



AGENDA

Town of Lunenburg Council Meeting

Tuesday, April 13, 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 23, 2021 Council meeting minutes - motion to approve

Motion: moved and seconded approval of the March 23, 2021 Council meeting minutes.

5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations consideration
 - a. Letter from Department of Municipal Affairs advising that the Town's and Municipality of the District of Chester's inter-municipal IT service project funding application was unsuccessful; and
 - b. Letter from Department of Municipal Affairs advising of \$1000 Provincial grant to assist with 911 system municipal data and other support costs.
7. Business Arising from the Minutes/Unfinished Business
 - a. Wastewater Treatment Plant Metering Capital Budget 2021/22 Pre-Approval Request – staff report and draft motion

Motion: moved and seconded pre-approval to carry-over the Wastewater Treatment Plant Flow Metering project to fiscal 2021/22 with a budget increase of \$16,000 including HST so the project can immediately proceed to tender and construction (Schedule "A").

b. Wastewater Treatment Plant Flood Control Engineering Report – staff information report.

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

a. Anti-Racism Special Committee Meeting March 25 meeting minutes;

b. Committee of the Whole Meeting April 6 meeting minutes – notice of motion and recommendation

Councillor Halverson gives notice of motion of proposed amendments to the Committees of Council Policy regarding the wind-up of the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee (Schedule “B”) for possible adoption at the April 27, 2021 Council meeting.

Motion: moved and seconded to make a submission to the Federal government in support of future Infrastructure funding priorities for wastewater treatment investment, followed by alternative energy and affordable housing projects (Schedule “C”).

c. Region 6 Waste Management Inter-Municipal Committee March 19, 2021 meeting minutes.

9. New Business

a. Fuel and Furnace Servicing 2021 – 2023 Proposed Contract Award by Council – staff report and draft motion

Motion: moved and seconded that the fuel supply and furnace servicing contract be awarded to Irving Oil for the period April 26, 2021 – March 31, 2023 as per Schedule “C” with the option to renew the contract for one additional two-year term.

b. 101 Masons Beach Road, Stellar Investments, to amend their Development Agreement date – draft motion

Motion: moved and seconded to receive the amending application regarding the 2011 Development Agreement for a hotel resort, condominium units and apartment building on three lots at 101 Masons Beach Road, forward it to staff and the Planning Advisory Committee for a Public Information Meeting to consider an extension to the commencement period for the Development Agreement and make a recommendation to Council respecting same.

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 items –

- Town lease negotiations for Blockhouse Hill lands and Lunenburg Academy, section 22 (2) (a) Municipal Government Act;

- Labour Relations, section 22 (2) (d) Municipal Government Act; and
- Proposed Review of Town Utility, section 22 (e) Municipal Government Act.

11. Resumption of Council meeting in public session - motion to consider any in camera meeting notices of motion and recommendations pursuant to section 22 (3) Municipal Government Act

12. Adjournment – Mayor Risser

Agenda items awaiting staff reports, etc. for further consideration

Agenda Item	Assigned to	Council Meeting Assigned	Status	Anticipated Return Date
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 23, 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, B.A., LL.B., Town Solicitor Office
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 6:03 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 with the addition of the proposed adoption of a proclamation regarding epilepsy recognition and additional resolution regarding the subdivision and sale of 37 Tannery Road. Motion carried.

4. March 9, 2021 Council meeting minutes

Motion: moved and seconded approval of the March 9, 2021 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

- a. Lunenburg County Seniors Safety Program Chris Acomb, Councillor Penny Carver, RCMP S/Sgt. Paul Coughlin and Carole Hipwell regarding recent Program activities and information

Lunenburg County Seniors Safety Program representatives spoke of the assistance that their organization offers to seniors in need (**Schedule "A"**). They expressed appreciation for Lunenburg Town Council's financial support and the membership of Councillor Jenni Birtles on their Board. They will be again seeking \$1275 funding from the Town to ensure their continued programming efforts.

6. Correspondence, Petitions and Proclamations consideration

- a. Copy of a Town of Mahone Bay Council letter to the Premier seeking Accessibility Act implementation funding for municipalities

Motion: moved and seconded to send a letter of support to the Province reiterating the need for Provincial funding to ensure successful and timely Accessibility Act implementation by municipalities (**Schedule "B"**). Motion carried.

- b. Department of Municipal Affairs letter advising of Wastewater Treatment Plant and Collection System Pre-Design Project Provincial funding extension to March 31, 2022

Staff advised that while a funding extension has been granted, the pre-design study is intended to still be completed this summer.

- c. Epilepsy "Purple Day" March 26, 2021 Recognition Proclamation Request

Motion: moved and seconded that whereas Purple Day is a global effort dedicated to promoting epilepsy awareness in countries around the world, and

Whereas epilepsy is one of the most common neurological conditions, estimated to affect over 50 million people worldwide, and 42 people in Canada are diagnosed every day, and

Whereas one in 10 persons will have at least one seizure during his or her lifetime, and

Whereas the public is often unable to recognize common seizure types, or how to respond with appropriate first aid, and

Whereas Purple Day will be celebrated on March 26 annually to increase understanding, reduce stigma, and improve the quality of life for people with epilepsy throughout the country and globally.

Now, therefore, the Town of Lunenburg Council hereby proclaims March 26, 2021, as "Purple Day", in Lunenburg to raise awareness of epilepsy in Canada. Motion carried.

7. Business Arising from the Minutes/Unfinished Business

- a. Comprehensive Community Plan (CCP) First Quarterly Progress Report

Town Managers provided an overview of the Town's CCP/Strategic Plan work progress to date (**Schedule "C"**). It was noted that the draft 2021/22 Town budget has been

redesigned to focus on the key annual financial requirements to achieve CCP implementation.

b. Budget 2020/21 Variance Report to January 31, 2021

The Finance Director provided an overview of the year to date budget status as outlined in the staff report (Schedule "D").

c. 37 Tannery Road Proposed Subdivision and Sale Resolution

Mr. Luczak reviewed the draft resolution (Schedule "E") with Council to enable the reservation of a small area of Town lands at the front of the property for a Town sidewalk to be constructed. The purchaser's lawyer has undertaken to uphold the terms of the resolution. The Registry of Deeds would not accept the Town's March 9 Tannery Road street widening resolution to achieve this and allow the remainder of the lands to be recorded in their Registry. Hence, the current draft resolution is recommended.

Motion: moved by seconded by that whereas the Town passed a resolution (in 3 component parts) on March 9, 2021 for the sale of the property at 37 Tannery Road.

And whereas the Town passed a resolution on March 9, 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 section 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 section 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 CAO 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 (Schedule "E"). Motion carried.

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

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

These minutes were received for information.

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

Council considered the Special Committee's recommendation as noted below.

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

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

These minutes were also received for information.

- d. Protective Services Committee Meeting March 11, 2021

Council considered the Committee's recommendations.

Motion: moved and seconded referral of the draft 2021/22 Protective Services Operating and Capital budgets (Schedule "G") to the Town's general draft budget review process. Motion carried.

Motion: moved and seconded Council pre-approval to order a replacement Fire Rescue (02) truck for delivery in 2022/23 fiscal year (Schedule "H").

It was noted that Fire Districts 1 and 2 Commission representatives did not vote in favour of this at the Committee meeting.

The motion was put and passed.

- e. Lunenburg County Regional Emergency Management Organization Advisory Committee Meeting January 19, 2021

These minutes were received for information. It was noted that the Committee's 2021/22 budget recommendation is included in the Town's draft budget document for approval.

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

Council considered the Committee's recommendations.

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

Motion: moved and seconded 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 with the first year in 2021/22. The drafts of which will be reviewed by the Committee of the Whole for recommendation to Council. Motion carried.

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

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 as per their request (Schedule “J”), thereby exempting the signage from requiring a Development Permit under Part 24.14.e. of the Land Use Bylaw. Motion carried.

11. Adjournment

The meeting was adjourned at 7:20 p.m. by the Mayor.

Bea Renton, CAO

March 24, 2021

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

Dear Ms. Renton:

RE: MIP – Shared Municipal Agreement – IT Service for Town of Lunenburg and Municipality of Chester

Thank you for your application under the Municipal Innovation Program (MIP) for funding for the Shared Municipal Agreement – IT Service for Town of Lunenburg and Municipality of Chester project.

As requests for funding are significantly greater than the Municipal Innovation Program budget, regrettably we are unable to provide support for the Shared Municipal Agreement – IT Service for Town of Lunenburg and Municipality of Chester project at this time.

Should you have any questions or would like feedback on your application, please feel free to contact me at 902-488-1308 or by email at Ahmad.Shahwan@novascotia.ca

Sincerely,



Ahmad Shahwan, MBA, CPA, CMA, P.Eng.
A/Manager Infrastructure Programs

c Mr. Dan McDougall, CAO, Municipality of the District of Chester



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

MAR 29 2021

Mayor Matt Risser
Town of Lunenburg
PO Box 129
Lunenburg NS B0J 2C0

Dear Mayor Risser:

I am pleased to inform you that a direct deposit in the amount of \$1,000.00 will be made to your municipal account from the 911 Cost Recovery Fund. As in past years, the purpose of this funding is to provide for the recovery of the incremental costs associated with the administration of civic addressing programs at the municipal level.

I want to take this opportunity to express my thanks to you and your staff for the excellent support provided to the Nova Scotia 911 system, without which we could not continue to deliver the very high caliber of service that Nova Scotians have come to expect. Should you have any questions, please contact David Wilson, Director, Provincial 911, Emergency Management Office Emergency Management Office toll free at 1(866) 424-5620.

Sincerely,

A handwritten signature in dark ink, appearing to be "Brendan Maguire", with a long horizontal stroke extending to the right.

Brendan Maguire
Minister of Municipal Affairs

c Nova Scotia Federation of Municipalities

MEMORANDUM

TO: TOWN COUNCIL

**FROM: IAN TILLARD, ENGINEERING CONSULTANT AND
DENNIS MACPHERSON, M. Eng., P.Eng, TOWN ENGINEER**

DATE: APRIL 6, 2021

**RE: WASTEWATER TREATMENT PLANT INFLUENT AND EFFLUENT
FLOW METERING PROJECT UPDATE**

1. FACTS

The purpose of this memo is to provide the background for and a motion for a request to increase the project budget and carry over the Wastewater Treatment Plant (WWTP) Flow Metering project over to the 2021/22 fiscal year.

The WWTP does not have any metering for the influent (incoming, untreated wastewater) or effluent (outgoing, treated wastewater) flows. Provincial regulations require flow metering of influent and effluent (although they accept one or the other) and federal regulations require effluent flow metering. At present the WWTP meters sewage flow of the DAF units which is not a true representation of influent or effluent flows due to internal bypass flows, but this has been sufficient to date for the regulators. The need for metering has been identified as a need for WWTP upgrading and the budget of \$50,000 was approved for 2020/21 to engineer and install metering with funding from Gas Tax.

2. ISSUES AND OPTIONS ANALYSIS

The engineering for the metering took some time to figure out because there is no obvious location inside the WWTP to place the metering. Also, there has been a lot of other activity happening this year which has stretched resources, so the project has fallen behind the original planned schedule of completing all of the engineering and installation work in the 2020/21 fiscal year. The engineering design work is now complete and can proceed to tender. The proposed revised schedule is:

- Tender the construction contract in April 2021
- Award the contract in mid May 2021
- Contractor's material delivery is approximately 10 weeks
- Installation in August 2021

The engineered location is exterior to the WWTP on the effluent side of the plant in a weather proof chamber. The technical reason for choosing this location is that the metering requires certain straight pipe lengths before and after the meter in order to work properly. As a result of this location, it has been decided to add isolation valves on either side of the meter to facilitate future maintenance. These valves were not originally part of the scope and budget.

3. FINANCIAL IMPACT

The original 2020/21 Capital budget based a cost estimate that did not include isolation valves was \$50,000. The revised capital budget estimate that includes the isolation valves and tax is \$66,000. The funding for the project is Gas Tax. There is capacity within our Gas Tax allotment for this additional \$16,000 expense.

4. STRATEGIC PLAN RELEVANCE

This project is part of the “Servicing and Facilities” Strategic Direction of Project Lunenburg’s Comprehensive Community Plan approved by Council in November 2020. Specifically, this project relates to the Strategic Direction Action to make “Upgrades to the wastewater treatment plant.”

5. RECOMMENDATION AND DRAFT MOTION

Staff are recommending that:

1. The WWTP Flow Metering project be carried forward into the 2021/22 fiscal year.
2. The budget for the WWTP Flow Metering project be increased from \$50,000 to \$66,000.
3. Council pre-approve this 2021/22 Capital project by adopting the below noted motion so the project can proceed.

Draft Motion:

Motion: moved and seconded Council pre-approval to carry-over the WWTP Flow Metering project to fiscal 2021/22 and budget increases of \$16,000 including HST so the project can immediately proceed to tender and construction.

Bea Renton, CAO

MEMORANDUM

TO: TOWN COUNCIL

**FROM: IAN TILLARD, ENGINEERING CONSULTANT AND
DENNIS MacPHERSON, P.Eng, TOWN ENGINEER**

DATE: APRIL 6, 2021

RE: WASTEWATER TREATMENT PLANT – FLOOD STUDY REPORT

1. FACTS

The purpose of this memo is to provide Council with a summary the 2020 Wastewater Treatment Plant (WWTP) Flood Study and subsequent plan of actions currently being undertaken by staff.

The WWTP plant flooded in September 2019 during Hurricane Dorian to a level of approximately 0.6 m above floor level. Stormwater backed up into the Back Harbour during the course of the Hurricane and, due to the wind direction and topographical configuration around the Back Harbour, the flood levels reached significantly higher levels than the Front Harbour. There are culverts under Highway 332 and Kissing Bridge Road that essentially connect the WWTP area and Back Harbour and this was the primary mechanism for the flood waters reaching the WWTP.

2. ISSUES AND OPTIONS ANALYSIS

A flood study was initiated to determine:

- the causes of the flooding
- what effect that future sea level rise has on future flooding scenarios
- what mitigative measures are possible to prevent flooding in future

The flood study analysed potential flooding events that account for sea level rise under intermediate and extreme scenarios. The recommendations from the report are as follows:

1. Installation of an actively managed tide gate on the outer culvert to Back Harbour across Highway 332 (see: page 37 attached report)
2. Installation of a backup generator for the WWTP (see: page 37 attached report)

3. Provision for inflatable temporary plugs that can be used a short term solution and also as a temporary backup solution for the long term gate solution.

The long term tide gate valve solution is estimated to be satisfactory until at least 2070 under both moderate and high sea level rise scenarios. The most aggressive high sea level rise scenario includes the effect of Antarctic ice sheet melt. For information, the report also references future measures that would be needed should storm conditions exceed the scenarios noted above and that is to raise the level of Highway 332. This scenario is not something that needs to be addressed now.

As a result of the recommendations staff have taken the following actions:

1. The installation of the actively managed tide gate valve is included in the WWTP pre-design engineering work that is now underway. This will provide conceptual design and estimates as well as regulatory measures needed.
2. The installation of a backup generator is also included in the WWTP pre-design work currently underway to identify concept design and estimates.
3. A temporary plug has been purchased and an operating procedure for deployment has been developed. This plug was in fact deployed once during the potential hurricane landfall last fall as a precautionary measure.

3. FINANCIAL IMPACT

The pre-design engineering and estimates for the first two items are included in the WWTP pre-design budget. That process will identify the costs that will be associated with these two items.

The temporary plug was purchased within the 2020 approved operating budget.

It will be important to include in the 2022/23, Capital budget monies to implement these conditional WWTP flood prevention measures as described above.

4. STRATEGIC PLAN RELEVANCE

This project is part of the “Servicing and Facilities” Strategic Direction of Project Lunenburg’s Comprehensive Community Plan approved by Council in November 2020. Specifically, the Strategic Direction Action calls for “Upgrades to the wastewater treatment plant.”

5. RECOMMENDATION AND DRAFT MOTION

This memo is for information only.

Encl. (1)


Bea Renton, CAO



Town of Lunenburg Wastewater Treatment Plant Flood Assessment Final Report



201155.00 • October 2020

	Final Report	V. Leys	14/10/2020	D. Kolijn
	Draft Report	V. Leys A. Wilson	29/07/2020	D. Kolijn G. Waugh
Issue or Revision		Reviewed By:	Date	Issued By:
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October 14, 2020

Ian Tillard, P.Eng.
Town Engineer
177 Cumberland Street
PO Box 129
Lunenburg, NS B0J 2C0

Dear Mr. Tillard:

RE: Town of Lunenburg Wastewater Treatment Plan Flood Assessment

CBCL Limited is please to present the Town of Lunenburg with this brief technical report investigating the causes of extreme flooding experienced at the Town of Lunenburg waste water treatment facility during the passage of Hurricane Dorian in September 2019.

The report goes on to investigate the likelihood of such an event recurring, future flood predictions, and recommendations for immediate and long-term flood risk mitigation strategies.

We thank the Town of Lunenburg for the opportunity to collaborate on this important investigation. Please do not hesitate to contact the undersigned for any questions or comments you may have in response to the contents of this report.

Yours very truly,

CBCL Limited

Prepared by:
Danker Kolijn, P.Eng., M.Sc., M.Eng.
Group Lead, Coastal Engineering
Direct: 902-421-7241, Ext. 2586
E-Mail: dkolijn@cbcl.ca

Reviewed by:
Vincent Leys, M.Sc., P.Eng., PMP
Senior Coastal Engineering
Direct: 902-421-7241, Ext. 2508
E-Mail: vincentl@cbcl.ca

Project No: 201155.00

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Chapter 1 Introduction

On September 7th, 2019 Hurricane Dorian made landfall in Nova Scotia to the northeast of the Town of Lunenburg. The Hurricane generated storm surge within the Lunenburg Front and Back harbours (Figure 1-1) and caused extensive flooding and damages at the Lunenburg waste water treatment plant (WWTP). This study was subsequently commissioned to:

- ▶ Investigate the causes of the flooding,
- ▶ Study anticipated future flood levels at the WWTP facility for the immediate and long term future (i.e. 2070), and
- ▶ Provide the Town of Lunenburg with conceptual mitigation options to prevent future flood events at the WWTP facility.



Figure 1-1: Town of Lunenburg Project Area

To generate the conceptual flood mitigation options, this brief report provides the following:

- ▶ Derivation of design water levels, including tides, storm surge and sea-level rise for both the Front and Back Harbour of Lunenburg.

- ▶ An assessment of water level differences between the Back Harbour and the Front Harbour during extreme storm event (i.e., storm surge). Specifically we will assess water levels during Hurricane Juan (2003) and Hurricane Dorian (2019).
- ▶ An assessment of water levels between the Back Harbour and salt marsh connected by two (2) culverts, adjacent to the WWTP.
- ▶ Rainfall-runoff modelling to determine contributions from overland flow.
- ▶ Flood maps to depict the extents of flooding.
- ▶ Summary of recommended mitigation options.

The report concludes with a recommended mitigation option to reduce future flood risks.

1.1 Description of the 2020 Hurricane Dorian Event

From communication with the WWTP operator, we understand that the Hurricane Dorian flood event is the worst flooding event in the history of the Lunenburg WWTP, and that to date, no significant overland and coastal flooding has occurred at the plant. To better understand these historic flood conditions at the Lunenburg WWTP, a series of photographs provided by the plant operators are assessed (Figure 1-2 and Figure 1-3).

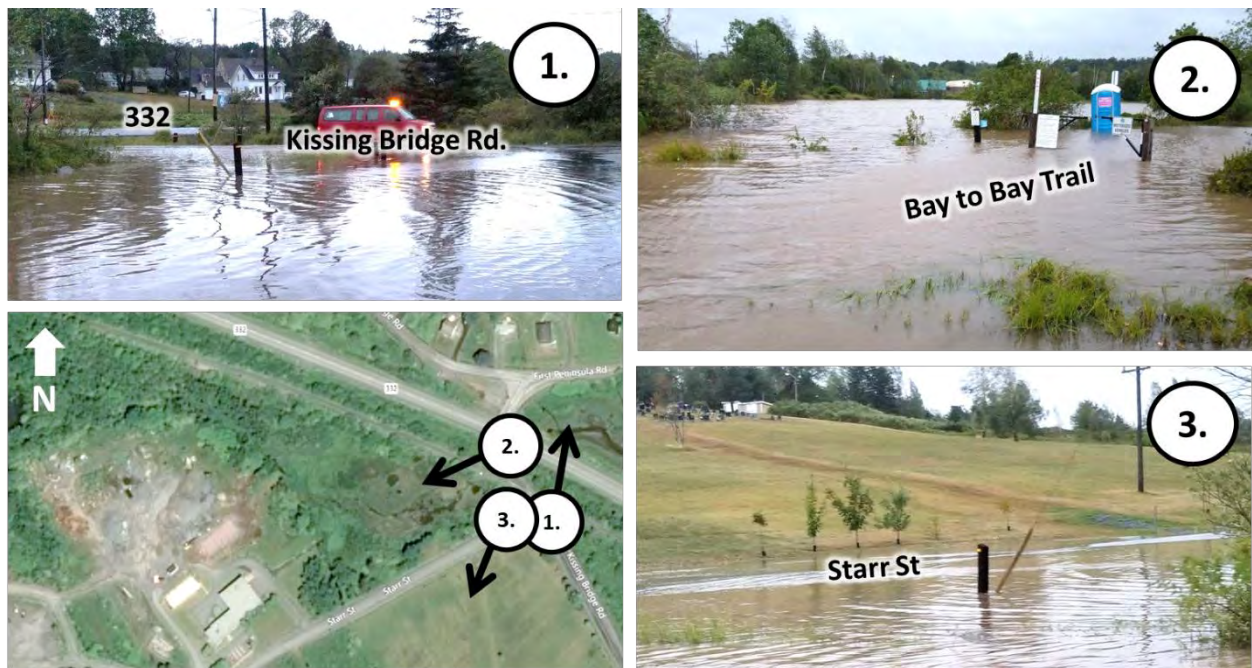


Figure 1-2: Flooding at Highway 332 on September 7th 2019

From these images we can observe the following:

- ▶ Highway 332 remains dry and is not inundated (Figure 1-2, 1). The highway sits at approx. +2.6m CVGD2018.
- ▶ The Bay to Bay Trail is flooded (Figure 1-2, 2), where the trail bed sits at approx. +1.75m CVGD. There appears to be about a foot of water on the trail.

- ▶ Starr St. is flooded (Figure 1-2, 3), which runs parallel to the plant property. The road gradually rises as it approaches the plant. At its lowest point near the intersection (depicted in (Figure 1-2, 3), the surface of the road sits at +1.9m CVGD2013.
- ▶ The bay doors of the WWTP are inundated (Figure 1-3, 3), where the floor of the WWTP sits at +1.71m CVGD2013.
- ▶ The drainage ditches at the turnoff to the WWTP on Starr St. are entirely inundated and part of the access road to the WWTP is flooded.
- ▶ The berms around the WWTP are dry.
- ▶ Flooding appears to be coming from the drainage ditches and drainage canal which leads into the salt marsh to the east of the WWTP.



Figure 1-3: Flooding at the Lunenburg WWTP on September 7th 2019

We can estimate flood levels in the plant by analyzing post-flood pictures taken inside the facility (Figure 1-4). We note the flood lines left on the inside of the building which appear to be 2-3 cinder block heights above the plant floor. We know that the floor sits at +1.71m CVGD2013, therefore given typical cinder block dimensions, a flood height of 2.11m to 2.31m CVGD 2013 is feasible. Sources of this flooding are likely a combination of several contributors which could include storm surge, land based runoff, overflow in the building, and localized pooling or ponding. The dominant sources of flooding will be explored further in this report.

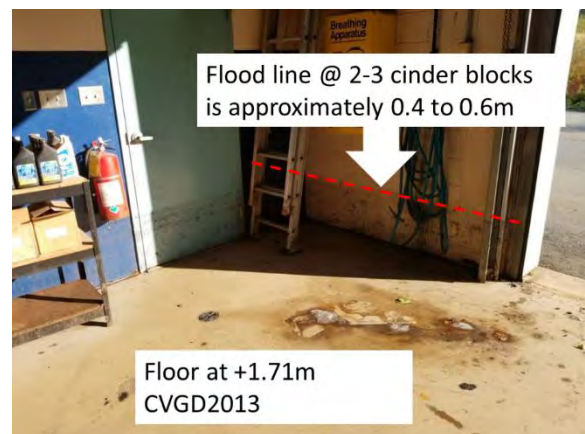


Figure 1-4: Flooding evidence inside Lunenburg WWTP

Chapter 2 Coastal Water Levels Front Harbour

2.1 Coastal Flooding Drivers

Coastal flooding is typically governed by still water levels with contributions from the following parameters:

- ▶ **Tide** – The Higher High Water Large Tide (HHWLT) is a common parameter for representing high tide. It represents the average of the annual maxima from a 19-year tidal prediction cycle.
- ▶ **Storm Surge** – Storm surges are created by meteorological effects on sea level, such as wind set-up¹ and low atmospheric pressure, and can be defined as the difference between the observed water level during a storm and the predicted astronomical tide.
- ▶ **Sea-Level Rise (SLR)** – Global Mean SLR will accelerate due to climate change, causing increased risks of coastal erosion and flooding. Relative sea level rise (RSLR) represents Global Mean SLR corrected with local factors including but not limited to vertical land motion.

Wave impacts and river contributions are expected to be negligible for the project site.

2.2 Storm Surge

Regional storm surge trends can be inferred from large-scale models, and nearby tide gauge observations if available. Regional modeling of storm surge was conducted by Bernier et al (2006). Sample results shown on Figure 2-1 illustrate the large-scale spatial patterns of storm surge intensity across the region, not accounting for tides. For the present study, it is assumed that the magnitude and long-term time distribution of storm surge residual relative to the tide is comparable to that measured by the DFO long-term tide gauge at Halifax.

¹ Wind set-up refers to the increase in mean water level along the coast due to shoreward wind stresses on the water surface.

Calculated extreme still water levels were based on the extreme value analysis of the total water level peaks measured at the tide gauge after detrending for historical sea level rise. The calculated extreme total water levels were then corrected to the project site based on the HHWLT elevation difference between the tide gauge and the project site. The chosen method based on total water level peaks ensures that the N-year extreme total water level is statistically representative, accounting for the possibility that extreme storm surges do not always coincide with the highest tides.

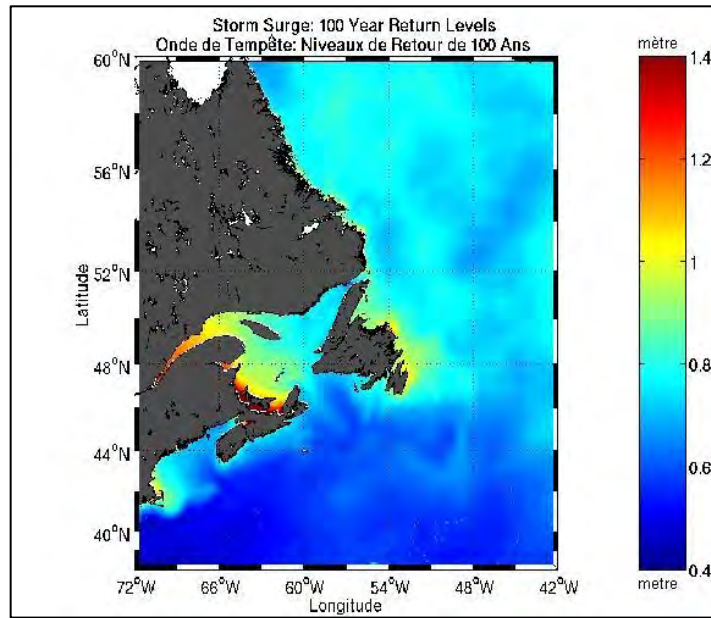


Figure 2-1: Extreme Storm Surge Residual across the Maritimes
(Source: Environment and Climate change Canada, based on

Table 1 shows the tidal and calculated total extreme still water levels for the Lunenburg Front Harbour.

Table 1: 2020 Tidal and Extreme Still Water Level Estimates for Lunenburg Front Harbour

Return Period [years]	m Chart Datum (CD)	m CGVD28	m CGVD2013
100-yr	3.3	2.1	1.5
50-yr	3.2	2.0	1.4
10-yr	3.0	1.8	1.2
5-yr	2.9	1.7	1.1
2-yr	2.8	1.6	1.0
1-yr	2.7	1.5	0.9
Tidal Elevations			
Source: DFO 2020 Canadian Tide and Current Tables			
Higher High Water Large Tide (HHWLT)	2.4	1.2	0.6
Higher High Water Mean Tide (HHWMT)	2.1	0.9	0.3
Mean Water Level (MWL)	1.3	0.1	-0.5
Lower Low Water Mean Tide (LLWMT)	0.7	-0.5	-1.1
Lower Low Water Large Tide (LLWLT)	0.3	-0.9	-1.5

2.2.1 Storm Surge Uncertainty

Uncertainty in the above storm surge values comes from the following factors:

- 1 Uncertainty in extreme value analysis on the Halifax total water levels itself. The 95% confidence interval on the 100-year return estimate is ± 0.2 m.
- 2 Uncertainty in applying Halifax storm surge values to Lunenburg.
- 3 Differences between Lunenburg Harbour and Back Harbour where the WWTP is located. Due to the funneled shape of the Back Harbour bay, it is possible that water levels could be measurably higher under certain wind conditions.

Uncertainty from factors (2) and (3) could be mitigated by additional storm surge modeling. For example, the storm surge residual measured in Lunenburg Harbour during 2003's Hurricane Juan was 0.65 m (Mulligan, 2008). The water level in Back Harbour during that storm was not measured. However, it could be resolved by a high-resolution hydrodynamic model forced by regional hurricane wind fields, to be used subsequently for investigating alternative storm tracks and storm intensities.

2.3 Sea Level Rise

Sea levels have been rising in the Maritimes since the end of last ice age 10,000 years ago. The trend is expected to accelerate with climate change. SLR Projections for the area are summarized on Figure 2-2 (Greenan et al 2018, based on James et al 2014), based on scientific literature summarized in the following paragraphs.

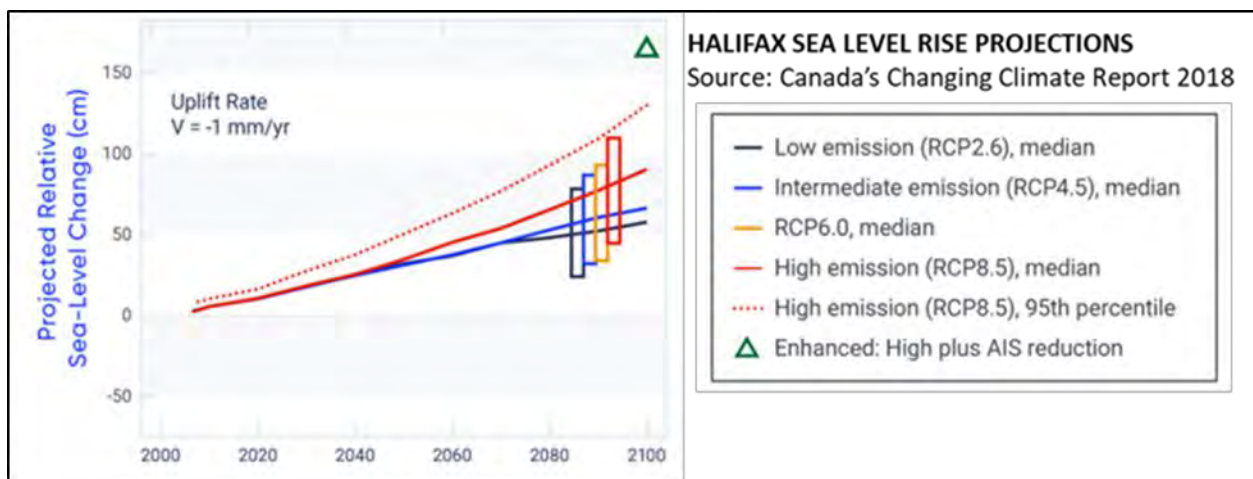


Figure 2-2: Halifax Sea Level Rise Estimates Reproduced from Greenan et al 2018

The green triangle is the projection of a scenario based on collapse of a portion of the West Antarctic Ice Sheet, providing an additional 0.65 m of Global Mean SLR to RCP8.5 by 2100.

2.3.1 Consensus Intermediate SLR Projections

The Intergovernmental Panel on Climate Change's Fifth Assessment Report (IPCC AR5 2013) estimated that the upper-bound Global Mean SLR could **be in the order of 1.0 m by year 2100**. This projection using process-based models was for Representative Concentration Pathways RCP 8.5 high-emission scenario. To derive Relative SLR, the Department of Fisheries and Oceans Canada (DFO) then developed the online Canadian Extreme Water Level Adaptation Tool (CAN-EWLAT), based on work by James et al. (2014) accounting for local

factors. CAN-EWLAT is a science-based planning tool for climate change adaptation of coastal infrastructure related to future water-level extremes, based on IPCC AR5 projections improved upon by incorporating information on land subsidence measured with high-precision GPS instruments. It was developed to provide SLR allowances for DFO harbours across Canada. Allowances are estimates of changes in the elevation of a site that would maintain the same frequency of inundation that the site has experienced historically.

2.3.2 Upper-End Projections with High Uncertainty

Recent studies tend to support higher GMSL upper-end projections based on potential rapid Greenland and West Antarctic Ice Sheet (AIS) reduction. These upper-end SLR projections (DFO Han et al. 2016, or NOAA Sweet et al. 2017) are based on probabilistic projections of the factors driving GMSL rise, which is different than the process-based model approach from IPCC AR5. NOAA's year 2100 GMSL projections range from Low (0.3m), Intermediate (1.0m), High (2.0m) and Extreme (2.5m). These projections carry higher uncertainty. Given these findings, the 2014 DFO CAN-EWLAT estimates based on IPCC AR5 RCP8.5 could be considered intermediate projections. In the Canadian context, Greenan et al. (2018) propose to add **an additional 0.65 m by 2100** of Global Mean SLR to RCP8.5.

2.3.3 Selection of Scenarios

The appropriate scenario to use depends on the application, such as planning time horizon or risk tolerance of the area and infrastructure assets. As shown on Figure 2-2, the scenarios start to significantly diverge after a few decades (2050's and beyond). The following approach using two scenarios as a general planning envelope could be considered, as per NOAA 2017.

- ▶ Define an *intermediate* SLR projection for short-term and medium-term planning. We propose that this scenario be the CAN-EWLAT estimate, which would represent an intermediate projection typically close to 1 m to the end of the century. This intermediate scenario may be used for defining the elevation of coastal protection structures and potentially roads, which could be built for a shorter design life and/or have built-in flexibility to allow incremental raising.
- ▶ Define an upper-bound scenario, which in the present case could be the *high or extreme* GMSLR projection that includes AIS reduction, and use it as a guide for overall risk and long-term adaptation strategy. The upper-bound scenario can be used for guiding the selection of minimum site elevations required for siting of future and potentially vulnerable permanent infrastructure.

Finally, the science of SLR will keep evolving with updated observations and improving model predictions. Implications for infrastructure and coastal flooding will need to be re-evaluated with periodic updates in SLR projections.

Table 2: SLR Scenarios

Relative SLR Scenario	2030	2040	2050	2060	2070	2080	2090	2100
(1) Intermediate Vertical allowance from CAN-EWLAT RCP8.5	0.13	0.2	0.31	0.42	0.55	0.7	0.87	1.12
(2) High =(1)+AIS reduction (0.65m by 2100)	0.21	0.32	0.49	0.66	0.87	1.11	1.37	1.77

2.4 Coastal Flood Risk

2.4.1 Deterministic vs. Probabilistic Approach

In infrastructure design, it has been common to use a deterministic approach to risk. This involves designing for an extreme event (e.g. 100-year return storm) for a given lifetime before refurbishment. For example, the resulting probability of encounter of the design event during a 50-year lifetime would be 39% (for the 100-year event used for design) to 64% (for the 50-year event).

In the context of climate change and particularly coastal flood risk, the deterministic approach is rendered invalid by sea level rise (SLR) because the probability of encounter of extreme events will increase with time. Therefore, we used an alternative probabilistic approach.

2.4.2 Probabilistic Coastal Flood Levels

The lifetime probabilities of coastal flooding were estimated for various elevations and SLR scenarios. The probabilistic calculation accounts for the increasing annual probability of encounter of a given coastal flood level, based on storm surge statistics and sea level rise scenarios previously described.

For various elevations and SLR scenarios,

Figure 2-3 quantifies the probability of occurrence that the coastal storm surge levels will exceed the given land elevation at least once between 2020 and the timeline specified. For example, the elevation with a 50% risk of flooding at least once between today and 2070 ranges from 1.8 (with intermediate SLR scenario) to 2.1 m CGVD2013 (with high SLR scenario), plus storm surge uncertainty levels as described in previous section. The uncertainty in SLR grows more significant towards the end of the century, hence the increasingly larger risk difference.

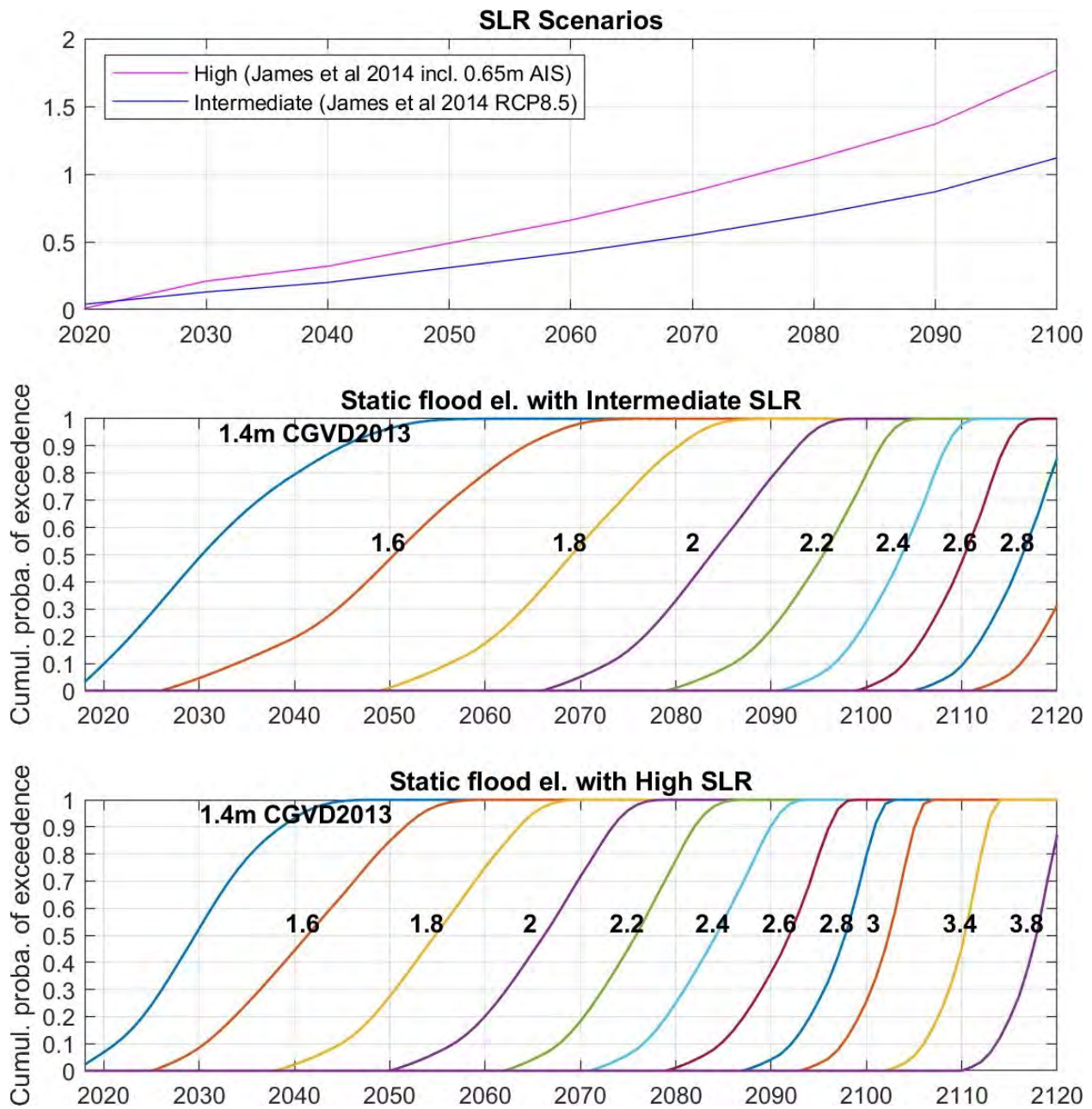


Figure 2-3: Probabilistic Water Level Estimates in Metres CGVD2013 for Front Harbour

This Figure is a decision tool to select the appropriate infrastructure elevation based on risk tolerance. The risk tolerance is defined by infrastructure lifetime and acceptable probability of flooding over the given lifetime. For a given project site, risk tolerance typically depends on the type of asset being designed or refurbished.

Chapter 3 Water Level Measurements

A series of culverts connects the Back Harbour to a marsh which is situated adjacent to the WWTP. Highway 312 acts as a barrier between the Back Harbour and the parcel of land on which the WWTP has been built. The highway has a crest elevation of +2.6m CGVD2013, which is above the anticipated extreme water levels expected at the site. Therefore, the only viable connection between Back Harbour and the WWTP property is a through the culvert system. To determine the connectivity between the Back Harbour and the marsh, CBCL Limited (CBCL) installed two (2) tide gauges for a period of 14 days to better understand the hydraulic interaction between these connected water bodies. The location of the sensors is depicted in Figure 3-1, and the 14-day time series of water levels relative to CGVD is depicted in Figure 3-2.

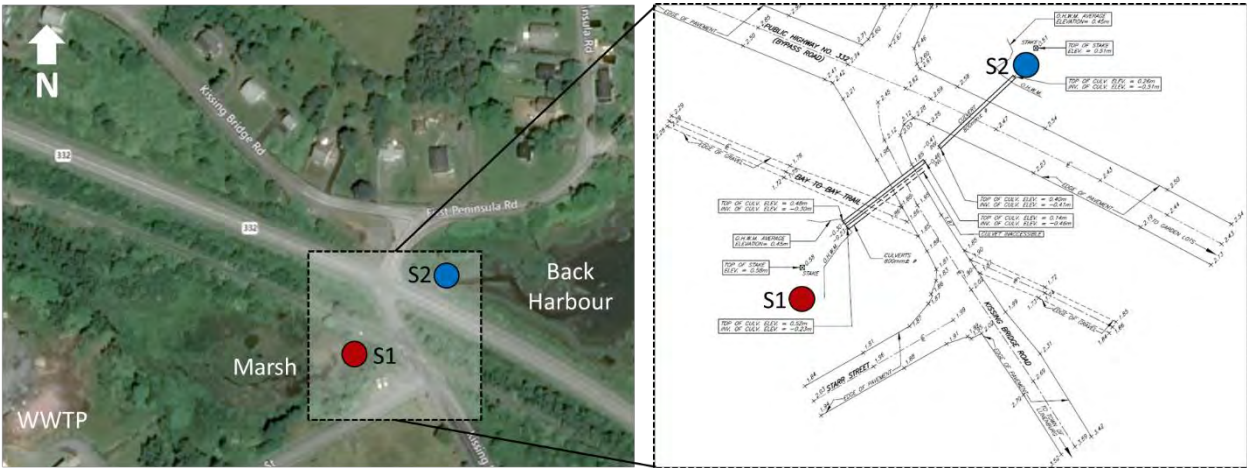


Figure 3-1: Location of Water Level Sensors between the Back Harbour & Marsh

A survey was completed in April 2020 of the culverts (Figure 3-1, right) to determine their dimensions and elevation relative to the water levels in Back Harbour. The position of the water level gauges was also surveyed, where the water level sensor in the Back Harbour was installed at -0.93m CGVD2013, and the sensor in the marsh was installed at -0.19m CGVD2013. From the time series in Figure 3-2, we can make the following conclusions:

- ▶ Maximum water levels in the marsh are similar to those reported in the Back Harbour, suggesting a near synchronized hydraulic connectivity between the marsh and Back Harbour.

- ▶ Results suggest that it is likely that during a storm surge, the water levels in the marsh will be at least as high as water levels in the Back Harbour, with an almost simultaneous response (i.e. timing) of water levels in marsh, relative to the Back Harbour.
- ▶ Recorded water levels in the marsh are slightly lower than those observed in the Back Harbour. This difference is almost negligible and may be attributed to various positional or sensor errors.
- ▶ Water levels in the marsh are well below the floor of the WWTP (+1.71m CGVD2013), as is expected during a typical 14-day tidal cycle without storm surge activity.

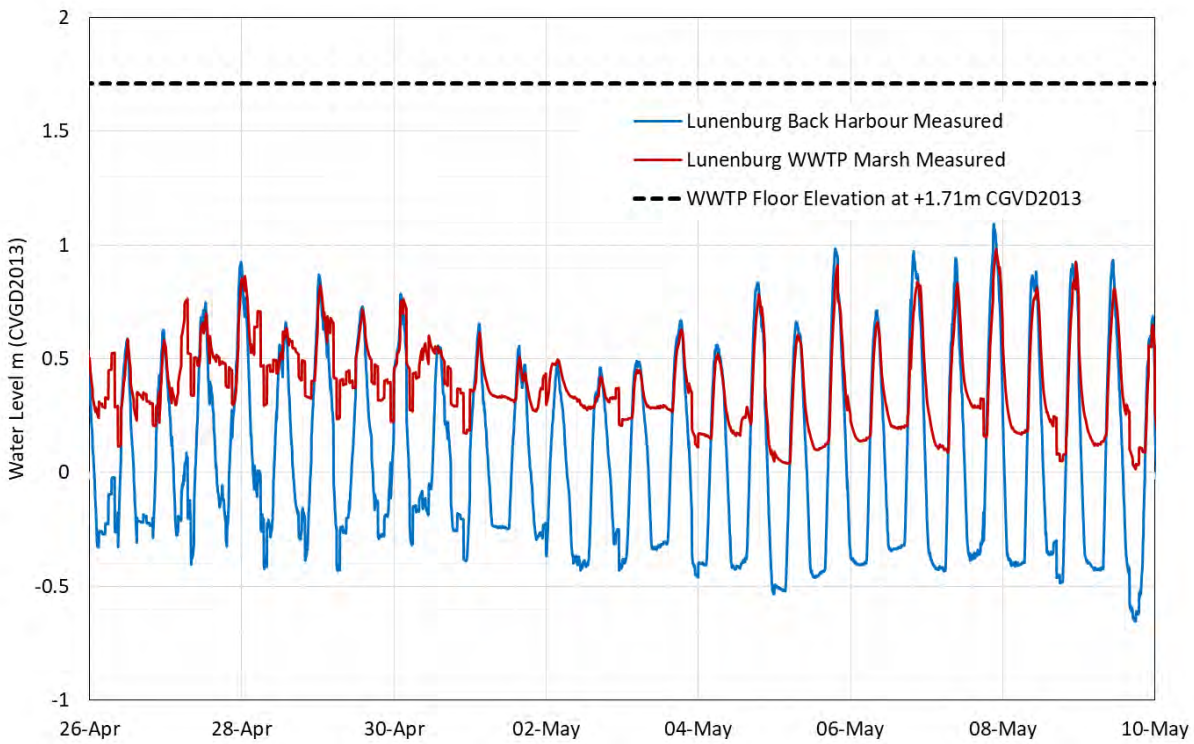


Figure 3-2: Monitored Water Levels at Lunenburg Back Harbour & Marsh

Chapter 4 Front & Back Harbour Surge

It has long been reported and observed that water levels in the Lunenburg Front and Back harbours can differ during storm surge events. To better understand storm surge dynamics between the Front and Back Harbour, CBCL used the industry-standard MIKE21² coupled hydrodynamic and wave model available from the Danish Hydraulic Institute (DHI). The storm surge model was calibrated to a known event, i.e. Hurricane Juan on 29 September 2003. This event generated the record high water level observed by the Halifax tide gauge (2.9 m Chart Datum total water level) and in Lunenburg front Harbour (a 0.65m storm surge residual as reported by Mulligan et al., 2008).

Hurricane track, wind and atmospheric pressure data were input into the model to simulate the storm surge. The Hurricane model extends across the entire Maritime region and is refined at Lunenburg to capture the local storm surge effects. The paths used in the regional Hurricane model are depicted in Figure 4-1. The model is forced by a directional wind and pressure field generated by the hurricane track, with inputs of time, location (lat. & lon.), wind speed, pressure, and a radius of maximum wind parameter.

² DHI (Danish Hydraulic Institute) 2020 Version Release Mike21 Modelling Package

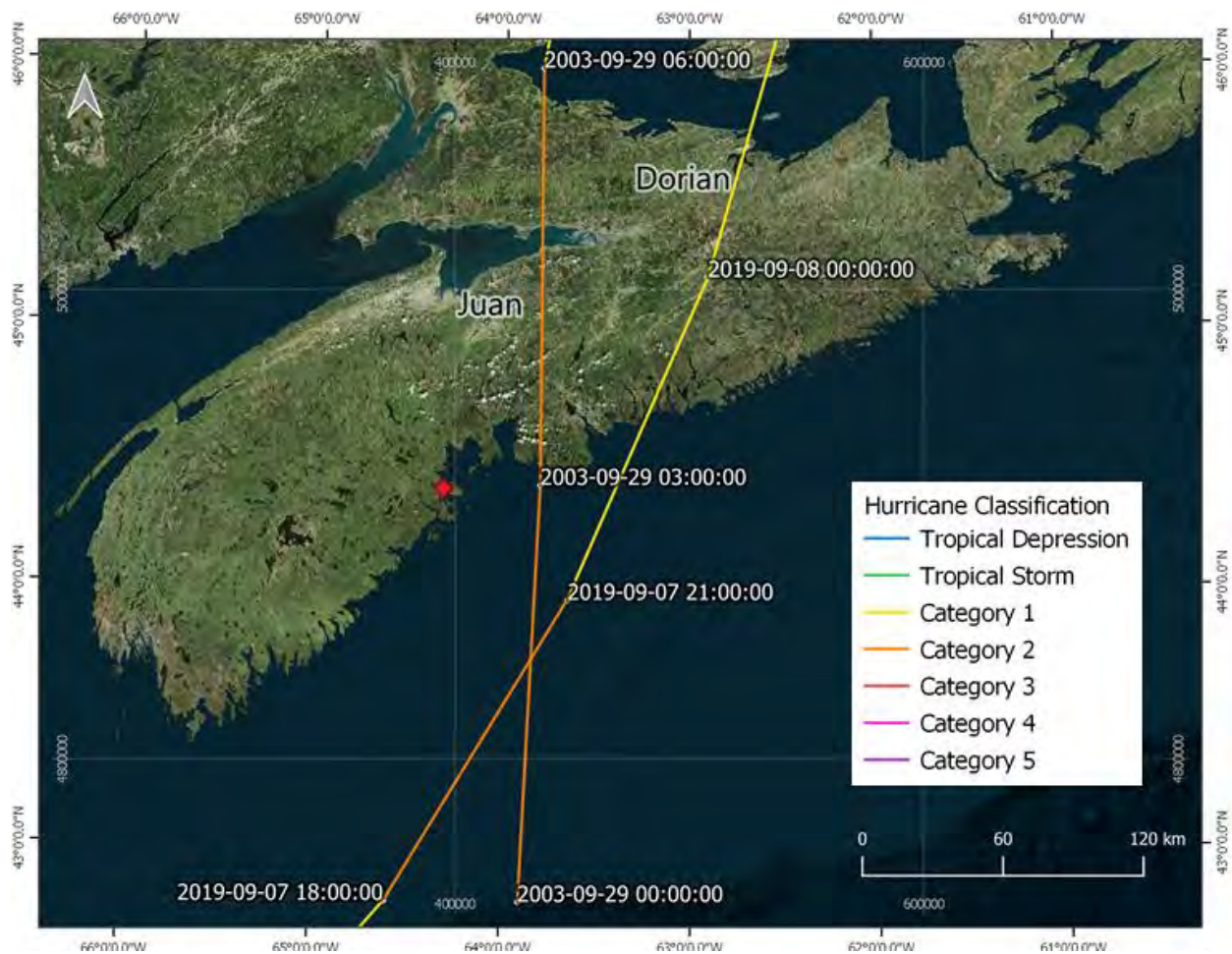


Figure 4-1: Hurricane Tracks Used in the Regional Hurricane Model

The modelled peak storm surge residual (i.e. above astronomical tide) at the Halifax tide gauge was 1.5 to 1.6 m, which is consistent with the tide gauge record of a 1.5 m peak for this event. The modelled peak storm surge residual (i.e. above astronomical tide) for the Lunenburg Front harbour was 0.67m (Table 3), which is consistent with the recorded peak of 0.65m (excluding wave run-up).

Model results from the storm surge model (Figure 4-2), indicate a difference between Back and Front Harbour storm surge residual elevations (excluding tide) during Hurricane Juan (2003) and Hurricane Dorian (2019). A summary of these differences is provided in Table 3, which indicates a 25%-27% greater water level in the Back Harbour relative to the Front Harbour.

Table 3: Storm Surge Residual Values at Lunenburg Back & Front Harbour

Event	Simulated Storm Surge Residual (m)		
	Front Harbour	Back Harbour	Difference
Hurricane Juan (2003)	0.67	0.89	0.22 (+25%)
Hurricane Dorian (2019)	0.80	1.10	0.30 (+27%)

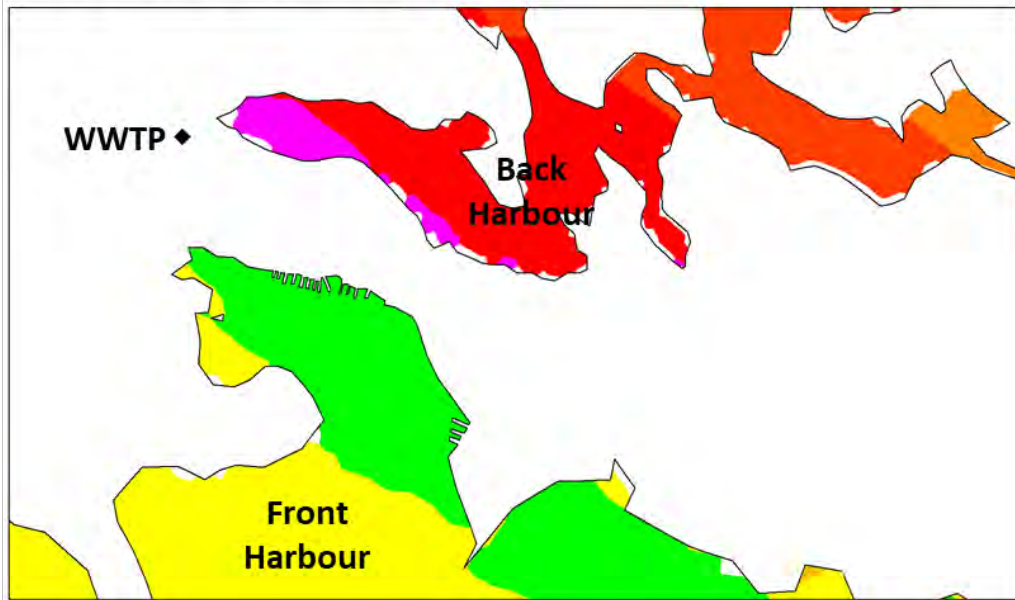
Using the tidal assessment in the preceding section, a summary of extreme water levels which adds the HHWLT to the storm surge residual, for each Hurricane system is provided in Table 4, for all three relevant vertical reference systems.

Table 4: Extreme Water Levels at Lunenburg Back & Front Harbour

Hurricane Event	Extreme Water Levels					
	m Chart Datum		m CGVD28		m CGVD2013	
	Front Harbour	Back Harbour	Front Harbour	Back Harbour	Front Harbour	Back Harbour
Hurricane Juan (2003)	3.07	3.29	1.87	2.09	1.27	1.49
Hurricane Dorian (2019)	3.20	3.50	2.00	2.30	1.40	1.70

From the storm surge analysis completed for Hurricane Juan and Dorian, we can derive an estimate for 2020 tidal and extreme still water levels for both Lunenburg Front & Back Harbour. Based on the limited sample size analyzed, the variation of extreme still water levels for Front & Back harbour is presented in Table 5.

Hurricane Dorian (2019)



Hurricane Juan (2003)

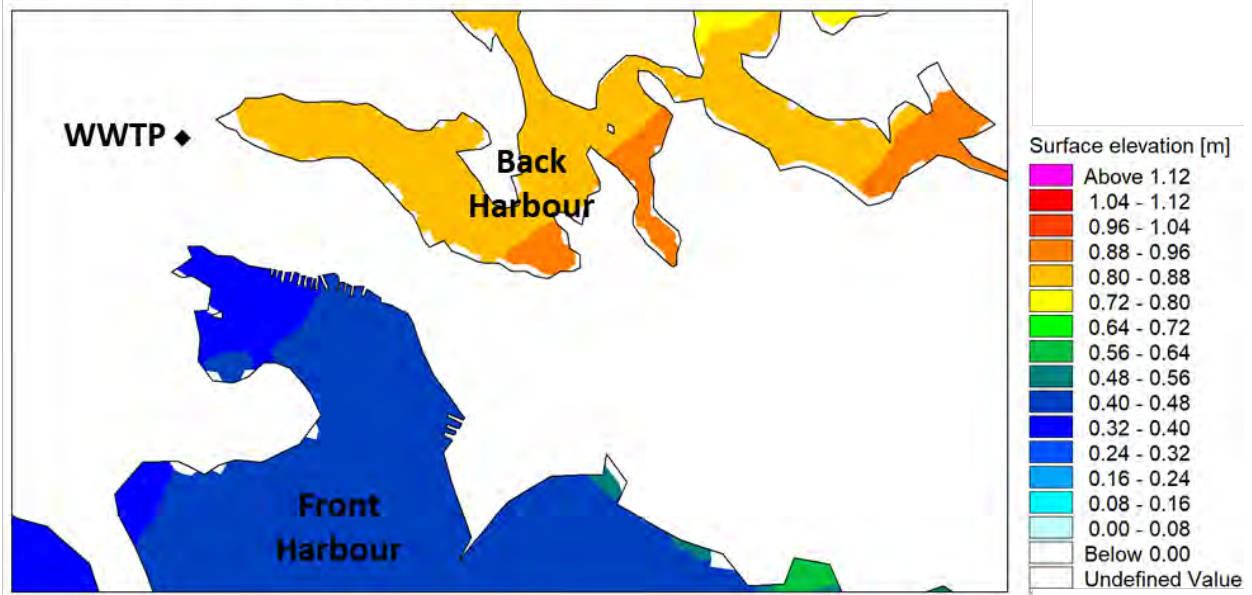


Figure 4-2: Modelled Storm Surge Residual Only, Excluding Tide, in Metres CGVD28

Table 5: 2020 Tidal and Extreme Still Water Level Estimates for Front & Back Harbour Based on long-term storm surge statistics from the Halifax tide gauge corrected for local tide (Front Harbour), complemented by numerical modeling correction for Back Harbour based on Hurricane Juan and Hurricane Dorian simulations.

Return Period	Lunenburg Front Harbour			Lunenburg Back Harbour		
	m Chart Datum (CD)	m	m	m Chart Datum (CD)	m	m
		CGVD28	CGVD2013		CGVD28	CGVD2013
100-yr	3.30	2.10	1.50	3.53	2.33	1.73
50-yr	3.20	2.00	1.40	3.41	2.21	1.61
10-yr	3.00	1.80	1.20	3.16	1.96	1.36
5-yr	2.90	1.70	1.10	3.03	1.83	1.23
2-yr	2.80	1.60	1.00	2.90	1.70	1.10
1-yr	2.70	1.50	0.90	2.78	1.58	0.98

Table 6: Using the sea level rise projections (low and high), we can develop a range of anticipated flood levels in front and back harbour. For illustrative purposes these are provided below.

Return Period	SLR Scenario	Front Harbour	Back Harbour
50-yr	2020	+ 1.4m	+ 1.6m
100-yr	2020	+ 1.5m	+ 1.7m
50-yr	2070	+ 2.0m to + 2.3m	+ 2.2m to + 2.5m
100-yr	2070	+ 2.1m to + 2.4m	+ 2.3m to + 2.6m
50% prob. Of exceedance	2070	+ 1.8m to + 2.1m	+ 2.0m to + 2.5m
50-yr	2100	+ 2.5m to + 3.2m	+ 2.7m to + 3.4m
100-yr	2100	+ 2.6m to + 3.3m	+ 2.9m to + 3.5m
50% prob. Of exceedance	2100	+ 2.3m to + 2.9m	+ 2.3m to + 3.1m

* All elevations in CVGD2013

From Table 5 we can derive that Hurricane Juan (2003) generated conditions in-line with a 10-year return period storm, and Hurricane Dorian (2019) generated conditions in-line with a 100-year return period storm.

4.1 Hurricane Landfall Sensitivity Test

Two additional hurricane scenarios were modelled based on a shifted hurricane path for both Juan (0.79 °W) and Dorian (1.56 °W) to generate results of a direct Hurricane impact. The adjusted hurricane paths placed the eye of the storm just to the west of Lunenburg, resulting in a ‘worse-case’ scenario for each storm if the storm surge had been maximized at Lunenburg. A snap-shot from the Hurricane model for offshore wave conditions is presented in Figure 4-3, which indicates the offshore wave heights experienced for Dorian (left) and the offshore wave heights which would have been occurred had Dorian made landfall further west near Lunenburg (right).

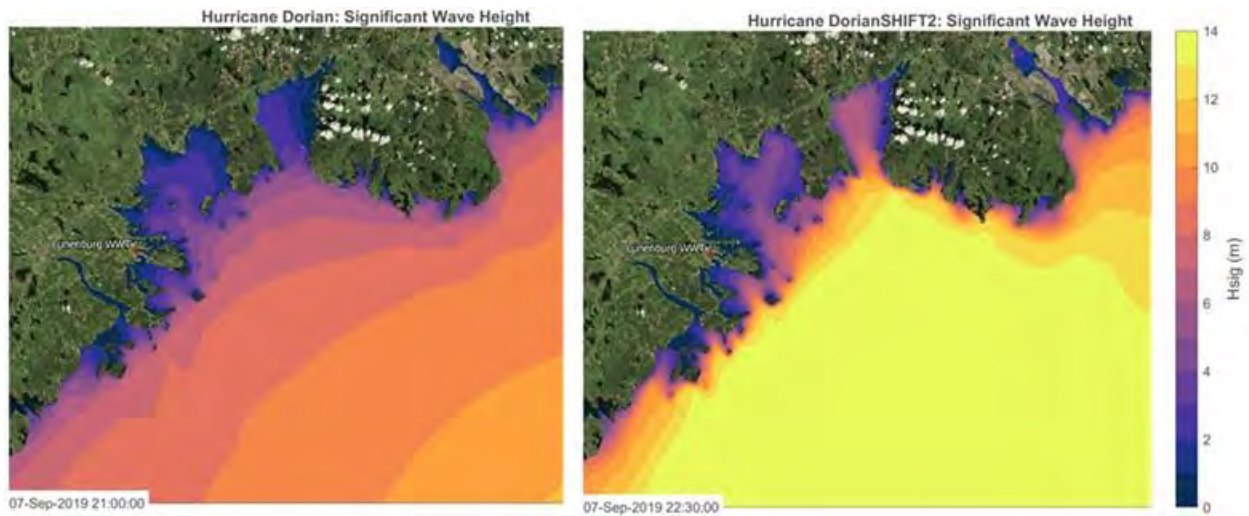


Figure 4-3: Output of Offshore Waves for Hurricane Dorian (Left) and Shifted Hurricane Dorian Conditions (Right)

For the shifted hurricane tracks, results were assessed for the same locations in the Lunenburg Front and Back Harbours and are summarized in Table 7. A time series plot of these conditions is also presented in Figure 4-4, where the dashed lines indicate storm surge residuals in the Front Harbour, and solid lines indicate storm surge residuals in the Back Harbour.

Table 7: Storm Surge Residual Values at Lunenburg Back & Front Harbour for Shifted Hurricane Track (Direct Hit)

Event	Simulated Storm Surge Residual (m)		
	Front Harbour	Back Harbour	Difference
Hurricane Juan (2003)	0.67	0.89	0.22 (+ 25%)
Shifted (0.79°W) Hurricane Juan (2003)	1.18	1.25	0.07 (+ 6%)
Hurricane Dorian (2019)	0.80	1.10	0.30 (+ 27%)
Shifted (1.56°W) Hurricane Dorian (2019)	1.25	1.25	0.00 (+ 0%)

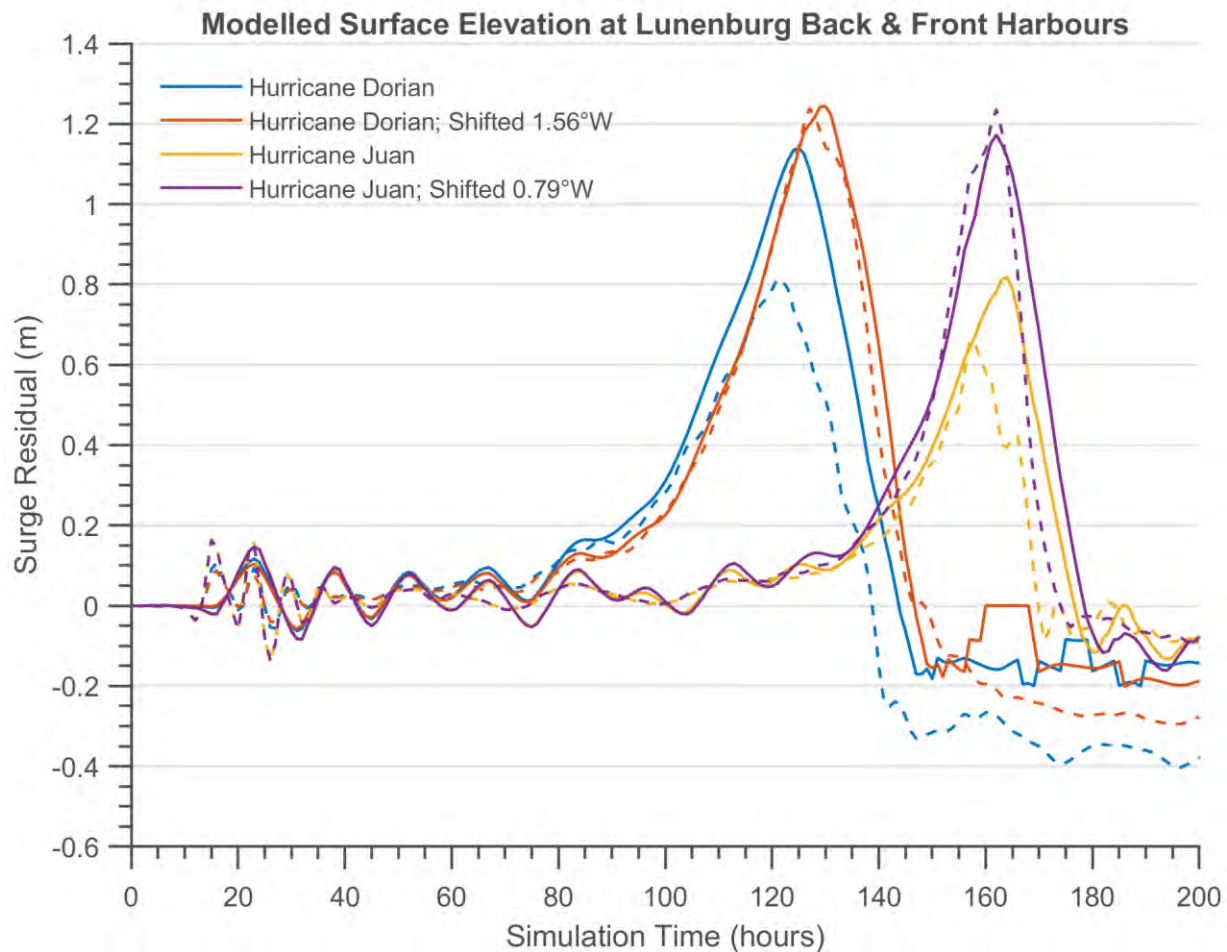


Figure 4-4: Modelled Storm Surge Residual Only, Excluding Tide, in Metres CGVD28. Dashed Lines Indicate Water Levels in the Front Harbour and Solid Lines Indicated Water Levels in the Back Harbour

Several noteworthy observations can be made from both Table 7 and Figure 4-5, this includes:

- ▶ For a direct Hurricane hit on Lunenburg, the storm surge residual in the Back Harbour and the Front Harbour are nearly identical. This is most likely due to a combination of the dynamic Hurricane wind direction, wind speeds, and orientation of both Harbours. When shifted, the dynamic Hurricane systems passing just west of Lunenburg for the worst case (direct hit), generates a larger and more uniform surge in both Harbours, due to the counter-clockwise wind direction of the Hurricane as observed in Figure 4-5. This phenomena illustrates the event specific impacts which Hurricanes have, and the important role that trajectories and wind characteristics play in generating localized storm surge during Hurricane events.
- ▶ The storm surge residuals for Hurricane Juan and Dorian are very similar when the tracks are shifted closer to Lunenburg. This is expected, as both Hurricanes had relatively similar magnitudes in the context of the Hurricane Scale (1-5), and their impacts at locations of landfall were comparable.

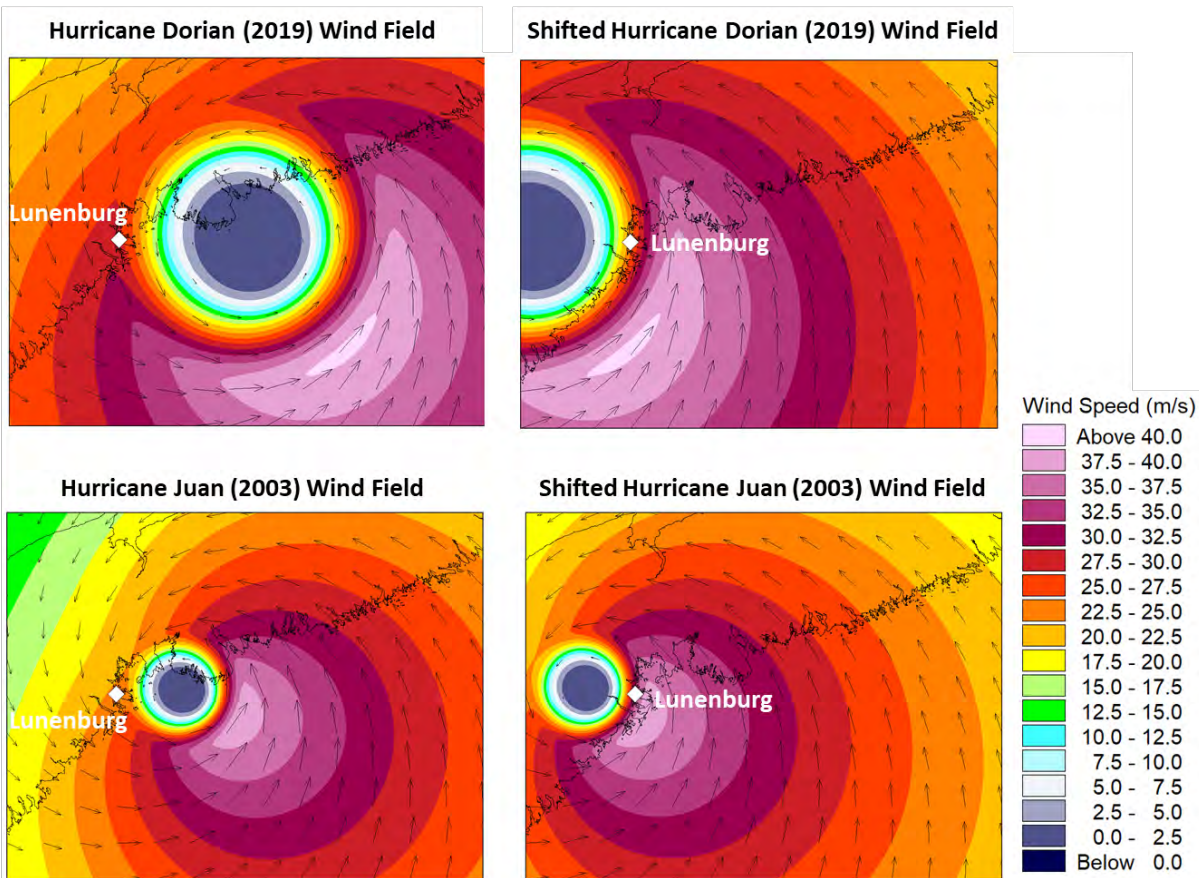


Figure 4-5: Hurricane Model Wind Field for Dorian (Top-Left: Original-track, Top-right: Shifted Track) and Juan (Bottom-left: Original-track, Bottom-right: Shifted Track)

4.2 Storm Surge Modelling Conclusions

Given the conclusion that the Back Harbour and the marsh next to the WWTP have synchronized water levels, and that the WWTP plant floor sits at +1.71m CGVD2013, the numerical modelling of water levels in Back Harbour (+1.7m CGVD2013) supports that the WWTP floor was inundated during Hurricane Dorian (2019). This suggests that the numerical model adequately captured the differences between storm surge in the Front Harbour and the Back Harbour, and that conditions simulated in the model at the WWTP are representative of what occurred during Hurricane Dorian.

In light of this sensitivity analysis, we conclude that the water levels (storm surge residuals) derived with the calibration of Hurricane Juan and Dorian are likely conservative when used in deriving design water levels.

The numerical models indicate that a direct Hurricane hit on Lunenburg will likely not produce the water level difference between Front and Back Harbour that was observed with Juan and Dorian (which made landfall further east).

We therefore conclude that the water level difference between Front and Back harbour used when assessing flood risk at the WWTP is a conservative scenario. It should be noted, that a direct hit from a Category 2 Hurricane in Lunenburg would exceed a 100-yr return period, and should therefore be considered separately when assessing risk and selecting a design event. Moving forward in this assessment we consider scenarios where flood levels in Lunenburg back and front harbours are identical.

Photographic evidence suggests that flooding occurred some level above the plant floor during the event (0.3 to 0.6m), which is not captured by the model. There are likely several reasons why the model has not captured this additional 0.3 to 0.6m of flooding, including but not limited to:

- ▶ Model error and data availability. All numerical models carry inherent uncertainties and ranges of error. With a hurricane surge model, an additional 0.3 to 0.6m of surge may be difficult to capture given the highly site specific nature of the WWTP, and the limited information which was available to feed into the model. The accuracy of the model is satisfactory for this type of analysis, given the results which were calibrated to anecdotal observations without measurements of water levels during the event.
- ▶ Accumulation of water in facility (surcharge / overflows). It is possible there was a surcharge of water in the facility or entrapment of water in the facility not captured by the model and contributing in part, or wholly, to the elevated water levels experienced inside the WWTP.
- ▶ Localized hydrology on the small watershed parcel of the WWTP is not captured in the model and may have to some small degree, contributed to water accumulation in the vicinity of the plant, and/or surcharge in the swamp.

In an attempt to resolve the additional 0.3-0.6 meter flood level experienced, we conduct a rainfall-runoff modelling exercise in the next chapter.

Chapter 5 Rainfall-Runoff Modelling

Hurricane and tropical storm systems not only generate storm surge but can also bring large, intense rainfall events. During a storm, water draining to the marsh below the WWTP has the potential to further aggravate flooding caused by high tides and storm surge. A hydrological analysis was carried out to better understand the role of rainfall-runoff flooding and storage capacity in the marsh below the WWTP.

The rainfall-runoff modelling assessment was completed because storm surge modelling alone could not explain the extreme flood levels experienced at the Lunenburg WWTP during the 2019 Hurricane Dorian event. Some overland flow from rainfall-runoff may have contributed to the extreme flood levels experienced at the WWTP.

The marsh is a natural low point collecting runoff from parts of Lunenburg and forested areas north of the WWTP. It is connected to the Back Harbour by culverts allowing runoff to freely drain. The culverts also allow high tides to freely flow into the marsh, which during extreme events can cause the flooding, such as during Hurricane Dorian. The hydrological analysis of the marsh seeks to understand the marsh's ability to capture and hold rainfall-runoff that may occur during high tide or from an obstruction to the culverts.

A hydrologic model was setup using PCSWMM, a software from Computational Hydraulics International (CHI [2019]), based on the US EPA's Storm Water Management Model 5 (SWMM5). SWMM5 is an industry standard software for stormwater management.

For this study, the watershed was defined as the land draining to the marsh below the WWTP, which encompasses forest, parkland, and residential areas bounded by Route 332 to the north, Maple Avenue and Dufferin Street to the south, and as far as Kaulback Street to the East. The total drainage area to the marsh is 48 hectares. The subcatchments were delineated using the provincial 1 m Lidar DEM as shown in Figure 5-1. Subcatchment runoff was routed to the marsh which was with modelled as a storage reservoir with a stage-storage curve extracted from its natural topography.



Figure 5-1. Stormwater model schematic

Land cover surface roughness for were assigned based on standard vales from McCuen, et al (1996) and impervious percentage for each subcatchment was estimated based on satellite imagery. Soil data for calculating infiltration losses was taken from digital soil maps produced by Agricultural and Agri-food Canada (2013). Soils types in the watershed include loam and sandy-loam, and the corresponding bulk hydraulic conductivity rates were taken from Rawls et al (1993) and adjusted to represent naturally compacted soils.

Rainfall events were simulated using historical intensity-duration-frequency (IDF) data from the Western Head climate station, located 52 km southwest near Liverpool, NS (ECCC, 2020). IDF data from the Western Head climate station represents 19 years of records. The Western Head IDF data has slightly higher storm magnitudes than that for the next closest climate station with IDF data (Shearwater in Halifax). IDF data was fit to idealized storm hyetographs using the Chicago type distribution as shown in Figure 5-2 (Keifer et al. 1957).

A 12 hour storm duration was selected to represent potential overlap with the timing of a high tide cycle.

Hurricane Dorian hit land on September 7th, 2019 and produced intense, and locally varied rainfall across Nova Scotia. At the three closest Environment Canada climate stations, rainfall depths varied substantially. The St. Margaret's Bay climate station recorded the highest rainfall depth of 140 mm, with the Western Head climate station (Liverpool) recording 128.5 mm, and the Shearwater climate station (Halifax) recording only 71 mm.

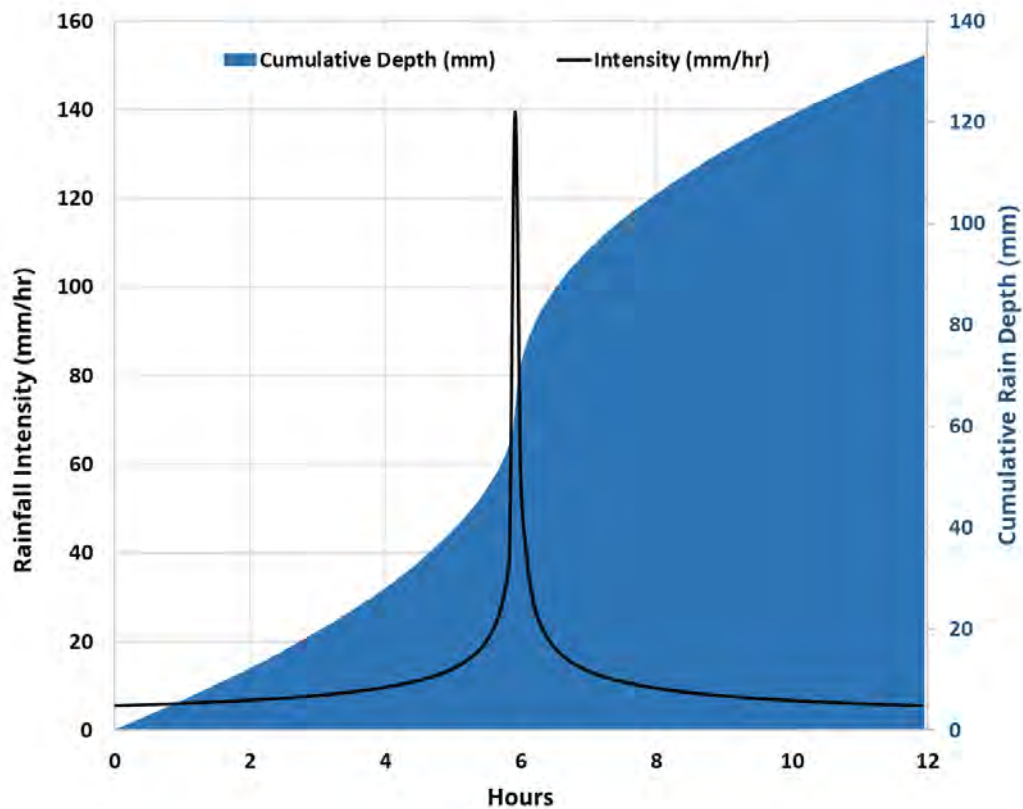


Figure 5-2. Design Rainfall Distribution shown for the 1:100 year IDF event

Modelling results for the statistical rainfall events are presented in Table 8 and illustrated in Figure 5-3. The 25-year return period rainfall event produced a maximum water level of 1.63 m which is just below the floor of the WWTP. The 100-year return period rainfall produced a maximum water elevation of 1.83 m, which equates to a depth of 0.13 m on the floor of the WWTP. The fifth scenario shows the 100-year rainfall with culverts allowed to freely drain (low tide) and results in a water surface elevation of 1.29 m.

Table 8. Modelling Results for Runoff to the Marsh

Return Period Event	Rainfall Depth	Runoff Volume into the Marsh	Water Surface Elevation at the Marsh
	mm	m ³	m (CGVD2013)
2-yr, 12 hour	68.9	2,894	0.90
10-yr, 12 hour	97.4	8,604	1.43
25-yr, 12 hour	112.3	12,420	1.63
100-yr, 12 hour	133.2	16,880	1.83
100-yr, 12 hour Free Draining	133.2	6,746	1.29
Hurricane Dorian	128.5 - 140.0 ¹	-	-

Note:

1. Rainfall estimates for Hurricane Dorian range from 128.5 mm at Western Head climate station to 140.0 at the St. Margaret's Bay climate station.

The first four scenarios are conservative in that the marsh is not allowed to drain the incoming runoff through the culverts. The results do suggest that runoff volume, combined with high tide conditions could contribute to flooding at the site. The timing window for these combined effects is limited to only the peak of the high tide, outside of which the marsh is allowed to drain stored runoff and regain its storage capacity. The fifth scenario highlights that under low tide conditions the culverts are able to sufficiently drain even the 100-year event without causing flooding up to the WWTP.

These results highlight that rainfall-runoff likely generated the additional flood elevation at the WWTP, in addition to the storm surge elevations. A flood mitigation, such as tidal gates, that block the marsh's drainage culverts, could lead to significant buildup of water in the marsh. During a large storm event, tidal gates would require monitoring and management to ensure that overland runoff is able to drain out of the marsh. Preventing short-term storm surge from flooding the marsh, followed by immediate relief of rainfall-runoff accumulation (by opening a flood gate to the Back Harbour) would most likely offer sufficient protection from flooding.

There appear to be localized drainage issues from Starr Street that may be adding to flood potential at the WWTP. The current preliminary modelling did not have required resolution to identify small scale flow paths from Starr Street to the WWTP. Mitigation options that impair drainage paths around the WWTP, such as berms, should be further evaluated with a finer resolution model. This will ensure proper design of mitigation options and help avoid unintended consequence from controlling the flow of water.

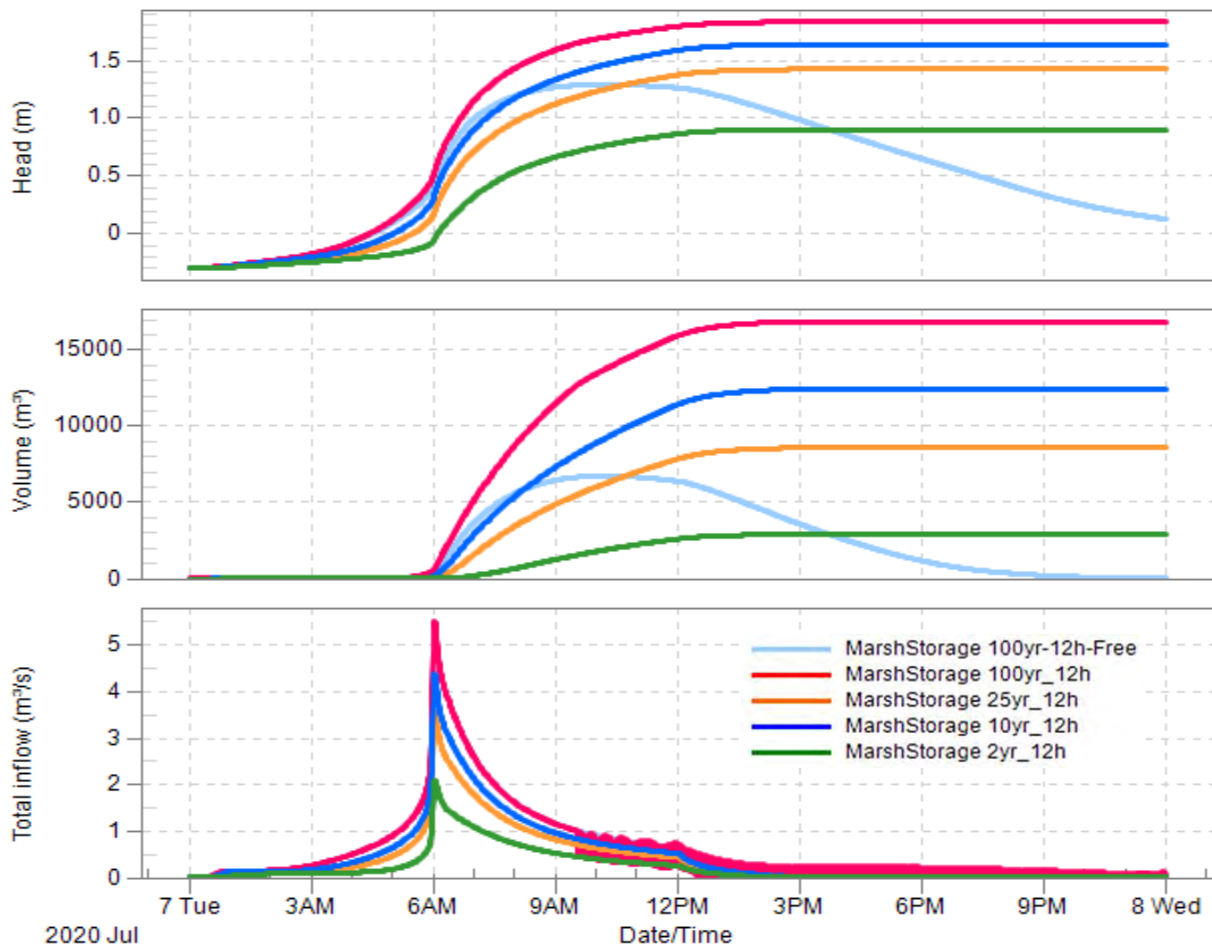


Figure 5-3. Modelling Results for Runoff to the Marsh

During a detailed design stage, further analysis of the proposed mitigation option is recommended in order to better understand the interplay of high tides, rainfall-runoff, the existing culverts, and localized stormwater flooding along Starr Street.

Chapter 6 Back Harbour Flood Map

Using the information gathered in the preceding chapters we are able to reconstruct the most likely flood levels experienced during Hurricane Dorian based on our storm surge and runoff modelling, engineering assessment, anecdotal information provided, and imagery. These flood levels are depicted in Figure 6-1 and are likely in the order of +2.11m CVGD 2013. This consists of a +1.71m CVGD 2013 flood level attributed to storm surge from back harbour based on numerical modelling investigations, and a +0.40m additional water level attributed to localized pooling, ponding and rainfall-runoff.

It is cautioned that flood maps generated as part of this study do not necessarily identify all areas subject to flooding, particularly in localized settings of small size, such as within the WWTP, with possible flooding sources other than coastal (including but not limited to surcharge or overflow). For this reason, the flood maps and flood data products are not prepared for, or suitable for, legal and surveying purposes. When using the flood maps and flood data for the Project, we recommend that the Town of Lunenburg consult CBCL, and review both the primary data and CBCL project reporting documentation to ascertain the usability of the information for the intended purposes.

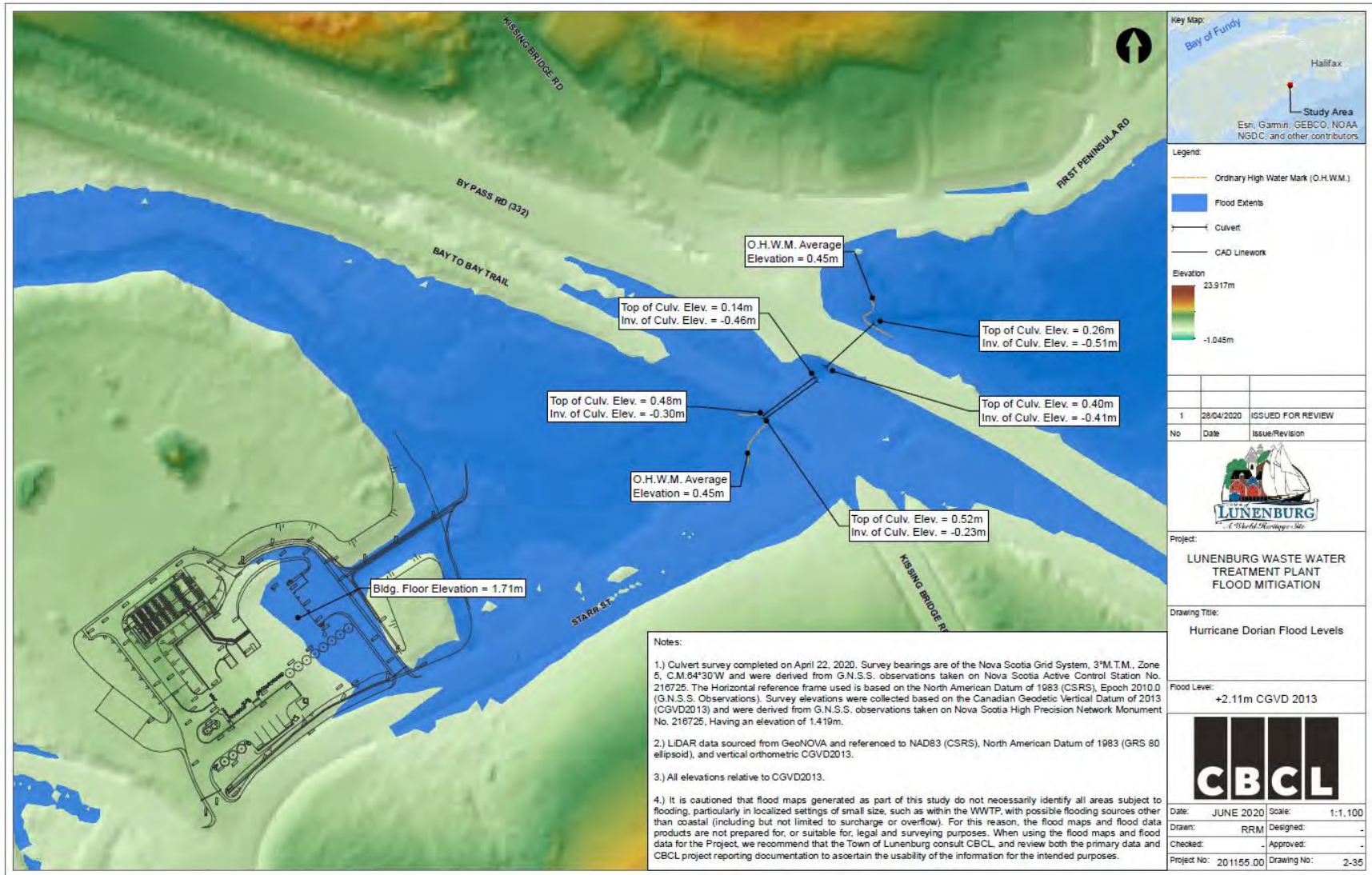


Figure 6-1: Most likely flood levels experienced during Hurricane Dorian based on modelling, engineering assessment, anecdotal information provided, and imagery assessment (+2.11m CVGD 2013).

Chapter 7 Flood Mitigation Options

Due to the probability of more severe flooding in the future, flood mitigations are a valuable tool to protect the existing infrastructure. Several different flood mitigations may be applicable at the site. Each option has its own benefits and drawbacks and will require further assessment to determine its technical feasibility and its overall value proposition (risk reduction versus cost). Table 9 provides a comparison of six (6) options identified, including potential benefits and drawbacks. These options include:

- ▶ Passive Tide Gate
- ▶ Controlled Tide Gate
- ▶ Temporary Culvert Plugs
- ▶ Raise Coastal Road
- ▶ Control Berms around WWTP
- ▶ Floodproofing inside WWTP

Further description of the flood mitigation options is presented below.

One set of options is to block the tides from coming through the culverts that connect the marsh to the coast. This includes different types of tidal gates installed at the coastal side of the culverts, as well as the option to use a temporary culvert plug. For tidal gates we consider:

- ▶ **Passive Flap Gates** - are commonly used in Nova Scotia to control the inland flow of tidal water at dykes. A passive flap gate is shown in Figure 7-1. The free hanging gravity flap is controlled by water pressures exerted on both side. During low tide the upstream freshwater pushes the flap open allowing drainage. During high tides the pressures from the coastal water slam the gate shut. It is assumed that the natural function of the marsh involves regular flooding from tide water. In that case, a passive flap gate could significantly alter its natural function. However, if the marsh is not regularly flooded with tide water, a passive flap gate, may have minimal impacts.
- ▶ **Controlled Gates** - could be operated by manual stem and valve or with a motorized system. A manually operated valve is illustrated in Figure 7-1. They can be shut just during the high tide event to exclude tide water and left open the rest of the time. This allows the marsh to retain its natural function. This option requires active management during a storm event and regularly maintenance to ensure its functioning properly.

A potential issue with either passive or controlled tidal gates is whether their headwalls can be constructed around the existing constraints of the roads and culverts. It is likely that construction of the headwall will require road upgrades and culvert replacement.



Gravity Type Flap Gate



Manually Controlled Gate Valve

Figure 7-1. Left - Gravity flap gate (Credit: Plasti-fab Inc.), Right - Manually controlled gate valve (Credit: Waterman Valve LLC)

Temporary culvert plugs are generally used for industrial water management to contain contaminant spills. As well, there are others examples of culvert plugs being used to isolate and dewater construction sites near culverts and in rare cases to plug major tunnels such as the New York City subway. Plugs are available in a range of sizes and materials. Typically, they are air filled however water filled options do exist.



Figure 7-2. Culvert Plug (Credit: Pro-active Inc).

The main drawback to their use will be health and safety hazards associated with installing and removing the plug during a storm event as well as working with pressurized system. As well, the buoyant forces of the submerged plug inside a culvert should be evaluated to ensure that it will not cause damage to the road surface.

Another set of option that was considered is to build berms or raise the road to prevent overland flooding. Potential locations of flood control berms and raising the height of Route 332 are shown in Figure 7-3.

Under current sea level and storm surge estimates, the coastal road (Route 332) is not at serious risk for flooding and during Hurricane Dorian water did not overtop the road. Route 332 currently sits at +2.6m CVGD2018, which according to our assessment of future flood levels would sustain flood levels up to 2070, for a 100-year return period event, under the most aggressive sea level rise scenario. Raising the road to protect the WWTP can therefore be categorized as a long-term objective. Raising the road would need to be done in conjunction with tide gates in the culverts in order to prevent sea water from entering the marsh.

Flood control berms located along Starr Street and at the outlet channel from the WWTP may prevent both overland flooding from Starr Street as well as coastal flooding coming from the marsh. A flood control berm constructed across the drainage channel below the WWTP must be capable of allowing drainage from the WWTP. This would be required to allow emergency overflow drainage from the plant as well as to relieve rainfall runoff during storm events. Berms should be designed and constructed to allow them to be raised in the future.



Figure 7-3. Location of Flood Control Berms and Raising Coastal Road

Floodproofing describes protecting specific equipment and infrastructure from flood waters. The most effective measure is to elevate, or raise, critical systems above the flood water level. For example, all electrical systems and powered equipment would be installed at a height above the floor. Some equipment cannot be raised and for that the next best option is dry floodproofing. Dry floodproofing involves constructing flood barriers or shields around individual pieces of equipment or areas that contain essential equipment to prevent floodwaters from coming into contact with critical equipment. Dry floodproofing may also include barriers along exterior doors to prevent water from entering the building. Floodproofing measures must also satisfy applicable codes and standards. The U.S. Federal Emergency Management Agency (FEMA) has many resources on floodproofing, including information on how to floodproof critical infrastructure such as water treatment plants.

Table 9. Overview of Flood Mitigation Options

Option	Details	Benefit	Drawbacks	Next Steps
Passive Tide Gate	Passive flap gate installed at downstream (coastal) side of culverts on Kissing Bridge Road or Route 332	<ul style="list-style-type: none"> ▶ Operates independently with minimal management required ▶ Effectively prevents coastal flooding while allowing freshwater drainage 	<ul style="list-style-type: none"> ▶ Will impact the natural marsh ecosystem ▶ Construction of gate headwall structure along roadside requires further feasibility study ▶ Challenge of integrating new gate with older culverts 	<ul style="list-style-type: none"> ▶ Assess marsh ecosystem to determine if it is a salt marsh or freshwater system. ▶ Evaluate technical feasibility of constructing tide gate headwall on existing structure
Controlled Tide Gate	Manually or electronically controlled tide gate installed at downstream (coastal) side of culverts on Kissing Bridge Road or Route 332	<ul style="list-style-type: none"> ▶ Allows gates to be closed only during coastal flooding events, thus allowing the marsh to retain its natural function 	<ul style="list-style-type: none"> ▶ Requires active management during a storm event and regular testing and maintenance ▶ Backup control system is recommended for redundancy ▶ Construction of gate headwall structure along roadside requires further feasibility study ▶ Challenge of integrating new gate with older culverts 	<ul style="list-style-type: none"> ▶ Consult with Department of Transportation and Infrastructural Renewal
Temporary Culvert Plugs	Water or air filled bladder that is placed inside the culvert and inflated.	<ul style="list-style-type: none"> ▶ Temporary measure that requires no new construction ▶ Will not affect natural marsh functions 	<ul style="list-style-type: none"> ▶ The timing of plug will be critical to its success and during long duration storms, it may hinder marsh drainage ▶ Health and safety risks associated with installing and removing the plug in culvert 	<ul style="list-style-type: none"> ▶ Gather more information on safety considerations and practicality of installing plug during storm event

			<ul style="list-style-type: none"> ▶ Risk of damage to culvert due to buoyancy forces exerted from inside the culvert 	
Raise Coastal Road	Raising the coastal road, Route 332, to prevent overtopping from storm surge. To be used in conjunction with tide barrier in the culverts.	<ul style="list-style-type: none"> ▶ May prove effective for preventing flooding from future sea level rise. 	<ul style="list-style-type: none"> ▶ Based on current modelling the coastal road is not susceptible to flooding. With sea level rise raising the coastal road may prove valuable. 	<ul style="list-style-type: none"> ▶ Consult with Department of Transportation and Infrastructural Renewal to find out about future plans for road renewal / upgrades to Route 332.
Control Berms around WWTP	Construction of flood control berms along the east and south sides of the WWTP.	<ul style="list-style-type: none"> ▶ Will not affect natural marsh functions ▶ Does not require construction along the Kissing Bridge Roadway or Route 332 	<ul style="list-style-type: none"> ▶ Berm should include drainage gates to allow collected stormwater and WW surcharge to be released through the berm 	<ul style="list-style-type: none"> ▶ Prepare conceptual design of berm with required footprint to determine if there is sufficient space on site for construction
Floodproofing inside WWTP	Renovation of the WWTP to move and protect essential equipment and infrastructure inside the plant	<ul style="list-style-type: none"> ▶ Require no new civil construction (e.g. berms or tide gates) ▶ May also protect against internal WW flooding issues 	<ul style="list-style-type: none"> ▶ Flooding may still occur causing interruption to operations ▶ Health and Safety risk to staff working in the WWTP during flooding ▶ May not be feasible depending on the WWTP design. 	<ul style="list-style-type: none"> ▶ Prepare inventory of equipment and infrastructure within the WWTP that is susceptible to flooding and assess feasibility of raising or dry-proofing

Chapter 8 Recommendations & Conclusions

A flood study has been completed to understand the current and future flood risks at the Lunenburg waste water treatment plant. Numerical modelling and assessment of historical data has captured the flood conditions experienced at the WWTP during Hurricane Dorian, on September 7th, 2019. Using storm surge projections, combined with future sea level rise projections, a combination of short-term and long-term flood mitigation options were developed. These included six (6) passive and active management options. Based on the information presented in this technical report we recommend the following:

- ▶ Installation of an actively managed tide gate on the outer culvert to Back Harbour. This gate is to be closed during storm surge events, and opened to relieve any runoff accumulation in the marsh after the storm surge has subsided. This solution is estimated to be satisfactory until at least 2070 under both moderate and high sea level rise scenarios.
- ▶ Route 332 currently sits at +2.6m CVGD2018, which according to our assessment of future flood levels would sustain flood levels up to 2070, for a 100-year return period event, under the most aggressive sea level rise scenario. Raising the road to protect the WWTP can therefore be categorized as a long-term objective.

It is recommended to install a back-up generator at the WWTP itself, to ensure that all treated wastewater can be safely pumped to the Front Harbour, during an emergency situation, when the culverts have been closed to protect the WWTP from storm surge.

For an immediate, short-term solution the inflatable temporary culvert plugs may be considered, pending further assessment, testing and a thorough health and safety review of risks associated with the installation during emergency situations. The culvert plug is not considered a long-term solution, and should only be seriously considered if one of the more permanent solutions, such as the tide gate, cannot be implemented in the near future.

Some additional findings and conclusions based on the ongoing consultation and discussions with the Town of Lunenburg throughout this investigation include:

- ▶ The numerical models indicate that a direct Hurricane hit on Lunenburg will likely not produce the water level difference between Front and Back Harbour that was observed with Juan and Dorian (which made landfall further east). Water level differences between Front and Back harbour only occur during a very specific combination of

meteorological conditions, including wind speeds, path of the storm, and location of landfall.

- ▶ Back Harbour water levels will not increase if the culvert is closed, as the salt marsh volume is too small to affect the large back Harbour water body.
- ▶ Efforts should be taken to protect the marsh from any future infilling or impacts, and to maintain its existing footprint. It is important that the marsh sustain its existing carrying capacity to absorb rainfall-runoff when the culverts are closed during emergency storm surge situations.

The next steps to implementing the preferred flood mitigation strategy would be to:

- ▶ Develop a conceptual design of the recommended tide gate. This includes:
 - Determining the feasibility of constructing a new headwall to hold the gates along the side of the provincial road.
 - Conduct more detailed hydraulic culvert modelling.
 - Prepare preliminary design drawings of the tide gate solution.
 - Developing a preliminary cost estimate.
 - Determine the regulatory road map for approvals to build the tide gate.
 - Develop an operational management and maintenance plan for the proposed tide gate.
- ▶ Conduct consultations with Town officials, Nova Scotia Lands, Department of Transportation and Infrastructural Renewal and Department of Environment, to name a few.
- ▶ Developing a detailed design, final cost estimates, tender documentation, and construction specifications.
- ▶ Gain regulatory approvals, and authorization to proceed with construction works.
- ▶ Tender the project and select a preferred contractor to build the tide gate.
- ▶ Construction including supervisions services.
- ▶ Commissioning of the tide gate and continued maintenance and operational management.

We trust that the contents of this technical letter meet the objectives set out by Town of Lunenburg to investigate and better describe water levels in the Back and Front Harbour of Lunenburg, with an emphasis on flood elevations at the WWTP. Please do not hesitate to reach out to us for further clarification or additional information.



Danker Kolijn, P.Eng., M.Sc., M.Eng.
Group Lead - Coastal Engineering
Direct: 902-421-7241, Ext. 2586
Cell: 902-266-7097
E-Mail: dkolijn@cbcl.ca



Vincent Leys, M.Sc., P.Eng., PMP
Senior Coastal Engineering
Direct: 902-421-7241, Ext. 2508
E-Mail: vincentl@cbcl.ca

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ANTI RACISM SPECIAL COMMITTEE MINUTES

THURSDAY, MARCH 25, 2021 AT 6:00 P.M.

COUNCIL CHAMBER/ZOOM MEETING

PRESENT:

Voting Members

Councillor Melissa Duggan, Chair
Deputy Mayor Peter Mosher
April Hiltz
Stephen Labrador
Saundra Vernon

Non-Voting Ex-officio Members

Megan Meldrum
Mayor Matt Risser
Margaret Knickle

Advisors

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

ALSO PRESENT:

Heather McCallum, Assistant Municipal Clerk
Arthur MacDonald, Heritage Manager
Shakira Weatherdon, Facilitator

ABSENT:

Rebecca Fisk
Piotr Luczak
Jerin Kottakkal
Yvonne Mosley

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 March 4, 2021 meeting minutes

The minutes were approved by consensus.

5. Unfinished Business

a. Council approval of Revised Terms of Reference

For information.

b. Membership – introduce April Hiltz, Native Council of Nova Scotia

The ARSC's newest member, filling the vacant Indigenous seat, was introduced.

c. Facilitation and guest speakers – introduce Shakira Weatherdon

Ms. Weatherdon will be working with the ARSC to facilitate discussions.

d. Development of the Plan: Goals, Vision & Mission, Issues & Concerns, Segments

The Heritage Manager introduced the presentation to guide this evening's discussions, facilitated by Ms. Weatherdon (Schedule "A").

➤ Vision Statement

The Heritage Manager presented a draft from the feedback of the last meeting.

Recommendations for editing included: shortening the length; explicitly stating "anti-racism" and "anti-discrimination"; and remove reference to "strive for". It was noted that a Vision statement illustrates what the end goal is.

➤ Mission Statement

The Heritage Manager presented a draft from the feedback of the last meeting.

It was noted that a Mission statement should summarize the Town's approach to reach those objectives. Recommendations for editing included: explicitly state "anti-racism" and "anti-discrimination"; differentiate individual/interpersonal and systemic/structural racism; shortening the length.

It was noted that the document should actively use "plain speak" language to be more readily approachable.

➤ Question 1: What is the role of underrepresented members of our Community (BIPOC, Acadian, etc.) in Lunenburg's history and growth and where has this been recognized?

The discussion centred on ensuring the story of Lunenburg starts at the beginning (i.e., before 1753) and recognizing that there is a shared history with underrepresented people that is not well known.

8:25 p.m. - 8:31 p.m. – Committee recess.

- Question 2: How can we highlight this diverse heritage more? And in this way show Lunenburg in a more diverse and open/inclusive light to the underrepresented members of our community, as well as those who are visiting and/or thinking about moving here?

The discussion centered on BIPOC people being BIPOC people 365 days a year, therefore changes are needed to be more inclusive and welcoming 365 days a year. An education/communications piece to the Municipal Action Plan will be needed for the community.

- Question 3: What policies/practices do we have in place to ensure full participation in all of the Town's programs and services for underrepresented people/groups? What new policies/practices are required?

The discussion centred on integrating a diversity lens into all Town policies and activities. Lunenburg can also align with other municipalities that have been doing this work.

6. New Business

- a. Tour of ARSC's Online Resource Folder

This item was deferred to the next meeting.

7. Next Meeting

It was agreed that the next meeting would be Thursday, April 22nd at 6:00 p.m. The meeting will be in-person in the Council Chamber and via Zoom for those who cannot attend in person.

8. Adjournment

The meeting adjourned at 9:03 p.m.

Heather McCallum, Assistant Municipal Clerk

MUNICIPAL ACTION PLAN FOR ENDING RACISM AND DISCRIMINATION

ANTI-RACISM SPECIAL COMMITTEE



Arthur MacDonald
Heritage Manager
March 25, 2021

PLAN DEVELOPMENT



ARSC Terms of Reference re: "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) 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, 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.

PLAN DEVELOPMENT



Vision Statement:

The Town of Lunenburg will be a safe, inclusive and welcoming community that acknowledges the contributions of all peoples to its rich heritage. We work toward equity, respect, inclusion and education in terms of the Town's administration policies, programs and services and continue to strive for the elimination of any form of racism, discrimination bias or exclusionary practices, as we embrace our increasingly diverse future.

3

PLAN DEVELOPMENT



Mission Statement:

To remove any barriers to full participation of all peoples in the Town's administration, programs, and services. To recommend and implement integrated policies, programs, education and practices designed to eliminate racism, discrimination, bias and exclusion; to monitor the effects of these recommendations and changes; and to report on their effect.

4

LUNENBURG'S ISSUES/CONCERNS



- 1) What is the role of underrepresented members of our community (BIPOC, Acadian, etc.) in Lunenburg's history and growth and where has this been recognized? How?

~ OPEN DISCUSSION ~

5

HISTORICAL RESEARCH PAPERS



The Town commissions historical research papers such as Joan Dawson's "*Before Lunenburg, There was Merligueche – A Survey of the Area before 1753*" available at:

[https://www.explorelenenburg.ca/images/Before Lunenburg There was Merligueche Joan Dawson.pdf](https://www.explorelenenburg.ca/images/Before_Lunenburg_There_was_Merligueche_Joan_Dawson.pdf)

6

TOWN BROCHURES



The Town also provides brochures such as this one on "Merligueche"

Lunenburg

A brief history of its Acadian background when it was known as 'Merligueche'.

The people of Merligueche were isolated from the larger area of Acadian settlement in the Annapolis Valley. The nearest community was LaHave, reached overland by the trail still known as Indian Fall. Travel to other communities meant more hazardous journeys by sea to Fort Royal or Lunenburg or inland by canoe and portage to Frasquet (Windsor). Occasionally the conflict between Britain and France touched the community directly. In 1694, New Englanders raided the community and sent the residents back to Boston where they were released after promising not to take up arms against the English. In 1758, son of Claude and Marguerite Guidy's son, Jean-Baptiste, and his wife, also Jean-Baptiste, were executed in Boston for giving aid to an unsuccessful attempt to seize a New England fishing ship that had fled into Merligueche.

Lunenburg Visitor Information Centre
 Lunenburg Visitor Information Centre
 1000 Main Street
 Lunenburg, NS
 Phone: (902) 634-4419
 Fax: (902) 634-6143

For more information contact:
 Lunenburg Visitor Information Centre
 1000 Main Street
 Lunenburg, NS
 Phone: (902) 634-4419
 Fax: (902) 634-6143

Plan of Lunenburg from 1760
 Photo: (902) 634-4419
 Fax: (902) 634-6143

It is thought that the earliest school in the town was the first school in the town. The school was in the town when the settlement was founded. The school was in the town when the settlement was founded. The school was in the town when the settlement was founded.

For centuries, the Mikmaq lived in the area known as Merligueche (now Lunenburg), fishing and hunting and, later, trading with merchants from France and New England. The French entrepreneurs – Nicolas Duvry, conducted a lumbering operation in the thick oak forests of the area for a few years in the 1650s. By the 1680s, a few Acadian families had established a small community that survived until about 1700. The residents lived chiefly by farming, but some became well known pilots, guiding ships around Nova Scotia's rugged coasts. Several of these families were still in Merligueche when Governor Edward Cornwallis visited in June 1749 on his way to establish the new capital at Halifax. But by 1753, they had departed, probably to other Acadian communities in Nova Scotia or to the Bay of Fundy (Cape Breton) and the French fortress of Louisbourg. Only a man whose name was Daniel Labadie and he was probably a son or nephew of Claude Guidy. By 1761, he too had left the area, he may have died or possibly joined neighbouring Mikmaq families.

where the French Protestants later had their vegetable gardens, known as "Garden lots". The houses at Merligueche were similar to other Acadian houses – simple wooden structures set on a stone foundation. Near each house there would have been cleared land for vegetable gardens as well as pasture land for cattle and sheep. Crops such as peas, cabbage, turnips, carrots and grain were common in the Acadian settlements. The women tended the vegetable gardens, baked bread, churned butter and preserved food for winter use. The men would have hunted game such as moose and caribou, to vary their family diet. Salmon and other fish were plentiful in the harbour and nearby rivers. And for trapping in the winter would have provided items to trade for such necessities as guns and ammunition, household utensils and agricultural tools.

Life at Merligueche in the 1700s was focused on subsistence farming. Over the years, the inhabitants cleared about 200 acres of land, probably including the area

MERLIGUECHE INTERPRETATIVE PANEL



Merligueche

It is thought that the earliest school in the town was the first school in the town. The school was in the town when the settlement was founded. The school was in the town when the settlement was founded. The school was in the town when the settlement was founded.

Merligueche

It is thought that the earliest school in the town was the first school in the town. The school was in the town when the settlement was founded. The school was in the town when the settlement was founded. The school was in the town when the settlement was founded.

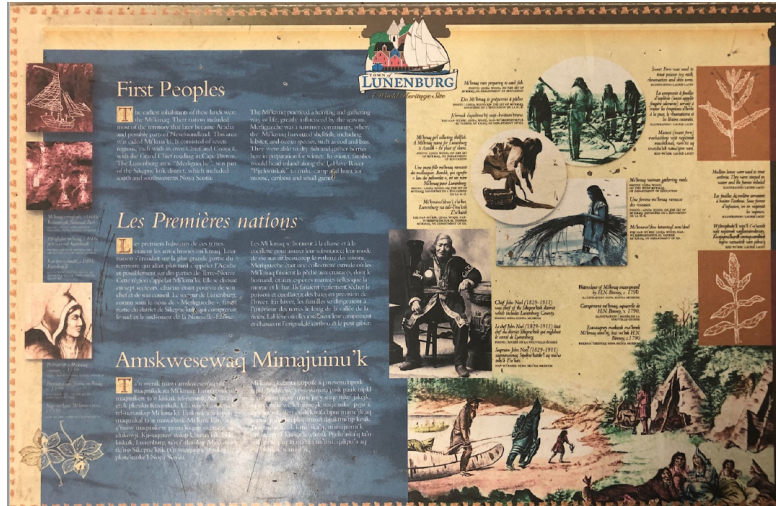
Merligueche

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Merligueche

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FIRST PEOPLES INTERPRETATIVE PANEL



9

LUNENBURG'S ISSUES/CONCERNS



2) How can we highlight this diverse heritage more? And in this way show Lunenburg in a more diverse and open/inclusive light to the underrepresented members of our community, as well as those who are visiting and/or thinking about moving here?

~ OPEN DISCUSSION ~

10

LUNENBURG'S ISSUES/CONCERNS



- 3) What policies/practices do we have in place to ensure full participation in all of the towns programs and services for underrepresented people/groups? What new policies/practices are required?

~ OPEN DISCUSSION ~

11

PLAN SEGMENTS



- 1) **Recognition** of our increasing diverse heritage and contributions;
- 2) **Promotion** of the Town's increasing diversity, its inclusiveness and its welcoming community; and
- 3) Full **participation** in all of the towns programs and services for all people.

~ OPEN DISCUSSION ~

12

PLAN DEVELOPMENT



Next steps?

13

MUNICIPAL ACTION PLAN FOR ENDING RACISM AND DISCRIMINATION

QUESTIONS OR COMMENTS



END

14

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE
MEETING NOTICE OF MOTION AND RECOMMENDATION
TUESDAY, APRIL 6, 2021

1. That Councillor Halverson give notice of motion of amendments to the Committees of Council Policy regarding the proposed wind-up of the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee (Schedule "B").
2. To recommend that Council direct staff to make a submission on behalf of the Town to the Federal government in support of future Infrastructure funding priority for wastewater treatment investment, followed by alternative energy and affordable housing projects (Schedule "C").

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE MEETING

TUESDAY, APRIL 6, 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 Dagle, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Dennis MacPherson, M. Eng., P. Eng., Town Engineer
Heather McCallum, Assistant Municipal Clerk
Gary Mossman, Fire Hall Superintendent
Kathleen Rafuse, Accountant
Bea Renton, Chief Administrative Officer
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 16, 2021 Committee of the Whole Meeting Minutes Approval

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

5. Business Arising from the Minutes/Unfinished Business

a. 2021/22 Organizational Financial Plan/Draft Budget incorporating Comprehensive Community Plan Action items

- Water Utility
- Electric Utility
- Town General
 - General Government Services
 - Other Protective Services
 - Fire Protection
 - Transportation Services
 - Environmental Health Services
 - Environmental Development Services
 - Recreation and Cultural Services

The Town Engineer provided an overview of the draft Water Utility Operating and Capital budget for 2021/22 ([Schedule "A"](#)).

The Finance Director presented the draft Electric Utility Operating and Capital budget next ([Schedule "A"](#)).

Council next reviewed the draft Town Operating budget ([Schedule "A"](#)).

Staff responded to Council questions regarding the draft budget as summarized in part below.

- A survey of other municipalities could be done to determine if there are examples elsewhere for pricing and terms of reference information in addition to the budget estimates provided by Uplands Consulting in the Comprehensive Community Plan (CCP) for Town Bylaws and Policies and Organizational reviews, plus a CCP performance indicators and tracking which are included in the draft budget. To reduce these project costs, maximum budgets could be established with provision to phase in their completion over more than one year. The model Policies and Bylaws developed by the Province of NS and NS Federation of Municipalities could also be accessed to save monies. An internal organizational review was also done as a cost-savings measure as compared to hiring a consultant and could be reviewed with Council. However, this review revealed additional staffing costs when identifying changes required for enabling implementation of the CCP as set out in the relevant CCP Governance Strategic Direction Action. Three such positions are included in the draft budget to address water resource, economic development and planning Actions contained in the CCP. Some of the review and drafting project monies could potentially be funded through the Town utilities.

- Council discussed reducing the budgets by \$100,000 and asked staff to develop recommendations for and how to apportion same amongst budgets for consideration at the next Committee meeting on April 20.
- A question was asked about why Deed Transfer Taxes are included in revenue, but then transferred to the Capital Reserve? Staff advised that this is set out in the Town's Deed Transfer Tax By-law to establish its purpose. This facilitates capital funding which is also important as is balancing the operating budget.
- Staff were asked if all phases of CCP capital projects were included in the ten year Capital plan? It was explained that as the costs of some of these phases are unknown they are not currently included in the ten year Capital plan and that when they are included capital proprieties may need to be adjusted at that time.
- Can the COVID-19 Safe Restart Funds be used to fund the mandatory expenditures? Staff advised that the funds are to offset lost revenues, but the resulting grant can be used for that purpose and is included in Fiscal Services.
- Professional association fees paid for staff were described.
- Grants applications received to date have not yet been summarized. The draft budget total is \$20,000.
- There is \$1.1 M borrowing provided for in the draft Capital budget.
- A needs assessment for housing was last done as part of the CCP preparations by Uplands Consulting and the South Shore Advisory Committee. The NS Affordable Housing Commission could be asked for their research information as well during their upcoming presentation.
- Bylaw enforcement options were discussed. Volumes are not such that contract enforcement could not address this as set out in the draft budget. Environmental enforcement initiatives could be served through a water resource position as proposed. Council members suggested that there might be an opportunity for cost sharing with another municipality for Bylaw enforcement which staff are asked to make inquiries of and report back.
- Finance staff are asked to prepare options for reducing draft budget costs and increasing revenues to present to Council for consideration at the next meeting with a goal of reducing costs by approximately \$500,000.
- Staff will be reporting on Town surplus land and building sale disposal processes to expedite these processes at a Council meeting. It was noted though that most Town properties are not surveyed or migrated and many have restrictive heritage and zoning provisions that would need to be amended to open up private development opportunities, etc.

b. Proposed draft amendments to the Committees of Council Policy regarding the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee

Council discussed the draft amendments. They noted that if this amendment is approved, the Policy relating to selection of Volunteer of the Year award will also need to be made.

Motion: moved and seconded that Councillor Halverson give notice of motion of amendments to the Committees of Council Policy regarding the proposed wind-up of the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee (Schedule "B"). Motion carried.

Thanks were extended to the (Sub-) Committee members for their service and contributions over the years.

6. New Business

- a. Federal Infrastructure and Communities *Engagement Paper on the National Infrastructure Assessment* request for submissions by June 30, 2021

Motion: moved and seconded that it be recommended to Council to direct staff to make a submission on behalf of the Town to the Federal government in support of future Infrastructure funding priority for wastewater treatment investment, followed by alternative energy and affordable housing projects (Schedule "C"). Motion carried

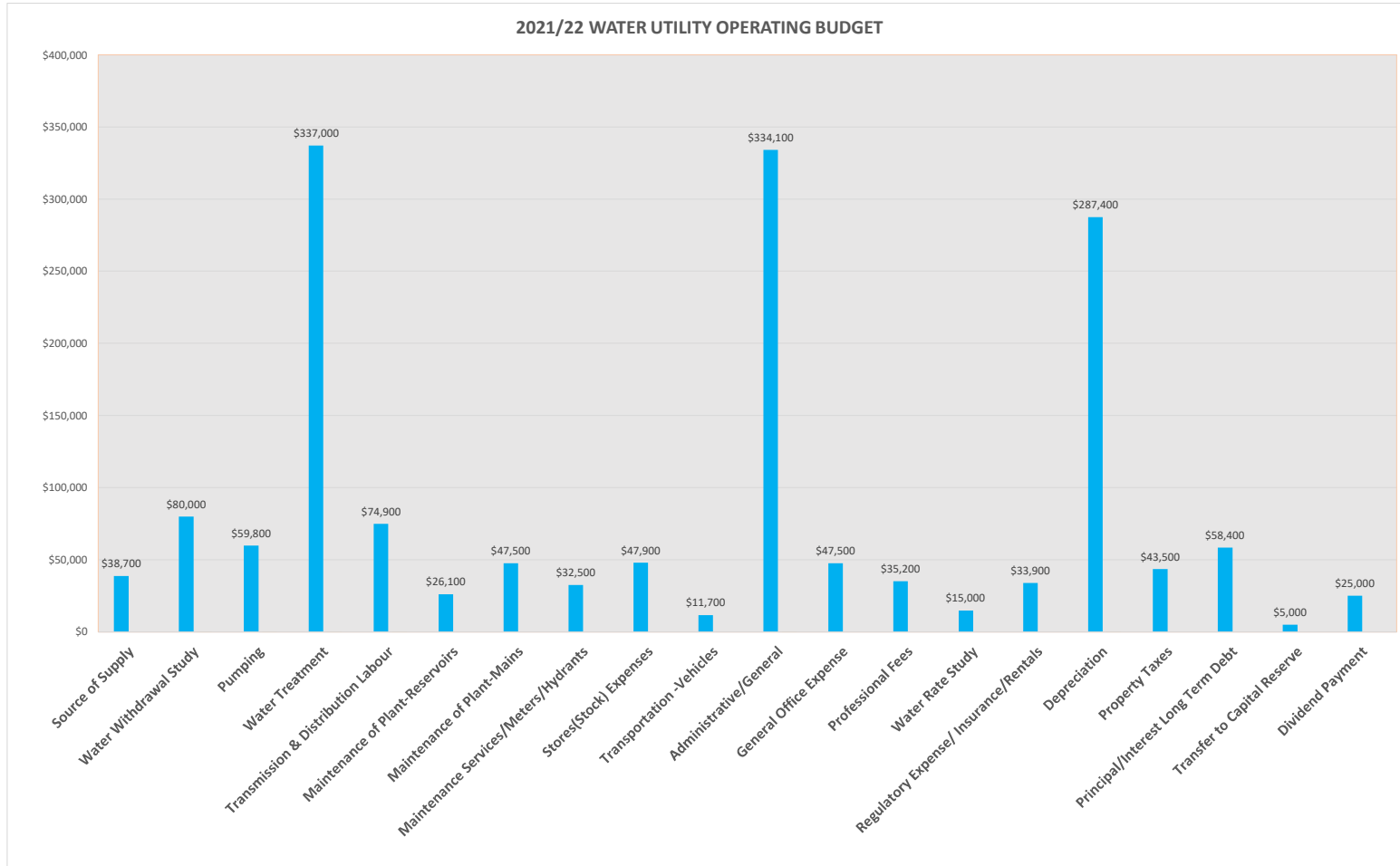
7. Next Meeting Date

Tuesday, April 20, 2021 at 6:00 p.m.

8. Adjournment

The meeting was adjourned at 7:30 p.m. by the Mayor.

Bea Renton, CAO



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$1,641,100	\$1,646,500	-\$5,400	-0.3%

Budget Variance Highlights

1. Wage and benefit increases \$25,400, additional WRO FTE 2.0 vs 1.5
2. Water Treatment Plant Standpipe Northwest- replacement of 12 anodes inside tank, \$9,800
3. Fire Flow Testing which takes place every four years, \$5,500
4. Computer maintenance increase \$6,500
5. Training, conferences & Memberships increase of \$5,000
6. Consultant Fees-Water Rate Study-there has not been a water rate study undertaken since 2016-Budget \$15,000

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
CAPITAL INVESTMENT OVERVIEW-WATER UTILITY**

NEW INSTALLATION/EQUIPMENT UPGRADES/BUILDING UPGRADES

NEW SERVICES	\$10,000
REPLACEMENT HYDRANTS	\$10,000
REPLACEMENT METERS	\$43,000
CHLORINATOR	\$10,000
REPLACEMENT OF RAW WATER INLET TO PUMPHOUSE	\$15,000
ARMOURIES-INTERIOR RENOVATIONS	\$10,000
ARMOURIES-YARD IMPROVEMENTS	\$7,500
MEMBRANE REPLACEMENT	\$155,000
SPARE RAW WATER SUPPLY PUMP	\$9,500
SPARE SIEMENS FREE CHOLORINE 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
	<hr/>
	\$295,500



**PROJECT: WATER AND WASTEWATER SYSTEM SURVEY & GIS DEVELOPMENT
(INCLUDES ALL UNDERGROUND INFRASTRUCTURE)**

5 YEAR RANKING: **NOT IN FIVE YEAR RANKING HOWEVER IS 4.1 D)**
 Strategic Direction: **SERVICING AND FACILITIES-Page 61**
 Action: Continue to monitor and evaluate municipal water supply
 Infrastructure

**** Carry over from previous year, FCM Grant \$50,000, Town contribution \$12,500**

WATER AND WASTEWATER SYSTEM SURVEY & GIS DEVELOPMENT (INCLUDES ALL UNDERGROUND INFRASTRUCTURE)	<hr/>
	\$62,500



PROJECT: ELECTRIC NET METERING ASSESSMENT

5 YEAR RANKING: **#27**
 Strategic Direction: **ENVIRONMENT AND SUSTAINABILITY 9.2 e)**
 Action: Policies for Wind and solar Energy at Multiple
 Scales

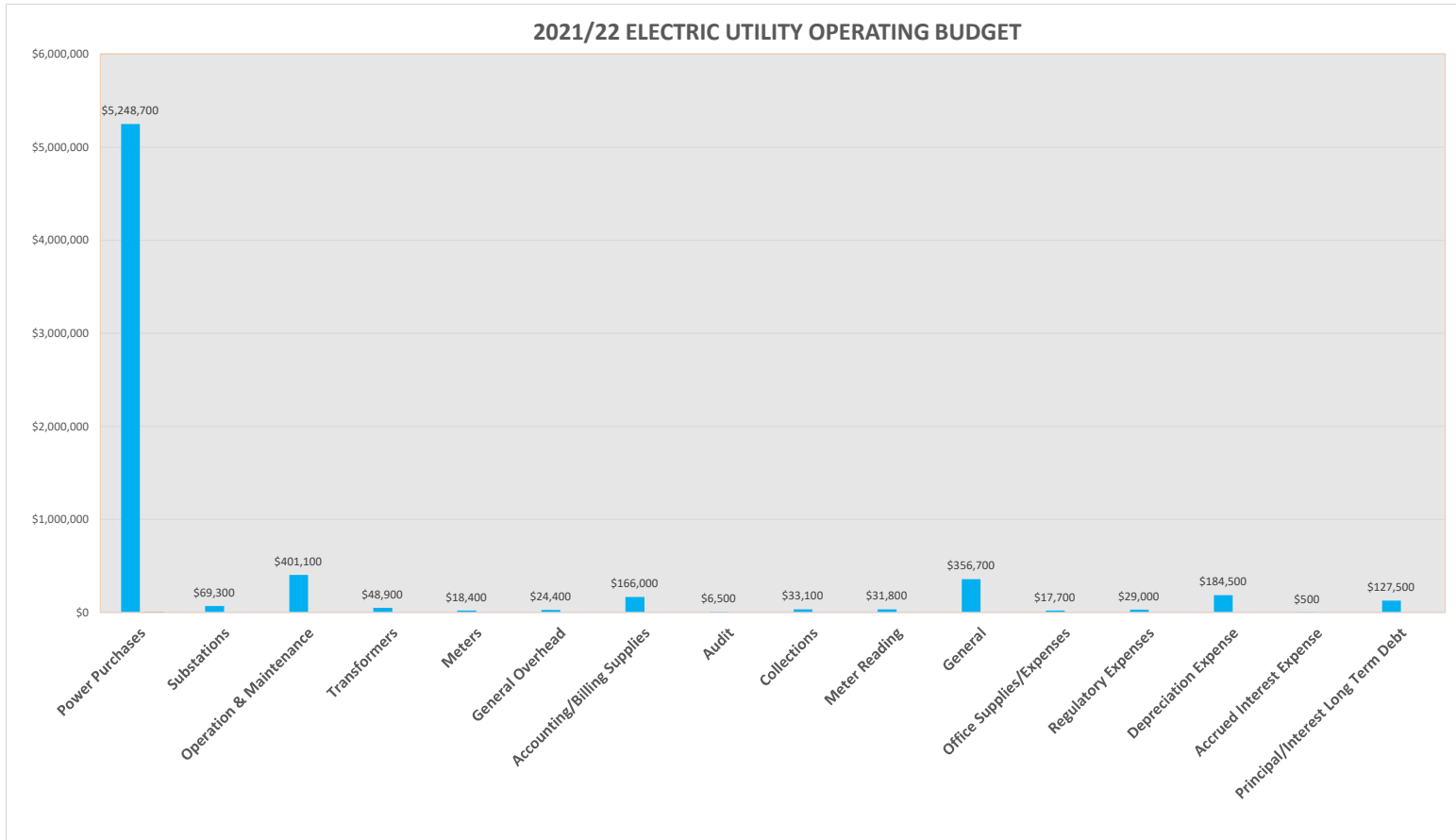
ELECTRIC NET METERING ASSESSMENT	<hr/>
	\$5,000



SITE: DARES LAKE WATER SUPPLY

5 YEAR RANKING: **NOT IN FIVE YEAR RANKING HOWEVER IS 4.1 D) & 4.1 E)**
 Strategic Direction: **SERVICING AND FACILITIES-PAGE 61**
 Action 4.1 D): Continue to monitor and evaluate municipal water
 supply infrastructure.
 Action 4.1 E): Continue to monitor water levels and quality at Dares Lake
 to ensure it remains a viable source of drinking water for
 the Town.

DESIGN OF DAM AND DOWNSTREAM CHANNEL REHABILITATION	\$30,000
REPAIR SPILLWAY DARES LAKE	\$275,000
	<hr/>
	\$305,000



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$6,764,100	\$6,840,500	-\$76,400	-1.1%

Budget Variance Highlights

1. Power costs NSP, decrease \$103,600
2. Transformer testing, decrease \$10,000
3. Maintenance & computer contract, increase \$15,000
4. Consulting Fees (rate study), increase \$15,000

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
ELECTRIC CAPITAL INVESTMENT OVERVIEW**

NEW INSTALLATION/EQUIPMENT UPGRADES/CAPITAL MAINTENANCE

METERS	\$10,000
OVERHEAD CONDUCTORS	\$187,500
POLES AND FIXTURES	\$75,000
SERVICES	\$37,500
TRANSFORMERS - LINE	\$105,000
DISTRIBUTION SYSTEM REVIEW	\$50,000
STREET LIGHTING	\$30,000
SUBSTATION RECLOSER	\$47,000
	<hr/>
	\$542,000

Urban Design



PROJECT:	STREET LIGHTING
5 YEAR RANKING:	#19
Strategic Direction:	URBAN DESIGN-8.1 B), 8.1 C), 8.1 H)
Action:	Activate Street Scapes through design and programming.

LED STREET LIGHTING ASSESSMENT	<hr/>
	\$15,000

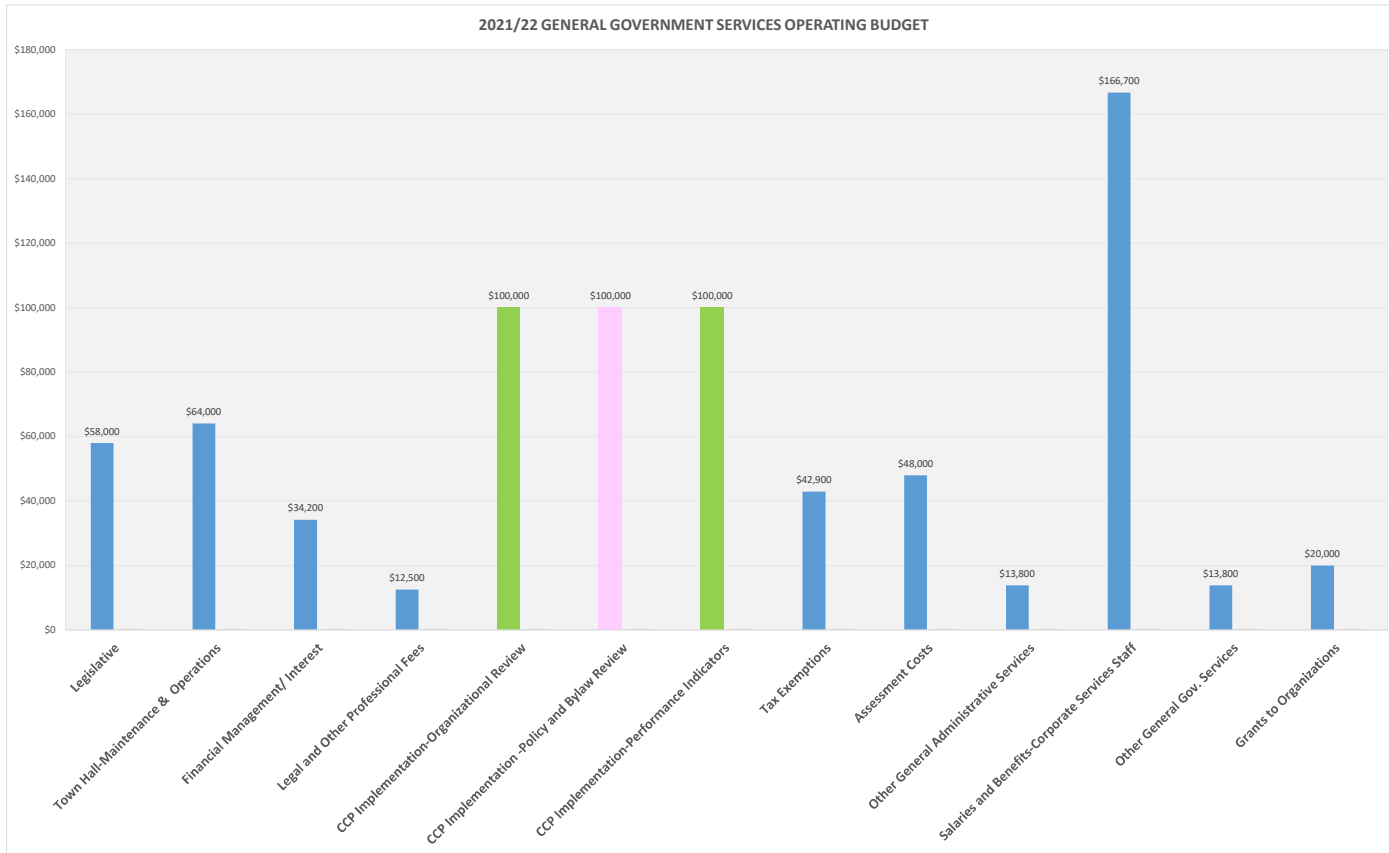
Community Structure



PROJECT:	SOLAR ASSESSMENT STUDY
5 YEAR RANKING:	#8
Strategic Direction:	COMMUNITY STRUCTURE
Action:	Study and Planning for a sustainable energy district.

SOLAR ASSESSMENT STUDY	<hr/>
	\$16,800

OPERATING BUDGET-GENERAL GOVERNMENT SERVICES-PAGE 13



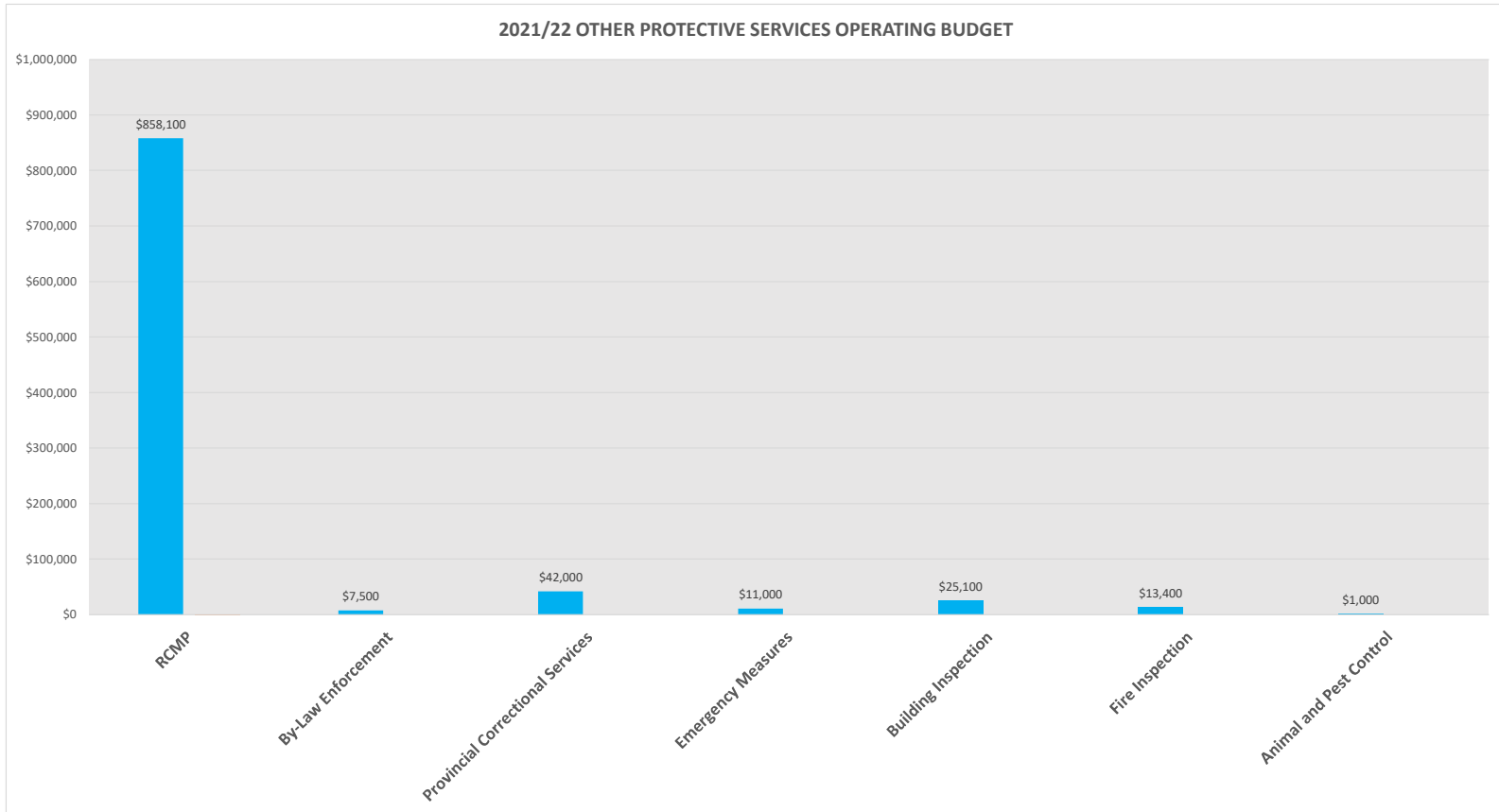
2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$773,900	\$508,850	\$265,050	52.1%

Budget Variance Highlights



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 - Governance 11.1 e) Identify Performance Indicators Ranked as Action #34 - \$100,000.

OPERATING BUDGET-OTHER PROTECTIVE SERVICES-PAGE 18

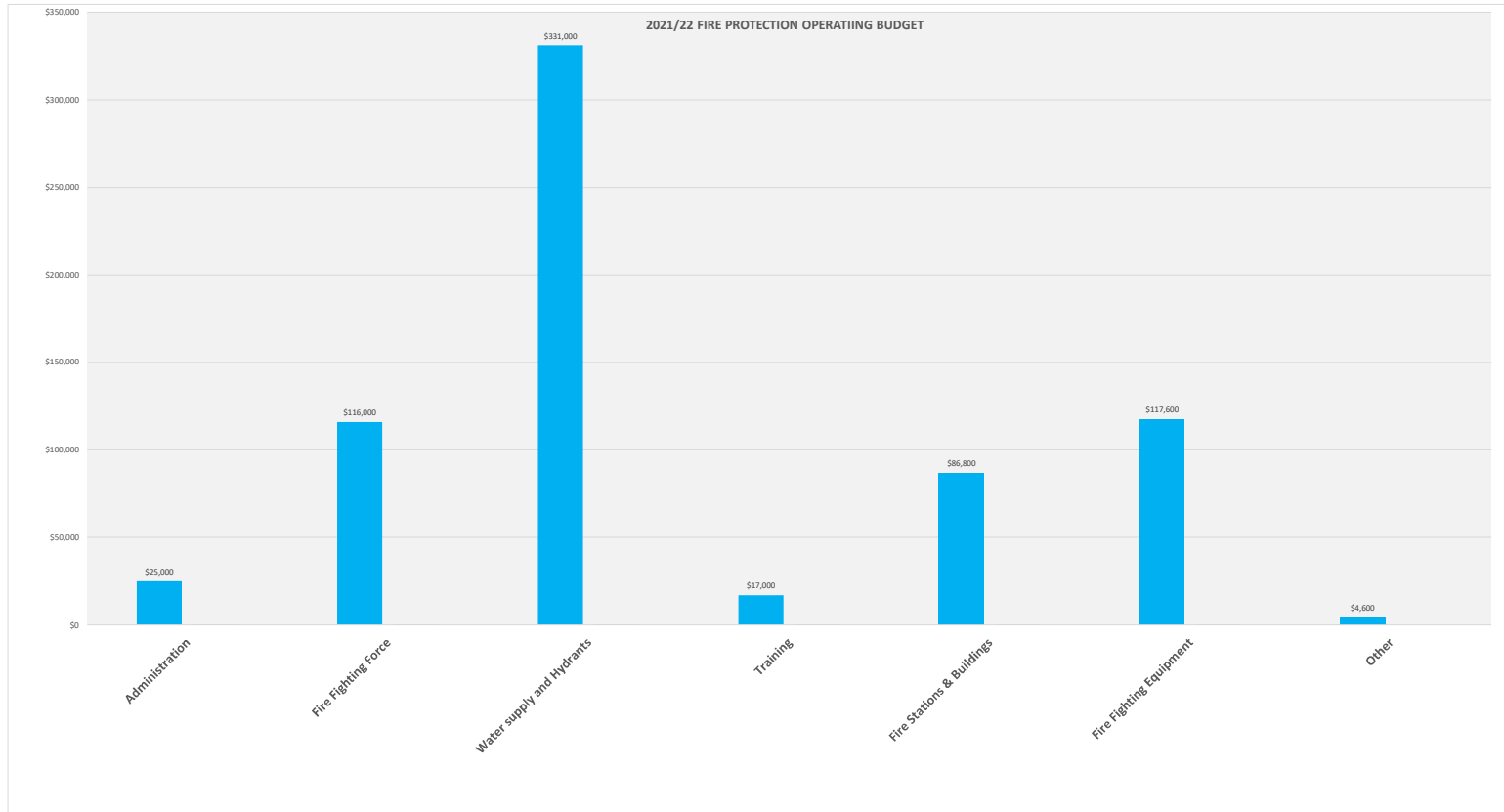


2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$958,100	\$914,800	\$43,300	4.7%

Budget Variance Highlights

1. Police Protection-RCMP contract Increase \$40,200

OPERATING BUDGET-FIRE PROTECTION-PAGE 20



**2021/2022
Budget**

\$698,000

**2020/2021
Budget**

\$683,400

**Increase
(Decrease)**

\$14,600

**%
Increase**

2.1%

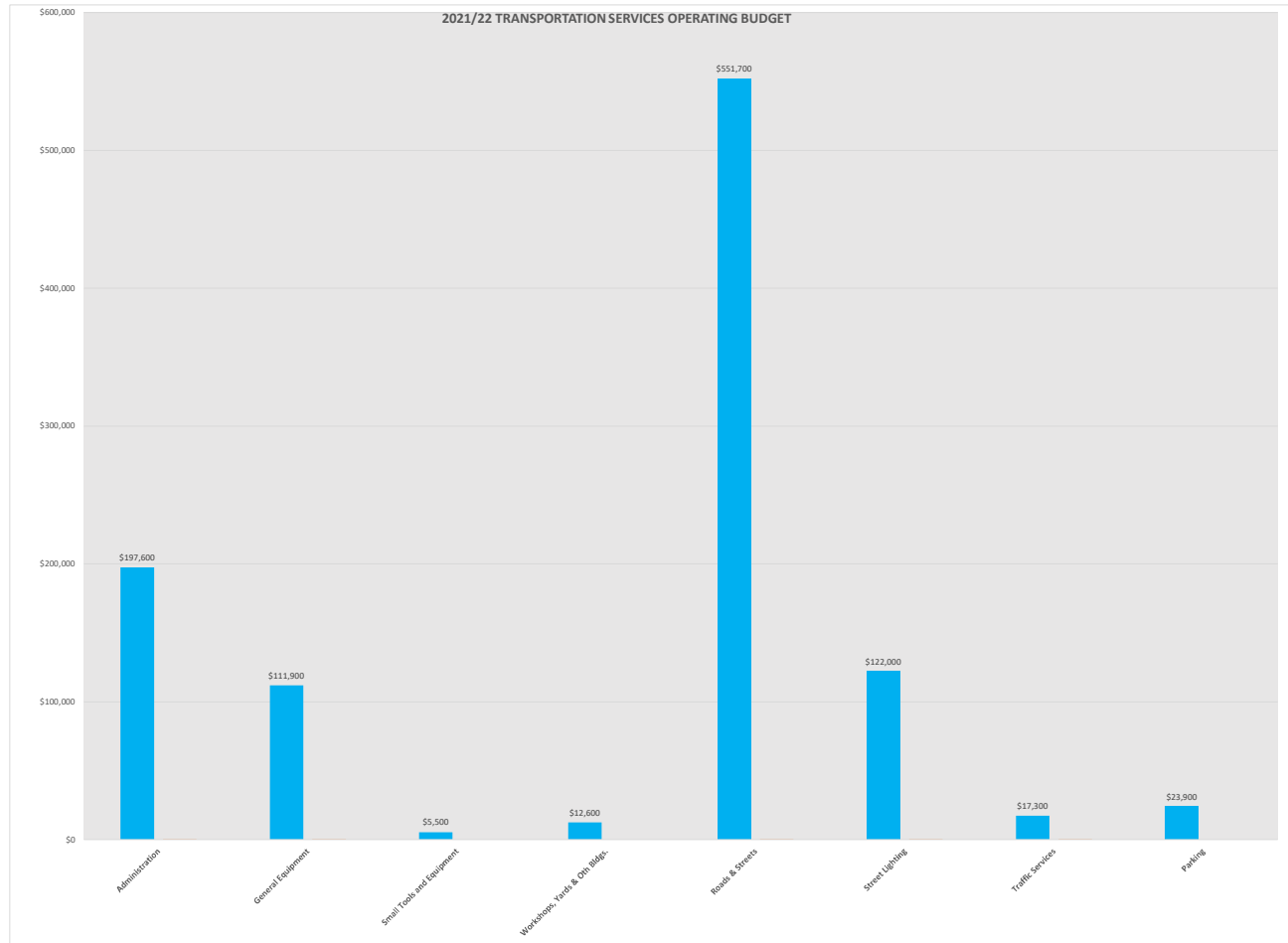
Budget Variance Highlights

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)

OPERATING BUDGET-TRANSPORTATION SERVICES-PAGE 26

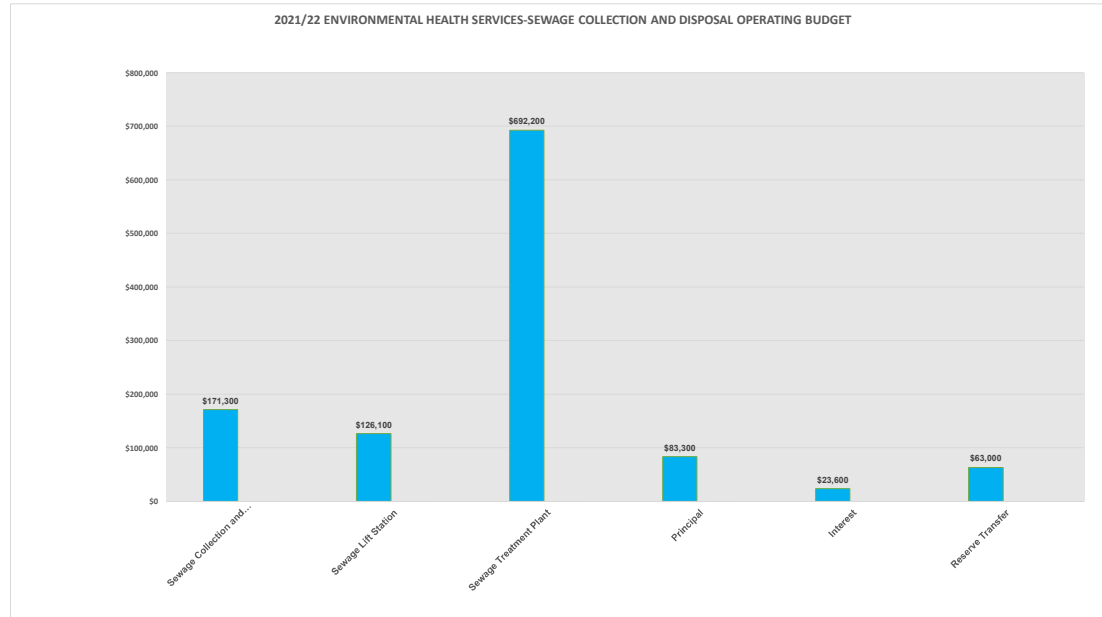


2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$1,042,500	\$959,000	\$83,500	8.7%

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.

OPERATING BUDGET-SEWAGE COLLECTION & DISPOSAL-PAGE 32



	2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
	\$1,159,500	\$1,104,800	\$54,700	4.9%

EXPENDITURES

Page 32	\$1,013,200	\$973,500	
Debt Charges	83,300	81,300	
Reserve Transfer-Pg. 55	63,000	50,000	
Total	\$1,159,500	\$1,104,800	\$54,700

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

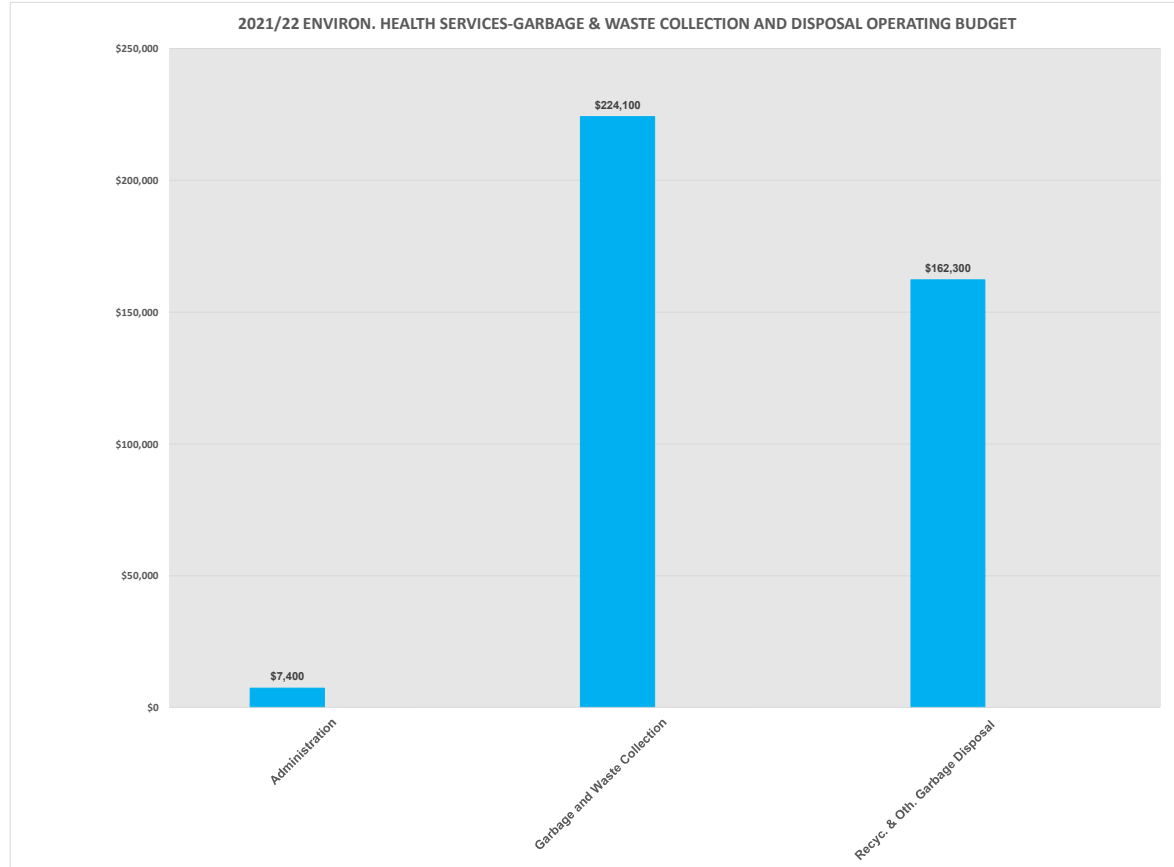
A 0.3% increase has been applied to sewer rates for both commercial and residential users. Budgeted reserve transfer for the 2021/22 fiscal year is \$63,000.

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.

OPERATING BUDGET-GARBAGE & WASTE COLLECTION-PAGE 32

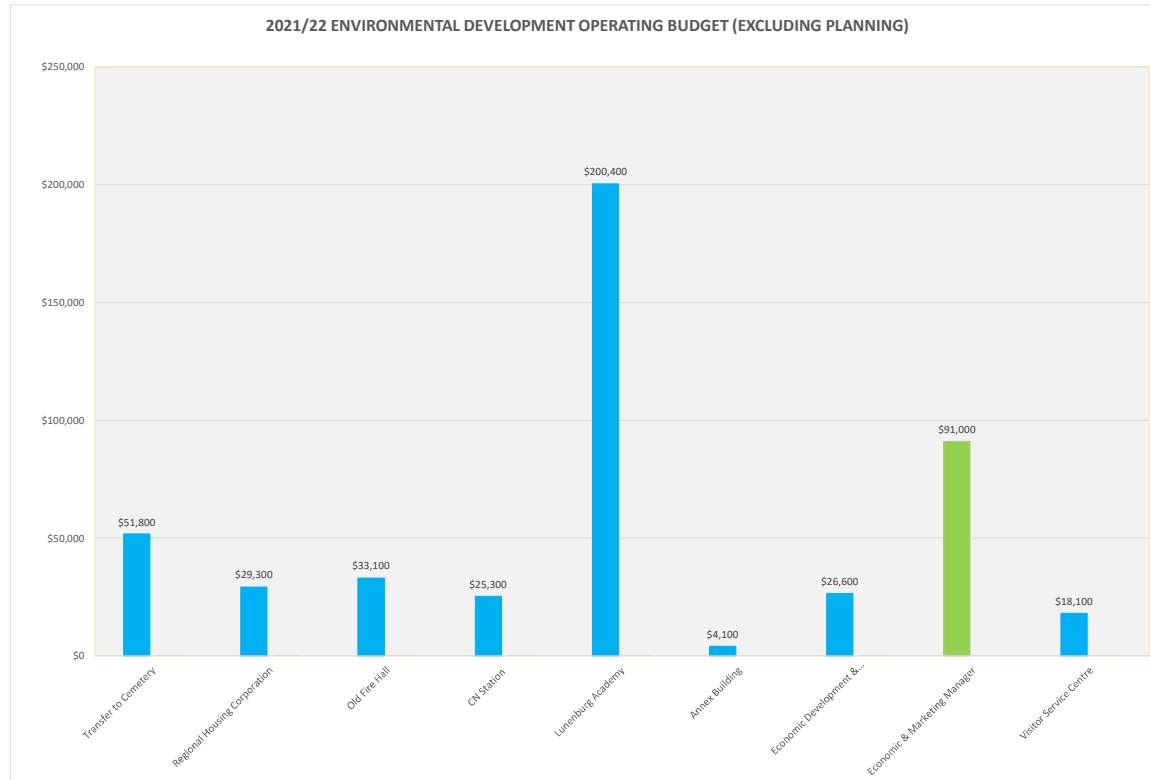


2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$393,800	\$385,100	\$8,700	2.3%

Budget Variance Highlights

1. Legal fees, Increase \$3,000.
2. Collection Contract, Increase \$4,600

OPERATING BUDGET-ENVIRONMENTAL DEVELOPMENT SERVICES-PAGE 38 & 39



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$479,700	\$379,000	\$100,700	26.6%

Budget Variance Highlights

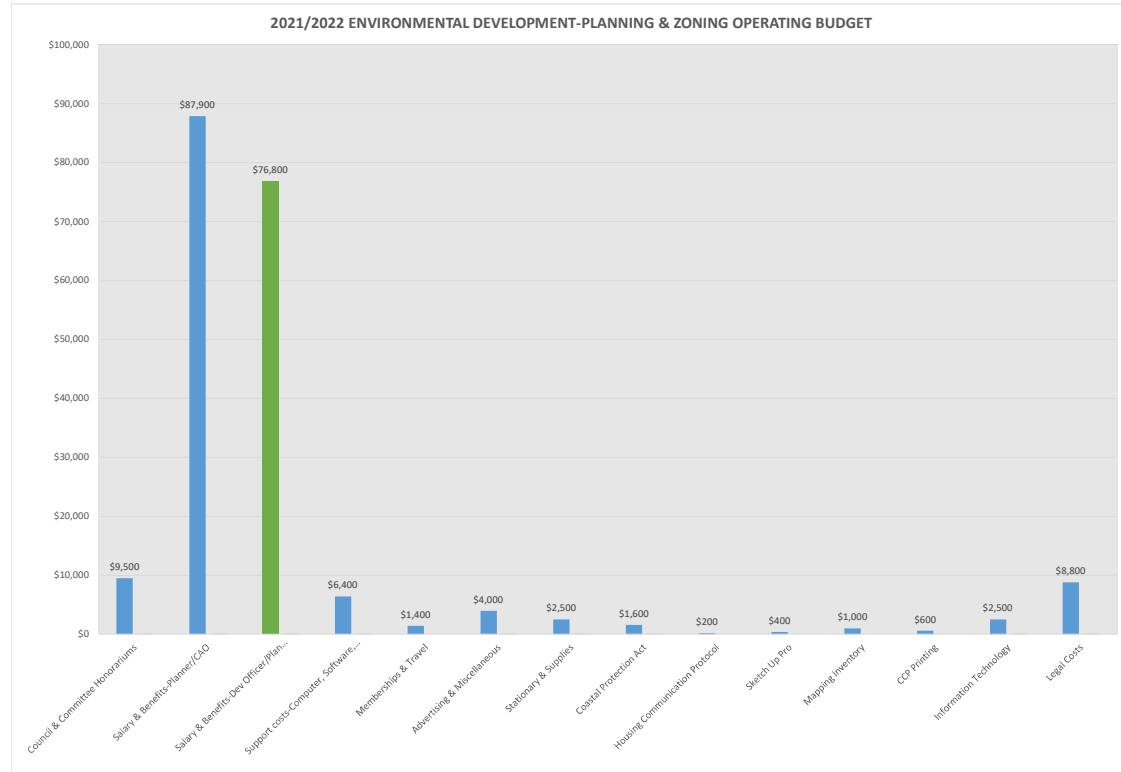
1. Cemetery Transfer, Increase \$11,100.
2. Lunenburg Academy - Coordinator Contract (\$15,000), Fuel (\$11,800)
3. **Action #23** New Position-Economic & Marketing Manager, Wages, Benefits and Support Costs, \$91,000.



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.

OPERATING BUDGET-PLANNING & ZONING PAGE 38



2021/2022 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$203,600	\$112,900	\$90,700	80.3%

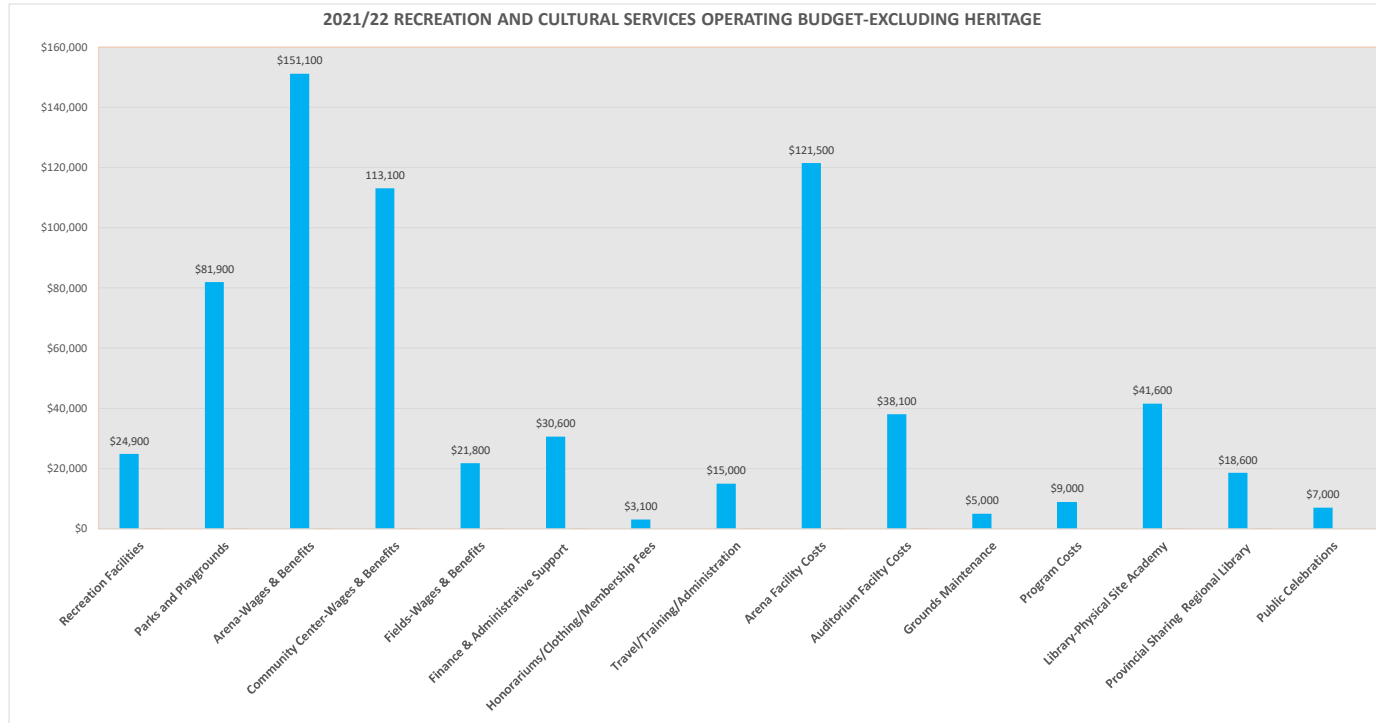
Budget Variance Highlights

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.

OPERATING BUDGET-RECREATION & CULTURAL SERVICES-PAGE 46-47



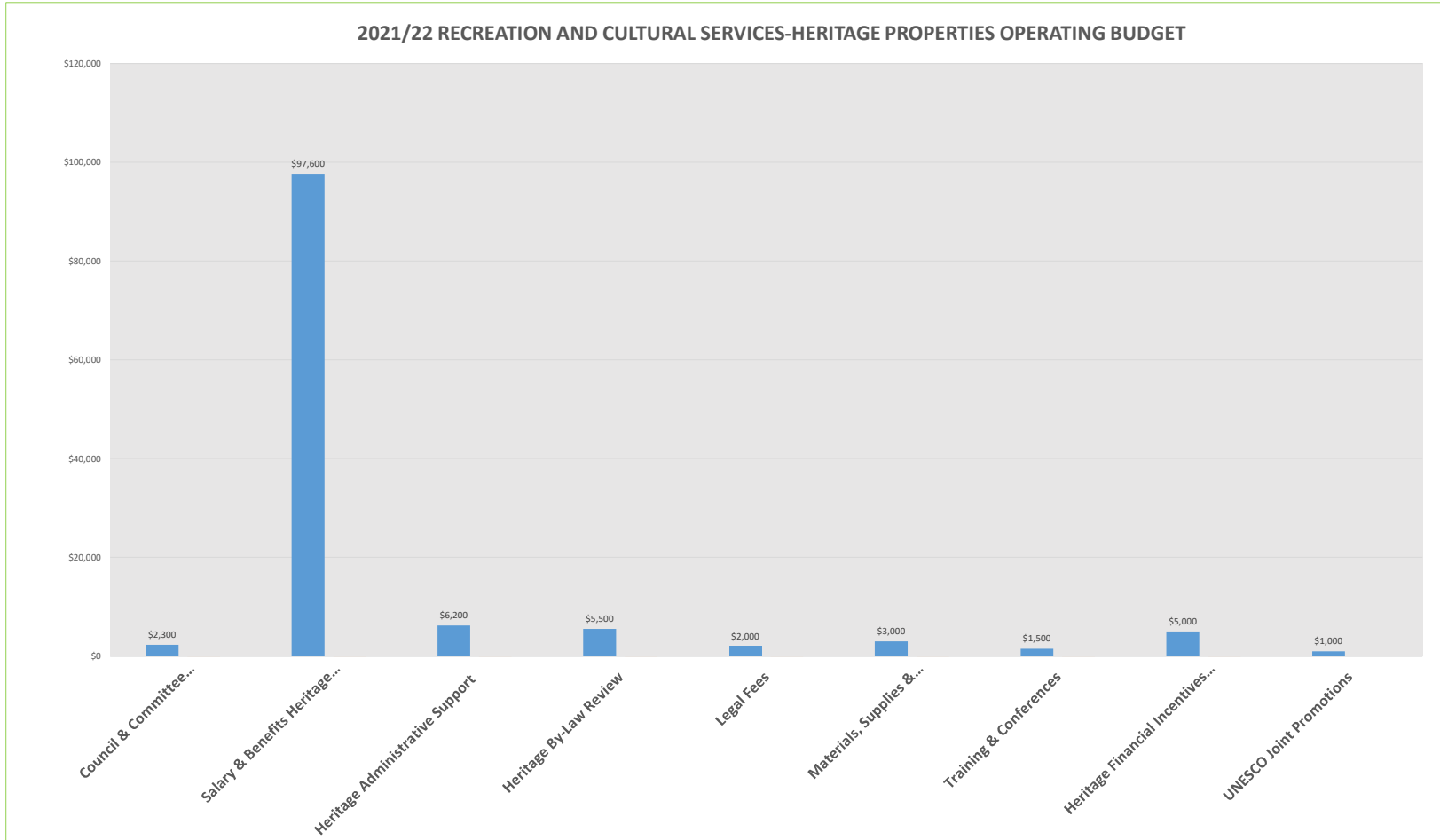
2021/22 Budget	2020/2021 Budget	Increase (Decrease)	% Increase
\$682,300	\$671,050	\$11,250	1.7%

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.

OPERATING BUDGET-HERITAGE PAGE 47



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.

UPCOMING MEETINGS



- Tuesday, April 20, 2021 – Debt Affordability Model presentation
- Tuesday, May 4, 2021 – Capital Budget review and Revenue review

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				
-	01-1-12-1000					
54,700	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				
-	01-1-41-0000					
2,700	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.

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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
				BUDGET	BUDGET	PROJECTIONS	ACTUAL
ACCOUNT #		DESCRIPTION					
<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 Whynt'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							
			2021/22	2020/21	2020/21	2019/20	
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTIONS	ACTUAL
-			<u>SUPPLIES & EXPENSES</u>				
7,000	05-2-33-9100	14	SUPPLIES AND SMALL TOOLS	12,000	5,000	1,000	3,810
-	05-2-33-9200	15	WATER TESTING	16,000	16,000	14,000	11,951
100	05-2-33-9300	15.1	WATER TESTING - WRO LABOUR	25,000	24,900	24,900	23,755
(6,000)	05-2-33-9500	16	WTP - SPARE/REPLACEMENT PARTS	5,500	11,500	11,700	10,719
-	05-2-33-9520		WTP - LABORATORY MATERIALS	2,000	2,000	2,000	918
6,000	05-2-34-0600		NSPI - TREATMENT PLANT	65,000	59,000	59,000	59,165
4,000	05-2-34-0700		TELEPHONE LINE/SCADA SYSTEM /SECURITY	10,800	6,800	6,800	4,809
-			<u>MAINTENANCE OF PLANT</u>				
-	05-2-34-0500	17	WTP - REPAIRS & MAINTENANCE	24,000	24,000	24,000	19,461
			DEPARTMENT TOTAL	\$ 337,000	\$ 313,350	\$ 302,050	\$ 283,090
-			<u>TRANSMISSION AND DISTRIBUTION</u>				
-			<u>SUPERVISION AND ENGINEERING</u>				
600	05-2-41-0100	6	PORTION OF ENGINEER & SUPER. SALARY	\$ 52,000	\$ 51,400	\$ 51,400	\$ 46,263
400	05-2-41-0105	6.1	FACILITY SUPERINTENDENT (salary & benefits)	8,600	8,200	8,200	8,100
-	05-2-41-0200		DRAFTING/FILING LABOUR	2,300	2,300	2,300	455
-			<u>OPERATION LABOUR</u>				
-			<u>OPERATION LABOUR - MAINS</u>				
900	05-2-43-1100	18	PUBLIC WORKS DEPT. - LABOUR	12,000	11,100	5,000	5,261
-			<u>MAINTENANCE OF PLANT</u>				
-			<u>MAINT. OF PLANT RESERVOIRS</u>				
-	05-2-44-1100	19	STANDPIPE (GARDEN LOTS)	3,000	3,000	3,100	1,980
100	05-2-44-1300		ELECTRICITY/SCADA/STANDPIPE	1,800	1,700	1,700	1,673
9,800	05-2-44-1350	19	WTP PLANT STANDPIPE (NORTHWEST)	19,800	10,000	7,000	11,310
-	05-2-44-1400	20	TELEPHONE LINE/SCADA SYSTEM	1,500	1,500	1,500	1,063
-			<u>MAINT. OF PLANT - MAINS</u>				
-	05-2-44-3100	21	MATERIALS - MAINS	11,000	11,000	3,000	7,007
-	05-2-44-3200	21	EQUIP RENTAL (TOWN) - MAINS & SERVICES	25,000	25,000	8,000	17,362
(1,200)	05-2-44-3295	21.1	WATER LEAK STUDY	6,000	7,200	-	-
5,500	05-2-44-3300	21.2	FIRE FLOW TESTING (COMPLETED IN 2016/17)	5,500	-	-	-
-			<u>MAINT. SERV./METERS/HYDRANTS</u>				
-	05-2-44-9100		MATERIALS	15,000	15,000	8,000	10,507
150	05-2-44-9300	18	P.W. LABOUR	15,500	15,350	15,500	12,558
-	05-2-44-9400		ADVERTISING - NOTICES, ETC.	2,000	2,000	500	169
-			<u>STORES (STOCK) EXPENSES</u>				
(900)	05-2-46-0100		FUEL - HEAT	8,600	9,500	7,000	6,880
-	05-2-46-0200		ELECTRICITY - LIGHTS	5,100	5,100	5,100	4,685
-	05-2-46-0225		WATER	600	600	600	494
200	05-2-46-0250	22	SEWER CHARGE	900	700	900	717
-	05-2-46-0300		SUPPLIES, REPAIRS & JANITORIAL	-	-	-	-
-	05-2-46-0301		REPAIRS & SUPPLIES	10,000	10,000	10,000	11,985
-	05-2-46-0302		JANITORIAL	3,500	3,500	3,500	3,245
-	05-2-46-0303		SECURITY	700	700	700	300
(50)	05-2-46-0400		IN HOUSE LABOUR/ARMOURIES	15,000	15,050	15,050	14,719
-	05-2-46-0500		TELEPHONE/CELL PHONES/INTERNET	3,500	3,500	3,500	3,169
-			<u>TRANSPORTATION - VEHICLES</u>				
-	05-2-47-0100		GAS - VEHICLES	5,000	5,000	4,000	3,547
(3,500)	05-2-47-0200		REPAIRS/MAINTENANCE - 2008 Van (reallocated to recreation and facilities)	-	3,500	3,500	1,239
3,500	05-2-47-0201		REPAIRS/MAINTENANCE-2005 Chev 1/2 ton	3,500	-	-	8,295
-	05-2-47-0202		REPAIRS/MAINTENANCE - 2013 GMC	2,000	2,000	1,000	-
(300)	05-2-47-0350		CAR ALLOWANCE - ENG/SUPERINTENDENT	600	900	600	600
-	05-2-47-0400		RADIO LICENSE/REPAIRS	600	600	600	586
			DEPARTMENT TOTAL	\$ 240,600	\$ 225,400	\$ 171,250	\$ 184,169
-			<u>ADMINISTRATION AND GENERAL</u>				
-		23	<u>ACCOUNTING AND COLLECTING</u>				
-			<u>ACCOUNTING SUPERVISION</u>				
(1,400)	05-2-51-1100		PORTION OF FINANCE DIRECTOR	\$ 37,300	\$ 38,700	\$ 38,700	\$ 38,935
-			<u>ACCOUNTING METER READINGS</u>				
-	05-2-51-2100		METER READING SALARY/EXPENSES	2,500	2,500	2,300	1,930

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
-			<u>SURPLUS (DEFICIT)</u>				
-	07-2-90-0100			\$ -	\$ -	\$ -	\$ -
-			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

DESCRIPTION	Priority	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
		STREET RECONSTRUCTION									
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
CHIPSEALING											
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
NEW STREETS/ROADS											
Cemetery Roads		\$25,000	\$25,000								
		\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRANSPORTATION SERVICES											
Parking Meters			\$15,000								
Parking Ticketer			\$15,000								
Outside Parking Improvements			\$75,000								
		\$0	\$105,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WASTE MANAGEMENT											
		\$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 <i>Note:</i>								\$25,000		
		\$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 - <i>FD seeking to order in 21/22 for delivery in 22/23 - requires pre-approval in fiscal 21/22 to proceed with order</i>		\$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>															

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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				

Draft revisions: March 17, 2021
See: sections 37 & 38, plus
Schedule "A" revisions

#98 TOWN OF LUNENBURG PROCEDURAL POLICY

COMMITTEES OF COUNCIL

PURPOSE

1. This Policy describes the structure, composition and role of Committees established and appointed by the Town of Lunenburg ("Town") Council ("Council"). The Policy applies to Committees in which all or some of the voting Committee members are Council members including the Mayor and/or Councillors.

PROCEDURE

2. The following provisions shall apply to all Committees established by this Policy, except where this Policy, another Town Policy, Bylaw or the Municipal Government Act specifically provides otherwise.
3. Committee membership shall be annually reviewed by Council and within three months following each municipal general election or election anniversary. Council may also replace at any time Committee members who resign or who, in Council's opinion, are unable or unwilling to discharge their duties, or who fail to attend diligently to the Committee's affairs or otherwise to seek a change in Committee composition. Council shall also appoint such members of external Committees and Boards (Schedule "A" chart updated from time to time by motion of Council) as it is authorized to do under Town or Provincial legislation and inter-governmental agreements.
4. The Mayor shall be an ex officio member of any Town Committee to which the Mayor is not already appointed and may fully participate, but may only vote at these meetings if it is necessary to achieve a quorum.
5. Council may seek unelected resident Committee members as set out in this Policy by advertising same on an annual basis or such other interval as Council determines by motion. Citizens interested in serving on Town Committees will complete the Town's application form. Qualified Town resident applicants, and non-resident applicants if there are insufficient Town resident applicant numbers, will be selected for Committee(s) appointment at a public Council meeting by Council ballot.
6. The Mayor shall recommend to Council the appointment of Councillors to Committees and external Boards and Committee for approval by motion of Council. These appointments may be reviewed within a term as determined by Council as set out herein.

7. Committee members shall be reimbursed their reasonable expenses for attending Committee meetings held outside the Town at such rate as prescribed by Town Policies.
8. Committee and external Board citizen members may receive an annual honourarium as set out in Town Policy and/or budget.
9. Council shall appoint a Council member to serve as Chair of each Committee which shall typically be done during the annual review of Committee appointments as set out herein. The Chair of the Audit Committee shall not be a Town signing authority for banking or cheque signing purposes. The Committee Chair shall be entitled to speak and to vote on any motion before their Committee(s). The Committee Chair shall also have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Town's Bylaws and Policies. If the Chair is absent from a meeting, the Committee members may elect a Chair pro tempore for that meeting who shall have the same authority as the Chair for the duration of this meeting only.
10. The Chief Administrative Officer ("CAO") or their designate shall serve as Committee Secretaries, with a voice relating to procedural matters, but no vote. The Committee Secretary shall prepare the agenda in consultation with the Committee Chair and will maintain and circulate Committee agendas, minutes and other relevant records.
11. Committees shall meet at such time and place as annually determined by Council and at such other time and place as Council and/or Committees may determine to accomplish Committee objectives.
12. Committees may utilize the following Town resources to accomplish their mandate unless the CAO or Council determine that there are insufficient resources:
 - a. Town's facilities and supplies for meetings, photocopying, postage and other administrative needs reasonably necessary and budgeted;
 - b. external services reasonably necessary and budgeted;
 - c. Town staff advice and support; and
 - d. other resources reasonably necessary and budgeted.
13. A Committee cannot take action on any matter which Council has not previously delegated the authority to it. A Committee may only make recommendations to Council to take action.
14. All Committee meeting minutes and records shall be open to the public except as expressly authorized by law.
15. A quorum of the Committee shall be the same as that which applies to Council pursuant to Provincial legislation, with any necessary changes for context, e.g., ex officio members.
16. Each Committee member, including the Chair, shall have one vote and there shall be no proxy or alternate voting.

17. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to Town Policies and Provincial legislation, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration or rescission shall be permitted at Committee meetings.
18. In the event a Committee fails to provide a recommendation to Council within a deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee's recommendation.
19. Council hereby confirms the following standing Committees and their respective responsibilities as described.

Audit Committee

20. The responsibilities of the Audit Committee are to:
 - a. conduct a detailed review of the Town financial statements with the Town Auditor;
 - b. evaluate internal control systems and management letter with the Town Auditor;
 - c. conduct a review of the conduct and adequacy of the audit;
 - d. consider such matters arising out of the audit as may appear to the Audit Committee to require investigation;
 - e. review other matters as may be determined by Council to be the duties of the Audit Committee and any other matters; and
 - f. take such other action not inconsistent with this Policy that the Committee reasonably deems necessary to carry out its mandate in accordance with Town Policies and Bylaws and the Municipal Government Act.
21. The Audit Committee shall be comprised of all members of Council and a minimum of one resident at large appointment who is not a member of Council or staff. Resident appointees shall possess knowledge and understanding of financial and investment matters as evidenced in their Committee application form.
22. Council shall advertise for resident Audit Committee applications before December 31 every two years. The resident Committee member(s) shall be selected by Council as noted herein with the exception that this shall be a two year appointment.
23. The CAO, Finance Director and Accountant shall be non-voting members of the Audit Committee. Through the CAO the Committee may request additional members of the Town's senior management staff to attend Committee meetings.
24. The Audit Committee Chair shall be a member of Council bi-annually appointed by Council as set out in section 9. The Committee Chair will make periodic reports to Council on matters relating to the Committee's work progress.

25. The Audit Committee shall meet at least twice per year as called by the Chair in consultation with Town staff to receive and review the completed Town audit with the Town Auditor and to carry out its additional Municipal Government Act duties.

Committee of the Whole

26. The responsibilities of the Committee of the Whole are to:
 - a. discuss, consider, advise and make recommendations to Council for approval concerning the affairs of the Town in advance of Council making decisions or taking actions on such matters, except where the Mayor and CAO have determined that consideration by Committee of the Whole is unnecessary or inadvisable including the following matters which will normally be dealt with by Council without first being considered by the Committee of the Whole for its recommendations:
 - i. first and second readings of a Bylaw enactment, amendment or repeal; and
 - ii. matters which are the subject of statutory hearing by Council;
 - b. review and revise draft Town Bylaws and Policies and amendments thereto making recommendations to Council regarding same;
 - c. review and revise draft strategic and annual corporate plans and make recommendations to Council regarding same;
 - d. review and revise the Town draft budget for the next fiscal year and make recommendations to Council regarding same;
 - e. receive reports and related presentations of a complex nature requiring strategic, budget, and/or policy consideration for recommendation to Council;
 - f. discuss, consider, advise and make recommendations on any other matters which may be referred to it by Council;
 - g. take such steps not inconsistent with this Policy that this Committee deems necessary to carry out its mandate; and
 - h. meet in camera where appropriate to fulfill its responsibilities in accordance with the Municipal Government Act.
27. The Chair of the Committee of the Whole is the Mayor and in their absence the Deputy Mayor.
28. The Committee of the Whole consists of all Council members and membership on the Committee automatically extends to Council members without the necessity of formal appointment by Council and automatically terminates when the person is no longer a Council member.
29. Items may be added to the Committee of the Whole agenda by Council members making prior requests to the Mayor and CAO who will review the requests and determine if it should be included in the next Committee of the Whole meeting agenda or referred elsewhere.
30. In addition to scheduled Committee of the Whole meetings, a Council member may move that Council recess and move into Committee of the Whole for informal consideration of any item on the Council agenda and rise and report back to Council. Such motion shall be determined by a majority vote of Council members present and voting.

Heritage Advisory Committee

31. The responsibilities of the Heritage Advisory Committee are to:
- a. carry out their duties described in the Town's Heritage Property Bylaw and Provincial Heritage Property Act;
 - b. advise Town Council respecting:
 - i. the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
 - ii. an application for permission to alter substantially or demolish a Town Heritage Property;
 - iii. building or other regulations that affect the attainment of the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act; and
 - iv. any other matters conducive to the effect of carrying out the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act.
32. The Heritage Advisory Committee is comprised of six members all of whom shall be residents of the Town and appointed by Council for a two year term. Two members of the Committee shall be members of Council, two shall be members of the Lunenburg Heritage Society or individuals who have otherwise demonstrated active interest in the preservation of buildings of historic significance, and two members of the Committee shall be appointed at large.

Planning Advisory Committee

33. The responsibilities of the Planning Advisory Committee are to:
- a. carry out the Planning Advisory Committee duties set out in the NS Municipal Government Act;
 - b. advise Council respecting the preparation and amendment of planning documents and general planning matters; and
 - c. conduct a review of and proposed amendments to the Town's Municipal Planning Strategy, Land Use By-law and Subdivision By-law and other relevant planning matters.
34. The Planning Advisory Committee is comprised of at least four residents appointed for two year terms and three Council members as determined by Council.

Protective Services Committee

35. The Protective Services Committee responsibilities are to advise Council regarding:
- a. oversight of the volunteer firefighting force and their training, buildings and equipment, fire alarm systems, fire investigations and prevention, water supply and hydrants; and
 - b. Fire Protection Services budget matters.

36. The Protective Services Committee is comprised of four Council members including the Chair. For the purpose of fire protection matters relating to the Municipality of the District of Lunenburg Fire Districts 1 and 2 Commission (“Commission”) only, the Commission may appoint three Commission members to be additional voting members of the Committee for the purpose of fire protection matters related to the Commission.

Recreation Committee

37. ~~The responsibilities of the Recreation Committee are to:~~
- ~~a. advise Council on matters affecting the development and maintenance of Town recreational facilities including but not limited to the Lunenburg War Memorial Community Centre Auditorium and Arena, programs and services;~~
 - ~~b. encourage healthy and active lifestyles for residents and visitors; and~~
 - ~~c. provide Council with input on the development of policies, plans and budget development related to community recreation opportunities including active transportation initiatives.~~
38. ~~The Recreation Committee is comprised of four members of Council, three residents who are appointed for two year terms, and one Municipality of the District of Lunenburg (“Municipality”) Council member appointed to serve by their Council in relation to relevant Municipality matters.~~

Special Committees

39. Town Council may establish Special Committees at any time as deemed necessary concerning any matter which is within Council jurisdiction. Council in establishing a Special Committee shall approve the terms of reference, termination date and such other provisions as Council determines relevant to the creation, role, responsibilities and dissolution of Special Committees.
40. The general provisions of this Policy shall also apply to Special Committees.
41. A Special Committee shall consist of at least two Council members, one of whom shall be the Chair.
42. When a Special Committee has completed its work, made its report and Council has made a final decision about the report, the Special Committee shall automatically dissolve if it was not previously terminated in section 3 herein.

External Boards and Committees with Town Appointments

43. It shall be the responsibility of all Town appointments to external Boards and Committees as set out in Schedule “A” attached to:
- a. provide semi-annual updates to Council of the activities of the body on which they have been appointed;
 - b. represent the Town in a respectful and positive manner reflecting the direction of Council, Town budget, Policies and other guiding documentation;

- c. ensure Council receives copies of meeting minutes for the body on which they serve; and
- d. report any recommendations from such body requiring Council consideration and response.

44. This Policy repeals and replaces Policies #9 Appointments to Boards and Committees of the Town, #19 Composition and Duties of Planning Advisory Committee and #85 Audit Committee and Bylaw #6 Committees and Boards Bylaw.

- Schedule "A" attached

Clerk's Annotation For Official Policy Book

Date of notice to Council members of intent to consider Policy amendments: February 23, 2021

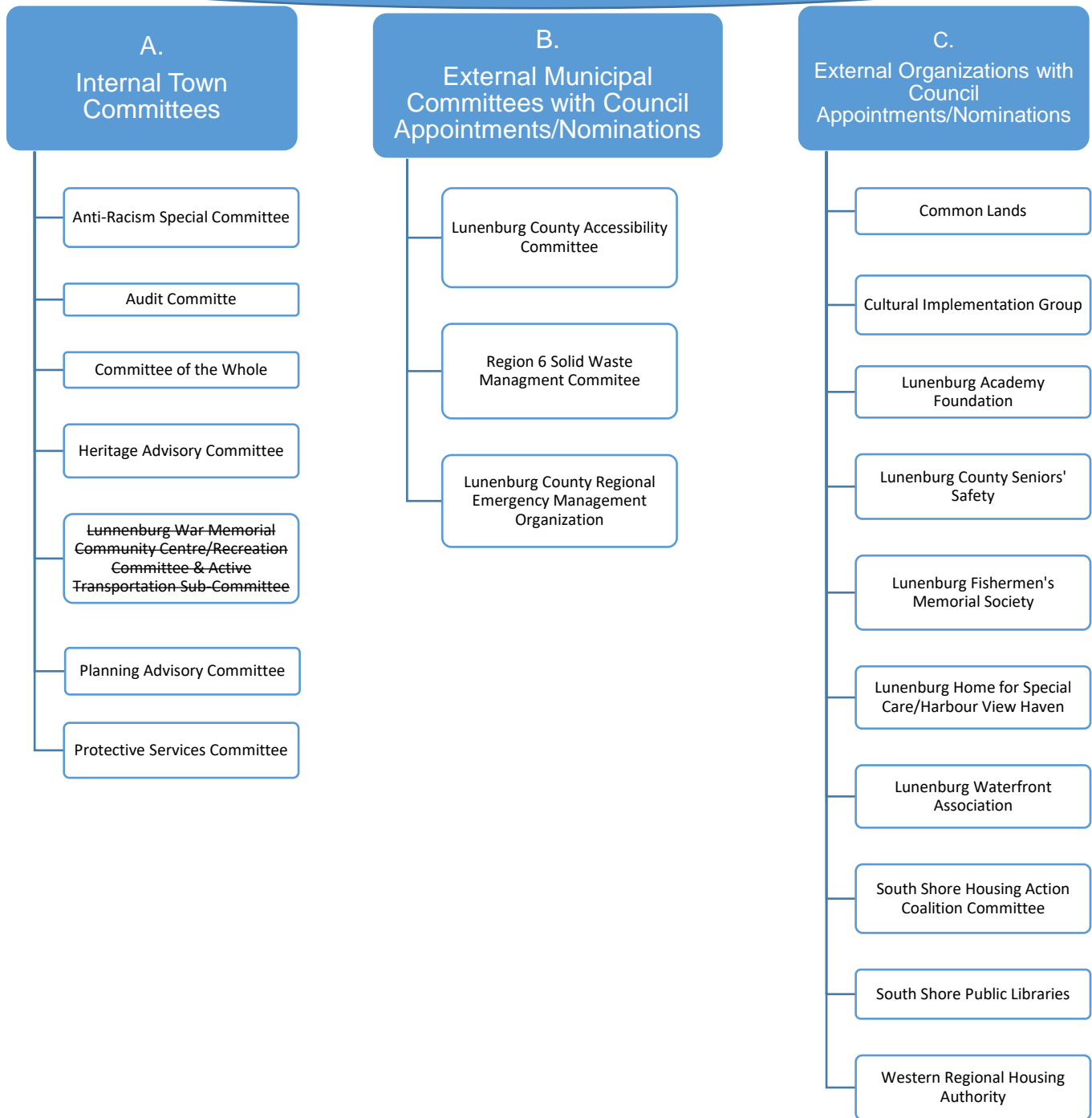
Date of passage of Policy amendments: March 9, 2021

I certify that this Policy amendment was adopted by Council as indicated above

Municipal Clerk

Date

Town of Lunenburg – Committee Structure



Note:

- A. Report directly to Town Council.
- B. External Committees with one or more Council representatives. Major items may require Council approval, e.g., budgets.
- C. External Organizations with one or more Council representatives. Generally no formal reporting function to Council.

Kelly Jardine

Good afternoon,

Not sure if you have heard but the Honourable Catherine McKenna, Minister of Infrastructure and Communities launched an Engagement Paper on Canada's first National Infrastructure Assessment: "Building the Canada We Want in 2050." It sets out the purpose and benefits of undertaking a National Infrastructure Assessment and seeks input from the public, Indigenous Peoples, provinces, territories, municipalities, and stakeholders on three main priorities of the assessment:

- Assessing Canada's infrastructure needs and establishing a long-term vision;
- Improving coordination among infrastructure owners and funders; and
- Determining the best ways to fund and finance infrastructure.

The pandemic has caused a severe economic crisis, making it even more critical to create jobs, and accelerate growth. I have included the news release and the link to the infrastructure site for ease of viewing the information in more detail.

News Release : <https://www.canada.ca/en/office-infrastructure/news/2021/03/minister-mckenna-launches-public-engagement-on-canadas-first-national-infrastructure-assessment.html>

NIA : <https://www.infrastructure.gc.ca/nia-eni/index-eng.html>

Infrastructure Canada will be facilitating public engagement until June 30, 2021. Contact infco.info.infco@canada.ca for more information or to submit feedback.

Regards

April Whynot-Lohnes

Operations Manager
Hon. Bernadette Jordan, P.C., M.P.
South Shore – St. Margaret's

129 Aberdeen Rd. Suite 106
Bridgewater, NS B4V 2S7
Tel: (902)527-5655
Toll Free 1-888-816-4446 (NS) Fax: (902)527-5656



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Canada.ca > Infrastructure Canada

Minister McKenna launches public engagement on Canada's first National Infrastructure Assessment

From: Infrastructure Canada

News release

Ottawa, March 16 2021 — Infrastructure is central to the daily life of every Canadian. Whether it is roads and bridges, public transit, clean energy, high-speed broadband, affordable housing or childcare facilities, infrastructure keeps our economy moving and communities thriving, and will play a massive role in our country's ability to achieve net-zero emissions by 2050. Dollars spent in infrastructure need to achieve triple benefits: grow our economy and create jobs, tackle climate change and build a more resilient and inclusive country for all.

Today, the Honourable Catherine McKenna, Minister of Infrastructure and Communities launched an Engagement Paper on Canada's first National Infrastructure Assessment: "Building the Canada We Want in 2050." It sets out the purpose and benefits of undertaking a National Infrastructure Assessment and seeks input from the public, Indigenous Peoples, provinces, territories, municipalities, and stakeholders on three main priorities of the assessment:

- Assessing Canada's infrastructure needs and establishing a long-term vision;

- Improving coordination among infrastructure owners and funders; and
- Determining the best ways to fund and finance infrastructure.

The pandemic has caused a severe economic crisis, making it even more critical to create jobs, and accelerate growth. Coupled with the need to address the climate crisis and address disparities to promote inclusion, long-term and well-coordinated investments in infrastructure have become even more important.

Since the creation of the Investing in Canada Plan in 2016, best practices for long-term infrastructure planning have evolved. A National Infrastructure Assessment is the new global standard, recognized by the International Monetary Fund and the Organization for Economic Co-operation and Development and recently adopted by the United Kingdom and Australia.

The National Infrastructure Assessment, once in place, will help identify Canada's evolving needs and priorities in the built environment and undertake evidence-based long-term planning toward a net-zero emissions future. By continuing to link our investments with outcomes, we can ensure a strong and equitable recovery that creates good jobs, grows the economy and builds cleaner, more inclusive communities for all Canadians.

The Government of Canada looks forward to receiving feedback prior to June 30, 2021 on the three priorities for the National Infrastructure Assessment and how to achieve them, as outlined in the Engagement Paper. Following the engagement process, the Government will consider the next steps for the National Infrastructure Assessment, including reviewing priorities, establishing an independent advisory body, setting out the processes for obtaining expert advice, ongoing public engagement and producing interim studies and reports to inform infrastructure policy and investment.

The Government of Canada has made historic investments in infrastructure since 2016, committing more than \$180 billion in federal funding over 12 years, including in partnership with First Nations, Inuit, and the Métis Nation to address the infrastructure gap in their communities. From the McLoughlin Point wastewater treatment plant in Esquimalt, British Columbia to a net-zero aquatic centre in Drayton Valley, Alberta to high-speed Internet services for the Eskasoni First Nation in Cape Breton, Nova Scotia, our investments are supporting projects that improve the health and safety of our communities, grow our economy, and create good jobs.

Quotes

“The COVID-19 pandemic has caused the greatest recession since the Great Depression and we have a once-in-a-generation opportunity to build the Canada we want as we invest in our recovery. But we will not achieve our ambition by accident. Working with Canadians, using the best available data and guided by global best practices, we can guide our infrastructure spending to chart a strong path to 2050, creating good jobs, tackling climate change, and building cleaner, more inclusive communities. Working together, this project can be nation-building.”

The Honourable Catherine McKenna, Minister of Infrastructure and Communities

Quick facts

- The Government of Canada announced its intention to conduct a National Infrastructure Assessment in December 2020 as part of Canada's Strengthened Climate Plan, A Healthy Environment and a Healthy Economy, and reinforced that intention in the Prime Minister's Supplementary Mandate Letter to the Minister of Infrastructure and Communities in January 2021.

Related products

- BUILDING THE CANADA WE WANT IN 2050: A National Infrastructure Assessment for Canada

Associated links

- Investing in Canada: Canada's Long-Term Infrastructure Plan (2016)
- Strengthened Climate Plan: A Healthy Environment and a Healthy Economy

Contacts

Chantalle Aubertin

Press Secretary

Office of the Minister of Infrastructure and Communities

613-941-0660

Chantalle.Aubertin@canada.ca

Infrastructure Canada

613-960-9251

Toll free: 1-877-250-7154

infc.media.infc@canada.ca

Twitter: [@INFC_eng](https://twitter.com/INFC_eng)

Web: [Infrastructure Canada](#)

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Date modified:

2021-03-16



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National Infrastructure Assessment

Building the Canada We Want in 2050

The Government of Canada has launched an Engagement Paper on Canada's first National Infrastructure Assessment:

"Building the Canada We Want in 2050." It sets out the purpose and benefits of undertaking a National Infrastructure Assessment and seeks input from the public, Indigenous peoples, provinces, territories, municipalities, and stakeholders on three main priorities of the assessment:

- Assessing Canada's infrastructure needs and establishing a long-term vision;
- Improving coordination among infrastructure owners and funders; and
- Determining the best ways to fund and finance infrastructure.

The National Infrastructure Assessment, once in place, will help identify Canada's evolving needs and priorities in the built environment and undertake evidence-based long-term planning toward a net-zero emissions



Building the Canada We Want in 2050: Engagement Paper on the National Infrastructure Assessment

[\(PDF Version\)](#) (5.16 MB)

Note that HTML format is in development, and will be posted shortly.

future. By continuing to link our investments with outcomes, we can ensure a strong and equitable recovery that creates good jobs, grows the economy and builds cleaner, more inclusive communities for all Canadians.

Public engagement on Canada's first National Infrastructure Assessment

The Government of Canada looks forward to receiving feedback prior to June 30, 2021 on the three priorities for the National Infrastructure Assessment and how to achieve them, as outlined in *Building the Canada We Want in 2050: Engagement Paper on the National Infrastructure Assessment*. Following the engagement process, the Government will consider the next steps for the National Infrastructure Assessment, including establishing an independent advisory body, setting out the processes for obtaining expert advice, ongoing public engagement and producing interim studies and reports to inform infrastructure policy and investment.

Date modified:

2021-03-16



Building the Canada We Want in 2050

Engagement Paper on the National
Infrastructure Assessment

Canada

This publication is available at: <https://www.infrastructure.gc.ca/nia-eni/index-eng.html>.

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Building the Canada We Want in 2050: Engagement Paper on the National Infrastructure Assessment
Catalogue No.: T94-17/2021E-PDF
ISBN: 978-0-660-37900-5

Aussi offert en français sous le titre : Bâtir le Canada que nous voulons avoir en 2050 : Document de mobilisation sur l'Évaluation nationale des infrastructures.

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Minister's Foreword

In Canada, we think big. That's because we *are* big. To survive and thrive in the upper half of North America, we have always had to build. That was true when we built the railway across the continent. That was true when we built the Trans-Canada Highway and the St. Lawrence Seaway. We found ways to build our nation by connecting Canadians to each other, to other countries and to markets.

In the 21st century, the concept of "nation-building infrastructure" is taking on new meaning. It's not just about railways, bridges and ports. It's public transit, cycling paths and electric vehicles that help us get around in faster, cleaner and affordable ways. It's high-speed broadband and digital infrastructure that allow us to connect with one another. It's nature that provides resilience against extreme weather and climate change. It's clean energy to power our homes and our businesses. It's clean water, waste management including the recycling of plastics. And it's affordable housing, childcare, and community, cultural and recreation centres that build more inclusive and livable communities.

Since 2016, the Government of Canada has made historic investments in infrastructure, committing more than \$180 billion in federal funding over 12 years, including in partnership with First Nations, Inuit, and the Métis Nation to address the infrastructure gap in their communities. With provincial and municipal contributions, and a reinvigorated Canada Infrastructure Bank, hundreds of billions of dollars are being invested into projects across Canada. Every taxpayer dollar is doing triple duty: creating good jobs and growing the economy, tackling climate change, and ensuring a better quality of life for all.



But the world has changed drastically since 2016. It is clear that COVID-19 has exacerbated existing social and economic inequities, disproportionately impacting women, Black and other racialized communities, Indigenous Peoples, and people with disabilities. That is why when we build back better, it is even more important to address these inequities by investing in key areas including childcare, affordable housing, public transit and high-speed broadband.

And while we will get out of the pandemic, the climate crisis has made it clear that we need to redouble our efforts and transition as quickly as possible to net-zero emissions. This is a trillion dollar economic opportunity, including for Canadian clean energy, Canadian businesses with clean technologies, and partnerships on Indigenous-led solutions. Support for affected

workers and communities will be required to ensure an equitable transition. Further, Canada is in a competitive global race at a time of a rapidly changing climate, digital transformation, changing demographics, and shifting geopolitics. Countries with next-generation infrastructure will be outsized winners at this critical moment of transformative change. Long-term and well-coordinated investments in infrastructure are critically important. With government resources already stretched, we must invest public dollars wisely while working with the Canada Infrastructure Bank and leveraging private sector investment to accelerate the transition to net zero and to invest at the scale needed to build the country we want.

But we will not achieve our infrastructure ambition by accident. Working with Canadians, using the best available data and guided by global best practices in infrastructure planning,

investment, design, and management, we can chart a forward-looking roadmap out to 2050 to guide new infrastructure investment in Canada including nation-building projects.

That's why we are launching engagement to help shape Canada's first National Infrastructure Assessment. The Assessment will be key to fostering Canada's long-term growth and competitiveness, driving to net-zero emissions and increasing the resiliency of our infrastructure to a changing climate, and to improving quality of life for all Canadians.

It's time to think big again and build the Canada we want in 2050. I look forward to hearing from you.

The Honourable Catherine McKenna
Minister of Infrastructure and Communities



Introduction to the National Infrastructure Assessment

Infrastructure is central to the daily life of every Canadian – from public transit to trading ports, broadband networks to energy systems, community services to natural spaces. Infrastructure is what keeps our economy moving and communities thriving, and will play a massive role in our country's ability to exceed our 2030 climate targets and achieve net-zero emissions by 2050.

The Government of Canada's infrastructure investments are focused on achieving three core objectives: promoting economic growth, job creation and competitiveness; tackling climate change and increasing resilience; and improving social inclusion and quality of life for all Canadians.

Recently, the Government committed to conduct a National Infrastructure Assessment to identify the needs and priorities for our country's infrastructure, and plan for a net-zero emissions future by 2050. This work will build on the Government's 12-year Investing in Canada Plan. Evidence-based and long-term infrastructure planning are global best practices recommended by the International Monetary Fund and Organisation for Economic Co-operation and Development, and have already been undertaken by countries such as the United Kingdom and Australia.

Canada is at a critical juncture. Our ambition to build 21st century infrastructure must be matched with stronger infrastructure planning practices and priority-setting. Our vision is that the National Infrastructure Assessment will provide independent advice based on data, varied expertise and engagement, on how infrastructure investments can best achieve our core objectives by focusing on three priorities:

1. Assessing infrastructure needs and establishing a long-term vision;
2. Improving coordination among infrastructure owners and funders; and
3. Determining the best ways to fund and finance infrastructure.

With this Engagement Paper, the Government of Canada is launching engagement on the National Infrastructure Assessment, and seeks feedback on the Assessment's three priorities and how to achieve them. Please refer to the end of this paper for information on how to participate in the engagement process, which will continue until June 30, 2021, and information on next steps. Whether the focus is on near and medium-term priorities or establishing long-term vision, we want to hear your views on building the Canada we want in 2050.



Progress under the Investing in Canada Plan

In 2016, the Government of Canada launched the 12-year [Investing in Canada Plan](#) and committed more than \$180 billion in federal funding to infrastructure programs across five priority areas: public transit, green infrastructure, social infrastructure, trade and transport and rural and northern communities. With provincial, territorial and municipal contributions under the plan, hundreds of billions of dollars more has been and will continue to be invested in infrastructure projects across Canada.

Now, five years into this 12-year plan, the Government of Canada has invested over \$71 billion and approved tens of thousands of projects. Under the plan's flagship \$33-billion Investing in Canada Infrastructure Program alone, delivered through bilateral agreements with provinces and territories, more than \$12 billion has been invested in over 2,800 approved projects. The Canada Infrastructure Bank, which is allocated \$35 billion to finance infrastructure projects, is moving forward on investments in the priority areas of public transit, broadband, green infrastructure, trade and transportation and clean power, as well as to reach its minimum target of \$1 billion for projects in partnership with and that benefit Indigenous Peoples. Under the Investing in Canada Plan, \$4.29 billion has been invested through Indigenous Services Canada for over 13,000 approved projects benefiting Indigenous Peoples.



Context for change: COVID-19 and net-zero emissions by 2050

Since the Investing in Canada Plan was set in motion, the COVID-19 pandemic shocked the world, exposed existing societal vulnerabilities and investment gaps, and presented dramatic new challenges. Indigenous Peoples, Black and other racialized communities, youth, women, seniors, recent immigrants and persons with disabilities who already faced barriers have been particularly affected by the pandemic and are at risk of being left behind. Infrastructure investments, such as high-speed broadband, childcare and affordable housing, are sorely needed to help address these inequalities.

Since the start of the pandemic, the Government has adapted existing and introduced new programs related to infrastructure to meet the extraordinary challenges of COVID-19, including:

- Accelerating the approval of projects under the [Investing in Canada Infrastructure Program](#), over 2,300 projects approved since March 31, 2020. Under this program, the Government has also expanded the flexibilities and created a temporary [COVID-19 Resilience stream](#), worth up to \$3.3 billion, allowing for much needed projects, such as improved ventilation in buildings, parks and cycling paths, and upgrades to hospitals and long-term care homes.
- Establishing the [Universal Broadband Fund](#) providing \$1.75 billion to support high-speed Internet expansion.
- Deploying the [Rapid Housing Initiative](#) providing \$1 billion to help address urgent housing needs of vulnerable Canadians.
- Making an investment of more than \$19 billion through the [Safe Restart Agreement](#) available to support provinces and territories, including with municipal and public transit operating costs.
- Helping First Nations adapt their on-reserve community infrastructure and implement public health and safety measures providing \$59 million through the [Infrastructure Adaptation Fund](#).
- Accelerating payments in 2020-2021 of \$2.2 billion to municipalities and First Nations through the federal [Gas Tax Fund](#).
- Launching the [Canada Healthy Communities Initiative](#) to provide \$31 million in investments to transform public spaces in response to COVID-19.

At the same time, the world recognizes that we are in a climate crisis, and many countries including Canada have committed to achieving net-zero emissions by 2050. Climate change remains one of the greatest challenges of our time—decarbonizing our infrastructure has to be an underlying principle in all future infrastructure investments. We also need to guard our existing and new infrastructure against extreme weather that we are already experiencing in Canada. Investing in low and zero-carbon, sustainable and resilient infrastructure can save us billions in future costs and presents a huge economic opportunity, including for Canadian businesses.

The Government's [Strengthened Climate Plan](#) has already begun making the significant infrastructure investments needed to meet our climate action ambitions, including:

- Announcing [\\$14.9 billion in new funding for public transit over 8 years](#), including for major transit projects, zero-emission buses and electrification, rural transit solutions, active transportation and permanent public transit funding of \$3 billion annually starting in 2026.
- Launching Canada's plan to plant two billion trees over the next 10 years, with an investment of \$3.16 billion for the [Growing Canada's Forests Program](#).
- Launching the [Greener Homes Initiative](#) for homeowners to invest in their home, making it more comfortable to live in, improving resiliency and reducing energy bills.
- Developing a [Hydrogen Strategy for Canada](#), which is an ambitious framework that seeks to position Canada as a global hydrogen leader, cementing this low-carbon and zero-emission fuel technology as a key part of our path to net-zero carbon emissions by 2050.

Following bilateral talks between President Biden and Prime Minister Trudeau, the Government of Canada recently agreed to a [Roadmap for a Renewed U.S.-Canada Partnership](#), that includes the countries' shared vision for a sustainable and inclusive economic recovery and accelerated ambition to address the climate crisis and protect nature. This joint statement recognizes the role of infrastructure in both countries energy systems, trade and transportation networks, and border and security systems.

In this new context, the Government of Canada is moving forward to build a more prosperous, inclusive and resilient Canada. In the immediate term, our efforts are focused on restarting the economy and creating over one million jobs, restoring employment to previous levels. By supporting local businesses and creating job opportunities, investing in infrastructure is a key component of reaching this commitment.



Priorities for the National Infrastructure Assessment

Canada's infrastructure must overcome major challenges if it is to meet the needs of future generations. Varied engagement and expert analysis will inform the Assessment as it will seek to focus on the three priorities outlined below.

1. Assess Canada's infrastructure needs and establish a long-term vision

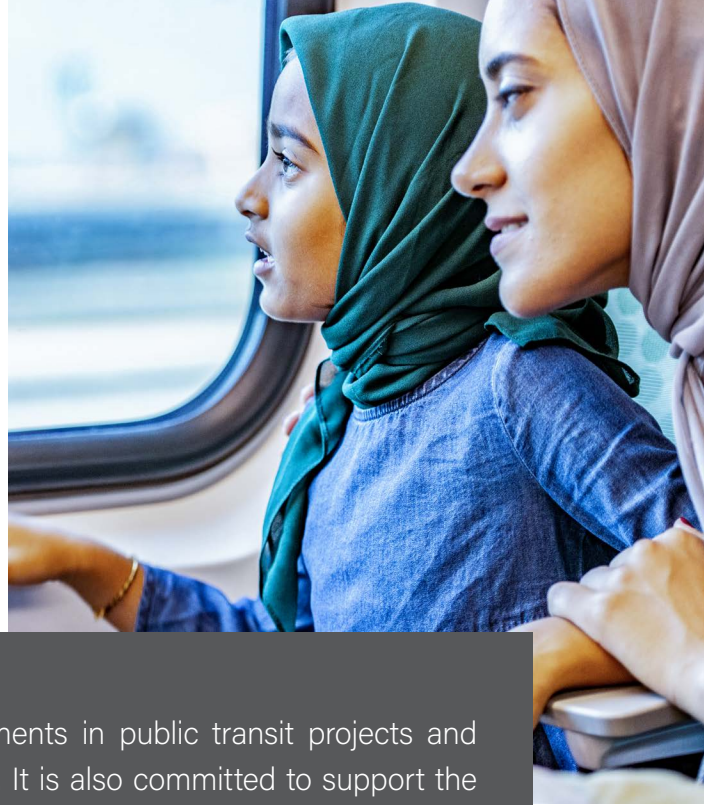
The National Infrastructure Assessment will allow for a comprehensive, evidence-based and expert-driven assessment of our country's infrastructure near and medium-term needs, and establish a long-term vision for public and private infrastructure investments. This work is critical to more quickly and cost-effectively delivering infrastructure projects for Canadians, and will focus on our country's infrastructure needs across the following categories:

- **Powering our economy for clean energy systems and net-zero structures** – The Assessment will consider the infrastructure needed to support the transition a net-zero economy, from the sources of clean and renewable energy through the entire energy system and its end-use. These systems will require infrastructure such as energy grids and storage, district and ground-source heating, clean and alternative fuels, other ways of promoting electrification. Infrastructure is critical to the development and use of clean technologies and innovative decarbonization solutions, such as hydrogen fuel cells, biofuels, long-life batteries, and carbon removal, capture and storage. The Assessment will also look at opportunities to promote for retrofits and net-zero new builds, low and zero-carbon building materials, industrial decarbonization, reducing emissions in manufacturing, and efficiencies in waste management.



The Government has committed to phase out coal power and achieve 90% non-emitting electricity by 2030, as well as reduce the dependency on diesel in remote and Indigenous communities. Working with provinces and territories, the Government has also committed to develop a model building code to enable net-zero energy ready buildings, and to improve waste systems by ensuring more plastics are recycled.

- **Getting people and goods around faster, cheaper and cleaner** – The Assessment will consider how infrastructure investments can improve access to affordable, clean, safe and efficient transportation options, including zero-emission vehicles and charging or fueling stations, public transit and active transportation. Additionally, the Assessment will make the connections between the infrastructure we need and our strategic trade corridors, including the use of roads, bridges, rail, airports and seaports.



The Government has already made historic investments in public transit projects and recently established a permanent public transit fund. It is also committed to support the purchase of 5,000 buses over 5 years, and achieve 100% zero-emission vehicle sales by 2040.

- **Staying connected in a digital society** – The Assessment will consider the full spectrum of digital infrastructure, including how underserved, rural and remote communities can gain access to affordable, high-speed internet, as well as advise on how next generation digital technologies can be used to meet our country's connectivity and infrastructure needs.

The Government has committed to help connect 98% of Canadians to high-speed internet by 2026 and achieve the national target of 100% connectivity by 2030.



- **Improving social spaces and services** – The Assessment will consider how public buildings, local service facilities and other public spaces can better bring communities together, reduce barriers, promote well-being and offer important services. Public infrastructure investments can support spaces for community, culture and recreation, affordable housing, long-term care and other critical social services. For example, investments in safe, accessible and affordable child care can allow parents to fully participate in the labour market, ensure families have support, create jobs in the social sector, and strengthen the early education benefits available to young Canadians. Given that infrastructure investments are often not evenly felt by Indigenous Peoples, Black, and other racialized communities, youth, women, seniors, recent immigrants and persons with disabilities, economically disadvantaged persons, and other marginalized groups, this Assessment is more important than ever.

The Government has committed to improve access to affordable housing, eliminate chronic homelessness, and implement a strategy for rural economic development. Indigenous Peoples face unique and significant infrastructure needs, and the Government has made commitments to close the infrastructure gap in Indigenous communities.



- **Investing in our natural environment** – The Assessment will consider how natural disasters such as floods, fires, erosion and extreme heat impact infrastructure, and how to mitigate or prevent impacts of future climate risks through infrastructure. Increasingly, we are also understanding the value of nature: from forests and wetlands as carbon sinks; to natural infrastructure to mitigate natural disasters; to the benefit of parks and natural spaces bring for peoples' health and well-being. Farmers know that efficient and effective agricultural irrigation infrastructure is critical to the long-term sustainability of their environment and business. As a core community service, water and waste management infrastructure is inextricably linked to our natural environment and must be supported for communities to thrive.

The Government has committed to protect 25 percent of Canada's lands and waters by 2025, and 30 percent by 2030, and to use nature-based solutions to fight climate change, including by planting two billion trees. Additionally, the Government has committed to improve resiliency to climate change's impacts, as well as to invest in parks and pathways so that Canadians have expanded access to green space.

By better understanding our country's infrastructure needs, multiple actors in the infrastructure sector will be able to work together in establishing a long-term vision for where and how we focus both public and private sector investment.

2. Improve coordination among infrastructure owners and funders

The National Infrastructure Assessment will examine and provide advice on how to improve coordination, collaboration and alignment among public and private sector infrastructure owners and funders, and in doing so will respect jurisdictional boundaries within Canada's federation and the self-determination of Indigenous Peoples.



In Canada, publicly-owned infrastructure is primarily owned by municipal governments (61.9%), followed by provincial and territorial governments (32.6%), with only a small portion owned by the federal government (2.8%) and Indigenous communities (2.7%). The private sector plays an important role in the ownership of certain infrastructure assets, such as broadband, telecommunications, energy distribution, trade corridors, as well as in the construction and delivery of infrastructure projects. The non-profit sector can also be a key infrastructure investor and decision-maker, particularly when it comes to community services and specialized services for specific and disadvantaged groups. While the federal government owns a small percentage of the country's infrastructure, it plays a large role in funding, regulating and setting policies and standards for projects undertaken by other infrastructure owners in Canada.



The Assessment will promote coordination among infrastructure owners and investors, including by providing advice in the following areas:

- **Government rules and programs:** Given multiple orders of government and decision-makers are involved in infrastructure planning, funding and delivery, a coordinated and more streamlined approach to government regulations, standards, codes, and program parameters would enable investment and speed execution of infrastructure projects.
- **Workforce and skills training:** Over the next 30 years, our country's growing population will mean a continuous demand for infrastructure. As we prepare for this influx of employment opportunities and seek to make our workforce more inclusive and diverse, Canada's workforce will need to keep pace with changing technologies, materials and entire infrastructure systems. Education, skills training and career development that ensures an equitable transition for affected workers and communities must be closely linked to our country's infrastructure strategy.
- **Quality, architecture and barrier-free design:** High quality, well-designed infrastructure maximizes the benefits of each asset constructed by improving its usefulness, visual appeal and extending its life. Ensuring optimal quality and design must also include accessibility. Barrier-free design is about more than ramps and elevators, it requires a universal design approach that, when done well, creates a seamless experience of access and inclusion for everyone. The Government will continue to make creating an accessible built environment a priority will ensure that the Assessment's work is informed by the highest standards for accessibility. As we plan and build infrastructure, also supporting new and innovative building practices and materials, such as low-carbon concrete and aluminum or cross-laminated timber, can help achieve our economic and climate objectives.
- **Data and technology:** The combination of data collection and new digital tools will revolutionize infrastructure policy, planning and building over the coming decades. Digital tools can help improve how infrastructure policy and projects interact with the public, including through better transparency, reporting and opportunities for engagement. New technologies, such as artificial intelligence, autonomous systems and machine learning, are changing how infrastructure functions and will continue to influence infrastructure demand over the coming decades. The Assessment's work in these areas will allow infrastructure owners and funders to take advantage of the data and technologies available, and to 'future-proof' our infrastructure for generations to come.

3. Determine the best ways to fund and finance infrastructure

The National Infrastructure Assessment will support a better understanding of the gap between our infrastructure's current state and our future needs, and will explore opportunities to improve public and private sector funding, financing and innovative ways to pay for the infrastructure we need. To date, experts have struggled to quantify or scope the infrastructure deficit without a national needs assessment. Estimates of the shortfall range in the tens to hundreds of billions of dollars annually, and in the trillions to meet our needs over the next 30 years.

The Canada Infrastructure Bank was established to provide advice and invest in infrastructure projects, including by using innovative financial tools, and seek to attract capital from private sector and institutional investors.

The Government of Canada's Expert Panel on Sustainable Finance, Advisory Council on Economic Growth, and Industry Strategy Council all acknowledge the need for long-term infrastructure planning coupled with innovative ways of financing the infrastructure we need to reach our core objectives. Infrastructure investors, particularly public pension funds, have expressed a clear desire to invest in Canadian infrastructure, but institutional investment depends on governments providing certainty and predictability with a long-term vision.

The National Infrastructure Assessment will provide a stable planning environment to inspire the private sector to invest with confidence. Given constraints on public finances and the drive to make public dollars have maximum impact, all infrastructure owners and funders will benefit from a shared and improved view on the state of Canada's current infrastructure stock and the future infrastructure needs.



How to Participate and Next Steps

The Government of Canada looks forward to receiving your feedback prior to June 30, 2021 on the three priorities for the National Infrastructure Assessment and how to achieve them, as outlined in this Engagement Paper.

As part of the engagement process, the Government of Canada will engage directly with provinces and territories, particularly in areas of their jurisdiction. First Nations, Inuit and the Métis Nation will be engaged on a distinctions-basis to seek their views on the Assessment's priorities, and will align with consultations on the Government's commitment to close the infrastructure gap in Indigenous communities before 2030. Mayors and municipal leaders will also be engaged, including in partnership with the Federation of Canadian Municipalities.

Feedback is also welcome from experts, industry leaders, investors and pension funds, academics, construction companies, unions, other private and non-profit sector organizations and civil society, to inform the Assessment's priorities and the next steps for carrying out the assessment. More information on opportunities for public engagement will occur will be available in the coming weeks.

We encourage those interested in participating and providing feedback to make a written submission of no more than 10 pages to Infrastructure Canada by June 30, 2021 using the contact information below.

Submit your feedback to Infrastructure Canada by email to:

infc.info.infc@canada.ca

Or by standard mail to:

Infrastructure Canada
Communications
180 Kent Street
Suite 1100
Ottawa, Ontario K1P 0B6

You can reach us at:

Telephone Infrastructure Canada: 613-948-1148

Toll Free Number: 1-877-250-7154

TTY: 1-800-465-7735

Following the engagement process ending on June 30, 2021, the Government will consider the next steps for the National Infrastructure Assessment, including considering the Assessment priorities, establishing an independent advisory body, setting out the processes for obtaining expert advice, ongoing public engagement and producing interim studies and reports to inform infrastructure policy and investment.

We look forward to working with you to build the Canada we want in 2050.



REGION 6 SOLID WASTE MANAGEMENT
INTER-MUNICIPAL COMMITTEE MEETING MINUTES
MICROSOFT TEAMS MEETING
Online

Friday, March 19, 2021
10:00 a.m.

ATTENDANCE:

Elected Representative / Alternate:

Councillor Scott McLean	West Hants Regional Municipality
Councillor Andre Veinotte	Municipality of Chester
Mayor Matt Riser	Town of Lunenburg
Councillor Michelle Greek	District of Lunenburg
Councillor Pam Hubley	District of Lunenburg
Councillor Wayne Thorburne	Town of Bridgewater
Councillor Stacey Coldwell	Town of Bridgewater
Councillor Richard Nowe	Town of Mahone Bay
Councillor Jack Fancy	Region of Queens Municipality
Councillor David Brown	Region of Queens Municipality
Councillor Ron Coole	Municipality of Shelburne
Councillor Andrea Mood-Nickerson	Municipality of Barrington
Councillor Louann Link	Town of Clark's Harbour

Technical Representative / Other:

Valda Walsh	Regional Coordinator – Region 6
Angela Taylor	Regional Educator - Region 6
Christine McClare	Regional Coordinator – Region 6
Kristyn Remme	West Hants Regional Municipality
Dylan Heide	Town of Mahone Bay
Stephen Pace	District of Lunenburg
Larry Feener	Town of Bridgewater
Scott LeBlanc	Region of Queens Municipality
Sherry Doane	Town of Shelburne
Trudy Payne	Municipality of Shelburne
Tammy Atwood	Town of Clark's Harbour
Jennifer Keating-Hubley	Municipal Joint Services Board
Marilynn Hay	Department of Municipal Affairs & Housing

REGRETS: Mayor Cory Nickerson, Councillor Rick Davis and Councillor Ed Halverson

1. WELCOME/INTRODUCTIONS

The meeting was called to order at 10:01am and a Roundtable of introductions were done.

2. CONFLICT OF INTEREST

Chair Thorburne stated that Conflict of Interest will be a standing item on the agenda. If a member feels they are in conflict, they simply state that fact and the general nature of the conflict, The member will not speak to the matter and will re-join the meeting when the matter has been dealt with.

There were no declarations of Conflict of Interest.

3. APPROVAL OF AGENDA

Chair Thorburne asked for any questions on the agenda or any additions/deletions.

MOVED by Councillor Michelle Greek, second by Councillor Richard Nowe to approve the Agenda as presented **M/C**

4. TRAINING SESSION – ORIENTATION TO REGION 6

Christine McClare and Angela Traylor presented the Municipal Orientation PowerPoint. The Orientation Handbook was distributed electronically prior to the meeting. There were a number of questions asked by members to clarify the information presented. General questions related to; how the current waste management system is paid for both within Region 6 and the province, type of funding available and how distributed to municipal units as well as how to achieve efficiency in where facilities are located.

5. INTER-MUNICIPAL AGREEMENT vs. RULES OF PROCEDURE

Christine McClare suggested drafting a Rules of Procedure for the Board to describe; that Bourinot's Rules of Procedure be followed and describe acceptable voting procedures (both in-person and virtually), define quorum and voting, In-Camera procedure and method to declare Conflict of Interest.

Direction was given to Christine to circulate Bourinot's Rules of Procedure and draft a Rules of Procedure for the next meeting.

6. DIVERT NS MUNICIPAL FUNDS – EFFICIENCY AND ADOPTION

Christine advised the Board that Divert NS has created two news funds for 2021-22.

1. MUNICIPAL EFFICIENCY FUND – \$250,000

The purpose of the funding is to support increased efficiency in the municipal solid waste-resource management system. Specifically, the fund will support municipalities/waste management regions in researching, developing, and implementing efficiency projects. Projects should contribute to efficiency by maintaining or reducing waste management costs related to diversion programs and/or facilities.

2. MUNICIPAL ADOPTION FUND - \$150,000

The purpose of the funding is to support municipalities/ waste management regions in adopting an established program that diverts waste-resources. Projects should advance waste diversion programs in Nova Scotia by implementing established best practices and proven ideas.

These are application based funds and the funding level will be determined by the approval committee. Should any municipal unit or shared service wish to apply to receive further direction, please contact Christine to clarify/facilitate.

7. EXTENDED PRODUCER RESPONSIBILITY (EPR) FOR PRINTED PAPER AND PACKAGING (PPP)

Valda Walsh and Christine McClare electronically circulated a Rationale For and presented a PowerPoint to introduce EPR for PPP. A summary of the scope, definitions and details were described for the municipal Proposal for EPR for PPP provided to the to the Province made May 2019. Noted that all municipalities and small business in NS are in consensus on the proposal.

Chair Thorburne stated that NS Regional Chairs have sent letters to each of Premier Rankin and Environment and Climate Change Minister Irving to request a meeting to have the Province to move the proposal forward and bring in EPR for PPP.

Councillors were asked to support this proposal from their respective municipalities. The Rationale document was encouraged to be circulated to all Councils. Support was also requested during any interaction with the Department of Municipal Affairs. Any unit wishing to have a presentation on EPR were encouraged to reach out to Christine.

8. PROPOSED MEETING SCHEDULE

A proposed meeting schedule will be provided at the next meeting once Regional Chairs approved their schedule. Region 6 Inter-Municipal should meet before Regional Chairs to ensure Chair Thorburne is representing the membership's wishes. **Christine will prepare the meeting dates for 2021-22 for the next meeting.**

9. ROUNDTABLE DISCUSSIONS

Updates were provided by many of the units. Topics included upcoming litter initiatives

and illegal dumping. Efficiency issues mentioned included the one-bag system for recyclables in the western end of the region and potential cost sharing costs between the Shelburne and Barrington areas.

10. NEW BUSINESS

Councillor McLean asked if there was a status update on Sustane Technologies. No one has heard anything new and Councillor Veinotte stated he has not heard anything through the Council for the Municipality of Chester.

11. REGION 6 STAFF

Christine McClare and new Technical Committee Chair Jennifer Keating-Hubley summarized the performance evaluation for Angela Taylor as conducted on March 11, 2021. The evaluation team included Tammy Harnish, Client Services (education) Coordinator for the Municipality of Chester.

It was noted that Angela has been very active on social media, has created a Region 6 website and a number of electronic presentation/webinars. These methods were required to provide education virtually since in-person activities were not permitted due to COVID. Angela communicates well to engage municipal staff while to deliver education in their area and ensure their needs are met.

The education contract with Divert NS has been completed with more than 959 hours of education deliverables completed. Angela started with Region 6 on May 19th almost 6 weeks in to the contract term and successfully completed the work despite the challenges of COVID.

The evaluation team noted the Employment Agreement requires that the annual salary be reviewed and the need to adopt pay range/step structure as per West Hants Regional Municipality. Further, the team recommends that the Region 6 Inter-Municipal Board:

“continue the Employment Agreement with Angela Taylor, with increases to the annual salary paid, as merited and effective April 1, 2021.”

Chair Thorburn asked for a motion to be made to move In-Camera to discuss the matter further.

MOVED by Councillor Ron Coole, second by Councillor Richard go In-Camera. **M/C**

Recording of the meeting was stopped at 12:01pm and In-Camera began at 12:02pm. Attendance: Councillors Thorburne, Fancy, Nowe, Coole, McLean, Veinotte, Mood-Nickerson and Brown (non-voting) and staff Christine McClare, Jennifer Keating-Hubley and Valda Walsh.

The In-Camera session was closed at 12:06 pm and recording was re-started.

Chair Thorburne called for a motion on the staff evaluation.

MOVED by Councillor Ron Coole, second by Councillor Richard Nowe to continue the Employment Agreement with Angela Taylor, with increases to the annual salary paid, as merited and effective April 1, 2021. **M/C**

12. ADJOURNMENT AND NEXT MEETING DATE

Next meeting date will be April 30, 2021 at 10 a.m. This will be a virtual meeting.

MOVED by Councillor Ron Coole, second by Councillor Richard Nowe to adjourn. **M/C**

12:11pm

/CMc

Region 6 Chair

Regional Coordinator

MEMORANDUM

TO: TOWN COUNCIL

FROM: KATIE MACMILLAN, BUSINESS/PURCHASING COORDINATOR

DATE: APRIL 7, 2021

RE: FUEL, OIL, DIESEL AND FURNACE MAINTENANCE CONTRACT

1. FACTS

A Request for Quotation's (RFQ) was issued for the supply of the Town's gas, furnace oil, diesel, and furnace maintenance in anticipation of the current contract expiration (2019 - 2021). Due to the annual value of the contract being over \$100,000, Council must award it in accordance with the Town's Purchasing Policy. Each procurement process has varying terms, conditions, and clauses depending on the goods and/or services required and their value. There is no confidentiality clause in this RFQ document nor in any of the received quotes, therefore this RFQ and its award may be discussed in public session.

2. ISSUES AND OPTIONS ANALYSIS

Five (5) quotations were received, which are recapped on Schedule "A". You will note that Irving Oil has provided the best overall pricing. To confirm their pricing was the lowest submission, information on rack prices and sample dates was requested in the RFQ document which was reviewed in the evaluation process. Irving Oil's total price was the lowest submission overall.

Pricing was also provided for cleaning and after hours servicing of furnaces and boilers. This is typically awarded to the company that is to provide the Town's fuel supply. Their pricing is included on Schedule "B" and is higher than the other bids. Based on 2019-20 actual furnace and boiler maintenance costs and callout costs, the lower fuel costs Irving will provide will offset the increased maintenance costs while still incurring savings compared to the current contract.

3. FINANCIAL IMPACT

The Town has received competitive pricing with the low bidder being Irving Oil. Their submission is attached as Schedule "C". Applying the pricing provided by all companies

to the annual estimated fuel consumption provided within the RFQ document, Irving Oil provides the lowest overall pricing with the current provider, West Nova Fuels, having the second lowest overall pricing. Overall Irving's bid provides savings of \$7,900 based on the tender analysis. Irving Oil will maintain this pricing for the next two years.

As per the Town's purchasing policy, local supplier preference is only given in cases where there is no difference in price, vendor's past performance, delivery time, quantity, servicing, or quality of goods. In this instance there is a difference in most of these categories and therefore local supplier preference is not a deciding factor.

4. **STRATEGIC PLAN RELEVANCE**

Adherence to procurement practices for the servicing of Town infrastructure, including equipment addresses a core Strategic Directions in the Town's Comprehensive Community Plan. Servicing and Facilities – A Town where the long term infrastructure needs of the community are met through strategic management and incremental, well-phased upgrades that are financially sustainable.

5. **RECOMMENDATION**

It is recommended that the fuel supply and furnace servicing contract be awarded to Irving Oil for the period April 26, 2021 – March 31, 2023 as per Schedule "C" with the option to renew the contract for one additional two-year term.

Draft motion:

Motion: moved and seconded that the fuel supply and furnace servicing contract be awarded to Irving Oil for the period April 26, 2021 – March 31, 2023 as per Schedule "C" with the option to renew the contract for one additional two-year term.

Encls.

Bea Renton, CAO

2021 Fuel Oil Diesel RFQ Price Comparison

*Pricing excludes all taxes

Company Name		Aabel Fuels Limited	Irving Oil	Maritime Fuels Ltd.	Parkland Corp. (Ultramar)	West Nova Fuels
Rack Company/Location Used		Esso Dartmouth, NS	Platts New York Harbour	Imperial Oil Dartmouth, NS	Imperial Oil Dartmouth, NS	Petro Can Dartmouth, NS
		\$/L	\$/L	\$/L	\$/L	\$/L
Furnace Oil Price Over Rack		0.0120	0.0692	0.0375	0.0190	0.0150
Regular Gas Price Over Rack		0.0120	0.1085	0.0325	0.0240	0.0150
Diesel Fuel Price Over Rack		0.0120	0.0764	0.0350	0.0190	0.0150
Furnace Rack Price	Feb-15	0.6720	0.5466	0.6600	0.6600	0.6600
	Feb-16	0.6720	0.5466	0.6600	0.6600	0.6600
	Feb-17	0.6860	0.5466	0.6740	0.6740	0.6760
	Feb-18	0.6950	0.5466	0.6830	0.6830	0.6830
	Feb-19	0.6940	0.5466	0.6820	0.6820	0.6810
Gas Rack Price	Feb-15	0.6530	0.5829	0.6410	0.6410	0.6380
	Feb-16	0.6530	0.5829	0.6410	0.6410	0.6380
	Feb-17	0.6830	0.5829	0.6680	0.6680	0.6700
	Feb-18	0.6960	0.5829	0.6840	0.6840	0.6810
	Feb-19	0.6880	0.5829	0.6760	0.6770	0.6760
Diesel Rack Price	Feb-15	0.7070	0.6385	0.6950	0.6950	0.6950
	Feb-16	0.7070	0.6385	0.6950	0.6950	0.6950
	Feb-17	0.7210	0.6385	0.7090	0.7090	0.7110
	Feb-18	0.7300	0.6385	0.7180	0.7180	0.7180
	Feb-19	0.7290	0.6385	0.7170	0.7170	0.7160
Total Price of Furnace Oil*	Feb-15	0.6840	0.6158	0.6975	0.6790	0.6750
(*excluding taxes)	Feb-16	0.6840	0.6158	0.6975	0.6790	0.6750
	Feb-17	0.6980	0.6158	0.7115	0.6930	0.6910
	Feb-18	0.7070	0.6158	0.7205	0.7020	0.6980
	Feb-19	0.7060	0.6158	0.7195	0.7010	0.6960
Total Price of Gas*	Feb-15	0.6650	0.6914	0.6735	0.6650	0.6530
(*excluding taxes)	Feb-16	0.6650	0.6914	0.6735	0.6650	0.6530
	Feb-17	0.6950	0.6914	0.7005	0.6920	0.6850
	Feb-18	0.7080	0.6914	0.7165	0.7080	0.6960
	Feb-19	0.7000	0.6914	0.7085	0.7010	0.6910
Total Price of Diesel*	Feb-15	0.7190	0.7149	0.7300	0.7140	0.7100
(*excluding taxes)	Feb-16	0.7190	0.7149	0.7300	0.7140	0.7100
	Feb-17	0.7330	0.7149	0.7440	0.7280	0.7260
	Feb-18	0.7420	0.7149	0.7530	0.7370	0.7330
	Feb-19	0.7410	0.7149	0.7520	0.7360	0.7310

Evaluation:

5 Day Average Per Litre	Aabel Fuels	Irving Oil	Maritime Fuels Ltd.	Parkland Corp. (Ultramar)	West Nova Fuels
Furnace Oil	0.696	0.616	0.709	0.691	0.687
HST	0.104	0.092	0.106	0.104	0.103
Total average Furnace Oil price	0.800	0.708	0.816	0.794	0.790
Gas	0.687	0.691	0.695	0.686	0.676
Federal Excise Tax	0.100	0.100	0.100	0.100	0.100
Provincial Road Tax	0.155	0.155	0.155	0.155	0.155
HST	0.141	0.142	0.142	0.141	0.140
Total average Gas price	1.083	1.088	1.092	1.082	1.070
Diesel	0.731	0.715	0.742	0.726	0.722
Federal Excise Tax	0.040	0.040	0.040	0.040	0.040
HST	0.116	0.113	0.117	0.115	0.114
Total average Diesel price	0.886	0.868	0.899	0.881	0.876

Estimated Annual Cost	Litres/yr based on 19/20	Aabel Fuels Limited	Irving Oil	Maritime Fuels Ltd.	Parkland Corp. (Ultramar)	West Nova Fuels
Furnace Oil - Estimated L/yr	145,499	\$ 116,423.93	\$ 103,038.03	\$ 118,682.81	\$ 115,587.32	\$ 114,951.48
Gas - Estimated L/yr	30,284	\$ 32,792.73	\$ 32,959.89	\$ 33,067.86	\$ 32,778.80	\$ 32,409.63
Diesel - Estimated L/yr	14,742	\$ 13,067.60	\$ 12,798.05	\$ 13,254.09	\$ 12,982.84	\$ 12,918.41
Total estimated annual gross cost:		\$ 162,284.27	\$ 148,795.97	\$ 165,004.76	\$ 161,348.96	\$ 160,279.53
Less: HST Rebate		\$ 15,119.25	\$ 13,862.61	\$ 15,372.70	\$ 15,032.11	\$ 14,932.48
Total estimated annual net cost:		\$ 147,165.02	\$ 134,933.36	\$ 149,632.06	\$ 146,316.85	\$ 145,347.06
<i>More expensive than Irving Oil:</i>		\$ 12,231.66		\$ 14,698.70	\$ 11,383.49	\$ 10,413.70

Company Name	Aabel Fuels Limited	Irving Oil	Maritime Fuels Ltd.	Parkland Corp. (Ultramar)	West Nova Fuels
Location of Furnace Oil Truck(s)	Dartmouth, NS	Bridgewater, NS	Bridgewater, NS	Hebville, NS	Bridgewater/ Lunenburg, NS
Number of Furnace Oil Trucks	14	3 day 1 night	4	4	6
Location of Gas Truck(s)	Dartmouth, NS	Dartmouth, NS	Bridgewater, NS	Hebville, NS	Bridgewater/ Lunenburg, NS
Number of Gas Trucks	14	1	4	3	6
Location of Diesel Truck(s)	Dartmouth, NS	Bridgewater, NS	Bridgewater, NS	Hebville, NS	Bridgewater/ Lunenburg, NS
Number of Gas Trucks	14	3 day 1 night	4	4	6
Emergency Call Out Response Time	2-3 hours	2 hours	30-90 mins	1.5-2 hours	1 hour
Additional Charge for Emergency Call Out	\$70 call out fee	No charge	No charge	No charge	No charge

Furance and Boiler Repair/Maintenance Price Comparison 2021

Company Name	Aabel Fuels Limited	Irving Oil	Maritime Fuels Ltd.	Parkland Corp. (Ultramar)	West Nova Fuels
Minimum Charge M-F daytime service call	\$84.99/hr	\$112/hr	\$88/hr	\$88/hr	\$65 plus HST
Minimum charge weekend after hours	\$127.49/hr	\$146/hr	\$115/hr	\$116/hr	\$92 plus HST
after hours response time	3 hours or next AM	TBD	Within 4 hrs	1.5-2 hours	1 hour
hourly charge out rates for furnace repair	\$84.99/hr	\$112/hr	\$88/hr	\$88/hr	\$65/hour
hourly charge out rates for boiler repair	\$84.99/hr	\$112/hr	\$88/hr	\$88/hr	\$65/hour
set rate for cleaning furnace	\$116.99 + HST	\$112/hr	\$149	\$116 first hour \$88 each additional	\$60/hour
set rate for cleaning boiler	\$84.99/hr	\$112/hr	\$149	\$116 first hour \$88 each additional	\$60/hour
discount on parts	No	No	5%	No	15%

Estimated Maintenance Costs Based on 2019-2020 Actuals	Aabel Fuels Limited	Irving Oil	Maritime Fuels Ltd.	Parkland Corp. (Ultramar)	West Nova Fuels
M-F Daytime - Repairs Labour (13 hours)	\$ 1,104.87	\$ 1,456.00	\$ 1,144.00	\$ 1,144.00	\$ 845.00
M-F Daytime - Cleaning Labour (30 hours)	\$ 3,509.70	\$ 3,360.00	\$ 4,470.00	\$ 3,480.00	\$ 1,800.00
<i>Total Labour</i>	<i>\$ 4,614.57</i>	<i>\$ 4,816.00</i>	<i>\$ 5,614.00</i>	<i>\$ 4,624.00</i>	<i>\$ 2,645.00</i>
Parts - 2019-20 Full Parts Cost	\$ 1,884.41	\$ 1,884.41	\$ 1,884.41	\$ 1,884.41	\$ 1,884.41
Discount	\$ -	\$ -	\$ 94.22	\$ -	\$ 282.66
<i>Parts - Total Discounted Cost per 2019-20</i>	<i>\$ 1,884.41</i>	<i>\$ 1,884.41</i>	<i>\$ 1,790.19</i>	<i>\$ 1,884.41</i>	<i>\$ 1,601.75</i>
<i>Total Before HST</i>	<i>\$ 6,498.98</i>	<i>\$ 6,700.41</i>	<i>\$ 7,404.19</i>	<i>\$ 6,508.41</i>	<i>\$ 4,246.75</i>
Net HST	\$ 278.55	\$ 287.18	\$ 317.34	\$ 278.95	\$ 182.02
Total Estimated Cost After Net HST	\$ 6,777.53	\$ 6,987.59	\$ 7,721.53	\$ 6,787.36	\$ 4,428.76

*all 2019-20 actual costs where within Monday to Friday daytime business hours. No weekend/afterhours charges were incurred this fiscal year.



Town of Lunenburg
PO Box 129
Lunenburg, NS B0J 2C0

February 25, 2021

Dear Kate,

Thank you for the opportunity to quote on your fuel needs for the Town. Please find attached pricing that Irving Energy is offering to the Town of Lunenburg commencing April 1, 2021 to March 31, 2023.

Please note the following criteria and details around our submittal:

1. The prices quotes are based on a mark up over weekly average Platts New York Harbor rack prices. The base reference of weekly average Platts New York Harbor will change weekly and be effective from Saturday at 12:00am until Friday at 11:59pm. The mark ups offered will not change during the term of the contract.
2. All delivery locations will be inspected prior to deliveries commencing. Any code issues with the delivery tanks are the responsibility of the Town.
3. Please note that any runouts deemed not the responsibility of the supplier will not be reimbursed the \$300 as noted in the tender documents.
4. In regard to the pumping out and disposing of contaminated fuel, Irving Energy would need to agree that the fuel is contaminated.
5. Service rates quoted in the attached tender documents, but Irving does not have a set rate for cleaning.
6. Irving Energy would also like to offer the employees of the Town of Lunenburg discounted pricing for their fuel needs at home. The discount for furnace oil is 3 cents per liter off the residential posted price and the propane discount is 5 cents off the residential posted price. We require automatic delivery and credit terms for this offer.

IRVING ENERGY

10 King Square South • Saint John, NB E2L 0G3 • irvingenergy.ca



7. Prices quotes do not include taxes and would be charged separately on each invoice.
8. Payment is due within 30 days of the invoice date or subject to interest charges at our corporate rate.

Please do not hesitate to reach out to me if you have any questions and I look forward to hearing from you.

Sincerely,

Tara Frost
Government Accounts Manager
(506) 202-5334

SCHEDULE "C"

SUBMITTER'S COMPANY NAME: Irving Energy

DATE: February 24, 2021

1. Quoted Prices - April 1, 2021 to March 31, 2023 (two years)

The prices requested will be based on your guaranteed mark up over the rack price.

Please provide the posted rack prices for the period February 15 to 19, 2021 for each product.

Please note the rack price that you are using e.g.: location and company Platts New York Harbor

		Feb-15	Feb-16	Feb-17	Feb-18	Feb-19
Furnace Oil	Rack Price	\$0.5466	\$0.5466	\$0.5466	\$0.5466	\$0.5466
	Your price over rack	\$0.0692	\$0.0692	\$0.0692	\$0.0692	\$0.0692
Gasoline	Rack Price	\$0.5829	\$0.5829	\$0.5829	\$0.5829	\$0.5829
	Your price over rack	\$0.1085	\$0.1085	\$0.1085	\$0.1085	\$0.1085
Diesel Fuel	Rack Price	\$0.6385	\$0.6385	\$0.6385	\$0.6385	\$0.6385
	Your price over rack	\$0.0764	\$0.0764	\$0.0764	\$0.0764	\$0.0764

Under Schedule "A" Terms and Conditions, Clause 2, the Town is requesting compensation of \$300. for fuel run out. Please indicate here any other guarantee that your company can make to ensure a regular supply of fuel.

Upon award, we will work with on site contacts to gain a better understanding of fuel usage and required delivery schedules to ensure adequate supply of fuel is maintained at all times

2. In case of emergency fuel requirements what is your truck location and response time for the following: This could include fueling fire trucks at fire scenes. Please note if there is an additional charge for this.

	Location of Truck(s)	Number of Trucks	Response Time	Additional Charge
Furnace Oil	Bridgewater	3 day trucks and one night truck	2 hours if on auto delivery	no charge on auto
Gas	Dartmouth	1 truck	TBD	no charge on auto
Diesel	Bridgewater	3 day trucks and one night truck	2 hours if on auto delivery	no charge on auto


Furnace and Boiler Repair Services

3. The Town has a number of forced hot air furnaces and boilers. Please provide your pricing and emergency call out time as follows:

- minimum charge service call (Mon-Fri, daytime) \$112/hour + tax
(Weekend and after hours) \$146/hour + tax
- after hours response time Would be determined at time of call
- hourly charge out rate for furnace repairs \$112/hour + tax regular hours, \$146/hour + tax after hours
- hourly charge out rate for boiler repairs \$112/hour + tax regular hours, \$146/hour + tax after hours
- set rate for furnace cleaning \$112/hour + tax regular hours,
- set rate for boiler cleaning \$112/hour + tax regular hours,
- will you offer a discount on parts? N/A If so what percentage?

4. Please indicate if a furnace oil discount will be offered to staff and Councilors of the Town.
Note: This will not be considered as part of the Tender award process.

Irving Energy will offer the staff and councilors a discount on furnace oil and propane for their homes. The discount for oil is \$0.03 off the residential posted rate and \$0.05 for propane off of the residential posted rate. We require the accounts to have credit terms and be on automatic delivery.

Company Name: Irving Energy
Address: 10 King Square South Saint John, NB E2L 0G3
Email address: tara.frost@irvingoil.com
Phone Number: (506) 202-5334
Authorized Signature: 
Print Name: Tara Frost


Town of Lunenburg Planning Application for Development Agreements

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

APPLICANT INFORMATION	REGISTERED OWNER OF PROPERTY
Name: Stellar Investments Inc.	Name: Stellar Investments Inc.
Company Name (same)	Company Name: (same)
Mailing Address: PO Box 849, Lunenburg, NS B0J 2C0	Mailing Address: PO Box 849, Lunenburg, NS B0J 2C0
Email: c/o Timothy Reibling, President treibling@tigroup.us	Email: same as applicant
Phone	Phone
Cell [REDACTED]	Cell [REDACTED]

PLEASE NOTE: If you are not the registered owner of the property, include a letter of authorization from the owner with your application.

PROPERTY INFORMATION	APPLICATION CHECKLIST
Civic Address: 101 Masons Beach Road	<input checked="" type="checkbox"/> Copy of Deed
PID: 60053097, 60388097, & 60388105	<input type="checkbox"/> Survey Plan or Equivalent
Present Use of Property: no active use	<input checked="" type="checkbox"/> A Letter Explaining the Proposal
Proposed Use of Property: as referred to in Development Agreement dated April 5, 2011	<input checked="" type="checkbox"/> Application and Advertising Fees \$945.15 (\$245.15 + \$700.00)

EXPLANATION OF PROPOSAL AND SIGNATURE
<p>A short explanation of your proposal (please include a detailed letter with a full explanation)</p> <p>Applying for an amending Agreement to extend the times referred to in clause 9 of the Development Agreement</p>
<p>By submitting this application I affirm that the facts set forth are true and complete.</p> <p style="text-align: center;">Stellar Investments Inc.</p> <p>Name (printed): <u>Timothy Reibling</u> Signature: <u></u> Date: <u>3/22/2021</u></p>

OFFICE USE ONLY: Type of DA Application: Substantial Amendment Date received:

Stellar Investments Inc.

March 22, 2021

Dawn Sutherland
Manager of Planning and Development
Town of Lunenburg
119 Cumberland Street
Lunenburg, NS B0J 2C0

Dear Ms. Sutherland:

Re: Development Agreement Application – Stellar Investments Inc.

Stellar Investments Inc. entered into a Development Agreement with the Town of Lunenburg which is dated the 5th day of April, 2011. The first recital in the Agreement states:

“WHEREAS the Developer wishes to operate a resort hotel, condominium units and an apartment building on three lots described in Schedule A, located at 101 Masons Beach Road, and identified as Land Information Service Parcel Identifier #'s 60053097, 60388097, and 60388105; ... ”

No construction has been commenced to date. Stellar Investments Inc. owned by the Estate of the late Guenther and Susan Reibling is requesting that the current development agreement in place be extended an additional 10 years, keeping the current terms in place. The project “The Top” proposed at Masons Beach in Lunenburg was delayed by Guenther Reibling due to several factors including the worldwide economic crisis of 2008 and the rise of vacation rental platforms such as VRBO and AirBNB that have the potential to change the dynamic of the proposed project. Before Mr. Reibling’s passing in July 2020 he expressed interest in focusing on this project as he recently sold his company in the United States and was ready to tackle this project with his sons in his retirement. The Estate believes there is a housing shortage in Lunenburg and elements of this project make sense to develop. It is our intention to continue to evaluate the feasibility of “The Top” project proposed for Masons Beach as designed and kindly request that you extend the in-place development agreement another 10 years.

The company wishes to make application to amend **clause 9** of the existing Development Agreement as follows:

1. Change 10 years in the first paragraph to 20 years and insert the word “further” before the words “amending agreement”;
2. In the third line of paragraph (b), change “date of this agreement” to “date of the amending agreement”; and
3. In the third line of paragraph (c), insert the words “(which period is fully after the date of the amending agreement)” after the word “longer”.

Attached to this letter is an Application and a Cheque to the Town of Lunenburg in the amount of \$945.15 for Application and Advertising Fees as well as a copy of the Deed.

Should anything further be required in this process, please do not hesitate to contact the undersigned.

Yours very truly,



Stellar Investments
Per: Timothy Reibling, President
Email: treibling@tigroup.us

Z:\PAB - WIP\1 - OPEN\Stellar Investments Inc. - Development Agreement\Letter to Dawn Sutherland March 22, 2021.docx

Form 26

*Purpose: to record an interest in a parcel; or
to record a power of attorney in the power of attorney roll*

Registration district: Lunenburg
 Submitter's user number: 1728
 Submitter's name: John R. Cameron

For Office Use

LUNENBURG COUNTY LAND REGISTRATION OFFICE
 I certify that this document was registered as shown here.
 Joan Plunkett, Registrar
 98133185 LR ROD
 Document #
 APR 13 2011 15:30
MM DD YYYY Time

In the matter of Parcel Identification Number (PID)

PID 60053097	60388097
PID 60388105	

(Expand box for additional PIDs, maximum 9 PIDs per form.)

Power of attorney *(Note: completion of this section is mandatory)*

- The attached document is signed by attorney for a person under a power of attorney, and the power of attorney is:
- recorded in the attorney roll
 - recorded in the parcel register
 - incorporated in the document

OR

- No power of attorney applies to this document

See Document Attachment:
 Document # 98133375

This form is submitted to record the attached document *(select applicable box):*

- in the parcel register as a recorded interest
 in the power of attorney roll
 in the power of attorney roll as a duplication of a power of attorney registered under the *Registry Act*

The following information relates to the interest being recorded:

Instrument type	<i>Agreement re Use of Land (Development Agreement)</i>
Expiry date <i>(if applicable)</i>	
Interest holder and type to be added <i>(if applicable) Note: include qualifier (e.g., estate of, executor, trustee, personal representative) if applicable</i>	<i>Town of Lunenburg Party to Agreement</i>
Mailing address of interest holder to be added <i>(for power of attorney, provide mailing address for donee)</i>	<i>P.O. Box 129 Lunenburg, Nova Scotia, B0J 2C0</i>

May 4, 2009

Name and mailing address power of attorney donor to be added (if applicable)	
Name and mailing address power of attorney donee to be added (if applicable)	
Reference to related instrument in names-based roll/parcel register (if applicable) (for power of attorney to be duplicated, insert document/instrument number/year; include book/page if applicable)	

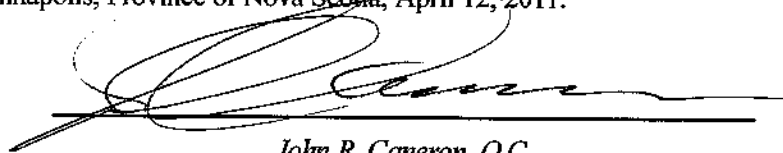
The textual qualifications in the above-noted parcel register(s) are to be changed as follows:

Textual qualification on title to be removed (insert any existing textual description being changed, added to or altered in any way)	
Textual qualification on title to be added (insert replacement textual qualification)	

Certificate of Legal Effect:

I certify that, in my professional opinion, it is appropriate to make the changes to the parcel register(s) as instructed on this form.

Dated at Bridgetown, in the County of Annapolis, Province of Nova Scotia, April 12, 2011.



John R. Cameron, Q.C.

Name: John R. Cameron, Q.C.

Address: 5 Victoria Street, P.O. Box 70,
Bridgetown, Nova Scotia, B0S 1C0

Phone: 902 665-5035

E-mail: jrcameronlaw@ns.alliantzinc.ca

Fax: 902 665-5037

- This document also affects non-land registration parcels. The original will be registered under the *Registry Act* and a certified true copy for recording under the *Land Registration Act* is attached.

May 4, 2009

This Development Agreement made this 5th day of ^{April} January, A. D., 2011

BETWEEN: Stellar Investments Inc.,
hereinafter called the "DEVELOPER"
OF THE ONE PART

AND

Town of Lunenburg, a municipal body corporate pursuant to the
Municipal Government Act
hereinafter called the "TOWN"
OF THE OTHER PART

WHEREAS the Developer wishes to operate a resort hotel, condominium units and an apartment building on three lots described in Schedule A, located at 101 Masons Beach Road, and identified as Land Information Service Parcel Identifier #'s 60053097, 60388097, and 60388105; and

WHEREAS the properties described in Schedule A are situated within an area designated Rural on the Future Land Use Map of the Municipal Planning Strategy (1996), and zoned Rural Residential (RR), on the Zoning Map of the Land Use By-law (1996); and

WHEREAS Policy 6.4 of the Municipal Planning Strategy requires that multi-unit dwellings be considered only by development agreement in the Rural Residential (RR) Zone, and policy 6.5 of the Municipal Planning Strategy requires that tourist accommodations be considered only by development agreement and Part 8 of the Land Use By-law provides that multi-unit residential uses and tourist accommodations be considered only by development agreement in the Rural Residential (RR) Zone; and

WHEREAS the Town by resolution of Town Council passed at a meeting on December 7, 2010, approved the proposed development subject to the execution of this development agreement by the parties hereto; and

WHEREAS the Developer is the owner of the properties described in Schedule A;

Now this agreement witnesseth that in consideration of the foregoing recitals and for other good and valuable consideration the parties hereto agree as follows:

1. Use

That the development on the properties described in Schedule A shall be limited to:

- (a) those uses specified as permitted uses in Section 8.1 (a) and 8.1 (b) of the Land Use By-law; and
- (b) the use of the properties for the development of :
 - a one hundred and twenty (120) bed resort hotel; and
 - sixty (60) residential condominium units; and
 - thirty (30) apartments; and
 - other facilities ordinarily associated with a business centre, hotel or condominium complex including without limiting the generality of the foregoing a restaurant, conference rooms, club house, tennis courts, recreation and business centre facilities, spa and indoor/outdoor pool,in accordance with the terms of this agreement and as set out in Schedules B and C. All uses or phases need not be constructed by the developer; and
- (c) except as otherwise provided in this agreement, the provisions of the Land Use By-law apply to any development undertaken pursuant to this agreement.

2. Parking and Driveway Area

- (a) that driveways and a minimum of two hundred and twenty-seven (227) parking spaces be developed and maintained in a manner which meets the requirements of the Town Engineer and Traffic Authority, with a minimum of 227 parking spaces located in an underground parking garage approximately as shown on Schedule B; and
- (b) that the driveways and parking area be surfaced to prevent the raising of dust due to wind or vehicular movement and that these areas be resurfaced or treated from time to time to ensure that dust will not be generated; and
- (c) that a minimum of two entrances/exits be provided to the development and that each entrance/exit have the approval of the Town Engineer and Traffic Authority

3. Landscaping, Lighting and Screening

- (a) that any exterior lighting be limited to lighting for safety and security only, and be focused on the lands that are the subject of this agreement so as to minimize the illumination of surrounding areas, and be located so that nearby properties and streets are not illuminated to the extent that a hazard or nuisance will result;

- (b) that landscaping in keeping with the nearby golf course and the neighborhood be developed and maintained on all portions of the property which are not built on; and more particularly that the landscaping be substantially as provided on the landscaping plan annexed as Schedule D; and
- (c) that all equipment, parts or waste material be located below ground in association with the parking garage or be screened from the public view.

4. Exterior Appearance of the Structures

- (a) that the exterior appearance of the structures be approximately as shown on Schedule C; and
- (b) that the maximum height of the buildings, as "height" is defined in the Land Use By-law, be sixty-five (65) feet.

5. Signs

- (a) that a maximum of two (2) temporary advertising signs each with a maximum sign area of 3.5 square metres (40 sq. ft.) be permitted on the property. The temporary signs must be removed within thirty-six (36) months of the issuance of the occupancy permit for the hotel, condominiums and apartment structures; and
- (b) that a maximum of two (2) permanent signs each with a maximum sign area of 3.5 square metres (40 sq. ft.) be permitted on the property.

6. Servicing

- (a) that fire flows are to be evaluated and deemed satisfactory by the Town Engineer at the time application is made for a building permit; and
- (b) that a storm drainage plan which is deemed satisfactory by the Town Engineer is provided before a development permit is issued; and
- (c) that any changes to Masons Beach Road in the immediate area of 101 Masons Beach Road that are required by the Traffic Authority and Town Engineer to accommodate the proposed development be carried out prior to a development permit being approved.

7. Maintenance

- (a) that the buildings be kept in good repair, and the exposed exterior surface painted or treated as may be necessary, so that the building is maintained in a tidy and attractive state; and
- (b) that all fences, retaining walls, lawns, trees, shrubs, gardens, and other landscaping elements be regularly maintained and any undeveloped, unused portions of the lot shall be kept in a tidy state and free from unkempt materials or matter of any kind.

8. Changes and Alterations

- (a) that all matters in this agreement not specified in Subclause 8 (b) below are non-substantial matters which may be changed or altered without a public hearing, but with the written consent of Town Council, provided that Town Council determines that the changes do not significantly alter the intended effect of these aspects of the agreement.
- (b) that the following matters are substantial matters and may not be changed or altered except by amendment to this agreement in the form of a further development agreement incorporating the intended change:
 - (I) the maximum number of rental units within the hotel; and
 - (II) the maximum number of residential condominium units; and
 - (III) the maximum number of one-bedroom apartments.

9. Termination of Agreement

In this clause, commencement of a use means commencement of construction for that use; discontinuance of a use includes an interruption in construction of that use; development may be phased; any development which commences more than 10 years from the date of this agreement requires an amending agreement.

- (a) that this agreement shall be in effect until discharged by resolution of the Council of the Town pursuant to subsection 229(2) of the *Municipal Government Act*, whereupon the Land Use By-law shall apply to the lands described in Schedule A; and
- (b) that the Town of Lunenburg may discharge this development agreement if no use described herein has been commenced within sixty (60) months of the date of this agreement; and
- (c) that the Town of Lunenburg may discharge this development agreement if there is no use described in Section 1 (b) for a period of sixty (60) months or longer; and
- (d) that the Town of Lunenburg retains the option of discharging this development agreement should any fact provided by the developer to the Town constitute a material misrepresentation of the facts.

10. Other

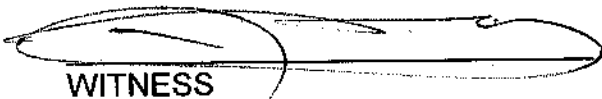
That this agreement shall enure to the benefit of, and be binding upon the Town and its successors and assigns and shall enure to the benefit of and be binding upon the Developer, its successors and assigns and the owner or owners from time to time of the property described in Schedule A, until discharged.

11. Compliance with Other By-laws and Regulations

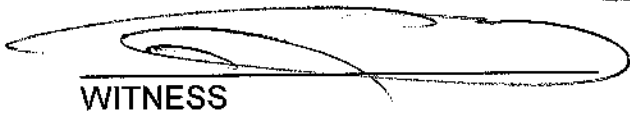
That nothing in this agreement shall exempt the Developer from complying with other By-laws or Regulations in force within the Town, including the Building Code By-law, or from obtaining any Federal, Provincial or Municipal license, permission, permit, authority or approval required.

12. Ownership

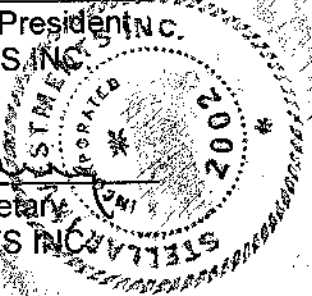
We hereby certify that Stellar Investments Inc. is the sole owner of the property described in the attached Schedule A, having received the deed from Guenther Reibling and Susan J. Reibling, dated July 2, 2003, and recorded at the Bridgewater Registry of Deeds at Page 593 in Book 900 as Document #4029 on July 4, 2003. Stellar Investments Inc. has not disposed of any interest in the property and there are no judgements, mortgages or other liens or encumbrances affecting the property.


WITNESS


GUENTHER REIBLING, President
STELLAR INVESTMENTS INC.

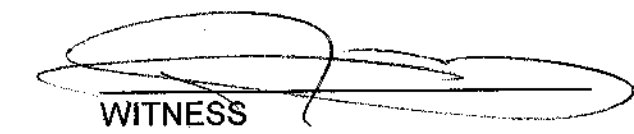

WITNESS


SUSAN REIBLING, Secretary
STELLAR INVESTMENTS INC.



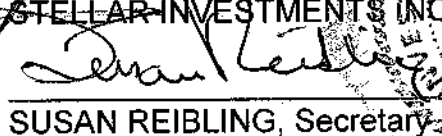
IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by affixing their seals and corporate seals on the day and year first above written.

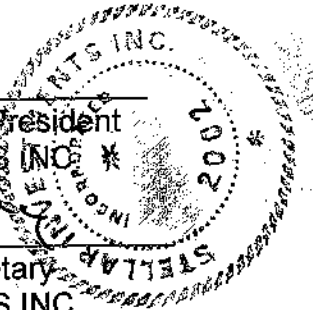
In the presence of:



WITNESS


GUENTHER REIBLING, President
STELLAR INVESTMENTS INC.


WITNESS



SUSAN REIBLING, Secretary
STELLAR INVESTMENTS INC.



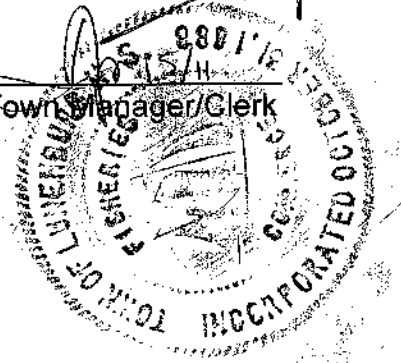

WITNESS

TOWN OF LUNENBURG

D. LAURENCE MAWHINNEY, Mayor


WITNESS


BEA RENTON, Town Manager/Clerk



SCHEDULE "A"

(Lots 00-1, 00-2 and 00-3, Mason's Beach Road, Lunenburg)

All those lands and premises conveyed in a Warranty Deed dated the 14th day of May, 2002 from Sherman Zwicker to Gunther Reibling and Susan J. Reibling as recorded in Bridgewater Registry of Deeds Office on the 15th day of May, 2002 in Book 839 at Page 965 under Number 2880 and therein more particularly described as follows:

Nova Scotia Grid North

April 16, 2002

ALL those lots of land and premises situate at Masons Beach Road, in the Town of Lunenburg, in the County of Lunenburg, in the Province of Nova Scotia, and shown on a Plan of Survey 00-099, dated October 4, 2000, prepared by Turner Surveys, and being more particularly bounded and described as follows:

First

Lot 00-1A Lot of Land in the Town of Lunenburg

BEGINNING at a point marked by a survey marker (an iron bar with an identification cap) on the Southeastern side of the Masons Beach Road, a Public Street in the Town of Lunenburg, and having various widths, said survey marker being on a Southwest boundary of the former Edwin Kaulback property, occupied now by the Bluenose Golf Club, this survey marker being 13' more or less from the Southeast limit of the Masons Beach Road;

THENCE South 55° 05' 18" East along the Southwest boundary of the former Kaulback property, occupied by the Bluenose Golf Club 134.83' to a point marked by a survey marker;

THENCE South 55° 05' 18" East continuing along the Kaulback property occupied by the Bluenose Golf Club 196.30' to a point at the most Easterly corner of the herein described lot;

THENCE South 24° 19' 39" West along the Northwest boundary of the Kaulback property occupied by the Bluenose Golf Club 31.21' to a point marked by a survey marker;

THENCE South 24° 19' 39" West continuing along the Kaulback property occupied by the Bluenose Golf Club 124.29' to a point marked by a survey marker at the most Easterly corner of Lot 00-2, the property of Sherman F. H. Zwicker;

THENCE North 51° 30' 06" West along the Northeast boundary of Lot 00-2, 408.78' to a point marked by a survey marker on the Southeast limit of the Masons Beach Road;

THENCE North 50° 14' 05" East along the Southeast limit of the Masons Beach Road 131.98' to a point at the Northwest corner of the former Edwin Kaulback property occupied by the Bluenose Golf Club;

THENCE South 55° 05' 18" East along a Southwest boundary of the Kaulback property occupied by the Bluenose Golf Club 13.38' to the point of beginning.

The above described lot is all of Lot 00-1 shown on the aforementioned Plan of Survey and contains an area of 1.21 acres more or less and is part of the property referred to as "Windycrest".

For reference to title see a deed dated July 5, 1937, from Julia Selig et vir to F. Homer Zwicker and recorded at the Registry of Deeds Office, on September 22, 1937, in Book 103, Page 344.

Schedule "A" 

Sherman F. H. Zwicker acquired his interest in the above described lot of land by the Last Will and Testament of F. Homer Zwicker recorded at the Registry of Deeds Office, Bridgewater, in Book 399, Page 1009.

Second

Lot 00-2

A Lot of Land in the Town of Lunenburg Adjoining the First Lot Above Described

BEGINNING at a point marked by a survey marker (an iron bar with an identification cap) on the Southeast limit of the Masons Beach Road, a Public Street in the Town of Lunenburg, and having various widths, said survey marker being at the most Westerly corner of Lot 00-1, the property of Sherman F. H. Zwicker;

THENCE South 49° 37' 55" West along the Southeast limit of the Masons Beach Road 120.90' to a point marked by a survey marker at the North corner of Lot 00-3, the property of Sherman F. H. Zwicker;

THENCE South 52° 05' 11" East along the Northeast boundary of Lot 00-3, 460.89' to a point marked by a survey marker on a Northwest boundary of the former Edwin Kaulback property occupied by the Bluenose Golf Club;

THENCE North 24° 19' 39" East along the Kaulback property occupied by the Bluenose Golf Club 117.50' to a point marked by a survey marker at the South corner of Lot 00-1, the property of Sherman F. H. Zwicker;

THENCE North 51° 30' 06" West along the Southeast boundary of Lot 00-1, 408.75' to the point of beginning.

The above described lot is all of Lot 00-2 shown on the aforementioned Plan of Survey and contains an area of 1.16 acres more or less. The above described lot is part of the property referred to as "Windycrest".

For reference to title see Lot No. 1 described in deed dated May 21, 1937, from Daniel Smith et ux to F. Homer Zwicker, and recorded at the Registry of Deeds Office, on May 25, 1937, in Book 103, Page 185.

Sherman F. H. Zwicker acquired his interest in the above described lot of land by the Last Will and Testament of F. Homer Zwicker recorded at the Registry of Deeds Office, Bridgewater, in Book 399, Page 1009.

Third

Lot 00-3

A Lot of Land in the Town of Lunenburg Adjoining the Second Lot Herein Described

BEGINNING at a point marked by a survey marker (an iron bar with an identification cap) on the Southeast limit of the Masons Beach Road, a Public Street in the Town of Lunenburg, and having various widths, said survey marker being at the West corner of Lot 00-2, the property of Sherman F. H. Zwicker;

THENCE South 52° 05' 11" East along the Southwest boundary of Lot 00-2, 450.89' to a point marked by a survey marker on a Northwest boundary of the former Edwin Kaulback property occupied by the Bluenose Golf Course;

S.F.

THENCE South 23° 02' 57" West along the former Edwin Kaulback property occupied by the Bluenose Golf Course 418.01' to a point marked by a survey marker at the East corner of Lot 00-4, the property of Sherman F. H. Zwicker;

THENCE North 52° 57' 32" West along the Northeast boundary of Lot 00-4 marked by the remains of a wire fence, 499.20' to a point marked by a survey marker on the Southeast limit of the Masons Beach Road;

THENCE North 53° 17' 02" West along the limit of the Masons Beach Road 8.35' to a point marked by an iron pipe;

THENCE North 53° 17' 02" West continuing along the limit of the Masons Beach Road 5' more or less to a point on the Southeast limit of the Masons Beach Road;

THENCE in a Easterly direction following along the various courses of the Southeast limit of the Masons Beach Road 428' more or less to the point of beginning, a tie line between the last mentioned survey marker and the point of beginning being North 28° 24' 02" East 417.37'.

The above described lot is all of Lot 00-3 shown on the aforementioned Plan of Survey and contains an area of 7.24 acres more or less and a portion of the Zwicker house having Civic No. 101 is located on this lot, which is part of the property referred to as "Windycrest".

SUBJECT TO any easement that might exist in favour of the Lunenburg Electric Company for the overhead service line crossing the above described lot and located as shown on the aforementioned Plan of Survey.


For reference to title see a deed dated July 6, 1937, from Anna Bertha Young to F. Homer Zwicker, and recorded at the Registry of Deeds Office, on September 22, 1937, in Book 103, Page 345.

Sherman F. H. Zwicker acquired his interest in the above described lot of land by the Last Will and Testament of F. Homer Zwicker recorded at the Registry of Deeds Office, Bridgewater, in Book 399, Page 1009.



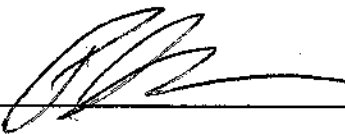
PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG SS)

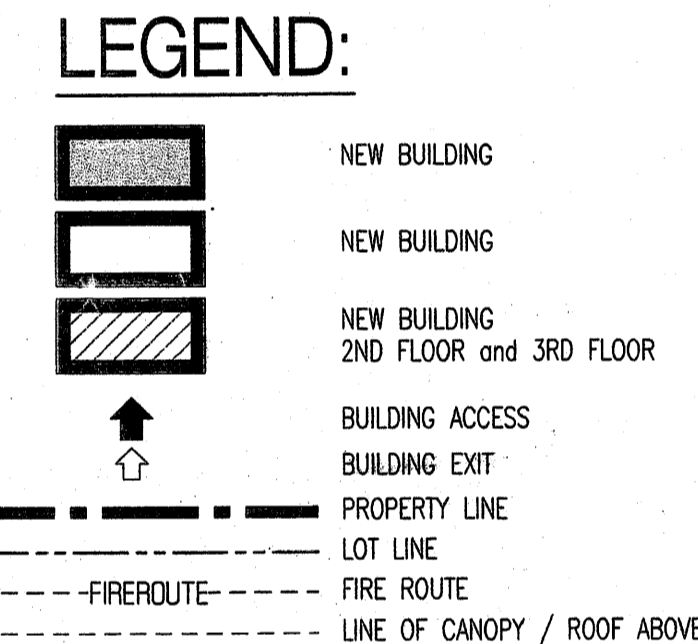
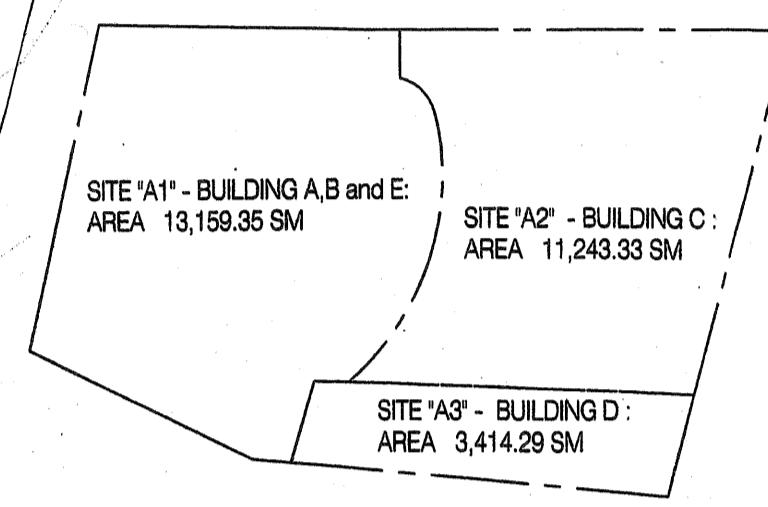
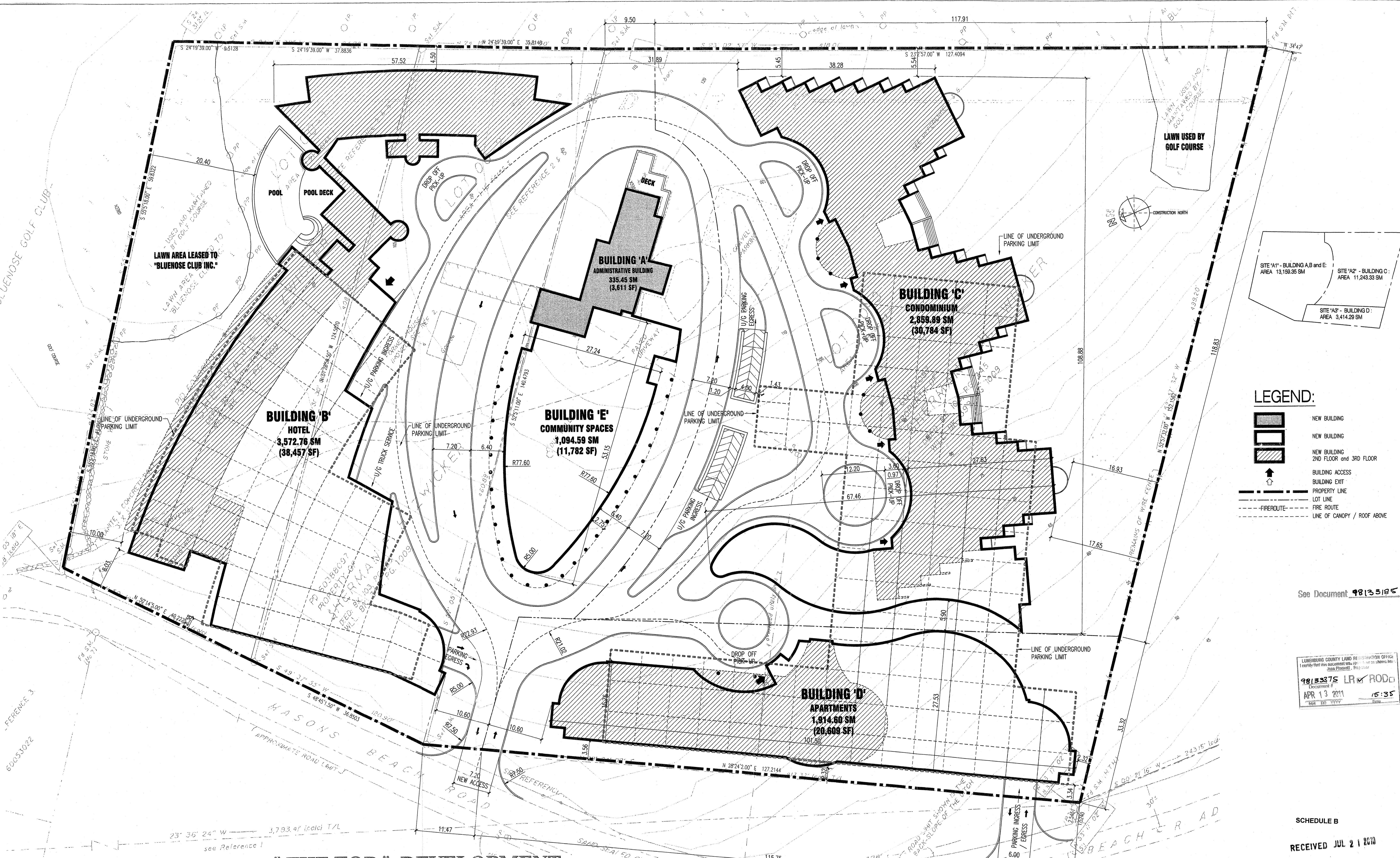
ON THIS 5 day of April, A.D. 2011, before me, the subscriber personally came and appeared, Patrick A. Burke, the subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that the **TOWN OF LUNENBURG**, a municipal body corporate, one of the parties thereto, caused the same to be executed in its name and on its behalf, and its corporate seal to be thereunto affixed by the Mayor and Town Manager/Clerk in his presence.


PETER JOHN HAUGHN
A Commissioner of the Supreme
Court of Nova Scotia

PROVINCE OF NOVA SCOTIA)
COUNTY OF LUNENBURG SS)

ON THIS 5 day of April, A.D. 2011, before me, the subscriber personally came and appeared, Patrick A. Burke, the subscribing witness to the foregoing Indenture, who, having been by me duly sworn, made oath and said that **STELLAR INVESTMENTS INC.**, a body corporate, one of the parties thereto, caused the same to be executed in its name and on its behalf, and its corporate seal to be thereunto affixed by its proper officers in his presence.


PETER JOHN HAUGHN
A Commissioner of the Supreme
Court of Nova Scotia

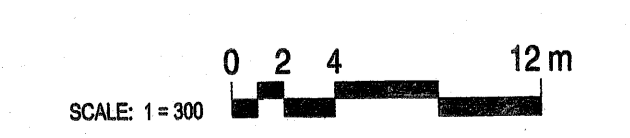


See Document 98133185

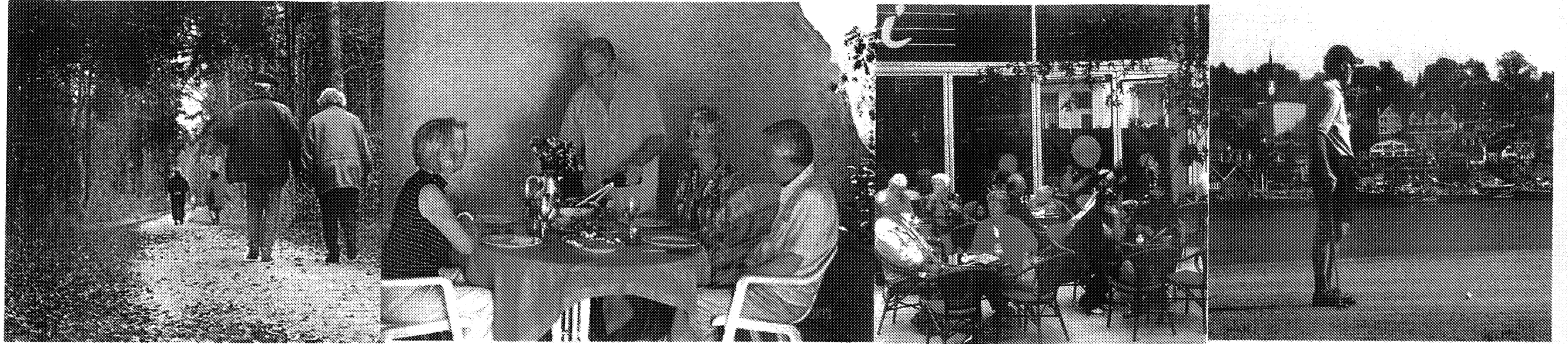
LUNenburg COUNTY LAND REGISTRATION OFFICE
 I certify that this document was registered in accordance with the Land Registration Act, 1994.
 Document # 98133375 LR ROD
 APR 13 2011 15:35
 REG. NO. 10000

STELLAR INVESTMENT INC.
 PROJECT NO. 08160
 SITE PLAN - A-101
 DATE: JUNE 01, 2010

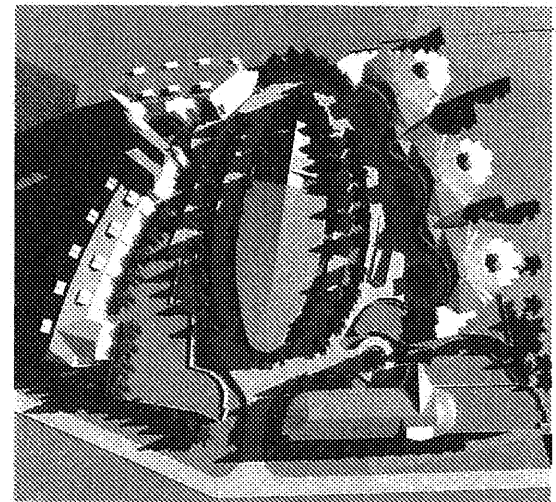
"THE TOP" DEVELOPMENT
 MASONS BEACH ROAD
 LUNEBURG, NOVA SCOTIA



SCHEDULE B
 RECEIVED JUL 2 1 2010
PETROFF PARTNERSHIP ARCHITECTS
PETROFF



STELLAR INVESTMENT INC



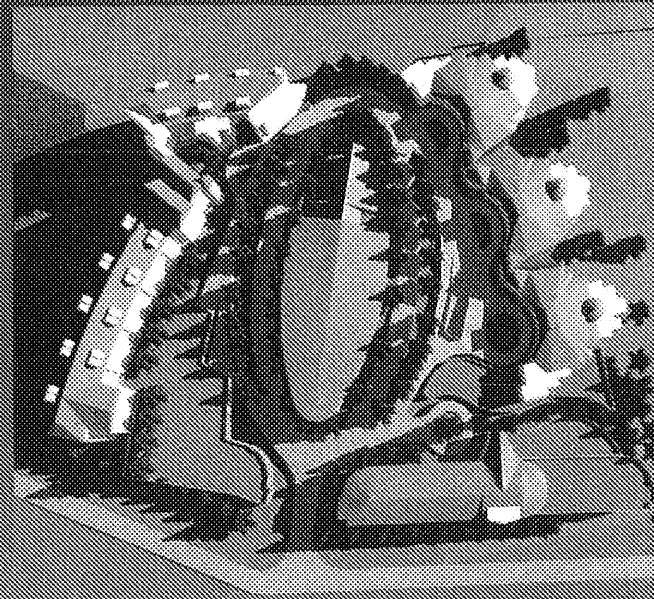
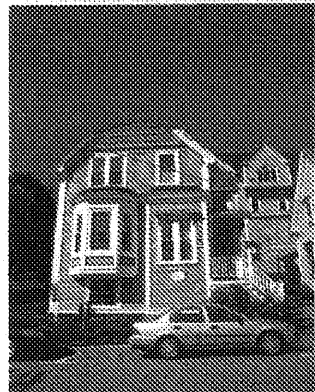
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

Planning Doc # 2010-34
Planning Doc DA 2009-58

THE TOP
LUNENBURG NOVA SCOTIA

Schedule "C"



CONTEXT

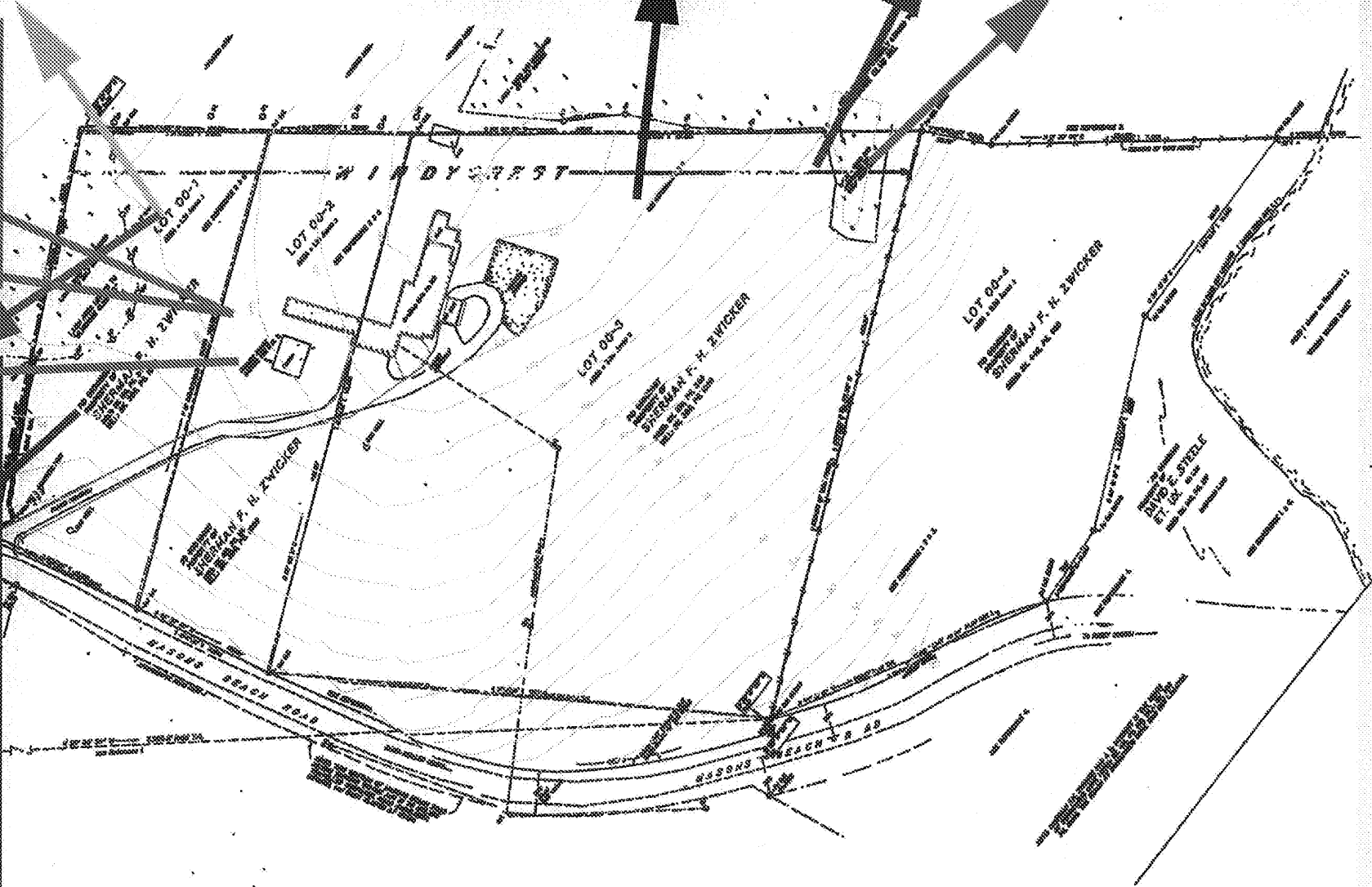
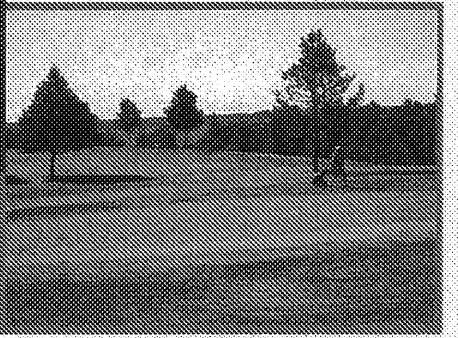
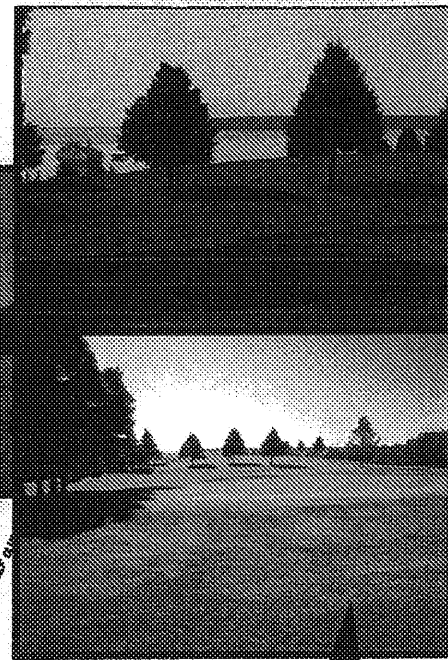
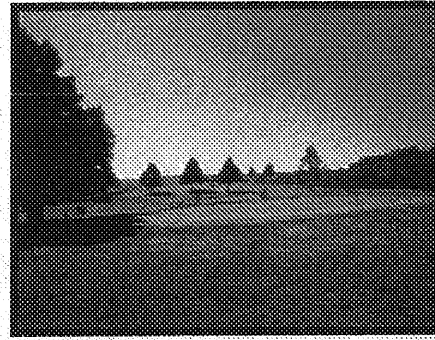
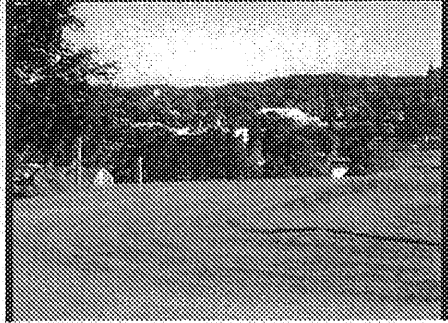
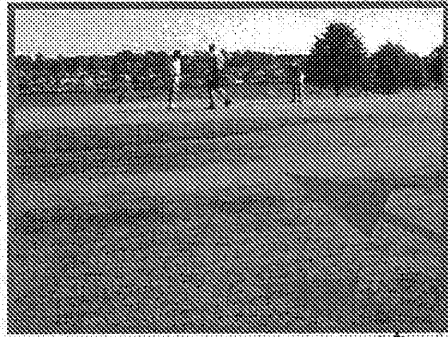
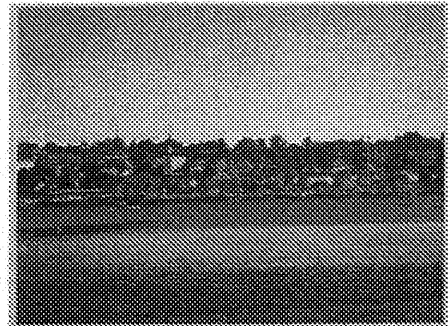
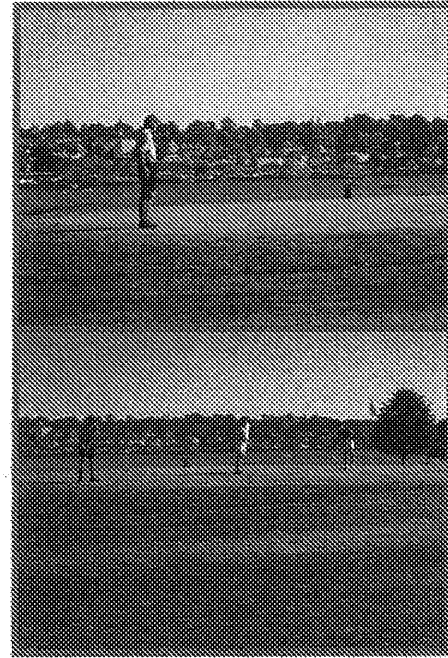
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNenburg NOVA SCOTIA

STELLAR INVESTMENT INC



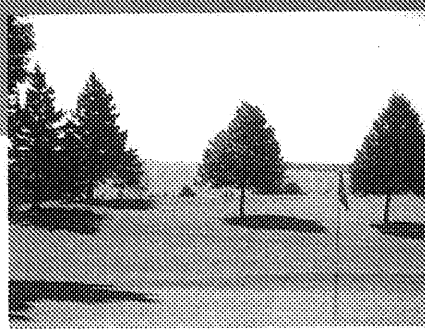
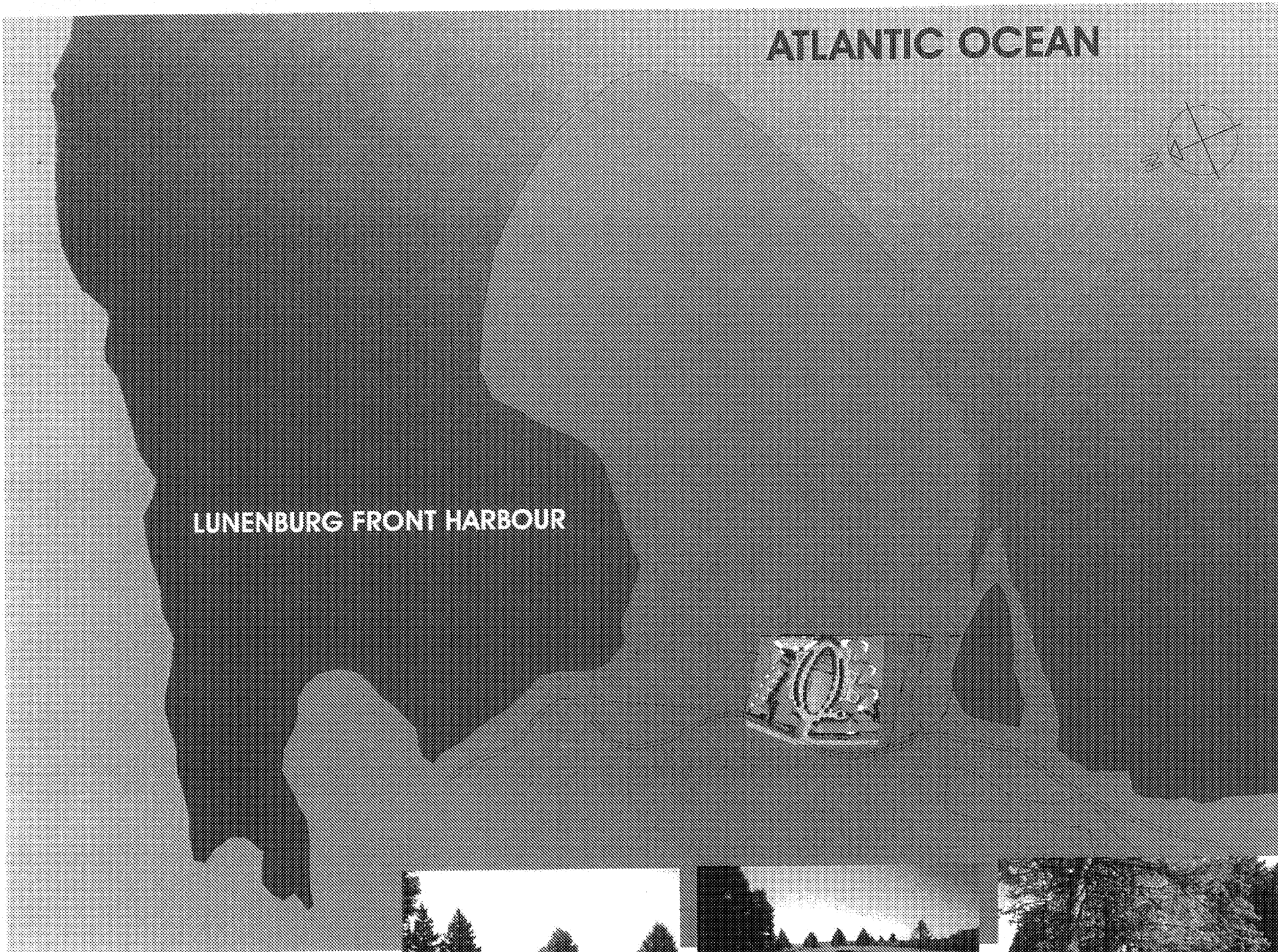
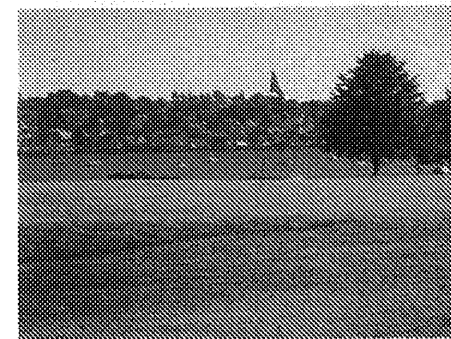
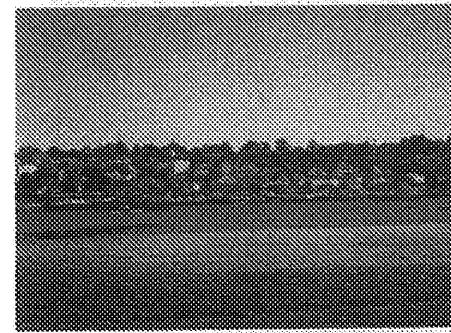
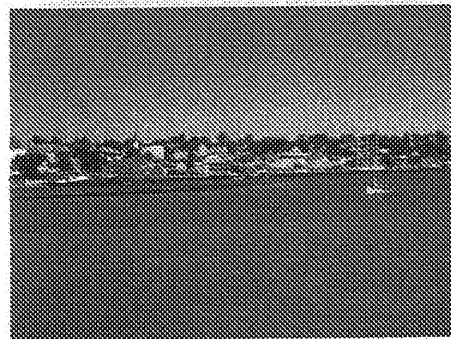
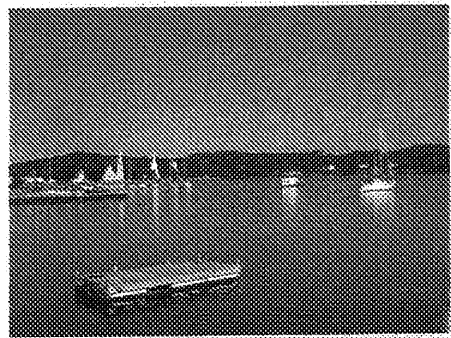
VIEWS FROM SITE LOCATION

PETROFF PARTNERSHIP ARCHITECTS
PETROFF

THE 101

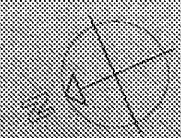
LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC



ATLANTIC OCEAN

LUNENBURG FRONT HARBOUR



LOCATION

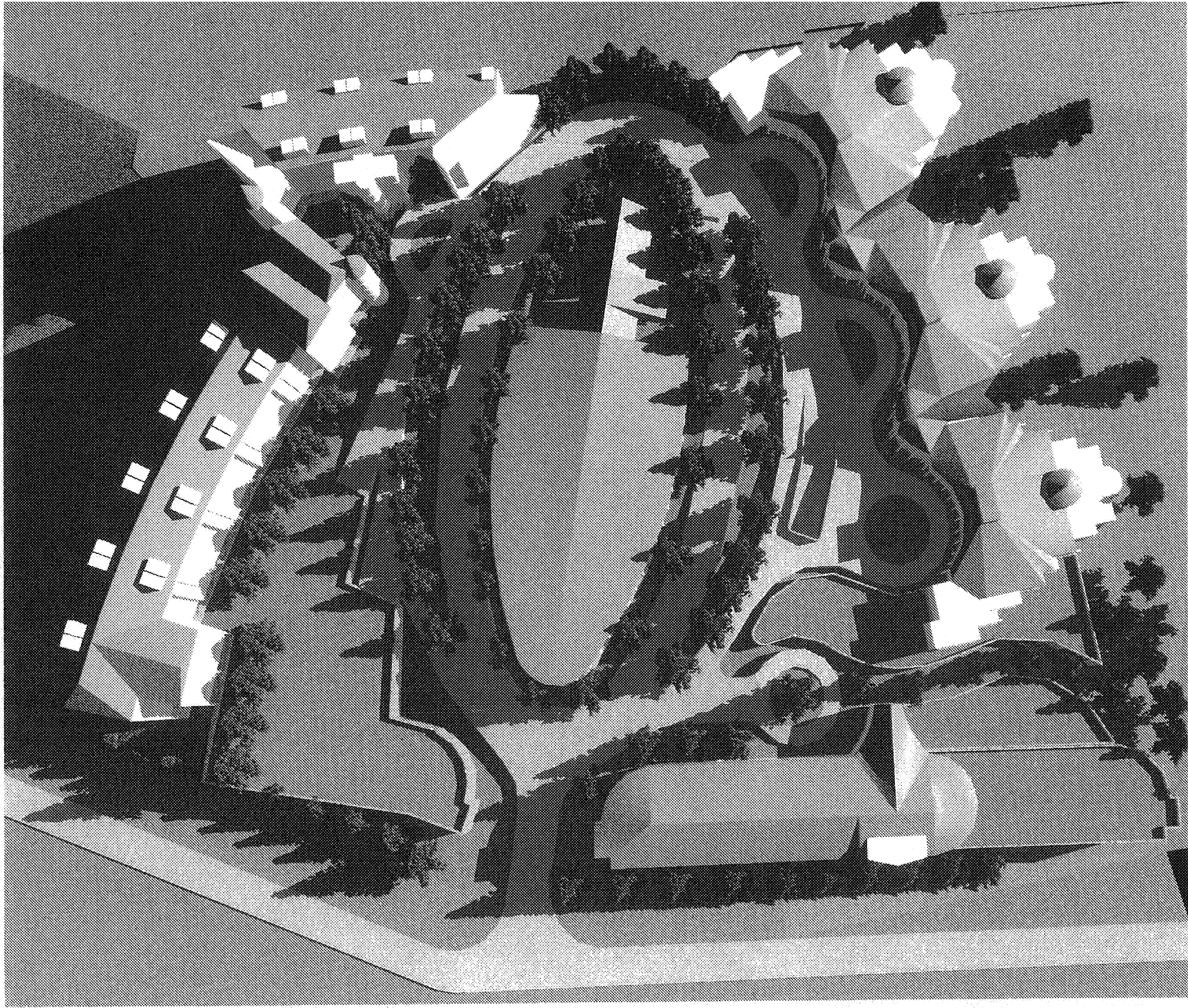
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC



TOP VIEW

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNenburg NOVA SCOTIA

STELLAR INVESTMENT INC

HOTEL COMPONENTS

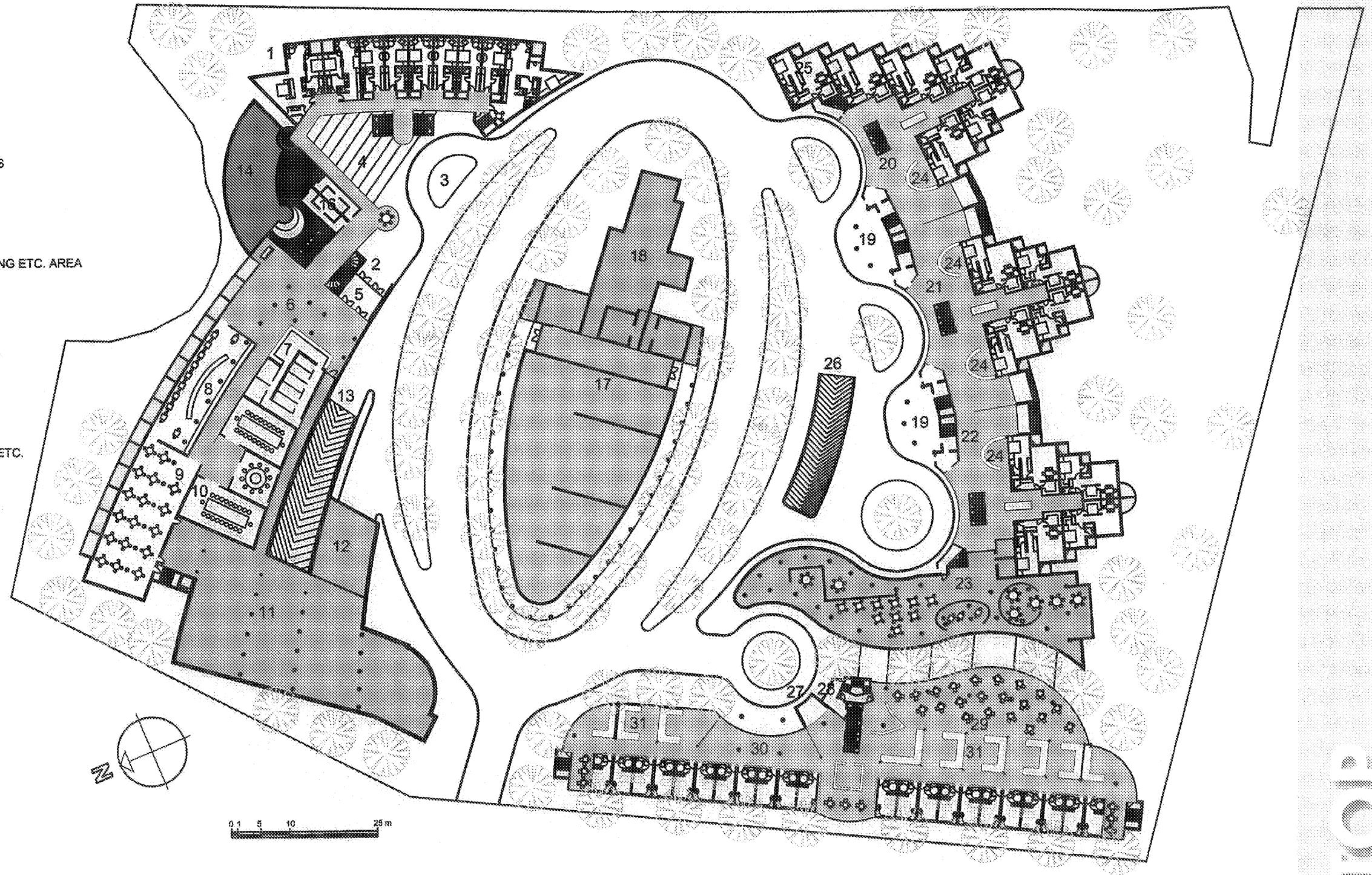
- 1 HOTEL PHASE 2
- 2 MAIN ENTRANCE
- 3 VEHICULAR ACCESS, DROP OFF-PICK UP
- 4 LANDSCAPED COURTYARD
- 5 VESTIBULE
- 6 MAIN LOBBY AND CIRCULATION AREA
- 7 FRONT DESK AND MANAGEMENT OFFICES
- 8 LOBBY BAR, LOUNGE AREA
- 9 RESTAURANT CAFE AREA
- 10 CONFERENCE MEETING ROOMS AREA
- 11 B.O.T.H. KITCHEN STAFF AREA
- 12 SHIPPING, RECEIVING GARBAGE HANDLING ETC. AREA
- 13 U.G. PARKING ACCESS-EGRESS RAMP
- 14 POOL
- 15 POOL DECK
- 16 CHANGING ROOMS

COMMON FACILITIES, RESIDENCES AND LONG TERM CARE

- 17 FITNESS, CARDIO MACHINES, EXERCISE ETC.
- 18 RESTAURANTS, SHOPS, ETC.
- 19 TERRACES
- 20 LOBBY OF PHASE 1
- 21 LOBBY OF PHASE 2
- 22 LOBBY OF PHASE 3
- 23 PARTIES, GAMES, CONTRACT BRIDGE, TV LOUNGES ETC.
- 24 CONCIERGE
- 25 CARETAKER'S FLAT
- 26 U.G. PARKING ACCESS-EGRESS RAMP
- 27 MAIN ENTRANCE
- 28 SERVICE ENTRANCE
- 29 DINING AND MAIN ACTIVITIES AREA
- 30 LOBBY AND VISITORS AREA
- 31 SPECIFIC ACTIVITIES AREA

UNITS ON GROUND LEVEL

HOTEL UNITS	9
RETIREMENT APARTMENTS	14
LONG TERM CARE UNIT	22



GROUND FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS

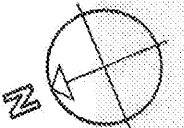
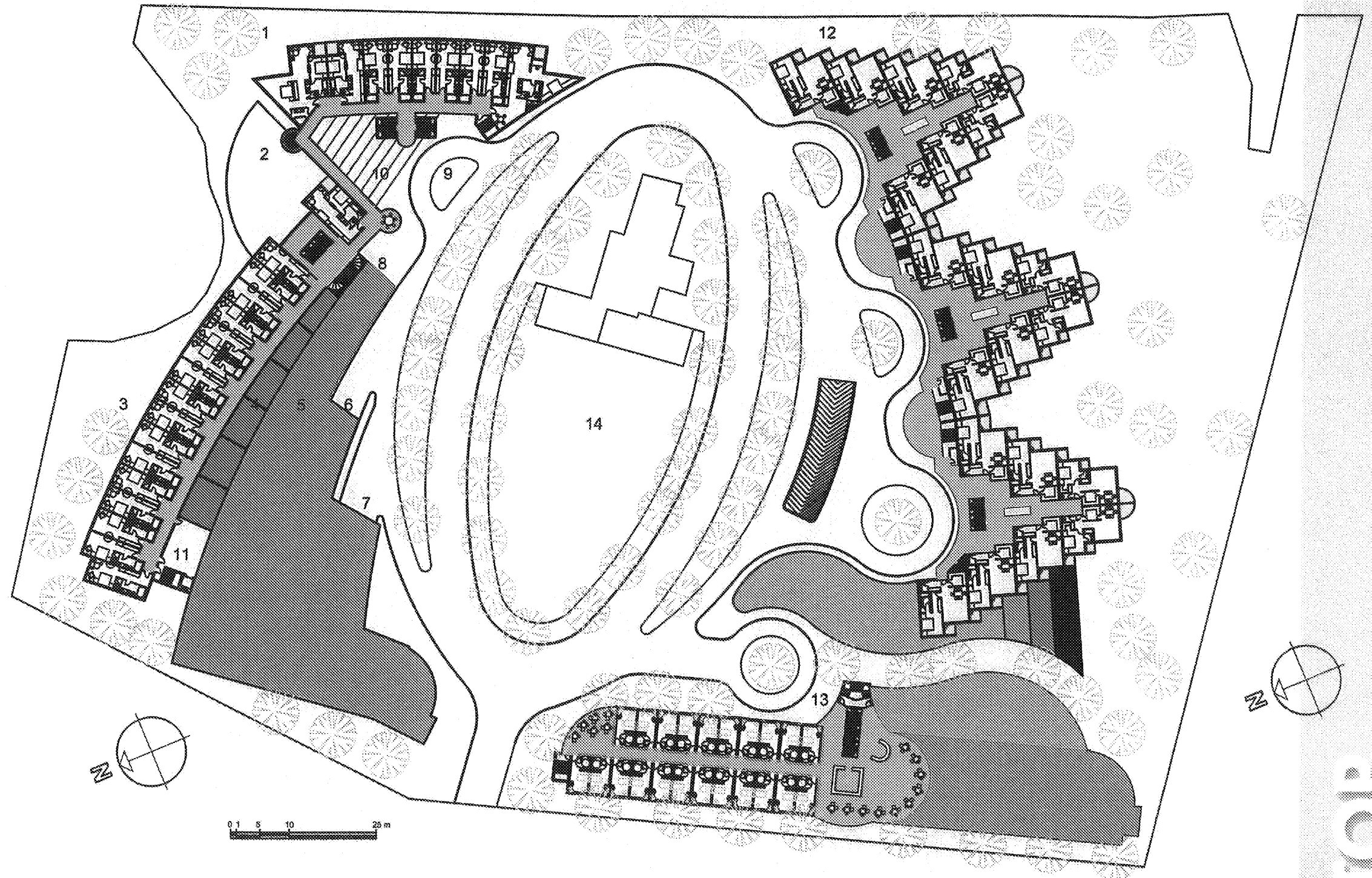
PETROFF

HOTEL: SINGLE ROOMS FLOOR,
SUITES AT SPECIFIC LOCATIONS

- 1 HOTEL PHASE 2
- 2 POOL AREA
- 3 HOTEL PHASE I
- 4 SKYLIGHTS
- 5 LANDSCAPED ROOF TERRACE
- 6 UG. PARKING ACCESS, EGRESS
- 7 RECEIVING
- 8 MAIN ENTRANCE
- 9 VEHICULAR ACCESS, DROP OFF-PICK UP
- 10 LANDSCAPED COURT YARD AREA
- 11 SERVICE CORE, MAIDS ROOM-STORAGE
- 12 RESIDENTIAL, 3 CLUSTERS-3 PHASES
- 13 LONG TERM CARE
- 14 ROOF OF COMMON FACILITIES

UNITS ON 2nd LEVEL

HOTEL UNITS	26
RETIREMENT APARTMENTS	20
LONG TERM CARE UNIT	22



2ND FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS

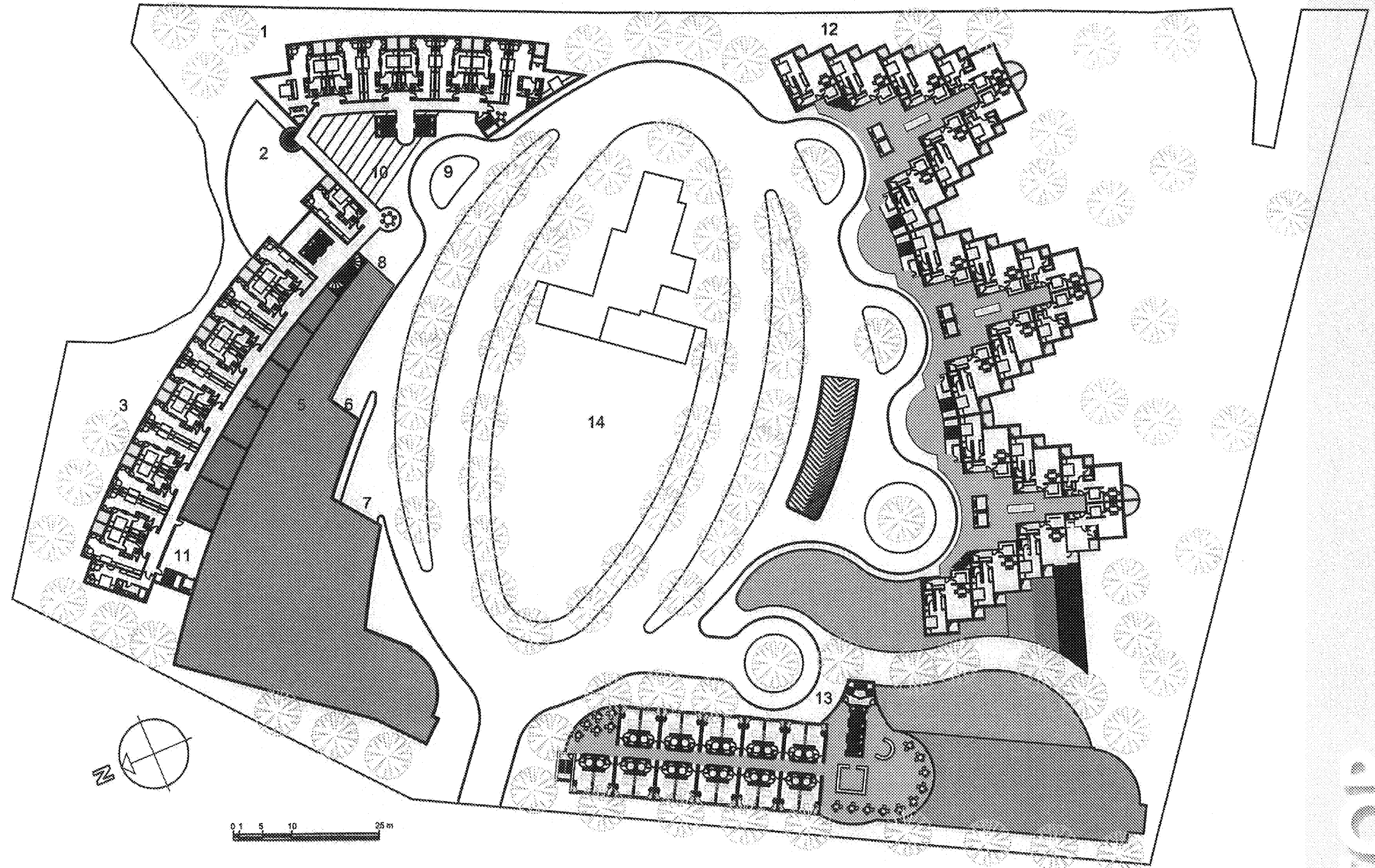
PETROFF

HOTEL: SINGLE ROOMS FLOOR,
SUITES AT SPECIFIC LOCATIONS

- 1 HOTEL PHASE 2
- 2 POOL AREA
- 3 HOTEL PHASE I
- 4 SKYLIGHTS
- 5 LANDSCAPED ROOF TERRACE
- 6 UG. PARKING ACCESS, EGRESS
- 7 RECEIVING
- 8 MAIN ENTRANCE
- 9 VEHICULAR ACCESS, DROP OFF-PICK UP
- 10 LANDSCAPED COURT YARD AREA
- 11 SERVICE CORE, MAIDS ROOM-STORAGE
- 12 RESIDENTIAL, 3 CLUSTERS-3 PHASES
- 13 LONG TERM CARE
- 14 ROOF OF COMMON FACILITIES

UNITS ON 3rd LEVEL

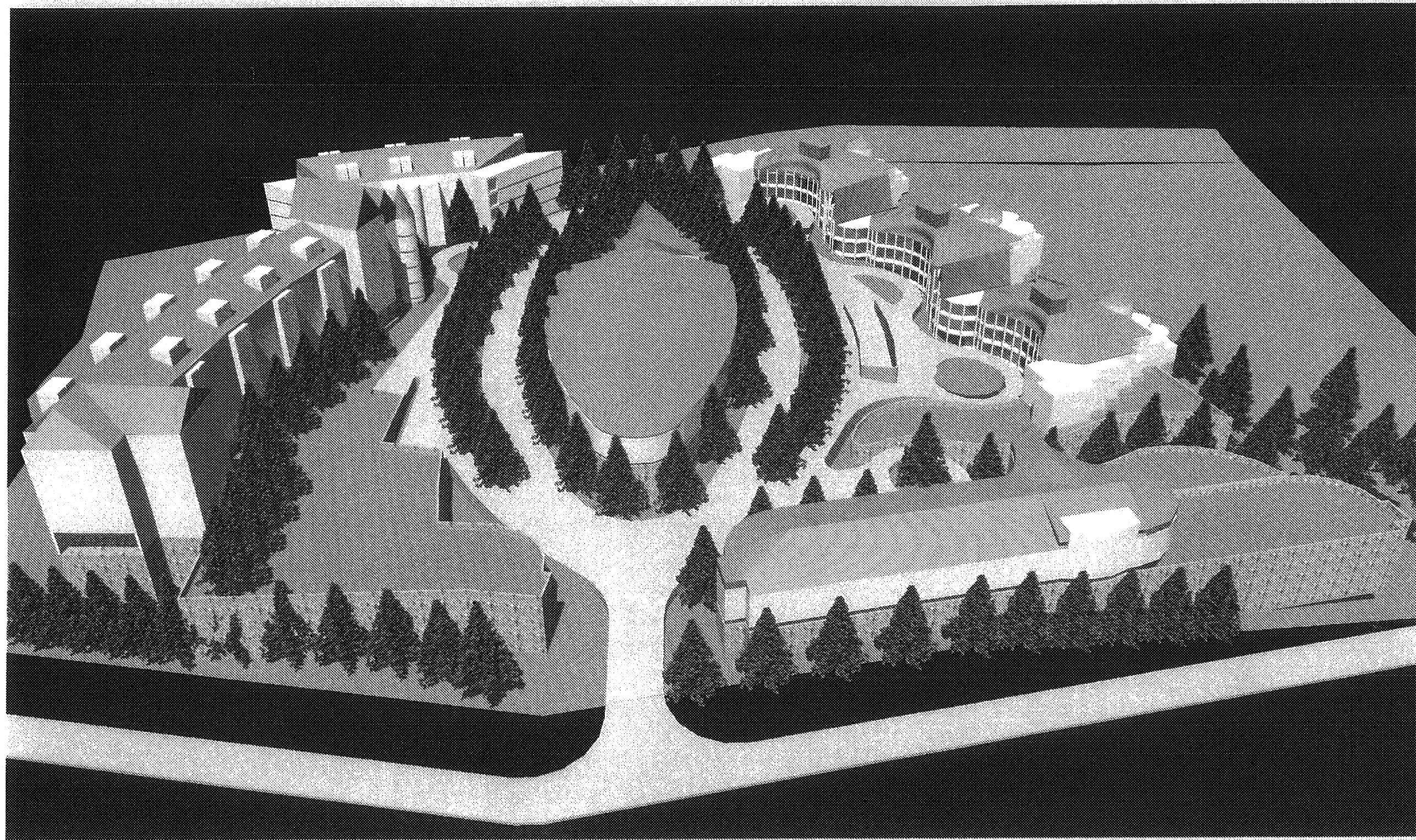
HOTEL UNITS	19
RETIREMENT APARTMENTS	20
LONG TERM CARE UNIT	22



3RD FLOOR LEVEL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF



AERIAL PERSPECTIVE

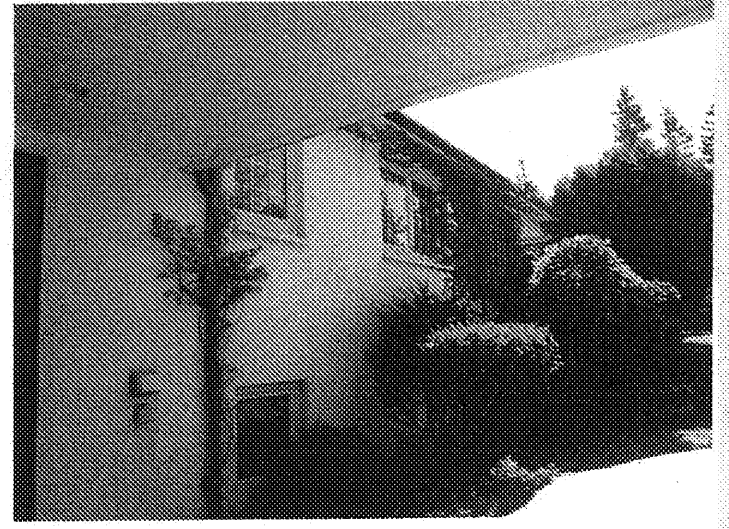
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNenburg NOVA SCOTIA

STELLAR INVESTMENT INC



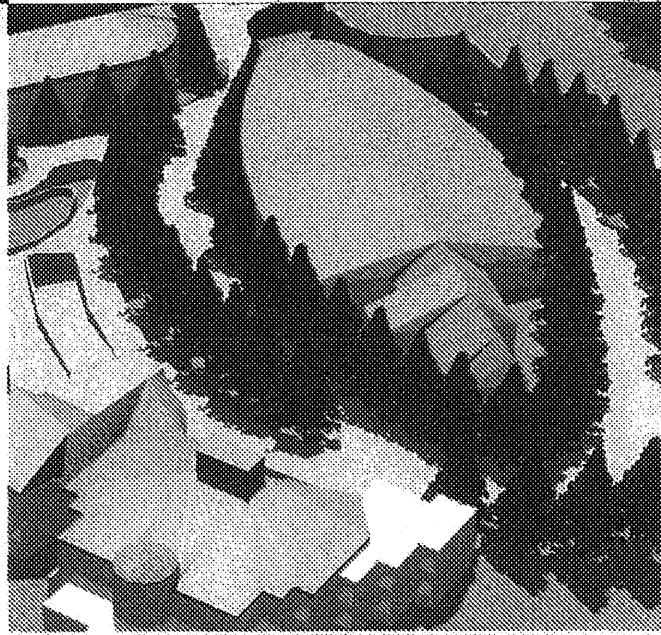
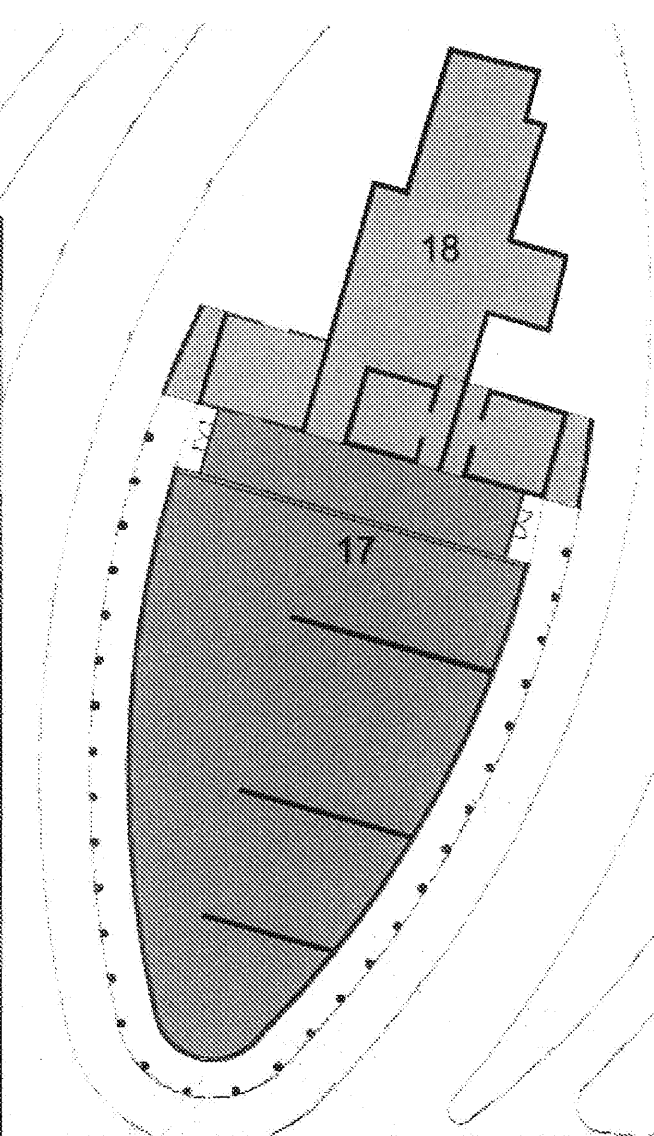
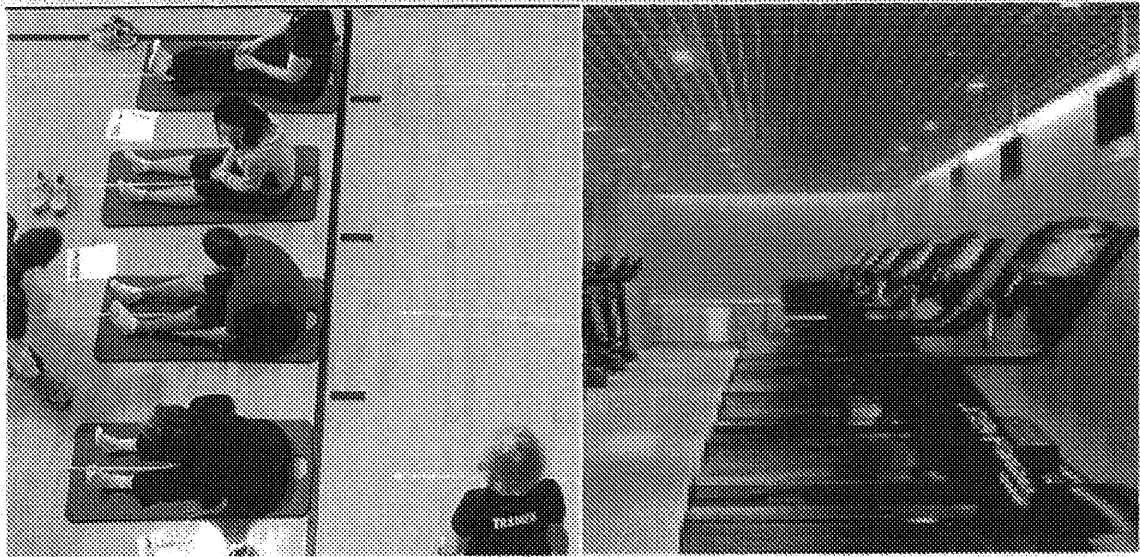
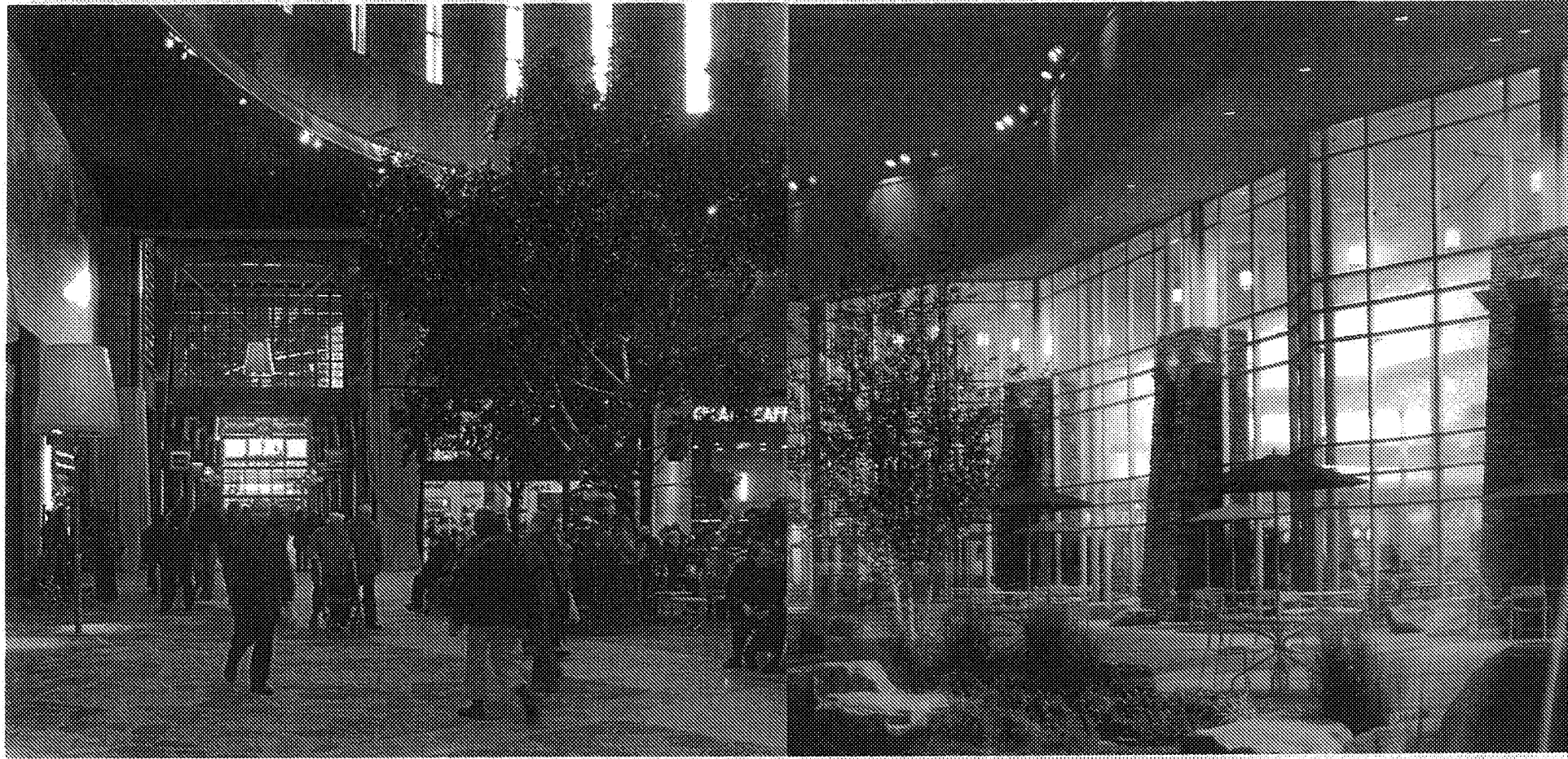
STELLAR INVESTMENT INC

THE TOP
LUNENBURG NOVA SCOTIA

TOWN CENTRE

PETROFF PARTNERSHIP ARCHITECTS

PETROFF



TOWN CENTRE

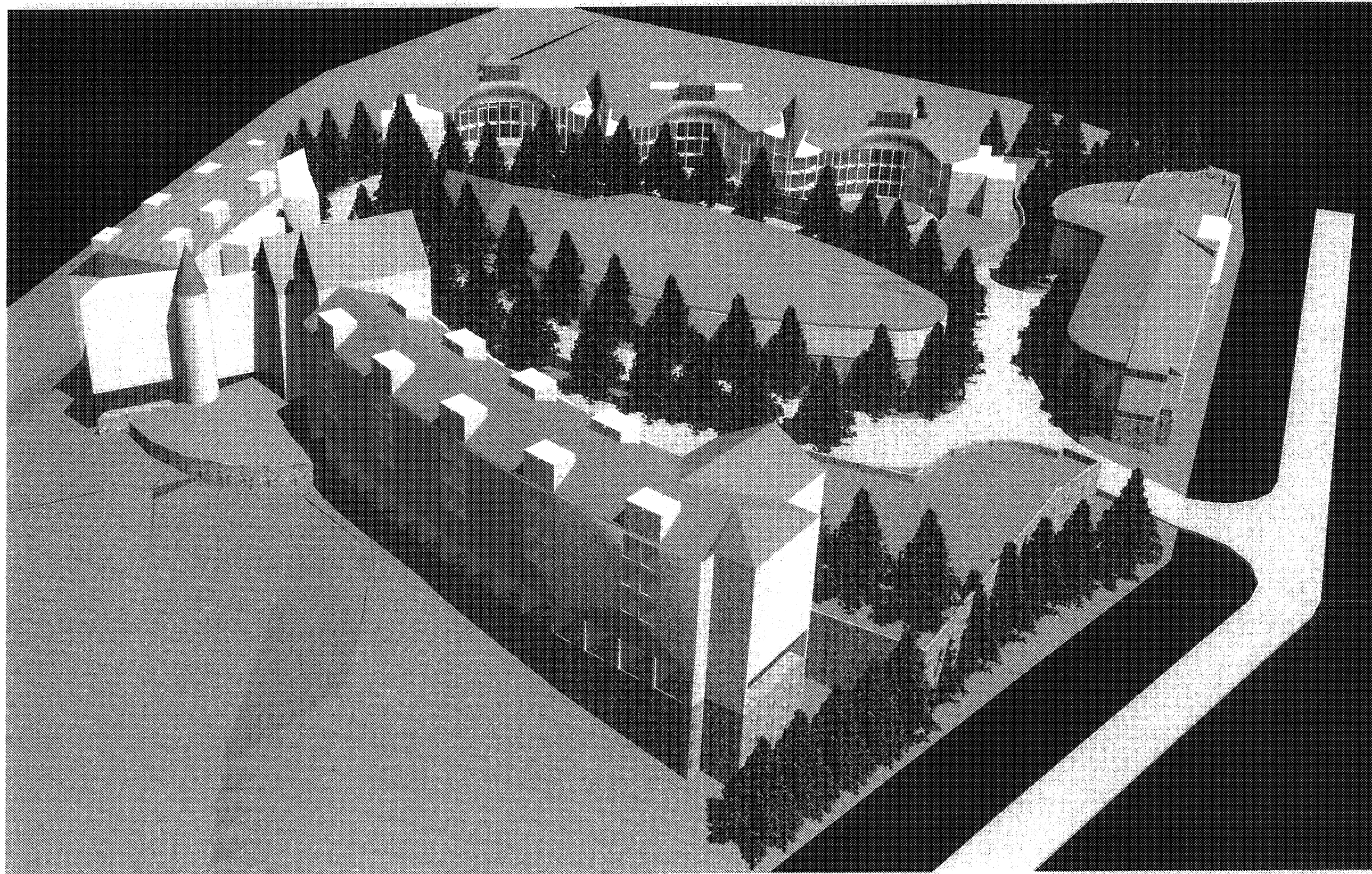
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC



AERIAL PERSPECTIVE

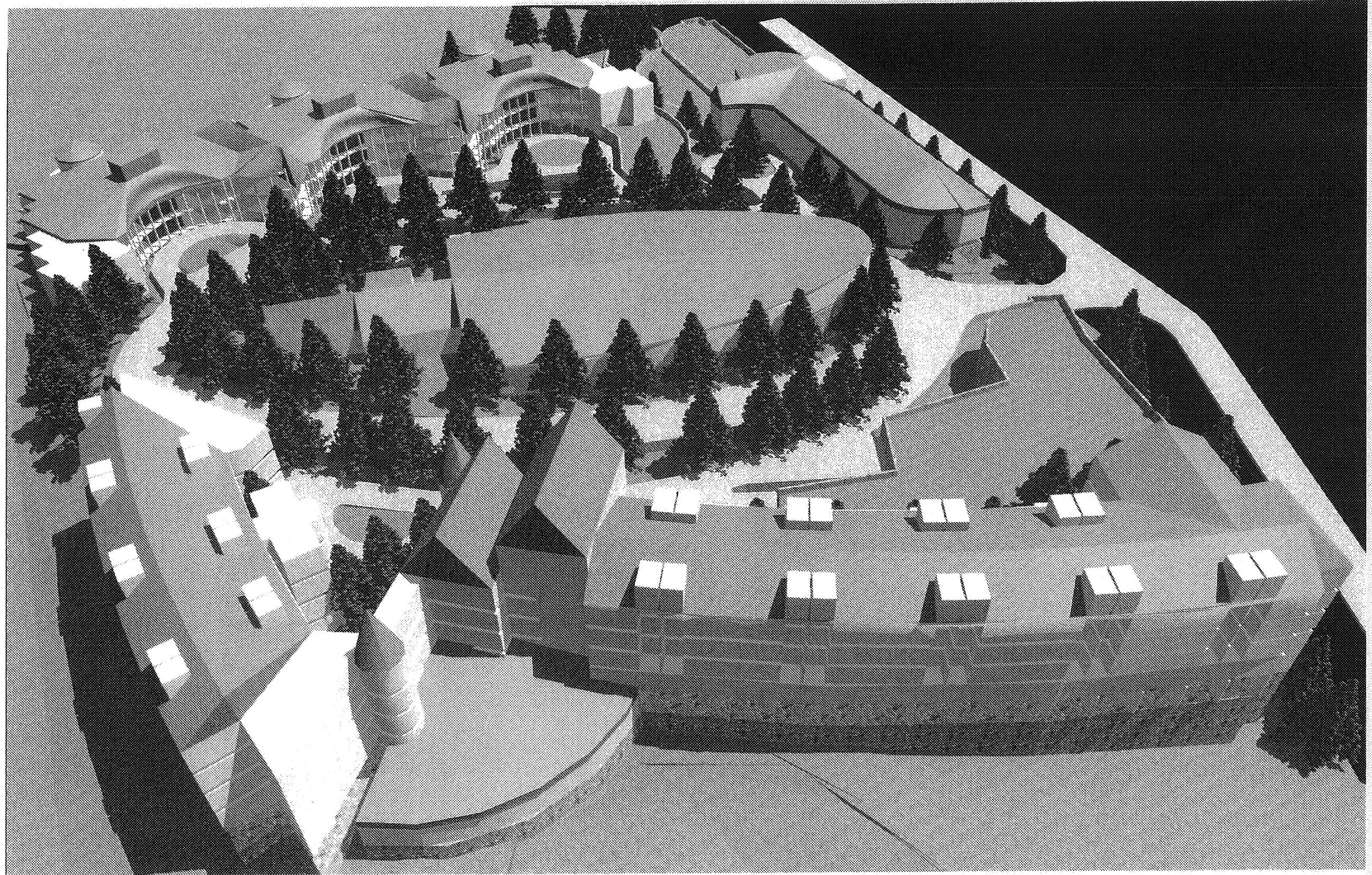
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC



AERIAL PERSPECTIVE

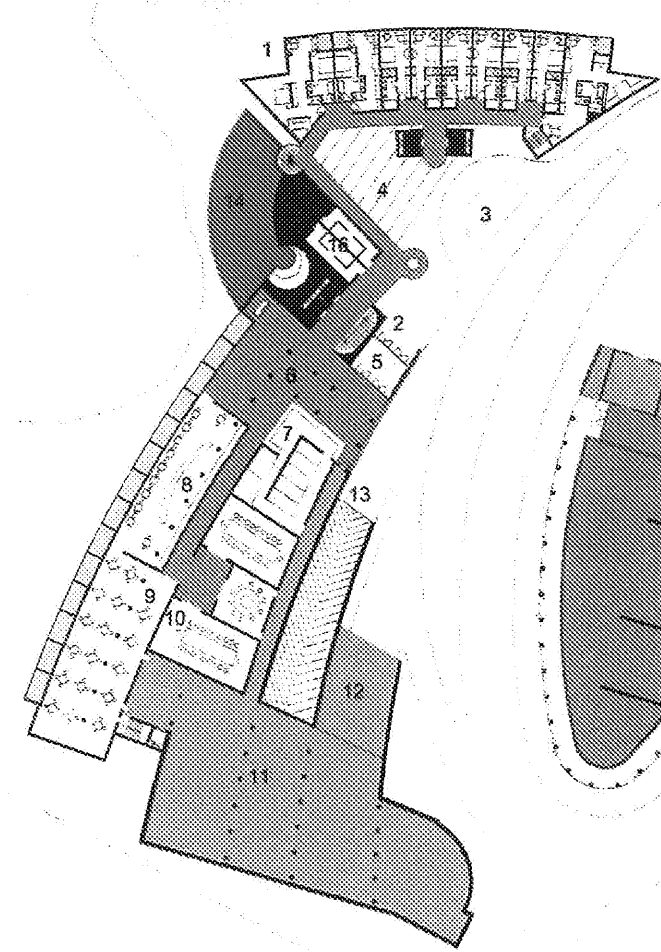
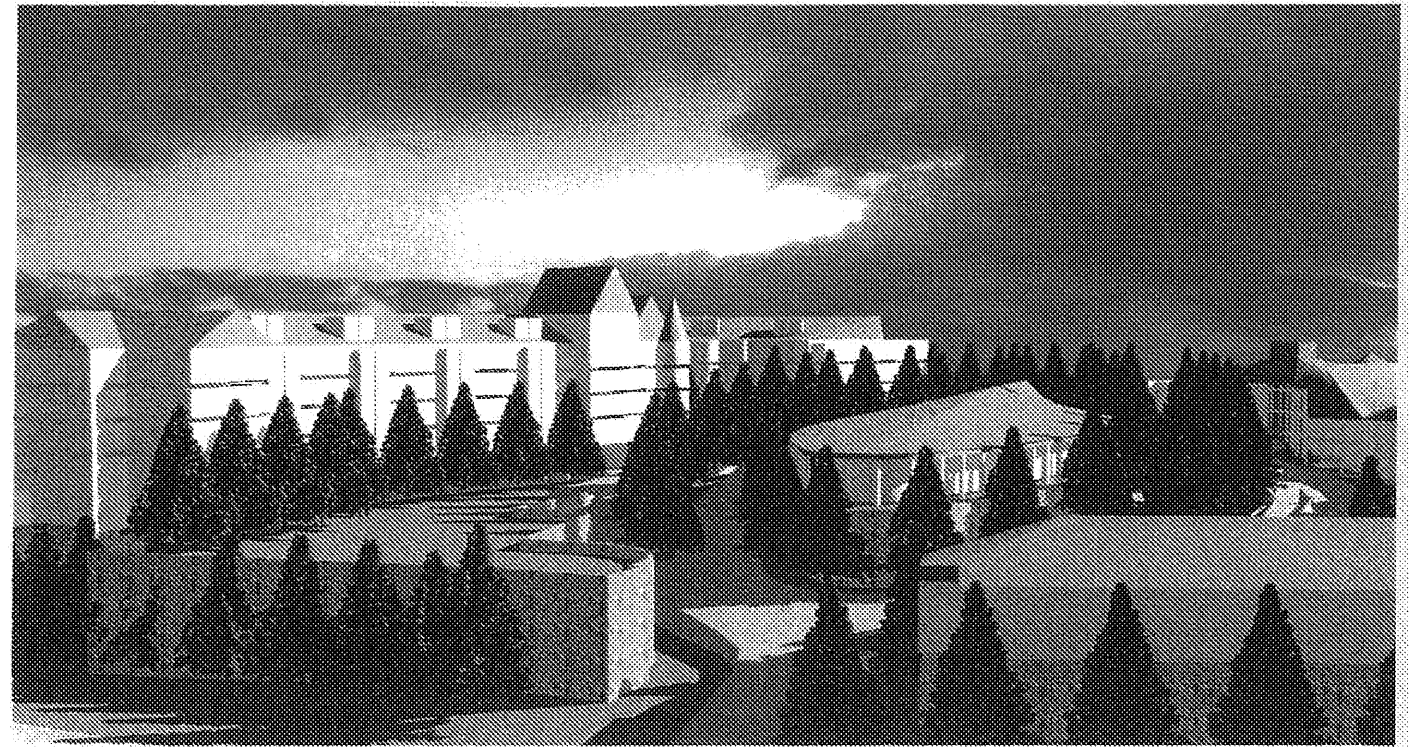
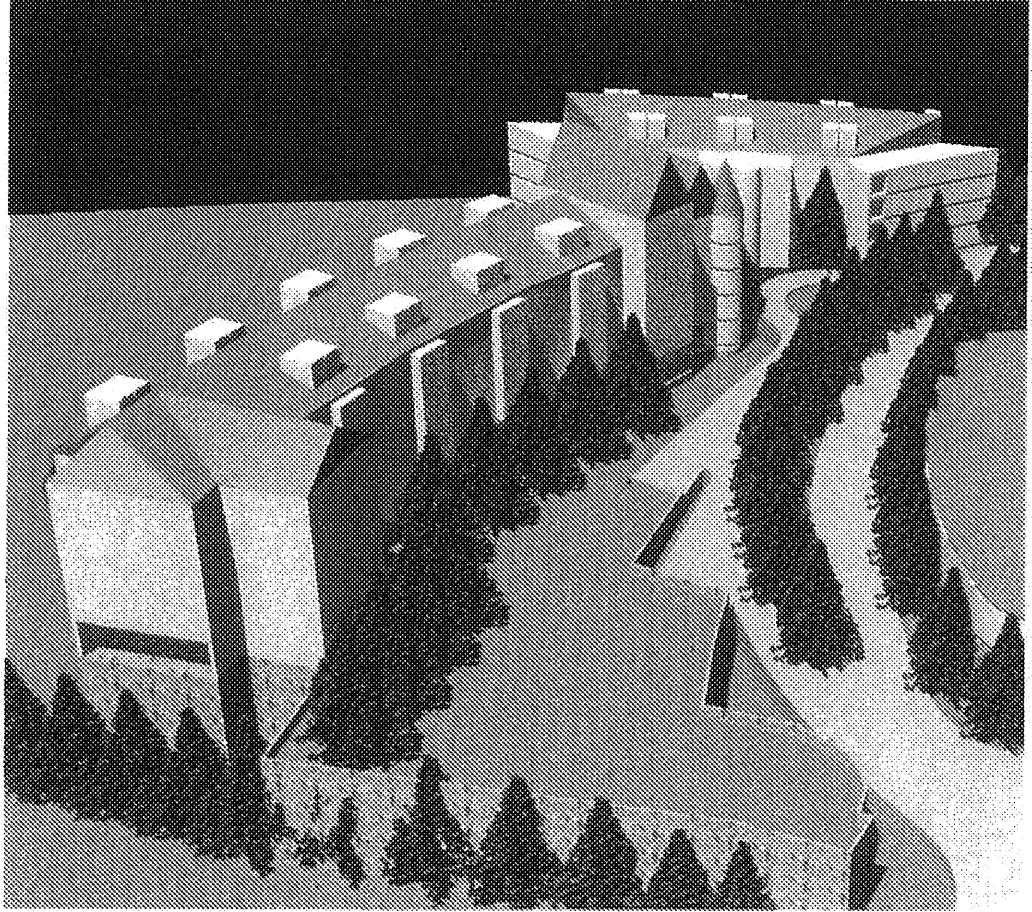
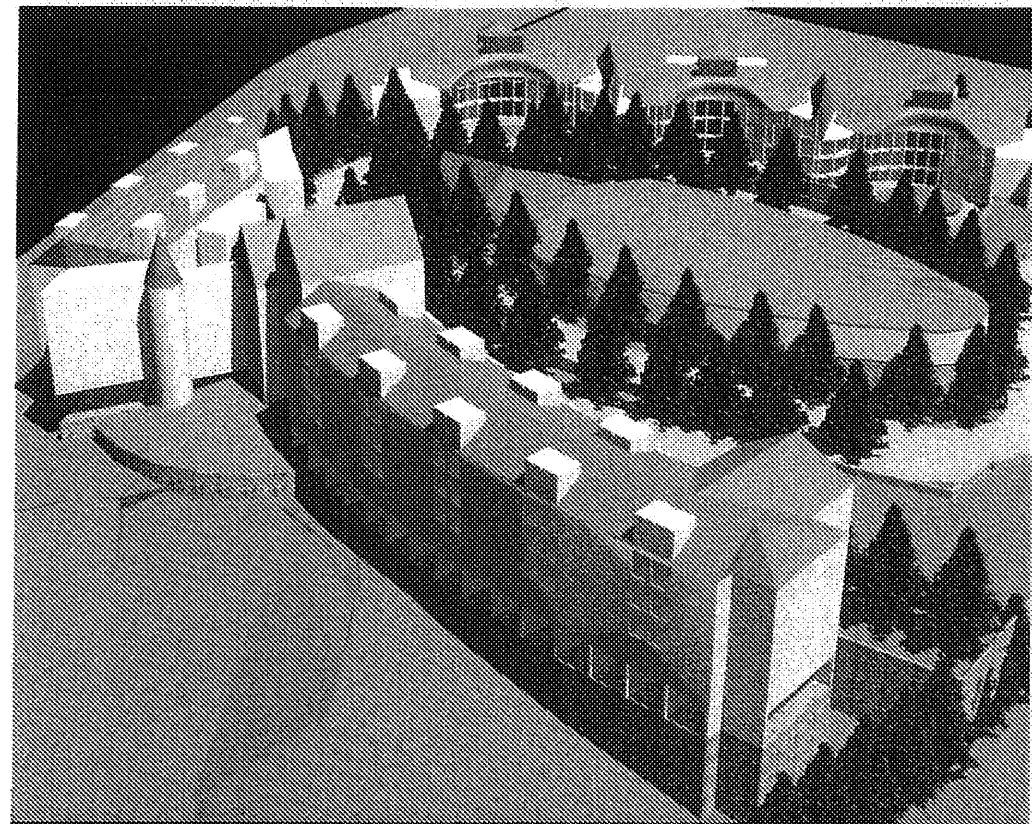
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

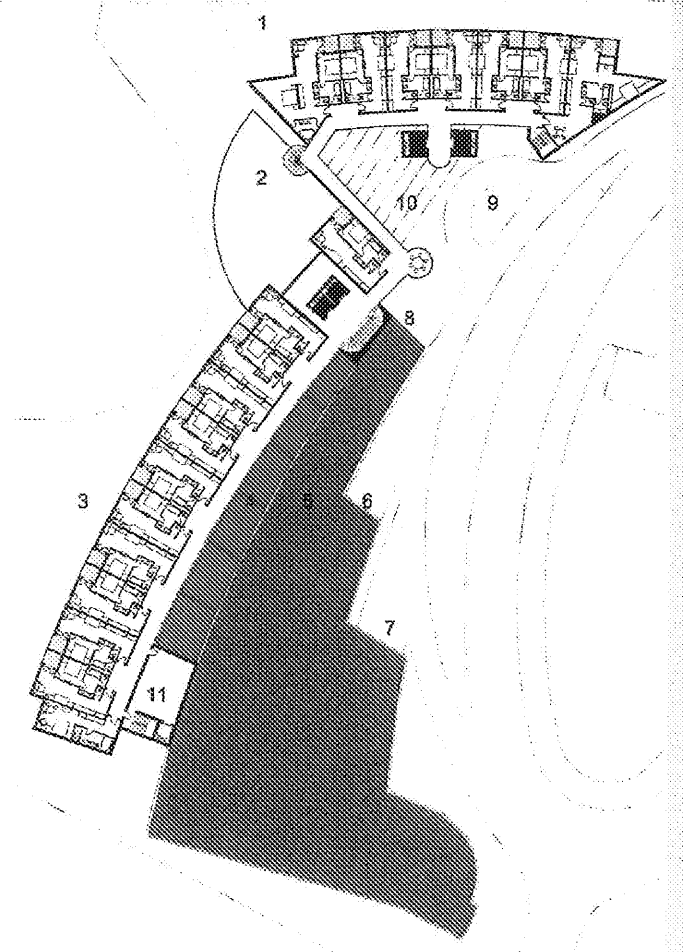
THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC



LOWER LEVEL

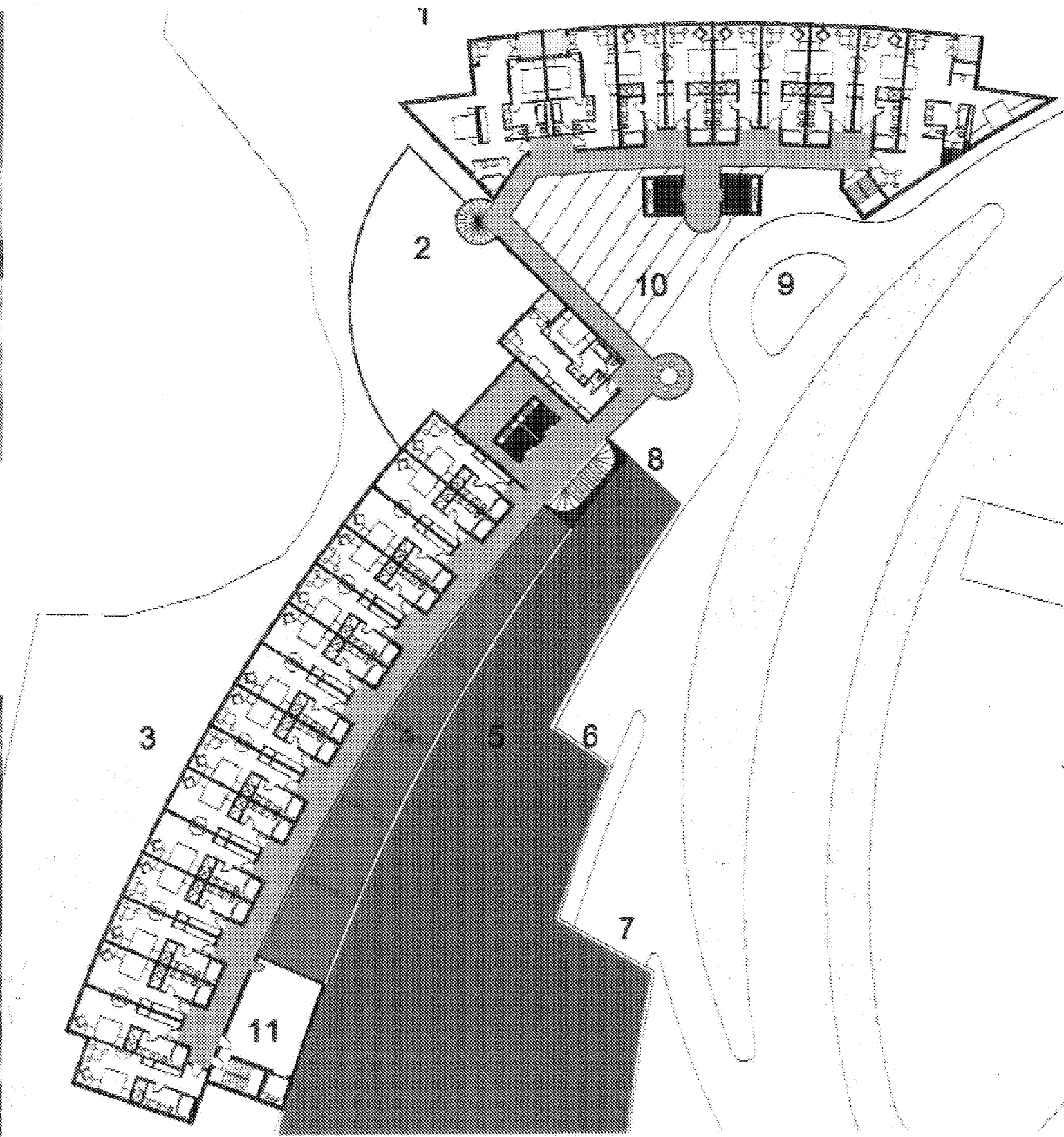
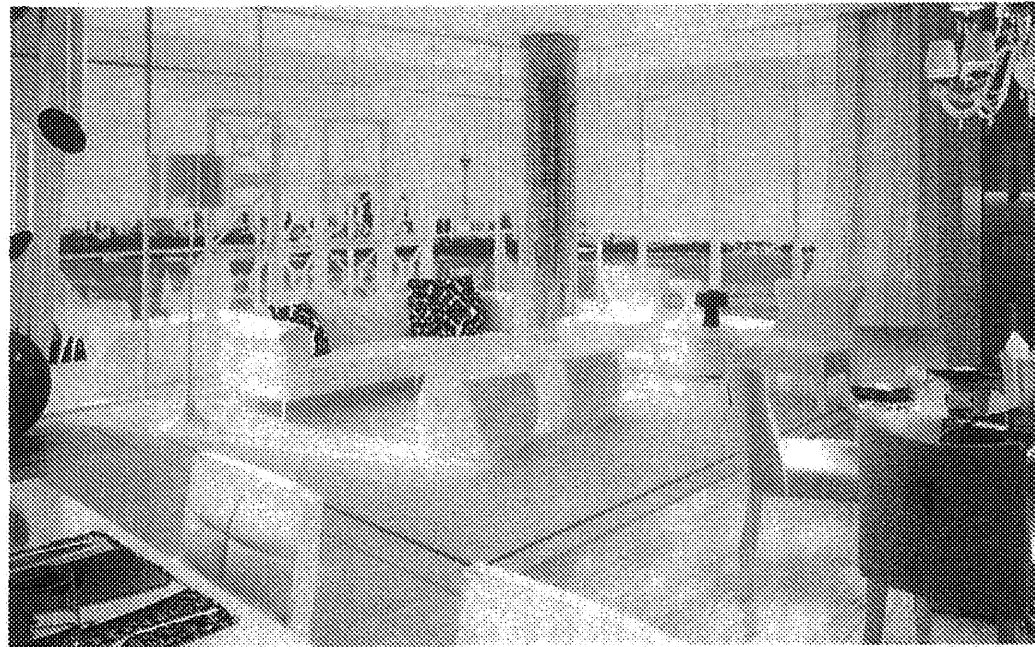
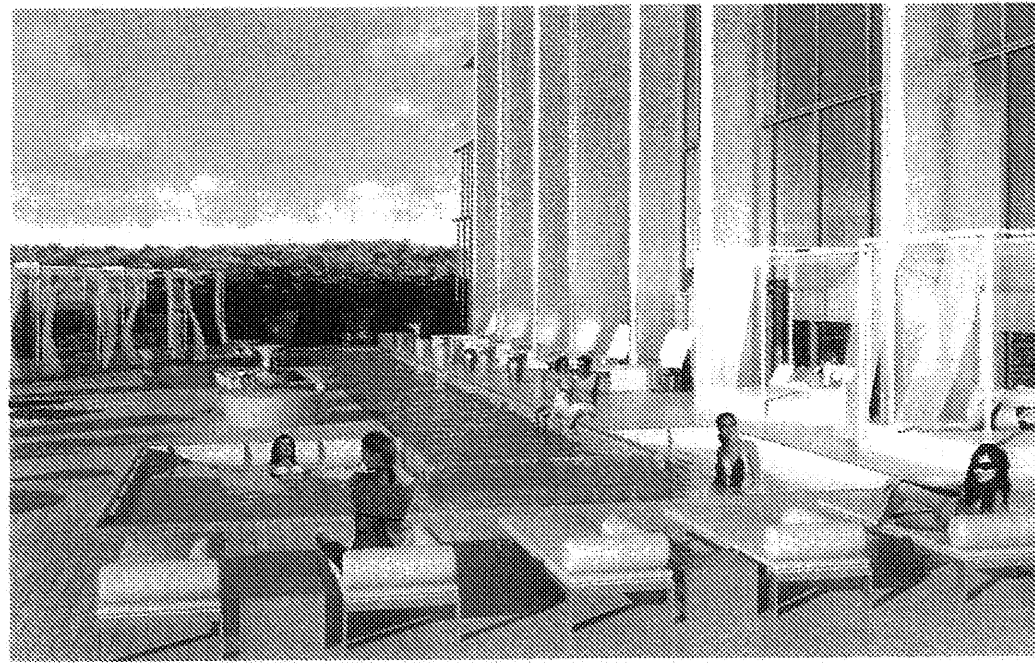


UPPER LEVELS

HOTEL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF



HOTEL

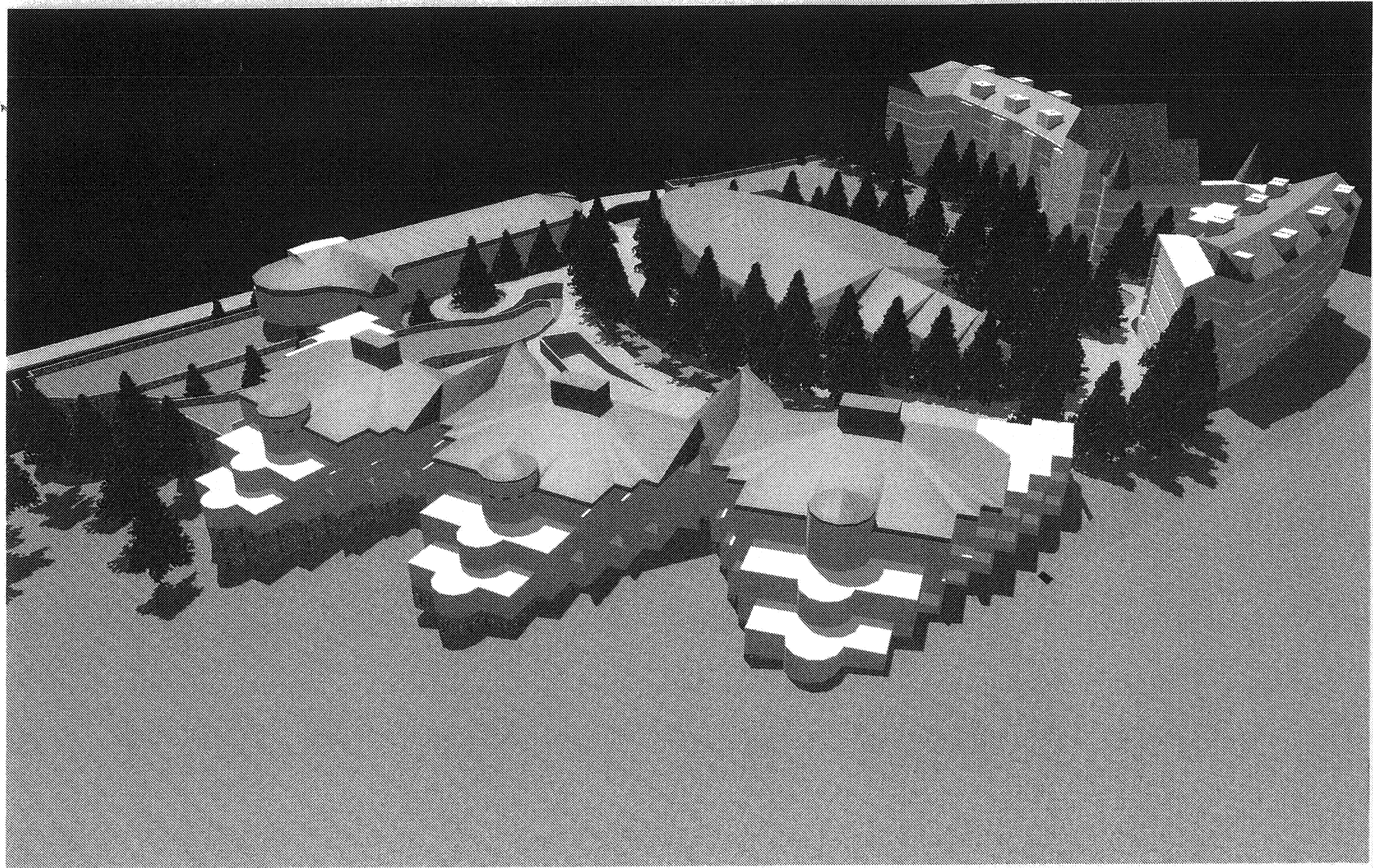
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNENBURG NOVA SCOTIA

STELLAR INVESTMENT INC



AERIAL PERSPECTIVE

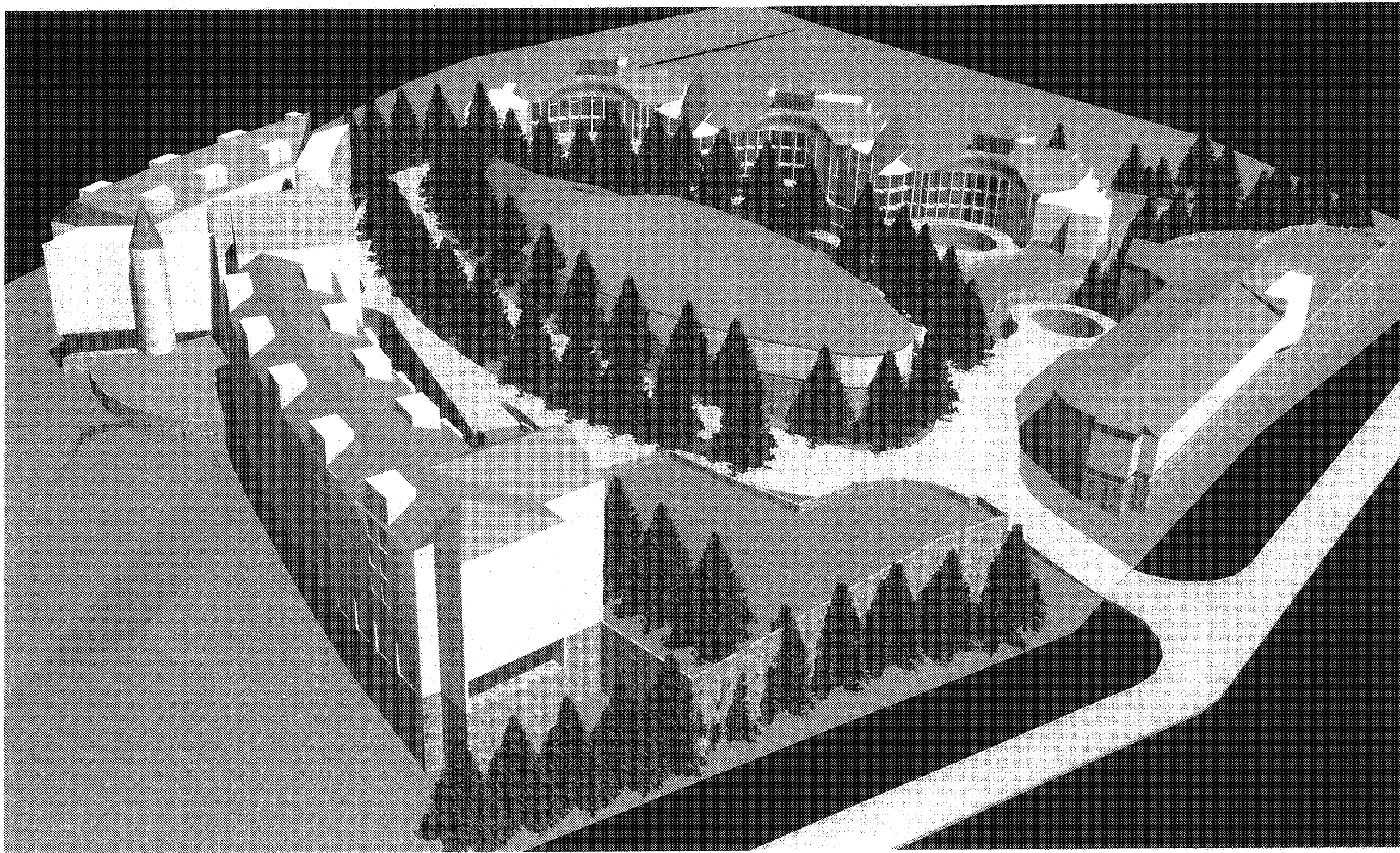
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNenburg NOVA SCOTIA

STELLAR INVESTMENT INC



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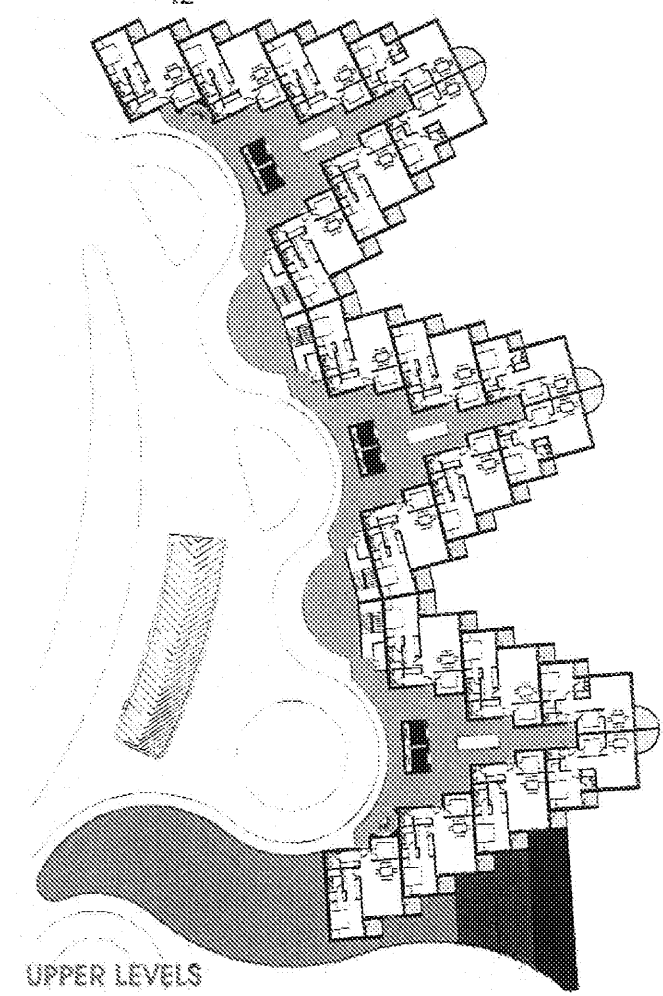
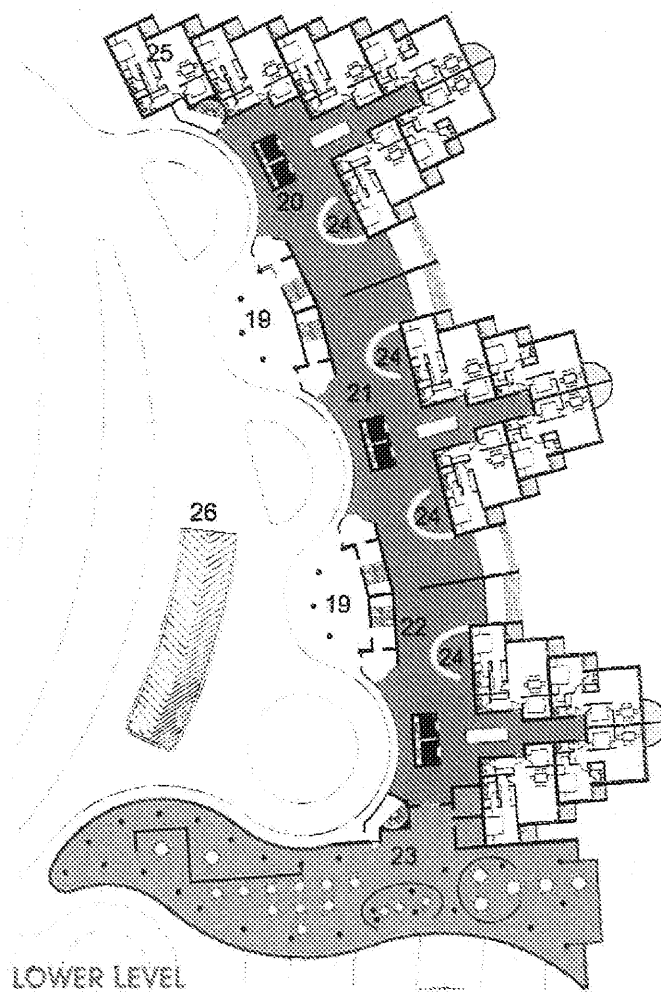
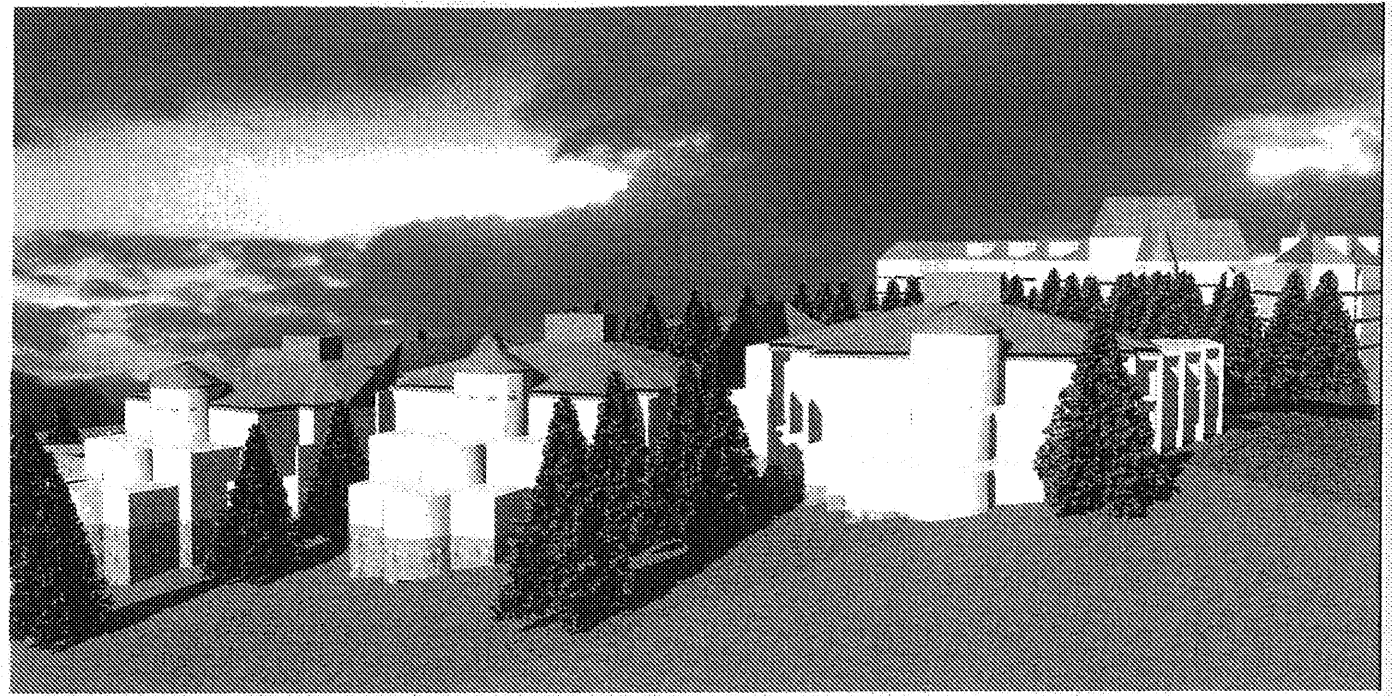
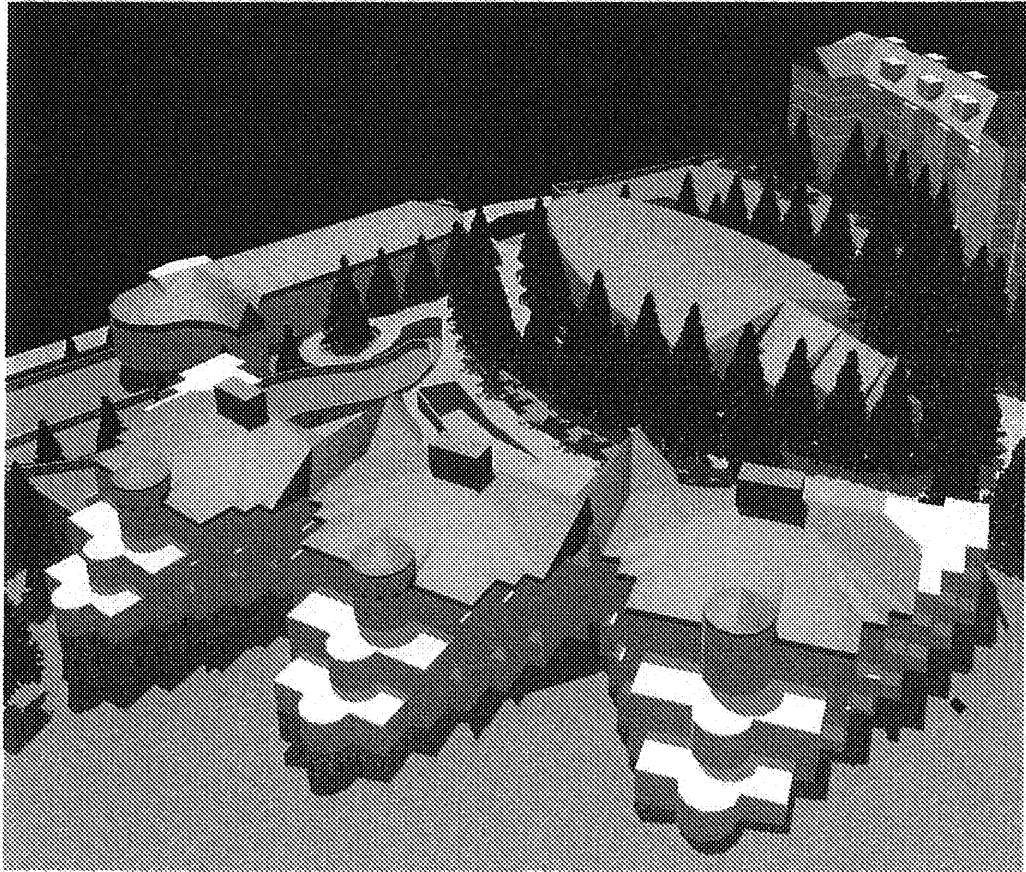
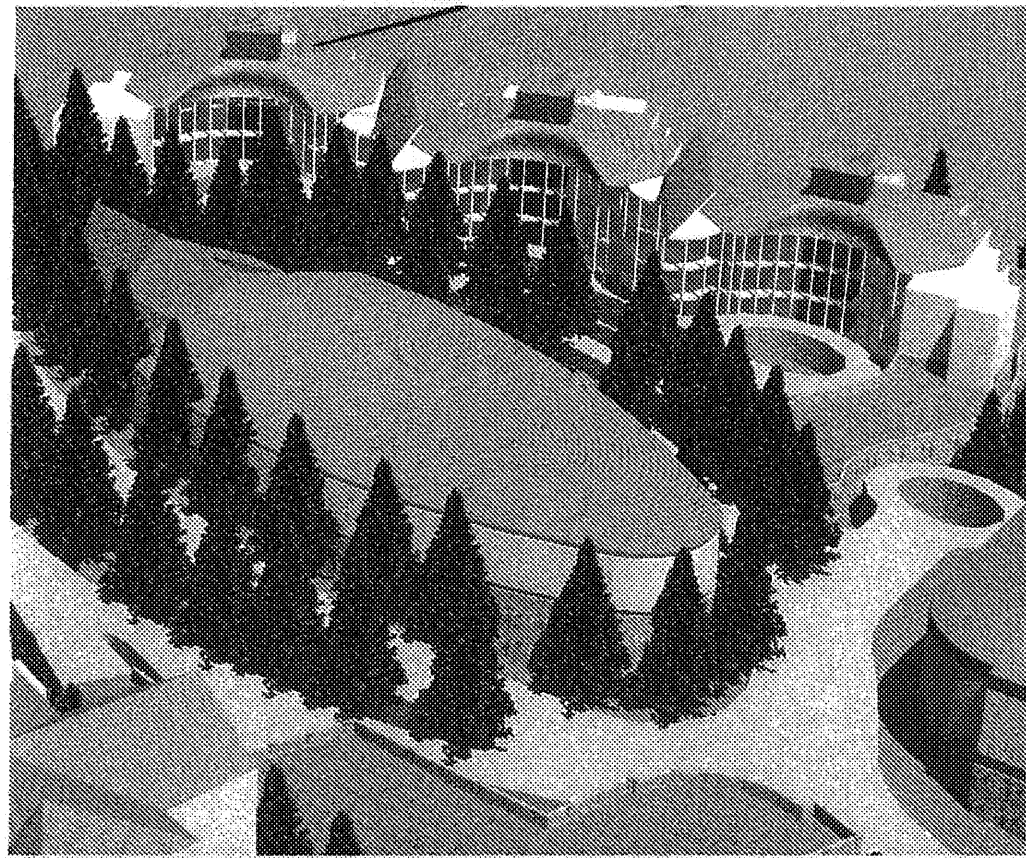
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNenburg NOVA SCOTIA

STELLAR INVESTMENT INC



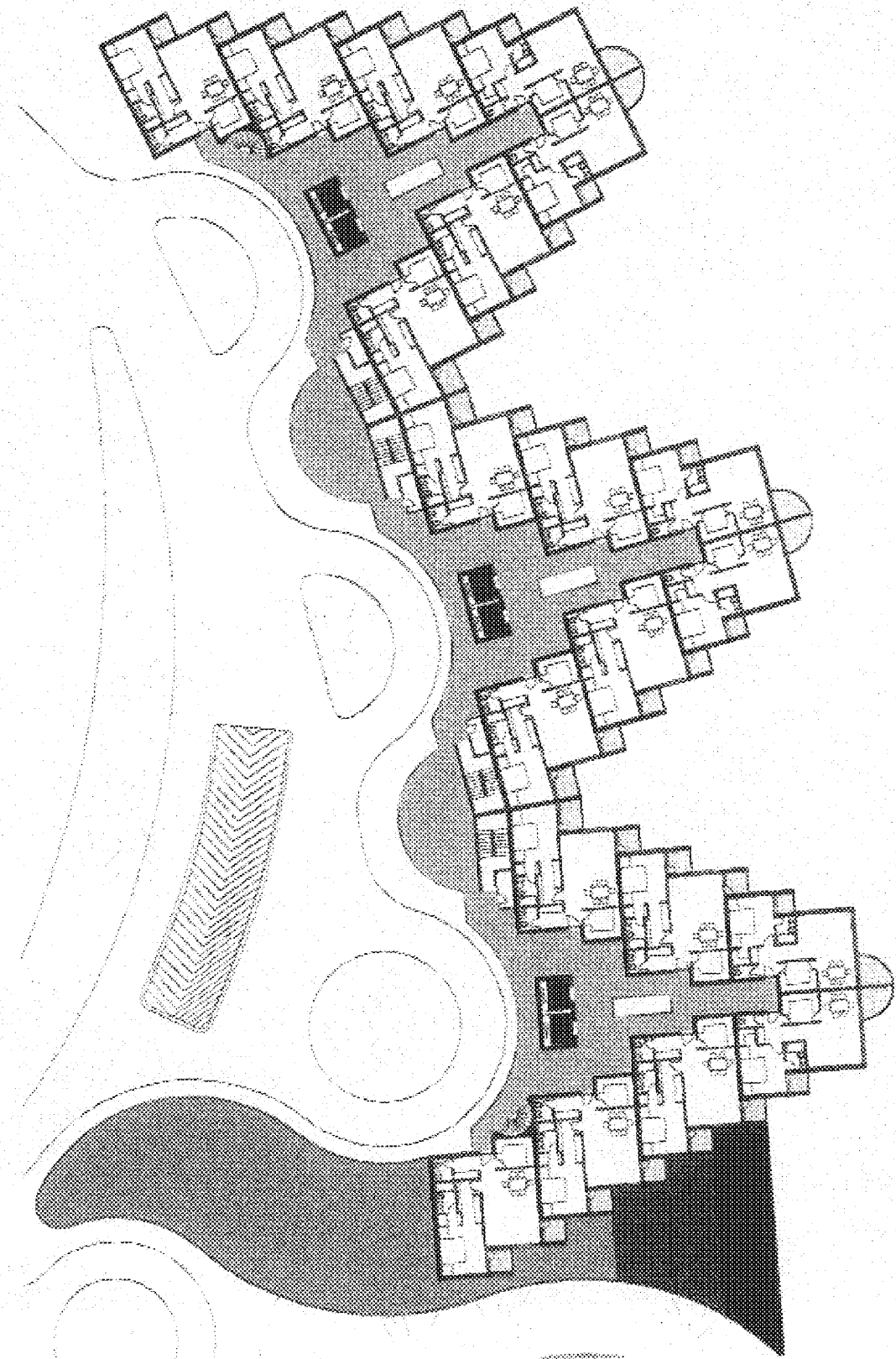
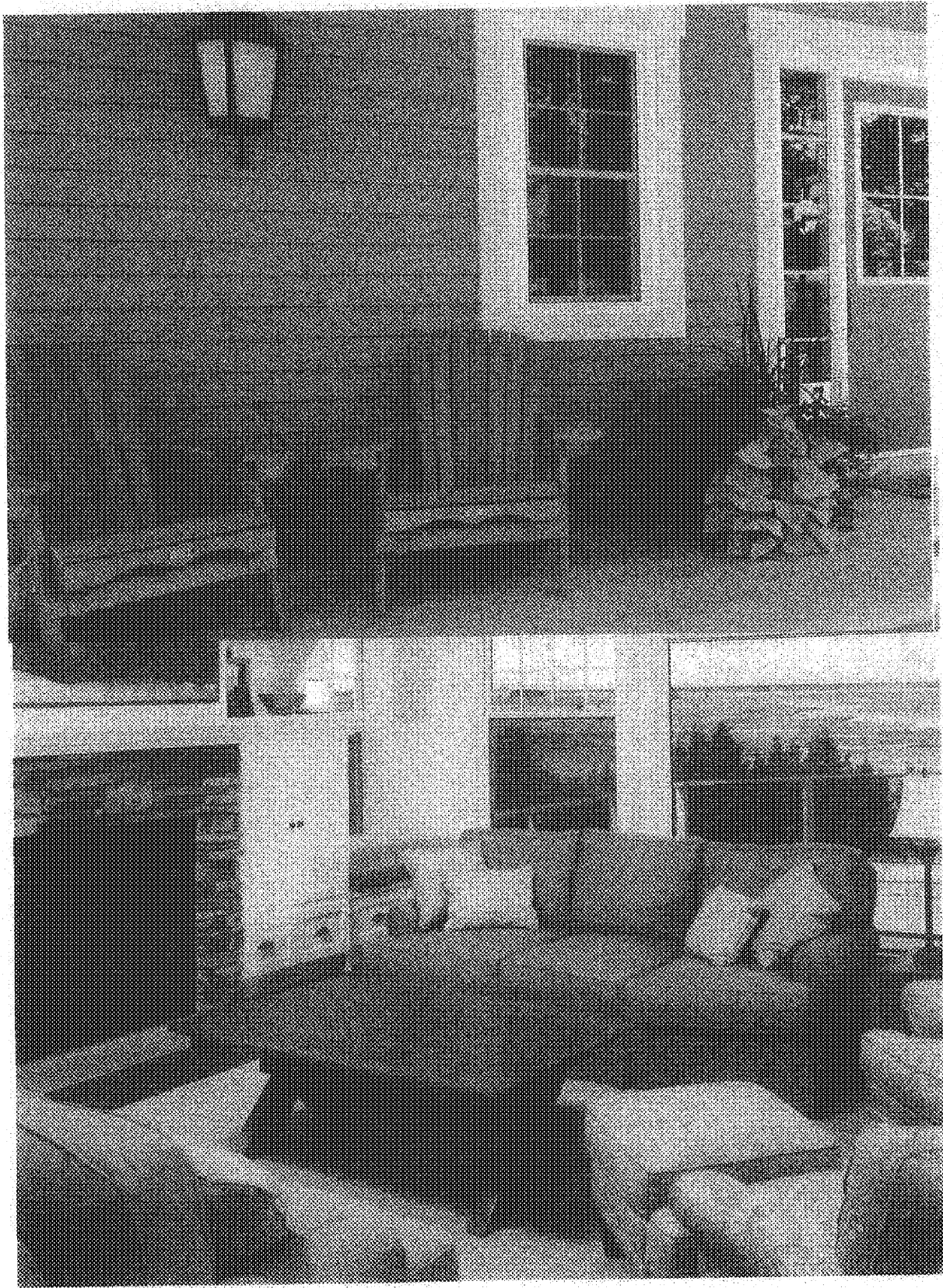
RESIDENTIAL

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC

THE TOP
LUNenburg NOVA SCOTIA



RESIDENTIAL

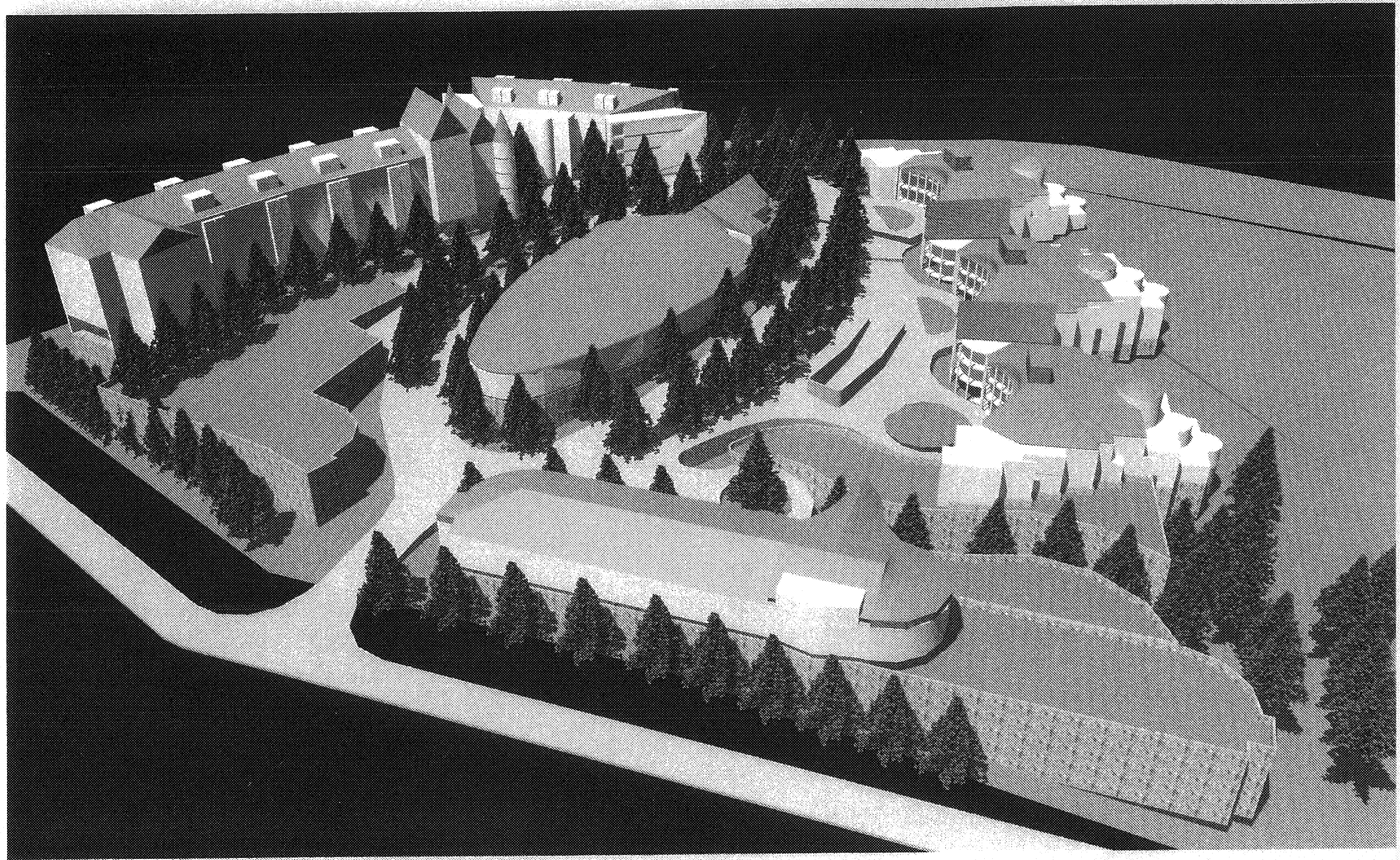
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

111E101

LUNenburg NOVA SCOTIA

STELLAR INVESTMENT INC



AERIAL PERSPECTIVE

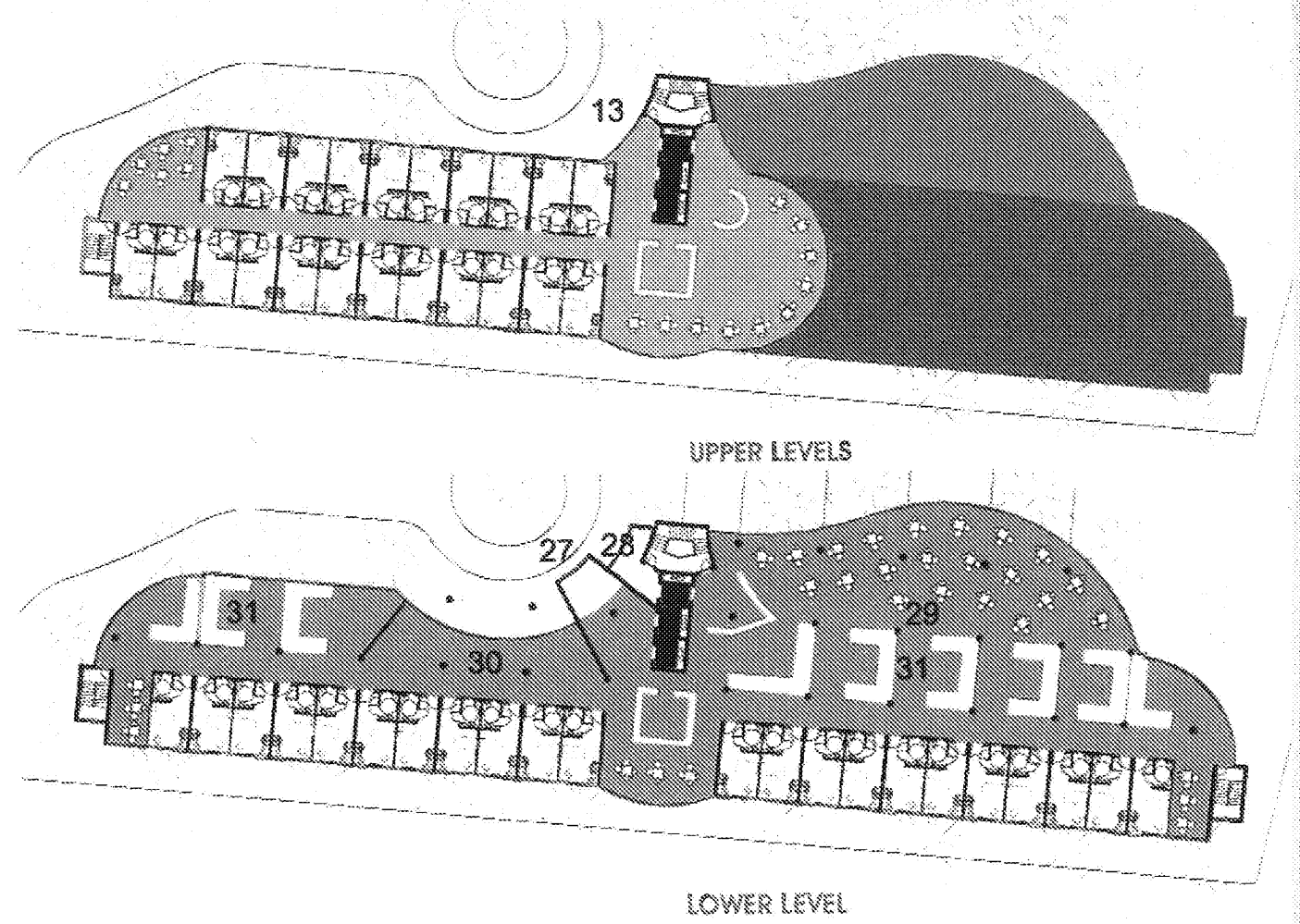
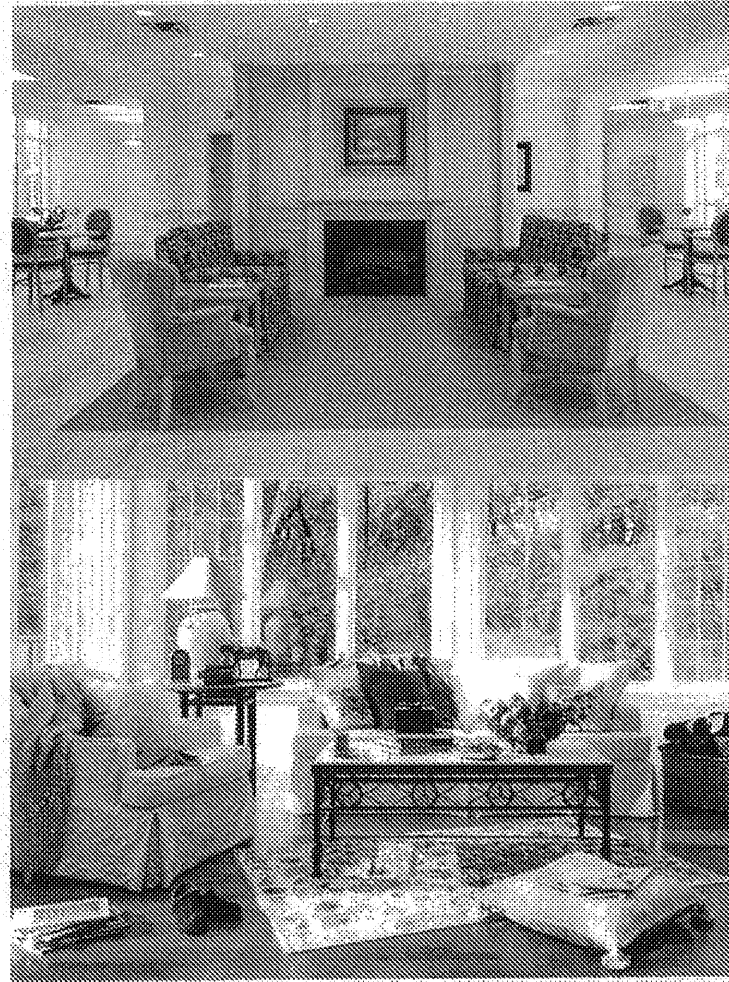
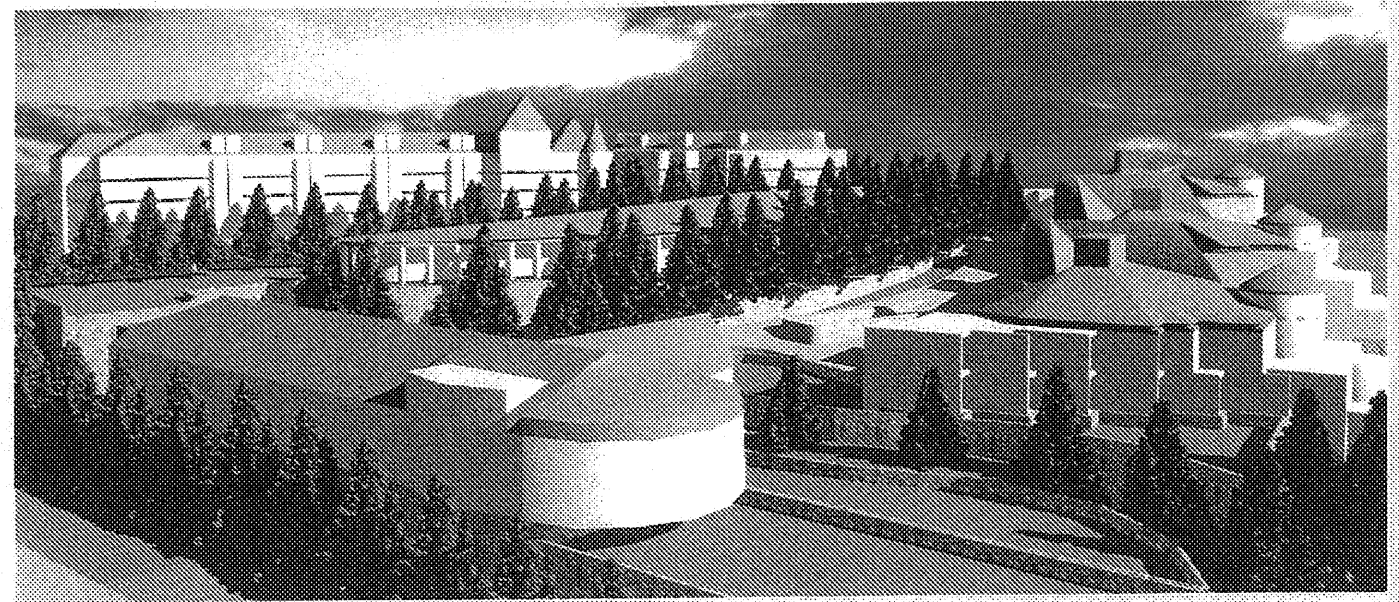
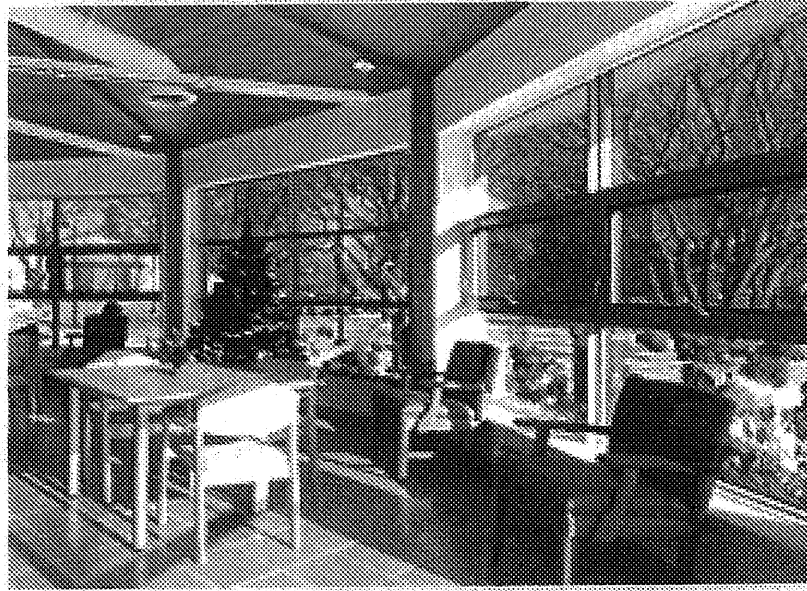
PETROFF PARTNERSHIP ARCHITECTS

PETROFF

THE TOP

LUNenburg NOVA SCOTIA

STELLAR INVESTMENT INC



LONG TERM CARE FACILITIES

PETROFF PARTNERSHIP ARCHITECTS

PETROFF

STELLAR INVESTMENT INC

THE TOP

LUNENBURG NOVA SCOTIA

