



AGENDA

Town of Lunenburg Council Meeting

Tuesday, April 27, 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. April 13, 2021 Council meeting minutes - motion to approve

Motion: moved and seconded approval of the April 13, 2021 Council meeting minutes.

5. Public Hearings, Presentations and Questions
 - a. Anne Macleod Weeks, Faune Creaser and Virginia Stephen, Plan B Housing Society, regarding Plan B Housing Project.
6. Correspondence, Petitions and Proclamations Consideration
7. Business Arising from the Minutes/Unfinished Business
 - a. Sarah Ensslin, P. Eng., regarding CBCL Engineering Wastewater Treatment Plant Pre-Design Progress Report regarding Outfall Extension Proposal Building and Condition Assessment – interim reports for information
 - b. Proposed Committees of Council Policy amendment to dissolve the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee – draft motion

Motion: moved and seconded approval of amendments to the Committees of Council Policy to dissolve the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee.

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

- a. Protective Services Committee April 8 meeting minutes – information only
- b. Planning Advisory Committee April 12 meeting minutes – 3 x recommendations/Councillor Sanford

Motion: moved and seconded to enter into a Development Agreement to add a third residential unit at 6 Victoria Road, PID 600557531, and give first reading and set a public hearing date to further consider same.

Motion: moved and seconded to enter into a Development Agreement to add a third residential unit at 185 Pelham Street, PID 60061704, and give first reading and set a public hearing date to further consider same.

Motion: moved and seconded to amend the text of the Land Use By-law, Part 16.1 Permitted Developments, under existing residential uses as follows, by inserting after “61 Tannery Road ABCO”:

- i. 200 Montague Street*
- ii. 268 Montague Street*
- iii. 272 Montague Street, converted dwelling with 3 units*

and give first reading and set a public hearing date to further consider same.

- c. Heritage Advisory Committee April 19 meeting minutes – 2 x recommendations/Councillor Ernst

Motion: moved and seconded approval of the recommendation to award the Town’s 2021 Heritage Recognition Awards to 12 Burma Road, 71 Prince Street, 25 Hopson Street, 97 Kaulbach Street and 169 Montague Street properties.

Motion: moved and seconded that staff complete the nomination process to nominate the Lunenburg Academy Restoration for a Nova Scotia Heritage Trust Award.

- d. Committee of the Whole Public April 20, 2021 – recommendation and notice of motion/Deputy Mayor

Motion: moved and seconded approval of the 2021/22 Water Utility Operating budget in the amount of \$1,641,100 and Water Utility Capital budget in the amount of \$668,000 and approval of the 2021/22 Electric Utility Operating budget in the amount of \$6,764,100 and Electric Utility Capital budget in the amount of \$573,800.

Councillor Halverson will give notice of motion of proposed amendments to the Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy.

9. New Business

- a. Recreation Capital Budget 2021/22 Capital Purchase Floor Scrubber Pre-Approval – staff report and draft motion

Motion: moved and seconded pre-approval of the 2021/22 capital purchase of a \$7500 floor scrubber for the Recreation Department to be paid for from the Town's General Capital Reserve.

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 –

- Lunenburg Academy Leases and Potential Sale of Town Buildings, section 22 (2) (a) Municipal Government Act
- Labour Relations, section 22 (2) (d) Municipal Government Act
- Contract Negotiations for Town License Agreements, section 22 (2) (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 May (revised from April for additional Water Utility rate impact information and presentation) 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, APRIL 13, 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 Avramenko, Town Solicitor's Office
Lisa Dagley, CPA, CGA, Finance Director
Pat Burke, Q.C., Town Solicitor
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 6:01 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

It was agreed to defer consideration of agenda #9 (a) as staff are exploring bulk purchasing and obtaining additional information for a follow-up report.

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

4. March 23, 2021 Council meeting minutes

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

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
- 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

The Town Engineer provided an overview of the staff report (Schedule "A") for Council consideration.

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 for a budget total of \$66,000 including HST so the project can immediately proceed to tender and construction (Schedule "A"). Motion carried.

- b. Wastewater Treatment Plant Flood Control Engineering Report

The Town Engineer summarized the findings of the report (Schedule "B") prepared following Hurricane Dorian flooding at the Wastewater Treatment Plant in September 2019. Interim flood prevention equipment was purchased and used already with longer term solutions being addressed as part of the Wastewater Treatment Plant upgrades pre-design engineering project.

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

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

These minutes were received for information.

- b. Committee of the Whole Meeting April 6 meeting minutes – Notice of Motion and Recommendation

Motion: moved and seconded notice of motion of proposed amendments to the Committees of Council Policy to wind-up the Lunenburg War Memorial Community Centre/Recreation Committee and Active Transportation Sub-Committee (Schedule "C") for possible adoption at the April 27, 2021 Council meeting. Motion carried.

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 "D"). Motion carried.

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

9. New Business

a. Fuel and Furnace Servicing 2021 – 2023 Proposed Tender Award by Council

Deferred as noted above.

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

Motion: moved and seconded receipt of the 2011 Development Agreement amending application (Schedule “E”) for a hotel resort, condominium units and apartment building on three lots at 101 Masons Beach Road and refer 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 for further consideration. Motion carried.

6:24 p.m. – Council recessed to meet in camera.

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

Council reconvened in public session at 7:04 p.m.

Motion: moved and seconded that as a municipality may lease property at a price less than market value to a non-profit organization that the Council considers to be carrying on an activity that is beneficial to the municipality:

1. The Town considers the Lunenburg Board of Trade Society to be a non-profit organization that is carrying on activities that are beneficial to the Town (including a Visitor Information Center and Campground); and
2. The Town shall enter into a lease in the form attached hereto as Schedule LBOT and the Mayor and CAO are authorized to execute the lease on behalf of the Town and affix the municipal seal thereto (Schedule “F”).

Motion carried.

Motion: moved and seconded that the Town enter into a Second Lease Amendment Agreement with South Shore Regional Centre for Education (SSRCE) in the form attached hereto as Schedule “G” and the Mayor and CAO are authorized to execute the document on behalf of the Town and affix the municipal seal thereto. Motion carried.

12. Adjournment

The meeting was adjourned at 7:05 p.m. by the Mayor.

Bea Renton, CAO

Lunenburg Plan Housing Society

Where we started

Our objectives:

- To explore accessible and innovative housing options, as well as address needs for appropriate services
- To encourage the creation and stimulation of diverse, engaged, and supportive neighbourhoods
- To champion creative, artful planning and building that will result in sustainable, adaptive, eco-friendly housing
- To look to models of housing which provide right-fit solutions for individuals to ensure all aspects of well-being

We recognize that Lunenburg has:

- A broad spectrum of households including many singles and active seniors
- a shortage of housing options for those coming to town, alone or with their families, to study, to teach, to perform, to work at such places as Eurocentre, Lunenburg Academy of Music Performance, and Harbourview, or for those coming to work on projects or contracts
- More potential land development sites to investigate
- a well educated population that values both heritage homes and contemporary, good design



What we know about our Core Group

We will not be developers but are willing to be involved in seeking out developers
 We have the skills to investigate , research, or explore possibilities
 Like the general population we have varying interests in community developme

Who we talked with

Local developers

Erica Brooks and Project Lunenburg and participated in all Project Lunenburg consultations

What we've done so far

Property we toured

Homeport
 4 Corners
 Blockhouse Hill

Places we looked at

The Maples, Antigonish
 Camro, Berwick
 Chandler's Cove , Chester
 Kwyet Waters, north of Chester
 Studied pocket neighbourhood concept

What we learned about

ICF building technology
 Optional possible wastewater technology (ABLE)
 Energy options such as solar, heat pumps, etc

Dawn Sutherland

Eurocentre Language School

LAMP

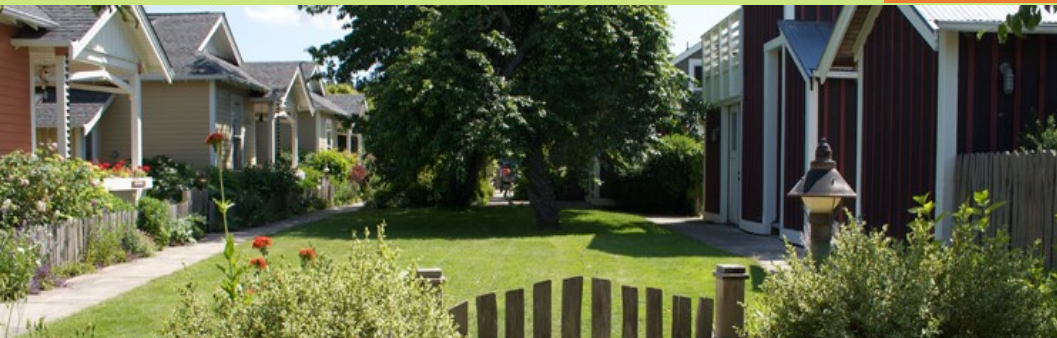
What we see as priorities for a new neighbourhood



- Green space to integrate nature (open green areas, gardens, pathways, trees, and outdoor relaxation and social spaces)
 - Individually owned units, cost range of \$250K-\$450K
 - Accessibility elements such as single story, accessible design throughout, open concept living, dining, kitchen, extra lighting, etc.
 - Long lasting/low maintenance materials, efficient heating/cooling
 - Private outdoor spaces ie deck, balcony, courtyard, porch
- Variety of housing types, depending on lot size and cost: single-story standalone, side by side duplex and townhouses, apartment-style multi-unit, rental units including affordable housing
 - Potential for live/work homes
 - Walking distance to services preferred; and/or available community transit to services
 - LEED compliant, with innovative eco elements
 - Innovative aesthetic: Contemporary exterior/interior design preferred
 - All owned units, all rented units, or some combination of owned *and* rented units
 - Some shared community amenities such as meeting room, library, workshop, kitchen
 - Parking lot; parking behind each unit; covered parking (if no garage) for groups of units



What model we would like to see in Lunenburg



- Partnership model compliant with the Comprehensive Community Plan
- Mixed housing
- Strong design aesthetic that introduces complementary architecture to the heritage inventory

A pocket neighbourhood

Lunenburg Plan ^BHousing Society

Presentation to Lunenburg Town Council

April 27 2021

Where we started

Our objectives:

- To explore accessible and innovative housing options, as well as address needs for appropriate services
- To encourage the creation and stimulation of diverse, engaged, and supportive neighbourhoods
- To champion creative, artful planning and building that will result in sustainable, adaptive, eco-friendly housing
- To look to models of housing which provide right-fit solutions for individuals to ensure all aspects of well-being

We recognize that Lunenburg has:

- A broad spectrum of households including many singles and active seniors
- a shortage of housing options for those coming to town, alone or with their families, to study, to teach, to perform, to work at such places as Eurocentre, Lunenburg Academy of Music Performance, and Harbourview, or for those coming to work on projects or contracts
- More potential land development sites to investigate
- a well educated population that values both heritage homes and contemporary, good design
- a shortage of affordable and available housing for all ages

What we know about our Core Group

- We will not be developers but are willing to be involved in seeking out developers
- We have the skills to investigate , research, or explore possibilities
- Like the general population we have varying interests in community development

What we've done so far

Property we toured

Homeport
4 Corners
Blockhouse Hill

Places we looked at

The Maples, Antigonish
Camro, Berwick
Chandler's Cove , Chester
Kwyet Waters, north of Chester
Studied pocket neighbourhood
concept
<https://www.pocket-neighborhoods.net/>


Who we talked with

Local developers
Erica Brooks and Project
Lunenburg and participated in
all Project Lunenburg
consultations
Dawn Sutherland
Eurocentre Language School
LAMP

What we learned about

ICF building technology
Optional possible wastewater technology
(ABLE)
Energy options such as solar, heat pumps,
etc



- 
- Green space to integrate nature (open green areas, gardens, pathways, trees, and outdoor relaxation and social spaces)
 - Individually owned units, cost range of \$250K-\$450K
 - Accessibility elements such as single story, accessible design throughout, open concept living, dining, kitchen, extra lighting, etc.
 - Long lasting/low maintenance materials, efficient heating/cooling
 - Private outdoor spaces ie deck, balcony, courtyard, porch
 - Potential for live/work homes

What we see
as priorities
for a new
neighbourhood



- Variety of housing types, depending on lot size and cost: single-story standalone, side by side duplex and townhouses, apartment-style multi-unit, rental units including affordable housing
- Walking distance to services preferred; and/or available community transit to services
- LEED compliant, with innovative eco elements
- Innovative aesthetic: Contemporary exterior/interior design preferred
- All owned units, all rented units, or some combination of owned *and* rented units
- Some shared community amenities such as meeting room, library, workshop, kitchen
- Parking lot; parking behind each unit; covered parking (if no garage) for groups of units



What model we would like to see in Lunenburg

Partnership model compliant with the Comprehensive Community Plan

Mixed housing

Strong design aesthetic that introduces complementary architecture to the heritage inventory

A pocket neighbourhood

Our rapidly
shifting
housing reality

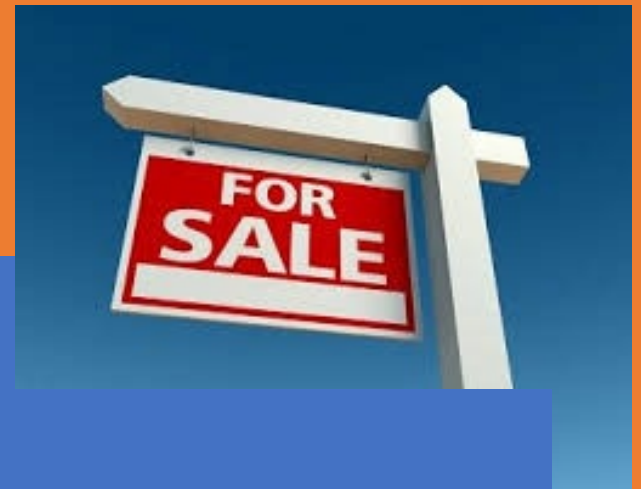
Statistics that relate to local Housing Sales

As of Saturday, April 24th;

- there were 5 single family homes for sale in the Town of Lunenburg
- The average of all the asking prices of those 5 homes is \$567,760. The median (middle) price would be \$416,300.

According to the Nova Scotia Association of Realtors (NSAR):

- In the Town of Lunenburg from March 2020 to March 2021 there have been 41 homes sold + 5 more that have had all their conditions met and are expected to close. These sales indicate approximately a 60% increase over the year prior.
- The monthly supply of homes for sale in the Town of Lunenburg from 2018-2021 is down 66.7%.



In all of Lunenburg County the following is recorded:

| | <u>2020</u> | <u>2021</u> | <u>%Change</u> |
|-----------------------------|-------------|-------------|----------------|
| New Listings | 68 | 91 | +33.8% |
| Closed Sales | 48 | 87 | +81.3% |
| Days on Market to Sell | 107 | 51 | - 52.3% |
| Median Sales Price | \$173,700 | \$377,992 | +90.0% |
| Inventory of Homes for Sale | 308 | 106 | -65.6% |

What We Propose

Since Housing in the Town of Lunenburg may be receiving a higher priority under the CCP:

- Plan B can offer support to address and specifically focus on housing development within our town limits.
- We recommend the formation of and participation in a Housing Task Force or other committee directed to improve those goals under the CCP.

That Task Force will work on Lunenburg housing development with Council's visions for development, the guidance of Project Lunenburg, and using the work Plan B has done to date.

Plan B can help by:

Supporting

Contributing

Facilitating





Building Condition Report, Outfall and Upgrades Update

Lunenburg WWTP



Introduction



- This presentation is an update for you on the progress of the WWTP project. No decision is needed at this time.
- The Building Condition Assessment Report is the first deliverable.
- It shows what work will likely be needed in the next 25 years to maintain the existing building in good condition.





Building Condition Report

- Snapshot of the condition of the buildings and building systems (plumbing, electrical, roofing, etc.) based on visual assessment.
- Does not include process items.
- Code compliance by visual assessment only; not an in-depth study of code compliance.





Main Findings: Process Building

- **Overall, the building is in acceptable condition, as expected due to its age.**
- **Some items are nearing the end of their reliable service life.**
- Roofing is likely original. It has a ~20-year service life and will need to be replaced in the next 5 years.
- Some mechanical systems are likely original. They have a ~20-year service life and will need to be replaced in the next 5 years, especially the Air Handling Unit.
- Some electrical equipment has significant corrosion damage and should be replaced soon.
- Exterior lighting has some damage due to faulty controls. This could be replaced with high-efficiency LED units.
- Minor repairs are recommended to address corrosion, deteriorated finishes, cracks in concrete and other minor deficiencies.



Main Findings: Bioreactor Building

- **Overall, the building is in acceptable condition, as expected due to its age.**
- Fibreglass roof will need to be replaced in 20+ years. Washing and coating may be recommended now.
- Repairs are recommended to corroded doors and hardware, wires, walkway railings, and exterior stairs & railings.
- Electrical junction box inside building should be properly supported.
- Interior lighting could be replaced with high-efficiency LED units.



Main Findings: Biofilter Fan Building

- Overall, the building is in near-new condition.
- Nothing requires replacement in the near future.



Building Condition Assessment Costs

- The probable cost to replace / repair all the identified building component deficiencies over the next 25 years is as follows:
 - 0 – 5 years: \$291,800
 - 5 – 10 years: \$306,500
 - 10 – 15 years: \$67,500
 - 15 – 20 years: \$225,080
 - 20 – 25 years: \$635,900
- Opinions of probable cost are expressed in 2021 dollars and do not include HST or any allowance for interest, inflation, or Covid-19 effects.
- These are suitable for global budgeting purposes, but additional engineering design work would be required to prepare project-level budgets.



Outfall Extension



- **Two options are being identified for further engineering design work**
- Existing outfall location was compared to four extension options in Front Harbour. There are considerable differences between options in how well the effluent is dispersed.
- Inner Harbour outfall locations don't disperse the effluent as well as locations farther out in the Harbour.



Near Term Upgrade Items

- Design criteria have been set for the items included (on the next slide)
- Equipment Suppliers have been contacted for quotes and information.
- Next steps are to provide designs for each item and make drawings.



Near Term Upgrade Items

- Replace headworks screen and compactor
- Resolve grating and hatch issues
- Replace Aeration Blowers & separate air header into two zones.
- Add online instrumentation in Bioreactor
- Investigate DAF polymer makedown equipment options
- Replace polymer dose pumps
- Investigate DAF level control options: include manifolded manual weir
- Add additional UV disinfection bank & Investigate retrofit of UV wiper
- Exhaust Drops in Process Room for H₂S control
- Blower room heat dissipation
- Service water supply to Bioreactor
- Replace grit and water supply pipework in headworks
- Investigate and repair/replace compressor pipework
- Flood protection
- Standby Generator for critical equipment



Project Lunenburg Expansion

- Design criteria have been set and sent to equipment suppliers for quotations.
- This includes the following technologies:
 - Moving Bed Bioreactor/Dissolved Air Flotation (same as existing)
 - Membrane Bioreactor
 - Sequencing Batch Reactor
- Next steps are to put together process schematics and compare sizing to available space on site, once supplier quotations arrive.



Any questions?






Building Condition Assessment Town of Lunenburg Wastewater Treatment Plant



Draft Report

210803.01.00 • March 2021

| | | | | |
|---|--------------|---------------------|-------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 001 | Draft Report | Sarah Ensslin | 2021/03/26 | Steve Eisan |
| Issue or Revision | | Reviewed By: | Date | Issued By: |
|  <p>This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.</p> | | | | |



March 26, 2021

Ian Tillard, P.Eng.
Town of Lunenburg
119 Cumberland Street
Lunenburg, Nova Scotia B0J 2C0

Dear Mr. Tillard:

RE: *Building Condition Assessment – Town of Lunenburg Waste Water Treatment Plant – Draft Report*

Attached is the CBCL Limited Draft Building Condition Assessment Report for the Town of Lunenburg Wastewater Treatment Plant, 125 Starr Street, Lunenburg, Nova Scotia B0J 2C0.

Please contact us if you have any questions or comments. Thank you.

Yours very truly,

CBCL Limited

DRAFT

Prepared by:
Steve Eisan, P.Eng.
Senior Structural Engineer
Direct: 902-492-6746
E-Mail: seisan@cbcl.ca

DRAFT

Reviewed by:
Sarah Ensslin, P. Eng.
Process Engineer

Project No: 210803.01

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

Contents

Executive Summary4
Chapter 1 Cost Estimate9

Appendices

- A Building Elements Breakdown with Class D Opinion of Probable Costs

Executive Summary

1. Background

CBCL Limited (CBCL) conducted a building condition assessment of the Town of Lunenburg's wastewater treatment plant, at 125 Starr Street, Lunenburg, Nova Scotia. The assessment consisted of a multi-disciplined architectural and engineering review of the building and the surrounding siteworks. The building siteworks, and architectural, structural, HVAC, plumbing & heating, fire protection, and electrical building systems and elements were assessed. The purpose of the assessment was to identify physical material deficiencies, recommend remedial repair measures and provide an opinion of probable costs to implement the recommendations, based on operating the facility in an acceptable condition state for the next 25 years.

The assessment followed the methodology outlined in ASTM E 2018, *Standard Guide for Property Condition Assessments*. The assessment consisted of review of existing documentation, operator interviews and walkthrough surveys to view existing conditions. To provide the industry-standard level of detail in the data collection and reporting process, CBCL addressed Level 3 Individual Elements as defined by ASTM E1557-09(2015), *Standard Classification for Building Elements and Related Sitework – UNIFORMAT II*.

2. Assessment Summary

Process Building:

The main Process Building is the largest building on the site. It was constructed in 2003. It is a 1-2 storey industrial wastewater treatment facility, owned and operated by the Town of Lunenburg. The headworks are located at the west end of the building. The headworks area of the building is comprised of cast-in-place (CIP) concrete foundations and tanks, concrete masonry unit (CMU) block walls, and precast concrete (PC) roof planks. The middle section of the building houses the operations office, laboratory, chemical storage, blower room, electrical room, washrooms, storage, etc. The process area of the building is at the east end; it is an open two-storey area. It houses process tanks, channels, equipment, etc. The office and process areas of the building are similarly constructed, with CIP concrete footings, foundations and floors, steel columns, beams, open web steel joists (OWSJ) and metal roof decking, and infill CMU exterior walls (between columns) and interior partitions. The exterior CMU walls terminate and transition to uninsulated metal-clad walls above the second-storey level. The building structure is in good condition. There are minor cracks in the foundation walls that should be repaired using epoxy-injection.

The roofing appears to be original; it is a two-ply modified bitumen roofing membrane system. The exterior building walls are finished with split-face ashlar concrete masonry blocks (below) and prefinished metal cladding (above). The interior surfaces of the CMU

walls and partitions are painted. There is an aluminum entrance system, painted exterior steel doors, sectional overhead doors, and aluminum framed windows. There are exposed concrete floors in the headworks and process areas, as well as in storage and utility rooms. There is sheet vinyl flooring in the common areas, office and laboratory. There is ceramic flooring in the washroom. The ceiling in the headworks area is exposed PC planks. There are exposed OWSJs and metal roof decking in the process area and in the storage and utility rooms. There is a suspended ceiling in the common areas, washroom, office and laboratory. The interior Stairs are comprised of CIP concrete. The roofing and other architectural components are in fair to good condition. It is understood from the operators that there have been past roof leaks; the roofing is quickly approaching the end of its service life and it should be replaced within 5 years. There is some rusting of interior and exterior doors and hardware. There is a minor delamination of sheet vinyl flooring and cracked ceramic tiles. There are several areas where there are random cracks and step-cracks in the mortar joints of the CMU walls. Some of the ceiling tiles in Office 109 are stained from a previous leak.

The original mechanical systems installed in 2003 are generally in fair condition, without any serious deficiencies or operational concerns. Mechanical systems include a variety of roof mounted or inline exhaust fans, air handling equipment, electric unit heaters, plumbing fixtures, domestic water piping, and basic controls. The equipment installed is generally commercial grade, but all equipment appears to be serviceable and operational. The one obvious exception is the small rooftop air conditioning unit in service to the Administration areas which has been plagued by several control issues, primarily the defrost cycle, which continues to go undiagnosed despite numerous service visits. The air handler is nearing the end of its reliable service life and should be replaced.

There are some newer systems in operation such as the large capacity HRV added in 2016 in the Process Area. This equipment and associated ductwork are of stainless steel construction and in very good condition.

The electrical service consists of a 600/347V, 800A, 3-phase, 4-wire switchboard with 600A main breaker, located in the Electrical Room adjacent to the Blower Room. A 75kVA transformer feeds the 120/208V building loads. Except for the Process area, the electrical distribution equipment appears to be in good condition.

Saltwater flooding in the Process area has caused significant corrosion on many of the electrical enclosures, particularly the equipment that was part of the original construction which has NEMA 1 enclosures. The newer equipment has NEMA 4X stainless steel enclosures and is in very good condition with no signs of corrosion. It is recommended that the corroded equipment be replaced with NEMA 4X equipment soon.

The exterior lighting is currently running 24/7 due to an issue with the photocell/contactor. This has caused many fixtures to develop holes in the lens from overheating. The building operator has indicated that they are in the process of having an electrician troubleshoot

the issues with the exterior lighting controls. Once the controls issues are corrected, it is suggested that the exterior wall packs be replaced with high efficiency LED fixtures.

Bioreactor Building:

The Bioreactor Building is the second largest building on site. It was also constructed in 2003. It is essentially a series of tanks within a perimeter building foundation and covered with a curved fibreglass dome roof/shell. The building foundation and tank walls are comprised of CIP concrete. There structure is in good condition. There are minor foundation cracks that could be repaired using epoxy-injection. The fibreglass roof could be due for replacement in 20+ years. We have included an optional item for replacement of the steel walkways and railings with FRP materials and stainless steel fasteners; this would be in lieu of ongoing maintenance of these items due to corrosion.

There are no architectural elements of note in this building.

There are no motorized mechanical systems in service other than the stainless steel ductwork, manual damper, and grilles providing for ventilation. There is a modest amount of corrosion on some components, installed in 2003, but generally the mechanical system is considered in fair condition and fit for purpose.

The Bioreactor Building is fed at 120/208V from a 60A,3P breaker in panel A (Process Building). A small distribution panel with NEMA 4X stainless steel enclosure is located on the exterior of the bioreactor building. Inside the building there is a small junction box which is supported by zip ties and the conductors. This should be properly supported as soon as possible. The lighting consists of fluorescent vapour type fixtures. It is recommended that these be replaced with LED fixtures once the ballasts begin to fail.

Biofilter Fan Building:

The Biofilter Fan Building was constructed in 2017. It is a small conventional timber-framed structure on an engineered concrete floor slab (foundation). Other than the top surface of the engineered floor slab, the building structure was not visible for assessment. The building is in near-new condition and no structural distress, deformation or settlement were observed.

The interior is finished with plywood and the exterior walls and roof are covered with prefinished metal cladding. The door is pressed steel. All architectural elements are in near-new condition.

The mechanical systems in service are limited to an exhaust fan and associated ductwork, all in excellent condition, installed in 2018.

The Biofilter Fan building is fed from panel A in the Process Building. All of the electrical equipment in this small structure is rated for hazardous locations and appears to be in very good condition. It is not anticipated that any of this equipment will require replacement soon.

Building Siteworks:

There are paved access roads and parking lots on site. They are in fair to good condition. We have included projected costs for immediate crack-sealing and settlement repairs, plus longer-term costs for repaving.

The exterior CIP concrete stairs and landings and hot-dipped galvanized (HDG) metal stairs, landings and railings are all in good condition, except for the HDG stair assembly at the east end of the Bioreactor Building. Those HDG stairs are corroded and will require preparation and recoating. We have included a projected cost of \$25,000 should the Town choose to replace them with a FRP stair assembly with stainless steel hardware, in lieu of ongoing maintenance to mitigate corrosion.

The retaining walls, lawns and plantings all seem to be in good condition, other than minor maintenance requirements.

A description of building components including those recommended to be repaired or replaced over the next 25 years is detailed in the elemental breakdown sheets provided in Appendix A. The following table provides a summary of the costs to implement the recommendations from this report, for the next 25 years. Opinions of probable cost are expressed in 2021 dollars with no allowance for interest, inflation, or Covid-19 effects.



**BUILDING CONDITION ASSESSMENT
LUNENBURG WWTP
OPINION OF PROBABLE COSTS
SUMMARY**

| | |
|---------------|-------------|
| Date: | 26-Mar-2021 |
| Project. No.: | 210803.01 |
| Prepared by: | SE |
| Budget Class: | Class D |

| ITEM NO. | DESCRIPTION | RECAPITALIZATION PERIOD & COST | | | | |
|----------|--|--------------------------------|------------------|-----------------|------------------|------------------|
| | | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 |
| 1 | BUILDING SITEWORK | \$10,000 | \$16,500 | \$0 | \$69,300 | \$0 |
| 2 | ARCHITECTURAL | \$120,200 | \$4,000 | \$0 | \$42,800 | \$13,000 |
| 3 | STRUCTURAL | \$3,500 | \$125,000 | \$0 | \$2,500 | \$200,000 |
| 4 | HVAC | \$36,300 | \$0 | \$0 | \$0 | \$162,000 |
| 5 | PLUMBING & HEATING | \$1,500 | \$22,500 | \$0 | \$10,000 | \$0 |
| 6 | FIRE PROTECTION | \$0 | \$0 | \$0 | \$800 | \$0 |
| 7 | ELECTRICAL | \$8,000 | \$20,500 | \$41,500 | \$13,000 | \$16,000 |
| 8 | DESIGN DEVELOPMENT CONTINGENCY 20% | \$35,900 | \$37,700 | \$8,300 | \$27,680 | \$78,200 |
| | TOTAL DIRECT COSTS (not incl. HST) | \$215,400 | \$226,200 | \$49,800 | \$166,080 | \$469,200 |
| 9 | GENERAL CONDITIONS & FEES 12% | \$25,800 | \$27,100 | \$6,000 | \$19,900 | \$56,300 |
| | TOTAL DIRECT & INDIRECT COSTS | \$241,200 | \$253,300 | \$55,800 | \$185,980 | \$525,500 |
| 10 | CONSTRUCTION CONTINGENCY 10% | \$24,100 | \$25,300 | \$5,600 | \$18,600 | \$52,600 |
| | TOTAL CONSTRUCTION COSTS | \$265,300 | \$278,600 | \$61,400 | \$204,580 | \$578,100 |
| | ENGINEERING FEES and EXPENSES | | | | | |
| 11 | ENGINEERING & DESIGN 10% | \$26,500 | \$27,900 | \$6,100 | \$20,500 | \$57,800 |
| | ENGINEERING COSTS | \$26,500 | \$27,900 | \$6,100 | \$20,500 | \$57,800 |
| | OTHER PROJECT COSTS | | | | | |
| 12 | ESCALATION (NOT INCLUDED) | | | | | |
| 13 | LOCATION FACTOR (NOT INCLUDED) | | | | | |
| | OTHER COSTS | | | | | |
| | TOTAL PROJECT COSTS (not incl. HST) | \$291,800 | \$306,500 | \$67,500 | \$225,080 | \$635,900 |

THIS PRELIMINARY OPINION OF PROBABLE COSTS IS PRESENTED ON THE BASIS OF EXPERIENCE, QUALIFICATIONS, AND BEST JUDGEMENT. IT HAS BEEN PREPARED IN ACCORDANCE WITH ACCEPTABLE PRINCIPLES AND PRACTICES. SUDDEN MARKET TRENDS, NON-COMPETITIVE BIDDING SITUATIONS, SIGNIFICANT UNFORSEEN LABOUR AND MATERIAL ADJUSTMENTS AND THE LIKE ARE BEYOND THE CONTROL OF CBCL LIMITED AND AS SUCH WE CANNOT WARRANT OR GUARANTEE THAT ACTUAL COSTS WILL NOT VARY FROM THE OPINION PROVIDED

- Note 1** A Design Development Cont. is to allow so that necessary design changes can be made as the design is developed
Note 2 A Construction Cont. is to allow for cost of additional work over and above the Original Contract Award Amount
Note 3 The Escalation/Inflation allowance is for increases in construction costs from time the budget to Tender Call
Note 4 The Location Factor is for variances between construction costs at location of the project & historical costs data

Chapter 1 Cost Estimate

An opinion of probable costs for implementation of the recommendation included in this report are summarized in the attached tables. The costs are separated by building, building system/discipline and they are separated into the following periods: 0 – 5 years, 5 – 10 years, 10 – 15 years, 15 – 20 years, 20 – 25 years. Costs associated with routine or normal preventative maintenance are not included in these costs. Expenditures beyond the 25-year horizon are not included in the scope of this report.

The probable cost to replace / repair all the identified building component deficiencies over the next 25 years is as follows:

0 – 5 years: \$291,800
5 – 10 years: \$306,500
10 – 15 years: \$67,500
15 – 20 years: \$225,080
20 – 25 years: \$635,900

Opinions of probable cost are expressed in 2021 dollars and do not include HST or any allowance for interest, inflation, or Covid-19 effects.

The probable construction cost budgets presented herein have a relatively low level of confidence based on the level of engineering effort and the limited information available. As such, the opinions of probable cost are intended for global budget purposes only. It is advisable to carry out additional engineering design prior to developing a project budget that is not to be exceeded.

DRAFT

Prepared by:
Steve Eisan, P.Eng.
Senior Structural Engineer

DRAFT

Reviewed by:
Sarah Ensslin, P. Eng.
Process Engineer

This document was prepared for the party indicated herein. The material and information in the document reflects CBCL Limited's opinion and best judgment based on the information available at the time of preparation. Any use of this document or reliance on its content by third parties is the responsibility of the third party. CBCL Limited accepts no responsibility for any damages suffered as a result of third party use of this document.

APPENDIX A

Building Elements Breakdown with Class D Opinion of Probable Costs

| Building Sitework | Type/Age | Condition | U/S | POOR | FAIR | GOOD | NEW | Recapitalization Period & Cost | | | | |
|-------------------|---|---|-----|------|------|------|-----|--------------------------------|----------|-------|----------|-------|
| | | | | | | | | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 |
| PROCESS BUILDING | | | | | | | | | | | | |
| Roadways | Asphalt pavement and concrete high-back curbs (2003) | The paved roadways on site are generally in fair to good condition. The access road to the Bioreactor Building is rutted and cracked; it should be resurfaced in 5-10 years. The access road to the garage door and rear of the Process Building is in good condition except for random cracks and a localized area of base settlement; it should be resurfaced in 15-20 years, except the area of localized settlement, which should be addressed in 0-5 years. The concrete curbs are in good condition except for apparent snowplow impact damage; damaged sections should be replaced when roads and parking lots are resurfaced/repaved. | | | X | | | \$5,000 | \$16,500 | | \$50,800 | |
| Parking Lots | Asphalt pavement, precast curbs and painted parking stalls (2003) | The paved parking lot and precast concrete curb sections are generally in good condition. There are localized cracks in the pavement. Two of the precast concrete curb sections have been dislodged from apparent snowplow impact. The parking stall line painting is in good condition. The parking lot should be resurfaced/repaved in 15-20 years. Areas of localized cracking should be addressed in 0-5 years. | | | | X | | \$2,500 | | | \$18,500 | |
| Exterior Steps | Cast-in-place concrete and hot-dipped galvanized (HDG) steel stairs, railings and landings (2003) | The concrete elements are lightly weathered but overall they are in good condition. The HDG steel stairs, landings and rails are in good condition with minor deterioration of the HDG coating. With minor periodic maintenance, the exterior stair assemblies could remain in serviceable condition for 25+ years. | | | | X | | | | | | |

| | | | | | | | | | | | | | |
|-------------------------------|--|--|--|--|--|--|---|--|---------|----------|-----|----------|-----|
| Site Development | Steel gates, pipe bollards, modular block retaining walls and rip-rap (rock) slope protection (2003) | There are HDG steel security gates located at the entrance to both access roads. There are HDG pipe bollards protecting pad-mounted equipment near the parking lot, and at the edges of the three overhead garage door openings. There are two modular/stackable precast concrete retaining walls located along the east and west edges of lawn area between the Bioreactor Building access road and the Process Building rear access road. There is granite rock rip-rap slope protection on slope next to the parking lot. All of these elements are in good condition. With minor periodic maintenance, they could remain in serviceable condition for 25+ years. | | | | | X | | | | | | |
| Landscaping | Lawns and plantings (2003) | There are lawns, trees, and shrubs around the perimeter of the building. The plantings are generally dormant in winter. However, they appear to be in good condition. With minor seasonal maintenance, they could remain in acceptable condition for 25+ years. | | | | | X | | | | | | |
| SUB-TOTALS | | | | | | | | | \$7,500 | \$16,500 | \$0 | \$69,300 | \$0 |
| BIOREACTOR BUILDING | | | | | | | | | | | | | |
| Exterior Steps | Cast-in-place concrete stairs and hot-dipped galvanized steel stairs and railings (2003) | There are cast-in-place concrete stairs at the west end of the building, and a combination of cast-in-place concrete and HDG stair assemblies at the east end of the building. The exterior steps are in fair to good condition. There is minor damage, weathering and cracking of the concrete stairs and landings, and extensive surface rust on the HDG steel stair assembly and railings (the nearby ventilation exhaust could be contributing to the corrosion). The HDG elements should be prepared and recoated between 0-5 years. The concrete deficiencies are minor and can be addressed with maintenance repairs. | | | | | X | | \$2,500 | | | | |
| SUB-TOTALS | | | | | | | | | \$2,500 | \$0 | \$0 | \$0 | \$0 |
| BIOFILTER FAN BUILDING | | | | | | | | | | | | | |
| N/A | | | | | | | | | | | | | |
| SUB-TOTALS | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 |

Notes:

1. The sitework systems and elements are generally in good condition.
2. The roadways and parking lots will need repaving at various intervals in the next 25 years.
3. Crack-sealing of the paved areas and repair of localized area of settlement in the east access road could be addressed in 0-5 years.
4. The exterior HDG metal stairs, landings and railings at the east end of the Bioreactor Building should be prepared and recoated with cold galvanizing. Alternatively, they could be replaced with a system that is less susceptible to corrosion, i.e. FRP components and stainless steel fasteners (say \$25,000).

Building Sitework Deficiencies



Bioreactor building access road - rutted and cracked. Repave in 5-10 years.



Access road to overhead garage door and rear of Process Building - localized settlement. Remove unsuitable base and reconstruct/patch roadway in 0-5 years.



Impact-damaged high-back concrete curb. Replace damaged curb sections when access roads are resurfaced.



Precast curb sections dislodged from pins/dowels by apparent snowplow impact damage; it appears that the curb sections are undamaged and could be reinstalled.



Missing retaining wall coping/cap section.



Bioreactor Building stairs; damaged corner.



Bioreactor Building: surface rust on HDG stair assembly and railings.

| Architectural Systems | Type/Age | Condition | U/S | POOR | FAIR | GOOD | NEW | Recap Period | | | | |
|-------------------------|--|--|-----|------|------|------|-----|--------------|----------|-------|----------|---------|
| | | | | | | | | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 |
| PROCESS BUILDING | | | | | | | | | | | | |
| Roofing | Original 2 Ply Modified Bitumen roof installed in 1998. | General condition of the roof is fair. It was noticed in the office that there had been a leak from above the tiles. It was determined that the leak probably came from the mechanical curb on the roof. One piece of loose metal cap flashing. | | | X | | | \$109,680 | | | | |
| Exterior Walls | Exterior walls consist of prefinished metal siding and Split Ashlar concrete block. Original construction in 1998. | Prefinished metal siding is in good shape other than some staining/ rust under a couple mechanical ducts. There are minor masonry cracks in a few masonry joints. | | | | X | | | | | | \$1,000 |
| Exterior Doors | Aluminum entrance System, 1998 | Doors and hardware good condition. | | | | X | | | | | \$5,000 | |
| Exterior Doors | Sectional Overhead Doors | Overhead doors are in fair shape, 1998 | | | X | | | | \$23,556 | | | |
| Exterior Doors | Painted exterior steel doors, Aluminum entrance system, 1998 | 2 Doors, Double doors (D1) in Headworks RM 102 and a single man door in Dumpster Rm 101 have seen large amounts of mositure on the interior side of the door and the hardware is rusting. The rest of the exterior doors are in good shape. Aluminum Entrance system is in good shape. | | X | | | | \$9,500 | | | | |
| Windows | Aluminum Windows, 1998 | Windows are in good shape. Caulking is good. | | | | X | | | | | \$13,500 | |
| Floor Finishes | Concrete floor slabs, 1998 | Slabs are in good shape but require cleaning. Some slight cracking in Process Room 112. | | | | X | | \$1,000 | | | | |
| Floor Finishes | Sheet Vinyl, 1998 | Sheet Vinyl in Entry 108 is delaminating from the concrete floor under. The sheet vinyl in the other areas of the building is in fair condition. | | X | X | | | X | \$4,000 | | | |
| Floor Finishes | Ceramic Tile, 1998 | The ceramic in the Washroom Area 107 is in fair shape. A couple tiles have cracked | | | X | | | | | | \$800 | |
| Interior Walls | Painted concrete block walls, Painted gypsum board, 1998 | Wall condition very good shape, generally. Some cracking of mortar joints near stairs up to Headworks, 102. Cracking of joints and block by door into Process Rm 112. Paint flaking on drywall in Washroom 107. | | X | | X | | | | | \$13,600 | |
| Interior Doors | Painted pressed steel doors, 1998 | Doors and hardware very good condition. Door from Headworks 102 to Cooridor 111 is rusting. | | X | | X | | | | | \$1,400 | |

| | | | | | | | | | | | | | | |
|-----------------|--------------------------------|---|--|---|--|---|--|---|--|-----------|---------|---------|----------|---------|
| Borrowed Lites | Borrowed Lites, 1998 | Borrowed lite between Entry 108 and Office 109 is in good shape. Borrowed Lite between Lab 110 and Process Rm is in good shape. 1998 | | | | X | | | | | | \$1,200 | | |
| Ceiling | Suspended Ceiling System, 1998 | Some acoustical tiles in Office 109 are stained from a previuos leak above. Al other areas with tile are in good shape. | | X | | X | | X | | | | \$6,800 | | |
| Ceiling | Exposed Concrete plank, 1998 | Exposed concrete planks are in good shape, 1998 | | | | X | | | | | | | | |
| Ceiling | Exposed Steel decking, 1998 | Exposed steel deck in Process Area 112 appears to be in good shape. | | | | X | | | | | | | | |
| Interior Stairs | Concrete Stairs, 1998 | Rubber nosing in Corridor 111 on stairs by door to Process Room 112 is torn. Stairs to Headworks 102 and Blower Rm 103 in good condition. | | X | | X | | | | | | \$500 | | |
| SUB-TOTALS | | | | | | | | | | \$120,180 | \$4,000 | \$0 | \$42,800 | \$1,000 |

BIOFILTER FAN BUILDING

| | | | | | | | | | | | | | | |
|-----------------|--|--|--|--|--|---|--|--|--|-----|-----|-----|---------|----------|
| Exterior Siding | Prefinished metal siding, 2018 | Metal siding is in good condition | | | | X | | | | | | | \$7,200 | |
| Roofing | Prefinished metal roofing and trim, 2018 | Metal roof and siding is in good condition | | | | X | | | | | | | \$3,400 | |
| Doors | Pressed steel door and hardware, 2018 | Door and hardware are in good shape | | | | X | | | | | | | \$1,400 | |
| SUB-TOTALS | | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$12,000 |

Notes: Overall from an Architectural standpoint the building is in good shape.

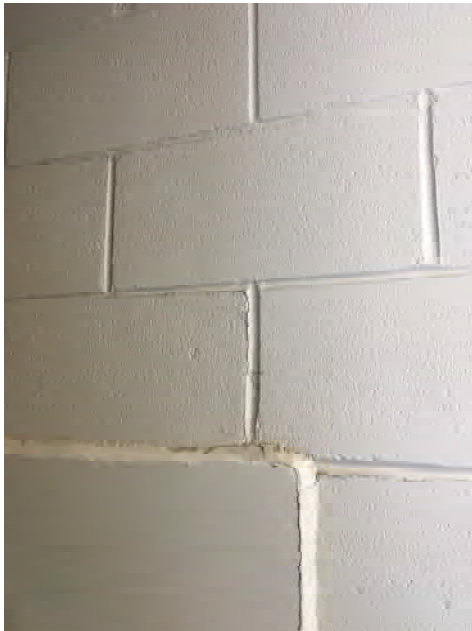
Architetur Deficiencies



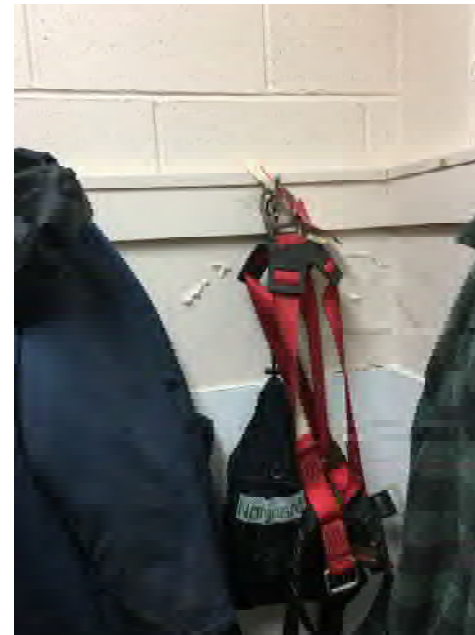
Vinyl Flooring in Entry 101



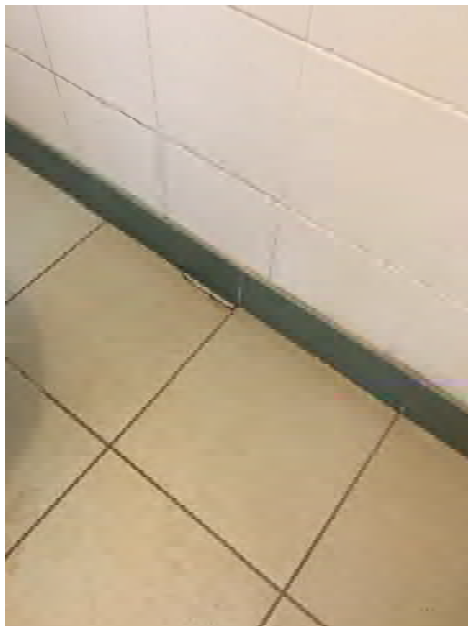
Acoustic tile in Office 109



Block mortar cracking in Cooridor



Peeling Paint in Washroom 107



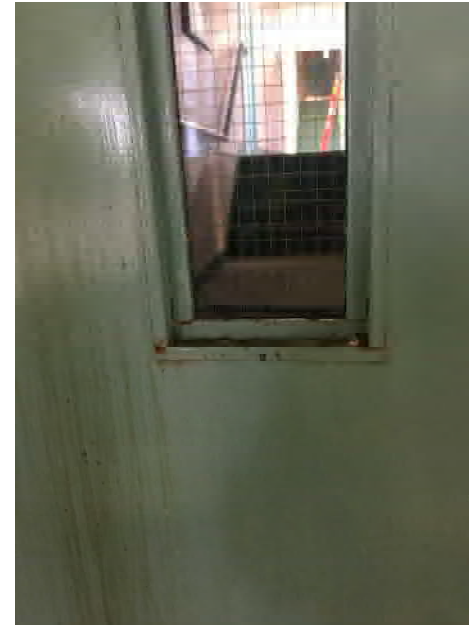
Cracked floor tile in Washroom 107



Torn nosing on stairs in Cooridor



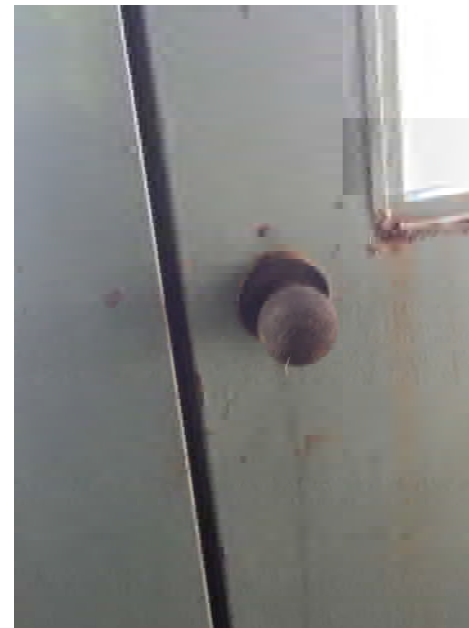
Floor slab in Process Room 112



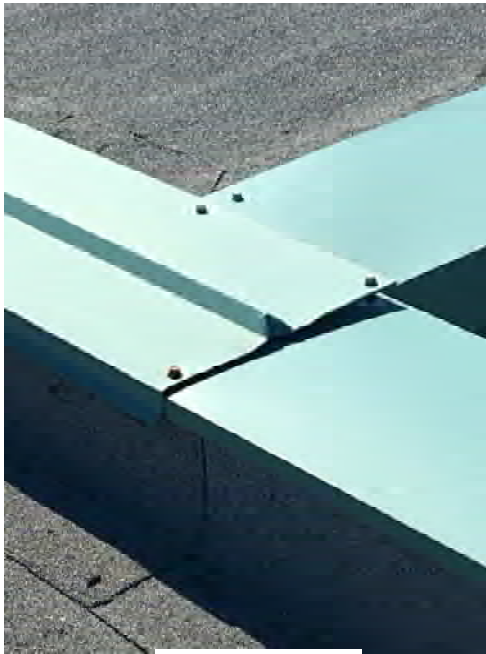
Rust on pressed steel door



Cracks in floor slab of Process Room 112



Rusty Door hardware on exterior door in Headworks 102



Loose cap flashing



Staining and rust on metal siding under mech vent.



Loose corner block , North East corner of Process building



Biofilter Fan Building

| Structural Systems | Type/Age | Condition | U/S | POOR | FAIR | GOOD | NEW | Recapitalization Period & Cost | | | | |
|-------------------------|---|---|-----|------|------|------|---------|--------------------------------|------|-------|-------|-------|
| | | | | | | | | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 |
| PROCESS BUILDING | | | | | | | | | | | | |
| Foundation | The footings and buried foundation walls are not visible for assessment, but it is apparent from exposed basement walls that they are conventional cast-in-place reinforced concrete. (2003) | The buried foundation walls and footings are not visible for assessment. There are minor concrete cracks in visible concrete and masonry, but there is no evidence of substantial structural distress, deformation or settlement. This indicates that the building foundation appears to be stable and structurally sound, and in good condition. | | | | X | | | | | | |
| Basement Walls | The basement walls are the exposed visible continuation of the buried foundation walls. They are comprised of conventional cast-in-place reinforced concrete. (2003) | The exposed basement walls are generally in good condition, stable and structurally sufficient. There are a few random minor vertical temperature and shrinkage cracks that appear to be static (not worsening). There are two wide vertical cracks, one on each side of the main hallway, at the entrance to the process area; they extend from floor level to the top of the basement walls, and they propagate into the concrete masonry block walls/partitions above. There are corresponding narrow horizontal cracks in the joints between the top of the basement walls and the bottom of the concrete masonry block walls. The vertical cracks appear to coincide with a step/transition in the buried foundations. It is not uncommon to see stress cracks at these types of transitions due to the change in cross-section and/or due to minor differential settlement. The wide cracks should be repaired using epoxy-injection and the narrow horizontal cracks should be sealed with a flexible and paintable sealant. | | | | X | \$1,000 | | | | | |
| Floor Construction | The floors are comprised of conventional cast-in-place reinforced concrete. It is assumed that they are slab-on-grade. The floors common areas, laboratory and office are covered with floor finishes, the chemical storage room floor is coated/painted, but all other concrete floors are plain/exposed. (2003) | The floors are generally in good condition. There are random minor temperature and shrinkage cracks in the process and headworks areas, and in the blower and chemical storage rooms that appear to be static (not worsening). There are localized areas of surface scaling and erosion in the headworks and process areas, presumably due to spillage of aggressive substances. | | | | X | | | | | | |

| | | | | | | | | | | | | | |
|---|--|---|--|--|--|---|--|--|---------|-----|-----|-----|-----|
| Roof Construction | The roof in the headworks area of the building is comprised of precast concrete elements (planks). The roof in the remainder of the building consists of open web steel joists (OWSJ) or steel roof trusses spanning between load-bearing walls, and structural metal roof decking. (2003) | The roof structure appears to be in good condition, stable and structurally sufficient. The painted steel structures should be periodically monitored for corrosion and recoated as a preventive maintenance measure, when needed. | | | | X | | | | | | | |
| Exterior Walls | The exterior walls of the headworks area of the building are comprised of structural masonry concrete blocks. The exterior walls in the remainder of the building are comprised of steel columns, beams and bracing, and masonry concrete block infills between the columns. The exterior cladding is a combination of split-faced concrete unit block masonry below and prefinished metal cladding above. (2003) | The exterior walls appear to be in good condition, stable and structurally sufficient. There are random hairline, narrow and/or step cracks in the mortar joints of the concrete masonry unit block walls. The cracks appear to be minor and static (not worsening). The cracks could be sealed with flexible and paintable sealant. | | | | X | | | | | | | |
| Partitions | The interior partitions are comprised of masonry concrete blocks. (2003) | The partitions appear to be in good condition, stable and structurally sufficient. There are random hairline, narrow and/or step cracks in the mortar joints of the concrete masonry unit block partitions. The cracks appear to be minor and static (not worsening). The cracks could be sealed with flexible and paintable sealant. | | | | X | | | | | | | |
| Stair Construction | The stairs at both ends of the main hallway, in the headworks area, and in the blower room are constructed of conventional reinforced concrete. The stairs in the process area of the building are comprised of hot-dipped galvanized steel. (2003) | The stair assemblies appear to be in good condition, stable and structurally sufficient. The hot-dipped galvanized metal stair assembly in the process area should be periodically monitored for corrosion and recoated as a preventive maintenance measure, when needed. | | | | X | | | | | | | |
| Process Area Stairs and Elevated Walkways | The elevated walkways and stairs are primarily comprised of hot-dipped galvanized steel elements, gratings and railings. There is an adjacent painted structural steel frame and elevated timber deck that is nearly completed. (Elevated walkways and stairs, 2003; Steel and timber frame 2021) | The walkways, stair, frame and platformss appear to be in good condition, stable and structurally sufficient. The hot-dipped galvanized metal and painted steel structures should be periodically monitored for corrosion and recoated as a preventive maintenance measure, when needed. | | | | X | | | | | | | |
| SUB-TOTALS | | | | | | | | | \$1,000 | \$0 | \$0 | \$0 | \$0 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

| BIOREACTOR BUILDING | | | | | | | | | | | |
|---------------------------------|---|--|--|--|---|---|---------|-----------|-----|---------|-----------|
| Foundation | The footings and buried foundation walls are not visible for assessment, but it is apparent from exposed perimeter and interior tank walls that they are conventional cast-in-place reinforced concrete. (2003) | The buried foundation walls and footings are not visible for assessment. There are minor concrete cracks in visible concrete, but there is no evidence of substantial structural distress, deformation or settlement. This indicates that the building foundation appears to be stable and structurally sound, and in fair condition. | | | X | | | | | | |
| Concrete Walls | The perimeter and interior concrete tank walls are the exposed visible continuation of the buried foundation walls. They are comprised of conventional cast-in-place reinforced concrete. (2003) | The exposed concrete walls are generally in fair condition, stable and structurally sufficient. There are a few random minor vertical temperature and shrinkage cracks that appear to be static (not worsening); non-structural epoxy-injection crack repairs should be done within 0-5 years and then in approximately 15-20 years. The operators reported that the wet surfaces of the concrete tanks are deteriorated/eroded, which is understandable given the harsh exposure conditions. The tanks should be periodically emptied and visually inspected. | | | X | | \$2,500 | | | \$2,500 | |
| Roof/Exterior Wall Construction | The roof is comprised of a curved/semi-round proprietary fiberglass shell anchored to the top of the perimeter concrete walls. (2003) | The roof shell and connections appear to be in good condition, stable and structurally sufficient. Replacement is projected for 20-25 years. | | | | X | | | | | \$200,000 |
| Suspended Walkways | The suspended walkways and railings are primarily comprised of hot-dipped galvanized steel elements, beams, gratings and railings. (2003) | The condition of walkways and railings varies from poor to good due to corrosion. The railings tend to corrode over time at welded splices/connections. Exposure conditions are harsh for ferrous metal structures. It appears that TOL undertakes routine maintenance repairs of the walkways and railings. Replacing the existing system with a fiberglass reinforced plastic walkway and railing system could be considered in 5-10 years. | | | X | | | \$125,000 | | | |
| SUB-TOTALS | | | | | | | \$2,500 | \$125,000 | \$0 | \$2,500 | \$200,000 |

| BIOFILTER FAN BUILDING | | | | | | | | | | | | | |
|--------------------------|---|--|--|--|--|--|--|---|-----|-----|-----|-----|-----|
| Foundation/Slab on Grade | The buried elements of the foundation/footings are not visible. It appears that the building is constructed on an engineered slab-on-grade. (2018) | The slab-on-grade (floor) is broom-finished and in near-new condition. | | | | | | X | | | | | |
| Roof Construction | The roof structure is concealed by interior and exterior finishes. Based on the roof shape it is comprised of engineered timber roof trusses and plywood/OSB sheathing. (2018) | The roof is stable and in near-new condition, with no evidence of deformation or structural distress. | | | | | | X | | | | | |
| Exterior Walls | The exterior wall structure is concealed by interior and exterior finishes. It appears that the walls are conventional timber stud wall construction with plywood/OSB sheathing. (2018) | The exterior walls are stable and in near-new condition, with no evidence of deformation or structural distress. | | | | | | X | | | | | |
| SUB-TOTALS | | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$0 |

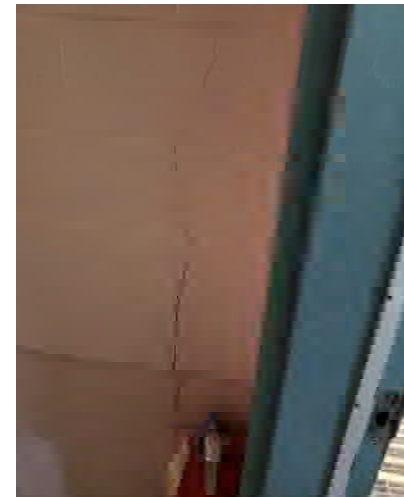
Notes:

1. The structural systems and elements for all three buildings are generally in good condition.
2. Epoxy-injection of minor structural cracks in the Process Building foundation walls are recommended in 0-5 years.
3. Epoxy-injection of minor non-structural cracks in the Bioreactor Building Foundation walls are recommended in 0-5 and they are projected to be required again in 15-20 years.
4. The fiberglass roof of the Bioreactor Building is projected to require replacement in 20-25 years.
5. Optional; the HDG metal walways and railings in the Bioreactor Building could be replaced with an FRP and stainless steel system.

Structural Deficiencies:



Minor temperature & shrinkage cracks in concrete foundation wall.



Crack in basement/foundation wall, near entrance to process area (north side of hallway).



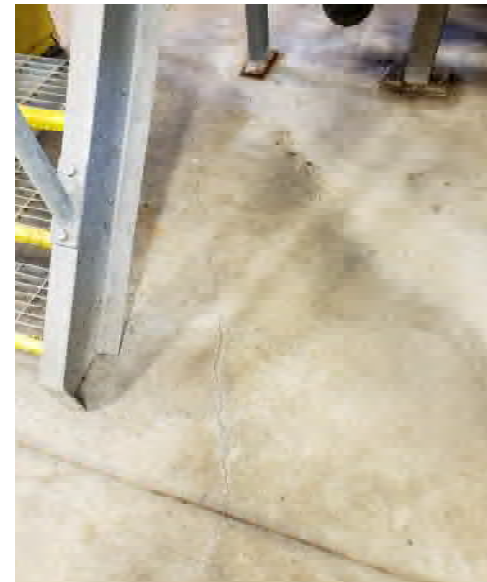
Crack in basement/foundation wall, near entrance to process area (south side of hallway).



Surface scaling of concrete in the headworks area.



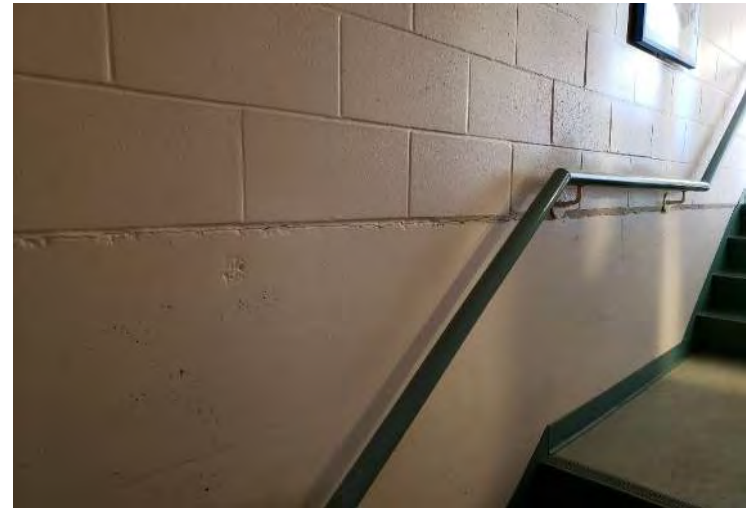
Surface erosion of concrete in the process area.



Typical minor temperature & shrinkage crack in the process area of the Process Building



Typical step-crack at a re-entrant corner of masonry construction; headworks area door opening.



Minor crack in the mortar bed between foundation wall and masonry partition in main hallway of Process Building.



South side elevation of the Bioreactor Building; note efflorescence and random minor temperature & shrinkage cracks in the exposed concrete



Close-up view of temperature and shrinkage cracks in the perimeter concrete walls of the Bioreactor Building



**North elevation of the Biofilter Fan Building;
note near-new condition**

| Ventilation and Air Conditioning | Type (Age) | Condition | U/S | POOR | FAIR | GOOD | NEW | Recapitalization Period & Cost | | | | |
|----------------------------------|--|---|-----|------|------|------|-----|--------------------------------|------|-------|-------|----------|
| | | | | | | | | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 |
| PROCESS BUILDING | | | | | | | | | | | | |
| AHU | Packaged rooftop air handling unit complete with DX cooling, electric heat, and economizer. (2003) | Refrigerant top-up is required annually so small leaks are present in the DX piping. Other failures have been reported. Unit is approaching the end of its reliable service life and should be replaced with a modern equivalent. | | X | | | | \$17,500 | | | | |
| HRV | Packaged heat recovery ventilator with electric heating. (2016) | HRV installed in the Process area is in excellent condition. Filter section was accessed and minor corrosion noted along with damaged filters. | | | | X | | | | | | \$60,000 |
| Ductwork/Diffusers/Grills | Galvanized steel/aluminum grilles and diffusers (2003) | Ductwork was largely concealed above ceilings in the Office and Lab, but what was observed above the corridor ceiling appears to be in good condition. | | | | X | | | | | | \$5,000 |
| Ductwork/Diffusers/Grills | Stainless steel ductwork and grilles (2016) | The 304 stainless steel ductwork was completely exposed throughout the Process Room and is in good physical condition. | | | | X | | | | | | \$75,000 |
| Insulation | Fibreglass duct wrap (2003) | Insulation on the supply air ductwork from rooftop AHU was observed above ceiling and is in good condition. | | | | X | | | | | | \$1,000 |
| Controls | Programmable thermostat (age unknown) | Digital programmable thermostat controls the rooftop AHU and includes nighttime set back for energy savings. Note: Thermostat would be replaced with any new rooftop AHU. | | | | X | | \$250 | | | | |
| Fans | Rooftop centrifugal exhaust fan for general ventilation (2003) | Exhaust fan EF-3 in service to the Chemical Room was in fair condition without any noise or vibration. Equipment is nearing the end of its reliable service life and should be replaced. Note: EF-1 and EF-2 in the Process Room were removed in 2016 when the new HRV/ ventilation system was installed. | | | X | | | \$2,500 | | | | |
| Fans | Inline centrifugal, above ceilings (2003) | Exhaust fans EF-4, EF-5, and EF-6 are concealed above the ceilings but the manual fans were quiet in operation providing general exhaust to the Washroom, Janitor's closet, and Lab. Equipment is approaching 20 years in service and their replacement should be considered in the next few years to ensure reliability. | | | X | | | \$7,500 | | | | |

| | | | | | | | | | | | | | |
|-------------------------------|---|--|--|--|---|---|--|----------|-----|-----|-----|-----------|----------|
| Fans | Rooftop supply fan to Blower Room (2003) | Supply fan SF-1 is in good physical condition without any noise or vibration; however, the mesh screens at the intake hood are damaged and should be replaced. Equipment is approaching the end of its reliable service life and a replacement should be considered in the next few years. Note: This room suffers from elevated temperatures in the summer (up to 35°C) which causes the compressor equipment to trip out. A split system cooling unit is recommended. | | | X | | | \$3,500 | | | | | |
| Fans | Wall mounted centrifugal exhaust fan for general ventilation (2018) | Exhaust fan EF-7 in service to the Aeration building is fairly new and in excellent condition without any noise or vibration. | | | | X | | | | | | | \$4,500 |
| SUB-TOTALS | | | | | | | | \$31,250 | \$0 | \$0 | \$0 | \$145,500 | |
| BIOREACTOR BUILDING | | | | | | | | | | | | | |
| Ductwork, Grills | Stainless steel ductwork and damper (2003) | The 304 stainless steel ductwork, including manual dampers and mesh screens, were in fair condition with a moderate amount of surface corrosion. Despite the appearance, the intake and exhaust air duct sections function as intended. | | | X | | | \$5,000 | | | | | |
| SUB-TOTALS | | | | | | | | \$5,000 | \$0 | \$0 | \$0 | \$0 | |
| BIOFILTER FAN BUILDING | | | | | | | | | | | | | |
| Fans | Wall mounted centrifugal exhaust fan for general ventilation (2018) | Exhaust fan EF-7 in service to the Aeration building is fairly new and in excellent condition without any noise or vibration. | | | | X | | | | | | | \$4,000 |
| Ductwork, Grills | Stainless steel louver and motorized damper (2018) | The 304 stainless steel louver and motorized damper are fairly new and in excellent condition. | | | | X | | | | | | | \$2,500 |
| Ductwork/Diffusers/Grills | Stainless steel ductwork and grilles (2018) | The 304 stainless steel ductwork between the Bioreactor Building and the Biofilter Building was partially exposed and in good physical condition. | | | | X | | | | | | | \$10,000 |
| SUB-TOTALS | | | | | | | | \$0 | \$0 | \$0 | \$0 | \$16,500 | |

Notes:

Ventilation and Air Conditioning Deficiencies:



AHU serving office/lab to be replaced.



Supply Fan # 1 intake screens damaged and should be replaced.



Typical original equipment exhaust fan on roof nearing end of reliable service life (EF-3 shown).



Intake and exhaust air ductwork (to the *Biofilter Fan Building beyond*) in fair condition.

| Mechanical Systems | | | | | | | | | | | | |
|---|---|---|-----|------|------|------|-----|--------------------------------|------|-------|---------|----------|
| Plumbing / Heating | Type/Age | Condition | U/S | POOR | FAIR | GOOD | NEW | Recapitalization Period & Cost | | | | |
| | | | | | | | | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 |
| PROCESS BUILDING | | | | | | | | | | | | |
| Domestic Water Piping (Office Areas) | Copper / Plastic (2003) | Much of the domestic water piping is concealed but what was visible in the washrooms and under the sinks was in good physical condition. | | | | X | | | | | | \$20,000 |
| Domestic Water Piping (Process Areas) | Copper / Plastic (2003) | Some of the copper piping routed in the process areas is in poor condition due to corrosion. Piping has been coated in the past to extend the life of the material. The piping in the Headworks has frozen and split on occasion as the space is unheated. Plastic piping to the sinks was also noted in some areas and it was all in good condition. | | X | | | | \$15,000 | | | | |
| Plumbing Fixtures | Vitreous china toilets/lavatories/janitor's sink. Stainless steel counter sinks. (2003) | Plumbing fixtures were noted to be operational, with adequate water pressure, and all in fair to good condition. The shower provided is rarely used and in good condition. | | | | X | | | | | \$7,500 | |
| Plumbing Fixture - Emergency Shower / Eyewash | Packaged Shower / Eyewash Station (age unknown) | The emergency fixture was in good condition. It was noted that the fixture is plumbing only with cold water which may have satisfied the code of the day but does not meet the current ANSI standard. Staff noted the equipment has never been used. Any future replacement should include a hot water supply and tempering valve. | | | | X | | | | | \$3,500 | |
| Sanitary Waste and Vent Piping | Plastic PVC / ABS. (2003) | Sanitary waste and vent piping is largely concealed in walls but where visible under the sinks the material was plastic. Piping appeared in good condition without any reports of drainage issues. Note: This excludes piping under slab | | | | X | | | | | | \$20,000 |

| Mechanical Systems | | | | | | | | | | | | | |
|--------------------|--|---|-----|------|------|------|-----|--------------------------------|----------|-------|----------|----------|--|
| Plumbing / Heating | Type/Age | Condition | U/S | POOR | FAIR | GOOD | NEW | Recapitalization Period & Cost | | | | | |
| | | | | | | | | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 | |
| DHW Storage Tank | Electric, 40 gallon (2002) | The water heater is a light commercial grade unit and well beyond its reliable service life. Equipment remains operational without issue but should be replaced soon to ensure reliability and performance. | | X | | | | \$1,500 | | | | | |
| Unit Heaters | Electric, fan forced (2003) | There are several electric unit heaters throughout the process areas of the facility, all in fair condition with some minor corrosion on the casings. Equipment should be scheduled for replacement within the next few years to ensure reliability. Note: An electric heater should be installed in the Headworks area to prevent freezing of the pipes. | | | X | | | \$12,500 | | | | | |
| Heating Convectors | Electric, cabinet type, wall hung (2003) | Perimeter radiation is located in the Office, Lab, and Washroom. The cabinets area all in fair condition. | | | X | | | \$10,000 | | | | | |
| Controls | Manual Thermostats (2003) | Space temperature is controlled manually for all electric baseboard and unit heaters. All noted were functional and in fair condition with no issues reported. | | | | X | | \$1,500 | | | \$10,000 | | |
| SUB-TOTALS | | | | | | | | \$18,000 | \$22,500 | \$0 | \$21,000 | \$40,000 | |

Notes:

1. There were no plumbing or heating systems in the Bioreactor or Biofilter buildings.

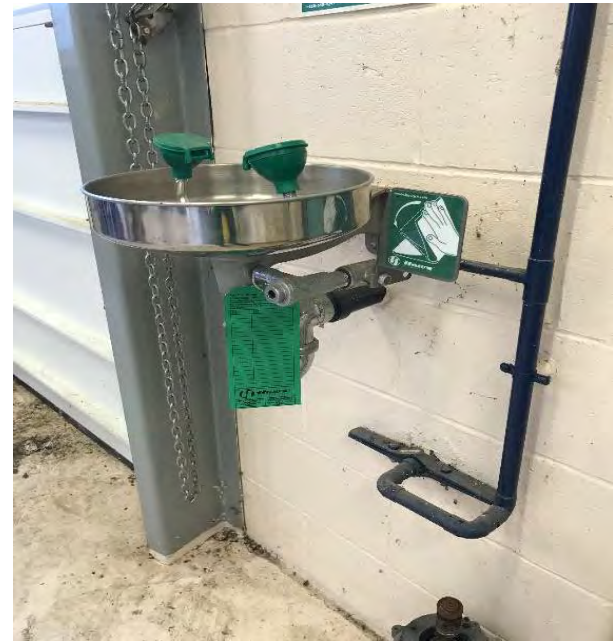
Plumbing & Heating Deficiencies:



Typical corrosion and blistering paint on copper piping.



Electric water beyond its reliable service life.



Emergency fixture plumbing only with cold water.

| Fire Protection | Type/Age | Condition | U/S | POOR | FAIR | GOOD | NEW | Recapitalization Period & Cost | | | | | |
|-------------------------------|---|--|-----|------|------|------|-----|--------------------------------|------|-------|-------|-------|--|
| | | | | | | | | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 | |
| Sprinklers | N/A | | | | | | | | | | | | |
| Piping | N/A | | | | | | | | | | | | |
| Valves | N/A | | | | | | | | | | | | |
| Standpipes | N/A | | | | | | | | | | | | |
| Fire Extinguishers (Interior) | Mult-purpose dry chemical Age 5 - 10 yrs | Fire extinguishers properly mounted near exits | | | | X | | | | | | \$750 | |
| Fire Hose Cabinets | N/A | | | | | | | | | | | | |
| Foam Extinguishing Agent | N/A | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| SUB_TOTALS | | | | | | | | \$0 | \$0 | \$0 | \$750 | \$0 | |
| Notes: 1. | | | | | | | | | | | | | |

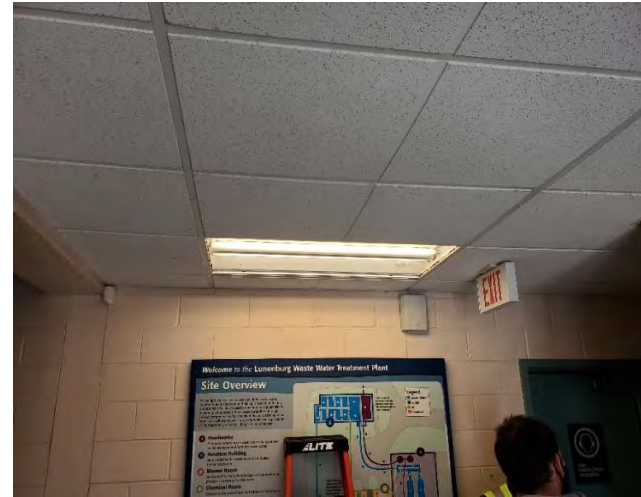
| Electrical Systems | Type/Age | Condition | U/S | POOR | FAIR | GOOD | NEW | Recapitalization Period & Cost | | | | |
|------------------------------------|---|--|-----|------|------|------|-----|--------------------------------|-------------|-------------|-------|-------------|
| | | | | | | | | 0-5 | 5-10 | 10-15 | 15-20 | 20-25 |
| PROCESS BUILDING | | | | | | | | | | | | |
| Service Entrance Switchboard | Siemens FCRS, 347/600V 3P4W 800A (2003) | Located in a dry, heated environment. No signs of corrosion. | | | | X | | | | | | |
| Transformers | Siemens 75kVA (2003) Marcus 15kVA (x2) (2003) | Located in a dry, heated environment. No signs of corrosion. | | | | X | | | | | | |
| Panelboards - General | Siemens S3 panels (x2) (2003) | Located in a dry, heated environment. No signs of corrosion. | | | | X | | | | | | |
| Panelboards - Process Area | Siemens P1 panel (2003) | Significant corrosion on panel enclosure, likely due to flooding in Fall 2019. Recommend replacing in the near future. | | X | | | | | \$ 5,500.00 | | | |
| Disconnect Switches - General | Siemens NEMA 1 (2003) Eaton NEMA 4X (2006) | Generally, disconnect switches appear to be in good condition. No signs of corrosion. | | | | X | | | | | | \$15,000.00 |
| Disconnect Switches - Process Area | Siemens NEMA 1 (2003) | Disconnect switches in the process area show significant corrosion, likely due to flooding in Fall 2019. Recommend replacing with new disconnects with NEMA 4X stainless steel enclosures. The existing NEMA 4X switches that were added as part of the building are in good condition and are not expected to need replacement for 25+ years. | | X | | | | | \$10,000.00 | | | |
| Conduit - General | EMT/RPVC (2003 & 2006) | Generally in good condition. | | | | X | | | | | | |
| Conduit - Process Area | EMT/RPVC (2003 & 2006) | EMT in the process area shows signs of corrosion. PVC appears to be in good condition, however it was noted by the building operator that they have found water in some of the conduit, likely due to flooding. | | X | | | | | \$5,000.00 | | | |
| Surge Protection | On main switchboard (2003) | Replace as necessary, or in accordance with manufacturer's recommendations. This should be monitored regularly and replaced in the event of a power surge. | | | | X | | | | \$2,500.00 | | |
| Interior Lighting | Fluorescent, occupancy sensors | Consider replacing older fluorescents with higher efficiency LED. | | | X | | | | | \$25,000.00 | | |
| Exterior Lighting | HPS wall packs controlled by photo cell | Exterior lights are on 24/7. Likely issue with photocell or contactor. Several fixtures have holes melted through the lens due to heat. Consider replacing luminaires with higher efficiency LED fixtures. | | X | | | | \$7,500.00 | | | | |
| Emergency Lights | Battery units with remote heads; combination exit sign battery units | Generally appear to be in good condition. Should all be tested regularly to ensure 30 minute run time. | | | | X | | | | \$2,500.00 | | |
| Exit Lights | Red Exit (English) | Consider replacing with green running man. Should all be tested regularly to ensure 30 minute run time. | | | | X | | | | \$1,500.00 | | |
| Fire Alarm | No fire alarm system; standalone smoke alarms | | | | | X | | | | | | \$1,000.00 |

| | | | | | | | | | | | | | |
|-------------------------------|--|---|--|--|---|---|--|--|------------|-------------|-------------|-------------|-------------|
| Devices | Various - typically 15-20 years old. | Generally in good condition. One receptacle in process area trips breaker when used. Should be investigated/replaced. | | | | X | | | | | | | |
| Electric Heat | Electric unit heaters, electric baseboard in office. | Signs of minor corrosion on unit heaters in process area. Heaters in other spaces appear to be in good condition. | | | X | | | | | | | \$10,000.00 | |
| Gas detection system | Honeywell | Generally in good condition. | | | | X | | | | | | | |
| Telecommunications | Fibre backbone, small router in main electrical room. | Generally in good condition. | | | | X | | | | | | | |
| Intrusion Alarm | Motion sensors, keypad. | Generally appears to be in good condition. | | | | X | | | | | | | |
| SUB-TOTALS | | | | | | | | | \$7,500.00 | \$20,500.00 | \$41,500.00 | \$0.00 | \$16,000.00 |
| BIOREACTOR BUILDING | | | | | | | | | | | | | |
| Electrical distribution | Located in locked stainless steel enclosure on exterior of building. | The distribution on the building exterior appears to be in good condition. Inside, there is a junction box hanging from conductors and zip ties which should be resupported in accordance with CEC as soon as possible. | | | | X | | | \$500.00 | | | | |
| Lighting | Fluorescent vaportite fixtures. | Fixtures appear to be in reasonably good condition. Minor signs of corrosion on the fixture supports. Consider upgrading to LED fixtures to improve efficiency and reduce maintenance costs. | | | X | | | | | | | \$12,000.00 | |
| Lighting Controls | On/off switch at both end of building. | The operator indicated that they have plans to revise the lighting controls in this building in the coming weeks. | | | X | | | | | | | \$1,000.00 | |
| SUB-TOTALS | | | | | | | | | \$500.00 | \$0.00 | \$0.00 | \$13,000.00 | \$0.00 |
| BIOFILTER FAN BUILDING | | | | | | | | | | | | | |
| Electrical distribution | Explosion proof devices, TECK90 cable. | Equipment and cabling appears to be in good condition. | | | | X | | | | | | | |
| SUB-TOTALS | | | | | | | | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Electrical Deficiencies:



Panelboard in process area is very corroded.



Suggest replacing existing fluorescent lighting with more efficient LED.



Suggest replacing red exit signs with newer green running man.



Solutions today | Tomorrow **IN** mind

f t v in
www.CBCL.ca

#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

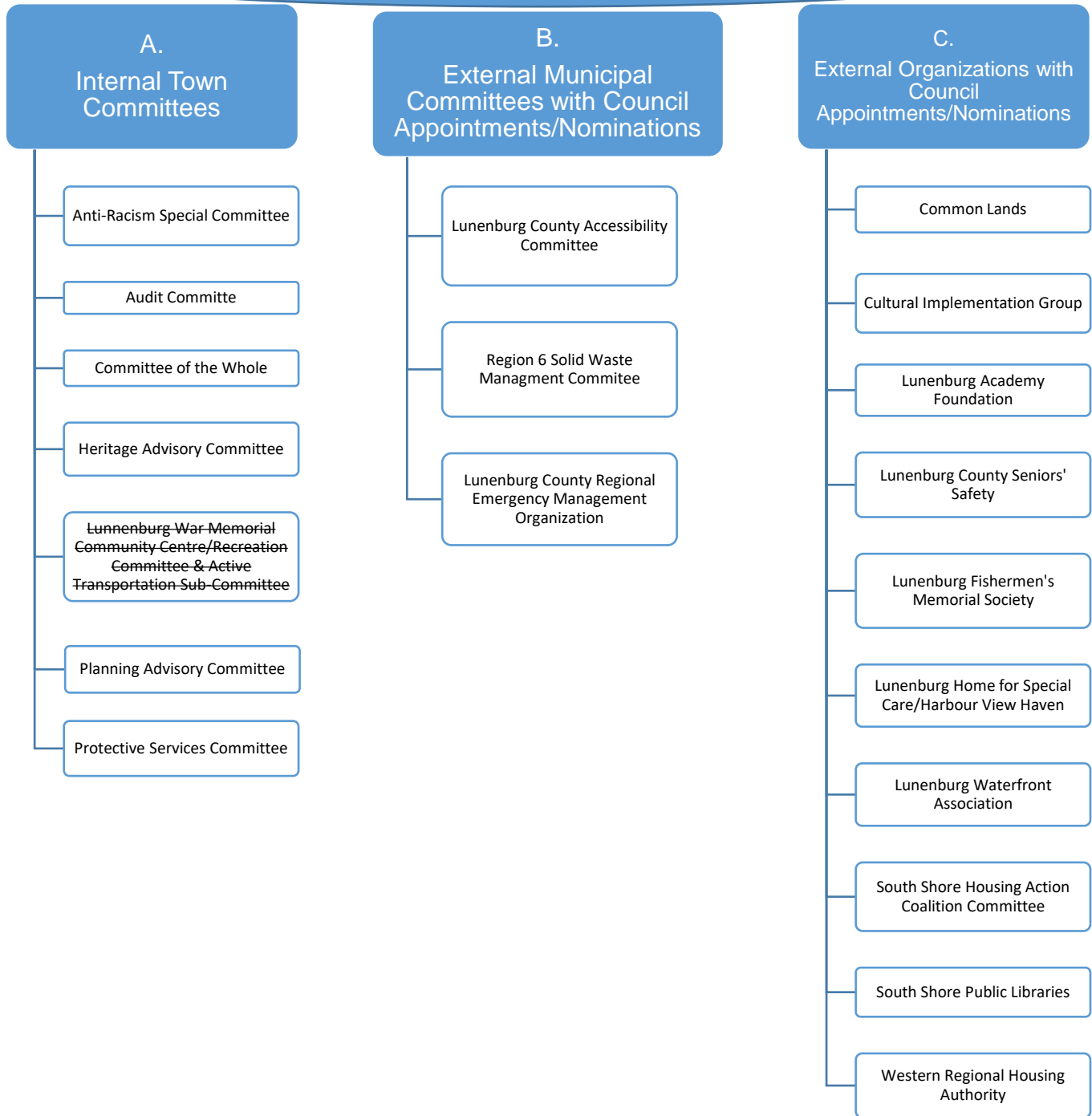
Date of passage of Policy amendments: March 9, 2021

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.

PROTECTIVE SERVICES COMMITTEE MEETING MINUTES

THURSDAY, APRIL 8, 2021 AT 4:00 P.M.

LUNENBURG FIRE HALL AND TOWN COUNCIL CHAMBER

PRESENT: Deputy Mayor Peter Mosher, Chair
Councillor Melissa Duggan
Councillor Susan Sanford
David Afford, Fire Districts 1 and 2 Commission Board Member
David Baugil, Fire Districts 1 and 2 Commission Board Member
Brian Keizer, Fire Districts 1 and 2 Commission Board Chair

ALSO PRESENT: Lisa Dagley, Finance Director
Cory Hodder, Assistant Deputy Fire Chief
Bea Renton, CAO
Dave Robb, Deputy Fire Chief
Darren Romkey, Fire Chief

ABSENT: Councillor Ed Halverson

1. Call to Order

The Deputy Mayor called the meeting to order at 4:02 p.m.

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

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

3. Agenda

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

4. Protective Services Committee March 11, 2021 meeting minutes

Motion: moved and seconded to approve the March 11, 2021 meeting minutes. Motion carried.

5. Business Arising from the Minutes/Unfinished Business

a. Replacement Schedule for Fire Trucks – Chair's update

The Chair advised that Lunenburg Town Council approved the purchase of a new

rescue truck. A tender will be issued for same. The District has not changed its position on pre-approval however this did not mean that they wouldn't participate in funding of a new rescue truck.

The Committee discussed the Agreement for Protective Services (**Schedule "A"**) noting the need to negotiate capital items. The Chair advised that it can be considered again at another meeting.

6. New Business

a. Budget 2020/21 Protective Services Budget Variance to January 31, 2021

The report (**Schedule "B"**) was received by the Committee for information.

b. Fire Chief's Report for March 2021

The report (**Schedule "C"**) was received for information.

7. Next Meeting Dates

Thursdays, July 8 and October 14 at 4:00 p.m. at the Fire Hall.

8. Adjournment

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

The meeting was adjourned at 4:14 p.m.

Bea Renton, CAO

PAB/gt February 12, 1996

THIS AGREEMENT made this 12th day of February, 1996.

BETWEEN:

TOWN OF LUNENBURG, a municipal body corporate,

OF THE FIRST PART

-and-

THE FIRE PROTECTION COMMISSION OF DISTRICT NUMBER ONE OF THE MUNICIPALITY OF THE DISTRICT OF LUNENBURG, a body corporate,

OF THE SECOND PART

In consideration of the sum of One Dollar (\$1.00) paid by each of the parties to the other, receipt whereof is hereby acknowledged, and other good and valuable consideration, the parties agree as follows:

TITLE

1. This Agreement shall be known and may be cited as the Fire Protection Agreement.

PURPOSE

2. The object and purpose of this Agreement is to provide for fire protection services to an area within the Municipality of the District of Lunenburg and for a shared interest in certain assets on termination for the purposes of compensation as described herein.

INTERPRETATION

3. (a) "Council" means the Council of the Town of Lunenburg.
(b) "Town" means the Town of Lunenburg.
(c) "Parties" means the parties to this Agreement.
(d) "Commission" means The Fire Protection Commission of District Number One of the Municipality of the District of Lunenburg, incorporated by S.N.S. 1960, Chapter 91 (as

amended), which covers what is now called District Number One and District Number Two in the Municipality of the District of Lunenburg.

(e) "District" means the communities of Herman's Island, Corkum's Island, Garden Lots, Blue Rocks, Heckman's Island, Martin's Brook, Stonehurst, First South, Second Peninsula, Northwest, Centre, Front Centre, Back Centre and First Peninsula as outlined in yellow on the map attached hereto as Schedule "C". (This area shall not include any islands that are not connected to the mainland by means of a causeway or bridge.)

(f) "Fire Protection Services" means the provision of firefighters, apparatus, machinery, implements and equipment for the extinguishment of fires or the attendance at the scene where there exists a possible risk of a fire, but shall not include fire inspection or provision of (or service of) hydrants, construction or maintenance of fire ponds or expenditures or rates related thereto.

(g) "Committee" means the Protective Services Committee of the Town of Lunenburg.

(h) "Firefighters" refers to Firefighters in the Fire Department in the Town of Lunenburg, sometimes known as the Lunenburg Fire Department or Lunenburg and District No. 1 & 2 Fire Department or Lunenburg and District Fire Department.

PROVISION OF FIRE SERVICES AND ADMINISTRATION

4. (a) The Town shall, subject to the terms of this Agreement, ensure that Fire Protection Services and the administration thereof will be provided to the Town and the District for the term of this Agreement and any renewals thereof, PROVIDED NEVERTHELESS that the general level of service to the District shall be the same as at present (or the minimum standards as required by law for Fire Protection Services as the case may be, whichever is greater) subject to further agreement of the parties (which shall include, but not be limited to, any budgetary increases, reductions or other changes agreed to or

acquiesced in by the Commission and the Town). The Parties agree that it is advisable, although not necessary, that any agreement to change the general level of service be in writing. Notwithstanding the foregoing, the general level of services provided pursuant to this Agreement may be decreased due to matters or circumstances beyond the reasonable control of the Town, including without limiting the foregoing, a reduction in available, qualified, volunteer firefighters and availability of equipment. Nothing in this Agreement shall require the Town to hire professional paid firefighters.

(b) The Parties acknowledge that nothing in this Agreement shall oblige the Town to provide Ambulance Service or Water Rescue Service or any other "non-Fire Protection" services which the Town is not required to provide by legislation.

Even though the Town is not obliged to provide such services under this Agreement, any assets related to Water Rescue or Ambulance service shall, for the purposes of this Agreement as it relates to ownership, capital and operating expenditures and rights and procedures on termination, be deemed to be Fire Protection Service assets (and without limiting the foregoing, operating expenditures in connection therewith shall be shared equally between the Parties and the assets will be dealt with under Sections 13 and 15 of this Agreement as an asset which is the subject of this Agreement). The Parties agree that the level and scope of ambulance service provided shall not increase from that which exists at present without further agreement of the parties. For the purposes of clause 4(g) and clause 14, Fire Protection Service assets shall include any ambulance service assets and rescue service assets, (including without limiting the foregoing, water rescue assets) and Fire Protection Services shall include ambulance and rescue services, (including without limiting the foregoing, water rescue service).

(c) The Parties acknowledge that the Department of Natural Resources is responsible for fighting forest fires and nothing

in this Agreement shall oblige the Town to respond to or fight forest fires which are the responsibility of the Department of Natural Resources and nothing in this Agreement shall relieve the Department of Natural Resources of its obligations pertaining to forest fires.

(d) Without restricting the generality of clause 4(a) of this Agreement and for further clarification:

(i) the Town, as part of its administrative duties hereunder, has the power to award and accept tenders for budgeted expenditures;

(ii) all purchases for the provision of Fire Protection services shall be by the Town and in accordance with the Town's purchasing policies as may exist from time to time.

(e) Operational policies and by-laws of the Fire Department in the Town of Lunenburg, (sometimes locally known as Lunenburg Fire Department or Lunenburg and District No. 1 & 2 Fire Department) are within the jurisdiction of the Town alone to review and approve when deemed appropriate.

(f) Nothing in this Agreement shall create a cause of action by a third party against either of the Parties hereto.

(g) (i) In regard to the provision of Fire Protection Services pursuant to this Agreement, (and ambulance service and rescue service [including, without limiting the foregoing, water rescue service] if any) and the administration thereof, and any activities ancillary to the foregoing, [collectively referred to in this clause (g) as "Services Provided"] no action may be taken by the Commission against the Town except as provided in clause 4(g)(ii) or clause 4(g)(iii);

(ii) If any claim is successfully made against either or both of the parties as a result of the Services Provided:

(A) which is not covered by the insurance referred

to in clause 14 or

(B) which exceeds the policy limits of the insurance policy or policies referred to in clause 14 (and in that event this relates only to the amount which exceeds the limits of the applicable policies)

the amount of the successful claim, party and party costs and costs of defending the claim, collectively herein referred to as the "Uninsured Amount", shall be deemed to be an operating expense for Fire Protection Services as referred to in clause 8 [but the provisions of clause 7 shall not apply].

PROVIDED HOWEVER, if the Commission is of the opinion that the Town's gross negligence was the cause of the claim, the Commission may refer the matter to arbitration pursuant to Article 23(b) herein to determine firstly whether or not the Town was grossly negligent and if so found, then to determine the amount, if any, that the Commission shall contribute to the Uninsured Amount.

(iii) If the Commission feels that the general level of service referred to in clause 4(a) has been reduced by the Town in breach of its obligations under clause 4(a), the Commission may refer the matter to arbitration pursuant to clause 23(b) herein to determine firstly whether there has been a reduction in the general level of service and secondly whether the Town is in breach of its obligations under clause 4(a) but any damages awarded by the arbitration shall be limited to a refund of all or a portion of the operating expenses paid by the Commission for a maximum period of 6 months immediately prior to the serving of the notice of arbitration [but such refund shall not include any amounts deemed to be an operating expense for Fire

Protection Services in clause 4(g)(ii)].

(h) The Parties acknowledge that mutual aid provided to another Municipal Unit or part thereof or to another Fire Department and also any assistance given in fighting forest fires (even though the Town may not be obligated to provide such assistance) shall be considered Fire Protection Services for the purposes of this Agreement (including, without limiting the foregoing, for the purposes of clause 4(g), clause 14 and for all purposes relating to capital and operating expenditures).

TERM

5. This Agreement shall be for a period of Twenty (20) years commencing as of _____, 19_____ and shall automatically renew for further periods of five (5) years unless either of the Parties has given one (1) year's notice prior to the end of the term or any renewal thereof of its intention to terminate this Agreement, in which event the Agreement shall (subject to the obligations on termination referred to herein) terminate at the end of the said term or renewal, PROVIDED HOWEVER that the Parties may at any time agree upon an earlier termination date, AND FURTHER PROVIDED however that if the Commission should fail to pay any amounts due to the Town pursuant to this Agreement within 60 days after the due date thereof, the Town may in addition to any other remedy at its disposal, elect to terminate this Agreement by giving 60 days notice to the Commission and upon the expiration of the said 60 day term, this Agreement shall, subject to the obligations on termination referred to herein, terminate.
6. (a) The Town has a Protective Services Committee comprised of 4 members (including the chairperson) who are Councillors of the Town of Lunenburg. This committee addresses, inter alia, Fire Protection Service issues.
 (b) For the purposes of Fire Protection Service matters only,

the Commission may appoint 3 persons to be additional voting members of the committee, (so for those matters only, the total membership of the committee shall be 7).

(c) Each member of the committee, including the Chairperson, shall have one vote and there shall be no proxy voting or alternate voting representatives.

(d) Each member of the Committee shall be appointed annually to coincide with the annual appointment of Town committee members by the Town of Lunenburg and shall serve until their successors are appointed. The Chairperson of the Committee shall be a member of the Council of the Town of Lunenburg.

(e) There shall be no meeting pay or travel costs paid to the members by the Committee, PROVIDED THAT either of the Parties hereto shall be at liberty to pay meeting pay and travel costs for the members appointed by that party.

7. Budget

(a) The draft Budget for fire Protection Services shall be prepared annually by the Director of Finance/Treasurer of the Town of Lunenburg. The Director of Finance/Treasurer shall request input from the Commission at the same time as he requests information from Department Heads for the preparation of the draft Budget. The Commission shall annually be entitled to send recommendations for inclusion in that budget. The draft budget shall be reviewed by the Protective Services Committee. That committee will then recommend a budget for operating expenses and capital expenditures to the Council of the Town of Lunenburg.

(b) Any items submitted for inclusion in the budget to be presented to Council after the Protective Services Committee has recommended a budget and which will increase the operating expense portion of the budget shall be circulated to the members of the Protective Services Committee at least 2 weeks prior to the Town Council's Budget Meeting at which the tax rate will be set or those items will not be cost-shared by the Commission unless the increase is subsequently recommended by

the Committee -

PROVIDED NEVERTHELESS, no such notice need be given for statutory increases or increases beyond the control of the parties (including, without limiting the foregoing, increases in Workmen's Compensation Act premiums, and increases in oil and gasoline prices), and any such increases will be cost-shared equally by the Parties (whether the increase occurs before or after the Tax Rate is set).

(c) Subject to Clause 10, all items in the capital expenditure portion of the Fire Protection Services budget shall be mutually agreed upon by the Commission and Town or those capital expenditures not agreed upon shall not be cost-shared -

PROVIDED NEVERTHELESS, one of the parties hereto may unilaterally pay the full cost of a capital expenditure (including without limiting the foregoing, may unilaterally purchase a fire vehicle and pay the full cost) but any such purchase may only be unilaterally made by one Party if there is sufficient room in the Fire Hall to house the asset. ("Full cost" for the purposes of this clause only is intended to refer to net capital expenditures after deducting from the total capital expenditure any contributions, grants, revenues, rebates or other monies received from other sources toward that expenditure including, but not limited to, contributions from the Federal Government, the Provincial Government of Nova Scotia or funds contributed to the capital expenditure from monies raised by the Firefighters and also after deducting monies deemed pursuant to Clause 19 to have been contributed by both parties. This definition of full cost is for the purposes of determining the ability to proceed unilaterally with a capital expenditure and this definition does not affect the calculation of interest in assets as provided for in

this Agreement.) For clarity, operating expenses in relation to assets so purchased shall be shared equally by the Town and Commission.

AND FURTHER PROVIDED NEVERTHELESS, it is recognized and agreed that the Firefighters provide annually a list of suggested expenditures to the Town at Budget time (some of which would be capital in nature and some operating) and the Town (upon the recommendation of the Committee) may approve a global expenditure based on this list, with the specific expenditures on the list to be selected by the Firefighters. To the extent that those expenditures include capital items, they shall be equally cost-shared by the Commission notwithstanding that the Commission may not have specifically agreed thereto. If the Town wishes to increase the amount of the global expenditure in excess of the amount recommended by the Committee, the new proposed global expenditure shall be circulated to the members of the Protective Services Committee at least 2 weeks prior to the Town Council's Budget meeting at which the tax rate will be set or the excess over the amount recommended by the Committee to Council will not be cost-shared by the Commission unless the excess is subsequently recommended by the Committee.

8. (a) The Commission shall pay to the Town fifty percent (50%) of the operating expenses incurred by the Town in relation to Fire Protection Services for the Town and District.
- (b) Operating expenses shall be defined as in the Department of Municipal Affairs Municipal Accounting and Reporting Manual (as amended from time to time). Without restricting the generality of the foregoing, operating expenses shall include, but shall not be limited to:
- (i) debt charges on any borrowings by the Town (for the joint benefit of both Parties) for Fire Protection Services, (provided that the borrowing has been authorized in advance by both parties);

(ii) Expenditures for wages and for salaries plus benefits (including, without limiting the foregoing, pensions, R.R.S.P.'s, medical plans, Christmas gifts, vacation pay and sick leave liability) of all workers employed by the Town in relation to Fire Protection Services in their capacity as employees of the Town, including, without limiting the foregoing, any superintendent or janitor at the Fire Hall. The staffing complement for Fire Protection Services shall be as at present (one full-time employee with replacement staff to cover vacations, sickness periods and other times when the employee is not present) unless agreed upon by the Parties.

(iii) Expenditures for fire apparatus (provided the expenditure is not a capital expenditure).

(iv) Honoraria and stipends for and expenses of firefighters as well as billable wages of firefighters.

(v) The cost of expendable materials, supplies, power, heat and water at the Fire Hall.

(vi) Any assessments under the Worker's Compensation Act, the Unemployment Insurance Act, Canada Pension Act and all sales taxes and other taxes which may be applicable to the provision by the Town of Fire Protection Services.

(vii) The cost of insurance referred to in clause 14 hereof.

(viii) Advertising.

(ix) Telephone line rental - alarm.

(x) Electricity - alarm.

(xi) Telephone answering service and paging system (presently Whynacht Security and Survival).

(xii) Firefighters training grants/expenses.

(xiii) Repairs to Fire Hall which are not capital expenditures.

(xiv) Repairs to other assets which are not capital

expenditures.

(xv) Vehicle maintenance contracts.

(xvi) Gas and supplies.

(xvii) Hoses, clothing and equipment.

(xviii) Expenses related to real property on which Fire Hall is situated.

(xix) Deemed operating expenses referred to in clause 4(g).

Operating expenses shall not include the costs associated with services of Fire Inspectors, or the provision of (or service of) hydrants, construction or maintenance of fire ponds or expenditures or rates related thereto.

Operating expenses for the purpose of the calculation of the Commission's contribution under this Agreement shall be calculated on the net operating expenses by deducting from the total operating expenses any contributions, grants, rebates, or other monies received from other sources and applied to the operating expenses of the Town for Fire Protection Services, including but not limited to the Federal Government of Canada, and the Province of Nova Scotia. Monies applied to the Town operating expenses which are received from the Firefighters out of funds raised by them shall be deducted in calculating net operating expenses.

(c) The Commission shall in addition to the foregoing also annually pay to the Town an administration charge of 6.5% of the Commission's share of net operating expenses for Fire Protection Services.

CAPITAL CONTRIBUTIONS

9. (a) Save as provided in Clauses 7 (c) and 10, no capital expenditures for Fire Protection Services shall be made unless mutually agreed upon by both Parties. The cost sharing ratio for capital acquisitions of new assets shall, subject to clauses 7(c) and 10, be negotiated between and agreed upon by the Parties. The cost sharing ratio for capital expenditures on existing assets or on future-acquired assets after

acquisition shall [after deducting from the total capital expenditure any contributions, grants, revenues, rebates or other monies received from other sources applied thereto including, without limiting the foregoing, monies received from the Federal Government, the Province of Nova Scotia, monies received from the firefighters out of funds raised by them and funds otherwise deemed to be contributed by both parties pursuant to Clause 19] be based upon the percentage interest of the Parties in that asset immediately prior to the expenditure as determined pursuant to Clause 13 (save for any capital expenditures on the Fire Hall and Real property after completion of construction, the ratio of which will be negotiated between and agreed upon by the Parties.) This cost sharing ratio for capital expenditure on existing assets or future-acquired assets after acquisition may change from the original ratio at the time of acquisition if capital expenditures have been made thereon using funds deemed to have been contributed by both parties.

(b) Capital expenditures shall be defined as in the Department of Municipal Affairs Municipal Accounting and Reporting Manual (as amended from time to time).

FIREHALL

10. (a) The Town intends to construct a new Fire Hall on property owned by the Town and described in Schedule "X" hereto. That property and all fixtures thereon shall remain the sole property of the Town legally and beneficially, subject to the Commission's rights on termination under Clause 15. Subject to Clause 10(c), the Commission shall pay to the Town 50% of all costs associated with the construction of the Fire Hall and lot improvements

(including, without limiting the generality of the foregoing, design, site testing, landscaping and paving, lot servicing, lot survey and subdivision costs and legal fees relating to construction), after the deduction of grants, contributions, rebates or other monies received

from other sources (including, without limiting the foregoing, the Federal or Provincial Governments) which are applied to the construction of the Fire Hall, and after the deduction of funds contributed by the firefighters from monies raised by them, but only TO A MAXIMUM of \$260,500 unless the Parties otherwise agree. Without restricting the generality of Clause 9, infrastructure grants to which the Parties are entitled from the Federal and Provincial Governments shall be applied to the construction of the new Fire Hall. All change orders from the original approved tender must be agreed upon by both parties in advance.

(b) Any work done by Town employees or machinery in the construction of, repair of or maintaining of the Fire Hall and the servicing of the lot on which it will be located shall be charged as an operating expense or capital expenditure as the case may be, at the Town's regular charge-out rates as exist from time to time providing the expense or expenditure is within an approved category of the Budget. Notwithstanding the foregoing, the Commission shall not have to pay for the services of the Town Engineer in supervising the construction of the Fire Hall.

(c) The Fire Hall and property associated therewith is for the use of the Fire Department in the Town (to the extent authorized by the Town) and for such other uses as may be authorized from time to time by the Town, [and the Town shall consult with the Commission on the development of a policy outlining authorized uses for the Fire Hall];

PROVIDED THAT NOTWITHSTANDING anything herein contained, the commission shall be entitled to construct a room approximately 144 square feet in size in the upper level of the Fire Hall at its own expense but it shall not be entitled to a key to the Fire Hall entrances. The Commission shall use the room only for the business of the Commission. The Commission shall have sole use of

the room but its right to use and all interest therein shall cease upon the termination of this agreement (or at an earlier date if the Parties shall mutually agree). The Commission shall not be reimbursed for its expenditures on the construction of the room and for greater certainty, those expenditures shall not be credited to the Commission as a capital expenditure by it in any calculations under clause 13 or 15 hereof.

AND FURTHER PROVIDED that the Town shall have the use of the Fire Hall for Town-sponsored events, (whether or not related to Fire Protection Services) without charge but if such an event raises revenue for the Town through raffles, entrance fees or items of a similar nature, an amount agreed upon by the Commission and Town shall be contributed to the operating costs of the Fire Hall.

AND FURTHER PROVIDED that the Commission shall be entitled to use the Fire Hall for annual meetings or public general meetings of the Commission without charge for that use.

PAYMENTS BY COMMISSION

11. (a) If the Municipality of the District of Lunenburg has one annual tax billing, the Commission shall pay to the Town annually within sixty (60) days after the due date for municipal property taxes in the Municipality of the District of Lunenburg, Fifty percent (50%) of the Town's operating budget for Fire Protection Services for that fiscal year. If the Municipality of the District of Lunenburg has interim tax bills, the Commission shall pay Twenty-five percent (25%) of the Town's operating budget for Fire Protection Services within Sixty (60) days after the due date for the interim tax bill and Twenty-five percent (25%) within Sixty (60) days after the due date for the final tax bill.

(b) The Commission shall pay to the Town the Commission's full share of capital expenditures immediately upon delivery

in the case of the purchase of fire vehicles and in all other cases within seven days of the receipt by the Town of the invoice for that capital expenditure.

(c) One-half of any surplus in the Fire Protection Services operating budget of the Town will be refunded to the Commission within 60 days after completion of the audit for that fiscal year. One-half of any deficit in the Fire Protection Services budget of the Town [including, without limiting the foregoing, any deficit incurred as a result of expenditures referred to in clause 12 hereof and any deemed operating expenses in clause 4(g)] shall be paid by the Commission to the Town within Sixty (60) days after receiving written notice of the deficit from the Town, (which will occur after completion of the audit for that fiscal year.)

(d) If the Commission fails to pay any amounts due to the Town under this Agreement on or before the payment due date, it shall pay interest thereon to the Town at the same rate prescribed by Council for overdue rates and taxes from time to time and the Town may in addition to its additional remedies provided for in clause 5, take action immediately against the Commission to recover same as a simple debt.

EXCEEDING BUDGET

12. It is understood that operating expenses on a particular item and also the total operating expenses may exceed the budgeted amount (and frequently this is not known until the end of the fiscal year). Therefore, notwithstanding Clause 7 hereof, although it is understood that the Town will attempt to work within the operating budget, sometimes there will be a deficit in the total operating budget and 1/2 of this deficit will be paid by the Commission as provided in Clause 11(c). Any over-expenditures in the operating budget shall be reported to the Protective Services Committee by the Director of Finance/Treasurer of the Town as soon as reasonably practicable after he becomes aware of it.

INTEREST IN ASSETS

13. (a) The Town is presently the owner of certain assets and the

Commission presently has an interest in some of these assets as illustrated in Schedule "A". The Town shall hold those assets in Schedule "A" in trust for the Parties as their interests may appear under this Agreement. All existing Fire Protection Service assets not listed in Schedule "A" shall belong solely to the Town legally and beneficially.

(b) Capital expenditures on an existing asset and on future-acquired assets after acquisition may (if funds deemed contributed by both parties are applied to the capital expenditure) cause an adjustment in the Parties' percentage interest in that asset. Capital purchases of new assets and capital expenditures on existing assets and on future-acquired assets after acquisition, and the contribution of each party thereto, shall be recorded by the Director of Finance/Treasurer for the town. Legal title to all assets shall be held in the name of the Town unless otherwise agreed to by the Parties.

PROVIDED THAT SUBJECT to clause 13(f), monies applied to capital expenditures for fire protection services which are received after the effective date of this agreement from the Firefighters out of monies raised by them shall, unless otherwise agreed by the Parties at the time of incurring the capital expenditure, be deemed to have been contributed 1/2 by the Town and 1/2 by the Commission, (and without limiting the foregoing, as between the Town and Commission only, funds donated to the Town for Fire Department purposes when applied to an expenditure will be treated as having been received from the Firefighters out of funds raised by them. For greater certainty, "Funds donated to the Town for Fire Department purposes" as used in this clause shall not include rebates, grants or other monies received from either the Federal or Provincial Governments or any related body or program such as the Atlantic Canada Opportunities Agency.) For an example of attribution of funds contributed to a capital expenditure by the Fire Fighters, see Schedule "B", Example 2.

And Further Provided That subject to Clause 13(f) and unless otherwise agreed by the Parties at the time of incurring a capital expenditure, the percentages are determined only on the basis of monies contributed or deemed contributed by the Town and the Commission and without limiting the generality of the foregoing, contributions, rebates or other monies from other sources (including but not limited to the Government of Canada and Government of the Province of Nova Scotia) which are contributed to the acquisition of capital assets or capital expenditures on assets, shall be ignored in determining the percentages herein referred to.

(c) The Director of Finance/Treasurer for the Town shall annually, within Three (3) months after the end of the Town's fiscal year, send a statement to the Commission showing the total book value of Fire Protection Services assets in which the Parties have an interest for the purposes of this clause 13 and clause 15, [being the total of the capital expenditures contributed or deemed contributed by each party to each asset without any depreciation] illustrating their respective percentages for each asset which has been capitalized. PROVIDED NEVERTHELESS, the Commission shall only have an interest in those assets which were purchased using funds contributed solely by it or using funds contributed or deemed contributed by both Parties, or on which capital expenditures have been made using funds contributed or deemed contributed by both parties (but in any event, the Commission shall not have an interest in real property).

(d) Notwithstanding that the Town may have written off an asset on its Balance Sheet under Municipal Accounting Practices, if the asset is still in existence and owned by the Town, the asset and the percentage interest of the Parties in relation thereto shall continue to be annually recorded by the Town for the purposes of this Agreement.

(e) Attached hereto as Schedule "B" are examples illustrating

the accounting for percentage interest in assets and for the Fire Hall.

(f) NOTWITHSTANDING anything contained in this Clause 13, the Commission's percentage interest in the Fire Hall Building (which percentage interest is only for the purposes of calculating any payout on termination under clause 15) shall be:

The percentage that the Commission's capital expenditures on the construction of the Fire Hall and lot improvements (excluding the construction of the Commission's room) and all subsequent capital expenditures by the Commission thereon (if authorized by this Agreement) bears to the total cost of the construction of the Fire Hall and lot improvements (including, without limiting the foregoing, expenditures for design, site testing, landscaping and paving, lot survey and subdivision costs and legal fees) and the cost of all subsequent capital expenditures on the Fire Hall and Real Property, [and in calculating the total costs, all monies contributed from other sources (including without limiting the foregoing, the Federal and Provincial Governments and the Firefighters from monies raised by them) shall be included in the total cost and none of the monies from the firefighters or other sources shall be attributed to the Commission]

multiplied by

the Fair Market Value of the Building only, including the value of any room constructed by the Commission (but not including the land or any other improvements or fixtures thereon) at the time of termination;

and the Commission shall not at any time have any interest in the Real Property or be compensated in connection therewith. In appraising the Fair Market Value of the building, the appraiser shall determine the total value of the land, building and other fixtures on the lot and then delete the value of the land and

fixtures other than the building.

See Example 3 in Schedule "B" attached hereto.

INSURANCE

14. The term "insurance" as contained in this clause includes, but is not limited to, insurance coverage for public liability and property damage, collision and comprehensive coverage for vehicles and Fire and Extended Perils.

The Protective Services Committee may make recommendations to the Town concerning insurance coverage. The Town shall arrange insurance for Fire Protection Service assets and Fire Protection Services in such amounts and for such coverages as the Town, in its discretion, shall deem appropriate and the policies of insurance shall cover the parties as their interests may appear.

Any insurance proceeds received in relation to the loss of, destruction of or damage to an asset shall be used to replace and/or repair that asset unless the parties shall otherwise agree in writing.

There shall be a waiver of subrogation clause protecting the Commission and the Town and their respective officers and employees as well as the firefighters against claims by the insurer. The Town and the Commission shall be named insureds under the policy or policies and the insurer shall be requested to recognize the firefighters as unnamed insureds.

TERMINATION

15. (a) In the Event of the termination of this Agreement by either or both of the Parties pursuant to clause 5 hereof, all assets which are the subject of this Agreement (including, without restricting the generality of the foregoing, all real property and buildings, fire trucks and equipment and all other assets which are the subject of this Agreement) shall (subject to clauses 15(b) and 15(c) hereof) henceforth belong legally and beneficially to the Town free of any trust. Nevertheless, the Parties shall, at least 45 days prior to the termination date, each appoint a professional qualified

appraiser to determine the fair market value of the assets in which there is a shared interest immediately prior to the time of termination. Assets in which the parties have a shared interest for the purposes of calculating the amounts payable under this clause include the Fire Hall Building (but not the land or any other improvements or fixtures thereon) as well as:

(i) All other assets which were purchased by funds contributed or deemed contributed in whole or in part by both Parties;

(ii) All other assets on which capital expenditures have been made using funds contributed or deemed contributed by both Parties; and

(iii) All other assets where although one party did not directly make a capital contribution thereto, it had an interest by virtue of Clause 13(b) where firefighters contributed funds out of monies raised by them after the effective date of this Agreement and to the extent no person or body other than the Commission and Town had an interest therein, the contribution of the firefighters was deemed to be contributed 1/2 by the Commission and 1/2 by the Town.

There shall be two classes of assets:

- building
- vehicles and equipment (personal property)

and there shall be a qualified appraiser appointed by each Party for each class. Each Party shall pay the costs of its own appraiser. The fair market value of an asset shall be the average of those appraisals, BUT in the case of the Fire Hall Building only, if the variance in the appraisals is such that the higher appraisal is greater than 15% more than the lower appraisal, then the parties shall negotiate the value to be placed on the Building, and if negotiations fail to achieve a consensus within thirty days, then the appraisal closest to the assessed value for municipal tax purposes of the building

alone (and not the real property) for that year shall be deemed to be the Fair Market Value. Within One Hundred Twenty (120) days after the receipt of all of the appraisal reports, (or in the case of the Fire Hall Building only, within 120 days after the termination of the 30 day negotiation period if applicable, whichever is the greater), the Town shall pay to the Commission an amount represented by:

With Respect to all Personal Property:

| | | |
|---|-------------------|---|
| [The Commission's percentage interest in each asset immediately prior to termination (as determined pursuant to clause 13) | <u>MULTIPLIED</u> | the fair market value of that asset as determined pursuant to this clause] |
| | <u>BY</u> | |

LESS

[any other monies owed by the Commission to the Town pursuant to this Agreement (including, without limiting the generality of the foregoing, any loan receivable or account payable) except to the extent that the monies owed are applied in connection with the value of another asset.]

With Respect to the Fire Hall Building:

The Commission's percentage interest in the Fire Hall Building as determined in Clause 13(f)

MULTIPLIED BY

The Fair Market Value of the Building only at the time of termination as determined in accordance with the foregoing provisions of this Clause 15(a). (The value of the land or any other improvements or other fixtures thereon shall not be included in calculating the value of the building, but the value of any room constructed by the Commission shall be included. In appraising the Fair Market Value of the Building, the appraiser shall determine the total value of the land, building and other fixtures

on the lot and then delete the value of the land and fixtures other than the building).

LESS

(Any other monies owed by the Commission to the Town pursuant to this Agreement (including, without limiting the generality of the foregoing, any loan receivable or account payable) to the extent not applied against the amount owing by the Town above in relation to Personal Property)

For greater certainty the Commission shall not have any legal or equitable interest in the land or improvements or fixtures thereon and shall not be entitled to any compensation in connection therewith (save for the compensation specifically herein provided immediately above in relation to the Fire Hall Building).

A loan receivable is the Commission's share of any outstanding loan incurred by the Town on behalf of both the Town and Commission for Fire Protection Service purposes, including, without limiting the generality of the foregoing, a loan incurred in the construction of the Fire Hall or for the purchase of Fire Vehicles or equipment.)

Should either of the aforesaid calculations result in a net amount due from the Commission to the Town, the Commission shall pay the said sum to the Town forthwith.

(b) Notwithstanding anything contained in Clause 15(a) hereof, where the Commission has a percentage interest greater than 50% in an asset (other than the Fire Hall Building) as determined in Clause 13 hereof:

(i) The Commission may elect to receive the asset, and
 (ii) That asset shall be excluded from the calculation of the amount owed by either party to the other under Clause 15(a) and

(iii) The Commission shall owe the Town an amount represented by the Town's percentage interest in that asset (as determined pursuant to Clause 13) MULTIPLIED BY the fair market value of the asset as determined pursuant to Clause 15(a) and

- (iv) The Commission may elect to offset the amount in 15(b) (iii) against amounts owed to it for other assets under Clause 15(a), but if no amounts or insufficient amounts are owed under Clause 15(a) to enable an offset, the Commission shall pay the Town the amount in 15(b) (iii) forthwith.
- (c) (i) With respect to assets other than the Fire Hall and real property associated therewith, the Town may elect not to receive any or all of the assets and in that event the Commission may elect to receive any of those assets refused by the Town by paying to the Town in respect to each asset the Fair Market Value of the asset determined under clause 15(a) multiplied by the Town's percentage interest in that asset prior to termination (as determined pursuant to clause 13). PROVIDED THAT if neither party wishes to retain a particular asset, that asset shall be sold and the net proceeds of sale shall be divided in accordance with the Parties' percentage interest in that asset, as determined pursuant to clause 13.
- (ii) To the extent that any assets and any monies owed by the Commission to the Town or vice versa are dealt with in this clause 15(c), they shall be excluded from clause 15(a) in determining the amount owed by either party to the other under that Clause.
- (iii) Any asset in which one of the Parties has a 100% interest as determined pursuant to clause 13, shall be retained by that party upon termination without payment to the other party and free from any claim by the other party and that asset shall not be included in the assets dealt with under clause 15(a), (b) or (c)(i) hereof. As the Town would be the legal owner thereof, it agrees to execute such documentation as may be necessary to give effect to this clause.
- (d) Any reference in this Clause 15 to Fire Hall and land or

real property associated therewith shall refer to the new Fire Hall to be constructed and the lot of land described in Schedule "X" hereto (or such other property as may be agreed upon in writing by the Parties from time to time). The Commission shall not at any time acquire an interest in the existing Fire Hall on Duke Street in Lunenburg or the property on which it is situate and that existing Fire Hall and property on Duke Street shall not be included in any calculations under this clause.

(e) For greater certainty:

(i) the Commission shall not either before or after termination, have any interest whether legal or equitable in (or control over) funds raised by the Firefighters (whether charitable receipts are issued by the Town or not and whether it is through solicitation or other fundraising methods including but not limited to, Bingos, Garden Parties, and Barbecues) except to the extent that the contribution of firefighters' funds to a capital expenditure has been specifically attributed to the Commission pursuant to the terms of this Agreement.

(ii) the Commission shall not, either before or after termination, have any interest whether legal or equitable in (or control over) monies donated to the Town except to the extent that monies applied to a capital expenditures have been specifically attributed to the Commission pursuant to this Agreement.

16. (a) This agreement is based upon the respective boundaries of the Town and District as they at present exist.

(b) The Uniform Assessment for the Town of Lunenburg for 1995 is: \$96,365,559.

The Uniform Assessment for the District for 1995 is:

\$123,527,200.

Present Total Uniform Assessment: \$219,892,759

The present percentage of the Total Uniform Assessments are:

District - 56.18%

Town - 43.82%

TOTAL - 100.00%

(c) IF any change in the boundaries of the Town or District shall occur, or if either party's percentage of the Combined or Total Uniform Assessment of the Town and District shall fall below 40%, then the Parties shall renegotiate the formula for contribution to capital and operating expenses (and percentage interest in assets) and if they should fail to reach an agreement, the matter shall be referred to arbitration under the Arbitration Act of Nova Scotia as provided in clause 23 hereof.

(d) The Town shall not contract to provide Fire Protection Services for additional areas not provided for under this Agreement without the consent of the Commission . The Commission shall not agree or attempt to agree to provide Fire Protection Services for any area(s) not provided for under this agreement without the consent of the Town.

17. The Parties hereby agree that the Town may use any Fire vehicles and fire equipment for non-fire related work for the Town at no cost to the Town. This shall include but not be limited to the use of fire vehicles and equipment for flushing out Town sewers.
18. No donations of capital assets to either or both of the Parties to be used for the purposes of this Agreement and no monetary donations to either or both of the Parties for a specific Fire Protection Service purpose shall be accepted unless mutually agreed to in writing by the Commission and the Town. For greater certainty, this clause shall not apply to donations made to the Town or Commission or both parties for general Fire Protection Service purposes.
19. Notwithstanding anything contained in this Agreement, any monies received by the Commission [other than monies received from fire rates or from Federal and Provincial grants] which are applied to the purchase, maintenance or improvement of

Fire Protection Service equipment or Fire Trucks [but not the Fire Hall or any room therein or fire ponds or hydrants] shall be deemed for all purposes of this Agreement to have been contributed 1/2 by the Town and 1/2 by the Commission.

STATUTORY AND POLICY COMPLIANCE

20. This Agreement shall be subject to all provincial and federal governmental legislation and regulations and all By-laws of the Town as may exist from time to time. In addition, the construction and interpretation of this Agreement and the administration of Fire Protection Services shall be in accordance with the by-laws, policies and procedures of the Town as may exist from time to time, including, without limiting the foregoing, personnel policies and procedural policies.

BINDING AGREEMENT

21. This Agreement shall enure to the benefit of and be binding upon the Parties hereto and their successors but neither Party shall assign its interest in, or responsibilities under, or benefit under, this Agreement without the written consent of the other, which may be arbitrarily refused.
22. The Parties acknowledge and agree that they will execute any assurances, deeds, or other instruments (including, the re-execution of this Agreement) reasonably required from time to time in order to give full force and effect to the terms and conditions of this Agreement and shall hold such meetings, obtain such approvals and request such legislation as may reasonably be necessary to give full force and effect to this Agreement.
23. (a) If the Commission is not satisfied with a decision of the Protective Services Committee, it shall have the right to make a direct appeal to Council for further consideration of an issue.
- (b) All matters in difference in relation to this Agreement shall be referred to the arbitration of a single arbitrator and costs shall be in the discretion of the arbitrator. The

award and determination of the arbitrator shall be binding on the parties and their respective successors and assigns. The provisions of the Arbitration Act R.S.N.S. 1989, C. 19 shall apply to this Agreement.

24. The Town agrees to comply with any reasonable request by the Commission for information on revenues and expenditures related to the provision of Fire Services.

GENDER

25. This Agreement shall be read with appropriate changes of gender as the context may require.

NOTICE

26. Any notice to be served on the Parties shall be in writing and delivered or mailed to:

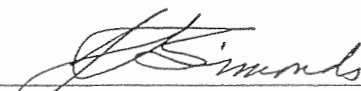
Town - Town Manager/Clerk
Town of Lunenburg
P.O. Box 129
Lunenburg, Nova Scotia
B0J 2C0

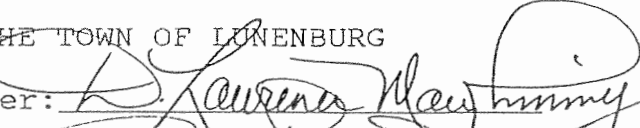
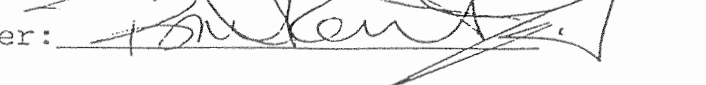
Commission - Chairman
The Fire Protection Commission of
District Number One and Two of the
Municipality of the District of
Lunenburg
c/o Wilfred Stevens
R.R. # 3 Lunenburg, Nova Scotia
B0J 2C0

or such other address as may be given by either Party to the other in writing.

IN WITNESS WHEREOF this Agreement has been duly executed by the Parties hereto.

SIGNED, SEALED AND DELIVERED
in the presence of:


WITNESS

THE TOWN OF LUNENBURG
Per: 
Per: 

(As authorized by Resolution of
Council dated February 12, 1995)

[Handwritten signature]
BMR

The Fire Protection Commission
of District Number One of the
Municipality of the District of
Lunenburg

[Handwritten signature]
WITNESS

Per: *[Handwritten signature]*

Per: *[Handwritten signature]*
(As authorized by Resolution
dated _____, 1995.

SCHEDULE "X"

LOT "A-2" :

All that certain lot, piece, or parcel of land situate, lying and being on the Southeast side of Madway Street, in the Town of Lunenburg, County of Lunenburg, and Province of Nova Scotia, shown as Lot "A-2" on a Plan of Subdivision of Parcel "A", lands of the Town of Lunenburg, dated May 17th., 1994, by Robert C. Becker, Nova Scotia Land Surveyor, said lot "A-2" having been approved by the Development Officer of the Town of Lunenburg on June 7th., 1994, and a copy of said Plan having been filed at the Office of the Registrar of Deeds, Bridgewater, N.S., on June 21st., 1994, at Plan no. 9572, said lot "A-2" being more particularly described as follows:

BEGINNING at a point marked by a survey marker (an iron post and identification cap) on the Southeast side-line of Madway Street aforesaid, said point being the most Northernly corner of property of Alice H. Randall, and being the most Westerly corner of the lot herein described;

THENCE North 70 degrees, 52 minutes, 23 seconds East, a distance of 66.37 feet along said Madway Street to a survey marker;

THENCE North 63 degrees, 54 minutes, 10 seconds East, a distance of 147.76 feet along said Madway Street to an iron bar on the Southwest corner of property of Lloyd Crouse;

THENCE South 45 degrees, 05 minutes, 05 seconds East, a distance of 237.02 feet along said Crouse property, and along properties of Paul and Grandolyn Crouse, and Linda L. Patterson, to a survey marker;

THENCE South 47 degrees, 01 minutes, 40 seconds East, a distance of 4.81 feet along said Patterson property to an iron pipe on the Southwest corner of property of John Knickla, Judith Stevens, and Judith Evicker;

THENCE South 48 degrees, 45 minutes, 50 seconds East, a distance of 60.47 feet along said Knickla, Stevens and Evicker property to a survey marker on the most Northernly corner of Lot "A-3", remaining lands of the Town of Lunenburg;

THENCE South 32 degrees, 14 minutes, 45 seconds West, a distance of 71.63 feet along said Lot "A-3" to a survey marker;

THENCE South 44 degrees, 01 minute, 00 seconds West, a distance of 179.75 feet along said Lot "A-3" to a survey marker on the Northern boundary of other lands of the Town of Lunenburg;

THENCE Northwesterly on the arc of a curve to the right of radius of 603.95 feet, for an arc distance of 169.43 feet along said other lands of the Town of Lunenburg to a survey marker on the Southeast extremity of Young Street; a tie-line between the two aforementioned survey markers being North 49 degrees, 12 minutes, 50 seconds West, a distance of 169.33 feet;

THENCE Northwesterly on the arc of a curve to the right of radius of 603.95 feet, for an arc distance of 41.82 feet along said Young Street, to a survey marker on the Southern corner of property of Ruth E. Raibse; a tie-line between the two aforementioned survey markers being North 39 degrees, 12 minutes, 20 seconds West, a distance of 41.81 feet;

SCHEDULE "X" - CONTINUED

Page 2. Lot "A-2" Schedule "A" continued

THENCE Northwesterly on the arc of a curve to the right of radius of 608.96 feet, for an arc distance of 132.50 feet along said Rafuse property to a survey marker on a point of curvature; a tie-line between the two aforementioned survey markers being North 30 degrees, 58 minutes, 15 seconds West, a distance of 132.24 feet;

THENCE North 24 degrees, 42 minutes, 15 seconds West, a distance of 63.02 feet along said Rafuse and Randall properties to the POINT OF BEGINNING.

SAID LOT "A-2" contains an area of 87,885 square feet.

BEARINGS are N.S. Grid, 03 degree Modified Transverse Mercator Projection, Central Meridian 64 degrees, 30 minutes West.

RESERVING any interests held by various unrecorded leases concerning use and encroachment originally granted by the Canadian National Railway Company, and referred to in the aforementioned Plan.



SCHEDULE "A"

LISTING OF ASSETS WHICH DISTRICT #1 & #2
HAVE AN INTEREST IN

BALANCES AS OF MARCH 31, 1995

| <u>YEAR PURCHASED</u> | <u>ITEM NAME</u> | <u>COST AT TIME OF PURCHASE + ADDITIONS</u> | <u>DISTRICT #1 PERCENTAGE OF CONTRIBUTION</u> |
|-----------------------|----------------------------|---|---|
| 1983 | Pumper/Truck | \$108,453 | 20 % (\$21,691) |
| 1980 | Rescue Utility | 21,856 | 25 % (\$ 5,742) |
| 1979 | Tanker | 47,597 | 60 % (\$29,262) |
| 1985 | Rescue Van | 22,000 | 100% (\$22,000) |
| 1990 | Cascade System | 20,347 | 50% (\$10,174) |
| 1992 | Ventilator | 2,330 | 50% (\$ 1,165) |
| 1992/93 | PC Computer c/w Printer | 3,536 | 50% (\$ 1,768) |

NOTE: FIRE PROTECTION ASSETS WHICH DISTRICT #1 & #2 DO NOT HAVE
AN INTEREST IN ARE NOT SHOWN.

FIRE PROTECTION CAPITAL ASSETS
ACCOUNTING EXAMPLES

NOTE: EACH ASSET WILL BE ACCOUNTED FOR ON AN INDIVIDUAL BASIS AND THE PERCENTAGE

EXAMPLE #1

EXISTING ASSET WITH ESTABLISHED COST SHARING
RATIO - 80%/20% - 1983 PUMPER/TRUCK

\$20,000 IMPROVEMENT. NO FIRE DEPT CONTRIBUTION.

| | <u>TOWN</u> | <u>DIST #1 & #2</u> | <u>TOTAL</u> |
|--------------------|------------------|-------------------------|------------------|
| Equity, Mar 31/95 | \$ 86,762 | \$21,691 | \$108,453 |
| % Equity Mar 31/95 | 80% | 20% | 100% |
| Addition 1995/96 | 16,000 | 4,000 | 20,000 |
| | <u>\$102,762</u> | <u>\$25,691</u> | <u>\$128,453</u> |
| % Equity Mar 31/96 | 80% | 20% | 100% |

In this example, District #1 and #2 contribute 20% towards any addition, their interest in the asset would remain at 20% and their future cost sharing percentage for the next capital expenditure thereon would still be 20% based on the last equity calculated March 31, 1996.

EXAMPLE #2

EXISTING ASSET WITH ESTABLISHED COST SHARING
RATIO - 80%/20% - 1983 PUMPER/TRUCK

1995/96 \$20,000 IMPROVEMENT. FIRE DEPARTMENT CONTRIBUTION OF \$10,000 AND BALANCE BY ESTABLISHED RATIO.

- AND -

1996/97 \$40,000 IMPROVEMENT. FIRE DEPARTMENT CONTRIBUTION OF \$15,000 AND BALANCE BY ESTABLISHED RATIO.

| | <u>TOWN</u> | <u>DIST #1 & #2</u> | <u>TOTAL</u> |
|--------------------|-------------|-------------------------|--------------|
| Equity, Mar 31/95 | \$86,762 | \$21,691 | \$108,453 |
| % Equity Mar 31/95 | 80% | 20% | 100% |
| Addition 1995/96 | | | |
| by Fire Dept | 5,000 | 5,000 | 10,000 |
| Balance Addition | 8,000 | 2,000 | 10,000 |
| Equity Mar 31/96 | \$99,762 | \$28,691 | \$128,453 |
| % Equity Mar 31/96 | 77.7% | 22.3% | 100% |
| Addition 1996/97 | | | |
| by Fire Dept | \$ 7,500 | \$ 7,500 | \$ 15,000 |
| Balance Addition | 19,425 | 5,575 | 25,000 |
| Equity Mar 31/97 | \$126,687 | \$41,766 | \$168,453 |
| % Equity Mar 31/97 | 67.0% | 33.0% | 100% |

In this example prior to the 1995/96 additions the established cost sharing ratio is 80% Town and 20% District #1 & #2. Regardless of the Fire Department's contributions this is the ratio used for the balance of the above capital expenditure for 1995/96 following the deduction of the Fire Department's contribution.

Following the 1995/96 additions a new cost sharing ratio is established 77.7% Town and 22.3% District #1 & #2. This is the ratio used for the next capital expenditure shown as in 1996/97.

Following the 1996/97 addition a new cost sharing ratio is established 67.0% Town and 33.0% District #1 & #2 for the next capital expenditure if any.

The above examples would also apply to capital expenditures on future acquired equipment after purchase.

EXAMPLE #3

NEW FIRE STATION

| | <u>TOWN</u> | <u>DIST #1 & #2</u> | <u>TOTAL</u> |
|-------------------------|--------------------|-------------------------|--------------------|
| Equity, Mar 31/95 | \$ 68,855 | \$ 6,575 | \$ 75,430 |
| % Equity | 91.3% | 8.7% | 100% |
| <u>Addition 1995/96</u> | | | |
| Lunenburg Fire Dept | 100,000 | | 100,000 |
| Town of Lunenburg | 200,000 | | 200,000 |
| District #1 & #2 | | 200,000 | 200,000 |
| Gov't of Canada | 500,000 | | 500,000 |
| Prov of Nova Scotia | 500,000 | | 500,000 |
| Equity, Mar 31/96 | <u>\$1,368,855</u> | <u>\$206,575</u> | <u>\$1,575,430</u> |
| | 86.9% | 13.1% | 100% |

This example is based upon the Town and District #1 sharing 50%/50% net costs after deducting grants and contributions by the Fire Department. District #1 & #2's percentage is their actual contribution as a percentage of the total expenditure on the building and improvements and related capital expenditures. [On termination this percentage is applied to the value of the building alone].

DATED

1995

BETWEEN:

TOWN OF LUNenburg

-and-

THE FIRE PROTECTION COMMISSION
OF DISTRICT NUMBER ONE

AGREEMENT

BURKE & MACDONALD
P.O. Box 549
Lunenburg, Nova Scotia
B0J 2c0

Circulated: _____

Document No:
Meeting: Protective Services April 8,
2021
Circulate To: Protective Services
Committee
File: Budget 2020/21

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: MARCH 31, 2021

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

Please find enclosed the variance report to **January 31, 2021**. The period ending January 31 represents 83% (10 months) of the fiscal year. The Fire Protection expenditures are at 75%.

Index to Reports

| | |
|--------------------------------|--------|
| Capital Budget Status Report | Page 1 |
| Operating Budget Status Report | Page 2 |

Acknowledged only by:

Bea Renton, CAO

Encls.

Capital Status Report to January 31, 2021

Any comments in BOLD are changes from the previous report

| TOWN | Project | Budget | YTD Actual | Under/(Over) Budget | DH |
|-----------------|---|-----------|------------|------------------------|----|
| Fire Department | Pumper #2 Replacement <i>Comment:</i> Complete. Council approved overage of \$2,794 surplus sale proceeds Sept.8/20 | \$755,100 | \$757,977 | (\$2,877) | GM |
| Fire Department | Turnout Gear Washer <i>Comment:</i> Complete. | \$5,400 | \$5,345 | \$55 | GM |
| Fire Department | Turnout Gear Dryer <i>Comment:</i> To be funded by Fire Dept. | \$9,700 | \$0 | \$9,700 | GM |
| Fire Department | Floor Scrubber <i>Comment:</i> Complete | \$5,100 | \$4,644 | \$456 | GM |
| Fire Department | Aluminum Garbage Bin <i>Comment:</i> Complete | \$3,800 | \$3,583 | \$217 | GM |
| Fire Department | Heat Pump Fire Hall <i>Comment:</i> The heat pump for the Fire Hall Auditorium and Club Room was approved at the October 13, 2020 Council meeting. This project was funded entirely from a grant received from the FCC AgriSpirit Fund. In December an additional unit was installed in the communications room. On January 12, 2021 Council approved, the installation of an additional unit in the offices and this would be partly funded from the Joint Equipment Fund. All units have now been installed. | \$25,000 | \$26,697 | (\$1,697) | GM |

| TOWN OF LUNENBURG | | | | | | |
|---|---------------------------------------|-------------------|-------------------|------------------|--------------|--|
| Fiscal Period April 1, 2020 to January 31, 2021 | | | | | | |
| FIRE PROTECTION | | | | | | |
| Account | AcctName | Fiscal YTD | Annual Budget | Variance | % Used | |
| ADMINISTRATION | | | | | | |
| 01-2-24-1100 | FIRE PREVENTION & ADVERTISING | 1,095.41 | 1,700.00 | 604.59 | 64.44 | |
| 01-2-24-1200 | HONORARIUMS/MEETING PAY | 3,153.14 | 4,600.00 | 1,446.86 | 68.55 | |
| 01-2-24-1300 | LIABILITY INSURANCE | 7,652.32 | 9,600.00 | 1,947.68 | 79.71 | |
| 01-2-24-1350 | LEGAL SERVICES | 352.56 | 800.00 | 447.44 | 44.07 | |
| 01-2-24-1510 | ASSOCIATION DUES - CHIEF & DEPARTMENT | 210.00 | 800.00 | 590.00 | 26.25 | |
| 01-2-24-1520 | CONVENTIONS - CHIEF | 0.00 | 0.00 | 0.00 | 0.00 | |
| 01-2-24-1620 | EMPLOYMENT BENEFITS | 3,054.20 | 5,000.00 | 1,945.80 | 61.08 | |
| 01-2-24-1650 | MEDICAL PLAN | 936.93 | 1,100.00 | 163.07 | 85.18 | |
| 01-2-24-1700 | OFFICE SUPPLIES | 1,266.14 | 1,500.00 | 233.86 | 84.41 | Bulk printing of donations receipts \$400, and recent purchase of toner cartridges for printer and fax machines. |
| Totals For: | ADMINISTRATION | 17,720.70 | 25,100.00 | 7,379.30 | 70.60 | |
| FIRE FIGHTING FORCE | | | | | | |
| 01-2-24-1400 | WORKERS COMP. - SUPER. & SUBSTITUTES | 857.41 | 1,500.00 | 642.59 | 57.16 | |
| 01-2-24-1420 | WORKERS COMP. - FIREFIGHTERS | 5,040.00 | 7,600.00 | 2,560.00 | 66.32 | |
| 01-2-24-2010 | SALARY - SUPERINTENDENT & SUBS | 42,536.51 | 50,500.00 | 7,963.49 | 84.23 | |
| 01-2-24-2015 | CAR ALLOWANCE - SUPERINTENDENT | 461.60 | 600.00 | 138.40 | 76.93 | |
| 01-2-24-2020 | FIRE DEPARTMENT STORM STAND-BY | 527.10 | 2,100.00 | 1,572.90 | 25.10 | |
| 01-2-24-2030 | HONORARIUMS - FIREFIGHTERS | 50,438.15 | 50,400.00 | (38.15) | 100.08 | Paid for the year |
| Totals For: | FIRE FIGHTING FORCE | 99,860.77 | 112,700.00 | 12,839.23 | 88.61 | |
| WATER SUPPLY AND HYDRANTS | | | | | | |
| 01-2-24-5100 | FIRE PROTECTION RATES | 255,632.25 | 340,800.00 | 85,167.75 | 75.01 | Three of the four billings |
| Totals For: | WATER SUPPLY AND HYDRANTS | 255,632.25 | 340,800.00 | 85,167.75 | 75.01 | |
| TRAINING | | | | | | |
| 01-2-24-6020 | TRAINING | 8,552.66 | 15,000.00 | 6,447.34 | 57.02 | Includes Level 1 training for 3 members. |
| Totals For: | TRAINING | 8,552.66 | 15,000.00 | 6,447.34 | 57.02 | |
| FIRE STATIONS & BUILDINGS | | | | | | |
| 01-2-24-3010 | TELEPHONE LINE RENTAL - ALARM | 1,161.76 | 1,900.00 | 738.24 | 61.15 | |
| 01-2-24-7010 | ANSWERING SERVICE | 8,046.99 | 8,700.00 | 653.01 | 92.49 | Small cost increases, budget will need to be increased in 20-21 |
| 01-2-24-7020 | TELEPHONE | 4,909.57 | 5,000.00 | 90.43 | 98.19 | Small cost increases, budget will need to be increased in 20-21 |
| 01-2-24-7025 | DATA INFORMATION SYSTEMS | 899.10 | 3,900.00 | 3,000.90 | 23.05 | |
| 01-2-24-7030 | FUEL | 4,981.68 | 17,100.00 | 12,118.32 | 29.13 | |
| 01-2-24-7040 | INSURANCE - BUILDING | 5,617.68 | 7,900.00 | 2,282.32 | 71.11 | |
| 01-2-24-7050 | ELECTRICITY | 10,738.34 | 15,000.00 | 4,261.66 | 71.59 | |
| 01-2-24-7060 | WATER | 1,585.10 | 2,300.00 | 714.90 | 68.92 | |
| 01-2-24-7065 | SEWER | 9,911.37 | 8,700.00 | (1,211.37) | 113.92 | Paid for the year |

| TOWN OF LUNENBURG | | | | | | |
|---|---------------------------------------|------------------|------------------|------------------|--------------|--|
| Fiscal Period April 1, 2020 to January 31, 2021 | | | | | | |
| FIRE PROTECTION | | | | | | |
| Account | AcctName | Fiscal YTD | Annual Budget | Variance | % Used | |
| 01-2-24-7070 | JANITOR'S SUPPLIES | 1,744.10 | 2,000.00 | 255.90 | 87.21 | The one time purchase of a disinfection fogging machine for the station at \$788.89 was not budgeted. |
| 01-2-24-7080 | REPAIRS TO BUILDING | 6,798.15 | 10,000.00 | 3,201.85 | 67.98 | Includes painting at the Fire Station. |
| Totals For: | FIRE STATIONS & BUILDINGS | 56,393.84 | 82,500.00 | 26,106.16 | 68.36 | |
| FIRE FIGHTING EQUIPMENT | | | | | | |
| 01-2-24-7090 | INTEREST ON CAPITAL LOAN | 8,780.90 | 8,800.00 | 19.10 | 99.78 | Paid for year |
| 01-2-24-8010 | VEHICLE/EQUIP. MAINT. CONTRACT | 8,399.24 | 13,600.00 | 5,200.76 | 61.76 | |
| 01-2-24-8020 | GAS AND SUPPLIES | 4,789.15 | 6,700.00 | 1,910.85 | 71.48 | |
| 01-2-24-8031 | REPAIRS 2015 LADDER ('94 sold Jun/16) | 5,147.33 | 5,000.00 | (147.33) | 102.95 | Cost to repair outriggers and diesel exhaust filtration system to keep Ladder 1 operational accounts for 85% of expenditure from account. |
| 01-2-24-8032 | REPAIRS #2 '98 PUMPER/TANKER | 1,708.08 | 4,000.00 | 2,291.92 | 42.70 | |
| 01-2-24-8033 | REPAIRS #3 '10 PUMPER | 5,181.13 | 3,500.00 | (1,681.13) | 148.03 | This account contains expenses for the change over of the communication equipment and configuration of Engine 3 to the Mutual Aid truck; replacement of an unserviceable siren and control; unit and replacement of 12VDC batteries. There will be additional costs to this budget coming up due to replacing 2 front steering tires in late November. |
| 01-2-24-8034 | REPAIRS #4 '02 HEAVY RESCUE | 1,196.21 | 1,500.00 | 303.79 | 79.75 | This account is current at 79.75% due to the replacement of 3-12 Vdc batteries (\$451.71) and having the annual MVI plus brake inspection of \$601.43. |
| 01-2-24-8035 | REPAIRS #5 '00 TANKER | 367.99 | 500.00 | 132.01 | 73.60 | Annual pump test, vehicle has now been sold |
| 01-2-24-8036 | REPAIRS #6 '02 TANKER | 1,203.15 | 4,000.00 | 2,796.85 | 30.08 | |
| 01-2-24-8037 | REPAIRS #7 '99 UTILITY | 495.04 | 2,000.00 | 1,504.96 | 24.75 | |
| 01-2-24-8038 | REPAIRS #8 BOAT & TRAILER | 2,100.07 | 2,000.00 | (100.07) | 105.00 | Required maintenance was performed on both of the outboard motors which accounts for 74.9% of the expenditures. |
| 01-2-24-8040 | INSURANCE ON TRUCKS/EQUIPMENT | 13,635.00 | 9,400.00 | (4,235.00) | 145.05 | |
| 01-2-24-8050 | HOSE, CLOTHING, EQUIPMENT | 13,009.36 | 16,700.00 | 3,690.64 | 77.90 | The new truck has meant the purchase of additional equipment and with the addition of new members uniforms had to be purchased. The department does not anticipate making any new equipment purchases, but if equipment is lost or damaged it will require replacement. |
| 01-2-24-8051 | PPE-Turn Out Gear | 0.00 | 12,000.00 | 12,000.00 | 0.00 | Amount not expended put to reserve. |
| 01-2-24-8060 | GENERAL EQUIPMENT REPAIR | 3,353.46 | 7,000.00 | 3,646.54 | 47.91 | |
| 01-2-24-8080 | REPAIRS RECHARGING EQUIPMENT | 2,155.77 | 5,000.00 | 2,844.23 | 43.12 | |
| 01-2-24-8090 | RADIO AND PAGING REPAIRS | 1,714.20 | 1,000.00 | (714.20) | 171.42 | Replacement of an officer's radio & accessories that was stolen. The department will also be getting LMR communications to reprogram and update radios and pages at a cost of approximately \$5000 There will be additional repairs to pagers and reprogramming of all mobile and portable radios.. |

| TOWN OF LUNENBURG | | | | | | |
|---|--------------------------------|-------------------|----------------------|-------------------|---------------|--|
| Fiscal Period April 1, 2020 to January 31, 2021 | | | | | | |
| FIRE PROTECTION | | | | | | |
| Account | AcctName | Fiscal YTD | Annual Budget | Variance | % Used | |
| 01-2-24-9040 | MEDICAL EXPENSES | 435.00 | 1,500.00 | 1,065.00 | 29.00 | |
| 01-2-24-9045 | FIREFIGHTER RECOGNITION DINNER | 0.00 | 2,500.00 | 2,500.00 | 0.00 | The annual banquet was cancelled for this year. There will be presenting the service awards at the Christmas meeting and will be having a meal provided. The cost will be approximately \$1,000. |
| 01-2-24-9050 | RENTAL - BLUE STORAGE BUILDING | 600.00 | 600.00 | 0.00 | 100.00 | |
| Totals For: | FIRE FIGHTING EQUIPMENT | 74,271.08 | 107,300.00 | 33,028.92 | 69.22 | |
| Totals For: | | 512,431.30 | 683,400.00 | 170,968.70 | 74.98 | |



Lunenburg & District Fire Department

25 Medway Street, P.O. Box 1478

Lunenburg, Nova Scotia

634-8343 Fax –634-4145

Chief Darren Romkey

Cell- 212-0476 dromkey@eastlink.ca

Chief Report for March 2021

Calls

There were 7 calls this month including .

1 call was in the district (grass)

4 in town (2 alarms, 1 chimney, 1 MVC)

2 Mutual Aid (Greenfield and Riverport structure fires)

385 total personnel hours were spent responding to calls

Training

There were 14 various training sessions totaling 51.5 hours this month

A total 435 personnel hour were spent on training this month.

Misc

There were 12 various misc operational functions totaling 19 hours.

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

Total of personnel hours this month.

Mar 2nd-Monthly Executive, Management, and Officers meetings

March 2nd-Jody Schnare has been accepted as a new probationary fire fighter.

March 6th and 7th -2 members attended an Ice Rescue course hosted by the Greenfield fire department.

Mar 6th-While returning from a call the front hub cap came off our #3 Engine, cutting the tire. It was taken right to Silvers and a new tire was installed. No injuries or any other damage to equipment.

Mar 10th-Monthly truck checks and general meeting

Mar 11th-Protective Services meeting

March 13th-Several members attended a Technical Ice Rescue course at our station

March 14th- Monthly pump operator training

March 22nd –I attended the Town Council meeting where it was approved to pre order the Rescue truck in the 2022/23 budget year

March 24th-Monthly general fire practice

March 28th-Annual Officers day training where we discuss general topics and train. This year we had Attorney Dave Hirtle in to talk to us regarding our legal duties on scene and what to expect if summoned to court

PLANNING ADVISORY COMMITTEE PUBLIC INFORMATION MEETING MINUTES
MONDAY, APRIL 12, 2021
MEETING RECOMMENDATIONS

1. To recommend that Council enter into the Development Agreement to add a third residential unit at 6 Victoria Road, PID 600557531, and give first reading and set a public hearing date to further consider same.
2. To recommend that Council enter into the Development Agreement to add a third residential unit at 185 Pelham Street, PID 60061704, and give first reading and set a public hearing date to further consider same.
3. To recommend that Council amend the text of the Land Use By-law, Part 16.1 Permitted Developments, under existing residential uses as follows, by inserting after "61 Tannery Road ABCO":
 - i. 200 Montague Street*
 - ii. 268 Montague Street*
 - iii. 272 Montague Street, converted dwelling with 3 units*

and give first reading and set a public hearing date to further consider same.

PLANNING ADVISORY COMMITTEE PUBLIC INFORMATION MEETING MINUTES

MONDAY, APRIL 12, 2021 AT 6:00 P.M.

VIA ZOOM WEBINAR

PRESENT: Councillor Susan Sanford, Chair
Councillor Stephen Ernst
Councillor Ed Halverson
Peter Goforth, Citizen Appointment
Derek Kinsmen, Citizen Appointment
Gerry Rolfsen, Citizen Appointment
Jack Strowbridge, Citizen Appointment

ALSO PRESENT: John Heseltine, Stantec Consulting, Town of Lunenburg Consultant
Heather McCallum, Assistant Municipal Clerk
Bea Renton, CAO
Dawn Sutherland, Planning and Development Manager

2. Call to Order

The Chair called the meeting to order at 6:11 p.m.

3. 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.

4. Agenda

Motion: moved and seconded to approve the agenda.

5. Planning Advisory Committee February 10, 2020 meeting minutes

Motion: moved and seconded to approve the February 10, 2020 meeting minutes.

6. Business Arising from the Minutes/Unfinished Business

7. Public Information Meeting

The Planning and Development Manager outlined the Town's public participation program relating to this application and process for the public information meetings (**Schedule "A"**).

a. Development Agreement Application for a Third Residential Unit at 6 Victoria Road

Mr. Heseltine provided a summary of his Committee report (**Schedule "B"**) as the Town's consultant on this project.

Committee members discussed what the current parking arrangements are. There may be parking on Town lands. Staff advised that only one parking space is provided by the owner now and is intended to be maintained through the Development Agreement.

Erin Ferguson, Brighter Community Planning and Consulting Ltd., on behalf of the applicant, Jean Greige, gave an overview of her client's Development Agreement application for a third residential unit. There are currently two units in the building. One of the units is accessible.

The Planning and Development Manager advised that no public submissions have been received to date.

The Chair called for any public submissions and there were none.

b. Development Agreement Application for a Third Residential Unit at 185 Pelham Street

The Planning and Development Manager presented an overview of the application for a third residential unit at this property as well (**Schedule "C"**). She noted that the Town is not making any representations as to the current or future Building and/or Occupancy Permit status of the properties under review now. These are separate matters. There is off street parking at this location, but there is only one actual parking space which would meet zoning requirements. The location of the property is such that it is within walking distant of most Town services and Council earlier amended the zoning requirements to reduce on-site parking requirements to facilitate residential densification.

The Planning and Development Manager advised that no public submissions have been received to date.

The Chair called for any public submissions and there were none.

c. Land Use Bylaw Text Amendment Application respecting the Proposed Residential Designation of 200, 268, and 272 Montague Street in the Marine Residential Zone

The Planning and Development Manager gave an overview of the application and proposed Land Use Bylaw text amendment to recognize these properties as existing Residential uses (**Schedule "D"**) so as to be considered conforming. Again, no municipal representations are being made regarding current or future Building and/or Occupancy Permit uses.

The Planning and Development Manager stated that there have been two submissions received regarding this application – one from the Applicant (**Schedule “E”**) and another from Develop NS (**Schedule “F”**). Mr. Rolfsen noted that Develop NS sold some of their lands to these residential property owners to expand their backyards.

Motion: moved and seconded to close the public information meeting portion of the Planning Advisory Committee meeting. Motion carried.

The public information meeting portion closed at 7:14 p.m.

8. New Business

a. Development Agreement Application for a Third Residential Unit at 6 Victoria Road

The Committee considered the draft motions contained in the report (**Schedule “B”**).

Motion: moved and seconded that the Planning Advisory Committee recommends that Council enter into the Development Agreement to add a third residential unit at 6 Victoria Road, PID 600557531, and give first reading and set a public hearing date to further consider same. Motion carried.

b. Development Agreement Application for a Third Residential Unit at 185 Pelham Street

The Committee considered the draft motions contained in the report (**Schedule “C”**).

Motion: moved and seconded that the Planning Advisory Committee recommends that Council enter into the Development Agreement to add a third residential unit at 185 Pelham Street, PID 60061704, and give first reading and set a public hearing date to further consider same. Motion carried.

c. Land Use By-law Text Amendment Application respecting the Proposed Residential Designation of 200, 268, and 272 Montague Street in the Marine Residential Zone

The Committee considered the draft motions contained in the report (**Schedule “D”**).

Motion: moved and seconded that the Planning Advisory Committee recommends that Council amend the text of the Land Use By-law, Part 16.1 Permitted Developments, under existing residential uses as follows, by inserting after “61 Tannery Road ABCO”:

- i. 200 Montague Street*
- ii. 268 Montague Street*
- iii. 272 Montague Street, converted dwelling with 3 units*

and give first reading and set a public hearing date to further consider same. Motion carried.

9. Next Meeting Dates

- Tentative: Thursday, April 29 - full day in person workshop with Planning Advisory Committee members and Upland Planning & Design staff to review and become familiar with the draft Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw.
- Public participation on draft planning documents should begin in May. Formal meetings will likely be held on Wednesdays.

10. Adjournment

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

The Chair adjourned the meeting at 7:21 p.m.

Bea Renton, CAO

Public Information Meeting Process Outline

1. Opening of the Public Information Meeting

A public information meeting provides members of the public with an opportunity to learn about a proposal and make their views known to the Planning Advisory Committee. A public information meeting is required under the Town of Lunenburg's Public Participation Program.

In terms of process, after the public information meeting is held, PAC may make a recommendation to Council or defer decision to a later date if, for example, more information is requested. Please note that time for questions from the gallery is during the Public Information Meeting. Once the meeting is closed, discussion is to be between the Committee members only. The public will have another opportunity for input should Council forward the proposal to a public hearing. After the public hearing, Council will make the final decision.

2. Review of General Rules of Conduct

There are a few general rules of conduct that are to be observed so that everyone who wishes to speak can do so in an open and respectful environment. The general rules of conduct for speakers are:

- *Please state your name and civic address clearly so that it may be recorded in the minutes.*
- *We ask that you be respectful of others opinions*
- *Speakers will be limited to one presentation unless called upon by the Chair for further comment. Speakers are limited so that all may have an opportunity to participate.*
- *PAC members may question each speaker.*
- *Comments and questions by the public are to be directed to the Chair.*

3. Public Information Meeting

(a) Title of agenda item

- (i) Presentation by Town Planner Dawn Sutherland or John Heseltine, Senior Planner, Stantec
- (ii) Opportunity for presentation by applicant
- (iii) Written submissions
- (iv) Public input (oral submissions)

4. Closing of the Public Information Meeting

Motion: moved and seconded to close the Public Information Meeting portion of the Planning Advisory Committee meeting.



To: Town Council
Town of Lunenburg

From: John Heseltine, LPP MCIP
Stantec Consulting Ltd.

File: 163601438

Date: April 6, 2021

Reference: Development Agreement Application for a Third Residential Unit, 6 Victoria Road (PID 60055753)

| | |
|-------------------------|---|
| Applicant | Mr. Jean Greige |
| Landowner | same |
| Proposal | Application to enter into a development agreement to allow for a third residential unit at 6 Victoria Road, Lunenburg |
| Lot Area | 5,383 square feet |
| Designation | Residential |
| Zone | Residential |
| Surrounding uses | Mixed (Industrial, Commercial, Recreation, Residential) |
| Heritage | Outside the Heritage Conservation District |
| Site visit | |

1. FACTS

A. BACKGROUND

The property at 6 Victoria Road (PID 60055753) in the Town of Lunenburg currently contains two dwelling units. A development permit and building permit have been issued to renovate the two existing units. Occupancy permit 19109 was issued on 11 November 2020.

The structure is located on an irregularly shaped 5,383 square feet (500 m²) lot at the intersection of Victoria Road and Brook Street near the western edge of downtown Lunenburg. While the building is not within the Heritage Conservation District and is not formally recognized as a heritage structure, it is listed on ViewPoint.ca as being 136 years old (i.e., circa 1885) and retains its original character.

It is currently well-maintained and fits with the character of the surrounding streetscape. The application submission from Brighter Community Planning and Consulting contained in Schedule F attached to this report includes photographs of the structure before and after recent exterior renovations. The abutting properties at 26 Brook Street and 50 Falkland Street are residential uses of a similar vintage. The wider area is more mixed. While the adjacent blocks of Brook Street are predominantly residential, Lunenburg Foundry faces 6 Victoria Road across Falkland Street. There are other commercial uses on nearby blocks of Victoria Road (e.g., Seaside Animal Hospital and NAPA Auto Parts) and Falkland Street (e.g., West Nova Fuels). Across Victoria Road, furthermore, is the Lunenburg Playground.

B. PROPOSAL

The property owner is seeking to add a third dwelling unit to the existing two-unit residential building at 6 Victoria Road. The property is currently designated Residential on the Future Land Use Map in the Municipal Planning Strategy (MPS) and zoned Residential (R) on the Town of Lunenburg Zoning Map. The R Zone permits single and two-unit dwellings as-of-right and permits the consideration of "multi-unit buildings" (i.e., buildings that contain three or more dwelling units) by development agreement.

Reference: Development Agreement Application for a Third Residential Unit, 6 Victoria Road (PID 60055753)

2. ISSUES AND OPTIONS

A. RELEVANT POLICIES

LUB Section 5.1(b)(ii) establishes the right of Council to consider the development of “multi-unit dwellings in accordance with Municipal Planning Strategy policy 5.9.” Policy 5.9 states [It shall be the policy of Council to:]

consider, only by development agreement, in areas designated Residential on Map 2, the Future Land Use Map proposals for multi-unit dwellings including conversions, expansions and new construction provided the development is in accordance with policy 5.12. [emphasis added]

The property in question is in a Residential designation, as noted, and the proposal is an internal conversion of an existing building, which is listed among the development possibilities to which the policy applies. The application of Policy 5.12 is ambiguous in Policy 5.9 as written; however, Policy 5.12, which has been amended and re-numbered as 5.12A, is clear that it applies only to “proposals for new construction of multi-unit residential buildings.” (see **Schedule A** for full policy text).

For conversions and expansions Council is to consider the application against criteria set out in MPS Policies 19.9.1 and 19.9.2 (see **Schedule B**). Policy 19.9.1 applies to all LUB amendments and development agreements, while Policy 19.9.2 adds considerations applicable to all development agreements but not LUB amendments.

| Criteria for Development Agreements and Land Use By-law Amendments | |
|--|--|
| 19.9.1 consider the following in addition to all other criteria set out in the various policies of this Municipal Planning Strategy when considering amendments to the Land Use By-law or development agreements: | |
| (a) that the proposal conforms to the intent of the Municipal Planning Strategy and to all other applicable Town By-laws and regulations, except where the application is for a development agreement and the requirements of the Land Use By-law need not be met; and | The development application is a request for a development agreement so Land Use Bylaw provisions may be varied if the outcome conforms to the intent of the Municipal Planning Strategy. The intent of the MPS is discussed in the section titled Issues Identified, below. |
| (b) that the proposal is not in conflict with Municipal or Provincial programs in effect in the Town; and | No conflicts have been brought to our attention. |
| (c) that the proposal is not premature or inappropriate by reason of: | |
| (i) financial ability of the Town to absorb costs related to the development; or | Town costs associated with approval should be limited to permitting and approvals. There is no indication that the Town is not able to absorb these costs, which will be partially mitigated by permit fees to be paid by the applicant. |
| (ii) adequacy and proximity of school, recreation and other community facilities; or | Occupants of the single additional unit will not place any pressure on the named facility types all of which are available in close proximity to the site. |
| (iii) negatively affecting the enjoyment of established residences; or | The additional unit is not likely to be disruptive to the current neighbourhood in which it is located and the property, in any case, is located such that activities there have little influence on even the two abutting residences. |

Reference: Development Agreement Application for a Third Residential Unit, 6 Victoria Road (PID 60055753)

| | |
|---|---|
| (iv) the creation of any undue traffic hazard or congestion; or | The property fronts on a significant traffic-bearing street but there is no reason to expect that the additional unit will add significantly to traffic volume in the town or exacerbate current traffic concerns. |
| (v) adequacy of Town sewer and water services, including fire flows and water pressure or the adequacy of the site for on-site services; or | The development will add a single unit that will likely accommodate one to no more than three people, who can be readily accommodated by the Town's existing water and wastewater networks and treatment facilities. |
| (vi) adequacy of storm drainage and effects of alteration to drainage pattern, including potential for creation of a flooding problem; or | The development is an internal conversion and as such should not result in changes to the structure or property that will increase run-off or have other effects that would influence storm drainage. |
| (vii) creation or worsening of a pollution problem in the area such as but not limited to soil erosion and siltation of watercourses; or | The property has a moderate slope and is located in an area of paved streets and developed properties removed from watercourses. It is not likely to be prone to erosion or similar effects and the addition of a single unit within the existing structure is unlikely to exacerbate any such effects should they exist. |
| (viii) suitability of site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-way; and | The building and property are well-established and existing landscaping stabilizes its soils. No significant wetlands are near the site. |
| 19.9.2 consider the following in addition the criteria set out in 19.9.1 above, when considering development agreements: | |
| (a) that the proposal provides adequate off-street parking. In the case of development by development agreement, parking need not comply with the requirements of the Land Use By-law, and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property; and | Because of the irregular configuration of the lot, the presence of a wheelchair access ramp, and recently install curbing, only one parking space can be provided on the lot. |
| (b) that the proposal provides adequate emergency vehicle access; and | Emergency vehicle access is adequate. |
| (c) that the hours of operation of the proposed use will not unduly disturb nearby properties; and | N/A |
| (d) that the primary architectural features of the proposal, including but not limited to bulk, scale, roof shape, building materials, exterior cladding, and shape and size and relationship of doors and windows, shall be visually compatible with nearby buildings in the case of a new building, or with the original building in the case of an addition; and | The building's appearance is consistent with the fabric of the surrounding area and no changes to its exterior appearance are anticipated. |
| (e) that the proposal will not significantly alter the existing character or stability of the surrounding neighbourhood; and | The area has a mix of land uses but abutting structures are residential and the immediate neighbourhood incorporates single, duplex, and multi-unit buildings. As noted, the character and |

Reference: Development Agreement Application for a Third Residential Unit, 6 Victoria Road (PID 60055753)

| | |
|---|---|
| | appearance of the current building are consistent with the surrounding built environment. |
| (f) that the proposal will be integrated into the surrounding area by means of good landscaping and sensitive site orientation and screening adequate to eliminate the impact of any objectionable features such as parking or outdoor storage of equipment, parts and waste material; and | The property incorporates a large hedge that buffers abutting residential properties. Shifting parking from the front yard to the side of the building will enhance its appearance from the street and the park facing it across Victoria Road. |
| (g) that residential developments provide sufficient usable outdoor open space; and | The property area is 500 m ² or 5,382 square feet, which is 10.4% short of the 558 m ² /6,000 square foot minimum requirement in the R Zone. The property, however, was subdivided in 1852 before subdivision regulations existed and is consistent with the neighbourhood pattern. The applicant has indicated on the Site Plan provided in attached Schedule E that an amenity area of approximately 20 m ² or 215 square feet is available on the property's western side yard. Furthermore, a large park located across Victoria Road provides residents at 6 Victoria Road with ready access to additional good quality open space opportunities. |
| (h) that the proposal will not result in a significant risk of damage to either the natural or built environment. This determination will be made by a person deemed to be qualified by Council. Where Council determines, on the advice of a qualified person, that there is a significant risk of such damage, environmental studies shall be undertaken by the developer in order to determine the nature and extent of any likely damage. The proposal shall not be approved by Council until Council is satisfied that all concerns respecting the impact of the development have been adequately addressed; and | No potential risk has been identified. |
| (i) that adequate provision is made for garbage collection and industrial waste disposal, and Council is satisfied that all necessary permissions for these services have been received from the regulatory body having jurisdiction; and | The applicant has stated that a "waste collection bin" will be provided. Waste is picked up from existing units on the property without any complications that have been noted. |
| (j) the use shall not as a result of emissions of noise, odour, dust, or light or any other form of emission, have an undue negative effect on the enjoyment of other properties in the area. | A residential land use conventionally used should not create emissions that will cause any undue negative effect. |

Reference: Development Agreement Application for a Third Residential Unit, 6 Victoria Road (PID 60055753)

B. REQUESTS FOR COMMENTS

As part of this review process, Town staff met to review the application on March 29, 2021.

Engineering and Public Works staff determined that the site is suitable for development. No grade changes are proposed, the site is not near a watercourse, and no interference with utility ROWs is required. Public water and sewer services are adequate for a third residential unit. The local storm system has been upgraded and storm drainage is also adequate. There is no known pollution on site and no noxious use is proposed.

C. ISSUES IDENTIFIED

The development agreement application is specifically required to allow the addition of a third residential unit at 6 Victoria Road. The addition of a single unit will not significantly impact municipal infrastructure and should not exacerbate any safety or nuisance concerns in the area. The lot, as noted in the foregoing table, is just more than 10% short of the LUB minimum for the R Zone and the provision of only one parking space is less than has traditionally been expected for a three-unit residential structure.

The MPS supports the intensification of residential land uses within the town given the need for affordable housing and noting that the Old Town and New Town (in which 6 Victoria Road is located) “have long since developed to the extent possible.” Given that nearly all properties in the traditional areas of the town have been built on, the Planning Strategy provides for additional units through conversion:

Conversion of large old single unit dwellings and other buildings to multi-unit dwellings serves a housing need and provides an acceptable use for the larger buildings. Small scale conversions will be permitted; larger scale conversions will require a development agreement.

Conversions to create two units are considered small-scale. The conversion applied for at 6 Victoria Road, although modest, falls into the category of larger scale conversions requiring a development agreement.

Policy 5.8 lists “conversion of buildings to three unit dwellings” as one of nine uses to be “Allowed Throughout Residential Designation[s].” The R Zone, however, only permits up to two-unit dwellings. Conversions to three units are addressed by Policy 5.9, which allows Council to consider “proposals for multi-unit dwellings including conversions ... provided the development is in accordance with policy 5.12. Policy 5.12, however, deals with new construction, effectively passing the consideration of conversion projects onto Policies 19.9.1 and 19.9.2.

As stated in Policy 19.9.1(a), the development agreement process allows Council to consider developments that would not otherwise be permitted under the LUB if the overall intent of the MPS is met. The two measures by which the proposal does not meet LUB standards are lot area and parking. The lot is 10.4% short of the 558 m²/6,000 square foot minimum area required for the R Zone. This deficiency is unlikely to affect the ability of tenants to recreate on the property and is mitigated by the availability of an open municipal park directly across the street.

The under-sized property is, however, a factor in the inability of the developer to provide more than one parking space for the building. The developer’s application acknowledges “small lot size” along with the irregular shape of the lot, the recent relocation of the curb cut such that vehicles now enter the property on the /east side of the structure, and a wheelchair ramp constructed at the northeast corner of the property as

Reference: Development Agreement Application for a Third Residential Unit, 6 Victoria Road (PID 60055753)

factors limiting his ability to provide more than one space meeting the size requirements of the LUB (i.e., at least 18 m²/200 square feet, measuring at least 3 m/10 feet by 6 m/20 feet, exclusive of driveways or aisles).

Section 26M.1 of the LUB states that developers converting buildings to increase the number of dwelling units can have no more than three dwelling units and must provide “one (1) off-street parking space ... for each dwelling unit.” Policy 19.9.2 of the MPS, which is reproduced in the table above, states, however, that “[i]n the case of development by development agreement, parking need not comply with the requirements of the Land Use By-law, **and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property.**” [emphasis added]]

The applicant has identified the key points that justify reduction of the parking requirement for 6 Victoria Road. In addition to the clear direction of the MPS that parking should be reduced “as far as reasonable,” the location of the property suits it well to occupants who do not want to or cannot own a car. The restaurants and retail businesses are located on blocks immediately around the property. A walk to the centre of the Lunenburg waterfront takes just ten minutes and it is just seven minutes walk to the nearest grocery store. As noted, the Lunenburg Playground, which has tennis courts and playground equipment, is across Victoria Road, and other recreation facilities such as the Curling Club are nearby. Residents will also have easy access to the Back Harbour Trail to reach the waterfront and downtown.

Planning regulations have historically required substantial parking provisions for residential and commercial properties to “get cars off the street.” Planners have more recently come to recognize that excessive requirements for onsite parking inhibit redevelopment potential and encourage automobile use where it is not necessary. Providing less parking ultimately reduces car ownership and vehicle trips in the community, while encouraging walking. The objective of encouraging walkability is especially important in a historic community like Lunenburg where walking reinforces traditional character and creates a more pleasant environment for visitors. It also has significant benefits for the health of community members.

D. OPTIONS

In response to the application Planning Advisor Committee may

1. Recommend that the Council enter into the development agreement to add a third residential unit to 6 Victoria Road, PID 600557531, and give First Reading and set a Public Hearing date.
2. Recommend that the application be refused if it is found not to carry out the intent of the Municipal Planning Strategy.
3. Provide alternative direction, such as requesting further information on a specific topic.

3. FINANCIAL IMPACT

None at this time.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with the following Strategic Directions and Goals approved by Lunenburg Town Council on November 17, 2020 (<https://www.explorelunenburg.ca/strategic-plan.html>):

Reference: Development Agreement Application for a Third Residential Unit, 6 Victoria Road (PID 60055753)

- *Community Structure* – A town that accommodates growth and change in a well-planned way that is respectful of its layered past and creates opportunities for its long-term future.
- *Housing* – A town that offers a wide range of high quality and affordable housing options.
- *Mobility* – A town with an integrated transportation system for all modes that can support the needs of residents and visitors without creating undue burden on the town.

5. RECOMMENDATION

Based on the foregoing review, Mr. Jean Grieg's application to enter into a development agreement with the Town to permit the conversion of the building at 6 Victoria Road to a maximum of three dwelling units notwithstanding that the proposed development will not satisfy the requirement of Section 26M.1 of the LUB requiring that such developments must have one off-street parking space per dwelling unit, is consistent with the intents of the MPS. The proposal is consistent with the Town's residential development policies and meets the intent of the MPS, particularly the intention of Council stated in MPS Policy 19.9.2(a) "to reduce the amount of parking required as far as reasonable in relation to the location of the property" for developments of the type that Mr. Grieg is proposing.

IT IS RECOMMENDED THAT Council enter into the development agreement to add a third residential unit to 6 Victoria Road, PID 600557531, and give First Reading and set a Public Hearing date.

6. APPENDICES

Schedule A – Municipal Planning Strategy Policies 5.8, 5.9, and 5.12

Schedule B – Municipal Planning Strategy Policy 19.9

Schedule C – Development Agreement Approval Process

Schedule D – Site Plan

Schedule E – Application

Schedule F – DRAFT Development Agreement

Stantec Consulting Ltd.



John Heseltine LPP MCIP
Senior Planner
Phone: 902 481 1477
John.Heseltine@stantec.com

Attachment: Schedules A through G

c.Dawn Sutherland, Development/Planning Manager

Schedule A – Municipal Planning Strategy Policies 5.8, 5.9, and 5.12

It shall be the policy of Council to:

Uses Allowed Throughout Residential Designation

- 5.8 permit in areas designated Residential and zoned Old Town Residential (OTR) or Residential (R):
- (a) business uses that are incidental and secondary to a main residential use, subject to specific requirements regarding type of use, floor area, signs and parking; and
 - (b) conversion of buildings to three unit dwellings; and
 - (c) existing commercial uses; and
 - (d) existing multi-unit dwellings; and
 - (e) existing residential and commercial storage buildings; and
 - (f) one and two unit dwellings; and
 - (g) rooming and boarding houses, subject to specific requirements regarding the maximum number of rooms available for rent; and
 - (h) visitor-oriented commercial uses existing on January 1, 2003 and listed in the Residential (R) Zone of the Land Use By-law.
 - (i) tourist homes subject to specific requirements regarding maximum size, location and parking.
- 5.9 consider, only by development agreement, in areas designated Residential on Map 2, the Future Land Use Map proposals for multi-unit dwellings including conversions expansions and new construction provided the development is in accordance with policy 5.12.
- 5.12A (1) Ensure that the following criteria are met when Council is considering proposals for new construction of multi-unit residential buildings by development agreement:
- (a) the minimum lot size must be 279 square metres (3,000 square feet) per dwelling unit up to four and 93 square metres (1,000 square feet) for each additional dwelling unit;
 - (b) residential developments of four or more units must provide 20% of the minimum lot area as dedicated green space to be maintained in plantings and not paved—the approximate location of the green space and the plan for planting it must be included in the development agreement;
 - (c) development must be screened from adjacent one and two unit residential uses by trees and shrubs according to the following requirements:
 - (i) 4 - 5 units 1.5 metres (5 feet)
 - (ii) 6 - 10 units 3 metres (10 feet)
 - (iii) 11 - 15 units 4.5 metres (15 feet)
 - (iv) 16 units and over 6 metres (20 feet)

The location, plant mix and maintenance standards must be included in the development agreement.

- (d) one and one-quarter parking spaces are required for each unit in all developments of four units and over.
 - (e) parking in the front yard is prohibited.
 - (f) location and design of parking spaces and driveways must be included in the development agreement.
- (2) In the case of additions to existing residential developments, the criteria in subsection (1) apply only to the addition.
- (3) In the case of conversions, the specific criteria in subsection (1) do not apply but the factors listed should be taken into account in the development agreement to the extent the existing lot permits.

Schedule B – Municipal Planning Strategy Policy 19.9

19.9.1 consider the following in addition to all other criteria set out in the various policies of this Municipal Planning Strategy when considering amendments to the Land Use By-law or development agreements:

- (a) that the proposal conforms to the intent of the Municipal Planning Strategy and to all other applicable Town By-laws and regulations, except where the application is for a development agreement and the requirements of the Land Use By-law need not be met; and
- (b) that the proposal is not in conflict with Municipal or Provincial programs in effect in the Town; and
- (c) that the proposal is not premature or inappropriate by reason of:
 - (i) financial ability of the Town to absorb costs related to the development; or
 - (ii) adequacy and proximity of school, recreation and other community facilities; or
 - (iii) negatively affecting the enjoyment of established residences; or
 - (iv) the creation of any undue traffic hazard or congestion; or
 - (v) adequacy of Town sewer and water services, including fire flows and water pressure or the adequacy of the site for on-site services; or
 - (vi) adequacy of storm drainage and effects of alteration to drainage pattern, including potential for creation of a flooding problem; or
 - (vii) creation or worsening of a pollution problem in the area such as but not limited to soil erosion and siltation of watercourses; or
 - (viii) suitability of site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-way; and

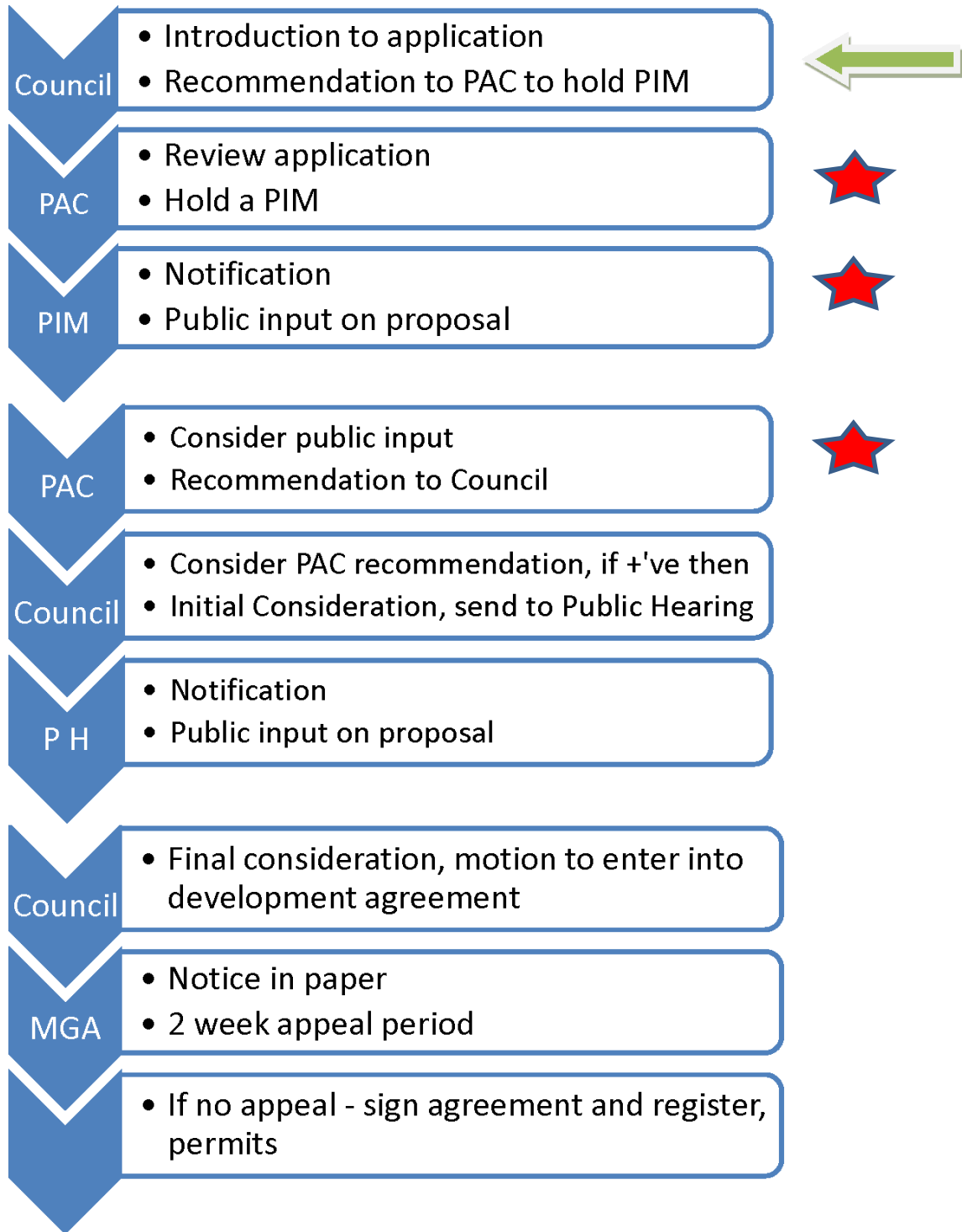
19.9.2 consider the following in addition the criteria set out in 19.9.1 above, when considering development agreements:

- (a) that the proposal provides adequate off-street parking. In the case of development by development agreement, parking need not comply with the requirements of the Land Use By-law, and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property; and
- (b) that the proposal provides adequate emergency vehicle access; and
- (c) that the hours of operation of the proposed use will not unduly disturb nearby properties; and
- (d) that the primary architectural features of the proposal, including but not limited to bulk, scale, roof shape, building materials, exterior cladding, and shape and size and relationship of doors and windows, shall be visually compatible with nearby buildings in the case of a new building, or with the original building in the case of an addition; and
- (e) that the proposal will not significantly alter the existing character or stability of the surrounding neighbourhood; and
- (f) that the proposal will be integrated into the surrounding area by means of good landscaping and sensitive site orientation and screening adequate to eliminate the impact of any

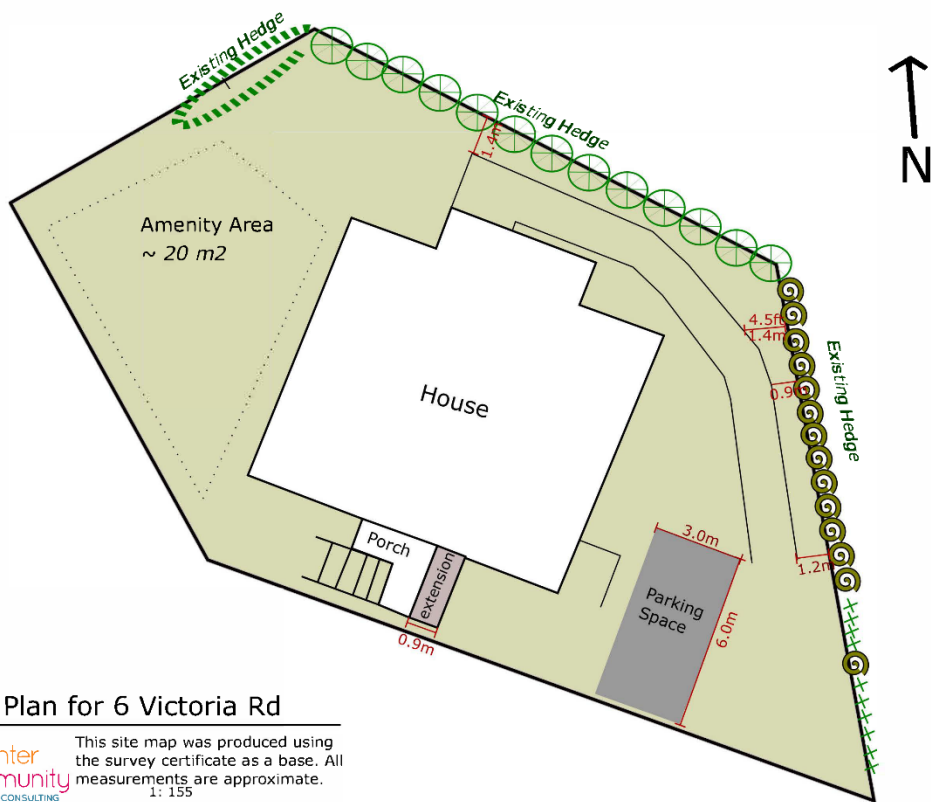
objectionable features such as parking or outdoor storage of equipment, parts and waste material; and

- (g) that residential developments provide sufficient usable outdoor open space; and
- (h) that the proposal will not result in a significant risk of damage to either the natural or built environment. This determination will be made by a person deemed to be qualified by Council. Where Council determines, on the advice of a qualified person, that there is a significant risk of such damage, environmental studies shall be undertaken by the developer in order to determine the nature and extent of any likely damage. The proposal shall not be approved by Council until Council is satisfied that all concerns respecting the impact of the development have been adequately addressed; and
- (i) that adequate provision is made for garbage collection and industrial waste disposal, and Council is satisfied that all necessary permissions for these services have been received from the regulatory body having jurisdiction; and
- (j) the use shall not as a result of emissions of noise, odour, dust, or light or any other form of emission, have an undue negative effect on the enjoyment of other properties in the area.

Schedule C – Development Agreement Approval Process



Schedule D – Site Plan



Site Plan for 6 Victoria Rd

**brighter
community**
PLANNING & CONSULTING

This site map was produced using the survey certificate as a base. All measurements are approximate.
1: 155

Schedule E – Application

Schedule A -1 Application form

Town of Lunenburg Planning Application for Development Agreements

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

| APPLICANT INFORMATION | REGISTERED OWNER OF PROPERTY |
|--|--|
| Name: Erin Ferguson | Name: Jean Greige |
| Company Name: Brighter Community Planning & Consulting Ltd | Company Name: |
| Mailing Address: 80 Water Street, Windsor, BON 2T0 | Mailing Address: 50 Montague Street PO Box 1709, Lunenburg, NS, B0J 2C0 |
| Email: erin@brighterplanning.ca | Email: j3pizza@hotmail.com |
| Phone: [REDACTED] (home) | Phone: [REDACTED] |
| Cell: [REDACTED] | Cell |

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: 6 Victoria Rd | <input type="checkbox"/> Copy of Deed |
| PID: 60055753 | <input checked="" type="checkbox"/> Survey Plan or Equivalent |
| Present Use of Property: Two Unit Dwelling | <input checked="" type="checkbox"/> A Letter Explaining the Proposal |
| Proposed Use of Property: Three Unit Dwelling | <input type="checkbox"/> Application and Advertising Fees \$945.15 (\$245.15 + \$700.00). NOTE PROPERTY OWNER WILL PROVIDE SEPARATELY |

EXPLANATION OF PROPOSAL AND SIGNATURE

A short explanation of your proposal (please include a detailed letter with a full explanation) The proposal is to add one additional dwelling unit for a total of three dwelling units in a former single unit residence. The proposal also includes the provision of one dedicated off-street parking space.

By submitting this application I affirm that the facts set forth are true and complete.

Name (printed): Erin Ferguson Signature: [REDACTED] Date: November 13, 2020

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



November 12, 2020

Town of Lunenburg
Department of Planning
Attn: Dawn Sutherland

RE: Development Agreement Application for PID 60055753 (6 Victoria Rd)

Dear Ms. Sutherland,

Please accept this letter as an application for a development agreement by my client, Jean Greige. Mr. Greige is seeking a development agreement to permit 1 additional dwelling unit at 6 Victoria Rd. This letter will serve as the development agreement application for Council's review and decision.

Attached you will find:

- Site Plan
- Application Form
- Policy Analysis

Mr. Greige will be submitting the required application fees directly to the municipality.

Introduction:

Mr. Greige is the owner 6 Victoria Road and is seeking a development agreement to permit 1 additional dwelling unit for a total of 3 dwelling units within the building. As you are aware, Mr. Greige is undertaking renovations to the building. He has secured a DP/BP for the renovation of the existing two units but wishes to add a third unit, which requires a development agreement.

The property is an irregularly shaped lot located at the corner of Victoria Road and Falkland Street. It is 5,383 square feet in area (approximately 500 square metres) and is serviced by town water and sewer. It is adjacent to existing residential development, with commercial activities and public recreational facilities in the immediate area. The property is not subject to the Town's architectural controls, but the house maintains many of its original architectural features and is very much in keeping with the existing neighbourhood's built form.

Property Online Map

Date: Jun 3, 2020 1:58:36 PM

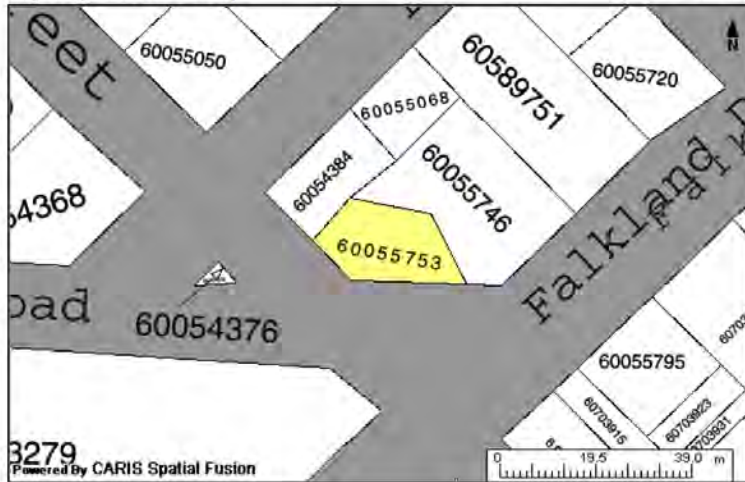


Figure 1 - Location map showing subject property in yellow.



Figure 2 – Photo of the front façade.



Proposal

Mr. Greige is seeking the development agreement to permit the addition of a third dwelling unit in an existing residential building and is proposing to provide one off-street parking space.

Policy Analysis & Discussion

Mr. Grieger’s proposal to add a third dwelling unit to an existing residential building property aligns with the residential land use policies and stated objectives of the Municipal Planning Strategy (MPS).

Residential Land Use Policy and Zoning Requirements

The property is currently designated as Residential in the Municipal Planning Strategy and zoned as Residential in the Land Use Bylaw. The MPS recognizes that the demand for affordable housing has increased and supports the conversion of large old single unit dwellings to multi-unit dwellings as one approach to increase the availability of affordable housing options. Small scale conversions are considered as a permitted use while larger scale conversions may be supported under a development agreement.

The proposal is consistent with Policy 5.8 of the MPS which considers the conversion of buildings to three unit dwellings in areas designated as Residential and zoned as Residential as an allowed use. While the proposal is permitted by the MPS, the Residential zone only permits two unit dwellings and requires a development agreement for multi-unit dwellings. Therefore Mr. Greige is applying for a development agreement to add a third dwelling unit.

The Municipal Planning Strategy provides guidance when considering development agreement applications. The Residential Designation, through policy 5.9, allows Council to consider conversions to existing buildings to permit multi-unit development in compliance with Policy 5.12.

Policy 5.12 establishes the specific criteria that Council shall consider when reviewing a development agreement application for new construction. In this case, the request is for an internal conversion to permit the extra unit and, therefore, the policies of 5.12 do not apply.

In addition to any specific criteria, Council has general criteria when considering any development agreement application. Please see the chart below for a review of this proposed development against the general criteria of Policy 19.9.1 and 19.9.2.

| | |
|---|--|
| Policy 19.9.1 Consider the following in addition to all other criteria set out in the various policies of the MPS when considering amendments to the LUB or development agreements | |
| (a) That the proposal confirms to the intent of the MPS and to all other applicable | The MPS enables the conversion of existing dwellings within the Residential Designation by |

| | | |
|--|---|--|
| | Town By-laws and regulations, except where the application is for a development agreement and the requirements of the LUB need not be met; and | development agreement. Policy 5.8 permits conversion to 3 units as an allowed use while Policy 5.9 enables multi unit conversion through a development agreement. |
| (b) | That the proposal is not in conflict with Municipal or Provincial programs in effect in the Town; and | Not aware of any conflicts |
| (c) | That the proposal is not premature or inappropriate by reason of: | |
| (i) | Financial ability of the Town to absorb costs related to the development; or | This is an intensification of an existing property and maximizes the usage of existing municipal infrastructure. |
| (ii) | Adequacy and proximity of school, recreation, and other community facilities; or | Recreation facilities are located across the street from the site. The addition of 1 dwelling unit will not tax the local capacity of the school or other facilities. The school is within a 5 minute walk of the site. |
| (iii) | Negatively affecting the enjoyment of established residences; or | The additional dwelling unit is not expected to impact adjacent neighbours. It is an interior renovation and the site has an established landscape buffer at the rear and both sides. |
| (iv) | The creation of any undue traffic hazard or congestion; or | The parking area is located on a corner of the property. The addition of 1 unit will have minimal impact on traffic congestion. |
| (v) | Adequacy of Town sewer and water servicing, including fire flows and water pressure or the adequacy of the site for on-site services; or | Adequate. |
| (vi) | Adequacy of storm drainage and effects of alternation to drainage pattern, including potential for creation of a flooding problem; or | The Town of Lunenburg is (or may have already) undertaken some storm water management work on the corner. The Town upgraded the corner of Victoria and Falkland to address stormwater issues (installation of storm drains and curbing) within the last 3 years. |
| (vii) | Creation or worsening of a pollution problem in the area such as but not limited to soil erosion and siltation of watercourses; or | No impact |
| (viii) | Suitability of site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-ways; and | No impact |
| 19.9.2 Consider the following in addition to the criteria set out in 19.9.1 above, when considering | | |

| development agreements: | |
|--|---|
| <p>(a) That the proposal provides adequate off street parking. In the case of development by development agreement, parking need not comply with the requirements of the Land Use By-law, and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property; and</p> | <p>One parking space will be provided on site. Due to the odd configuration of the lot, existing municipal infrastructure including a recent curb installation along the street, the placement of the building on the lot, and the requirement to provide an accessibility ramp, only one parking space can be accommodated.</p> <p>The property is within reasonable walking distance of the shops and services in the downtown. It is approximately a 15-minute walk to Foodland in one direction, and a 15-minute walk to Fisherman’s Memorial Hospital in the other direction. It is also located within a 5-minute walk of Bluenose Academy.</p> <p>Section 26 of the Land Use Bylaw requires one parking space per dwelling unit for converted buildings; however, we note that purpose built single unit and two-unit dwellings do not require designated off-street parking under the Land Use Bylaw.</p> <p>Providing one parking space for the additional unit on a property located within a 15 min walk of many amenities and services, balances the need for parking with Council’s intention to reduce the amount of parking required as far as reasonable.</p> |
| <p>(b) that the proposal provided adequate emergency vehicle access; and</p> | <p>Adequate</p> |
| <p>(c) that the hours of operation of the proposed use will not unduly disturb nearby properties: and</p> | <p>N/A</p> |
| <p>(d) that the primary architectural features of the proposal, including by not limited to bulk, scale, roof shape, building materials, exterior cladding, and shape and size and relationship of doors and windows, shall be visually compatible with nearby buildings in the case of a</p> | <p>The exterior of the building retains the look of a single unit dwelling and is consistent with the architecture of the area.</p> |

| | |
|---|--|
| <p>new building or with the original building in the case of an addition; and</p> | |
| <p>(e) that the proposal will not significantly alter the existing character of stability of the surrounding neighbourhood; and</p> | <p>No impact. The area is mostly single unit dwellings but there are several multi-units within the general area as well as tourist accommodations. The recent renovations improve the appearance of the building and maintain the heritage character of the area.</p> |
| <p>(f) that the proposal will be integrated into the surrounding area by means of good landscaping and sensitive site orientation and screen adequate to eliminate the impact of objectionable features such as parking or outdoor storage of equipment, parts and waste material; and</p> | <p>See site plan. There is existing mature hedging along the rear and side property lines.</p> |
| <p>(g) that residential developments provide sufficient usable outdoor open space; and</p> | <p>There is a large grassed area on the western side of the building sufficient for residents' needs. It is also located across the street from municipal greenspace and recreational facilities.</p> |
| <p>(h) that the proposal will not result in a significant risk of damage to either the natural or built environment. This determination will be made by a person deemed to be qualified by Council. Where Council, determines, on advice of a qualified person, that there is significant risk of such damage, environmental studies shall be undertaken by the developer in order to determine the nature and extent of any likely damage. The proposal shall not be approved by Council until Council is satisfied that all concerns respecting the impact of the development have been adequately addressed; and</p> | <p>No impact.</p> |
| <p>(i) that adequate provision is made for garbage collection and industrial waste disposal, and Council is satisfied that all necessary permissions for these services have been received from the regulatory body having jurisdiction; and</p> | <p>Waste collection bin will be provided.</p> |

| | |
|--|-----------------------------------|
| (j) the use shall not as a result of emissions of noise, odour, dust or light or any other form of emission, have an undue negative effect on the enjoyment of other properties in the area. | No anticipated land use conflicts |
|--|-----------------------------------|

Parking Requirements

Mr. Greige has provided one off-street parking space in the eastern side yard between the building and the accessibility ramp (Figure 6). The parking area exceeds the 3 metre by 6 metre size requirement and is surfaced in gravel. Parking for this property previously occurred in front of the building and to the side on land within the road right-of-way. The parking space included with this proposal is now located on private property using the existing access.

The ability to provide additional parking is constrained by:

- small lot size and irregular lot shape
- the location of the existing building on the site
- newly installed municipal curb and stormwater infrastructure that limits access to the western portion site
- the construction of an accessibility ramp required by building code

The central location of the site is convenient to many services, amenities, and places of employment. It is within a 15-minute walk of downtown and the hospital and is within a 5-minute walk of the local school. This location reduces the reliance on having a private automobile and makes it possible for tenants to access many daily needs on foot.

Under the Land Use Bylaw, newly constructed single and two-unit dwellings are not required to provide off-street parking but converted buildings require dedicated off-street parking. Section 26M.1 of the Land Use Bylaw states that one off-street parking space is required for each dwelling unit however Policy 19.2.2 of the MPS states that when considering a development agreement, parking need not comply with the requirements of the Land Use By-law, and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property. Providing one off-street parking space is reasonable given the context of parking regulations, the location of the site, and the physical development constraints.



Image capture: May 2009 © 2020 Google

Figure 3: Photo of building from 2009. In 2009, there were no curbs or storm water infrastructure present.



Figure 4: Photograph of home after exterior renovations in 2018 and installation of curbs and new municipal infrastructure.



Figure 5: Location of storm water management infrastructure.



Figure 6 – Photo of the new off-street parking space

Broader Objectives of MPS

The proposal will add another rental unit within a former single unit dwelling. This adaptive reuse of the property at 6 Victoria Road fits well into the existing neighbourhood and the home has maintained its look as a single unit dwelling. The proposal is consistent with residential land use policies and development agreement guidelines and aligns with broader municipal goals as stated in the MPS objectives:

- Control land use and development in a way that will reduce conflicts between incompatible uses, and which will not overburden existing services
The proposed infill development makes use of existing services and is compatible with surrounding land uses.
- Encourage preservation of the architectural and cultural heritage of the Town and minimize any negative that may result from new development or redevelopment
While not within the architectural control area, the property maintains many of its original features and has been renovated in a way that reflects the history of the home and complements the character of the neighbourhood.

- Control land use and development in a manner that will preserve, enhance, and protect both the natural and built environments of the Town.

The reuse and adaptation of an existing building is the most sustainable option. Adding one additional dwelling unit in a recently renovated home enhances the character of the surrounding neighbourhood and helps to protect the natural environment by adding density in an already built up area rather than consuming more land.

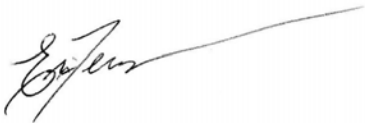
Summary

The proposal to add an additional dwelling unit at 6 Victoria Road is consistent with the Municipal Planning Strategy. Specifically, the proposal:

- Can be considered by development agreement subject to the general implementation criteria
- Converts a former single unit residence into multi-unit dwellings which is considered as an acceptable use for older buildings in the MPS
- Is compatible with surrounding land use and consistent with the established built form in the neighbourhood
- Provides much needed recently renovated rental housing units, including one accessible unit, in a central location

If you have any questions, please contact me at 902-365-2914.

Sincerely,



Erin Ferguson, MCP, MCIP Candidate Member
Planner
Brighter Community Planning & Consulting

Schedule F – DRAFT Development Agreement

THIS DEVELOPMENT AGREEMENT made this ____ day of _____, A.D. 2021

BETWEEN:

JEAN GREIGE, of Lunenburg, Nova Scotia, hereinafter called the "Property Owner" of the First Part

and

TOWN OF LUNENBURG, a body corporate pursuant to the Municipal Government Act, S.N.S., 1998, Chapter 18, as amended, having its chief place of business at Lunenburg, Lunenburg County, Nova Scotia, hereinafter called the "Town",

of the Second Part

WHEREAS the Property Owner is the owner of certain lands and premises (hereinafter called the "Property") which lands are more particularly described in Schedule A attached hereto and which are known as 6 Victoria Road and Property Identification (PID) Number 60055753; and

WHEREAS the Property Owner wishes to use the existing structure on the Property as a three-unit dwelling; and

WHEREAS the Property is situated within an area designated Residential on the Future Land Use Map of the Municipal Planning Strategy, and zoned Residential (R); and

WHEREAS Section 5.9 of the Municipal Planning Strategy provides that the proposed use may be developed only if authorized by development agreement; and

WHEREAS the Property Owner has requested that the Town of Lunenburg enter into this development agreement pursuant to Section 225 of the Municipal Government Act so that the Property Owner may develop and use the Property in the manner specified.

and

WHEREAS the Town by resolution of Town Council passed at a meeting on (date of motion), approved this Development Agreement;

Now this Agreement witnesses that in consideration of covenants and agreements contained herein, the parties agree as follows:

PART 1 AGREEMENT CONTEXT

1.1 Schedules

The following attached schedules shall form part of this Agreement:

Schedule A Property Description

Schedule B Site Plan

1.2 Municipal Planning Strategy and Land Use By-law

(a) Municipal Planning Strategy means a By-law of the Town, approved on 13 June 1996, as amended, or any successor by-laws.

(b) Land Use By-law means a Bylaw of the Town, approved in 2012 as amended, or any successor by-laws.

1.3 Definitions

Unless otherwise defined in this Agreement, all words used herein shall have the same meaning as defined in the Land Use By-law. Words not defined in the Land Use By-law but used herein are:

(a) Development Officer means the Development Officer appointed by the Council of the Town.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

The Parties agree that the use of the Property shall be limited to those uses permitted by the underlying zoning in the Land Use By-law (as may be amended from time to time) and a three-unit dwelling.

Except as otherwise provided in this Agreement, the provisions of the Land Use By-law apply to any development undertaken pursuant to this Agreement.

2.3 Appearance of Property

The Property Owner shall at all times maintain all structures and services on the Property in good repair and a useable state, and maintain the Property in a neat and presentable condition.

2.4 Waste Resource Management

Waste resource receptacles shall be screened from view from the public street and abutting properties and be located in the rear yard, as shown on Schedule B, Site Plan.

2.5 Exterior Lighting

Exterior lighting located on the Property shall be arranged so as to divert light away from public streets and neighbouring properties.

2.6 Accessory Structures

Accessory structures shall be permitted on the Property and shall be subject to the zone requirements for the underlying zone and general provisions pertaining to accessory structures contained within the Land Use By-law, as amended from time to time.

PART 3 CHANGES AND DISCHARGE

3.1 The Property Owner shall not vary or change the use of the Property, except as provided for in Section 2.1.b of this Agreement, unless a new development agreement is entered into with the Town or this Agreement is amended.

3.2 Any matters in this Agreement which are not specified in Subsection 3.3 below are not substantive matters and may be changed by Council without a public hearing.

3.3 The following matters are substantive matters:

(a) The use of the property, as provided for in Section 2.1 of this Agreement; and

(b) The provision of one parking space meeting the general provisions pertaining to parking spaces contained within the Land Use By-law, as amended from time to time.

3.4 Notwithstanding the foregoing, discharge of this Agreement is not a substantive matter and this Agreement may be discharged by Council at the request of the Property Owner without a public hearing.

3.5 The Town may discharge this development agreement if the use described herein is discontinued to twelve (12) months or longer.

3.6 The Town may impose further regulation on the occupancy of the third dwelling unit if, in the opinion of Council, quiet enjoyment of neighbouring properties has been interrupted.

PART 4 IMPLEMENTATION

4.1 Commencement of Operation

No construction or use may be commenced on the Property until the Town has issued any required Development Permits, Building Permits and/or Occupancy Permits. Prior to the issuance of a Development Permit, the Development Officer shall be satisfied that the following matters have been adequately addressed:

(a) building plans have been approved by a building official with regard to compliance with the National Building Code.

A Development Application for the required permits must be made within sixty (60) days of this Agreement being recorded at the Land Registry Office.

4.2 Drawings to be Provided

When an engineered design is required for any portion of a development, record drawings shall be provided to the Development Officer within ten days of completion of the work which requires the engineered design, unless further time has been granted by the Development Officer.

4.3 Expiry Date

The Property Owner shall sign this Agreement within sixty (60) days from the date the appeal period lapses, or all appeals have been abandoned or disposed of or the development agreement has been affirmed by the Nova Scotia Utility and Review Board or the unexecuted Agreement shall be null and void.

PART 5 COMPLIANCE

5.1 Compliance with Other By-laws and Regulations

Nothing in this Agreement shall exempt the Property Owner from complying with Federal, Provincial and Town laws, bylaws and regulations in force or from obtaining any Federal, Provincial, or Town license, permission, permit, authority or approval required thereunder.

5.2 Town Responsibility

The Town does not make any representations to the Property Owner about the suitability of the Property for the development proposed by this Agreement. The Property owner assumes all risks and must ensure that any proposed development complies with this Agreement and all other laws pertaining to the development.

5.3 Warranties by Property Owner

The Property Owner warrants as follows:

(a) The Property Owner has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance, or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the

Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign the Development Agreement to validly bind the Lands.

(b) The Property Owner has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

5.4 Costs

The Property Owner is responsible for all costs associated with recording this Agreement in the Registry of Deeds or Land Registration Office, as applicable.

5.5 Full Agreement

This Agreement constitutes the entire agreement and contract entered into by the Town and the Property Owner. No other agreement or representation, oral or written, shall be binding.

5.6 Severability of Provisions

The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

5.7 Interpretation

Where the context requires, the singular shall include the plural, and the masculine gender shall include the feminine and neutral genders.

5.8 Breach of Terms or Conditions

Upon the breach by the Property Owner of the terms or conditions of this Agreement, the Town may undertake any remedies permitted by the Municipal Government Act.

5.9 Termination of Agreement

(a) That this Agreement shall be in effect until discharged by resolution of the Council of the Town in accordance with the relevant statutes; whereupon the Land Use By-law shall apply to the lands described in Schedule "A";

(b) That the Council of the Town may discharge this Development Agreement if the development described herein has not been commenced within eighteen (18) months of this Agreement;

(c) That the Council of the Town may discharge this Development Agreement if the use described herein is discontinued for a period of no less than twelve (12) months;

(d) That the Council of the Town retains the option of discharging this development agreement should any fact provided to the Town by the Property Owner or its agents constitutes a material misrepresentation of the facts upon which this Agreement is based; and

(e) That the Council of the Town may discharge this Agreement if the Property Owner breaches any terms of the Agreement.

THIS AGREEMENT shall enure to the benefit of and be binding upon the parties hereto, their respective agents, successors and assigns.

IN WITNESS WHEREOF this Agreement was properly executed by the respective parties hereto and is effective as of the day and year first above written.

SIGNED, SEALED AND ATTESTED to be
the proper signing officers of the Town of
Lunenburg, duly authorized in that
behalf, in the presence of:
TOWN OF LUNENBURG

Witness

Rachel Bailey, Mayor

Witness

Bea Renton, Town Clerk

SIGNED, SEALED AND DELIVERED
In the presence of:

PROPERTY OWNER

Witness

Jean Greige



6 Victoria Road

Development
Agreement
Application

Town of Lunenburg PAC

April 12, 2021

Application Summary

APPLICANT

MR. JEAN GREIGE

Landowner

same

Proposal

Application to enter into a development agreement to allow for a third residential unit at 6 Victoria Road, Lunenburg

Lot Area

5,383 square feet

Designation

Residential

Zone

Residential

Surrounding uses

Mixed (Industrial, Commercial, Recreation, Residential)

Heritage

Outside the Heritage Conservation District

Site visit

April 6, 2021

Policy Basis

- **LUB Section 5.1(b)(ii)** establishes the right of Council to consider the development of “multi-unit dwellings in accordance with Municipal Planning Strategy policy 5.9.”
- **Policy 5.9** states [It shall be the policy of Council to:]
 - consider, **only by development agreement, in areas designated Residential** on Map 2, the Future Land Use Map **proposals for multi-unit dwellings including conversions**, expansions and new construction provided the development is in accordance with policy 5.12. [emphasis added]
- 6 Victoria Road is in a **Residential** designation
- The proposal is an **internal conversion** of an existing building, which is listed among the development possibilities to which the policy applies.

Policy Review

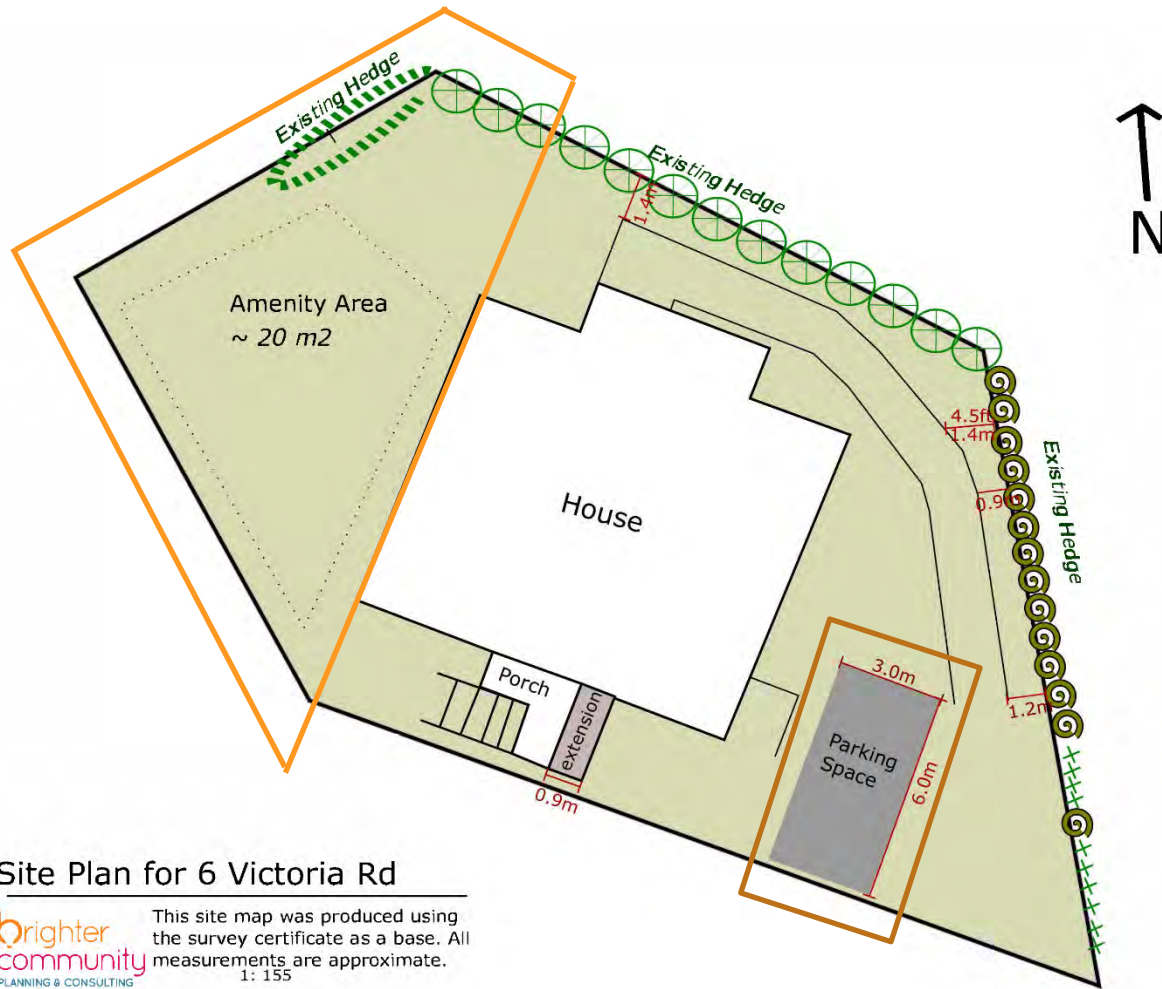
Compliance

- No significant impacts on Town infrastructure (roads, water and wastewater, stormwater)
- No expected changes to building exterior appearance
- Building is buffered from neighbours by back yard hedge a relatively isolated by its position on its block
- No anticipated environmental risks or concerns

Concerns

- Lot has roughly 10% less area than LUB requirement
- Only one parking space can be accommodated on the lot

Site Plan



Site Plan for 6 Victoria Rd

Policy Considerations

MPS SECTION 5.0 RESIDENTIAL DEVELOPMENT AND LAND USE

Conversion of large old single unit dwellings and other buildings to multi-unit dwellings serves a housing need and provides an acceptable use for the larger buildings. Small scale conversions will be permitted; larger scale conversions will require a development agreement.

LUB PART 26M CONVERTED BUILDINGS

26M.1 Conversion of buildings to an increased number of dwelling units is subject to the following requirements:

- (a) the maximum number of dwelling units per lot is three (3); and
- (b) one (1) off-street parking space must be provided for each dwelling unit.

MPS POLICY 19.9.2 [ADDITIONAL] CRITERIA FOR DEVELOPMENT AGREEMENTS AND LAND USE BY-LAW AMENDMENTS

“[i]n the case of development by development agreement, parking need not comply with the requirements of the Land Use By-law, **and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property.**”

[emphasis added]]

Options

1. Recommend that the Council enter into the development agreement to add a third residential unit to 6 Victoria Road, PID 600557531, and give First Reading and set a Public Hearing date.
2. Recommend that the application be refused if it is found not to carry out the intent of the Municipal Planning Strategy.
3. Provide alternative direction, such as requesting further information on a specific topic.

Recommendation

IT IS RECOMMENDED THAT Council enter into the development agreement to add a third residential unit to 6 Victoria Road, PID 600557531, and give First Reading and set a Public Hearing date.

Thank You



John Heseltine, LPP MCIP

Senior Planner

Stantec Consulting

102-40 Highfield Park Drive, Dartmouth

NS B3A 0A3

Phone: (902) 481-1477

John.Heseltine@stantec.com

Document No:
Meeting: April 12, 2021 PAC
Circulate to:
File: PAC

MEMORANDUM

TO: PLANNING ADVISORY COMMITTEE

FROM: DAWN SUTHERLAND, DEVELOPMENT/PLANNING MANAGER

DATE: April 6, 2021

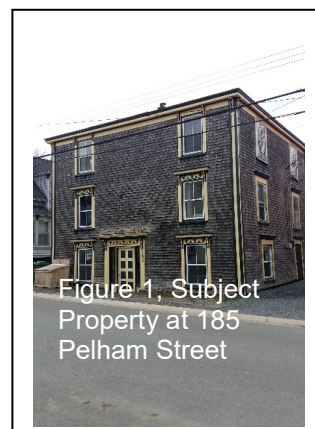
RE: DEVELOPMENT AGREEMENT APPLICATION FOR A THIRD RESIDENTIAL UNIT AT 185 PELAHM STREET, LUNENBURG, PID 60061074

| | |
|-------------------------|---|
| Applicant | David Brix |
| Land Owner | Arnason Industries Ltd. |
| Proposal | Application to enter into a development agreement to allow for a third residential unit at 185 Pelham Street, Lunenburg |
| Lot Area | 2760 square feet |
| Designation | Residential |
| Zone | Old Town Residential (OTR) |
| Surrounding uses | Residential |
| Heritage | Within the Heritage Conservation District |
| Site visit | 6 April 2021 |

1. FACTS

A. Background

The current use of the property is a two unit dwelling, which is a permitted use in the Old Town Residential (OTR) Zone under Part 4.a. of the Land Use By-law. This property was purchased by Arnason Industries Ltd in 2019. Under project number 20074 in 2020, a development permit, certificate of appropriateness, and occupancy permit were issued for repairs to the rear yard staircase. The existing two residential units received minor (non-structural) up grades as well. The ground floor is currently vacant. An encroachment agreement and indemnity were entered into in 2019 for a ground level front entrance step. Prior to this, permit LT01031 was issued on 10 May 2001 for the removal of the old chimney and two windows and the addition of a door in the centre of the main



façade. The building is approximately 140 years old and located within the Heritage Conservation District. It is surrounded by residential uses.

B. Proposal

The applicant wishes to add a third residential unit on the ground floor. No external addition is proposed. It should be noted that any exterior changes possibly required under the building code, such as modifications to meet accessibility standards, are subject to a certificate of appropriateness under the Heritage Conservation District By-law. Council considers multi-unit dwellings through the development agreement approval process. Part 25 A of the Land Use By-law defines multi-unit dwellings as “a building that contains three or more dwelling units.” A development agreement is a contract between the Town and an owner that allows specific uses that are not normally permitted under land use zoning. There must be enabling policy in the Municipal Planning Strategy to allow for the consideration of the specific uses. While a development agreement allows for certain flexibility, it does contain conditions to which the owner must adhere. The development agreement is registered at the Land Registration Office and follows the title of the property. Subsequent owners are also bound by the development agreement.



Figure 2: Context Map

2. ISSUES AND OPTIONS

A. Relevant Policies

Municipal Planning Strategy Policy 5.9 allows Council to consider multi-unit dwellings through the development agreement approval process.

Policy 5.9 sets out that it shall be the policy of Council to:

consider, only by development agreement, in areas designated Residential on Map 2, the Future Land Use Map proposals for multi-unit dwellings including conversions, expansions and new construction provided the development is in accordance with policy 5.12.

Part 25 A of the Land Use By-law defines a converted dwelling as “a building originally intended as a single-family home that has been converted to contain three or more dwelling units”. Please note that “single-family home” should be properly referred to as a “single unit dwelling”.

Converted buildings are listed as a permitted development in certain zones, such as in the General Commercial (GC) Zone or Institutional (INS) Zone, subject to Part 26M. Converted buildings are not listed in the Old Town Residential (OTR) Zone. The use proceeds via development agreement in the Old Town Residential (OTR) Zone.

There are a number of supporting and implementation policies which Council is to consider. The application has been reviewed based the applicable policies found in the Town of Lunenburg's planning documents. These policies (Policies 19.9.1 and 19.1.2) and their analysis are set out in Schedule A.

Above referenced Policy 5.9 sets out that development is to be in accordance with Policy 5.12. Policy 5.12 was amendment on 11 June 2013 and is set out as Policy 5.12A in Schedule B. The intention of Policy 5.12A is interpreted as criteria to consider to regulate development of “new construction of multi-unit residential buildings.” Nonetheless, this policy lacks clarity as it does refer to additions and conversions as well. Policy 12.A.3. notes that criteria in subsection 1 does not apply but should be taken into account. The development agreement approval process is set out in Schedule C.

B. Requests for Comments

A staff development meeting was held between Planning and Engineering staff on 29 March 2021 as part of this review process. The summary of the meeting is set out below:

With respect to water and sewer, services are adequate for a third unit. The fire flows and water pressure were not tested and there was no request for a sprinkler system. Storm drainage is adequate for a third residential unit. There is new storm on Pelham Street. No disturbance to land is required as the proposal involves internal conversion. There is no known pollution on site. No noxious use is proposed. The site is considered suitable. No grade changes are proposed. The lot is not located near watercourse. There is no interference with utility right of ways

C. Issues Identified

The addition of a third unit in the structure is considered compatible with existing low density residential uses. It will not cause undue hardship on Town infrastructure and

can be accommodated with existing infrastructure and services. The lot has ± 46 ft. of frontage with a depth of 60 ft. The total area is 2760 sq. ft., which meets the minimum area of 2400 sq. ft. in the OTR Zone. The neighbours to the rear (north) have erected a large fence, which effectively screens the parking area on the subject lot. Screening is not required.

When the current by-law was revised in 2012, Part 26.M was changed slightly, which altered its application. An additional definition was introduced and the parking requirement that Council had removed via a text amendment in 2010 in the previous document was reintroduced. Council's intention was to reduce the residential parking requirements. Implementation Policy 19.9.2. supports this intention as it notes that when entering into a development agreement, "parking need not comply with the requirements of the Land Use B-law and the intention is to reduce the amount of parking required as far as reasonable in relation to the location and property." The subject property is located in Old Town, which is considered a "walkable" neighbourhood as it is in proximity to many amenities.

D. Options

In response to the application Council may

1. Recommend that the Council enter into the development agreement to add a third residential unit at 185 Pelham Street, PID 60061704, and give First Reading and set a Public Hearing date.
2. Recommend that the application be refused if it is found not to carry out the intent of the Municipal Planning Strategy.
3. Provide alternative direction, such as requesting further information on a specific topic.

3. FINANCIAL IMPACT

None at this time.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with the following Comprehensive Community Plan's Strategic Directions and Goals:

Community Structure: A town that accommodates growth and change in a well-planned way that is respectful of its layered past and creates opportunities for its long-term future (CCP, pg 17).

Housing: A town that offers a wide range of high quality and affordable housing options (CCP, pg 40).

Mobility: A town with an integrated transportation system for all modes that can support the needs of residents and visitors without creating undue burden on the town (CCP, pg 85).

5. RECOMMENDATION

Staff have completed a review of Mr. Brix's application to enter into a development agreement with the Town and permit a third residential unit in the ground floor at 185 Pelham Street. It is acknowledged that there are not 3 parking spaces on the lot as required in Part 26M, however, the proposal is consistent with the Town's residential development policies and meets the intent of the Municipal Planning Strategy.

IT IS RECOMMENDED THAT The Planning Advisory Committee recommend that Council enter into the development agreement to add a third residential unit at 185 Pelham Street, PID 60061704, and give First Reading and set a Public Hearing date.

6. APPENDICES

Schedule A, Municipal Planning Strategy Policy 19.8 & 19.9

Schedule B, Municipal Planning Strategy Policy 5.12A

Schedule C, Development agreement approval process

Schedule D, Photos

Schedule E, Site Plan

Schedule F, Application

Schedule G, Draft development agreement dated April 6, 2021

Schedule A
Municipal Planning Strategy Policy 19.8, 19.9

| Implementation Policy 19.8 | Analysis |
|---|---|
| <p>19.8 enter into development agreements pursuant to Subsection 38(2)(p) and Section 55 of the Planning Act on the terms and conditions set forth in this Municipal Planning Strategy, and a development agreement shall:</p> | <p><i>Please refer to the draft development agreement, attached as Schedule F, for relevant terms noted below.</i></p> |
| <p>(a) specify the development, expansion, alteration, or change permitted; and</p> | <p>Terms of the draft development agreement specify the uses (DA 2.1), as well as any substantive changes (DA 3.3)</p> |
| <p>(b) specify the conditions under which the development may occur; and</p> | <p>The draft development sets out conditions in DA 2.2 - 2.6</p> |
| <p>(c) set forth the terms by which Town Council can terminate an agreement.</p> <p>The provisions of the Land Use By-law shall prevail after discharge of an agreement</p> | <p>Terms of termination are found in DA 5.9.</p> |

| Implementation Policy 19.9 | Analysis |
|--|--|
| <p>Criteria For Development Agreements and Land Use By-law Amendments</p> <p>19.9.1 consider the following in addition to all other criteria set out in the various policies of this Municipal Planning Strategy when considering amendments to the Land Use By-law or development agreements:</p> | |
| <p>(a) that the proposal conforms to the intent of the Municipal Planning Strategy and to all other applicable Town By-laws and regulations, except where the application is for a development agreement and the requirements of the Land Use By-law need not be met; and</p> | <p>The proposal is in keeping with the intent of the Municipal Planning Strategy and other applicable By-laws and regulations in the Town.</p> |
| <p>(b) that the proposal is not in conflict with Municipal or Provincial programs in effect in the Town; and</p> | <p>The proposal is not in conflict with Municipal or Provincial programs.</p> |
| <p>(c) that the proposal is not premature or inappropriate by reason of: (i) financial ability of the Town to absorb costs related to the development; or</p> | <p>The Town is able to absorb any costs related to the development.</p> |
| <p>(ii) adequacy and proximity of school, recreation and other community facilities; or</p> | <p>N/A</p> |
| <p>(iii) negatively affecting the enjoyment of established residences; or</p> | <p>Where this is a low density residential use, there should not be excessive nuisance related to such things as noise or odour.</p> |
| <p>(iv) the creation of any undue traffic hazard or congestion; or</p> | <p>No undue hazard or congestion as a result of this proposal has been identified.</p> |

| | |
|--|--|
| (v) adequacy of Town sewer and water services, including fire flows and water pressure or the adequacy of the site for on-site services; or | The Town Engineer has no concerns regarding the adequacy of Town water and sewer services. |
| (vi) adequacy of storm drainage and effects of alteration to drainage pattern, including potential for creation of a flooding problem; or | The storm drainage is adequate. No grade alteration is planned. |
| (vii) creation or worsening of a pollution problem in the area such as but not limited to soil erosion and siltation of watercourses; or | No pollution problem has been identified. |
| (viii) suitability of site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-way; and | The site is suitable. The rear yard is landscaped. |
| 19.9.2 consider the following in addition the criteria set out in 19.9.1 above, when considering development agreements: | |
| (a) that the proposal provides adequate off-street parking. In the case of development by development agreement, parking need not comply with the requirements of the Land Use By-law, and the intention of Council is to reduce the amount of parking required as far as reasonable in relation to the location of the property; and | There is a driveway leading to a small parking area in the rear yard. The property is located within Old Town, a walkable neighbourhood. Not requiring 3 parking spaces is reasonable and in keeping with the intent of this policy. |
| (b) that the proposal provides adequate emergency vehicle access; and | There is no change to the structure that would interfere with emergency vehicle access. There is direct access on Pelham Street. |
| (c) that the hours of operation of the proposed use will not unduly disturb nearby properties; and | N/A. |
| (d) that the primary architectural features of the proposal, including but not limited to bulk, scale, roof shape, building materials, exterior cladding, and shape and size and relationship of doors and windows, shall be visually compatible with nearby buildings in the case of a new building, or with the original building in the case of an addition; and | No additions are proposed. Any future alterations to the exterior would require a certificate of appropriateness. The building is compatible with nearby properties. |
| (e) that the proposal will not significantly alter the existing character or stability of the surrounding neighbourhood; and | Use is an additional residential unit (3 units maximum) in a low density neighbourhood. It will not alter the character. |
| (f) that the proposal will be integrated into the surrounding area by means of good landscaping and sensitive site orientation and screening adequate to eliminate the impact of any objectionable features such as parking or outdoor storage of equipment, parts and waste material; and | No changes to the exterior are required or anticipated. Screening is not required. |
| (g) that residential developments provide sufficient usable outdoor open space; and | Old Town lots are small. There are seating areas on the rear yard staircase and a small amenity space in the rear yard. Amenity space is small but useable. |
| (h) | The lot is currently developed. There are no anticipated renovations that will negatively impact |

| | |
|--|--|
| <p>that the proposal will not result in a significant risk of damage to either the natural or built environment. This determination will be made by a person deemed to be qualified by Council. Where Council determines, on the advice of a qualified person, that there is a significant risk of such damage, environmental studies shall be undertaken by the developer in order to determine the nature and extent of any likely damage. The proposal shall not be approved by Council until Council is satisfied that all concerns respecting the impact of the development have been adequately addressed; and</p> | <p>the neighbourhood's built heritage. The proposal will not result in significant damage to the natural or built environment.</p> |
| <p>(i) that adequate provision is made for garbage collection and industrial waste disposal, and Council is satisfied that all necessary permissions for these services have been received from the regulatory body having jurisdiction; and</p> | <p>The Town of Lunenburg contracts for waste removal. The waste for the unit will be picked up as per usual, provided the volume and nature of waste is in accordance with By-law # 38</p> |
| <p>(j) the use shall not as a result of emissions of noise, odour, dust, or light or any other form of emission, have an undue negative effect on the enjoyment of other properties in the area.</p> | <p>The use is low density residential and will not create nuisance factors.</p> |

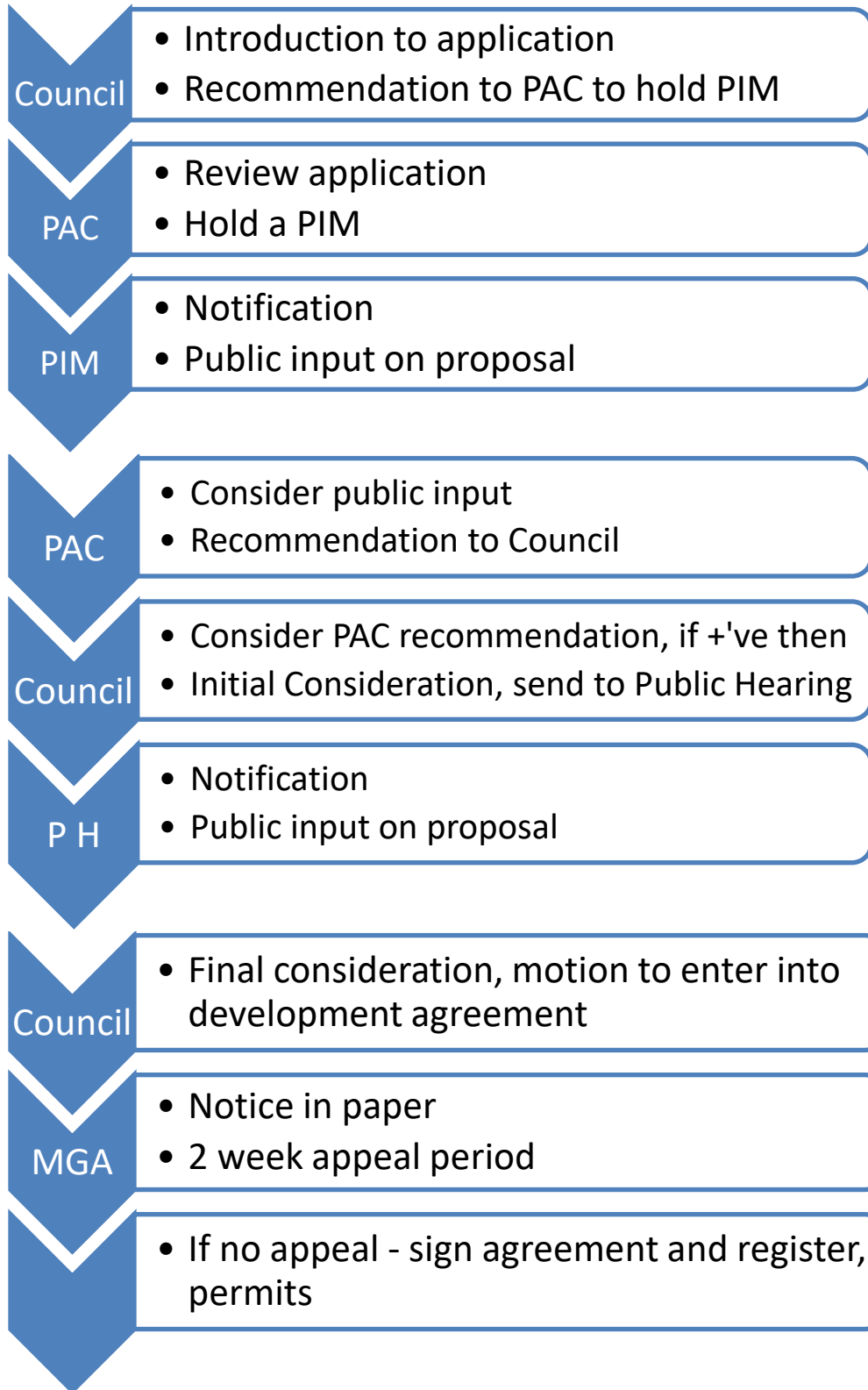
Schedule B
Municipal Planning Strategy 5.12A

- 5.12A (1) Ensure that the following criteria are met when Council is considering proposals for new construction of multi-unit residential buildings by development agreement:
- (a) the minimum lot size must be 279 square metres (3,000 square feet) per dwelling unit up to four and 93 square metres (1,000 square feet) for each additional dwelling unit;
 - (b) residential developments of four or more units must provide 20% of the minimum lot area as dedicated green space to be maintained in plantings and not paved—the approximate location of the green space and the plan for planting it must be included in the development agreement;
 - (c) development must be screened from adjacent one and two unit residential uses by trees and shrubs according to the following requirements:
 - (i) 4 - 5 units 1.5 metres (5 feet)
 - (ii) 6 - 10 units 3 metres (10 feet)
 - (iii) 11 - 15 units 4.5 metres (15 feet)
 - (iv) 16 units and over 6 metres (20 feet)

The location, plant mix and maintenance standards must be included in the development agreement.

- (d) one and one-quarter parking spaces are required for each unit in all developments of four units and over.
 - (e) parking in the front yard is prohibited.
 - (f) location and design of parking spaces and driveways must be included in the development agreement.
- (2) In the case of additions to existing residential developments, the criteria in subsection (1) apply only to the addition.
- (3) In the case of conversions, the specific criteria in subsection (1) do not apply but the factors listed should be taken into account in the development agreement to the extent the existing lot permits.

Schedule C
Development Agreement Approval Process



Schedule D
Photos

185 Pelham Street, photos dated 6 April 2021



Figure 3
Rear yard, north

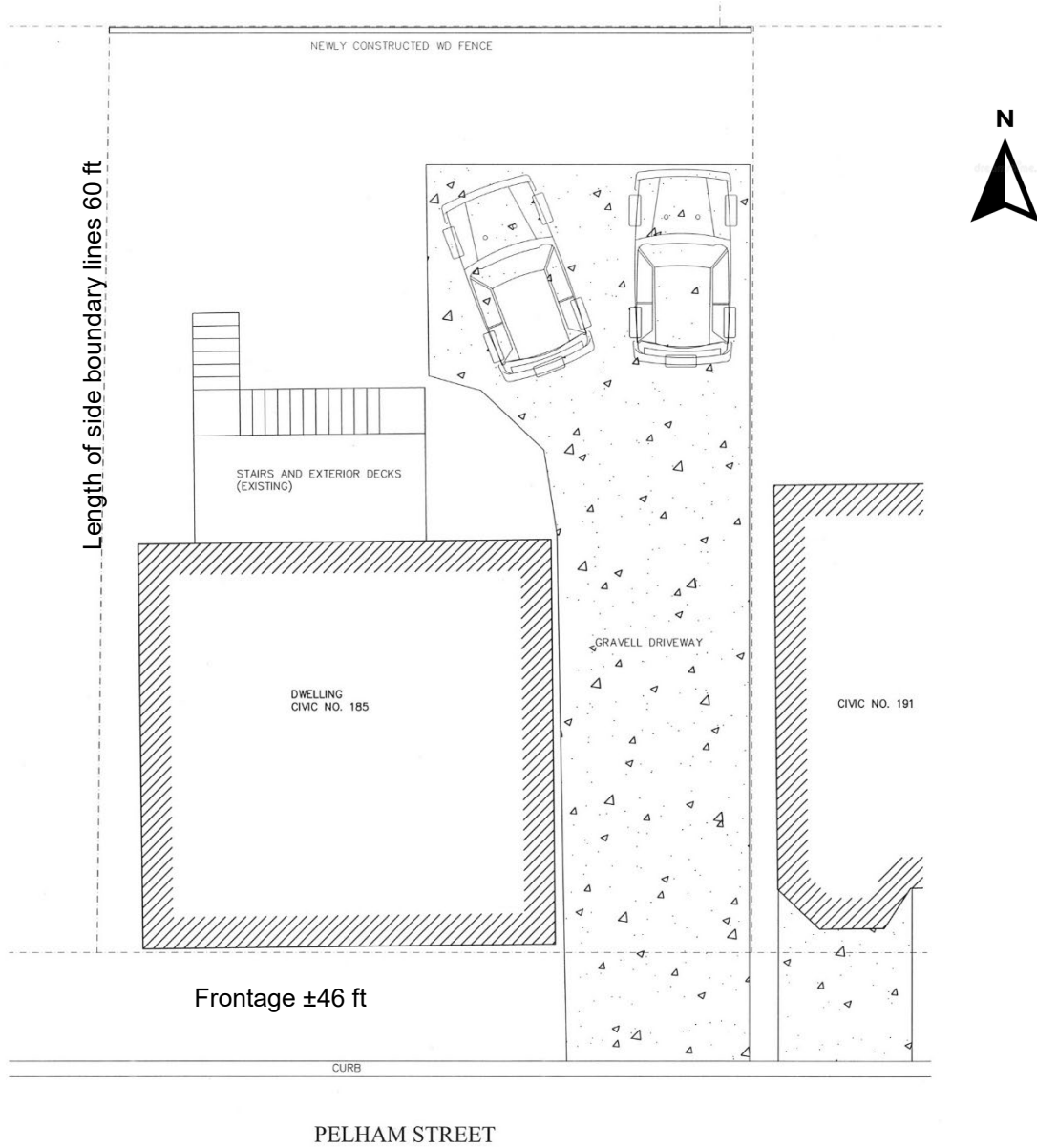


Figure 4
West side yard,
showing proximity to
neighbour's driveway at
179 Pelham Street



Figure 5
East side yard, showing
driveway and rear yard,
neighbouring property
at 191 Pelham Street

Schedule E
Site Plan



Property: 185 Pelham Street

Schedule F
Application-1

Town of Lunenburg Planning Application for Development Agreements

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

| APPLICANT INFORMATION | REGISTERED OWNER OF PROPERTY |
|---------------------------------|--------------------------------------|
| Name: David Brix | Name: Brett Arnason |
| Company Name Brix Design LTD | Company Name: Arnason Industries LTD |
| | |

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

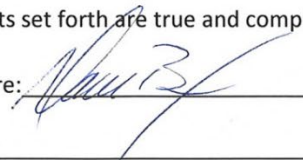
| PROPERTY INFORMATION | APPLICATION CHECKLIST |
|---|--|
| Civic Address: 185 Pelham Street | <input type="checkbox"/> Copy of Deed <input checked="" type="checkbox"/> Survey Plan or Equivalent <input type="checkbox"/> A Letter Explaining the Proposal <input type="checkbox"/> Application and Advertising Fees \$945.15 (\$245.15 + \$700.00) |
| PID: 60061074 | |
| Present Use of Property: Residential (2-units) | |
| Proposed Use of Property: Residential (3 Units) | |

EXPLANATION OF PROPOSAL AND SIGNATURE

A short explanation of your proposal (please include a detailed letter with a full explanation)

Finish the main floor of the home to accommodate another residential suite of approximately 650 square feet. Access to the unit would be from the existing front door off Pelham Street.

By submitting this application I affirm that the facts set forth are true and complete.

Name (printed): David Brix Signature: 

Date: 02/17/2021

Schedule F
Application-2

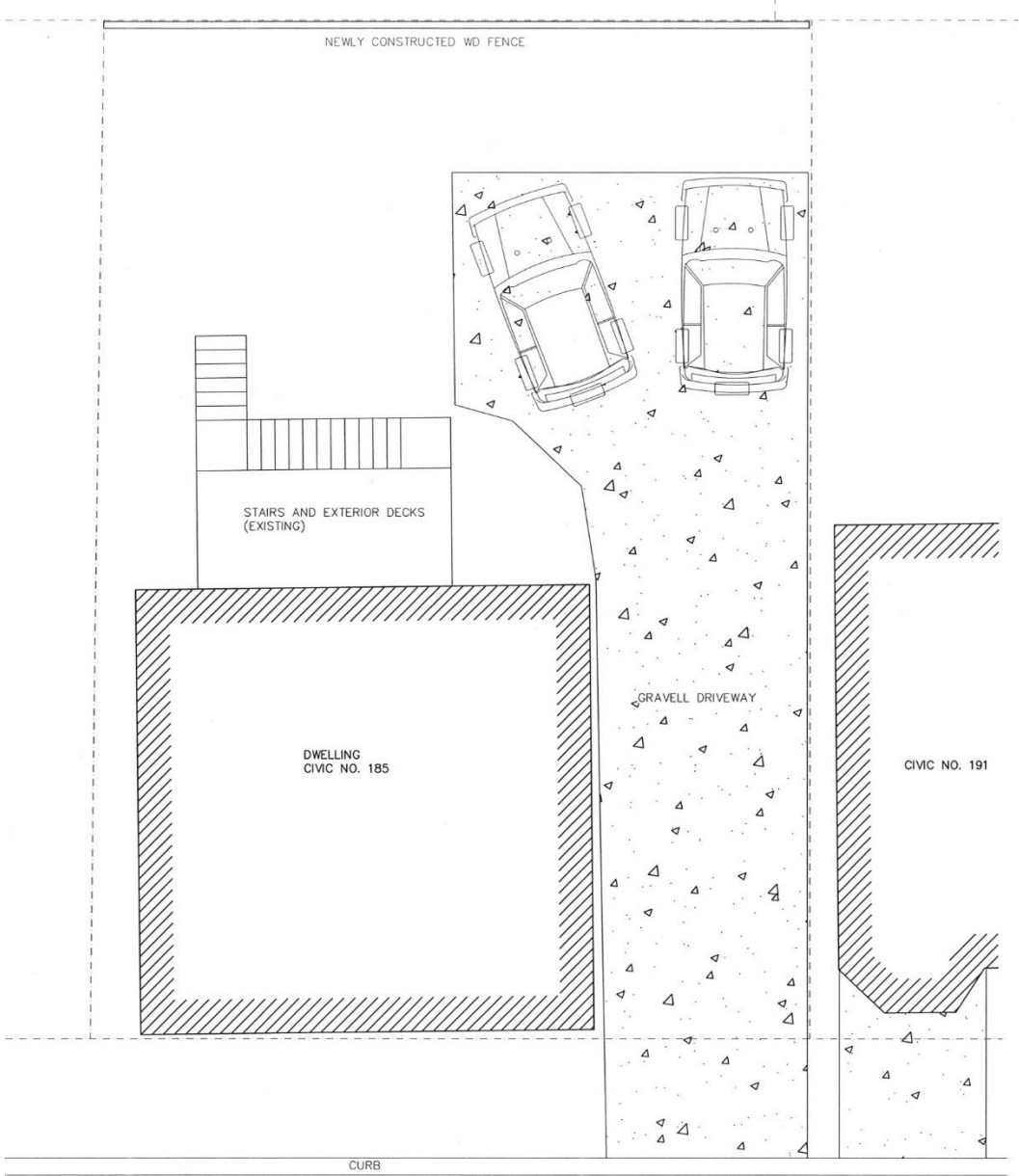
From: Eric Stefanson eric@arnasons.ca
Subject: 185 Pelham
Date: Feb 17, 2021 at 11:07:18 AM
To: Dave Brix
Cc: Brett Arnason

To Whom it May Concern:

Arnason Industries Ltd currently owns the property at 185 Pelham Street, Lunenburg, Nova Scotia B0J 2C0
Arnason Industries Ltd is selling to David Brix (Terra View Custom Homes Ltd)
Arnason Industries Ltd grants permission to David Brix (Terra View Custom Homes Ltd) to make an application gaining permission to finish the main level of the home as we await the closing on the sale of the property.

Eric G Stefanson, CPA,CA
Chief Financial Officer
Arnason Industries Ltd
Direct line: [204-261-2585](tel:204-261-2585)
Fax: [204-694-5622](tel:204-694-5622)

Schedule F
Application-3



PELHAM STREET

**Schedule F of PAC report
Draft Development Agreement, 6 April 2016**

THIS DEVELOPMENT AGREEMENT made this _____ day of _____, A.D. 2021

BETWEEN:

ARNASON INDUSTRIES LTD, of Winnipeg, Manitoba, hereinafter called the
"Property Owner"

of the First Part

and

TOWN OF LUNENBURG, a body corporate pursuant to the *Municipal Government Act*, S.N.S., 1998, Chapter 18, as amended, having its chief place of business at Lunenburg, Lunenburg County, Nova Scotia, hereinafter called the "Town",

of the Second Part

WHEREAS the Property Owner is the owner of certain lands and premises (hereinafter called the "Property") which lands are more particularly described in Schedule A attached hereto and which are known as 185 Pelham Street and Property Identification (PID) Number 60061704; and

WHEREAS the Property Owner wishes to use the existing structure on the Property as a three-unit dwelling and

WHEREAS the Property is situated within an area designated Residential on the Future Land Use Map of the Municipal Planning Strategy, and zoned Old Town Residential (OTR); and

WHEREAS Section 5.9 of the Municipal Planning Strategy and 4.1.b.ii. of the Land Use By-law provide that the proposed use may be developed only if authorized by development agreement; and

WHEREAS the Property Owner has requested that the Town of Lunenburg enter into this development agreement pursuant to Section 225 of the *Municipal Government Act* so that the Property Owner may develop and use the Property in the manner specified; and

WHEREAS the Town by resolution of Town Council passed at a meeting on (date of motion), approved this Development Agreement;

Now this Agreement witnesses that in consideration of covenants and agreements contained herein, the parties agree as follows:

PART 1 AGREEMENT CONTEXT

1.1 Schedules

The following attached schedules shall form part of this Agreement:

| | |
|------------|----------------------|
| Schedule A | Property Description |
| Schedule B | Site Plan |

1.2 Municipal Planning Strategy and Land Use By-law

(a) *Municipal Planning Strategy* means a By-law of the Town, approved on 13 June 1996, as amended, or any successor by-laws.

(b) *Land Use By-law* means a Bylaw of the Town, approved in 2012 as amended, or any successor by-laws.

1.3 Definitions

Unless otherwise defined in this Agreement, all words used herein shall have the same meaning as defined in the Land Use By-law. Words not defined in the Land Use By-law but used herein are:

(a) *Development Officer* means the Development Officer appointed by the Council of the Town.

PART 2 DEVELOPMENT REQUIREMENTS

2.1 Use

The Parties agree that the use of the Property shall be limited to the following uses:

(a) those uses permitted by the underlying zoning in the Land Use By-law(as may be amended from time to time) and those uses accessory to a beverage room in accordance with the requirements of the Old Town Residential (OTR) Zone; and

(b) a three-unit dwelling

Except as otherwise provided in this Agreement, the provisions of the Land Use By-law apply to any development undertaken pursuant to this Agreement.

2.2. Operation

There are no conditions related to operations.

2.3 Appearance of Property

The Property Owner shall at all times maintain all structures and services on the Property in good repair and a useable state, and maintain the Property in a neat and presentable condition.

2.4 Waste Resource Management

Waste resource receptacles shall be screened from view from the public street and abutting properties and be located in the rear yard.

2.5 Exterior Lighting

Exterior lighting located on the Property shall be arranged so as to divert light away from public streets and neighbouring properties.

2.6 Accessory Structures

Accessory structures shall be permitted on the Property and shall be subject to the zone requirements for the underlying zone and general provisions pertaining to accessory structures contained within the Land Use By-law, as amended from time to time.

PART 3 CHANGES AND DISCHARGE

- 3.1** The Property Owner shall not vary or change the use of the Property, as provided for in Section 2.1.b of this Agreement, unless a new development agreement is entered into with the Town or this Agreement is amended.
- 3.2** Any matters in this Agreement which are not specified in Subsection 3.3 below are not substantive matters and may be changed by Council without a public hearing.
- 3.3** The following matters are substantive matters:
(a) The use of the property, as provided for in Section 2.1 of this Agreement; and
(b) The provision of a driveway and parking area in the rear yard, generally as shown on the Site Plan.
- 3.4** Notwithstanding the foregoing, discharge of this Agreement is not a substantive matter and this Agreement may be discharged by Council at the request of the Property Owner without a public hearing.
- 3.5** The Town may discharge this development agreement if the use described herein is discontinued for twelve (12) consecutive months or longer.
- 3.6** The Town may impose further regulation on the occupancy of the third unit, if in the opinion of Council, quiet enjoyment of neighbouring properties has been interrupted.

PART 4 IMPLEMENTATION

4.1 Commencement of Operation

No construction or use may be commenced on the Property until the Town has issued any required Development Permits, Building Permits and/or Occupancy Permits. Prior to the issuance of a Development Permit, the Development Officer shall be satisfied that the following matters have been adequately addressed:

(a) building plans have been approved by a building official with regard to compliance with the National Building Code.

A Development Application for the required permits must be made within sixty (60) days of this Agreement being recorded at the Land Registry Office.

4.2 Drawings to be Provided

When an engineered design is required for any portion of a development, record drawings shall be provided to the Development Officer within ten days of completion of the work which requires the engineered design, unless further time has been granted by the Development Officer.

4.3 Expiry Date

The Property Owner shall sign this Agreement within sixty (60) days from the date the appeal period lapses or all appeals have been abandoned or disposed of or the development agreement has been affirmed by the Nova Scotia Utility and Review Board or the unexecuted Agreement shall be null and void;

PART 5 COMPLIANCE

5.1 Compliance With Other By-laws and Regulations

Nothing in this Agreement shall exempt the Property Owner from complying with Federal, Provincial and Town laws, bylaws and regulations in force or from obtaining any Federal, Provincial, or Town license, permission, permit, authority or approval required thereunder.

5.2 Town Responsibility

The Town does not make any representations to the Property Owner about the suitability of the Property for the development proposed by this Agreement. The Property owner assumes all risks and must ensure that any proposed development complies with this Agreement and all other laws pertaining to the development.

5.3 Warranties by Property Owner

The Property Owner warrants as follows:

(a) The Property Owner has good title in fee simple to the Lands or good beneficial title subject to a normal financing encumbrance, or is the sole holder of a Registered Interest in the Lands. No other entity has an interest in the Lands which would require their signature on this Development Agreement to validly bind the Lands or the Developer has obtained the approval of every other entity which has an interest in the Lands whose authorization is required for the Developer to sign the Development Agreement to validly bind the Lands.

(b) The Property Owner has taken all steps necessary to, and it has full authority to, enter this Development Agreement.

5.4 Costs

The Property Owner is responsible for all costs associated with recording this Agreement in the Registry of Deeds or Land Registration Office, as applicable.

5.5 Full Agreement

This Agreement constitutes the entire agreement and contract entered into by the Town and the Property Owner. No other agreement or representation, oral or written, shall be binding.

5.6 Severability of Provisions

The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

5.7 Interpretation

Where the context requires, the singular shall include the plural, and the masculine gender shall include the feminine and neutral genders.

5.8 Breach of Terms or Conditions

Upon the breach by the Property Owner of the terms or conditions of this Agreement, the Town may undertake any remedies permitted by the Municipal Government Act.

5.9 Termination of Agreement

(a) That this Agreement shall be in effect until discharged by resolution of the Council of the Town in accordance with the relevant statutes; whereupon the Land Use By-law shall apply to the lands described in Schedule "A";

(b) That the Council of the Town may discharge this Development Agreement if the development described herein has not been commenced within eighteen (18) months of this Agreement;

(c) That the Council of the Town may discharge this Development Agreement if the use described herein is discontinued for twelve (12) consecutive months or longer.

(d) That the Council of the Town retains the option of discharging this development agreement should any fact provided to the Town by the Property Owner or its agents constitutes a material misrepresentation of the facts upon which this Agreement is based; and

(e) That the Council of the Town may discharge this Agreement if the Property Owner breaches any terms of the Agreement.

THIS AGREEMENT shall enure to the benefit of and be binding upon the parties hereto, their respective agents, successors and assigns.

IN WITNESS WHEREOF this Agreement was properly executed by the respective parties hereto and is effective as of the day and year first above written.

SIGNED, SEALED AND ATTESTED to be the proper signing officers of the Town of Lunenburg, duly authorized in that behalf, in the presence of:

TOWN OF LUNENBURG

Witness

Matt Risser, Mayor

Witness

Bea Renton, Town Clerk

SIGNED, SEALED AND DELIVERED
In the presence of:

PROPERTY OWNER

Witness

ARNASON INDUSTRIES LTD

Schedule A

PID 60061704

ALL that certain town lot of land situate on the Northern side of Pelham Street in the Town Plot of Lunenburg, in the County of Lunenburg, in Steinfeld's Division Letter "B", the said lot measuring on Pelham Street 46 feet, more or less, and 60 feet from front to rear line and bounded as follows:

ON the eastern side by the property formerly of G. Abraham Smith and now of Mrs. Clarence Smith;

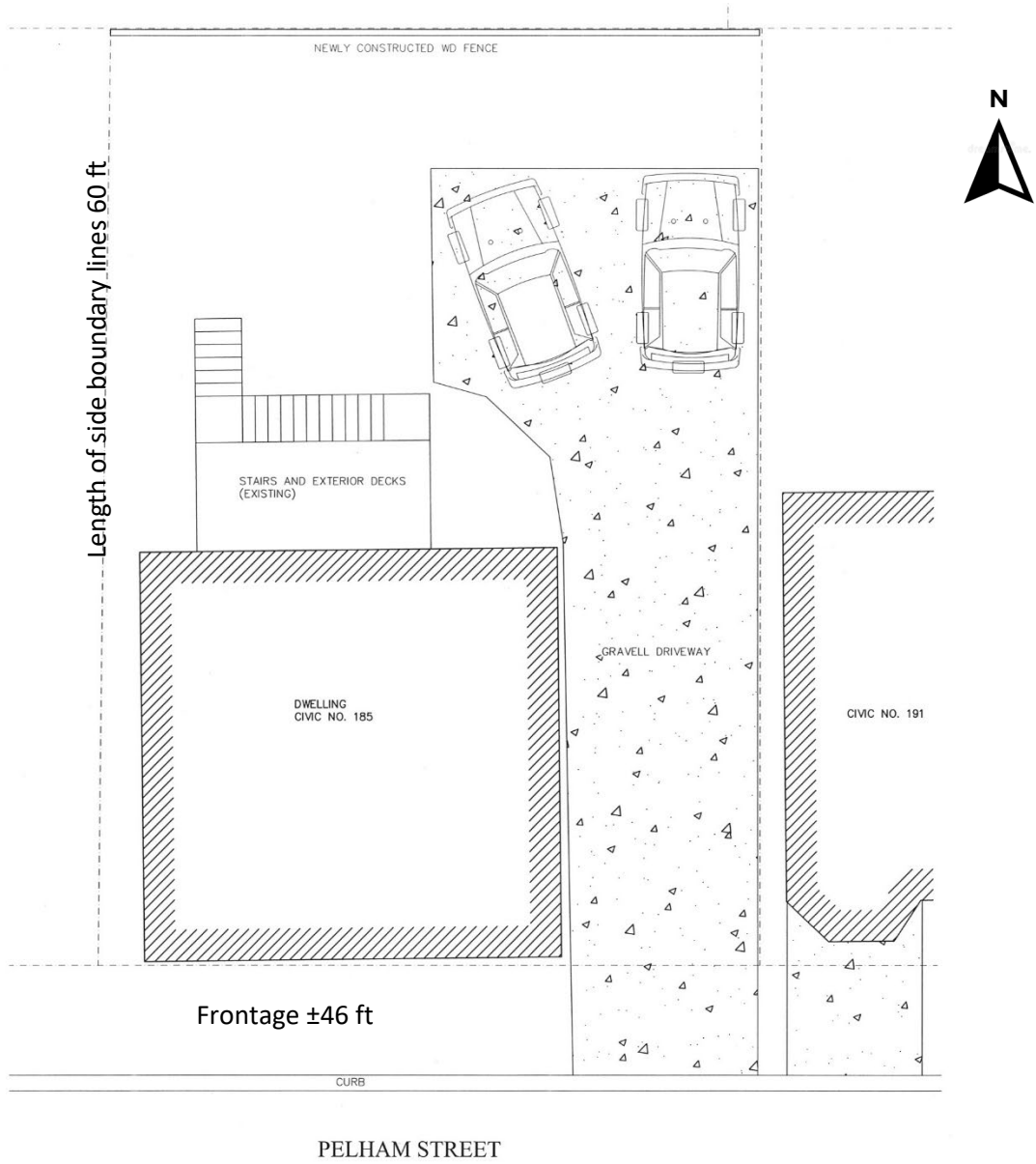
ON the West by the property formerly of Mrs. Russell Silver and now of Norman Meisner;

ON the North by the property formerly of Thomas Kennedy and now of Mrs. Sydney Miller and;

ON the South by Pelham Street, and being the same property as conveyed to the said Simeon Mosher by Abigail Mosher, by deed dated December 29, A.D., 1920, and duly recorded in the office of the Registry of Deeds at Bridgewater, N.S., in Book 112, at Page 163, under No. 253;

THE description for this parcel originates with a deed dated December 29, 1920 registered in the registration district of Lunenburg in book 112 at page 163, document no. 253 and the subdivision is validated by Section 291 of the Municipal Government Act.

**Schedule B
Site Plan**



Property: 185 Pelham Street

Document No:
Meeting: April 12, 2021 PAC
Circulate to:
File: PAC

MEMORANDUM

TO: PLANNING ADVISORY COMMITTEE

FROM: DAWN SUTHERLAND, DEVELOPMENT/PLANNING MANAGER

DATE: April 6, 2021

RE: LAND USE BY-LAW TEXT AMENDMENT APPLICATION TO ADD 200, 268, & 272 MONTAGUE STREET TO THE LIST OF EXISTING RESIDENTIAL USES IN THE MARINE INDUSTRIAL (MI) ZONE

| | |
|-------------------------|---|
| Applicant | Elizabeth and Thomas Barclay, Helen & Tom Ross, Marilyn Hebb |
| Land Owner | Elizabeth and Thomas Barclay, 272 Montague Street Helen & Tom Ross, 268 Montague Street, Marilyn Hebb <i>et al.</i> , 200 Montague Street |
| Proposal | Application to add 200, 268, & 272 to the list of residential use in the Marine Industrial (MI) Zone. |
| Lot Area | N/A |
| Designation | Industrial |
| Zone | Old Town Residential (MI) |
| Surrounding uses | Residential, Marine Industrial, Commercial |
| Heritage | Within the Heritage Conservation District |
| Site visit | 6 April 2021 |

1. FACTS

A. Background

The current Municipal Planning Strategy was adopted in 1996. The previous 2016 Land Use By-law listed 6 properties as existing uses in the Marine Industrial (MI) Zone. On 10 April 1997, the Land Use By-law was amended to add commercial uses to MI Zone and add 29 Falkland Street to list of existing residences. The 1996 Land Use By-law was replaced by a revised By-law in 2012. The current 2012 By-law lists 7 properties and the owners at the time of listing as existing residential uses. These existing residential uses are permitted developments under Part 16.1 of the Land Use By-law, as shown in Figure 1.

existing residential uses as follow:

| Civic Address | Owner |
|----------------------|---------------------------------|
| 29 Falkland Street | Cynthia and Adam Dial |
| 49 Falkland Street | Lunenburg Foundry & Engineering |
| 175 Montague Street | Adams and Knickle |
| 43 Tannery Street | Clarence Dauphinee |
| 49 Tannery Road | ABCO |
| 57 Tannery Road | ABCO |
| 61 Tannery Road | ABCO |

**Figure 1. 2012 Land Use By-law (existing).
Part 16.1, Permitted Development, excerpt showing existing residential
uses**

The M1 Zone does not permit any new residential development, however, residential development listed under Part 16.1 are afforded full property rights as a virtue of being listed. The residential use of properties that are not listed in Part 16.1 is a considered non-conforming use, with limited property rights.

Part 191.j Interpretation, of the Municipal Government Act (MGA), sets out that a “nonconforming use of land” means a use of land that is not permitted in the zone. Please note that this report refers to use, not the structure. Simply put, if the residential use is not listed in Part 16.1, then it is not permitted, and, therefore, considered a non-conforming use of land. The MGA places limits on the non-conforming use of lands, as set out below in an excerpt from the MGA:

MGA Nonconforming use of land

240 A nonconforming use of land may not be

- (a) extended beyond the limits that the use legally occupies;
- (b) changed to any other use except a use permitted in the zone; and
- (c) recommenced, if discontinued for a continuous period of six months. 1998, c. 18, s. 240.

The non-conforming use may not expand or begin again if it stops for 6 continuous months. If discontinued, the next use would have to be a permitted use in the zone, such as shipbuilding and repair as is listed under Part 16.1 of the Land Use By-law. Other uses may also proceed by way of the development agreement approval process.

The MGA also speaks to a non-conforming use in a structure.

Nonconforming use in a structure

241 (1) Where there is a nonconforming use in a structure, **the structure may not be**

(a) expanded or altered so as to increase the volume of the structure capable of being occupied, except as required by another Act of the Legislature;

(b) repaired or rebuilt, if destroyed or damaged by fire or otherwise to the extent of more than seventy-five percent of the market value of the building above its foundation, except in accordance with the land-use by-law and after the repair or rebuilding it may only be occupied by a use permitted in the zone.

(2) Where there is a nonconforming use in a structure, the nonconforming use

(a) may be extended throughout the structure;

(b) may not be changed to any other use except a use permitted in the zone;

(c) may not be recommenced, if discontinued for a continuous period of six months. 1998, c. 18, s. 241.

If not listed in 16.1, if a house that is being used for residential purposes burns down completely, it may not be rebuilt. The property can be redeveloped but the proposed use for the new structure would have to be a use permitted in the MI Zone under 16.1. If a house that is listed as an existing residential use in Part 16.1 burns down, then it can be rebuilt, subject to MI Zone standards.

B. Proposal

The initial applicants are the Barclays, with Rosses and Hebbs being added later. Applicants wish to have their properties listed as existing residential uses in Part 16.1 of the MI Zone so that the properties will be considered conforming uses. Conforming status will give the owners greater property rights, including those rights related to MGA 239, Nonconforming structure for residential use, as set out below, should they apply:

Nonconforming structure for residential use

239 (1) Where a nonconforming structure is located in a zone that permits the use made of it and the structure is used primarily for residential purposes, it may be

(a) rebuilt, replaced or repaired, if destroyed or damaged by fire or otherwise, if it is substantially the same as it was before the destruction or damage and it is occupied by the same use;

(b) enlarged, reconstructed, repaired or renovated where
(i) the enlargement, reconstruction, repair or renovation does not further reduce the minimum required yards or separation distance that do not conform with the land-use bylaw, and

(ii) all other applicable provisions of the land-use by-law except minimum frontage and area are satisfied.

(2) A nonconforming structure, that is not located in a zone permitting residential uses and not used primarily for residential purposes, may not be rebuilt or repaired, if destroyed or damaged by fire or otherwise to the extent of more than seventy-five percent of the market value of the building above its foundation, except in accordance with the land-use by-law, and after the repair or rebuilding

it may only be occupied by a use permitted in the zone. 1998, c. 18, s. 239; 2004, c. 44, s. 2.

It should be noted that no surveys or location certificates accompanied the application so there was no analysis done or required as it relates to nonconforming structures only. If listed, MGA 239 would apply to the property. If not listed, MGA 239 would not apply.

2. ISSUES AND OPTIONS

A. Relevant Policies

Municipal Planning Strategy (MPS) Policy 8.1 establishes the Industrial designation on Map 2 and MPS Policy 8.5 establishes the Marine Industrial (MI) Zone. Policy 8.6 sets out the uses in the MI Zone and reads as follows:

8.6 permit in the Marine Industrial (MI) Zone:

- (a) conversion of buildings a maximum of three (3) dwelling units; and
- (b) existing residential uses; and
- (c) industrial developments; and
- (d) marine developments; and
- (e) a broad range of commercial developments.

Part 16.b.1. of the original 1996 By-law allowed for converted buildings, subject to other requirements. This provision was removed in the 2012 By-law. The Barclay property at 268 Montague was impacted by this by-law change, effectively making the property with 3 residential units a non-conforming use. The single unit dwellings at 200 and 268 Montague Street were non-conforming under the 1996 Land Use By-law and 2012 Land Use By-law.

Currently converted buildings are listed as a permitted development in certain zones, such as in the General Commercial (GC) Zone or Institutional (INS) Zone, subject to Part 26M. Converted buildings are not listed in the Marine Industrial (MI) Zone.

The 1996 Land Use survey, which is part of the Municipal Planning Strategy's mapping, shows residential uses and specifically shows the property at 272 Montague Street as containing 3 units. The properties at 200 and 268 are shown as residential, with no number of units indicated, meaning it is a single unit dwelling on the site.

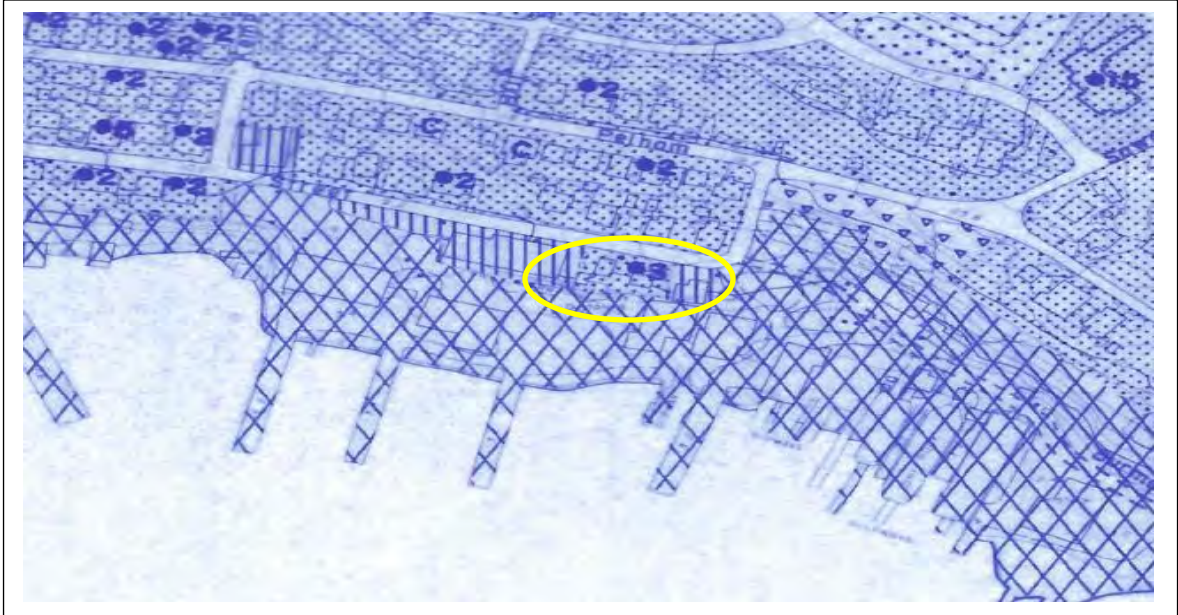


Figure 2. Excerpt from the 1996 MPS - Map 1, Existing Land Use Map. Dots indicate residential uses. Parallel lines indicate commercial and hatched are industrial uses.

Where certain existing residential uses are enabled in the MI Zone through policy and are listed in the Land Use By-law, one may conclude that there is not a change in the direction Council's policies. Adding existing residential uses is not a departure from existing policy. Therefore, a plan amendment is not required. A Land Use By-law text amendment will allow additional existing residential uses in the MI Zone. Policy 19.5 Land Use By-law Amendments, sets out that it "shall be the policy of Council to amend the Land Use By-law provided that the amendment reflects the intent of the Municipal Planning Strategy."

There are a number of supporting and implementation policies which Council is to consider. The application has been reviewed based on the applicable policies found in the Town of Lunenburg's planning documents. Policies 19.9.1 and its analysis is set out in Schedule A.

In 1996, the area was in an Architectural Control Area. On 18 October 2000, Map 2 of the Municipal Planning Strategy was amended. The Old Town area under Architectural Controls became part of the Old Town Heritage Conservation District. The subject properties are in the District. Policy 10.4 enables the designation on Map 2. Policy 10.5 ties the Heritage Conservation District Plan and By-law to the planning documents and sets the Heritage Conservation District documents as the guiding policy with respect to architectural conservation.

B. Requests for Comments

A staff development meeting was held between Planning and Engineering staff on 29 March 2021 as part of this review process. The summary of the meeting is set out below:

Water and sewer are adequate for existing residential units. Fire flows and water pressure were not tested and there was no request for sprinkler systems. There is existing storm drainage. It is not known whether there is pollution on the residential properties. With respect to site suitability, the proximity to MI uses can result in land use compatibility issues.

C. Issues Identified

C.1 Property rights

Although a new LUB was adopted in 2012, polices in the MPS did not change. The 1996 MPS is still in effect and guiding planning decisions. Both the 1996 and 2012 LUB have residential properties in the MI Zone that are listed as permitted developments and some that are not. As a land use survey was undertaken and the results shown on the 1996 MPS - Map 1, Existing Land Use Map, it is likely that the authors were cognizant of the omission of certain residential properties and that the omission was purposeful. One may speculate that the listed properties were seen to have less land use conflict, perhaps as a result of the distance from the industrial operations and/or from the nature and intensity of the industrial operations themselves. Those not listed are in close proximity to industrial uses.

As noted above, those properties not listed do not enjoy the same property rights as those listed. Specifically, if the non-conforming use ceases, then it may not recommence. A new use on the site must be a permitted use in the zone. Not listing residential uses along the area of Montague Street would support the long term conversion of non-industrial uses to industrial uses. Where the area is designated Industrial and in the MI Zone, the intended future use of the land is for industrial related purposes.

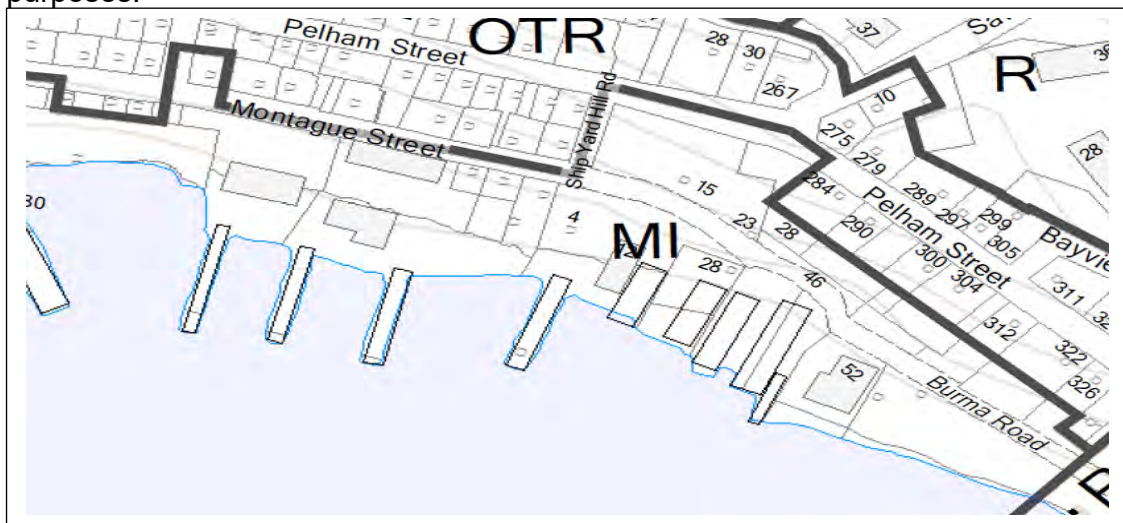


Figure 3. Excerpt, Zoning Map
(Note: Iron Works amendment extending the MI Zone is not shown)

C.2 Long term goals

A purposeful omission of these properties from the list is likely, given other residential uses along the Tannery Road area are listed and the 1996 Map 1 Existing Land Use Map shows the uses as residential. This approach is acceptable. One may look to the Village of New Minas as an example. Original planning policy was aimed at turning Highway 1 in New Minas into a commercial strip. It has been ribbon residential development interspersed with commercial as much of Highway 1 in the Wolfville to Coldbrook corridor had been. Residential uses were made non-conforming. Now New Minas is a very successful commercial hub along Highway 1, with very few of the original homes remaining.

C.3 Land use conflict

Not listing the subject properties could also be attributed to land use compatibility and conflict issues. Noise, odours, and extended operating hours are nuisance factors for residential development but are often associated with industrial activity. Land use planning tends to separate residential uses from uses that create nuisance so that there is not a negative impact on the quiet enjoyment of residential properties. Complaints often arise as a result of incompatible uses. Complaints can have a negative impact on the viability of the location for industrial uses or on the business itself. Complaints may result in political pressure on the business to modify or cease operations or negative public opinion resulting in damage to the business' reputation and corporate image.

C.4 Lot characteristics

The subject properties front on Montague Street and slope downward toward the rear of the lot. Marine Industrial uses are located at the lower elevations, generally on flatter grounds. The grade of the subject lots would be a hindrance in developing these lots for industrial uses.

C.5 Working waterfront

Lunenburg has a working waterfront as well as a picturesque harbour and shops in the commercial core. Lunenburg draws tourists and new residential from a far. Newer residents may not be aware or as tolerant of waterfront operations. The Town had received complaints in the past from residents along Pelham Street regarding noise from marine industrial operation on the waterfront. It is not a matter of who was here first has the most rights. The Town has policies to protect and promote the working waterfront. The protection and promotion of the working waterfront has been identified as an important issue in Lunenburg and was identified in public engagement activities of Project Lunenburg.

C.6 Heritage

These properties are located in the Heritage Conservation District. There are policies and regulation that protect the architectural heritage (built form) of the buildings in the District. The planning documents recognize this in policy. The Heritage Conservation Plan and By-law contribute to the protection of the area. Land use policy aimed at eliminating these existing residential uses, which can often be extrapolated to include the structure, are at odds with the objectives of the Heritage Conservation District Plan.

The homes are part of the visual character of Montague Street. Not allowing repair or replacement in keeping with the Heritage Conservation District Plan and By-law after substantive damage to the property would have a negative effect on the established streetscape.

C.7 Traditional use

Despite the factors of nuisance, the residential uses in the subject properties have existed for over a hundred years without any known incident or conflict. The working waterfront and abutting residential uses have co-existed as the working waterfront and fishery have evolved. Such co-existence can be seen as part of the culture of Lunenburg. For example, the Barclay property at 272 Montague Street is 136 years old, being built in 1885. Figure 4 shows the proximity of machinery working between 268 & 272 Montague Street. It would be difficult for any new owners to not be aware of the uses occurring on abutting marine industrial lands. With continued mutual understanding and respect, it is conceivable that these two uses may continue in close proximity without jeopardizing the integrity of the MI Zone and working waterfront.

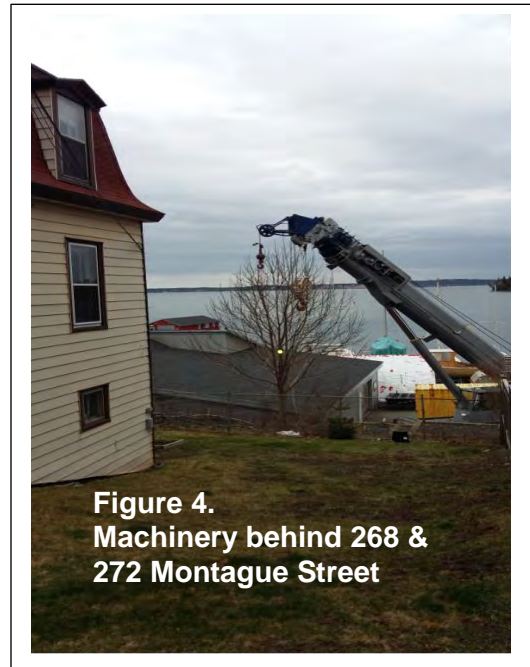


Figure 4.
Machinery behind 268 & 272 Montague Street

C.8 Conclusion

Should PAC members feel that the risk to the integrity of the Marine Industrial (MI) Zone and the working waterfront is too great, then the status quo should prevail. PAC would recommend to Council that there be no changes to the MI Zone provisions.

Should PAC members feel that these residential properties should have additional property rights and be conforming uses, PAC would recommend to Council that the text be amended to add them to the list of existing residential uses in Part 16.1.

There are many reasons in support of and against amending the Land Use By-law in this case. Given that the residential uses have abutted marine industrial lands for over 100 years without known incident or negative impact on the working waterfront, the lands are sloped which limits industrial uses, the character of the area would be negatively impacted should the homes cease to exist, and there appears to be an understanding of the nature of marine industrial uses by the owners, it is reasonable to add the properties to the list of existing residential uses in the MI Zone.

D. Options

In response to the application Council may

1. Recommend that the Council amend Part 16.1 Permitted Developments, under existing residential uses as follows, by inserting after 61 Tannery Road ABCO:

200 Montague Street
268 Montague Street
272 Montague Street, converted dwelling with 3 units

2. Recommend that the application be refused if it is found not to carry out the intent of the Municipal Planning Strategy.

3. Provide alternative direction, such as requesting further information on a specific topic.

3. FINANCIAL IMPACT

None at this time.

4. STRATEGIC PLAN RELEVANCE

This project is in keeping with the following Comprehensive Community Plan's Strategic Directions and Goals:

Community Structure: A town that accommodates growth and change in a well-planned way that is respectful of its layered past and creates opportunities for its long-term future (CCP, pg 17).

2.6 Working Waterfront – General (pg 30).

a) Support the Working Waterfront in remaining the backbone of Lunenburg's economy and safeguard its vitality.

(Supports objective C4)

b) Develop the Working Waterfront area in keeping with the goals established in the Lunenburg Waterfront Master Plan.

(Supports objectives C1, C2 and C6)

Land Use

c) Limit uses to those directly associated with marine industries.

(Supports objectives C1 and C4)

Housing: A town that offers a wide range of high quality and affordable housing options (CCP, pg 40).

5. RECOMMENDATION

Staff have completed the analysis of the application to add 200, 268, and 272 Montague Street to the list of existing residential uses in Part 16.1 of the :Land Use By-law. Where there are existing residential uses currently listed under Part 16.1., adding additional existing residential uses continues to be in keeping with the intent of the Municipal Planning Strategy. The proposal is consistent with the Town's industrial policies and meets the intent of the Municipal Planning Strategy.

IT IS RECOMMENDED THAT The Planning Advisory Committee recommend that Council amend the text of the Land Use By-law, Part 16.1 Permitted Developments, under existing residential uses as follows, by inserting after 61 Tannery Road ABCO:

200 Montague Street

268 Montague Street

272 Montague Street, converted dwelling with 3 units

and give First Reading and set a Public Hearing date.

6. SCHEDULES

Schedule A, Municipal Planning Strategy Policy 19.9.1

Schedule B, Part 16 Marine Industrial (MI) Zone

Schedule C, Land Use By-law approval process

Schedule D, Photos

Schedule E, Original 1996 Certified Zoning, Future Land Use, and Existing Land Use

Maps excerpts

Schedule F, Application

Schedule A
Municipal Planning Strategy Policy 19.9.1

| Implementation Policy 19.9 | Analysis |
|---|---|
| <p>Criteria For Development Agreements and Land Use By-law Amendments</p> <p>19.9.1</p> <p>consider the following in addition to all other criteria set out in the various policies of this Municipal Planning Strategy when considering amendments to the Land Use By-law or development agreements:</p> | |
| <p>(a) that the proposal conforms to the intent of the Municipal Planning Strategy and to all other applicable Town By-laws and regulations, except where the application is for a development agreement and the requirements of the Land Use By-law need not be met; and</p> | The proposal is in keeping with the intent of the Municipal Planning Strategy and other applicable By-laws and regulations in the Town. |
| <p>(b) that the proposal is not in conflict with Municipal or Provincial programs in effect in the Town; and</p> | The proposal is not in conflict with Municipal or Provincial programs. |
| <p>(c) that the proposal is not premature or inappropriate by reason of:</p> <p>(i) financial ability of the Town to absorb costs related to the development; or</p> | Development is existing – no additional burden on the Town. |
| <p>(ii) adequacy and proximity of school, recreation and other community facilities; or</p> | N/A |
| <p>(iii) negatively affecting the enjoyment of established residences; or</p> | Existing use – no negative impact anticipated. |
| <p>(iv) the creation of any undue traffic hazard or congestion; or</p> | No undue hazard or congestion has been identified. |
| <p>(v) adequacy of Town sewer and water services, including fire flows and water pressure or the adequacy of the site for on-site services; or</p> | Existing and adequate services. |
| <p>(vi) adequacy of storm drainage and effects of alteration to drainage pattern, including potential for creation of a flooding problem; or</p> | The storm drainage is adequate. No grade alteration is planned. |
| <p>(vii) creation or worsening of a pollution problem in the area such as but not limited to soil erosion and siltation of watercourses; or</p> | No pollution problem has been identified. |
| <p>(viii) suitability of site regarding grades, soils and geological conditions, location of watercourses, marshes, bogs and swamps, and proximity to utility rights-of-way; and</p> | Suitable. |

Schedule B-1
Part 16 Marine Industrial (MI) Zone

PART 16 MARINE INDUSTRIAL (MI) ZONE

16.1 Permitted Developments

Developments Permitted

- any use permitted in the Industrial (I) Zone
- any use permitted in the General Commercial (GC) Zone, **with the exception of residential uses**
- dry cleaning or laundry establishments or depots
- funeral homes
- medical clinics
- places of entertainment, recreation and assembly
- boatyards, including boat storage
- existing residential uses as follow:

| Civic Address | Owner |
|----------------------|---------------------------------|
| 29 Falkland Street | Cynthia and Adam Dial |
| 49 Falkland Street | Lunenburg Foundry & Engineering |
| 175 Montague Street | Adams and Knickle |
| 43 Tannery Street | Clarence Dauphinee |
| 49 Tannery Road | ABCO |
| 57 Tannery Road | ABCO |
| 61 Tannery Road | ABCO |

- fish uses, including fish processing
- marinas, including boat rentals and charters, fuel sales, and pump-out facilities
- marine railways
- marine uses
- marine-related commercial uses
- parking lots
- parks
- public uses and buildings
- sale of fish and other seafood
- shipbuilding and repair
- ship chandlery and provisioning
- storage buildings for commercial fishing gear
- wharves and docks
- wholesale fish establishments
- outdoor yacht and boat sales and displays, including yachting and boating merchandise

16.2 Developments Permitted by Development Agreement

- (i) industrial development which may create land use conflicts in accordance with Municipal Planning Strategy policy 8.7
- (ii) Places of entertainment, recreation or assembly in accordance with Municipal Planning Policy 8.7A.

Schedule B-2
Part 16 Marine Industrial (MI) Zone

16.3 **Marine Industrial (MI) Zone Standards**

| | |
|--------------------|------------------------------------|
| Minimum Front Yard | nil |
| Minimum Side Yard | nil |
| Minimum Rear Yard | nil |
| Maximum Height of | 13.5 metres (45 feet) |
| Minimum Lot Area | 37 square metres (400 square feet) |
| Minimum Frontage | nil |

- 16.4 Notwithstanding section 16.3, a boathouse may be erected on a lot that is at least 37 square metres (400 square feet).

Schedule C
Land Use By-law Amendment Approval Process



Schedule D
Photos

Montague Street, photos dated 6 April 2021

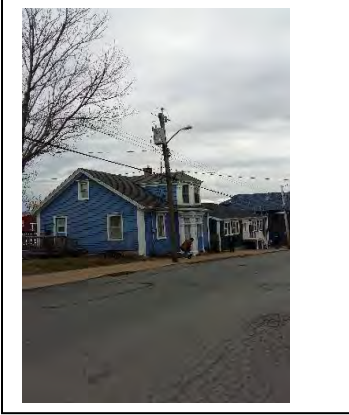


Figure 5
200 Montague Street

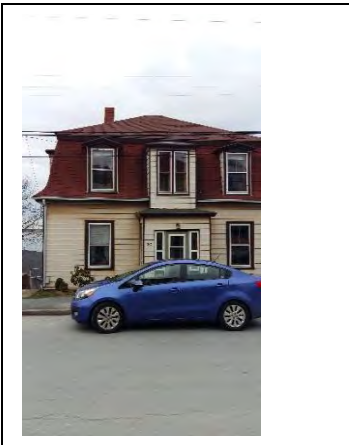


Figure 6
272 Montague Street

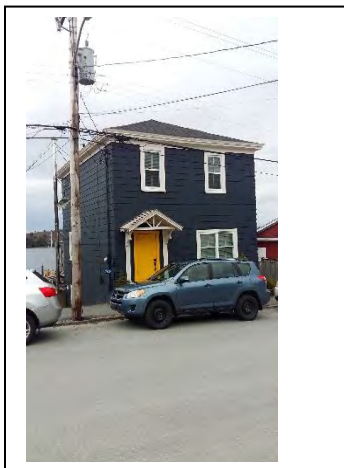


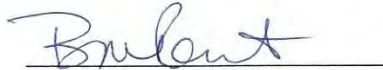
Figure 6
268 Montague Street

Schedule E-1

Original 1996 Certified Zoning, Future Land Use, and Existing Land Use Maps excerpts

Certified Town of Lunenburg Document

I, Bea Renton, Town Manager/Clerk of the Town of Lunenburg in the County of Lunenburg, Nova Scotia, do hereby certify that this Municipal Planning Strategy and Land Use By-law of the Town of Lunenburg (Exhibit "D") is a true copy of the Municipal Planning Strategy and Land Use By-law adopted by a majority of the whole Council of the Town of Lunenburg at a meeting duly called and held on the 15th day of April, 1996, and who were present at the March 21 Public Hearing.



Bea Renton
Town Manager/Clerk
Town of Lunenburg



Province of Nova Scotia
County of Lunenburg

I hereby certify that this is a true copy of an instrument filed in the Registry of Deeds Office at Bridgewater in the County of Lunenburg, N.S. on the 29 day of June A.D., 1996 as No. 10,221 Certified by my hand and seal this 23 day of July A.D., 1996
.....*LaRaine Smith*.....
Registrar of Deeds for the Registration District of Lunenburg County.

Schedule E-2

Original 1996 Certified Zoning, Future Land Use, and Existing Land Use Maps excerpts

TOWN OF LUNENBURG

LAND USE BY-LAW SCHEDULE "A" ZONING MAP

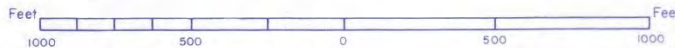
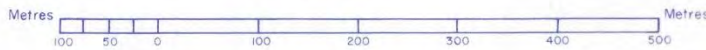
LEGEND

| | | | |
|-----|-----------------------|-----|-------------------|
| OTR | Old Town Residential | MI | Marine Industrial |
| R | Residential | I | Industrial |
| RR | Rural Residential | RI | Rural Industrial |
| GC | General Commercial | INS | Institutional |
| RC | Restricted Commercial | REC | Recreation |
| HC | Highway Commercial | OS | Open Shoreline |
| CS | Commercial Shoreline | — | Zone Boundary |
| TM | Tourism Marine | | |

Adopted by Council 15 April 1996

This map forms part of the Land Use Bylaw approved by the Minister of Municipal Affairs on June 13, 1996.

SCALE 1:5000



This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapping (scale 1:2000) produced by Land Registration and Information Service (LRIS) from aerial photography flown in May 1981.



Schedule E-4

Original 1996 Certified Zoning, Future Land Use, and Existing Land Use Maps excerpts

Plan # 10,221

*June 27/96
4423*

TOWN OF LUNENBURG

MUNICIPAL PLANNING STRATEGY

MAP 2

FUTURE LAND USE

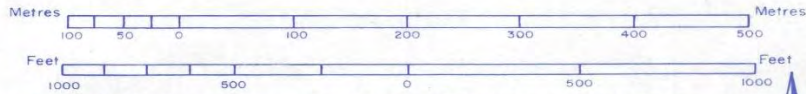
LEGEND

- INS INSTITUTIONAL
- REC RECREATION
-  ARCHITECTURAL CONTROL AREA

Adopted by Council 15 April 1996

This map forms part of the Municipal Planning Strategy approved by the Minister of Municipal Affairs on *June 13, 1996*.

SCALE 1:5000

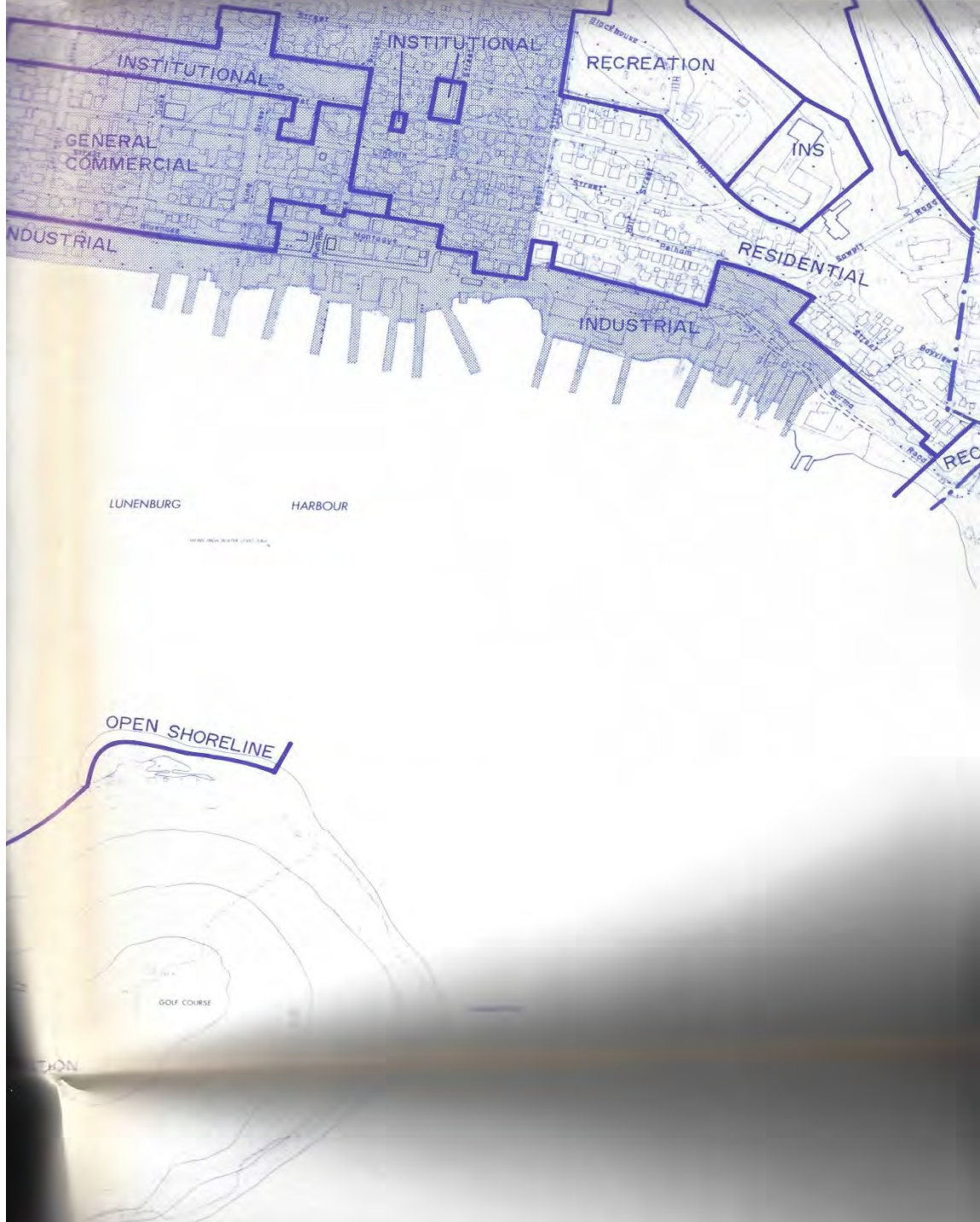


This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapping (scale 1:2000) produced by Land Registration and Information Service (LRIS) from aerial photography flown in May 1981.



Schedule E-5

Original 1996 Certified Zoning, Future Land Use, and Existing Land Use Maps excerpts



Schedule E-6

Original 1996 Certified Zoning, Future Land Use, and Existing Land Use Maps excerpts

10, 221

June 27/96

4423








TOWN OF LUNENBURG

MUNICIPAL PLANNING STRATEGY

MAP I

EXISTING LAND USE

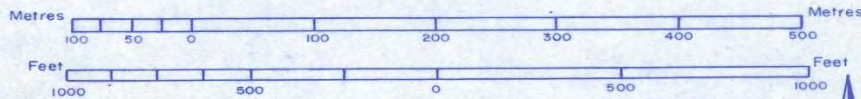
LEGEND

-  Residential *
-  Commercial
-  Industry
-  Civic & Cultural Uses (Includes Public Utilities)
-  Education
-  Open Space
-  Agriculture, Forestry & Open Country
- C** Commercial Use In Residential Dwelling
- G3** Private Garage On Separate Lot (Includes No. Of Units)

* •2 Indicates Number Of Dwelling Units

Based On Existing Land Use Survey Done Oct. 14 & 30, & Nov. 14, 1994

SCALE 1:5000

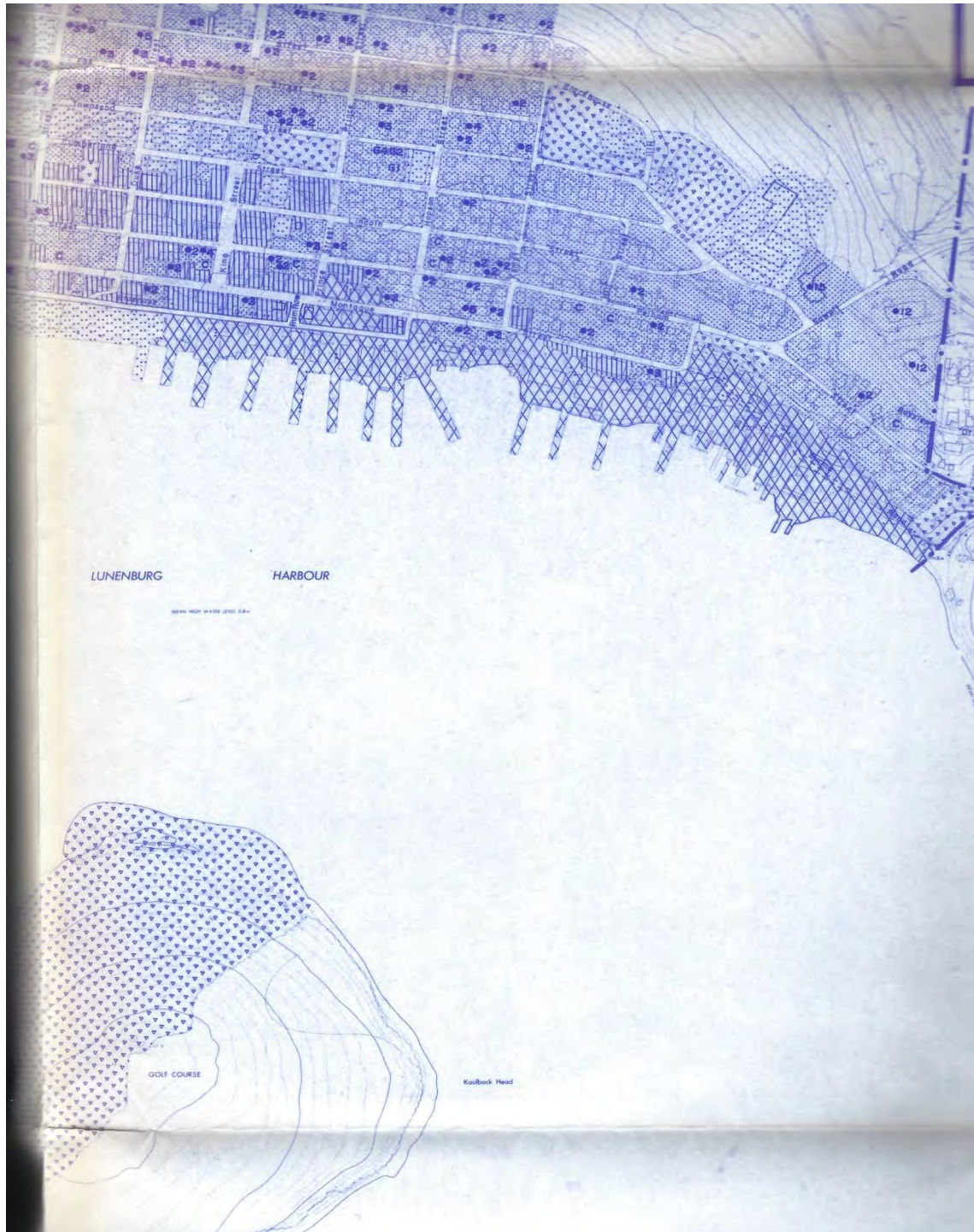


This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapping (scale 1:2000) produced by Land Registration and Information Service (LRIS) from aerial photography flown in May 1981.



Schedule E-7

Original 1996 Certified Zoning, Future Land Use, and Existing Land Use Maps excerpts



Schedule F Application-1

Town of Lunenburg Planning Application for Land Use By-Law Amendment

PLEASE NOTE THAT ALL INFORMATION PROVIDED IS PUBLIC INFORMATION

| APPLICANT INFORMATION | REGISTERED OWNER OF PROPERTY |
|---------------------------------|------------------------------|
| Name ELIZABETH & THOMAS BARCLAY | Name same |
| | Company Name |
| | Mailing Address |
| | Email |
| | Phone |
| Cell | Cell |

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 272 MONTAGUE ST LUNENBURG, NS | <input type="checkbox"/> Copy of Deed |
| PID # | <input checked="" type="checkbox"/> Survey Plan or Equivalent |
| Present Use of Property | <input type="checkbox"/> A Letter Explaining the Proposal <i>see below</i> |
| Proposed Use of Property | <input checked="" type="checkbox"/> Application and Advertising Fees \$949.10 (\$249.10 + \$700.00) |

EXPLANATION OF PROPOSAL AND SIGNATURE

A short explanation of your proposal (please include a detailed letter with a full explanation)

IT HAS COME TO OUR ATTENTION THAT THE PROPERTY IS IN THE MARINE INDUSTRIAL ZONE, NON CONFORMING USE, WE WOULD LIKE IT ADDED TO THE LIST OF RESIDENTIAL PROPERTIES IN THE MARINE INDUSTRIAL ZONE WITH RESIDENTIAL(1-3 UNIT) USE ALLOWED AND CONFORMING

By submitting this application I affirm that the facts set forth are true and complete.

E Barclay
 Name (printed): J Barclay Signature: *[Signature]* Date: Feb 3/21

OFFICE USE ONLY: Type of LUB Application: _____ Date received: *[Signature]*

From: [Beth Barclay](#)
To: [Bea Renton](#); [Matt Risser](#)
Cc: [Peter Mosher](#); ssanford@explorelunenburg; [Stephen Ernst](#); [Jenni Birtles](#); [Melissa Duggan](#); [ED Halverson](#); [Dawn Sutherland](#)
Subject: 272 Montague St. Land Use Bylaw Amendment Application (final copy)
Date: February-04-21 7:53:54 AM
Attachments: [Map Land Use.pdf](#)
[MPS LUB Map 1 Existing Land Use 1994_02-2011.pdf](#)

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

Dear Mayor and Council,

On February 1, during the sale of our property at 272 Montague Street, we discovered that the Town's zoning map indicates that our property is zoned Marine Industrial (MI). The zoning map delineates each zone with a wide line that in some cases bisect individual properties and structures. By contrast, the companion Municipal Planning Strategy Land Use Map, more accurately depicts property boundaries and clearly shows our property, and the neighbouring residential home, to be of residential land use. It is clear when looking at the zoning map, that every intention was made to place residential homes adjacent to MI land use on Montague Street in the Old Town Residential (OTR) zone, as the line that delineates MI and OTR zones jogs around individual properties and does not follow street.

We believe that 272 Montague St was excluded from the OTR zone and accidentally included in the MI zone by error and omission when the zoning map was originally produced. The result has put us in a position of non-conforming use, which means that the structure can not be repaired or rebuilt if damaged to a degree of 75% of its value, expanded or altered in any way and should it be unoccupied for six months for what ever reason, failing health, medical issues, or even an extended vacation, future occupancy would be technically illegal. We feel pretty certain that it was never the Town's intention to place the residential use of this property in jeopardy, considering the property has been continuously used as a residential dwelling since its construction in 1885.

In 2012, the land use by-law was amended and was written in a way to unencumber residential homes that had been placed inside the MI zone. A list of specific addresses with existing residential use was included under the list of permitted developments in the MI zone. 272 Montague Street and the neighbouring property were not included on this list.

So this begs the question: If our property was intentionally included in the MI zone at the time the by-law was amended and is known to have residential use per the land use strategy map, why was the property excluded from the list? I was a Town Councillor in late 2012 and I can assure you that I was not part of any zoning/by-law discussions about my own property; otherwise, this issue would have been addressed at the time.

Thank you in advance for your attention to this time sensitive matter. Below is a summary of the timeline of this issue for your review. The Municipal Planning Strategy (MPS) Land Use map and zoning map referred to above are attached.

Sincerely,
Thom & Beth Barclay

Summary Notes

- The house (272 Montague St) has been a residence continuously since its construction in 1885.
- In 1976, the land was separated from the Smith and Rhuland property and approved by both the Town's Planning Department and Council.
- In 1996, a municipal planning strategy (MPS) and zoning map were adopted by Council and approved by the Minister of Municipal Affairs.
 - The MPS shows the existing land use as residential and indicates that there are 3 dwelling units on the property.
 - The zoning map shows that the property is zoned Marine Industrial (MI).
 - Per the Municipal Government Act (219,1) - where a council adopts a municipal planning strategy or a municipal planning strategy amendment, the council shall, at the same time, adopt a land-use by-law or land-use by-law amendment that shall enable the policies to be carried out.
 - The zoning map and MPS contradict each other and the zoning map does not enable the MPS policies to be carried out as intended.
 - We feel this was an administrative error in the execution of the zoning map, considering the use of the property has always been residential and has never changed and residential use is not permitted in a MI zone.
- In 2012, the land-use by-law was updated. A list of specific addresses with existing residential use permitted in a MI zone was included in the by-law.
 - 272 Montague St and the neighbouring residential home were not included on that list.
 - The Town indicated that the property may have been intentionally rezoned MI in 2012, although it was already zoned MI per the zoning map.
 - The Town hasn't provided any documentation of the amendment and I haven't been able to find any amendments noted on the zoning map or in the 1996 or 2012 by-law to confirm this. .
- I was elected to Council in October 2012 and have no recollection of any discussions about the zoning of 272 Montague St.
- The property was purchased from an estate in October 2012.

TOWN OF LUNENBURG

LAND USE BY-LAW SCHEDULE "A" ZONING MAP

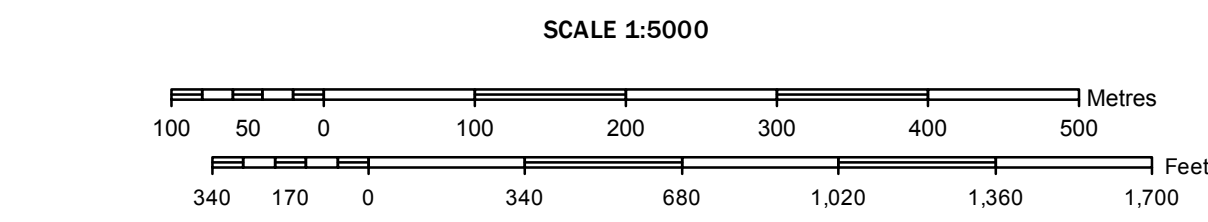
LEGEND

| | | | |
|-----|-----------------------|-----|----------------------------|
| OTR | Old Town Residential | MI | Marine Industrial |
| R | Residential | I | Industrial |
| RR | Rural Residential | RI | Rural Industrial |
| GC | General Commercial | INS | Institutional |
| RC | Restricted Commercial | REC | Recreation |
| HC | Highway Commercial | OS | Open Shoreline |
| CS | Commercial Shoreline | MDR | Medium Density Residential |
| TM | Tourism Marine | — | Zone Boundary |

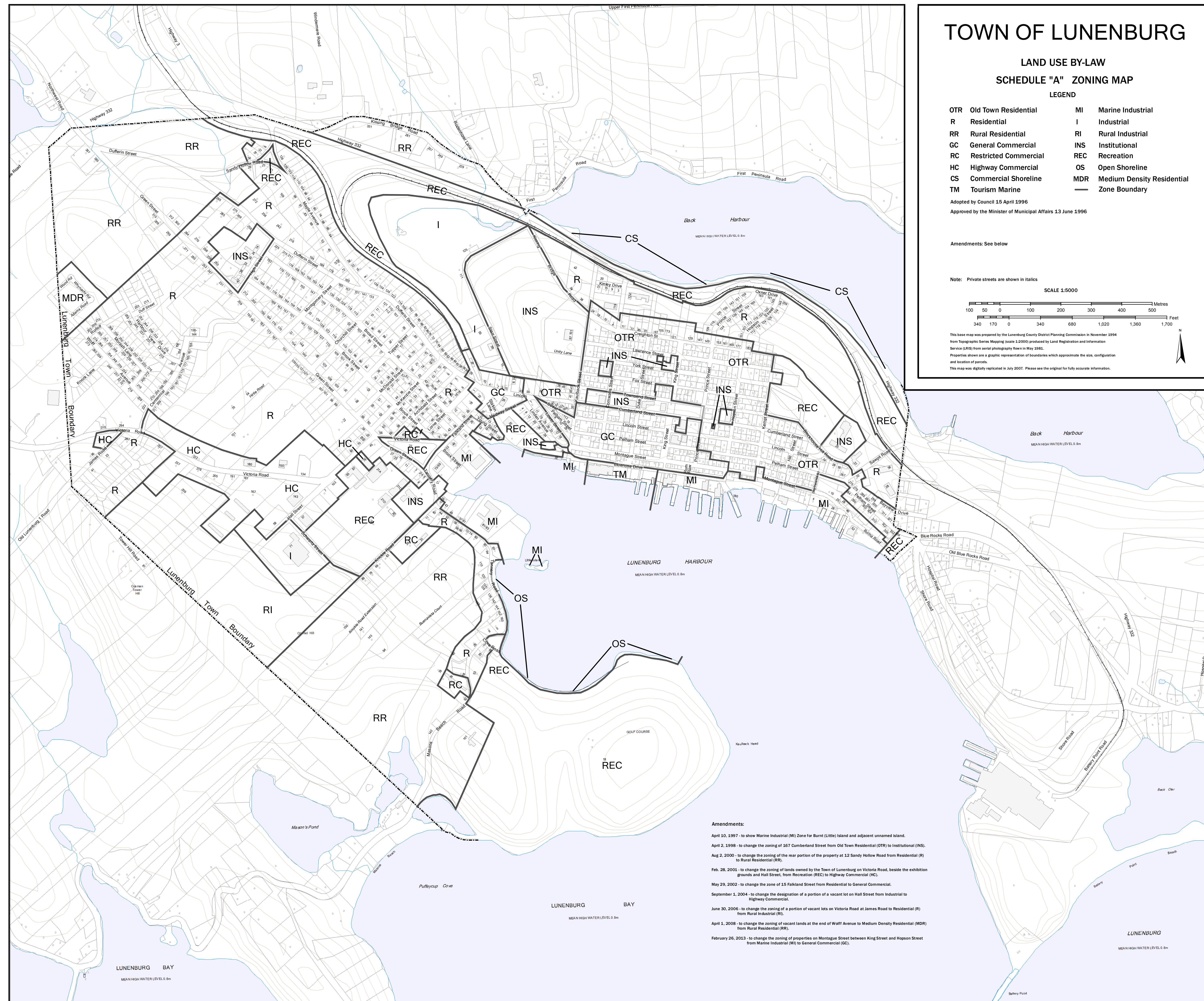
Adopted by Council 15 April 1996
Approved by the Minister of Municipal Affairs 13 June 1996

Amendments: See below

Note: Private streets are shown in italics



This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapping (scale 1:20000) produced by Land Registration and Information Service (LRIS) from aerial photography flown in May 1985. Properties shown are a graphic representation of boundaries which approximate the size, configuration and location of parcels. This map was digitally replicated in July 2007. Please see the original for fully accurate information.



- Amendments:**
- April 10, 1997 - to show Marine Industrial (MI) Zone for Burnt (Little) Island and adjacent unnamed island.
 - April 2, 1998 - to change the zoning of 367 Cumberland Street from Old Town Residential (OTR) to Institutional (INS).
 - Aug 2, 2000 - to change the zoning of the rear portion of the property at 12 Sandy Hollow Road from Residential (R) to Rural Residential (RR).
 - Feb. 28, 2002 - to change the zoning of lands owned by the Town of Lunenburg on Victoria Road, beside the exhibition grounds and Hall Street, from Recreation (REC) to Highway Commercial (HC).
 - May 29, 2002 - to change the zone of 25 Falkland Street from Residential to General Commercial.
 - September 1, 2004 - to change the designation of a vacant lot on Hall Street from Industrial to Highway Commercial.
 - June 30, 2009 - to change the zoning of a portion of vacant lots on Victoria Road at James Road to Residential (R) from Rural Industrial (RI).
 - April 1, 2008 - to change the zoning of vacant lands at the end of Wolff Avenue to Medium Density Residential (MDR) from Rural Residential (RR).
 - February 26, 2013 - to change the zoning of properties on Montague Street between King Street and Hopson Street from Marine Industrial (MI) to General Commercial (GC).


TOWN OF LUNENBURG

MUNICIPAL PLANNING STRATEGY

MAP 1

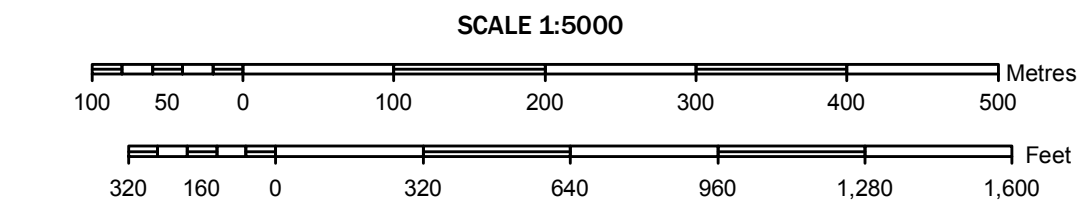
EXISTING LAND USE

LEGEND

-  Residential *
-  Commercial
-  Industry
-  Civic and Cultural Uses (Includes Public Utilities)
-  Education
-  Open Space
-  Agriculture, Forestry & Open Country
-  Commercial Use in Residential Dwelling
-  Private Garage On Separate Lot (Includes No. Of Units)

* * * Indicates Number of Dwelling Units
Based on Existing Land Use Survey Done Oct. 14 & 30, & Nov. 14, 1994

NOTE: Private streets are shown in italics

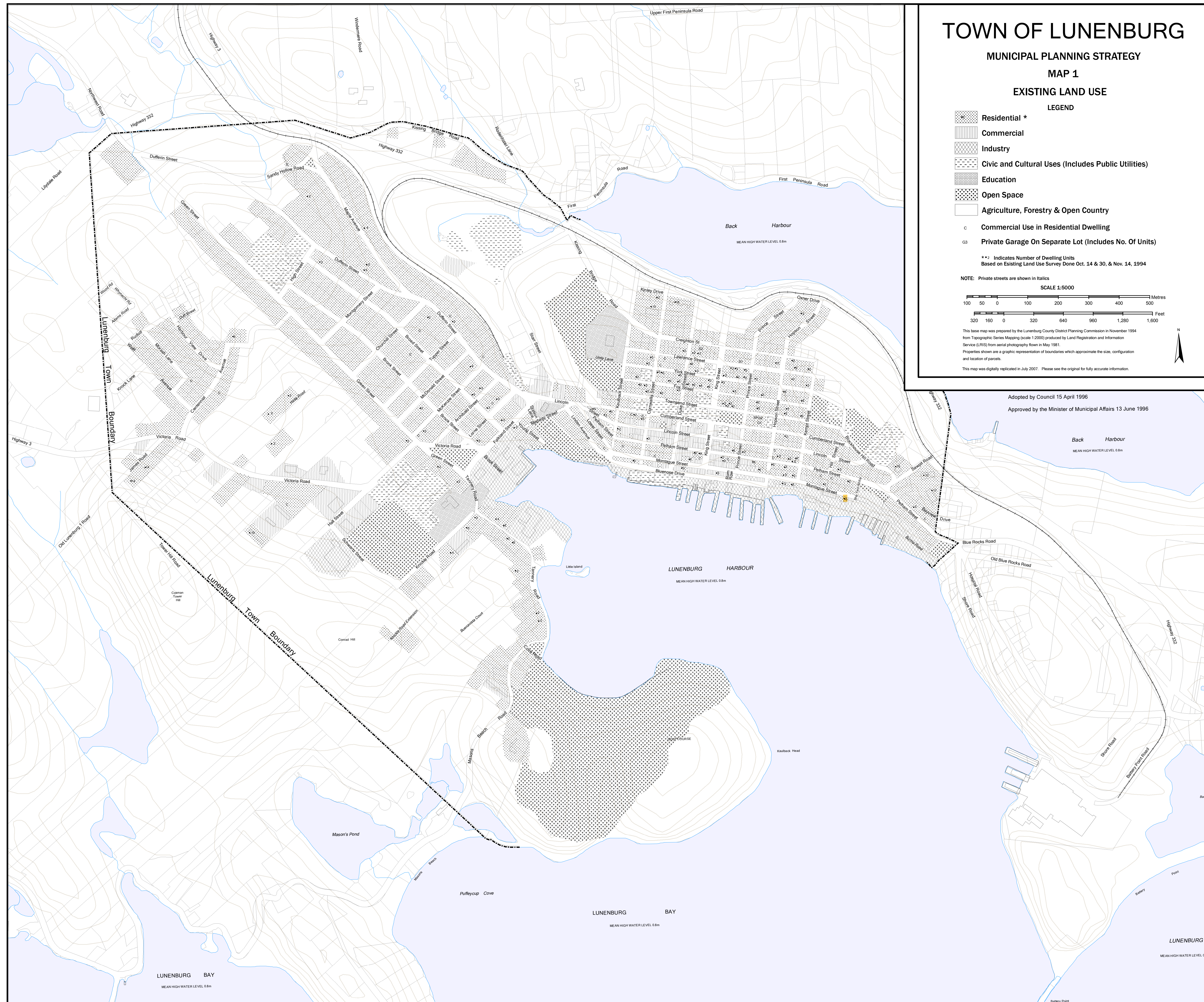


This base map was prepared by the Lunenburg County District Planning Commission in November 1994 from Topographic Series Mapping (scale 1:2000) provided by Land Registration and Information Services (LRIS) from aerial photography from May 1985. Properties shown are a graphic representation of boundaries which approximate the size, configuration and location of parcels.

This map was digitally replicated in July 2007. Please see the original for fully accurate information.

Adopted by Council 15 April 1996

Approved by the Minister of Municipal Affairs 13 June 1996



From: [Terry Drisdelle](#)
To: [Dawn Sutherland](#)
Subject: Re: [External] Lunenburg Planning Application - Existing Res Uses in Marine Industrial Zone April 12, 2021
Planning Advisory Committee Public Meeting Agenda Package
Date: April-12-21 1:50:52 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

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

Hi Dawn:

Thanks for the info and links to this evenings meeting used as residential for over 100 years? Yeah, safe to say we're ok with your recommendation.

Hope all is well

Cheers,

Terry

Terry Drisdelle MCIP, LPP
Senior Planner & Project Manager

Develop Nova Scotia

Old Red Store, Historic Properties
Suite 301- 1875 Upper Water Street
Halifax, NS B3J 1S9
c: 902 240-2088
e: terry.drisdelle@developns.ca



HERITAGE ADVISORY COMMITTEE MEETING MINUTES
MONDAY, APRIL 19, 2021
RECOMMENDATION PAGE

1. To recommend to Council approval to award the Town's 2021 Heritage Recognition Awards to 12 Burma Road, 71 Prince Street, 25 Hopson Street, 97 Kaulbach Street and 169 Montague Street properties.
2. To recommend to Council that staff complete the nomination process to nominate the Lunenburg Academy Restoration for a Nova Scotia Heritage Trust Award.

HERITAGE ADVISORY COMMITTEE MEETING MINUTES

MONDAY, APRIL 19, 2021 AT 5:15 P.M.

LUNENBURG TOWN COUNCIL CHAMBER AND LIVE BROADCAST

PRESENT: Councillor Stephen Ernst, Chair
Councillor Jenni Birtles
Nathalie Irving
David John Lobb
Oliver Osmond
Virginia Stephen
Mayor Matt Risser (ex-officio)

ALSO PRESENT: Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk

1. Call to order

The Chair called the meeting to order at 5:16 p.m.

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

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

3. Agenda

Motion: moved and seconded to approve the agenda.

4. Heritage Advisory Committee December 14, 2020 meeting minutes

Motion: moved and seconded to approve the December 14, 2020 meeting minutes.

5. Business Arising from the Minutes/Unfinished Business

Nil.

6. New Business

a. Heritage Recognition Awards

The Heritage Manager reviewed his staff report (**Schedule "A"**).

Motion: moved and seconded to recommend to Council the approval of 12 Burma Road, 71 Prince Street, 25 Hopson Street, 97 Kaulbach Street and 169 Montague Street for the 2021 Heritage Recognition Awards. Motion carried.

Motion: moved and seconded to recommend to Council that Council directs staff to undertake the nomination process to nominate the Lunenburg Academy Restoration for a Nova Scotia Heritage Trust Award. Motion carried.

7. Next Meeting Dates – Call by the Chair

The meeting time for the Heritage Advisory Committee will change to 6:00 p.m.

The Heritage Manager recapped that the Heritage Conservation District Plan & Bylaw is in the hands of UPLAND Planning & Design, and that work will follow the Municipal Planning Strategy, Land-Use Bylaw, and Subdivision Bylaw submissions. A timeline for the Heritage documents is pending.

The next meeting will be called by the Chair, with a minimum of two weeks' notice.

8. Adjournment

There being no further business, the meeting was adjourned by the Chair at 5:32 p.m.

Heather McCallum, Assistant Municipal Clerk

Circulated: _____

Document No: 5(a)
 Meeting: HAC – April 19, 2021
 Circulate To: HAC, Council, BR
 File:

MEMORANDUM

TO: HERITAGE ADVISORY COMMITTEE

FROM: ARTHUR MACDONALD, HERITAGE MANAGER

DATE: APRIL 8, 2021

RE: HERITAGE RECOGNITION AWARDS

1. FACTS

A. Background

In keeping with the Town’s Heritage Recognition Awards Program, the Town advertised for nominations on February 24th and March 3rd, 2021. The nomination period closed on March 26th. Staff has identified three (3) projects that were deemed worthy of consideration and received two (2) nominations as outlined below:

| Civic Address: | Owner: | Nominator: |
|---------------------|--|----------------|
| 12 Burma Road | Develop Nova Scotia | Staff |
| 71 Prince Street | Emile John and Berenice Van Laer | Staff |
| 25 Hopson Street | Michael and Lynette Smith | Mike Smith |
| 97 Kaulbach Street | Town of Lunenburg c/o Schooner Construction | Staff |
| 169 Montague Street | Tiller Holdings Limited c/o Wilfred P. Moore Jane A. Ritcey Moore | Letisha McFall |

Ms. Richardson of 196 Lawrence Street was awarded a 2020 Heritage Recognition Award. However she requested her presentation be postponed until the 2021 presentation. So staff would like to have her added to the 2021 presentations.

| | | |
|---------------------|--------------------------|-------|
| 196 Lawrence Street | Peggy Darlene Richardson | Staff |
|---------------------|--------------------------|-------|

The committee may wish to nominate other projects and consider the ones recommended by staff. The categories for consideration are enclosed in the Heritage Recognition Awards Program attached as **Attachment “A”**. The Program’s criteria is also attached in **Attachment “A”** to be used for your review of the staff’s recommendations as well as any additional ones deemed worthy of consideration.

B. Proposal

The Heritage Recognition Awards is intended to recognize the fine work of property owners and developers in enhancing Lunenburg as a UNESCO World Heritage Site and to heighten public awareness of Lunenburg’s rich built heritage.

The owners of the nominations approved by Council will be invited to the Town’s 268th Birthday Ceremony on June 7th, 2021 where they will be presented with their Heritage Recognition Certificates. Due to COVID-19, the Town’s Birthday celebrations may be postponed and rescheduled for a later date or otherwise may be virtual as undertaken in 2020.

2. ISSUES AND OPTIONS ANALYSIS

- Council may approve the nominations as presented.
- Council may approve an alternative list of nominations.
- Council may refer the matter back to the HAC for further discussions.

3. FINANCIAL IMPACT

There is sufficient funding in the 2021/22 fiscal budget to cover the costs associated with manufacturing the certificates as well as holding the event.

4. STRATEGIC PLAN RELEVANCE

CCP Strategic Direction:

6. Heritage: Direction to protect and enhance existing heritage assets and to support a wider cultural narrative.

CCP Guiding Principal:

5. Living Heritage: We interpret heritage with a holistic view, ensuring it is relevant and living within the community.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approves the following nominations for the Town's 2021 Heritage Recognition Award Ceremony.

Motion: Moved by seconded by that the following nominations for the Town's 2021 Heritage Recognition Award Ceremony be approved.

| Civic Address: | Category: |
|-----------------------|---|
| 12 Burma Road | Successfully blending an addition that contributes positively to the design of the original structure and rehabilitating a building that contribute positively to the design of the original structure. |
| 71 Prince Street | Rehabilitating a building that contribute positively to the design of the original structure. |
| 25 Hopson Street | Successfully blending an addition that contributes positively to the design of the original structure. |
| 97 Kaulbach Street | Preserving or restoring the original character of a building. |
| 169 Montague Street | Successfully blending an addition that contributes positively to the design of the original structure. |

Staff would also like to have Council's approval to recommend the Lunenburg Academy for a Nova Scotia Heritage Trust Award. The completion of the exterior restoration as part of the building's 125th Anniversary is a significant milestone that is worthy of consideration for this award.

Motion: Moved by seconded by that Council directs staff to undertake the nomination process to nominate the Lunenburg Academy Restoration for a Nova Scotia Heritage Trust Award.

ATTACHMENTS:

- A.** Heritage Recognition Awards Program Complete with Criteria and Rating System.
- B.** Nominations for the 2021 Heritage Recognition Awards Review.

Acknowledged by:

Bea Renton
Town Manager/Clerk

ATTACHMENT “A”

Town of Lunenburg

Heritage Recognition Awards Program

Purpose:

To recognize property owners and developers for a “job well done” in outstanding restoration and/or rehabilitation work as well as well-designed infill developments that contribute positively to the streetscape in which they are located. It is intended the Program recognize small as well as large projects and consider nominations from throughout the Town.

Recognition Categories:

The Heritage Advisory Committee will accept nominations or will nominate from information provided by the Town’s Heritage Manager that fall under the following categories:

- preserving or restoring the original character of a building;
- rehabilitating a building, including successfully integrating modern elements that contribute positively to the design of the original structure;
- successfully blending an addition and/or adaptive reuse of a building that contributes positively to the design of the original structure;
- new infill developments that successfully blend into and contribute positively to the streetscape in which it is located; and
- the long term preservation stewardship of a building.

Review:

Nominations will be reviewed by Staff and forwarded to the Heritage Advisory Committee (HAC) for consideration. The HAC will provide their recommendations for Council’s consideration. Upon considering the HAC’s review, Council will approve those nominations they deem appropriate.

Heritage Recognition Awards Program Criteria – Ranking System

| Criterion: | Score: High - 2 Points; Low - 1 Point: |
|---|--|
| | |
| Registered Federal, Provincial or Municipal Heritage Property/Site: (Maximum 1 point) | |
| | |
| Located in Heritage Conservation District or the Architectural Control Area: (Maximum 1 point) | |
| | |
| Works contribute positively to Lunenburg’s Architectural Traditions: | |
| | |
| Works contribute positively to the streetscape: | |
| | |
| Works enhances building’s architectural style: | |
| | |
| Rating Score: | _____ / 8 |
| | Nominations should receive a score value of 4/8 or better to be considered for a Heritage Recognition Awards unless there is compelling evidence to consider otherwise. |

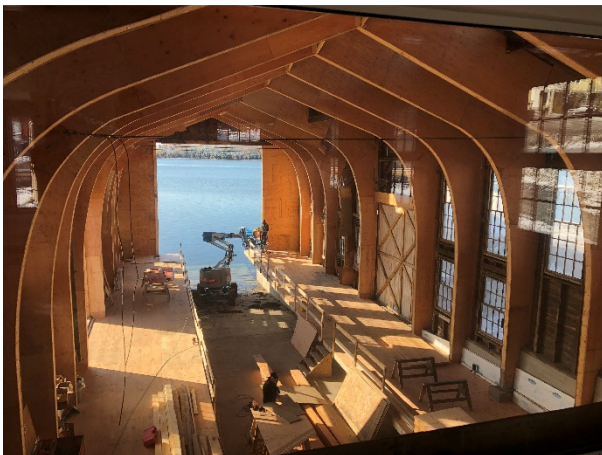
ATTACHMENT “B”
Nominations for the 2021 Heritage Recognition Awards Review

12 Burma Road

Before Photos:



After Photos:



Heritage Recognition Awards Program Criteria – Ranking System

| Criterion: | Score: High - 2 Points; Low - 1 Point: |
|--|---|
| Registered Federal, Provincial or Municipal Heritage Property/Site: (Maximum 1 point) | 0 |
| Located in Heritage Conservation District or the Architectural Control Area: (Maximum 1 point) | 1 |
| Works contribute positively to Lunenburg's Architectural Traditions: | 2 |
| Works contribute positively to the streetscape: | 1 |
| Works enhances building's architectural style: | 1 |
| Rating Score: | 5/8 |
| 12 Burma Road | Nominations should receive a score value of 4/8 or better to be considered for a Heritage Recognition Awards unless there is compelling evidence to consider otherwise. |

71 Prince Street

Before Photo:



After Photos:



Heritage Recognition Awards Program Criteria – Ranking System

| Criterion: | Score: High - 2 Points; Low - 1 Point: |
|--|---|
| Registered Federal, Provincial or Municipal Heritage Property/Site: (Maximum 1 point) | 0 |
| Located in Heritage Conservation District or the Architectural Control Area: (Maximum 1 point) | 1 |
| Works contribute positively to Lunenburg’s Architectural Traditions: | 1 |
| Works contribute positively to the streetscape: | 2 |
| Works enhances building’s architectural style: | 2 |
| Rating Score: | 6/8 |
| 71 Prince Street | Nominations should receive a score value of 4/8 or better to be considered for a Heritage Recognition Awards unless there is compelling evidence to consider otherwise. |

25 Hopson Street

Before Photos:



After Photos:



Heritage Recognition Awards Program Criteria – Ranking System

| Criterion: | Score: High - 2 Points; Low - 1 Point: |
|--|---|
| Registered Federal, Provincial or Municipal Heritage Property/Site: (Maximum 1 point) | 0 |
| Located in Heritage Conservation District or the Architectural Control Area: (Maximum 1 point) | 1 |
| Works contribute positively to Lunenburg's Architectural Traditions: | 2 |
| Works contribute positively to the streetscape: | 2 |
| Works enhances building's architectural style: | 2 |
| Rating Score: | 7/8 |
| 25 Hopson Street | Nominations should receive a score value of 4/8 or better to be considered for a Heritage Recognition Awards unless there is compelling evidence to consider otherwise. |

97 Kaulbach Street

Before Photo:



After Photo:



Heritage Recognition Awards Program Criteria – Ranking System

| Criterion: | Score: High - 2 Points; Low - 1 Point: |
|--|---|
| Registered Federal, Provincial or Municipal Heritage Property/Site: (Maximum 1 point) | 1 |
| Located in Heritage Conservation District or the Architectural Control Area: (Maximum 1 point) | 1 |
| Works contribute positively to Lunenburg’s Architectural Traditions: | 2 |
| Works contribute positively to the streetscape: | 2 |
| Works enhances building’s architectural style: | 2 |
| Rating Score: | 8/8 |
| 97 Kaulbach Street | Nominations should receive a score value of 4/8 or better to be considered for a Heritage Recognition Awards unless there is compelling evidence to consider otherwise. |

169 Montague Street

Before Photo:



After Photo:



Heritage Recognition Awards Program Criteria – Ranking System

| Criterion: | Score: High - 2 Points; Low - 1 Point: |
|--|---|
| Registered Federal, Provincial or Municipal Heritage Property/Site: (Maximum 1 point) | 0 |
| Located in Heritage Conservation District or the Architectural Control Area: (Maximum 1 point) | 1 |
| Works contribute positively to Lunenburg's Architectural Traditions: | 2 |
| Works contribute positively to the streetscape: | 2 |
| Works enhances building's architectural style: | 1 |
| Rating Score: | 6/8 |
| 169 Montague Street | Nominations should receive a score value of 4/8 or better to be considered for a Heritage Recognition Awards unless there is compelling evidence to consider otherwise. |

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE APRIL 20, 2021
MEETING RECOMMENDATION AND NOTICE OF MOTION

Recommend to Town Council approval of the 2021/22 Water Utility Operating budget in the amount of \$1,641,100 and Water Utility Capital budget in the amount of \$668,000 and approval of the 2021/22 Electric Utility Operating budget in the amount of \$6,764,100 and Electric Utility Capital budget in the amount of \$573,800.

Councillor Halverson will give notice of motion at the April 27 Council meeting of proposed amendments to the Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy.

TOWN OF LUNENBURG COMMITTEE OF THE WHOLE MEETING

TUESDAY, APRIL 20, 2021 AT 6:00 P.M.

LUNENBURG TOWN HALL/ZOOM YOU TUBE LIVE

PRESENT: Mayor Matt Risser, Chair
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
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. April 6, 2021 Committee of the Whole Meeting Minutes Approval

Motion: moved and seconded approval of the April 6, 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

- Debt Affordability Review – Paul Wills, CPA, CMA, NS Municipal Finance Corporation CEO and Treasurer

Mr. Willis reviewed with Council the Debt Affordability Model (**Schedule “A”**) which helps determine the impact of a possible \$3.0 M borrowing for Town for Wastewater Treatment Plant upgrades on the Town’s longer term finances including future borrowing capacity.

- Capital Budget Review – Town General, Water and Electric Utilities

The Finance Director next gave an overview of the financial implications of the Town’s draft Capital budget and potential means to achieve cost reductions in the short term (**Schedule “B”**).

Council asked questions of staff the responses to which are summarized in part below.

The roof of the “Annex” building at 17 Tannery Road is leaking and should be repaired before potentially being sold. It is a sound investment to make in the building. The NS Community College has agreed to contribute \$5,000 towards the cost of same as their Heritage Carpentry Program uses the building as a student work site which they lease.

The Town Hall roof also requires repairs which was identified in an earlier condition and snow load assessment report. Monies are budgeted to prepare for a tender to do this work and other exterior repairs.

Staff explained that they have evaluated what Capital items can be deferred to another year with lower risk than essential projects set out in Schedule “B” all of which serve to address components of the Comprehensive Community Plan. For example, the Wastewater Capital projects included in the draft budget will help to achieve additional treatment capacity by reducing saltwater inflow and infiltration. The stormwater management plan will also assist with this, but is proposed to be deferred for one year because it will take considerable staff time to complete along with the other wastewater projects in place.

The Lunenburg Academy Foundation will be asked if they would consider contributing to the two Capital projects in the draft budget.

Council indicated that staff should take the suggestions from this meeting under advisement and come back with a revised Capital budget proposal on May 4.

Motion: moved and seconded that it be recommended to Town Council approval of the 2021/22 Water Utility Operating budget in the amount of \$1,641,100 and Water Utility Capital budget in the amount of \$668,000 and approval of the 2021/22 Electric Utility Operating budget in the amount of \$6,764,100 and Electric Utility Capital budget in the amount of \$573,800. (**Schedule “C”**). Motion carried.

Council reviewed the budget to undertake a solar and LED street light assessments.

- Options for Operating Budget Balancing – addition of Lunenburg Academy Foundation \$30,000 Operating Grant request

It was noted that the Lunenburg Academy Foundation will be submitting a request for an operating grant.

Council next considered the potential Operating budget reductions prepared since the last meeting (**Schedule "D"**) to achieve a requested reduction of approximately \$500,000.

The Deed Transfer Tax rate was discussed with suggestions to keep the rate at 1%, but redirect 0.5% to operating costs. Council may also want to consider Town land holdings and how best to realize their financial potential through sales, redevelopment, etc.

Town staff explained in response to a query if the Operating budget could be further reduced that the Town's 2020/21 Operating budget was previously reduced by \$374,000 which helped to achieve a Residential tax rate reduction of ½ cent and Commercial tax rate reduction of 4 cents. **Staff are asked to propose further Operating cost reductions including Cemetery budget reductions of \$30,000 for the next meeting on May 4.**

7:24 p.m. – Council recessed until 7:35 p.m. when the meeting resumed.

- Inter-Municipal Bylaw Enforcement – discussion update

The CAO will be meeting with municipal representatives to discuss options and will report after as a follow-up to Council's earlier request.

- b. Proposed draft amendments to the Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy – revised Policy and draft motion

Motion: moved and seconded that Councillor Halverson will give notice of motion at the April 27 Council meeting of proposed amendments to the Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy. Motion carried.

6. New Business


7. Next Meeting Date – Tuesday, May 4, 2021 at 6:00 p.m.

8. Adjournment

The meeting was adjourned at 7:40 p.m. by the Mayor.

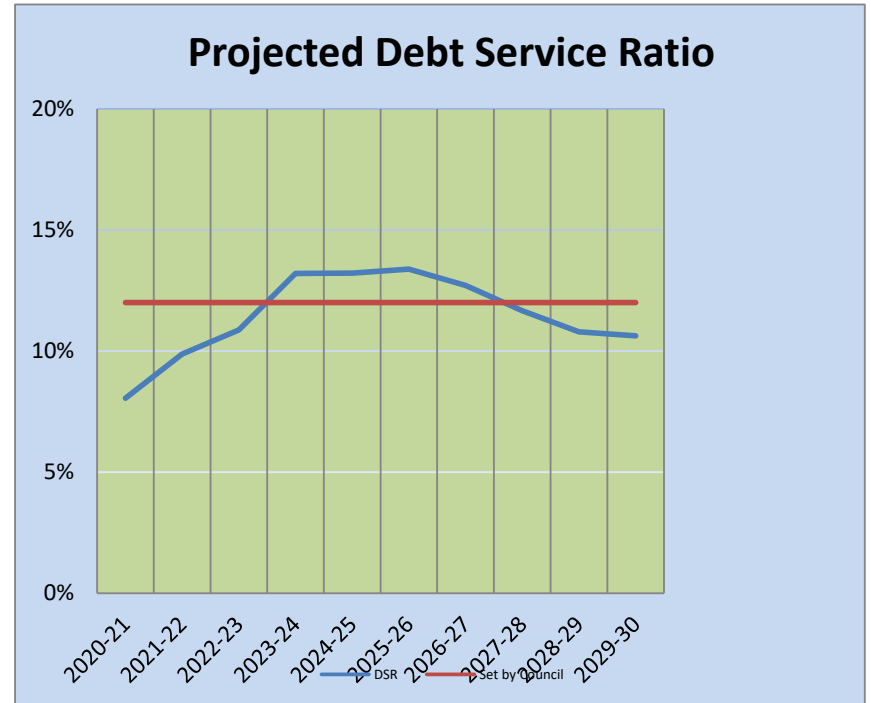
Bea Renton, CAO

Notes preparing the Debt Affordability Model

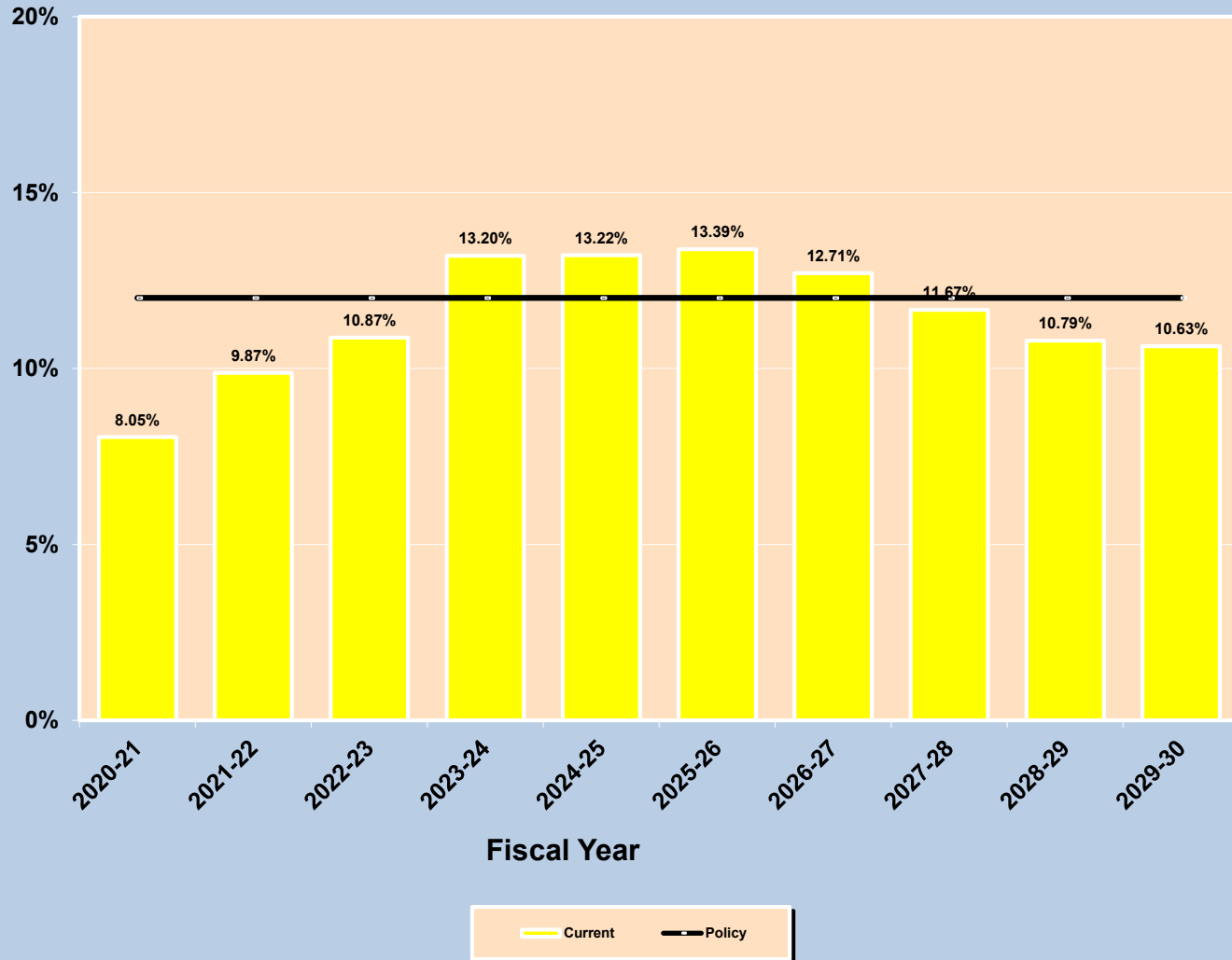
- 1 Percentages used to drive model provided by DOF for the Town
 - 2 Election Expense of \$28,000 added in election years and removed in following year
 - 3 All in borrowing rates used from Spring 2020 Debenture
 - 4 Reserves added for Deed Transfer Tax, PW Equipment and Election.
 - 5 Debt repayment based on MFC records
 - 6 Operating and Capital Budgets provided by Town (Pre-Covid Budget used for 2020-2021)
 - 7 CPI based on NS CPI April each year Currently 1.3% as of December 2020
 - 8 Residential Assessment increased by 3% annually
 - 9 Commercial Assessment increased by 2% annually after 2020-2021
 - 10 Resource Assessment increased by 1% annually
 - 11 Seasonal Assessment increased by 2% annually
 - 12 No short term interest for capital after current year
 - 13 Police increased by 4.5% in 2021-2022. Assume 3% going forward
 - 14 The capital budget inputs after fiscal 21-22 include the pre-approved fire truck purchase and an estimate \$3M borrowing for a WWTP upgrade. Future years include estimates to maintain borrowing around 12% to 13%.
- 

Debt Service Ratio Analysis for Town of Lunenburg

| <u>Fiscal</u> | D.S.R. | Revenues | Borrowing | Debt Servicing | Debt O/S |
|---------------|---------------|-------------------|------------------|-----------------------|-----------------|
| 2020-21 | 8.05% | 7,476,700 | 1,566,850 | 495,200 | 4,330,176 |
| 2021-22 | 9.87% | 7,603,343 | 1,188,350 | 615,648 | 4,974,610 |
| 2022-23 | 10.87% | 7,805,544 | 3,694,600 | 695,346 | 7,927,018 |
| 2023-24 | 13.20% | 8,187,419 | 500,000 | 889,106 | 7,698,253 |
| 2024-25 | 13.22% | 8,356,295 | 500,000 | 906,271 | 7,448,159 |
| 2025-26 | 13.39% | 8,529,443 | 500,000 | 934,830 | 7,164,732 |
| 2026-27 | 12.71% | 8,706,976 | 500,000 | 903,791 | 6,906,624 |
| 2027-28 | 11.67% | 8,889,020 | 500,000 | 845,238 | 6,701,869 |
| 2028-29 | 10.79% | 9,075,704 | 500,000 | 796,231 | 6,541,571 |
| 2029-30 | 10.63% | 9,267,149 | 500,000 | 798,962 | 6,375,083 |
| Total | | 83,897,593 | 9,949,800 | 7,880,621 | |



Municipal Debt Service Ratio



Nova Scotia Municipal Finance Corporation
Calculation of Municipal Debt Affordability
Policy: Debt Service Ratio
Town of Lunenburg

| Description | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 |
|----------------------------|----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Revenue Sources | | | | | | | | | | |
| Total Revenues | \$7,476,700 | \$7,603,343 | \$7,805,544 | \$8,187,419 | \$8,356,295 | \$8,529,443 | \$8,706,976 | \$8,889,020 | \$9,075,704 | \$9,267,149 |
| Expenditures | | | | | | | | | | |
| Discretionary Expenditures | \$5,675,450 | \$5,717,037 | \$5,813,904 | \$5,907,458 | \$6,030,738 | \$6,099,778 | \$6,198,618 | \$6,299,295 | \$6,429,849 | \$6,506,321 |
| Mandatory Expenditures | \$1,473,400 | \$1,629,679 | \$1,746,595 | \$1,979,016 | \$2,036,340 | \$2,106,616 | \$2,118,914 | \$2,105,383 | \$2,103,148 | \$2,154,471 |
| Reserves | \$327,850 | \$184,500 | \$184,500 | \$174,500 | \$165,500 | \$168,500 | \$168,500 | \$168,500 | \$159,500 | \$162,500 |
| | \$7,476,700 | \$7,531,216 | \$7,744,999 | \$8,060,974 | \$8,232,578 | \$8,374,894 | \$8,486,032 | \$8,573,178 | \$8,692,496 | \$8,823,291 |
| Surplus/(Deficit) | \$0 | \$72,127 | \$60,545 | \$126,445 | \$123,717 | \$154,549 | \$220,944 | \$315,842 | \$383,208 | \$443,858 |

Debt Affordability:

Debt Service Ratio

| | | | | | | | | | | |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| Limit set by Municipal Council | 12.00% | 12.00% | 12.00% | 12.00% | 12.00% | 12.00% | 12.00% | 12.00% | 12.00% | 12.00% |
| Limit set by Municipal Council Policy | \$737,940 | \$748,251 | \$767,454 | \$808,037 | \$822,872 | \$838,024 | \$853,499 | \$869,304 | \$885,448 | \$901,935 |
| Total debt servicing costs | \$495,200 | \$615,648 | \$695,346 | \$889,106 | \$906,271 | \$934,830 | \$903,791 | \$845,238 | \$796,231 | \$798,962 |
| Capacity for New Debt Servicing Cost | \$242,740 | \$132,603 | \$72,109 | (\$81,069) | (\$83,399) | (\$96,806) | (\$50,292) | \$24,066 | \$89,217 | \$102,973 |
| Actual & forecasted outstanding debt | \$4,330,176 | \$4,974,610 | \$7,927,018 | \$7,698,253 | \$7,448,159 | \$7,164,732 | \$6,906,624 | \$6,701,869 | \$6,541,571 | \$6,375,083 |
| Estimated revised debt service ratio | 8.05% | 9.87% | 10.87% | 13.20% | 13.22% | 13.39% | 12.71% | 11.67% | 10.79% | 10.63% |

Capacity for new debt would be a result of the amount of capital work done in a particular year, & the interest rates and amortization period assumptions used by the municipality.

Nova Scotia Municipal Finance Corporation
Long-term Capital Budget for the
Town of Lunenburg

*****Note:**
(1.) The amortization period & term may differ if project financed over a shorter time period (ie. 20 year amortization & "balloon" payment in year 10).
(2.) The long-term borrowing calculation assumes a blended interest rate for the life of each fiscal year's borrowing.

| | 2020-21 | 2020-21 | 2020-21 | 2021-22 | 2021-22 | 2021-22 | 2022-23 | 2022-23 | 2022-23 | 2023-24 | 2023-24 | 2023-24 | 2024-25 | 2024-25 | 2024-25 |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------|------------------|--------------------|------------|------------------|--------------------|------------|------------------|--------------------|
| Services | | | | | | | | | | | | | | | |
| Roads & Sidewalks | \$70,000 | | | \$80,000 | | | | | | | | | | | |
| Fire | \$24,000 | \$755,100 | | | \$507,250 | | | \$694,600 | | | | | | | |
| Transportation | | | | | | | | | | | | | | | |
| Planning | | | | | | | | | | | | | | | |
| Police | | | | | | | | | | | | | | | |
| Waste Water | \$1,498,900 | | | \$527,000 | \$505,000 | | | | \$3,000,000 | | | | | | |
| Finance | \$40,000 | | | | | | | | | | | | | | |
| Recreation | \$169,300 | | | \$107,500 | | | | | | | | | | | |
| Community Development | \$264,300 | | | \$135,000 | | | | | | | | | | | |
| Museum | | | | \$55,000 | | | | | | | | | | | |
| Public Works | | | | \$209,000 | \$595,600 | | | | | | | | | | |
| Town Buildings | | \$1,500,000 | | \$96,000 | \$100,000 | | | | | | \$500,000 | | | \$500,000 | |
| Refinance "Balloon" payments | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Total Capital Budget | \$2,066,500 | \$2,255,100 | \$0 | \$1,209,500 | \$1,707,850 | \$0 | \$0 | \$694,600 | \$3,000,000 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 |
| Sources of Funds | | | | | | | | | | | | | | | |
| Grants Federal | | \$1,200,000 | | | | | | | | | | | | | |
| Grants Provincial | \$252,700 | | | \$20,000 | | | | | | | | | | | |
| Operating Fund | \$53,900 | | | | \$655,000 | | | | | | | | | | |
| Reserves | \$461,850 | | | \$750,500 | \$83,500 | | | | | | | | | | |
| Gas Tax | \$786,300 | | | \$220,000 | | | | | | | | | | | |
| Other | \$82,750 | \$427,550 | | \$10,000 | \$9,700 | | | \$143,000 | | | | | | | |
| Long-term Borrowing (Spring) | \$0 | \$0 | \$0 | \$154,000 | \$514,650 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Long-term Borrowing (Fall) | \$429,000 | \$627,550 | \$0 | \$55,000 | \$445,000 | \$0 | \$0 | \$551,600 | \$3,000,000 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 |
| Total Sources of Funds | \$2,066,500 | \$2,255,100 | \$0 | \$1,209,500 | \$1,707,850 | \$0 | \$0 | \$694,600 | \$3,000,000 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 |
| Long-term Borrowing Assumptions | | | | | | | | | | | | | | | |
| Projects' Amortization Period (in years) | 10 | 15 | 20 | 5 | 15 | 20 | 10 | 15 | 20 | 10 | 15 | 20 | 10 | 15 | 20 |
| Term of Long-term Borrowing (in years) | 10 | 15 | 20 | 5 | 15 | 20 | 10 | 15 | 20 | 10 | 15 | 20 | 10 | 15 | 20 |
| Estimated Interest Rates | 1.66% | 1.99% | 2.16% | 1.27% | 1.99% | 2.16% | 1.66% | 1.99% | 2.16% | 1.66% | 1.99% | 2.16% | 1.66% | 1.99% | 2.16% |
| Debt Outstanding | | | | | | | | | | | | | | | |
| Current outstanding & forecasted debt | | | \$4,330,176 | | | \$4,974,610 | | | \$7,927,018 | | | \$7,698,253 | | | \$7,448,159 |
| Estimated revised debt service ratio | | | 8.05% | | | 9.87% | | | 10.87% | | | 13.20% | | | 13.22% |

***Note:

- (1.) The amortization period & term n.
- (2.) The long-term borrowing calculat

| | 2025-26 | 2025-26 | 2025-26 | 2026-27 | 2026-27 | 2026-27 | 2027-28 | 2027-28 | 2027-28 | 2028-29 | 2028-29 | 2028-29 | 2029-30 | 2029-30 | 2029-30 |
|--|------------|------------------|--------------------|------------|------------------|--------------------|------------|------------------|--------------------|------------|------------------|--------------------|------------|------------------|--------------------|
| Services | | | | | | | | | | | | | | | |
| Roads & Sidewalks | | | | | | | | | | | | | | | |
| Fire | | | | | | | | | | | | | | | |
| Transportation | | | | | | | | | | | | | | | |
| Planning | | | | | | | | | | | | | | | |
| Police | | | | | | | | | | | | | | | |
| Waste Water | | | | | | | | | | | | | | | |
| Finance | | | | | | | | | | | | | | | |
| Recreation | | | | | | | | | | | | | | | |
| Community Development | | | | | | | | | | | | | | | |
| Museum | | | | | | | | | | | | | | | |
| Public Works | | | | | | | | | | | | | | | |
| Town Buildings | | | | | | | | | | | | | | | |
| Refinance "Balloon" payments | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 |
| Total Capital Budget | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 |
| Sources of Funds | | | | | | | | | | | | | | | |
| Grants Federal | | | | | | | | | | | | | | | |
| Grants Provincial | | | | | | | | | | | | | | | |
| Operating Fund | | | | | | | | | | | | | | | |
| Reserves | | | | | | | | | | | | | | | |
| Gas Tax | | | | | | | | | | | | | | | |
| Other | | | | | | | | | | | | | | | |
| Long-term Borrowing (Spring) | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Long-term Borrowing (Fall) | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 |
| Total Sources of Funds | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$500,000 | \$0 |
| Long-term Borrowing Assumptions | | | | | | | | | | | | | | | |
| Projects' Amortization Period (in years) | 10 | 15 | 20 | 5 | 15 | 20 | 10 | 15 | 20 | 10 | 15 | 20 | 10 | 15 | 20 |
| Term of Long-term Borrowing (in years) | 10 | 15 | 20 | 5 | 15 | 20 | 10 | 15 | 20 | 10 | 15 | 20 | 10 | 15 | 20 |
| Estimated Interest Rates | 1.66% | 1.99% | 2.16% | 1.27% | 1.99% | 2.16% | 1.66% | 1.99% | 2.16% | 1.66% | 1.99% | 2.16% | 1.66% | 1.99% | 2.16% |
| Debt Outstanding | | | | | | | | | | | | | | | |
| Current outstanding & forecasted debt | | | \$7,164,732 | | | \$6,906,624 | | | \$6,701,869 | | | \$6,541,571 | | | \$6,375,083 |
| Estimated revised debt service ratio | | | 13.39% | | | 12.71% | | | 11.67% | | | 10.79% | | | 10.63% |

Nova Scotia Municipal Finance Corporation
Total existing known & estimated debt for the
Town of Lunenburg

Schedule #3

| <u>Description</u> | <u>Note</u> | <u>2020-21</u> | <u>2021-22</u> | <u>2022-23</u> | <u>2023-24</u> | <u>2024-25</u> | <u>2025-26</u> | <u>2026-27</u> | <u>2027-28</u> | <u>2028-29</u> | <u>2029-30</u> | <u>Totals</u> |
|--|-------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| MFC annual principal | | \$407,569 | \$439,479 | \$408,679 | \$351,478 | \$339,474 | \$339,474 | \$280,821 | \$235,935 | \$158,145 | \$131,001 | \$3,092,055 |
| MFC annual interest | | \$74,709 | \$65,724 | \$56,874 | \$48,634 | \$41,840 | \$35,099 | \$28,077 | \$22,042 | \$16,984 | \$13,682 | \$403,665 |
| Total MFC annual debt & interest | 1 | \$482,278 | \$505,203 | \$465,553 | \$400,112 | \$381,314 | \$374,573 | \$308,898 | \$257,977 | \$175,129 | \$144,683 | \$3,495,720 |
| Other existing debt (ie. bank financing) | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Long-term commitments (ie. leases) | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Interest on other debt & commitments | | \$12,922 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$12,922 |
| "Other" Totals | 2 | \$12,922 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$12,922 |
| --Actual Debt Servicing Costs | | \$495,200 | \$505,203 | \$465,553 | \$400,112 | \$381,314 | \$374,573 | \$308,898 | \$257,977 | \$175,129 | \$144,683 | \$3,508,642 |
| MFC (&/or Bank) annual principal | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| MFC (&/or Bank) annual interest | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Municipal Enterprise (P&I) | 3 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <i>(For tracking purposes only)</i> | | | | | | | | | | | | |
| Estimated New Debt (per Schedule #2 - Capital Budget) | | | | | | | | | | | | |
| Proposed capital financing | 4 | \$1,056,550 | \$1,168,650 | \$3,551,600 | \$500,000 | \$500,000 | \$500,000 | \$500,000 | \$500,000 | \$500,000 | \$500,000 | \$9,276,800 |
| Estimated debt repayment | 4 | \$0 | (\$84,737) | (\$190,513) | (\$377,287) | (\$410,620) | (\$443,953) | (\$477,287) | (\$468,820) | (\$502,153) | (\$535,487) | (\$3,490,857) |
| Cumulative estimated new debt | | \$1,056,550 | \$2,140,463 | \$5,501,550 | \$5,624,263 | \$5,713,643 | \$5,769,690 | \$5,792,403 | \$5,823,583 | \$5,821,430 | \$5,785,943 | \$5,785,943 |
| Estimated interest cost | 4 | \$0 | \$25,708 | \$39,279 | \$111,707 | \$114,337 | \$116,303 | \$117,606 | \$118,441 | \$118,948 | \$118,792 | \$881,123 |
| Actual & forecasted debt outstanding | | \$4,330,176 | \$4,974,610 | \$7,927,018 | \$7,698,253 | \$7,448,159 | \$7,164,732 | \$6,906,624 | \$6,701,869 | \$6,541,571 | \$6,375,083 | |
| Estimated revised debt service ratio | | 8.05% | 9.87% | 10.87% | 13.20% | 13.22% | 13.39% | 12.71% | 11.67% | 10.79% | 10.63% | |

*** The principal repayments for a particular borrowing will impact your next year's budget.

- Note:**
- #1 - Request schedule from the MFC.
 - #2 - Bank short-term & long-term indebtedness, plus any other indebtedness.
 - #3 - Tracking purposes only. Any loan guarantees signed on behalf of any municipal enterprises, utilities, interest groups, etc.
 - #4 - As per Schedule #2 calculation, Long-term Capital Budget.

| Description | <u>2020-21</u> | <u>2021-22</u> | <u>2022-23</u> | <u>2023-24</u> | <u>2024-25</u> | <u>2025-26</u> | <u>2026-27</u> | <u>2027-28</u> | <u>2028-29</u> | <u>2029-30</u> |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenue Sources | | | | | | | | | | |
| Residential property tax | \$3,218,800 | \$3,315,364 | \$3,414,825 | \$3,517,270 | \$3,622,788 | \$3,731,471 | \$3,843,416 | \$3,958,718 | \$4,077,480 | \$4,199,804 |
| Commercial property tax | \$1,459,900 | \$1,459,900 | \$1,489,098 | \$1,518,880 | \$1,549,258 | \$1,580,243 | \$1,611,848 | \$1,644,085 | \$1,676,966 | \$1,710,506 |
| Resource Property Tax | \$6,800 | \$6,868 | \$6,937 | \$7,006 | \$7,076 | \$7,147 | \$7,218 | \$7,291 | \$7,363 | \$7,437 |
| Seasonal Property Tax | \$90,400 | \$92,208 | \$94,052 | \$95,933 | \$97,852 | \$99,809 | \$101,805 | \$103,841 | \$105,918 | \$108,036 |
| Sewer Revenue | \$1,104,800 | \$1,111,407 | \$1,161,145 | \$1,386,653 | \$1,395,152 | \$1,403,803 | \$1,412,608 | \$1,421,578 | \$1,430,722 | \$1,440,040 |
| Other taxes | \$187,000 | \$188,870 | \$190,759 | \$192,666 | \$194,593 | \$196,539 | \$198,504 | \$200,489 | \$202,494 | \$204,519 |
| Transfers from other govts | \$475,800 | \$482,461 | \$489,216 | \$496,065 | \$503,010 | \$510,052 | \$517,192 | \$524,433 | \$531,775 | \$539,220 |
| Other revenue sources | \$933,200 | \$946,265 | \$959,513 | \$972,946 | \$986,567 | \$1,000,379 | \$1,014,384 | \$1,028,586 | \$1,042,986 | \$1,057,588 |
| | \$7,476,700 | \$7,603,343 | \$7,805,544 | \$8,187,419 | \$8,356,295 | \$8,529,443 | \$8,706,976 | \$8,889,020 | \$9,075,704 | \$9,267,149 |
| Expenditures | | | | | | | | | | |
| Discretionary Expenditures | \$5,675,450 | \$5,717,037 | \$5,813,904 | \$5,907,458 | \$6,030,738 | \$6,099,778 | \$6,198,618 | \$6,299,295 | \$6,429,849 | \$6,506,321 |
| Mandatory Expenditures | | | | | | | | | | |
| Debt servicing | \$495,200 | \$615,648 | \$695,346 | \$889,106 | \$906,271 | \$934,830 | \$903,791 | \$845,238 | \$796,231 | \$798,962 |
| Other than debt servicing | \$978,200 | \$1,014,031 | \$1,051,249 | \$1,089,910 | \$1,130,069 | \$1,171,786 | \$1,215,124 | \$1,260,145 | \$1,306,917 | \$1,355,509 |
| Deficit from prior year | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserves | \$327,850 | \$184,500 | \$184,500 | \$174,500 | \$165,500 | \$168,500 | \$168,500 | \$168,500 | \$159,500 | \$162,500 |
| | \$7,476,700 | \$7,531,216 | \$7,744,999 | \$8,060,974 | \$8,232,578 | \$8,374,894 | \$8,486,032 | \$8,573,178 | \$8,692,496 | \$8,823,291 |
| Surplus/(Deficit) | \$0 | \$72,127 | \$60,545 | \$126,445 | \$123,717 | \$154,549 | \$220,944 | \$315,842 | \$383,208 | \$443,858 |
| Debt Summation: | | | | | | | | | | |
| Actual debt outstanding | \$3,273,626 | \$2,834,147 | \$2,425,468 | \$2,073,990 | \$1,734,516 | \$1,395,042 | \$1,114,221 | \$878,286 | \$720,141 | \$589,140 |
| Outstanding, per Capital Budget | \$1,056,550 | \$2,140,463 | \$5,501,550 | \$5,624,263 | \$5,713,643 | \$5,769,690 | \$5,792,403 | \$5,823,583 | \$5,821,430 | \$5,785,943 |
| Actual & forecasted outstanding | \$4,330,176 | \$4,974,610 | \$7,927,018 | \$7,698,253 | \$7,448,159 | \$7,164,732 | \$6,906,624 | \$6,701,869 | \$6,541,571 | \$6,375,083 |

***Note: Any deficits are assumed to be included as part of the mandatory expenditures in the following fiscal year.

**Town of Lunenburg
Draft 2021-22 Budget
Options for Capital Budget Balancing**

Council has a number of sources for funding options with the Capital Budget.

They include:

General Capital Reserves

PW Equipment Reserves

Gas Tax Funds

Deed Transfer Taxes (1%)

Sewer Reserves

Recreation Reserves

Capital Borrowing

Increase Tax Rates to Cover Capital Expenditure(s)

The Draft 21-22 Capital Budget while fully funded relies too heavily on funding from capital borrowing. The 21-22 capital borrowing should not exceed \$500,000 or a \$655,000 reduction. The result is that the Capital Budget should be reduced by 30%. The 30% reduction has not been applied to the Wastewater projects to align with the CCP document.

A capital borrowing in fiscal 21-22 will have an impact on the tax rate of future years. If the \$500,000 is borrowed over a 15 year term the projected annual cost for interest and principal in year one will be \$48,300 or converted to tax rate is 1.6 cents (\$0.016).

There are a number of ways to achieve these reductions however the Capital Budget attached has been broken into sections and the 30% reduction amounts have been noted. Within each section there are suggested Capital Budget deferrals that would align with a 30% reduction however other projects could be swapped in and out to achieve the same results.

This document is for Council's consideration regarding the need to reduce capital costs as part of Council's budget review process.

| TOWN | | Project | Budget Cost | Proposed Deferrals | Revised Budget | Possible 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 | \$0 | |
| | | 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 | \$0 | |
| | | Foundation/Drain Tile Inspection & Tender documents | \$40,000 | \$40,000 | \$0 | |
| | | Beautification | | | | |
| | | Covid-19 Pandemic Tree Planting - Resilient Roots | \$10,000 | \$10,000 | \$0 | |
| | | Downtown Beautification - Montague Street Design Works Competition | \$30,000 | \$30,000 | \$0 | |
| | | Environmental Development | | | | |
| | | CCP Capital Project - King Street Parklet | \$20,000 | \$20,000 | \$0 | |
| | | Waterfront Development | \$25,000 | \$25,000 | \$0 | |
| | | Blockhouse Hill | \$40,000 | | \$40,000 | General Capital Reserves |
| | | Heritage Properties | | | | |
| | | Google Arts & Culture Program | \$10,000 | \$10,000 | \$0 | |
| | | Total Building & Structures | \$386,000 | | | |
| | | 30% Reduction | \$116,000 | \$250,000 | | |
| | | | | | | |
| Equipment | | | | | | |
| Public Works Infrastructure | | | | | | |
| Wastewater | | | | | | |
| | | Bluenose Drive - Sewer Line | \$15,000 | | \$15,000 | Sewer Reserves |
| | | Tannery Road - Sewer Line | \$120,000 | \$120,000 | \$0 | PW Dept. completed repairs in early April. Salinity tests of April 14, 2021 show there is basically no salt water evident during high tide. |
| | | 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 | Deed Transfer Taxes \$45K, General Capital Reserves \$60K |
| | | Lift Station Pressure Gauges | \$20,000 | | \$20,000 | Gas Tax |
| | | Blower Replacements at WWTP (3) | \$280,000 | | \$280,000 | Capital Borrowing \$270K, General Capital Reserves \$10K |
| | | Lift Station Overflow Meter | \$10,000 | | \$10,000 | Gas Tax |
| | | Sanitary and Storm Master Plan | \$200,000 | \$200,000 | \$0 | Deferred to fiscal 22-23 upon consideration of work load, will also allow for time to source possible grant |
| | | Chemical feed pumps (2) | \$40,000 | | \$40,000 | Gas Tax |
| | | WWTP - Compressor Overhaul | \$5,000 | | \$5,000 | General Capital Reserves |
| | | WWTP - Roof Top Air Conditioner | \$15,000 | | \$15,000 | Deed Transfer Taxes |
| | | Total Wastewater | \$1,032,000 | | | |
| | | Changes | | \$320,000 | | |
| | | | | | | |
| New Streets | | | | | | |
| | | Cemetery Roads | \$25,000 | \$15,000 | \$10,000 | Deed Transfer Tax |
| W Sidewalks/Curbing | | | | | | |
| 01-2-82-3126 | | Tannery Road-Knickle to 97 Tannery Road (East) | \$55,000 | | \$55,000 | Deed Transfer Tax |
| | | Total Streets & Sidewalks | \$80,000 | | | |
| | | 30% Reduction | \$24,000 | \$15,000 | | |
| | | | | | | |

CCP Reference Sheets

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
CAPITAL INVESTMENT OVERVIEW
GENERAL GOVERNMENT SERVICES**

Funding Sources

Servicing & Facilities



| | |
|--|--|
| SITE: | TOWN HALL |
| 5 Year Ranking Position of 35 Action Items | #6 |
| Strategic Direction: | SERVICING AND FACILITIES |
| Action: | Plan for long-term of all municipal facilities, including renovation, sale or lease. |

| RANKING | PROJECTS | | Funding Sources |
|---------|---|-----------|----------------------------|
| #6 | TENDER PACKAGE TOWN HALL EXTERIOR RESTORATION | \$50,000 | Deed Transfer Taxes |
| #6 | EXTERIOR RESTORATION | \$100,000 | Capital Borrowing or Grant |
| #6 | SECURITY SYSTEM UPGRADE | \$10,000 | Deed Transfer Taxes |
| #6 | RETAINING WALL | \$10,000 | Deed Transfer Taxes |
| | | \$170,000 | |

Urban Design



| | |
|--|--|
| PROJECT: | COVID-19 PANDEMIC TREE PLANTING - RESILIENT ROOTS |
| 5 Year Ranking Position of 35 Action Items | #28 |
| Strategic Direction: | URBAN DESIGN |
| Action: | Activate Streetscapes through design and programming. |

| RANKING | PROJECTS | | Funding Sources |
|---------|---|----------|------------------------------|
| #28 | COVID-19 PANDEMIC TREE PLANTING-RESILIENT ROOTS | \$10,000 | Deed Transfer Taxes or Grant |

Urban Design



| | |
|--|---|
| PROJECT: | DOWNTOWN-BEAUTIFICATION-MONTAGUE STREET DESIGN WORKS COMPETITION |
| 5 Year Ranking Position of 35 Action Items | #19 |
| Strategic Direction: | URBAN DESIGN |
| Action: | Activate Streetscapes through design and programming. |

| RANKING | PROJECTS | | Funding Sources |
|---------|--|----------|------------------------------|
| #19 | DOWNTOWN BEAUTIFICATION-MONTAGUE STREET DESIGN WORKS COMPETITION | \$30,000 | Deed Transfer Taxes or Grant |

TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
 CAPITAL INVESTMENT OVERVIEW
 FIRE PROTECTION

Funding Sources

EQUIPMENT PURCHASE TURNOUT GEAR DRYER FIRE DEPARTMENT FUNDED**

PROJECT

TURNOUT GEAR DRYER

\$9,700

Fire Dept 100%

Servicing & Facilities



**EQUIPMENT PURCHASE 2022/23 FIRE TRUCK PURCHASE-PREAPPROVAL
 Approved by Council - March 23, 2021**

Strategic Direction:

EMERGENCY SERVICES

Action:

Continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.

PROJECT

FIRE TRUCK PURCHASE

\$694,600

Reserve \$143,000, borrowing \$551,000

Servicing & Facilities



PROJECT: CONCRETE APRON REPLACEMENT

CCP PROJECT RANKING:

#6

Strategic Direction:

SERVICING & FACILITIES

Action:

Plan for Long-Term of All Municipal Facilities, including Renovations, Sale or Lease.

PROJECTS

CONCRETE APRON REPLACEMENT

\$110,000

Borrowing, requested District sharing

Servicing & Facilities



PROJECT: VEHICLE EXHAUST EXTRACTION SYSTEM

CCP PROJECT RANKING:

EMERGENCY SERVICES

Strategic Direction:

Continue to work with the Lunenburg and District Fire Department to ensure it is able to efficiently and effectively respond to fires and other emergencies.

Action:

PROJECTS

VEHICLE EXHAUST EXTRACTION SYSTEM

\$60,000

Borrowing, requested District sharing

TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022

CAPITAL INVESTMENT OVERVIEW

TRANSPORATION SERVICES

Funding Sources

Urban Design



| | |
|--|--|
| SITE: | TANNERY ROAD-KNICKLE TO 97 TANNERY ROAD (EAST) |
| 5 Year Ranking Position of 35 Action Items | #19 |
| Strategic Direction: | URBAN DESIGN |
| Action: | Activate Street Scapes through design and programming. |

| | | | |
|----------------|--|-----------------|---------------------|
| RANKING | PROJECTS | | |
| #19 | TANNERY ROAD SIDEWALK LAND ACQUISITION AND RFP PREPARATION | \$55,000 | Deed Transfer Taxes |
| | | <u>\$55,000</u> | |

Culture & Recreation



| | |
|--|---|
| SITE: | CEMETERY ROADS |
| 5 Year Ranking Position of 35 Action Items | Not ranked in the top 35 actions however is CEMETERIES- 10.4 K) |
| Strategic Direction: | CULTURE AND RECREATION PAGE 168 |
| Action: | Continue to ensure town operated cemeteries remain the focus and part of the the Town's open space network. |

| | | | |
|----------------|-----------------|-----------------|---------------------|
| RANKING | PROJECTS | | |
| N/A | CEMETERY ROADS | \$25,000 | Deed Transfer Taxes |
| | | <u>\$25,000</u> | |

THIS EQUIPMENT IS PART OF THE CORE SERVICE DELIVERY THAT IS PROVIDED BY THE TOWN OF LUNENBURG ENGINEERING AND WORKS DEPARTMENT.

| PROJECTS | | |
|---|------------------|-----------------------|
| REPLACEMENT OF 2002 CHEV TRUCK | \$175,000 | Capital Borrowing |
| REPLACEMENT OF 2002 F150 1/2 TON TRUCK | 35,000 | PW Equipment Reserve |
| REPLACEMENT OF 1986 DRESSER LOADER | 150,000 | Capital Borrowing |
| SNOW PUSH BLADE FOR BACKHOE | 13,800 | PW Equipment Reserve |
| REPLACEMENT OF 1997 BACKHOE-CEMETERY | 55,000 | Cemetery PC Borrowing |
| REPLACEMENT OF 1990 TRACKLESS PLOW BLADE | 10,000 | PW Equipment Reserve |
| REPLACEMENT OF 1990 SALT SPREADER FOR TRACKLESS | 10,000 | PW Equipment Reserve |
| POWER CONCRETE SCREED | 3,200 | PW Equipment Reserve |
| RODS FOR ROD TURNING MACHINE | 3,000 | PW Equipment Reserve |
| CONCRETE FORMS | 5,000 | PW Equipment Reserve |
| SPEED RADAR SIGN | 3,500 | PW Equipment Reserve |
| | <u>\$463,500</u> | |

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
 CAPITAL INVESTMENT OVERVIEW
 ENVIRONMENTAL HEALTH SERVICES - SEWER COLLECTION & DISPOSAL**

Funding Sources

| | |
|--|---|
| PROJECT: | UPGRADES TO VARIOUS WASTEWATER COLLECTION AND DISCHARGE SYSTEMS |
| 5 Year Ranking Position of 35 Action Items | #1- INCORPORATES COMPONENTS OF 4.2 A-H |
| Strategic Direction: | SERVICING AND FACILITIES-WASTEWATER |
| Action: | Plan and make upgrades to the wastewater collection and discharge system. |

Servicing & Facilities



| RANKING | PROJECTS | | Funding Sources |
|---------|--|------------------|-----------------------------------|
| #1 | BLUENOSE DRIVE SEWER LINE | 15,000 | Sewer Reserves |
| #1 | TANNERY ROAD SEWER LINE | 120,000 | Capital Borrowing |
| #1 | CATCH BASIN REPAIR - WEST NOVA PARKING LOT | 20,000 | Deed Transfer Taxes |
| #1 | CSK-05, GREEN ST., KNICKLE RD., TANNERY ROAD (STORM DIVERSION) | 60,000 | Gas Tax |
| #1 | NEW SEWER MAIN ON ARCHIBALD STREET (PRE-APPROVED) | 50,000 | Deed Transfer Taxes |
| #1 | UPGRADE COMMUNICATION SYSTEMS TO PUMPING STATIONS | 40,000 | Gas Tax |
| #1 | LIFT STATIONS VOLTAGE READING MONITOR AT PUMPING STATION | 7,000 | Sewer Reserves |
| #1 | LIFT STATIONS CAPITAL PUMP SPARES-PREAPPROVED | 45,000 | Gas Tax |
| #1 | SALT WATER INTRUSION-CHECK VALVE INSTALLATION | 105,000 | Capital Borrowing |
| #1 | LIFT STATION PRESSURE GAUGES | 20,000 | Gas Tax |
| #1 | LIFT STATION OVERFLOW METER | 10,000 | Gas Tax |
| #1 | SANITARY AND STORM MASTER PLAN | 200,000 | General Capital Reserve/FCM Grant |
| | | <u>200,000</u> | |
| | | <u>\$692,000</u> | |

Servicing & Facilities



| | |
|--|--|
| PROJECT: | UPGRADES TO THE WASTEWATER TREATMENT PLANT |
| 5 Year Ranking Position of 35 Action Items | #2 INCORPORATES COMPONENTS OF 4.2 A, B, C, ITEM D WILL BE STUDIED |
| Strategic Direction: | SERVICING AND FACILITIES-TREATMENT PLANT |
| Action: | Upgrades to the wastewater treatment plant. |

| RANKING | PROJECTS | | Funding Sources |
|---------|--|------------------|---------------------|
| #2 | BLOWER REPLACEMENTS AT WASTE WATER TREATMENT PLANT | 280,000 | Capital Borrowing |
| #2 | CHEMICAL FEED PUMPS | 40,000 | Gas Tax |
| #2 | COMPRESSOR OVERHAUL | 5,000 | Gas Tax |
| #2 | ROOF TOP AIR CONDITIONER | 15,000 | Deed Transfer Taxes |
| | | <u>15,000</u> | |
| | | <u>\$340,000</u> | |

**TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022
 CAPITAL INVESTMENT OVERVIEW
 ENVIRONMENTAL DEVELOPMENT SERVICES (EXCLUDING PLANNING)**



| | |
|--|--|
| SITE: | ANNEX BUILDING |
| 5 Year Ranking Position of 35 Action Items | #6 |
| Strategic Direction: | SERVICING AND FACILITIES |
| Action: | Plan for long-term of all municipal facilities, including renovation, sale or lease. |

Funding Sources

| RANKING | PROJECTS | |
|----------------|---------------------|------------------------|
| #6 | REPLACEMENT OF ROOF | <u><u>\$26,000</u></u> |

Deed Transfer Taxes \$21,000
 & NSCC \$5,000

Please note: Lunenburg Academy Capital is included in Heritage Presentation.

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

Funding Sources

Urban Design



| | |
|--|---|
| PROJECT: | REINSTATE KING STREET PARKLET |
| 5 Year Ranking Position of 35 Action Items | #19 |
| Strategic Direction: | URBAN DESIGN |
| Action: | Activate Streetscapes through design and programming. |

| | | | |
|----------------|-------------------------------|------------------------|--------------------------|
| RANKING | PROJECTS | | |
| #19 | REINSTATE KING STREET PARKLET | <u><u>\$20,000</u></u> | General Capital Reserves |

Culture & Recreation



| | |
|--|--|
| PROJECT: | WATERFRONT DEVELOPMENT |
| 5 Year Ranking Position of 35 Action Items | #24 |
| Strategic Direction: | CULTURE & RECREATION |
| Action: | Facilitate partnerships and opportunities to increase waterfront access, including boardwalks and walking paths. |

| | |
|--|---|
| 5 Year Ranking Position of 35 Action Items | #19 |
| Strategic Direction: | URBAN DESIGN |
| Action: | Activate Streetscapes through design and programming. |

| | | | |
|----------------|------------------------|------------------------|--------------------------|
| RANKING | PROJECTS | | |
| #24/#19 | WATERFRONT DEVELOPMENT | <u><u>\$25,000</u></u> | General Capital Reserves |

Urban Design



| | |
|--|------------------------------------|
| PROJECT: | BLOCK HOUSE HILL |
| 5 Year Ranking Position of 35 Action Items | #10 |
| Strategic Direction: | COMMUNITY STRUCTURE |
| Action: | Site Planning for Block House Hill |

| | | | |
|----------------|-----------------|------------------------|--------------------------|
| RANKING | PROJECTS | | |
| #10 | BLOCKHOUSE HILL | <u><u>\$40,000</u></u> | General Capital Reserves |

Community Structure



TOWN OF LUNENBURG ORGANIZATION FINANCIAL PLAN 2021/2022

CAPITAL INVESTMENT OVERVIEW

RECREATION

| FACILITY UPGRADES | | Funding Sources |
|-------------------------------------|---|--------------------------------|
| PROJECTS | | |
| BATHROOM RENOVATIONS-ARENA | \$10,000 | Deed Transfer Taxes |
| GYM FLOOR REFINISH-COMMUNITY CENTRE | 30,000 | Deed Transfer Taxes |
| | \$40,000 | |
| FURNITURE AND EQUIPMENT | | |
| FLOOR SCRUBBER | \$7,500 | General Capital Reserves |
| SITE: SKATE PARK | | |
| CCP PROJECT RANKING: | Not Ranked in the top 35, however is under PROGRAMMING-10.6 G) | |
| Strategic Direction: | CULTURE AND RECREATION PAGE 174 | |
| Action: | Enable low-cost culture and recreation programs for children and youth, seniors and for intergenerational groups. | |
| PROJECT | | |
| SKATE PARK | \$60,000 | Grant \$20K and Reserves \$40K |

Culture & Recreation



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

Funding Sources

Heritage



| | |
|----------------------|---|
| PROJECT: | GOOGLE ARTS & CULTURE PROGRAM |
| 5 Year Ranking | Not ranked in the top 35 actions however is GENERAL- 7.1 E) |
| Strategic Direction: | HERITAGE PAGE 121 |
| Action: | Work with other Nova Scotia Unesco Heritage Sites on Joint Marketing and round-table discussions. |

| RANKING | PROJECTS | | |
|---------|-----------------------------|-----------------|--------------------|
| N/A | GOOGLE ARTS CULTURE PROGRAM | <u>\$10,000</u> | Deed Trasfer Taxes |

Heritage



| | |
|--|---|
| SITE: | LUNENBURG ACADEMY |
| 5 Year Ranking Position of 35 Action Items | #22 |
| Strategic Direction: | HERITAGE |
| Action: | Encourage Accessibility and provide heritage design guidance. |

Servicing & Facilities



| | |
|--|--|
| 5 Year Ranking Position of 35 Action Items | #6 |
| Strategic Direction: | SERVICING AND FACILITIES |
| Action: | Plan for long-term of all municipal facilities, including renovation, sale or lease. |

| RANKING | PROJECTS | | |
|---------|---|-----------------|--|
| #22 | SOUTH SIDE HANDRAIL | \$15,000 | Deed Transfer Taxes \$10,000 & Lun. Academy Foundaiton \$5,000 |
| #6 | FOUNDATION/DRAIN TILE INSPECTION & TENDER DOCUMENTS | <u>\$40,000</u> | Deed Transfer Taxes |
| | | <u>\$55,000</u> | |

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

Funding Sources

NEW INSTALLATION/EQUIPMENT UPGRADES/BUILDING UPGRADES

| | | |
|--|------------------|--------------------|
| NEW SERVICES | \$10,000 | Depreciation Funds |
| REPLACEMENT HYDRANTS | \$10,000 | Depreciation Funds |
| REPLACEMENT METERS | \$43,000 | Depreciation Funds |
| CHLORINATOR | \$10,000 | Depreciation Funds |
| REPLACEMENT OF RAW WATER INLET TO PUMPHOUSE | \$15,000 | Depreciation Funds |
| ARMOURIES-INTERIOR RENOVATIONS | \$10,000 | Depreciation Funds |
| ARMOURIES-YARD IMPROVEMENTS | \$7,500 | Depreciation Funds |
| MEMBRANE REPLACEMENT | \$155,000 | Depreciation Funds |
| SPARE RAW WATER SUPPLY PUMP | \$9,500 | Depreciation Funds |
| SPARE SIEMENS FREE CHOLORINE ON LINE PROBE | \$3,100 | Depreciation Funds |
| SPARE HACH ON LINE TURBIDIMETER WITH CONTROLLER | \$6,000 | Depreciation Funds |
| SPARE GAS CHLORINATOR MAINTENANCE KITS AND SPARE PARTS | \$6,000 | Depreciation Funds |
| REPLACEMENT OF INDUSTRIAL HOT WATER HEATER FOR MIXING UP CORROSION INHIBITOR | \$5,000 | Depreciation Funds |
| ONE SPARE EFFLUENT PUMP | \$5,400 | Depreciation Funds |
| | <u>\$295,500</u> | |

Servicing & Facilities



**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) | <u>\$62,500</u> |

FCM Grant \$50 K, depreciation funds \$12.5K

Environment & Sustainability



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 | <u>\$5,000</u> |

Depreciation Funds

Servicing & Facilities



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 |
| | <u>\$305,000</u> |

Depreciation Funds
Depreciation Funds

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

| NEW INSTALLATION/EQUIPMENT UPGRADES/CAPITAL MAINTENANCE | | Funding Sources |
|---|-----------|--------------------|
| METERS | \$10,000 | Depreciation Funds |
| OVERHEAD CONDUCTORS | \$187,500 | Depreciation Funds |
| POLES AND FIXTURES | \$75,000 | Depreciation Funds |
| SERVICES | \$37,500 | Depreciation Funds |
| TRANSFORMERS - LINE | \$105,000 | Depreciation Funds |
| DISTRIBUTION SYSTEM REVIEW | \$50,000 | Depreciation Funds |
| STREET LIGHTING | \$30,000 | Depreciation Funds |
| SUBSTATION RECLOSER | \$47,000 | Depreciation Funds |
| | \$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 \$15,000 Depreciation Funds

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 \$16,800 Grant or Depreciation Funds

| WATER UTILITY OPERATING BUDGET | | | | | | | |
|--|--------------|-----|--|---------------------|---------------------|---------------------|---------------------|
| | | | 2021/22 | 2020/21 | 2020/21 | 2019/20 | |
| | ACCOUNT # | | 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 # | | BUDGET | BUDGET | PROJECTIONS | ACTUAL |
| | | DESCRIPTION | | | | |
| - | | <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 | 650 |
| | <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 - 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.

| 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 | | | | |

**Town of Lunenburg
Draft 2021/22 Budget
Options for Operating Budget Balancing**

| | |
|---|------------------|
| Unfunded Operating Expenditures Draft v-1 | <u>\$498,200</u> |
| <i>General Government</i> | |
| Organizational Review reduce budget to \$50,000 for a savings of \$50,000 * | \$50,000 |
| Policy and By-law Review reduce budget to \$30,000 for a savings of \$70,000 * | \$70,000 |
| Performance Indicators reduce budget to \$50,000 for a savings of \$50,000 * | \$50,000 |
| <i>Environmental Development</i> | |
| Economic Development Officer change from a FT staff position to a contracted position | \$41,000 |
| <i>Heritage Properties</i> | |
| Heritage Financial Incentives Program - defer implementation | \$5,000 |
| <i>Fiscal Services</i> | |
| Reserve Transfer from <u>one time</u> operational savings in snow removal and heating costs from 20-21 to 21-22 | \$90,000 |
| <i>Revenue</i> | |
| Increase Deed Transfer Tax rate from 1.0% to 1.5% and allocated the additional 0.5% to operating income, estimated additional income in 21-22 ** | \$80,000 |
| Parking Meter Revenue, add \$5,000 for enforcement and potentially generate additional revenue of \$25,000 or a net budget change of \$20,000 *** | \$20,000 |
| Increase of 5% for all Fees (Recreation, Cemetery & Other) - projected additional income | \$8,000 |
| Tax Rate Increase of \$0.03 for both Residential & Commercial | <u>\$90,000</u> |
| | <u>\$504,000</u> |

Notes:

*The Organizational Review, Bylaws/Policies Review and Indicator Project estimates with these reduced amounts are just estimates. These projects may need to be completed with additional monies budgeted for in more than this fiscal year.

**The Deed Transfer Tax change will require approving a bylaw change which can take at least three months to get approved with meetings, ads, public submissions, etc. To generate the projected income will require \$5.3M in house sales in the period of time after the bylaw change and before our March 31, 2022 fiscal year end.

***Bylaw Enforcement for parking meters will take some time to get into place with the Corp of Commissionaires. These are arrangements that are usually made well in advance every year and we cannot be assured that they will have members who want to work for a two hour shift, four times a week. This was getting to be a real challenge before COVID-19 because their members were having to drive to Lunenburg for two hours of work and it was not worth their while. A three or four hour shift is probably the only way we will get members to regularly work in Lunenburg. We also need to determine if they have any members who can be approved by the Province to be sworn Special Constables. This may take the Corp a month or two to arrange with the Province as there various forms and checks that need to be done.

TOWN OF LUNENBURG
2021/22 DRAFT OPERATING AND CAPITAL BUDGETS

INDEX

| | <u>Page #</u> |
|---|---------------|
| 1. <u>TOWN OPERATING BUDGET</u> | |
| ➤ Operating Departmental Budget Summary | 1 |
| ➤ Budget Information Summary | 2 |
| ➤ Tax Rate Change Income Generation Summary | 3 |
| ➤ Town General Revenue | 4 |
| ➤ General Government Services Expenditures | 13 |
| ➤ Other Protective Services Expenditures | 18 |
| • RCMP Police Protection | |
| • Bylaw Enforcement | |
| • Emergency Management | |
| • Building Inspection | |
| • Fire Inspection | |
| • Animal Control | |
| • Unsightly and Dangerous Premises | |
| ➤ Fire Protection Expenditures | 20 |
| ➤ Transportation Services Expenditures | 26 |
| • Public Works | |
| • Roads and Streets | |
| • Traffic and Parking Enforcement | |
| • Public Transit | |
| ➤ Environmental Health Services Expenditures | 32 |
| • Sewage Collection and Treatment | |
| • Solid Waste Collection and Disposal | |
| ➤ Environmental Development Services | 38 |
| • Cemetery Transfers | |
| • Regional Housing | |
| • Old Fire Hall | |
| • CN Station | |
| • Lunenburg Academy | |
| • Economic Development and Tourism | |
| ➤ Recreation and Cultural Services | 46 |
| • Parks and Playgrounds | |
| • Arena | |
| • Auditorium | |
| • Sports Fields | |
| • Captain Angus J. Walters House | |
| • Library | |
| • Heritage Properties | |
| • Public Celebrations | |
| ➤ Fiscal Services | 55 |
| • Debt Charges | |
| • Transfers to Reserves and Capital | |
| • School Board Transfer Payment | |
| 2. <u>CEMETERY OPERATING BUDGET</u> | 58 |
| 3. <u>WATER UTILITY OPERATING BUDGET</u> | 61 |
| 4. <u>ELECTRIC UTILITY OPERATING BUDGET</u> | 68 |
| 5. <u>CAPITAL BUDGET</u> | |
| ➤ Town General | 75 |
| ➤ Public Works Department | 78 |
| ➤ Fire Department | 89 |
| ➤ Recreation | 92 |
| ➤ Water Utility | 95 |
| ➤ Electric Utility | 98 |
| ➤ Capital Budget Summary | 100 |

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> |
|-------------|--------------------|

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 | |
| | | Tax incl RATE | |
| 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.

Draft-v1

| GENERAL GOVERNMENT SERVICES EXPENDITURE BUDGET | | | | | | | |
|--|---|----|-------------------------------------|------------|------------|------------|------------|
| | | | | 2021/22 | 2020/21 | 2020/21 | 2019/20 |
| | ACCOUNT # | | DESCRIPTION | BUDGET | BUDGET | PROJECTION | ACTUAL |
| GENERAL GOV'T SERVICES | | | | | | | |
| <u>LEGISLATIVE</u> | | | | | | | |
| 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 | | | | | | | |
| <u>OFFICE BUILDING</u> | | | | | | | |
| - | 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 |
| <u>FINANCIAL MANAGEMENT</u> | | | | | | | |
| 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 |
| - | <u>INTEREST ON CAPITAL LOAN</u> | | | | | | |
| (900) | 01-2-12-2850 | 12 | INTEREST ON CAPITAL LOAN | 600 | 1,500 | 1,500 | 1,870 |
| - | <u>LEGAL AND OTHER PROFESSIONAL FEES</u> | | | | | | |
| - | 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 | - | - | - |
| - | <u>TAXATION</u> | | | | | | |
| - | 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 |
| - | <u>COMMON SERVICES</u> | | | | | | |
| - | 01-2-12-6000 | 19 | ASSESSMENT COSTS | 48,000 | 48,000 | 48,000 | 47,721 |
| - | <u>VALUATION AND ALLOWANCES</u> | | | | | | |
| - | 01-2-82-1100 | | UNCOLLECTIBLE TAXES & SUNDRIES | - | - | - | - |
| - | <u>OTHER GENERAL ADMIN. SERVICES</u> | | | | | | |
| 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 |
| - | <u>SALARIES AND BENEFITS</u> | | | | | | |
| 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 |
| - | <u>OTHER GENERAL GOV'T SERVICES</u> | | | | | | |
| - | <u>ELEC. PLEB. & RATEPAYERS MEETINGS</u> | | | | | | |
| (48,000) | 01-2-19-1100 | 29 | ELECTIONS, PLEBISCITES, ETC. | - | 48,000 | 33,500 | - |
| - | <u>GEN. ACC. & DAMAGE LIABILITY CLAIMS</u> | | | | | | |
| (650) | 01-2-19-3100 | | LIABILITY INSURANCE & CLAIM | 8,500 | 9,150 | 7,700 | 8,608 |
| - | <u>GRANTS - ORG. AND INDIVIDUALS</u> | | | | | | |
| - | 01-2-19-5100 | 30 | GRANTS TO ORGANIZATIONS | 20,000 | 20,000 | 18,400 | 21,471 |
| - | <u>OTHER GENERAL SERVICES</u> | | | | | | |
| - | 01-2-19-9080 | 31 | SUBSCRIPTIONS & MEMBERSHIPS | 5,300 | 5,300 | 5,300 | 5,494 |
| | | | DEPARTMENT TOTAL | \$ 773,900 | \$ 508,850 | \$ 483,100 | \$ 450,425 |
| | | | Budget Change | \$ 265,050 | | | |
| | | | | 52.1% | | | |

NOTES TO GENERAL GOVERNMENT SERVICES BUDGET

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

1. Annual Council honorariums:

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

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

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

| | <u>Position</u> | <u>Allocation</u> |
|--------------|-----------------|-------------------|
| 01-2-11-1100 | Mayor (30%) | \$ 9,500 |
| 01-2-11-3100 | Council (30%) | <u>31,200</u> |
| | | <u>\$40,700</u> |

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

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

| | |
|----------------------------------|----------------|
| Ads re Meetings/Appointments | \$ 500 |
| Ads Council | 500 |
| Memorials/Flowers | 500 |
| Telephone (1/3) | 1,500 |
| Remembrance Day Wreaths | 100 |
| Council Printing/Office Supplies | <u>900</u> |
| | <u>\$4,000</u> |

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

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

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

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

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

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

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

Total budget \$15,000

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

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

Includes contract costs for the Town Hall.

7. #01-2-12-1445 Sewer

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

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

Estimate based on anticipated need.

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

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

10. #01-2-12-2200 Accounting Salaries

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

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

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

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

Interest on capital loans related to Town Hall capital projects.

13. #01-2-12-1500 Solicitors

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

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

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

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

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

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

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

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

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

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

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

18. #01-2-12-4350 Tax Exemptions (Section 71)

Re: Municipal Government Act Section 71. These are the estimated grants under the Town's Tax Exemption By-law #43 for the exemption of taxation for the Lunenburg Swimming Pool, and Tourist Bureau. A partial exemption of the difference between Commercial and Residential rates for the Lunenburg Heritage Society Knaut Rhuland House, Lunenburg Curling Club and the Lunenburg Day Care. Based on 2021 assessments and approved 2020/21 tax rates of \$1.346 residential and \$3.318 commercial.

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

19. #01-2-12-6000 Assessment Services – PVSC

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

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

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which developed an Accessibility Plan over the 2020/21 fiscal year. It is proposed that the five units will hire a full-time accessibility co-ordinator. It is estimated that Lunenburg's share of this position will be \$7,000 in fiscal 2021/22. This cost will be shared evenly by General Government, Transportation and Recreation and Cultural Services. The Heritage Manager is the Town of Lunenburg's staff representative on this committee.

21. #01-2-12-9010 Advertising

Estimate based on projected need.

22. #01-2-12-9030 Postage

Estimate based on anticipated need.

23. #01-2-12-9040 Telephone

Estimated based on previous year actuals.

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

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

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

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

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

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

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

Based on current rates.

28. #01-2-19-9090 Other Employment Benefits

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

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

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

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

Application deadline is March 31, 2021

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

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

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

31. #01-2-19-9080 Subscriptions and Memberships

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

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

NOTES TO OTHER PROTECTIVE SERVICES BUDGET

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

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

| | |
|--------------------------|-----------|
| 2018/19 | \$786,880 |
| 2019/20 (1.0% increase) | \$794,700 |
| 2020/21 (2.6% increase) | \$815,500 |
| 2021/22 (4.93% increase) | \$855,700 |

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

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

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

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

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

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

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

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

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

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

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

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

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

8. **Revenue Sources**

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

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

FIRE PROTECTION EXPENDITURE BUDGET

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

Draft-v1

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 | | | | | | | |
|--|--------------|------|--|---------------------|---------------------|---------------------|---------------------|
| | | | | 2021/22 | 2020/21 | 2020/21 | 2019/20 |
| | ACCOUNT # | | DESCRIPTION | BUDGET | BUDGET | PROJECTIONS | 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> |
|-------------|--------------------|

2. #01-2-42-2010 Engineering and Superintendence

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

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

Approximately 6% of the proposed Facility Superintendent’s salary is budgeted in Environmental Health based on projected time allocations.

3. #01-2-42-2020 Labour

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

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

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

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

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

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

This budget is for waste water collection and treatment courses.

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

This includes materials used for maintenance of sanitary and storm sewers, as well as video inspection and cleaning of sewer lines. The cleaning of catch basins has been allocated to a separate account, see 7.1 below. Increase in this budget based on past experience.

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

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

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

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

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

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

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

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

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

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

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

9.2 #01-2-42-3031 Repairs/Maintenance-2005 Chev ½ Ton (now being used by Water Utility)

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

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

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

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

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

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

- 11.1 #01-2-42-4025 Process Engineering Support for WWTP
Includes estimated process engineering support for WWTP of approximately 2 days per month during the year.
12. #01-2-42-4020 Employee Benefits – Treatment Plant
Benefits include CPP, EI, Workers' Compensation, EAP, pension and medical plans.
13. #01-2-42-4035 Training, Travel and Memberships
Training and travel for WROs and PW Superintendent for waste water certification courses.
15. #01-2-42-4050 Clothing
Estimate for clothing as per union contract.
16. #01-2-42-4060 Janitorial Contract and Supplies
Includes janitorial contract and cleaning supplies.
17. #01-2-42-4100 Public Works Dept. - Labour
This account has been set up for required Public Works labour at the sewage treatment plant.
18. #01-2-42-4110 Electricity
Estimate based on anticipated consumption at current consumption rates.
- 18.1. #01-2-42-4130 Water
Estimate based on anticipated consumption at current consumption rates.
- 18.2 #01-2-42-4150 Building/Yard Maintenance
The increase in budget is necessary to keep up with necessary repairs and maintenance at the Waste Water Treatment Plant. It should be noted that equipment is very specialized and can be required to be explosion proof in certain locations in the plant, this type of equipment is very costly.
19. #01-2-42-4200 Laboratory Equipment Testing & Supplies
The estimate for testing required by Environment Canada. Under the Waste Water and Effluent regulations, the waste water has to be tested in an accredited lab for CBOD, total suspended solids, ammonia, PH and acute lethality.
- 19.1. #01-2-42-4210 Chemicals
Based on annual average usage at projected pricing levels. Increased for anticipated inflation.
20. #01-2-42-4220 Sludge Disposal Trucking Fees
Trucking estimates are for weekly dumping of the sludge bin, and necessary loads of watered sludge to sewage lagoons. 2020/21 fees were \$240 per load for watered sludge and \$135.00 per load for dewatered sludge. Watered sludge will only be created when the de-watering press is down for maintenance because we have limited storage for wet sludge. These loads will be sent to the Lunenburg Regional Community Recycling Centre in Whyntott's Settlement operated by the Municipal Joint Services Board. The budget also includes sludge disposal from annual cleaning of channel aeration building and bi-annual cleaning of process room channel. Other disposal options will be considered as they become available. Budget increased for anticipated inflation.

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

All sludge (de-watered and watered) will be disposed of at the Lunenburg Regional Community Recycling Centre in Whynott's Settlement. De-watered sludge must be composted. The tipping fee was \$149/MT. Watered sludge will be disposed of in the lagoons for a tipping fee of \$44.10/MT (2020/21 rates), which may be subject to change. Budget increased for anticipated inflation.

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

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

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

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

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

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

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

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

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

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

Based on a portion of Council Honorariums.

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

Based on estimated costs.

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

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

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

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

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

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

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

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

See: Fiscal Services budget notes for details.

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

Estimate based on contract with the Municipality of the District of Chester for tipping fees at Kaizer Meadow. Annual tipping fees increase by the lesser of 2.5% or NS CPI in the previous calendar year (0.3% in 2020).

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

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

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

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

The Town’s Site Closure Reverse has a balance of \$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 |

Draft-v1

| ENVIRONMENTAL DEVELOPMENT SERVICES EXPENDITURE BUDGET | | | | | | | |
|---|---|----|---|-------------------|-------------------|------------------------|--------------------|
| | ACCOUNT # | | DESCRIPTION | 2021/22 BUDGET | 2020/21 BUDGET | 2020/21 PROJECTIONS | 2019/20 ACTUALS |
| - | ECONOMIC DEVELOPMENT & TOURISM | | | | | | |
| 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 |
| - | VISITOR SERVICE CENTRE | | | | | | |
| - | 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 # | | 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 |
|---|----------|-------------------------------------|-----------|-----------|-----------|-------|-----------|-------|-------|-------|-------|
| | | <u>STREET RECONSTRUCTION</u> | | | | | | | | | |
| Duke-Lincoln to Townsend | | | \$120,000 | | | | | | | | |
| Prince-Cumberland to Fox | | | \$120,000 | | | | | | | | |
| Falkland/Dufferin/Lincoln/Stn Lane | | | | | | | \$320,000 | | | | |
| Kempt - Lincoln to Lawrence (WM) | | | | \$185,000 | | | | | | | |
| Kempt - Montague to Pelham (WM) | | | | \$50,000 | | | | | | | |
| Lawrence - Duke to King | | | \$135,000 | | | | | | | | |
| Lawrence - Prince to King | | | \$133,000 | | | | | | | | |
| McDonald - Brook to Green (WM) | | | \$135,000 | | | | | | | | |
| Masons Beach Rd - Topmast to Town Limits (WM) | | | | | \$30,000 | | | | | | |
| Montague - Rum Row to Shipyard (WM) | | | | | \$450,000 | | | | | | |
| York - Prince to Hopson | | | | \$127,000 | | | | | | | |
| | | \$0 | \$643,000 | \$362,000 | \$480,000 | \$0 | \$320,000 | \$0 | \$0 | \$0 | \$0 |
| <u>CHIPSEALING</u> | | | | | | | | | | | |
| Hill - Lincoln to Pelham | | | | \$7,000 | | | | | | | |
| Kempt - Lincoln to Cumberland | | | | \$13,000 | | | | | | | |
| Kempt - Montague to Pelham | | | | \$10,000 | | | | | | | |
| Kempt - York to Lawrence | | | | \$7,000 | | | | | | | |
| Kissing Bridge (Cemetery Hill) | | | \$60,000 | | | | | | | | |
| Lane across from Bowling Alley | | | | \$15,000 | | | | | | | |
| Sandy Hollow Rd. | | | | | \$40,000 | | | | | | |
| Tupper - Brook to Broad | | | \$17,000 | | | | | | | | |
| Tupper - Green to Brook | | | \$17,000 | | | | | | | | |
| | | \$0 | \$94,000 | \$52,000 | \$40,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>NEW STREETS/ROADS</u> | | | | | | | | | | | |
| Cemetery Roads | | \$25,000 | \$25,000 | | | | | | | | |
| | | \$25,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>TRANSPORTATION SERVICES</u> | | | | | | | | | | | |
| Parking Meters | | | \$15,000 | | | | | | | | |
| Parking Ticketer | | | \$15,000 | | | | | | | | |
| Outside Parking Improvements | | | \$75,000 | | | | | | | | |
| | | \$0 | \$105,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| <u>WASTE MANAGEMENT</u> | | | | | | | | | | | |
| | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

| DESCRIPTION | Priority | 21/22 | 22/23 | 23/24 | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 |
|--|----------|---------------------------------|-------------|--------------------------------------|-------------|-----------|-------------|-----------|-----------|-----------|----------|
| | | SEWERS/POLLUTION CONTROL | | | | | | | | | |
| Storm Line Tannery Road to Knickle Rd (900 ft.) | | | \$245,000 | | | | | | | | |
| Storm Line Knickle to Victoria Rd PW to provide length of project and estimate cost for the video inspection | | | | | | | | | | | |
| Mains - Broad-Falkland to McDonald | | | | | | | | | \$525,000 | | |
| Mains - Cumberland-Kempt to Blockhouse Hill | | | | | \$225,000 | | | | | | |
| Mains - Kempt-Lincoln to Lawrence | | | | \$500,000 | | | | | | | |
| Mains - Masons Beach (Topmast to 1000' West) | | | | | | | | \$600,000 | | | |
| Mains - McDonald-Green to Brook | | | \$300,000 | | | | | | | | |
| Mains - Montague-Rum Row to Shipyard | | | | | | | \$787,500 | | | | |
| Mains - Pelham-Kaulbach to Duke | | | | | | \$412,500 | | | | | |
| Maple - Dufferin to Sandy (Storm) | | | \$300,000 | | | | | | | | |
| Morash/Wolff Sewer Upgrades | | | \$135,000 | | | | | | | | |
| Bluenose Drive - Sewer Line | | \$15,000 | \$285,000 | | | | | | | | |
| Tannery Road - Sewer Line | | \$120,000 | | | | | | | | | |
| Catch Basin Repair - West Nova Parking Lot | | \$20,000 | | | | | | | | | |
| CSK-3, Churchill and Broad (Storm Diversion) | | | \$35,000 | | | | | | | | |
| CSK-4, Churchill and Dufferin (Storm Diversion) | | | | \$70,000 | | | | | | | |
| CSK-6, Falkland, Lincoln and Dufferin (Storm Diversion) | | | | | \$105,000 | | | | | | |
| CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion) | | \$60,000 | | | | | | | | | |
| New Sewer Main on Archibald Street (pre-approved by Council) | | \$50,000 | | | | | | | | | |
| Upgrade Communication Systems to Pumping Stations | | \$40,000 | \$84,000 | | | | | | | | |
| WWTP - Generator | TBD | | | | | | | | | | |
| WWTP - Outfall Extension | | | \$3,000,000 | <i>Pending results of pre-design</i> | | | | | | | |
| WWTP - Improve Treatment Process - Pre-design | | <i>Carry over to 2021-22</i> | | | | | | | | | |
| Waste Water -Voltage Reading Monitor at Pumping Station | | \$7,000 | \$7,000 | | | | | | | | |
| Lift Stations Capital Pump spares - pre-approved | | \$45,000 | | | | | | | | | |
| Salt Water Intrusion - Check Valve Installation | | \$105,000 | | | | | | | | | |
| Lift Station Pressure Gauges | | \$20,000 | | | | | | | | | |
| Blower Replacements at WWTP (3) | | \$280,000 | | | | | | | | | |
| Lift Station Overflow Meter | | \$10,000 | | | | | | | | | |
| Flowmeter install at each pump station | | | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| Sanitary and Storm Master Plan | | \$200,000 | | | | | | | | | |
| WWTP Headworks Screen | | | \$600,000 | | | | | | | | |
| Chemical feed pumps (2) | | \$40,000 | | | | | | | | | |
| WWTP - Compressor Overhaul | | \$5,000 | | | | | | | | | |
| WWTP - Roof Top Air Conditioner | | \$15,000 | | | | | | | | | |
| Flood Control Auto Check Valve | | | \$10,000 | | | | | | | | |
| | | \$1,032,000 | \$5,021,000 | \$590,000 | \$350,000 | \$432,500 | \$807,500 | \$620,000 | \$545,000 | \$20,000 | \$20,000 |
| **TOTAL** | | \$1,112,000 | \$6,591,100 | \$1,241,000 | \$1,201,000 | \$613,500 | \$1,152,500 | \$895,000 | \$565,000 | \$111,000 | \$20,000 |
| <i>There is a separate schedule for PW Vehicles and Equipment</i> | | | | | | | | | | | |

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS VEHICLES AND EQUIPMENT

| | Priority | | | | | | | | | |
|---|----------|-----------|-----------|-------|-------|----------|-------|-------|-------|-------|
| DESCRIPTION | | 21/22 | 22/23 | 23/24 | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 |
| EQUIPMENT | | | | | | | | | | |
| International Truck (2021) Salt + Plow <i>New in fiscal 2020/21. Staff recommend replacement of plow trucks every 15 years. Anticipated replaced in 2035/36.</i> | | | | | | | | | | |
| Chev Truck (02) - Salt + Plow <i>Repair new parts are not easy to source due to age of vehicle. PW is recommending replacement in fiscal 2021/22 because of age. The plow currently used on the 2002 truck is still in good shape and doesn't require replacement at this time. PW management recommend that the Town adopt a policy that all plow trucks should be replaced every 15 years.</i> | | \$175,000 | | | | | | | | |
| International Truck (09) Salt + Plow <i>This truck is becoming costly to maintain. Replacement should be considered. The plow currently used on this truck is still in good shape and doesn't require replacement at this time. PW management recommend that the Town adopt a policy that all plow trucks should be replaced every 15 years.</i> | | | \$175,000 | | | | | | | |
| Small Vehicle Fleet recommendation : That a practice be adopted regarding the small vehicle fleet replacements. Consideration should be given to replacements with used vehicles with a capped mileage at time of purchase. | | | | | | | | | | |
| 2002 F150 1/2 Ton <i>Currently needs a new box and is the oldest truck in the small vehicle fleet. Due to its age and condition recommending replacement in fiscal 21/22. This vehicle is currently being used in Waste Water operations. Requirements of replacement vehicle are 4-wheel drive with lift gate, an extended cab is not required. Budget price for replacement anticipates purchasing a used vehicle.</i> | | \$35,000 | | | | | | | | |
| 2011 F250 3/4 Ton <i>Condition: Purchased by Water Utility in fiscal 16/17. PW management anticipated replacing in five years time. Requirements of replacement vehicle include extended cab, 8-foot box with lift gate, 4-wheel drive and 3/4 ton.</i> | | | | | | \$70,000 | | | | |

Draft-v1

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 | | | | | | | | |

Draft-v1

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS VEHICLES AND EQUIPMENT

| | Priority | | | | | | | | | |
|--|----------|-----------|-----------|----------|----------|-----------|-----------|-----------|-------|-------|
| DESCRIPTION | | 21/22 | 22/23 | 23/24 | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 |
| Sewer Camera | | | | | | | | | | |
| <i>Purchased new in 19/20 at cost of \$9,700, current estimated useful life span, unknown.</i> | | | | | | | | | | |
| Wood Chipper | | | | | | | | \$25,000 | | |
| <i>Note:</i> | | | | | | | | | | |
| | | \$463,500 | \$191,000 | \$20,000 | \$25,000 | \$160,000 | \$155,000 | \$150,000 | \$0 | \$0 |
| <u>Please Note Recreation Equipment</u> | | | | | | | | | | |
| Lawn Tractor (07) | | | | | | | | | | |
| <i>Condition: The tractor itself is in reasonability good shape. The implements are beginning to age but has a few years life expectancy left. The tires have been causing a bit of an issue, which may need addressing sooner than replacing the entire machine. Used for: mowing grass, general landscaping, playground maintenance, trail maintenance, snow plowing, seeding and fertilizing soccer/baseball field, pulls trailer, heavy drag on baseball field/track, etc. Trailer (wooden) – been refurbished several times. Only used in Community Centre parking lot. May need to be looked at upgrading to new trailer in the near future. Used for: moving tables and chairs from Community Centre to Arena for special events and rentals, transporting items, carries tools to work sites, etc. Scheduled for replacement in 22/23 as noted on the recreation capital budget.</i> | | | | | | | | | | |
| Ride-On-Mower (21) | | | | | | | | | | |
| <i>Condition: New. Replaced in Capital Budget of 2020/21. Used for: cutting grass on soccer field, baseball field, Academy, Victoria Road park, around skateboard park, pulls trailer, drags baseball field/track, trail maintenance, etc.</i> | | | | | | | | | | |

PUBLIC WORKS DEPARTMENT CAPITAL BUDGET DESCRIPTIONS

Renewals-Sidewalks/Curbs

All sidewalk renewal work to be deferred by one year. Town Engineer will develop an official plan for sidewalk renewals in spring 2021.

New Sidewalks/Curbing

Tannery Road - Knickle to 97 Tannery Road (E)

At the November 24, 2020 meeting Council approved the following motion:

To proceed with Phase 1 Pre-Construction of the project to secure the land agreements. Once the land is secured to issue a Design-build RFP for the design and construction of a new sidewalk along the north side of Tannery Road for construction in 2022 depending on budget capacity.

All other new sidewalk work to be deferred by one year. Town Engineer will develop an official plan for new sidewalks in spring 2021.

Street Reconstruction and Chipsealing

All street reconstruction and chipsealing work to be deferred by one year. Town Engineer will develop an official plan for street reconstructions and chipsealing in spring 2021.

New Streets/Roads

Cemetery Roads

Two new cemetery roads are required to be constructed for access to the new expansion area north towards Starr St.

Sewer/Pollution Control

The majority of sewer mains have been deferred by one year. Town Engineer will develop an official plan for sewer main replacements/upgrades in spring 2021.

Bluenose Drive - Sewer Line 21-22 and 22-23

Part of Salt Water Intrusion Study. Bluenose Drive sewer line feeding into the lift station. 900mm pipe over approx. 150m. Options are total replacement at a cost est. of \$605,000 or a Cure in Place Pipe liner (i.e. do not dig up the whole pipe) at a cost est. of \$300,000. To get the best pricing for tendering it should be tendered in early 2022 so the engineering has been budgeted to be done in 21/22. The \$285,000 will be for engineering construction support (under the same contract as the design but expended in the following fiscal year) and construction contract.

Tannery Road – Sewer Lines

Part of Salt Water Intrusion Study. Substantial leaks exist on one section. Needs to be dug up and exact issues identified. To be determined if repairs can be done in-house or need a contractor.

Catch Basin Repair - West Nova Parking Lot

Ground around Catch Basin is caving in and is in need of repair (replacement of catch basin and ground work).

CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)

Work to continue as per Brook Street Drainage Improvement Project. Execute work from drawing CSK-05 (highest priority). Others to be completed in subsequent years.

New Sewer Main on Archibald Street (pre-approved by Council)

At the July 28, 2020 meeting Council approved the following motion:

That the Town pre-approve the 2021/22 Capital budget for the requested Archibald Street sewer main extension from the intersection of Brook and Archibald Streets to 66 Archibald Street to service this property and 58 Archibald Street and staff will do this work in Spring/Summer 2021 when the frost comes out of the ground.

Upgrade Communication Systems to Pumping Stations

It is required to create a wireless network to connect the WWTP to eight remote Lift Stations in the Town. This will enable proper and reliable data and control communications to effectively monitor and troubleshoot the operation of the lift station pumps.

WWTP – Generator

This will be included as part of the WWTP Upgrade Project scope of work. Pre-Design Engineering to evaluate scope and cost estimate by July 2021.

Waste Water -Voltage Reading Monitor at Pumping Station

Needed for monitoring of pump motor performance. Ongoing work, only two pump stations remaining to be installed (Starr St and Tannery Rd), one per year in 2021/22 and 2022/23.

Lift Stations Capital Pump Repairs – pre-approved 21/22

At the December 10, 2019 meeting Council approved the following motion:

Pre-approve in the 2021/22 budget year \$45,000 including net HST for the purchase of 5 rotating assembly spares, one for each pump type, to be funded from Gas Tax.

Salt Water Intrusion - Check Valve Installation

Fisherman's Wharf lift station overflow check valve in a 450mm pipe. Cost estimate of \$20,000 with a contractor.

Back Harbour lift station overflow check valve in a 600mm pipe. Cost estimate of \$28,750 with a contractor.

Bluenose Drive lift station overflow check valve in a 900mm pipe. Cost estimate of \$56,000 with a contractor.

Lift Station Pressure Gauges

Pressure Gauges are necessary for proper monitoring and troubleshooting of the lift station pumps. None are currently working. Worst case scenario is that they all have to be replaced at about \$1,000 per pump (2 x 8 x \$1,000 = \$16,000). However, working with Sansom to determine if some can be repaired or unplugged prior to deciding full replacement.

Blower Replacements at WWTP (3)

Replace three WWTP blowers, nearing end of design life, with new blowers, as well as valves/gauges, to improve aeration efficiency and reduce maintenance time and expense. Spare parts no longer available. Cannot be phased, due to access limitations. Blowers provide air to bioreactor tanks and are critical to WWTP performance.

Lift Station Overflow Meter

Current project is to create a software simulation and signal back to control system that is an indication of potential lift station overflow from the sump to the harbor. First step is to create simulation at Fisherman's Wharf lift station and see how effective it is and do others if simulation is deemed successful. Testing of simulation will also determine if physical overflow meters are required if simulation does not work.

Sanitary and Storm Master Plan

Produce a Wastewater/Stormwater Master Plan to provide a 20-year Plan of prioritized upgrades to the wastewater and stormwater collection system. This includes developing a computer model of the Town's collection system, then measuring actual flows in key places to calibrate the model. The calibrated model will be used to test where the Town's system is not working as intended, and where sewer separation, repairs or replacement are most effective to prevent community flooding and remove stormwater from the sanitary system. The prioritized 20-year Master Plan will identify projects to fix the issues found, but will not include design of the fixes.

Chemical feed pumps (2)

Pumps are at end of life (17 years) and require replacement. Similar as the raw sludge pumps but ½ size. Estimate at \$20,000 each.

WWTP - Compressor Overhaul

Compressors supply critical air to the DAFs and have never been overhauled in 17 years in operation. Require overhaul for future reliable operation.

WWTP - Roof Top Air Conditioner

Air conditioner is old and is not reliable. Will be part of the Building Condition Assessment of the Pre-Design Engineering work for the WWTP Upgrade project. Expect recommendation for scope and cost by July 2021.

Future Capital (2021/22+) Requirements

Building & Structures

Overhead Door and Re-Siding – Victoria Road Building

The wooden door on the west side of the blue building is in poor condition and should be replaced with an overhead door. Building needs re-siding.

Recreational Infrastructure

Splash Pad (Construction pending funding from the Lunenburg Community Development Group)

A splash pad is a dynamic, zero-depth aquatic play area (no accumulation of water) that combines flowing, misting, spraying and jetting. Splash pads have, in recent years, become increasingly popular family recreation destinations in towns and cities of all sizes. While not meant to be a replacement to outdoor pools, they offer a fun water experience and with little to no standing water and non-slip surfaces, they make for a safe environment to play in. They are scalable, allowing them to meet wide-ranging levels of service and budget. The jets and sprays offer an endless combination of choreographed movements and intensity of water spray.

Renewals-Sidewalks/Curbs

Pelham – Ship Yard Hill to Town Limits (S)

These sidewalks are in poor condition and should be replaced.

Street Reconstruction

Duke-Lincoln to Townsend

The existing street is in poor condition and requires reconstruction.

Chipsealing

Kissing Bridge Road (Cemetery Hill)

The existing street is in poor condition and needs to be resealed to prevent further deterioration of the street surface.

At the February 13, 2020 Council meeting the following motion was approved:

Moved and seconded that staff investigate the cost efficiency of paving vs. chipsealing on Kissing Bridge Road. Motion carried.

The estimated cost of chipsealing is \$14.50/m². The estimated cost of chipsealing in 2030 is \$43.50/m². The total estimated cost for a 20 year period is \$58.00/m² or 60% of the cost of street reconstruction.

The estimated cost of Street Reconstruction is \$97.50/m² in 2020.

Includes:

- Excavation for new gravels
- Supply and place 12" of Type 2 gravels
- Supply and place 6" of Type 1 gravels
- Supply and place 3" of asphalt

Chipsealing generally has to be completed every 10 years, while street reconstruction which provides for an improved road bed generally needs to be completed every 20 to 25 years.

Actual pricing for both chipsealing and street reconstruction depends on tender responses.

Transportation Services – Parking

Outside Parking Improvements

Engineering study to determine scope of changes/upgrades needed. CCP Action #29 – Parking outside of Old Town.

Sewer/Pollution Control

Storm Line Tannery Road to Knickle Rd. (900ft.)

This project will replace badly corroded 48 inch corrugated steel pipe. In fiscal 2018/19, 200 feet that had failed was replaced. The remaining 900 feet are deferred to 22-23.

Flowmeter install at each pump station

CBCL recommended that flow meters be added to the lift stations in the 2019 Collection System Infiltration and Inflow (I&I) Study. The Town currently has no flow metering on the output of any of the lift stations, so it is not possible for operators to remotely verify the flows being pumped. Required for proper monitoring and troubleshooting of Lift Stations.

WWTP Headworks Screen

Replace one Headworks Screen and one Compactor, nearing end of design life, with new punched plate Screen, and new Compactor, to significantly improve screening performance, reduce excessively high maintenance time, protect equipment in WWTP and reduce safety risks from confined space entries in headworks. This item may be included in WWTP upgrade.

TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT

| DESCRIPTION | 21/22 | 22/23 | 23/24 | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 | 31/32 | 32/33 | 33/34 | 34/35 | 35/36 |
|--|-----------|-----------|-----------|-------|----------|-----------|-----------|-------|-------------|-------|-------|-------|-------|-------------|--|
| FIRE FLEET | | | | | | | | | | | | | | | |
| Aerial Ladder Truck (15) #1 | | | | | | | | | | | | | | \$2,078,900 | |
| Pierce Pumper/Tanker (2020) #2 | | | | | | | | | | | | | | | replacement year 2040, est. \$1.36M |
| Pierce Pumper (10) #3 | | | | | | | | | \$1,197,200 | | | | | | |
| Freightliner Rescue (02) #4 - FD seeking to order in 21/22 for delivery in 22/23 - requires pre-approval in fiscal 21/22 to proceed with order | | \$694,600 | | | | | | | | | | | | | |
| GMC Tanker (02) #6 ** moved from 24/25 to 26/27 due to funding | | | | | | \$638,200 | | | | | | | | | |
| Ford Utility (99) #7 *** | | | \$110,300 | | | | | | | | | | | | |
| Rescue Boat & Trailer (12) #8 | | | | | | | \$193,900 | | | | | | | | |
| Antique - Dodge Hose (33) | | | | | | | | | | | | | | | |
| Antique - LaFrance Pumper (29) | | | | | | | | | | | | | | | |
| TOTAL FIRE FLEET | \$0 | \$694,600 | \$110,300 | \$0 | \$0 | \$638,200 | \$193,900 | \$0 | \$1,197,200 | \$0 | \$0 | \$0 | \$0 | \$2,078,900 | \$0 |
| OTHER FIRE | | | | | | | | | | | | | | | |
| Turn Out Gear | | | | | | | | | \$150,000 | | | | | | |
| 21 Breathing Packs | | | \$170,200 | | | | | | | | | | | | |
| Turnout Gear Dryer*** | \$9,700 | | | | | | | | | | | | | | |
| Auditorium/Clubroom/Office Floor Replacement | | | \$53,200 | | | | | | | | | | | | |
| Apparatus Bay Floor Replacement | | | | | \$90,100 | | | | | | | | | | |
| Concrete Apron Replacement (area in front of bay doors at Fire Hall) | \$110,000 | | | | | | | | | | | | | | |
| Energy Retro Fit/Solar | | TBD | | | | | | | | | | | | | |
| Roof - Reseal & Repainted | | \$80,000 | | | | | | | | | | | | | |
| Vehicle Exhaust Extraction System | \$60,000 | | | | | | | | | | | | | | |
| TOTAL OTHER FIRE | \$179,700 | \$80,000 | \$223,400 | \$0 | \$90,100 | \$0 | \$0 | \$0 | \$150,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL FIRE CAPITAL BUDGET | \$179,700 | \$774,600 | \$333,700 | \$0 | \$90,100 | \$638,200 | \$193,900 | \$0 | \$1,347,200 | \$0 | \$0 | \$0 | \$0 | \$2,078,900 | \$0 |
| <i>**Council motion Oct.13, 2020 funding share to be 50/50 basis on the understanding that District 1&2 had agreed to cost share the aerial ladder truck on a 40District/60Town basis.</i> | | | | | | | | | | | | | | | |
| <i>***Fire Dept. Funded</i> | | | | | | | | | | | | | | | |

Draft-v1

FIRE DEPARTMENT CAPITAL BUDGET NOTES

Truck Replacements

According to the Truck Replacement Study we commissioned, our vehicles should be replaced every 20 years with the exception of our small vehicles which would require more frequent replacement.

Long Term Capital Replacement Plan

Schedule for long-term replacements is included in the budget document.

#1 Aerial

This vehicle was replaced in 2015/16.

#2 Pumper / Tanker

This vehicle was replaced in 2020/21.

#3 Pumper (10)

This vehicle was replaced 2010/11, next replacement 2029/30.

#4 Heavy Rescue (02)

This vehicle is scheduled for replacement in 2022/23, requires pre-approval in fiscal 2021/22 to proceed with order.

#5 Tanker (00)

This vehicle will be replaced with #2 pumper/tanker.

#6 Tanker (02)

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

#7 Utility (99)

This vehicle is expected to be replaced by LDFD in 2023/24.

#8 Boat (12)

This unit is expected to be replaced in 2027/28.

Other Fire Equipment

Concrete Apron Replacement

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

Vehicle Exhaust Extraction System

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

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

Turnout Gear Dryer (Fire Dept. Funded)

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

Future Capital

Turn Out Gear

35 sets of Turnout Gear, which consisted of helmets, gloves, boots, pants and jackets were replaced in 2019/20. The next scheduled replacement date is 2029/30.

Fire Service Breathing Air Packs (2022/23)

Firefighting Breathing air packs are to be replaced every 10 years according to NFPA 1953.

Energy Retro Fit/Solar

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

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

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - RECREATION DEPARTMENT

| DESCRIPTION | Priority | 21/22 | 22/23 | 23/24 | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 |
|--|----------|---|-----------|-----------|----------|-------|-------|-------|-------|-------|
| | | BUILDING & STRUCTURES | | | | | | | | |
| ARENA | | | | | | | | | | |
| Chiller | | Chiller - 20 years (2045) | | | | | | | | |
| Bathroom Renovations (Main & Dressing Rooms) | | \$10,000 | \$70,000 | | | | | | | |
| Siding - Arena | | | | | \$75,000 | | | | | |
| Middle Roof Exhaust Replacement | | | \$11,000 | | | | | | | |
| COMMUNITY CENTRE | | | | | | | | | | |
| Window Replacement/Repair | | | | \$35,000 | | | | | | |
| Siding - CC | | | | \$100,000 | | | | | | |
| Gym Floor Refinish - was deferred in 19/20 due to Arena brine repairs, deferred to 21/22 due to COVID-19 | | \$30,000 | | | | | | | | |
| | | \$40,000 | \$81,000 | \$135,000 | \$75,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| GROUNDS/FIELDS | | | | | | | | | | |
| Cricket modifications to baseball field | | | \$25,000 | | | | | | | |
| Skate Park - funding application | 1 | \$60,000 | | | | | | | | |
| | | \$60,000 | \$25,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| PARKING LOT | | | | | | | | | | |
| Parking Lot Improvements | | | \$100,000 | | | | | | | |
| | | \$0 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| FURNITURE AND EQUIPMENT | | | | | | | | | | |
| Floor Scrubber | | \$7,500 | | | | | | | | |
| Compressor Overhaul - Arena (every 5 years) | | | | \$15,000 | | | | | | |
| Ice Resurfer (21) | | Ordered in fiscal 21-22 scheduled delivery in 21-22 before 21-22 arena season | | | | | | | | |
| Lawn Tractor (07) | | | \$18,000 | | | | | | | |
| Ride-on Mower (21) | | 20-21 approved purchase may not be delivered until early in fiscal 21-22 due to COVID delivery delays | | | | | | | | |
| | | \$7,500 | \$18,000 | \$15,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| PARKS /PLAYGROUNDS | | | | | | | | | | |
| Back Harbour Trail - Kinley Drive Access | | | \$18,000 | | | | | | | |
| | | \$0 | \$18,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| **TOTALS** | | \$107,500 | \$242,000 | \$150,000 | \$75,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Please note - Blue Route Bike Report has not been incorporated into the capital budget | | | | | | | | | | |

RECREATION CAPITAL EXPENDITURES DESCRIPTIONS

Building & Structures

Arena

Bathroom Renovations (2021/22) and (2022/23)

To update the bathrooms. The budget has been completed assuming contractors would be engaged to complete the work and our staff would serve as overall project managers. Accessibility standards will be part of these renovations. Year 1 will include accessibility assessment and work plan/tender preparation. Year 2 will include the restoration which will be scheduled for outside of ice season.

Community Centre

Gym Floor Refinish (2021/22)

The gymnasium floor was last refinished 16 years ago in 2005, it was buffered, repainted and recoated. The floor needs to be refinished again. Will increase quality of the floor for sports and activities. Would also improve overall appearance of Community Centre and could increase rentals.

Grounds/Fields

Skate Park

Update the Half Pipe at the skate park. Also crack fill over concrete pieces of park. Will increase usage of park and potential programming. A funding application has been submitted to the Province for \$20,000 cost contribution.

Equipment

Floor scrubber

A floor scrubber is an essential piece of equipment for the Recreation Department. It is used weekly by staff to clean the Community Centre auditorium floor, lobby and hallway. It is also used at the Arena for the main lobby and dressing rooms. The Department's current floor scrubber is no longer in working order and staff are using an older machine that does not hold enough capacity to do the required cleaning.

Future Capital Considerations

Arena

Siding

The siding is in poor condition and requires replacement

Middle Roof Exhaust Fan

For the replacement of the middle roof top exhaust fan at the arena.

Community Centre

Window Replacement/Repair

The Community Centre windows are in need of replacement. This work will be required in the second floor Fitness Studio/Meeting Room, and the first floor kitchen, office and weight room. The work will be undertaken at the same time as the siding replacement to ensure a seamless installation.

Siding

The siding is in poor condition and requires replacement.

Grounds/Fields

Cricket modifications to baseball field

The modifications range from \$8,000 (an "instant cricket pitch" that can be rolled up and stored after a game) to \$25,000 (concrete pitch). Provincial grant could cover 1/3 cost.

Parking Lot Improvements (2022/23)

The Community Centre parking lot is a well-used and critical parking space for the Town of Lunenburg. This parking lot requires large areas of patch work to keep it in good shape and prevent further deterioration.

Furniture and Equipment

Compressor Overhaul (2023/24)

As the arena operates with just one compressor, it is critical that it be maintained on a regular basis to minimize the likelihood of a breakdown during the ice season. One important component of the maintenance routine is a complete overhaul carried out by a refrigeration technician every five years. This task normally takes about five days and done during the summer months.

Ride-on Lawn Tractor (2022/23)

A commercial grade mower is required to maintain our soccer field, the ball diamond outfield and track perimeter, the grounds around the Victoria Road playground and tennis courts, and the edging along the Back Harbour Trail.

Parks/Playgrounds

Back Harbour Trail access from Kinley Drive (2022/23)

The Active Transportation Committee is recommending the creation of a new access point to the Back Harbour Trail from the base of Kinley Drive. A large apartment complex is situated close to this location and a lot of seniors reside in this neighbourhood. Therefore, having a safe, easily negotiated access point to the trail will encourage greater use by residents in this area. They are seeking a safe route to travel and walk for leisure or to provide access to the downtown and shopping area without having to deal with steep hills and vehicular traffic.

| TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - WATER UTILITY | | | | | | | | | | | |
|--|----------|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|----------|
| DESCRIPTION | Priority | 21/22 | 22/23 | 23/24 | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 | 30/31 |
| | | LAND PURCHASE | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| GENERAL | | | | | | | | | | | |
| New Services | | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Replacement Hydrants | | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| Replacement Meters | | \$43,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| | | \$63,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$30,000 |
| DISTRIBUTION MAINS | | | | | | | | | | | |
| Water and Wastewater System Survey & GIS Development (includes all underground infrastructure) | | \$62,500 | | | | | | | | | |
| Broad-Falkland to MacDonald | | | | | | | | | \$420,000 | | |
| Cumberland-Kempt to Blockhouse Hill | | | | | \$180,000 | | | | | | |
| Kaulbach-Bluenose to Lawrence | | | | | | | | | | | |
| McDonald-Green to Brook | | | \$255,000 | | | | | | | | |
| Kempt-Lincoln to Lawrence | | | | \$400,000 | | | | | | | |
| Kempt-Lincoln to Lawrence (design & tender documents) | | | \$50,000 | | | | | | | | |
| Masons Beach (Topmast to 1000' west) | | | | | | | | \$480,000 | | | |
| Montague-Rum Row to Shipyard | | | | | | | \$630,000 | | | | |
| Pelham-Kaulbach to Duke | | | | | | \$330,000 | | | | | |
| | | \$62,500 | \$305,000 | \$400,000 | \$180,000 | \$330,000 | \$630,000 | \$480,000 | \$420,000 | \$0 | \$0 |
| BUILDING IMPROVEMENTS | | | | | | | | | | | |
| Chlorinator | | \$10,000 | \$60,000 | | | | | | | | |
| Dam Safety Inspection | | | | | | | | \$12,000 | | | |
| Design of Dam and downstream channel rehabilitation | | \$30,000 | | | | | | | | | |
| Repair Spillway Dares Lake | | \$275,000 | | | | | | | | | |
| Replacement of Raw Water Inlet to Pumphouse | | \$15,000 | | | | | | | | | |
| Raw Water Pumphouse Waterproof Foundation | | | \$10,000 | | | | | | | | |
| Electric Net Metering Assessment | | \$5,000 | | | | | | | | | |
| Armouries - Interior Renovations | | \$10,000 | | | | | | | | | |
| Armouries - Yard Improvements | | \$7,500 | | | | | | | | | |
| Armouries - New Roof | | | \$30,000 | | | | | | | | |
| | | \$352,500 | \$100,000 | \$0 | \$0 | \$0 | \$0 | \$12,000 | \$0 | \$0 | \$0 |
| FURNITURE AND EQUIPMENT | | | | | | | | | | | |
| Chlorine Detectors | | | \$6,000 | | | | | | | | |
| Membrane Replacement | | \$155,000 | \$155,000 | | | | | | | | |
| Spare Raw Water Supply Pump | | \$9,500 | | | | | | | | | |
| Spare Siemens Free Chlorine on Line Probe | | \$3,100 | | | | | | | | | |
| Spare HACH on Line Turbidimeter with Controller | | \$6,000 | | | | | | | | | |
| Spare Gas Chlorinator Maintenance Kits and Spare Parts | | \$6,000 | | | | | | | | | |
| Replacement of Industrial hot water heater for mixing up Corrosion Inhibitor | | \$5,000 | | | | | | | | | |
| One Spare Effluent Pump | | \$5,400 | | | | | | | | | |
| Pneumatic Cleaning System on Intake Screen | | | \$35,000 | | | | | | | | |
| | | \$190,000 | \$196,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| **TOTALS** | | \$668,000 | \$631,000 | \$430,000 | \$210,000 | \$360,000 | \$660,000 | \$522,000 | \$450,000 | \$30,000 | \$30,000 |

WATER UTILITY CAPITAL BUDGET DESCRIPTIONS

General

New Services

If a new water service is required, the cost of the service installation is allocated to this account. This item is placed in the budget yearly in the event that new installations are required.

Hydrants

New hydrants are installed as required and funds placed in the budget yearly in the event a new hydrant is required.

Meters

If a new water meter is required, the cost of the meter is allocated to this account. This item is placed in the budget yearly in the event that a new meter is required for a new water service. Also, meters can slow down or stop working. This is identified during the billing cycle when consumption variances are monitored. The budget amount has been increased this year to allow for purchases for the upgrade of commercial water meters.

Building/Infrastructure Improvements

Water and Waste Water System Survey and GIS Development (includes all underground infrastructure)

Provide a Survey to locate all water/stormwater/wastewater assets including pipes, manholes and lift stations (where, how deep, photos where visible) to fill in gaps in Town records. All survey records will be added to Geographic Information System (GIS) for electronic storage and accessibility. The GIS records are the basis for Asset Management Planning to allow proactive maintenance, including a Master Plan for Water and Wastewater/Stormwater. FCM Funding has been received for this project which will span both fiscal 20-21 and 21-22.

Chlorinator

This project will disconnect pressurized lines that are no longer required for transmission from the main water transmission line. This project will eliminate the possibility of a major leak from the water system. This project was approved for fiscal 2020-21 however PW work load did not allow for it to be carried out. The revised plan is to complete engineering work package in 21-22 and execute in 22-23. Lower priority, low risk as is.

Replacement of Raw Water Inlet to Pumphouse

The raw water inlet to the Pumphouse shows significant corrosion on the outside of the pipe and erosion is expected on the inside. Pipe exposure (digging up) and metal thickness testing must be completed to determine the extent of the damage and then replace as necessary.

Dam and Spillway

Design of Dam and downstream channel rehabilitation

\$30,000 was approved in fiscal 20-21. The pre-work was completed but not the Detailed Design work. On hold now awaiting response from NSE regarding a request to define any regulatory constraints so that any requirements can be incorporated in the new design.

Repairs to Dam and Spillway - \$250,000

Plus Construction Administration - \$25,000

Engineered design of Dam and spillway and construction to be completed in 2021-22.

Project timeline:

| Time Frame | Activity | Status |
|-------------------------|--|-------------------|
| June to July 2020 | Consult with NSE to confirm requirements for future water withdrawal permit, construction permit, and flora and fauna assessments | Awaiting response |
| January to March 2021 | Modelling and document preparation for water withdrawal permit | Ongoing |
| March to May 2021 | Detailed design for spillway, dam, downstream channel, site grading at pumphouse, tender documentation preparation with Class A estimate. June to July 2021 – Issue for tender, review submissions, make recommendation | |
| July 2021 | Award construction project, execute contract with contractor | |
| August to December 2021 | site preparation, contract mobilization, materials stockpile, complete in channel works, complete dam | |

| | | |
|-----------------------|---|--|
| | works, downstream channel improvements | |
| June to December 2021 | complete water withdrawal documentation, consolidate, submit application, obtain permit | |
| January 2022 | Town receives dam, operates and monitors | |

Electric Net Metering Assessment

At the January 26, 2021 Council meeting a motion was approved to include \$5,000 in the 2021/22 draft budget for net metering less than 100KW analyses solar project at the Water treatment plant and for staff to apply for funding through FCM for a green energy feasibility study for the less than 100KW net metering analysis.

Armouries - Interior Renovations

Renovations required for long-ignored repairs to the office area bathroom, two superintendents offices and foyer floor, etc.

Armouries - Yard Improvements

Improvements required to make yard more effective and organized by adding storage shed space, outdoor storage racks for barricades and signs as well as parking on Cumberland St side.

Furniture and Equipment

Membrane Replacement

This item was intended to be for the four (4) skids in the WTP, replace two (2) in one year and the other two (2) in the next. The textbook anticipated life span of these units are about 10 years and they have been in service for 10-11 years now. However, our assessment of the skids membrane condition is that they are still in quite good shape and we do not anticipate replacement in the immediate future. However, they will have to be replaced maybe after 15 years??... we will see deterioration in the IT testing as an indication of the membrane failing (but we haven't seen that yet). Apparently if deterioration occurs it may occur rather fast and we will have to react to replace accordingly. Therefore we have put the money in our budget for a contingency to replace IF needed.

Spare Raw Water Supply Pump

Critical raw water supply pump in case a pump is out of service for an extended period of time.

Plant spare required as identified by operator:

- Spare Siemens Free Chlorine on Line Probe
- Spare HACH on Line Turbidimeter with Controller
- Spare Gas Chlorinator Maintenance Kits and Spare Parts
- Replacement of Industrial hot water heater for mixing up Corrosion Inhibitor
- One Spare Effluent Pump

Future Capital

All Distribution Mains have been moved out by 1 year. Detailed plan to be developed and documented in 2021.

Building/Infrastructure Improvements

Raw Water Pumphouse Waterproof Foundation

This project is to stop water ingress into the RW Pumphouse. Water ingress historically corrodes steel structure and damages the floor.

This is planned to be executed in 22-23 after we address the RW inlet line damage.

| TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - ELECTRIC UTILITY | | | | | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| DESCRIPTION | 21/22 | 22/23 | 23/24 | 24/25 | 25/26 | 26/27 | 27/28 | 28/29 | 29/30 |
| UTILITY LINE WORK | | | | | | | | | |
| Meters | \$10,000 | | | | | | | | |
| Overhead Conductors | \$187,500 | \$125,000 | \$125,000 | \$125,000 | \$125,000 | \$125,000 | \$125,000 | \$125,000 | \$125,000 |
| Poles & Fixtures | \$75,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 | \$50,000 |
| Services | \$37,500 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| Transformers - Line | \$105,000 | \$70,000 | \$70,000 | \$70,000 | \$70,000 | \$70,000 | \$70,000 | \$70,000 | \$70,000 |
| Street Lighting | \$30,000 | | | | | | | | |
| LED Street Lighting Assessment | \$15,000 | | | | | | | | |
| Distribution system review | \$50,000 | | | | | | | | |
| | \$510,000 | \$270,000 | \$270,000 | \$270,000 | \$270,000 | \$270,000 | \$270,000 | \$270,000 | \$270,000 |
| BUILDING & STRUCTURES | | | | | | | | | |
| Solar Assessment Study | \$16,800 | | | | | | | | |
| Substation Recloser | \$47,000 | | | | | | | | |
| | \$63,800 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| FURNITURE AND EQUIPMENT | | | | | | | | | |
| Phone System | | | | \$14,000 | | | | | |
| | \$0 | \$0 | \$0 | \$14,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| **TOTALS** | \$573,800 | \$270,000 | \$270,000 | \$284,000 | \$270,000 | \$270,000 | \$270,000 | \$270,000 | \$270,000 |

ELECTRIC UTILITY CAPITAL BUDGET DESCRIPTIONS

Utility Line Work

Meters

In 2017 the Utility began the first of a multi-year Smart Meter conversion program. Approximately 300 meters were swapped. Additional Smart Meter conversions are currently on hold while other capital priorities are completed. The 2021/22 budget for meters allows for the purchase of any replacement meters that are required during the fiscal year.

Overhead Conductors

This item is for yearly replacement, as well as new and emergency repairs.

Poles & Fixtures

This item is for yearly replacement, as well as new and emergency repairs.

Services

For replacement and new installation of overhead service wires and fixtures (both residential and commercial).

Transformers – Line/Installation

The Utility continually monitors the inventory of transformers on hand, as delivery requires months of lead time.

Street Lighting

In 2008 the Provincial government required all NS municipalities to convert to LED street lighting by December 31, 2022. At the time of a report in 2014, the Town had already installed 85/581 LED street lights. Council adopted a replace as fail approach, replacing HPS street lights with LED's if the former failed and could not be repaired. The replacement cost and limited warranty of LED street lights was not cost effective for a one-time 100% conversion by the Electric Utility. Since then, LED prices have significantly decreased with more suppliers and products available. In early 2018 a street light count determined that in the Town there are now approximately 67 LED street lights in "Old Town"; and 111 in "New Town"; totaling 178/581 LED.

In the Old Town Lunenburg the current practice is to replace High Pressure Sodium street light bulbs with new or refurbished HPS lights in response to property owner concerns regarding the Kelvin intensity of LED street lights. This also allows street light fixtures to be reused and not sent to solid waste or metal recycling. In New Town and elsewhere failed HPS street lights are replaced with LED street lights without property owner concerns. We have not recently resurveyed all street lights to determine the current LED/HSP ratio. If the current street light conversion practice Council approved does not change, the 2022 Provincial deadline will not be achieved. Which is why staff have included a budget for a LED Street Light Assessment. Staff are proposing that a lighting consultant review the entire Town's Street Lighting on a comprehensive level.

Distribution System Review

A full distribution system review by an outside consultant to plan for future capital improvements.

Building & Structures

Solar Assessment Study

Per Council motion from January 26, 2021 include \$16,800 in the 2021/2022 draft budget for a Green Energy feasibility study on the land behind the Waste Water Treatment Plant as per the staff report.

Substation Recloser

A recloser is an automatic, high-voltage electric switch. Like a circuit breaker on household electric lines, it shuts off electric power when trouble occurs, such as a short circuit. NSPI inspects the Town's substation reclosers as part of an annual maintenance cycle. Regular maintenance of the substation reclosers is a key component of NSPI's ability to work on the electrical system under live conditions. The Town has five reclosers at the substation. Budget has been included for replacement of one unit should we have a failure during regular maintenance testing.

| TOWN | Project | Budget Cost | Funding | Source |
|------------------------------------|--|-------------|-------------|--|
| Buildings & Structures | | | | |
| 01-2-82-2314 | Annex Roof | \$26,000 | \$26,000 | Deed Transfer Taxes \$21,000 & \$5,000 NSCC |
| | Town Hall | | | |
| | Tender Package Town Hall Exterior Restoration | \$50,000 | \$50,000 | Deed Transfer Taxes |
| | Exterior Restoration (Year 1 of 3) | \$100,000 | \$100,000 | Capital Borrowing or Grant |
| | Security System Upgrade | \$10,000 | \$10,000 | Deed Transfer Taxes |
| | Retaining Wall | \$10,000 | \$10,000 | Deed Transfer Taxes |
| | Lunenburg Academy | | | |
| | South Side Handrail | \$15,000 | \$15,000 | Deed Transfer Taxes \$10,000 & Lun. Academy Foundation \$5,000 |
| | Foundation/Drain Tile Inspection & Tender documents | \$40,000 | \$40,000 | Deed Transfer Taxes |
| | Beautification | | | |
| | Covid-19 Pandemic Tree Planting - Resilient Roots | \$10,000 | \$10,000 | Deed Transfer Taxes/Grant? |
| | Downtown Beautification - Montague Street Design Works Competition | \$30,000 | \$30,000 | Deed Transfer Taxes/Grant? |
| | Environmental Development | | | |
| | CCP Capital Project | \$20,000 | \$20,000 | General Capital Reserves |
| | Waterfront Development | \$25,000 | \$25,000 | General Capital Reserves |
| | Blockhouse Hill | \$40,000 | \$40,000 | General Capital Reserves |
| | Heritage Properties | | | |
| | Google Arts & Culture Program | \$10,000 | \$10,000 | Deed Transfer Taxes |
| Equipment | | | | |
| Public Works Infrastructure | | | | |
| Wastewater | | | | |
| | Bluenose Drive - Sewer Line | \$15,000 | \$15,000 | Sewer Reserves |
| | Tannery Road - Sewer Line | \$120,000 | \$120,000 | Capital Borrowing |
| | Catch Basin Repair - West Nova Parking Lot | \$20,000 | \$20,000 | Deed Transfer Taxes |
| | CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion) | \$60,000 | \$60,000 | Gas Tax |
| | New Sewer Main on Archibald Street (pre-approved by Council) | \$50,000 | \$50,000 | Deed Transfer Taxes |
| | Upgrade Communication Systems to Pumping Stations | \$40,000 | \$40,000 | Gas Tax |
| | Waste Water -Voltage Reading Monitor at Pumping Station | \$7,000 | \$7,000 | Sewer Reserves |
| | Lift Stations Capital Pump spares - pre-approved | \$45,000 | \$45,000 | Gas Tax |
| | Salt Water Intrusion - Check Valve Installation | \$105,000 | \$105,000 | Capital Borrowing |
| | Lift Station Pressure Gauges | \$20,000 | \$20,000 | Gas Tax |
| | Blower Replacements at WWTP (3) | \$280,000 | \$280,000 | Capital Borrowing |
| | Lift Station Overflow Meter | \$10,000 | \$10,000 | Gas Tax |
| | Sanitary and Storm Master Plan | \$200,000 | \$200,000 | General Capital Reserves/FCM Grant |
| | Chemical feed pumps (2) | \$40,000 | \$40,000 | Gas Tax |
| | WWTP - Compressor Overhaul | \$5,000 | \$5,000 | Gas Tax |
| | WWTP - Roof Top Air Conditioner | \$15,000 | \$15,000 | Deed Transfer Taxes |
| New Streets | | | | |
| | Cemetery Roads | \$25,000 | \$25,000 | Deed Transfer Tax |
| New Sidewalks/Curbing | | | | |
| 01-2-82-3126 | Tannery Road-Knickle to 97 Tannery Road (East) | \$55,000 | \$55,000 | Deed Transfer Tax |
| PW Equipment | | | | |
| | Replacement for Chev O2 Salt Truck | \$175,000 | \$175,000 | Capital Borrowing |
| | Replacement for 2002 F150 1/2 ton | \$35,000 | \$35,000 | PW Equipment Reserve |
| | Replacement for Dresser Loader | \$150,000 | \$150,000 | Capital Borrowing |
| | Snow Push Blade for Backhoe | \$13,800 | \$13,800 | PW Equipment Reserve |
| | Replacement for Cemetery Backhoe | \$55,000 | \$55,000 | Cemetery PC Borrowing |
| | Trackless Plow blade (90) | \$10,000 | \$10,000 | PW Equipment Reserve |
| | Salt Spreader Trackless (90) | \$10,000 | \$10,000 | PW Equipment Reserve |
| | Power Concrete Screed | \$3,200 | \$3,200 | PW Equipment Reserve |
| | Rods for the Rod Turning Machine (89) | \$3,000 | \$3,000 | PW Equipment Reserve |
| | Concrete Forms | \$5,000 | \$5,000 | PW Equipment Reserve |
| | Speed Radar Sign #2 | \$3,500 | \$3,500 | PW Equipment Reserve |
| Fire Department | | | | |
| | Turnout Gear Dryer | \$9,700 | \$9,700 | Fire Dept. - 100% Funding |
| | Concrete Apron Replacement (area in front of bay doors at Fire Hall) | \$110,000 | \$110,000 | TBD - 50/50 sharing? |
| | Vehicle Exhaust Extraction System | \$60,000 | \$60,000 | TBD - 50/50 sharing? |
| Community Centre/Arena | | | | |
| | Arena Bathroom Renovations (plan/tender) | \$10,000 | \$10,000 | Deed Transfer Taxes |
| | Community Centre Gym Floor Refinish | \$30,000 | \$30,000 | Deed Transfer Taxes |
| | Skate Park - funding application | \$60,000 | \$60,000 | Grant \$20K and Reserve \$40K |
| | Floor Scrubber | \$7,500 | \$7,500 | General Capital Reserves |
| | | \$2,248,700 | \$2,248,700 | |

| Town Capital Funding Summary 2021/22 | | Total |
|---|--|--------------------|
| Operating Revenue | | \$0 |
| Gas Tax | | \$220,000 |
| Deed Transfer Tax | | \$396,000 |
| Public Works Equipment Reserve | | \$83,500 |
| Sewer Reserves | | \$22,000 |
| Recreation Reserve | | \$40,000 |
| Town General Capital Reserves | | \$292,500 |
| Water Dividend | | \$0 |
| Fire District & Department | | \$9,700 |
| Grants & Donations Estimate | | \$30,000 |
| PC Borrowing | | \$55,000 |
| Borrowing Estimate | | \$1,100,000 |
| | | \$2,248,700 |

| Capital Funding 2021/22 | | | | | | |
|---|--|-------------|-----------|---|--|--|
| WATER UTILITY | | | | | | |
| | Project | Budget Cost | Funding | Source | | |
| General | | | | | | |
| 05-2-94-4600 | New Services | \$10,000 | \$10,000 | Depreciation Funds | | |
| 05-2-94-4700 | Replacement Hydrants | \$10,000 | \$10,000 | Depreciation Funds | | |
| 05-2-94-4800 | Replacement Meters | \$43,000 | \$43,000 | Depreciation Funds | | |
| Distribution Mains | | | | | | |
| | <i>This project will span fiscal 20-21 and 21-22</i> | | | | | |
| 05-2-94-2901 | Water and Wastewater System Survey & GIS Development (includes all underground infrastructure) | \$62,500 | \$62,500 | FCM Grant \$50K, depreciation funds \$12.5K | | |
| Building Improvements & Construction | | | | | | |
| | Chlorinator | \$10,000 | \$10,000 | Depreciation Funds | | |
| | Design of Dam and downstream channel rehabilitation | \$30,000 | \$30,000 | Depreciation Funds | | |
| | Repair Spillway Dares Lake | \$275,000 | \$275,000 | Depreciation Funds | | |
| | Replacement of Raw Water Inlet to Pumphouse | \$15,000 | \$15,000 | Depreciation Funds | | |
| | Electric Net Metering Assessment | \$5,000 | \$5,000 | Depreciation Funds | | |
| | Armouries - Interior Renovations | \$10,000 | \$10,000 | Depreciation Funds | | |
| | Armouries - Yard Improvements | \$7,500 | \$7,500 | Depreciation Funds | | |
| Furniture and Equipment | | | | | | |
| | Membrane Replacement | \$155,000 | \$155,000 | Membrane Reserve | | |
| | Spare Raw Water Supply Pump | \$9,500 | \$9,500 | Depreciation Funds | | |
| | Spare Siemens Free Chlorine on Line Probe | \$3,100 | \$3,100 | Depreciation Funds | | |
| | Spare HACH on Line Turbidimeter with Controller | \$6,000 | \$6,000 | Depreciation Funds | | |
| | Spare Gas Chlorinator Maintenance Kits and Spare Parts | \$6,000 | \$6,000 | Depreciation Funds | | |
| | Replacement of Industrial hot water heater for mixing up Corrosion Inhibitor | \$5,000 | \$5,000 | Depreciation Funds | | |
| | One Spare Effluent Pump | \$5,400 | \$5,400 | Depreciation Funds | | |
| | | \$668,000 | \$668,000 | | | |
| | Water Utility Capital Funding Summary | | | | | |
| | FCM Grant | \$50,000 | | | | |
| | Membrane Reserve | \$155,000 | | | | |
| 05-2-93-1000 | Depreciation Funds | \$463,000 | | | | |
| | | \$668,000 | | | | |

| Capital Funding 2021/22 | | | | | | |
|----------------------------------|---|-------------|-----------|-----------------------------|--|--|
| ELECTRIC UTILITY | | | | | | |
| | Project | Budget Cost | Funding | Source | | |
| UTILITY LINE WORK | | | | | | |
| 07-2-75-1680 | Meters | \$10,000 | \$10,000 | Depreciation Funds | | |
| 07-2-75-1630 | Overhead Conductors | \$187,500 | \$187,500 | Depreciation Funds | | |
| 07-2-75-1640 | Poles & Fixtures | \$75,000 | \$75,000 | Depreciation Funds | | |
| 07-2-75-1670 | Services | \$37,500 | \$37,500 | Depreciation Funds | | |
| 07-2-75-1660 | Transformers - Line | \$105,000 | \$105,000 | Depreciation Funds | | |
| 07-2-75-1650 | Street Lighting | \$30,000 | \$30,000 | Depreciation Funds | | |
| | LED Street Lighting Assessment | \$15,000 | \$15,000 | Depreciation Funds | | |
| | Distribution system review | \$50,000 | \$50,000 | Depreciation Funds | | |
| | | \$510,000 | \$510,000 | | | |
| BUILDING & STRUCTURES | | | | | | |
| | Solar Assessment Study | \$16,800 | \$16,800 | Grant or Depreciation Funds | | |
| | Substation Recloser | \$47,000 | \$47,000 | Depreciation Funds | | |
| | | \$63,800 | \$63,800 | | | |
| | | | | | | |
| | TOTAL | \$573,800 | \$573,800 | | | |
| | | | | | | |
| | Electric Utility Capital Funding Summary | | | | | |
| | Depreciation Funds | \$573,800 | | | | |

**TOWN OF LUNENBURG PROCEDURAL POLICY #94
PROVINCIAL VOLUNTEER RECOGNITION AND
REPRESENTATIVE VOLUNTEER SELECTION PROCESS**

PURPOSE

1. Enactment of the Policy is intended to demonstrate gratitude and appreciation for the people who help others and contribute to an improved quality of life for all, by giving freely of their time and talent as volunteers. This Policy sets out the roles and responsibilities for the Town of Lunenburg (Town) Staff and Town Council (Council) for soliciting nominations of volunteers to be specially recognized and for hosting a reception in honour of volunteers. This Policy also lays out the process for selection of the Town's Representative Volunteer at the Provincial Awards ceremony. This policy will set the process for nomination and the criteria to be used for the selection of the Town's representative.

PROCEDURE

2. The following procedure will be used for the selection process:

- a. January:

- 1) Staff will post an advertisement to request volunteer nominees.

Advertisements will include the Town's website, Facebook page, Winter Recreation Guide, and directly to organizations within Lunenburg. A deadline will be set corresponding with the provincial nomination deadline.

- 2) A person making the nomination must fill out the attached Town of Lunenburg Volunteer Recognition Nomination Form. The Form may be updated by Town staff as required from time to time. All those nominated will be recognized at a civic reception held in April.
- 3) The Province of Nova Scotia annually provides a Representative Volunteer Award for each municipal unit. Note: A Provincial Community Representative Volunteer may be an individual (adult or youth), a group of volunteers, or a partner/couple volunteering together.

In addition, the Province offers one Youth Volunteer Award and one Family Volunteer Award each year, selected by an appointed committee from all nominations received. Nominations of worthy Lunenburg candidates for these awards are also encouraged. This process is dictated by the Province and not covered in this policy.

- b. February:

- ~~1) The Recreation Committee will choose a Representative Volunteer from the submitted nominees at the first Committee meeting of the~~

~~month. (Note: Province's deadline to submit a nomination is typically third or fourth week of February.)~~

- 1) The Province's deadline to submit a nomination is typically the third or fourth week of February.
- 2) The Representative Volunteer will be chosen from the submitted nominees. The Recreation Director and two additional Town staff will score the volunteer nominees using the selection criteria. The selected nominee will be recommended to Council for approval at the first meeting in February.

The criteria used to help guide the selection of the Town's Representative Volunteer Recipient shall be as follows with the applicable weighting as indicated:

- ~~a.~~• Years of service = 15%
- ~~b.~~• Number and diversity of organizations served = 10%
- ~~c.~~• Leadership & Commitment demonstrated = 25%
- ~~e.~~• Ability to inspire, motivate, achieve results, create change = 25%
- ~~f.~~• Exceptional qualities noted? = 25%

An accumulated list of nominated volunteers from previous years will be made available for reference during the process. The names of all those nominated each year will be recorded.

~~The list of Representative Volunteers from previous years will be shared with Committee members to help in making the selection. The names of all those nominated each year will be recorded and also be made available for reference in this process.~~

- 3) Recreation Director will notify the chosen recipient and collect additional information (if required). Recreation Director to submit Town's nominee to the province.

~~Recreation Director to submit Town's nominee to the province.~~

- ~~2)~~ 4) Recreation Director to order tickets to the Provincial Volunteer Awards Ceremony for the Mayor and Recreation Director.
- ~~3)~~ 5) Recreation Director to organize a civic reception to demonstrate appreciation of all volunteers and to formally recognize all those nominated.

c. April:

- 1) Mayor, Recreation Director and Town Volunteer Representative(s) to attend the Provincial Volunteer Awards Ceremony in Halifax.

- 2) Town to host a civic reception for the Town of Lunenburg during (or close to) National Volunteer Week. All organizations are invited to send representatives to this function.

Staff to have the Town Volunteer Award plaque engraved with the Provincial Volunteer Award Winner's name(s).

Encl. (1) Volunteer Nomination Form

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider
(7 days minimum): February 26, 2019

Date of Passage of Current Policy: August 27, 2019

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

Municipal Clerk

Date

MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: APRIL 20, 2021

RE: PRE-APPROVAL 21/22 CAPITAL PURCHASE: FLOOR SCRUBBER

1. FACTS

The purchase of a floor scrubber replacement is in the draft Recreation Capital Budget for 2021/22 in the amount of \$7,500. The Department's current floor scrubber is no longer in working order and the second older machine, previously owned by the Fire Department, which staff tried to use also no longer works. Both machines have been repaired many times and cannot be repaired further.

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.

2. ISSUES AND OPTIONS ANALYSIS

It is essential for the auditorium floor to be cleaned weekly or more, especially on Thursdays after the Lunenburg Farmers' Market when there is a high volume of traffic walking with outdoor footwear. The cleanliness of the floor is important for our fitness programs and sporting rentals, for safety and hygienic reasons. Staff are currently using a mop and bucket or, when able to, borrow the Fire Department's new floor scrubber to clean the floor. Staff have also been trying to source a rental machine.

Option 1: Pre-approve the capital purchase of a floor scrubber in the amount of \$7,500.

Option 2: Not pre-approve the purchase and have staff look at further options to rent a machine until the 2021/22 budget is passed.

3. FINANCIAL IMPACT

As noted above the floor scrubber replacement is included in the draft 21-22 Capital Budget currently being considered by Council. The proposed funding for this \$7,500

expenditure is from the Town's General Capital Reserve which has a projected March 31, 2021 year end balance of \$467,000.

4. STRATEGIC PLAN RELEVANCE

This is an existing service and maintenance requirements. To support the services in our community and to provide appropriate tools for cleaning services for our facilities that are especially important during COVID-19.

5. RECOMMENDATION AND DRAFT MOTION

Draft Motion: moved and seconded to pre-approve the 21-22 capital purchase of a floor scrubber for the Recreation Department in the amount of \$7,500 with the funding for same from the Town's General Capital Reserve.

Acknowledged only by:

Bea Renton
CAO