



AGENDA

Town of Lunenburg Council Meeting

Tuesday, January 11, 2022 at 6:00 p.m.

Lunenburg Town Hall, 120 Townsend Street

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: moved and seconded approval of the agenda.

4. December 14, 2021 Council Meeting Minutes

Motion: moved and seconded approval of the December 14, 2021 Council meeting minutes.

5. Public Hearings, Presentations and Questions
6. Correspondence, Petitions and Proclamations Consideration
 - a. Municipal Profile and Financial Condition Indicators Results 2019 – for information
7. Business Arising from the Minutes/Unfinished Business

- a. Wastewater treatment plant – Flood Control

Motion: moved and seconded the approval of the WWTP Flood Control Project in the amount of \$252,500. In fiscal 21/22 for detailed design funded from Deed Transfer Taxes. In fiscal 22/23 Construction, including site engineering funded from a Capital Borrowing.

- b. Comprehensive Community Plan (CCP) Q3 2021/22 Quarterly Report – staff report
8. Committee Meeting Minutes, Recommendations, Reports and Notices of Motion – Nil

9. New Business

- a. Nova Scotia Utility and Review Board - 369 of the Municipal Government Act – 2022 Municipal Boundary Review

Motion: moved and seconded to prepare a staff report regarding section 369 of the Municipal Government Act regarding the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors, options therefor, and a public consultation methodology prior to making an application to the NSUARB.

- b. 2021/22 Capital and Operating Variance Report to October 31, 2021 – staff report
- c. En Pointe Rental Rate Reduction Request at Community Centre: After School Program Organization – staff report and recommendation

Motion: moved and seconded to provide En Pointe Performing Art Studios with a 25% discount towards rental fees at the Lunenburg Community Centre when renting 5 hours or more per week for after school program purposes, with a minimum of 6 month rental commitment. In addition, to provide a fixed rental rate of \$1,500/month, tax included, during the months of July and August 2022 to offer summer programming in the Lunenburg Community Centre.

- d. Skate Park: Private Donation Carry Forward To 2022/23 – staff report and recommendation

Motion: moved and seconded to carry over the \$17,500 balance from private donation towards the 2022/23 skate park upgrades.

10. Meet in camera

Motion: moved and seconded to meet in camera to consider the following matters pursuant to section 22 (2), Municipal Government Act:

- Licensed use and agreement for municipal property

11. Resumption of Council meeting in public session - motion to consider any in camera meeting notices of motion and/or 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
Watershed boundary extension and land management plan with external resources	Public Works	October 13, 2020	Town Engineer will prepare a report for draft Budget 2021/22 consideration	TBD

Please note – The agenda is subject to change.

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, DECEMBER 14, 2021 AT 6:00 P.M.

LUNENBURG COUNCIL CHAMBER, 120 TOWNSEND STREET

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: Ann Covey, Recording Secretary
Lisa Dagley, Finance Director
Trevor Hume, Planning Technician
Arthur MacDonald, Heritage Manager
Dennis MacPherson, Town Engineer
Kevin Malloy, Interim Chief Administrative Officer
Heather McCallum, Assistant Municipal Clerk

1. Call to Order

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

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

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

3. Agenda

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

1. November 23, 2021 Council Meeting Minutes

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

2. Public Hearings, Presentations and Questions

a. Cpl. John Payne, RCMP, Quarterly Report

Cpl. Payne reviewed the report (Schedule "A").

In response to a question Cpl. Payne said there are four Constables and one Corporal assigned to the Town of Lunenburg with 24/7 coverage.

3. Correspondence, Petitions and Proclamations Consideration

- a. Municipal Affairs and Housing: Work Commencing on Municipal and Village Code of Conduct Regulations

4. Business Arising from the Minutes/Unfinished Business

- a. Appointment for 2022 Internal/External Committee Members

The Interim CAO has been advised that Errol Knickle, a resident of the Municipality of the District of Lunenburg, has been appointed to serve on the Common Lands Committee for the next year. **Staff will update the appointments list with this addition.**

Motion: moved and seconded that Council members on the 2021/22 Internal and External Committee appointment lists (Schedule "B") be re-appointed, to serve until the second regular meeting of Council in November 2022. Motion carried.

- b. Polymer Dosing Trials on Wastewater Treatment Plant DAF System

The Town Engineer (TE) reviewed his report (Schedule "C").

Motion: moved to approve the execution of the Phase 3 scope of work for Polymer Dosing Trials on Wastewater Treatment Plant DAF System at a budget of \$23,000 with funds drawn from a reduction in the current year reserve transfer.

The motion failed due to lack of a seconder.

- c. Wastewater Treatment Plant –WWTP Upgrade Predesign Work

The TE reviewed his report (Schedule "D").

In response to a question, the TE said that the benefit of having CBCL do this work expediently out-weighs the benefit of going to tender.

The Interim CAO added that having the pre-design work done expediently will move the project forward for available Provincial funding opportunities.

The TE was asked to look into whether a geotechnical survey had been done in the past on the Starr Street land (possibly as part of an assessment for development) and report back.

Motion: moved and seconded to approve the WWTP and Outfall Predesign Project in the amount of \$71,500 in fiscal 21/22 to be funded from Deed Transfer Taxes. Motion carried.

- d. Water Treatment Status Report July – September 2021

The TE reviewed the report (Schedule "E").

In response to a question the TE said consumption has increased substantially over the past ten years.

e. Wastewater Treatment Status Report July – September 2021

The TE reviewed the report (Schedule “F”).

The TE was asked to create a graph comparing wastewater sewage input into the wastewater treatment plant over the past three years with an overlay of rainfall amounts by month for each year so Council can see what effect rainfall and summer visitation is having on the volume of water going to the Wastewater Treatment Plant.

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

a. Western Region Housing Authority, November 2021

The report was received for information. Helen Lanthier has represented the Town on the WRHA for two three-year terms and current regulations do not allow her to reoffer (Schedule “G”).

Motion: moved and seconded to advertise for applicants to fill the pending vacancy on the Western Region Housing Authority for the period of April 1, 2022 – March 31, 2025.

Motion carried.

b. Planning Advisory Committee November 24, 2021 Public Participation Meeting Minutes

The Heritage Manager (HM) reviewed his report (Schedule “H”).

Councillor Halverson clarified that going to First Reading was not a decision about the matter but the mechanism to hold a Public Hearing and have more information available to Council.

Motion: moved and seconded to approve First Reading and proceed to a Public Hearing in order to consider, and if deemed advisable, amending the MPS by inserting the following after “Policy 3-2”:

“3.2.4 Lot Zone 1 Maximum Lot Size Waiver by Development Agreement

Though it is the intent to maintain the historical spatial environment by regulating the maximum lot size in Lot Zone 1, there may be times that Council may wish to enable lots to exceed the maximum lot size for the wellbeing of businesses and/or community. Council shall consider such circumstances through the Development Agreement process.

Policy 3-2A: Council shall consider by development agreement proposals the approval of lots that exceed the maximum lot area and/or maximum lot frontage permitted in Lot Zone 1. Council shall only enter into development agreements for such proposals if:

- a. there is a clear need for the proposed lot exceeding the maximum lot area and/or maximum lot frontage and a clear benefit to the Town and residents of Lunenburg in having the development locate within Lot Zone 1; and
- b. the proposal is consistent with the general evaluation criteria for development agreements, as set out in Policy 6-19.”

Councillor Sanford, Chair of the Planning Advisory Committee and Project Lunenburg Steering Team, recommended waiting until the Heritage Conservation District Plan and Bylaw revisions are completed before consideration of the above issue.

Motion: moved and seconded to defer decision on the request to amend the Municipal Planning Strategy until the Heritage Conservation District Plan and Bylaw update has been completed. Motion defeated. Councillors Birtles, Duggan, Halverson and Deputy Mayor Mosher voted in the negative.

The main motion was put and passed. Councillor Sanford voted in the negative.

c. Anti-Racism Special Committee November 25, 2021 Meeting Minutes

Motion: moved and seconded to advertise for applicants to fill the vacancies on the Anti-Racism Special Committee for 2022 and to amend the Terms of Reference for the Anti-Racism Special Committee's Membership section C. 2, fourth bullet, to read: "Two representatives from the Mi'kmaq community, one of which may be a representative from Acadia First Nation." Motion carried.

d. Heritage Advisory Committee November 29, 2021 Meeting Minutes

Motion: moved and seconded to refuse first reading or proceed to a Public Hearing in order to consider, and if deemed advisable, approve the issuance of a Certificate of Appropriateness for the Demolition or Removal of the structure located at 102 Pelham Street (Schedule "I") subject to the following condition:

- 1) That the Certificate of Appropriateness for the Demolition or Removal of the structure located at 102 Pelham Street be conditional upon the owners obtaining a Building Permit for the addition to 94 Pelham Street in conformity with the Application and Plans/Elevations (Attachment F) as submitted and attached within four (4) years of the date of the issuance of the Certificate of Appropriateness for the Demolition or Removal.

Motion defeated. Councillors Birtles, Duggan, Ernst, Halverson, and Deputy Mayor Mosher voted in the negative.

Motion: moved and seconded to approve First Reading and proceed to a Public Hearing in order to consider, and if deemed advisable, approve the issuance of a Certificate of Appropriateness for the Demolition or Removal of the structure located at 102 Pelham Street subject to the following condition:

- 2) That the Certificate of Appropriateness for the Demolition or Removal of the structure located at 102 Pelham Street be conditional upon the owners obtaining a Building Permit for the addition to 94 Pelham Street in conformity with the Application and Plans/Elevations (Attachment F) as submitted and attached within four (4) years of the date of the issuance of the Certificate of Appropriateness for the Demolition or Removal.

Motion carried. Councillor Sanford voted in the negative.

6. New Business

a. Comprehensive Community Plan (CCP) Implementation Projects RFP Award

Motion: moved and seconded to award all components of the CCP Implementation RFP TOL2021023 to MC Advisory Group Inc. in the amount of \$111,750 plus HST (\$116,540 with net HST). Motion carried.

b. Grant Application: BURG Classic

Motion: moved and seconded to approve the Burg Classic's 2021/22 grant request in the amount of \$421 (Schedule "J"). The approval is subject to the group receiving their charity registration before their event. Motion carried.

c. New Collective Agreement for RCMP Potential Budget Impact

The Interim CAO reviewed his report (Schedule "K").

Motion: moved and seconded that a letter be forwarded to the Nova Scotia Department of Justice, Public Safety Canada, NSFM, and FCM indicating that a significant increase in policing services and the uncertainty of whether retroactivity will be paid by the Federal Government, would have a significant impact on the taxpayers of the Town of Lunenburg and further that the Province of Nova Scotia and Public Safety Canada try to lessen this impact to Municipal Units in Nova Scotia. Motion carried.

d. Seniors' Safety Program Provincial Funding

Motion: moved and seconded that Town Council will send a message to the Minister of Seniors and Long-Term Care in support of increased Provincial funding for Lunenburg County Seniors' Safety Programs. (Schedule "L"). Motion carried.

e. Five Ton Salt Truck for Public Works, Request for Budget Increase and Tender Award

The TE reviewed his report (Schedule "M").

Motion: to approve the increase in the budget for the replacement of the 2002 GMC Topkick Five-Ton Salt Truck from \$175,000 to \$202,000, including the net HST, and to approve tender award to Nova Truck Centres of Truro NS for a 2023 Freightliner 1085D for a total price of \$193,600 + HST = \$222,640 (\$202,000 including net HST). Motion carried.

7. Meet in camera

Motion: moved and seconded to meet in camera to consider the following matters pursuant to section 22 (2), Municipal Government Act:

- ABCO Plant Expansion Requirements
- Tender Award Discussion
- Personnel Matters

Motion carried.

Council recessed and met in camera at 7:20 p.m.

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

The public portion of the Council meeting resumed at 8:09 p.m. The following Council in camera meeting recommendations were considered by Council.

- a. Collective Bargaining CUPE 1780

Motion: moved and seconded that Council accept the recommendation of the Town Negotiating Team and approve the proposed changes to the collective agreement with CUPE, Local 1780. Motion carried.

- b. Project Lunenburg Steering Team December 8, 2021 Meeting Notes

Motion: moved and seconded that Council issues a Purchase Order to Brighter Community Planning & Consulting in alignment with their submission (and deliverables) for undertaking the Background Study for a Revised HCD Plan and By-law, the Revised HCD Plan and By-law complete with Design Guidelines as well as a Revised Heritage Property By-law in the amount of \$88,430.00 plus net HST. Motion carried.

9. Adjournment – Mayor Risser

The meeting was adjourned at 8:10 p.m. by the Mayor.

Ann Covey, Recording Secretary
for Kevin Malloy, Interim CAO



Municipal Report

Town of Lunenburg

**Department of Municipal Affairs
and Housing**

Municipal Profile and
Financial Condition Indicators Results

2019


NOVA SCOTIA

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Town of Lunenburg

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Introduction

The Department of Municipal Affairs and Housing compiles municipal indicators on behalf of the Nova Scotia Government and Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

The snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.

Chapter 1 - Highlights

Municipal Highlights

About the Municipality

Name: Town of Lunenburg
County: Lunenburg County
Approximate size: 4 km²
Number of dwellings: 1,308



Figure 1- Location of Municipality

Population Highlights

Population 2016: 2,260
Population 5-year trend: -2.3%
County 5-year trend: -0.4%
Demographic trend: Aging

Up to 19 Yrs.	15%
20 to 59 Yrs.	42%
Over 60 Yrs.	43%

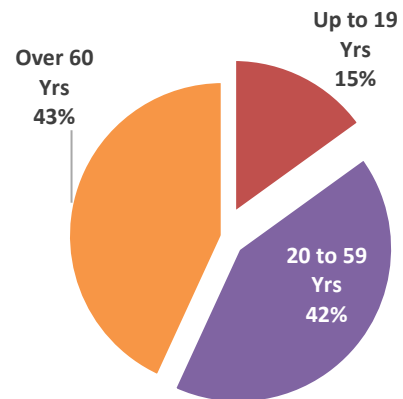


Figure 2 - Age Breakdown

Financial Highlights

Revenue

Total consolidated revenue:	\$15.2 million
Revenue generated from own revenue ¹ :	93%
Total operating revenue:	\$5.8 million
Largest operating revenue:	80%
	Property taxes and payments in lieu of Taxes

Expenses

Total consolidated expenses:	\$14.3 million
Total operating fund expenses:	\$5.1 million
Largest operating fund expense:	26%
	Protective services: police and fire

Annual Surplus

Annual consolidated surplus(deficit):	\$0.9 million
Consolidated accumulated surplus (deficit):	\$37.8 million
Annual operating surplus (deficit):	\$997

Debt

Total consolidated long-term debt:	\$3.8 million
Total general fund long-term debt:	\$2.5 million
Operating fund bank indebtedness:	0.0

¹ Consolidated revenue excluding government transfers

Financial Condition Indicators Highlights

Overall Assessment Yellow (Moderate risk)

The overall Financial Conditions Index assessment for the Town of Lunenburg is yellow (Moderate risk). This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

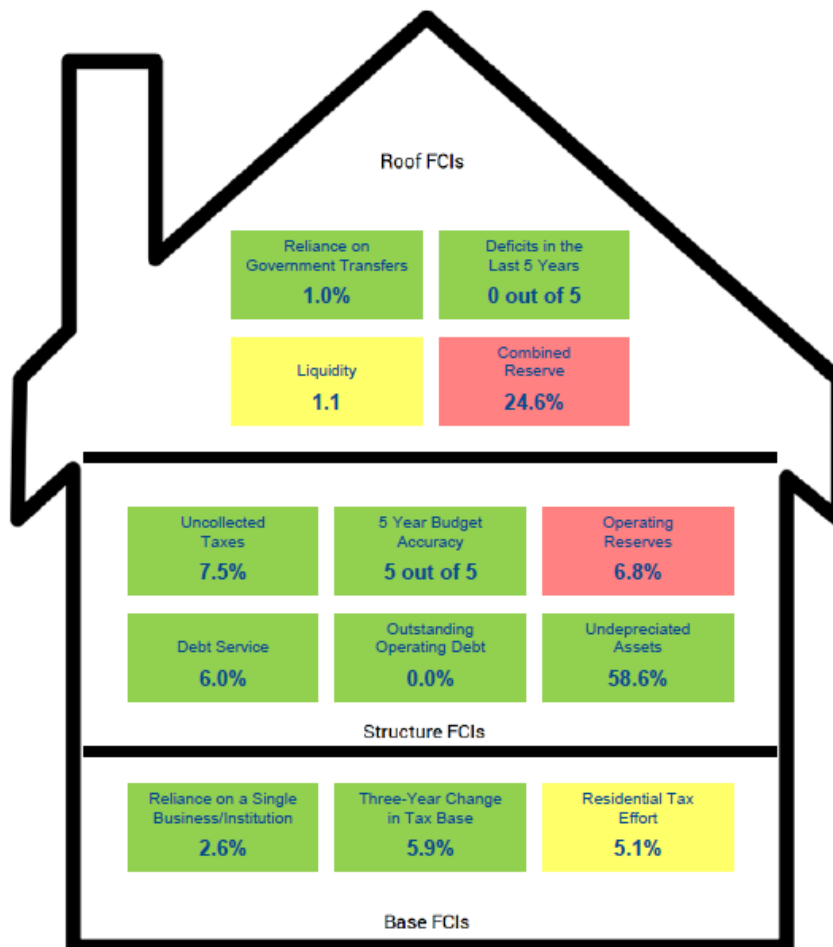
As shown in the House model below, Lunenburg's FCIs are comprised of:

Low risk (green): 9 indicators







Moderate risk (yellow): 2 indicators

High risk (red): 2 indicators













Details on the individual FCI assessments and the Municipality's specific challenges are provided below. For more in-depth information, refer to Chapter 4.











Two-Year Comparison of Financial Condition Indicators

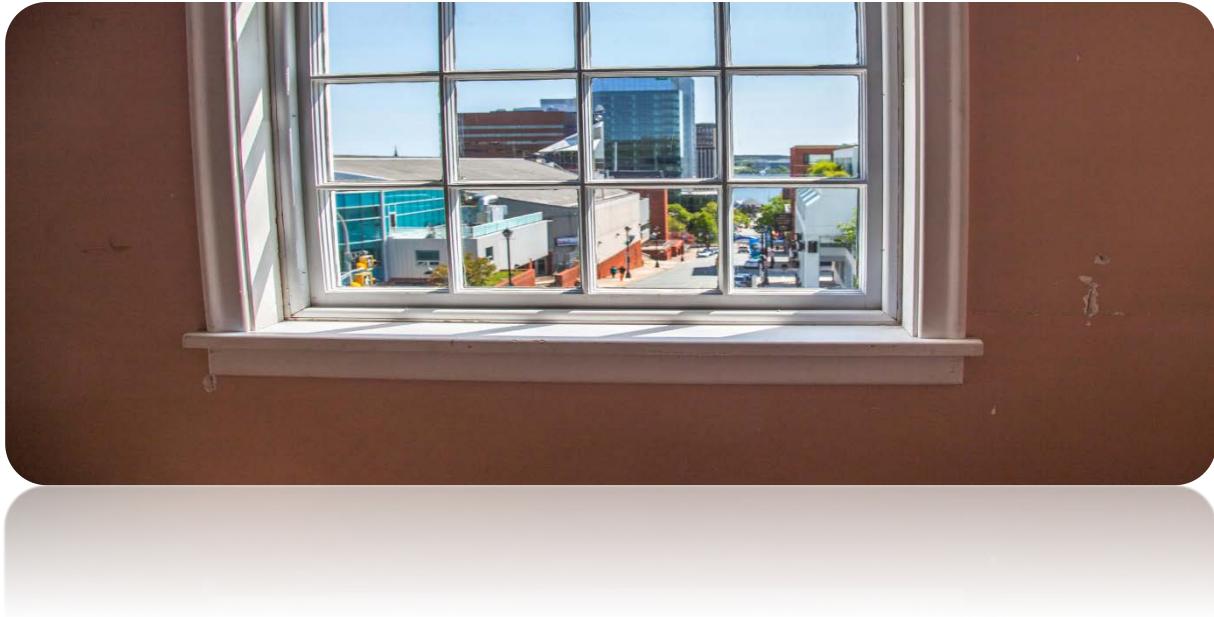
BASE	2019	2018	+/-
3-year Change in Tax Base	 5.9%	 6.0%	-0.1%
Reliance on a Single Business or Institution	 2.6%	 2.6%	0.0%
Residential Tax Effort	 5.1%	 4.9%	0.2%

STRUCTURE

Uncollected Taxes	 7.5%	 2.0%	5.5%
5 Year Budget Accuracy	 5/5	 5/5	0
Operating Reserves	 6.8%	 3.0%	3.8%
Debt Service	 6.0%	 4.8%	1.2%
Outstanding Operating Debt	 0.0%	 0.0%	0.0%
Undepreciated Assets	 58.6%	 59.3%	-0.7%

ROOF

Deficits in the Last 5 Years	 0/5	 0/5	0
Liquidity	 1.1	 1.1	0.0
Reliance on Government Transfers	 1.0%	 1.1%	-0.1%
Combined Reserve	 24.6%	 23.3%	1.3%



Chapter 2 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.

Municipal Composition

Name: Town of Lunenburg
County: Lunenburg County
Government: 7 elected councillors (including the Mayor)
Geographic area: 4 km²
Number of dwellings: 1,308

Population Trends

Population: 2,260
Provincial population: 0.3%
20-year trend: Declining [supported by Figure 3 below]
Age trend: Majority between 40-69 years of age [supported by Figure 4 below]

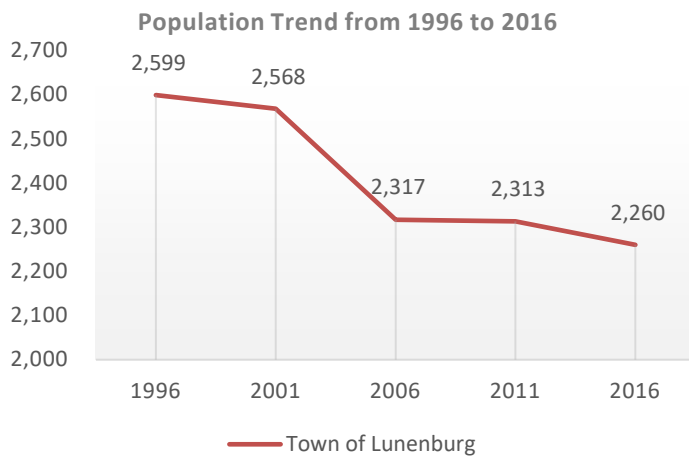


Figure 3-- Population from 1996–2016. Source: Statistics Canada

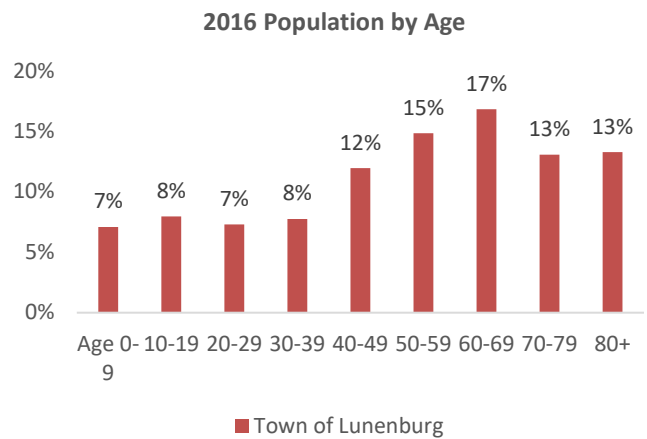


Figure 4- Population by Age, Source: Statistics Canada

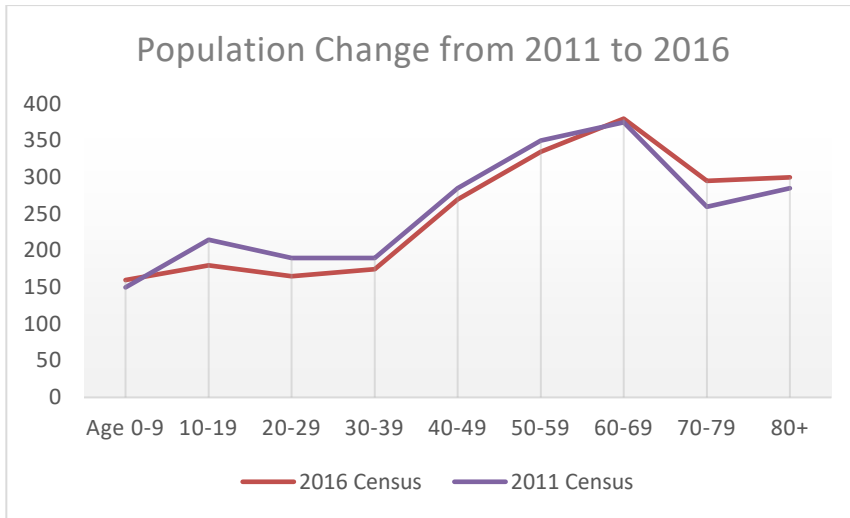


Figure 5- Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, similar to most towns in Nova Scotia, the majority of Lunenburg’s citizens are between the ages of 40 and 69.

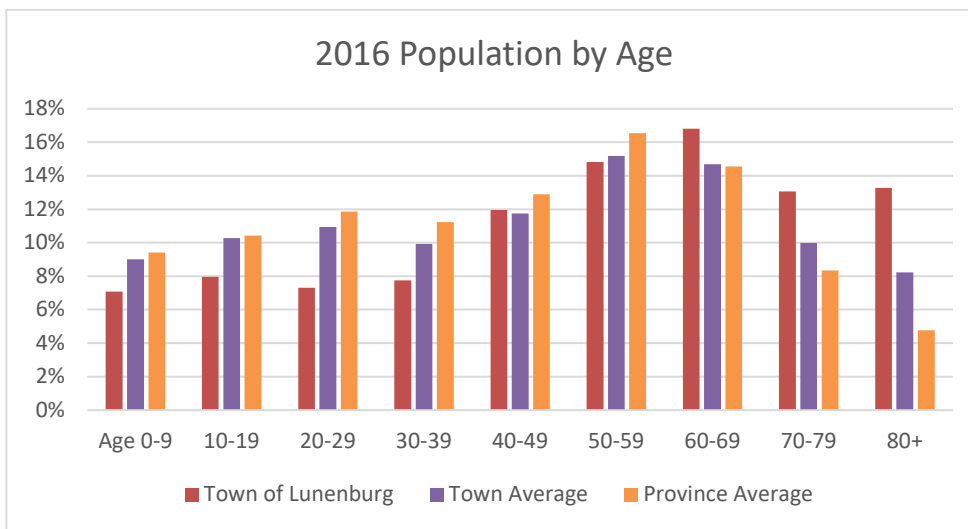


Figure 6 - Comparison of Population by Age for 2011 and 2016. Source: Statistics Canada

Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force.

	2016 Census	2011 Census	+/-	2016 Town Avg.
Median Household Income	\$51,968	\$39,529	\$12,439	\$48,934
Employment Rate	45.5%	50.8%	-5.3%	48.3%
Education Beyond High School	63.0%	62.6%	0.4%	52.0%

Source: 2011 and 2016 Statistics Canada Census

Median household income: Lunenburg’s median household income is higher than the provincial town average and has increased since 2011.

Employment rate: In a healthy economy, the employment rate is between 97% and 95%. The Town of Lunenburg’s employment rate is below the provincial town average and it has declined since 2011

Education level: Lunenburg’s education level is higher than the provincial town average and it has increased since 2011.

Chapter 3 - Financial Information

General Overview:

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
 - Water Utility
 - Electric Utility

The Municipality's non-consolidated financial statements present only the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Water Operating Fund, Water Capital Fund, Non-operating Reserve Fund, and the Operating Reserve Fund. Non-consolidated financial statements are reconciled but not audited.²

Financial Reporting Compliance:

Audited financial statements and financial information return submitted:	yes
Submission of financial information:	Before deadline ³
Financial statements include:	
Remuneration and Expenses for Elected Officials and CAO/Clerk Note:	yes
Unqualified Opinion:	yes
Quarterly Expenditure report posted online:	yes
Summary Expenditure Report submitted:	yes
Statement of Estimates and assessment information submitted:	yes

² Please be advised that, although the Department reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

³ Annually, municipalities are required to submit their financial information by Sept 30th.

Revenue:

\$15.2 M
2019 Consolidated Revenue

Total consolidated revenue:	\$15.2 million
Largest revenue:	42% Electric fund revenues
Revenue generated from own revenue ⁴ :	93%

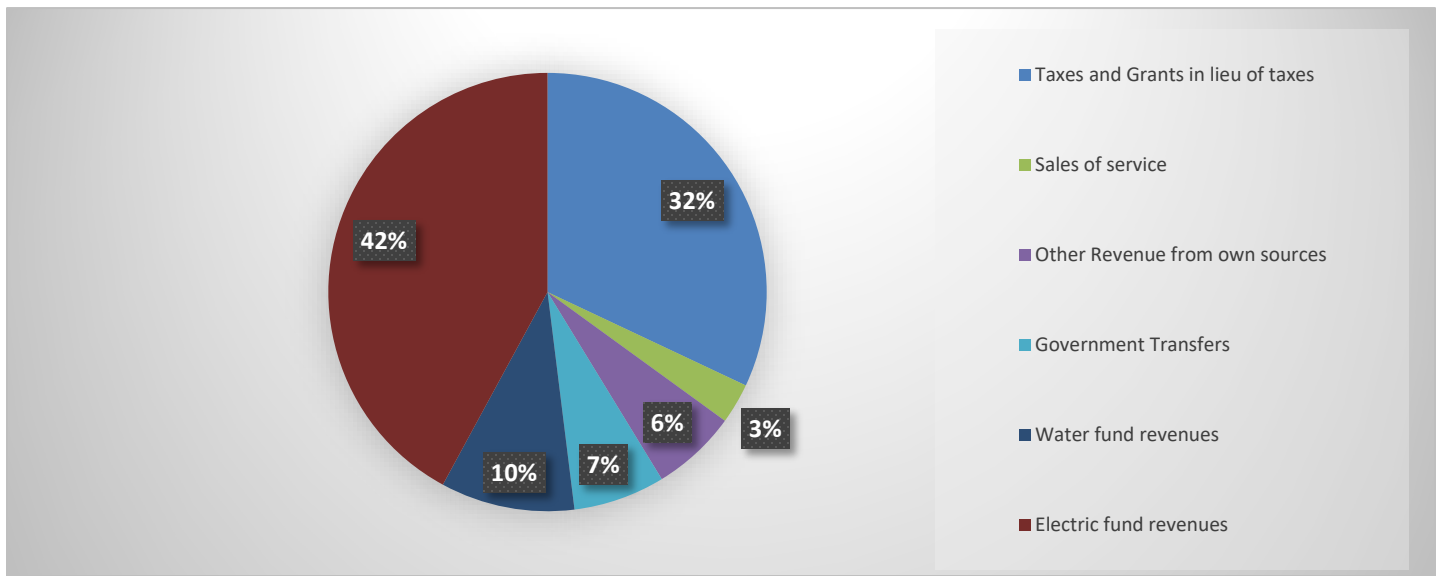


Figure 7- Consolidated Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality's revenue divided into six categories on a consolidated basis.

	Consolidated Revenue
Taxes and Grants in lieu of taxes	4.9 million
Services provided to other governments	n/a
Sales of service	0.5 million
Other Revenue from own sources	1.0 million
Government Transfers	1.0 million
Net income from government business enterprises	n/a
Water fund revenues	1.5 million
Electric fund revenues	6.4 million

⁴ Consolidated revenue excluding government transfers

\$5.8 M

2019 General Operating Revenue

Total operating revenue:	\$5.8 million
Largest revenue:	80% Property taxes and payments in lieu of taxes
Uncollected Taxes:	7.5%
Reliance on Government transfers	1.0%

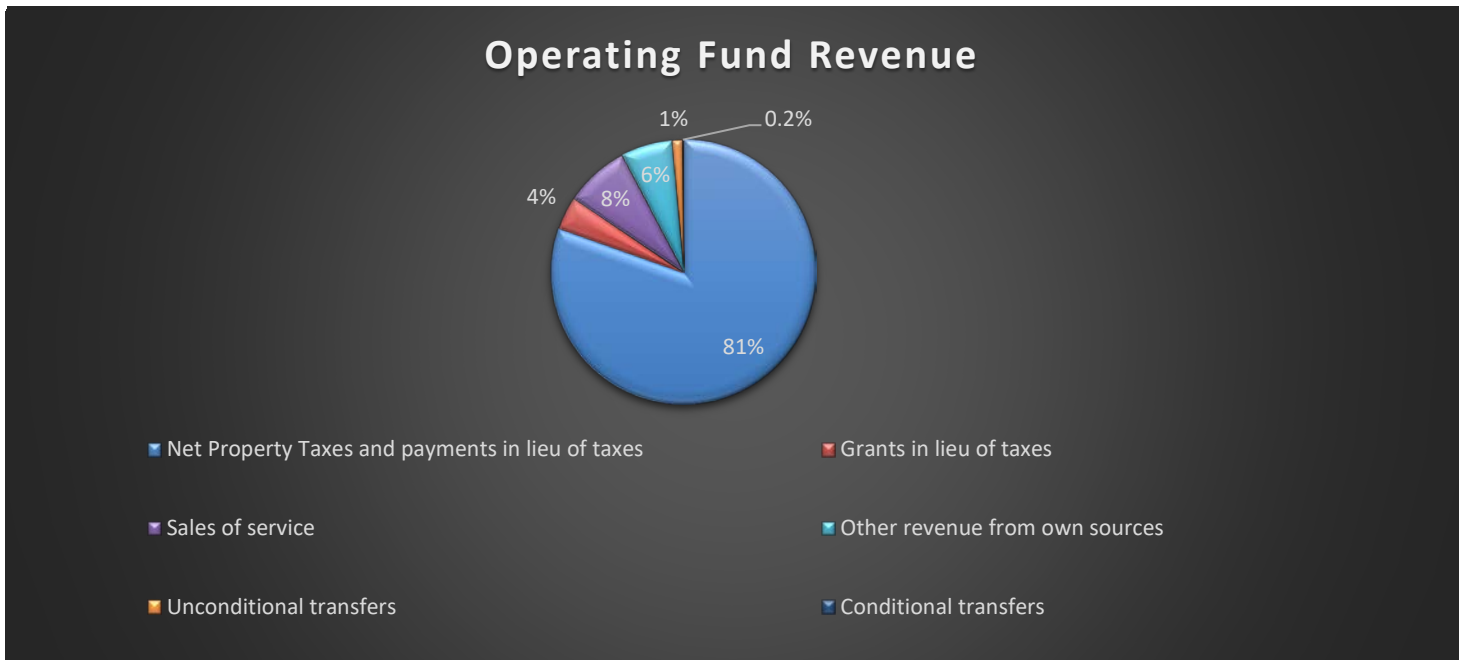


Figure 8 – General Operating Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality’s operating fund revenue divided into seven categories.

Net Property Taxes and payments in lieu of taxes	4.6 million
Grants in lieu of taxes	0.2 million
Services provided to other governments	n/a
Sales of service	0.5 million
Other revenue from own sources	0.4 million
Unconditional transfers from other governments	69 thousand
Conditional transfers from other governments	10 thousand

Property Assessment Information

Since property taxes are a primary source of revenue for most municipalities, special emphasis has been placed on reviewing assessment trends.

Three-year change in uniform assessment ⁵ :	5.9%	growth keeps pace with the cost of living
Highest reliance on a single business or institution:	2.6%	not dependent (low risk)
Residential Tax Effort:	5.1%	limited flexibility (moderate risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's uniform assessment.

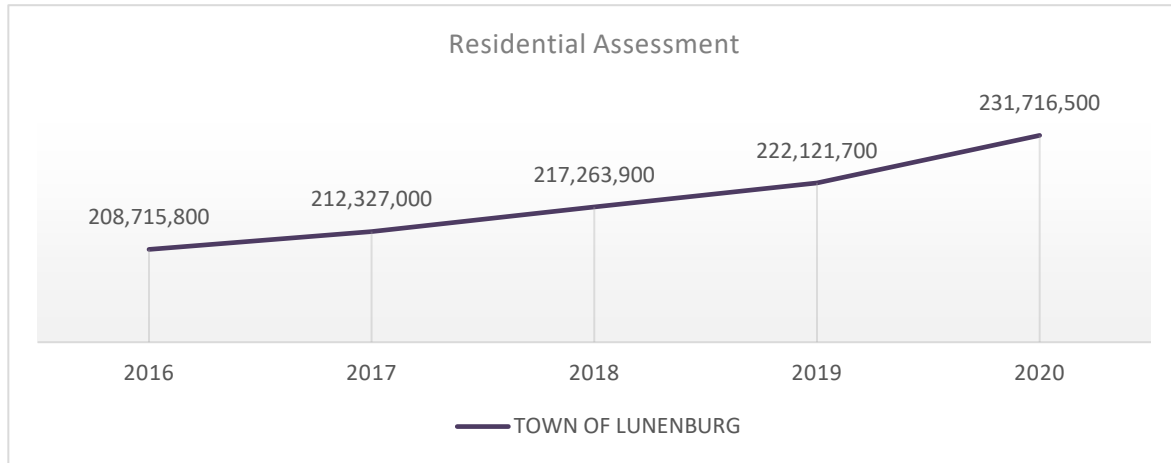


Figure 9- Residential assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

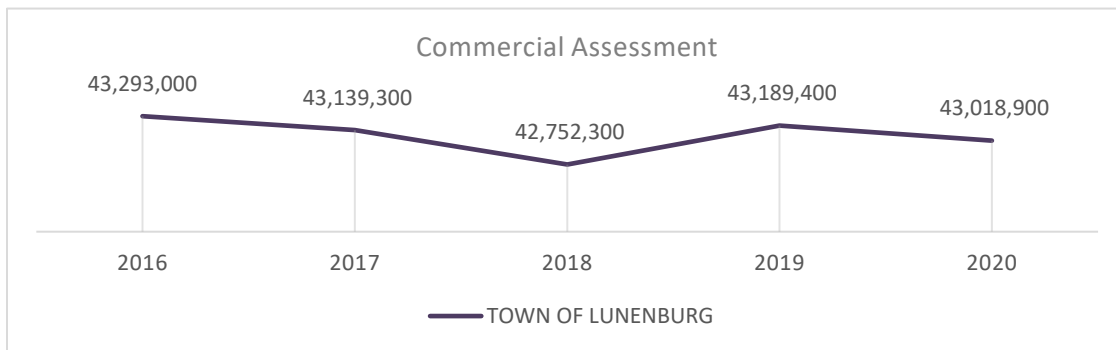


Figure 10- Commercial assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

⁵ Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

Expenses:

\$14.3 M
2019 Consolidated Expenses

Total consolidated expenses: \$14.3 million
 Largest expense: 46%
 Electric fund expense

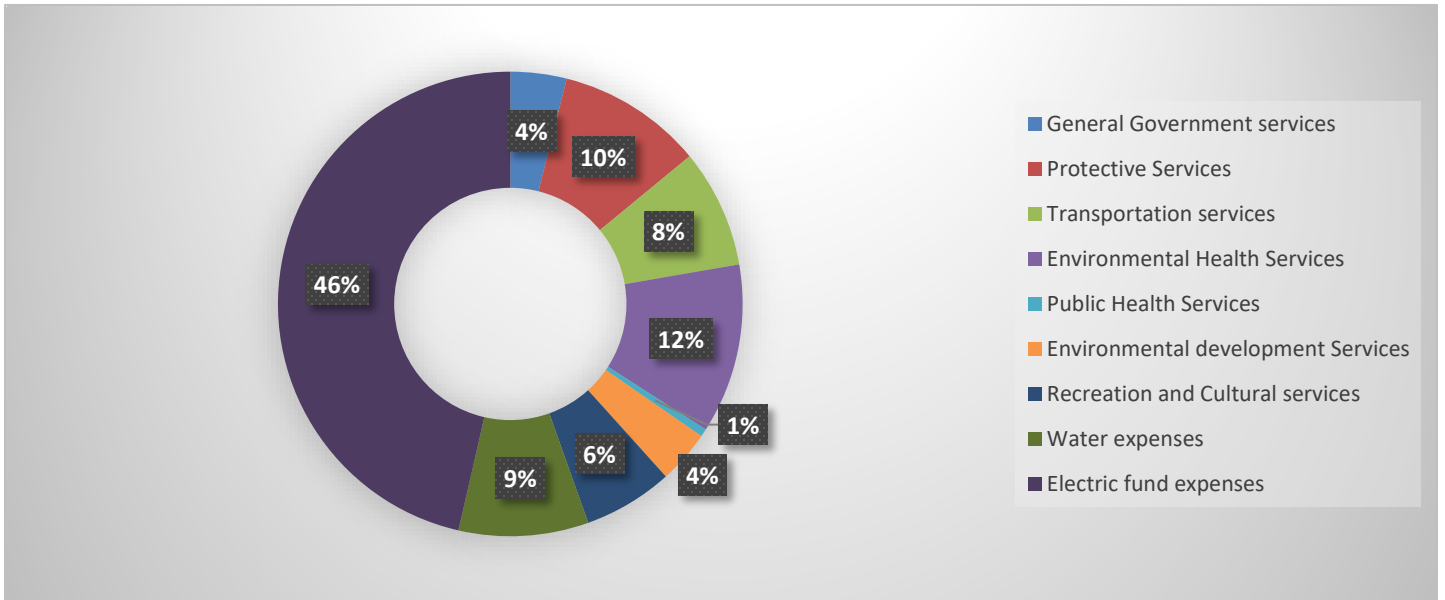


Figure 11- Consolidated Expenses Source: 2019 Financial Information Return

The graph above and table below show the Municipality’s consolidated expenses divided into 9 functions.

	Consolidated Expenses
General Government services	0.6 million
Protective Services	1.5 million
Transportation services	1.2 million
Environmental Health Services	1.7 million
Public Health Services	77 thousand
Environmental development Services	0.5 million
Recreation and Cultural services	0.9 million
Extraordinary or special items	n/a
Water expenses	1.3 million
Electric fund expenses	6.6 million

\$5.1M 2019 General Expenses

Total operating fund expenses: \$5.1million
 Largest operating fund expense: 26%
 Protective services: police and fire
 Operating reserves as percentage of expenses: 6.8% (high risk)

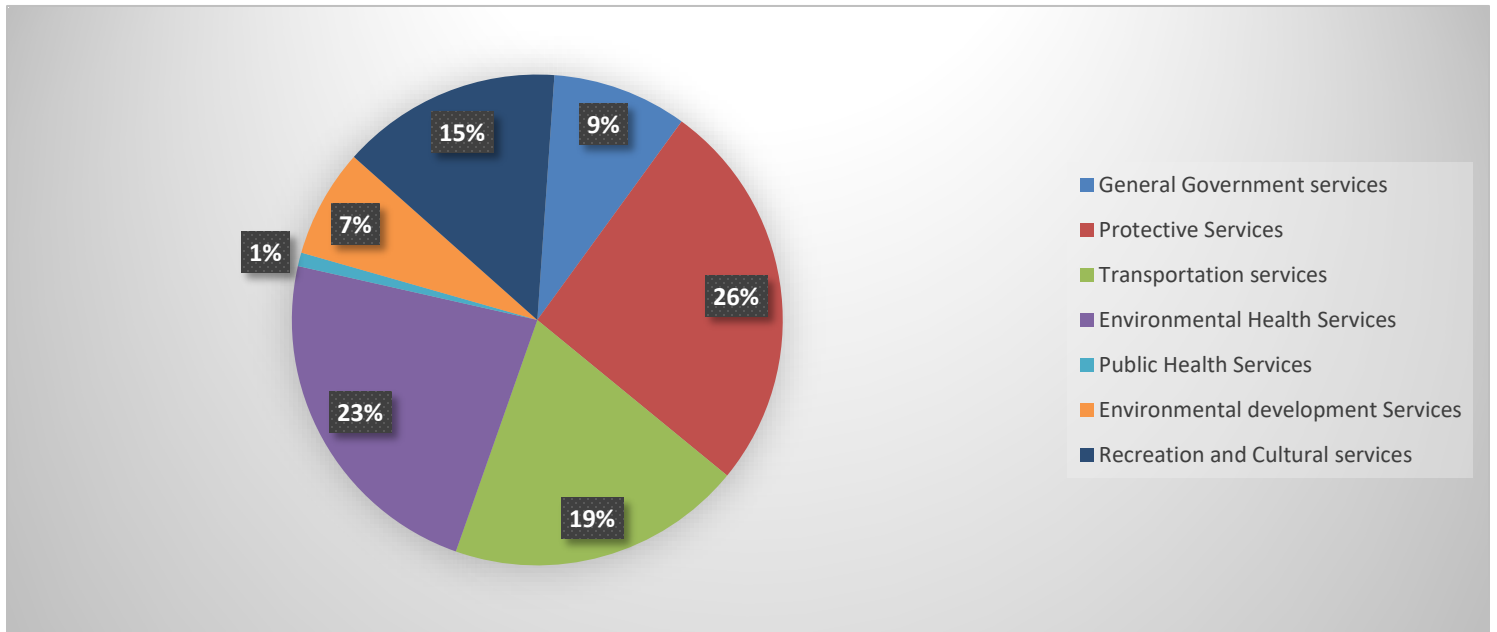


Figure 12- Operating General Fund Expenses. Source: 2019 Financial Information Return

As shown in the pie chart above, expenses for Lunenburg are comprised of:

General Government services	0.5 million
Protective Services	1.3 million
Transportation services	1.0 million
Environmental Health Services	1.2 million
Public Health Services	46 thousand
Environmental development Services	0.4 million
Recreation and Cultural services	0.7 million
Extraordinary or special items	n/a

The graph below shows the expenses by function for the municipal operations or General Operating Fund expenses compared to the provincial town average.

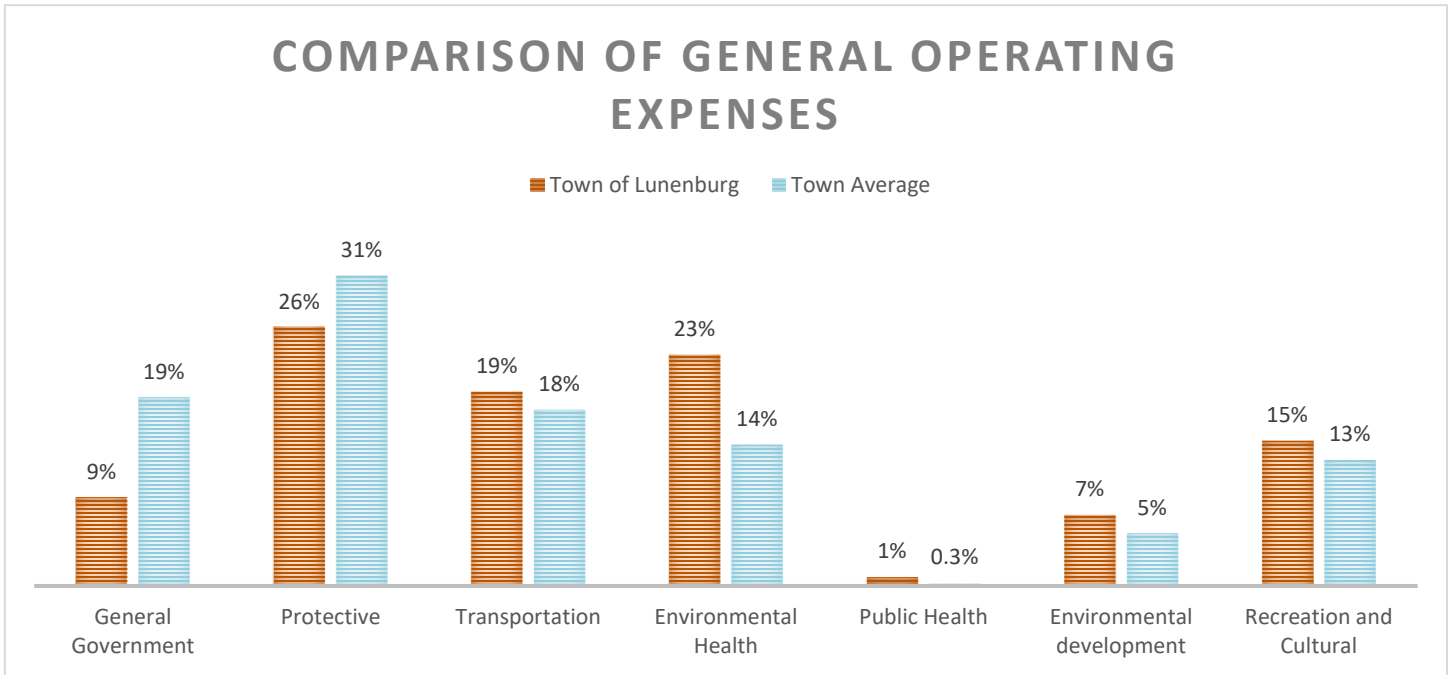


Figure 13 – Comparison of General Fund Expenses to Provincial Town Average. Source: 2019 Financial Information Return

Accumulated Surplus (Deficit)

Annual Surplus: Revenue - expenses

Note: This amount is added to the accumulated surplus (deficit).

Total annual consolidated surplus(deficit): \$918 thousand

Total consolidated accumulated surplus (deficit): \$37.8 million

Total annual operating surplus (deficit): \$997

Number of operating deficits in the last 5 years: 0

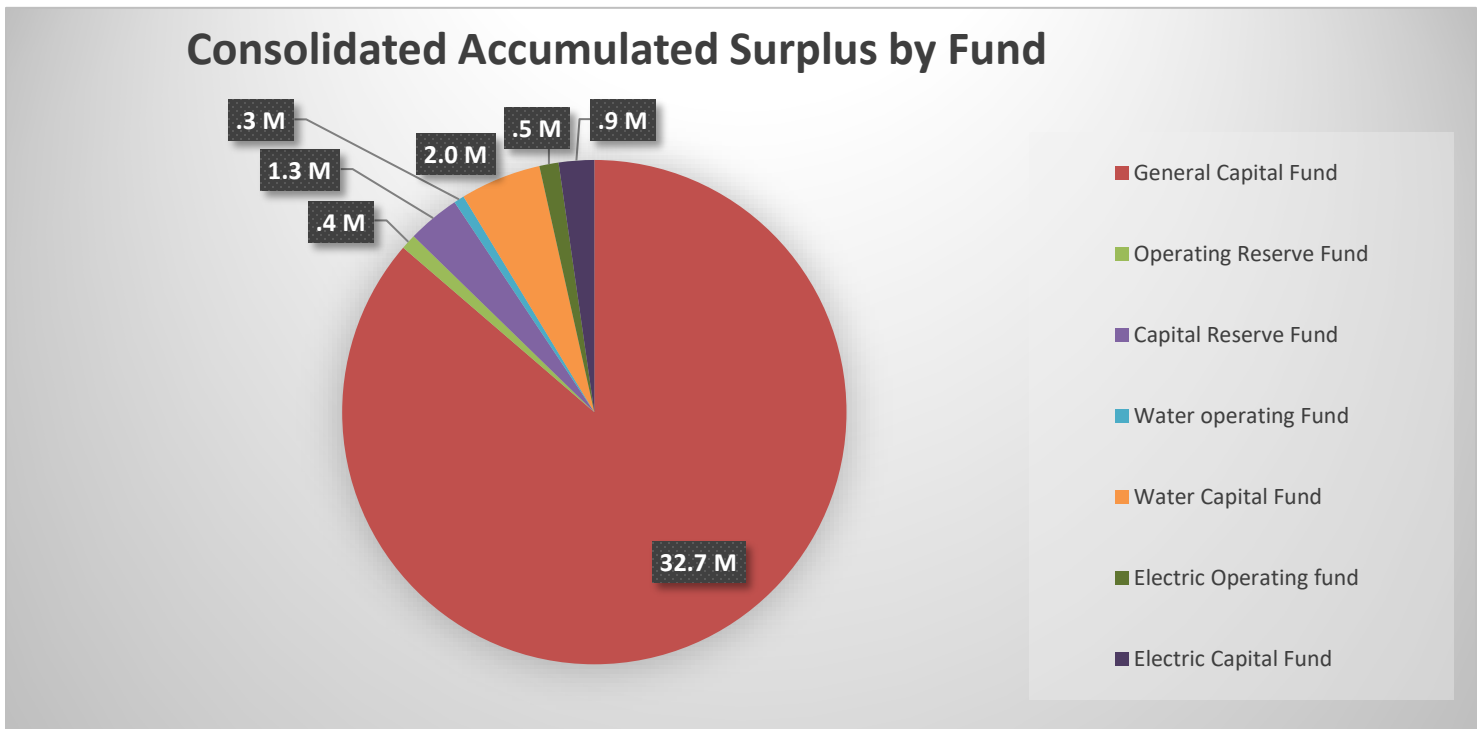


Figure 14- Consolidated Accumulated Surplus by Fund. Source: 2019 Financial Information Return

Debt

Total consolidated long-term debt:	\$3.8 million
Total general fund long-term debt:	\$2.5 million
Debt Service Ratio:	6.0%
Operating fund bank indebtedness:	0.0
Outstanding operating debt as percentage of: Net Property Taxes/Payments in Lieu of Taxes, Grants in Lieu of Taxes, and Government Transfers	0.0%

Chapter 4 - Financial Condition Indicators: House Model

The Financial Condition Indicators (FCIs)⁶ condense multiple sources of information into a single visual “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention.

The Model:

The Model consists of 13 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 6 financial indicators that concern management and debt; and
- base: 3 indicators relating to internal and external factors that could impact the municipality’s revenue stream.

Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (**yellow**); and
- high risk (**red**).

Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 10–13 FCIs meets low risk threshold;
- Moderate risk (**yellow**): 8–9 FCIs meets low risk threshold; and
- High risk (**red**): 7 or less FCIs meets low risk threshold.

Lunenburg's Overall Assessment

Overall Assessment for: Lunenburg

Financial Condition: **Moderate risk**

The overall Financial Conditions Index assessment for the Town of Lunenburg is yellow (moderate risk).

This means that, although the Municipality has a few challenges, it is considered moderate risk for fiscal instability.

Comparison: Majority of towns are at moderate risk (see chart below).

Summary of Towns Overall Results for 2018-2019



Lunenburg's House Model

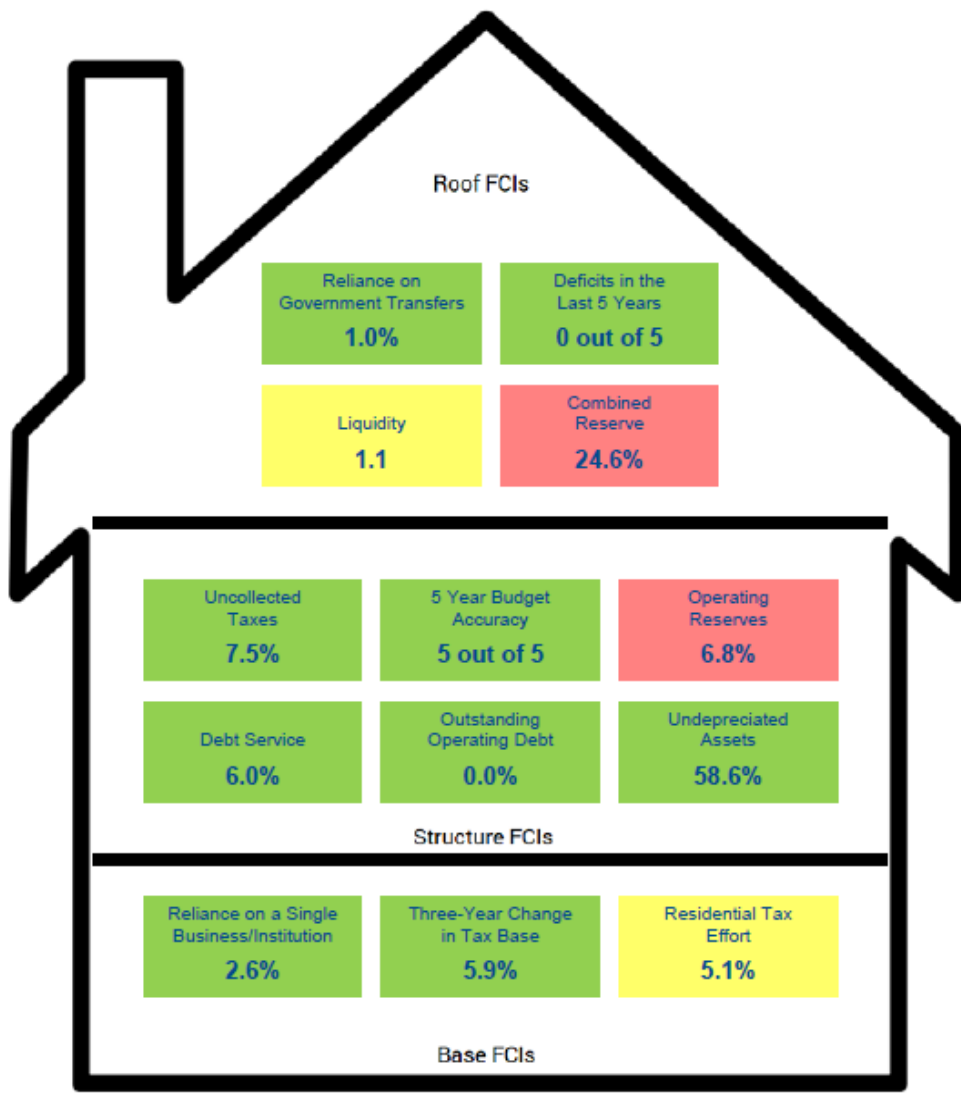
As shown in the House model below, Lunenburg's FCIs are comprised of:

Low risk: 9 indicators

Moderate risk: 2 indicators

High risk: 2 indicators

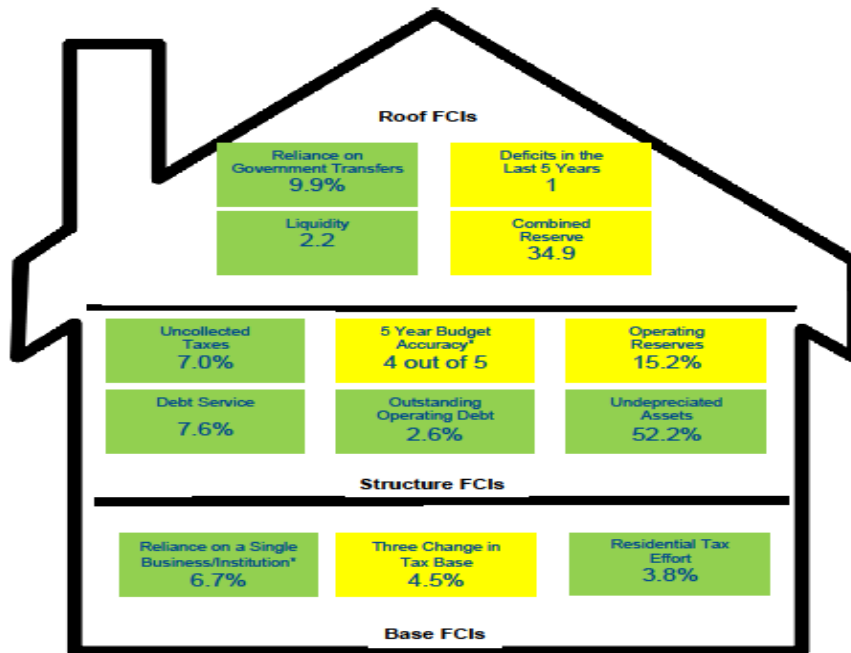
The House Model below provides details on the individual FCI assessments and the Municipality's specific challenges.



Please note FCIs are based on non-consolidated data.

Town's Average House Model

The model below shows that, in general Nova Scotia's towns are experiencing challenges.



On average, the Towns' challenges are: Deficits;

Maintaining adequate reserves (combined and operating);

Budget accuracy; and

Three-year change in tax base is below the three-year change in the cost of living.

The Base FCI Indicators

Reliance on a Single Business or Institution

2019 Results: **Low risk: 2.6%**

The largest single commercial or institutional account is only 2.6% of the Municipality's total Uniform Assessment.

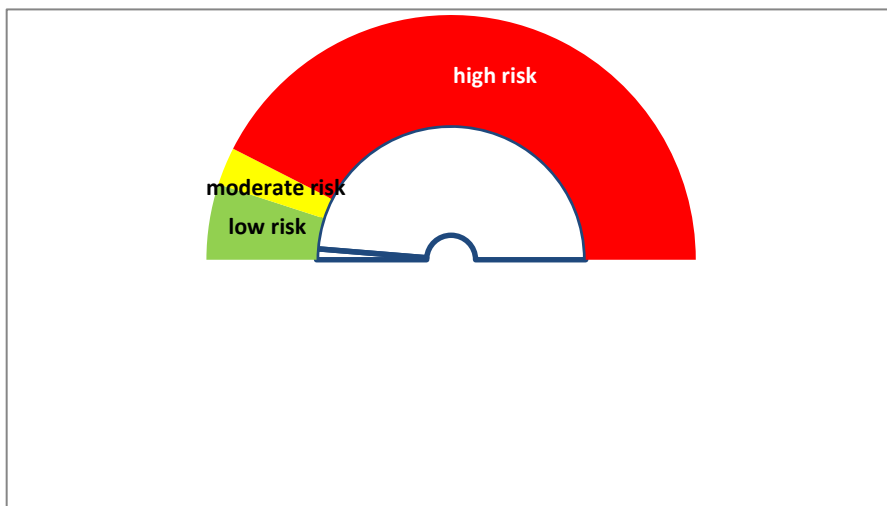
What does it mean? The Municipality is showing no vulnerability in this area.

The Municipality's tax base is not dependent on one single business or institution.

Calculation:
$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform Assessment}} = 2.6\%$$

Risk Thresholds:

	Low: Less than 10%
	Moderate: 10% to 15%
	High: Greater than 15%



Lunenburg's tachometer indicates 2.6%

Residential Tax Effort

2019 Results: **Moderate risk:** 5.1% of median household income is required to pay the average tax bill.

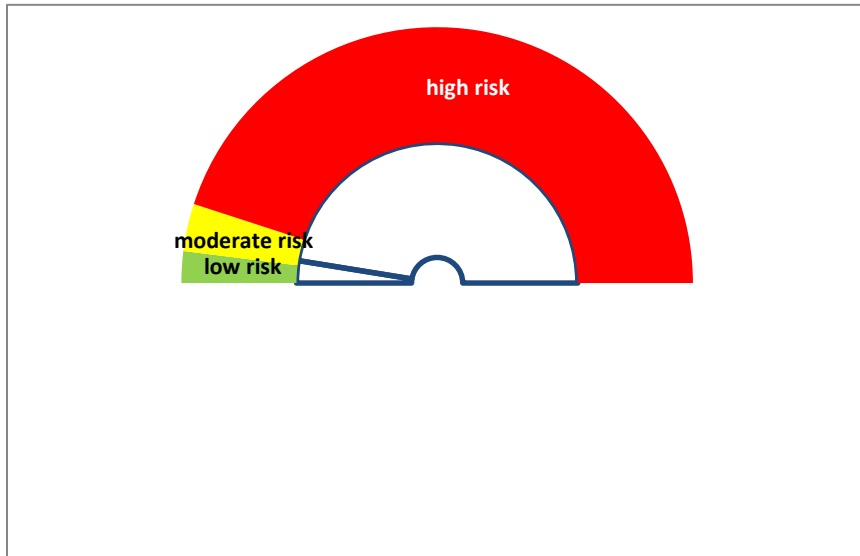
What does it mean? The Municipality has limited flexibility to increase the taxes, if required.

This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation: Total residential tax revenue per dwelling unit = 5.1%
 Median Household Income

Risk Thresholds:

	Low risk: less than 4%
	Moderate risk: 4–6%
	High risk: greater than 6%



Lunenburg's tachometer indicates 5.1%.

Operating Reserve

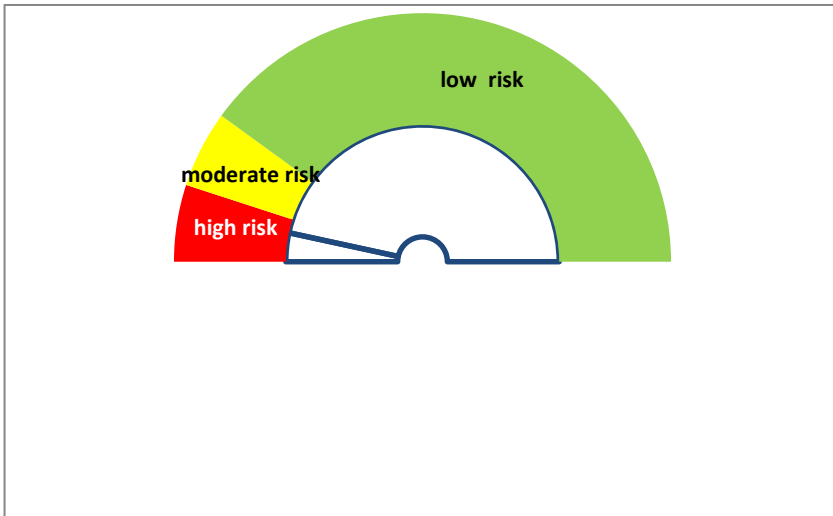
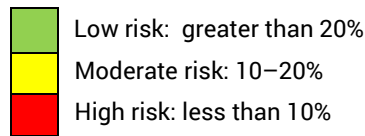
2019 Results: **High risk:** 6.8%

What does it mean? The Municipality has not set aside sufficient funds to help mitigate any unforeseen risks or future needs.

This indicator provides the value of funds set aside for planned future need, to smooth expenses or for unexpected expenses.

Calculation: Total Operating Reserve Fund Balance = 6.8%
Total Operating Expenditures

Risk Thresholds:



Lunenburg's Tachometer indicates 6.8%

Undepreciated Assets




2019 Results: **Low risk: 58.6%**

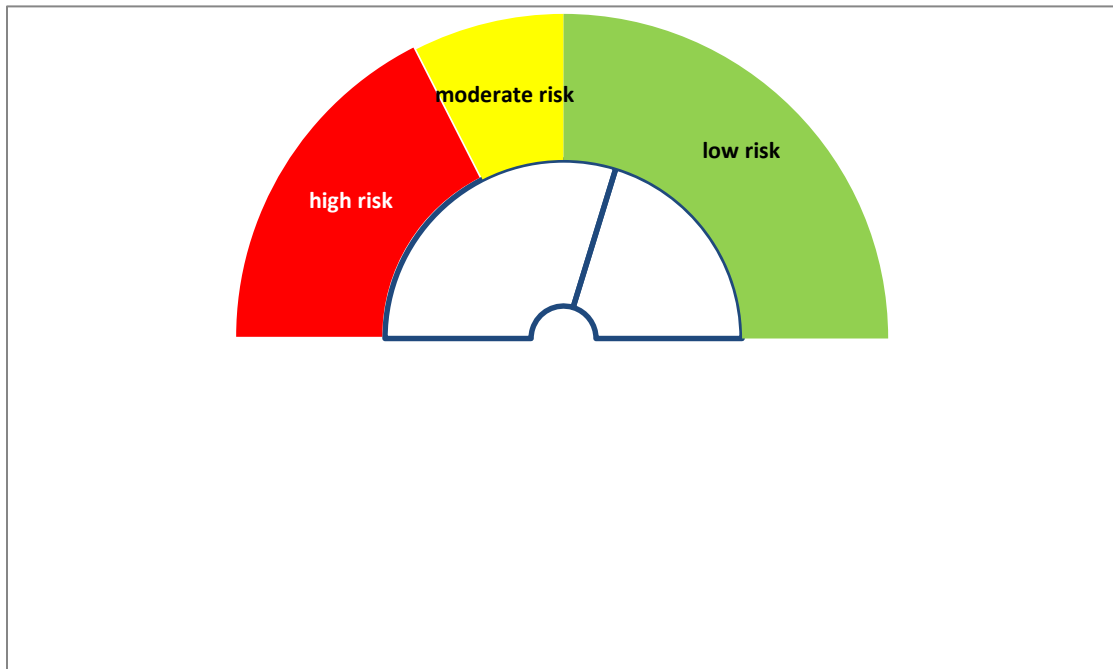
What does it mean? This indicator estimates that the Municipality's capital assets have 58.6% of useful life remaining.

Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

Calculation: Total Net Book Value of Capital Assets = 58.6%
Gross Costs of Capital Assets

Risk Thresholds:

-  Low risk: greater than 50%
-  Moderate risk: 35–50%
-  High risk: less than 35%



Lunenburg's tachometer indicates 58.6%.

5-Year Budget Accuracy

2019 Results: **Low risk:** 5 of the last 5 years,
actual expenditures were within +/- 5% of budget.

What does it mean? The Municipality did consistently maintain expenditure
spending within budget limits.

In 2017, actual expenses were 0.0% less than the budget.

In 2018, actual expenses were 0.6% less than the budget.

Calculation:
$$\frac{\text{Total budget expenditures} - \text{Total actual expenditures}}{\text{Total budget expenditures}} = -1.4\%$$

Risk Thresholds:

- Low: 5 out of 5 years, expenditures were within +/- 5% or expenditure and revenue variances were within +/- 5% of each other
- Moderate: 4 out of 5 years, expenditures were within +/- 5%
- High: Less than 4 out of 5 years, expenditures were within +/- 5%

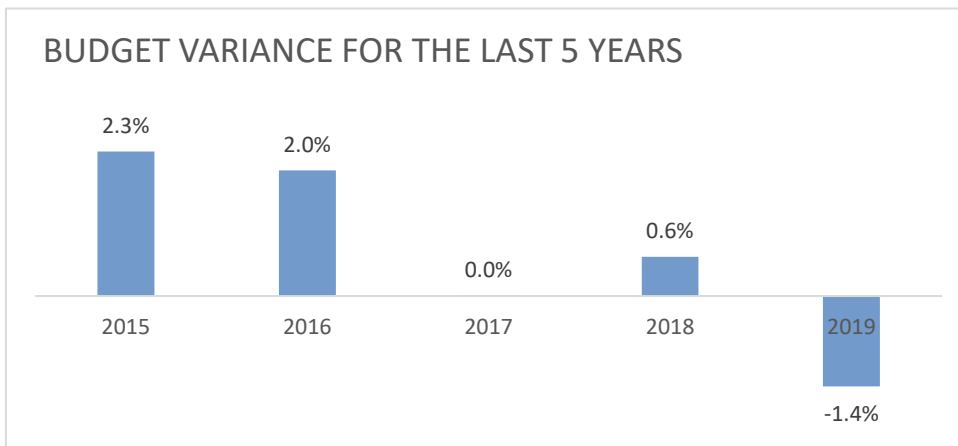


Figure 16- Operating budget variance over the last 5 years. Source: Financial Information Return and Statement of Estimates Budget.

FCI- Key Performance Indicators –

the ability to meet current and future needs in a balanced and independent manner

Reliance on Government Transfers

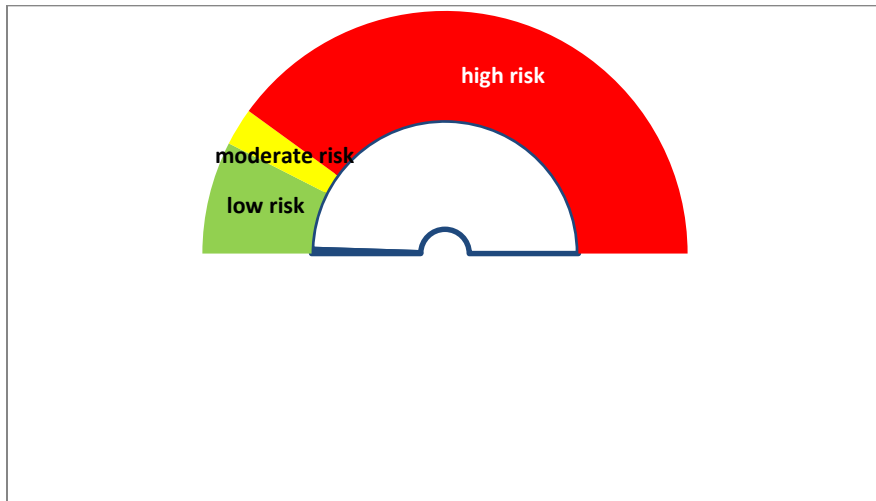
2019 Results: **Low risk: 1.0%**

What does it mean? The Municipality is not significantly dependent on another level of government to meet its service obligations.

Calculation:
$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 1.0\%$$

Risk Thresholds:

	Low risk: less than 15%
	Moderate risk: 15–20%
	High risk: greater than 20%



Lunenburg's tachometer indicates 1.0%.




Number of Deficits in the Last 5 Years

2019 Results: Low risk: 0 operating deficits in the last five years

What does it mean? Deficits are important indications of financial health. The result indicates that the municipality is able to meet its needs in a balanced manner and maintain a balanced budget.

Calculation: The number of non-consolidated operating deficits in the last five years = 0.

Risk Thresholds:

-  Low risk: 0 in the last 5 years
-  Moderate 1 or more in the last 5 years
-  High risk: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)

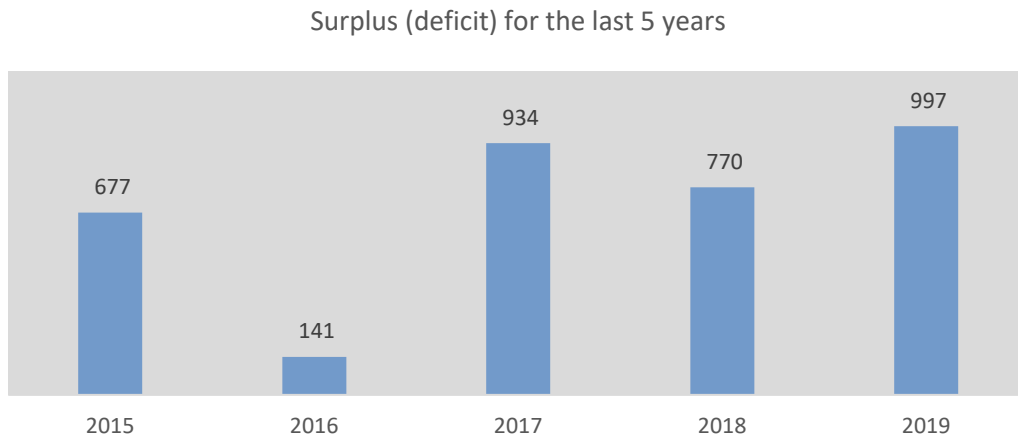


Figure 17- Annual operating fund surplus (deficits) for the last 5 years Source: Financial Information Return




Liquidity

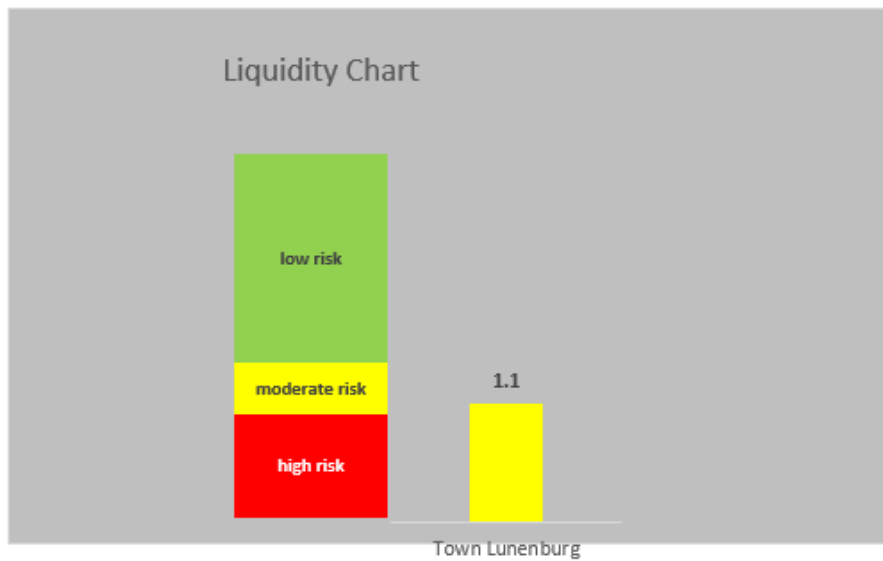
2019 Results: **Moderate risk: 1.1**

What does it mean? Liquidity is key to financial performance. The result indicates that the Municipality may have a cash flow problem.

Calculation:
$$\frac{\text{Total Current Financial Assets}}{\text{Total Current Liabilities}} = 1.1$$

Risk Thresholds:

-  Low risk: greater than 1.5
-  Moderate risk: 1 to 1.5
-  High risk: less than 1






Combined Reserves

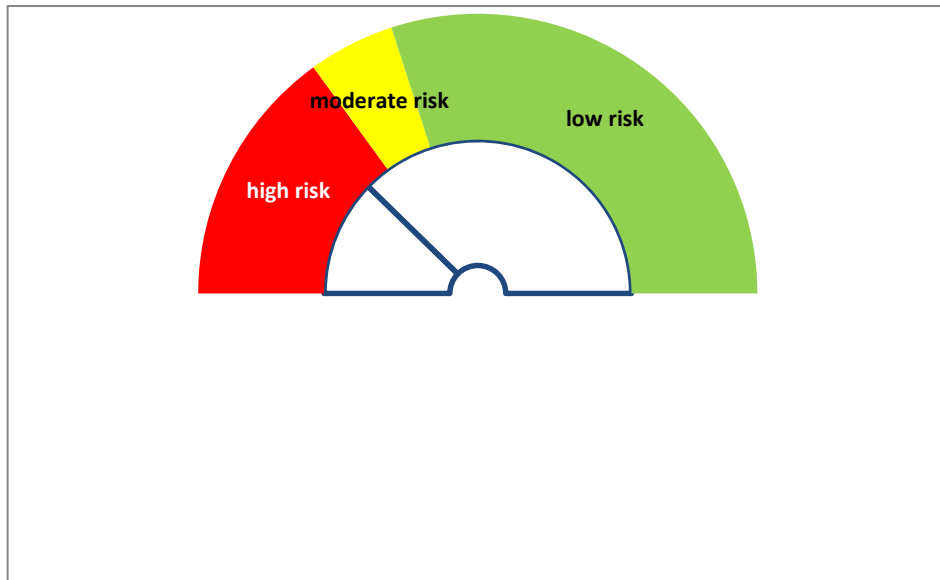
2019 Results: **High risk:** 24.6% combined reserves

What does it mean? This result indicates that the Municipality does not appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects.
Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

Calculation: $\frac{\text{Total Operating and Capital Reserves.}}{\text{Total Operating Expenses plus Amortization Expense}} = 24.6\%$

Risk Thresholds:

-  Low risk: greater than 40%
-  Moderate risk: 30–40%
-  High risk: less than 30%



Lunenburg's tachometer indicates 24.6%.

Appendix I – Additional Resources

Nova Scotia Government's Open Data Portal (data.novascotia.ca)

This portal provides access to various government data in a free, accessible, machine-readable format.

Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- 911 Municipal Grants
- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs Funding Programs
- Emergency Services Provider Fund
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant (formally equalization program)
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function -10 Year Summary
- Municipal Operating Revenue by Source -10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

Municipal website

exploreunenburg.ca

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- audited Financial Statements
- approved Operating Budget
- quarterly municipal Expense Report
- quarterly municipal Hospitality Expense Report

Contact Municipal Affairs and Housing

For more information, for support in action plan development, or to obtain a guide on action plan development:

Katharine Cox-Brown
Director, Municipal Finance and Operating Grants
Katharine.Cox-Brown@novascotia.ca
902.424.4643

MEMORANDUM

TO: TOWN COUNCIL

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

DATE: DECEMBER 17, 2021

**RE: WASTEWATER TREATMENT PLANT - CHANGE IN SCOPE FOR AN
APPROVED BLOWER REPLACEMENT BUDGET ITEM**

1. FACTS

The purpose of this memo is to provide the background for and a request to approve the change the scope of work for a previously approved budget item (Blower Replacement at the Wastewater Treatment Plant) to the Flood Control at the Wastewater Treatment Plant (WWTP). There will also be a reduction in the budget as the new scope is less costly than the original scope.

2. ISSUES AND OPTIONS ANALYSIS

The many reports over the past two years regarding the WWTP upgrade culminated in Council's approval on September 28, 2021 to proceed with the project as laid out in the CBCL Proposed Implementation Plan dated 19 August 2021. This plan recommends that the Town upgrade the WWTP using SBR (Sequencing Batch Reactor) technology.

As a result of this decision and with the plan to proceed with the plant upgrade in the next short number of years, there are some items that were identified in the reports for near term upgrades to the existing plant that will either no longer be required or will be modified from the original intent.

Council had approved the replacement of the aeration blowers with a budget of \$280,000 for fiscal year 2021/22. This was the highest priority item of the short-term work identified in the reports. The SBR technology still requires a blower system, but the airflow requirements are less and therefore smaller blowers will likely result. In addition, there are some other changes associated with the existing blower system that likely will not be required. But until the detailed design for the SBR system is complete, the details for a new blower system for the SBR system are not known.

PW has recently completed an assessment of the existing blowers with the manufacturer to see what work would be required to ensure reliable operation over the next number of years. That assessment is complete and there are some upgrades required and these are now being addressed under the maintenance budget. The result will be blowers that will provide reliable operation during the expected period that it will take to complete the WWTP upgrade, at which time a new blower system will be installed.

The next highest priority item identified in the reports is the flood protection of the WWTP. The original intent was to request to proceed with this project in 2022/23, however given that the blower replacement can now be transferred to the long-term upgrade, the request is now to utilize the approved budget for the blower replacement for the flood protection project. The budget is lower for the flood protection.

Ideally the flood protection should be completed prior to the hurricane season in 2022. Which means awarding the engineering of this early in the 2022 new year and issuing a construction contract early in fiscal 2022/23.

3. FINANCIAL IMPACT

There is no approved budget for the Flood Protection Project in fiscal 2021/22. The current project estimate is:

Description	Amount including 15% HST	Budget amount including net HST
Detailed Design Engineering and Site Engineering during Construction	\$39,100	\$35,500
Construction	\$239,200	\$217,000
Total	\$278,300	\$252,500

It is anticipated that the Detailed Engineering would be completed before the end of fiscal 21/22 and that the Site Engineering and Construction would take place early in fiscal 22/23.

The previously approved 2021/22 budget for the Blower Replacement is \$280,000, which was to be financed through a \$270,000 Capital Borrowing and \$10,000 Deed Transfer Taxes. Deed Transfer Tax can be allocated to fund the 21/22 portion of the Flood Protection Project (detailed engineering). Which would enable the Capital Borrowing to be deferred to fiscal 22/23 for the balance of the Flood Protection Project.

Staff are also exploring a possible \$100,000 grant that would align well with this project, applications due January 31, 2022. If the Town is successful in security this funding it will reduce our borrowing requirements for this project.

4. STRATEGIC PLAN RELEVANCE

This project is part of the “Servicing and Facilities” Strategic Direction of Project

Lunenburg's Comprehensive Community Plan approved by Council in November 2020. Specifically, this project relates to the Strategic Direction Action to make "Upgrades to the wastewater treatment plant."

5. RECOMMENDATION AND DRAFT MOTION

Staff are recommending that:

1. Re-allocate the budget for the Blower Replacement Project to the WWTP Flood Control Project. Engineering to be completed in 2021/22 and construction including site engineering in 2022/23.
2. The budget for the Flood Control Project be set at \$252,500.
3. Council approve the WWTP Flood Control Project proceed immediately by adopting the draft motion noted below.

Draft Motion:

Motion: moved and seconded the approval of the WWTP Flood Control Project in the amount of \$252,500. In fiscal 21/22 for detailed design funded from Deed Transfer Taxes. In fiscal 22/23 Construction, including site engineering funded from a Capital Borrowing.

Acknowledged by:

Kevin Malloy
Interim CAO

COMPREHENSIVE COMMUNITY PLAN: QUARTERLY REPORT

Q3 2021/22: October 1 - December 31, 2021

Council Presentation: January 11, 2022



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- ▶ 10 Strategic Directions p. 12
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- ▶ Five Year Plan Status
 - ▶ Community Structure p. 14
 - ▶ Housing p. 15-16
 - ▶ Servicing & Facilities p. 17-19
 - ▶ Mobility p. 20
 - ▶ Economic Development p. 21-22
 - ▶ Heritage p. 23
 - ▶ Urban Design p. 24
 - ▶ Environment & Sustainability p. 25
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PROJECT MANAGEMENT PLANS

- ▶ Project Definition
- ▶ Communication Strategy
- ▶ Resource Management Plan
- ▶ Dependencies
- ▶ Timelines
- ▶ Budget



PROJECT DEFINITION

- ▶ Provides a project outline
- ▶ Describes project outcomes/goals
- ▶ Action items/ task accountabilities
- ▶ Role of public participation
- ▶ Outline partnerships
- ▶ Link to CCP



COMMUNICATION STRATEGY

Broad Strategy

- ▶ Update public on progress of CCP
- ▶ Update staff/Council on progress of CCP

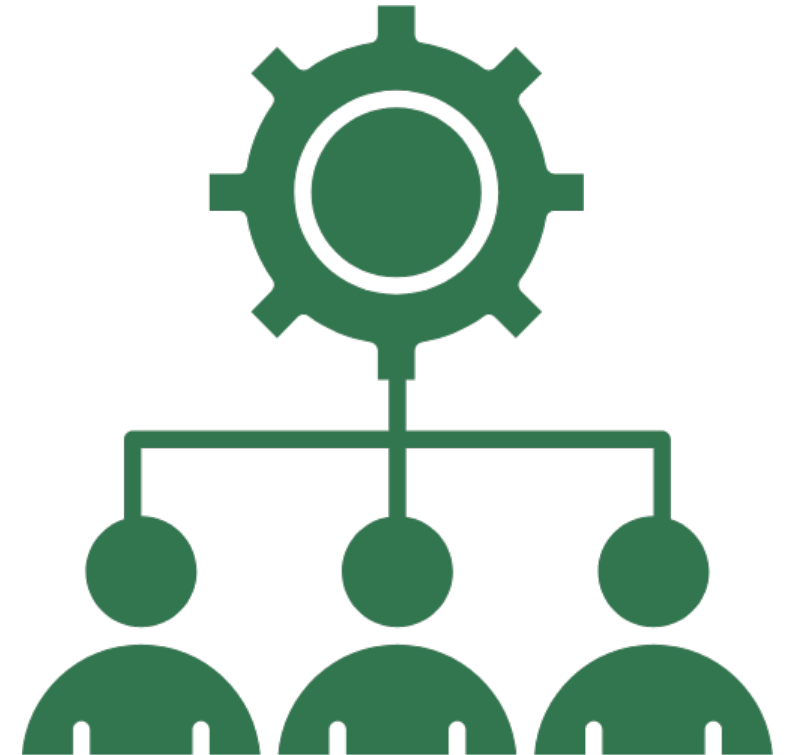
Specific Action Items (Project Management Plan)

- ▶ Describes the public input process required for a specific action item



RESOURCE MANAGEMENT PLAN

- ▶ Clear Accountabilities
- ▶ Identify source of project (core operations/capital/ special projects)
- ▶ Degree of specialization
- ▶ Urgency
- ▶ Balance of in-house/contracted/ consulting



DEPENDENCIES

- ▶ Some degree of prioritization is necessary
- ▶ Some actions are dependent on others being completed
- ▶ Identifies opportunities for overlapping tasks
- ▶ Best use of time
- ▶ Balance use of resources



TIMELINES

- ▶ Need to structure tasks to determine if timeline is acceptable
- ▶ Look for efficiencies
- ▶ Accountability measure (are we on schedule?)
- ▶ Link to budget



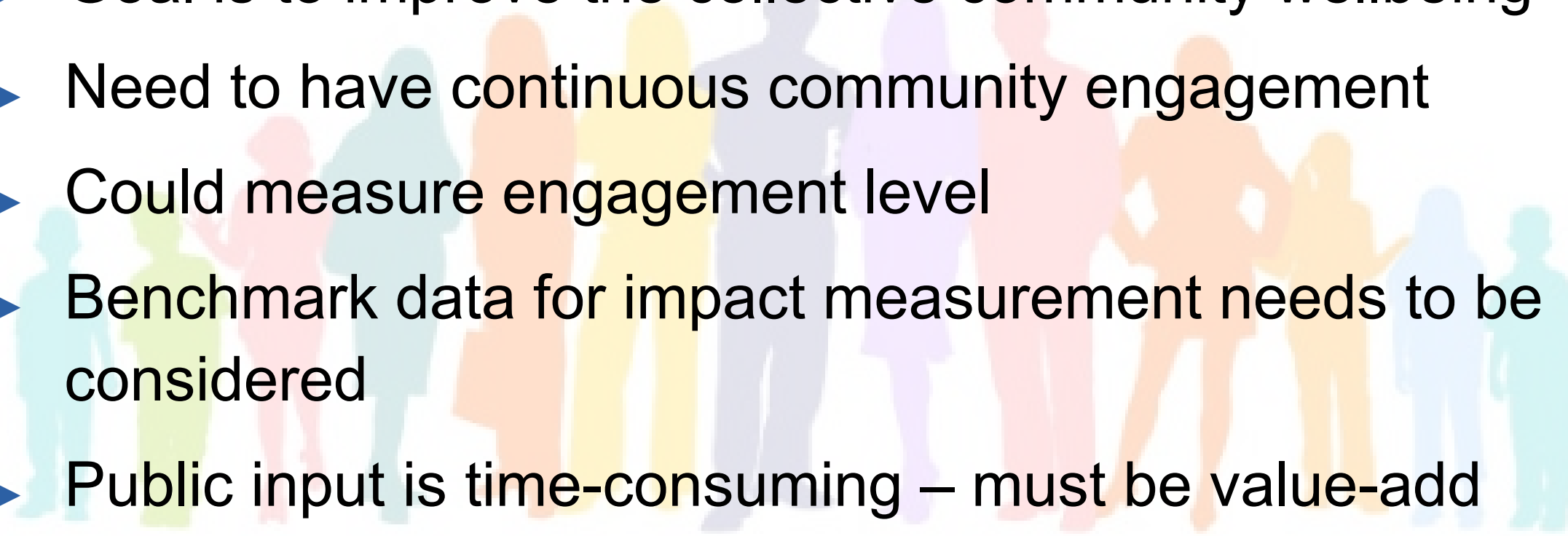
BUDGET

- ▶ Need to finance related costs
- ▶ Measure overspending/cost pressures
- ▶ Available budget allows you to be prepared to be more aggressive
- ▶ Maintains an assemblance of project costs





COMMUNITY IMPACT

- 
- ▶ Goal is to improve the collective community wellbeing
 - ▶ Need to have continuous community engagement
 - ▶ Could measure engagement level
 - ▶ Benchmark data for impact measurement needs to be considered
 - ▶ Public input is time-consuming – must be value-add

OTHER MATTERS

- ▶ Policy support – Asset/Land Disposition process
- ▶ Other initiatives – Boundary Review/Water Rate Study
- ▶ Staff Challenges – Vacancies/New Staff
- ▶ Open Discussion – Solution-oriented



10 STRATEGIC DIRECTIONS



Community Structure



Housing



Servicing & Facilities



Mobility



Economic Development



Heritage



Urban Design



Environment & Sustainability




Culture & Recreation



Governance


Q2 2021/22 STATUS



 Community Structure	Action 8	Study and planning for a <u>sustainable energy district</u> <ul style="list-style-type: none">▶ PO issued Dec 1, 2021; project kick-off meeting held Dec 8, 2021.▶ Funding: No updates.
	Action 10	Site planning for <u>Blockhouse Hill</u> <ul style="list-style-type: none">▶ Surveying work is underway for land title migration(s) for the site, which will require a special Act of the Legislature▶ Funding: No updates.


Q2 2021/22 STATUS



 <p data-bbox="216 506 382 549">Housing</p>	Action 13	Feasibility study of mechanisms to encourage <u>long-term residency</u> <ul style="list-style-type: none">▶ N/A in 2021/22
	Action 17	Regulate <u>short-term rentals</u> <ul style="list-style-type: none">▶ In addition to restrictions now in place via zoning, the CCP recommends a stand-alone STR Bylaw as a means to deal with operational aspects – to be discussed (possibly as a joint regional project)▶ Funding: No updates
	Action 20	Relationships with <u>housing stakeholders</u> to foster collaboration and data sharing <ul style="list-style-type: none">▶ Council pre-approved \$20,000 in the 2022/23 budget for a study on rental rates in the Town of Lunenburg▶ In communication with CMHC re: collaboration on data sharing▶ Funding: N/A in 2021/22

Q2 2021/22 STATUS



 Housing	Action 25	Study, policy, and other actions toward <u>alternative housing models</u> <ul style="list-style-type: none">▶ Alternative housing models are enabled in New MPS/LUB▶ Funding: N/A in 2021/22
	Action 33	Monitor and analyze <u>housing demand and supply, demographic indications, and relevant development trends</u> <ul style="list-style-type: none">▶ National census results will be released through 2022, including demographics in Feb and Apr, and a housing portrait in Sep▶ Funding: N/A in 2021/22

Q2 2021/22 STATUS



Servicing &
Facilities

Action 1

Upgrades to the wastewater collection and discharge system

- ▶ Maintenance: Catch basin cleanout in Dec; lift stations scheduled for Jan
- ▶ Water separation projects: RFP for Bluenose Drive sewer line engineering closed Dec 17 and bids being evaluated
- ▶ RFP for Water/Wastewater System survey and GIS development closed Dec 16 and bids being evaluated
- ▶ **Connections:** Action 2 (Servicing & Facilities) re: upgrades to WWTP
- ▶ **Funding:** No updates

Q2 2021/22 STATUS



Servicing &
Facilities

Action 2

Upgrades to the wastewater treatment plant

- ▶ Council approval of Implementation Plan
- ▶ Council approval to extend the predesign phase for more specific engineering and budget detail on chosen upgrade options – starting immediately and continued into 2022/23:
 - ▶ Project Planning
 - ▶ Process Design
 - ▶ Geotechnical Investigation
 - ▶ Structural Design of the Tanks
 - ▶ Electrical Design
- ▶ **Connections:** Action 1 (Servicing & Facilities) re: upgrades to collection system
- ▶ **Funding:** Pending application to Municipal Climate Resiliency Grant for flood mitigation

Q2 2021/22 STATUS



Servicing &
Facilities


Action 6

Plan for long-term of all municipal facilities

- ▶ RFP for Town Hall Exterior Restoration project issued with deadline of Jan 13, 2022
- ▶ Town Asset Disposition Policy to be drafted (buildings and/or land)
- ▶ Surveying and/or land title migration in progress for 17 Tannery Road and other municipally-owned properties
- ▶ **Connections:** Action 32 (Culture & Recreation) re: regional arts and recreation facility evaluation
- ▶ **Funding:** No update

Q2 2021/22 STATUS



 <p>Mobility</p>	Action 29	Plan for new visitor, employee, and bus <u>parking areas</u> outside Old Town <ul style="list-style-type: none">▶ N/A in 2021/22
	Action 30	Improve <u>connectivity between Old/New Town</u> for all modes of transportation <ul style="list-style-type: none">▶ Bicycle NS trial/pilot Project Team meeting scheduled for Jan 2022 re: project preparation for a contraflow bike lane and pedestrian mall on Montague Street in Jun 2022▶ Connections: Action 24 (Culture & Recreation) re: waterfront accessibility▶ Funding: Bicycle NS funding for pilot project

Q2 2021/22 STATUS



**Economic
Develop-
ment**

Action 4

Enhance relationships with surrounding communities and municipalities

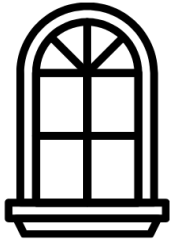
- ▶ Ongoing joint services as described in Q2
- ▶ Ongoing regional discussion forums as described in Q2
- ▶ First regional meeting of Economic Development Officers since the beginning of the pandemic is scheduled for Jan 22, 2022 to be hosted in Lunenburg
- ▶ **Connections:** Action 7 (Governance) re: deepening work with local and regional partners in the provision of shared services
- ▶ **Funding:** No updates

Q2 2021/22 STATUS



 <p>Economic Development</p>	Action 23	Establish a <u>staff position</u> that can support economic development initiatives <ul style="list-style-type: none">▶ <u>Completed</u>; CCP project management, Town business prospectus, business and tenant relations among responsibilities▶ Grants sourced for Town Hall exterior assessment, flood mitigation, and various Recreation projects▶ Funding: Ongoing research for various municipal funding sources
	Action 26	Create an <u>inventory</u> of economic information <ul style="list-style-type: none">▶ Long-term project for Economic Development & Funding Manager with assistance from Planning Technician for asset mapping▶ Funding: N/A in 2021/22

Q2 2021/22 STATUS



Heritage

Action 22

Policy to encourage accessibility and provide heritage design guidance

- ▶ Work delayed due to Upland pulling out of Heritage Conservation District Plan and Bylaw update project; awarded to Brighter Communities on Dec 14, 2021
- ▶ Design Standard for accessibility improvements completed and on website
- ▶ Process to draft a revised Street Encroachment Bylaw delayed due to Planning Manager departure (replacement TBA)
- ▶ **Connections:** Actions 31, 35 (Heritage) re: HCD bylaw accommodations; Action 16 (Urban Design) re: improving accessibility throughout town
- ▶ **Funding:** No updates

Action 31

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

- ▶ Heritage Conservation District Plan & Bylaw update will address this
- ▶ **Connections:** Actions 22, 35 (Heritage) re: HCD bylaw accommodations


Action 35

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

- ▶ Heritage Conservation District Plan & Bylaw update will address this
- ▶ **Connections:** Actions 22, 35 (Heritage) re: HCD bylaw accommodations

Q2 2021/22 STATUS



 <p>Urban Design</p>	Action 16	Improve <u>accessibility</u> throughout the town <ul style="list-style-type: none">▶ RFPs for an Accessible Parking Spaces assessment and Accessible Sidewalks standards and guidelines have closed with one submission each; work will be requested for 2022/23 Capital Budget▶ Lunenburg Arena and Community Centre accessibility audit conducted▶ Connections: Action 22 (Heritage) re: policy to encourage accessibility and provide heritage design guidance▶ Funding: Lunenburg Academy walkway to accessible entrance funding application and budget in the works for 2022/23
	Action 19	Activate <u>streetscapes</u> through design and programming <ul style="list-style-type: none">▶ No updates this quarter▶ Funding: Projects and related applications deferred to 2022/23
	Action 28	Policies and programs for street trees and <u>urban forest</u> <ul style="list-style-type: none">▶ N/A in 2021/22

Q2 2021/22 STATUS



Environment
& Sustain-
ability

Action 5	Partnerships to encourage <u>energy efficient retrofits</u> <ul style="list-style-type: none">▶ RFP to be drafted for study – timing TBD▶ Funding: Federal Infrastructure Retrofit and Efficiency NS sources being investigated as possible sources of funding
Action 15	Ongoing <u>community learning/dialogue</u> about sea level rise and climate change <ul style="list-style-type: none">▶ N/A in 2021/22; scheduled to begin 2023
Action 21	Regulate <u>buildings near the shoreline</u> as part of sea level rise adaptation <ul style="list-style-type: none">▶ N/A in 2021/22
Action 27	Policies for <u>wind and solar</u> energy at multiple scales <ul style="list-style-type: none">▶ N/A in 2021/22

Q2 2021/22 STATUS



Culture &
Recreation

Action 11

Foster inclusivity in programming and leadership

- ▶ Continue to host annual special events in collaboration with diverse stakeholders – this quarter included the Mi'kmaq Grand Council and Transgender flag raisings, participating in a Treaty Day birchbark canoe launch and Bluenose Academy feather project in memory of murdered Indigenous children at residential schools
- ▶ Staff is investigating a free equipment loan program
- ▶ PRO Kids continues to provide financial assistance for children and youth, with a new donation from Darwin Event Group of \$3,102
- ▶ **Connections:** Actions 12 and 18 (Culture & Recreation) re: anti-racism initiatives; Action 3 (Governance) re: reforming Town committees
- ▶ **Funding:** Federal Youth Employment Experience funding for intern

Action 12

Build relationships with BIPOC residents and organizations in the area

- ▶ **Connections:** Actions 11 and 18 (Culture & Recreation)

Q2 2021/22 STATUS



Culture &
Recreation

Action 18

Special committee to promote anti-racism and decolonization

- ▶ Anti-Racism Special Committee (ARSC) hiatus ended with a November 25, 2021; meeting led by the Live Infinitus consultant team
- ▶ Possible opportunity for regional cooperation
- ▶ Vacancies on the committee have been advertised
- ▶ **Connections:** Actions 11 and 12 (Culture & Recreation) re: fostering inclusivity and reaching out to BIPOC residents; Action 3 (Governance) re: reforming Town committees
- ▶ **Funding:** Increased 2021/22 funding allocated to support consultants' work

Q2 2021/22 STATUS



Culture &
Recreation

Action 24

Facilitate partnerships and opportunities to increase waterfront access

- ▶ 2021/22 Capital projects furthering this goal include: Back Harbour Trail re-surfacing (fall/winter completion)
- ▶ Special events partnership with the Fisheries Museum and Lunenburg Board of Trade to enhance usage of the waterfront for “Light Up Lunenburg” holiday festivities in November
- ▶ **Connections:** Action 30 (Mobility) re: connectivity between Old/New Town
- ▶ **Funding:** No update

Q2 2021/22 STATUS



Culture &
Recreation

Action 32

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

- ▶ Two facility accessibility audits were completed: Lunenburg Community Centre and Lunenburg Arena; the final reports are pending
- ▶ A new concrete half pipe has been installed at the Skate Park; a park expansion is planned for phase 2
- ▶ **Connections:** Action 6 (Servicing & Facilities) re: long-term Town facilities plan
- ▶ **Funding:** Staff are investigating Provincial Rink Revitalization Fund for capital infrastructure of the Arena, and Recreation Facility Development funding for additional Skate Park improvements to complement a \$20,000 private donation

Q2 2021/22 STATUS



 <p>Governance</p>	Action 3	<u>Reform municipal committees to build a culture of inclusion</u> <ul style="list-style-type: none">▶ Connection: Actions 11, 12 and 18 (Culture & Recreation) re: inclusive leadership, outreach to BIPOC community, and the Anti-Racism Special Committee’s work; and Action 14 (Governance) re: organization and bylaws/policies review
	Action 7	<u>Deepen work with local/regional partners in the provision of <u>shared services</u></u> <ul style="list-style-type: none">▶ Ongoing joint services as described in Q2▶ Ongoing regional discussion forums as described in Q2▶ Possible opportunity for regional cooperation on anti-racism/anti-discrimination initiatives and short-term rentals▶ Connections: Action 4 (Economic Development) re: enhancing relationships with surrounding communities and municipalities▶ Funding: No update

Q2 2021/22 STATUS



Governance

Action 9

Expand communication plan to include a public participation strategy

- ▶ Public Participation Strategy development delayed due to CAO transition period and upcoming organization review
- ▶ New Town website “www.townoflunenburg.ca” content adjustments continue for better user experience
- ▶ **Funding:** N/a at this time

Action 14

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

- ▶ RFP for organization and bylaws/policies review awarded to MC Advisory Group on December 14, 2021
- ▶ **Connections:** Action 34 (Governance) re: performance indicators and evaluation measurements
- ▶ **Funding:** Internally funded; possible phasing may require additional project funding

Q2 2021/22 STATUS



Governance

Action 34

Identify performance indicators/measurements to evaluate activities of the Town

- ▶ RFP for organization and bylaws/policies review awarded to MC Advisory Group on December 14, 2021
- ▶ **Connections:** Action 14 (Governance) re: organization and bylaws/policies review
- ▶ **Funding:** Internally funded; possible phasing may require additional project funding

Q2 2021/22 NEXT STEPS

- ▶ Upcoming Quarterly Reports:

- 5. Q4 2021/22 January 1 - March 30, 2022: *tentatively scheduled for the Council Meeting of March 22, 2022*



PROJECT
LUNENBURG

Navigating the
Future, Together.



Nova Scotia Utility and Review Board

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902 424-4448 t
902 424-3919 f

December 10, 2021

brenton@explorelunenburg.ca

Town of Lunenburg
c/o Chief Administrative Officer
PO Box 129
Lunenburg, NS B0J 2C0

Dear Ms. Renton:

S. 369 of the Municipal Government Act – 2022 Municipal Boundary Review

Section 369 of the *Municipal Government Act* requires councils of every town and municipality to apply to the Nova Scotia Utility and Review Board in 2022 to “confirm or to alter the number and boundaries of polling districts and the number of councillors.” All councils must conduct a study into the number of councillors and into the reasonableness and fairness of the number and boundaries of polling districts before making the application to the Board.

Enclosed is a copy of a User Guide prepared by the Board to provide guidance to towns and municipalities in the preparation of their applications. This information is also available on the Board’s website: <https://nsuarb.novascotia.ca/> under the Municipal Boundaries page.

Also, enclosed is a copy of Board’s *Municipal Government Act Rules (Rules)*. *Rule 27* sets out the information that is required to be filed by towns and municipalities which have polling districts or wards (to be completed on Form C). *Rule 28* sets out the requirements for towns which have no polling districts or wards (Form D).

If you have questions about the application process, please contact the undersigned. Please confirm receipt of this letter.

Yours very truly,

Bruce Kiley
Chief Clerk of the Board

Encl.

Circulated: _____

Document No:
Meeting January 11, 2022 Council
Circulate To: Council, BR, DH's, KR,
JG-Audit Committee
File: Budget 2021/22

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: DECEMBER 20, 2021

**RE: 2021/22 CAPITAL AND OPERATING VARIANCE REPORT –
TO OCTOBER 31, 2021**

Please find enclosed the variance report to **October 31, 2021**. The period ending **October 31, 2021** represents 58% (7 months) of the fiscal year. Town General expenditures are at 55%.

Index to Reports

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


Acknowledged only by:

Kevin Malloy, Interim CAO

Encls.

Capital Status Report to October 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
CCP	CCP-Municipal Planning Strategy, Land Use By-Law, Subdivision By-Law and Heritage By-Law Alignment <i>Comment:</i> The Municipal Planning Strategy, Land Use By-Law and Subdivision By-Law are complete and have been approved by the Province. The cost of which was \$33,275. The Heritage By-law work was awarded at the Dec.14/21 meeting at a cost of \$92,200.	\$87,385	\$33,275	\$54,110	AM
Annex	Annex Roof <i>Comment:</i> On Sept.14, 2021 Council deferred this project for this fiscal year.	\$26,000	\$0	\$26,000	PW
Town Hall	Tender Package Town Hall Exterior Restoration <i>Comment:</i> A Request for Proposals for this project to be issued in December closing mid January. Staff have recently applied for funding from Parks Canada for this project and work is now anticipated to be completed in fiscal 22-23.	\$50,000	\$0	\$50,000	PW
Town Hall	Security System Upgrade <i>Comment:</i> Capital installation is complete, working to resolve some deficiencies.	\$10,000	\$0	\$10,000	PW
Town Hall	Retaining Wall <i>Comment:</i> Inspection and Bore holes have been completed and execution of the repair stage of project is anticipated to take place in 22-23.	\$10,000	\$0	\$10,000	PW
Lunenburg Academy	South Side Handrail <i>Comment:</i> Lunenburg Academy Foundation is providing the funding for this item. The installation of the metal handrail on the south side entrance way of the Academy has been completed in August. 	\$15,000	\$0	\$15,000	AM/PW
Lunenburg Academy	Lunenburg Academy Foundation/Drain Tile Inspection & Tender Documents <i>Comment:</i> Lunenburg Academy Foundation is providing the funding for this item. Purchase order issued to ABLE Engineering in early October.	\$40,000	\$0	\$40,000	AM/PW
Environmental Development	Blockhouse Hill <i>Comment:</i> Property migration work is in process, with the necessary survey set to be completed by fiscal year end. The migration will require a private members bill. Total estimated cost \$25,000 - \$30,000. Subdivision TBA. Desk top archaeology and feasibility studies have not be actioned because cost to migrate higher than anticipated. ACOA funding not available at this stage.	\$40,000	\$2,282	\$37,718	AM

Capital Status Report to October 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Wastewater Treatment	Bluenose Drive - Sewer Line <i>Comment:</i> RFQ closed Dec.17/21. This budget is for design work which is anticipated to be completed by year end and the construction phase of this project is anticipated to be undertaken in the 22-23.	\$15,000	\$0	\$15,000	PW
Wastewater Treatment	WWTP-Upgrade Rails and Catwalks in Aeration <i>Comment:</i> Project was carried over from 2020/21 fiscal year. Project is now completed.	\$30,000	\$30,807	(\$807)	PW
Wastewater Treatment	Catch Basin Repair -West Nova Parking Lot <i>Comment:</i> Town Engineer to schedule execution of this project in December.	\$20,000	\$0	\$20,000	PW
Wastewater Treatment	CSK-05, Green Street, Knickle Road, Tannery Rd. <i>Comment:</i> Town Engineer to develop scope for the project and it is projected that it will be executed between Jan-Mar.	\$60,000	\$1,551	\$58,449	PW
Wastewater Treatment	New Sewer Main on Archibald Street <i>Comment:</i> Project is complete.	\$50,000	\$24,136	\$25,864	PW
Wastewater Treatment	Upgrade Communication Systems to Pumping Stations <i>Comment:</i> Phase 1 of this project awarded in August 2021 and estimated to be completed by end of December. Phase 2 of this project has been approved by Council and will be executed in 22-23 fiscal year.	\$40,000	\$1,483	\$38,517	PW
Wastewater Treatment	Waste Water-Voltage Reading Monitor at Pumping Stations <i>Comment:</i> Project is complete.	\$7,000	\$3,588	\$3,412	PW
Wastewater Treatment	Lift Stations Capital Pump Repairs <i>Comment:</i> Carry over from fiscal 20-21, Total budget of \$146,000 approved June 23, 2020, \$66,345 expensed in Fiscal 20-21.	\$79,655	\$22,000	\$57,655	PW
Wastewater Treatment	Raw Sludge Pumps (2) <i>Comment:</i> Carry over from fiscal 20-21, pumps have to be installed.	\$50,000	\$27,780	\$22,220	PW
Wastewater Treatment	Flowmeter Installation Program <i>Comment:</i> April 13, 2021 Council Motion increased budget. Project complete.	\$66,000	\$67,762	(\$1,762)	PW




Capital Status Report to October 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Wastewater Treatment</i> Lift Stations Capital Pump Spares Comment: This project is completed.	\$45,000	\$20,253	\$24,747	PW
	<i>Wastewater Treatment</i> Salt Water Intrusion-Check Valve Installation Comment: Request for proposal to design, supply and install anticipated to be completed early in 2022. PCAP funding received for 50% of this project, must be completed by Mar.31/22.	\$105,000	\$0	\$105,000	PW
	<i>Wastewater Treatment</i> Lift Station Pressure Gauges Comment: Gauges have been purchased and installation is complete, invoicing outstanding.	\$20,000	\$6,002	\$13,998	PW
	<i>Wastewater Treatment</i> Blower Replacements at WWTP - (3) Comment: The results of the pre-design study concluded that these blowers will not be part of the future plant. Staff report on Jan.11/22 agenda regarding reallocation of this project.	\$280,000	\$0	\$280,000	PW
	<i>Wastewater Treatment</i> Lift Station Overflow Meter Comment: The work is ongoing and there are 3 lift stations left to complete which need an engineering study .	\$10,000	\$0	\$10,000	PW
	<i>Wastewater Treatment</i> Chemical Feed Pumps (2) Comment: The new pumps will be purchased by the end of the fiscal year, specifications being prepared.	\$40,000	\$0	\$40,000	PW
	<i>Wastewater Treatment</i> WWTP-Compressor Overhaul Comment: This project was completed in August 2021.	\$5,000	\$4,076	\$924	PW
	<i>Wastewater Treatment</i> WWTP-Roof Top Air conditioner Comment: This project was completed in August 2021.	\$15,000	\$10,252	\$4,748	PW
	<i>Wastewater Treatment</i> WWTP - Improve Treatment Process Comment: Work carried out over fiscal year 20-21 & 21-22. Final report received by Council in August. Complete.	\$270,000	\$241,272	\$28,728	PW
	<i>Renewals - Sidewalks/Curbs</i> Tannery Road -Knickle to 97 Tannery Road (East) Comment: Land purchases currently in process.	\$55,000	\$0	\$55,000	PW

Capital Status Report to October 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Renewals - Sidewalks/Curbs</i> Tannery Road Seawall-Final Stage	\$12,464	\$375	\$12,089	PW
	<i>Comment:</i> Budget for final stage of this multi-year project in 20-21 was \$70,000, there was \$57,536 expended in 20-21, remaining balance to complete project in 21-22. The remaining rock for the wall has been ordered.				
	<i>Equipment-Trucks</i> Replacement for Chev 02 Salt Truck	\$175,000	\$0	\$175,000	PW
	<i>Comment:</i> Dec.11/21 budget increased to \$202,000 and tender awarded. New truck will be delivered in fiscal 22-23.				
	<i>Equipment -Trucks</i> Replacement for 2002 F150 1/2 Ton	\$36,350	\$0	\$36,350	PW
	<i>Comment:</i> Council approved \$1,350 budget increase Sept.14/21. Purchase order has been issued, anticipated delivery is January.				
	<i>Equipment-Backhoe</i> Replacement for Cemetery Backhoe	\$55,000	\$46,921	\$8,079	PW
	<i>Comment:</i> Backhoe was delivered in August 2021. 				
	<i>Public Works Equipment</i> Trackless Plow Blade (90)	\$10,000	\$0	\$10,000	PW
	<i>Comment:</i> PO has been issued for this equipment purchase.				
	<i>Public Works Equipment</i> Salt Spreader Trackless (90)	\$10,000	\$0	\$10,000	PW
	<i>Comment:</i> PO has been issued for this equipment purchase.				
	<i>Public Works Equipment</i> Power Concrete Screed	\$3,200	\$2,711	\$489	PW
	<i>Comment:</i> Purchase is complete. 				
	<i>Public Works Equipment</i> Rods for Turning Machine (90)	\$3,000	\$0	\$3,000	PW
	<i>Comment:</i> This items will be investigated for issuance of RFP with item being purchased before end of fiscal year.				
	<i>Public Works Equipment</i> Concrete Forms	\$5,000	\$0	\$5,000	PW
	<i>Comment:</i> This items will be investigated for issuance of RFP with item being purchased before end of fiscal year.				
	<i>Public Works Equipment</i> Speed Radar Sign #2	\$3,500	\$3,542	(\$42)	PW
	<i>Comment:</i> Complete. 				


Capital Status Report to October 31, 2021

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Fire Department	Turnout Gear Dryer <i>Comment:</i> 100% funded by the Fire Department, item has been ordered.	\$9,700	\$0	\$9,700	GM
Fire Department	Concrete Apron Replacement (Area in front of bay doors at Fire Hall) <i>Comment:</i> Apron has been temporarily repaired for now. Tender package will be issued in December, closing early January. Cost Estimate to be used for budget adjustment.	\$55,000	\$10,245	\$44,755	GM
Community Centre/Arena	Arena Bathroom Renovations (plan/tender) <i>Comment:</i> Accessibility audit was completed on Nov.17/21 and staff are waiting for the report by the contractor. The audit results will be used to prepare a tender specification document for potential tender in 22-23 budget.	\$10,000	\$0	\$10,000	KC
Community Centre/Arena	Skate Park -funding application <i>Comment:</i> Project is complete. Staff report Jan.11/22	\$60,000	\$59,522	\$478	KC
Community Centre/Arena	Floor Scrubber <i>Comment:</i> Floor scrubber has been purchased.	\$7,500	\$5,699	\$1,801	KC
Arena	Ice Resurfacer <i>Comment:</i> Ice resurfacer arrived in late April and now in use at the arena.	\$125,000	\$108,450	\$16,550	KC

Capital Status Report to October 31, 2021

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
General					
	New Services <i>Comment:</i> As required.	\$10,000	\$93	\$9,907	PW
	Replacement Hydrants <i>Comment:</i> 2 hydrants have been installed. 1 more to be completed.	\$10,000	\$3,370	\$6,630	PW
	Replacement Meters <i>Comment:</i> Project is in planning phase.	\$43,000	\$1,616	\$41,384	PW
Distribution Mains					
	Water and Wastewater System & GIS Development (includes all underground infrastructure) <i>Comment:</i> RFP issued in December. Funding deadline extended to Jun.30/22. Field work is weather dependent.	\$62,500	\$1,388	\$61,112	PW
Building Improvements & Construction					
	Chlorinator <i>Comment:</i> RFP terms of reference needs to be prepared.	\$10,000	\$0	\$10,000	PW
	Dam and Spillway - Geotechnical, Downstream Channel Assessment and pre-design of Dam <i>Comment:</i> Complete. 	\$62,500	\$18,636	\$43,864	PW
	Detailed Design of Dam and downstream channel rehabilitation <i>Comment:</i> Engineering design to be completed by end of November.	\$30,000	\$32,524	(\$2,524)	PW
	Repair Spillway Dares Lake <i>Comment:</i> Engineering design to be completed by November, tender and awarding of the project will be in January 2022. Estimated completion date is Spring 2022.	\$275,000	\$0	\$275,000	PW
	Replacement of Raw Water Inlet to Pumphouse <i>Comment:</i> Project will be undertaken by Public Works, anticipated completion by end of fiscal year.	\$15,000	\$0	\$15,000	PW
	Electric Net Metering Assessment <i>Comment:</i> PO issued for project in early December. Kick off meeting has taken place with contractor.	\$5,000	\$0	\$5,000	PW

Capital Status Report to October 31, 2021

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	Armouries-Interior Renovations <i>Comment:</i> Public works to complete by March 31, 2022	\$10,000	\$1,156	\$8,844	PW
	Armouries-Yard Improvements <i>Comment:</i> Public works to complete by March 31, 2022	\$7,500	\$0	\$7,500	PW
Furniture & Equipment					
	Membrane Replacement <i>Comment:</i> In budget in case membranes start failing and require replacement.	\$155,000	\$0	\$155,000	PW
	Spare Raw Water supply Pump <i>Comment:</i> Purchase is complete.	\$9,500	\$10,038	(\$538)	PW
	Spare Siemens Free chlorine on Line Probe <i>Comment:</i> Request for Quotes has been issued.	\$3,100	\$0	\$3,100	PW
	Spare HACH on Line Turbidimeter with Controller <i>Comment:</i> Purchase is complete.	\$6,000	\$5,747	\$253	PW
	Spare Gas Chlorinator Maintenance Kits and Spare Parts <i>Comment:</i> Request for Quotes has been issued.	\$6,000	\$2,109	\$3,891	PW
	Replacement of industrial hot water heater for mixing up Corrosion inhibitor <i>Comment:</i> Purchase order has been issued, item has not been received.	\$5,000	\$5,256	(\$256)	PW
	One Spare Effluent Pump <i>Comment:</i> Purchase order has been issued, item has not been received. Delivery delayed by vendor.	\$5,400	\$0	\$5,400	PW

Capital Status Report to October 31, 2021

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

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Structures					
	Capacitor Banks on Distribution System	\$480,000	\$67,112	\$412,888	LD
<i>Comment:</i> Carry over project. Cap Banks were installed and commissioned in September. Cost is anticipated to be \$100,000 with demand reduction benefit estimated to be \$250,000 annually.					
	Solar Assessment Study	\$16,800	\$0	\$16,800	LD
<i>Comment:</i> PO issued for project in early December. Kick off meeting has taken place with contractor.					
	Substation Recloser	\$47,000	\$0	\$47,000	LD
<i>Comment:</i> Determining requirements.					
Utility Line Work					
	Meters	\$10,000	\$156	\$9,844	LD
<i>Comment:</i> As required.					
	Overhead Conductors	\$187,500	\$97,238	\$90,262	LD
<i>Comment:</i> As required.					
	Poles & Fixtures	\$75,000	\$60,125	\$14,875	LD
<i>Comment:</i> As required.					
	Services	\$37,500	\$23,203	\$14,297	LD
<i>Comment:</i> As required.					
	Street Lighting	\$30,000	\$6,403	\$23,597	LD
<i>Comment:</i> As required.					
	Transformers - Line	\$105,000	\$115,206	(\$10,206)	LD
<i>Comment:</i> As required, higher than anticipated construction activity.					
	LED Street Lighting Assessment	\$15,000	\$0	\$15,000	LD
<i>Comment:</i> RFP to be issued early January.					
	Distribution System Review	\$50,000	\$0	\$50,000	LD
<i>Comment:</i> Work awarded and is underway. Anticipated to be completed Jan/Feb.					

Town of Lunenburg Operating Financial Statements

Sunday, October 31, 2021

Summary Information

(YTD Pro-rated Budget =58%)

TOWN GENERAL

<u>Revenue</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 58% %</u>	<u>Balance</u>
Taxes	\$6,382,832	\$6,301,400	101%	1. (\$81,432)
Grants In Lieu Of Taxes	-	268,500	0%	2. 268,500
Sale of Services	139,578	133,000	105%	(6,578)
Sale of Service Arena/Community Centre	129,083	248,300	52%	3. 119,217
Other Revenue/Own Sources	240,446	352,600	68%	112,154
Unconditional Transfers/Other Gov'ts	75,110	50,100	150%	(25,010)
Conditional Transfers/Fed or Prov Gov'ts	2,250	1,800	125%	(450)
Conditional Transfers/Other Local Gov'ts	92,096	184,200	50%	92,104
	<u>\$7,061,395</u>	<u>\$7,539,900</u>	<u>94%</u>	<u>\$478,505</u>
<u>Expenditures</u>				
General Government Services	\$296,160	\$600,900	49%	\$304,740
Protective Services	1,050,734	1,666,100	63%	4. 615,366
Transportation Services	505,381	1,027,500	49%	522,119
Environmental Health Services	738,395	1,407,000	52%	668,605
Public Health Services - Cemetery	13,727	21,800	63%	5. 8,073
Environmental Development	311,514	614,500	51%	302,986
Recreation & Cultural Services	174,447	291,400	60%	6. 116,953
Arena/Community Centre	268,522	507,300	53%	238,778
Fiscal Services	814,986	1,403,400	58%	588,414
	<u>\$4,173,866</u>	<u>\$7,539,900</u>	<u>55%</u>	<u>\$3,366,034</u>
TOWN SURPLUS (DEFICIT) **	<u>\$2,887,529</u>	<u>\$ -</u>		

****Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 94% and 55% of expenditures have occurred as of October 31, 2021.**

Legend:

- Interim property and sewer tax bills have been issued. While Deed Transfer Tax revenue for capital purposes is higher than anticipated it will be offset by additional transfers to reserves at year-end.
- Normally received from Province in January.
- Arena revenues are seasonal. Covid Season 20-21 revenues for April 2021 included in this fiscal year.
- Includes three quarterly payments for RCMP.
- Cemetery operational expenditures are seasonal.
- Parks, Playgrounds and Fields expenditures are seasonal.

<u>WATER UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 58% %</u>	<u>Balance</u>
Revenue	\$827,536	\$1,641,100	50%	1. \$813,564
Expenditures	\$766,218	\$1,641,100	47%	\$874,882
WATER SURPLUS (DEFICIT)	<u>\$61,318</u>	<u>\$ -</u>		

Legend:

- Two quarterly billings issued. Next billing will be issued December 31, 2021.

<u>ELECTRIC UTILITY</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>YTD 58% %</u>	<u>Balance</u>
Revenue	\$3,529,636	\$6,764,100	52%	1. \$3,234,464
Expenditures	\$3,503,679	\$6,764,100	52%	\$3,260,421
ELECTRIC SURPLUS (DEFICIT)	<u>\$25,957</u>	<u>\$ -</u>		

Legend:

- Electric consumption billings are seasonal in nature.

TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
October 31, 2021

DEED TRANSFER TAX REPORT

	Budget	This Month (#) Amount	Year to Date (#) Amount	Variance to Budget	
	Revenue this year				
Capital Purposes	\$175,000	\$56,502	\$299,641	171%	(\$124,641)
Operating Purposes	\$80,000	\$19,231	\$45,806	57%	\$34,194
	<u>\$255,000</u>	(10) <u>\$75,733</u>	(67) <u>\$345,447</u>		<u>-\$90,447</u>

TAX AND SEWER CHARGES REPORT

OUTSTANDING PROPERTY & SEWER TAXES

	Balance 31-Mar-21	2021/22 Tax Billings	Collected To Date	Balance
2020/21 Taxes & Sewer and Prior	344,119	-	200,979	143,140
2021/22 Tax & Sewer billings	(164,927)	5,999,921	5,543,897	291,097
	179,192	5,999,921	5,744,876	434,237
Interest				33,307
Total Outstanding	7.79%			<u>467,544</u>

Prepayments for 2021/22 Tax & Sewer \$33,439

PARKING METER REVENUE AND FINES

	Budget 2021/22	Actual to 31-Oct-21	Variance to Budget	% of Budget
Parking Meter Revenue	\$80,000	\$81,992	(\$1,992)	102.49%
Parking Meter Fines	2,500	637	1,863	25.48%
Court Fines	3,500	903	2,597	25.80%
Total	<u>\$86,000</u>	<u>\$83,532</u>	<u>\$2,468</u>	<u>97.13%</u>

Grants 2021/22		
Status Update: October 31, 2021	Approved	
Account #01-2-19-5100	2021/22	2021/22 Notes
Bluenose 100 Committee <i>pre-approved Jan.28, 2020</i>	In-kind	Funds for the Bluenose 100 Committee of \$5,000 in the 2020/21 fiscal year and \$5,000 of in-kind Town Services for the 2021/22 fiscal year when the celebration events will take place.
Curl for a Cause	\$125	Annual event which supports Fishermen's Memorial Hospital
Fishermen's Memorial Hospital - Golf Tournament	\$100	Annual event which supports Fishermen's Memorial Hospital
Health Services Foundation of the South Shore	\$500	Raising funds for the purchase of a new bus for the Veteran's Unit at Fishermen's Memorial Hospital.
Lunenburg Community Christmas Dinner	\$115	The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)
Lunenburg County Lifestyle Centre	\$1,000	Municipal sponsorship towards hosting the 2021 Canadian Tire Para Hockey Cup Championships from December 4 to December 12, 2021. Event deferred due to Covid-19.
Lunenburg County Seniors' Safety Partnership Society <i>previously Safe Communities Lunenburg County</i>	\$1,275	Designed to address a range of seniors' safety issues, to mitigate risk, to reduce incidences of elder abuse, and to foster effective helping relationships between seniors and police.
Lunenburg Doc Fest Association	\$1,500	The Festival is planning a hybrid event, with all film programming taking place online while we will host in-person social events in the town, both free and ticketed. The group would put the Town of Lunenburg grant funds toward the programming, promotion and publicity.
Lunenburg Dog Park	\$1,000	The funds will be used to pay insurance costs and other yearly expenses. In-kind garbage collection.
Lunenburg Folk Harbour Society-Summer Concert Series	\$3,500	Funding to support a series of 15 free, outdoor concerts at the Bandstand in Lunenburg each Saturday from June 12 to Sept. 25
Lunenburg Folk Harbour Society-Festival Sponsorship	\$1,000	Funding for the 2021 Folk Harbour Festival, to be held in Lunenburg from August 6 to 8.
Lunenburg Grad Bursary	\$500	Bursary will be issued to a graduating high school student.
Nova Scotia Sea School	\$2,500	Phase 2 funding to assist in the structural long term repair and modification of the expedition vessels Dorothea and Elizabeth Hall. These 30' wooden sailboats, are over 20 years old and require improvements outside of regular maintenance to ensure they are meeting Transport Canada's Safety Regulations as commercial passenger vessels.
Royal Canadian Legion Branch 23	\$750	Funds to be used for Parade insurance cost, helping with the food for the meet and greet for all Nov11 guests. Purchasing items for the legion hall decorations, flags and posters.
Society of St. Vincent de Paul	\$1,000	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.
VON-Lunenburg County	\$2,000	To assist with expenses associated with providing transportation for seniors and those with medical concerns. The service provides drives for medical appointments, provides weekly drives for residents for dialysis, weekly transportation to run errands. The transportation program also is used to delivery frozen meals to residents of the Town. All grant money received from the Town of Lunenburg will be used to offset the cost of the transportation program offered for residents of the Town.
2021-22 Grants Approved, June 8, 2021	\$16,865	
Lunenburg County Lifestyle Centre - Deferred to 2022-23	(\$1,000)	
Dec.14/21 - Berg Classic	\$421	
Balance available for additional requests	\$3,714	
	\$20,000	

MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: DECEMBER 3, 2021

**RE: RENTAL RATE REDUCTION REQUEST AT COMMUNITY CENTRE:
AFTER SCHOOL PROGRAM ORGANIZATION**

1. FACTS

En Pointe Performing Art Studios (En Pointe) provides an afterschool program operating out of the Lunenburg Community Centre. The organization began using the facility in September 2018 renting two days per week, which has since evolved to five days per week during the school year.

The 2021/22 rental rate approved in the fee schedule is \$38.00/hour, tax included. In the past year, En Pointe's monthly average for usage was 15 hours. On average, this generates \$570/month rental fees. The group stays outdoors at the Bluenose Academy playground on nice days prior to entering the facility, which may fluctuate their total rental hours per month.

2. ISSUES AND OPTIONS ANALYSIS

En Pointe is asking for an hourly rate reduction to \$20.00/hour, tax included, for their afterschool program during the school year. The Community Centre is their "highest costing space to rent", with the "second highest costing space to rent is \$20.00/hour (taxes included)". The quotes are reference to the organization's letter request attached.

The organization is also looking to offer a summer camp program in 2022 operating out of the Community Centre and is asking for a fixed fee of \$1,500/month. Currently, the Town does not offer summer camp programming.

The 2021/22 fee schedule reads "*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.*" The current discount is for rentals in the Fitness Studio exclusively, and not the auditorium.

Staff recommends that Council consider providing a discounted rate to En Pointe, similar to the reduction of a 25% discount towards rental fees when the organization rents 5 hours or more per week for after school program purposes, with a minimum of 6-month rental commitment.

Option 1: Provide En Pointe with a 25% discount towards rental fees at the Lunenburg Community Centre when the organization rents 5 hours or more per week for after school program purposes, with a minimum of 6 month rental commitment. In addition, a fixed rental rate of \$1,500/month during the months of July and August 2022 to offer summer programming.

Option 2: Do not offer a rental rate reduction.

3. FINANCIAL IMPACT

The 2021/22 budget includes estimates for rentals of the Community Centre auditorium for the fiscal year. Changes to the rental rate will impact the revenue however the exact impact to the budget not able to be determine as auditorium rentals are variable.

4. STRATEGIC PLAN RELEVANCE

Action 11: Foster inclusivity in programming and leadership.

5. RECOMMENDATION AND DRAFT MOTION

Approved the following draft motion:

Motion: moved and seconded to provide En Pointe Performing Art Studios with a 25% discount towards rental fees at the Lunenburg Community Centre when renting 5 hours or more per week for after school program purposes, with a minimum of 6 month rental commitment. In addition, to provide a fixed rental rate of \$1,500/month, tax included, during the months of July and August 2022 to offer summer programming in the Lunenburg Community Centre.

Acknowledged only by:

Kevin Malloy
Interim CAO

To whom it may concern,

En Pointe Performing Arts Studio currently runs an After School Program operating out of the Lunenburg Community Centre 5 days a week. This is our 3rd year in a row at the Centre and the children along with us, love the space. We also run tumbling classes on Wednesday evenings.

We offer several activities during our programming such as tumbling, arts & crafts, multi-sports, and skating at the nearby Lunenburg arena. We have also partnered with Coastal Action and Region 6 Solid Waste Management. Each organization teaches the children about either the environment and sustainability as well as how we can properly recycle to reduce pollution. This is done through interactive games, lessons and activities.

Our intention is to continue to run the After School Program for as long as Lunenburg needs us and we have plans to start a Summer Camp in 2022 which will also run for 5 days a week, depending on interest level. We would need to use the Centre as our base for drop off, pick up and other time spent. This would average 20 hours a week. We have a Summer Camp in Chester and believe Lunenburg would be a wonderful location to add another. This is by far the most popular program we offer.

We would also love to continue running tumbling classes at the centre and adding more classes for older groups. We also think that a sports ball program is an option with a large population in Lunenburg currently enrolled in sports or looking to get involved.

As of now we pay \$38.00 an hour (taxes included) to rent the gym. Over the course of November, we used the gym for approximately 25 hours. September and October would have been less than this as one of our main priorities is to ensure we have time spent outdoors with either free play or games. We believe it is essential that kids spend time in the fresh air especially after being inside the school most of the day. COVID-19 was also another reason why we kept outside for a majority of those months to limit any possible indoor exposure. Due to this, we tend to use the gym from 4:00 onward and as early as we can if there is rain.

We are in multiple locations with our After School Program and the Lunenburg Community Centre is our highest costing space to rent. Our second highest costing space to rent is \$20.00 an hour (taxes included). We believe that \$38.00 an hour is fair if we weren't renting it for as many hours as we do. We would be one of the largest paying tenants you have and we provide a lot of hours to the Centre. We also bring a lot of attention to the Centre as parents and kids find it fantastic, ie. great potential for future bookings for other sports/activities. We do find it quite hard to commit a lot of hours at such a high rate for large usage.

What we are thoughtfully requesting is a reduction in the rent per hour to \$20.00 (taxes included) for the After School Program and a fixed fee of \$1,500 per month for the Sumer Camp if it becomes an option and we would of course work around other tenants.

We understand this is something that would need some time to consider so we are hoping to have this effective starting January 1st is possible.

Thank you for your time and consideration,
En Pointe

MEMORANDUM

TO: TOWN COUNCIL

FROM: KELLY CUNNINGHAM, RECREATION DIRECTOR

DATE: DECEMBER 3, 2021

RE: SKATE PARK: PRIVATE DONATION CARRY FORWARD TO 2022/23

1. FACTS

In the 2021/22 Capital Budget, \$60,000 was approved towards the Skate Park to update the half pipe. The Town applied for a \$20,000 grant from the Provincial government but received \$17,500. In addition, the Town received a private donation in the amount of \$20,000, which was not planned for in the 2021/22 budget.

2. ISSUES AND OPTIONS ANALYSIS

Staff would like to carry forward \$17,500 from the private donation to be used in 2022/23 for phase 2 work towards the skate park. As it was anticipated to receive a \$20,000 grant from the Provincial government but did not successfully receive the full amount, staff would allocate \$2,500 from the private donation to top up the \$17,500 Provincial grant.

The 2021/22 costs for the half pipe project were higher than anticipated due to inflation; therefore, all the work did not get completed with the budgeted \$60,000. Staff are anticipating that in 2022/23, the phase 2 work of the project will have minimal cost to the Town. The funding for the upcoming work would be a combination of the \$17,500 carry over private donation, a grant application to the Provincial government for the Recreation Facility Development (RFD) grant, and an offer of additional funding support from a local citizen.

Additional work anticipated to be completed in phase 2 includes crack fill and reseal the surface of the existing park (which could not be completed in 2021/22 due to work project delays into colder weather and would have exceeded the \$60,000 budget), add elements to the new expansion section, add an accessible walkway from the parking lot to the park, add lighting to improve safety, and the potential to build a gazebo to protect users from sun and rain.

Option 1: Carry over the \$17,500 balance of the private donation towards the 2022/23 additional skate park upgrades.

Option 2: Do not approve the \$17,500 to be transferred to the 2022/23.

3. FINANCIAL IMPACT

As noted above, the private donation was not anticipated to be revenue in this fiscal year. \$2,500 from the donation would be used to top up the Provincial grant (which was \$17,500) to equal the allocated \$20,000 external funding towards the 2021/22 capital project.

4. STRATEGIC PLAN RELEVANCE

Action 11: Foster inclusivity in programming and leadership.
Improve existing service.

5. RECOMMENDATION AND DRAFT MOTION

To approve the following draft motion:

Motion: moved and seconded to carry over the \$17,500 balance from private donation towards the 2022/23 skate park upgrades.

Acknowledged only by:

Kevin Malloy
Interim CAO