

## TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, APRIL 26, 2022 AT 6:00 P.M.

### COUNCIL CHAMBER

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**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  
Kelly Cunningham, Recreation Director  
Lisa Dagley, Finance Director  
Trevor Hume, Planning Technician  
Kevin Malloy, Interim Chief Administrative Officer  
Heather McCallum, Assistant Municipal Clerk

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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.

4. April 12, 2022 Council Meeting Minutes

Motion: moved and seconded approval of the April 12, 2022 Council meeting minutes. Motion carried.

5. Public Hearings, Presentations and Questions

a. Recognition and Certificate Presentations for the 2022 Civic Volunteer Appreciation

Mayor Risser thanked the 2022 volunteer nominees and presented each of them with a token of appreciation on behalf of the Town. They are David Birtles, Crispin Cook (the Town's Provincial Volunteer of the Year), Sue Kelly and Sophie Wonfor.

b. Lunenburg Community Garden presentation

Ms. Highfield reviewed her presentation for information (Schedule "A").

c. Bicycle NS Blue Route Hub Trial Project to Create a Montague Street Contraflow Bike Lane from Linden Avenue to Duke Street and Pedestrian Mall – Month change from June 2022 to October 2022

Ms. Doucette, Bicycle Nova Scotia, reviewed the revisions to their original request (Schedule "B").

6. Correspondence, Petitions and Proclamations Consideration

a. Nature Canada proclamation request for World Oceans Day on June 8, 2022

Motion: moved and seconded that:

WHEREAS, Wednesday, June 8, 2022, is the 30th annual World Ocean's Day. World Oceans Day is the United Nations day for celebrating the role of the ocean in everyday life and inspiring action to protect it.

WHEREAS, countries around the world, including Canada as a prominent leader, have committed to protecting 30% of their ocean territory by 2030 in order to reverse nature loss in the ocean and safeguard at-risk marine life.

WHEREAS, the ocean is home to hundreds of species at risk, vulnerable ecosystems, and is a crucial carbon sink shielding us from the worst of climate change.

WHEREAS, the ocean produces over half of the world's oxygen and absorbs 50 times more carbon dioxide than our atmosphere. Therefore protecting the ocean is in the interest of all life on Earth, and communities both coastal and inland, as it is essential to our shared future.

WHEREAS, it is the jurisdiction of the Government of Canada, under various pieces of legislation and regulation, to establish marine protected areas in consultation with Indigenous Peoples. Many Indigenous nations and communities are leading in the conservation of the ocean, and have been stewards of the ocean since time immemorial.

WHEREAS, it is important for municipal leaders to demonstrate support for actions to safeguard the ocean, as they have for action on climate change and other environmental matters of national importance.

WHEREAS, in celebrating the ocean, and protecting its habitats and ecosystems, we can together raise the profile of ocean conservation's critical role in improving planetary health and slowing the crisis of species collapse and ecosystem decline.

THEREFORE, be it resolved that the Town of Lunenburg recognizes the 30th anniversary of World Oceans Day on June 8th, 2022 and supports national and international efforts to protect 30% of the ocean by 2030. Motion carried.

b. Lunenburg Board of Trade Request for Grant Support Letters

Council discussed the LBOT request (Schedule "C").

Motion: moved and seconded that Council provide the Lunenburg Board of Trade with a letter of support towards their grant application to ACOA's Rediscover Main Streets Initiative.

and

that Council provide the Lunenburg Board of Trade with a letter of support towards their grant application to Develop Nova Scotia's Community Led Placemaking Initiative. Motion carried.

7. Business Arising from the Minutes/Unfinished Business

- a. Bicycle NS Blue Route Hub Trial Project to Create a Montague Street Contraflow Bike Lane from Linden Avenue to Duke Street and Pedestrian Mall – Month change from June 2022 to October 2022

Motion: moved and seconded to amend the August 10, 2021 motion for a trial contraflow bike lane and pedestrian mall on Montague Street from Linden Avenue to Duke Street to occur in the month of October 2022 instead of June 2022 (Schedule "B"). Motion carried.

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

- a. Committee of the Whole Meeting Minutes April 19, 2022

- 2022/23 Water Utility budget

Motion: moved and seconded that Town Council approve the Water Utility's 2022-23 Operating Budget in the amount of \$1,585,200 and Capital Budget in the amount of \$865,000. (Schedule "D"). Motion carried.

- 2022/23 Electric Utility budget

Motion: moved and seconded that Town Council approve the Electric Utility's 2022-23 Operating Budget in the amount of \$6,932,000 and Capital Budget in the amount of \$1,033,000. (Schedule "E"). Motion carried. Deputy Mayor Mosher voted in the negative.

- 2022/23 Community Grants

Motion: moved and seconded that Town Council approve the 2022-23 Community Grants in the amount of \$14,921 and to reduce the Grants budget for fiscal 2022-23 by \$2,500 and move the \$2,500 to Operating Reserves; to recommend to Council that starting in fiscal 2023-24 the Lunenburg Country Seniors' Safety Partnership Society's annual support will be made a budget line item in Other Protective Services; and to recommend to Council that starting in fiscal 2023-24 the Town of Lunenburg Grad Bursary be made a budget line item under Other Legislative Expenses (Schedule "F"). Motion carried.

## 9. New Business

### a. Inventory of Historic Buildings

The Assistant Municipal Clerk summarized the report (Schedule "G").

Motion: moved and seconded to give permission to the Lunenburg Heritage Society to reprint "Lunenburg – An Inventory of Historic Buildings" according to the terms of the Letter of Understanding for a period of 20 years (Schedule "G"). Motion carried.

### b. Report on Development Statistics

This Planning Technician summarized the report (Schedule "H").

More breakdown of permit totals is requested in future reports.

### c. Lunenburg County Accessibility Advisory Committee Appointments

Motion: moved and seconded that Lunenburg Town Council supports the Lunenburg County Accessibility Nominating Committee in appointing Sheila Landry and Bruce Walsh to the Lunenburg County Accessibility Advisory Committee for a term of three years and to appoint Peggy McCalla to the Lunenburg County Accessibility Advisory Committee with a term expiring September 1, 2022 (Schedule "I"). Motion carried.

### d. Town of Lunenburg Procedural Policy #98: Revised Committees of Council Policy

Motion: moved and seconded to approve the amended Procedural Policy #98 *Committees of Council* as presented to include committee volunteer selection criteria. Further amendments were agreed by unanimous consent (Schedule "J"). Motion carried.

## 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:

- Contract negotiations
- Lease of municipal property

Motion carried.

## 11. Resumption of Council meeting in public session

Council recessed to meet in camera at 6:33 p.m.

The public portion of the Council meeting resumed at 7:13 p.m. The following Council in camera meeting recommendations were considered by Council:

a. Location Agreement – Disney Production “Washington Black”

Councillor Ernst declared a conflict and recused himself to sit in the public gallery.

Motion: moved and seconded that Council approve the Location Agreement for Disney production “Washington Black” as amended. Motion carried.

Councillor Ernst returned to the Council table.

b. Lunenburg Tennis Club Expansion Request

Motion: moved and second to approve in principle the construction of an accessible washroom by the Lunenburg Tennis Club and connection of that to the Town’s sewer system, with the project management and construction costs paid fully by the Club, conditional on continuing to provide the portable toilet for public use outside of the Tennis Club fence. Motion carried.

12. Adjournment

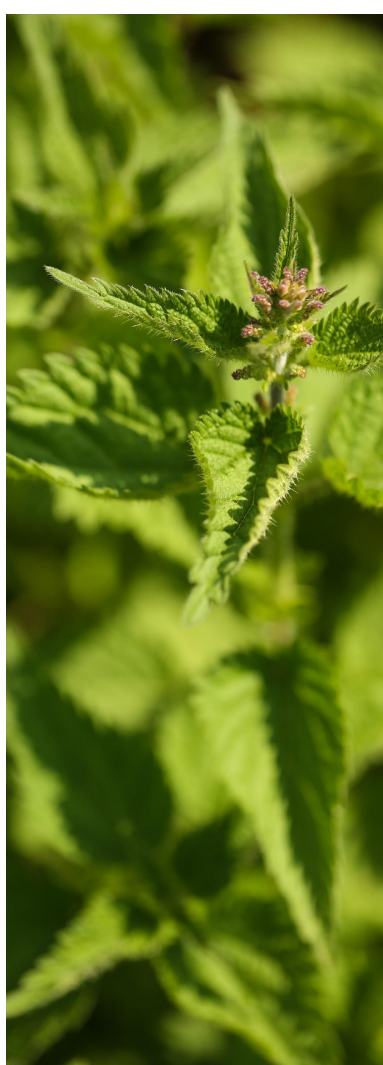
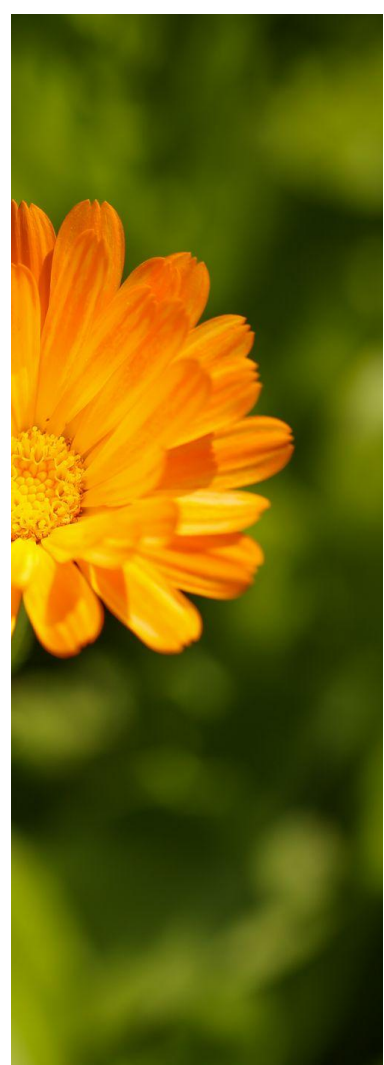
The meeting was adjourned at 7:15 p.m. by the Mayor.

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Ann Covey, Recording Secretary  
for Kevin Malloy, Interim CAO



LUNENBURG  
**COMMUNITY  
GARDEN**



## Our Vision

The Lunenburg Community Garden (LCG) is a community project that seeks to create an inclusive and sustainable green space in the heart of Lunenburg, where all members of our community are welcome to gather, share and celebrate the simple act of growing and eating healthy food.

## Our Mission

The Lunenburg Community Garden (LCG) is a volunteer-run organization of individuals who wish to establish a common place for learning, sharing and growing food. Our aim is to make the garden an accessible and empowering place for all members of our community regardless of their age, ability, or experience. We aspire to provide the education and confidence necessary to grow and preserve food through healthy and sustainable practices. The Town of Lunenburg has a long history of gardening and it is our goal to reinforce this proud tradition while also providing a space where neighbours can gather, share knowledge and connect with their community.





## Our Values

Health and Wellness

Sustainable practices

Cooperation and inclusion

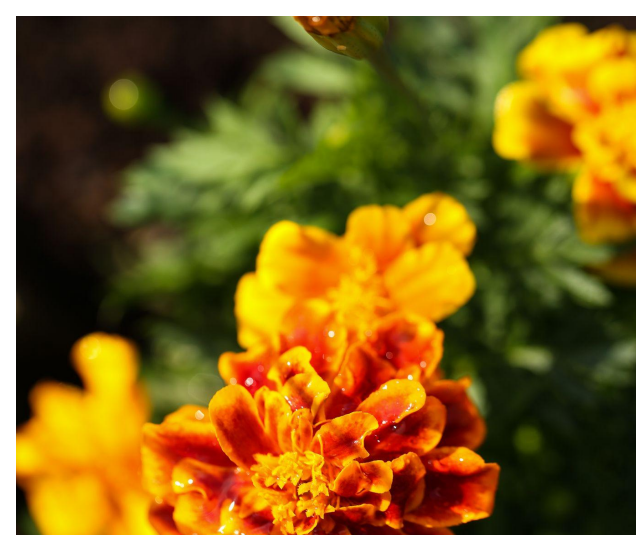
Education and empowerment

History and Culture





**Started in 2013**  
**First growing season 2014**  
**20 Individual plots**  
**8+ Community beds**





# Workshops

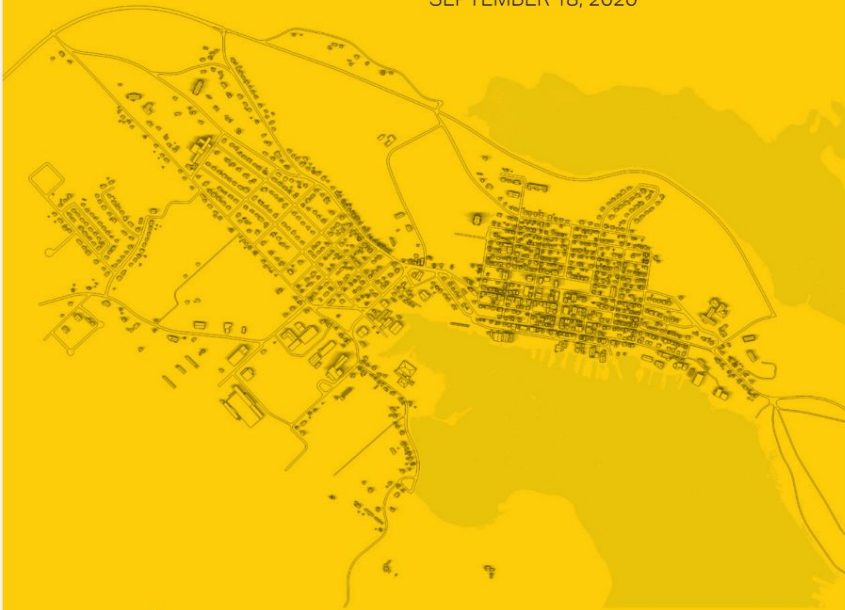




# Lunenburg Pop-Up Project

# COMPREHENSIVE COMMUNITY PLAN

SEPTEMBER 18, 2020



Navigating the  
Future, Together.

October 31, 2019

## Bikeway Concept Designs

Cross-Town Connector and  
North-South Link

*Phase 3 of the Blue Route Hubs Bikeway  
Project in the Town of Lunenburg*

Prepared by:



## TIMELINE

2019

- Blue Route Hubs: Bikeway Study

2020

- Lunenburg Comprehensive Community Plan

July 2021

- Council approved committee for Pop-Up Project

August 2021

- Council approved pop-up bike lane for June 2022

February 2022

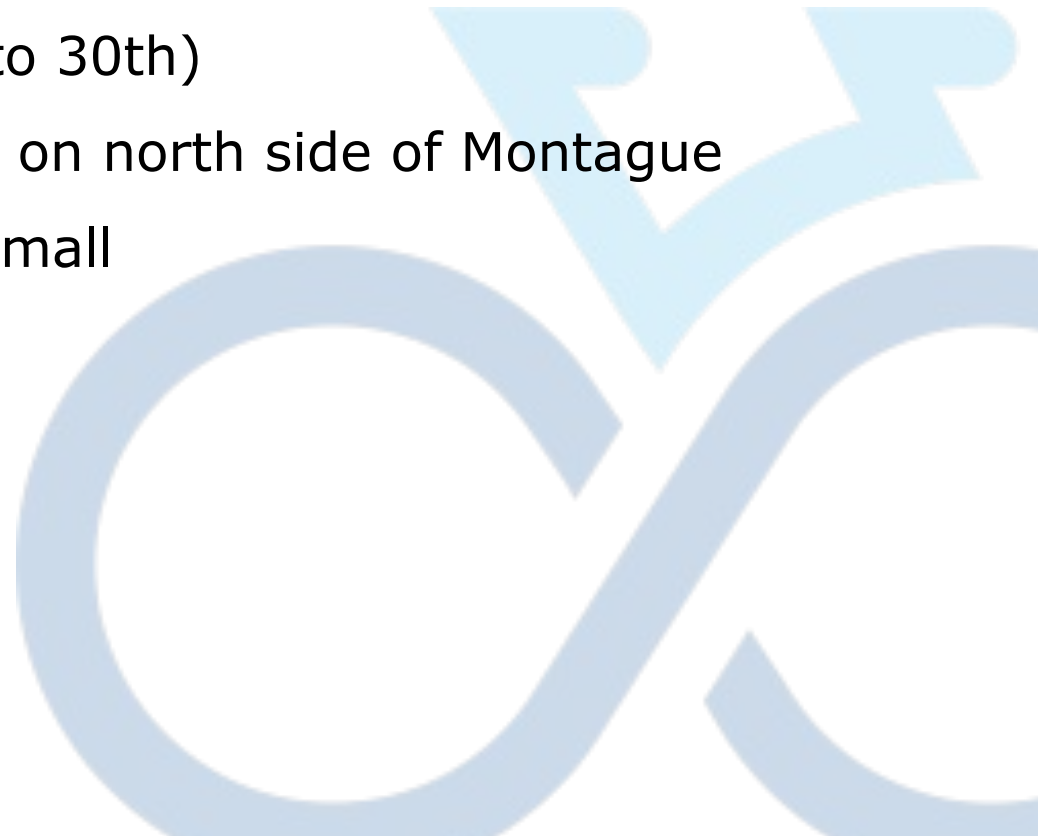
- Board of Trade presented concerns to council

April 2022

- New pop-up design based on feedback

## POP-UP PROJECT IN OCTOBER

- 1 month (October 1st to 30th)
- Bi-directional bike lane on north side of Montague Street with pedestrian mall



## BLUE ROUTE HUBS PROJECT POP-UP ACTIVE TRANSPORTATION ROUTE

### BI-DIRECTIONAL BIKE LANE + PEDESTRIAN MALL

Prepared by Meghan Doucette, Active Transportation Planner, Bicycle Nova Scotia  
April 11, 2022







TORONTO | News

# 'There is nothing left to sell': Canada faces bike shortage amid COVID-19 pandemic



Pat Foran Consumer Alert Videojournalist, CTV News Toronto  
@PatForanCTVNews | Contact

Published Tuesday, August 11, 2020 6:38PM EDT  
Last Updated: 11/11/2020 11:11 AM EDT

CBC | MENU

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## Bikes in big demand, short supply during pandemic



With Asian manufacturers all but shut down, bike shops in Ottawa are feeling the squeeze

by [Cotnam](#) · CBC News · Posted: Jun 06, 2020 4:00 AM ET | Last Updated: June 6

HEALTH

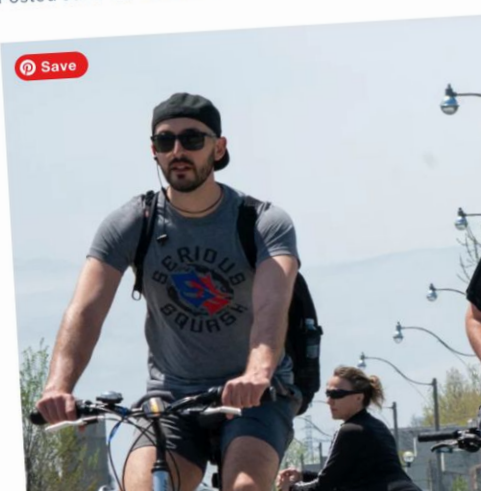
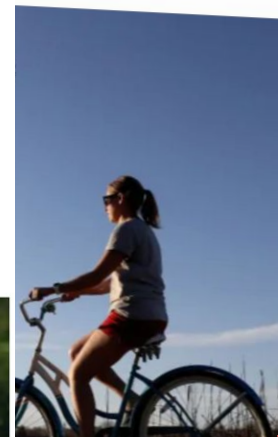
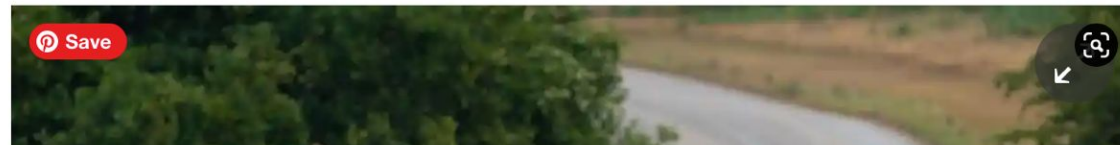
## Ontario bike shops, urban planners say coronavirus pandemic could shift the culture of cycling

By [Salmaan Farooqui](#) · The Canadian Press  
Posted June 15, 2020 9:27 am

## Women behind huge increase in running and cycling in 2020

- Fitness app Strava releases global figures for the year
- 108% rise in median activities of women aged 18 to 29 in UK

Save



## BUDGET

Item	Amount	Source	Description
BNS Staff	\$7,000	Funding through BNS	Project wages for 2 staff, planning, travel, set-up and project evaluation
Lunenburg Staff	\$4,000	Town of Lunenburg	Project related wages for public works staff (set-up and takedown)
Materials	\$5,000	Funding through BNS	Paint, functional and decorative materials for bike lane & pedestrian mall

**Thank You**

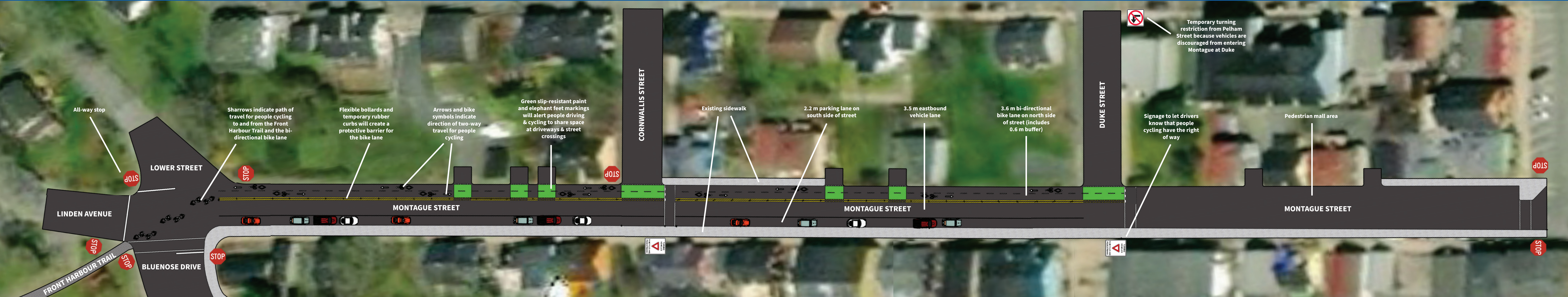


**BLUE ROUTE**

# BLUE ROUTE HUBS PROJECT POP-UP ACTIVE TRANSPORTATION ROUTE

## BI-DIRECTIONAL BIKE LANE + PEDESTRIAN MALL

Prepared by Meghan Doucette, Active Transportation Planner, Bicycle Nova Scotia  
April 11, 2022





## Lunenburg Board of Trade

PO Box 1300  
11 Blockhouse Hill Rd.  
Lunenburg, NS  
B0J 2C0

(902) 634 3170  
office@lunenburgns.com

To: Lunenburg Town Council  
From: The Lunenburg Board of Trade  
Date: March 29<sup>th</sup>, 2022

RE: Change to Pop Up Bike Lane June 2022

The Lunenburg Board of Trade wishes to express its support of the proposed changes to Bicycle Nova Scotia's Pop-Up Bike Lane, currently scheduled for June of 2022.

After meetings with the Lunenburg Board of Trade, Bicycle Nova Scotia has agreed to alter the initial plan to help try and lessen the potential impacts to businesses in Lunenburg.

Those changes include moving the dates of the project from the month of June 2022 to the month of October 2022. It would also have the bidirectional bike lane be located on the north side of Montague St instead of the South side.

We hope that Town Council will see the need to approve these changes.

Sincerely,

The Lunenburg Board of Trade



## Lunenburg Board of Trade

PO Box 1300  
11 Blockhouse Hill Rd.  
Lunenburg, NS  
B0J 2C0

(902) 634 3170  
office@lunenburgns.com

To: Lunenburg Town Council  
From: The Lunenburg Board of Trade  
Date: April 14<sup>th</sup>, 2022

RE: Request for Support Letters

The Lunenburg Board of Trade is seeking two letters of support from the Town of Lunenburg for two separate grant applications that we will be completing for submission by the end of April 2022.

### Grant #1: ACOA's Rediscover Main Streets Initiative:

The Rediscover Main Streets (RMS) initiative will provide a \$10 million investment over one year (2022-2023) across Atlantic Canada to reanimate neighbourhoods, local downtowns, and community main streets. Among eligible projects are those that amplify and/or reanimate existing events and activities to support local businesses; and entice Atlantic Canadians to explore their provinces on a local and regional level.

The Lunenburg Board of Trade will be applying for this grant in order to secure funding to scale up some currently planned events (Canada Day and Light Up Lunenburg) as well as to help resurrect a previously held event (Oktoberfest).

### Grant #2: Develop NS Community Led Placemaking Initiative:

Develop Nova Scotia's Community Led Placemaking initiative provides communities an opportunity "To undertake lighter, quicker, cheaper tactical placemaking projects that create places for people to gather and connect socially, create opportunities for inclusive community involvement and invite increased visitation to the community core". These projects can include things like infrastructure, art, seating and amenities. It is a \$50,000 grant to be spent between April and October of 2022.

The Lunenburg Board of Trade would like to apply for this grant in order to install a small "pocket park" that incorporates some outdoor fitness and gaming equipment. As this grant has a short turnaround time for applications, for the time being the LBoT is only looking for a support letter. Should it be successful, we would like to then work with the Town of Lunenburg to determine the best way to move forward with this idea, determining what equipment to purchase as well as the ideal location.

We appreciate the Town of Lunenburg's consideration on these matters.

Sincerely,  
The Lunenburg Board of Trade

**TOWN OF LUNENBURG WATER UTILITY**  
2022/23 DRAFT BUDGET

Schedule D

INDEX

	<u>Page #</u>
<u>WATER UTILITY</u>	
➤ Operating	1
➤ Three-year Capital Plan	8
➤ Funding	12

**DRAFT**

WATER UTILITY OPERATING BUDGET						
			2022/23	2021/22	2021/22	2020/21
	ACCOUNT #		BUDGET	BUDGET	PROJECTIONS	ACTUAL
	REVENUE					
		<b>OPERATING REVENUES</b>				
12,500	05-1-12-0100	1 METERED COMMERCIAL SALES	\$ 547,500	\$ 535,000	\$ 539,800	\$ 517,644
9,900	05-1-21-0100	1 FLAT RATE SALES - RESIDENTIAL	675,000	665,100	671,800	665,206
-	05-1-31-0100	2 PUBLIC FIRE PROTECTION	331,000	331,000	330,800	340,843
-	05-1-33-0100	PRIVATE FIRE PROTECTION	1,000	1,000	1,000	1,000
200	05-1-40-0100	SPRINKLER ACCOUNTS	7,000	6,800	7,000	6,800
1,000	05-1-60-0100	3 CONSUMER INTEREST CHARGES	4,500	3,500	4,800	4,120
500	05-1-71-0100	CONNECTION CHARGES	6,000	5,500	7,400	5,803
-	05-1-72-0100	4 ARMOURIES RENT	1,200	1,200	1,200	1,200
		TOTAL OPERATING REVENUES	1,573,200	1,549,100	1,563,800	1,542,616
		<b>NON-OPERATING REVENUES</b>				
-	05-1-81-0100	JOBGING AND CONTRACT	500	500	-	-
-	05-1-82-1000	INTEREST EARNED	2,500	2,500	2,000	2,693
-	05-1-85-0100	5 GRANTS FOR THE PROV - HST OFFSET	9,000	9,000	8,200	8,912
(80,000)	05-1-89-0100	OTHER TRANSFERS FROM RESERVES	-	80,000	-	-
		TOTAL NON-OPERATING REVENUES	12,000	92,000	10,200	11,605
		<b>TOTAL REVENUES</b>	<b>\$ 1,585,200</b>	<b>\$ 1,641,100</b>	<b>\$ 1,574,000</b>	<b>\$ 1,554,221</b>
		<b>EXPENDITURES</b>				
		<b>SOURCE OF SUPPLY</b>				
		<b>SUPERVISION AND ENGINEERING</b>				
100	05-2-11-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 14,300	\$ 14,200	\$ 14,200	\$ 14,208
200	05-2-11-0105	6.1 PORTION OF MUN ENGINEER - PROJECT MGR	2,600	2,400	2,000	2,182
-	05-2-11-0300	7 DEPARTMENT OF ENVIRONMENT - LICENSE	1,000	1,000	1,000	946
(80,000)	05-2-11-0400	7.1 WATER WITHDRAWAL STUDY (EVERY 10 YEARS, last done 2011/12) - due in May 2022	-	80,000	40,000	-
		<b>OPERATION LABOUR</b>				
100	05-2-12-0200	18 PUBLIC WORKS LABOUR	600	500	500	2,133
2,100	05-2-12-0201	12 WRO LABOUR	15,700	13,600	5,400	2,603
		<b>MAINTENANCE OF PLANT - INTAKES (PUMP HOUSE)</b>				
500	05-2-14-2100	DIVER - INTAKE	3,500	3,000	3,100	3,149
-	05-2-14-2200	7.2 REPAIRS TO INTAKE SCREENS/BUILDING	4,000	4,000	2,000	4,177
		<b>DEPARTMENT TOTAL</b>	<b>\$ 41,700</b>	<b>\$ 118,700</b>	<b>\$ 68,200</b>	<b>\$ 29,398</b>
		<b>PUMPING</b>				
		<b>SUPERVISION AND ENGINEERING</b>				
100	05-2-21-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 14,300	\$ 14,200	\$ 14,200	\$ 14,208
200	05-2-21-0105	6.1 PORTION OF MUN ENGINEER - PROJECT MGR	2,600	2,400	2,000	2,081
		<b>OPERATION LABOUR</b>				
100	05-2-22-0200	18 PUBLIC WORKS DEPARTMENT	600	500	-	-
1,800	05-2-22-0201	12 WRO LABOUR	13,200	11,400	6,000	3,073
		<b>POWER PURCHASED</b>				
-	05-2-24-0100	8 POWER PURCHASED - NSPI	25,000	25,000	25,000	25,551
		<b>MAINTENANCE OF PLANT</b>				
-	05-2-25-1200	TELEPHONE - PUMPHOUSE	300	300	300	220
1,000	05-2-25-1300	8.2 MATERIALS/REPAIRS TO BUILDING	3,000	2,000	1,500	895
		<b>MAINTENANCE OF PUMPING EQUIPMENT</b>				
-	05-2-25-2100	9 REPAIRS TO PUMPS	4,000	4,000	2,500	-
		<b>DEPARTMENT TOTAL</b>	<b>\$ 63,000</b>	<b>\$ 59,800</b>	<b>\$ 51,500</b>	<b>\$ 46,028</b>
		<b>WATER TREATMENT</b>				
		<b>SUPERVISION AND ENGINEERING</b>				
100	05-2-31-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 14,300	\$ 14,200	\$ 14,200	\$ 14,208
200	05-2-31-0105	6.1 PORTION OF MUN ENGINEER - PROJECT MGR	2,600	2,400	2,100	2,182
-	05-2-31-0400	10 TRAINING - SUPER./WRO	5,500	5,500	2,000	395
-	05-2-31-0410	11 CLOTHING - WRO	1,500	1,500	1,000	511
		<b>OPERATION LABOUR</b>				
100	05-2-32-0100	18 PUBLIC WORKS DEPARTMENT	600	500	-	-
8,100	05-2-32-0200	12 WATER RESOURCE OPERATORS LABOUR	78,100	70,000	70,000	66,655
3,400	05-2-32-0210	12 WATER RESOURCE OPERATORS BENEFITS	26,000	22,600	22,600	14,726
		<b>OPERATION SUPPLIES AND EXPENSE</b>				
		<b>CHEMICALS AND ADDITIVES</b>				
-	05-2-33-1500	13 WTP - CHEMICALS	60,000	60,000	60,000	61,518
		<b>SUPPLIES &amp; EXPENSES</b>				
(6,000)	05-2-33-9100	14 SUPPLIES AND SMALL TOOLS	6,000	12,000	8,000	1,423
-	05-2-33-9200	15 WATER TESTING	16,000	16,000	16,000	11,787
3,000	05-2-33-9300	15.1 WATER TESTING - WRO LABOUR	28,000	25,000	25,000	24,395
5,500	05-2-33-9500	16 WTP - SPARE/REPLACEMENT PARTS	11,000	5,500	5,000	12,759
-	05-2-33-9520	WTP - LABORATORY MATERIALS	2,000	2,000	2,000	1,758
-	05-2-34-0600	NSPI - TREATMENT PLANT	65,000	65,000	63,000	62,160
(5,800)	05-2-34-0700	TELEPHONE LINE/SCADA SYSTEM /SECURITY	5,000	10,800	8,000	4,833
		<b>MAINTENANCE OF PLANT</b>				
1,000	05-2-34-0500	17 WTP - REPAIRS & MAINTENANCE	25,000	24,000	25,000	30,136
		<b>DEPARTMENT TOTAL</b>	<b>\$ 346,600</b>	<b>\$ 337,000</b>	<b>\$ 323,900</b>	<b>\$ 309,446</b>

DRAFT

WATER UTILITY OPERATING BUDGET						
			2022/23	2021/22	2021/22	2020/21
ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTIONS	ACTUAL
-		<b>TRANSMISSION AND DISTRIBUTION</b>				
-		<b>SUPERVISION AND ENGINEERING</b>				
500	05-2-41-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 52,500	\$ 52,000	\$ 52,000	\$ 51,615
900	05-2-41-0105	6.1 PORTION OF MUN ENGINEER - PROJECT MGR	9,500	8,600	5,500	8,156
-	05-2-41-0200	DRAFTING/FILING LABOUR	2,300	2,300	2,300	2,292
-		<b>OPERATION LABOUR</b>				
-		<b>OPERATION LABOUR - MAINS</b>				
1,200	05-2-43-1100	18 PUBLIC WORKS DEPT. - LABOUR	13,200	12,000	6,000	2,994
-		<b>MAINTENANCE OF PLANT</b>				
-		<b>MAINT. OF PLANT RESERVOIRS</b>				
-	05-2-44-1100	19 STANDPIPE (GARDEN LOTS)	3,000	3,000	1,000	3,028
-	05-2-44-1300	ELECTRICITY/SCADA/STANDPIPE	1,800	1,800	1,800	1,612
(4,800)	05-2-44-1350	19 WTP PLANT STANDPIPE (NORTHWEST)	15,000	19,800	18,000	5,287
-	05-2-44-1400	20 TELEPHONE LINE/SCADA SYSTEM	1,500	1,500	1,200	835
-		<b>MAINT. OF PLANT - MAINS</b>				
(2,000)	05-2-44-3100	21 MATERIALS - MAINS	9,000	11,000	3,000	3,459
-	05-2-44-3200	21 EQUIP RENTAL (TOWN) - MAINS & SERVICES	25,000	25,000	10,000	10,110
-	05-2-44-3295	21.1 WATER LEAK STUDY	6,000	6,000	-	-
-	05-2-44-3300	21.2 FIRE FLOW TESTING (COMPLETED IN 2016/17)	5,500	5,500	-	-
-		<b>MAINT. SERV./METERS/HYDRANTS</b>				
(5,000)	05-2-44-9100	MATERIALS	10,000	15,000	5,000	8,258
1,100	05-2-44-9300	18 P.W. LABOUR	16,600	15,500	10,000	16,897
(1,500)	05-2-44-9400	ADVERTISING - NOTICES, ETC.	500	2,000	500	338
-		<b>STORES (STOCK) EXPENSES</b>				
(100)	05-2-46-0100	FUEL - HEAT	8,500	8,600	6,000	5,027
200	05-2-46-0200	ELECTRICITY - LIGHTS	5,300	5,100	5,100	4,552
-	05-2-46-0225	WATER	600	600	500	465
-	05-2-46-0250	22 SEWER CHARGE	900	900	800	899
-	05-2-46-0300	SUPPLIES, REPAIRS & JANITORIAL	-	-	-	-
-	05-2-46-0301	REPAIRS & SUPPLIES	10,000	10,000	8,000	7,951
-	05-2-46-0302	JANITORIAL	3,500	3,500	3,500	3,109
-	05-2-46-0303	SECURITY	700	700	700	306
-	05-2-46-0400	IN HOUSE LABOUR/ARMOURIES	15,000	15,000	13,000	7,153
2,500	05-2-46-0500	TELEPHONE/CELL PHONES/INTERNET	6,000	3,500	6,000	2,819
-		<b>TRANSPORTATION - VEHICLES</b>				
-	05-2-47-0100	GAS - VEHICLES	5,000	5,000	2,500	2,500
-	05-2-47-0200	REPAIRS/MAINTENANCE - 2008 Van (reallocated to recreation and facilities)	-	-	-	3,049
1,500	05-2-47-0201	REPAIRS/MAINTENANCE-2005 Chev 1/2 ton	5,000	3,500	4,000	-
1,000	05-2-47-0202	REPAIRS/MAINTENANCE - 2013 GMC	3,000	2,000	2,000	1,325
600	05-2-47-0350	CAR ALLOWANCE - ENGINEERS & SUPER.	1,200	600	600	842
-	05-2-47-0400	RADIO LICENSE/REPAIRS	600	600	600	599
		<b>DEPARTMENT TOTAL</b>	<b>\$ 236,700</b>	<b>\$ 240,600</b>	<b>\$ 169,600</b>	<b>\$ 155,477</b>
-		<b>ADMINISTRATION AND GENERAL</b>				
-	23	<b>ACCOUNTING AND COLLECTING</b>				
-		<b>ACCOUNTING SUPERVISION</b>				
1,100	05-2-51-1100	PORTION OF FINANCE DIRECTOR	\$ 38,400	\$ 37,300	\$ 37,300	\$ 39,015
-		<b>ACCOUNTING METER READINGS</b>				
-	05-2-51-2100	METER READING SALARY/EXPENSES	2,500	2,500	2,500	2,615
-		<b>ACCOUNTING BILLING</b>				
1,100	05-2-51-3100	PORTION BOOKKEEPING SALARIES	28,900	27,800	27,800	28,645
-	05-2-51-3200	SUPPLIES - BILLING & COLLECTION	2,700	2,700	2,700	981
-	05-2-51-3210	COMPUTER MAINTENANCE	15,000	15,000	15,000	8,383
-		<b>ACCOUNTING COLLECTION</b>				
500	05-2-51-4100	PORTION OF CASHIER SALARIES	14,000	13,500	13,500	14,063
-		<b>ACCOUNTING - UNCOLLECTIBLE ACCTS.</b>				
-	05-2-51-5100	PROVISION - UNCOLLECTIBLE ACCTS.	5,000	5,000	5,000	(2,063)
-		<b>SALARIES</b>				
-		<b>SALARIES - OFFICERS &amp; EXECUTIVES</b>				
1,800	05-2-52-1100	PORTION STAFF MEETING PAY	1,800	-	-	-
600	05-2-52-1200	PORTION COUNCIL HONORARIUMS	27,700	27,100	27,100	24,603
4,000	05-2-52-1300	PORTION STAFF SALARIES	65,400	61,400	61,400	63,537
-		<b>SALARIES - OTHER</b>				
5,000	05-2-52-9100	PORTION OFFICE STAFF SALARIES	69,300	64,300	64,300	60,938
7,000	05-2-52-9200	EMPLOYMENT BENEFITS	84,500	77,500	77,500	67,778
-		<b>GENERAL OFFICE EXPENSE</b>				
-		<b>GENERAL OFFICERS EXPENSE</b>				
(5,000)	05-2-53-1200	24 TRAINING, CONFERENCES & MEMBERSHIPS	15,000	20,000	12,000	3,755
-	05-2-53-1201	24 COUNCIL TRAINING & CONFERENCES	5,700	5,700	2,500	6,269
-	05-2-53-1400	BANK CHARGES	1,800	1,800	1,800	1,161
-		<b>GENERAL OFFICE EXPENSE</b>				
-	05-2-53-3100	MISC. SUPPLIES - OFFICE	5,000	5,000	4,000	4,017
-	05-2-53-3150	25 FURNITURE & EQUIPMENT	15,000	15,000	15,000	12,412

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WATER UTILITY OPERATING BUDGET						
			2022/23	2021/22	2021/22	2020/21
	ACCOUNT #		BUDGET	BUDGET	PROJECTIONS	ACTUAL
		DESCRIPTION				
-		<b><u>PROFESSIONAL FEES</u></b>				
-	05-2-54-1100	AUDITORS FEES	6,000	6,000	6,000	5,736
-	05-2-54-1200	CONSULTANT FEES - WATER RATE STUDY	15,000	15,000	15,000	-
-	05-2-54-1250	ENGINEER CONSULTING SERVICES	7,500	7,500	5,000	1,846
-	05-2-54-2100	LEGAL FEES	15,000	15,000	15,000	12,735
1,000	05-2-54-2150	25.1 COMMUNICATIONS	6,400	5,400	5,400	5,174
-	05-2-54-2200	PAYROLL ADMINISTRATION	1,300	1,300	1,300	1,300
-		<b><u>REGULATORY EXPENSES</u></b>				
-	05-2-55-0100	26 NSURB FEE	1,600	1,600	1,600	1,672
-		<b><u>INSURANCE</u></b>				
3,200	05-2-56-0100	27 FIRE & AUTO LIABILITY	31,200	28,000	28,400	25,021
-		<b><u>RENT OF GENERAL PROPERTY</u></b>				
-	05-2-57-0100	RENT - TOWN OFFICE USE	2,100	2,100	2,100	2,100
-	05-2-57-0200	28 RENT - VICTORIA ROAD BUILDING	2,200	2,200	2,200	2,200
		<b>DEPARTMENT TOTAL</b>	<b>\$ 486,000</b>	<b>\$ 465,700</b>	<b>\$ 451,400</b>	<b>\$ 393,893</b>
-		<b><u>DEPRECIATION</u></b>				
8,900	05-2-60-0100	29 DEPRECIATION EXPENSE	\$ 296,300	\$ 287,400	\$ 296,000	\$ 296,099
8,900		<b>DEPARTMENT TOTAL</b>	<b>\$ 296,300</b>	<b>\$ 287,400</b>	<b>\$ 296,000</b>	<b>\$ 296,099</b>
-		<b><u>TAXES</u></b>				
(500)	05-2-70-0200	30 PROPERTY TAXES	\$ 43,000	\$ 43,500	\$ 43,000	\$ 42,968
(500)		<b>DEPARTMENT TOTAL</b>	<b>\$ 43,000</b>	<b>\$ 43,500</b>	<b>\$ 43,000</b>	<b>\$ 42,968</b>
-		<b><u>NON-OPERATING EXPENSES</u></b>				
-	05-2-90-0200	INTEREST ON CUSTOMER DEPOSITS	\$ -	\$ -		\$ 22
-		<b><u>REDEMPTION LONG-TERM DEBT</u></b>				
-	05-2-91-0100	31 PRINCIPAL INSTALLMENTS	40,750	40,750	40,750	40,750
-		<b><u>INTEREST ON LONG-TERM DEBT</u></b>				
(1,500)	05-2-92-0100	31 INTEREST	16,150	17,650	17,650	18,494
-		<b><u>CAPITAL EXPENDITURE FROM REVENUE</u></b>				
-	05-2-99-0050	33 CAPITAL RESERVES - FUTURE CAPITAL	-	-	82,000	20,000
-		<b><u>OTHER NON-OPERATING EXPENSES</u></b>				
-	05-2-99-0020	33 TRANSFER TO CAPITAL RESERVE - LAND	5,000	5,000	5,000	110,200
-	05-2-99-0010	33 WTP - MEMBRANE REPLACEMENT RESERVE	-	-		26,000
(15,000)	05-2-99-0060	DIVIDEND	10,000	25,000	25,000	65,000
-	05-2-99-0100	SURPLUS (DEFICIT)	-	-	-	446
		<b>DEPARTMENT TOTAL</b>	<b>\$ 71,900</b>	<b>\$ 88,400</b>	<b>\$ 170,400</b>	<b>\$ 280,912</b>
-		<b>TOTAL EXPENDITURES</b>	<b>\$ 1,585,200</b>	<b>\$ 1,641,100</b>	<b>\$ 1,574,000</b>	<b>\$ 1,554,221</b>
-		<b>Budget Change</b>	<b>\$ (55,900)</b>			
-			<b>-3.4%</b>			

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## NOTES TO WATER UTILITY BUDGET

### Revenue

1. The Nova Scotia Utility and Review board approved changes to the Town of Lunenburg Schedule of Rates and Regulations for the Water Utility in 2016 the first increase came into effect July 1, 2016, the second increase was effective April 1, 2017, and the third increase occurred on April 1, 2018. Council is considering a 2022 Rate Study at their April 12, 2022 meeting. the budget has been prepared based on the current rates.

Water Statistics:

	<i>Budget 2022/23</i>	<i>Actual 2021/22</i>	<i>Actual 2020/21</i>
Residential Connections	1,222	1,216	1,207
Metered Commercial Accounts	195	192	191

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

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

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

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

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

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

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

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

***All non-unionized salaries and wages in all departments have been adjusted in fiscal 2022/23 by 4.1%, NS-CPI for 2021.***

### Expenditures

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

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

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

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

Of the Municipal Engineer/Project Manager's salary approximately 20% is charged to the Water Utility.

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

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

- 7.1 #05-2-11-0400 Water Withdrawal Study

As part of the water withdrawal licensing permit process, a water withdrawal study was undertaken in fiscal 21-22.

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

Repairs as required.

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

Budget based on projected usage at current consumption pricing.

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

This amount is for general repairs and maintenance of building.

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

Estimate for anticipated repairs.

10. #05-2-31-0400 Training

Water Certification training for Water Resource Operators and supervisors.

11. #05-2-31-0410 Clothing

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

12. Water Resource Operators Salary and Benefits

The Water Resource Operator complement of staff has been increased from 1.5 FTE to 2.0 FTE for the Water Utility. A portion of these additional resources in the Water Utility to be used to increase the time spent on Dares Lake source and watershed lands protection, commercial water meter reading and maintenance (and future residential water meter reading and maintenance), increased water testing and sampling and water system by-law enforcement.

13. #05-2-33-1500 Chemicals

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

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

Estimate for required items for plant operations.

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

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

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

WRO labour required for taking daily samples for analysis.

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

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

Items anticipated in the upcoming year:

- Spare Rosemount online PH Probe
- Replacement Flock Tank Mixer Electric Motor
- Replacement Rubber Gasket for the Soda Ash System bag hopper
- Replacement Pressure gauges 4 ½" dial ½" NPT (12 needed) Ashcroft
- Replacement SMC smart level control sensor for PALL raw water feed tanks

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

The water treatment plant requires scheduled maintenance. Costs include a generator contract, cleaning contract, SCADA, and the yearly membrane inspection and reports. Budget includes 2022 licenses and upgrades for the two plant VTS SCADA.

18. Public Works Labour

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

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

1. The water utility had a video inspection of both water storage tanks completed in 2016. Budget includes Cathodic Protection System testing and service on the Garden lots water storage tank (every 2 years) due in 2022. Design a contingency plan that would be capable of supplying safe potable water to the town's distribution system when by-passing the existing water storage tank located at 524 Northwest Road which is estimated to cost \$10,000.

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

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

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

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

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

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

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

21.2 #05-2-44-3300 Fire Flow Testing

Last completed by subcontractor in fiscal 2016/17.

22. #05-2-46-0250 Sewer

A sewer charge is levied against the Armouries building which is owned by the Water Utility and assessed at \$208,600. The sewer charge is budgeted at 2021/22 rates. (AAN 04647114).

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

A portion of the current level of Town Office administration and finance staff salaries are charged out to the Water Utility based on the estimated staff time spent on the Water Utility.

A portion of Town Council honorariums is charged to the Water Utility based on the estimated time Council spends on Water Utility issues.

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

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

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

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

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

Total budget \$14,200

N.B. - \$11,300 will be allocated to the Electric and Water Utility budgets, approximately 80%.

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

Estimate for small capital office equipment.

25.1 #05-2-54-2150 Communications

Budget for a portion of Assistant Municipal Clerk's salary for communications.

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

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

27. #05-2-56-0100 Insurance

Insurance costs are budgeted at estimated rates.

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

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

29. #05-2-60-0100 Depreciation

The Water Utility is required to calculate depreciation on its assets at various prescribed rates, e.g. buildings, mains, plant, equipment, etc. This expenditure is sourced from the water rates and is used for future funding of capital assets. Any unused depreciation is held in a reserve. The depreciation reserve balance as at March 31, 2021 was \$1,695,435.

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

The assessment on the Town distribution system has remained the same at \$1,294,800. The Armouries building and the new water treatment plant are assessed as commercial exempt for the purposes of property taxation only. (AAN 04647416)

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

These amounts are included in the budget.

Project	Payment	Principal	Interest	Total	Balance
Water Treatment Plant (MFC Nov 2011 \$815,000)	11 of 20	\$40,750	\$16,149	\$56,899	\$366,750

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

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

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

Transfers to reserve in this budget includes \$5,000 for future land purchases (watershed).

34. The balance in the Water Utility Capital Reserve, not including the depreciation reserve, at March 31, 2021 is as follows:

Future Land Purchases	\$105,200
WTP Membrane Replacement	310,000
Future Capital	<u>339,500</u>
	<u>\$754,700</u>

<b>TOWN OF LUNENBURG</b>				
<b>THREE-YEAR CAPITAL BUDGET - WATER UTILITY</b>				
	Priority			
DESCRIPTION		22/23	23/24	24/25
<b>LAND PURCHASE</b>		\$0	\$0	\$0
<b>GENERAL</b>				
New Services		\$10,000	\$10,000	\$10,000
Replacement Hydrants		\$10,000	\$10,000	\$10,000
Meter budget currently does not include an amount for a full residential metering installation program as Council decision is still pending				
Replacement Meters		\$10,000	\$10,000	\$10,000
Subtotal		\$30,000	\$30,000	\$30,000
<b>DISTRIBUTION MAINS</b>				
Water and Wastewater System Survey & GIS Development (includes all underground infrastructure) (will be carried into 22-23, to be completed by June30/22 - total budget \$62,500 over the fiscal 21-22 and 22-23)		\$62,500		
<b>Water Cost Sharing of GIS Underground Infrastructure Master Plan</b> - the master plan is required to understand and model the existing underground infrastructure (water distribution, sanitary sewer and storm sewer). With this plan, staff will be able to determine effective and systematic replacements and upgrades to the underground infrastructure as well as strategies for sanitary and storm sewer separation and salt water intrusion. This a continuation of initial GIS project of \$62,500, which was funded by the Water Utility and a FCM Grant that is scheduled to be completed June 30, 2022. The Water Utility will contribute \$67K towards this \$200,000 project.		\$67,000		
From the intersection of Falkland Street and Green Street, to Tannery Road, approximately 124M.		\$215,500		
Cumberland-Kempt to Blockhouse Hill (Engineering & Tender)				\$15,000
Cumberland-Kempt to Blockhouse Hill				
McDonald-Green to Brook (Engineering & Tender)			\$20,000	
McDonald-Green to Brook				\$235,000
Kempt-Lincoln to Lawrence				\$400,000
Kempt-Lincoln to Lawrence (Engineering & Tender)			\$50,000	
Masons Beach (Topmast to 1000' west)				
Montague-Rum Row to Shipyard				
Pelham-Kaulbach to Duke				
Water Line Loop Connection at Harborview and Morash		\$40,000		
Subtotal		\$385,000	\$70,000	\$650,000
<b>BUILDING IMPROVEMENTS</b>				
Chlorinator		\$60,000		
Repair Spillway Dares Lake		\$160,000		
Raw Water Pumphouse Waterproof Foundation		\$15,000		
Armouries - New Roof		\$30,000		
Subtotal		\$265,000	\$0	\$0

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<b>THREE-YEAR CAPITAL BUDGET - WATER UTILITY</b>				
	Priority			
<b>DESCRIPTION</b>		22/23	23/24	24/25
<b>FURNITURE AND EQUIPMENT</b>				
Membrane Replacement (Engineering & Tender)		\$10,000		
Membrane Replacement 2 skids		\$145,000		
Membrane Replacement 2 skids			\$155,000	
Pneumatic Cleaning System on Intake Screen		\$5,000	\$30,000	
Spare Industrial Hot Water Tank		\$5,500		
Spare Sigma Pump for Soda Ash System		\$6,500		
Spare Siemens Free Chlorine Online Probe		\$3,500		
Replacement Chlorinator		\$9,500		
Subtotal		\$185,000	\$185,000	\$0
<b>**TOTAL**</b>		<b>\$865,000</b>	<b>\$285,000</b>	<b>\$680,000</b>

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## WATER UTILITY CAPITAL BUDGET NOTES

### New Services

If a new water service is required, the cost of the service installation is allocated to this account. This item is placed in the budget yearly in the event that new installations are required.

### Hydrants

New hydrants are installed as required and funds placed in the budget yearly in the event a new hydrant is required.

### Meters

If a new water meter is required, the cost of the meter is allocated to this account. This item is placed in the budget yearly in the event that a new meter is required for a new water service. Also, meters can slow down or stop working. This is identified during the billing cycle when consumption variances are monitored. The budget amount has been increased this year to allow for purchases for the upgrade of commercial water meters.

### Water and Waste Water System Survey and GIS Development (includes all underground infrastructure)

This is a carry forward project.

Provide a Survey to locate all water/stormwater/wastewater assets including pipes, manholes and lift stations (where, how deep, photos where visible) to fill in gaps in Town records. All survey records will be added to Geographic Information System (GIS) for electronic storage and accessibility. The GIS records are the basis for Asset Management Planning to allow proactive maintenance, including a Master Plan for Water and Wastewater/Stormwater. FCM Funding has been received for this project which will span both fiscal 21-22 and 22-23 project must be completed by June 30, 2022.

### Water's Share of the GIS Underground Infrastructure Master Plan

The master plan is required to understand and model the existing underground infrastructure (water distribution, sanitary sewer and storm sewer). With this plan, staff will be able to determine effective and systematic replacements and upgrades to the underground infrastructure as well as strategies for sanitary and storm sewer separation and salt water intrusion. The Water Utility will contribute \$67K towards this project.

### Falkland Street and Green Street to Tannery Road

Tannery Road is supplied water through a series of 8" feeder pipes with the exception being an old 6" cast iron section (about 450 feet) from the intersection of Falkland Street and Green Street, up Knickle Road, and to the exit from the tennis courts. This 6" portion is reducing the water pressure significantly on Tannery Road. This project will upgrade the piping in this area.

### Water Line Loop Connection at Harborview and Morash

Connect water line dead ends at Harborview Drive and Morash Lane in order to improve water flow and pressure.

### Chlorinator

This project will disconnect pressurized lines that are no longer required for transmission from the main water transmission line. This project will eliminate the possibility of a major leak from the water system. The plan is to complete engineering work package in 21-22 and execute in 22-23. Lower priority, low risk as is.

### Repairs to Spillway at Dares Lake

Including Construction Administration, engineered design of spillway and construction to be completed in 22-23.

### Raw Water Pumphouse Waterproof Foundation

Pumphouse has a history of leaks through the foundation. Foundation to be waterproofed to eliminate leaking.

### Armouries New Roof

Armouries building roof leaks and is in poor shape. Due to be replaced.

### Membrane Replacement

This item was intended to be for the four (4) skids in the WTP, replace two (2) in one year and the other two (2) in the next. The textbook anticipated life span of these units are about 10 years and they have been in service for 10-11 years now. However, our assessment of the skids membrane condition is that they are still in quite good shape and we do not anticipate replacement in the immediate future. However, they will have to be replaced maybe after 15 years depending on deterioration in the IT

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testing as an indication of the membrane failing (but we haven't seen that yet). Apparently if deterioration occurs it may occur rather fast and we will have to react to replace accordingly. Therefore we have put the money in our budget for a contingency to replace IF needed.

Pneumatic Cleaning System on Intake Screen

Automatic cleaning system for the raw water intake screens. This item will keep the screens clean more frequently and eliminate necessity to clean with divers. Engineering and tender package then execution.

Spare Industrial Hot Water Tank

To have spare on hand.

Spare Sigma Pump for Soda Ash System

To have spare on hand.

Spare Siemens Free Chlorine Online Probe

To have spare on hand.

Replacement Chlorinator

One complete Siemens Wallace & Tiernan V10 K Chlorinator c/w 9kg/24hr v-notch plug and rotometer tube.

***Future considerations:***

Electric Net Metering Study

Staff has recently received the 21-22 Electric Net Metering feasibility study for the Water Treatment Plant. The report will be reviewed by staff and a report will be prepared for Council in late May or June. The study results have not been incorporated in the 22-23 to 24-25 Capital budgets.

Capital Funding 2022/23						
WATER UTILITY						
	Project	Budget Cost	Funding	Source		
<b>General</b>						
05-2-94-4600	New Services	\$10,000	\$10,000	Depreciation Funds		
05-2-94-4700	Replacement Hydrants	\$10,000	\$10,000	Depreciation Funds		
05-2-94-4800	Replacement Meters	\$10,000	\$10,000	Depreciation Funds		
<b>Distribution Mains</b>						
<i>This project will span fiscal 21-22 and 22-23</i>						
05-2-94-2901	Water and Wastewater System Survey & GIS Development (includes all underground infrastructure)	\$62,500	\$62,500	FCM Grant \$50K, depreciation funds \$12.5K to be completed by June 30, 2022		
	GIS Underground Infrastructure Master Plan (Water's Cost Share)	\$67,000	\$67,000	Depreciation Funds		
	Intersection of Falkland Street and Green Street, to Tannery Road	\$215,500	\$215,500	Depreciation Funds		
	Water Line Loop Connection at Harborview and Morash	\$40,000	\$40,000	Depreciation Funds		
<b>Building Improvements &amp; Construction</b>						
05-2-94-3017	Chlorinator	\$60,000	\$60,000	Depreciation Funds		
05-2-94-4591	Repair Spillway Dares Lake	\$160,000	\$160,000	Depreciation Funds		
05-2-94-4529	Raw Water Pumphouse Waterproof Foundation	\$15,000	\$15,000	Depreciation Funds		
05-2-94-4517	Armouries - New Roof	\$30,000	\$30,000	Depreciation Funds		
<b>Furniture and Equipment</b>						
05-2-94-4570	Membrane Replacement	\$155,000	\$155,000	Membrane Reserve		
	Pneumatic Cleaning System on Intake System	\$5,000	\$5,000	Depreciation Funds		
	Spare Industrial Hot Water Tank	\$5,500	\$5,500	Depreciation Funds		
	Spare Sigma Pump for Soda Ash System	\$6,500	\$6,500	Depreciation Funds		
	Spare Siemens Free Chlorine Online Probe	\$3,500	\$3,500	Depreciation Funds		
	Replacement Chlorinator	\$9,500	\$9,500	Depreciation Funds		
		\$865,000	\$865,000			
<b>Water Utility Capital Funding Summary</b>						
05-2-93-2051	FCM Grant	\$50,000				
05-2-93-1200	Membrane Reserve	\$155,000				
05-2-93-1000	Depreciation Funds	\$660,000				
		\$865,000				

**TOWN OF LUNENBURG ELECTRIC UTILITY  
2022/23 DRAFT BUDGET**

**Schedule E**

INDEX

	<u>Page #</u>
<u><b>ELECTRIC UTILITY</b></u>	
➤ <b>Operating</b>	<b>1</b>
➤ <b>Three-year Capital Plan</b>	<b>8</b>
➤ <b>Funding</b>	<b>10</b>

**DRAFT**

ELECTRIC UTILITY OPERATING BUDGET							
			2022/23	2021/22	2021/22	2020/21	
	ACCOUNT #		BUDGET	BUDGET	PROJECTIONS	ACTUALS	
<b>REVENUE</b>							
<b>OPERATING REVENUE</b>							
119,500	07-1-51-1000	2	DOMESTIC SERVICE	\$ 2,978,600	\$ 2,859,100	\$ 2,919,000	\$ 2,812,412
7,600	07-1-51-2000	3	GENERAL SERVICE - SMALL	175,000	167,400	170,000	170,017
36,800	07-1-51-2500	3	GENERAL SERVICE - DEMAND	2,204,200	2,167,400	2,140,000	2,085,219
(11,400)	07-1-51-3000	4	GENERAL SERVICE (IND)	1,287,200	1,298,600	1,249,700	1,238,013
9,400	07-1-51-4000	5	STREET LIGHTING	137,400	128,000	133,400	135,640
1,000	07-1-51-5000		MISC. ELECTRIC LIGHT	8,000	7,000	8,000	5,131
5,000	07-1-51-6000	6	LATE PAYMENT INTEREST	30,000	25,000	29,000	29,701
-	07-1-51-7000	7	POLE ATTACHMENT FEES	27,600	27,600	27,600	27,621
-	07-1-51-8000	8	69 KV LINE LEASE	54,000	54,000	54,000	54,811
			TOTAL OPERATING REVENUE	6,902,000	6,734,100	6,730,700	6,558,565
<b>NON-OPERATING REVENUE</b>							
-	07-1-51-9000		EXPIRED LINE EXTENSION DEPOSITS	-	-	-	-
2,000	07-1-52-1000	9	SALE OF SERVICE - PERMITS	22,000	20,000	21,000	22,772
(2,000)	07-1-52-1010	9	SALE OF SERVICE - JOBBING & CONTRACT	3,000	5,000	1,500	-
-	07-1-52-3000		INTEREST REVENUE	5,000	5,000	4,000	3,020
			TOTAL NON-OPERATING REVENUE	30,000	30,000	26,500	25,792
			<b>TOTAL REVENUE</b>	<b>\$ 6,932,000</b>	<b>\$ 6,764,100</b>	<b>\$ 6,757,200</b>	<b>\$ 6,584,357</b>
<b>EXPENDITURES</b>							
<b>POWER PURCHASES</b>							
77,800	07-2-61-1000	10	POWER COST - NSPI	\$ 5,326,500	\$ 5,248,700	\$ 5,289,300	\$ 5,151,340
<b>SUBSTATIONS</b>							
<b>SUBSTATIONS (3)</b>							
1,200	07-2-62-1100	11	LABOUR-UTILITY	25,000	23,800	23,800	22,674
-	07-2-62-1200	12	REPAIRS & MAINTENANCE	20,000	20,000	10,000	8,066
-	07-2-62-1300	13	TRANSFORMER TESTING	15,000	15,000	15,000	-
1,100	07-2-62-1500		SUBSTATION INSURANCE	11,600	10,500	10,600	9,534
				71,600	69,300	59,400	40,274
<b>OPERATION &amp; MAINTENANCE</b>							
<b>SUPERINTENDENCE</b>							
5,500	07-2-63-1100	11	MANAGER/PORION OF SUPER. SALARY	115,000	109,500	109,500	104,516
(1,000)	07-2-63-1200	14	TELEPHONE/ CELLULAR/ INTERNET	4,000	5,000	4,000	3,604
-	07-2-63-1400		RADIO REPAIRS/LICENSE	200	200	200	180
-			<b>OVERHEAD</b>				
3,000	07-2-63-2100	11	LABOUR - UTILITY	72,700	69,700	71,000	67,583
-	07-2-63-2200		SUPPLIES	5,500	5,500	2,500	47,078
-	07-2-63-2310	15	VEGETATION MGMT-CONTRACTOR	100,000	100,000	50,000	106,999
(2,500)	07-2-63-2600		CONTRACTED REPAIRS/FLAGMEN	2,500	5,000	1,000	-
-			<b>POLES &amp; FIXTURES</b>				
600	07-2-63-3100	11	LABOUR - UTILITY	11,600	11,000	11,000	10,510
-	07-2-63-3200		SUPPLIES	3,000	3,000	1,000	-
-			<b>SERVICES</b>				
1,200	07-2-63-4100	11	LABOUR - UTILITY	27,000	25,800	25,800	24,621
-	07-2-63-4200		SUPPLIES	6,000	6,000	5,000	699
-			<b>STREETS &amp; HIGHWAY LIGHTING</b>				
1,200	07-2-63-5100	11	LABOUR - UTILITY	24,400	23,200	24,900	22,090
-	07-2-63-5200		SUPPLIES	1,000	1,000	-	-
-			<b>MAINTENANCE OF BUILDING</b>				
1,000	07-2-63-6200		FUEL	5,000	4,000	3,000	1,405
-	07-2-63-6300		ELECTRIC	1,000	1,000	900	839
-	07-2-63-6310		WATER	500	500	400	398
200	07-2-63-6320		SEWER	900	700	600	846
(1,000)	07-2-63-6400	16	REPAIRS & MAINTENANCE	4,000	5,000	2,500	2,342
-	07-2-63-6600	17	RENTAL - VICTORIA ROAD BUILDING	5,000	5,000	5,000	5,000
-			<b>CUSTOMER PREMISES EXPENSES</b>				
5,000	07-2-63-7100		ELECTRICAL INSPECTIONS	25,000	20,000	22,800	27,900
				414,300	401,100	341,100	426,610
-			<b>TRANSFORMERS</b>				
-			<b>SETTING AND REMOVING</b>				
100	07-2-64-1100	11	LABOUR - UTILITY	2,800	2,700	2,700	2,530
(500)	07-2-64-1200		SUPPLIES	-	500	-	-
-			<b>MAINTENANCE OF TRANSFORMERS</b>				
200	07-2-64-2100	18	LABOUR - UTILITY	3,400	3,200	3,200	3,017
-	07-2-64-2150	18	CONTRACTED REPAIRS	40,000	40,000	10,000	6,405
-	07-2-64-2200	18	SUPPLIES	2,500	2,500	1,000	50
				48,700	48,900	16,900	12,002

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ELECTRIC UTILITY OPERATING BUDGET						
			2022/23	2021/22	2021/22	2020/21
	ACCOUNT #		BUDGET	BUDGET	PROJECTIONS	ACTUALS
-		<b><u>METERS</u></b>				
-		<b><u>SETTING AND REMOVING METER</u></b>				
400	07-2-65-1100	11 LABOUR - UTILITY	7,200	6,800	6,800	6,520
-		<b><u>TESTING METERS (EXPENSES)</u></b>				
600	07-2-65-2100	11 LABOUR - UTILITY	11,200	10,600	10,600	10,121
-		<b><u>MAINTENANCE OF METERS</u></b>				
-	07-2-65-4200	SUPPLIES	1,000	1,000	2,000	319
			<b>19,400</b>	<b>18,400</b>	<b>19,400</b>	<b>16,960</b>
-		<b><u>GENERAL OVERHEAD</u></b>				
-		<b><u>SUPERVISION</u></b>				
200	07-2-66-1100	20 PORTION FD SALARY	6,100	5,900	5,900	5,928
-		<b><u>CONTRACTS</u></b>				
800	07-2-66-2100	20 PORTION OF TOWN OFFICE SALARIES	19,300	18,500	18,500	18,847
			<b>25,400</b>	<b>24,400</b>	<b>24,400</b>	<b>24,775</b>
-		<b><u>ACCOUNTING</u></b>				
-		<b><u>ACCOUNTING SUPERVISION</u></b>				
300	07-2-67-1100	20 PORTION FD SALARY	7,900	7,600	7,600	7,682
-		<b><u>REVENUE ACCOUNTING</u></b>				
5,900	07-2-67-2100	20 PORTION OF TOWN OFFICE SALARIES	65,300	59,400	59,400	58,932
-		<b><u>PLANT ACCOUNTING</u></b>				
11,300	07-2-67-3100	20 PORTION OF TOWN OFFICE SALARIES	54,500	43,200	43,200	42,052
-		<b><u>BILLING</u></b>				
3,900	07-2-67-4100	20 PORTION OF TOWN OFFICE SALARIES	51,700	47,800	47,800	50,498
-	07-2-67-4200	SUPPLIES	8,000	8,000	8,000	7,353
-		<b><u>AUDITING</u></b>				
-	07-2-67-5100	AUDIT FEES	6,500	6,500	6,500	6,000
-		<b><u>COLLECTING</u></b>				
-	07-2-67-6050	21 ELECTRONIC BANKING SERVICES	4,000	4,000	4,500	3,198
2,000	07-2-67-6100	20 PORTION OF TOWN OFFICE SALARIES	16,600	14,600	14,600	14,454
-	07-2-67-6200	POSTAGE	13,500	13,500	13,500	13,500
-	07-2-67-6300	COLLECTION COSTS (SMALL CLAIM FEES)	1,000	1,000	-	-
-		<b><u>METER READING</u></b>				
8,200	07-2-67-7100	11 LABOUR - UTILITY	40,000	31,800	42,000	41,193
			<b>269,000</b>	<b>237,400</b>	<b>247,100</b>	<b>244,862</b>
-		<b><u>GENERAL</u></b>				
-		<b><u>SUPERVISION</u></b>				
3,200	07-2-68-1100	22 PORTION CLERK & DEPUTY'S SALARIES	80,200	77,000	77,000	76,927
1,100	07-2-68-1200	23 COUNCIL HONORARIUMS	49,300	48,200	48,200	39,100
1,000	07-2-68-1300	MEETING PAY	1,000	-	-	-
-	07-2-68-1400	24 COUNCIL CONVENTIONS/TRAINING	5,700	5,700	1,500	6,113
-		<b><u>PROFESSIONAL SERVICES</u></b>				
20,000	07-2-68-2100	25 ENGINEERING	40,000	20,000	20,000	-
-	07-2-68-2200	LEGAL FEES	20,000	20,000	15,000	15,631
200	07-2-68-2210	25.1 COMMUNICATIONS	5,400	5,200	5,200	5,174
-	07-2-68-2300	PAYROLL ADMINISTRATION	1,500	1,500	1,500	1,500
-		<b><u>ADVERTISING</u></b>				
-	07-2-68-3100	26 POWER INTERRUPTIONS & PROMOTIONS	5,000	5,000	3,500	2,213
-		<b><u>UNCOLLECTIBLE BILLS</u></b>				
-	07-2-68-4100	27 PROVISION - UNCOLLECTIBLE ACCTS.	15,000	15,000	15,000	15,767
-		<b><u>RENTALS, LIGHTS, ETC.</u></b>				
-	07-2-68-5100	OFFICE RENTAL - TOWN	10,200	10,200	10,200	10,200
1,000	07-2-68-5200	SUPPLIES/PRINTING/PAPER	16,000	15,000	15,500	15,581
-	07-2-68-5300	POSTAGE	13,500	13,500	13,500	13,500
5,000	07-2-68-5600	28 MAINT & CONTRACT - COMPUTER	40,000	35,000	38,000	21,082
500	07-2-68-5700	LEASE - POSTAGE METER	2,000	1,500	1,700	1,619
-	07-2-68-5800	SERVICE CHARGES - PHOTOCOPIER	4,000	4,000	4,300	2,330
-		<b><u>GENERAL INSURANCE</u></b>				
3,700	07-2-68-6600	29 INSURANCE	15,000	11,300	14,900	10,270
-		DEDUCTIBLE/CLAIMS	-	-	-	5,841
-		<b><u>EMPLOYEE WELFARE</u></b>				
1,800	07-2-68-9200	30 EMPLOYMENT BENEFITS	53,900	52,100	52,100	51,531
-	07-2-68-9300	CLOTHING/SAFETY	1,000	1,000	500	752
3,800	07-2-68-9400	OTHER EMPLOYEE BENEFITS	4,800	1,000	1,100	996
-	07-2-68-9450	MEETING - TRAVEL/EXPENSE	1,500	1,500	700	480
-	07-2-68-9500	31 TRAINING AND MEMBERSHIPS	10,000	10,000	10,000	4,765
-	07-2-68-9600	MEETING SUPPLIES	3,000	3,000	1,700	1,691
			<b>398,000</b>	<b>356,700</b>	<b>351,100</b>	<b>303,063</b>

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ELECTRIC UTILITY OPERATING BUDGET						
			2022/23	2021/22	2021/22	2020/21
	ACCOUNT #		BUDGET	BUDGET	PROJECTIONS	ACTUALS
-		<b><u>OFFICE SUPPLIES/EXPENSES</u></b>				
-	07-2-69-1100	TELEPHONE - TOWN HALL	2,000	2,000	2,000	2,153
(200)	07-2-69-1200	FAX MACHINE	500	700	500	397
-	07-2-69-1350	33 SMALL CAPITAL - OFFICE EQUIPMENT	15,000	15,000	7,000	7,731
-		<b><u>REGULATORY COMM. EXPENSE</u></b>				
-	07-2-69-3100	34 BD. OF PUBLIC UTILITIES	9,000	9,000	9,000	7,216
-	07-2-69-3200	35 CONSULTANT FEES	20,000	20,000	-	5,000
			46,500	46,700	18,500	22,497
		<b>DEPARTMENT TOTAL</b>	<b>\$ 6,619,400</b>	<b>\$ 6,451,600</b>	<b>\$ 6,367,200</b>	<b>\$ 6,242,383</b>
-		<b><u>DEPRECIATION</u></b>				
22,500	07-2-70-2100	36 DEPRECIATION EXPENSE	207,000	184,500	207,000	207,627
-		<b><u>INTEREST ON CONSUMER DEPOSITS</u></b>				
-	07-2-70-3100	ACCRUED INTEREST EXPENSE	500	500	500	1,417
-		<b><u>INTEREST ON LONG-TERM DEBT</u></b>				
(22,400)	07-2-70-4100	37 BORROWING INTEREST	5,100	27,500	27,500	30,126
-		<b><u>DEBT REPAYMENT</u></b>				
-	07-2-70-5100	37 LONG-TERM DEBT PRINCIPAL	100,000	100,000	100,000	100,000
		<b>DEPARTMENT TOTAL</b>	<b>\$ 312,600</b>	<b>\$ 312,500</b>	<b>\$ 335,000</b>	<b>\$ 339,170</b>
-		<b><u>TRANSFERS TO OTHER FUNDS</u></b>				
-	07-2-80-1000	<b><u>CAPITAL RESERVES</u></b>				
-	07-2-80-1200	38 TRF. TO (FROM) CAPITAL RESERVE	-	-	55,000	-
-		<b>DEPARTMENT TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>
-	07-2-90-0100	<b>SURPLUS (DEFICIT)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,804</b>
-		SECTION TOTAL				
		<b>TOTAL EXPENDITURES</b>	<b>\$ 6,932,000</b>	<b>\$ 6,764,100</b>	<b>\$ 6,757,200</b>	<b>\$ 6,584,357</b>
		<b>Budget Change</b>	<b>\$ 167,900</b>			
			<b>2.5%</b>			

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**NOTES TO ELECTRIC UTILITY BUDGET**

- Effective January 1, 2021 the Utility’s kWh consumption rate for power purchases is \$0.09171. The Utility’s current peak ratchet monthly demand cost for kVa is \$120,607. The Utility’s current demand rate is \$12.445. However, the Utility receives a \$0.32 per kVa discount in demand costs for owning its own substation (see table below).

	2022/23 Budget	2021/22 Budget	2020/21 Actual	2019/20 Actual
Purchases (kWh)	42,299,239	42,170,740	42,056,463	44,109,534
Sales (kWh)	40,674,078	40,483,910	40,498,244	42,649,017
Purchases as % Sales	104%	104%	104%	103%
Billed Demand (kVa) monthly	9,947	9,163	9,632	9,842
Annual Demand Cost	\$1,447,289	\$1,333,217	\$1,395,685	\$1,426,919
Substation credit				
Monthly	\$3,183	\$2,932	\$3,082	\$2,988
Annually	\$38,196	\$35,184	\$36,984	\$37,788

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

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

Date	Time	Peak (kVa)
January 16, 2012	8:30 am	8,673
January 24, 2013	8:30 am	9,429
January 2, 2014	5:30 pm	9,982
February 11, 2015	9:00 am	9,520
January 13, 2016	10:00 am	9,800
December 16, 2016	5:45 pm	9,947
January 2, 2018	6:45 pm	9,338
February 27, 2019	8:00 am	9,842
February 21, 2020	8:15 am	9,632
February 12, 2021	9:30 am	9,163
January 12, 2022	9:00 am	9,947

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

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

Budget based on projected sales and existing rates. There are approximately 1,800 customers billed under the Domestic Service rate. There are 20 customers billed under the Domestic Service Time-of-Day rate. There are 13 customers billed under the Self Generation Offset (SGO) rate.

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

Budget based on projected sales and existing rates. There are approximately 250 Small General customers and approximately 180 General Service customers billed under General Service.

4. #07-1-51-3000 Industrial

Budget based on projected sales and existing rates. The Town has 3 customers billed under this rate.

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

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

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

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

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

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

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

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

Lease agreement with High Liner Foods Inc. to lease our 69 KV line for power supplied by Nova Scotia Power Inc. The lease renewed in October 2020.

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

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

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

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

11. Labour Utility

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

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

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

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

There are three transformers at the substation. They require periodic testing.

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

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

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

It is important that the vegetation be managed to maintain power during weather events. \$100,000 has been included for contracted tree trimming and removal.

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

Includes estimate for annual repairs.

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

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

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

Budget estimate for maintenance including any required testing for PCB's of older transformers. All line transformers must be tested for PCBs by 2025.

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

Included in the fees for the service contract.

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

**All non-unionized salaries and wages in all departments have been adjusted in fiscal 2022/23 by 4.1%, NS-CPI for 2021.**

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

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

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

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

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

23. #07-2-68-1200 Honorariums

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

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

Conferences, training and professional development for the Mayor and Councillors. Total budget \$14,200.

N.B. - \$11,400 will be allocated to the Electric and Water Utility budgets, approximately 80%.

25. #07-2-68-2100 Engineering

The budget for Engineering Consulting fees.

25.1 #07-2-68-2210 Communications

Budget for a portion of AMC salary relating to communications for the Utility.

26. #07-2-68-3100 Advertising

Notices re Power Interruptions	\$4,500
Miscellaneous	500
	<u>\$5,000</u>

27. #07-2-68-4100 Uncollectible Accounts

A valuation of aged receivables is performed annually and an allowance for uncollectible accounts is established as per national accounting guidelines.

28. #07-2-68-5600 Maintenance/License - Computers/Printers

Includes maintenance and licensing of computers as follows:

PC's and Network Server	\$32,000
Accounting Software License	8,000
	<u>\$40,000</u>

The accounting software license fee is an all-inclusive annual fee for program updates and improvements and IT support for the software. Other departments pay the Electric Utility for a portion of this license fee.

In fiscal 21-22 the Town entered into a Joint Service agreement with Chester for IT services, unfortunately we have not yet had a successful recruitment for this position. This will provide more IT resources to the Town with a Municipal Government focus. Other departments pay the Electric Utility for a portion of the annual IT costs.

29. #07-2-68-6600 General & Liability Insurance

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

30. #07-2-68-9200 Employment Benefits

The Utility reimburses the Town for a portion of the Employment Benefit costs for the Town office staff. This account also includes an accrual for retirement benefits based on the Town's personnel policy.

31. #07-2-68-9500 Training and Memberships

Includes the following items:

Various staff training, seminars & conferences, as required	\$8,000
Memberships	<u>2,000</u>
	<u>\$10,000</u>

33. #07-2-69-1350 Small Capital – Office Equipment

This has been transferred from the Capital Budget to Operations based on the Town's Tangible Capital Asset threshold of \$2,500. Includes replacement computers as required (generally replaced every 3 years).

34. #07-2-69-3100 Board of Public Utilities

Budgeted based on previous year actuals.

35. #07-2-69-3200 Consultant Fees

This is for work by consultants in regard to general Electric Utility consulting. This budget also includes an amount for a rate study.

36. #07-2-70-2100 Depreciation Expense

All capital items are depreciated at an average rate of 3.5%. as per NSURB.

37. #07-2-70-4100 Interest Expense & Long Term Debt Principal #07-2-70-5100

The Electric Utility has a 20-year debenture for the substation upgrade with Municipal Finance Corporation with an original average interest rate 4.319%. This debenture was refinanced in fiscal 21-22 for the remaining five years and now has an average interest rate of 0.7%.

Payment	Beg. Balance	Principal	Interest	End Balance
16 of 20	\$1,000,000	\$100,000	\$5,105	\$400,000

38. #07-2-80-1200 Reserve for Future Capital Expenditures

<i>Capital Reserve Fund – March 31, 2022 Estimated</i>	
Substation Upgrades	\$115,800
Recloser Replacement	1,625
Transformer Testing	6,500
Surplus equipment proceeds	138,000
Depreciation funds reserve*	580,000
<b>Total Capital Reserve Fund</b>	<b>\$841,925</b>

\* Depreciation funds are used to fund current capital expenditures as per NSURB Regulations.

*If there are surplus funds at year end a reserve transfer may be considered.*

<b>TOWN OF LUNENBURG THREE-YEAR CAPITAL BUDGET - ELECTRIC UTILITY</b>			
<b>DESCRIPTION</b>	<b>22/23</b>	<b>23/24</b>	<b>24/25</b>
<b>UTILITY LINE WORK</b>			
Meters	\$10,000	\$10,000	\$10,000
Overhead Conductors	\$187,500	\$187,500	\$187,500
Poles & Fixtures	\$75,000	\$75,000	\$75,000
Services	\$37,500	\$37,500	\$37,500
Transformers - Line	\$120,000	\$120,000	\$120,000
Green Street/Tannery Road, 3-phase extension	\$248,000		
Street Lighting	\$100,000	\$10,000	\$10,000
	<b>\$778,000</b>	<b>\$440,000</b>	<b>\$440,000</b>
<b>BUILDING &amp; STRUCTURES</b>			
Oil/Water Separator at Substation	\$240,000		
	\$240,000	\$0	\$0
<b>FURNITURE AND EQUIPMENT</b>			
Electric Vehicle Charging Stations	\$15,000		
	\$15,000	\$0	\$0
<b>**TOTALS**</b>	<b>\$1,033,000</b>	<b>\$440,000</b>	<b>\$440,000</b>

**DRAFT**

## **ELECTRIC UTILITY CAPITAL BUDGET DESCRIPTIONS**

### **Utility Line Work**

#### Meters

In 2017 the Utility began the first of a multi-year Smart Meter conversion program. Approximately 300 meters were swapped. Additional Smart Meter conversions are currently on hold while other capital priorities are completed. The 2022/23 budget for meters allows for the purchase of any replacement meters that are required during the fiscal year.

#### Overhead Conductors

This item is for yearly replacement, as well as new and emergency repairs.

#### Poles & Fixtures

This item is for yearly replacement, as well as new and emergency repairs.

#### Services

For replacement and new installation of overhead service wires and fixtures (both residential and commercial).

#### Transformers – Line/Installation

This item is for yearly replacement, as well as new and emergency repairs. As part of our service agreement NSP purchases and maintains the transformer inventory for the utility.

#### Green Street/Tannery Road, 3-phase extension

To extend 3-phase power road side down Green Street and Tannery Road to accommodate current and future growth.

#### Street Lighting

In 2008 the Provincial government required all NS municipalities to convert to LED street lighting by December 31, 2022. There is a study underway that will include public consultation. The budget plans for all street lights to be converted to LED by December 31, 2022.

### **Building & Structures**

#### Oil/Water Separation at Substation

NSP has recommended that the Town remove and replace the two existing oil containment systems around two of the three main transformers at the substation. The third oil containment system sump pit will need to be replaced/retrofitted. An oil/water separator system will also need to be include in the scope of work. Current budget amounts are approximate and they assume that all three units will use the same separator tank and that there is no transformer slab work required with the project.

### **Furniture & Equipment**

#### Electric Vehicle Charging Stations

Budget for the installation of two electric vehicles charging stations within the Town. Staff will seeking funding opportunities to support this project.

### ***Future considerations***

#### Distribution System Review

Staff are currently reviewing the draft of the Distribution System Review carried out in fiscal 21-22. A staff report is currently planned for the April 26<sup>th</sup> Council meeting. The study results have not been incorporated in the 22-23 to 24-25 Capital budgets.

#### Solar Assessment Study

Staff has recently received the 21-22 Green Energy feasibility study on the land behind the Waste Water Treatment Plant. The report will be reviewed by staff and a report will be prepared for Council in late May or June. The study results have not been incorporated in the 22-23 to 24-25 Capital budgets.

**DRAFT**

Capital Funding 2022/23					
ELECTRIC UTILITY					
	Project	Budget Cost	Funding	Source	
<b>UTILITY LINE WORK</b>					
07-2-75-1680	Meters	\$10,000	\$10,000	Depreciation Funds	
07-2-75-1630	Overhead Conductors	\$187,500	\$187,500	Depreciation Funds	
07-2-75-1640	Poles & Fixtures	\$75,000	\$75,000	Depreciation Funds	
07-2-75-1670	Services	\$37,500	\$37,500	Depreciation Funds	
07-2-75-1660	Transformers - Line	\$120,000	\$120,000	Depreciation Funds	
	Green Street/Tannery Road, 3-phase extension	\$248,000	\$248,000	\$124K Depreciation Funds and \$124K Customer Contribution	
07-2-75-1650	Street Lighting	\$100,000	\$100,000	Surplus Equipment Reserve	
		\$778,000	\$778,000		
<b>BUILDING &amp; STRUCTURES</b>					
	Oil/Water Separator at Substation	\$240,000	\$240,000	Capital Borrowing	
<b>FURNITURE AND EQUIPMENT</b>					
	Electric Vehicle Charging Stations (2)	\$15,000	\$15,000	Depreciation Funds - will also seek funding opportunities	
	<b>TOTAL</b>	<b>\$1,033,000</b>	<b>\$1,033,000</b>		
<b>Electric Utility Capital Funding Summary</b>					
	Surplus Equipment Reserve	\$100,000			
	Capital Borrowing	\$240,000			
	Customer Contributions	\$124,000			
	Depreciation Funds	\$569,000			
		<b>\$1,033,000</b>			

2022-23 Grant Requests		Schedule F					For Reference Only
Account #01-2-19-5100	2022-23 Request Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	Difference from request	2021-22 Approved Grant Amount
Curl for a Cause	Annual event which supports Fishermen's Memorial Hospital. Request \$250 and <b>in-kind display of an event sign.</b>	✓	✓	\$250	\$250	\$0	\$125
Fishermen's Memorial Hospital - Golf Tournament	Annual event which supports Fishermen's Memorial Hospital, no application received but Town traditionally supports.	✓	✓	\$100	\$100	\$0	\$100
Lunenburg Community Christmas Dinner	Pre-Covid this was an annual event, no application received but the Town traditionally supports. The funds cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)	✓	✓	\$115	\$115	\$0	\$115
Lunenburg Community Garden	Request for funds to cover insurance and repairs required from winter damage and due to age of garden beds.	✓	✓	\$500	\$500	\$0	NA
Lunenburg County Seniors' Safety Partnership Society <i>previously Safe Communities Lunenburg County</i>	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. Presentation to Council March 22, 2022.	✓	✓	\$2,231	\$2,231	\$0	\$1,275
Lunenburg Doc Fest Association	For their 9th event they are planning a hybrid event, with all film programming taking place online and in-person, both free and ticketed from September 22-28, 2022. The group would put the Town of Lunenburg grant funds toward the programming, promotion and publicity.	✓	✓	\$1,500	\$1,500	\$0	\$1,500
Lunenburg Dog Park	The funds requested will be used to pay insurance costs and other yearly expenses. <b>In-kind garbage collection.</b>	✓	✓	\$1,000	\$1,000	\$0	\$1,000

2022-23 Grant Requests								For Reference Only
Account #01-2-19-5100	2022-23 Request Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	Difference from request		2021-22 Approved Grant Amount
Lunenburg Folk Harbour Society-Summer Concert Series	Funding to support free outdoor concert series at the Bandstand each Saturday (June 25 to Sept 3)	✓	✓	\$3,500	\$3,500	\$0		\$3,500
Lunenburg Folk Harbour Society-Festival Sponsorship	Request for funding for the 2022 Folk Harbour Festival, to be held in Lunenburg from August 4 to 7. Plans are for a full-scale festive for the first time since 2019.	✓	✓	\$1,000	\$1,000	\$0		\$1,000
Lunenburg Foundation for the Arts	Request for funding to develop a new website for the Foundation.	✓	NA	\$1,000	\$1,000	\$0		NA
Lunenburg Grad Bursary	Bursary will be issued to a graduating high school student.	✓	✓	\$500	\$500	\$0		\$500
Lunenburg Heritage Society	Funds to celebrate the 50th Anniversaries of the Lunenburg Heritage Society, Lunenburg Art Gallery and South Shore Public Library. Funds would be used towards advertising and a community Picnic in the Park (July or August).	✓	✓	\$1,225	\$1,225	\$0		NA
The Burg Classic	Annual Community Fundraising Event. Requesting discount towards ice rental rates or \$8,000 to offset ice rental. A discounted rental rate is equivalent to a grant. The 21-22 grant allocation was subject to the group receiving their charity registration.*	No		\$8,000	\$0	\$8,000		\$421*

2022-23 Grant Requests							For Reference Only
Account #01-2-19-5100	2022-23 Request Notes	Qualifies under Policy	Previously Supported	Grant Request	Staff Suggestions	Difference from request	2021-22 Approved Grant Amount
VON-Lunenburg County	To assist with expenses associated with providing transportation for seniors and those with medical concerns. For example the service provides drives for medical appointments and weekly drives for residents for dialysis. The transportation program is also used to deliver 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.	✓	✓	\$2,000	\$2,000	\$0	\$2,000
Total				<b>\$22,921</b>	<b>\$14,921</b>		
Amount available for potential additional requests during fiscal 2022-23					\$2,579		
Total 22-23 budget amount					<b>\$17,500</b>		
*motion for grant approval was based on the group receiving their charity registration before their event. The group has advised that they are not proceeding with charity registration.							

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Document No:  
Meeting: Council Apr 26/22  
Circulate: Council, KM  
File:

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK**

**DATE: APRIL 13, 2022**

**RE: LUNENBURG HERITAGE SOCIETY RE “AN INVENTORY OF HISTORIC BUILDINGS”**

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### **1. FACTS**

A book called “Lunenburg: An Inventory of Historic Buildings” was published by the Town of Lunenburg in 1984, compiled by Bill Plaskett when he was employed by the Town as Heritage Manager. The original edition contained no copyright statement and was long out of print.

In 2018 the Lunenburg Heritage Society requested and was granted permission to allow them to reprint the book from the Town. As a courtesy they also asked Bill Plaskett, the then-Heritage Manager who assembled the book for the Town, which he freely granted. The Society used the book as both an educational resource and a fundraiser for the Society, who pay for the reprinting and keep the proceeds of sale. The permission was granted for two years at that time. The Town retains the copyright on the work.

The Lunenburg Heritage Society is once again requesting permission to reprint the book. A Letter of Understanding between the Society and the Town based on the previous agreement is attached ([Attachment “A”](#)).

### **2. ISSUES AND OPTIONS ANALYSIS**

The draft Letter of Understanding requests permission for another two years. Staff recommend that permission be granted and extended for 20 years.

Staff consider the publication to be an activity that is beneficial to the municipality, in that it supports knowledge of Lunenburg’s record of built heritage alive in the community. To extend permission to 20 years also avoids the requirement for repeat requests to Council.

### 3. **FINANCIAL IMPACT**

There is no financial impact to the Town for this request, other than legal fees to process the agreement.

### 4. **STRATEGIC PLAN RELEVANCE**

#### ***Guiding Principle***

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

#### ***Strategic Direction***

- ***Heritage:*** To protect and enhance existing heritage assets and to support a wider cultural narrative.

### 5. **RECOMMENDATION AND DRAFT MOTION**

#### **Draft Motion(s):**

***Motion:*** moved and seconded to give permission to the Lunenburg Heritage Society to reprint “Lunenburg – An Inventory of Historic Buildings” according to the terms of the Letter of Understanding for a period of 20 years.

Attachments - 1

Acknowledged only by:

Kevin Malloy  
Interim CAO

## Letter of Understanding

BETWEEN:

TOWN OF LUNENBURG, a Municipal Body Corporate  
(herein referred to as the "Town")

And

Lunenburg Heritage Society, A Society incorporated under the Societies Act of  
Nova Scotia  
(herein referred to as the "LHS")

WHEREAS:

1. In 1984 a publication entitled LUNENBURG – An Inventory of Historic Buildings with Photographs and Historical and Architectural Notes ("Inventory") was compiled by William Plaskett for the Lunenburg County District Planning Commission on behalf of the Town of Lunenburg Heritage Advisory Committee.
2. The Town has received a request from LHS to reprint the book as an educational tool as well as a fundraiser activity for the Society.

NOW THEREFORE WITNESSETH

- A. The Town of Lunenburg grants permission to LHS to reprint the Inventory on the terms contained herein.
- B. Although it does not warrant to LHS that it has copyright in the work, it is not releasing any copyright or other interest it may have in the work and retains any rights it has thereto, subject to the limited rights granted herein.
- C. The permission to reprint shall exist for a period of 20 years from the date hereof, whereupon all rights to reprint the Inventory shall cease.
- D. The Society will pay the cost of re-printing and shall be entitled to all proceeds of sale for the re-printing authorized herein.
- E. The Society will provide (at no cost) 25 copies of the Inventory to the Town to give to visitors, keep on file, or for such other purposes as the Town deems appropriate.
- F. The material in the inventory shall not be altered or modified without the expressed further written consent of the Town.

Dated at Lunenburg, Nova Scotia this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**WITNESS**

**TOWN OF LUNENBURG**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(municipal seal)

The Lunenburg Heritage Society acknowledges the foregoing and accepts the permission to reprint the inventory on the terms stated herein.

Dated at Lunenburg, Nova Scotia this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**WITNESS**

**THE LUNENBURG HERITAGE SOCIETY**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

We are authorized to bind the Society.

(corporate seal)

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Document No:  
Meeting: APRIL 26, 2022  
Circulate: COUNCIL, KM, HM  
File:

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: TREVOR HUME, PLANNING TECHNICIAN**

**DATE: APRIL 14, 2022**

**RE: BUILDING PERMIT REPORTING - INFORMATION REPORT**

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This report is provided for Council for information only. No decision is required.

### **1. FACTS**

At the request of the Mayor, regular reporting on processed development permits and building permits will be prepared on a quarterly basis.

Note that building permits are commonly issued for:

- New construction.
- Renovations involving a change to structure or building interior or exterior/footprint changes.
- Changes in building use.

It is common that there would be more development permits than building permits due to developments such as signage and accessory buildings less than 215 ft<sup>2</sup> (20 m<sup>2</sup>) in area as these do not require building permits.

### **2. ANALYSIS**

The Town's municipal software has been used to provide an overview summary of development and building permits for the first quarter of 2022. At the time of drafting this report, the Town has issued sixteen building permits with an estimated construction value of just over \$1 million dollars for the period of January 1<sup>st</sup>, 2022 to April 1<sup>st</sup>, 2022.

2022 Permit Reporting  
First Quarter (January 1<sup>st</sup> to April 1<sup>st</sup>, 2022)

Total Permits Issued (Development and Building Permits)	Building Permits
22	16

**3. FINANCIAL IMPACT**

None.

**4. STRATEGIC PLAN RELEVANCE**

Reporting of the number of development permits and building permits issued within the Town of Lunenburg using “snapshot” of building activity is in keeping with the Town’s Comprehensive Community Plan, in particular:

Economic Development: Direction to support economic development.

Governance: Direction to enhance internal and external relations through policies, procedures, and resources.

Moving forward, it will be possible to provide details on how statistics compare over time. As with all raw statistics, the information provided is not intended to draw conclusions or lead to a recommendation, but to provide a “snapshot” of current permit activity.

**5. RECOMENDATION**

None. This report is strictly to provide information to council on development permits and building permits activity.

Acknowledged only by:

Kevin Malloy  
Interim CAO

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Document No:  
Meeting: Council Apr 26/22  
Circulate: Council, KM  
File:

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## MEMORANDUM

**TO: TOWN COUNCIL**

**FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK**

**DATE: APRIL 14, 2022**

**RE: APPOINTMENTS TO THE LUNENBURG COUNTY ACCESSIBILITY  
ADVISORY COMMITTEE**

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### **1. FACTS**

The Lunenburg County Accessibility Advisory Committee (LCAAC) currently has three vacancies for community members. A “call for committee volunteers” advertisement was issued in October 2021 (**Schedule “A”**) and five applications were received from community members by the November 9, 2021 deadline.

### **2. ISSUES AND OPTIONS ANALYSIS**

The LCAAC Terms of Reference indicate that new terms will be three years in length, however, as one of the vacant positions is due to a resignation, the replacement member will serve a term expiring September 1, 2022 to complete the existing term.

The LCAAC Nominating Committee is comprised of the Mayors and Warden of the five Lunenburg County municipalities. At least one half of the members (community and council representatives) of the LCAAC must be persons with disabilities or representatives from organizations representing people with disabilities.

The Nominating Committee has reviewed the applications and made the following recommendation:

- To appoint Sheila Landry and Bruce Walsh to the LCAAC for a term of three years
- To appoint Peggy McCalla to the LCAAC for a term expiring September 1, 2022

A letter was sent to all municipal units by Dan McDougall, CAO of the Municipality of Chester, requesting that all municipal councils approve the appointments (**Schedule “B”**).

### 3. FINANCIAL IMPACT

There is no financial impact from this committee appointment.

### 4. STRATEGIC PLAN RELEVANCE

#### **Guiding Principles**

- **Inclusion:** We work to ensure a sense of belonging, acceptance and value for all in our community.
- **Collaborative Relationships:** We facilitate strong social connections and citizen engagement, locally and beyond.

#### **Strategic Directions**

- **Governance:** Deepen work with local and regional partners in the provision of shared services.

### 5. RECOMMENDATION AND DRAFT MOTION

*Draft Motion: moved and seconded that Lunenburg Town Council supports the Lunenburg County Accessibility Nominating Committee in appointing Sheila Landry and Bruce Walsh to the Lunenburg County Accessibility Advisory Committee for a term of three years and to appoint Peggy McCalla to the Lunenburg County Accessibility Advisory Committee with a term expiring September 1, 2022.*

Attachments - 2

Acknowledged only by:

Kevin Malloy  
Interim CAO



## Volunteer Opportunity: Lunenburg County Accessibility Advisory Committee

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Are you looking for a volunteer opportunity to make a difference in your community? Why not consider serving as a member of the Lunenburg County Accessibility Advisory Committee? We are seeking three members for three-year terms from residents within Lunenburg County – the Towns of Bridgewater, Lunenburg, and Mahone Bay as well as the Municipality of the District of Chester and the Municipality of the District of Lunenburg.

The Lunenburg County Accessibility Advisory Committee provides advice to the Municipal Councils in Lunenburg County on identifying, preventing, and eliminating barriers to people with disabilities in municipal programs, services, initiatives, and facilities. The committee plays a pivotal role in helping the municipalities to become barrier-free communities that comply with Nova Scotia's Accessibility Act (2017).

*At least one half of the members of the advisory committee must have a disability or represent an organization that represents people with disabilities.*

**Disability** includes a physical, mental, intellectual, learning, or sensory impairment—including an episodic disability—that, in interaction with a barrier, hinders an individual's full and effective participation in society.

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Applications are available at [www.accessiblelunenburgcounty.ca](http://www.accessiblelunenburgcounty.ca). The deadline for applications is Tuesday, November 9, 2021 at 4:00 p.m. Your completed application may be submitted by mail, in person, by email, or an alternate format to the following person.

Address: Municipality of the District of Chester, ATTN: Pamela Myra, Municipal Clerk, 151 King St., Box 369, Chester, NS B0J 1J0  
 E-mail: [pmyra@chester.ca](mailto:pmyra@chester.ca) Phone: 902-275-4109  
 Subject line: Lunenburg County Accessibility Advisory Committee Volunteer

For more information about the Lunenburg County Accessibility Advisory Committee, refer to the Terms of Reference posted on the website. You can also contact Ellen Johnson, Accessibility Coordinator at (902) 277-0456 or [ejohnson@chester.ca](mailto:ejohnson@chester.ca) for more information regarding the committee.



Office of the CAO  
The Municipality of Chester  
151 King St, PO Box 369  
Chester, NS B0J 1J0

Phone: (902) 275-4111  
Fax: (902) 275-4771  
www.chester.ca

[f](#) /ChesterMunicipality  
[t](#) @chestermun

March 28, 2022

Municipal Councils of:  
Town of Mahone Bay  
Town of Bridgewater  
Town of Lunenburg  
Municipality of the District of Chester  
Municipality of the District of Lunenburg

RE: Appointment of Lunenburg County Accessibility Advisory Committee  
Community Members

Dear Members of Council,

The Lunenburg County Accessibility Advisory Committee (LCAAC) currently has three vacancies for community members. Five applications were received from community members by the November 9<sup>th</sup>, 2021, deadline. The LCAAC Terms of Reference indicate that new terms will be three years in length. However, as one of the vacant positions is due to a resignation, the replacement member will serve a term expiring September 1<sup>st</sup>, 2022, completing the existing term.

The Lunenburg County Accessibility Nominating Committee comprised of the Mayors and Wardens of the five Lunenburg County municipalities (or their designates) has reviewed the applications and makes the following recommendation to the five Municipal Councils in Lunenburg County:

To appoint Sheila Landry and Bruce Walsh to the Lunenburg County Accessibility Advisory Committee for a term of three years and to appoint Peggy McCalla to the Lunenburg County Accessibility Advisory Committee with term expiring September 1, 2022.

Sincerely,

Dan McDougall  
Chief Administrative Officer

Document No:  
Meeting: Council Apr 12/22  
Circulate: Council, KM  
File:

**MEMORANDUM**

**TO: TOWN COUNCIL**  
**FROM: HEATHER MCCALLUM, ASSISTANT MUNICIPAL CLERK**  
**DATE: MARCH 21, 2022**  
**RE: COMMITTEES OF COUNCIL POLICY #98: DRAFT AMENDMENT**

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**1. FACTS**

Procedural Policy #98 “Committees of Council” does not include a methodology and criteria for selecting public appointees, beyond advertising and accepting volunteer applications.

**2. ISSUES AND OPTIONS ANALYSIS**

Appointment of nominees to Committees of Council are a Council responsibility, therefore the selection of a nominee from applicants should also be a Council responsibility. The staff recommendation is that the Chair and other Council members of the Committee under discussion review the applications and make their selection for recommendation to Council.

A new article 6 has been added to specify eligibility and criteria. Anything related to either of these topics in other articles has been removed and added to this item.

A recommendation that discussion of nominees take place in camera has been added to article 7 to protect their privacy.

Also included in the Policy is (a) a revised application form aligned to selection criteria, and (b) an evaluation form with a similar format to that used for Volunteer Recognition nominations.

**3. FINANCIAL IMPACT**

There is no financial impact from this policy amendment.

#### 4. **STRATEGIC PLAN RELEVANCE**

##### ***Guiding Principles***

- ***Collaborative Relationships:*** We facilitate strong social connections and citizen engagement, locally and beyond.

##### ***Strategic Directions***

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

#### 5. **RECOMMENDATION AND DRAFT MOTION**

*Draft Motion: moved and seconded that Procedural Policy #98 “Committees of Council” be amended as presented to include volunteer selection criteria.*

Attachments - 3

Acknowledged only by:

Kevin Malloy  
Interim CAO

## #98 TOWN OF LUNENBURG PROCEDURAL POLICY

### COMMITTEES OF COUNCIL – DRAFT AMENDMENT

#### PURPOSE

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

#### PROCEDURE

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

- ii. The nominee must be over 18 years of age (exceptions may be made by Council for a Committee specifically seeking youth representatives); and
  - iii. The nominee may not be currently serving on another Town Committee or Board, unless there is a specific requirement under the Committee's Terms of Reference or by Council approval.
- b. Specific criteria:
  - i. The nominee must have demonstrated skills, interests, or special expertise that are relevant to the Committee;
  - ii. The nominee may represent a specified stakeholder or interest group in the community if applicable to the Committee;
  - iii. Members of Committees should reflect the diversity and service users/stakeholders of the community; and
  - iv. Prior experience with committees, boards or governance is an asset.
- 7. The Mayor shall recommend to Council the appointment of Councillors to Committees and external Boards and Committee for approval by motion of Council. **If Council wishes to discuss the nominees, it shall do so in camera.** These appointments may be reviewed within a term as determined by Council as set out herein.
- 8. Committee members shall be reimbursed their reasonable expenses for attending Committee meetings held outside the Town at such rate as prescribed by Town Policies.
- 9. Committee and external Board citizen members may receive an annual honourarium as set out in Town Policy and/or budget.
- 10. Council shall appoint a Council member to serve as Chair of each Committee which shall typically be done during the annual review of Committee appointments as set out herein. The Chair of the Audit Committee shall not be a Town signing authority for banking or cheque signing purposes. The Committee Chair shall be entitled to speak and to vote on any motion before their Committee(s). The Committee Chair shall also have the powers and responsibilities at Committee meetings that are conferred upon the Chair at Council meetings pursuant to the Town's Bylaws and Policies. If the Chair is absent from a meeting, the Committee members may elect a Chair pro tempore for that meeting who shall have the same authority as the Chair for the duration of this meeting only.
- 11. The Chief Administrative Officer ("CAO") or their designate shall serve as Committee Secretaries, with a voice relating to procedural matters, but no vote. The Committee Secretary shall prepare the agenda in consultation with the Committee Chair and will maintain and circulate Committee agendas, minutes and other relevant records.

12. Committees shall meet at such time and place as annually determined by Council and at such other time and place as Council and/or Committees may determine to accomplish Committee objectives.
13. Committees may utilize the following Town resources to accomplish their mandate unless the CAO or Council determine that there are insufficient resources:
  - a. Town's facilities and supplies for meetings, photocopying, postage and other administrative needs reasonably necessary and budgeted;
  - b. external services reasonably necessary and budgeted;
  - c. Town staff advice and support; and
  - d. other resources reasonably necessary and budgeted.
14. A Committee cannot take action on any matter which Council has not previously delegated the authority to it. A Committee may only make recommendations to Council to take action.
15. All Committee meeting minutes and records shall be open to the public except as expressly authorized by law.
16. A quorum of the Committee shall be the same as that which applies to Council pursuant to Provincial legislation, with any necessary changes for context, e.g., ex officio members.
17. Each Committee member, including the Chair, shall have one vote and there shall be no proxy or alternate voting.
18. Subject to the other provisions of this Policy, the rules of procedure, conduct and debate that apply at Council meetings pursuant to Town Policies and Provincial legislation, apply at Committee meetings with any necessary modifications for context, except that no notices of reconsideration or rescission shall be permitted at Committee meetings.
19. In the event a Committee fails to provide a recommendation to Council within a deadline set by Council, Council may proceed with a decision regarding a matter within the Committee's mandate without awaiting the Committee's recommendation.
20. Council hereby confirms the following standing Committees and their respective responsibilities as described.

#### Audit Committee

21. The responsibilities of the Audit Committee are to:
  - a. conduct a detailed review of the Town financial statements with the Town Auditor;

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

#### Committee of the Whole

27. The responsibilities of the Committee of the Whole are to:
- a. discuss, consider, advise and make recommendations to Council for approval concerning the affairs of the Town in advance of Council making decisions or taking actions on such matters, except where the Mayor and CAO have determined that consideration by Committee of the Whole is unnecessary or inadvisable including the following matters which will normally be dealt with by Council without first being considered by the Committee of the Whole for its recommendations:
    - i. first and second readings of a Bylaw enactment, amendment or repeal; and
    - ii. matters which are the subject of statutory hearing by Council;
  - b. review and revise draft Town Bylaws and Policies and amendments thereto making recommendations to Council regarding same;

- c. review and revise draft strategic and annual corporate plans and make recommendations to Council regarding same;
  - d. review and revise the Town draft budget for the next fiscal year and make recommendations to Council regarding same;
  - e. receive reports and related presentations of a complex nature requiring strategic, budget, and/or policy consideration for recommendation to Council;
  - f. discuss, consider, advise and make recommendations on any other matters which may be referred to it by Council;
  - g. take such steps not inconsistent with this Policy that this Committee deems necessary to carry out its mandate; and
  - h. meet in camera where appropriate to fulfill its responsibilities in accordance with the Municipal Government Act.
28. The Chair of the Committee of the Whole is the Mayor and in their absence the Deputy Mayor.
29. The Committee of the Whole consists of all Council members and membership on the Committee automatically extends to Council members without the necessity of formal appointment by Council and automatically terminates when the person is no longer a Council member.
30. Items may be added to the Committee of the Whole agenda by Council members making prior requests to the Mayor and CAO who will review the requests and determine if it should be included in the next Committee of the Whole meeting agenda or referred elsewhere.
31. In addition to scheduled Committee of the Whole meetings, a Council member may move that Council recess and move into Committee of the Whole for informal consideration of any item on the Council agenda and rise and report back to Council. Such motion shall be determined by a majority vote of Council members present and voting.

#### Heritage Advisory Committee

32. The responsibilities of the Heritage Advisory Committee are to:
- a. carry out their duties described in the Town's Heritage Property Bylaw and Provincial Heritage Property Act;
  - b. advise Town Council respecting:
    - i. the inclusion of buildings, streetscapes and areas in the Town Registry of Heritage Property;
    - ii. an application for permission to alter substantially or demolish a Town Heritage Property;
    - iii. building or other regulations that affect the attainment of the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act; and
    - iv. any other matters conducive to the effect of carrying out the intent and purpose of the Town Heritage Property Bylaw and Heritage Property Act.

33. The Heritage Advisory Committee is comprised of six members all of whom shall be residents of the Town and appointed by Council for a two year term. Two members of the Committee shall be members of Council, two shall be members of the Lunenburg Heritage Society or individuals who have otherwise demonstrated active interest in the preservation of buildings of historic significance, and two members of the Committee shall be appointed at large.

#### Planning Advisory Committee

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

#### Protective Services Committee

36. The Protective Services Committee responsibilities are to advise Council regarding:
- a. oversight of the volunteer firefighting force and their training, buildings and equipment, fire alarm systems, fire investigations and prevention, water supply and hydrants; and
  - b. Fire Protection Services budget matters.
37. The Protective Services Committee is comprised of four Council members including the Chair. For the purpose of fire protection matters relating to the Municipality of the District of Lunenburg Fire Districts 1 and 2 Commission ("Commission") only, the Commission may appoint three Commission members to be additional voting members of the Committee for the purpose of fire protection matters related to the Commission.

#### Special Committees

38. Town Council may establish Special Committees at any time as deemed necessary concerning any matter which is within Council jurisdiction. Council in establishing a Special Committee shall approve the terms of reference, termination date and such other provisions as Council determines relevant to the creation, role, responsibilities and dissolution of Special Committees.

- 39. The general provisions of this Policy shall also apply to Special Committees.
- 40. A Special Committee shall consist of at least two Council members, one of whom shall be the Chair.
- 41. When a Special Committee has completed its work, made its report and Council has made a final decision about the report, the Special Committee shall automatically dissolve if it was not previously terminated in section 3 herein.

External Boards and Committees with Town Appointments

- 42. It shall be the responsibility of all Town appointments to external Boards and Committees as set out in Schedule “A” attached to:
  - a. provide semi-annual updates to Council of the activities of the body on which they have been appointed;
  - b. represent the Town in a respectful and positive manner reflecting the direction of Council, Town budget, Policies and other guiding documentation;
  - c. ensure Council receives copies of meeting minutes for the body on which they serve; and
  - d. report any recommendations from such body requiring Council consideration and response.
- 43. This Policy repeals and replaces Policies #9 Appointments to Boards and Committees of the Town, #19 Composition and Duties of Planning Advisory Committee and #85 Audit Committee and Bylaw #6 Committees and Boards Bylaw.

- Schedule “A” attached

<u>Clerk’s Annotation For Official Policy Book</u>	
Date of notice to Council members of intent to consider Policy amendments: <b>April 12, 2022</b>	
Date of passage of Policy amendments:	
I certify that this Policy amendment was adopted by Council as indicated above	
_____	_____
Municipal Clerk	Date

# Town of Lunenburg – Committee Structure

## A. Internal Town Committees

- Anti-Racism Special Committee
- Audit Committee
- Committee of the Whole
- Heritage Advisory Committee
- Planning Advisory Committee
- Protective Services Committee

## B. External Municipal Committees with Council Appointments/Nominations

- Lunenburg County Joint Accessibility Committee
- Region 6 Solid Waste Management Committee
- Lunenburg County Regional Emergency Management Organization

## C. External Organizations with Council Appointments/Nominations

- Common Lands
- Cultural Plan Implementation Group
- Lunenburg Academy Foundation
- Lunenburg County Seniors' Safety Advisory Partnership
- Lunenburg Fishermen's Memorial Society
- Lunenburg Home for Special Care/Harbour View Haven
- Lunenburg Waterfront Association
- South Shore Housing Action Coalition
- South Shore Regional Library Board
- Western Regional Housing Authority

Note:

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



## **TOWN OF LUNENBURG COMMITTEE APPLICATION FORM**

**The Town of Lunenburg Council is seeking volunteers to serve on Town Committees and Boards. Thank you for your interest.**

- *Applicants must be a resident of the Town of Lunenburg; over 18 years of age; and should not be serving on another Town Committee or Board. Some exceptions apply.*
- *Lunenburg encourages applications from Indigenous persons, African Nova Scotians, racially visible persons, women (applying for non-traditional positions), persons with disabilities, persons of all ages 18+, and persons of the LGBTQ+ community.*

**Applicant Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Street/Civic Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

What is the best way to contact you if we have questions about your application or require further information?

\_\_\_\_\_

Are you requesting a residency, age or service exception (see first bullet above)? Please explain.

\_\_\_\_\_

\_\_\_\_\_

Please indicate the Committee(s) and/or Board(s) that you would like to serve on indicating your first, second, etc., choices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**COMMITTEE VOLUNTEER NOMINATIONS – SELECTION PROCESS**

Name of Committee: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

<b>Scoring Weight</b>	<b>Criteria</b>	<b>% Awarded</b>
<b>5%</b>	TOL resident	
<b>5%</b>	Meeting availability	
<b>20%</b>	Professional and/or volunteer experience relevant to committee responsibilities	
<b>20%</b>	Other perspective considered valuable to the committee	
<b>20%</b>	Contribution to equity, diversity and inclusion	
<b>20%</b>	Prior experience with committees/boards of organizations and/or with governance	

**TOTAL SCORE:** \_\_\_\_\_ / 100%

Accessibility or other accommodation requirements:

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Any additional comments:

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**Excerpt: Procedural Policy #98 Committees of Council**

6. *Public appointments to Committees will be selected for recommendation to Council by the Councillors who serve on that Committee, according to the following criteria.*
  - a. *General criteria:*
    - i. *The nominee must a resident of the Town of Lunenburg (exceptions may be made by Council);*
    - ii. *The nominee must be over 18 years of age (exceptions may be made by Council for a Committee specifically seeking youth representatives); and*
    - iii. *The nominee may not be currently serving on another Town Committee or Board, unless there is a specific requirement under the Committee's Terms of Reference.*
  - b. *Specific criteria:*
    - i. *The nominee must have demonstrated skills and interests, or special expertise, that are relevant to the Committee;*
    - ii. *The nominee may represent a specified stakeholder or interest group in the community if applicable to the Committee;*
    - iii. *Members of Committees should reflect the diversity and service users/stakeholders of the community; and*
    - iv. *Prior experience with committees, boards or governance is an asset.*