



AGENDA

Town of Lunenburg Council Meeting

Thursday, February 13, 2020 at 12:00 p.m. (noon) – 3:00 p.m. approx.

Lunenburg Town Hall, 2nd Floor, 120 Townsend Street

1. Agenda Approval – *motion to approve.*
2. 2020/21 Draft Capital Budget – *overview, discussion and referral to March 10 Council meeting for further consideration*
 - Town General
 - Water Utility
 - Electric Utility
3. Adjournment – *motion to approve.*

CAPITAL BUDGET REVIEW OF 2020/21 FISCAL YEAR





CAPITAL BUDGET REVIEW OF 2020/21 FISCAL YEAR

The following is direction included in the budget motion approved by Council at the November 26, 2019 Council meeting:

“The budget priority initiative for 2020/21 is the Waste Water Treatment and Collection improvements and upgrades.

The 2020/21 budget will be drafted at the current service levels.

The 2020/21 tax rate will be drafted for Council’s approval as per the Budget Policy which will incorporate the assessments changes for 2020.”

Council also approved the budget schedule for 2020/21 and today is Step 2 of the process which is the review of the Capital Budgets for all departments.

TOWN GENERAL-2020/21 CAPITAL PROJECTS



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Building & Structures	\$1,525,000
Equipment-Council	10,000
Equipment-Transportation Services	30,000
Building Inspection	10,000
Environmental Development	239,300
Total	\$1,814,300

PUBLIC WORKS-2020/21 CAPITAL BUDGET



Pages 6-13

Sewers/Pollution Control (<i>budget priority</i>)	\$1,287,000
Recreation Infrastructure	229,300
Renewals-Sidewalk/Curbs	70,000
New Sidewalks/Curbing	288,000
Street Reconstruction	120,000
Chipsealing	60,000
Public Works Equipment	92,000
Total	\$ 2,146,300

FIRE DEPARTMENT-2020/21 CAPITAL BUDGET



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Fire Fleet	\$755,100
Other Fire Equipment	19,900
Total	\$775,000

COMMUNITY CENTRE/ARENA/PARKS-2020/21 CAPITAL BUDGET



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Building & Structures	\$ 40,000
Furniture & Equipment	150,000
Total	\$190,000

WATER UTILITY-2020/21 CAPITAL BUDGET



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General	\$ 22,000
Distribution Mains	40,000
Buildings & Improvements	151,500
Furniture & Equipment	50,000
Total	\$263,500

ELECTRIC UTILITY-2020/21 CAPITAL BUDGET



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Building & Structures	\$480,000
Utility Line Work	315,000
Total	\$795,000



NEXT BUDGET SESSION

COUNCIL REVIEW OF THE OPERATING BUDGET BY DEPARTMENT

FEBRUARY 19, 2020
12:00 P.M. – 3:00 P.M.

UPCOMING BUDGET SESSIONS APPROVED NOVEMBER 26, 2019

Feb.19, 2020	Council Meeting - Operating Budget Review for all Departments - with all Town Senior Management in attendance, 12:00 pm to 3:00 pm
Feb.20 to Mar.6	Incorporate changes from Council budget meetings into Draft Budget document
Mar.6, 2020	Release of Committee budgets for March meetings
Mar.10, 2020	Council Meeting - review any changes incorporated into the budget before public presentation at next Council meeting
Mar.11, 2020	LWMCC Committee meeting for review of Draft LWMCC Budget recommendation to Council
Mar.12, 2020	Protective Services Committee Meeting for review of Draft Fire Protection Budget and recommendation to Council
Mar.24, 2020	Council Meeting - Public Budget presentation - advertised in advance via social media
Apr.14, 2020	Council Meeting - Approval of Operating and Capital Budget and set Tax Rates

TOWN	Project	Budget Cost		Funding	Source
Buildings & Structures					
	Lun. Academy - Exterior Capital Repairs Phase II - carry over of balance from fiscal 2019/20	\$1,500,000		\$1,500,000	Grants Federal & Provincial \$1.2 M, Town Borrowing \$200,000, Academy Foundation \$100,000
	Annex Roof	\$10,000		\$10,000	Capital from Revenue
	CN Station - Capital Repairs including Garage Door & Siding	\$15,000		\$15,000	Deed Transfer Taxes
Environmental Development					
	Comprehensive Community Plan - start fiscal 18/19, continued fiscal 19/20, finalize in fiscal 20/21 total budget \$229,300, carry forward project balance	\$229,300		\$229,300	Gas Tax
Equipment					
	Council Ipad or Alternative	\$10,000		\$10,000	Water & Electric Utility Funding
	Parking Meters	\$15,000		\$15,000	Parking Meter Capital from Revenue
	Parking Ticketer	\$15,000		\$15,000	Parking Meter Capital from Revenue
	Joint Building Inspection IT (Townsuite Mapping & Laser Fiche Software Upgrades)	\$10,000		\$10,000	Capital from Revenue
	CCP Capital Project	\$10,000		\$10,000	Capital Borrowing
Public Works Infrastructure					
Wastewater					
	Brook Street Storm/Sanitary separation infrastructure finalization	\$125,000		\$125,000	CWWF \$93,750 and \$31,250 Deed Transfer - carry forward from fiscal 2019/20
	Green St., Knickle Rd., Tannery Rd. (Storm Diversion)	\$60,000		\$60,000	Deed transfer tax
	WWTP - Improve Treatment Process - Pre-design	\$270,000		\$270,000	PCAP \$135,000 and Gas Tax for balance - carry forward from fiscal 2019/20
	Storm Line Tannery Rd to Knickle Rd (900 Feet)	\$245,000		\$245,000	Capital Borrowing
	Upgrade Communication Systems to Pumping Stations	\$20,000		\$20,000	Gas Tax
	WWTP -Voltage Reading Monitor at Pumping Station	\$7,000		\$7,000	Gas Tax
	WWTP-Upgrade Rails and Catwalks in Aeration Building	\$30,000		\$30,000	Deed transfer tax
	WWTP-Replace Lines and Diffusers in Aeration Tanks	\$200,000		\$200,000	Gas Tax - carry forward from fiscal 2019/20
	Lift Stations Capital Pump Repairs - pre-approved Dec.10/19	\$55,000		\$55,000	Gas Tax
	Check Valve Installation at WWTP	\$10,000		\$10,000	Deed transfer tax
	Raw Sludge Pumps (2)	\$50,000		\$50,000	Gas Tax
	Flowmeter installation program	\$50,000		\$50,000	Gas Tax
	Backflow prevention study for Lift stations	\$40,000		\$40,000	Gas Tax
	Waste Water System Survey & GIS Development (includes all underground infrastructure)	\$80,000		\$80,000	Possible Grant funding & Water Utility cost share
	Flood Study (seeking approval for a 19-20 start at Feb.11 Council meeting)	\$45,000		\$45,000	Deed transfer tax
Recreational Infrastructure					
	Splash Pad RFP process	\$20,000		\$20,000	Deed transfer tax
	Splash Pad	\$200,000		\$200,000	Grants & Donations
	Streamed Waste Cans	\$9,300		\$9,300	50/50 Grant & Capital from Revenue
Renewals - Sidewalks/Curbs					
New Sidewalks/Curbing					
	Tannery Road Seawall - Final Stage	\$70,000		\$70,000	Deed Transfer Tax
Street Reconstruction					
	Tannery Road-Knickle to 97 Tannery Road (East)	\$288,000		\$288,000	Deed Transfer Tax \$115,000 approved 19-20, capital borrowing for balance \$173,000
Chipsealing					
	Duke - Lincoln to Townsend	\$120,000		\$120,000	Capital Borrowing
Public Works Equipment					
	Kissing Bridge (Cemetery Hill)	\$60,000		\$60,000	Capital Borrowing
	PW 1/2 ton Replacement (2002 vehicle)	\$15,000		\$15,000	Capital from Revenue
	Backhoe - Cemetery	\$60,000		\$60,000	Capital Borrowing
	Snow Push Blade for Backhoe	\$13,800		\$13,800	Capital from Revenue
	Power Concrete Screed	\$3,200		\$3,200	PW Equipment Reserve
Fire Department					
	Pumper # 2 Replacement (#5 removed from fleet)	\$755,100		\$755,100	District 1 & 2 = \$377,550 and Town funding \$50,000 Water Dividend & Borrowing \$327,550
	Turnout Gear Washer	\$5,100		\$5,100	Fire Dept. - 100% funding
	Turnout Gear Dryer	\$9,700		\$9,700	Fire Dept. - 100% funding
	Floor Scrubber	\$5,100		\$5,100	Capital from Revenue
Community Centre/Arena					
	Arena - Roof Exhaust Replacements	\$10,000		\$10,000	Deed Transfer Tax
	Gym Floor Refinish	\$30,000		\$30,000	Deed Transfer Tax
	Ice Resurfacer	\$125,000		\$125,000	Reserve \$52,000 + external sources \$73,000
	Ride on Mower	\$25,000		\$25,000	Capital Borrowing
		\$4,925,600		\$4,925,600	
	Town Capital Funding Summary			Total	
	Operating Revenue			\$88,600	
	Gas Tax			\$786,300	(includes \$564,300 previously committed)
	Deed Transfer Tax			\$436,250	(includes \$166,250 previously committed)
	Town Reserves			\$55,200	
	Water Dividend			\$50,000	
	Utilities			\$50,000	
	Fire District & Department			\$392,350	
	Grants Estimate			\$1,846,350	
	Borrowing Estimate (pre-approved)			\$527,550	Academy & Fire Truck
	Borrowing Estimate			\$693,000	
				\$4,925,600	

WATER UTILITY		Project	Budget Cost	Funding	Source
General					
05-2-94-4600	New Services	\$7,000	\$7,000	Depreciation Funds	
05-2-94-4700	Replacement Hydrants	\$10,000	\$10,000	Depreciation Funds	
05-2-94-4800	Replacement Meters	\$5,000	\$5,000	Depreciation Funds	
Distribution Mains					
	Cost Share on Water System Survey & GIS Development (includes all underground infrastructure)	\$40,000	\$40,000	Total project budget = \$80,000 as approved in the Town's Capital budget. This is the Water Utility's portion of the project funding with Depreciation Funds	
Building Improvements & Construction					
	Chlorinator	\$70,000	\$70,000	Depreciation Funds	
	Road Improvement - Intake House	\$10,000	\$10,000	Depreciation Funds	
	Pump House - Dares Lake Interior Steel Repair/Gutters	\$4,000	\$4,000	Depreciation Funds	
	WTP - Paint and Reseal 2 Roof Vents	\$5,000	\$5,000	Depreciation Funds	
	Geotechnical Investigation (Dam/Spillway)	\$15,000	\$15,000	Depreciation Funds	
	Downstream channel assessment, hydrologic/hydraulic modelling, field surveys	\$17,500	\$17,500	Depreciation Funds	
	Design of Dam and downstream channel rehabilitation, approvals	\$30,000	\$30,000	Depreciation Funds	
Furniture and Equipment					
	Half Ton Trucks (2)	\$50,000	\$50,000	Depreciation Funds	
		\$263,500	\$263,500		
	Water Utility Capital Funding Summary				
	Depreciation Funds	\$263,500			
		\$263,500			

ELECTRIC UTILITY		Project	Budget Cost	Funding	Source
BUILDING & STRUCTURES					
	Capacitor Bank at Substation or Distribution	\$480,000	\$480,000	Capital Borrowing	
UTILITY LINE WORK					
07-2-75-1680	Meters	\$15,000	\$15,000	Depreciation Funds	
07-2-75-1630	Overhead Conductors	\$125,000	\$125,000	Depreciation Funds	
07-2-75-1640	Poles & Fixtures	\$50,000	\$50,000	Depreciation Funds	
07-2-75-1670	Services	\$25,000	\$25,000	Depreciation Funds	
07-2-75-1650	Street Lighting	\$30,000	\$30,000	Depreciation Funds	
07-2-75-1660	Transformers - Line	\$70,000	\$70,000	Depreciation Funds	
		\$315,000	\$315,000		
EQUIPMENT & FURNITURE					
	TOTAL	\$795,000	\$795,000		
	Electric Utility Capital Funding Summary				
07-2-80-1351	Capital Borrowing	\$480,000			
07-2-80-1350	Depreciation Funds	\$315,000			
		\$795,000			

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - TOWN GENERAL											
DESCRIPTION	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
BUILDING & STRUCTURES											
New Provincial Accessibility Act requiring Municipalities to be completely accessible by 2030 will require financial commitments. Capital budgets will be updated as information becomes better known.											
TOWN HALL											
Elevator							\$700,000				
Brick Work					\$350,000						
Roof Repair			\$350,000								
Tender Package Town Hall Restoration Projects		\$50,000									
Council Chamber Air/Heat Pump					\$15,000						
LIBRARY											
LUNENBURG ACADEMY											
Exterior Capital Repairs Phase II		\$1,500,000									
Work began in Oct.2019, project will continue and be completed in fiscal 2020/21. Budget \$1.5M balance not expended in 2019-20 will be carried forward to fiscal 2020-21.											
School Bell Restoration				\$30,000							
Hand Rail South Side of Academy			\$8,000								
Foundation, Brick & Drain Tile Repairs			\$200,000								
Landscaping/Public Washrooms/Parking				\$950,000							
ANNEX - 17 TANNERY ROAD											
Roof		\$10,000									
OLD FIRE HALL											
Windows/Doors			\$20,000	\$20,000	\$20,000						
Roof Trim			\$5,000								
ANGUS WALTERS HOUSE											
Capital Maintenance Repairs			\$13,500								
PUBLIC WASHROOM											
Replace Windows				\$20,000							
CN STATION											
Painting			\$7,500								
Capital Repairs - including Garage Door & Siding		\$15,000									
		\$1,525,000	\$304,000	\$1,370,000	\$385,000	\$0	\$700,000	\$0	\$0	\$0	\$0
EQUIPMENT											
TOWN HALL											
Council iPad or Alternative (funding will include both utilities)		\$10,000									
TRANSPORTATION SERVICES											
Parking Meters		\$15,000									
Parking Ticketer		\$15,000									
BUILDING INSPECTION											
Joint Building Inspection IT (Townsuite Mapping & Laser Fiche)		\$10,000									
ENVIRONMENTAL DEVELOPMENT											
Comprehensive Community Plan		\$229,300	Total budget \$229,300 approved as \$100,000 in 18-19 and \$129,300 in 19-20. Project to be finalized in Fall 2020.								
Planning & Mapping Software - deferred during 2018-19 Budget sessions until the completion of the CCP			\$27,500								
CCP Capital Project		\$10,000									
LIBRARY											
		\$289,300	\$27,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$1,814,300	\$331,500	\$1,370,000	\$385,000	\$0	\$700,000	\$0	\$0	\$0	\$0

TOWN GENERAL

CAPITAL BUDGET DESCRIPTIONS

BUILDING & STRUCTURES

Lunenburg Academy

Exterior Capital Repairs Phase II

The Town began the Lunenburg Academy Restoration Project in September of 2017 and completed the North, West and South elevations in July of 2018. Phase II consisting of the East Elevation (Front) involves extensive restoration work on all aspects of the exterior of the Eastern Façade. The construction phase of this project began in October 2019 and will span two fiscal years with completion in fiscal 2020/21.

Annex

Roof

As outlined in the lease with NSCC, the Town will purchase the roofing material and NSCC will perform the work. This represents the Town's portion of the agreement.

CN Station

Capital Repairs

The building was damaged during snow removal operations during the 2018/19 winter. These are structural and siding repairs that need to be completed this year.

Equipment

Council iPad or Alternative

The current iPads used by Councillors are nearing eight years of age and require updating. With Municipal Elections in October 2020 seven new iPads, or an alternative, will be purchased and provided to Council members to carry out their Council work including the distribution of paperless agenda packages.

Parking Meters

The parking meters require head replacement due to increased use. This is a phased approach to replacement of the heads.

Parking Ticketer

The purchase of an automated ticketer device.

Building Inspection

The Towns of Lunenburg and Mahone Bay, Municipalities of the Districts of Lunenburg and Chester are proceeding with the implementation of a joint building inspection service. A shared mapping and document management program is necessary to integrate systems and achieve a common platform.

Environmental Development

Comprehensive Community Plan

This project is a comprehensive, community based approach to planning for our collective future (Project Lunenburg). Our holistic plan will envision what Lunenburg will look like 40 years, or more, from now. This comprehensive approach will enable the community to establish a vision for its future and implement projects to achieve this vision; help ensure that community projects and programs are thought through, make sense and are the best use of resources; and integrate and link all other plans the community has produced. Project Lunenburg will result in a Comprehensive Community Plan (CCP) and key supporting documents (a new Municipal Planning Strategy, Land Use By-law, and Subdivision By-law).

CCP Capital Project

Initial kick off project for the Comprehensive Community Plan, project unknown at this time.

FUTURE (2020/21 +) CAPITAL CONSIDERATIONS

Town Hall

Brick work

An assessment of Lunenburg Town Hall was completed a number of years ago determining that the entire envelope required attention. This work would entail repairing of flashings and windows, with the majority of the work being brickwork, either replacement of failed bricks or repointing, cleaning of bricks, repairing of granite sections, etc. This work is labour intensive, noisy and dusty and requires staging and enclosing of work area. The front and side facing the bandstand have been completed are the remainder of the building needs to be completed.

Lunenburg Academy

Foundation, Brick & Drain Tile Repairs

The Town has completed a Lot Development Plan for the exterior grounds surrounding the Academy. Prior to undertaking this work, staff are recommending that the building's foundation be flood-proofed complete with an investigation and appropriate repairs to the foundation's drainage tiles.

Environmental Development

Planning & Mapping Software

Project deferred until the completion of the CCP.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	
DESCRIPTION												
LAND												
BUILDINGS & STRUCTURES												
Victoria Road Bldg. - Overhead Door			\$4,800									
Victoria Road Bldg. - Paint Siding			\$20,000									
Victoria Road Bldg. - Re-Siding					\$100,000							
		\$0	\$24,800	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	
SEWERS/POLLUTION CONTROL												
Storm Line Tannery Road to Knickle Rd (900 ft.)	3	\$245,000										
Storm Line Knickle to Victoria Rd PW to provide length of project and estimate cost for the video inspection			Cost for Camera inspection to be included in 21-22									
Mains - Broad-Falkland to McDonald									\$525,000			
Mains - Cumberland-Kempt to Blockhouse Hill					\$225,000							
Mains - Kempt-Lincoln to Lawrence				\$500,000								
Mains - Masons Beach (Topmast to 1000' West)								\$600,000				
Mains - McDonald-Green to Brook			\$300,000									
Mains - Montague-Rum Row to Shipyard							\$787,500					
Mains - Pelham-Kaulbach to Duke						\$412,500						
Maple - Dufferin to Sandy (Storm)			\$300,000									
Morash/Wolff Sewer Upgrades			\$135,000									
CSK-3, Churchill and Broad (Storm Diversion)			\$35,000									
CSK-4, Churchill and Dufferin (Storm Diversion)				\$70,000								
CSK-6, Falkland, Lincoln and Dufferin (Storm Diversion)					\$105,000							
Brook Street Storm/Sanitary separation infrastructure finalization	1	\$125,000	Dec.19/19 Council approval - funding deadline Mar.31/20, extension request									
CSK-05, Green St., Knickle Rd., Tannery Rd. (Storm Diversion)		\$60,000										
Upgrade Communication Systems to Pumping Stations	1	\$20,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000	\$12,000			
WWTP - Generator		\$20,000	\$380,000	<i>This was originally planned as study in 20/21 and installed in 21/22, will now be considered as part of the plant upgrades.</i>								
WWTP - Outfall Extension			\$3,000,000									
WWTP - Improve Treatment Process - Pre-design	1A	\$270,000	<i>Carry over from 2019-20 approved project.</i>									
WWTP-Additional UV Bank (Jan.15/19)			<i>Will now be considered as part of the plant upgrades.</i>									
WWTP -Voltage Reading Monitor at Pumping Station	1	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000				
WWTP-Upgrade Rails and Catwalks in Aeration Building	1	\$30,000										
WWTP-Replace Lines and Diffusers in Aeration Tanks	1	\$200,000	<i>Approved in 19/20. Work to span two fiscal years. Balance unexpended in 19/20 will be carried forward to 20/21, total project budget \$200,000</i>									
Lift Stations Capital Pump Repairs - pre-approved 20/21 & 21/22	1	\$55,000	\$45,000									
Check Valve Installation at WWTP	1	\$10,000										
Blower Replacements at WWTP (3)			\$280,000									
Raw Sludge Pumps (2)	1	\$50,000										
Flowmeter study and flow meter at WWTP	2	\$50,000										
Flowmeter install at each pump station			\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	
Backflow prevention study for Lift stations	1A	\$40,000										
Waste Water System Survey & GIS Development (includes all underground infrastructure)	1A	\$80,000										
Sanitary and Storm Master Plan			\$200,000									
WWTP Headworks Screen				\$600,000								
Flood Study (seeking approval to begin in 2019-20 at Feb.11 Council meeting)		\$45,000										
Chemical feed pumps (2)			\$40,000									
WWTP - Roof Top Air Conditioner			\$15,000									
		\$1,287,000	\$4,389,000	\$1,209,000	\$369,000	\$451,500	\$826,500	\$639,000	\$557,000	\$20,000	\$20,000	

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TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
RECREATIONAL INFRASTRUCTURE											
Streamed Waste Cans - 3		\$9,300									
Splash Pad (RFP by Town Staff, reviewed by a consulting engineer) <i>carry-over from 2019-20</i>		\$20,000									
Splash Pad		\$200,000									
		\$229,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PUBLIC TRANSIT											
RENEWALS-SIDEWALKS/CURBS											
Tannery Road Seawall - increased 20/21 budget by \$20,000 to finalize project		\$70,000									
Duke - York to Lawrence (W)			\$15,000								
Pelham - Ship Yard Hill to Town Limits (S)				\$90,000							
Townsend - Cornwallis to Kaulbach (S)										\$20,000	
		\$70,000	\$15,000	\$90,000	\$0	\$0	\$0	\$0	\$0	\$20,000	\$0
NEW SIDEWALKS/CURBING											
Centennial - Harbourview to S-Turn (E)				\$20,000							
Centennial - Victoria to Wolff (E)				\$25,000							
Centennial - Wolff to Harbourview (E)				\$42,000							
Cumberland - Cornwallis to Duke (S)						\$31,000					
Dufferin - Churchill to High (W)			\$150,000								
Duke - Montague to Pelham (W)										\$11,000	
Kaulbach - Pelham to Lincoln (E)					\$10,000						
King - Townsend to Creighton (E)						\$55,000					
Lawrence - Duke to King (N)							\$25,000				
Lincoln - Daycare Entrance to Linden (S)										\$80,000	
Lincoln - Hill to Blockhouse Hill Road (N)					\$25,000						
Linden - Lincoln to Bluenose (W)					\$55,000						
Maple - Churchill to Sandy Hollow (E)								\$275,000			
Medway - Linden to Young (N)						\$40,000					
Montague - Cornwallis to Duke (N)			\$13,000								
Montague - Duke to King (N)			\$17,000								
Pelham - Kaulbach to Cornwallis (N)			\$25,000								
Pelham - Knaut Rhuland House to Prince (N)			\$15,000								
Pelham - Lincoln to Kaulbach (N)					\$16,000						
Prince - Fox to Lawrence (E)					\$25,000						
Prince - Pelham to Lincoln (W)			\$11,000								
Rum Row - Bluenose to Montague (E)						\$5,000					
Tannery Road-Knickle to 97 Tannery Road (East), Land purchases, sidewalk construction including planning/design, tree removal and power/communication line relocations		\$288,000	Project update TBA								
Stairs - Kaulbach St - Pelham to Montague					\$50,000						
Victoria Road - Centennial to James (N/S)							\$50,000				
Bluenose Drive to Hopson			\$17,300								
		\$288,000	\$248,300	\$87,000	\$181,000	\$131,000	\$75,000	\$275,000	\$0	\$91,000	\$0
PAVEMENT RENEWALS (OVERLAY)											
		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
<u>STREET RECONSTRUCTION</u>											
Duke-Lincoln to Townsend		\$120,000									
Prince-Cumberland to Fox			\$120,000								
Falkland/Dufferin/Lincoln/Stn Lane							\$320,000				
Kempt - Lincoln to Lawrence (WM)				\$185,000							
Kempt - Montague to Pelham (WM)				\$50,000							
Lawrence - Duke to King			\$135,000								
Lawrence - Prince to King			\$133,000								
McDonald - Brook to Green (WM)			\$135,000								
Masons Beach Rd - Topmast to Town Limits (WM)					\$30,000						
Montague - Rum Row to Shipyard (WM)					\$450,000						
York - Prince to Hopson				\$127,000							
		\$120,000	\$523,000	\$362,000	\$480,000	\$0	\$320,000	\$0	\$0	\$0	\$0
<u>CHIPSEALING</u>											
Hill - Lincoln to Pelham				\$7,000							
Kempt - Lincoln to Cumberland				\$13,000							
Kempt - Montague to Pelham				\$10,000							
Kempt - York to Lawrence				\$7,000							
Kissing Bridge (Cemetery Hill)		\$60,000									
Lane across from Bowling Alley				\$15,000							
Sandy Hollow Rd.					\$40,000						
Tupper - Brook to Broad			\$17,000								
Tupper - Green to Brook			\$17,000								
		\$60,000	\$34,000	\$52,000	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0
<u>EQUIPMENT</u>											
Please refer to separate PW Equipment Schedule on the following page											
		\$92,000	\$548,000	\$251,700	\$0	\$32,500	\$0	\$130,000	\$150,000	\$0	\$0
TOTAL		\$2,146,300	\$5,782,100	\$2,051,700	\$1,170,000	\$615,000	\$1,221,500	\$1,044,000	\$707,000	\$131,000	\$20,000

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
EQUIPMENT											
Chev Truck (93) & Plow <i>Condition: Tender awarded Nov.12/19 for replacement with a 2019 International, cost of \$187,200, delivery is anticipated April 2020. Once rec'd and in service the '93 Chev will be sold following our Surplus Equipment Disposal policy. Proceeds from sale will be added to the Public Works Equip. Capital Reserve Fund for future capital needs.</i>											
Chev Truck (02) - Salt + Plow <i>Condition: Repair costs in fiscal 19-20 to Dec.31 = \$14,700 for Parts & External Repairs, \$2,000 for PW Maintenance Labour, new parts are not easy to source. PW is recommending replacement next year. PW recommendation is that the Town adopt a policy that all trucks should be replaced every ten years.</i>			\$189,000								
International Truck (09) + Plow <i>Condition: During Fiscal 17/18 and 18/19 repair costs \$37,600 for Parts & External Repairs, \$9,400 for PW Maintenance Labour. PW recommendation is that the Town adopt a policy that all trucks should be replaced every ten years.</i>				\$189,000							
2002 F150 1/2 Ton <i>Currently needs a new box, however this is the oldest truck in the small vehicle fleet and due to its age and condition recommend disposal in 20/21.</i>		\$15,000									
2011 F250 3/4 Ton <i>Inspected until April 2021, PW to evaluate during inspection process regarding replacement.</i>											
Truck for Facilities Maintenance <i>Supervisors are frequently without vehicles as priority is given to the crews and the plants. There is an allowance for personal vehicle use, however this appears to have been established for occasional use, not daily use so therefore is inadequate for the purpose. The supervisors require vehicles daily to do their jobs properly. Recommend re-allocation of 2008 Van to Facilities Superintendent and to be shared with Recreation Dept.</i>											

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TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
2008 Van - Water Utility <i>Current inspection expires (Sept 30, 2020) Recreation department uses van in the summer months for playground checks and maintenance, trail checks and maintenance, setting up and taking down for special events, carrying tools/supplies to and from work sites, miscellaneous tasks that require a vehicle and unable to fit in a car (i.e. moving large boxes), etc. PW recommends disposal when next additional inspection expires in Sept. 2022. Until that time recommend re-allocation of 2008 Van to Facilities Superintendent and to be shared with Recreation Dept.</i>											
2005 Chev 1/2 Ton - Water Utility <i>Has just been repaired by PW, inspection renewal required in Dec 2020. Recommend re-allocation of this vehicle to the WWTP Plant for Operator Maintenance Activities and the installation of the lift gate/backrack from the 2002 Ford to this vehicle.</i>											
2009 Dodge 1/2 Ton - previously Electric Utility <i>Condition: On June 1, 2018 became surplus in Electric Utility and was repurposed to PW. In Dec.2019 the rear axel failed and has been out of service since. PW recommendation is to dispose of and replace vehicle. Replacement vehicle included in Water Utility Capital Budget.</i>											
Dresser Loader (86) <i>PW recommends this should be taken off the road because it is 33 years old and very inefficient for operations and very hard to find replacement parts. Recommend replacement in 21/22 and sold as surplus, estimated surplus value \$12,000-\$15,000. PW recommends purchasing a 2-3 year old Wheel Loader and/or taking advantage of awarded provincial tender already in place with Cat to save cost</i>			\$350,000								
CAT Backhoe (17) <i>Condition: Purchased in 17-18 at cost of \$146,800, estimated life 10 years</i>								\$150,000			
Snow Blower attachment for Backhoe (Streets) <i>PW recommendation is that this piece of equipment is not needed and should be removed from the capital budget.</i>								\$100,000			

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TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
Snow Push Blade for Backhoe <i>This would allow our backhoe to be much more efficient in snow clearing operations.</i>		\$13,800									
Backhoe (97) - Cemetery <i>Condition: Poor, necessary piece of equipment for cemetery operations. On average there are 35 burials per year.</i>		\$60,000									
John Deere Tractor (05) - Cemetery <i>If contracted mowing is to remain in place for the Cemetery then this piece of equipment may become surplus.</i>				\$25,000							
Leaf Loader (94) <i>Good condition</i>						\$25,000					
Trackless Sidewalk Plow <i>Condition: Purchased in 16-17 at cost of \$125,900, estimated end of life 9 years left.</i>								\$130,000			
Salt Spreader Plow blade <i>This is a blade for the trackless, it needs replacement. The one currently in use is 21 years old and from the old trackless. Cost for replacement TBA.</i>		TBA									
Salt Spreader Trackless (90) <i>Condition: poor condition, requires frequent maintenance, currently at end of life and should be replaced in 20/21, cost TBA.</i>		TBA				\$7,500					
Trackless Snow Blower (sidewalks) <i>New gearbox installed, should be good for some time.</i>				\$10,000							
Diesel Plate Tamper <i>Condition: Purchased in 18-19 at cost of \$15,600, estimated life 20 years.</i>											
Asphalt Roller (ride-on) <i>Condition: New purchased in 19/20 at cost of \$40,300, estimated life 20 years.</i>											

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TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
Power Concrete Screed		\$3,200									
<i>Required for any concrete work, sidewalks and slabs</i>											
Concrete Mixer (85)			\$3,000								
Portable Generator (92)			\$3,000								
Rods for the Rod Turning Machine (89)			\$3,000								
Sewer Camera											
<i>Condition: New purchased in 19/20 at cost of \$9,700, current estimated useful life span, unknown.</i>											
Welder				\$2,700							
Wood Chipper				\$25,000							
		\$92,000	\$548,000	\$251,700	\$0	\$32,500	\$0	\$130,000	\$150,000	\$0	\$0
<u>Please Note Recreation Equipment</u>											
Lawn Tractor (07)											
<i>Condition: The tractor itself is in reasonability good shape. The implements are beginning to age but has a few years life expectancy left. The tires have been causing a bit of an issue, which may need addressing sooner than replacing the entire machine. Used for: mowing grass, general landscaping, playground maintenance, trail maintenance, snow plowing, seeding and fertilizing soccer/baseball field, pulls trailer, heavy drag on baseball field/track, etc. Trailer (wooden) – been refurbished several times. Only used in Community Centre parking lot. May need to be looked at upgrading to new trailer in the near future. Used for: moving tables and chairs from Community Centre to Arena for special events and rentals, transporting items, carries tools to work sites, etc. Scheduled for replacement in 22/23 for \$14,000 as noted on the recreation capital budget.</i>											

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

	Priority										
DESCRIPTION		20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Ride-On-Mower (12)											
<p><i>Condition: the rear transmission is leaking oil profusely. Recreation and Public Works staff have both assessed the mower and tried to fix the leaks with minimal luck. Used for: cutting grass on soccer field, baseball field, Academy, Victoria Road park, around skateboard park, pulls trailer, drags baseball field/track, trail maintenance, etc. Currently at end of life. Scheduled for replacement in 20/21 for \$25,000 as noted on the recreation capital budget.</i></p>											

PUBLIC WORKS DEPARTMENT
CAPITAL BUDGET DESCRIPTIONS

Sewers/Pollution Control

Storm Line Tannery Road to Knickle Rd. (900ft.)

This project will replace badly corroded 48 inch corrugated steel pipe. In fiscal 2018/19, 200 feet that had failed was replaced. *The remaining 900 feet were deferred in 2019-20 due to budget constraints.*

Brook Street Storm/Sanitary separation infrastructure finalization

Final phase of the Brook Street Storm and Sanitary Sewer Upgrades as per the Dec.19, 2019 Council motion. Funding from CWWF expires March 31, 2020 and staff are currently seeking extension approval.

Stormwater management – Green, Knickle, Tannery

Replace and relocate two catch basins at the intersection of Tannery Road and Knickle Road and connect the leads to the existing storm system on Kinckle Road. This work could also include rerouting two catch basin leads which service half of the driveway loop to Civic 17 Green Street.

Upgrade Communication Systems to Pumping Stations

Replace remote Lift Station PLCs/radios at end of design life, including in Year 1: Communications Path study by KRC Controls, new WWTP PLC to receive SCADA data, and replace Brook St Lift Station PLC and radio with new, budget cost \$20,000. Year 2 through 8, replace one Lift Station PLC and radio each year from largest to smallest remote station, budget is an approximate cost of \$12,000 each year. This will improve data collection, giving the operators much more accurate, timely, and reliable data from the lift stations, and make troubleshooting easier.

Waste Water Treatment Plant-Improve Treatment Process Pre-Design \$270,000

Funding has been received under the PCAP program for the pre-design of changes at the WWTP.

Waste Water Treatment Plant - Voltage Reading Monitor at each pumping station

This equipment will allow for staff, who do site visits to each pumping station, to monitor voltage at each station to ensure staff safety and prevent equipment damage. Year 2 of 8.

Waste Water Treatment Plant – Upgrade Rails and Catwalks in Aeration Building

This is to be the final year of this project, which has been phased over the last few years. Work will replacement and upgrade of the corroded rails and catwalks in the Aeration building for safety purposes. A structural engineer is being engaged to assess the under laying structure of the rails and catwalks. The results of this assessment could impact the budget amount for 2020/21. The results of this assessment will be shared as they become available.

Waste Water Treatment Plant - Replace Lines and Diffuser in Aeration Tanks

This is a pre-approved project. Engineering work began in fall 2019 and equipment has been tendered for manufacture. Installation will occur in spring 2020. This project restore the aeration process back to its original treatment capabilities and will improve effluent quality.

Lift Station Capital Pump Repairs – pre-approved Dec.10, 2019

Estimated capital repair cost of the pumps in the lift stations: \$55,000 including net HST.

Check Valve Installation at WWTP

Purchase and install check valve on WWTP emergency overflow pipe. Due to climate change, the WWTP is vulnerable to water coming into the Effluent Lift Station through this pipe. The check valve will protect WWTP equipment during small-magnitude flooding events and prevent unnecessary pumping.

Raw Sludge Pumps (2)

Replace two Raw Sludge pumps, at end of design life, with new split-stator pump bodies (motors replaced in fall 2019), as well as gauges, to improve pumping efficiency and reduce maintenance time and expense. Planned replacement is necessary to avoid urgent replacement upon failure, as well as give the flexibility to carry out DAF optimization recommendations following operational review.

Flowmeter study and flow meter at WWTP

Install flow meters at the WWTP and at each lift station, including in Year 1: Study to identify feasible options for each lift station, as well as design, and installation for WWTP influent flow meter, budget cost \$50K.

Year 2 through 10, install one Lift Station flow meter each year from largest to smallest station, budget cost \$20K each year. Regulators require measurements of all flows coming into a WWTP. This will improve flow data for troubleshooting and design.

Backflow prevention study for Lift stations

Carry out Field Study of the existence, condition and performance of the back-flow prevention valves at each lift station to tell if and how seawater is getting in to each of them and determine how it can be excluded. Seawater is suspected to get into several of the lift stations through the emergency overflow structures. This requires extra pumping and causes odours and corrosion in the collection system and WWTP. There will be implementation steps that will be determined from this study, currently as they are unknown there hasn't been any future capital budgets incorporated for same at this time.

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

Provide a Survey to locate all water/stormwater/wastewater assets including pipes, manholes and lift stations (where, how deep, photos where visible) to fill in gaps in Town records. All survey records will be added to Geographic Information System (GIS) for electronic storage and accessibility. Funding may be accessed for this work. The GIS records are the basis for Asset Management Planning to allow proactive maintenance, including a Master Plan for Wastewater/Stormwater.

Flood Study seeking approval to start work in 19-20 at Feb.11 Council meeting

To create a dynamic flood model for the entire town which could then be used for future work in all areas of the town and could also be enhanced to support public education, emergency measures preparedness etc. The visual impact is also a valuable feature. This would require similar engineering inputs for coastline modeling etc, but once established the model would then be a tool for use in the future. The model would be set up to provide specified outputs for use in the engineering design work for the WWTP.

Recreation Infrastructure

Streamed Waste Stations – 3

Have applied for funding from Region 6 for 50% cost sharing of three new streamed waste stations this year.

Splash Pad (RFP by Town Staff, reviewed by a consulting engineer) carry-over from 2019-20

“Request for Proposal” procurement, using the Lunenburg War Memorial Community Centre grounds as the location of the splash pad. Town staff to write a RFP including all functional aspects that will be additionally reviewed by a consulting engineer for technical aspects of the project.

Splash Pad

A splash pad is a dynamic, zero-depth aquatic play area (no accumulation of water) that combines flowing, misting, spraying and jetting. Splash pads have, in recent years, become increasingly popular family recreation destinations in towns and cities of all sizes. While not meant to be a replacement to outdoor pools, they offer a fun water experience and with little to no standing water and non-slip surfaces, they make for a safe environment to play in. They are scalable, allowing them to meet wide-ranging levels of service and budget. The jets and sprays offer an endless combination of choreographed movements and intensity of water spray.

Construction to take place in 2020/21 pending funding from the Lunenburg Community Development Group.

Renewals-Sidewalks/Curbs

Tannery Road Seawall

The existing timber cribs which support the shoulder of Tannery Road are in very poor condition. These need to be removed and replaced with granite rock. The budget for 2020/21 is proposed to finalize this project.

New Sidewalks/Curbing

Tannery Road - Knickle to 97 Tannery Road (E)

Project update - TBA

Street Reconstruction

Duke-Lincoln to Townsend

The existing street is in poor condition and requires reconstruction.

Chipsealing

Kissing Bridge Road (Cemetery Hill)

The existing street is in poor condition and needs to be resealed to prevent further deterioration of the street surface.

Equipment

Replacement ½ Ton Truck

The current 2002 F150 ½ Ton currently requires a new box, however this is the oldest truck in the small vehicle fleet and due to its age and conditions it is recommended for replacement in 2020/2021.

Snow Push Blade for Backhoe

This push blade would allow for much more efficient snow clearing operations.

Backhoe for Cemetery

The current backhoe, utilized primarily for burials, is 21 years old and requires ongoing repairs at significant cost.

Power Concrete Screed

This equipment is necessary to level concrete for sidewalk work.

Future Capital (2020/21+) Requirements

Building & Structures

Overhead Door – Victoria Road Building

The wooden door on the west side of the blue building is in poor condition and should be replaced with an overhead door.

Sewer/Pollution Control

Blower Replacements at WWTP (3)

Replace three WWTP blowers, nearing end of design life, with new blowers, as well as valves/gauges, to improve aeration efficiency and reduce maintenance time and expense. Spare parts no longer available. Cannot be phased, due to access limitations. Blowers provide air to bioreactor tanks and are critical to WWTP performance.

Sanitary and Storm Master Plan

Produce a Wastewater/Stormwater Master Plan to provide a 20-year Plan of prioritized upgrades to the wastewater and stormwater collection system. This includes developing a computer model of the Town's collection system, then measuring actual flows in key places to calibrate the model. The calibrated model will be used to test where the Town's system is not working as intended, and where sewer separation, repairs or replacement are most effective to prevent community flooding and remove

stormwater from the sanitary system. The prioritized 20-year Master Plan will identify projects to fix the issues found, but will not include design of the fixes.

WWTP Headworks Screen

Replace one Headworks Screen and one Compactor, nearing end of design life, with new punched plate Screen, and new Compactor, to significantly improve screening performance, reduce excessively high maintenance time, protect equipment in WWTP and reduce safety risks from confined space entries in headworks. This item may be included in WWTP upgrade.

Renewals-Sidewalks/Curbs

Pelham – Ship Yard Hill to Town Limits (S)

These sidewalks are in poor condition and should be replaced.

TOWN OF LUNENBURG 10 + YEAR CAPITAL BUDGET - FIRE DEPARTMENT

DESCRIPTION	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
FIRE FLEET															
Aerial Ladder Truck (15) #1															\$2,078,900
Freightliner Pumper (98) #2															replacement in 2041
Pierce Pumper (10) #3										\$1,197,200					
Freightliner Rescue (02) #4 - order in 21/22 for delivery in 22/23 - requires pre-approval in fiscal 21/22 to proceed with order			\$694,600												
GMC Tanker (00) #5															
GMC Tanker (02) #6					\$638,200										
Ford Utility (99) #7				\$110,300											
Rescue Boat & Trailer (12) #8								\$193,900							
Antique - Dodge Hose (33)															
Antique - LaFrance Pumper (29)															
Combined Replacement of #2 - pre-approved item, has been order for delivery in 2020/21. Jun.25/19 Council approval	\$755,100														
TOTAL FIRE FLEET	\$755,100	\$0	\$694,600	\$110,300	\$638,200	\$0	\$0	\$193,900	\$0	\$1,197,200	\$0	\$0	\$0	\$0	\$2,078,900
OTHER FIRE EQUIPMENT															
Turn Out Gear										\$150,000					
21 Breathing Packs				\$170,170											
Turnout Gear Washer	\$5,100														
Turnout Gear Dryer	\$9,700														
Floor Scrubber	\$5,100														
Auditorium/Clubroom/Office Floor Replacement		\$53,200													
Apparatus Bay Floor Replacement						\$90,100									
Vehicle Exhaust Extration System		\$100,000													
TOTAL OTHER FIRE EQUIPMENT	\$19,900	\$153,200	\$0	\$170,170	\$0	\$90,100	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
TOTAL FIRE CAPITAL BUDGET	\$775,000	\$153,200	\$694,600	\$280,470	\$638,200	\$90,100	\$0	\$193,900	\$0	\$1,347,200	\$0	\$0	\$0	\$0	\$2,078,900

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FIRE DEPARTMENT CAPITAL BUDGET NOTES

Truck Replacements

According to the Truck Replacement Study we commissioned, our vehicles should be replaced every 20 years with the exception of our small vehicles which would require more frequent replacement.

Long Term Capital Replacement Plan

Schedule for long-term replacements is included in the budget document.

#1 Aerial

This vehicle was replaced in 2015/16.

#2 Pumper / Tanker

This vehicle was expected to be replaced in 2018/19. However, this replacement is going to be combined with the #5 Tanker which was ordered in 2019/20 and will be delivered in fiscal 2020/21.

#3 Pumper (10)

This vehicle was replaced 2010/11, next replacement 2029/30.

#4 Heavy Rescue (02)

This vehicle is scheduled for replacement in 2022/2023, requires pre-approval in fiscal 2021/2022 to proceed with order.

#5 Tanker (00)

This vehicle will be replaced with #2 pumper/tanker.

#6 Tanker (02)

This vehicle is expected to be replaced in 2024/25.

#7 Utility (99)

This vehicle is expected to be replaced by LDFD in 2023/24.

#8 Boat (12)

This unit is expected to be replaced in 2027/28.

Other Fire Equipment

Turn Out Gear 35 sets of Turnout Gear, which consisted of helmets, gloves, boots, pants and jackets were replaced in 2019/20. The next scheduled replacement date is 2029/2030.

Fire Service Breathing Air Packs (2022/23)

Firefighting Breathing air packs are to be replaced every 10 years according to NFPA 1953.

Turn Out Gear Washer/Dryer

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

Floor Scrubber

The floor scrubber would be utilized to clean floors in the apparatus bay as well as the rest of the fire station by the use of different grade scrubbing pads. This device would greatly reduce the time required to currently clean the apparatus bay at the station using the hose/pressure washer/squeegee method currently used. It would also make for cleaning and drying the tiled floors in the rest of the station less time consuming.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - RECREATION DEPARTMENT

	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
DESCRIPTION											
BUILDING & STRUCTURES											
ARENA											
Chiller				Chiller - 20 years (2045)							
Bathroom Renovations				\$25,000							
Siding - Arena				\$75,000							
Roof Exhaust Replacements	1	\$10,000									
COMMUNITY CENTRE											
Window Replacement/Repair					\$35,000						
Siding - CC						\$100,000					
Bathroom Renovations											
Gym Floor Refinish - was deferred in 19/20 due to Arena brine repairs	3	\$30,000									
Tarps				Tarps - 10 years (2026)							
		\$40,000	\$0	\$100,000	\$35,000	\$100,000	\$0	\$0	\$0	\$0	\$0
GROUPS/FIELDS											
Baseball Field Fence											
Drywell Baseball Field (3rd Base & Home Plate)											
Skate Park			\$40,000								
		\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PARKING LOT											
Parking Lot Improvements				\$100,000							
		\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE AND EQUIPMENT											
Compressor Overhaul - Arena (every 5 years)					\$15,000						
Ice Resurfacer (89)	1	\$125,000									
Lawn Tractor (07)				\$14,000							
Ride-on Mower (12)	2	\$25,000									
		\$150,000	\$0	\$14,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0
PARKS /PLAYGROUNDS											
Back Harbour Trail - Kinley Drive Access				\$18,000							
		\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS		\$190,000	\$40,000	\$232,000	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$0
Please note - Bike Report has not been incorporated into the capital budget											

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE COMMITTEE

CAPITAL EXPENDITURES DESCRIPTIONS

Building & Structures

Arena

Roof Exhaust Replacements (2020/21)

The three roof exhaust fans are currently not operational and are over 35 years old. New roof exhausts are necessary to improve ventilation in the building.

Community Centre

Gym Floor Refinish (2020/21)

The gymnasium floor was last refinished 15 years ago in 2005, it was buffered, repainted and recoated. The floor needs to be refinished again.

Furniture and Equipment

Ice Resurfacers (89) (2020/21)

The existing ice resurfacers are 1989 Olympia. It has given us good service over the past thirty one years but we have had issues over that time with the transmission, the hydraulic system, the starter motor (replaced four times), and the fuel carburetion system. The conditioner, the blade and auger system mounted at the rear of the machine, have also been replaced. We are fortunate that our staff are well versed in mechanical repairs plus we have had the benefit of hydraulic/automotive technicians in the local area to call upon when the problem is beyond the scope of our own staff. We are reaching the point where the condition of the machine makes repairs very challenging.

At the Council meeting held on January 28, 2020 Council passed a motion to pre-approve a propane ice resurfacers purchase in the fiscal year 2020/2021 estimated to be approximately \$125,000.

Ride-on Lawn Mower (2020/21)

A commercial grade mower is required to maintain our soccer field, the ball diamond outfield and track perimeter, the grounds around the Victoria Road playground and tennis courts, and the edging along the Back Harbour Trail. Our current mower was acquired in 2012 and to maintain efficient service replacement is suggested in 2020/21.

Future Capital Considerations

Arena

Bathroom Renovations (2022/23)

To update the painting, flooring, toilets, sinks and countertops, where required.

Siding (2022/23)

The siding is in poor condition and requires replacement

Community Centre

Window Replacement Repair (2023/24)

There are four locations where the windows are needing to be replaced due to deterioration. The areas have been prioritized based on current condition. The fitness studio and meeting room on the second floor are budgeted for the 2023/24 year due to water damage that is currently an issue from external leakage coming into the building. The kitchen windows and recreation office are also in need of replacing; however, the priority is required for upstairs windows.

Siding (2024/25)

The siding is in poor condition and requires replacement.

Parking Lot Improvements (2022/23)

The Community Centre parking lot is a well-used and critical parking space for the Town of Lunenburg. This parking lot requires large areas of patch work to keep it in good shape and prevent further deterioration.

Furniture and Equipment

Compressor Overhaul (2023/24)

As the arena operates with just one compressor, it is critical that it be maintained on a regular basis to minimize the likelihood of a breakdown during the ice season. One important component of the maintenance routine is a complete overhaul carried out by a refrigeration technician every five years. This task normally takes about five days and done during the summer months.

Ride-on Lawn Tractor (2022/23)

A commercial grade mower is required to maintain our soccer field, the ball diamond outfield and track perimeter, the grounds around the Victoria Road playground and tennis courts, and the edging along the Back Harbour Trail.

Parks/Playgrounds

Skate Park (2021/22)

For a concrete new half pipe, estimated cost of \$40,000 for a 40 ft wide mini ramp with similar dimensions of the current setup. Currently a community group is actively fundraising, if their efforts warrant this project may be brought forward sooner for Council's approval.

Back Harbour Trail access from Kinley Drive (2022/23)

The Active Transportation Committee is recommending the creation of a new access point to the Back Harbour Trail from the base of Kinley Drive. A large apartment complex is situated close to this location and a lot of seniors reside in this neighbourhood. Therefore, having a safe, easily negotiated access point to the trail will encourage greater use by residents in this area. They are seeking a safe route to travel and walk for leisure or to provide access to the downtown and shopping area without having to deal with steep hills and vehicular traffic.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - WATER UTILITY											
DESCRIPTION	Priority	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
LAND PURCHASE		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL											
New Services	1	\$7,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replacement Hydrants	1	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Replacement Meters	1	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
		\$22,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
DISTRIBUTION MAINS											
Cost Share on Water System Survey & GIS Development (includes all underground infrastructure)		\$40,000									
Broad-Falkland to MacDonald									\$420,000		
Cumberland-Kempt to Blockhouse Hill					\$180,000						
Kaulbach-Bluenose to Lawrence											
McDonald-Green to Brook			\$255,000								
Kempt-Lincoln to Lawrence				\$400,000							
Kempt-Lincoln to Lawrence (design & tender documents)			\$50,000								
Masons Beach (Topmast to 1000' west)								\$480,000			
Montague-Rum Row to Shipyard							\$630,000				
Pelham-Kaulbach to Duke						\$330,000					
		\$40,000	\$305,000	\$400,000	\$180,000	\$330,000	\$630,000	\$480,000	\$420,000	\$0	\$0
BUILDING IMPROVEMENTS											
Chlorinator	1	\$70,000									
Road Improvement -Intake House	1	\$10,000									
Pump House - Dares Lake-Interior Steel Repair/Gutters	1	\$4,000	\$18,000								
WTP -Paint and Reseal 2 Roof Vents	1	\$5,000									
Dam Safety Inspection	1	\$12,000							\$12,000		
Geotechnical Investigation (Dam/Spillway)		\$15,000									
Downstream channel assessment, hydrologic/hydraulic modelling, field surveys		\$17,500									
Design of Dam and downstream channel rehabilitation, approvals		\$30,000									
Repair Spillway Dares Lake	1	\$150,000	\$275,000								
		\$151,500	\$293,000	\$0	\$0	\$0	\$0	\$0	\$12,000	\$0	\$0
FURNITURE AND EQUIPMENT											
Chlorine Detectors				\$6,000							
Diesel Fuel Tank											
Half Ton Trucks (2) - used	1	\$50,000									
Membrane Replacement			\$154,300	\$154,300							
Pump #1 (small)			\$10,000								
Pump #2 (medium)				\$12,000							
Pump #3 (large)					\$14,000						
Pneumatic Cleaning System on Intake Screen				\$35,000							
		\$50,000	\$164,300	\$207,300	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS		\$263,500	\$792,300	\$637,300	\$224,000	\$360,000	\$660,000	\$510,000	\$462,000	\$30,000	\$30,000

WATER UTILITY

CAPITAL BUDGET DESCRIPTIONS

General

New Services

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

Building/Infrastructure Improvements

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.

Road Improvement to Intake House Road

Improvements are required to the access road to the Water Intake House. These repairs will include a new cross culvert and ditching on both sides of the road.

Pump House Dares Lake-Steel Beam Repair and Gutter Installation

The steel columns at the pump house require repairs due to water infiltration, this project will make the building water tight. There will also be gutters installed on this building in order to direct water disbursement.

Water Treatment Plant

The air intakes at the Water Treatment Plant require painting and flashing repairs.

Dam and Spillway

Staff are seeking pre-approval of the following projects for investigations, survey, modelling design, construction and administration as part of the 2020/21 and 2021/22 budgets.

2020

Geotechnical Investigation - \$15,000

Downstream channel assessment, hydrologic/hydraulic modelling, field surveys - \$17,500

Design of Dam and downstream channel rehabilitation, approvals - \$30,000

2021

Repairs to Dam and Spillway - \$250,000

Construction Administration - \$25,000

Project timeline:

2020

February 13th – Council pre-approves project to move forward.

February to June – Design development, geotechnical investigation, survey, detailed hydrologic modelling.

June to July – Consult with NSE to confirm requirements for future water withdrawal permit, construction permit, and flora and fauna assessments.

July to September - Modelling and document preparation for water withdrawal permit.

August to October – Detailed design for spillway, dam, downstream channel, site grading at pumphouse, tender documentation preparation with Class A estimate.

November to December – Issue for tender, review submissions, make recommendation

2021

January - Award construction project, execute contract with contractor

March to October – site preparation, contract mobilization, materials stockpile, complete in channel works, complete dam works, downstream channel improvements

June to October – complete water withdrawal documentation, consolidate, submit application, obtain permit

November– Town receives dam, operates and monitors

Furniture and Equipment

Half Ton Truck

This will replace the Chev 2005 Truck which is utilized by department staff.

Future Capital

Distribution Mains

Kempt – Lincoln to Lawrence (design & tender documents)

The 6 inch waterline that services Kempt Street is an old cast iron line that has had issues in the past and should be replaced

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - ELECTRIC UTILITY										
DESCRIPTION	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
BUILDING & STRUCTURES										
Capacitor Bank at Substation or Distribution	\$480,000	<i>Carry forward project from 2019-20</i>								
	\$480,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UTILITY LINE WORK										
Meters	\$15,000	Need to determine if utility is going to move to smart meter technology.								
Overhead Conductors	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000
Poles & Fixtures	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Services	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Street Lighting	\$30,000	Street Light conversion plan to LEDs required.								
Transformers - Line	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000
	\$315,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000	\$270,000
FURNITURE AND EQUIPMENT										
Network Printer/Copier - Town Hall (Council)		\$12,000								
Network Printer/Copier - Town Hall (Finance)		\$10,000								
Phone System					\$14,000					
Town Network Computer Server			\$14,000				\$14,000			
	\$0	\$22,000	\$14,000	\$0	\$14,000	\$0	\$14,000	\$0	\$0	\$0
TOTALS	\$795,000	\$292,000	\$284,000	\$270,000	\$284,000	\$270,000	\$284,000	\$270,000	\$270,000	\$270,000

ELECTRIC UTILITY

CAPITAL BUDGET DESCRIPTIONS

Building & Structures

Capacitor Bank at Substation – carry forward from 2019-20, progress was delayed due to Dorian and sourcing other possible distribution solutions. Staff are actively working on possible paths forward and hope to be able to provide a fuller update for Council soon.

Installation of capacitors inside the main substation (in the form of a three phase, 69kV capacitor bank). This will require the expansion of the substation (moving the perimeter fence), the reconfiguration of the overhead 69kV conductors and the addition of a new circuit breaker, disconnect switches, capacitor switcher, protective relays, etc. A 69kV, 4000kVAR capacitor bank is estimated to significantly reduce the total kVA demand charges resulting in a total cost saving of approximately \$400,000 annually. The capital cost to design, purchase, install, test and commission a 4000kVAR capacitor bank and associated equipment is estimated to be \$480,000 indicating a payback of just over one year, with annual savings of over \$400,000 per year thereafter. This project requires NSUARB approval and is to be financed with a capital borrowing.

Utility Line Work

****Feb.6, 2020 please note this draft budget only contains standard annual maintenance capital projects. There may be additions required in upcoming versions.**

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 2020/21 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).

Street Lighting

In 2008 the Provincial government required all NS municipalities to convert to LED street lighting by December 31, 2022. At the time of a report in 2014, the Town had already installed 85/581 LED street lights. Council adopted a replace as fail approach, replacing HPS street lights with LED's if the former failed and could not be repaired. The replacement cost and limited warranty of LED street lights was not cost effective for a one-time 100% conversion by the Electric Utility. Since then, LED prices have significantly decreased with more suppliers and products available. In early 2018 a street light count determined that in the Town there are now approximately 67 LED street lights in "Old Town"; and 111 in "New Town"; totaling 178/581 LED.

In the Old Town Lunenburg the current practice is to replace High Pressure Sodium street light bulbs with new or refurbished HPS lights in response to property owner concerns regarding the Kelvin intensity of LED street lights. This also allows street light fixtures to be reused and not sent to solid waste or metal recycling. In New Town and elsewhere failed HPS street lights are replaced with LED street lights without property owner concerns. We have not recently resurveyed all street lights to determine the current LED/HSP ratio. If the current street light conversion practice Council approved does not change, the 2022 Provincial deadline will not be achieved. It would be advisable to notify the Province of same and rationale as noted above.

Transformers – Line/Installation

The Utility continually monitors the inventory of transformers on hand, as delivery requires months of lead time.

MEMORANDUM

TO: TOWN COUNCIL

**FROM: IAN TILLARD, ENGINEERING CONSULTANT
AND LISA DAGLEY, CPA, CGA, FINANCE DIRECTOR**

DATE: FEBRUARY 6, 2020

RE: PROPOSED FLOOD STUDY

1. FACTS

The Wastewater Treatment Plant (WWTP) was significantly damaged by flooding during Hurricane Dorian. In order to know how to protect the WWTP in future, a flood study is required prior to undertaking the preliminary design work for whatever design option is chosen for the upgrade to the WWTP. The flood study will identify the flood protection measures that will be incorporated into the design. This may include active control measure such as sandbagging or temporary flood barriers combined with pumping, and passive control measure such as permanent berms and locating buildings and equipment above peak flood levels.

The results of the flood study are required as input to the design process, but at an early stage of the process, so there can be a little overlap in the two activities.

2. ISSUES AND OPTIONS ANALYSIS

The need for the study is an obvious outcome from the Town's experience with the flooding during hurricane Dorian. The Town's engineering consultants for the WWTP have stated that the flood study output is a required input to the predesign stage of the upgrades to the WWTP.

Option A is to do a "localized" static flood study pertinent strictly to the area around the WWTP location. It would include modeling the coastline along the back harbour and result in predictions for flood levels. The data from the flood modeling would then be used to do the engineering analysis of flood control measures. The output of this study is usable only for the WWTP redesign and visually would be a 2D flat map of the area showing flood levels at different flood conditions. The engineering output would be specific flood level data for specific locations identified by the engineering requirements for the redesign.

Option B is to create a dynamic flood model for the entire town which could then be used for future work in all areas of the town and could also be enhanced to support public education, emergency measures preparedness etc. The visual impact is also a valuable feature. This would require similar engineering inputs for coastline modeling etc, but once established the model would then be a tool to use forever. The model would be set up to provide specified outputs for use in the engineering design work for the WWTP.

3. FINANCIAL IMPACT

Option A is \$21,000 including net HST.

Option B is \$45,000 including net HST. This is broken down into \$13,500 for engineering and \$31,500 for the 3D model and implementation.

While there may be external funding opportunities for this type of project the application and approval process of same would certainly add to the timeline. We have received PCAP funding for the WWTP pre-design work in September 2019. The PCAP funding project completion deadline is March 31, 2020 and an extension will be sought however it would be unreasonable to ask for an extension if the flood study is not being undertaken because it too is pending another funding application. The Town could use Deed Transfer Tax to fund either of these options noted above. As the funds are currently on hand there would be no impact to the project timeline.

4. STRATEGIC PLAN RELEVANCE

- 5) Operate the Town efficiently and effectively by:
 - B. Continually and strategically maintaining and upgrading community infrastructure

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that Council approve the following draft motion:

Draft Motion:

Moved and seconded that approval be given for staff to immediately (fiscal 2019/20) undertake a Flood Study as noted in Option B in the amount of \$45,000 including net HST and funding for the same will be from Deed Transfer Taxes.

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Budget 2020-21
Approved Schedule

Nov.26, 2019



Dec.1 to Jan.31	Draft Preliminary Base Budget prepared by Senior Managers and Finance Staff
Jan.7, 2020	Council strategic budget and reserves discussion, 1:00 pm - 3:00 pm
Feb.13, 2020	Council Meeting - Review of 10 year Capital Budgets for all Departments - with all Town Senior Management in attendance, 12:00 pm - 3:00 pm
Feb.19, 2020	Council Meeting - Operating Budget Review for all Departments - with all Town Senior Management in attendance, 12:00 pm to 3:00 pm
Feb.20 to Mar.6	Incorporate changes from Council budget meetings into Draft Budget document
Mar.6, 2020	Release of Committee budgets for March meetings
Mar.10, 2020	Council Meeting - review any changes incorporated into the budget before public presentation at next Council meeting
Mar.11, 2020	LWMCC Committee meeting for review of Draft LWMCC Budget recommendation to Council
Mar.12, 2020	Protective Services Committee Meeting for review of Draft Fire Protection Budget and recommendation to Council
Mar.24, 2020	Council Meeting - Public Budget presentation - advertised in advance via social media
Apr.14, 2020	Council Meeting - Approval of Operating and Capital Budget and set Tax Rates

TOWN OF LUNENBURG PROCEDURAL POLICY # 93
BUDGET AND FINANCIAL CONTROLS POLICY

PURPOSE

1. The Town of Lunenburg ("Town") is committed to:
 - (a) Preparing budgets in a fair, open, consistent and transparent manner to establish the confidence of the taxpayer and other stakeholders;
 - (b) Complying with the Municipal Government Act and other applicable laws or policies and resolutions of Council;
 - (c) Promoting integration of the Town's strategic plan in the budget process;
 - (d) Ensuring Town operations function in an efficient and effective manner through a timely and collaborative approach to Town budget development and approval;
 - (e) Being accountable for budget decisions.

DEFINITIONS

2. For the purpose of this policy the following definitions are provided:
 - (a) Operating Budget: Budget document containing operating costs for day to day operations, transfers to other governments and agencies, transfers to reserves, and other fiscal expenditures; this document, as presented to and approved by Council, is used to calculate the tax rates; user fees and other charges;
 - (b) Capital Budget: Budget document containing the capital plan for the current and future years; outlines the source of funding for each current year project and the current year is approved by Council;
 - (c) Uniform Assessment (UA): an amount calculated by the Province of Nova Scotia which is calculated as the sum of all taxable assessments plus the capitalized valued of all grants or payments received in lieu of taxes;
 - (d) General Tax Rate: this rate covers all operating costs. These costs include all municipal services such as fire, police, public works, recreation, economic development and administrative costs, less the revenue generated from such things as services provided to other local governments, sale of services, equalization, conditional grants, etc.

- (e) Water Rates and Electric Rates: these rates are levied pursuant to Orders of the Nova Scotia Utility and Review Board (NSUARB). Operating and Capital Budgets are approved annually by Council and submitted to the NSUARB.
- (f) Mandatory Provincial Contribution Rates includes the cost of:
- i. Education – The Town is required to provide funding to the South Shore Centre for Regional Education under the Education Act. This mandatory education contribution is determined by taking the Town’s Uniform Assessment figure and multiplying by the education rate as set by the Province of Nova Scotia.
 - ii. Property Valuation Services Corporation (PVSC – Assessment Services) – The Town is required to provide funding to pay a share of the cost of operating the provincial assessment system. The Town pays a portion of the total PVSC costs, based on the Town’s share of Uniform Assessment and the Town’s share of assessment accounts across the province.
 - iii. Correction Services – The Town is required to make a mandatory contribution to the Province to fund the cost of operations of the provincial correction facilities for all of Nova Scotia. This includes youth and adult correctional facilities. The contribution is set by the Province of Nova Scotia and is based on the Town’s share of Uniform Assessment (50%) and the Town’s dwelling units (50%).
 - iv. Housing - The Regional Housing Authority administers and manages public non-profit housing units for seniors and families on low incomes within the Town. The Town is required to fund 12.5% operating deficit for Cornwallis Apartments and Blockhouse Hill Apartments.

GOVERNANCE AND BUDGET PROCESS

3. The fiscal year of the Town is April 1 to March 31. The annual budgeting process is preceded by a planning process that identifies priority initiatives for the upcoming fiscal year, based on the strategic directions previously established by Council and existing service level requirements.
4. Municipalities in Nova Scotia are not permitted to accumulate general operating deficits which therefore requires the Town General Operating and Capital Fund Budgets to be fully funded annually.
5. On an annual basis, costs are established for programs and initiatives which are reflected in the draft Operating and Capital Budgets for Council’s consideration. Tax rates are calculated to generate the revenue required to fund various programs and services. These rates are determined in conjunction with the annual assessment of

properties in the Town, as established annually through the assessment roll generated by the Nova Scotia Property Valuation and Services Corporation (PVSC).

APPLICATION

6. This policy applies to budget activities of all Town departments.
7. This policy applies to budgeting by the Town for Operating and Capital funds, including budgets for the Town's Water and Electric Utilities.
8. The CAO/or Designate will ensure budgeting practices are consistent with the Municipal Government Act and all other relevant provincial statutes.
9. The CAO/or Designate will ensure a schedule is in place to guide Town staff in the budget process (a sample is attached and may be modified as required).

OPERATING BUDGET SPENDING PRIOR TO BUDGET APPROVAL

10. Departments are only authorized to expend funds at the previous years' service levels, unless specifically directed otherwise by Council until the current year's Operating Budget has been approved.

EMERGENCY SPENDING

11. Any emergency spending will be carried out in accordance with the Town's Purchasing Policy.

BUDGET PROCESS

12. The Finance Director and Senior Managers, in conjunction with appropriate departmental staff will develop budgets for the current year utilizing the prior year's approved budget for all services. This base budget is prepared by taking prior year budgeted amounts and adjusting non-tax revenue, including sewer rates, by the annual Nova Scotia CPI for the previous year. Expenditures will be analyzed and inflation added as applicable.
13. By the end of February each year a special Council meeting, with Senior Managers in attendance, will be scheduled and conducted, in a workshop format, to review the preliminary draft version of the base budget, ten year capital plan and draft tax rates for upcoming fiscal year. On receipt of any further Council direction at the completion of this meeting, the Operating and Capital Budgets will be finalized in draft form by staff for the upcoming fiscal year. The applicable Committee budget sections will then be forwarded to the appropriate Town Committees for their review and recommendation to Council, following which, the final draft budget will be tabled at a Council meeting for public input.

COUNCIL APPROVAL

- 14. Additional Capital project requests proposed by the public may be subject to a prior review period of one year before being considered for possible Capital budget approval.

- 15. As outlined in the Municipal Government Act and the NSUARB Water and Electric Utilities' Regulations Council are required to approve annual budgets. Resolutions of Council are required to approve the tax rates and the Operating and Capital Budgets, it is anticipated that Council would approve the budgets by the end of May of each year.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider
(7 days minimum): **August 27, 2019**

Date of Passage of Current Policy: **September 10, 2019**

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

Municipal Clerk

Date