



AGENDA

Town of Lunenburg Council Meeting

Tuesday, March 10, 2020 at 5:15 p.m.

Lunenburg Town Hall, 2nd Floor, 120 Townsend Street

1. Agenda - *motion to approve.*
2. February 25, 2020 Council meeting minutes - *motion to approve.*
3. Public Hearings and Presentations
 - a. RCMP Lunenburg quarterly report October to December 2019 – *presentation by Constable Tim Lynch;*
 - b. Twin Bays Coalition of residents and organizations from Peggy's Cove to Cherry Hill concerning application of Cermaq to place open net pens in coastal waters – *presentation by Geoff LeBoutillier, and*
 - c. Splash Pad project funding update and location comments – *presentation by Melissa Duggan and Marc Breaugh.*
4. Correspondence
 - a. Notice of Cermaq salmon farming March 5 information open house in Hubbards;
 - b. Notice of April 3 NSFPM spring regional meeting for the South Shore and HRM in the Municipality of the District of Shelburne;
 - c. Canadian Heritage letter advising of \$700 Canada Day funding approval; and
 - d. West Nova Fuels Curl for a Cause Bonspiel letter of thanks for Town Support.
5. Committee Meeting Minutes and Recommendations
 - a. Lunenburg County Senior Safety Committee February 2020 report;
 - b. Comprehensive Community Plan Project Steering Team public meeting March 26 about draft Comprehensive Community Plan and March 30 and 31 Open Office Drop-ins; and
 - c. Waste Reduction Strategy Working Group January 30 and February 13 and 20, 2020 meeting notes.

- Recess -

6. Unfinished Business

a. Corporate Services

- i. Draft 2020/21 budget operating and capital budget review
 - Sewer rates (*see: page 32 draft budget*)
 - Paving versus chipsealing cost estimates (*see: page 88 draft budget*)
 - Town reserves – *staff report*
 - Notice of new Provincial Library funding implementation for South Shore Public Libraries at +\$3950/ +27% in 2020/21 to be held at current rates for the Town of Lunenburg because Town pays for Sunday Lunenburg Library staffing and SSPL is not seeking a 2020/21 increase
 - Notice of Property Value Services Corporation 1.0% 2020/21 budget increase = \$48,101 total for the Town of Lunenburg
 - March 24 Council meeting – public submissions and presentation of draft operating and capital budget
- ii. 2019/20 Town budget variance to January 31, 2020 – *staff information report.*

b. Public Works

- i. CBCL Limited Consulting Engineers response to the Lunenburg Wastewater Treatment Plant Report Peer Review by Dillon Consulting – *overview by Mike Abbott, P. Eng., CBCL Vice President, Water Treatment.*

7. New Business

8. Motion to meet in camera – *consideration of Town land leases and sales and contract negotiations pursuant to section 22, Municipal Government Act.*

9. Consideration of any Council in camera meeting recommendations – *motion(s).*

10. Adjournment – *motion to adjourn.*

Agenda items awaiting staff reports, etc. for further consideration

<u>Agenda Item</u>	<u>Department</u>	<u>Council Meeting Assigned</u>	<u>Status</u>
Proposed amendments to Hack and Trolley Bylaw #56 and #65 Street Encroachment for Building Access Bylaw	Council and Corporate Services	May 28, 2019	Awaiting additional Bylaw housekeeping amendments before advertising second reading and public submissions
Falkland Street pedestrian access	Public Works	June 11, 2019	Staff preparing a report

Tannery Road seawall proposed landscaping sketch revised plan with connecting walking path detail	Public Works	September 10, 2019	More detailed sketch being prepared
Source Water Protection Plan update	Public Works Engineering Consultant	November 26, 2019	Consultant has requested additional time to complete his review due to other Water Utility regulatory items
Solar initiatives and water meters update	Corporate Services/Public Works	January 7 and 14, 2020	Staff reports will be prepared following Budget 2020/21
Tannery Road sidewalk project update	Public Works	January 7, 2020	PW preparing a Council report
"Share the Road" signage for cycling	Recreation	January 14, 2020	Staff report will be prepared about signage options
Expense Claim Policy pre-set travel distance variance allowance draft amendments	LDFD	January 14, 2020	Awaiting LDFD response to draft amendments
Disappearance of bees action plan proposal	Planning and Public Works	February 11, 2020	Staff preparing a report
Climate crisis action motion and plan proposal	Planning and Public Works	February 11, 2020	Staff preparing a report
CPT Joint Transit Plan response	Corporate Services	February 11, 2020	Staff preparing a report
Blockhouse Hill land development proposal	Planning, Electric and Public Works	February 13, 2020	Staff preparing a report
Planning public hearings for ABCO and Amero applications scheduled for March 24	Planning and Council	February 25, 2020	Public hearing is being advertised
Back Harbour Trail report	Recreation	February 25, 2020	Staff preparing a report
Proposed review of policing services	Councillor Carnevale	February 25, 2020	Deferred for Councillor Carnevale to address

COUNCIL MEETING MINUTES

TUESDAY, FEBRUARY 25, 2020 AT 5:15 P.M.

(LUNENBURG TOWN HALL)

PRESENT: Deputy Mayor John McGee
Councillor Ronnie Bachman
Councillor Danny Croft
Councillor Peter Mosher
Councillor Matt Risser

ALSO PRESENT: Patrick Burke, Q.C., Town Solicitor
Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning and Development Manager

ABSENT: Mayor Rachel Bailey
Councillor Joseph Carnevale

The Deputy Mayor called the meeting to order at 5:15 p.m.

1. Agenda

Motion: moved by Councillor Risser, seconded by Councillor Mosher to approve the agenda.
Motion carried.

2. February 11,13 and 19, 2020 Council meeting minutes

Motion: moved by Councillor Croft, seconded by Councillor Risser to approve the February 11, 13 and 19, 2020 minutes. Motion carried.

3. Public Hearings and Presentations

Nil.

4. Correspondence

- a. Request for Council to participate in the March Epilepsy Awareness Month and March 26 Purple Day

Motion: moved by Councillor Risser, seconded by Councillor Bachman to recognize March as Epilepsy Awareness Month and March 26, 2020 as Purple Day in the Town of Lunenburg.
Motion carried.

5. Committee Meeting Minutes and Recommendations

a. Active Transportation Committee minutes February 5, 2020

The minutes were provided to Council for information.

b. Planning Advisory Committee minutes February 10, 2020 – two recommendations

Motion: moved by Councillor Risser, seconded by Councillor Mosher first reading and sets a public hearing date of March 24, 2020 for a proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating six Tannery Road properties owned by ABCO (PIDs 60053188, 60053196, 60053204, 60053212, 60386018 and 606072839) from the Architectural Control Area (Schedule "A"). Motion carried.

Motion: moved by Councillor Risser, seconded by Councillor Croft first reading and sets a public hearing date of March 24, 2020 for a proposed amendment to the Municipal Planning Strategy's Map 2 Future Land Use Map by eliminating Dufferin Street Lot A1 owned by the Ameros (PID 60642741) from the Architectural Control Area (Schedule "B"). Motion carried.

c. Comprehensive Community Project Plan Steering Committee meeting notes February 12, 2020

The minutes were provided to Council for information.

d. Lunenburg War Memorial Community Centre Committee minutes February 12, 2020 – two recommendations

Motion: moved by Councillor Bachman, seconded by Councillor Croft that staff prepare a report assessing the Back Harbour Trail/Operational Plan document (Schedule "C"), including potential priorities and cost estimates. Motion carried.

Motion: moved by Councillor Bachman, seconded by Councillor Risser that Council approve the rescheduling of Recreation Committee meetings from every second month to quarterly and approve an amended Recreation Committee Terms of Reference (Schedule "D"). Motion carried.

It was noted that the Committee can hold additional meetings as requested by the Chair.

6. Unfinished Business

a. Corporate Services

i. Lunenburg Folk Harbour Society request for property tax exemption for the Lunenburg Opera House at 290 Lincoln Street

The Finance Director reviewed the staff report (Schedule "E"), which shows the financial impact of the request to the 2020/21 operating budget.

Motion: moved by Councillor Mosher, seconded by Councillor Risser to deny the Lunenburg Folk Harbour Society's request for tax relief until a suitable criteria can be put in place. Motion carried. Councillor Bachman voted in the negative.

Motion: moved by Councillor Risser, seconded by Councillor Croft that Council refer tax exemption to the General Government Committee as a policy discussion. Motion carried.

ii. Council remuneration and succession planning

The Assistant Municipal Clerk provided a summary of the staff report and recommendations (Schedule "F").

Motion: moved by Councillor Risser, seconded by Councillor Bachman that the issues of Council remuneration, potential barriers to elected office, and Council 2020 orientation training be referred to the next General Government Committee meeting for recommendation back to Council, which shall include potential amendments to Policy #56 Council and Committee Member Honourarium (Schedule "F"). Motion unanimously defeated.

iii. Draft 2020/21 Budget Council meeting reminders

- March 10 – Draft operating and capital budget review
- March 24 – Public presentation of draft operating and capital budget

7. New Business

a. Corporate Services

i. Councillor Carnevale request for a medical leave of absence from Council meeting attendance February 25 - April 21, 2020

Motion: moved by Councillor Mosher, seconded by Councillor Croft to approve Councillor Carnevale's request for a medical leave of absence from February 25 - April 21, 2020 (Schedule 'G'). Motion carried.

ii. Proposed review of policing services options

This item was deferred in the absence of Councillor Carnevale.

b. Public Works

i. January 2020 Water and Wastewater treatment test results

The report was provided to Council for information. Council requested that future reports be prepared in a comparative chart format including several months' data if possible.

8. Motion to meet in camera

Motion: moved by Councillor Risser, seconded by Councillor Bachman to meet in camera to consider Town land leases and sales and contract negotiations pursuant to section 22, Municipal Government Act. Motion carried.

5:49 p.m. – 6:45 p.m. – Council recessed to meet in camera.

9. Consideration of any Council in camera meeting recommendations

Council reconvened in public session at 6:45 p.m. with no recommendations to make.

10. Adjournment

Motion: moved Councillor Risser, seconded by Councillor Croft to adjourn the meeting.
Motion carried.

The meeting was adjourned at 6:46 p.m.

Bea Renton, CAO and
Heather McCallum, Assistant Municipal Clerk



Quarterly Police Report
Town of Lunenburg
January 2019
2019/2020 Fiscal Year
3rd Quarter

1. LUNENBURG DISTRICT STAFF

- 1 Staff Sergeant
- 2 Sergeants
- 7 Corporals
- 33 Constables
- 1 Reserve Constable
- 7 Administrative Staff
- Crime Analyst (Covers numerous areas including Lunenburg District)
- Senior Safety Coordinator (Jointly Managed with BPS)

2. SOUTHEAST TRAFFIC SERVICES

- Six member Provincial Unit working out of Lunenburg District (Chester Office)
- Dedicated Traffic Enforcement throughout Lunenburg and Queens Counties.

3. LUNENBURG DISTRICT FLEET

- (15) Patrol Cars
- (3) Patrol SUVs
- (5) Unmarked Police Vehicles
- (1) Police Boat
- (1) New 4 Seat UTV (Side x Side)
- (4) Patrol Bicycles

4. DISTRICT FACILITIES

- Chester Detachment
- Lilydale Detachment
- Cookville Detachment
- New Germany Community Office
- Mahone Bay Community Office

5. GENERAL INVESTIGATION SECTION (Lunenburg County)

Cst. SWAIN transferred to Federal Policing and relocated in November. Cst. SWAIN spent the majority of the month of October organizing the ongoing GIS investigations and completing outstanding tasks on investigations to be concluded. Cst. Alexander TUCKER assumed the GIS Investigator's position as of the first week of January and continuing to be brought up to speed on several ongoing investigations.

6. SCHOOL SAFETY RESOURCE OFFICERS (Lunenburg County)

Cst Tim Lynch is continuing in the role of Acting NCO I/C Lilydale Detachment/Community Policing in the absence of the Corporal who has been Off Duty Sick for an extended period. Cst. LYNCH maintains regular contact with community partners and agencies that focus on Youth at Risk and Mental Health. Despite the additional responsibilities Cst. LYNCH continues to conduct presentations within the schools and is often the first point of contact for many of the schools in Lunenburg District when issues arise.

Cst Ted Bailey continues to maintain relationships with school staff and students within Lunenburg District. Cst. BAILEY continues to focus on bullying/cyber bullying preventions as well as education related to cyber safety, intimate images and human trafficking. Cst. BAILEY maintains a positive relationship with the SSRCE Co-ordinator for Mi'kmaq Services as well as their Student Support Worker related to several initiatives within the Acadia First Nations Community of Gold River. Cst. BAILEY played a key part in assisting with coordinating the Leadership Day that was hosted by the RCMP in Gold River on December 11th.

During this quarter 14 presentations related to cyber crime, cyber safety or intimate images were conducted in various schools throughout Lunenburg County.

7. COMMUNITY POLICING OFFICER (Lunenburg County)

Cst. UPSHAW maintains the relationships she has established with multiple community partners and agencies within the District including Citizens on Patrol and Victim Services. Throughout this quarter Cst. UPSHAW has focused on crime prevention, education and awareness. Cst. UPSHAW has completed five media releases related to road safety and five media releases related to crime reduction. These included campaigns related to safe winter driving and how to safeguard against being targeted by criminals leading up to Christmas as well as Impaired Driving. Cst. UPSHAW went out into various communities and distributed educational pamphlets at checkpoints and with the cooperation of various businesses within Lunenburg County.

Cst. UPSHAW organized a youth leadership day held on December, 11th at the Gold River, Acadia First Nations Community Centre. In total, there were 18 participants between the age of 14 to 18 years old. Multiple Support Services Members attended including a proactive recruiter, a currently serving Mi'kmaq RCMP Member and a community Elder.

Cst. UPSHAW is currently working on a project that will assist with providing emergency services with important information when responding to a call for service involving an individual on the autism spectrum and could become a best practice for the Province.

8. CALLS FOR SERVICE

Between July 1st 2019 and September 30th 2019, Lunenburg District had a total of 2,574 occurrences which included Criminal Code, Controlled Drugs and Substance Act, and Provincial Act Investigations.

During the same quarter in 2018 Lunenburg District had a total of 3,120 occurrences.

During 2019, Lunenburg County District dealt with to 11,125 occurrences. In comparison, Lunenburg County District dealt with 11,095 occurrences in 2018.

9. SIGNIFICANT / NOTEWORTHY

Some significant and noteworthy items this past quarter include the following:

- Lunenburg District's resources continue to be well managed with all positions currently being occupied. During this quarter three members have been off duty due to illness or injury. In December another member commenced a nine month Leave Without Pay/Parental Leave term.
- One police vehicle will need to be replaced after it was involved in a collision while responding to a call for service this quarter. Thankfully, nobody was seriously injured as a result of the collision.
- The Senior Safety Coordinator role continues to be a benefit to police by ensuring appropriate services are provided to seniors who may come into frequent contact with police for non-police related matters.
- The investigation into a male who had been deceased for several months inside a Lunenburg County residence has been completed. The cause and manner of death are not believed to be suspicious however the file is being reviewed by Senior Crown Counsel with the Nova Scotia Public Prosecution Service.
- Break and enters and thefts from motor vehicles remained low during this quarter. There were 18 reported Break and Enters during the third quarter this year versus 27 reported during the same quarter last year. There were only 4 reported occurrence of thefts from Motor vehicles during the third quarter this year versus 52 during the same quarter last year.
- 9 sexual offences were reported this quarter including 1 resulting in charges, 6

that are still under investigation, 1 where an offence could not be substantiated and 1 determined to be unfounded.

- Members investigated 2 incidents of an individual distributing intimate photographs without consent. One investigation had insufficient evidence to proceed and the other is still under investigation.
- Members responded to 212 traffic related collisions this quarter which includes one collision related fatality this quarter and two off road vehicle collisions resulting in injuries. The fatal motor vehicle collision occurred on Highway 12 in Aldersville which resulted in multiple criminal code driving charges being laid against the 28 year old female driver of one of the vehicles. This matter is currently before the courts.
- Members investigated 20 sudden deaths which included two suicides during this quarter.
- Members responded to 72 calls regarding individuals in crisis due to mental health issues.
- Police responded to 66 incidents of possible impaired driving during the quarter. Of those investigations 18 individuals were charged with impaired driving and 21 of those occurrences were determined to be unfounded.
- 3 alcohol related roadside suspensions were also issued during this quarter.
- In addition to the work of the South Shore Traffic Services Unit (noted in a separate section below) Lunenburg District members issued 233 Summary Offence Tickets and 507 Written Warnings during vehicle stops this quarter.
- RCMP members conducted 174 check points throughout the quarter in various locations throughout the county.
- Lunenburg District Members participated in Remembrance Day ceremonies throughout the County as well as several Christmas parades and related events.

10. STREET CRIME ENFORCEMENT UNIT & OTHER DRUG ACTIVITIES

Throughout the quarter, SCEU worked on numerous larger investigations throughout the county. Cpl. ALLISON continues to oversee Lunenburg District's Offender Management Program which sees frequent, random compliance checks completed on individuals who are subject to conditions of court orders. This initiative has proven successful in preventing prolific property crime offenders from committing additional crimes.

SCEU recovered a motorcycle stolen from the Digby area from a Lunenburg County residence. Insufficient evidence to support charges however the motorcycle was returned to it's owner.

SCEU conducted a targeted vehicle stop in Mahone Bay and arrested two females for

Possession for the Purpose of Trafficking. Subsequent to their arrests investigators seized 119 “Ice” tabs which typically contain methamphetamine.

SCEU Investigators used non-conventional surveillance methods to locate a male wanted on a Canada Wide Parole Warrant. The male was located, arrested and returned to custody in a timely manner.

SCEU investigators conducted a targeted vehicle stop on a female from the Liverpool area. The subsequent search produced a small quantity of cocaine. The female has been charged with possession of cocaine.

SCEU’s stats for the quarter are:

- **5** Criminal Code Warrants Executed
- **0** Search Warrants Executed – Other Statutes
- **2** Targeted Vehicle Stops/Search Executed
- **12** Individuals Charged
- **18** Criminal Code charges Laid
- **4** Drug charges Laid
- **\$10,100.00** Value Of Property Seized
- **\$1,490.00** Value of Drugs Seized
- **\$0.00** Value of Offence Related Cash Seized

11. DEDICATED TRAFFIC SERVICES STATS

These below statistics are in addition to the “Road Safety” work conducted by Lunenburg County District members.

- **458** SOTS
- **99** Written Warnings
- **77** Checkpoints
- **2** Impaired Drivers
- **4** Roadside Suspensions

12. TOWN OF LUNENBURG

Throughout this quarter policing activities in Lunenburg have remained consistent.

SIGNIFICANT / NOTEWORTHY

- RCMP responded to a complaint of theft from the Lunenburg waterfront. A boat motor and boat were stolen on different occasions. Both have been recovered and charges of false pretense and theft have been laid. It’s important to note that the manner the theft originated on line. This type of theft is become more common and concerning. If buying items on-line consumers must be diligent in their efforts to ensure the authenticity of the owners of the item.
- Town of Lunenburg residents continue to report incidents of attempted frauds and/or attempts to obtain personal information. RCMP would encourage all residents to not provide any personal information over the phone or on-line if contacted by an unknown source. In some instances scammers are going so far as to tell victims the RCMP will be coming to arrest them if they do not comply. Victims are encouraged to call the RCMP if they have questions about any attempted scams.
- Consistent with other years we still find issues surrounding parking during snow removal. Although the Town and RCMP have the authority to tow vehicle we attempt whenever possible to locate vehicle owners. As in other years, we have towed vehicles this winter to allow Lunenburg Town staff to complete snow removal activities.

- Lunenburg RCMP participated in Christmas activities with the Town and residents throughout the Christmas season. This year comprehensive planning and coordination between participating organizations led to a very safe and fun Christmas season. All events held throughout the Town were well attended and free of any significant policing events.

Respectfully submitted,

Tim LYNCH, Cst.
Acting NCO I/C Lilydale Detachment
RCMP Lunenburg County District

Approved by,

Paul COUGHLIN, S/Sgt.
District Commander
RCMP Lunenburg County District

RCMP Lunenburg Town Quarterly Statistic Report	2018 (Q3)	2019 (Q3)	
Occurrence Type	Incident Count	Incident Count	Change
911 Act - Offences Only	7	7	-
911 Act – Other Activities	0	1	1
Abandon Child 218 CC (FIP)	0	0	-
Abandoned Vehicles	0	1	1
Animal Calls	2	1	-1
Assault 266 CC (FIP)	6	4	-2
Assault With Weapon or Causing Bodily Harm 267 CC (FIP)	0	0	-
Assistance to Canadian Police (non-RCMP) Agency	2	0	-2
Assistance to Canadian Provincial/Territorial Dept/Agency	0	2	2
Assistance to General Public	2	5	3
Assistance to RCMP Agency BC Prime/Halifax Versadex	0	1	1
Being Unlawfully in a Dwelling House	0	0	-
Breach of Peace	3	0	-3
Break and Enter	0	0	-
Causing Animals or Birds Unnecessary Suffering 445.1 CC	0	0	-
Checkstop	9	1	-8
Coroner's Act - Sudden Death/Other Activities	0	3	3
Crime Prevention	7	6	-1
Criminal Harassment 264 CC (FIP)	3	1	-2
Dangerous Driving - Provincial	0	0	-
Dangerous Operation of a Motor Vehicle	1	0	-1
Disobeying Order of the Court	1	0	-1
Disturbing the peace/Causing a disturbance 175(1) CC	1	1	-
Driving While Disqualified or License Suspension - Provincial/Territorial	1	0	-1
Explosives Act – Other Activities	0	1	1
Fail to Comply with Probation Order 733.1(1) CC	2	0	-2
Fail to Stop or Remain at Accident Scene - Provincial/Territorial	2	1	-1
Fail to Comply with Demand (Refusal) 320.15(1) CC	0	0	-
Failure to comply with condition of undertaking or recognizance / direction in remand order 145(3) CC (FIP)	2	0	-2
False Alarms	15	4	-11
Fire Prevention Act - Other Activities	1	0	-1
False Pretences less than or equal to \$5000.00 362(1)(a) CC	0	0	-
Flight from Police Officer	0	1	1
Fraud (money/property/security) greater than \$5000 380(1)(a) CC	0	1	1
Fraud (money/property/security) less than or equal to \$5000 380(1)(b) CC	6	7	1
Harassing communications 372(3) CC	2	1	-1
Indecent Communications	0	0	-
Injure/Endanger animals – not cattle	0	0	-

Occurrence Type	Incident Count	Incident Count	Change
IPR – Copyright Act – Other Activities	0	0	-
Impaired Care or Control/over 80 mg% of a Conveyance	1	0	-1
Impaired Operation (by a Drug) of a Conveyance	0	0	-
Impaired Operation/over 80 mg% of a Conveyance	1	0	-1
Injure or endanger other animals - not cattle 445 CC	0	0	-
Items Lost/Found - except passports	1	4	3
Liquor Act (Provincial/Territorial) - Offences Only	4	4	-
Liquor Act – Other Activities	0	0	-
Mental Health Act - Other Activities (FIP)	0	9	9
Mischief - Damage to property 430(3)&(4) CC	2	1	-1
Mischief – Obstruct enjoyment of Property	0	6	6
Motor Vehicle Act – Other Activities	0	0	-
Motor Vehicle Insurance Coverage Violations - Provincial/Territorial	1	1	-
Moving Traffic - Intersection Related Violations - Provincial/Territorial	0	6	6
Moving Traffic - Speeding Violations - Provincial/Territorial	2	1	-1
Municipal Bylaws - Other	0	0	-
Municipal Bylaws - Traffic	0	1	1
Non-Moving Traffic - Occupant Restraint/Seatbelt Violations - Provincial/Territorial	10	1	-9
Obtain Food/Lodging by Fraud	0	0	-
Operation While Impaired (alcohol)(alcohol & drugs)	0	3	3
Operation While Impaired (drugs)	0	1	1
Other Inspections	1	1	-
Offender Management	0	0	-
Other Moving Traffic Violations - Provincial/Territorial	8	7	-1
Other Non-Moving Traffic - Provincial/Territorial	20	6	-14
Other Provincial/Territorial Statutes (not otherwise specified) - Offences Only	0	1	1
Other Provincial/Territorial Statutes (not otherwise specified) – Other Activities	1	0	-1
Other theft over \$5000.00	2	1	-1
Other theft under \$5000.00	3	4	1
Parking Offences - Provincial/Territorial	3	2	-1
Peace Bond (FIP)	0	0	-
Person Reported Missing	2	1	-1
Possession of a Weapon for Dangerous Purpose	0	0	-
Possession of Cannabis Marihuana	1	0	-1
Possession - Schedule III: Other 4(1) CDSA	0	0	-
Possession for the Purpose of Trafficking - Schedule I: Other 5(2) CDSA (FIP)	0	0	-
Production Schedule I: Other CDSA	0	0	-

Occurrence Type	Incident Count	Incident Count	Change
Provincial/Territorial Wildlife Act - Offences Only	0	0	-
Roadside Suspensions – alcohol related – No grounds to charge	0	0	-
Robbery	0	1	1
Sexual Assault 271 CC (FIP)	1	0	-1
Suspicious Person/Vehicle/Property	0	1	1
Theft under or equal to \$5000 – Shoplifting 334(b) CC	0	0	-
Theft under or equal to \$5000 From a motor vehicle 334(b) CC	8	0	-8
Traffic Collision(s) - Non - Fatal Injury	0	0	-
Traffic Collision(s) - Property Damage - Non - Reportable	5	4	-1
Traffic Collision(s) - Property Damage - Reportable	5	4	-1
Trespass Act – Offences Only	1	0	-1
Trespass Act - Provincial/Territorial - Other Activities	0	0	-
Trespass at Night 177 CC	0	0	-
Unauthorized Possession of Firearm/Prohibited Weapon	1	0	-1
Unauthorized Use of Computer 342.1(1) CC	0	0	-
Uttering threats against a person 264.1(1)(a) CC (FIP)	8	2	-6
Wellbeing Check	4	4	-
Grand Total	178	127	-51



Lunenburg District
Q3 (October 01 to December 31) Statistics
(Includes Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2019-2020	2018-2019	Change Between Current & Previous Fiscal Year	% Change
Crimes Against Persons				
Offences Related to Death	0	0	0	#DIV/0!
Sexual Offences	9	4	5	125%
Assault	42	38	4	11%
Kidnapping/Hostage/Abduction	0	0	0	#DIV/0!
Robbery	1	0	1	#DIV/0!
Extortion / Intimidation	0	2	-2	-100%
Criminal Harassment	3	5	-2	-40%
Indecent Harassing Comm.	8	9	-1	-11%
Uttering Threats	20	15	5	33%
Property Crime				
Arson	2	0	2	#DIV/0!
Break and Enter	18	27	-9	-33%
Unlawfully in a Dwelling House	0	0	0	#DIV/0!
Theft Over	1	5	-4	-80%
Theft of Motor Vehicle	0	0	0	#DIV/0!
Theft of Other MV / Motorcycle	4	4	0	0%
Take MV w/o Consent	0	1	-1	-100%
Theft Under	45	42	3	7%
Shoplifting	11	9	2	22%
Theft (mail, bicycle, et al)	2	2	0	0%
Theft from Motor Vehicle	4	52	-48	-92%
Possession of Stolen Goods	3	3	0	0%
Fraud	64	49	15	31%
Identity Theft	1	0	1	#DIV/0!
Mischief	73	62	11	18%
Drug Enforcement				
Possession	4	3	1	33%
Trafficking	1	0	1	#DIV/0!
Import/Export	0	0	0	#DIV/0!
Production	0	0	0	#DIV/0!
Other	1	0	1	#DIV/0!
Traffic				
Dangerous Op of MV	5	3	2	67%
Impaired by Alcohol	40	23	17	74%
Impaired by Drug	2	4	-2	-50%
Failure/Refusal	2	1	1	100%



Lunenburg District
Q3 (October 01 to December 31) Statistics
(Includes Occurrences taken by Call Back Unit)

Protected "A"

Type of Crime & Occurrence Type	2019-2020	2018-2019	Change Between Current & Previous Fiscal Year	% Change
Driving while Disqualified	18	18	0	0%
Fail to Stop or Remain	11	14	-3	-21%
Seatbelt Violation	6	3	3	100%
Intersection Violation	46	55	-9	-16%
Speeding Violation	315	360	-45	-13%
Insurance Violation	10	23	-13	-57%
Road Side Suspension (Alcohol)	0	7	-7	-100%
Road Side Suspension (Drug)	0	0	0	#DIV/0!
Collision - Fatal	1	0	1	#DIV/0!
Collision - Non - Fatal Injury	32	16	16	100%
Collision - Reportable	114	127	-13	-10%
Collision - Non Reportable	61	48	13	27%
Off-Road Vehicle Collision	2	2	0	0%
Municipal By-laws	2	0	2	#DIV/0!
Other Traffic Offence/Violation	431	409	22	5%
Other Traffic Related Duties	15	0	15	#DIV/0!
Checkstop	102	150	-48	-32%
Other				
911 Call	57	53	4	8%
Breach of Court Order	20	41	-21	-51%
Liquor Act	12	20	-8	-40%
Mental Health Act	72	57	15	26%
Missing Person	15	7	8	114%
Municipal Bylaw - Other	4	6	-2	-33%
Other	542	527	15	3%
Suspicious P V P	56	68	-12	-18%
Trespass At Night	5	4	1	25%
Number of Founded & SUJ Occurrences	2,315	2,378	-63	-3%
Number of Occurrences*	2,491	2,672	-181	-7%

*Includes Unfounded and Unsubstantiated Occurrences



February 2, 2020

Ms. Bea Renton
Chief Administrative Officer
119 Cumberland Street, P.O. Box 129
Lunenburg, Nova Scotia, Canada
B0J 2C0

RE: REQUEST TO PRESENT TO LUNENBURG TOWN COUNCIL

Dear Ms. Renton,

The Twin Bays Coalition, an alliance of residents and organizations from Peggy's Cove to Cherry Hill, is deeply concerned about the pending application by Cermaq, an Oslo-based subsidiary of Japanese multinational Mitsubishi, to place up to 280 open-net pens in Nova Scotia's bays and harbours. Each pen will be half a football field in diameter and 22m deep. While at any one time, the proponent claims, half the pens would be fallow, the remainder would not. Each would contain between 80-90,000 fish totalling between 11-12 million fish concentrated in massive industrial scale fish farms in our waters. This would constitute a major change in our way of life and in our environment and deserves a very serious discussion to consider if this is indeed a direction we want to take.

The issues surrounding open-pen fish farms are well known. The Province of British Columbia and the State of Washington, for example, have both taken steps to eliminate open-net pens, and even the Norwegians, the world's pre-eminent fin fish aquaculture nation, is now leading the charge to get the pens out of the water and onto the land.

Nova Scotia excels at land-based aquaculture technology, an industry which, after a dozen years of intense research and trials, is now poised for huge growth. Furthermore, as a province, strategically located near major markets, we are global leaders in the marketing and distribution of seafood. The Twin Bays Coalition asks, why, considering our considerable advantages in land-based, closed containment technology, would we invite an offshore corporation, exercising an archaic and polluting technology, to profit from our precious resources. Shouldn't we instead protect our environment, our quality of life, and economically, why risk our mainstay industries of tourism and the fishery?

.../2

It is these matters which we would like to discuss with your Council at their earliest convenience.

Looking forward to being able to present the attached Power Point presentation to them at their earliest convenience.

Yours,

A handwritten signature in black ink, appearing to read 'Geoff LeBoutillier', with a horizontal line extending to the right.

Geoff LeBoutillier
Twin Bays Coalition
680 Indian Point Road
Glen Haven, Nova Scotia
Canada B3Z 2T7
902-823-1404
<http://twinbays.ca>

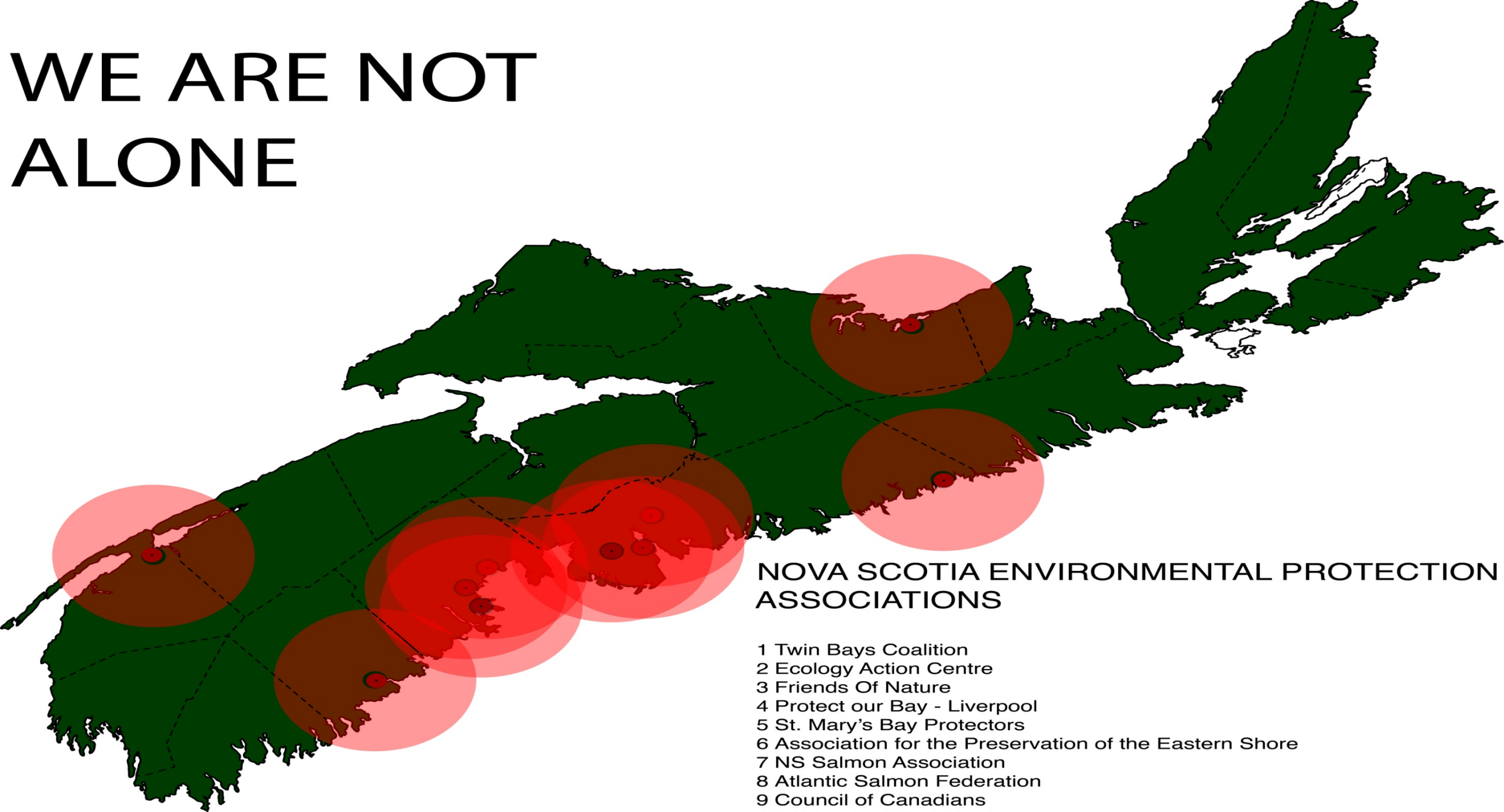


TWIN BAYS COALITION

...helping lead Nova Scotia's Blue Revolution,
keeping our bays clean.

[Learn more](#)

WE ARE NOT ALONE



NOVA SCOTIA ENVIRONMENTAL PROTECTION ASSOCIATIONS

- 1 Twin Bays Coalition
- 2 Ecology Action Centre
- 3 Friends Of Nature
- 4 Protect our Bay - Liverpool
- 5 St. Mary's Bay Protectors
- 6 Association for the Preservation of the Eastern Shore
- 7 NS Salmon Association
- 8 Atlantic Salmon Federation
- 9 Council of Canadians
- 10 Friends of Port Mouton
- 11 Nature Nova Scotia

Land based aquaculture



MAHONE BAY

Scale 1:50,000 (approximate)

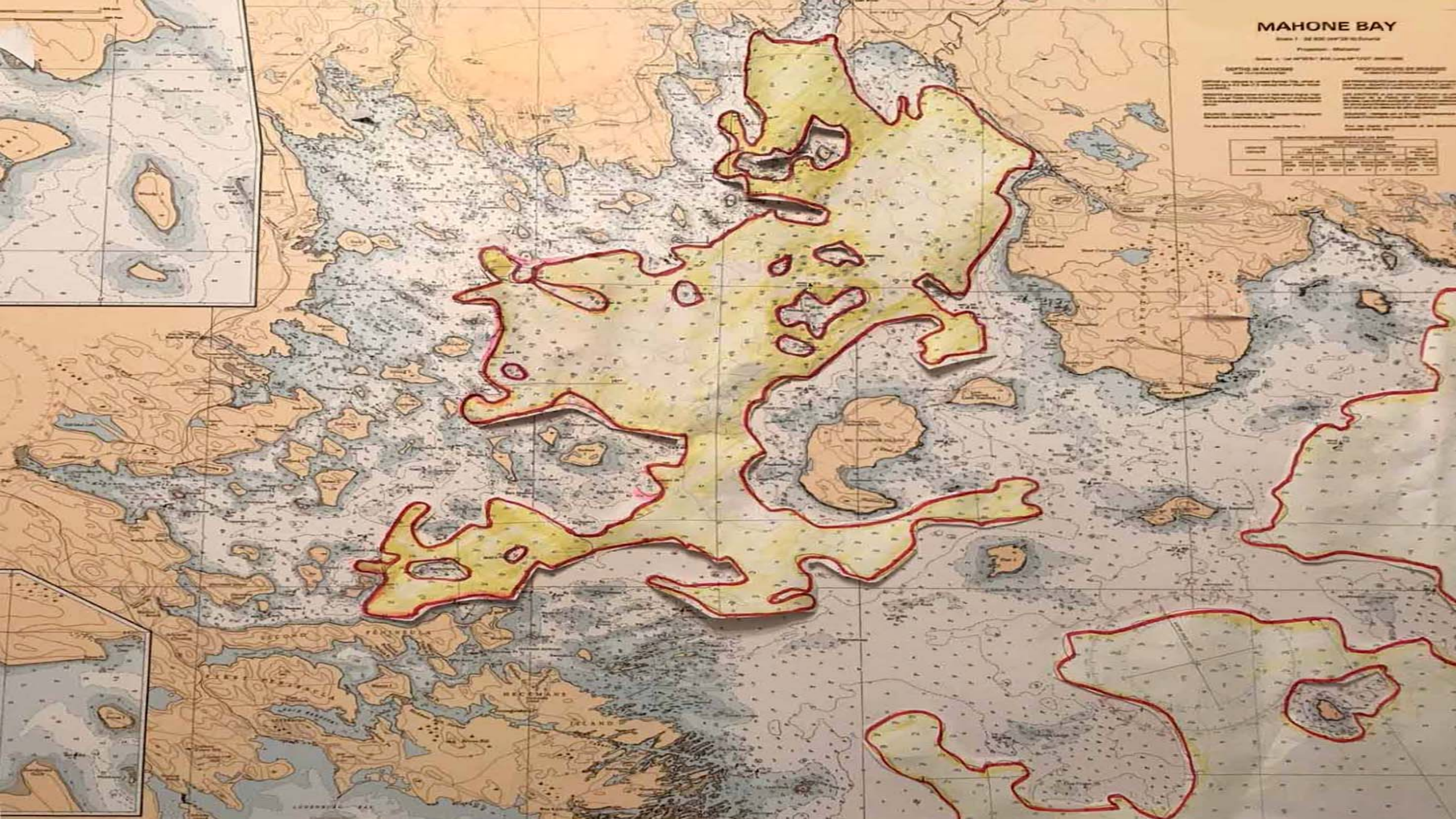
Projection: Mercator

Scale of Contours: 1:10,000 (approximate)

DEPTH IN FATHOMS
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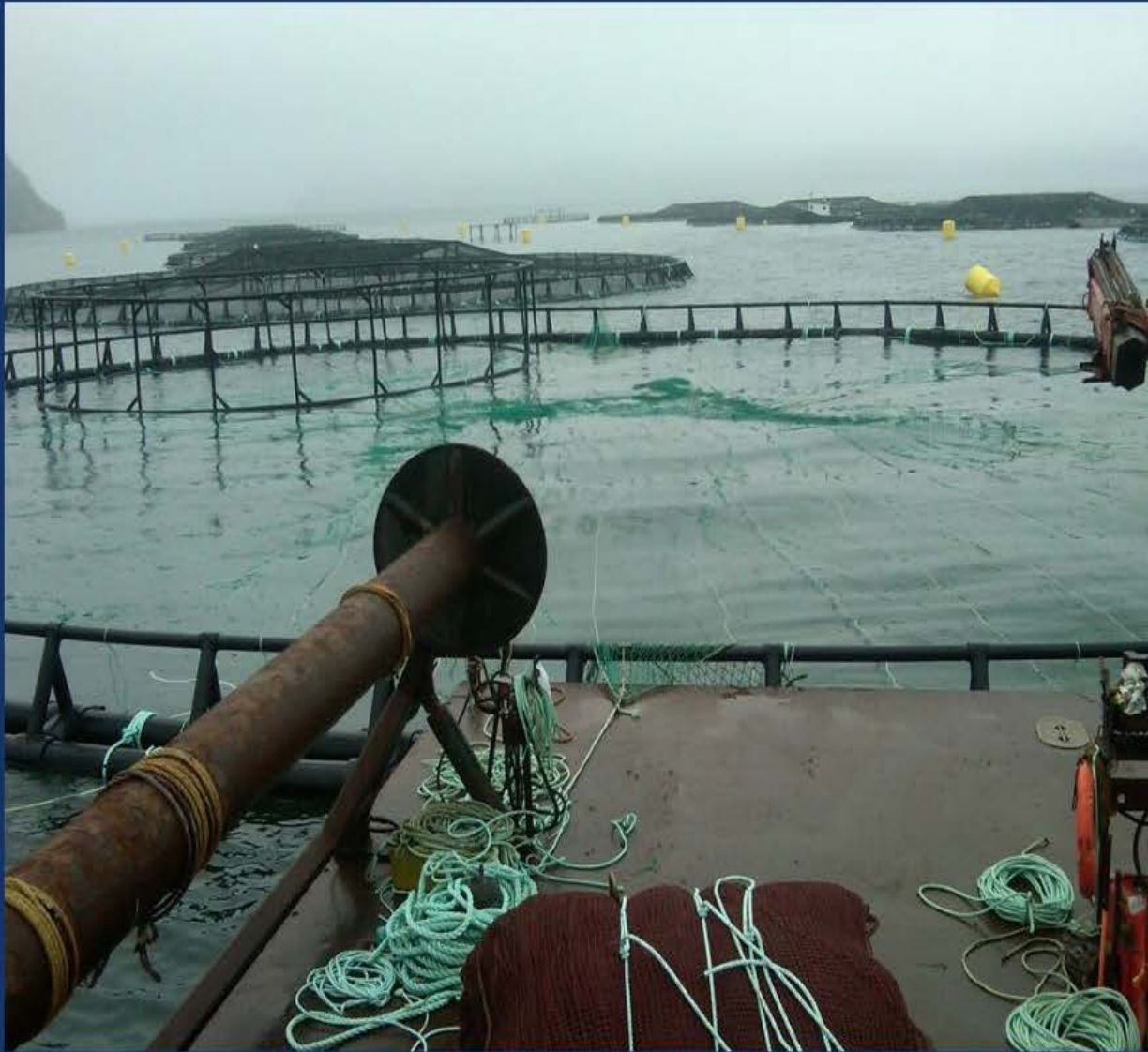
PROVISIONS FOR SHIPWRECK
The provisions for shipwreck are given in fathoms, and are the mean of the high and low water depths. The provisions for shipwreck are given in fathoms, and are the mean of the high and low water depths. The provisions for shipwreck are given in fathoms, and are the mean of the high and low water depths.

DEPTH	10	20	30	40	50	60	70	80	90	100
Color	Light Blue	Blue	Dark Blue	Green	Yellow	Orange	Red	Dark Red	Brown	Black



Twin Bays Coalition - Mission Statement

Citizen-based, all volunteer, we are working hard to keep our waters clean, and to protect our environment and quality of life. We support the expansion of proven, profitable, exportable Nova Scotia-based aquacultural technology which capitalizes on our skills, our investments and our leadership potential in the global “blue revolution.”



Open-net Pens

Anchored in our bays and crowded with farmed fish, open-net pens leak diseases, parasites, chemicals, surplus feed, and tons of feces into the surrounding ecosystem where it is spread by currents and tides. Storms damage the cages scattering broken gear on our shores.

Why would we license open-net pens while celebrating Stella Bowles's fight to stop human sewage on the La Have? Why say no to human poop and yes to fishes'? According to Norwegian Pollution Control, one mid-sized fish farm produces as much effluent as a city of 50,000. The industry's own magazine of record, *Aquaculture*, puts that number at over 65,000.

One net-pen = 65,000 people

1. Feces
2. Industrial scale: Noise, smell and light pollution
3. Sea lice
4. Antibiotics to control sea lice
5. Chemicals (pesticides, anti-fouling etc.)
6. Debris from storm racked pens
7. Infectious diseases affect wild populations
8. Escaped fish threaten endangered wild populations
9. Lobsters: Water-borne eggs, habitat and image
10. Effect on other industries; e.g. tourism, fishery, recreational boating
11. Lack of transparency and accountability
12. Effect on surrounding habitat and environment

Jobs at risk

1. Lobstering
2. Other fishing such as our elver fishery
3. Tourism
4. Recreational boating: sales, storage, maintenance
5. Real estate sales, rental, maintenance

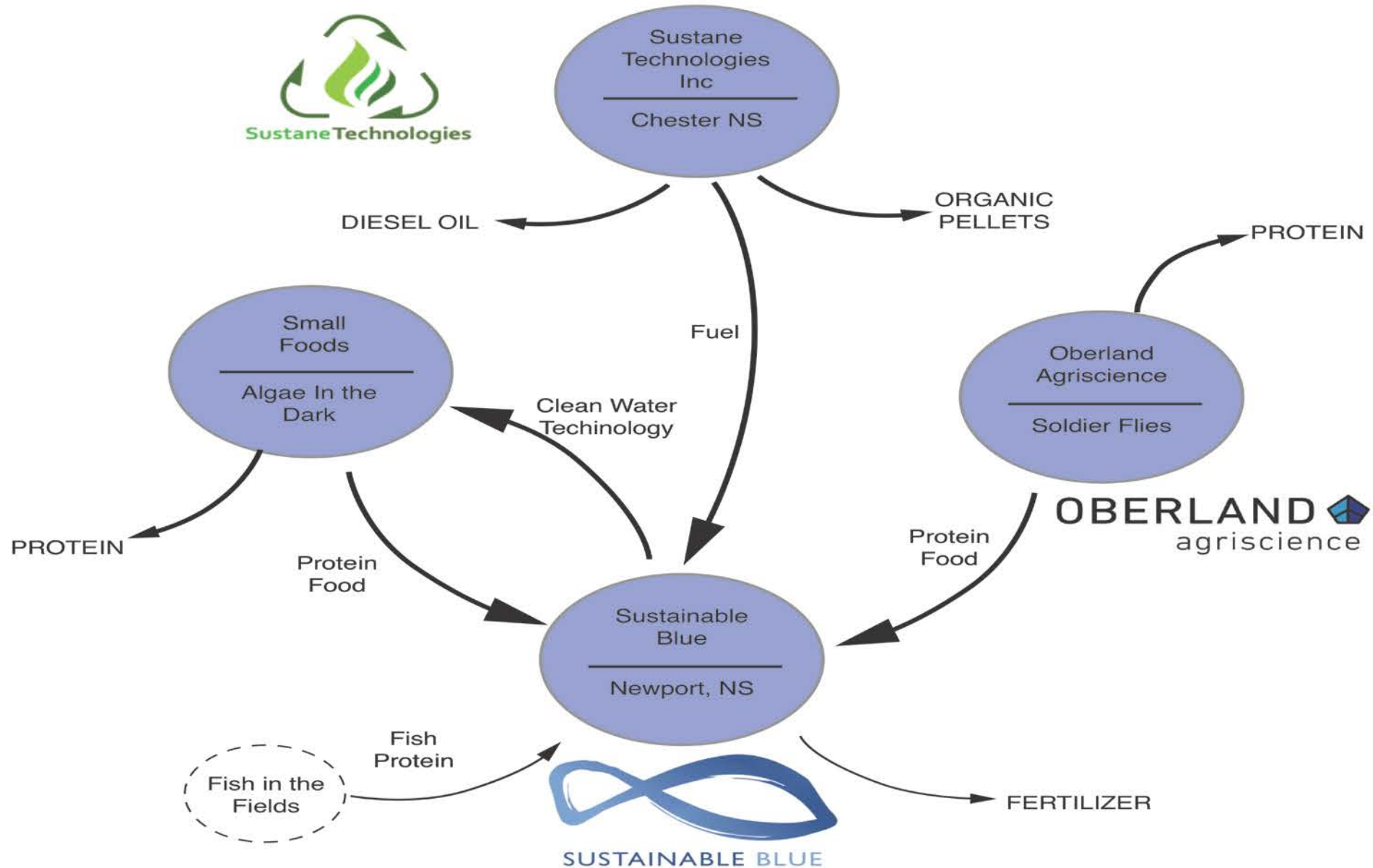
Also at risk

1. Property values.
2. Our reputation for pristine waters

Land based aquaculture



NOVA SCOTIA'S HIGH TECH LEADERSHIP IN FEEDING THE WORLD AND TRANSFORMING WASTE INTO FUEL AND FOOD



Kelly Jardine

We are wanting to discuss the approved location and the issues that it presents. There are a number of concerns from our group members, as well as the community, and we would like the opportunity to address them. The main concerns are the extra money and work needed to dig up the parking lot in order to access the services for the splash pad to be built, the location, directly beside a busy parking lot, the absence of any trees or shade for parents or caregivers supervising the children using the splash pad.

These are major concerns for us moving forward. We weren't able to have a say when the decision was made, but would like the opportunity.

Thanks,
Melissa and Marc

Hello Nova Scotia, want to meet us for a coffee and some conversation?

Cermaq would like to invite you to an informal open-house to talk about salmon farming, your community, your history, your values and what you think of a potential expansion into salmon farming in your region.

We are currently investigating the possibility of expanding our salmon farming operations into Chedabucto Bay, St. Mary's Bay, Mahone Bay and St. Margaret's Bay. For us, this would be a huge undertaking and it will only work if we can find a way to add to the iconic Nova Scotia seafood story, add value for local communities and find a shared path forward.

We are hosting two community meetings in Hubbards on Thursday, March 5, 2020 at the Hubbards Fire Hall located at #36, Highway 329, Hubbards, Nova Scotia. Both meetings will open with information stations for the first hour, followed by a short presentation and questions from the floor. We are hosting two meetings to allow for greater attendance. **Both meetings will have the same content.**

We hope you can join us and look forward to seeing you there.

Meeting date for both meetings:	March, 5, 2020
First meeting:	11:30 a.m. - 1:30 p.m. with a presentation at 12:30 p.m.
Second meeting:	5:30 p.m. - 7:30 p.m. with a presentation at 6:30 p.m.
Meeting location for both:	Hubbards Fire Hall, #36, Highway 329, Hubbards, NS

For more information, contact Amy Jonsson by email (amy.jonsson@cermaq.com) or by phone at 250-202-7680. Please note that collect calls will be accepted.

The logo for CERMAQ, featuring the word "CERMAQ" in a bold, sans-serif font. The letter "Q" is stylized with a circular element inside its tail.

www.HelloNovaScotia.ca

From: NSFM Communications [<mailto:communications@nsfm.ca>]

Sent: February 21, 2020 12:08 PM

To: Bea Renton <brenton@explorelunenburg.ca>

Subject: NSFM Spring Meeting Dates - corrected

NSFM sets spring meetings

Save the date! The NSFM regional meeting locations and dates are set.

NSFM has organized five spring regional meetings, from Cape Breton to South West Nova Scotia, between April 3 to 27.

NOTE: This email restores April 3 as a Friday and April 6 as a Monday, and is a correction to an earlier email

South Shore-HRM

Date: Friday, April 3rd, 2020

Location: Sandy Point Lighthouse Community Centre, 1586 Sandy Point Road, Shelburne

Time: 10:30 a.m. – 12:30 p.m. Meeting followed by lunch

Registration Deadline: March 27th, 2020 (send email to abell@nsfm.ca)

Host: Municipality of the District of Shelburne

Cape Breton-Strait Area

Date: Monday, April 6th, 2020

Location: Shannon Studio, Civic Centre, 606 Reeves Street, Port Hawkesbury

Time: 1:00 p.m. – 4:00 p.m.

Registration Deadline: March 30th, 2020 (send email to abell@nsfm.ca)

Host: Town of Port Hawkesbury

South Western Shore

Date: Friday, April 17th, 2020

Location: Multipurpose Room, Municipal Administrative Building, 2447 Highway 3, Barrington

Time: 1:00 p.m. – 4:00 p.m.

Registration Deadline: April 9th, 2020 (send email to abell@nsfm.ca)

Host: Municipality of the District of Barrington

Colchester/Cumberland/Pictou/East Hants

Date: Friday, April 24th, 2020

Location: Room 168, Maitland Township Room, Lloyd E. Matheson Centre, 16 Commerce Court, Elmsdale

Time: 9:30 a.m. – 11:30 a.m. Meeting – followed by a tour of the new East Hants Aquatic Centre

Registration Deadline: April 17th, 2020 (send email to abell@nsfm.ca)

Host: Municipality of the District of East Hants

Valley

Date: Monday, April 27th, 2020

Location: Lions Hall, KMCC, 250 Veterans Drive, Berwick

Time: 10:30 a.m. – 12:30 p.m. Meeting: 12:30 p.m. – 1:15 p.m. Lunch: followed by tour of Kings Mutual Century Centre

Registration Deadline: April 20th, 2020 (send email to abell@nsfm.ca)

Host: Town of Berwick

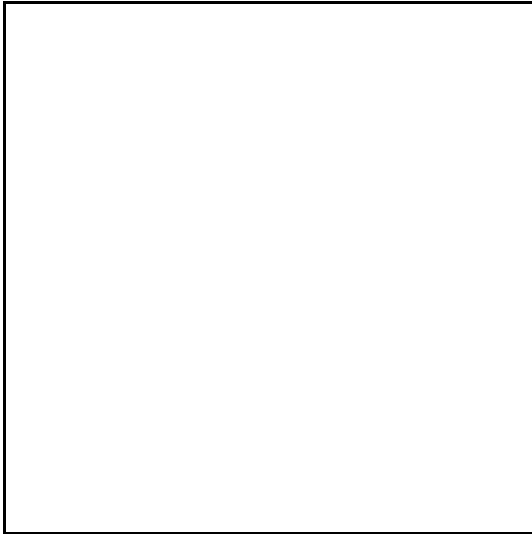
Our sincere appreciation to the hosting municipalities for stepping up.

Please forward agenda items to NSFM policy advisor Will

Brooke wbrooke@nsfm.ca (the agenda package will be sent out in advance of the meeting date.)

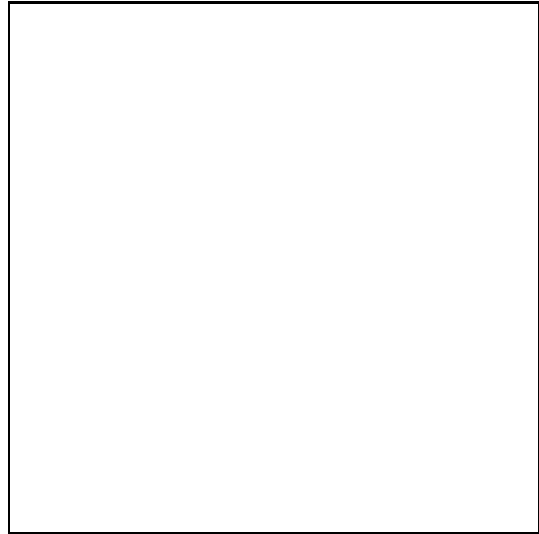
Please register by sending an email to abell@nsfm.ca - We will need to know our numbers for seating and catering. Registration deadlines are listed by region.

[Click For NSFM Regions](#)



East Hants Aquatic Centre

The meeting for members in Colchester/Cumberland/Pictou/East Hants on April 24 includes a tour of the new East Hants Aquatic Centre. One of the largest infrastructure builds in East Hants history, the Aquatic Centre cost \$19 million with the Government of Canada contributing \$5.8 million and the Municipality of East Hants providing \$13.2 million of funding.



Kings Mutual Century Centre

The meeting for members in the Valley includes a tour of the newly expanded Kings Mutual Century Centre, with a new four-sheet curling ice pad and a 2,500-square-foot wellness centre. There were also some minor changes to the existing arena to add more change rooms, and a new Lions Den.



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Nova Scotia Federation of Municipalities · Suite 1304, 1809 Barrington Street · Halifax, NS, NS B3J 3K8 · Canada



▪



February 7, 2020

Ms. Kelly Cunningham
Recreation Director
TOWN OF LUNENBURG
119 Cumberland Street
Lunenburg, Nova Scotia
B0J 2C0

Title: Canada Day Family BBQ/Picnic

Dear Ms. Cunningham:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$700 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2020-2021 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may be in contact with you in the near future to review the terms and conditions related to this funding. As you may already know, the Government of Canada is committed to promoting workplaces free from harassment, abuse and discrimination. I would like to seize this opportunity to remind you of your responsibility to provide a work environment where harassment, abuse and discrimination are not tolerated.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

David R. Burton
Regional Director General
Canadian Heritage



West Nova Fuels

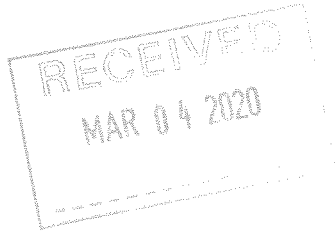


West Nova Propane

CURL FOR A CAUSE

March 2, 2020

Town of Lunenburg
P. O. Box 129
Lunenburg, NS B0J 2C0



Dear Sir/Madam,

Thank you so much for helping the 20th annual **West Nova Fuels Curl for a Cause** bonspiel move closer to its goal!

Because of you, we are \$125.00 closer to the almost \$55,000 needed to purchase a portable ultrasound for the Emergency Department at Fishermen's Memorial Hospital. These pieces are essential to continuing the already high-quality care patients receive in Lunenburg.

This bonspiel just gets better each year. Thank you so much for your donation and your commitment to our community. We hope you can join us for fun during this year's event, February 28-March 1, 2020.

Sincerely,

Alison Clements
Development Officer
Health Services Foundation of the South Shore

PS: Our registered charity number is 11915 8483 RR 0001.



Together a healthy future is in our hands

P.O. Box 492, Bridgewater, N.S. B4V 2X6 • 14 High Street, Lunenburg, N.S. B0J 2C0
902-634-7374 • www.healthservicesfoundation.ca • 902-543-8065



Lunenburg County Seniors' Safety Program - February 2020

The LCSSP is community-based & operated under the umbrella of Safe Communities Lunenburg County, a non-profit organization. The program works collaboratively with Bridgewater Police Service, RCMP, & many community partners to address the safety concerns of seniors residing in Lunenburg County. Programs are typically offered at no cost to ensure that all seniors can participate. Staffing complement includes one full-time & one part-time Seniors' Safety Coordinator. The LCSSP operates out of Bridgewater Police Service.

SSC schedule:

- Carole Hipwell, PT SSC – 1 day/week (on 8-week leave)
- Chris Acomb, Flex Schedule – 5 days/week

Monthly stats & information:

- Referrals received from older adults, families, friends, healthcare professionals, law enforcement, 211, fellow SSP, political offices, government programs, long term care facilities, banking employees, home support agencies & anonymous sources
- Nature of referrals include, home take over, romance scams, pet care needs, outstanding property taxes, health/wellness, driving concerns, housing/food insecurity, possible elder abuse, help to complete forms, connect with supports, information seeking, financial hardship, transportation needs, social isolation/loneliness, assistance with moving, impacts of hoarding behavior, need for assistance to purchase personal equipment, mental health & addictions & adult protection related

Stats (Municipal percentages are unavailable this month):

Data	February
Total # of clients	114
# of active clients receiving service	77
# of new referrals	18
# of home visits	45
# of closed files	46
One time needs	0

Meetings, Grants & Presentations:

- February 5, 2020 – SSHAC meeting attended
- February 6, 2020 – Signed Law Foundation of NS Grant Contract (\$28,231) for Seniors' Legal Navigator project
- February 11, 2020 – Presented to O'Reagans Team with United Way & Partners
- February 18, 2020 – Attended *Built for Zero, Rural NS Housing Strategy* full-day workshop
- February 19, 2020 – Submitted LCSSP \$5,000 United Way grant application & year end report
- February 20, 2020 – Attended Aging Well Together meeting in Mahone Bay

Projects ongoing:

- Seniors' Helping Tree
- Lunenburg Co. Housing Directory
- SSP Safety Recommendations
- Research on Consent to Service & Sharing Information

LCSSP Client Emergency Contingency Fund (CECF) Report,

Month-end Balance: \$907.23 (including gift cards)

A long-standing primary caregiver & partner unexpectedly deserted a housebound older adult at high risk, living in the community. The older adult had no money, support system, food, transportation or home care. Working with volunteers, Salvation Army, St. Vincent de Paul, Earth Angels, United Way, Lunenburg County Home Support, Department of Community Services & the Department of Health we were able to help support this individual until alternative housing/support was found. The CECF funded home support/transportation to doctor's appointments as part of the safety plan strategy (roughly \$200 +/-) & United Way provided a cell phone to help this person stay connected.

Anyone interested in learning more about the details of meetings, events &/or presentations please contact the LCSSP.

Submitted by: Chris Acomb, SSC, February 26, 2020



Navigating the Future, Together.

COMMUNITY WORKSHOP - DRAFT CCP

March 26, 6:00–8:00

Lunenburg Fire Hall, 25 Medway Street

OPEN OFFICE DROP-IN

March 30, 2:00–8:00 Town Hall, 2nd Floor

March 31, 10:00–4:00

INTERACTIVE ONLINE MAP

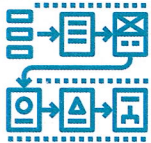
March 26 - April 9

www.projectlunenburg.ca

Building on community input gathered over the past year, the draft Comprehensive Community Plan is currently underway. Come learn more and let us know if we're heading in the right direction!

Share your input on:

- » Proposed "Big Moves"
- » Goals and Objectives
- » Key directions for spatial planning



Contact us at:

hello@projectlunenburg.ca

902 634 4410 Ext. 255

WASTE REDUCTION STRATEGY WORKING GROUP MEETING NOTES

THURSDAY, JANUARY 30, 2020 AT 9:00 A.M.

(LUNENBURG TOWN HALL)

PRESENT: Mayor Rachel Bailey
Councillor Ronnie Bachman
Sue Kelly, Organizing Team, Plastic Free Lunenburg
Jamie Myra, Vice President, Lunenburg Board of Trade Council
Ariel Smith, Team Lead, Coastal and Marine, Coastal Action
Kirk Symonds, Regional Educator, Region 6 Solid Waste
Management and Divert Nova Scotia

ALSO PRESENT: Peter Baker, Public Works Superintendent
Heather McCallum, Assistant Municipal Clerk, Corporate Services

The Chair, Mayor Bailey, called the meeting to order at 9:04 a.m.

1. Welcome and Introductions

The Chair, Mayor Bailey, welcomed the members to the first meeting, and introductions were made.

2. Agenda

The Agenda was approved by consensus.

3. Current Government Strategy, Regulation, and Practice

The Assistant Municipal Clerk provided a brief overview of the regulatory environment for the three levels of government, and the provincial waste management strategy.

a. Federal and Provincial Plastic Bans

Summary: The Government of Canada announced in June 2019 (pre-election) that they were planning single-use plastics legislation by 2021, re-iterated by the Prime Minister in a tweet on December 30, 2019 (post-election) and included in mandate letters to the Minister of the Environment and Climate Change, and Minister of Fisheries, Oceans and the Canadian Coast Guard. The Ocean Plastics Charter was referenced for this legislation. The Charter was presented by Canada at the G7 in 2018, and adopted by 25 countries. <https://www.canada.ca/en/environment-climate-change/services/managing-reducing-waste/international-commitments/ocean-plastics-charter.html>. No draft legislation has been tabled as of yet.

The Province of Nova Scotia passed the Plastic Bags Reduction Act banning single-use plastic bags in 2019, which takes effect on October 30, 2020. Information has been provided on the ban here:

<https://novascotia.ca/single-use-plastic-bag-ban/>

b. Provincial Waste Management Strategy

Summary: The Province of Nova Scotia developed a Solid Waste Resource Management Strategy in 1995. Since then it has been revisited in a number of progress reports, and the strategy and action items were re-stated in the 2011 report “Our Path Forward”. Provincial documents can be found on:

<https://novascotia.ca/nse/waste/strategy.asp>

c. Town of Lunenburg Regulation

Summary: The Town of Lunenburg currently has Bylaw #38 Solid Waste Management (2015), last updated for the introduction of the Clear Bag Program. It also has Procedural Policy #90 Compostable Material Use and Waste Reduction Initiatives (2018) for Town meetings and special events.

The Town is one of 13 municipalities supported by Region 6 Solid Waste Management. Region 6 SWM serves the waste resources outreach, education, and administration needs for municipalities along the South Shore of Nova Scotia and West Hants and Windsor. Most of the Lunenburg County municipalities tender waste collection services as a group.

4. Waste Reduction Strategy Working Group Draft Guidelines

The AMC introduced the draft Guidelines, noting that the tentative objectives in section 3.1 (a) were adapted from the Provincial solid waste management strategy. Town Council empowered the group to review and change the guidelines it sees fit.

Discussion on the Guidelines included (in summary):

- Mr. Symonds noted that waste volumes have been rising again. Nova Scotia had gotten down to 315 kg/person/year (towards a NS target of 300 kg/person/year), but has gone back up 20% – consumer behaviour change to reduce waste is key.
- In response to a question about misperceptions on whether recyclables go to landfills, Mr. Symonds explained that putting recyclables into a landfill is illegal. Landfills are inspected regularly, and violations would result in a substantial fine. Disposing of waste to a landfill is also a higher cost than diverting to recycling, so there is no incentive to break the law. Education to dispel myths is key.

- Mr. Myra noted that there are differences in decision-making ability for businesses in town, such as a small business owner vs. a franchisee.

The draft Guidelines were approved by consensus with minor changes that will be circulated for the next meeting.

5. Documents and Next Steps

Discussion on next steps included (in summary):

- Education: Mr. Symonds asked that the first two bullets, “Increase resident and business participation in waste prevention and diversion, including single-use items like plastics, styrofoam, etc.,” and “Improve education programs” be the focus of the next meeting. The group agreed by consensus.
- Inspection/Collection: Mr. Symonds confirmed that the municipality is empowered to do inspections. He personally visits businesses around the region to ensure they understand the rules. They are charged if they exceed volume limits. Mr. Baker noted that the residential collection supplier must direct workers to enforce the bag restriction rules.
- Business consultation: Mr. Myra will share the results of the mini-survey the LBOT conducted in August 2019. In response to a question about the reach of the LBOT, Mr. Myra estimated that they represent about 75% of businesses in Town currently, and are undergoing a push for membership. He commented that it will be important for all the organizations at the table to agree to work together to promote initiatives/recommendations that the group comes up with.
- Advocacy: Ms. Smith reported that the Ocean Friendly Nova Scotia pilot program for restaurants and cafes in Lunenburg is wrapping up, but they will be continuing and other communities are interested in the program as well. She also informed the group of a long-term research study coming from Dalhousie on vulnerability due to climate change on economies, tourism, etc.
- Ms. Kelly raised a couple of possible initiatives: a community dishes and cutlery “bank” alternative to buying plastic cutlery and plates; ask local pharmacies to make possible to refill individuals’ plastic medication bottles or switch to glass dispensing bottles as per Bathurst, NB; and Remembrance Day. The Mayor reported that the re-use of Remembrance Day wreaths is something the Town is already speaking to the Legion about, similar to the program in Mahone Bay.
- In response to a question about blue bins, Mr. Symonds explained that the bag system was preferred because of Nova Scotia’s wet weather conditions and for cost considerations. Accommodating large bins similar to green bins would require machinery installation on collection trucks.

- R6RECYCLES app promotion – provides reminders of collection days, and a search function to allow users to check where an item goes.

Documentation – including those shared for this meeting – will be uploaded to an online folder for convenient access for the group.

*Update: A folder link was shared on January 31st with the group for viewing and downloading of documents.

Link: <https://ln2.sync.com/dl/342a95990/j6yfbef-j7mbvi6g-ihwis37e-nvhqjxsk>

Password: Lunenburg

6. Scheduling of Next Meeting

Four meetings were scheduled, all for 9:00 a.m. at Lunenburg Town Hall, 1st Floor meeting room: Thursday, February 13; Thursday, February 20; Thursday, March 5; and Thursday, March 19.

*Update: Meeting invitations were sent out to the group for these dates.

7. Adjournment

The meeting was adjourned at approximately 11:00 a.m.

Heather McCallum, Asst. Municipal Clerk

WASTE REDUCTION STRATEGY WORKING GROUP MEETING NOTES

THURSDAY, FEBRUARY 13, 2020 AT 9:00 A.M.

(TOWN HALL)

PRESENT: Mayor Rachel Bailey, Chair
Councillor Ronnie Bachman
Kandace Forward, Campground Manager, Lunenburg Board of Trade
Sue Kelly, Organizing Team, Plastic Free Lunenburg
Jamie Myra, Vice President, Lunenburg Board of Trade Council
Kirk Symonds, Regional Educator, Region 6 Solid Waste Management and Divert Nova Scotia

ALSO PRESENT: Peter Baker, Public Works Superintendent
Heather McCallum, Assistant Municipal Clerk

ABSENT: Ariel Smith, Team Lead, Coastal and Marine, Coastal Action

Agenda Item	Discussion & Consensus	Action Items (follow up)
1. Agenda	<ul style="list-style-type: none">• The meeting was called to order at 9:00 a.m.• Kandace Forward introduced as the regular representative of the LBOT on the group.• Mr. Myra requested the addition of Municipal Election Signage to the Agenda.	
2. Meeting Notes	<ul style="list-style-type: none">• Ms. Kelly asked for clarification on status of Ocean Friendly NS program.• The disposal of the Town of Lunenburg's solid waste needs clarification and myth-busting.	<ul style="list-style-type: none">• Ms. Smith to respond at next meeting.• Mr. Symonds to present on this topic at next meeting.
3. Unfinished Business a. Working Group – Revised Guidelines	<ul style="list-style-type: none">• The revised Guidelines were reviewed and changes noted (Attachment "A"). <p><i>Note: On January 14, Council passed a motion allowing the group to further refine the Guidelines.</i></p>	

Agenda Item	Discussion & Consensus	Action Items (follow up)
<p>4. New Business</p> <p>a. Initiatives to increase resident and business participation in waste prevention <u>and</u> Education initiatives</p>	<p>Suggestions to include the Working Group's report included, in summary:</p> <p>i) A community meeting be held at the Fire Hall, hosted by the members of the working group, with a focus on myth-busting and answering questions about waste management and prevention. The event could take place near April 22nd Earth Day. An online pre-campaign of myth-busting could lead into the meeting.</p> <p>ii) Sorting signage on waste containers was discussed. Mr. Symonds stressed the importance of consistency on the use of the Divert NS labelling system province-wide (Attachment "B"). He also explained that while Divert NS recognizes that containers are not always used correctly, their rationale is to give people the opportunity to sort away from home.</p> <p>iii) A team of street volunteers one day/weekend in July and/or August to provide waste sorting education and assistance along the waterfront.</p> <p>iv) The Town consider labelling itself a "green community" – Town must be able to back up the label with concrete initiatives and use as guide. Could Lunenburg meet the 300 kg/person/year target in the Provincial strategy? A plastics bylaw is not under consideration due to issues with legislating as a (single) municipal unit. Policy enactment is a possibility. Festivals and events in town are volunteering to be plastic-free.</p>	<ul style="list-style-type: none"> • Ms. McCallum to investigate the Fire Hall for possible dates. Mr. Symonds to investigate booking a booth at Farmer's Market in lead up. • Mr. Symonds will re-visit waste receptacle audit re: which units need fresh labels. • Mr. Myra offered to donate a couple of dozen green t-shirts. • Initiatives in existence such as Ocean Friendly NS, 'We Share Lunenburg', exchanges of clothing and sports gear to be promoted.
<p>b. Municipal Election Signs</p>	<ul style="list-style-type: none"> • Suggestion that the October 2020 municipal election be free of the single-use corrugated plastic signs. Candidates would have to be informed of this and agree. 	<ul style="list-style-type: none"> • Mr. Symonds has information on this he will provide to Town staff.
<p>c. Next Steps</p>	<ul style="list-style-type: none"> • Continue discussion on Strategy Objectives. 	

Agenda Item	Discussion & Consensus	Action Items (follow up)
5. Next Meeting	<ul style="list-style-type: none">• Next meetings are scheduled for: February 20, March 5, and March 19 at 9:00 a.m.	
6. Adjournment	<ul style="list-style-type: none">• The meeting was adjourned at 10:46 a.m.	

TOWN OF LUNENBURG

WASTE AND PLASTICS REDUCTION WORKING GROUP GUIDELINES

January 30, 2020

1.0 DEFINITIONS

“Town” means the Town of Lunenburg.

“Council” means the Council of the Town of Lunenburg.

“Working Group” means the Waste and Plastics Reduction Working Group, an advisory body reporting to Council.

2.0 PURPOSE

The purpose of the Working Group is to coordinate stakeholder consultation, review consultation data, and develop a Waste Reduction Strategy with recommendations for action to Council. This may or may not include Town legislative or policy changes.

3.0 RESPONSIBILITIES

3.1 The responsibilities of the Working Group include:

- a. Confirm or revise the draft Objectives of the Strategy, as below:
 - Increase resident and business participation in waste prevention and diversion, including single-use materials like plastics, styrofoam, etc.
 - Develop and/or promote education programs
 - Encourage the Province to enforce producer responsibility for end-of-life management of products and materials, lifting the burden from municipal taxpayers
 - Ensure the Town of Lunenburg leads by example by reducing waste in all municipal government work
 - Support collaborative efforts for waste reduction with other organizations
- b. Stakeholder consultation via meetings, surveys or other means; stakeholders to be defined as:
 - Residents – permanent and seasonal
 - Businesses – including tourism, grocery, restaurant, retail, and other affected businesses directly and via the Lunenburg Board of Trade
 - Advocacy groups – including Coastal Action’s Ocean Friendly Nova Scotia and Plastic Free Lunenburg

- Intra-municipal – Region 6 Solid Waste Management, the Federation of Nova Scotia Municipalities (re: extended producer responsibility in NS)
 - Provincial – Environment NS, Divert NS, Develop NS – NS Bill #152 Plastic Bags Reduction Act (received royal assent on Oct. 30, 2019 and commences Oct. 30, 2020)
 - Federal – Environment Canada – July 2019 national plastics reduction strategy announcement, confirmed by Prime Minister’s Twitter December 30, 2019 (details to come)
- c. Review materials to include:
- The Town’s current bylaw and policies on waste management or reduction for potential amendment (Bylaw #38, Procedural Policy #90);
 - Existing public consultation data from Project Lunenburg and Plastic Free Lunenburg;
 - Conduct a survey of businesses’ waste reduction challenges and opportunities
 - Consultation meetings with stakeholders as required
 - Consider issuing an invitation for further comment via email
 - Region 6 audit of public waste units of November 2019
- d. Provide a recommendation to Council for a Town-specific Waste Reduction Strategy and/or Action Plan, including estimated costs.
- 3.2 The Working Group may consult with Town staff, Council and stakeholders as necessary.
- 3.3 The Working Group may seek outside expertise as necessary.

4.0 MEMBERSHIP

- 4.1 The members of the Working Group shall consist of
- Town elected official(s): chaired by a member of Council;
 - Staff assigned by the CAO: Assistant Municipal Clerk and Public Works Superintendent;
 - An invited representative from stakeholder organizations: Region 6 Solid Waste Management, Divert NS, the Lunenburg Board of Trade, Coastal Action and Plastic Free Lunenburg.
- 4.2 Members of the Working Group are appointed until such time as the Working Group has fulfilled its mandate or has been terminated by motion of Council.

5.0 MEETINGS

- 5.1 The time and schedule of Working Group meetings shall be determined by the Chair in consultation with the Working Group members.
- 5.2 A quorum of the Working Group shall consist of a majority of its members.
- 5.3 All meetings of the Working Group shall be held in public.
- 5.4 The Working Group shall operate in accordance with the procedures provided in the Municipal Government Act and Roberts Rules of Order.

6.0 **FINAL REPORT**

- 6.1 The Working Group shall submit a written report to Council outlining its findings and recommendations or progress report by March 31, 2020.
- 6.2 The Working Group's report shall be a public document and will contain reasons and justification for all recommendations.



<https://divertns.ca/resources/bins-signage/bin-signage>

WASTE REDUCTION STRATEGY WORKING GROUP MEETING NOTES

THURSDAY, FEBRUARY 20, 2020 AT 9:00 A.M.

(TOWN HALL)

PRESENT: Mayor Rachel Bailey, Chair
Sue Kelly, Organizing Team, Plastic Free Lunenburg
Kirk Symonds, Regional Educator, Region 6 Solid Waste
Management and Divert Nova Scotia

ALSO PRESENT: Peter Baker, Public Works Superintendent
Heather McCallum, Assistant Municipal Clerk

ABSENT: Councillor Ronnie Bachman
Kandace Forward, Campground Manager, Lunenburg Board of
Trade
Jamie Myra, Vice President, Lunenburg Board of Trade Council
Ariel Smith, Team Lead, Coastal and Marine, Coastal Action

Agenda Item	Discussion & Consensus	Action Items (follow up)
1. Agenda	<ul style="list-style-type: none">• The meeting was called to order at 9:05 a.m.• The agenda was approved as circulated.	
2. Meeting Notes	<ul style="list-style-type: none">• Peter Baker reported he'd spoken with the Town's solid waste hauler to remind them to enforce the bag maximum and content rules by rejecting/stickering bags.	
3. Unfinished Business	<ul style="list-style-type: none">• This item was deferred to the next meeting in the absence of Ms. Smith.	
a. Ocean Friendly NS Status		
b. Solid Waste Collection	<ul style="list-style-type: none">• Mr. Symonds presented a summary of the how the Town of Lunenburg's solid waste collection process works (Attachment "A").• Mr. Symonds surveyed the Town's three-stream street litter containers and reported that they do not have the Divert NS colour coded, visual sorting signs on them.• In future builds, the manufacturer will be asked to adjust the location of the Town logo to accommodate the sorting signs.• A suggestion was made to invite sponsors to buy a bin and put a dedication on it, similar to park benches.	<ul style="list-style-type: none">• Mr. Symonds and Ms. McCallum to collaborate on an information campaign addressing what recyclables get turned into and myth busting.• Public Works to put Divert NS sorting sign stickers on streamed collection bins. Mr. Symonds

Agenda Item	Discussion & Consensus	Action Items (follow up)
		<ul style="list-style-type: none"> recommends the center slot be both organics and paper.
<ul style="list-style-type: none"> c. Municipal Election Signs 	<ul style="list-style-type: none"> An information email from Valda Walsh at Region 6 was shared (Attachment "B"). If sign-free is considered, does that mean all signs, only corrugated plastic, or all non-recyclable material signs? Barriers to going sign-free were discussed. This item to stay on the agenda for further discussion. 	<ul style="list-style-type: none"> Staff to follow up with Yarmouth for information on their experience.
<ul style="list-style-type: none"> d. Other 	<ul style="list-style-type: none"> The Mayor and staff noted that Council should be informed of initiatives under discussion to date ahead of the report due to the time sensitive nature of some ideas. Mr. Symonds has a table booked at the Farmer's Market in the name of this working group on March 12th. He will change it to his own organization if the Town prefers. He will speak to market goers on behalf of Region 6 and Divert NS about waste reduction and diversion regardless, per his regular appearances at the market. T-shirts to have "Reduce your waste-line" on the front, and "3 Rs" on the back. 	<ul style="list-style-type: none"> The Mayor to add an update from this group to the March 10th Council Agenda. Staff to prepare a one-page précis of initiatives being discussed for Council. Other members of the working group will join Mr. Symonds as possible on March 12th. The précis for Council to be provided as slide(s). Mr. Myra to provide waste reduction t-shirts.
<ul style="list-style-type: none"> 4. New Business <ul style="list-style-type: none"> a. Strategy Objectives con't 	<p>Discussion on the following Strategy Objectives were deferred to the next meeting:</p> <ul style="list-style-type: none"> Extended Producer Responsibility Town to lead by example Support collaborative efforts for waste reduction 	

Agenda Item	Discussion & Consensus	Action Items (follow up)
b. Stakeholder Consultation	<ul style="list-style-type: none"> • Potential questions for a 10-12 question survey to the Lunenburg business community were discussed: awareness of the rules, current practices, barriers to doing more, opportunities, how to communicate. • It was noted that it would be important to get the survey to the business who are not part of the LBOT as well. 	<ul style="list-style-type: none"> • Staff to prepare draft survey questions and circulate to the group for feedback.
c. Next Steps	<ul style="list-style-type: none"> • Deferred items to remain on Agenda for next time. • The group requested an explanation of the policy vs. bylaw processes for next meeting. 	
5. Next Meeting	<ul style="list-style-type: none"> • Next meetings are scheduled for: March 5 and March 19 at 9:00 a.m. 	
6. Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 10:45 a.m. 	



Waste is Collected Curbside

Waste is collected at the curb by waste haulers that are contracted by the town.



All waste streams go to the Kaizer Meadow Environmental Management Centre (landfill) in Chester.



The Recyclables are then taken to Halifax and processed. This can include up to 26 different sorts.



Compost is taken to Lunenburg Community Recycling Centre

All green bin material is take to the Lunenburg Community Recycling Centre in Whynott's Settlement. Old food scraps and yard waste are turned into new food for plants.



Garbage is then buried in the landfill.



These items are segregated at the landfill and are recycled or repurposed.



These items can be dropped off at Kaizer Meadow for free. They are banned from landfill.



Tires can be taken back to retailers for recycling

What Goes Where?





PAPER

Tissue boxes

Envelopes

Magazines

Books

Cereal boxes

Newspaper

All clean paper can be recycled. You don't have to remove plastic from tissue boxes or windows from envelopes.



RECYCLABLES

All Clean Plastics

- Bottles
- Glass jars
- Metal cans
- Milk cartons
- Plastic bags
- Bread bags

All clean plastics can be recycled.



COMPOST

All food waste

Soiled paper

Yard waste



GARBAGE

- Styrofoam
- Mixed materials
- Pet waste
- Clothing (please donate)
- Condiment packages
- Microwave Popcorn bags



These items are banned from landfill and are recycled in the province. EnviroDepots and Kaizer Meadow will take for free.

MEDICAL

Expired
medication

Sharps



Both of these items can be taken back to pharmacies free of charge for residents.



HAZARDOUS WASTE

- Corrosive Cleaners
- Herbicides and Pesticides
- Fuel Oil
- Solvents & Thinners
- Propane Tanks (20lbs or less)
- Gasoline
- Liquid Paint (or ENVIRO DEPOT)
- Oil Filters

These items can be dropped off at Kiazer Meadow for free. They are banned from landfill.

Construction and Demolition



Styrofoam Insulation
Shingles
Gyproc
Rope
Dryers/Stoves/Refrigerators
Insulation (Pink)
Doors
Windows

These items can be taken to the Kaizer Meadow Landfill (for a fee).



**COMING
IN 2019**

What? Where? When? R6RECYCLES

Sign up for weekly collection reminders
via email, phone, text or in-app notifications

View, print or download your collection schedule
Never miss a collection day

Watch for more information in the new year

GET IT ON
Google Play

Available on the
App Store

R6 Recycles in a waste app that can be downloaded for free. It tells you your collection day and a search function helps you find what waste item goes where.



Waste Reduction Strategy Working Group – February 20, 2020

Notes from Kirk Symonds' presentation on garbage collection

- On collection days, there are compartments in the trucks for garbage vs. compost, etc. All goes to Kaizer Meadow. From there, recyclables go Halifax, where the bags are opened, put on conveyer belt, and sorted 26 ways. Compost goes to Lunenburg Community Recycling Centre in Whynott Settlement.
- Kaizer Meadow is a 2nd generation landfill. The disposal hole is lined to prevent toxins from leaching to the surrounding area. Liquids that drain from the garbage is collected and treated to drinking water quality. The site must be covered every day. At decommission, the site will be covered with soil and grow grass. There are now seven 2nd generation landfills in Nova Scotia.
- Garbage bags are never opened, they go into the hole and stay there forever – it is storage rather than disposal – and must be monitored. **Reduction and diversion (taking things out of waste stream) are key.**
- Not everything that arrives at Kaizer Meadow goes in the ground. Construction waste is separated and can be repurposed. Metals are recycled. Hazardous waste, electronics, etc. can be taken to Kaizer Meadow for free by residents of the Town.
- Tires can be taken back to retailers: up to four can be taken back to any retailer, whether you bought them there or you're your disposal fee is paid at purchase. Walmart will take any. Nova Scotia recycles 1M tires a year. The tire recycling facility is in Exhibition Park outside Halifax most valuable market is construction backfill and industrial matting.
- Electronics recycling has just expanded to include microwaves and gaming systems.
- Paper recycling there is no need to remove the plastic window from tissue boxes or remove staples. **12% of garbage is still paper.** Milk cartons go in recyclables.
- **10,000 tons of clothing** went to landfill last year. These can be donated in the many collection bins available in the area and will be taken even as rags.
- **Garbage collection was up 20kg/ person/year last year.**

From Region 6 on the election sign issue

Apparently, in CBRM and Colchester and Guysborough areas. . . they will recycle the signs as #5 plastic as long as the posts and any debris and tape is removed. There was reference to it being cut to a specific size too, but I did not get any clear direction on that yet.

Halifax did accept coroplast signs in the past but likely will be revisiting that once signs start popping up again since plastic markets are strained.

All other areas (serviced by Scotia, primarily) do not accept coroplast and they are garbage.

Onto what can be done politically – Municipalities can control when, where, size, etc. of signs. I also messaged CBRM staff to find out what happened with the initiative to eliminate election signs. Staff are not clear about the status of that initiative so I just sent an email to the councillor Amanda MacDougall that initiated it and can send along whatever she sends.

<https://www.thechronicleherald.ca/federal-election/sign-of-the-times-in-cape-breton-fewer-election-signs-dotting-front-lawns-and-street-corners-of-cbrm-councillor-calls-for-ban-358998/>

Regards,

Valda Walsh

Region 6 Solid Waste Management

Valda.Walsh@Region6SWM.ca

O: 902-624-1339

C: 902-350-0333

Sign of the times in Cape Breton? Fewer election signs dotting front lawns and street corners of CBRM; councillor calls for ban

🔒 Premium content

Chris Connors (christopher.connors@cbpost.com)

Published: Oct 01, 2019 at 7:03 p.m.

Updated: Oct 02, 2019 at 10:13 p.m.



A man crosses the street at the corner of George Street and Cottage Road in Sydney on Monday. The intersection is usually crowded with signs during elections, but only a handful are staked into the grass with less than three weeks to go before the Oct. 21 federal election. - Chris Connors



SYDNEY, N.S. — SYDNEY, N.S. — It could be a sign of the times.

The federal election is less than three weeks away and a record-setting 14 people — seven in Cape Breton-Canso and seven in Sydney-Victoria — have tossed their names in the hat for Cape Breton's two ridings. However, so far, there appear to be fewer election signs dotting the front lawns and street corners of the Cape Breton Regional Municipality than past campaigns. And if Amanda McDougall's council colleagues agree with her, there won't be any the next time local residents head to the polls.

McDougall recently put in an agenda request for the next CBRM council meeting so she can ask for a total ban on election signs starting in 2020.

"The reason I asked for that is obviously environmentally speaking I don't think there's any need for anybody to be using more plastics than they need to right now," the District 8 councillor told the Cape Breton Post. "Secondly, we as a council decided that non-profits and small businesses were not permitted to put their signs up because they are aesthetically displeasing and potentially a distraction to drivers. When we had this conversation I mentioned in chambers that if we're doing this, if we're saying to the wider community you are not allowed to put signs up randomly, we should be doing the same thing."

As a politician and now also executive director of local environmental non-profit ACAP Cape Breton, McDougall is uniquely qualified to talk about election signs. Typically made from corrugated plastic, most end up in the stockpiles of plastic that are accumulating in Canadian municipalities as they struggle to find overseas markets that will accept recyclables. Or, like in McDougall's case, they end up gathering dust.

She kept her signs after the last municipal election and she's still trying to find ways to reuse them three years later.

"I still have them and it's a reminder of a pretty poor choice I made, maybe not being as informed as I am now as to what happens with those types of plastics and the issues that we face in dealing with plastics as a whole," she said. "I can tell you that when I got a dog I made a pretty fancy dog barrier out of old election signs. They've been used for a multitude of different reasons but overall they are useless."

McDougall said there are plenty of other ways for politicians to promote themselves, ranging from new technologies like social media, to an old-fashioned face-to-face conversation.

"It doesn't have to be a piece of plastic in someone's yard," she said. "I think times are changing. People are more conscious of what they're putting out there, and if you're putting a ton of plastic out there, for me personally, I can't in good conscience keep going with that tradition of campaigns. We now have different ways of promoting ourselves as candidates. You've got the never-ending avenues that social media provides. Actually getting back into communities and having things like town hall meetings and gathering spaces and talking one on one — I'm hoping that's what takes place and we get rid of those signs altogether. If you need to get your name out there, go meet people."

The federal election takes place Oct. 21.



Waste Reduction Strategy Working Group

Purpose

The purpose of the Working Group is to coordinate stakeholder consultation, review consultation data, and develop a Waste Reduction Strategy with recommendations for action to Council.

Activity to Date

The Working Group has met four times to date: January 20, February 13, February 20, and March 5, 2020. The next meeting is March 17, 2020.

Awareness	<p>The Working Group plan to have an appearance at the Lunenburg Farmers' Market this week on Thursday, March 12th. The intention is to bring awareness to the fact that the Working Group exists and who the partners are, as well as provide an opportunity to discuss waste reduction and diversion in general.</p> <p>Kirk Symonds of Region 6 Solid Waste Management has booked a booth, and the LBOT's representative, Jamie Myra, has produced green 3Rs t-shirts.</p>
Consultation	<p>A survey is going out this week to the Lunenburg business community to gather data.</p>
Guidelines/ Objectives	<p>Per Council's direction on January 14th, the Working Group's guidelines have been revised (Attachment "A").</p>
Tactics	<p>The following tactics are <i>under discussion</i> by the Working Group:</p> <ul style="list-style-type: none"> • Restriction of plastic campaign lawn signs in the Town of Lunenburg for the 2020 Municipal Election, similar to the resolution recently adopted in Yarmouth. • Education to dispel myths about waste management and encourage behaviour change, possibly to include a "street team" of volunteers at time(s) in the summer. • Stronger enforcement of the clear bag program under Bylaw #38. • Additional three-stream street litter containers; all to have Divert NS sorting signage. • Potential participation in community clean-ups for PITCH-IN Week April 19-26, championing the Ocean Friendly Nova Scotia program, and local initiatives such as the re-use of Remembrance Day wreaths. • Potentially pursuing the target of 300 kg/person/year for the Town. The current figure is 326 kg/person in Region 6 vs. 400 kg/person for N.S. • Potentially lobbying at the Provincial level for extended producer responsibility and/or expanding their incoming single-use plastic bag ban.

Per the Working Group guidelines, a fuller report will be provided to Council by March 31st.



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TOWN OF LUNENBURG
2020/21 DRAFT OPERATING AND CAPITAL BUDGETS

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DRAFT

2020/21 BUDGET SUMMARY AND TAX RATES

	Approved Tax Rate	Increase over prior year	% Change over prior year
Residential Tax Rate	\$1.351	\$0.000	0.0%
Commercial Tax Rate	\$3.358	\$0.000	0.0%
Seasonal Tourist Tax Rate	\$2.519	\$0.000	0.0%

Tax Contribution Comparison

	2015/16	2016/17	2017/8	2018/19	2019/20	2020/21
Residential	62.7%	63.3%	64.2%	64.5%	65.6%	64.3%
Commercial	36.3%	35.1%	34.4%	34.3%	32.8%	33.9%
Seasonal Tourist	1.0%	1.0%	1.4%	1.2%	1.6%	1.8%
	<u>37.3%</u>	<u>36.1%</u>	<u>35.8%</u>	<u>35.5%</u>	<u>34.4%</u>	<u>35.7%</u>

2020/21 Budget Summary

Operating

Town General Operations	\$ 7,446,700
Water Utility Operations	1,646,500
Electric Utility Operations	6,849,500
	<u>15,942,700</u>

Capital

Town Capital Projects	4,925,600
Water Utility Capital Projects	263,500
Electric Utility Capital Projects	795,000
	<u>5,984,100</u>
	<u>\$ 21,926,800</u>

	Value as Shown on Roll	For Losses On Appeals**	Subtotal	(Grants in Lieu)	Net Taxable Assessment
RESIDENTIAL					
Residential Property	\$ 238,650,000	\$ (400,000)	\$ 238,250,000	\$ 30,000	\$ 238,280,000
Resource Property	497,000	-	497,000		497,000
Total Residential	<u>239,147,000</u>	<u>(400,000)</u>	<u>238,747,000</u>	<u>30,000</u>	<u>238,777,000</u>
COMMERCIAL					
Commercial Property	43,896,400	(420,000)	43,476,400	7,095,500	50,571,900
Seasonal Tourist Business	3,587,500		3,587,500	-	3,587,500
Business Occupancy	-	-	-	-	-
Total Commercial	<u>47,483,900</u>	<u>(420,000)</u>	<u>47,063,900</u>	<u>7,095,500</u>	<u>54,159,400</u>
Total Assessment	<u>\$ 286,630,900</u>	<u>\$ (820,000)</u>	<u>\$ 285,810,900</u>	<u>\$ 7,125,500</u>	<u>\$ 292,936,400</u>

** Appeals allowance is based on 10% of appeals filed.

Tax Levy

Expenditures	\$ 7,446,700
Less: Revenue Other than Tax Revenue	2,432,000
Tax Levy	<u>5,014,700</u>

Calculation of Tax Rates

Total Net Taxable Assessment	292,936,400
General Tax Rate	<u>1.71</u>
<u>TAX RATE CALCULATION</u>	
Tax Levy	\$ 5,014,700
Residential Assessment	238,777,000
Residential Tax Rate	\$ 1.351
Residential Tax Levy	3,225,900
Commercial Tax Levy	1,788,800
Commercial Assessment	50,571,900
Seasonal Tourist Assessment	3,587,500
Commercial Tax Rate	\$ 3.358
Seasonal Tourist Business Tax Rate	\$ 2.519

Historical Tax Rates

	2017/18	2018/19	2019/20	2020/21	Change
Residential	\$1.333	\$1.344	\$1.351	\$1.351	0.00%
Commercial	\$3.286	\$3.320	\$3.358	\$3.358	0.00%
Seasonal Tourist	\$2.465	\$2.490	\$2.519	\$2.519	0.00%

Properties Subject to Special Tax Agreements or Legislation

	Assessment	Taxes per Rate	Prov Grant
N.S. Dept. of Education (Fisheries Museum)*	\$ 3,672,100	\$ -	\$ 5,019
N.S. Dept. of Education (Bluenose Academy)	\$ 18,668,700	\$ -	\$ -

* The province is expected to pay a fire protection grant for the museum - \$5,019.
 The Bluenose Academy is charged the non-residential sewer rate per \$100/assessment as per the Town's Sewer By-Law.

Properties Whose Grant in Lieu of Taxes Varies With Tax Rate

Provincially Assessed Properties

	Assessment	Taxes per Rate	Actual GIL
Her Majesty the Queen (Dufferin Street/DNR)	\$ 7,066,800	\$ 237,303	\$ 237,303
Her Majesty the Queen (Green Street/DNR)	9,500	\$ 319	\$ 319
N.S. Trans. & Public Works (Mahone Bay Road)	5,300	\$ 178	\$ 178
N.S. Trans. & Public Works (Green Street)	11,000	\$ 369	\$ 369
N.S. Trans. & Public Works (Linden Avenue)	2,900	\$ 97	\$ 97
Total Commercial Exempt	\$ 7,095,500	\$ 238,266	\$ 238,266
Residential Exempt:			
Her Majesty the Queen (Green Street/DNR)	\$ 30,000	\$ 405	\$ 405

Federally Assessed Properties (nil)

Comparative Property Assessments & Tax Rates

	2020 # of Taxable Accounts	2019 # of Taxable Accounts	2020 Taxable Assessment*	2019 Taxable Assessment*	Difference
Residential	1194	1193	\$ 238,777,000	\$ 231,288,900	3.24%
Commercial	175	172	50,571,900	46,590,000	8.55%
Seasonal Tourist	9	8	3,587,500	3,021,100	18.75%
			\$ 292,936,400	\$ 280,900,000	4.28%

There are 1,194 Residential property accounts in the Town; 632 or 53% are capped.
 * Taxable Assessment is based on an appeals allowance of 10% of actual appeals plus estimated future appeals.

Tax Revenue

	Rates	Taxes		
Residential	\$1.351	\$ 3,225,900	1% Tax Revenue =	\$ 50,147
Commercial	3.358	1,698,400	\$0.01 Additional =	29,294
Seasonal Tourist	2.519	90,400	\$0.01 Residential =	23,878
			\$0.01 Commercial =	5,416
		\$ 5,014,700		

Property Sales Statistics

	2015/16	2016/17	2017/18	2018/19	2019/20* to Dec.31/19
Sales Value	\$ 16,950,212	\$ 14,440,611	\$ 19,412,900	\$ 22,347,378	\$ 34,386,238
# Properties	58	66	71	83	50

Seasonal Tourist Businesses

The Seasonal Tourist Business assessment class allows for qualifying businesses to be taxed at 75% of the commercial tax rate. There are currently 9 properties that qualify for this special assessment (vs.8 in 2019/20).

2020 Seasonal Tourist Assessment	\$ 3,587,500
2019 Seasonal Tourist Assessment	3,021,100
Assessment Increase	\$ 566,400

TOWN GENERAL - OPERATING REVENUE							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
			TAXES				
	01-1-11-0000		ASSESSABLE PROPERTY				
\$ 100,700	01-1-11-1100	1	RESIDENTIAL TAXABLE ASSESSMENT	\$ 3,218,800	\$ 3,118,100	\$ 3,123,200	\$ 2,978,338
			COMMERCIAL				
\$ 127,200	01-1-11-2100	1	COMM TAXABLE ASSESSMENT	1,459,900	1,332,700	1,343,100	1,359,613
\$ 14,200	01-1-11-2200	1	SEASONAL TOURIST BUSINESS	90,400	76,200	76,100	55,572
			RESOURCE				
\$ (500)	01-1-11-5100	1	RESOURCE TAXABLE ASSESSMENT	6,800	7,300	6,900	6,941
				4,775,900	4,534,300	4,549,300	4,400,464
			SPECIAL ASSESSMENTS				
	01-1-12-1000		FRONTAGE RATES				
\$ 184,800	01-1-12-9100	2	SEWER ANNUAL CHARGES	1,104,800	920,000	930,000	869,981
			OTHER TAXES				
\$ -	01-1-19-1100		DEED TRANSFER TAX	150,000	150,000	175,000	223,474
				1,254,800	1,070,000	1,105,000	1,093,455
			BUSINESS PROPERTY				
\$ (1,000)	01-1-14-2100	3	BASED ON REVENUE - BELL ALIANT	18,000	19,000	18,000	19,195
\$ -	01-1-62-8800	3.1	HST OFFSET GRANT	19,000	19,000	27,800	18,985
				37,000	38,000	45,800	38,180
			DEPARTMENT TOTAL	\$ 6,067,700	\$ 5,642,300	\$ 5,700,100	\$ 5,532,099
			GRANTS IN LIEU OF TAXES				
	01-1-23-0000		PROVINCIAL GOVERNMENT				
\$ -	01-1-23-1200	5	DEPT. OF TRANSPORTATION	\$ 700	\$ 700	700	\$ 768
\$ 6,500	01-1-23-1300	5	HER MAJESTY THE QUEEN	238,100	231,600	231,600	227,533
\$ -	01-1-23-3100	5	FIRE PROTECTION - MUSEUM/SCHOOL	5,000	5,000	5,000	5,019
			DEPARTMENT TOTAL	\$ 243,800	\$ 237,300	\$ 237,300	\$ 233,320
			SALES OF SERVICES				
	01-1-41-0000		GENERAL GOV'T SERVICES				
\$ -	01-1-41-0200	6	TAX CERTIFICATE FEES	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,896
\$ -	01-1-41-0210	6	MORTGAGE COMPANY SERVICE CHARGE	4,000	4,000	4,000	3,956
				8,500	8,500	8,500	8,852
			ENVIRONMENTAL HEALTH SERVICES				
\$ -	01-1-44-0115	7	REGION 6 DIVERSION/MAP	14,000	14,000	14,000	16,354
\$ -	01-1-44-0110		SALE OF COMPOSTAINERS	100	100	-	-
				14,100	14,100	14,000	16,354
			ENVIRONMENTAL DEVELOP. SERVICES				
\$ 100	01-1-46-0100	6	ZONING PERMITS & CERTIFICATES	1,400	1,300	1,400	1,248
			RECREATION & CULTURAL SERVICES				
\$ -	01-1-47-0100		LIBRARY PHOTOCOPY REVENUE	450	450	500	458
\$ -	01-1-47-0200		POSTER/ CD SALES	50	50	-	24
				500	500	500	482
			PROTECTIVE SERVICES				
\$ -	01-1-42-0200	6	FIRE SERVICES (RENTAL REVENUE)	100	100	-	-
\$ -	01-1-42-0250		FIRE SERVICES (INSURANCE RECOVERY)	-	-	-	-
				100	100	-	-
			TRANSPORTATION SERVICES				
\$ -	01-1-43-0100	6	PW - LABOUR/EQUIPMENT (CHARGE-OUT)	25,000	25,000	25,000	27,201
\$ 6,000	01-1-43-0200	6	PARKING METER REVENUE	185,000	179,000	153,000	109,307
				210,000	204,000	178,000	136,508
				\$ 234,600	\$ 228,500	\$ 202,400	\$ 163,444

TOWN GENERAL - OPERATING REVENUE							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA							
ADMISSIONS							
ARENA							
\$ -	01-1-47-1030	8	PUBLIC SKATING	\$ 6,000	\$ 6,000	\$ 6,000	\$ 5,462
COMMUNITY CENTRE							
	01-1-47-1110	9	PROGRAM FEES				
\$ -			Drop-in Sport Programs	6,000	6,000	6,000	6,057
\$ -			Weight Room Fees	3,300	3,300	3,000	3,149
\$ -			Fitness Classes	9,800	9,800	9,800	8,505
				25,100	25,100	24,800	23,173
RENTALS							
ARENA							
\$ -	01-1-47-2020	10	SKATE SHARPENING	1,000	1,000	\$ 1,000	965
	01-1-47-2030	11	CANTEEN CONCESSION	-	-		-
\$ 3,600	01-1-47-2040	12	MINOR HOCKEY	78,100	74,500	74,500	72,321
\$ 3,600	01-1-47-2050	13	HOCKEY, OTHER & PRACTICES	59,100	55,500	55,500	50,446
	01-1-47-2060	14	FIGURE SKATING	-	-	-	-
\$ -	01-1-47-2070	15	SCHOOL SKATING	2,800	2,800	2,800	5,415
\$ -	01-1-47-2080	16	OTHER SKATING	2,000	2,000	2,000	1,343
\$ -	01-1-47-2090	17	SUMMER RENTALS	5,000	5,000	4,300	4,958
\$ -	01-1-47-2091	17b	FARMER'S MARKET (SPRING/SUMMER)	5,000	5,000	4,800	4,630
\$ -	01-1-47-2095	18	SIGN RENTALS	6,000	6,000	6,400	5,364
	01-1-47-3050		BEVERAGE MACHINE SALES		-		-
\$ -	01-1-47-3060	19	VENDING MACHINE-GUMBALL	200	200	200	36
COMMUNITY CENTRE							
\$ (5,000)	01-1-47-3020	20	AUDITORIUM RENTALS	25,000	30,000	24,800	29,297
\$ -	01-1-47-3021	20b	FARMER'S MARKET (FALL/WINTER)	7,500	7,500	7,500	8,763
\$ -	01-1-47-3030	21	MEETING ROOM/FITNESS STUDIO RENTALS	7,000	7,000	7,000	8,003
\$ -	01-1-47-3040	22	GROUPS RENTAL	2,000	2,000	1,000	1,556
\$ -	01-1-47-3070	23	CHRISTMAS CRAFT SHOW	-	-		-
				200,700	198,500	191,800	193,097
RENTAL - DISTRICT SCHOOL BOARD							
\$ 200	01-1-47-4010	24	SCHOOL BD. RENTAL OF AUDITORIUM/GROUNDS	32,600	32,400	32,400	31,371
GRANTS - MUNICIPALITIES							
\$ (10,000)	01-1-47-5050	26	OPERATING GRANT - MODL	30,000	40,000	30,000	40,000
\$ -			CAPITAL GRANT - MODL (Community Centre Roof)	10,000	10,000	10,000	-
				40,000	50,000	40,000	40,000
GRANTS - FEDERAL							
\$ -	01-1-47-6010	27	EMPLOYMENT PROGRAM GRANT	-	-	-	-
GRANTS - NS SPORT COMM.							
\$ (8,500)	01-1-47-7010	28	PROGRAM GRANTS (After the Bell)	-	8,500	8,500	3,473
GRANTS - OTHER							
\$ -			JUMP START	-	-	-	-
MISCELLANEOUS REVENUE							
\$ -	01-1-47-8010		INTEREST		-	-	364
\$ -	01-1-47-8015		MISCELLANEOUS	400	400	400	-
\$ -			DONATIONS	-	-		-
				400	400	400	364
TOTAL REVENUE - LWMCC & ARENA				\$ 298,800	\$ 314,900	\$ 297,900	\$ 291,478

TOWN GENERAL - OPERATING REVENUE						
			2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
		OTHER REVENUE/OWN SOURCES				
	01-1-51-0000	LICENSES AND PERMITS				
\$ (100)	01-1-51-4100	TAXI LICENSES	\$ 100	\$ 200	\$ 200	\$ 240
\$ -	01-1-51-6100	31 DOG LICENSES	1,200	1,200	1,200	1,138
\$ (2,000)	01-1-51-7100	31 BUILDING PERMITS	10,000	12,000	9,200	9,223
\$ 800	01-1-51-9100	OTHER LICENSES & PERMITS	3,800	3,000	3,500	3,281
			15,100	16,400	14,100	13,882
		FINES				
\$ -	01-1-52-0100	6 FINES-PARKING METER	6,500	6,500	6,900	5,509
\$ -	01-1-52-0200	31 FINES-COURT FINES	7,000	7,000	7,000	5,324
			13,500	13,500	13,900	10,833
		RENTALS				
\$ -	01-1-53-0100	31 RENTALS AND LEASES	71,400	71,400	71,400	89,904
\$ 43,500	01-1-53-0110	31 RENTALS AND LEASES - Lun Academy	207,000	163,500	192,000	147,305
			278,400	234,900	263,400	237,209
		RETURN ON INVESTMENTS				
\$ 3,000	01-1-55-9100	31 BANK INTEREST	15,000	12,000	15,000	17,555
		PENALTIES & INTEREST ON TAXES				
\$ -	01-1-56-2100	31 INTEREST ON TAXES	75,000	75,000	80,000	83,190
		MISCELLANEOUS				
\$ -	01-1-59-0050	PIN & FLAG SALES/ETC.	1,000	1,000	1,000	961
\$ -	01-1-59-0100	31 DONATIONS	1,800	1,800	2,500	2,300
			2,800	2,800	3,500	3,261
			\$ 399,800	\$ 354,600	\$ 389,900	\$ 365,930
	01-1-60-0000	UNCONDITIONAL TRANSFERS/OTHER GOV'TS				
	01-1-61-0000	FEDERAL GOVERNMENT				
	01-1-62-0000	PROVINCIAL GOVERNMENT				
		DEPARTMENT OF MUNICIPAL AFFAIRS				
\$ -	01-1-62-8100	32 EQUALIZATION GRANT	50,000	50,000	50,000	50,000
\$ -	01-1-62-8600	FARM PROPERTY ACREAGE	100	100	100	111
			\$ 50,100	\$ 50,100	\$ 50,100	\$ 50,111
		CONDITIONAL TRANSFERS/FED. OR PROV. GOV'TS				
		FEDERAL GOVERNMENT				
\$ -	01-1-71-7500	CANADA DAY GRANT	500	500	-	-
			500	500	-	-
		PROVINCIAL GOVERNMENT				
\$ -	01-1-75-5700	PROV NS - COMMUNITY ARTS AWARD	-	-	-	-
\$ -	01-1-72-1010	PROV NS (LA GOVERNANCE STUDY)	-	-	-	-
		PROTECTIVE SERVICES				
\$ -	01-1-75-2500	CIVIC ADDRESSING PROV GRANT	1,000	1,000	1,000	1,000
			1,000	1,000	1,000	1,000
			\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,000
		CONDITIONAL TRANSFERS/OTHER LOCAL GOV'T				
\$ -	01-1-89-9450	DISTRICT SCHOOL BOARD - ELECTION	-	-	-	-
\$ -	01-1-89-9500	LUNENBURG ACADEMY FOUNDATION	-	-	-	-
\$ 4,400	01-1-89-9900	33 DISTRICTS 1 & 2 FIRE COMMISSION	180,400	176,000	159,100	152,214
			\$ 180,400	\$ 176,000	\$ 159,100	\$ 152,214
		TOTAL REVENUE	\$ 7,476,700	\$ 7,005,200	\$ 7,037,800	\$ 6,789,596
		NON PROPERTY TAX REVENUE	\$ 2,462,000	\$ 2,238,600	\$ 2,256,200	\$ 2,160,831

NOTES TO TOWN REVENUE ESTIMATES

1. 2020-21 Tax Revenues

2020-21 **DRAFT** Tax Rates:

- \$1.351 /\$100 Residential
- \$3.358 /\$100 Commercial
- \$2.519 /\$100 Seasonal Tourist Business

Historical Tax Rate Information

	Residential	Commercial
2020/21		
2019/20	\$1.351	\$3.358
2018/19	\$1.344	\$3.320
2017/18	\$1.333	\$3.286
2016/17	\$1.314	\$3.276
2015/16	\$1.314	\$3.276
2014/15	\$1.279	\$3.260
2013/14	\$1.279	\$3.260
2012/13	\$1.279	\$3.260

2. #01-1-12-9100 Sewer Annual Charges

Please see the Environmental Health Services notes for proposed 2020/21 rates.

3. #01-1-14-2100 Grant Bell Aliant

This is an annual grant based on annual revenues of Bell Aliant received from the 634 exchange for local service tolls.

3.1 #01-1-62-8800 HST Offset Grant

With the implementation of HST in 1997, the Town incurred additional costs. Previously the Town received 100% of the provincial tax back, now we receive only a 57.14% Provincial Tax Rebate. The province makes a grant to the Town to partially offset this additional cost.

4. #01-1-21-0000 Grants in Lieu - Federal Government

There are currently no Federally owned properties in the Town that are subject to Grants in Lieu of taxation.

5. #01-1-23-0000 Grants in Lieu - Provincial Government

The grant in lieu of taxes for various Provincial properties is based on assessment and tax rates. The following properties are eligible for a Grant in Lieu of taxes:

- Provincial Building on Green/Dufferin Street
- Land on Green Street
- Land on Mahone Bay Road
- Land on Linden Avenue

The Town also receives a Provincial grant for Fire Protection for the Museum property (estimate \$5,000 for 2020/21).

6. Sale of Services

#01-1-41-0200 Tax Certificate Fees

Administration fee for preparation of tax certificates.

#01-1-41-0210 Mortgage Company Service Charge

This revenue source was introduced in 2009/10 based on administration charges for providing additional tax bills and listings to mortgage companies. Mortgage companies require detailed listings in specific formats. Other municipalities also charge for this service to offset staff time. The fee for this service was increased in fiscal 18-19 to \$10 per account listing, it had previously been \$5.00 per account listing since the fee was introduced.

#01-1-42-0200 Fire Services

Fire Services is reimbursed for training seminars conducted as well as any billings for clean-up of gas spills, etc.

#01-1-43-0100 Transportation Services – PW Labour/Equipment Recovery

This account is used to record Public Works labour and equipment charges for the Water and Electric Utilities.

#01-1-43-0200 Transportation Services – Parking Meter Revenue

Parking Meter Revenue. There are currently approximately 240 meters.

Parking Meter Revenue and Expenses (Budget 2020/21)

<u>Revenue</u>	
Parking Meters	\$ 185,000
Parking Fines	6,500
	<u>\$ 191,500</u>
<u>Expenses</u>	
Public Works labour for coin collection	3,500
Administrative labour	4,000
Repairs, maintenance & supplies	20,000
Advertising	400
Interest on capital loan	200
	<u>\$ 28,100</u>
Net revenue	<u><u>\$ 163,400</u></u>
By-Law Enforcement costs	<u><u>\$ 6,000</u></u>
(See: Other Protective Services Budget)	

#01-1-46-0100 Environmental Development Services – Zoning Permits

Zoning agreements, certificates and permits.

7. #01-1-44-0115 Region 6 Diversion / Municipal Approved Programs

Revenue to the Town to assist with Public education, enforcement and other initiatives related to Waste Diversion.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA

Rates will change in 2020/21 based on 2019 CPI of 1.6% and rate comparisons with similar facilities including public skating, soccer field rentals, sign rentals and program fees (see: rate schedule at the end of this note section).

8. #01-1-47-1030 Public Skating

Reflects revenues from public skating, adult skating and family skating.

9. #01-1-47-1110 Program Fees

Fees generated from registration for our fall, winter and spring programs. Revenues have been estimated to reflect participation in our fitness programs and weight room.

10. #01-1-47-2020 Skate Sharpening

The Arena purchased its own machine in 1998/99. Skate sharpening rates are \$5/pr. based on rates charged at other arenas.

11. #01-1-47-2030 Canteen Concession

We have currently been renting the canteen area on a per day rate.

12. #01-1-47-2040 Minor Hockey

Estimate based on previous year actuals and based on 2020/21 approved rates.

13. #01-1-47-2050 Hockey, Other & Practices

Revenues from various gentlemen hockey leagues and teams. Estimate based on previous year actuals and based on 2020/21 approved rates.

14. #01-1-47-2060 Figure Skating

A Figure Skating program has not been offered by the provider since the 2017/18 season and to date no one has taken over the delivery of the program.

15. #01-1-47-2070 School Skating

Estimate for skating rentals by local schools.

16. #01-1-47-2080 Other Skating

Occasionally we rent ice time to other groups such as Sunday Schools, Cadets, Guides, Scouts, etc.

17. #01-1-47-2090 Summer Rentals

Rent received from various festivals and events.

17b. #01-1-47-2091 Farmer's Market Rental (Spring/Summer)

This is the estimated rental fees at the Arena for the Farmer's Market.

18. #01-1-47-2095 Sign Rentals

Advertising signs in the arena. For 2020/21 the fees will change to \$246 per sign and \$263 for in-ice ad (incl. HST). In 2018/19 this also included an amount for Tim Horton's sponsorship of the Olympia, it is hoped that this sponsorship will be able to be secured again for next season.

19. #01-1-47-3060 Vending Machine Sales

The gumball machine in the arena produces a small amount of revenue.

20. #01-1-47-3020 Auditorium/Kitchen Rentals

Rentals generated by various festivals, dances, receptions and banquets.

20b. #01-1-47-3021 Farmer's Market Rental (Fall/Winter)

This is the estimated rental fees at the Community Centre for the Farmer's Market.

21. #01-1-47-3030 Meeting Room/Fitness Studio Rentals

The rental rate per hour is \$29.00. These rooms are often rented for karate and other classes.

22. #01-1-47-3040 Grounds Rental (Parking Lot/Fields)

Estimate for Caravans, movie vehicles plus soccer field and ball field fees.

23. #01-1-47-3070 Christmas Craft Show

The Christmas Craft Show is being organized by an external organization since 2018/19, who pays a rental fee for the Lunenburg Community Centre.

24. #01-1-47-4010 School Board Rental

The SSRCE leases from the Town, for the Bluenose Academy, soccer field, track and field, softball field and 50 unreserved parking spaces. Original lease period was July 1, 2013 to June 30, 2018. In process of renewing for July 1, 2018 to June 30, 2023 at a rate of \$30,330 + annual CPI adjustments.

25. Town Grant

This figure makes up the difference between the revenue and expenditures at the Community Centre and Arena.

Analysis of Town Operating Grant (Actuals) – covered in the general tax rate.

Year	Amount	
2011/12	\$146,468	
2012/13	\$166,571	
2013/14	\$209,800	
2014/15	\$225,832	
2015/16	\$190,504	
2016/17	\$205,229	
2017/18	\$204,095	
2018/19	\$221,149	
2019/20	\$197,100	Budget
2020/21	\$234,800	Budget

26. #01-1-47-5050 Operating Grant - Municipality

Each year the Municipality of the District of Lunenburg provides a grant to help offset operating deficits of the Arena. We have budgeted \$30,000 for this fiscal year, the same amount received in fiscal 2019/20 plus a capital grant in the amount of \$10,000 for the Community Centre Roof.

28. #01-1-47-7010 Provincial Grants

After the Bell Program has been cancelled due to grant funding challenges.

29. All rates charged at the Community Centre and Arena are subject to HST with the exception of children's programs which are non-taxable if operated by the Town itself.

30. The Lunenburg War Memorial Community Centre and Arena Fee Schedule is found at the end of this note section.

31. Revenue from Own Sources

N.B. - all Town fees (licenses and permits) have been adjusted by 1.6% CPI effective April 1, 2020.

#01-1-51-6100 Dog Licenses

Dog license revenue is estimated based on approved fees. In 2019/20, 84 dogs were registered.

#01-1-51-7100 Building Permits

Building permit rates are a flat fee plus 0.2% of the estimated construction value.

#01-1-52-0100; #01-1-52-0200 Court Fines

Court fines reflect projected actuals.

#01-1-53-0100 & 01-1-53-0110 Rentals and Leases – Town Buildings including the Lunenburg Academy

Rentals and Leases includes rent paid by the Electric and Water Utilities for use of the Town Hall and Blue Building, rental of old Fire Hall (NASCAD & Fitness Studio), CN Station (Second Story), Blue Building (Navy League).

The Lunenburg Academy rentals include: LAMP, Class Afloat, South Shore Genealogical Society and commercial tenants. Also included in this budget estimate is rental for the Lunenburg Library Branch for the year. Budget estimate is based on projected occupancy.

#01-1-55-9100 Bank Interest

Estimate based on banking agreement with TD Canada Trust (Prime rate less 1.75%).

#01-1-56-2100 Interest on Taxes

Interest on taxes based on a rate of 2% per month.

#01-1-59-0100 Donations

Miscellaneous donations to the Town.

32. #01-1-62-8100 Equalization Grant (Basic Operating Grant)

As part of the equalization plan of the Provincial Government, all municipal units are given a basic operating grant of \$50,000.

33. #01-1-89-9900 District 1&2 Fire Commission

Districts 1 & 2 cost share Fire Protection and pay a 6.5% administration fee.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA FEE SCHEDULE

FACILITY	2019/20 Approved Rates			2020/21 Proposed Rates		
		Tax incl RATE		Tax incl RATE		
Meeting/Fitness rooms /hr		29.00		29.00		
Auditorium only - full day*		341.00		346.00		
New Year's Eve*		661.00		672.00		
Recreational Use - auditorium only /hr		35.00		36.00		
Recreational Use - auditorium & kitchen /hr		45.00		46.00		
Kitchen - full day		174.00		177.00		
Arena Ice Time			Resurfacersurcharge		Resurfacersurcharge	Base Rate
Prime /hr		176.00	4.00	172.00	179.00	4.00 175.00
Non Prime /hr		149.00	4.00	145.00	151.00	4.00 147.00
Youth & Schools /hr		149.00	4.00	145.00	151.00	4.00 147.00
Mornings - not including March Break (8:00am to 12:00pm M-F) /hr		114.00	4.00	110.00	116.00	4.00 112.00
Arena Summer Rentals						
Per Hour		68.00		69.00		
Per Day		651.00		661.00		
Arena Sign Rentals						
Display Signs (4'x8')		246.00		250.00		
In Ice Ads		263.00		267.00		
Public Skating						
Youth		3.00		3.00		
Youth Season Pass		82.00		83.00		
Adult		4.00		4.00		
Adult Season Pass		105.00		107.00		
Family Season Pass		142.00		144.00		
Skate Sharpening		5.00		5.00		
Caravans						
With electrical hook-up /day		27.00		27.00		
Without hook-up /day		22.00		22.00		
Commercial hook-ups /day		32.00		33.00		
Field Rentals						
<i>Softball Field</i>						
Per season (per team)		204.00		207.00		
Per game		13.00		13.00		
Per season - Youth (per team)		95.00		97.00		
<i>Soccer Field</i>						
Per Game		31.00		32.00		
Per Season (per team)		276.00		280.00		
Per Season - Youth (per team)		169.00		172.00		
<i>Track</i>						
Full Day		174.00		177.00		
Fitness Program /mo		42.00		43.00		
Weight Room /mo		42.00		43.00		
Weight Room - purchased in 4 month block		148.00		150.00		
Weight Room - youth rate per month		10.00		10.00		
Weight Room Key Deposit		40.00		40.00		
Sr. Fitness /session (15 weeks)		74.00		75.00		
Drop in fee - badminton		5.00		5.00		
Drop in fee - pickle ball		3.00		3.00		

N.B. - NS 2019 CPI = 1.6%.

*Plus Socan Fees if applicable including HST = \$73.01

Effective April 1, 2019 - For Fitness instructors who book the Fitness Room and run classes open to the public of 5 hours or more per week receive a 25% discount on rental rates, providing there is a minimum 6 month rental commitment.

GENERAL GOVERNMENT SERVICES EXPENDITURE BUDGET						
ACCOUNT #	Note #	DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUAL
GENERAL GOV'T SERVICES						
LEGISLATIVE						
300	01-2-11-1100	1 MAYOR - HONORARIUM	\$ 9,100	\$ 8,800	\$ 8,800	\$ 7,867
600	01-2-11-3100	1 COUNCILLORS - HONORARIUM	30,600	30,000	30,000	26,709
-	01-2-11-3200	MAYOR & COUNCILLORS MEETING TRAVEL	1,000	1,000	1,000	555
-	01-2-11-9100	2 OTHER LEGISLATIVE EXPENSE	4,000	4,000	4,000	2,513
-	01-2-11-9200	3 MEETING PAY STAFF	1,500	1,500	1,500	1,203
2,500	01-2-11-9300	4 COUNCIL CONFERENCES & TRAINING	5,700	3,200	3,200	2,292
SECTION TOTAL			51,900	48,500	48,500	41,139
GENERAL ADMINISTRATIVE						
OFFICE BUILDING						
-	01-2-12-1410	5 JANITORIAL CONTRACT	8,100	8,100	8,100	7,147
4,000	01-2-12-1420	FUEL	16,000	12,000	16,000	15,149
1,000	01-2-12-1430	6 ELECTRICITY	8,500	7,500	7,800	7,521
(400)	01-2-12-1440	7 WATER	1,000	1,400	900	881
100	01-2-12-1445	8 SEWER	2,100	2,000	2,000	1,896
-	01-2-12-1450	INSURANCE (TOWN HALL)	12,200	12,200	12,200	11,822
-	01-2-12-1460	9 JANITOR SUPPLIES	1,200	1,200	1,200	1,266
-	01-2-12-1470	10 MAINTENANCE & REPAIRS	20,000	20,000	20,000	20,022
FINANCIAL MANAGEMENT						
900	01-2-12-2200	11 ACCOUNTING SALARIES	29,500	28,600	28,600	27,606
-	01-2-12-2700	PAYROLL ADMIN CHARGES	1,400	1,400	1,500	1,434
-	01-2-12-2800	12 BANKING CHARGES	1,800	1,800	1,800	1,767
INTEREST ON CAPITAL LOAN						
(700)	01-2-12-2850	13 INTEREST ON CAPITAL LOAN	1,500	2,200	2,200	2,582
LEGAL AND OTHER PROFESSIONAL FEES						
-	01-2-12-1500	14 SOLICITORS	7,500	7,500	7,500	7,794
-	01-2-12-2500	AUDIT FEES	7,000	7,000	7,600	6,570
TAXATION						
-	01-2-12-4300	15 TAX EXEMPTIONS - INDIVIDUALS	8,000	8,000	4,000	4,933
800	01-2-12-4350	16 TAX EXEMPTIONS (SECTION 71)	35,800	35,000	35,000	34,061
COMMON SERVICES						
900	01-2-12-6000	17 ASSESSMENT COSTS	48,000	47,100	47,700	47,067
VALUATION AND ALLOWANCES						
-	01-2-82-1100	UNCOLLECTIBLE TAXES & SUNDRIES	-	-	-	-
OTHER GENERAL ADMIN. SERVICES						
2,000	01-2-12-9009	18 ACCESSIBILITY PLAN DEVELOPMENT	2,000	-	-	-
-	01-2-12-9010	19 ADVERTISING	500	500	500	1,071
-	01-2-12-9020	STATIONERY & SUPPLIES	1,900	1,900	1,900	2,314
200	01-2-12-9030	20 POSTAGE	2,200	2,000	2,100	1,913
-	01-2-12-9040	21 TELEPHONE	2,400	2,400	2,400	2,437
-	01-2-12-9050	COMPUTER MAINTENANCE	3,500	3,500	3,500	3,297
			222,100	213,300	214,500	210,550
SALARIES AND BENEFITS						
2,100	01-2-12-1100	22 SALARIES - CORPORATE SERVICES STAFF	109,200	107,100	107,100	84,743
1,400	01-2-19-9010	23 WORKERS COMPENSATION	4,400	3,000	3,000	3,283
1,500	01-2-19-9030	24 EMPLOYMENT BENEFITS: CPP/EI	13,500	12,000	12,000	10,935
2,000	01-2-19-9050	TOWN PENSION/RRSP	11,500	9,500	9,500	8,918
800	01-2-19-9060	25 MEDICAL PLAN	16,500	15,700	15,700	13,624
-	01-2-19-9070	HOLIDAY AND LONG SERVICE AWARDS	500	500	500	623
-	01-2-19-9071	SUCCESSION RECRUITMENT	-	-	-	-
5,000	01-2-19-9090	26 OTHER EMPLOYMENT BENEFITS	16,000	11,000	11,000	27,653
			171,600	158,800	158,800	149,779
OTHER GENERAL GOV'T SERVICES						
ELEC. PLEB. & RATEPAYERS MEETINGS						
28,000	01-2-19-1100	27 ELECTIONS, PLEBISCITES, ETC.	28,000	-	-	-
GEN. ACC. & DAMAGE LIABILITY CLAIMS						
-	01-2-19-3100	LIABILITY INSURANCE & CLAIM	8,500	8,500	8,600	8,233
GRANTS - ORG. AND INDIVIDUALS						
-	01-2-19-5100	28 GRANTS TO ORGANIZATIONS	20,000	20,000	20,000	25,606
OTHER GENERAL SERVICES						
-	01-2-19-9080	29 SUBSCRIPTIONS & MEMBERSHIPS	5,300	5,300	5,300	5,309
DEPARTMENT TOTAL			\$ 507,400	\$ 454,400	\$ 455,700	\$ 440,616
Budget Increase			\$ 53,000			
			11.7%			

NOTES TO GENERAL GOVERNMENT SERVICES BUDGET

1. A portion (see: % below) of Council Honorariums are allocated to the General Government Services budget based on estimated time spent on this department.

	<u>Position</u>	<u>Total</u>
01-2-11-1100	Mayor (30%)	\$ 9,100
01-2-11-3100	Council (25%)	<u>30,600</u>
		<u>\$39,700</u>

2. #01-2-11-9100 Other Legislative Expenses

Included in this item is 1/3 telephone for Corporate Services (1/3 to Other General Admin Telephone and 1/3 to Electric Utility) and advertising ads associated directly with Town Council.

Ads re Meetings/Appointments	\$ 300
Ads Council	450
Memorials/Flowers	400
Gifts for visiting officials	300
Telephone (1/3)	1,500
Remembrance Day Wreaths	150
Council Printing/Office Supplies	<u>900</u>
	<u>\$4,000</u>

3. #01-2-11-9200 Meeting Pay

Amount paid to staff for after-hours meeting attendance. Budget based on estimated costs, distributed 1/3 each to Town, Water and Electric.

4. #01-2-11-9300 Council Conferences & Training

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

The following events have been identified for 2020/21:

FCM Annual Conference	\$ 2,500
NSFM Conferences (Mayor or alternate and Council)	2,700
Council Orientation Training – Election 2020	12,500
Other Council training/conferences	<u>4,000</u>
	<u>\$21,700</u>

N.B. - \$16,000 total will be allocated to the Electric and Water Utility budgets, approximately 75%.

5. #01-2-12-1410 Janitorial Contract

Includes contract costs for the Town Hall.

6. #01-2-12-1430 Electricity

Budget estimate is based on current rates and actual consumption.

7. #01-2-12-1440 Water

Water estimate based on actual consumption and current approved rates.

8. #01-2-12-1445 Sewer

Sewer rates have been budgeted at the 2019/20 approved rate (41.20¢/\$100 assessment). The assessment for the Town Hall for 2020 is \$514,400. (AAN 04647327)

9. #01-2-12-1460 Janitor's Supplies

Estimate based on 2019/20 actual.

10. #01-2-12-1470 Maintenance and Repairs – Town Hall

Test Fire Extinguishers	\$ 100
Monitor Fire Alarm & Burglar Alarm	1,200
Sprinkler System (test)	400
Furnace Maintenance (cleaning, etc.)	1,000
Clean & Repair Rain Gutters	1,300
Carpet Cleaning	1,000
General Building Repairs	<u>15,000</u>
	<u>\$ 20,000</u>

11. #01-2-12-2200 Accounting Salaries

The Town's portion of salaries for the Finance Director and Accountant are shown under this category as per the Municipal Accounting and Reporting Manual. Staff salaries are also allocated to the Water and Electric Utilities based on actual time spent working for them.

12. #01-2-12-2800 Banking Charges

This includes a portion of banking charges for town bank accounts.

13. #01-2-12-2850 Interest on Capital Loan

Interest on capital loan for brickwork and Town Hall accessibility for 2019/20.

14. #01-2-12-1500 Solicitors

Town Solicitor fees for legal advice. Legal services for other departments appear under each department. Estimate based on actual costs in previous years.

15. #01-2-12-4300 Tax Exemptions – Individuals

The income levels have not been adjusted for a number of years. Staff are recommending that these be adjusted by annual CPI (retro to 2016) and annually on a going forward basis.

There were 12 exemptions granted in 2019/20 totalling \$3,833. Exemption criteria is based on gross income and 2020/21 exemption levels and amounts are shown below.

2019/20

<u>Gross Household Income</u>	<u>Exemption</u>
\$18,000 or less	\$500
\$18,001 - \$19,000	\$400
\$19,001 - \$20,000	\$300
\$20,001 - \$21,000	\$200
Over \$21,000	NIL

With CPI adjustments

<u>Gross Household Income</u>	<u>Exemption</u>
\$19,123 or less	\$500
\$19,124 - \$20,185	\$400
\$20,186 - \$21,247	\$300
\$21,248 - \$22,310	\$200
Over \$22,310	NIL

16. #01-2-12-4350 Tax Exemptions (Section 71)

Re: Municipal Government Act Section 71. These are the estimated grants under the Town's Tax Exemption By-law #43 for the exemption of taxation for the Lunenburg Swimming Pool, and Tourist Bureau. A partial exemption of the difference between Commercial and Residential rates for the Lunenburg Heritage Society Knaut Rhuland House, Lunenburg Curling Club and the Lunenburg Day Care. Based on 2020 assessments and approved 2019/20 tax rates of \$1.351 residential and \$3.358 commercial.

Lunenburg Swimming Pool	\$ 3,633
Tourist Bureau	15,682
Lunenburg Curling Club	4,066
Lunenburg Heritage Society	5,063
Lunenburg Day Care	<u>7,360</u>
	<u>\$ 35,804</u>

17. #01-2-12-6000 Assessment Services – PVSC

Our estimated share of assessment costs for the upcoming year. The Town's share of the PVSC budget is calculated based on our uniform assessment in relation to the other 50 municipalities.

18. #01-2-12-9009 Accessibility Plan Development

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which will be developing an Accessibility Plan over the 2020/2021 Fiscal Year. The total cost of the Plan is \$32,410 which will be cost shared based on Uniform Assessment. The resulting cost to the Town of Lunenburg is \$1,628 plus Meeting expenses are estimated to be \$6,000 over the 2020/2021 Fiscal Year. This cost will be shared evenly by General Government, Transportation and Recreation and Cultural Services. The Heritage Manager is the Town of Lunenburg's staff representative on this committee.

19. #01-2-12-9010 Advertising

Estimate based on projected need.

20. #01-2-12-9030 Postage

Estimate based on 2019/20.

21. #01-2-12-9040 Telephone

Estimated based on 2019/20 actual.

22. #01-2-12-1100 Salaries – Corporate Services Staff

Salaries for all Corporate Services Staff are shared with other departments and are allocated as follows: General Government Services (21%), Planning & Heritage (2%), Parking Meters (1%), and Community Centre (4%). Staff salaries have been allocated to the Water and Electric Utilities based on actual time spent working for them. These allocations are reviewed annually to ensure their continued relevance and accuracy.

23. #01-2-19-9010 Workers Compensation

The Town's 2020 rate is \$2.28/\$100 an increase of \$1.78/\$100 in 2019.

24. #01-2-19-9030 Employment Benefits EI and CPP

EI rates for 2020 are 1.58% of insurable earnings. The maximum contribution level has increased to \$54,200. CPP rates is 5.25% of pensionable earnings, the maximum earnings has increased to \$58,700 in 2020.

25. #01-2-19-9060 Medical Plan

Based on current rates.

26. #01-2-19-9090 Other Employment Benefits

This account includes Councillors' and staff Employee Assistance Program ("EAP") and an accrual for retirement benefits based on the Town's personnel policy.

27. #01-2-19-1100 Municipal Election

Estimated budget for the 2020 Municipal Election. There is a \$9,000 reserve to offset this cost.

The budgeted details are as follows:

Returning Officer	\$15,000
Advertising	5,500
Supplies	1,000
DRO wages, training & meals	6,500
Total	\$28,000

28. #01-2-19-5100 Requests/Grants

Listing at the end of the General Government note section – TBA applications deadline is March 31, 2020

Please note that Council approved the following motion at the January 28, 2020 Council Meeting:

Motion: moved and seconded to pre-approve a grant to Bluenose 100 Committee of \$5,000 in 2020/21 and \$5,000 of in-kind Town services in 2021/22 for Celebration events in 2021.

In addition to the monetary grants listed, many "in kind" services are performed by departments of the Town (in excess of 200 hours labour) for various events held within the town each year.

29. #01-2-19-9080 Subscriptions and Memberships

Federation of Canadian Municipalities
Nova Scotia Federation of Municipalities
Association of NS Administrators
NS Barrister's Society (shared with Water & Electric Utilities, Planning, and Transportation Services)
CPA Fees (shared with Water & Electric Utilities)
Lunenburg Board of Trade
Fisheries Museum of the Atlantic
Nova Scotia Town Caucus

OTHER PROTECTIVE SERVICES EXPENDITURE BUDGET								
		Account #	Note #	Description	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUAL
				POLICE PROTECTION				
\$ 20,800		01-2-21-1000	1	RCMP	\$ 815,500	\$ 794,700	\$ 794,700	\$ 786,880
\$ -		01-2-21-1100	2	DNA CASEWORK ANALYSIS (RCMP)	2,400	2,400	2,400	2,160
				SECTION TOTAL	817,900	797,100	797,100	789,040
				BY-LAW ENFORCEMENT				
				LEGAL				
\$ 500		01-2-22-6010	3	PROSECUTING ATTORNEY	2,000	1,500	2,000	1,519
\$ -		01-2-22-6020		TOWN OF LUNENBURG BY-LAWS	6,000	6,000	6,000	10,880
				SALARIES & BENEFITS				
\$ -		01-2-22-9010	4	BY-LAW ENFORCEMENT OFFICER	6,000	6,000	4,000	3,143
				SUPPLIES & EXPENSE				
\$ (300)		01-2-22-9120	5	SUPPLIES	500	800	100	349
				TRANSFER TO CORRECTION SERVICES				
\$ 500		01-2-22-9200	6	PROVINCIAL CORRECTIONS FACILITIES	42,000	41,500	41,500	41,051
				SECTION TOTAL	56,500	55,800	53,600	56,942
				EMERGENCY MEASURES				
\$ 1,000		01-2-25-1100	7	EMERGENCY MANAGEMENT PLANNING	9,000	8,000	8,000	7,282
				SECTION TOTAL	9,000	8,000	8,000	7,282
				PROTECTIVE INSPECTIONS				
				BUILDING INSPECTION				
\$ -		01-2-29-2010		BUILDING INSPECTOR - CONTRACT	24,000	24,000	20,000	19,708
\$ -		01-2-29-2040		SUPPLIES	4,600	4,600	4,600	122
\$ -		01-2-29-2045		LIABILITY INSURANCE	400	400	400	340
\$ -		01-2-29-2050		LEGAL SERVICES	2,500	2,500	2,500	2,367
\$ -		01-2-29-2060		TRAVEL	-	-	-	-
\$ -		01-2-29-2080		ADVERTISING	100	100	-	-
					31,600	31,600	27,500	22,537
				FIRE INSPECTION				
\$ 500		01-2-29-2110		FIRE INSPECTOR - CONTRACT	7,500	7,000	7,000	7,892
\$ -		01-2-29-2130		WORKERS' COMPENSATION	200	200	200	159
\$ -		01-2-29-2140		SUPPLIES	1,500	1,500	1,500	833
\$ -		01-2-29-2145		LIABILITY INSURANCE	400	400	400	340
\$ -		01-2-29-2150		LEGAL SERVICES	500	500	500	438
\$ 200		01-2-29-2170		TRAINING & MEMBERSHIPS	1,200	1,000	1,100	3,435
\$ -		01-2-29-2180		ADVERTISING	100	100	-	-
					11,400	10,700	10,700	13,097
				ANIMAL AND PEST CONTROL				
\$ -		01-2-29-3100		STRAY ANIMALS	1,000	1,000	500	659
				OTHER				
\$ -		01-2-29-9100		UNSIGHTLY/DANGEROUS BUILDINGS	1,200	1,200	1,200	1,239
				SECTION TOTAL	2,200	2,200	1,700	1,898
				DEPARTMENT TOTAL	\$ 928,600	\$ 905,400	\$ 898,600	\$ 890,796
				Budget Increase	\$ 23,200			
					2.6%			

NOTES TO OTHER PROTECTIVE SERVICES BUDGET

1. #01-2-21-1000 RCMP Costs

The budgeted costs as per the Provincial Police Service Agreement for five (5) officers, contribution to four (4) advisory positions and our share of the centralized dispatch service are based on the 20-year Provincial Police Service Agreement contract beginning April 1, 2012.

2018/19	\$786,880
2019/20 (1.0% increase)	\$794,700
2020/21 (2.6% increase)	\$815,500

2. #01-2-21-1100 DNA Casework Analysis (RCMP)

The Province charges for DNA casework analysis. This is charged to all municipal units based on uniform assessment regardless of their actual use.

3. #01-2-22-6010 Prosecuting Attorney

Crown Prosecutor fees for Motor Vehicle Act and Liquor Control Act Summary Offence Ticket prosecutions.

4. #01-2-22-9010 By-Law Enforcement Officer

The contract with the Corps of Commissionaires to provide a By-law enforcement officer will continue in 2020/21. The budget is for approximately 12 hrs a week X 34 weeks (April 1 – Nov 30). There will be no enforcement in December to March.

5. #01-2-22-9120 Supplies

Estimate includes the purchase of parking tickets.

6. #01-2-22-9200 Provincial Corrections Facilities

The Town pays a mandatory contribution to the Province for correction facilities and services. This funding is based on 50% uniform assessment and 50% dwelling units.

2016/17	41,504
2017/18	41,429
2018/19	41,052
2019/20	41,500
2020/21	42,000 budget

7. #01-2-25-1100 Emergency Management Planning

Equipment, Supplies, Training, Conferences and Travel	\$ 870
TMR Airtime Package	380
Cell phones	200
EMO Coordinator honorarium	1,250
Regional Emergency Management Organization	<u>6,300</u>
	<u>\$9,000</u>

8. Revenue Sources

See the Town Revenue Section for fees relating to the above expenditures:

- o Court Fines (Acct #01-1-52-0200)
- o EMO Civic Addressing (Acct # 01-1-75-2500)
- o Building Permits (Acct # 01-1-51-7100)
- o Dog Licenses (Acct # 01-1-51-6100)

FIRE PROTECTION EXPENDITURE BUDGET							
	ACCOUNT #	Note #	DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUAL
			<u>ADMINISTRATION</u>				
\$ -	01-2-24-1100	1	FIRE PREVENTION & ADVERTISING	\$ 2,000	\$ 2,000	\$ 1,600	\$ 1,818
\$ -	01-2-24-1200	2	COUNCIL HONORARIUMS & STAFF MEETING PAY *	5,000	5,000	4,800	4,057
\$ -	01-2-24-1300	3	LIABILITY INSURANCE	9,600	9,600	9,600	9,275
\$ 600	01-2-24-1350	4	LEGAL SERVICES *	1,000	400	2,100	661
\$ -	01-2-24-1510	5	ASSOCIATION DUES - CHIEF & DEPUTY CHIEFS	800	800	800	530
\$ -	01-2-24-1520	6	CONVENTIONS - CHIEF	1,800	1,800	1,500	1,737
\$ 1,500	01-2-24-1620		EMPLOYMENT BENEFITS	5,000	3,500	3,500	-
\$ (2,100)	01-2-24-1640		TOWN PENSION/RRSP	-	2,100	-	-
\$ (2,800)	01-2-24-1650		MEDICAL PLAN	1,100	3,900	800	-
\$ -	01-2-24-1700	7	OFFICE SUPPLIES & IT SERVICES	1,500	1,500	1,700	1,676
			<u>FIRE FIGHTING FORCE</u>				
\$ 1,000	01-2-24-1400	8	WORKERS COMP. (Super, Substitutes & Standby)	1,500	500	1,000	-
\$ -	01-2-24-1420	8	WORKERS COMP. - FIREFIGHTERS	7,600	7,600	7,600	6,722
\$ 2,400	01-2-24-2010	9	SUPERINTENDENT	51,000	48,600	44,400	17,642
\$ 100	01-2-24-2015		CAR ALLOWANCE - SUPERINTENDENT	600	500	600	-
\$ -	01-2-24-2020	10	STORM STAND-BY	2,100	2,100	2,000	2,652
\$ 1,000	01-2-24-2030	11	HONORARIUMS - FIREFIGHTERS	50,400	49,400	49,400	48,290
			<u>WATER SUPPLY AND HYDRANTS</u>				
\$ 15,400	01-2-24-5100	12	FIRE PROTECTION RATES *	340,800	325,400	325,400	325,360
			<u>TRAINING</u>				
\$ -	01-2-24-6020	13	TRAINING	20,000	20,000	20,000	12,441
			<u>FIRE STATIONS & BUILDINGS</u>				
\$ -	01-2-24-3010	14	TELEPHONE LINE RENTAL - ALARM	1,900	1,900	1,700	1,462
\$ 200	01-2-24-7010	15	ANSWERING SERVICE	8,700	8,500	8,600	8,469
\$ 500	01-2-24-7020	16	TELEPHONE	5,000	4,500	5,000	4,508
\$ -	01-2-24-7025	17	DATA INFORMATION SYSTEMS	3,900	3,900	3,900	2,937
\$ -	01-2-24-7030	18	HEATING FUEL	19,000	19,000	18,300	17,940
\$ (200)	01-2-24-7040	19	INSURANCE - BUILDING	7,900	8,100	7,900	7,805
\$ -	01-2-24-7050	20	ELECTRICITY	15,000	15,000	13,000	13,028
\$ -	01-2-24-7060	21	WATER	2,300	2,300	2,100	2,152
\$ 1,000	01-2-24-7065	22	SEWER	8,700	7,700	7,300	8,178
\$ 100	01-2-24-7070	23	JANITOR SUPPLIES	2,000	1,900	1,900	2,295
\$ (8,500)	01-2-24-7080	24	REPAIRS TO BUILDING	10,000	18,500	11,100	12,036
			<u>FIRE FIGHTING EQUIPMENT</u>				
\$ (1,300)	01-2-24-7090	25	INTEREST ON CAPITAL LOAN *	8,800	10,100	10,700	10,905
\$ 5,000	01-2-24-8010	26	VEHICLE/EQUIP. MAINT. CONTRACT	13,600	8,600	7,600	6,562
\$ -	01-2-24-8020	27	GAS AND SUPPLIES	7,500	7,500	6,000	5,810
\$ -	01-2-24-8031	28	REPAIRS #1 2015	5,000	5,000	5,400	6,775
\$ -	01-2-24-8032	28	REPAIRS #2 '98 PUMPER/TANKER	4,000	4,000	400	6,848
\$ -	01-2-24-8033	28	REPAIRS #3 '10 PUMPER	3,500	3,500	5,200	4,241
\$ -	01-2-24-8034	28	REPAIRS #4 '02 HEAVY RESCUE	1,500	1,500	400	1,305
\$ (1,500)	01-2-24-8035	28	REPAIRS #5 '00 TANKER	500	2,000	900	2,260
\$ -	01-2-24-8036	28	REPAIRS #6 '02 TANKER	4,000	4,000	2,700	5,525
\$ -	01-2-24-8037	28	REPAIRS #7 '99 UTILITY	2,000	2,000	2,400	893
\$ -	01-2-24-8038	28	REPAIRS #8 BOAT & TRAILER	2,000	2,000	3,200	1,977
\$ 500	01-2-24-8040	29	INSURANCE ON TRUCKS/EQUIPMENT	9,400	8,900	9,400	8,576
\$ -	01-2-24-8050	30	HOSE, CLOTHING AND EQUIPMENT	16,700	16,700	16,700	26,567
\$ 10,000	01-2-24-8051	31	PPE - PERSONAL PROTECTIVE EQUIPMENT (TURNOUT GEAR)	12,000	2,000	-	11,012
\$ -	01-2-24-8060	32	GENERAL EQUIPMENT REPAIR	7,000	7,000	5,800	6,551
\$ -	01-2-24-8080	33	REPAIRS - RECHARGING EQUIPMENT	5,000	5,000	2,500	5,931
\$ -	01-2-24-8090	34	RADIO AND PAGING REPAIRS	1,000	1,000	600	230
			<u>OTHER</u>				
\$ 500	01-2-24-9040	35	MEDICAL EXPENSES	1,500	1,000	1,200	175
\$ -	01-2-24-9045	36	FIRE FIGHTER RECOGNITION DINNER	2,500	2,500	2,500	2,540
\$ -	01-2-24-9050	37	RENTAL - BLUE STORAGE BUILDING	600	600	600	600
			DEPARTMENT TOTAL	\$ 694,300	\$ 670,900	\$ 641,800	\$ 628,954
			Budget Increase	\$ 23,400			
				3.5%			
* Non-shareable expense							
	*Non-shareable expense						
			BUDGET REVENUE	2020/21	2019/20	2019/20	2018/19
			Dist 1&2 Cost Sharing				
			Dept Total	\$ 694,300	\$ 670,900	\$ 641,800	\$ 628,954
			Less: Honorariums & Meeting Pay	(5,000)	(5,000)	(4,800)	(4,057)
			Legal	(1,000)	(400)	(2,100)	(661)
			Fire Protection Rates	(340,800)	(325,400)	(325,400)	(325,360)
			Interest	(8,800)	(10,100)	(10,700)	(10,905)
				338,700	330,000	298,800	287,971
			Dist Share @ 50%	169,350	165,000	149,400	143,986
			Add: 6.5% Administration	11,008	10,725	9,711	9,359
				\$ 180,360	\$ 175,730	\$ 159,110	\$ 153,350

NOTES TO FIRE PROTECTION BUDGET

The Town and the Municipal District 1 & 2 have a cost-sharing agreement for the Lunenburg Fire Department. This 20-year agreement renewed in February of 2016 for an additional 5-year term. The agreement automatically renews every 5 years unless one party gives a 1 year termination notice. District 1 & 2 pays 50% of the operating budget of shareable expenditures only. In addition, District 1 & 2 pays a 6.5% administration charge based on shareable expenditures less any revenue received by the Town for billable fire expenditures. The 2020/21 budget revenue amount to be billed to District 1 & 2 for these shareable operating expenditures is \$180,360.

As per the cost-sharing agreement, each parties' interest in Capital expenditures is determined by mutual agreement at the time the Capital Budget is set.

1. #01-2-24-1100 Fire Protection & Advertising

Planned advertising includes:

Burning permits, by-laws, etc.	
Fire Prevention hand out materials for schools, day-care & nursery schools	\$1,200
Fire Prevention radio advertisements	\$ 500
Sign advertisements in the bowling alley	\$ 180
Sign advertisement in the curling rink	\$ 220
Sign advertisement in the arena	\$ 240

The Fire Department will reimburse any costs over \$2,000.

2. #01-2-24-1200 Council Honorarium & Staff Meeting Pay

Based on a portion of Council Honorariums and staff meeting attendance. This item is not cost shareable with Districts #1 & #2 Fire Commission.

3. #01-2-24-1300 Liability Insurance

Insurance costs are budgeted based on the estimated rates for the upcoming fiscal year.

4. #01-2-24-1350 Legal Services

This is for possible legal costs associated with the fire services.

5. #01-2-24-1510 Association Dues – Chief & Deputy Chiefs

- The cost of annual dues for the Fire Chief and Deputy Chiefs (2)
- Canadian Association of Fire Chiefs
- Canadian Volunteer Fire-fighter's Association
- Maritime Fire Chief's Association
- Fire Service Association of Nova Scotia
- Nova Scotia Fire Fighter's School
- Lunenburg Regional Fire & Emergency Services
- Canadian Fallen Fire-fighter's Foundation
- Public Fire Marshall Safety Council

In 2018/19 the Fire Department has requested that the Town cover the full amount of these costs, the budget has been prepared following this practise.

6. #01-2-24-1520 Conventions - Chief

Convention expenses for the Chief or other representative to attend the Fire Chief's Convention and the Fire Service Association of Nova Scotia Conference. The Fire Chief's Convention is being held in Halifax, NS in July 2020 and the Fire Services Association Conference will be held in Truro, NS in May 2020. The Chief has requested Council's consideration for his attendance at both conferences this fiscal year.

The Town has a \$1,200 limit per individual for convention expenditures annually. In fiscal 2017/18 Council agreed to increase the chief's convention expenditures to \$1,800 to offset his attendance at both conferences, the 2018/19 and 2019/20 budgets were held at that same amount, the 2020/21 is also budgeted to hold at the same amount. **Any expenditures over the \$1,800 will need to be covered by the Fire Department.**

7. #01-2-24-1700 Office Supplies & IT Services

This account includes copy paper and office supplies.

In prior years the Fire Department reimbursed any costs over \$1,500, however in fiscal 2019/20 the Fire Department has requested that the Town cover the full amount of these costs, the budget has been prepared on this basis.

8. #01-2-24-1400; #01-2-24-1420 Workers Compensation

2020 Workers Compensation rates:	
Superintendent, Substitutes & Stand-by	\$2.28/\$100
Volunteer Fire Fighters	\$0.56/\$100

Based on \$25,000/annum per member for 50 members as approved by the Protective Services Committee. Actual WCB claims are based on income from all sources.

9. #01-2-24-2010 Superintendent, Contracted Superintendent & Substitutes

The budget includes salary and benefits for the full-time Fire Hall Superintendent for the full fiscal year.

Substitutes are to be paid at the following rates:

\$13.00/hour (was minimum wage, \$12.55/hour as of April 1, 2020)

- Delivery and pick-up of vehicles
- Attendant role at the Fire Department for deliveries, maintenance and other services
- Cleaning

\$18.00/hour (was \$15/hour)

- Repair and maintenance of trucks and equipment

\$20.00/hour (no change)

- Repair and maintenance of trucks by Licensed Automotive Service Technician

10. #01-2-24-2020 Storm Stand-by

Also included is an amount for Standby Crews for storms. This labour is paid at minimum wage rate of \$12.55 per hour, effective April 1, 2020.

11. #01-2-24-2030 Honorariums - Firefighters

The Honorariums have been budgeted at \$50,400 distributed as follows:

Fire Department:	\$45,703	(\$43,824 + HST = \$50,398) CPI increase 2.2%
Fire Chief:	4,736	(\$4,541 + HST = \$5,222) CPI increase 2.2%
	<u>\$50,439</u>	

The Fire Department Honorariums are distributed among the members at the discretion of the Department.

12. #01-2-24-5100 Fire Protection Rates

The water rate is \$340,800 as approved by the NSURB on June 21, 2016. This item is not cost shareable with Municipal Districts #1 and #2 Fire Commission as per the written agreement we have with them.

13. #01-2-24-6020 Training

The Town and Districts will cost share \$20,000 for training costs in 2020/21. The Fire Department Training Officer sets up training courses and sends information to Superintendent (FT or Contracted) to do up purchase orders for payment through this budget item. The Fire Department may change courses as required to train firefighters. *The Fire Department will reimburse any cost over \$20,000.*

Course may include the following:

Level I Fire Fighter Course (per member)	\$ 2,500
Officer Training Tactics	1,000
FDIC (per member)	400
D/C Chief Conference*	1,400
Thermal Imaging Camera	1,000
Rapid Intervention Team	1,000
Medical First Responders (per member)	300
Vehicle Extrication	1,000
Ice Rescue	1,000
First Aid/CPR (per member)	50
Aerial Operations	1,000
EHS Symposium (per member)	100
Safety Officer	1,000
South Shore Mutual Aid (per member)	20
Books/Videos	500
Mobile Burn Unit (per member)	300
Fall Arrest (per member)	50
Sim-U-Share Program	600
Class 3/Air Brake (per member)	100
Exercise Equipment	1,000
Small Vessel Operator Proficiency (per member)	1,000
Miscellaneous (new courses)	2,000

*The Town has a \$1,200 limit per individual for convention expenditures annually

14. #01-2-24-3010 Telephone Line

Estimate based on 2019/20 actuals. This includes the paging system at Lunenburg Academy (634-9405) and alarm security line.

15. #01-2-24-7010 Answering Service

Estimate based on the following, dispatch services contracted with Scotia Business (\$620/month), monitoring charges (\$35/month), and line charges (\$73/month).

16. #01-2-24-7020 Telephone

Includes 634-8343 (office), 634-4145 (fax), 634-4112 (club room), three cellular phones for in the trucks, cell phone for Superintendent, circuit line and TMR radio.

17. #01-2-24-7025 Data Information

Radio & Repeater License	\$2,200
Computer Maintenance	700
I am Responding (previously Fire Q) License	1,000
	<u>\$3,900</u>

18. #01-2-24-7030 Fuel

Fuel estimate based on average actual usage at projected pricing. The furnace was upgraded in fiscal 2015/16.

19. #01-2-24-7040 Insurance - Building

Budget based on 2020/21 estimated rates.

20. #01-2-24-7050 Electricity

Based on current consumption rates and prior year usage.

21. #01-2-24-7060 Water

Estimate based on current water consumption and approved rates.

22. #01-2-24-7065 Sewer

Budgeted at 2019/20 approved rate of 41.20¢ per \$100 assessment, based on an assessment of \$2,097,200 (AAN 08204233).

23. #01-2-24-7070 Janitor Supplies

Covers the cost for cleaning products and supplies.

24. #01-2-24-7080 Repairs to Building

Building system tests and inspections	\$2,000
Building system repair and maintenance	3,000
Miscellaneous repairs and maintenance *	5,000
	<u>\$10,000</u>

*Includes items such as paint, floor repair, door service, grease traps, etc.

25. #01-2-74-7090 Interest on Capital Loan

Interest estimates on capital loans are as follows:

Project	Year	Loan Amount	2020/21 Interest
Pumper Fire Truck	2011/12	\$175,000	\$1,573
Aerial Ladder Truck	2015/16	\$448,887	\$7,156

26. #01-2-24-8010 Vehicle/Equipment Maintenance Contracts

Vehicle pump maintenance contract	\$ 2,200
Breathing apparatus contract	2,100
Cascade compressor contract	2,300
Lifepak (AED) maintenance contract	1,400
Ladder Truck Inspection	5,000
Hurst jaws & cutters maintenance contract	600
	<u>\$13,600</u>

27. #01-2-24-8020 Gas and Supplies

Based on actual and projected litres consumed at projected pricing. This budget amount also includes the oil, grease, filter and fluids to do two in-house services of each vehicle yearly and materials to do monthly service on Ladder Truck in-house.

28. #01-2-24-8031-#2-24-8038 Repairs to Trucks

These accounts are budgeted separately for each vehicle as well as a general equipment repair account. Budgeted costs for each vehicle are estimated based on vehicle age and actual repair costs.

Includes in-house labour when working on vehicles at \$18/\$20 per hour as per note 9.

29. #01-2-24-8040 Insurance on Trucks/Equipment

Budget based on estimated 2020/21 rates.

30. #01-2-24-8050 Hose, Clothing and Equipment

As required by the Fire Department, any amount over \$16,700 will be covered by the Fire Department.

31. #01-2-24-8051 PPE – Personal Protective Equipment (Turnout Gear)

Firefighter turnout gear (bunker pants & coat, gloves, helmet, boot, etc.) are all to be replaced every 10 years or when it does not pass NFPA 1953 test (done by Atlantic Bunker Gear). The 10

year replacement is only done for Interior Fighting Force (Level 1 Breathing Apparatus Personal), Exterior Firefighters keep the same gear until it does not pass NFPA testing.

In fiscal 2017/18 a reserve fund was established to offset future turnout gear replacement.. As the turnout gear was replaced in 2019/20 this reserve transfers will be continued over the next 10 years until the bunker gear requires replacement again.

32. #01-2-24-8060 General Equipment Repair

Budget reflects requirements to clean bunker gear, gloves and other equipment after major fires as per Occupational Health and Safety standards. Also includes portable pumps, saws, rescue tools and other equipment related to fire-fighting.

Clean, Inspect, Service and Repair Firefighter Personal Protective Equipment	\$4,000
General maintenance contract (in-house)	200
Repair and service small firefighting equipment (in-house)	2,500
BA Mask fit testing (in-house)	200
Misc. equipment repair	100
	<u>\$7,000</u>

33. #01-2-24-8080 Repairs - Recharging Equipment

The Department will do hydrostatic testing, repair and refill air bottles, fire extinguishers and medical oxygen bottles as required. Estimate based on actual cost.

Every five years the cascade air bottles and breathing bottles require hydro-testing and inspection which was included in the 2018/19 budget.

34. #01-2-24-8090 Radio & Paging Repairs

To repair radio and pager equipment as required. The Pagers & Radios were replaced in fiscal 2016/17.

35. #01-2-24-9040 Medical and Other Expenses

Hepatitis "B" shots, medicals and other miscellaneous expenses as required.

36. #01-2-24-9045 Firefighter Recognition Dinner

Annual banquet meal for Firefighters.

37. #01-2-24-9050 Rental - Blue Storage Building

Included in this budget is the Fire Department's rental cost for the portion of space used at the Blue Storage building.

It is noted that the rental revenue for rentals the Town oversees at the Fire Hall are placed in an Equipment Reserve Fund. The revenue received for LDFD organized rentals are retained by LDFD for their use.

TRANSPORTATION SERVICES EXPENDITURE BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
COMMON SERVICES							
<u>ADMINISTRATION</u>							
2,000	01-2-31-1002	1	ACCESSIBILITY PLAN DEVELOPMENT	\$ 2,000	\$ -	\$ -	\$ -
-	01-2-31-1005		MEETING PAY - TRANSPORTATION SERVICES	900	900	500	1,080
-	01-2-31-1010	1.1	SALARY - ENGINEER	18,700	18,700	18,700	19,303
600	01-2-31-1011	1.2	FACILITY SUPERINTENDENT (salary & benefits)	15,200	14,600	14,600	4,251
300	01-2-31-1015		CAR ALLOWANCE - ENGINEER/SUPER.	900	600	800	277
300	01-2-31-1020	2	TELEPHONE & INTERNET	3,500	3,200	3,500	3,123
-	01-2-31-1030	3	SUPPLIES & COMPUTER - ENGINEER	2,000	2,000	1,400	1,284
-	01-2-31-1040	4	ADVERTISING	1,000	1,000	800	-
-	01-2-31-1050	5	SURVEY/APPRAISALS	1,000	1,000	-	-
-	01-2-31-1300	6	LIABILITY INSURANCE	6,400	6,400	6,700	6,168
3,000	01-2-31-1350	7	LEGAL SERVICES	15,000	12,000	11,000	33,477
1,000	01-2-31-1520	8	TRAVEL/SEMINARS - ENGINEER/WORK FORCE	5,000	4,000	4,100	3,069
3,400	01-2-31-1400	9	WORKERS COMPENSATION	10,700	7,300	7,300	10,152
6,200	01-2-31-1620	9	EMPLOYMENT BENEFITS: CPP/EI	34,500	28,300	28,300	27,578
4,200	01-2-31-1640		TOWN PENSION/RRSP	27,600	23,400	23,400	27,240
6,600	01-2-31-1650	9	MEDICAL PLAN	32,400	25,800	25,800	25,511
2,300	01-2-31-1660	9	OTHER BENEFITS	15,600	13,300	13,300	21,380
-			<u>GENERAL EQUIPMENT</u>				
-	01-2-31-3030		REPAIR TO MISCELLANEOUS EQUIPMENT	2,000	2,000	3,700	268
-	01-2-31-3040	10	REPAIRS - TRACKLESS	3,000	3,000	7,300	5,528
(8,000)	01-2-31-3041	10	REPAIRS - 1993 GMC TOPKICK	-	8,000	7,500	13,979
3,000	01-2-31-3047	10	REPAIRS - 2019 HV607 INTERNATIONAL	3,000	-	-	-
-	01-2-31-3042	10	REPAIRS - 2002 GMC TOPKICK	12,000	12,000	18,700	10,713
-	01-2-31-3043	10	REPAIRS - 2009 INTERNATIONAL	14,000	14,000	8,500	28,709
(3,000)	01-2-31-3044	10	REPAIRS - 2002 F150 1/2 TON	-	3,000	6,500	1,436
2,500	01-2-31-3048	10	REPAIRS - REPLACEMENT FOR 2002 F150	2,500	-	-	-
-	01-2-31-3046	10	REPAIRS - 2011 F250 3/4 TON	2,500	2,500	2,200	626
1,000	01-2-31-3050	11	REPAIRS - HOUGH/PAYLOADER	4,000	3,000	6,300	10,125
1,000	01-2-31-3060	12	REPAIRS - BACKHOE	4,000	3,000	5,000	5,672
500	01-2-31-3061	13	REPAIRS -2019 ASPHALT ROLLER	500	-	-	-
-	01-2-31-3070	14	INSURANCE ON EQUIPMENT	7,000	7,000	7,300	6,720
-	01-2-31-3080	15	TIRES, CHAINS, ETC.	6,000	6,000	3,900	3,567
-	01-2-31-3090	16	GAS, OIL, ANTIFREEZE, ETC.	40,000	40,000	40,000	37,119
-			<u>SMALL TOOLS AND EQUIPMENT</u>				
-	01-2-31-4100	17	TWO-WAY RADIO SYSTEM	1,000	1,000	-	1,387
-	01-2-31-4110	18	SMALL TOOLS & EQUIPMENT	2,500	2,500	3,200	3,504
-			<u>WORKSHOPS, YARDS & OTHER BLDGS.</u>				
-	01-2-31-5010		RENTAL OF ARMOURIES	1,200	1,200	1,200	1,200
(1,500)	01-2-31-5031	19	VRB - REPAIRS & MAINTENANCE	3,000	4,500	3,000	551
-	01-2-31-5032	19	VRB - LEGAL	200	200	100	183
-	01-2-31-5033	19	VRB - INSURANCE	2,300	2,300	2,200	2,160
-	01-2-31-5034	19	VRB - SEWER	500	500	500	529
(300)	01-2-31-5035	19	VRB - ELECTRIC	2,200	2,500	1,800	1,827
-	01-2-31-5036	19	VRB - WATER	500	500	500	510
-	01-2-31-5037	19	VRB - SECURITY/PHONE	1,500	1,500	1,400	1,321
				307,800	282,700	291,000	321,527

TRANSPORTATION SERVICES EXPENDITURE BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
-			<u>ROADS AND STREETS</u>				
6,700	01-2-32-3110	20	SALARY - SUPERINTENDENT	38,500	31,800	32,500	32,361
10,000	01-2-32-3120	21	LABOUR - PUBLIC WORKS	220,000	210,000	210,000	191,928
-			STREET REPAIRS - HURRICANE DORIAN	-	-	23,700	-
-	01-2-32-3210	22	GRAVEL & STONE	5,000	5,000	5,000	6,862
-	01-2-32-3220		COLAS (ASPHALT TACK COAT)	1,000	1,000	1,000	1,532
-	01-2-32-3250	23	TREE MAINTENANCE	10,000	10,000	13,900	14,186
700	01-2-32-3270		CLOTHING	3,200	2,500	2,500	1,064
-	01-2-32-3280	24	INFRASTRUCTURE SUPPLIES	15,000	15,000	15,000	19,294
-	01-2-32-3610	25	LABOUR - STREET CLEANING AND LEAVES	22,000	22,000	15,000	20,091
-	01-2-32-3620	25	SUPPLIES - STREET CLEANING	1,200	1,200	-	580
1,000	01-2-32-3700	26	LABOUR - SNOW & ICE CONTROL	54,500	53,500	53,500	41,904
-	01-2-32-3710	27	EQUIP RENTAL/CONTRACTED SNOW REMOVAL	500	500	300	233
-	01-2-32-3720	28	SALT (INC TRANSPORTATION)/SAND	83,000	83,000	83,000	101,187
-	01-2-32-3240	29	ASPHALT FOR PATCHING	50,000	50,000	27,000	50,836
-	01-2-32-3300	30	SIDEWALK REPAIRS (LABOUR & MATERIALS)	22,000	22,000	15,000	21,220
-	01-2-32-3950	31	CRACK SEALING STREETS	10,000	10,000	-	9,602
-			<u>INTEREST ON LOANS</u>				
3,400	01-2-32-3970	32	INTEREST ON CAPITAL LOAN - ROADS/STREETS	24,000	20,600	20,600	18,930
(200)	01-2-32-7050	32	INTEREST ON CAPITAL LOAN-PARKING METERS	200	400	400	127
-			<u>STREET & HIGHWAY LIGHTING</u>				
1,700	01-2-32-5100	33	STREET LIGHTING	112,200	110,500	110,500	107,525
-			<u>TRAFFIC SERVICES</u>				
-	01-2-32-6030	34	PAINT STREET LINES (CONTRACTOR)	7,000	7,000	7,000	6,153
-	01-2-32-6035	34	LINE PAINTING (PW - LABOUR & MATERIALS)	6,800	6,800	3,900	6,546
-	01-2-32-6060	34	TRAFFIC SIGNS & POSTS	3,500	3,500	3,500	1,412
-			<u>PARKING</u>				
-	01-2-32-7015	35	LABOUR - COLLECTION	3,500	3,500	3,500	3,832
1,000	01-2-32-7016	35	LABOUR - ADMIN/COIN ROLLING	4,000	3,000	4,000	7,849
4,000	01-2-32-7020	36	PARKING METER SUPPLIES (INCL REPAIRS)	20,000	16,000	17,000	12,915
-	01-2-32-7030		PARKING LOT LIGHT	400	400	400	243
-	01-2-32-7040		ADVERTISING - PARKING REG.	400	400	-	7
-			<u>PUBLIC TRANSIT</u>				
-	01-2-35-0010	37	JOINT TRANSIT	-	-	-	-
				717,900	689,600	668,200	678,419
			DEPARTMENT TOTAL	\$ 1,025,700	\$ 972,300	\$ 959,200	\$ 999,946
			Budget Increase	\$ 53,400			
				5.5%			

NOTES TO TRANSPORTATION SERVICES BUDGET

1. #01-2-31-1002 Accessibility Plan Development

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which will be developing an Accessibility Plan over the 2020/2021 Fiscal Year. The total cost of the Plan is \$32,410 which will be cost shared based on Uniform Assessment. The resulting cost to the Town of Lunenburg is \$1,628 plus Meeting expenses are estimated to be \$6,000 over the 2020/2021 Fiscal Year. This cost will be shared evenly by General Government, Transportation and Recreation and Cultural Services. The Heritage Manager is the Town of Lunenburg's staff representative on this committee.

1.1 #01-2-31-1010 Town Engineer

Approximately 20% of the Town Engineer's salary is charged to the Transportation, 50% Water Utility and approximately 30% appears under Environmental Health Services (Sewer).

1.2 #01-2-31-1011 Facility Superintendent

Approximately 20% of the proposed Facility Superintendent's salary is budgeted in the Transportation department based on projected time allocations.

2. #01-2-31-1020 Telephone and Internet

The Public Works Department has two lines for 634-8992 and an internet line. 50% of the cost is charged to the Water Utility.

3. #01-2-31-1030 Engineer Supplies and Computer

Includes: APENS Dues @ \$250
 Transportation Association @ \$200
 Drafting Supplies
 Office Supplies
 Computer Repairs & Maintenance

4. #01-2-31-1040 Advertising

Includes advertising costs re: obtaining quotes/tenders.

5. #01-2-31-1050 Surveys/Appraisal

Includes street surveys and appraisal fees for easements and sale of land.

6. #01-2-31-1300 Liability Insurance

Insurance costs are budgeted at 2019/20 estimated rates.

7. #01-2-31-1350 Legal Services

Includes legal costs associated with property transactions, street surveys and various departmental issues.

8. #01-2-31-1520 Travel/Seminars - Engineer/Workforce

Public Works Seminars	\$ 600
Safety Training	4,400
	<u>\$5,000</u>

9. #01-2-31-1400 to #01-2-31-1660

These costs reflect the following rates for 2020:

Workers Compensation -----	\$2.28/\$100
EI -----	1.58%
CPP -----	5.25%
Medical Plan -----	Rates effective January 2020.
Other Benefits -----	Includes Holiday Gifts, EAP fees and an accrual for retirement benefits per the Town's Personnel Policy and CUPE contract.

The total cost less recoveries for benefits from Water Utility are listed in these accounts for Public Works employee benefits.

10. #01-2-31-3040 – 3048 Repairs to Trucks and Sidewalk Plow
To cover cost of vehicle repairs for the trackless sidewalk plow, 2019 International, 2002 GMC truck, 2009 International, 2002 Ford ½ ton replacement, 2011 Ford ¾ ton trucks. These accounts include in-house labour allocations.
11. #01-2-31-3050 Hough/Payloader
Estimate for required maintenance.
12. #01-2-31-3060 Repairs to Backhoe
Backhoe purchased in 2017. Estimate for required maintenance.
13. #01-2-31-3061 Repairs to Asphalt Roller
Asphalt Roller purchased in 2019. Estimate for required maintenance.
14. #01-2-31-3070 Insurance on Equipment
Insurance costs are budgeted at 2019/20 estimated rates.
15. #01-2-31-3080 Tires, Chains, Etc.
Estimate for new tires as required for 3 dump trucks, 1 half-ton truck, 1 three-quarter ton truck, backhoe, trackless and loader.
16. #01-2-31-3090 Gas, Oil, Antifreeze, etc.
Budget estimate at 2019/20 consumption plus estimated fuel pricing.
17. #01-2-31-4100 Two-way Radio System
Radios are now being used instead of cell phones. Budget for repairs and maintenance costs.
18. #01-2-31-4110 Tools/Equipment under \$2,500
Includes funding to purchase tools and equipment to be utilized by the department.
19. #01-2-31-5031 -#01-2-31-5037 Victoria Road Building-Repairs and Maintenance
This building is used by the Town for a carpentry shop and storage. Costs include insurance, electricity, security line and maintenance.

Rent is charged to the Water Utility, Electric Utility, Fire Department, Navy League and Recreation Department for use of this building.
20. #01-2-32-3110 Salary - Superintendent
Approximately 40% of the Superintendent's salary is charged to the Water Utility and 10% of the Superintendent's salary appears under Environmental Health Services (Sewer).
21. #01-2-32-3120 Labour
The labour for the Public Works department is divided among several budget categories depending on actual jobs assigned.
22. #01-2-32-3210 Gravel & Stone
The gravel is used for shouldering and as a base for pavement.
23. #01-2-32-3250 Tree Maintenance
Included in this budget is \$10,000 for tree trimming in 2020/21.
24. #01-2-32-3280 Infrastructure Supplies
Includes small items such as material, paint, supplies, oxygen and acetylene for welder.

25. #01-2-32-3610/3620 Street Cleaning & Supplies

Public Works labour estimate for sweeping and clearing streets of debris, leaf pick-up, supplies (sweeper brushes) and advertising for leaf clean up.

26. #01-2-32-3700 Labour - Snow & Ice Control

Category established to keep track of Public Works costs in relation to snow plowing and removal, as well as ice salting/sanding. Budgeted to reflect estimated allocated costs plus wage increase adjustments.

27. #01-2-32-3710 Equipment Rental/Contracted Snow Removal

Estimate for equipment rentals and contracted snow removal when required.

28. #01-2-32-3720 Salt/Sand

Based on a 7 year average and adjusted for increased number of winter storms. If there are unexpended budget monies in this account at year end a reserve transfer may be considered. There is currently a \$46,500 salt reserve on hand.

29. #01-2-32-3240 Asphalt for Patching

Estimate based on 3 year average tonnes required and projected amounts required at current prices.

30. #01-2-32-3300 Renewal of Sidewalks

Estimate based on required need. Many sidewalks need upgrading or replacement.

31. #01-2-32-3950 Street Crack Sealing

There are many Town streets that are in need of crack sealing. This will reduce the amount of asphalt patching required to extend the life of the existing pavement.

32. #01-2-32-3970 Interest on Capital Loans

	Interest
Temporary Borrowings	\$4,500
Sidewalks: Cornwallis St, Montague St	351
Hebb Street Paving	608
Chipseal Schwartz St, Green St shouldering, Blue Building Roof	1,052
Paving Creighton Street, Mason's Beach Road	5,131
Paving Victoria Road	1,279
Paving Wolff Ave/Starr Street	1,536
Pave Hebb & Hopson Street	950
Street upgrades 2016/17	4,117
Backhoe	1,728
Trackless Plow	<u>2,653</u>
Total	\$23,905

33. #01-2-32-5100 Street Lighting

Estimate based on 2019/20 actual consumption and current rates.

34. #01-2-32-6030 – 6060 Paint Street Lines, Traffic Signs and Posts

Estimate for painting lines, installing signs and posts.

35. #01-2-32-7015/7016 Parking Meter Labour

The cost of a public works employee to collect parking meter coin and repair meters. As well, administrative wages associated with rolling and depositing coinage and collection of outstanding parking tickets.

36. #01-2-32-7020 Parking Meter Supplies

Amount included is for replacement parts and batteries for approximately 240 meters. Supplies include coin wrappers and tickets.

Parking Meter Revenue and Expenses (Budget 2020/21) – notice of motion of revised rates at the June 11, 2019 Council meeting

<u>Revenue</u>	
Parking Meters	\$ 185,000
Parking Fines	6,500
	<u>\$ 191,500</u>
<u>Expenses</u>	
Public Works labour for coin collection	3,500
Administrative labour	4,000
Repairs, maintenance & supplies	20,000
Advertising	400
Interest on capital loan	200
	<u>\$ 28,100</u>
Net revenue	<u><u>\$ 163,400</u></u>
By-Law Enforcement costs	<u>\$ 6,000</u>
(See: Other Protective Services Budget)	

37. #01-2-35-0010 Joint Transit

No amount included in the 2020/21 budget for this item.

ENVIRONMENTAL HEALTH SERVICES EXPENDITURE BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
SEWAGE COLLECTION AND DISPOSAL							
\$ 3,600	01-2-42-2010	2	ENGINEER & SUPERINTENDENT	\$ 39,300	\$ 35,700	\$ 35,700	\$ 34,806
\$ 100	01-2-42-2011	2.1	FACILITY SUPERINTENDENT (salary & benefits)	4,500	4,400	4,400	10,682
\$ 4,100	01-2-42-2020	3	LABOUR - PUBLIC WORKS	22,000	17,900	22,000	23,781
\$ -	01-2-42-2023	4	HONORARIUMS/STAFF MEETING PAY	2,700	2,700	2,700	2,315
\$ 1,100	01-2-42-2025	5	FRINGE BENEFITS	10,000	8,900	8,900	9,184
\$ -	01-2-42-2027	6	PW STAFF TRAINING AND TRAVEL	2,000	2,000	500	-
\$ 4,000	01-2-42-2030	7	MATERIALS AND SUPPLIES	16,000	12,000	20,700	33,079
\$ 20,000	01-2-42-2031	7.1	CATCH BASIN CLEANING	40,000	20,000	20,800	12,600
\$ 1,000	01-2-42-2035		COMPUTER MAINTENANCE	3,000	2,000	4,000	1,415
\$ 35,000	01-2-42-2040		LEGAL COSTS	50,000	15,000	15,000	13,334
\$ -			<u>SEWAGE LIFT STATION</u>				
\$ -	01-2-42-3010	8	ELECTRICITY	49,200	49,200	45,000	44,019
\$ 10,000	01-2-42-3020	9	MAINTENANCE (MATERIALS & LABOUR)	25,000	15,000	25,000	28,648
\$ 5,000	01-2-42-3021	9.1	LIFT STATION CLEANING	25,000	20,000	25,000	9,811
\$ 100	01-2-42-3030		INSURANCE - PUMPING STATIONS	3,400	3,300	3,400	3,210
\$ 3,500	01-2-42-3031	9.2	REPAIRS/MAINTENANCE-2005 Chev 1/2 ton	3,500	-	-	-
\$ -		10	<u>SEWAGE TREATMENT PLANT</u>				
\$ 9,000	01-2-42-4010	11	SALARY - TREATMENT PLANT	102,000	93,000	93,000	93,483
\$ 30,000	01-2-42-4025	11.1	PROCESS ENGINEERING SUPPORT FOR WWTP	30,000	-	-	-
\$ 500	01-2-42-4020	12	EMPLOYEE BENEFITS - TREATMENT PLANT	22,000	21,500	21,500	21,044
\$ -	01-2-42-4035	13	TRAINING, TRAVEL AND MEMBERSHIPS	6,000	6,000	3,000	1,030
\$ -	01-2-42-4040		OFFICE SUPPLIES	300	300	300	298
\$ -	01-2-42-4050	15	CLOTHING	1,500	1,500	1,000	990
\$ -	01-2-42-4060	16	JANITOR CONTRACT/SUPPLIES	2,000	2,000	1,700	1,587
\$ 1,000	01-2-42-4100	17	PUBLIC WORKS DEPT. - LABOR	2,000	1,000	1,700	3,415
\$ 5,000	01-2-42-4110	18	ELECTRICITY	222,000	217,000	215,000	208,054
\$ 500	01-2-42-4120		TELEPHONE/INTERNET/CELL PHONE/MODEM	4,500	4,000	4,500	3,702
\$ 11,000	01-2-42-4130	18.1	WATER	20,000	9,000	22,000	6,941
\$ 2,000	01-2-42-4150		BUILDING/YARD MAINTENANCE	5,000	3,000	6,200	2,233
\$ 2,200	01-2-42-4160		INSURANCE	15,100	12,900	15,100	12,511
\$ 3,000	01-2-42-4200	19	LABORATORY EQUIP, TESTING & SUPPLIES (included \$15,000 for Harbour Testing in fiscal 18-19)	15,000	12,000	13,000	31,263
\$ -	01-2-42-4201		ENVIRONMENTAL ASSESSMENTS	5,000	5,000	-	-
\$ 2,000	01-2-42-4210	19.1	CHEMICALS	32,000	30,000	30,000	30,528
\$ -	01-2-42-4220	20	SLUDGE DISPOSAL -TRUCKING FEES	25,000	25,000	22,000	13,120
\$ 10,000	01-2-42-4225	21	SLUDGE DISPOSAL - LAGOON/COMPOST FEES	60,000	50,000	57,000	47,969
\$ -	01-2-42-4240	22	UV LAMP/PROBE REPLACEMENT	4,000	4,000	4,000	2,862
\$ -	01-2-42-4250		SMALL TOOLS & EQUIPMENT	1,000	1,000	1,000	764
\$ 10,000	01-2-42-4260		EQUIPMENT MAINTENANCE	55,000	45,000	50,000	57,719
\$ (1,500)	01-2-42-4300	23	SMALL CAPITAL EQUIPMENT	10,000	11,500	11,500	10,313
\$ 11,500	01-2-42-4302	23.1	BIOFILTER MEDIA REVERSE	11,500	-	-	-
\$ -			PLANT REPAIRS - HURRICANE DORIAN	-	-	150,700	-
\$ -			INSURANCE RECOVERY			(100,700)	-
\$ -			<u>INTEREST ON SEWER LOANS</u>				
\$ (400)	01-2-42-4170	24	INTEREST ON CAPITAL LOAN	27,000	27,400	27,400	15,523
				973,500	790,200	884,000	792,233
GARBAGE & WASTE COLLECTION AND DISPOSAL							
\$ -			<u>ADMINISTRATION</u>				
\$ 100	01-2-43-1100	25	HONORARIUMS	1,200	1,100	1,100	1,041
\$ -	01-2-43-1120	26	ADVERTISING/CALENDAR	1,000	1,000	1,000	859
\$ -	01-2-43-1200		LEGAL SERVICES	2,000	2,000	10,000	2,263
\$ -			<u>GARBAGE AND WASTE COLLECTION</u>				
\$ (16,300)	01-2-43-2010	27	CONTRACT	212,000	228,300	228,300	225,739
\$ (2,000)	01-2-43-2020		LABOUR - PUBLIC WORKS	5,000	7,000	2,000	2,233
\$ -	01-2-43-2025	28	GARBAGE COLLECTION SUPPLIES	1,500	1,500	1,000	798
\$ -	01-2-43-2030	29	PUBLIC EDUCATION/OTHER	500	500	200	-
\$ -			<u>INTEREST ON WASTE DISPOSAL LOANS</u>				
\$ -	01-2-43-2050	30	INTEREST ON CAPITAL LOAN	-	-		-
\$ -			<u>RECYCLING AND OTHER GARBAGE DISPOSAL COSTS</u>				
\$ -	01-2-43-5010	31	RECYCLING, COMPOST AND WASTE DISPOSAL	155,000	155,000	155,000	142,426
\$ -	01-2-43-5025	32	LANDFILL SITE & WELL MONITORING	5,300	5,300	5,300	23,567
\$ 100	01-2-43-5030	33	REGION 6 MUNICIPAL CONTRIBUTION	2,000	1,900	1,900	2,056
				385,500	403,600	405,800	400,982
			DEPARTMENT TOTAL	\$ 1,359,000	\$ 1,193,800	\$ 1,289,800	\$ 1,193,215
			Budget Increase	\$ 165,200			
				13.8%			

NOTES TO ENVIRONMENTAL HEALTH SERVICES BUDGET

1. Sewer Annual Charges

PROPOSED RATES FOR 2020/21 WITH \$50,000 RESERVE TRANSFER			
Classification	2020/21 Proposed Rate	2019/20 Approved Rate	Proposed Yearly Increase
Dwelling Unit	\$494.60	\$374.60	\$120.00
Commercial Rate	47.26¢/100 of Assessment	41.20¢/100 of Assessment	14.70%
Churches - quarterly	\$290.49	\$220.07	\$281.69

Sewer Revenue Contribution Comparison		
	<u>2019/20</u>	<u>2020/21</u>
Residential	57.0%	60.0%
Commercial	42.4%	39.4%
Churches	0.6%	0.6%

PROPOSED RATES FOR 2020/21 WITH \$75,000 RESERVE TRANSFER			
Classification	2020/21 Proposed Rate	2019/20 Approved Rate	Proposed Yearly Increase
Dwelling Unit	\$513.20	\$374.60	\$138.60
Commercial Rate	47.26¢/100 of Assessment	41.20¢/100 of Assessment	14.70%
Churches - quarterly	\$301.50	\$220.07	\$325.70

Sewer Revenue Contribution Comparison		
	<u>2019/20</u>	<u>2020/21</u>
Residential	57.0%	60.9%
Commercial	42.4%	38.5%
Churches	0.6%	0.6%

PROPOSED RATES FOR 2020/21 WITH \$100,000 RESERVE TRANSFER			
Classification	2020/21 Proposed Rate	2019/20 Approved Rate	Proposed Yearly Increase
Dwelling Unit	\$531.90	\$374.60	\$157.30
Commercial Rate	47.26¢/100 of Assessment	41.20¢/100 of Assessment	14.70%
Churches - quarterly	\$312.50	\$220.07	\$369.72

Sewer Revenue Contribution Comparison		
	<u>2019/20</u>	<u>2020/21</u>
Residential	57.0%	61.8%
Commercial	42.4%	37.6%
Churches	0.6%	0.6%

High Liner sewer rates are set by a negotiated contract which last expired Nov. 30, 2018. This amount is shown under the General Revenue section of the Town. These revenues are used to offset sewer operating costs, debt principal payment and sewer reserve transfers for future capital projects.

2020/21 Sewer Costs & Funding

Collection & Disposal Estimate	\$973,500
Debt Repayment – Principal (see: Fiscal Services)	81,300
Reserve Transfer (future Capital)	<u>50,000</u>
Total Costs	<u>\$1,104,800</u>

Funding (Based on proposed 2020/21 rates and 2020 assessments)

Sewer Rates	<u>\$1,104,800</u>
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2. #01-2-42-2010 Engineering and Superintendence

This represents 30% of the Town Engineer’s salary and 10% of the Superintendent’s salary.

2.1. #01-2-42-2011 Facility Superintendent

Approximately 20% of the proposed Facility Superintendent’s salary is budgeted in Environmental Health based on projected time allocations.

3. #01-2-42-2020 Labour

Based on estimated sewer repairs including annual cleaning of catch basins and actual costs.

4. #01-2-42-2023 Honorariums/Staff Meeting Pay

Council Honorariums	\$2,600
Staff Meeting Pay	\$100

5. #01-2-42-2025 Fringe Benefits

7.2% of Public Works benefits (Engineer and Superintendent included). Includes CPP, EI, Workers Compensation, Pension and Medical.

6. #01-2-42-2027 Staff Training and Travel

This budget is for waste water collection and treatment courses.

7. #01-2-42-2030 Materials and Supplies

This includes materials used for maintenance of sanitary and storm sewers, as well as video inspection and cleaning of sewer lines and cleaning of catch basins.

7.1 #01-2-42-2031 Catch Basin Cleaning

The cost of Catch Basin Cleaning has been separated from the account Sewer Collection and Disposal – Materials and Supplies, to assist staff with tracking of this operational cost.

There are 408 catch basins, staff are recommending they all be cleaned in both spring and fall using a hydro-vac truck service.

8. #01-2-42-3010 Sewage Pumping Stations-Electricity

This account includes the electricity costs for pumping stations on Young St., Knickle Rd., Oxner Dr., Bluenose Dr., Linden Ave., Brook St., Rous’ Brook, and Tannery Road.

9. #01-2-42-3020 Lift Station Repairs

Ongoing repairs, cleaning and preventative maintenance of lift station pumping equipment at Young St., Knickle Rd., Oxner Dr., Bluenose Dr., Linden Ave., Brook St., Rous' Brook, and Tannery Road.

Included in the Lift station maintenance budget is \$4,200 for an annual preventative maintenance inspection by motor supplier – as approved by Dec.10, 2019 Council motion

9.1 #01-2-42-3021 Lift Station Cleaning

The cost of Lift Station Cleaning has been separated from the account Lift Station Maintenance, to assist staff with tracking of this operational cost.

Staff are recommending all lift stations be hydro-vac cleaned once a year at a cost of approximately \$25,000.

9.2 #01-2-42-3031 Repairs/Maintenance-2005 Chev ½ Ton

As part of the vehicle review it has been recommended that this truck be reallocated to the WWTP for operator maintenance activities associated with facility operations and Lift Station maintenance.

10. #01-2-42-4000 Sewage Treatment Plant

Known and estimated operating costs are budgeted in the following section. Sewer revenues are shown in the Town General section and will be applied to operating costs and debt repayment.

11. #01-2-42-4010 Salary – Treatment Plant

Includes Water Resource Operator salaries (1.5 FTE) to oversee sewage treatment operations. The budget total reflects positions for the entire year.

11.1 #01-2-42-4025 Process Engineering Support for WWTP

Includes estimated process engineering support for WWTP of approximately 2 days per month during the year.

12. #01-2-42-4020 Employee Benefits – Treatment Plant

Benefits include CPP, EI, Workers' Compensation, EAP, pension and medical plans.

13. #01-2-42-4035 Training and Travel

Training and travel for WROs and PW Superintendent for waste water certification courses.

15. #01-2-42-4050 Clothing

Estimate for clothing as per union contract.

16. #01-2-42-4060 Janitorial Contract and Supplies

Includes janitorial contract and cleaning supplies.

17. #01-2-42-4100 Public Works Dept. - Labour

This account has been set up for required Public Works labour at the sewage treatment plant.

18. #01-2-42-4110 Electricity

Estimate based on annual average consumption at current consumption rates.

18.1. #01-2-42-4130 Water

Estimate based on annual average consumption at current consumption rates.

19. #01-2-42-4200 Laboratory Equipment Testing & Supplies

The estimate for testing required by Environment Canada. Under the Waste Water and Effluent regulations, the waste water has to be tested in an accredited lab for CBOD, total suspended solids, ammonia, PH and acute lethality. In 2018/19 the budget contained \$15,000 for Harbour Testing by Bluenose Coastal Action Foundation.

19.1. #01-2-42-4210 Chemicals

Based on annual average usage at current pricing levels.

20. #01-2-42-4220 Sludge Disposal Trucking Fees

Trucking estimates are for weekly dumping of the sludge bin, and necessary loads of watered sludge to sewage lagoons. 2019/20 fees were \$240 per load for watered sludge and \$135.00 per load for dewatered sludge. Watered sludge will only be created when the de-watering press is down for maintenance because we have limited storage for wet sludge. These loads will be sent to the Lunenburg Regional Community Recycling Centre in Whynott's Settlement operated by the Municipal Joint Services Board. The budget also includes sludge disposal from annual cleaning of channel aeration building and bi-annual cleaning of process room channel. Other disposal options will be considered as they become available.

21. #01-2-42-4225 Sludge Disposal Tipping Fees

All sludge (de-watered and watered) will be disposed of at the Lunenburg Regional Community Recycling Centre in Whynott's Settlement. De-watered sludge must be composted. The tipping fee was \$149/MT. Watered sludge will be disposed of in the lagoons for a tipping fee of \$44.10/MT (2019/20 rates), which may be subject to change.

22. #01-2-42-4240 UV Lamp/Probe Replacement

UV bulbs have a recommended life cycle of 12,000 hours and are replaced as required.

23. #01-2-42-4300 Small Capital Equipment

WWTP – Small Capital	
UVT Meter	\$2,200
pH Probe for daily testing	650
Magnetic stir plate for lab	600
Probe stand for lab	250
VT Scada upgrades	2,100
Tannery Road touch panel replacement	2,100
Microscope for lab testing	2,100
Total	\$10,000

23.1 #01-2-42-4302 Biofilter Media Reserve

The media requires replacement approximately every 6 years at an estimated cost of \$70,000. An annual reserve will be established to provide for this expenditure when needed.

24. #01-2-42-4170 Interest on Capital Loan

Includes interest for various capital projects. See: Fiscal Services budget notes for details.

25. #01-2-43-1100 Honorariums/Staff Meeting Pay

Based on a portion of Council Honorariums.

26. #01-2-43-1120 Advertising/Calendar

Based on estimated costs.

27. #01-2-43-2010 Contract - Garbage Collection

A new four year garbage collection contract was signed effective April 1, 2020, the contract is effective to March 31, 2024. In addition there is an option of two yearly extension of the contract to March 31, 2026.

	2016/17	2017/18	2018/19	2019/20	2020/21
Annual Cost excl. HST	\$208,311	\$213,518	\$218,856	\$218,856	\$203,287
Cost net of HST rebate	\$217,239	\$222,670	\$228,236	\$228,236	\$212,000

28. #01-2-43-2025 Garbage Collection Supplies

Includes purchase of garbage bags, aerated carts, and street collection containers.

29. #01-2-43-2030 Public Education/Other

This includes costs for public education for solid waste diversion and clear bag program.

30. #01-2-43-2050 Interest on Capital Loan

See: Fiscal Services budget notes for details.

31. #01-2-43-5010 – Recycling, Composting and Waste Disposal

Estimate based on contract with the Municipality of the District of Chester for tipping fees at Kaizer Meadow. Annual tipping fees increase by the lesser of 2.5% or NS CPI in the previous calendar year (1.6% in 2019).

Waste tonnage totals delivered to the Waste Site are as follows:

Waste Type	Chester 2019/20 Rates per Tonne	Chester 2018/19 Tonnage	Chester 2017/18 Tonnage	Chester 2016/17 Tonnage	Chester 2015/16 Tonnage	Chester 2014/15 Tonnage
Recyclables (Blue Bag)	\$257.90	96.17	105.38	109.07	111.13	99.39
Compost	\$173.03	346.73	347.65	362.41	390.93	349.43
Leaf & Yard Waste	\$38.66	3.46	2.56	3.21	4.08	1.39
Refuse (Black Bag)	\$77.57	313.36	310.92	282.20	283.70	327.31
Cardboard	\$257.89	108.71	120.97	130.20	137.55	125.05
Special(Clean-up/other)	\$92.35	91.31	93.03	90.97	94.49	73.89
Scrap Metal	\$36.60	0.96	7.51	10.87	6.43	7.11
TOTAL TONNES		960.70	988.02	988.93	1,028.31	983.57

32. #01-2-43-5025 – Landfill Site and Well Monitoring

The Landfill Site at Whynott’s Settlement was closed. Site and well monitoring is required until 2031. The Municipal Joint Services Board has previously provided projections for this monitoring cost of \$656,586 over the next 16 years. The Town of Lunenburg’s share of this cost based on 2012 sharing of 7.92%.

The Town’s Site Closure Reverse has a balance of \$12,600 at March 31, 2019.

33. #01-2-43-5030 – Region 6 Municipal Contribution

Region 6 Waste Management has changed its accounting policy. Prior to 2016/17, its revenues and expenditures were netted resulting in the net revenues being distributed to member municipal units based on population. Member municipal units are now required to pay their share quarterly. This will be offset by the full amount of the Municipal Approved Program Fund paid out annually to each unit.

ENVIRONMENTAL DEVELOPMENT SERVICES EXPENDITURE BUDGET							
				2020/21	2019/20	2019/20	2018/19
ACCOUNT #	Note #	DESCRIPTION		BUDGET	BUDGET	PROJECTION	ACTUAL
PUBLIC HEALTH AND WELFARE SERVICES							
PUBLIC HEALTH							
\$ (2,600)	01-2-51-1000	1	TRANSFER TO CEMETERY	\$ 40,700	\$ 43,300	\$ 45,800	\$ 46,079
HOUSING							
\$ -	01-2-52-1000	2	REGIONAL HOUSING CORPORATION	22,000	22,000	22,000	19,307
ENVIROMENTAL PLANNING & ZONING							
\$ 700	01-2-61-1050	3	COUNCIL & COMMITTEE HONORARIUMS	9,800	9,100	9,100	7,900
\$ 2,700	01-2-61-1070	4	SALARY - PLANNING (Planner, TMC)	73,800	71,100	71,000	68,801
\$ 6,700	01-2-61-1080	4	BENEFITS - PLANNING (Planner, TMC)	17,000	10,300	10,300	13,377
\$ -	01-2-61-1090	5	MEMBERSHIP FEES	900	900	900	633
\$ -	01-2-61-1095		TRAINING	2,000	2,000	2,000	1,200
\$ 1,000	01-2-61-1100	6	ADVERTISING & MISC. EXPENSES	2,500	1,500	1,500	220
\$ -	01-2-61-1130		STATIONARY & SUPPLIES	2,000	2,000	3,500	1,188
\$ (1,300)	01-2-61-1140	7	GEOGRAPHIC INFORMATION SYSTEMS	-	1,300	-	-
\$ 6,000	01-2-61-1300	8	LEGAL COSTS - PLANNING	11,000	5,000	11,000	1,707
				119,000	103,200	109,300	95,026
COMMUNITY DEVELOPMENT							
\$ -	01-2-62-3000		LQRDA COSTS/SSREN	-	-	-	3,282
				-	-	-	3,282
OLD FIRE HALL							
\$ (300)	01-2-62-9050	10	PROPERTY TAX	3,100	3,400	3,400	3,235
\$ 2,500	01-2-62-9100	11	FUEL	11,000	8,500	11,000	10,417
\$ 100	01-2-62-9200	12	INSURANCE	3,100	3,000	3,100	2,931
\$ -	01-2-62-9300	13	ELECTRICITY	4,700	4,700	4,100	3,851
\$ -	01-2-62-9400	14	WATER	600	600	600	628
\$ -	01-2-62-9500	15	SEWER	2,100	2,100	2,100	1,818
\$ -	01-2-62-9599		FACILITY SUPERINTENDENT (salary & benefits)	1,500	1,500	1,500	641
\$ (7,000)	01-2-62-9600	16	REPAIRS TO BUILDING (previously included legal)	2,000	9,000	2,000	2,021
\$ (300)	01-2-62-9601		INTEREST ON CAPITAL LOAN	1,400	1,700	1,700	1,086
\$ 1,000	01-2-62-9602		LEGAL FEES	3,000	2,000	3,000	4,201
				32,500	36,500	32,500	30,829
CN STATION							
\$ 300	01-2-62-9720	17	FUEL	2,800	2,500	2,300	2,094
\$ -	01-2-62-9730	19	INSURANCE	2,100	2,100	2,100	2,043
\$ 500	01-2-62-9740	20	ELECTRICITY	2,500	2,000	2,000	1,769
\$ -	01-2-62-9750	21	WATER	500	500	500	429
\$ -	01-2-62-9760	22	SEWER	1,200	1,200	1,200	1,247
\$ -	01-2-62-9765	22	PROPERTY TAXES	10,900	10,900	10,700	10,621
\$ -	01-2-62-9769		FACILITY SUPERINTENDENT (salary & benefits)	1,500	1,500	1,500	641
\$ (2,000)	01-2-62-9770	23	REPAIR AND MAINTENANCE	1,000	3,000	500	123
\$ -	01-2-62-9771		LEGAL	500	500	200	657
				23,000	24,200	21,000	19,624
LUNENBURG ACADEMY							
\$ -	01-2-62-9801	24	DEVELOPMENT COORDINATOR CONTRACT - Grant	30,000	30,000	30,000	30,000
\$ -	01-2-62-9805	25	CUSTODIAL SERVICES CONTRACT	6,600	6,600	6,600	6,643
\$ -	01-2-62-9807	25	WAGES & BENEFITS (PW LABOUR)	3,800	3,800	3,800	3,981
\$ -	01-2-62-9820	26	CONSULTING FEES	2,000	2,000	-	584
\$ 6,000	01-2-62-9822	27	LEGAL FEES	15,000	9,000	20,000	12,015
\$ -	01-2-62-9830	28	TELEPHONE/ALARM SYSTEM	3,000	3,000	3,000	1,730
\$ -	01-2-62-9840	29	ADVERTISING	1,000	1,000	500	693
\$ 2,000	01-2-62-9850	30	FUEL	52,000	50,000	48,200	48,338
\$ 2,500	01-2-62-9855	31	INSURANCE	25,600	23,100	25,600	22,424
\$ -	01-2-62-9860	32	ELECTRICITY	13,100	13,100	11,200	11,085
\$ (1,500)	01-2-62-9865	33	WATER	3,000	4,500	2,500	2,020
\$ -	01-2-62-9870	34	SEWER	6,200	6,200	6,000	6,190
\$ 30,500	01-2-62-9870		PROPERTY TAXES (previously 100% commercial exempt)	30,500	-	-	-
\$ 600	01-2-62-9879		FACILITY SUPERINTENDENT (salary & benefits)	19,000	18,400	18,400	3,479
\$ -	01-2-62-9880	35	REPAIRS TO BUILDING	22,000	22,000	22,000	22,499
\$ -	01-2-62-9881	36	JANITORIAL SUPPLIES	1,000	1,000	1,000	649
\$ -	01-2-62-9882	37	ELEVATOR MAINTENANCE	3,000	3,000	3,000	2,502
\$ -	01-2-62-9884	38	FURNACE REPAIRS	3,000	3,000	500	216
\$ 5,100	01-2-62-9895		INTEREST ON CAPITAL LOAN	13,400	8,300	9,400	8,702
				253,200	208,000	211,700	183,750

ENVIRONMENTAL DEVELOPMENT SERVICES EXPENDITURE BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
		39	ANNEX BUILDING - 17 TANNERY ROAD				
\$ -	01-2-62-9950		REPAIRS TO BUILDING	-	-	2,000	130
\$ -	01-2-62-9951		LEGAL FEES	-	-	-	-
\$ -	01-2-62-9915	39	INSURANCE	1,200	1,200	1,200	1,081
				1,200	1,200	3,200	1,211
\$ -			ECONOMIC DEVELOPMENT & TOURISM				
\$ -	01-2-69-1020	40	TOURISM EXPENSES	3,500	3,500	2,000	5,994
\$ -	01-2-69-2100	41	SUPPLIES	3,000	3,000	4,500	1,141
\$ -	01-2-69-2200	42	TRAVEL	100	100	-	-
\$ -	01-2-69-2300	43	ADVERTISING	1,000	1,000	1,100	334
\$ -	01-2-69-2350	44	TOWN CRIER	200	200	200	35
\$ -	01-2-69-2400	45	INTERNET COSTS	5,500	5,500	5,500	4,913
\$ -	01-2-69-2500	46	STRATEGIC PLAN/MUNICIPAL COLLABORATION	-	-	-	-
\$ -	01-2-69-2600	47	COMMUNICATIONS	10,000	10,000	10,000	10,000
				23,300	23,300	23,300	22,417
\$ -			VISITOR SERVICE CENTRE				
\$ -	01-2-69-1100	48	PUBLIC WASHROOMS	-	-	-	-
\$ -	01-2-69-1101	48	PUBLIC WASHROOMS-CLEANING SERVICES/SUPPLIES	8,800	8,800	8,500	8,888
\$ -	01-2-69-1102	48	PUBLIC WASHROOMS-REPAIRS & MAINTENANCE	2,000	2,000	1,700	1,335
\$ -	01-2-69-1103	48	PUBLIC WASHROOMS-ELECTRIC	1,100	1,100	1,100	1,035
\$ -	01-2-69-1104	48	PUBLIC WASHROOMS-WATER	1,500	1,500	1,400	1,726
\$ -	01-2-69-1105	48	PUBLIC WASHROOMS-PHONE/SECURITY	800	800	800	2,964
\$ -	01-2-69-1106	48	PUBLIC WASHROOMS-SEWER CHARGES	500	500	500	478
\$ -	01-2-69-1107	48	PUBLIC WASHROOMS-INSURANCE	400	400	400	402
				15,100	15,100	14,400	16,828
			DEPARTMENT TOTAL	\$ 530,000	\$ 476,800	\$ 483,200	\$ 438,353
			Budget Increase	\$ 53,200			
				11.2%			

NOTES TO ENVIRONMENTAL DEVELOPMENT SERVICES BUDGET

1. #01-2-51-1000 Cemetery

The Town will have to fund the Cemetery deficit from its general tax revenue. See: Cemetery budget for further information.

2. #01-2-52-1000 Regional Housing Authority

Deficit sharing at 12^{1/2}% for Cornwallis Apartments and Blockhouse Hill Apartments (Budget 2020/21 @ \$22,000). This includes cost sharing on operating expenditures only. The Town has not been advised that there are capital expenditures budgeted in 2020/21.

3. #01-2-61-1050 Honorariums/ Meeting Pay - PAC

Based on a portion of:

Council Honorariums	\$9,100
Appointed Members	700
Total	\$9,800

4. #01-2-61-1070/1080 Salary-Planning/Development

This account includes estimated costs for the Town Manager (TMC) for managerial supervision and support of Planning/Development allocated as follows: Planning/Development - 10% (TMC).

5. #01-2-61-1090 Membership Fees

Estimate for professional fees for staff members.

6. #01-2-61-1100 Advertising & Miscellaneous Expenses

Includes costs to advertise public participation meetings, zoning changes and development agreements. These costs are recovered anytime a person makes application to the Town.

7. #01-2-61-1140 Geographic Information System

No budget included for 2020/21.

8. #01-2-61-1300 Legal Costs – Planning

Estimate based on fees for legal costs.

Facility Superintendent

Approximately 29% of the Facility Superintendent’s salary is budgeted in the Environmental Development based on projected time allocations. Within Environmental Development the Facility Superintendent is allocated 4% to Old Fire Hall and CN Station and 25% to Lunenburg Academy.

Old Fire Hall

Expenses for the Old Fire Hall are shown as Environmental Development Services as the Town has this building available for rental and development. Rental revenue offsets the cost of operating this building.

Old Fire Hall	
Est. Revenue	\$21,900
Expenditure Budget	\$32,500
Net Estimated Operating Cost	\$10,600

10. #01-2-62-9050 Property Tax

The taxable assessment for 2020 \$91,300. (AAN 04647327) based on 2019/20 tax rates of \$3.358/\$100 assessment. This commercial assessment relates only to the parts of the building that are leased. Any government buildings that have commercial leases are subject to Commercial Real property tax assessment.

11. #01-2-62-9100 Fuel

Estimate based on 5 year average consumption and projected fuel costs.

12. #01-2-62-9200 Insurance

Based on estimated rates.

13. #01-2-62-9300 Electricity

Estimate based on estimated consumption and current power rates.

14. #01-2-62-9400 Water

This budget reflects current water rates and estimated consumption.

15. #01-2-62-9500 Sewer

This budget reflects the 2019/20 rates. The 2020 assessment is \$360,080 (AAN 04647327).

16. #01-2-62-9600 Repairs to Building

Includes \$2,000 for miscellaneous repairs as required.

CN Station

Expenses for the CN station are shown as Environmental Development Services as the Town has this building available for rental and development. There is an agreement with Second Story Women’s Centre to use this building as their headquarters and the rental revenue offsets the cost of operating this building.

CN Station	
Est. Revenue	\$19,200
Expenditure Budget	\$23,000
Net Estimated Operating Cost	\$3,800

17. #01-2-62-9720 Fuel

Based on a 5 year average consumption and estimated fuel prices.

19. #01-2-62-9730 Insurance

Based on estimated rates.

20. #01-2-62-9740 Electricity

Based on estimated consumption and current power rates.

21. #01-2-62-9750 Water

Based on current rates and estimated consumption.

22. #01-2-62-9760/9765 Sewer & Property Taxes

Sewer is budgeted at the 2019/20 approved rate. The 2020 assessment is \$319,900 (AAN 05483913). Commercial property taxes are assessed on this property as this is a commercial lease to a non-government entity and are estimated at the 2019/20 rate.

23. #01-2-62-9770 Repairs to Building

Estimated miscellaneous repair requirements are included in the budget.

Lunenburg Academy

The Lunenburg Academy building was turned over to the Town on March 19, 2012. Several rental agreements are in place and pending to offset the operating costs of this building.

Lunenburg Academy	
Est. Revenue	\$207,000
Expenditure Budget	\$253,200
Net Estimated Operating Cost	\$46,200

24. #01-2-62-9801 Development Coordinator Contract - Grant

Prior to fiscal 2018/19 the Development Coordinator was a contracted consultant with the Town. Since that time that role has been carried out through the Lunenburg Academy Foundation for which they have been receiving an annual operating grant.

25. #01-2-62-9805/07 Custodian Contract/PW Labour

Estimate for year-round contracted custodial services (\$6,600/annum) and Public Works labour allocation for building maintenance @ \$3,800.

26. #01-2-62-9820 Consulting Fees

Estimate for fees associated with technical advice for repairs and maintenance, minor tenders, and interior and exterior architectural consulting that may be required from time to time that are not tied to a capital budget project.

27. #01-2-62-9822 Legal Fees

Estimate for legal fees is increased due to anticipated leases.

28. #01-2-62-9830 Telephone/Alarm System

Estimate for telephone line and alarm monitoring.

29. #01-2-62-9840 Advertising

Estimate for advertising costs.

30. #01-2-62-9850 Fuel

Based on the expected consumption and estimated fuel price.

31. #01-2-62-9855 Insurance

Based on estimated rates.

32. #01-2-62-9860 Electricity

Estimate based on expected occupancy and current rates.

33. #01-2-62-9865 Water

Estimate based on estimated consumption and current rates.

34. #01-2-62-9870 Sewer and Property Taxes

Estimate based on 2020 Assessment \$1,521,100 at the 2019/20 rate of \$41.20/\$100 assessment. (AAN 04646932).

Commercial property taxes are assessed proportionally on this property as there are commercial leases to non-government entities. The estimated cost is based on the 2019/20 rate.

35. #01-2-62-9880 Building Repairs

Estimate for building repairs.

36. #01-2-62-9881 Janitorial Supplies

Estimate for cleaning supplies based on expected occupancy.

37. #01-2-62-9882 Elevator Maintenance

This is a ten-year maintenance contract that began in May 2015 for ongoing maintenance at a fixed rate of \$208/month.

38. #01-2-62-9884 Furnace Repairs

Estimate for annual cleaning and repairs to furnace.

Annex Building

39. Operating Costs

The Annex Building at 17 Tannery Road (AAN 04646835) has been leased to the Nova Scotia Community College. Under the lease agreement, the NSCC will be responsible for all operating costs.

The Town is responsible for the insurance which is based on the estimated rates.

Economic Development Costs & Tourism

40. #01-2-69-1020 Tourism Expenses

Welcome Packages	\$1,000
Town Pins/Flags/Other	500
Insurance	150
Lunenburg Books and Supplies	350
Portable Toilet Rentals	1,500
	<u>\$3,500</u>

Includes rental of two portable toilets next to Town Hall.

41. #01-2-69-2100 Supplies

Supplies for promotion of the Town, including architectural tour brochures.

42. #01-2-69-2200 Travel

Costs relating to travel requirements for Council to attend meetings related to Economic Development.

43. #01-2-69-2300 Advertising

Costs of economic development advertising such as “Shop Lunenburg” ads.

44. #01-2-69-2350 Town Crier

The Town has appointed a Town Crier. Estimate for guild dues and travel at \$200.

45. #01-2-69-2400 Internet Costs/Website

Costs associated with the internet and maintaining the Town’s website with the Municipal Website Venture with Service Nova Scotia and Municipal Relations. This includes a support package.

46. #01-2-69-2500 Strategic Plan/Municipal Collaboration

No amount has been budgeted in the current fiscal year.

47. #01-2-69-2600 Communications

Estimate for allocated time for the Assistant Municipal Clerk relating to Communications. Additional Communications support has been provided for in both the Water and Electric Utility.

Visitor Service Centre

48. #01-2-69-1101 to #01-2-69-1107 Public Washrooms

Included in this budget is the projected expenses required to operate the Visitor’s Service Centre facility located on Bluenose Drive.

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET							
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUAL
RECREATION FACILITIES							
\$ 2,000	01-2-71-8002	1.1	ACCESSIBILITY PLAN DEVELOPMENT	\$ 2,000	\$ -	\$ -	\$ -
\$ 500	01-2-71-8001	1.11	FACILITY SUPERINTENDENT (salary & benefits)	18,900	18,400	18,400	3,135
\$ 3,500	01-2-71-8003	1.12	REPAIRS/MAINTENANCE - 2008 Van (Facilities & Rec)	3,500	-	-	-
				\$ 24,400	\$ 18,400	\$ 18,400	\$ 3,135
PARKS AND PLAYGROUNDS							
\$ -	01-2-71-8010	1	LABOUR - PARKS & PLAYGROUNDS	\$ 26,000	\$ 26,000	\$ 20,000	\$ 19,600
\$ 4,500	01-2-71-8020	2	MOWING CONTRACT	20,000	15,500	18,000	15,539
\$ -	01-2-71-8030	3	LIGHTING - PARKS	3,000	3,000	2,800	2,734
\$ -	01-2-71-8040	4	REPAIRS TO EQUIPMENT/PARK	3,000	3,000	2,500	2,261
\$ 2,000	01-2-71-8050	5	SUPPLIES	15,500	13,500	13,500	9,944
\$ -	01-2-71-8060	6	LEGAL FEES	1,500	1,500	1,000	3,009
\$ 500	01-2-71-8070	7	INSURANCE	1,400	900	1,400	843
\$ 6,000	01-2-71-8071	7.1	SPLASH PAD OPERATIONS	6,000	-	-	-
\$ (1,800)	01-2-70-5100	8	INTEREST ON CAPITAL LOAN - LWMCC	3,300	5,100	2,000	1,503
\$ (600)	01-2-70-5101	8	INTEREST ON CAPITAL LOAN - BOAT LAUNCH	7,600	8,200	8,200	5,159
				87,300	76,700	69,400	60,592
ARENA & COMMUNITY CENTRE							
SALARIES							
\$ 4,800	01-2-70-1010	9	SALARIES AND WAGES - ARENA	\$ 121,600	\$ 116,800	\$ 116,800	\$ 125,197
\$ 5,600	01-2-70-1015	9	SALARIES & WAGES - COMMUNITY CENTRE	89,600	84,000	84,000	75,339
\$ 700	01-2-70-1017	9	SALARIES & WAGES - FIELDS	17,500	16,800	16,800	15,965
\$ 700	01-2-70-1020	9	SALARIES - PORTION TOWN HALL	30,800	30,100	30,100	30,889
\$ -	01-2-70-1050	10	HONORARIUMS & STAFF MEETING PAY	2,100	2,100	2,100	1,661
				261,600	249,800	249,800	249,051
FRINGE BENEFITS							
\$ 700	01-2-70-2010	11	EI AND CPP	16,200	15,500	15,500	14,005
\$ 600	01-2-70-2015		TOWN PENSION	13,600	13,000	13,000	9,459
\$ 500	01-2-70-2020	12	GROUP INSURANCE	13,300	12,800	12,800	14,303
\$ 1,300	01-2-70-2025	13	WORKERS COMPENSATION	5,100	3,800	3,800	4,262
\$ -	01-2-70-2030	14	CLOTHING	800	800	800	670
\$ -	01-2-70-2040	15	MEMBERSHIP FEES	400	400	400	449
\$ -	01-2-70-2050	16	OTHER BENEFITS	10,000	10,000	10,000	20,564
				59,400	56,300	56,300	63,712
TRAVEL/TRAINING							
\$ -	01-2-70-3010	17	REC DIRECTOR/STAFF -TRAVEL	800	800	800	725
\$ -	01-2-70-3015		REC DIRECTOR - CONVENTION	-	-	-	-
\$ (900)	01-2-70-3016	18	REC DIRECTOR - TRAINING	1,000	1,900	1,900	575
\$ -	01-2-70-3020		STAFF TRAINING	700	700	500	664
				2,500	3,400	3,200	1,964
ADMINISTRATION							
\$ -	01-2-70-4010	19	OFFICE SUPPLIES & COMPUTER MTCE	1,500	1,500	1,500	1,246
\$ -	01-2-70-4015	20	TELEPHONE	3,400	3,400	3,400	3,382
\$ -	01-2-70-4025	21	SOCAN FEES/AMUSEMENT LICENSES	300	300	300	112
\$ 1,500	01-2-70-4030	22	AUDIT & LEGAL FEES	5,000	3,500	7,000	8,852
				10,200	8,700	12,200	13,592
ARENA - (FACILITY COSTS)							
\$ -	01-2-70-5015	23	JANITOR SUPPLIES	1,500	1,500	1,500	2,003
\$ 6,100	01-2-70-5020	24	REPAIRS & MAINT. - BUILDING	31,600	25,500	26,000	20,168
\$ -	01-2-70-5025	25	REPAIRS & MAINT. - ICE MACHINE	3,500	3,500	3,500	2,664
\$ 3,000	01-2-70-5030	26	ELECTRICITY	65,000	62,000	59,000	58,593
\$ -	01-2-70-5035	27	PROPANE	5,300	5,300	5,300	5,378
\$ -	01-2-70-5040	28	WATER	7,500	7,500	7,000	7,043
\$ 500	01-2-70-5045	29	SEWER	2,600	2,100	2,000	2,102
\$ 100	01-2-70-5050	30	TELEPHONE + ALARM LINE + WIFI	2,600	2,500	2,500	2,543
\$ -	01-2-70-5055		INSURANCE	9,300	9,300	9,300	9,025
\$ -	01-2-70-6000		BEVERAGE MACHINE EXPENDITURES	-	-	-	-

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET							
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUAL
			<u>AUDITORIUM - (FACILITY COSTS)</u>				
\$ -	01-2-70-5510	31	JANITOR SUPPLIES	2,200	2,200	2,200	2,003
\$ -	01-2-70-5515	32	REPAIRS & MAINTENANCE	12,200	12,200	10,000	9,865
\$ -	01-2-70-5520	33	ELECTRICITY	7,200	7,200	6,500	6,544
\$ 3,000	01-2-70-5525	34	FUEL OIL	13,500	10,500	13,300	12,931
\$ -	01-2-70-5530	35	WATER	1,300	1,300	1,300	1,260
\$ 500	01-2-70-5535	36	SEWER	2,600	2,100	2,000	2,102
\$ -	01-2-70-5540	37	INSURANCE	5,900	5,900	5,900	5,689
\$ -			<u>GROUNDS</u>				
\$ -	01-2-70-5610	38	REPAIRS & MAINT. - MOWERS	1,500	1,500	1,500	1,381
\$ -	01-2-70-5615	39	FIELD MAINTENANCE	4,000	4,000	2,000	3,321
\$ -	01-2-70-5620	40	PARKING LOT MAINTENANCE	1,500	1,500	-	-
				180,800	167,600	160,800	154,615
			<u>PROGRAMS</u>				
\$ -	01-2-70-6010	41	INSTRUCTOR FEES	6,500	6,500	6,500	7,160
\$ -	01-2-70-6015	42	SUPPLIES/ADVERTISING	3,500	3,500	3,500	3,895
\$ (8,500)	01-2-70-6030	44	AFTER THE BELL (Prov. Grant)	-	8,500	8,500	3,473
\$ -	01-2-70-6033	45	PRO KIDS	1,000	1,000	1,000	1,000
				11,000	19,500	19,500	15,528
\$ -			<u>SMALL FURNITURE & EQUIPMENT</u>				
\$ -	01-2-70-7010	46	TABLES & CHAIRS/SMALL CAPITAL	1,600	1,600	1,600	1,546
				1,600	1,600	1,600	1,546
			TOTAL EXPENDITURES ARENA & LWMCC	\$ 527,100	\$ 506,900	\$ 503,400	\$ 500,008
			<u>CULTURAL BUILDINGS & FACILITIES</u>				
			<u>CAPTAIN ANGUS J. WALTERS HOUSE</u>				
\$ -	01-2-72-4260	47	TELEPHONE/ALARM	600	600	600	520
\$ 1,100		47.1	ELECTRICITY	1,100	-	-	-
\$ 400		47.1	WATER	400	-	-	-
\$ 400		47.1	SEWER	400	-	-	-
\$ -	01-2-72-4270	48	INSURANCE	1,000	1,000	1,000	977
\$ 500	01-2-72-4275		LEGAL	500	-	200	249
\$ -	01-2-72-4310	49	REPAIRS & MAINTENANCE	500	500	100	137
				4,500	2,100	1,900	1,883
			<u>LIBRARY</u>				
\$ -	01-2-72-5010	50	JANITOR CONTRACT/SUPPLIES	3,000	3,000	3,000	3,350
\$ (2,000)	01-2-72-5030	51	FURNACE FUEL	-	2,000	-	3,208
\$ (1,500)	01-2-72-5040	52	ELECTRICITY	-	1,500	200	1,194
\$ (300)	01-2-72-5050	53	WATER	-	300	200	414
\$ (1,200)	01-2-72-5055	54	SEWER	-	1,200	700	1,258
\$ -	01-2-72-5060		TELEPHONE	600	600	200	275
\$ (700)	01-2-72-5070		INSURANCE	-	700	800	730
\$ -	01-2-72-5080	55	RENT - LUNENBURG ACADEMY	36,000	36,000	36,000	27,000
\$ -	01-2-72-5090	56	SUPPLIES & EXPENSES	2,000	2,000	1,000	1,860
\$ -	01-2-72-5091	57	SUNDAY STAFF WAGES	6,000	6,000	6,000	6,000
				47,600	53,300	48,100	45,289
			<u>TRANSFER TO REGIONAL LIBRARY</u>				
\$ -	01-2-72-5095	58	TRANSFER TO REGIONAL LIBRARY	14,800	14,800	14,800	14,760

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET							
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUAL
HERITAGE PROPERTIES							
\$ -	01-2-72-4100	59	INSURANCE - BAILLY COLLECTION	300	300	300	-
\$ 400	01-2-72-7050	60	COUNCIL & COMMITTEE HONORARIUMS	2,200	1,800	1,800	1,700
\$ -	01-2-72-7055	61	STAFF MEETING PAY	1,000	1,000	1,000	800
\$ -	01-2-72-7300	62	SALARY - HERITAGE (Administration)	4,800	4,800	4,800	5,312
\$ -	01-2-72-7380	62	BENEFITS - HERITAGE (Administration)	1,400	1,400	1,400	1,400
\$ 3,200	01-2-72-7381	63	HERITAGE MANAGER	81,700	78,500	78,000	74,630
\$ 1,700	01-2-72-7382	63	HERITAGE MANAGER BENEFITS	16,200	14,500	14,500	18,232
\$ -	01-2-72-7390	64	HERITAGE BY-LAW REVIEW	3,500	3,500	1,500	3,386
\$ (2,500)	01-2-72-7450	64	LEGAL FEES	7,500	10,000	3,000	4,000
\$ -	01-2-72-7400	65	MATERIALS, SUPPLIES & ADVERTISING	5,000	5,000	2,500	4,526
\$ -	01-2-72-7402		TRAINING & CONFERENCES	2,000	2,000	1,500	1,548
\$ (500)	01-2-72-7404	66	UNESCO JOINT PROMOTION	2,500	3,000	100	-
				128,100	125,800	110,400	115,534
OTHER REC. & CULT. SERVICES							
\$ -	01-2-75-9100	67	PUBLIC CELEBRATION	10,000	10,000	10,000	8,590
			DEPARTMENT TOTAL BEFORE LWMCC & ARENA	\$ 316,700	\$ 301,100	\$ 273,000	\$ 249,783
			LWMCC & ARENA	527,100	506,900	503,400	500,008
			DEPARTMENT TOTAL	\$ 843,800	\$ 808,000	\$ 776,400	\$ 749,791
			Budget Increase	\$ 35,800			
				4.4%			

NOTES TO RECREATION AND CULTURE SERVICES BUDGET

1.1 #01-2-71-8002 Accessibility Plan Development

The Town of Lunenburg is a member of the Lunenburg Accessibility Advisory Committee which will be developing an Accessibility Plan over the 2020/2021 Fiscal Year. The total cost of the Plan is \$32,410 which will be cost shared based on Uniform Assessment. The resulting cost to the Town of Lunenburg is \$1,628 plus Meeting expenses are estimated to be \$6,000 over the 2020/2021 Fiscal Year. This cost will be shared evenly by General Government, Transportation and Recreation and Cultural Services. The Heritage Manager is the Town of Lunenburg's staff representative on this committee.

1.11 #01-2-71-8001 Facility Superintendent

Approximately 25% of the proposed Facility Superintendent's salary is budgeted in Recreation & Culture based on projected time allocations.

1.12 #01-2-71-8003 Repairs & Maintenance-2008 Van (Facilities & Recreation)

As part of the recommended Vehicle Replacement Plan this van will be a shared vehicle between the Facility Superintendent and the Recreation department.

Parks & Playgrounds

The Town of Lunenburg maintains the following parks:

- M T & T Mini Park
- Rous' Brook Park
- Town Hall Park
- Jubilee Square
- Victoria Park
- Blockhouse Hill
- Berringer Park - Maple Avenue
- 2 Parks - Bluenose Drive
- 250th Anniversary Park
- Skate Park

1. #01-2-71-8010 Labour - Parks and Playgrounds

Labour – Grounds Maintenance	\$24,500
Labour - Trail maintenance and Playground area (Recreation staff labour)	<u>1,500</u>
	<u>\$26,000</u>

2. #01-2-71-8020 - Mowing Contract

Mowing contract awarded in fiscal 19/20 for a two year period ending in fiscal 2020/21, with a further two year option to renew. .

3. #01-2-71-8030 Lighting Parks

The cost associated with lighting Town parks. Estimate based on current consumption rates.

4. #01-2-71-8040 Repairs to Equipment/Parks

Repairs to Whipper Snippers, Lawn Mowers. Estimate based on actual cost.

5. #01-2-71-8050 Supplies

Includes:

- wood, grass seed, rakes, top soil, signs, Christmas trees
- installation of Boat Launch –crane rental
- purchase of plantings, etc.
- portable toilet at walking trail
- 50% cost-share of portable toilet at Tennis Court
- shrub replacement
- gravel for Back Harbour Trail, \$5,000- Supplies and labour to regravell half of the Back Harbour Trail (second half to be completed in 2021/2022), recommended by the LWMCC Recreation Committee on October 9, 2019

6. #01-2-71-8060 Legal Fees

Estimate for legal work associated with recreation leases like Dog Park, Community Garden, etc.

7. #01-2-71-8070 Insurance

Included in this budget is the cost of insurance for the various parks and monuments within the Town.

7.1 #01-2-71-8071 Splash Pad Operations

Included in this budget is an estimated operational cost for the splash pad including water use, power, start up and shut down costs, insurance and associated labour:

- Water (Seasonally 1,086,912 gallons/year) \$4,900
- Power (approximately \$100/month-four months) \$ 400
- Weekly checks (June, July, August and September) \$ 700

There will also be insurance costs associated with this site and in future years start up and shut down costs will also be charged.

8. #01-2-70-5100, #01-2-70-5101 Interest on Capital Loans

Capital loan interest relating to Recreation Facilities including Arena and Community Centre projects and Boat Launch. This loan interest is included in this section for financial statement reporting.

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA

9. Staff Salaries

	ARENA (01-2-70-1010)	AUDITORIUM (01-2-70-1015)	FIELDS (01-2-70-1017)	TOTAL
Recreation Director (25%/70%/5%)	\$18,177	\$50,896	\$3,635	\$72,708
Recreation Seasonal (90%/10%)**	2,420	269		\$2,689
Recreation Staff (65%/25%/10%)	100,995	38,475	15,390	\$154,860
Trail Maintenance*			-1,500	-\$1,500
	\$121,592	\$89,640	\$17,525	\$228,757
Town Office (01-2-70-1020)				30,800
				\$259,557

*Salaries are charged out to Parks (01-2-71-8010) when Arena/Community Centre employees help with trail maintenance.

** Part-time Facilities Attendant provides facilities back up coverage.

10. #01-2-70-1050 - Honorarium & Staff Meeting Pay

Based on a portion of Council honorariums, citizen honorariums and staff meeting pay.

Council Honorariums	\$400
Citizen Honorariums	\$900
Staff Meeting Pay	\$800

11. #01-2-70-2010 EI/ CPP

Employer costs as required by statute.

12. #01-2-70-2020 Group Insurance

Based on current rates.

13. #01-2-70-2025 Workers' Compensation

Based on current rates.

14. #01-2-70-2030 Clothing

Staff requires appropriate attire for working in the Arena and Community Centre including coveralls and safety boots as required.

15. #01-2-70-2040 Membership Fees

Minister of Finance – Refrigeration Plant Operators	\$200
RNS	70
Lunenburg/Queens Recreation Directors Association	50
Miscellaneous	80
	<u>\$400</u>

16. #01-2-70-2050 Other Benefits

Includes holiday allowance and for Employee Assistance Program fees. Employment benefits include an accrual for retirement benefits based on the Town’s personnel policy.

17. #01-2-70-3010 Recreation Director/Staff - Travel

Travel out of town to meetings, seminars, etc.

18. #01-2-70-3016 Recreation Director – Training

Budget for Recreation Director’s professional development.

19. #01-2-70-4010 Office Supplies/Computer Maintenance

Office supplies as well as computer maintenance costs.

20. #01-2-70-4015 Telephone

Covers cost of phone lines, cell phones, and Fibre-Op internet service at the Community Centre.

21. #01-2-70-4025 Socan Fees/Amusement License

These are annual fees paid so our facilities may use copyright music for public skating and fitness programs.

22. #01-2-70-4030 Audit and Legal fees

Estimate for audit and legal fees, as required.

ARENA - FACILITY COSTS

23. #01-2-70-5015 Janitor Supplies

Supply of paper towels, toilet paper, cleaning products, etc.

24. #01-2-70-5020 Repairs and Maintenance - Building

Start-up/Shut down	\$3,000
Fire Extinguisher Inspections	200
Sprinkler System Test & Mtce	1,500
First Aid and AED Supplies	200
Fire Alarm Maintenance & Monitoring	1,000
Small Tools	500
Refrigeration System Maintenance	3,000
Computer Maintenance	500
Brine Analysis	300
Ice Paint	1,000
Plumbing Repairs	500
Electrical Supplies	1,000
Water Heaters	7,500
Interior/Exterior Paint & Supplies	500
Ice Resurfacers Room Maintenance	500
Garbage Dumpster	1,600
Bathroom refresh (counters, paint)	1,000
Dressing Room 1 – Shower Installation	2,000
Emergency Exit Stairs-Upgrade	500
Emergency Lights	3,000
Miscellaneous	<u>2,300</u>
	<u>\$31,600</u>

25. #01-2-70-5025 Repairs and Maintenance - Ice Machine

Estimate for regular maintenance and propane costs.

26. #01-2-70-5030 Electricity

Estimate based on actual consumption and current rates.

27. #01-2-70-5035 Propane

Estimate based on actual cost.

28. #01-2-70-5040 Water

Estimate based on water rates approved by NSUARB and average consumption.

29. #01-2-70-5045 Sewer

Budgeted at 2019/20 approved rates at 41.20¢ per \$100 assessment and 2020 assessment based at 1/2 of \$1,246,900 (AAN 04646819).

30. #01-2-70-5050 Telephone, Alarm and Wi-Fi

Includes line charges and annual fee for monitoring fire alarm line.

COMMUNITY CENTRE - FACILITY COSTS

31. #01-2-70-5510 Janitor Supplies

Covers sanitary cleaning products, paper towel, etc.

32. #01-2-70-5515 Repairs and Maintenance

Alarm Service	\$800
Pest Control	\$500
First Aid and AED Supplies	\$300
Garbage Disposal/Dumpster	\$1,600
New thermostats	\$1,500
Paint Gym Walls	\$1,000
Basement gutter and drainage repairs	\$1,000
General Maintenance & Repairs of Facility *	\$5,500
Total	\$12,200

*Costs for paint, lumber, small tools, nuts, bolts, nails, plumbing supplies and other materials required for necessary repairs.

33. #01-2-70-5520 Electricity

Estimate based on actual consumption and current rates.

34. #01-2-70-5525 Fuel Oil

Estimate based on actual consumption and projected pricing. Furnace replacements were completed in fiscal 2016/17.

35. #01-2-70-5530 Water

Estimate based on approved NSUARB rates and average consumption.

36. #01-2-70-5535 Sewer

Budgeted at current approved rates at 2020 assessment based at 1/2 of \$1,246,900 (AAN 04646819).

37. #01-2-70-5540 Insurance

Based on estimated rates.

GROUNDS (FIELDS / PARKING LOT)

38. #01-2-70-5610 Repair and Maintenance - Mower

Oil, gas, repairs, etc. for ride-on mower and small tractor used for grounds maintenance. Also includes fuel and oil for whipper snippers and insurance on mowing equipment.

39. #01-2-70-5615 Field Maintenance

Estimate includes fertilizing, seeding, aerating and top dressing of the soccer field. Equipment will be borrowed from other municipal units. The cost of 2/3 of the portable toilet summer rental at the soccer field is included in this account.

40. #01-2-70-5620 Parking Lot Maintenance

Includes parking lot upkeep and re-application of painted lines when required.

Planned Maintenance	2020/2021
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PROGRAMS

41. #01-2-70-6010 Honorariums and Instructor's Fees

Pays for various instructors who lead our recreation activities offered through our fall, winter, and spring programs. **Fees paid to fitness instructors adjusted by CPI for 2019 of 1.6% to \$26.25 per hour.**

42. #01-2-70-6015 Supplies/Advertising

Program supplies such as fitness equipment, basketballs, volleyballs, program advertising, flyers, etc. The philosophy of the Town is that Recreation programming be self-sufficient on a user pay basis. The costs for programs will be recovered through program fees/program grants. Includes seasonal promotions in the South Shore Recreation Guide and cost-sharing for distribution with other municipalities.

44. #01-2-70-6030 After the Bell Program

This program has been eliminated due to grant funding challenges.

45. #01-2-70-6033 Pro Kids Program

Administrative costs associated with the implementation of this program would be equivalent to 2 hours of staff time per week. The allocation for the 2020/21 fiscal year is \$1000.

46. #01-2-70-7010 Furniture and Equipment

The \$1,600 estimate is for chairs and table replacements.

Captain Angus J. Walters House

BCAF has occupied since Spring of 2010 and during that time they paid most operating costs. The agreement with BCAF expires on March 31, 2020.

47. #01-2-72-4260 Telephone/Alarm

Included in this account is \$300 for alarm monitoring fees and \$300 for the telephone line.

47.1 Electricity, Water, Sewer

Estimated operating costs if not covered by a tenant.

48. #01-2-72-4270 Insurance

Property insurance (building and contents) and commercial general liability. Based on 2020/21 estimated rates.

49. #01-2-72-4310 Repairs & Maintenance

This includes our share of building maintenance.

Library

The following accounts reflect costs associated with the Library at the Lunenburg Academy.

50. #01-2-72-5010 Janitors Contract/Supplies

Costs include the cleaning contract, Hand soap, toilet tissue, garbage bags, etc.

51. #01-2-72-5030 Fuel

Based on projections for usage and rates for the Pelham Street location prior to building disposal. Heating fuel is included in the rental rate for the library at the Lunenburg Academy location.

52. #01-2-72-5040 Electricity

Based on projections for usage and current rates for the Pelham Street location prior to the building disposal. Electricity is included in the rental rate for the library at the Lunenburg Academy location.

53. #01-2-72-5050 Water

Based on projections for usage and current rates for the Pelham Street location prior to the building disposal. Water is included in the rental rate for the library at the Lunenburg Academy location.

54. #01-2-72-5055 Sewer

Based on 2019 assessment of \$322,500 and current sewer rate of \$0.4120 per \$100. of assessment. (AAN: 04646886)

55. #01-2-72-5080 Rent – Lunenburg Academy

Relocation of the Library to the Lunenburg Academy. Rent based on other rentals to Community Organizations. This is an all-inclusive rent.

56. #01-2-72-5090 Supplies & Expenses- Library

Estimate for supplies is \$2,000 which is partially offset by copier revenue.

57. #01-2-72-5091 Sunday Staff Wages

This is an additional \$6,000 to have the library open on Sundays.

58. #01-2-72-5095 South Shore Regional Library

Our share of the Regional Library operating budget is estimated at \$14,800 based on our 2019/20 amounts.

Heritage Properties

59. #01-2-72-4100 Art Galleries - Insurance

This is for 50% of the insurance premium for the Earl Bailly Collection.

60. #01-2-72-7050 Council & Committee Honorariums

Based on a portion of Council Honorariums (\$1,200) and four (4) appointed members (\$900 - \$225 per member).

61. #01-2-72-7055 Staff Meeting Pay

Staff meeting attendance (\$1,000).

62. #01-2-72-7300/80 Salary & Benefits – Heritage (TMC)

This account includes estimated 10% of costs for the Assistant Municipal Clerk for managerial supervision and support of the Heritage Manager.

63. #01-2-72-7381/7382 Heritage Manager Salary & Benefits

The full time Heritage Manager position was filled permanently in June 2017.

64. #01-2-72-7390/7450 Heritage By-Law Review

To rewrite by-law as recommended by Town solicitor.

Advertising	\$1,100
Printing	\$2,100
Meeting Supplies	\$300
Legal	\$7,500
Total	\$11,000

65. #01-2-72-7400 Materials, Supplies & Advertising & Small Capital

Materials for Heritage supplies for the Heritage Recognition awards and advertising estimate as needed.

66. #01-2-72-7404 UNESCO Gateway Website

There are three Nova Scotia UNESCO World Heritage Sites consisting of Old Town Lunenburg, Joggins Fossil Cliffs and Landscape of Grand Pré who are interested in pursuing the development of a promotional presence to increase public awareness of these astonishing world treasures.

The concept is to develop banners that would be placed at Visitor Information Sites in the Province. These banners would promote these cultural sites as destinations.

Other Recreation & Culture

67. #01-2-75-9100 Public Celebrations

	2020/21 Budget	2019/20 Budget
Canada Day	1,000	1,000
Seamen's Service	4,000	4,000
Lunenburg's Birthday	300	300
Town Levee	700	700
Volunteer Week	400	400
German Band Concert**	2,200	2,200
Tall Ships	-	-
National Day of Mourning	300	300
Pride Flag Raising	250	250
Mi'kmaq Flag Raising	250	250
Newcomers Reception	400	400
Miscellaneous Events	200	200
	<u>\$10,000</u>	<u>\$10,000</u>

***Only proceeds if 100% funding from non-town sources is received.*

FISCAL SERVICES EXPENDITURE BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTIONS	ACTUAL
			DEBT CHARGES				
			PRINCIPAL INSTALLMENTS				
\$ (500)	01-2-81-3100	1	DEBENTURE PRINCIPAL	\$ 326,700	\$ 327,200	\$ 327,200	\$ 272,203
\$ 1,500	01-2-81-3150	1	DEBENTURE PRINCIPAL - SEWER PROJECTS	81,300	79,800	79,800	41,196
				408,000	407,000	407,000	313,399
			FINANCING AND TRANSFERS				
\$ -			to (from) Community Centre Roof - Debt reduction (MODL grant for 4 years of \$10,000/yr. beginning in 2019/20)	10,000	10,000	10,000	-
\$ -			OPERATING RESERVE FUND:				
\$ (12,000)	01-2-82-2140	2	to (from) Elections	(9,000)	3,000	3,000	3,000
\$ -	01-2-82-2300		to (from) LAFF Fund	-	-	-	-
\$ -			to (from) Lunenburg Fire Depart. PPE Reserve	-	-	-	488
\$ -			to (from) Playgrounds	-	-	-	-
\$ -	01-2-82-2130	2	to (from) Sewer	50,000	50,000	-	54,553
\$ -			to (from) Salt reserves		-	-	-
\$ 20,000			to (from) General Operating Reserves	20,000	-	-	(13,400)
\$ -	01-2-82-2220	2	CAPITAL RESERVE FUND:				
\$ 7,800	01-2-82-2235	3	to (from) Capital from Revenue	58,600	50,800	85,300	52,487
\$ 15,000	01-2-82-2305	3	to (from) Capital from Parking Meters Rev.	30,000	15,000	15,000	-
\$ -	01-2-82-2146	2	to (from) Deed Transfer Tax	150,000	150,000	175,000	223,474
\$ -	01-2-82-2147	2	to (from) Landfill Site Closure/Monitoring	(5,300)	(5,300)	(5,300)	(23,567)
\$ -		2	to (from) Lunenburg Academy		-		-
\$ -	01-2-82-2220	2	to (from) PW Equipment	20,000	20,000	20,000	20,000
\$ 4,200	01-2-82-2225		to (from) Arena - Ice Resurfacers	4,200	-	-	10,000
				328,500	293,500	303,000	327,035
\$ -			COND. TRFS. - OTHER GOV'T & AGENCIES				
\$ -			EDUCATION				
\$ 28,300	01-2-84-7700	4	DISTRICT SCHOOL BOARD PAYMENT	851,400	823,100	823,100	806,494
				851,400	823,100	823,100	806,494
			DEPARTMENT TOTAL	\$ 1,587,900	\$ 1,523,600	\$ 1,533,100	\$ 1,446,928
\$ -	01-2-90-0100		SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ 997
			TOTAL EXPENDITURES	\$ 7,476,700	\$ 7,005,200	\$ 7,037,800	\$ 6,790,593
			Budget Increase	\$ 471,500			
				6.7%			

NOTES TO FISCAL SERVICES BUDGET

1. #01-2-81-3100 & #01-2-81-3150 Principal Payments on Capital Loans

DEBT CHARGES 2020/21

Project	Payment	Principal	Interest	Total	Remaining Balance
Academy, Streets, Biofilter	(1 of 15)	\$ 42,710	\$ 15,655	\$ 58,365	\$ 597,945
Parking Meters/Arena Siding	(2 of 5)	\$ 3,080	\$ 253	\$ 3,333	\$ 9,240
Boat Launch, Old Fire Hall Roof, Sewer Brook./Lincoln	(2 of 15)	\$ 77,730	\$ 26,449	\$ 104,179	\$ 754,720
Cat Backhoe	(3 of 10)	\$ 8,000	\$ 1,728	\$ 9,728	\$ 56,000
Lun Academy/Trackless/CC Furance/Street paving	(3 of 10)	\$ 44,520	\$ 9,448	\$ 53,968	\$ 311,640
Lun Academy/Pave Hebb & Hopson	(3 of 10)	33,270	5,360	38,630	232,890
Library Design/Parking Meters	(4 of 5)	5,640	155	5,795	5,640
Aerial Ladder Fire Truck	(4 of 10)	44,889	7,156	52,045	269,331
Lun Academy/Paving Starr and Wolf	(5 of 10)	17,900	2,618	20,518	89,500
Victoria Road Paving	(7 of 10)	11,900	1,279	13,179	35,700
Fire Truck/Tannery Rd Swr/Streets	(8 of 10)	57,200	5,142	62,342	114,400
Accessibility/Hebb St/Arena	(9 of 10)	30,800	2,192	32,992	30,800
Brickwork/Swr/Streets/Fire	(10 of 10)	17,800	689	18,489	-
Est. Temporary Borrowing*	\$496,400		7,446	7,446	496,400
TOTAL DEBT CHARGES		\$ 395,439	\$ 85,570	\$ 481,009	\$ 3,004,206

“*” – a temporary borrowing is expected for interim funding of 2019/20 capital expenditures until debentures from Municipal Finance are secured.

Five Year Projected Debt Charges & Effect on Tax Billing					
	2020/21	2021/22	2022/23	2023/24	2024/25
Projected Debt Charges - Principal & Interest	\$481,000	\$494,000	\$448,000	\$381,900	\$347,600
Principal & Interest Estimated amount of rate (\$0.01 = \$29,200 estimate 2020/21)	\$0.165	\$0.169	\$0.153	\$0.131	\$0.119
% of Tax Levy using 2020/21 Estimated Levy	7.9%	8.1%	7.4%	6.3%	5.7%
Borrowing Est 2020/21 Capital Budget		\$1,220,500			
Total Projected Principal & Interest payments		\$611,980	\$563,540	\$495,000	\$458,260
Principal & Interest Estimated amount of rate		\$0.210	\$0.193	\$0.170	\$0.157
% of Tax Levy using 2020/21 Estimated Levy		10.0%	9.2%	8.1%	7.5%
Additional Estimated Principal & Interest costs for 20/21 Capital		\$117,980	\$115,540	\$113,100	\$110,660
Est. Tax Rate increase required to fund additional debt		\$0.040	\$0.040	\$0.039	\$0.038

2. #01-2-82-2140, #01-2-82-2130, #01-2-82-2146, #01-2-82-2147, #01-2-82-2220 & #01-2-82-2230 Transfers to/from Reserves

Municipal elections to be held in October 2020. A transfer from the operating reserve established for municipal elections.

As part of the sewer rate structure a \$50,000 reserve transfer is included in fiscal 2020/21.

Deed Transfer Tax transfer is offset by corresponding revenue.

Site Monitoring is offset by corresponding expenditure.

No reserve transfer for the future Capital Costs for the Lunenburg Academy has been budgeted this year while the Exterior Restoration is on-going.

\$20,000 has been included as a transfer to Capital Reserve for the future purchase of a Public Works Equipment.

In June 2019 Council established an ice resurfacer surcharge of \$4/hour for all arena ice time rates. It is estimated to generate \$4,800 annually. Current ice resurfacer is to be replaced in fiscal 2020/21.

The following are the **projected** Capital Reserve Balances for the fiscal year ending March 31, 2020:

Solid Waste Closure	\$7,495
Other Equipment	250,857
Ice Resurfacer Reserve	51,428
Public Works Equipment	68,897
Fire Equipment	32,980
Federal/Provincial Gas Tax Funds	54,898
Provincial Capital Funds	24,244
Deed Transfer Tax	<u>252,895</u>
Total	\$743,694

The following are the **projected** Operating Reserve Balances for the fiscal year ending March 31, 2020:

Election Expenses	\$9,149
Salt Reserve	47,354
Fire Personal Protective Equipment	8,276
Sewer Reserves	42,832
Streets & Other	4,941
Recreation	50,546
LAFF	10,550
Pro Kids	17,554
Region 6 Diversion Special Projects	2,371
Operating Surplus Reserve	<u>169,376</u>
Total	\$362,949

3. #01-2-82-2235 & #01-2-82-2305 Capital Expenditures from Operating Revenue

This is an annual allocation budgeted from general revenues to fund capital asset purchases.

4. #01-2-84-7700 Appropriation to District School Board

The School Board rate is calculated based on 2020/21 rate of 30.48¢/\$100 of uniform assessment.

	2017/18	2018/19	2019/20	2020/21
Uniform Assessment	\$260,147,796	\$264,597,830	270,039,287	\$279,311,517
Rate on UA	30.48¢	30.48¢	30.48¢	30.48¢
Rate on Taxable Assessment	29.77¢	29.70¢	29.30¢	29.06¢
Total Cost	\$792,930	\$806,494	\$823,080	\$851,342
% Increase	1.2%	1.7%	2.1%	3.4%

CEMETERY BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUAL
			<u>OPERATING REVENUE</u>				
\$ -	04-1-95-0010	1	SALE OF LOTS	\$ 1,600	\$ 1,600	\$ 3,000	\$ 1,890
\$ -	04-1-95-0020	1	BURIALS	22,300	22,300	20,000	20,690
\$ -	04-1-95-0030		BASES, ETC. - HEAD STONES	1,000	1,000	-	930
\$ 100	04-1-95-0040	2	INTEREST ON CEMETERY TRUSTS	6,000	5,900	6,200	7,424
\$ (2,600)	04-1-95-0060	3	APPROPRIATION FROM TOWN	40,700	43,300	45,800	46,079
			TOTAL REVENUE	\$ 71,600	\$ 74,100	\$ 75,000	\$ 77,013
\$ -							
\$ -			<u>OPERATING EXPENDITURES</u>				
\$ (5,000)	04-2-95-0020	4	LABOUR	20,000	25,000	30,000	43,077
\$ -	04-2-95-0030	5	WORKERS COMPENSATION	500	500	500	1,035
\$ (1,500)	04-2-95-0040	6	EMPLOYMENT BENEFITS/EAP	4,000	5,500	5,000	10,684
\$ (200)	04-2-95-0045	7	CLOTHING	-	200	300	497
\$ (2,300)	04-2-95-0050	7	OTHER BENEFITS (HOLIDAY, LONG SERVICE, RETIREMENT AWARDS)	-	2,300	2,300	3,986
\$ 10,300	04-2-95-0055	8	MOWING CONTRACT	30,300	20,000	20,900	-
\$ (800)	04-2-95-0060		TRAINING COURSES	-	800	100	342
\$ -	04-2-95-0080	9	WATER	400	400	400	364
\$ -	04-2-95-0090		ELECTRICITY	900	900	900	916
\$ -	04-2-95-0100		INSURANCE	900	900	900	844
\$ -	04-2-95-0110	10	SUPPLIES	4,500	4,500	3,500	3,521
\$ -	04-2-95-0115		AUDIT FEES	1,100	1,100	1,200	1,042
\$ (3,500)	04-2-95-0120	11	EQUIPMENT/BUILDING-MAINT. & REPAIRS	3,000	6,500	5,000	5,075
\$ -	04-2-95-0130		FLOWERS AND TREES	-	-	-	-
\$ -	04-2-95-0145	12	MONUMENT MAINTENANCE (LABOUR & SUPPLIES)	4,000	4,000	4,000	4,433
\$ -	04-2-95-0150		SMALL EQUIPMENT	-	-	-	-
\$ 500	04-2-95-0155	13	ROAD MAINTENANCE (GRAVEL & DRAINAGE)	2,000	1,500	-	1,196
\$ -	04-2-95-0165		PROVISION - UNCOLLECTIBLE ACCOUNTS	-	-	-	-
			TOTAL EXPENDITURES	\$ 71,600	\$ 74,100	\$ 75,000	\$ 77,012
			Budget Increase	\$ (2,500)			
				-3.4%			

NOTES TO CEMETERY BUDGET

1. #04-1-95-0010/#04-1-95-0020

The Cemetery rates for 2019/20 were adjusted based on a rate comparison and as approved by Council on June 25, 2019. The 2020/21 Rates have been adjusted by the 2019 CPI rate of 1.6% (rounded to the next \$5)

Sale of Lots	2020/21 Rates		
	Lot Price	Perpetual Care Charge	Total Cost of Lot
1 Cremation Lot	\$165	\$230	\$395
1 Grave Lot	\$335	\$415	\$750
2 Grave Lot	\$640	\$830	\$1,470
Mausoleum	\$515	\$670	\$1,185

Burials	2020/21 Rates
Ashes (Cremation) – Resident*	\$365
Ashes (Cremation) – Non-resident	\$730
Infant or Child	\$365
Traditional – Resident*	\$815
Traditional - Non-resident	\$1,625

* A resident is a person who resides in Lunenburg at the time of death or was born in Lunenburg residing in a Home for Special Care elsewhere, or resided in Lunenburg for 50% of their life.

2. #04-1-95-0040 Perpetual Care Fund

As of January 31, 2020 the Perpetual Care Reserve had a balance of \$227,985. Which includes an inter-departmental capital loan balance of \$135,200.

Perpetual Care inter-departmental capital loan interest (previously approved) includes:

Town General (Capital Funding)	\$3,900
Interest earned on Bank balances (estimate)	2,100
Total Interest Earned	<u>\$6,000</u>

Analysis of Perpetual Care Fund

	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	Budget <u>2019/20</u>	Budget <u>2020/21</u>
Perpetual Care Fund	\$206,188	\$211,338	\$216,088	\$226,415	\$226,675	\$227,985
Interest Earned	\$4,536	\$4,500	\$5,200	\$7,424	\$5,900	\$6,000

3. #04-1-95-0060 Appropriation from Town

This is the budgeted grant required from the Town.

4. #04-2-95-0020 Labour

The two seasonal employees (29 weeks) are now grouped with the general Public Works labour pool. The budgeted amounts reflects the estimated costs for Public Works staff to complete maintenance, aside from mowing, at the Cemetery. This estimated labour about reflects time for burials as required.

5. #04-2-95-0030 Workers Compensation

Based on the Town's 2020 rate and allocated labour.

6. #04-2-95-0040 Employment Benefits/EAP

Based on an allocation of benefits in relation to the Public Works labour required at the Cemetery.

7. #04-2-95-0045 Clothing and #04-2-95-0050 Other Benefits-Holiday/Long Service Awards/Retirement Awards

Now included as part of the Transportation budget.

8. #04-2-95-0055 Mowing Contract

Mowing of the Cemetery is now completed through an annual contract.

9. #04-2-95-0080 Water

Estimate based on approved rates.

10. #04-2-95-0110 Supplies Include:

Cemetery Markers	\$1,000
Topsoil	2,400
Lawn Care Products	600
Class A	<u>500</u>
	<u>\$4,500</u>

11. #04-2-95-0120 Equipment/Building-Maintenance & Repairs

Miscellaneous Parts/Repairs	\$1,500
Gasoline/Fuel for Equipment	500
Building Maintenance	<u>1,000</u>
	<u>\$3,000</u>

12. #04-2-95-0145 Monument Maintenance

This was a new budget item beginning in 2010/11 for the maintenance of monuments that fall over during the winter months.

13. #04-2-95-0155 Road Maintenance

To refurbish the roads to ensure that they continue to be passable for vehicular traffic.

WATER UTILITY OPERATING BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTIONS	ACTUAL
REVENUE							
OPERATING REVENUES							
\$	24,000	05-1-12-0100	1 METERED COMMERCIAL SALES	\$ 534,000	\$ 510,000	\$ 530,000	\$ 505,330
\$	-	05-1-14-0100	BULK WATER SALES	-	-	-	-
\$	15,000	05-1-21-0100	1 FLAT RATE SALES - RESIDENTIAL	660,000	645,000	656,000	656,372
\$	15,400	05-1-31-0100	2 PUBLIC FIRE PROTECTION	340,800	325,400	325,400	325,360
\$	-	05-1-33-0100	PRIVATE FIRE PROTECTION	1,000	1,000	1,000	1,000
\$	(400)	05-1-40-0100	SPRINKLER ACCOUNTS	6,600	7,000	6,600	6,800
\$	-	05-1-60-0100	3 CONSUMER INTEREST CHARGES	5,000	5,000	5,000	5,513
\$	-	05-1-71-0100	CONNECTION CHARGES	5,400	5,400	5,400	5,950
\$	-	05-1-72-0100	4 ARMOURIES RENT	1,200	1,200	1,200	1,200
TOTAL OPERATING REVENUES				1,554,000	1,500,000	1,530,600	1,507,525
NON-OPERATING REVENUES							
\$	-	05-1-81-0100	JOBGING AND CONTRACT	500	500	300	360
\$	500	05-1-82-1000	INTEREST EARNED	5,000	4,500	4,700	5,484
\$	-	05-1-85-0100	5 GRANTS FOR THE PROV - HST OFFSET	7,000	7,000	10,200	6,903
\$	80,000	05-1-89-0100	OTHER TRANSFERS FROM RESERVES	80,000	-	-	-
TOTAL NON-OPERATING REVENUES				92,500	12,000	15,200	12,747
TOTAL REVENUES				\$ 1,646,500	\$ 1,512,000	\$ 1,545,800	\$ 1,520,272
EXPENDITURES							
SOURCE OF SUPPLY							
SUPERVISION AND ENGINEERING							
\$	1,800	05-2-11-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 14,300	\$ 12,500	\$ 12,500	\$ 13,200
\$	100	05-2-11-0105	6.1 FACILITY SUPERINTENDENT (salary & benefits)	2,300	2,200	2,200	1,539
\$	-	05-2-11-0300	7 DEPARTMENT OF ENVIRONMENT - LICENSE	1,000	1,000	1,000	946
\$	80,000	05-2-11-0350	7.1 WATER WITHDRAWAL STUDY (EVERY 10 YEARS, last done 2011/12) - due in May 2022	80,000	-	-	-
OPERATION LABOUR							
\$	-	05-2-12-0200	18 PUBLIC WORKS LABOUR	1,100	1,100	1,100	256
\$	100	05-2-12-0201	12 WRO LABOUR	3,400	3,300	3,300	1,973
MAINTENANCE OF PLANT - INTAKES (PUMP HOUSE)							
\$	(2,200)	05-2-14-2100	DIVER - INTAKE	4,000	6,200	4,000	-
\$	3,000	05-2-14-2200	7.2 REPAIRS TO INTAKE SCREENS/BUILDING	4,000	1,000	3,700	4,969
DEPARTMENT TOTAL				\$ 110,100	\$ 27,300	\$ 27,800	\$ 22,883
PUMPING							
SUPERVISION AND ENGINEERING							
\$	1,800	05-2-21-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 14,300	\$ 12,500	\$ 12,500	\$ 13,200
\$	100	05-2-21-0105	6.1 FACILITY SUPERINTENDENT (salary & benefits)	2,300	2,200	2,200	1,539
OPERATION LABOUR							
\$	-	05-2-22-0200	18 PUBLIC WORKS DEPARTMENT	1,100	1,100	1,100	-
\$	700	05-2-22-0201	12 WRO LABOUR	3,800	3,100	3,700	1,675
POWER PURCHASED							
\$	-	05-2-24-0100	8 POWER PURCHASED - NSPI	25,000	25,000	24,000	20,909
MAINTENANCE OF PLANT							
\$	-	05-2-25-1200	TELEPHONE - PUMPHOUSE	300	300	300	221
\$	-	05-2-25-1300	8.2 MATERIALS/REPAIRS TO BUILDING	5,500	5,500	1,500	531
MAINTENANCE OF PUMPING EQUIPMENT							
\$	-	05-2-25-2100	9 REPAIRS TO PUMPS	4,000	4,000	1,000	464
DEPARTMENT TOTAL				\$ 56,300	\$ 53,700	\$ 46,300	\$ 38,539
WATER TREATMENT							
SUPERVISION AND ENGINEERING							
\$	1,800	05-2-31-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 14,300	\$ 12,500	\$ 12,500	\$ 13,200
\$	100	05-2-31-0105	6.1 FACILITY SUPERINTENDENT (salary & benefits)	2,300	2,200	2,200	3,539
\$	-	05-2-31-0400	10 TRAINING - SUPER./WRO	5,500	5,500	1,000	1,051
\$	300	05-2-31-0410	11 CLOTHING - WRO	1,000	700	700	229
OPERATION LABOUR							
\$	500	05-2-32-0100	18 PUBLIC WORKS DEPARTMENT	1,000	500	800	392
\$	8,600	05-2-32-0200	12 WATER RESOURCE OPERATOR II SALARY	68,800	60,200	67,000	50,425
\$	200	05-2-32-0210	12 WATER RESOURCE OPERATOR II BENEFITS	17,000	16,800	16,800	10,276
OPERATION SUPPLIES AND EXPENSE							
CHEMICALS AND ADDITIVES							
\$	(7,000)	05-2-33-1500	13 WTP - CHEMICALS	55,000	62,000	59,000	55,243

WATER UTILITY OPERATING BUDGET

				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTIONS	ACTUAL
			<u>SUPPLIES & EXPENSES</u>				
\$	1,000	05-2-33-9100	14 SUPPLIES AND SMALL TOOLS	5,000	4,000	4,000	3,329
\$	2,500	05-2-33-9200	15 WATER TESTING	16,000	13,500	13,200	11,303
\$	2,100	05-2-33-9300	15.1 WATER TESTING - WRO LABOUR	24,900	22,800	22,600	17,462
\$	2,200	05-2-33-9500	16 WTP - SPARE/REPLACEMENT PARTS	11,500	9,300	9,300	11,146
\$	1,000	05-2-33-9520	WTP - LABORATORY MATERIALS	2,000	1,000	1,000	736
\$	-	05-2-34-0600	NSPI - TREATMENT PLANT	59,000	59,000	57,000	56,185
\$	1,000	05-2-34-0700	TELEPHONE LINE/SCADA SYSTEM /SECURITY	6,800	5,800	4,800	2,642
			<u>MAINTENANCE OF PLANT</u>				
\$	1,000	05-2-34-0500	17 WTP - REPAIRS & MAINTENANCE	24,000	23,000	22,000	25,384
			DEPARTMENT TOTAL	\$ 314,100	\$ 298,800	\$ 293,900	\$ 262,542
			<u>TRANSMISSION AND DISTRIBUTION</u>				
			<u>SUPERVISION AND ENGINEERING</u>				
\$	5,700	05-2-41-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 51,900	\$ 46,200	\$ 46,200	\$ 44,700
\$	200	05-2-41-0105	6.1 FACILITY SUPERINTENDENT (salary & benefits)	8,300	8,100	8,100	6,116
\$	-	05-2-41-0200	DRAFTING/FILING LABOUR	2,300	2,300	2,300	2,300
			<u>OPERATION LABOUR</u>				
			<u>OPERATION LABOUR - MAINS</u>				
\$	600	05-2-43-1100	18 PUBLIC WORKS DEPT. - LABOUR	11,200	10,600	5,000	4,840
			<u>MAINTENANCE OF PLANT</u>				
			<u>MAINT. OF PLANT RESERVOIRS</u>				
\$	1,700	05-2-44-1100	19 STANDPIPE (GARDEN LOTS)	3,000	1,300	1,700	1,001
\$	(1,000)	05-2-44-1300	ELECTRICITY/SCADA/STANDPIPE	1,700	2,700	1,500	1,445
\$	(6,000)	05-2-44-1350	19 WTP PLANT STANDPIPE (NORTHWEST)	10,000	16,000	12,000	268
\$	600	05-2-44-1400	20 TELEPHONE LINE/SCADA SYSTEM	1,500	900	1,200	808
			<u>MAINT. OF PLANT - MAINS</u>				
\$	-	05-2-44-3100	21 MATERIALS - MAINS	11,000	11,000	8,000	2,285
\$	-	05-2-44-3200	21 EQUIP RENTAL (TOWN) - MAINS & SERVICES	25,000	25,000	15,000	14,287
\$	-	05-2-44-3295	21.1 WATER LEAK STUDY	7,200	7,200	-	-
\$	-	05-2-44-3300	FIRE FLOW TESTING (COMPLETED IN 2016/17)	-	-	-	-
			<u>MAINT. SERV./METERS/HYDRANTS</u>				
\$	-	05-2-44-9100	MATERIALS	15,000	15,000	15,000	16,475
\$	600	05-2-44-9300	18 P.W. LABOUR	15,500	14,900	14,900	15,917
\$	-	05-2-44-9400	ADVERTISING - NOTICES, ETC.	2,000	2,000	2,000	254
			<u>STORES (STOCK) EXPENSES</u>				
\$	600	05-2-46-0100	FUEL - HEAT	9,500	8,900	9,000	9,444
\$	600	05-2-46-0200	ELECTRICITY - LIGHTS	5,100	4,500	4,800	4,436
\$	-	05-2-46-0225	WATER	600	600	500	511
\$	-	05-2-46-0250	22 SEWER CHARGE	700	700	700	654
\$	-	05-2-46-0301	SUPPLIES	10,000	10,000	10,000	8,061
\$	700	05-2-46-0302	JANITORIAL	3,500	2,800	2,800	2,253
\$	-	05-2-46-0303	SECURITY	700	700	300	299
\$	300	05-2-46-0400	IN HOUSE LABOUR/ARMOURIES	15,200	14,900	13,500	13,654
\$	500	05-2-46-0500	TELEPHONE/CELL PHONES/INTERNET	3,500	3,000	3,200	2,677
			<u>TRANSPORTATION - VEHICLES</u>				
\$	-	05-2-47-0100	GAS - VEHICLES	5,000	5,000	4,000	4,326
\$	(3,500)	05-2-47-0200	REPAIRS/MAINTENANCE - 2008 Van	-	3,500	2,000	11,490
\$	(3,500)	05-2-47-0201	REPAIRS/MAINTENANCE - 2005 Chev 1/2 ton	-	3,500	6,800	3,335
\$	2,000		REPAIRS/MAINTENANCE - Pickup #1	2,000	-	-	-
\$	2,000		REPAIRS/MAINTENANCE - Pickup #2	2,000	-	-	-
\$	300	05-2-47-0350	CAR ALLOWANCE - ENG/SUPERINTENDENT	900	600	800	670
\$	-	05-2-47-0400	RADIO LICENSE/REPAIRS	600	600	600	586
			DEPARTMENT TOTAL	\$ 224,900	\$ 222,500	\$ 191,900	\$ 173,092
			<u>ADMINISTRATION AND GENERAL</u>				
		23	<u>ACCOUNTING AND COLLECTING</u>				
			<u>ACCOUNTING SUPERVISION</u>				
\$	800	05-2-51-1100	PORTION OF FINANCE DIRECTOR	\$ 39,100	\$ 38,300	\$ 38,300	\$ 37,500
			<u>ACCOUNTING METER READINGS</u>				
\$	100	05-2-51-2100	METER READING SALARY/EXPENSES	2,500	2,400	2,400	2,760

WATER UTILITY OPERATING BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTIONS	ACTUAL
			ACCOUNTING BILLING				
\$	700	05-2-51-3100	PORTION BOOKKEEPING SALARIES	28,700	28,000	28,000	22,500
\$	-	05-2-51-3200	SUPPLIES - BILLING & COLLECTION	2,700	2,700	2,700	3,146
\$	-	05-2-51-3210	COMPUTER MAINTENANCE	6,000	6,000	6,000	5,503
			ACCOUNTING COLLECTION				
\$	300	05-2-51-4100	PORTION OF CASHIER SALARIES	14,100	13,800	13,800	13,500
			ACCOUNTING - UNCOLLECTIBLE ACCTS.				
\$	-	05-2-51-5100	PROVISION - UNCOLLECTIBLE ACCTS.	3,000	3,000	1,500	2,633
			SALARIES				
			SALARIES - OFFICERS & EXECUTIVES				
\$	-	05-2-52-1100	PORTION STAFF MEETING PAY	1,800	1,800	1,800	1,120
\$	500	05-2-52-1200	PORTION COUNCIL HONORARIUMS	27,000	26,500	26,500	24,441
\$	1,600	05-2-52-1300	PORTION STAFF SALARIES	63,600	62,000	62,000	53,200
			SALARIES - OTHER				
\$	6,100	05-2-52-9100	PORTION OFFICE STAFF SALARIES/PT STAFF	61,000	54,900	54,900	51,700
\$	600	05-2-52-9200	EMPLOYMENT BENEFITS	77,300	76,700	76,700	75,042
			GENERAL OFFICE EXPENSE				
			GENERAL OFFICERS EXPENSE				
\$	8,000	05-2-53-1200	24 TRAINING, CONFERENCES & MEMBERSHIPS	15,000	7,000	7,800	5,333
\$	5,000	05-2-53-1201	24 COUNCIL TRAINING & CONFERENCES	8,000	3,000	2,800	1,347
\$	-	05-2-53-1400	BANK CHARGES	1,800	1,800	1,800	1,767
			GENERAL OFFICE EXPENSE				
\$	-	05-2-53-3100	MISC. SUPPLIES - OFFICE	5,000	5,000	5,000	5,976
\$	-	05-2-53-3150	25 FURNITURE & EQUIPMENT	11,500	11,500	11,500	9,287
			PROFESSIONAL FEES				
\$	400	05-2-54-1100	AUDITORS FEES	6,000	5,600	6,000	5,266
\$	-	05-2-54-1200	CONSULTANT FEES - WATER RATE STUDY	-	-	-	-
\$	(2,500)	05-2-54-1250	ENGINEER CONSULTING SERVICES	7,500	10,000	5,000	-
\$	-	05-2-54-2100	LEGAL FEES	15,000	15,000	12,000	20,871
\$	-	05-2-54-2150	25.1 COMMUNICATIONS	5,000	5,000	5,000	5,000
\$	100	05-2-54-2200	PAYROLL ADMINISTRATION	1,300	1,200	1,200	1,235
			REGULATORY EXPENSES				
\$	-	05-2-55-0100	26 NSURB FEE	1,600	1,600	1,600	1,590
			INSURANCE				
\$	-	05-2-56-0100	27 FIRE & AUTO LIABILITY	26,000	26,000	25,800	24,777
			RENT OF GENERAL PROPERTY				
\$	-	05-2-57-0100	RENT - TOWN OFFICE USE	2,100	2,100	2,100	2,300
\$	-	05-2-57-0200	28 RENT - VICTORIA ROAD BUILDING	2,200	2,200	2,200	2,100
			DEPARTMENT TOTAL	\$ 434,800	\$ 413,100	\$ 404,400	\$ 379,894
			DEPRECIATION				
\$	(6,850)	05-2-60-0100	29 DEPRECIATION EXPENSE	\$ 287,400	\$ 294,250	\$ 273,600	\$ 293,957
			DEPARTMENT TOTAL	\$ 287,400	\$ 294,250	\$ 273,600	\$ 293,957
			TAXES				
\$	500	05-2-70-0200	30 PROPERTY TAXES	\$ 43,500	\$ 43,000	\$ 43,500	\$ 42,987
			DEPARTMENT TOTAL	\$ 43,500	\$ 43,000	\$ 43,500	\$ 42,987
			NON-OPERATING EXPENSES				
\$	-	05-2-90-0200	INTEREST ON CUSTOMER DEPOSITS	\$ -	\$ -	\$ -	\$ (46)
			REDEMPTION LONG-TERM DEBT				
\$	-	05-2-91-0100	31 PRINCIPAL INSTALLMENTS	40,750	40,750	40,800	40,750
			INTEREST ON LONG-TERM DEBT				
\$	(1,250)	05-2-92-0100	31 INTEREST	18,650	19,900	19,900	21,115
			CAPITAL EXPENDITURE FROM REVENUE				
\$	2,300	05-2-99-0050	33 CAPITAL RESERVES - FUTURE CAPITAL	20,000	17,700	42,700	138,500
			OTHER NON-OPERATING EXPENSES				
\$	-	05-2-99-0020	33 TRANSFER TO CAPITAL RESERVE - LAND	5,000	5,000	5,000	5,000
\$	-	05-2-99-0010	33 WTP - MEMBRANE REPLACEMENT RESERVE	26,000	26,000	26,000	26,000
\$	15,000	05-2-99-0060	DIVIDEND	65,000	50,000	50,000	75,000
		05-2-99-0100	SURPLUS (DEFICIT)	-	-	80,000	59
			DEPARTMENT TOTAL	\$ 175,400	\$ 159,350	\$ 264,400	\$ 306,378
\$	-						
\$	134,500		TOTAL EXPENDITURES	\$ 1,646,500	\$ 1,512,000	\$ 1,545,800	\$ 1,520,272
\$	-						
			Budget Increase	\$ 134,500			
\$	-			8.9%			

NOTES TO WATER UTILITY BUDGET

Revenue

1. The Nova Scotia Utility and Review board approved changes to the Town of Lunenburg Schedule of Rates and Regulations for the Water Utility in 2016 the first increase came into effect July 1, 2016, the second increase was effective April 1, 2017, and the third increase occurred on April 1, 2018.

Water Statistics:

	<i>Budget 2020/21</i>	<i>Estimated 2019/20</i>	<i>Actual 2018/19</i>
Residential Connections	1,153	1,145	1,108
Metered Commercial Accounts	191	190	187

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).

Expenditures

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

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

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

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

Approximately 20% of the proposed Facility Superintendent's salary is budgeted in the Water Utility based on projected time allocations.

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

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

- 7.1 #05-2-11-0350 Water Withdrawal Study

As part of the water withdrawal licensing permit process, a water withdrawal study must be undertaken.

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

The water utility had a video inspection of the intake screens at Dares Lake completed. The frame work that the screens are bolted to shows a great deal of corrosion and is in need of replacement.

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

Budget based on projected usage at current consumption pricing.

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

The pump house below the spillway is set in the ground to receive the pipes from the intake at Dares Lake. The drainage around the building is very poor and during heavy rains the roof and road above shed water directly at the building. This has resulted in deterioration of the structural supports in the building, during heavy rain after the floor has dried out mud and silt cover the floor from where it has washed in through the cracks. The first step to address this issue would be to divert water coming down the road and off the roof away from the building.

In-house ditching and gutter changes:

Labour (3 days)	\$3,000
Materials	\$1,000
Total	\$4,000

An additional \$1,500 is included in the budget account for general repairs and maintenance during the year.

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

Estimate for repairs based on estimated requirements in this fiscal year.

10. #05-2-31-0400 Training

Water Certification training for Water Resource Operators and supervisors.

11. #05-2-31-0410 Clothing

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

12. Water Resource Operator Salary and Benefits

Water Resource Operators Salary and Benefits (1.5 FTE) is charged to the Water Utility.

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). This amount has been increased as testing is required as part of the lead monitoring program.

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

WRO labour required for taking daily samples for analysis.

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

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

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

The water treatment plant requires scheduled maintenance. Costs include a generator contract, cleaning contract, SCADA, and the yearly membrane inspection and reports.

18. Public Works Labour

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

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

The water utility had a video inspection of both water storage tanks completed in 2016. There are anodes that require replacement at the North West WTP Plant Stand Pipe \$10,000. Garden Lots- Install transfer switch panel, inspection and report to be carried out on the corrosion control system.

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.

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 \$186,400. The sewer charge is budgeted at 2019/20 rates of 41.20¢/\$100. assessment (AAN 04647114).

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

A portion of the current level of Town Office staff salaries are charged out to the Water Utility based on the estimated staff time spent on the Water Utility. These are allocated as 30% CAO and AMC, 35% Finance Director, 37% Town Accountant, 5% Billing Clerk (Finance Officer), 27% Payment Processing (Finance Officer-AR), 30% Accounts Payable Clerk (Finance Officer) and 30% Secretarial Staff, Business Coordinator – 44%

A portion of Town Council honorariums and staff meeting pay is charged to the Water Utility based on the estimated time Council spends on Water Utility issues and Town Office staff time attending meetings concerning the Water Utility.

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>
	<u>\$15,000</u>

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

Portion of Council Conferences (32.5%)	\$3,000
Portion of Council Orientation Training – Election 2020 (40%)	\$5,000

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 communications contractor.

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 2018/19 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 total depreciation reserve as at March 31, 2019 was \$1,275,520.

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

The assessment on the Town distribution system has remained the same at \$1,294,800. The Utility is estimated to pay the Town \$42,417 in property taxes in 2020/21. 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)	9 of 20	\$40,750	\$19,049	\$59,799	\$448,250

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) and \$26,000 for membrane replacement (10 year replacement schedule).

34. The balance in the Water Utility Capital Reserve as of March 31, 2019 is as follows:

Future Land Purchases	\$119,572
WTP Membrane Replacement	201,389
Future Capital	<u>364,806</u>
	<u>\$685,767</u>

ELECTRIC UTILITY OPERATING BUDGET							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTION	ACTUALS
		REVENUE					
		OPERATING REVENUE					
\$ 143,700	07-1-51-1000	2	DOMESTIC SERVICE	\$ 2,783,900	\$ 2,640,200	\$ 2,746,200	\$ 2,611,358
\$ 1,000	07-1-51-2000	3	GENERAL SERVICE - SMALL	186,000	185,000	59,500	186,447
\$ 61,500	07-1-51-2500	3	GENERAL SERVICE - DEMAND	2,266,000	2,204,500	2,227,200	2,150,236
\$ 105,500	07-1-51-3000	4	GENERAL SERVICE (IND)	1,340,000	1,234,500	1,326,600	1,226,818
\$ 4,600	07-1-51-4000	5	STREET LIGHTING	128,000	123,400	123,700	121,738
\$ -	07-1-51-5000		MISC. ELECTRIC LIGHT	7,000	7,000	7,000	7,279
\$ 5,000	07-1-51-6000	6	LATE PAYMENT INTEREST	28,000	23,000	32,000	30,321
\$ -	07-1-51-7000	7	POLE ATTACHMENT FEES	27,600	27,600	27,600	27,619
\$ -	07-1-51-8000	8	69 KV LINE LEASE	54,000	54,000	53,100	53,112
			TOTAL OPERATING REVENUE	6,820,500	6,499,200	6,602,900	6,414,928
		NON-OPERATING REVENUE					
\$ -	07-1-51-9000		EXPIRED LINE EXTENSION DEPOSITS	-	-	-	-
\$ -	07-1-52-1010	9	SALE OF SERVICE - PERMITS	15,000	15,000	15,000	18,846
\$ (10,000)	07-1-52-1000	9	SALE OF SERVICE - JOBBING & CONTRACT	5,000	15,000	1,000	7,505
\$ 5,000	07-1-52-3000		INTEREST REVENUE	9,000	4,000	9,000	5,922
			TOTAL NON-OPERATING REVENUE	29,000	34,000	25,000	32,273
			TOTAL REVENUE	\$ 6,849,500	\$ 6,533,200	\$ 6,627,900	\$ 6,447,201
		EXPENDITURES					
		POWER PURCHASES					
\$ 177,100	07-2-61-1000	10	POWER COST - NSPI	\$ 5,352,300	\$ 5,175,200	\$ 5,253,800	\$ 5,057,616
		SUBSTATIONS					
		SUBSTATIONS (3)					
\$ 900	07-2-62-1100	11	LABOUR-UTILITY	23,300	22,400	22,400	5,595
\$ -	07-2-62-1200	12	REPAIRS & MAINTENANCE	20,000	20,000	20,000	11,036
\$ -	07-2-62-1300	13	TRANSFORMER TESTING	25,000	25,000	-	-
\$ -	07-2-62-1500		SUBSTATION INSURANCE	10,100	10,100	10,100	9,759
\$ -	07-2-62-1600		SUPPLIES	-	-	-	68
				78,400	77,500	52,500	26,458
		OPERATION & MAINTENANCE					
		SUPERINTENDENCE					
\$ 4,200	07-2-63-1100	11	MANAGER/PORION OF SUPER. SALARY	107,400	103,200	103,200	100,000
\$ -	07-2-63-1175		STANDY-BY PAY	-	-	-	17,562
\$ -	07-2-63-1200	14	TELEPHONE/ CELLULAR/ INTERNET	5,000	5,000	5,000	4,101
\$ -	07-2-63-1400		RADIO REPAIRS/LICENSE	200	200	200	176
		OVERHEAD					
\$ 2,700	07-2-63-2100	11	LABOUR - UTILITY	68,300	65,600	65,600	63,654
\$ -	07-2-63-2200		SUPPLIES	5,500	5,500	5,500	1,776
\$ 25,000	07-2-63-2310	15	VEGETATION MGMT-CONTRACTOR	100,000	75,000	75,000	33,014
\$ -	07-2-63-2600		CONTRACTED REPAIRS/FLAGMEN	5,000	5,000	1,000	-
		POLES & FIXTURES					
\$ 400	07-2-63-3100	11	LABOUR - UTILITY	10,800	10,400	10,400	8,499
\$ -	07-2-63-3200		SUPPLIES	3,000	3,000	3,500	3,298
		SERVICES					
\$ 1,000	07-2-63-4100	11	LABOUR - UTILITY	25,300	24,300	24,300	24,021
\$ 2,000	07-2-63-4200		SUPPLIES	6,000	4,000	8,700	2,709
		STREETS & HIGHWAY LIGHTING					
\$ 900	07-2-63-5100	11	LABOUR - UTILITY	22,700	21,800	21,800	15,540
\$ -	07-2-63-5200		SUPPLIES	1,000	1,000	1,000	42
		MAINTENANCE OF BUILDING					
\$ -	07-2-63-6100	11	LABOUR - UTILITY	-	-	-	3,828
\$ -	07-2-63-6200		FUEL	6,000	6,000	6,000	5,252
\$ -	07-2-63-6300		ELECTRIC	2,200	2,200	2,200	1,476
\$ -	07-2-63-6310		WATER	500	500	500	419
\$ -	07-2-63-6320		SEWER	700	700	700	592
\$ -	07-2-63-6400	16	REPAIRS & MAINTENANCE	5,000	5,000	4,000	4,818
\$ -	07-2-63-6600	17	RENTAL - VICTORIA ROAD BUILDING	5,000	5,000	5,000	5,000

ELECTRIC UTILITY OPERATING BUDGET							
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUALS
			<u>CUSTOMER PREMISES EXPENSES</u>				
\$ 3,000	07-2-63-7100		ELECTRICAL INSPECTIONS	15,000	12,000	15,000	18,203
			<u>TRANSPORTATION</u>				
\$ -	07-2-63-8100		GAS - VEHICLES	-	-	-	2,568
\$ -	07-2-63-8200		REPAIRS & MAINTENANCE	-	-	-	5,966
\$ -	07-2-63-8300		REGISTRATION/INSURANCE	-	-	-	4,482
				394,600	355,400	358,600	326,996
			<u>TRANSFORMERS</u>				
			<u>SETTING AND REMOVING</u>				
\$ 100	07-2-64-1100	11	LABOUR - UTILITY	2,600	2,500	2,500	4,592
\$ -	07-2-64-1200		SUPPLIES	500	500	500	-
			<u>MAINTENANCE OF TRANSFORMERS</u>				
\$ 100	07-2-64-2100	18	LABOUR - UTILITY	3,100	3,000	3,000	4,727
\$ 15,000	07-2-64-2150	18	CONTRACTED REPAIRS	40,000	25,000	40,000	49,347
\$ -	07-2-64-2200	18	SUPPLIES	2,500	2,500	2,500	224
				48,700	33,500	48,500	58,890
			<u>METERS</u>				
			<u>SETTING AND REMOVING METER</u>				
\$ 300	07-2-65-1100	11	LABOUR - UTILITY	6,700	6,400	6,400	7,505
			<u>TESTING METERS (EXPENSES)</u>				
\$ 400	07-2-65-2100	11	LABOUR - UTILITY	10,400	10,000	10,000	10,839
			<u>TESTING METERS</u>				
\$ -	07-2-65-3100	19	NSPI CHARGES	-	-	-	5,716
			<u>MAINTENANCE OF METERS</u>				
\$ -	07-2-65-4200		SUPPLIES	1,000	1,000	500	245
				18,100	17,400	16,900	24,305
			<u>GENERAL OVERHEAD</u>				
			<u>SUPERVISION</u>				
\$ 300	07-2-66-1100	20	PORTION FD SALARY	5,900	5,600	5,600	5,500
			<u>CONTRACTS</u>				
\$ 700	07-2-66-2100	20	PORTION OF TOWN OFFICE SALARIES	18,800	18,100	18,100	15,500
				24,700	23,700	23,700	21,000
			<u>ACCOUNTING</u>				
			<u>ACCOUNTING SUPERVISION</u>				
\$ 200	07-2-67-1100	20	PORTION FD SALARY	7,700	7,500	7,500	7,300
			<u>REVENUE ACCOUNTING</u>				
\$ 1,300	07-2-67-2100	20	PORTION OF TOWN OFFICE SALARIES	58,500	57,200	57,200	47,000
\$ -	07-2-67-2200		PART-TIME OFFICE STAFF	-	-	-	10,962
			<u>PLANT ACCOUNTING</u>				
\$ 6,200	07-2-67-3100	20	PORTION OF TOWN OFFICE SALARIES	40,800	34,600	34,600	24,000
			<u>BILLING</u>				
\$ 7,500	07-2-67-4100	20	PORTION OF TOWN OFFICE SALARIES	49,900	42,400	42,400	36,000
\$ -	07-2-67-4200		SUPPLIES	8,000	8,000	8,000	7,991
			<u>AUDITING</u>				
\$ 500	07-2-67-5100		AUDIT FEES	6,500	6,000	6,500	5,400
			<u>COLLECTING</u>				
\$ -	07-2-67-6050	21	ELECTRONIC BANKING SERVICES	3,000	3,000	3,000	2,776
\$ 300	07-2-67-6100	20	PORTION OF TOWN OFFICE SALARIES	14,800	14,500	14,500	11,000
\$ 1,000	07-2-67-6200		POSTAGE	13,500	12,500	12,500	12,000
\$ -	07-2-67-6300		COLLECTION COSTS (SMALL CLAIM FEES)	1,000	1,000	500	(1,000)
			<u>METER READING</u>				
\$ 1,200	07-2-67-7100	11	LABOUR - UTILITY	31,200	30,000	30,000	39,507
				234,900	216,700	216,700	202,936
			<u>GENERAL</u>				
			<u>SUPERVISION</u>				
\$ 4,700	07-2-68-1100	22	PORTION CLERK & DEPUTY'S SALARIES	77,300	72,600	72,600	63,400
\$ 1,300	07-2-68-1200	23	COUNCIL HONORARIUMS	50,300	49,000	49,000	42,095
\$ -	07-2-68-1300		MEETING PAY	1,500	1,500	1,500	1,120
\$ 5,000	07-2-68-1400	24	COUNCIL CONVENTIONS/TRAINING	8,000	3,000	3,000	1,119

ELECTRIC UTILITY OPERATING BUDGET							
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTION	2018/19 ACTUALS
			<u>PROFESSIONAL SERVICES</u>				
\$ 5,000	07-2-68-2100	25	ENGINEERING	20,000	15,000	7,000	12,862
\$ -	07-2-68-2200		LEGAL FEES	25,000	25,000	20,000	25,875
\$ -	07-2-68-2210	25.1	COMMUNICATIONS	5,000	5,000	5,000	6,342
\$ -	07-2-68-2300		PAYROLL ADMINISTRATION	1,500	1,500	15,000	1,535
			<u>ADVERTISING</u>				
\$ -	07-2-68-3100	26	POWER INTERRUPTIONS & PROMOTIONS	5,000	5,000	2,000	1,595
			<u>UNCOLLECTIBLE BILLS</u>				
\$ -	07-2-68-4100	27	PROVISION - UNCOLLECTIBLE ACCTS.	10,000	10,000	10,000	22,308
			<u>RENTALS, LIGHTS, ETC.</u>				
\$ -	07-2-68-5100		OFFICE RENTAL - TOWN	10,200	10,200	10,200	10,200
\$ -	07-2-68-5200		SUPPLIES/PRINTING/PAPER	15,000	15,000	15,000	17,454
\$ 1,000	07-2-68-5300		POSTAGE	13,500	12,500	12,500	12,000
\$ 6,000	07-2-68-5600	28	MAINT & CONTRACT - COMPUTER	20,000	14,000	14,000	14,620
\$ -	07-2-68-5700		LEASE - POSTAGE METER	1,500	1,500	15,000	1,589
\$ -	07-2-68-5800		SERVICE CHARGES - PHOTOCOPIER	4,000	4,000	3,500	2,758
			<u>GENERAL INSURANCE</u>				
\$ -	07-2-68-6100		EMPLOYMENT BENEFITS: CPP & EI	-	-	-	3,905
\$ -	07-2-68-6300		TOWN PENSION	-	-	-	1,891
\$ -	07-2-68-6400		GROUP INSURANCE	-	-	-	2,150
\$ -	07-2-68-6500		WORKERS COMPENSATION	-	-	-	625
\$ -	07-2-68-6600	29	INSURANCE	11,000	11,000	9,900	9,835
			<u>EMPLOYEE WELFARE</u>				
\$ -	07-2-68-9100		LABOUR - UTILITY (SICKNESS/VACATION)	-	-	-	51,761
\$ 6,500	07-2-68-9200	30	EMPLOYMENT BENEFITS	51,500	45,000	45,000	47,532
\$ 500	07-2-68-9300		CLOTHING/SAFETY	500	-	-	96
\$ -	07-2-68-9400		OTHER EMPLOYEE BENEFITS	1,000	1,000	1,000	738
\$ -	07-2-68-9450		MEETING - TRAVEL/EXPENSE	1,500	1,500	1,500	1,135
\$ 5,000	07-2-68-9500	31	TRAINING AND MEMBERSHIPS	15,000	10,000	10,000	9,097
\$ -	07-2-68-9600		MEETING SUPPLIES	3,000	3,000	3,000	2,626
				351,300	316,300	325,700	368,263
			<u>OFFICE SUPPLIES/EXPENSES</u>				
\$ -	07-2-69-1100		TELEPHONE - TOWN HALL	3,200	3,200	3,200	2,681
\$ -	07-2-69-1200		FAX MACHINE	700	700	700	398
\$ -	07-2-69-1350	33	SMALL CAPITAL - OFFICE EQUIPMENT	12,500	12,500	12,500	8,307
			<u>REGULATORY COMM. EXPENSE</u>				
\$ -	07-2-69-3100	34	BD. OF PUBLIC UTILITIES	8,000	8,000	8,000	6,812
\$ -	07-2-69-3200	35	CONSULTANT FEES	5,000	5,000	2,000	1,818
				29,400	29,400	26,400	20,016
			DEPARTMENT TOTAL	\$ 6,532,400	\$ 6,245,100	\$ 6,322,800	\$ 6,106,480
			<u>DEPRECIATION</u>				
\$ (19,000)	07-2-70-2100	36	DEPRECIATION EXPENSE	184,500	203,500	168,000	199,413
			<u>INTEREST ON CONSUMER DEPOSITS</u>				
\$ -	07-2-70-3100		ACCRUED INTEREST EXPENSE	500	500	500	930
			<u>INTEREST ON LONG-TERM DEBT</u>				
\$ (4,500)	07-2-70-4100	37	BORROWING INTEREST	32,100	36,600	36,600	39,192
			<u>DEBT REPAYMENT</u>				
\$ -	07-2-70-5100	37	LONG-TERM DEBT PRINCIPAL	100,000	100,000	100,000	100,000
			DEPARTMENT TOTAL	\$ 317,100	\$ 340,600	\$ 305,100	\$ 339,535
\$ -			TRANSFERS TO OTHER FUNDS				
	07-2-80-1000		<u>CAPITAL RESERVES</u>				
\$ -	07-2-80-1200	38	TRF. TO (FROM) CAPITAL RESERVE	-	-	-	-
			DEPARTMENT TOTAL	\$ -	\$ -	\$ -	
\$ 52,500	07-2-90-0100		SURPLUS (DEFICIT)	\$ -	\$ (52,500)	\$ -	\$ 1,186
\$ 316,300			TOTAL EXPENDITURES	\$ 6,849,500	\$ 6,533,200	\$ 6,627,900	\$ 6,447,201
			Budget Change	\$ 316,300			
				4.8%			

NOTES TO ELECTRIC UTILITY BUDGET

- Effective January 1, 2020 the Utility’s kWh consumption rate for power purchases is \$0.08819. The Utility’s current peak ratchet monthly demand cost for kVa is \$119,334. 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).

	2020/21 Budget	2019/20 Budget	2018/19 Actual	2017/18 Actual
Purchases (kWh)	44,621,219	43,202,726	44,377,687	41,980,533
Sales (kWh)	42,905,018	41,541,083	42,670,852	40,361,957
Purchases as % Sales	104%	104%	104%	104%
Billed Demand (kVa) monthly	9,842	9,842	9,338	9,947
Annual Demand Cost	\$1,432,008	\$1,432,008	\$1,372,853	\$1,416,734
Substation credit				
Monthly	\$3,149	\$3,040	\$2,988	\$3,183
Annually	\$37,788	\$36,480	\$35,856	\$38,196

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

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

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

Budget based on projected sales and existing rates. There are approximately 1,800 customers billed under the Domestic Service rate. There are 19 customers billed under the Domestic Service Time-of-Day rate.

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 165 General Service customers billed under General Service.

4. **#07-1-51-3000 Industrial**

Budget based on projected sales and existing rates. The Town has 2 customers billed under this rate.

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

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

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

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

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

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

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

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

Lease agreement with High Liner Foods Inc. to lease our 69 KV line for power supplied by Nova Scotia Power Inc. The lease renewed in October 2015.

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. Testing was last completed in 2011/12.

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 as set out in the Town's tree inventory/assessment and Strategic Plan.

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

Includes estimate for annual repairs.

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

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

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

Budget estimate for maintenance including any required testing for PCB's of older transformers. All line transformers must be tested for PCBs by 2028.

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

Included in the fees for the service contract.

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

Corporate Services' Finance salaries are charged to the Electric Utility for financial services based on actual time spent performing Electric Utility work. The approximated allocations are as follows 55% Finance Director, 45% Town Accountant, 70% Billing Clerk (Finance Officer), 60% Payment Processing (Finance Clerk), 35% Accounts Payable Clerk (Finance Officer) and backup Finance Officer 70%.

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

This cost is for a portion of the lease of the debit machine 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

The following approximate allocations are included CAO (30%), AMC (30%), Business Coordinator (30%) and one (1) secretary (20%) for provision of Electric Utility administrative services based on actual time spent.

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

Portion of Council Conferences (32.5%)	\$3,000
Portion of Council Orientation Training – Election 2020 (40%)	\$5,000

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. Based on past years' trends, \$10,000 has been included in this account.

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

Includes maintenance and licensing of computers as follows:

PC's	\$7,000
Network Server	5,000
Accounting Software License	8,000
	<u>\$20,000</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.

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

Insurance costs are budgeted at estimated 2019/20 rates.

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

The Utility reimburses the Town for a portion of the Employment Benefit costs for the Town office staff. This includes a \$40/month travel allowance for the Town CAO. This account also includes an accrual for retirement benefits based on the Town's personnel policy.

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

Includes the following items:

Various staff training, seminars & conferences, as required	\$12,000
CPA, NSBS Fees	<u>3,000</u>
	<u>\$15,000</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). ***This budget includes \$5,000 for Council iPad or alternative replacements this year.***

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

Budgeted at 2018/19 actual of \$6,812.

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

This is for work by consultants in regard to general Electric Utility consulting, as well as rate analysis.

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

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

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

The Electric Utility has a 20-year debenture for the substation upgrade with Municipal Finance Corporation with an average interest rate 4.319%. This debenture will be re-negotiated after 15 years to determine if a lower rate can be achieved.

Payment	Beg. Balance	Principal	Interest	End Balance
14 of 20	\$1,000,000	\$100,000	\$32,110	\$600,000

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

<i>Capital Reserve Fund – March 31, 2020 Estimated</i>	
Computer equipment reserve	\$ nil
Substation Upgrades	16,000
Recloser Replacement	1,600
Transformer Testing	6,400
Surplus equipment proceeds	135,400
Depreciation funds reserve*	400,000
Total Capital Reserve Fund	\$559,400

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

2020/21 budgeted at \$0, if there is surplus funds at year end a reserve transfer may be considered.

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - TOWN GENERAL											
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) <i>pre-approved Feb.13, 2020</i>		\$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) <i>total project \$80,000, allocated as 50% Waste Water and 50% Water Utility</i>	1A	\$40,000										
Sanitary and Storm Master Plan			\$200,000									
WWTP Headworks Screen				\$600,000								
Flood Study <i>pre-approved Feb.13, 2020</i>		\$45,000										
Chemical feed pumps (2)			\$40,000									
WWTP - Roof Top Air Conditioner			\$15,000									
		\$1,247,000	\$4,389,000	\$1,209,000	\$369,000	\$451,500	\$826,500	\$639,000	\$557,000	\$20,000	\$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
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		\$2,106,300	\$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 pre-approved Feb. 13, 2020

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 pre-approved Feb. 13, 2020

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.

**At the February 13, 2020 Council meeting the following motion was approved:
*Moved and seconded that staff investigate the cost efficiency of paving vs. chipsealing on Kissing Bridge Road. Motion carried.***

The current estimated cost of chipsealing is \$14.50/m². The estimated cost of chipsealing in 2030 is \$43.50/m². The total estimated cost for a 20 year period is \$58.00/m² or 60% of the cost of street reconstruction.

The estimated cost of Street Reconstruction is \$97.50/m² in 2020.

Includes:

- Excavation for new gravels
- Supply and place 12" of Type 2 gravels
- Supply and place 6" of Type 1 gravels
- Supply and place 3" of asphalt

Chipsealing generally has to be completed every 10 years, while street reconstruction which provides for an improved road bed generally needs to be completed every 20 to 25 years.

Actual pricing for both chipsealing and street reconstruction depends on tender responses.

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

Kempton – Lincoln to Lawrence (design & tender documents)

The 6 inch waterline that services Kempton 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	Carry forward project from 2019-20								
	\$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.

TOWN	Project	Budget Cost	Funding	Source
Buildings & Structures				
	Annex Roof	\$10,000	\$10,000	Capital from Revenue
	CN Station - Capital Repairs including Garage Door & Siding	\$15,000	\$15,000	Deed Transfer Taxes
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				
	Green St., Knickle Rd., Tannery Rd. (Storm Diversion) <i>pre-approved Feb.13, 2020</i>	\$60,000	\$60,000	Deed transfer tax
	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
	Lift Stations Capital Pump Repairs <i>pre-approved Dec.10/19</i>	\$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 & GIS Development (includes all underground infrastructure)	\$40,000	\$40,000	Possible Grant funding - project to move forward if funding is secured. Total project cost \$80,000, Water Utility to fund 50%, see Utility's budget funding.
	Flood Study <i>pre-approved Feb.13, 2020</i>	\$45,000	\$45,000	Deed transfer tax
Recreational Infrastructure				
	Splash Pad	\$200,000	\$200,000	Grants & Donations
	Streamed Waste Cans	\$9,300	\$9,300	50/50 Grant & Capital from Revenue
Renewals - Sidewalks/Curbs				
	Tannery Road Seawall - Final Stage	\$70,000	\$70,000	Deed Transfer Tax
New Sidewalks/Curbing				
	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
Street Reconstruction				
	Duke - Lincoln to Townsend	\$120,000	\$120,000	Capital Borrowing
Chipsealing				
	Kissing Bridge (Cemetery Hill)	\$60,000	\$60,000	Capital Borrowing
Public Works Equipment				
	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) <i>pre-approved June 25, 2019</i>	\$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
		\$2,541,300	\$2,541,300	
	Town Capital Funding Summary 2020/21		Total	
	Operating Revenue		\$88,600	
	Gas Tax		\$222,000	
	Deed Transfer Tax		\$385,000	includes \$115,000 Tannery Rd sidewalk approval from 19/20
	Town Reserves		\$55,200	
	Water Dividend		\$50,000	
	Utilities		\$10,000	
	Fire District & Department		\$392,350	
	Grants & Donations Estimate		\$317,600	
	Borrowing Estimate		\$1,020,550	Includes pre-approval of \$327,550 for Fire Truck
			\$2,541,300	

TOWN	Project	Budget Cost	Funding	Source
2019/20 Approved Capital Projects, unexpended 2019/20 balances be carried forward to fiscal 2020/21 - pre-approved				
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
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
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
	WWTP - Improve Treatment Process - Pre-design	\$270,000	\$270,000	PCAP \$135,000 and Gas Tax for balance - carry forward from fiscal 2019/20
	WWTP-Replace Lines and Diffusers in Aeration Tanks	\$200,000	\$200,000	Gas Tax - carry forward from fiscal 2019/20
Recreational Infrastructure				
	Splash Pad RFP process	\$20,000	\$20,000	Deed transfer tax
		\$2,344,300	\$2,344,300	

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		

MEMORANDUM

TO: TOWN COUNCIL

**FROM: LISA DAGELY, CPA, CGA, FINANCE DIRECTOR
AND KATHLEEN RAFUSE, ACCOUNTANT**

DATE: MARCH 4, 2020

RE: RESERVE AND CAPITAL FINANCING INFORMATION

1. FACTS

At the January 7, 2020 Council Meeting the following motion was approved.

Moved and seconded to request a staff report on general reserve funds: what reserves could be established and the impact on the Town Budget and tax rates.

2. ISSUES AND OPTIONS ANALYSIS

The Town has historically had various reserves that were established for either special project funding, equipment funding or future expenditures. The types of reserves that are currently in place are as follows:

Special Capital Reserve

A municipal unit is required to have a Capital Reserve Fund. There must be a separate accounting of assets in the Capital Reserve Fund from the General Operating and Capital Funds.

Funds required to be placed in the Special Capital Reserve are:

- Funds received from the sale of property;
- The proceeds from insurance resulting from loss or damage of property that is not used for replacement, repair or reconstruction of the property;
- Any surplus remaining from the sale of debentures that is not used for the purpose for which the debentures were issued;
- Any capital grant received by the Town but not expended in the year in which it was paid;
- Amounts transferred to the fund by the Council; and
- Balance in tax sale surplus account twenty years after the tax sale.

Interest earned by the Capital Reserve Fund must remain in that fund unless there is a special resolution of Council which allows the interest to be taken into the General Operating Fund.

A withdrawal from the Capital Reserve Fund may be used only for:

- Capital expenditures for which the municipality may borrow;
- Repayment of the principal portion of capital debt; and
- Monies received as part of the Gas Tax Program are to be recorded in the Capital Reserve Fund.

The following are the projected Capital Reserve Balances for the fiscal year ending March 31, 2020:

Solid Waste Closure	\$7,495
Other Equipment	250,857
Ice Resurfacer Reserve	51,428
Public Works Equipment	68,897
Fire Equipment	32,980
Federal/Provincial Gas Tax Funds	54,898
Provincial Capital Funds	24,244
Deed Transfer Tax	<u>252,895</u>
Total	\$743,694

For the fiscal years 2016/17, 2017/18, 2018/19 the following transfers were made from the Operating Fund to the Capital Reserve:

Deed Transfer Tax Reserve	\$562,007	Funded from Deed Transfer Tax
Lunenburg Academy	25,000	Funded from Operating Revenue
Public Works Equipment	47,953	Funded from Operating Revenue
Ice Resurfacer	<u>50,000</u>	Funded from Operating Revenue
Total	\$684,960	

The above transfers that were funded from the tax rate equal approximately \$0.01 per year. In addition to the above, the Town also receives a yearly Federal Gas Tax allocation. The annual allotment is approximately \$200,000 and the current agreement expires in March 31, 2024.

Capital From Revenue

Capital from Revenue is funding for capital expenditures that are funded by the current year's tax rate. The total Capital from Revenue for fiscal 2016/17, 2017/18 and 2018/19 was \$241,888 which averages to \$80,620/year. This equates to \$0.028 per year.

Special Operating Reserve

A municipal unit is required to have an Operating Reserve Fund. There must be a separate accounting of assets in the Operating Reserve Fund from the General Operating and Capital Funds.

Withdrawals-monies may be used for any purpose for which Council has authority to expend money. Interest earned by the Operating Reserve Fund must remain in the reserve. There is also a requirement that if the municipality's Operating Fund annual Statement of Operation results in a surplus, the surplus shall be transferred to the Operating Reserve.

The following are the projected Operating Reserve Balances for the fiscal year ending March 31, 2020:

Election Expenses	\$9,149
Salt Reserve held for extraordinary winters	47,354
Fire Personal Protective Equipment	8,276
Sewer Reserves	42,832
Streets & Other	4,941
Recreation	50,546
LAFF	10,550
Pro Kids	17,554
Region 6 Diversion Special Projects	2,371
Operating Surplus Reserve	<u>169,376</u>
Total	\$362,949

For the fiscal years 2016/17, 2017/18, 2018/19 the following transfers were made from the operating fund to the operating reserve:

Election Reserve	\$6,000
Fire PPE	8,276
Salt Reserve	20,000
Other	<u>4,600</u>
Total	\$38,876

The sewer reserve is allocated from sewer revenue. The remaining Operating Reserve transfers were funded by tax revenues at approximately one third of a cent per year.

The Town also has Electric and Water Utility reserves that are funded by rates that are approved by the Nova Scotia Utility and Review Board.

Analysis of Results

The results of the above analysis show that the total tax rate burden for Operating and Capital Reserve transfers and Capital from Revenue funding over the past three years has averaged \$0.014 or \$39,800 that is transferred to reserves and \$0.028 or \$80,620 is funded from the general tax rate for capital each year. In addition to these transfers all Deed Transfer Tax that is collected is transferred to the Capital Reserve for capital expenditures.

If Council wishes to transfer more than is currently included in the Draft 2020/21 Operating budget to reserves the impact of same would depend of the amount of the transfer. A one cent increase on the tax rate equals an additional \$29,200 in revenue.

Debt Charges

Long Term Debt finances long term assets over the proposed life of the asset. Municipal units have guidelines that govern the number of years that asset classes may be borrowed.

Town of Lunenburg guidelines for useful lives are as follows:

Buildings - municipal	40 years
Buildings - plants	20 - 25 years
Land improvements	20 - 25 years
Land	Not amortized
Machinery and equipment	10 - 15 years
Office equipment and furniture	5 years
Sewer lines	50 years
Sidewalks	20 - 25 years
Streets, roads and curbs	25 - 30 years
Vehicles	5 years

The Town's Policy #47 - Debt Charges provides a base guideline for use by Town Council each year to determine the maximum amount of Capital Borrowing with respect to measuring the impact on total debt charges within subsequent years Operating Budgets.

Policy #47 states that no capital expenditures will be financed by a capital borrowing in any given year if the projected debt charges, including both principal and interest when added to the previously incurred debt charges results in a total debt servicing charge in the following year of an amount greater than 12% of the tax levy for that particular year.

From 2009/10 to 2018/19 the average debt charge including interest has been \$283,200 which equals an average tax rate burden of \$0.12/\$100 of assessment. The projected five year tax burden, which includes the draft 2020/21 Capital borrowing of \$1.2 Million would equate to an average tax burden of \$0.18/\$100 of assessment and 8.5% of the tax levy.

Reserve Establishment Example

The 2021/22 Draft 10-year Capital Budget contains a capital budget item for the Street Reconstruction – Lawrence-Duke to King Street with an **estimated cost of \$135,000**. The current year assessed value of one cent of assessment equals \$29,200.

A **one year** reserve process would equate to an **additional \$0.046** on the tax rate and essentially be a capital from operating charge.

A **two year** reserve process would equate to an **additional \$0.023** on the tax rate for a two year period, with the project taking place in year two and the funds being held in reserve until the total funding commitment has been received.

A **three year** reserve process would equate to an **additional \$0.015** on the tax rate for a three year period, with the project taking place in year three and the funds being held in reserve until the total funding commitment has been received.

A **four year** reserve process would equate to an **additional \$0.012** on the tax rate for a four year period, with the project taking place in year four and funds being held in reserve until the total funding commitment has been received.

3. FINANCIAL IMPACT

As noted above.

4. STRATEGIC PLAN RELEVANCE

- 5) Operate the Town efficiently and effectively by:
 - B. Continually and strategically maintaining and upgrading community infrastructure.
 - C. Developing and updating Town bylaws, policies, procedures and plans.

5. RECOMMENDATION AND DRAFT MOTION

For Council's information as requested.

Acknowledged only by:

Bea Renton
CAO



Determining the Social Impact of Nova Scotia's Public Libraries Public Perception Study

February 2018

Prepared by:



Study Objectives & Methodology

Nova Scotia's nine regional public libraries offer services across 80 branches, in communities throughout the province. These branches are an integral part of communities, regardless of size, supporting personal learning and literacy, across ages and backgrounds. Moreover, these libraries support culture and communities by acquiring resources in multiple formats and making accessible books, materials and information and technology, and provide a wide array of programs and services, and support opportunities for community engagement and collaboration.

To provide a broad assessment of the social impacts of public libraries in Nova Scotia Communications Nova Scotia (CNS) and Communities, Culture and Heritage commissioned Corporate Research Associates Inc. to undertake a public perception study with residents across the province. In particular, this study aimed to understand how residents use the public library system, and examine the cultural, social and educational impacts libraries have for users, their families and their communities. Accordingly, this survey included only those who had visited a public library, or used the services of a public library, within the past 18 months.

To meet study objectives, and provide a statistically reliable measure of public opinion, a random telephone survey was conducted with residents aged 16 years or older. A total of 1,005 random surveys were collected with residents who had visited a public library in Nova Scotia or used public library services within the past 18 months.

The following report presents the findings of the study and includes an executive summary of results, as well as a detailed analysis of findings.

Random Telephone Survey

- 1005 completes
- Residents who had recently visited a public library or used a public library service
- The survey was available in English only

Field Dates & Survey Length:

- November 1st - November 29th, 2017;
January 18th - February 8th, 2018
- Fourteen (14) minutes

Findings from the **Social Impact of Nova Scotia's Public Libraries – Public Perception Study** show that Nova Scotia's public libraries are positively perceived and hold considerable importance to those who use them, particularly for those living outside the Halifax region. Respondents generally believe that the public library meets an important need of the community.

Nova Scotia's public libraries are a staple among those who use them. Public libraries are visited frequently by library goers, and usage is generally consistent across the province. In fact, survey respondents most often last visited the library at least monthly, if not more frequently. The use of public library services outside of a library building, such as downloading books, using the library website or an outreach program is common. That said, services available outside of a library building are used far less frequently than services used within the building. Nova Scotia's public libraries may want to consider promoting the services available outside of library buildings in order to increase overall usage. In terms of visiting public library branches, library goers primarily visit the public library alone, though it is not uncommon for a library visitor to be accompanied by a child.

Books and reading materials are the cornerstones of Nova Scotia's public libraries, highlighting the importance of Nova Scotia's public libraries maintaining or expanding collection offerings. Having access to books is the top mention to explain why public libraries are personally important, as well as the most important thing about public libraries both personally and for the community. Further, borrowing books is the main purpose library users visit a public library, though some interesting regional variations can be noted. Specifically, residents of Central Nova Scotia are more likely than those living elsewhere to report visiting a library with the purpose of using a computer. Not surprising then, these residents also place a higher importance on having accessible public computers and high speed internet at public libraries than residents of other regions.

Women are especially invested in Nova Scotia's public library system, ranking public libraries with higher personal importance than men and also scoring all library services to be more important. Overall, the services offered by Nova Scotia's public libraries are considerably important to all those who use the libraries, especially the provision of programs and services for children and youth. Variations in service importance exist across the nine regional public library branches. With that in mind, Nova Scotia's Public Libraries may want to consider prioritizing the availability of certain services within each regional branch based on the importance placed on such services by those who frequently visit or obtain services from those branches.

Finally, underscoring the important role public libraries play, a majority of respondents indicated they would have no other place to access similar services or experiences if public library services were no longer available in their community. By contrast, a minority reportedly would access such services or experiences over the Internet or at a university.

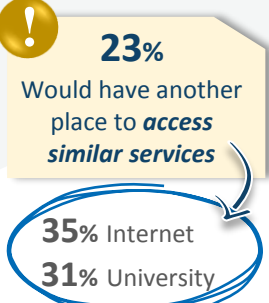
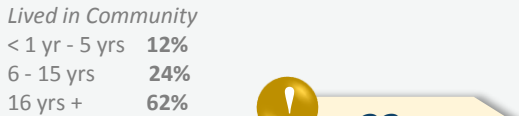
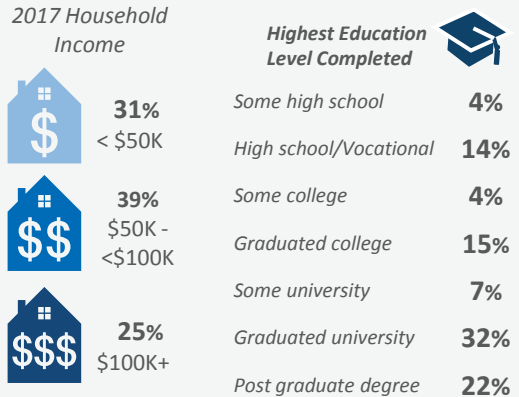
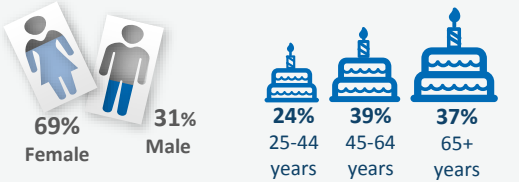
The following infographic provides key highlights of the study.

2017-18 Social Impact of NS Public Libraries

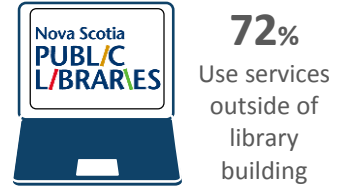
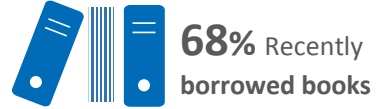
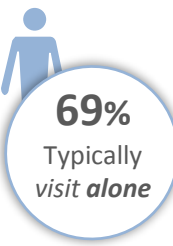
Key Highlights

Methodology: 1005 telephone surveys
 Data Collection: November 1st – 29th, 2017 and January 18th – February 8th, 2018.

Demographics



Usage



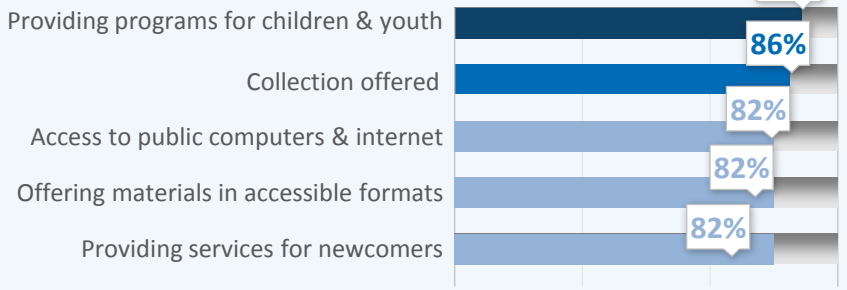
Halifax Central	12%
Keshen Goodman	6%
Woodlawn	4%
James McConnell	4%

Importance and Value

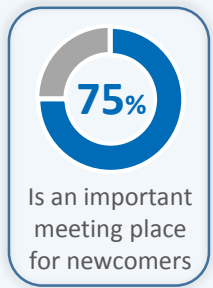
(Ratings of 8-10 on 10-pt scale)



Importance of Services



Public Libraries...



Public Library Usage

Importance of
Public Libraries

Demographics

Incidence of Nova Scotia's Public Library Use

Six in ten Nova Scotians have visited a public library or used public library services within the past 18 months.

As mentioned, this study included only respondents who had reportedly visited a library or used public library services within the past 18 months. Given that such usage was a requirement for the study, the qualifying survey question effectively provides a measure of incidence of public library service usage.

- As outlined in the table below, results of the qualifying question show that six in ten (61%) Nova Scotians have visited a public library or used public library services within the past 18 months, with usage being most prevalent in Halifax. Further, females are more likely than males to make use of library service. Usage of library services declines slightly with age, with those 55 years of age and older being somewhat less likely than younger residents to have used library services within the past 18 months.

Use of public library within the last 18 months

	Overall (n=1763)	Region				Age			Gender	
		Halifax (n=623)	Cape Breton (n=295)	Central NS (n=306)	Valley/ South Shore (n=539)	16-34	35-54	55+	Male	Female
Yes	61%	71%	46%	58%	53%	63%	65%	56%	54%	66%
No	39%	29%	54%	42%	47%	37%	35%	44%	46%	34%

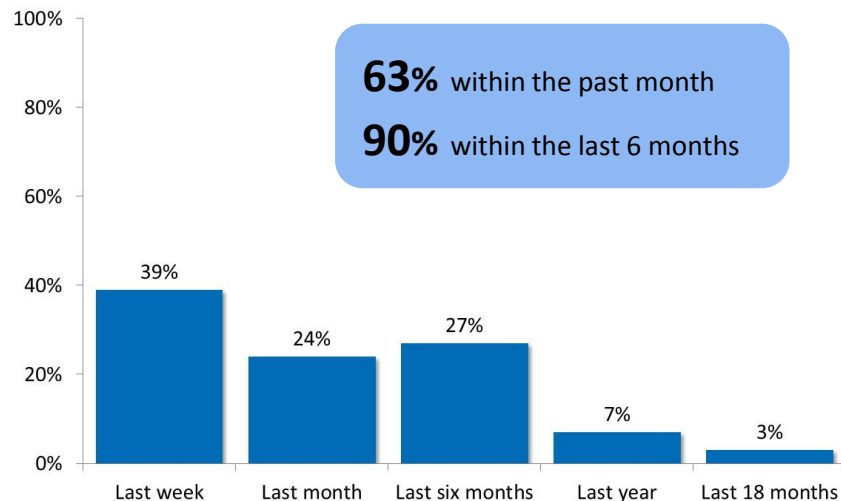
Q.1: Have you visited a public library or used public library services such as a public library website or book mobile in the last 18 months? (n=1763)

Last Public Library Visit

Most of those using library services have visited a public library or used its services within the past month.

- Of those who have visited a public library or used its services in the past 18 months, most (63%) have done so **within the past month**, while four in ten respondents last visited a public library or used public library services **within the last week**. Of note, those residing in Cape Breton are less likely than other Nova Scotians to have visited a public library recently. Specifically, these respondents most often indicated their last visit was within the last six months, while respondents living in other parts of the province were most likely to have visited within the last week. (Table 2)

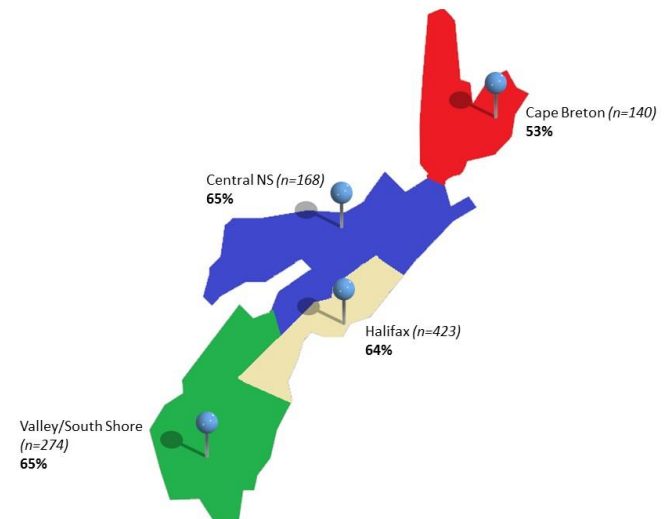
Last Visit to a Public Library/Use of Public Library Services



Q.2: When did you last visit a public library or use public library services? Would that be within the... (n=1005)

Last Visit to a Public Library/Usage of Public Library Services

% Within the Past Month, by Region



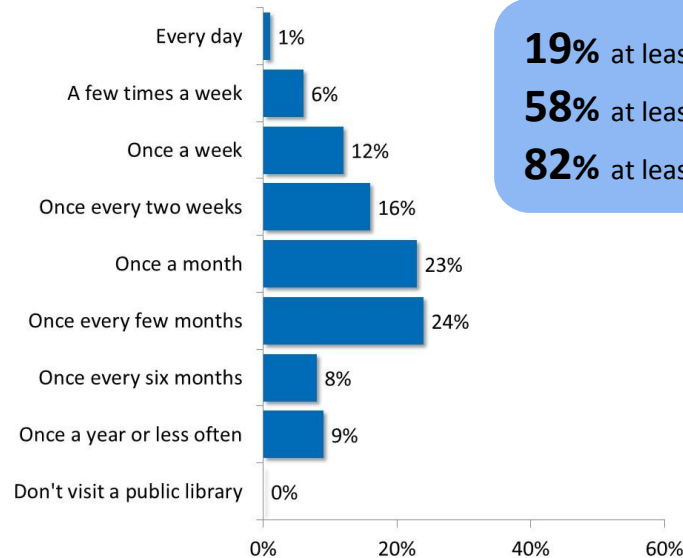
Q.2: When did you last visit a public library or use public library services? Would that be within the...

Public Library Visit Frequency

Library goers tend to visit a public library regularly.

- When considering how often residents visit public libraries in Nova Scotia, findings show the vast majority visit **at least once every few months**. More than half reportedly visit the library **at least monthly**. By contrast, less than two in ten of those using library services visit a public library once every six months or less often. Findings are generally consistent across the province. (Table 3)
- Those aged 16-34 years visit a public library more frequently than those aged 35 years or above.

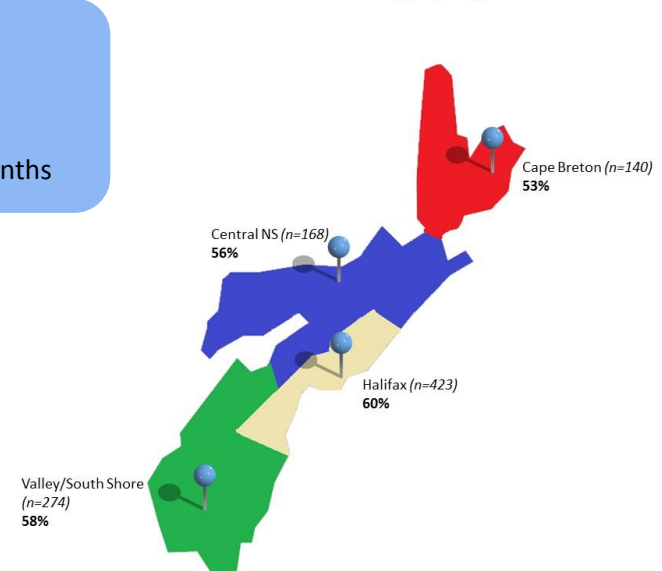
Frequency of Public Library Visitation



Q.3: How frequently do you visit a public library? Would that be... (n=1005)

Frequency of Public Library Visitation

% At Least Monthly, By Region



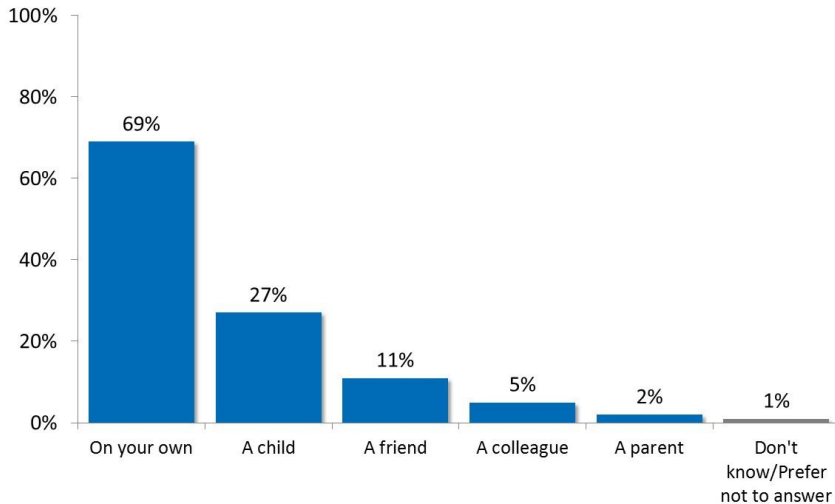
Q.3: How frequently do you visit a public library? Would that be...

Accompaniment When Visiting a Public Library

Most of those using library services visit a public library on their own.

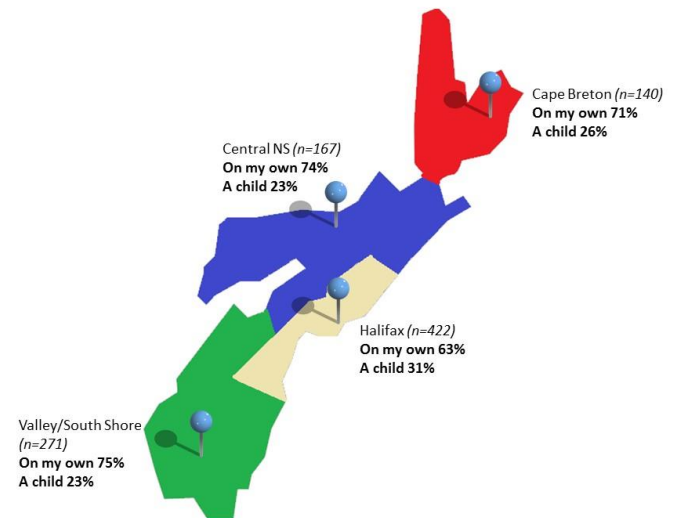
- Those who visit the public library most often **visit on their own**. That said, visiting a public library with a **child** is also commonly mentioned, followed by visiting with a **friend**. Visiting a public library alone is typical across all audience groups. That said, there are some notable variations when it comes to accompaniment. Halifax residents, those with some post secondary education, and those between the ages of 16-34 years are more likely than others to visit a library with a friend. Further, Halifax residents and, perhaps not surprisingly, those between the ages of 35-54 years old are most likely to report visiting a library with a child. (Table 4)

Typically Visit a Public Library With
Among Those Who Visit a Public Library



Q.4: [DO NOT ASK IF 'DON'T VISIT A PUBLIC LIBRARY' IN Q.3] With whom do you typically visit a public library? Would that be with... (n=1000)

Typically Visit a Public Library With
By Region



Q.4: [DO NOT ASK IF 'DON'T VISIT A PUBLIC LIBRARY' IN Q.3] With whom do you typically visit a public library? Would that be with...

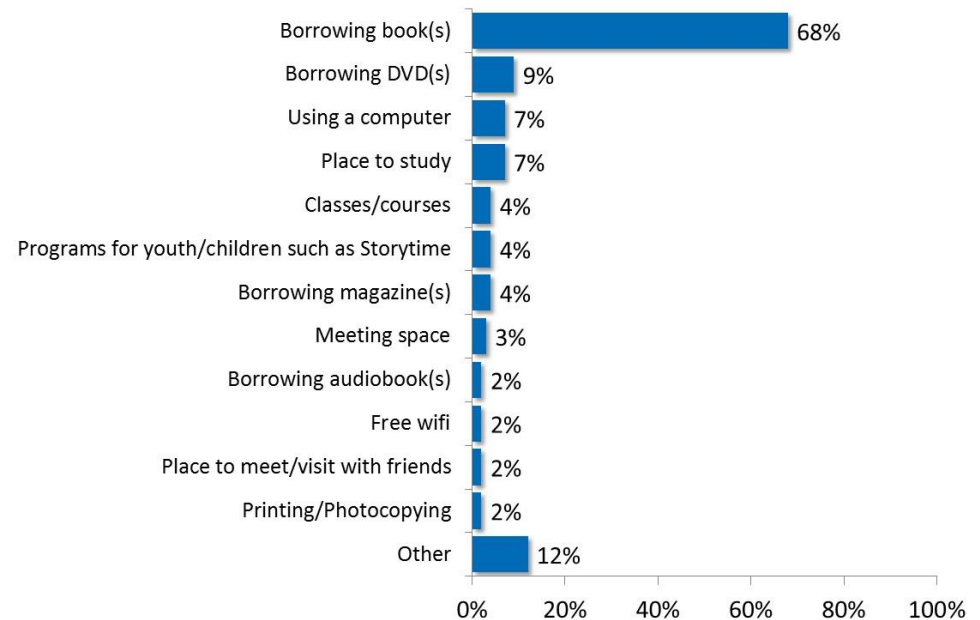
Purpose of Most Recent Public Library Visit

While library goers visit the library for many reasons, borrowing books is the primary activity.

- Survey respondents were asked to identify for what purpose they last visited a public library. The vast majority cited **borrowing a book** as the reason why they last went to the library. Other reasons mentioned less commonly include **borrowing DVDs, using a computer, or for a place to study.**
- Borrowing a book was the primary purpose for all audience groups. Interestingly, Central NS residents are more likely than those residing elsewhere to report last visiting a public library to use a computer. Computer use is also mentioned notably more frequently by those aged 16-34 years old and those earning less than \$50,000 in annual household income compared to their counterparts. Additionally, respondents aged 16-34 years old and men are most likely to report recently visiting the library to study. Finally, those born outside of Canada are more likely than those born within Canada to have borrowed a DVD during their most recent visit.

Recently Visited a Public Library For

Key Unaided Mentions



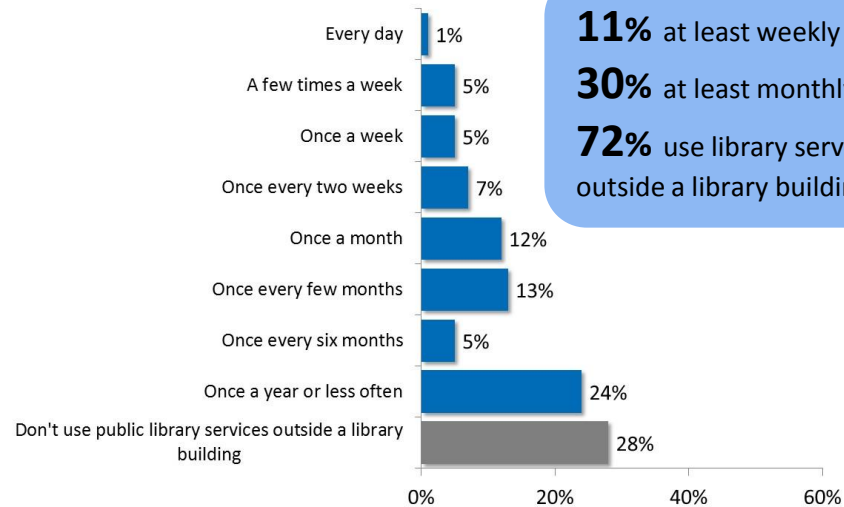
Q.5: Most recently, what have you gone to a public library for? (n=1005)

Frequency of Service Use Outside a Library Building

The vast majority make use of library services outside a public library building, although less frequently than services obtained during library visits.

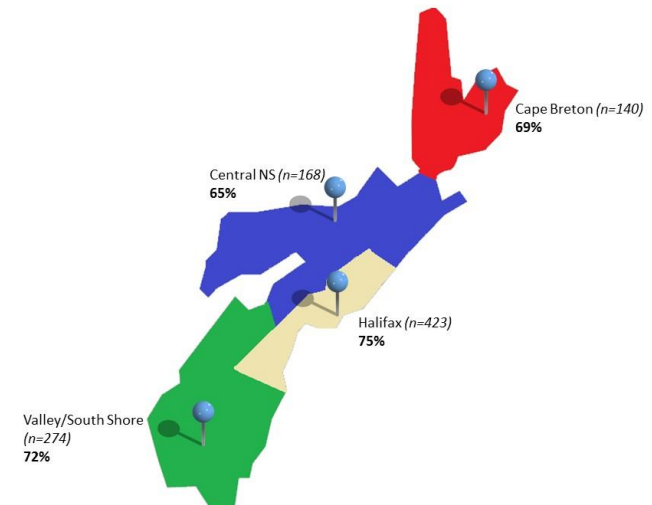
- While three in ten library users **do not use public library services outside a library building** (such as downloading books, using the library website or an outreach program), it is interesting to note that the vast majority of library users (72%) do. Among those who reportedly use such services, frequency of use is moderate, with three in ten using such services **at least monthly**, and only one in ten at least weekly. Further, one-quarter reported to use public library services outside a library building once a year or less often. (Table 6)
- Affluent library goers are most likely to use public library services outside of a library building. Meanwhile, residents of Central NS and those who are less educated are least likely to report using these services.

Frequency of Using Public Library Services Outside a Library Building



Q.6: How frequently do **you use public library services** outside of an actual library building, such as downloading books, using the library website or an outreach program? Would that be... (n=1005)

% Who Use Public Library Services Outside of a Library Building By Region



Q.6: How frequently do **you use public library services** outside of an actual library building, such as downloading books, using the library website or an outreach program? Would that be...

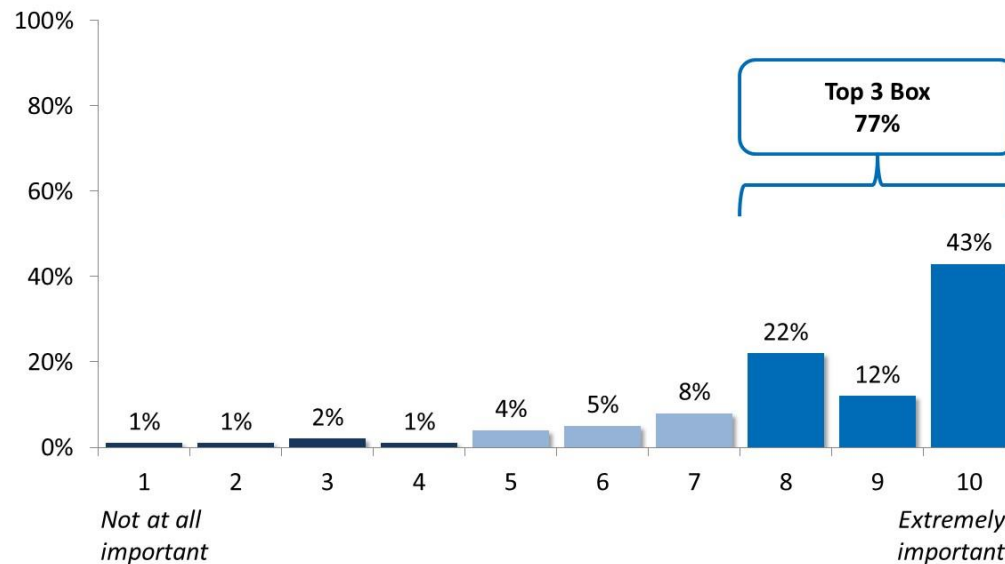
Personal Importance of Public Libraries

Public library services are deemed highly important to those who use them.

- Findings confirm that public libraries are highly important to those who use them. Specifically, four in ten respondents cite that the public library is **extremely important** to them. Further, more than three quarters of residents using library services consider them to be highly important. (Table 7)
- Importance of public libraries and the services they provide increases with age. Additionally, residents of Central Nova Scotia deem public libraries to be more personally important than those who live elsewhere in the province. Women also consider the library to be of greater personal importance than men.

Personal Importance of Public Libraries and Services They Provide

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely Important



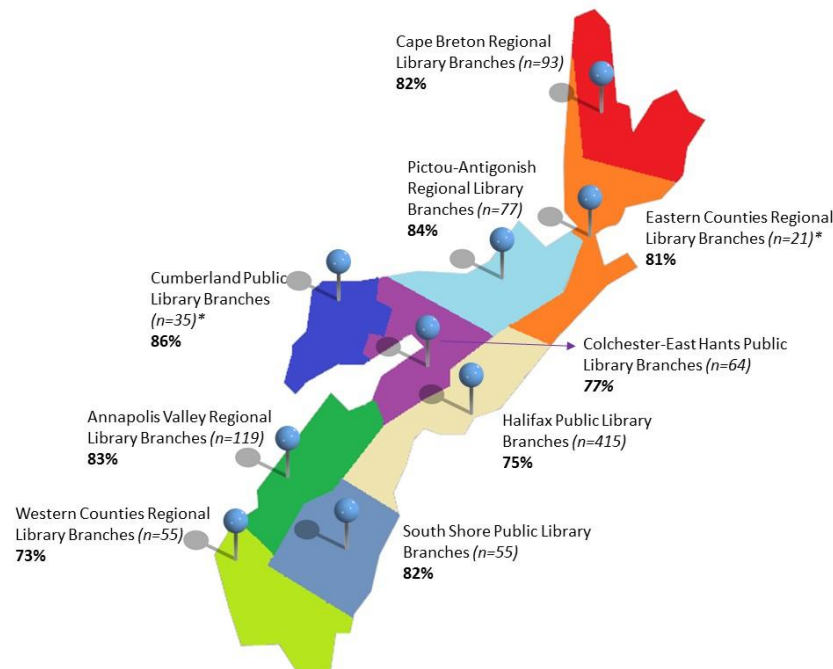
Q.7: How important are public libraries and the services they provide to you personally? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important. (n=1005)

Personal Importance of Public Libraries - by Regional Public Library Branch

- When considering the personal importance of public libraries across the regional public library branches, some differences are evident. In particular, as outlined below, those who frequent the Cumberland Public Library branches and the Pictou-Antigonish Regional Library branches place greater personal importance on public libraries and the services they provide while those who use the Western Counties Regional Library branches and the Halifax Public Library branches report public libraries as being less personally important.

Personal Importance of Public Libraries and Services They Provide

By Public Library Branch Region, Top 3 Box (Ratings of 8-10)



Q.7: How important are public libraries and the services they provide to you personally? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important.

*Caution: Small sample size.

Public Library Usage

**Importance of
Public Libraries**

Demographics

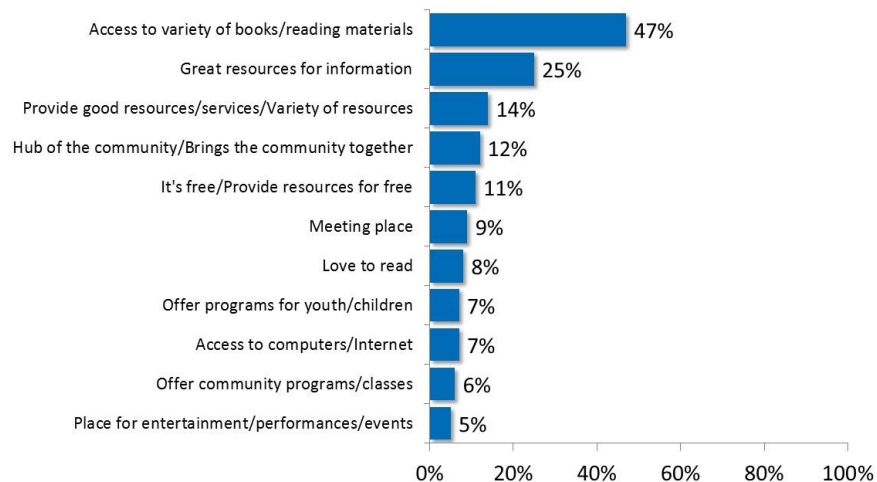
Reasoning for Personal Importance Score

Having access to a variety of books and reading material is the most common rationale for finding public libraries and their services to be of personal importance.

- Those who rated public libraries and their services as highly important (scores of seven or higher) who were asked to indicate why they are of such importance. Respondents most often referenced the **access to a variety of books/reading materials**, followed by the fact that **libraries are great resources for information**. Other reasons were mentioned by less than two in ten respondents. (Table 8a)
- Those who indicated public libraries and their services were of less personal importance (a score of one to six), attributed that lack of personal importance to the fact that they **use their own computer/Internet for information or to download books**, followed by the rationale that they **don't use libraries very much**. Other reasons were mentioned by less than two in ten respondents. (Table 8b)

Reasons Public Libraries and Their Services are Personally Important

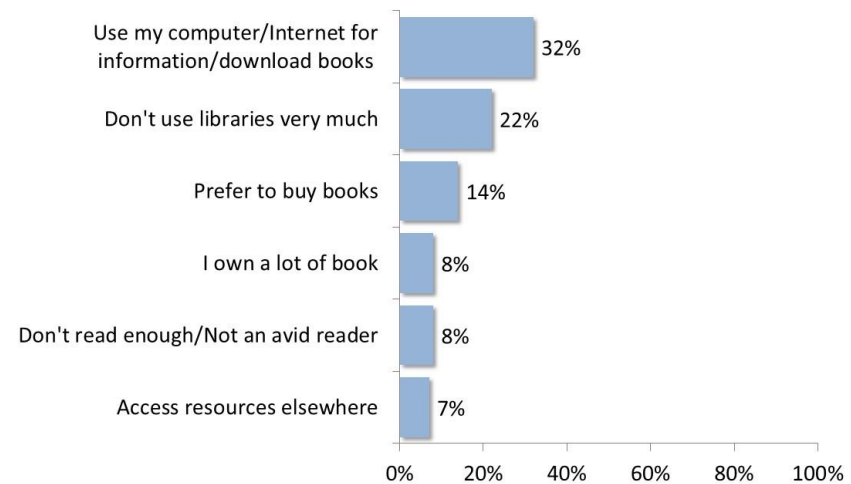
Key Unaided Mentions Among Those Who Rated Personal Importance of Public Libraries and Their Services from 7-10



Q.8a: [IF 7 OR HIGHER IN Q.7] In a few words, why are public libraries and their services important to you personally? (n=860)

Reasons Public Libraries and Their Services are Personally Not That Important

Key Unaided Mentions Among Those Who Rated Personal Importance of Public Libraries and Their Services from 1-6



Q.8b:[IF 6 OR LOWER IN Q.7] In a few words, why are public libraries and their services not that important to you personally? (n=145)

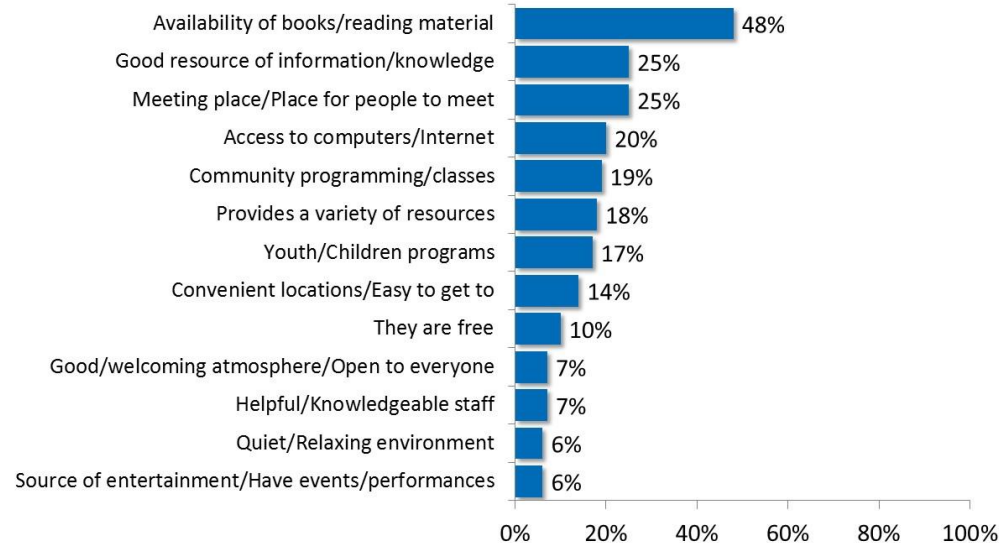
Most Important Things About Public Libraries

The three most important things about public libraries, both personally and for the community, include the availability of books / reading material, being a good resource of information, and a public meeting place.

- When considering the three most important things about public libraries both personally and for their communities, respondents most commonly mentioned the **availability of books/reading material**, followed by **public libraries being good resources of information/knowledge**, and libraries as being a **meeting place/place for people to meet**. (Table 9)
- When considering responses across audience groups, some notable variations appear. Specifically, residents of the Valley/South Shore and those aged 16-34 years were more likely than their counterparts to mention **access to computers/Internet** as one of the top three most important things about public libraries. Additionally, those living in Cape Breton were far more likely to cite **youth/children programs** than those residing elsewhere in the province. Finally, women are far more likely than men to mention **community programming/classes**.

Most Important Things About Public Libraries Personally and for the Community

Key Unaided Mentions



Q.9: What do you consider to be the three most important things about public libraries to you and your community?
(n=1005)

Importance of Services Offered

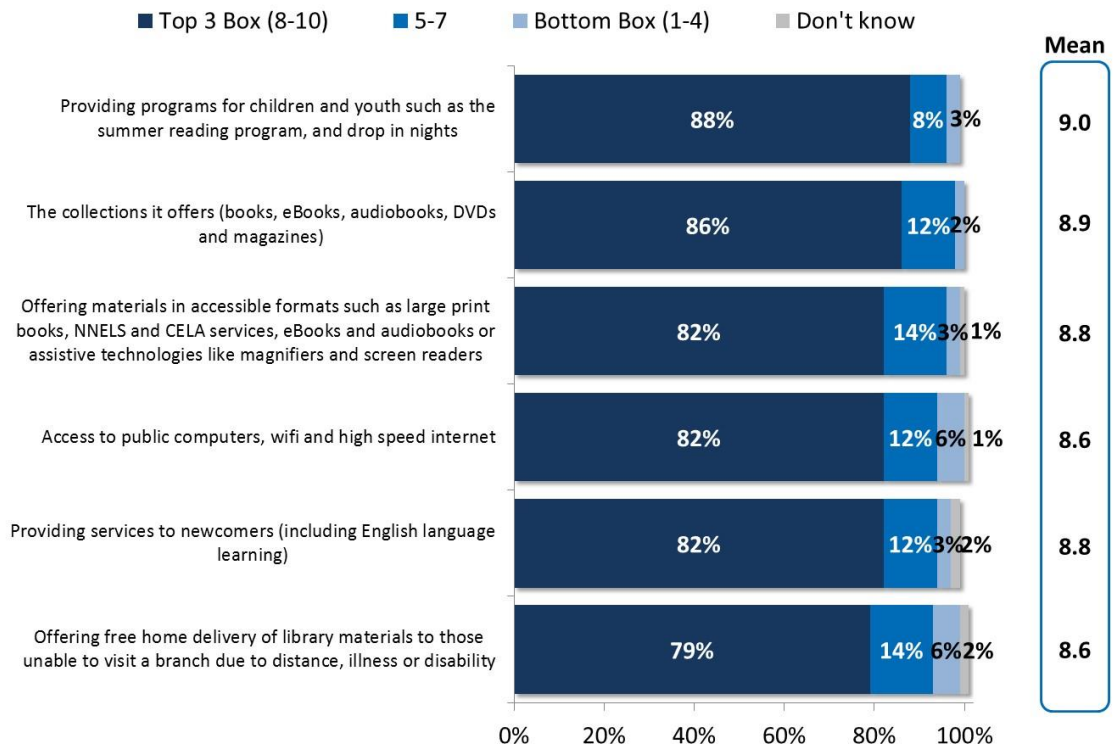
Considerable importance is placed on all services offered by Nova Scotia's public libraries, most notably the provision of programs for children and youth.

Survey respondents were asked to rank the importance of 17 different services offered by Nova Scotia's public libraries on a scale of 1-10, with '10' being extremely important and '1' being not at all important. The following three slides show the level of importance placed on each service, ranked in order of perceived importance.

- Overall, all of the services listed are deemed highly important. That said, the **provision of programs for children and youth** is of considerable importance, generating an average rating of 9 out of 10. Other services rated with very high importance include the **collections offered at the library, the availability of materials in accessible formats, access to public computers, wifi, and high speed Internet, and the provision of services to newcomers**. Eight in ten also consider it to be very important to offer **free home delivery of library materials to those unable to visit a branch**. (Tables 10a-q)
- Across the province results are generally consistent, on each service shown in the graph to the right.

Importance of Services Offered by NS's Public Libraries

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important



Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important. (n=1005)

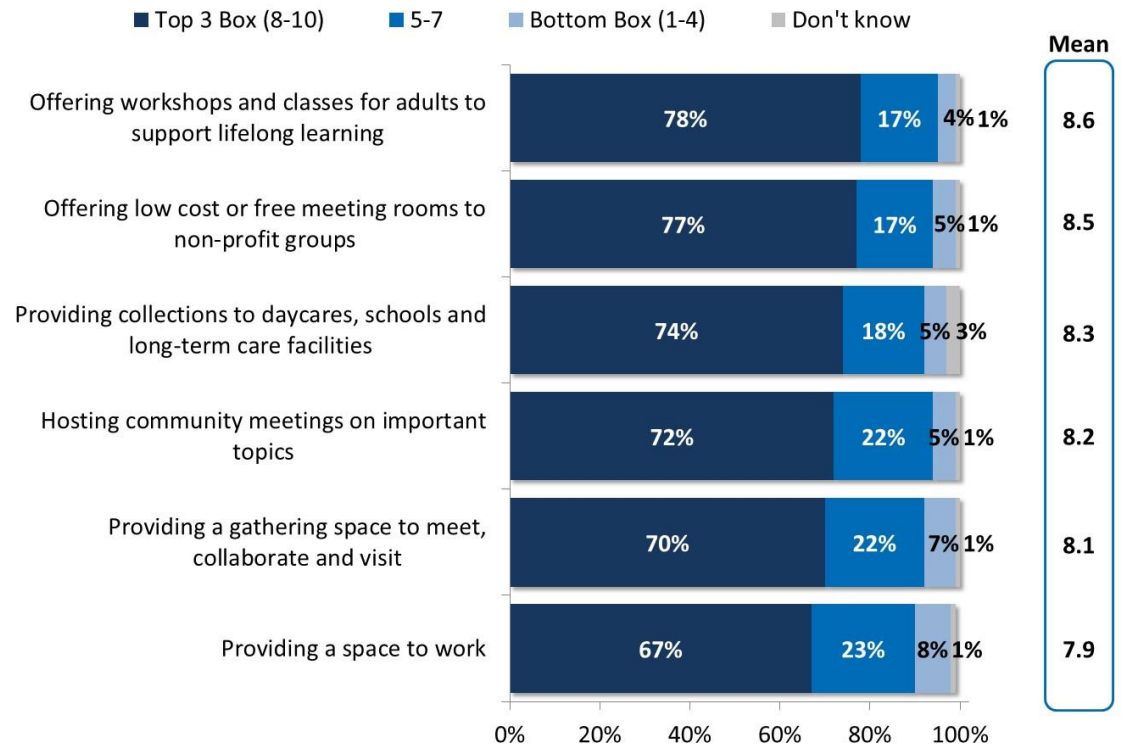
Note: Responses of 'Don't know' were excluded from the calculation of the mean.

Importance of Services Offered (cont'd)

- As shown in the graph to the right, the vast majority of library service users also place significant importance on **offering workshops and classes for adults, offering low cost or free meeting rooms for non-profit groups and providing collections to daycares, schools and long-term facilities**. Further, most consider **hosting community meetings, being a gathering place to meet and providing a space to work** to be highly important.
- Of note, on all accounts, very few residents deem such services not important.
- Across the province results are generally consistent for each service, although those in Cape Breton place greater importance on providing collections to daycares, schools and long-term facilities than those in other regions.

Importance of Services Offered by NS's Public Libraries

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important



Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important. (n=1005)

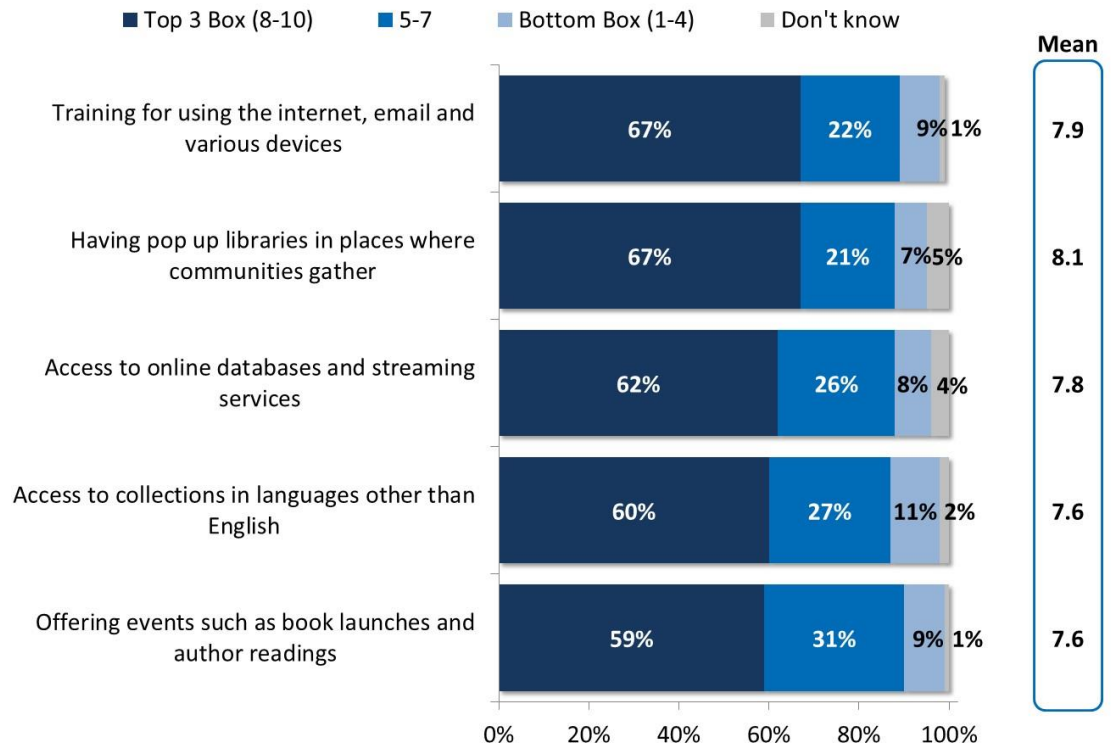
Note: Responses of 'Don't know' were excluded from the calculation of the mean.

Importance of Services Offered (cont'd)

- At least six in ten library users consider each of the remaining services important.
- Some variations in the level of importance of each service can be seen across different audience groups. Of note, across services, women place a higher importance on each service than men. Residents of Cape Breton consider the accessibility of collections in languages other than English to be of greater importance than those residing elsewhere. The same is seen among those who were not born in Canada compared to those who were.
- Access to public computers, wifi and high speed internet is considerably more important to those living in Central Nova Scotia. Training for using the Internet, email and various devices becomes more important with age and is of lower importance to those living in Halifax than those living elsewhere. The provision of a gathering space to meet, collaborate and visit and the provision of a space to work both decrease in importance with age. Findings suggest that service use may vary across audience groups.

Importance of Services Offered by NS's Public Libraries

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important



Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important. (n=1005)

Note: Responses of 'Don't know' were excluded from the calculation of the mean.

Importance of Services Offered by Use of Services Outside a Library Building

Key differences exist in level of perceived importance of library services between those who use public library services outside of a library building and those who do not.

As shown in the table to the right, some key differences exist between those who use public library services outside of a library building and those who use services only in a library building.

- Of note, those who use library services outside of a library building typically place greater importance on non-traditional library services. In fact, those who use public library services outside of a library building deem *offering materials in accessible formats, providing services to newcomers, offering free home delivery of library materials to those unable to visit a branch, providing collections to daycares, schools, and long-term care facilities, and access to online databases and streaming services* to be notably higher in importance than those who do not use public library services outside of a library building.

Importance of Services Offered by NS's Public Libraries

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important
Top 3 Box (8-10)

	Overall	Use services outside of library building	Do not use library services outside of library building
	(n=1005)	(n=720)	(n=285)
Providing programs for children and youth	88%	88%	88%
The collections it offers	86%	87%	81%
Offering materials in accessible formats	82%	85%	75%
Providing services to newcomers	82%	84%	78%
Access to public computers, wifi and high speed internet	82%	81%	84%
Offering free home delivery of library materials to those unable to visit a branch	79%	81%	73%
Offering workshops and classes for adults to support lifelong learning	78%	78%	76%
Offering low cost or free meeting rooms to non-profit groups	77%	78%	74%
Providing collections to daycares, schools, and long-term care facilities	74%	76%	69%
Hosting community meetings on important topics	72%	73%	69%
Providing a gathering space to meet, collaborate and visit	70%	70%	69%
Providing a space to work	67%	68%	64%
Training for using the internet, email and various devices	67%	67%	68%
Having pop up libraries in places where communities gather	67%	67%	66%
Access to online databases and streaming services	62%	64%	56%
Access to collections in languages other than English	60%	61%	58%
Offering events such as book launches and author readings	59%	60%	56%

Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important.

Importance of Services Offered by Regional Public Library Branch

The various services offered by Nova Scotia's public libraries are valued differently by those who frequent different regional library branches.

- As shown in the following tables, some variations in the level of importance of the services offered by Nova Scotia's public libraries can be seen across the regional branches. Differences of 10 points or more above overall (i.e. higher importance) are highlighted in green, while those 10 points or more below (i.e. lower importance) are highlighted in red. Findings suggest that those in the south shore region place greater importance on *offering free home delivery of library materials*, while those in the eastern counties place lower importance on other key services.

Importance of Services Offered by NS's Public Libraries: Comparison by Regional Public Library Branch

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important

Top 3 Box (8-10)

	Overall (n=1005)	Nova Scotia Regional Public Library Branches								
		Annapolis Valley (n=119)	Cape Breton (n=93)	Colchester -East Hants (n=64)	Cumber- land (n=35)*	Eastern Counties (n=21)*	Pictou- Antigonish (n=77)	South Shore (n=55)	Western Counties (n=55)	Halifax (n=415)
Providing programs for children and youth	88%	87%	89%	87%	91%	76%	87%	91%	95%	89%
The collections it offers	86%	84%	85%	86%	94%	86%	83%	87%	85%	85%
Access to public computers, wifi and high speed Internet	82%	77%	81%	87%	91%	81%	87%	80%	89%	80%
Offering materials in accessible formats	82%	84%	85%	80%	86%	90%	79%	85%	80%	81%
Providing services to newcomers	82%	79%	82%	81%	80%	76%	87%	78%	80%	84%
Offering free home delivery of library materials	79%	83%	84%	75%	83%	67%	79%	89%	82%	78%
Offering workshops and classes for adults	78%	77%	83%	80%	83%	62%	79%	71%	84%	77%
Offering low cost or free meeting rooms to non-profit groups	77%	74%	75%	77%	77%	67%	82%	84%	78%	78%

Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important.

*Caution: Small sample size.

Importance of Services Offered by Regional Public Library Branch

- Similarly, as shown below, those in western counties place greater importance on *training* and *providing a space to work*, while those in the Pictou-Antigonish area also deem providing a *space to work* to be more important. Similarly, those in Cumberland place greater importance on *offering access to online databases and streaming services*, while Cumberland and Cape Breton residents consider *offering events such as book launches* more important.
- Users of the **Western Counties Regional Library branches** place a higher importance on training for using the Internet, email and other devices, and providing a space to work when compared to overall findings.

Importance of Services Offered by NS's Public Libraries: Comparison by Regional Public Library Branch

Rating on 10-pt Scale: 1=Not at all important, 10=Extremely important

Top 3 Box (8-10)

	Overall (n=1005)	Nova Scotia Regional Public Library Branches								
		Annapolis Valley (n=119)	Cape Breton (n=93)	Colchester -East Hants (n=64)	Cumber- land (n=35)*	Eastern Counties (n=21)*	Pictou- Antigonish (n=77)	South Shore (n=55)	Western Counties (n=55)	Halifax (n=415)
Providing collections to daycares, schools and long-term care facilities	74%	75%	77%	77%	74%	71%	62%	80%	69%	73%
Hosting community meetings on important topics	72%	67%	80%	67%	77%	62%	79%	67%	76%	72%
Providing a gathering space to meet, collaborate and visit	70%	68%	73%	72%	69%	76%	68%	64%	62%	74%
Training for using the Internet, email and various devices	67%	71%	72%	72%	74%	67%	70%	67%	84%	63%
Providing a space to work	67%	61%	63%	59%	60%	62%	79%	69%	78%	67%
Having pop up libraries in places where communities gather	67%	69%	71%	69%	74%	43%	69%	65%	64%	67%
Access to online databases and streaming services	62%	62%	67%	56%	80%	52%	64%	56%	58%	61%
Access to collections in languages other than English	60%	62%	65%	52%	57%	62%	60%	62%	55%	60%
Offering events such as book launches and author readings	59%	61%	72%	48%	74%	67%	61%	55%	62%	56%

Q.10a-q: How important are each of the following types of services offered by Nova Scotia's public libraries? Please use a scale of 1-10, where '1' is not at all important and '10' is extremely important.

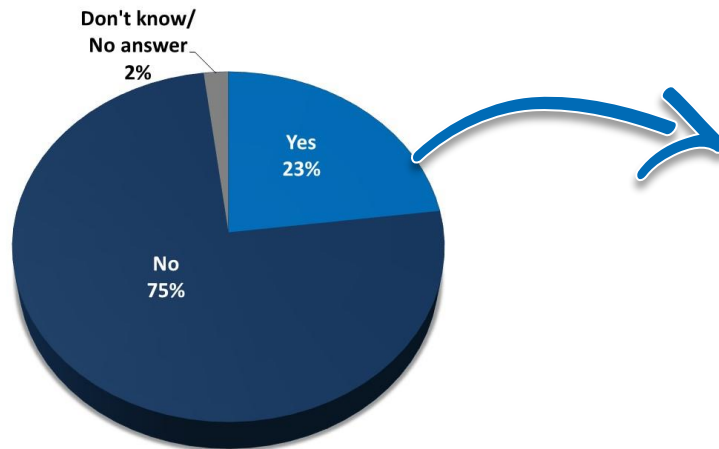
*Caution: Small sample size.

Places Providing Similar Services or Experiences

If public library services were no longer available, the vast majority of residents would reportedly have no other place to access such services. Others, however, would rely on the Internet or universities.

- If, hypothetically, public library services were no longer accessible, the majority of respondents indicated that they **would not have another place to access similar services or experiences**. Those who reportedly would have an alternative most commonly cited the **Internet**, closely followed by a **university**. Fewer respondents mentioned a **book store** or a **community centre**. Remaining sources, including a **college**, **public schools** and **recreation centres**, were each mentioned by less than one in ten respondents. (Tables 12 and 13)
- Men were more likely than women to indicate having somewhere else to access the services and experiences available from a public library. That said, when considering access to specific sources, women mentioned book stores, community centres, and colleges more often than men. In terms of regional differences, Cape Breton residents were more likely to cite the Internet than those living elsewhere, while those in Halifax most frequently referenced a university. Additionally, accessing a university for services or experiences was mentioned notably more often by those who were not born in Canada than by those who were.

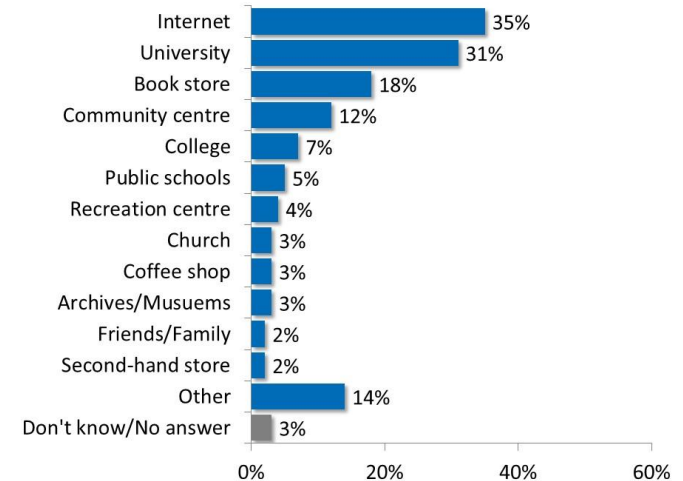
Another Place to Access Similar Services or Experiences if Public Library Services Were No Longer Available



Q.12: Hypothetically, if you no longer had access to public library services, is there another place where you could access similar services or experiences? (n=1005)

Places to Go to Access Similar Services if Public Library Services Were No Longer Available

Total Unaided Mentions Among Those Who Would Have Another Place To Go



Q.13: [IF 'YES' IN Q.12] Where would you go to access such services if you no longer had access to public library services? PROBE: Anywhere else? (n=228)

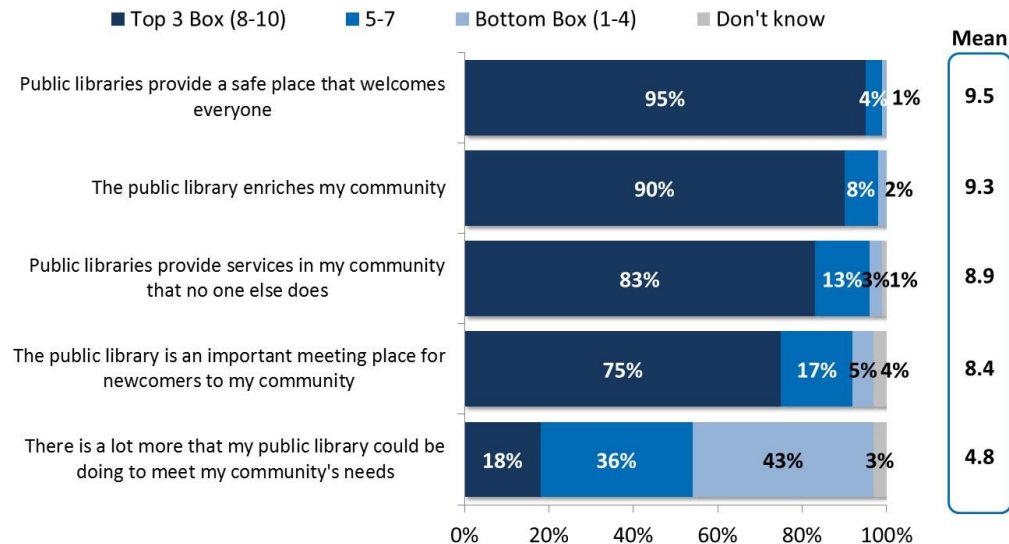
Perceptions About Nova Scotia's Public Libraries

Nova Scotia's public libraries are considered welcoming to all and as enriching its communities. Public libraries are deemed to provide services that no one else does.

- Survey respondents were presented with a list of statements and asked to indicate to what level they agree or disagree with each. The statement that ***public libraries provide a safe place that welcomes everyone*** was most highly agreed with, followed closely by ***the public library enriches my community***. Opinions are generally consistent across the province. (Tables 14a-e)
- Overall, strong agreement with each statements is evident, with the exception that ***there is a lot more my public library could be doing to meet my community's needs***. This further underscores library users' positive perceptions of public libraries and their services.
- When considering the statement ***there is a lot more that my public library could be doing to meet my community's needs***, agreement is most prevalent among those aged 55 years and above, residents of Cape Breton, lower income earners, those with less formal education and those not born in Canada.

Perceptions About Nova Scotia Public Libraries

Rating on 10-pt Scale: 1=Completely Disagree, 10=Completely Agree



Q.14a-e: I am going to read a number of statements about how you may or may not feel about Nova Scotia's public libraries. Using a scale of '1' to '10' where '1' is completely disagree and '10' is completely agree, please indicate the extent to which you either agree or disagree with each of the following statements. (n=1005)

Note: Responses of 'Don't know' were excluded from the calculation of the mean.

Public Library Usage

Importance of
Public Libraries

Demographics

Public Libraries Visited Most Often

Overall, survey respondents most often visit or receive services from the Halifax Central Library.

- The table shown below outlines key public library branches visited most often by survey respondents. Overall, the **Halifax Central Library** is the public library branch visited or used for services most often. (Table 15)
- When considering library branches located in specific regions of the province, the Halifax Central Library is again most frequented in the Halifax region. Meanwhile, the James McConnell Memorial Library is most frequented by residents of Cape Breton. Central Nova Scotia Residents most often mention the Antigonish Town & Country Public Library branch, followed closely by the Colchester-East Hants Public Library branches, and the New Glasgow Public Library. At the same time, Valley/South Shore residents most frequently mention the Wolfville Memorial Library, followed closely by the Margaret Hennigar Public Library.

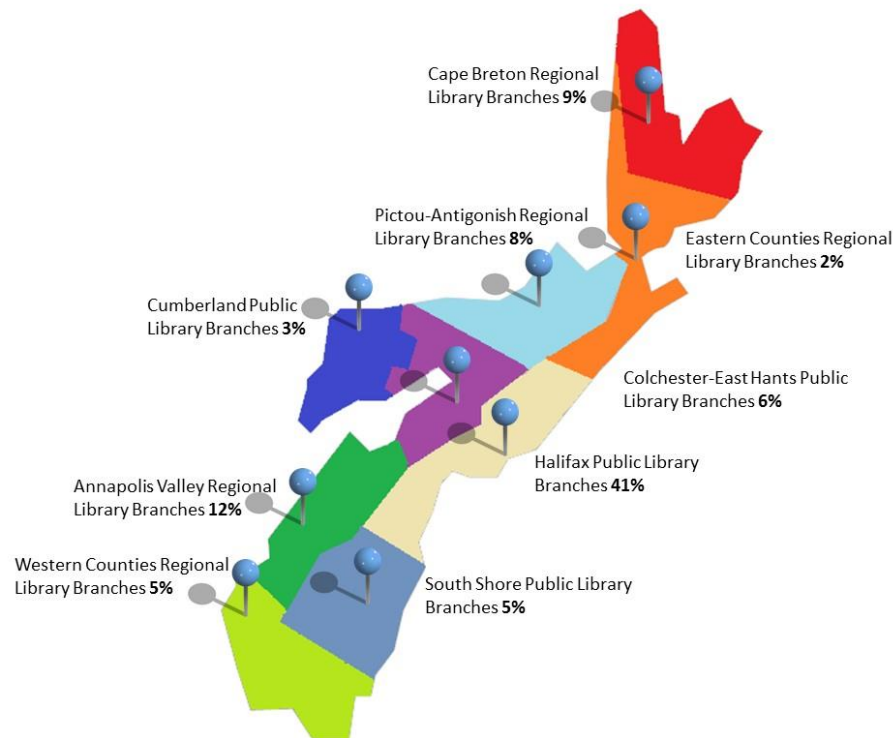


Public Library Branch Visited/Services Received From Most Often Key Unaided Mentions	(n=1005)
Halifax Central Library	12%
Keshen Goodman Public Library	6%
Woodlawn Public Library	4%
James McConnell Memorial Library	4%
Sackville Public Library	3%
Tantallon Public Library	3%
Cape Breton Regional Library branches	3%
Antigonish Town & County Public Library	3%

Regional Public Library Branch Visitation / Usage

- The following map depicts the regional branches of Nova Scotia's public libraries visited or used by survey respondents. As would be expected, given the distribution of survey respondents, **Halifax Public Libraries branches** were visited most often. More than one in ten made use of **Annapolis Valley Regional Library branches**, while one in ten visited the **Cape Breton Regional Library branches** or the **Pictou-Antigonish Regional Library branches**. All other regional branches were visited less frequently. (Table 15)

Visitation/Usage of Regional Public Library Branches (n=1005)



Public Library User Demographics

Nova Scotia's public library users tend to be well educated and employed, earning varied levels of annual household income.

- Nova Scotia Public Library users tend to be well educated, with over one-half reporting to have at least a university degree. Annual household income levels are more mixed, though the majority of survey respondents report earnings of \$50,000 or more per year. Respondents are mostly employed as well, either full-time or part-time. That said, a large minority are retired. (Tables 16, 17, 20)



		(n=1005)
Highest Level of Education Completed		
Some high school		4%
Graduated high school/vocational		14%
Some community/technical college		4%
Graduated community/technical college		15%
Some university		7%
Graduated university		32%
Post graduate degree		22%
Household Income in 2017		
Less than \$25,000		9%
At least \$25,000, but less than \$50,000		18%
At least \$50,000, but less than \$75,000		19%
At least \$75,000, but less than \$100,000		15%
\$100,000 or more		21%
Refused		14%
Don't know/No answer		3%



- Regional demographic differences are apparent. Specifically, those living in the Halifax area are far more likely to hold a post graduate degree than those residing elsewhere in the province. At the same time, Valley/South Shore residents are least likely to have a university degree or higher. Considering higher income earners are also the most educated respondents, it is not surprising that Halifax residents are more affluent than those residing elsewhere. Halifax residents are also most likely to be employed full-time, while Cape Breton has the highest proportion of retired public library users.



Employment Status	
Employed full-time (at least 30hrs/week)	39%
Employed part-time (less than 30hrs/week), by choice	8%
Employed part-time (less than 30hrs/week), not by choice	2%
Not employed, but actively looking for full-time work	1%
Not actively look for work due to other family obligations	1%
Retired	42%
Not at actively looking for work	4%
Refused	2%

Public Library User Demographics (cont'd)

Survey respondents are often long-term community residents.

- Survey respondents are typically long-term residents of their communities, with the majority reporting residence of 16 years or more. Respondents are more likely to have been born in Canada, with only one in ten reporting a birthplace outside the country. Those born outside of Canada are more likely to reside in the Halifax or Valley/South Shore regions. (Tables 18 and 19)
- Interestingly, Cape Breton and Central NS residents tend to have lived in their communities longer than those residing elsewhere, with seven in ten respondents reporting having lived in their communities for 16 years or longer in each of these regions. Perhaps unsurprisingly, those not born in Canada have resided in their communities for a shorter amount of time than those who were born in Canada. That said, the majority of those not born in Canada have lived in their community for at least the past 11 years.



		(n=1005)
Lived in community		
Less than a year		2%
Between 1 and 2 years		3%
Between 3 and 5 years		7%
Between 6 and 10 years		13%
Between 11 and 15 years		11%
16 years or longer		62%
Born in Canada		
Yes		89%
No		11%

Nova Scotia Public Libraries: Core services and their impact on the province

May 31, 2018

Prepared by the Library Core Services Working Group

Executive Summary

Beyond providing traditional books and collections, Nova Scotia Public Libraries are uniquely positioned to support government's 2018/19 budget. The impact of their core services is in direct alignment with the budget's goal of strengthening important services and supports so all Nova Scotians have opportunities to grow and succeed.

Libraries strengthen the economy by

- ensuring our province's workforce has the skills they need to remain employable, which benefits their personal economic circumstances and also means they can contribute to the tax base (Core service: supporting and promoting reading and literacy)
- providing Nova Scotians—especially those in rural communities—with the technology, programming, reliable Internet, and one-on-one support needed to access education, training, and business opportunities (Core service: providing access to technology and supporting digital literacy)
- supporting the cultural and creative sectors by providing books, programs, tools, space, and equipment that helps create a thriving creative economy (Core service: preserving and promoting culture and creativity)
- providing the space, equipment, and information navigation needed for many start-up entrepreneurs and independent business people to succeed (Core service: providing safe physical spaces that encourage community involvement)

Libraries build more resilient communities by

- enhancing self-understanding, empathy, and awareness, which leads to more engaged, tolerant, safer communities (Core service: supporting and promoting reading and literacy)
- reducing the digital divide and ensuring all members of the community, including the vulnerable, those on low or fixed incomes, in shelters or housing insecure, and seniors, have safe, equal access to technology and the Internet (Core service: providing access to technology and supporting digital literacy)
- being culture hubs—places where people of all backgrounds, ages, genders, and abilities intersect to celebrate and share their history, genealogy, stories and more—thus building connection and compassion (Core service: preserving and promoting culture and creativity)
- being a trusted “third place”—neutral ground where people and ideas come together in a safe environment and where challenging conversations can happen (Core service: providing safe physical spaces that encourage community involvement)

Libraries promote personal health and well-being by

- providing programs and resources that build health literacy, food literacy, and the ability to access and understand health information (Core service: supporting and promoting reading and literacy)

- providing the access, friendly support, and service that helps people get the information they need to take responsibility for their health (Core service: providing access to technology and supporting digital literacy)
- encouraging physical activity, creative expression, exposure to the arts, and social interaction (Core service: preserving and promoting culture and creativity)
- being a physical refuge for those seeking shelter and support (Core service: providing safe physical spaces that encourage community involvement)

Nova Scotia Public Libraries change lives for the better. Through thoughtful investment and continued partnerships, they will continue to have a positive impact on the lives of the citizens of our province for generations to come.

Introduction:

Nova Scotia Public Libraries have seen many changes since they were first formed in 1937¹, but perhaps none as radical as the past two decades.

While some may have predicted people would need libraries less often as a result of the Internet age, the opposite has been true.

In fact the public's needs and expectations of what the library should deliver are more diverse, urgent, and complicated than ever before.

Today, people come for help with technology because their job has changed and they need new skills to stay employed; for language support so they can integrate into a new society; for parenting skills so they can raise their families; and for help finding social services because they don't know where else to go.

They come for help sorting fact from fiction in an increasingly complex world. And many come because libraries are a warm, welcoming place that won't turn them away.

People come to libraries to explore art, music, science, traditions, spirituality and everything in between, and to delight in human contact that feeds the soul. They also come for what might seem like entertaining programming, and leave better able to care for themselves.

Nova Scotia's Public Libraries' historic role may have been to provide access to books and vibrant collections, but it has evolved—and continues to do so—to provide access to the tools, support, information, and social connections that spans a lifetime.

They do that through their core services of

- supporting and promoting reading and literacy
- providing access to technology and supporting digital literacy
- preserving and promoting culture and creativity
- providing safe physical spaces that encourage community involvement

In its 2018/19 budget, the Nova Scotia Government focused on strengthening important services and supports so all Nova Scotians have opportunities to grow and succeed.

The plan identified four pillars supporting that goal:

- healthy people and communities
- investing in early years and education
- safe and connected communities
- inclusive economic growth

¹ Bateson, N. *Library Survey of Nova Scotia*. 1938.

Nova Scotia Public Libraries' core services are in full alignment with those pillars. This document demonstrates how.

Core service: Libraries Support and Promote Reading and Literacy

The benefits of reading and literacy extend to every aspect of a person's life from cradle to grave. Without them, how could anyone fill out a credit application? Follow the instructions on a medicine label? Vote? Prepare a recipe? Read to a grandchild?

Yet, in 2014, Nova Scotia earned a "D" grade from the Conference Board of Canada for the number of adults in the province with inadequate literacy skills.²

Nova Scotia needs to do more to support reading and literacy, and Nova Scotia Public Libraries are uniquely positioned to help.

Libraries provide much more than a diverse collection of books and resources in a variety of formats. They provide the support and access that unlocks the possibilities within those collections.

They understand that people learn by reading, seeing, doing, and sharing, and have programs that are designed to stimulate, engage, and connect in all those ways.

Most importantly, libraries have staff who know and care about their communities and take a personal interest in helping each person who comes into the library succeed. Age, background, and status do not matter. Everyone is equal, and equally welcome at the library.

By promoting reading and literacy, libraries have an impact on our province's economy, communities, and well-being in the following ways.

Strengthening the economy

Literacy is the foundation for economic prosperity.

Nova Scotian employers need a workforce that has the right skills for today, and also has the capacity for life-long learning so they can gain the skills needed for tomorrow.

The unemployment rate for people with low levels of literacy is about 26 per cent.³

Library literacy programs, including digital skill and language development, help Nova Scotians of all ages and backgrounds enhance their employability. This includes

² The Conference Board of Canada. "Adults With Inadequate Literacy Skills." The Conference Board of Canada - Economic Forecasts, Public Policy, and Organizational Performance. Accessed May 29, 2018. [http://www.conferenceboard.ca/\(X\(1\)S\(5e5o4o4arsseet1ppcbasp0dp\)\)/hcp/provincial/education/adlt-lowlit.aspx?AspxAutoDetectCookieSupport=1](http://www.conferenceboard.ca/(X(1)S(5e5o4o4arsseet1ppcbasp0dp))/hcp/provincial/education/adlt-lowlit.aspx?AspxAutoDetectCookieSupport=1).

³ Literacy Nova Scotia. "Literacy and employment." Literacy Nova Scotia. Accessed May 29, 2018. <https://www.literacyns.ca/factsheets/Fact4.pdf>

newcomers to the province, who represent an opportunity for employers to fill skills gaps, diversify their workforces, and leverage cultural connections to open new markets.

Investing in literacy saves the province money. “The 2011 report *From Poverty to Prosperity: Literacy’s Impact on Canada’s Economic Success* placed the annual savings in social assistance alone of raising every Canadian adult to Level 3 literacy at \$542M.”⁴

Furthermore, a more productive population benefits the province through contributions to the tax base.

Improved literacy has an impact on people’s personal economic well-being as well. A Statistics Canada study, *Insights on Canadian Society: The Association Between Skills and Low Income*, noted:⁵

- the median household income for individuals who were in the lowest category of literacy proficiency (level 1 and below) was \$49,700, compared with \$84,600 among those who were in the two highest categories (level 4 and level 5).
- among individuals in the lowest category of literacy proficiency in 2012, 29% were in a low-income household (households whose income is below the after-tax Low Income Measure), compared with approximately 8 per cent for those in the two highest categories.

Nova Scotia Public Library reading programs encourage all family members regardless of age to read together—setting an example and a habit that will benefit the family for generations to come.

Building more resilient communities

By providing access to a full range of supports that build literacy and other skills, Nova Scotia Libraries are also helping to build more engaged, tolerant, safer communities.

Studies have found that reading for pleasure enhances self-understanding and empathy.⁶

⁴ Frontier College. "2011 National Forum on Literacy and Poverty." Frontier College. 2017. Accessed May 29, 2018. <https://www.frontiercollege.ca/getattachment/6f6bd77f-043f-4ce3-96a0-9a2ec2902d73/Discussion-Paper-Literacy-and-Poverty-by-Frontier.aspx>.

⁵ Statistics Canada. "Insights on Canadian Society - The Association between Skills and Low Income." *Agricultural Water Use in Canada*. February 24, 2016. Accessed May 29, 2018. <https://www.statcan.gc.ca/pub/75-006-x/2016001/article/14322-eng.htm>.

⁶ The Reading Agency. "Literature Review: The Impact of Reading for Pleasure and Empowerment." Neil Gaiman Lecture in Full: Reading and Obligation | Reading Agency. 2015. Accessed May 29, 2018. <https://readingagency.org.uk/resources/2277/>.

Conversely, low literacy and crime are related: 79 per cent of Canadians entering correction facilities don't have a high school diploma but literacy programs have proven to work, reducing recidivism by up to 30 per cent.⁷

Having literacy skills also increases a person's political and social participation, thus contributing to the quality of our democracy as well as our political, social, and civic engagement.

Promoting personal health and well-being

Library reading programs are about much more than study and self-entertainment. They literally improve people's physical and mental health.

Research has shown that children and adults who read for pleasure are happier and more confident. Reading can reduce stress and depression and build a sense of empowerment.⁸

Improved literacy levels help with everything from parenting skills and raising children to making informed decisions about their health.

Health literacy includes understanding basic health and medical terminology, as well as being able to understand instructions and protocols. This is essential when talking to a medical professional and taking medication. A person needs to be able to read and understand medication instructions and health information, and fill out consent and personal health forms, in order to get the full benefit of medical attention. This is especially true when English is not the first language.

Food literacy means being able to choose, prepare, and eat food that meets nutritional needs. "Food literacy—like learning to read—is a skill that needs to be taught, developed, and nurtured beginning at an early age."⁹

According to *Thrive! A plan for a healthier Nova Scotia*, "one in three [Nova Scotian] children and youth is overweight or obese, and rates of unhealthy eating, sedentary behaviour, and inactivity are much higher."¹⁰

⁷ Police ABC. "Target Crime with Literacy." Policeabc.ca. 2008. Accessed May 29, 2018. <http://policeabc.ca/>.

⁸ The Reading Agency. "Reading for Pleasure Builds Empathy and Improves Wellbeing, Research from The Reading Agency Finds." Neil Gaiman Lecture in Full: Reading and Obligation | Reading Agency. 2015. Accessed May 29, 2018. <https://readingagency.org.uk/news/media/reading-for-pleasure-builds-empathy-and-improves-wellbeing-research-from-the-reading-agency-finds.html>.

⁹ Nourish Nova Scotia. "Food Literacy." Menu. 2018. Accessed May 29, 2018. <https://nourishns.ca/program-resources/food-literacy>.

¹⁰ Province of Nova Scotia. "Thrive! A Plan for a Healthier Nova Scotia." Province of Nova Scotia. 2012. Accessed May 29, 2018. <https://thrive.novascotia.ca/sites/default/files/Thrive-Strategy-Document.pdf>.

While there was a time when eating in the library was unacceptable, Nova Scotia Public Libraries are now increasingly a place for enjoying and sharing food, and a source for food literacy development—something that is also important for helping people stay connected with their culture and being able to share it with others.

Finally, economic well-being often drives social and physical well-being. According to *Thrive! A Plan for a Healthier Nova Scotia*¹¹ an estimated 75 per cent of the factors that determine health lie outside the health-care system. These include education and literacy levels which affect job opportunities; and the environmental, social, economic, and cultural conditions of our society and communities.

¹¹ Province of Nova Scotia. "Thrive! A Plan for a Healthier Nova Scotia." Province of Nova Scotia. 2012. Accessed May 29, 2018. <https://thrive.novascotia.ca/sites/default/files/Thrive-Strategy-Document.pdf>.

Core Service: Libraries Provide Access to Technology and Support Digital Literacy

The Nova Scotia High-speed Internet Initiative states: “Access to quality Internet service is essential for living, working and competing in a digital world. It's an important part of delivering many of the services that matter most to Nova Scotians – health care, education and services for our most vulnerable citizens.”¹²

However, according to the Nova Scotia Department of Business’s *Review of Alternatives for Rural High Speed Internet*, 15 to 20 per cent of Nova Scotian households lack access to high-speed Internet.

In the Corporate Research Associates study, *Determining the Social Impact of Nova Scotia’s Public Libraries: Public Perception Study* (February 2018), 82 per cent of respondents said “having access to public computers, Wi-Fi, and high-speed Internet” was one of the important services offered by their regional public library.

Physical access to equipment and Wi-Fi is only one part of the digital divide— individuals need to know how to use them. Library staff provide one-on-one support and training and develop programming that help members of the community build their skills and confidence to operate the technology and navigate the Internet.

The digital world is constantly changing. Technology and platforms that seemed revolutionary ten years ago are antiquated today. Expectations of what that world can provide also never plateaus; Nova Scotians increasingly need the Internet to gain education and employment, to access government and financial services, to maintain their health, to start and grow their own businesses, and more.

Libraries keep pace with those changes by constantly keeping up with technology trends, updating programming, and encouraging lifelong learning.

By supporting digital literacy, libraries have an impact on the province’s economy, communities, and well-being in the following ways:

Strengthening the economy

Some studies suggest that every three years, 50 per cent of all workplace skills change, leaving businesses with a shortage of qualified employees and Nova Scotians who lack those skills without work.¹³

¹² Province of Nova Scotia. "Nova Scotia High-Speed Internet Initiative." Province of Nova Scotia. October 20, 2014. Accessed May 29, 2018. <https://novascotia.ca/business/internet/>.

¹³ EMP Solutions. "Employer Services." Nova Scotia Works - Employment Services Centre. Accessed May 29, 2018. <https://empsolutions.ca/employer-services/>.

Also, some forms of education—such as distance or continuing education—are offered exclusively online.

Libraries help close these gaps by providing the technology, programming, and one-on-one support Nova Scotians need to access the education and training they need to gain and maintain employment. Best of all, they provide it right in the person's home community, so there is no need for them to re-locate.

Libraries also connect Nova Scotians to new opportunities. The decline of print newspapers, in terms of both availability and subscribers, means the loss of a traditional job forum. These days, positions are advertised online, giving employers and job seekers alike a much larger field of opportunity.

Small and start-up businesses often don't have the means right away to procure their own office space. Many virtual businesses never want space or need it. All of them need a place to work, to access Wi-Fi, and to meet with prospective clients, partners, and potential employees. This is especially true for Nova Scotian businesses that have challenges getting reliable high-speed Internet in their own community.

Libraries provide free high-speed Internet access, Wi-Fi, and technology support. In rural centres, this is often the best quality connection in the community. Libraries also provide space and equipment essential to small business. Some libraries even have coffee.

Building more resilient communities

Inconsistent, or non-existent, access to technology leads to inequality in society. Libraries are safe, welcoming spaces. They support digital literacy for all member of the community, including the vulnerable, those on low or fixed incomes, in shelters, or those who are housing insecure.

Shift: Nova Scotia's Action Plan for an Aging Population recognizes that “challenges such as access, cost, literacy, and comfort with the technology are factors in the isolation of older adults.”¹⁴ Libraries provide free access to technologies and have been teaching seniors how to use computers, tablets and mobiles for the past few decades. The demand for this support remains strong.

More and more businesses and organizations—including government—are reducing their physical infrastructure and moving their services online. Libraries provide reliable access and in-person support for Nova Scotians who want to renew or pay for licences and permits; apply for birth, marriage or death certificates; renew vehicle permits, pay fines and tickets; make payments to provincially monitored services, and more.

¹⁴ Province of Scotia. "SHIFT: Nova Scotia's Action Plan for an Aging Population." Province of Nova Scotia. December 10, 2017. Accessed May 29, 2018. <https://novascotia.ca/shift/shift-action-plan.pdf>.

Promoting personal health and well-being

Libraries provide access to research and programming that helps people get more information about, and take more responsibility for, their health.

This is especially critical in areas where Nova Scotians don't have easy access to a physician.

Also for a growing number of Nova Scotians, access to health care requires access to the Internet: "The government, in an effort to improve the effectiveness and efficiency of service delivery continues to expand healthcare, educational, and general services over Internet-based channels, which requires effective connections and bandwidth to access them."¹⁵

Libraries provide the connection, and the friendly support and service that helps people understand the information they receive.

Social health is important, too. Age and distance may drive families and friends apart, but social media and other forms of online communication, such as email and Skype, can help keep those linkages alive. Libraries provide democratic access to the technology along with the help so people can learn how to use it.

¹⁵ Province of Nova Scotia. " Review of Alternatives for Rural High Speed Internet." Province of Nova Scotia. 2016. Accessed May 29, 2018. <https://novascotia.ca/business/docs/Broadband-Deliverable-Report.pdf>.

Core Service: Libraries Preserve and Promote Culture and Creativity

Today, when you walk in a library, you see art hanging on the walls. You may also see a local author giving a reading in a corner, or a musician explaining her songwriting process to a group of rapt listeners. In another spot, a craftsperson is teaching his skill to the next generation.

Nova Scotia Public Libraries are vibrant, flexible, welcoming spaces where people can connect with arts, literature, music, and creativity. Through libraries, everyone can explore and share cultural identity, traditions, language—sometimes even food.

These experiences enrich lives and help develop a sense of place and individual well-being.

By preserving and promoting culture and creativity, libraries have an impact on the province's economy, communities, and well-being in the following ways:

Strengthening the economy

Culture and creativity help drive successful economies and communities. "Places with thriving cultural sectors attract people and business because they are great places to live, raise families, and work"¹⁶

Libraries support those cultural sectors by providing the books, programs, tools (such as 3D printers and recording studios) and physical spaces that result in people developing new skills, techniques, and connections that can lead to cottage industries, side businesses, and, ultimately, small businesses.

Libraries also represent infrastructure that attracts businesses and residents to an area, thus helping to create a thriving economy on a local scale.

Building more resilient communities

Libraries are critical to having a well-rounded, accepting community.

Nova Scotia is made up of diverse cultures: the Mi'kmaw, African Nova Scotians, Acadian, English, Gaelic and others. Each year Nova Scotia welcomes more immigrants and refugees.

¹⁶ Province of Nova Scotia. "Nova Scotia's Culture Action Plan: Creativity and Community." Province of Nova Scotia. February 22, 2017. Accessed May 29, 2018. <https://novascotia.ca/culture/Culture-Action-Plan--English.pdf>.

Along with these diverse cultural backgrounds, the province's population also includes persons of differing physical and mental abilities, gender identities, and ages, as well as those who are vulnerable or housing insecure.

Libraries are open, free, and welcoming to all members of the community, respecting the dignity of all. This creates an opportunity for the full community to interact, participate in community life, encounter different perspectives, and develop empathy and compassion.

Libraries are also culture hubs—the keepers of local history and special collections, genealogy, plays, music, and more. Programs and services encourage interaction and knowledge sharing. These are experiences that challenge attitudes and foster understanding.

This is especially important for newcomers looking to establish a sense of belonging and acceptance. Libraries are often their entry point, helping them integrate into the community by being a source for everything from language services, navigation assistance, to something as simple as providing a place for children to play and make new friends.

In CRA's *Determining the Social Impact of Nova Scotia Public Libraries* study, 77 per cent of respondents rated libraries and our services as “highly important to them personally,” 90 per cent said the library “enriches community,” and 75 per cent of respondents rated libraries as “an important meeting place for newcomers.”

Promoting personal health and well-being

Libraries provide access to so many factors that promote personal well-being.

Their welcoming spaces and free programs and services encourage human interaction, physical activity, and creative expression. People can drop in to play games, learn a new hobby, catch up with friends, listen to music, borrow sports and recreation equipment, join a makerspace, and more. Having this resource is important to all Nova Scotians, but is particularly critical in a province with one of the oldest populations in Canada.

“Keeping older adults socially connected has been described as the number one emerging issue facing seniors in Canada. Social isolation is commonly defined as a low quantity and quality of relationships with others. Poor health can lead to social isolation; it can also be a result of social isolation.”¹⁷ Further, according to the chief

¹⁷ Province of Scotia. "SHIFT: Nova Scotia's Action Plan for an Aging Population." Province of Nova Scotia. December 10, 2017. Accessed May 29, 2018. <https://novascotia.ca/shift/shift-action-plan.pdf>.

office of Age UK, “social isolation could be worse for a person’s health than smoking fifteen cigarettes a day.”¹⁸

Exposure to art is also important to well-being at any age, and libraries ensure that all members in the community have access to its benefits. Where an art gallery or symphony may require paid admission, and also might be intimidating to some, libraries offer everyone a free opportunity to engage with the arts. And no one has to dress up.

Libraries organize performer tours that expose children and families to art opportunities they may not otherwise have had. Libraries also support local and emerging authors, poets, spoken word artists, musicians, visual artists, and more by making their work available and providing them with a stage.

Exposure to the arts makes people think. It opens our minds, sometimes challenges us, and invites new questions. Best of all, art is not dependent on language—it transcends barriers.

¹⁸ Mead, Rebecca. "What Britain's "Minister of Loneliness" Says About Brexit and the Legacy of Jo Cox." *The New Yorker*. January 31, 2018. Accessed May 29, 2018. <https://www.newyorker.com/culture/cultural-comment/britain-minister-of-loneliness-brexit-jo-cox>.

Core Service: Libraries Provide Safe Physical Spaces that Encourage Community Involvement

Nova Scotia Public Libraries play an important role as “third places” in our province.

Sociologist Ray Oldenburg coined the term “third places” to describe the places where people gather that are neither their homes (“first place”) nor their work (“second place”).

Oldenburg further describes them as “providing the foundation for a functioning democracy, these spaces promote social equity by leveling the status of guests, providing a setting for grassroots politics, creating habits of public association, and offering psychological support for individuals and communities.”¹⁹

The citizens of Nova Scotia already see public libraries as the third places in their lives. In the 2018 CRA study *Determining the Social Impact of Nova Scotia’s Public Libraries*:

- 95% of participants said the library provided a safe and welcoming place for everyone
- libraries as a meeting place/place for people to meet ranked in the top three of Most Important Things about Public Libraries

Beyond being a trusted, neutral space that is both physically and socially accessible, libraries are important third places because of the other roles they fulfill. Today’s library staff are often ad hoc social workers and service/information navigators, providing programming, events, and support that have a direct impact on our province’s economy, our communities’ resiliency, and our citizen’s health and well-being.

Strengthening the economy

For many start-up entrepreneurs and independent businesspeople, libraries provide space for working, meeting, and collaborating, along with equipment and technology. Library staff are information professionals able to help navigate anything from completing incorporation paperwork to small business finance, to research needed for a business plan.

Libraries are also desirable infrastructure in a community: both businesses and residents are attracted to locations that feature a library, resulting in a stronger local economy. Real estate agents mention public libraries along with schools as being positive selling features for home and retail locations.

Nova Scotia’s creative economy is also strongly supported by libraries. Libraries provide public space to showcase writing, art, music, and dance, along with studio and

¹⁹ Oldenburg, Ray. *Celebrating the Third Place*. New York: Marlowe & Compant, 2001.

recording facilities for artists. They give communities and people a place to celebrate and learn about culture through cultural displays and programs and the promotion of cultural collections.

Building more resilient communities

As trusted third places, libraries are neutral ground where people and ideas intersect and both facilitated and informal challenging conversations happen. This builds engagement, understanding, and knowledge in the community.

They are social hubs where status does not matter, and, as such, are catalysts for building relationships between people who otherwise may not meet.

This includes the most vulnerable and those, like seniors, who are often at risk of being socially isolated. The library is the place where these people are visible, welcome, and able to interact with others on an equal basis. Their very presence opens eyes and minds around them to issues that might otherwise have gone unnoticed.

Promoting personal health and well-being

Today's library uses space to focus on a full spectrum of human needs.

Libraries use their space to expose people to art and culture and also invite participation—an experience that can enrich lives and individual well-being.

They use their space for programming on topics that benefit all members of the community at all stages of their lives—including challenging times and times of transition.

Libraries are often the first place people go to sort out fact from fiction, and to find credible, relevant information on their personal situations.

They are a physical refuge for those seeking shelter. Libraries provide a safe, dignified place with amenities not freely available elsewhere.

Libraries promote social connection and reduce isolation by giving people—including those on fixed or low incomes—a place to go and participate in programs, events, and activities for all ages. They're also a place to be socially antisocial—if someone doesn't want to participate, they are welcome to just be by themselves while still gaining the benefit of the energy and activity around them. One can choose to be alone in a library, and be comfortable doing so.

The library is an oasis filled with assets and professionals that all have one goal: helping the people of our communities lead happier, healthier lives so they can achieve their full potential.

In Closing

Through their core services, Nova Scotia Public Libraries support every person in the province at every stage of their lives.

Libraries help them to become literate, connected, lifelong learners to

- improve themselves and their opportunities
- realize their full potential
- celebrate their heritage and that of others
- lead healthier, happier lives
- be engaged citizens

In short, libraries change lives for the better, and that is a benefit that ripples out across the province.

Through thoughtful investment and continued partnerships, Nova Scotia Public Libraries will continue to have a positive impact on the lives of the citizens of our province for generations to come.

Appendix: Case Studies and Illustrations

Core Service: Supporting and promoting reading and literacy

The programs, services and stories below highlight some ways that libraries support reading and literacy:

- Shelburne and Yarmouth branches host free Super Nova camps for kids, which provide STEM (science, technology, engineering and math) learning opportunities over the summer months. The libraries provide the space and support where needed. University students gain employment experience by conducting the programs.
- Cape Breton Regional Library's Babies & Books programs include rhymes, stories, songs, and activities. The program supports early literacy and allows parents of young children to meet and converse, something that often results in new friendships. As one parent recently said, "My son met his best friend in Babies & Books – 11 years ago!"
- Adopt A Library/Wow Reading Challenge is a provincewide crime prevention initiative that includes a friendly challenge among schools to see how much can be read.
- Libraries partner with Read to Me to promote the benefits of early literacy and library programming to new parents across the province.
- The Caisse Populaire de Clare partnered with the library to provide information sessions on personal finances that helped people learn how to budget, avoid fraud, and keep their money safe, as well as the importance of filing income taxes. This dovetailed nicely into the programs for seniors and low-income earners who benefited from the Volunteer Income Tax Assistance Program.
- CART (Children and Adults Reading Together), an 8 week preschool program that is designed to teach pre-literacy skills to children and to teach their parents to continue encouraging these skills at home, is undergoing changes to accommodate the availability of more pre-primary programs in Cumberland County.
- Cape Breton Regional library loans snowshoes, cross-country skis, tennis racquets, walking poles and other fitness related equipment which are made available through partnerships with health and recreation organizations. This is an important opportunity for patrons who may not be able to afford to purchase equipment or do not want to invest in equipment when they were not sure if they would like the sport.
- Pictou Antigonish Regional Library has partnered with local fitness facilities to loan fitness passes.
- Halifax Public Libraries partners with Saint Mary's University to offer public access to university classes every term. Registered students and members of the general public enjoy learning about topics as diverse as Islam or Bollywood.
- Libraries partner with local correctional facilities to improve inmates' reading abilities.

Core Service: Providing access to technology and supporting digital literacy

The programs, services and stories below highlight some ways libraries support access to technology and the promotion of digital literacy:

- Pictou Antigonish Regional Library's partnership with Riverview Residential Home provides equipment and training to adults with intellectual and physical disabilities.
- Having a Maker Lab in the community means there is now a free space to create, invent and learn in a safe environment. Some programming examples include:
 - 3D printer programs.
 - Youth coding and science-based programs.
 - Computer training programs. For people who struggle with computers or those falling into the +65 age range

Core Service: Preserving and promoting culture and creativity

The programs, services and stories below highlight some ways libraries support culture and creativity:

- Cape Breton has a Storyteller-in-Residence program, where the library is a partner in hosting storytelling events and workshops. These sessions were very popular across the region, were intergenerational, and sparked a lot of discussion and interest in local history and lore. This resulted in many positive outcomes, including a DVD and the Isle of Story Festival.
- Film director Cory Bowles spoke in the library about his success and failures as part of the African Heritage Month programming. More than 100 people came to the talk.
- Participants made clay figures and used the library's camera to take pictures and then edited them into short movies.
- Stewiacke's teen group made a movie about recycling called *Trashy the Trashman*, which was entered into the Viewfinders International Film Festival for Youth and won 2nd place. The youth wrote, directed, and filmed the movie themselves. Today, it's available on YouTube.
- Teens at Halifax Central Library have created a podcast using the library's media studios called *It Came from the Second Floor*.
- During Pride Week in 2017, the library had a representative from the Mi'kmaq community talk about Two-Spirit Peoples. The library also hosted a Pride Storytime that was attended by nearly 50 people.

Core Service: Providing safe physical spaces that encourage community involvement

The programs, services and stories below highlight some ways that a library's physical space impacts individuals and communities:

- Winner of the national 2014 Great Places Award, "People's Place," the Pictou-Antigonish library collaborated with the community to build a library that meets the needs of the community.

- Sarah, a young woman in her 20s, (not her real name) recently told a staff member that she came to the library daily when she was in her teens. Her family was going through a very difficult time, and for Sarah the library was a place where she could feel safe. She said she didn't know what would have happened to her had she not had the library.
- The Eastern Counties Regional Library has seven community gardens focused on growing food that can be shared with library users.
- Members of the Truro Police Service gave a talk about bullying and what to do if a child is being targeted for this behaviour. The session generated much discussion amongst the parents. One parent, whose son was the bully, said she had been at a loss as to how to handle it. The other parents in attendance got to see how complex an issue bullying can be.
- A Climate Change presentation at the Annapolis Valley Regional Library gathered 10 per cent of a town's population and resulted in a town-formed Environmental Advisory Council.
- Free tax help is available at libraries for low-income taxpayers. Tax volunteers help complete tax forms.
- Death Cafes are frank conversations about preparing for eventual death to the fore. People are encouraged to think about, and prepare for, the business of leaving this life and the impact it would have on others. The grieving process, the emotional impact, as well as the practical and financial impact of death are explored.
- Libraries have partnered with local grocery stores to offer healthy cooking classes.
- A woman with challenges/barriers helps with the library's Toddle and Tumble program. The library benefits from the extra help with crafts and snack preparation, and the volunteer has a meaningful experience and gets out in the community more often.
- Halifax Public Libraries have been providing programs and entertainment, free Wi-Fi and information support alongside the Mobile Food Market, a bus that travels to areas of Halifax that have poor access to healthy food.
- Libraries are a partner in the YREACH program providing information, orientation and settlement support to immigrants and temporary foreign workers and their families who are new to communities across the province of Nova Scotia and helping to build awareness and understanding among cultures.

Library Core Services Working Group

Committee Members:

Erin Comeau

[Regional Library Director](#), Western Counties Regional Library
Chair, Council of Regional Librarians (CORL), 2017-18

Faye MacDougall

Regional Librarian, Cape Breton Regional Library

Åsa Kachan

CEO, Halifax Public Libraries

Jimmy MacAlpine

Chair, Western Counties Regional Library Board

Warden, Municipality of the District of Digby

Chair, Library Boards Association of Nova Scotia (LBANS)

Sara Lochhead

Secretary/Treasurer, Library Boards Association of Nova Scotia (LBANS)

South Shore Regional Library Board

Rhonda Walker

Executive Director, Archives, Museums and Libraries

Lynn Somers

Director, Nova Scotia Provincial Library

Dyan Bader

Manager, Systems & Collections Access, Nova Scotia Provincial Library

Catherine Kelly

Acting Manager, Client Services, Nova Scotia Provincial Library

South Shore Public Libraries Board - Formula Funding Model

Proposed Effective Date: 2020 - 2021

	Funding Ratio	Old Model	New Model	\$ Increase	% Increase
Provincial	71%	\$1,002,900	\$1,262,400	\$259,500	26%
Municipal	26%	\$367,300	\$462,300	\$95,000	26%
Board	3%	\$42,400	\$53,300	\$10,900	26%
Total Available	100%	\$1,412,600	\$1,778,000	\$365,400	26%

Population:	
2017 Population	57,620
Old Model	58,516
Population Change	(896)

- “2017 Population” figures are from July 2017 estimates from the 2011 Census
- “Old Model” population figures were 2009 estimates from the 2006 Census

Staffing:			
	Number of positions	Salary Rate	Staffing cost
Base Staffing:			
CEO	1	\$92,500	\$92,500
Deputy CEO	1	\$82,500	\$82,500
Finance/Bookkeeper	1	\$45,000	\$45,000
Administrative Support	1	\$35,000	\$35,000
Community Engagement	1	\$62,500	\$62,500
IT Support	1	\$62,500	\$62,500
Other Staff:			
Scalable Staff	26	\$41,000	\$1,066,000
Staffing Total	31		\$1,446,000

- Total salary costs for “Base Staffing” is a set rate of \$380,000 per region
- “Scalable Staff” is calculated at 1 Staff per 2,200 (the “Average Rural Staffing Ratio Per Capita”), at an average salary of \$41,000

Operating Costs:	
Base Amount:	\$15,000
Per capita total:	\$86,400
Total:	\$101,400

- Operating cost per capita rate is \$1.50

Collections Costs	
Base Amount:	\$7,800
Per capita total:	\$201,700
Total:	\$209,500

- Collections costs per capita rate is \$3.50

Other Factors:	
• Staff Technology:	\$12,800
○ Calculated at \$400/staff member annually	
• Public Access Computers:	\$8,300
○ Based on a 3-year annual refresh cycle. Calculated at \$1,000/existing PAC divided by 3	
• French Language & Equity Programming:	Not Applicable

Comparison between current and proposed Municipal Unit Contributions

Municipal Unit	2015-16 % of Total	2015-16 Share of Total	Proposed % of Total	Proposed Share of Total	\$ Change	% Change
Queens Regional Municipality	0.1922	\$70,596	0.1817	\$84,000	\$13,404	19
Dist. of Chester	0.1852	\$68,035	0.1855	\$85,700	\$17,765	26
Dist. of Lunenburg	0.4305	\$158,134	0.4320	\$199,700	\$41,566	26
Bridgewater	0.1366	\$50,171	0.1438	\$66,500	\$16,329	33
Lunenburg	0.0399	\$14,650	0.0402	\$18,600	\$3,950	27
Mahone Bay	0.0156	\$5,712	0.0168	\$7,800	\$2,088	37
	1	\$367,300	1	\$462,300	\$95,000	26

February 28, 2020

Ms. Beatrice Renton
Town of Lunenburg
119 Cumberland Street, PO Box 129
Lunenburg, N.S. B0J 2C0

Dear Ms. Beatrice Renton,

In October, in accordance with the Property Valuation Services Corporation (PVSC) Act, the PVSC Board Chair reported the corporation's approved budget of \$17,961,135 to the membership of the Nova Scotia Federation of Municipalities (NSFM) at its fall conference.

PVSC and our Board of Directors are committed to prudent fiscal management and appreciate the unique challenges facing our municipal clients. Since our fall report to the NSFM, we have achieved better than anticipated cost-savings from operational and technological efficiencies, and from our work-from-home initiative; we expect this trend to continue into the 2020-2021 fiscal year. As a result, PVSC has reduced its forecasted costs for fiscal 2020-21 and we are pleased to advise that the **PVSC Board has approved a reduced budget increase from 1.5% to 1.0%, for a total 2020-21 budget of \$17,872,335.**

The Corporation's budget is allocated to the municipalities based on the formula set out in Section 35 (4) of the *Property Valuation Services Corporation Act*. In accordance with the legislated funding formula, each municipality pays the average of its proportional share of the Uniform Assessment and the total number of assessment accounts.

Based on this formula, your municipality's 2020-21 funding contribution is **\$48,101.37**. As in previous years, this will be billed in equal quarterly installments. For your reference, a summary of the PVSC 2020-21 budget distribution by municipality is enclosed.

The invoice for the first installment for the quarter starting **April 01, 2020** is attached. Subsequent quarterly invoice dates will be July 1, 2020; October 1, 2020; and January 1, 2021. Invoices must be paid within 30 days of the invoice date. Any outstanding late payment balance beyond 30 days shall accrue and be charged interest at a rate of 1% per month (12% per annum).

We thank you in advance for your payment of the quarterly invoices. For questions relating specifically to invoicing please contact Jon Hoskin, at 902-221-4270 or jonhoskin@pvsc.ca.

Sincerely,



Chris Doucette
Chief Operating Officer

Update from Greg Keefe, Chair of the PVSC Board

PVSC prides itself on providing excellent client service to the municipalities and property owners of Nova Scotia, and I am proud to serve as the new Chair of the PVSC Board of Directors. I'm also happy to provide you with this update on some of the initiatives and activities undertaken over the last year.



In April of 2019 we implemented Mobile Assessor, an application which enables mobile data access and collection, significantly enhancing operational workflows and quality controls within the field collection process. As a complement to existing data collection tools such as Pictometry and the Permit Data eXchange (PDX), Mobile Assessor will allow PVSC to prioritize and plan data collection activities in a more efficient manner, ensuring that the corporation continues to provide the best value for money to its clients.

As you may be aware, over the last number of years we have engaged in an advanced notification and consultation period prior to the close of the assessment roll. Our objectives for this activity continue to be: ensuring the accuracy of information we have on file, ensuring property owners are aware of significant changes to their accounts, and ultimately ensuring stability of the assessment roll for our municipal clients. For the 2020 roll, our review of findings over the last five years prompted us to focus our consultation and outreach efforts on the commercial file. Seven weeks of consultation were conducted and approximately 630 property accounts were reviewed, representing \$3.2 billion of assessed value.

Another initiative that we proudly participated in, with the partnership of the Association of Municipal Administrators of Nova Scotia (AMANS), was a diagnostic review of challenges impacting the flow and quality of data between and among the Land Registry, PVSC and municipalities. Recommendations were provided for discussion, and a Working Committee comprised of representation from the Province, PVSC and the AMA will be struck in the near future, as a collaborative effort to resolve these collective issues.

PVSC is committed to leading the field of property assessment, and we continue to explore ways to provide our mandated services to municipalities, at the highest level of quality, as efficiently as possible. Over the last year and a half, PVSC has worked in partnership with Dalhousie University to explore and build valuation models through sophisticated algorithms such as machine learning. We are extremely proud to report that we were able to use machine learning, in addition to traditional appraisal valuation practices, to determine values for the 2020 assessment roll.

I would personally like to thank all the PVSC Board members for their commitment and hard work, and our municipal colleagues for their support and leadership.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Greg Keefe', written over a light blue horizontal line.

Greg Keefe
PVSC Board Chair

PVSC BUDGET DISTRIBUTION

2020/21 Total = \$17,872,335 ASSESSMENT RECOVERY

Final UA

Municipal Unit	Uniform Assessment Final 2020/21	Assessment Accounts Final 2020/21	2020/21 MU Recovery	2020/21 Recovery Allocation			
				25% April Payment	25% July Payment	25% October Payment	25% January Payment
Regional Municipalities							
Cape Breton Regional	\$4,879,153,523	64,419	\$1,407,843	351,960.70	351,960.70	351,960.70	351,960.70
Halifax Regional	\$49,084,316,344	166,304	\$7,335,656	1,833,913.89	1,833,913.89	1,833,913.89	1,833,913.89
Queens Regional	\$980,248,737	15,623	\$320,836	80,208.97	80,208.97	80,208.97	80,208.97
Subtotal	\$54,943,718,604	246,346	\$9,064,334	2,266,083.57	2,266,083.57	2,266,083.57	2,266,083.57
Towns							
Amherst	\$523,901,080	4,459	\$116,333	29,083.34	29,083.34	29,083.34	29,083.34
Annapolis Royal	\$69,502,946	445	\$13,356	3,339.10	3,339.10	3,339.10	3,339.10
Antigonish	\$484,331,535	1,980	\$77,188	19,296.98	19,296.98	19,296.98	19,296.98
Berwick	\$158,457,757	1,086	\$31,464	7,865.89	7,865.89	7,865.89	7,865.89
Bridgewater	\$688,450,419	3,798	\$123,657	30,914.20	30,914.20	30,914.20	30,914.20
Clark's Harbour	\$39,346,562	574	\$12,126	3,031.42	3,031.42	3,031.42	3,031.42
Digby	\$119,286,430	1,057	\$27,079	6,769.82	6,769.82	6,769.82	6,769.82
Kentville	\$518,818,350	2,719	\$91,159	22,789.75	22,789.75	22,789.75	22,789.75
Lockeport	\$33,131,503	485	\$10,234	2,558.49	2,558.49	2,558.49	2,558.49
Lunenburg	\$279,311,517	1,395	\$48,101	12,025.34	12,025.34	12,025.34	12,025.34
Mahone Bay	\$138,736,951	743	\$24,602	6,150.57	6,150.57	6,150.57	6,150.57
Middleton	\$108,681,207	884	\$23,552	5,887.96	5,887.96	5,887.96	5,887.96
Mulgrave	\$46,051,864	808	\$16,122	4,030.50	4,030.50	4,030.50	4,030.50
New Glasgow	\$574,022,799	4,258	\$118,569	29,642.23	29,642.23	29,642.23	29,642.23
Oxford	\$72,239,880	816	\$18,892	4,722.94	4,722.94	4,722.94	4,722.94
Pictou	\$164,914,216	1,900	\$43,654	10,913.57	10,913.57	10,913.57	10,913.57
Port Hawkesbury	\$208,419,243	1,586	\$43,617	10,904.31	10,904.31	10,904.31	10,904.31
Shelburne	\$93,320,138	1,259	\$27,308	6,827.02	6,827.02	6,827.02	6,827.02
Stellarton	\$266,315,005	2,087	\$56,590	14,147.48	14,147.48	14,147.48	14,147.48
Stewiacke	\$90,156,302	875	\$21,545	5,386.30	5,386.30	5,386.30	5,386.30
Trenton	\$121,886,204	1,456	\$32,997	8,249.37	8,249.37	8,249.37	8,249.37
Truro	\$852,375,945	4,778	\$154,173	38,543.20	38,543.20	38,543.20	38,543.20
Westville	\$142,728,996	2,009	\$42,949	10,737.16	10,737.16	10,737.16	10,737.16
Windsor	\$227,143,356	1,413	\$43,065	10,766.20	10,766.20	10,766.20	10,766.20
Wolfville	\$508,515,358	1,811	\$77,246	19,311.49	19,311.49	19,311.49	19,311.49
Yarmouth	\$436,742,578	2,939	\$85,951	21,487.86	21,487.86	21,487.86	21,487.86
Subtotal	\$6,966,788,141	47,620	\$1,381,530	345,382.50	345,382.50	345,382.50	345,382.50
Rural Municipalities							
Annapolis	\$1,261,228,685	20,331	\$416,057	104,014.36	104,014.36	104,014.36	104,014.36
Antigonish	\$1,216,077,281	14,305	\$326,079	81,519.67	81,519.67	81,519.67	81,519.67
Argyle	\$535,094,346	10,286	\$200,047	50,011.85	50,011.85	50,011.85	50,011.85
Barrington	\$446,234,547	6,685	\$140,002	35,000.39	35,000.39	35,000.39	35,000.39
Chester	\$1,671,069,183	13,069	\$354,714	88,678.57	88,678.57	88,678.57	88,678.57
Clare	\$593,245,867	13,897	\$257,120	64,280.02	64,280.02	64,280.02	64,280.02
Colchester	\$2,578,542,053	30,187	\$689,355	172,338.74	172,338.74	172,338.74	172,338.74
Cumberland	\$1,587,125,426	28,084	\$558,988	139,747.00	139,747.00	139,747.00	139,747.00
Digby	\$495,329,637	10,270	\$195,787	48,946.78	48,946.78	48,946.78	48,946.78
Guysborough	\$425,855,573	9,256	\$174,370	43,592.49	43,592.49	43,592.49	43,592.49
Hants East	\$1,800,327,247	15,614	\$403,893	100,973.14	100,973.14	100,973.14	100,973.14
Hants West	\$1,174,809,025	12,008	\$289,340	72,335.05	72,335.05	72,335.05	72,335.05
Inverness	\$1,108,163,260	21,461	\$416,545	104,136.35	104,136.35	104,136.35	104,136.35
Kings	\$3,837,331,063	31,597	\$837,022	209,255.41	209,255.41	209,255.41	209,255.41
Lunenburg	\$2,756,431,053	29,979	\$704,451	176,112.83	176,112.83	176,112.83	176,112.83
Pictou	\$1,687,242,288	23,723	\$507,340	126,835.10	126,835.10	126,835.10	126,835.10
Richmond	\$884,038,631	13,280	\$277,873	69,468.13	69,468.13	69,468.13	69,468.13
Shelburne	\$419,019,393	7,262	\$145,418	36,354.52	36,354.52	36,354.52	36,354.52
St. Mary's	\$189,682,207	5,230	\$93,358	23,339.61	23,339.61	23,339.61	23,339.61
Victoria	\$784,686,318	10,253	\$224,897	56,224.24	56,224.24	56,224.24	56,224.24
Yarmouth	\$735,916,940	9,820	\$213,814	53,453.42	53,453.42	53,453.42	53,453.42
Subtotal	\$26,187,450,023	336,597	\$7,426,471	\$1,856,618	\$1,856,618	\$1,856,618	\$1,856,618
TOTAL	\$88,097,956,768	630,563	\$17,872,335	\$4,468,084	\$4,468,084	\$4,468,084	\$4,468,084

Invoice To:

**Ms. Beatrice Renton
Town of Lunenburg
119 Cumberland Street, PO Box 129
Lunenburg, N.S. B0J 2C0**

Invoice Mail Out Date: March 1, 2020

Invoice Number	PVSC 3172 - Please quote with remittance.
Invoice Date	April 1, 2020
Due date	May 1, 2020
Description	25% Assessment Services Cost Recovery for fiscal year 2020/21 fourth quarterly installment amount
Amount	\$12,025.34
Total	\$12,025.34

Please make cheque payable and forward to:

Property Valuation Services Corporation
Park Place II
Suite 200, 2nd Floor
238A Brownlow Avenue
Dartmouth, NS B3B 2B4

Terms: Invoice is TO BE PAID BY THE DUE DATE. Unpaid balances accrue interest after the due date at 1% per month.

Thank you.

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

Circulated: _____

Document No:
Meeting: March 10, 2020 Council
Circulate To: Council, BR, DH's, KR,
Dist's 1&2, LFD, JG-Audit Committee
File: Budget 2019/20

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, FINANCE DIRECTOR

DATE: MARCH 3, 2020

**RE: 2019/20 CAPITAL AND OPERATING VARIANCE REPORT –
TO JANUARY 31ST 2020.**

Please find enclosed the variance report to **January 31, 2020**. The period ending January 31st represents 83.33% (10 months) of the fiscal year. Town General expenditures are currently on budget at 85.8%.

Index to Reports

Capital Budget Status Report	Page 1
Operating Financial Statements Summary	Page 7
Deed Transfer Tax, Tax & Sewer Report, Parking Meter Revenue and Snow Control	Page 8
Grants to Organizations Information Update	Page 9

Acknowledged only by:

Bea Renton
Town Manager/Clerk

Encls.

Capital Status Report to JANUARY 31, 2020

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Buildings & Structures					
	<i>Town Hall</i> Town Hall - Snow Load Assessment	\$15,000	\$12,941	\$2,059	PW
	<i>Comment:</i> Project still in review phase, anticipated completion date is March 31, 2020				
	<i>Lunenburg Academy</i> Lunenburg Academy Interpretive Panels	\$6,000	\$4,333	\$1,667	AM
	<i>Comment:</i> Carry-forward project from 17-18. Completed in early spring.				
	<i>Lunenburg Academy</i> Lunenburg Academy Beautification Project	\$40,000	\$32,107	\$7,893	AM
	<i>Comment:</i> Carry-forward project from 18-19. Completed in early spring.				
	<i>Lunenburg Academy</i> Lunenburg Academy Exterior Capital Repairs Phase II	\$1,500,000	\$253,357	\$1,246,643	AM
	<i>Comment:</i> Phase II of the Restoration Project on October 18th with the installation of the scaffolding on the North end of the East (Front) Elevation.				
	<i>Captain Angus Walters House</i> Capital Maintenance Repairs	\$11,000	\$0	\$11,000	PW
	<i>Comment:</i> Staff re-evaluated the project, work is going to be carried out under operating repairs and maintenance.				
Environmental Development					
	Comprehensive Community Plan	\$229,300	\$142,958	\$86,342	DS
	<i>Comment:</i> Project began in fiscal 18-19. Total budget of \$229,300 approved Dec. 11, 2018.				
Equipment					
	Parking Meters	\$14,100	\$14,075	\$25	BR
	<i>Comment:</i> Order received and installed by PW staff in September. Budget was increased from \$5,000 to \$14,100 at the Aug.27/19 Council Meeting				
	Coin Roller	\$5,000	\$4,599	\$401	BR
	<i>Comment:</i> New roller received and in use. Complete.				
Public Works Infrastructure					
	<i>Wastewater Treatment</i> Brook Street Storm/Sanitary separation infrastructure finalization	\$150,000	\$20,499	\$129,501	PW
	<i>Comment:</i> Council Motion: Dec.19/19 for project to move forward with over flow.				
	<i>Wastewater Treatment</i> Brook Street Overflow prevention equipment	\$119,000	\$31,420	\$87,580	PW
	<i>Comment:</i> Pump purchased in spring.				
	<i>Wastewater Treatment</i> Improve Treatment Process-Pre-Design	\$270,000	\$0	\$270,000	PW
	<i>Comment:</i> PCAP Funding approval received in September 2019				

Capital Status Report to JANUARY 31, 2020

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Wastewater Treatment</i> Spare Ultra Violet Bank <i>Comment:</i> Received and installed, as part of the Dorian plant repairs. Currently no spare on hand. Had been awaiting insurance approval to re-purchase this item. Insurance approval has been received and item is being purchased.	\$18,000	\$0	\$18,000	PW
	<i>Wastewater Treatment</i> Additional UV Bank (Jan. 15/19) <i>Comment:</i> As noted at the Oct.22/19 Council meeting we have advised by Municipal Affairs that we were not successful in our funding application.	\$250,000	\$0	\$250,000	PW
	<i>Wastewater Treatment</i> Variable Frequency Drive <i>Comment:</i> Ordered.	\$8,000	\$0	\$8,000	PW
	<i>Wastewater Treatment</i> New Complete Recycling Pump <i>Comment:</i> Received and installed, as part of the Dorian plant repairs. Currently no spare on hand. Had been awaiting insurance approval to re-purchase this item. Insurance approval has been received and item is being purchased.	\$31,500	\$0	\$31,500	PW
	<i>Wastewater Treatment</i> Voltage Reading Monitor at Pumping Station <i>Comment:</i> Deferred while other Pump Station repairs were carried out.	\$6,500	\$0	\$6,500	PW
	<i>Wastewater Treatment</i> Upgrade to SCADA System-Biofilter/Micro-cool <i>Comment:</i> Projected completed in October.	\$5,500	\$3,621	\$1,879	PW
	<i>Wastewater Treatment</i> Cell Enhancement Booster <i>Comment:</i> Projected completed in October.	\$3,600	\$3,635	(\$35)	PW
	<i>Wastewater Treatment</i> Upgrade Rails and Catwalks in Aeration Building <i>Comment:</i> On-going capital maintenance program of aeration building rails and catwalks. Consultant Engineer determining current requirements.	\$10,000	\$2,086	\$7,914	PW
	<i>Wastewater Treatment</i> Macerator <i>Comment:</i> Relocation installation had to be deferred due to Hurricane Dorian repairs, however work was completed in December.	\$17,500	\$17,884	(\$384)	PW
	<i>Wastewater Treatment</i> Replace Lines and Diffusers in Aeration Tanks <i>Comment:</i> Approved an increase to the budget of \$80,000 to \$200,000 and that the total capital project will be financed with Gas Tax funding, at the August 27, 2019 Council meeting. Equipment PO issued in December. Project is ongoing and will carry forward to fiscal 20/21.	\$200,000	\$12,800	\$187,200	PW

Capital Status Report to JANUARY 31, 2020

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
	<i>Wastewater Treatment</i> Biofilter <i>Comment:</i> Carry forward project from 18/19. Original total budget \$1,147,000. Project costs in 18/19 = \$753,815. Finalizing outstanding deficiencies and fencing. Project is complete, final invoicing is being verified.	\$393,185	\$252,650	\$140,535	PW
	<i>Wastewater Treatment</i> Scada Packs <i>Comment:</i> Completed in October, awaiting invoicing.	\$5,000	\$0	\$5,000	PW
	<i>Wastewater Treatment</i> WWTP and Collection System Study <i>Comment:</i> Carry forward of 2018-19. Peer review received in December, awaiting CBCL response. Project is complete.	\$75,000	\$77,642	(\$2,642)	PW
	<i>Renewals - Sidewalks/Curbs</i> Tannery Road Seawall <i>Comment:</i> Awaiting PW obtaining Federal and/or Provincial Permits to reconstruct seawall.	\$50,000	\$11,594	\$38,406	PW
	<i>New Sidewalks/Curbing</i> Tannery Road-Knickle Rd. to 97 Tannery Road (E) - (Legal & Prep work carry forward from 17/18 & 18/19) <i>Comment:</i>	\$115,000	\$0	\$115,000	PW
	<i>Chip sealing</i> Kissing Bridge 332 to 332 N/Bypass <i>Comment:</i> Completed in late September.	\$81,000	\$72,583	\$8,417	PW
	Recreation Infrastructure Boat Launch Site <i>Comment:</i> Beautification grant received. Work completed.	\$12,300	\$11,281	\$1,019	PW
	Splash Pad (Detailed Design - Tender) <i>Comment:</i> Council approved location and design at Jan.14/20. RFP issued in March.	\$20,000	\$0	\$20,000	PW
	Equipment <i>Public Works - Equipment</i> Asphalt Roller (Ride-on) <i>Comment:</i> Received. Complete.	\$40,000	\$40,288	(\$288)	PW
	<i>Public Works - Equipment</i> Sewer Camera <i>Comment:</i> Complete.	\$18,000	\$9,716	\$8,284	PW
	<i>Public Works - Equipment</i> Chev Truck (93) & Plow <i>Comment:</i> Tender awarded Nov.12/19 Council meeting.	\$183,000	\$0	\$183,000	PW

Capital Status Report to JANUARY 31, 2020

Any comments in BOLD are changes from the previous report

TOWN	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Public Works - Parks/Playgrounds	Welcome Signs <i>Comment:</i> Signs have been received, installations on going.	\$20,000	\$3,754	\$16,246	BR
Fire Department	Turnout Gear <i>Comment:</i> Complete.	\$120,000	\$120,205	(\$205)	GM
Community Centre/Arena	Bathroom Renovations at Community Centre <i>Comment:</i> Work currently being carried out, Mar. 31, 2020 anticipated completion date.	\$55,000	\$0	\$55,000	KC/PBR
Community Centre/Arena	Gym Floor Refinish <i>Comment:</i> Project Deferred to another year, funding used for Brine Repairs.	\$0	\$0	\$0	KC
Community Centre/Arena	Roof Structural Repairs <i>Comment:</i> Carry forward from 18/19. Completed in early spring.	\$130,000	\$121,325	\$8,675	KC
Community Centre/Arena	Arena Brine Repairs <i>Comment:</i> These repairs are complete.	\$15,000	\$14,432	\$568	KC

Capital Status Report to January 31, 2020

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

WATER UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
General					
	New Services <i>Comment:</i> As required.	\$5,000	\$4,903	\$97	PW
	Armouries-Replace Oil Tank <i>Comment:</i> Project is complete.	\$10,650	\$10,367	\$283	PW
	Replacement Hydrants <i>Comment:</i> As required.	\$10,000	\$0	\$10,000	PW
	Replacement Meters <i>Comment:</i> As required.	\$30,000	\$0	\$30,000	PW
Building Improvements & Construction					
	Prepare and Paint Water Storage Tank-Garden Lots <i>Comment:</i> Project is complete.	\$145,000	\$124,424	\$20,576	PW
	Repair Spillway Dares Lake <i>Comment:</i> This was the background study for the larger project, the background study has now been completed. Capital repair work to be carried out in 2020/21.	\$12,600	\$11,037	\$1,563	PW

Capital Status Report to January 31, 2020

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

ELECTRIC UTILITY	Project	Budget	YTD Actual	Under/(Over) Budget	DH
Structures					
	Feeder Transfer Bus	\$82,000	\$0	\$82,000	LD
<i>Comment:</i> Reviewing project plan with NSP.					
	Capacitor Bank at Substation	\$480,000	\$0	\$480,000	LD
<i>Comment:</i> Engineering Consultant has been engaged to prepare the RFP for this project.					
Utility Line Work					
	Meters	\$25,000	\$2,504	\$22,496	LD
<i>Comment:</i> As required.					
	Overhead Conductors	\$75,000	\$81,144	(\$6,144)	LD
<i>Comment:</i> As required. Higher need than anticipated. Cost overages to be offset by savings on meters and street lighting.					
	Poles & Fixtures	\$50,000	\$41,389	\$8,611	LD
<i>Comment:</i> As required.					
	Services	\$10,000	\$32,697	(\$22,697)	LD
<i>Comment:</i> As required. Higher need than anticipated. Cost overages to be offset by savings on meters and street lighting.					
	Street Lighting	\$30,000	\$5,375	\$24,625	LD
<i>Comment:</i> As required.					
	Transformers - Line	\$70,000	\$73,733	(\$3,733)	LD
<i>Comment:</i> As required. Higher need than anticipated. Cost overages to be offset by savings on meters and street lighting.					
	Sectionalizing Circuits to Improve Reliability (pre-approved Mar. 12/19)	\$120,000	\$0	\$120,000	LD
<i>Comment:</i> Work began in late summer.					
	Spare Reclosure and Reclosure Control	\$38,000		\$38,000	LD
<i>Comment:</i> Reviewing project with NSP.					
	Pothead Replacement at Substation	\$22,000	\$0	\$22,000	LD
<i>Comment:</i> Reviewing project with NSP.					
	Substation - Switch Replacements	\$10,000	\$0	\$10,000	LD
<i>Comment:</i> Reviewing project with NSP.					

Town of Lunenburg Operating Financial Statements

January 31, 2020

Summary Information

(YTD Pro-rated Budget = 83.3%)

TOWN GENERAL

	YTD Actual	Budget	%		Balance
Revenue					
Taxes	\$5,693,571	\$5,642,300	100.9%	1.	(\$51,271)
Grants In Lieu Of Taxes	237,200	237,300	100.0%	2.	100
Sale of Services	167,901	228,500	73.5%		60,599
Sale of Service Arena/Community Centre	218,770	314,900	69.5%	3.	96,130
Other Revenue/Own Sources	336,852	354,600	95.0%		17,748
Unconditional Transfers/Other Gov'ts	37,613	50,100	75.1%		12,487
Conditional Transfers/Fed or Prov Gov'ts	-	1,500	0.0%		1,500
Conditional Transfers/Other Local Gov'ts	175,725	176,000	99.8%		275
	<u>\$6,867,632</u>	<u>\$7,005,200</u>	<u>98.0%</u>		<u>\$137,568</u>
Expenditures					
General Government Services	\$408,035	\$454,400	89.8%	4.	\$46,365
Protective Services	1,371,669	1,576,300	87.0%		204,631
Transportation Services	811,815	972,300	83.5%	5.	160,485
Environmental Health Services	1,161,536	1,193,800	97.3%	6.	32,264
Public Health Services - Cemetery	42,887	43,300	99.0%	7.	413
Environmental Development	331,902	433,500	76.6%	8.	101,598
Recreation & Cultural Services	225,885	301,100	75.0%		75,215
Arena/Community Centre	402,075	506,900	79.3%		104,825
Fiscal Services	1,256,915	1,523,600	82.5%		266,685
	<u>\$6,012,719</u>	<u>\$7,005,200</u>	<u>85.8%</u>		<u>\$992,481</u>
TOWN SURPLUS (DEFICIT) **	<u>\$854,913</u>	<u>\$ -</u>			

****Please note expenditures occur over a 12 month period however the majority of revenue is received in two semi-annual tax billings. Revenue billed is at 98.0% and 85.8% of expenditures have occurred as of January 31, 2020.**

Legend:

- Both the interim and final property and sewer tax bills have been issued.
- Received from Province in January 2020.
- Arena revenues are seasonal, to January 31st is 67% of the Arena season.
- Insurance and Section 71 Tax Exemptions paid for the year.
- Dorian expenses for Storm OT & General Town storm clean-up = \$29,661, an application for Provincial Disaster Assistance will be submitted within the next 45 days.

Equipment maintenance for Trackless, '93 & '02 GMC Topkicks, '02 F150 1/2 ton, Loader and backhoe have been higher than anticipated for repairs to be offset by other departmental savings.

- Expenses for WWTP restoration due to Dorian damage = \$150,700. was submitted and partial payment has been received and it is anticipated that the balance will be received before year end.
- Cemetery operational expenditures are seasonal.
- Insurances paid on all buildings for the year.

	YTD Actual	Budget	%		Balance
WATER UTILITY					
Revenue	\$1,194,495	\$1,512,000	79.0%	1.	\$317,505
Expenditures	\$1,067,964	\$1,512,000	70.6%		\$444,036
WATER SURPLUS (DEFICIT)	<u>\$126,531</u>	<u>\$ -</u>			

Legend:

- Three quarterly billings issued. Next billing at March 31, 2020.

	YTD Actual	Budget	%		Balance
ELECTRIC UTILITY					
Revenue	\$5,369,822	\$6,533,200	82.2%	1.	\$1,163,378
Expenditures	\$5,316,521	\$6,585,700	80.7%		\$1,269,179
ELECTRIC SURPLUS (DEFICIT)	<u>\$53,301</u>	<u>\$(52,500)</u>			

Legend:

- Electric consumption billings are seasonal in nature.

TOWN OF LUNENBURG ADDITIONAL FINANCIAL INFORMATION
January 31, 2020

DEED TRANSFER TAX REPORT

	Budget	This Month		Year to Date		Variance to Budget
		(#)	Amount	(#)	Amount	
Revenue this year	\$150,000	(2)	\$4,775	(52)	\$176,706 *	(\$26,706)
2018/19 Reserve Fund (Balance Carried Forward)	\$387,395				\$387,395	
Reserve Fund Balance	<u>\$537,395</u>				<u>\$564,101</u>	<u>117.80%</u>

*Fiscal 2019/18 actual to January 31, 2020 was \$204,559.

TAX AND SEWER CHARGES REPORT

OUTSTANDING PROPERTY & SEWER TAXES

	Balance 31-Mar-19	2019/20 Tax Billings	Collected To Date	Balance
2018/19 Taxes & Sewer and Prior	270,367	-	186,932	83,435
2019/20 Tax & Sewer billings	(117,971)	5,450,544	5,113,980	218,593
	152,396	5,450,544	5,300,912	302,028
Interest				33,125
Total Outstanding				<u>335,153</u>

Prepayments for 2020/21 Tax & Sewer \$ 89,700

PARKING METER REVENUE AND FINES

	Budget 2019/20	Actual to 31-Jan-20	Variance to Budget	% of Budget
Parking Meter Revenue	\$179,000	\$130,333	\$48,667	72.81%
Parking Meter Fines	6,500	6,880	(380)	105.85%
Court Fines	7,000	7,257	(257)	103.67%
Total	<u>\$192,500</u>	<u>\$144,470</u>	<u>\$48,030</u>	<u>75.05%</u>

SNOW AND ICE CONTROL

Public Works Labour & Salt Purchases

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual to 28-Feb-20
April to October	1,130	2,091	1,132	724	1,858		3,085
November					1,050		27
December	1,382	409	6,793	3,418	3,789		4,212
January	4,568	13,062	6,613	6,215	4,359		9,224
February	31,837	12,005	17,514	7,410	15,631		8,854
March	32,011	4,132	11,383	7,430	15,217		
Labour Cost	70,928	31,699	43,435	25,197	41,904	53,500	25,402
Salt Purchases	98,879	60,173	81,815	59,886	101,187	83,000	71,083
Contractors/Rentals/ Electric (Salt Shed)	1,784	1,707	223	204	233	500	209
	<u>171,591</u>	<u>93,579</u>	<u>125,473</u>	<u>85,287</u>	<u>143,324</u>	<u>137,000</u>	<u>96,694</u>
% Budget Used							70.58%
BUDGET VARIANCE UNDER (OVER)							\$40,306

Town of Lunenburg		
Grants to Organizations Information Updated January 31, 2019		
Account #01-2-19-5100	2019/20	
	Approved Grants	2019/20 Request Notes
Boxwood Festival Society	\$500	Funds Support Boxwood's Big Ceilidh Dance and Bar-B-Que to be held at the Lunenburg Waterfront on July 26, 2019, free event in cooperation with Fisheries Museum and in-kind request for use of bleachers, including movement and set up at Fisheries Museum.
Bridgewater Baseball Association	\$190	In-kind request to utilize the baseball field for up to 2 teams for the upcoming season.
Burg Classic	\$250	For 2020 Event - annual local community-based recreation hockey tournament and dance fundraising event
Canadian Dory Racing Association	\$750	Grant will be used to host the elimination and International Dory Race Events.
Curl for a Cause	\$125	Annual events (20th year) which supports Fishermen's Memorial Hospital
Fishermen's Memorial Hospital - Golf Tournament	\$100	Annual events which supports Fishermen's Memorial Hospital
Lunenburg & District Fire Dept.-Rusty Blades Event	\$336	Free rental of the arena for this event, approx. 2hrs
Lunenburg & District Music Festival	\$100	Funds will be used to offset hotel expenses to accommodate Festival Adjudicators.
Lunenburg & District Swimming Pool Society	\$1,500	Operate and maintain the outdoor pool, which offers, instructional, recreational & competitive swimming for the residents of the Town of Lunenburg and surrounding areas.
Lunenburg Art Gallery	\$736	Defer costs of Paint Sea on Site - to be applied to the community Centre 2 day rental & set up fee (2 hours) which equals \$736
Lunenburg Board of Trade	\$3,000	For LBOT initiatives such as: Lunenburg Map, Digital Map, Kiosk Panels, Waterfront VIC, RV Route Signs, Tourism Website, Event Support (Street Fest & Yuletide).
Lunenburg Community Christmas Dinner	\$115	The funds requested will cover the rental of the auditorium at the Town Fire Hall. (\$100 + HST)
Lunenburg Doc Fest	\$1,000	The financial contribution will provide assistance in running the 6th annual festival (Sept.19-22, 2019). In-kind request hanging of street banner - <i>no banner hanging support available from TOL.</i>
Lunenburg Dog Park	\$1,000	The funds requested will be used to pay insurance costs and other yearly expenses. In-kind garbage collection.
Lunenburg Folk Harbour Society-2018 Festival Sponsorship	\$1,000	Sponsorship of 2019 Festival & In-kind for preparation of main stage tent grounds , placement of road barriers (parking control).
Lunenburg Folk Harbour Society-Summer Concert Series	\$2,500	This grant will assist in providing funding for the bandstand concerts that are held on 13 Sundays, starting on June 15th and ending on September 15th.
Lunenburg Foundation for the Arts	\$100	In-kind request for the use of one classroom at the Lunenburg Academy for up to 10 days during the fiscal year. The purpose of the use will be that the community will be invited to attend various consultation meetings held as part of the development of the Lunenburg Cultural Plan. TOL to work with group to try to accommodate space for their meetings but not necessarily at the Lunenburg Academy.
Lunenburg Grad Bursary	\$500	Bursary will be issued to a graduating high school student.
Lunenburg Lyme Group	\$500	Grant will be used to offset costs of a national expert on Lyme Disease who will be presenting at the South Shore Lyme Conference being held October 26, 2019 and November 19,2019. In-kind request promote the event in Town Publications, attend the event and photocopying.
Now Lunenburg County	\$500	Funds will be utilized for the development of Doctor Attraction and Retention Strategy.
Safe Communities Lunenburg County	\$1,275	To help fund their program through the next year. There has been a growing need for this program.
Second Story Women's Centre	\$250	Funds will be utilized in the provision of the "Girl Talk" Summer Day Camp Series.
Society of St. Vincent de Paul	\$750	Funds will be utilized for any individual of the Town of Lunenburg who demonstrates genuine need. The society assists individuals who need temporary help with basic needs.
South Shore Theatrical Players	\$750	To offset a portion of the rental costs for their Christmas Production. Requesting 50% discount for the cost using the Community Centre and use of the wheeled scaffolding.
South Shore Tourism Co-operative Ltd.	\$500	The funding will support the tourism sector and incremental small business operators by increasing visitors of our region year-round. Currently this organization is developing a 3 year winter tourism plan to grow off season regional tourism experiences.
Special Olympics Lunenburg Queens	\$300	The funding will support the development of a golf program in Bridgewater and White Point, and a Boccee Program and in Queens. This funding will be utilized to offset transportation costs and coach training.
	\$18,627	
Summary of Additional Grant Approvals/Changes since 19-20 Budget approved		
Bridgewater Baseball Association	(\$190)	Did not have program.
Lunenburg Foundation for the Arts	(\$100)	Did not use classrooms.
Lunenburg Art Gallery Grant	\$1,000	approved January 14, 2020
Budget for Additional Grant Requests if Required	\$663	
	\$20,000	

Kelly Jardine

From: Abbott, Mike [<mailto:mikea@cbcl.ca>]

Sent: February-24-20 12:22 PM

To: Bea Renton <brenton@explorelunenburg.ca>

Cc: Ensslin, Sarah <sensslin@cbcl.ca>; Ian Tillard <ITillard@explorelunenburg.ca>

Subject: Peer Review Comments

Bea,

Please see attached addressing the peer review. Give me a call if you wish to discuss.

Regards,

Mike



Mike Abbott, P.Eng. | VP Water Treatment

1505 Barrington Street, Suite 901 | PO Box 606 | Halifax, NS B3J 2R7

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MEMORANDUM

DATE: 24-FEB-2020

PROJECT NO: 190805.04

MEMO TO	Bea Renton, CAO
SUBJECT	Response to Lunenburg Wastewater Treatment Plant Report - Peer Review
FROM	Mike Abbott, Vice President, Water Treatment
COPIES TO	Ian Tillard, P.Eng.; Sarah Ensslin, P.Eng.

PO Box 606
 Halifax, Nova Scotia
 Canada B3J 2R7

 Telephone: 902 421 7241
 Fax: 902 423 3938
 E-mail: info@cbcl.ca
 URL: <http://www.cbcl.ca>

At the request of the Town of Lunenburg, Dillon Consulting Limited submitted a report on December 11, 2019, containing their findings on the Lunenburg Wastewater Treatment Plant Report. We have reviewed the response and offer the following to summarize the current project status.

- We see no fundamental difference to our report recommendations based on the comments provided in the Dillon report. Both reports identify utilizing the MBBR process as the preferred long term process solution. The Dillon report did provide a revised course of action based on a revised objective that included prioritizing options that minimize capital spending in the short term due to a belief that multiple small increments of funding would be easier to secure than those required for larger capital projects. This approach would see an incremental improvement at the plant, project by project, as various sources of funding were applied for, approved, and then implemented.
- The CBCL report did not consider an incremental approach as it was required to compare various options that would address all concerns such that the path forward could be identified. The objective of the report was to provide capital estimates that the Town could utilize to secure project funding under an infrastructure program that is designed for large capital projects. We understand that the Town did not submit an application under the infrastructure program.
- Phased implementation is always a fall back option when funding for the entire project cannot be secured and there are high priority items that must be addressed in the short term. In fact, we are currently implementing bioreactor aeration upgrades which is a good example of the type of project that would result from the incremental approach.
- We understand that the current status of the project is that the Town has applied for and received PCAP funding of \$135,000 based on a total preliminary design project budget of \$270,000. Therefore, we offer the following as our recommended path forward:

- *Move forward with the preliminary design of CBCL Option 2, Upgrade Existing Process (as recommended in the original CBCL study). Include the following scope items as part of the preliminary design study:*
 - *Identification of sources of sea water into the wastewater collection system and the preliminary design of solutions to reduce seawater inflow;*
 - *Update/Confirm that the existing preliminary design of the outfall is suitable for implementation. Revise details and costs as necessary to prepare for detailed design;*
 - *Include specific process recommendations from suppliers of MBBR/DAF equipment within the preliminary design. Secure budget quotations that include process upgrades that will result in a single supplier accepting responsibility for the performance of the MBBR/Clarification process.*
 - *Identify budgets for implementing the project all at once or incrementally.*
- *Advance the detailed design/implementation of the seawater inflow solutions as soon as projects are identified.*
- *Advance the detailed design/implementation of the outfall extension following confirmation of the preliminary design and budgets.*
- *Apply for funding for the treatment plant upgrade. Make decisions based on implementation after funding amounts are identified.*

Please call me if you wish to discuss the above. We would be pleased to provide additional details and/or budgets to pursue the recommended approach, at your request. We are keenly aware of the Town's efforts in improving plant performance on an accelerated timeline to address regulator concerns. Therefore, in addition to the general comments provided above, we have also included an appendix where some more specific responses to the Dillon comments are provided, organized by unit process. These are provided to help the Town deal with areas where the Dillon plan may appear to diverge from the current approach.

Regards,

Mike

Appendix

Headworks

The Peer Review states that the screen replacement should “be considered on its own merits”. The screen performance is currently poor and causes expensive maintenance issues in the grit tank. I believe that replacement could be easily justified at this time, even in the absence of a change in plant process.

Surface Area of Media in Moving Bed Bioreactor (MBBR)

The Peer Review states that “Dillon has assumed that existing MBBR has adequate remaining media surface area to support biological treatment”. We agree that the media surface area is adequate in autumn, winter and spring, but we believe that it is not adequate in summer, because it does not consistently meet effluent criteria at this time of year. During the summer, the plant performance often struggles and we believe this is likely due to elevated biological load which the plant does not have sufficient capacity to treat. This apparent shortfall in biological treatment capacity is why it is so important to replace the aeration and add media, in order to increase the actual capacity of the biological treatment process. The illegal discharge experienced in summer 2019 may contribute to this but it is unlikely to be the only factor. The plant was also non-compliant in 2018 for BOD.

Reuse of Existing Media

The Peer Review states that adding to the existing media can be reasonably viewed as an operating expense. From an economic perspective, this is likely true, but from an environmental perspective, it would be preferable not to be continuously sloughing small pieces of plastic into the effluent, and to use media which does not require frequent replacement. The Peer Review questioned whether it would be possible to use just one train of the MBBR if the media was changed to Kaldnes-type media. The Kaldnes media supplier (Veolia) did not recommend this, and it would give no redundancy.

DAF Units

The recirculation pumps were replaced following Dorian, so the bubble quality may have already improved. We agree that there appears to be ongoing bubble release in the UV channel, and that this may indicate that there is not enough residence time in the DAFs. We agree that polymer trials with different salinity would be useful, even in the short term, and that improving DAF performance is a priority activity, again, even in the short term. We recommend testing continuous operation of the DAFs to see if performance can be improved in this way. We discussed this option with the DAF supplier (Poseidon/Suez) and they said that this would be more typical than batch operation. Suez could make a site visit to check into the performance and settings, and we have a budget quote for this.

The Peer Review recommended doing more frequent jar tests of polymer performance, which we support, but this requires SCADA modifications to allow the actual dose to be adjusted based on the test results. We are currently looking into how to do these modifications.

UV Performance

We agree with the recommendation of purchasing a UVT analyzer. The Peer Review assessment that the UVT may improve with the improvement in biological and DAF performance is possible, but if it does not improve enough, then the additional UV treatment capacity will still be required.

Outfall Extension

The Peer Review recommends outfall extension as the first priority. The outfall is in a very poor position, and in general, it should be moved. However, we would suggest that removal of salt

water from the collection system be considered as a higher priority than the outfall extension at this time.

Safety Improvements

We agree with these recommendations, though the purpose of our report in the RFP was to identify ways to improve effluent quality. Gratings and handrails in a number of places in the plant are in poor condition. Corrosion-resistant replacements should be considered where appropriate. We also agree with more H2S monitoring as a priority upgrade.



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Circulate To: Council, BR, JL, JM, PB

File: Water/Wastewater - General

MEMORANDUM

TO: TOWN COUNCIL

FROM: PETER BAKER, PUBLIC WORKS SUPERINTENDENT, JOHN LOHNES, TAYLOR ROMBAUT AND JOHN MADER, WATER RESOURCE OPERATORS

DATE: MARCH 5, 2020

RE: FEBRUARY 2020 WATER AND WASTEWATER QUALITY TEST RESULTS

1. FACTS

The Nova Scotia Environment "Approval" documents to operate both for the Water Treatment Plant (Class II water treatment facility) and the Wastewater Treatment Plant (Class II wastewater treatment facility) require that certain tests be carried out to verify the quality of treated water and wastewater at the respective plants. There are also Federal testing standards. Routine testing is conducted both in Town labs at each plant and independently certified labs to determine compliance levels with both the Provincial and Federal standards. If any test result exceeds the standards then explanations are provided. This report provides a monthly summary of these results.

At the end of each year an annual report is also prepared for both treatment plants and filed with the Provincial and Federal governments.

2. ISSUES AND OPTIONS

Wastewater Treatment Plant

The Provincial Approval to operate requires that treated wastewater be tested a minimum of five times per month (once per week) for:

- biochemical oxygen demand (BOD maximum 20 mg/L);
- suspended solids (SS maximum 20 mg/L); and
- fecal coliform (maximum 1000 counts/100 mls).

pH (between 6.5 - 9.0) is tested daily (five times per week).
Disinfection is required to be continuous with the use of UV lights.

The Approval document further states that the facility is considered to be “in compliance with effluent limitations if 80% of the sample test results, at the frequency and number specified...meet the specified limit(s)...No single test result can be greater than two times the limits”.

The Town is also required to comply with the Federal Environment Canada Wastewater Systems Effluent Regulations. We test treated water from the Wastewater Treatment Plant for Carbonaceous Biochemical Oxygen Demand (CBOD maximum 25 mg/L), Total Suspended Solids (TSS maximum 25 mg/L), un-ionized ammonia (maximum 1.25 mg/L) and pH (between 5.5 - 9.5) every two weeks. Acute lethality tests are conducted quarterly and in this test rainbow trout are used to determine if they can survive in wastewater effluent over a 96-hour period.

Results

The following table identifies any test result which exceeded the Provincial Standards in February.

Parameter Tested (# of test)	Maximum Limit	Exceeded Maximum Limit
BOD (5)	20 mg/L	None
SS (5)	20 mg/L	None
Fecal Coliform (5)	1,000 counts/100 mls	None
pH (20)	6.5 – 9.0	None
Comment: All February test results met the Provincial Standards		

All February test results met the Federal Standards. No rainbow trout died in the last acute lethality test performed on December 3, 2019. Acute lethality tests are performed quarterly and this is the most recent test result.

We have attached a table which provides a summary of the average monthly daily flow (US gallons per day) of wastewater which has been treated from 2009 to date.

Water Treatment Plant

The Provincial Approval document requires weekly total coliform and E. coli bacteria tests for water entering the distribution system and various water distribution system sample points. In addition, aluminum is tested monthly. Quarterly we test for: parameters for corrosion control; lead; trihalomethanes; bromodichloromethane; and haloacetic acids. Annually, we test raw water and treated water for compliance with the Federal Guidelines for Monitoring Public Drinking Water Supplies and a fuller assessment every five years. The Province can also request viruses, Giardia and Cryptosporidium testing at any time.

Results

All February and quarterly test results were in compliance with the Provincial Approval requirements.

Additional information is attached with the line loss since January 2014 up to date and the location and cause of water leaks within the distribution system since January 2015 up to date.

3. FINANCIAL IMPACT

Funds are included in the Water Treatment Plant and Wastewater Treatment Plant operating budgets to pay for these water quality tests.

4. STRATEGIC PLAN RELEVANCE

Strategic Planning Goal #3. A. (a.) of the Town's Strategic Plan is to "Champion opportunities for our community's health and well-being by ... Protecting our natural environment ... Continue to provide solid waste management, sewage treatment and high-quality water to all of our residents".

5. RECOMMENDATION

This report is provided for Town Council's information.

Acknowledged only by:

Bea Renton, CAO

Encls. 3

Waste Water Treatment Plant

<u>Average Monthly Daily Flows (USGPD)</u>	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
January	940,294	767,857	840,324	990,669	798,500	821,333	1,228,376	797,289	963,316	906,324	636,808	681,049
February	959,648	592,263	978,915	822,827	902,320	632,291	1,171,563	804,590	969,710	974,459	693,503	689,140
March		726,059	915,953	916,966	1,083,288	949,220	965,278	1,043,356	965,597	998,449	802,902	914,341
April		1,107,593	1,113,196	736,749	933,020	1,602,759	965,278	764,799	632,395	985,934	569,976	1,070,959
May		974,489	792,349	855,584	728,810	485,225	573,635	887,125	654,174	1,157,628	477,666	702,156
June		914,011	678,713	884,103	626,112	991,863	639,974	989,508	656,993	840,575	559,765	678,842
July		601,530	643,826	580,779	615,238	628,417	526,474	834,703	605,139	629,526	686,258	547,631
August		577,504	504,183	617,797	508,015	627,702	509,224	601,246	559,871	834,769	582,341	577,263
September		273,878	520,990	601,488	524,950	462,222	550,710	662,096	996,792	588,082	571,014	502,385
October		649,833	884,682	491,703	773,368	728,372	851,612	716,092	714,657	1,188,019	578,492	944,224
November		942,787	1,067,517	554,340	735,231	625,240	1,053,808	889,923	774,717	1,028,785	948,721	636,926
December		906,862	770, 823	939,003	930,390	831,210	1,207,248	1,128,674	1,117,587	1,050,063	1,109,152	1,006,181
Average Daily Volume/Year USG		752,889	745,054	749,334	763,270	782,155	853,598	843,283	800,912	931,884	684,717	745,925
Days per year		365	365	365	366	365	365	365	366	365	365	365
Total Yearly Volume USG		274,804,455	271,944,679	273,506,897	279,356,880	285,486,407	311,563,392	307,798,420	293,133,914	340,137,812	249,921,529	272,262,573
Year to Year Increase (Decrease) USG		2,859,776	-1,562,218	-5,849,983	-6,129,528	-26,076,984	3,764,972	14,664,506	-47,003,898	90,216,284	-22,341,045	

* Due to power outages these volumes may not be completely accurate

Town of Lunenburg Water Use

2014				
	Pumped	Sold *	Unaccounted Water Use/Loss	Percent
January to March	41,343,988	33,477,361	7,866,627	19.03%
April to June	41,683,941	34,045,724	7,638,217	18.32%
July to September	46,966,995	35,008,429	11,958,566	25.46%
October to December	38,523,608	33,039,285	5,484,323	14.24%
2015				
January to March	38,685,055	31,474,195	7,210,860	18.64%
April to June	41,053,551	33,846,179	7,207,372	17.56%
July to September	44,926,119	33,983,269	10,942,850	24.36%
October to December	38,532,914	35,139,044	3,393,871	8.81%
2016				
January to March	39,065,596	32,368,168	6,697,428	17.14%
April to June	38,905,020	34,990,883	3,914,137	10.06%
July to September	50,366,140	39,678,233	10,687,907	21.22%
October to December	40,464,380	37,443,578	3,020,802	7.47%
2017				
January to March	37,574,680	33,531,323	4,043,357	10.76%
April to June	39,237,440	36,096,612	3,140,828	8.00%
July to September	48,072,704	42,657,360	5,415,344	11.26%
October to December	40,528,840	35,983,255	4,545,585	11.22%
2018				
January to March	38,260,460	33,880,209	4,380,251	11.45%
April to June	39,117,100	33,951,871	5,165,229	13.20%
July to September	45,083,423	38,246,005	6,837,418	15.17%
October to December	37,931,817	33,208,199	4,723,618	12.45%
2019				
January to March	38,188,700	32,842,069	5,346,631	14.00%
April to June	41,667,340	34,992,919	6,674,421	16.02%
July to September	55,870,980	38,731,499	17,139,481	30.68%
October to December	41,662,060	37,768,735	3,893,325	9.35%
2020				

January to March				
April to June				
July to September				
October to December				

*Based on an average of 150/gallons/day residential use. This typically increases during warm month periods.

Water Leaks in Distribution System

2015				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
January	12	Victoria Road	Civic 80	3/4" water service with pin holes
January	22	Kempt Street	Between Townsend and Cumberland	6" valve bonnet broke
January	26	Lincoln Street	Civic 187	3/4" water service brass connection
January	26	Falkland Street	Civic 71	6" valve bonnet broke
February	11	Blockhouse Hill Road	Between Civic 11 and Civic 24	6" watermain cracked
February	18	High Street	Civic 24 (Hospital)	6" sprinkler service leaking
February	20	McDonald Street	Between Brook and Green	4" watermain cracked
April	15	Victoria Road	Civic 167	8" watermain long split
May	1	Lorne Street	Civic 20	3/4" water service swedge curb stop
June	8	Pelham Street	Civic 178	3/4" water service brass connection
November	24	McDonald Street	Between Brook and Green	4" watermain cracked
December	3	Kaulback Street	Between Kissing Bridge Road and Kinley Drive	8" watermain cracked
2016				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
January	19	Falkland Street	Civic 71	6" sprinkler service cracked
February	18	Archibald Street	Intersection of Green Street	8" X 6" reducer loose fitting
February	25	Centennial	Intersection of Victoria Road	8" X 8" loose fitting (elbow)
March	11	Kaulback Street	Between Kissing Bridge Road and Kinley Drive	8" watermain cracked
March	29	McDonald Street	Between Brook and Green	4" watermain cracked
April	15	Falkland Street	Civic 32	3/4" water service brass connection
July	6	Mason's Beach Road	Between Civic 101 and 142	2" leak watermain
July	25	Bayview Drive	Behind 311 Pelham Street	1 1/2" leak water service
October	21	Dufferin Street	157 Dufferin Street	3/4 " leak water service
October	31	Pelham Street	106 Pelham Street	3/4 " leak water service
December	1	Blue Rocks Road	Civic 359	1" leak water service
2017				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
February	4	Montague	Civic 208	6" watermain cracked
September	7	MacDonald	Civic 59	3/4" Brass service leaking
September	21	Motague	Civic 257	3/4 Brass service leaking
2018				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
February	6	Brook	Civic 108	6" watermain cracked
February	15	Green	Civic 23	6" watermain cracked
March	19	Victoria Road	Civic 79	8" watermain cracked
May	15	Bayview Drive	Behind 305 Pelham	2" plastic line fitting
July	2	Victoria Road	Between 80 and 58	1" service holes in pipe
October	4	Dufferin Street	Civic 121	3/4 " leak water service
November	4	Young Street	End of Young Street in Park	12" AC water line coupling failed
2019				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
May	2	Kempt Street & Lincoln	Civic 24 Kempt Street	6" watermain cracked
June	10	Harbour View Drive	Civic 232	3/4 " leak water service
June	18	Bluenose Drive	Civic 179	12" watermain coupling failed
October	2	Blue Rocks Road	Civic 359	3/4" service hole in pipe
October	21	MacDonald Street	Civic 59	4" cast iron watermain cracked
2020				
<u>Month</u>	<u>Date</u>	<u>Street</u>	<u>Address or Block</u>	<u>Problem or Cause</u>
No water leaks in November, December and January				
February	18	McKenzie	Civic 55	3/4 " leak water service