

COUNCIL MEETING MINUTES

TUESDAY, MARCH 10, 2020 AT 5:15 P.M.

(LUNENBURG TOWN HALL)

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

ALSO PRESENT: Paul Bracken, Facilities Superintendent
Patrick Burke, Q.C., Town Solicitor
Lisa Dagley, CPA, CGA, Finance Director
Heather McCallum, Assistant Municipal Clerk
Kathleen Rafuse, Accountant
Bea Renton, Chief Administrative Officer
Ian Tillard, Town Engineer Consultant

ABSENT: Councillor Joseph Carnevale

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

1. Agenda

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

2. February 25, 2020 Council meeting minutes

Motion: moved by Councillor Croft, seconded by Deputy Mayor McGee to approve the February 25, 2020 minutes. Motion carried.

3. Public Hearings and Presentations

a. RCMP Lunenburg quarterly report October to December 2019

Constable Tim Lynch presented the RCMP report (**Schedule "A"**).

b. Twin Bays Coalition of residents and organizations from Peggy's Cove to Cherry Hill concerning application of Cermaq to place open net fish farm pens in coastal waters

Sid Dumaresq and Geoff LeBoutillier presented their organization's concerns regarding open net pen aquaculture vs. aquaculture on land (**Schedule "B"**). They reported that resolutions directed to the Province opposing open pen licenses have been passed by the Municipality of

the District of Lunenburg and the Town of Mahone Bay. An academic paper “Industrial aquaculture and the politics of resignation” was circulated for additional information (Schedule “C”).

c. Splash Pad project funding update and location comments

Melissa Duggan and Marc Breough of the Lunenburg Community Development Group expressed concern with the relocation of the Splash Pad project from their recommended 250th Anniversary Park to the Community Centre and asked that it be reconsidered. Their group is charged with the bulk of the project fundraising for which they have raised \$15,000 thus far.

4. Correspondence

The correspondence was provided for information.

- a. Notice of Cermaq salmon farming March 5 information open house in Hubbards
- b. Notice of April 3 NSFM spring regional meeting for the South Shore and HRM in the Municipality of the District of Shelburne

The Mayor has registered to attend the conference and encouraged other members of Council to consider join her.

- c. Canadian Heritage letter advising of \$700 Canada Day funding approval
- 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

The monthly report was received for information.

- 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

The meeting notices were received for information. The upcoming sessions feature a first look at the draft Comprehensive Community Plan.

- c. Waste Reduction Strategy Working Group January 30 and February 13 and 20, 2020 meeting notes

Meeting notes were provided for information. Mayor Bailey, Chair of the working group, reviewed a precis of the group’s activities (Schedule “D”). She highlighted a planned appearance at the Lunenburg Farmer’s Market on March 12 and a possible recommendation to restrict plastic campaign lawn signs for the 2020 Municipal election.

6:19 p.m. - 6:28 p.m. – Council recessed and resumed their meeting.

6. Unfinished Business

a. Corporate Services

i. Draft 2020/21 budget operating and capital budget review

The Finance Director reviewed follow-up items requested by Council in the draft 2020/21 Town Budget (**Schedule “E”**) summarized below.

- Sewer rates

The FD reviewed several sewer rate scenarios incorporating different levels of reserve transfer (see: page 32 draft budget, **Schedule “E”**).

In response to a question from Council regarding whether stresses to the wastewater system primarily come from residential or commercial customers, the Town Engineer agreed to investigate and respond at a future meeting.

Motion: moved by Councillor Mosher, seconded by Councillor Risser that Council approve the proposed sewer rates incorporating a reserve transfer level of \$100,000. Motion defeated. Mayor Bailey, Deputy Mayor McGee, and Councillor Croft voted in the negative.

Council deferred further discussion on this item to the next budget meeting.

- Paving versus chipsealing cost estimates

The FD reviewed the costs for paving vs. chipsealing of Kissing Bridge Road (see: page 88 draft budget, **Schedule “E”**), and noted that paving would require capital borrowing.

Motion: moved by Councillor Mosher, seconded by Councillor Croft that the Town proceed with chipsealing Kissing Bridge Road as per the draft 2020/21 budget and source a third party to provide more information on the criteria for paving vs. chipsealing roads going forward. Motion carried.

- Town reserves

The FD reviewed her staff report on general reserve funds (**Schedule “F”**).

Council deferred further discussion on this item to the next budget meeting.

Council agreed to address agenda item #6.b.i on CBCL’s report next, and continue the budget discussion afterwards.

b. Public Works

i. CBCL Limited Consulting Engineers response to the Lunenburg Wastewater Treatment Plant Report Peer Review by Dillon Consulting

Mike Abbott, P. Eng., CBCL Vice President, Water Treatment, reviewed his response to the Dillon Consulting peer review (**Schedule "G"**). He noted that CBCL continues to recommend wastewater treatment plant (WWTP) upgrade Option 2 from their original WWTP study report, which substantially upgrades the existing moving bed bioreactor (MBBR) system.

Council questions were responded to by Mr. Abbott as follows in summary:

- Mr. Abbott recommends that WWTP upgrade Option 2 is the preferred solution. This should be done in conjunction with any outfall extension and collection system repairs.
- Preventing salt water intrusion into the collection system is a high priority. The TE commented that Council approved work to determine a solution in the 2019/20 budget.
- The TE commented that the next step is a pre-design for the entire system, whether implemented as one large project or several smaller ones, to reduce the Town's risk. An implementation plan is part of the pre-design.
- Mr. Abbott commented that a de-centralized wastewater system instead of a centralized system is not an option in Lunenburg's case.
- The TE confirmed that having a dissolved air flotation (DAF) supplier review the Town's DAF units to recommend optimization is currently underway.
- Mr. Abbott explained that the length of the outfall extension would depend on multiple factors to get the correct dispersion of effluent. The extension is part of the solution, not the sole solution.

6. Unfinished Business

a. Corporate Services

i. Draft 2020/21 budget operating and capital budget review – continued

- 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

The FD confirmed that a budget increase is not required for the Lunenburg Library this year, as the Town already subsidizes it at a higher than average rate.

- Notice of Property Value Services Corporation 1.0% 2020/21 budget increase = \$48,101 total for the Town of Lunenburg

The FD noted that this level is what is included in the draft budget.

- March 24 Council meeting – public submissions and presentation of draft operating and capital budget

The public presentation of the Draft 2020/21 Budgets will take place in the “Public Hearings and Presentations” section at the top of the agenda. Written submissions in advance are preferred, but live comments from residents can be heard at the meeting, or residents can submit comments afterwards.

ii. 2019/20 Town budget variance report to January 31, 2020

The FD presented the report for information (Schedule “H”).

7. New Business

Nil.

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.

8:11 p.m. – 9:23 p.m. – Council recessed to meet in camera.

9. Consideration of any Council in camera meeting recommendations

Council reconvened in public session at 9:23 p.m. with no recommendations to make.

10. Adjournment

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

The meeting was adjourned at 9:24 p.m.

Bea Renton, CAO and
Heather McCallum, Assistant Municipal Clerk

Town of Lunenburg
Quarterly Police Report
October - December 2019



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

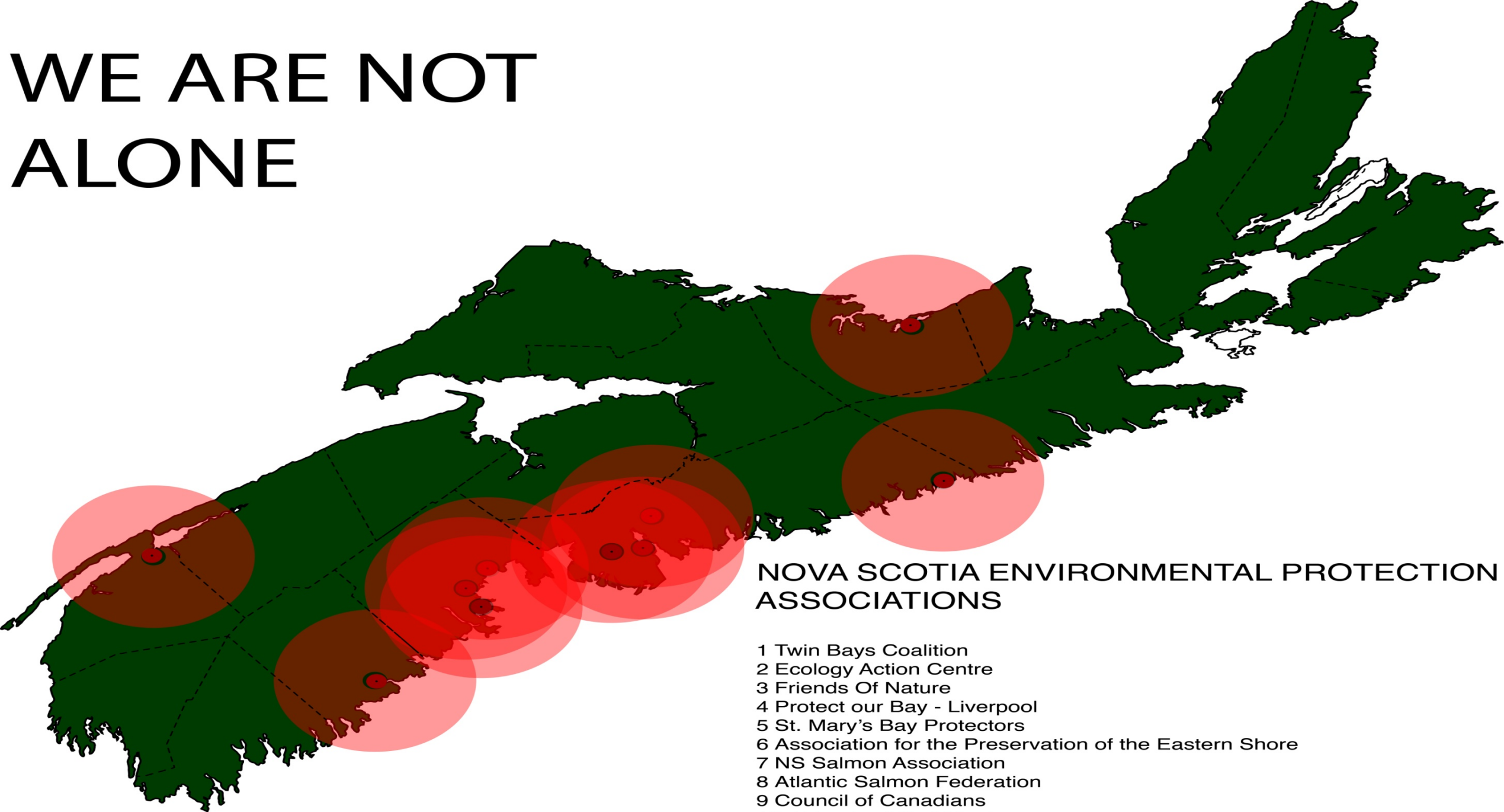


TWIN BAYS COALITION

...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 1:25,000 (approximate)

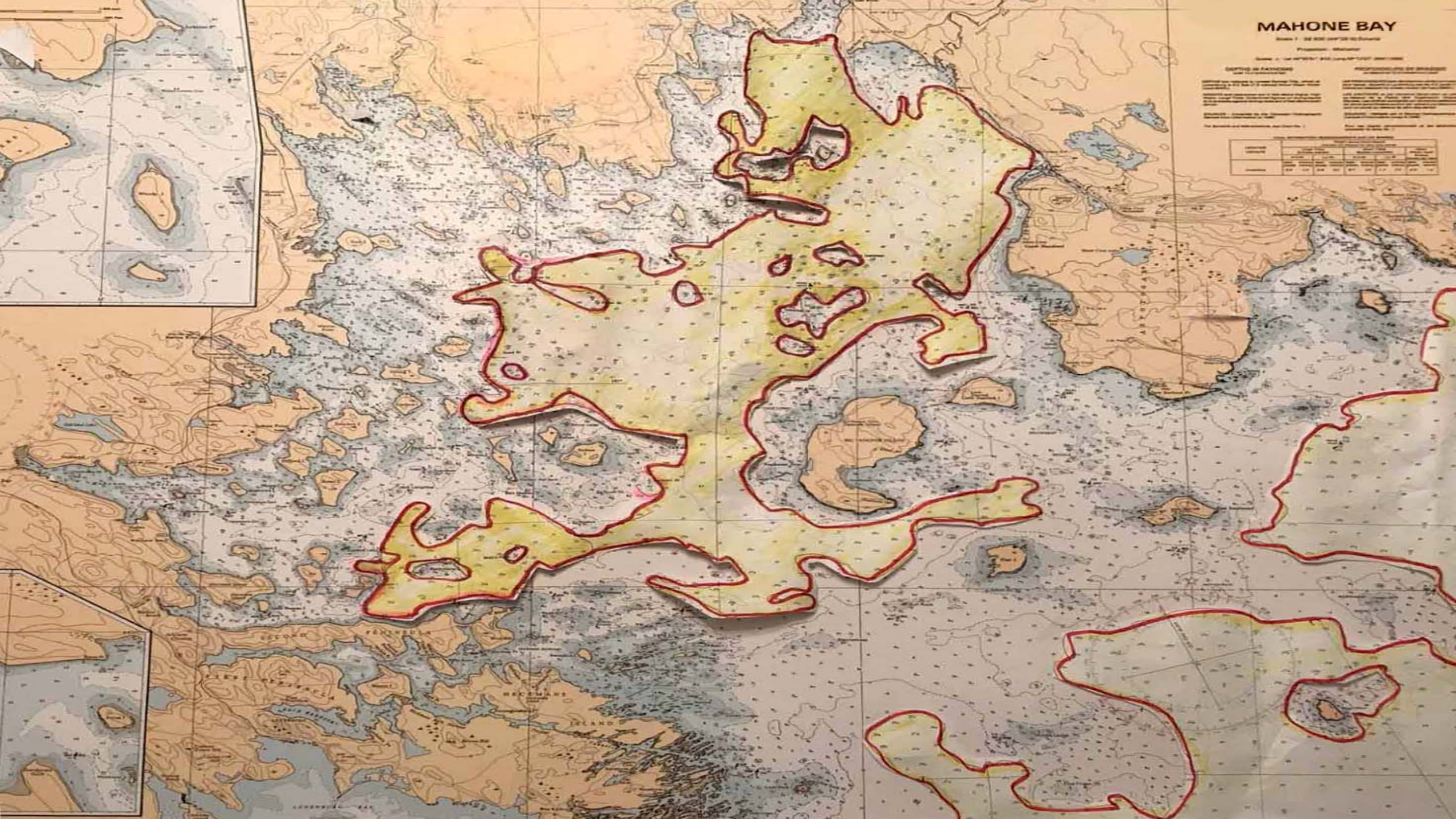
Projection: Mercator

Scale of 1:25,000 (approximate)

DEPTH IN FATHOMS

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10



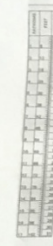
DEPTH IN FATHOMS		PROJECTIONS OF DEPTHS	
Color	Depth (Fathoms)	Color	Depth (Fathoms)
White	0-10	White	0-10
Light Blue	10-20	Light Blue	10-20
Blue	20-30	Blue	20-30
Dark Blue	30-40	Dark Blue	30-40
Green	40-50	Green	40-50
Yellow	50-60	Yellow	50-60
Orange	60-70	Orange	60-70
Red	70-80	Red	70-80
Dark Red	80-90	Dark Red	80-90
Brown	90-100	Brown	90-100
Black	100-110	Black	100-110
Grey	110-120	Grey	110-120
Dark Grey	120-130	Dark Grey	120-130
Black	130-140	Black	130-140
White	140-150	White	140-150
Light Blue	150-160	Light Blue	150-160
Blue	160-170	Blue	160-170
Dark Blue	170-180	Dark Blue	170-180
Green	180-190	Green	180-190
Yellow	190-200	Yellow	190-200
Orange	200-210	Orange	200-210
Dark Orange	210-220</		

CANADA
NOVA SCOTIA - SOUTHEAST COAST
ST. MARGARET'S BAY

Surveyed by G.E. Lowe, F. Radakovic and assistance, 1945-46

Sheet No. 6 (Lat. 44° 32' 58" N, Long. 64° 07' 27" W)

Bearings refer to the True Compass and are given from Standard (true) meridian.



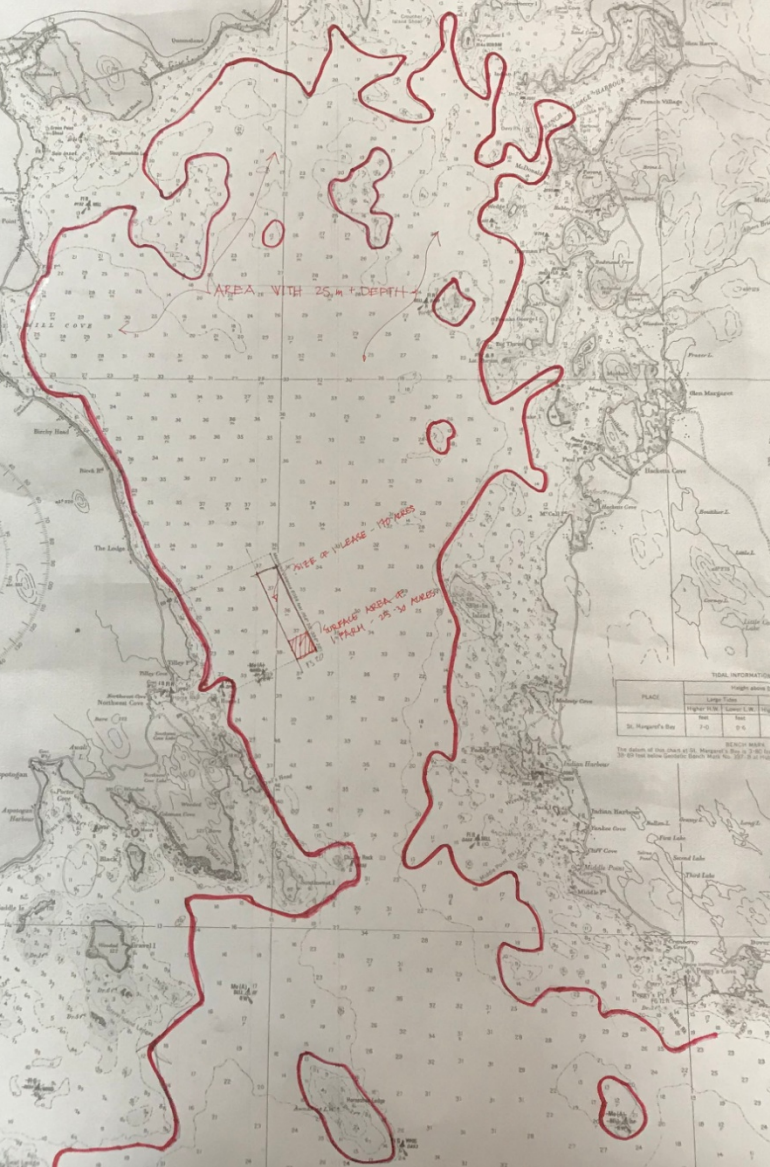
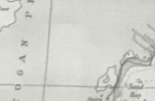
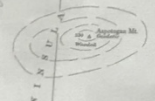
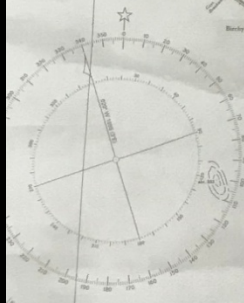
SOUNDINGS IN FATHOMS

Water areas with depths of 10 fathoms or less are shown blue. Underlined figures on 10 fathom banks or in 10 fathom areas during winter months indicate the 100 fathom depth of sounding. For complete list of Symbols and Abbreviations see Chart No. 1.
Named Scale 1 : 50 000 (Lat. 44° 32' 58")
Projection - Mercator

HORIZONTAL DATUM: Mean American Datum, 1922 (MAD 22). Positions on MAD 83 and those shown from 1922 to 1983 are given in feet. The datum of 1983 and of 1984 are used to agree with the datum.

NOTE
This edition has been prepared to reflect the latest available information of hydrographic conditions. It is not intended to be a permanent edition. It is subject to change without notice.

CAUTION
Submarine and uncharted rocks may indicate high water and shallow water. In proximity to these areas, a sudden change in bottom depth and sudden change in water depth may indicate a danger to navigation. Caution is advised. The depth of the water may vary from the depth indicated on the chart. Caution is advised. The depth of the water may vary from the depth indicated on the chart. Caution is advised.



TIDE INFORMATION

PLACE	Height above the	
	Original Mean Low Water	Original Mean High Water
St. Margaret's Bay	7.0	8.4

The datum of this chart is the Mean Sea Level of 1929. The datum of the chart is the Mean Sea Level of 1929.

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.”

1. Feces
2. Industrial scale: Noise, smell and light pollution
3. Sea lice
4. Antibiotics to control disease
5. Chemicals (pesticides, anti-fouling etc.)
6. Debris from storm racked pens
7. Infectious diseases and sea lice 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

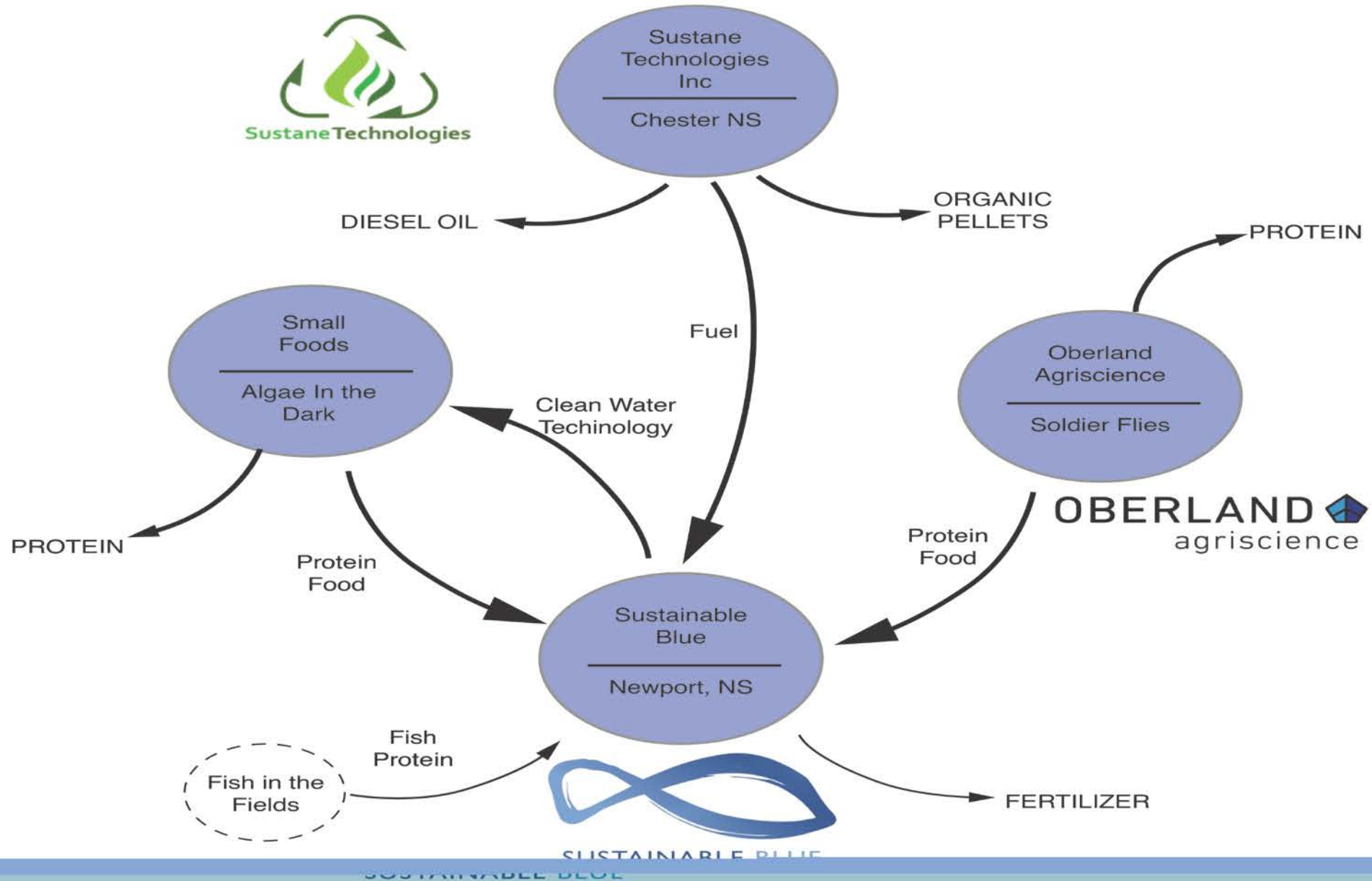
Also at risk

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





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Industrial aquaculture and the politics of resignation

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ABSTRACT

While neoliberalism is often framed as a withdrawal of the state, many scholars have noted that what is occurring is not so much a withdrawal, as a repositioning. Although many social services and regulatory functions once provided by government agencies have indeed been eroded, there has been a simultaneous channeling of new resources into other arenas, in an effort to create conditions in which private corporations can operate more profitably. This, however, often places the state in a contradictory position, simultaneously serving as regulator, investor, and development advocate for the private sector. This can become especially problematic in moments of ecological crisis when decisive and unbiased responses are needed. This paper explores these dynamics through an examination of the cycles of growth and crisis that have characterized the aquaculture industry on the south coast of Newfoundland since the late 1970s as well as the ongoing attempts by aquaculture advocates to characterize industrial-scale fish farming as a sustainable industry, despite evidence to the contrary.

1. Introduction: corporations, environmental risks, and the politics of resignation

In recent years, a number of scholars have explored the ways in which corporations have sought to engage with the media and the general public in order to present themselves in a more favourable light. Many have examined the rise of the "corporate social responsibility" (CSR) movement, which has endeavoured to portray private corporations as an important part of the solution to social and environmental problems rather than as villains or pillagers [1–10]. Welker observes that CSR has become an industry unto itself, "complete with profit and non-profit organizations, journals, classes and workshops, guidelines, and prizes" [6]. Yet, despite the growing ubiquity of CSR rhetoric, many critics have noted that most companies have been reluctant to embrace fundamental changes to their operations that have the potential to lower profits [11–13].

In their article, "Capitalism and the Politics of Resignation" Peter Benson and Stuart Kirsch identify a set of generalized behaviour patterns they have found to be common to so-called "harm industries," such as tobacco and mining, which must, by necessity, produce negative impacts on ecological and/or human health in order to remain profitable [14]. They argue that such companies must continually employ a range of public relations strategies in an effort to counteract and neutralize critiques of their operations and "protect themselves from potential de-legitimization, so as to allow them to continue

operating in favourable regulatory environments." They identify three main phases that such corporations typically pass through when faced with growing public criticism. The first phase is denial, in which company representatives argue that their actions are in no way harmful and will sometimes employ corporate-sponsored counter-science in an effort to proliferate a sense of doubt, all the while refusing to engage directly with the claims of their critics. If the accusations become impossible to deny any longer, however, corporations may enter phase 2 in which they will acknowledge that a problem may exist and make token gestures to address it, but still continue to operate largely as they had previously. If problems reach a point of crisis, however, they will move to phase 3 and will be forced to engage directly with the arguments of their critics and devise new strategies in their efforts to steer political, regulatory, and management decisions in ways that will enable them to continue to operate profitably [14].

Rather than suggesting that corporate social responsibility discourse effectively manufactures consent, however, Benson and Kirsch suggest that these sorts of strategies are never complete, instead giving rise to what they call a "politics of resignation." Borrowing from Gramsci, Zizek and Williams, they argue that the era of corporate triumphalism is giving rise to new "structures of feeling," producing widespread sentiments of cynicism and futility, as many people have come to expect that corporations will be allowed to continue to manufacture harms with relative impunity. This feeling of impotence, in turn reinforces the status quo by leading to inaction [14].

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While Benson and Kirsch make a compelling argument, one significant shortcoming of their analysis is that it fails to fully explore the degree to which governments and some forms of university research have become active agents in the corporate legitimization processes they describe. While neoliberalism is often framed as a withdrawal of the state, many scholars have noted that what we are witnessing is not so much a withdrawal, as a repositioning, as government sponsored research and investment is increasingly committed to buffering and encouraging the private sector [15,16]. While many social services and regulatory functions once borne by the state have indeed been eroded, there has been a simultaneous channeling of new resources into other arenas, in an effort to create conditions in which private corporations can operate more profitably. This, however, often places the state in a contradictory position, simultaneously serving as regulator, investor, and development advocate for the private sector [17]. This situation can become especially problematic in moments of ecological crisis when decisive and unbiased responses are needed. The result can be a situation in which development is allowed to proceed, in spite of undeniable evidence of environmental or social harms.

This paper explores these dynamics through an examination of the cycles of growth and crisis that have characterized the aquaculture industry on the south coast of Newfoundland since it was established in the late 1970s, paying particular attention to a series of crises that have taken place over the course of the last five years. The aquaculture industry has been the recipient of ongoing injections of public money in recent decades from multiple departments in both the provincial and federal government, particularly after the collapse of the cod fishery in the early 1990s, when industrial aquaculture was framed as a more predictable and lucrative alternative to the inescapable flux and uncertainty of wild fisheries. Building upon the model developed by Benson and Kirsch, the paper draws upon archival research, media content analysis and ethnographic fieldwork data to show how corporations and government departments have continually worked together to promote an image of sustainable salmonid (salmon and trout) aquaculture, despite growing evidence of ecological crises, such as infectious salmon anemia outbreaks, and escapes leading to interbreeding between farmed and wild salmon.

2. The Blue Revolution

The transition from wild fisheries to aquaculture is often presented as an inevitable evolution, one which is destined to become the norm for seafood production internationally. An editorial from *The Economist* magazine in 2003 entitled “The Promise of a Blue Revolution” stated: “New technologies, new breeds and newly domesticated species of fish offer great hope for the future. They promise a blue revolution in this century to match the green revolution of the last...” [18]. This allusion to the Green Revolution is fitting, since modern industrial aquaculture is, in many respects, the heir to this modernizing tradition. Proponents of expanding industrial aquaculture around the world have long argued that the industry holds the key to preventing a looming global protein shortage caused by declining wild fish stocks in the world’s oceans [19,20]. Organizations like the World Bank and the United Nations Food and Agriculture Organization (FAO) have been especially active in stressing the important role to be played by large-scale aquaculture in promoting economic growth and food security in developing countries, despite growing concerns about ecological destruction caused by fish and shellfish farming in many areas, particularly Southeast Asia [21–23]. Aquaculture advocates have also stressed the potential for the industry to make a major contribution to rural employment [24]. The industry often presents itself as being especially well positioned to deliver on these promises, since it claims to be able to offer a degree of rationalization and managerial control over both fish and fishery workers that would be unimaginable in wild fisheries [25].

Despite these promises, however, industrial salmonid aquaculture, which has been the primary focus in North America, Europe, and Australia, has faced severe criticism from environmental activists and local residents alike [26]. Some have argued that, in many areas, industrial aquaculture has expanded too quickly and on too large of a scale, and have argued that it poses serious risks to the environment and to human health [27]. Many have noted the toll that producing fish meal to feed farmed fish takes on certain species of wild fish, most of which are procured from the Global South. As of 2011, roughly 63% of world fishmeal production and 81% of fish oil was utilized for producing aquaculture feed [28]. Others have pointed out that open pen salmonid aquaculture requires the enclosure of large areas of ocean space and this often brings it into direct conflict with local fisheries and other uses of the coast, such as marine tourism [26,29]. Some have also questioned the argument that the industry has the potential to be an economic salvation for rural areas, noting the tendency for aquaculture operations to generate primarily low-wage and unstable seasonal employment, and to produce fewer secure jobs than anticipated once they become operational [30,31]. Further undermining the public image of the industry is the fact that, since its early days, diseases have led to the loss of entire harvests; fish escapes have occurred with as yet poorly understood effects on wild stocks; and diseases like Infectious Salmon Anemia (ISA) and parasites like sea lice have been shown to spread from farmed fish to wild salmon. These concerns have necessitated heavy investment in public relations in order to support the argument that the industry can be a sustainable anchor for local economies and justify calls for continued expansion.

3. The growth of salmonid aquaculture in Newfoundland and Labrador

While the practice of fish farming has a long history in parts of East Asia and Europe, the earliest industrial finfish aquaculture operations were not established until the 1960’s, mainly in northern and western Europe. Most of these operations focused on the farming of Atlantic Salmon. First developed in Norway, salmonid aquaculture soon spread to Scotland, Ireland, the Faroe Islands, Chile, Australia, the United States and Canada [32].

By the mid-1980s, Norway had established itself as the undisputed global leader in the salmon aquaculture industry, producing around 100,000 metric tonnes of farmed salmon per year, roughly four times that of its nearest competitor, Scotland [33]. By contrast, in 1986, Canada produced a mere 3249 metric tonnes of salmon, mostly on the coast of British Columbia and in the Bay of Fundy in New Brunswick and Nova Scotia. That same year, Newfoundland fish farms, which had first developed in the late 1970s, produced just one metric tonne of Atlantic salmon and eighteen metric tonnes of trout [34]. While many aquaculture operations were established in this region by the early 1980s, they bore little resemblance to the large-scale farms that exist in the area today. They were reliant on locally sourced stocks of wild fish harvested from nearby rivers, which were then grown to larger sizes in captivity. While a few operations experienced some modest commercial success, high infrastructure and feed costs, sporadic disease outbreaks, and unpredictable weather conditions contributed to frequent setbacks [35]. The fledgling industry would grow steadily in the years to come, however. After several unsuccessful attempts at open net pen aquaculture in different parts of the island, the south coast ultimately emerged as the epicentre of finfish aquaculture in the province. While the area experienced severe winters, it had many geographical advantages over other regions [36]. The main attraction of the south coast was the fact that it contained many long narrow inlets and offered protection from sea ice year-round, thanks in part to the fact that it was sheltered from the cold Labrador Current. Another advantage to developing aquaculture along the south coast was the fact that the area is quite isolated geographically and offered a sizable reserve labor force that had long awaited the development of a stable industry in the

region [37].

Although initially consisting primarily of relatively small, family-owned operations, by the end of the 1980s, the area began to draw increasing interest from larger companies that had established major operations in other regions, especially in the Bay of Fundy [38]. During this period, the federal Department of Fisheries and Oceans also arranged with the Newfoundland Salmon Growers Association (NSGA) to import stock from the St. John River in New Brunswick. Since that time, Newfoundland producers have been importing eggs from a variety of sources in Canada and the United States [39,40]. There has also been expanded government support in the form of feed-loan insurance and other financial subsidies. With the continued support of the federal and provincial governments, the industry has invested in all phases of production “from egg to plate” [25,41–45]. This includes everything from feed facilities to hatcheries, grow-out sites, and processing companies, and distribution networks—resulting in greater vertical integration in the industry. As Hébert points out, the drive toward greater consolidation and vertical integration in the global salmon aquaculture industry was largely designed to conform to the demands of major retail and food-service companies (such as COSTCO and Walmart), making the industry more capable of supplying large quantities of fish at any time of year [46].

Over the course of the next two decades, production continued to expand and the south coast of Newfoundland has remained one of the main areas of aquaculture growth in the country. By 1997, Newfoundland was producing 613 t of Atlantic salmon and 355 t of trout for a total of 982 t. Sixteen years later, in 2013, Newfoundland had more than doubled that number producing 22,196 metric tonnes of salmon and trout combined, second only to British Columbia, which produced 75,808 metric tonnes [34].

Bavington makes the point that the growing support for aquaculture in Newfoundland must be contextualized within the history of failures to manage the cod fishery sustainably. After the declaration of a moratorium on cod fishing in 1992 and 1993, aquaculture benefited strongly from increased attention from the provincial government, academic institutions, and private capital. Ultimately, he argues, “the demise of cod was presented as a profitable business opportunity” [25]. While cod aquaculture has since fallen by the wayside in terms of commercial viability due in part to the emergence of new sources of whitefish around the world [47,48], the optimism surrounding the continued growth of salmon, trout, and mussel farming in the province has only intensified.

Since the aquaculture industry in Newfoundland and Labrador has become a site of intensive capital investment, from government and industry alike, continual expansion of production has long been viewed as a necessity in order to recoup this investment and make the industry profitable. To justify continued expansion, however, the industry must continually manage the increased risk of environmental crises that accompany rapid growth, as well as public skepticism that emerges in response to the negative publicity such crises generate. There are a variety of social and environmental concerns that have arisen wherever industrial scale salmon aquaculture is practiced. Primary among these are concerns related to issues such as: environmental and fish health, worker health and safety, and the use of marine space [25,49,50]. In this context, the Canadian finfish aquaculture industry has employed a variety of strategies in their efforts to manage public perception. Focusing on several controversial episodes that have occurred during the last five years, subsequent sections draw attention to the different strategies that representatives of the Newfoundland and Labrador aquaculture industry have employed in an attempt to respond to their critics and present themselves in a more favourable light. In particular, this discussion focuses on responses to: (1) the threat of escapes and associated impacts on wild stocks and (2) the threat of disease outbreaks (particularly Infectious Salmon Anemia or ISA).

The conceptual toolkit provided by Benson and Kirsch is very useful in examining the ways in which the aquaculture industry has sought to

manage crises in the Newfoundland context. Whereas Benson and Kirsch focus their attention solely on private corporations, however, this paper shows that, in Newfoundland at least, the division between private and public bodies is not so clear, since multiple levels of government have historically played a critical role in developing, maintaining, and promoting industrial aquaculture. In this case, then, it may be prudent to expand the term ‘industry’ to include the complex assemblage of government agencies, applied researchers, corporate interests and industry associations that have been actively involved in the development and expansion of the sector. From the beginning, the aquaculture industry has received considerable subsidies and political support from different levels of government and has benefitted from applied work carried out by university scientists, but these actors are largely absent from the analysis provided by Benson and Kirsch. The activities of these supporting organizations need to be considered in order to meaningfully analyze the ways in which the Newfoundland finfish aquaculture sector has developed and the ways in which it has managed ecological crises. Each of these crises will be considered separately when assessing the use of strategies of denial and acknowledgement and token accommodation in order to highlight the specifics of how each issue has evolved over time.

4. Salmon escapes

Within the salmonid aquaculture industry in Newfoundland, reducing the number of fish that escape from captivity has become a significant area of concern. New studies highlighting the potential for farmed fish to interbreed with wild fish, to introduce new diseases or parasites, to compete for space and resources, and to bring about other ecological risks have been cited as major concerns, particularly by organizations like the Atlantic Salmon Federation, the Salmonid Council of Newfoundland, and the Eastern Newfoundland Salmonid Association, which have been highly critical of the continued expansion of aquaculture in the province [51–54].

The most frequent strategy that the industry has employed when talking about the threat of escapes has been denial. The summer months of 2010, when Ben Rigby conducted fieldwork along the south coast of Newfoundland, was a period of intense optimism about the prospect of future growth, both from an industry standpoint and from the standpoint of coastal communities who stood to gain considerable employment from this expansion. Rigby was repeatedly told by industry and government spokespeople that the south coast was unique, and did not present the same risks as places like the Bay of Fundy, British Columbia, or Chile, where aquaculture industries had undergone major upheavals as a result of growing environmental concerns that had made international headlines.

Benson and Kirsch note that attempts at denial, often involve the “manufacture of uncertainty” or ignorance through the promotion of science that supports a particular point of view [14]. This is science that is often funded, either directly or indirectly, by the corporations themselves and which is meant to directly counteract any other scientific research that is viewed as a threat to the operations of the industry, thereby spreading doubt in the minds of the public. Promoting competing science has been a major way in which proponents of the Newfoundland aquaculture industry have endeavoured to create a sense of doubt about escapes. In an interview Rigby conducted with a Department of Fisheries and Oceans scientist who had worked closely with the aquaculture industry on the subject of escapes, he explained this dynamic as follows:

We have had some criticism from the wild salmon groups saying that a lot of fish are escaping, and there is quite a bit of bogus information coming out. They always say “...there's tonnes of escapes coming out of our salmon pens.” If you look at the real information, it's been really cut down a lot since we put in different protocols here in the province...So there is quite a bit of misinfor-

mation out there...Wild fishery interests have established their opinion and they filter all the data and only accept those data points and those observations that confirm or enforce their existing perceptions. The aquaculture industry does the exact opposite. They are saying “these problems don’t occur” and they filter the literature to show the exact opposite. They only consider information that supports their position.

The main organization that represents the aquaculture industry in Newfoundland is the Newfoundland Aquaculture Industry Association (NAIA), a non-governmental organization that works as a liaison between aquaculture companies and government and promotes the interests of aquaculture companies [55]. The organization's president at the time of this research was Cyr Couturier, who also works as a Research Scientist at the Marine Institute at Memorial University of Newfoundland. Couturier has been actively involved in the promotion of aquaculture development in Newfoundland and around the world since 1980, including two terms as NAIA president, and he has become the most publicly visible spokesperson for the industry in the province [56]. His Twitter account is a public forum through which he repeatedly posts articles on the health benefits of farmed fish. Little mention is made of major escapes, diseases, or sea lice. Instead, it serves as a platform from which he disseminates messages promoting the virtues of the industry and framing it as a sustainable contributor to the economy. For example, one tweet on April 1, 2014 argued that “#aquaculture will be critical for adapting to #climate change in the future for food security” while sourcing an article in *Forbes* magazine on climate change in which aquaculture is not mentioned once [57].

On December 12, 2011 Couturier published a tweet amid growing concerns about escapes, claiming that “[f]ish and shellfish farmers are environmentalists at heart: their production is inextricably linked to environmental and social sustainability” [58]. Couturier followed this up with an even stronger statement on the issue two years later in a letter to the editor of *The Coaster* newspaper. After several highly publicized escape incidents that occurred between 2011 and 2013, he stated:

Over 30 years of responsible salmon farm development also shows us that our industry does not have a negative or long-term impact to other coastal resources. Above average returns to the Conne River once again this year demonstrate that salmon farms and wild salmon can coexist. There are thriving recreational salmon fisheries in all other jurisdictions where salmon farming occurs, and these facts simply cannot be ignored [59].

The Atlantic Salmon Federation (ASF) an NGO concerned about the status of wild salmon stocks disagreed with this characterization, however, and quickly published a response to the letter by Couturier, stating:

Mr. Couturier's statement that there are “above average returns once again this year” on the Conne River, which “demonstrate that salmon farms and wild salmon can coexist” is simply not true. To the contrary: the South Newfoundland Atlantic salmon population, which includes the Conne River, is the only population of salmon in NL to be considered for federal listing under Canada's Species at Risk Act. Coincidentally, this is also the only population of salmon whose range falls within the heart of NL's open net pen salmon farming industry...Based on tips given to them from the general public, DFO has confirmed the presence of escaped farmed salmon in at least six other rivers adjacent to the aquaculture industry this year alone [2013]; so there's no reason to believe that they're not in the Conne River as well. In fact, the Conne River Band¹ sent 15

salmon caught in the Little River estuary adjacent to the Conne last winter to DFO for testing and they were all confirmed to be aquacultured fish! [60].

When Rigby was living in the Bay d'Espoir region in 2010, he spoke to several anglers who reported catching farmed salmon in local rivers and some even claimed that an active recreational fishery had sprung up in certain areas as a result. In spite of these observations, however, NAIA and other industry advocates consistently downplayed or outright rejected the idea that escapes were happening in significant numbers or that they represent a chronic problem that needs to be addressed. Over time, however, the prevalence of escapes from salmon farms reached such levels that they necessitated different strategies on the part of the industry.

In May 2013, farmed fish were identified in the Garnish River in Fortune Bay, a considerable distance away from the main growing sites in the Bay d'Espoir, Hermitage Bay, and upper Fortune Bay region [61]. This event lifted the veil of doubt that industry statements had cast over the issue of farmed salmon escapes and forced them to engage more directly with the problem and admit the existence of small numbers of escapes. A May 29th article in *The Coaster* newspaper reported on the fish found in the Garnish River and quoted industry representatives offering some conciliatory responses to the problem of escapes. Cyr Couturier, for example, while acknowledging the existence of the escaped fish claimed that “the number of fish seems to be very small” [61]. Others industry advocates have pointed out that the fish were very likely sterile and do not pose the threat of interbreeding with wild fish. A short time later, volunteer anglers were issued salmon licenses in an attempt to catch as many of the escaped fish as possible, provided they also agreed to collect and submit biological data about the fish they caught to DFO [62,63]. In a news report in June 2013, DFO's Geoff Perry noted that 25 farmed fish were caught in the Garnish river and stated that the fish had been tracked to one of three aquaculture facilities in Fortune Bay [64]. Interested anglers were offered special licenses to remove other possible fish from the river. Again, anglers were told to document the salmon's size, weight, location and take scale samples.

Critics argue that when the aquaculture industry says there have been no “significant escapes”, what they are really saying is that there have been “trickle escapes,” a term for which there is no accepted definition, according to Don Hutchens, president of the Salmonid Council of Newfoundland [61]. An individual commenter on the aforementioned article in *The Coaster* shed additional light on what he believed the industry and the government had been hiding over the years:

Mr. Perry with DFO states that fish have trickled out of the cages and the losses are small. This information is false and hundreds of thousands have escaped, but have not been reported. Perry it seems is the only person who is not in the know with regards to what is actually going on down here. Mr. Couturier says that the regulations are tighter since 1999 with reference to the netting and it is working. If this is the case how come dozens of tuna fish just swim through the net each year? In the beginning of the aquaculture industry, fishery workers here used to kill the tuna with 12 gauge shotguns and that proved to be not effective so now the workers are using harpoons like in the whaling days. Dozens of tuna are killed and discarded from the cages each year. Most are dumped other than what the workers eat and sell locally themselves. With each tuna that gets into the cages hundreds and sometimes thousands of salmon escape according to the workers [59].

In September of that same year, upwards of 20,000 market-ready fish escaped a pen near Hermitage Bay [65]. Representatives of Cooke Aquaculture, the owners of the pen, claimed that the fish would be eaten by seals and that they posed no risk to the surrounding environment [65,66]. While fishermen with special licenses were able

¹ The term “Conne River Band” refers to the Miawpukek First Nation, a Mi'kmaw Reserve on the Conne River which is the only recognized reserve on the island of Newfoundland.

to retrieve approximately 2000 escaped farmed salmon, this was only a small fraction of what was lost. This event led even more people to question the claims of the industry that escapees did not pose a serious threat to wild stocks.

In each case, DFO issued experimental licenses, allowing both the industry and local anglers to harvest and keep fish believed to have escaped from farm sites. The effort was an acknowledgement that a problem existed and an attempt to accommodate the concerns of critics of the industry. The goal was not, however, to bring about an extensive rethinking of operations of the industry, and thus did not in any significant way alter the manner in which aquaculture companies were required to conduct their business.

By the end of 2013, the presence of farmed fish has been confirmed in nine rivers along the South Coast. An article published by the Canadian Broadcasting Corporation confirmed that fishermen had found fish as far away as the Grandy River, near Burgeo on the Southwest Coast of the island, which is not close to any aquaculture sites. The article claims that approximately 750,000 farmed salmon have escaped farm sites since the industry started and very few have been retrieved [67]. Furthermore, in 2016, the Department of Fisheries and Oceans released the results of a major study which showed that in 17 of 18 rivers studied showed evidence of interbreeding between wild and escaped farmed salmon and that more than a third of the thousands of fish sampled showed evidence of hybrid ancestry [68].

This also raises additional concerns about the spread of diseases and parasites such as sea lice from farmed to wild populations, which has been documented in numerous other locations around the world and is widely believed to have occurred in Newfoundland as well [69,70]. For example, in 2013, the owner of a fishing lodge on the South Coast of Newfoundland claimed that sea lice had been negatively impacting many juvenile wild salmon in the area, noting: “[The] vicinity around the sea cages is heavily infested with sea lice ... and the sea lice gets on these smolts (juvenile salmon) and kills them” [67].

5. Infectious Salmon Anemia (ISA)

According to the Canadian Food Inspection Agency's website, the disease Infectious Salmon Anemia (ISA) can cause death rates of up to ninety percent in affected populations. It has also been confirmed to spread easily from domesticated to wild populations [71]. ISA was first documented in Atlantic Canada in 1996 when it was detected in fish at sea cage sites in New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland, and the risk of a major outbreak has remained an ongoing concern ever since. While no major outbreaks of ISA occurred in Newfoundland historically, other disease outbreaks have seriously impacted the industry over the years. For example, Furunculosis outbreaks forced the destruction of thousands of fish, especially in the early years of the industry. Since that time, however, new techniques and biosecurity measures have been adopted in an effort to prevent disease epidemics from taking hold. Many of these approaches were borrowed from aquaculture operations in mainland Canada, which had more experience in dealing with outbreaks. The implementation of these new biosecurity protocols still did not lead to the industry openly admitting that ISA was a serious risk, however. For years, aquaculture advocates denied that ISA could pose a serious threat to Newfoundland farms. As one DFO scientist explained to Rigby in 2010:

The aquaculture industry will say: ‘...but we don’t see that problem...we don’t see that here,...that disease doesn’t exist here’, or ...‘yes, we could get the disease on our farms but it happens at a different time than when the wild salmon are returning so it’s not a threat...’

Once again, according to Benson and Kirsch, the main tactic employed by industries in the denial phase is the proliferation of doubt. In this case, this has normally taken the form of outright

rejecting the notion that ISA represents a significant risk in Newfoundland. Representatives of the Atlantic Salmon Federation have also noted that the industry and government have a history of blaming wild fish for those disease episodes that have occurred, arguing that wild fish were more likely to introduce ISA to farmed fish rather than the other way around [60]. Over time, however, these claims have also proven impossible to sustain.

In July of 2012, an aquaculture site near Conne River that was operated by the company GrayAqua was forced to cull 450,000 fish after infectious salmon anemia was detected [72]. A year later, one of the company's other sites near Hermitage Bay was placed under quarantine following another positive test for ISA [73]. Cooke Aquaculture underwent a similar procedure in December of 2012 after an outbreak at their site near Hermitage Bay resulting in the loss of another 450,000 fish [73,74]. This same scenario was repeated three more times in 2013 [75]. These outbreaks had serious consequences for both of these companies. Cooke was forced to close its processing plant in Harbour Breton and Gray Aqua filed for bankruptcy protection as a result of its lost revenues [76]. The affected companies were, however, compensated for their loss by a federal government insurance program, a program which also provides them with a lump sum payment for each fish that escapes to compensate them for their lost revenues.

After these outbreaks of ISA, spokespeople for the Barry Group, owners of the local Harbour Breton salmon processing plant, claimed the outbreak was merely a symptom of a “maturing industry” stating: “these ISA cases, although unfortunate, are not the end of the world. Rather they are the maturing of the industry as we learn how to handle different events so that we can have an aquaculture industry in Newfoundland well into the future” [76]. This echoed the stance taken by the provincial Minister of Fisheries and Aquaculture, Darin King in 2012 who argued:

It is important that all information be presented in a factual manner. ISA virus occurs naturally in the wild; it is not created through activities related to aquaculture and it cannot be linked to declining wild fish stocks. In addition, farmed salmon is completely safe for human consumption...NL farmed salmon is second to none in terms of quality, taste and food safety [77].

Despite the massive loss of fish that followed from the crisis, and the ramifications that were felt throughout the industry, Minister King still sought to portray ISA as being of limited concern and took steps to minimize the culpability of the aquaculture industry in its spread, noting that the disease “occurs naturally”, is “safe for human consumption”, and “cannot be linked to declining wild fish stocks.” In an apparent attempt to reassure both investors and consumers, Minister King's successor in the Fisheries and Aquaculture portfolio, Derrick Dalley, insisted that the “situation would not make the province gunshy about future investment in aquaculture operations” [78]. Subsequent budgets unveiled by two different political parties have kept subsidies to the aquaculture industry intact through loans and investor stakes, in spite of the introduction of austerity measures across a host of other sectors. In another article, Dalley noted: “We also have significant protocols and standard operation practices in place, and we will continue to build this industry while being ever aware of the challenges it presents” [79]. As a gesture of token accommodation, the Minister stated that government and industry are working together to make some changes. These would come in the form of increased “vigilance” and taking steps to “be always cautious about this serious matter,” though substantive regulatory changes did not occur [79].

Benson and Kirsch argue that a major strategy for companies in the acknowledgement and token accommodation stage is the employment of “audit culture,” a term they borrow from anthropologist Marilyn Strathern to refer to mechanisms of self-monitoring which give the illusion of greater accountability. Audit culture, they argue, provides an opportunity to develop “regimes of monitoring and accountability that

fail to produce real change” [14,80]. A clear example of this in the Newfoundland context has been the adoption of industry-led certification programs. The most obvious example is the commitment of some companies to the Best Aquaculture Practices (BAP) industry certification program [81].

BAP certification is achieved through independent audits and has been widely used by companies to promote their commitment to sustainability. Early in 2014, it was reported that Cooke Aquaculture had received the BAP certification for their sites in New Brunswick, Nova Scotia, Newfoundland and Labrador, and Maine [82]. Cooke's press release upon receiving the award lauded the company's commitment to the environment stating: “A healthy marine environment is vital to our operations and certification through third parties ensures that we remain sustainable in our practices and helps us set goals for improvement” [82,83]. In recent years, many criticisms have emerged in response to BAP standards and related certification programs. The U.K. based Salmon and Trout Association, for example, had this to say about the introduction of BAP standards: “We do not accept the claim that farms that meet these standards are environmentally and socially responsible” [81]. The organization has suggested that most of the companies that receive BAP certification still have a considerable distance to go before they can live up to their claims of being sustainable.

The second gesture of token accommodation has been the recent attempt by NAIA to work with the provincial government to develop a bay management plan for areas along the south coast in order to assess the biosecurity protocols and “look at issues facing the industry moving forward” [79]. Since the recent outbreaks of ISA, the perceived need for a new management plan has become more pressing and it has received strong public support from Cooke Aquaculture and other prominent companies, though once again, specific changes have been slow in coming [84].

A third initiative that has been developed by industry and government in response to the crises of 2012 and 2013 was the development of a new online public consultation process with the stated goal of establishing “what must be done to continue fostering the success of aquaculture in Newfoundland and Labrador” [84]. However, the discussion document does not mention ISA or any other disease even once, despite the claim that “this document is designed to stimulate public feedback by highlighting industry accomplishments and identifying strategic issues relevant to the continued sustainable development of aquaculture in Newfoundland and Labrador” [84]. Furthermore, the provincial government decided that the process would be undertaken under the leadership of the industry association NAIA, which some critics regarded as a case of allowing the fox to guard the henhouse. Many critics regarded the three week consultation and renewal process as being too short and too restrictive to be of any real use and, therefore, of questionable legitimacy [84].

On November 19, 2013, the CBC radio program *The Fisheries Broadcast* aired interviews with NAIA president Cyr Couturier and then opposition Liberal Party Fisheries and Aquaculture critic, Jim Bennett, to discuss different perspectives on the government's consultation process. During the interviews, it became clear that the responses adopted by the industry and the government amounted to few fundamental changes to the existing production process. Couturier argued that adopting the more extended and inclusive consultation program put in place in Nova Scotia would be a “waste of a tax payer's money,” claiming that a year-long review process which would hold public meetings in communities around the province simply wasn't necessary or feasible, adding:

What they end up with these public consultations is they end up with four or five people from the community (they've had over 40 of these), really the only people that show up at these consultations are people that for one reason or another are just anti-aquaculture...so it doesn't seem to work that well [85].

Couturier's dismissal of the Nova Scotian critics as “for one reason or another just anti-aquaculture” served to dismiss the legitimacy of the arguments put forward by critics of the industry.

Jim Bennett on the other hand, was highly critical of the consultation process undertaken by the industry, stating:

They say they want to receive feedback, but then they get to pick and choose it and do whatever they want with it...Nova Scotia is having public meetings, but this process is really meant to be a whitewash to make it look like they're doing something. The government says: ‘Well we have all these biosecurity measures in place...’ Well that doesn't do anything for you if the fish get sick from ISA while they're in the water! It doesn't do anything for you in combatting sea lice! ... There are some really important public concerns on this issue and it seems the government just wants to hear from people by e-mail, maybe fax; a one-way type of communication from a limited number of people...only the types of people who have a vested interest in the outcome. Various types of people in the province should be entitled to input on aquaculture [86].

The interviewer then asked Bennett whether he thought that this process might have come about as a reaction to the recent ISA issue and other controversies that have emerged in recent years, to which Bennett replied:

I think you'd have to take it as a reaction to the really bad outcomes they've had in the past year. The very first ISA outbreak that we had, that was documented in this province was last year in June and July and it ran over a period of two weeks...Now we've had five of them in all and tens of millions of dollars have gone into compensation. Gray Aquaculture's gone bankrupt; Cooke has shut down for six or seven months on the south coast, so clearly there's a big problem here. A simple whitewash, which is the way the Minister is designing these consultations, just won't do! [86]

Ultimately, the government report issued at the end of the consultations suggested expanding the industry with government support at an even faster rate than asked for by NAIA.

6. Discussion: crisis management and the compromises of neoliberalism

The third phase identified by Benson and Kirsch is “crisis management,” which occurs when evidence of negative impacts caused by an industry become so prevalent that they become impossible to deny or accommodate and must be confronted more directly. In the crisis management phase companies are often compelled to engage more actively with regulatory processes and make additional compromises. Benson and Kirsch argue that even when industries are forced to go into full crisis management mode, however, few fundamental changes to their operations can be expected. What they seek is a renewed legitimacy in the public eye by engaging strategically with the regulatory process. There is always a stopping point, however: a point at which the corporation will cut off all discussion of change. The limits, they suggest, are typically “defined by economic interests of industry and are safely governed by the rituals of audit culture, the regulations of certification programs, the values of harmonious compromise, and the appearance of benevolence when a corporation acknowledges some degree of risk or harm” [14].

While this certainly resonates with the Newfoundland finfish aquaculture experience, what is so striking about this case is that, in spite of repeated and increasingly conclusive evidence of ecological crises in the form of chronic fish escapes, interbreeding between farmed and wild fish, sea lice being spread between farmed and wild fish, and major infectious salmon anemia outbreaks, the industry has not been subjected to significant new restrictions from regulators. To the contrary, both levels of government have retained a clear commitment to the continual expansion of the sector, now at an even faster

rate than ever before. This has meant going beyond the rhetorical strategies identified by Benson and Kirsch and actively transforming the regulatory landscape to suit the needs of the industry. This was demonstrated, in no uncertain terms, recently when Norwegian aquaculture companies Grieg NL Nurseries Ltd. and Grieg NL Seafarms Ltd., both subsidiaries of Grieg Seafoods, were authorized to establish what is by far the largest aquaculture operation in the history of the province in Placentia Bay in 2016. Once operational, the \$251 million hatchery and grow out complex promises to produce seven million smolts annually and an annual harvest of 33,000 t of Atlantic salmon [87]. Placentia Bay is known for its high biodiversity and has some of the best wild salmon rivers in the province, and it had not been previously targeted for large-scale aquaculture development. Nonetheless, the provincial government decided that the potential revenues and employment to be generated by the proposed project justified the decision to waive the requirement that it pass an environmental assessment. The company was also pledged \$45 million in investment dollars from the provincial government.

That such a major intensification of production could be authorized without environmental assessment or extensive public engagement at exactly the moment when so many new revelations about harms to wild salmon that can be directly linked to industrial aquaculture had been made raises questions about the inevitability that harm industries will eventually be forced to enter the crisis management phase identified by Benson and Kirsch. To the contrary, at this point it appears that the Newfoundland aquaculture industry has been spared by the provincial government from entering into full crisis management and has been allowed to continue to expand with only a token accommodation of critical voices in the form of an industry-managed public engagement process. It appears that the degree of economic and political entanglement between developers and regulators has reached a point where the imposition of new regulations that might limit the capacity of the industry to maximize its profitability is simply not viewed as a viable option, regardless of the potential impacts on wild fish. In effect, industrial finfish aquaculture in the province has been deemed “too big to fail,” whereas the health of wild fish and the interests of those who depend on them for food or recreation have been deemed expendable. This situation has much to say about the state of environmental regulation under neoliberalism, where governments are increasingly prioritizing their roles as development advocates and investors over their responsibilities to protect the health of the environment and non-human animals, as well as the interests of many citizens.

While a significant public backlash against these decisions has occurred, including a recent law suit filed against the government over its decision to bypass the environmental assessment process [88], thus far it seems unlikely that these pressures will be sufficient to derail plans to significantly expand the industry. This was made clear by the recent decision of the Newfoundland Minister of the Environment to reject an appeal of the decision to authorize the development [89]. While the relative geographic remoteness of the areas in question has clearly been a factor in limiting public mobilization in response to these problems, this is only part of the story. Following Benson and Kirsch, it appears likely that we are also witnessing a manifestation of the “politics of resignation,” since the ongoing subjugation of environmental protection to resource development has been a recurring theme in the history of the province and one that does not appear likely to change any time soon. This may be leading to growing complacency on the part of the citizenry and growing cynicism about their capacity to meaningfully impact resource development and conservation policies.

7. Conclusion

The rapid expansion of salmonid aquaculture around the world has been plagued by a series of problems that have resulted in the destruction of large populations of farmed fish and raised concerns about the potential impact of farmed fish on wild stocks. This suggests

that, in its present form, industrial salmonid aquaculture can be classified as what Benson and Kirsch refer to as a harm industry, since the production of environmental harms seems to be endemic to the production of domesticated fish in open pens on an industrial scale.

This paper has focused particular attention on the ways in which representatives of the Newfoundland aquaculture industry have endeavoured to manage public perception in the presence of recurring ecological crises, particularly escapes of farmed fish and subsequent intermingling with their wild cousins, and outbreaks of the disease infectious salmon anemia (ISA). Drawing upon transnational discourses like corporate social responsibility and sustainable development, industry spokespeople initially denied that these issues represented serious concerns. Instead, they continually worked alongside advocates within government to promote an image of sustainable aquaculture feeding the world and providing economic salvation for beleaguered rural fishing communities. Since its inception, the Newfoundland finfish aquaculture industry has been the recipient of ongoing injections of public money, particularly after the collapse of the cod fishery in the early 1990s, when it was framed as a more predictable, sustainable, and lucrative alternative to the inescapable flux and uncertainty of wild fisheries. Using extensive government subsidies, including feed loan guarantees and insurance against disease losses along with capital stakes in the farming operations themselves, the Newfoundland government has sought to lure aquaculture investments away from other areas and spur continual growth. In this sense, Newfoundland's permissive climate can be seen as a spatial fix for crises in other areas of Canada, Norway, Chile, and elsewhere, where environmental problems stemming from salmonid aquaculture operations have generated controversy, resulting in a loss of legitimacy, a tightening of regulations and/or the oversaturation of farming areas.

As evidence of environmental problems caused by industrial aquaculture in Newfoundland became undeniable as well, however, there was a gradual shift toward acknowledging that these problems exist and making some token accommodations to the arguments of critics in an attempt to counteract negative publicity. This has included such things as obtaining certification from industry groups, showing greater openness toward the establishment of bay management plans, and allowing for carefully managed opportunities for public input. These gestures amount to little, other than an embracing of corporate audit culture, however, and have not brought about significant changes to the operations of the industry.

What is particularly noteworthy about this case is that, despite the fact that environmental crises have continued to plague the industry in recent years and public concern is growing, aquaculture companies have, thus far, been prevented from entering into a state of full crisis management, which might result in an increasingly restrictive regulatory environment. To the contrary, the industry has continued to expand at a torrid pace, even as new revelations are emerging about the full extent to which commercial farming operations are impacting wild stocks, encouraged by an increasingly permissive regulatory climate. This paper has argued that the Newfoundland experience with finfish aquaculture is emblematic of the state of environmental regulation within a neoliberal policy environment, where the state and state-funded institutions such as universities have become such pivotal players in financing and promoting the growth of private industry and are often reluctant to do anything that could potentially curtail that growth. Whether or not public concern about the environmental effects of large-scale fish farming will eventually generate enough public pressure on governments to bring about a policy reversal or whether the politics of resignation described by Benson and Kirsch has become too strong to be overcome remains to be seen. Regardless, however, as Benson and Kirsch note, the politics of resignation is never complete and always subject to change. Closer attention to the linkages between academia, government and the corporate sector along with analysis of the spatial and temporal interconnections between different aquaculture locations has the potential to generate additional insights about

the possibilities and perils of resisting the continued growth of industrial aquaculture and could point the way toward more genuinely sustainable alternatives for rural coastal communities in Newfoundland and around the world.

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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.



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.

TOWN OF LUNENBURG
2020/21 DRAFT OPERATING AND CAPITAL BUDGETS

Schedule "E"

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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>

TAX RATE CALCULATION

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 GROUNDS 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							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #	Note #	DESCRIPTION	BUDGET	BUDGET	PROJECTION	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							
		Note #		2020/21	2019/20	2019/20	2018/19
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTION	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
\$ -			SEWAGE LIFT STATION				
\$ -	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	SEWAGE TREATMENT PLANT				
\$ 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)	-
\$ -			INTEREST ON SEWER LOANS				
\$ (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							
\$ -			ADMINISTRATION				
\$ 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
\$ -			GARBAGE AND WASTE COLLECTION				
\$ (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	-
\$ -			INTEREST ON WASTE DISPOSAL LOANS				
\$ -	01-2-43-2050	30	INTEREST ON CAPITAL LOAN	-	-	-	-
\$ -			RECYCLING AND OTHER GARBAGE DISPOSAL COSTS				
\$ -	01-2-43-5010	31	RECYCLING, COMPOST AND WASTE DISPOSAL	155,000	155,000	155,000	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							
				2020/21	2019/20	2019/20	2018/19
	ACCOUNT #		DESCRIPTION	BUDGET	BUDGET	PROJECTION	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	AUDITORIUM	FIELDS	TOTAL
	(01-2-70-1010)	(01-2-70-1015)	(01-2-70-1017)	
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 Resurfacer 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							
		Note #		2020/21	2019/20	2019/20	2018/19
	ACCOUNT #		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							
		Account #	Description	2020/21 BUDGET	2019/20 BUDGET	2019/20 PROJECTIONS	2018/19 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	<u>650</u>
	<u>\$900</u>

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

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

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

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

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)											
<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>											

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
GROUNDS/FIELDS											
Baseball Field Fence											
Drywell Baseball Field (3rd Base & Home Plate)											
Skate Park			\$40,000								
		\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PARKING LOT											
Parking Lot Improvements				\$100,000							
		\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FURNITURE AND EQUIPMENT											
Compressor Overhaul - Arena (every 5 years)					\$15,000						
Ice Resurfacer (89)	1	\$125,000									
Lawn Tractor (07)				\$14,000							
Ride-on Mower (12)	2	\$25,000									
		\$150,000	\$0	\$14,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0
PARKS /PLAYGROUNDS											
Back Harbour Trail - Kinley Drive Access				\$18,000							
		\$0	\$0	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS		\$190,000	\$40,000	\$232,000	\$50,000	\$100,000	\$0	\$0	\$0	\$0	\$0
Please note - Bike Report has not been incorporated into the capital budget											

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE COMMITTEE

CAPITAL EXPENDITURES DESCRIPTIONS

Building & Structures

Arena

Roof Exhaust Replacements (2020/21)

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

Community Centre

Gym Floor Refinish (2020/21)

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

Furniture and Equipment

Ice Resurfacers (89) (2020/21)

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

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

Ride-on Lawn Mower (2020/21)

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

Future Capital Considerations

Arena

Bathroom Renovations (2022/23)

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

Siding (2022/23)

The siding is in poor condition and requires replacement

Community Centre

Window Replacement Repair (2023/24)

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

Siding (2024/25)

The siding is in poor condition and requires replacement.

Parking Lot Improvements (2022/23)

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

Furniture and Equipment

Compressor Overhaul (2023/24)

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

Ride-on Lawn Tractor (2022/23)

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

Parks/Playgrounds

Skate Park (2021/22)

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

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

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

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

WATER UTILITY

CAPITAL BUDGET DESCRIPTIONS

General

New Services

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

Hydrants

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

Meters

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

Building/Infrastructure Improvements

Chlorinator

This project will disconnect pressurized lines that are no longer required for transmission from the main water transmission line. This project will eliminate the possibility of a major leak from the water system.

Road Improvement to Intake House Road

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

Pump House Dares Lake-Steel Beam Repair and Gutter Installation

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

Water Treatment Plant

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

Dam and Spillway

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

2020

Geotechnical Investigation - \$15,000

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

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

2021

Repairs to Dam and Spillway - \$250,000

Construction Administration - \$25,000

Project timeline:

2020

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

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

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

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

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

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

2021

January - Award construction project, execute contract with contractor

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

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

November– Town receives dam, operates and monitors

Furniture and Equipment

Half Ton Truck

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

Future Capital

Distribution Mains

Kempt – Lincoln to Lawrence (design & tender documents)

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

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

ELECTRIC UTILITY

CAPITAL BUDGET DESCRIPTIONS

Building & Structures

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

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

Utility Line Work

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

Meters

In 2017 the Utility began the first of a multi-year Smart Meter conversion program. Approximately 300 meters were swapped. Additional Smart Meter conversions are currently on hold while other capital priorities are completed. The 2020/21 budget for meters allows for the purchase of any replacement meters that are required during the fiscal year.

Overhead Conductors

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

Poles & Fixtures

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

Services

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

Street Lighting

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

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

Transformers – Line/Installation

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

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		

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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

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
t. 902-492-7978 | c. 902-478-0596 | www.cbcl.ca

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CBCL LIMITED
 Consulting Engineers

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.



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
<i>Public Works - Parks/Playgrounds</i>	Welcome Signs	\$20,000	\$3,754	\$16,246	BR
<i>Comment:</i> Signs have been received, installations on going.					
<i>Fire Department</i>	Turnout Gear	\$120,000	\$120,205	(\$205)	GM
<i>Comment:</i> Complete.					
<i>Community Centre/Arena</i>	Bathroom Renovations at Community Centre	\$55,000	\$0	\$55,000	KC/PBR
<i>Comment:</i> Work currently being carried out, Mar. 31, 2020 anticipated completion date.					
<i>Community Centre/Arena</i>	Gym Floor Refinish	\$0	\$0	\$0	KC
<i>Comment:</i> Project Deferred to another year, funding used for Brine Repairs.					
<i>Community Centre/Arena</i>	Roof Structural Repairs	\$130,000	\$121,325	\$8,675	KC
<i>Comment:</i> Carry forward from 18/19. Completed in early spring.					
<i>Community Centre/Arena</i>	Arena Brine Repairs	\$15,000	\$14,432	\$568	KC
<i>Comment:</i> These repairs are complete.					

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	