

TOWN OF LUNENBURG COUNCIL MEETING MINUTES

TUESDAY, MAY 26, 2020 AT 2:00 P.M.

VIA AUDIO/VIDEO CONFERENCE DURING COVID-19 PANDEMIC

PRESENT: Mayor Rachel Bailey
Deputy Mayor John McGee
Councillor Joseph Carnevale (2:01 p.m. left the meeting)
Councillor Danny Croft
Councillor Ronnie Bachman
Councillor Peter Mosher
Councillor Matt Risser

ALSO PRESENT: Peter Baker, Public Works Superintendent
Paul Bracken, Facilities Superintendent
Kelly Cunningham, Recreation Director
Lisa Dagley, CPA, CGA, Finance Director
Arthur MacDonald, Heritage Manager
Heather McCallum, Assistant Municipal Clerk
Gary Mossman, Fire Hall Superintendent
Kathleen Rafuse, Accountant
Bea Renton, Chief Administrative Officer
Dawn Sutherland, Planning/Development Manager
Ian Tillard, Town Engineer

The Mayor called the meeting to order at 2:00 p.m.

1. Agenda

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

2. May 19, 2020 Council meeting minutes

Motion: moved by Councillor Croft, seconded by Deputy Mayor McGee to approve the May 19, 2020 Council meeting minutes. Motion carried.

3. Public Hearings and Presentations

(Nil.)

4. Correspondence

(Nil.)

5. Committee Meeting Minutes and Recommendations

a. Project Lunenburg Steering Team meeting notes May 13, 2020

These minutes were received for information. A draft of the Comprehensive Community Plan is expected next week.

6. Unfinished Business

b. Corporate Services

i. Draft budget 2020/21 review and approval

- Staff budget report presentation

The Finance Director and Accountant made a presentation regarding the proposed 2020/21 Town budgets (Schedule "A") for Council approval.

- Public submissions (x 2) and other correspondence from Lunenburg Community Development Group regarding splash pad, Fire Districts 1 & 2 Commission regarding no additional capital project funding approval, NS Department of Justice notice of 2.62% RCMP annual municipal policing services costs (\$815,492) and Municipality of the District of Lunenburg \$50,000 funding approval for Town Recreation Department facilities and equipment

Council received these items of correspondence (Schedule "B").

- Draft budget motions
 - Residential, Commercial and Seasonal Tourist property tax rates setting
 - Residential, Non-Residential and Churches sewer rate setting

Motion: moved by Deputy Mayor McGee, seconded by Councillor Mosher approval of the 2020/21 Town property tax rates at the following amounts per \$100. of taxable property assessment - \$1.346 for Residential, \$3.318 Commercial and \$2.489 Seasonal Tourist and 2020/21 Town sewer charge rates at \$494.60 per Residential dwelling unit, 47.26¢/\$100 of property assessment for non-residential users and a quarterly rate for churches in the amount of \$290.49 (Schedule "A"). Motion carried. Councillor Croft voted in the negative.

- Town General Operating budget approval

Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee approval of the 2020/21 Town General Operating budget in the amount of \$7,113,300. (Schedule "A"). Motion carried. Councillor Croft voted in the negative.

- Town General Capital budget approval

Motion: moved by Councillor Bachman, seconded by Deputy Mayor McGee approval of the 2020/21 Town Capital budget in the amount of \$1,718,300. (Schedule "A"). Motion carried.

- Water Utility Operating budget approval
- Water Utility Capital budget approval

Motion: moved by Councillor Risser, seconded by Councillor Mosher that Council hereby approves the 2020/21 Town Water Utility Operating Budget in the amount of \$1,646,500 in the amount of \$248,500 and 2020/21 Town Water Utility Capital budget in the amount of \$248,500 (Schedule "A"). Motion carried.

- Proposed FCM Municipal Asset Management Program Grant application for Water Utility water and wastewater system survey and GIS (geographic information system) development

Motion: moved by Deputy Mayor McGee, seconded by Councillor Risser approval to submit an FCM Municipal Asset Management Program Grant application for the Water and Wastewater System Survey and GIS Development proposed project with a total project budget of \$50,000 of which the Town's contribution is \$12,500 (Schedule "A"). Motion carried.

- Electric Utility Operating budget approval
- Electric Utility Capital budget approval

Motion: moved by Councillor Risser, seconded by Deputy Mayor McGee approval of the 2020/21 Electric Utility Operating budget in the amount of \$6,840,500 and 2020/21 Electric Utility Capital budget in the amount of \$795,000 (Schedule "A"). Motion carried.

- Proposed COVID-19 Property Tax Financing Policy through the Province's Operating Loan Program for municipalities

The Finance Director summarized the background to the draft Policy and Provincial loan program that the Town can access through the Policy (Schedule "C") and a future Provincial agreement.

Councillor Bachman gave notice of motion to adopt the draft COVID-19 Pandemic Property Tax Financing Program Policy (Schedule "C") at the June 9, 2020 Council meeting.

- Scheduling of an additional General Government Committee meeting (vs. July 16 regular meeting date) for the annual review and recommendation of non-profit organizations' Town Grant Applications

Motion: moved by Councillor Bachman, seconded by Councillor Risser to schedule a General Government Committee meeting on June 3, 2020 at 1:00 p.m. for the annual review of non-profit organizations' Town Grant Applications and recommendation to Town Council for possible approval in the 2020/21 Town budget allocation. Motion carried.

Staff are asked to add to the Grant Applications summary chart a notation if the application is complete, was received on time and what level of support they received in the previous year for General Government Committee reference.

3:00 p.m. – 3:15 p.m. – Council recessed and resumed the meeting. Councillor Carnevale was unable to return to the meeting having given regrets to the Mayor during the recess.

- ii. Municipal Election 2020 – Department of Municipal Affairs and Housing notice that the October 17, 2020 election is proceeding and NSFAM response

Council will receive at its next Council meeting on June 9, a report from the Returning Officer recommending consideration of electronic and phone voting options, an enabling Bylaw for same and associated costs for which the Town's budget increased by \$20,000 because of the Province's decision to proceed with the election notwithstanding the pandemic and public health concerns (Schedule "D").

- iii. Strategic Plan 2019 Progress Report

The staff report (Schedule "E") was received for information and at the request of Council referral to the Comprehensive Community Plan consultant's for their information in drafting their reports.

- iv. Request of Edward J. Kelly for 82 Kempt Street to be removed from the Town's Heritage Conservation District

The Heritage Manager provided an overview of the staff report (Schedule "F"). Council discussed the application process options set out in the report and possible payment of an application fee.

Motion: moved by Councillor Croft, seconded by Councillor Mosher to refer the letter of request dated May 1, 2020 (Schedule "F") to the Heritage Advisory Committee to consider and to initiate the process for holding a public participation meeting and report back to Council. This process will also include a report to the World Heritage Committee via Parks Canada which will be reviewed by the Heritage Advisory Committee and submitted to Council for their approval prior to being submitted to Parks Canada.

Mr. Kelly, the applicant, asked to address Council and gave a summary of his submission (Schedule "F") seeking to have his property removed from the Town's Heritage Conservation District.

The motion was put, tied and was defeated accordingly with Councillors Bachman and Risser and the Mayor voting in the negative.

Motion: moved by Councillor Risser, seconded by Councillor Mosher to refer the letter of request dated May 1, 2020 (Schedule "F") to the Heritage Advisory Committee to consider as part of the Heritage Conservation District Plan and Bylaw Review. Motion carried.

Council agreed to proceed with the consideration of the remainder of agenda items past 4:00 p.m.

- v. Lunenburg and District Fire Department expense claim Policies amendment request to allow variances from pre-set kilometers limits

Motion: moved by Councillor Mosher, seconded by Councillor Croft to approve the amendments to Town Procedural and Personnel Policies allowing variances from pre-set kilometer limits in circumstances described in these Policies (Schedule "G"). Motion carried.

c. Public Works Department

- i. Golden Retriever Gathering July 18, 2020 Special Event Application and consideration of Town insurer information recommending that the group obtain event insurance

Motion: moved by Councillor Mosher, seconded by Councillor Bachman to approve the Golden Retrievers Walk July 18 Special Event Application (Schedule "H"). The event organizer is responsible for ensuring the necessary measures are taken to provide for the health and safety of all participants in compliance with Provincial COVID-19 pandemic requirements, spectators, staff, volunteers, and other users of the public roads impacted by the event. Motion carried.

7. New Business

(Nil.)

8. Consideration of any Council in camera meeting recommendations

May 19, 2020 recommendation to approve the request of Seaweed Tours to renew their Bluenose Drive parking space License Agreement in 2020 as per previous terms

Motion: moved by Councillor Risser, seconded by Councillor Mosher to approve the request of Seaweed Tours to renew their License Agreement in 2020 as per their previous terms and conditions and in observance of Provincial COVID-19 health and safety requirements (Schedule "I"). Motion carried.

9. Adjournment

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

The meeting was adjourned at 4:12 p.m.

Bea Renton, CAO

DRAFT OPERATING & CAPITAL BUDGET 2020/21 FISCAL YEAR





DRAFT OPERATING & CAPITAL BUDGET 2020/21 FISCAL YEAR

At the November 26, 2019 Council Meeting the following budget directives were approved:

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

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

The 2020/21 tax rates were to be drafted for Council's approval as per the Budget Policy and incorporating the assessment changes for 2020.



DRAFT OPERATING & CAPITAL BUDGET 2020/21 FISCAL YEAR

Due to the COVID 19 Pandemic, the Draft 2020/21 Budget was updated to ensure that we continued to provide essential municipal services. The Version 2 Draft Budget continued to focus on Waste Water Treatment as Council's budget priority, however a critical review of the draft budget was undertaken to reflect the economic challenges of this crisis.



DRAFT OPERATING & CAPITAL BUDGET 2020/21 FISCAL YEAR

Prior to the Provincial State of Emergency Council had held three Special Council Meetings to review the Draft Budget for fiscal 2020/21.

On April 28, 2020 Council reviewed the changes resulting from the impact of the current pandemic and economic downturn within the 2020/21 Draft Budget. Council directed public submissions be received until May 22nd. Today, May 26th the Draft 2020/21 Budget is before Council for potential approval.



DRAFT OPERATING BUDGET 2020/21 FISCAL YEAR

After consideration was given for COVID-19 impact there were Revenue Reductions of \$363,400. The revised revenue total is \$7,113,300.

Property Tax Revenue, Including Sewer	\$ 82,500
Sales of Services	137,900
Arena & Community Centre	49,100
Other Revenue-Own Sources	88,600
Conditional Transfers	<u>5,300</u>
	<u>\$363,400</u> Total Reduction



DRAFT OPERATING BUDGET 2020/21 FISCAL YEAR

Staff reviewed all aspects of operations and expenses were reduced by \$363,400. The revised expenditure total is \$7,113,300.

General Government	\$ (800)	Election 2020
Other Protective	13,800	
Fire Protection	10,900	
Transportation Services	66,700	
Environmental Health Services	400	
Environmental Development Services	38,100	
Recreation and Cultural Services	55,500	
Fiscal Services	<u>178,800</u>	
	<u>\$363,400</u>	Total Reduction

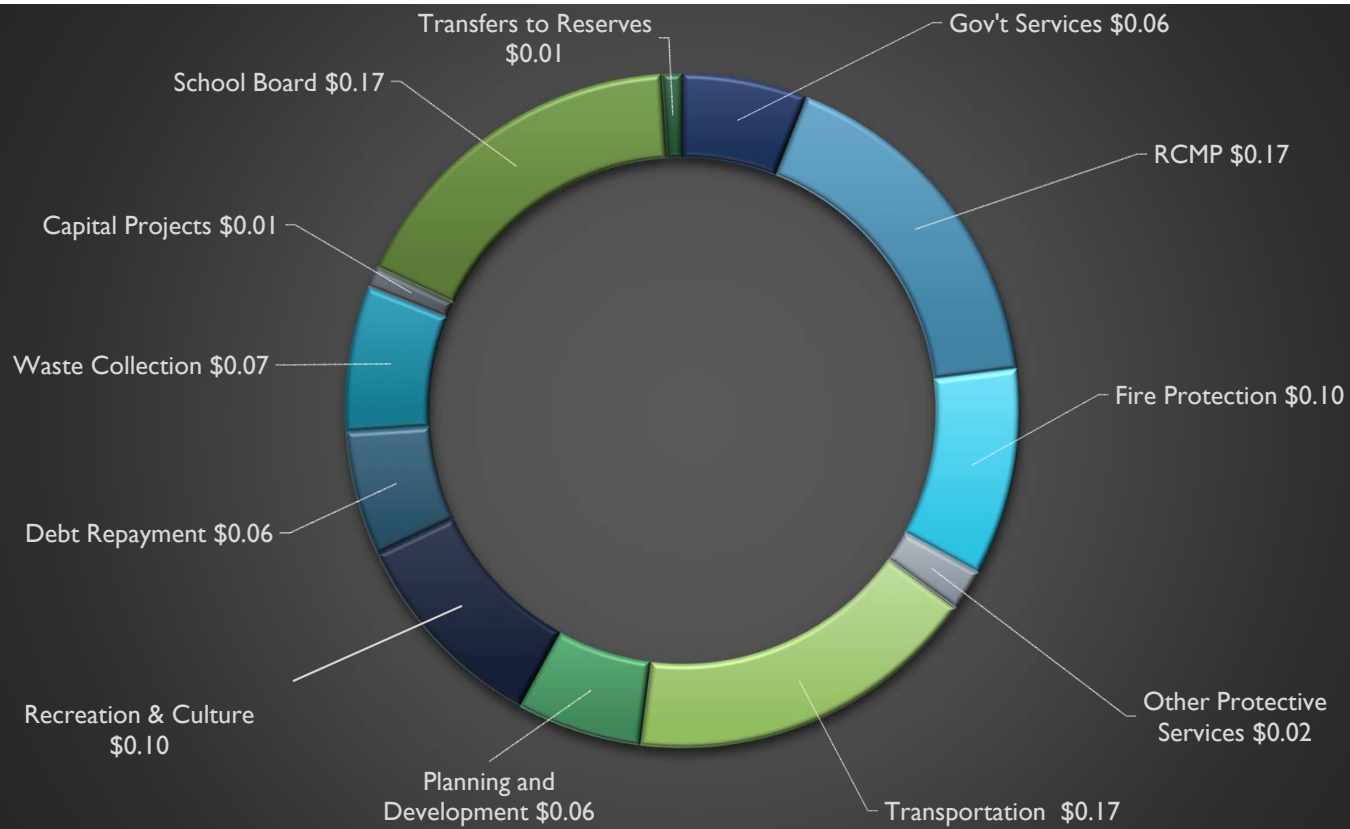


DRAFT CAPITAL BUDGET 2020/21 FISCAL YEAR

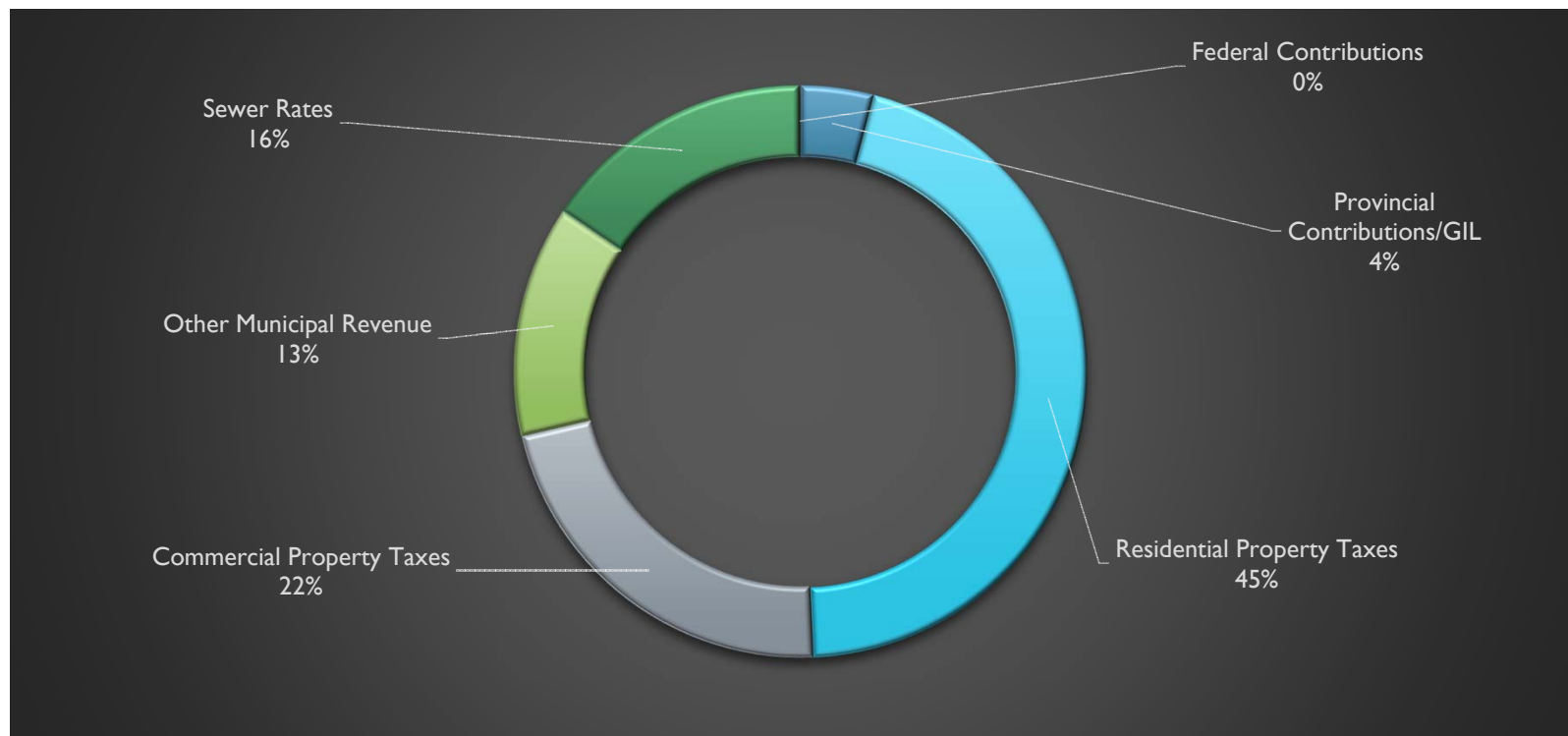
The Capital Budget was reviewed by staff and essential projects or equipment have been maintained in the revised Draft Town, Water and Electric Capital Budgets.

Draft Town Capital Budget	\$1,718,300
Draft Water Capital Budget	\$ 248,500
Draft Electric Capital Budget	\$ 795,000

HOW ARE YOUR TAX DOLLARS ARE EXPENDED



2020/21 OPERATING BUDGET REVENUE SOURCES





COUNCIL COVID-19 SUPPORTS FOR TAXPAYERS

- ✓ Tax and Sewer interest deferred to June 30, 2020. Interest rate reduced from 2% per month to 1.5% per month.
- ✓ Low Income Property Tax Relief qualifying household income amounts have been increased to allow access to more individuals.
- ✓ Water and Electric Utility interest waived in April, May and June.



DRAFT 2020/21 BUDGET CONSIDERATIONS

Council and staff have worked to develop a financial plan that ensures the Commercial and Residential sectors of the Town continue to receive all municipally delivered services considering the COVID-19 financial impact.

- ✓ Residential Tax Rate has been reduced to \$1.346 in 2020/21 a ½ cent reduction.
- ✓ Commercial Tax Rate has been reduced to \$3.318 in 2021/21 a 4 cent reduction.
- ✓ Seasonal Tourist Tax Rate has been reduced to \$2.489 in 2020/21 a 3 cent reduction.

2020/21 DRAFT PROPOSED TAX RATES



RESIDENTIAL TAX RATE	
Approved 2019/20	\$1.351
Proposed 2020/21	\$1.346
COMMERCIAL TAX RATE	
Approved 2019/20	\$3.358
Proposed 2020/21	\$3.318
SEASONAL TOURIST TAX RATE	
Approved 2019/20	\$2.519
Proposed 2020/21	\$2.489



DRAFT 2020/21 BUDGET CONSIDERATIONS

As previously noted Council's budget priority for fiscal 2020/21 is Waste Water Treatment and Collection improvements and upgrades.

The Draft 2020/21 Budget incorporates sewer rates that ensure this critical infrastructure is maintained and upgraded as required to meet current standards and demands.

2020/21 DRAFT PROPOSED SEWER RATES



RESIDENTIAL SEWER DWELLING UNIT RATE- \$50,000 RESERVE TRANSFER	
Approved 2019/20	\$374.60
Proposed 2020/21	\$494.60
COMMERCIAL SEWER RATE	
Approved 2019/20	41.20¢/\$100 of assessment
Proposed 2020/21	47.26¢/\$100 of assessment
CHURCHES SEWER RATE QUARTERLY	
Approved 2019/20	\$220.07
Proposed 2020/21	\$290.49



Budget 2020-21
Approved Schedule

Nov.26, 2019

Adjusted for COVID-19

Dec.1 to Jan.31	Draft Preliminary Base Budget prepared by Senior Managers and Finance Staff	✓
Jan.7, 2020	Public Council strategic budget and reserves discussion, 1:00 pm -3:00 pm	✓
Feb.13, 2020	Public Council Meeting - Review of 10 year Capital Budgets for all Departments - with all Town Senior Management in attendance, 12:00 pm - 3:00 pm	✓
Feb.19, 2020	Public Council Meeting - Operating Budget Review for all Departments - with all Town Senior Management in attendance, 12:00 pm to 3:00 pm	✓
Feb.20 to Mar.6	Incorporate changes from Council budget meetings into Draft Budget document	✓
Mar.6, 2020	Release of Committee budgets for March meetings	✓
Mar.10, 2020	Public Council Meeting - review any changes incorporated into the budget before public presentation at next Council meeting	✓
Mar.11, 2020	Public LWMCC Committee meeting for review of Draft LWMCC Budget recommendation to Council	✓
Mar.12, 2020	Public Protective Services Committee Meeting for review of Draft Fire Protection Budget and recommendation to Council	✓
Mar.22, 2020	Provincial State of Emergency declared due to COVID-19	
Mar.24, 2020	Council Meeting - Public Budget presentation - advertised in advance via social media - cancelled due to COVID-19	
Apr.14, 2020	Public Council Meeting - Approval of Operating and Capital Budget and set Tax Rates, <i>deferred due to COVID-19</i>	
Apr.28, 2020	Public Council Meeting - Revised budget v2 with COVID-19 impact reviewed with Council	✓
Apr.28 to May 22	Period for public input on the 2020/21 Draft Budget. Advertised over social media platforms	✓
May 26, 2020	Public Council Meeting - Approval of Operating and Capital Budget and set Tax Rates	
Balance of fiscal 20-21	2020/21 Budget monitored through monthly Variance Reporting process	



DRAFT MOTIONS

That Council approve the 2020/21 Tax Rates at \$1.346 for Residential, \$3.318 Commercial and \$2.489 Seasonal Tourist.

That Council approve the 2020/21 Sewer Rates at \$494.60 per Residential dwelling unit, 47.26¢/100 of Assessment for Non-residential users and a quarterly rate for churches in the amount of \$290.49.



DRAFT MOTIONS

That Council approve the 2020/21 Operating Budget in the amount of \$7,113,300.

That the Council approve the 2020/21 Town Capital Budget in the amount of \$1,718,300.



DRAFT MOTIONS

That Council approve the 2020/21 Water Utility Operating Budget in the amount of \$1,646,500 and the 2020/21 Water Utility Capital Budget in the amount of \$248,500.

That Council approve the submission for a FCM Municipal Asset Management Program Grant application for the Water and Wastewater System Survey & GIS Development. Total project budget amount of \$50,000, Town contribution of \$12,500.



DRAFT MOTIONS

That Council approve the 2020/21 Electric Utility Operating Budget in the amount of \$6,840,500 and the 2020/21 Electric Utility Capital Budget in the amount of \$795,000.

TOWN OF LUNENBURG
2020/21 DRAFT OPERATING AND CAPITAL BUDGETS

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**Town of Lunenburg
2020/21 Draft Budget Summary**

	Draft Budget 2020/21	Approved Budget 2019/20	Difference %
Expenditures			
General Government Services	\$ 508,850	\$ 454,400	12.0%
Other Protective Services	914,800	905,400	1.0%
Fire Services	683,400	670,900	1.9%
Transportation Services	959,000	972,300	-1.4%
Environmental Health Services	1,358,600	1,193,800	13.8%
Environmental Development Services	491,900	476,800	3.2%
Recreation & Cultural Services	788,300	808,000	-2.4%
Fiscal Services	1,408,450	1,523,600	-7.6%
	\$ 7,113,300	\$ 7,005,200	1.5%
Revenue			
Property Tax Revenue, including Sewer	\$ 6,229,000	\$ 5,879,600	5.9%
Non-tax Revenue			
Sales of Services	96,700	228,500	-57.7%
Arena & Community Centre	249,700	314,900	-20.7%
Other Revenue - Own Sources	311,200	354,600	-12.2%
Unconditional Transfers	50,100	50,100	0.0%
Conditional Transfers	176,600	177,500	-0.5%
	\$ 7,113,300	\$ 7,005,200	1.5%
Difference	\$ -	\$ -	

**Town of Lunenburg - Water Utility
2020/21 Draft Budget Summary**

	Draft Budget 2020/21	Approved Budget 2019/20	Difference %
Expenditures			
Source of Supply	\$ 109,900	\$ 27,300	302.6%
Pumping	56,100	53,700	4.5%
Water Treatment	313,350	298,800	4.9%
Transmission and Distribution	225,400	222,500	1.3%
Administration and General	435,450	413,100	5.4%
Depreciation	287,400	294,250	-2.3%
Taxes	43,500	43,000	1.2%
Non-Operating Expenditures	175,400	159,350	10.1%
	\$ 1,646,500	\$ 1,512,000	8.9%
Revenue			
Operating Revenues	\$ 1,554,000	\$ 1,500,000	3.6%
Other Revenue	92,500	12,000	670.8%
	\$ 1,646,500	\$ 1,512,000	8.9%
Difference	\$ -	\$ -	

**Town of Lunenburg - Electric Utility
2020/21 Draft Budget Summary**

	Draft Budget 2020/21	Approved Budget 2019/20	Difference %
Expenditures			
Power Purchases	\$ 5,352,300	\$ 5,175,200	3.4%
Substations	78,400	77,500	1.2%
Operations and Maintenance	394,600	355,400	11.0%
Transformers	48,700	33,500	45.4%
Meters	18,100	17,400	4.0%
General Overhead	24,450	23,700	3.2%
Accounting	233,400	216,700	7.7%
General	344,050	316,300	8.8%
Office Supplies and Expenses	29,400	29,400	0.0%
Depreciation	184,500	203,500	-9.3%
Debt Principal and Interest	132,600	137,100	-3.3%
	\$ 6,840,500	\$ 6,585,700	3.9%
Revenue			
Operating Revenues	\$ 6,811,500	\$ 6,499,200	4.8%
Other Revenue	29,000	34,000	-14.7%
	\$ 6,840,500	\$ 6,533,200	4.7%
Difference	\$ -	\$ (52,500)	

DRAFT

2020/21 BUDGET SUMMARY AND TAX RATES

	Approved Tax Rate	Increase (decrease) over prior year	% Change over prior year
Residential Tax Rate	\$1.346	(\$0.005)	-0.4%
Commercial Tax Rate	\$3.318	(\$0.040)	-1.2%
Seasonal Tourist Tax Rate	\$2.489	(\$0.030)	-1.2%

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%	64.5%
Commercial	36.3%	35.1%	34.4%	34.3%	32.8%	33.7%
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>35.5%</u>

2020/21 Budget Summary

Operating

Town General Operations	\$ 7,113,300
Water Utility Operations	1,646,500
Electric Utility Operations	6,840,500
	<u>15,600,300</u>

Capital

Town Capital Projects	1,718,300
Water Utility Capital Projects	248,500
Electric Utility Capital Projects	795,000
	<u>2,761,800</u>
	<u>\$ 18,362,100</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	\$ 7,113,300
Less: Revenue Other than Tax Revenue	2,131,100
Tax Levy	<u>4,982,200</u>

Calculation of Tax Rates

Total Net Taxable Assessment	292,936,400
General Tax Rate	<u>1.70</u>

TAX RATE CALCULATION

Tax Levy	\$ 4,982,200
Residential Assessment	238,777,000
Residential Tax Rate	\$ 1.346
Residential Tax Levy	3,214,000
Commercial Tax Levy	1,768,200
Commercial Assessment	50,571,900
Seasonal Tourist Assessment	3,587,500
Commercial Tax Rate	\$ 3.318
Seasonal Tourist Business Tax Rate	\$ 2.489

Historical Tax Rates

	2017/18	2018/19	2019/20	2020/21	Change
Residential	\$1.333	\$1.344	\$1.351	\$1.346	-0.40%
Commercial	\$3.286	\$3.320	\$3.358	\$3.318	-1.20%
Seasonal Tourist	\$2.465	\$2.490	\$2.519	\$2.489	-1.20%

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	\$ 234,476	\$ 234,476
Her Majesty the Queen (Green Street/DNR)	9,500	\$ 315	\$ 315
N.S. Trans. & Public Works (Mahone Bay Road)	5,300	\$ 176	\$ 176
N.S. Trans. & Public Works (Green Street)	11,000	\$ 365	\$ 365
N.S. Trans. & Public Works (Linden Avenue)	2,900	\$ 96	\$ 96
Total Commercial Exempt	\$ 7,095,500	\$ 235,428	\$ 235,428
Residential Exempt:			
Her Majesty the Queen (Green Street/DNR)	\$ 30,000	\$ 404	\$ 404

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	\$1.346	\$ 3,214,000	1% Tax Revenue =	\$ 49,822
Commercial	3.318	1,678,900	\$0.01 Additional =	29,294
Seasonal Tourist	2.489	89,300	\$0.01 Residential =	23,878
			\$0.01 Commercial =	5,416
		\$ 4,982,200		

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							
ACCOUNT #	Notes #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
TAXES							
ASSESSABLE PROPERTY							
(11,900)	01-1-11-0000	RESIDENTIAL TAXABLE ASSESSMENT	\$ 3,206,900	\$ 3,218,800	\$ 3,118,100	\$ 3,123,200	
COMMERCIAL							
(16,500)	01-1-11-2100	COMM TAXABLE ASSESSMENT	1,443,400	1,459,900	1,332,700	1,343,100	
(1,100)	01-1-11-2200	SEASONAL TOURIST BUSINESS	89,300	90,400	76,200	76,100	
RESOURCE							
(100)	01-1-11-5100	RESOURCE TAXABLE ASSESSMENT	6,700	6,800	7,300	6,900	
			4,746,300	4,775,900	4,534,300	4,549,300	
SPECIAL ASSESSMENTS							
FRONTAGE RATES							
-	01-1-12-1000	SEWER ANNUAL CHARGES	1,104,800	1,104,800	920,000	930,000	
OTHER TAXES							
(50,000)	01-1-19-1100	DEED TRANSFER TAX	100,000	150,000	150,000	175,000	Reduced based on history during other previous recessions, does not impact current year as it for reserve transfer for 21/22 + capital
			1,204,800	1,254,800	1,070,000	1,105,000	
BUSINESS PROPERTY							
-	01-1-14-2100	BASED ON REVENUE - BELL ALIANT	18,000	18,000	19,000	18,000	
-	01-1-62-8800	HST OFFSET GRANT	19,000	19,000	19,000	27,800	
			37,000	37,000	38,000	45,800	
		DEPARTMENT TOTAL	\$ 5,988,100	\$ 6,067,700	\$ 5,642,300	\$ 5,700,100	
GRANTS IN LIEU OF TAXES							
PROVINCIAL GOVERNMENT							
-	01-1-23-0000	DEPT. OF TRANSPORTATION	\$ 700	\$ 700	\$ 700	700	
(2,900)	01-1-23-1300	HER MAJESTY THE QUEEN	235,200	238,100	231,600	231,600	
-	01-1-23-3100	FIRE PROTECTION - MUSEUM/SCHOOL	5,000	5,000	5,000	5,000	
		DEPARTMENT TOTAL	\$ 240,900	\$ 243,800	\$ 237,300	\$ 237,300	
SALES OF SERVICES							
GENERAL GOV'T SERVICES							
(2,200)	01-1-41-0200	TAX CERTIFICATE FEES	\$ 2,300	\$ 4,500	\$ 4,500	\$ 4,500	Assuming a 50% reduction on property transactions
-	01-1-41-0210	MORTGAGE COMPANY SERVICE CHARGE	4,000	4,000	4,000	4,000	
			6,300	8,500	8,500	8,500	
ENVIRONMENTAL HEALTH SERVICES							
-	01-1-44-0115	REGION 6 DIVERSION/MAP	14,000	14,000	14,000	14,000	
-	01-1-44-0110	SALE OF COMPOSTAINERS	100	100	100	-	
			14,100	14,100	14,100	14,000	
ENVIRONMENTAL DEVELOP. SERVICES							
(700)	01-1-46-0100	ZONING PERMITS & CERTIFICATES	700	1,400	1,300	1,400	Assuming a 50% reduction due to economic down turn
RECREATION & CULTURAL SERVICES							
-	01-1-47-0100	LIBRARY PHOTOCOPY REVENUE	450	450	450	500	
-	01-1-47-0200	POSTER/ CD SALES	50	50	50	-	
			500	500	500	500	
PROTECTIVE SERVICES							
-	01-1-42-0200	FIRE SERVICES (RENTAL REVENUE)	100	100	100	-	
-	01-1-42-0250	FIRE SERVICES (INSURANCE RECOVERY)	-	-	-	-	
			100	100	100	-	
TRANSPORTATION SERVICES							
-	01-1-43-0100	PW - LABOUR/EQUIPMENT (CHARGE-OUT)	25,000	25,000	25,000	25,000	
(135,000)	01-1-43-0200	PARKING METER REVENUE	50,000	185,000	179,000	138,000	Due to economic and/or travel restrictions, greatly reduced activity
			75,000	210,000	204,000	163,000	
			\$ 96,700	\$ 234,600	\$ 228,500	\$ 187,400	

TOWN GENERAL - OPERATING REVENUE							
ACCOUNT #	NOTE #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-		LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA					
-		ADMISSIONS					
-		ARENA					
-	01-1-47-1030	8 PUBLIC SKATING	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	
-		COMMUNITY CENTRE					
-	01-1-47-1110	9 PROGRAM FEES					
(3,000)	01-1-47-1110	Drop-in Sport Programs	3,000	6,000	6,000	6,000	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(1,700)	01-1-47-1120	Weight Room Fees	1,600	3,300	3,300	3,000	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(4,900)	01-1-47-1130	Fitness Classes	4,900	9,800	9,800	9,800	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
-			15,500	25,100	25,100	24,800	
-		RENTALS					
-		ARENA					
(500)	01-1-47-2020	10 SKATE SHARPENING	500	1,000	1,000	\$ 500	Adjusted based on 19-20 & 18-19 actuals
-	01-1-47-2030	11 CANTEEN CONCESSION	-	-	-	-	
(5,100)	01-1-47-2040	12 MINOR HOCKEY	73,000	78,100	74,500	63,300	Adjusted based on 19-20 actuals
(14,100)	01-1-47-2050	13 HOCKEY, OTHER & PRACTICES	45,000	59,100	55,500	35,800	Adjusted based on 19-20 actuals
-	01-1-47-2060	14 FIGURE SKATING	-	-	-	-	
3,200	01-1-47-2070	15 SCHOOL SKATING	6,000	2,800	2,800	6,200	Adjusted based on 19-20 actuals
(500)	01-1-47-2080	16 OTHER SKATING	1,500	2,000	2,000	1,200	Adjusted based on 19-20 actuals
(5,000)	01-1-47-2090	17 SUMMER RENTALS	-	5,000	5,000	4,300	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(5,000)	01-1-47-2091	17b FARMER'S MARKET (SPRING/SUMMER)	-	5,000	5,000	4,800	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(2,000)	01-1-47-2095	18 SIGN RENTALS	4,000	6,000	6,000	6,200	Reduce based on economic downturn
-	01-1-47-3050	BEVERAGE MACHINE SALES	-	-	-	-	
-	01-1-47-3060	19 VENDING MACHINE-GUMBALL	200	200	200	200	
-		COMMUNITY CENTRE					
(15,000)	01-1-47-3020	20 AUDITORIUM RENTALS	10,000	25,000	30,000	24,800	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
-	01-1-47-3021	20b FARMER'S MARKET (FALL/WINTER)	7,500	7,500	7,500	8,400	
(3,500)	01-1-47-3030	21 MEETING ROOM/FITNESS STUDIO RENTALS	3,500	7,000	7,000	5,100	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
(2,000)	01-1-47-3040	22 GROUNDS RENTAL	-	2,000	2,000	1,000	Assuming a possibility that either closed until Oct.1 or little activity when first opened back up
-			151,200	200,700	198,500	161,800	
-		RENTAL - DISTRICT SCHOOL BOARD					
-	01-1-47-4010	24 SCHOOL BD. RENTAL OF AUDITORIUM/GROUNDS	32,600	32,600	32,400	32,400	
-		GRANTS - MUNICIPALITIES					
10,000	01-1-47-5050	26 OPERATING GRANT - MODL	40,000	30,000	40,000	30,000	
-	01-1-47-5051	CAPITAL GRANT - MODL (Community Centre Roof)	10,000	10,000	10,000	10,000	
-			50,000	40,000	50,000	40,000	
-		GRANTS - FEDERAL					
-	01-1-47-6010	27 EMPLOYMENT PROGRAM GRANT	-	-	-	-	
-		GRANTS - NS SPORT COMM.					
-	01-1-47-7010	28 PROGRAM GRANTS (After the Bell)	-	-	8,500	8,500	
-		GRANTS - OTHER					
-		JUMP START	-	-	-	-	
-		MISCELLANEOUS REVENUE					
-	01-1-47-8010	INTEREST	-	-	-	-	
-	01-1-47-8015	MISCELLANEOUS	400	400	400	400	
-		DONATIONS	-	-	-	-	
-			400	400	400	400	
-		TOTAL REVENUE - LWMCC & ARENA	\$ 249,700	\$ 298,800	\$ 314,900	\$ 267,900	

TOWN GENERAL - OPERATING REVENUE							
ACCOUNT #	NOTE #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-		OTHER REVENUE/OWN SOURCES					
-	01-1-51-0000	LICENSES AND PERMITS					
-	01-1-51-4100	TAXI LICENSES	\$ 100	\$ 100	\$ 200	\$ 200	
-	01-1-51-6100	31 DOG LICENSES	1,200	1,200	1,200	1,200	
(5,000)	01-1-51-7100	31 BUILDING PERMITS	5,000	10,000	12,000	9,200	Assuming a 50% reduction due to economic down turn
(2,500)	01-1-51-9100	OTHER LICENSES & PERMITS	1,300	3,800	3,000	3,500	Removed any related to tourism
			7,600	15,100	16,400	14,100	
-		FINES					
(4,000)	01-1-52-0100	6 FINES-PARKING METER	2,500	6,500	6,500	6,900	Reduced, based on parking revenue reductions
(3,500)	01-1-52-0200	31 FINES-COURT FINES	3,500	7,000	7,000	7,000	Assumed 50% reduction
			6,000	13,500	13,500	13,900	
-		RENTALS					
(10,400)	01-1-53-0100	31 RENTALS AND LEASES	61,000	71,400	71,400	71,400	Adjusted based on anticipated revenues for the year
(20,400)	01-1-53-0110	31 RENTALS AND LEASES - Lun Academy	186,600	207,000	163,500	192,000	Adjusted based on anticipated revenues for the year
			247,600	278,400	234,900	263,400	
-		RETURN ON INVESTMENTS					
(3,000)	01-1-55-9100	31 BANK INTEREST	12,000	15,000	12,000	25,000	Lower rates and cash flows
-		PENALTIES & INTEREST ON TAXES					
(37,500)	01-1-56-2100	31 INTEREST ON TAXES	37,500	75,000	75,000	80,000	Interest relief period to June 30 & reduction of rate
-		MISCELLANEOUS					
(500)	01-1-59-0050	PIN & FLAG SALES/ETC.	500	1,000	1,000	1,000	50% re economic downturn
(1,800)	01-1-59-0100	31 DONATIONS	-	1,800	1,800	2,500	This was for the German Band concert which has been cancelled
			500	2,800	2,800	3,500	
			\$ 311,200	\$ 399,800	\$ 354,600	\$ 399,900	
-	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	100	
			\$ 50,100	\$ 50,100	\$ 50,100	\$ 50,100	
-		CONDITIONAL TRANSFERS/FED. OR PROV. GOV'TS					
-		FEDERAL GOVERNMENT					
200	01-1-71-7500	CANADA DAY GRANT	700	500	500	-	Possibility that restrictions may still be in place at the time of this event, net cost after grant \$300
			700	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	
			\$ 1,700	\$ 1,500	\$ 1,500	\$ 1,000	
-		CONDITIONAL TRANSFERS/OTHER LOCAL GOV'T					
-	01-1-89-9450	DISTRICT SCHOOL BOARD - ELECTION	-	-	-	-	
-	01-1-89-9500	LUNENBURG ACADEMY FOUNDATION	-	-	-	-	
(5,500)	01-1-89-9900	33 DISTRICTS 1 & 2 FIRE COMMISSION	174,900	180,400	176,000	159,100	Adjusted due to expenditure reductions in fire service budget
			\$ 174,900	\$ 180,400	\$ 176,000	\$ 159,100	
		TOTAL REVENUE	\$ 7,113,300	\$ 7,476,700	\$ 7,005,200	\$ 7,002,800	
		NON PROPERTY TAX REVENUE	\$ 2,131,100	\$ 2,462,000	\$ 2,238,600	\$ 2,221,200	
		NON PROPERTY TAX REVENUE	-13.44%				
		NON PROPERTY TAX REVENUE	\$ (330,900)				

NOTES TO TOWN REVENUE ESTIMATES

1. 2020-21 Tax Revenues

2020-21 Tax Rates:

- \$TBA/\$100 Residential
- \$TBA/\$100 Commercial
- \$TBA/\$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)

Revenue

Parking Meters	\$50,000
Parking Fines	<u>2,500</u>
	<u>52,500</u>

Expenses

Public Works labour for coin collection	3,450
Administrative labour	3,950
Repairs, maintenance & supplies	15,000
Advertising	400
Interest on capital loan	<u>200</u>
	<u>23,000</u>

Net Revenue \$29,500

By-law Enforcement costs NIL
(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). The revenue from the Tim Horton sponsorship of the Olympia is included in this account.

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 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		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 requested \$40,000 for this fiscal year. This is year 2 or 4 of a previously approved capital grant in the amount of \$10,000/annually 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, 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 1.5% 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			Resurfacer Surcharge		Resurfacer Surcharge	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 V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
		GENERAL GOV'T SERVICES					
		LEGISLATIVE					
-	01-2-11-1100	1 MAYOR - HONORARIUM	\$ 9,100	\$ 9,100	\$ 8,800	\$ 8,800	
-	01-2-11-3100	1 COUNCILLORS - HONORARIUM	30,600	30,600	30,000	30,000	
(500)	01-2-11-3200	MAYOR & COUNCILLORS MEETING TRAVEL	500	1,000	1,000	1,000	Due to restrictions assumed 50% less travel
-	01-2-11-9100	2 OTHER LEGISLATIVE EXPENSE	4,000	4,000	4,000	4,000	
(1,500)	01-2-11-9200	3 MEETING PAY STAFF	-	1,500	1,500	1,500	Meeting Pay Roll back for managers during this fiscal year.
(5,700)	01-2-11-9300	4 COUNCIL CONFERENCES & TRAINING	-	5,700	3,200	3,200	Many conferences cancelled
		SECTION TOTAL	44,200	51,900	48,500	48,500	
		GENERAL ADMINISTRATIVE					
		OFFICE BUILDING					
-	01-2-12-1410	5 JANITORIAL CONTRACT	8,100	8,100	8,100	8,100	
(1,600)	01-2-12-1420	FUEL	14,400	16,000	12,000	16,000	Assumed 10% benefit due to changing prices
-	01-2-12-1430	6 ELECTRICITY	8,500	8,500	7,500	7,800	
-	01-2-12-1440	7 WATER	1,000	1,000	1,400	900	
-	01-2-12-1445	8 SEWER	2,100	2,100	2,000	2,000	
-	01-2-12-1450	INSURANCE (TOWN HALL)	12,200	12,200	12,200	12,200	
-	01-2-12-1460	9 JANITOR SUPPLIES	1,200	1,200	1,200	1,200	
-	01-2-12-1470	10 MAINTENANCE & REPAIRS	20,000	20,000	20,000	20,000	
		FINANCIAL MANAGEMENT					
(300)	01-2-12-2200	11 ACCOUNTING SALARIES	29,200	29,500	28,600	28,600	
-	01-2-12-2700	PAYROLL ADMIN CHARGES	1,400	1,400	1,400	1,500	
-	01-2-12-2800	12 BANKING CHARGES	1,800	1,800	1,800	1,800	
		INTEREST ON CAPITAL LOAN					
-	01-2-12-2850	13 INTEREST ON CAPITAL LOAN	1,500	1,500	2,200	2,200	
		LEGAL AND OTHER PROFESSIONAL FEES					
(1,500)	01-2-12-1500	14 SOLICITORS	6,000	7,500	7,500	7,500	
-	01-2-12-2500	AUDIT FEES	7,000	7,000	7,000	7,600	
		TAXATION					
-	01-2-12-4300	15 TAX EXEMPTIONS - INDIVIDUALS	8,000	8,000	8,000	4,000	
-	01-2-12-4350	16 TAX EXEMPTIONS (SECTION 71)	35,800	35,800	35,000	35,000	
		COMMON SERVICES					
-	01-2-12-6000	17 ASSESSMENT COSTS	48,000	48,000	47,100	47,700	
		VALUATION AND ALLOWANCES					
-	01-2-82-1100	UNCOLLECTIBLE TAXES & SUNDRIES	-	-	-	-	
		OTHER GENERAL ADMIN. SERVICES					
-	01-2-12-9009	18 ACCESSIBILITY PLAN DEVELOPMENT	2,000	2,000	-	-	
-	01-2-12-9010	19 ADVERTISING	500	500	500	500	
-	01-2-12-9020	STATIONERY & SUPPLIES	1,900	1,900	1,900	1,900	
-	01-2-12-9030	20 POSTAGE	2,200	2,200	2,000	2,100	
-	01-2-12-9040	21 TELEPHONE	2,400	2,400	2,400	2,400	
-	01-2-12-9050	COMPUTER MAINTENANCE	3,500	3,500	3,500	3,500	
			218,700	222,100	213,300	214,500	
		SALARIES AND BENEFITS					
(8,100)	01-2-12-1100	22 SALARIES - CORPORATE SERVICES STAFF	101,100	109,200	107,100	107,100	
-	01-2-19-9010	23 WORKERS COMPENSATION	4,400	4,400	3,000	3,000	
-	01-2-19-9030	24 EMPLOYMENT BENEFITS: CPP/EI	13,500	13,500	12,000	12,000	
-	01-2-19-9050	TOWN PENSION/RRSP	11,500	11,500	9,500	9,500	
-	01-2-19-9060	25 MEDICAL PLAN	16,500	16,500	15,700	15,700	
-	01-2-19-9070	HOLIDAY AND LONG SERVICE AWARDS	500	500	500	500	
-	01-2-19-9071	SUCCESSION RECRUITMENT	-	-	-	-	
-	01-2-19-9090	26 OTHER EMPLOYMENT BENEFITS	16,000	16,000	11,000	11,000	
			163,500	171,600	158,800	158,800	
		OTHER GENERAL GOV'T SERVICES					
		ELEC. PLEB. & RATEPAYERS MEETINGS					
20,000	01-2-19-1100	27 ELECTIONS, PLEBISCITES, ETC.	48,000	28,000	-	-	The Province has advised that municipal elections will proceed this October, an additional \$20,000 has been added to this budget for increased costs, i.e. electronic voting
		GEN. ACC. & DAMAGE LIABILITY CLAIMS					
-	01-2-19-3100	LIABILITY INSURANCE & CLAIM	9,150	9,150	8,500	8,600	
		GRANTS - ORG. AND INDIVIDUALS					
-	01-2-19-5100	28 GRANTS TO ORGANIZATIONS	20,000	20,000	20,000	20,000	
		OTHER GENERAL SERVICES					
-	01-2-19-9080	29 SUBSCRIPTIONS & MEMBERSHIPS	5,300	5,300	5,300	5,300	
		DEPARTMENT TOTAL	\$ 508,850	\$ 508,050	\$ 454,400	\$ 455,700	
		Budget Change in v2	\$ 800				
			0.2%				

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

Staff meeting pay has been eliminated in fiscal 2020-21 due to the financial constraints of COVID-19.

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

Income Levels approved by Council April 14, 2020

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. Each year the income levels are to be adjusted by the previous year's NS-CPI.

<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

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

OTHER PROTECTIVE SERVICES EXPENDITURE BUDGET							
				2020/21	2020/21	2019/20	2019/20
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
		<u>POLICE PROTECTION</u>					
-	01-2-21-1000	1 RCMP	\$ 815,500	\$ 815,500	\$ 794,700	\$ 794,700	
-	01-2-21-1100	2 DNA CASEWORK ANALYSIS (RCMP)	2,400	2,400	2,400	2,400	
-		SECTION TOTAL	817,900	817,900	797,100	797,100	
-		<u>BY-LAW ENFORCEMENT</u>					
-		<u>LEGAL</u>					
-	01-2-22-6010	3 PROSECUTING ATTORNEY	2,000	2,000	1,500	2,000	
(1,200)	01-2-22-6020	TOWN OF LUNENBURG BY-LAWS	4,800	6,000	6,000	6,000	
-		<u>SALARIES & BENEFITS</u>					
(6,000)	01-2-22-9010	4 BY-LAW ENFORCEMENT OFFICER	-	6,000	6,000	4,000	Due to economic and/or travel restrictions, greatly reduced activity
-		<u>SUPPLIES & EXPENSE</u>					
-	01-2-22-9120	5 SUPPLIES	500	500	800	100	
-		<u>TRANSFER TO CORRECTION SERVICES</u>					
-	01-2-22-9200	6 PROVINCIAL CORRECTIONS FACILITIES	42,000	42,000	41,500	41,500	
-		SECTION TOTAL	49,300	56,500	55,800	53,600	
-		<u>EMERGENCY MEASURES</u>					
-	01-2-25-1100	7 EMERGENCY MANAGEMENT PLANNING	9,000	9,000	8,000	8,000	
-		SECTION TOTAL	9,000	9,000	8,000	8,000	
-		<u>PROTECTIVE INSPECTIONS</u>					
-		<u>BUILDING INSPECTION</u>					
(6,000)	01-2-29-2010	BUILDING INSPECTOR - CONTRACT	18,000	24,000	24,000	20,000	Assuming economic downturn will result in less inspections
-	01-2-29-2040	SUPPLIES	4,600	4,600	4,600	4,600	
-	01-2-29-2045	LIABILITY INSURANCE	400	400	400	400	
(500)	01-2-29-2050	LEGAL SERVICES	2,000	2,500	2,500	2,500	
-	01-2-29-2060	TRAVEL	-	-	-	-	
-	01-2-29-2080	ADVERTISING	100	100	100	-	
-		SECTION TOTAL	25,100	31,600	31,600	27,500	
-		<u>FIRE INSPECTION</u>					
-	01-2-29-2110	FIRE INSPECTOR - CONTRACT	7,500	7,500	7,000	7,000	
-	01-2-29-2130	WORKERS' COMPENSATION	200	200	200	200	
-	01-2-29-2140	SUPPLIES	1,500	1,500	1,500	1,500	
-	01-2-29-2145	LIABILITY INSURANCE	400	400	400	400	
(100)	01-2-29-2150	LEGAL SERVICES	400	500	500	500	
-	01-2-29-2170	TRAINING & MEMBERSHIPS	1,200	1,200	1,000	1,100	
-	01-2-29-2180	ADVERTISING	100	100	100	-	
-		SECTION TOTAL	11,300	11,400	10,700	10,700	
-		<u>ANIMAL AND PEST CONTROL</u>					
-	01-2-29-3100	STRAY ANIMALS	1,000	1,000	1,000	500	
-		<u>OTHER</u>					
-	01-2-29-9100	UNSIGHTLY/DANGEROUS BUILDINGS	1,200	1,200	1,200	1,200	
-		SECTION TOTAL	2,200	2,200	2,200	1,700	
		DEPARTMENT TOTAL	\$ 914,800	\$ 928,600	\$ 905,400	\$ 898,600	
		Budget Change in v2	\$ (13,800)				
			-1.5%				

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)

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

FIRE PROTECTION EXPENDITURE BUDGET							
ACCOUNT #	Note #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
		ADMINISTRATION					
(300)	01-2-24-1100	1 FIRE PREVENTION & ADVERTISING	\$ 1,700	\$ 2,000	\$ 2,000	\$ 1,600	No advertising at Curling Club this yr.
(400)	01-2-24-1200	2 COUNCIL HONORARIUMS & STAFF MEETING PAY *	4,600	5,000	5,000	4,800	Meeting Pay Roll back for managers during this fiscal year.
-	01-2-24-1300	3 LIABILITY INSURANCE	9,600	9,600	9,600	9,600	
(200)	01-2-24-1350	4 LEGAL SERVICES *	800	1,000	400	2,100	
-	01-2-24-1510	5 ASSOCIATION DUES - CHIEF & DEPUTY CHIEFS	800	800	800	800	
(1,800)	01-2-24-1520	6 CONVENTIONS - CHIEF	-	1,800	1,800	1,500	Event cancelled due to COVID-19
-	01-2-24-1620	EMPLOYMENT BENEFITS	5,000	5,000	3,500	3,500	
-	01-2-24-1640	TOWN PENSION/RRSP	-	-	2,100	-	
-	01-2-24-1650	MEDICAL PLAN	1,100	1,100	3,900	800	
-	01-2-24-1700	7 OFFICE SUPPLIES & IT SERVICES	1,500	1,500	1,500	1,700	
		FIRE FIGHTING FORCE					
-	01-2-24-1400	8 WORKERS COMP. (Super, Substitutes & Standby)	1,500	1,500	500	1,000	
-	01-2-24-1420	8 WORKERS COMP. - FIREFIGHTERS	7,600	7,600	7,600	7,600	
(500)	01-2-24-2010	9 SUPERINTENDENT	50,500	51,000	48,600	44,400	
-	01-2-24-2015	CAR ALLOWANCE - SUPERINTENDENT	600	600	500	600	
-	01-2-24-2020	10 STORM STAND-BY	2,100	2,100	2,100	2,000	
-	01-2-24-2030	11 HONORARIUMS - FIREFIGHTERS	50,400	50,400	49,400	49,400	
		WATER SUPPLY AND HYDRANTS					
-	01-2-24-5100	12 FIRE PROTECTION RATES *	340,800	340,800	325,400	325,400	
		TRAINING					
(5,000)	01-2-24-6020	13 TRAINING	15,000	20,000	20,000	20,000	The FDIC in Wolfville, EMS Symposium in Western Shore are just a couple events that have been cancelled that members would normally attend.
		FIRE STATIONS & BUILDINGS					
-	01-2-24-3010	14 TELEPHONE LINE RENTAL - ALARM	1,900	1,900	1,900	1,700	
-	01-2-24-7010	15 ANSWERING SERVICE	8,700	8,700	8,500	8,600	
-	01-2-24-7020	16 TELEPHONE	5,000	5,000	4,500	5,000	
-	01-2-24-7025	17 DATA INFORMATION SYSTEMS	3,900	3,900	3,900	3,900	
(1,900)	01-2-24-7030	18 HEATING FUEL	17,100	19,000	19,000	18,300	Assumed 10% benefit due to changing prices
-	01-2-24-7040	19 INSURANCE - BUILDING	7,900	7,900	8,100	7,900	
-	01-2-24-7050	20 ELECTRICITY	15,000	15,000	15,000	13,000	
-	01-2-24-7060	21 WATER	2,300	2,300	2,300	2,100	
-	01-2-24-7065	22 SEWER	8,700	8,700	7,700	7,300	
-	01-2-24-7070	23 JANITOR SUPPLIES	2,000	2,000	1,900	1,900	
-	01-2-24-7080	24 REPAIRS TO BUILDING	10,000	10,000	18,500	11,100	
		FIRE FIGHTING EQUIPMENT					
-	01-2-24-7090	25 INTEREST ON CAPITAL LOAN *	8,800	8,800	10,100	10,700	
-	01-2-24-8010	26 VEHICLE/EQUIP. MAINT. CONTRACT	13,600	13,600	8,600	7,600	
(800)	01-2-24-8020	27 GAS AND SUPPLIES	6,700	7,500	7,500	6,000	Assumed 10% benefit due to changing prices
-	01-2-24-8031	28 REPAIRS #1 2015	5,000	5,000	5,000	5,400	
-	01-2-24-8032	28 REPAIRS #2 '98 PUMPER/TANKER	4,000	4,000	4,000	400	
-	01-2-24-8033	28 REPAIRS #3 '10 PUMPER	3,500	3,500	3,500	5,200	
-	01-2-24-8034	28 REPAIRS #4 '02 HEAVY RESCUE	1,500	1,500	1,500	400	
-	01-2-24-8035	28 REPAIRS #5 '00 TANKER	500	500	2,000	900	
-	01-2-24-8036	28 REPAIRS #6 '02 TANKER	4,000	4,000	4,000	2,700	
-	01-2-24-8037	28 REPAIRS #7 '99 UTILITY	2,000	2,000	2,000	2,400	
-	01-2-24-8038	28 REPAIRS #8 BOAT & TRAILER	2,000	2,000	2,000	3,200	
-	01-2-24-8040	29 INSURANCE ON TRUCKS/EQUIPMENT	9,400	9,400	8,900	9,400	
-	01-2-24-8050	30 HOSE, CLOTHING AND EQUIPMENT	16,700	16,700	16,700	16,700	
-	01-2-24-8051	31 PPE - PERSONAL PROTECTIVE EQUIPMENT (TURNOUT GEAR)	12,000	12,000	2,000	-	
-	01-2-24-8060	32 GENERAL EQUIPMENT REPAIR	7,000	7,000	7,000	5,800	
-	01-2-24-8080	33 REPAIRS - RECHARGING EQUIPMENT	5,000	5,000	5,000	2,500	
-	01-2-24-8090	34 RADIO AND PAGING REPAIRS	1,000	1,000	1,000	600	
		OTHER					
-	01-2-24-9040	35 MEDICAL EXPENSES	1,500	1,500	1,000	1,200	
-	01-2-24-9045	36 FIRE FIGHTER RECOGNITION DINNER	2,500	2,500	2,500	2,500	
-	01-2-24-9050	37 RENTAL - BLUE STORAGE BUILDING	600	600	600	600	
		DEPARTMENT TOTAL	\$ 683,400	\$ 694,300	\$ 670,900	\$ 641,800	
		Budget Change in v2	\$ (10,900)				
			-1.6%				
		<i>*Non-shareable expense</i>					
		BUDGET REVENUE	2020/21	2020/21 v1	2019/20	2019/20	
		Dist 1&2 Cost Sharing					
		Dept Total	\$ 683,400	\$ 694,300	\$ 670,900	\$ 641,800	
		Less: Honorariums & Meeting Pay	(4,600)	(5,000)	(5,000)	(4,800)	
		Legal	(800)	(1,000)	(400)	(2,100)	
		Fire Protection Rates	(340,800)	(340,800)	(325,400)	(325,400)	
		Interest	(8,800)	(8,800)	(10,100)	(10,700)	
			328,400	338,700	330,000	298,800	
		Dist Share @ 50%	164,200	169,350	165,000	149,400	
		Add: 6.5% Administration	10,673	11,008	10,725	9,711	
			\$ 174,870	\$ 180,360	\$ 175,730	\$ 159,110	

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**

Due to COVID-19 financial restrictions the Curling Club Ad has been eliminated for fiscal 2020-21.

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~~ \$1,700 for fiscal 20-21.

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

Staff meeting pay has been eliminated in fiscal 2020-21 due to the financial constraints of COVID-19.

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**

As events have been cancelled due to COVID-19 travel restrictions this expense has been eliminated for fiscal 2020-21 only.

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

As many events have been cancelled due to COVID-19 travel restrictions this expense has been reduced by \$5,000, noting that this applies to fiscal 2020-21 only..

The Town and Districts will cost share ~~\$20,000~~-\$15,000 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~~-\$15,000 in fiscal 20-21.*

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	<u>600</u>
	<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
	\$7,000

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.

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

TRANSPORTATION SERVICES EXPENDITURE BUDGET							
				2020/21	2020/21	2019/20	2019/20
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
COMMON SERVICES							
ADMINISTRATION							
-	01-2-31-1002	1	ACCESSIBILITY PLAN DEVELOPMENT	\$ 2,000	\$ 2,000	\$ -	\$ -
(900)	01-2-31-1005		MEETING PAY - TRANSPORTATION SERVICES	-	900	900	500
(200)	01-2-31-1010	1.1	SALARY - ENGINEER	18,500	18,700	18,700	18,700
(150)	01-2-31-1011	1.2	FACILITY SUPERINTENDENT (salary & benefits)	15,050	15,200	14,600	14,600
-	01-2-31-1015		CAR ALLOWANCE - ENGINEER/SUPER.	900	900	600	800
-	01-2-31-1020	2	TELEPHONE & INTERNET	3,500	3,500	3,200	3,500
-	01-2-31-1030	3	SUPPLIES & COMPUTER - ENGINEER	2,000	2,000	2,000	1,400
-	01-2-31-1040	4	ADVERTISING	1,000	1,000	1,000	800
-	01-2-31-1050	5	SURVEY/APPRAISALS	1,000	1,000	1,000	-
-	01-2-31-1300	6	LIABILITY INSURANCE	6,400	6,400	6,400	6,700
(3,000)	01-2-31-1350	7	LEGAL SERVICES	12,000	15,000	12,000	11,000
-	01-2-31-1520	8	TRAVEL/SEMINARS - ENGINEER/WORK FORCE	5,000	5,000	4,000	4,100
-	01-2-31-1400	9	WORKERS COMPENSATION	10,700	10,700	7,300	7,300
-	01-2-31-1620	9	EMPLOYMENT BENEFITS: CPP/EI	34,500	34,500	28,300	28,300
-	01-2-31-1640		TOWN PENSION/RRSP	27,600	27,600	23,400	23,400
-	01-2-31-1650	9	MEDICAL PLAN	32,400	32,400	25,800	25,800
-	01-2-31-1660	9	OTHER BENEFITS	15,600	15,600	13,300	13,300
GENERAL EQUIPMENT							
-	01-2-31-3030		REPAIR TO MISCELLANEOUS EQUIPMENT	2,000	2,000	2,000	3,700
-	01-2-31-3040	10	REPAIRS - TRACKLESS	3,000	3,000	3,000	7,300
-	01-2-31-3041	10	REPAIRS - 1993 GMC TOPKICK	-	-	8,000	7,500
-	01-2-31-3047	10	REPAIRS - 2019 HV607 INTERNATIONAL	3,000	3,000	-	-
-	01-2-31-3042	10	REPAIRS - 2002 GMC TOPKICK	12,000	12,000	12,000	18,700
-	01-2-31-3043	10	REPAIRS - 2009 INTERNATIONAL	14,000	14,000	14,000	8,500
3,500	01-2-31-3044	10	REPAIRS - 2002 F150 1/2 TON (defer replacement to fiscal 21/22)	3,500	-	3,000	6,500
(2,500)	01-2-31-3048	10	REPAIRS - REPLACEMENT FOR 2002 F150	-	2,500	-	-
3,500	01-2-31-3049	10	REPAIRS - 2008 DODGE 1/2 TON (formerly Electric Utility)	3,500	-	-	-
-	01-2-31-3046	10	REPAIRS - 2011 F250 3/4 TON	2,500	2,500	2,500	2,200
-	01-2-31-3050	11	REPAIRS - HOUGH/PAYLOADER	4,000	4,000	3,000	6,300
-	01-2-31-3060	12	REPAIRS - BACKHOE	4,000	4,000	3,000	5,000
-	01-2-31-3061	13	REPAIRS -2019 ASPHALT ROLLER	500	500	-	-
-	01-2-31-3070	14	INSURANCE ON EQUIPMENT	7,000	7,000	7,000	7,300
-	01-2-31-3080	15	TIRES, CHAINS, ETC.	6,000	6,000	6,000	3,900
(4,000)	01-2-31-3090	16	GAS, OIL, ANTIFREEZE, ETC.	36,000	40,000	40,000	40,000
SMALL TOOLS AND EQUIPMENT							
-	01-2-31-4100	17	TWO-WAY RADIO SYSTEM	1,000	1,000	1,000	-
-	01-2-31-4110	18	SMALL TOOLS & EQUIPMENT	2,500	2,500	2,500	3,200
WORKSHOPS, YARDS & OTHER BLDGS.							
-	01-2-31-5010		RENTAL OF ARMOURIES	1,200	1,200	1,200	1,200
-	01-2-31-5031	19	VRB - REPAIRS & MAINTENANCE	3,000	3,000	4,500	3,000
-	01-2-31-5032	19	VRB - LEGAL	200	200	200	100
-	01-2-31-5033	19	VRB - INSURANCE	2,300	2,300	2,300	2,200
-	01-2-31-5034	19	VRB - SEWER	500	500	500	500
-	01-2-31-5035	19	VRB - ELECTRIC	2,200	2,200	2,500	1,800
-	01-2-31-5036	19	VRB - WATER	500	500	500	500
-	01-2-31-5037	19	VRB - SECURITY/PHONE	1,500	1,500	1,500	1,400
				304,050	307,800	282,700	291,000

TRANSPORTATION SERVICES EXPENDITURE BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
-		<u>ROADS AND STREETS</u>					
(400)	01-2-32-3110	20 SALARY - SUPERINTENDENT	38,100	38,500	31,800	32,500	
(42,700)	01-2-32-3120	21 LABOUR - PUBLIC WORKS	177,300	220,000	210,000	210,000	Hiring freeze for unfilled positions to Oct.1
-		STREET REPAIRS - HURRICANE DORIAN	-	-	-	23,700	
-	01-2-32-3210	22 GRAVEL & STONE	5,000	5,000	5,000	5,000	
-	01-2-32-3220	COLAS (ASPHALT TACK COAT)	1,000	1,000	1,000	1,000	
-	01-2-32-3250	23 TREE MAINTENANCE	10,000	10,000	10,000	13,900	
-	01-2-32-3270	CLOTHING	3,200	3,200	2,500	2,500	
-	01-2-32-3280	24 INFRASTRUCTURE SUPPLIES	15,000	15,000	15,000	15,000	
(4,200)	01-2-32-3610	25 LABOUR - STREET CLEANING AND LEAVES	17,800	22,000	22,000	15,000	Hiring freeze for unfilled positions to Oct.1
-	01-2-32-3620	25 SUPPLIES - STREET CLEANING	1,200	1,200	1,200	-	
(550)	01-2-32-3700	26 LABOUR - SNOW & ICE CONTROL	53,950	54,500	53,500	26,800	
-	01-2-32-3710	27 EQUIP RENTAL/CONTRACTED SNOW REMOVAL	500	500	500	300	
-	01-2-32-3720	28 SALT (INC TRANSPORTATION)/SAND	83,000	83,000	83,000	71,100	
-	01-2-32-3240	29 ASPHALT FOR PATCHING	50,000	50,000	50,000	30,000	
-	01-2-32-3300	30 SIDEWALK REPAIRS (LABOUR & MATERIALS)	22,000	22,000	22,000	15,000	
(10,000)	01-2-32-3950	31 CRACK SEALING STREETS	-	10,000	10,000	-	Removed as cost saving measure
-		<u>INTEREST ON LOANS</u>					
-	01-2-32-3970	32 INTEREST ON CAPITAL LOAN - ROADS/STREETS	24,000	24,000	20,600	20,600	
-	01-2-32-7050	32 INTEREST ON CAPITAL LOAN-PARKING METERS	200	200	400	400	
-		<u>STREET & HIGHWAY LIGHTING</u>					
-	01-2-32-5100	33 STREET LIGHTING	112,200	112,200	110,500	110,500	
-		<u>TRAFFIC SERVICES</u>					
-	01-2-32-6030	34 PAINT STREET LINES (CONTRACTOR)	7,000	7,000	7,000	7,000	
-	01-2-32-6035	34 LINE PAINTING (PW - LABOUR & MATERIALS)	6,800	6,800	6,800	3,900	
-	01-2-32-6060	34 TRAFFIC SIGNS & POSTS	3,500	3,500	3,500	3,500	
-		<u>PARKING</u>					
(50)	01-2-32-7015	35 LABOUR - COLLECTION	3,450	3,500	3,500	3,500	
(50)	01-2-32-7016	35 LABOUR - ADMIN/COIN ROLLING	3,950	4,000	3,000	4,000	
(5,000)	01-2-32-7020	36 PARKING METER SUPPLIES (INCL REPAIRS)	15,000	20,000	16,000	17,000	Due to no or little activity defer maintenance until 21/22
-	01-2-32-7030	PARKING LOT LIGHT	400	400	400	400	
-	01-2-32-7040	ADVERTISING - PARKING REG.	400	400	400	-	
-		<u>PUBLIC TRANSIT</u>					
-	01-2-35-0010	37 JOINT TRANSIT	-	-	-	-	
			654,950	717,900	689,600	632,600	
		DEPARTMENT TOTAL	\$ 959,000	\$ 1,025,700	\$ 972,300	\$ 923,600	
		Budget Change in v2	\$ (66,700)				
			-6.5%				

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	<u>4,400</u>
	<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, 2011 Ford ¾ ton and 2008 Dodge ½ ton. 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, backhoe, trackless, loader and small vehicle fleet.
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

Removed in fiscal 20-21 due to the financial constraints of COVID-19.

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	2,653
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	\$50,000
Parking Fines	<u>2,500</u>
	<u>52,500</u>
<u>Expenses</u>	
Public Works labour for coin collection	3,450
Administrative labour	3,950
Repairs, maintenance & supplies	15,000
Advertising	400
Interest on capital loan	<u>200</u>
	<u>23,000</u>
Net Revenue	<u>\$29,500</u>
By-law Enforcement costs (See: Other Protective Services Budget)	<u>NIL</u>

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

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

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

ENVIRONMENTAL HEALTH SERVICES EXPENDITURE BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
SEWAGE COLLECTION AND DISPOSAL							
(400)	01-2-42-2010	2	ENGINEER & SUPERINTENDENT	\$ 38,900	\$ 39,300	\$ 35,700	\$ 35,700
(50)	01-2-42-2011	2.1	FACILITY SUPERINTENDENT (salary & benefits)	4,450	4,500	4,400	4,400
(200)	01-2-42-2020	3	LABOUR - PUBLIC WORKS	21,800	22,000	17,900	22,000
(200)	01-2-42-2023	4	HONORARIUMS/STAFF MEETING PAY	2,500	2,700	2,700	2,700
-	01-2-42-2025	5	FRINGE BENEFITS	10,000	10,000	8,900	8,900
-	01-2-42-2027	6	PW STAFF TRAINING AND TRAVEL	2,000	2,000	2,000	500
-	01-2-42-2030	7	MATERIALS AND SUPPLIES	16,000	16,000	12,000	20,700
-	01-2-42-2031	7.1	CATCH BASIN CLEANING	40,000	40,000	20,000	20,800
-	01-2-42-2035		COMPUTER MAINTENANCE	3,000	3,000	2,000	4,000
-	01-2-42-2040		LEGAL COSTS	50,000	50,000	15,000	15,000
-			SEWAGE LIFT STATION				
-	01-2-42-3010	8	ELECTRICITY	49,200	49,200	49,200	45,000
-	01-2-42-3020	9	MAINTENANCE (MATERIALS & LABOUR)	25,000	25,000	15,000	25,000
-	01-2-42-3021	9.1	LIFT STATION CLEANING	25,000	25,000	20,000	25,000
-	01-2-42-3030		INSURANCE - PUMPING STATIONS	3,400	3,400	3,300	3,400
-	01-2-42-3031	9.2	REPAIRS/MAINTENANCE-2005 Chev 1/2 ton	3,500	3,500	-	-
-		10	SEWAGE TREATMENT PLANT				
(950)	01-2-42-4010	11	SALARY - TREATMENT PLANT	101,050	102,000	93,000	93,000
-	01-2-42-4025	11.1	PROCESS ENGINEERING SUPPORT FOR WWTP	30,000	30,000	-	-
-	01-2-42-4020	12	EMPLOYEE BENEFITS - TREATMENT PLANT	22,000	22,000	21,500	21,500
-	01-2-42-4035	13	TRAINING, TRAVEL AND MEMBERSHIPS	6,000	6,000	6,000	3,000
-	01-2-42-4040		OFFICE SUPPLIES	300	300	300	300
-	01-2-42-4050	15	CLOTHING	1,500	1,500	1,500	1,000
-	01-2-42-4060	16	JANITOR CONTRACT/SUPPLIES	2,000	2,000	2,000	1,700
-	01-2-42-4100	17	PUBLIC WORKS DEPT. - LABOR	2,000	2,000	1,000	1,700
-	01-2-42-4110	18	ELECTRICITY	222,000	222,000	217,000	215,000
-	01-2-42-4120		TELEPHONE/INTERNET/CELL PHONE/MODEM	4,500	4,500	4,000	4,500
-	01-2-42-4130	18.1	WATER	20,000	20,000	9,000	22,000
1,800	01-2-42-4150		BUILDING/YARD MAINTENANCE	6,800	5,000	3,000	6,200
-	01-2-42-4160		INSURANCE	15,100	15,100	12,900	15,100
-	01-2-42-4200	19	LABORATORY EQUIP, TESTING & SUPPLIES (included \$15,000 for Harbour Testing in fiscal 18-19)	15,000	15,000	12,000	13,000
-	01-2-42-4201		ENVIRONMENTAL ASSESSMENTS	5,000	5,000	5,000	-
-	01-2-42-4210	19.1	CHEMICALS	32,000	32,000	30,000	30,000
-	01-2-42-4220	20	SLUDGE DISPOSAL -TRUCKING FEES	25,000	25,000	25,000	22,000
-	01-2-42-4225	21	SLUDGE DISPOSAL - LAGOON/COMPOST FEES	60,000	60,000	50,000	57,000
-	01-2-42-4240	22	UV LAMP/PROBE REPLACEMENT	4,000	4,000	4,000	4,000
-	01-2-42-4250		SMALL TOOLS & EQUIPMENT	1,000	1,000	1,000	1,000
-	01-2-42-4260		EQUIPMENT MAINTENANCE	55,000	55,000	45,000	50,000
-	01-2-42-4300	23	SMALL CAPITAL EQUIPMENT	10,000	10,000	11,500	11,500
-	01-2-42-4302	23.1	BIOFILTER MEDIA RESERVE	11,500	11,500	-	-
-			PLANT REPAIRS - HURRICANE DORIAN	-	-	-	150,700
-			INSURANCE RECOVERY				(100,700)
-			INTEREST ON SEWER LOANS				
-	01-2-42-4170	24	INTEREST ON CAPITAL LOAN	27,000	27,000	27,400	27,400
				973,500	973,500	790,200	884,000
GARBAGE & WASTE COLLECTION AND DISPOSAL							
-			ADMINISTRATION				
-	01-2-43-1100	25	HONORARIUMS	1,200	1,200	1,100	1,100
-	01-2-43-1120	26	ADVERTISING/CALENDAR	1,000	1,000	1,000	1,000
(400)	01-2-43-1200		LEGAL SERVICES	1,600	2,000	2,000	10,000
-			GARBAGE AND WASTE COLLECTION				
-	01-2-43-2010	27	CONTRACT	212,000	212,000	228,300	228,300
-	01-2-43-2020		LABOUR - PUBLIC WORKS	5,000	5,000	7,000	2,000
-	01-2-43-2025	28	GARBAGE COLLECTION SUPPLIES	1,500	1,500	1,500	1,000
-	01-2-43-2030	29	PUBLIC EDUCATION/OTHER	500	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	155,000
-	01-2-43-5025	32	LANDFILL SITE & WELL MONITORING	5,300	5,300	5,300	5,300
-	01-2-43-5030	33	REGION 6 MUNICIPAL CONTRIBUTION	2,000	2,000	1,900	1,900
				385,100	385,500	403,600	405,800
			DEPARTMENT TOTAL	\$ 1,358,600	\$ 1,359,000	\$ 1,193,800	\$ 1,289,800
			Budget Change in v2	\$ (400)			
				0.0%			

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

Staff meeting pay has been eliminated in fiscal 2020-21 due to the financial constraints of COVID-19.

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. The cleaning of catch basins has been allocated to a separate account, see 7.1 below.

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 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.

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

ENVIRONMENTAL DEVELOPMENT SERVICES EXPENDITURE BUDGET							
ACCOUNT #	Note #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
PUBLIC HEALTH AND WELFARE SERVICES							
PUBLIC HEALTH							
-	01-2-51-1000	1 TRANSFER TO CEMETERY	\$ 40,700	\$ 40,700	\$ 43,300	\$ 45,800	see Cemetery budget for details
HOUSING							
-	01-2-52-1000	2 REGIONAL HOUSING CORPORATION	22,000	22,000	22,000	22,000	
ENVIROMENTAL PLANNING & ZONING							
(500)	01-2-61-1050	3 COUNCIL & COMMITTEE HONORARIUMS	9,300	9,800	9,100	9,100	Meeting Pay Roll back for managers during this fiscal year.
(700)	01-2-61-1070	4 SALARY - PLANNING (Planner, TMC)	73,100	73,800	71,100	71,000	
-	01-2-61-1080	4 BENEFITS - PLANNING (Planner, TMC)	17,000	17,000	10,300	10,300	
-	01-2-61-1090	5 MEMBERSHIP FEES	900	900	900	900	
(1,200)	01-2-61-1095	TRAINING	800	2,000	2,000	2,000	No training, external mtg expenses only
(1,000)	01-2-61-1100	6 ADVERTISING & MISC. EXPENSES	1,500	2,500	1,500	1,500	Anticipated reduction in advertising for planning matters
(500)	01-2-61-1130	STATIONARY & SUPPLIES	1,500	2,000	2,000	3,500	Efficiency savings thru digital permits
-	01-2-61-1140	7 GEOGRAPHIC INFORMATION SYSTEMS	-	-	1,300	-	
(2,200)	01-2-61-1300	8 LEGAL COSTS - PLANNING	8,800	11,000	5,000	11,000	
			112,900	119,000	103,200	109,300	
COMMUNITY DEVELOPMENT							
-	01-2-62-3000	LQRDA COSTS/SSREN	-	-	-	-	
OLD FIRE HALL							
-	01-2-62-9050	10 PROPERTY TAX	3,100	3,100	3,400	3,400	
(1,100)	01-2-62-9100	11 FUEL	9,900	11,000	8,500	11,000	Assumed 10% benefit due to changing prices
-	01-2-62-9200	12 INSURANCE	3,100	3,100	3,000	3,100	
-	01-2-62-9300	13 ELECTRICITY	4,700	4,700	4,700	4,100	
-	01-2-62-9400	14 WATER	600	600	600	600	
-	01-2-62-9500	15 SEWER	2,100	2,100	2,100	2,100	
-	01-2-62-9599	FACILITY SUPERINTENDENT (salary & benefits)	1,500	1,500	1,500	1,500	
-	01-2-62-9600	16 REPAIRS TO BUILDING (previously included legal)	2,000	2,000	9,000	2,000	
-	01-2-62-9601	INTEREST ON CAPITAL LOAN	1,400	1,400	1,700	1,700	
(600)	01-2-62-9602	LEGAL FEES	2,400	3,000	2,000	3,000	
			30,800	32,500	36,500	32,500	
CN STATION							
(300)	01-2-62-9720	17 FUEL	2,500	2,800	2,500	2,300	Assumed 10% benefit due to changing prices
-	01-2-62-9730	19 INSURANCE	2,100	2,100	2,100	2,100	
-	01-2-62-9740	20 ELECTRICITY	2,500	2,500	2,000	2,000	
-	01-2-62-9750	21 WATER	500	500	500	500	
-	01-2-62-9760	22 SEWER	1,200	1,200	1,200	1,200	
-	01-2-62-9765	22 PROPERTY TAXES	10,900	10,900	10,900	10,700	
-	01-2-62-9769	FACILITY SUPERINTENDENT (salary & benefits)	1,500	1,500	1,500	1,500	
-	01-2-62-9770	23 REPAIR AND MAINTENANCE	1,000	1,000	3,000	500	
(100)	01-2-62-9771	LEGAL	400	500	500	200	
			22,600	23,000	24,200	21,000	
LUNENBURG ACADEMY							
(15,000)	01-2-62-9801	24 DEVELOPMENT COORDINATOR CONTRACT - Grant	15,000	30,000	30,000	30,000	Reduce by 50% due to budgetary restrictions
-	01-2-62-9805	25 CUSTODIAL SERVICES CONTRACT	6,600	6,600	6,600	6,600	
(50)	01-2-62-9807	25 WAGES & BENEFITS (PW LABOUR)	3,750	3,800	3,800	3,800	
-	01-2-62-9820	26 CONSULTING FEES	2,000	2,000	2,000	-	
(3,000)	01-2-62-9822	27 LEGAL FEES	12,000	15,000	9,000	20,000	
-	01-2-62-9830	28 TELEPHONE/ALARM SYSTEM	3,000	3,000	3,000	3,000	
-	01-2-62-9840	29 ADVERTISING	1,000	1,000	1,000	500	
(5,200)	01-2-62-9850	30 FUEL	46,800	52,000	50,000	48,200	Assumed 10% benefit due to changing prices
-	01-2-62-9855	31 INSURANCE	25,600	25,600	23,100	25,600	
-	01-2-62-9860	32 ELECTRICITY	13,100	13,100	13,100	11,200	
-	01-2-62-9865	33 WATER	3,000	3,000	4,500	2,500	
-	01-2-62-9870	34 SEWER	6,200	6,200	6,200	6,000	
-	01-2-62-9872	PROPERTY TAXES (previously 100% commercial exempt)	30,500	30,500	-	-	
(150)	01-2-62-9879	FACILITY SUPERINTENDENT (salary & benefits)	18,850	19,000	18,400	18,400	
(2,000)	01-2-62-9880	35 REPAIRS TO BUILDING	20,000	22,000	22,000	22,000	decrease repair and maintenance re: budgetary restrictions, large capital maintenance program in progress
-	01-2-62-9881	36 JANITORIAL SUPPLIES	1,000	1,000	1,000	1,000	
-	01-2-62-9882	37 ELEVATOR MAINTENANCE	3,000	3,000	3,000	3,000	
(3,000)	01-2-62-9884	38 FURNACE REPAIRS	-	3,000	3,000	500	Furnace repairs to come out of R&M budget, eliminate line item for good
-	01-2-62-9895	INTEREST ON CAPITAL LOAN	13,400	13,400	8,300	9,400	
			224,800	253,200	208,000	211,700	

ENVIRONMENTAL DEVELOPMENT SERVICES EXPENDITURE BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
-							
-		ANNEX BUILDING - 17 TANNERY ROAD					
-	01-2-62-9950	REPAIRS TO BUILDING	-	-	-	2,000	
-	01-2-62-9951	LEGAL FEES	-	-	-	-	
-	01-2-62-9915	39 INSURANCE	1,200	1,200	1,200	1,200	
-			1,200	1,200	1,200	3,200	
-		ECONOMIC DEVELOPMENT & TOURISM					
(1,500)	01-2-69-1020	40 TOURISM EXPENSES	2,000	3,500	3,500	2,000	Eliminate the portable toilets next to Town Hall this summer
-	01-2-69-2100	41 SUPPLIES	3,000	3,000	3,000	4,500	
-	01-2-69-2200	42 TRAVEL	100	100	100	-	
-	01-2-69-2300	43 ADVERTISING	1,000	1,000	1,000	1,100	
-	01-2-69-2350	44 TOWN CRIER	200	200	200	200	
-	01-2-69-2400	45 INTERNET COSTS	5,500	5,500	5,500	5,500	
-	01-2-69-2500	46 STRATEGIC PLAN/MUNICIPAL COLLABORATION	-	-	-	-	
-	01-2-69-2600	47 COMMUNICATIONS	10,000	10,000	10,000	10,000	
			21,800	23,300	23,300	23,300	
-		VISITOR SERVICE CENTRE					
-	01-2-69-1100	48 PUBLIC WASHROOMS	-	-	-	-	
-	01-2-69-1101	48 PUBLIC WASHROOMS-CLEANING SERVICES/SUPPLIES	8,800	8,800	8,800	8,500	
-	01-2-69-1102	48 PUBLIC WASHROOMS-REPAIRS & MAINTENANCE	2,000	2,000	2,000	1,700	
-	01-2-69-1103	48 PUBLIC WASHROOMS-ELECTRIC	1,100	1,100	1,100	1,100	
-	01-2-69-1104	48 PUBLIC WASHROOMS-WATER	1,500	1,500	1,500	1,400	
-	01-2-69-1105	48 PUBLIC WASHROOMS-PHONE/SECURITY	800	800	800	800	
-	01-2-69-1106	48 PUBLIC WASHROOMS-SEWER CHARGES	500	500	500	500	
-	01-2-69-1107	48 PUBLIC WASHROOMS-INSURANCE	400	400	400	400	
			15,100	15,100	15,100	14,400	
		DEPARTMENT TOTAL	\$ 491,900	\$ 530,000	\$ 476,800	\$ 483,200	
		Budget Change in v2	\$ (38,100)				
			-7.2%				

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

Staff meeting pay has been eliminated in fiscal 2020-21 due to the financial constraints of COVID-19.

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	\$19,000
Expenditure Budget	\$30,800
Net Estimated Operating Cost	\$11,800

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	\$13,500
Expenditure Budget	\$22,600
Net Estimated Operating Cost	\$9,100

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	\$186,600
Expenditure Budget	\$224,800
Net Estimated Operating Cost	\$38,200

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. *This account has been eliminated and combined with building maintenance account.*

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

Due to the financial restrictions of COVID-19 the Portal Toilet Rentals have been eliminated for fiscal 2020-21.

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.

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET							
ACCOUNT #		DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
RECREATION FACILITIES							
-	01-2-71-8002	1.1 ACCESSIBILITY PLAN DEVELOPMENT	\$ 2,000	\$ 2,000	\$ -	\$ -	
(200)	01-2-71-8001	1.11 FACILITY SUPERINTENDENT (salary & benefits)	18,700	18,900	18,400	18,400	
(3,500)	01-2-71-8003	1.12 REPAIRS/MAINTENANCE - 2008 Van (Facilities & Rec) - Defer Van Replacement in Water Utility	-	3,500	-	-	
			\$ 20,700	\$ 24,400	\$ 18,400	\$ 18,400	
PARKS AND PLAYGROUNDS							
(5,250)	01-2-71-8010	1 LABOUR - PARKS & PLAYGROUNDS	\$ 20,750	\$ 26,000	\$ 26,000	\$ 20,000	Hiring freeze for unfilled positions to Oct.1
-	01-2-71-8020	2 MOWING CONTRACT	20,000	20,000	15,500	18,000	
-	01-2-71-8030	3 LIGHTING - PARKS	3,000	3,000	3,000	2,800	
-	01-2-71-8040	4 REPAIRS TO EQUIPMENT/PARK	3,000	3,000	3,000	2,500	
(1,000)	01-2-71-8050	5 SUPPLIES	14,500	15,500	13,500	13,500	Gardens, plantings
(300)	01-2-71-8060	6 LEGAL FEES	1,200	1,500	1,500	1,000	
-	01-2-71-8070	7 INSURANCE	1,400	1,400	900	1,400	
(6,000)	01-2-71-8071	7.1 SPLASH PAD OPERATIONS	-	6,000	-	-	Assumed this won't be built until either fall 2020 or spring 2021.
-	01-2-70-5100	8 INTEREST ON CAPITAL LOAN - LWMCC	3,300	3,300	5,100	2,000	
-	01-2-70-5101	8 INTEREST ON CAPITAL LOAN - BOAT LAUNCH	7,600	7,600	8,200	8,200	
			74,750	87,300	76,700	69,400	
ARENA & COMMUNITY CENTRE							
SALARIES							
(1,150)	01-2-70-1010	9 SALARIES AND WAGES - ARENA	\$ 120,450	\$ 121,600	\$ 116,800	\$ 116,800	
(900)	01-2-70-1015	9 SALARIES & WAGES - COMMUNITY CENTRE	88,700	89,600	84,000	84,000	
(150)	01-2-70-1017	9 SALARIES & WAGES - FIELDS	17,350	17,500	16,800	16,800	
(300)	01-2-70-1020	9 SALARIES - PORTION TOWN HALL	30,500	30,800	30,100	30,100	
(800)	01-2-70-1050	10 HONORARIUMS & STAFF MEETING PAY	1,300	2,100	2,100	2,100	Meeting Pay Roll back for managers during this fiscal year.
			258,300	261,600	249,800	249,800	
FRINGE BENEFITS							
-	01-2-70-2010	11 EI AND CPP	16,200	16,200	15,500	15,500	
-	01-2-70-2015	TOWN PENSION	13,600	13,600	13,000	13,000	
-	01-2-70-2020	12 GROUP INSURANCE	13,300	13,300	12,800	12,800	
-	01-2-70-2025	13 WORKERS COMPENSATION	5,100	5,100	3,800	3,800	
-	01-2-70-2030	14 CLOTHING	800	800	800	800	
-	01-2-70-2040	15 MEMBERSHIP FEES	400	400	400	400	
-	01-2-70-2050	16 OTHER BENEFITS	10,000	10,000	10,000	10,000	
			59,400	59,400	56,300	56,300	
TRAVEL/TRAINING							
(200)	01-2-70-3010	17 REC DIRECTOR/STAFF -TRAVEL	600	800	800	800	Reduced travel for Rec Director - virtual association meetings
-	01-2-70-3015	REC DIRECTOR - CONVENTION	-	-	-	-	
(1,000)	01-2-70-3016	18 REC DIRECTOR - TRAINING	-	1,000	1,900	1,900	Conferences cancelled
-	01-2-70-3020	STAFF TRAINING	700	700	700	500	
			1,300	2,500	3,400	3,200	
ADMINISTRATION							
-	01-2-70-4010	19 OFFICE SUPPLIES & COMPUTER MTCE	1,500	1,500	1,500	1,500	
-	01-2-70-4015	20 TELEPHONE	3,400	3,400	3,400	3,400	
-	01-2-70-4025	21 SOCAN FEES/AMUSEMENT LICENSES	300	300	300	300	
(500)	01-2-70-4030	22 AUDIT & LEGAL FEES	4,500	5,000	3,500	7,000	
			9,700	10,200	8,700	12,200	
ARENA - (FACILITY COSTS)							
-	01-2-70-5015	23 JANITOR SUPPLIES	1,500	1,500	1,500	1,500	
(5,600)	01-2-70-5020	24 REPAIRS & MAINT. - BUILDING	26,000	31,600	25,500	26,000	See revised note
-	01-2-70-5025	25 REPAIRS & MAINT. - ICE MACHINE	3,500	3,500	3,500	3,500	
-	01-2-70-5030	26 ELECTRICITY	65,000	65,000	62,000	59,000	
-	01-2-70-5035	27 PROPANE	5,300	5,300	5,300	5,300	
-	01-2-70-5040	28 WATER	7,500	7,500	7,500	7,000	
-	01-2-70-5045	29 SEWER	2,600	2,600	2,100	2,000	
-	01-2-70-5050	30 TELEPHONE + ALARM LINE + WIFI	2,600	2,600	2,500	2,500	
-	01-2-70-5055	INSURANCE	9,300	9,300	9,300	9,300	
-	01-2-70-6000	BEVERAGE MACHINE EXPENDITURES	-	-	-	-	

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET								
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-			AUDITORIUM - (FACILITY COSTS)					
-	01-2-70-5510	31	JANITOR SUPPLIES	2,200	2,200	2,200	2,200	
(1,200)	01-2-70-5515	32	REPAIRS & MAINTENANCE	11,000	12,200	12,200	10,000	See revised note
-	01-2-70-5520	33	ELECTRICITY	7,200	7,200	7,200	6,500	
(1,400)	01-2-70-5525	34	FUEL OIL	12,100	13,500	10,500	13,300	Assumed 10% benefit due to changing prices
-	01-2-70-5530	35	WATER	1,300	1,300	1,300	1,300	
-	01-2-70-5535	36	SEWER	2,600	2,600	2,100	2,000	
-	01-2-70-5540	37	INSURANCE	5,900	5,900	5,900	5,900	
-			GROUNDS					
-	01-2-70-5610	38	REPAIRS & MAINT. - MOWERS	1,500	1,500	1,500	1,500	
(2,000)	01-2-70-5615	39	FIELD MAINTENANCE	2,000	4,000	4,000	2,000	Anticipated staff will be able to carry out necessary work at same costs as fiscal 19-20
(1,500)	01-2-70-5620	40	PARKING LOT MAINTENANCE	-	1,500	1,500	-	Deferred, PW to carry out patching
				169,100	180,800	167,600	160,800	
			PROGRAMS					
(3,300)	01-2-70-6010	41	INSTRUCTOR FEES	3,200	6,500	6,500	6,500	Assumed only 50% of programs will be carried out
(1,500)	01-2-70-6015	42	SUPPLIES/ADVERTISING	2,000	3,500	3,500	3,500	Assumed only 50% of programs will be carried out
-	01-2-70-6030	44	AFTER THE BELL (Prov. Grant)	-	-	8,500	8,500	
-	01-2-70-6033	45	PRO KIDS	1,000	1,000	1,000	1,000	
				6,200	11,000	19,500	19,500	
-			SMALL FURNITURE & EQUIPMENT					
(1,600)	01-2-70-7010	46	TABLES & CHAIRS/SMALL CAPITAL	-	1,600	1,600	1,600	Removed due to budgetary restrictions however if revenues are higher than anticipated staff could ask Council to reconsider in January 2021
				-	1,600	1,600	1,600	
			TOTAL EXPENDITURES ARENA & LWMCC	\$ 504,000	\$ 527,100	\$ 506,900	\$ 503,400	
-			CULTURAL BUILDINGS & FACILITIES					
-			CAPTAIN ANGUS J. WALTERS HOUSE					
-	01-2-72-4260	47	TELEPHONE/ALARM	600	600	600	600	
(200)	01-2-72-4230	47.1	ELECTRICITY	900	1,100	-	-	Carry over of Costal Action Lease
-	01-2-72-4240	47.1	WATER	400	400	-	-	
-	01-2-72-4250	47.1	SEWER	400	400	-	-	
-	01-2-72-4270	48	INSURANCE	1,000	1,000	1,000	1,000	
(100)	01-2-72-4275		LEGAL	400	500	-	200	
-	01-2-72-4310	49	REPAIRS & MAINTENANCE	500	500	500	100	
				4,200	4,500	2,100	1,900	
-			LIBRARY					
-	01-2-72-5010	50	JANITOR CONTRACT/SUPPLIES	3,000	3,000	3,000	3,000	
-	01-2-72-5030	51	FURNACE FUEL	-	-	2,000	-	
-	01-2-72-5040	52	ELECTRICITY	-	-	1,500	200	
-	01-2-72-5050	53	WATER	-	-	300	200	
-	01-2-72-5055	54	SEWER	-	-	1,200	700	
-	01-2-72-5060		TELEPHONE	600	600	600	200	
-	01-2-72-5070		INSURANCE	-	-	700	800	
-	01-2-72-5080	55	RENT - LUNENBURG ACADEMY	36,000	36,000	36,000	36,000	
-	01-2-72-5090	56	SUPPLIES & EXPENSES	2,000	2,000	2,000	1,000	
(6,000)	01-2-72-5091	57	SUNDAY STAFF WAGES	-	6,000	6,000	6,000	With new funding model this expenditure can be eliminated
				41,600	47,600	53,300	48,100	
-			TRANSFER TO REGIONAL LIBRARY					
3,800	01-2-72-5095	58	TRANSFER TO REGIONAL LIBRARY	18,600	14,800	14,800	14,800	Adjustment for the new funding model results in an overall savings of \$2,200 over last year's funding

RECREATION AND CULTURAL SERVICES EXPENDITURE BUDGET								
	ACCOUNT #		DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-								
-			HERITAGE PROPERTIES					
-	01-2-72-4100	59	INSURANCE - BAILLY COLLECTION	300	300	300	300	
-	01-2-72-7050	60	COUNCIL & COMMITTEE HONORARIUMS	2,200	2,200	1,800	1,800	
(1,000)	01-2-72-7055	61	STAFF MEETING PAY	-	1,000	1,000	1,000	Meeting Pay Roll back for managers during this fiscal year.
(50)	01-2-72-7300	62	SALARY - HERITAGE (Administration)	4,750	4,800	4,800	4,800	
-	01-2-72-7380	62	BENEFITS - HERITAGE (Administration)	1,400	1,400	1,400	1,400	
(800)	01-2-72-7381	63	HERITAGE MANAGER	80,900	81,700	78,500	78,000	
-	01-2-72-7382	63	HERITAGE MANAGER BENEFITS	16,200	16,200	14,500	14,500	
(500)	01-2-72-7390	64	HERITAGE BY-LAW REVIEW	3,000	3,500	3,500	1,500	Reduced budget by \$500 but as it looks like this will be after the CCP, MPS, LUB and Subdivision By-law (then elections). If we don't plan to advertise before April 1, 2021 we could eliminate costs and carry item over to fiscal 2021-22.
(5,500)	01-2-72-7450	64	LEGAL FEES	2,000	7,500	10,000	3,000	Have reduced budget for Legal Heritage Plan and By-law review as it could be in next fiscal year if we decide to hold the Public Hearing after April 1, 2021. The chance of legal appeals should be 50% less – as applications are projected to be 50% less due to the economic downturn.
(1,000)	01-2-72-7400	65	MATERIALS, SUPPLIES & ADVERTISING	4,000	5,000	5,000	2,500	Less demand anticipated due to the economic downturn.
(500)	01-2-72-7402		TRAINING & CONFERENCES	1,500	2,000	2,000	1,500	On-line training – On-line conferences due to COVID-19.
(1,500)	01-2-72-7404	66	UNESCO JOINT PROMOTION	1,000	2,500	3,000	100	Due to COVID -19 we have decided to wait a year and roll out the joint advertising for the 2021-22 tourism season.
				117,250	128,100	125,800	110,400	
-			OTHER REC. & CULT. SERVICES					
(2,800)	01-2-75-9100	67	PUBLIC CELEBRATION	7,200	10,000	10,000	10,000	Removed German Band Concert as that has been officially cancelled. Also removed cost for other events prior to July 1. Assuming all other events may this occur just at a different time of the year. Updated noted
			DEPARTMENT TOTAL BEFORE LWMCC & ARENA	\$ 284,300	\$ 316,700	\$ 301,100	\$ 273,000	
			LWMCC & ARENA	504,000	527,100	506,900	503,400	
			DEPARTMENT TOTAL	\$ 788,300	\$ 843,800	\$ 808,000	\$ 776,400	
			Budget Change in v2	\$ (55,500)				
				-6.6%				

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>
	\$26,000

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

Due to financial constraints of COVID-19 cost reductions in the account are in place for gardens and plantings.

Includes:

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

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

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

7. #01-2-71-8070 Insurance

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

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

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

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

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

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

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

LUNENBURG WAR MEMORIAL COMMUNITY CENTRE & ARENA

9. Staff Salaries

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

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

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

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

Staff meeting pay has been eliminated in fiscal 2020-21 due to the financial constraints of COVID-19.

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	<u>80</u>
	<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. *Budget was reduced in fiscal 2020-21 due to COVID-19 travel restrictions and many meetings being conducted virtually.*

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

Budget for Recreation Director’s professional development. *Conferenced cancelled due to COVID-19.*

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 was \$2,300	<u>1,600</u>
	<u>\$26,000</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 * was \$5,500	\$4,300
Total	\$11,000

*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 *Deferred due to COVID-19, in-house PW maintenance only.*

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

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. ***Eliminated due to COVID-19 financial constraints to be reviewed by staff in January 2021.*

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. *This cost has been eliminated with the move to the new funding formula, see note 58.*

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. *Early adoption of new funding formula increases this to \$18,600 but eliminates Sunday wage amount in note 57.*

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). *Staff meeting pay has been eliminated in fiscal 2020-21 due to the financial constraints of COVID-19.*

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
Due to timing of CCP this budget has been reduced to \$5,000.

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.

Due to COVID -19 we have decided to wait a year and roll out the joint advertising for the 2021-22 tourism season. The stand-up Banner concept for VIC's was discarded in favour of a digital advertisement on video screens. This was a more economical option. For example, Bay Ferries will accept the advertisements for free as we qualify under their advertising program as an UNESCO Site. VIC's unfortunately do charge an annual fee for advertisements on their screens. We aim to have the digital image designed and created in Fiscal 2020-2021 for release in early 2021. The estimated costs \$3,000 would be cost-shared with Grand Pre' and Joggins Fossil Cliffs.

Other Recreation & Culture

67. #01-2-75-9100 Public Celebrations

	2020/21 Budget	2019/20 Budget
Canada Day Grant of \$700, net cost \$300	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>\$7,200</u>	<u>\$10,000</u>

***Only proceeds if 100% funding from non-town sources is received.*

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

FISCAL SERVICES EXPENDITURE BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	NOTE #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTIONS	Notes to Budget V2 - COVID crisis
		DEBT CHARGES					
		PRINCIPAL INSTALLMENTS					
-	01-2-81-3100 1	DEBENTURE PRINCIPAL	\$ 326,700	\$ 326,700	\$ 327,200	\$ 327,200	
-	01-2-81-3150 1	DEBENTURE PRINCIPAL - SEWER PROJECTS	81,300	81,300	79,800	79,800	
-			408,000	408,000	407,000	407,000	
		FINANCING AND TRANSFERS					
-	01-2-82-2134	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	10,000	
-		OPERATING RESERVE FUND:					
-	01-2-82-2140 2	to (from) Elections	(9,000)	(9,000)	3,000	3,000	
-	01-2-82-2300	to (from) LAFF Fund	-	-	-	-	
-		to (from) Lunenburg Fire Depart. PPE Reserve	-	-	-	-	
-		to (from) Playgrounds	-	-	-	-	
-	01-2-82-2130 2	to (from) Sewer	50,000	50,000	50,000	-	
-		to (from) Salt reserves					
(20,000)	01-2-82-2215	to (from) Insurance Tender Savings	(20,000)				As we don't have the final insurance bill to allocate within department, estimate of overall Town vs Utilities savings
(40,000)		to (from) General Operating Reserves	(20,000)	20,000	-	-	To offset the COVID-19 additional election costs, staff are recommending a one-time transfer from the operating reserve to offset this expenditure. This transfer has been red circled as staff will review at March 31, 2021 year end and the transfer will not proceed if it is not required.
-	01-2-82-2220 2	CAPITAL RESERVE FUND:					
(18,800)	01-2-82-2235 3	to (from) Capital from Revenue	39,150	57,950	50,800	85,900	Reduced Capital budget for 20-21, see capital funding sheets
(30,000)	01-2-82-2305 3	to (from) Capital from Parking Meters Rev.	-	30,000	15,000	15,000	No revenue to support capital exp.
(50,000)	01-2-82-2146 2	to (from) Deed Transfer Tax	100,000	150,000	150,000	175,000	As noted in Revenue section reduced based on history during other previous recessions, does not impact current year as it for reserve transfer for 21/22 + capital
-	01-2-82-2147 2	to (from) Landfill Site Closure/Monitoring	(5,300)	(5,300)	(5,300)	(5,300)	
-		to (from) Lunenburg Academy					
(20,000)	01-2-82-2220 2	to (from) PW Equipment	-	20,000	20,000	20,000	Eliminate for one year only due to budgetary restrictions
-	01-2-82-2225	to (from) Arena - Ice Resurfacers	4,200	4,200	-	-	
-			149,050	327,850	293,500	303,600	
		COND. TRFS. - OTHER GOV'T & AGENCIES					
		EDUCATION					
-	01-2-84-7700 4	DISTRICT SCHOOL BOARD PAYMENT	851,400	851,400	823,100	823,100	
-			851,400	851,400	823,100	823,100	
		DEPARTMENT TOTAL	\$ 1,408,450	\$ 1,587,250	\$ 1,523,600	\$ 1,533,700	
-	01-2-90-0100	SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -	
		TOTAL EXPENDITURES	\$ 7,113,300	\$ 7,476,700	\$ 7,005,200	\$ 7,002,800	
		Budget Change in v2	\$ (178,800)				
			-11.3%				

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. Due to COVID-19 financial constraints.~~

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	2020/21	2019/20	2019/20	
	ACCOUNT #	NOTE #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
			OPERATING REVENUE					
-	04-1-95-0010	1	SALE OF LOTS	\$ 1,600	\$ 1,600	\$ 1,600	\$ 3,000	
-	04-1-95-0020	1	BURIALS	22,300	22,300	22,300	20,000	
-	04-1-95-0030		BASES, ETC. - HEAD STONES	1,000	1,000	1,000	-	
-	04-1-95-0040	2	INTEREST ON CEMETERY TRUSTS	6,000	6,000	5,900	6,200	
-	04-1-95-0060	3	APPROPRIATION FROM TOWN	40,700	40,700	43,300	45,800	
-			TOTAL REVENUE	\$ 71,600	\$ 71,600	\$ 74,100	\$ 75,000	
			OPERATING EXPENDITURES					
-	04-2-95-0020	4	LABOUR	20,000	20,000	25,000	30,000	
-	04-2-95-0030	5	WORKERS COMPENSATION	500	500	500	500	
-	04-2-95-0040	6	EMPLOYMENT BENEFITS/EAP	4,000	4,000	5,500	5,000	
-	04-2-95-0045	7	CLOTHING	-	-	200	300	
-	04-2-95-0050	7	OTHER BENEFITS (HOLIDAY, LONG SERVICE, RETIREMENT AWARDS)	-	-	2,300	2,300	
-	04-2-95-0055	8	MOWING CONTRACT	30,300	30,300	20,000	20,900	
-	04-2-95-0060		TRAINING COURSES	-	-	800	100	
-	04-2-95-0080	9	WATER	400	400	400	400	
-	04-2-95-0090		ELECTRICITY	900	900	900	900	
-	04-2-95-0100		INSURANCE	900	900	900	900	
-	04-2-95-0110	10	SUPPLIES	4,500	4,500	4,500	3,500	
-	04-2-95-0115		AUDIT FEES	1,100	1,100	1,100	1,200	
-	04-2-95-0120	11	EQUIPMENT/BUILDING-MAINT. & REPAIRS	3,000	3,000	6,500	5,000	
-	04-2-95-0130		FLOWERS AND TREES	-	-	-	-	
-	04-2-95-0145	12	MONUMENT MAINTENANCE (LABOUR & SUPPLIES)	4,000	4,000	4,000	4,000	
-	04-2-95-0150		SMALL EQUIPMENT	-	-	-	-	
-	04-2-95-0155	13	ROAD MAINTENANCE (GRAVEL & DRAINAGE)	2,000	2,000	1,500	-	
-	04-2-95-0165		PROVISION - UNCOLLECTIBLE ACCOUNTS	-	-	-	-	
			TOTAL EXPENDITURES	\$ 71,600	\$ 71,600	\$ 74,100	\$ 75,000	
			Budget Change in v2	\$ -				
				0.0%				

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.

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

WATER UTILITY OPERATING BUDGET								
ACCOUNT #	NOTE #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTIONS	Notes to Budget V2 - COVID crisis	
REVENUE								
OPERATING REVENUES								
-	05-1-12-0100	1	METERED COMMERCIAL SALES	\$ 534,000	\$ 534,000	\$ 510,000	\$ 530,000	
-	05-1-14-0100		BULK WATER SALES	-	-	-	-	
1,500	05-1-21-0100	1	FLAT RATE SALES - RESIDENTIAL	661,500	660,000	645,000	656,000	
-	05-1-31-0100	2	PUBLIC FIRE PROTECTION	340,800	340,800	325,400	325,400	
-	05-1-33-0100		PRIVATE FIRE PROTECTION	1,000	1,000	1,000	1,000	
-	05-1-40-0100		SPRINKLER ACCOUNTS	6,600	6,600	7,000	6,600	
(1,500)	05-1-60-0100	3	CONSUMER INTEREST CHARGES	3,500	5,000	5,000	5,000	Waived Interest April - June
-	05-1-71-0100		CONNECTION CHARGES	5,400	5,400	5,400	5,400	
-	05-1-72-0100	4	ARMOURIES RENT	1,200	1,200	1,200	1,200	
			TOTAL OPERATING REVENUES	1,554,000	1,554,000	1,500,000	1,530,600	
NON-OPERATING REVENUES								
-	05-1-81-0100		JOBGING AND CONTRACT	500	500	500	300	
-	05-1-82-1000		INTEREST EARNED	5,000	5,000	4,500	4,700	
-	05-1-85-0100	5	GRANTS FOR THE PROV - HST OFFSET	7,000	7,000	7,000	10,200	
-	05-1-89-0100		OTHER TRANSFERS FROM RESERVES	80,000	80,000	-	-	
-			TOTAL NON-OPERATING REVENUES	92,500	92,500	12,000	15,200	
			TOTAL REVENUES	\$ 1,646,500	\$ 1,646,500	\$ 1,512,000	\$ 1,545,800	
EXPENDITURES								
SOURCE OF SUPPLY								
SUPERVISION AND ENGINEERING								
(150)	05-2-11-0100	6	PORTION OF ENGINEER & SUPER. SALARY	\$ 14,150	\$ 14,300	\$ 12,500	\$ 12,500	
-	05-2-11-0105	6.1	FACILITY SUPERINTENDENT (salary & benefits)	2,300	2,300	2,200	2,200	
-	05-2-11-0300	7	DEPARTMENT OF ENVIRONMENT - LICENSE	1,000	1,000	1,000	1,000	
-	05-2-11-0400	7.1	WATER WITHDRAWAL STUDY (EVERY 10 YEARS, last done 2011/12) - due in May 2022	80,000	80,000	-	-	
OPERATION LABOUR								
-	05-2-12-0200	18	PUBLIC WORKS LABOUR	1,100	1,100	1,100	1,100	
(50)	05-2-12-0201	12	WRO LABOUR	3,350	3,400	3,300	3,300	
MAINTENANCE OF PLANT - INTAKES (PUMP HOUSE)								
-	05-2-14-2100		DIVER - INTAKE	4,000	4,000	6,200	4,000	
-	05-2-14-2200	7.2	REPAIRS TO INTAKE SCREENS/BUILDING	4,000	4,000	1,000	3,700	
			DEPARTMENT TOTAL	\$ 109,900	\$ 110,100	\$ 27,300	\$ 27,800	
PUMPING								
SUPERVISION AND ENGINEERING								
(150)	05-2-21-0100	6	PORTION OF ENGINEER & SUPER. SALARY	\$ 14,150	\$ 14,300	\$ 12,500	\$ 12,500	
-	05-2-21-0105	6.1	FACILITY SUPERINTENDENT (salary & benefits)	2,300	2,300	2,200	2,200	
OPERATION LABOUR								
-	05-2-22-0200	18	PUBLIC WORKS DEPARTMENT	1,100	1,100	1,100	1,100	
(50)	05-2-22-0201	12	WRO LABOUR	3,750	3,800	3,100	3,700	
POWER PURCHASED								
-	05-2-24-0100	8	POWER PURCHASED - NSPI	25,000	25,000	25,000	24,000	
MAINTENANCE OF PLANT								
-	05-2-25-1200		TELEPHONE - PUMPHOUSE	300	300	300	300	
-	05-2-25-1300	8.2	MATERIALS/REPAIRS TO BUILDING	5,500	5,500	5,500	1,500	
MAINTENANCE OF PUMPING EQUIPMENT								
-	05-2-25-2100	9	REPAIRS TO PUMPS	4,000	4,000	4,000	1,000	
			DEPARTMENT TOTAL	\$ 56,100	\$ 56,300	\$ 53,700	\$ 46,300	
WATER TREATMENT								
SUPERVISION AND ENGINEERING								
(150)	05-2-31-0100	6	PORTION OF ENGINEER & SUPER. SALARY	\$ 14,150	\$ 14,300	\$ 12,500	\$ 12,500	
-	05-2-31-0105	6.1	FACILITY SUPERINTENDENT (salary & benefits)	2,300	2,300	2,200	2,200	
-	05-2-31-0400	10	TRAINING - SUPER./WRO	5,500	5,500	5,500	1,000	
-	05-2-31-0410	11	CLOTHING - WRO	1,000	1,000	700	700	
OPERATION LABOUR								
-	05-2-32-0100	18	PUBLIC WORKS DEPARTMENT	1,000	1,000	500	800	
(600)	05-2-32-0200	12	WATER RESOURCE OPERATOR II SALARY	68,200	68,800	60,200	67,000	
-	05-2-32-0210	12	WATER RESOURCE OPERATOR II BENEFITS	17,000	17,000	16,800	16,800	
OPERATION SUPPLIES AND EXPENSE								
CHEMICALS AND ADDITIVES								
-	05-2-33-1500	13	WTP - CHEMICALS	55,000	55,000	62,000	59,000	

WATER UTILITY OPERATING BUDGET							
			2020/21	2020/21	2019/20	2019/20	
ACCOUNT #	Note #	DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTIONS	Notes to Budget V2 - COVID crisis
-		SUPPLIES & EXPENSES					
-	05-2-33-9100	14 SUPPLIES AND SMALL TOOLS	5,000	5,000	4,000	4,000	
-	05-2-33-9200	15 WATER TESTING	16,000	16,000	13,500	13,200	
-	05-2-33-9300	15.1 WATER TESTING - WRO LABOUR	24,900	24,900	22,800	22,600	
-	05-2-33-9500	16 WTP - SPARE/REPLACEMENT PARTS	11,500	11,500	9,300	9,300	
-	05-2-33-9520	WTP - LABORATORY MATERIALS	2,000	2,000	1,000	1,000	
-	05-2-34-0600	NSPI - TREATMENT PLANT	59,000	59,000	59,000	57,000	
-	05-2-34-0700	TELEPHONE LINE/SCADA SYSTEM /SECURITY	6,800	6,800	5,800	4,800	
-		MAINTENANCE OF PLANT					
-	05-2-34-0500	17 WTP - REPAIRS & MAINTENANCE	24,000	24,000	23,000	22,000	
		DEPARTMENT TOTAL	\$ 313,350	\$ 314,100	\$ 298,800	\$ 293,900	
-		TRANSMISSION AND DISTRIBUTION					
-		SUPERVISION AND ENGINEERING					
(500)	05-2-41-0100	6 PORTION OF ENGINEER & SUPER. SALARY	\$ 51,400	\$ 51,900	\$ 46,200	\$ 46,200	
(100)	05-2-41-0105	6.1 FACILITY SUPERINTENDENT (salary & benefits)	8,200	8,300	8,100	8,100	
-	05-2-41-0200	DRAFTING/FILING LABOUR	2,300	2,300	2,300	2,300	
-		OPERATION LABOUR					
-		OPERATION LABOUR - MAINS					
(100)	05-2-43-1100	18 PUBLIC WORKS DEPT. - LABOUR	11,100	11,200	10,600	5,000	
-		MAINTENANCE OF PLANT					
-		MAINT. OF PLANT RESERVOIRS					
-	05-2-44-1100	19 STANDPIPE (GARDEN LOTS)	3,000	3,000	1,300	1,700	
-	05-2-44-1300	ELECTRICITY/SCADA/STANDPIPE	1,700	1,700	2,700	1,500	
-	05-2-44-1350	19 WTP PLANT STANDPIPE (NORTHWEST)	10,000	10,000	16,000	12,000	
-	05-2-44-1400	20 TELEPHONE LINE/SCADA SYSTEM	1,500	1,500	900	1,200	
-		MAINT. OF PLANT - MAINS					
-	05-2-44-3100	21 MATERIALS - MAINS	11,000	11,000	11,000	8,000	
-	05-2-44-3200	21 EQUIP RENTAL (TOWN) - MAINS & SERVICES	25,000	25,000	25,000	15,000	
-	05-2-44-3295	21.1 WATER LEAK STUDY	7,200	7,200	7,200	-	
-	05-2-44-3300	FIRE FLOW TESTING (COMPLETED IN 2016/17)	-	-	-	-	
-		MAINT. SERV./METERS/HYDRANTS					
-	05-2-44-9100	MATERIALS	15,000	15,000	15,000	15,000	
(150)	05-2-44-9300	18 P.W. LABOUR	15,350	15,500	14,900	14,900	
-	05-2-44-9400	ADVERTISING - NOTICES, ETC.	2,000	2,000	2,000	2,000	
-		STORES (STOCK) EXPENSES					
-	05-2-46-0100	FUEL - HEAT	9,500	9,500	8,900	9,000	
-	05-2-46-0200	ELECTRICITY - LIGHTS	5,100	5,100	4,500	4,800	
-	05-2-46-0225	WATER	600	600	600	500	
-	05-2-46-0250	22 SEWER CHARGE	700	700	700	700	
-	05-2-46-0301	SUPPLIES	10,000	10,000	10,000	10,000	
-	05-2-46-0302	JANITORIAL	3,500	3,500	2,800	2,800	
-	05-2-46-0303	SECURITY	700	700	700	300	
(150)	05-2-46-0400	IN HOUSE LABOUR/ARMOURIES	15,050	15,200	14,900	13,500	
-	05-2-46-0500	TELEPHONE/CELL PHONES/INTERNET	3,500	3,500	3,000	3,200	
-		TRANSPORTATION - VEHICLES					
-	05-2-47-0100	GAS - VEHICLES	5,000	5,000	5,000	4,000	
3,500	05-2-47-0200	REPAIRS/MAINTENANCE - 2008 Van (Defer Replacement)	3,500	-	3,500	2,000	
-		REPAIRS/MAINTENANCE 2005 Chev 1/2 ton	-	-	3,500	6,800	
-	05-2-47-0202	REPAIRS/MAINTENANCE - Pickup #1	2,000	2,000	-	-	
(2,000)		REPAIRS/MAINTENANCE- Pickup #2 (Defer this purchase and replacement of the Van)	-	2,000	-	-	
-	05-2-47-0350	CAR ALLOWANCE - ENG/SUPERINTENDENT	900	900	600	800	
-	05-2-47-0400	RADIO LICENSE/REPAIRS	600	600	600	600	
		DEPARTMENT TOTAL	\$ 225,400	\$ 224,900	\$ 222,500	\$ 191,900	
-		ADMINISTRATION AND GENERAL					
-	23	ACCOUNTING AND COLLECTING					
-		ACCOUNTING SUPERVISION					
(400)	05-2-51-1100	PORTION OF FINANCE DIRECTOR	\$ 38,700	\$ 39,100	\$ 38,300	\$ 38,300	
-		ACCOUNTING METER READINGS					
-	05-2-51-2100	METER READING SALARY/EXPENSES	2,500	2,500	2,400	2,400	

WATER UTILITY OPERATING BUDGET							
ACCOUNT #	NOTE #	DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTIONS	Notes to Budget V2 - COVID crisis
-		ACCOUNTING BILLING					
(300)	05-2-51-3100	PORTION BOOKKEEPING SALARIES	28,400	28,700	28,000	28,000	
-	05-2-51-3200	SUPPLIES - BILLING & COLLECTION	2,700	2,700	2,700	2,700	
2,500	05-2-51-3210	COMPUTER MAINTENANCE	8,500	6,000	6,000	6,000	Anticipate higher cost for virtual work sites
-		ACCOUNTING COLLECTION					
(150)	05-2-51-4100	PORTION OF CASHIER SALARIES	13,950	14,100	13,800	13,800	
-		ACCOUNTING - UNCOLLECTIBLE ACCTS.					
2,000	05-2-51-5100	PROVISION - UNCOLLECTIBLE ACCTS.	5,000	3,000	3,000	1,500	Possible higher payment defaults due to economic downturn
-		SALARIES					
-		SALARIES - OFFICERS & EXECUTIVES					
(1,800)	05-2-52-1100	PORTION STAFF MEETING PAY	-	1,800	1,800	1,800	Meeting Pay Roll back for managers during this fiscal year.
-	05-2-52-1200	PORTION COUNCIL HONORARIUMS	27,000	27,000	26,500	26,500	
(600)	05-2-52-1300	PORTION STAFF SALARIES	63,000	63,600	62,000	62,000	
-		SALARIES - OTHER					
(600)	05-2-52-9100	PORTION OFFICE STAFF SALARIES	60,400	61,000	54,900	54,900	
-	05-2-52-9200	EMPLOYMENT BENEFITS	77,300	77,300	76,700	76,700	
-		GENERAL OFFICE EXPENSE					
-		GENERAL OFFICERS EXPENSE					
-	05-2-53-1200	24 TRAINING, CONFERENCES & MEMBERSHIPS	15,000	15,000	7,000	7,800	
-	05-2-53-1201	24 COUNCIL TRAINING & CONFERENCES	8,000	8,000	3,000	2,800	
-	05-2-53-1400	BANK CHARGES	1,800	1,800	1,800	1,800	
-		GENERAL OFFICE EXPENSE					
-	05-2-53-3100	MISC. SUPPLIES - OFFICE	5,000	5,000	5,000	5,000	
-	05-2-53-3150	25 FURNITURE & EQUIPMENT	11,500	11,500	11,500	11,500	
-		PROFESSIONAL FEES					
-	05-2-54-1100	AUDITORS FEES	6,000	6,000	5,600	6,000	
-	05-2-54-1200	CONSULTANT FEES - WATER RATE STUDY	-	-	-	-	
-	05-2-54-1250	ENGINEER CONSULTING SERVICES	7,500	7,500	10,000	5,000	
-	05-2-54-2100	LEGAL FEES	15,000	15,000	15,000	12,000	
-	05-2-54-2150	25.1 COMMUNICATIONS	5,000	5,000	5,000	5,000	
-	05-2-54-2200	PAYROLL ADMINISTRATION	1,300	1,300	1,200	1,200	
-		REGULATORY EXPENSES					
-	05-2-55-0100	26 NSURB FEE	1,600	1,600	1,600	1,600	
-		INSURANCE					
-	05-2-56-0100	27 FIRE & AUTO LIABILITY	26,000	26,000	26,000	25,800	
-		RENT OF GENERAL PROPERTY					
-	05-2-57-0100	RENT - TOWN OFFICE USE	2,100	2,100	2,100	2,100	
-	05-2-57-0200	28 RENT - VICTORIA ROAD BUILDING	2,200	2,200	2,200	2,200	
		DEPARTMENT TOTAL	\$ 435,450	\$ 434,800	\$ 413,100	\$ 404,400	
-		DEPRECIATION					
-	05-2-60-0100	29 DEPRECIATION EXPENSE	\$ 287,400	\$ 287,400	\$ 294,250	\$ 273,600	
		DEPARTMENT TOTAL	\$ 287,400	\$ 287,400	\$ 294,250	\$ 273,600	
-		TAXES					
-	05-2-70-0200	30 PROPERTY TAXES	\$ 43,500	\$ 43,500	\$ 43,000	\$ 43,500	
		DEPARTMENT TOTAL	\$ 43,500	\$ 43,500	\$ 43,000	\$ 43,500	
-		NON-OPERATING EXPENSES					
-	05-2-90-0200	INTEREST ON CUSTOMER DEPOSITS	\$ -	\$ -	\$ -	\$ -	
-		REDEMPTION LONG-TERM DEBT					
-	05-2-91-0100	31 PRINCIPAL INSTALLMENTS	40,750	40,750	40,750	40,800	
-		INTEREST ON LONG-TERM DEBT					
-	05-2-92-0100	31 INTEREST	18,650	18,650	19,900	19,900	
-		CAPITAL EXPENDITURE FROM REVENUE					
-	05-2-99-0050	33 CAPITAL RESERVES - FUTURE CAPITAL	20,000	20,000	17,700	42,700	
-		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	
-	05-2-99-0060	DIVIDEND	65,000	65,000	50,000	50,000	
-	05-2-99-0100	SURPLUS (DEFICIT)	-	-	-	80,000	
		DEPARTMENT TOTAL	\$ 175,400	\$ 175,400	\$ 159,350	\$ 264,400	
		TOTAL EXPENDITURES	\$ 1,646,500	\$ 1,646,500	\$ 1,512,000	\$ 1,545,800	

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>

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

ELECTRIC UTILITY OPERATING BUDGET							
ACCOUNT #		DESCRIPTION	2020/21 BUDGET V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
		REVENUE					
		OPERATING REVENUE					
- 07-1-51-1000	2	DOMESTIC SERVICE	\$ 2,783,900	\$ 2,783,900	\$ 2,640,200	\$ 2,746,200	
- 07-1-51-2000	3	GENERAL SERVICE - SMALL	186,000	186,000	185,000	59,500	
- 07-1-51-2500	3	GENERAL SERVICE - DEMAND	2,266,000	2,266,000	2,204,500	2,227,200	
- 07-1-51-3000	4	GENERAL SERVICE (IND)	1,340,000	1,340,000	1,234,500	1,326,600	
- 07-1-51-4000	5	STREET LIGHTING	128,000	128,000	123,400	123,700	
- 07-1-51-5000		MISC. ELECTRIC LIGHT	7,000	7,000	7,000	7,000	
(9,000) 07-1-51-6000	6	LATE PAYMENT INTEREST	19,000	28,000	23,000	32,000	Waived interest fees April - June
- 07-1-51-7000	7	POLE ATTACHMENT FEES	27,600	27,600	27,600	27,600	
- 07-1-51-8000	8	69 KV LINE LEASE	54,000	54,000	54,000	53,100	
		TOTAL OPERATING REVENUE	6,811,500	6,820,500	6,499,200	6,602,900	
		NON-OPERATING REVENUE					
- 07-1-51-9000		EXPIRED LINE EXTENSION DEPOSITS	-	-	-	-	
- 07-1-52-1000	9	SALE OF SERVICE - PERMITS	15,000	15,000	15,000	15,000	
- 07-1-52-1010	9	SALE OF SERVICE - JOBBING & CONTRACT	5,000	5,000	15,000	1,000	
- 07-1-52-3000		INTEREST REVENUE	9,000	9,000	4,000	9,000	
		TOTAL NON-OPERATING REVENUE	29,000	29,000	34,000	25,000	
		TOTAL REVENUE	\$ 6,840,500	\$ 6,849,500	\$ 6,533,200	\$ 6,627,900	
		EXPENDITURES					
		POWER PURCHASES					
- 07-2-61-1000	10	POWER COST - NSPI	\$ 5,352,300	\$ 5,352,300	\$ 5,175,200	\$ 5,253,800	
		SUBSTATIONS					
		SUBSTATIONS (3)					
- 07-2-62-1100	11	LABOUR-UTILITY	23,300	23,300	22,400	22,400	
- 07-2-62-1200	12	REPAIRS & MAINTENANCE	20,000	20,000	20,000	20,000	
- 07-2-62-1300	13	TRANSFORMER TESTING	25,000	25,000	25,000	-	
- 07-2-62-1500		SUBSTATION INSURANCE	10,100	10,100	10,100	10,100	
- 07-2-62-1600		SUPPLIES	-	-	-	-	
			78,400	78,400	77,500	52,500	
		OPERATION & MAINTENANCE					
		SUPERINTENDENCE					
- 07-2-63-1100	11	MANAGER/PORION OF SUPER. SALARY	107,400	107,400	103,200	103,200	
- 07-2-63-1175		STANDY-BY PAY	-	-	-	-	
- 07-2-63-1200	14	TELEPHONE/ CELLULAR/ INTERNET	5,000	5,000	5,000	5,000	
- 07-2-63-1400		RADIO REPAIRS/LICENSE	200	200	200	200	
		OVERHEAD					
- 07-2-63-2100	11	LABOUR - UTILITY	68,300	68,300	65,600	65,600	
- 07-2-63-2200		SUPPLIES	5,500	5,500	5,500	5,500	
- 07-2-63-2310	15	VEGETATION MGMT-CONTRACTOR	100,000	100,000	75,000	75,000	
- 07-2-63-2600		CONTRACTED REPAIRS/FLAGMEN	5,000	5,000	5,000	1,000	
		POLES & FIXTURES					
- 07-2-63-3100	11	LABOUR - UTILITY	10,800	10,800	10,400	10,400	
- 07-2-63-3200		SUPPLIES	3,000	3,000	3,000	3,500	
		SERVICES					
- 07-2-63-4100	11	LABOUR - UTILITY	25,300	25,300	24,300	24,300	
- 07-2-63-4200		SUPPLIES	6,000	6,000	4,000	8,700	
		STREETS & HIGHWAY LIGHTING					
- 07-2-63-5100	11	LABOUR - UTILITY	22,700	22,700	21,800	21,800	
- 07-2-63-5200		SUPPLIES	1,000	1,000	1,000	1,000	
		MAINTENANCE OF BUILDING					
- 07-2-63-6100	11	LABOUR - UTILITY	-	-	-	-	
- 07-2-63-6200		FUEL	6,000	6,000	6,000	6,000	
- 07-2-63-6300		ELECTRIC	2,200	2,200	2,200	2,200	
- 07-2-63-6310		WATER	500	500	500	500	
- 07-2-63-6320		SEWER	700	700	700	700	
- 07-2-63-6400	16	REPAIRS & MAINTENANCE	5,000	5,000	5,000	4,000	
- 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 V2	2020/21 BUDGET V1	2019/20 BUDGET	2019/20 PROJECTION	Notes to Budget V2 - COVID crisis
-		<u>CUSTOMER PREMISES EXPENSES</u>					
-	07-2-63-7100	ELECTRICAL INSPECTIONS	15,000	15,000	12,000	15,000	
-		<u>TRANSPORTATION</u>					
-	07-2-63-8100	GAS - VEHICLES	-	-	-	-	
-	07-2-63-8200	REPAIRS & MAINTENANCE	-	-	-	-	
-	07-2-63-8300	REGISTRATION/INSURANCE	-	-	-	-	
-			394,600	394,600	355,400	358,600	
-		<u>TRANSFORMERS</u>					
-		<u>SETTING AND REMOVING</u>					
-	07-2-64-1100	11 LABOUR - UTILITY	2,600	2,600	2,500	2,500	
-	07-2-64-1200	SUPPLIES	500	500	500	500	
-		<u>MAINTENANCE OF TRANSFORMERS</u>					
-	07-2-64-2100	18 LABOUR - UTILITY	3,100	3,100	3,000	3,000	
-	07-2-64-2150	18 CONTRACTED REPAIRS	40,000	40,000	25,000	40,000	
-	07-2-64-2200	18 SUPPLIES	2,500	2,500	2,500	2,500	
-			48,700	48,700	33,500	48,500	
-		<u>METERS</u>					
-		<u>SETTING AND REMOVING METER</u>					
-	07-2-65-1100	11 LABOUR - UTILITY	6,700	6,700	6,400	6,400	
-		<u>TESTING METERS (EXPENSES)</u>					
-	07-2-65-2100	11 LABOUR - UTILITY	10,400	10,400	10,000	10,000	
-		<u>TESTING METERS</u>					
-	07-2-65-3100	19 NSPI CHARGES	-	-	-	-	
-		<u>MAINTENANCE OF METERS</u>					
-	07-2-65-4200	SUPPLIES	1,000	1,000	1,000	500	
-			18,100	18,100	17,400	16,900	
-		<u>GENERAL OVERHEAD</u>					
-		<u>SUPERVISION</u>					
(50)	07-2-66-1100	20 PORTION FD SALARY	5,850	5,900	5,600	5,600	
-		<u>CONTRACTS</u>					
(200)	07-2-66-2100	20 PORTION OF TOWN OFFICE SALARIES	18,600	18,800	18,100	18,100	
-			24,450	24,700	23,700	23,700	
-		<u>ACCOUNTING</u>					
-		<u>ACCOUNTING SUPERVISION</u>					
(100)	07-2-67-1100	20 PORTION FD SALARY	7,600	7,700	7,500	7,500	
-		<u>REVENUE ACCOUNTING</u>					
(600)	07-2-67-2100	20 PORTION OF TOWN OFFICE SALARIES	57,900	58,500	57,200	57,200	
-	07-2-67-2200	PART-TIME OFFICE STAFF	-	-	-	-	
-		<u>PLANT ACCOUNTING</u>					
(400)	07-2-67-3100	20 PORTION OF TOWN OFFICE SALARIES	40,400	40,800	34,600	34,600	
-		<u>BILLING</u>					
(400)	07-2-67-4100	20 PORTION OF TOWN OFFICE SALARIES	49,500	49,900	42,400	42,400	
-	07-2-67-4200	SUPPLIES	8,000	8,000	8,000	8,000	
-		<u>AUDITING</u>					
-	07-2-67-5100	AUDIT FEES	6,500	6,500	6,000	6,500	
-		<u>COLLECTING</u>					
-	07-2-67-6050	21 ELECTRONIC BANKING SERVICES	3,000	3,000	3,000	3,000	
-	07-2-67-6100	20 PORTION OF TOWN OFFICE SALARIES	14,800	14,800	14,500	14,500	
-	07-2-67-6200	POSTAGE	13,500	13,500	12,500	12,500	
-	07-2-67-6300	COLLECTION COSTS (SMALL CLAIM FEES)	1,000	1,000	1,000	500	
-		<u>METER READING</u>					
-	07-2-67-7100	11 LABOUR - UTILITY	31,200	31,200	30,000	30,000	
-			233,400	234,900	216,700	216,700	
-		<u>GENERAL</u>					
-		<u>SUPERVISION</u>					
(750)	07-2-68-1100	22 PORTION CLERK & DEPUTY'S SALARIES	76,550	77,300	72,600	72,600	
-	07-2-68-1200	23 COUNCIL HONORARIUMS	50,300	50,300	49,000	49,000	
(1,500)	07-2-68-1300	MEETING PAY	-	1,500	1,500	1,500	Meeting Pay Roll back for managers during this fiscal year.
-	07-2-68-1400	24 COUNCIL CONVENTIONS/TRAINING	8,000	8,000	3,000	3,000	

ELECTRIC UTILITY OPERATING BUDGET								
			2020/21	2020/21	2019/20	2019/20		
	ACCOUNT #		DESCRIPTION	BUDGET V2	BUDGET V1	BUDGET	PROJECTION	Notes to Budget V2 - COVID crisis
-			<u>PROFESSIONAL SERVICES</u>					
-	07-2-68-2100	25	ENGINEERING	20,000	20,000	15,000	7,000	
(5,000)	07-2-68-2200		LEGAL FEES	20,000	25,000	25,000	20,000	Anticipate costs at 19-20 level
-	07-2-68-2210	25.1	COMMUNICATIONS	5,000	5,000	5,000	5,000	
-	07-2-68-2300		PAYROLL ADMINISTRATION	1,500	1,500	1,500	15,000	
-			<u>ADVERTISING</u>					
-	07-2-68-3100	26	POWER INTERRUPTIONS & PROMOTIONS	5,000	5,000	5,000	2,000	
-			<u>UNCOLLECTIBLE BILLS</u>					
5,000	07-2-68-4100	27	PROVISION - UNCOLLECTIBLE ACCTS.	15,000	10,000	10,000	10,000	Possible higher payment defaults due to economic downturn
-			<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	15,000	
-	07-2-68-5300		POSTAGE	13,500	13,500	12,500	12,500	
-	07-2-68-5600	28	MAINT & CONTRACT - COMPUTER	20,000	20,000	14,000	14,000	
-	07-2-68-5700		LEASE - POSTAGE METER	1,500	1,500	1,500	15,000	
-	07-2-68-5800		SERVICE CHARGES - PHOTOCOPIER	4,000	4,000	4,000	3,500	
-			<u>GENERAL INSURANCE</u>					
-	07-2-68-6100		EMPLOYMENT BENEFITS: CPP & EI	-	-	-	-	
-	07-2-68-6300		TOWN PENSION	-	-	-	-	
-	07-2-68-6400		GROUP INSURANCE	-	-	-	-	
-	07-2-68-6500		WORKERS COMPENSATION	-	-	-	-	
-	07-2-68-6600	29	INSURANCE	11,000	11,000	11,000	9,900	
-			<u>EMPLOYEE WELFARE</u>					
-	07-2-68-9100		LABOUR - UTILITY (SICKNESS/VACATION)	-	-	-	-	
-	07-2-68-9200	30	EMPLOYMENT BENEFITS	51,500	51,500	45,000	45,000	
-	07-2-68-9300		CLOTHING/SAFETY	500	500	-	-	
-	07-2-68-9400		OTHER EMPLOYEE BENEFITS	1,000	1,000	1,000	1,000	
-	07-2-68-9450		MEETING - TRAVEL/EXPENSE	1,500	1,500	1,500	1,500	
(5,000)	07-2-68-9500	31	TRAINING AND MEMBERSHIPS	10,000	15,000	10,000	10,000	Due to budgetary restrictions limit training budget for year
-	07-2-68-9600		MEETING SUPPLIES	3,000	3,000	3,000	3,000	
				344,050	351,300	316,300	325,700	
-			<u>OFFICE SUPPLIES/EXPENSES</u>					
-	07-2-69-1100		TELEPHONE - TOWN HALL	3,200	3,200	3,200	3,200	
-	07-2-69-1200		FAX MACHINE	700	700	700	700	
-	07-2-69-1350	33	SMALL CAPITAL - OFFICE EQUIPMENT	12,500	12,500	12,500	12,500	
-			<u>REGULATORY COMM. EXPENSE</u>					
-	07-2-69-3100	34	BD. OF PUBLIC UTILITIES	8,000	8,000	8,000	8,000	
-	07-2-69-3200	35	CONSULTANT FEES	5,000	5,000	5,000	2,000	
-				29,400	29,400	29,400	26,400	
			DEPARTMENT TOTAL	\$ 6,523,400	\$ 6,532,400	\$ 6,245,100	\$ 6,322,800	
-			<u>DEPRECIATION</u>					
-	07-2-70-2100	36	DEPRECIATION EXPENSE	184,500	184,500	203,500	168,000	
-			<u>INTEREST ON CONSUMER DEPOSITS</u>					
-	07-2-70-3100		ACCRUED INTEREST EXPENSE	500	500	500	500	
-			<u>INTEREST ON LONG-TERM DEBT</u>					
-	07-2-70-4100	37	BORROWING INTEREST	32,100	32,100	36,600	36,600	
-			<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	\$ 317,100	\$ 340,600	\$ 305,100	
-			<u>TRANSFERS TO OTHER FUNDS</u>					
-	07-2-80-1000		<u>CAPITAL RESERVES</u>					
-	07-2-80-1200	38	TRF. TO (FROM) CAPITAL RESERVE	-	-	-	-	
-			DEPARTMENT TOTAL	\$ -	\$ -	\$ -	\$ -	
-	07-2-90-0100		SURPLUS (DEFICIT)	\$ -	\$ -	\$ (52,500)	\$ -	
			TOTAL EXPENDITURES	\$ 6,840,500	\$ 6,849,500	\$ 6,533,200	\$ 6,627,900	

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.

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

Due to budget constraints of COVID-19 the budget for this account has been reduced to \$10,000 for fiscal 2020-21.

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

Capital Reserve Fund – March 31, 2020 Estimated	
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.

Please note:

There will be no CPI wage/salary adjustments for staff in fiscal 2020/21 due to the fiscal constraints of COVID-19.

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											
		\$259,300	\$27,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL		\$1,784,300	\$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.)	2	\$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	\$388,000	<i>Approved in 19/20. Work to span two fiscal years. Balance unexpended in 19/20 will be carried forward to 20/21</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 <i>pre-approved May 12, 2020</i>	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, budget increased May 12, 2020</i>		\$47,900										
Chemical feed pumps (2)			\$40,000									
WWTP - Roof Top Air Conditioner			\$15,000									
		\$1,397,900	\$4,389,000	\$1,200,000	\$1,650,000	\$450,500	\$826,500	\$639,000	\$557,000	\$20,000	\$20,000	

DRAFT

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) carry over from 2019-20		\$20,000									
Splash Pad		\$200,000									
		\$209,300	\$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	
Brook Street - Beautification Project		\$20,000									
		\$90,000	\$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		\$255,000	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								
		\$255,000	\$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							
		\$0	\$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								
		\$0	\$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											
		\$0	\$548,000	\$251,700	\$0	\$32,500	\$0	\$130,000	\$150,000	\$0	\$0
TOTAL		\$1,952,200	\$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							
		\$0	\$548,000	\$251,700	\$0	\$32,500	\$0	\$130,000	\$150,000	\$0	\$0
<u>Please Note Recreation Equipment</u>											
Lawn Tractor (07)											
<i>Condition: The tractor itself is in reasonability good shape. The implements are beginning to age but has a few years life expectancy left. The tires have been causing a bit of an issue, which may need addressing sooner than replacing the entire machine. Used for: mowing grass, general landscaping, playground maintenance, trail maintenance, snow plowing, seeding and fertilizing soccer/baseball field, pulls trailer, heavy drag on baseball field/track, etc. Trailer (wooden) – been refurbished several times. Only used in Community Centre parking lot. May need to be looked at upgrading to new trailer in the near future. Used for: moving tables and chairs from Community Centre to Arena for special events and rentals, transporting items, carries tools to work sites, etc. Scheduled for replacement in 22/23 for \$14,000 as noted on the recreation capital budget.</i>											

TOWN OF LUNENBURG 10 YEAR CAPITAL BUDGET - PUBLIC WORKS

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

PUBLIC WORKS DEPARTMENT
CAPITAL BUDGET DESCRIPTIONS

Sewers/Pollution Control

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

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

Brook Street Storm/Sanitary separation infrastructure finalization

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

Stormwater management – Green, Knickle, Tannery pre-approved Feb. 13, 2020

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

Upgrade Communication Systems to Pumping Stations

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

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

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

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

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

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

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

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

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

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

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

Check Valve Installation at WWTP

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

Raw Sludge Pumps (2)

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

Flowmeter study and flow meter at WWTP

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

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

Backflow prevention study for Lift stations

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

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 <i>pre-approved April 28, 2020</i>	\$5,400														
Turnout Gear Dryer	\$9,700														
Floor Scrubber	\$5,100														
Aluminum Garbage Bin	\$3,800														
Auditorium/Clubroom/Office Floor Replacement		\$53,200													
Apparatus Bay Floor Replacement						\$90,100									
Vehicle Exhaust Extration System		\$100,000													
TOTAL OTHER FIRE EQUIPMENT	\$24,000	\$153,200	\$0	\$170,170	\$0	\$90,100	\$0	\$0	\$0	\$150,000	\$0	\$0	\$0	\$0	\$0
TOTAL FIRE CAPITAL BUDGET	\$779,100	\$153,200	\$694,600	\$280,470	\$638,200	\$90,100	\$0	\$193,900	\$0	\$1,347,200	\$0	\$0	\$0	\$0	\$2,078,900
**District1&2 Funded															
***Fire Dept Funded															

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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 2022/23, requires pre-approval in fiscal 2021/22 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 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.

Aluminum Garbage Bin

The wooden garbage bin on the Foundry side of the Fire Station requires replacement. Vermin have gained access to the current garbage bin by chewing through the wooden frame. The vermin are using the garbage in the bin as a food source and have a nest under the garbage bin. A neighboring business had their garbage collection refused due to the infestation of vermin until they had a purpose built metal garbage bin constructed. Shortly after this new bin was installed at the neighboring business, it was noted that the garbage at the Fire Station was subjected to a much higher vermin infiltration. The presence of vermin in and around our current garbage bin is a health and safety issue. By replacing the wooden garbage bin with a metal bin, access by chewing through the garbage bin would be denied. Staff are recommending a garbage bin be constructed rather than rented from a garbage collection company. By having a bin constructed, the cost for building versus renting would be covered over a period between 2 to 3 years. By having a metal garbage bin located at the Fire Station, this would counter the current vermin issue that is being dealt with and the garbage collection company will supply locks to keep lids secure which will stop the drop off cycle of garbage from persons outside of the Fire Department who use the current bins to drop off their personal garbage.

Future Capital

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 2029/30.

Fire Service Breathing Air Packs (2022/23)

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

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)							
		\$10,000	\$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 Resurfacers (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		\$160,000	\$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											
Water and Wastewater System Survey & GIS Development (includes all underground infrastructure)		\$50,000									
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					
		\$50,000	\$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 <i>pre-approved April 14, 2020</i>	1	\$10,000									
Pump House - Dares Lake-Interior Steel Repair/Gutters <i>pre-approved April 14, 2020</i>	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 Truck (1) - used	1	\$25,000									
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							
		\$25,000	\$164,300	\$207,300	\$14,000	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS		\$248,500	\$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

Water and Waste Water System Survey and 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. The GIS records are the basis for Asset Management Planning to allow proactive maintenance, including a Master Plan for Water and Wastewater/Stormwater.

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 *Pre-approved April 14, 2020*

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. The work will be done by PW forces and is high on their priority list. The purpose of the work is to prevent water ingress into the pump house.

Pump House Dares Lake-Steel Beam Repair and Gutter Installation

Pre-approved April 14, 2020

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. This project and the Road Improvement project are related, PW to complete the road work first to get water diverted and then fix the building.

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 – If 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 add another vehicle to the Public Works fleet.

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				
01-2-82-2314	Annex Roof	\$10,000	\$10,000	Deed Transfer Taxes
01-2-82-2362	CN Station - Capital Repairs including Garage Door & Siding	\$15,000	\$15,000	Deed Transfer Taxes
Equipment				
01-2-82-2339	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
01-2-82-3904	Joint Building Inspection IT (Townsuite Mapping & Laser Fiche Software Upgrades)	\$10,000	\$10,000	Capital from Revenue
01-2-82-2340	CCP Capital Project	\$10,000	\$10,000	Capital Borrowing
Public Works Infrastructure				
Wastewater				
01-2-82-3802	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
01-2-82-3812	Upgrade Communication Systems to Pumping Stations	\$20,000	\$20,000	Gas Tax
01-2-82-3813	WWTP -Voltage Reading Monitor at Pumping Station	\$7,000	\$7,000	Gas Tax
01-2-82-3793	WWTP-Upgrade Rails and Catwalks in Aeration Building	\$30,000	\$30,000	Deed transfer tax
01-2-82-3814	Lift Stations Capital Pump Repairs <i>pre-approved Dec.10/19</i>	\$55,000	\$55,000	Gas Tax
01-2-82-3815	Check Valve Installation at WWTP	\$10,000	\$10,000	Deed transfer tax
01-2-82-3816	Raw Sludge Pumps (2)	\$50,000	\$50,000	Gas Tax
01-2-82-3817	Flowmeter installation program	\$50,000	\$50,000	Gas Tax
01-2-82-3818	Backflow Prevention Study for Lift Stations <i>pre-approved May 12, 2020</i>	\$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.
01-2-82-3819	Flood Study <i>pre-approved Feb.13, 2020</i>	\$47,900	\$47,900	Deed transfer tax, application to FRIP program for possible funding to 50%
Recreational Infrastructure				
01-2-82-2917	Splash Pad	\$200,000	\$200,000	Did not received the Nova Scotia Recreation Facility Development Grant. May 19th Correspondence from Lunenburg Community Development Group. Staff Recommendation: Add this project to the 10 year capital plan for future budget consideration.
01-2-82-2790	Streamed Waste Cans	\$9,300	\$9,300	50/50 Grant & Capital from Revenue
Renewals - Sidewalks/Curbs				
01-2-82-2754	Tannery Road Seawall - Final Stage	\$70,000	\$70,000	Deed Transfer Tax
01-2-82-2772	Brook Street - Beautification Project, if Provincial Beautification funds received	\$20,000	\$20,000	Deed Transfer Tax \$10,000 and \$10,000 Provincial Beautification funds
New Sidewalks/Curbing				
01-2-82-3126	Tannery Road-Knickle to 97 Tannery Road (East) <i>May 12, 2020 - Council asked staff to prepare a supplementary report regarding how Town Public Works staff can construct the sidewalk on a phased in basis if necessary.</i>	\$255,000	\$255,000	Deed Transfer Tax \$115,000 approved 19-20, capital borrowing for balance \$140,000
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				
01-2-82-2639	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
01-2-82-2619 <i>pre-approved April 28, 2020</i>	Turnout Gear Washer	\$5,400	\$5,400	Fire Dept. - 100% funding
01-2-82-2620	Turnout Gear Dryer	\$9,700	\$9,700	Fire Dept. - 100% funding
01-2-82-2621	Floor Scrubber	\$5,100	\$5,100	Capital from Revenue & 50% funding requested from Fire District 1 & 2. The District has advised they did not approve the funding request of 50%. Staff recommendation for 50% funding to come from the General Capital Reserve
01-2-82-2622	Aluminum Garbage Bin	\$3,800	\$3,800	Capital from Revenue & 50% funding requested from Fire District 1 & 2. The District has advised they did not approve the funding request of 50%. Staff recommendation for 50% funding to come from the General Capital Reserve
Community Centre/Arena				
01-2-82-2936	Arena - Roof Exhaust Replacements	\$10,000	\$10,000	Deed Transfer Tax
	Gym Floor Refinish	\$30,000	\$30,000	Deed Transfer Tax
01-2-82-2937	Ice Resurfacers	\$125,000	\$125,000	Reserve \$52,000, approved MODL Grant \$20,000 + seeking external sources \$43,000. Higher than anticipated Operating Grant from MODL allows for TOL Capital from Revenue in the amount of \$10,000.
01-2-82-2938	Ride on Mower	\$25,000	\$25,000	Capital from Revenue \$10,000 & General Reserves \$15,000
		\$1,718,300	\$1,718,300	
Town Capital Funding Summary 2020/21			Total	
	Operating Revenue		\$39,150	
	Gas Tax		\$222,000	
	Deed Transfer Tax		\$377,900	
	Town Reserves		\$71,450	
	Water Dividend		\$50,000	
	Utilities		\$10,000	
	Fire District & Department		\$392,650	
	Grants & Donations Estimate		\$77,600	
	Borrowing Estimate		\$477,550	<i>Includes pre-approval of \$327,550 for Fire Truck</i>
			\$1,718,300	

DRAFT

TOWN	Project	Budget Cost	Funding	Source
2019/20 Approved Capital Projects, only the unexpended 2019/20 balances be carried forward to fiscal 2020/21 - pre-approved				
Buildings & Structures				
01-2-82-2338	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				
01-2-82-2336	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				
01-2-82-3810	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
01-2-82-3797	WWTP - Improve Treatment Process - Pre-design	\$270,000	\$270,000	PCAP \$135,000 and Gas Tax for balance - carry forward from fiscal 2019/20
01-2-82-3795	WWTP-Replace Lines and Diffusers in Aeration Tanks, Council approved increase to budget on April 14, 2020	\$388,000	\$388,000	Gas Tax - carry forward from fiscal 2019/20 \$200,000 and capital borrowing for \$188,000
Recreational Infrastructure				
	Splash Pad RFP process	\$20,000	\$20,000	Deed transfer tax, to be carried out by in-house staff
		\$2,512,300	\$2,512,300	
WATER UTILITY				
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				
05-2-94-2901	Water and Wastewater System Survey & GIS Development (includes all underground infrastructure)	\$50,000	\$50,000	Staff seeking Council approval to submit a FCM Municipal Asset Management Program Grant application for this project. This is a 75% funding program. Total project funding if successful will be FCM Grant \$37,500 and \$12,500 Water Utility depreciation funds. Staff require a Motion of Council to proceed with application.
Building Improvements & Construction				
05-2-94-3017	Chlorinator	\$70,000	\$70,000	Depreciation Funds
05-2-94-4530	Road Improvement - Intake House <i>Pre-approved April 14, 2020</i>	\$10,000	\$10,000	Depreciation Funds
05-2-94-4531	Pump House - Dares Lake Interior Steel Repair/Gutters <i>Pre-approved April 14, 2020</i>	\$4,000	\$4,000	Depreciation Funds
05-2-94-4532	WTP - Paint and Reseal 2 Roof Vents	\$5,000	\$5,000	Depreciation Funds
05-2-94-4533	Geotechnical Investigation (Dam/Spillway)	\$15,000	\$15,000	Depreciation Funds
05-2-94-4534	Downstream channel assessment, hydrologic/hydraulic modelling, field surveys	\$17,500	\$17,500	Depreciation Funds
05-2-94-4535	Design of Dam and downstream channel rehabilitation, approvals	\$30,000	\$30,000	Depreciation Funds
Furniture and Equipment				
05-2-94-4900	Half Ton Truck (1)	\$25,000	\$25,000	Depreciation Funds
	Water Utility Capital Funding Summary	\$248,500	\$248,500	
	FCM Grant	\$37,500		
05-2-93-1000	Depreciation Funds	\$211,000		
		\$248,500		
ELECTRIC UTILITY				
BUILDING & STRUCTURES				
07-2-75-1684	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		

Ann Covey

Subject: 6 (a) (i) Coun May 26 20 Lincoln Street Food Submission

-----Original Message-----

From: Paolo Colbertaldo [mailto:lincolnstreetfood@icloud.com]

Sent: May-05-20 7:31 AM

To: Bea Renton <brenton@explorelunenburg.ca>

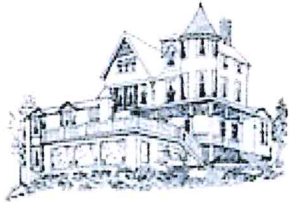
Subject: Re: Can you call me..

Hi Bea,, as to our discussion.. as a small business owner in Lunenburg.. I appreciate the rate drop and one month extension on property taxes.. unfortunately under current conditions,, I believe that the business locally and on every Main Street worldwide are in for at least a year if not longer for hard times.. I really believe that me revenue will drop by at least 75 percent..a further interest rate cut and lower taxes might be needed.. thanks paolo

Thanks from paolo and the Lsf staff!!

Let us know if you would like to be added to our mailing list for updates of hours and events..

BOSCAWEN INN



150 Cumberland St. PO Box 489, Lunenburg, NS, Canada, B0J 2C0
1-800-354-5009 reservations@boscawen.ca 902-634-3325



May 10, 2020

Town Of Lunenburg
119 Cumberland Street
Lunenburg
B0J 2C0

Re: Query on Property Tax Bill - Customer Number INNBU001

Dear Sir or Madam,

I have recently received my property tax bill and was disappointed to see that no relief is being provided to small businesses.

It is quite clear to me that due to the Coronavirus Pandemic it will not be business as usual for our Inn this year and so I cannot understand why we are still been charged business rates for property tax and sewer. I do not mind paying for a service but when I am clearly not getting value for money then it does not seem to be fair. If my property is not occupied for a big chunk of the year or at a reduced percentage then my garbage collection will be significantly down and the use of the sewerage system will be significantly down. Those are the two main services I get.

I recommend putting on hold any capital projects you may have that are non essential and reducing small businesses property tax.

I look forward to your response on this matter.

Regards,

Jonathan Rawdon

Ann Covey

Subject: 6 (a) (i) Coun May 26 20 Splash Pad Project Postponment

From: Melissa Duggan [<mailto:melissadduggan@gmail.com>]

Sent: May-19-20 1:33 PM

To: Paul Bracken <PBracken@explorelunenburg.ca>

Cc: Kelly Cunningham <KCunningham@explorelunenburg.ca>

Subject: Re: Splash Pad

Hi Paul & Kelly,

First off, I would like to thank you for all of your hard work on this project.

Unfortunately, I can't see us moving forward with the splash pad this year for a number of reasons. Without the provincial and federal funding, and the ability to move forward with our own fundraising efforts over the last few months, we are too far behind.

We are sad that this project has been delayed yet again, and are unsure what the future holds for us at this time.

We do hope that the town will continue to move forward with it, and would love to work with you in the future, in whatever capacity we can.

Thanks! Take care,

Lunenburg Community Development Group
Melissa Duggan

On Thu, May 14, 2020 at 9:29 AM Paul Bracken <PBracken@explorelunenburg.ca> wrote:

Hi Melissa,

The "Request for Proposals" closed early this week and we have had three companies respond to our request. I would like to share the responses with you however the files are very large, I can put on a usb if you want to pick up from my office just let me know.

I wanted to check in and share the proposals and talk about next steps. We wanted to check in and see if the LCDG has any thoughts on moving the project forward this year.

Thanks,

Paul

Paul Bracken

Facilities Superintendent

Town of Lunenburg

117 Cumberland Street

PO Box 129

Lunenburg, Nova Scotia

Canada B0J 2C0

Email: pbracken@explorelunenburg.ca

Office: 902-634-8992, ext. 2

Cell: 902-523-4979

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Ann Covey

Subject: 6 (a) (i) Coun May 26 20 Protective Services Operating Budget Approval by Districts 1 and 2 Fire Commission

From: Dawn and Brian Keizer [<mailto:dbkeizer@outlook.com>]

Sent: Monday, April 27, 2020 3:31 PM

To: Lisa Dagley <LDagley@explorelunenburg.ca>

Subject: Operating

Hi Lisa

The Commission approved the operating budget for the Lunenburg and District Fire Department.

No capital was approved other than preapproval on the new truck coming in July.

Brian



Justice

Public Safety and Security Division

Wanda Fletcher, Executive Director

1690 Hollis Street
Halifax, NS
B3J 3J9

Phone: 902 424-3178
Fax: 902 424-0700
Email: Wanda.Fletcher@novascotia.ca

April 6, 2020

Ms. Beatrice Renton
Town Manager/Clerk
Town of Lunenburg
P. O. Box 129
119 Cumberland Street
Lunenburg, NS B0J 2C0

Dear Ms. Renton,

In consultation with the Nova Scotia Federation of Municipalities (NSFM) and the Royal Canadian Mounted Police we have established the budget for RCMP services provided under the Provincial Police Services Agreement for the period April 1, 2020 to March 31, 2021.

Based on your level of service the costs allocated to your municipality will be \$815,492 for 2020/21. Your service level has been adjusted for any approved service requests made during the past year that were implemented on or before April 1, 2020. This amount does not include any adjustments that may be requested by your municipality subsequent to April 1, 2020.

The allocated cost to your municipality for the 2020/21 fiscal year represents a 2.62% increase over the 2019/20 cost for the same complement of officers.

We will continue to update you as we learn more on the settlement of the salary increases as well as the new labor relations regime to be implemented by the Government of Canada for the RCMP.

If you have any questions regarding this amount, or wish any point of clarification, please contact Li Chao, CPA, CGA, Director of Contracts at (902) 424-7477.

Yours truly,

Wanda Fletcher, CPA, CGA
Executive Director, Public Safety and Security



Municipality of the District of Lunenburg

Recreation Services

May 15, 2020

Town of Lunenburg
Attn Kelly Cunningham
119 Cumberland Street, PO Box 129
Lunenburg, NS
B0J 2C0

Dear Ms. Cunningham

**Re: Town of Lunenburg
Equitable Funding – 2020/21
Roof Repairs Funding – 2020/21**

You should shortly be receiving a cheque for \$50,000 representing the following:

- a) The allotted funding from the Municipality to assist you with operating expenses in the amount of \$40,000. Council asks that you submit a financial statement at the end of the 2020/2021 fiscal year.
- b) The second installment of four for \$10,000 towards roofing repairs to the Lunenburg Community Centre as approved by Council May 12, 2020.

Council have also approved funding of \$20,000 towards the replacement of the ice-surfacers. Release of these funds will be actioned on receipt of proof of purchase of the said equipment.

I trust all is in order. Should you have any questions, please do not hesitate to contact me.

Sincerely,

Tissy Bolivar
Acting Director of Recreation Services
Tissy.bolivar@modl.ca

TB/sc

Document No:
Meeting: May 26, 2020
Circulate: Council, BR, LD
File: Budget 2020/21

MEMORANDUM

TO: TOWN COUNCIL

FROM: LISA DAGLEY, CPA, CGA, FINANCE DIRECTOR

DATE: MAY 22, 2020

RE: PROPERTY TAX FINANCING PROGRAM PROPOSAL

1. FACTS

As part of COVID-19 reliefs sought by municipal taxpayers of Nova Scotia, the Nova Scotia Federation of Municipalities (NSFM) and the Association of Municipal Administrators (AMANS) with support from the Department of Municipal Affairs and Housing (DMAH) have developed a proposed Property Tax Financing Program.

2. ISSUES AND OPTIONS ANALYSIS

Staff from all municipal units across Nova Scotia were asked to provide estimates based on industry specific criteria on the likelihood that a business or individual would seek a tax deferral. Based on these specific criteria the Town of Lunenburg may experience a cash flow shortfall of approximately \$1.8M (\$903,000 Commercial and \$967,000 Residential) in the short term.

As the result of this cumulative data provided to NSFM and AMANS the Province established an operating loan program to help municipalities with financial losses due to COVID-19 in the amount of \$380 million. The loan is available through the Municipal Finance Corporation (MFC) and municipal units will have six months to start repayment and three years to fully repay the loan. To access funds a borrowing resolution would need to be approved by Council and submitted to the DMAH for their approval.

Municipalities do not have the legislative authority to offer a tax deferral therefore NSFM and AMANS drafted a policy that leverages this Provincial loan program to provide a Property Tax Financing Program for those municipal taxpayers who have been impacted by COVID-19. Taxpayers will be required to submit an application to receive this support vs the temporary measures we and other municipal units have put in place which are available to all taxpayers regardless of need. This program will only be applicable to 2020-21 taxes and non-resident property owners will not be eligible to participate.

To enact the program the Town has to adopt a policy, the model policy has been updated to meet the needs of the Town of Lunenburg and is attached as schedule to this report. NSFAM and AMANS have strongly urged all units to provide a unified approach with the adoption of this policy, however Councils are not required to participate. Locally Bridgewater, Mahone Bay and the Municipality of the District of Chester are all considering adopting their own version of this policy.

3. FINANCIAL IMPACT

The Town will incur some administrative burden to provide this program, the amount of staff time that will be required to provide this program is difficult to determine until we know the uptake on the program. The policy does allow for an administrative charge to offset for our staff time.

While it is not a requirement to borrow from MFC for this program a borrowing will be necessary for the Town to proceed with this program as the level of our Operating Reserves are not sufficient to fund such a program.

Staff have been advised by MFC that the cost of borrowing under this program will be 1.1% and the policy allows for a 0.25% overhead charge, which covers possible defaults and interest timing adjustments. Staff will work to structure the borrowing so the interest charges will be carried by taxpayers enrolled in the program. DMAH have advised that this borrowing will not impact the Town's borrowing capacity.

4. STRATEGIC PLAN RELEVANCE

- 5) Operate the Town efficiently and effectively by:
C. Developing and updating Town bylaws, policies, procedures and plans.

5. RECOMMENDATION AND DRAFT MOTION

It is recommended that the following notice of motion be given by a Council member at the May 26, 2020 Council meeting.

I, Deputy Mayor/Councillor _____ hereby give notice of motion to adopt the COVID-19 Pandemic Property Tax Financing Program Policy at the June 9, 2020 Council meeting.

Acknowledged only by:

Bea Renton
CAO

Attachment -
Draft policy

TOWN OF LUNENBURG PROCEDURAL POLICY #
COVID-19 PANDEMIC PROPERTY TAX FINANCING PROGRAM

1. This Policy is entitled the “COVID-19 Pandemic Property Tax Financing Program Policy.”

2. **Objective:**

Town of Lunenburg (“Municipality”) is concerned about the health and safety of residents. Town of Lunenburg recognizes that facilitating the payment of property taxes in installments will better allow Nova Scotians to follow the public health directives endorsed by the Government of Nova Scotia. This Policy responds to that need by establishing a one-time property tax installment payment program (the “Program”) for owners of residential and commercial properties negatively affected by the COVID-19 global pandemic.

3. **Authority:**

Sections 111 and 112 of the *Municipal Government Act* give Council the authority to provide for the payment of taxes by installments.

Section 113 of the *Municipal Government Act* allows Council to charge interest for non-payment of taxes when due, at a rate determined by policy.

4. **Scope:**

4.1 Residential - The following owners of residential property are eligible to participate in the Program:

4.1.1 An owner of a residential property that is the owner’s primary residence, where the owner has experienced financial hardship through a significant reduction in income due to the State of Emergency declared by the Government of Nova Scotia in response to COVID-19, demonstrated through receipt of COVID-19 Provincial or COVID-19 Federal program assistance, or a Record of Employment (ROE) demonstrating layoff from employment after March 15, 2020;

4.1.2 An owner of a residential property where the owner was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season (excluding AirBNBs);

4.1.3 An owner of a residential property that is rented to one or more tenants, where the owner has experienced a significant reduction in rental income from the property due to the State of Emergency, demonstrated through the following:

4.1.3.1 The owner of a residential property that is rented must attest that the rental income for April 2020 and May 2020 is 30% less than rental incomes received in February 2020.

4.2 Commercial - The following owners of commercial property are eligible to participate in the Program:

4.2.1 An owner of a taxable commercial property where the property has a total taxable 2020 property assessment value equal to or less than \$6,500,000 and where the owner's business or building located on the property has experienced financial hardship through loss of revenue related to the State of Emergency, demonstrated through the following:

a) In receipt of the Canada Emergency Wage Subsidy Benefit; or b) where the owner demonstrates a reduction in gross eligible revenue greater than or equal to 30 percent in the months of March, April and May 2020 as compared to the corresponding period in 2019. Eligible revenue includes selling goods, rendering services and other's use of services.

4.2.2 An owner of a taxable commercial property who has experienced financial hardship through loss of revenue related to the State of Emergency, regardless of the assessed value, where:

4.2.2.1 The owner of the property is a tourism operator registered under the *Tourist Accommodations Registration Act* and the property is used for tourist accommodations (e.g., hotels, motels, bed and breakfasts);

4.2.2.2 The owner of the property carries on the business of an automotive or leisure/recreational vehicle dealership on the property;

4.2.2.3 The owner of the property uses the property as a private or non-profit recreation facility (e.g., golf courses, indoor playgrounds, campgrounds, racing venues);

4.2.2.4 The owner of the property carries on a business on the property in the hospitality industry, including bars, cafes, and coffee shops;

4.2.2.5 The owner of the property carries on a business on the property in the service industry, including hairdressers, nail salons, gyms, tattoo parlours;

4.2.2.6 The owner of the property carries on a business on the property as a health care provider (including, but not limited to, dentists, naturopaths, chiropractors,

physiotherapists, physicians and other doctors), where that business has been required to reduce hours as a result of the State of Emergency.

4.3 Exclusions: Regardless of sections 4.1 and 4.2 of this policy, the following are not eligible to participate in the Program:

4.3.1 Property owners who have not experienced financial hardship through loss of revenue related to the State of Emergency;

4.3.2 Property owners who have received compensation from Business Interruption Insurance towards the payment of property taxes;

4.3.3 Properties occupied by daycare centres in receipt of federal or provincial funding, or those in receipt of other emergency funding;

4.3.4 Properties used for landfill, pipeline, managed forest, parking, and commercial vacant land;

4.3.5 Properties for which there is an active tax agreement with the Municipality through legislation or bylaw;

4.3.6 All properties managed under payment-in lieu-programs.

4.4 General Requirements

4.4.1 Installments shall be payable by the person, company or other entity assessed for the property for the current fiscal year.

4.4.2 In order for taxes for a property to qualify for the Program, the taxes for the property must not be in arrears at the time of application.

4.5 Application

4.5.1 Property owners wishing to apply to participate in the Program for a property must complete and submit to the Municipality an application in the form attached as Schedule "A" to this policy as may be prescribed by the Chief Administrative Officer.

4.4.3 The application deadline to participate in the Program is **July 31, 2020**.

5. Administration

5.1 Tax Installments

5.1.1 For applications meeting the Program criteria set out above, property tax payments normally due between May 1st, 2020 and September 1st, 2020 for approved properties may be paid in installments as follows.

5.1.2 For each property, Program participants will pay tax installments by pre-authorized payment as follows:

5.1.2.1 Payments of \$25 per month for six months, payable on or before the last day of each month, commencing in August 2020.

5.1.2.2 Following these six months at \$25 per month, monthly payments equal to 1/24th of the balance of the amount eligible for the Program plus interest as set out below. These monthly payments are payable on or before the last day of each month and continue for 24 months.

5.1.4 The rate of interest for the Program will be 1.35% per year.

5.1.5 Interest on amounts owing under the Program will be calculated commencing on the date the property tax payment is normally due and continuing until all installments have been paid.

5.2 Terms of the Program

5.2.1 The Treasurer, or their delegate, shall approve qualifying applicants.

5.2.2 Payments under the Program must remain in good standing with the Municipality throughout the duration of the Program.

5.2.3 Default in payment of an installment when due will result in the following:

5.2.3.1 The balance of outstanding taxes on the applicable property and interest will become immediately due and payable; and

5.2.3.2 The outstanding taxes and interest then owing will become subject to the municipality's regular rate of interest for overdue taxes 18% per annum, charged at 1.5% monthly.

5.2.4 All amounts owing and payable on the property tax account that are not included in the Program are due on their normal dates and any amounts not paid when due will be subject to the Municipality's regular rate of interest for overdue taxes of 18% per annum, charged at 1.5% monthly.

5.2.5 Payments received by the Municipality from a property owner will first be applied to any installments due under the Program, in priority to any other taxes or other amounts owing by the owner to the Municipality.

5.2.6 Tax Financing Agreement

Applicants approved for participation in the Program must enter into a Tax Financing Agreement with the Town of Lunenburg prior to the Tax Financing Plan applying to the Property Account.

6. **Responsibilities**

6.1 Council will:

7.1.1 Monitor the implementation and administration of this policy and make any amendments required for the effective and efficient operation of the Program.

7.2 The Finance Director or designate will:

7.2.1 Be responsible for the administration and implementation of this policy and the Program; and

7.2.2 Identify necessary amendments to this policy in consultation with Council and managerial staff and make recommendations accordingly to Council.

Schedule A

Application for COVID-19 Pandemic Property Tax Financing Program

Residential Property

Civic address of property: _____

Assessment Account Number (as it appears on your tax bill): _____

Name of owner (as it appears on your tax bill): _____

Mailing address (include civic number): _____

Phone number: _____

Email address: _____

I declare that:

- a) I have not received compensation from business interruption insurance toward payment of property taxes in relation to the above property;
- b) The property is not occupied by a daycare centre in receipt of federal or provincial funding or other emergency funding;
- c) The property is not used for a landfill, pipeline, managed forest, or parking, and is not commercial vacant land;
- d) There is no active tax agreement in place with the Municipality with respect to property taxes for the property through legislation or bylaw;
- e) The property is not owned by a non-profit organizations that is funded by the Municipality and the property is not partially exempted from property tax; and
- f) The property is not managed under a payment-in lieu-program.

Complete one of I, II, or III below

I. Owner-occupied residence

I also declare that:

- a) I reside in the above property;
- b) I have experienced financial hardship through due to a significant reduction in income as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19; and
- c) I am receiving federal or provincial financial assistance related to COVID-19 OR I was laid off from my employment after March 15, 2020.

Dated this ___ day of _____, 2020.

Signature of owner

Enclose: Documentation (email, letter, payment statement, or other) showing that you are in receipt of federal or provincial financial assistance related to COVID-19 OR enclose a Record of Employment indicating that you were laid-off from your employment after March 15, 2020.

II. Registered tourism operator

I also declare that:

- a) I was a registered Tourism Operator with Tourism Nova Scotia for the 2019 tourist season with respect to the above property;
- b) There is no current agreement in place with the Municipality regarding payment of property taxes;
- c) I have experienced a significant reduction in income from the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19; and
- d) The property is not used as an AirBnB.

Dated this ___ day of _____, 2020.

Signature of owner

Enclose: Documentation showing registration as a Tourism Operator with Tourism Nova Scotia for the 2019 tourist season.

III. Rental residential property

I also declare that:

- a) I rent the above property to one or more residential tenants;
- b) I have experienced a significant reduction in income from the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19;
- c) The owner of a residential property that is rented must provide a signed affidavit that the rental income for April 2020 and May 2020 is 30% less than rental incomes received in February 2020.

Dated this ___ day of _____, 2020.

Signature of owner

Enclose: Proof of your residential property that is rented must attest that the rental income for April 2020 and May 2020 is 30% less than rental incomes received in February 2020.

Application for COVID-19 Pandemic Property Tax Financing Program

Commercial Property

Civic address of property: _____

Assessment Account Number (as it appears on your tax bill): _____

Name of owner (as it appears on your tax bill): _____

Mailing address (include civic number): _____

Phone number: _____

Email address: _____

I declare that:

- g) I have not received compensation from business interruption insurance toward payment of property taxes in relation to the above property;
- h) The property is not occupied by a daycare centre in receipt of federal or provincial funding or other emergency funding;
- i) The property is not used for a landfill, pipeline, managed forest, or parking, and is not commercial vacant land;
- j) There is no active tax agreement in place with the Municipality with respect to property taxes for the property through legislation or bylaw;
- k) The property is not owned by a non-profit organizations that is funded by the Municipality and the property is not partially exempted from property tax; and
- l) The property is not managed under a payment-in lieu-program.

Complete one of I or II below

I. I also declare that:

- a) I have experienced financial hardship through loss of revenue of my business or building located on the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19;
- b) The total taxable 2020 assessed value for the property is equal to or less than \$6,500,000;
- c) a) In receipt of the Canada Emergency Wage Subsidy Benefit; or b) where the owner demonstrates a reduction I gross eligible revenue greater than or equal to 30 percent in the months of March, April and May 2020 as compared to the corresponding period in 2019. Eligible revenue includes selling goods, rendering services and other's use of services.

Dated this ___ day of _____, 2020.

Signature of owner

II. I also declare that:

- a) I have experienced financial hardship through loss of revenue of my business or building located on the property as a result of the State of Emergency declared by the Province of Nova Scotia related to COVID-19;
- b) The total taxable 2020 assessed value for the property is greater than **\$6,500,00** but (*choose any of the following that apply*):
- (i) I am a tourism operator registered with the *Tourist Accommodations Registration Act* and the property is used for tourist accommodations (e.g., hotels, motels, bed and breakfasts);
 - (ii) I carry on the business of an automotive or leisure/recreational vehicle dealership on the property;
 - (iii) I use the property as a private or non-profit recreation facility (e.g. golf course, indoor playground, campground, racing venue);
 - (iv) I carry on a business on the property in the hospitality industry (eg. bar, café, restaurant, coffee shop);
 - (v) I carry on a business on the property in the service industry (eg. hair salon, nail salon, gym, tattoo parlour);
 - (vi) I carry on a business on the property as a health care provider (eg. dentist, naturopath, chiropractor, physiotherapist, physician), and that business has been required to reduce hours as a result of the State of Emergency.

Dated this ___ day of _____, 2020.

Signature of owner



NOVA SCOTIA FEDERATION
OF MUNICIPALITIES

May 20, 2020

PRESIDENT:
Mayor Pam Mood
Town of Yarmouth

The Honourable Stephen McNeil,
Premier of Nova Scotia
Via email: premier@novascotia.ca

VICE-PRESIDENT:
Deputy Mayor Emily Lutz
County of Kings

Dear Premier McNeil:

IMMEDIATE PAST-PRESIDENT:
Councillor Waye Mason
Halifax Regional Municipality

RE: Financial Support for Fall Municipal Elections

REGIONAL CAUCUS CHAIR:
Councillor Clarence Prince
Cape Breton Regional Municipality

As the voice of all 49 of Nova Scotia’s municipalities, it is incumbent upon NSFM to share the concerns of our members. To this end, we are providing a list of those issues brought forward around the financial, operational, and other burdens our members will face because of the decision to proceed with the scheduled October elections.

RURAL CAUCUS CHAIR:
Deputy Mayor Geoff Stewart
County of Colchester

TOWNS CAUCUS CHAIR:
Mayor Brenda Chisholm-Beaton
Town of Port Hawkesbury

The fallout from this unilateral decision will have far-reaching implications for our members, who are impacted by the lack of consultation and the compounded costs, and the ability to hold a fair election amid myriad health concerns for their electors and the many others involved in the election process. While we understand the decision has been made, the following lists many of the concerns we have with the fall election:

- Lack of Consultation

Early in the pandemic, NSFM flagged the consequences of conducting campaigns and elections with physical distancing measures. Despite the early warning in our April 7 letter to the Minister of Municipal Affairs, the department didn’t reach out to consult with our board, executive staff or members. As we are the experts in municipal elections, the lack of consultation to ensure all concerns were addressed has led to a decision that was not fully informed. Now, more than ever, we need to ensure the experts are at the tables informing decisions.

.../cont’d

The Partnership Framework that connects NSFM and the Province outlines that joint engagement “is critically important” in decisions that impact local governments. NSFM sent a clear signal in a letter two weeks ago that we expect more collaboration and consultation on municipal issues. Again, it is imperative if we are going to make informed decisions. The Province’s failure to consult and collaborate with NSFM breaches the partnership framework it promised to follow in May 2018.

- Costs

NSFM respectfully challenges Minister Porter’s suggestion that municipalities can easily conduct safe elections by increasing both the number of polling stations and the days for advance polling, or by using alternate voting methods like e-voting.

First, each one comes at a cost. The primary focus for municipalities this year has been providing essential services to residents and businesses while remaining financially solvent. Covering the cost of a regular election under current circumstances would be a financial burden for all, but the added responsibility of ensuring elections are carried out with the required physical distancing during a global pandemic will make it more costly for some, and financially unbearable for others.

There are other issues to consider with the suggested alternatives. In the last election in 2016, councils in 23 municipalities used electronic voting. It would be a challenge for all 49 municipalities to use E-voting because many rural areas continue to struggle with unreliable or unavailable internet connections. Telephone voting should be an option in all municipalities, but again, there are costs associated and many will simply not take part in telephone voting. To ensure municipalities can introduce the suggested safety measures and alternative voting capabilities, we’re asking that the Province provide financial assistance to Nova Scotia municipalities to adequately carry them out.

- The Democratic Process

This is Canada. Much of the rest of the world would do anything to be here, in huge part because of our democratic process. The importance of ensuring the integrity of that process cannot be understated. We are playing with the system when we cannot knock on doors, have town hall meetings, talk to people face to face, and when voters cannot

vote in a manner that is comfortable for them, especially given the pandemic concerns.

Many seniors, we know, will only vote at a poll. If they do not feel safe going to the poll during a pandemic, or in the subsequent aftermath, we have, in effect, taken away their ability to vote. We need to be very careful. People have to be able to vote. While October is less than five months away, we can all agree that things will not have returned to “normal” by then.

We have heard from some that incumbents will “have the upper hand” because they are known. It is important you are aware of that point as we do not know how those new to the election process will react to this.

Municipalities have been encouraged to use “other visible methods” rather than canvassing door-to-door to engage voters. That course of action is lessened in several municipalities in Nova Scotia, where councils have already voted to ban the display of all campaign lawn signs during elections. Given our fight to reduce plastics and do all things in an environmentally-friendly manner, those municipalities and those running within them should not be penalized for doing the right thing.

- Health Concerns

Several of our members have raised concerns about providing secure polling stations for the veterans and seniors in their communities. COVID-19 remains a significant threat in this country, and the risk of infection is particularly high for older people. It will take additional funds to ensure this demographic is adequately and safely served on election day by providing ample space, balloting options and voting assistance. Some units may have to consider providing mobile polls in Long Term Care homes, another element which could force up their costs.

We have to make sure voters feel safe coming out to vote. If they don't, then residents could decide to stay home instead of exercising their democratic right on Oct. 17. That's not democracy at its best.

- Economics

Where are the economic engines that will restart the economy located? At the local

.../cont'd

level. In municipalities. The first round of this pandemic is not nearly over, and we are less than five months out from the election. This one is tremendously important: We won't know how bad things are until we try to restart the engines. We fully expect to be running at 110% to do all we can to ensure our communities are okay, but to be asked to start, then go into full-blown election mode is counter-productive and risky. We will ALL need to give everything we have, full-time, to the economy.

The aftermath of this pandemic is going to need everyone at optimal performance. An election is going to take away from that, needlessly and to the detriment of the entire Province. Of that, there is no doubt.

- Experienced Councils

NSFM also has serious concerns about putting first-time politicians in the middle of a very real and potentially worse second wave of COVID. At the same time, they will be asked to restart an economy without the background on what was done and why. We have the utmost respect for our voters. This is not about who they put in office. It is, again, about stopping what will be a full-blown restart of the economy to run an election, but on top of that, bring the newly-elected up to speed. Many staff hours will need to go into this, perhaps more than usual, which will take staff away from carrying out much-needed duties with regard to moving us all forward.

The bottom line for NSFM is this: Would the Province ever consider calling a provincial election in times like these? If there was an option to delay for six months, what level of government would forge ahead?

In closing, a reminder that Nomination Day throughout the Province is in the first week of September. Should a second round of COVID come to be, or should any other factors come to light that would be cause for reconsidering the October election date, NSFM will require early and frequent consultation. There will be too much at stake by that point to allow for any last-minute switch.

Signed,

A handwritten signature in black ink that reads "P Mood". The "P" is large and loops around the "M", which is also large and loops around the "ood".

Mayor Pam Mood,
President, Nova Scotia Federation of Municipalities

CC: The Honourable Chuck Porter, Minister of Municipal Affairs and Housing

Please be aware that any communications made to the Town of Lunenburg will become records that are subject to the freedom of information and protection of privacy provisions contained in Part XX of the Municipal Government Act. Depending on the nature of the information and the subject matter, such communications may become part of the public record. If you are sending confidential business information or personal information, please mark it as such.

From: NSFM Communications <communications@nsfm.ca>
Date: May 13, 2020 at 10:05:45 AM ADT
To: Rachel Bailey <RBailey@explorelunenburg.ca>
Subject: Important Update Re: Elections 2020
Reply-To: NSFM Communications <communications@nsfm.ca>

[View this email in your browser](#)



Fall 2020 Elections Update

The Municipal Elections scheduled for October 17, 2020 will go ahead as scheduled.

In a letter this morning addressed to NSFM President Pam Mood, Minister Chuck Porter writes that the request to postpone the elections "was examined," but the decision was ultimately made to go ahead.

"We are aware of a number of municipalities with vacancies on council who are holding off on filing those vacancies pending the October election," the Minister writes in his two-page letter.

"If we delay elections beyond October, there will be thousands of Nova Scotians who will not have a representative at the table when those councils make important decisions on the future of their communities."

Both letters can be read in their entirety by clicking the buttons below:

[April 7 Request Letter from NSFM President Pam Mood](#)

[May 13 Response Letter from Minister Chuck Porter](#)



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**Municipal Affairs and Housing
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

May 13, 2020

Mayor Pam Mood
President, Nova Scotia Federation of Municipalities
VIA EMAIL: info@nsfm.ca

Dear Mayor Mood:

Thank you for the letter dated April 7th, 2020, on behalf of the Nova Scotia Federation of Municipalities (NSFM) Board, regarding your concerns about the impact of COVID-19 on municipal and CSAP elections in October.

I understand the financial and operational pressures that municipalities are facing in Nova Scotia, and across Canada, as a result of the pandemic. I appreciate the work that all municipalities are doing to protect the health and safety of Nova Scotians, and to reduce the spread of COVID-19 in our communities.

As you are aware, the Province of Nova Scotia is under a State of Emergency and there are a number of public health orders in effect in an effort to minimize the impact of the pandemic. We are making progress in our goal to “flatten the curve”, however, we will continue to monitor the situation to determine how long we will need to remain in the State of Emergency.

I want to assure you that we examined your request to postpone the October 2020 election carefully. As Minister of Municipal Affairs and Housing, I can confirm for you we will be holding the municipal elections in October of 2020.

Because the situation continues to be unpredictable, I encourage municipalities to continue their preparations for an October election with the current public health protocols in mind; specifically, the requirements around social distancing. With the tools and flexibility provided in the *Municipal Elections Act*, I am confident municipalities can hold safe and democratic elections that conform with public health directives, if necessary.

As you know, there are several options for municipalities in terms of how they conduct elections, how electors can vote, and how candidates campaign, such that an election can be held safely. We would highly recommend that municipalities explore the various options afforded by the Act to ensure a safe election. For example:

- Use the provincial and federal voting lists available through Elections Nova Scotia rather than conducting door-to-door enumeration.

- Through by-law, use alternative voting methods for voting other than, or in addition to, paper ballots to give electors options for advance polls and ordinary polling day. These methods could include voting by mail, telephone, or through a personal computing device.
- Consider options for physical polling stations such as increasing the number of polling stations, limiting the number of electors in a polling station at one time, and providing markers on the floors in polling stations to indicate voters to stay 2 metres (6 feet) apart for those in line to vote, etc.
- As ordinary polling day draws near, encourage electors to vote by any alternative methods available, and use advance polls to reduce in-person contact on election day.
- Encourage candidates and their teams to use signs, printed materials, telephone, social media, or virtual options to engage with constituents rather than canvassing door-to-door.

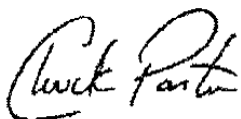
This is an unprecedented time, and now more than ever, it is critical that the democratic rights of citizens are preserved and respected. We are aware of a number of municipalities with vacancies on council who are holding off on filling those vacancies pending the October election. If we delay elections beyond October, there will be thousands of Nova Scotians who will not have a representative at the table when those councils make important decisions about the future of their communities

The Department of Municipal Affairs and Housing is here to assist municipalities to plan and administer a safe and democratic election. If any municipal units require assistance in their election planning, please advise them to contact our Municipal Elections Officer, Sandy Hudson at 902-294-0610, or via e-mail at: sandy.hudson@novascotia.ca. Sandy is experienced in planning for and administering municipal elections, and in running for municipal office.

In early June, we will be providing virtual online training to Returning Officers and we will be again launching the *Local DecisioNS* program by Springtide Collective to help candidates and their teams with online resources relevant to running a campaign. We are working with them to tailor some materials to planning and campaigning in an environment of social distancing.

Thank you for raising your concerns to me. I hope that you, your family and friends, are healthy and safe.

Sincerely,



Chuck Porter
Minister



**TOWN OF LUNENBURG
STRATEGIC PLAN
PROGRESS REPORT 2019**

May 2020



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Introduction

Since the completion of the ***Town of Lunenburg Strategic Plan May 2014***, there have been periodic progress reports updating the Town's many accomplishments to achieve the various Strategic Plan Goals (most recently in December 2018). This report covers the calendar year 2019.

The Town's Strategic Plan contains five "Strategic Plan Goals":

1. Promote a high quality of life for residents.
2. Celebrate our community.
3. Champion opportunities for our community's health and well-being.
4. Foster an environment for business success.
5. Operate the Town efficiently and effectively.

Within each of these five Strategic Planning Goals there are more specific "Strategic Directions" and further targeted "Action Plan Items". In total there are over 120 work items identified in the Strategic Plan document. It is positive to note that since the election of the current Council in the autumn of 2016, the combined work of Council and staff has helped achieve the Strategic Plan objectives and many more additional action items. This is a significant achievement Council, staff and the community can take pride in together.

In reviewing the fuller document please note - items appearing in black font are the stated Strategic Plan goals and objectives of the Town and the notes that follow in **blue font** describe the recent work accomplished since the last reporting period. A check mark ✓ indicates that a specific Action Plan item has been completed or is ongoing.

Looking ahead, the **Comprehensive Community Plan Project** – known as "Project Lunenburg" – was very active throughout 2019, and will ultimately lay out the Town's vision and high-level goals for the long term, including:

- Housing
- Transportation and Infrastructure
- Built Heritage and Streetscapes
- Recreation and Community Spaces
- Environment and Sustainability
- Arts and Culture
- Economic Development
- Governance and Regional Cooperation

The Project Lunenburg deliverables include the generation of a Comprehensive Community Plan (CPP) as well as an updated Municipal Planning Strategy, Land Use By-law, and Subdivision By-law as supporting documents. The CCP, anticipated later in 2020, is anticipated to guide Council's strategic planning going forward.

Bea Renton
Chief Administrative Officer
Town of Lunenburg

1. STRATEGIC PLANNING GOAL - PROMOTE A HIGH QUALITY OF LIFE FOR RESIDENTS

A. STRATEGIC DIRECTION - BEAUTIFYING THE COMMUNITY

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Complete Town tree inventory and assessment (Public Works "PW"/Electric "EL" 2014-2015). ✓
- b) Review, budget for and implement tree inventory and assessment recommendations (Council/PW/EL/Recreation "REC" 2014-2019). ✓
- c) Consider rejuvenation of Town Adopt-A-Tree program (Council/PW/EL/Corporate Services "CS" 2015-2019). ✓

There is an annual Town budget for street tree replacement where trees have been removed and can be safely replanted. Additional budget monies required to implement a cost-sharing Adopt-A-Tree program with residents.

- d) Identify trees that could be removed to renew scenic view planes, e.g., Blockhouse Hill (PW/REC 2015-2018). ✓
- e) Consider enhancement of Town gardens and green spaces with budget considerations to include: hiring an additional summer horticultural staff member and budgeting for new plant materials (Council/PW 2014-2018). ✓

Provincial Beautification and Streetscaping funding application for the Broad Street Boat Launch landscaping and Lunenburg wooden entrance signage replacements/repairs approved, and the boat launch landscaping project, including sea wall rebuild, completed.

Council approved a license renewal for the Lunenburg Community Network's Community Garden on Town land.

Project Lunenburg's "Built Heritage and Streetscapes" and "Environment and Sustainability" reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Council approved the Lunenburg Academy Lot Development Plan; the item is currently on hold until Phase II of the Exterior Restoration is completed.

A proposal was received from Captain Dan Mooreland for public green space near Bluenose Drive Government Wharf; Council directed staff to do a basic clean-up, restrict parking and remove stored items in the 2019/20 fiscal year, and refer the proposed green space concept to Project Lunenburg.

A Tannery Road Front Harbour Trail preliminary landscaping plan was presented.

B. STRATEGIC DIRECTION - ENHANCE LUNENBURG HERITAGE APPRECIATION

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Hire a Heritage/Assistant Development Officer (“HADO”) to assume general heritage duties management and education (Council/CS 2014-2018). ✓

Heritage Day in Lunenburg was formally proclaimed on the Provincial statutory holiday.

A simplified application form to register a Municipal Heritage Property and revised evaluation criteria was approved.

The Prominent Lunenburgers Award Ceremony was held during Town Birthday celebrations, as well as Lunenburg Heritage Recognition Awards for excellence in building restoration or renovation.

- b) Hire a Lunenburg Academy Development Coordinator (LADC) to oversee the conservation of the Academy’s heritage value as it is repurposed for benefit to the Town (Council/CS/LADC 2014-2016). ✓

Council approved a grant for Lunenburg Academy Foundation’s Consulting Director.

- c) Review and supplement Town website heritage information including additional UNESCO material (HADO 2015-2016). ✓

- d) Complete revision of the Heritage Bylaw and Guidelines (HADO 2015-2016). ✓

Draft revised Heritage Conservation District Map and Bylaw documents were completed, a detailed review conducted by the Heritage Advisory Committee was undertaken, and the public consultation process began in 2019 with two public participation meetings were held. Further work to come.

- e) Develop information materials for real estate agents and new residents providing information about Lunenburg’s UNESCO designation, built architecture and conservation initiatives (HADO 2015-2017). ✓

Project Lunenburg’s “Built Heritage and Streetscapes” report addresses community feedback on this item.

ADDITIONAL ACTION ITEMS

Social media: Weekly “Throwback Thursday” posts on Lunenburg’s heritage have proven popular on the Town’s Facebook and Twitter pages (ongoing).

C. STRATEGIC DIRECTION - BECOME A MORE WELCOMING COMMUNITY

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Support initiative of the newly established Welcome Committee including:

- Expansion of “Welcome to Lunenburg” information package offerings with additional contributed materials (REC 2014-2015). ✓
- Hosting an annual Meet & Greet reception to welcome new residents (REC/Council with support of Welcome Committee 2014-2018). ✓
- Partner with the multicultural association and other groups with similar mandates to identify ways to become a more welcoming and inclusive community (REC/Welcome Committee 2015-2018). ✓

b) Maintain Town website “Newcomers” page adding and revising content as required (CS 2014-2018). ✓

Project Lunenburg’s “Housing”, “Art and Culture” and “Recreation and Public Spaces” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Approval of \$20,000 in community grant funds for 2019/20, as well as in-kind support for the Lunenburg Board of Trade and Lunenburg Folk Harbour Society regarding electric service. Community grants demonstrate the Town’s investment in local activities to enrich the fabric of our community.

Public recognition events for Pride and Mi’kmaq celebrations including flag raising ceremonies, to promote community inclusiveness.

Project Lunenburg installation of a furnished parklet at King and Lincoln Streets for summer surveys and conversation. The parklet featured benches, plants, and umbrellas and provided a relaxation corner for pedestrians.

Global News broadcast from the Town of Lunenburg on October 3rd, which provided an opportunity to show a friendly face across the region. Link: <https://globalnews.ca/video/5984113/global-news-morning-october-3>

South Shore Housing Action Coalition presented a report on “Housing Wage”, the amount a person needs to earn to afford accommodation in communities on the South Shore. Housing action is key to attracting newcomers and growing our population.

The pros and cons of the increased availability of short-term rentals in the Town was discussed and debated by Council, in correspondence between the Mayor and provincial ministers, as well as with the local accommodations industry and resident to ensure the needs of residents and visitors are balanced.

D. STRATEGIC DIRECTION - ENGAGE CITIZENS

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Identify and create opportunities to engage citizens in meaningful community dialogue such as: hosting public reviews of the Strategic Plan; and holding informal sessions outside Council

chambers and/or outside regular meeting schedules, e.g., Love Lunenburg Sessions, Lunenburg Farmers' Market, special events participation (Council/CS 2014-2016). ✓

The launch of "Project Lunenburg" was attended by approximately 200 people. Project Lunenburg public workshops have been consistently well attended:

- Feb 27 Launch
- Apr 24 "Housing"
- Jun 19 "Streetscape and Built Heritage"
- Aug 22 "Cultural Action Plan"
- Sep 26 "Recreation and Community Space"
- Oct 24 "Environment and Sustainability"
- Nov 28 "Arts and Culture"

A public meeting regarding the Brook Street Infrastructure Program was held with affected residents.

Public participation meetings to provide feedback on the proposed new Heritage Bylaw and Design Guidelines were held in the fall of 2019.

- b) Consider budgeting for an independent review of the Town's website to enhance user accessibility and interactive options (Council 2014-2016). ✓
- c) Respond in a timely fashion to all in-person, phone, email, business and citizen information requests about Town operations (Council/DH's). Consider policy development to address this. ✓
- d) Participate in external public meeting forums hosted by other organizations as opportunities arise (Council 2014-2018). ✓

Mayor Bailey was a guest presenter at the Lunenburg Waterfront Association's 2019 Waterfront Symposium, as well as a panelist at Dalhousie University's Sustainable Oceans Conference.

- e) Continue to recognize and celebrate community volunteers annually (REC/Council 2014-2018). ✓

Selection of the 2019 Lunenburg Volunteer of the Year – Cheryl Lamerson. She was celebrated in Halifax at the Provincial reception in Halifax with the other regional representatives. All Lunenburg nominees were recognized at a Town reception. Volunteers are a vital part of community life.

A new Provincial Volunteer Recognition and Representative Volunteer Selection Process Policy and nomination form was drafted and approved.

Project Lunenburg's entire process addresses this item.

ADDITIONAL ACTION ITEMS

The most engaged citizens are those who volunteer. Citizens and business owners serve on the following Committees and Groups:

- *Standing Committees of Council: Active Transportation, Audit, Heritage Advisory, Planning Advisory, Protective Services, and Recreation*
- *Other: Comprehensive Community Plan Steering Group (Project Lunenburg), Lunenburg County Accessibility Committee, Lunenburg Harbour Health Advisory Group, and Newcomers Welcome Committee.*

\$10,000 total in funding for Council Chamber audio-visual upgrades so that the public gallery can see and hear deliberations better was approved. New sound equipment was installed in December; new visual equipment is scheduled for early 2020.

Council Meeting agenda promotions and “digest” versions of minutes to help the public and staff stay in the loop on Council business is shared on social media and the website, and a printed Digest is available in the Town office and Main Street bulletin board. Committee agendas are and links to minutes are shared on social media (ongoing).

E. STRATEGIC DIRECTION - FOSTER LUNENBURG’S DEVELOPMENT AS A CULTURAL HUB

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Continue to host Town’s annual special events including New Year’s Levee, Canada Day Picnic, Lunenburg’s Birthday and Seamen’s Service (Council/REC 2014-2018). ✓
- b) Continue to support the NSCAD Residency Program (Council 2014-2018). ✓

NSCAD student residents showcased their work to Council: Jayme Spinks, Usula Handleigh, Gillian Marady-Jowsey (Jan 8). Public open houses were shared on the Town’s social media and website when available.

- c) Continue to invest in the South Shore Regional Library and Lunenburg Branch Library (Council 2014-2018). ✓

Library attendance figures in the first six months since their move to Lunenburg Academy was up over previous year: circulation increased by 25.6%, program attendance 104%, and memberships 205.6%.

Council gave the Lunenburg Library permission to use Room #105 in the Academy as ad hoc overflow space for events; relocated to Room #101 later in the year.

South Shore Regional Libraries presentation on “New Library Funding Model”. The Town already meets the new funding guidelines by providing Sunday service at the Lunenburg Library.

- d) Show support for and help publicize local cultural events by providing ongoing free mail-outs and Town website postings (Council/CS/REC 2014-2018). ✓

Project Lunenburg’s “Art and Culture” section addresses community feedback on this item.

ADDITIONAL ACTION ITEMS

Council appointment to a community Lunenburg Cultural Plan Steering Committee initiative (Mar 26) shows how seriously the Town takes the role of culture in our community.

Approval of the Lunenburg Academy Business Plan 2.0, which continues the excellent work done to date in turning the Lunenburg Academy into a community hub. The building now has full occupancy, with the exception of the proposed café space.

Lending of Town staging risers to the TSA Music for the Future organization, as well as adding “staging risers” to Policy #91 Loan of Town Equipment, represents another way to support culture in the community by helping to make live performance happen whenever possible.

Sistering with Lüneburg, Germany – discussions are ongoing regarding a future cultural exchange.

The Town continues to support public cultural events that gather residents together and bring visitors to Town through funding and in-kind Town services, i.e., Boxwood Festival Society, Canadian Dory Racing Association, Lunenburg Folk Harbour Festival, Lunenburg Doc Fest, Paint Sea on Site.

2. STRATEGIC PLANNING GOAL - CELEBRATE OUR COMMUNITY

A. STRATEGIC DIRECTION - DEVELOPMENT OF A COMMUNICATIONS PLAN

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Explore options (such as part-time employee or contract work) and budget to develop and implement a communications plan for the Town (Council/ CS 2014-16). ✓

Completed in 2016. More comprehensive execution has taken place since October 2018 within the duties of the Assistant Municipal Clerk (former Communications consultant).

- b) Endeavour to keep the website current and populate the newly created News & Events section (CS/DH's 2014/18). ✓

Town website refresh: New photography purchased and a contract with AMANS for a website refresh have been organized. Updates to content and photography in Visitors and Newcomers pages, content updates to selected pages in Heritage, Recreation, Wastewater Treatment, Solid Waste Management, Business, etc. Further revisions to come in 2020.

ADDITIONAL ACTION ITEMS

Communications technology and templates are improved as required (ongoing). Council approved a new Guide for Writing Staff Reports.

B. STRATEGIC DIRECTION - CULTIVATE POSITIVE VISITOR EXPERIENCE

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Participate in external partnerships to promote Lunenburg tourism development such as the partnership with Local Trails Associations and NS Tourism to promote the bike route from Halifax to Lunenburg (REC 2014/15). ✓

New Back Harbour Trail signs were purchased and installed in four locations.

An invitation to join the Great Loop Trail was accepted (Dec 12) to improve promotion of our trail routes.

- b) Strengthen ties with the NS Tourism Agency and our Lunenburg Board of Trade to ensure Lunenburg benefits from marketing opportunities (Council 2014/16). ✓

The Lunenburg Board of Trade's Yuletide in Lunenburg special event permits were approved along with Town in-kind services for this very popular annual program. The Town coordinated pre-event meeting with the individual organizers; post-event debrief followed in 2020.

- c) Encourage all residents and business operators to “spread the welcome mat” for our visitors (Council/DH’s 2014/18). ✓

Project Lunenburg’s “Art and Culture” and “Economic Development” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Project Lunenburg summer season interviews with visitors and installation of a parklet at Lincoln and King Streets for conversation and/or relaxation for pedestrians.

The Assistant Municipal Clerk attended Municipal Customer Service training with HRM with a view to adapting for Lunenburg Staff. HRM is designing a new training program, which will be shared for review when completed in 2020.

C. STRATEGIC DIRECTION - FACILITATE/ENCOURAGE FILM AND OTHER ARTISTIC ENDEAVOURS FEATURING/REFERENCING LUNENBURG

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Liaise with film and television representatives to promote Lunenburg location opportunities (CS 2014/18). ✓

A new Netflix series “Locke and Key” did location shooting in town.

The feature film “The Good House” with Sigourney Weaver and Kevin Kline did location shooting in town.

Location scout support was provided for a number of other productions.

- b) Continue to provide production assistance to facilitate successful film productions (Council 2014/16). ✓

The CAO received Screen Nova Scotia’s award for Community Recognition for her support of the industry and location assistance in Lunenburg.

- c) Support artistic events, productions and visual arts, music, drama activities (Council 2014/18). ✓

See also items listed under 1.E above.

Project Lunenburg’s “Art and Culture” and “Economic Development” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Cultural Action Plan interviews were conducted with stakeholders including members of Council and staff over the summer; this project coordinated with Project Lunenburg to share findings.

Special Event Guidelines for Parades were developed to proactively address public safety.

See also items listed under 1.E.

D. STRATEGIC DIRECTION - Promote UNESCO Designation

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Leverage our UNESCO designation to generate international exposure and opportunities for financial return (Council/HADO 2014/18). ✓
- b) Pursue partnership initiatives with the other NS UNESCO World Heritage Sites, Joggins and Grand Pre (Council/HADO 2014/18). ✓

A new page was added to Town website with shared content for all Nova Scotia UNESCO sites. This is a joint effort with the other sites, who have posted the same material.

Council approved seed money for UNESCO Gateway project: a shared marketing strategy with other NS UNESCO sites.

Project Lunenburg’s “Built Heritage and Streetscapes”, “Economic Development”, and “Regional Cooperation” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

The Lunenburg Academy restoration projects and public library is a highly visible way to promote our UNESCO designation.

3. STRATEGIC PLANNING GOAL - CHAMPION OPPORTUNITIES FOR OUR COMMUNITY'S HEALTH AND WELL-BEING

A. STRATEGIC DIRECTION - PROTECT OUR NATURAL ENVIRONMENT

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Continue to provide solid waste management, sewage treatment and high quality water to all of our residents (Council/PW 2014/18). ✓
- b) Identify and assess feasibility of additional municipal waste reduction initiatives such as a clear bag collection system, sewer sludge reduction and energy saving lighting (Council/PW/EL 2014/18). ✓

The above items were completed in previous fiscal years.

In 2019, there was discussion of a single-use plastic ban bylaw championed by a community group and Provincial law. Council approved the formation of a working group of elected officials, staff, and community stakeholder members (Plastic Free Lunenburg, Coastal Action, Region 6 Solid Waste Management, Divert NS) to develop a Town Waste Reduction Strategy and/or action plan.

- c) Work with other government departments, agencies or organizations such as Resource Recovery (RRFB), Energy NS and Bluenose Coastal Action Foundation (BCAF) to promote reduction in energy consumption, waste reduction and resource protection (Council/PW/EL/CS 2014/18). ✓

Bluenose Coastal Action Foundation presented their final Lunenburg Harbour 2018 Water Quality Report and recommendations.

Dog waste stations with free bags were installed.

Dalhousie's Centre for Water Resources Studies was approved to conduct a UV Disinfection study on the Wastewater Treatment Plant (May 14), which was later deferred due to Hurricane Dorian damage.

Lunenburg shared the social media "Join In Bring Your Own Mug Bag Bottle" (#JIBYO) Region 6 Solid Waste Management campaign, along with other municipal units. Promotion of their "R6RECYCLES" app which features a collection calendar and advice for solid waste sorting is ongoing as well.

Council expressed support for the Ocean Friendly Nova Scotia program from Coastal Action. The lead of this project will be sitting on the Waste Reduction Strategy Working Group in 2020.

- d) Accept the Town's Municipal Climate Change Action Plan and identify and fund initiatives identified therein as budgeting and funding possibilities permit (Council/PW/EMO/CS 2014/18). ✓
- e) Assess efficiencies of a further reduction in paper usage by utilizing software charges for e-billing (CS 2014/15).

E-payments are enabled for Town utilities and billings.

- f) Convert street lights at obsolescence to more energy efficient technology (EL 2014/18). ✓

Project Lunenburg's "Environment and Sustainability" report addresses community feedback on this item.

ADDITIONAL ACTION ITEMS

The Town applied for a Net Metering Program to allow for two-way monitoring for citizens operating solar power, which was approved by the NS Utility and Review Board. This gives Electric Utility customers the opportunity to generate electricity from renewable sources (solar, etc.) for home or business.

A resolution was adopted by Council calling for a full and independent public inquiry into oil industry exploration in offshore Nova Scotia, and a moratorium on oil and gas exploration until completion of that inquiry is complete.

"NOT Wanted in our Wastewater" public education campaign to reduce harmful substances going into the wastewater system ran online and a poster was mailed to Town residents. A green products giveaway contest to raise awareness followed, with partnership from the local BMR Hardware and Independent Grocer.

Council approved a Watershed/Source Water Protection Plan review and update.

B. STRATEGIC DIRECTION - FACILITATE/ENCOURAGE HEALTHY LIFESTYLES

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report:

- a) Maintain and further enhance Back and Front Harbour trails including relocating Back Harbour trail sign to entrance at Dufferin Street (Council/REC 2014/18). ✓

New Back Harbour Trail signs were purchased and installed in four locations along the trail for wayfinding and information.

- b) Use the Active Transportation Strategy report as a guide referring to the recommendations given and budgeting for their implementation as may be possible (Council/REC 2014/18) ✓

The Active Transportation Strategic Plan detailed review by Sub-committee began midway through 2019; to continue in 2020 with revised plan by recommended priorities.

- c) Partner with Destination Trail and other organizations for South Shore trail inter-connectivity website and tourism promotional opportunities (REC 2014/15). ✓

An invitation to join the national Great Loop Trail was accepted by Council. This will enable some shared marketing to bring awareness to Lunenburg's portion of the trail.

- d) Install more bike racks in Town (Council/CS 2014/15). ✓

- e) Source funding for additional Back Harbour Trail access points (REC 2014/16). ✗

- f) Promote active transportation in and around the community to increase the number of people who cycle and walk for recreation and transportation (REC 2014/18). ✓

Bicycle Nova Scotia, with input from the public, conducted a Blue Route Project study to improve bicycling in Lunenburg, and produced a report with their recommendations. Council referred the report to Project Lunenburg, to the Active Transportation Sub-committee for their Active Transportation strategic plan, and to Public Works for consideration of long-term capital projects.

- g) Request RCMP facilitate school bicycle and crosswalk safety programs (Council 2014/15). ✓
- h) Hold leisure fair to encourage and promote involvement by youth, senior and other interest groups in leisure/recreation activities within the community (REC 2014/15). ✓
- i) Continue to build recreational programming offerings and to maintain the Town's facilities and assets such as playgrounds and playing fields and arenas (REC/Council 2014/18) ✓

Lunenburg Recreation broadened their offering. The Recreation Director researched a variety of expertise in the community to source, develop, and sponsor free public workshops (Coffee, Legal, Eco/Recycling to date).

Free family skates were sponsored by the Town in the Lunenburg Arena.

A Community Splash Pad project was approved for anticipated construction in 2020/21, in collaboration with the Lunenburg Development Community Group.

Tennis court capital repairs grant from the Lunenburg Athletic Facility Fund to the Lunenburg Tennis Club were approved.

- j) Investigate how Recreation Department staff can effectively consult with the community to identify changing leisure/recreation use, service and programming requirements (REC 2014/15). ✓

The Recreation Director reaches out to a variety of community experts to source, develop, and sponsor free workshops for the community to broaden our offerings and impact. Examples in 2019 include free workshops on coffee, legal advice, and an eco/recycling series.

- k) Work with the local skate boarding community to re-design the Skate Park and secure external/internal funding (REC 2014/15). ✓
- l) Facilitate development of a dog park for the use and enjoyment of resident and visiting dogs/owners (Council 2013/14). ✓

Project Lunenburg's "Recreation and Public Spaces" and "Transportation Infrastructure" reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Lunenburg Recreation offered a rental discount for the Fitness Room to instructors who offer a minimum of five hours per week of programming, for a minimum six-month commitment, to encourage high value class offerings out of the Community Centre.

Presentations on Lyme disease were made to Council from proponents of a Lyme Disease Conference as well as the Nova Scotia Health Authority on Lyme disease prevention initiatives and a new research

project from the Canadian Lyme Disease Research Network. Council offered to host an information session on the Canadian Lyme Disease Research Network with Dr. Todd Hatchett, Infectious Diseases Research Network, when a Lunenburg pilot project kicks off. Council proclaimed May as Lyme Disease Awareness Month.

The Community Centre kitchen was leased to the South Shore School Food Project as a test kitchen; unfortunately, the program was discontinued several months later.

Council proclaimed March 26 as Purple Day for Epilepsy Awareness.

The Lunenburg PRO Kids Program began in Spring 2019. Lunenburg Recreation accepted a donation of \$750 from Lunenburg County United Way; a donation of \$750 from the Riverport & District Lions Club; and donations of \$1878 and \$2,835 from Darwin Event Group. Youth supported: six children over the remainder of 2019.

Council donated Community Centre resources (kitchen use, etc.) to participants in the National Kids Cancer Ride.

Council passed an amendment to Policy #79 "Sponsorship and Commemorative Naming of Town Facilities, Property, Programs and Events" that bans alcohol and other regulated substances from sponsoring Town events and facilities that are targeted to youth and families.

C. STRATEGIC DIRECTION - MAINTAIN/ENHANCE LUNENBURG'S SAFE COMMUNITY STATUS

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Review and update the Town Safety Program (Safety Officer "SO" 2014/18). ✓

The Facilities Supervisor was appointed to the Town staff Safety Officer role; he also acts as liaison with Construction Safety Nova Scotia (see item b) in this capacity.

- b) Ensure the Town SO promotes the Town's culture of workplace health and safety with recognition of the National Day of Mourning and other awareness activities (SO 2014/18). ✓

Council approved revised Policy 46A "Joint Occupational Health and Safety Committee". The Joint Occupational Health and Safety Committee was improved in 2019 with Committee member training from Construction Safety NS to improve knowledge and processes.

The Town has built an extensive partnership with Construction Safety NS over 2019, working with them for JOHS Committee policy updates, staff safety training and methodology, COR certification for the Town, and working with Town suppliers to outline safety certification expectations for Town contractors.

Staff Safety Training in 2019 included:

- *Leadership for Safety Excellence*
- *WHMIS*
- *Confined Space*
- *Joint Occupational Health & Safety Committee orientation*
- *Electrical Safety Hazard Awareness*
- *Electrical Safety Hazard Identification & Control*

- *Traffic Control*

Fire drills and safety inspections took place at all Town workplaces.

- a) Update Town Emergency Management Plan (EMO) Plan to incorporate Province's Incident Command System (ICS) (EMO Coordinator 2014/15). ✓

In the aftermath of the extraordinary circumstances of Hurricane Dorian in the fall of 2019, the existing REMO emergency plans and processes are undergoing review to consider what updates may be advisable.

A joint EMO communication plan is in development in conjunction with other local municipalities for coordination of public information during an emergency, such as sheltering-in-place for 72 hours.

- b) Support Lunenburg & District Fire Department initiatives in fire safety education and firefighter recruitment (Council/LDFD 2014/18). ✓
- c) Ensure a high standard of fire protection service is maintained in collaboration with LDFD leadership (Council/LDFD 2014/18). ✓

Council approved the purchase of a drone camera for the Fire Department; the purchase of a replacement pumper fire truck to be delivered in fiscal year 2020/21; and the purchase of new turnout gear.

- d) Continue with sidewalk installation maintenance and upgrades (Council/PW 2014/18). ✓
- e) Set and review annual RCMP performance plans and priorities to ensure community needs are being met (Council 2014/18). ✓

Council and Staff met with new RCMP Superintendent Julie Moss to discuss community policing.

Project Lunenburg's "Transportation Infrastructure" and "Regional Cooperation" reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Council, and the other local municipalities, approved the Inter-Municipal Accessibility Act Committee terms of reference. This Committee was formed to develop an accessibility plan by April 1, 2021 per the Nova Scotia Accessibility Act.

4. STRATEGIC PLANNING GOAL - FOSTER AN ENVIRONMENT FOR BUSINESS SUCCESS

A. STRATEGIC DIRECTION - ENCOURAGE BUSINESS DEVELOPMENT INITIATIVES

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- c) Partner with our neighbouring municipalities in regional economic development initiatives such as through the development of a REN – Regional Enterprise Network and Events Lunenburg County (Council 2014/18). ✓
- d) Encouraging waterfront development in consultation with local and provincial government partners including Council representation on the Lunenburg Waterfront Development Association (Council 2014/18). ✓
- e) Monitor commercial tax rates to ensure Lunenburg is competitive in attracting and retaining business (Council/CS 2014/18). ✓
- f) Explore ways to market the Lunenburg Academy as a business development opportunity/economic driver (Council/LADC 2014/18). ✓

The Lunenburg Academy Business Plan 2.0 was presented in 2019. There is no vacancy in the Academy at present, with the exception of a space reserved for a possible café.

- g) Attempt to quantify the economic impact of creative economy activity in the community (Council 2014/15). ✓
- h) Leverage strong presence of the creative economy activity to further promote that Lunenburg is conducive to more growth in this sector (Council 2014/18). ✓

See Film Industry notes under #2 – there are spin-off business benefits for local creative sector workers, restaurants, accommodations, and retail.

Project Lunenburg’s “Economic Development” and “Regional Cooperation” reports address community feedback on this item.

ADDITIONAL ACTION ITEMS

Council agreed to offer a 25% discount on the room rental rate for Community Centre meeting and fitness rooms to a renter who provides a minimum of five hrs/week of programming, for a minimum 6-month period.

Council and Staff approved a new sightseeing mini-bus tour company in Old Town Lunenburg.

The Town issued a Request for Expressions of Interest in a café at Lunenburg Academy. Responses are under review.

The Town began offering a discounted daily parking spot rate for construction vehicle parking at metered locations, payable in advance.

The Town approved permits issued for a number of new and expanded businesses, and many residential renovations in 2019.

The Town carried on a correspondence with the Minister of Municipal Affairs and Housing, and the Minister of Business, on the issue of provincial regulation of short-term accommodation in Nova Scotia. Concerns with language used and implications of Bill 99 (changes to the Assessment Act) and Bill 101 (new Tourist Accommodations Registration Act). A meeting was held with the LBOT's accommodations providers to discuss concerns.

B. STRATEGIC DIRECTION - USE ASSETS LIKE OUR HISTORIC SIGNIFICANCE AND DISTINCT WATERFRONT TO ATTRACT DEVELOPMENT

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Use the National Historic status of Lunenburg Academy to develop and revitalize the building (Council/LADC 2014/18). ✓
- b) Lobby Provincial government departments and agencies such as Canadian Culture and Heritage, NS Tourism, to become more directly involved in asset development for broader economic impact (Council/HADO/LADC 2014/18). ✓
- c) Devote a staff component to update information, educating and promoting “heritage management” within the Town and beyond to reach a wider audience (HADO 2014/18). ✓
- d) Explore avenues to strengthen the legacy of quality workmanship and respect for traditional skills through future partnerships such as the NSCC Heritage Carpentry Program (Council/HADO 2014/18). ✓
- e) Work closely with Waterfront Development Corporation (WDCL) to realize an accessible and sustainable working waterfront, e.g., boat launch (Council 2014/18). ✓

Project Lunenburg’s “Built Heritage and Streetscapes”, “Economic Development”, and “Regional Cooperation” sections address some community feedback on this item.

ADDITIONAL ACTION ITEMS

Develop Nova Scotia announced Provincial and Federal \$1.5M investment in the re-development of the Lunenburg Big Boat Shed.

Develop Nova Scotia unveiled their new Lunenburg Waterfront Master Plan at the Lunenburg Waterfront Association’s Waterfront Symposium. The Mayor serves on their local association.

C. STRATEGIC DIRECTION - FOSTER/MAINTAIN POSITIVE RELATIONSHIPS WITH BUSINESS COMMUNITY

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Liaise with the business community on a regular basis to enhance communications and consultation on municipal issues related to business development. To this end:
- Council maintains LBOT membership and appoints a liaison to LBOT Board. ✓
 - Council will arrange meetings with and tours of local businesses to encourage healthy communications (Council 2014/18). ✓
- b) Respond diligently to opportunities for questions from and concerns of business interest (Council/DH's 2014/18). ✓

Project Lunenburg's "Economic Development" and "Regional Cooperation" sections address some community feedback on this item.

ADDITIONAL ACTION ITEMS

Project Lunenburg included direct business engagement as part of their community consultation.

Council granted permission to Lunenburg Folk Harbour Society to install permanent electrical services on Town property. The Electric Utility also had movable electrical services for ease of use for Lunenburg Board of Trade and other public events.

Lunenburg Academy has become the cultural industries hub envisioned in the original business plan; Business Plan 2.0 was unveiled in 2019.

The Mayor and Staff have been liaising regularly with the Lunenburg Board of Trade in 2019 to find ways to be mutually supportive, such as for Yuletide events and short-term accommodations.

5. STRATEGIC PLANNING GOAL - OPERATE THE TOWN EFFICIENTLY AND EFFECTIVELY

A. STRATEGIC DIRECTION - MAKE BEST USE OF TOWN-OWNED BUILDINGS/LAND

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Develop and revitalize Lunenburg Academy and hire a Lunenburg Academy Development Coordinator (LADC) toward the objective (Council/LADC 2014/15). ✓
- b) Facilitate short term rental arrangements for use of the Lunenburg Academy while a long-term business plan is determined (Council/LADC 2014/15). ✓
- c) Work with the Lunenburg Academy Foundation and other funding sources to maintain the Academy and make any necessary upgrades that may be required (Council/LADC 2014/15). ✓
- d) Maintain all Town-owned buildings to ensure safety is not compromised and appearance is acceptable, according to long-term capital improvement plans (Council/PW 2014/18). ✓
- e) Prioritize need to move Public Works operations base (Council/PW 2014/15). Maintain all Town-owned buildings to ensure safety is not compromised and appearance is acceptable, according to long-term capital improvement plans (Council/PW 2014/18). ✓
- f) Assess use of the Community Centre and consider options for facility improvements as may become evident (Council/REC 2014/18). Maintain all Town-owned buildings to ensure safety is not compromised and appearance is acceptable, according to long-term capital improvement plans (Council/PW 2014/18). ✓
- g) Consider development of Town-owned land as opportunities are made available (Council/CS/PW 2014/18). Maintain all Town-owned buildings to ensure safety is not compromised and appearance is acceptable, according to long-term capital improvement plans (Council/PW 2014/18). ✓

Project Lunenburg's "Built Heritage and Streetscapes", "Recreation and Community Spaces", and "Land Use" sections address some community feedback on this item.

ADDITIONAL ACTION ITEMS

The Town received a donation of a new, high-efficiency furnace for the Lunenburg Academy.

A new Fire Hall swipe card door lock system was installed for better security in 2019. An energy efficiency report with recommendations was produced by the Facilities Superintendent.

A comprehensive review of all Town buildings was undertaken by Facilities Superintendent with a view to prioritizing maintenance and potential divestments.

Lease renewals were issued to: Lunenburg Academy of Music Performance; Navy League Sea Cadets; Travel Lunenburg; Lunenburg Community Network's Community Garden; and others. New leases were

issued to: South Shore School Food Project, later cancelled by SSRCE upon discontinuation of the project; South Shore Centre for Education for pre-primary class in Lunenburg Academy. Keeping rental property occupied is a source of revenue for the Town.

Town 2018/19 operating year end and capital funding allow for a temporary borrowing of \$640,655 for capital projects including: the Lunenburg Academy phase 1 exterior restoration, the Wastewater Treatment Plant's new Biofilter, paving of Creighton Street, and chip sealing of Masons Beach Road.

The surplus former Lunenburg Library building was sold for business redevelopment.

B. STRATEGIC DIRECTION - CONTINUALLY/STRATEGICALLY MAINTAIN/UPGRADE COMMUNITY INFRASTRUCTURE

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Review annually and update the Town's ten-year capital budget projects (Council/DH's 2014/18). ✓
- b) Plan for conversion to a standard transmission voltage and electronic meters (EL 2014/18). ✓

Project Lunenburg's "Transportation Infrastructure", "Recreation and Community Spaces", and "Environment and Sustainability" sections address some community feedback on this item.

ADDITIONAL ACTION ITEMS

A CBCL Engineering Report received on Waste Water Treatment Plant (WWTP), evaluating the current status of its infrastructure and providing three recommended options for upgrades to the plant, with or without an outfall pipe extension. CBCL Engineering also presented their Wastewater Collection System report.

Council approved an increase in the capital budget for WWTP replacement lines and diffusers in aeration tanks.

A contract was awarded to Dillon Consulting Ltd. for a peer review of the CBCL WWTP retrofit proposal.

Council passed a motion directing that the WWTP upgrade pre-engineering design work include an effluent pipe extension to move the outfall offshore.

Council approves motion that, along with setting the Budget 2020/21 Council review schedule, states that: "The budget priority initiative for 2020/21 is the Wastewater Treatment and Collection improvements and upgrades".

An application to the Provincial ICAP fund application for wastewater system upgrade pre-design work applications was granted.

Council approved a Fire Truck Replacement Reserve to begin in 2020/21.

Council established a Net Metering Program to allow Electric Utility customers to generate electricity from renewable sources (solar, etc.) for home or business.

The Electric Utility initiated a Sectionalizing Circuits to Improve Reliability project.

A funding application to ACOA for “improving accessibility” was submitted.

\$10,000 total budgeted for Council Chamber audio-visual upgrades so that the public gallery can better see and hear deliberations; installation is in progress.

A variety of additional Town capital projects were approved and completed in 2019/20, including: water tower re-painting; a dump truck purchase for Public Works; a replacement diesel tank; etc.

Improvements to solid waste collection were negotiated and announced, with the re-allocation of the collection day in the Centennial Avenue area, and the addition of bi-weekly bulky items collection to replace twice-annual Clean-up Days to begin in April 2020.

C. STRATEGIC DIRECTION - DEVELOP/UPDATE TOWN BY-LAWS, POLICIES, PROCEDURES AND PLANS

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Complete revisions of the Solid Waste By-law and Heritage Conservation District Plan and Bylaw. Review and revise as required three Bylaws per year using AMA Model Bylaws to save time and money (Council/PW/HADO/CS 2014/18). ✓
- b) Continue to abide by Municipal Government Act (MGA) public consultation and notification process for new and amended Bylaws, plus use Town website to ensure meaningful community input (Council/CS 2014/18).
- c) Develop a grant approval policy (Council/CS 2014/15). ✓
- d) Develop policy to deal with Town land leases and Encroachment Licenses (Council/CS 2014/15). ✓
- e) Encourage the Provincial government to conduct a full review/update of the MGA with UNSM [now NSFM] and Municipal Councils’ input (Council 2014/15). ✓
- f) Have LDFD continue to add to and update its General Operating Guidelines and Safety Policies (LDFD 2014/18). ✓
- g) Continue to make improvements to the Town’s risk management plan (Council/DH’s 2014/18). ✓

Project Lunenburg’s “Governance and Collaboration” section addresses some community feedback on this item.

ADDITIONAL ACTION ITEMS

Project Lunenburg workshops:

- *Feb 27 Launch*
- *Apr 24 “Housing”*
- *Jun 19 “Streetscape and Built Heritage”*

- Aug 22 “Cultural Action Plan”
- Sep 26 “Recreation and Community Space”
- Oct 24 “Environment and Sustainability”
- Nov 28 “Arts and Culture”

Nova Scotia Federation of Municipalities presented to Council on NSFM’s property assessment “CAP” review project.

Policies and Bylaws:

- Policy #1 Inventory and Equipment repealed, and Policies #2-6 reviewed and revised as required by the General Government Committee
- Policy #43 Purchasing Procedures amended
- New Policy #93 Budget and Financial Controls regarding Town budget process approved
- Policy #81 Property Lease Procedural policy amended
- Hack & Trolley By-law amended to increase requirement for liability insurance
- Procedural Policy #81 Town Property Lease amendment approved
- Policy #87 Parking Meter Rates amendment approved to \$2/hour; Bylaw #20 Park Meters referred for review to the General Government Committee
- Bylaw #65 Encroachment amendment
- Council approval of revised Policy 46A “Joint Occupational Health and Safety Committee”
- Council approval of revised Policy 91 “Loan of Town Equipment” to add staging risers

Community grants consideration responsibility referred to General Government Committee for greater efficiency.

Council remuneration and Election 2020 succession planning project underway.

2019/20 Budget: Launch of Policy #93 Budget and Financial Controls laying out the Town budget process; Council and all Department Heads meetings to review the budget together; Utility Operating & Capital Budgets and Sewer rate approved; Town Capital Budget approved; Town Operating Budget and Tax rates approved. Policy #93 amended to reflect lessons learned.

Two applications for removal from the Municipal Planning Strategy’s Architectural Control Areas under the Land Use Bylaw referred to the Planning Advisory Committee for review process.

D. STRATEGIC DIRECTION - DEVELOP PARTNERSHIPS AND STRENGTHEN INTER-MUNICIPAL, PROVINCIAL AND FEDERAL RELATIONS

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Pursue additional senior government, inter-municipal, public and private sectors collaboration and partnerships when in the community’s best interests for service, program or project delivery (Council 2014/18). ✓
- b) Provide ongoing support of local, regional, Provincial and National fire services organizations and related first responder agencies such as: Lunenburg Regional Fire and EHS, Fire Service NS Chiefs, Canadian Association of Fire Chiefs with to enhance firefighting in the community (Council/LDFD 2014/18). ✓

- c) Continue staff liaison with all Lunenburg County Recreation Departments to deliver County wide recreation initiatives (REC 2014/18). ✓
- d) Partner with other UNESCO sites in NS for mutual benefit (Council/HADO 2014/18). ✓
- e) Maintain membership and participation in UNSM, FCM, Mayors and Wardens and Regional Municipal meetings to strengthen relationships and acquire knowledge (Council 2014/18). ✓

Project Lunenburg’s “Governance and Collaboration” report addresses community feedback on this item.

ADDITIONAL ACTION ITEMS

Council and Staff meeting with MP and MLA to review intergovernmental projects and policy priorities.

Council advocacy on municipal priorities via the Nova Scotia Federation of Municipalities (NSFM) is ongoing –South Shore/HRM Regional Meeting, Fall Conference, etc.

Shared service agreements with Region 6 Solid Waste Management, REMO; renewal of MODL Building Services.

Favourable report from the Department of Municipal Affairs on the Town’s Financial Condition Indicators “FCI”.

Terms of Reference for Lunenburg County Joint Accessibility Committee approved and Council, staff, and citizen representatives chosen.

Letter of support for MODL to the Province regarding Provincial highway Trunk 3 renewal Mahone Bay to Martins Brook; Province declined to re-prioritize.

Develop Nova Scotia announces Provincial and Federal \$1.5M investment in the Lunenburg Big Boat Shed.

Develop Nova Scotia unveils their new Lunenburg Waterfront Master Plan.

Council letters to the Province on their concerns with pending legislative change on the Tourism Accommodations Registration Act and the Assessment Act, regarding regulations on short-term rentals.

Provincial training opportunities for Council and Staff offered, including Audit Committee roles and responsibilities.

Lunenburg County REMO emergency planning action plan re-development to enhance coordinated response.

EMO communication plan kicked off in conjunction with other local municipalities: for coordination of public information during an emergency.

E. ACTION PLAN - MAINTAINING A POSITIVE WORK ENVIRONMENT FOR COUNCIL AND STAFF

ACTION PLAN ITEMS

All itemized Action Plan items have been completed or are ongoing, per the 2018 Progress Report.

- a) Ensure the pertinent and timely training of Town staff to meet current and future municipal needs (Council/DH's 2014/18). ✓
- b) Recruit and retain high quality staff by creating a long-term resourcing plan that identifies skill gaps and succession requirements to guarantee that the Town of Lunenburg attracts and retains motivated staff (Council/DH's 2014/18). ✓
- c) Seek timely and accurate advice and staff recommendations on issues that impact municipal operations encouraging ongoing research of best practices (Council/DH's 2014/18). ✓
- d) Acknowledge the value of staff members with long service recognition, etc. (Council 2014/18). ✓
- e) Ensure a common knowledge and understanding of the Strategic Plan and the important role of staff (Council/DH's 2014/18). ✓
- f) Annual Strategic Plan review and progress report (Council and all Departments 2015/18). ✓

ADDITIONAL ACTION ITEMS

Staff Professional Development and Safety Training in 2019 included:

- *Leadership for Safety Excellence*
- *Digital Accessibility*
- *WHMIS*
- *Municipal Government*
- *Confined Space*
- *Joint Occupational Health & Safety Committee orientation*
- *Municipal Leadership*
- *Electrical Safety Hazard Awareness*
- *Diversity*
- *Customer Service*
- *Electrical Safety Hazard Identification & Control*
- *Traffic Control*
- *Privacy Awareness*
- *Flow Meter Testing*
- *Water Treatment Class 1*

Staff Wellness Workshops in 2019 included:

- *Mental Health*
- *Enhancing Brain Power at Work*
- *Pain Management*
- *Blue Zone Wellness*
- *Canada's Food Guide and Healthy Eating*
- *New Investment Options for Pension Plan*

Statement of Recognition on the Centenary of the Canadian Institute of Planners re the Planning & Development Manager and Heritage Manger.

Joint Occupational Health & Safety Committee provided with Committee member training from Construction Safety NS to enhance knowledge and processes.

Town Safety Officer role designated to the Town's Facilities Supervisor.

M:/0 ANNE KELLY COMBINED 2019/1 Staff/Bea Renton/MISC DOCS/2019 Strategic Plan Progress/2019 TOL STRATEGIC PLAN PROGRESS REPORT_May 2020.docx

Document No:
Meeting: May 26, 2020
Circulate: BR, HM, LD
File:

MEMORANDUM

TO: TOWN COUNCIL

FROM: HERITAGE MANAGER

DATE: MAY 20, 2020

RE: REQUEST TO REMOVE 82 KEMPT STREET FROM HCD

1. FACTS

Council received a request from the owner of 82 Kempt Street (PID 60056884 – subject property), **Attachment A**, to remove the subject property from the Heritage Conservation District (HCD).

The subject property lies on the east side of Kempt Street and is located in the HCD in an area the HCD Plan (Policy 3.3 – see **Attachment F**) refers to as a “buffer” area for the UNESCO World Heritage Site. This “buffer” area should not be confused with the designated UNESCO “buffer” area of the World Heritage Site. The UNESCO “buffer” shows areas of land under Town’s ownership and as of a result 82 Kempt Street was not included in the UNESCO “buffer” area.

According to PVSC the original building was built in 1954 and remodeled in 1989.

The request to remove 82 Kempt Street will require the following amendments:

- 1) HCD Plan Amendment to Policy 3.3 (**Attachment F**);**
- 2) HCD Plan Amendment to Map 2 – Old Town Heritage Conservation District and Pre-1940 Buildings (**Attachment C**) – Review of Policy 3.5 Criteria is required (**Attachment F**);**
- 3) HCD By-law Amendment to Schedule “A” – Old Town Heritage Conservation District (Map) (**Attachment D**).**
- 4) A review pursuant to the Operational Guidelines for the Implementation of the World Heritage Convention (**Attachment E**).***

* As part of the State Party’s (Town of Lunenburg) fulfillment of their obligations pursuant to Articles 172-174 of the Operational Guidelines for the Implementation of the World Heritage Convention (**Attachment E**) it is recommended that a report be submitted to the World Heritage Committee via Parks Canada regarding the proposal to remove 82 Kempt Street (PID 60056884) from the HCD. Parks

Canada's as well as the World Heritage Committee's review and comments should be obtained prior to Council approving second reading of the request.

2. ISSUES AND OPTIONS ANALYSIS

The subject property is located within the HCD and directly abuts the Old Town World Heritage Site. Please refer to the UNESCO Old Town World Heritage Site Map, **Attachment B**.

In staff's opinion the removal of the subject property from the HCD will have an impact on the UNESCO World Heritage Site. The removal would remove the architectural controls that would ensure sympathetic developments adjacent to the World Heritage Site. Pursuant to Article 173 of the Operational Guidelines for the Implementation of the World Heritage Convention (**Attachment E**), the indication of threats in the conservation of the property (World Heritage Site) since the last report to the World Heritage Committee as well as information on any threat or damage to or loss of Outstanding Universal Value, integrity and/or authenticity for which the property was inscribed on the World Heritage List is required to be submitted to World Heritage Committee via Parks Canada.

As shown on the HCD Plan Map 2 (**Attachment C**) and HCD By-law Map – Schedule A (**Attachment D**), the removal would “poke a hole” in the District, as the District would wrap around the subject property on all sides.

Options:

- 1)** To refuse the request to remove 82 Kempt Street (PID 60056884) from the HCD as outlined in a letter of request dated May 1, 2020 (**Attachment A**);
- 2)** To refer the letter of request dated May 1, 2020 (**Attachment A**) to the Heritage Advisory Committee (HAC) to consider as part of the HCD Plan and By-law Review; or
- 3)** To refer the letter of request dated May 1, 2020 (**Attachment A**) to the Heritage Advisory Committee (HAC) to consider and to initiate the process for holding a Public Participation Meeting and report back to Council. This process will also include a report to the World Heritage Committee via Parks Canada which will be reviewed by the HAC and submitted to Council for their approval prior to being submitted to Parks Canada.*

* Note: The process to undertake the review of this request, including holding a Public Participation Meeting and a Public Hearing (see **Attachment F**) usually takes 6-8 months. However, the timelines associated with the World Heritage Committee and Parks Canada's review will prolong this timeframe. The Public Participation Meeting and Public Hearing process is very similar to the process to amend the Municipal Planning Strategy and Land Use By-law as was the case for the removal of the 6 ABCO properties from the Architectural Control Area. The requirements for undertaking the Public Participation Meeting and Public Hearing process is outlined in the Heritage Property Act and the

Heritage Conservation Districts Regulations (**Attachment G**). The Town's Public Participation Program for the HCD is attached in **Attachment H**.

3. FINANCIAL IMPACT

The financial ramifications of approving such a request are unknown at this time. The financial impacts on reducing the boundaries of the HCD may cause a domino effect where the Town becomes flooded with requests for properties to be removed from the HCD. Opening Pandora's Box at this time is not recommended as it may cause a serious deterioration of the HCD and the World Heritage Site and diminish all of the previous work, and the costs associated with, Old Town becoming a World Heritage Site.

Direct costs associated with the required public hearing notifications to all assessed property owners in the District, the required advertisements in the local paper, as well as map reproductions will also occur which have not been accounted for in the 2020-21 budget.

4. STRATEGIC PLAN RELEVANCE

This project is contrary to the Town's Strategic Plan, in particular:

Strategic Plan Goal #1 – To enhance appreciation of Lunenburg's heritage;
Strategic Plan Goal #2 – To promote our UNESCO designation;

5. RECOMMENDATION AND DRAFT MOTION

Motion: Moved and Seconded that the request to remove 82 Kempt Street (PID 60056884) from the HCD as outlined in a letter of request dated May 1, 2020 (**Attachment A**) be refused.

Attachments

- A. Kelly request for removal from HCD May 2020;
- B. UNESCO Old Town World Heritage Site Map with Buffer;
- C. HCD Plan Map 2;
- D. HCD By-law Map – Schedule "A";
- E. Articles 172-174 of the Operational Guidelines for the Implementation of the World Heritage Convention;
- F. HCD Plan Policy 3.3, 3.5 and 3.6;
- G. Relevant Public Participation Meeting and Public Hearing Sections of the Heritage Property Act and Heritage Conservation Districts Regulation;
- H. Town's Public Participation Program for the HCD.

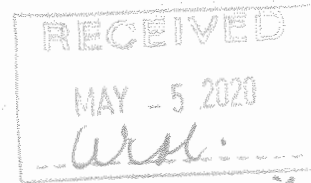
Acknowledged only by:

Bea Renton
Town Manager/Clerk

ATTACHMENT A

1 May 2020

Edward J. Kelly
82 Kempt St
Lunenburg NS
B0J 2C0



in mail slot

Mayor & Council
Town of Lunenburg
PO Box 129
Lunenburg NS
B0J 2C0

Re: 82 Kempt Street

Dear Mayor & Members of Town Council;

Please accept this letter as a request to have my property at 82 Kempt Street removed from the Heritage Conservation District (HCD). My reasons for this request are:

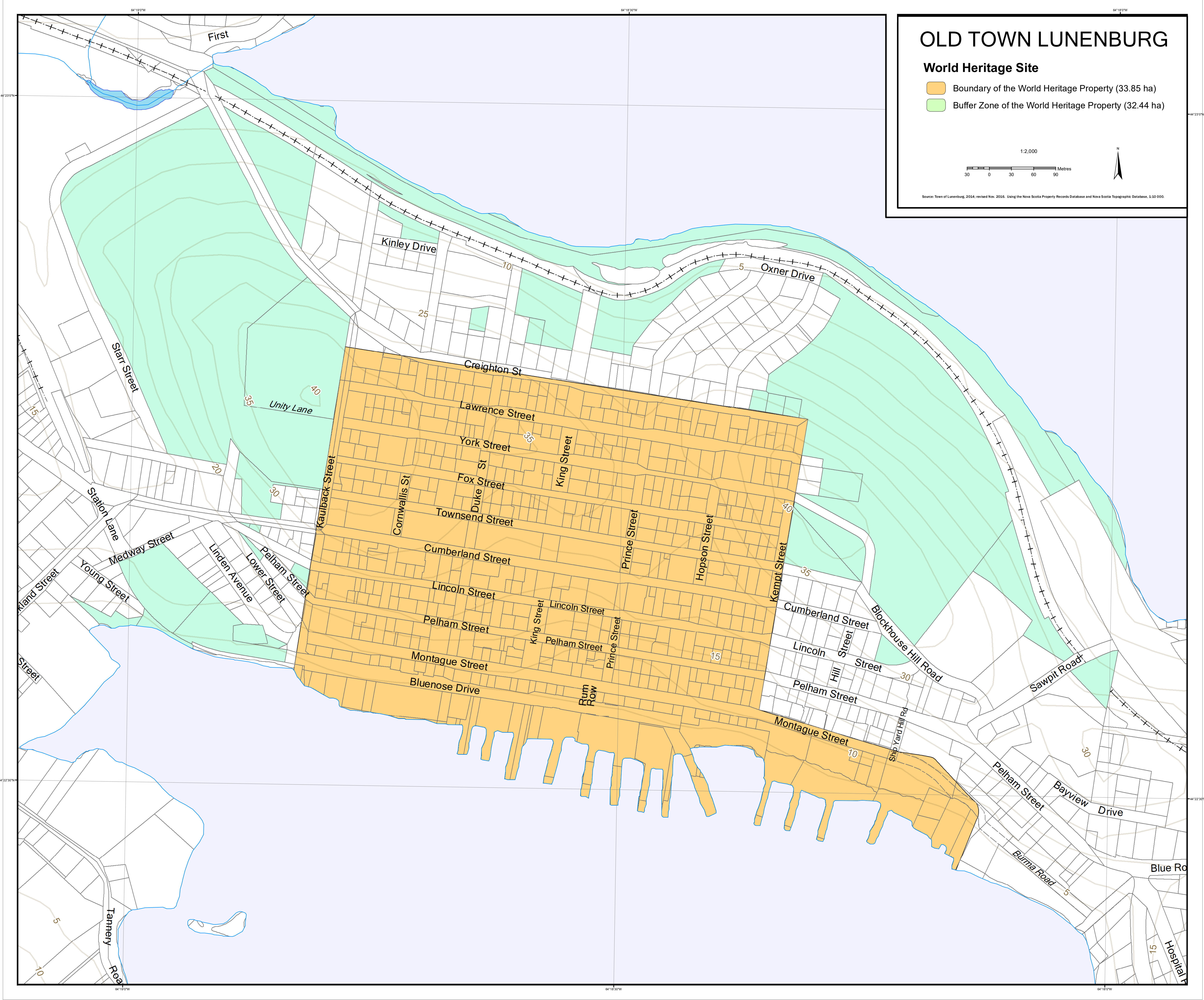
1. the boundaries of the Heritage Conservation District seem to have been established arbitrarily, without consistently applied rationale;
2. the structure that was on the property when the HCD was established had no architectural merit; and
3. the restrictions of the Heritage Conservation District By Law unjustly infringes on the property rights of ownership.

I will be pleased to speak to the foregoing reasons at your convenience.

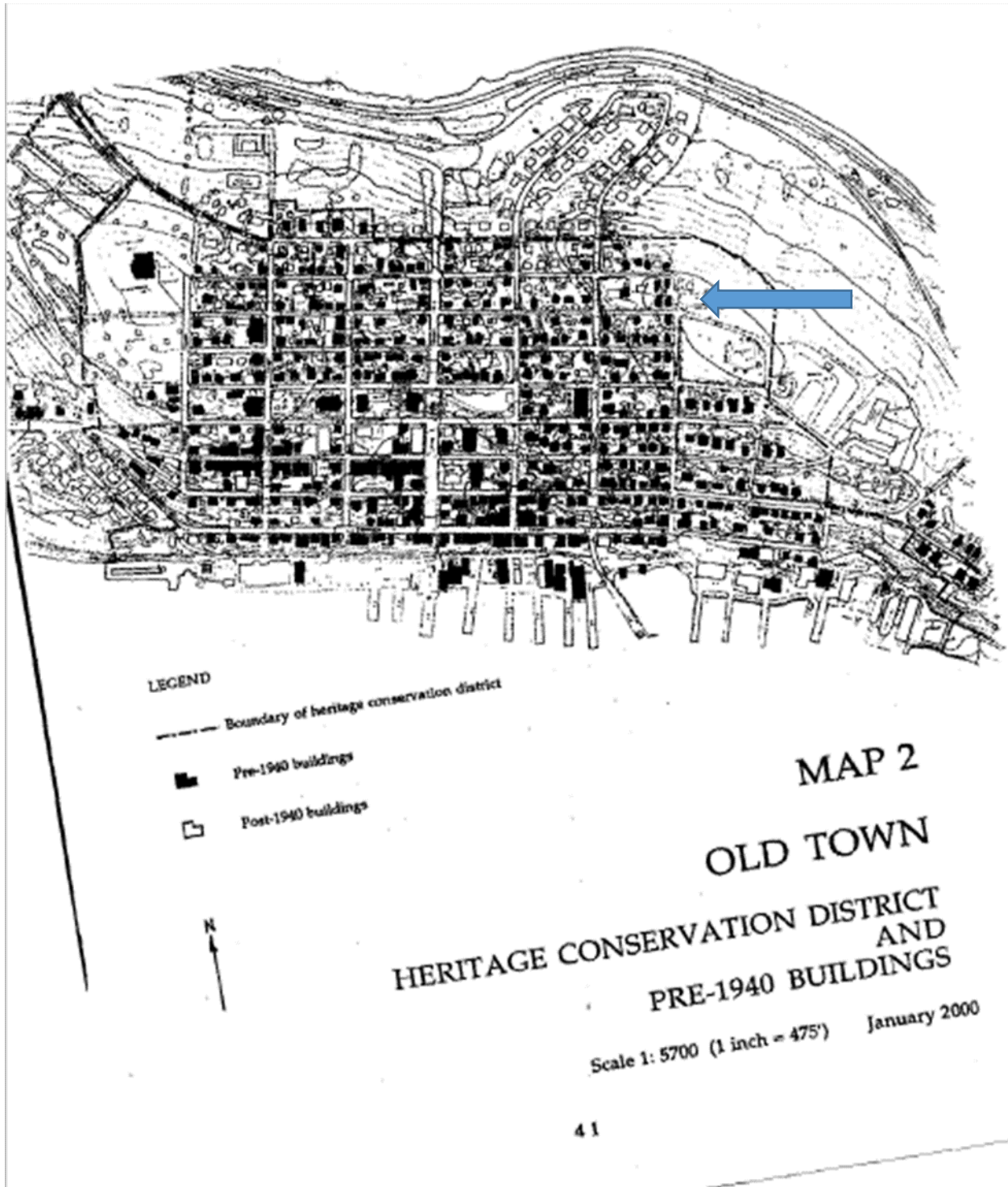
Yours truly,

E. J. Kelly

ATTACHMENT B



ATTACHMENT C – HCD Plan Map 2



For visualization proposes only: HCD District Boundaries showing Subject Property Boundary Lines:



Property Online Map:

1 Property found

PID: 60056884 [Details](#)
AAN: 04179471
Value: \$416,800 (2020 RESIDENTIAL TAXABLE)
Address: 82 KEMPT STREET
LUNENBURG

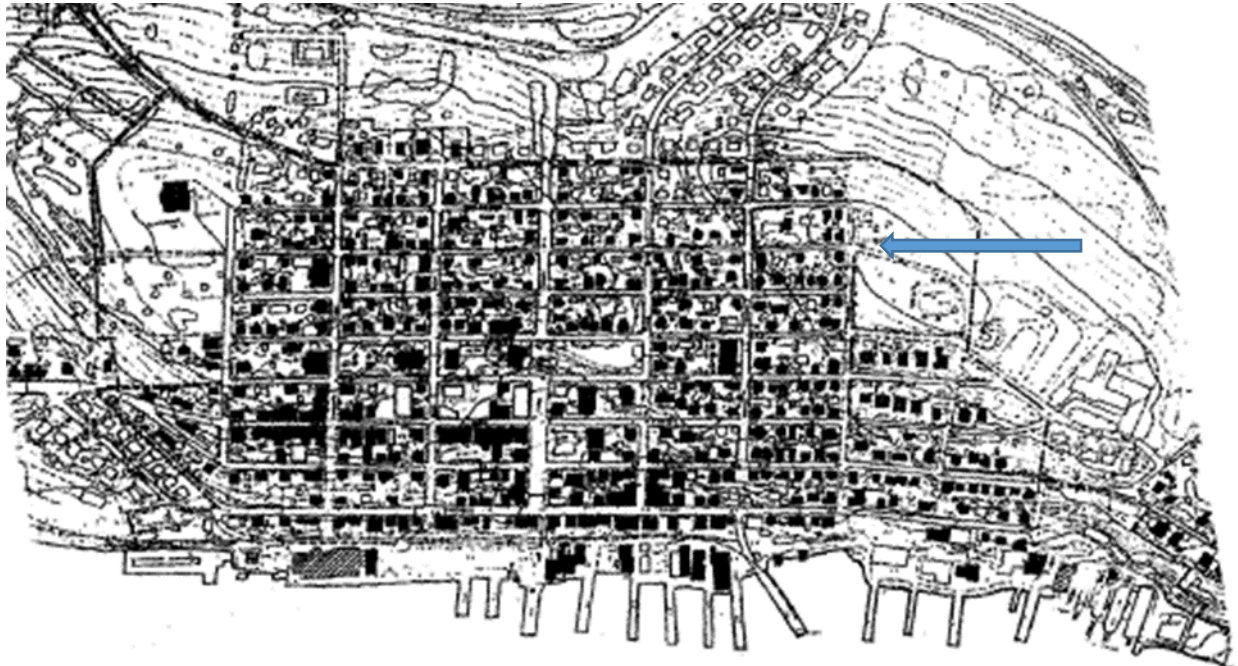
County: LUNENBURG COUNTY
Owner: EDWARD JAMES KELLY
RENA SUSAN KELLY

LR: LAND REGISTRATION

Powered by CARIS Spatial Fusion

0 75.0 150.0 m

ATTACHMENT D – HCD By-law Map, Schedule A



LEGEND

- Boundary of heritage conservation district
- Pre-1940 buildings
- Post-1940 buildings
- ▣ Post-1940 buildings subject to demolition control.



SCHEDULE A

OLD TOWN
HERITAGE CONSERVATION DISTRICT

Scale 1: 5700 (1 inch = 475')

March 2000

ATTACHMENT E

Operational Guidelines for the Implementation of the World Heritage Convention

- 172 The World Heritage Committee invites the States Parties to the *Convention* to inform the Committee, through the Secretariat, of their intention to undertake or to authorize in an area protected under the *Convention* major restorations or new constructions which may affect the Outstanding Universal Value of the property. Notice should be given as soon as possible (for instance, before drafting basic documents for specific projects) and before making any decisions that would be difficult to reverse, so that the Committee may assist in seeking appropriate solutions to ensure that the Outstanding Universal Value of the property is fully preserved.
- 173 The World Heritage Committee requests that reports of missions to review the state of conservation of the World Heritage properties include:
- a) an indication of threats or significant improvement in the conservation of the property since the last report to the World Heritage Committee;
 - b) any follow-up to previous decisions of the World Heritage Committee on the state of conservation of the property;
 - c) information on any threat or damage to or loss of Outstanding Universal Value, integrity and/or authenticity for which the property was inscribed on the World Heritage List.
- 174 When the Secretariat receives information that a property inscribed has seriously deteriorated, or that the necessary corrective measures have not been taken within the time proposed, from a source other than the State Party concerned, it will, as far as possible, verify the source and the contents of the information in consultation with the State Party concerned and request its comments.

ATTACHMENT F – Policy 3.3, 3.5 and 3.6

3.3 Old Town heritage conservation district boundary.

It shall be the intention of Council that the Old Town heritage conservation district shall include the designated Old Town National Historic District and the World Heritage Site as well as adjacent areas, including Gallows Hill and the Lunenburg Academy site; selected properties abutting the north side of Creighton Street; **Blockhouse Hill**; the eastward extensions of Montague, Pelham, Lincoln, Cumberland and Townsend Streets; the westward extension of Montague, Pelham, Lincoln and Cumberland Streets to their point of intersection; and the old French Cemetery. These adjacent areas have an architectural, historical and contextual continuity with the Old Town and are, for all intents and purposes, a part of it, even though they were not part of the original 1753 townsite and are not included in the National Historic District or the World Heritage Site. It is intended that these adjacent areas shall be included within the heritage conservation district as a "buffer" to ensure that both the Old Town and its surroundings are protected from unsympathetic development. The heritage conservation district boundary shall be as shown on Map 2, Heritage Conservation District Map.

3.5 Boundary amendments.

Amendments to the boundary of the heritage conservation district shall be considered in accordance with the following criteria:

.1 Where application is made to extend the boundary, the property to be included shall have an architectural character, landscape character, historical association, scenic quality or other characteristics which reflect the evolution of the town from settlement to the mid-20th century, contribute to the cohesiveness of the district, or increase the ability of the Town to protect the district and its setting from inappropriate development.

.2 Where the application is for a reduction of the boundary by exclusion of a specific property or portion of property, Council shall consider the following factors:

- (a) the architectural character, landscape character, historical association, scenic quality or other characteristics of the property in terms of its value as part of the heritage conservation district;
- (b) the extent to which the boundary amendment may reduce the cohesiveness of the district or diminish the effectiveness of the conservation plan and bylaw;
- (c) the extent to which continued inclusion of the property within the district places an undue hardship upon the property owner;
- (d) any alternatives to the boundary amendment which may be available.

3.6 Boundary amendments require public hearing and approval by Minister of Municipal Affairs.

Amendments to the boundary of the heritage conservation district shall require a public hearing pursuant to section 9(3) of the provincial Regulations for Heritage Conservation Districts and approval by the Council and the Minister of Municipal Affairs pursuant to section 19A(6) of the Heritage Property Act.

ATTACHMENT G

Relevant Public Participation Meeting and Public Hearing Provisions of the Heritage Property Act and Heritage Conservation Districts Regulations

Heritage Property Act (Highlighted Sections):

Establishment of heritage conservation district

19A (1) A municipality may establish a heritage conservation district by concurrently adopting a heritage conservation district plan and a heritage conservation district by-law for a part of the municipality and there may be different conservation plans and conservation by-laws for different parts of the municipality.

(2) A conservation by-law made pursuant to this Section shall provide for the establishment of a heritage advisory committee and subsections (3) to (5) of Section 12 apply mutatis mutandis unless a heritage advisory committee is established pursuant to Section 12.

(3) A conservation plan and conservation by-law shall be adopted by a majority vote of the whole council after a public hearing and consideration of any submissions received, but only those councillors present at the public hearing may vote upon the adoption of the conservation plan and conservation by-law.

(4) The Minister shall forward a copy of the conservation plan and conservation by-law and the prescribed background studies and information to the Minister responsible for the Municipal Government Act for that Minister's recommendation.

(5) The Minister shall approve a conservation plan and conservation by-law unless

- (a) the conservation by-law does not carry out the intent of the conservation plan;
- (b) the conservation plan is not implemented by the conservation by-law;
- (c) the prescribed background studies or information do not support the conservation plan or conservation by-law;
- (d) the conservation plan or conservation by-law conflicts with an applicable provincial land-use policy or regulation adopted pursuant to the Municipal Government Act;
- (e) the conservation plan or conservation by-law conflicts with the applicable municipal planning strategy or land-use by-law;
- (f) in the opinion of the Minister, there is a conflict with any other provincial interest, and they take effect on and not before approval by the Minister.

(6) A conservation plan and conservation by-law approved by the Minister pursuant to subsection (5) may concurrently be amended, revised or repealed by the council and subsections (3) to (5) apply mutatis mutandis.

(7) Where a proposed heritage conservation district includes a provincial heritage property, the Minister shall refer the proposed conservation plan and conservation by-law to the Advisory Council for its recommendation and, upon consideration of the recommendation, shall determine that the conservation plan and conservation by-law

- (a) apply to the provincial heritage property and that Sections 7 to 11 do not apply to the provincial heritage property;

- (b) apply to the provincial heritage property to the extent determined by the Minister and subject to such conditions as the Minister determines; or
- (c) do not apply to the provincial heritage property.

(8) Where a building, streetscape or area in an established heritage conservation district is to be designated as a provincial heritage property, the Minister may determine that the conservation plan and conservation by-law apply or do not apply to the provincial heritage property to the extent determined by the Minister and subject to such conditions as the Minister determines. 1991, c. 10, s. 4; 2010, c. 54, s. 15.

Heritage Conservation Districts Regulation (Highlighted Sections):

Public participation program for adoption

6 (1) Before undertaking the preparation of a conservation plan and by-law, a council shall adopt, by resolution, a public participation program.

(2) The content of a public participation program shall be at the discretion of the council, but it shall identify opportunities and establish ways and means of seeking the opinions of the public with respect to the proposed conservation plan and by-law.

(3) The public hearing held pursuant to subsection (3) of Section 19A of the Act shall not be considered a part of the public participation program adopted pursuant to this Section, and the public participation program shall be concluded prior to the publication of the advertisement notifying of council's intention to adopt a conservation plan and by-law.

(4) A council may adopt separate public participation programs for the preparation of conservation plans and by-laws for different districts.

Public hearing for adoption, amendment or repeal

8 (1) Before adopting a conservation plan and by-law, a council shall hold a public hearing at which oral and written submissions regarding the proposed conservation plan and by-law are received.

(2) The council shall cause notice to be given of the public hearing and of its intention to adopt a conservation plan and by-law by an advertisement inserted at least once a week for two successive weeks in a newspaper circulating in the area of the district, the first of such notices to be published at least twenty-one clear days before the date fixed for the public hearing.

(3) The council shall cause notice of its intention to adopt a conservation plan and by-law to be delivered by personal service upon or by ordinary mail to each assessed owner, or any subsequent owners shown on the records in the regional assessment office, of property within the proposed district at least twenty-one clear days before the date fixed for the public hearing.

Subsection 8(3) amended: O.I.C. 1999-587, N.S. Reg. 128/99.

(4) The notices required by subsections (2) and (3) shall

(a) describe the proposed district by metes and bounds, by a plan, map or sketch or other description adequate to identify the district;

(b) give a synopsis of the proposed conservation plan and by-law and the effect of the conservation by-law on development of the property; and

(c) state the date, time and place fixed for the public hearing and the place where and hours during which the proposed conservation plan and by-law may be inspected by the public.

(5) The council shall provide copies of the proposed conservation plan and by-law or a portion thereof to interested persons and may charge an amount for copies sufficient to recover the cost of reproduction of copies provided.

Approval procedures

9 (1) Upon the adoption of a conservation plan and by-law, four duly certified copies each of the plan and by-law shall be submitted to the Minister for approval together with

(a) one duly certified copy of the resolution of council adopting a program of public participation;

(b) copies of the two newspaper notices notifying of the intention of council to adopt;

(c) one copy of the notice served on property owners; and

(d) one copy of any written submissions received by council,

and the clerk of the municipality shall provide, by statutory declaration, proof of compliance with the resolution of council adopting a program of public participation, and with the public hearing and notice requirements contained in the Act and these regulations.

(2) Upon approval by the Minister of a conservation plan and by-law, the council shall

(a) cause a notice to be published in a newspaper circulating in the district stating that the conservation plan and by-law have been approved, their effective date and the place where they may be inspected;

(b) transmit a copy of the notice to the Minister; and

(c) cause a copy of the conservation plan and by-law, signed by the Minister, to be filed in the office of the registrar of deeds for the registration district in which the district is situated, without proof of the signature or the official character of the Minister.

(3) Section 19A of the Act and Sections 3 to 9 inclusive of these regulations apply *mutatis mutandis* to the amendment of a conservation plan and by-law.

(4) Notwithstanding subsection (3), the Minister may waive or change the requirement for studies in subsection (1) of Section 7, where Council is proposing to amend a conservation plan or by-law.

ATTACHMENT H

TOWN OF LUNENBURG PROCEDURAL POLICY

HERITAGE CONSERVATION DISTRICT PUBLIC PARTICIPATION PROGRAM

Council hereby adopts the following Heritage Conservation District Public Participation Program pursuant to Section 6 of the Heritage Conservation Districts Regulations made under Section 26 of the Heritage Property Act (RSNS 1989, Chapter 199) to identify opportunities and establish ways and means of seeking the opinions of the public concerning the review, adoption and amendment of a Heritage Conservation District Plan and By-law:

1. Before holding any public hearing under the authority of subsection (3) of Section 19A of the Heritage Property Act, Council shall ensure that the Heritage Advisory Committee conduct at least one public participation meetings which are advertised in a local newspaper at least four days in advance, and by a notice posted at the Town Hall.
2. The Heritage Advisory Committee may conduct opinion surveys, request written briefs or submissions, or use any other appropriate means of seeking the views and opinions of residents and ratepayers.
3. The Heritage Advisory Committee shall make every reasonable effort to seek the opinions of the public on all matters relevant, and shall reserve time for commentary, questions or presentations by the public.
4. The Heritage Advisory Committee shall provide public access to all reports, studies, maps, air photographs and other materials that are relevant, and where it is feasible, provide copies of such material for distribution, purchase or loan.
5. The Heritage Advisory Committee shall consider the views, expressions and opinions obtained from the Public Participation Meeting prior to making a recommendation to Council.

TOWN OF LUNENBURG PROCEDURAL POLICY #86 - COUNCIL AND MANAGEMENT EXPENSE AND HOSPITALITY CLAIMS

PURPOSE

1. This Policy provides a process and criteria by which Lunenburg Town Council ("Council") and management staff expense and hospitality claims may be considered for approval. These provisions were previously included in the Town's Personnel Policy, but are now stated in this Policy for ease of reference and inclusion of the following 2017 amendments to the Municipal Government Act ("Act").

Section 23 (3)

(3) Each municipality shall adopt an expense policy and a hospitality policy.

(4) An expense policy must

- (a) prohibit the municipality from reimbursing expense claims for alcohol purchases by an individual;*
- (b) identify the persons who have signing authority to authorize the reimbursement of an expense;*
- (c) where applicable, set out rules respecting the use of corporate credit cards;*
- (d) apply to every reportable individual in the municipality; and*
- (e) comply with the regulations.*

(5) A hospitality policy must

- (a) establish the expenditures, including an alcohol purchase, that may be a hospitality expense;*
- (b) establish the approval process for authorizing hospitality expenses;*
- (c) establish the scope and applicability of the policy; and*
- (d) comply with the regulations.*

(6) An expense may only be reimbursed if that expense is authorized pursuant to the expense policy or the hospitality policy.

(7) By the January 31st immediately following a regular election held under the Municipal Elections Act, the council shall review the expense and hospitality policies and, following a motion by the council, either re-adopt the policies or amend one or both of the policies and adopt the policies as amended.

2. Reference should also be made to the Town's Council Professional Development and Conference Attendance Procedural Policy for information regarding the approval

procedure for same.

3. Expenses considered under this Policy are for attendance at conferences, training, meetings or other business events (“event”) representing the Town that are in compliance with this Policy and the Act, have been pre-approved by Council in the Town’s annual budget and/or by specific request, or by the CAO or designate for management staff.

PROCEDURE

4. Expenses for attendance at approved events representing the Town will be reimbursed as follows within approved Council budget amounts.
 - (a) Transportation: the actual cost of the most economical mode of travel, typically by personal vehicle. Vehicle costs will be reimbursed at the Provincial standard rate as amended from time to time. The following are pre-determined maximum allowable travel claim distances to:

- Bridgewater	40 kilometres
- Chester	80 kilometres
- Dartmouth	220 kilometres
- Halifax Airport	250 kilometres
- Halifax	200 kilometres
- Liverpool	130 kilometres
- Mahone Bay	25 kilometres
- Sydney	1100 kilometres
- Wolfville	200 kilometres

Variations from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor as set out in Section 4 (g) herein.

If more than one Council and/or management staff member are attending the same event they are expected, when reasonable, to travel together in one vehicle.

If a Town vehicle is used, the approximate cost of fuel will be billed to the relevant Town budget account used to pay for event attendance.

Air travel reservations may be made by authorized Corporate Services staff following the Town’s Purchasing Policy and Municipal Credit Card Use Administrative Policy as applicable.

- (b) Accommodations: actual cost for the authorized Town Council or management

staff member, plus approved parking and internet fees as applicable.

Accommodation reservations and payment will be made by Corporate Services staff following the Town's Purchasing Policy and Municipal Credit Card Use Administrative Policy as applicable.

- (c) Meals: out of Town events - \$15.00 breakfast (departure from Lunenburg required before 6:30 a.m.), \$20.00 lunch (unable to return to Lunenburg before 1:00 p.m.), and \$35.00 dinner (unable to return to Lunenburg before 6:30 p.m.), to a daily maximum of \$70.00 with no receipts required. If a meal is provided as part of the event, an additional meal claim shall not be made. Reimbursement for alcohol purchases is not permitted.

A \$15.00 meal expense may also be claimed if attendance at an in-Town event occurs during these meal periods and the event does not provide a meal and it is not possible for the Council or management staff member to leave to have their regular meal. Corporate Services staff will generally make prior catering arrangements for a meal to be provided in such circumstances through the use of a Town Purchase Order. Reimbursement for alcohol purchases is also not permitted.

Council may also budget for a maximum of \$1000./year, plus HST to provide for the attendance of Council members and/or senior management staff at relevant special event dinners, e.g., Lunenburg Board of Trade AGM, Habitat for Humanity and MICA annual dinners, etc.

- (d) Registration Fees: actual cost to be paid in advance by Corporate Services staff in compliance with the Town's Purchasing Policy, Municipal Credit Card Use Administrative Policy and/or other relevant Town Procedural Policies.
- (e) Miscellaneous Expenses – Council and management staff members may also claim up to \$15.00/day for each overnight stay for an approved out of Town event to a maximum of \$75.00/week without receipts for expenses for which receipts are generally unavailable when attending same which exceed one day and require an overnight stay outside Town (other than their own residence). Miscellaneous expenses may include tips, parking meters, taxis, bridge and ferry fares, buses, etc., but cannot be used to increase meal allowances noted above or purchase alcohol. Receipts should be presented for all miscellaneous expenses whenever possible.
- (f) Hospitality Expenses - the Mayor, Chief Administrative Officer (CAO) and/or their designate(s) may use the per person meal allowances listed above in subsection (c) for hospitality purposes with visiting officials while conducting Town business.

A Town Purchase Order should be used in such instances in accordance with the Town Purchasing Policy or detailed receipts provided for subsequent reimbursement. Council must approve the reimbursement of expense claims that exceed these limits or for any alcohol purchases.

- (g) Expense Claim Form - all claimants must submit a completed Town Expense Claim Form when seeking reimbursement for expenses listed above. This shall be submitted within thirty days of expenses being incurred to the CAO and Finance Director for approval. The Town Finance Director and Mayor shall determine if expenses claimed by the CAO may be approved for payment. The CAO, Finance Director and Mayor may request of the claimant additional verification of the expense prior to approving payment.
- (h) Spousal Expenses - expenses for the spouses of Council and management staff members will not be reimbursed.
- (i) HST - all maximum expense amounts stated herein do not include HST which may be claimed as an additional expense for payment on proof of HST payment.

- 5. No reimbursement will be made for Council and/or management staff attendance at partisan political events.
- 6. No advances for expenses will be paid unless pre-approved by the CAO and Finance Director. All advances shall follow the same reporting format as outlined in this Policy and a final Expense Claim Form shall be submitted to determine if repayment of any advance is required or additional reimbursement is due.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members
of Intent to Consider (7 days minimum): May 8, 2018

Date of Passage of Current Policy: May 22, 2018

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

Municipal Clerk

Date

STAFF TRAINING AND DEVELOPMENT

I. General Statement of Policy and Objectives

It is the policy of the Town of Lunenburg to encourage employees to attend training courses, seminars, conventions and meetings ("courses, etc.") which will upgrade their qualifications and job-related skills.

The objectives of this policy are:

1. to increase employees' competence in their present jobs, thereby increasing their contribution to the Town; and
2. to provide employees with an opportunity to receive increased benefits from their work through future advancement.

Statement of Procedures

1. Each Department Head will submit estimates of expenditures for courses, etc., when preparing their budget. Council shall approve a training and development program for each department as part of the budget. Each Department Head will correspond with relevant training and educational institutions to obtain current information on available courses, etc., and keep staff informed of training and development opportunities.
2. When requesting approval to take a course, etc., with or without pay the employees must satisfactorily demonstrate that it will increase their effectiveness in their present jobs.
3. When requesting approval to take a course, etc., the employee should complete the application form (Schedule "A") and submit it to their Department Head at least thirty days before the commencement of the course, seminar or convention. Upon approval by the Department Head, the request will be forwarded to the CAO for final approval. A copy of the completed application form shall be placed on the employee's Personnel File whether it is approved or not, and a copy shall be given to the employee. If the request is one which cannot be approved within the current budget, then a special request for approval may be made by the CAO to Council.
4. If the course, etc., is not directly related to the employee's present work, on recommendation of the CAO, the CAO may decide that the Town will benefit nonetheless, and the employee may be granted a leave of absence without pay. A leave of absence without pay may also be granted for courses, etc., which cannot be covered by Council's budget. If Council feels that it can bear part of the expense, arrangements may be made for the employee to pay the balance. This clause applies only to those courses, seminars and conventions which are requested by the employee.

5. The Town of Lunenburg has a \$1,200. limit per individual for convention expenditures annually. Department Heads will identify conventions that they wish to attend in their relevant budget estimates for the upcoming fiscal year. Conventions are generally considered to be the annual general meeting of a professional type association of which the staff person is a member. All other training courses, seminars and meetings will be considered under a separate budget category for staff training. When considering an employee's application for a convention, the Department Head and CAO will bear these budgetary restraints in mind. The Town Council may approve the attendance and payment of full costs of staff at conventions over the \$1,200. limit, if, it is felt that it would be an advantage to the individual and the Town. Such a request should be made and determined by Council at the time of setting the Town's budget.
6. The Department Head and CAO shall also base their approval or disapproval of a request pursuant to this policy on other relevant factors such as the staffing needs of their department at the time the employee has requested to be absent.
7. When two employees apply for a course, etc., and only one of them can attend due to the restrictions referred to above, the Department Head should decide between them on the basis of these considerations:
 - a. which of the employees is in the greatest need of the training or education; and
 - b. which of the employees has had an opportunity to attend a similar event most recently.

If these factors do not assist in arriving at a decision, then the senior employee shall be chosen to attend the course, etc.

9. Department Heads, the CAO and/or Council may require employees to attend courses, etc., which will upgrade their qualifications and job-related skills.
10. Expenses for attendance at courses, etc., will be reimbursed as follows within approved budget levels:
 - a. Transportation: the actual cost of the most economical mode of travel. Vehicle costs will be reimbursed at the Provincial standard rate as amended from time to time. The following kilometer amounts are established for travel to the below noted places:
 - Bridgewater 40 Kilometers
 - Chester 80 Kilometers
 - Halifax Airport 250 Kilometers
 - Halifax 200 Kilometers
 - Liverpool 130 Kilometers
 - Mahone Bay 25 Kilometers
 - Dartmouth 220 Kilometers
 - Sydney 1100 Kilometers
 - Wolfville 200 Kilometers

Variances from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor.

If a Town vehicle is used, the approximate cost of fuel will be billed to the relevant Town budget account used to fund the seminar, etc.

- b. Hotel or Motel: actual cost.
- c. Meals:
 - i. courses, etc., exceeding more than one (1) day: \$30. flat maximum cost per day. 1 day course, etc.,: \$12.00 for lunch; if, however, a one (1) day course, etc., runs over two (2) meal periods, because it is not possible to return home before 6:00 p.m. or the employee must leave home prior to 6:30 a.m., an additional \$12.00 may be claimed; and, if, three (3) meals are required, the \$30.00 daily amount may be claimed. These are set rates and no receipts are required for reimbursement.
 - ii. maximum for only Council, senior management and Lunenburg and District Fire Department out of Town training, conferences or other businesses representing the Town - \$15.00 breakfast, \$20.00 lunch, and \$35.00 dinner (evening), to a daily maximum of \$70.00 (no receipts required). And further, increase to incidental allowance to \$15.00/day with a \$75.00 maximum.
- d. Registration Fees: actual cost.
- e. Miscellaneous Expenses - employees may also claim up to \$10. per day for each overnight stay to a maximum of \$30. per week without receipts for those expenses for which receipts are unavailable when attending a course, etc., that exceeds one day and requires an overnight stay outside the Town (other than their own residence). Receipts should be presented for all miscellaneous expenses whenever possible. Miscellaneous expenses may include tips, parking, taxis, buses, etc., but cannot be used to increase meal allowances.
- f. The Mayor, CAO and/or their designate(s) may use the per person expenses listed above in subsection (c) to entertain officials if it is in the interest of the Town to do so. If possible, a Town purchase order should be used in such instances. Receipts should be kept for reimbursement of these expenses. Council must approve the reimbursement of expense claims that exceed these limits.
- g. Claimants must submit an Expense Claim Form as attached hereto as Schedule "B" when seeking reimbursement for the expenses listed above and such form will be submitted within sixty (60) days of the expenses being incurred to the relevant Department Head and CAO for approval.

Original receipts should be attached to the completed claim form as required.

- h. Expenses of spouses will not be reimbursed, unless the spouse is invited by Council to attend.
- 11. If more than one staff member is attending the same course, etc., they are expected to travel in one vehicle, and, where reasonable, share accommodations.
- 12. All accommodation and travel bookings are to be made by the Town Office secretaries to ensure utilization of government discounts and Town purchase orders.
- 13. If a non-management/non-unionized employee is required and approved by their Department Head and CAO to attend a course, etc., which is partly or entirely outside their regular work hours, excluding travel time, they shall be compensated with straight hourly pay or straight time off in lieu of pay as determined by the Department Head and CAO.
- 14. If a non-management/non-unionized employee personally requests to attend a course, etc., no additional remuneration will be given to them for any portion of time in attendance at or travel to and from the course, etc., outside their regular work day.
- 15. Advances for expenses may be made to the employee for those expenses which are known when the employee so requests. An expense claim form (showing deductions for advance monies received) and receipts, as required, must still be completed on the employee's return from the course, etc.
- 16. Upon completion of the course, etc., the employee shall forward a written report regarding the course, etc., to the relevant Committee or Council at their earliest opportunity. Progress reports and course marks for courses, etc., longer than one (1) year must be reported to the relevant Committee or Council annually. These reports shall be retained in the employee's personnel file.

Draft revised section 6 (2) – GG Jan 16/20**EMPLOYEE EXPENSES****I. General Statement of Policy and Objectives**

It is the policy of the Town of Lunenburg to provide for certain expenses which employees incur in the course of their work. The purposes of this policy is to specify which expenses will be paid for by the Town.

II. Statements of Procedures**1. Reimbursement for Mileage**

There is no reimbursement of mileage within Town limits. However, any employee who uses his/her own vehicle for Town purposes as approved by the CAO outside the Town limits shall be reimbursed for distance travelled at a rate set annually by the Town.

Further, the CAO, Recreation Director, Public Works Superintendent and other employees determined by the CAO or Finance Director shall receive a car allowance of \$40.00 per month for the use of their car within Town limits for Town purposes. The Building/Fire Inspector shall be paid \$80.00 per month for mileage costs within Town limits for Town purposes.

And further, the Superintendent of the Public Works Department or employees in their Department shall be reimbursed at a rate of \$17.00 per day or \$9.50 per half day for the use of their own vehicles if departmental vehicles are not working and a replacement vehicle is required to carry out the necessary departmental work. It shall be the responsibility of the Department Head to request a purchase order from the Town Purchasing Agent for use of their vehicle in advance verifying that it is required. Departmental vehicles shall mean the van and half (½) ton trucks in the Public Works Department.

For out of Town trips Council shall establish set mileage distances for reimbursement purposes. Current mileage distance from the Town of Lunenburg and return to various communities are as follows:

- Bridgewater 40 Kilometers
- Chester 80 Kilometers
- Halifax Airport 250 Kilometers
- Halifax City 200 Kilometers
- Liverpool 130 Kilometers
- Mahone Bay 25 Kilometers
- Dartmouth 220 Kilometers

- Sydney 1100 Kilometers
- Wolfville 200 Kilometers

Variances from these pre-determined maximum amounts will be considered if the expense claimant provides the actual kilometers based on their vehicle odometer reading or travel distance calculator and confirmation on the Expense Claim Form that they picked up and/or dropped off multiple Town representatives to attend the same approved event, and/or travel was required during an event to multiple event venues, or similar circumstances as approved by the CAO, Finance Director and/or Mayor.

2. Special Use of Town Vehicles Outside Regular Work Hours

The following staff are permitted to use a Town vehicle as described below outside regular work hours: Town Engineer and Public Works Superintendent; to go home for lunch (12:00 noon approximately); and to go home for dinner (after work 4:30 p.m. or 5:00 p.m. approximately), if, they are required to return to work in the evening or to check on emergency situations (e.g., check streets during snow storms), or will be attending an out-of-Town evening meeting on behalf of the Town of Lunenburg, returning to work in the evenings for emergency situations such as weekend snow storms, the Town Engineer and Public Works Superintendent are also permitted to take the vehicle home on the weekend when it is expected that the vehicle will be needed to check streets during snow storms. The vehicles that may be used for this purpose are as follows: Public Works Department van or half (1/2) ton trucks.

This benefit is provided because these employees are on call and may need to attend emergency situations, meetings, etc. outside regular work hours and directly from their homes.

3. Reimbursement for Other Expenses

Any employee who is required to leave the Town on business shall be reimbursed for expenses incurred as a result of the trip, including transportation, lodging, meals and parking. Employees will be required to verify expense claims with receipts. Any employee who attends a conference, convention, seminar or training session, or who takes a course, shall be covered by the provisions of the Town's policy regarding staff training and development.

Kelly Jardine

From: mmoffatt@ns.sympatico.ca [mailto:mmoffatt@ns.sympatico.ca]

Sent: May-21-20 8:23 AM

To: Bea Renton <brenton@explorelunenburg.ca>

Subject: Re: GG gathering 2020 special event.pdf

Hi Bea

When we first found out about the requirement for insurance I did some digging around and found that for a few hundred dollars we could buy some insurance for the event. However, we aren't an organization at all, other than I put a notice on Facebook and people come with their dogs. We don't meet otherwise and we have no funds; that is why we had initially asked that the insurance requirement be waived. We do pass around a hat and anything we get goes to Elderdog or SHAID.

With respect to current conditions and COVID 19, we will be following provincial and federal guidelines. I am thinking that given the present situation it is unlikely that we will be holding our event this year but I needed to go ahead now for town approval in the event that by some chance large group gatherings were approved.

I hope this all makes sense Bea. These are difficult times and when I saw your agenda I could not believe how much work you are able to do. I hope that there are people who say thank you to you all for holding the town together.

Take care

Maureen...and thank you

**TOWN OF LUNENBURG
SPECIAL EVENT/FESTIVAL/PARADE APPLICATION FORM**

Please complete all sections of this Application and return to:

Town of Lunenburg
119 Cumberland Street
P.O. Box 129
Lunenburg, Nova Scotia B0J 2C0

1. Name of Special Event/Race/Festival/Parade/etc. ("Event"):

Golden Retriever Gathering 2020

2. Name of organization hosting/planning event:

Golden Retrievers of the South Shore

3. Type of organization: (please give tax number if applicable)

Athletic

Special Interest Group

Community Non-profit

Commercial (private sector)

Religious

Political

Charitable

Incorporated Society

Other _____ Please Specify

special interest

4. Key contact for event:

Name: Maureen Moffatt

Address: 59 Duke Street Box 835

Postal Code: B0J2C0

Phone No. 634-4428 (H) 553-0497 (O) _____ (F)

Secondary contact for event:

Name: Susan MacMillan

Address: Corkums Island RR2

Postal Code: B0J2C0

Phone No. 634-3019 (H) _____ (O) _____ (F)

5. Name and main theme of event:

Gathering of Golden Retrievers and their owners

6. Main activities of event:

Meet and greet; parade down Townsend from Blockhouse Hill to the Academy; take group photo

7. Objectives of event in order of priority:

to share information; to join with people in other communities who have Golden Retrievers; to enjoy each other and the dogs and to be happy; raise money for charities such as SHAID, Elderdog etc...

8. Date(s) and times to held:

Saturday July 18, 2020

9. Please identify the frequency of this event:

Annual	<u> x </u>	One time only	<u> </u>
Biennial	<u> </u>	Other (Please specify)	<u> </u>

10. Locations/Route of event (please include site maps or route plan):

Start at Blockhouse Hill by the Information Centre in Lunenburg, then parade down Townsend to the Academy for the group photo.

11. Insurance requirements: The Town of Lunenburg requires that event organizers, whether all or part of the event takes place on or passes over the Town of Lunenburg public property, during setup, the event, and/or break-down, carry third party liability insurance at a level of not less than \$2,000,000.00 per incident. The Town of Lunenburg shall be named as "Additional Insured", and where liquor shall be served as part of the event, additional liquor liability insurance shall be obtained. A certificate of all insurance concerning this coverage shall be forwarded to the Town Manager/Clerk of the Town of Lunenburg, at least 7 working days before the event start date. Please describe your insurance coverage and attach relevant documents.

We ask that this requirement be waved.

12. Will you require Town Services? If so, please describe:

No thank you.

13. Are you requesting that these Town services be donated free of charge? If so, please detail:

No thank you

14. Please note any additional information below you feel would be helpful.

(Please Note: Your request for approval of this event and/or a donation will be considered by the Lunenburg Town Council at their next meeting.)

FOR OFFICE USE ONLY

Application received by: _____

Date application received: _____

Date Council considered application: _____

Decision of Council:

Special Event Permit Approved

Special Event Permit Denied

Conditions of Special Event Permit:

Term of Special Event Permit:

Fees or Service Charges for Town Work:

EVENT SAFETY CHECKLIST

(tick box as required)

General Events

- Have the following key personnel been identified? Event organiser, safety manager, chief steward, stewards?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled, stewarded, suitable for baby buggies and wheelchairs and appropriately signed?
- Do you have trained, briefed and clearly identifiable volunteers?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?
- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking?

Kelly Jardine

From: Darryl Wilson [mailto:Darryl_Wilson@ajg.com]

Sent: May-14-20 12:00 PM

To: Bea Renton <brenton@explorelunenburg.ca>

Cc: paul.jewett@frankcowan.com; Nancy Walters <Nancy_Walters@ajg.com>; Angela French <Angela.french@frankcowan.com>

Subject: Town of Lunenburg - GG gathering 2020 special event.pdf

Hi Bea,

Please see Cowan feedback below.

Darryl J. Wilson, BBA, FCIP, CAIB, CCIB, CRM

Senior Account Executive

Commercial Insurance - Atlantic



Insurance | Risk Management | Consulting

D 902.752.8004

darryl_wilson@ajg.com

Gallagher

91 Archimedes Street, P.O. Box 489, New Glasgow, NS, B2H 5E5

www.ajg.com



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From: Paul Jewett <paul.jewett@frankcowan.com>

Sent: Thursday, May 14, 2020 9:34 AM

To: Darryl Wilson <Darryl_Wilson@ajg.com>

Cc: Nancy Walters <Nancy_Walters@ajg.com>; Angela French <Angela.french@frankcowan.com>

Subject: Re: Town of Lunenburg - GG gathering 2020 special event.pdf

[EXTERNAL]

Hi,

In light of the current pandemic we have an internal special committee that reviews such requests. There are few items of importance.

1. Such events do rest with the direction and confirmation from Public Health Officials/Provincial Govt. It would be our assumption that the Town is working with proper officials to confirm.
2. The organizer has asked the Town to Waive Insurance requirements. This is something that we are not in agreement with.
3. The Town should also request to be shown as an additional insured and Certificate Of Insurance provided. This hinges on if Public Health Officials provide the ok for said event.

Thanks

Paul Jewett, B.A., CAIB, CIP, CRM
Regional Manager Atlantic Canada Public Entity
Frank Cowan Company Ltd.
ph 506 866 1846 / 1-800-265-4000 Ext. 55503
paul.jewett@frankcowan.com
www.frankcowan.com

Kelly Jardine

Subject: FW: for your consideration

From: Nancy Rogers [<mailto:nallenrogers@eastlink.ca>]

Sent: March 18, 2020 11:12 AM

To: Rachel Bailey <RBailey@explorelunenburg.ca>; Danny Croft <DCroft@explorelunenburg.ca>; Ronnie Bachman <RBachman@explorelunenburg.ca>; Joseph Carnevale <JCarnevale@explorelunenburg.ca>; John McGee <JMcGee@explorelunenburg.ca>; Peter Mosher <PMosher@explorelunenburg.ca>; Matt Risser <MRisser@explorelunenburg.ca>

Cc: Bea Renton <brenton@explorelunenburg.ca>; Patrick A. Burke Q.C. <burkelaw@wolffhaus.com>

Subject: for your consideration

Good morning

I hope this finds you well.

Firstly I wish to say thank-you to you all for your for pro-active and diligent actions on behalf of the citizens and community of Lunenburg during these unprecedented and unchartered times. We will come through this.

It has been brought to my attention, as a reminder, that I will need to present to council my desire to secure and leasing the designated parking spot I held last summer on the waterfront. I am sending this out now as a place holder for when town business will commence once again.

My business has faced and met many challenges from its initial start up and this latest challenge will no doubt be one of the most difficult, however I hope to continue on with my endeavours as soon as possible and to once again offer a unique and memorable experience to those who join me on my little bus as we visit and celebrate Lunenburg and our beautiful community.

Stay safe and stay well.

Nancy

Seaweed Tours



**Burke,
Macdonald
& Luczak**
Barristers & Solicitors

Patrick A. Burke, QC
David K. Macdonald, BSc, LLB(Retired) Piotr
Luczak, BA, LLB

March 26, 2020

Bea Renton
CAO/ Manager Clerk
Town of Lunenburg

Via Email

Dear Bea:

Re: Nancy Rogers Trolley License

Nancy Rogers operated Seaweed Tours last year and had an exclusive License Agreement for a parking space on Bluenose Drive. Attached is a copy of that Agreement.

Ms. Rogers has emailed the town on March 18, 2020 indicating that she would like to secure the designated parking space for this year.

The Town should consider whether there had been any difficulties with the operation, whether the Town is satisfied to allow her to utilize the same space, whether there will be a specific term such as four or five months, and the license fee that should be charged.

I look forward to your response.

Yours very truly,

BURKE, MACDONALD & LUCZAK

Patrick A. Burke, Q.C.
PAB/js
Encl.

Z:\current\PAB - WIP\1 - OPEN\4 - Town Files\Town - Nancy Rogers Trolley
License\letters\Letter to Bea Renton March 26, 2020.docx

This Exclusive License Agreement made this 16th day of July 2019.

Exclusive License Agreement

BETWEEN:

TOWN OF LUNENBURG, a Municipal Body Corporate

(herein referred to as the "TOL")

And

SEA WEED TOURS INCORPORATED, a body corporate incorporated under the laws of the Province of Nova Scotia.

(herein referred to as the "Sea Weed")

WHEREAS:

- A. Sea Weed intends to operate a tour business for tours using an 8 passenger bus which commence and end in the Town of Lunenburg (TOL) but which do not involve commentary within the TOL.
- B. Sea Weed has requested that the TOL provide an exclusive parking space for its 8 passenger bus ("bus") during the 2019 tourist season (herein defined as June 1, 2019 – October 31, 2019).

In consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, the Town of Lunenburg and Sea Weed agree as follows:

1. The Town of Lunenburg will provide a parking space for Sea Weed's bus for the 2019 tourist season.
2. Sea Weed shall be entitled to occupy the parking space on Bluenose Drive shown in yellow in Schedule A (to the extent that it is within the street right of way and not on the travelled way of Bluenose Drive). It shall be the responsibility of Sea Weed to obtain any permission required from Her Majesty the Queen in Right of the Province of Nova Scotia in relation to the use of any portion of the parking space and adjacent area which is on Crown property.
3. The space shall be used by Sea Weed only for its bus and for no other vehicles. Sea Weed is responsible for maintaining the parking space in a clean and tidy condition. It is the responsibility of Sea Weed to cone the parking space off when the bus is not present. The Town shall have no obligation to prevent others from parking there.
4. Sea Weed shall pay in advance a fee of \$500.00 plus HST for the parking space for the 2019 tourist season.
5. Sea Weed shall comply with all Bylaws of the TOL and all Legislation and Regulations of the Province of Nova Scotia and the Government of Canada, including, without limiting the foregoing, it shall obtain and comply with all terms of any required Commercial Vehicle (van)

License and/or Motor Carrier License under the Nova Scotia Motor Carrier Act and any required license under the Federal Motor Vehicle Transport Act (1987).

6. Sea Weed shall obtain and maintain comprehensive commercial general liability and motor vehicle (Public Liability and Property Damage) insurance in a form acceptable to the TOL with the Town as an additional insured with a minimum of Two Million Dollar (\$2,000,000.00) coverage per occurrence with a cross liability clause, severability of interest clause, and a clause indicating that there shall be 30 days written notice to the TOL before any alteration or cancellation of the policy. The coverage shall be primary and non-contributory for the TOL and there shall be no subrogation against the Town.
7. With permission of Her Majesty the Queen in Right of the Province of Nova Scotia, Sea Weed shall be allowed to place a sandwich board (portable) sign on the adjacent Crown property beside the bus stand to attract customers, (provided that the sign shall not be placed in the travelled way or parking spot and shall not obstruct persons utilizing any pedestrian way or sidewalk). Prior to placing any such sign, Sea Weed must obtain a Development Permit from the TOL Development Officer and execute an Indemnification agreement.
8. Sea Weed shall be responsible for the prompt collection and disposal of waste associated with its operation.
9. The parking space may be used for loading and unloading passengers from Sea Weed bus during the tourist season.
10. Sea Weed shall be obligated to contact the Town Staff before August 31, 2019 and discuss any potential issues with this temporary arrangement, and also what form of legislative framework may be needed (such as an amendment to the Hack & Trolley Bylaw) to enable its tour operation to continue in the future.
11. This temporary arrangement is intended to enable the operation to commence without further delay for the 2019 tourist season, but shall not oblige Council to provide the same terms and conditions in the future or to provide a parking space in the future at all.
12. **Indemnification**
Sea Weed, and its successors, will indemnify the TOL, (and its Council and employees) and it and their respective heirs, executors, administrators, successors, and assigns from all claims, demands, actions, or causes of action against the TOL in the relation to loss of, damage to or destruction of property or personal injury or loss of life (and also any loss, damages, orders to pay monies, and costs (including party and party as well as solicitor and agent costs) which arise out of the tour operation of Sea Weed or anything done or failed to be done in connection therewith or is in any way related thereto, including, without limiting the foregoing, anything related to matters or things authorized hereunder).
13. This License Agreement is not transferable or assignable by Sea Weed.

14. Any notice required or permitted under this Lease may be sufficiently given to the following addresses:

To the Landlord: PO Box 129
119 Cumberland St
Lunenburg, Nova Scotia B0J 2C0
Attention: Bea Renton
Chief Administrative Officer

For operational issues, the Town contact person is:
Lee Fougere, Town Engineer
Email: L.Fougere@explorelunenburg.ca
Telephone Number: 902-634-8992, Press "2"

Or

Alternate: Peter Baker, Public Works Superintendent
Email: pbaker@explorelunenburg.ca
Telephone Number: 902-634-8992, Press "1"

To the Tenant: Attention: Nancy Rogers, Recognized Agent
33 Shore Road
RR#1 Lunenburg, NS B0J 2C0

(2) Any party may by notice in writing to the other from time to time designate another address in Canada to which notices given more than ten (10) days thereafter shall be addressed. Notices shall be sufficiently given if personally delivered or if sent by prepaid registered mail from any place in Canada to such address. Any notice so delivered shall be deemed to have been given when delivered, and any notice so mailed shall be deemed to have been given on the third day after mailing; provided, however, that in the event of an interruption of mail services at the time of such mailing or within three (3) days thereafter, by reason of strike, wildcat strike, lock-out, industrial dispute or other reason, whether of the foregoing nature or not, the notice shall not be deemed to have been received until it is actually delivered, whether by mail or otherwise.

(3) Contact Information for the Tenant in relation to issues involving the parking space shall be:

Recognized Agent: Nancy Rogers
Telephone Number: 902-529-1052

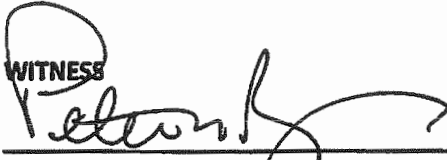
Email: nallenrogers@eastlink.ca

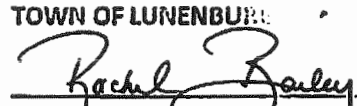
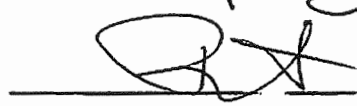
15. Sea Weed shall not use a public address system or other device to amplify voice or music in the Town.

All comments during the tours about the Town of Lunenburg shall portray the Town in a positive and accurate manner.

16. If there is a breach of any of the terms or provisions of this Exclusive License Agreement by Sea Weed, or if Sea Weed shall abandon the space for 10 consecutive days or if it shall be adjudged bankrupt or insolvent, then the TOL may at its sole discretion, immediately terminate this agreement and all authorizations hereunder, and shall not be obliged to refund any money to Sea Weed or to pay any compensation to it for any reason whatsoever.

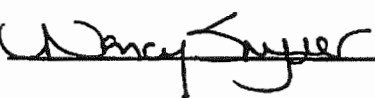
Signed, sealed, and dated at Lunenburg, Nova Scotia this 16th day of July, 2019.

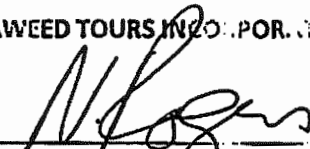
WITNESS

Print Name: PETER ROGERS

TOWN OF LUNENBURG

Print Name: Rachel Bailey, MAYOR.

Print Name: BEA RANTON, CLERK

(municipal seal)

Signed, sealed, and dated at Lunenburg, Nova Scotia this _____ day of _____, 2019.

WITNESS


SEAWEEED TOURS INCORPORATED

Name: Nancy Rogers
Title: Recognized Agent



(corporate seal)