
MUNICIPALITY OF THE COUNTY OF ANNAPOLIS

SPECIAL COMMITTEE OF THE WHOLE AGENDA

Friday, February 17, 2023

10:00 a.m.

Municipal Administration Building, 752 St. George Street, Annapolis Royal, NS



1. **ROLL CALL**
2. **DISCLOSURE OF INTEREST**
3. **APPROVAL of the Order of the Day**
4. **NEW BUSINESS**
 - 4.1 2023-24 Draft Capital Budget
5. **ADJOURNMENT**



*Photo credit: Debra Ryan, Manager of Community Outreach and Tourism
The Bay of Fundy near Young's Cove*

2023/24 DRAFT CAPITAL BUDGET

COUNTY *of* ANNAPOLIS

NATURALLY ROOTED

2023/24 Draft Capital Budget

Budget Pressures

There are significant budget pressures impacting the capital environment and have a significant impact and pressure for planning and financial forecasting as a response. The following is a list of some of the pressures the County is experiencing:

- Cost of living driving up input costs
- Construction costs are high
- Lack of skilled trades workers to fulfill contracts which results in higher pricing for projects
- Inflation costs are very high with Nova Scotia seeing over 7% in December 2022
- Use of reserves without the financial planning/forecasting for replenishment

Reserve Forecasts

The County capital budget heavily relies on reserves and reserve funds for funding. There are three categories of reserves and reserve funds available for use: capital related reserves, operating reserve, and special purpose reserves. The special purpose reserves set out intended uses for the funds and are not available to all capital projects. These special purpose reserves represent the majority of reserve and reserve funds.

The operating reserve is the one driving the financial condition indicator that is currently red, high risk. Based on the current fiscal year operating expenditures the targeted balance to move to low risk (20%) is \$2.9M. The reserve balance does not reflect any surplus figures that will be transferred via the year-end and audit processes.

The contributions to the capital reserve fund in 2022/23 are from the sale of assets namely the internet project and the Bridgetown Town Hall building. Section 99 in the *Municipal Government Act* indicates all proceeds and unused capital gains must go into the capital reserve fund for use on capital projects.

The March 2022 balances represent the unaudited individual fund statement balances submitted for the 2021/22 audit currently underway. There is confidence in their accuracy as a starting point for reserve analysis. All 2022/23 contributions and withdrawals are based on the approved budget and any post-budget approvals from Council. These include any amounts for carry-forward projects from the previous capital budget.

The 2023/24 contributions are based on historical trends as reserve contributions stem from the operating budget. Due to the increasing demand for reserve funds and the net depletion annually through the capital budget, staff are proposing replenishment as part of the operating budget process expected in March 2023.

Engineering and planning studies, along with ageing infrastructure and a capital backlog, indicate heavier spending on capital in future years. With unrestricted capital fund projections of \$2.9M going into the next capital budget, staff are carefully considering replenishment and forecasting. The sophistication of the asset management plan and internalizing it as a best practice will further enable financial forecasting and replenishment.

Reserve/Reserve Fund	Budget 2022/23			Budget 2023/24			
	March 2022 Balance	Contributions	Withdrawals	Projected 22/23 Balance	Contributions	Withdrawals	Projected 23/24 Balance
Capital Reserve Fund	1,060,501	894,052	(115,000)	1,839,553	-	(795,000)	1,044,553
Gas Tax Reserve Fund	3,120,160	885,832	(1,504,000)	2,501,992	885,832	(1,480,000)	1,907,824
Total Capital Reserves	4,180,661	1,779,884	(1,619,000)	4,341,545	885,832	(2,275,000)	2,952,377
Operating Reserve Fund	1,046,175	525,545	(155,750)	1,415,970		(150,000)	1,265,970
Total Operating Reserves	1,046,175	525,545	(155,750)	1,415,970	-	(150,000)	1,265,970
County Sewer Reserve	502,053	312,187	(405,545)	408,695	300,000	(620,000)	88,695
BT Sewer Reserve	305,100	40,000	(221,794)	123,306	40,000	(45,000)	118,306
Recreation & Culture Reserve	207,458	55,000	(97,000)	165,458	55,000	(175,000)	45,458
Streetlight Reserve	151,458	132,331		283,789	130,000		413,789
Parks Levy	46,042	10,000	(15,000)	41,042			41,042
Letter of Intent	1,198,957		(988,679)	210,278		(200,000)	10,278
BT Operating Reserve	194,084			194,084			194,084
Fire Services	1,942,816		(31,115)	1,911,701			1,911,701
Total Specific Purpose Reserves	4,547,968	549,518	(1,759,133)	3,338,353	525,000	(1,040,000)	2,823,353
Total County Reserves	9,774,804	2,854,947	(3,533,883)	9,095,869	1,410,832	(3,465,000)	7,041,701
County Water Reserve	679,836	204,000	(420,750)	463,086	204,000	(350,000)	317,086
BT Water Reserve	585,644	68,000	(30,250)	623,394	68,000	(20,000)	671,394
Total Water Reserves	1,265,480	272,000	(451,000)	1,086,480	272,000	(370,000)	988,480

2022/23 Capital Budget Carry-forward Projects

The 2022/23 capital budget was well executed with a total approval of \$5.6M approved and a carry forward amount of \$693,153. This suggests a completion rate of around 90%, significantly greater than prior years. This provides the capacity and ability to continue with forward movement in the 2023/24 capital budget. The following is a list of carry forward projects and is important to note all funding has already been reflected in the reserve analysis and does not further impact the financial wellbeing.

Numerous projects being carried forward are a result of the supply chain issues in the post-COVID market. Extended delivery times have significantly impacted the County and are not anticipated to improve at this time.

Capital Project	2022/23 Capital Budget	Carry-forward Cost
Software Initiative	100,000	100,000
Harbourview Cres. Storm Diversion	30,000	18,007
Lift Station Capital improvements	275,000	83,000
Bridgetown Arena Capital Improvements	96,000	96,000
Cornwallis Tidal Beach	15,000	15,000
Total County Proposed Capital Budget	516,000	312,007
<u>County Water Utility Capital Projects</u>		
Source Water Implementation	54,500	27,646
Water Capital Improvements	466,000	293,500
Bear River Water Project	50,000	50,000
Total Water Utility Capital Projects	570,500	371,146
Carry-forward Capital Projects	1,086,500	683,153

2023/24 Proposed Capital Budget

Staff have worked hard assessing the carry forward projects from the current fiscal year, the staffing capacity and critical capital works required for the upcoming fiscal year. In the past budgets have been approved upwards of \$5M annually. This year's approach is a planning approach in order to assess needs, feasibility and forecast financially to ensure sustainability and healthy progress for the County.

Historically, capital budgets have been funded through the use of Canada Community Building Fund (CCBF), formerly known as Gas Tax. The only other sources for funding have been grants, reserves/reserve funds, and debt financing. As a result there has been a net depletion of capital related reserves. As aforementioned, this capital budget has been presented with reserve levels in mind to facilitate financial planning and forecasting to ensure adequate funding for future capital budgets. This, combined with asset management should result in sophisticated processes to ensure minimal impacts on residents and tax rates.

Capital Project	Prior Yr. Cost	Total Cost	Gas Tax	Reserves	Water Reserve	Sewer Reserve	Grant(s)
<u>General Government Services</u>							
Admin Building Renovation	530,000	625,000		625,000			
Parking Lot - AR Office		50,000	50,000				
Software Initiative	100,000	150,000		150,000			
IT Hardware Lifecycle Replacement	37,543	22,900		22,900			
eScribe Software - Council		27,100		27,100			
<u>Protection Services</u>							
BT Fire Hall Demolition		120,000		120,000			
<u>Transportation Services</u>							
Road Rehabilitation Program		340,000	340,000				
BT Bridge Rehabilitation		50,000	50,000				
<u>Environmental Services</u>							
Lift Station Capital improvements		200,000				200,000	
Wastewater - Capital Improvements		375,000				375,000	
BT Storm Sewer Extension - Queen St.		200,000		200,000			
SCADA Upgrade continued	180,000	80,000			40,000	40,000	

Capital Project	Prior Yr. Cost	Total Cost	Gas Tax	Reserves	Water Reserve	Sewer Reserve	Grant(s)
Emergency Generators		250,000	250,000				
Engineering Studies							
Bridgetown Granville Street Upgrade		45,000	45,000				
East End Servicing Study		50,000			25,000	25,000	
BT Wastewater Treatment Plant Assessment		25,000				25,000	
Compost Bin Replacement Program	20,000	50,000	50,000				
Reclamation Plan Implementation - WP		20,000	20,000				
<u>Recreation and Culture Services</u>							
Bridgetown Arena Assessment		75,000	75,000				
Jubilee Park Accessibility Improvements		100,000		100,000			
Sport Hub Capital Improvements		400,000	400,000				
Tourism Master Plan		40,000		40,000			
Cornwallis Beach Tidal Park	15,000	55,000		20,000			35,000
Upper Clements Trails	22,000	15,000		15,000			
<u>Fleet and Equipment</u>							
4-5 Ton Mini Excavator		120,000	120,000				
Compaction Roller		50,000	50,000				
Hot Tar Sprayer		30,000	30,000				
Total County Proposed Capital Budget	904,543	3,565,000	1,480,000	1,320,000	65,000	665,000	35,000
<u>County Water Utility Capital Projects</u>							
Water Capital Improvements		225,000			225,000		
Leak Detection Equipment		25,000			25,000		
NSE 10 Year Water System Assessments		50,000			50,000		
Granville Ferry Water Storage		50,000			50,000		
Total Water Utility Capital Projects	-	350,000	-	-	350,000	-	-

2023-24 Capital Budget Request

Project Details							
Project Name:	Administration Building Renovations - upper floor				Work Order		
Department:	Operations		Project Type:		Rehabilitation		
Project Lead:	Operations		Location:		752 St. George St. Annapolis Royal		
Strategic Alignment:	Effective Organization		Measurements:				
Project Description:	Southside Roof replacement. Complete renovation of the lower level. Upgrade heating controls. Modifications to office area upper northeast section of the office Proposed renovations do not require asbestos abatement.						
Business Case:	Replacement of our office building is estimated at \$25M. Continue to upgrade existing office space. Complete the lower level renovation. Upgrade heating controls be more energy efficient. Renovation of the upper northeast corner will provide an additional 3 offices. As well update the electronic in council chambers.						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	530,000	625,000		Operating Costs:			
<i>Funding Source(s):</i>							
Financing	530,000						
Capital Reserve		625,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Traditional Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:	No quantifiable operating costs will result from this renovation. There will be assumed utility efficiencies with a new roof and improved heating controls.						

2023-24 Capital Budget Request

Project Details							
Project Name:	Parking Lot - Administration Building				Work Order		
Department:	Municipal Operations		Project Type:	Expansion			
Project Lead:	Municipal Operations		Location:	752 St. George St. Annapolis Royal			
Strategic Alignment:	Effective Organization / Responsible Growth		Measurements:				
Project Description:	<p>As a result of consolidation of other office spaces to the main office, additional parking is required to support public and staff parking. This will be gravel parking lot.</p>						
Business Case:	<p>We require additional parking as result of the office consolidation. Public parking is very limited when all staff are present. Municipality currently owns all the land to the north west of the office. Most cost effective way is to expand our existing parking footprint in that area. PW will provide ongoing maintenance and snow removal.</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	-	50,000	-	Operating Costs:			
<i>Funding Source(s):</i>							
Gas Tax		50,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							
	Additional maintenance and snow clearing will be the responsibility of existing County staff.						

2023-24 Capital Budget Request

Project Details							
Project Name:	Software Initiative			Work Order			
Department:	All departments		Project Type:	Asset Replacement			
Project Lead:	Finance & Corporate Services		Location:	Virtual			
Strategic Alignment:	All strategic key result areas - supports all functions		Measurements:	NA			
Project Description:	Investigation of the options available to integrate asset management, financial management, permitting services, payroll functionality, etc. into one software initiative to ensure efficiency and improved processes internally. This will transfer to the end user with better data available as well as electronic customer service availability. Building a computer reserve that will replace laptop and desk top computers. This reserve will allow for more efficient budgetting for replacements. The total cost includes software purchase, licensing for the first year and implementation (greatest cost).						
Business Case:	In 2025 SAP is switching to the cloud which will require an additional financial investment from the County. SAP has indicated the transition has been focused on the Province, NS Health and Education boards. Financials will be the only component and SAP does not anticipate offering Asset Management, payroll or other functionality for Municipalities. The County is overdue for software that services the organization as a whole increasing internal customer service as well as end services for our residents. As this includes asset management software round 2 for FCM grants can be capitalized upon to reduce the overall impact on reserves.						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	100,000	150,000		Operating Costs:			
<i>Funding Source(s):</i>				Discontinuation - SAP	- 45,000	- 45,000	- 45,000
Gas Tax	100,000			Discontinuation - ADP	- 26,000	- 26,000	- 26,000
Operating Reserve		150,000		Annual Licensing	25,000	25,000	25,000
Net Levy Impact	-	-	-	Total Costs	- 46,000	- 46,000	- 46,000
Procurement Method	Request for Proposal						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:	Operating impacts are estimates based on modules and services we currently have and will be adjusted accordingly. There are expected to be savings either way in terms of reduced annual licensing costs as well as efficiency savings internally.						

2023-24 Capital Budget Request

Project Details								
Project Name:	IT Hardware Lifecycle Replacement				Work Order			
Department:	Information Technology (IT)			Project Type:	Asset Replacement			
Project Lead:	IT			Location:	Various			
Strategic Alignment:	Effective Organization			Measurements:				
Project Description:	<p>This is a 5 year replacement schedule for County hardware and provision for hardware for new employees.</p>							
Business Case								
<p>A capital replacement schedule ensuring continuous replacement rather than large replacement all at once. This keep the capital requirements at a minimum annually.</p>								
Project Costs								
	Prior Year	Current	Future		Current	2024/25	Future	
Capital Cost	37,543	22,900		Operating Costs:				
<i>Funding Source(s):</i>								
Capital Reserve	37,543	22,900						
Net Levy Impact	-	-	-	Total Costs	-	-	-	
Procurement Method	Request for Quotation							
<i>per AM-1.7.4 Purchasing and Tendering Policy</i>								
Notes:								

2023-24 Capital Budget Request

Project Details							
Project Name:	eScribe Software - Council				Work Order		
Department:	Information Technology			Project Type:	New Asset		
Project Lead:	IT			Location:	Virtual		
Strategic Alignment:	Outside Relations			Measurements:			
Project Description:	<p>This is part of the initiative for council recording, streaming and Records management. This will assist with agenda package building, minute recording and web posting, as well as integration into Laserfiche. This will integrate Audio Visual to a seamless single source.</p>						
Business Case:							
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		27,100		Operating Costs:			
<i>Funding Source(s):</i>							
Capital Reserve		27,100					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Request for Proposal						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:	<p>Annual licensing will be required going forward, but is dependent on the package chosen.</p>						

2023-24 Capital Budget Request

Project Details							
Project Name:	Bridgetown Fire Hall Demolition				Work Order		
Department:	Municipal Operations		Project Type:	Demolition			
Project Lead:	Municipal Operations		Location:	Bridgetown Fire Hall			
Strategic Alignment:	NA - Health and Safety Issue		Measurements:				
Project Description:	<p>This project involves the demolition of the old Firehall in Bridgetown located on the corner of Mckenna and Jeffery Streets. This will include the complete removal of the building, regrading of the site and covered with a gravel parking lot.</p>						
Business Case:							
<p>Currently the old Bridgetown Firehall is used by the municipality and others for general storage. Due to the lack of maintenance to this facility it is now in disrepair and considered a hazard to anyone that may enter the building. It poses a liability risk to the municipality and must be removed. The demolition will result in increased parking for the baseball diamond and arena. Ongoing maintenance of the parking space will be carried out by public works staff.</p>							
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	-	120,000	-	Operating Costs:			
<i>Funding Source(s):</i>							
Capital Reserve		120,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method Public Tender							
<i>per AM-1.7.4 Purchasing and Tendering Policy</i>							
Notes:							
<p>Snow removal operating cost consideration provided by PW staff.</p>							

2023-24 Capital Budget Request

Project Details							
Project Name:	Road Rehabilitation Program				Work Order		
Department:	Municipal Operations		Project Type:	Rehabilitation			
Project Lead:	Municipal Operations		Location:	Various - see description			
Strategic Alignment:	Effective Organization/Responsible Growth		Measurements:	2 km road			
Project Description:							
<p>This project includes the resurfacing of 2 km of roadway in Cornwallis Park. It also includes the removal of the existing surface and replacement with new asphalt. Public works will continue to maintain the roads in Cornwallis Park at the existing level of service.</p>							
Business Case:							
<p>This is the beginning of an annual road resurfacing program for the municipality. The Atlantic Seaplants facility in Cornwallis park is a key economic driver for the park and county. Roads in this area have required upgrading for a number of years. This will support further expansion of the of Atlantic Sea plants facility.</p>							
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		340,000		Operating Costs:			
<i>Funding Source(s):</i>							
Gas Tax		340,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
<i>per AM-1.7.4 Purchasing and Tendering Policy</i>							
Notes:							

2023-24 Capital Budget Request

Project Details							
Project Name:	Bridgetown Bridge Rehabilitation				Work Order		
Department:	Municipal Operations			Project Type:	Rehabilitation		
Project Lead:	Transportation and Infrastructure Renewal			Location:	Queen St., Bridgetown		
Strategic Alignment:	Outside Relations / Financial Responsibility / Growth			Measurements:			
Project Description:	<p>This project involves the replacement of the damaged expansion joint and repairs to the existing curbs/sidewalks. The total capital for the project is estimated at \$100,000. The project will be lead by TIR and based on our road maintenance agreement the municipality contributes 50%.</p>						
Business Case:	<p>This project will support all the travelling public and active living by upgrading the sidewalks. The damaged expansion joint is a hazard to travelling public and must be repaired</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		50,000		Operating Costs:			
<i>Funding Source(s):</i>							
Gas Tax		50,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method							
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:	<p>Procurement will be completed by TIR and the project managed by TIR with the County's contribution based on 50% of total project costs (not budget).</p>						

2023-24 Capital Budget Request

Project Details							
Project Name:	Sanitary Sewer Lift Station Improvements				Work Order		
Department:	Municipal Operations			Project Type:	Rehabilitation		
Project Lead:	Municipal Operations			Location:	County Wide		
Strategic Alignment:	Effective Organization/Financial Responsibility			Measurements:			
Project Description:	<p>This project is multiyear with retro-fitting all our 28 lift stations to make them more efficient and safe to operate. Will include replacement of gauges, panels, level indicators, phase protection and emergence power connectors. The current lift stations are located as follows; 3 in Cornwallis Park/Deep Brook, 7 in Granville Ferry, 8 in Bridgetown, 3-Bear River and 7 in Nictaux liftstations.</p>						
Business Case:	<p>Proper operating lift stations increase employee safety for servicing, reduce discharge to the environment, and reduce downtime and after hours call out resulting in long-term savings.</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	275,000	200,000		Operating Costs:			
<i>Funding Source(s):</i>							
County Sewer	275,000	200,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							
	There are fewer call outs expected resulting from these upgrades.						

2023-24 Capital Budget Request

Project Details							
Project Name:	Wastewater Capital Improvements				Work Order		
Department:	Municipal Operations		Project Type:	Rehabilitation			
Project Lead:	Municipal Operations		Location:	Cornwallis Park & Nictaux			
Strategic Alignment:	Effective Organization/Financial Responsibility			Measurements:			
Project Description:	<p>This project involves epoxy coating of the exterior of the CP wastewater treatment plant main cell. Deterioation cracks are starting to appear and without attention will lead to further problems down the road. Nictaux drumscreen support system is required. As well currently there are three electrical panels control the Nictaux wastewater treatment plant, we plan to re-wire the plant and reduce the electrical system to one control panel. This will also allow for the installation of a single emergency generator.</p>						
Business Case:	<p>By failing to maintain the existing CP main wastewater tank and sealing the outside surface would result tank failure. Tank replacement would cost approximately \$5-7M, this will extend the life by at least 15-20 years. Nictaux support system required for proper control of the drumscreen and improve efficiencies. Re-wiring of the system will result in less downtime and provide effcient switch-over to emergency power supply when required.</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	565,000	300,000		Operating Costs:			
<i>Funding Source(s):</i>							
County Sewer	565,000	300,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							

2023-24 Capital Budget Request

Project Details							
Project Name:	Bridgetown Stormsewer Extension				Work Order		
Department:	Municipal Operations		Project Type:	Rehabilitation			
Project Lead:	Municipal Operations		Location:	Queen St., Bridgetown			
Strategic Alignment:	Effective Organization/Financial Responsibility		Measurements:				
Project Description:	<p>The previous project to upgrade Queen St. failed to extend the stormsewer line to a discharge catchbasin. As result the sanitary and stormsewer are combined again at the bottom of Queen Street. This project will completely separate the sanitary sewer and storm water systems on Queen St.</p>						
Business Case:	<p>Separating the sanitary and stormsewers will result in more efficient wastewater treatment and less cost for operating our lift stations and wastewater treatment plant in Bridgetown</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		200,000		Operating Costs:			
<i>Funding Source(s):</i>							
Letter of Intent		200,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							

2023-24 Capital Budget Request

Project Details							
Project Name:	SCADA Upgrade - Final				Work Order		
Department:	Municipal Operations		Project Type:	Rehabilitation			
Project Lead:	Municipal Operations		Location:	County Wide			
Strategic Alignment:	Effective Organization/Financial Responsibility			Measurements:			
Project Description:	<p>Final purchase and installation of new scada control systems for water and wastewater infrastructure. We have completed to date-Granville Ferry and Nictaux. All hardware and design completed for Bridgetown and Margaretsville. This purchase will complete the upgrade cornwallis and bear River.</p>						
Business Case:	<p>In the past when a system alarm through scada tripped, the operator would respond to the site to rectify the situation. Now with a renewed scada system inplace operators will be able to assess system requirements before going to the site. Determine if they need to go and possibly what it would take to address the alarm notification. This will provide for more efficient management and response to alarm/notifications from scada.</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	180,000	80,000		Operating Costs:			
<i>Funding Source(s):</i>							
County Sewer	45,000	20,000					
Bridgetown Sewer	45,000	20,000					
County Water	45,000	20,000					
Bridgetown Water	45,000	20,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Section 19 - Alternative Procurement Practice <i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:	SCADA is a specific provider and we have existing software, therefore this project will be sole sourced for Procurement. Reduced overtime/callouts expected as a result.						

2023-24 Capital Budget Request

Project Details							
Project Name:	Emergency Generators				Work Order		
Department:	Municipal Operations		Project Type:	New Asset			
Project Lead:	Municipal Operations		Location:	County Wide			
Strategic Alignment:	Effective Organization/Financial Responsibility			Measurements:			
Project Description:	<p>In order to satisfy Department of Environment direction, we need to work toward emergency backpower for our wastewater treatment plants by June 2025. We will begin with purchase generators and required connections for Cornwallis Park and Nictaux as Bridgetown WWTP is not a mechanical plant. Once the wastewater systems are completed we will turn our focus to Water Supply systems.</p>						
Business Case:	<p>For our wastewater treatment plants and lift stations this is a regulatory requirement from the Ministry of the Environment with a June 2025 deadline.</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		250,000		Operating Costs:			
<i>Funding Source(s):</i>				Fuel costs	2,500	2,500	2,500
Gas Tax		250,000					
Net Levy Impact	-	-	-	Total Costs	2,500	2,500	2,500
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							

2023-24 Capital Budget Request

Project Details							
Project Name:	Granville St. Sewer Video Inspection				Work Order		
Department:	Municipal Operations		Project Type:		Engineering/Study		
Project Lead:	Municipal Operations		Location:		Bridgetown		
Strategic Alignment:	All strategic key result areas		Measurements:				
Project Description:	<p>This project involves the video inspection of sewer mains along Granville St in Bridgetown. This information will be used to determine the extent of the upgrade and areas of focus for replacement Granville St. The information will be used to determine final extent of the upgraded plan for Granville St. including any associated, updated costing models.</p>						
Business Case:	<p>Failing water and sewer mains are a regular occurrence in Bridgetown. We are focusing our upgrades on the main roads. The video inspection will assist in determining the extent of work required and data gathered will also feed into the asset management plan for the County in the form of asset condition data.</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		45,000		Operating Costs:			
<i>Funding Source(s):</i>							
Gas Tax		45,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							

2023-24 Capital Budget Request

Project Details								
Project Name:	East End Servicing Study				Work Order			
Department:	Municipal Operations		Project Type:		Engineering/Study			
Project Lead:	Municipal Operations		Location:		Meadowvale/Melvern Square			
Strategic Alignment:	Financial Responsibility		Measurements:					
Project Description:	<p>Engineering study undertaken to cost the installation of central water and sewer into existing built up areas of Meadowvale and Melvern Square. Investigate opportunities to share services with Kingston and County of Kings will be considered as part of the study.</p>							
Business Case:	<p>This study is to determine the feasibility of servicing in the East End prior to committing significant funding to it.</p>							
Project Costs								
	Prior Year	Current	Future		Current	2024/25	Future	
Capital Cost		50,000		Operating Costs:				
<i>Funding Source(s):</i>								
County Sewer		25,000						
County Water		25,000						
Net Levy Impact	-	-	-	Total Costs	-	-	-	
Procurement Method	Public Tender							
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>							
Notes:								

2023-24 Capital Budget Request

Project Details							
Project Name:	Bridgetown WWTP Detailed Review				Work Order		
Department:	Municipal Operations		Project Type:	Engineering/Study			
Project Lead:	Municipal Operations		Location:	Bridgetown			
Strategic Alignment:	Financial Responsibility / Responsible Growth		Measurements:				
Project Description:	<p>Detailed engineering review of the current state and future requirements of the bridgetown WWTP. This was last reviewed without details given to the status of operating results during dry weather flow and wet weather flow. No assessment of sludge profiling in the cells to determine if it is operating as designed. No discharge flow monitoring as required by NSE.</p>						
Business Case:	<p>Engineering report will help us plan to ensure the wwtp in bridgetown continues to operating efficiently and within regulations.</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		25,000		Operating Costs:			
<i>Funding Source(s):</i>							
County Sewer		25,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							

2023-24 Capital Budget Request

Project Details

Project Name:	Compost Bin Replacement Program	Work Order	
Department:	Municipal Operations	Project Type:	Asset Replacement
Project Lead:	Municipal Operations	Location:	County Wide
Strategic Alignment:	Effective Organization / Financial Responsibility	Measurements:	

Project Description:

This past year council approved the purchase of \$20,000 in new compost bins. This translated into approximately 240 new bins. With the failure rate of our current bins, we need to initiate a capital replacement of existing bins each year. This capital will replace approximately 600 bins annually. In partnership with Valley Waste we have been purchasing new bins through their current tender price and they have agreed to continue this in the future.

Business Case:

Working with VW we are able to save by partnering in the bulk purchasing of new bins. As well extend the life cycle of a bin as compared to the existing bins by 5-10 years.

Project Costs

	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	20,000	50,000	50,000	Operating Costs:			
<i>Funding Source(s):</i>							
Gas Tax	20,000	50,000	50,000				
Net Levy Impact	-	-	-	Total Costs	-	-	-

Procurement Method

Section 19 - Alternative Procurement Practice

per AM-1.7.4 Purchasing and Tendering Policy

Notes:

2023-24 Capital Budget Request

Project Details							
Project Name:	Reclamation Plan Implementation				Work Order		
Department:	Municipal Operations			Project Type:	Rehabilitation		
Project Lead:	Municipal Operations			Location:	West Paradise		
				Measurements:			
Project Description:							
<p>Department of Environment has approved our reclamation plan. This will satisfy the only outstanding issue remaining in the Court Order. Working with a local residential advisory ctte, it was decided to drill a minimum of 4 new monitoring wells and a new potable water well for the facilities. The water monitoring results will be shared with the ctte and NSDOE. We will maintain a monitoring program starting quarterly and based on results move to semi annually then annually as support by the ctte.</p>							
Business Case:							
<p>This is a regulatory requirement to allow for complete access and use of the site.</p>							
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		20,000		Operating Costs:			
<i>Funding Source(s):</i>							
Gas Tax		20,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method Section 19 - Alternative Procurement Practice							
<i>per AM-1.7.4 Purchasing and Tendering Policy</i>							
Notes:							

2023-24 Capital Budget Request

Project Details							
Project Name:	Bridgetown Arena Assessment				Work Order		
Department:	Operations		Project Type:	Engineering/Study			
Project Lead:	County		Location:	Bridgetown Arena			
Strategic Alignment:	All strategic key result areas		Measurements:				
Project Description:	Engineering report on upgrading the existing facility or build new multi purpose facility including feasibility and financing efforts. If upgrading the existing facility, design report on new design.						
Business Case:	This is the most fiscally responsible strategy in determining the future of the Bridgetown Arena and will ensure staff and Council are equipped with all relevant information to make the associated decisions.						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		75,000		Operating Costs:			
<i>Funding Source(s):</i>							
Gas Tax		75,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	<div style="border: 1px solid black; display: inline-block; padding: 2px;">Request for Proposal</div>						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							

2023-24 Capital Budget Request

Project Details							
Project Name:	Jubilee Park Band Shell Decking				Work Order		
Department:	Municipal Operations			Project Type:	Rehabilitation		
Project Lead:	Municipal Operations			Location:	Jubilee Park, Bridgetown		
Strategic Alignment:	Outside Relations/ Responsible Growth			Measurements:			
Project Description:	<p>To satisfy accessibility requirements, a long approach ramp is required for the main stage at the bandshell. We have determined that we can avoid the construction of the ramp by lowering the mainstage to the elevation within a foot of the existing asphalt walkways to the facilities. The decking is showing ware and requires replacement.</p>						
Business Case:	<p>Long term it will be easier and less expensive to maintain the deck under cover than a long external walkway.</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		100,000		Operating Costs:			
<i>Funding Source(s):</i>							
Capital Reserve		100,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:	<p>Staff will prioritize and investigate any Accessibility grants that can be utilized for this project to reduce the impact on gas tax funding.</p>						

2023-24 Capital Budget Request

Project Details							
Project Name:	Sports Hub Capital Improvements				Work Order		
Department:	Municipal Operations		Project Type:	Rehabilitation			
Project Lead:	Municipal Operations		Location:	Sports Hub, Bridgetown			
Strategic Alignment:	Outside Relations		Measurements:				
Project Description:	<p>Currently, all sporting activities either use containers or our current facilities to store supplies and equipment in. One facility previously used is being converts into a fully accessible washroom facility. The other facility is being demolished(old firehall). This new facility will be used by athelics, soccer, tennis, baseball/rink, and others as a multi purpose storage and maintenance facility. MOPs will store their maintenance sportshub in this new facility. We will include public washrooms and an office as well.</p>						
Business Case:	<p>Current storage facilities will be no longer available to these organizations. This new facility will service the sportshub now and for many years to come</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		400,000		Operating Costs:			
<i>Funding Source(s):</i>							
Gas Tax		400,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							

2023-24 Capital Budget Request

Project Details			
Project Name:	Tourism and Marketing Plan	Work Order	
Department:	Municipal Operations	Project Type:	Engineering/Study
Project Lead:	Outreach/Tourism	Location:	County Wide
Strategic Alignment:	Effective Organization/Financial Responsibility	Measurements:	
Project Description:			

Develop county wide plan regarding a tourism and marketing plan. This will include an analysis of our existing and future trails, parks, and recreational facilities. The time frame is long-term over the next 10-15 years. This will include impacts associated with existing venues and attractions that already exist within County limits.

Business Case:

Third party professional to support the plan development and implementation strategy to ensure objectivity and appropriate benchmarking measures.

Project Costs								
	Prior Year	Current	Future		Current	2024/25	Future	
Capital Cost		40,000		Operating Costs:				
<i>Funding Source(s):</i>								
Recreation Reserve		40,000						
Net Levy Impact	-	-	-		Total Costs	-	-	-

Procurement Method Request for Proposal
per AM-1.7.4 Purchasing and Tendering Policy

Notes:

2023-24 Capital Budget Request

Project Details

Project Name:	Cornwallis Park Tidal Beach	Work Order	
Department:	Outreach	Project Type:	Engineering/Study
Project Lead:	Outreach/Tourism	Location:	County Wide
Strategic Alignment:	Outside Relations	Measurements:	
Project Description:			

This is an extension to the previously approved project.

Business Case:

Motion 220927.06 authorized the development of a new park at Cornwallis Park bordering the tidal beach on County property. This project is an extension of the initial project and will proceed only in the event a grant is obtained. The conditions of the grant require the County to pay for 50% of the project which would be another \$20,000 for the current budget.

Project Costs

	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	15,000	55,000		Operating Costs:			
<i>Funding Source(s):</i>							
Parks Levy	15,000						
Grants		35,000					
Recreation Reserve		20,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-

Procurement Method Request for Proposal
per AM-1.7.4 Purchasing and Tendering Policy

Notes:

2023-24 Capital Budget Request

Project Details

Project Name:	Upper Clements Trails	Work Order	
Department:	Outreach	Project Type:	
Project Lead:	Outreach/Tourism	Location:	Upper Clements Park
		Measurements:	

Project Description:

This is a continuation of the trails at Upper Clements Park and will add to the 7km of trails in the 2022/23 fiscal year.

Business Case:

A community group has partnered with the County to help develop and create trails at the Upper Clements Park property and a continuation of these trails is proposed to continue in 2023/24.

Project Costs

	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost	22,000	15,000		Operating Costs:			
<i>Funding Source(s):</i>							
Recreation Reserve	22,000	15,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-

Procurement Method Section 19 - Alternative Procurement Practice

per AM-1.7.4 Purchasing and Tendering Policy

Notes:

There will be operational costs associated with the maintenance of the trails.

2023-24 Capital Budget Request

Project Details							
Project Name:	Equipment Purchases	Work Order					
Department:	Municipal Operations	Project Type:	New Asset				
Project Lead:	Municipal Operations	Location:	County Wide				
Strategic Alignment:	Effective Organization/Responsible Growth	Measurements:					
Project Description:	<p>New or Used equipment required to make municipal operations more efficient and effective in provide service to the public. This will ensure in house provision of services and reduce the amount of contracted services we require. This includes a mini excavator (\$120K), compaction roller (\$50K), and hot tar sprayer (\$30K).</p>						
Business Case:	<p>Purchase of these 3 pieces of equipment, we will be able to untake our own repair work and asphalt replacement. As well as ditch maintenance along our roads. This is estimated savings of \$80,000 in contracted services annually.</p>						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		200,000		Operating Costs:			
<i>Funding Source(s):</i>				Contracted Services	- 80,000	- 80,000	- 80,000
Gas Tax		200,000					
Net Levy Impact	-	-	-	Total Costs	- 80,000	- 80,000	- 80,000
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							
	Contracted services savings will be utilized by increased staffing costs to ensure appropriate levels of service.						

2023-24 Capital Budget Request

Project Details

Project Name:	Water Capital Improvements	Work Order	
Department:	Municipal Operations	Project Type:	New Asset
Project Lead:	Municipal Operations	Location:	
Strategic Alignment:		Measurements:	
Project Description:			

This project includes an estimated \$75,000 in water meter replacements. Upgrading of the Margratesville Water Supply \$100,000 and replacement of hydrants.

Business Case:

Project Costs

	Prior Year	Current	Future		Current	2024/25	Future	
Capital Cost	466,000	225,000		Operating Costs:				
<i>Funding Source(s):</i>								
County Water	466,000	225,000						
Net Levy Impact	-	-	-		Total Costs	-	-	-

Procurement Method
per AM-1.7.4 Purchasing and Tendering Policy

Notes:

2023-24 Capital Budget Request

Project Details			
Project Name:	Leak Detection Equipment	Work Order	
Department:	Municipal Operations	Project Type:	New Asset
Project Lead:	Municipal Operations	Location:	
Strategic Alignment:		Measurements:	
Project Description:			

Purchas of new leak detection equipment. This will be used county wide to reduce location time, repair time, water loss and costs.

Business Case:

This will translate into cost savings within the first year of purchase on time, contractor time, water loss and staff time. It will improve customer satisfaction with the overall repair time reduction.

Project Costs								
	Prior Year	Current	Future			Current	2024/25	Future
Capital Cost		20,000		Operating Costs:				
<i>Funding Source(s):</i>								
County Water		20,000						
Net Levy Impact	-	-	-			-	-	-
Total Costs						-	-	-

Procurement Method
per AM-1.7.4 Purchasing and Tendering Policy

Notes:

2023-24 Capital Budget Request

Project Details							
Project Name:	Granville Ferry Water Storage System				Work Order		
Department:	Municipal Operations		Project Type:	Engineering/Study			
Project Lead:	Municipal Operations		Location:	Granville Ferry			
Strategic Alignment:			Measurements:				
Project Description:	Engineering Design for new water storage system in Granville Ferry. This will support and back up the existing system that failed recently.						
Business Case:	Life expectancy of the existing storage system is determined to be 10 years. Completing a design for a new storage facility and costing will prepare for budgeting to replace the existing one.						
Project Costs							
	Prior Year	Current	Future		Current	2024/25	Future
Capital Cost		50,000		Operating Costs:			
<i>Funding Source(s):</i>							
County Water		50,000					
Net Levy Impact	-	-	-	Total Costs	-	-	-
Procurement Method	Public Tender						
	<i>per AM-1.7.4 Purchasing and Tendering Policy</i>						
Notes:							

2023-24 Capital Budget Request

Project Details								
Project Name:	NSE 10 Year Water Assessment - Eng Report				Work Order			
Department:	Municipal Operations			Project Type:	Engineering/Study			
Project Lead:	Municipal Operations			Location:	Cornwallis, Granville F, Margaretsville			
Strategic Alignment:				Measurements:				
Project Description:	<p>Every 10 years Nova Scotia Environment requires an independent assessment of the state of our water supply systems. Cornwallis Park, Granville Ferry and Margaretsville will be assessed for their water quality and the integrity of the system to continue to deliver safe drinking water to the customers</p>							
Business Case:	<p>This is a regulatory requirement due in 2023. CBCL has been contracted to undertake this work.</p>							
Project Costs								
	Prior Year	Current	Future		Current	2024/25	Future	
Capital Cost		50,000		Operating Costs:				
<i>Funding Source(s):</i>								
County Water		50,000						
Net Levy Impact	-	-	-	Total Costs	-	-	-	
Procurement Method	Section 19 - Alternative Procurement Practices <i>per AM-1.7.4 Purchasing and Tendering Policy</i>							
Notes:								