

## Committee of the Whole Meeting

October 25, 2022

Time: 6:30 pm

### AGENDA

- 1. Call to Order**
- 2. Approval of Previous Minutes**
- 3. Approval of the Agenda**
- 4. Presentation**
  - a. Landmark East School
- 5. Departmental Reports**
  - a. BDVFD
  - b. Community Development
  - c. Finance
  - d. Public Works
  - e. CAO
  - f. REMO
- 6. New Business**
  - a. F2023 Financial Forecast
  - b. MGA Review Consultation Survey
- 7. Mayor's Update**
- 8. Adjournment**

## Berwick & District Vol. Fire Department COTW report for Oct. 2022

Four alarms to report from Sept. 19, 2022 – Oct. 17, 2022

**Equipment:** We are in the process of getting our washer and dryer units hooked up, waiting on H.E. Armstrong to quote the duct work, and waiting on the plumber to set up the washer. We had to replace a cutter blade on our Jaws of Life, and some minor repairs to two of our BA bottles.

**Training:** Last month the department has been concentrating on vehicle extrication and going over best practices during our training nights.

**Fire Prevention Week:** The department has participated in multiple fire drills over the past week and delivered presentations to schools, nursery schools and children's groups throughout our fire district.

If anyone from the town offices or council members would like to have a tour of our facility, please contact me at, [chief@berwickfire.com](mailto:chief@berwickfire.com)

Regards,

Luke Redden



# Committee of the Whole Monthly Report



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**Department:** Community Development  
**Date:** October 19, 2022

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## **Key highlights**

- This week (October 16<sup>th</sup> – 22<sup>nd</sup>) is small business week. We ran a campaign on social media similar to last year, encouraging people to comment/tag/share and shop local!
- Staff have been working hard alongside the Berwick & Area Community Business Group to roll out several October Fall Fest celebrations including: Family Day at Morse Farm, Pumpkin Carving/Decorating/Coloring Contests, and a Halloween Skating party with the Wildcats.
- Active Living Strategy Planning is well underway with the official timeline and template approved by the province. Community consultations are underway and will be complete by December. The final strategy will be ready to present to council in September 2023.
- Active Living Coordinator J.Hebb and Community Recreation Coordinator N.Palmer attended the RNS mini conference in Dartmouth from October 19-21<sup>st</sup>. This year's theme was "REConnect".
- N.Palmer continues to work diligently on communications, creating posters, updating social media accounts and our website as requested.
- Voting has closed for the AVCC Valleys Best awards and top 3's have been named. Berwick businesses were very well represented, with 9 local businesses being named as top 3 in their respective categories. Winners are announced October 20<sup>th</sup>.
- J.Hebb has submitted the final report for the Brown Street Connector Trail to the province. The Trail Committee has reconnected and are reviewing plans for the coming year with a focus on continuing to create key links to connect our community via a circumferential loop.

## **Next Month Priorities:**

- Having consulted with both Planning and Public Works regarding construction specifics, the RFP for the Box Car's is now ready for publication. Priority being placed on the timeliness and availability of the successful applicant. DNR&R has not yet completed studies necessary to move the leasing project forward but remain in contact with us regarding goals and next steps.
- "Merry and Bright" Weekend Planning is underway for the last weekend in November (28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>). As in years past, the Town will host a Tree Lighting on Friday evening and a Parade on Saturday. We will also partner with community organizations and groups to help build an eventful and exciting celebration (i.e.,

Lions Breakfast, Wildcats game, Shop Local). The Community Development team will meet with Public Works to discuss Holiday decorations and Town Beautification for the coming Holiday season.

- There continues to be a focus on growing membership at the Fitness Centre. Membership has increased by 12 since last month. A small group including FC supervisor A.Ross, Manager of CD K.Verrette and Councillor Trinacty met to brainstorm a few quick initiatives and incentives to encourage growth in membership. A.Ross will work on the rollout in the coming month.
- The logo for the Town of Berwick Centennial Celebration is near completion, with expectations of launching by the end of October. With the logo in hand we will be moving forward quickly with promotional materials, event poster, and planning.

# Committee of the Whole Monthly Report



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**Department:** Finance  
**Date:** October 20, 2022

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## **Key Highlights**

- The Finance Administration Coordinator is proving to be a great addition to our team and the transition is progressing well.
- The Finance Clerk-Term position has been filled and the new team member starts on October 24. It has been quite a journey for our Finance team and we are looking forward to having a full staff complement.
- The review of payroll/time entry systems has been completed and we have selected HRIS My Way as our time entry module. This is a platform which is fully integrated with our financial software and we will be bringing the entire payroll process in-house. Implementation is slated to begin in February 2023 with an anticipated live date in April 2023.
- After a successful demo with Book King, we are moving forward with implementation of the registration module. This will provide residents with the ease of a seamless registration process for our recreation programming, while greatly improving efficiencies and accuracies with the administration and billing processes.
- Our Finance team continues to work with the BEC Superintendent and consultant in preparation for the BEC rate application.

## **Next Month Priorities:**

- Continue training and onboarding of our two newest team members.
- Complete previous year's bank reconciliations and audit working papers.
- Complete next phase of asset management project- service level review.
- Begin 2023/24 budget discussions with departments.

# Committee of the Whole Monthly Report



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**Department:** Public Works  
**Date:** October 19, 2022

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## **Key highlights:**

- Paving of streets and sidewalks is on-going, and will continue into November. Public Works still has work to complete on the north side of Orchard St.
- Line and pavement painting continues all over Town. The accessible blue and white parking spots have been completed.
- Grass still being mowed all over Town.
- Brush pickup started on October 17<sup>TH</sup> and will run into November. The bin for brush and yard waste is at 216 Main St (Public Works) until December 1<sup>ST</sup>.
- Road work needs to be finished up in the intersection of Commercial St. and Union St.
- We have been working with our engineers on the wastewater system. We have had a pond flip because of the warmer wether causing a few days of odour.
- Closing up the splashpad and park washrooms, as well as park equipment such as ball nets, for the winter.
- Wastewater and storm cleaning has begun and will take place for two weeks all over town.

## **Next Month Priorities:**

- Finish painting the crosswalks, street parking tee's and any other areas that need to be finished.
- Clean up dead trees to with Berwick Electric around Town.
- Work with Dillion Engineers to move complete the wastewater filter design and plan for the pond air system upgrades.
- Finish patch paving of Foster St, Bezanson St, Macintosh, Cortland St and Orchard St. and Commercial St.
- Leaf pickup will start November 1<sup>st</sup> and end November 30<sup>th</sup> 2022.
- Prepare for Holiday activites and decorations. Christmas Trees have been ordered, float will come into shop for decorating and other street decorating will begin.
- Salt and Sand ordered for winter and placed in shop for winter.
- All the Town machinery will be readied for the winter season.

# Committee of the Whole Monthly Report



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**Department:** CAO  
**Date:** October 25, 2022

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## **Key Highlights**

- The Boundary Review (Council Size Review) survey has been launched. It is available online or a paper copy can be picked up at Town Hall. Deadline for the survey is November 25.
- The Municipal Planning Strategy Review will kick-off on Monday, October 24 with a Council workshop.
- The foundation piles are completed at the solar garden and racking is now being installed. The panels should all be hung by December; however, there will still be a lot of electrical work to complete in the Spring.
- The Mayor and CAO met with a consultant with Property Valuation Services Corporation (PVSC) who is engaging municipalities to improve communication and understanding of PVSC's role.
- An Asset Management presentation/overview has been scheduled for the second week in November with KMCC stakeholders and the Fire Chief.
- Attended the Association of Municipal Administrators conference at the end of September. Although Hurricane Fiona cut the conference short, the conference provided a lot of networking opportunities.

## **Next Month Priorities:**

- Complete Boundary Review consultation and report for Council consideration. Council must pass a resolution recommending the size of Council by the end of the calendar year.
- Complete necessary technology upgrades to improve productivity and connectivity for future projects.
- Complete Risk Level Asset Management workshop with senior staff.
- The CAO and Director of Finance will begin meeting with departments/service areas to begin 2023/24 budget discussions.

From: Dan Stovel, Kings REMO REMC

Date: Monday, October 25, 2022

Subject: Kings REMO Regional EM Advisory Committee Meeting, Monday, October 17, 2022

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The Kings REMO Regional Emergency Management Advisory Committee met on Monday, October 17, 2021.

Key issues of discussion included:

- **Presentation: Kings RCMP**

Vision, Mission, and Purpose overview

Per the RCMP Act, the RCMP is responsible to:

- prevent crime
- enforce the law
- investigate offences
- keep Canadians, and their interests, safe and secure
- assist Canadians in emergency situations/incidents

Kings District Human Resources: 73

- **Kings REMO Agreements-MOUs**

The Lunenburg REMC returned the Kings-Lunenburg Emergency Management Mutual Aid Agreement with proposed amendments.

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE Kings REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE AMENDED KINGS-LUNENBURG EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT**

- **Amateur Radio Group Equipment Installation: 181 Coldbrook Village Park Drive**

The Project Manager and the Municipality of the County of Kings Facility Manager provided an update on the status of the installation of the amateur radio group equipment

Equipment has been purchased and the Contractor should be running cables and installing antenna by Friday, October 14<sup>th</sup>

The Amateur Radio Group will then install and test the antennas the following week of October 17

- **COVID-19 Pandemic Update**

Statement from Canada's Chief Medical Officers of Health (CCMOH), 2022-09-09

- COVID-19 still poses a risk for individuals and communities, and increases pressure on our health systems
- As Fall approaches and we return to spending more time indoors, we expect to see an increase in cases again
- We can further contribute to reducing the impact of not only COVID-19, but also influenza and other respiratory illnesses, by continuing to layer personal protective measures alongside vaccinations. This includes:
  - staying home when sick, especially if you have a fever and cough,
  - wearing a well-fitting respirator or mask in public indoor settings for additional protection,
  - improving indoor ventilation, and
  - washing hands regularly

NACI Canada / Health Canada:

- Adults 18 year of age and older who are recommended to receive a fall booster dose, should be offered a shot of the bivalent vaccine

- On September 7<sup>th</sup>, Health Canada approved the Pfizer-BioNTech Bivalent vaccine targeting Omicron variants
- All individuals 65 years of age and older and individuals 12 years of age and older who are at increased risk of severe illness from COVID-19 should be offered a fall COVID-19 vaccine booster dose, regardless of the number of booster doses previously received.
- A bivalent Omicron-containing mRNA COVID-19 vaccine is the preferred vaccine product for booster doses

NS Health & Wellness:

- Starting September 15, people aged 65 or older can book their appointment. Appointments will be available starting Monday, September 19
- People who are 18 or older living in long-term care facilities or other congregate living settings, such as shelters or correctional facilities, will be offered a dose in their living setting

- **Monkeypox Update**

The downward trend in the global Monkeypox outbreak is continuing  
More than 71,000 cases of Monkeypox have been reported to WHO  
1,411 cases reported in Canada as of October 7, 2022

NS Pre-Exposure Monkeypox Vaccine Clinic:

- Starting September 15, people who are at highest risk of being exposed to the monkeypox virus can get a vaccine to help protect against infection before they are exposed
- The Halifax Sexual Health Centre will offer free monkeypox vaccine appointments until Thursday, October 6. Work is underway to establish more pre-exposure vaccination programs in other areas of the province

- **2022 Wildfire Season**

Department of Natural Resources and Renewables (DNRR) reported 12 wildfires in Kings County in 2022

The 17-year average for wildfires in Kings County is 21 fires per year

The DNRR Wildfire NS Viewer website is:

<https://experience.arcgis.com/experience/0ee935539ce5495d86ce607d11a57a30>

- **2022 Hurricane Season**

Atlantic Hurricane Season: June 1 to November 30

14-20 named storms have been forecast for 2022

To-date, there have been 11 named storms

Peak Hurricane Season is Aug-Sep-Oct

- **Hurricane Fiona After Action Review/Improvement Plan (AAR/IP)**

The Hurricane Fiona, September 24 to 26, 2022 After Action Review/Improvement Plan was presented to committee

- Major Strengths:
  - Community Awareness
  - Situational Brief (REMAC/REMPAC)
  - Pre-activation of ECC (Level-2)
  - Access to Kings REMO documents (WebEOC)
  - Public Hotline Awareness
- Areas for improvement:
  - ECC Staffing & Setup
    - Municipal Staff positions & Training
    - Emergency Cots made available
  - ECC Briefing Cycle:
    - Operational Briefing for turnover of staff  
Hurricane Fiona did not overly 'stress' the Kings Emergency Coordination Centre
  - ECC Telephone reliability/call forwarding

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE SEPTEMBER 24 TO 26, 2022 HURRICANE FIONA AFTER ACTION REVIEW/IMPROVEMENT PLAN**

- **Heat Advisory and Response System (HARS), Change 2**

Change 2 to the Kings County Heat Advisory & Response System:

- Reference – Additions:
  - WHO – Heat and Health
  - Health Checks during extreme Heat Events
- Section 4.2.5 Stay Cool – Keep your home cool
  - Updated to include WHO – Heat and Health

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 2 TO THE KINGS COUNTY HEAT ADVISORY AND RESPONSE SYSTEM (HARS), DATED SEPTEMBER 2022**

- **Regional Emergency Evacuation Plan (REEP), Change 1**

Change 1 (Administrative) to the Kings County Emergency Evacuation Plan:

- Foreword – Signature Block (4 Mayors)  
Changed to  
Chair, Regional EM Advisory Committee (REMAC)
- Change to Kings REMO Logo  
New logo brand for Municipality of the County of Kings
- References – updating of Links
- Map (page iv) – Kings REMO Logo & Municipal Logos  
New logo brand for Municipality of the County of Kings
- Department of Lands and Forestry  
changed to  
Department of Natural Resources and Renewables (NS DNRR)
- Department of Transportation and Infrastructure Renewal (NS DTIR)  
changed to  
Department of Public Works (NS DPW)
- Nova Scotia Health Authority  
changed to  
Nova Scotia Health

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 1 TO THE KINGS COUNTY REGIONAL EMERGENCY EVACUATION PLAN, DATED SEPTEMBER 2022**

- **Kings REMO Comfort Centres ([www.kingsremo.ca/comfort.aspx](http://www.kingsremo.ca/comfort.aspx))**

Post-Hurricane Fiona, on September 26<sup>th</sup>, Minister Houston announced a Financial Assistance Program in support of Community Centres and Generators:

- One item of concern in our province was our community centres need our support
- Now should be the time to rely on them for sources of Comfort for their communities
- As a longer-term measure, the government will be announcing a \$2million fund that will be available for Community Centres to help them with the costs of purchasing and installing generators
- Details of this program will be announced in the coming weeks

- **Kings REMO Community Outreach**

REMC continuing to move forward the Kings REMO Community Outreach program:

- 2022-09-27 Town of Wolfville Council Meeting
- 2022-09-28 New Minas Fire Department
- 2022-10-22 East Dalhousie Community Centre
- 2022-10-tbc Kingston Lions Cub
- 2022-11-tbc Kids Action Program (Kings County)
- 2022-tbc Town of Berwick Council

- **Kings REMO Social Media Account**

While not all residents of Kings County are connected to the Internet or Social Media, Kings REMO REMC is making use of Social Media to reach out to the community in support of increasing Emergency Preparedness Awareness.

- **Emergency Preparedness Websites**

[NS First Responder Hub – Online Resources:](#)

- On Scene / Incident Tools
- Weather Resources
- Maps/Mapping Tools
- Situational Awareness Tools
- Misc Resources

[Health Checks During Extreme Heat Events](#)

National Collaborating Centre for Environmental Health

- Rapid Risk Assessment Checklist
- Recognizing and Responding to Heat-Related Illness
- In-Person Health Checks
- Remote Health Checks
- Measuring Body and Room Temperature

- **Kings REMO Training & Exercises**

○ Training Completed:

- 2022-09-22 BEM Kings REMO

○ 2023 Forecast:

- Jan: BEM - Hants
- Feb: ICS 200 - Annapolis
- Mar: ICS 300 - Lunenburg
- Apr: EOC - Clare
- Apr: PIO - Lunenburg
- May: BEM – Yarmouth
- Jun: ICS 200 - Barrington
- Sep: ICS 300 - Queens
- Oct: EOC- Digby
- Oct: Wx Interp Hants
- Nov: ICS 400 - Kings

○ Upcoming Exercises:

2022-11-24 Winter Storm/Power Outage Tabletop Exercise – to be included as part of the NS EMO provincial-level exercise Nova Alpha

- Exercise Nova Alpha will be a province wide functional exercise (Emergency Operation/Coordination Centre only) taking place over two days in November

2022. This exercise will be based on a major winter storm bringing unexpected severe weather effects to all regions of Nova Scotia.

- Realistic weather effects will be tailored to enable participating organizations to be able to exercise in such a way as to meet their objectives

Kings REMO Participation:

- Activation of ECC (Thursday, November 24, 0900-1200)
- Request for Assistance: Emergency Shelter Activation

- **2022-07-28 Hurricane Tabletop Exercise After Action Review (AAR):**

- The Kings REMO Hurricane/ECC Activation tabletop exercise involved 15 participants from Municipal staff and agency representatives
- What went well:
  - Well prepared presentation and good discussion
  - Helpful lessons and past activations
  - Sharing of expertise from multiple disciplines and agencies
- Areas for improvement:
  - Allow more time for discussion and exercise scenario realism
  - Quick Reference Guides / Refreshers / Templates
  - Run an exercise based on a Functional Scenario - Need an actual exercise (2023-04 Flood Functional Exercise)

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE JULY 28, 2022 HURRICANE PREPAREDNESS EXERCISE AFTER ACTION REVIEW**

**Next Meeting:** Monday, January 16, 2023

# INFORMATION REPORT FINANCIAL UPDATE AND FORECAST



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**To:** Town Council  
**From:** Director of Finance  
**Date:** October 11, 2022  
**Subject:** Financial Update and Forecast

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## Guiding Principles for Decision-Making

<b>Economic Sustainability</b>	<b>Energy Innovation</b>	<b>Environmental Sustainability</b>	<b>Environmental Stewardship</b>	<b>Social Sustainability</b>	<b>Entrepreneurial Spirit</b>	<b>Cultural Sustainability</b>
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### References/Attachments

- Town Operating Forecast as of September 30, 2022
- Capital Progress- September 2022
- Town General Operating Budget 2022/23
- Capital Budget 2022/23

### Legislation

N/A

### Purpose

The financial update and forecast is prepared to provide Council with an overview of the actual year to date financial results and forecast compared to the budgeted expectations.

### Information

#### ***Town General Operations***

In reviewing the attached variance report, total revenues are expected to end the fiscal year slightly over budget and expenditures are expected to end the fiscal year close to budget, resulting in a forecasted surplus of \$2,700. A transfer of Safe Restart funds in the amount of \$14,000 for additional qualifying projects relating to IT upgrades has been included.

Upon conclusion of this review, the following variances have been highlighted, with the detailed review provided in the appendix:

**INFORMATION REPORT  
FINANCIAL UPDATE AND FORECAST**



**REVENUE HIGHLIGHTS**

<b>Item</b>	<b>Forecasted Amount Over (Short)</b>	<b>Explanation</b>
Deed Transfer Tax	\$20,000	Estimated increase as we continue to see an active real estate market in Town
AVRL Rent	\$11,000	Increased due to CPI
Planning & Development	\$2,000	Estimated increase of additional development permits and agreements
Visitor Information Centre	\$6,600	Successful receipt of two unbudgeted grants
Rec Programming	(\$16,000)	The multi-sport program will not be offered - (\$16K); added offering of pickleball program - \$2K; day camp revenue - (\$4K); addition of first aid/babysitting/line dancing-\$2K
Fitness Centre	\$8,600	Increase in Personal Training revenue - \$6K; unbudgeted common BDCA revenue -\$2.6K
Parks & Rec	(\$8,700)	Canada Student Grant less than budgeted

**EXPENDITURE HIGHLIGHTS**

<b>Item</b>	<b>Forecasted Amount Over (Under)</b>	<b>Explanation</b>
Administration	\$20,000	Expected to be \$6,000 overbudget due to overlap in wages during CAO transition; unbudgeted job posting advertisements, purchase of two cellphones and two new laptops. New server and recreation software cost an additional \$14,000 which will be covered by Safe Restart.
Fire Services	\$10,000	Unexpected Expense for Fire Panel
Economic Development	\$5,000	Salary & benefit increase
Visitor Information Centre	(\$6,000)	Actual wages less than budget
Rec Admin	(\$1,700)	Reduction due to actual expenses for events year to date
Rec Programming	(\$1,000)	Slight savings in salary and wages
Parks & Facilities	\$5,600	Unexpected repair to equipment
Fitness Centre	(\$10,000)	Salary & Wages (\$1K); training (\$700); removed satellite TV (\$1K); eliminated cleaning (\$5K); operational supplies (\$3.8K); add trainers \$500; add utilities \$1K.
Public Works	(\$23,000)	Postpone DMW (\$25K); Insurance (\$1K) Contract Services \$2K;

# INFORMATION REPORT FINANCIAL UPDATE AND FORECAST



## ***Sewer Operations***

In reviewing the attached variance report for the sewer utility, revenues are expected to end the fiscal year at \$5,000 over budget due to increases in the Industrial and Institutional bills. Expenditures are expected to end the fiscal year \$1,400 over budget, resulting in a forecasted reduction to the sewer operating reserve of \$9,000 (Total forecasted sewer operating reserve transfer is \$45,000).

The detailed analysis of the operating budget and forecast may be found in the attached appendix.

## ***Capital Budget Update***

As of September 30, 2023, ten capital projects have been fully completed, ten capital projects will be deferred and reviewed as part of the asset management plan to inform the 2023/24 Capital Investment Plan, and eleven projects are expected to be completed within budget within this fiscal year as scheduled. As a result, the capital budget is expected to be \$1.2M below budget. The revised reserve projections have also been included in the appendix.

## **Financial Implications**

Staff continue to review all accounts on an on-going basis and utilize this information to determine impacts and mitigate overages where possible to the 2022/23 budget.

## **Community Vision Statement Alignment**

<b>Check Applica ble</b>	<b>Strategic Priority Area</b>	<b>Comme nts</b>
X	Economic	The financial forecast provides a transparent update on the Town's current and projected financial position.
	Environmental	
	Social	
	Cultural	

**INFORMATION REPORT  
FINANCIAL UPDATE AND FORECAST**



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**CAO Comments**

The financial forecast is based on the first six months of the fiscal year. Staff will continue to monitor accounts to mitigate significant variances to the forecasted financial position.

CAO Initials: JB



For the Six Months Ending Friday, September 30, 2022

OPERATING SUMMARY	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
Taxes & Grants in Lieu of Taxes	3,648,442.00	3,617,637.61	30,804.39	99.2%	3,662,424.00	
Sewer Revenues	524,669.00	372,684.58	151,984.42	71.0%	529,388.07	
Sale of Services	531,585.00	103,074.99	428,510.01	19.4%	577,963.56	
Other Revenue	185,832.00	105,196.13	80,635.87	56.6%	145,003.00	
Federal, Provincial & Other Grants	337,252.00	134,300.00	202,952.00	39.8%	340,391.48	
Other Transfers	273,939.00	0.00	273,939.00	-	239,000.00	\$14,000 transfer from safe restart; \$225,000 from AREA;
<b>Total Revenue</b>	<b>5,501,719.00</b>	<b>4,332,893.31</b>	<b>1,168,825.69</b>	<b>78.8%</b>	<b>5,494,170.11</b>	
<b>Expenses</b>						
General Government	1,791,612.00	979,874.17	811,737.83	54.7%	1,791,510.00	
Protective Services	1,173,845.00	564,546.19	609,298.81	48.1%	1,183,567.79	
Public Works	1,003,913.00	417,489.77	586,423.23	41.6%	981,127.62	
Planning & Development	120,982.00	39,626.53	81,355.47	32.8%	120,982.00	
Community Development	658,408.00	363,044.86	295,363.14	55.1%	655,187.50	
Sewer/Environmental Health	706,367.00	363,956.15	342,410.85	51.5%	712,461.83	
Transfer to Sewer Reserves	46,592.00	0	46,592.00	-	46,592.00	
<b>Total Expenses</b>	<b>5,501,719.00</b>	<b>2,728,537.67</b>	<b>2,773,181.33</b>	<b>49.6%</b>	<b>5,491,428.74</b>	
<b>Net Surplus (Deficit)</b>	<b>-</b>	<b>1,604,355.64</b>	<b>(1,604,355.64)</b>	<b>100.0%</b>	<b>2,741.37</b>	



For the Six Months Ending Friday, September 30, 2022

ADMINISTRATION	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
Administration fees- Berwick Electric	204,250.00	102,124.98	102,125.02	50.0%	204,250.00	
Administration fees- Sewer	26,000.00		26,000.00	-	26,000.00	Annual Charge- Timing
Tax Certificates	2,500.00	1,377.00	1,123.00	55.1%	2,500.00	
Miscellaneous Revenue	15,000.00		15,000.00	-	15,000.00	AREA Chargeback for portion of CAO Sal.
<b>Total Revenue</b>	<b>247,750.00</b>	<b>103,501.98</b>	<b>144,248.02</b>	<b>41.8%</b>	<b>247,750.00</b>	
<b>Expenses</b>						
<u>CAO Office</u>						
Regular wages	108,057.00	52,913.52	55,143.48	49.0%	113,057.00	
Vacation	0	8,225.80	(8,225.80)	100.0%	0.00	Incl. in wages
Other	0				0.00	
CPP	4,988.00	3,337.36	1,650.64	66.9%	4,988.00	
EI	1,990.00	1,319.43	670.57	66.3%	1,990.00	
WCB	2,607.00	1,731.46	875.54	66.4%	2,607.00	
Group Medical & Life	3,357.00	1,465.73	1,891.27	43.7%	3,357.00	
Pension	16,025.00	7,045.63	8,979.37	44.0%	16,025.00	
Workplace Wellness Benefit	2,600.00	1,556.79	1,043.21	59.9%	2,600.00	
<u>Total Salaries &amp; Benefits</u>	<u>139,624.00</u>	<u>77,595.72</u>	<u>62,028.28</u>	<u>55.6%</u>	<u>144,624.00</u>	Overlap in wages during CAO transition
<u>General Expenses</u>						
Travel	2,000.00	619.32	1,380.68	31.0%	2,000.00	
Training & Conferences	2,000.00	1,475.42	524.58	73.8%	2,000.00	
Membership Fees & Dues	700.00	344.14	355.86	49.2%	700.00	
Meals	500.00	340.48	159.52	68.1%	500.00	
Office Supplies		-	-	100.0%	0.00	
Postage, Courier, & Equipment Rental					0.00	
Communications	500.00	260.24	239.76	52.0%	500.00	
Advertising	2,000.00	3,274.00	(1,274.00)	163.7%	4,000.00	Unbudgeted CAO Job Advertisements
Meetings	500.00	143.89	356.11	28.8%	500.00	
Subscriptions & Donations	500.00	200.00	300.00	40.0%	500.00	
AREA Expenses	1,000.00		1,000.00	-	1,000.00	
<u>Total General Expenses</u>	<u>9,700.00</u>	<u>6,657.49</u>	<u>3,042.51</u>	<u>68.6%</u>	<u>11,700.00</u>	
<u>Administration</u>						
Regular Wages	217,132.00	90,137.42	126,994.58	41.5%	230,632.00	
Hourly Wages	27,191.00	13,677.01	13,513.99	50.3%	13,677.01	Moved to regular wages re: FT salary role
Casual Wages	11,648.00	1,697.92	9,950.08	14.6%	2,697.92	Moved to regular wages re: FT salary role
Overtime					0.00	
Vacation		9,714.34	(9,714.34)	100.0%	0.00	Incl. in wages
CPP	11,584.00	6,127.66	5,456.34	52.9%	11,584.00	

ADMINISTRATION	2023	2023	\$	%	FORECAST	COMMENTS
	BUDGET	YEAR TO DATE	VAR. TO BUDGET	VAR. TO BUDGET		
EI	4,859.00	2,522.81	2,336.19	51.9%	4,859.00	
WCB	6,318.00	3,297.58	3,020.42	52.2%	6,318.00	
Group Medical & Life	12,145.00	9,488.82	2,656.18	78.1%	14,574.00	
Pension	13,593.00	7,356.52	6,236.48	54.1%	13,593.00	
<u>Total Salaries &amp; Benefits</u>	<u>304,470.00</u>	<u>144,020.08</u>	<u>160,449.92</u>	<u>47.3%</u>	<u>297,934.93</u>	
<u>General Expenses</u>						
Travel	2,500.00	753.14	1,746.86	30.1%	2,500.00	
Training & Conferences	4,000.00	417.14	3,582.86	10.4%	4,000.00	
Membership Fees & Dues	2,000.00	1,188.86	811.14	59.4%	2,000.00	Annual memberships
Office Supplies	7,000.00	2,370.24	4,629.76	33.9%	7,000.00	
Equipment Rental	6,000.00	3,760.44	2,239.56	62.7%	6,000.00	
Postage, Courier, & Equipment Rental	15,000.00	7,531.56	7,468.44	50.2%	15,000.00	
Communications	2,000.00	4,000.85	(2,000.85)	200.0%	2,000.00	Purchase of two new phones- to be moved to hardware in October
Advertising		286.79	(286.79)	100.0%	0.00	Moved to CAO in Oct. job posting
<u>Total General Expenses</u>	<u>38,500.00</u>	<u>20,309.02</u>	<u>18,190.98</u>	<u>52.8%</u>	<u>38,500.00</u>	
<u>Information Technology</u>						
Training & Conferences	500.00		500.00	-	500.00	
Communications					0.00	
Contracted Services	23,000.00	7,945.94	15,054.06	34.5%	23,000.00	
Hardware	3,000.00	9,378.98	(6,378.98)	312.6%	11,000.00	New laptops for CAO, Dir of Finance, new PW Computer and monitors. Also includes server upgrade which will be offset by Safe Restart
Software	7,500.00	468.37	7,031.63	6.2%	10,000.00	Book King \$6K- Safe Restart
<u>Total Expenses</u>	<u>34,000.00</u>	<u>17,793.29</u>	<u>16,206.71</u>	<u>52.3%</u>	<u>44,500.00</u>	
<b>Total Expenses</b>	<b>526,294.00</b>	<b>266,375.60</b>	<b>259,918.40</b>	<b>50.6%</b>	<b>537,258.93</b>	
<b>Net Surplus (Deficit)</b>	<b>(278,544.00)</b>	<b>(162,873.62)</b>	<b>(115,670.38)</b>	<b>58.5%</b>	<b>(289,508.93)</b>	<b>(10,964.9)</b>

OTHER GOVERNMENT	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
Taxation-Residential	2,486,117.00	2,488,089.45	(1,972.45)	100.1%	2,488,089.45	
Taxation-Commercial	999,667.00	992,450.23	7,216.77	99.3%	992,450.23	
Taxation-Resource	18,808.00	18,808.32	(0.32)	100.0%	18,808.32	
Taxation-Education						
Deed Transfer Tax	125,000.00	107,063.61	17,936.39	85.7%	145,000.00	Conservative adjustment based on deed transfer tax received to date.
Bell Aliant- GIL	12,000.00	11,226.00	774.00	93.6%	11,226.00	
Canada Post- GIL	6,850.00	-	6,850.00	-	6,850.00	
Return on Investments	2,000.00		2,000.00	-	2,000.00	
Interest on Taxes	15,000.00	8,625.93	6,374.07	57.5%	15,000.00	
Interest on PACE Program	8,700.00	2,734.59	5,965.41	31.4%	8,700.00	
HST Offset	20,000.00		20,000.00	-	15,580.48	Moved in Oct.
Financial Capacity Grant (Equalization)	221,479.00	110,740.00	110,739.00	50.0%	221,479.00	
Farm Acreage Grant	1,460.00	1,460.00	-	100.0%	1,460.00	
Other Provincial Grants- Unconditional						
Other Provincial Grants- Conditional						
<b>Total Revenue</b>	<b>3,917,081.00</b>	<b>3,741,198.13</b>	<b>175,882.87</b>	<b>95.5%</b>	<b>3,926,643.48</b>	
<b>Expenses</b>						
<u>General Expenses</u>						
Bank Charges	15,000.00	1,472.33	13,527.67	9.8%	15,000.00	Entries pending
Audit Fees	8,500.00		8,500.00	-	8,500.00	
Legal Fees	10,000.00	4,638.41	5,361.59	46.4%	10,000.00	
General Liability Insurance	20,000.00	17,999.69	2,000.31	90.0%	17,999.69	Annual Expense-Completed
Tax Exemptions	130,000.00	120,699.38	9,300.62	92.8%	120,699.38	Annual Expense-Completed
Grants to Organizations	2,500.00		2,500.00	-	2,500.00	
Election					0.00	
Tax Sales	1,000.00		1,000.00	-	1,000.00	
Bad Debt Expense	10,000.00		10,000.00	-	10,000.00	
Other Debt Charges					0.00	
<u>Total Expenses</u>	<u>197,000.00</u>	<u>144,809.81</u>	<u>52,190.19</u>	<u>73.5%</u>	<u>185,699.07</u>	
<u>Long Term Debt</u>						
Debenture Principal	9,033.00		9,033.00	-	9,033.00	Timing
Debenture Interest	1,762.00	188.74	1,573.26	10.7%	1,762.00	Timing
<u>Total Debenture Expense</u>	<u>10,795.00</u>	<u>188.74</u>	<u>10,606.26</u>	<u>1.7%</u>	<u>10,795.00</u>	
<u>Partner Contributions</u>						
Annapolis Valley Regional Centre for Education	573,477.00	274,992.00	298,485.00	48.0%	573,789.00	Increased based on statement received from AVRCE
Propery Valuation Services Corp	31,015.00	23,261.28	7,753.72	75.0%	31,015.00	
Correctional Services	28,549.00	14,274.00	14,275.00	50.0%	28,549.00	
Kings Point to Point	5,039.00	5,039.00	-	100.0%	5,039.00	
<u>Total Partner Contributions</u>	<u>638,080.00</u>	<u>317,566.28</u>	<u>320,513.72</u>	<u>49.8%</u>	<u>638,392.00</u>	
<b>Total Expenses</b>	<b>845,875.00</b>	<b>462,564.83</b>	<b>383,310.17</b>	<b>54.7%</b>	<b>834,886.07</b>	
<b>Net Surplus (Deficit)</b>	<b>3,071,206.00</b>	<b>3,278,633.30</b>	<b>(207,427.30)</b>	<b>106.8%</b>	<b>3,091,757.41</b>	<b>20,551.41</b>



For the Six Months Ending Friday, September 30, 2022

LEGISLATIVE SERVICES	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
<b>Total Revenue</b>						
<b>Expenses</b>						
<u>Mayor Clarke</u>						
Honorarium	21,551.00	10,749.79	10,801.21	49.9%	21,551.00	
Travel	1,500.00	696.32	803.68	46.4%	1,500.00	
Training & Conferences	1,000.00	422.14	577.86	42.2%	1,000.00	
Meals	500.00	43.08	456.92	8.6%	500.00	
Communications	650.00	325.00	325.00	50.0%	650.00	
<u>Total Expenses</u>	<u>25,201.00</u>	<u>12,236.33</u>	<u>12,964.67</u>	<u>48.6%</u>	<u>25,201.00</u>	
<u>Councillor Trinacity</u>						
Honorarium	11,072.00	5,522.87	5,549.13	49.9%	11,072.00	
Travel	1,000.00	397.73	602.27	39.8%	1,000.00	
Training & Conferences	1,000.00	422.14	577.86	42.2%	1,000.00	
Meals	250.00	38.38	211.62	15.4%	250.00	
<u>Total Expenses</u>	<u>13,322.00</u>	<u>6,381.12</u>	<u>6,940.88</u>	<u>47.9%</u>	<u>13,322.00</u>	
<u>Councillor Reeves</u>						
Honorarium	10,074.00	5,024.86	5,049.14	49.9%	10,074.00	
Travel	500.00		500.00	-	500.00	
Training & Conferences	500.00		500.00	-	500.00	
Meals	100.00		100.00	-	100.00	
<u>Total Expenses</u>	<u>11,174.00</u>	<u>5,024.86</u>	<u>6,149.14</u>	<u>45.0%</u>	<u>11,174.00</u>	
<u>Councillor Walsh</u>						
Honorarium	10,074.00	5,024.86	5,049.14	49.9%	10,074.00	
Travel	500.00		500.00	-	500.00	
Training & Conferences	500.00		500.00	-	500.00	
Meals	100.00		100.00	-	100.00	
<u>Total Expenses</u>	<u>11,174.00</u>	<u>5,024.86</u>	<u>6,149.14</u>	<u>45.0%</u>	<u>11,174.00</u>	
<u>Councillor Goddard</u>						
Honorarium	10,074.00	5,024.86	5,049.14	49.9%	10,074.00	
Travel	500.00		500.00	-	500.00	
Training & Conferences	500.00		500.00	-	500.00	
Meals	100.00		100.00	-	100.00	

<b>LEGISLATIVE SERVICES</b>	<b>2023</b>	<b>2023</b>	<b>\$</b>	<b>%</b>	<b>FORECAST</b>	<b>COMMENTS</b>
	<b>BUDGET</b>	<b>YEAR TO DATE</b>	<b>VAR. TO BUDGET</b>	<b>VAR. TO BUDGET</b>		
<u>Total Expenses</u>	<u>11,174.00</u>	<u>5,024.86</u>	<u>6,149.14</u>	<u>45.0%</u>	<u>11,174.00</u>	
<u>Councillor Jamieson</u>						
Honorarium	10,074.00	5,024.86	5,049.14	49.9%	10,074.00	
Travel	500.00		500.00	-	500.00	
Training & Conferences	500.00		500.00	-	500.00	
Meals	100.00		100.00	-	100.00	
<u>Total Expenses</u>	<u>11,174.00</u>	<u>5,024.86</u>	<u>6,149.14</u>	<u>45.0%</u>	<u>11,174.00</u>	
<u>Councillor Lutz</u>						
Honorarium	10,074.00	5,024.86	5,049.14	49.9%	10,074.00	
Travel	500.00		500.00	-	500.00	
Training & Conferences	500.00		500.00	-	500.00	
Meals	100.00		100.00	-	100.00	
<u>Total Expenses</u>	<u>11,174.00</u>	<u>5,024.86</u>	<u>6,149.14</u>	<u>45.0%</u>	<u>11,174.00</u>	
<u>General Expenses</u>						
CPP Expense	1,930.00	775.00	1,155.00	40.2%	1,930.00	
WCB Expense					0.00	
Previous Council Honorarium					0.00	
Membership Fees & Dues	3,000.00	2,955.59	44.41	98.5%	3,000.00	Annual Dues
Office Supplies	2,000.00		2,000.00	-	2,000.00	
Advertising	2,000.00	521.51	1,478.49	26.1%	2,000.00	
Meeting Expenses	500.00		500.00	-	500.00	
Special Events	5,000.00	1,350.00	3,650.00	27.0%	5,000.00	\$1100 KMCC dinner; \$2500 Berwick Mural Society; \$200 KMCC Auction, \$980 KMCC Golf \$500 KMCC Golf sponsorship; \$200 AV Bus. Awards
Sponsorships	6,600.00	4,832.72	1,767.28	73.2%	6,600.00	
<u>Total Expenses</u>	<u>21,030.00</u>	<u>10,434.82</u>	<u>10,595.18</u>	<u>49.6%</u>	<u>21,030.00</u>	
<u>Partner Contributions</u>						
Berwick & District Community Association	10,000.00		10,000.00	-	10,000.00	Timing
Valley Wildcats	10,000.00	10,000.00	-	100.0%	10,000.00	Complete
<u>Total Expenses</u>	<u>20,000.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>50.0%</u>	<u>20,000.00</u>	
<b>Total Expenses</b>	<b>135,423.00</b>	<b>64,176.57</b>	<b>71,246.43</b>	<b>47.4%</b>	<b>135,423.00</b>	
<b>Net Department Surplus (Deficit)</b>	<b>(135,423.00)</b>	<b>(64,176.57)</b>	<b>(71,246.43)</b>	<b>47.4%</b>	<b>(135,423.00)</b>	



For the Six Months Ending Friday, September 30, 2022

TOWN HALL	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
AVRL Rent	51,432.00	36,416.66	15,015.34	70.8%	62,428.56	Monthly amount increased due to CPI
Kings County Library Contribution	15,620.00		15,620.00	-	15,620.00	Timing
<b>Total Revenue</b>	<b>67,052.00</b>	<b>36,416.66</b>	<b>30,635.34</b>	<b>54.3%</b>	<b>78,048.56</b>	
<b>Expenses</b>						
<u>General Expenses</u>						
Communications	3,000.00	1,066.18	1,933.82	35.5%	3,000.00	
Operational Supplies	5,000.00	1,763.49	3,236.51	35.3%	5,000.00	
Facility Insurance	3,000.00	2,922.00	78.00	97.4%	2,922.00	Annual Expense- Completed
Contracted Services	40,000.00	19,662.74	20,337.26	49.2%	40,000.00	
Utilities	45,000.00	15,306.72	29,693.28	34.0%	45,000.00	
Repairs & Maintenance	8,000.00	2,354.88	5,645.12	29.4%	8,000.00	
COVID 19	1,000.00	12,659.23	(11,659.23)	1265.9%	1,000.00	Cap. Project TH gym doors moved in Oct. (\$12,592.53)
<u>Total Expenses</u>	<u>105,000.00</u>	<u>55,735.24</u>	<u>49,264.76</u>	<u>53.1%</u>	<u>104,922.00</u>	
<u>Long Term Debt</u>						
Debenture Principal	125,133.00	125,133.00	-	100.0%	125,133.00	
Debenture Interest	53,887.00	5,888.93	47,998.07	10.9%	53,887.00	
<u>Total Debenture Expense</u>	<u>179,020.00</u>	<u>131,021.93</u>	<u>47,998.07</u>	<u>73.2%</u>	<u>179,020.00</u>	Timing
<b>Total Expenses</b>	<b>284,020.00</b>	<b>186,757.17</b>	<b>97,262.83</b>	<b>65.8%</b>	<b>283,942.00</b>	
<b>Net Surplus (Deficit)</b>	<b>(216,968.00)</b>	<b>(150,340.51)</b>	<b>(66,627.49)</b>	<b>69.3%</b>	<b>(205,893.44)</b>	<b>11,074.56</b>



For the Six Months Ending Friday, September 30, 2022

BYLAW SERVICES	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
Taxi Licenses						
Animal Licenses	700.00	360.00	340.00	51.4%	700.00	
<b>Total Revenue</b>	<b>700.00</b>	<b>360.00</b>	<b>340.00</b>	<b>51.4%</b>	<b>700.00</b>	
<b>Expenses</b>						
<u>Salaries &amp; Wages</u>						
Hourly Wages						
CPP						
EI						
WCB						
Total Salaries & Wages	0.00	0.00	0.00	0.00	0.00	
<u>General Expenses</u>						
Travel						
Membership Dues & Fees	100.00		100.00	-	100.00	
Communications					0.00	
Contracted Services					0.00	
Operational Supplies	500.00	211.48	288.52	42.3%	500.00	
Building & Fire Inspection Services	33,500.00		33,500.00	-	33,500.00	Timing
<u>Total General Expenses</u>	<u>34,100.00</u>	<u>211.48</u>	<u>33,888.52</u>	<u>0.6%</u>	<u>34,100.00</u>	
<u>Partner Contributions</u>						
Kings' REMO	8,050.00	2,011.50	6,038.50	25.0%	8,050.00	Timing
<u>Total Partner Contributions</u>	<u>8,050.00</u>	<u>2,011.50</u>	<u>6,038.50</u>	<u>25.0%</u>	<u>8,050.00</u>	
<b>Total Expenses</b>	<b>42,150.00</b>	<b>2,222.98</b>	<b>39,927.02</b>	<b>5.3%</b>	<b>42,150.00</b>	
<b>Net Surplus (Deficit)</b>	<b>(41,450.00)</b>	<b>(1,862.98)</b>	<b>(39,587.02)</b>	<b>4.5%</b>	<b>(41,450.00)</b>	



For the Six Months Ending Friday, September 30, 2022

<b>POLICE SERVICES</b>	<b>2023 BUDGET</b>	<b>2023 YEAR TO DATE</b>	<b>\$ VAR. TO BUDGET</b>	<b>% VAR. TO BUDGET</b>	<b>FORECAST</b>	<b>COMMENTS</b>
<b>Revenue</b>						
Policing Fines						
Protective Fines	500.00	388.94	111.06	77.8%	500.00	
<b>Total Revenue</b>	<b>500.00</b>	<b>388.94</b>	<b>111.06</b>	<b>77.8%</b>	<b>500.00</b>	
<b>Expenses</b>						
RCMP/DNA Contracted Services	760,061.00	381,761.23	378,299.77	50.2%	760,061.00	
<b>Total Expenses</b>	<b>760,061.00</b>	<b>381,761.23</b>	<b>378,299.77</b>	<b>50.2%</b>	<b>760,061.00</b>	
<b>Net Surplus (Deficit)</b>	<b>(759,561.00)</b>	<b>(381,372.29)</b>	<b>(378,188.71)</b>	<b>50.2%</b>	<b>(759,561.00)</b>	



For the Six Months Ending Friday, September 30, 2022

FIRE SERVICES	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Grants</b>						
NS-Civic Addressing Grant	1,000.00	1,000.00	-	100.0%	1,000.00	Annual Grant-Complete
Municipality of Kings Operating Grant	190,435.00		190,435.00	-	190,435.00	Timing
<b>Total Grant Revenue</b>	<b>191,435.00</b>	<b>1,000.00</b>	<b>190,435.00</b>	<b>0.5%</b>	<b>191,435.00</b>	
<b>Expenses</b>						
<u>Fire Administration</u>						
WCB	2,400.00	711.64	1,688.36	29.7%	2,400.00	Timing
EAP/Life Insurance	4,500.00	3,183.66	1,316.34	70.7%	4,500.00	Quarterly billing
Honorarium	12,000.00	(270.00)	12,270.00	(2.3%)	12,000.00	Adj. for prev yr; not yet advanced for 2022
Meetings, Meals, & Travel	2,500.00	230.21	2,269.79	9.2%	2,500.00	
Training & Conferences	10,000.00	4,328.27	5,671.73	43.3%	10,000.00	
Membership Dues & Fees	1,000.00	175.00	825.00	17.5%	1,000.00	
Office Supplies	2,000.00	343.35	1,656.65	17.2%	2,000.00	
Communication	1,500.00	2,578.20	(1,078.20)	171.9%	1,500.00	Ann. Radio renewal & pager lease to be moved in Oct.
<u>Total Administration Expenses</u>	<u>35,900.00</u>	<u>11,280.33</u>	<u>24,619.67</u>	<u>31.4%</u>	<u>35,900.00</u>	
<u>Fire Hall</u>						
Communications	3,600.00	1,541.98	2,058.02	42.8%	3,600.00	
Operational Supplies	5,000.00	1,389.60	3,610.40	27.8%	5,000.00	
Facility Insurance	9,500.00	8,705.79	794.21	91.6%	8,705.79	Annual Expense-Complete
Contracted Services	24,150.00	6,041.74	18,108.26	25.0%	24,150.00	
Utilities	33,500.00	8,790.07	24,709.93	26.2%	33,500.00	
Repairs & Maintenance	30,000.00	28,439.48	1,560.52	94.8%	40,000.00	\$10k unexpected expense for fire panel
<u>Total Fire Hall Expenses</u>	<u>105,750.00</u>	<u>54,908.66</u>	<u>50,841.34</u>	<u>51.9%</u>	<u>114,955.79</u>	
<u>Fire Operations</u>						
Communications	21,400.00	3,718.30	17,681.70	17.4%	21,400.00	Moving communication expenses to this account
Tools & Equipment	10,000.00	1,499.42	8,500.58	15.0%	10,000.00	
Operational Supplies & Equipment	15,000.00	1,224.35	13,775.65	8.2%	15,000.00	
Clothing & Safety Equipment	30,000.00	1,558.10	28,441.90	5.2%	30,000.00	
Vehicle Insurance	14,000.00	14,517.00	(517.00)	103.7%	14,517.00	Annual Expense-Complete
Vehicle Fuel	10,000.00	82.30	9,917.70	0.8%	10,000.00	These expenses are allocated by vehicle
Vehicle Maintenance	30,000.00	3,925.42	26,074.58	13.1%	30,000.00	These expenses are allocated by vehicle
2007 Pierce Contender Pumper (F-11)		1,105.23	(1,105.23)	100.0%	0.00	
1996 Pierce Saber Pumper (F-12)		1,105.23	(1,105.23)	100.0%	0.00	
2019 Typhoon Pumper (F-13)		2,153.06	(2,153.06)	100.0%	0.00	
2001 Mack Tanker (F-21)		3,719.76	(3,719.76)	100.0%	0.00	
2014 Frieghtliner M2 (F-22)		2,146.58	(2,146.58)	100.0%	0.00	
2004 Fire Rescue Unit (F-31)		1,234.80	(1,234.80)	100.0%	0.00	
1994 Chev 400 GMT (F-51)		452.65	(452.65)	100.0%	0.00	
2010 Ford Super Duty (F-52)		423.17	(423.17)	100.0%	0.00	
<u>Total Fire Operations Expenses</u>	<u>130,400.00</u>	<u>38,865.37</u>	<u>91,534.63</u>	<u>29.8%</u>	<u>130,917.00</u>	
<u>Long Term Debt</u>						
Debenture Principal	71,917.00	71,917.00	-	100.0%	71,917.00	Annual Expense-Complete
Debenture Interest	27,667.00	4,695.85	22,971.15	17.0%	27,667.00	Timing
<u>Total Debenture Expenses</u>	<u>99,584.00</u>	<u>76,612.85</u>	<u>22,971.15</u>	<u>76.9%</u>	<u>99,584.00</u>	
<b>Total Expenses</b>	<b>371,634.00</b>	<b>181,667.21</b>	<b>189,966.79</b>	<b>48.9%</b>	<b>381,356.79</b>	
<b>Net Surplus (Deficit)</b>	<b>(180,199.00)</b>	<b>(180,667.21)</b>	<b>468.21</b>	<b>100.3%</b>	<b>(189,921.79)</b>	<b>(9,722.79)</b>



For the Six Months Ending Friday, September 30, 2022

PLANNING AND DEVELOPMENT	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
Planning	6,000.00	5,985.00	15.00	99.8%	8,000.00	Conservative estimate of additional DP and DA's for this year.
<b>Total Revenue</b>	<b>6,000.00</b>	<b>5,985.00</b>	<b>15.00</b>	<b>99.8%</b>	<b>8,000.00</b>	
<b>Expenses</b>						
<u>Salaries &amp; Benefits</u>						
Regular Wages	25,253.00	10,561.08	14,691.92	41.8%	25,253.00	
Vacation		647.53	(647.53)	100.0%	-	Incl. in wages
CPP	1,240.00	603.88	636.12	48.7%	1,240.00	
EI	559.00	247.97	311.03	44.4%	559.00	
WCB	722.00	324.91	397.09	45.0%	722.00	
Group Medical & Life	1,588.00		1,588.00	-	1,588.00	Entry completed in Oct. to move
Pension	2,020.00	178.03	1,841.97	8.8%	2,020.00	Entry completed in Oct. to move
<u>Total Salaries &amp; Benefits</u>	<u>31,382.00</u>	<u>12,563.40</u>	<u>18,818.60</u>	<u>40.0%</u>	<u>31,382.00</u>	
<u>General Expenses</u>						
Travel	1,500.00	242.94	1,257.06	16.2%	1,500.00	
Office Supplies	2,000.00		2,000.00	-	2,000.00	
Advertising	3,000.00	469.29	2,530.71	15.6%	3,000.00	
Postage & Courier	100.00	31.38	68.62	31.4%	100.00	
Legal	17,500.00		17,500.00	-	17,500.00	
Other Professional Fees	65,500.00	23,298.79	42,201.21	35.6%	65,500.00	
<u>Total General Expenses</u>	<u>89,600.00</u>	<u>24,042.40</u>	<u>65,557.60</u>	<u>26.8%</u>	<u>89,600.00</u>	
<b>Total Expenses</b>	<b>120,982.00</b>	<b>36,605.80</b>	<b>84,376.20</b>	<b>30.3%</b>	<b>120,982.00</b>	
<b>Net Surplus (Deficit)</b>	<b>(114,982.00)</b>	<b>(30,620.80)</b>	<b>(84,361.20)</b>	<b>26.6%</b>	<b>(112,982.00)</b>	<b>2,000.00</b>

For the Six Months Ending Friday, September 30, 2022

<b>ECONOMIC DEVELOPMENT</b>	<b>2023 BUDGET</b>	<b>2023 YEAR TO DATE</b>	<b>\$ VAR. TO BUDGET</b>	<b>% VAR. TO BUDGET</b>	<b>FORECAST</b>	<b>COMMENTS</b>
<b>Revenue</b>						
Federal Government Grants						
Provincial Government Grants		15,580.48	(15,580.48)	100.0%	0.00	Incorrect revenue account- corrected in Oct. (HST Offset)
Local Government Grants					0.00	
<b>Total Revenue</b>	<b>0.00</b>	<b>15,580.48</b>	<b>(15,580.48)</b>	<b>100.0%</b>	<b>0.00</b>	
<b>Expenses</b>						
<u>Salaries &amp; Benefits</u>						
Regular wages	27,194.00	18,683.64	8,510.36	68.7%	32,088.92	
Hourly Wages					0.00	
Vacation		1,824.94	(1,824.94)	100.0%	0.00	Incl. in wages
CPP	1,351.00	1,119.22	231.78	82.8%	1,351.00	
EI	602.00	453.62	148.38	75.4%	602.00	
WCB	778.00	594.82	183.18	76.5%	778.00	
Group Medical & Life	1,662.00	2,567.04	(905.04)	154.5%	1,662.00	Adj. to planning in Oct.
Pension	2,176.00	2,110.14	65.86	97.0%	2,176.00	Adj. to planning in Oct.
<b>Total Salaries &amp; Benefits</b>	<b>33,763.00</b>	<b>27,353.42</b>	<b>6,409.58</b>	<b>81.0%</b>	<b>38,657.92</b>	Salary increase occurred after budget approval per previous CAO ; benefits underbudgeted
<u>General Expenses</u>						
Travel	200.00	85.54	114.46	42.8%	300.00	Slight increase to \$300 anticipated as more meetings have moved to in person from virtual
Training & Conferences					0.00	AMANS
Membership Fees & Dues					0.00	
Office Supplies					0.00	
Marketing Promotion & Community Development	5,000.00	6,358.59	(1,358.59)	127.2%	7,500.00	\$5500 to Mural Society offset by 50% of Beautification Grant funds;
Advertising	1,000.00		1,000.00	-	1,000.00	Radio ads for Fall Fest/Holiday Weekend to be incurred in future
Meetings					0.00	
Program Expenditures					0.00	
Contracted Services					0.00	
Operational Materials/Supplies					0.00	
<b>Total General Expenses</b>	<b>6,200.00</b>	<b>6,444.13</b>	<b>(244.13)</b>	<b>103.9%</b>	<b>8,800.00</b>	
<u>Partner Contributions</u>						
Valley Regional Enterprise Network	14,865.00	7,432.54	7,432.46	50.0%	14,865.00	
Valley Community Fibre Network	3,200.00	1,553.40	1,646.60	48.5%	3,200.00	Timing
Nova Scotia Housing Authority	40,000.00	51,758.62	(11,758.62)	129.4%	40,000.00	2021 NSHA Exp to be adj. at y/e
<b>Total Partner Contributions</b>	<b>58,065.00</b>	<b>60,744.56</b>	<b>(2,679.56)</b>	<b>104.6%</b>	<b>58,065.00</b>	
<b>Total Expenses</b>	<b>98,028.00</b>	<b>94,542.11</b>	<b>3,485.89</b>	<b>96.4%</b>	<b>105,522.92</b>	
<b>Net Surplus (Deficit)</b>	<b>(98,028.00)</b>	<b>(78,961.63)</b>	<b>(19,066.37)</b>	<b>80.6%</b>	<b>(105,522.92)</b>	<b>(7,494.92)</b>



For the Six Months Ending Friday, September 30, 2022

REC ADMIN	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
Garden Plots	200.00	250.00	(50.00)	125.0%	250.00	
<u>Grants</u>						
Federal Government Grants						
Provincial Government Grants	25,000.00	19,200.00	5,800.00	76.8%	25,000.00	Timing
Local Government Grants	12,500.00	400.00	12,100.00	3.2%	12,500.00	Timing
<u>Total Grants</u>	<u>37,500.00</u>	<u>19,600.00</u>	<u>17,900.00</u>	<u>52.3%</u>	<u>37,500.00</u>	
<b>Total Revenue</b>	<b>37,700.00</b>	<b>19,850.00</b>	<b>17,850.00</b>	<b>52.7%</b>	<b>37,750.00</b>	
<b>Expenses</b>						
<u>Salaries &amp; Benefits</u>						
Regular wages	98,063.00	39,134.62	58,928.38	39.9%	98,063.00	
Hourly Wages					0.00	
Other					0.00	
Vacation		2,033.62	(2,033.62)	100.0%	0.00	Incl. in wages
CPP	4,145.00	2,250.94	1,894.06	54.3%	4,145.00	
EI	1,949.00	1,004.65	944.35	51.5%	1,949.00	
WCB	2,520.00	1,228.35	1,291.65	48.7%	2,520.00	
Group Medical & Life	12,888.00	4,316.08	8,571.92	33.5%	12,888.00	
Pension	3,921.00	1,240.99	2,680.01	31.6%	3,921.00	
<u>Total Salaries &amp; Benefits</u>	<u>123,486.00</u>	<u>51,209.25</u>	<u>72,276.75</u>	<u>41.5%</u>	<u>123,486.00</u>	
<u>General Expenses</u>						
Travel	600.00	257.68	342.32	42.9%	750.00	Slight increase due to more in person meetings
Training & Conferences	1,500.00		1,500.00	-	1,500.00	RNS, PAPE, AMANS
Membership Fees & Dues	2,500.00	2,390.00	110.00	95.6%	2,500.00	
Office Supplies					0.00	
Meetings	150.00		150.00	-	0.00	
Advertising	500.00	69.94	430.06	14.0%	500.00	
Communications	250.00		250.00	-	700.00	
<u>Total General Expenses</u>	<u>5,500.00</u>	<u>2,717.62</u>	<u>2,782.38</u>	<u>49.4%</u>	<u>5,950.00</u>	
<u>Community Events &amp; Festivals</u>						
General Events & Festivals						
Apple Blossom	600.00	100.00	500.00	16.7%	100.00	
Christmas	1,500.00		1,500.00	-	1,500.00	
Canada Day	150.00	20.77	129.23	13.8%	20.77	
Halloween	500.00	396.29	103.71	79.3%	500.00	\$400 from 2022 to be moved
Yard Sale	100.00		100.00	-	0.00	
Easter	500.00	22.25	477.75	4.5%	22.25	
Volunteer Week	1,000.00	303.10	696.90	30.3%	1,000.00	
Gala Days	10,000.00	599.02	9,400.98	6.0%	10,000.00	
Bike Rodeo						
Winter Carnival	500.00		500.00	-	500.00	
Garden Plots	500.00		500.00	-	0.00	
Concert Series	3,400.00	2,988.00	412.00	87.9%	2,988.00	
Box Cars	2,000.00	1,423.82	576.18	71.2%	2,000.00	
<u>Total Community Events</u>	<u>20,750.00</u>	<u>5,853.25</u>	<u>14,896.75</u>	<u>28.2%</u>	<u>18,631.02</u>	
<b>Total Expenses</b>	<b>149,736.00</b>	<b>59,780.12</b>	<b>89,955.88</b>	<b>39.9%</b>	<b>148,067.02</b>	
<b>Net Surplus (Deficit)</b>	<b>(112,036.00)</b>	<b>(39,930.12)</b>	<b>(72,105.88)</b>	<b>35.6%</b>	<b>(110,317.02)</b>	<b>1,718.98</b>



For the Six Months Ending Friday, September 30, 2022

REC PROGRAMMING	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENT
<b>Revenue</b>						
Misc Recreation Program Revenue		1,650.00	(1,650.00)	100.0%	1,650.00	First Aid/Babysitting Course
Summer Day Camp	33,750.00	29,600.00	4,150.00	87.7%	29,600.00	Complete
After School Program	57,000.00	19,380.00	37,620.00	34.0%	57,000.00	Timing
March Break Program	3,750.00		3,750.00	-	3,750.00	Timing
Adult Fitness		190.00	(190.00)	100.0%	600.00	Adult Fitness Class, Line Dancing programs
Multisport	16,200.00		16,200.00	-	0.00	Not running this program
Pickleball		380.00	(380.00)	100.0%	2,000.00	Now a Town program
<u>Total Revenue</u>	<u>110,700.00</u>	<u>51,200.00</u>	<u>59,500.00</u>	<u>46.3%</u>	<u>94,600.00</u>	
<u>Grants</u>						
Federal Government Grants	10,080.00	1,500.00	8,580.00	14.9%	10,852.00	Timing- Canada Student Jobs grants \$9K; Participation grant \$500; Trails Grant \$1K
Provincial Government Grants		397.98	(397.98)	100.0%	0.00	
Local Government Grants	11,000.00		11,000.00	-	11,000.00	
<u>Total Grants</u>	<u>21,080.00</u>	<u>1,897.98</u>	<u>19,182.02</u>	<u>9.0%</u>	<u>21,852.00</u>	
<b>Total Revenue</b>	<b>131,780.00</b>	<b>53,097.98</b>	<b>78,682.02</b>	<b>40.3%</b>	<b>116,452.00</b>	
<b>Expenses</b>						
<u>Salaries &amp; Benefits</u>						
Regular wages	24,861.00	6,306.46	18,554.54	25.4%	24,861.00	
After School Program Wages	34,100.00	8,064.08	26,035.92	23.6%	34,100.00	
Summer Camp Wages	23,330.00	22,597.22	732.78	96.9%	22,597.22	Annual Expense- Completed
March Break Wages	2,221.00		2,221.00	-	2,221.00	
Vacation		1,199.00	(1,199.00)	100.0%	0.00	Included in Reg wages
CPP	2,654.00	980.79	1,673.21	37.0%	2,654.00	
EI	1,649.00	847.74	801.26	51.4%	1,649.00	
WCB	2,133.00	1,070.73	1,062.27	50.2%	2,133.00	
Group Medical & Life	2,209.00	728.56	1,480.44	33.0%	2,209.00	Timing
Pension	994.00		994.00	-	994.00	Timing
<u>Total Salaries &amp; Benefits</u>	<u>94,151.00</u>	<u>41,794.58</u>	<u>52,356.42</u>	<u>44.4%</u>	<u>93,418.22</u>	

<b>REC PROGRAMMING</b>	<b>2023</b>	<b>2023</b>	<b>\$</b>	<b>%</b>	<b>FORECAST</b>	<b>COMMENT</b>
<u>General Expenses</u>	<b>BUDGET</b>	<b>YEAR TO DATE</b>	<b>VAR. TO BUDGET</b>	<b>VAR. TO BUDGET</b>		
Communication	100.00	71.08	28.92	71.1%	150.00	After School Program Phone Monthly Charge
Operational Supplies						
<u>Total General Expenses</u>	<u>100.00</u>	<u>71.08</u>	<u>28.92</u>	<u>71.1%</u>	<u>150.00</u>	
<u>Program Expenditures</u>						
General Program Expenditures	10,000.00	4,169.68	5,830.32	41.7%	5,000.00	These expenses are allocated by program below
Summer Day Camp		1,816.48	(1,816.48)	100.0%	1,816.48	
After School Program		677.86	(677.86)	100.0%	1,500.00	
March Break Program					0.00	
Seniors Fitness Program					0.00	
Adult Program		210.00	(210.00)	100.0%	1,500.00	
Moms & Tots					0.00	
Multisport					0.00	
Pickleball					500.00	
<u>Total Program Expenditures</u>	<u>10,000.00</u>	<u>6,874.02</u>	<u>3,125.98</u>	<u>68.7%</u>	<u>10,316.48</u>	
<b>Total Expenses</b>	<b>104,251.00</b>	<b>48,739.68</b>	<b>55,511.32</b>	<b>46.8%</b>	<b>103,884.70</b>	
<b>Net Surplus (Deficit)</b>	<b>27,529.00</b>	<b>4,358.30</b>	<b>23,170.70</b>	<b>15.8%</b>	<b>12,567.30</b>	<b>(14,961.70)</b>



For the Six Months Ending Friday, September 30, 2022

VISITOR INFORMATION CENTRE	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
Federal Government Grants		4,116.00	(4,116.00)	100.0%	6,000.00	Canada Summer Jobs
Provincial Government Grants		2,500.00	(2,500.00)	100.0%	2,500.00	
Local Government Grants						
<b>Total Revenue</b>	<b>0.00</b>	<b>6,616.00</b>	<b>(6,616.00)</b>	<b>100.0%</b>	<b>8,500.00</b>	
<b>Expenses</b>						
<u>Salaries &amp; Benefits</u>						
Hourly Wages	9,038.00	2,803.50	6,234.50	31.0%	5,000.00	Reduced wages related to new ee's
Vacation		149.52	(149.52)	100.0%	149.52	
CPP	316.00	190.88	125.12	60.4%	190.88	
EI	200.00	113.80	86.20	56.9%	113.80	
WCB	259.00	83.40	175.60	32.2%	83.40	
Group Medical & Life					0.00	
Pension					0.00	
<u>Total Salaries &amp; Benefits</u>	<u>9,813.00</u>	<u>3,341.10</u>	<u>6,471.90</u>	<u>34.0%</u>	<u>5,537.60</u>	
<u>General Expenses</u>						
Communications	1,000.00	563.08	436.92	56.3%	1,000.00	
Utilities	750.00	299.67	450.33	40.0%	750.00	
Operational Materials/Supplies					0.00	
<u>Total General Expenses</u>	<u>1,750.00</u>	<u>862.75</u>	<u>887.25</u>	<u>49.3%</u>	<u>1,750.00</u>	
<b>Total Expenses</b>	<b>11,563.00</b>	<b>4,203.85</b>	<b>7,359.15</b>	<b>36.4%</b>	<b>7,287.60</b>	
<b>Net Surplus (Deficit)</b>	<b>(11,563.00)</b>	<b>2,412.15</b>	<b>(13,975.15)</b>	<b>(20.9%)</b>	<b>1,212.40</b>	<b>12,775.40</b>



For the Six Months Ending Friday, September 30, 2022

	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>FITNESS CENTRE</b>						
<b>Revenue</b>						
Membership Sales	80,000.00	38,806.97	41,193.03	48.5%	\$ 80,000.00	
Personal Training		3,506.29	(3,506.29)	100.0%	\$ 6,000.00	Increase in sessions
Common BDCA		2,603.60	(2,603.60)	100.0%	\$ 2,603.00	Unbudgeted
Fitness Classes						
<b>Total Revenue</b>	<b>80,000.00</b>	<b>44,916.86</b>	<b>35,083.14</b>	<b>56.1%</b>	<b>\$ 88,603.00</b>	
<b>Expenses</b>						
<u>Salaries &amp; Benefits</u>						
Regular Wages	76,640.00	34,142.45	42,497.55	44.5%	\$ 76,640.00	
Hourly Wages	18,806.00	10,166.96	8,639.04	54.1%	\$ 18,806.00	
Vacation		1,064.69	(1,064.69)	100.0%	\$ -	Incl. in wages
CPP	4,842.00	2,054.63	2,787.37	42.4%	\$ 4,842.00	
EI	2,111.00	938.36	1,172.64	44.5%	\$ 2,111.00	
WCB	2,730.00	1,281.76	1,448.24	47.0%	\$ 2,730.00	
Group Medical & Life	7,417.00	4,367.86	3,049.14	58.9%	\$ 7,417.00	
Pension	5,431.00	1,357.93	4,073.07	25.0%	\$ 4,131.00	Timing of ee enrollment
<u>Total Salaries &amp; Benefits</u>	<u>117,977.00</u>	<u>55,374.64</u>	<u>62,602.36</u>	<u>46.9%</u>	<u>\$ 116,677.00</u>	
<u>General Expenses</u>						
Travel						
Training & Conferences	650.00		650.00	-	\$ -	Zero out
Communications & Cable	2,800.00	699.35	2,100.65	25.0%	\$ 1,500.00	Eliminated satellite TV
Advertising	600.00		600.00	-	\$ 600.00	New Year push
Insurance	600.00	630.00	(30.00)	105.0%	\$ 630.00	Annual paid
Contracted Services	10,000.00	1,935.74	8,064.26	19.4%	\$ 5,000.00	Eliminated cleaning
Personal Trainers	3,000.00	2,093.68	906.32	69.8%	\$ 3,500.00	Reflective of increase in Revenue
Utilities	9,000.00	5,440.21	3,559.79	60.4%	\$ 10,000.00	Expenses increases in Winter
Shared Expenses	8,000.00	1,209.42	6,790.58	15.1%	\$ 8,000.00	Larger bills in Winter
Operational Supplies	5,000.00	381.37	4,618.63	7.6%	\$ 1,250.00	Minimal operation costs
Repairs & Maintenance	2,000.00		2,000.00	-	\$ 2,000.00	Spartan maintenance October
<u>Total General Expenses</u>	<u>41,650.00</u>	<u>12,389.77</u>	<u>29,260.23</u>	<u>29.7%</u>	<u>\$ 32,480.00</u>	
<b>Total Expenses</b>	<b>159,627.00</b>	<b>67,764.41</b>	<b>91,862.59</b>	<b>42.5%</b>	<b>\$ 149,157.00</b>	\$ 10,470.00
<b>Net Surplus (Deficit)</b>	<b>(79,627.00)</b>	<b>(22,847.55)</b>	<b>(56,779.45)</b>	<b>28.7%</b>	<b>\$ (60,554.00)</b>	\$ 19,073.00



For the Six Months Ending Friday, September 30, 2022

<b>PARKS &amp; FACILITIES</b>	<b>2023 BUDGET</b>	<b>2023 YEAR TO DATE</b>	<b>\$ VAR. TO BUDGET</b>	<b>% VAR. TO BUDGET</b>	<b>FORECAST</b>	<b>COMMENTS</b>
<b>Revenue</b>						
Facilities Rentals	4,000.00	1,165.00	2,835.00	29.1%	4,000.00	Awaiting ball field rental payments
<u>Grants</u>						
Federal Government Grants	14,313.00		14,313.00	-	5,600.00	Canada Student Jobs Grant \$5.6K
Provincial Government Grants		12,500.00	(12,500.00)	100.0%	0.00	Beautification Grant- used for capital projects
Local Government Grants		3,000.00	(3,000.00)	100.0%	3,000.00	Gala Days Grant for accessible swings
<u>Total Grants</u>	<u>14,313.00</u>	<u>15,500.00</u>	<u>(1,187.00)</u>	<u>108.3%</u>	<u>8,600.00</u>	
<b>Total Revenue</b>	<b>18,313.00</b>	<b>16,665.00</b>	<b>1,648.00</b>	<b>91.0%</b>	<b>12,600.00</b>	
<b>Expenses</b>						
<u>Salaries &amp; Benefits</u>						
Hourly Wages	38,994.00	21,249.22	17,744.78	54.5%	38,994.00	
Overtime		9.01	(9.01)	100.0%	0.00	Incl. in wages
Vacation		771.49	(771.49)	100.0%	0.00	Incl. in wages
CPP	1,425.00	719.36	705.64	50.5%	1,425.00	
EI	863.00	516.46	346.54	59.8%	863.00	
WCB	1,115.00	668.30	446.70	59.9%	1,115.00	
Group Medical & Life Pension						
<u>Total Salaries &amp; Benefits</u>	<u>42,397.00</u>	<u>23,933.84</u>	<u>18,463.16</u>	<u>56.5%</u>	<u>42,397.00</u>	
<u>General Expenses</u>						
Travel	100.00		100.00	-	0.00	
Communications	250.00		250.00	-	0.00	
Advertising					0.00	
Facility Insurance	4,200.00	4,631.00	(431.00)	110.3%	4,631.00	Annual Expense- Complete Move pest control to Carol's Place
Contracted Services		2,127.45	(2,127.45)	100.0%	0.00	Maintenance in October
Utilities	5,000.00	2,043.54	2,956.46	40.9%	5,000.00	
Operational Supplies	6,000.00	2,312.80	3,687.20	38.5%	5,200.00	
Tools & Equipment	3,000.00	4,456.65	(1,456.65)	148.6%	4,456.65	Ebike to be moved to Operational Supplies in October
Clothing & Safety Equipment	1,000.00	1,115.95	(115.95)	111.6%	1,115.95	
<u>Total General Expenses</u>	<u>19,550.00</u>	<u>16,687.39</u>	<u>2,862.61</u>	<u>85.4%</u>	<u>20,403.60</u>	

<b>PARKS &amp; FACILITIES</b>	<b>2023 BUDGET</b>	<b>2023 YEAR TO DATE</b>	<b>\$ VAR. TO BUDGET</b>	<b>% VAR. TO BUDGET</b>	<b>FORECAST</b>	<b>COMMENTS</b>
<u>Repairs &amp; Maintenance</u>						
General Repairs & Maintenance	2,000.00	851.21	1,148.79	42.6%	851.21	
Ballfields Maintenance	2,200.00	899.10	1,300.90	40.9%	899.10	
Tennis Courts Maintenance	300.00		300.00	-	0.00	
Splash Pad Maintenance	1,000.00	714.57	285.43	71.5%	1,000.00	
Rainforth Park Maintenance	1,500.00	2,137.52	(637.52)	142.5%	5,137.52	Added \$3K for accessible swing
Centennial Park Maintenance	2,000.00	802.14	1,197.86	40.1%	2,000.00	
Spicer Park Maintenance	1,000.00		1,000.00	-	0.00	
Chute Park Maintenance	2,000.00	3,341.43	(1,341.43)	167.1%	3,341.43	
Trails Maintenance	1,500.00	2,223.71	(723.71)	148.2%	2,223.71	
Carol's Place Maintenance	1,500.00	2,044.69	(544.69)	136.3%	4,544.69	
<u>Total Community Events</u>	<u>15,000.00</u>	<u>13,014.37</u>	<u>1,985.63</u>	<u>86.8%</u>	<u>19,997.66</u>	
<u>Vehicle Expenses</u>						
Vehicle Insurance	2,000.00	2,214.00	(214.00)	110.7%	2,214.00	Annual Expense- Complete
Fuel	3,500.00	1,261.06	2,238.94	36.0%	3,500.00	
Vehicle Maintance	8,500.00	52.48	8,447.52	0.6%	8,500.00	Incl. allocated exp equip
2002 GMC Pickup V-18		521.97	(521.97)	100.0%		
John Dere Turn Mower V-19						
2017 Kubota 0-Turn Mower V-35						
2018 HMD Utility Trailer (Water Tank)						
2019 Kubota Zero Turn V-37		1,717.85	(1,717.85)	100.0%		
Kubota Zero Turn V-37		159.08	(159.08)	100.0%		
1996 Float Trailer V-40						
<u>Total Vehicle Expenses</u>	<u>14,000.00</u>	<u>5,926.44</u>	<u>8,073.56</u>	<u>42.3%</u>	<u>14,214.00</u>	
<u>Long Term Debt</u>						
Principal	18,150.00	18,150.00	-	100.0%	18,150.00	Timing
Interest	8,706.00	952.58	7,753.42	10.9%	8,706.00	Timing
<u>Total Long Term Debt</u>	<u>26,856.00</u>	<u>19,102.58</u>	<u>7,753.42</u>	<u>71.1%</u>	<u>26,856.00</u>	
<u>Partner Contributions</u>						
Annapolis Valley Regional Library	17,400.00	8,700.00	8,700.00	50.0%	17,400.00	Timing
<u>Total Partner Contributions</u>	<u>17,400.00</u>	<u>8,700.00</u>	<u>8,700.00</u>	<u>50.0%</u>	<u>17,400.00</u>	
<b>Total Expenses</b>	<b>135,203.00</b>	<b>87,364.62</b>	<b>47,838.38</b>	<b>64.6%</b>	<b>141,268.26</b>	
<b>Net Surplus (Deficit)</b>	<b>(116,890.00)</b>	<b>(70,699.62)</b>	<b>(46,190.38)</b>	<b>60.5%</b>	<b>(128,668.26)</b>	<b>(11,778.26)</b>



For the Six Months Ending Friday, September 30, 2022

PUBLIC WORKS	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
<b>Total Grant Revenue</b>						
<b>Expenses</b>						
<b><u>Public Works Administration</u></b>						
<b><u>Salaries &amp; Benefits</u></b>						
Regular Salaries	77,701.00	25,845.50	51,855.50	33.3%	55,201.00	Not proceeding with DMW
Vacation		1,103.58	(1,103.58)	100.0%	2,207.16	
CPP	3,413.00	1,534.74	1,878.26	45.0%	2,625.00	
EI	1,302.00	547.35	754.65	42.0%	1,001.00	
WCB	1,964.00	780.89	1,183.11	39.8%	1,321.00	
Group & Medical	1,519.00	334.96	1,184.04	22.1%	755.00	
Pension	6,216.00	1,924.44	4,291.56	31.0%	4,416.00	
<b><u>Total Salaries &amp; Benefits</u></b>	<b><u>92,115.00</u></b>	<b><u>32,071.46</u></b>	<b><u>60,043.54</u></b>	<b><u>34.8%</u></b>	<b><u>67,526.16</u></b>	
<b><u>General Expenses</u></b>						
Travel	5,500.00	2,699.74	2,800.26	49.1%	5,500.00	
Meals	2,000.00	288.52	1,711.48	14.4%	2,000.00	
Meetings	400.00		400.00	-	400.00	
Training & Conference	4,000.00	540.39	3,459.61	13.5%	4,000.00	
Office Supplies	1,000.00	31.28	968.72	3.1%	1,000.00	
Communications	6,000.00	2,408.76	3,591.24	40.1%	6,000.00	
Advertising	2,000.00	770.05	1,229.95	38.5%	2,000.00	
Licenses & Permits	650.00		650.00	-	650.00	
<b><u>Total General Expenses</u></b>	<b><u>21,550.00</u></b>	<b><u>6,738.74</u></b>	<b><u>14,811.26</u></b>	<b><u>31.3%</u></b>	<b><u>21,550.00</u></b>	
<b><u>Total Public Works Administration Expenses</u></b>	<b><u>113,665.00</u></b>	<b><u>38,810.20</u></b>	<b><u>74,854.80</u></b>	<b><u>34.1%</u></b>	<b><u>89,076.16</u></b>	
<b><u>Public Works Facility</u></b>						
Insurance	9,500.00	6,382.29	3,117.71	67.2%	6,382.29	Annual Expense- Complete Front St.; Beckwith ditch
Contracted Services	4,500.00	4,822.18	(322.18)	107.2%	6,500.00	survey;
Utilities	12,000.00	1,368.61	10,631.39	11.4%	12,000.00	Seasonal
Repairs & Maintenance	3,000.00	264.89	2,735.11	8.8%	3,000.00	
Operational Supplies	1,000.00	497.83	502.17	49.8%	1,000.00	
<b><u>Total Public Works Facility</u></b>	<b><u>30,000.00</u></b>	<b><u>13,335.80</u></b>	<b><u>16,664.20</u></b>	<b><u>44.5%</u></b>	<b><u>28,882.29</u></b>	
<b><u>Streets &amp; Roads</u></b>						
<b><u>Salary &amp; Wages</u></b>						

PUBLIC WORKS	2023	2023	\$	%	FORECAST	COMMENTS
	BUDGET	YEAR TO DATE	VAR. TO BUDGET	VAR. TO BUDGET		
Regular Salaries	246,700.00	110,497.08	136,202.92	44.8%	246,700.00	
Overtime		14,038.81	(14,038.81)	100.0%	0.00	Included in Reg
Vacation		6,607.80	(6,607.80)	100.0%	0.00	Included in Reg
CPP	13,025.00	7,330.91	5,694.09	56.3%	13,025.00	
EI	5,351.00	3,015.02	2,335.98	56.3%	5,351.00	
WCB	7,032.00	3,990.15	3,041.85	56.7%	7,032.00	
Group & Medical	12,639.00	7,876.54	4,762.46	62.3%	12,639.00	
Pension	19,337.00	8,073.18	11,263.82	41.7%	19,337.00	
<u>Total Salaries &amp; Benefits</u>	<u>304,084.00</u>	<u>161,429.49</u>	<u>142,654.51</u>	<u>53.1%</u>	<u>304,084.00</u>	
<u>General Expenses</u>						
Insurance- Public Works Accidents	3,000.00	4,769.24	(1,769.24)	159.0%	4,769.24	Annual Expense-Complete
Paving	200,000.00	27,575.46	172,424.54	13.8%	200,000.00	Timing
Contracted Services		5,996.19	(5,996.19)	100.0%	0.00	Budgeted under Rep & Main.
Tools & Equipment		5,517.71	(5,517.71)	100.0%	0.00	Budgeted under Rep & Main.
Repairs & Maintenance	31,000.00	1,395.35	29,604.65	4.5%	31,000.00	
Equipment Rental		543.93	(543.93)	100.0%	543.93	
Operational Supplies	20,000.00	11,377.01	8,622.99	56.9%	20,000.00	
Winter Supplies	20,000.00	106.73	19,893.27	0.5%	20,000.00	
Clothing & Safety	4,000.00	1,020.64	2,979.36	25.5%	4,000.00	
<u>Total General Expenses</u>	<u>278,000.00</u>	<u>58,302.26</u>	<u>219,697.74</u>	<u>21.0%</u>	<u>280,313.17</u>	
<u>Fleet Expenses</u>						
Vehicle Insurance	10,000.00	10,608.00	(608.00)	106.1%	10,608.00	Annual Expense- Complete
Fuel	25,000.00	9,308.31	15,691.69	37.2%	25,000.00	
Vehicles Maintenance	50,000.00	225.15	49,774.85	0.5%	50,000.00	These expenses are allocated by vehicle
2008 Intn'l Dump Truck V-1		1,102.11	(1,102.11)	100.0%	0.00	
2005 Intn'l Dump Truck V-2		12,271.49	(12,271.49)	100.0%	0.00	
2009 GMC Sierra V-4		786.44	(786.44)	100.0%	0.00	
2008 Chev Silverado V-5 (Sewer Truck)		1,088.58	(1,088.58)	100.0%	0.00	
2012 JBC 200 Backhoe Loader V-6		5,009.67	(5,009.67)	100.0%	0.00	
2006 TexREx 760B Backhoe V-7					0.00	
2008 JD 5525 N Tractor V-8					0.00	
1991 Badger/Chipper V-10					0.00	
2010 Durat Utility Trailer V-14		43.91	(43.91)	100.0%	0.00	
JD Zero Turn Mower V-19		416.40	(416.40)	100.0%	0.00	
1999 JD Small Tractor V-20		1,600.59	(1,600.59)	100.0%	0.00	
2017 F550 V-22					0.00	
2018 Kubota Rubber Track Excavator V-23		1,533.42	(1,533.42)	100.0%	0.00	
2015 TRKSW Tractor V-36					0.00	
Kubota Zero Turn V-37					0.00	
MT Trackless V-39		1,814.78	(1,814.78)	100.0%	0.00	
Trailer for Excavator V-39		547.97	(547.97)	100.0%	0.00	

	2023	2023	\$	%		
PUBLIC WORKS	BUDGET	YEAR TO DATE	VAR. TO BUDGET	VAR. TO BUDGET	FORECAST	COMMENTS
2017 Ford 550 V-22		3,821.52	(3,821.52)	100.0%	0.00	
2021 Waker Artic Loader		66.36	(66.36)	100.0%	0.00	
<u>Total Fleet Expenses</u>	<u>85,000.00</u>	<u>50,244.70</u>	<u>34,755.30</u>	<u>59.1%</u>	<u>85,608.00</u>	
<b><u>Total Streets &amp; Roads Expenses</u></b>	<b><u>667,084.00</u></b>	<b><u>269,976.45</u></b>	<b><u>397,107.55</u></b>	<b><u>40.5%</u></b>	<b><u>670,005.17</u></b>	
<b><u>Street Lighting</u></b>						
Operational Supplies & Equipment						
Contracted Services						
Power	56,000.00	19,340.52	36,659.48	34.5%	56,000.00	
Repairs & Maintenance	1,000.00		1,000.00	-	1,000.00	
<b><u>Total Street Lighting</u></b>	<b><u>57,000.00</u></b>	<b><u>19,340.52</u></b>	<b><u>37,659.48</u></b>	<b><u>33.9%</u></b>	<b><u>57,000.00</u></b>	
<b><u>Traffic Services</u></b>						
Operational Supplies & Equipment	5,000.00	0.00	5,000.00	-	5,000.00	
Contracted Services					0.00	
Repairs & Maintenance	5,000.00		5,000.00	-	5,000.00	
<b><u>Total Traffic Services</u></b>	<b><u>10,000.00</u></b>	<b><u>0.00</u></b>	<b><u>10,000.00</u></b>	<b><u>-</u></b>	<b><u>10,000.00</u></b>	
<b><u>Crossing Guards</u></b>						
<b><u>Salaries &amp; Wages</u></b>						
Hourly Wages	18,743.00	5,505.30	13,237.70	29.4%	18,743.00	
Vacation		226.82	(226.82)	100.0%	0.00	Incl. in wages
CPP	335.00	118.26	216.74	35.3%	335.00	
EI	415.00	133.83	281.17	32.2%	415.00	
WCB	536.00	125.44	410.56	23.4%	536.00	
<u>Total Salaries &amp; Benefits</u>	<u>20,029.00</u>	<u>6,109.65</u>	<u>13,919.35</u>	<u>30.5%</u>	<u>20,029.00</u>	
<b><u>General Expenses</u></b>						
Communication	200.00	74.04	125.96	37.0%	200.00	
Clothing & Safety Equipment	500.00		500.00	-	500.00	
<u>Total General Expenses</u>	<u>700.00</u>	<u>74.04</u>	<u>625.96</u>	<u>10.6%</u>	<u>700.00</u>	
<b><u>Total Crossing Guards Expenses</u></b>	<b><u>20,729.00</u></b>	<b><u>6,183.69</u></b>	<b><u>14,545.31</u></b>	<b><u>29.8%</u></b>	<b><u>20,729.00</u></b>	
<b><u>Long Term Debt</u></b>						
Debenture Principal	29,127.00	8,333.00	20,794.00	28.6%	29,127.00	Timing
Debenture Interest	6,008.00	1,099.24	4,908.76	18.3%	6,008.00	Timing
<b><u>Total Debenture Expenses</u></b>	<b><u>35,135.00</u></b>	<b><u>9,432.24</u></b>	<b><u>25,702.76</u></b>	<b><u>26.8%</u></b>	<b><u>35,135.00</u></b>	
<b><u>Partner Contributions</u></b>						
Kings Transit Authority	70,300.00	55,065.37	15,234.63	78.3%	70,300.00	Timing
<b><u>Total Partner Contributions</u></b>	<b><u>70,300.00</u></b>	<b><u>55,065.37</u></b>	<b><u>15,234.63</u></b>	<b><u>78.3%</u></b>	<b><u>70,300.00</u></b>	
<b>Total Expenses</b>	<b>1,003,913.00</b>	<b>412,144.27</b>	<b>591,768.73</b>	<b>41.1%</b>	<b>981,127.62</b>	
<b>Net Surplus (Deficit)</b>	<b>(1,003,913.00)</b>	<b>(412,144.27)</b>	<b>(591,768.73)</b>	<b>41.1%</b>	<b>(981,127.62)</b>	<b>22,785.38</b>



For the Six Months Ending Friday, September 30, 2022

SEWER SERVICES	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<b>Revenue</b>						
<u>Operating Revenue</u>						
Sewer Residential	203,200.00	204,944.56	(1,744.56)	100.9%	204,944.56	Complete
Sewer Industrial	288,203.00	167,740.02	120,462.98	58.2%	288,203.00	EVP to be adjusted
Sewer Institutional	33,266.00		33,266.00	-	36,240.51	GVM billed in October; FV annual
<u>Total Operating Revenue</u>	<u>524,669.00</u>	<u>372,684.58</u>	<u>151,984.42</u>	<u>71.0%</u>	<u>529,388.07</u>	
<u>Grants</u>						
Provincial Government Grants	4,800.00	0	4,800.00	0.0	4,800.00	Coop Grant- Timing
<u>Total Grants</u>	<u>4,800.00</u>	<u>0.00</u>	<u>4,800.00</u>	<u>0.0</u>	<u>4,800.00</u>	
<b>Total Revenue</b>	<b>529,469.00</b>	<b>372,684.58</b>	<b>156,784.42</b>	<b>70.4%</b>	<b>534,188.07</b>	
<b>Expenses</b>						
<u>Sewer Administration</u>						
<u>Salaries &amp; Benefits</u>						
Regular wages	25,899.00	7,951.22	17,947.78	30.7%	25,899.00	
Vacation		367.86	(367.86)	100.0%	735.72	
CPP	1,138.00	458.69	679.31	40.3%	1,138.00	
EI	434.00	183.98	250.02	42.4%	434.00	
WCB	655.00	241.01	413.99	36.8%	655.00	
Group Medical & Life	506.00	360.07	145.93	71.2%	506.00	
Pension	2,072.00	641.49	1,430.51	31.0%	2,072.00	
<u>Total Salaries &amp; Benefits</u>	<u>30,704.00</u>	<u>10,204.32</u>	<u>20,499.68</u>	<u>33.2%</u>	<u>31,439.72</u>	
<u>General Expenses</u>						
Travel	3,000.00	7.21	2,992.79	0.2%	3,000.00	Conference in October
Meals					0.00	
Training & Conferences	2,000.00		2,000.00	-	3,000.00	Conference in October; safety courses
Membership Fees & Dues	500.00	306.68	193.32	61.3%	1,000.00	Timing
Office Supplies	1,000.00	151.11	848.89	15.1%	1,000.00	
Meetings					0.00	
Administration Fees	26,000.00		26,000.00	-	26,000.00	
Communications	3,500.00	1,100.10	2,399.90	31.4%	3,500.00	
<u>Total General Expenses</u>	<u>36,000.00</u>	<u>1,565.10</u>	<u>34,434.90</u>	<u>4.3%</u>	<u>37,500.00</u>	
<b>Total Sewer Administration Expenses</b>	<b>66,704.00</b>	<b>11,769.42</b>	<b>54,934.58</b>	<b>17.6%</b>	<b>68,939.72</b>	
<u>Sewer Collection</u>						
<u>Salaries &amp; Benefits</u>						
Hourly Wages	8,097.00	2,964.35	5,132.65	36.6%	8,097.00	
Overtime Wages					0.00	
Vacation		117.88	(117.88)	100.0%	235.76	
Sick Time		23.58	(23.58)	100.0%	23.58	
Other		907.29	(907.29)	100.0%	907.29	
CPP	393.00	113.20	279.80	28.8%	393.00	
EI	158.00	46.42	111.58	29.4%	158.00	
WCB	208.00	60.30	147.70	29.0%	208.00	
Group Medical & Life	402.00	182.98	219.02	45.5%	402.00	
Pension	560.00	(316.06)	876.06	(56.4%)	560.00	
<u>Total Salaries &amp; Benefits</u>	<u>9,818.00</u>	<u>4,099.94</u>	<u>5,718.06</u>	<u>41.8%</u>	<u>10,984.63</u>	
<u>General Expenses</u>						
Facility Insurance	300.00	305.00	(5.00)	101.7%	305.00	Annual Expense- Completed
Contracted Services		5,441.38	(5,441.38)	100.0%	0.00	S/b repairs and maintenance- Moved in October
Utilities	35,000.00	7,795.64	27,204.36	22.3%	35,000.00	Seasonal peaks

SEWER SERVICES	2023 BUDGET	2023 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
						Incl. \$65k for patching in error- moved in October; added \$10K for sewer and storm water cleaning; added \$20K for repair of UV light and drum screen; \$5K Ultrasound transducer
Repairs & Maintenance	25,000.00	70,876.97	(45,876.97)	283.5%	60,000.00	
Operational Supplies	5,000.00	1,055.76	3,944.24	21.1%	5,000.00	
Tools & Equipment					0.00	
<u>Total General Expenses</u>	<u>65,300.00</u>	<u>85,474.75</u>	<u>(20,174.75)</u>	<u>130.9%</u>	<u>65,300.00</u>	
<b>Total Sewer Collection Expenses</b>	<b>75,118.00</b>	<b>89,574.69</b>	<b>(14,456.69)</b>	<b>119.2%</b>	<b>76,284.63</b>	
<b>Sewer Treatment</b>						
<u>Salaries &amp; Benefits</u>						
Hourly Wages	64,779.00	31,394.74	33,384.26	48.5%	64,779.00	
Overtime Wages					0.00	
Vacation		1,346.24	(1,346.24)	100.0%	2,692.48	
Sick Time		(341.85)	341.85	100.0%	0.00	
Other					0.00	
CPP	3,141.00	1,284.14	1,856.86	40.9%	3,141.00	
EI	1,262.00	538.38	723.62	42.7%	1,262.00	
WCB	1,660.00	698.51	961.49	42.1%	1,660.00	
Group Medical & Life	3,213.00	1,664.61	1,548.39	51.8%	3,213.00	
Pension	4,479.00	4,479.00	-	-	4,479.00	
<u>Total Salaries &amp; Benefits</u>	<u>78,534.00</u>	<u>36,584.77</u>	<u>41,949.23</u>	<u>46.6%</u>	<u>81,226.48</u>	
<u>General Expenses</u>						
Facility Insurance	7,500.00	5,906.79	1,593.21	78.8%	5,906.79	Annual Expense-Completed
Contracted Services		4,038.30	(4,038.30)	100.0%	4,038.30	Paid for consulting services while WWTP position was vacant;
Utilities	102,000.00	32,459.98	69,540.02	31.8%	102,000.00	monthly contracted services Protec
Repairs & Maintenance	50,000.00	18,785.05	31,214.95	37.6%	50,000.00	Seasonal
Operational Supplies	17,500.00	15,006.45	2,493.55	85.8%	22,500.00	BioPro pilot
Tools & Equipment	1,000.00		1,000.00	-	1,000.00	
Sewer Treatment Testing	18,000.00	9,658.08	8,341.92	53.7%	18,000.00	
Clothing & Safety Equipment	2,000.00	370.26	1,629.74	18.5%	2,000.00	
<u>Total General Expenses</u>	<u>198,000.00</u>	<u>86,224.91</u>	<u>111,775.09</u>	<u>43.5%</u>	<u>198,000.00</u>	
<b>Total Sewer Treatment Expenses</b>	<b>276,534.00</b>	<b>122,809.68</b>	<b>153,724.32</b>	<b>44.4%</b>	<b>279,226.48</b>	
Other Solid Waste Charges	2,500.00	296.45	2,203.55	11.9%	2,500.00	
<u>Long Term Debt</u>						
Debenture Principal	55,531.00	12,200.00	43,331.00	22.0%	55,531.00	
Debenture Interest	6,490.00	1,555.70	4,934.30	24.0%	6,490.00	
<u>Total Long Term Debt</u>	<u>62,021.00</u>	<u>13,755.70</u>	<u>48,265.30</u>	<u>22.2%</u>	<u>62,021.00</u>	
<u>Partner Contributions</u>						
Valley Waste Resource Management	223,490.00	125,645.93	97,844.07	56.2%	223,490.00	
<u>Total Partner Contributions</u>	<u>223,490.00</u>	<u>125,645.93</u>	<u>97,844.07</u>	<u>56.2%</u>	<u>223,490.00</u>	
<b>Total Expenses</b>	<b>706,367.00</b>	<b>363,851.87</b>	<b>342,515.13</b>	<b>51.5%</b>	<b>712,461.83</b>	
<b>Net Surplus (Deficit)</b>	<b>(176,898.00)</b>	<b>8,832.71</b>	<b>(185,730.71)</b>	<b>(5.0%)</b>	<b>(178,273.76)</b>	(1,375.76)
					<b>Sewer Only</b>	
					Revenue	534,188.07
					Expenses	488,971.83
					Trsf to reserve	<b>45,216.24</b>
					Budget	46,592.00
					Over/(Short)	(1,375.76)

**Capital Budget Update 2022/23  
as of September 30, 2022**

<u>PROJECT</u>	<u>Budget 2022/2023</u>	<u>Spent Cumulative YTD 2022/23</u>	<u>Projected Cost 2022/23</u>	<u>Variance</u>	<u>Status</u>	<u>Comments</u>
<b>TOWN GENERAL</b>						
<b>Administration</b>						
Front Desk Security	12,000	17,019	17,019	5,019	Complete	
Accessible Exterior Door for Gym	10,000	12,593	12,593	2,593	Complete	
Downtown Audio System	17,000		17,000	-	In Progress	Speakers are on order
Solar Garden	11,031,936	5,614,405	12,000,000	968,064	In Progress	Piles have been drilled and racking has been started; Additional \$1.8M bill received in Oct.
Asset Management Program	55,550	-	55,550	-	In Progress	Completed session with Council and draft policy; on track to be completed for early 2023
<b>Total Administration</b>	<b>\$11,126,486</b>	<b>\$5,644,017</b>	<b>\$12,102,162</b>	<b>\$975,676</b>		
<b>Community Development</b>						
Mill Street Box Cars	28,000	-	28,000	-	In Progress	RFP to come; project to be completed within fiscal year
New Town Signage	30,000	-	30,000	-	In Progress	Signs have been ordered- Brown St. including, Welcome to Berwick, directional signage health centre, 2 signs Carol's Place;
Centennial Celebration	10,000	-	3,000	(7,000)	In Progress	Mural; Committee meeting end of month
<b>Total Community Development</b>	<b>\$68,000</b>	<b>\$0</b>	<b>\$61,000</b>	<b>(\$7,000)</b>		
<b>Parks &amp; Facilities</b>						
Brown St. Connector Trail	18,000	18,596	18,596	596	Complete	

**Capital Budget Update 2022/23  
as of September 30, 2022**

<u>PROJECT</u>	<u>Budget 2022/2023</u>	<u>Spent Cumulative YTD 2022/23</u>	<u>Projected Cost 2022/23</u>	<u>Variance</u>	<u>Status</u>	<u>Comments</u>
Spicer Park Play Structure	25,000	26,072	26,072	1,072	Complete	2021-22 Capital Project
East Side Fencing of Rainforth Park	10,000	-	10,000	-	In Progress	\$5,000 from Beautification
Rainforth Park Basketball	4,000	-	-	(4,000)	Deferred	Operating Expense- one net to be replaced this fiscal year; capital project of basketball court to come in future capital budget to be discussed as part of the Rainforth Park discussion
Rainforth Park Sunshade	5,000	-	-	(5,000)	Deferred	Apply for grant in 2023- 24
Rainforth Park Baseball Field Nets and Crank	5,000	-	-	(5,000)	Deferred	To be discussed in future capital planning (Grant unavailable in 2022-23)
<b>Total Parks &amp; Facilities</b>	<b>\$67,000</b>	<b>\$44,668</b>	<b>\$54,668</b>	<b>(\$12,332)</b>		
<b>Sidewalks</b>						
Maple Avenue Sidewalk	225,000	15,000	15,000	(210,000)	In Progress	Design needs to be completed and tender prepared; Carry Forward to 2023-24
<b>Total Sidewalks</b>	<b>\$225,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>(\$210,000)</b>		
<b>WWTP Sewers</b>						
Pond #2 Aeration	115,000	25,000	750,000	635,000	Deferred	Tender came in 3 times above budget; reviewing possible project phases and prioritizing WWTP projects for grant applications in 23-24; filter design in progress
Pond #1 Piping	10,000	7,707	10,000	-	Complete	Waiting for invoices

**Capital Budget Update 2022/23  
as of September 30, 2022**

<u>PROJECT</u>	<u>Budget 2022/2023</u>	<u>Spent Cumulative YTD 2022/23</u>	<u>Projected Cost 2022/23</u>	<u>Variance</u>	<u>Status</u>	<u>Comments</u>
Sewer Ponds Gravel	10,000	873	10,000	-	Complete	Waiting for invoices
Sewer Laterals	10,000	-	-	(10,000)	Cancelled	Operating Expense- Removed from capital budget
General Development- New Sewer Infrastructure	20,000	-	-	(20,000)	Cancelled	Operating Expense- Removed from capital budget
<b>Total WWTP Sewers</b>	<b>\$165,000</b>	<b>\$33,580</b>	<b>\$770,000</b>	<b>\$605,000</b>		
<b>Storm Sewers</b>						
Bezanson Storm Water	75,000	-	-	(75,000)	Deferred	Design Required
Public Works Yard Storm Water	15,000	-	-	(15,000)	Deferred	Review within asset management plan
<b>Total Storm Sewers</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$90,000)</b>		
<b>Fire Department</b>						
SCBI Equipment	23,300	21,180	21,180	(2,120)	Complete	
Industrial Washer/Dryer	20,500	19,690	19,690	(810)	Complete	Waiting for Invoice
Electronic Sign	15,200	16,145	16,145	945	Complete	
<b>Total Fire Department</b>	<b>\$59,000</b>	<b>\$57,015</b>	<b>\$57,015</b>	<b>(\$1,985)</b>		
<b>Equipment</b>						
New Three Quarter Tonne- Public Works	65,000	61,153	61,153	(3,847)	Complete	
New or Used Half-Tonne 4X4- Parks	55,000	-	55,000	-	In Progress	Awarded; modifications are being completed prior to receiving
Solar Powered Crosswalk Lighting- Orch. St. & Nt	15,000	13,945	13,945	(1,056)	In Progress	Currently at the shop and will be installed
Crosswalk Lighting- Mill St. & Comm. St./Wilson's	11,000	-	-	(11,000)	Deferred	
Solar Powered Radar Systems- Orchard St.	6,200	-	6,200	-	In Progress	Currently received a quote
Bus Shelter- Kings Mutual Comm. St.	15,000	-	15,000	-	Not Started	

**Capital Budget Update 2022/23  
as of September 30, 2022**

<u>PROJECT</u>	<u>Budget 2022/2023</u>	<u>Spent Cumulative YTD 2022/23</u>	<u>Projected Cost 2022/23</u>	<u>Variance</u>	<u>Status</u>	<u>Comments</u>
Total Equipment	\$167,200	\$75,097	\$151,297	(\$15,903)		
<b>Total Town General</b>	<b>\$11,967,686</b>	<b>\$5,869,377</b>	<b>\$13,211,142</b>	<b>\$1,243,456</b>		

	<u>Operating</u>	<u>General Capital</u>	<u>Open Space</u>	<u>Equipment</u>	<u>Fire Equipment</u>	<u>Sewer Capital</u>	<u>Sewer Operating</u>	<u>Gas Tax</u>	<u>Total</u>	<u>Safe Restart</u>
<b>Estimated opening balance April 1, 2022</b>	819,389	342,129	-	78,175	95,000	84,285	208,258	395,640	2,022,876	275,706
transfers to reserves			-					-	-	-
funding of operations from reserves	(7,845)	-							(7,845)	(17,370)
funding of capital from reserves	1,500	(205,903)			(28,508)	(25,000)		(61,823)	(319,733)	(46,612)
funding contribution from government								158,790	158,790	
<b>Estimated closing balance March 31, 2023</b>	<b>\$813,044</b>	<b>\$136,226</b>	<b>\$0</b>	<b>\$78,175</b>	<b>\$66,492</b>	<b>\$59,285</b>	<b>\$208,258</b>	<b>\$492,607</b>	<b>\$1,854,088</b>	<b>\$211,724</b>

## MGA Review: Consultation Survey

### Preamble to Survey:

The Department of Municipal Affairs and Housing is undertaking a review of the Municipal Government Act (MGA).

These proposed topics are based on feedback from various sources, including NSFM and AMA, during previous MGA Review (2016-18), as well as municipal and internal departmental requests.

We would like to gather your municipality's feedback on these questions relating to the various items through this survey. Your responses will be used by the Department to evaluate the efficacy of the proposed changes, implications, and details of implementation before any changes are advanced.

We ask that you respond to the survey on behalf of your municipality or organization.

If you do not finish the survey in its entirety before submitting, you will be able to go back in and resume your response later, if on the same device. The survey will be open until October 7, 2022.

If you have questions about the survey, please email us at [DMAH-Consultation@novascotia.ca](mailto:DMAH-Consultation@novascotia.ca).

- 1. Which municipality or organization are you responding on behalf of?**  
(TEXT BOX – Allow to write in)

Town of BERWICK

## Page 2: ELECTRONIC NOTICE

Currently in the MGA, municipalities are required to provide public notice for various items in a newspaper circulating in the municipality. To modernize public notice requirements, municipalities have requested the ability to post notices electronically.

The contemplated change is to authorize the posting of public notices to a publicly accessible website as an alternative method. This is intended to enable notice to be provided via alternative means other than a newspaper.

**2. Does your municipality/organization support a proposed change to allow for the posting of public notices on a publicly accessible website as an alternative to a newspaper?**

- Yes (3)  
 No (1)  
o Why not? (TEXT BOX - Allow write in)

**Posting on a website may be a barrier to some residents without access to the internet or municipal units without a website.**

**3. Do you anticipate this being a concern for your municipality?**

- Yes (3)  
 No (1)

**4. When providing public notice through a website, would you also like to see a requirement to physically post the notice in other prominent locations accessible to the public (i.e. public recreational centres, library, city hall, etc.)?**

- Yes (3)  
 No (1)  
o Why not? (TEXT BOX - Allow write in)

**5. Please indicate, by checking all that apply, if you support the posting of public notice on a website for the following items:**

- Public Hearing for Sale or Lease of Municipal Property (Section 51)  
o Yes (3)  
o No
- Special purpose tax accounts (Section 83)  
o Yes (3)  
o No
- Sale of Distraigned Goods (Section 124)  
o Yes (3)  
o No

- Tax Sale Advertisement (Section 142)
  - Yes (3)
  - No
- Adoption of By-laws (Section 168)
  - Yes (3)
  - No
- Requirements for adoption of planning documents (Section 205)
  - Yes (2)
  - No
- Public hearing for planning documents (Section 206)
  - Yes (3)
  - No
- Notice of sale land no longer needed for parks, playground, or public purposes (Section 273)
  - Yes (3)
  - No
- Notice of Public Hearing for Street Closures (Section 315)
  - Yes (2)
  - No

**6. Are there any items not included in the list that you feel strongly should be included?**  
(TEXT BOX – Allow to write in)

**Page 3: NOTICE PERIOD**

**7. If public notice can be provided on a public website, do you feel the current notice period of 14 days should be changed for any of the following items?**

**Please select whether you feel the 14-day notice period should be less days, more days, or is sufficient as is.**

- Public Notice for Sale or lease of municipal property
  - Less than 14 days
  - Sufficient (3)
  - More than 14 days (1)
  
- Special purpose tax accounts
  - Less than 14 days
  - Sufficient (4)
  - More than 14 days
  
- Adoption of By-laws
  - Less than 14 days
  - Sufficient (3)
  - More than 14 days (1)
  
- Public hearing for planning documents
  - Less than 14 days
  - Sufficient (4)
  - More than 14 days
  
- Notice of sale land no longer needed for parks, playground, or public purposes
  - Less than 14 days
  - Sufficient (3)
  - More than 14 days (1)

**8. Do you have any additional feedback to share relating to public notice periods?**  
(TEXT BOX – Allow to write in)

**Page 4: ELECTRONIC DELIVERY AND RECEIPT OF TAX BILLS AND PRELIMINARY NOTICES OF SALE**

Currently, Section 117(2) and 138 of the MGA requires that municipal tax bills must be served either in person or mailed to the address shown on the assessment roll. If a municipality wishes to sell a piece of land for tax purposes, they are required to send a notice to the property owner by mail advising that the property is in arrears and that tax sale procedures will be commenced, unless the arrears are paid within 14 days.

The contemplated change is to amend the MGA to allow municipalities to deliver tax bills and preliminary notices of sale through alternative methods, including through electronic means, if the recipient has consented to that method of service (the recipient will still have the option for in-person or mail delivery).

**9. Does your municipality/organization support this proposed change to enable electronic delivery and receipt of tax bills and preliminary notices of sale?**

Yes **4**

No

o If not, why? (TEXT BOX – Allow to write in)

**10. Do you have any concerns with electronic delivery and receipt for tax bills and preliminary notices of sale?**

(TEXT BOX – Allow to write in)

## Page 5: DIGITAL SUBMISSION OF PLANNING DOCUMENTS

Currently in the MGA, Section 208, planning documents\* are subject to review by the Director of Planning with the Province of Nova Scotia. Municipalities, through the Clerk, are required to submit four certified copies of the documents to the Director. If not subject to review by the Minister, the documents are approved and two certified copies of the documents are returned to the Municipality. If subject to review by the Minister, the Minister must return two certified copies of the documents either approved, amended, or rejected.

\*Planning documents are defined by the Act as: a municipal planning strategy (MPS), a land use bylaw (LUB) adopted to carry out an MPS, a subdivision by-law, or amendments to the aforementioned documents.

The contemplated change is to modernize the planning document review process by enabling the process to be done digitally (e.g., submitted via email to the department).

### 11. Does your municipality/organization support a proposed change to allow these documents to be submitted and returned digitally?

Yes **A**

No

o If no, why not?

### 12. Do you have any concerns with digital submission of your planning documents?

(TEXT BOX – Allow to write in)

**Page 6: TERMS OF DEVELOPMENT AGREEMENTS**

Currently, the MGA lists what terms must and what may be contained in a development agreement.

We have heard from municipalities that there is a desire to expand this list, for example, the ability to specify where parkland can be.

**13. Are there additional terms (e.g., matters contained in a subdivision by-law) your municipality feels should be included in the list of content for a development agreement that are not currently captured?**

Yes **1**

If so, please indicate what additional terms you would like to see? (TEXT BOX- Allow write in)

No **2**

**14. Do you have any additional feedback to share on this topic?**

(TEXT BOX- Allow write in)

- Easements  
- Right of Ways.

MGA s.227(1)(d) easements for the construction, maintenance or improvement of watercourses, ditches, land drainage works, stormwater systems, wastewater facilities, water systems and other utilities;

**Page 7: OFF-SITE IMPROVEMENTS OR CASH IN LIEU NECESSARY TO SUPPORT A DEVELOPMENT**

Recently, a change was made to the HRM Charter to enable the ability to require off-site improvements or cash-in-lieu contributions through a development agreement where the improvements are necessary to support a development (e.g., requiring existing park upgrades, transportation facilities, undergrounding of power).

These are often limited to the site itself which are not always the best or most practical areas for these improvements.

**15. Would you be supportive of this proposed change?**

Yes **4**

No

If not, why? (TEXT BOX - Allow write in)

**16. Would your municipality also support the ability to allow a lien to secure these off-site improvements?**

Yes **3**

No

Why not? (TEXT BOX - Allow write in)

**17. Do you have any additional feedback to share on this topic?**

(TEXT BOX- Allow write in)

**Page 8: NON-SUBSTANTIVE AMENDMENTS TO A DEVELOPMENT AGREEMENT**

Currently in the MGA, amendments to development agreements are heard and approved by Council. Amendments can be non-substantive or substantive. A development agreement may identify the matters which are not substantive or matters that are substantive. Amendments to a development agreement that are considered non-substantive do not require a public hearing.

Changes were made to the HRM Charter to allow a Development Officer to approve non-substantive amendments to a development agreement to expediate the development approval process.

The contemplated changes would allow non-substantive amendments to development agreements to be approved or refused by the Development Officer, where the development agreement has already been approved by Council. This would not apply where amendments are a combination of both substantive and non-substantive.

**18. Does your municipality/organization support this proposed change to allow a Development Officer to approve or refuse non-substantive agreements to development agreements?**

- Yes **4**
- No

o If not, why? (TEXT BOX - Allow write in)

**19. Do you have any feedback to share on this proposed change?**

(TEXT BOX - Allow write in)

**Page 9: PROVISIONAL APPROVAL OF A DEVELOPMENT AGREEMENT/SUPPORTING AMENDMENTS**

Changes were made to the HRM Charter to allow Council to provisionally approve a development agreement or an amendment to a development agreement during the same public hearing as Council passes supporting amendments to a municipal planning strategy, a land-use by-law and/or municipal planning strategy and the supporting amendment to the land-use by-law to improve efficiency during the development approval process.

A similar change to the MGA is being contemplated. This would allow the development agreement to be considered fully approved when the amendment to the MPS or LUB takes effect. The appeal period would not be affected by the change.

**20. Does your municipality/organization support this proposed change for provisional approval?**

Yes **4**

No

o If no, why not? (TEXT BOX)

**21. Do you have any feedback to share on this proposed change?**

(TEXT BOX - Allow write in)

**Page 10 – TRANSFER OF LAND OR CASH IN LIEU BASED ON DENSITY**

Requirements for the transfer of land or equivalent value (e.g., cash-in-lieu) for parks, playgrounds, and similar public purposes are permitted under the legislation as part of a subdivision by-law. The land transferred does not exceed 5% of the area of the lots shown to be approved on the final plan of subdivision or 10% of the area of the lots shown to be approved on the final plan of subdivision if provided in the MPS.

We have heard that the legislation is limited to the subdivision process and does not consider the transfer of land or cash in lieu for multi-unit developments. This is understood to mean residential buildings containing multiple dwelling units (e.g., apartment buildings, condominiums).

**22. Is your municipality/organization seeing increasing pressure on recreational and open space assets from the addition of multi-unit residential developments?**

Yes (2)

o If yes, please describe. (TEXT BOX - Allow write in)

No (2)

**23. Would your municipality be interested in having the ability to require a parkland dedication contribution (land or cash-in-lieu or a mix of both) as part of the approval process of multi-unit residential developments?**

Yes (3)

No (1)

**24. Do you have any additional feedback to share with us on this topic?**  
(TEXT BOX - Allow write in)

Related to 22. Yes has been selected because although it might not seem significant, Berwick's development is increasing and multi-unit developments are just as attractive to developers and potential property owners/renters that this should increase pressures in Berwick on outlying/undeveloped land.

**Page 11- SITE PLAN APPROVALS – EXTERNAL APPEARANCE OF STRUCTURES**

Currently, under the MGA, site plan approvals may deal with several external elements of a development; however, it does not directly reference controls on external appearance of structures. This can currently be done for as-of-right development and for development agreements, both through the application of standards set out in the land use by-law.

Architectural controls are currently implemented by some municipalities through their LUB.

The contemplated change is to include external appearance of structures in the list of topics that a site plan may deal with.

**25. Does your municipality/organization support this proposed change to include external appearance of structures in the list of topics that a site plan may deal with?**

- Yes **(A)**  
 No

o If so, why? (TEXT BOX - Allow write in)

**26. Does your municipality/organization find the legislation a barrier to implementing external appearance controls on site plans?**

- Yes

o If so, please explain (TEXT BOX - Allow write in)

- No **(2)**

**27. Do you have any additional feedback to share on this topic?**

(TEXT BOX - Allow write in)

**Page 12: SITE PLAN APPROVALS – PERFORMANCE BONDING**

Currently under the MGA, a development agreement may contain terms related to security or performance bonding. We have heard that municipalities would like to allow for performance or security bonding as part of site plan approval.

Performance bonding, for example, may allow a developer to secure an occupancy permit even though landscaping cannot be completed until spring. This commitment is performance bonded.

**28. Does your municipality/organization support a proposed change to allow for performance bonding for site plan approvals?**

Yes

No

- If no, why not? (TEXT BOX - Allow write in)

**29. Do you have any additional feedback to share on this topic?**

(TEXT BOX - Allow write in)

**Page 13: SITE PLAN APPROVALS – APPEALS**

A property owner or applicant may make an appeal to a site-plan approval or refusal. The process and notification procedures and the rights of appeal are the same as those as variance. Council may make any decision that the development officer could have made whether it be to uphold or overturn the decision of the development officer.

We have heard that some site plan appeals are delaying the development approval process as there is a lack of clarity in the legislation as to what can be appealed.

**30. Is your municipality/organization experiencing issues related to the site plan appeal process?**

Yes

If yes, please describe these issues? (TEXT BOX - Allow write in)

No **4**

**31. Do you feel clarity is needed in what property owners can appeal related to site plans?**

Yes **2**

*any lack of clarity needs to be addressed.*

If yes, what specifications for the appeal process would be valuable to residents in helping them determine what is and is not grounds for appeal?  
(TEXT BOX - Allow write in)

No **1**

**32. Are there other issues or feedback related to site plans you would like to tell us about?**

(TEXT BOX - Allow write in)

**Page 14 - INSTRUMENTS OF SUBDIVISION**

Currently, subdivision by instrument is authorized in the MGA and the *Provincial Subdivision Regulations*. Subdivision by instrument permits owners to request subdivision approval without the involvement of a surveyor.

The contemplated change is to repeal instruments of subdivision and no longer allow lots to be subdivided via this tool.

**33. Does your municipality/organization support this proposed change related to instruments of subdivision?**

- Yes <sup>2</sup>
- No <sup>2</sup>

If so, why not? (TEXT BOX – Allow to write in)

**34. Do you have any additional feedback to share with us on this topic?**

(TEXT BOX – Allow to write in)

- Surveyors don't always have all the information
- Owners of larger blocks sometimes have more info than surveyors.

**Page 15 - RETROACTIVITY OF DEEMED EASEMENTS PRIOR to 1998**

Under Section 280 (2) of the MGA, the owners of lots shown on a plan of subdivision as abutting on a private right of way are deemed to have an easement over the private right of way for vehicular and pedestrian access to the lot and for the installation of electricity, telephone, and other services to the lot.

The contemplated change is to amend the MGA by clarifying that deemed easements on a plan of subdivision are retroactive prior to the enforcement of this section.

This amendment will benefit those who currently do not have easement access and clear up confusion for deeds that were established before the section was proclaimed (i.e., 1998).

**35. Does your municipality/organization support this proposed change relating to deemed easements**

- Yes (2)
- No (1)
  - o If no, why not? (TEXT BOX – Allow to write in)

**36. Do you have any additional feedback to share with us on this topic?**  
(TEXT BOX – Allow to write in)

**Page 16 - SELLING OR LEASING PROPERTY BELOW MARKET VALUE**

Currently, under Section 51 of the MGA, municipalities may sell property at a price less than market value to a non-profit organization that the Council considers to be carrying out an activity that is beneficial to the municipality.

The proposed change is to expand this municipal power to permit municipalities to sell or lease below market value for additional purposes, such as the purpose of increasing affordable housing or the transfer of property between governments for public infrastructure. This may include schools, roads, transportation infrastructure (e.g., bus, train stations), and hospitals.

**37. Does your municipality/organization support the selling or leasing of property below market value for the following additional purposes? Check the categories you support.**

- To increase the availability of affordable housing in the municipality (2)
- To a public entity for the purpose of public infrastructure (e.g., schools, roads, hospitals) (3)
- None of the above (1)
- Other, please specify. (TEXT BOX)

**38. Do you have any concerns or feedback on enabling the selling or leasing of property below market value to share with us?**

(TEXT BOX – Allow to write in)

**Page 17 – ADDITIONAL FEEDBACK**

**39. Does your municipality/organization have other issues we should be aware of as part of the MGA Review that you would like to see addressed?**

(TEXT BOX)

**End of Survey:**



Thank you for your participation.

We appreciate you taking the time to provide responses to our questions. Understanding your perspective is important as we look to modernize and improve the MGA.

Please note, the Department does not guarantee that these proposed changes will be advanced as changes to the MGA.

The Department will summarize and provide a report back on what we heard following the close of the survey to participants. If you have any further questions, please contact [DMAH-Consultation@novascotia.ca](mailto:DMAH-Consultation@novascotia.ca)