

## **Committee of the Whole Meeting**

May 23, 2023

Berwick Town Hall Council Chambers

6:30pm

### **AGENDA**

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
  - a. April 25, 2023**
  - b. May 2, 2023 Special Committee Meeting**
- 4. Presentation: Town of Berwick Flag, Nicholas Serino**
- 5. Department Reports**
  - a. BDVFD**
  - b. RCMP**
  - c. Planning**
  - d. Community Development**
  - e. Public Works**
  - f. Berwick Electric**
  - g. Finance**
  - h. CAO**
- 6. Committee Reports**
  - a. Centennial Committee**
  - b. Interim IMSA Board**
    - i. Kings Transit Authority**
    - ii. Valley Waste Resource Management**
  - c. Kings Point-to-Point Transit**
- 7. New Business**
  - a. Wastewater Treatment Plant Update**
- 8. Mayor's Report**
- 9. Adjournment**

# Berwick & District Vol. Fire Dept. CoTW Report for May 2023

## Thirteen alarms to report from Apr. 14– May 15

**Training:** We have two more members currently enrolled in the Pump Operations course, and we have a course coming up to prepare our newest drivers for the class 3 licensing drivers' test.

**Equipment/ Repairs:** Our recently purchased tablets for our trucks are now online and we are working to get all the programs installed and begin training with them soon.

No major repairs to report for our building or our trucks.

We have ordered the new rescue tools; delivery should be sometime in June or July.

**Berwick's 100<sup>th</sup> Year Celebrations:** Meetings for the Berwick's 100<sup>th</sup> year of incorporation park are still ongoing, thanks to all the parties that have attended these meetings.

We will be sending our antique fire truck to Berwick's birthday party on May 25, we will have our old photo albums and our antique firefighting gear to show everyone how the fire service continues to evolve.

Regards,

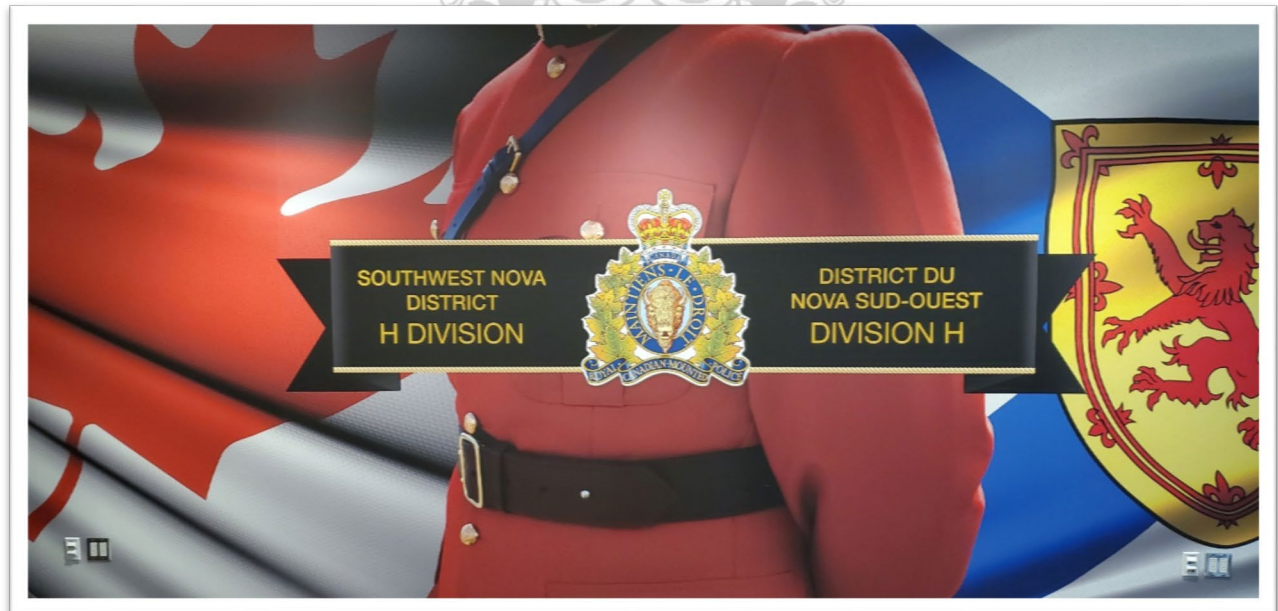
Luke Redden



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# Berwick Policing Report



March & April 2023  
Kings District RCMP



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**RCMP·GRC**



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

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## Kings District Employees

Inspector Kurtis Kamotzki, Kings District Commander.

Forty general duty constables police Kings District as first responders. These officers are supervised by eight corporals, two sergeants, and one staff sergeant.

The Kings East School Safety Resource Officer is Cst. Jennifer Britton, and the Kings West School Safety Resource Officer is Cst. Jeff Wilson.

Our Kings District General Investigation Section members are Cpl. Glenn O'Halloran, Cst. Kelly McPherson, and Cst. Chris Jones.

Our Kings District Street Crime Enforcement Unit members are Cst. Andrew Waters of Kentville Police Service, as well as Cst. Brian Green of Kings District RCMP, and one temporary vacancy.

The Kings District Community Policing and Victims Services Officer and Domestic Violence/Sexual Assault investigator is temporarily vacant.

Kings District has ten Detachment Service Assistants who perform administrative functions at the three Kings District offices.



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## **School Safety Resource Officers**

School Safety Resource Officers work as a resource to our local schools. Members provide presentations to every grade level from P-12 on current topics such as human trafficking, fentanyl, cybercrime, bullying, drug awareness and appropriate use of social media. Schools often request other presentations, which are customized to meet their needs. SSROs update the National SafePlan every year for each Kings County School. SSROs do the initial investigation in cases that stem from schools. SSROs also provide support for school events that occur after traditional school hours.

Cst. Wilson's service area is from Annapolis County line to Central Kings Rural High School, encompassing 11 schools. Cst. Britton's service area is from Coldbrook District School to LE Shaw Elementary, encompassing 12 schools.

Distracted driving presentations, human trafficking awareness presentations, and lock down safety drills have been ongoing at several schools throughout the reporting period.

Both district SSROs worked closely with the schools within the entire district. Both Cst. Wilson and Cst. Britton remain heavily involved in the delivery of the mandated objectives while assisting other investigations that require their skills and experience with youth.

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## **Kings District RCMP Begin Seasonal ATV Patrols**

Kings District RCMP are patrolling the trails again to ensure the shared trails are being used in a safe and lawful manner.

The RCMP would like to remind ATV riders of a few simple tips to help ensure everyone's ride is an enjoyable one:

- Be aware of hazards and mindful of changing weather conditions. Stay on marked trails and watch out for hikers and animals. Obey the rules of the trail and be respectful.
- Wear appropriate safety gear such as helmets, goggles, boots, eye protection, and gloves. Be prepared for adverse weather and wear layers of clothing.
- Do not use alcohol, cannabis, or other drugs while riding. You could be risking the safety of yourself and others.
- Have a plan. Tell someone when you are leaving and when you will be back. Avoid riding alone and carry a first aid kit, tow rope, overnight bag in case you need it. Know your route!
- Do not ride beyond your ability. Refrain from "stunting" and take breaks when you need them.
- Ensure you keep your ATV fueled, and that you keep yourself fueled as well.
- Do a pre-ride inspection every time you drive your ATV. Check the tires for wear and rims for damage. Look over your controls and make sure all cables and connections are intact.
- Be prepared for random checks by RCMP officers on ATVs or at check points. Make sure your ATV is registered and properly insured. If the trails you're riding on require a trail pass, ensure you have one.
- When stopping for a break or any time your ATV is left unattended, please ensure your valuables are stored out of sight, properly secured, or kept with you.

If you witness an Off-Highway Vehicle Act violation, please contact Nova Scotia Department of Natural Resource reporting line at 1-800-565-2224 or your local RCMP detachment. If the situation requires an emergency response dial 911.

For more information about the training and requirements to operate an all-terrain-vehicle legally in Nova Scotia, please visit:

<https://novascotia.ca/natr/ohv/>.

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**RCMP·GRC**



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## **Annual Performance Plan**

The Kings District Annual Performance Plan runs from April 1<sup>st</sup>, 2023 to March 31<sup>st</sup>, 2024. Objectives of Kings District Annual Performance Plan are:

- **Safe Roads and Safe Highways in Nova Scotia**  
To date, Kings District members have charged 7 people with impaired driving, issued 0 roadside suspensions for alcohol consumption, issued 195 traffic enforcement charges and conducted 18 check stops.
- **Reduction of Cybercrime in Nova Scotia**  
Community resource officers and Senior Safety Coordinator continue to educate students and seniors on Cybercrime.
- **Reduce Crime Against People**  
Members continue to conduct physical checks on offenders/accused who are on court ordered curfews or house arrest with the goal to prevent recidivism.
- **Intelligence-Led Policing**  
As this is a National Policing Strategic priority, Kings District officers continue to advance challenging investigations by cultivating and managing confidential human sources.

## **Traffic Enforcement and Proactive Patrols Update**

In addition to the above, there were 4 violation tickets issued on Highway 101 near Berwick and 15 violation tickets issued on Highway 1 near Berwick.

Members continue to conduct traffic enforcement on the main streets and other areas of high traffic volume. 21 other motor vehicle associated traffic tickets were enforced, none regarding ATVs. There was 1 impaired operation of motor vehicle violation in this period and 4 checkpoints were conducted.

There were 429 patrols conducted with 2 foots patrols done in the parks and various sidewalks in the community. Police visibility continues to be high resulting in a reduction in offences.

## Calls for Service

In March and April, Kings District responded to 2,025 service calls. There were 173 service calls in Berwick during this reporting period. See the attached chart for breakdown of the service calls.

Type of Crime & Occurrence Type	Mar Berwick	Mar Kings	Apr Berwick	Apr Kings
<b>Crimes Against Persons</b>				
Offences Related to Death	0	1	0	1
Sexual Offences	1	5	0	8
Assault	0	24	1	30
Kidnapping/Hostage/Abduction	0	0	0	0
Robbery	0	0	0	1
Extortion / Intimidation	0	7	0	6
Criminal Harassment	0	3	1	8
Indecent   Harassing Comm.	0	10	0	5
Uttering Threats	0	21	1	12
<b>Property Crime</b>				
Arson	0	2	0	0
Break and Enter	3	10	0	9
Unlawfully in a Dwelling House	0	1	0	0
Theft Over	0	0	0	2
Theft of Motor Vehicle	0	0	0	2
Theft of Other MV / Motorcycle	0	4	0	3
Take MV w/o Consent	0	0	0	1
Theft Under	0	19	3	18
Shoplifting	1	10	0	7
Theft (mail, bicycle, et al)	0	1	0	3
Theft from Motor Vehicle	0	0	0	2
Possession of Stolen Goods	0	2	0	0
Fraud	2	27	1	18
Identity Theft	0	0	0	0
Mischief	1	40	0	39
<b>Drug Enforcement</b>				
Possession	0	3	0	2
Trafficking	0	3	0	5
Import/Export	0	0	0	0
Production	0	0	0	0
Other	0	0	0	0
<b>Traffic</b>				
Dangerous Op of MV	0	0	0	0
Impaired by Alcohol	0	2	1	14
Impaired by Drug	0	0	0	0
Failure/Refusal	0	2	0	0
Driving while Disqualified	4	11	3	7
Fail to Stop or Remain	3	14	0	5
Seatbelt Violation	0	0	0	2
Intersection Violation	0	5	2	7
Speeding Violation	4	28	9	78
Insurance Violation	3	7	2	8
Road Side Suspension (Alcohol)	0	1	0	0
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	0
Collision - Non - Fatal Injury	0	7	0	12
Collision - Reportable	5	50	2	23
Collision - Non Reportable	0	36	2	19
Off-Road Vehicle Collision	0	0	0	1
Municipal By-laws	0	2	0	3
Other Traffic Offence/Violation	17	118	25	156
Other Traffic Related Duties	4	14	1	18
Checkstop	1	3	4	20
<b>Other</b>				
911 Call	3	34	2	34
Breach of Court Order	1	12	0	11
Liquor Act	0	7	3	11
Mental Health Act	4	56	4	41
Missing Person	0	37	1	17
Municipal Bylaw - Other	0	11	0	11
Other	12	163	10	192
Suspicious P V P	1	24	4	49
Trespass At Night	0	0	0	0
Wellbeing Check	0	32	4	27
<b>Total Founded &amp; SUI Occurrences</b>	<b>70</b>	<b>903</b>	<b>88</b>	<b>978</b>
<b>Total Occurrences*</b>	<b>76</b>	<b>965</b>	<b>97</b>	<b>1,060</b>



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**Should you have any questions or concerns regarding this report or any other community matters, please feel free to contact the undersigned.**

Cpl. Mark Fowler  
Kings District  
Telephone: 902-765-3317



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**Department: Community Development**

**Date: May 17, 2023**

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**Key highlights**

- Fitness Centre (FC) membership is sitting at 433 as of May 16<sup>th</sup> 2023. The Wildcats have wrapped up their season and their annual membership. There was a slight bump in membership during a local strike which saw the Fitness Centre in Greenwood temporarily close. Although that facility has reopened, several members have decided to stay.
- Construction of the BoxCar Deck has been awarded to HillTop Homes. They anticipate construction to take under two weeks and will begin in the coming weeks. In addition to the work on the deck other upgrades scheduled for the Trailhead this summer include installation of a culvert, updated signage and kiosk and accessible parking. The entirety of our Trailhead budget for this year has now been allocated.
- We have offered and secured a total of 10 students for summer employment including one Day Camp Coordinator, four Day Camp Counsellors, one Museum Manager, one VIC attendant, two Park Maintenance Attendants and one Park Maintenance Lead. We continue to search for a Community Development Intern.
- The Annual MPAL Planning and Reporting tool has been completed for 2022 thus allowing the application for Active Communities Fund to be submitted. At 75% funding, this fund will support many projects spearheaded by Active Living Coordinator J.Hebb such as Trailhead revitalization work, playbox materials, free skates, etc.
- Community Rec Coordinator N. Palmer continues to work on the Spicer Park project. The RFP is currently open with a site visit scheduled for May 18<sup>th</sup>. The deadline for proposals is June 1<sup>st</sup>.
- An application was submitted by N.Palmer in partnership with the NS Fruit Growers Association and the County of Kings to the Community Healthy Board Wellness Fund to support a "Meet your Growers" event this summer in Berwick.
- Summer program offerings are expanding with several new and returning programs launched May 1<sup>st</sup> including outdoor shuffleboard, pickleball, table tennis and beach volleyball. Tennis courts and ball fields are open to the public, splash pad is set to open mid-June and Day Camp Registration is scheduled for May 22<sup>nd</sup>.
- Planning for the Centennial Event on May 25<sup>th</sup> has been extensive. The committee hopes to have put together an event at which all will feel welcome and excited to celebrate. The event includes a Community BBQ, Open House component, and traditional birthday party fun!
- With assistance from Public Works the Town Float will be decorated featuring a Centennial Theme and will be entered in the Apple Blossom Parade.

## Committee of the Whole Monthly Report



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- There continues to be interest in the Community Garden Plots located behind the Town Hall with half being rented already this summer. New connections have been built between community organizations such as the Community Garden Group and Schools Plus who are working together to create a garden for the Schools Plus families.

### **Next Month Priorities:**

- Preparation and submission of Beautification Grant.
- Criteria and guidelines for selecting Summer Concert Series Performers have been created to ensure a fair and inclusive process. Now the Summer Concert Series Schedule will be finalized.
- Installation of Street Banners & Hanging Baskets.
- Begin advertising our Red Chair Challenge with special focus on Centennial Year.

# Committee of the Whole Monthly Report



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**Department: Public Works Report**  
**Date: May 2023**

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## **Key Highlights**

- We have been out cleaning up the Town, the brush & leaf pickup is going well and will finish on May 19<sup>th</sup>.
- The brush bin is a great hit again this year and will be in place until the end of May.
- The team has been working in the park to make sure the ball fields, and general repairs are looked after.
- Street painting is under way, we have a few crosswalks finished and will be working on all the painting as the weather gets warmer.
- Gage is back again in the parks this summer, this is his fourth summer and his fifth COOP.
- The Street cleaning will be starting soon.
- Conor Roop has accepted the Heavy Equipment Operator position.
- We are now advertising for the vacant Skilled Labourer. Deadline to apply is June 2.

## **Next Month Priorities:**

- Paving will be underway very soon; we will be out marking what places need to be fixed.
- Many different jobs and tasks going on all the time, an example we just installed the new speed warning sign coming into Town from West Orchard St.
- We have two sets of crosswalk lights going up, One in front of Town Hall and a second at Bezanson and Main St.
- We will have a tree that is a safety hazard and must come down to prevent damage to property and people.

# Committee of the Whole Monthly Report



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**Department:** Finance  
**Date:** May 2023

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## **Key Highlights**

- BDR is still working toward finalizing the BEC rate application with plans to file soon.
- Employee data has been provided to Payworks and is now set up in the payroll system. The time management configuration is completed, and I have attended training. We will be rolling out to departments, providing internal training for both employees and supervisors over the next month. We are still on track for full implementation in June.
- Low-income property tax exemption forms are available on our website and from the Town Hall. Applications have started coming in.
- The posting for our Advanced Finance Clerk has closed and interviews will be arranged over the next couple of weeks.
- A second meeting with the project planner was held to review accessible options for the customer service area at Town Hall.
- The latest update from the external auditor on May 9<sup>th</sup>, regarding the 21/22 audit, is he hopes to have drafts prepared within the next couple of weeks.
- Attended PFC meeting with consultants on May 3<sup>rd</sup>.
- Reviewed payroll GL accounts to ensure proper allocation as per the operating budget.
- Audited pension uploads and corrected outages, bringing accounts into compliance and balance.
- Completed and submitted Canada Community-Building Fund Annual Expenditure Report (AER)
- Attended MPS Workshop on May 17<sup>th</sup>.
- BEC customer contracts are now available in digital form and may be found on the Town's website. Electrical permits are also available in digital form.
- Met with the BEC Superintendent and CAO to prepare for the IBEW contract negotiations. Prepared the term sheet for exchange.
- Negotiated improved interest rates with RBC so the Town may benefit from better returns on our accounts. In quarter 2, I will be reviewing our cash flow requirements and preparing recommendations for appropriate investments for Council's consideration.

**Next Month Priorities:**

- Awaiting completion of the 21/22 audit. Once closer to confirming this, an audit committee will be scheduled.
- 22/23 Financial Audit preparation.
- Input and set up of employees in time management system.
- BEC Inventory review.
- BEC digitalization of records including service orders and meter sheets.
- GIS related to Asset Management training is still pending for staff.
- Schedule implementation for Payworks for the Absenteeism module and HR module.
- Work with BEC staff on finalizing Factorydale insurance claim submission.
- Complete and submit the Annual Capital Investment Plan.
- Complete capital reports for Statistics Canada

# Committee of the Whole Monthly Report



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**Department:** CAO  
**Date:** May 2023

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## **Key Highlights**

- The Deputy Mayor and CAO met with MLA Chris Palmer on April 27 to discuss key priorities and provide thanks for the Sustainable Services Growth funding that was received in March.
- Continue to work with BEC Superintendent and Director of Finance to finalize the BEC General Rate Application. We also continue to work with AREA and partners to discuss the application process.
- The CAO and Director of Public Works attended the Wastewater meeting in New Minas regarding their regional sewer on May 11. It was very informative to learn about their issues and common themes and next steps.
- Developing a communication piece to update Berwick residents on the Wastewater Treatment Plant and work for 2023 and the future.
- There was an IMSA Interim Board meeting on May 17 in Kentville. The Executive Direction introduced a Standardized Reporting Requirements policy to ensure proper allocation of resources is dedicated for each monthly board meeting to facilitate discussions.
- A public engagement session for the Municipal Planning Strategy Review was held on May 17. There was great discussion from those who attended and there will be more opportunities for feedback in the future.
- A meeting was held on May 18 with staff representatives from the 15 municipal units within the Joint Regional Transportation Agency (JRTA) commute area to discuss the membership of the Municipal Working Group. Council will receive an update and formal request for staff representation on the working group in June.
- Continue to work with Equilibrium Engineering and StorHub on an Energy Storage as a Service agreement for the batteries.
- The competition for the new Director of Public Works closes May 23. If a number of top candidates are identified, an interview committee will be established to move forward.
- AREA and municipal staff will be discussing solar subscription options and next steps next week.

## **Next Month Priorities:**

- Complete and implement Performance Management Policy and Procedures.

## **Committee of the Whole Monthly Report**



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- Meet with IBEW (Electric Utility union) to begin negotiations.
  - Complete and submit grant applications for the Provincial Capital Assistance Program, Community Works Program and Flood Risk Investment Program (if applicable) to support 2023/24 capital projects.
  - Work with AREA staff to gather information from BEC to support their optimization study.



Kings Transit Authority

# General Manager's Report

As presented at the May 17, 2023 Board Meeting

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## [Garage and Fuel Prices](#)

### [Buses](#)

We currently have one bus out of service due to an accident in the Clementsport. The insurance company has agreed to repair the bus and this repair is almost complete.

### [Fuel](#)

Our per unit cost for Diesel this week is \$1.00 per litre. With a total YTD fuel consumption of \$36,653 for 2023-24 , we are \$25,493 under in the fuel budget. This is only the first month of the current year and fuel prices continue to be forecasted at higher prices for the year. Carbon tax impacts have not yet been realized in our fuel prices.

## [Ridership and Revenue](#)

### [Ridership](#)

Ridership numbers for 2023 in the month of April have seen a 38% increase across the entirety of the KTA system compared to 2022. In April 2022, KTA had ridership of 21,279 and in April 2023 ridership of 28,183 Current month over previous month in 2023 we experienced a slight decline, March was 29,027 riders versus April being 28,183 riders.

### [Revenue](#)

Total fare revenue for the month of April 2022 was \$49,163, compared to the revenue for April 2023, which was \$63,179. This represents a 29% increase in fare revenue.

## Human Resources

We are investigating the option of hiring a full time spare driver who will be on call to fill vacancies when they occur and to assist with other roles such as cleaning and servicing ticket agents.

A posting for a driver for the west has been advertised.

The cleaner position at the New Minas location has been filled.

Kings Transit and Valley Waste has commenced the recruitment of the Director of Finance position.

## Monthly Activities

Those following is the list of actions and activities from the previous meeting up until the current one:

1. The RFP for the Phase 1 ICIP Study has been posted
  2. The Phase 2 ICIP approval is in progress. A Climate Resiliency Study needs to be completed
  3. Continued review of options that will complement the Phase 1 Study
  4. Day to day operations of the business
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**Kings Transit  
Authority**

**Ridership Data**

**Total Operations**

**1 Month ended April 30, 2023**

<b>Ridership Statistics</b>	<b>Costs</b>	<b>Riders</b>	<b>Cost per Rider</b>
Total Expenses	233,222	18,057	\$ 12.92
Contributions			
Fares	-	18,057	\$ -
PNS Grants	26,312	18,057	-\$ 1.46
Other Revenues	1,946	18,057	-\$ 0.11
	28,258		-\$ 1.56
<b>Net Cost</b>	<b>204,964</b>	<b>18,057</b>	<b>\$ 11.35</b>



**Kings Transit  
Authority**

**Statement of Revenue and Expenditures**

**Total Operations**

**1 Month ended April 30, 2023**

	Actual Month	Actual YTD	Budget YTD	YTD Variance	
<b>Revenue</b>					
Fares	60,839	60,839	51,250	9,589	
Mechanic Labour	1,946	1,946	10,833	(8,887)	
Advertising income	-	-	1,250	(1,250)	
Operating grants PNS	-	-	-	-	
Operating grants					
Kings County	60%	78,935	78,935	78,935	-
Kentville	20%	26,312	26,312	26,312	-
Wolfville	15%	19,734	19,734	19,734	-
Berwick	5%	6,578	6,578	6,578	-
Annapolis		60,412	60,412	60,412	
Digby		32,534	32,534	32,534	
Interest Revenue	-	-	25	(25)	
Miscellaneous	-	-	-	-	
<b>Gross Revenue</b>	<b>287,289</b>	<b>287,289</b>	<b>287,861</b>	<b>(572)</b>	
<b>Expenses</b>					
Salaries - administration	20,384	20,384	21,584	(1,201)	
Salaries - operations	119,318	119,318	133,887	(14,568)	
Fuel	36,653	36,653	62,146	(25,493)	
Insurance	15,707	15,707	15,000	707	
Repairs and maintenance	29,421	29,421	27,083	2,337	
Other expenses	11,740	11,740	28,162	(16,422)	
<b>Total expenses</b>	<b>233,222</b>	<b>233,222</b>	<b>287,862</b>	<b>(54,640)</b>	
<b>Net surplus (deficit)</b>	<b>\$ 54,067</b>	<b>\$ 54,067</b>	<b>\$ (1)</b>	<b>54,068</b>	



**Kings Transit  
Authority**

## Statement of Revenue and Expenditures

### Core

**1 Month ended April 30, 2023**

	Actual Month	Actual YTD	Budget YTD	YTD Variance	
<b>Revenue</b>					
Fares	45,253	45,253	37,500	7,753	
Mechanic Labour	1,946	1,946	10,833	(8,887)	
Advertising income	-	-	833	(833)	
Operating grants PNS	-	-	-	-	
Operating grants					
Kings County	60%	78,935	78,935	78,935	-
Kentville	20%	26,312	26,312	26,312	-
Wolfville	15%	19,734	19,734	19,734	-
Berwick	5%	6,578	6,578	6,578	-
Interest Revenue	-	-	25	(25)	
Miscellaneous	-	-	-	-	
Management fee	-	-	-	-	
Annapolis	13,837	13,837	13,837	-	
Digby	5,417	5,417	5,417	-	
<b>Gross Revenue</b>	<b>198,012</b>	<b>198,012</b>	<b>200,003</b>	<b>(1,992)</b>	
<b>Expenses</b>					
Salaries - administration	20,384	20,384	21,584	(1,201)	
Salaries - operations	84,872	84,872	98,978	(14,106)	
Fuel	20,339	20,339	34,067	(13,727)	
Insurance	9,424	9,424	8,333	1,091	
Repairs and maintenance	25,536	25,536	14,583	10,953	
Other expenses	9,670	9,670	22,458	(12,788)	
<b>Total expenses</b>	<b>170,226</b>	<b>170,226</b>	<b>200,004</b>	<b>(29,778)</b>	
<b>Net surplus</b>	<b>\$ 27,786</b>	<b>\$ 27,786</b>	<b>\$ (1) \$</b>	<b>27,787</b>	



**Kings Transit  
Authority**

## Statement of Revenue and Expenditures

**Annapolis**

**1 Month ended April 30, 2023**

	Actual Month	Actual YTD	Budget YTD	YTD Variance
<b>Revenue</b>				
Fares	9,195	9,195	9,167	28
Advertising income	-	-	333	(333)
Operating grants PNS	-	-	-	-
Operating grant Annapolis	60,412	60,412	60,412	-
Miscellaneous	-	-	-	-
<b>Gross Revenue</b>	<b>69,607</b>	<b>69,607</b>	<b>69,912</b>	<b>(305)</b>
<b>Expenses</b>				
Management fee	13,837	13,837	13,837	-
Salaries - operations	23,296	23,296	22,617	680
Fuel	9,094	9,094	18,458	(9,365)
Insurance	3,455	3,455	3,750	(295)
Repairs and maintenance	3,346	3,346	8,333	(4,987)
Other expenses	105	105	2,917	(2,812)
<b>Total expenses</b>	<b>53,134</b>	<b>53,134</b>	<b>69,912</b>	<b>(16,778)</b>
<b>Net surplus (deficit)</b>	<b>\$ 16,473</b>	<b>\$ 16,473</b>	<b>\$ (0)</b>	<b>16,473</b>



**Kings Transit  
Authority**

## Statement of Revenue and Expenditures

**Digby**

**1 Month ended April 30, 2023**

	Actual Month	Actual YTD	Budget YTD	YTD Variance
<b>Revenue</b>				
Fares	6,391	6,391	4,583	1,808
Advertising income	-	-	83	(83)
Operating grants PNS	-	-	-	-
Operating grant Digby	32,534	32,534	32,534	-
Miscellaneous	-	-	-	-
<b>Gross Revenue</b>	<b>38,925</b>	<b>38,925</b>	<b>37,200</b>	<b>1,724</b>
<b>Expenses</b>				
Management fee	5,417	5,417	5,417	-
Salaries - operations	11,150	11,150	12,292	(1,142)
Fuel	7,220	7,220	9,621	(2,401)
Insurance	2,827	2,827	2,917	(89)
Repairs and maintenance	538	538	4,167	(3,629)
Other expenses	1,965	1,965	2,787	(822)
<b>Total expenses</b>	<b>29,117</b>	<b>29,117</b>	<b>37,200</b>	<b>(8,084)</b>
<b>Net surplus</b>	<b>\$ 9,808</b>	<b>\$ 9,808</b>	<b>\$ (0)</b>	<b>9,808</b>

**Valley Region Solid Waste-Resource Management Authority  
Report to the Authority**

**Agenda Item No. 6.1**

**Subject:** Valley Waste Management Authority – General Managers Report

**From:** Andrew Wort

**Date:** May 11, 23

Health and Safety

Statistics for the month and year to date are attached. The reporting of near misses and incidents even most are minor allows management to review safety policies and practises and target programs to improve worker safety.

Fiscal Year: 2022-2023																													
Total Injury or Damage from Accidents/Incidents																													
Month	Reports Filed	Reports Closed from Previous Year	Reports Closed	Injury to Person	Damage to Equipment (Property)	Damage to Material	Damage to Environment	First Aid Only	Medical Treatment	Lost Time	Critical Injury	Near-Miss	Motor Vehicle Accident	Injury to person - no first aid or medical treatment	Fire	Incident as Scotia Recycling	Incident as Northside Farms	Threat	Shards	Other Potentially dangerous item	Contracted Service Provider Injury	Complaint	Unwanted Site Visitor	SPILL	Site Visitor	Report to NS Labour	Cell Phone Warning	WCB Claim Filed	Violence in the Workplace
April-23	6	5	5	2	1	0	0	1	0	0	2	1	2	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0
<b>Totals 2023-24</b>	6	5	5	2	1	0	0	1	0	0	2	1	2	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0

- April 24- Employee cut the back of their hand on a mirror while sorting metal (no lost time). Gloves to improve puncture and cut resistance were sourced.
- April 25- Driver Error - EFR truck contacted the back wall at the WMC while unloading a stuck load.
- April 18- Truck Maintenance - EFR trucking leaning to one side at WMC. Was sent out of the building and has been repaired.
- April 20 - cell phone use.
- Violence in the workplace:
- May 2- A customer made comments towards a couple of female scale operators and visitors to the site. A letter and email have been sent to his employers stating this will not be tolerated.
- May 4-Slight muscle strain while loading trailer.

Volume Report

Detailed volume numbers for April are included at the end of the report. For April overall volumes were down 498 Mt or 11% year over year; this is significant and potentially has financial implications. There

are significant reductions in commercial residual (22%), Scotia Residuals (-5%) and Residential Curbside (-5%). Clean up is down -21% however this might be timing of collection over two months.

#### Financial Report

Attached is a financial report to end of March prepared by MNP consultants from the VWRM staff data.

It should be noted that there are significant changes occurring in the market place with a reduction in volume received and also fuel prices that are a significant cost factor have dropped.

#### Education and EPR Brief

Attached is a brief from Andrew Garrett to the chairs that provides an overview of educational activities and other initiatives. The Last Resort Center has opened to very good sales and interest from the public.

#### Public Drop Off Containers – Trailer

Attached is an information report on RFP results to obtain containers for public drop off to eliminate the Roll Off truck system.

#### Roll Off Truck Disposal

A second Roll Off Truck has been sent to Ritchie Brothers Auction along with additional surplus containers.

#### Annapolis County

RFD with respect to the current status of the Annapolis County discussion is a separate agenda item.

#### Chester

Chester has presented a draft budget; however, it contains contributions to reserve funds that at this point no policies have been established. In addition, no capital budget has been provided. The Landfill committee has not met to review and approve the budget as required by contract. There is a meeting scheduled for May 31<sup>st</sup> 2023.

#### Cost Accounting

Cost Accounting Management staff have met with MNP to discuss allocation of cost to different cost centers. Andrew Garrett and Brenda Davidson are working closely with the consultant to provide detail information.

#### Curbside Survey

Understanding the nature, volume and source wastes collected under curbside program is key to both the costs accounting model and the coming Extended Producer Responsibility program. VWRM staff have been conducting curbside audits to determine who is participating and to what level over the last 6 months. The challenge is that it is important to expand the survey area and expand the survey to cover year round data.

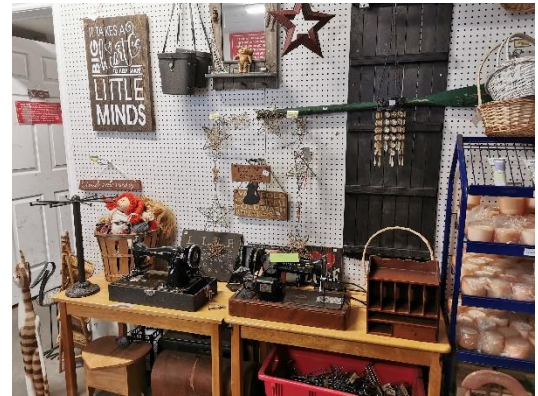
Through the Clean NS employment program, VWRM has retained an Acadia student to intensify the survey work. She is a fourth years student with prior survey work experience; she has agreed that she could continue on a part time basis during the school year to complete surveys in all four seasons.

This is a cost-effective manner to gather the data required for cost accounting and EPR negotiations.

Respectfully submitted,  
Andrew Wort  
General Manager  
Valley Waste Management Authority.

### The Last Re-Sort Reuse Centre

The Last Re-Sort Reuse Centre has officially returned full-time, post-Covid, with a grand opening on Earth Day. The center is again open every Saturday morning and sells materials removed from incoming materials at the transfer stations. The center employs one full-time employee, with revenues used to offset labour costs. In the first two weeks, the center generated \$2,300 in revenue.



### Planet Protectors

Education staff have been busy with ‘Planet Protectors ’this spring. Several schools have started coming for the 3-hour educational programming that puts students in an interactive role aimed at saving Planet Earth from pollution.

### Home Show

The Kentville Home Show was held April 21–23. This year's theme of the booth was "litter, with educational focus on the various types of litter collected across the region, both on the shore and on-land. Visitors to the booth were given advice for litter clean-ups as well as all the usual solid waste related questions.



### **Wood Waste Study**

Valley Waste received funding from both Divert NS and the NS Innovator Hub to move forward with the wood waste study. Valley Waste will be providing in-kind funds as well. Dillon Consulting was awarded the contract to audit wood waste at a minimum of 10 facilities in NS to better determine the quantities and types of wood generated at solid waste facilities.



### **Operational Efficiencies**

Valley Waste is moving away from their fleet of roll-off trucks in order to reduce costs and improve efficiencies. The trucks were being used to transport recycling from one transfer station to the other, to empty all public drop-off bins at the transfer stations, and to service remote bins in cottage areas. Instead, the Authority is now contracting out transportation services, providing end-of-driveway service to all cottagers, and moving forward with the replacement of all public drop bins so that they can be emptied with wheel loaders already in use.

### **Scale Program Upgrade**

Strong Data has been implementing new scale software for Valley Waste. The new scale software is proving to be user-friendly for scale house attendants and is reducing training time. The back-end of the software used for issuing invoices and financial management has been challenging, but the company is very responsive and is working with Valley Waste to meet their needs.

### **Cost Accounting**

MNP is conducting a cost accounting analysis of Valley Waste. The goals of the project are:

- Determine the costs of handling each solid waste stream managed by the Authority through the transfer stations.
- Determine the amount of garbage, recycling, and organics specific to each municipality.
- Determine the amount of garbage, recycling, and organics generated by the residential, IC&I, and multi-family sectors.

	Totals							
	2022/23	2023/24	Delta	Delta	2022/23	2023/24	Delta	Delta
	April	April	MT	%	YTD	YTD	YOY	YOY %
<b>tation Report</b>								
<b>E Waste</b>	1.59	5.45	3.86	243%	1.59	5.45	3.86	243%
<b>Hazardous Waste</b>	16.40	10.74	-5.66	-35%	16.40	10.74	-5.66	-35%
<b>SS Brick</b>	35.31	8.67	-26.64	-75%	35.31	8.67	-26.64	-75%
<b>SS Brush</b>	39.12	0.19	-38.93	-100%	39.12	0.19	-38.93	-100%
<b>SS Drywall</b>	9.77	16.26	6.49	66%	9.77	16.26	6.49	66%
<b>SS Shingles</b>	70.60	81.86	11.26	16%	70.60	81.86	11.26	16%
<b>Mixed C&amp;D</b>	256.16	365.34	109.18	43%	256.16	365.34	109.18	43%
<b>SS Wood</b>	52.22	81.38	29.16	56%	52.22	81.38	29.16	56%
<b>Metals</b>	12.42	6.73	-5.69	-46%	12.42	6.73	-5.69	-46%
<b>Organics</b>	44.76	58.04	13.28	30%	44.76	58.04	13.28	30%
<b>Recyclables</b>	76.80	23.99	-52.81	-69%	76.80	23.99	-52.81	-69%
<b>Residual</b>	1194.29	927.95	-266.34	-22%	1,194.29	927.95	-266.34	-22%
<b>White Goods</b>	1.60	3.23	1.63	102%	1.60	3.23	1.63	102%
<b>Leaves</b>	50.04	34.87	-15.17	-30%	50.04	34.87	-15.17	-30%
<b>Yard Waste</b>	1.70	0.00	-1.70	-100%	1.70	0.00	-1.70	-100%
<b>Residential Curbside</b>	1761.40	1677.79	-83.61	-5%	1,761.40	1,677.79	-83.61	-5%
<b>Sharps</b>	0.02	0.03	0.01	50%	0.02	0.03	0.01	50%
<b>Clean Up</b>	582.25	459.97	-122.28	-21%	582.25	459.97	-122.28	-21%
<b>Rubber</b>	0.00	0.00	0.00		0.00	0.00	0.00	
<b>Scotia Residuals</b>	245.22	190.79	-54.43	-22%	245.22	190.79	-54.43	-22%
<b>Fundy Residuals</b>	0.00	0.00	0.00		0.00	0.00	0.00	
	4,451.67	3,953.28	-498.39	-11%	4,451.67	3,953.28	-498.39	-11%
<b>Loads Incoming</b>								
<b>ICI - Charge</b>	1479.29	1328.32	-150.97	-10%	1,479.29	1,328.32	-150.97	-10%
<b>Small Loads Cash</b>	560.68	436.11	-124.57	-22%	560.68	436.11	-124.57	-22%
<b>Residential Curbside</b>	2343.65	2137.76	-205.89	-9%	2,343.65	2,137.76	-205.89	-9%
<b>Scotia Recycling Delivery</b>	0.00	0.00	0.00		0.00	0.00	0.00	
<b>FREE (HHW,Leaves, Electronics)</b>	68.05	51.09	-16.96	-25%	68.05	51.09	-16.96	-25%
	4451.67	3953.28	-498.39	-11%	4,451.67	3,953.28	-498.39	-11%
<b>Tonnage Out</b>								
<b>Residuals</b>	2761.73	2484.26	-277.47	-10%	2,761.73	2,484.26	-277.47	-10%
<b>Recyclable Containers</b>	99.22	79.10	-20.12	-20%	99.22	79.10	-20.12	-20%
<b>Recyclable Paper</b>	119.37	81.73	-37.64	-32%	119.37	81.73	-37.64	-32%
<b>Curbside Mixed</b>	316.00	207.30	-108.70	-34%	316.00	207.30	-108.70	-34%
<b>Residential Drywall</b>	0.00	0.00	0.00		0.00	0.00	0.00	
<b>Residential C&amp;D (Shingles)</b>	0.00	0.00	0.00		0.00	0.00	0.00	
<b>C&amp;D (Wood)</b>	0.00	0.00	0.00		0.00	0.00	0.00	
<b>Metals</b>	0.00	0.00	0.00		0.00	0.00	0.00	
<b>Organics</b>	888.97	828.71	-60.26	-7%	888.97	828.71	-60.26	-7%
<b>C&amp;D to Torbrook (railway ties)</b>	0.00	0.00	0.00		0.00	0.00	0.00	
<b>SHARPS 74</b>	0.00	0.00	0.00		0.00	0.00	0.00	
<b>Rubber</b>	0.00	0.00	0.00		0.00	0.00	0.00	
<b>Leaves</b>	28.10	0.00	-28.10	-100%	28.10	0.00	-28.10	-100%
<b>Brick</b>								
	4213.39	3681.10	-532.29	-13%	4,213.39	3,681.10	-532.29	-13%

**Valley Region Solid Waste-Resource Management Authority**  
**Statement of Revenue and Expenditures**  
**For the 12 Months Ended March 31, 2023**



	12 Months ended March 23	2023 YTD Budget	2023 YTD Variance	2023 Budget
<b>Revenues</b>				
West Management Centre	495,898.84	583,090.00	-87,191.16	583,090.00
East Management Centre	2,568,459.09	2,322,020.00	246,439.09	2,322,020.00
Conditional Transfers - Administration	1,502,547.86	1,220,870.00	281,677.86	1,220,870.00
RRFB Approved Programs	67,104.32	80,500.00	-13,395.68	80,500.00
Communications and Enforcement	219,612.08	221,030.00	-1,417.92	221,030.00
Wind Turbine	40,506.33	43,000.00	-2,493.67	43,000.00
<b>Total Program Revenues</b>	<b>4,894,128.52</b>	<b>4,470,510.00</b>	<b>423,618.52</b>	<b>4,470,510.00</b>
Municipal Parties Contributions <sup>1</sup>	6,515,880.00	6,515,880.00	0.00	6,515,880.00
Municipal Parties Contribution-Reserve Fund <sup>2</sup>	0.00	500,000.00	-500,000.00	500,000.00
<b>Total Revenues, Contributions &amp; Transfers</b>	<b>11,410,008.52</b>	<b>11,486,390.00</b>	<b>-76,381.48</b>	<b>11,486,390.00</b>
<b>Expenses</b>				
Residential Collection	2,737,222.77	2,623,320.00	113,902.77	2,623,320.00
Residual Transportation and Disposal	2,021,838.89	2,266,490.00	-244,651.11	2,266,490.00
Organics Processing and Transportation	931,829.14	995,640.00	-63,810.86	995,640.00
Recyclable Processing and Transportation	688,822.90	752,360.00	-63,537.10	752,360.00
Construction & Demolition Debris Processing	213,910.61	137,170.00	76,740.61	137,170.00
East Management Centre Operations	1,168,703.91	1,332,550.00	-163,846.09	1,332,550.00
West Management Centre Operations	638,228.24	673,100.00	-34,871.76	673,100.00
Household Hazardous Waste	192,607.59	197,700.00	-5,092.41	197,700.00
Communications and Enforcement	481,015.89	545,970.00	-64,954.11	545,970.00
Wind Turbine	17,098.18	16,050.00	1,048.18	16,050.00
General Administration	639,055.45	730,060.00	-91,004.55	730,060.00
Financial Services	98,923.48	101,500.00	-2,576.52	101,500.00
Information Technology	58,830.08	52,820.00	6,010.08	52,820.00
Transfer to Capital Reserve Fund(s) <sup>2</sup>	557,241.69	1,061,660.00	-504,418.31	1,061,660.00
<b>Total Expenses</b>	<b>10,445,328.82</b>	<b>11,486,390.00</b>	<b>-1,041,061.18</b>	<b>11,486,390.00</b>
<b>Net Surplus (Deficit)</b>	<b>964,679.70</b>	<b>0.00</b>	<b>964,679.70</b>	<b>0.00</b>

COTW, May 23, 2023.

Kings Point to Point Transit.

Apr. 19, 2023.

There was a discussion about membership/registration and the liability created, and the options we have. There was agreement to amend the By-Laws to define the parameters of voting members. Chris will make amendments, Charlene will review, and proposed changes will go to Kathleen for clarification and preparation.

Then:

1. Approved by board at next meeting.
2. Verified with joint stocks.
3. Presented for approval at AGM.

We had an issue at the Sommerset Market with someone videoing our vehicles and drivers. It happened numerous times and was reported by two drivers. It had to do with an issue between one of KPPT's clients and another party. A letter was sent to Sommerset Market informing them that they do not have permission to video our drivers or vehicles. No response has been received and activity has ceased.

Kathleen reported on a successful application for a grant from the United Way on behalf of the Community Services Recovery Fund. The \$74,681.00 is to research ways to assist clients with differing needs.

Recruiting drivers is ongoing, three paid drivers and one volunteer retired recently. New drivers are being interviewed and trained.

Respectfully submitted by,  
Councillor Goddard.