

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
May 28, 2019

Present:

Mayor Don Clarke
Councillor Barry Corbin
Councillor Ty Walsh
Councillor Rod Reeves
Councillor Mike Trinacty
Councillor Anna Ashford-Morton
Mike Payne, Chief Administrative Officer
Jerry Wood, Director of Finance
Tim Harding, Public Works
Debbie Elliott, Recreation & Community Development
Laurie Saunders, BDVFD
Chantal Pineo-Atwood, Executive Coordinator

Absent with Regrets: Deputy Mayor Jane Bustin Chair

In Attendance:

Glen Bannon, Kings Transit
Dan Stovel, REMO
Pat Jodrie

1. Call to Order

The Committee of the Whole Meeting was called to order at 6:30pm.

2. Approval of Agenda

The Committee approved the Agenda as circulated, with the following additions:

- Valley Waste Budget
- 2017-18 Financial indicators
- IT/Telephone Review
- Encroachment requests
- In Camera (contractual)

3. Approval of Previous Minutes

The April, 2019 COTW Minutes were approved as circulated.

4. Presentations:

(a) Dan Stovel, REMO

Mr. Stovel offered a presentation on the Draft Kings REMO Flood Preparedness and Response Plan which was well received by Council.

There is a recommendation that Council adopt the Kings REMO Flood Preparedness Plan, dated March, 2019. This will go before Council on June 11th.

(b) Glen Bannon, Kings Transit Budget Presentation

Mr. Bannon presented the 2019/20 Operating and Capital budgets for Kings Transit, noting the following:

- Total Operating Budget for the Core = \$1,753,282
Total Revenues are projected to increase by 2.18%
Service Partner Management Fees increase by 5.04% (mainly due to the allocation exercise)
Core Municipal Contributions increase by 1.99%
 - Total Expenditures projected to increase by 2.18%Main Cost Drivers
 - Wages and Benefits
 - Fuel
 - Bus Maintenance – Aging Fleet
- Based on a several assumptions
As outlined in the spreadsheet notes
Budget period is expanded to the end of the Canada/Nova Scotia Bilateral Agreement
- Fleet Replacement Plan is aggressive
Aging Fleet
Numerous units have reached the point of economic replacement
Partly influenced by Service Partner Plans
Aim to eliminate the Vicinity Buses (cut losses)
Ultimate aim – achieve efficiencies with two bus types only
- Equipment and Building
Maintenance Workshop – Heat Pump or Port-A-Cool
Forklift (Used)

The budget approval will go before Council in June Council.

5. Departmental Reports

a.RCMP

Sgt. Ryan Kelly’s report was reviewed by the committee.

b.Berwick & District Volunteer Fire Department

Mr. Saunders explained that things are status quo for the department and have had quite a busy May.

c.Public Works

Mr. Harding’s report was reviewed by the committee. Mr. Harding noted that he is reviewing the crosswalk regulations for paint colors...white vs. our current yellow.

e. Community Development and Recreation

Ms. Elliott’s report was reviewed by Council. Ms. Elliott noted that the Community Development department has committed to Salt Scapes for next year.

f. Finance

Mr. Wood explained that he will be finishing up the budget documents and will bring the final motions to Council in June for approval.

g. Berwick Electric Commission:

No report submitted.

h. CAO:

Mr. Payne's report shows of a very busy month. There were no questions of his report.

6. Council Reports

Mayor Clarke's Report

Mayor Clarke highlighted various events he has attended in the last couple of weeks such as the Valley REN Audit Committee Meeting, Police Advisory, AVCC Quarterly Luncheon, Valley REN Board Meeting, among others.

Upcoming Events:

Apple Blossom Tea – May 30th

Coronation: May 29th

PAC Meeting: June 4th

NSFM Meeting: June 7th

VCFN: There is a major business plan being conducted, supported by the County. A 133 page study says there needs to be a lot of monies put into the VCFN but it will be a money maker in the end. Council needs to make a decision whether we want to stay and pay, or bow out. The County has a 5+ million dollar grant for broadband so they will supporting the VCFN.

REN LOC/Board Meetings: Board is full steam ahead. Jenn Tufts is now the permanent CEO. They will be meeting monthly. \$100k in marketing study for the valley...board is putting their surplus to work.

Spring NSFM Conference: Presentations are on the website. Councillor Walsh noted he was very busy as he did all of the social media work as well as being a participant.

Rick Hansen's presentation was very good.

Councillor Trinacty's Report

Hall of Fame is June 15th at 6pm

Destination Tourism Marketing Strategies is at the Fountain Commons June 12th from 9-3pm.

Lunch is provided. Encourages everyone interested to attend.

Councillor Walsh's Report

AVCC will be using the Town of Berwick Council Chambers for a class this fall. Would like Debbie to put it out to all businesses and encourage their participation if interested.

June 8th – Berwick Legion Variety Show

More notes to follow.

7. Councillors Round Table

Councillor Morton asked Council to spread the word to any groups that would be interested in participating in Gala Days this year – food booths, etc. The groups are asked to please contact the Gala Days Committee.

8. New Business:

a. *Planning Amendments to the MGA*

In October, 2018 the province amended the MGA to establish minimum planning standards province wide. They held consultation sessions around the province. Minimum standards include:

1. Establish a policy for engaging with abutting municipalities where amending a MPS: engagement to occur before the first notice of a public hearing
2. A municipal planning strategy that includes a MPS and LUB with minimum mandatory content
3. The MPS and LUB must be reviewed every ten years (Berwick 2022)

Mr. Payne believes we are generally compliant; should add item 1 to our MPS. Mike has sought the opinion of our Planner Chris Millier.

b. *Valley Waste Budget*

Almost \$10 million, municipal contributions are \$6.5 million, Town of Berwick share is \$231,632 or 3.53%. Significant work went into this budget preparation considering the withdrawal of Annapolis County and the impact on operations

1. Operating budget: about \$10K more than we anticipated;
2. Capital: debt financing through MFC except for the \$9,700 photocopier. That will come out of a small equipment reserve fund that has a balance of ~\$15,000 and shows in the budget as a \$9,700 revenue line (for funds transferred from the reserve fund to the operating fund).

c. *2017-18 Financial Indicators*

FCI's present municipal finance information by condensing multiple sources (our) of information into a single 'house format graph'.

Each indicator is assessed against three risk thresholds:

Low risk (green)

Moderate risk (yellow)

High risk (red)

The overall FCI assessment for the Town of Berwick is moderate.

1. Combined Reserves (Operating + Capital reserves divided by Operating + amortization expense)

Concerns long term sustainability – unexpected events or for future projects

i.e. approximately \$1 million reserves divided by \$4.4 million expenses
high risk @ 23.6% (>30% moderate)
trending positively because of annual AREA dividend
i.e. with projected reserves and expenses our FCI for 2020 is trending to 31%

2. Operating Reserve (Operating reserve divided by total expenses (includes debt principal only)

Concerns planning for future needs or unexpected expenses
i.e. app \$300K divided by \$3.8 million total expenses
high risk @ 8% (>10% moderate)
trending positively; annual surpluses go into Operating reserves. Capital reserves can be used to pay some principal debt (ie. Town Hall @ \$120K annually) vs general operating revenue

d. *IT/Telephone Review*

CAO Payne is seeking Councils support to engage a consultant to conduct a formal review of the inventory, architecture and configuration of our Information Technology and telephony systems at the Town Hall and our off site premises (PW, BEC, FC, Carols Place and Berwick Fire station).

The Consultant would provide recommendations and a work plan to:

1. maximize efficiencies
2. use of VCFN and common infrastructure for internet between our sites
3. vendor relationships and ongoing technical support
4. Simplification of the use of the electronic signage, alarm systems and videoconferencing equipment
5. Potential cost reductions

Mike would like to contract with Bruce MacDougall who has an engineering background in telecommunications and computing, with 25 years' experience. His background includes fibre-optic systems and internet infrastructures. He managed the VCFN network from 2008 to 2015.

Mr. MacDougall would submit a detailed report and invoice us monthly; with a final report complete with recommendations by August 31, 2019. I request a budget of \$5K that would be applied to the 'Contracted Services' line item under Administration.

We do not have this sort of expertise in house. I strongly believe we need to develop a plan based on knowledgeable, independent advice.

Council gave staff direction to proceed with this.

e. Encroachment Requests

1. Union Street would like to relocate their summer patio onto the sidewalk on Commercial Street from June through August. They would construct a temporary sidewalk that would occupy three parking spaces directly in front of their business on Commercial Street

These temporary sidewalk structures exist in Kentville and Wolfville. Union Street has engaged an Engineer to design an approved structure; we have consulted our planner and lawyer. The Town's 'Development Control and Planning Application Fees Bylaw' is the process through which these applications are considered.

2. Canada Post Corporation would like to relocate community mailboxes from the rear parking lot area of Johnny's Cookhouse to the east shoulder of Brown Street at civic # 25. The Town's planner, Traffic Authority and I have all been engaged. The boxes will be three (3) meters off the edge of the pavement and three vehicle lengths of parking area will be established by the CPC contractor.

Council supports both issues.

9. In Camera Session (Contractual)

The Regular Council entered into an In Camera Session at 8:31pm and re-entered into Regular Council at 8:43pm, with no motions.

10. Adjournment

The Council Meeting adjourned at 8:44pm.