

## **Town of Berwick Special Council Meeting**

April 15, 2024

Town of Berwick Council Chambers

6:30 pm

### **AGENDA**

**1. Call to Order**

**2. Approval of the Agenda**

**3. New Business**

- a. RFD013-2024: 2024/25 Operating Budget & Capital Investment Plan
- b. Information Report: Community Solar Garden Project Costs
- c. RFD014-2024: Pre-Approval of Debenture Issuance – Solar Garden

**4. Adjournment**

**Request for Decision  
RFD013-2024: 2024/25 Draft  
Operating Budget and Draft 5-Year  
Capital Investment Plan 2024-2029**



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**To: Town Council**  
**From: Director of Finance**  
**Date: April 15<sup>th</sup>, 2024**  
**Subject: Draft 2024/25 Operating Budget & 5-Year Capital Investment Plan**

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**References/Attachments**

- 2024/25 Draft Operating Budget V1 Package
- 2024/25 Draft Operating Budget V1 Presentation
- 2024/25 Draft 5-Year Capital Budget V1
- 2024/25 Draft Operating Budget V2
- 2024/25 Draft 5-Year Capital Budget V2
- 2024/25 Draft 2024-25 Budget V2 Presentation
- 2024/25 Budget Engagement Survey Results
- 2024/25 Draft Operating Budget V3
- 2024/25 Draft 5-Year Capital Budget V3
- 2024/25 Draft 2024-25 Budget V3 Presentation
- 2024/25 Draft Operating Budget V4
- 2024/25 Draft 5-Year Capital Budget V4

**Legislation**

- MGA Section 65
- Municipal Funding Agreement for the Transfer of Canada Community Building Funds.

**Recommendations**

That Council approve the 2024/25 Draft Operating Budget V4 as presented and authorize the 2024/25 Tax Rate Resolution.

That Council approve the 2025/25 5 Year Capital Investment Plan as presented.

**Background**

**Draft 2024-25 Operating Budget**

On March 18<sup>th</sup>, Council had valuable discussion regarding the Draft 2024-25 Operating Budget and provided direction to staff to make the following adjustments to the draft operating budget:

<b>Item</b>	<b>Revised Amount</b>
Solar Garden Revenue Increase	\$5,000
Operating Reserve Transfer to Balance	\$8,725
Return on Investment Revenue Increase	\$10,000
Bad Debts Expense Reduction	\$2,300

**Request for Decision  
RFD013-2024: 2024/25 Draft  
Operating Budget and Draft 5-Year  
Capital Investment Plan 2024-2029**



Utilities Expense Reduction	\$5,000
Office Administrative Coordinator (Step 1)	\$6,700

Staff have made these revisions and Draft 2024-25 Operating Budget V4 is presented this evening for Council’s approval.

The tax resolution has been drafted, reflective of a 2-cent tax rate decrease from the previous year.

Approval of the operating budget this evening will allow staff to prepare the interim property tax bills utilizing the new tax rate. In the event the draft 2024-25 Operating Budget is not approved this evening, staff will prepare the interim tax bills utilizing the current tax rate, which is 2 cents higher than the proposed, and adjustments will be made on the final tax bills in the Fall.

**Draft 5-Year Capital Investment Plan 2024-2029**

The Draft 5-Year Capital Investment Plan is presented for Council’s consideration and approval. The transportation study proposed in previous versions has been removed to allow for an increase in budget for the stormwater management study. This adjustment to the stormwater management study is based on feedback from the Town’s engineering consultant, and the decision to defer the transportation study has been made provide a net zero impact to the overall 5-Year Capital Investment Plan presented in previous versions. Staff will include the transportation study for consideration in a future Capital Investment Plan.

**Financial Implications**

See above information and attachments.

**Priority Alignment**

Check Applicable	Strategic Priority Area	Comments
X	Economic	
X	Environmental	
X	Social	
X	Cultural	

**Request for Decision  
RFD013-2024: 2024/25 Draft  
Operating Budget and Draft 5-Year  
Capital Investment Plan 2024-2029**

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**Community Engagement/Communication**

A public budget engagement session was held on February 20<sup>th</sup>, 2024. The budget feedback survey closed on February 25<sup>th</sup>, 2024 and results were provided to Council in the Committee of the Whole meeting held on February 27<sup>th</sup>, 2024.

All budget information is posted on Berwick's website at: [Berwick.ca/2024-25budget](http://Berwick.ca/2024-25budget).

**CAO Comments**

I support the recommendation of staff.

CAO Initials:   JB  

Target Decision Date:   April 15, 2024

**TOWN OF BERWICK**

**TAX RATE RESOLUTION  
2024/25**

**BE IT RESOLVED THAT** the Council of the Town of Berwick estimates that the sum required for the lawful purposes of the Town for the year 2024/25, after crediting probable revenues from all sources, is the sum of \$6,447,959 and;

**FURTHER RESOLVED** that the Town Council hereby authorizes the levying and collection of a rate for the current year of **\$3.870 per \$100** on the value of the property assessed in the assessment roll as **Commercial property** and **\$1.558 per \$100** on the value of the property assessed in the assessment roll as **Residential or Resource property**, these being the rates the Council deems sufficient to raise the sum to defray the expenditures of the Town for the current year and;

**FURTHER RESOLVED** that the rates and taxes be due and payable on the 31<sup>st</sup> day October,2024 and;

**FURTHER RESOLVED** that a compounded interest rate of 1.5% per month, be charged on the 2024/25 final tax bills still outstanding after October 31<sup>st</sup>, 2024

Passed in open Council this XX day of XX 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a resolution of the Council of the Municipal Corporation of the TOWN of BERWICK passed at a meeting of said Council duly called and held on XX day of March A.D. 2024 at which a quorum of the Council was present and voting.

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CLERK



	<b>2025 BUDGET</b>	<b>2024 BUDGET</b>	<b>%</b>	<b>\$</b>	<b>2023 DRAFT AUDITED ACTUAL</b>
<b>OPERATING SUMMARY</b>					
<b>Revenue</b>					
Taxes & Grants in Lieu of Taxes	4,350,936	4,052,773	7.36%	298,163	3,710,951
Sewer Revenues	538,768	537,926	0.16%	842	557,566
Sale of Services	600,032	568,361	5.57%	31,671	494,274
Other Revenue	283,392	256,143	10.64%	27,249	288,954
Federal, Provincial & Other Grants	403,493	376,753	7.10%	26,740	417,738
Other Transfers	271,338	200,950	25.03%	70,388	204,074
<b>Total Revenue</b>	<b>6,447,959</b>	<b>5,992,906</b>	<b>7.59%</b>	<b>455,053</b>	<b>5,673,557</b>
<b>Expenses</b>					
General Government	2,230,103	1,975,410	12.89%	254,693	1,936,264
Protective Services	1,256,942	1,168,058	7.61%	88,884	1,102,797
Public Works	1,305,773	1,220,029	7.03%	85,744	1,007,023
Planning & Development	150,664	168,055	(10.35%)	(17,391)	185,295
Community Development	698,942	704,544	(0.80%)	(5,602)	662,202
Solar Garden	32,488	0	0.00%	32,488	0
Sewer/Environmental Health	773,047	756,810	2.15%	16,237	714,979
<b>Total Expenses</b>	<b>6,447,959</b>	<b>5,992,906</b>	<b>7.59%</b>	<b>455,054</b>	<b>5,608,560</b>
<b>Net Surplus (Deficit)</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>64,997</b>



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
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**LEGISLATIVE SERVICES**

**Revenue**

**Total Revenue**

**Expenses**

Mayor Clarke

Honorarium	23,758	22,844	4.00%	914	21,525
Travel	1,500	1,500	0.00%	0	1,466
Training & Conferences	750	750	0.00%	0	1,933
Meals	250	250	0.00%	0	269
Communications	650	650	0.00%	0	650
<u>Total Expenses</u>	<u>26,908</u>	<u>25,994</u>	<u>3.51%</u>	<u>914</u>	<u>25,843</u>

Councillor Trinacity

Honorarium	12,206	11,736	4.00%	469	11,059
Travel	750	750	0.00%	0	613
Training & Conferences	750	750	0.00%	0	1,105
Meals	150	150	0.00%	0	149
<u>Total Expenses</u>	<u>13,856</u>	<u>13,386</u>	<u>3.51%</u>	<u>469</u>	<u>12,926</u>

Councillor Reeves

Honorarium	11,105	10,678	4.00%	427	10,062
Travel	300	300	0.00%	0	0
Training & Conferences	300	300	0.00%	0	0
Meals	100	100	0.00%	0	0
<u>Total Expenses</u>	<u>11,805</u>	<u>11,378</u>	<u>3.75%</u>	<u>427</u>	<u>10,062</u>

Councillor Walsh

Honorarium	11,105	10,678	4.00%	427	10,062
Travel	300	300	0.00%	0	0
Training & Conferences	300	300	0.00%	0	1,311
Meals	100	100	0.00%	0	0
<u>Total Expenses</u>	<u>11,805</u>	<u>11,378</u>	<u>3.75%</u>	<u>427</u>	<u>11,373</u>

Councillor Goddard

Honorarium	11,105	10,678	4.00%	427	10,062
Travel	300	300	0.00%	0	0
Training & Conferences	300	300	0.00%	0	0
Meals	100	100	0.00%	0	0
<u>Total Expenses</u>	<u>11,805</u>	<u>11,378</u>	<u>3.75%</u>	<u>427</u>	<u>10,062</u>

Councillor Jamieson

Honorarium	11,105	10,678	4.00%	427	10,062
Travel	300	300	0.00%	0	177
Training & Conferences	300	300	0.00%	0	1,612
Meals	100	100	0.00%	0	0
<u>Total Expenses</u>	<u>11,805</u>	<u>11,378</u>	<u>3.75%</u>	<u>427</u>	<u>11,851</u>



	<b>2025 BUDGET</b>	<b>2024 BUDGET</b>	<b>%</b>	<b>\$</b>	<b>2023 AUDITED ACTUAL</b>
<u>Councillor Lutz</u>					
Honorarium	11,105	10,678	4.00%	427	10,062
Travel	300	300	0.00%	0	0
Training & Conferences	300	300	0.00%	0	0
Meals	100	100	0.00%	0	0
<u>Total Expenses</u>	<u>11,805</u>	<u>11,378</u>	<u>3.75%</u>	<u>427</u>	<u>10,062</u>
<u>General Expenses</u>					
CPP Expense	2,328	2,198	5.90%	130	1,569
Membership Fees & Dues	3,000	3,000	0.00%	0	4,469
Advertising	1,500	1,500	0.00%	0	704
Meeting Expenses	500	500	0.00%	0	0
Special Events	9,248	9,248	0.00%	0	7,081
Grants to Organizations	16,350	15,950	2.51%	400	5,933
Grant-Berwick & Dist. Comm. Assoc.	10,000	10,000	0.00%	0	10,000
Grant-Valley Wildcats	10,000	10,000	0.00%	0	10,000
Elections	15,000	0	0.00%	15,000	0
<u>Total Expenses</u>	<u>67,926</u>	<u>52,396</u>	<u>29.64%</u>	<u>15,530</u>	<u>39,756</u>
<b>Total Expenses</b>	<b>167,715</b>	<b>148,666</b>	<b>12.81%</b>	<b>19,049</b>	<b>131,935</b>
<b>Net Department Surplus (Deficit)</b>	<b>(167,715)</b>	<b>(148,666)</b>	<b>12.81%</b>	<b>(19,049)</b>	<b>(131,935)</b>

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	2025 BUDGET	2024 BUDGET	%	\$	2023 DRAFT AUDITED ACTUAL
<b>ADMINISTRATION</b>					
<b>Revenue</b>					
Administration fees- Berwick Electric	252,258	283,770	(11.10%)	(31,512)	204,250
Administration fees- Sewer	34,941	36,817	(5.10%)	(1,876)	0
Tax Certificates	2,500	2,500	0.00%	0	2,295
Miscellaneous Revenue	20,501	19,485	5.22%	1,017	1,789
Grants	0	0	0.00%	0	44,809
<b>Total Revenue</b>	<b>310,200</b>	<b>342,572</b>	<b>(9.45%)</b>	<b>(32,371)</b>	<b>253,143</b>
<b>Expenses</b>					
<u>CAO Office</u>					
Regular wages	134,676	127,897	5.30%	6,779	115,805
CPP	4,008	3,754	6.75%	254	6,693
EI	1,469	1,403	4.66%	65	2,646
WCB	1,669	1,669	0.00%	0	3,332
Group Medical & Life	3,011	2,708	11.18%	303	2,485
Pension	19,174	18,632	2.91%	542	19,187
Workplace Wellness Benefit	4,000	4,000	0.00%	0	3,763
<u>Total Salaries &amp; Benefits</u>	<u>168,007</u>	<u>160,063</u>	<u>4.96%</u>	<u>7,943</u>	<u>153,911</u>
<u>General Expenses</u>					
Travel	3,550	2,550	39.22%	1,000	1,061
Training & Conferences	1,500	1,000	50.00%	500	2,182
Membership Fees & Dues	350	350	0.00%	0	344
Meals	100	100	0.00%	0	453
Communications	600	600	0.00%	0	634
Advertising	500	500	0.00%	0	5,394
Meetings	300	300	0.00%	0	199
Subscriptions & Donations	500	500	0.00%	0	1,235
<u>Total General Expenses</u>	<u>7,400</u>	<u>5,900</u>	<u>25.42%</u>	<u>1,500</u>	<u>11,502</u>
<u>Administration</u>					
Regular Wages	427,978	332,818	28.59%	95,160	273,893
CPP	18,934	16,099	17.61%	2,835	14,075
EI	7,455	6,537	14.04%	918	5,769
WCB	9,027	7,046	28.12%	1,981	7,202
Group Medical & Life	22,938	19,675	16.59%	3,263	13,357
Pension	32,877	27,033	21.62%	5,844	17,403
<u>Total Salaries &amp; Benefits</u>	<u>519,209</u>	<u>409,208</u>	<u>26.88%</u>	<u>110,002</u>	<u>331,699</u>
<u>General Expenses</u>					
Travel	2,850	2,600	9.62%	250	1,771
Training & Conferences	4,720	2,500	88.80%	2,220	2,589
Meals	480	0	0.00%	480	107
Membership Fees & Dues	2,030	1,550	30.97%	480	1,189
Office Supplies	8,712	11,450	(23.91%)	(2,738)	13,209
Postage, Courier, & Equipment Rental	22,100	22,100	0.00%	0	26,112
Communications	540	2,580	(79.07%)	(2,040)	2,931
<u>Total General Expenses</u>	<u>41,432</u>	<u>42,780</u>	<u>(3.15%)</u>	<u>(1,348)</u>	<u>47,908</u>



	<b>2025 BUDGET</b>	<b>2024 BUDGET</b>	<b>%</b>	<b>\$</b>	<b>2023 DRAFT AUDITED ACTUAL</b>
<u>Information Technology</u>					
Contracted Services	11,700	15,000	(22.00%)	(3,300)	18,203
Hardware	17,739	24,650	(28.04%)	(6,911)	23,023
Software	55,761	44,200	26.16%	11,561	18,032
<u>Total Expenses</u>	<u>85,200</u>	<u>83,850</u>	<u>1.61%</u>	<u>1,350</u>	<u>59,258</u>
<b>Total Expenses</b>	<b>821,248</b>	<b>701,801</b>	<b>17.02%</b>	<b>119,447</b>	<b>604,278</b>
<b>Net Surplus (Deficit)</b>	<b>(511,048)</b>	<b>(359,229)</b>	<b>42.26%</b>	<b>(151,818)</b>	<b>(351,135)</b>

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	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>TOWN HALL</b>					
<b>Revenue</b>					
AVRL Rent	60,430	56,286	7.36%	4,144	62,429
Kings County Library Contribution	15,620	15,620	0.00%	0	15,620
<b>Total Revenue</b>	<b>76,050</b>	<b>71,906</b>	<b>5.76%</b>	<b>4,144</b>	<b>78,049</b>
<b>Expenses</b>					
<u>General Expenses</u>					
Communications	3,000	3,000	0.00%	0	2,732
Facility Insurance	3,766	3,571	5.45%	195	5,239
Contracted Services	0	0	0.00%	0	40,670
Utilities	41,080	48,200	(14.77%)	(7,120)	44,710
Repairs & Maintenance	44,536	45,436	(1.98%)	(900)	15,376
Operational Supplies	0	0	0.00%	0	2,658
<u>Total Expenses</u>	<u>92,382</u>	<u>100,207</u>	<u>(7.81%)</u>	<u>(7,825)</u>	<u>111,385</u>
<u>Long Term Debt</u>					
Debenture Principal	125,133	125,133	0.00%	0	125,133
Debenture Interest	48,858	51,489	(5.11%)	(2,631)	53,435
<u>Total Debenture Expense</u>	<u>173,991</u>	<u>176,622</u>	<u>(1.49%)</u>	<u>(2,631)</u>	<u>178,568</u>
<b>Total Expenses</b>	<b>266,373</b>	<b>276,829</b>	<b>(3.78%)</b>	<b>(10,457)</b>	<b>289,953</b>
<b>Net Surplus (Deficit)</b>	<b>(190,323)</b>	<b>(204,923)</b>	<b>(7.13%)</b>	<b>14,601</b>	<b>(211,904)</b>

	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>OTHER GOVERNMENT</b>					
<b>Revenue</b>					
Taxation-Residential	3,061,282	2,858,091	7.11%	203,191	2,488,091
Taxation-Commercial	1,151,275	1,072,219	7.37%	79,056	1,001,618
Taxation-Resource	19,533	19,374	0.82%	159	18,816
Deed Transfer Tax	100,000	85,000	17.65%	15,000	184,313
Bell Aliant- GIL	12,000	11,225	6.90%	775	11,226
Canada Post- GIL	6,846	6,864	(0.26%)	(18)	6,887
Return on Investments	12,000	2,000	500.00%	10,000	39,179
Interest on Taxes	14,000	14,000	0.00%	0	20,834
Interest on PACE Program	10,000	5,000	100.00%	5,000	4,089
HST Offset	15,000	15,000	0.00%	0	14,730
Financial Capacity Grant (Equalization)	254,937	221,479	15.11%	33,458	211,479
Farm Acreage Grant	1,460	1,460	0.00%	0	1,460
Other Provincial Grants- Unconditional	0	0	0.00%	0	0
AREA Dividend	0	162,000	(100.00%)	(162,000)	245,375
Operating Reserve Transfer	241,532	17,150	1308.35%	224,382	0
Safe Restart	36,739	21,800	68.53%	14,939	(50,023)
<b>Total Revenue</b>	<b>4,936,604</b>	<b>4,512,662</b>	<b>9.39%</b>	<b>423,942</b>	<b>4,198,074</b>
<b>Expenses</b>					
<u>General Expenses</u>					
Bank Charges	14,000	14,000	0.00%	0	37,691
Audit Fees	25,000	8,000	212.50%	17,000	(7,822)
Legal Fees	5,000	5,000	0.00%	0	2,073
General Liability Insurance	25,276	21,420	18.00%	3,856	23,770
Tax Exemptions	149,644	135,000	10.85%	14,644	127,501
Tax Sales	1,000	1,000	0.00%	0	0
Bad Debt Expense	7,700	10,000	(23.00%)	(2,300)	0
Other Debt Charges	0	0	0.00%	0	0
<u>Total Expenses</u>	<u>227,620</u>	<u>194,420</u>	<u>17.08%</u>	<u>33,199</u>	<u>183,213</u>
<u>Long Term Debt</u>					
Debenture Principal	9,033	9,033	0.00%	0	9,033
Debenture Interest	1,076	1,421	(24.31%)	(346)	1,642
<u>Total Debenture Expense</u>	<u>10,109</u>	<u>10,454</u>	<u>(3.31%)</u>	<u>(346)</u>	<u>10,675</u>
<u>Partner Contributions</u>					
Annapolis Valley Regional Centre for Education	641,677	583,099	10.05%	58,578	569,337
Property Valuation Services Corp	32,360	31,138	3.92%	1,222	38,800
Correctional Services	0	29,000	(100.00%)	(29,000)	28,549
<u>Total Partner Contributions</u>	<u>674,037</u>	<u>643,237</u>	<u>4.79%</u>	<u>30,800</u>	<u>636,686</u>
<u>AREA Deficit</u>	<u>63,000</u>	<u>0</u>	<u>0.00%</u>	<u>63,000</u>	<u>0</u>
<b>Total Expenses</b>	<b>974,766</b>	<b>848,111</b>	<b>14.93%</b>	<b>126,654</b>	<b>830,574</b>
<b>Net Surplus (Deficit)</b>	<b>3,961,838</b>	<b>3,664,551</b>	<b>8.11%</b>	<b>297,288</b>	<b>3,367,500</b>



	<b>2025 BUDGET</b>	<b>2024 BUDGET</b>	<b>%</b>	<b>\$</b>	<b>2023 AUDITED ACTUAL</b>
<b>POLICE SERVICES</b>					
<b>Revenue</b>					
Policing Fines	500	500	0.00%	0	389
<b>Total Revenue</b>	<b>500</b>	<b>500</b>	<b>0.00%</b>	<b>0</b>	<b>389</b>
<b>Expenses</b>					
RCMP/DNA Contracted Services	858,369	779,063	10.18%	79,306	761,792
<b>Total Expenses</b>	<b>858,369</b>	<b>779,063</b>	<b>10.18%</b>	<b>79,306</b>	<b>761,792</b>
<b>Net Surplus (Deficit)</b>	<b>(857,869)</b>	<b>(778,563)</b>	<b>10.19%</b>	<b>(79,306)</b>	<b>(761,403)</b>

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	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>BYLAW SERVICES</b>					
<b>Revenue</b>					
Bylaw Fines	0	0	0.00%	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>					
<u>Salaries &amp; Wages</u>					
Hourly Wages	5,916	24,486	(75.84%)	(18,570)	0
CPP	401	1,249	(67.90%)	(848)	0
EI	147	559	(73.71%)	(412)	0
WCB	160	585	(72.61%)	(425)	0
Group Medical & Life	699	1,998	(64.99%)	(1,299)	0
Pension	473	1,959	(75.84%)	(1,486)	0
<u>Total Salaries &amp; Wages</u>	<u>7,796</u>	<u>30,836</u>	<u>(74.72%)</u>	<u>(23,039)</u>	<u>0</u>
<u>General Expenses</u>					
Travel	100	100	0.00%	0	0
Operational Supplies	0	0	0.00%	0	211
<u>Total General Expenses</u>	<u>100</u>	<u>100</u>	<u>0.00%</u>	<u>0</u>	<u>211</u>
<u>Partner Contributions</u>					
Kings' REMO	8,388	8,050	4.20%	338	7,311
<u>Total Partner Contributions</u>	<u>8,388</u>	<u>8,050</u>	<u>4.20%</u>	<u>338</u>	<u>7,311</u>
<b>Total Expenses</b>	<b>16,284</b>	<b>38,986</b>	<b>(58.23%)</b>	<b>(22,701)</b>	<b>7,522</b>
<b>Net Surplus (Deficit)</b>	<b>(16,284)</b>	<b>(38,986)</b>	<b>(58.23%)</b>	<b>22,701</b>	<b>(7,522)</b>



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>FIRE SERVICES</b>					
<b>Grants</b>					
NS-Civic Addressing Grant	1,000	1,000	0.00%	0	2,000
Municipality of Kings Operating Grant	165,045	152,235	8.41%	12,810	151,800
<b>Total Grant Revenue</b>	<b>166,045</b>	<b>153,235</b>	<b>8.36%</b>	<b>12,810</b>	<b>153,800</b>
<b>Expenses</b>					
<u>Fire Administration</u>					
WCB	2,500	2,500	0.00%	0	2,847
EAP/Life Insurance	5,312	5,108	3.99%	204	2,224
Honorarium	12,000	12,000	0.00%	0	10,150
Meetings, Meals, & Travel	3,700	3,700	0.00%	0	342
Training & Conferences	7,070	7,070	0.00%	0	8,071
Membership Dues & Fees	1,000	1,000	0.00%	0	655
Office Supplies	3,600	2,000	80.00%	1,600	1,225
Communication	7,160	7,160	0.00%	0	6,688
<u>Total Administration Expenses</u>	<u>42,342</u>	<u>40,538</u>	<u>4.45%</u>	<u>1,804</u>	<u>32,202</u>
<u>Fire Hall</u>					
Facility Insurance	12,685	10,413	21.83%	2,273	10,789
Utilities	42,789	41,664	2.70%	1,125	28,515
Repairs & Maintenance	33,950	33,950	0.00%	0	50,798
<u>Total Fire Hall Expenses</u>	<u>89,424</u>	<u>86,027</u>	<u>3.95%</u>	<u>3,398</u>	<u>90,102</u>
<u>Fire Operations</u>					
Communications	25,500	19,000	34.21%	6,500	9,005
Tools & Equipment	18,300	17,400	5.17%	900	15,535
Clothing & Safety Equipment	35,360	29,560	19.62%	5,800	19,485
Vehicle Insurance	17,595	16,549	6.32%	1,045	14,517
Vehicle Fuel	14,000	14,000	0.00%	0	211
Vehicle Maintenance	30,650	30,650	0.00%	0	3,941
2007 Pierce Contender Pumper (F-11)	0	0	0.00%	0	6,756
1996 Pierce Saber Pumper (F-12)	0	0	0.00%	0	0
2019 Typhoon Pumper (F-13)	0	0	0.00%	0	7,355
2001 Mack Tanker (F-21)	0	0	0.00%	0	7,876
2014 Freightliner M2 (F-22)	0	0	0.00%	0	5,427
2004 Fire Rescue Unit (F-31)	0	0	0.00%	0	2,194
1994 Chev 400 GMT (F-51)	0	0	0.00%	0	524
2010 Ford Super Duty (F-52)	0	0	0.00%	0	2,109
<u>Total Fire Operations Expenses</u>	<u>141,405</u>	<u>127,159</u>	<u>11.20%</u>	<u>14,245</u>	<u>94,935</u>
<u>Long Term Debt</u>					
Debenture Principal	71,917	71,917	0.00%	0	71,917
Debenture Interest	37,200	24,369	52.66%	12,832	26,471
<u>Total Debenture Expenses</u>	<u>109,117</u>	<u>96,286</u>	<u>13.33%</u>	<u>12,832</u>	<u>98,388</u>
<b>Total Expenses</b>	<b>382,288</b>	<b>350,010</b>	<b>9.22%</b>	<b>32,279</b>	<b>315,627</b>
<b>Net Surplus (Deficit)</b>	<b>(216,243)</b>	<b>(196,775)</b>	<b>9.89%</b>	<b>(19,469)</b>	<b>(161,827)</b>



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>PUBLIC WORKS</b>					
<b>Total Revenue</b>					
<b>Expenses</b>					
<b><u>Public Works Administration</u></b>					
<b><u>Salaries &amp; Benefits</u></b>					
Regular Salaries	145,736	123,779	17.74%	21,957	59,836
CPP	6,012	5,768	4.23%	244	2,628
EI	2,336	2,157	8.28%	179	1,107
WCB	2,659	2,558	3.92%	100	1,442
Group & Medical	4,445	3,831	16.01%	614	502
Pension	11,201	9,719	15.25%	1,482	4,679
<b>Total Salaries &amp; Benefits</b>	<b>172,389</b>	<b>147,812</b>	<b>16.63%</b>	<b>24,576</b>	<b>70,194</b>
<b><u>General Expenses</u></b>					
Travel	1,183	2,583	(54.20%)	(1,400)	6,220
Meals	500	500	0.00%	0	3,660
Training & Conference	8,965	2,945	204.41%	6,020	1,545
Membership Fees & Dues	500	500	0.00%	0	215
Communications	10,240	6,570	55.86%	3,670	5,138
Advertising	500	500	0.00%	0	1,057
Engineering/Surveyor Services	2,220	2,500	(11.20%)	(280)	2,013
<b>Total General Expenses</b>	<b>24,108</b>	<b>16,098</b>	<b>49.76%</b>	<b>8,010</b>	<b>19,848</b>
<b>Total Public Works Administration Expenses</b>	<b>196,497</b>	<b>163,910</b>	<b>19.88%</b>	<b>32,586</b>	<b>90,042</b>
<b><u>Public Works Facility</u></b>					
Insurance	12,227	8,330	46.78%	3,897	7,409
Utilities	15,405	7,142	115.68%	8,263	16,024
Repairs & Maintenance	8,480	10,480	(19.08%)	(2,000)	15,615
<b>Total Public Works Facility</b>	<b>36,112</b>	<b>25,952</b>	<b>39.15%</b>	<b>10,159</b>	<b>39,048</b>
<b><u>Streets &amp; Roads</u></b>					
<b><u>Salary &amp; Wages</u></b>					
Regular Salaries	325,476	325,216	0.08%	260	274,627
CPP	18,023	17,822	1.13%	201	14,264
EI	7,353	7,126	3.18%	227	5,703
WCB	8,558	7,754	10.36%	804	7,411
Group & Medical	21,514	16,834	27.80%	4,680	11,844
Pension	25,275	25,325	(0.20%)	(50)	20,248
<b>Total Salaries &amp; Benefits</b>	<b>406,199</b>	<b>400,077</b>	<b>1.53%</b>	<b>6,120</b>	<b>334,097</b>
<b><u>General Expenses</u></b>					
Insurance- Public Works Accidents	0	3,000	(100.00%)	(3,000)	4,666
Paving	200,000	200,000	0.00%	0	157,781
Tools & Equipment	5,000	5,000	0.00%	0	2,417
Repairs & Maintenance	0	0	0.00%	0	10,993
Equipment Rental	12,000	12,000	0.00%	0	3,435
Operational Supplies	23,000	17,000	35.29%	6,000	34,972
Winter Supplies	40,000	40,000	0.00%	0	40,050
Safety Supplies	5,250	4,500	16.67%	750	3,026
<b>Total General Expenses</b>	<b>285,250</b>	<b>281,500</b>	<b>1.33%</b>	<b>3,750</b>	<b>257,340</b>
<b><u>Fleet Expenses</u></b>					
Vehicle Insurance	13,479	12,540	7.49%	939	10,608
Fuel	20,600	25,600	(19.53%)	(5,000)	21,337
Vehicles Maintenance	40,695	44,895	(9.36%)	(4,200)	1,976
2008 Intn'l Dump Truck V-1	0	0	0.00%	0	5,321
2005 Intn'l Dump Truck V-2	0	0	0.00%	0	26,664
2009 GMC Sierra V-4	0	0	0.00%	0	3,863
2008 Chev Silverado V-5 (Sewer Truck)	0	0	0.00%	0	1,577



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
2012 JBC 200 Backhoe Loader V-6 20	0	0	0.00%	0	9,788
2008 JD 5525 N Tractor V-8	0	0	0.00%	0	0
1991 Badger/Chipper V-10	0	0	0.00%	0	46
2010 Durat Utility Trailer V-14	0	0	0.00%	0	188
JD Zero Turn Mower V-19	0	0	0.00%	0	515
1999 JD Small Tractor V-20	0	0	0.00%	0	1,647
2017 F550 V-22	0	0	0.00%	0	0
2018 Kubota Rubber Track Excavator V-23	0	0	0.00%	0	1,769
2015 TRKSW Tractor V-36	0	0	0.00%	0	0
MT Trackless V-39	0	0	0.00%	0	7,633
Trailer for Excavator V-39	0	0	0.00%	0	1,599
2017 Ford 550 V-22	0	0	0.00%	0	6,053
2021 Waker Artic Loader V-36	0	0	0.00%	0	1,013
2022 GMC Sierra 2500 V-5	0	0	0.00%	0	3,356
<u>Total Fleet Expenses</u>	<u>74,774</u>	<u>83,035</u>	<u>(9.95%)</u>	<u>(8,261)</u>	<u>104,953</u>
<b><u>Total Streets &amp; Roads Expenses</u></b>	<b><u>766,223</u></b>	<b><u>764,612</u></b>	<b><u>0.21%</u></b>	<b><u>1,609</u></b>	<b><u>696,390</u></b>
<b><u>Street Lighting</u></b>					
Power	65,906	69,043	(4.54%)	(3,137)	48,161
Repairs & Maintenance	1,605	800	100.63%	805	128
<b><u>Total Street Lighting</u></b>	<b><u>67,511</u></b>	<b><u>69,843</u></b>	<b><u>(3.34%)</u></b>	<b><u>(2,332)</u></b>	<b><u>48,289</u></b>
<b><u>Traffic Services</u></b>					
Operational Supplies & Equipment	0	0	0.00%	0	8,130
Traffic Services	23,000	22,500	2.22%	500	0
Repairs & Maintenance	2,700	2,700	0.00%	0	0
<b><u>Total Traffic Services</u></b>	<b><u>25,700</u></b>	<b><u>25,200</u></b>	<b><u>1.98%</u></b>	<b><u>500</u></b>	<b><u>8,130</u></b>
<b><u>Crossing Guards</u></b>					
<b><u>Salaries &amp; Wages</u></b>					
Hourly Wages	21,916	20,112	8.97%	1,805	7,204
CPP	888	780	13.76%	107	185
EI	509	459	10.98%	50	177
WCB	594	481	23.56%	113	194
<u>Total Salaries &amp; Benefits</u>	<u>23,907</u>	<u>21,832</u>	<u>9.51%</u>	<u>2,076</u>	<u>7,760</u>
<b><u>General Expenses</u></b>					
Communication	150	150	0.00%	0	154
Safety Supplies	500	500	0.00%	0	0
<u>Total General Expenses</u>	<u>650</u>	<u>650</u>	<u>0.00%</u>	<u>0</u>	<u>154</u>
<b><u>Total Crossing Guards Expenses</u></b>	<b><u>24,557</u></b>	<b><u>22,482</u></b>	<b><u>9.23%</u></b>	<b><u>2,076</u></b>	<b><u>7,914</u></b>
<b><u>Storm Sewer</u></b>					
Repairs & Maintenance	16,000	15,500	3.23%	500	1,689
<b><u>Total Storm Sewer</u></b>	<b><u>16,000</u></b>	<b><u>15,500</u></b>	<b><u>3.23%</u></b>	<b><u>500</u></b>	<b><u>1,689</u></b>
<b><u>Long Term Debt</u></b>					
Debenture Principal	42,452	17,727	139.48%	24,725	29,127
Debenture Interest	17,415	5,218	233.74%	12,197	5,420
<b><u>Total Debenture Expenses</u></b>	<b><u>59,867</u></b>	<b><u>22,945</u></b>	<b><u>160.91%</u></b>	<b><u>36,922</u></b>	<b><u>34,547</u></b>
<b><u>Partner Contributions</u></b>					
Kings Transit Authority	103,437	104,184	(0.72%)	(747)	75,939
Kings Point to Point Transit	9,872	5,400	82.81%	4,472	5,039
<b><u>Total Partner Contributions</u></b>	<b><u>113,309</u></b>	<b><u>109,584</u></b>	<b><u>3.40%</u></b>	<b><u>3,725</u></b>	<b><u>80,978</u></b>
<b>Total Expenses</b>	<b>1,305,776</b>	<b>1,220,028</b>	<b>7.03%</b>	<b>85,744</b>	<b>1,007,027</b>
<b>Net Surplus (Deficit)</b>	<b>(1,305,776)</b>	<b>(1,220,028)</b>	<b>7.03%</b>	<b>(85,744)</b>	<b>(1,007,027)</b>



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>ENVIRONMENTAL HEALTH</b>					
<b>Revenue</b>					
<u>Operating Revenue</u>					
Sewer Residential	208,394	207,552	0.41%	843	204,501
Sewer Industrial	290,368	290,368	0.00%	0	316,824
Sewer Institutional	40,006	40,006	0.00%	0	36,241
Sewer Connection Fees	15,000	0	0.00%	15,000	0
<u>Total Operating Revenue</u>	<u>553,768</u>	<u>537,926</u>	<u>2.95%</u>	<u>15,843</u>	<u>557,566</u>
<u>Grants</u>					
Provincial Government Grants	0	0	0.00%	0	5,688
<u>Total Grants</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>5,688</u>
<b>Total Revenue</b>	<b>553,768</b>	<b>537,926</b>	<b>2.95%</b>	<b>15,843</b>	<b>563,254</b>
<b>Expenses</b>					
<b><u>Sewer Administration</u></b>					
<u>Salaries &amp; Benefits</u>					
Regular Wages	46,672	40,497	15.25%	6,175	18,398
CPP	2,004	1,877	6.75%	127	865
EI	734	702	4.66%	33	336
WCB	835	835	0.00%	0	461
Group Medical & Life	1,482	4,510	(67.15%)	(3,028)	528
Pension	3,734	3,240	15.25%	494	1,560
<u>Total Salaries &amp; Benefits</u>	<u>55,461</u>	<u>51,661</u>	<u>7.36%</u>	<u>3,800</u>	<u>22,148</u>
<u>General Expenses</u>					
Travel	3,000	3,000	0.00%	0	206
Meals	0	0	0.00%	0	0
Training & Conferences	1,800	1,800	0.00%	0	3,481
Membership Fees & Dues	400	400	0.00%	0	431
Office Supplies	1,000	1,000	0.00%	0	255
Administration Fees	34,941	36,817	(5.10%)	(1,876)	0
Communications	2,524	2,524	0.00%	0	2,064
<u>Total General Expenses</u>	<u>43,665</u>	<u>45,541</u>	<u>(4.12%)</u>	<u>(1,876)</u>	<u>6,437</u>
<u>Contribution to Reserves</u>	<u>52,951</u>	<u>0</u>	<u>0.00%</u>	<u>52,951</u>	<u>0</u>
<b>Total Sewer Administration Expenses</b>	<b>152,077</b>	<b>97,202</b>	<b>56.46%</b>	<b>54,875</b>	<b>28,585</b>
<b><u>Sewer Collection</u></b>					
<u>Salaries &amp; Benefits</u>					
Hourly Wages	7,611	7,627	(0.20%)	(16)	6,706
CPP	401	375	6.75%	25	315
EI	147	140	4.66%	7	120
WCB	167	167	0.00%	0	155
Group Medical & Life	484	426	13.57%	58	323
Pension	609	610	(0.20%)	(1)	131
<u>Total Salaries &amp; Benefits</u>	<u>9,419</u>	<u>9,345</u>	<u>0.78%</u>	<u>73</u>	<u>7,750</u>
<u>General Expenses</u>					
Facility Insurance	392	387	1.46%	6	305
Utilities	31,015	39,283	(21.05%)	(8,268)	23,841
Repairs & Maintenance	43,400	29,500	47.12%	13,900	70,485
<u>Total General Expenses</u>	<u>74,807</u>	<u>69,170</u>	<u>8.15%</u>	<u>5,638</u>	<u>94,631</u>
<b>Total Sewer Collection Expenses</b>	<b>84,226</b>	<b>78,515</b>	<b>7.27%</b>	<b>5,711</b>	<b>102,381</b>

	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>Sewer Treatment</b>					
<u>Salaries &amp; Benefits</u>					
Hourly Wages	60,890	61,015	(0.20%)	(125)	61,202
CPP	3,206	3,004	6.75%	203	2,913
EI	1,175	1,123	4.66%	52	1,190
WCB	1,335	1,335	0.00%	0	1,466
Group Medical & Life	3,875	3,412	13.57%	463	2,786
Pension	4,871	4,881	(0.20%)	(10)	1,073
<u>Total Salaries &amp; Benefits</u>	<u>75,352</u>	<u>74,770</u>	<u>0.78%</u>	<u>583</u>	<u>70,630</u>
<u>General Expenses</u>					
Facility Insurance	5,882	7,140	(17.62%)	(1,258)	9,581
Utilities	115,332	121,421	(5.01%)	(6,089)	95,742
Repairs & Maintenance	77,398	77,898	(0.64%)	(500)	90,755
Tools & Equipment	1,000	1,000	0.00%	0	1,747
Sewer Treatment Testing	20,000	20,000	0.00%	0	21,977
Clothing & Safety Equipment	800	800	0.00%	0	1,892
<u>Total General Expenses</u>	<u>220,412</u>	<u>228,259</u>	<u>(3.44%)</u>	<u>(7,847)</u>	<u>221,694</u>
<b>Total Sewer Treatment Expenses</b>	<b>295,764</b>	<b>303,029</b>	<b>(2.40%)</b>	<b>(7,264)</b>	<b>292,324</b>
<u>Long Term Debt</u>					
Debenture Principal	18,231	44,131	(58.69%)	(25,900)	55,531
Debenture Interest	3,470	4,830	(28.16%)	(1,360)	3,928
<u>Total Long Term Debt</u>	<u>21,701</u>	<u>48,961</u>	<u>(55.68%)</u>	<u>(27,260)</u>	<u>59,459</u>
<b>Total Sewer Expenses</b>	<b>553,768</b>	<b>527,707</b>	<b>4.94%</b>	<b>26,062</b>	<b>482,749</b>
<b>Sewer Net Surplus (Deficit)</b>	<b>0</b>	<b>10,219</b>	<b>(100.00%)</b>	<b>(10,219)</b>	<b>80,505</b>
<u>Partner Contributions</u>					
Other Solid Waste Charges	8,142	8,142	0.00%	0	8,723
Valley Waste Resource Management	211,137	220,962	(4.45%)	(9,825)	223,507
<u>Total Partner Contributions</u>	<u>219,279</u>	<u>229,104</u>	<u>(4.29%)</u>	<u>(9,825)</u>	<u>232,230</u>
<b>Total Expenses</b>	<b>773,047</b>	<b>756,811</b>	<b>2.15%</b>	<b>16,237</b>	<b>714,979</b>
<b>Net Surplus (Deficit)</b>	<b>(219,279)</b>	<b>(218,885)</b>	<b>0.18%</b>	<b>(395)</b>	<b>(151,725)</b>



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>PLANNING AND DEVELOPMENT</b>					
<b>Revenue</b>					
Planning	10,000	8,000	25.00%	2,000	11,139
<b>Total Revenue</b>	<b>10,000</b>	<b>8,000</b>	<b>25.00%</b>	<b>2,000</b>	<b>11,139</b>
<b>Expenses</b>					
<u>Salaries &amp; Benefits</u>					
Regular Wages	35,299	30,206	16.86%	5,093	22,444
CPP	2,136	1,381	54.70%	755	1,386
EI	867	689	25.83%	178	580
WCB	957	722	32.51%	235	721
Group Medical & Life	2,339	1,998	17.04%	341	0
Pension	2,366	1,959	20.80%	407	178
<u>Total Salaries &amp; Benefits</u>	<u>43,964</u>	<u>36,955</u>	<u>18.97%</u>	<u>7,009</u>	<u>25,309</u>
<u>General Expenses</u>					
Travel	500	500	0.00%	0	434
Office Supplies	1,000	1,000	0.00%	0	0
Communication	600	0	0.00%	600	0
Advertising	3,000	3,000	0.00%	0	4,799
Postage & Courier	100	100	0.00%	0	31
Legal	10,000	10,000	0.00%	0	8,725
Other Professional Fees	91,500	116,500	(21.46%)	(25,000)	145,997
<u>Total General Expenses</u>	<u>106,700</u>	<u>131,100</u>	<u>(18.61%)</u>	<u>(24,400)</u>	<u>159,986</u>
<b>Total Expenses</b>	<b>150,664</b>	<b>168,055</b>	<b>(10.35%)</b>	<b>(17,391)</b>	<b>185,295</b>
<b>Net Surplus (Deficit)</b>	<b>(140,664)</b>	<b>(160,055)</b>	<b>(12.12%)</b>	<b>19,391</b>	<b>(174,156)</b>



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>SOLAR GARDEN</b>					
<b>Revenue</b>					
Solar Garden Revenue	37,488	0	0.00%	37,488	0
<b>Total Revenue</b>	<b>37,488</b>	<b>0</b>	<b>0.00%</b>	<b>37,488</b>	<b>0</b>
<b>Expenses</b>					
<u>Salaries &amp; Benefits</u>					
Regular Salaries	0	0	0.00%	0	0
CPP	0	0	0.00%	0	0
EI	0	0	0.00%	0	0
WCB	0	0	0.00%	0	0
Group & Medical	0	0	0.00%	0	0
Pension	0	0	0.00%	0	0
<u>Total Salaries &amp; Benefits</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>	<u>0</u>	<u>0</u>
<u>General Expenses</u>					
Travel	0	0	0.00%	0	0
Meals	0	0	0.00%	0	0
Training & Conference	0	0	0.00%	0	0
Membership Fees & Dues	0	0	0.00%	0	0
Communications	0	0	0.00%	0	0
Insurance	32,488	0	0.00%	32,488	0
Administration Fees	0	0	0.00%	0	0
Repairs & Maintenance	0	0	0.00%	0	0
Tools & Equipment	0	0	0.00%	0	0
Safety Supplies	0	0	0.00%	0	0
Utilities	0	0	0.00%	0	0
<u>Total General Expenses</u>	<u>32,488</u>	<u>0</u>	<u>0.00%</u>	<u>32,488</u>	<u>0</u>
<u>Long Term Debt</u>					
Debenture Principal	0	0	0.00%	0	0
Debenture Interest	0	0	0.00%	0	0
<b><u>Total Debenture Expenses</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0.00%</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>Total Expenses</b>	<b>32,488</b>	<b>0</b>	<b>0.00%</b>	<b>32,488</b>	<b>0</b>
<b>Net Surplus (Deficit)</b>	<b>5,000</b>	<b>0</b>	<b>0.00%</b>	<b>5,000</b>	<b>0</b>

	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>ECONOMIC DEVELOPMENT</b>					
<b>Revenue</b>					
Federal Government Grants	0	0	0.00%	0	0
Provincial Government Grants	0	0	0.00%	0	850
Local Government Grants	0	0	0.00%	0	0
<b>Total Revenue</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>850</b>
<b>Expenses</b>					
<u>Salaries &amp; Benefits</u>					
Regular wages	36,178	31,470	14.96%	4,708	34,917
CPP	1,502	1,502	0.00%	0	1,928
EI	588	561	4.66%	26	754
WCB	668	668	0.00%	0	986
Group Medical & Life	1,994	1,715	16.22%	278	3,933
Pension	2,894	2,518	14.96%	377	5,120
<u>Total Salaries &amp; Benefits</u>	<u>43,824</u>	<u>38,434</u>	<u>14.02%</u>	<u>5,389</u>	<u>47,638</u>
<u>General Expenses</u>					
Travel	1,180	1,080	9.26%	100	548
Training & Conferences	300	300	0.00%	0	1,517
Membership Fees & Dues	350	350	0.00%	0	360
Communication	540	1,020	(47.06%)	(480)	1,665
Marketing Promo & Community Dev.	6,800	9,800	(30.61%)	(3,000)	24,012
<u>Total General Expenses</u>	<u>9,170</u>	<u>12,550</u>	<u>(26.93%)</u>	<u>(3,380)</u>	<u>28,102</u>
<u>Partner Contributions</u>					
Valley Regional Enterprise Network	14,100	14,100	0.00%	0	14,865
Valley Community Fibre Network	3,200	3,200	0.00%	0	3,204
Nova Scotia Housing Authority	0	40,000	(100.00%)	(40,000)	51,759
<u>Total Partner Contributions</u>	<u>17,300</u>	<u>57,300</u>	<u>(69.81%)</u>	<u>(40,000)</u>	<u>69,828</u>
<b>Total Expenses</b>	<b>70,294</b>	<b>108,284</b>	<b>(35.08%)</b>	<b>(37,991)</b>	<b>145,568</b>
<b>Net Surplus (Deficit)</b>	<b>(70,294)</b>	<b>(108,284)</b>	<b>(35.08%)</b>	<b>37,991</b>	<b>(144,718)</b>

	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>VISITOR INFORMATION CENTRE</b>					
<b>Revenue</b>					
Federal Government Grants	4,000	4,000	0.00%	0	8,256
Provincial Government Grants	4,000	4,000	0.00%	0	6,959
Local Government Grants	2,000	2,000	0.00%	0	0
<b>Total Revenue</b>	<b>10,000</b>	<b>10,000</b>	<b>0.00%</b>	<b>0</b>	<b>15,215</b>
<b>Expenses</b>					
<u>Salaries &amp; Benefits</u>					
Hourly Wages	10,483	9,723	7.82%	760	2,953
CPP	416	370	12.21%	45	191
EI	244	222	9.80%	22	114
WCB	284	232	22.25%	52	83
<u>Total Salaries &amp; Benefits</u>	<u>11,427</u>	<u>10,547</u>	<u>8.33%</u>	<u>879</u>	<u>3,341</u>
<u>General Expenses</u>					
Communications	0	0	0.00%	0	1,346
Utilities	626	893	(29.83%)	(266)	655
Operational Materials/Supplies	0	0	0.00%	0	0
<u>Total General Expenses</u>	<u>626</u>	<u>893</u>	<u>(29.83%)</u>	<u>(266)</u>	<u>2,001</u>
<b>Total Expenses</b>	<b>12,053</b>	<b>11,440</b>	<b>5.35%</b>	<b>612</b>	<b>5,342</b>
<b>Net Surplus (Deficit)</b>	<b>(2,053)</b>	<b>(1,440)</b>	<b>42.51%</b>	<b>(612)</b>	<b>9,873</b>

	<b>2025 BUDGET</b>	<b>2024 BUDGET</b>	<b>%</b>	<b>\$</b>	<b>2023 AUDITED ACTUAL</b>
<b>REC ADMIN</b>					
<b>Revenue</b>					
<u>Grants</u>					
Federal Government Grants	0	0	0.00%	0	0
Provincial Government Grants	37,500	50,000	(25.00%)	(12,500)	36,500
Local Government Grants	12,500	12,500	0.00%	0	400
<u>Total Grants</u>	<u>50,000</u>	<u>62,500</u>	<u>(20.00%)</u>	<u>(12,500)</u>	<u>36,900</u>
<b>Total Revenue</b>	<b>50,000</b>	<b>62,500</b>	<b>(20.00%)</b>	<b>(12,500)</b>	<b>36,900</b>
<b>Expenses</b>					
<u>Salaries &amp; Benefits</u>					
Regular wages	120,899	111,814	8.12%	9,085	83,854
CPP	5,839	5,805	0.58%	34	8,733
EI	2,430	2,316	4.89%	113	1,735
WCB	2,807	2,104	33.39%	703	2,133
Group Medical & Life	10,792	1,499	620.16%	9,294	6,376
Pension	9,672	8,945	8.12%	727	3,179
<u>Total Salaries &amp; Benefits</u>	<u>152,439</u>	<u>132,483</u>	<u>15.06%</u>	<u>19,955</u>	<u>106,010</u>
<u>General Expenses</u>					
Travel	3,650	3,200	14.06%	450	842
Training & Conferences	2,600	2,600	0.00%	0	931
Membership Fees & Dues	900	1,400	(35.71%)	(500)	3,297
Meals	150	150	0.00%	0	0
Meetings	100	100	0.00%	0	70
Advertising	0	0	0.00%	0	702
Office Supplies	0	0	0.00%	0	113
Communications	540	540	0.00%	0	1,641
<u>Total General Expenses</u>	<u>7,940</u>	<u>7,990</u>	<u>(0.63%)</u>	<u>(50)</u>	<u>7,596</u>
<u>Community Events &amp; Festivals</u>					
General Events & Festivals	17,370	26,620	(34.75%)	(9,250)	15,870
<u>Total Community Events</u>	<u>17,370</u>	<u>26,620</u>	<u>(34.75%)</u>	<u>(9,250)</u>	<u>15,870</u>
<b>Total Expenses</b>	<b>177,749</b>	<b>167,093</b>	<b>6.38%</b>	<b>10,655</b>	<b>129,476</b>
<b>Net Surplus (Deficit)</b>	<b>(127,749)</b>	<b>(104,593)</b>	<b>22.14%</b>	<b>(23,155)</b>	<b>(92,576)</b>



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>REC PROGRAMMING</b>					
<b>Revenue</b>					
Misc Recreation Program Revenue	2,000	1,280	56.25%	720	3,587
Summer Day Camp	30,000	30,000	0.00%	0	29,600
After School Program	61,500	61,500	0.00%	0	54,470
Adult Programs	0	960	(100.00%)	(960)	4,309
Pickleball	1,800	1,800	0.00%	0	0
<u>Total Revenue</u>	<u>95,300</u>	<u>95,540</u>	<u>(0.25%)</u>	<u>(240)</u>	<u>91,966</u>
<u>Grants</u>					
Federal Government Grants	16,000	16,000	0.00%	0	10,852
Provincial Government Grants	13,500	3,750	260.00%	9,750	1,238
Local Government Grants	11,000	11,000	0.00%	0	0
<u>Total Grants</u>	<u>40,500</u>	<u>30,750</u>	<u>31.71%</u>	<u>9,750</u>	<u>12,090</u>
<b>Total Revenue</b>	<b>135,800</b>	<b>126,290</b>	<b>7.53%</b>	<b>9,510</b>	<b>104,056</b>
<b>Expenses</b>					
<u>Salaries &amp; Benefits</u>					
Regular Wages	30,865	27,690	11.47%	3,175	25,748
After School Program Wages	38,047	49,340	(22.89%)	(11,293)	33,599
Summer Camp Wages	39,509	29,908	32.10%	9,601	23,227
CPP	4,946	4,780	3.47%	166	2,723
EI	2,520	2,440	3.25%	79	1,778
WCB	2,938	2,556	14.96%	382	1,964
Group Medical & Life	2,761	3,085	(10.50%)	(324)	1,087
Pension	2,469	2,215	11.47%	254	0
<u>Total Salaries &amp; Benefits</u>	<u>124,055</u>	<u>122,014</u>	<u>1.67%</u>	<u>2,040</u>	<u>90,126</u>
<u>General Expenses</u>					
Communication	1,080	1,080	0.00%	0	263
<u>Total General Expenses</u>	<u>1,080</u>	<u>1,080</u>	<u>0.00%</u>	<u>0</u>	<u>263</u>
<u>Program Expenditures</u>					
General Program Expenditures	2,750	2,750	0.00%	0	7,931
Summer Day Camp	1,800	1,800	0.00%	0	1,910
After School Program	1,500	1,500	0.00%	0	1,229
Adult Program	0	2,700	(100.00%)	(2,700)	1,400
<u>Total Program Expenditures</u>	<u>6,050</u>	<u>8,750</u>	<u>(30.86%)</u>	<u>(2,700)</u>	<u>12,470</u>
<b>Total Expenses</b>	<b>131,185</b>	<b>131,844</b>	<b>(0.50%)</b>	<b>(660)</b>	<b>102,859</b>
<b>Net Surplus (Deficit)</b>	<b>4,615</b>	<b>(5,554)</b>	<b>(183.09%)</b>	<b>10,170</b>	<b>1,197</b>



	<b>2025 BUDGET</b>	<b>2024 BUDGET</b>	<b>%</b>	<b>\$</b>	<b>2023 AUDITED ACTUAL</b>
<b>FITNESS CENTRE</b>					
<b>Revenue</b>					
Membership Sales	138,800	131,712	5.38%	7,088	86,202
Personal Training	6,000	8,000	(25.00%)	(2,000)	7,466
Common BDCA	4,000	4,000	0.00%	0	4,840
Fitness Classes	0	0	0.00%	0	0
<b>Total Revenue</b>	<b>148,800</b>	<b>143,712</b>	<b>3.54%</b>	<b>5,088</b>	<b>98,508</b>
<b>Expenses</b>					
<u>Salaries &amp; Benefits</u>					
Regular Wages	99,358	93,763	5.97%	5,594	95,658
CPP	5,287	4,954	6.72%	333	4,718
EI	2,309	2,140	7.92%	169	2,132
WCB	2,693	2,241	20.15%	452	2,529
Group Medical & Life	9,034	7,828	15.41%	1,206	6,802
Pension	6,843	6,499	5.30%	344	4,934
<u>Total Salaries &amp; Benefits</u>	<u>125,524</u>	<u>117,425</u>	<u>6.90%</u>	<u>8,099</u>	<u>116,773</u>
<u>General Expenses</u>					
Travel	0	0	0.00%	0	0
Training & Conferences	0	0	0.00%	0	0
Communications & Cable	2,100	2,100	0.00%	0	1,564
Advertising	300	250	20.00%	50	364
Insurance	885	750	18.05%	135	630
Contracted Services	0	0	0.00%	0	2,786
Personal Trainers	8,100	9,800	(17.35%)	(1,700)	7,757
Utilities	11,250	10,713	5.01%	537	11,857
Shared Expenses	9,000	9,000	0.00%	0	3,195
Operational Supplies	5,900	5,900	0.00%	0	2,515
Repairs & Maintenance	2,500	2,500	0.00%	0	1,786
<u>Total General Expenses</u>	<u>40,035</u>	<u>41,013</u>	<u>(2.38%)</u>	<u>(978)</u>	<u>32,454</u>
<b>Total Expenses</b>	<b>165,559</b>	<b>158,438</b>	<b>4.49%</b>	<b>7,121</b>	<b>149,227</b>
<b>Net Surplus (Deficit)</b>	<b>(16,759)</b>	<b>(14,726)</b>	<b>13.80%</b>	<b>(2,033)</b>	<b>(50,719)</b>



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<b>PARKS &amp; FACILITIES</b>					
<b>Revenue</b>					
<u>Facility Rentals</u>	4,660	4,660	0.00%	0	8,390
<u>Grants</u>					
Federal Government Grants	9,152	5,720	60.00%	3,432	6,611
Provincial Government Grants	5,824	13,224	(55.96%)	(7,400)	20,261
Local Government Grants	0	0	0.00%	0	30,025
<u>Total Grants</u>	<u>14,976</u>	<u>18,944</u>	<u>(20.95%)</u>	<u>(3,968)</u>	<u>56,897</u>
<b>Total Revenue</b>	<b>19,636</b>	<b>23,604</b>	<b>(16.81%)</b>	<b>(3,968)</b>	<b>65,287</b>
<b>Expenses</b>					
<u>Salaries &amp; Benefits</u>					
Hourly Wages	31,273	25,169	24.25%	6,105	31,610
CPP	1,444	1,755	(17.70%)	(311)	1,728
EI	727	913	(20.37%)	(186)	999
WCB	848	956	(11.34%)	(108)	1,193
Group Medical & Life	0	0	0.00%	0	0
Pension	0	0	0.00%	0	0
<u>Total Salaries &amp; Benefits</u>	<u>34,292</u>	<u>28,793</u>	<u>19.10%</u>	<u>5,500</u>	<u>35,530</u>
<u>General Expenses</u>					
Travel	274	333	(17.70%)	(59)	0
Communications	790	250	216.00%	540	407
Facility Insurance	6,503	5,511	18.00%	992	4,631
Meals	100	0	0.00%	100	0
Utilities	5,135	1,456	252.71%	3,679	4,756
Tools & Equipment	4,700	6,000	(21.67%)	(1,300)	1,486
Safety Supplies	900	600	50.00%	300	1,116
<u>Total General Expenses</u>	<u>18,402</u>	<u>14,150</u>	<u>30.05%</u>	<u>4,252</u>	<u>12,396</u>
<u>Repairs &amp; Maintenance</u>					
General Repairs & Maintenance	5,000	5,000	0.00%	0	6,562
Ballfields Maintenance	6,000	6,200	(3.23%)	(200)	3,962
Tennis Courts Maintenance	500	300	66.67%	200	63
Splash Pad Maintenance	2,000	2,000	0.00%	0	1,077
Rainforth Park Maintenance	16,000	2,000	700.00%	14,000	2,138
Centennial Park Maintenance	0	4,000	(100.00%)	(4,000)	894
Spicer Park Maintenance	0	0	0.00%	0	193
Chute Park Maintenance	0	1,000	(100.00%)	(1,000)	3,341
Trails Maintenance	0	3,500	(100.00%)	(3,500)	2,918
Carol's Place Maintenance	8,600	9,800	(12.24%)	(1,200)	8,558
<u>Total Repairs &amp; Maintenance</u>	<u>38,100</u>	<u>33,800</u>	<u>12.72%</u>	<u>4,300</u>	<u>29,706</u>
<u>Vehicle Expenses</u>					
Vehicle Insurance	2,877	2,524	14.00%	353	2,214
Fuel	3,500	3,500	0.00%	0	1,261
Vehicle Maintenance	1,450	800	81.25%	650	52
2019 GMC Sierra V-18	0	0	0.00%	0	761
2017 Kubota 0-Turn Mower V-35	0	0	0.00%	0	117
2018 HMD Utility Trailer V-25 (Water Tank)	0	0	0.00%	0	46
2019 Kubota Zero Turn V-35	0	0	0.00%	0	1,718
Kubota Zero Turn V-37	0	0	0.00%	0	986
1996 Float Trailer V-40	0	0	0.00%	0	46
<u>Total Vehicle Expenses</u>	<u>7,827</u>	<u>6,824</u>	<u>14.70%</u>	<u>1,003</u>	<u>7,201</u>



	2025 BUDGET	2024 BUDGET	%	\$	2023 AUDITED ACTUAL
<u>Long Term Debt</u>					
Principal	18,150	18,150	0.00%	0	18,150
Interest	7,933	8,327	(4.74%)	(395)	8,562
<u>Total Long Term Debt</u>	<u>26,083</u>	<u>26,477</u>	<u>(1.49%)</u>	<u>(395)</u>	<u>26,712</u>
<u>Partner Contributions</u>					
Annapolis Valley Regional Library	17,400	17,400	0.00%	0	17,400
<u>Total Partner Contributions</u>	<u>17,400</u>	<u>17,400</u>	<u>0.00%</u>	<u>0</u>	<u>17,400</u>
<b>Total Expenses</b>	<b>142,104</b>	<b>127,444</b>	<b>11.50%</b>	<b>14,661</b>	<b>128,945</b>
<b>Net Surplus (Deficit)</b>	<b>(122,468)</b>	<b>(103,840)</b>	<b>17.94%</b>	<b>(18,629)</b>	<b>(63,658)</b>

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Project Name	Project Description	Estimated Total Project Cost	Net Project Cost to Town
Free Board WWTP	Gravel to build up free board- build section across north side middle	12,000	12,000
WWTP Aeration, Filter Pilot	Aeration of Lagoon 2; blowers; Pilot two options for WWTP: 1- Disc Filter 2- Sand Filter	2,518,000	1,259,000
Sewer Lateral Connection	Kent Field Estates install lateral from sanitary sewer main to property line	10,000	10,000
Portable Pumper Truck	Replace 1994 Portable pumper truck	305,540	140,847
Centennial Park Building	New building and washrooms with additional rec. equipment storage; Accessible 5 ft. paved walk-way from Union St. to gazebo (crusher dust is \$11K); accessible gazebo; trail; Ball field fence repair (\$30K) Green Building	290,000	182,500
Carol's Place Flooring	Carol's Place Flooring- Poly Floor Classic Mystic	15,000	-
Storm Water Management Plan	Storm Water Management Plan	100,000	50,000
Storm Water Upgrades Bezanson	Storm Water Upgrades Bezanson St. Culvert & Ditching 354 Meters	75,000	37,500
Public Works Vehicle	New or Used Half Ton Truck for Public Works to replace 2009 GMC Sierra 1500 half ton (WWTP truck) ELECTRIC VEHICLE or HYBRID	100,000	100,000
Sidewalk Replacement Union & Maple	Finish Union St.; West Main St./Commercial to Foster (Main St. Sidewalk)	25,000	25,000
Maple Avenue Sidewalk	Replace 470 meters of sidewalk, storm drainage and install new curb, connecting point from trails to PW (Cottage St to South St.) incl. storm drains	300,000	300,000
Crosswalk Flashing Lights X 2	2 X Crosswalk Flashing Light Unit: Commercial and Main St. & Cottage St./Main St	20,000	20,000
Heaters for Public Works Buildings	Install 10KW 3 phase heater in generator room & 2KW unit heater in generator building	7,200	7,200
Town Video Cameras	Replace and refresh town security surveillance system	17,000	17,000
Upgrade MESH	Adding 4 additional public wifi access points;	15,000	15,000
Phase 2 Water Storage Building	Water Storage Structure on top of tank (building)	72,503	26,252
Fitness Centre Access Controls	Upgrade access controls at Fitness Centre	6,500	6,500
Christmas Lights	Updating Christmas lights on decorative poles on Commercial St.	25,000	12,500
		<b>Total Investment</b>	<b>3,913,743</b>
<b>Carry Forward 23/24</b>			<b>1,834,526</b>
Water Storage Tank	Design and Build Water Storage Tank at Fire Hall	389,465	194,733
Accessible Customer Service Tower	Renovate Town Hall customer service area to ensure accessible	100,000	50,000
		<b>Total Carry Forward Approved 23/24</b>	<b>489,465</b>
			<b>244,733</b>

Project Name	Project Description	Estimated Total Project Cost	Net Project Cost to Town
WWTP	Install of tertiary treatment system (filter)	6,000,000	1,620,000
Free Board WWTP	Gravel to build up free board- build section TBD	12,000	12,000
Sidewalk Replacement	Foster St. to Eden Valley (Main st. sidewalk)	25,000	25,000
New Plow Truck	Plow Truck (Replace 2005)	250,000	250,000
<b>Total Investment</b>		<b>6,287,000</b>	<b>1,907,000</b>

DRAFT

<b>Project Name</b>	<b>Project Description</b>	<b>Estimated Total Project Cost</b>	<b>Net Project Cost to the Town</b>
Free Board WWTP	Gravel to build up free board- build section TBD	12,000	12,000
Foster Street Sewer Upgrades	Main St. to Mill St.	1,150,800	310,716
Centennial Park	Phase 2 Centennial Park- Pavillion etc.	100,000	50,000
Foster Street Road	Main St. to Mill St.	1,120,500	370,500
Sidewalk Replacement	TBD per sidewalk replacement plan	25,000	25,000
Bus Shelters	Kings Mutual, GVM, Main St. Video	45,000	15,000
Main St. Rehabilitation	Design for Main St. Rehabilitation (216 Main St. to Eden Valley)	100,000	100,000
Orchard St. Sidewalk	Design for Orchard St. Sidewalk	25,000	25,000
Traffic Light Control Panel	Update panel and sensors at traffic lights on Commercial/Union St.	50,000	50,000
<b>Total Investment</b>		<b>2,628,300</b>	<b>958,216</b>

DRAFT

Project Name	Project Description	Estimated Total Project Cost	Net Project Cost to the Town
Free Board WWTP	Gravel to build up free board- build section TBD	12,000	12,000
Fire Pumper Tanker	Front line Pumper Tanker to replace Mack Tanker Unit #21	1,900,000	950,000
Sidewalk Replacement	TBD per sidewalk replacement plan	25,000	25,000
Orchard St. Sidewalk	Install proper sidewalk on Orchard St.	300,000	300,000
<b>Total Investment</b>		<b>2,237,000</b>	<b>1,287,000</b>

DRAFT

Project Name	Project Description	Estimated Total Project Cost	Net Project Cost to the Town
Free Board WWTP	Gravel to build up free board- build section TBD	12,000	12,000
Main St. Refurbishment	Main St- Eden Valley to 216 Commercial St.- replacing sewer lines, adding storm, 1.32 KM- 1320 meters	1,250,000	337,500
Main St. Refurbishment	Main St- Eden Valley to 216 Commercial St.- road, sidewalk- 1.32 KM- 1320 meters	1,250,000	337,500
Sidewalk Replacement	TBD per sidewalk replacement plan	25,000	25,000
<b>Total Investment</b>		<b>2,537,000</b>	<b>712,000</b>

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Year	Capital Reserves	Operating Reserves	Prov Grant	Fed Grant	Other Contributions	Debt	Total
<b>2024/25</b>	439,500	170,952	1,541,252	-	189,693	1,572,347	<b>3,913,743</b>
<b>2025/26</b>	25,000	12,000	1,980,000	2,400,000	-	1,870,000	<b>6,287,000</b>
<b>2026/27</b>	115,000	162,000	1,129,764	510,320	30,000	681,216	<b>2,628,300</b>
<b>2027/28</b>	325,000	12,000	-	-	950,000	950,000	<b>2,237,000</b>
<b>2028/29</b>	275,000	12,000	825,000	1,000,000	-	425,000	<b>2,537,000</b>
<b>Total</b>	<b>\$1,179,500</b>	<b>\$ 368,952</b>	<b>\$ 5,476,016</b>	<b>\$ 3,910,320</b>	<b>\$ 1,169,693</b>	<b>\$ 5,498,563</b>	<b>\$ 17,603,043</b>
<b>Forecasted Reserve Balance</b>	<b><u>\$398,238</u></b>	<b><u>\$560,310</u></b>					

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# **INFORMATION REPORT**

## **Community Solar Garden Project**

### **Projected Final Costs**



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**To:** Town Council  
**From:** Lisa Buchan, Director of Finance  
**Date:** April 15<sup>th</sup>, 2024  
**Subject:** Community Solar Garden Project Projected Costs

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#### **References/Attachments**

- ICIP-21-0006 NS Municipal Community Solar Garden Projects
- ICIP Funding Budget-DMA Operating Budget 2021-01-19
- AREA Board Approved Community Solar Garden Budget
- Berwick Community Solar Garden Variance Analysis April 2024

#### **Legislation**

N/A

#### **Background**

In collaboration with the Alternative Resource Energy Authority (AREA) partners (Town of Antigonish, Town of Mahone Bay and Town of Berwick), the Town of Berwick was successful in securing grant funding of \$7.7 million through the Investing in Canada Infrastructure Program (ICIP). The original grant application was based on an AREA provided budget of \$10,634,000, of which Berwick receives 73.33% funding.

Shortly after the grant was awarded, AREA took a revised budget for AREA Board approval, and Berwick's project budget was amended to be \$11,057,701. This was to reflect estimated cost increases that occurred between the timing of when the grant application was submitted to when it was approved.

Unfortunately, the ICIP grant had been approved based on the original budget and the revised budget increases were not eligible for additional grant funding. The funding sources for the Berwick Community Solar Garden are the ICIP grant funding of \$7.7 million, with the balance being funded by way of debt.

As AREA was the project manager for all three sites, all solar garden expenses were to flow through AREA, be invoiced back to the Towns, and then AREA would prepare and submit the ICIP claims.

Initially, it was intended that AREA would submit individual claims for each Town. However, as the claims included shared expenses that were appearing on 3 separate claim forms, this led to an additional level of complexity for the audit of each claim by the province. This led to delays in processing claim submissions. Accordingly, the province advised that the claim submissions must be consolidated.

# INFORMATION REPORT

## Community Solar Garden Project

### Projected Final Costs



Berwick has provided the attached variance report, which has been prepared based on known information, analysis and estimates completed in Berwick, and estimates and comments from AREA.

The Berwick Community Solar Garden total cost is estimated at \$12,966,000, resulting in the project total cost overage of \$1,908,400.

The following information provides additional context regarding the final estimated project costs for the Berwick Community Solar Garden.

#### **Allocation of Expenses**

AREA used several different formulas to allocate expenses and grant funds to the solar garden projects:

<b>Application Rationale</b>	<b>TOB</b>	<b>TOMB</b>	<b>TOA</b>
ICIP Grant Distribution based on approved budget	<b>47.52%</b>	28.20%	24.28%
Expense distribution equally between each site	<b>33.33%</b>	33.33%	33.33%
Expense distribution based on est. production per site	<b>54.93%</b>	23.96%	21.12%
Expense identified solely as Berwick Solar Garden	<b>100%</b>	0%	0%

#### **Interest Expenses**

The total estimated interest costs to date for the project are \$786,000.

<b>Item</b>	<b>Estimated Interest Expense</b>
Holdbacks	\$31,000
Eligible Invoices Unclaimed with ICIP	\$17,000
Delays in ICIP claim reimbursements	\$189,000
Construction delays and higher interest rates	\$549,000

#### **Holdbacks- \$410,000 paid**

Throughout the construction of the solar garden, AREA has invoiced the Town of Berwick for holdbacks on GP Joule/Goldbeck invoices. While the holdbacks are not due to the vendor until the project has been successfully completed, AREA has advised these funds were used to mitigate AREA’s cash flow issues and were not held in an interest-bearing account throughout the duration of the project.

The holdback Berwick has paid cannot be submitted on ICIP grant claims until AREA pays the holdback to GP Joule/Goldbeck.

Berwick has incurred approximately **\$31k of interest** to date and continues to incur approximately **\$2k per month** of related interest expenses.

# INFORMATION REPORT

## Community Solar Garden Project

### Projected Final Costs

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#### **Eligible Invoices Unclaimed with ICIP**

Berwick has directly paid over \$463,000 worth of invoices and provided them to AREA, as supported within AREA's budgeting tool. Approximately \$281,000 of these expenses are eligible for ICIP grant funding, however AREA has not yet submitted these claims for reimbursement.

Berwick has incurred approximately **\$17k of interest** to date and continues to incur approximately **\$1K per month** of related interest expenses.

#### **Delays in ICIP Claim Processing and Reimbursements**

Initially, AREA filed individual claims for each town, however after the first seven submissions, the province required that the claims must be consolidated into one submission each time. In the beginning, claims were submitted and reimbursed within two months, however, due to competing priorities within AREA, the length of time to submit claims continued to grow, with claims 7 and 8 taking between 4-6 months for reimbursement and Claims 9 through 12 taking 3 months for reimbursement. Claim 13, of approximately \$1.6M, took 16 months between date of filing and the date Berwick was reimbursed. Claim 14 took 11 months between date of filing and date of reimbursement. Claim 15 took 6 months from date of submission to be reimbursed. Claims 17 through 19 are in process, although they include invoices that are in some cases, over a year old.

At present, Berwick is eligible to receive the balance of the ICIP grant funds in Claims 17 through 19, equal to \$827K. Berwick continues to incur approximately **\$4K per month** of related interest expense until such time as the claim reimbursements are received.

#### **HST Information**

The Solar Garden budget provided by AREA did not include HST. Unfortunately, no adjustments were made at that time to either (a) claim 100% of all input tax credits (ITC) under the assumption that the asset would be generating taxable revenue from the sale of energy, or (b) adjust the budget to reflect an additional 4.286% to reflect the non-rebatable portion of HST. (Municipalities may claim a rebate of 10.714% HST through the Public Service Rebate, which is standard practice for municipal capital projects.)

In February 2024, AREA suggested Berwick investigate claiming 100% input tax credits on the Solar Garden project.

Berwick conducted a review and analysis of the potential savings associated with this recommendation and have concluded as follows:

- The potential recovery of unreimbursed HST is approximately \$89k prior to interest and labour.
- To recover this the following steps are required:
  - TOB would need to individually refile with Canada Revenue Agency, all HST

**INFORMATION REPORT**  
**Community Solar Garden Project**  
**Projected Final Costs**



- returns from 2022 to present, presenting great risk of a CRA HST audit.
- AREA would need to refile all ICIP claims to the province to eliminate the non-rebateable HST portion previously claimed, from each invoice, and repay the amount of the grant received related to the change in HST status.
- Because the claims include shared expenses that have been allocated to the 3 partners, all three Towns would need to agree to this process.
- TOB would need to provide their share of the grant funds to AREA to enable them to repay the province.
- As this will further delay the release of funds for current and future claims, plus having to repay the rebateable portion of the grants received to date, the Town will incur additional monthly interest expenses.
- Labour costs of approximately \$15k would be required to complete this exercise from both AREA & the Town.
- Indirect expenses will be incurred resulting from the timing of competing priorities within AREA and the Towns. For Berwick, this means priorities would be shifted, i.e. sewer rates review, etc.
- Given the length of time to complete this exercise, coupled with the delays experienced in receiving ICIP claims funds, this exercise could take approximately 9-12 months to complete, incurring additional costs to the project of approximately:
  - Additional interest \$60-75k
  - Labour \$15-20k

Berwick has significant concerns that neither the Town nor AREA has the appropriate level of resources to complete this onerous exercise, there is great risk of no financial benefit to the project, and critical concerns that the exercise would detract from the Town’s financial and operational priorities.

Based on the above analysis, staff does not recommend this option.

As the Solar Garden is now operational, Berwick will be charging HST on the energy sold to BEC and claiming 100% of the ITC’s related to eligible solar garden expenses and has confirmed with the CRA that this is the appropriate path forward.

**Financial Implications**

The project overage of close to \$2m has increased the amount required to fund the balance of the project. The debt repayments will be higher than originally budgeted, resulting in a higher power purchase agreement price for the sale of the energy.

**Priority Alignment**

Check Applicable	Strategic Priority Area	Comments
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**INFORMATION REPORT**  
**Community Solar Garden Project**  
**Projected Final Costs**



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x	Economic	
x	Environmental	
x	Social	
	Cultural	

**Community Engagement/Communication**

N/A

CAO Initials:     JB

**ICIP Funding Budget Berwick Solar Garden  
2021**

<b>Community Solar Gardens</b>	<b>Berwick</b>
Solar System Size (kWpdc)	4776
<hr/>	
<b>Capital Budget Category</b>	<b>Berwick</b>
Site Assessment, Pile Testing and Surveying	\$ 212,000
Project Design, Engineering, Development, Permitting, and Environmental Compliance	\$ 587,000
Procurement of Goods	\$ 5,268,000
Installation, Transport, Civil Work & Site Preparation	\$ 1,831,000
Substation, Interconnection, Roads & Associated Infrastructure	\$ 1,547,000
Contingencies	\$ 1,189,000
<b>Capital Budget Total (\$)</b>	<b>\$ 10,634,000</b>
<b>ICIP Funding</b>	<b>\$ 7,797,912</b>
<b>Town Portion (Debenture)</b>	<b>\$ 2,836,088</b>

	Antigonish	Berwick	Mahone Bay	Total
Raw Project Cost (\$)	\$4,205,734	\$8,533,954	\$4,589,475	\$17,329,163
Contingency (\$)	\$420,573	\$853,395	\$458,948	\$1,732,916
Construction Dividend (\$)	\$693,946	\$1,408,102	\$757,263	\$2,859,312
<b>Total Cost (\$)</b>	<b>\$5,320,253</b>	<b>\$10,795,452</b>	<b>\$5,805,686</b>	<b>\$21,921,391</b>

	Antigonish	Berwick	Mahone Bay	Total Reserve Contingency
By Value (\$)	\$116,157	\$235,697	\$126,755	\$478,609
By Size (MW)	\$ 115,088	\$262,219	\$101,302	

Assumed Total Budget                    \$ 5,320,253   \$ 10,795,452   \$ 5,805,686   \$ 21,921,391

	Antigonish	Berwick	Mahone Bay	Totals
	Board Approved	Board Approved	Board Approved	Board Approved
Project Size (MWdc)	2.1	4.8	1.9	8.8
LG Solar Panels (\$)	\$ 1,164,867	\$ 2,650,858	\$ 1,026,342	\$ 4,842,067
Frankensolar Inverters (\$)	\$ 92,160	\$ 211,968	\$ 92,160	\$ 396,288
GP Joule Construction and Racking (\$)	\$ 2,822,668	\$ 5,090,383	\$ 2,516,065	\$ 10,429,116
Utility Line Upgrade (\$)	\$ 210,387	\$ 758,067	\$ 354,720	\$ 1,323,174
Project Dev., Prof. Serv., Spare Parts and Misc. (\$)	\$ 336,532	\$ 699,405	\$ 373,758	\$ 1,409,695
Sub-Total Project Raw Cost (\$)	\$ 4,626,613	\$ 9,410,681	\$ 4,363,045	\$ 18,400,339
Remaining Regular Contingency (\$)	-\$ 306	-\$ 23,332	\$ 685,377	\$ 661,740
Share of Reserve Contingency (\$)	\$ 115,102	\$ 262,249	\$ 101,259	\$ 478,609
Total Remaining Contingency (\$)	\$ 114,795	\$ 238,917	\$ 786,636	\$ 1,140,349
Dividend (\$)	\$ 693,946	\$ 1,408,102	\$ 757,263	\$ 2,859,312
Estimated Total Cost (\$)	\$ 5,435,355	\$ 11,057,701	\$ 5,906,945	\$ 22,400,000
Total Remaining Contingency as a Percentage of Raw Cost (%)	15%	2.5%	18.0%	6.2%

GP Joule Construction and Racking (\$)	\$2,822,668.00
Utility Line Upgrade (\$)	\$210,387.00
Project Dev., Prof. Serv., Spare Parts and Misc. (\$)	\$336,531.51
LG Solar Panels (\$)	\$1,164,866.56
Frankensolar Inverters (\$)	\$92,160.00
Total	\$ 4,626,613
Contingency and Dividend	\$ 808,742

\$ 30,180

	Antigonish	Berwick	Mahone Bay
Total Capital For Insurance Premiums	\$ 5,500,000.00	\$ 11,100,000.00	\$ 6,000,000.00
* Includes 15% dividend Distribution Line for Insurance Premiums	\$ 300,000.00	\$ 900,000.00	\$ 550,000.00
Remaining Solar Capital for Insurance Premiums	\$ 5,200,000.00	\$ 10,200,000.00	\$ 5,450,000.00

## Berwick Community Solar Garden Variance Report April 2024

Variance Item	Overage (Reduction)	Estimated Project Balance	Comments
Amended Budget Approved by Board		\$11,057,701	Approved budget submitted with ICIP application was \$10,634,000; Amended is \$423,701 higher with no 73.33% funding
GP Joule/Goldbeck	\$ 1,000,000	\$12,057,701	Overage due to commodity pricing i.e. steel and \$151K of change orders relating to road location and quality
Contingency	\$ (1,000,000)	\$11,057,701	Contingency used to cover GP Joule/Goldbeck overage
*Estimated Interest	\$ 785,967	\$11,843,668	See comments within information report
*Non-rebateable portion of HST unclaimed	\$ 89,000	\$11,932,668	See comments within information report
AREA Labour- Project Management Services	\$ 191,000	\$12,123,668	AREA underbudgeted for project management support & longer construction time
Voltage Regulators	\$ 150,000	\$12,273,668	Unbudgeted, upgrade to BEC infrastructure required for the Solar Garden Project
Distribution lines	\$ 137,000	\$12,410,668	Change Orders of \$48K; Commodity and service market increase due to covid and war in ukraine
*Outage not provided in AREA's variance report	\$ 114,033	\$12,524,701	Estimated expenses not identified within AREA variance analysis
Misc.	\$ 113,000	\$12,637,701	Included excavation of \$46K for driveway changes, WSP, Dillon, seacans of \$12K, location of underground infrastructure for pole placement, etc
Customs Clearance	\$ 107,000	\$12,744,701	Not budgeted as AREA was advised no custom costs would be incurred.
Civil Engineering	\$ 98,000	\$12,842,701	Changed site access road location and quality after budget approval
Construction Insurance	\$ 98,000	\$12,940,701	Budget was based on Ellershouse project; Project duration longer than expected
LG Solar Panels	\$ 45,000	\$12,985,701	Exchange rate higher than budgeted
Land Acquisition	\$ 23,000	\$13,008,701	Higher than budgeted
Project Management Services	\$ 22,000	\$13,030,701	Underbudgeted required project management support
Frankensolar Inverters	\$ 22,000	\$13,052,701	Exchange rate higher than budgeted
Solar Contracts Legal	\$ 18,000	\$13,070,701	Higher than budgeted
Solar Panel Storage	\$ (5,000)	\$13,065,701	Expense under budget
Program Marketing	\$ (6,000)	\$13,059,701	Expense under budget
Owners engineers	\$ (12,000)	\$13,047,701	Expense under budget
Accounting Setup	\$ (20,000)	\$13,027,701	Expense under budget
Spare Parts	\$ (22,000)	\$13,005,701	Spare parts required will be \$35K and are operational (not part of the capital project)
SCADA	\$ (40,000)	\$12,965,701	Expense under budget
<b>Project Overrun Estimate</b>	<b>\$ 1,908,000</b>		

\*Estimates determined in Berwick;  
All other variances and comments provided by AREA

**REQUEST FOR DECISION**  
**RFD014-2024**  
**Pre-Approval of Debenture**  
**Issuance: Community Solar Garden**



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**To:** Town Council  
**From:** Director of Finance  
**Date:** April 15<sup>th</sup>, 2024  
**Subject:** Pre-Approval of Debenture Issuance: Community Solar Garden

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**References/Attachments**

- Resolution for Pre-approval of Debenture Subject to Interest Rate: Community Solar Garden
- Information Report Community Solar Garden Project Projected Final Costs- April 15<sup>th</sup>, 2024

**Legislation**

Pursuant to the Municipal Government Act, Section 88

**Recommendation**

That Council approve the Town of Berwick's Pre-approval of Debenture Subject to Interest Rate for the Community Solar Garden in the amount of \$ 5,170,000 and proceed with participation in the Spring Debenture Intake with the Municipal Finance Division (MFD) of the Department of Finance and Treasury Board.

**Background**

As reported previously to Council, the Community Solar Garden certificate of completion was effective December 20<sup>th</sup>, 2023, and the asset has been online and producing energy to the Berwick Electric Commission grid. Berwick staff began requesting final cost estimates and actuals from AREA in November of 2023 and expressed our intent to participate in the Spring Debenture intake with Municipal Finance.

Through many inquiries, questions, and meetings with AREA staff, on March 31<sup>st</sup>, 2024, AREA provided a list they deem to be conservative and reasonable costing assumptions, however AREA advised they cannot be held accountable for final project costs differing from recommendations made. These assumptions were included in the Community Solar Garden Project Projected Final Costs report.

As presented in the information report Community Solar Garden Project Projected Final Costs, Berwick is expecting the project to conclude with actual expenses being approximately \$2 million over the original budget, for reasons outlined within the information report.

AREA investigated the option of securing a lower interest rate through potential lending

**REQUEST FOR DECISION**  
**RFD014-2024**  
**Pre-Approval of Debenture**  
**Issuance: Community Solar Garden**



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through the Canadian Infrastructure Bank. While Berwick appreciates the efforts, it proved not to be a viable option.

As the estimated outstanding costs have been provided by AREA and nothing of significance was noted, staff propose participating in the Spring Debenture. In ideal circumstances, with the project being completed in December of 2023, the expenses would be recorded well in advance to present time. Unfortunately, for various reasons, we are not in those ideal circumstances. Staff propose to borrow for the validated costs known at this time. Should additional project-related costs be identified within the near future, staff recommend funding these project costs with solar garden revenue through the power purchase agreement (PPA). It is well within reason to expect all project costs to be recorded by the end of calendar year 2024 and may be considered at that time. Another option may be to borrow from the operating reserve and repay through the PPA. Every option has a level of financial risk to consider.

With respect to the debenture, Berwick must select an appropriate term and amortization period. While the amortization period proposed within the original budget was 20 years, staff are recommending utilizing an amortization period of 30 years. As the project is significantly over budget and the interest rate is higher than originally expected, this will minimize any rate shock which would be experienced within the PPA due to the requirement to cover the debt repayments. The solar garden has an expected useful life of 30 years, which is acceptable per the provincial Financial Reporting Accounting Manual (FRAM).

As interest rates are currently high, and expected to decrease in the future, Berwick may elect to commit to a 5 year term, with an amortization period of 30 years. This means, in 5 years, the debenture will be up for refinancing and Berwick can opt for a term of 25 years or less at that time. With any decision, there is a risk that interest rates may increase due to unforeseen circumstances, as we have experienced of late because of Covid and the war in Ukraine.

Should Berwick choose a term of 30 years, in year 20 there is the option of either a balloon payment to repay the balance, or refinancing, as Municipal Finance does not offer a term greater than 20 years.

**Financial Implications**

The debt repayments, both principal and interest, for the Community Solar Garden will be paid with revenue received from the power purchase agreement with the Berwick Electric Commission. These debt repayments will not impact the Town's debt service ratio per the provincial financial condition indicator, as confirmed by the Department of Municipal Affairs and Housing on January 18, 2021.

**REQUEST FOR DECISION**  
**RFD014-2024**  
**Pre-Approval of Debenture**  
**Issuance: Community Solar Garden**



The final power purchase agreement will need to, at minimum, be established at a rate which will cover the debt repayment and operating costs.

**Priority Alignment**

<b>Check Applicable</b>	<b>Strategic Priority Area</b>	<b>Comments</b>
X	Economic	
X	Environmental	
X	Social	
	Cultural	

**Alternatives**

Council may direct staff to continue with temporary financing by way of the existing line of credit and participate in the Fall debenture intake. This will result in additional interest costs of approximately \$225,000-\$250,000 plus additional labour costs from AREA being allocated to the project. AREA has advised they may have the total actual costs outstanding prepared by that time; however, AREA could not guarantee as such.

As the temporary borrowing resolution expires in October 2024, with no option of extension and the line of credit is also due to expire in October as it is dependent on the temporary borrowing resolution, the Town is exposed to significant financial risk should we not be in a position to borrow in the Fall.

Council may provide alternate direction of their choosing to staff.

**Community Engagement/Communication**

N/A

**CAO Comments**

Staff have considered incurring the additional interest cost and covering it through the interim PPA revenue to see what the interest rates do in the Fall; however, there is no guarantee that the interim PPA will cover the interest rate, we have not been rewarded by waiting to see what happens in the last two years, and any interest rate decrease in the Fall likely won't have a large impact on our debt repayment given the bond structure of the debenture. Therefore, I support the recommendation of staff.

CAO Initials: JB

Target Decision Date: April 15, 2024