

Town of Berwick Council Meeting

December 10, 2024

Town of Berwick Council Chambers

6:30 pm

AGENDA

1. Call to Order

2. Approval of the Agenda

3. Approval of the Minutes

- a. November 12, 2024

4. Review Action Items

5. New Business

- a. RFD040-2024 Blowers and Aeration Tender
- b. RFD041-2024 Front Reception Tender
- c. Financial Forecast and Update
- d. RFD034-2024 Mini Pumper TBR
- e. RFD042-2024 Code of Conduct for Elected Officials
- f. 2025 Council and Committees of Council Meeting Calendar

6. Department Reports

- i. Community Development
- ii. Public Works
- iii. Finance
- iv. CAO

7. Committee Reports

- i. AREA
- ii. IMSA (Kings Transit & Valley Waste) Advisory

8. Correspondence

- a. Community Alcohol Partnership (CAP)
- b. Letter to Premier Houston & Minister Rushton - Re: Regulatory Burden on Municipal Electric Utilities

- c. E-mail from Joanne Franklin – Re: ban the use of Non-Disclosure Agreements (NDAs) in cases related to Sexual Violence

9. Mayor's Report

10. Review Identified Action Items

11. In-Camera per s. 22(2) of the *Municipal Government Act*

- a. 22(2)(c) personnel matters

12. Adjournment

REQUEST FOR DECISION

RFD040-2024: WWT Blowers and Aeration Upgrades



To: Council
From: Director of Public Works
Date: 10 December 2024
Subject: WWT Blower and Aeration Equipment Upgrade

References/Attachments

- Tender # BER2024-016 Specifications and Contract Documents
- Tender Bid Responses (4)

Recommendation

That Council award the work scope as outlined in BER2024-016 Berwick Wastewater Treatment Plant Blower & Aeration Equipment Upgrade – Specifications and Contract Documents to Gary Parker Excavating Ltd for the lump sum contract amount of \$988,200.00, excluding HST.

Background

The Town of Berwick (TOB) issued Tender "BER2024-016 Berwick Wastewater Treatment Plant Blower & Aeration Equipment Upgrade" on 5 November, 2024 seeking bids from qualified proponents for the upgrade of the blowers that supply aeration to the wastewater lagoons, as well as the removal and replacement of the airlines and diffusers that supply air to lagoon 2.

This request seeks approval to award the work to the lowest bid proponent. All other requirements within the tender were fulfilled in their submission, which was reviewed in detail with Dillon Consulting. Because this is a construction project, the work will be awarded, contracted, and performed by way of a CCDC Contract, with contract management performed by Dillon Consulting.

4 tender responses were received:

Gary Parker Excavating Ltd	
LUM SUM CONTRACT AMOUNT	\$988,200.00
HST	\$148,230.00
TOTAL PRICE	\$1,136,430.00

L&R Construction	
LUM SUM CONTRACT AMOUNT	\$1,126,599.70
HST	\$168,989.96
TOTAL PRICE	\$1,295,589.66

REQUEST FOR DECISION
RFD040-2024: WWT Blowers and
Aeration Upgrades



Filtrum Construction
 LUM SUM CONTRACT AMOUNT \$1,148,500.00
 HST \$172,275.00
 TOTAL PRICE \$1,320,775.00

Mid Valley Construction Ltd
 LUM SUM CONTRACT AMOUNT \$1,871,000.00
 HST \$280,650.00
 TOTAL PRICE \$2,151,650.00

Financial Implications

This work was approved in the current capital budget and is within the expected amount for this portion of the work. This work is funded provincially in part by the Municipal Capital Growth Program (MCGP).

Priority Alignment

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

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

I support the staff recommendation.

CAO Initials: JB

Target Decision Date: 10 December 2024

REQUEST FOR DECISION

RFD04-2024: Town Hall Front Desk Accessibility Design and Build



To: Council
From: Director of Public Works
Date: 10 December 2024
Subject: Town Hall Front Desk Accessibility

References/Attachments

- Tender # BER2024-013 Town Hall Front Reception Re-Design and Build
- Tender Bid Response (1)

Recommendation

That Council award the work scope as outlined in BER2024-013 Town Hall Front Reception Re-Design and Build to Roscoe Construction for the lump sum contract amount of \$104,949.21, excluding HST.

Background

The Town of Berwick (TOB) issued Tender BER2024-013 Town Hall Front Reception Re-Design and Build" on 15 October, 2024 seeking bids from qualified proponents for the re-design and build of the front reception area of the Town Hall with emphasis on:

- improved accessibility for Customers and staff;
- improved site security for Town Hall Staff;
- the ability to serve multiple members of the public concurrently;
- reduction in the amount of files and office supplies visible to the public (e.g. visual clutter).

The tender closed on 20 November, 2024, and one (1) bid was received. All requirements within the tender were fulfilled in their submission, which was reviewed in detail with the CAO, the Director of Finance, and the Office Administrative Coordinator on 3 December 2024.

LUM SUM AMOUNT	\$99,786.86 + \$5,162.35
HST	\$15,742.38
TOTAL PRICE	\$120,691.59

The proponent anticipates 8 weeks to complete the work scope from the date of award.

Financial Implications

A forecasted expenditure of \$104,949.21 (excl HST) from the 2024/25 Capital Budget. This is work that was approved by Council in the 2023/24 fiscal year, which was carried forward to 2024/25. This work is 50% funded federally through the S, and in part by the

REQUEST FOR DECISION
RFD04-2024: Town Hall Front Desk
Accessibility Design and Build



Operating Fund Reserve. Approximately \$10,000.00 (excl HST) of the overall cost can be allocated to Safe Restart, as it is spend that relates to mechanical improvements and air balancing for improved air quality in the Mayor’s and Director of Finance offices.

Priority Alignment

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

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

I support the staff recommendation.

CAO Initials: JB

Target Decision Date: Dec 10, 2024

INFORMATION REPORT

2024/25 Financial Forecast & Update



To: Council
From: Director of Finance
Date: December 10, 2024
Subject: 2024/25 Interim Financial Forecast & Update

References/Attachments

- 2024/25 Operating Forecast as of October 31, 2024
- 2024/25 Capital Progress Report as of October 31, 2024

Legislation

- N/A

Background

The financial update is prepared to provide Council and staff with an updated overview of the actual year-to-date financial results and provide a forecast of the year-end financial results in comparison with the budgeted expectations.

Information

Town General Operations

In reviewing the attached variance report, revenues and expenditure are expected to end the fiscal year at net zero.

Staff will continue to be diligent with spending as we head into the latter half of the fiscal year.

Included within the forecast is a transfer from operating reserves, for one-time expenses approved within the 2024/25 operating budget, as well as a transfer to cover unexpected yet required maintenance for UV Lights.

While the overall results for the Town are forecasted to be a net zero impact, there have been changes to individual departments, which may be reviewed in the summary table on the following page:

INFORMATION REPORT
2024/25 Financial Forecast &
Update



Department	Net Change Rev	Net Change Exp	Department Net Change
Legislative Services		\$18,000	(\$18,000)
Administrative Services	(\$21,000)		(\$21,000)
Town Hall		\$5,000	(\$5,000)
Other Government	(\$79,500)	\$5,000	(\$84,500)
Fire Services		(\$2,000)	\$2,000
Public Works		\$35,000	(\$35,000)
Enviro Services	\$31,000	\$31,000	\$0
Planning		\$39,000	(\$39,000)
Solar Garden	\$406,000	\$163,000	\$243,000
Rec Programming	(\$50,000)	(\$33,000)	(\$17,000)
Fitness Centre	(\$18,000)	(\$4,500)	(\$13,500)
Parks & Facilities	\$3,000	\$15,000	(\$12,000)
Total	\$271,500	(\$271,500)	0

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

REVENUE HIGHLIGHTS

Item	Forecasted Amount Over (Short)	Explanation
Miscellaneous Revenue	(\$21,000)	AREA Board approved a budget without the historical payment to CAO's for their work with AREA.
Taxation	(\$130,000)	Commercial assessment reduced upon appeal.
Deed Transfer Tax	\$10,000	Sales are trending slightly higher than budgeted.
Sewer Connection Fees	(\$15,000)	None forecasted this fiscal. Bylaw still to be updated to reflect connection fee.
Sewer Revenue	\$45,000	Error in budget amount; forecast is reflective of proper budget and expected revenue.

INFORMATION REPORT
2024/25 Financial Forecast &
Update



Solar Garden	\$400,000	As this is the first year of production, the budget only included revenue to offset known expense at the time plus \$5,000.
Visitor Information Centre	\$2,000	Grant revenue over budget
Recreation Programming	(50,000)	(\$45K) Not offering full-time afterschool programming; (\$7k) Day camp participation down slightly; \$2K pickleball participation increased slightly.
Fitness Centre	(\$18,000)	Reduced demand for fitness classes and lower than forecasted membership.
Parks & Facilities	\$4,000	Increase in facility rentals.
Operating Reserve Transfer to Revenue	\$32,000	To cover unbudgeted replacement of UV Lights for WWTP

EXPENDITURE HIGHLIGHTS

Item	Forecasted Amount Over (Under)	Explanation
Legislative Services	\$18,000	Unbudgeted increase in Council remuneration \$10K; \$8K increase due to unbudgeted Council training.
Town Hall	\$5,000	\$5K insurance expense over due to increase in building assessment.
Oth Gov.	\$5,000	\$10K Legal for land sale and HR; (\$1K) no tax sale; (\$4K) low tax exemption.
Fire Services	(\$2,000)	Insurance (\$2K).
Public Works	\$35,000	Insurance (\$6K); \$25K insurance deductible for flood; \$6K street sweeping unbudgeted; \$10K vehicle maintenance
Environmental	\$30,000	\$10K Wastego usage higher due to odour management; \$32K for UV

INFORMATION REPORT
2024/25 Financial Forecast &
Update



		lights, (\$12K) reduction in transfer to sewer reserve to ensure break-even;
Planning & Dev	\$40,000	\$15K Legal related to Kent Fields Estates potential development; Planning services \$12K due to complex developments; Fire and Building Inspection increase \$10K due to unbudgeted CPI and \$3K related to adjustment from services from 23/24;
Solar Garden	\$141,000	Only the insurance expenses were known at the time of budget approval; other expenses will continue to incur as they are realized;
Visitor Information Centre	\$1,500	Wages overbudget; offset by additional grant revenue.
Recreation Programming	(\$33,000)	Not offering afterschool programming
Fitness Centre	(\$4,000)	Reduced trainers' expenses to correspond with reduced class demand.
Parks & Facilities	\$15,000	\$8K wages higher due to extension of contract; \$ 2K increase in utilities due to usage year to date; \$4K increase expected to vehicle maintenance; \$2K increase to general repairs and maintenance based on expenses incurred to date. \$(1K) insurance less than budgeted.

Capital Budget Update

As of October 31, 2024, six capital projects have been fully completed, one capital project will be deferred and reviewed during the 2025/26 capital budgeting process, one capital project has been cancelled as the development is not proceeding and thirteen projects are expected to be completed within budget within this fiscal year as scheduled.

Please review detailed Capital Progress report provided within the attachment.

INFORMATION REPORT

2024/25 Financial Forecast & Update



Financial Implications

Staff continue to review all accounts and manage projects on an on-going basis, utilizing this information to determine impacts to the financial results of the 2024/25 fiscal year.

Priority Alignment

Check Applicable	Strategic Priority Area	Comments
X	Economic	
	Environmental	
	Social	
	Cultural	

CAO Comments

CAO Initials: _____

Project Name	Project Description	Status	Comments
Free Board WWTP	Gravel to build up free board- build section across north side middle	Complete	This was completed prior to mid-May 2024.
Carol's Place Flooring	Carol's Place Flooring- Poly Floor Classic Mystic	Complete	
Public Works Vehicle Sidewalk Replacement Union & Main St.	New or Used Half Ton Truck for Public Works to replace 2009 GMC Sierra 1500 half ton (WWTP Finish Union St.; West Main St./Commercial to Foster (Main St. Sidewalk)	Complete Complete	
Christmas Lights	Updating Christmas lights on decorative poles on Commercial St.	Complete	
Gala Drive Open Ditching		Complete	
Upgrade MESH	Adding 4 additional public wifi access points;	Deferred	Due to a staff changeover at VCFN, this project will be deferred.
WWTP Aeration, Filter Pilot	Aeration of Lagoon 2; blowers; Pilot two options for WWTP: 1- Disc Filter 2- Sand Filter	In Progress	WWTP Aeration RFP released 5 Nov, close 28 Nov; substantial completion 31 March 2025 (dependant on blower equipment lead
Portable Pumper Truck	Replace 1994 Portable pumper truck	In Progress	Truck chassis is currently with Lantz Auto Body, being outfitted.
Centennial Park Building	New building and washrooms with additional rec. equipment storage; Accessible 5 ft. paved walkway from Union St. to gazebo (crusher dust is \$11K); accessible gazebo; trail; Ball field fence	In Progress	Did not receive grant for building. Existing building has been removed and replaced with small structure - future consideration
Storm Water Management Plan	Storm Water Management Plan	In Progress	RFP released 1 Nov; closing date 20 Dec; award in Jan; completed in July 2025.
Maple Avenue Sidewalk	Replace 470 meters of sidewalk, storm drainage and install new curb, connecting point from	In Progress	Concept Design underway by CBCL; 50% Concept Meeting held in
Crosswalk Flashing Lights X 2	2 X Crosswalk Flashing Light Unit: Commercial and Main St. & Cottage St./Main St.	In Progress	
Town Video Cameras	Replace and refresh town security surveillance system	In Progress	System has been piloted; Town Hall and Carol's Place to be installed this fiscal
Phase 2 Water Storage Building	Scope has been incorporated into phase 1	In Progress	See below for update within Phase 1
Water Storage Tank	Design and Build Water Storage Tank at Fire Hall	In Progress	
Accessible Customer Service Town	Renovate Town Hall customer service area to ensure accessible	In Progress	RFP closed 20 Nov; award in Dec; 8 weeks to completed after work
Sewer Lateral Connection	Kent Field Estates install lateral from sanitary sewer main to property line	Not Proceeding	Development is not proceeding.
Storm Water Upgrades Bezanson	Storm Water Upgrades Bezanson St. Culvert & Ditching 354 Meters	Not Started	May defer until completion of the Storm Water Management Plan
Heaters for Public Works Buildings	Install 10KW 3 phase heater in generator room & 2KW unit heater in generator building	Not Started	Will be worked in Winter months
Fitness Centre Access Controls	Upgrade access controls at Fitness Centre	Not Started	



For the Seven Months Ending Thursday, October 31, 2024

	2025	2025	\$	%		
	BUDGET	YEAR TO DATE	VAR. TO BUDGET	VAR. TO BUDGET	FORECASTED	
OPERATING SUMMARY						
Revenue						
Taxes & Grants in Lieu of Taxes	\$4,350,936	\$4,240,554	\$125,382	97%	4,231,019	(119,917)
Sewer Revenues	553,768	383,262	155,506	72%	583,943	30,175
Sale of Services	585,032	511,547	88,485	85%	942,602	357,570
Other Revenue	283,392	131,712	151,680	46%	259,747	(23,645)
Federal, Provincial & Other Grants	403,493	332,032	54,461	87%	398,907	(4,586)
Other Transfers	271,338	3,889	230,710	15%	303,338	32,000
Total Revenue	6,447,959	5,602,996	816,308	87%	6,719,556	271,597
Expenses						
General Government	2,230,103	1,193,221	1,036,882	54%	2,258,870	28,767
Protective Services	1,256,942	562,174	694,768	45%	1,254,699	(2,243)
Public Works	1,305,773	778,496	527,277	60%	1,340,632	34,859
Planning & Development	150,664	128,055	22,609	85%	189,645	38,981
Community Development	698,942	517,671	181,271	74%	677,469	(21,473)
Solar Garden	32,488	25,000	7,488	77%	195,019	162,531
Sewer/Environmental Health	773,047	498,823	274,224	65%	803,222	30,175
Total Expenses	6,447,959	3,703,440	2,744,519	57%	6,719,556	271,597
Net Surplus (Deficit)	0	1,899,556	(1,899,556)		-	-



LEGISLATIVE SERVICES

For the Seven Months Ending Thursday, October 31, 2024

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
Revenue						
Total Revenue					-	
Expenses						
<u>Mayor Clarke</u>						
Honorarium	\$23,758	\$12,301	\$11,457	52%	25,000	
Travel	1,500	1,940	(\$440)	129%	3,217	Forecast includes current and former Mayor
Training & Conferences	750	553	\$197	74%	1,303	Forecast includes current and former Mayor
Meals	250	203	\$47	81%	400	Forecast includes current and former Mayor
Communications	650	350	\$300	54%	175	Forecast includes current and former Mayor
<u>Total Expenses</u>	<u>26,908</u>	<u>15,347</u>	<u>11,561</u>	<u>57%</u>	<u>30,095</u>	
<u>Councillor Trinacity</u>						
Honorarium	12,206	6,320	5,886	52%	13,750	Forecast for DM honorarium includes the next 5 months.
Travel	750	445	305	59%	750	Forecast is based on expenses incurred upto Oct 30
Training & Conferences	750	553	197	74%	750	Forecast is based on expenses incurred upto Oct 30
Meals	150	155	(5)	103%	155	Forecast is based on expenses incurred upto Oct 30
<u>Total Expenses</u>	<u>13,856</u>	<u>7,473</u>	<u>6,383</u>	<u>54%</u>	<u>15,405</u>	
<u>Councillor Reeves</u>						
Honorarium	11,105	5,750	5,355	52%	12,500	Coun. Reeves had no additional expenses. Those noted below are forecast for 2 new members of Council
Travel	300	0	300	0%	2,224	
Training & Conferences	300	0	300	0%	1,510	
Meals	100	0	100	0%	200	
<u>Total Expenses</u>	<u>11,805</u>	<u>5,750</u>	<u>6,055</u>	<u>49%</u>	<u>16,434</u>	



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<u>Councillor Walsh</u>						
Honorarium	11,105	5,750	5,355	52%	12,500	
Travel	300		300	0%	752	
Training & Conferences	300		300	0%	755	
Meals	100		100	0%	100	
<u>Total Expenses</u>	<u>11,805</u>	<u>5,750</u>	<u>6,055</u>	<u>49%</u>	<u>14,107</u>	
<u>Councillor Goddard</u>						
Honorarium	11,105	5,750	5,355	52%	12,500	
Travel	300		300	0%	1,062	
Training & Conferences	300		300	0%	755	
Meals	100		100	0%	100	
<u>Total Expenses</u>	<u>11,805</u>	<u>5,750</u>	<u>6,055</u>	<u>49%</u>	<u>14,417</u>	
<u>Councillor Jamieson</u>						
Honorarium	11,105	5,750	5,355	52%	12,500	
Travel	300		300	0%	1,062	
Training & Conferences	300		300	0%	755	
Meals	100		100	0%	100	
<u>Total Expenses</u>	<u>11,805</u>	<u>5,750</u>	<u>6,055</u>	<u>49%</u>	<u>14,417</u>	
<u>Councillor Lutz</u>						
Honorarium	11,105	5,750	5,355	52%	12,500	Will be higher for DM, but will be offset by full allocation to DM above.
Travel	300		300	0%	852	
Training & Conferences	300		300	0%	755	
Meals	100		100	0%	100	
<u>Total Expenses</u>	<u>11,805</u>	<u>5,750</u>	<u>6,055</u>	<u>49%</u>	<u>14,207</u>	
<u>General Expenses</u>						
CPP Expense	2,328	954	1,374	0%	2,328	
Membership Fees & Dues	3,000		3,000	0%	3,000	
Advertising	1,500		1,500	0%	500	
Meeting Expenses	500		500	0%	500	
Special Events	9,248	44	9,204	0%	9,248	Timing for events.
Grants to Organizations	16,350	13,082	3,268	80%	16,350	
Grant-Berwick & Dist. Comm. Assoc.	10,000		10,000	0%	10,000	
Grant-Valley Wildcats	10,000		10,000	0%	10,000	
Elections	15,000	10,019	4,981	67%	15,000	
<u>Total Expenses</u>	<u>67,926</u>	<u>24,099</u>	<u>43,827</u>	<u>34%</u>	<u>66,926</u>	
Total Expenses	167,715	75,669	92,046	45%	186,008	
Net Department Surplus (Deficit)	(167,715)	(75,669)	(92,046)	45%	(186,008)	

For the Seven Months Ending Thursday, October 31, 2024



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
Revenue						
Administration fees- Berwick Electric	\$252,258	\$105,108	\$147,151	42%	252,258	
Administration fees- Sewer	34,941		34,941	0%	34,941	Timing of posting
Tax Certificates	2,500	1,323	1,177	53%	2,500	
Miscellaneous Revenue	20,501	0	20,501	0%	-	AREA will not reimburse for portion of CAO salary as they historically have
Grants						
Total Revenue	310,200	106,431	203,770	34%	289,699	
Expenses						
<u>CAO Office</u>						
Regular wages	134,676	72,518	62,158	54%	134,676	
CPP	4,008	1,794	2,214	45%	4,008	
EI	1,469	572	897	39%	1,469	
WCB	1,669	909	760	54%	1,669	
Group Medical & Life	3,011	2,424	587	81%	3,011	
Pension	19,174	8,262	10,912	43%	19,174	
Workplace Wellness Benefit	4,000	1,140	2,860	29%	4,000	
<u>Total Salaries & Benefits</u>	<u>168,007</u>	<u>87,619</u>	<u>80,388</u>	<u>52%</u>	<u>168,007</u>	
<u>General Expenses</u>						
Travel	3,550	289	3,261	8%	1,799	Travel and accommodations for conferences
Training & Conferences	1,500	521	979	35%	1,500	AMA Fall, Council Orientation, NSFM Fall
Membership Fees & Dues	350	344	6	98%	344	
Meals	100	54	46	54%	120	
Communications	600	570	30	95%	600	EA phone expensed here; will be moved to admin gl
Advertising	500	412	88	82%	50	
Meetings	300	83	217	28%	300	
Subscriptions & Donations	500	100	400	20%	500	
<u>Total General Expenses</u>	<u>7,400</u>	<u>2,373</u>	<u>5,026</u>	<u>32%</u>	<u>5,213</u>	
<u>Administration</u>						
Regular Wages	427,978	224,716	203,262	53%	427,978	
CPP	18,934	11,196	7,738	59%	18,934	
EI	7,455	4,344	3,111	58%	7,455	
WCB	9,027	5,469	3,558	61%	9,027	
Group Medical & Life	22,938	9,373	13,565	41%	22,938	
Pension	32,877	18,640	14,237	57%	32,877	
<u>Total Salaries & Benefits</u>	<u>519,209</u>	<u>273,738</u>	<u>245,471</u>	<u>53%</u>	<u>519,209</u>	



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<u>General Expenses</u>						
Travel	2,850	389	2,461	14%	2,850	
Training & Conferences	4,720	3,108	1,612	66%	4,720	
Meals	480	115	365	24%	480	
Membership Fees & Dues	2,030	1,543	487	76%	2,030	
Office Supplies	8,712	5,941	2,771	68%	8,712	
Postage, Courier, & Equipment Rental	22,100	12,994	9,106	59%	22,100	
Communications	540	1,100	(560)	204%	2,520	Moved to teams phones from landlines; adjustment will be reflected in Town Hall budget; net 0 impact overall
<u>Total General Expenses</u>	<u>41,432</u>	<u>25,190</u>	<u>16,241</u>	<u>61%</u>	<u>43,412</u>	
<u>Information Technology</u>						
Contracted Services	11,700	22,665	(10,965)	194%	11,700	Expenses posted in error to this gl; to be moved to hardware & software
Hardware	17,739	3,928	13,811	22%	17,739	
Software	55,761	4,654	51,107	8%	55,761	
<u>Total Expenses</u>	<u>85,200</u>	<u>31,247</u>	<u>53,954</u>	<u>37%</u>	<u>85,200</u>	
Total Expenses	821,248	420,167	401,081	51%	821,041	
Net Surplus (Deficit)	(511,048)	(313,736)	(197,312)	61%	(531,342)	



For the Seven Months Ending Thursday, October 31, 2024

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
TOWN HALL						
Revenue						
AVRL Rent	\$60,430	\$32,158	\$28,273	53%	\$60,430	
Kings County Library Contribution	15,620	15,620		100%	15,620	
Total Revenue	76,050	47,778	28,273	63%	76,050	
Expenses						
<u>General Expenses</u>						
Communications	3,000	3,018	(18)	101%	3,000	VCFN posted here in error, to be moved to proper account
Facility Insurance	3,766	9,080	(5,314)	241%	9,080	Higher insurance than budgeted due to increased building assessment/value
Utilities	41,080	23,027	18,053	56%	41,080	
Repairs & Maintenance	44,536	36,114	8,422	81%	44,536	
<u>Total Expenses</u>	<u>92,382</u>	<u>71,239</u>	<u>21,143</u>	<u>77%</u>	<u>97,696</u>	
<u>Long Term Debt</u>						
Debenture Principal	125,133		125,133	0%	125,133	
Debenture Interest	48,858	25,115	23,743	51%	48,858	
<u>Total Debenture Expense</u>	<u>173,991</u>	<u>25,115</u>	<u>148,876</u>	<u>14%</u>	<u>173,991</u>	
Total Expenses	266,373	96,354	170,020	36%	271,687	
Net Surplus (Deficit)	(190,323)	(48,576)	(141,747)	26%	(195,637)	



For the Seven Months Ending Thursday, October 31, 2024

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
OTHER GOVERNMENT						
Revenue						
Taxation-Residential	\$3,061,282	\$3,063,295	\$2,013	100%	3,063,295	
Taxation-Commercial	1,151,275	1,021,072	(130,203)	89%	1,021,072	AF Holdings assessment reduced after appeal
Taxation-Resource	19,533	19,533	0	100%	19,533	
Deed Transfer Tax	100,000	95,491	(4,509)	95%	110,000	
Bell Aliant- GIL	12,000	10,273	(1,727)	86%	10,273	
Canada Post- GIL	6,846	0	(6,846)	0%	6,846	
Return on Investments	12,000	0	(12,000)	0%	12,000	
Interest on Taxes	14,000	21,355	7,355	153%	25,000	Working AR process to collect outstanding taxes
Interest on PACE Program	10,000	1,701	(8,299)	17%	10,000	
Financial Capacity Grant (Equalization)	254,937	263,207	8,270	103%	263,207	
Farm Acreage Grant	1,460	1,518	58	104%	1,518	
AREA Dividend					-	
Operating Reserve Transfer	234,599	0	(234,599)	0%	266,599	Transfer to occur during reconciliation at year end: \$32K for unbudgeted UV Lights Transfer to occur during reconciliation at year end
Safe Restart	36,739	3,889	28,178	177%	36,739	
Total Revenue	4,914,671	4,501,334	(352,309)	93%	4,846,082	
Expenses						
<u>General Expenses</u>						
Bank Charges	14,000	3,345	10,655	24%	14,000	
Audit Fees	25,000	18,034	6,966	72%	25,000	\$12k to be reversed as it related to previous fiscal year \$5K for HR Complaint and \$2K for KFE Land Sale
Legal Fees	5,000	10,843	(5,843)	217%	15,000	
General Liability Insurance	25,276	25,886	(610)	102%	25,886	
Tax Exemptions	149,644	145,402	4,242	97%	145,402	
Tax Sales	1,000	1,000	1,000	0%	-	Will not be hosting tax sale this fiscal
Bad Debt Expense	7,700	1,458	6,242	19%	7,700	
Other Debt Charges						
<u>Total Expenses</u>	<u>227,620</u>	<u>204,968</u>	<u>22,653</u>	<u>90%</u>	<u>232,988</u>	
<u>Long Term Debt</u>						
Debenture Principal	9,033	0	9,033	0%	9,033	
Debenture Interest	1,076	538	538	50%	1,076	
<u>Total Debenture Expense</u>	<u>10,109</u>	<u>538</u>	<u>9,571</u>	<u>5%</u>	<u>10,109</u>	
<u>Partner Contributions</u>						
Annapolis Valley Regional Centre for Education	641,677	368,411	273,266	57%	641,677	
Property Valuation Services Corp	32,360	24,270	8,090	75%	32,360	
<u>Total Partner Contributions</u>	<u>674,037</u>	<u>392,681</u>	<u>281,356</u>	<u>58%</u>	<u>674,037</u>	
AREA Deficit	63,000		63,000	0%	63,000	
Total Expenses	974,766	598,187	376,579	61%	980,134	
Net Surplus (Deficit)	3,939,905	3,903,147	(24,271)	99%	3,865,948	



For the Seven Months Ending Thursday, October 31, 2024

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
POLICE SERVICES						
Revenue						
Policing Fines	\$500	\$360	\$140	72%	\$500	
Total Revenue	500	360	140	72%	\$500	
Expenses						
RCMP/DNA Contracted Services	858,369	429,575	428,794	50%	858,369	
Total Expenses	858,369	429,575	428,794	50%	858,369	
Net Surplus (Deficit)	(857,869)	(429,215)	(428,654)	50%	(\$857,869)	



For the Seven Months Ending Thursday, October 31, 2024

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
BYLAW SERVICES						
Revenue						
Total Revenue	0	0	0	100%	-	
Expenses						
<u>Salaries & Wages</u>						
Hourly Wages	5,916	98	5,818	2%	5,916	Wage exp to be corrected
CPP	401	6	395	1%	401	
EI	147	2	145	1%	147	
WCB	160	3	157	2%	160	
Group Medical & Life	699	8	691	1%	699	
Pension	473	8	465	2%	473	To be reallocated
<u>Total Salaries & Wages</u>	<u>7,796</u>	<u>125</u>	<u>7,671</u>	<u>2%</u>	<u>7,796</u>	
<u>General Expenses</u>						
Travel	100		100	0%	100	
<u>Total General Expenses</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0%</u>	<u>100</u>	
<u>Partner Contributions</u>						
Kings' REMO	8,388	6,390	1,998	76%	8,388	
<u>Total Partner Contributions</u>	<u>8,388</u>	<u>6,390</u>	<u>1,998</u>	<u>76%</u>	<u>8,388</u>	
Total Expenses	16,284	6,515	9,769	40%	16,284	
Net Surplus (Deficit)	(16,284)	(6,515)	(9,769)	40%	(16,284)	

For the Seven Months Ending Thursday, October 31, 2024



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
FIRE SERVICES						
Grants						
NS-Civic Addressing Grant	\$1,000		\$1,000	0%	\$1,000	
Municipality of Kings Operating Grant	165,045		165,045	0%	165,045	
Total Grant Revenue	166,045	0	166,045	0%	166,045	
Expenses						
<u>Fire Administration</u>						
WCB	2,500		2,500	0%	2,500	
EAP/Life Insurance	5,312	498	4,814	9%	5,312	
Honorarium	12,000		12,000	0%	12,000	
Meetings, Meals, & Travel	3,700	2,947	753	80%	3,700	
Training & Conferences	7,070	3,483	3,587	49%	7,070	
Membership Dues & Fees	1,000	100	900	10%	1,000	
Office Supplies	3,600	838	2,762	23%	3,600	
Communication	7,160	5,757	1,403	80%	7,160	
<u>Total Administration Expenses</u>	<u>42,342</u>	<u>13,623</u>	<u>28,719</u>	<u>32%</u>	<u>42,342</u>	
<u>Fire Hall</u>						
Facility Insurance	12,685	9,276	3,409	73%	9,276	
Utilities	42,789	17,511	25,278	41%	42,789	
Repairs & Maintenance	33,950	19,711	14,239	58%	33,950	
<u>Total Fire Hall Expenses</u>	<u>89,424</u>	<u>46,498</u>	<u>42,926</u>	<u>52%</u>	<u>86,015</u>	
<u>Fire Operations</u>						
Communications	25,500	15,028	10,472	59%	25,500	
Tools & Equipment	18,300	3,374	14,926	18%	18,300	
Clothing & Safety Equipment	35,360	3,222	32,138	9%	35,360	
Vehicle Insurance	17,595	18,762	(1,167)	107%	18,762	
Vehicle Fuel	14,000	2,080	11,920	15%	14,000	
Vehicle Maintenance	30,650	22,014	8,636	72%	30,650	
<u>Total Fire Operations Expenses</u>	<u>141,405</u>	<u>64,480</u>	<u>76,925</u>	<u>46%</u>	<u>142,572</u>	



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<u>Long Term Debt</u>						
Debenture Principal	71,917		71,917	0%	71,917	
Debenture Interest	37,200	1,484	35,717	4%	37,200	
<u>Total Debenture Expenses</u>	<u>109,117</u>	<u>1,484</u>	<u>107,634</u>	<u>1%</u>	<u>109,117</u>	
Total Expenses	382,288	126,085	256,204	33%	380,046	
Net Surplus (Deficit)	(216,243)	(126,085)	(90,160)	58%	(214,001)	



For the Seven Months Ending Thursday, October 31, 2024

PUBLIC WORKS
Total Revenue

Expenses

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
Public Works Administration						
<u>Salaries & Benefits</u>						
Regular Salaries	\$145,736	\$29,016	\$116,720	20%	\$145,736	
CPP	6,012	13,061	(\$7,049)	217%	\$6,012	
EI	2,336	5,231	(\$2,895)	224%	\$2,336	
WCB	2,659	6,328	(\$3,669)	238%	\$2,659	
Group & Medical	4,445	9,821	(\$5,376)	221%	\$4,445	
Pension	11,201	17,627	(\$6,426)	157%	\$11,201	
Total Salaries & Benefits	172,389	81,084	91,305	47%	\$172,389	
<u>General Expenses</u>						
Travel	1,183	2,133	(950)	180%	1,683	provision for remainder of FY
Meals	500	566	(66)	113%	500	
Training & Conference	8,965		8,965	0%	8,965	
Membership Fees & Dues	500		500	0%	850	
Communications	10,240	2,152	8,088	21%	10,240	Expenses to be reallocated
Advertising	500		500	0%	500	
Engineering/Surveyor Services	2,220		2,220	0%	2,220	
Total General Expenses	24,108	4,851	19,257	20%	24,958	
Total Public Works Administration Expenses	196,497	85,935	110,562	44%	197,347	
Public Works Facility						
Insurance	12,227	7,417	4,810	61%	7,417	
Utilities	15,405	9,591	5,814	62%	15,405	
Repairs & Maintenance	8,480	31,543	(23,063)	372%	35,000	Over budget due to the July 11 Flood; \$50K deductible to be split between BEC and PW; \$2K for AED machine for shop, of which \$1K will be charged to BEC
Total Public Works Facility	36,112	48,551	(12,439)	134%	57,822	
Streets & Roads						
<u>Salary & Wages</u>						
Regular Salaries	325,476	203,073	122,403	62%	325,476	
CPP	18,023		18,023	0%	18,023	
EI	7,353		7,353	0%	7,353	
WCB	8,558		8,558	0%	8,558	
Group & Medical	21,514		21,514	0%	21,514	
Pension	25,275	9,828	15,447	39%	25,275	
Total Salaries & Benefits	406,199	212,901	193,298	52%	406,199	Salary expense adjustment to be posted
<u>General Expenses</u>						
Paving	200,000	175,478	24,522	88%	200,000	Planned Paving work is done for the FY, but invoices pending.
Tools & Equipment	5,000	19,349	(14,349)	387%	5,000	Over budget in part due to the July 11 Flood (speculation); in part due to mis-allocation of sign invoices; in part due to street sweeping, both of which will be reallocated.
Repairs & Maintenance	0	8,082	(5,266)	100%	5,942	\$2140 being moved to Gala Days
Equipment Rental	12,000	4,464	7,536	37%	12,000	Provision for winter; general rental
Operational Supplies	23,000	8,030	14,970	35%	23,000	
Winter Supplies	40,000		40,000	0%	40,000	We're just starting to purchase salt the week of 12 Nov.
Safety Supplies	5,250	5,007	243	95%	5,750	Over budget due to the July 11 Flood
Total General Expenses	285,250	220,410	64,840	77%	291,692	



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
Fleet Expenses						
Vehicle Insurance	13,479	12,682	797	94%	12,682	
Fuel	20,600	8,058	12,542	39%	20,600	spend to increase in winter months
Vehicles Maintenance	40,695	40,782	(87)	100%	50,282	provision for tires (\$6K), registrations (\$2K), unplanned maintenance; rental of vehicle to replace the 2009 damaged in the flood while we waited for the replacement
Total Fleet Expenses	74,774	61,522	13,252	82%	83,564	
Total Streets & Roads Expenses	766,223	494,833	472,419	38%	781,455	
Street Lighting						
Power	65,906	38,737	27,169	59%	65,906	
Repairs & Maintenance	1,605	126	1,479	8%	1,605	This spend will increase in Nov - crosswalk lights maintenance still underway.
Total Street Lighting	67,511	38,863	28,648	58%	67,511	
Traffic Services						
Operational Supplies & Equipment		524	(524)	100%	-	- This account should be inactive; budget is in 5520
Traffic Services	23,000		23,000	0%	23,000	May need to re-allocate a painting invoice from Paving to here. No signers invoiced to TOB FYTD.
Repairs & Maintenance	2,700					
Total Traffic Services	25,700	524	22,476	2%	23,000	
Crossing Guards						
Salaries & Wages						
Hourly Wages	21,916	8,232	13,684	38%	21,916	
CPP	888	330	558	37%	888	
EI	509	191	318	38%	509	
WCB	594	223	371	38%	594	
Total Salaries & Benefits	23,907	8,976	14,931	38%	23,907	
General Expenses						
Communication	150	399	(249)	266%	414	new cell phone purchase x 2
Safety Supplies	500	102	398	20%		provision for winter gear
Total General Expenses	650	501	149	77%	414	
Total Crossing Guards Expenses	24,557	9,477	24,056	2%	24,321	
Storm Sewer						
Repairs & Maintenance	16,000	2,214	13,786	14%	16,000	This spend will increase late fall and early spring. \$9.5K forecasted spend for new culvert guards here and operating reserve transfer will offset.
Total Storm Sewer	16,000	2,214	13,786	14%	16,000	
Long Term Debt						
Debenture Principal	42,452		42,452	0%	42,452	
Debenture Interest	17,415	8,731	8,684	50%	17,415	
Total Debenture Expenses	59,867	8,731	51,136	15%	59,867	
Partner Contributions						
Kings Transit Authority	103,437	79,495	23,942	77%	103,437	
Kings Point to Point Transit	9,872	9,872		100%	9,872	
Total Partner Contributions	113,309	89,367	23,942	79%	113,309	
Total Expenses	1,305,776	778,495	527,281	60%	1,340,632	
Net Surplus (Deficit)	(1,305,776)	(778,495)	(527,281)	60%	(1,340,632)	



For the Seven Months Ending Thursday, October 31, 2024

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
ENVIRONMENTAL HEALTH						
Revenue						
<u>Operating Revenue</u>						
Sewer Residential	\$208,394	\$206,016	2,378	99%	206,016	
Sewer Industrial	290,368	168,961	121,407	58%	337,921	Budget was not updated to reflect proper amount
Sewer Institutional	40,006	8,284	31,722	21%	40,006	
Sewer Connection Fees	15,000		15,000	0%	-	No connection fees forecasted through year end
<u>Total Operating Revenue</u>	<u>553,768</u>	<u>383,261</u>	<u>170,506</u>	<u>69%</u>	<u>583,943</u>	
Total Revenue	553,768	383,261	170,506	69%	583,943	
Expenses						
<u>Sewer Administration</u>						
<u>Salaries & Benefits</u>						
Regular Wages	46,672	9,052	37,620	19%	46,672	
CPP	2,004	526	1,478	26%	2,004	
EI	734	210	524	29%	734	
WCB	835	248	587	30%	835	
Group Medical & Life	1,482	1,202	280	81%	1,482	
Pension	3,734		3,734	0%	3,734	
<u>Total Salaries & Benefits</u>	<u>55,461</u>	<u>11,238</u>	<u>44,223</u>	<u>20%</u>	<u>55,461</u>	
<u>General Expenses</u>						
Travel	3,000	763	2,237	5%	3,000	MPWWA and ACWWA Conferences
Meals		447	(447)	100%	220	Forecasted provision for on-calls
Training & Conferences	1,800	156	1,644	9%	1,800	training over winter and spring
Membership Fees & Dues	400		400	0%	400	MPWWA, ACWWA
Office Supplies	1,000	365	635	36%	1,000	
Administration Fees	34,941		34,941	0%	34,941	
Communications	2,524	1,220	1,304	48%	2,524	
<u>Total General Expenses</u>	<u>43,665</u>	<u>2,951</u>	<u>40,714</u>	<u>5%</u>	<u>43,885</u>	
<u>Contribution to Reserves</u>	<u>52,951</u>		<u>52,951</u>	<u>0%</u>	<u>40,620</u>	Reduced based on forecasted overspend of expenses
Total Sewer Administration Expenses	152,077	14,189	137,888	2%	139,966	
<u>Sewer Collection</u>						
<u>Salaries & Benefits</u>						
Hourly Wages	7,611	63	7,548	1%	7,611	
CPP	401	4	397	1%	401	
EI	147	1	146	1%	147	
WCB	167	2	165	1%	167	
Group Medical & Life	484	0	484	0%	484	
Pension	609	248	361	41%	609	
<u>Total Salaries & Benefits</u>	<u>9,419</u>	<u>318</u>	<u>9,101</u>	<u>3%</u>	<u>9,419</u>	



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<u>General Expenses</u>						
Facility Insurance	392	368	24	94%	368	
Utilities	31,015	18,391	12,625	59%	31,015	
Repairs & Maintenance	43,400	29,563	13,837	68%	43,400	
<u>Total General Expenses</u>	<u>74,807</u>	<u>48,322</u>	<u>26,486</u>	<u>65%</u>	<u>74,783</u>	
Total Sewer Collection Expenses	84,226	48,640	35,587	58%	84,202	
<u>Sewer Treatment</u>						
<u>Salaries & Benefits</u>						
Hourly Wages	60,890	45,458	15,432	75%	60,890	
CPP	3,206	2,632	574	82%	3,206	
EI	1,175	1,064	111	91%	1,175	
WCB	1,335	1,259	76	94%	1,335	
Group Medical & Life	3,875	2,808	1,067	72%	3,875	
Pension	4,871	5,254	(383)	108%	4,871	
<u>Total Salaries & Benefits</u>	<u>75,352</u>	<u>58,475</u>	<u>16,877</u>	<u>78%</u>	<u>75,352</u>	
<u>General Expenses</u>						
Facility Insurance	5,882	6,940	(1,058)	118%	6,940	
Utilities	115,332	77,747	37,585	67%	115,332	
Repairs & Maintenance	77,398	70,336	7,062	91%	110,000	Spend on Wastego product is higher than forecasted due to higher usage for odour management. Expected to be \$30K, not \$20K. Also, \$8.2K invoice to Divetech for sludge measurement.
Tools & Equipment	1,000	5,289	(4,289)	529%	1,000	
Sewer Treatment Testing	20,000	16,390	3,610	82%	28,250	Forecasted spend based on period variance; higher than anticipated in part due to EV; ECCC Direction
Clothing & Safety Equipment	800	804	(4)	100%	1,200	Provision based on period variance
<u>Total General Expenses</u>	<u>220,412</u>	<u>177,506</u>	<u>42,905</u>	<u>81%</u>	<u>262,722</u>	
Total Sewer Treatment Expenses	295,764	235,981	59,782	61%	338,074	
<u>Long Term Debt</u>						
Debenture Principal	18,231		18,231	0%	18,231	
Debenture Interest	3,470	1,786	1,684	51%	3,470	
<u>Total Long Term Debt</u>	<u>21,701</u>	<u>1,786</u>	<u>19,915</u>	<u>8%</u>	<u>21,701</u>	
Total Sewer Expenses	553,768	300,596	253,172	42%	583,943	
Sewer Net Surplus (Deficit)	0	82,665	(82,666)	-100%	(0)	
<u>Partner Contributions</u>						
Other Solid Waste Charges	8,142	42,227	(34,085)	519%	8,142	Posted to incorrect expense account; to be moved
Valley Waste Resource Management	211,137	156,000	55,137	74%	211,137	
<u>Total Partner Contributions</u>	<u>219,279</u>	<u>198,227</u>	<u>21,052</u>	<u>90%</u>	<u>219,279</u>	
Total Expenses	773,047	498,823	274,224	65%	803,222	
Net Surplus (Deficit)	(219,279)	(115,562)	(103,717)	53%	(219,279)	

For the Seven Months Ending Thursday, October 31, 2024



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
PLANNING AND DEVELOPMENT						
Revenue						
Planning	\$10,000	\$6,223	\$3,778	62%	10,000	
Total Revenue	10,000	6,223	3,778	62%	10,000	
Expenses						
<u>Salaries & Benefits</u>						
Regular Wages	35,299	18,698	16,601	53%	35,299	
CPP	2,136	1,039	1,097	49%	2,136	
EI	867	435	432	50%	867	
WCB	957	511	446	53%	957	
Group Medical & Life	2,339	1,292	1,047	55%	2,339	
Pension	2,366	1,349	1,017	57%	2,366	
<u>Total Salaries & Benefits</u>	<u>43,964</u>	<u>23,324</u>	<u>20,640</u>	<u>53%</u>	<u>43,964</u>	
<u>General Expenses</u>						
Travel	500	17	483	3%	150	
Office Supplies	1,000	33	967	3%	200	
Communication	600		600	0%	600	
Advertising	3,000	1,043	1,957	35%	3,000	
Postage & Courier	100	28	72	28%	100	
Legal	10,000	18,631	(8,631)	186%	23,631	KFE Appeal for 2024/25 ~15K
Other Professional Fees	91,500	84,981	6,519	90%	118,000	Planning contract costs are projected to be \$10K over budget due to complex developments. Fire & Building over budget by \$10K b/c CPI was not factored into budget + another \$3K increase for low activity in 2023/24. Over increases are offset by planning revenue
<u>Total General Expenses</u>	<u>106,700</u>	<u>104,733</u>	<u>1,967</u>	<u>95%</u>	<u>145,681</u>	
Total Expenses	150,664	128,057	22,607	85%	189,645	
Net Surplus (Deficit)	(140,664)	(121,834)	(18,830)	87%	(179,645)	



For the Seven Months Ending Thursday, October 31, 2024

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
SOLAR GARDEN						
Revenue						
Solar Garden Revenue						Solar output was unknown as this is the first year in operations; budget identified reveue to cover only known expense (insurance)
	\$37,488	\$374,241	(\$336,753)	998%	\$444,241	
Total Revenue	37,488	374,241	(336,753)	998%	444,241	Forecast is based on half of projected energy production for remaining of fiscal year due to transformer being down.
Expenses						
<u>Salaries & Benefits</u>						
Regular Salaries			0	100%	21,816	
CPP			0	100%		
EI			0	100%		
WCB			0	100%		
Group & Medical			0	100%		
Pension			0	100%		
<u>Total Salaries & Benefits</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100%</u>	<u>21,816</u>	Additional wages to be posted; forecast will be updated within final report
<u>General Expenses</u>						
Travel		46	(46)	100%	80	provision - period variance FYTD
Meals						
Training & Conference					500	Training provision for ground contractor - solar awareness
Membership Fees & Dues						
Communications						
Insurance	32,488	3,482	29,006	11%	32,488	Insurance exp currently in prepaid and will be posted once 23/24 audit complete
Administration Fees		1,606	(1,606)	100%		
Other Professional Fees		2,864	(2,864)	100%		
Repairs & Maintenance						
Tools & Equipment		10,533	(10,533)	100%	16,500	Groundskeeping FYTD. Additional spend for Construction Electrician PM's. and Groundkeepinq in early sprinq.
		2,577	(2,577)	100%	2,577	
Safety Supplies					1,000	provision for replacement stickers, signage (some have fallen and blown away)
Utilities		3,750	(3,750)	100%	7,000	
<u>Total General Expenses</u>	<u>32,488</u>	<u>24,858</u>	<u>7,630</u>	<u>77%</u>	<u>59,565</u>	
<u>Long Term Debt</u>						
Debenture Principal						No principal payments during this fiscal
Debenture Interest					113,638	Only one interest payment this fiscal
<u>Total Debenture Expenses</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100%</u>	<u>113,638</u>	
Total Expenses	32,488	24,858	7,630	77%	195,019	
Net Surplus (Deficit)	5,000	349,383	(344,383)	6988%	249,222	

For the Seven Months Ending Thursday, October 31, 2024



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
ECONOMIC DEVELOPMENT						
Total Revenue	0	0	0	0%	-	
Expenses						
<u>Salaries & Benefits</u>						
Regular wages	36,178	71,377	(35,199)	197%	36,178	
CPP	1,502	3,857	(2,355)	257%	1,502	
EI	588	1,487	(899)	253%	588	
WCB	668	1,890	(1,222)	283%	668	
Group Medical & Life	1,994	4,508	(2,514)	226%	1,994	
Pension	2,894	5,692	(2,798)	197%	2,894	
<u>Total Salaries & Benefits</u>	<u>43,824</u>	<u>88,811</u>	<u>(44,987)</u>	<u>203%</u>	<u>43,824</u>	Expense to be corrected as % goes to rec admin
<u>General Expenses</u>						
Travel	1,180	310	870	26%	1,180	Upcoming ValleyRec Dec Meeting/Accessibility
Training & Conferences	300	25	275	8%	300	Upcoming ValleyRec Dec Meeting/Accessibility
Membership Fees & Dues	350	594	(244)	170%	594	
Communication	540	824	(284)	153%	824	
Marketing Promo & Community Dev.	6,800	2,136	4,664	31%	6,800	Ordering Promo/Busines event to come
<u>Total General Expenses</u>	<u>9,170</u>	<u>3,889</u>	<u>5,280</u>	<u>42%</u>	<u>9,698</u>	
<u>Partner Contributions</u>						
Valley Regional Enterprise Network	14,100	10,467	3,633	74%	14,100	
Valley Community Fibre Network	3,200		3,200	0%	3,200	
Nova Scotia Housing Authority		30,483	(30,483)	100%	-	This is a 23/24 expense; will be reversed
<u>Total Partner Contributions</u>	<u>17,300</u>	<u>40,950</u>	<u>(23,651)</u>	<u>237%</u>	<u>17,300</u>	
Total Expenses	70,294	133,650	(63,356)	190%	70,822	
Net Surplus (Deficit)	(70,294)	(133,650)	63,356	190%	(70,822)	



For the Seven Months Ending Thursday, October 31, 2024

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
VISITOR INFORMATION CENTRE						
Revenue						
Federal Government Grants	\$4,000	\$9,585	(\$5,585)	240%	9,585	
Provincial Government Grants	4,000	2,500	1,500	63%	2,500	
Local Government Grants	2,000		2,000	0%	-	Duplicate budget in error
Total Revenue	10,000	12,085	(4,085)	121%	12,085	
Expenses						
<u>Salaries & Benefits</u>						
Hourly Wages	10,483	11,842	(1,359)	0%	11,842	
CPP	416	617	(201)	0%	617	
EI	244	275	(31)	0%	275	
WCB	284	321	(37)	0%	321	
<u>Total Salaries & Benefits</u>	<u>11,427</u>	<u>13,055</u>	<u>(1,628)</u>	<u>0%</u>	<u>13,055</u>	
<u>General Expenses</u>						
Utilities	626	339	287	54%	626	
<u>Total General Expenses</u>	<u>626</u>	<u>339</u>	<u>287</u>	<u>54%</u>	<u>626</u>	
Total Expenses	12,053	13,394	(1,341)	111%	13,681	
Net Surplus (Deficit)	(2,053)	(1,309)	(744)	64%	(1,596)	

For the Seven Months Ending Thursday, October 31, 2024



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
REC ADMIN						
Revenue						
<u>Grants</u>						
Federal Government Grants						
Provincial Government Grants	37,500	20,000	17,500	53%	37,500	
Local Government Grants	12,500		12,500	0%	12,500	
<u>Total Grants</u>	<u>50,000</u>	<u>20,000</u>	<u>30,000</u>	<u>40%</u>	<u>50,000</u>	
Total Revenue	50,000	20,000	30,000	40%	50,000	
Expenses						
<u>Salaries & Benefits</u>						
Regular wages	120,899	38,905	81,994	32%	120,899	
CPP	5,839	2,159	3,680	37%	5,839	
EI	2,430	908	1,522	37%	2,430	
WCB	2,807	1,067	1,740	38%	2,807	
Group Medical & Life	10,792	1,466	9,326	14%	10,792	
Pension	9,672	2,300	7,372	24%	9,672	
<u>Total Salaries & Benefits</u>	<u>152,439</u>	<u>46,805</u>	<u>105,634</u>	<u>31%</u>	<u>152,439</u>	
<u>General Expenses</u>						
Travel	3,650	525	3,125	14%	3,650	
Training & Conferences	2,600	334	2,266	13%	2,266	
Membership Fees & Dues	900	1,372	(472)	152%	1,372	
Meals	150	28	122	19%	150	
Meetings	100		100	0%	100	
Communications	540	1,304	(764)	241%	1,304	
<u>Total General Expenses</u>	<u>7,940</u>	<u>3,563</u>	<u>4,377</u>	<u>45%</u>	<u>8,842</u>	
<u>Community Events & Festivals</u>						
General Events & Festivals	17,370	13,681	3,689	79%	17,370	
<u>Total Community Events</u>	<u>17,370</u>	<u>13,681</u>	<u>3,689</u>	<u>79%</u>	<u>17,370</u>	
Total Expenses	177,749	64,049	113,700	36%	178,651	
Net Surplus (Deficit)	(127,749)	(44,049)	(83,700)	34%	(128,651)	

For the Seven Months Ending Thursday, October 31, 2024



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
REC PROGRAMMING						
Revenue						
Misc Recreation Program Revenue	\$2,000	\$856	\$1,144	43%	2,000	
Summer Day Camp	30,000	14,575	15,425	49%	23,350	
After School Program	61,500	16,767	44,733	27%	16,767	*no longer exists
Pickleball	1,800		1,800	0%	4,000	\$3K to date; entry will be made
<u>Total Revenue</u>	<u>95,300</u>	<u>32,198</u>	<u>63,101</u>	<u>34%</u>	<u>46,117</u>	
<u>Grants</u>						
Federal Government Grants	16,000	10,640	5,360	67%	16,000	
Provincial Government Grants	13,500		13,500	0%	13,500	
Local Government Grants	11,000	750	10,250	7%	11,000	
<u>Total Grants</u>	<u>40,500</u>	<u>11,390</u>	<u>29,110</u>	<u>28%</u>	<u>40,500</u>	
Total Revenue	135,800	43,588	92,211	32%	86,617	
Expenses						
<u>Salaries & Benefits</u>						
Regular Wages	30,865	2,233	28,632	7%	30,865	
After School Program Wages	38,047	39,838	(1,791)	105%	5,000	
Summer Camp Wages	39,509	0	39,509	0%	39,509	
CPP	4,946	1,650	3,296	33%	4,946	
EI	2,520	978	1,542	39%	2,520	
WCB	2,938	1,140	1,798	39%	2,938	
Group Medical & Life	2,761		2,761	0%	2,761	
Pension	2,469	434	2,035	18%	2,469	
<u>Total Salaries & Benefits</u>	<u>124,055</u>	<u>46,273</u>	<u>77,782</u>	<u>37%</u>	<u>91,008</u>	Salaries actual will be adjusted; current MPAL is only in Rec Admin; ASP contains Day Camp
<u>General Expenses</u>						
Communication	1,080	75	1,005	7%	1,080	
<u>Total General Expenses</u>	<u>1,080</u>	<u>75</u>	<u>1,005</u>	<u>7%</u>	<u>1,080</u>	



	2025	2025	\$	%		
	BUDGET	YEAR TO DATE	VAR. TO BUDGET	VAR. TO BUDGET	FORECAST	COMMENTS
<u>Program Expenditures</u>						
General Program Expenditures	2,750	100	2,650	4%	2,750	
Summer Day Camp	1,800	751	1,049	42%	751	
After School Program	1,500	289	1,211	19%	289	
<u>Total Program Expenditures</u>	<u>6,050</u>	<u>1,140</u>	<u>4,911</u>	<u>19%</u>	<u>6,050</u>	
Total Expenses	131,185	47,488	83,697	39%	98,138	
Net Surplus (Deficit)	4,615	(3,900)	8,515	-85%	(11,521)	

For the Seven Months Ending Thursday, October 31, 2024



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
FITNESS CENTRE						
Revenue						
Membership Sales	\$138,800	\$58,393	\$80,407	42%	125,000	
Personal Training	6,000	1,620	4,380	27%	2,000	*not seeing same demand
Common BDCA	4,000		4,000	0%	4,000	
Total Revenue	148,800	60,013	98,871	34%	131,000	
Expenses						
<u>Salaries & Benefits</u>						
Regular Wages	99,358	59,563	39,795	60%	99,358	
CPP	5,287	2,784	2,503	53%	5,287	
EI	2,309	1,371	938	59%	2,309	
WCB	2,693	1,636	1,057	61%	2,693	
Group Medical & Life	9,034	4,544	4,490	50%	9,034	
Pension	6,843	3,688	3,155	54%	6,843	
<u>Total Salaries & Benefits</u>	<u>125,524</u>	<u>73,586</u>	<u>51,938</u>	<u>59%</u>	<u>125,524</u>	
<u>General Expenses</u>						
Communications & Cable	2,100	479	1,621	23%	2,100	
Advertising	300		300	0%	-	
Insurance	885	591	294	67%	885	
Personal Trainers	8,100	2,904	5,196	36%	4,000	*payment for class instructors
Utilities	11,250	4,900	6,350	44%	11,250	
Shared Expenses	9,000	3,604	5,396	40%	9,000	
Operational Supplies	5,900	2,806	3,094	48%	5,900	
Repairs & Maintenance	2,500	797	1,703	32%	2,500	
<u>Total General Expenses</u>	<u>40,035</u>	<u>16,081</u>	<u>23,953</u>	<u>40%</u>	<u>35,635</u>	
Total Expenses	165,559	89,667	75,892	54%	161,159	
Net Surplus (Deficit)	(16,759)	(29,654)	12,895	177%	(30,159)	



For the Seven Months Ending Thursday, October 31, 2024

	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
PARKS & FACILITIES						
Revenue						
Facility Rentals	\$4,660	\$8,317	(\$3,657)	178%	\$8,317	
<u>Grants</u>						
Federal Government Grants	9,152	5,256	3,896	57%	9,152	*Waiting on final payment for Green Jobs
Provincial Government Grants	5,824	2,956	2,868	51%	5,824	*Waiting on final payment for prov job grants
Local Government Grants						
Total Grants	14,976	8,212	6,764	55%	14,976	
Total Revenue	19,636	16,529	3,107	84%	23,293	
Expenses						
<u>Salaries & Benefits</u>						
Hourly Wages	31,273	38,654	(7,381)	124%	38,654	
CPP	1,444	1,803	(359)	125%	1,803	
EI	727	771	(44)	106%	771	
WCB	848	1,057	(209)	125%	1,057	
Group Medical & Life			0	100%	-	
Pension			0	100%	-	
Total Salaries & Benefits	34,292	42,285	(7,993)	123%	42,285	
<u>General Expenses</u>						
Travel	274	19	255	7%	274	
Communications	790	300	490	38%	790	
Facility Insurance	6,503	4,911	1,592	76%	4,911	
Meals	100		100	0%	100	
Utilities	5,135	4,329	806	84%	7,450	provision based on period variance
Tools & Equipment	4,700	2,736	1,964	58%	4,700	
Safety Supplies	900	370	530	41%	900	
Total General Expenses	18,402	12,665	5,737	69%	19,125	
<u>Repairs & Maintenance</u>						
General Repairs & Maintenance	5,000	5,529	(529)	111%	7,529	provision based on period variance
Ballfields Maintenance	6,000	2,717	3,283	45%	6,000	net repairs / replacement in spring
Tennis Courts Maintenance	500		500	0%	500	line paint in spring?
Splash Pad Maintenance	2,000	733	1,267	37%	2,000	line paint in spring?
						electrical housekeeping needed if spend remains
Rainforth Park Maintenance	16,000	782	15,218	5%	16,000	low - can be worked in the spring
Centennial Park Maintenance		2,240	(2,240)	100%	-	re-allocate to 10-95-572-5524
Spicer Park Maintenance						
Chute Park Maintenance						
Trails Maintenance		3,439	(3,439)	100%	-	re-allocate to 10-95-572-5524
						higher than anticipated possibly due to break-in at
Carol's Place Maintenance	8,600	6,650	1,950	77%	8,600	Carol's Place
Total Repairs & Maintenance	38,100	22,090	16,010	58%	40,629	



	2025 BUDGET	2025 YEAR TO DATE	\$ VAR. TO BUDGET	% VAR. TO BUDGET	FORECAST	COMMENTS
<u>Vehicle Expenses</u>						
Vehicle Insurance	2,877	2,733	144	95%	2,877	
Fuel	3,500	838	2,662	24%	3,500	
Vehicle Maintenance	1,450	72,126	(70,676)	5974%	5,247	Capital Truck purchase incorrectly expensed; entry to follow
<u>Total Vehicle Expenses</u>	<u>7,827</u>	<u>75,697</u>	<u>(67,870)</u>	<u>967%</u>	<u>11,624</u>	
<u>Long Term Debt</u>						
Principal	18,150		18,150	0%	18,150	
Interest	7,933	4,067	3,866	51%	7,933	
<u>Total Long Term Debt</u>	<u>26,083</u>	<u>4,067</u>	<u>22,016</u>	<u>16%</u>	<u>26,083</u>	
<u>Partner Contributions</u>						
Annapolis Valley Regional Library	17,400	13,050	4,350	75%	17,400	
<u>Total Partner Contributions</u>	<u>17,400</u>	<u>13,050</u>	<u>4,350</u>	<u>75%</u>	<u>17,400</u>	
Total Expenses	142,104	169,854	(27,750)	120%	157,146	
Net Surplus (Deficit)	(122,468)	(153,325)	30,857	125%	(133,853)	

**REQUEST FOR DECISION
RFD034-2024:
Temporary Borrowing Resolution-
2024 Mini Pumper Fire Truck**



To: Town Council
From: Director of Finance
Date: December 10, 2024
Subject: Temporary Borrowing Resolution- 2024 Mini Pumper Fire Truck

References/Attachments

Temporary Borrowing Resolution- 2024 Mini Pumper Fire Truck
2024-25 Five Year Capital Investment Plan

Legislation

Pursuant to the Municipal Government Act, Section 88

Recommendation

That Council approve the Town of Berwick's temporary borrowing resolution in the amount up to, but not exceeding, one hundred and fifty-five thousand (\$155,000) to finance the purchase of a 2024 Mini Pumper Fire Truck.

Background

Municipalities are required to seek Ministerial approval for capital borrowing. The Minister's department requires a formal resolution by the Council to initiate this process. As approved within the 2024/25 Five Year Capital Investment Plan, the Town plans to borrow to fund its portion of the purchase of the new mini pumper fire truck. As this purchase will be completed in the near future, the Town intends to participate in the Municipal Finance Corporation (MFC) Spring Debenture Issuance.

Financial Implications

As Berwick will be funding this purchase by way of debt, the principal and interest payments will be included in the annual operating budgets for the duration of the ten (10) year borrowing term. As we are participating in the spring debenture, the first fiscal year will recognize an interest only payment, with both the principal and interest to be captured in the following fiscal years, until the repayment of loan is complete.

**REQUEST FOR DECISION
RFD034-2024:
Temporary Borrowing Resolution-
2024 Mini Pumper Fire Truck**



Priority Alignment

Check Applicable	Strategic Priority Area	Comments
X	Economic	
	Environmental	
	Social	
	Cultural	

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

I support the staff recommendation.

CAO Initials: JB

Target Decision Date: December 10, 2024

MUNICIPAL COUNCIL OF THE

TEMPORARY BORROWING RESOLUTION

Amount: \$ _____ Purpose: _____

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the _____, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

WHEREAS the Council of the _____ has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

WHEREAS the Council of the _____ has determined to borrow for the purposes of _____;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the _____ borrow a sum or sums not exceeding _____ Dollars (\$ _____) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the _____ to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding _____ Dollars (\$ _____) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the _____
held on the ____ day of _____, 2024.
GIVEN under the hands of the Clerk and under the seal of the _____
this ____ day of _____, 2024.

Clerk

REQUEST FOR DECISION

RFD042-2024: Adoption of Code of Conduct for Elected Officials Regulations



To: Council
From: Jen Boyd, CAO
Date: December 4, 2024
Subject: Adoption of Code of Conduct for Elected Officials Regulations

References/Attachments

- Letter to Municipalities re Code of Conduct
- Schedule – Code of Conduct Framework Recommendations
- Appendix A to Schedule Standard Code of Conduct
- Appendix B to Schedule Sanctions and Sanction Framework
- Appendix C to Schedule Complaint and Investigator Process

Recommendation

That Council adopt the Code of Conduct for Elected Officials regulations.

Background

In January 2022, the Code of Conduct Working Group was established to develop a set of recommendations on the code of conduct framework, which included content to include in the code, sanctions that may be imposed if a breach occurred, and options for an investigator model. This collaborative working group included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH). The Code of Conduct Working Group developed 25 recommendations which were all accepted by the Minister of DMAH.

In October 2024, the Minister of the DMAH (Department of Municipal Affairs and Housing) prescribed all municipalities to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations, within 60 days following the October election (December 19, 2024), providing confirmation of their notice of adoption. Council has the option to do this by resolution, policy or bylaw.

As the Town does not currently have a code of conduct policy or bylaw staff recommend that Council adopt the regulations by resolution.

All members of Council will be required to complete Code of Conduct training and test with a minimum pass rate be compliant with the regulations. The province will be providing in-person and online training on the Code of Conduct starting in January 2025. Members of Council are encouraged to register for a training session as soon as possible. Information on the training sessions is sent with the NSFM Monday Memo.

REQUEST FOR DECISION

RFD042-2024: Adoption of Code of Conduct for Elected Officials Regulations



Furthermore, municipalities are required to retain an independent qualified professional to complete code of conduct investigations. The Investigator's information must be displayed on the municipality's publicly accessible website and have no conflict of interest between themselves, and the parties involved in the complaint.

AMANS has released a Request for Qualifications to compile a list of prequalified proponents who can investigate Code of Conduct complaints. The list will be made available to the CAOs, who will be able to negotiate with a proponent directly. The process will satisfy the public procurement requirements for engaging a proponent.

The following resolution has been drafted for adoption of the Provincial Code of Conduct for Elected Officials Regulations:

Whereas the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 ("the Regulations"); and,

Whereas municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23A of the Municipal Government Act;

Therefore, be it resolved that the Council of the Town of Berwick hereby adopt the model code of conduct as set forth in Schedule "A" to the Regulations, which shall be titled the "Code of Conduct for Elected Officials of the Town of Berwick".

And, that an independent investigator be chosen by the CAO from the AMANS call for qualifications.

Financial Implications

As mentioned above, the Town of Berwick will be required to retain a professional to complete the code of conduct investigations. At this time, the financial implications are unknown; however, as staff assess the requirements and review the list of proponents Council will be updated and a proposed budget will be identified for the 2025/26 Operating Budget.

**REQUEST FOR DECISION
RFD042-2024: Adoption of Code of
Conduct for Elected Officials
Regulations**



Priority Alignment

Check Applicable	Strategic Priority Area	Comments
	Economic	
	Environmental	
X	Social	
	Cultural	

Alternatives

Council could choose to make additions to the model code.

Community Engagement/Communication

The website will be updated to include a link to the Code of Conduct for Elected Officials regulations and information for submitting a complaint.

CAO Comments

Adoption of the Code of Conduct for Elected Officials is a legislative requirement.

CAO Initials: JB

Target Decision Date: 10 December 2024



Municipal Affairs and Housing Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

August 9, 2024

To All Nova Scotia Elected Officials and Chief Administrative Officers/Village Clerks:

I am writing to inform you of an update on the municipal and village codes of conduct. In January 2022, the Code of Conduct Working Group was established to develop a set of recommendations on the code of conduct framework, which included content to include in the code, sanctions that may be imposed if a breach occurred, and options for an investigator model. This collaborative working group included representatives from the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), the Association of Nova Scotia Villages (ANSV), and the Department of Municipal Affairs and Housing (DMAH).

Following significant consultation with municipalities in September 2022, March 2023, and September 2023 on the code of conduct framework, the Code of Conduct Working Group developed 25 recommendations for me to consider as Minister. I am pleased to advise, after careful consideration, I am accepting all 25 recommendations presented by the Code of Conduct Working Group. The recommendations, along with the anticipated framework are appended to this letter for your reference.

The code of conduct framework will be coming into effect following the October municipal election. The legislative provisions require municipalities and villages to adopt a code of conduct consisting of the model code of conduct as outlined in the regulations. As Minister, I will prescribe that all municipalities and villages must adopt the model code of conduct within 60 days following the October election and provide confirmation of their notice of adoption. Should a municipality or village fail to meet the above requirements, municipal funding will be withheld pursuant to the *Municipal Grants Act*. As one of the first items to discuss on your agendas, I trust this will bring an unequivocal understanding of the conduct to uphold as an elected official in Nova Scotia.

I understand and recognize that code of conduct training is an important component to make the framework successful. The NSFM will be the lead organization on the development of a robust code of conduct training module, and it is expected this module will be available in early 2025. To bridge the gap between when the regulations will be in place to when the robust training module will be ready in early 2025, the Department will provide municipalities and villages resources that can be shared with councils and commissions.

Page 2

As we move toward a new standard for elected officials following the election, I would encourage you to share the documents appended in this letter with all candidates running in the upcoming municipal election. Candidates should be notified about the new expectations surrounding the code of conduct.

In closing, I would like to thank the Code of Conduct Working Group members for their hard work and dedication to this initiative over the past two years. This initiative is a wonderful example of collaboration between the Department and our municipal partners.

Sincerely,



Honourable John A. Lohr
Minister of Municipal Affairs and Housing

Attached

c: Code of Conduct Working Group
Mayor Carolyn Bolivar-Getson, NSFM
Juanita Spencer, CEO NSFM
Kim Ramsay, President AMANS
David Campbell, Executive Director AMANS

Proposed Recommendations from Code of Conduct Working Group

The Code of Conduct Working Group (COCWG) has developed their proposed recommendations for the code of conduct regulations for the Department of Municipal Affairs and Housing (DMAH) to review. The 25 recommendations below reflect the consensus opinion from the COCWG.

Application:

- There should be one code for all municipalities and villages.
- The code of conduct should operate together and as a supplement to other applicable laws, including the bylaws and policies with the municipality or village.
- The code of conduct should apply to elected officials at all times with respect to their behaviour regarding any action that negatively impacts the municipality or tarnishes its reputation.
- Nothing in the code of conduct is intended to silence elected officials from sharing or expressing dissenting opinions.
- The code of conduct should apply from the time elected officials are declared elected until their resignation, their disqualification, or their successor being sworn into office.

Content to include:

- The code will include 45 provisions under various headings (e.g. general conduct, confidential information, etc.) See Appendix A for detailed provisions.
- 13 possible sanctions that can be imposed on a member for breaching the code of conduct. See Appendix B for the sanctions.
- 7 considerations elected officials shall evaluate before they can impose a sanction. See Appendix B for detailed considerations.
- Failure to comply with a sanction imposed is considered a breach of the code itself and will go to council with the investigator's recommendation only.

Complaint and investigator process:

- Municipalities and villages will appoint an investigator and have their contact information readily available on their website. See Appendix C for detailed complaint and investigator process.
- Investigators should have experience in conducting investigations, and experience applying the principles of natural justice and procedural fairness.
- No conflict of interest can exist between the investigator and the parties involved.
- A complaint can be submitted no later than 6 months from discoverability.
- The CAO/Clerk shall be notified by the investigator that a complaint has been received and Council/Commission shall be notified if a complaint makes it to the investigation stage.

- The investigators report shall be brought to council/commission no later than 6 months from the time the complaint is received by the investigator. Extensions may be granted by council/commission for extenuating circumstances.
- Any complaints brought forward during the municipal election period between nomination day and ordinary polling day will not be investigated until the election has concluded.
- A member who has a complaint lodged against them will be able to review and respond to the information in the investigators report prior to council's vote.
- A member who has had a complaint lodged against them, or who has made the complaint, may not participate in the vote on whether there was a breach, and if applicable, may not participate in the decision regarding what sanction to impose.
- The Code of Conduct will state that a decision of a Council on a code of conduct matter is final and binding on all parties.
- At the conclusion of the investigation, require public disclosure of the section a complaint was lodged under, and the investigator's recommendation.

Training:

- Elected officials should be required to complete the training within 30 days of being sworn into office and failure to do so is considered a breach of the code itself and may go to council without an investigation.
- Any breach of the code determined by council shall result in additional code of conduct training for the person who committed the breach.
- Training to be developed and delivered in an online module format with quizzes and a minimum pass rate to ensure a minimum level of understanding.

Review:

- A review on the code of conduct shall begin 3 years post implementation to consider the effectiveness for municipal elected officials.
- Review the Municipal Elections Act (MEA) to see if there is potential to reduce the gap between the sanctions in the code of conduct and the Municipal Elections Act.

Appendix A: Recommended Prescribed Code of Conduct

The recommended prescribed code of conduct would be applicable to all municipalities and villages with separate codes being developed to reflect the difference in terminology (e.g. village versus municipality, Chief Administrative Officer versus Clerk).

Code of Conduct shall apply to elected officials from the time that they are declared elected until:

- a) their resignation;
- b) their disqualification while in office; or
- c) their successor is sworn into office, or, if there is no successor, until the meeting at which the successor would have been sworn into office if there was a successor

The guiding principles to be included are:

- a. Collegiality – members of council will work together to further the best interests of the municipality in an honest and honourable way.
- b. Respect – members of council will demonstrate respect towards one another, the democratic decision-making process, and the role of staff.
- c. Integrity – members of council are expected to act lawfully and adhere to strong ethical principles by giving the municipality or village interests priority over private individual interests.
- d. Professionalism – members of council will create and maintain an environment that is respectful and free from all forms of harassment, including sexual harassment and discrimination. They must show consideration for every person's values, beliefs and contributions, and supporting and encouraging others to participate in council activities.
- e. Transparency – members of council will be truthful and open regarding their decisions and actions and make every effort to accurately communicate information openly to the public.
- f. Responsibility – members of council are responsible for the decisions that they make and must be held accountable for their actions and outcomes. They must demonstrate awareness of their own conduct and consider how their words or actions may be perceived as offensive or demeaning.

General Conduct

- Members of Council must be truthful and forthright, and not deceive or knowingly mislead Council, the CAO, or the public.

- Members of Council will respect the presiding officers, colleagues, staff and members of the public that present during the council meeting or other proceedings/meetings of the municipality.
- Members of Council will adhere to procedure and direction of presiding officers in respect to rules of procedure.
- Members of Council must conduct Council business and all of the member's duties in an open and transparent manner, other than for those matters which Council is authorized by law to deal with in private.
- Members of Council must ensure that they are not impaired by alcohol or drugs while attending any meeting of the municipality.

Confidential Information

- No Member of Council will disclose or release by any means to any member of the public, any confidential information acquired by virtue of their office, in either oral or written form, except where required by policy or law or authorized by the Council to do so.
- No Member of Council will use confidential information for personal or private gain or for the gain of any other person or entity.
- Members of Council should not access or attempt to access confidential information in the custody of the municipality unless the information is necessary for the performance of their duties and its access is not prohibited by legislation or by the by-laws or policies of the Municipality.
- Members of council must not discuss any matters relating to an active investigation under this Code of Conduct with anyone other than the investigator or their own legal representative, unless required by law.

Gifts and Benefits

- No Member of Council shall accept a fee, advance, cash, gift, gift certificate or personal benefit that is connected directly or indirectly with the performance of their duties of office, except for the following:
 - i. gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - ii. a suitable memento of a function honouring the member of Council;
 - iii. sponsorships and donations for community events organized or run by a member of Council or by a third party on behalf of a member of Council;
 - iv. compensation authorized by the municipality.

- A fee or advance paid, or a gift or benefit provided, with the Member's knowledge, to a person closely connected to a member is deemed to be a gift to the Member of Council.

Use of Municipal Property, Equipment and Services

- No Member of Council shall use, or request the use of, any municipal property, including surplus material or equipment for personal convenience or profit, unless the property is:
 - i. available for such use by the public generally and the member of Council is receiving no special preference in its use; or,
 - ii. made available to the member of Council in the course of carrying out council activities and duties.
- No Member of Council shall use, or request the use of, for personal purpose any municipal property, equipment, services, supplies or other municipally-owned materials, other than for purposes connected with the discharge of municipal duties.
- No Member of Council shall obtain, or attempt to obtain, personal financial gain from the use or sale of municipally-developed intellectual property.
- No Member of Council shall use information, or attempt to use information, gained in the execution of their duties that is not available to the general public for any purposes other than carrying out their official duties.
- No Member of Council, or person closely connected to a member, shall tender on such items such as the sale of older and extra equipment.

Building, Development, Planning, or Procurement Proposals before Council

- No Members of Council shall solicit or accept support in any form from an individual, group or corporation, with any building, development, planning, or procurement proposal before Council.

Improper Use of Influence

- No Member of Council shall use the influence of their office for any purpose other than for the exercise of their official duties.

Business Relations

- No Member of Council shall allow the prospect of their future employment by a person or entity to affect the performance of their duties to the municipality.
- No Member of Council shall borrow money from any person who regularly does business with the municipality, unless such person is an institution or company

whose shares are publicly traded and who is regularly in the business of lending money.

- No Member of Council shall act as an agent of a person or entity before Council or a committee of Council or any agency, board or committee of the municipality.

Employment of Persons Closely Connected to Members of Council

- No Member of Council shall attempt to influence any municipal employee to hire or promote a person closely connected to the member.
- No Member of Council shall make any decision or participate in the process to hire, transfer, promote, demote, discipline or terminate any person closely connected to the member.

Fairness

- No Member of Council shall give special consideration, treatment or advantage to any individual or entity beyond that which is accorded to all.
- No Member of Council shall give special consideration, treatment or advantage to an organization or group due to the member or person closely connected to the member being involved with or a member of the organization or group.

Adherence to Policies, Procedures, Bylaws and Other Laws

- Members of Council will adhere to the Code of Conduct.
- Members of Council will adhere to the applicable national and provincial legislation.
- Members of Council will adhere to the procedures, policies and bylaws of the municipality.
- Members of Council will adhere to the expense and hospitality policy of the municipality.

Respect for Council as a decision-making body

- A Member of Council must abide by and act in accordance with any decision made by Council, whether or not the member voted in favour of the decision.
- Members of Council must not encourage non-compliance with a statute, regulation, bylaw, policy or procedure.

Communicating on behalf of Council

- A Member, other than the Mayor/Warden, must not claim to speak on behalf of Council unless the member has been authorized to do so.
- The Mayor/Warden/designated individual may speak on behalf of Council and must make every effort to convey the intent of Councils' decision accurately.

Interactions of Council with Staff and Service Providers

- Members of Council must respect the role of the CAO as head of the administrative branch of government of the municipality and must not involve themselves directly in the administration of the affairs of the municipality, including, without limitation, the administration of contracts.
- No Member of Council shall direct, or attempt to direct, the CAO, other than through a direction provided by the Council as a whole.
- Members of Council shall be respectful of the role of CAO and municipal employees to advise based on political neutrality and objectivity and without undue influence from any individual member or faction of the Council.
- Members of Council must not direct or influence, or attempt to direct or influence any municipal employees in the exercise of their duties or functions.
- Council cannot direct municipal employees except through the CAO.
- Members of Council are not to issue instructions to any of the contractors, tenderers, consultants or other service providers to the municipality.
- No Member of Council shall require or request that a municipal employee undertake personal chores or tasks for the Council member unrelated to municipal business.
- Members of council shall refrain from making public statements that are critical of specific and/or identifiable municipal employees and/or service providers.

Respectful Interactions

- A Member of Council must not engage in discrimination or harassment on the grounds articulated in the Human Rights Act of Nova Scotia.
- A Member of Council must not sexually harass any person.
- A Member of Council must not engage in any discriminatory or harassing action or conduct, verbal or non-verbal, directed at one or more individuals or groups that creates a poisoned environment.

Reprisal

- A Member must not undertake any act of reprisal or threaten reprisal against a complainant in a matter under this Code of Conduct or any person providing relevant information in relation to a matter under this Code of Conduct.

Appendix B: Recommended Sanctions Framework and Possible Sanctions to be imposed

Sanctions Framework:

A Council or Commission shall consider all of the following criteria prior to imposing a sanction or sanctions:

1. The nature of the code contravention;
2. The length or persistence of the code contravention;
3. If the member intentionally contravened the code of conduct;
4. Has the member taken any steps to remedy the contravention;
5. If the member previously contravened the code of conduct;
6. Any external factors that exist to the member's contravention (e.g. family situation, mental health); and
7. The resources the member will need to complete their job.

Sanctions:

1. Member will receive a letter of formal reprimand or warning, as directed by council.
2. Member will issue a letter to include acknowledgement of breach of code and an apology within 15 days.
3. Require the member to attend training, appropriate to the incident, as directed by council.
4. Censure the member publicly.
5. Limit the member's access to certain local government facilities, equipment and/or property.
6. Suspending or removing the member as deputy head of council and/or the chair of a committee, if applicable.
7. Suspending or removing the member for no longer than 6 months from some or all committees and/or boards.
8. Impose a limit on the member's participation on behalf of the municipality.
9. Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality.
10. Impose a fine on the member for up to \$1,000 per occurrence, which is to be paid no later than 6 months from the decision of council and to be collected in the same manner as other taxes.
11. Impose an appropriate reduction in remuneration to the member for no longer than 6 months.
12. Make member repay any direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator.
13. Make member repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator.

Appendix C: Recommended Complaint and Investigator Process

1. Municipality or village will appoint a person or entity other than a Council Member or an employee of the municipality to receive and investigate complaints.
 - a. The person or entity appointed must have experience in conducting investigations and in applying the principles of natural justice and procedural fairness. No conflict of interest can exist between the investigator and the parties involved.
 - b. Municipalities must include the investigator's contact information on their publicly accessible website.
2. A complaint must be submitted to the investigator no later than 6 months from discoverability.
 - a. Any complaints brought forward during the municipal election period of nomination day until ordinary polling day will not be investigated until the election has concluded.
3. When a complaint is received by the investigator, the investigator shall notify the CAO/clerk of the fact that a complaint has been received.
4. Investigator will determine if there is validity to the complaint. If no validity, then complaint can be dismissed.
5. If the investigator finds that the complaint is valid, the investigator shall notify the member who is the subject of the complaint that a complaint has been made about them, and it is proceeding to an investigation.
6. The investigator will begin their investigation and notify Council/the Commission through a confidential email or in camera of the fact that a complaint is proceeding to the investigation phase.
7. The investigator shall protect the confidentiality of the complainant, the subject(s) of the complaint, and all persons involved in the investigation, to the greatest extent possible, while still applying the principles of natural justice and ensuring procedural fairness.
8. The investigator shall present a report to Council, no later than 6 months from the time the complaint is brought forward, on the investigation and include a

recommendation regarding the validity of the complaint and, if applicable, a recommendation regarding an appropriate sanction.

- a. If complaint is brought forward during the municipal election period of nomination day until ordinary polling day it will not be investigated until the election has concluded. Investigations already in progress at the time of nomination day will continue;
 - b. Council may grant the investigator an extension on when the report can be brought to council for extenuating circumstances, including a delay during a municipal election period;
 - c. Council is able to discuss the investigators report in camera; and
 - d. The member who had the complaint lodged against them will have the opportunity to review and respond to the information in the investigator's report, and make submissions to Council, prior to the Council's vote.
9. Council determines if a breach occurred and determines the sanction(s) to impose. If a councillor is the subject of the complaint or has made the complaint under the Code the councillor shall:
- a. In the case of a closed meeting, leave the room in which the meeting is held
 - b. In the case of a public meeting, either leave the room or remain in the room in the part of the room for general public; and
 - c. Refrain from voting on any question relating to the matter
10. Any breach of the code determined by councils shall automatically retrigger the required Code of Conduct training.
11. The section under the Code of Conduct the complaint was lodged and the investigators recommendations are made public.
12. The decision or penalty of Council/Commission on a Code of Conduct matter is final and binding on all parties.

2025 MEETING SCHEDULE

(subject to change)



JANUARY	FEBRUARY	MARCH	APRIL
7 Berwick Electric Commission (am) 7 Audit Committee Meeting (am) 7 Planning Advisory Committee (pm) 14 Town Council Meeting 21 Police Services Advisory 23 Community Development 27 Accessibility Committee 28 Committee of the Whole Meeting	4 Planning Advisory Committee 11 Town Council Meeting 25 Committee of the Whole Meeting	4 Berwick Electric Commission (am) 4 Planning Advisory Committee (pm) 11 Town Council Meeting 18 Police Services Advisory 24 Accessibility Committee 25 Committee of the Whole Meeting 27 Community Development	1 Planning Advisory Committee 8 Town Council Meeting 22 Committee of the Whole Meeting
MAY	JUNE	JULY	AUGUST
6 Berwick Electric Commission (am) 6 Planning Advisory Committee (pm) 13 Town Council Meeting 20 Police Services Advisory 22 Community Development 26 Accessibility Committee 27 Committee of the Whole Meeting	3 Planning Advisory Committee 10 Town Council Meeting 24 Committee of the Whole Meeting	TBD Planning Advisory Committee 8 Town Council Meeting 15 Police Services Advisory 24 Community Development 28 Accessibility Committee <i>No Committee of the Whole Meeting</i>	26 Committee of the Whole Meeting <i>No Council Meeting</i>
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
2 Berwick Electric Commission (am) 2 Planning Advisory Committee (pm) 9 Town Council Meeting 16 Police Services Advisory 22 Accessibility Committee 23 Committee of the Whole Meeting 25 Community Development	7 Planning Advisory Committee 14 Town Council Meeting 28 Committee of the Whole Meeting	4 Berwick Electric Commission (am) 4 Planning Advisory Committee (pm) TBD Town Council Meeting 18 Police Services Advisory 24 Accessibility Committee 25 Committee of the Whole Meeting 27 Community Development	2 Planning Advisory Committee 9 Town Council Meeting 23 Committee of the Whole Meeting <i>No Committee of the Whole</i>

Department: Community Development
Date: November 2024

Council Priorities

- **Increased Programming/Programming for all ages:**
 - The first Berwick Memory Cafe took place December 3rd at the Evangeline Club. While the numbers were small, it was a great starting point! The next session will be January 14th. Staff are assisting with registration and promotion.
 - Staff continue to work closely with the Annapolis Valley Welcome Network, Evangeline Club and Kings County Family Resource Centre to support their local efforts.
 - Our free afterschool drop-in program "Wednesday Sports Zone" has been a successful partnership with the Valley Wildcats. This program will end on December 11th and return in the new year. Funding for this program will now be supported through a provincial grant.
- **Tree Replacement Program:**
 - A grant which may support our tree replacement program has become available. We are working as a department with the support of our Park staff to draft an application.

Key highlights

- Town, and Town Hall, were completely decorated for the holidays ahead of the Candy Cane Lane weekend with support from Public Works and Parks Department. 15 new lights were installed in the downtown core, along with new candy cane decor at the Town Hall.
- Staff attended the Municipal Equity and Anti-Racism Symposium hosted by AMANS. The symposium was comprehensive and provided important information for the development of the Municipal Equity and Anti-Racism Plan to be completed by April 1, 2025. Staff will be hosting a Special Accessibility Advisory Committee meeting on December 9, to present information from the symposium.
- Holiday reception will be held Friday, December 6 at the Berwick and District Lions Hall. The event will be catered for by Kellocks, and physical invitations were delivered to local businesses; with electronic copies also being sent.
- Our annual tree lighting ceremony was held on Friday, November 22. Despite the rainy weather, the event was a success. New this year, a "Holiday Helper" was chosen at random to lead the countdown with Mayor Trinacty. The Town provided hot chocolate, cookies, popcorn, candy canes and light up wands. Community partners organized crafts and a scavenger hunt. Thank you to Council members

who attended and assisted with the treat table!

- The parade of lights was held on Saturday, November 23. It was another wet evening, but the parade had a record number of entries and spirits were high! The parade would not have been possible without the support of the Berwick and District Volunteer Fire Department.
- Installation of the Centennial Clock is well underway with the support of Public Works.
- Holiday music in the downtown core launched December 2, 2024. Staff are directing community feedback to the form on the Town's website to track, and effectively deal with, any complaints.
- Departmental budget review and preparations are well underway. Review of variance reports was completed.
- An expression of interest (EOI) for the Trail Expansion Grant was submitted and for Centennial and Rainforth Park connector trails. The EOI has been accepted and reviewed, and the grant is now being submitted.
- Washrooms in Rainforth Park are now closed for the season. They will re-open in the spring.
- Discussion and planning for the beautification of the Town Gateway continues.
- Free Public Skate sessions have begun taking place on Nov 16th and 30th and the next skate scheduled for December 21.
- Active Living Coordinator J. Hebb attended the Physical Activity Practitioners Exchange Conference on November 27th, the theme of the conference was "Make your Move at Work".
- Walk n' Roll has started at the Kings Mutual Century Centre on Mondays and Thursdays. Our NS Walks Leaders are assisting in spreading the word and some new faces have already joined in.
- The Trail Coalition shared with the Town of Berwick their trail counter data. In the year 2024 Berwick averaged 404 trail users per day on the East end and 555 on the West end. Pedestrians have the highest usage rates, with cyclists in 2nd and off-road vehicles in 3rd.
- Manager Verrette and Active Living Coordinator Hebb attended two days of Valley Recreation meetings where topics included accessibility, biking initiatives and a presentation from Dalhousie University on internship programs.
- Flags at the Town Hall were lowered on Friday, Dec. 6 in recognition of the National Day of Remembrance and Action on Violence Against Women. This day is a time of mourning and remembrance for the victims of the 1989 Montreal massacre, when a gunman killed 14 female engineering students and staff at Polytechnique Montréal. It is also a day to commemorate members of the community and those around the world who have been harmed by gender-based violence.

Next Month Priorities:

Committee of the Whole Monthly Report



-
- Grant applications to support programming and upcoming events, through 2025 (Summer student grants are open November 18-December 18)
 - Winter Equipment Loan Program launch
 - Launch of Merry Mugs
 - Survey to Business Community

Department: Public Works
Date: December 2024

Council Priorities

Finalize Asset Management: Ongoing.

- 14 Nov meeting with Brightly (AM software system).
- 26 Nov meeting with Brightly (AM software system); estimate of cost received.
- 5 Dec meeting with MaintainX (AM software system).
- Next Steps:
 - Director to receive training on GIS mapping Software from AIM Network.
 - Update AM plan to account for 2024 paving work and vector / CCTV work and findings.
 - Include provision for an AM software in the 2025/26 budget.

Storm Water Management: Ongoing.

- 1 Nov RFP released for the Stormwater Management Plan; 20 Dec closing date.
- 26/27 Nov meeting with residents of 134 / 136 Foster St to discuss mitigation of storm flow on property from Foster St during rain events.
- Next Steps:
 - Additional work required on the open ditch behind Horsburgh Dr once the ground freezes.
 - Work with property owners to construct a swale between civics 134, 136 Foster St to manage storm runoff from street (to happen in the spring when the ground firms, and vegetation growing).
 - Prepare to evaluate RFP responses in late Dec; report to council w/ recommendation.

WWTP Upgrades – Aeration & Blowers: Ongoing.

- 21 Nov RFP closed for Berwick Wastewater Treatment Plant Blower & Aeration Equipment Upgrade. 4 bids received.
- Next Steps:
 - Report to council w/ recommendation 10 Dec.
 - Award work.

WWTP Filter Upgrades: Ongoing.

- *12 Jul Pre-Selection Tender closed; no bids received on account of challenges relating to a single technology package achieving 10/10 effluent limits with such a high influent loading.*
- *1 Nov RFP by invite released to 4 companies for Berwick WWTF Tertiary Treatment System Pre-Selection Documents. 28 Nov closing date.*
- 4 Dec RFP by invite closed; 2 bids received. Currently under review.

- Next Steps:
 - Continue to evaluate RFP responses in Dec with Dillon Engineering.
 - Report to council w/ recommendation.

Sidewalk Upgrades – Maple Avenue: Ongoing.

- 20 Nov 50% Concept Meeting with CBCL to review elevations and concept.
- Next Steps:
 - Review CCTV footage for Foster St, Maple Ave and work current condition into the AM plan.
 - Report to council.

Key Highlights

Operations:

- Groundskeeping, vegetation management, leaf clean-up.
- Holiday decorating, parade preparation.
- Plowing, salting, sanding underway; equipment break-down lead to inefficiencies during the Dec 3 morning.
- Install of the Centennial Clock at Town Hall anticipated completion before month end.
- Tender for Cleaning Services completed; Client Service Agreement under review.
- 11 Jul Flood (post-work)
 - Received a cost proposal for replacement covers for storm culverts near Eden Valley for improved safety and maintenance accessibility. Awaiting other bids for price comparison.
 - PW / BEC Shop reinstatement work started in Oct; ongoing.
- Solar Garden:
 - Drafting RFP's for red seal construction electrician; grounds keeping company.
- WW Treatment:
 - Environment and Climate Change Canada visited the site on 27 November to obtain effluent samples.
 - Drum screen failures have occurred multiple times in November and December to date; troubleshooting and repairs ongoing.
- WW Collection:
 - No updates this month, other than already stated.

Capital (e.g. not already mentioned):

- Centennial Park Building
 - Low-cost temporary building constructed to house plumbing and electrical needs for Rainforth Park and the ball field.
 - Building to be painted, insulated; plumbing and electrical to be moved; existing

building to be demolished by end of fiscal year.

- **Crosswalk flashing lights: parts received in August, September; install ongoing.**
- Fleet Management devices (GPS) received; installs ongoing.
- Accessible Customer Service: RFP closing date 20 Nov; subject of RFD.

Next Month Priorities:

- Holiday preparation (Townhall, Commercial St, Parade Prep).
- Warm stack grounds equipment if time permits (may defer to early spring).
- Insulate the temporary Centennial Park Utility Shed; paint next year.
- **Manhole replacements (3-4) on Commercial Street (may defer to next fiscal year).**
- Continue to implement GPS Fleet Management in Town vehicles.
- Maple Ave sidewalk progression.
- WWTP upgrades progression.

Department: Finance
Date: December 2024

Council Priorities

- **Finalize Asset Management:**
 - **Bi-Weekly Meetings with Atlantic Infrastructure Management Network**
– Reviewing and updating level of service priorities and reviewing latest forecasting tool for high level risk assets.

Key Highlights

Berwick Electric Commission (BEC)

- **Maritime Municipal Electric Utility Alliance (MMEUA):**
 - Met with Saint John Energy on November 21st, to review NRCan questions pertaining to the AMI Smart Meter Project. AREA to prepare responses for SJE to review, prior to submission back to NRCan.
 - SJE’s Engineering Team met with staff and are providing a plan to help inform future projects and potential grant funding. This report was provided to the MMEUA group during the meeting on December 5th.
 - Met with the MMEUA group on November 22nd to discuss an update on
 - Met with the interim-general manager for AREA, and the BEC team, to discuss the operational relationship between the two entities.
 - Attended the MMEUA meeting on December 5th. Agenda included AMI and Kraken update, Engineering analysis from SJE, NRCAN grant for AMI Smart Meters and Governance and Structure.
- **Insurance Claim-Factorydale Turbine:** Hysovent, our Owner’s Engineer, has been awarded phase 2 of the project, which includes preparing and managing the procurement process for a replacement unit, and preparing grant applications with the support of our finance team. The insurer has assigned their own expert to complete a review of the turbine incident, given the materiality of the claim.
- **Insurance Claim-Bezanson Substation:** The insurance claim work is now complete, and we are collecting invoices to submit to the insurance adjuster to finalize the claim.
- **Flow Through Formula:** The application for the revised flow through formula has been submitted to the Utility and Review Board (UARB). The advertisement has been placed in the paper. Next steps are as follows:
 - Filing of Letters of Comment by the Public: Friday, November 8, 2024
 - MEUs Rebuttal Evidence: Friday, November 15, 2024
 - Oral Arguments (9:00 AM) (All parties) (if no hearing is required): Wednesday, November 20, 2024

- **Solar Garden Ownership:** Communication continues with the UARB regarding ownership of the Solar Garden asset. The Town maintains that it shall remain the owner of the solar garden, as has always been the intention.
- Town of Berwick**
- **2023/24 Audit:** Staff continued to work through the draft statements and are in the process of reviewing what we hope is the final draft.
 - **Semi-Annual Variance Analysis and Interim Capital Progress Report** have been completed by all departments and presented for Council's information on December 10th.
 - **2025/26 Budget Preparation:** Staff continue to work on preparing the Operating and Capital Staff await Council's priorities in December to round out draft one of the budgets which will be presented for consideration in January 2025.
 - **Kings Transit Authority and Valley Waste Regional Management:** Attended the meeting to review their 2024/25 forecast and their proposed operating and capital budgets for the upcoming fiscal year. The formula to determine the Town's contribution is currently under review.
 - **Audit Services:** A tender for audit services has been posted and a recommendation will come forward for approval in the new year.
 - **Insurance Claim- Public Works/BEC Shop:** Remediation continues at the shop, relating to the flood damage which occurred. Our adjuster is sourcing a contractor to repair the facility, and our hope is that it is completed by the end of the calendar year.
 - **Insurance Request for Proposal:** An insurance tender has been drafted and will be advertised on the provincial website by the month-end. It is best practice to tender for services every five years.
 - **CUPE Labour Management:** Attended labour management meeting on October 23, 2024.
 - **Labour Management:** Provide support for labour management concerns.
 - **Video Security System:** Equipment has been ordered and installation will begin at the Town Hall once it is received.
 - **Key Fob Systems:** Installation is continuing at Town Hall.
 - **Voyent Alert:** We have been promoting our new alert system to the public. At present, we have 233 residents signed up. We continue to promote this opportunity within our newsletters and social media.
 - **Records Management:** Our Office Administrative Coordinator has started the project of cleaning up the records management archived files, which haven't been completed for several years. They have also started the process of digitalizing our records management.

Next Month Priorities:

- **Demo for potential financial system on December 11th, 2024.**
- **Audit Committee Meeting scheduled for January 7th, 2025.**
- **Financial Information Return completed and submitted to the province, upon approval of the 2023/24 Audited Financial Statements.**
- **Factorydale Turbine:** Collaborate with Owner's Engineer on funding sources for project, and support inquiries for insurance adjuster. Notice of interest will be completed and RFP will be posted.
- **Asset Management Bi-Weekly Meetings with Atlantic Infrastructure Management**
- **25/26 Capital and Operating budget**
- **WCB Audit 2021-2023**
- **Sewer Rate Review**
- **Preparation for CUPE Collective Bargaining.**

Committee of the Whole Monthly Report



Department: CAO and Administration
Date: December 2024

Key Highlights

Berwick Electric

- Staff virtually met with Saint John Energy (SJE) to discuss capital needs to identify projects for funding through the Smart Grids 2.0 program. SJE provided cost estimated for four-year budget at the Maritime Municipal Electric Utility Alliance (MMEUA) meeting on December 5 and BEC will be working with Mahone Bay and Antigonish on a joint Expression of Interest due on December 14.
- Staff are also working with SJE, Mahone Bay/Riverport and AREA to complete the due diligence questions for the smart meter project.
- The Utility and Review Board (NSUARB) found the Flow-Through Formula application submitted on behalf of BEC, Town of Mahone Bay Electric Utility, Town of Antigonish Electric Utility and Riverport Electric Light Commission to be reasonable and approved the mechanism. The Board determined that flowthrough applications should occur no later than every two years and that there should be a true up component. We have until June 30, 2025 to submit our thoughts on the true up component.
- See Finance report for updates on the Maritime Municipal Electric Utility Alliance (MMEUA), Flow Through Application and Solar Garden Ownership.
- BEC and Town of Mahone Bay Electric Utility have advertised a joint Request for Proposals (RFP) for electrical inspections. The RFP allows proponents to bid on providing services to one or both electric utilities. The RFP closes on December 20.

Town

- AREA Board met on November 21 for the first time since the swearing in of new Councils. See the AREA Committee report for more information. The CAO continues to work with the other CAO's of the owner Towns to support the Interim GM's transition.
- The CAO's from municipal units involved in the Interim IMSA Board met in November to find consensus on a recommendation for the Board on funding formulas for Valley Waste and Kings Transit. A proposal for the Interim IMSA Board's consideration on membership, governance and funding is expected in the new year.
- The General Managers and Director of Finance held an online presentation with CAO's and finance staff of the parties to Valley Waste and Kings Transit to review

the proposed budgets for 2025/26 prior to being presented to the Board in December. The budgets were prepared using status quo funding formulas.

- Attended Nova Scotia Federation of Municipalities Conference November 26-29.
- Met with Valley Regional Enterprise Network to review the proposals for the Marketing Levy Framework Development. The successful proponent will begin consultation with industry and municipalities in the new year regarding a coordinated Marketing Levy Framework for the Annapolis Valley region and funding of a Destination Marketing/Management Organization.
- The Mayor and CAO met with a property owner interested in 228 Main Street.
- The Mayor and CAO are meeting with Councillors regarding Chair responsibilities in preparation for the new year.
- CAO, Director of Public Works and Wastewater Treatment Operator met with Eden Valley for a regularly scheduled check in. PW/WW staff have set up reoccurring meetings to discuss treatment upgrades and testing. The meetings have been very beneficial.
- A reminder that Town Hall will close on December 24 at 12:00 pm for Christmas. Reopening on January 2 for regular business hours.

Next Month Priorities:

- Committees of Council – working with staff to implement a new standard operating procedure for meeting preparation and minutes.
- Budget preparation and engagement
- Continue Council Orientation

Committee Report

Committee Name: AREA (Alternative Resource Energy Authority)
Meeting Date: November 21, 2024
Submitted by: CAO Boyd

Key Agenda Items:

- Election of Chair and Vice Chair
- Approval of AREA's 2023/24 Financial Statements
- Strategic Priorities Plan Discussion
- Ellershouse Wind Farm Expansion

Key Discussion or Decisions:

- This was the first AREA Board meeting following the swearing in of all Council's. The Board elected a new Chair, Mayor Mike Trinacty, Town of Berwick and Vice-Chair, Councillor Kelly Wilson, Town of Mahone Bay.
- The Interim General Management (GM) Ray Robinson provided an update on the transition between the former GM and Ray, as well as some of the projects staff are finishing.
- The Board approved 2023/24 Financial Statements and discussed the merits of an audit committee. The Board agreed to appoint the Board as the audit committee and add a standing agenda item for financial updates at least quarterly.
- The Board discussed the importance of completing a strategic plan given the current changes at the staff and board level. The Interim GM, CAO's and Chair will discuss potential next steps and present them at the December Board meeting.
- There is a public hearing for the Development Agreement (DA) for the Ellerhouse Wind Farm (Potentia) expansion at the Region of West Hants Council on November 26. The Board discussed a draft letter to submit in support of the DA and decided it would be important to have the Chair/Mayor's attend the public hearing.
- The Board agreed that Chair Mayor Trinacty would represent AREA on the Shaping the Future of Nova Scotia's Energy panel at the Nova Scotia Federation of Municipalities Conference November 26-29.
- The next meeting will be held virtually on December 12.

Committee Report



Committee Name: Intermunicipal Services Advisory Committee

Meeting Date: November 20/24

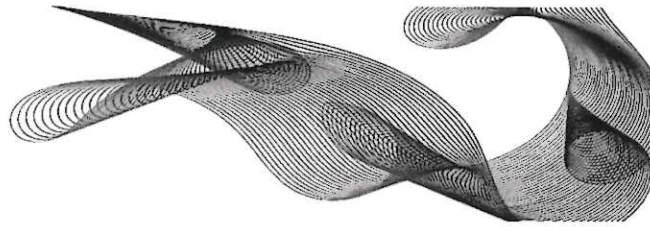
Submitted By: Mayor Trinacty

Key Agenda Items:

- Election of Officers
- Update from Acting GM Dwight Whynot
- Update from Interim GM Andrew Garrett
- Next meeting date

Key Discussion or Decisions: (see the Meeting Minute for more Detail)

- Mayor Dave Corkum was elected chair, mayor Jodi MacKay elected vice chair
- Acting GM Dwight Whynot highlighted the draft budget, follow up from the KTA strategic plan, ongoing process to hire a GM, review process to determine the need for a facility redesign or new build, plan to release the RFP for the electric buses, involvement in ICIP funding program
- Interim GM Andrew Garrett highlighted Extended Producer Responsibility Regulations timelines and collection issues, fires at Scotia Recycling, capital budget and priorities at the Management Centre
- Next Meeting –Dec 18/24 to review the budget



November 2024

Mayor Trinacty

Congratulations on your recent election to the significant position of Mayor for the Town of Berwick. Our aspirations are for you to have a personally successful experience working with your team as your direction forward is discussed, formulated and enacted.

We are connecting today to introduce you to our Community Alcohol Partnership (CAP) Annapolis Valley committee. We have been engaged in our communities for over a decade with an aim to reduce alcohol related harms.

Our endeavors have included the sharing of valuable fact-based information including, as an example, the recent data identifying the strong connection between alcohol consumption and cancers. We have also connected with our federal government to support formatting labelling on alcohol containers with information needed to protect the health of our citizens.

There is an abundance of evidence-based information relevant to alcohol harms available. This requires broader distribution of knowledge within our communities to improve the level of awareness, while enabling individuals to make healthier alcohol consumption choices.

While there are positive trends unfolding toward the consumption of non-alcohol drinks within our society, more effort is needed to lessen the numerous known alcohol harms currently occurring.

It is noteworthy to bring your attention to: [Canada's Guidance on Alcohol and Health: Final Report, January 2023](#). One significant fact in circulation is that there is no amount of alcohol that is safe for consumption. Also known is that our province spends more assets treating alcohol induced problems than is generated by taxes collected from alcohol sales. This data is available on our CAP website as is additional, beneficial information. You can access the CAP Annapolis Valley website at – [Community Alcohol Partnership Annapolis Valley](#). A CAP card is attached.

Part of our community engagement has included our conversations and support for other likeminded organizations in other communities and even foreign countries, such as Ireland, to assist in their endeavors to modify their existing alcohol consumption culture.

We are available to speak with you and your council further, when you are prepared to discuss the matter, or if you would prefer to have us deliver a presentation at one of your council sessions. Council representation at our monthly CAP meetings would be welcomed.

Our goal is focused on our community. Together, we can create healthier and more economically sound societies for ourselves and our families.

Daisy J. Dwyer, Chair of Annapolis Valley CAP

Telephone: 902 765 3902

Email: dwyerdj@ns.sympatico.ca

CAP Meeting Schedule

September 2024 – June 2025

(4th Wednesday each month)

These meetings will be held monthly beginning on October 23, 2024,
and will continue to June 25, 2025.

Sept. 25 (2024)	1:30- 3:30 PM	No Meeting
Oct. 23 (2024)	1:30- 3:30 PM	Berwick Library In Berwick Town Office
Nov. 27 (2024)	1:30- 3:30 PM	TBA
Jan. 22 (2025)	1:30- 3:30 PM	TBA
Feb. 26 (2025)	1:30- 3:30 PM	TBA
March 26 (2025)	1:30- 3:30 PM	TBA
April 23 (2025)	1:30- 3:30 PM	TBA
May 28 (2025)	1:30- 3:30 PM	TBA
June 25 (2025)	1:30- 3:30 PM	TBA

There will be no meeting in December.



PO Box 530, 493 Main Street
Mahone Bay NS, B0J 2E0
Phone 902-624-8327 | Fax 902-624-8069
townofmahonebay.ca

The Honourable Tim Houston
Premier of Nova Scotia
PO Box 726
Halifax, NS
B3J 2T3

The Honourable Tory Rushton
Minister of Natural Resources and Renewables
3rd Floor, Founders Square
1701 Hollis Street
P.O. Box 698
Halifax, NS
B3J 2T9

November 19th, 2024

RE: Regulatory Burden on Municipal Electric Utilities

Dear Premier Houston & Minister Rushton

Municipal electrical utilities in Nova Scotia serve a very small percentage of the overall population, yet we are very close to the communities we serve. Our powerline technicians are a common sight for our residents, working daily in our communities, and our council members receive calls when the power goes out. Additionally, our municipal utilities have collaborated to consistently meet and exceed climate goals set by the Province, while Nova Scotia Power has not.

As you're aware, the Public Utilities Act governs our small community-owned utilities just as it does Nova Scotia Power, one of Nova Scotia's largest corporations, with all operating under the jurisdiction of the Nova Scotia Utility and Review Board, requiring Board approval for all rate and related regulatory decisions.

The administrative and financial resources of municipal electrical utilities are extremely limited yet the Board's expectations do not appear to be tempered by this. Our staff have met directly with the Board seeking relief from the regulator burden – which accounts for 2-5% of municipal electrical utilities budgets and a similar percentage of customer rates –

but have yet to experience support for proposals advanced to streamline regulatory processes and ease the burden on our small utilities.

Our small community-owned electrical utilities are not Nova Scotia Power, we are directly accountable to our residents who can reach out to our council members and staff with their questions or concerns at any time. We hold dozens of meetings in our communities every year, open to the public, and welcome participation of ratepayers.

I am writing you today to call your attention to the regulatory burden on municipal electrical utilities and to request legislative intervention by the Provincial Government to alleviate regulatory burden. Although the Board maintains their regulatory procedures enhance accountability to the public, we would happily work with the Province to develop alternative mechanisms of accountability to our own communities, eliminating or significantly reducing the need for the Board's jurisdiction.

Sincerely,



Suzanne Lohnes-Croft, Mayor
Town of Mahone Bay

cc.

- Chair David Maxwell, Riverport Electric Light Commission
PO Box 100, Riverport, NS, B0J 2W0
- Mayor Mike Trinacty, Town of Berwick
PO Box 130, Berwick, NS, B0P 1E0
- Mayor Sean Cameron, Town of Antigonish
274 Main Street, Antigonish, NS, B2G 2C4
- Mayor Jamie Myra
PO Box 129 Lunenburg, NS, B0J 2C0
- The Honourable Susan Corkum Greek, Minister of Economic Development
PO Box 220 Lunenburg, NS, B0J 2C0

From: Mayor Trinacty
To: Jen Road
Subject: Fwd: A Request for Change
Date: Saturday, November 30, 2024 12:58:01 PM

FYI

For a future committee of the whole or council discussion.

Mike

Sent from my iPhone

Begin forwarded message:

From: Jo Franklin <zackzeeb@hotmail.com>
Date: November 30, 2024 at 12:28:03 PM AST
To: rsmall@amherst.ca, mayorboyer@annapolisroyal.com, sean.cameron@townofantigonish.ca, Mayor Trinacty <mayor@berwick.ca>, david.mitchell@bridgewater.ca, mayor@cbrm.ns.ca, awebber@chester.ca, mayor@clarksharbour.com, cblair@colchester.ca, rgilroy@cumberlandcounty.ns.ca, mbarlett@digby.ca, mayor@halifax.ca, azebian@kentville.ca, mayor.corkum@countyofkings.ca, derekamalfalockport@gmail.com, jmyr@townoflunenburg.ca, suzanne.lohnes-croft@townofmahonebay.ca, gsmith@town.middleton.ns.ca, mayor@townofmulgrave.ca, mayor@modl.ca, nancy.dicks@newglasgow.ca, ghenley@oxfordns.ca, jim.ryan@townofpictou.ca, bchisholmbeaton@townofph.ca, schristian@regionofqueens.com, stan.jacklin@shelburnes.ca, darren.stroud@stellarton.ca, dglasser@stewiacke.net, mayorandcouncil@trenton.ca, chinton@truro.ca, mayor.zebian@westhants.ca, lennie.white@westville.ca, jmackay@wolfville.ca, mayor.mood@townofyarmouth.ca
Subject: A Request for Change

Good Afternoon,

You are probably wondering why I'm emailing the Mayors of every Municipality in Nova Scotia, and you are right to wonder. Please allow me a few moments to explain.

I, along with other advocates for victims of sexual violence in Nova Scotia have been trying to convince our Provincial Government/Premier, to ban the use of Non-Disclosure Agreements (NDAs) in cases related to Sexual Violence. Groups like "Can't Buy My Silence", have presented detailed reports, case studies and statistics, to show how harmful NDAs can be to victims. Our Premier believes that banning the use of NDAs might also be harmful to those victims who may want to sign an NDA. Mr. Houston claims to have spoken with experts and believes his position is the right course of action.

Prince Edward Island has banned the use of NDAs, with a caveat that allows for those who want to sign an NDA (I have included the link to PEI's NDA Act at the end of the email). It is legislation that Nova Scotia could easily adopt, which would satisfy all sides, but our Premier is standing firm.

While I do have personal opinions on Mr. Houston and his stance on NDAs, I will not stoop to name calling rhetoric. What I am choosing to do instead is rise to the challenge. I have been watching how Mayors are working with the Federal Government to gain Affordable Housing Funding, when their respective Premiers are unwilling. It is amazing to witness. It is the true spirit of political bipartisanship, and I am hoping that you all think so too.

My request, and my hope, is that you all will consider and then implement something on the Municipal level. My idea is that each Municipality (city, town, village, county) will ban the use of NDAs, related to sexual violence cases, for every business, institution or organization that receives Municipal funding or recognition.

I don't know if what I'm asking is possible, but hopefully, some version of my request will at least open the discussions to addressing this epidemic. Big changes can start with small steps, and I truly believe Nova Scotians can make this happen.

<https://www.bing.com/ck/a?!&p=40d992096ca9a337b09cfad5cead9c85d66bd3e650fa54ed755badaaa7c95fd5JmltdHM9MTczMjkyNDgwMA&ptn=3&ver=2&hsh=4&fclid=0c40b33a-1fe2-6ecf-21cf-a2e11e346f38&psq=pei+nda+act&u=a1aHR0cHM6Ly93d3cucHJpbmNlZWR3YXJkaXN5YW5kLmNhl2VuL2xlZ2lzbGF0aW9uL25vbi1kaXNjbG9zdXJlLWFncmVibWVudHMtYWNO&ntb=1>

I thank you for your time.

Sincerely,

Joanne Franklin
(RCN Veteran, Survivor of Military Sexual Assault, Advocate for all Victims)
902-223-6258

MAYOR'S REPORT

FROM Nov 14 _____ TO Jan 14 _____

Date	Lead	Purpose
Nov 14	Regular Hours/ Meeting Don Regan	Overview of AREA issues
Nov 19	Office hours	Prepare for AREA meetings
Nov 20	IMSA Meeting Kentville	Election of Dave Corkum as chair and update on Kings Transit and Valley Waste
Nov 21	AREA meeting -Bedford	Update on projects, establish strategic planning priority and I was elected chair
Nov 22	NSFM panel review meeting/Christmas tree lighting	Prepare for NSFM panel Nov 27
Nov 23	Candy cane lane parade	
Nov 25	Office hours	Prepare for hearing, panel and podcast
Nov 26	ARREA public hearing at West Hants/ arrive NSFM	2 nd hearing for AREA expansion -approved
Nov 27	NSFM Panel	AREA future
Nov 28	Municipal World podcast	Feature Berwick plans for a 100% renewable energy supply

Nov 29	Wrap up of NSFM/deliver invitations	Invitations o Christmas reception
Dec 2	Office/meeting with Katie and Jen re new bridge	Spoke to Dexter bridge manager and staff regarding unique features
Dec 3	AREA meeting-CAOs and GM re updates	Follow up on strategic planning and transfer to GM
Dec 4	Jon Visca and Jen re Main Street proposal	Review a proposal regarding the vacant lot
Dec 4	Emergency Management Orientation	Update from Dan Stovel and provincial rep
Dec 6	Kings Transit Announcement	Federal funding announcement - \$514,499 for 10 years
Dec 6	Chairs meeting -Justin and Johanna; Christmas reception	Review SOP for committee meetings
Dec 9	Accessibility Committee meeting	Review Equity and Anti Racism training
Dec 10	Jen and Adam chair's meeting	Review SOP
Dec 10	Council Meeting	
Dec 11	IMSA Orientation	
Dec 12	AREA Board	
Dec 13	14 Wing Christmas Reception	
Dec 14	Staff Christmas Party	
Dec 17	PAC meeting	
Dec 18	IMSA Board	
Dec 11-13	Remaining chair's meetings	

Dec 20-Jan 6	Christmas Break	
Jan 7	BEC	
Jan 14	Council	