

# Town of Berwick

## *Regular Council Meeting- Minutes of the Meeting*

**September 10, 2019 6:30pm**

### **Attendance**

In attendance

Don Clarke, Mayor

Chair

Councillors

Deputy Mayor Jane Bustin  
Anna Ashford-Morton  
Mike Trinacty  
Rod Reeves  
Ty Walsh  
Barry Corbin

Present:

Mike Payne, CAO  
Jerry Wood, Finance Director  
Debbie Elliott, Director of Community  
Development & Recreation  
Chantal Pineo, Executive Coordinator  
Don Regan, BEC Utility Manager  
  
Pat Jodrie  
George Floris  
Jason Haughn, Municipal Services  
Victoria Randell, Flower Cart Group  
Paul Randell, Flower Cart Group  
Devin Macleod, Flower Cart Group  
Ramona Jennex, Flower Cart Group  
Jeff Kelly, Flower Cart Group

### **1. Call to Order**

The Council Meeting was called to order at 6:30 pm.

### **2. Approval of Previous Minutes**

The previous Council Minutes were approved by motion of Council.

### **3. Approval of the Agenda**

The Agenda was approved as circulated with the following additions:

- Warming Centre
- Fitness Centre
- Vending Fees

#### **4. Presentation: Jeff Kelly, Flower Cart Group**

Mr. Kelly offered a very informative presentation on the Flower Cart Group and the various business activities that are run from their facility such as Bakers Choice, Flower Cart Industries, What's Cooking and MCW (Michelin program). The organization is funded 48% government funded and 52% own source revenue from operations. Currently fourteen Flower Cart employees live in Berwick.

The Flower Cart Group will be building a new 24,000 sq ft facility at 9503 Commercial Street, New Minas which will be in the range of 4.6 million dollars to construct. The Group is hoping to break ground in the Spring of 2021 and to be operational by 2022.

#### **5. New Business**

##### *(a) Pan-Maritime Municipal Electric Charging Stations Initiatives*

Discussion ensued with regard to this venture to which Don Regan noted that the federal government would pay 50% of the total cost (and the Town's share would be \$100k financed over ten years). The risk mitigation is that Summerside, PEI will take any units not placed in Berwick.

**IT WAS MOVED** and seconded

**THAT**

The Town of Berwick Council confirms its commitment to the Pan Maritime Provinces Municipal Electric Vehicle Charging Stations Initiative submission to NRCAN's ZEVIP RFP and further confirms that funds are available for 50% of the \$200,000 budget for 12 publicly-available level two electric vehicle charging stations located within the Town's municipal electric utility territory as described in the NRCAN RFP submission.

**MOTION CARRIED**

##### *(b) Valley Harvest Feast*

This is a fundraiser in support of the Berwick School Food Project on Saturday, October 19<sup>th</sup> beginning at 5pm. Council agreed this is a very worthwhile initiative and something Council should support.

**IT WAS MOVED** and seconded

**THAT**

Council purchase a table in the amount of \$200.00.

**MOTION CARRIED**

Council agreed to disburse the tickets to various citizens throughout the community.

*c. Comfort Centre*

Mr. Payne confirmed that the Town has been set up as a Comfort Centre (post Hurricane Dorian) during regular business hours as facilitated by Kings Regional Emergency Measures Organization. This was not a consideration for Monday, September 9<sup>th</sup>. The opening of a Comfort Centre is a decision made in consultation with Kings REMO. Mr. Payne also highlighted that REMO focused much attention on advising the public that they should be prepared for 72 hours without power; weather conditions are a significant consideration regarding opening Comfort Centres.

The Town Hall generator needs to be replaced. Mr. Payne will discuss the idea of cost sharing same with Berwick Electric.

**6. Ongoing Business:**

*a. Paving Project Increase Request*

Tim Harding reviewed his report requesting an additional \$81,500 for remaining streets that are in need of patching and paving.

Mr. Wood indicated that this money is able to come from the town's share of the Federal Gas Tax Monies.

**IT WAS MOVED** and seconded

**THAT**

The Council approve the additional \$81,500 monies to complete the street repairs.

**MOTION CARRIED**

*b. Environmental Concerns – Councillor Corbin*

Councillor Corbin asked that Council direct staff to write a policy regarding the use of pesticides and herbicides within the Town.

Council members and staff noted that most pesticides and herbicides are currently already limited by Provincial legislation.

Councillor Corbin asked that the Town lead by example and not use these products on any level. Mr. Payne confirmed that he has informed all employees that herbicides and pesticides are not allowed to be used on town property. Mike will also ask other municipalities what their protocols are.

Councillor Corbin also explained that he has had questions from residents as to why the water at the Splash Pad is not being recaptured. Mr. Harding confirmed that it is 95% recycled.

*c. Recreation and Community Development Committee Review*

Councillor Corbin discussed the need for citizens to be directly involved in the Town's advisory committees and feels that Council should reinstate the Recreation and Community Development committee(s) as before.

Councillor Trinacty agrees and noted that thought should go into what the committee is to achieve. There are many initiatives such as park planning, trails, Gala Days, recreational programs, communication planning and promotions in which an advisory committee can express ideas and become involved in these initiatives.

Mr. Payne and Council have asked Chantal to schedule a Committee Structure Meeting in the coming weeks.

*d. Fitness Centre*

Mr. Wood reviewed the report (attached). Ms. Elliott has asked Finance to have the fitness centre reported separately from the Recreation and Community Development department, although it will still be under the Recreational Services.

Council asked that Finance look at the Fitness Centre on a regular basis.

Council noted that to increase revenues, the centre and programming needs to be promoted more. CAO Payne asked Ms. Elliott to include details about ongoing promotional initiatives in her September COTW report.

*e. Vending Fees*

Staff are currently gathering information from the Province, and other municipal units, regarding vending fees on private property.

**7. Mayors Update**

Mayor Clarke gave an update as to the many events and meetings he has attended such as:

August 29<sup>th</sup> – Meeting with the Town's new DOF, Karen Peckford

August 30<sup>th</sup> – Doctor recruitment meeting

August 29-September 2 – Gala Day events

September 4 – Equilibrium Public Session regarding battery program and Power Forward Challenge.

September 6 – KMCC Golf Tournament

Upcoming:

September 11 – Police Advisory Meeting

September 13 – Meeting with Mr. Clark Squires

**8. In Camera Session (Personnel and Contractual)**

The regular Council meeting entered into an In Camera Session at 8:45pm and returned to regular Council at 9:46pm.

**9. Adjournment**

The Council Meeting adjourned at 9:47pm.

# Town of Berwick

To: M. Payne, Chief Administrative Officer

Copy: D. Elliott, Director of Community Development & recreation  
K. Verrette, Active Living Coordinator

From: Jerry Wood Director of Finance

Date: September 10, 2019

Subject: Fitness Center Salary/Operational costs

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During presentation of the Monthly Financial Report at the August 27, 2019 COTW meeting questions/concerns were expressed about the significant negative variance related to salaries/wages of the Fitness Center. Staff acknowledged the concerns and will respond.

In reviewing the approved budget/actual amounts and discussion with D. Elliott, K. Verrette and I the following was determined:

- The final budget amount submitted was based on the 2018/19 actual costs; however, this amount only represented six months operations from October 2018-March 2019
- The actual staffing needs for the Fitness Center are estimated to be \$ 104,000 for the full fiscal year based on one employee present at most times and one designated as a supervisor
- The related benefits and all other salaries/wages budgeted for this Department is consistent with their actual operations
- The budget/actual variance amounts after four months for salaries/wages are a negative \$ 17,837 and for operational supplies a positive \$ 6,995 resulting in a net negative \$ 10,882; the current annual projection suggests a negative \$ 32,646

#### Impact on Costs:

Not known at the time of the budget, Fitness Center hourly staff is entitled to time and one-half working on a statutory holiday and regular time if not whereas before they were paid if only worked. This has been implemented.

There will be in place a clear direction to minimize all purchasing of supplies for this year but still honoring any contractual agreements.

The annual membership renewal payment is due in October so this revenue should help offset some of the additional costs within this fiscal year.

#### For consideration:

At the end of this fiscal year Council could consider transferring an amount from the operating reserve to offset the difference between expenditures and revenue since this is still a new service and has grown significantly. As well, any future surpluses could be transferred back to the operating reserve.