



TOWN OF BERWICK
Committee of the Whole Meeting
January 26, 2021 - 6:30pm
AGENDA

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Previous Minutes**
4. **Presentation: Chris Cooke: Barrier-Free Park**
5. **Departmental Reports**
 - a. RCMP *Attached*
 - b. BDVFD *Handout*
 - c. Active Living *Attached*
 - d. Recreation *Attached*
 - e. Public Works *Attached*
 - f. Finance *Attached*
 - g. CAO *Attached*
 - h. REMO Committee *Attached*
Update
6. **Mayor/Councillor Reports**
 - a. Councillor Trinacty *Attached*
 - b. Councillor Jamieson
 - c. Councillor Goddard
7. **Councillor's Round Table**
8. **Adjournment**

TOWN OF **berwick**

Centennial Rainforth Park Development

Presented to TOB COTW
Jan 26th 2021

Whole Concept

- Building off the 2014 Ekistics Park Plan and the everyday feedback from park visitors, we have created the 2nd stage of park planning.
- This plan shows the potential to integrate Rainforth Park and Centennial Park to allow for barrier-free pedestrian circulation, improve the use of the recreational green space, and to promote health and education in the community.

Design Plan

- Observation (pedestrian traffic and interaction).
- Installation and maintenance
- NS Govt. barrier-free mandate 2030
- Functions and opportunities (concerts on Thursday, Gala Days, summer camps, after school program, etc.).
- Complaints and/or Concerns

<https://novascotia.ca/accessibility/built-environment/>

Complaints/Concerns



No Trees





No Connecting Walkway

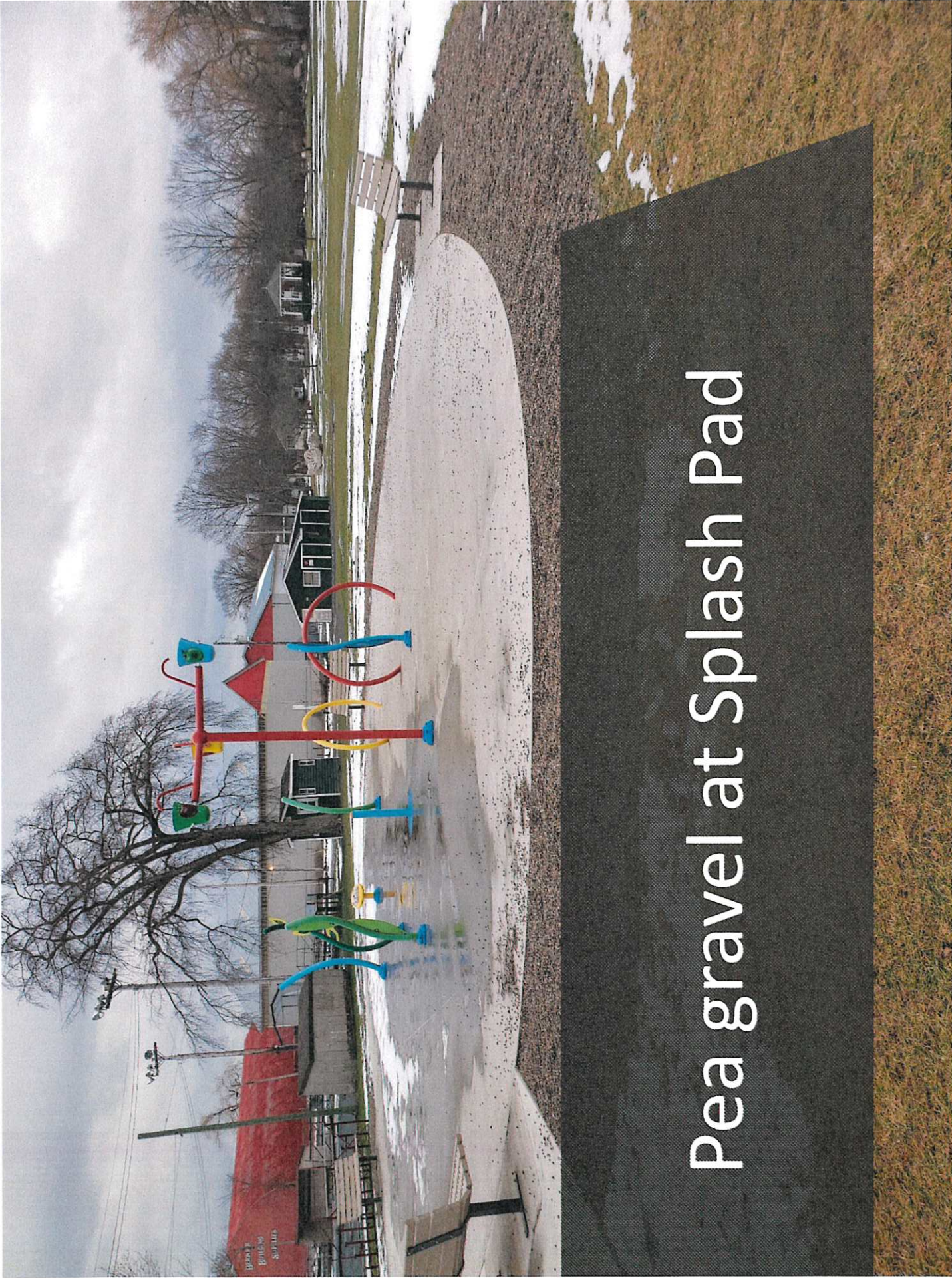


Wet Areas



Declining Plant Material

Pea gravel at Splash Pad

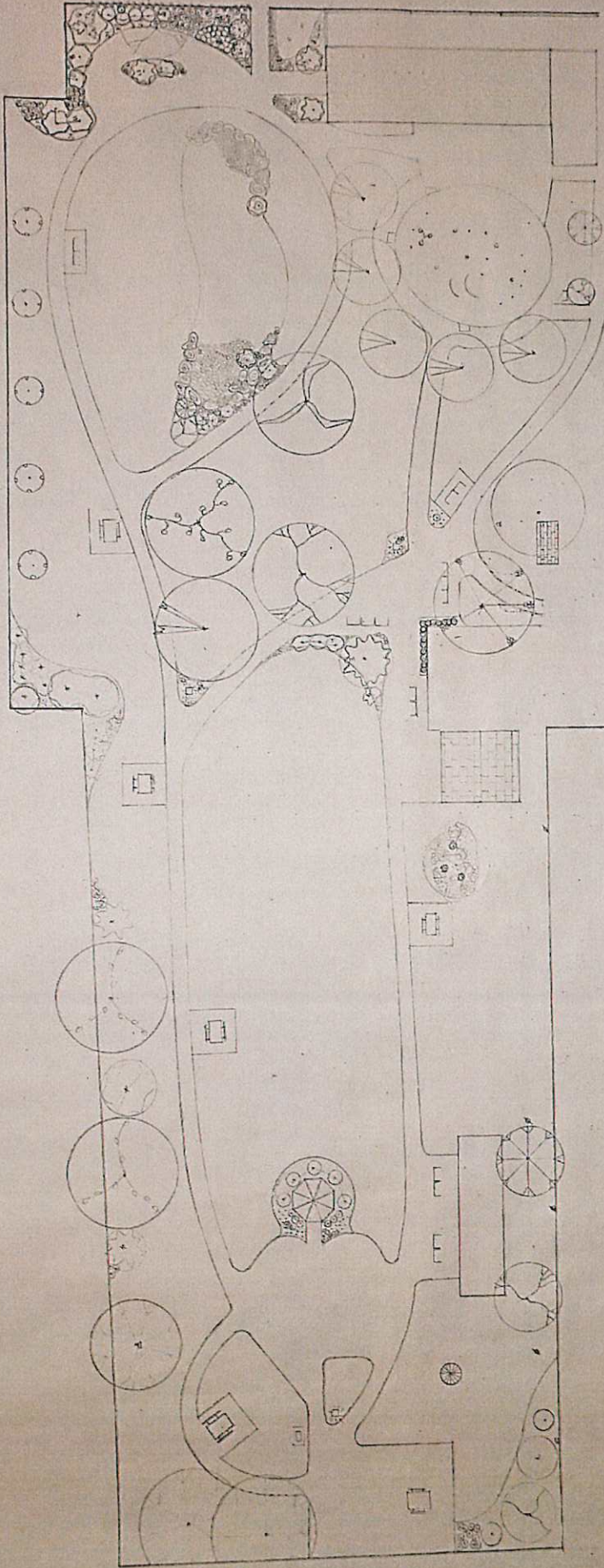




Damage/Vandalism

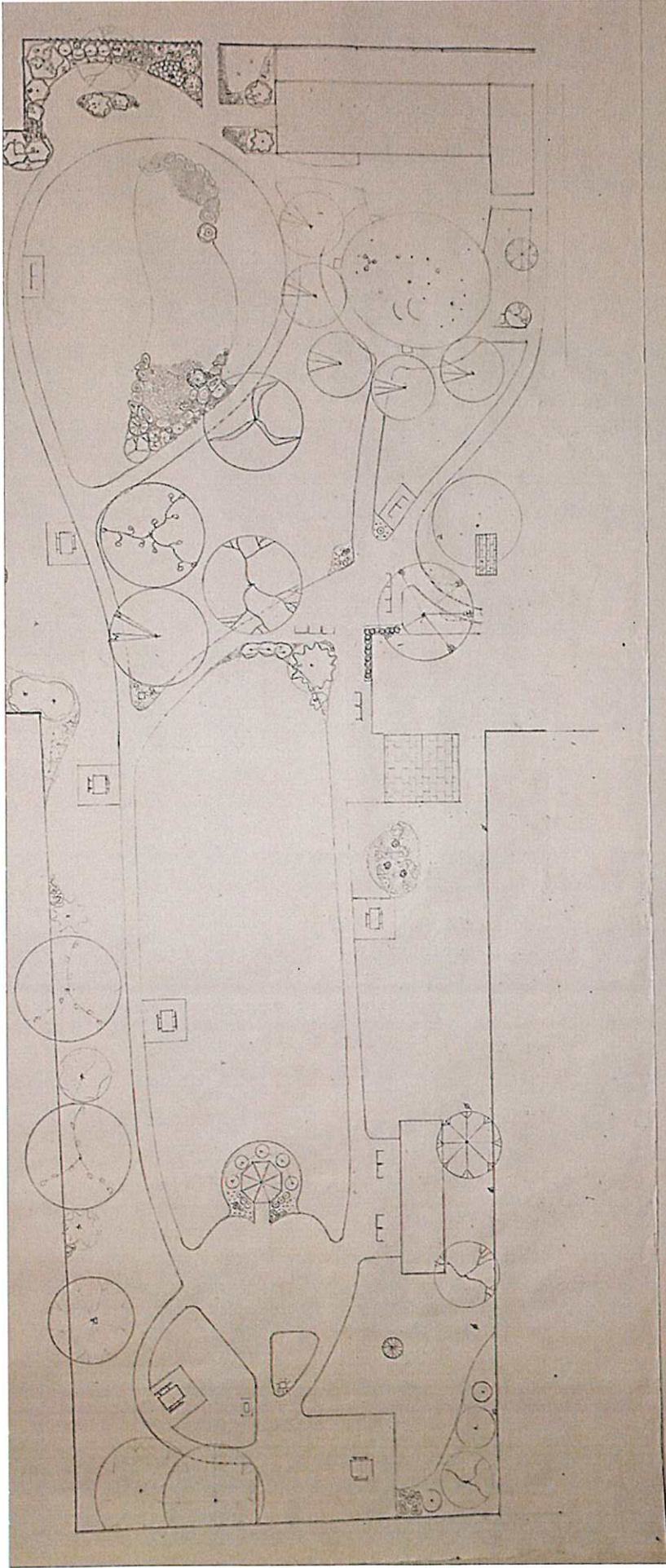
Components

- Stormwater Management
- Connector walkways
- Splash-Pad upgrade
- Gazebo Revamp
- Additional Hardscape and Softscape
 - Dry Creek bed
 - Gardens
 - Increase seating areas



Centennial Park

Carol's Place



Connector Trails

- Connecting Centennial to Splash Pad, Carol's Place, Sensory Garden, and back to Centennial Park (loop).
- approximately .5km of walkways designed to be accessible (width and surfacing)
- Potential to phase 1 surface then phase 2 (2030 goal)

Splash- Pad Longevity

- Pea Gravel Swap out
 - Concrete/ Rubber/ Turf
- Trees for shade
 - Acer campestre (Hedge Maple) or Sun Structures.
- Walkway to front of Carol's Place.

Gazebo Revamp



Public Safety

Accessibility

Additional Hardscape and Softscapes.

- Dry Creek bed
- Gardens
- Brent's Rock Carvings Finished



Thank You

Questions?



**Berwick
Policing Report
December 2020**

**Royal Canadian Mounted Police
Kings District**



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Kings District Employees

Inspector Dan Morrow, Kings District Commander.

Forty general duty constables police Kings District as first responders. These officers are supervised by 8 corporals, 2 sergeants and 1 staff sergeant.

Kings East School Safety Resource Officer is Cst. Jennifer Britton.
Kings West School Safety Resource Officer is Cst. Jeff Wilson.

Kings District General Investigation Section members are Cpl. Glenn O'Halloran, Cst. Shawn Cornelisse, and Cst. Jody Whiteway.

Kings District Street Crime Enforcement Unit members are Cst. Jason Sehl of Kentville Police Service, as well as Cst. Chris Marshall and Cst. Ken Slade of Kings District.

Domestic Violence/Sexual Assault investigator is Cst. Melissa Lee. This is a temporarily-funded position.

Kings District Community Policing and Victims Services Officer is Cst. Kelli Gaudet.

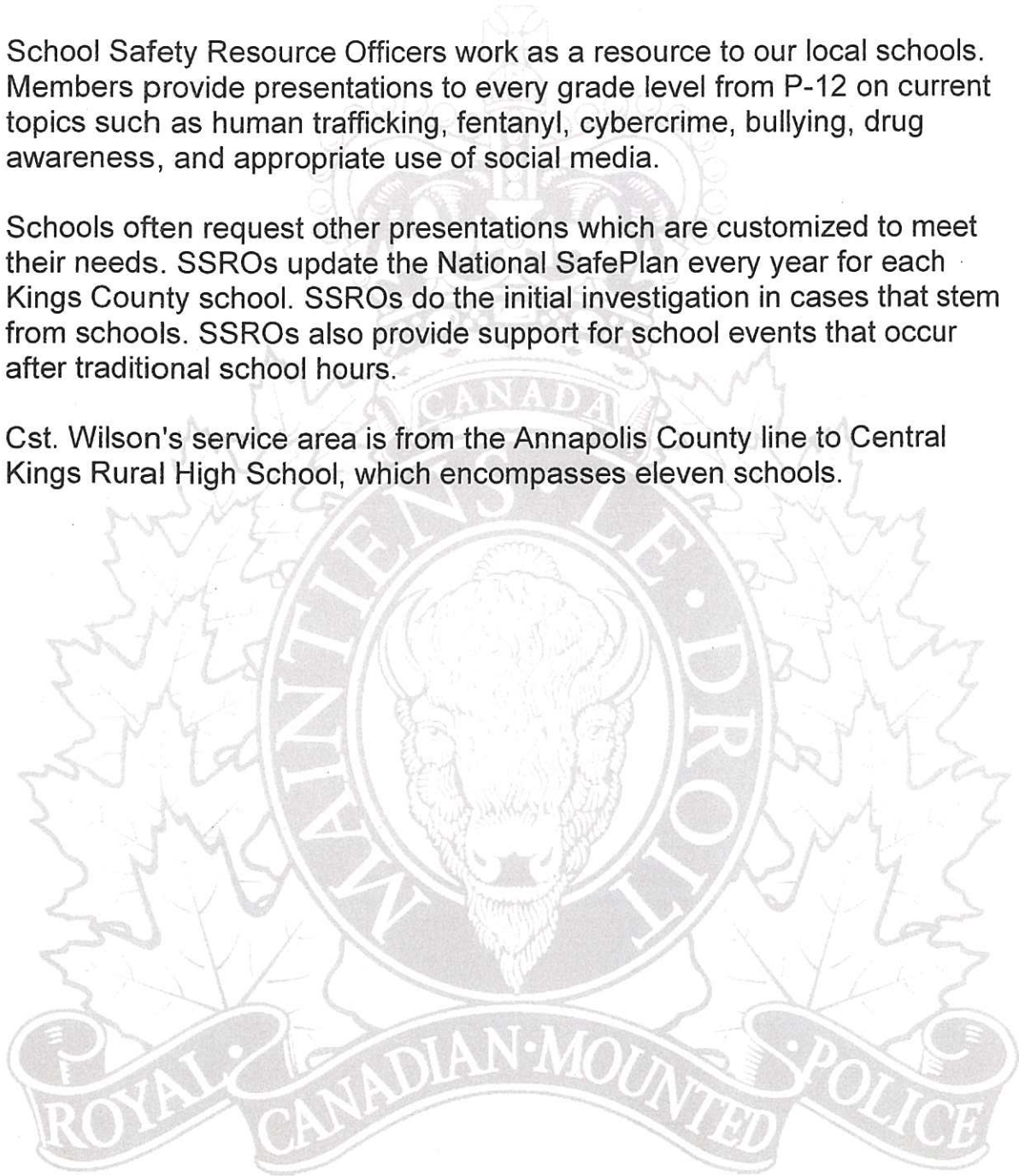
Kings District has 10 Detachment Service Assistants who perform administrative functions at the 3 Kings District offices.

School Safety Resource Officers

School Safety Resource Officers work as a resource to our local schools. Members provide presentations to every grade level from P-12 on current topics such as human trafficking, fentanyl, cybercrime, bullying, drug awareness, and appropriate use of social media.

Schools often request other presentations which are customized to meet their needs. SSROs update the National SafePlan every year for each Kings County school. SSROs do the initial investigation in cases that stem from schools. SSROs also provide support for school events that occur after traditional school hours.

Cst. Wilson's service area is from the Annapolis County line to Central Kings Rural High School, which encompasses eleven schools.



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Highlights

On December 2nd, Cst. Wilson performed media interviews for Cram the Cruiser. He attended WKDHS to conduct follow-up patrols for students not following social distancing during school breaks and recorded a YouTube message for same. He performed speed enforcement in school zones in Auburn, Berwick and performed radar on Hwy 1 in Berwick. No violators noted.

On December 3rd, Cst. Wilson participated in Cram the Cruiser in Wolfville, Kentville, and Berwick before attending Opens Arms shelter and dropping off the donations.

On December 4th, Cst. Wilson attended WKDHS to follow-up on messaging regarding students gathering off campus. No violators noted.

December 7-14th, Cst. Wilson was working from home due to potential COVID-19 exposure. He participated in virtual meetings with the Kings Senior Safety Committee and International Student Orientation at Acadia University. He drafted several media releases and performed telephone interviews for same.

On December 16th, Cst. Wilson attended WKDHS for COVID-19 noncompliance issues. He attended CKRHS and provided RCMP recruiting information to students.

On December 17th, Cst. Wilson WKDHS, Berwick, Somerset, St. Mary's, and CKRHS for early dismissals due to a pending snow storm. He performed radar on Main St in Berwick and issued one ticket.

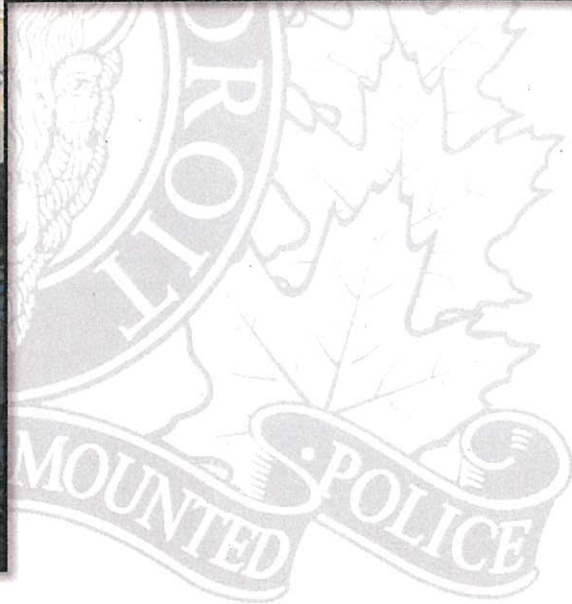
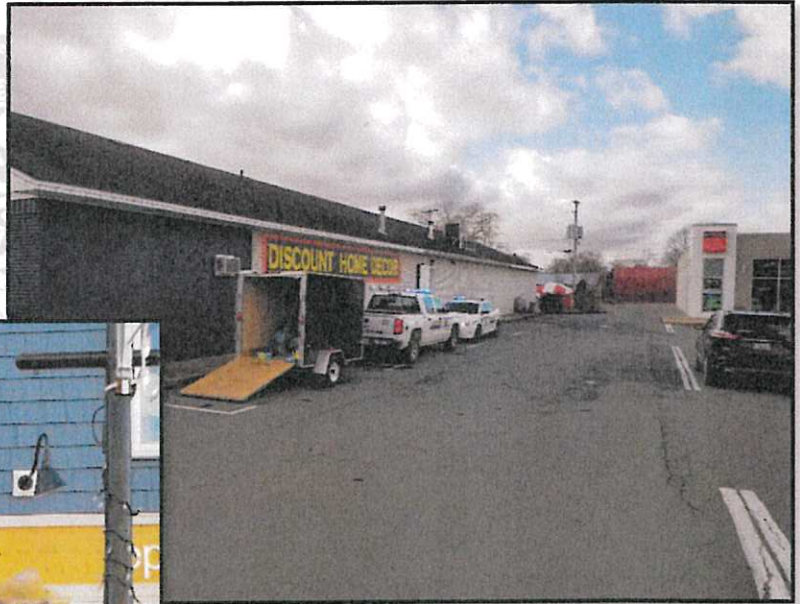
On December 18th, Cst. Wilson patrolled WKDHS for COVID-19 noncompliance, no issues noted. Messaging from YouTube message appears to have been well received. He performed radar on Hwy 1 in Auburn school zone, no violators. He was present for dismissal at Berwick school and CKRHS.

December 21-31st, Cst Wilson was on annual leave.



Cram the Cruiser: December 3rd

Cst. Wilson, Cst. Britton, and Cst. Johnston worked with partner agencies in organizing a used clothing drive with donations being made to the Open Arms Shelter.



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Berwick Santa Parade

Cst. Savage participated in the Santa Parade around the Town of Berwick.



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This Holiday: Plan ahead to protect against “porch pirates”:

In the time of COVID-19, many Nova Scotians are doing their holiday shopping online. Potential thieves ("Porch pirates", as they are sometimes known) *arrrrrrrrrr* looking to take advantage by stealing unattended deliveries.

The good news is that by planning ahead, you can protect those important presents you bought with your hard-earned money.

"The best way to prevent theft is to make your stuff difficult to steal," says Cst. Michael Alford of the Nova Scotia RCMP. "In the busyness of the holiday season, it's easy to get caught up in online shopping and think less about what will happen when the packages arrive. It's important to take steps to keep those deliveries safe."

How to protect against porch pirates:

- Consider the best address for delivery. It doesn't have to be your home if you won't be there. Consider other options, like sending it to work, or a friend or relative who is home during the day.
- Request signature confirmation. This means that someone needs to accept and sign for the delivery and the package won't be left unattended. You can do this by contacting the sender.
- Ask for the package to be left out of plain view (at the side or back door rather than the front, for example). You can request this in the "delivery instructions" on some websites or by contacting the seller or delivery company.
- If you were planning to be home for a delivery but unexpectedly have to leave, call the delivery company and ask to make other arrangements.
- Ask a neighbour who is home during the day to bring your package inside when it arrives.

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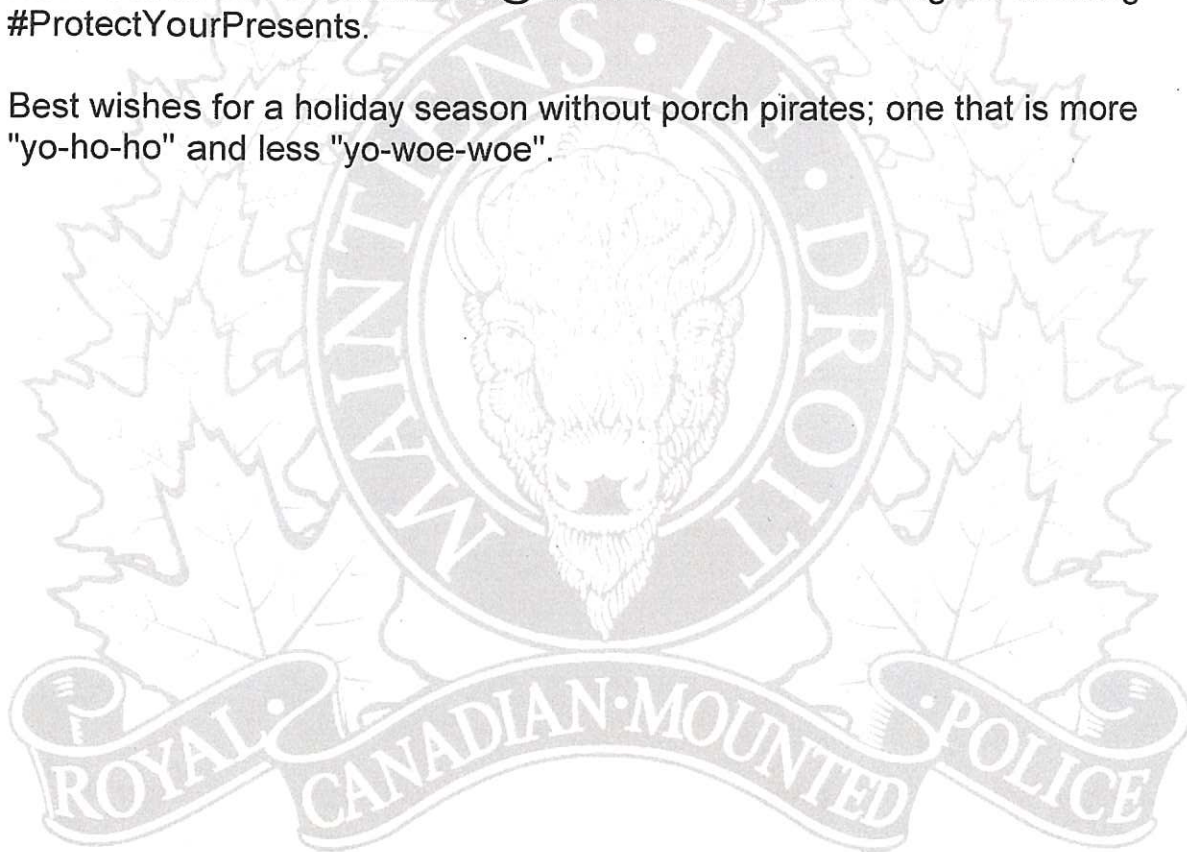
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- If you have the means, you may want to look into investing in some equipment, like a parcel drop box, security cameras or a video doorbell.
 - Report theft or suspicious activity to police immediately.

This all may seem overwhelming, especially for people who rarely shop online. If you feel like you don't know where to start, you may want to contact the company or organization you're considering ordering from and ask about shipping options. You may also want to ask for help from a friend or family member who shops online regularly.

We will be sharing more tips on preventing theft of deliveries via social in the coming weeks. Follow along at Royal Canadian Mounted Police in Nova Scotia on Facebook and @RCMPNS on Twitter using the hashtag #ProtectYourPresents.

Best wishes for a holiday season without porch pirates; one that is more "yo-ho-ho" and less "yo-woe-woe".



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Several People Charged During National Safe Driving Week:

From December 1st to 7th, the Nova Scotia RCMP conducted several targeted enforcement initiatives across the province to support National Safe Driving Week and National Impaired Driving Enforcement Day.

As a result of the checkpoints and patrols held throughout the province, several people were charged with various offences, including:

- 196 for speeding
- 40 for aggressive driving (Failing to Stop/Move Over, Unsafe Lane Change etc.)
- 16 for not wearing a seatbelt
- 3 for distracted driving
- 46 for driving without a license or having a suspended license
- 13 for impaired operation of a vehicle by alcohol or drug

Impaired driving continues to be an ongoing issue on Nova Scotia roadways. The Nova Scotia RCMP wants to remind motorists to drive sober this holiday season. If you plan to consume alcohol or cannabis, please plan for a safe ride home. If you believe someone is driving impaired, please call 911 with as many details as possible, such as location, direction of travel, vehicle description and license plate number.

Annual Performance Plan

The Kings District Annual Performance Plan runs from April 1st, 2020 to March 31st, 2021. The objectives of the Kings District Annual Performance Plan are:

- **Safe Roads and Safe Highways in Nova Scotia**
To date, Kings District members have charged 83 people with impaired driving (8 for drugs, 12 with refusal to provide a breath sample), issued 33 roadside suspensions, issued 1,339 traffic enforcement charges and conducted 127 check stops.
- **Reduction of Cybercrime in Nova Scotia**
Community resource officers and Senior Safety Coordinator continue to educate students and seniors on Cybercrime.
- **Reduce Crime Against People**
Members continue to conduct physical checks on offenders/accused who are on court ordered curfews or house arrest with the goal to prevent recidivism.

Calls for Service

In the month of December, Kings District responded to 1,196 service calls. There were a total of 68 service calls in the Town of Berwick during this reporting period. See the attached chart for breakdown of the service calls.

Type of Crime & Occurrence Type	December Berwick	December Kings
	2020	2020
Crimes Against Persons		
Offences Related to Death	0	0
Sexual Offences	0	5
Assault	0	26
Kidnapping/Hostage/Abduction	0	2
Robbery	0	0
Extortion / Intimidation	0	0
Criminal Harassment	0	3
Indecent Harassing Comm.	0	4
Uttering Threats	0	12
Property Crime		
Arson	0	0
Break and Enter	0	8
Unlawfully in a Dwelling House	0	1
Theft Over	0	0
Theft of Motor Vehicle	0	2
Theft of Other MV / Motorcycle	0	1
Take MV w/o Consent	0	0
Theft Under	0	17
Shoplifting	0	9
Theft (mail, bicycle, et al)	0	0
Theft from Motor Vehicle	0	0
Possession of Stolen Goods	0	0
Fraud	3	25
Identity Theft	0	0
Mischief	0	43
Drug Enforcement		
Possession	0	2
Trafficking	0	3
Import/Export	0	0
Production	0	0
Other	0	1



Type of Crime & Occurrence Type	December Berwick	December Kings
Traffic		
Dangerous Op of MV	0	2
Impaired by Alcohol	3	20
Impaired by Drug	0	2
Failure/Refusal	0	0
Driving while Disqualified	1	7
Fail to Stop or Remain	0	6
Seatbelt Violation	0	17
Intersection Violation	1	11
Speeding Violation	16	132
Insurance Violation	1	16
Road Side Suspension (Alcohol)	1	2
Road Side Suspension (Drug)	0	0
Collision - Fatal	0	0
Collision - Non - Fatal Injury	0	6
Collision - Reportable	4	32
Collision - Non Reportable	0	18
Off-Road Vehicle Collision	0	0
Municipal By-laws	0	0
Other Traffic Offence/Violation	7	114
Other Traffic Related Duties	2	27
Checkstop	1	10
Other		
911 Call	0	42
Breach of Court Order	1	21
Mental Health Act	2	50
Missing Person	1	28
Municipal Bylaw - Other	1	11
Other	8	226
Suspicious P V P	1	29
Trespass At Night	0	0
HPA (COVID-19) - Offences only	2	18
HPA (COVID-19) - Other activities	1	11
QUA (COVID-19) - Offences Only	0	0
QUA (COVID-19) - Other Activities	4	57
Total Founded & SUI Occurrences	63	1090
Total Occurrences*	68	1196



Traffic Enforcement Update

Members continue to conduct patrols and are aware of the traffic complaints in the community. Below are some of the highlights from the month of October.

December 2nd: Radar on Cottage St, Berwick school zones and Hwy 1 in Berwick. No violators. Radar on Main St East, one ticket issued.

December 3rd: Radar on Orchard St and Main St, two warnings given.

December 4th: Checkstop conducted on Main/Commercial St. 40 vehicles checked, no violators.

December 5th: Impaired driver located and arrested in Berwick during a traffic stop. Second traffic stop in Berwick resulted in an ASD being administered and driver arrested for violating a no alcohol condition. Checkstop conducted on Commercial at Main St, no violators. Radar on Main St West, one warning. Radar on Orchard St, no violators. Intersection enforcement at Commercial/Main and Commercial/Cottage, no violators.

December 9th: Intersection enforcement at various stop signs throughout Berwick, no violators.

December 11th: Radar on Orchard St, no violators. Intersection enforcement at Main/Cottage, no violators.

December 12th: Intersection enforcement at Commercial/Cottage resulting in a 7-day alcohol suspension and tickets issued for open liquor and no registration.

December 14th: Intersection enforcement at Cottage/Main, no violators.

December 17th: Radar on Main St Berwick, one ticket issued.

December 19th: Radar on Orchard St, no violators.

December 22nd: Radar on Main St, no violators.

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December 23rd: Radar run frequently on Commercial/Main, no violators.

December 24th: Radar on Commercial, no violators.

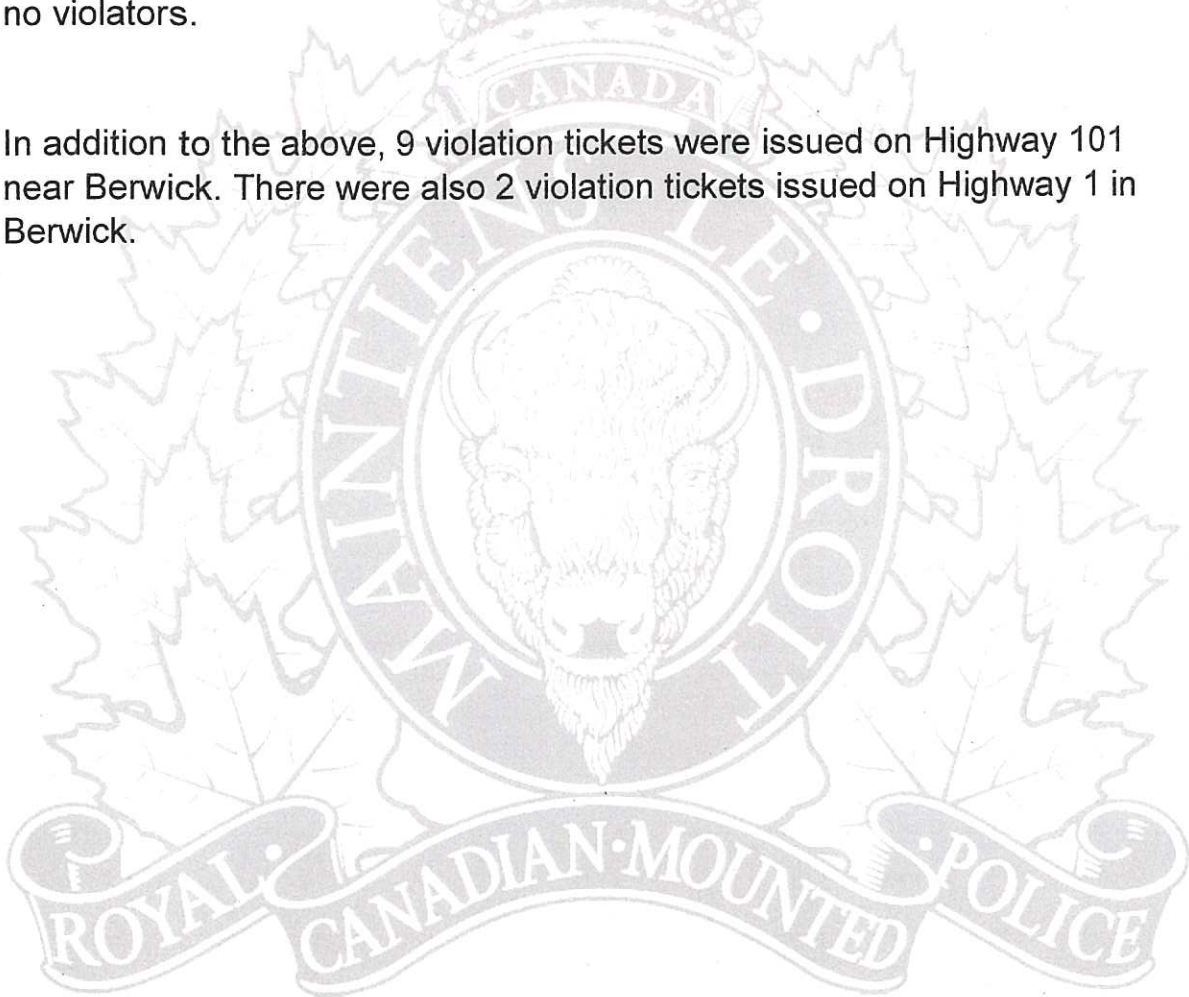
December 27th: Radar on Commercial/Main, Commercial/Hwy 1, and on Main, no violators.

December 28th: Radar run on Commercial/Main, one warning issued.

December 29th: Speeding ticket issued on Hwy 360.

December 31st: Checkstop on Commercial/Main. 50+ vehicles checked, no violators.

In addition to the above, 9 violation tickets were issued on Highway 101 near Berwick. There were also 2 violation tickets issued on Highway 1 in Berwick.



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Proactive Police Patrols

413 patrols were conducted in Berwick for the month of December, giving a total patrol count for 2020 of 4941, averaging 13.5 patrols a day.

December 2nd: Daytime foot patrols of Rainforth Park, downtown Berwick, and Cottage St playground zone. Night foot patrol of Rainforth Park.

December 3rd: Foot patrols of Rainforth Park.

December 5th: Foot patrol Rainforth Park.

December 6th: Foot patrol of Rainforth Park.

December 7th: Foot patrol of Rainforth Park and downtown.

December 8th: Numerous patrols made through Berwick COVID-19 testing sites to ensure unobstructed traffic flow and emergency vehicle access.

December 11th: Foot patrol of Rainforth Park.

December 14th: Foot patrols of Rainforth Park, Commercial St, and Cottage St.

December 15th: Foot patrols of Rainforth Park.

December 22nd: Foot patrols of Rainforth Park and Commercial St.

December 23rd: Foot patrol of Rainforth Park.

December 28th: Foot patrols of Rainforth Park and Berwick Elementary.

December 29th: Foot patrol of Rainforth Park.

December 30th: Foot Patrol Rainforth Park.

December 31st: Foot patrol of Rainforth Park.

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Significant Investigations

2019867719 - Kings District RCMP have arrested a Kentville man after a complex fraud investigation. The investigation determined that a man was using an online dating app to meet and defrauds victims, often using online banking.

On October 6th, police arrested a, 26-year-old male, of Kentville. He has been charged with Fraud under \$5000, Identity Fraud and Uttering a Forged Document. He was released on conditions and is scheduled to appear in Kentville Provincial Court.

Investigators feel there may be additional victims in the area. Anyone who feels they could be a victim, or has concerns about someone else who could be a victim, is encouraged to contact Kings District RCMP at 902-679-555 in New Minas and 902-765-3317 in Kingston. Should you wish to remain anonymous, call Nova Scotia Crime Stoppers toll free at 1-800-222-TIPS (8477), submit a secure web tip at www.crimestoppers.ns.ca, or use the P3 Tips App.

20201759617 - The Valley Integrated Street Crime Enforcement Unit (SCEU) has charged a Kentville man and women with drug trafficking offences following a traffic stop and drug seizure in Kentville.

As part of the investigation, SCEU with the assistance of Kentville Police Service and Kings District RCMP stopped a vehicle on Park St. Kentville Wednesday afternoon December 2nd. The vehicle was searched, a large quantity of cocaine and a small quantity of cannabis was seized. During the traffic stop the man ingested some drugs and required hospitalization.

A 47-year-old male, is facing charges of Possession for the Purpose of Trafficking Cocaine and Obstructing a Police officer.

A 41-year-old female, is facing charges of Possession for the Purpose of Trafficking Cocaine.

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Both were released from police custody and scheduled to appear in Kentville Provincial Court on February 2nd, 2021.

20201843657 - On December 20th at 5:50 a.m., RCMP were called to a scene of an accident on Main Street in Wolfville. The vehicle had hit a utility pole and completely broke it in half. The 21-year-old male driver was arrested without incident for impaired driving as he was displaying signs of impairment. He was transported to the New Minas Detachment for breath samples and he was later released. He is facing charges of Impaired Operation of a Conveyance and Operating a Conveyance with a Blood Alcohol Concentration Over 80 mg%. He is schedule to appear in Kentville Provincial Court on February 24th.

20201778775 - An organization in Kingston is facing a fine for violating the Health Protection Act.

On December 6th, Kings District RCMP received a complaint of a gathering in Kingston that may be in violation of COVID-19 restrictions. Police attended and found that several of the nearly 100 people in attendance were not social distancing nor wearing masks. Police reviewed with the event representative the COVID restrictions surrounding such a gathering and served them with a Summary Offence Ticket for Failing to comply with the Health Protection Act by not ensuring social distancing during its event. The violation imposes a fine of \$7500.

The Nova Scotia RCMP is reminding everyone including organizations, businesses and corporations to follow all Public Health Orders, Provincial legislation and Town bylaws. RCMP ask everyone to educate themselves on the directives and enforcement measures at <https://novascotia.ca/coronavirus/>.

We all need to do our part to reduce the spread of COVID-19. The RCMP thanks all Nova Scotians for their continued support and to the vast majority who are adhering to the directives outlined by the provincial government.

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20201863693 - At 7:00 pm on December 24th, Kings District RCMP were called to Brooklyn Street in Woodville for a vehicle that had become stuck in a ditch. The vehicle had become stuck in a pile of snow near the intersection of Parrish Road and Brooklyn Street. Police investigated the scene and identified the driver who showed signs of impairment.

The female driver was arrested for impaired driving and was transported to the New Minas RCMP for further investigation. Police have charged the 65-year-old female driver from Somerset with Impaired Operation of a Conveyance and Operating a Conveyance with a Blood Alcohol Concentration Over 80 mg%. The 65-year-old female will be in Kentville Provincial Court February 24th, 2021 to face these charges.

Road safety is a shared responsibility. Please call 911 if you believe someone is driving impaired or is otherwise an immediate threat to public safety. Include as many details as possible, such as the location, direction of travel, vehicle description and license plate number.

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

Cpl. Tim Doyle
Kingston Detachment
Telephone: 902-765-3317
email: tim.doyle@rcmp-grc.gc.ca



**TOWN OF BERWICK
REPORT TO THE COUNCIL**

From: Brittany Brydon ALC

Date: Jan 2021

Subject: Monthly ALC Report

1) Trails

- Will pursue Crosswalks 1) at Chute Park and Mailboxes (Brown Street Connector) – this was noticed during the Friday walking series. 2) Cross walk at South Street from Robinson to access of HMT will be needed to complete SPT project. Both locations are adjacent to trails and higher traffic pedestrian crossings.
- Continued conversations with Eden Valley
- Trails for All Conference planning Sept 16-18 2021 Louis Millet Centre

2) Meetings

- **Busy Month!**
- Provincial MPAL meeting upcoming next week
- Regional meetings ongoing and most COVID-19 focused for moving ahead
- Accessibility Committee could be started with the new year

3) Locomotive- Train Car Project

- Footing In Place great thanks to PW
- Waiting on logistics update from AVTC and Trail Blazers
- Posts about use ideas and partnerships to be sent out before end of the month

4) Internal (ALC)

- Final Report for CHB funding to be submitted
- Keep up with the role of finance tracking for the Recreation and Community Development department – as now Taylor and I are working together to complete the receipt approvals.
- Ongoing contributions to budget discussions
- Citizenship survey – ongoing
- MPAL operational plan Final yearend report to Community Health Board was submitted for wage support
- Security concern – arising from encounter with civilian in front lobby before business hours. Team safety and security is essential.

5) Fitness Center

- Marketing Plan for Year ahead
- Assisting new supervisor in various roles

6) Grants

- Keeping updated with the community development committee
- Work for better planning occurring with Finance Department is ongoing
- A lot or catch up and crunch time for spending grants before year end.

7) Website

- Events need to be posted and reviewed monthly at minimum
- New Committees of council might be updated soon
- Link to council and COTW meetings could be shared on the calendar link

Parks

<u>Dimensions</u>	
Centennial Park	4974 m ²
Carol's Place	5816.25 m ²
Total	10792.25 m²
<u>Currently</u>	
Walkway	71.5 m
Total useable area 92.8	
Garden Beds	43 m ²
Seating	37.28 m ²
<u>Proposed</u>	
Sensory Garden/Dry Creek	
Walkway	64m
Total useable area 333.73 m ²	
Turf Area	305.29 m ²
Garden Beds	255.57 m ²
Seating Area	50 m ²
Splash Pad Area	
Walkway	202.5 m
Total useable area 457.26 m ²	
Turf Area	1343.75 m ²
Garden Beds	21.12 m ²
Seating Area	33 m ²
Barrier-free Washroom/Maintenance Shop	
Walkway	23.56 m
Total useable area 50.31 m ²	
Turf Area	203.25 m ²
Garden Beds	60.31 m ²
Seating Area	56.48 m ²
Centennial Park	
Walkway	102.06 m
Total useable area 1025.06 m ²	
Turf Area	2193.75 m ²
Garden Beds	293.75 m ²
Seating Area	200 m ²
Totals	
Walkways	392.12 m
Total useable area 1866.36 m ²	
Turf Area	4046.04 m ²
Garden Beds	630.75 m ²
Seating Area	339.48 m ²

**TOWN OF BERWICK
REPORT TO COUNCIL**

From: Taylor Boylan, Recreation Coordinator

Date: January 18, 2021

Subject: Monthly Recreation Coordinator Report

1) Meetings & Webinars

- Valley Recreation Winter Meeting/AGM – Elected Vice President
- MPAL catch-up with B.Brydon and K.Verrette
- Weekly meetings with M.Payne and B.Brydon
- Budget meetings with K.Peckford and B.Brydon
- Discussions re: diversity and inclusion with Mayor Clarke and Deputy Mayor Walsh
- Sports Hall of Fame Committee (December & January)

2) After School Program

- S.Pilgrim has returned to Program Coordinator role after a brief absence; must commend student assistants for stepping up to the plate for almost a month of running the program! I assisted as necessary through that time.
- We have hired an additional student staff to fill any gaps which may arise in the program.
- Faced Covid-19 related school closures, lower attendance due to self-isolation requirements and one storm day in December.
- Program continues to operate at maximum capacity.

3) Facility Rentals

- Closed the facility to outside user groups twice in December; once related to the Covid-19 outbreak at EVP and extended the holiday closure in line with provincial regulation changes from December 18 – January 11.
- Groups returned to rentals on January 11th under strict provincial regulations until January 24th.

4) Christmas – Berwick's 12 Days of Christmas (*Recreation*)

- Successful events over the holiday season given the context at the time of the Covid-19 pandemic (outbreak at EVP, school closure, enhanced restrictions)

5) Student Grants

- Applied for co-op grants for *up to two* (2) Recreation/Community Development students
- Applying for seven (7) Recreation summer students through Canada Summer Jobs – application due January 29, 2021
- Assisted the Berwick District Community Association, Gala Days and Apple Capital Museum with applications to funding partners
- *To note: number of grants applied for will exceed number of grants received and subsequent number of students hired.*

6) Miscellaneous

- Distributed via social media a survey requesting information on recreation programming and events for youth ages 11-15, a population we have traditionally missed in our programming. Responses continue to come in and will be included with February COTW report.
- Equipment loan program underway! We currently have YakTrax, Snow Shoes, Cross Country skis (which have had maintenance done this winter) and Nordic walking poles.
- On-going social media campaigns and postings
- Budget planning

Priorities for February 2021

- Diversity and inclusion planning and framework specific to Recreation Programming and Events
- Grant applications for future programming
- Modified Winter Carnival – engaging residents in outdoor recreation opportunities, Winter Walk Day
- Future planning for Summer 2021 and Fall 2021
- Volunteer Recognition planning for Spring 2021

Committee of the Whole Report for January 26, 2021.

- We have had two snow events that we had to plow with the two large plow trucks up to this point of the winter. We are using this mild weather to work on the trail system that usually gets left behind because of the snow and ice.
- We have had three loads of salt purchased to this point; this amount of salt will run public works into February.
- We are having a few break downs in all the machinery as we proceed through the winter,
- With the frozen ground we are cutting bushes in different places around town and will be moving the excavator to South River Lake to do some brush cutting along the roads so Berwick Electric can take the trucks into the places they need to work.
- The team cleaned up fifteen stumps around town before Christmas; we will place top soil and finish up in the spring, always wanting the town to look its best.
- We had a little trouble on Bezanson Drive sidewalk with the infrastructure, first a drain pipe was missed at a home and water flooded the basement. We went in and found the pipe and joined it to the storm drain system. This was a marked pipe and all I can think of, the stake was pulled that marked the spot and we missed it.
- There was as second house on Bezanson Dr. with some flooding, we also had some very high rain water events over a few weeks around Christmas I had our engineer in and could not find anything that we did wrong. I decided that we should do something so I asked the home owner if I could come on to the property and check at the basement for a pipe and rock, the ground was dry down to the pipe, we followed the pipe from the basement towards the street but it stopped between 3 and 6 feet from the old ditch and went into a rock dry well. We did not see any pipe when doing the storm drainage and we did dig back a few feet on each lot looking for any pipes but not to the point of digging up the whole lawn. We will clean up the two properties lawns in the spring.
- Working on the 2020/21 budget with the team.
- We have been out cutting a few trees with Berwick Electrical and will be doing this as weather permits.
- The Christmas trees are down and gone, and will be wait to get the ward from Taylor to get the lift in to take down the snowmen and the apples along the Commercial St. sidewalk.
- Fixing a few pot holes that have come out early with cold pack.
- I have been working on getting plans for a park maintenance shop and as well a drainage system to clean up the flooding problems in Centennial Park.
- Working on the wastewater system to keep it running at its best, the system runs twenty-four hours a day, plus we are working on a plan with our engineers to move forward with a plan to update the system, in order to stay in compliance.

Thank You:
Tim Harding
Director of public Works.

REPORT TO THE COUNCIL

From: Karen Peckford, Director of Finance

Date: January 20, 2021

Subject: Monthly Finance Report

- 1) **Financial Report:** see attached.
- 2) **Capital Report:** see attached.
- 3) **Miscrosoft Office Upgrade:** see attached.
- 4) **Fitness Centre:**

- Kelsey Best returned to the role of Supervisor effective December 19, 2020.
- There are currently 242 active memberships. The estimated revenue generation from these memberships is highlighted below:

Berwick Fitness Centre - Active Member Summary							
Membership Type	Current Users	Rate	Revenue	Membership Type	Current Users	Rate	Revenue
Annual	43	370.00	15,910.00	10 Punch Card	3	70.00	210.00
Seniors	14	300.00	4,200.00	20 Punch Card	2	120.00	240.00
Couples	8	700.00	5,600.00	Eden Valley	7	5,000.00	5,000.00
Family	3	750.00	2,250.00	Wild Cats	16	4,500.00	4,500.00
Students	4	300.00	1,200.00	Staff	4	-	-
Monthly*	45	160.00	7,200.00	Corporate Rate 1	7	249.99	1,749.93
Three Months**	70	173.90	12,173.00	Corporate Rate 2	2	299.99	599.98
Total Potential Revenue			60,832.91				

*Assuming monthly members renew 4 x in a 12 month period

**Assuming three month members renew 2 x in a 12 month period

- During the period December 15, 2020 through January 11, 2021 there were 1,147 visits at the Fitness Centre.
 - The busiest day was a Monday with 212 visits, and the slowest day was a Friday with 95 visits.
 - A summary of the visits is highlighted below:

3) Fitness Centre (continued):

Berwick Fitness Centre - Visitation Summary (Averaged) December 15, 2020 - January 11, 2021				
Days	6:30 am - 7:00 am	7:00 am - 1:00 pm	4:00 pm - 5:00 pm	7:00 pm - 8:00 pm
Monday - Friday	10	141	N/A	8
Saturday & Sunday	N/A	No Data	4	N/A

- During the period December 15, 2020 through January 11, 2021 37 members bought new memberships and 32 members renewed their membership.
- Kelsey and the fitness centre team are executing the social media plan designed by Brittany:
 - Post to social media 3 x per week – Motivation Monday, Wellness Wednesday, and Fitness Friday.
 - Includes Facebook, Instagram, Alignable, Google Business, and LinkedIn.
- Finalizing a monthly promotions schedule.
- Working to finalize facility use agreement with the Valley Wildcats – waiting on information from the Wildcats.

4) Highlights:

- Execution of anonymous donation of stock in the amount of \$50K. The stock was immediately monetized upon receipt.
- Deluxe Payroll has been fully implemented and monthly fees are ~\$190 as opposed to ~\$500 (savings of \$3,600/yr).
- Invoicing process for After School Program has been implemented. Year to date revenues (January 2021) are \$14K as opposed to \$13K for the entire F2020 year (April-June & September-March). All accounts are up to date.
- The Town's cash balance has remained > \$1M since October 2020, the first time in at least 7 years.

5) Upcoming:

- Continued work on both capital and operating budgets.
- CUPE union contract negotiations to be held in February.
- Continued work on RBC Express file transfers to improve finance efficiencies.
- Annual Fire Service Sub-Committee meeting in February.

REPORT TO THE COMMITTEE OF THE WHOLE

From: Karen Peckford, Director of Finance
Date: January 19, 2021
Subject: December 31, 2020 Financial Statements

Summary

Total Town Operations & Services	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Revenue	\$ 5,542,890	\$ 4,977,965	\$ 4,748,829	\$ 5,145,655
General Government Services	1,025,292	1,002,615	799,078	1,022,639
Protective Services	917,399	962,014	636,538	939,616
Public Works	704,744	769,955	497,336	780,542
Sewer	368,961	427,829	224,220	345,209
Community Development & Recreation	407,452	428,223	313,049	678,135
Partner Contributions	957,674	957,674	695,650	920,000
Fiscal Services	398,574	429,655	348,999	459,511
Total Town Operations & Services	\$ 762,794	\$ -	\$ 1,233,959	\$ 2

As at December 31, 2020, it is forecasted that the Town will be in a surplus position of \$763K at the end of the fiscal 2021 year.

Revenue

Revenue is forecasted to be \$565K more than what was budgeted.

- Deed transfer tax is forecasted to be \$70K (down \$5K)
- King's County fire operating grant is forecasted to be \$153K (down \$29K). This grant is based on 70% of actual operating expenses.
- Sales of services are forecasted to be \$253K (up \$10 K). This is due to after school program revenue.
- Revenue from own sources is forecasted to be \$567K (up \$96K):
 - Planning revenue is up \$2K.
 - Interest on taxes is down \$8K.
 - Interest on PACE accounts is down \$4K.
 - Fitness Centre revenues are down \$10K.
 - AREA dividend is up \$118K due to the actual F2020 results.

Revenue continued

- Government transfers are forecasted to be \$777K (up \$492K):
 - Safe Restart Grant due to COVID was \$485K. More clarification on how to spend and account for this money will be provided on January 27.
 - Jumpstart grant for recreation programming was \$11K.
 - Local grants are down \$10K due to King's County recreation grant not being anticipated.

General Government Services

General government services are forecasted to be \$23K more than what was budgeted.

- Legislative services are forecasted to be \$116K (down \$4K).
- CAO expenses are forecasted to be \$149K (up \$9K). This is due to the 2019 and 2020 actuarial valuations for the defined benefit pension plan.
- Planning services are forecasted to be \$37K (up \$5K). This is due to increased development costs in the Town.
- Administrative expenses are forecasted to be \$372K (down \$5K):
 - Salaries are down \$13K due to not replacing full time front desk maternity leave.
 - Postage & courier is up \$8K due to additional mailouts during the COVID lock down, and not implementing the e-send module in Diamond.
- Taxation expenses are forecasted to be \$126K (up \$6K). This is due to the increase in taxations rates for exempt properties, and increased requests for the low-income tax exemption.
- Information technology is forecasted to be \$33K (down \$1K).
- Town Hall operations are forecasted to be \$107K (up \$6K). This is due to the additional COVID expenses.
- Other government services are forecasted to be \$84K (up \$10K):
 - Legal fees are up \$5K due to COVID layoffs, development expenses, and agreements.
 - Insurance is up \$5K due to not budgeting the NSFAM admin fee for the municipal insurance policy (\$2,500), and a claim against the Town (\$2,500).

Protective Services

Protective services are forecasted to be \$45K less than what was budgeted.

- Fire protective services are forecasted to be \$219K (down \$45K). This is due to less fire department activity resulting from COVID restrictions.

Public Works

Public works expenses are forecasted to be \$65K less than what was budgeted.

- Administration expenses are forecasted to be \$71K (down \$4K). This is due to cancelled training and conferences and meetings, and no advertising expenses.
- Facility expenses are forecasted to be \$29K (up \$3K). This is due to not budgeting the storage tank insurance premium.
- Operations expenses are forecasted to be \$362K (down \$30K). This is due to less overtime required during the COVID lockdown and a mild November and December.
- Vehicle expenses are forecasted to be \$75K (down \$22K). This is due to less fuel and maintenance costs since vehicles were used less during the COVID lockdown.
- Paving is forecasted to be \$78K (up \$8K). This is due to underbudgeting the expense.
- Winter supplies are forecasted to be \$20K (down \$20K). This is due to a mild year to date winter, and comparisons to the actual winter supplies expense in F2020 and F2019.

Public Works continued

- Street lights are forecasted to be \$55K (on budget).
- Crossing guards are forecasted to be \$14K (on budget).

Sewer

Sewer expenses are forecasted to be \$59K less than what was budgeted.

- Administration expenses are forecasted to be \$56K (on budget).
- Collection expenses are forecasted to be \$66K (down \$25K):
 - Operational supplies are down \$20K due to over budgeting.
 - Vehicle expenses are down \$5K due to over budgeting.
- Sewer treatment expenses are forecasted to be \$243K (down \$32K):
 - Contracted services are down \$10K due to less expenses than anticipated compared to F2020.
 - Repairs and maintenance expenses are down \$15K due to over budgeting.
 - Tools and equipment expenses are down \$4K due to over budgeting.
 - Equipment rental is down \$1K due to over budgeting.

Community Development and Receptions

Community development and receptions expenses are forecasted to be \$21K less than what was budgeted.

- Economic development is forecasted to be \$54K (down \$4K). This is due to less expenses than anticipated.
- Tourist bureau expenses are forecasted to be \$2K (on budget).
- Recreation administration expenses are forecasted to be \$116K (up \$17K):
 - Salaries are up \$22K due to incorrectly budgeting a portion of Taylor's salary to recreation programming.
 - Community events are festivals expenses are forecasted to be \$2K (down \$6K) due to lower costs of executing the events than budgeted.
- Receptions facilities expenses are forecasted to be \$95K (down \$15K):
 - Salaries are up \$10K due to incorrect budgeted allocations of Chris' time.
 - Contracted services are up \$3K due to higher than anticipated costs of cleaning Carol's place and the external washrooms.
 - Fuel expenses are up \$2K due to not being budgeted.
 - Repairs and maintenance expenses are down \$30K due to over budgeting.
- Recreation programming expenses are forecasted to be \$24K (down \$18K). This is due to incorrectly budgeting a portion of Taylor's salary to recreation programming.
- Fitness Centre expenses are forecasted to be \$117K (on budget).

Partner Contributions

Partner contributions are forecasted to be on budget.

Fiscal Services

Fiscal services are forecasted to be \$31K less than what was budgeted.

- Bad debt expense is forecasted to be \$0 (down \$15K).
- Transfers to reserves have not been included in the forecast, in order to clearly see what the forecasted surplus is (down \$16K – budgeted sewer operations surplus).

Year End Recommendations

The overall surplus is currently forecasted to be \$763K.

This is largely due to more revenue than budgeted, and lower expenses than budgeted, specifically within the fire department, public works and sewer.

- 1) The Safe Restart Grant will likely need to be moved into its own reserve for future taxation revenue losses resulting from COVID. The specific parameters around spending, accounting and reporting for this grant will not be known until January 27. The grant received was \$485K, of which \$20K is to be directed to King's Transit. It is likely we will be able to utilize a portion of this grant to offset the revenue losses of the fitness center in F2021 (\$82K). It is likely that the remaining \$385K will need to be moved into a COVID reserve.
- 2) Sewer operations are forecasted to be in a surplus of \$72K. It is recommended that this surplus will be recorded to the sewer operating reserve. There are significant sewer upgrades required in the coming years, so funds could be moved from the sewer operating reserve into the sewer capital reserve to cover some of these costs.
- 3) Fire operations were significantly impacted by COVID, resulting in a decrease in spending of \$45K. It is recommended that a fire reserve is established, and these funds are moved into it to assist with the purchase of future capital assets.
- 4) Of the remaining \$261K surplus, I would recommend moving \$161K into the capital reserve, and \$100K into the operating reserve.



**OPERATING REPORT
AS AT DECEMBER 31, 2020**

**F2021
Forecast**

**F2021
Budget**

**Dec 2020
Actual**

**F2020
Actual**

REVENUES

TAXES

Residential	\$ 1,693,447	\$ 1,693,740	1,693,447	1,589,256
Commercial	916,402	915,907	916,402	902,745
Resource property	12,798	12,827	12,798	12,419
Education contribution	556,729	555,866	556,729	539,887
Farm acreage property	1,387	1,387	1,387	1,357
			-	-
Sewer fees	502,011	502,753	423,717	471,312
			-	-
Deed transfer tax	70,000	75,000	62,051	81,783
Bell Aliant	12,749	12,830	12,749	12,830
HST Offset	20,350	20,350	20,350	15,580
	3,785,873	3,790,660	3,699,631	3,627,169

GRANTS IN LIEU

Canada Post	6,231	6,231	-	6,231
	6,231	6,231	-	6,231

SERVICES PROVIDED TO OTHER GOVERNMENTS

Fire operating grant - King's County	153,234	182,350	174,348	174,945
	153,234	182,350	174,348	174,945

SALES OF SERVICES

Administration fees - Berwick Electric	204,250	204,250	-	204,250
Administration fees - Sewer	26,000	26,000	-	26,000
Recreational services	-	-	450	20
Economic development	-	-	-	251
Recreation programming	-	-	-	2,682
Summer day camp	-	-	-	14,157
After school program	22,000	12,064	11,770	13,101
March break camp	-	-	-	(93)
Senior fitness	-	-	-	2,514
Youth programs	-	-	-	-
Adult programs	-	-	835	1,737
Recreation delivery	-	-	20	52
Garden plots	600	-	600	-
	252,850	242,314	13,675	264,670

**OPERATING REPORT
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
REVENUE FROM OWN SOURCES				
Facility rentals	-	-	1,515	5,130
AVRL headquarters rent	51,432	51,432	42,860	51,432
Planning	6,000	4,000	5,857	4,190
Tax Certificates	2,000	2,000	1,782	1,971
Fines - policing/protective	200	800	113	829
Licenses	500	700	260	710
Return on investments	2,000	2,000	1,445	1,995
Interest on taxes	22,000	30,000	18,327	33,529
Interest on PACE program	10,000	14,000	5,430	16,092
Miscellaneous revenue - finance	100	1,000	10	1,023
Miscellaneous revenue	16,000	16,000	600	(2,942)
Fitness centre	35,000	45,000	23,096	101,217
BEC Dividend	100,000	100,000	-	100,000
AREA dividend	322,276	204,499	107,425	495,821
VWRM - prior year surplus	-	-	-	34,101
Gain - sales of assets	-	-	-	-
	567,508	471,431	208,719	846,098
UNCONDITIONAL GOVERNMENT TRANSFERS				
Federal government	-	-	-	1,100
Provincial government - NS Equalization	221,479	221,479	110,740	221,479
Provincial government - other	465,402	-	465,402	-
	686,881	221,479	576,142	222,579
CONDITIONAL GOVERNMENT TRANSFERS				
Federal grants	12,589	-	13,589	10,358
Provincial grants	62,724	38,500	62,724	81,973
Local grants	15,000	25,000	-	39,058
	90,313	63,500	76,313	131,397
TRANSFERS FROM OWN RESERVES				
Other reserves	-	-	-	(127,433)
Operating reserve	-	-	-	-
	-	-	-	(127,433)
TOTAL REVENUES	\$ 5,542,890	\$ 4,977,965	\$ 4,748,829	\$ 5,145,655



**OPERATING REPORT
AS AT DECEMBER 31, 2020**

**F2021
Forecast**

**F2021
Budget**

**Dec 2020
Actual**

**F2020
Actual**

EXPENDITURES

GENERAL GOVERNMENT SERVICES

Legislative	\$ 116,302	\$ 120,900	\$ 94,010	\$ 131,868
CAO Office	149,300	140,115	114,531	215,669
Planning	36,662	32,500	29,363	27,234
Administration	372,712	379,450	283,410	313,342
Taxation	126,394	120,500	126,394	121,128
Information Technology	33,000	34,000	27,462	49,442
Town Hall	107,325	101,150	59,830	98,077
Other General Government Services	83,597	74,000	64,078	65,879
	1,025,292	1,002,615	799,078	1,022,639

PROTECTIVE SERVICES

Police	654,000	654,000	490,556	637,218
Fire Protection	218,905	263,289	111,273	244,319
By-Law	11,494	11,725	11,494	30,417
Inspections	33,000	33,000	23,215	27,662
	917,399	962,014	636,538	939,616

PUBLIC WORKS

Administration	71,255	75,205	54,525	71,426
Facility	28,858	25,950	17,253	23,583
General Operations	362,000	392,650	249,632	359,510
Vehicles	75,000	97,000	48,536	89,196
Paving	78,491	70,000	78,481	151,112
Winter Supplies	20,000	40,000	6,828	16,100
Street Lighting	55,000	55,000	34,124	51,216
Crossing Guards	14,150	14,150	7,956	18,398
	704,744	769,955	497,336	730,542

SEWER SERVICES

Sewer Administration	55,700	57,768	22,829	54,412
Sewer Collection	66,291	91,291	34,332	59,024
Sewer Treatment	242,970	274,770	165,618	229,307
Garbage & Waste Collection	4,000	4,000	1,442	2,467
	368,961	427,829	224,220	345,208

COMMUNITY DEVELOPMENT & RECREATION

Economic Development	54,240	58,500	50,790	88,926
Tourist Bureau	1,864	1,500	1,271	15,973
Recreation Administration	116,296	99,000	93,599	176,716
Recreation Facilities	94,488	110,423	79,346	145,179
Recreation Programming	23,760	41,500	13,398	80,059
Fitness Centre	116,804	117,300	74,655	171,282
	407,452	428,223	313,049	678,133



**OPERATING REPORT
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
PARTNER CONTRIBUTIONS				
Annapolis Valley Regional Centre for Education	555,866	555,866	417,375	521,316
Property Valuation Services Corp	31,465	31,465	23,598	31,294
Department of Justice - Correctional Services	28,587	28,587	21,441	28,588
Kings Point to Point Transit	6,040	6,040	6,040	5,820
King's REMO	7,000	7,000	4,023	6,979
Kings Transit	52,585	52,585	41,758	50,773
Valley Waste Resource Management	216,397	216,397	159,035	231,634
Regional Housing Authority	25,769	25,769	-	14,493
Valley Regional Enterprise Network	14,865	14,865	7,433	13,702
Valley Community Fibre Network	1,700	1,700	1,898	-
Annapolis Valley Regional Library	17,400	17,400	13,050	15,400
	957,674	957,674	695,650	920,000
FISCAL SERVICES				
Debt issuance costs	3,250	3,250	-	3,063
Short term debt	7,500	7,500	3,519	8,791
Long term debt	387,824	387,824	345,480	381,455
Bad debt expense	-	15,000	-	66,202
	398,574	413,574	348,999	459,511
Transfers				
Operating reserve	-	16,081	-	-
	-	16,081	-	-
TOTAL EXPENDITURES	\$ 4,780,096	\$ 4,977,965	\$ 3,514,870	\$ 5,145,552
EXCESS OF REVENUES OVER EXPENDITURES	\$ 762,794	\$ -	\$ 1,233,959	\$ 2



GENERAL REVENUES AS AT DECEMBER 31, 2020	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Taxation				
Residential	1,693,447	1,693,740	1,693,447	1,589,256
Commercial	916,402	915,907	916,402	902,745
Resource property	12,798	12,827	12,798	12,419
Deed transfer tax	70,000	75,000	62,051	81,783
Education contribution	556,729	555,866	556,729	539,887
Farm acreage property	1,387	1,387	1,387	1,357
	<u>3,250,764</u>	<u>3,254,727</u>	<u>3,242,814</u>	<u>3,127,447</u>
Grants in Lieu of Taxes				
Bell Alliant	12,749	12,830	12,749	12,830
Canada Post	6,231	6,231	-	6,231
	<u>18,980</u>	<u>19,061</u>	<u>12,749</u>	<u>19,061</u>
Sale of Services				
Administration fees - Berwick Electric	204,250	204,250	-	204,250
Administration fees - Sewer	26,000	26,000	-	26,000
	<u>230,250</u>	<u>230,250</u>	<u>-</u>	<u>230,250</u>
Own Source Revenue				
Facility rentals	-	-	1,515	5,130
AVRL rent	51,432	51,432	42,860	51,432
Planning	6,000	4,000	5,657	4,190
Tax Certificates	2,000	2,000	1,782	1,971
Fines - policing/protective	200	800	113	829
Licenses	500	700	260	710
Return on investments	2,000	2,000	1,445	1,995
Interest on taxes	22,000	30,000	18,327	33,529
Interest on PACE program	10,000	14,000	5,430	16,092
Miscellaneous revenue - finance	100	1,000	10	1,023
Miscellaneous revenue	16,000	16,000	600	(2,942)
BEC Dividend	100,000	100,000	-	100,000
AREA dividend	322,276	204,499	107,425	496,821
VWRM - prior year surplus	-	-	-	34,101
	<u>532,508</u>	<u>426,431</u>	<u>185,623</u>	<u>744,881</u>
Unconditional Government Transfers				
Federal Government	-	-	-	1,100
Provincial Government - NS Equalization	221,479	221,479	110,740	221,479
Provincial Government - Other	465,402	-	465,402	-
HST Offset	20,350	20,350	20,350	15,580
	<u>707,231</u>	<u>241,829</u>	<u>596,492</u>	<u>238,159</u>
Conditional Government Transfers				
Provincial Grants - Civic Addressing/Safe Restart	20,800	1,000	20,800	1,000
Kings County Library Contribution	15,000	15,000	-	15,620
	<u>35,800</u>	<u>16,000</u>	<u>20,800</u>	<u>16,620</u>
Other Transfers				
Transfers from reserves	-	-	-	(61,837)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>(61,837)</u>
TOTAL GENERAL REVENUES	<u>4,776,533</u>	<u>4,188,298</u>	<u>4,058,479</u>	<u>4,314,530</u>



**GENERAL GOVERNMENT SERVICES
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Legislative				
Honorarium	\$ 82,450	\$ 82,450	\$ 63,623	\$ 82,541
Travel	-	1,000	-	4,841
Training & conferences	1,000	1,000	939	4,483
Membership fees & dues	2,700	2,700	707	2,107
Communications	650	650	500	650
Advertising	1,000	1,000	313	1,243
Office supplies/operational supplies	6,000	6,000	5,427	522
Meeting expenses	-	1,000	-	1,109
Meals	-	100	-	441
Special events	2,502	5,000	2,502	5,776
Sponsorships	20,000	20,000	20,000	28,055
	116,302	120,900	94,010	131,868
CAO OFFICE				
Salaries	130,650	118,650	104,938	179,163
Travel	1,500	1,500	994	5,854
Training & conferences	4,447	3,000	4,447	6,187
Membership fees & dues	1,000	1,515	344	910
Office supplies	500	500	226	433
Communications	1,300	1,500	1,238	1,333
Advertising	1,500	2,500	658	2,934
Postage & courier	203	-	203	189
Operational supplies	1,000	1,000	(23)	1,702
Meeting expenses	-	500	-	849
Contracted services	-	-	-	313
Other professional fees	2,500	5,000	-	10,207
Workplace wellness financial incentive	3,400	3,400	722	2,790
Pace program expense	-	-	-	862
Meals	500	250	338	687
Subscriptions & donations	500	500	431	850
AREA expenses	100	300	17	406
	149,300	140,115	114,631	215,669
Planning				
Office supplies	100	2,000	13	220
Advertising	1,500	500	1,251	441
Postage & courier	62	-	62	118
Other professional fees	35,000	30,000	28,037	26,455
	36,662	32,500	29,363	27,234



**GENERAL GOVERNMENT SERVICES
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Administration				
Salaries	335,000	348,700	255,648	276,744
Travel	1,000	1,000	715	2,378
Training & conferences	2,750	2,750	2,156	3,179
Membership fees & dues	1,762	1,800	1,762	928
Office supplies	6,000	7,000	3,563	7,060
Office equipment & rentals	6,500	6,500	4,212	6,316
Communication	1,700	1,700	955	1,808
Advertising	-	-	-	1,676
Postage & courier	18,000	10,000	14,397	13,252
	372,712	379,450	283,410	313,342
Taxation				
Tax billing costs	-	500	-	-
Tax exemptions	126,394	120,000	126,394	121,128
	126,394	120,500	126,394	121,128
Information Technology				
Training & conferences	1,000	2,000	563	626
Communication	2,500	2,500	1,944	6,784
Operational supplies	-	-	-	-
Contracted services	21,000	21,000	18,389	27,573
Hardware	3,500	3,500	2,806	8,432
Software	5,000	5,000	3,761	6,027
	33,000	34,000	27,462	48,442
Town Hall Buildings				
Communications	2,000	3,500	153	3,963
Operational supplies	5,000	5,000	2,279	5,003
Facility insurance	2,325	2,650	2,325	2,311
Contracted Services	40,000	40,000	22,751	40,553
Power	35,000	35,000	16,103	32,335
Repairs & maintenance	13,000	13,000	8,924	13,333
COVID 19	10,000	2,000	7,297	578
	107,325	101,150	59,830	98,077



GENERAL GOVERNMENT SERVICES AS AT DECEMBER 31, 2020	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Other General Government				
Bank charges	17,500	17,500	10,775	20,664
Audit fees	8,500	8,500	(0)	8,336
Legal fees	25,000	20,000	20,706	19,921
General liability insurance	19,980	14,500	19,980	14,000
Grants to organizations	-	1,000	-	3,360
Election	12,618	12,500	12,618	286
Tax sales	-	-	-	(688)
	83,597	74,000	64,078	65,879
TOTAL GENERAL GOVERNMENT SERVICES	\$ 1,025,292	\$ 1,002,615	\$ 799,078	\$ 1,022,639



**PROTECTIVE SERVICES
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Police				
Contracted services	654,000	654,000	490,556	637,218
	<u>654,000</u>	<u>654,000</u>	<u>490,556</u>	<u>637,218</u>
Fire Protection				
Grants				
King's County operating grant	153,234	182,350	174,348	174,945
	<u>153,234</u>	<u>182,350</u>	<u>174,348</u>	<u>174,945</u>
Fire Administration				
WCB & EAP	8,360	3,860	5,644	2,829
Honorarium	8,140	9,000	8,140	8,565
Travel	1,000	2,500	41	2,689
Training & Conferences	500	10,000	97	8,747
Membership Dues & Fees	1,400	1,400	100	1,319
Office Supplies	1,000	2,500	252	4,205
Communications	25,000	25,000	17,895	23,914
Operational supplies	5,000	6,500	2,575	7,270
Vehicle Costs	30,000	44,129	381	934
Fuel for small equipment	-	-	143	65
2007 Pierce Contender Pumper F-11	-	-	(788)	12,144
1996 Pierce Saber Pumper F-12	-	-	1,505	3,130
2019 E-1 Typhoon Pumper F-13	-	-	2,437	988
2001 Mack Tanker F-21	-	-	4,179	9,551
2014 Freightliner M2 F-22	-	-	4,117	6,484
2004 Fire Rescue Unit F-31	-	-	2,469	2,688
1994 Chev 4x4 GMT 400 F-51	-	-	1,273	1,606
2010 Ford SRW Super Duty F-52	-	-	1,419	2,124
	<u>80,400</u>	<u>104,889</u>	<u>51,879</u>	<u>99,262</u>
Fire Station				
Facility insurance	7,505	8,000	7,505	6,661
Heat	-	-	-	75
Power	33,000	33,000	14,846	31,150
Repairs & maintenance	55,000	64,900	27,769	62,693
	<u>95,505</u>	<u>105,900</u>	<u>50,120</u>	<u>100,579</u>
Other Fire Fighting				
Operational supplies	10,000	15,000	4,158	11,587
Clothing & safety equipment	23,000	23,000	441	25,151
Personal injury insurance	-	4,500	(0)	714
Tools & equipment	10,000	10,000	4,675	7,027
	<u>43,000</u>	<u>52,500</u>	<u>9,274</u>	<u>44,478</u>
	<u>65,672</u>	<u>80,939</u>	<u>(63,076)</u>	<u>69,374</u>



PROTECTIVE SERVICES AS AT DECEMBER 31, 2020	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
By-law Services				
Salaries	10,936	9,000	10,936	27,621
By-law services	308	1,250	308	1,353
Travel	126	350	126	319
Communications	125	375	125	291
Operational supplies	-	750	-	834
	<u>11,494</u>	<u>11,725</u>	<u>11,494</u>	<u>30,417</u>
inspections				
Building & fire inspection services	33,000	33,000	23,215	27,662
	<u>33,000</u>	<u>33,000</u>	<u>23,215</u>	<u>27,662</u>
TOTAL PROTECTIVE SERVICES	<u>764,166</u>	<u>779,664</u>	<u>462,190</u>	<u>764,671</u>



**PUBLIC WORKS
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Administration				
Salaries	63,155	63,155	48,081	61,537
Travel	3,000	2,000	2,742	1,987
Training & conferences	-	2,000	-	200
Office Supplies	1,000	1,600	564	697
Communication	4,000	4,500	3,106	4,126
Advertising	-	1,200	-	838
Meeting expenses	-	250	-	57
Contracted services	-	-	-	1,620
Licenses & permits	100	500	33	366
	71,255	75,205	54,525	71,426
Facility				
Operational supplies	3,000	3,000	9	1,717
Facility insurance	7,858	5,250	7,858	7,063
Contracted services	4,000	3,700	3,462	-3,577
Heat	3,500	3,500	1,477	3,617
Power	7,500	7,500	3,529	6,027
Repairs & maintenance	3,000	3,000	918	1,582
	28,358	25,950	17,253	23,583
General Operations				
Salaries	280,000	303,150	207,246	284,645
Travel	3,000	3,000	2,322	2,430
Training & conferences	1,000	3,000	946	1,460
Communications	2,000	2,000	1,310	1,732
Operational supplies	25,000	25,000	18,668	23,196
Clothing & safety	3,000	4,500	1,770	4,716
Contracted services	40,000	40,000	14,195	31,562
Meals	2,000	3,000	839	2,636
Tools & equipment	5,000	7,000	2,015	7,133
Equipment rental	1,000	2,000	320	-
	362,000	392,650	249,632	359,510



PUBLIC WORKS AS AT DECEMBER 31, 2020	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Vehicles				
Fuel	15,000	22,000	6,307	18,696
General vehicle costs	60,000	75,000	3,099	1,334
2008 Int'l Dump Truck V-1	-	-	1,501	8,717
2005 Int'l Dump Truck V-2	-	-	6,896	19,046
2009 GMC Sierra V-4	-	-	1,651	5,499
2008 Chev Silverado V-5 (Sewer truck)	-	-	4,707	5,285
2012 JBC 200 Backhoe Loader V-6	-	-	5,154	7,266
2006 TexRex 76QB Backhoe V-7	-	-	265	238
2008 JD 5525N Tractor V-8	-	-	2,098	3,975
1991 Badger/Chipper V-10	-	-	391	173
2010 Duret Utility Trailer V-14	-	-	381	356
JD Zero Turn Mower V-19	-	-	22	2,254
1999 JD Small Tractor V-20	-	-	2,225	490
2017 F550 V-22	-	-	7,750	4,655
2018 Kubota Rubber Track Excavator V-23	-	-	46	46
2015 TRKSW Tractor V-36	-	-	311	756
Kubota Zero Turn V-37	-	-	48	645
MT Trackless V-38	-	-	4,185	2,605
Trailer for Excavator V-39	-	-	1,500	7,159
	75,000	97,000	48,536	89,196
Paving	78,481	70,000	78,481	131,112
Winter supplies	20,000	40,000	6,829	16,100
Street lights	55,000	55,000	34,124	51,216
Crossing Guards				
Salaries	13,450	13,450	7,586	17,428
Communication	200	200	150	168
Clothing & safety equipment	500	500	220	802
	14,150	14,150	7,956	18,398
TOTAL PUBLIC WORKS	704,744	769,955	497,336	780,542



SEWER SERVICES AS AT DECEMBER 31, 2020	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Sewer Revenue				
Sewer residential	202,458	203,200	202,458	208,715
Sewer industrial	269,453	269,453	198,592	225,472
Sewer institutional	30,100	30,100	24,668	37,125
Transfer from capital reserve	-	-	-	-
	502,011	502,753	423,717	471,312
Sewer Administration				
Salaries	21,200	21,200	15,893	20,512
Travel	1,000	2,000	409	1,732
Training & conferences	500	3,500	373	1,747
Membership fees & dues	-	200	-	61
Communication	3,000	2,868	2,773	2,582
Operational supplies	4,000	2,000	3,381	1,778
Administration fees	26,000	26,000	-	26,000
	55,700	57,768	22,829	54,412
Sewer Collection				
Salaries	8,050	8,050	5,366	10,790
Operational supplies	10,000	30,000	2,368	3,482
Facility insurance	241	241	241	214
Contracted services	18,000	18,000	13,393	15,464
Vehicle costs	-	5,000	-	-
Power	30,000	30,000	12,963	29,074
	66,291	91,291	34,332	59,024
Sewer Treatment				
Salaries	63,150	63,150	42,945	59,405
Clothing & safety equipment	1,200	3,000	694	2,087
Facility insurance	3,620	3,620	3,620	3,205
Contracted services	15,000	25,000	9,664	25,794
Sewer treatment testing	18,000	18,000	13,988	17,583
Power	95,000	95,000	62,785	94,515
Repairs & maintenance	45,000	60,000	31,921	26,717
Tools & equipment	1,000	5,000	-	-
Equipment rental	1,000	2,000	-	-
	242,970	274,770	165,618	229,307



SEWER SERVICES AS AT DECEMBER 31, 2020	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Garbage & Waste Collection				
Other solid waste charges	4,000	4,000	1,442	2,467
	<u>4,000</u>	<u>4,000</u>	<u>1,442</u>	<u>2,467</u>
Debt Services				
Debt issuance cost	192	192	-	-
Sewer treatment principal payments	49,330	49,330	49,331	49,331
Sewer treatment interest payments	9,321	9,321	5,602	11,176
	<u>58,843</u>	<u>58,843</u>	<u>54,933</u>	<u>60,507</u>
Transfers				
Capital out of revenue	-	-	-	-
Transfer to operating reserve	-	16,081	-	65,596
	<u>-</u>	<u>16,081</u>	<u>-</u>	<u>65,596</u>
TOTAL SEWER OPERATIONS	<u>74,207</u>	<u>-</u>	<u>144,565</u>	<u>0</u>



**COMMUNITY DEVELOPMENT & RECREATION
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Economic Development				
Grants				
Federal grants	-	-	-	-
Provincial grants	-	-	-	5,337
Local grants	-	-	-	-
				<u>5,337</u>
Expenses				
Salaries	45,394	47,200	45,394	72,355
Travel	-	-	-	786
Training & Conferences	-	-	-	2,025
Membership Dues & Fees	-	-	-	300
Office Supplies	-	300	-	163
Advertising	-	500	-	169
Operational Materials/Supplies	-	500	-	112
Marketing Promotion and Community Development	7,500	10,000	4,040	13,016
Program Expenditures	945	-	945	-
Contracted Services	400	-	400	-
	<u>54,240</u>	<u>58,500</u>	<u>50,780</u>	<u>88,926</u>
	<u>54,240</u>	<u>58,500</u>	<u>50,780</u>	<u>83,589</u>
Tourist Bureau				
Grants				
Federal grants	-	-	-	-
Provincial grants	-	-	-	5,237
Local grants	-	-	-	-
				<u>5,237</u>
Expenses				
Salaries	-	-	-	13,986
Communications	1,100	750	905	1,353
Operational Materials/Supplies	14	-	14	-
Power	750	750	352	633
	<u>1,864</u>	<u>1,500</u>	<u>1,271</u>	<u>15,973</u>
	<u>1,864</u>	<u>1,500</u>	<u>1,271</u>	<u>10,736</u>



**COMMUNITY DEVELOPMENT & RECREATION
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Recreation Administration				
Grants & Revenue				
Federal grants	1,000	-	1,000	-
Provincial grants	39,174	37,500	39,174	25,000
Local grants	-	-	-	-
Garden Plot Revenue	600	-	600	-
	<u>40,774</u>	<u>37,500</u>	<u>40,774</u>	<u>25,000</u>
Expenses				
Salaries	110,000	87,800	84,692	138,920
Travel	500	500	-	1,598
Training & Conferences	219	-	219	1,039
Membership Dues & Fees	3,000	2,500	2,900	3,944
Office Supplies	108	-	108	1,211
Communications	100	200	52	-
Advertising	269	-	269	1,698
Operational Materials/Supplies	-	-	-	191
Meeting Expenses	100	-	73	43
Community Events And Festivals	2,000	8,000	1,550	3,242
Apple Blossom	-	-	-	4,931
Christmas	-	-	1,123	11,005
Canada Day	-	-	172	3,202
Halloween	-	-	1,164	275
Yard sale	-	-	-	493
Easter	-	-	-	76
Gala Days	-	-	-	4,371
Winter Carnival	-	-	-	478
Garden Plots	-	-	1,276	-
	<u>116,296</u>	<u>99,000</u>	<u>93,599</u>	<u>176,716</u>
	75,522	61,500	52,825	151,716



**COMMUNITY DEVELOPMENT & RECREATION
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Recreation Facilities				
Grants				
Federal grants	-	-	1,000	6,320
Provincial grants	-	-	-	39,650
Local grants	-	-	-	-
	-	-	1,000	45,970
Expenses				
Salaries	45,615	35,550	45,615	58,971
Travel	50	250	11	173
Communications	200	1,000	195	-
Operational Materials/Supplies	10,000	10,000	7,511	12,241
Facility Insurance	3,873	3,873	3,873	2,565
Contracted Services	8,000	5,000	6,915	7,775
Clothing/safety equipment	1,000	1,000	505	452
Fuel	2,000	-	1,353	348
Vehicle costs	10,000	10,000	1,158	1,440
2002 GMC Pickup V-18	-	-	1,347	4,150
John Deere Turn Mower V-19	-	-	-	148
2017 Kubota Tractor V-24	-	-	293	300
2016 HMD Utility Trailer (Water Tank)	-	-	46	46
2019 Kubota 0-Turn Mower V-35	-	-	344	1,135
Kubota Zero Turn V-37	-	-	1,311	730
1996 Float Trailer V-40	-	-	46	46
Power	3,750	3,750	2,694	3,516
Repairs & Maintenance	10,000	40,000	3,607	8,772
Ballfields maintenance	-	-	-	6,888
Splash pad maintenance	-	-	-	1,025
Rainforth Park maintenance	-	-	1,349	34,460
Centennial Park maintenance	-	-	50	-
Tools & equipment	-	-	1,125	-
	94,488	110,423	79,346	145,179
	94,488	110,423	79,346	99,210



**COMMUNITY DEVELOPMENT & RECREATION
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Recreation Programming				
Grants & Revenue				
Federal grants	11,589	-	11,589	4,046
Provincial grants	2,750	-	2,750	5,750
Local grants	-	10,000	-	23,438
Revenue	22,000	12,064	13,075	34,420
	36,339	22,064	27,414	67,654
Expenses				
Salaries	21,060	38,800	12,636	53,329
Communications	200	200	95	27
Operational Materials/Supplies	1,000	1,000	91	2,673
Program Expenditures	1,500	1,500	0	8,745
Summer Day Camp	-	-	278	8,216
After School Program	-	-	158	1,426
March Break	-	-	(200)	200
Seniors Fitness Program	-	-	100	1,383
Adult Program	-	-	240	1,710
Moms & Tots Program	-	-	-	47
Multi-sport Program	-	-	-	2,304
	23,760	41,500	13,398	80,059
	(12,579)	19,436	(14,017)	12,406
Barwick Fitness Centre				
Revenue				
Membership sales	35,000	45,000	23,096	101,217
	35,000	45,000	23,096	101,217
Expenses				
Wages & Salaries	87,000	79,100	60,611	122,669
Travel	100	100	(11)	275
Training and Conferencas	-	100	-	-
Communications & Cable	2,800	2,800	2,072	1,882
Advertising & Promotion	-	-	-	2,203
Operational Supplies	5,000	5,000	1,908	5,213
Insurance	551	500	551	486
Contracted Services	5,500	5,500	4,675	4,192
Personal Trainers	2,000	5,000	-	19,844
Power	8,200	8,200	3,598	8,026
Equipment Repairs & Maintenance	653	1,000	653	3,143
Shared building expenses	5,000	10,000	597	3,550
	116,804	117,300	74,655	171,262
	81,804	72,300	51,559	70,065
TOTAL COMMUNITY DEVELOPMENT & RECREATION	295,339	323,659	220,765	427,722



**FISCAL SERVICES
AS AT DECEMBER 31, 2020**

	F2021 Forecast	F2021 Budget	Dec 2020 Actual	F2020 Actual
Debt Services				
Bad debt expense	-	15,000	-	66,202
Debt issuance costs	3,058	3,058	-	3,063
Interest on short term borrowings	7,500	7,500	3,519	8,791
General Administration debenture principal	9,033	9,033	9,033	9,033
General Administration debenture interest	2,405	2,405	1,458	2,598
Town Hall debenture principal	120,000	120,000	120,000	120,000
Town Hall debenture interest	57,310	57,310	34,037	58,069
Fire Department debenture principal	58,250	58,250	58,250	58,250
Fire Department debenture interest	32,250	32,250	19,895	32,626
Public Works debenture principal	17,450	17,450	20,794	24,704
Public Works debenture interest	4,900	4,900	3,285	7,088
Parks Facilities debenture principal	18,150	18,150	18,150	-
Parks Facilities debenture interest	9,425	9,425	5,646	8,581
	339,731	354,731	294,066	399,004
Partner Contributions				
Annapolis Valley Regional Centre for Education	555,866	555,866	417,375	521,316
Property Valuation Services Corp	31,465	31,465	23,598	31,294
Department of Justice - Correctional Services	28,587	28,587	21,441	28,588
Kings Point to Point Transit	6,040	6,040	6,040	5,820
King's REMO	7,000	7,000	4,023	6,979
Kings Transit	52,585	52,585	41,758	50,773
Valley Waste Resource Management	216,397	216,397	159,035	231,634
Regional Housing Authority	25,769	25,769	-	14,493
Valley Regional Enterprise Network	14,865	14,865	7,433	13,702
Valley Community Fibre Network	1,700	1,700	1,896	-
Annapolis Valley Regional Library	17,400	17,400	13,050	15,400
	987,674	987,674	695,650	920,000
Transfer to Own Funds				
Operating reserve	-	-	-	-
	-	-	-	-
TOTAL FISCAL SERVICES	1,297,405	1,312,405	989,716	1,313,004

REPORT TO THE COMMITTEE OF THE WHOLE

From: Karen Peckford, Director of Finance

Date: January 19, 2021

Subject: December 31, 2020 Capital Report

Summary

As at December 31, 2020, the Town has spent \$375K of its capital budget. The F2021 capital budget was \$540K.

Administration

- The Town Hall water softening system has been completed on budget.
- The Town Hall snow and ice melt system has been completed on budget.
- The F9 license has been purchased in January 2021 on budget.
- The public wi-fi mesh server infrastructure was upgraded, which was an unbudgeted expense of \$7,500.

Protective Services

- The pond liner at the fire department has been deferred until F2022.
- Two new radios have been ordered by the fire chief within the \$15K budget. The Town has not yet been invoiced for them.

Public Works

- The Bezanson Drive sidewalk project has been completed. It was \$24K over budget.
- The Commercial Street sidewalk replacements have been completed on budget.
- The Foster/Cottage/Commercial streets engineering study is underway, and the Town has been invoiced for \$20K to date. \$15K remains in the budget.

Sewer

- The Ron Smith Drive pumps, electrical panel and sewer main project has been completed. It was \$9K over budget due to the cost of installing the sewer main to the pump station.
- The George Floris sewer lateral project has been completed on budget.
- The rocks around the sewer ponds project has been deferred until F2022.
- The self-cleaning filter has been deferred indefinitely.
- The pond #2 air system project has been deferred until F2022.
- A new unit heater was installed at the WWTP, which was an unbudgeted expense of \$5K.
- A comprehensive engineering study of the sewer operations has been completed, which was an unbudgeted expense of \$18K.

Recreation

- The tennis courts resurfacing project has been completed on budget. The Town has received an anonymous donation in the amount of \$50K to offset the Rainforth Park upgrades.
- The retaining wall project was completed on budget.
- A late invoice was received for the installation of snow guards on Carol's Place roof (from April 2019), which was an unbudgeted expense of \$15K.
- A control gate was installed on a Harvest Moon Trail culvert, to mitigate damage created by beavers. This was an unbudgeted expense of \$2,500.

CCH Trail Expansion Grant – Spicer Park

- \$5K grant was awarded and received, representing 33% of the project cost (\$15K).
- Public Works has committed to completing the construction required for the Spicer Park trail and Harvest Moon Trail access, which has not been completed.
- Gravel for Harvest Moon Trail access has been ordered but not yet invoiced.
- Slate required to prevent erosion on Spicer Park trail has been ordered but not yet invoiced.
- To meet the terms of the grant, the work needs to be completed and final report submitted by March 31.

CCH Community Recreation Grant Capital – Chute Park Phase III

- \$5K grant has been awarded and received, representing 33% of the project cost (\$15K).
- Trailflow has billed \$5K for work in progress. The project is anticipated to be completed by January 22.
- The final report is due January 31.

King's Vision Grant – Rainforth Park, Spicer Park & Chute Park Phase III

- \$10,300 grant has been awarded, representing 21% of project cost (\$50K). 80% of the full grant (\$8,240) has been received.
- Rainforth park:
 - Musical equipment has been ordered (\$12K).
 - Sensory gardens work & materials yet to be started (\$2,500 & \$2,900 in kind budgeted).
- Spicer Park:
 - Gravel for parking lot has been ordered (\$2,200 budgeted).
 - PW has committed to completing the work in kind (\$3,000 budgeted).
- Chute Park:
 - Trailflow to have work completed by January 22 (\$20K budgeted).
- To meet the terms of this grant, project expenses need to be incurred by March 31, and a final report including receipts for expenses must be filed.

Beautification Grant

- \$17.5K grant has been awarded and received, representing 50% of project cost (\$35K).
- Project expenses as approved by the Community Development Committee include:
 - Benches & picnic tables
 - Dog waste stations
 - Trees, shrubs and flowers
 - Signage
 - Pathways
- \$26K has been spent to date (\$22K capital and \$4K operating).
- Material ordered from Home Hardware needs to be picked up so it can be invoiced (\$3K).
- Shrubs, mulch, peat moss still to be ordered (\$3K budgeted)
- Additional bike rack or picnic tables to be ordered with remaining budget.
- To meet the terms of this grant, project expenses must be incurred and the final report submitted by March 31.



TOWN OF BERWICK
F2021 CAPITAL REPORT

DEPARTMENT	PROJECT	DESCRIPTION	F2021 BUDGET	F2021 ACTUAL	FUNDING SOURCE
ADMINISTRATION					
TOWN HALL	WATER FILTRATION SYSTEM	BOTTLED WATER IS \$2,000 ANNUALLY	8,500.00	7,706.73	GAS TAX
TOWN HALL	SNOW & ICE MELT HEAT TRACE SYSTEM	WORKS WITH DIAMOND TO CREATE FINANCIAL REPORTS (\$4K FOR FIRST LICENSE, \$1K ADDT LICENSES)	4,500.00	4,039.83	CAPITAL RESERVE
FINANCE	SOFTWARE F-9 EXCEL REPORTING TOOL		4,200.00	-	CAPITAL RESERVE
			<u>17,200.00</u>	<u>11,746.56</u>	
PROTECTIVE SERVICES					
FIRE HALL	POND LINER	REPLACE POND LINER TO STOP SEEPAGE INTO GROUND	15,000.00	-	GAS TAX
			<u>15,000.00</u>	<u>-</u>	
PUBLIC WORKS					
SIDEWALKS	BEZANSON DRIVE	CARRY OVER FROM F2020. ALREADY SPENT \$36K	125,000.00	148,864.27	GAS TAX
SIDEWALKS	SIDEWALK REPLACEMENT	COMMERCIAL STREET: 237, 256, 264, TOWN HALL	11,000.00	10,412.96	GAS TAX
STREETS	ENGINEERING CONSULTANT	FOSTER/COTTAGE/COMMERCIAL INFRASTRUCTURE (SEWER/STORMWATER/SIDEWALKS/CURBS/PAVING)	35,000.00	20,575.11	OPERATING RESERVE
			<u>171,000.00</u>	<u>179,852.34</u>	
SEWER					
SEWER COLLECTION	NEW PUMPS	RON SMITH DRIVE & MILL STREET	13,500.00	14,007.75	GAS TAX
SEWER COLLECTION	PUMP STATION ELECTRICAL PANEL	RON SMITH DRIVE	17,500.00	17,572.19	GAS TAX
SEWER COLLECTION	SEWER MAIN TO PUMP STATION	RON SMITH DRIVE (VIKING VENTURES)	5,000.00	13,630.70	GAS TAX
SEWER COLLECTION	SEWER LATERAL	GEORGE FLORIS DEVELOPMENT: COMMERCIAL & ORCHARD	7,500.00	8,473.24	GAS TAX
WASTE WATER	ROCKS AROUND PONDS	ONGOING PROJECT. TO PREVENT WASH OUT	12,000.00	-	GAS TAX
WASTE WATER	SELF-CLEANING FILTER	WELL WATER FOR SHOP/WASTERWATER DEPT.	20,000.00	-	GAS TAX
WASTE WATER	REPLACE AIR SYSTEM IN POND #2	YR 1- AIR PIPE WORK & POSTS & SHUT OFFS; YR 2&3:	103,500.00	-	GAS TAX
WASTE WATER	WASTE WATER TREATMENT PLANT	FINE BUBBLE DIFFUSERS	-	5,344.25	SEWER CAPITAL RESERVE
WASTE WATER	WASTE WATER TREATMENT PLANT	NEW UNIT HEATERS/LOUVRE MOTOR	-	18,074.76	SEWER OPERATING RESERVE
		ENGINEERING STUDY	<u>179,000.00</u>	<u>77,102.89</u>	

RECREATION			CAPITAL RESERVE (OFFSET BY DONATION)
RAINFORTH PARK	TENNIS COURTS		28,052.93
RAINFORTH PARK	RETAINING WALLS		22,197.27
			<u>50,250.20</u>
MISCELLANEOUS			
RAINFORTH PARK	CAROL'S PLACE		14,495.75
TRAILS	HARVEST MOON TRAIL		2,502.86
COMMUNITY DEVELOPMENT	MILL STREET BOX CARS		4,398.79
DOWN TOWN	PUBLIC WI-FI MESH UPGRADE		7,569.07
	PLEXI PAVE SURFACE & PAINTING PICKLEBALL & BASKETBALL COURT	28,000.00	
	REPLACEMENT OF PARK ENTRANCE PILLARS AND RETAINING WALL UPGRADES	23,000.00	
		<u>51,000.00</u>	<u>50,250.20</u>
	ROOF SNOW GUARD (LATE INVOICE)	-	14,495.75
	INSTALL GATE ON CULVERT - BEAVERS	-	2,502.86
	PREP GROUNDS FOR TRAIN CAR INSTALLATION	-	4,398.79
	BACKGROUND INFRASTRUCTURE/SERVER ROOM	-	7,569.07
	UNPLANNED CAPITAL EXPENDITURES ALLOWANCE	25,000.00	28,966.47
	TOTAL F2021 CAPITAL	458,200.00	347,918.46

GRANT FUNDING AVAILABLE; BALANCE FROM CAPITAL RESERVE

CCH TRAIL EXPANSION GRANT	33% OF PROJECT COST, MAX \$5,000	PERIMETER TRAIL - SPICER PARK - TRAIL EXPANSION	15,000.00	-	\$2,300 IN KIND
CCH COMMUNITY REC CAPITAL GRANT	33% OF PROJECT COST, MAX \$5,000	CHUTE PARK PHASE 3 - RHYTHM LINE & STEP DOWN JUMP LINE (LOWER BOWL)	17,000.00	5,005.73	
FCC AGRISPIRIT FUND GRANT	50% OF PROJECT COST, \$15,000 REQUESTED	RAINFORTH PARK SENSORY CONNECTOR CONNECTOR CONSTRUCTION: DRAINAGE, BASE, COVER (10,000) ACCESSIBLE & INCLUSIVE EQUIPMENT: 4 MUSICAL PIECES & INSTALLATION (12,000) SENSORY GARDEN MATERIAL: BASE MATERIAL, PLANTS, TREES, SHRUBS, WATERING SYSTEM (2,500) UPGRADE PARK PATHS FOR ACCESSIBILITY: COVER TYPE, ACCESS POINTS, CURBS (5,500)	30,000.00	-	\$4,000 IN KIND
DID NOT RECEIVE THIS GRANT					
KING'S VISION GRANT	50% OF PROJECT COST, \$25,000 REQUESTED	RAINFORTH PARK, SPICER PARK, CHUTE PARK RAINFORTH YR 1 - PATHS, GARDENS, EQUIPMENT; YR 2 ACCESSIBLE PLAYGROUND SPICER YR 1 - TRAILS & PARKING; YR 2 - EQUIPMENT CHUTE PARK YR 1 - PHASE 3; YR 2 - TBD	20,000.00	-	
BEAUTIFICATION GRANT	50% CONTRIBUTION, \$35,000 REQUESTED \$17,500 GRANT APPROVED	BENCHES & PICNIC TABLES DOG WASTE STATIONS TREES/SHRUBS/FLOWERS SIGNAGE PATHWAYS & CURBS	-	22,455.77	
			COST OF PROJECTS	82,000.00	27,461.50
			GRANTS IN-KIND	50,000.00	35,740.00
			TOWN COST OF PROJECTS	25,700.00	(8,278.50) CAPITAL RESERVE

TOTAL F2021 CAPITAL	540,200.00	375,379.96
GENERAL OPERATING RESERVE	20,575.11	
CAPITAL RESERVE	110,718.00	
GAS TAX RESERVE	220,667.84	
SEWER OPERATING RESERVE	18,074.76	
SEWER CAPITAL RESERVE	5,344.25	
GRANTS	35,740.00	
DONATIONS	50,000.00	



**TOWN OF BERWICK
2021 RESERVES**

	Operating	General Capital	Open Space	Sewer Capital	Sewer Operating	Gas Tax	Fire Capital	COVID	Total
Opening balance April 1, 2020	378,390	461,001	8,168	5,285	70,226	319,108	-	-	1,242,177
transfer of AREA dividend into capital	-	-	-	-	-	-	-	-	-
funding of operations from reserves	-	-	-	5,000	(5,000)	-	-	-	-
funding of capital from reserves	(20,575)	(110,716)	-	(5,344)	(18,075)	(220,668)	-	-	(375,380)
funding contribution from government	-	-	-	-	-	153,052	-	-	153,052
Closing balance December 31, 2020	357,815	350,283	8,168	4,940	47,151	251,492	-	-	1,019,849
Forecasted expenditures	(15,000)	(55,200)	-	-	-	-	-	-	(70,200)
Forecasted surpluses	100,000	161,000	-	-	72,000	-	45,000	385,000	763,000
Estimated closing balance March 31, 2021	442,815	456,083	8,168	4,940	119,151	251,492	45,000	385,000	1,712,649

REPORT TO THE COMMITTEE OF THE WHOLE

From: Karen Peckford, Director of Finance

Date: January 19, 2021

Subject: Microsoft Office Upgrade

Issue

Town staff are currently using Microsoft Office 2010, the support for which expired in October 2020. Staff have noticed that the help features no longer work, and there have been compatibility issues working with newer programs, such as Microsoft Access (currently using the 2016 version). Other performance issues have been observed as well that require work arounds to accomplish tasks.

Analysis

There are 15 licenses that need to be upgraded, at a cost of approximately \$510/license for Microsoft Office 2019. The cost of the upgrade would be \$7,650.

Microsoft Office 2019 will expire in 2025, and it will be the last license based software issued by Microsoft Office as the company is moving to a subscription service. The current subscription rate for Microsoft Office 365 is approximately \$17/month/license. The annual cost for a Microsoft Office 365 would be \$3,060.

However, compared over 5 years, it is more economical to go with the license option and defer the subscription service until 2025:

License = \$7,650
Subscription = \$3,060 x 5 = \$15,300

Recommendation

It is recommended to Council to approve the purchase of 15 Microsoft Office 2019 licenses for staff, at a cost of approximately \$7,650.

Monthly Report to Committee of the Whole

Michael Payne, Chief Administrative Officer

2021 Jan 26

Attended the following meetings / events:

Valley REN Regional Economic Recovery Taskforce (weekly)
Berwick Electric Board Meeting
AREA management team weekly telecons
Several UARB - BEC General Rate Application prep sessions
VCFN Authority regular meeting
Police Advisory Committee
KMCC Board of Governors meeting
Community Development Committee Meeting
Berwick and District Fire Commission re asset management
Kings REMO
AREA Board meeting
Quarterly CUPE Labour – Management (Public Works) meeting

- Ongoing operations and capital F2022 budget discussions with Karen Peckford of Finance.
- Met with engineers of CBCL, Tim Bouter of MoK and Tim Harding to discuss progress of plans for refurbishment of infrastructure on Foster, Cottage and Commercial Streets. Reviewed the draft plans in detail and provided direction as warranted.
- Liaised regularly with management of Eden Valley Poultry re the local region outbreak of COVID-19.
- Several meetings with Chief Saunders of Berwick & District Fire Department and representatives of NS Health Authority regarding setting up a COVID-19 clinic at Berwick & District Fire Hall.
- Ongoing discussions with Kings Region CAO's about Intermunicipal Service Agreements and partnerships re Kings Transit, Valley Waste, Valley Community Fibre Network Authority, IT Services, Building Inspections, and Fire Inspections.
- Weekly meetings and ongoing liaison with staff in support of Community Development and Recreation activities, plans and projects. Particular focus on infrastructure and planning for Spicer, Centennial and Rainforth parks.
- Dealt with several Town Bylaw matters that involved roaming animals, noise and unsightly premises. Met with complainants and subjects, followed up in writing with Town expectations.
- Pursued efforts to secure funding of the development of a local asset management program.

- Assembled a team to review the CUPE Collective Agreement that expires March 3, 2021. Will exchange proposals with the bargaining unit on February 18 and begin negotiations.

Priorities for the next month

- Continuing to work on preparatory requirements to divert the new Bezanson Drive storm water system west to the large ditch on the western boundary of Town. Intentions are to develop a shovel ready package for provincial funding F2021.
- Finalize a Request for Proposals re Planning and Development Officer Services.
- Continue to work closely with the Community Development Team and Finance to ensure that the core mandates of Community Development continue to be advanced.
- Address Bylaw complaints as required.

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: January 18, 2021
Department: CAO



UPDATE

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, January 18, 2021.

Key issues of discussion included:

- **Appointment of Chair and Deputy Chair**

Mayor Sandra Snow, Town of Kentville, was appointed Chair and Deputy Mayor Cate Savage, Town of Kentville was appointed as Deputy Chair of the Regional EM Advisory Committee for 2021.

- **Kings REMO Administration**

- **Kings REMO Agreement**

- The updated Kings REMO Agreement is 95% complete and will be presented to Municipal Councils in the next few weeks

- **Kings REMO Emergency Management By-law**

- The Kings REMO Regional Emergency Management By-law will be submitted to each Kings County Municipal Unit for approval following approval of the Kings REMO Agreement

- The Regional Emergency Management By-law will supersede the following By-laws:

Town of Berwick:	Emergency Measures By-law
Town of Kentville:	By-law 67 Regional Emergency Management By-law 73 Emergency Management
Town of Wolfville:	By-law 57 Emergency Measures By-law 86 Regional Emergency Management
Municipality of the County of Kings:	By-law 61 Emergency Measures By-law 89 Regional Emergency Management

- **Kings REMO Designation**

- In accordance with the Nova Scotia Emergency Management Act, the Minister may, after consultation with the municipalities concerned, designate a combination of municipalities or parts thereof as a municipality for the purpose of the Act and determine the respective responsibilities of municipalities in the designated area

Draft letter to Minister outlined to committee for submission upon approval of the Kings REMO Agreement by the Kings County Municipal Units

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)

Date: January 18, 2021

Department: CAO



- **COVID-19 Update**

REMC provided a National and Provincial overview on COVID-19

NS Vaccine Program Update:

- **REMO Annual Workplan 2020-2021**

The Draft Kings REMO 2020-2021 Workplan was reviewed and approved by the committee

The workplan covers the following areas of focus:

- Regional EM Organization
- Legislation & Policies
- COVID-19
- Emergency Management Plans/Operational Guidelines
- Emergency Coordination Centre
- Regional MOUs/Agreements
- Training & Exercise Program
- Public Awareness & Education Program
- EM Planning Support

- **Kings REMO Program Update**

EM Support Plans - Update

The current EM Plans approved by Kings County Municipal Councils include:

- | | |
|---|---------|
| ○ Regional Emergency Management Plan | 2018-09 |
| ○ Regional Emergency Evacuation Plan | 2018-12 |
| ○ Flood Preparedness & Response Plan | 2019-03 |
| ○ Heat Advisory & Response System | 2019-06 |
| ○ Hurricane Preparedness & Response Plan | 2019-06 |
| ○ Winter Storm Preparedness & Response Plan | 2019-09 |
| ○ Wildfire Preparedness & Response Plan | 2020-03 |

Other EM Support Plans under development include:

- Hazardous Material

Comfort Centres

There are 24 [Comfort Centres](#) in Kings County, all of which have signed the Kings REMO Comfort Centre Memorandum of Understanding for 'Use of Facilities as a Comfort Centre or Emergency Shelter during an Emergency'

COMMITTEE UPDATE

Title: Regional EM Advisory Committee (REMAC)
Date: January 18, 2021
Department: CAO



Community Outreach

The Kings REMO Emergency Preparedness Community Outreach program is continuing to grow across Kings County with the Regional EMC providing presentations to community groups and organizations – building a ‘safe and resilient’ Kings County

Vulnerable Persons Registry (VPR)

The [VPR program](#) is aimed at improving the safety of residents living at home who would be at greater risk during emergencies

Kings REMO REMC building community awareness for the Kings County Vulnerable Persons Registry through community outreach and distribution of information pamphlets

Emergency Email Notification System

A subscription-based system used to alert residents in advance of weather systems or emergencies that may impact residents of Kings County

Throughout the pandemic, the REMC has used this system to provide weekly (Friday) COVID-19 updates to subscribers to increase awareness across Kings County

Next Meeting: Monday, April 19, 2021

Town of Berwick

COTW Report

Jan 26/21

Mike Trinacty

Community Development Committee – Jan 7/21

The Committee met via Webex. The items of note for council are as follows. Staff are working on a public consultation policy to be implemented when proposing a major recreation initiative. The committee recommends that council proceed with the appointment of a diversity committee to promote various diversity issues and campaigns such as Black Heritage Month and Aboriginal Heritage Month and to determine the relationship with the Kings Diversity Committee. The committee brainstormed various ways to support business and economic development and to include both the business and community in creating further supports. Capital projects were discussed and a concept of encouraging community led support for projects such as playgrounds was suggested.

Valley Waste Management -Jan 13/21

I attended along with Councilor Jamieson a tour and orientation of the Eastern Waste site and Scotia Recycling followed by presentations on the operation and issues facing Valley waste. It was very informative. It was suggested that every council should receive a tour and a condensed orientation.

Berwick trail Committee -Jan 19/21

The meeting was cancelled and a staff report circulated.

Hall of Fame Committee - Jan 20/21

The committee met in person. The deadline for nominations was confirmed for May 28/21 with the event to be held Sept 25/21. The event operated without the public in attendance or paying sponsors and suffered a substantial financial loss that impacted the reserve but thankfully did not deplete it. Two new sweater boxes have been added including Don Clarke's Acadia jacket and Bob Bigelow's

broomball jacket. John Verran memorabilia will be featured in the lower display for the upcoming year.

Berwick Electric Commission -Jan 21/21

This meeting was rescheduled to Jan 27/21.

Council/Gala Days Committee – Jan 25/21

This group is scheduled to meet after this report. A verbal update will be given. Issues are Gala Day location requirements, support from the Town and the 75th anniversary special events.

Land Trust Committee

I would like to get this committee going in the next few weeks. I have had a discussion with a developer who is interested in moving forward to discuss the housing issues in Berwick. I plan to have discussions with Public Health, Community Health Board, Nova Scotia Affordable Housing Association and Municipal Affairs officials in the next few days. These organizations have all identified housing as a priority.

Valley Waste Update.

January 26, 2021

I attended three meetings over the past month with Valley Waste. My initial meeting was on December 16, 2020 along with Councillor Trinacty. New items that came forward at this meeting were the election of the chair Martha Armstrong and election of vice chair Craig Gerrard.

A supplementary orientation meeting occurred on January 13, 2021 where authority members and alternates were provided a tour of the Kentville facilities and an orientation presentation was provided to the members.

The tour and orientation was quite informative and may be offered again to any Council member that may wishes to participate.

The regular monthly meeting occurred on January 20, 2021. I excepted positions on the investment and policy committee's. The draft budget for capital and operating were presented and discussions. It is anticipated that an additional meeting will occur on the budget and it is hoped that some final budget figures will be available in early February.

The Town of Berwick's budget contribution to the Valley Waste budget is 3.53%. Initial contribution cost indicated a 10.58% or a \$22,903 increase to the Town of Berwick over last years allocation. This is subject to further review and consultation.

Respectfully submitted Councillor Jamieson

Issue Report

Michael Payne, Chief Administrative Officer

2021 Jan 26

Issue

Develop an Asset Management Program (AMP) for the Town's major assets including sewer, roads, storm water, sidewalks, trails, parks, buildings and fleet, to be completed F2022.

Amendment: Includes assets of the Berwick Electric Commission (BEC) and the Kings Mutual Century Centre (KMCC).

Discussion

The Federation of Canadian Municipalities (FCM) offers partner grants to non-municipal organizations that help FCM implement programs, create resources, or activities related to asset management. The Asset Infrastructure Management (AIM) Network is an asset management community of practice. They consist of a network of individuals and organizations having interest in or responsibility for the management of municipal infrastructure in Atlantic Canada. FCM funding covers up to 90% of the costs of developing an AMP. AIM has confirmed their interest in working with the Town to develop an AMP.

At the January 12, 2021 Council meeting, Council approved an application to work with AIM and apply for funding through FCM to cover 90% of the costs of developing an AMP for the Town. Council committed to contributing \$4,533.00 to that effort in F2022. Council directed staff to explore the possibility and costs of adding assets of the BEC and the KMCC to these efforts.

Proposal

AIM has confirmed that assets of BEC and the KMCC can be included in the program. FCM will be making a call for proposals by the end of this month. AIM will prepare the funding application supported by a resolution of Council. AIM would develop the work plan and compile the detailed assessment data in partnership with staff.

Financial Impacts

The revised total project cost is \$55,500.00 with the Town's share at \$5,550.00. The project will commence in April/May, 2021 for a maximum of eleven months. The Town's additional costs of including BEC and KMCC are \$1,017.00.

Positive Impacts

The additional \$1,017.00 is a great value to have these additional assets included in the AMP.

Negative Impacts

None anticipated

Recommendation

Staff recommends the additional expenditures for a total of \$5,550.00 to the AMP project.

The following resolution was passed by Council on 2021 February 9.

Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Asset Management Inventory and Capital Projections.

Be it therefore resolved that the Town of Berwick commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance an asset management program:

Activity 1: Introduction to Asset Management and Preparation of an Asset Management Policy.

Activity 2: Prepare an inventory of major assets including sewer, roads, storm, sidewalks, municipal-owned buildings and structures, trails and fleet in spreadsheet and Geographic Information Systems.

Activity 3: Prepare State of Infrastructure Reports and a Preliminary Capital Program

Be it further resolved that the Town commits **\$5,550.00** from its F2022 budget toward the costs of this initiative.

Signature:

Donald Clarke, Mayor
Town of Berwick

Date: