

Council Meeting

April 13, 2021

Time: 6:30pm

AGENDA

(VIA Webex Virtual Meeting)

1. **Call to Order**
2. **Approval of Previous Minutes**
3. **Approval of the Agenda**
4. **Second Reading:** Valley Waste Bylaw
5. **Ongoing Business:**
 - a. Approval of the Town of Berwick Operating Budget
 - b. Kings Transit Operating Budget (To follow)
6. **Mayor's Update**
7. **In Camera - Personnel**
8. **Adjournment**

Town of Berwick
Report to Council

Agenda Item

From: Mike Payne, CAO

Date: April 13, 2021

Subject: Second Reading – Valley Waste Resource Management Bylaw

THAT

Council recommends that the attached Valley Region Solid Waste-Resource Management Bylaw be approved.

Issue Report

Michael Payne, Chief Administrative Officer

2021 Jan 12

Issue

Valley Region Solid Waste Resource Management Bylaw

Discussion

In the late fall of 2019 The Valley Region Solid Waste-Resource Management Authority (Valley Waste) prepared a draft bylaw for consideration by its Municipal owners (Parties). In February 2020, the Town passed the draft bylaw and directives. Subsequently, the Municipality of the County of Kings (MoK) undertook a review of the draft with two primary objectives:

1. to the extent possible ensure the proposed Bylaw will withstand any legal challenges; and
2. incorporate the operational requirements of Valley Waste.

The review of the Bylaw identified three specific areas that require the Town to repeal and replace the February 2020 bylaw with the attached. The changes to the bylaw streamline the process and clarify Valley Waste's role in regional solid waste management. The draft Town Bylaw has Valley Waste:

- **recommending Directives for Council approval;**
Although Council approved the Directives through the original bylaw approval process; the updated bylaw includes the Directives as a Schedule to the Bylaw, forming part of the bylaw that is in full force and effect.
- **recommending to the Town the Bylaw Enforcement Officer(s) to be appointed by Council; and**
Council's practice has been to appoint the Bylaw Enforcement Officer(s) of Valley Waste to provide authority within the Town's jurisdiction to enforce the Valley Waste Bylaw, although this was not stated in the previous bylaws. A clause has been added to require the appointment by the municipality to authorize authority.
- **setting out Schedules 1(a) and 1(b) of the draft By-law as delegated authority to Valley Waste.**
The Town should detail the delegation of authority enabled under section 60 of the Municipal Government Act to Valley Waste for adoption of rules and fees associated with solid waste facilities and tip fees.

Proposal

That Council repeal and replace the Valley Region Solid Resource Waste Management Bylaw that was adopted in February 2020, with the attached proposed bylaw to streamline authority delegation and appointment of enforcement officers.

Financial Impacts

No financial impacts

Recommendation

Staff recommends that Council adopt the proposed bylaw. The Town and the Town of Middleton were the only municipal units that approved the existing bylaw before receiving notice that the MoK was undertaking a review. The remaining Parties of Valley Waste will be approving the proposed bylaw as well.

see attached.

Michael R. Payne
Chief Administrative Officer
Town of Berwick



Solid Waste Resource By-Law

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WHEREAS section 325 *Municipal Government Act, 1995 R.S.N.S. c. 18*, as amended (*MGA*), enables Council to make by-laws pertaining to solid waste; and

WHEREAS the Town of Berwick is party to an Agreement under section 60 *MGA*, that created the Valley Region Solid Waste-Resource Management Authority as a municipally owned body corporate;

NOW THEREFORE BE IT RESOLVED THAT the Town of Berwick hereby enacts as follows:

1 Repeal

All existing Solid Waste-Resource Management By-Laws are hereby repealed.

2 Definitions

In this By-law:

- 2.1 "Authority" means the *Solid Waste-Resource Management Authority* as defined in provision 2.1 herein;
- 2.2 "Authority Collection" means collection of Solid Waste by or on behalf of the Authority from waste generators pursuant to this By-law and any issued Directives;
- 2.3 "Boxboard" means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or like items, with plastics removed;
- 2.4 "Bulky Items" means large items of a household nature including, without limitation, furniture, stoves, fridges with "CFC-free" sticker on, mattresses, bed springs, barrels, water tanks, dishwashers, Oil Tanks, and pieces of fencing;
- 2.5 "By-law Enforcement Officer" means a person with Special Constable Designation per ss 89 and 90 Police Act, employed by the Authority to administer and enforce this By-law;
- 2.6 "Collection Cart" or "Cart" means a cart supplied by the Authority for the Storage of Source-Separated Solid Waste such as an aerated cart for the collection of organic materials;
- 2.7 "Collection Containers" means bags, garbage cans or other containers approved in any Directive;
- 2.8 "Compostable Organics" or "Organics" or Compostables means Food Waste, Leaf and Yard Waste, Soiled and Non-Recyclable Paper, branches and bushes, natural Christmas trees without decorations and stands and other material of plant or animal origin as set out in any Directive, but does not include whole companion animal or

- livestock carcasses or parts thereof that may create hazards or nuisance except as approved by the General Manager or designate;
- 2.9 “Construction and Demolition Waste” or “C&D” means materials normally used in the construction of buildings, structures, roadways, walls and other landscaping material, and includes, without limitation, soil, asphalt, brick, mortar, concrete, drywall, plaster, cellulose, fibreglass fibers, lumber, wood, asphalt shingles, and metals;
- 2.10 “Directive” means a provision recommended by the Authority and adopted by the Municipality and as set out in a Schedule to this By-law;
- 2.11 “Dispose” means the actions of dumping, abandoning, placing or leaving or the causing or permitting of any of these actions with respect to any Solid Waste on any property within the jurisdiction of this By-law;
- 2.12 “Eligible Premises” means those properties within the jurisdiction of the Authority, which are eligible for Authority Collection as set out in any Directive;
- 2.13 “Dwelling Unit” means a building or a unit with a separate entrance, kitchen, and sanitary facilities in a building, occupied or intended to be occupied as a home or residence by one or more persons but does not include a hotel, motel, guesthouse, inn, or travel trailer;
- 2.14 “Food Waste” means, without limitation, fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other like items;
- 2.15 “General Manager” means the General Manager of the Authority, the successor to such position, or a designate;
- 2.16 “Hazardous Waste” means solid or liquid waste that may be harmful to humans, animals, plant life or natural resources including, without limitation, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid and pesticides;
- 2.17 “Household Hazardous Waste” or “HHW” means Hazardous Waste generated in households including, without limitation, solvents, glues, cleaners, paints and finishes, asphalt sealers, gasoline, diesel, kerosene, pesticides, lawn and garden chemicals, poisons, propane tanks, roofing tar, pool chemicals, lubricating oil, batteries, and automotive fluids. For the purposes of this By-law, Household Hazardous Waste does not include PCBs, radioactive materials, explosives, fireworks, pathological wastes, and ammunition;
- 2.18 “IC&I Waste” means Solid Waste generated by, from or within any Industrial/Commercial/Institutional Premises.
- 2.19 “IC&I Premises” means a lot of land occupied by one or more industrial, commercial or institutional establishments;

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- 2.20 "Litter" means loose Solid Waste items, usually smaller in size, that are distributed over a distance or area, including, without limitation, disposable drink cups, beverage bottles and containers, cigarette boxes, cigarette butts, potato chip bags, and food and candy wrappers;
- 2.21 "Leaf and Yard Waste" means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings and other like items;
- 2.22 "Multi-Unit Residential Building" means a dwelling containing three or more residential Dwelling Units and may include condominiums;
- 2.23 "Mini-bin" means a small container supplied to Eligible Premises by the Authority for the collection of organic materials prior to deposit in an Organics Collection Cart;
- 2.24 "Notice of Violation or Summary Offence Ticket" means an administrative monetary penalty issued by the Municipality for violating the By-law which, if paid as required, will result in no prosecution for the offence being commenced by the Municipality;
- 2.25 "Occupant" means any person who occupies property, including lands or buildings, and includes a tenant, lessee, roomer, subtenant, under-tenant or co-tenant, or who otherwise occupies or has occupied land or buildings and heirs, assigns and legal representatives;
- 2.26 "Oil Tanks" means residential oil tanks, cleaned and emptied of all liquids that hold a maximum volume of 900 litres;
- 2.27 "Order" means a written direction requiring any person to comply with a provision of this By-law;
- 2.28 "Property Owner" or "Owner" has the same meaning as "Owner" in the *Municipal Government Act* and, for greater clarity, includes a landlord, a lessor, an Owner, the person giving or permitting the occupation of premises, heirs and assigns and legal representatives and, in the case of a corporation, the officers and directors;
- 2.29 "Public Waste" means Solid Waste generated in or on premises where the public is or would normally be responsible for disposing of waste including, without limitation, enclosed or exterior shopping centres, malls, food courts, quick-service or counter- service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and inside or outside public event venues;
- 2.30 "Recyclable Materials" or "Recyclables" means newsprint, corrugated cardboard, Boxboard and other paper products, redeemable beverage containers, milk cartons, glass bottles and jars, steel/tin food cans, aluminum cans, aluminum foil plates, trays and wrap, high-density polyethylene plastic containers (HDPE #2), low-density polyethylene plastic containers (LDPE #4), and polyethylene terephthalate plastic bottles (PET #1), plastic bags (#2 and #4), stretch wrap (pallet wrap) or other items set out in any Directive;
- 2.31 "Residential Premises" means any house, dwelling, apartment, condominium, flat, tenement, mini-home, mobile home, mobile home park, mobile home space or any property that is occupied or may be occupied by an individual as a residence or
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- that part of any such place, and includes any such property or premises occupied by an Owner and family;
- 2.32 “Residual Waste” means any Solid Waste remaining after diversion of Recyclables, Organics and Hazardous Waste or Household Hazardous Waste, tires, and electronics;
- 2.33 “Soiled and Non-Recyclable Paper” means dinner napkins, paper towels and fast food wrappers, wax paper, wrapping paper, soiled pizza boxes, paper plates and cups, damp and soiled newspaper and flyers, sugar, flour and potato paper bags or other like items or such other items that may be set out in any Directive;
- 2.34 “Solid Waste” means Residual Waste, Recyclables, Organics, Compostable Organics, construction and demolition debris, and other discarded materials resulting from residential, commercial, institutional and industrial activities that are commonly accepted at a municipal Solid Waste management facility, but excludes wastes from industrial activities regulated by an approval issued pursuant to the *Environment Act*;
- 2.35 “Source-Separated Solid Waste” means Solid Waste that has been sorted and separated at the point of origin, to facilitate its reuse, recycling, composting or disposal; for greater clarity, references to ‘source separation’ and ‘source separation of Solid Waste’ have the same meaning;
- 2.36 “Special Collection” means an Authority Collection for Bulky Items and such other materials as may be set out in any Directive;
- 2.37 “Storage Facility” or “Storage” means any container, Collection Cart, receptacle, building, structure, enclosure or other facility capable of, or intended to be used for, the temporary holding or storage of Solid Waste;
- 2.38 “Unsorted Solid Waste” means any Solid Waste that is not sorted and separated and contains materials banned from landfill as Directives;
- 2.39 “Valley Region” or “Region” means the Valley Region as defined in the Nova Scotia Solid Waste-Resource Management Regulations and any amendments thereto;
- 2.40 “Warning” means written notice by a By-law Enforcement Officer of contravention or failure to comply with any provision of this By-law, but which is not subject to section 9.0-Offence Enforcement and Penalties whereby proceedings are instituted; and
- 2.41 “Waste-Resource Management Centre” means a facility operated by the Authority for receiving, storing, sorting and shipping Solid Waste.

3 Valley Region Solid Waste-Resource Management Authority

- 3.1 The *Valley Region Solid Waste-Resource Management Authority*, referenced herein as the Authority, is a body corporate established pursuant to an Intermunicipal Services Agreement (IMSA) to which this Municipality is party. The municipal parties thereto have delegated responsibility for the management of Solid Waste within

their respective jurisdictions, pursuant to section 60 *Municipal Government Act* and the Solid Waste- Resource Management Regulations enabled by the *Environment Act* to the Authority.

- 3.2 Pursuant to the IMSA, it is agreed that each party shall establish and maintain a complementary Solid Waste-Resource Management By-law for the efficient and consistent execution of the Authority mandate throughout the jurisdiction of the municipal parties. Accordingly, this By-law may reference places or facilities within the Region that are beyond the geographical boundaries of this Municipality and it is intended that any such references in this By-law be construed and applied in a manner consistent with the provincially-mandated regional approach to Solid Waste-Resource management.
- 3.3 The General Manager is the chief administrator of and is responsible to the Authority for its proper administration in accordance with provincial legislation and regulations, any Directive, and plans approved and established by the Authority. The General Manager shall be responsible for the administration and enforcement of this By-law.
- 3.4 Directives to supplement and assist with the administration and enforcement of this By- law may be adopted and included as a Schedule hereto and shall form part of this By- law and shall be subject to the penalty provisions herein.
- 3.5 The Authority shall recommend to the Municipality the appointment of a By-law Enforcement Officer to assist with the administration and enforcement of this By-law. Municipal Council shall consider the recommendation and may approve the appointment by resolution.
- 3.6 For the purpose of administration of this By-law, the General Manager or the By-law Enforcement Officer, or an agent or employee of the Authority so designated by either, may, at any reasonable time, enter and inspect any land or premises, other than a dwelling or a room being used as a dwelling, to verify compliance with this By-law and Directives, and may inspect Solid Waste and any Storage Facility.
- 3.7 The General Manager or the By-law Enforcement Officer may issue an Order directing any person to comply with the provisions of this By-law, including any Directive, in the manner and within the time specified therein.
- 3.8 Any Order or other written direction pursuant to section 3.7 signed by the General Manager or By-law Enforcement Officer, is effective if delivered personally to the person named therein or posted on the premises or if sent by prepaid post or facsimile or email transmission to the most recent known address of the person named and shall be deemed to have been received by such person, in the case of facsimile or e-mail transmission on the day after it was sent and in the case of prepaid post, on the third day after it was sent where receipt is not acknowledged, in the case of posting on the premises, on the day thereof.
- 3.9 It shall be an offence for any person to fail or refuse to comply with an Order signed by either the General Manager or Bylaw Enforcement Officer pursuant to this By-law.

4 Prohibitions

4.1 Illegal Dumping of Solid Waste

- 4.1.1 No person shall Dispose of or permit the Disposal of, dump, place, leave, abandon, or deposit Solid Waste at any public or private place within the Municipality unless that place is duly licensed to receive and Dispose of that particular category or item of Solid Waste.
- 4.1.2 Litter is not illegal dumping, and therefore is not within the jurisdiction of this By-law.

4.2 Illegal Dumping of Solid Waste at Authority Waste Facility

No person shall Dispose of Residual Waste or Solid Waste on the lands of a Waste-Resource Management Centre or any other facility licensed to receive any category of waste except during operational hours and only where directed by the Centre or facility.

4.3 Illegal Burning of Solid Waste

No person shall burn Solid Waste in the Municipality in a barrel, stove or other device or in the open as a method of Solid Waste disposal, excepting brush, tree limbs and milled wood that is free from adhesives, coatings and preservatives and, with respect to such products, only where such burning is permitted by law.

4.4 Disposal of Banned Materials

No person shall Dispose of the following materials at any licensed Solid Waste management facility, or Dispose of any such materials in a Storage area, Storage Facility, or collection container intended for Residual Waste disposal in an incinerator or landfill, namely:

4.4.1 Banned by Provincial Regulation

Materials banned from Disposal by provincial regulation, including those materials listed in Schedule B of the Nova Scotia Solid Waste-Resource Management Regulations as amended from time to time;

4.4.2 Banned by the Authority

Materials banned from time to time by this By-law.

4.5 Flow Control

No person shall export or remove from the Municipality Residual Waste, Construction and Demolition Waste, or Unsorted Solid Waste generated within the Municipality unless permitted otherwise by the General Manager or designate, and without limiting the foregoing, transport is permitted only to Waste-Resource Management Centres authorized by the Authority.

4.6 Notwithstanding section 4.5, the Authority may export Residual Waste, Construction and Demolition Waste or Unsorted Solid Waste to approved facilities beyond the jurisdiction of the Municipality.

4.7 Waste Accumulation

No Occupant or Owner of property in the Municipality shall allow, permit or authorize the accumulation of Solid Waste on or around property owned or occupied by them or allow, permit or authorize any uncollected Solid Waste to remain on or around property owned or occupied by them other than in a Storage Facility as approved in this By-law or in any Directive.

- 4.8 No person shall leave the lid or door of the Storage Facility open except during loading or unloading.
- 4.9 No person shall place any Solid Waste for collection on a property other than a property owned or occupied by that person, except as permitted by the General Manager or designate.

5 Source Separation Requirements

- 5.1 It shall be an offence of this By-law to fail to comply with any Directive pertaining to source separation of Solid Waste.
- 5.2 All Solid Waste being generated by or from any Residential Premises or any IC&I Premises shall be source-separated and packaged in accordance with any issued Directive and shall also comply with this By-law.

5.3 Public Waste

The Property Owner and the Occupant of any premises where Public Waste is generated shall provide common area containers designed to receive and accommodate the quantities of Source-Separated Solid Waste generated on that site, as required by this By-law or any Directive, and shall ensure that such containers are clearly labeled and are accessible to the public, tenants, employees, visitors and Occupants of such premises.

6 Authority Collection

Solid Waste to be collected by or on behalf of the Authority must comply with the provisions of this section.

6.1 Collection Container Placement

- 6.1.1 Except as otherwise permitted by this By-law, or by the General Manager, Collection Containers shall be placed roadside for collection as close as practicable to the edge of the street or roadway, and no further than five (5) meters from the travelled portion of the street or roadway to facilitate efficient unobstructed collection, accounting for factors such as urban versus rural setting, winter snow clearing operations, ditches, brush, and the like.
- 6.1.2 All Solid Waste placed for collection shall be in front of and on the same side of the street or roadway as the Eligible Premises from which it has been generated.

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- 6.1.3 Collection Carts shall be placed roadside in an upright position with the lid closed.
- 6.1.4 In the case of Multi-Unit Residential Buildings, the Owner shall provide a Storage Facility for Source-Separated Solid Waste in an easily accessible location on the building property in accordance with this By-law, any issued Directive and other applicable municipal requirements. Any collection contractor engaged by the Authority will collect Solid Waste from this location in accordance with source-separation and collection Directives provided it is accessible when the collection truck arrives, and otherwise shall be placed roadside for collection.
- 6.1.5 Collection will occur on public streets and roads only, except for: private roads identified by the Authority; roads on federal lands in cases where the cost of collection has been paid for by a grant in lieu of taxes or other means; or other roads as designated from time to time by the Authority, provided that all such roads must be in acceptable condition for the collection vehicles.
- 6.1.6 For all roads not otherwise addressed, collection will occur at the nearest intersection with a public street or road. Source-Separated Solid Waste must be brought to the intersection and placed in accordance with section 6.2 Set- out Times of this By-law; otherwise placement must be in the Solid Waste generator's own permanent Storage Facility or in the closest Storage Facility provided by the Authority for that purpose.

Any such Storage Facility must be in compliance with Storage requirements set out in clause 6.5 Solid Waste Storage.

6.2 Set-out Times

- 6.2.1 Solid Waste shall be set out for collection only between 7:00 pm the night before and 7:00 am on collection day. In the event of conditions preventing collection, the Property Owner shall remove prior to the end of collection day all Solid Waste not collected and set it out again on the scheduled alternative collection day or the next regularly scheduled collection day.
- 6.2.2 For Special Collections (Spring and Fall cleanups) Solid Waste for roadside collection shall be set out no earlier than the weekend immediately before the scheduled Special Collection week.

6.3 Removal of Collection Containers and Uncollected Material from Roadside

6.3.1 Removal of Collection Containers

Solid Waste Collection Containers shall be removed or caused to be removed by the Property Owner from roadside by the end of collection day excepting permanent Solid Waste Storage facilities. Permanent Storage facilities shall comply with this By-law and any issued Directives.

Collection Carts shall be removed from roadside and stored on the premises.

6.3.2 Removal of Uncollected Solid Waste

Any Solid Waste not collected for any reason, including, without limitation, Litter in or around any Storage Facility, shall be removed or caused to be removed by the Property Owner by end of collection day and properly sorted, contained, stored and Disposed of in accordance with this By-law.

Where uncollected Solid Waste has not been removed from roadside within 24 hours of collection day's end, and in cases where Solid Waste has been placed roadside outside the permitted time, the General Manager may arrange for the removal and Disposal of such waste and invoice the Property Owner for associated costs. For the purposes of this section and section 507 *Municipal Government Act*, the General Manager shall be deemed to be an employee of the Municipality.

6.4 Directives

The Municipality may adopt as part of this By-law Directives recommended by the Authority respecting the collection of Solid Waste, including, without limitation, the contents, type, nature, location and weight of Collection Containers or Storage facilities. The Directives, if adopted by the Municipality, shall form a part of this Bylaw and it shall be an offence to fail to comply with any such Directive.

6.5 Solid Waste Storage

Solid Waste Storage facilities shall be:

- 6.5.1 Weather-tight and animal-proof with the lid or door maintained in a closed position except during loading or unloading;
- 6.5.2 Capable of accommodating the quantities of Source-Separated Solid Waste generated between collections at that location;
- 6.5.3 Designed and constructed such that Solid Waste remains in a source-separated condition;
- 6.5.4 Easily accessible to all users and easily serviced by the collector;
- 6.5.5 Safe for their intended users; and
- 6.5.6 In cases where Authority Collection is provided at the Storage location, placed to provide unobstructed access over clear ground free of snow, ditches, brush or other obstacles to the Authority Collection truck within five (5) meters of the loading hopper.

6.6 Owner and Occupant Responsibilities for Solid Waste Management

The responsibility for management of Solid Waste in Residential Premises and IC&I Premises is shared by each Property Owner, jointly and severally, and each Occupant, jointly and severally, as follows:

6.6.1 Property Owner Responsibilities

The Property Owner shall:

- 6.6.1.1 Provide Solid Waste Storage facilities as set out in section 6.5;
- 6.6.1.2 Where any Storage Facility is inaccessible to the collection truck as required in section 6.5.6 on regular or Special Collection days, ensure that Solid Waste is set roadside in accordance with section 6.2;
- 6.6.1.3 Maintain any Solid Waste Storage facilities in good repair and in a clean, tidy, and sanitary condition at all times, both inside and outside, including the immediate surroundings; and
- 6.6.1.4 Ensure that Collection Containers, Storage facilities and uncollected Solid Waste, including Litter produced or resulting from set-out Solid Waste by pests, weather conditions or otherwise, are removed by the end of collection day.

6.6.2 Occupant Responsibilities

The Occupant shall:

- 6.6.2.1 Source-separate and package all Solid Waste generated in the Occupant's premises as per section 5 of this By-law and issued Directives; and
- 6.6.2.2 Between collections, place sorted and packaged Solid Waste in the Storage Facility provided by the Property Owner or in their own Storage Facility, as the case may be.

6.7 Inspection and Rejection Guidelines

Solid Waste set out for Authority Collection shall be subject to inspection by the collection contractor or by Authority staff. Solid Waste not in compliance with this By-law or any Directive may be rejected.

6.8 Authority Collection Prohibitions

No person shall:

- 6.8.1 Pick over, remove, disturb or otherwise interfere with any Solid Waste that has been set out for Authority Collection except that Solid Waste set out for Special Collections may be removed for salvage or reuse providing that the set-out location must be left in a clean and tidy condition;

6.8.2 Collect Solid Waste placed for collection by the Authority; or

6.8.3 Remove a collection container placed roadside.

These prohibitions do not apply to the person who placed the waste for collection, to the Authority, or to its contractors.

6.9 Suspension of Collection

The General Manager may suspend Authority Collection, upon written notice, at any Eligible Premises where one of the following deficiencies develops until corrected to the General Manager's satisfaction, namely:

6.9.1 An unsafe or potentially unhealthy condition or a nuisance or a potential nuisance related to Storage or collection of Solid Waste;

6.9.2 Persistent violation of any provision of this By-law or any Directives, Orders or other written notice issued pursuant to this By-law; or

6.9.3 Road conditions are unsafe for collection.

7 Non-Authority Collection and Disposal of Solid Waste

The provisions of this section apply to all residential and IC&I Premises generating waste that is unacceptable for Authority Collection or exceeds allowable limits of Authority Collection or which for any other reason is not placed for Authority Collection by the Owner or Occupant, and is managed either by the Owner or Occupant or by another person or corporation for or on behalf of the Owner or the Occupant.

7.1 Solid Waste Removal

The Property Owner or Occupant of premises shall promptly remove and Dispose of all Solid Waste not collected by Authority Collection.

7.2 Solid Waste Storage

7.2.1 The Owner of any premises housing a Storage Facility, or the Owner or user thereof shall each ensure that such Storage Facility is:

7.2.1.1 weather-tight and animal-proof with the lid or door maintained in a closed position except during loading and unloading;

7.2.1.2 capable of accommodating the quantities of Source-Separated Solid Waste generated between collections at that location;

7.2.1.3 designed and constructed such that Solid Waste remains in a source-separated condition;

7.2.1.4 emptied and cleaned regularly;

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- 7.2.1.5 maintained in good repair and in a clean and tidy condition at all times, both inside and outside, including the immediate surroundings; and
 - 7.2.1.6 clearly labelled with signage for source-separated waste streams.
- 7.3 No person shall place Solid Waste in any Storage Facility without permission of the Owner of the premises or the Owner or renter of the Storage Facility.
- 7.4 All Storage facilities are subject to inspection per this By-law.
- 7.5 The Owner of the premises or the Owner or renter or user of any Storage Facility shall each ensure that all Solid Waste placed in such Storage Facility is source-separated and packaged in accordance with this By-law and any issued Directive.
- 7.6 Any person collecting, transporting or hauling Solid Waste or any Storage Facility shall ensure that all Solid Waste contained within such vehicle or Storage Facility is delivered to the Waste-Resource Management Centre in a source-separated condition and deposited at the Waste-Resource Management Centre in the designated locations for each type of Source-Separated Solid Waste.
- 7.7 It is an offense to haul Unsorted Solid Waste to the Waste-Resource Management Centre for Disposal or to fail to deposit each type of Source-Separated Solid Waste in designated locations at the Waste-Resource Management Centre.

8 Waste-Resource Management Centres

- 8.1 The Municipality delegates its authority as enabled under section 60 *MGA* to the Authority relative to the operation of Waste-Resource Management Centres and related tip fees as depicted in Schedules 1(a) and 1(b) of this By-law, as may be amended from time to time, by the Authority.
- 8.2 The Authority may recommend Directives to be adopted by the Municipality respecting the efficient, safe and environmentally-sound operation of Waste-Resource Management Centres in the Region and it shall be an offence to fail to comply with any such Directive.
- 8.3 Inspection and Enforcement
- All loads entering the Waste-Resource Management Centre are subject to inspection and enforcement by the General Manager or designate. The General Manager or designate may issue warnings, charge increased tipping fees, impose administrative fees or revoke privileges of site users for non-compliance with this By-law or any issued Directive.
- 8.4 No person shall remove Solid Waste from a Waste-Resource Management Centre except as authorized by the General Manager or designate.
- 8.5 The operator of every commercial collection vehicle entering the Waste-Resource Management Centre site shall produce, upon request of the General

Manager or designate, a manifest comprising a customer list whose Solid Waste is on board the vehicle.

9 Offence Enforcement and Penalties

- 9.1 No person shall contravene or fail to comply with any provision of this By-law.
- 9.2 This By-law may be enforced, at the discretion of the Municipality, by any peace officer or By-law Enforcement Officer, in accordance with the procedures set out in the *Municipal Government Act* or by means of a Summary Offence Ticket per the *Municipal Government Act* or *Summary Proceedings Act*.
- 9.3 The *Summary Proceedings Act*, where applicable, shall apply to proceedings under this By-law.
- 9.4 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:
- 9.4.1 Section 4.8 (failing to close the lid or door of Storage)
 - 9.4.2 Section 4.9 (unauthorized placing of waste for curbside collection)
 - 9.4.3 Section 6.1 (improper collection container placement)
 - 9.4.4 Section 6.2 (improper set-out time)
 - 9.4.5 Section 6.8.1 (interfering with Solid Waste set out for collection)
 - a. for the first offence to a penalty of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00) or imprisonment for a period of not more than fourteen (14) days or both;
 - b. for the second offence to a penalty of not less than two hundred dollars (\$200.00) and not more than seven hundred and fifty (\$750.00) or imprisonment for a period of not more than thirty (30) days or both;
 - c. for the third offence to a penalty of not less than four hundred dollars (\$400.00) and not more than one thousand dollars (\$1,000.00) or imprisonment for a period of not more than sixty (60) days or both.
- 9.5 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:
- 9.5.1 Section 3.4 (failure to comply with a Directive)

- 9.5.2 Section 3.9 (failure to obey a Warning or other written notice)
- 9.5.3 Section 4.1 (illegal dumping)
- 9.5.4 Section 4.2 (illegal disposal at licensed facility)
- 9.5.5 Section 4.3 (illegal burning)
- 9.5.6 Section 4.4 (disposing of banned Solid Waste)
- 9.5.7 Section 4.5 (removing or exporting Residual Waste or Unsorted Solid Waste)
- 9.5.8 Section 4.7 (accumulating of Solid Waste)
- 9.5.9 Section 5.2 (failure to source-separate solid waste)
- 9.5.10 Section 5.3 (failure to provide for source-separation of Public Waste or label containers)
- 9.5.11 Section 6.3 (failure to remove uncollected containers or waste from roadside)
- 9.5.12 Section 6.6.1 (failure to fulfill Property Owner's responsibilities)
- 9.5.13 Section 6.6.2 (failure to fulfill Occupant's responsibilities)
- 9.5.14 Section 6.8.2 (illegally collecting Solid Waste set out for Authority Collection)
- 9.5.15 Section 6.8.3 (illegally removing Collection Containers)
- 9.5.16 Section 7.1 (failure to promptly remove Solid Waste from premises)
- 9.5.17 Section 7.2 (failure to provide proper waste Storage for non-Authority Collection)
- 9.5.18 Section 7.3 (unauthorized use of Solid Waste Storage)
- 9.5.19 Section 7.5 (Owner's or renters of Storage Facility failure to ensure Solid Waste in Storage Facility is source separated and packaged)
- 9.5.20 Section 7.6 (hauler's failure to keep hauled Solid Waste source separated and packaged)
- 9.5.21 Section 7.7 (hauling Unsorted Solid Waste or failure to deposit Solid Waste in designated locations at Management Centre)
- 9.5.22 Section 8.5 (hauler's failure to provide a manifest)
 - a. for the first offence to a penalty of not less than five hundred dollars (\$500) and not more than five thousand dollars (\$5,000) or imprisonment for a period of not more than thirty (30) days or both;
 - b. for the second offence to a penalty of not less than one thousand dollars (\$1,000) and not more than seven thousand dollars (\$7,000) or imprisonment for a period of not more than forty-five (45) days or both;
 - c. for the third offence to a penalty of not less than two thousand dollars (\$2,000) and not more than ten thousand dollars (\$10,000) or imprisonment for a period of not more than sixty (60) days or both.

9.6 Any person who violates any other provision of this By-law is guilty of a summary offence and liable to a fine of not less than two hundred and fifty dollars (\$250) and not more than five thousand dollars (\$5,000) or to imprisonment for a period of not more than thirty (30) days or both.

9.7 In any prosecution for an offence under this By-law, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for the offence, unless the accused establishes that the offence was committed without the knowledge or consent of the accused.

9.8 Where a corporation commits an offence under this By-law, any officer or director of the corporation who directed, authorized, assented to, acquiesced in or participated

in the violation of this By-law is guilty of the offence and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted.

9.9 In lieu of prosecution under this By-law, the General Manager or his delegate may, in his sole and absolute discretion, issue to any person he believes upon reasonable grounds has committed an offence under this By-law a Notice of Violation (By-law Ticket), which Notice shall require the person to whom it is directed to pay to the Authority within fourteen (14) days of the issuance of the Notice the sum of one hundred and twenty-five dollars (\$125) for offences listed in section 9.4 and one hundred and seventy five dollars (\$175) for offences listed in section 9.5; and one hundred and twenty-five dollars (\$125) for offences covered by section 9.6. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this By-law requires the General Manager or designate to issue a Notice of Violation before initiating a prosecution.

9.10 Every day during which an offence pursuant to section 9.4, 9.5, or 9.6 continues is a separate offence.

9.11 Proof that Solid Waste that is Disposed of anywhere in contravention of this By-law originated from a particular person, from a residence of a particular person, from a particular premises or from a particular vehicle shall be evidence that the person, the Owner, or the current Occupant of said premises or the Owner of the vehicle so Disposed of it in the absence of evidence to the contrary.

When a person is identified as owner of Solid Waste deposited or dumped on a premises in violation of this By-law, the owner, on request of the By-law Enforcement Officer shall, within 48 hours of the request, supply the name and address of the person(s) responsible for the dumping. An owner of Solid Waste deposited or dumped on a premises in violation of this By-law who fails, to supply the requested information shall be guilty of an offense under this By-law.

10 Clerk’s Annotations

I, Michael Payne, Town Clerk of the Town of Berwick, do hereby certify that the bylaw amendment, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Berwick held on the ___ day of _____ 2021.

 Michael Payne
 Town Clerk

Bylaw Adoption	
Date of First Reading:	
Publication of Notice of Intent:	
Date of 2 nd Reading & Passing:	
Date of Publication of Notice of Passing:	

Schedule "A" DIRECTIVES

SOLID WASTE-RESOURCE MANAGEMENT BY-LAW DIRECTIVES

Pursuant to the Solid Waste-Resource Management By-law

Enabled by section 3.4 of the By-law

Approved by Council:

**Solid Waste-Resource Management
By-law Directives**

**Enabled by
Solid Waste-Resource Management By-law**

Introduction

The Solid Waste-Resource Management By-law (By-law) authorizes the Authority to apply and enforce Directives for the effective and efficient management of Solid Waste within the jurisdictions of the municipal unit parties to the *Valley Region Solid Waste-Resource Management Intermunicipal Services Agreement* or *IMSA* (i.e. the Municipality of the County of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville (collectively, the parties), or any other municipality who enters the IMSA to contract or designate the Authority to enforce their Solid Waste By-law and Directives.

These Directives are a Schedule to the By-law, forming part of the By-law that is in force and effect. Section 3.4 of the By-law reads as follows:

- 3.4 Directives to supplement and assist with the administration and enforcement of this By-law may be adopted and included as a Schedule hereto, and shall form part of this By-law and shall be subject to the penalty provisions herein.

The Directives in this Schedule have been recommended by the Authority pursuant to section 3.4 of the By-law and adopted by the Municipality and may be amended from time to time.

1.0 Banned Materials

Materials Banned from Disposal

Section 4.4 Solid Waste Resource Management By-law names two classes of materials that are banned from disposal in landfill: 1.1 materials banned by Provincial Regulation; and 1.2 materials banned by the Authority. Banned items may be managed as Recyclables, Compostable Organics, Household Hazardous Waste, Hazardous Waste, tires, electronics, or by other means appropriate to the material. Disposal bans are in effect at Authority facilities for the materials listed below.

Materials on the list that are accepted at the Waste-Resource Management Centres must be delivered separated from other garbage. Questions about how to handle specific items should be directed to the Authority at 902-679-1325 or toll free at 1-877-927-8300.

1.1 Materials banned from landfill disposal by the provincial Solid Waste-Resource Management Regulations and accepted at the Solid Waste-Resource Management Centres:

- Beverage containers
- Corrugated cardboard
- Newsprint
- Steel/tin food containers
- Glass food containers

- Low Density Polyethylene (LDPE #4) bags and packaging including industrial/commercial/institutional stretch wrap (pallet wrap)
- High Density Polyethylene (HDPE #2) non-hazardous containers and packaging such as food containers, detergent containers, shampoo containers, jugs, pails and lids, windshield washer containers, non-hazardous cleaner containers, etc.
- Compostable organic material (food waste, yard waste, Soiled and Non-Recyclable Paper)
- Lead-acid automotive batteries
- Waste paint & their containers
- Ethylene glycol (automotive antifreeze)
- Used glycol
- Glycol containers
- Used oil
- Used oil filters
- Oil containers
- Electronic products specified by the Province

In the event of conflict with the above itemized list and the current policy of Nova Scotia Environment [NSE], NSE governs. Refer to Schedule "B" — Designated Materials Banned from Destruction or Disposal in Landfills and Incinerators in the Nova Scotia Solid Waste- Resource Management Regulations.

1.2 Materials banned from landfill disposal by the Authority and accepted at the Waste-Resource Management Centres:

- Polycoat or gable top cartons (milk, juice, soy, rice, etc.) and aseptic cartons (Tetra Pak®)
- All non-hazardous plastic bottles and containers Glossy paper, office paper, and other recyclable and compostable paper products
- Boxboard
- Household Hazardous Waste (HHW)
- Propane tanks
- Expanded polystyrene foam (beaded Styrofoam®)

1.3 Materials banned federally, provincially, or by the Authority and not accepted at the Waste- Resource Management Centres:

- Industrial, Commercial, Institutional Hazardous Waste
- Liquid Waste, or Solid Waste saturated to a fluid consistency, which is not part of the HHW program
- Highly combustible or explosive materials, such as celluloid cuttings, motion picture film, gasoline or solvent soaked rags or other combustible residues, ammunition, dynamite, or other similar material
- Medical material that is considered pathogenic or biomedical including anatomical waste, saturated blood-soaked dressings, infected material,

- and hypodermic needles from physicians, surgeons, dentists or veterinarians
- Whole carcasses of any animal or parts thereof that may create hazards or nuisance except as authorized by the General Manager or designate, except for the bodies of companion animals delivered to the Waste-Resource Management Centre by a municipal animal control officer
 - Waste listed or characterized as hazardous by federal or provincial law
 - Large pieces of sheet iron, scrap metal or machine parts, automobile bodies and fuel tanks
 - Septic tank pumpings, raw sewage or industrial sludge
 - Radioactive materials
 - Soil and rock, and tree branches and stumps exceeding 15 cm (6 in) in diameter, unless approved by the General Manager or designate
 - Manure, kennel waste, excreta, fish processing waste
 - Asbestos
 - Fuel tanks exceeding 2250 litre (500 gal) capacity
 - Hot ashes or cinders
 - Used Tires (rim size 24.5 inches or less)
 - Specified Risk Materials (SRM) - the skull, brain, trigeminal ganglia, eyes, palatine tonsils, spinal cord and dorsal root ganglia (DRG) of cattle aged 30 months or older, as well as the distal ileum of cattle of all ages. In cattle infected with Bovine Spongiform Encephalopathy (BSE), these tissues contain the BSE agent and may transmit the disease

2.0 Source-Separation

To facilitate recycling and composting of banned materials, all persons in the Valley Region are required to source-separate the waste they generate at permanent, seasonal or temporary Residential Premises, at Industrial, Commercial, and Institutional premises, in public places, and at events held in public places, commercial premises, and other public event venues. Waste must be separated into the following categories: Compostable Organics, Recyclables, Residual Waste, Hazardous Waste, tires, and electronics. The items that compose each of these categories are listed below. For up-to-date sorting information, including proper preparation, see current the Authority sorting lists in the annual calendar on the Authority website (www.vwrm.com), a free Recycle Coach app, or call the Authority office at 1-902-679-1325 or toll free at 1-877-927-8300.

2.1 Organics/Compostable Organics

- Food Waste including fruits and vegetables and peelings, table scraps, meat, poultry and fish, bones, shellfish (including shells), dairy products, egg shells, cheese, cooking oil, grease and fat, bread, grain, rice and pasta, coffee grounds and filters, tea leaves and bags, and other similar items
- Leaf and Yard Waste including grass clippings, leaves, brush, twigs, house and garden plants, waste potting soil, sawdust, and wood shavings

- soiled Boxboard with all plastics, foil and metal fasteners removed (unless soiled with HHW, paint, petroleum products, etc.) including cereal, shoe, tissue, cracker, cookie, baking product and frozen food boxes (not coated with plastic), paper towel and toilet paper rolls, soiled pizza boxes and waxed corrugated cardboard
- Soiled and Non-Recyclable Paper products (unless soiled with petroleum products)
- branches and prunings tied in bundles no longer than four (4) feet
- Christmas trees with decorations and stands removed; and
- Other materials of plant or animal origin, including cat litter (optional), except for whole companion animal or livestock carcasses or parts thereof and Specified Risk Materials (see section 1.0)

2.2 Recyclables

Recyclable Paper

- phone books
- paper egg cartons and other molded paper products
- newspaper
- file folders
- office paper including shredded paper (bond paper, computer paper, envelopes)
- paperback books
- cereal boxes and other Boxboard packaging
- flyers and magazines
- non-waxed corrugated cardboard

Recyclable Containers

- milk and juice containers (no caps)
- beverage containers (soft drinks, beer, liquor may also be returned to an Enviro-Depot for refund)
- tin/steel food cans
- aluminum foil plates, trays and wrap
- glass bottles and jars (remove lids)
- clean and empty plastic bags
- all plastic bottles and containers
- stretch wrap (pallet wrap)

2.3 Household Hazardous Waste (HHW)

HHW to be delivered at no charge to the HHW Depot at one of the Waste-Resource Management Centres. In general, material with hazardous symbols on the packaging illustrated below shall be considered hazardous.



Toxic



Corrosive



Flammable



Explosive

Examples of Household Hazardous Waste include:

- batteries

- propane tanks
- fluorescent light bulbs
- paint, stain, finishes, sealers
- motor oil
- household cleaners
- pool chemicals
- pesticides
- needles and lancets

2.4 Residual Waste

Examples of Residual Waste include:

- chip bags and candy wrappers
- toothpaste tubes, tooth brushes and floss
- disposable drink cups
- diapers
- toys, clothing and footwear
- incandescent light bulbs, empty spray cans
- feminine hygiene products
- oil and antifreeze containers
- cat litter (optional)
- dog feces
- broken glass
- appliances not considered part of the electronics program
- furniture
- carpet
- Construction and Demolition (C&D) materials
- permitted medical Solid Waste*
- and other items not listed as compostable or Recyclables or as Hazardous Waste

* Permitted medical waste means medical waste that is not medical waste listed in section 1.3 of the Directives.

3.0 Authority Collection

The Authority provides a roadside waste collection program servicing all residential and IC&I Premises within the jurisdictions of the municipal unit parties to the *Solid Waste-Resource Management Intermunicipal Services Agreement*, i.e. the Municipality of the County of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville. Solid Waste is collected through the Authority Collection program provided it is source-separated and set out according to the By-law and these By-law Directives.

All Eligible Premises are subject to the same source-separation requirements, set-out limits, and Collection Container requirements. It is the responsibility of the Owner or Occupant to provide for collection and disposal of materials which are not eligible for Authority Collection or which exceed the allowable limits.

3.1 Eligible Premises

The basic unit of Authority Collection is a property, or Eligible Premises. To be deemed an Eligible Premises, a premises must be in compliance with applicable municipal zoning and development requirements, and property taxes levied to date must be paid. In the case of federal lands for which property taxes are not paid, premises may be deemed Eligible Premises if an agreement is in effect to provide waste management services on those lands.

Residential Premises eligible for Authority Collection include self-contained long-term living accommodations containing kitchen facilities in which the Occupant(s) sleep, cook, and eat meals. Each such unit is one Eligible Premises.

Industrial Commercial and Institutional (IC&I) Eligible Premises may include a variety of industrial, commercial or institutional enterprises or organizations including home occupation businesses. An IC&I serviced unit must:

- conform to municipal zoning by-law requirements;
- comprise the entire building, or form a separate business unit within a building containing two or more separate units;
- be an operating business generating waste through activities of that business; and
- be assessed as commercial, resource farm, or another designation excepting residential, or resource forest.

The Owner or Occupant of any Eligible Premises generating waste in excess of the standard collection limits must make arrangements, either through private service providers or using their own resources, to remove and Dispose of their waste materials in compliance with the By-law.

Examples of residential and IC&I Eligible Premises include:

- single detached residential dwellings including mobile homes
- each individual unit in a duplex or semi-detached residential dwelling (under-and-over and side-by-side)
- each individual unit in a Multi-Unit Residential Building (e.g. apartments and condominiums) or in a multi-unit ICI building or in a multi-unit mixed use building
- each individual unit in a row house or townhouse dwelling
- an individual unit in an industrial, commercial or institutional building as defined above
- seasonal residential dwellings (e.g. a cottage)
- church halls, community halls, fire halls, service club halls, and other similar public buildings
- residential dwellings and IC&I Premises on private roads providing that properly sorted and contained waste materials shall be deposited in a drop-off depot designated by Authority for the purpose, or, in the absence of a drop-off depot, placed at the nearest
- intersection with a public road at the set-out times specified in section 5.2 of the By-law
- public wharves: a wharf is one Eligible Premises

- cemeteries: a cemetery is one Eligible Premises
- seasonal agricultural worker accommodations where Occupants eat, sleep and prepare their meals

3.2 Green Carts and Mini-bins

3.2.1 Cart Distribution

The Authority provides aerated Organics Collection Carts (Green Carts) and kitchen Mini- bins for each Eligible Premises. Green Carts and Mini-bins are assigned to a given Eligible Premises and remain the property of the Authority. In all cases, the Authority supplies the Green Cart and Mini-bin only for the Storage and collection of Compostable Organics from the premises. Green Carts and Mini-bins are assigned as detailed below:

- a single detached permanent, residential dwelling including a mobile home, individual row house, and individual unit in a semi-detached dwelling - one Green Cart and one Mini-bin will be assigned automatically to the property;
- each single Industrial, Commercial, or Institutional premises - one Green Cart and Mini-bin will be supplied;
- a Multi-Unit Residential Building or condominium building - a sufficient number of Green Carts will be assigned to provide Storage for the amount of Organics generated between collections by all the building's units combined -usually that means one Green Cart for every four units. A Mini-bin will be provided to each individual apartment unit;
- duplexes (side by side or over and under) - one Green Cart will be assigned to each unit;
- seasonal homes on private roads - one Mini-bin will be provided to each unit; a Green Cart will only be provided if there is no seasonal waste drop-off depot in the area and the resident places the Green Cart at a public road for collection; and
- church halls, community halls, fire halls, service club halls and other similar buildings - one Green Cart and one Mini-bin will be provided on request to each unit

3.2.2 Green Cart Ownership

Green Carts and Mini-bins are and remain the property of the Valley Region Solid Waste-Resource Management Authority. The Green Cart and Mini-bin are registered to the residential or IC&I property, and are assigned to the property. When a property is sold, the Green Cart and Mini-bin shall remain on the property.

3.2.3 Green Cart Exchange

The Authority may from time to time offer more than one size Green Cart to accommodate the varying needs of residents. The standard Green Cart size has a nominal volume of 240 liters. When other Green Cart sizes are available, the current one may be exchanged for one of more suitable size. There is no service fee for this exchange. Green Carts will not be exchanged due to uncleanliness or design preference.

3.2.4 Lost, Stolen or Damaged Green Carts or Mini-bins

If a Green Cart is lost, stolen or damaged, except through normal use, it is the Property Owner's responsibility, subject to the General Manager's discretion, to pay the Authority the replacement cost. If damaged or stolen due to negligence of the collection contractor, it will be the contractor's responsibility to purchase a new Green Cart.

The Authority will replace Green Carts rendered unusable through normal use at no cost. It is the Property Owner's responsibility to replace lost or broken Mini-bins, except that when a property is sold, the Authority will replace missing or destroyed Mini-bins free of charge at the Owner's request.

3.2.5 Sale of Property

Green Carts are the property of the Authority. Upon the sale of a property, the Green Cart shall remain with the property. The new Owner is responsible for making new Green Cart arrangements with the Authority if necessary.

3.3 Non-Collectable Materials

In addition to all materials detailed in **Section 1.0 Banned Materials**, subsection iii, the Authority will not collect the following materials curbside through the Authority Collection program:

- Solid Waste produced outside the jurisdictions administered by the Authority
- any materials not meeting collection requirements
- items banned by the province from landfill disposal, as per Schedule B of Solid Waste- Resource Regulations; e.g. electronics
- large windows or large glass doors
- items covered under the Authority's Household Hazardous Waste program

3.4 Collection Containers

Waste shall be set out for Authority Collection in the containers and quantities set out below. Collection Containers must be designed to allow for safe and efficient collection. Collection Containers that do not allow the collector to remove waste in an ergonomically-acceptable manner may be rejected roadside provided the collector affixes a rejection sticker explaining the reason.

3.4.1 Acceptable Collection Containers for Authority Collection

Acceptable Collection Containers for Recyclable Materials shall be:

- Transparent blue plastic bags weighing no more than 15 kg (33 lb.) when full; no wider than 0.8 m (30 inches), and no longer than 1 m (39 inches) when flat
- Bundles of corrugated cardboard: flattened and securely tied or otherwise bound together, weighing no more than 15 kg (33 lb.)

and measuring no more than 30 cm by 60 cm by 90 cm (1 foot by 2 feet by 3 feet)

Acceptable Collection Containers for Compostable Organics shall be:

- Organics Collection Carts as assigned to properties by the Authority weighing no more than 100 kg (220 lb.) when full
- Bundles of brush, no more than 60 cm (2 feet) in diameter, securely tied, and weighing no more than 15 kg (33 lb.) with no individual piece of material being more than 5 cm (2 inches) in diameter or longer than 1.2 m (4 feet)

Acceptable Collection Containers for Residual Waste shall be:

- Clear Transparent Plastic Bags:
 - a. Securely tied and watertight
 - No wider than 0.8 m (30 inches) , and no longer than 1 m (39 inches) when flat;
 - Weighing no more than 15 kg (33 lb.) when full
- Each serviced unit may set out one (1) solid-coloured regular plastic garbage bag (e.g. black, green, brown, white, etc.) as a “privacy bag” each collection cycle, to contain private items such as permitted medical waste and other Residual Waste. A clear bag filled with smaller opaque bags is considered one solid-coloured “privacy bag”. The privacy bag counts as one Residual Waste container and is subject to inspection for proper source-separation like any other Residual Waste container.
- Broken glass shall be safely boxed or wrapped to prevent injury
- To prevent Litter created by pests, snow plows, etc., acceptable Residual Waste bags may be set out for collection inside water tight metal or plastic garbage cans which are:
 - a. constructed of durable metal, plastic or other impermeable material designed for containment of waste;equipped with a tight fitting impermeable cover;
 - c. equipped with handles in good repair; and
 - d. as large as or larger in diameter at the top than at the bottom.

NOTE: The basic Collection Container unit remains the plastic bag (clear or solid- coloured) regardless whether the bag is set out on its own, in a garbage can, or in a Storage bin roadside.

3.4.2 Allowable Number of Collection Containers

The number of Collection Containers allowed per serviced unit per collection is as follows:

1. A total of eight bags of Recyclables and Residual Waste combined;
 - a. Up to eight bags may be Recyclable Materials (in blue bags)
 - b. No more than four bags may be Residual Waste (in clear bags)
 - c. One clear bag may be replaced with a solid-coloured privacy bag – see section 3.4.1, Acceptable Collection Containers for Residual Waste
2. One Green Cart; except in the case of a Multi-Unit Residential Building where the number of Green Carts allowed shall be the

- number issued by the Authority to the building in accordance with section 3.2.1 of the Directives;
3. Two bundles of brush; and
 4. Two bundles of corrugated cardboard

3.5 Exemptions from Collection Rules

Occasionally, the Occupant(s) of a serviced unit may be unable to comply with Authority Collection rules, for medical or similar reasons. In such cases, after verifying the reasons for the inability to comply, and after confirming that the Occupants are aware of their responsibilities and are complying with the best of their ability, Authority staff may grant an exemption to the normal collection rules.

Staff shall maintain a list of civic addresses where exemptions have been granted and the reasons for the exemptions. The civic address list shall be provided to the Authority Collection Contractor to ensure that collection at exempted address is carried out consistent with the exemptions.

3.6 Curbside Inspection of Solid Waste Setouts

Inspection Guidelines

Authority staff regularly inspect waste materials set out for collection as a means of assessing compliance with the By-law and the source-separation and waste container Directives.

- When the Inspector finds improperly sorted or packaged material set out for collection, the inspector may respond with educational tools including leaving the waste with an information sticker, and follow-up communication with the Occupant or Owner of the property.
- Repeated subsequent violations, depending on their severity, may result in a more serious penalty as set out in the By-law, such a By-law Ticket or the suspension of the collection service.

3.7 Special Collections

3.7.1 Spring and Fall Clean-up

Bulky Items such as furniture, stoves, mattresses, scrap metal, bed springs, barrels, water tanks, dishwashers, clothes, washers and dryers, pieces of fencing, refrigerators, freezers, air conditioners (with a "CFC refrigerant-free" sticker) and debris from home renovations are not collected roadside during regular Authority Collection days.

The Authority provides Special Collections for Bulky Items. The dates, schedules, and rules for these collections appear on the annual Authority calendar distributed through the jurisdiction of municipal partners and on the Authority website.

Rules for Spring and Fall Cleanup are as follows:

- cleanups are intended for large, bulky and excess Residual Waste only.

Recyclable Materials and Compostable Organics will not be collected by the clean-up trucks.

- items may be set out for clean-up no earlier than the weekend before the scheduled collection day
- all items must be set out for collection in front of the property where they were generated
- a maximum of 20 items will be collected from each serviced unit
- an item means a single object, bag, container, or securely tied bundle
- a bundle shall measure no more than 120 cm (4 feet) in length
- bagged waste must be placed in clear bags
- corrugated cardboard Cartons are banned from landfill in Nova Scotia and collection crews will empty and leave them for the Owner or Occupant of the serviced unit to recycle
- no more than two of any one appliance type will be collected from any one serviced unit
- items shall weigh no more than 34 kg (75 lb.) each
- certain large items such as furniture and appliances may weigh up to 91 kg (200 lb.)
- items weighing more than 91 kg (200 lb.) will not be collected
- large windows and glass doors may not be collected because of the potential danger to the collection crew if the glass shatters when compacted in the collection truck
- items not collected are the responsibility of the Owner or Occupant and must be removed from roadside at the end of the collection day

3.7.2 Other Special Collections

The General Manager may schedule other Special Collections as approved by the Authority

3.8 Collection Schedule

Regular roadside Authority Collection of Recyclable Materials, Compostable Organics, and Residual Waste occurs every second week. Details of collection routes are available in the annual Authority Calendar, online at www.vwrm.com, or by phone through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

Collection will start no earlier than 7:00 a.m. on any collection day, unless otherwise specified.

3.9 Holidays

There shall be no collection on the following designated holidays:

- New Year's Day
- Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Labour Day

- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

The General Manager will notify the public, in advance, of the designated alternate collection day for each Holiday, normally through the annual calendar. Information is also available online at www.vwrm.com or through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

3.10 Storm Day Collection

If Authority Collection is cancelled because of a storm, the collection contractor will collect the route the following Monday. If that Monday is a holiday or already scheduled for collection, the General Manager will designate another day.

If the collection contractor begins the day's routes but is called off the road due to inclement weather before completing the routes, no alternate collection day will be scheduled. Collection stops missed due to the cancellation will be granted double collection limits for the next regularly scheduled collection day.

4.0 Hazardous Waste

The Authority Collection program is not designed to collect Hazardous Waste. Residents shall Dispose of Household Hazardous Waste through the Household Hazardous Waste (HHW) Depots operated by the Authority at the Eastern Management Centre or the Western Management Centre.

The Management Centres are not permitted by the Province to accept Hazardous Waste generated in the Industrial, Commercial and Institutional sector. It is the responsibility of the IC&I sector to ensure that their Hazardous Waste is disposed of in accordance with provincial regulations.

5.0 Public Waste and Special Events

The By-law requires the generator to source-separate their waste. There is no exception for waste generated at a public event where Public Waste is generated, or a private event such as a wedding, family reunion or other such gathering at a home, or other public or private venue.

The By-law defines Public Waste as:

Public Waste means Solid Waste generated in or on premises where the public is or would normally be responsible for Disposing of waste including, without limitation, enclosed or exterior shopping centres, malls, food courts, quick-service or counter-service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and inside or outside public event venues;

It is challenging for businesses or special event managers to control the actions of the public or invited guests who use their facilities or attend their events. Public education

and cooperation between the public, guests, the manager, staff, the waste hauler and the Authority key to successfully managing Public Waste. Similar guidelines apply also to operators of private events such as private parties, family events and the like.

Event organizers may contact the Authority for information and borrow sorting stations. It is the responsibility of event operators to Dispose of materials collected in borrowed sorting stations. The event organizer is also responsible for picking up, cleaning and returning borrowed sorting stations.

Guidelines for Managing Public Waste

- in any staff-controlled area all waste shall be source-separated
- where waste is not under staff control, the business or event manager shall exercise due diligence to provide the public with conveniently located Source-Separation containers
- Labels and signage shall be posted indicating what materials should be placed in each container to help the public know where to correctly place their waste
- public washroom waste is considered Residual Waste and there is no requirement to sort it
- all waste delivered to Management Centres is subject to inspection and compliance measures
- The Authority staff are available to provide advice on setting up a Public Waste sorting system
- on request, the Authority lends sorting stations to event organizers

6.0 Management Centres

The Authority operates two Waste Management Centres, one at 100 Donald E. Hiltz Connector Road, in Kentville and one at 343 Elliot Road, south of Exit 19 off Highway 101 near the Village of Lawrencetown. The Management Centres are approved by the Minister of the Environment to accept Source-Separated Solid Waste from the general public and the IC&I sector. The various streams of Solid Waste are transferred off site to approved processing or disposal locations.

6.1 Hours of Public Operation

The Eastern Management Centre in Kentville is open to the public from 8:00 am to 4:00 pm from Monday to Friday inclusive and from 8:00 am to 12:00 noon on Saturdays. The Western Management Centre in Lawrencetown is open 8:00 am to 4:00 pm on Tuesday, Wednesday, and Friday and from 8:00 am to 12:00 pm on Saturdays.

6.2 Materials Not Acceptable as Residual Waste

See *Section 1.0 Banned Materials* for information on what can be delivered to the Waste- Resource Management Centres.

6.3 Waste Disposal Fee Structure

The following provisions apply to the waste disposal fee structure:

- The Authority shall stipulate the fees and charges for disposing materials at its waste management facilities. These fees shall be set from time to time by the Authority and displayed in a Fee Schedule (see attached sample in Schedule 1 (a));
- The applicable disposal fee shall be paid by the hauler who delivers the waste to the Waste- Resource Management Centre;
- Haulers or waste generators wishing to Dispose of materials requiring special handling or disposal techniques shall give the Authority 48 hours' notice requesting permission to deposit such special wastes, stating the properties, characteristics, origins and amounts of the waste Authority staff shall advise the hauler whether the waste is acceptable and, if so, under what conditions; and
- No waste disposal fees shall apply to waste collected from Eligible Premises by the collection contractor(s) engaged by the Authority to undertake the Authority Collection program.

6.4 Haulage Vehicle Registration

- Commercial haulers using the Authority's Waste-Resource Management Centres may be required to comply with the registration requirements of the Authority including vehicle registration for such haulers.
- The following provisions may apply to vehicle registration for haulers using the Authority's Waste-Resource Management Centres:
 - a. Haulers using the Authority's waste management facilities shall pre-register identifying information and the tare weight of each vehicle as required by the Authority from time to time, and separately identify those vehicles to be used in contracted Authority Collection services operated on behalf of the Authority (if the hauler is also a commercial collection contractor);
 - b. Haulers who wish to be granted credit privileges with the Authority must register adequate information with the Authority. Each hauler will be assigned an account number and each vehicle may be assigned a unique identification number that shall be displayed on the left front of the vehicle in a location, size and format specified by the Manager; and
 - c. The driver of each registered vehicle must present the assigned account number to the scale operator upon entering the facility. The hauler in whose name the account is registered will be invoiced for materials delivered under that account.

6.5 Waste packaging and placement requirements

Waste materials may be brought to the Waste-Resource Management Centre either bagged, bundled or loose. For bagged materials, Recyclables must be in blue or clear bags, compostables in Green Carts or compostable bags for Organics, and Residual Waste in clear bags. In case of Recyclables or Residual Waste brought in cardboard boxes, the boxes must be emptied by the user.

All Solid Waste shall be placed in appropriate designated locations for each type of Source- Separated Solid waste. Failing to do so is an offence contrary to section 6.8 of the By-law.

6.6 Fee Payment

- Haulers who transport acceptable material to a facility operated by the Authority, either with his/her own vehicles, or through his/her contractors or agents shall pay tipping fee charges in cash, by credit card, or by current electronic payment technology available at the site or, if they have been granted credit privileges, upon invoice in accordance with sections a, b, and c below:
 - a. When both inbound and outbound scales are operating, the vehicle will be weighed upon entering the facility and shall be weighed again upon leaving. The hauler will pay the fee in accordance with the current fee structure prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges;
 - b. When only one scale is in operation and the tare weight of a vehicle transporting materials has been predetermined, payment in accordance with the fee structure is required upon being weighed prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges; and
 - c. When only one scale is in operation and the tare weight of a vehicle transporting materials for disposal has not been predetermined, the vehicle will be weighed upon entering the facility and again upon leaving. The hauler will then pay the tipping fee in accordance with the fee structure set from time to time by the Authority prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.
- Haulers who have been granted credit privileges are subject to the current Overdue Account Collection Policy.

6.7 Volume Based Tipping Fees

The General Manager shall set per cubic-meter rates payable by the haulers to be used when the weigh scales at the Waste-Resource Management Centres become inoperative. These shall be applied based on the capacity of the vehicle and the volume of the material in the vehicle as estimated by the scale operator, and shall be based on material weights displayed in Schedule 1(b) Volume-based Tipping Fee Calculation.

6.8 Inspection and Compliance Guidelines

Waste at the Waste-Resource Management Centres may be inspected to ensure compliance with the source-separation and waste packaging requirements established by provincial regulation, the By-law, and operational rules of the Waste-Resource Management Centres.

- Based on a visual inspection, random selection or other factors, Waste-Resource Management Centre staff may choose a load for thorough screening.

- Waste screening normally means removing bagged waste or individual items from a load for careful examination to assess compliance and to identify the waste generator(s).
- As provided in section 8.5 of the By-law, inspection staff have the authority to request the names of all customers whose waste is contained in commercial loads being inspected.
 - Non-compliant materials located in a load are communicated to the hauler, customer or generator of the waste.
 - Non-compliant materials located in a load may also result in any penalty detailed in the By-law, including without limitation, a Warning, a By-law Ticket, a double tipping fee, or rejection of the load and sending it back to the generator for corrective action before it can be accepted at the Waste-Resource Management Centre.

7.0 By-law Enforcement

7.1 Compliance Philosophy

Authority staff use a balance of education and enforcement strategies to improve compliance with municipal By-laws and provincial regulations. Providing information and assistance to citizens and businesses is the first step in achieving compliance, followed if necessary by progressive enforcement action such as written notice, Warnings, fines and charges laid by investigators to be dealt with according to law in Provincial or Supreme Court.

7.2 Enforcement Tools and Procedures

The graduated enforcement response has been developed to address cases of failure to comply with the requirements of the By-law and Directives.

The tools used by enforcement staff range from verbal communication, written notice with specific deadlines, Warnings, suspension of curbside waste collection, Notices of Violation providing for an administrative out-of-court settlement (By-law Tickets), Summary Offence Tickets (SOTs) and Long Form Information charges in Provincial Court.

The enforcement tools are chosen based on the type and severity of offence and are at the discretion of the enforcement staff and in accordance with the Offence Enforcement and Penalties provisions of this By-law.

7.3 Investigation

All complaints and information concerning alleged violations of the By-law received are prioritized and investigated as quickly as resources allow. As needed, during the investigation, enforcement staff will work closely with other Authority staff, municipal staff, Nova Scotia Environment Inspectors, and with the local police agencies.

The By-law Enforcement Officer shall be qualified as a Special Constable under the Nova Scotia Police Act, be a member of the Atlantic Bylaw Officers

Association (ABOA) and shall participate in enforcement and compliance training opportunities.

Schedule 1(a) – Fee Schedule
Current April 1, 2020



Waste Category	Price Per Tonne	
	Authority Members	Non-members
Recyclables	\$97	\$129
Organics		
Food Waste	\$97	\$129
Brush, Grass Clippings, Pine Needles	\$97	\$129
Leaves	No Charge	\$129
Garbage	\$121	\$161
Construction & Demolition Debris – Sorted Brick, block, asphalt shingles, concrete, asphalt, drywall	\$57	\$76
Construction & Demolition Debris – Mixed	\$121	\$161
Scrap Metals and White Goods One free appliance per day	\$57	\$76
Minimum Fee	\$5	\$10
Penalty Fee	\$242	\$322
Other Services		
CFC Removal from Refrigeration Units	\$20/unit	\$20/unit
Household Hazardous Waste	No Fee	No Fee
Contaminated Soil: Contact the Authority for disposal locations.	Dependent on disposal location	Dependent on disposal location
Other Special Wastes: Generator must give the Authority 48 hours' notice to make special arrangements.	To be arranged	To be arranged
Weigh scale usage (loaded weight and tare weight)	\$10.00 per load	
Used wood pallets (for sale)	\$2.00 each	

Hours of Operation:

Kentville: Mon – Fri 8am-4pm. Saturday 8am-12noon

Lawrencetown: Tues, Wed, Fri 8am – 4pm. Saturday 8 am-12 noon

Note 1: The minimum fee applies to the following: 41kg and less for garbage, 50 kg and less for Organics, 50 kg and less for Recyclables or 90 kg and less for sorted construction & demolition debris and scrap metal.

Note 2: The term **Authority Members** applies to anyone bringing a load generated in the Municipality of the County of Kings, the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, and the First Nations communities of Annapolis Valley, Bear River, and Glooscap. Loads originating outside these areas are considered **non-members**.

Schedule 1(b) - Volume Based Tipping Fee Calculation

It may be necessary at times to operate one or both of the Waste-Resource Management Centres with inoperable scales – for example, during an emergency such as a major power failure. In such a circumstance it would be impossible to charge tipping fees based on incoming weights. Volume-based fees are one option.

The following table details conversion factors that the scale operator can use to calculate fees based on the type and volume of the material on the delivery truck.

Volume Based Weights

MSW	lb./cu yd.	kg/cu yd.	kg/cu m
Non-compacted	225	102	134
Compacted	750	341	446
C&D			
Loose Mixed	560	255	333
Wood	169	77	100
Roofing	731	332	434
Concrete	860	391	511
Organics			
Food Waste	1,070	486	635
Leaves	225	102	134
Brush	300	136	178
Grass	400	182	238
Recyclables			
Paper Mixed Loose	875	398	520
Containers Mixed Loose	35	16	21

Information from various sources including

National Recycling Coalition Measurement Standards and Reporting Guidelines; EPA; FEECO; CIWMB
2006

Conversions: 1 kg = 2.2 lb.; 1 cu yd. = .765 cu meter

MEMO TO THE COUCIL

From: Karen Peckford, Director of Finance
Date: March 31, 2021
Subject: F2022 Operating Budget Update

Operating Budget Update

Attached is the most recent version of the 2021/22 Operating Budget. After the Committee of the Whole meeting on March 23, we received the insurance renewal and the police estimate.

- **Insurance** – our commercial general & liability, property and auto policy saw a modest increase over the F2021 year, not the 30% that had originally been estimated. Budget numbers have been updated to reflect this. Our equipment breakdown policy saw an increase of 20% due to a hard market and the open claim on the Berwick Electric generator. Overall, the insurance expense has been reduced \$4,600.
- **Policing** – we received the estimate for RCMP expenses, which is anticipated to be an increase of \$4.92%, pending provincial approval. This will result in an increase of \$32,000 over the F2021 year. The original budget estimate was an increase of 1.5%, so this has added an additional expense of \$22,000 to the operating budget.

Operating Budget Summary

- Budgeted residential taxation revenue increased \$45K, based on assesment;
- Commercial budgeted taxation revenue decreased \$28K based on assessment;
- Overall taxation revenue increase of \$17K.
- Mandatory payments for the Regional Housing Authority have increased \$15K.
- Mandatory payments for policing have increased \$32K.
- Long-term debt payments have increased \$29K due to debentures issued in fiscal 2021.
- If the 2020/21 operating budget remained status quo with no changes, the net impact of these items beyond our control would result in a deficit of (\$59K).
- The current deficit is (\$36K). This number includes the unanticipated reduced revenue of \$100K due to the loss of the BEC dividend.

Recommendation

The 2021/22 budget, as presented, has a deficit of (\$36,366). A residential tax increase of \$0.02 and a commercial tax rate increase of \$0.04 would provide a modest surplus of \$2,430.

- 1) Committee of the Whole recommends to Council the approval of discontinuing the practice of separating the education levy from the general tax rate.
- 2) Committee of the Whole recommends to Council the following 2021/22 tax rates:
 - Residential tax rate of \$1.568 per \$100 of assessed value on residential and resource properties.
 - Commercial tax rate of \$3.880 per \$100 of assessed value on commercial properties.
- 3) Committee of the Whole recommends to Council the approval of the 2021/22 Operating Budget of the following amounts:
 - Total expenditures of \$4,601,127
 - Non-taxation revenue of \$1,267,165
 - Taxation revenue of \$3,333,962

**F2022 OPERATING BUDGET
REVENUE & EXPENSE SUMMARY**

	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
REVENUES				
TAXES				
Residential	\$ 1,767,227	\$ 1,693,740	1,693,447	1,589,256
Commercial	898,354	915,907	916,402	902,745
Resource property	13,164	12,827	12,798	12,419
Education contribution	551,000	555,866	556,729	539,887
Farm acreage property	1,387	1,387	1,387	1,357
			-	-
Deed transfer tax	75,000	75,000	66,861	81,783
Bell Aliant	12,830	12,830	12,749	12,830
HST Offset	15,000	20,350	20,350	15,580
	3,333,962	3,287,907	3,280,723	3,155,857
GRANTS IN LIEU				
Canada Post	6,231	6,231	6,231	6,231
	6,231	6,231	6,231	6,231
SERVICES PROVIDED TO OTHER GOVERNMENTS				
Fire operating grant - King's County	169,768	182,350	174,348	174,945
	169,768	182,350	174,348	174,945
SALES OF SERVICES				
Administration fees - Berwick Electric	204,250	204,250	204,250	204,250
Administration fees - Sewer	26,000	26,000	26,000	26,000
Recreational services	-	-	450	20
Economic development	-	-	-	251
Recreation programming	-	-	-	2,682
Summer day camp	14,850	-	-	14,157
After school program	28,500	12,064	14,180	13,101
March break camp	-	-	-	(93)
Senior fitness	-	-	-	2,514
Youth programs	-	-	-	-
Adult programs	-	-	835	1,737
Recreation delivery	-	-	20	52
Garden plots	500	-	600	-
	274,100	242,314	246,335	264,670

F2022 OPERATING BUDGET REVENUE & EXPENSE SUMMARY	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
REVENUE FROM OWN SOURCES				
Facility rentals	3,000	-	1,640	5,130
AVRL headquarters rent	51,432	51,432	47,146	51,432
Planning	5,000	4,000	7,197	4,190
Tax Certificates	2,000	2,000	1,998	1,971
Taxi licenses	-	-	-	30
Animal licenses	700	700	320	680
Fines - protective	500	800	113	829
Return on investments	2,000	2,000	1,783	1,995
Interest on taxes	25,000	30,000	20,275	33,529
PACE program	10,000	14,000	6,890	16,092
Miscellaneous revenue - finance	500	1,000	40	1,023
Miscellaneous revenue	17,000	16,000	600	(2,942)
Fitness centre	60,000	45,000	36,495	101,217
BEC Dividend	-	100,000	-	100,000
AREA dividend	200,000	204,499	214,851	496,821
VWRM - prior year surplus	-	-	-	34,101
Gain - sales of assets	-	-	-	-
	377,132	471,431	339,347	846,098
UNCONDITIONAL GOVERNMENT TRANSFERS				
Federal government	-	-	-	1,100
Provincial government - NS Equalization	221,479	221,479	166,110	221,479
Provincial government	-	-	465,402	-
	221,479	221,479	631,512	222,579
CONDITIONAL GOVERNMENT TRANSFERS				
Federal government	25,956	-	-	10,366
Federal agencies	-	-	13,589	-
Provincial government	26,000	26,000	55,224	79,323
Provincial agencies	-	-	12,500	2,650
Local government	25,000	25,000	-	39,058
Local agencies	12,500	12,500	-	-
	89,456	63,500	81,313	131,397
TRANSFERS FROM OWN RESERVES				
Other reserves	35,000	-	-	(61,839)
Operating reserve	94,000	-	-	-
	129,000	-	-	(61,839)
TOTAL REVENUES	\$ 4,601,127	\$ 4,475,212	\$ 4,759,811	\$ 4,739,937



**F2022 OPERATING BUDGET
REVENUE & EXPENSE SUMMARY**

**F2022
Budget**

**F2021
Budget**

**Jan 2021
Actual**

**F2020
Actual**

EXPENDITURES

GENERAL GOVERNMENT SERVICES

Legislative	\$ 121,108	\$ 120,900	\$ 102,629	\$ 131,868
CAO Office	141,009	140,115	124,064	215,669
Planning	43,600	32,500	35,199	27,234
Administration	400,705	379,450	312,810	313,342
Taxation	132,000	120,500	126,394	121,128
Information Technology	34,000	34,000	30,092	49,442
Town Hall	99,850	101,150	72,521	98,077
Other General Government Services	70,500	74,000	65,292	65,879
	1,042,773	1,002,615	869,000	1,022,639

PROTECTIVE SERVICES

Police	686,177	654,000	490,556	637,218
Fire Protection	242,525	263,289	132,044	244,319
By-Law	19,070	11,725	11,494	30,417
Inspections	33,500	33,000	31,465	27,662
	981,272	962,014	665,559	939,616

PUBLIC WORKS

Administration	76,889	75,205	60,992	71,426
Facility	28,000	25,950	18,779	23,583
General Operations	390,076	392,650	276,027	359,510
Vehicles	90,000	97,000	64,005	89,196
Paving	50,000	70,000	81,088	151,112
Winter Supplies	20,000	40,000	10,453	16,100
Street Lighting	56,000	55,000	43,077	51,216
Crossing Guards	20,520	14,150	9,830	18,398
	731,486	769,955	564,252	780,542

COMMUNITY DEVELOPMENT & RECREATION

Economic Development	66,295	58,500	50,811	88,926
Tourist Bureau	12,710	1,500	1,367	15,973
Recreation Administration	108,364	99,000	100,913	176,716
Recreation Facilities	112,240	110,423	82,273	145,179
Recreation Programming	72,088	41,500	17,317	80,059
Fitness Centre	114,962	117,300	85,153	171,282
	486,658	428,223	337,835	678,135

**F2022 OPERATING BUDGET
REVENUE & EXPENSE SUMMARY**

	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
PARTNER CONTRIBUTIONS				
Annapolis Valley Regional Centre for Education	551,000	555,866	463,750	521,316
Property Valuation Services Corp	31,266	31,465	31,464	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	8,050	7,000	6,035	6,979
Kings Transit	67,580	52,585	54,904	50,773
Valley Waste Resource Management	219,560	216,397	216,397	231,634
Regional Housing Authority	40,000	25,769	-	14,493
Valley Regional Enterprise Network	14,865	14,865	14,865	13,702
Valley Community Fibre Network	2,000	1,700	2,159	-
Annapolis Valley Regional Library	17,400	17,400	17,400	15,400
	986,348	957,674	834,454	920,000
FISCAL SERVICES				
Debt issuance costs	-	15,000	-	3,063
Short term debt	2,000	7,500	3,958	8,791
Long term debt	358,160	329,173	293,831	320,948
Bad debt expense	10,000	3,058	-	66,202
	370,160	354,731	297,789	399,004
TRANSFERS				
Capital out of revenue	-	-	-	-
Transfer to operating reserve	2,430	-	-	-
Transfer to fire reserve	-	-	-	-
Transfer to capital reserve	-	-	-	-
	2,430	-	-	-
TOTAL EXPENDITURES	\$ 4,601,127	\$ 4,475,212	\$ 3,568,888	\$ 4,739,936
EXCESS OF REVENUES OVER EXPENDITURES	\$ 0	\$ -	\$ 1,190,922	\$ 0

F2022 OPERATING BUDGET GENERAL REVENUES	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
Taxation				
Residential	1,767,227	1,693,740	1,693,447	1,589,256
Commercial	898,354	915,907	916,402	902,745
Resource property	13,164	12,827	12,798	12,419
Education contribution	551,000	555,866	556,729	539,887
Farm acreage property	1,387	1,387	1,387	1,357
	3,231,132	3,179,727	3,180,764	3,045,664
		51,405		
Grants in Lieu of Taxes				
Bell Aliant	12,830	12,830	12,749	12,830
Canada Post	6,231	6,231	6,231	6,231
	19,061	19,061	18,980	19,061
Other Taxes				
Deed transfer tax	75,000	75,000	66,861	81,783
	75,000	75,000	66,861	81,783
Sale of Services				
Administration fees - Berwick Electric	204,250	204,250	204,250	204,250
Administration fees - Sewer	26,000	26,000	26,000	26,000
	230,250	230,250	230,250	230,250
Own Source Revenue				
Facility rentals	3,000	-	1,640	5,130
AVRL rent	51,432	51,432	47,146	51,432
Planning	5,000	4,000	7,197	4,190
Tax Certificates	2,000	2,000	1,998	1,971
Fines - policing/protective	500	800	113	829
Licenses	700	700	320	710
Return on investments	2,000	2,000	1,783	1,995
Interest on taxes	25,000	30,000	20,275	33,529
Interest on PACE program	10,000	14,000	6,890	16,092
Miscellaneous revenue - finance	500	1,000	40	1,023
Miscellaneous revenue	17,000	16,000	600	(2,942)
BEC Dividend	-	100,000	-	100,000
AREA dividend	200,000	204,499	214,851	496,821
VWRM - prior year surplus	-	-	-	34,101
	317,132	426,431	302,853	744,881
Unconditional Government Transfers				
Federal Government	-	-	-	1,100
Provincial Government - NS Equalization	221,479	221,479	166,110	221,479
Provincial Government - Safe Restart	-	-	465,402	-
HST Offset	15,000	20,350	20,350	15,580
	236,479	241,829	651,862	238,159
Conditional Government Transfers				
Provincial grants	1,000	1,000	20,800	1,000
Local grants	15,000	15,000	-	15,620
	16,000	16,000	20,800	16,620
Other Transfers				
Transfers from reserves - operating fund	35,000	-	-	(61,837)
Transfers from reserves - SRA Funds	94,000	-	-	-
	129,000	-	-	(61,837)
TOTAL GENERAL REVENUES	4,254,054	4,188,298	4,472,369	4,314,580

F2022 OPERATING BUDGET FISCAL SERVICES	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
Partner Contributions				
Annapolis Valley Regional Centre for Education	551,000	555,866	463,750	521,316
Property Valuation Services Corp	31,266	31,465	31,464	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	8,050	7,000	6,035	6,979
Kings Transit	67,580	52,585	54,904	50,773
Valley Waste Resource Management	219,560	216,397	216,397	231,634
Regional Housing Authority	40,000	25,769	-	14,493
Valley Regional Enterprise Network	14,865	14,865	14,865	13,702
Valley Community Fibre Network	2,000	1,700	2,159	-
Annapolis Valley Regional Library	17,400	17,400	17,400	15,400
	986,348	957,674	834,454	920,000
Debt Services				
Bad debt expense	10,000	15,000	-	66,202
Debt issuance costs	-	3,058	-	3,063
Interest on short term borrowings	2,000	7,500	3,958	8,791
General Administration debenture principal	9,033	9,033	9,033	9,033
General Administration debenture interest	2,091	2,405	1,458	2,598
Town Hall debenture principal	125,133	120,000	120,000	120,000
Town Hall debenture interest	56,036	57,310	34,658	58,069
Fire Department debenture principal	71,917	58,250	58,250	58,250
Fire Department debenture interest	30,850	32,250	21,549	32,626
Public Works debenture principal	29,127	17,450	20,794	24,704
Public Works debenture interest	6,756	4,900	4,294	7,088
Parks Facilities debenture principal	18,150	18,150	18,150	-
Parks Facilities debenture interest	9,068	9,425	5,646	8,581
	370,160	354,731	297,789	399,004
Transfer to Own Funds				
Capital out of revenue	-	-	-	-
Transfer to operating reserve	2,430	-	-	-
Transfer to fire reserve	-	-	-	-
Transfer to capital reserve	-	-	-	-
	2,430	-	-	-
TOTAL FISCAL SERVICES	1,358,938	1,312,405	1,132,243	1,319,004



**F2022 OPERATING BUDGET
GENERAL GOVERNMENT SERVICES**

	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
Legislative				
Honorarium	\$ 81,458	\$ 82,450	\$ 69,889	\$ 82,641
Travel	3,000	1,000	-	4,841
Training & conferences	3,500	1,000	2,952	4,483
Membership fees & dues	3,000	2,700	707	2,107
Communications	650	650	550	650
Advertising	1,000	1,000	313	1,243
Office supplies/operational supplies	2,000	6,000	5,427	522
Meeting expenses	500	1,000	-	1,109
Meals	1,000	100	-	441
Special events	5,000	5,000	2,791	5,776
Sponsorships	20,000	20,000	20,000	28,055
	121,108	120,900	102,629	131,868
CAO OFFICE				
Salaries	128,509	118,650	115,800	179,163
Travel	1,500	1,500	994	5,854
Training & conferences	2,000	3,000	2,433	6,187
Membership fees & dues	700	1,515	344	910
Office supplies	-	500	324	433
Communications	600	1,500	1,274	1,333
Advertising	2,500	2,500	658	2,934
Postage & courier	-	-	203	189
Operational supplies	-	1,000	(23)	1,702
Meeting expenses	500	500	-	849
Contracted services	-	-	-	313
Other professional fees	-	5,000	300	10,207
Workplace wellness financial incentive	3,400	3,400	722	2,790
Pace program expense	-	-	-	862
Meals	500	250	484	687
Donations	500	500	534	850
AREA expenses	300	300	17	405
	141,009	140,115	124,064	215,669
Planning				
Office supplies	2,000	2,000	13	220
Advertising	1,500	500	1,825	441
Postage & courier	100	-	62	118
Other professional fees	40,000	30,000	33,299	26,455
	43,600	32,500	35,199	27,234



F2022 OPERATING BUDGET GENERAL GOVERNMENT SERVICES	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
Administration				
Salaries	364,605	348,700	282,568	276,744
Travel	2,000	1,000	715	2,378
Training & conferences	3,000	2,750	2,365	3,179
Membership fees & dues	1,800	1,800	1,762	928
Office supplies	7,000	7,000	4,793	7,060
Office equipment & rentals	6,500	6,500	5,120	6,316
Communication	1,800	1,700	1,090	1,808
Advertising	-	-	-	1,676
Postage & courier	14,000	10,000	14,397	13,252
	400,705	379,450	312,810	313,342
Taxation				
Tax billing costs	-	500	-	-
Tax exemptions	132,000	120,000	126,394	121,128
	132,000	120,500	126,394	121,128
Information Technology				
Training & conferences	500	2,000	563	626
Communication	500	2,500	1,944	6,784
Contracted services	25,000	21,000	21,019	27,573
Hardware	3,000	3,500	2,806	8,432
Software	5,000	5,000	3,761	6,027
	34,000	34,000	30,092	49,442
Town Hall Buildings				
Communications	2,750	3,500	2,009	3,963
Operational supplies	5,000	5,000	3,116	5,003
Facility insurance	2,600	2,650	2,325	2,311
Contracted Services	40,000	40,000	26,350	40,553
Power	34,000	35,000	22,084	32,335
Repairs & maintenance	8,000	13,000	8,942	13,333
COVID 19	7,500	2,000	7,695	578
	99,850	101,150	72,521	98,077
Other General Government				
Bank charges	13,500	17,500	12,082	20,664
Audit fees	8,500	8,500	(0)	8,336
Legal fees	25,000	20,000	20,706	19,921
General liability insurance	20,000	14,500	19,887	14,000
Grants to organizations	2,500	1,000	-	3,360
Election	-	12,500	12,618	286
Tax sales	1,000	-	-	(688)
	70,500	74,000	65,292	65,879
TOTAL GENERAL GOVERNMENT SERVICES	\$ 1,042,773	\$ 1,002,615	\$ 869,000	\$ 1,022,639



F2022 OPERATING BUDGET PROTECTIVE SERVICES	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
Police				
Contracted services	686,177	654,000	490,556	637,218
	686,177	654,000	490,556	637,218
Fire Protection				
Grants				
King's County operating grant	169,768	182,350	174,348	174,945
	169,768	182,350	174,348	174,945
Fire Administration				
WCB & EAP	8,500	3,860	5,644	2,829
Honorarium	11,625	9,000	8,140	8,565
Travel	2,500	2,500	41	2,689
Training & Conferences	10,000	10,000	97	8,747
Membership Dues & Fees	1,400	1,400	730	1,319
Office Supplies	4,000	2,500	331	4,205
Communications	26,500	25,000	22,619	23,914
Operational supplies	6,500	6,500	2,763	7,270
Vehicle Costs	30,000	44,129	381	934
Fuel for small equipment	-	-	159	65
2007 Pierce Contender Pumper F-11	-	-	(692)	12,144
1996 Pierce Saber Pumper F-12	-	-	1,505	3,130
2019 E-1 Typhoon Pumper F-13	-	-	2,437	998
2001 Mack Tanker F-21	-	-	4,179	9,551
2014 Freightliner M2 F-22	-	-	4,628	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	-	-	1,499	2,124
	101,025	104,889	58,203	99,262
Fire Station				
Facility insurance	9,500	8,000	7,505	6,661
Heat	500	-	-	75
Power	33,000	33,000	21,792	31,150
Repairs & maintenance	55,000	64,900	30,678	62,693
COVID Supplies	1,000	-	-	-
	99,000	105,900	59,975	100,579
Other Fire Fighting				
Operational supplies	12,000	15,000	6,721	11,587
Clothing & safety equipment	23,000	23,000	1,306	25,151
Personal injury insurance	-	4,500	(0)	714
Tools & equipment	7,500	10,000	5,839	7,027
	42,500	52,500	13,866	44,478
	72,758	80,939	(42,304)	69,374



F2022 OPERATING BUDGET PROTECTIVE SERVICES	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
By-law Services				
Salaries	18,270	9,000	10,936	27,621
By-law services	-	1,250	308	1,353
Travel	150	350	126	319
Communications	150	375	125	291
Operational supplies	500	750	-	834
	19,070	11,725	11,494	30,417
Inspections				
Building & fire inspection services	33,500	33,000	31,465	27,662
	33,500	33,000	31,465	27,662
TOTAL PROTECTIVE SERVICES	811,505	779,664	491,211	764,671



**F2022 OPERATING BUDGET
PUBLIC WORKS**

	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
Administration				
Salaries	65,639	63,155	53,349	61,537
Travel	3,000	2,000	3,362	1,987
Training & conferences	1,000	2,000	-	200
Office Supplies	1,000	1,600	702	697
Communication	3,500	4,500	3,545	4,126
Advertising	2,000	1,200	-	838
Meeting expenses	250	250	-	57
Contracted services	-	-	-	1,620
Licenses & permits	500	500	33	366
	76,889	75,205	60,992	71,426
Facility				
Operational supplies	1,500	3,000	42	1,717
Facility insurance	9,500	5,250	7,858	7,063
Contracted services	5,000	3,700	2,782	3,577
Heat	3,500	3,500	2,553	3,617
Power	6,500	7,500	4,629	6,027
Repairs & maintenance	2,000	3,000	915	1,582
Property taxes	-	-	-	-
	28,000	25,950	18,779	23,583
General Operations				
Salaries	319,576	303,150	241,230	284,645
Travel	2,500	3,000	2,602	2,430
Training & conferences	3,500	3,000	946	1,460
Communications	3,000	2,000	1,257	1,732
Operational supplies	23,000	25,000	16,088	23,196
Clothing & safety	4,500	4,500	2,020	4,716
Contracted services	23,000	40,000	7,958	31,562
Meals	3,000	3,000	1,288	2,636
Tools & equipment	7,000	7,000	2,319	7,133
Equipment rental	1,000	2,000	320	-
	390,076	392,650	276,027	359,510



F2022 OPERATING BUDGET PUBLIC WORKS	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
Vehicles				
Fuel	15,000	22,000	8,025	18,696
General vehicle costs	75,000	75,000	3,856	1,334
2008 Int'l Dump Truck V-1	-	-	6,953	8,717
2005 Int'l Dump Truck V-2	-	-	8,338	19,046
2009 GMC Sierra V-4	-	-	2,065	5,499
2008 Chev Silverado V-5 (Sewer truck)	-	-	4,707	5,285
2012 JBC 200 Backhoe Loader V-6	-	-	5,488	7,266
2006 TexRex 760B Backhoe V-7	-	-	265	238
2008 JD 5525N Tractor V-8	-	-	5,794	3,975
1991 Badger/Chipper V-10	-	-	885	173
2010 Durat 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	-	-	7,762	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	-	-	5,334	2,605
Trailer for Excavator V-39	-	-	1,500	7,159
	90,000	97,000	64,005	89,196
Paving	50,000	70,000	81,088	151,112
Winter supplies	20,000	40,000	10,453	16,100
Street lights	56,000	55,000	43,077	51,216
Crossing Guards				
Salaries	19,820	13,450	9,258	17,428
Communication	200	200	161	168
Clothing & safety equipment	500	500	412	802
	20,520	14,150	9,830	18,398
TOTAL PUBLIC WORKS	731,486	769,955	564,252	780,542

F2022 OPERATING BUDGET COMMUNITY DEVELOPMENT & RECREATION	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
Economic Development				
Grants				
Grants	-	-	-	5,337
	-	-	-	5,337
Expenses				
Salaries	54,295	47,200	45,394	72,355
Travel	-	-	-	786
Training & Conferences	-	-	-	2,025
Membership Dues & Fees	-	-	-	300
Office Supplies	-	300	-	163
Advertising	2,000	500	-	169
Operational Materials/Supplies	-	500	31	112
Marketing Promotion and Community Development	10,000	10,000	4,040	13,016
Program Expenditures	-	-	945	-
Contracted Services	-	-	400	-
	66,295	58,500	50,811	88,926
	66,295	58,500	50,811	83,589
Tourist Bureau				
Grants				
Federal grants	4,200	-	-	-
Provincial grants	-	-	-	5,237
Local grants	-	-	-	-
	4,200	-	-	5,237
Expenses				
Salaries	10,460	-	-	13,986
Communications	1,000	750	945	1,353
Operational Materials/Supplies	500	-	14	-
Power	750	750	409	633
	12,710	1,500	1,367	15,973
	8,510	1,500	1,367	10,736

**F2022 OPERATING BUDGET
COMMUNITY DEVELOPMENT & RECREATION**

**F2022
Budget**

**F2021
Budget**

**Jan 2021
Actual**

**F2020
Actual**

Recreation Administration

Grants & Revenue

Federal grants	3,108	-	1,000	-
Provincial grants	25,000	37,500	44,174	25,000
Local grants	12,500	-	-	-
Revenue	500	-	600	-
	41,108	37,500	45,774	25,000

Expenses

Salaries	95,364	87,800	91,513	138,920
Travel	1,500	500	-	1,598
Training & Conferences	600	-	219	1,039
Membership Dues & Fees	3,200	2,500	2,900	3,944
Office Supplies	-	-	108	1,211
Communications	500	200	52	-
Advertising	-	-	269	1,698
Operational Materials/Supplies	-	-	-	191
Meeting Expenses	100	-	73	43
Community Events And Festivals	-	8,000	1,550	3,242
Apple Blossom	-	-	-	4,931
Christmas	2,500	-	1,616	11,005
Canada Day	500	-	172	3,202
Halloween	1,000	-	1,164	275
Yard sale	-	-	-	493
Easter	100	-	-	76
Gala Days	2,000	-	-	4,371
Winter Carnival	500	-	-	478
Garden Plots	500	-	1,276	-
	108,364	99,000	100,913	176,716
	67,256	61,500	55,139	151,716



**F2022 OPERATING BUDGET
COMMUNITY DEVELOPMENT & RECREATION**

**F2022
Budget**

**F2021
Budget**

**Jan 2021
Actual**

**F2020
Actual**

Recreation Facilities

Grants

Federal grants	6,216	-	1,000	6,320
Provincial grants	-	-	-	39,650
Local grants	7,500	-	-	-
	13,716	-	1,000	45,970

Expenses

Salaries	61,540	35,550	45,721	58,971
Travel	250	250	11	173
Communications	250	1,000	195	-
Operational Materials/Supplies	10,000	10,000	7,518	12,241
Facility Insurance	4,200	3,873	3,873	2,565
Contracted Services	6,000	5,000	7,368	7,775
Clothing/safety equipment	1,000	1,000	505	452
Fuel	2,500	-	1,655	348
Vehicle costs	7,500	10,000	1,096	1,440
2002 GMC Pickup V-18	-	-	2,210	4,150
John Deere Turn Mower V-19	-	-	-	148
2017 Kubota Tractor V-24	-	-	293	300
2018 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	4,000	3,750	3,479	3,516
Repairs & Maintenance	4,000	40,000	4,080	8,772
Ballfields maintenance	2,500	-	-	6,888
Splash pad maintenance	1,000	-	-	1,025
Rainforth Park maintenance	2,000	-	1,349	34,460
Centennial Park maintenance	500	-	50	-
Spicer Park maintenance	500	-	-	-
Chute Park maintenance	500	-	-	-
Trails maintenance	1,500	-	-	-
Tools & equipment	2,500	-	1,125	-
	112,240	110,423	82,273	145,179
	98,524	110,423	81,273	99,210



**F2022 OPERATING BUDGET
COMMUNITY DEVELOPMENT & RECREATION**

**F2022
Budget**

**F2021
Budget**

**Jan 2021
Actual**

**F2020
Actual**

Recreation Programming

Grants & Revenue

Federal grants	12,432	-	11,589	4,046
Provincial grants	-	-	2,750	5,750
Local grants	2,500	10,000	-	23,438
Revenue	43,350	12,064	15,485	34,420
	58,282	22,064	29,824	67,654

Expenses

Salaries	67,538	38,800	14,656	53,329
Communications	200	200	100	27
Operational Materials/Supplies	-	1,000	1,201	2,673
Program Expenditures	-	1,500	0	8,745
Summer Day Camp	2,000	-	278	8,216
After School Program	500	-	942	1,426
March Break	-	-	(200)	200
Seniors Fitness Program	750	-	100	1,383
Adult Program	1,000	-	240	1,710
Moms & Tots Program	100	-	-	47
Multi-sport Program	-	-	-	2,304
	72,088	41,500	17,317	80,059

	13,806	19,436	(12,507)	12,406
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F2022 OPERATING BUDGET COMMUNITY DEVELOPMENT & RECREATION	F2022 Budget	F2021 Budget	Jan 2021 Actual	F2020 Actual
Berwick Fitness Centre				
Revenue				
Membership sales	60,000	45,000	36,495	101,217
Personal Training	-	-	-	-
Classes	-	-	-	-
	60,000	45,000	36,495	101,217
Expenses				
Wages & Salaries	76,362	79,100	66,857	122,669
Travel	100	100	(11)	275
Training and Conferences	100	100	-	-
Communications & Cable	2,800	2,800	2,309	1,882
Advertising & Promotion	-	-	-	2,203
Operational Supplies	5,000	5,000	2,804	5,213
Insurance	600	500	551	486
Contracted Services	10,000	5,500	5,395	4,192
Personal Trainers	-	5,000	476	19,644
Power	9,000	8,200	4,787	8,026
Equipment Repairs & Maintenance	1,000	1,000	653	3,143
Shared building expenses	10,000	10,000	1,332	3,550
	114,962	117,300	85,153	171,282
	54,962	72,300	48,658	70,065
TOTAL COMMUNITY DEVELOPMENT & RECREATION	309,352	323,659	224,741	427,722