

Council Meeting

June 08, 2021

Time: 6:30pm

AGENDA

(VIA Webex Virtual Meeting)

1. **Call to Order**
2. **Approval of Previous Minutes**
3. **Approval of the Agenda**
4. **Committees Recommendations to Council**
 - (a) COTW Recommendation Report to Council
 - (b) Housing Committee Recommendation to Council
5. **New Business:**
 - (a) 2021/22 Sewer Operating Budget
6. **Mayor's Update**
7. **In Camera (Personnel)**
8. **Adjournment**

Town of Berwick
Report to Municipal Council
Agenda Item

Subject: May 25, 2021 Committee of the Whole Recommendations
From: Mike Payne, Chief Administrative Officer
Date: June 02, 2021

The following recommendations to Council are being forwarded from Committee of the Whole (May 25, 2021), for further discussion and action:

THAT

BE IT RESOLVED BY POLICY THAT lands known as PID 55358097 and described in detail in Appendix 'A' are hereby discharged from the Development Agreement dated December 1, 1978 and recorded on December 4, 1978 in the Kings County Registry of Deeds in Book 455 at Page 761, as Document No. 12969.

Appendix 'A'

Parcel Description

PLACE NAME: Brown Street & Orchard Street, Town of Berwick, Kings County, Nova Scotia

TOWN/MUNICIPALITY/COUNTY: Town of Berwick

DESIGNATION OF PARCEL ON PLAN: Lot "1B"

TITLE OF PLAN: Plan of Survey Showing Lot "1B" Subdivision of Lands of Graham J. Keene Enterprises Limited (BK. 1084, PG. 835) & Lot "1C" Subdivision of Lands of Watson Wilson (BK. 1083, PG. 145; BK 1092, PG. 105)

REGISTRATION COUNTY: Kings County

REGISTRATION NUMBER OF PLAN: P10806

REGISTRATION DATE OF PLAN: September 8, 1997

SUBJECT TO a Development Agreement dated September 12, 1994 and recorded in the Registry of Deeds for Kings County on September 21, 1994 in Book 993, at Page 438, and as Document Number 7726.

*** Municipal Government Act, Part IX Compliance ***

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: KINGS COUNTY

Registration Year: 1997

Plan or Document Number: P10806

THAT

Council approve the “Apple Fund” recreation funding policy (attached). The policy would allow any resident of Town in need of financial support to participate in a recreation activity or program. This policy would promote and enable physical activity, confidence and self-esteem building, health and wellness, leadership skills, friendships and the opportunity to be part of a team.

THAT

Council recommend the Margaret Marshall Saunders Interpretive Panel which has been created by the Halifax Women’s Historical Society be placed on the grounds in front of the Berwick and District Library at the Berwick Town Hall.

THAT

Council recommends that Public Works assist Berwick & District School with installing PRIDE/BLM markings on the two sites of property owned by AVRCE. The Veterans Drive crosswalk will retain the traditional white markings as per the recommended national standard for crosswalks.

THAT

That Municipal Council adopt Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021.

Community Development - Issue Report to Committee of the Whole

Michael Payne, Chief Administrative Officer

2021 June 8

Issue

Approval of a formal *Apple Fund* recreation funding policy that would broaden resident's access to recreation activities and programs.

Discussion

Recreation is broadly defined as any 'activity done for enjoyment when one is not working'. The *Apple Fund* originated some years ago as an effort to support resident's access to recreation activities and programs by supporting those whose ability to pay was a barrier. The fund was established through several funding drives, while other individual contributions were organic and community driven.

Access to these funds has not been actively promoted within the Town and instead occasional disbursements have been made as individual circumstances came to our attention.

Last year the Director of Finance reviewed the fund and formalized tracking and accounting processes. The fund currently holds almost \$9,000.00

Proposal

A formal policy regarding the disbursement of these funds and an awareness campaign would more effectively address gaps in access to recreation activities and programming. The policy would allow any resident of Town in need of financial support to participate in a recreation activity or program. This includes equipment or programs not available in Town but exist beyond our borders in the local area.

This policy would promote and enable physical activity, individual confidence and self-esteem building, health and wellness, leadership skills, friendships, and opportunities to be part of a team.

Recommendation

Staff recommend that the DRAFT *Apple Fund* policy attached be approved by Council.

Purpose:

The Berwick Recreation *Apple Fund* promotes and enables physical activity, confidence and self-esteem building, health and wellness, leadership skills, friendships, and the opportunity to be part of a team.

Background:

The Town has had an historical, informal fund that was supported by corporate and individual donations to be applied to recreation-based registration fees, equipment or programs. The fund was established through several funding drives, while other individual contributions were organic and community driven. In 2020, the historic funds were merged into the current account managed by the Director of Finance. This policy is intended to guide future administration of the funds.

Objectives:

1. Provide the ability for any resident of Town to access programs or supports that work towards fulfilling the purpose of this policy;
2. Support a sustainable change in individuals that have long term impacts on their health and well-being;
3. Support local recreational opportunities/clubs/organizations and businesses.

Components:

1. A strategic planning effort for the long-term sustainability of the fund is underway. This includes but is not limited to:
 - a. Guidelines on how allocations for the fund are distributed annually;
 - b. Guidelines on annual goals for donations/revenue;
 - c. Reporting and evaluation structure guidelines for the fund annually.
2. The Town will proactively seek referrals from officials at Berwick & Berwick & District School and the Department of Community Services – Child, Youth and Family.
3. Fund applications are available through the Recreation Coordinator, the Finance Department and on the Town of Berwick website.
4. Applicants will be briefed on all available funding opportunities for recreation activities, including but not limited to the Apple Fund.

Management:

Director of Finance
Recreation Coordinator

Fund disbursements will be authorized by the fund managers to the appropriate entities identified in applications, not directly to the applicant.

Apple Fund Application

Name: _____

Age Range: Under 12, 12-18, 18-30, 30-60, 60+

Phone Number: _____

Mailing Address: _____

Email Address: _____

Program or equipment: _____

Contact information for the program, or business where equipment will be purchased:

Registration Fee/Equipment:

Costs: \$ _____ (How much will it cost?)

Applicant Contribution: \$ _____

Funding Amount Requested: \$ _____ (Maximum \$200 per year)

Funding Amount Requested from other sources \$ _____

Reference Information

Name: _____

Phone Number: _____

Relationship to applicant: _____

I allow an *Apple Fund* representative to contact my reference and obtain relevant personal information required for application review. I understand that additional information may be required.

Signature: _____ Date: _____

** Please complete all fields. If you require assistance, please contact Taylor at 902-538-8068 ext. 8616 or tboylan@berwick.ca or visit us at Town Hall. We will be happy to help.

**Apple Fund
Guidelines for Eligibility:**

1. Recipients must live within the geographic limits of the Town of Berwick.
2. Applicants can apply for assistance for registration fees and/or equipment costs. Support is limited to \$200 per individual, per calendar year. Applications can be accessed by visiting the Town of Berwick website at www.berwick.ca , emailing tboylan@berwick.ca or visiting Town Hall at 236 Commercial Street, Berwick.
3. Recipients must be registered with a community organization, or recognized program, in order to receive financial assistance.
4. Applicants must fill out an application form and submit to the Recreation Coordinator prior to the start date of the program.
5. A community-based reference will be required for all applications and additional information may be requested under extenuating circumstance. Applicants will be informed by the Recreation Coordinator of alternate funding opportunities, if applicable.
6. Applications are processed on a first come, first serve basis. All applications are confidential. Funding application results will be returned to the applicant within 10 business days.
7. Applications will be considered on a year-round basis, until which time funding is no longer available.

Town of Berwick
Report to Municipal Council
Agenda Item

Subject: June 01, 2021 Housing Committee Recommendations

From: Mike Trinacty, Chair Housing Committee

Date: June 02, 2021

The following recommendation to Council is being forwarded from the Housing Committee (June 01, 2021), for further discussion and action:

IT IS RECOMMENDED

THAT

Council respond to the letter from Grandview Manor that Council is not interested in assuming responsibility for the existing structure but is interested in working with the Manor Board to identify other parties that may be interested in the building for affordable housing such as The Portal, Affordable Housing Association of NS, Valley REN, Michelin and Migrant worker agencies.

REPORT TO THE COMMITTEE OF THE WHOLE

From: Karen Peckford, Director of Finance
Date: June 2, 2022
Subject: 2021/22 Sewer Operating Budget

Summary

The F2022 Sewer Operating Budget has been delayed due to some difficulties loading the sewer data into the revenue formulas. The final draft for Council approval is attached.

This budget is balanced, with an \$80K surplus allocated to the sewer reserve.

Total revenue is \$525K and total expenditures are \$444K.

Revenue

- **Residential Revenue** - no change and a total of \$202K. These fees are a flat rate based on dwelling type (see attached). Every year we reconcile the assessment to ensure that any changes to dwellings are reflected in the sewer rate. For example, when a home is built on an empty lot, we ensure the sewer fees are updated to reflect this change.
- **Industrial (Eden Valley Poultry) Revenue** – increase of \$19K to \$288K. This revenue is based on a formula as per the Sewer Charge By-Law, which was adopted in 2013. EVP is charged for their share of the total flow and pounds of BOD (biological oxygen demand). Don Regan and I have worked through the budgeted revenue calculations for both the F2021 and F2022 budgets, and we recommend a review of our by-law and formulas be conducted.
- **Institutional (Grand View Manor, Orchard View Apartments and Fundy Villa) Revenue** – increase \$3K to \$33K. This revenue is also based on a formula as per the Sewer Charge By-Law. A review of these calculations is also recommended.

Expenses

- **Sewer Administration** – no change and a total of \$57K.
- **Sewer Collection** – decrease of \$25K to \$64K. Expenses are lower due to less operational supplies resulting from more consistent coding of expenditures.
- **Sewer Treatment** – decrease \$18K to \$256K. Expenses are lower due to less operational supplies and contracted services, resulting from more consistent coding.
- **Garbage Waste Collection** – no change and a total of \$4K.
- **Long-Term Debt** – increase \$5K to \$64K. This is due to additional debt payments in F2022 for the pump station electrical boxes and rocks around the sewer ponds.

Recommendation

That Council approve the 2021/22 Sewer Operating Budget.

That Council approve the 2021/22 Fees for Sewer Charges.



**F2022 OPERATING BUDGET
SEWER SERVICES**

	F2022 Budget	F2021 Budget	Dec 2020 Actual	F2020 Actual
Sewer Revenue				
Sewer residential	203,200	203,200	202,458	208,715
Sewer industrial	288,203	269,453	196,592	225,472
Sewer institutional	33,266	30,100	24,668	37,125
Transfer from capital reserve	-	-	-	-
	524,669	502,753	423,717	471,312
Sewer Administration				
Salaries	21,546	21,200	16,044	20,512
Travel	2,000	2,000	409	1,732
Training & conferences	2,500	3,500	373	1,747
Membership fees & dues	200	200	-	61
Communication	3,500	2,868	2,773	2,582
Operational supplies	1,000	2,000	178	1,778
Administration fees	26,000	26,000	-	26,000
	56,746	57,768	19,777	54,412
Sewer Collection				
Salaries	8,260	8,050	5,425	10,790
Operational supplies	7,500	30,000	4,485	3,482
Facility insurance	300	241	241	214
Vehicle costs	-	5,000	-	-
Power	30,000	30,000	12,963	29,074
Repairs & maintenance	18,000	18,000	13,550	15,464
	64,060	91,291	36,664	59,024
Sewer Treatment				
Salaries	66,080	63,150	43,419	59,405
Operational supplies	10,000	60,000	7,624	26,561
Clothing & safety equipment	3,000	3,000	951	2,087
Facility insurance	4,000	3,620	3,620	3,205
Contracted services	12,000	25,000	3,325	25,794
Sewer treatment testing	18,000	18,000	14,249	17,583
Power	102,000	95,000	62,785	94,515
Repairs & maintenance	40,000	-	32,984	156
Tools & equipment	1,000	5,000	-	-
Equipment rental	-	2,000	-	-
	256,080	274,770	168,957	229,307



F2022 OPERATING BUDGET SEWER SERVICES	F2022 Budget	F2021 Budget	Dec 2020 Actual	F2020 Actual
Garbage & Waste Collection				
Other solid waste charges	4,000	4,000	1,536	2,467
	4,000	4,000	1,536	2,467
Debt Services				
Debt issuance cost	-	192	-	-
Sewer treatment principal payments	55,531	49,330	49,331	49,331
Sewer treatment interest payments	8,047	9,321	5,602	11,176
	63,578	58,843	54,933	60,507
Transfers				
Capital out of revenue	-	-	-	-
Transfer to operating reserve	80,205	16,081	-	65,596
	80,205	16,081	-	65,596
TOTAL SEWER OPERATIONS	(0)	-	141,850	0

TOWN OF BERWICK**Fees for Sewer Charges For Council approval June 8, 2021**

The owner of each of the following types of property or facility shall pay the following per annum.

Properties may have more than one activity as defined by property class, and will be charged for each activity on that property

Property Class	Amount
Single Family Dwelling	\$144.37
Duplex	\$140.38
Vacant Lot	\$15.96
Mobile Home	\$86.63
Apartment (3 or more units)	144.37 for the first unit and \$99.25 per each additional unit
Basic Commercial Service	Base charge of 189.63(up to five employees) plus \$163.61 for each additional five employees
Funeral Home	\$238.21
Aliant Telecom	\$308.73
Service Station	\$260.35
Service Club	\$449.77
Service Club (limited activity)	\$206.87
Barber/Hairdresser	\$238.21
Grocery Store	Base charge of \$529.71for the first 1,000 square feet plus \$423.76for each additional 1,000 square feet
Arena	\$3,915.51 includes Arena, Fitness Centre, Curling Club & Health Centre
Fire Hall	\$545.20
Church	\$449.77
Nursery School/Daycare	\$379.26
Curling Club	\$282.09
Laundromat	\$670.75
Campground	\$866.65
Restaurant	Base charge of \$405.903 for the first 10 seats plus \$286.80for each additional 20 seats
WKMHHC	\$3,945.23 (Western Kings Memorial Health Centre)
School	\$1,131.51
Car Wash	\$617.46
Convenience Store	\$286.80
Boarding House	\$144.37 for the first unit and \$56.42er each additional unit
Bed & Breakfast	\$216.56

This policy for fees must be reviewed each year and rates updated based on Council's approval.