

**TOWN OF BERWICK**  
***Committee of the Whole Meeting***  
**November 24, 2020 - 6:30pm**  
**AGENDA**

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Previous Minutes**
4. **Presentation:** Brittany Brydon, Role of the MPAL
5. **Departmental Reports**
  - a. RCMP *Attached*
  - b. BDVFD *Handout*
  - c. Active Living *Attached*
  - d. Recreation *Attached*
  - e. Fitness Centre *Attached*
  - f. Public Works *Attached*
  - g. Finance *Attached*
  - h. CAO *Attached*
6. **New Business/Issue Reports:**
  - a. Town of Berwick Financial Indicators Memo and Provincial Report
  - b. Acquiring railway train cars
  - c. Municipal Election Debrief: Feedback from the campaign (Discussion)
  - d. Selection of Deputy Mayor
  - e. Committee Appointments
  - f. Live Streaming of Council Meetings
  - g. Traffic Concerns and Mitigation; Main Street East
7. **Correspondence:** Equilibrium Engineering
8. **Mayor's Update**
9. **Councillor's Round Table Update**
10. **Adjournment**

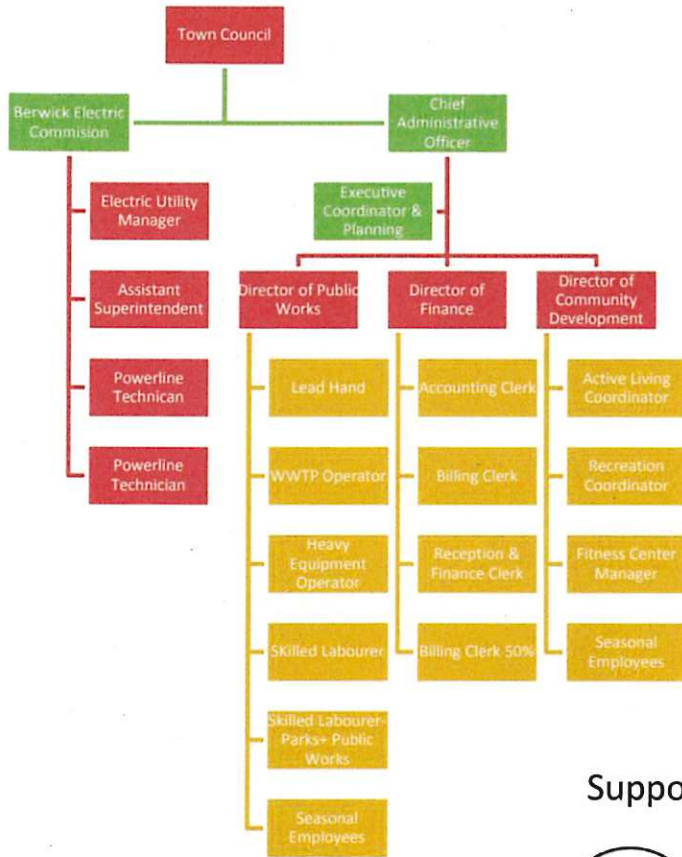


# Active Living Coordinator

## **ROLE OF THE MPAL**

Presentation to COTW  
Nov 24<sup>th</sup> 2020

# Organizational Chart



Brittany Brydon  
Filling in for Katie  
Verrette



Supported by NSHA CHB and CCH



## MPAL Program

## NS Department of Community Culture and Heritage (CCH)

### Municipal and Mi'kmaq Physical Activity Leadership Program (MPAL)

**Goal:** To partner with communities to increase the number of local staff who are planning and implementing comprehensive plans to improve the participation in health enhancing physical activity

### **Berwick Has had and MPAL Since 2014**

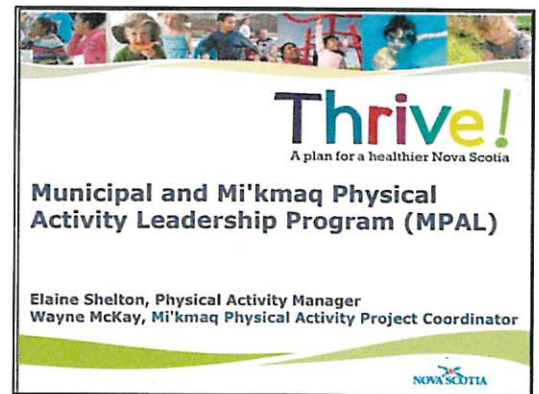
Berwick's 2<sup>nd</sup> 5yr agreement was signed last fall(2019)

Find and Create Opportunities, Collaboration is key

Guiding documents - **Active Living Strategy** (town) + **Lets Get Moving-** An action plan for increasing physical activity in Nova Scotia(provincial)

<https://novascotia.ca/letsgetmoving/docs/letsgetmoving-en.pdf>

[https://thrive.novascotia.ca/sites/default/files/Summit2014/18%20ThriveSummit2014\\_15Min\\_DHW\\_ExpandMPAL.pdf](https://thrive.novascotia.ca/sites/default/files/Summit2014/18%20ThriveSummit2014_15Min_DHW_ExpandMPAL.pdf)



TOWN OF  
**berwick**

Town of Berwick  
Active Living Strategy

2017 - 2022

Presented to the Town of Berwick

March 1, 2017

Authored by: Maria Varrault & Bill

*Let's Get Moving  
Nova Scotia*

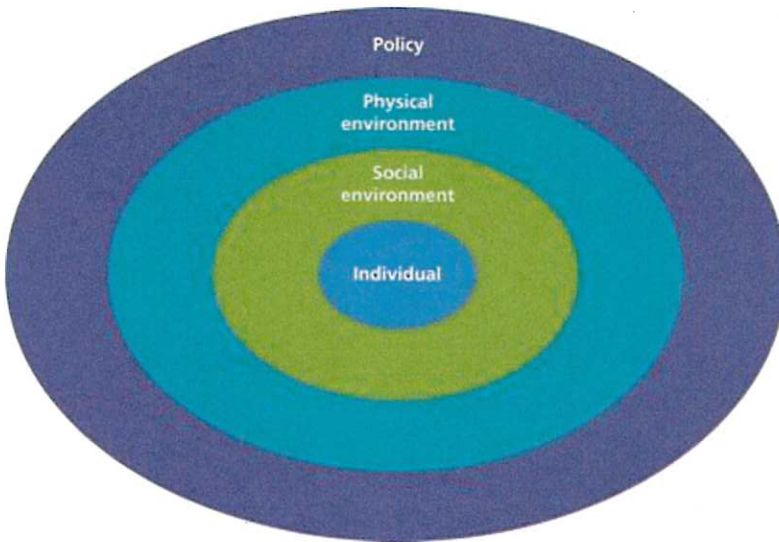
An action plan for increasing  
physical activity in  
Nova Scotia

NOVA SCOTIA

## Topics and Priority Areas

- Everyday activity
- Facilities that facilitate activity
- Non- Structured play
- Active Transportation
- Youth, underserved populations and Seniors

TOWN OF  
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Socio-Ecological Model

**MOU Outcome: Social supports for walking**

**MOU Outcome: Social supports (large reach) for other less structured movement**

**MOU Outcome: Physical environment supports for walking (natural or man-made environment)**

**MOU Outcome: Physical environment supports for other less structured movement**

**MOU Outcome: Policies to support movement**

**MOU Outcome: Other**

## Guiding Documents

- NS Accessibility Toolkit for Municipalities
- Lets Get Moving Strategy
- Active Living Strategy
- Kings County AT Plan
- Western Zone Community Health Plan
- Integrated Community Sustainability Plan
- Recreation Needs Assessment
- Open Space Strategy
- And More

## Upcoming opportunities

- County of Kings Active Transportation Plan
- Citizen Survey – CCH Program
- Asset- Based / Strategic Budget Planning (2022)
- NS Accessibility Directorate
- Engagement Policy + Consultation Framework
- Final 2 years of Active Living Strategy



**Berwick  
Policing Report  
October 2020**

**Royal Canadian Mounted Police  
Kings District**



**RCMP-GRC**



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## **Kings District Employees**

Inspector Dan Morrow, Kings District Commander.

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

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

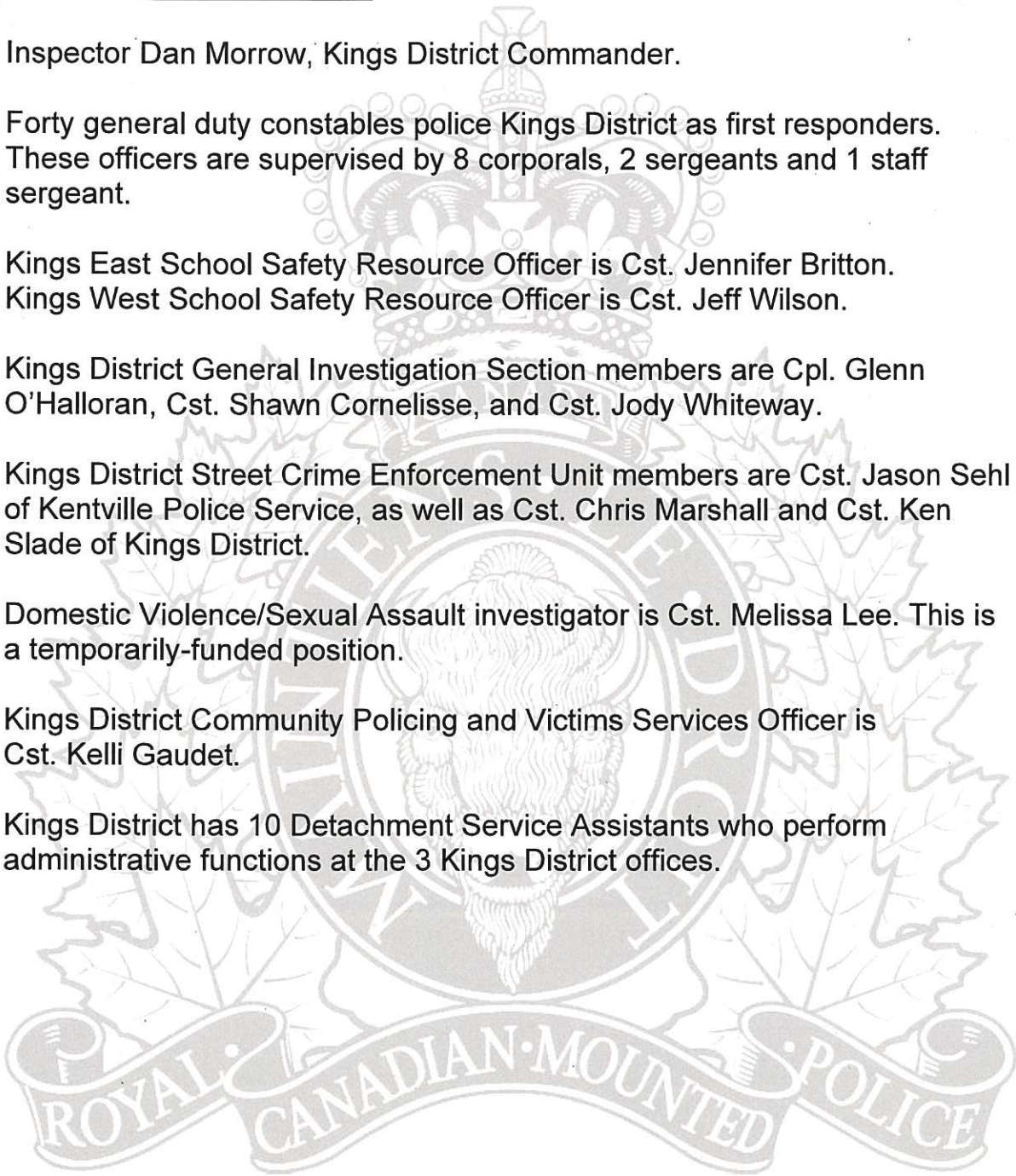
Kings District General Investigation Section members are Cpl. Glenn O'Halloran, Cst. Shawn Cornelisse, and Cst. Jody Whiteway.

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

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

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

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



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## **School Safety Resource Officer:**

School Safety Resource Officers work as a resource to our local schools. Members provide presentations to every grade level from P-12 on current topics such as human trafficking, fentanyl, cybercrime, bullying, drug awareness and appropriate use of Social Media. Schools often request other presentations which are customized to meet their needs. SSROs update the National SafePlan every year for each Kings County School. SSROs do the initial investigation in cases that stem from schools. SSROs also provide support for school events that occur after traditional school hours.

Cst Wilson's service area is from Annapolis County line to Central Kings Rural High School which encompasses 11 schools.

### **Highlights**

On October 1<sup>st</sup> made patrols in the school zone on Cottage Street in Berwick during dismissal.

On October 6<sup>th</sup>, Cst Wilson made patrols of the schools zones on Pine Ridge and Maple Street.

On October 8<sup>th</sup>, Cst Wilson patrolled the school zone during dismissal on Foster Street.

On October 9<sup>th</sup>, Cst Wilson attended École Rose-des-Vents and did a presentation on Cyber Safety.

On October 14<sup>th</sup>, Cst Wilson patrolled the school zones in Greenwood and Kingston.

On October 15<sup>th</sup>, Cst Wilson patrolled the school zones in Cambridge and Berwick.

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On October 16<sup>th</sup>, Cst Wilson patrolled school zones in Somerset, Berwick, Auburn, and Cambridge.

On October 26<sup>th</sup>, Cst Wilson patrolled school zones in Aylesford and Berwick.

On October 29<sup>th</sup>, Cst Wilson patrolled school zones in Auburn and Cambridge; two speeding tickets were issued, as well as two warnings.

On October 30<sup>th</sup>, Cst Wilson presented on Halloween safety to the Primary, grade 1 & 2 classes in Somerset and Saint Mary's elementary schools.

Cst Wilson conducted SAFE lockdown drills at one of the schools in his area.

### **RCMP and the Nova Scotia Department of Transportation and Infrastructure Renewal work together for School Bus Safety Week**

On October 23, Kings District RCMP and the Nova Scotia Department of Transportation and Infrastructure Renewal's Vehicle Inspection Division worked together for School Bus Safety Week during a checkpoint in Auburn. During the checkpoint, school bus safety information was provided to approximately 1000 motorists.

The checkpoint resulted in several charges including:

- Four drivers charged with Expired License Plates,
- One driver charged with Operating Vehicle Without Registration
- Four drivers charged with Operating Vehicle Without Valid Inspection Sticker
- One driver charged with Driving Vehicle With an Unsecure Load

While in Auburn, speed enforcement was conducted on Hwy 1 in the school zone. Many students were outdoors and present at noon. Seven Summary Offence tickets were issued to drivers with regard to speed in the established school zone.

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We all have an important role to play to help keep everyone safe on the roads. For more school safety tips, follow us on Twitter at @RCMPNS ( <https://twitter.com/RCMPNS> ) and on Facebook at Royal Canadian Mounted Police in Nova Scotia ( <https://www.facebook.com/rcmpns/> ). If you see someone driving unsafely on our roads, please report it by calling the RCMP at 1-800-803-RCMP (7267). If you believe it is an emergency, call 911.



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## **Don't let your cottage be targeted by thieves this winter**

Every year, the RCMP responds to multiple reports of break and enters at cottages and cabins during the winter months.

Break and enters are frequently crimes of opportunity at seasonal properties as they are often located in isolated areas, with decreased chances of criminal activity being noticed. This month, many cottage owners will be closing up their seasonal homes and Nova Scotia RCMP is offering some tips to keep seasonal homes free of thieves this winter:

- Remove all valuables from your cottage (including firearms);
- Lock / secure all doors and windows;
- Ensure all windows are covered by closing curtains or blinds;
- Ensure all out buildings (e.g., garage or shed) are secured and remove any valuables;
- Don't leave tools and items outside that could be used to break into your cottage, including ladders;
- Ensure that your cottage is visited on a regular basis; consider using a trail camera;
- Ensure your property is well lit, with motion sensors and timers on lights;
- Install an alarm system with a local contact person if you don't live nearby.

"Consider forming a 'cottage watch' program with other cottage owners to have properties checked on during the off-season," says Nova Scotia RCMP spokesperson Cpl. Lisa Croteau. "The more difficult you make it for thieves to gain access to your property, the better."

The RCMP will always check with neighbours if a break-in occurs in an area. We encourage community members to call to report suspicious activity and help to reduce property crime. Taking note of details such as a vehicle description, a license plate number, or a description of a driver can be a big help and lead to the recovery of stolen property and charges against those responsible.

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Nova Scotia RCMP can be contacted anywhere in the province by calling 1-800-803-RCMP (7267). Should you wish to remain anonymous, call Nova Scotia Crime Stoppers toll free at 1-800-222-TIPS (8477), submit a secure web tip at [www.crimestoppers.ns.ca](http://www.crimestoppers.ns.ca), or use the P3 Tips App.

### **Protect your business from payment redirect scams**

The Nova Scotia RCMP is warning businesses to use caution when sending or receiving account or payment information over email.

The Nova Scotia RCMP Commercial Crime Section has noticed an increase in reported cases of business emails being hacked to redirect electronic payments. Scammers are hacking business email systems and intercepting emails that contain billing or payment instructions. The scammer then changes the billing information and resends the altered email to the other company causing future payments to be sent directly to the fraudster. Companies across the Maritimes have been victimized, including a business in Nova Scotia that was defrauded \$100,000.

"These scams are not new but can be crippling to a small business," says Cpl. Laurie Haines of the Nova Scotia RCMP Commercial Crime Section. "Any business who receives a request via email to change payment instructions should contact the business directly to confirm. As part of Cybersecurity Awareness Month in October, its crucial businesses maintain strong email security practices," he adds and recommends the following:

1. Keep computer security up to date with anti-virus and anti-spyware software, and a good firewall. Only buy a computer and anti-virus software from a reputable source.
2. Regularly use your security software to run a virus check.
3. Secure your networks and devices, and avoid using public computers or WiFi Hotspots to access or provide personal and security information.

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4. Choose passwords and PINs that would be difficult for others to guess, and update them regularly. Do not save the passwords on your phone or computer.
  5. Do not open attachments or click on links in emails or social media messages received from strangers.
  6. Be wary of apps and downloads from unfamiliar websites. They may install harmful programs without you knowing.
  7. Do not use software that auto-completes online forms.
  8. Prohibit personal use of company emails.
  9. Educate your employees on the importance of cybersecurity by sharing this information with them.

Anyone who suspects they have been targeted by this scam is encouraged to contact their local police, and also the Canadian Anti-Fraud Centre at 1-888-495-8501 or online at <https://www.antifraudcentre-centreantifraude.ca>.

### **It's Time to Get Winter-Ready**

It looks like winter weather is soon on its way! Nova Scotia RCMP is reminding motorists to keep changing road conditions in mind and start preparing for winter driving.

"With the temperature getting cooler, now is the time to winterize your vehicle," says Sgt. Andrew Joyce of Nova Scotia RCMP. "Getting vehicle preparations out of the way early will mean a safer and less stressful drive when the snow starts to fall."

Here are a few things you can do to prepare your vehicle for winter:

- Consider investing in winter tires. Winter tires in good condition can displace slush and snow and grip the road. All-weather tires are

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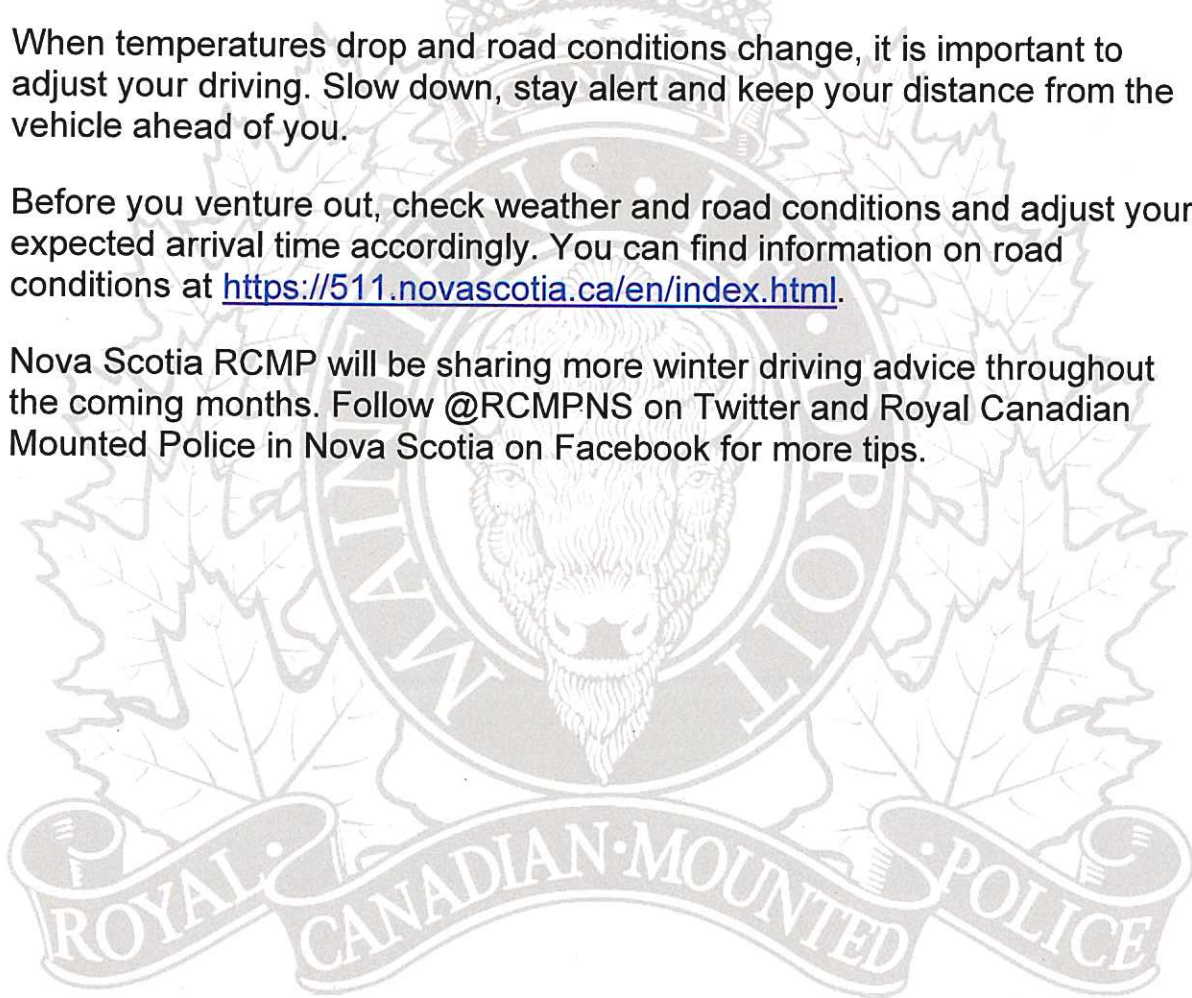
different and do not offer the same benefits. If you are planning to have winter tires put on, book your appointment today.

- Test everything. Be sure your lights, signals, and windshield wipers are working properly. Check your battery too. A weak battery can leave you stranded, especially in cold weather.
- Fill up. Ensure your vehicle has a good amount of antifreeze and windshield washer fluid.
- Replace and restock. Be sure your window scraper/snow brush is in good condition and your emergency kit is stocked. For information on what to keep in your emergency kit, visit Red Cross.

When temperatures drop and road conditions change, it is important to adjust your driving. Slow down, stay alert and keep your distance from the vehicle ahead of you.

Before you venture out, check weather and road conditions and adjust your expected arrival time accordingly. You can find information on road conditions at <https://511.novascotia.ca/en/index.html>.

Nova Scotia RCMP will be sharing more winter driving advice throughout the coming months. Follow @RCMPNS on Twitter and Royal Canadian Mounted Police in Nova Scotia on Facebook for more tips.



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## Annual Performance Plan

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

- **Safe Roads and Safe Highways in Nova Scotia**  
To date, Kings District members have charged 53 people with impaired driving (5 for drugs), issued 16 roadside suspensions (3 for drugs), issued 1,044 traffic enforcement charges and conducted 105 check stops.
- **Reduction of Cybercrime in Nova Scotia**  
On October 9<sup>th</sup>, Cst. Wilson attended École Rose-des-Vents and did a presentation on cybersafety.  
  
On October 21<sup>st</sup>, Cst. Britton attend Northeast Kings Education Centre and did two presentations to the grade six students on cybersafety.
- **Reduce Crime Against People**  
Members continue to conduct physical checks on offenders/accused who are on court ordered curfews or house arrest with the goal to prevent recidivism.

## Calls for Service

In the month of October, Kings District responded to 1,442 service calls. There were a total of 114 service calls in the Town of Berwick during this reporting period. See the attached chart for breakdown of the service calls.

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Type of Crime & Occurrence Type	October Berwick	October Kings
	2020	2020
<b>Crimes Against Persons</b>		
Offences Related to Death	0	0
Sexual Offences	0	4
Assault	0	20
Kidnapping/Hostage/Abduction	0	0
Robbery	0	0
Extortion / Intimidation	0	1
Criminal Harassment	1	6
Indecent   Harassing Comm.	0	3
Uttering Threats	0	13
<b>Property Crime</b>		
Arson	0	0
Break and Enter	1	11
Unlawfully in a Dwelling House	0	1
Theft Over	0	2
Theft of Motor Vehicle	0	2
Theft of Other MV / Motorcycle	0	1
Take MV w/o Consent	0	0
Theft Under	0	23
Shoplifting	2	10
Theft (mail, bicycle, et al)	0	1
Theft from Motor Vehicle	0	9
Possession of Stolen Goods	0	1
Fraud	3	29
Identity Theft	1	6
Mischief	5	74
<b>Drug Enforcement</b>		
Possession	0	1
Trafficking	0	3
Import/Export	0	0
Production	0	0
Other	0	4



Type of Crime & Occurrence Type	October Berwick	October Kings
<b>Traffic</b>		
Dangerous Op of MV	0	2
Impaired by Alcohol	2	31
Impaired by Drug	1	5
Failure/Refusal	0	2
Driving while Disqualified	1	3
Fail to Stop or Remain	0	4
Seatbelt Violation	0	1
Intersection Violation	3	14
Speeding Violation	22	109
Insurance Violation	1	11
Road Side Suspension (Alcohol)	0	2
Road Side Suspension (Drug)	0	0
Collision - Fatal	0	0
Collision - Non - Fatal Injury	0	6
Collision - Reportable	1	29
Collision - Non Reportable	0	28
Off-Road Vehicle Collision	0	2
Municipal By-laws	0	2
Other Traffic Offence/Violation	19	211
Other Traffic Related Duties	1	24
Checkstop	9	22
<b>Other</b>		
911 Call	3	40
Breach of Court Order	0	15
Liquor Act	2	34
Mental Health Act	4	48
Missing Person	0	38
Municipal Bylaw - Other	0	24
Other	16	251
Suspicious P V P	3	47
Trespass At Night	0	1
HPA (COVID-19) - Offences only	0	30
HPA (COVID-19) - Other activities	0	3
QUA (COVID-19) - Offences Only	0	0
QUA (COVID-19) - Other Activities	8	61
<b>Total Founded &amp; SUI Occurrences</b>	<b>109</b>	<b>1,326</b>
<b>Total Occurrences*</b>	<b>114</b>	<b>1,442</b>

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## **Traffic Enforcement Update**

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

October 1<sup>st</sup> – Checkstop conducted on Main Street in Berwick, twenty-five vehicles were checked, one violation ticket for failing to obey traffic sign and one violation ticket issued for operating unregistered vehicle. Traffic enforcement on Commercial Street, one violation ticket for failing to display numbered plate for current year. Radar enforcement on Orchard Street, no infractions.

October 2<sup>nd</sup> – Radar enforcement on Orchard Street, no infractions.

October 6<sup>th</sup> – Traffic enforcement on Highway 1, Commercial Street, and Main Street, one violation ticket issued for failing to obey traffic sign.

October 9<sup>th</sup> – Radar enforcement on Main Street in Berwick, no infractions.

October 11<sup>th</sup> – Traffic enforcement on Commercial Street and Main Street Berwick, no infractions.

October 12<sup>th</sup> – Traffic enforcement on Main Street in Berwick, no infractions.

October 15<sup>th</sup> – Traffic enforcement on Commercial Street in Berwick, one warning issued for failing to stop at stop sign.

October 16<sup>th</sup> – Checkstop on Main Street in Berwick, seventy-five vehicles were checked, three violation tickets issued for speeding.

October 17<sup>th</sup> – Checkstop on Highway 1 in Berwick, 150 vehicles were checked, one violation tickets issued for illegally transporting liquor, one for expired inspection sticker, and one for driving while suspended.

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October 18<sup>th</sup> – Checkstop on Main Street in Berwick, eighty vehicles were checked, one violation ticket issued for operating motor vehicle without valid inspection sticker, one for failing to have vehicle inspected and charge of impaired driving by drug.

October 19<sup>th</sup> – Traffic enforcement on Main Street in Berwick, three violation tickets issued for speeding. Radar enforcement on Highway 1 in Berwick, six violation tickets issued for speeding. Traffic enforcement on Commercial Street in Berwick, one violation ticket issued for failing to obey traffic sign. Checkstop held in the evening on Main Street, eighty vehicles were checked, one violation ticket issued for invalid inspection sticker.

October 20<sup>th</sup> – Radar enforcement on Main Street in Berwick, one violation ticket issued for speeding.

October 21<sup>st</sup> – Traffic enforcement on Main and Commercial Street, no violations.

October 23<sup>rd</sup> – Radar enforcement on Highway 1 in Berwick as well as a Checkstop on Main Street, four violation tickets issued for Speeding on Highway 1, one ticket issued for speeding on Main and one for operating vehicle without valid inspection sticker.

October 24<sup>th</sup> – Radar enforcement on Highway one in Berwick, two warnings issued for speeding.

October 25<sup>th</sup> – Radar enforcement on Main Street in Berwick, no violations. Checkstop on Highway 1 Berwick, one hundred and twenty vehicles were checked, one violation failing to obey traffic sign, one for failing to display numbered plate for current year.

October 26<sup>th</sup> – Traffic Enforcement in Berwick, two violation tickets issued for failing to stop at stop sign and one for operating motor vehicle while using cell phone.

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October 29<sup>th</sup> – Checkstop on Commercial Street in Berwick, no violations.

October 30<sup>th</sup> – Checkstop on Main and Commercial Street, no violations.

In addition to the above, four violation tickets were issued on Highway 101 for speeding (one for stunting) near Berwick. One violation tickets issued for failing to obey traffic sign, fourteen for speeding, and one for no insurance along Highway 1 near Berwick.

### **Proactive Police Patrols**

#### **October – 484 patrols**

**October 2<sup>nd</sup>** – Cst Wilson participated in Pink Shirt Day and attended the anti-bullying walk along Highway 1 in Cambridge.

**October 7<sup>th</sup>** – Member conducted a foot patrol at Berwick Elementary school.

**October 8<sup>th</sup>** – Member conducted foot patrols of Rainforth Park, Arena and the Elementary School.

**October 10<sup>th</sup>** – ATV patrols conducted between Kingston and Coldbrook. Thrifty five contacts made, one violation ticket issued for failing to stop, one driving without due care and attention, one for no registration, one for no insurance, one for driving on the roadway, one Criminal Code charge for flight from police and impaired driving.

**October 15<sup>th</sup>** – Two members conducted foot patrols of in Berwick.

**October 20<sup>th</sup>** – Members conducted foot patrols in Rainforth Park.

**October 21<sup>st</sup>** – Members conducted foot patrols in Rainforth Park.

**October 23<sup>rd</sup>** – Members conducted foot patrols of Bezanson Park and Union Street.

**October 30<sup>th</sup>** – Members did two foot patrols in Rainforth Park.

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## Significant Investigations

Kings District RCMP has charged two men with drug-related and other offences following a traffic stop and drug seizure.

On October 1, RCMP conducted a traffic stop of a vehicle being driven erratically on Hwy. 101 near Wolfville Ridge. The driver and passenger, both men, were taken into custody. During the arrest, an altercation occurred between one of the men and an officer. As a result of the traffic stop, officers seized a quantity of cocaine. Subsequently, the Valley Integrated Street Crime Enforcement Unit obtained a warrant and searched a residence in Centreville.

A 28-year-old Centreville man is facing charges of Trafficking in Cocaine, Resisting Arrest, Dangerous Operation of a Motor Vehicle, Assaulting a Police Officer, Assault with a Weapon and Flight from Police. A 24-year-old Kentville man is currently facing charges of Trafficking in Cocaine, Resisting Arrest and Failure to Comply with an Undertaking.

There were no injuries in this incident. Both men are scheduled to appear in Kentville Provincial Court at a later date. The investigation is ongoing.

**20201451564** – A 19-year-old man from Windsor has been charged with Stunting after driving 80 km/hr over the speed limit: 180 km/hr in a 100 km/hr zone.

On October 2 at approximately 7:43 a.m., a member of Kings District RCMP on Hwy. 101 spotted a car travelling at a high rate of speed. The officer activated the radar and measured the speed at 180 km/hr in a 100 km/hr zone, 80 km/hr over the speed limit. The officer stopped the car and charged the man with Stunting under the Nova Scotia Motor Vehicle Act. The fine for stunting in Nova Scotia is \$2,422.50. Further investigation revealed the vehicle did not have a valid inspection sticker. Under the Nova Scotia's Vehicle Inspection Regulation's operating a motor vehicle without a valid inspection or certificate holds a \$180.00 fine.

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Speed is one of the major causes of serious injury and fatal collisions on our roads. Road safety is a priority for the RCMP and drivers are reminded to make it their priority as well. If you see someone driving unsafely on our roads, please report it by calling the RCMP at 1-800-803-RCMP (7267). If you believe it is an emergency, call 911.

**20201489386** – On October 8, just before 11 p.m., Kings District RCMP received a complaint of a large group of students gathered at a residence on Bay St. in Wolfville. Police attended and found more than 75 people in the home. The police dispersed everyone at the party and served the main resident of the home with a Summary Offence Ticket for Failing to comply with direction, order or requirement made under the Act/regulations under Section 23(b) of the Emergency Management Act. The violation can impose a fine of \$697.50.

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

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

Kings District RCMP arrested four impaired drivers over the weekend in Kings County.

On October 10, at 4:40 p.m., RCMP members were conducting ATV patrols on South St. in Berwick and attempted to stop an ATV which initially failed to stop. The driver showed signs of impairment and was arrested without incident. The 23-year-old driver is facing charges of Impaired Operation of a Conveyance, Refusal of the Breath Demand and Flight from Police. He is scheduled to appear in Kentville Provincial Court on December 22.

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On October 11 at 8:10 p.m., RCMP responded to a 911 call on Marshall Rd. in Kingston of a possible impaired driver who side swiped another car and left the scene. RCMP patrolled the area, located the vehicle and arrested the driver without incident. The 19-year-old man showed signs of impairment and was transported to Kingston Detachment where he provided breath samples more than three times the legal limit. He was held in custody until sober and then released. He is facing charges of Impaired Operation of a Conveyance, Operating a Conveyance with a Blood Alcohol Concentration Over 80 mg%, Dangerous Operation of a Motor Vehicle and Fail to remain at an Accident. He is schedule to appear in Kentville Provincial Court on December 22.

On October 12 at 12:20 a.m., RCMP were called to a possible impaired driver who almost hit other cars on Commercial St. in New Minas. The car was located and members activated their emergency equipment but the car didn't stop right away. Once it stopped, the 50-year-old male driver was arrested without incident for impaired driving as he was displaying signs of impairment. He was transported to the New Minas Detachment for breath samples and he was later released. He is facing charges of Impaired Operation of a Conveyance and Operating a Conveyance with a Blood Alcohol Concentration Over 80 mg%. He is schedule to appear in Kentville Provincial Court on December 22.

On October 13, at 2:25 a.m., RCMP responded to a call of a possible impaired driver swerving on Hwy. 101 in Wolfville Ridge. Members located the vehicle and did not stop right away and then pulled into a driveway. The 56-year-old male driver, who showed signs of impairment, was arrested without incident. He was transported to the detachment for breath samples and later released. He is facing charges of Impaired Operation of a Conveyance and Refusal of the Breath Demand. He is scheduled to appear in Kentville Provincial Court on December 8.

The RCMP would like to thank the individuals who called in to the police with information about these drivers. Anyone who has concerns about a driver's ability to safely operate a vehicle is asked to call the RCMP,

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anywhere in Nova Scotia, at 1-800-803-RCMP (7267). If it's an emergency, call 911.

Kings District RCMP have charged a number of individuals over the homecoming weekend in the Town of Wolfville. Police continue to provide enforcement to address ongoing concerns related to partying, noise, liquor and Health Protection Act violations.

On October 15, Kings District RCMP responded to a call about a large gathering on Prospect St. and charged five adults under Section 23(b) of the Emergency Management Act for failing to comply with direction, order or requirement. The fine amount is \$697.50. One of the individuals is also facing a charge for occupier allowing or permitting activity prohibited by subsection 4(4) in dwelling unit. This charge is Section 4(5) in the Wolfville Prevention of Excessive Noise By-law and carries a \$352.50 fine.

On October 16 and 17, Kings District RCMP issued 14 Summary Offence Tickets under the Provincial Liquor Control Act for Illegal Possession of Liquor under Section 78(2). Three adults from Nova Scotia also received fines under the Provincial Health Act, two under section 23(a) of the Emergency Management Act for failing to comply with the Act/any regulations which has a fine of \$582.50 and one under Section 71(1)(b) of the Health Protection Act for failing to comply with Part I of Act or Regulations, a fine of \$1,000.

Kings District RCMP is reminding everyone to follow all Public Health orders, Provincial legislation and Town bylaws. We all need to do our part to reduce the spread of COVID-19. The RCMP thanks Nova Scotians for their continued support and to the vast majority who are adhering to the directives outlined by the provincial government. For more information, visit: <https://novascotia.ca/coronavirus/>.

Kings District had a busy weekend keeping Kings County community roadways safe from Impaired Drivers. Kings District RCMP took 3 Impaired drivers off the road between Friday October 16<sup>th</sup> and Sunday October 18<sup>th</sup>.

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On Friday October 16, just before midnight, Kingston and Annapolis RCMP members conducted a checkpoint on Highway 201 near Greenwood. A motorist displaying signs of impairment was investigated and subsequently arrested for Impaired Driving. The driver was transported to the Kingston RCMP office. The driver provided breath samples where they were found to be over the legal limit. A 21-year old Greenwood man will appear in Kentville Provincial Court on December 22<sup>nd</sup> to face charges of Impaired Operation of a Conveyance and Operation of a Conveyance over 80mg/%.

Just after midnight on October 17, New Minas members successfully located a vehicle on Belcher Street near Port Williams that had been reported to have left a drinking establishment in Wolfville. The driver was reported possibly impaired. Members investigated the driver who displayed signs of impairment. The driver was transported to New Minas RCMP Office where they provided breath samples. A 41-year-old male from Berwick has been charged with Impaired Operation of a Conveyance and will appear in Kentville Provincial Court on December 8<sup>th</sup>, 2020.

On October 18 at around 4 p.m., Kingston RCMP were conducting a checkpoint on Main Street in Berwick. A Kingston RCMP member detected a very strong odour of freshly burnt marijuana coming from the vehicle operators truck. The driver provided tests at roadside where it was determined they were impaired. The driver of the vehicle was then transported to Kingston RCMP officer where a further DRE (Drug Recognition Expert) investigation was conducted. A 63-year-old South Williamston man has been charged with and will appear in Kentville Provincial Court at a later date.

The RCMP would like to thank the individuals who called in to the police with information about these drivers. Anyone who has concerns about a driver's ability to safely operate a vehicle is asked to call the RCMP at 1-800-803-RCMP (7267). If it's an emergency, call 911.

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**20201542673** – A 41-year-old man from Kentville has been charged with Stunting after driving 53 km/hr over the speed limit: 153 km/hr in a 100 km/hr zone.

On October 18<sup>th</sup> just before 10:00 pm, a member of Kings District RCMP on Hwy. 101 spotted a car travelling at a high rate of speed. The officer activated the radar and measured the speed at 153 km/hr in a 100 km/hr zone, 53 km/hr over the speed limit. The officer stopped the car and charged the man with Stunting under the Nova Scotia Motor Vehicle Act. The fine for stunting in Nova Scotia is \$2,422.50.

**20201561687** – A 27-year-old man from Waterville has been charged with Stunting after driving 51 km/hr over the speed limit: 151 km/hr in a 100 km/hr zone.

On October 22<sup>nd</sup> at approximately 3:35 p.m., a member of Kings District RCMP on Hwy. 101 spotted a car travelling at a high rate of speed. The officer activated the radar and measured the speed at 151 km/hr in a 100 km/hr zone, 51 km/hr over the speed limit. The officer stopped the car and charged the man with Stunting under the Nova Scotia Motor Vehicle Act. The fine for stunting in Nova Scotia is \$2,422.50. Further investigation revealed the driver was operating the vehicle without registration. Under the Nova Scotia's Vehicle Act operating a motor vehicle without registration holds a \$295.00 fine.

Speed is one of the major causes of serious injury and fatal collisions on our roads. Road safety is a priority for the RCMP and drivers are reminded to make it their priority as well. If you see someone driving unsafely on our roads, please report it by calling the RCMP at 1-800-803-RCMP (7267). If you believe it is an emergency, call 911.

**20201465230** – Nova Scotia RCMP has charged four people with drug-related offences following a traffic stop in Kings County.

On October 26, Kings District Street Crime Enforcement Unit (SCEU), with assistance from Kings District RCMP members, conducted a traffic stop on

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Hwy. 1 near Avonport. As a result, officers seized a quantity of cocaine and cash. The driver of the vehicle and two passengers were arrested. As part of the investigation, police searched a home in New Minas where one individual was arrested and a large amount of cocaine, cash, ecstasy, opium, cannabis and drug paraphernalia was seized.

A 23, 28 and 40-year-old male of New Minas, and 23-year-old female of Canning are facing the following charges:

- Possession for the Purpose of Trafficking Cocaine
- Possession for the Purpose of Trafficking MDMA (Ecstasy)
- Possession for the Purpose of Distributing Cannabis

All individuals have been released on conditions and are scheduled to appear in Kentville Provincial Court on December 22.

The investigation is ongoing.

**20201575864** – Kings District RCMP arrested four impaired drivers over the past four days in Kings County.

On October 25<sup>th</sup> around 1pm, Kings District RCMP responded to a suspicious vehicle at White Rock Pond, off Deep Hollow Road, in White Rock, Kings County. When police arrived they observed a vehicle partially in the ditch and the driver attempting to control a canoe. Police detected a strong odor of alcohol and arrested the driver for impaired driving. The driver was taken to New Minas Office where their breath samples were more than double the legal limit. A 30-year old Port Williams man will appear in Kentville Provincial Court on December 22<sup>nd</sup> to face charges of Impaired Operation of a Conveyance and Operation of a Conveyance Over 80 mg %.

On October 25<sup>th</sup> just after 7:00pm Kings District RCMP responded to a call of a single vehicle collision near North's Corner, on 358 Highway. Kings District RCMP located the driver and the vehicle on its roof. The driver displayed signs of impairment and was arrested for impaired driving. The

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driver was transported to New Minas officer where they provided samples of their breath which were over the legal limit. A 22-year-old Canning man will appear in Kentville Provincial Court on December 22 to face charges of Impaired Operation of a Conveyance and Operation of a Conveyance Over 80 mg %.

On October 25<sup>th</sup> at 8:00pm Kings District RCMP members responded to a call of a driver unresponsive in a parked car on Front Street in Wolfville, Kings County. Police located the driver in the vehicle who displayed signs of impairment. The driver was arrested for Impaired driving. A large amount of cash and cocaine were also seized at the scene. The driver was taken to New Minas Office where they provided samples of their breath which were over the legal limit. A 22-year-old Hammonds Plains man will appear in Kentville Provincial Court on December 22 to face charges of Impaired Operation of a Conveyance and Operation of a Conveyance Over 80 mg % and Possession for the Purpose of Trafficking (Cocaine).

On October 26<sup>th</sup> around 4:30 pm Kings District RCMP investigated a collision on Prospect Road, New Minas. One of the drivers displayed signs of impairment. A trained DRE (Drug Recognition Expert) conducted an investigation which lead to the driver being arrested for Impaired driving. The driver was transported to the New Minas RCMP Office where a further investigation was completed by DRE (Drug Recognition Expert). A 27-year-old Kentville women will appear in Kentville Provincial court at a later date to face charges of Operation of a Conveyance while impaired by drug. The RCMP would like to thank the individuals who called in to the police with information about these drivers. Anyone who has concerns about a driver's ability to safely operate a vehicle is asked to call the RCMP, anywhere in Nova Scotia, at 1-800-803-RCMP (7267). If it's an emergency, call 911.



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**TOWN OF BERWICK  
REPORT TO THE COUNCIL**

**From:** Brittany Brydon ALC

**Date:** Nov 16th 2020

**Subject:** Monthly ALC Report

**1) JOSH Committee**

- Inspections for facilities were to be completed this month
- Standing meeting was set to help Tim finish the CORE certification he has been so close to achieving for the Town – would be great to have an info session with all town staff to share what has been done to date and what is needed to reach this certification.

**2) Visitors Center and Apple Capital Museum-**

- Exploring the Locomotion Project potential with Middleton Railway Museum and AVTC at the site of the Berwick Trail Head. See attached **memo**

**3) Meetings**

- Measuring What Matters Webinar
- VACC great presentation on landowner liability
- Engage NS presentation on NS Quality of Life
- Opportunity to engage Girl Guide Pathfinders groups on active living opportunities within the town and region mid-November
- CORAH Partnership project – Senior healthy aging program to be held at Carols Place in the works
- Valley Rec orientation to new Windsor West Hants Rec facility upcoming

**4) Trails Committee**

- DL&F came to look at Bank Den, deemed okay and no risk to trail collapse. Beavers are back though
- Meeting with Eden Valley Nov 23<sup>rd</sup> to pursue joint trail opportunities.

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**5) Internal (ALC)**

- Plant Drive for Garden Project was okay- plan for spring one also
- Complete more regular check-ins and follow-up with MPAL agreement stakeholders (CCH and CHB) to attend to their needs while in this role
- Keep up with the role of finance tracking for the Recreation and Community Development department – as now Taylor and I are working

together to complete the receipt approvals.

- Services list for budget discussions
- How to engage in Citizens/ residents- citizen survey is under way – perhaps we could add to that by have meetings recorded or broadcasted-

**6) Fitness Center**

- Monitoring new staffing schedule
- Preparing Marketing Plan for Year ahead

**7) Accessibility**

- An Accessibility committee binder is being created to help guide Town of Berwick into the planning to meet the NS Legislation for the accessibility directorate by 2031.

**8) Grants**

- Continuing to move forward with successful grants this year- thanks to committee supports and direction.
- Looking ahead to final reports and planning for next year in big access grants for planning and budgeting purposes with finance team
- Will be sourcing only grants based on more than 40/100 worth of spending to compensate on time spent on reporting process

**9) Website**

- New Council Section and Councillor pages need to be added
- Events need to be posted and reviewed monthly at minimum



**TOWN OF BERWICK  
REPORT TO COUNCIL**

**From:** Taylor Boylan, Recreation Coordinator

**Date:** November 13, 2020

**Subject:** Monthly Recreation Coordinator Report

**1) Meetings & Webinars**

- RNS Webinar
- Christmas Committee – C.Pineo, M.Payne
- Weekly check-ins with M.Payne and B.Brydon
- Community Chat - WKCHB
- Student grant discussion with members of Berwick Gala Days Committee

**2) After School Program**

- Received \$11,589.00 in restricted funding from Jumpstart's Sport Relief Fund for this program
- Program hours reduced to 2:05 - 5:00 PM to better allow for staff preparation and meet the needs of the program at this time

**3) Facility Rentals**

- Continuing to work on plans and procedures for Covid-19 restrictions. New guidelines for facility use were posted in the gymnasium and distributed to all user groups.

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

- November 27, 6:15 PM is the Virtual Tree Lighting Ceremony. This will be livestreamed on Facebook and linked on our website. We will countdown at 6:29 PM and encourage residents to turn their lights on with us, from their home or business. **Council, staff and families are invited but the event is closed to the public.**
- We have challenged the Berwick District area to a Christmas Light Fight! On December 13<sup>th</sup>, the "district" (North, South and Town) will compete to see who has the most, and brightest, Christmas lights. There will also be a home decorating contest.
- December 12, 2 PM is the Santa Float By when Santa Bil will visit residential streets on the Town float
- Costumed characters will be visiting the Town of Berwick on Fridays and Saturdays throughout the next month.
- Family Scavenger Hunt, similar to the Halloween Scavenger Hunt taking place December 3<sup>rd</sup> (**date to be confirmed – based on school inservices**)
- Social media campaigns and business promotions on-going through the season.

**5) Miscellaneous**

- First Aid upcoming
- Have had some technical difficulties with the electronic sign but those have been resolved
- Distributed prizes for the Halloween contests, well received and good uptake from the community

## *Berwick Fitness Centre Committee of the Whole Report – November 2020*

### **Membership –**

- Membership currently is sitting at 641 (previously reported 611 in October).
- 3-month membership options continue to be a favourite, and we are seeing more and more new and existing members taking advantage of it.

### **High Traffic Times –**

- High traffic times are early-mid mornings, late afternoons and evenings.
- Averaging 50 visits a day, with 717 visits so far for the month of November.

### **Current classes offered –**

- Currently there are no group classes or programs being offered at this time. With the uptick in Covid-19 cases, there has been a lot of hesitancy to start up a group class option.
- Additionally, the multipurpose room area is currently being used to store extra equipment as well as rink furniture.

### **Personal Training –**

- Alison has expressed interest in training some clients after the holidays, once her new schedule is more solid.
- Kelsey has also expressed interest in training clients and has a consultation with a potential client this week.

### **Current promotions –**

- 5-punch passes are being handed out as trials to gain new members; with hockey season kicking back in attendants can take advantage and hand out some free passes to spectators.
- Black Friday sale from Nov. 27-29<sup>th</sup>, Save the tax on any membership (excluding corporate rates).
- Have reached out to multiple businesses regarding corporate rates, and have received some responses for more information, additional information was provided.

## Committee of the Whole Report

### Public Works Department.

November 16, 2020, 2020,

- Public Works is working hard to make sure the machinery is ready for winter weather, with the old machinery this makes it more challenging for the team to get parts because of Covid-19.
- The team has finished the brush pick up except for the trees that Berwick Electric and Public Works need to trim or cut down.
- I have ordered the first two loads of salt for the season this will be 70,000 kgs.
- The beavers are still causing issues on the trail in two places; I am hoping that we can find the money to move them out very soon. I am afraid of a wash out and someone getting injured.
- The team has finished the new sidewalk on Bezanson Drive and we will keep an eye on any water problems that may have to be fixed, trying to blend the old with the new. I would like to say that we are thanked everyday by the citizens of Berwick for a job well done on this sidewalk.
- The team is picking up bagged leaves every day, and has found a home for them.
- Team members have been hard at work changing out old traffic signs and installing new warning signs for crosswalks and installing new florescent tape on the posts to make them more visible for drivers to see.
- Public Works is going to be doing a few storm drainage piping jobs before winter, this is cost shared between the home owner and the Town. This helps the home owner from trying to keep the ditches clean and mowed, and helps us in reduced maintenance cost.
- The WWTP went through an audit with the Department of Environment two weeks ago; we have been having issues meeting our compliance numbers related to excess algae. We are working with our engineers, Dillion Consulting out of Halifax to get this under control. The Department of Environment will be issuing the Town a directive to move on getting this problem under control.
- The Team has been out with the mobile generator testing our pump stations before winter.
- I would like to invite any of the Councilors to come down to Public Works Department to look around and ask questions to learn more about what we do, plus how the waste water system works.
- Public works has been working on a rebuild of the drum screens with a contractor that is now complete, and we have changed the way we remove solids from the drum. We did away with an expensive system that is very hard to maintain, to a simple no cost way to remove the solids.
- We are always trying to reduce costs in our operations.
- The Christmas decorations will be going up the 23<sup>rd</sup>. and the 24<sup>th</sup> of November, and the Christmas trees are to follow.

Tim Harding, Director



**TOWN OF BERWICK  
REPORT TO THE COUNCIL**

**From:** Karen Peckford, Director of Finance

**Date:** November 13, 2020

**Subject:** Monthly Finance Report

**6) Accounts Receivable**

**Property Taxes**

- Outstanding balance of \$274K at November 10.
- 6 payment arrangement agreements were issued to residents who qualified for tax sale at March 31, 2020. One account has been paid in full, and three agreements have been returned.
- 5 residents will qualify for tax sale if their balances are not paid off by March 31, 2021.
- 6 residents are two years in arrears. I will be sending them letters to sign them up for a payment plan.

**Electric**

- 8 disconnection notices were issued on November 13. The accounts will be disconnected if a payment is not received by November 20.

**PACE**

- Outstanding balance of \$310K.
- PACE accounts have been reconciled, 4 accounts have not been remitting payments, and 6 accounts need to increase their payments to pay off the balance by the end of their terms.

**7) Fiscal 2019 Financial Condition Indicators Report**

- See attached.

**8) Director of Finance**

- Continued work on improving efficiencies of finance processes:
  - Automating incoming deposits and outgoing payments.
  - "E-Send" option for billing mail outs.
  - Recording of cash receipts and bank reconciliations.
- Commencing F2022 budget preparations, first staff meeting on November 16.
- Met with mentor Bruce Purchase on November 13 as part of the Municipal Finance Corporation's Director of Finance Mentorship Program. I have one more meeting with him on November 20.
- Upcoming training sessions:
  - AMANS Covering Your Assets Webinar (2 part)
  - AMANS Finance for Elected Officials Webinar (3 part)

## ***Monthly Report to Committee of the Whole***

**Michael Payne, Chief Administrative Officer**

**2020 Nov 24**

### Attended the following meetings / events:

- Valley REN Regional Economic Recovery Taskforce (weekly)
- Berwick Electric Board Meeting
- AREA management team weekly telecons and exploration of solar gardens, EV chargers and branding of utilities
- Weekly municipal election planning sessions with the Returning Officer and Assistant
- Trails Committee Meeting
- Annual Red Ribbon campaign launch against impaired driving with Mayor Clarke
  
- Met with engineers of Dillon Consulting and officials of Nova Scotia Environment re certification of our Waste Water Treatment Plant. Standard recertification efforts underway and briefing of new DOE officials in that role.
  
- Met with Meg Cuming, Department of CC&H to chat about our Municipal Physical Activity Leader (MPAL) Coordinator and Active Living Programs funded by the Department and WKMHS. She and the Town are pleased with the direction of the programs.
  
- Ongoing discussions with Kings Region CAO's about our Intermunicipal Service Agreements and partnerships re Kings Transit, Valley Waste, Valley Community Fibre Network Authority, IT Services, Building Inspections, and Fire Inspections.
  
- Led meetings of staff and networked with the business community re the Town's plans to celebrate the upcoming Christmas season and promote the local business community.
  
- Met with Sgt. Kelly of RCMP to discuss the police report for October; no undue criminal concerns. Traffic enforcement initiatives continue to be a high priority. There were sixteen dedicated traffic enforcement initiatives for the month with a majority targeting Main Street. Forty five (45) traffic violations were identified with five (5) additional traffic violations in the vicinity of Town on Highways 1 and 101. Some foot patrols were included in the 484 patrols of Town during the month.

### Priorities for the next month

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

## REPORT TO COUNCIL

**From:** Karen Peckford, Director of Finance  
**Copy:** Michael Payne, Chief Administrative Officer  
**Date:** November 16, 2020  
**Subject:** Department of Municipal Affairs and Housing Municipal Profile and Financial Condition Indicators 2019

### **Summary:**

The Department of Municipal Affairs and Housing compiles a municipal indicators report annually. The report is based on the municipality's demographic statistics, audited financial statements, and the Financial Information Return that is filed annually in September. The report focuses on financial matters, administration of the municipality, and characteristics of the community. The report uses this information to create a snapshot to help community members better understand the municipality, its characteristics, and its financial risks. The 2019 report is attached.

### **Highlights:**

#### **1) Revenues**

- \$11.6 million consolidated revenue; \$4.7 million general operating revenue.
- 45% of the Town's consolidated revenue comes from the electric utility.
- 95% of the Town's consolidated revenue is generated from its own sources.
- 64% of the Town's operating revenue comes from property taxes.

#### **2) Expenses**

- \$11.5 million consolidated expenses; \$4.0 million general operating expenses.
- 44% of the Town's consolidated expenses come from the electric utility.
- 27% of the Town's operating expense comes from general government services.

### **Berwick Financial Condition Indicators:**

#### **1) Low Risk Indicators**

- **Reliance on a Single Business/Institution – 4.5%.** Based on Berwick's Uniform Assessment, the Town is not reliant on its largest commercial account, Eden Valley Poultry. However, the Town does collect approximately \$250,000 in annual property taxes from EVP, which accounts for approximately 7.9% of the Town's total taxation revenue.
- **Three year change in tax base – 5.8%.** The Town of Berwick's tax base is positioned to cover the cost of municipal services and programs. However, the Town's growth of 5.8% is just above the CPI % change of 5.2%, and has decreased from 17%-18% in 2016.

- **Residential tax effort – 3.9%.** In the Town of Berwick, 3.9% of the median household income is required to pay the average tax bill. This suggests that the Town has flexibility to increase property taxes if required, but increases could bring the Town into the moderate risk category.
- **Uncollected taxes – 3.7%.** The Town of Berwick is managing its tax collection. Despite this, the Town had to write off a \$21,000 tax account in F2020 that was not sold at tax sale. This account had been in arrears for more than 3 years, the maximum allowable time period as per the MGA.
- **5 year budget accuracy – 4 out of 5.** In 2019, the Town of Berwick's actual expenditures were 5.4% more than what was budgeted. However, the expenditure was within the revenue variance, so the Town was assessed as low risk. Over the last 5 years, the budget accuracy has been decreasing and is expected to be over the 5% variance again in F2020.
- **Debt Service – 9.2%.** The Town of Berwick uses 9.2% of its own source revenue to pay the interest and principal of long term debt. However, the debt service was only 6.4% in F2017, so capital spending funded by long term debt has significantly increased over the last 2 years with no corresponding increases in the Town's own source revenue.
- **Outstanding operating debt – 19.1%.** The Town of Berwick is carrying operating debt. Although the Town has been assessed as low risk, and the debt level falls within the allowances of the MGA, operating debt indicates that the Town requires debt to fund its operations. The average Town in Nova Scotia has an outstanding operating debt level of 2.6%.
- **Undepreciated assets – 54.9%.** The Town of Berwick's capital assets have 54.9% of their useful life remaining. Challenges with infrastructure are a significant risk for most municipalities, and asset management plans are designed to mitigate some of those risks and implement a robust plan for replacing infrastructure as required. Berwick does not currently have a formal asset management plan.
- **Reliance of government transfers – 8.6%.** The Town of Berwick receives 8.6% of its total revenue from government transfers, indicating that the majority of Berwick's revenues are from its own sources. However, for the last three years, Berwick has received a significant dividend from AREA (approximately 10% of the Town's operating revenue) which has reduced the reliance on government transfers. In F2021, the AREA dividend will begin to decrease, so Town's reliance on government transfers will begin to increase.
- **Deficits in the last 5 years – 0 out of 5.** The Town of Berwick has not had a deficit in 5 years, which indicates success in maintaining a balanced budget. However, this indicator is misleading because the Town has been drawing from its operating reserve to balance the operating fund (2017 - \$140,325, 2019 - \$68,541, 2020 - \$369,388).

## 2) Moderate Risk Indicators

- **Liquidity – 1.3.** The Town of Berwick has a cash flow problem. The Town has been using its operating overdraft to finance capital projects and fund the PACE program (\$350,000 and \$79,000 respectively in 2019), which has put a large strain on liquidity. The liquidity has deteriorated further in F2020 as the balances of capital financing grew to \$488,000 and PACE grew to \$345,000.

## 3) High Risk Indicators

- **Operating reserves – 7.8%.** The Town of Berwick has not set aside sufficient funds to help mitigate unforeseen risks or future needs. As mentioned above, the Town has been using the operating reserve to cover shortfalls in the operating fund, which includes the day to day activities of the Town. If the operating reserve is no longer adequate to cover the shortfalls, the Town will be at risk of running a deficit.
- **Combined reserve – 19.2%.** The Town of Berwick does not have sufficient reserves to address unexpected events or provide flexibility to address future projects. The Town's reserves are critical to its long-term sustainability.

**Berwick Compared to the Nova Scotia Town Average:**

	Town of Berwick	NS Town Average
<b>Base FCIs</b>		
Reliance on a Single Business/Institution	4.50%	6.70%
Three-Year Change in Tax Base	5.80%	4.50%
Residential Tax Effort	3.90%	3.80%
<b>Structure FCIs</b>		
Uncollected Taxes	3.70%	7.00%
5 Year Budget Accuracy	4 out of 5	4 out of 5
Operating Reserves	7.80%	15.20%
Debt Service	9.20%	7.60%
Outstanding Operating Debt	19.10%	2.60%
Undepreciated Assets	54.90%	52.20%
<b>Roof FCIs</b>		
Reliance on Government Transfers	8.60%	9.90%
Deficits in the Last 5 Years	0 out of 5	1 out of 5
Liquidity	1.3	2.2
Combined Reserves	19.20%	34.90%

Green = good  
 Yellow = neutral  
 Red = bad

**Conclusion:**

The overall Financial Conditions Index assessment for the Town of Berwick is low risk. Berwick is considered low risk for financial instability, particularly in regards to other towns in Nova Scotia. In total, 7 towns have been assessed as low risk, 11 towns have been assessed as moderate risk, and 8 towns have been assessed as high risk. However, based on the analysis presented, Berwick is facing financial challenges that have not been accurately reflected in this assessment, and it is important for the Town to keep these in mind during future planning and budget deliberations.



# Municipal Report

**Town of Berwick**

**Department of Municipal Affairs  
and Housing**

Municipal Profile and  
Financial Condition Indicators Results

2019

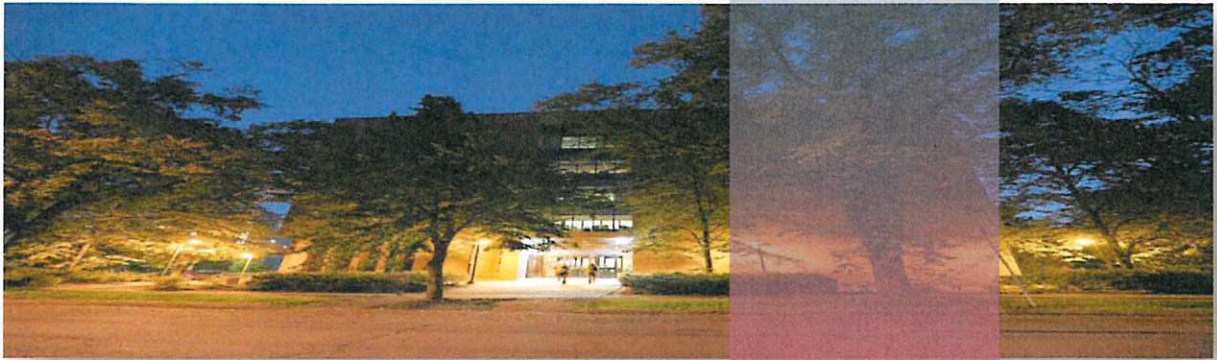
  
**NOVA SCOTIA**



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## Introduction

The Department of Municipal Affairs and Housing compiles municipal indicators on behalf of the Nova Scotia Government and Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

The snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.

# Chapter 1 - Highlights

## Municipal Highlights

### About the Municipality

Name: Town of Berwick  
County: Kings County  
Approximate size: 7 km<sup>2</sup>  
Number of dwellings: 1,102



Figure 1- Location of Municipality

### Population Highlights

Population 2016: 2,510  
Population 5-year trend: +2.3%  
County 5-year trend: 0.0%  
Demographic trend: Aging

Up to 19 Yrs.	17%
20 to 59 Yrs.	42%
Over 60 Yrs.	41%

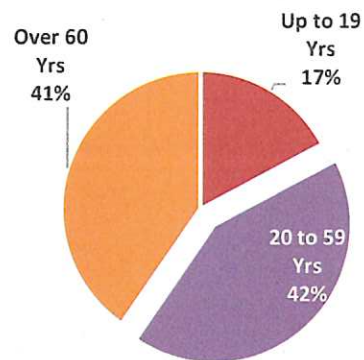


Figure 2 - Age Breakdown

## Financial Highlights

### Revenue

Total consolidated revenue:	\$11.6 million
Revenue generated from own revenue <sup>1</sup> :	95%
Total operating revenue:	\$4.7 million
Largest operating revenue:	64%
	Property taxes and payments in lieu of Taxes

### Expenses

Total consolidated expenses:	\$11.5 million
Total operating fund expenses:	\$4.0 million
Largest operating fund expense:	27%
	General government services

### Annual Surplus

Annual consolidated surplus(deficit):	\$114 thousand
Consolidated accumulated surplus (deficit):	\$12.4 million
Annual operating surplus (deficit):	\$0

### Debt

Total consolidated long-term debt:	\$17.5 million
Total general fund long-term debt:	\$3.5 million
Operating fund bank indebtedness:	\$664 thousand

---

<sup>1</sup> Consolidated revenue excluding government transfers

## Financial Condition Indicators Highlights

Overall Assessment Green (low risk)

The overall Financial Conditions Index assessment for the Town of Berwick is green (low risk). This means that, although the Municipality has a few challenges, it is considered low risk for fiscal instability.

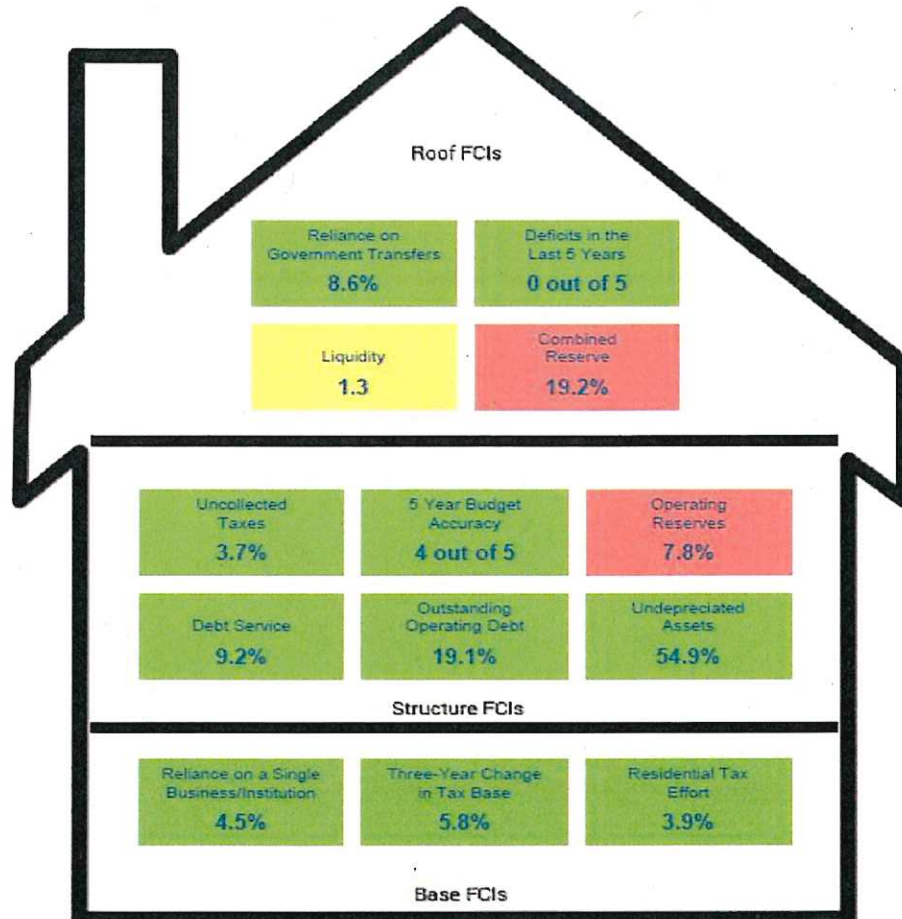
As shown in the House model below, Berwick's FCIs are comprised of:

Low risk (green): 10 indicators



























Moderate risk (yellow): 1 indicator

High risk (red): 2 indicators

Details on the individual FCI assessments and the Municipality's specific challenges are provided below. For more in-depth information, refer to Chapter 4.



## Two-Year Comparison of Financial Condition Indicators

BASE	2019	2018	+/-
3-year Change in Tax Base	 5.8%	 4.7%	1.1%
Reliance on a Single Business or Institution	 4.5%	 4.8%	-0.3%
Residential Tax Effort	 3.9%	 3.8%	0.0%
<b>STRUCTURE</b>			
Uncollected Taxes	 3.7%	 8.9%	-5.3%
5 Year Budget Accuracy	 4/5	 4/5	0
Operating Reserves	 7.8%	 8.0%	-0.3%
Debt Service	 9.2%	 6.9%	2.4%
Outstanding Operating Debt	 19.1%	 11.6%	7.5%
Undepreciated Assets	 54.9%	 55.5%	-0.7%
<b>ROOF</b>			
Deficits in the Last 5 Years	 0/5	 0/5	0
Liquidity	 1.3	 1.2	0.0
Reliance on Government Transfers	 8.6%	 8.8%	-0.2%
Combined Reserve	 19.2%	 23.6%	-4.4%



## Chapter 2 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.

## Municipal Composition

Name:	Town of Berwick
County:	Kings County
Government:	7 elected councillors (including the Mayor)
Geographic area:	7 km <sup>2</sup>
Number of dwellings:	1,102

## Population Trends

Population:	2,510
Provincial population:	0.3%
20-year trend:	Growing [supported by Figure 3 below]
Age trend:	Majority between 50-79 years of age [supported by Figure 4 below]

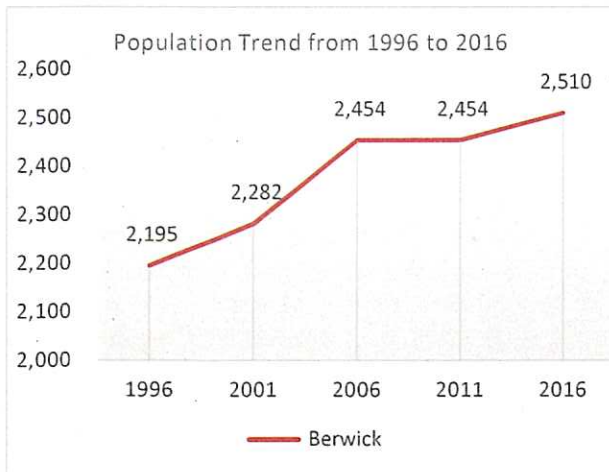


Figure 3– Population from 1996–2016. Source: Statistics Canada

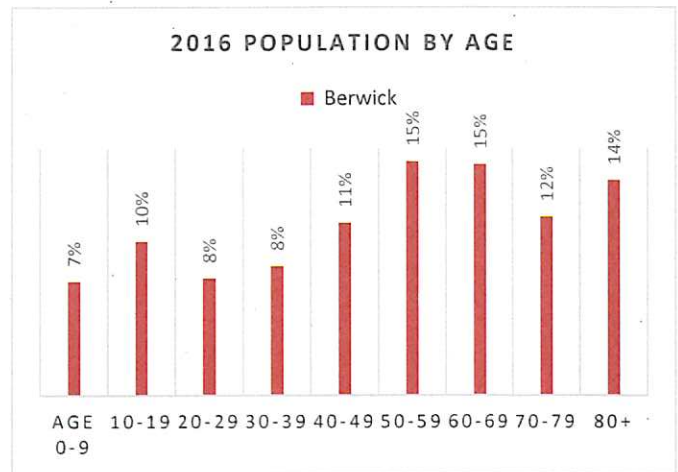


Figure 4- Population by Age, Source: Statistics Canada

Town of Berwick

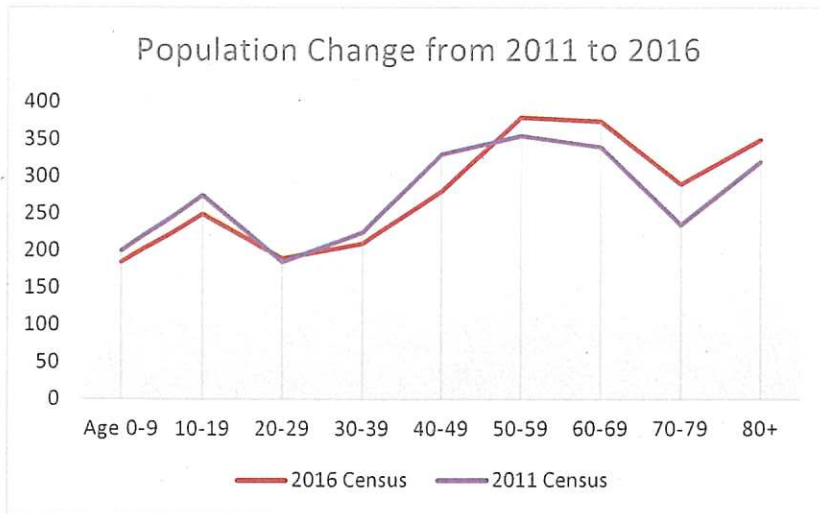
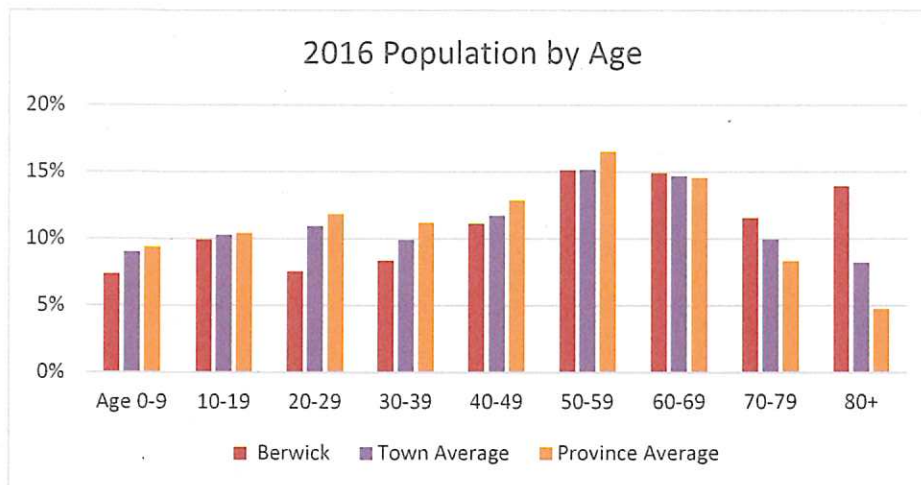


Figure 5- Population Age Change from 2011 to 2016. Source: Statistics Canada

According to the 2016 Census, the majority of Berwick's citizens are older than 50 years of age.



## Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force.

	<b>2016 Census</b>	<b>2011 Census</b>	<b>+/-</b>	<b>Town Average</b>
<b>Median Household Income</b>	\$51,413	\$39,674	\$11,739	\$48,934
<b>Employment Rate</b>	50.8%	48.4%	2.4%	48.3%
<b>Education Beyond High School</b>	59.3%	55.3%	4.0%	52.0%

Source: 2011 and 2016 Statistics Canada

**Median household income:** Berwick's median household income is higher than the provincial town average and has increased since 2011.

**Employment rate:** In a healthy economy, the employment rate is between 97% and 95%. The Town of Berwick's employment rate is above the provincial town average and it has increased.

**Education level:** Berwick's education level is higher than the provincial town average and it has increased since 2011.

## Chapter 3 - Financial Information

### General Overview:

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
  - Electric Utility
  - Alternative Resource Energy Authority (27%)

The Municipality's non-consolidated financial statements present only the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Water Operating Fund, Water Capital Fund, Non-operating Reserve Fund, and the Operating Reserve Fund. Non-consolidated financial statements are reconciled but not audited.<sup>2</sup>

### Financial Reporting Compliance:

Audited financial statements and financial information return submitted:	yes
Submission of financial information:	After deadline <sup>3</sup>
Financial statements include:	
Remuneration and Expenses for Elected Officials and CAO/Clerk Note:	yes
Unqualified Opinion:	yes
Quarterly Expenditure report posted online:	yes
Summary Expenditure Report submitted:	yes
Statement of Estimates and assessment information submitted:	yes

---

<sup>2</sup> Please be advised that, although the Department reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

<sup>3</sup> Annually, municipalities are required to submit their financial information by Sept 30<sup>th</sup>.

**Revenue:**

**\$11.6 M**  
2019 Consolidated Revenue

Total consolidated revenue:	\$11.6 million
Largest revenue:	45% Electric fund revenues
Revenue generated from own revenue <sup>4</sup> :	95%

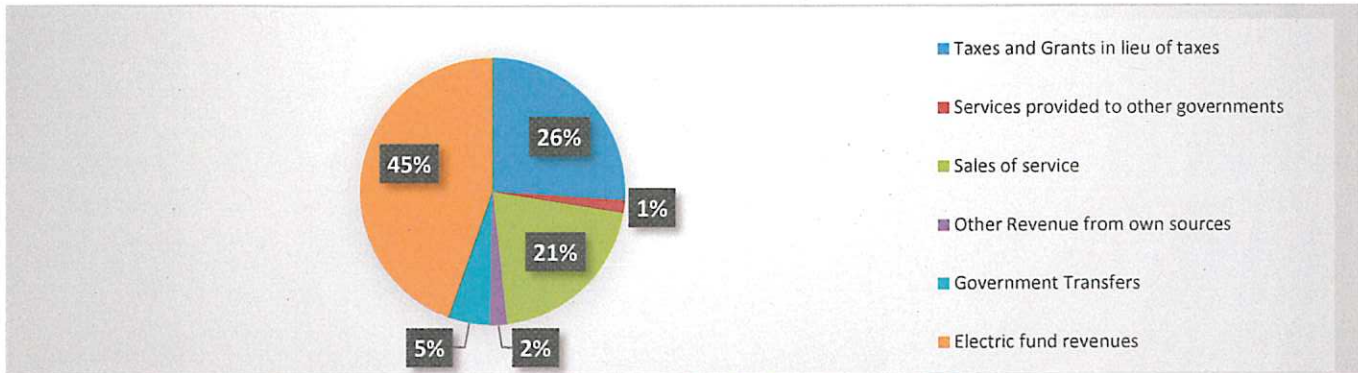


Figure 7- Consolidated Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality's revenue divided into six categories on a consolidated basis.

	Consolidated Revenue
Taxes and Grants in lieu of taxes	3.0 million
Services provided to other governments	0.2 million
Sales of service	2.4 million
Other Revenue from own sources	0.2 million
Government Transfers	0.6 million
Net income from government business enterprises	n/a
Water fund revenues	n/a
Electric fund revenues	5.2 million

<sup>4</sup> Consolidated revenue excluding government transfers

# \$4.7 M

## 2019 General Operating Revenue

Total operating revenue:	\$4.7 million
Largest revenue:	64% Property taxes and payments in lieu of taxes
Uncollected Taxes:	3.7%
Reliance on Government transfers	8.6%

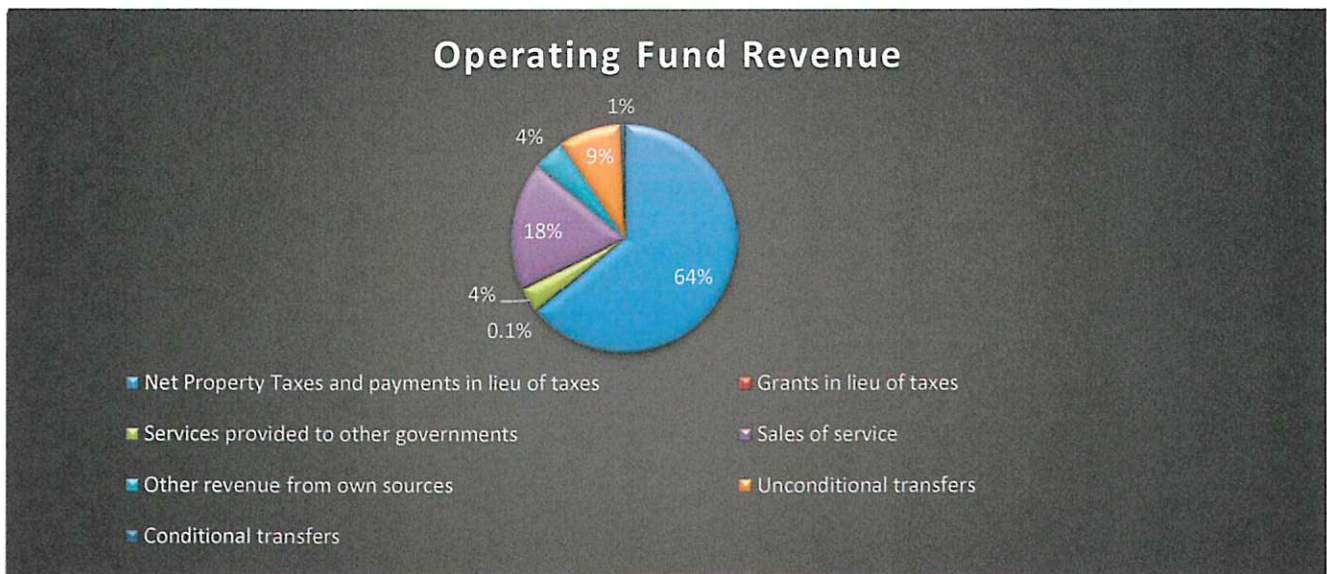


Figure 8 – General Operating Revenue Source: 2019 Financial Information Return (FIR)

The graph above and table below show the Municipality’s operating fund revenue divided into seven categories.

Net Property Taxes and payments in lieu of taxes	3.0 million
Grants in lieu of taxes	7 thousand
Services provided to other governments	0.2 million
Sales of service	0.9 million
Other revenue from own sources	0.2 million
Unconditional transfers from other governments	0.4 million
Conditional transfers from other governments	31 thousand

## Property Assessment Information

Since property taxes are a primary source of revenue for most municipalities, special emphasis has been placed on reviewing assessment trends.

Three-year change in uniform assessment <sup>5</sup> :	5.8%	growth keeps pace with the cost of living
Highest reliance on a single business or institution:	4.5%	not dependent (low risk)
Residential Tax Effort:	3.9%	has some flexibility (low risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's uniform assessment.

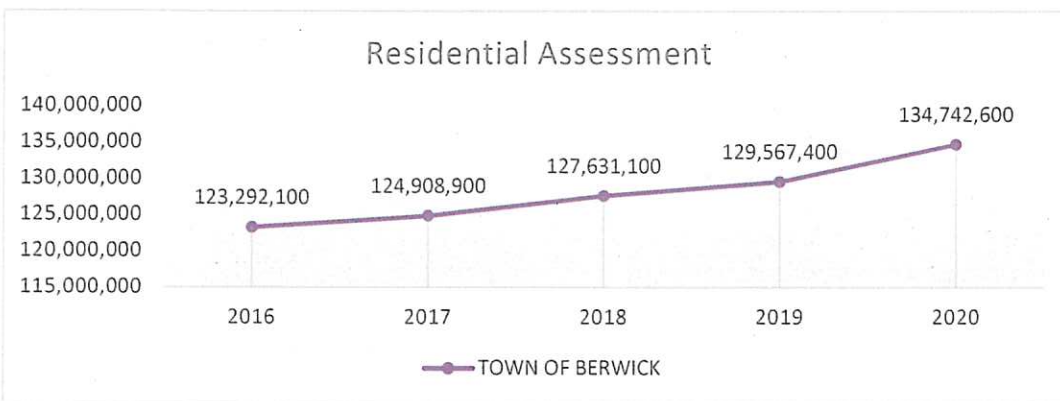


Figure 9- Residential assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

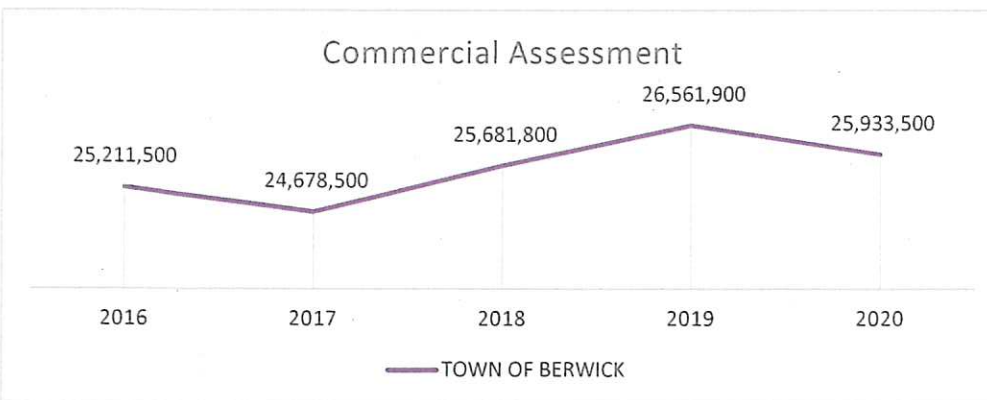


Figure 10- Commercial assessment value over the last five years. Source: 2015-2019 Statement of Estimates Assessment

<sup>5</sup> Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

**Expenses:**

**\$11.5 M**  
2019 Consolidated Expenses

Total consolidated expenses: \$11.5 million  
 Largest expense: 44%  
 Electric fund expenses

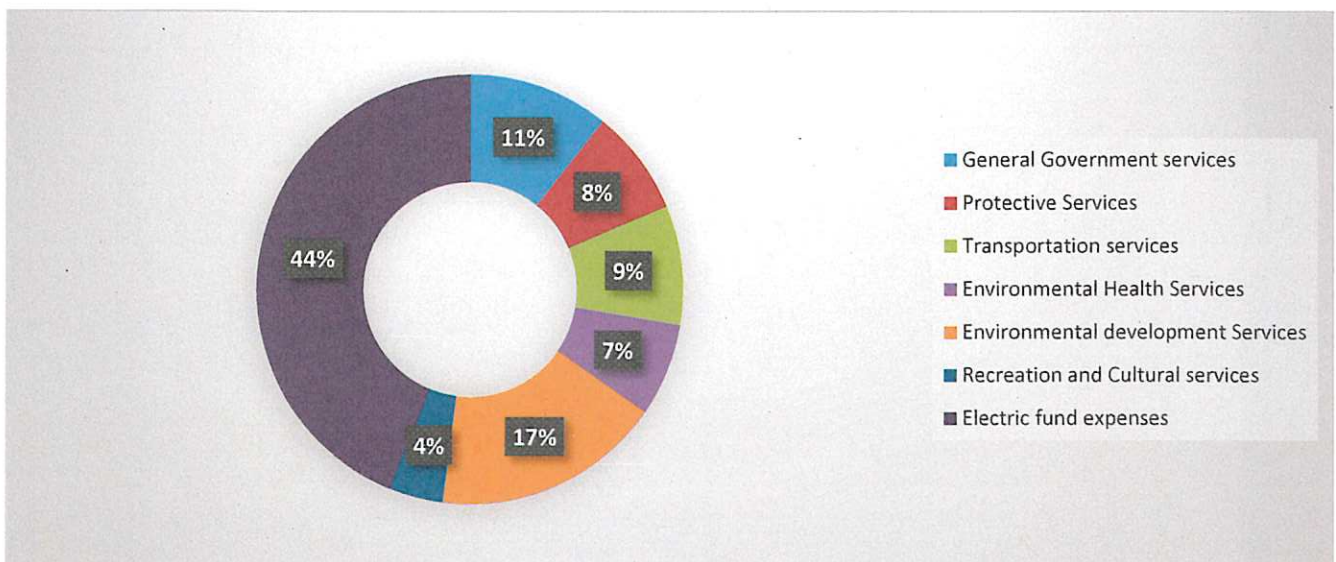


Figure 11- Consolidated Expenses Source: 2019 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into seven functions.

	Consolidated Expenses
General Government services	1.2 million
Protective Services	0.9 million
Transportation services	1.0 million
Environmental Health Services	0.8 million
Public Health Services	n/a
Environmental development Services	2.0 million
Recreation and Cultural services	0.5 million
Extraordinary or special items	n/a
Water expenses	n/a
Electric fund expenses	5.0 million

## \$4.0 M 2019 General Expenses

Total operating fund expenses: \$4.0 million  
 Largest operating fund expense: 27%  
 General government Services  
 Operating reserves as percentage of expenses: 7.8% (high risk)

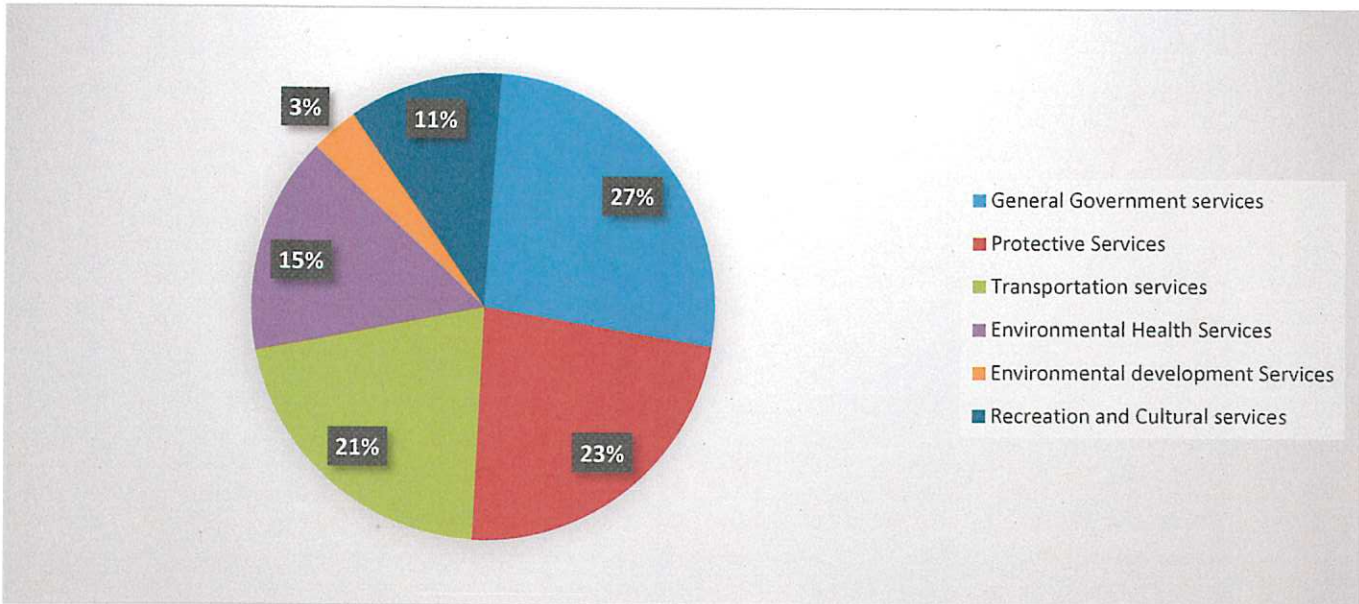


Figure 12- Operating General Fund Expenses. Source: 2019 Financial Information Return

As shown in the pie chart above, expenses for Berwick are comprised of:

General Government services	1.0 million
Protective Services	0.9 million
Transportation services	0.8 million
Environmental Health Services	0.6 million
Public Health Services	n/a
Environmental development Services	0.1 million
Recreation and Cultural services	0.4 million
Extraordinary or special items	n/a

The graph below shows the expenses by function for the municipal operations or General Operating Fund expenses compared to the provincial town average.

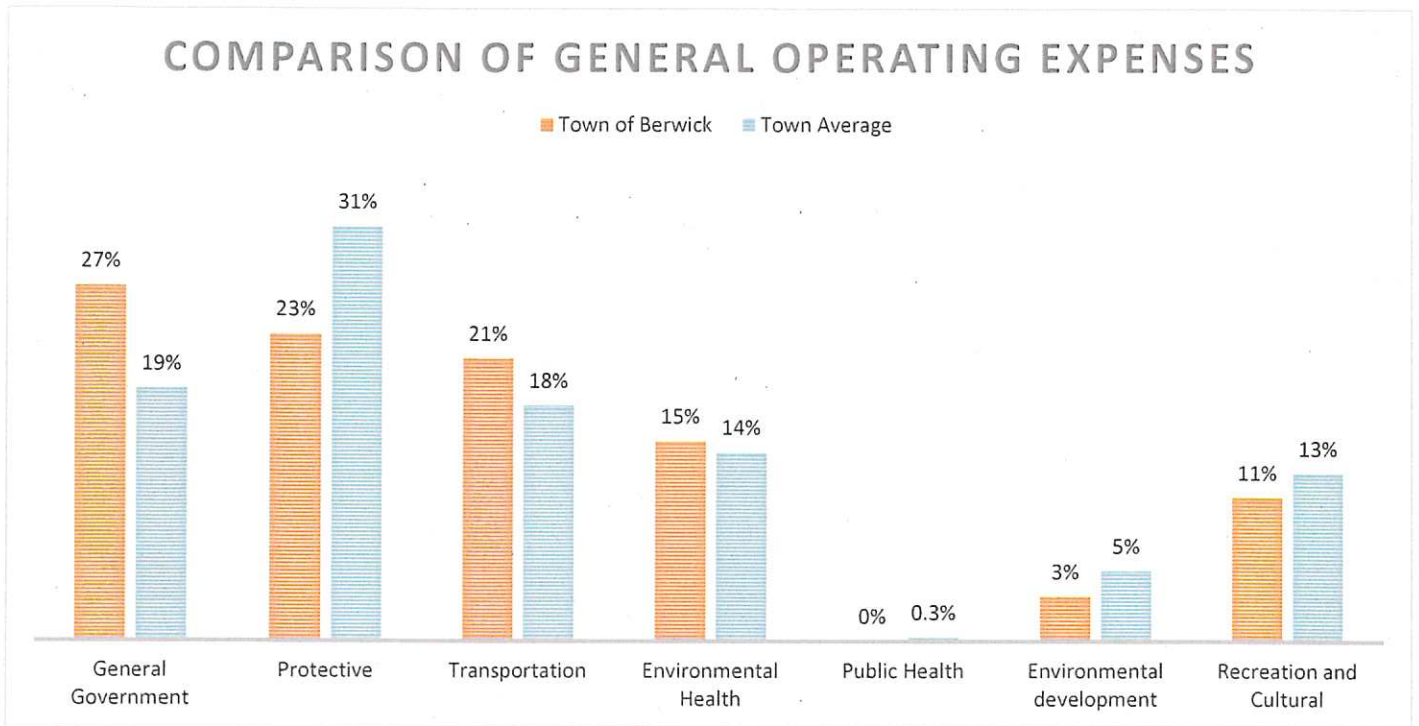


Figure 13 – Comparison of General Fund Expenses to Provincial Town Average. Source: 2019 Financial Information Return

## Accumulated Surplus (Deficit)

Annual Surplus: Revenue - expenses

Note: This amount is added to the accumulated surplus (deficit).

Total annual consolidated surplus(deficit):	\$114 thousand
Total consolidated accumulated surplus (deficit):	\$12.4 million
Total annual operating surplus (deficit):	\$0
Number of operating deficits in the last 5 years:	0

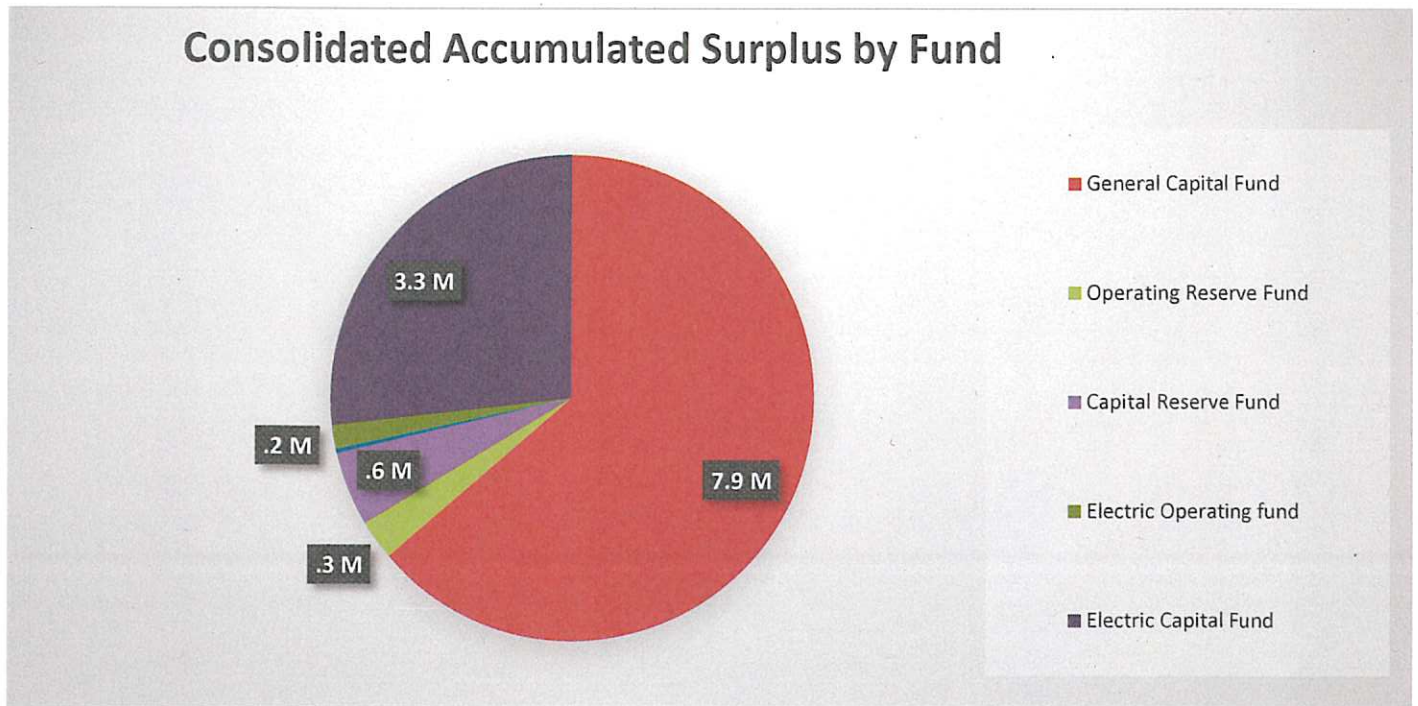


Figure 14- Consolidated Accumulated Surplus by Fund. Source: 2019 Financial Information Return

## Debt

Total consolidated long-term debt:	\$17.5 million
Total general fund long-term debt:	\$3.5 million
Debt Service Ratio:	9.2%
Operating fund bank indebtedness:	\$664 thousand
Outstanding operating debt as percentage of: Net Property Taxes/Payments in Lieu of Taxes, Grants in Lieu of Taxes, and Government Transfers	19.1%

## Chapter 4 - Financial Condition Indicators: House Model

The Financial Condition Indicators (FCIs)<sup>6</sup> condense multiple sources of information into a single visual g “House Model” graph. The House Model gives a quick visual of a municipality’s strengths and possible areas where a municipality may want to focus its attention.

### The Model:

The Model consists of 13 indicators organized into base, structure and roof, focusing on:

- roof: 4 key performance indicators;
- structure: 6 financial indicators that concern management and debt; and
- base: 3 indicators relating to internal and external factors that could impact the municipality’s revenue stream.

### Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (**yellow**); and
- high risk (**red**).

### Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 10–13 FCIs meets low risk threshold;
- Moderate risk (**yellow**): 8–9 FCIs meets low risk threshold; and
- High risk (**red**): 7 or less FCIs meets low risk threshold.

## Berwick's Overall Assessment

**Overall Assessment for:** Berwick

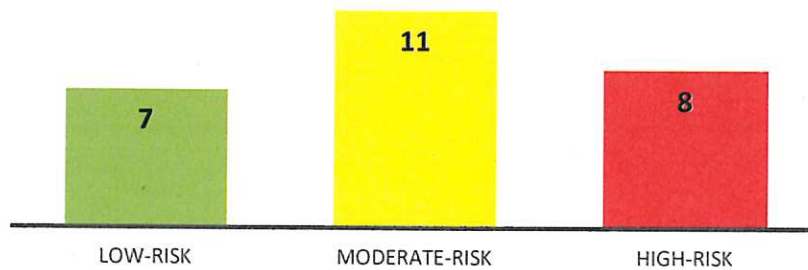
**Financial Condition:** **Low risk**

The overall Financial Conditions Index assessment for the Town of Berwick is green (low risk).

This means that, although the Municipality has a few challenges, it is considered low risk for fiscal instability.

**Comparison:** Majority of towns are at moderate risk (see chart below).

Summary of Towns Overall Results for 2018-2019



## Berwick's House Model

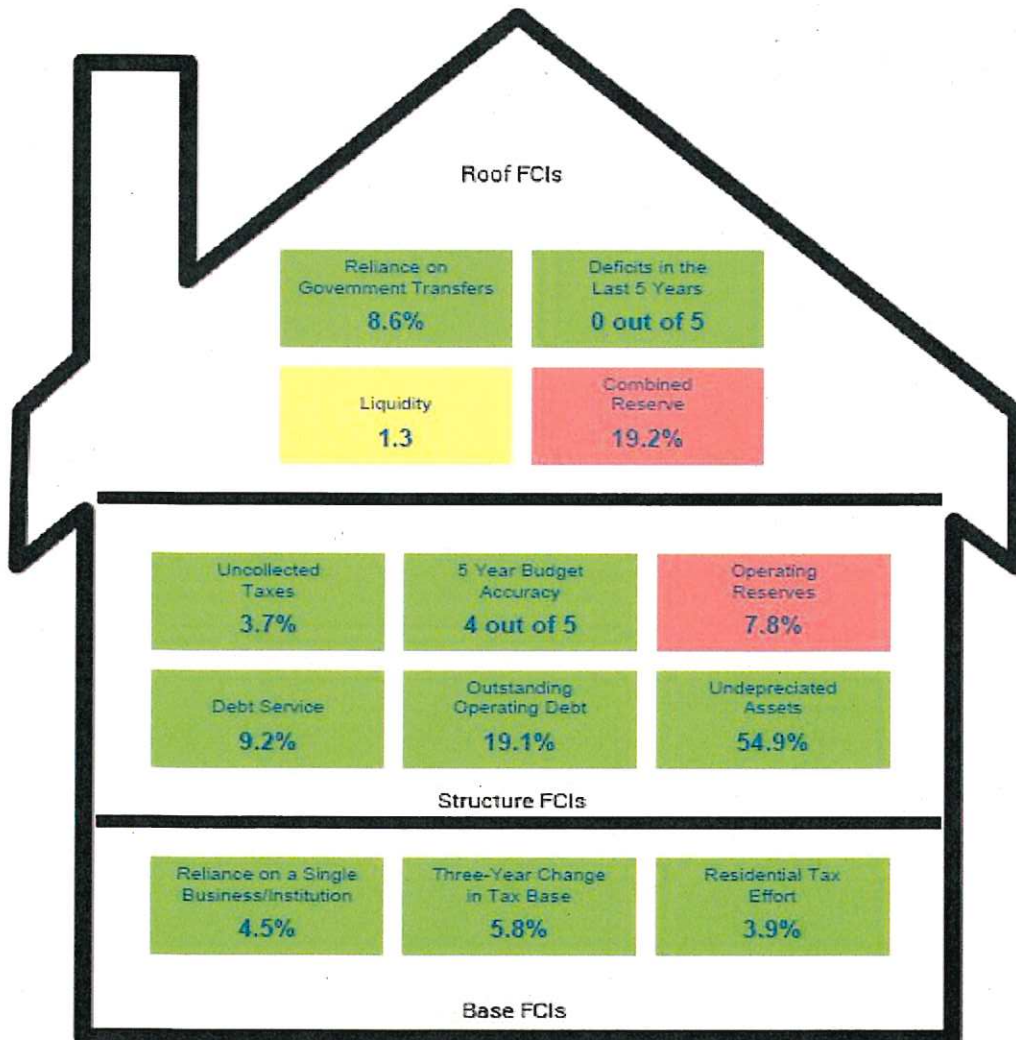
As shown in the House model below, Berwick's FCIs are comprised of:

**Low risk:** 10 indicators

**Moderate risk:** 1 indicators

**High risk:** 2 indicators

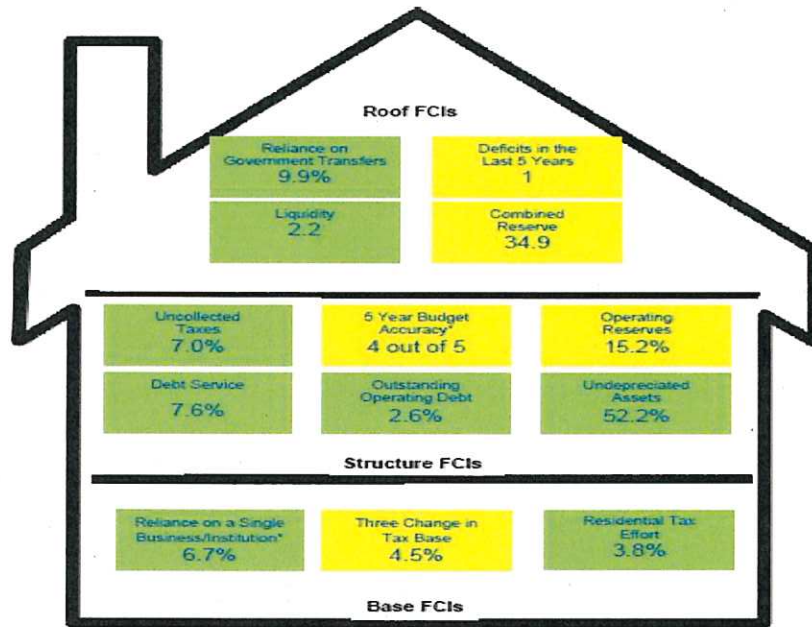
The House Model below provides details on the individual FCI assessments and the Municipality's specific challenges.



Please note FCIs are based on non-consolidated data.

### Town's Average House Model

The model below shows that, in general Nova Scotia's towns are experiencing challenges.



On average, the Towns' challenges are: Deficits;

Maintaining adequate reserves (combined and operating);

Budget accuracy; and

Three-year change in tax base is below the three-year change in the cost of living.

## The Base FCI Indicators

### Reliance on a Single Business or Institution

**2019 Results:** Low risk: 4.5%

The largest single commercial or institutional account is only 4.5% of the Municipality's total Uniform Assessment.

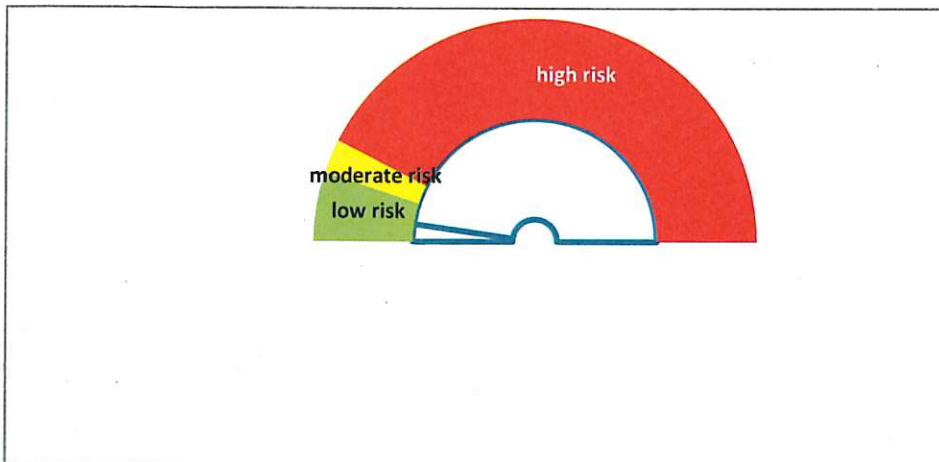
**What does it mean?** The Municipality is showing no vulnerability in this area.

The Municipality's tax base is not dependent on one single business or institution.

**Calculation:** 
$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform Assessment}} = 4.5\%$$

**Risk Thresholds:**

	Low: Less than 10%
	Moderate: 10% to 15%
	High: Greater than 15%



*Berwick's tachometer indicates 4.5%*

## Three-Year Change in Tax Base

**2019 Results:** Low risk: 5.8% growth

**What does it mean?** Growth is above the CPI % change of 5.2%.  
The municipality's tax base is strong to cover the cost of municipal services and programs.

**Calculation:** 
$$\frac{\text{Current Uniform Assessment} - \text{Uniform Assessment 3 Years Prior}}{\text{Uniform Assessment 3 Years Prior}} = 5.8\% \text{ growth}$$

### Risk Thresholds:

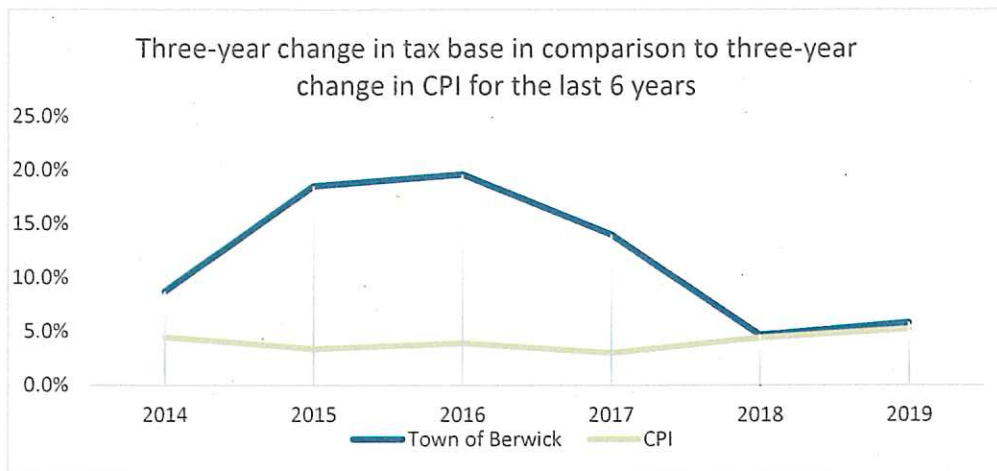
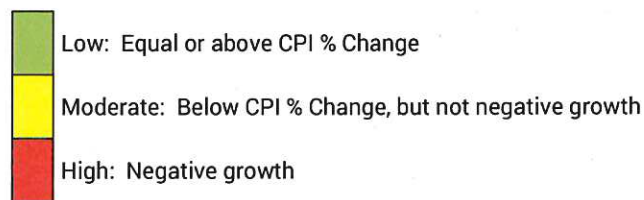


Figure 15- Three-year change in tax base as a comparison to CPI for the last six years, Source: Statement of Estimates Assessment and Statistics Canada.

## Residential Tax Effort

**2019 Results:**            **Low risk:** 3.9% of median household income is required to pay the average tax bill.

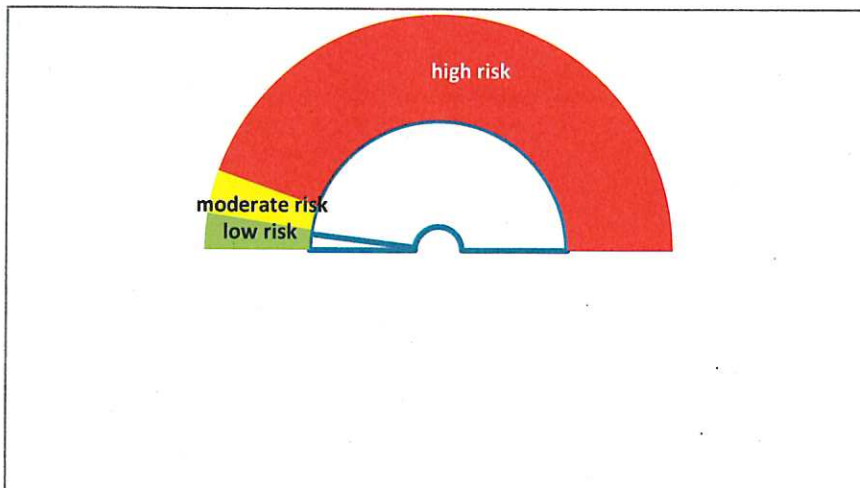
**What does it mean?**    The Municipality has some flexibility to increase the taxes, if required.

This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

**Calculation:**            
$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median Household Income}} = 3.9\%$$

**Risk Thresholds:**

	Low risk: less than 4%
	Moderate risk: 4–6%
	High risk: greater than 6%



*Berwick's tachometer indicates 3.9%.*





## Operating Reserve

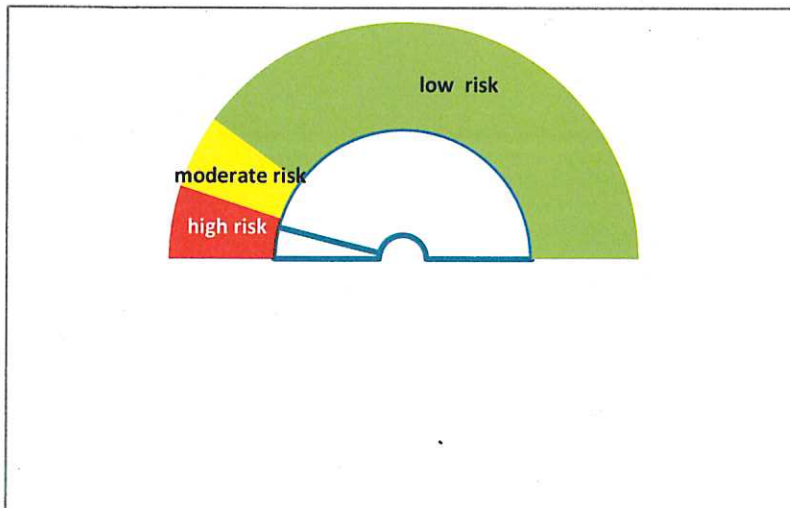
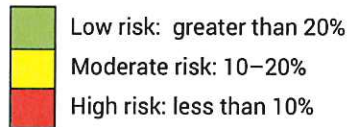
**2019 Results:** High risk: 7.8%

**What does it mean?** The Municipality has not set aside sufficient funds to help mitigate any unforeseen risks or future needs.

This indicator provides the value of funds set aside for planned future need, to smooth expenses or for unexpected expenses.

**Calculation:** 
$$\frac{\text{Total Operating Reserve Fund Balance}}{\text{Total Operating Expenditures}} = 7.8\%$$

**Risk Thresholds:**



*Berwick's Tachometer indicates 7.8%*

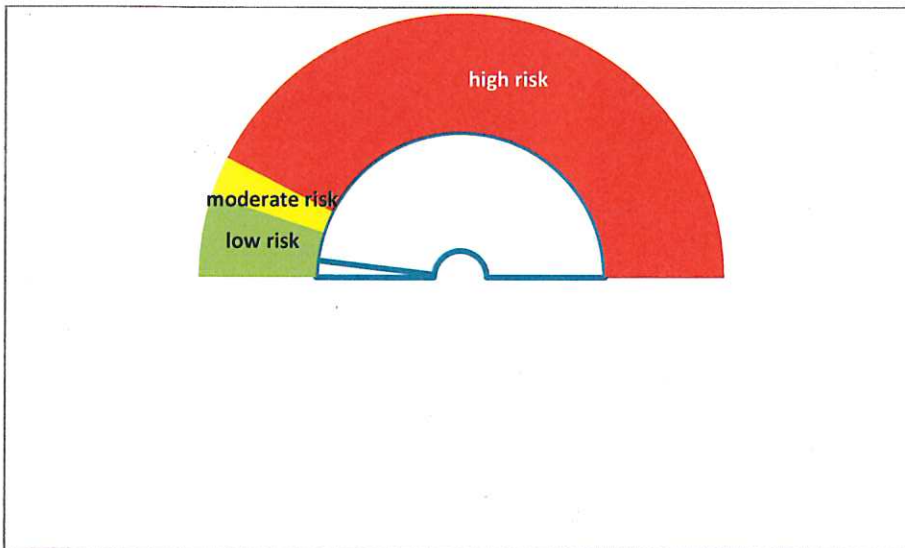
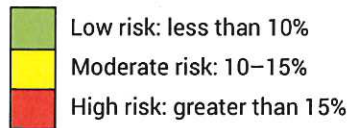
## Uncollected Taxes

**2019 Results:**            **Low risk: 3.7%**

**What does it mean?**    The Municipality is managing tax revenue collection.

**Calculation:**            Total Cumulative Uncollected Taxes    = 3.7%  
Total Taxes Billed in Current Fiscal Year

**Risk Thresholds:**



*Berwick's tachometer indicates 3.7%.*

## Undepreciated Assets




**2019 Results:**            **Low risk: 54.9%**

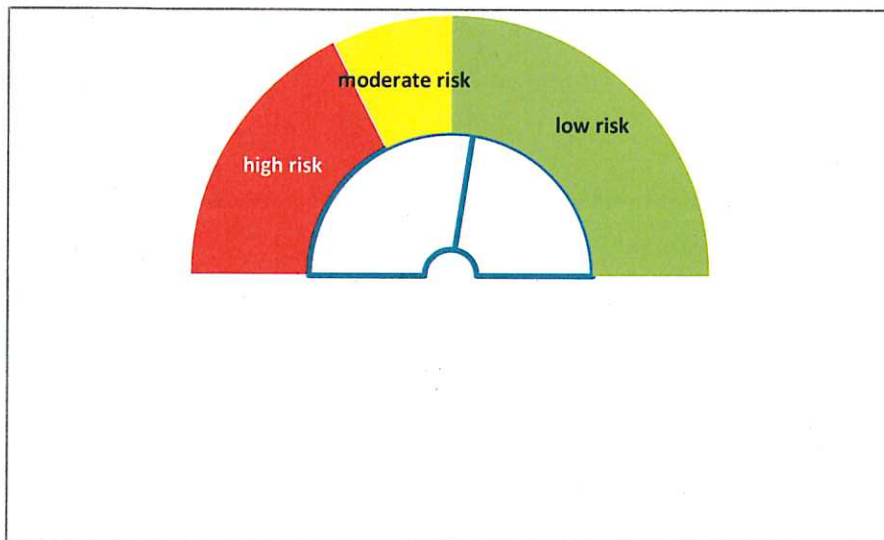
**What does it mean?**    This indicator estimates that the Municipality's capital assets have 54.9% of useful life remaining.

Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality is experiencing less of an infrastructure challenge than other municipalities.

**Calculation:**            Total Net Book Value of Capital Assets = 54.9%  
Gross Costs of Capital Assets

**Risk Thresholds:**

-  Low risk: greater than 50%
-  Moderate risk: 35–50%
-  High risk: less than 35%



*Berwick's tachometer indicates 54.9%.*

## 5-Year Budget Accuracy




**2019 Results:** **Low risk:** 4 of the last 5 years, actual expenditures were within +/- 5% of budget.

**What does it mean?** Although, the Municipality did not consistently maintain expenditure spending within +/-5% budget limits, the expenditure was within the revenue variance. Thus, the Municipality was assessed as low risk.

In 2019, actual expenses were 5.4% more than the budget.

**Calculation:** 
$$\frac{\text{Total budget expenditures} - \text{Total actual expenditures}}{\text{Total budget expenditures}} = -5.4\%$$

### Risk Thresholds:

-  Low: 5 out of 5 years, expenditures were within +/- 5% or expenditure and revenue variances were +/- 5% of each other
-  Moderate: 4 out of 5 years, expenditures were within +/- 5%
-  High: Less than 4 out of 5 years, expenditures were within +/- 5%

BUDGET VARIANCE FOR THE LAST 5 YEARS

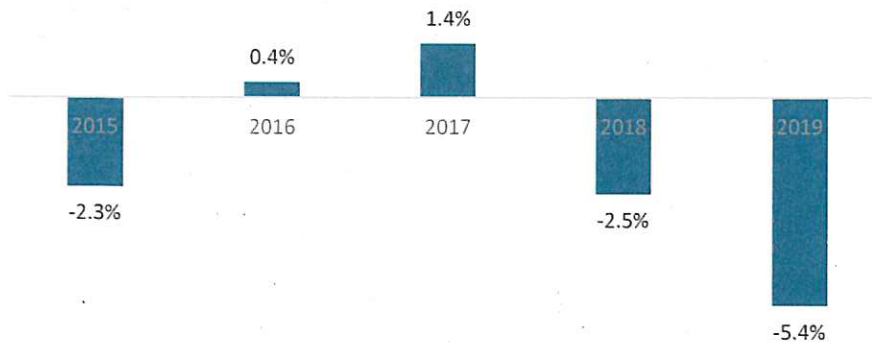


Figure 16- Operating budget variance over the last 5 years. Source: Financial Information Return and Statement of Estimates Budget.

## FCI- Key Performance Indicators -

the ability to meet current and future needs in a balanced and independent manner

### Reliance on Government Transfers

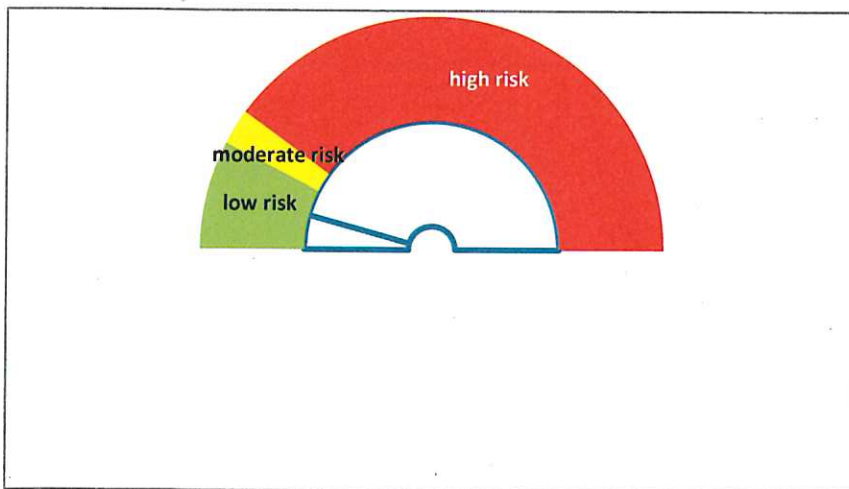
2019 Results:            Low risk: 8.6%

What does it mean?    The Municipality is not significantly dependent on another level of government to meet its service obligations.

Calculation:            
$$\frac{\text{Total Government Transfers}}{\text{Total Revenue}} = 8.6\%$$

Risk Thresholds:

	Low risk: less than 15%
	Moderate risk: 15–20%
	High risk: greater than 20%



*Berwick's tachometer indicates 8.6%.*

## Number of Deficits in the Last 5 Years

**2019 Results:** Low risk: 0 operating deficits in the last five years

**What does it mean?** Deficits are important indications of financial health. The result indicates that the municipality is able to meet its needs in a balanced manner and maintain a balanced budget.

**Calculation:** The number of non-consolidated operating deficits in the last five years = 0.

### Risk Thresholds:

- Low risk: 0 in the last 5 years
- Moderate 1 or more in the last 5 years
- High risk: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)

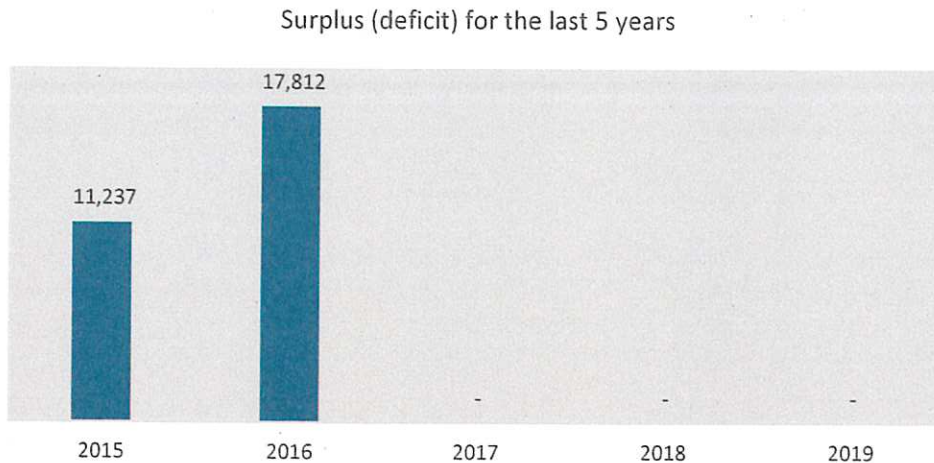


Figure 17- Annual operating fund surplus (deficits) for the last 5 years Source: Financial Information Return



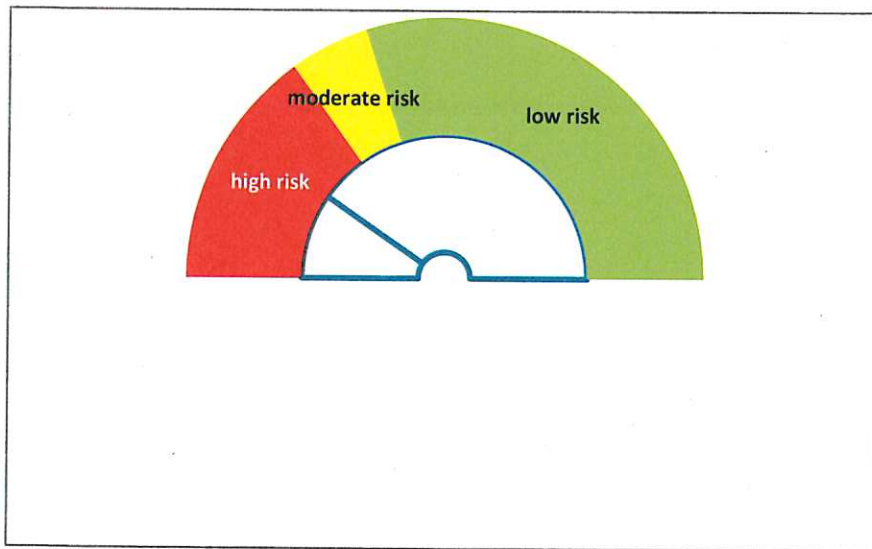
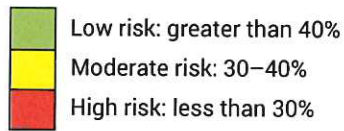
## Combined Reserves

**2019 Results:** High risk: 19.2% combined reserves

**What does it mean?** This result indicates that the Municipality does not appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects. Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation, including amortization expenses.

**Calculation:**  $\frac{\text{Total Operating and Capital Reserves.}}{\text{Total Operating Expenses plus Amortization Expense}} = 19.2\%$

**Risk Thresholds:**



*Berwick's tachometer indicates 19.2%.*

## Appendix I – Additional Resources

### Nova Scotia Government's Open Data Portal ([data.novascotia.ca](http://data.novascotia.ca))

This portal provides access to various government data in a free, accessible, machine-readable format.

Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- 911 Municipal Grants
- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs Funding Programs
- Emergency Services Provider Fund
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant (formally equalization program)
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function -10 Year Summary
- Municipal Operating Revenue by Source -10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

### Municipal website

[berwick.ca](http://berwick.ca)

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- audited Financial Statements
- approved Operating Budget
- quarterly municipal Expense Report
- quarterly municipal Hospitality Expense Report

### Contact Municipal Affairs and Housing

For more information, for support in action plan development, or to obtain a guide on action plan development:

Katharine Cox-Brown  
Director, Municipal Finance and Operating Grants  
[Katharine.Cox-Brown@novascotia.ca](mailto:Katharine.Cox-Brown@novascotia.ca)  
902.424.4643

236 Commercial St  
PO Box 130  
Berwick, NS B0P 1E0  
T (902) 538-8068  
F (902) 538-3724

ISSUE REPORT TO COMMITTEE OF THE WHOLE

From: Brittany Brydon, ALC  
Copy: Michael Payne, Chief Administrative Officer  
Date: Nov 16 2020  
Subject: Berwick Trails & Community Development

Discussion:

Berwick trails are important and an exciting community development opportunity has been presented to us in Sept by the Annapolis Valley Trails Coalition (AVTC), with more information available now.

Upper Clements Train cars and locomotive are headed to the Middleton Railway Museum for a new home. Please see the attached information for Berwick Opportunity in the project. It has been prepared and an initial conversation with Berwick Museum to explore the opportunities in participating.

**Recommendation:**

- 1) Council supports the Town of Berwick pursuing the train car project as a multi-purpose Community Development project and historical project for the town.

# Locomotion Project

- Upper Clements Train- Middleton Railway Museum
- <https://www.facebook.com/All-Aboard-the-Steam-Locomotive-for-Middleton-100484768480156>
- <https://www.novascotia.com/see-do/attractions/middleton-railway-museum-formerly-memory-lane-railway-museum/1641>

## Share the Story

- Middleton Railway Museum will house the Locomotive and some cars, but has been working on locations to get the other box cars dispersed among the old railway.
- Wolfville/Grand Pre, and Kingston/Greenwood
- Opportunity for Berwick to host one or two at Trail Head on Mill St (old Train Yard)

# The project has so much potential.

- It could host a history/museum in the box car, host pop up business events like bike rentals, coffee shop or craft shop opportunity and more
- Examples :
  - Bike and Bean <https://bikeandbean.ca/>
  - Train Station Inn <https://www.tatatrainingstation.com/>
  - The Station <https://www.facebook.com/thestationbridgetown/>

- More information about the project and how the logistics and timeline might progress (Moving would be in Dec by Department of Transport ) in the near future.
- Transportation will move Box Car and Tracks  
1<sup>st</sup> move free

## Tentative Measurements

- The cars measure 45 ft long by 10.5ft wide and are 15ft tall off the rail
- 17 tonne

They have sliding doors on both sides plus an additional opening at one end. ( This is where the cars were connected via boardwalk on site at upper Clements.)



Location  
**55170856**



Agreement with 117 for garden use- perhaps they could house more boxes and we put the train cars where gardens are currently  
Commercial and 103 was just bought Oct 22<sup>nd</sup> by  
<https://www.houzz.com/professionals/hardwood-flooring-dealers-and-installers/maritime-tile-and-wood-inc-pfvwus-pf~1544344537>

# Location

2 boxes together could go length  
Could make an L  
Could be a east and west property line  
marker





## Town of Berwick

### Report to Council

#### Agenda Item

Subject: Annual Selection of Deputy Mayor

From: Mike Payne, CAO

Date: November 24, 2020

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#### **Issue**

Council selection of Deputy Mayor, to serve for the one-year term, November 2020 to November 2021.

#### **Background**

Section 16 (2) of the Municipal Government Act indicates that, prior to the selection of a Deputy Mayor, the council shall determine, by policy, the term of office of the Deputy Mayor. Council has already done this by passing the Meetings and Procedure Bylaw in January 2000. Under the section entitled Elections, the Bylaw notes that the term of Deputy Mayor shall be for one year, following which an election may be held in November of each subsequent year to elect a new Deputy Mayor. This would also allow for the re-election of the current Deputy Mayor if that person wishes to offer his name again for the following year.

In reference to the Deputy Mayor's roles and responsibilities, the MGA states that the Deputy Mayor shall act in the absence or inability of the Mayor and has all the power and authority of the Mayor to perform those duties in the Mayor's absence.

#### **Analysis**

There are advantages of having more than one Deputy Mayor during a four-year Council term. The workload of that position is more evenly distributed among Councilors, and it allows more Councilors the opportunity and experience of the position. The Deputy Mayor also receives a slightly higher remuneration than a Councilor and it would be the intention to provide that higher rate of pay to each Deputy Mayor during his term in that position.

#### **Recommendation**

It is recommended that the Deputy Mayor be elected by a secret ballot of Council in accordance with the Town's Meeting and Procedure By-law for a term of one year.

#### **Follow-up Actions**

1. Change website, if necessary
2. Advise Accounting Department of Deputy Mayoral appointment



**Town of Berwick**  
*Report to Municipal Council*  
**Agenda Item**

Subject: Council Committee Assignments  
From: Mike Payne, Chief Administrative Officer  
Date: November 19, 2020

The Mayor and municipal council establish committees to provide advice and support. The committees are comprised of council and non-council members (citizen advisory representatives). Non-council members are voluntary positions.

Attached is the schedule of committees which require Council representation and meeting frequency. The highlighted Councillors require newly appointed Council representation.

It is important that workloads are balanced, as well as ensuring reasonable succession of knowledge.

Council and Committee of the Whole Meetings are held monthly on the 2 and 4<sup>th</sup> Tuesday respectively at 6:30 PM. For the internal meetings that Councillors chair, staff would like to suggest that consideration be given to late afternoon meetings if that is feasible for participants.

As mentioned earlier, please take note that there is potential for up to three new committees as well:

- Berwick and Area Business
- Centennial Committee
- Social Justice

**Committees of Council**

<p><b>Annapolis Valley Regional Library (bimonthly)</b> Jane Bustin Ty Walsh (Alt)</p>	<p><b>Fire Services Committee (ad hoc)</b> Barry Corbin Ty Walsh</p>
<p><b>Annapolis Valley Trail Coalition (monthly)</b> Barry Corbin Jane Bustin (Alt)</p>	<p><b>Kings Transit (monthly)</b> Ty Walsh Anna Ashford Morton (Alt)</p>
<p><b>AREA (quarterly)</b> Don Clarke Jane Bustin</p>	<p><b>Planning Advisory Committee (monthly)</b> Anna Ashford Morton (Chair) Barry Corbin Rod Reeves Kelly Branton Joan Levack</p>
<p><b>Audit Committee (quarterly)</b> Anna Ashford Morton (Chair) Jane Bustin Rod Reeves Doug McRoberts</p>	<p><b>Police Advisory Committee (bimonthly)</b> Rod Reeves (Chair) Jane Bustin Anna Ashford Morton Chris Goddard Jane Perry</p>
<p><b>Berwick Electric Commission (bimonthly)</b> Don Clarke (Chair) Mike Trinacty John Rainforth Howard Hall</p>	<p><b>Regional Emergency Measures Advisory (quarterly)</b> Don Clarke Mike Trinacty</p>
<p><b>Community Development (monthly)</b> Councillor Bustin (Chair) Councillor Trinacty Councillor Reeves Carol Hiscock-White Heather Morse Beth Wilson</p>	<p><b>Trails Committee (bimonthly)</b> Barry Corbin Mike Trinacty Cst. Jeff Wilson Greg Hubbard</p>
<p><b>Community Land Trust (ad hoc)</b> Anna Ashford Morton (Chair) Jane Bustin Don Clarke Barry Corbin Mike Trinacty Larry Phillips</p>	<p><b>Valley Community Fibre Network (quarterly)</b> Don Clarke Ty Walsh (Alt)</p>
<p><b>Doctor Recruitment (ad hoc)</b> Don Clarke Barry Corbin Robin Bustin Christine Nielsen</p>	<p><b>Valley Waste Resource Management (monthly)</b> Barry Corbin Anna Ashford Morton</p>



## *Issue Report*

**Michael Payne, Chief Administrative Officer**

**2020 Nov 24**

### **Issue**

Livestreaming of Council meetings.

### **Discussion**

The Town does not currently use video technology to livestream or record Council meeting sessions that could be posted online. This was a decision that was made by the previous Council of 2016-2020 early in their mandate. Accessibility of Council meetings had not surfaced as a concern. Meetings are public and well-advertised on our social media, website and digital road sign on Commercial Street.

During the recent municipal election campaign local media canvassed candidates on the issue and pointed out that the Town of Berwick is practically the only municipality in the Annapolis Valley not taking advantage of technology to make meetings of Council more accessible. Staff has recently begun posting COTW and Council meeting agenda packages online on the Town's revamped website.

### **Information**

In consideration of Council's deliberations on this issue the CAO has directed the Town's contracted Information Technology Service Provider (ITSP) with preliminary research of options and costs. The ITSP has contacted a local municipality about their technology, platforms and costs of their live stream model. He is initially exploring the use of our existing CISCO Smartboard technology that would live stream via a social media platform or a cloud based videoconferencing service. Should the use of the Smartboard not be practical or cost effective, he has confirmed that a professional videoconferencing kit could be purchased for approximately \$5,000.00. We anticipate that any incidental costs should still keep the project under \$10,000.00. The videoconferencing option would use a social media platform to live stream meetings.

### **Request for Decision**

Council should determine if they want to live stream Council meetings. Should Council choose to do that, Staff should be directed to formalize options, technology and detailed costs.

## ***Issue Report***

Michael Payne, Chief Administrative Officer

2020 Nov 24

### **Issue**

Pedestrian safety/speeding vehicles – Main Street east

### **Background**

The CAO is the Town's Traffic Authority (TA). The TA has overall responsibility for ensuring the safe, smooth flow of traffic within the town.

Initially in May and again in August, 2020 two residents of this area contacted the town expressing concerns about vehicle speeds and pedestrian safety. Both individuals asked that the Town install stop signs on Main Street at Cottage Street and Maple Avenue intersection to improve crosswalk safety.

The TA conducted a detailed assessment of the area and noted a number of deficiencies in signage: Several speed signs were worn and no longer reflective, a crosswalk sign at one of the intersections was missing and there were no 'crosswalk ahead' warning signs at either of the two locations. He tasked Public Works with addressing the signage issues and asked that they relocate a solar powered electronic radar speed sign to the area from Orchard Street to monitor east bound traffic exiting town. He also briefed the police about the concerns.

The TA reviewed the provincial/national standards for signage, including stop signs, contained in the Manual of Uniform Traffic Control Devices. There are strict guidelines re the placement of stop signs. The primary considerations are that the traffic volume entering the intersection from all directions is relatively the same and that the average delay for traffic on the minor road turning onto the major road exceeds thirty seconds. *Stop signs are not intended as speed control devices*, and their usage should therefore be limited to the control of right-of-way conflicts.

The TA also consulted the senior Traffic Engineer for the Province of Nova Scotia who is originally from this area and familiar with the specific location. It was the engineer's opinion that a more appropriate speed for at least the east end of this area might be 60 kph as it is relatively sparsely populated and the speed limit east of Town limits is 80 kph.

### **Actions of the Town to date**

Electronic speed radar data from the area has confirmed that speeding vehicles are a concern.

- Six week period ending July 21:  
43,205 vehicles eastbound; 15,346 (35% of motorists) exceeded 60 kph
- 11 week period ending October 6:  
66,235 vehicles eastbound; 26,984 (41% of motorists) exceeded 60 kph

The police echoed these findings. Their patrols confirm that this is a target rich environment for speeding vehicles.

Over the past several weeks yellow reflective 'Crosswalk ahead' signage has been installed to approaches of each of the crosswalks, missing crosswalk signs have been replaced and the speed signs have been refreshed. New protocols allowing for yellow reflective tape to be placed vertically on each side of the length of crosswalk signposts and white reflective tape the length of speed signposts have all been implemented. The solar powered electronic speed radar sign has been repositioned to capture west bound traffic (incoming from Waterville). Electronic speed radar signs provide the best value when they are regularly moved around.

The police have increased dedicated enforcement initiatives within Town that has resulted in 40 – 60 traffic violations each month. During October the police conducted sixteen (16) dedicated traffic enforcement initiatives with a majority targeting Main Street. Forty five (45) traffic violations were identified with five (5) additional traffic violations in the vicinity of Town on Highways 1 and 101. Overall, there were some 484 patrols of Town during the month. The police remain well informed of and committed to help addressing our concerns in this area.

Both of the original complainants referenced a local business whose vehicles appeared to be regularly exceeding the 50 kph speed limit. The CAO wrote the company bringing the concerns to their attention and asking that drivers be briefed about the concern. The company was receptive to educating their drivers about the issue.

#### **Other considerations**

While pedestrians have the right of way in crosswalks it is *imperative that pedestrians ensure they are seen by motorists prior to entering the crosswalk.*

Solar powered pedestrian activated crosswalk signals can be purchased and installed for approximately \$10,000.00 per crosswalk. The crosswalk at Main Street east and Maple Avenue would be the priority location as it is on a curve and believed to have the higher volume of pedestrians.

The TA has not totally ruled out stop signs at these locations but would look at that as an absolute last resort. A number of empirical studies have confirmed that stop signs placed contrary to accepted best practices can actually cause more traffic and public safety issues.







**DATE: November 6, 2020**

**TO: Mayor Don Clarke, Town of Berwick**

**RE: Berwick Green Energy Program**

Dear Mayor Clarke,

We would like to offer a heartfelt thank-you for providing Equilibrium Engineering with the opportunity to redesign and manage the Berwick Green Energy Program. It was a practical and effective means of enticing property owners in Berwick to help mitigate climate change and was a very rewarding experience for our team.

The revamped program resulted in a streamlined process for all stakeholders, a sharp increase in participation rate and significant reductions in costs and greenhouse gas emissions across the community through beneficial electrification and other efficiency measures.

We trust that the Town of Berwick is as pleased with the results from the Berwick Green Energy Program as many participants offered very positive program testimonials, much of which commended Stefan Tylak for his outstanding customer-focused support and dedication.

Thank-you again for the terrific collaboration, we appreciate the partnership.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeremy Lutes', is written over a light blue circular stamp.

Jeremy Lutes  
Partner, Equilibrium Engineering Inc.

A balanced approach to energy sustainability and environmental responsibility.

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Jeremy Lutes  
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