
Committee of the Whole Meeting

Tuesday, October 28, 2025
Berwick Town Hall Council Chambers
6:30 pm

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
 - a. COTW Minutes, October 1, 2025
- 4. Review of Action Items**
- 5. Councillor Announcements**
- 6. New Business**
 - a. Berwick School Advisory Committee Appointment
 - b. Strategic Plan Update
 - c. Code of Conduct for Elected Officials amendments
- 7. Department Reports**
 - a. Fire Department
 - b. Community Development
 - c. Public Works
 - d. Finance
 - e. CAO
- 8. Committee Reports**
 - a. AREA
 - b. Annapolis Valley Regional Library
 - c. Fire Department Sub-Committee
 - d. KMCC Governance Committee
 - e. Kings Point to Point
 - f. Planning Advisory Committee
 - g. REMAC
 - h. REN_LOC
 - i. Valley Regional Services (Tidal Transit/Valley Waste)
- 9. Mayor's Report**
- 10. In-Camera**
- 11. Adjournment**

Meeting Date	Action Item	Status	Comments
2025-01-14	Number of fines written by RCMP and how does it get directed to Town of Berwick revenue.	In-Progress	Initial information was provided to the Police Advisory Board. Still more information to gather.
2025-01-14	Planning Fee review and determine whether changes to the MPS will change our planning services fees, whether a staff person makes sense and look at similar size MU for comparison on changes to MPS vs. costs.	In-Progress	Will be reviewed and recommended during the 2026/27 budget.
2025-01-14	Is there revenue from VCFN that is returned to the owner parties?	In-Progress	VCFN has been asked at the presentation to Council and the question can be asked at that time.
2025-04-22	Develop a process to report incidents to RCMP and what the escalation and resolution process is for remedy the situation with the individuals.	In-Progress	A draft of the SOP for vandalism is complete and will be reviewed by the management team and shared.
2025-03-25	What is the useful life of the STORHUB batteries packs.	In-Progress	
2025-06-10	Identify what rate the County of Kings Deed Transfer Tax rate will be and prepare a list of neighbouring municipalities.	In-Progress	The Municipality of Kings has approved first reading of a Deed Transfer Bylaw at 1.5%. Kentville, Wolfville and Middleton are 1.5%
2025-06-27	Arrange for a Key Fob for DM Lutz	In-Progress	Key Fob has been completed; however, a physical key is required for front door.
2024-12-10	Reach out to other municipalities to understand how they are assessing the Code of Conduct criteria for establishing the sanctions	Not Started	
2024-12-10	Electricity Regulations, educational materials to provide to Council on the Council SharePoint site.	Not Started	
2025-02-11	Review Snow Removal Policy prior to next winter plowing season with input from Accessibility and Active Transportation.	Not Started	
2025-06-10	Set budget for charity event participation policy	Not Started	Include in 2026/27 budget.
2025-04-08	KTA Budget - How are the management fees determined for Annapolis and Digby and why is Annapolis so much larger?	Other	
2025-04-08	Can staff look at an efficiency audit for the entire organization?	Other	Discuss during strategic planning.

Berwick & District Vol. Fire Dept. Report

October 2025 CoTW Report for Berwick & Dist. Fire Dept.

October 15, 2025.

Now that the Lake George fire has been contained and some much-needed rain is in the forecast, we can only hope that our wildfire season will be ending. Thank you to everyone who remained vigilant through this difficult summer season and thank you for all your support that has been shown towards our firefighters. It is deeply appreciated.

Vehicles: Repairs to our trucks consisted of two alternators being replaced on Unit 12 and Tanker 21 and later this month our annual flow testing of our fire pumps will begin.

Fire Prevention: Fire Prevention week ran from Oct. 5- 11, and our firefighters visited Berwick School and Somerset School, tours were held at our firehall with Scouting groups and daycares. We ended Fire Prevention week with a well attended open house.

Building: Our parking lot potholes have been filled and cracks sealed in preparation of the winter season. No other major expenses to report.

Kind Regards,

Luke Redden

Committee of the Whole Monthly Report



Department: Community Development
Date: October 2025

Key highlights

- The Halloween Haunted Trail walk will take place on Friday, October 24th.
- Planning is underway for the Town's annual Holiday Weekend which will be held November 20-23. The Community Connections Expo and Volunteer Recognition will be held Thursday, November 20th from 6-8 PM at Berwick and District School. The annual Tree Lighting will be held Friday, November 21st at 6 PM and the Santa Claus Parade will be held on Saturday, November 22nd at 6 PM. Staff continue to work with community partners to advertise and support additional events taking place through the weekend.
- The Mi'kmaw Grand Council flag will be replaced by the Poppy Flag, until November 12th. Staff will be attending the Remembrance Day event at the school on Nov.6th.
- Staff have faced some challenges moving forward with the community voices circle and are continuing to learn. A grant has been secured to fund the program, and staff are prioritizing a plan to move this forward by year's end.
- Staff ordered, and received, a replacement basketball hoop for the court in Rainforth Park. However, the hoop does not fit the backboard. Discussions continue with the supplier to ensure a timely replacement is secured.
- The youth vendor market was unfortunately cancelled due to low participation numbers. We will aim to try again in the new year as those who signed up were very interested.
- Staff are compiling an updated list of local businesses and working with our website provider to launch a new business directory on our website.
- Indoor programs including Line Dancing and Wednesday morning playgroup have started back up for the season. Both programs see approximately 40 participants weekly.
- Drop-in Gym time takes place every Sunday and typically has 5-10 participants. The program will switch to Thursday evenings in November.
- Kings County Family Resource Centre hosts "Positive Parenting" in Town Hall every Thursday evening until the end of November with childcare available to participants in the multipurpose room.
- Staff received a grant to host a free Stay Safe at Home and Babysitting course, with a targeted approach to youth in need in the community. These are being booked to take place before the Christmas Break.
- Our five free ice times for the coming winter season have been secured with the first skate occurring on November 5th. Other dates include the holiday weekend, as well as school closure afternoons.
- Staff continue to work with, and meet with, the Valley REN as well as our local

Committee of the Whole Monthly Report



Welcome Network Champion to improve our connections and support our newcomer community.

- Staff will attend, and have been preparing, information for the upcoming Immigration and Community Fair being held at Acadia on Nov.1st.
- Staff have attended strategic planning meetings and community chats and feel that valuable and actionable items have come from community feedback.
- The highly anticipated launch of the Legions' new banner program was a success. The Town was happy to work with the Legion to support this project along with the installation of the banners.
- Staff will now meet monthly with Berwick School to improve existing programs and expectations, as well as brainstorm new programs.
- Staff participated in a Built Environment standards webinar. The webinar went over topics such as walking path/trail surfaces, seating options, etc.
- As the new trail in Centennial Park begins to settle, new gravel has been added to ensure a safe and accessible pathway.
- The Town is sponsoring a "Hometown Holiday Showcase" with Rewind 89.3. Information has been shared by Rewind and also through our business email list.

Next Month Priorities:

- Prepping for the Winter Equipment Loan Program.
- Looking into new program options specifically for the teenage age group: teen exercise program, laser tag.
- Next steps for Box Car project
- Holiday events

Upcoming Dates of Significance:

Date	Day/Month of Significance
November 8	Indigenous Veterans Day
November 11	Remembrance Day
November 20	Transgender Day of Remembrance

Committee of the Whole Monthly Report



Department: Public Works
Date: October 2025

Operations:

Beautification / Community:

- Pallet chairs removed from Commercial Street for end of season.
- Brush pick up ongoing from Oct 15th to Oct 31st; leaf drop-off continues until end of November.
- Installed Legion Banners along Commercial Street.

Parks / Trails:

- Finished clearing fence line at the greenspace behind Town Hall.
- Splash Pad cold stacked for the end of season.
- Ballfield nets down for the end of season.

Streets, Sidewalks:

- Repaired sidewalk humps along Commercial Street (Cottage St to Marsters Ave).
- Repair of sidewalk hump in front of PetroCanada is underway, with the intent of having completed before the end of October.
- Yellow line paint added along elevation changes on the sidewalks in the Commercial District for improved visibility / accessibility.
- Crosswalk lines re-painted along Main Street (Commercial Street to Eden Valley).
- Redundant crosswalk signs removed from Main Street (e.g. duplicates).
- Speed Sign removed from Robinson Drive (old sign, no longer visible).
- Curb cut for a new driveway on Spartan Drive.

Stormwater:

- Temporarily addressed a sink hole near the Commercial Street / Union Street Intersection, most likely the result of a storm pipe condition. This will be excavated and repaired prior to the winter (Commercial Street, from NSLC to Subway).
- Cleared a storm grate on Cottage Street to prevent driveway flooding.

WW Treatment:

- Operations and Maintenance Manual revised in October, and shared with Nova Scotia Environment and Climate Change (NSECC).
- Sludge Management Plan created in October, and shared with NSECC.
- Communications with NSECC started for the renewal of the Permit to Operate (expires March 2026).
- Job posting closed for a Class II Wastewater Treatment Operator; 95 applicants, none of which had Class I or Class II Certification. Job has been reposted, and has been

shared with the ACWWA, MPWWA, MPWANS, and AMANS associations for improved visibility.

- Development of a SCADA (Supervisory Control and Data Acquisition) system underway for Town of Berwick WW infrastructure. A SCADA system will provide better assurance of compliance with NSECC Permit to Operate, and over time will present cost savings by reducing the need for manual "checks".
- Blower 1 repairs cancelled due to cost; replacement motors are available with short notice in the event one is needed.
- We continue to have Blower 2 trip out almost daily, but are managing it with intermittent checks. So far, minimal impact on WWTP performance and the community.
-

WW Collection:

- Pump stations to be cleaned this fall.
- All collection pumping stations are on SCADA as of October 24th.
- Process improvement to wastewater pre-treatment at Eden Valley still underway.

Solar Garden:

- No actions this month other than mowing.

Other:

- Trimmed back brush and limbs along the Town Hall driveway for improved access.
- Cleaned the gutters along the north side of Town Hall.
- Replaced corkboard in the bulletin board in front of Town Hall.
- KMCC Liner Painting and new signage for front parking lot has been installed.

Capital:

Asset Management

- Brightly Software configuration began 23 April (ongoing).
- Software is being populated.

Storm Water Management

- Delays to the project completion due to the calibration of flood models using actual July 11, 2024 flood data.
- Presentation to Council scheduled for 27 October at 6:30pm in Council Chambers,
- A public engagement session will be held in November.

WWTP Upgrades – Aeration & Blowers

- New aeration equipment has been installed in Lagoon 2.
- New Blower pad completed; blowers on order; estimated arrival late-November (delayed).

WWTP Upgrades – Tertiary Filtration

- Veolia design work is complete; new building design work underway.
- Geotechnical drilling completed this month to inform new building foundation design.
- Well testing underway to assess water quality for the (future) operation of the Veolia equipment.
- Tender for Construction to be released before year end.

Next Priorities:

- Compile data for Asset Management Software.
- Legion Banners down week after Remembrance Day.
- Christmas Decorations up following Remembrance Day.
- WWC patch on Cottage Street (spalling, cracked concrete gravity line).
- Vactor work in WWC system.
- RFP for WWT Laboratory Testing.
- WWTP upgrades progression.

Department: Finance
Date: October 2025

Key Highlights

Berwick Electric Commission (BEC)

- **Factorydale Turbine:** Attended a meeting on October 2, 2025, with our Owner's Engineer. They shared the recommendations for the decommissioning and hydro refurbishment tenders. Approval of the decommissioning bid price is required from the insurance adjuster. Once the approval is received, the recommendations will go to the BEC for approval.
- **Maritime Municipal Electric Utility Alliance (MMEUA):** The Town of Lunenburg has joined the MMEUA. A virtual meeting was held on October 9, 2025, to welcome Lunenburg's CAO and discuss plans for the quarter.
 - Members of Saint John Energy's electrical engineering team will be in Berwick in November to review our current assets and develop a ten-year capital plan. This is an activity which the MMEUA is partnering on and will receive substantial grant funding to support.
 - In-person meeting will take place in December.
 - MMEUA website may be found at: <https://mmeua.ca/>
 - Grant proposal has been made for electrification pilot, to mirror SJE's successful programs which provides an additional revenue stream for their utility.
- **Electric Rates:** Nova Scotia Power (NSP) has advised the fuel adjustment mechanism and Maritime Link costs for Berwick Electric total \$900K as of September 30, 2024. The final costs will be provided to the utility from NSP within the next couple weeks.
 - NSP is proposing these costs be repaid within two years. The current rates will not support repayment of these costs.
 - A flow-through application is being considered to incorporate the owed costs, NSP's proposed rate increase for January 1, 2026, and AREA's annual power purchase increase.
 - Solar garden costs and hydro dam costs are not included in our rate structure currently. Both projects will require a rate increase as well.
 - A general rate application will be required in the future to capture rising operating costs, and incorporate the solar garden expenses, hydro dam refurbishment and any additional capital infrastructure replacements.
- **Solar Garden:** Met with CAO and Financial Consultant to review consultant's review of AREA's partial reconciliation. Errors were identified within the AREA completed reconciliation, which included clerical errors and missing invoices, and provided to

the CAO to advise AREA.

- As directed by the NSEB, the solar garden will move to BEC books. Staff will work on the entries required to make this change within our 24/25 audit scope.
- Berwick's solar garden was commissioned in December 2023. Any additional expenses which AREA is billing Berwick for, post December 2023, will be operational, repairs and maintenance costs, not capital. Once these costs have been compiled and validated, Berwick Electric will need to discuss how these \$1-2M operating expenses will be funded.
- No correspondence has been received at the time this report was prepared, from the NSEB, regarding the solar garden capital application.

Town of Berwick

- **2024/25 Audit Preparation:** Our team continues to work through audit preparation. We continue to await valid financial information from AREA for both solar and non-solar related expenses.
- **Coffee Chat with the Mayor:** Attended the session on October 7, 2025.
- **Strategic Planning Sessions:** Attended the sessions on October 8, and October 22, 2025.
- **CUPE Meeting:** Attending meeting with CUPE, CAO and Director of PW on October 14, 2025.
- **CUPE Bargaining:** Attended conciliation on November 15th, 2025.
- **Property Tax Bills:** The due date is October 31st, 2025.

Next Month Priorities:

- **Solar Garden Reconciliation**
- **Finalize 24/25 AREA outstanding expenses to be invoiced**
- **Audit Preparation**
- **BEC Meeting**
- **SJE on-site for Road Map work November 25 & 26, 2025**
- **CUPE Bargaining on November 24**
- **Insurance tender preparation**

Department: CAO and Administration
Date: October 2025

Key Highlights

Berwick Electric

- **NSP Local Representatives:** the CAO met with local NSP representatives to make introductions and understand planned power outage communication and arrangements.
- **Maritime Municipal Electric Utility Alliance (MMEUA):** Attended a virtual meeting on October 9, 2025, to welcome the Town of Lunenburg and discuss current joint projects.
- **Maritime Link & Fuel Adjustment Mechanism (FAM):** Nova Scotia Power (NSP) has advised that the Maritime Link and FAM costs owing as of September 30, 2024, total \$900K. The final costs will be provided within the next couple weeks. NSP is proposing these costs be repaid over a two year period beginning in January 2026. The current rates will not support repayment of these costs.
- **Flow Through:** The Board's decision approving the revised flow through mechanism requires the MEUs each file their first application under the new mechanism by November 1, 2025. The flow through application will incorporate the increase to Ellershouse on January 1, 2026 as well as the potential increases associated with the proposed NSP costs and Maritime link and FAM recovery so that the MEUs can assess the order of magnitude of the potential increases and determine if a longer time period for recovery of costs should be requested.
- **AMI Project Meeting:** met with NRCan representatives for a project status update on October 23, 2025.

Town

- **Kings REMO ECC:** October 1, 6, and 9, assumed the ECC (emergency coordinator centre) Manager position during Lake George Wildfire. Krista Longmire and Roger Flynn also provided support to the ECC as the information hotline operator and liaison respectively.
- **Fire Sub-Committee:** Met on October 2, with a follow up meeting on October 30.
- **Council Coffee Chat** – attended the second Council Coffee Chat on October 7 at the Fire Hall.
- **Strategic Planning** – participated and supported the workshops on October 8 and 22. Management will be reviewing the work from October 22 to flush out for participants to use for November 18 meeting.

- **RCMP Management Review:** the Cao, Mayor and Councillor Serino participated in Kings district RCMP management review interview on October 8.
- **CUPE:** met with union on October 14 regarding a grievance. Attended conciliation on October 15 for the new collective agreement. There was no resolution. The Town is preparing another offer to be submitted by October 31.
- **KMCC:** The Governance Committee met on October 15, 2025.
- **AREA Board Meeting** - Attended the Board meeting on October 22, 2025 in Ellershouse.
- **Municipal Planning Strategy** – received official notice on October 22 that the Town’s new MPS has been approved by the Minister of Municipal Affairs. Per new regulations, notice to the public can be done through the website. Additional notice will occur through social media.
- **Association of Municipal Administrators of Nova Scotia (AMANS) Board Meeting** – monthly meeting was held virtually on October 24. Discussed the Municipal Modernization Act, and Code of Conduct changes, and received a presentation on the changes to FOIPOP.
- **Committee Vacancies** – the Town received two applications for the Police Advisory Board which will be brought to Council in November to appointment. No applications were received for the Audit Committee and Berwick Electric Commission. Applications will proceed as received for the two vacancies.
- **HR Needs Assessment** – meeting with consultant on October 28 to review and validate findings from one on one and group interviews with staff.
- **Kings REMAC:** attended the quarterly advisory committee meeting on October 20.
- **REMC:** Dan Stovel, the inaugural Kings REMO Coordinator under the IMSA model, is retiring on October 31, 2025. Dan has been instrumental in preparing Kings REMO and setting best practices for other REMOs in Nova Scotia. Craig Gibson will act as the REMC during recruitment for Dan’s replacement.

Next Month Priorities:

- **Strategic Planning:** Prepare information for November 18 meeting.
- **FOIPOP Requests:** The CAO is working on two FOIPOP requests.
- **Solar Garden Reconciliation:** We continue to meet on the solar garden reconciliation.
- **CUPE Conciliation**

Committee Report



Committee Name: Fire Sub-Committee

Meeting Date: October 2, 2025

Submitted by: Jen Boyd, CAO

Key Agenda Items:

- FSANS Fire Services Study
- Tanker 21

Key Discussion or Decisions:

- The FSANS Fire Services Study was released on October 1. The group shared initial thoughts. View the report at: <https://www.fsans.ns.ca/governance-review>
- The group discussed replacement of Tanker 21. The Fire Department recommends replacing the tanker with a combination pumper/tanker. The cost will be approximately \$2 million and will take 2-3 years to be built and delivered. The Town has expressed concerns about being able to fund their portion of the tanker. The department and commission are willing to provide upfront funding if the Town is able to commit. Nothing can proceed until the Town makes a decision. The department is seeking updated information on the cost and delivery date from local contractor.

Committee Report

Committee Name: KMCC Governance Committee

Meeting Date: October 7, 2025

Submitted by: Jen Boyd, CAO

Key Agenda Items:

- Roundtable
- Parking Lot Line Painting
- AED Machine
- Building Response
- Water
- Sewer Rates
- Comfort Centre

Key Discussion or Decisions:

- The Committee welcomed a new member to the table. Peter Heck has been elected as the new president of the Curling Club.
- Following a fire alarm at the Curling Club on September 19, the list of on-call personnel to be contacted when an alarm is activated has been updated to ensure back-up.
- Town staff are painting the lines and directional arrows at KMCC. Directional signage has also been ordered and will be installed by Town staff.
- An AED machine was donated by Bob Stewart for the common area of the building.
- The water sample for the building passed the last testing and "do not drink" water signs have been removed.
- The CAO explained the new breakout on KMCC's tax bill regarding sewer the new sewer rates.
- The Lions Club welcomed Dan Stovel to their last meeting to discuss the requirements to become a comfort centre. The lions are investigating emergency power options to meet the requirements.

COTW, Oct. 28, 2025.

Kings Point to Point Transit,

Drivers meeting, Oct. 7 2025.

Six drivers, two office staff and myself in attendance.

Discussion on upcoming winter conditions, vehicles will carry a salt/sand mixture for use around doors. As well as accident/incident reporting, drivers will also start reporting near misses.

Communication with student clients should be through their Education Assistant or a parent.

A staff lunch is scheduled for Oct. 28 from 11:00 to 1:00, pasta from The Noodle Guy with extras brought in by staff. The Board is invited. Discussion on seasonal community support, stuff a bus or something similar.

Board Meeting, Oct. 15, 2025.

Chris Goddard - chair

Debbie Roza-Mercier - vice chair

Wendy Elliott - secretary

Kim Jean - treasurer

Coby Milne - board member

Kathleen Hull - manager

regrets - Samantha Hamilton - board member

Territorial Acknowledgement.

New policy adopted.

Unused Advance Fares Purchases.

This policy establishes clear guidelines for the handling of advance fair purchases that remain unused after twelve months.

Office staff - Kathleen.

Tammy Conrod was hired, in September, as a morning receptionist. As we train her we are once again reminded of the complexity of our seemingly simple service. It is a balancing act between available resources and providing equity, not only equality. And of course, the sometimes heart-string-pulling stories that ultimately cannot be accommodated as requested. She is acclimatizing to our challenges and peculiarities.

There is no update on the return of our staff member on medical leave, but there now seem to be multiple issues. The current medical note is dated the end of October.

Number of rides originating in Berwick:

July - 29

August - 24

September - 56

Respectively submitted by

Councillor Chris Goddard

Board chair.

Committee Report Template

Committee Name: PLANNING ADVISORY COMMITTEE

Date of Meeting: Tuesday, October 7, 2025

Name: Deputy Mayor Lutz

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Site Plan approvals
#2	Public Participation Program Policy
#3	Orientation and Training Opportunities
#4	
#5	
#6	

Key Discussion or Decisions:

Give a brief overview of the key discussions or decisions from the meeting.

1) Chrystal Fuller our Development Officer and Planner gave an overview of site plan approvals as outlined in the updated Municipal Planning Strategy and Land Use Bylaw. She highlighted the process and what SPA's regulate. And this will be less complex than a development agreement. Saving time for both the Town and the applicant. Provides transparency with the 100m neighbour notification.

2) CAO gave us overview and background information on the Public Participation Program Policy and Planning Advisory Committee recommends this to council for approval with following amendments

* IN S. 4.8 ADD " IN ACCORDANCE WITH THE TOWN'S PUBLIC HEARING PROTOCOLS."

* IN S.4.4 AND 5.3 CHANGE THE SECOND BULLET POINT TO READ : " NOTIFY ALL PROPERTY OWNERS AND OCCUPANTS WITHIN 100 METERS OF THE SUBJECT PROPERTY "

* ADD "INSTALLATION OF A SIGN ON THE SUBJECT PROPERTY ADVERTISING THE RECEIPT OF A PLANNING APPLICATION

3) Some the suggestion for training were:

* Review the terms of reference for the committee

* Application process- developer

* Floodplain mapping

* Town staff and roles

Will incorporate these into planning for future meetings.

From: Dan Stovel, Kings REMO REMC
Date: Tuesday, November 25, 2025
Subject: Kings REMO Special Regional EM Advisory Committee Meeting, Monday, October 20, 2025

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, October 20, 2025.

Key issues of discussion included:

Presentation: [Nova Scotia Department of Public Works](#) (NS DPW), Sergey Averin

Overview of July 11, 2024, Flood Event in Kings County:

- Initial calls started at 17:00 on Thursday, July 11, 2024
- Sergey Averin was on-call supervisor for Kings County (deployed to investigate)
- Widespread damage to road infrastructure found, more calls coming in, called other internal resources for help.
- Closing roads, communicating with staff and superiors (notified Operations Contact Centre, AM, Kings REMO, Public Works EMO Support Group)
- Emergency work went on for 2.5 months; all regular maintenance work was delayed.
- Total highway infrastructure and bridge damage in Kings County:
 - 41 Roads damaged
 - 22 Bridges damaged
 - 31 Environmental culverts need to be replaced.
 - 17 replaced in 2024
 - 7 replaced or will be replaced in 2025
 - 7 will be replaced in the future.
- Total cost of damage to-date: \$7,683,500

Kings REMO Hurricane Preparedness & Response Plan (HPRP), Change 2

REMC summarized the changes being put forward in Change 2 to the Kings REMO Hurricane Preparedness & Response Plan (HPRP)

- Cover Page – date updated for Change 2: September 2025
- Foreword – amended signature block to chair of Kings REMO REMAC
- Section 1.1 Background: additional paragraph highlighting climate change contribution to shifts in hurricane behaviour.
- Section 1.3 References: updates to references and footnotes added for URL web addresses.
- Section 1.5 Aim & Scope: additional detail on a coordinated, inclusive, and effective approach to preparedness, response and recovery from hurricanes
- Section 2.1 Planning Assumptions: additions
 - Climate change will increase storm unpredictability, intensity, and overlapping hazards.
 - Communication infrastructure may be compromised for up to 72 hours post-storm.
- Section 2.7 ECC Activation Triggers: Matrix specific to Hurricane hazard as referenced to the Kings REMO Regional Emergency Management Plan (Change 4)
- Section 2.12 Rapid Damage Assessment and Insurance Coordination: new section to ensure a structured and timely approach to conducting initial damage assessments following a hurricane and to facilitate coordination with insurance representatives to support recovery, claims processing, and disaster assistance applications.
- Section 2.13 Mental Health and Wellness Supports: new section to ensure coordinated mental health and psychosocial support (MHPSS) services are available to residents, responders, and vulnerable groups during the recovery phase of a hurricane-related event.
- Section 3.2.2 NS Department of Emergency Management: new name for department, replacing NS EMO
- Section 5.2 Plan Review & Maintenance: updates with dates of review and change
- Section 6.0 Distribution List: updates to organization names

- Annexes:
 - E – Resource Distribution Management Plan – new Annex
 - L – Abbreviations and Acronyms – updated

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 2 TO THE KINGS REMO HURRICANE PREPAREDNESS AND RESPONSE PLAN (HPRP), DATED SEPTEMBER 2025

Kings REMO Debris Management Plan (DMP)

EMC presented the Draft Kings REMO Debris Management Plan

- Purpose: The Debris Management Plan (DMP) outlines a coordinated strategy to manage debris resulting from a severe weather event within the Kings County Regional Emergency Management Organization (REMO) jurisdiction. It supports the timely removal, collection, segregation, recycling, and disposal of debris to restore public safety, mobility, and critical services.
- The Kings REMO is structured in the same format as the other Kings REMO Hazard-specific Contingency Plans:
 - 1.0 Introduction
 - 2.0 Concept of Operations (CONOPS)
 - 3.0 Responsibilities
 - 4.0 Public Education & Awareness of Debris Management
 - 5.0 Mental Health & Community Stress
 - 6.0 After Action Review & Improvement Planning
 - 7.0 Plan Testing, Review & Maintenance
 - 8.0 Distribution List
- Annexes Include:
 - A. Declaring a State of Local Emergency (SOLE)
 - B. DMP Phases & Action Required
 - C. Debris Management – Variance Request Example
 - D. Expected Debris by Hazard for Kings County
 - E. Critical Infrastructure Impact and Debris Management Considerations
 - F. Debris Volume Estimates by Area (Kings County)
 - G. Debris Visual Estimation References
 - H. Priority Road Clearance Routes
 - I. Public Communication Samples
 - J. Sample AAR/IP Survey Questions
 - K. Abbreviations & Acronyms

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO DEBRIS MANAGEMENT PLAN (DMP), DATED SEPTEMBER 2025

Kings REMO SOP004 – ECC Activation

Purpose:

- To provide a standardized procedure for activating and operating the Kings REMO Emergency Coordination Centre (ECC) to support coordinated response efforts for emergencies and disasters affecting Kings County. It ensures clarity in activation triggers, levels, and roles, and promotes consistent decision-making across all partners. This SOP aligns with the Nova Scotia Emergency Management Act and ICS Canada principles.
- Annexes Include:
 - A. ECC Activation Flowchart
 - B. ECC Activation Decision Matrix
 - C. ECC Activation Checklist
 - D. ECC ICS Management Functions
 - E. ECC Layout (181 Coldbrook Village Park Dr)

- F. ECC General Staff Responsibilities
- G. Notification Templates
- H. Situation Report (SitReP) Template

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO STANDARD OPERATING PROCEDURE (SOP004) FOR KINGS COUNTY ECC ACTIVATION

2025 Wildfire Season

Reference: [NS Wildfire Viewer](#)

- Nova Scotia Wildfire Season March 15 to October 15
- Kings County has seen an average of 20 wildfires per year over the last 19 years.
- To-date, there have been 21 DNR reported wildfires in Kings County
- The NS Burn Safe Map is updated daily at 2:00 pm

Lake George Wildfire (2025-09-29 to 2025-10-11)

2025-09-29

- 1630 Kings Emergency Coordination Centre activated.
- 1645 Contact Red Cross Arrange for Reception Centre/Shelter
- 1700 Evacuation Alert – Lake George
- 1755 State of Local Emergency
- 1800 Evacuation Order
- 2030 VSAR mobilized
- 2059 Evacuation Order Update
- 2133 Evacuation Order Update
- 2007 Evacuation Alert
- 2215 Evacuation Order Update

2025-10-06	State of Local Emergency Renewed
2025-10-09	Evacuation Rescind No Structures Lost No Power outage to evacuated residences.
2025-10-10	De-activation of Kings ECC (1900)
2025-10-11	DNR Reported Lake George Wildfire "Under Control" (1901) 288 hectares.
2025-10-13	State of Local Emergency Expired

Full details of the After-Action Review/Improvement Plan will be brought forward when completed.

2025 Atlantic Hurricane Season

- 2025 forecast to be an 'Above-Normal' Hurricane Season
 - 13-19 named storms average 14
 - 6-10 Hurricane Strength average 7
 - 3-5 Major Hurricanes (Category 3 to 5) average 3
- Peak Atlantic Hurricane Season: Aug-Sep-Oct
- 12 named storms in the Atlantic, as of 2025-10-20
- Detailed information from the Canadian Hurricane Centre (CHC) starts about 72 hours before the storm crosses into the Canadian Hurricane Response Zone.
- The Kings REMO Annual Hurricane Workshop occurred Thursday, July 3, 2025, at the Emergency Coordination Centre (ECC)

Comfort Centres

www.kingsremo.ca/Comfort-Centres

- 30 Comfort Centres (as of 2025-10-20)

Pending Additions (Provincial & Municipality of the County of Kings Generator Program Funding):

- Aylesford Lions Club
- Berwick Lions Club
- Salvation Army Church (Kentville)
- Hants Border Community Hall
- Bethany Memorial Baptist Church (Aldershot)

Community Outreach

2025 presentations as of 2025-10-20: 17

2025 Presentations scheduled:

- 2025-10-24 Kings County Seniors Safety Program (Canning)
- 2025-12-10 Acadia University Admin Assistants PD Day
- 2025-12-17 Kingston Legion – Veterans & First Responders

Presentations to be confirmed:

- Acadia University Lifelong Learners (Fall / 2026 program)
- Filipino Community Group (Kentville)
- Aylesford Lions Club
- Blomidon Court Staff (Greenwich)

Kings REMO Social Media

- Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings, and preparedness messages
- Kings REMO actively uses Social Media to increase community awareness:
 - Facebook followers – annual increase:
 - 10,212 2024-09-19 + 2,982
 - 16,257 2025-10-20 + 6,045

Vulnerable Persons Registry (VPR) Program

<https://www.kingsremo.ca/VPR/>

Registrations:

- 2023-01-16 32 registrations
- 2024-01-15 47 registrations
- 2025-01-22 55 registrations
- 2025-04-22 56 registrations
- 2025-07-21 58 registrations
- 2025-10-20 64 registrations

Kings REMO continuing to develop a 'Community of Champions' to increase awareness of the VPR Program

Training & Exercises

i. 2025-07-03 Hurricane Workshop After-Action Review/Improvement Plan (AAR/IP):

- 35 participants from Municipal staff & Agency Representatives
- What went well:
 - Relevant use of Lessons Learned from Upper Tantallon 2023 Wildfire
 - Very well structured, presented & relevant
 - A lot of relevant agencies present at the Workshop – useful to have a lot of stakeholders in the same room
- Areas for Improvement
 - More engagement, time and opportunity for discussion with participants
 - Increased number of exercises with participation from Municipal units and Agency Reps
 - More maps and relevance to area in Kings County

IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE JULY 11th HURRICANE-ECC ACTIVATION WORKSHOP AFTER ACTION REVIEW

ii. 2025 Training Schedule:

- BEM
 - 2025-03-13 (Thu)
 - 2025-06-26 (Thu) Cancelled – insufficient registrations
 - 2025-09-25 (Thu) Cancelled – insufficient registrations
 - 2025-12-11 (Thu)
- ECC
 - 2025-02-20 (Thu)
- I100
 - 2025-03-12 (Wed)
 - 2025-06-05 (Thu) – 23 registered New
- I200
 - 2025-04-23/24 (Wed/Thu)
 - 2025-09-23/24 (Tue/Wed) New
- I300
 - 2025-10-15/16/17 Cancelled – Lake George Wildfire

2026 Training program for Kings REMO

- BEM (Quarterly)
 - 2025-03-19 (Thu)
 - 2025-06-25 (Thu)
 - 2025-09-24 (Thu)
 - 2025-12-10 (Thu)
- I200
 - 2026-04-22/23
- I300
 - 2026-10-21/22/23
- I400
 - 2026-11-to be confirmed

iii. 2025 Exercise program for Kings REMO:

- 2025-11-20 (Thu) Winterstorm – Shelter TTX
- This timeframe forecast to be used for the Lake George Wildfire After-Action Review/Improvement Plan discussion

2026 Exercise program for Kings REMO

- 2026-02-19 Evacuation Workshop
- 2026-04-09 Flood Tabletop Exercise/Discussion
- 2026-05-tbc NS DEM Exercise Nova Delta
- 2026-07-09 Hurricane Tabletop Exercise/Discussion
- 2026-11-19 Winter Storm-Shelter Tabletop Exercise

Roundtable Discussion

Mayor Mike Trinacty, Town of Berwick

- The Berwick Lions Club is very interested in becoming a Comfort Centre to support Kings REMO and is further investigating the installation of a generator to support their operations.

Councillor Howard Williams, Town of Wolfville

- If, as in the case of the Floods of 2024, staff can't get to the regional Emergency Coordination Centre (ECC), how are operations planned on being supported.
Kings REMO REMC: Staff are being cross trained in various positions to enable support across all 4 municipal units
Glenn Horne, CAO Town of Wolfville: With 4 municipal units available within REMO, available staff can be pulled from any of the 4 municipal units, giving Kings REMO a huge advantage
- How could residents who were evacuated get back to their properties once the Evacuation Order was in place?
Kings REMO REMC: With the benefit of having a municipal EMO liaison embedded within the Incident Command Post, any queries regarding re-entry were first reviewed at the ECC level, before being forwarded to the EMO Liaison to coordinate with DNR for escorted re-entry for any priority items, such as medications

Chris McNeill, CAO Town of Kentville

- In addition to the scheduled ICS training and Tabletop Exercises, is there an opportunity for additional training for an ECC Course, PIO training and Evacuations
Kings REMO REMC: For any PIO specific training that used to be provided by Communications Nova Scotia (CNS), this would not have to be separate training that is contracted out. Outside of ICS training, additional sessions for ECC courses and Evacuation Workshop (recommended for February 2026) can be scheduled at any time.
- Further to the Kings REMO Evacuation Plan and other detailed EM Hazard-Specific Plans, are there any prepared details for one-way in/one-way out communities?
Kings REMO REMC: Beyond the continued Kings REMO Emergency Preparedness Community outreach program, there is nothing as of today, for specific community planning to address those areas of Kings County that face one-way in/one-way out travel.

Councillor Wendy Elliott, Town of Wolfville

- There is a huge amount of gratitude from evacuees to First Responders & Kings REMO for keeping their properties safe during the Lake George Wildfire

Councillor Samantha Hamilton, Town of Kentville

- Reported hearing comments that the Lake George Wildfire was one of the best managed incidents. There is a common misconception amongst residents that structural Firefighters with Municipal Fire Departments were not adequately called upon to support DNR during the Wildfire – recognized as an education piece to ensure that residents are aware that structural Firefighters from Departments will be called upon for support, but not for internal Wildland firefighting

Craig Gibson, Municipality of the County of Kings Alt EMC

- Inquired about briefing EM Advisory Committee on NS Alert App
Kings REMO REMAC: Highlighted that the NS Alert App is available to all residents of Nova Scotia and they are encouraged to download the app as it bridges the Wi-Fi deficiencies with the National Alert Ready System.

**Councillor Robbie Hiltz, Municipality of the County of Kings
Kings REMO REMAC Chair**

- Thanks to the province for support during the Lake George Wildfire and gratitude to Kings REMO as an organization.

Next Meeting: Monday, January 19, 2026

Committee Report Template

Committee Name: Regional Enterprise Network- LOC

Date of Meeting: Monday, October 20, 2025

Name: Councillor Jamieson

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Business Retention & Expansion
#2	Regional Marketing Levy
#3	Review of 2024-29 Strategic Priorities (REN)
#4	LOC Council Communications Support
#5	Regional trends
#6	Recommendation REN policy to approve Vice Chair policy

Key Discussion or Decisions:

Give a brief overview of the key discussions or decisions from the meeting.

Decision to approve a policy to have a Co-Vice chair for the REN. Approved.

A future survey will occur on Business Retention and Expansion. General discussion on Market Levy and a need to get agreement from the municipalities to move it forward. It would be nice for it to be agreeable to all.

Business plan Metrics to be updated.

A draft policy on e-voting is to be prepared. A population and workforce growth strategy is being worked on. Discussions on LOC communications to Councils was discussed and most agreed that staff should be included and information packages should be brief.

A meet and greet will take place with the REN board on November 27th, 2025.

Next REN-LOC meeting January 12, 2026