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## Committee of the Whole Meeting

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

### AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
  - a. August 27, 2024 COTW Minutes
- 4. Review of Action Items**
- 5. Presentations**
  - a. Greg Hubbert, Berwick Mural Society
  - b. Paul Beazley & Andrew Willsey, PVSC
- 6. New Business**
  - a. Information Report – Draft 5-Year Capital Investment Plan 2026 V1
- 7. Department Reports**
  - a. Community Development
  - b. Public Works
  - c. Finance
  - d. CAO
- 8. Committee Reports**
  - a. Kings REMO Regional EM Advisory Committee
  - b. KMCC Governance Committee
  - c. Police Services Advisory Committee
  - d. Planning Advisory Committee
  - e. Audit Committee
  - f. Diversity Kings County Committee
  - g. Annapolis Valley Trails Coalition
  - h. Accessibility Committee
  - i. ISMA Report
- 9. Correspondence**
  - a. Valley Connect Outreach Association
  - b. African Heritage Month Proclamation
  - c. Industrial Inquiry Commission Reviewing Canada Post

- d. Food Cycle Science
- e. Emergency Management – Consistent & Impactful Emergency Response
- f. Kings REMO ECC Activation
- g. Open Arms Winter Response Proposal

**10. Mayor's Report**

**11. Adjournment**

Meeting Date	Action Item	Status
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
2024-11-12	4. Get additional quotes for the installation of safety grates on the storm culvert on Main Street.	In-Progress
2024-12-10	Appoint an independent investigator into the Code of Conduct.	In-Progress
2024-12-10	Schedule CAP to present to Council	In-Progress
2024-12-10	Survey what/if other municipalities are doing to respond to the ban the use of NDAs, related to sexual violence cases, for every business, institution or organization that receives Municipal funding or recognition.	In-Progress
2025-01-14	Request CBCL to include a Town Hall meeting in place of a staff meeting.	In-Progress
2025-01-14	Prepare an order with defined allowance for vehicles/materials on property.	Not Started
2025-01-14	Growth based on building permits and new construction vs. and growth based on pure increase in assessment.	In-Progress
2025-01-14	Reserves for IMSA organizations? Is the Interim IMSA work going to provide direction/opinion on this?	Not Started
2025-01-14	Number of fines written by RCMP and how does it get directed to Town of Berwick revenue	In-Progress
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
2025-01-14	Is there revenue from VCFN that is returned to the owner parties?	Not Started
2025-01-14	flush out the costs for parks and bylaw to present to the public for feedback.	In-Progress
2025-01-14	Notify applicants of decision for committee appointments.	Completed



# PVSC 2025 ASSESSMENT ROLL

TOWN OF BERWICK

JANUARY 28, 2025



# NOVA SCOTIA'S PROPERTY ASSESSMENT AND TAXATION SYSTEM

# ABOUT PVSC



Created under the Property Valuation Service Corporation Act and responsible for assessing all real property in Nova Scotia as per the Nova Scotia Assessment Act



Municipally funded, not-for-profit



Governed by a Board of Directors



Approximately 130 employees across 62 communities around Nova Scotia

# WHAT WE DO & DON'T DO

## PVSC does:

- Deliver an Assessment Roll to all 49 NS municipalities
- Deliver ~650,000 Assessment Notices to NS property owners
- Administer the Capped Assessment Program (CAP) and Seasonal Tourist Business Designation program on behalf of the NS government

## PVSC does **NOT**:

- Have the authority to:
  - Set tax rates
  - Collect taxes
  - Create tax policy
  - Provide tax relief
  - Determine land ownership

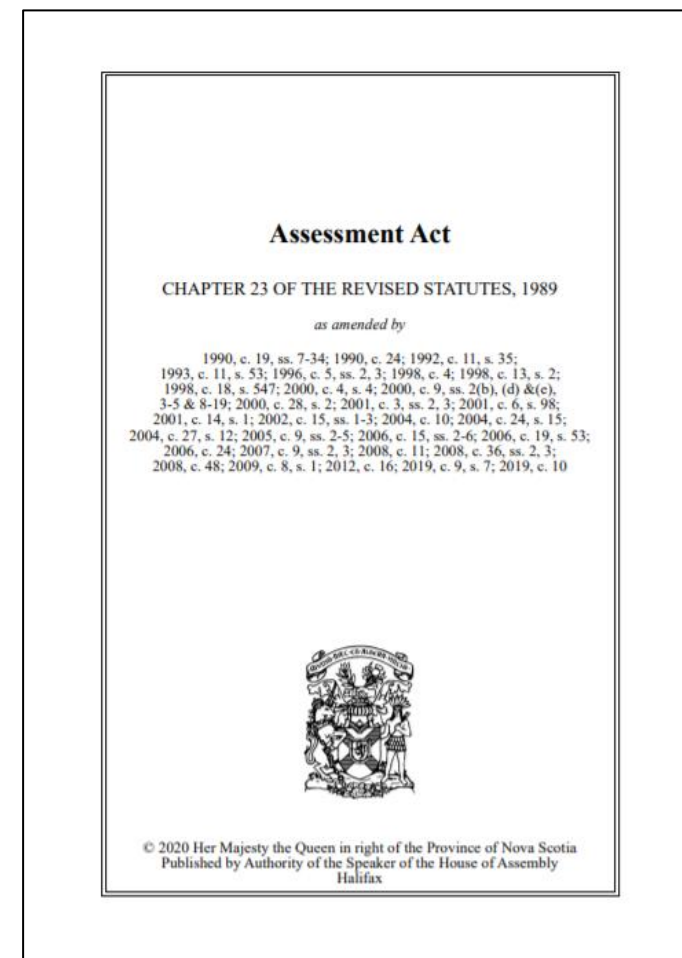
# MARKET VALUE

The *Nova Scotia Assessment Act* requires that we assess property at **market value**:

*“... the amount which in the opinion of the assessor would be paid if it were sold on a date prescribed by the Director in the open market by a willing seller to a willing buyer”*

**AND**

*“The assessment shown on the roll shall be the assessment that reflects the state of the property as it existed on the first day of December immediately preceding the filing of the roll”*



# COMMON QUESTIONS ABOUT SALES

- Are all sales considered in your analysis?
- When a house sells, does that price become its assessed value?
- How are market areas determined?
- What happens when you don't have enough sales in a market area?
- Why can a neighbourhood or street have different assessed values?

# ROLL QUALITY STANDARDS

- PVSC uses advanced statistical analysis to conduct an in-depth examination of market trends and indicators for every assessment roll
- Assessments are rigorously tested for accuracy and uniformity to ensure compliance with the Nova Scotia Assessment Act and industry standards set by the International Association of Assessing Officers

## QUALITY MEASUREMENTS

- Valuation Approach Selection
- Mass Appraisal Statistics
  - Level of Assessment
  - Fairness of Assessments
  - Equity Between Groupings

# THE CAPPED ASSESSMENT PROGRAM

- PVSC administers the Capped Assessment Program (CAP) on behalf of the Nova Scotia Government
- The program places a 'cap' on the amount that the taxable assessment for eligible residential property can increase year over year based on the Nova Scotia Consumer Price Index (CPI) in November

2024 PROPERTY ASSESSMENT				
Classification	Assessed Value	*Capped Assessment	Acres	Taxable Assessed Value
RESIDENTIAL TAXABLE	\$192,600 <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 5px auto;">Assessed value reflects the market and state of the property</div>	\$153,000 <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 5px auto;">Capped assessment reflects the NS CPI in October</div>		\$153,000 <div style="border: 1px solid green; padding: 5px; width: fit-content; margin: 5px auto;">Taxable assessed value is what is used to determine property taxes</div>
<b>2024 TOTAL</b>	<b>\$192,600</b>			<b>\$153,000</b>

1.5% CAP  
for 2025

# TOWN OF BERWICK: 2025 ASSESSMENT ROLL

Total 2025 Assessment Roll= **\$364M**

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Residential Property Assessment:  
**\$297.9M** total assessed value  
**1,060** accounts

Residential assessed value with CAP = **\$213.8M**  
Total residential accounts with CAP = **813**

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Commercial Property Assessment:  
**\$66M** total assessed value  
**94** accounts

# TOWN OF BERWICK: 2025 ASSESSMENT ROLL



41  
Permits



52  
Property  
Transactions



16  
Appeals  
in 2024

# THE APPEAL PROCESS

- Each property owner receives a notice of assessment which indicates an assessed value for their property
- Should a property owner disagree with their assessed value they can file an appeal
  - 2025 assessment appeals must be received by February 13, 2025
  - Instructions on how to file an appeal is included on the assessment notice
- There are three levels of appeal:
  - PVSC initial assessor review
  - Nova Scotia Assessment Appeal Tribunal (NSAAT)
  - Utility and Review Board (UARB)

# CONTACT INFORMATION

- Should you get questions from constituents about property assessment, please direct them to our contact centre where they can connect with our knowledgeable and expert staff

Phone: 1-800-380-7775

Email: [inquiry@pvsc.ca](mailto:inquiry@pvsc.ca)

Website: [www.pvsc.ca](http://www.pvsc.ca)



THANK YOU

# INFORMATION REPORT

## Draft 5 Year Capital Investment Plan 2026 V1 Information Report



**To:** Town Council  
**From:** Director of Finance  
**Date:** January 28, 2024  
**Subject:** Draft 5 Year Capital Investment Plan 2026 V1 Information Report

### References/Attachments

- Draft 5 Year Capital Investment Plan 2026 V1 Information Report
- Draft 5 Year Capital Investment Plan 2026 V1 Presentation

### Legislation

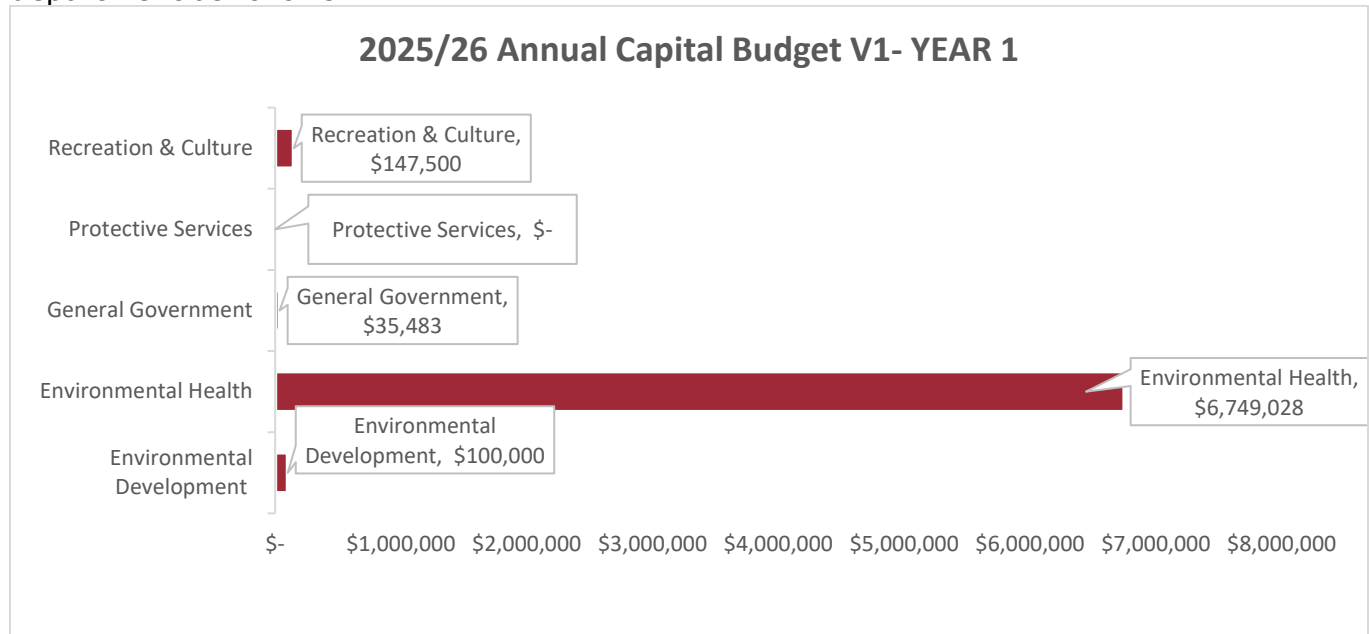
- MGA Section 65

### Background

The first draft of Berwick’s 5 Year Capital Investment Plan (CIP) has been prepared with priorities as identified by Council and Management, combined with the information derived in the Asset Management Plan and the 2024/25 CIP.

The 5 Year Capital Investment Plan is a fluid document that is reviewed and updated on an annual basis through budget deliberations, rolling the next year forward to present times, then revising to represent Berwick’s needs and priorities.

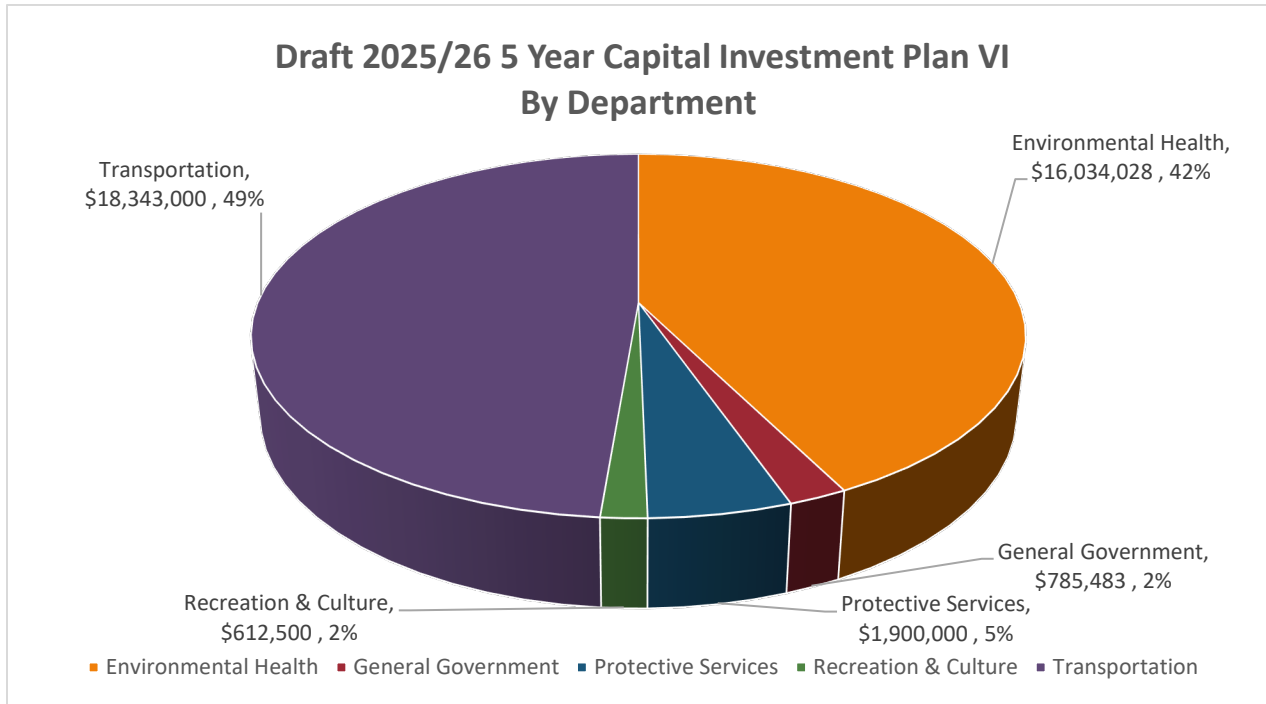
Year 1 of the draft capital plan includes a proposed investment of \$7,610,000 allocated by department as follows:



**INFORMATION REPORT**  
**Draft 5 Year Capital Investment**  
**Plan 2026 V1 Information Report**



The allocation of the 5-year investment plan by the department is as follows:



Street refurbishments have been a priority for many years and have been included in Draft 1 of the Capital Budget as follows:

Street	Year	Cost
Foster Street	2026/27	\$6.5M
Cottage Street	2027/28	\$2.0M
Commercial St. 1- GVM to South St.	2028/29	\$6.7M
Commercial St. 2- South St. to Cottage St.	2029/30	\$5.0M
Maple Avenue	2029/30	\$2.6M

The proposed funding sources for the Draft 2025/26 CIP rely on successful receipt of grant funds, drawing down reserves and significant borrowing, which, in turn, has a substantial impact on the operating budget related to the repayment of debt.

A draft debt service forecast has been provided in the presentation, having been prepared, assuming a \$150,000 increase in taxation in year 2026/27 resulting from the Grand View Manor construction, plus a 2% year over year increase in Berwick’s own source revenue thereafter.

A draft forecast of both combined and operating reserve financial condition indicators has

**INFORMATION REPORT**  
**Draft 5 Year Capital Investment**  
**Plan 2026 V1 Information Report**



been included in the presentation as well. This assumes the annual continuation of the Canada Community Building Fund (CCBF).

Version 1 of the draft capital plan is being presented this evening to allow Council the opportunity to discuss, seek clarification and provide direction regarding the capital projects and proposed funding sources on February 3, 2025.

**Financial Implications**

The Draft 2025/26 5 Year Capital Investment Plan V1 as presented will have a significant impact on Berwick’s annual operating budgets for years to come, due to the substantial borrowing being proposed.

In addition to a high debt service level, the draft budget drastically draws down reserves, with no plan to replenish.

As noted above, the Financial Condition Indicators the province uses to evaluate the financial health of the municipality, will show as high risk for debt service, combined reserves and operating reserves.

Staff recommend Council seriously consider the ability of the municipality to service proposed debt and develop a plan by way of policy to replenish reserves and/or fund capital projects out of revenue.

**Priority Alignment**

<b>Check Applicable</b>	<b>Strategic Priority Area</b>	<b>Comments</b>
X	Economic	
	Environmental	
	Social	
	Cultural	

**Community Engagement/Communication**

A Budget Engagement Session will take place at a future date.

CAO Initials:  JB

Project Name	Project Description	Estimated Total Project Cost	Net Project Cost to Town
Solar Garden	Addition of physical barriers to separate roadway from exposed cabling (ref: Ray Grant)	100,000	-
WWTP Upgrades	Install of tertiary treatment system (filter) & drum screen replacement with auger screen	6,659,830	665,983
WWC Morse Pond Pump Station	Replacement 15 HP 600V submersible pump (Morse Pond)	22,673	22,673
WWT / WWC Data Monitoring	Implement SCADA System (treatment plan and liftstations)	54,525	54,525
WWC GVM Sewer Rates	Install a flowmeter at Ben Grove S/D PS to measure GVM flows	12,000	12,000
WWC GVM Sewer Rates	Install a flowmeter at Ben Grove S/D PS to measure GVM flows	-	-
Asset Management	Brightly AM Software Implementation	23,483	0
Security Cameras Phase Two	Public Works and Solar Garden	12,000	-
Centennial/Rainforth Connect Trail	Accessible gravel trail to connect attractions and access points in both Centennial/Rainforth Parks (As per Centennial Park Plan Update)	12,500	3,750
BoxCar Finishes	Interior Finish of box cars (walls, ceilings, floors, insulation, as well as heat pump and power)	90,000	45,000
Ballfield Fencing Safety Improvements - Rainforth Park	Purchase and installation of plastic piping on top of new ball fencing (Safety Considerations)	5,000	1,500
Town Gateway - Beautification	Town entry beautification upon the reinstatement of the existing bridge project (Power, Path, Lights etc.)	25,000	12,500
Update of Multi-Generational Park Plan	Update of existing Park Plan (2013) to reflect current day, and future direction. Recommended scope of work from CDC for Council's consideration.	15,000	7,500
Roads, Trails, WWT Maintenance	Purchase Flail Mower attachment for the excavator, for ditch, trails, and berm maintenance	12,000	6,000
PW General	Replace Hwy 101 (westbound) Town of Berwick Sign	25,000	12,500
Traffic Safety	Traffic Lights upgrade - Cottage / Commercial (needs new panel, PLC)	50,000	50,000
PW General	Install an Air Exchange for PW Shop Office	15,000	15,000
Fleet	New Plow Truck (Replace 2008). Frame is rotted (2024), high risk of not passing safety inspection in 2026.	350,000	350,000
Roads and Streets - Maple Ave Design	Cottage St to South St Design (Storm, Sidewalk, Street)	75,000	75,000
Roads and Streets - Foster Design	Foster St. Main St. to Mill St. Design Review	50,000	50,000
			-
		<b>Total Investment</b>	<b>7,609,011</b>
<b>Carry Forward 24/25</b>			<b>1,383,931</b>
			-
WWTP Aeration, Filter Pilot	Aeration of Lagoon 2; blowers; Pilot two options for WWTP: 1- Disc Filter 2- Sand Filter	2,518,000	-
Commercial St. Sewer	Wilson's Homestore Sewer Repair	100,000	100,000
		<b>Total Carry Forward Approved 24/25</b>	<b>2,618,000</b>
		<b>2,618,000</b>	<b>2,618,000</b>

Project Name	Project Description	Estimated Total Project Cost	Net Project Cost to Town
Roads and Streets - Foster Construction WWT Site Security WWC Pump Station Maintenance Ground Water Study Financial System	Main St. to Mill St. Site Security - Keyfobs on all WWT doors Install crane on PW Truck for safe mechanical lifting in WWTP Potable water well monitoring program- Y1 Implementation of Financial System: Go Live April 1, 2027	6,500,000 10,000 50,000 50,000 750,000	2,250,000 - 50,000 50,000 750,000
Parks Maintenance Equipment	New Zero-Turn mower to replace aging equipment. New to go to parks; oldest Parks to go to PW; oldest PW to be disposed.	15,000	15,000
Parks Beautification and Security	Centennial Park Main Entrance Upgrade (Union St) Replace chain link fence w/ landscaping or other fencing to serve as a physical barrier from traffic	50,000	50,000
Centennial Park Building Replacement	New building and washrooms with additional rec. equipment storage;	300,000	300,000
Bus Shelters	Kings Mutual, GVM, Main St. Video	45,000	45,000
Fleet	New Plow Truck (Replace 2005). Frame is rotted (2024), high risk of not passing safety inspection in 2026.	350,000	350,000
Storm	Replace cover on Foster / Main catch basin (manufacture + install)	11,000	11,000
Comprehensive Transportation Plan	Town Transportation Plan- identify what development is doing to traffic and how we are transporting goods; crosswalks; one-way streets	100,000	50,000
Roads and Streets - Cottage Design	Cottage St Upgrades Design Review	50,000	50,000
<b>Total Investment</b>		<b>8,281,000</b>	<b>3,971,000</b>

<b>Project Name</b>	<b>Project Description</b>	<b>Estimated Total Project Cost</b>	<b>Net Project Cost to the Town</b>
WWTP Upgrades	WWT - Desludge Cells 1, 2	1,000,000	500,000
WWC - Safety	WWC - Replacement covers (hatches, safety grates) for 2 pump stations - Main St, WWTPlant	50,000	50,000
WWC Asset Management	Mill St pump station Upgrade (eng design, pumps, panels, plumbing, valves)	500,000	250,000
Ground Water Study	Potable water well monitoring program- Y2	50,000	50,000
Fleet	Front line Pumper Tanker to replace Mack Tanker Unit #21	1,900,000	633,333
Centennial Park	Phase 2 Centennial Park- Pavillion etc.	100,000	33,333
Fleet	Replacement Sidewalk Machine w/ salter, plow	200,000	200,000
Roads and Streets - Cottage Construction	Cottage St Upgrades	2,000,000	-
Roads and Streets - Commercial Design	Commercial Street Upgrades (phase 1 - GVM to South St) DESIGN	50,000	50,000
<b>Total Investment</b>		<b>5,850,000</b>	<b>1,766,666</b>

DRAFT

Project Name	Project Description	Estimated Total Project Cost	Net Project Cost to the Town
WWTP Upgrades	Upgrade Aeration / Curtain in Lagoon 3	1,000,000	500,000
Orchard St. Sidewalk	Design for Orchard St. Sidewalk	25,000	25,000
Roads and Streets - Commercial Construction	Commercial Street Upgrades (phase 1 - GVM to South St)	6,700,000	3,350,000
Roads and Streets - Commercial Design	Commercial St. Upgrades Phase 2- South St. to Cottage Design	50,000	50,000
Fleet	Replacement 1 ton w/ dump body and plow (gasoline or diesel) and salter	250,000	250,000
<b>Total Investment</b>		<b>8,025,000</b>	<b>4,175,000</b>

DRAFT

<b>Project Name</b>	<b>Project Description</b>	<b>Estimated Total Project Cost</b>	<b>Net Project Cost to the Town</b>
WWC Asset Management	Lawrence Ave pump station Upgrade (pumps, panel)	75,000	75,000
Roads and Streets - Commercial Construction	Commercial Street Upgrades (phase 2 - South St to Cottage St)	5,000,000	2,500,000
Fleet	Replacement Sidewalk Machine w/ salter, plow	210,000	210,000
Fleet	Replacement PU Truck for Parks	125,000	125,000
Roads and Streets - Maple Construction	Streets - Maple Ave Upgrades	2,600,000	1,300,000
<b>Total Investment</b>		<b>8,010,000</b>	<b>4,210,000</b>

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Year	Capital Reserves	Sewer Operating	Operating Reserves	Capital Out of General Operating	Prov Grant	Fed Grant	Other Contributions	Debt	Total
<b>2025/26</b>	50,034	77,198	115,716	-	3,380,665	2,708,932	135,483	1,140,983	<b>7,609,011</b>
<b>2026/27</b>	-	50,000	271,000	-	1,000,000	3,300,000	10,000	3,650,000	<b>8,281,000</b>
<b>2027/28</b>	1,000,000	50,000	83,333	-	1,750,000	66,667	1,266,667	1,633,333	<b>5,850,000</b>
<b>2028/29</b>	-	-	25,000	-	500,000	3,350,000	-	4,150,000	<b>8,025,000</b>
<b>2029/30</b>	-	75,000	-	-	-	3,800,000	-	4,135,000	<b>8,010,000</b>
<b>Total</b>	<b>\$1,050,034</b>	<b>\$ 252,198</b>	<b>\$ 495,049</b>	<b>\$ -</b>	<b>\$ 6,630,665</b>	<b>\$ 13,225,599</b>	<b>\$ 1,412,150</b>	<b>\$ 14,709,316</b>	<b>\$ 37,775,011</b>
<b>Forecasted Reserve Balance</b>	<b><u>\$ 595,146</u></b>	<b><u>\$ 25,000</u></b>	<b><u>\$ 203,461</u></b>						

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**Department: Community Development**  
**Date: January 2025**

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**Council Priorities**

- **Increased Programming/Programming for all ages:**
  - The second Berwick Memory Cafe took place January 14<sup>th</sup> at the Evangeline Club. While the in-person numbers remain small, the program has received positive interest from the community. Staff are assisting with promotion, registration and set-up at the program. The next cafe will take place February 11<sup>th</sup>
  - Staff continue to work closely with the Annapolis Valley Welcome Network, Evangeline Club and Kings County Family Resource Centre to support their local efforts.
  - Adventures in Storytime, a literacy-based program in partnership with the Kings County Family Resource Centre, begins February 6<sup>th</sup>. This program serves a dual-purpose of serving youth and their parents.
  - Our free afterschool drop-in program "Wednesday Sports Zone" re-launched on January 15<sup>th</sup> with the support of the Valley Wildcats.
  - Table Tennis, Drop-in Basketball and Line Dancing are all still up and running throughout the Winter. Numbers have been growing for Table Tennis. Basketball numbers have been dropping in the Winter, while Line Dancing stays consistent at 20-30 people each Friday.
  - Pickleball started for the winter session on January 6<sup>th</sup>. As always, this group is enthusiastic. Staff are working to offer a "learn to play" pickleball session and supporting independent pick-up groups.
  - The Town of Berwick has partnered with Acadia University and their "Active for Life" program. It is running out of the Town Hall gymnasium 11:45am-12:45pm every Tuesday and Thursday from January 14<sup>th</sup> to April 3<sup>rd</sup>. The goal of the program is to improve quality of life for individuals in our community and minimize the impact of chronic conditions on the body.
- **Tree Replacement Program:**
  - Staff are working on grant applications to support the creation of a plan for tree replacement.

**Key highlights**

- Merry Mugs were delivered on December 23<sup>rd</sup>. This "feel good" initiative to spread kindness was well received by the community, with close to 100 anonymous

nominations received. Staff are working with a Berwick and District School student advisory group to build on the success of this project for future initiatives.

- A survey surrounding community accessibility and equity was launched to the public in early January. Staff are taking this feedback to create the equity chapter of the accessibility plan, which is being revised by staff for review at the next Accessibility Advisory Committee meeting on February 10.
- Summer student grant applications have been submitted, staff assisted community non-profit organizations with applications.
- Staff have met with Kings County Family Resource Centre to support several initiatives. A special event, a grief literacy workshop for children ages 4-9 will take place on February 22<sup>nd</sup>
- Berwick and District School will be hosting a newcomer cafe on February 26<sup>th</sup>. Staff are supporting the School Advisory Committee and Berwick Welcome Network with this event.
- Our winter event this year will be a Light the Nights week-long event from February 9-16. Highlights include a home decorating contest, a Winter Walk with the Berwick Girl Guides, a free skate, a family fun evening (outdoors) and a family fun morning (indoors) with support from our local churches.
- Installation of the Centennial Clock is complete.
- Staff continue to support the Sports Hall of Fame Committee with planning and preparation for a June event.
- Staff continue to attend School Advisory Committee meetings at Berwick and District School and support the school in other ways – recently staff met with middle level students to discuss their upcoming community projects.
- Feedback from the community this year regarding the Christmas music was positive. Two emails did note that shortening weekdays may be beneficial to those living on Commercial Street and will be acknowledged next holiday season.
- Staff have met with a community member who is interested in reviving the Town's participation in the Terry Fox Walk/Run and are supporting these efforts.
- Grants are being explored for proposed capital and operational projects. Several intake meetings have taken place.
- Discussion and planning for the beautification of the Town Gateway continues.
- Free Public Skate sessions have taken place on Nov 16<sup>th</sup>, 30<sup>th</sup> and January 17<sup>th</sup>. Each public skate was well attended, particularly on an evening or weekend.
- Walk n' Roll has started at the Kings Mutual Century Centre on Mondays and Thursdays. Our NS Walks Leaders are assisting in spreading the word and some new faces have already joined in.
- The Trail Coalition is continuing to meet regarding how to move forward as a group. A facilitated discussion hosted by provincial employees is expected to take place in February or March.

- Winter equipment loan program has been launched for the 2025 Winter. Skiing has been the more popular option thus far. Berwick Scouts and Orchards Away Day Care have both done large group rentals of sleds and snowshoes.
- Department strategic review, planning, and goal setting for the coming year is well underway.
- HUBS project in partnership with Cycle Nova Scotia is currently on hold as they await confirmation of funding, work is expected to continue mid/late February.
- Staff are reviewing and updating our current KMCC agreement

### **Next Month Priorities:**

- Grant applications to support programming and upcoming events, through 2025
- Completion of draft Accessibility and Anti-Racism/Equity plan
- Call for volunteer nominations from the community
- Survey to Business Community

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**Department: Public Works**  
**Date: January 2025**

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### **Council Priorities**

**Finalize Asset Management:** Ongoing.

- Provision for AM Software included in Draft 2025/26 Operating Budget.
- 23 Jan meeting with Brightly (AM software system).
- Next Steps:
  - Director to receive training on GIS mapping Software from AIM Network.
  - Update AM plan to account for 2024 paving work and vector / CCTV work and findings.

**Storm Water Management:** Ongoing.

- 20 Dec Storm Water Management Plan RFP close date; 7 submissions received.
- 14 Jan Council Decision to award Storm Water Management Plan work scope to CBCL.
- 17 Jan Letter of Award sent to CBCL.
- 21 Jan Instructed Rick Balsor Welding to begin building galvanized culvert grates for the storm culvert near Eden Valley.
- 30 Jan kick-off meeting (scheduled).
- Next Steps:
  - Additional work required on the open ditch behind Horsburgh Dr now that the ground is frozen.
  - Work with property owners to construct a swale between civics 134, 136 Foster St to manage storm runoff from street (to happen in the spring when the ground firms, and vegetation growing).

**WWTP Upgrades – Aeration & Blowers:** Ongoing.

- 10 Dec Council Decision to award construction work to Gary Parker Excavating Ltd.
- 23 Jan sign contract.
- Next Steps:
  - Begin work.

**WWTP Upgrades – Tertiary Filtration:** Ongoing.

- 4 Dec RFP by invite closed; 2 (+1) bids received.
- 8 Jan Recommendation received from Dillon on how to proceed.
- 21 Jan Review of Dillon Recommendation with CAO.
- 28 Jan RFD to Council.
- Next Steps:
  - Award equipment pre-selection.

## **Sidewalk Upgrades – Maple Avenue:** Ongoing.

- 19 Jan Concept Design Report received from CBCL; currently under review.
- Next Steps:
  - Report to council in Feb.

## **Key Highlights**

### **Operations:**

- Removal of holiday decorations (Commercial St, Town Hall)
- Brush / limb removal along South St, Harvest Moon Trail.
- Plowing, salting, sanding underway.
- Installation of the Centennial Clock at Town Hall complete.
- Started new contract for Cleaning Services (Town Hall, Fire Hall, Public Works, Carol's Place, Fitness Center).
- 11 Jul Flood (post-work)
  - PW / BEC Shop reinstatement work started in Oct; completed in Jan.
- Solar Garden:
  - No updates this month, other than already stated.
- WW Treatment:
  - Environment and Climate Change Canada visited the site on 27 November to obtain effluent samples; all samples passed.
  - Drum screen failures have occurred multiple times in November and December to date; troubleshooting and repairs ongoing.
  - Beginning work on the sludge lagoon to shore up the berms in preparation for spring thaw and rains.
- WW Collection:
  - No updates this month, other than already stated.

### **Capital (e.g. not already mentioned):**

- Centennial Park Building
  - Low-cost temporary building constructed to house plumbing and electrical needs for Rainforth Park and the ball field.
  - Existing building removed in Jan.
  - Temporary building insulated and rough-finished in Jan; electrical and plumbing ongoing at the time of reporting.
- Fleet Management devices (GPS) received; installs ongoing.
- Accessible Customer Service
  - 10 Dec Council Decision to award construction work to Roscoe Construction.
  - 7 Jan kick-off meeting with Roscoe, staff.
  - Anticipated 4 weeks to complete once onsite work has started.

**Next Month Priorities:**

- Continue snow removal.
- Continue brush, limb removal along trails.
- Continue to implement GPS Fleet Management in Town vehicles.
- RFP for Solar Garden Grounds Maintenance.
- RFP for WWT Laboratory Testing.
- Maple Ave sidewalk – review of concept design with Council.
- WWTP upgrades progression.

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**Department:** Finance  
**Date:** January 2025

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### **Council Priorities**

- **Finalize Asset Management:**
  - **Bi-Weekly Meetings with Atlantic Infrastructure Management Network**  
– These meetings have been on pause since December due to time constraints.

### **Key Highlights**

#### **Berwick Electric Commission (BEC)**

- **Maritime Municipal Electric Utility Alliance (MMEUA):**
  - Saint John Energy (SJE) has been an incredible resource and support as we navigate the due diligence component of the NRCAN EIF grant for AMI Smart Meters project for the utility. This has been submitted to NRCAN, and we await confirmation of our success with the grant application.
  - Staff, with the support of SJE, have also submitted an expression of interest (EOI) with another NRCAN funding stream, for support of BEC capital projects including the AMI Smart Meters (with intent to stack funding), the Factorydale Turbine Replacement and building a new 15kV substation within the 4kV existing substation.
- **Insurance Claim-Factorydale Turbine:** Hysovent has responded to inquiries from the insurance adjuster and prepared a detailed report regarding the root cause of the breakdown and proposed solution. The Notice of Interest closed, with seven interests received. The RFP has been prepared and will be posted shortly.
- **Insurance Claim-Bezanson Substation:** This claim has been completed, and the funds have been received.
- **Flow Through Formula:** The UARB has approved the proposed Flow Through Formula.
- **Solar Garden Ownership:** Communication continues regarding ownership of the Solar Garden asset.
- **2025/26 Budget Preparation:** Staff continue to work through the 2025/26 draft Operating Budget and Five-Year Capital Plan for the BEC. This will be presented to the Commission for approval later for adoption prior to April 1, 2025.

#### **Town of Berwick**

- **2023/24 Audited Financial Statements:** The 2023-24 draft audited financial statements were completed approved by Council on January 14<sup>th</sup>, 2025.
- **2023/24 Financial Information Return:** Staff are completing this report so we may file with the province. This report determines the provincial financial condition

indicators. There is a lag when the province releases the financial condition indicators of approximately one year. 2022/23 financial condition indicators have yet to be released.

- **2025/26 Budget Preparation:** Staff continue to work diligently on the draft Operating and Capital budget for the upcoming fiscal year. V1 of the Draft Operating Budget was presented for Council's consideration and staff await Council direction to revise V2 of the draft operating budget. The 2025-56 Five Year Capital Investment Plan is presented on January 28<sup>th</sup>, 2025, for Council's consideration.
- **Audit Committee:** Attended the meeting on January 7<sup>th</sup>, 2025. Please see the Chair's report for details.
- **Audit Services:** Two submissions were received in response to the request for proposals for audit services. A review of the submissions and a recommendation will be discussed with the Audit Committee on February 5<sup>th</sup>, 2025.
- **Financial System:** Staff have received notice that our financial system, Microsoft GP, will no longer be supported by 2029. A task force has been formed with neighbouring municipalities, along with our IT Consultant, to begin scoping needs for a request for proposal for a new financial system. Staff attended a demonstration of a potential solution on December 11<sup>th</sup>, 2024, and continue to evaluate options.
- **Provincial Financial Reports:** Staff completed the CCBF and SSGF capital funding reports, which are both required from the province.
- **Insurance Claim- Public Works/BEC Shop:** The shop repairs are complete, and staff will work through finalizing the claim information for submission to the adjuster.
- **Insurance Request for Proposal:** As insurance renews April 01 and we have several outstanding claims with our existing provider, in addition to time constraints on the department, a tender for services will not be advertised this fiscal year. Staff will continue to identify as a priority for the upcoming fiscal year.
- **CUPE Labour Management:** Staff are preparing for collective bargaining negotiations.
- **Video Security System:** Equipment has been installed at Town Hall.
- **Key Fob Systems:** Installation is continuing at Town Hall. A part for the front door has been ordered and once installation is complete, key fobs will be assigned.
- **Voyent Alert:** We have been promoting our new alert system to the public. At present, we have 253 residents signed up. We continue to promote this opportunity within our newsletters and social media.
- **Records Management:** Our Office Administrative Coordinator continues the daunting task of destruction of records by the Association of Municipal Administrators Records Management system.

**Next Month Priorities:**

- **25/26 Capital and Operating budget revisions and public engagement tentatively proposed for Feb.20<sup>th</sup>.**
- **Audit Committee Meeting Feb.5<sup>th</sup>:** Selection of external auditors.
- **Factorydale Turbine Insurance Claim:** Support Owner's Engineer as required with RFP inquiries; support for FCM funding application.
- **Sewer Rate Review:** Revise for version two of the draft operating budget.
- **Preparation for CUPE Collective Bargaining.**
- **Insurance:** Complete submission of expenses related to the shop flood.
- **AREA Board Meeting Jan. 29<sup>th</sup>.**
- **MMEUA Feb. 4<sup>th</sup> and 5<sup>th</sup>:** Host SJE and AREA to review deep dive of the AMI Smart Meters budget and project scope.

# Committee of the Whole Monthly Report



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**Department:** CAO and Administration  
**Date:** January 2025

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## **Key Highlights**

### **Berwick Electric**

- Working with SJE and AREA, staff have completed and filed the due diligence questions and updated statement of work to NRCAN for the AMI meters project. This would include new smart meters, and a customer portal to view energy usage/monitoring, and notifications. The project also includes asset management and work order software for BEC and a new energy trading system that is currently being reviewed by AREA.
- BEC and Town of Mahone Bay Electric Utility advertised a joint Request for Proposals (RFP) for electrical inspections in December. No proposals were received. The deadline has been extended, and additional advertisement of the RFP has taken place.
- BEC, Mahone Bay, Antigonish and Riverport have submitted a written submission to the NSUARB in the matter of "An Application by NSPI for the approval of its 2025 Fuel Adjustment Mechanism (FAM) AA/AB Rider". The submission address NSPI's proposed treatment of the Maritime Link Cost Refund. The proposed allocation is also not in keeping with the commercial arrangement's intent and purpose, which is to eliminate the FAM balance and benefit Nova Scotia customers by mitigating the potentially significant rate pressures in the near term that would otherwise occur absent the arrangement.

MECO has submitted a draft final report for the Dam Safety Review. Staff will review and provide comments with the goal of submitting to the NSUARB by February 20, 2025.

- Berwick Electric Commission met on January 7 and approved the 2023/24 Financial Statements.

### **Town**

- The Town has received a decision from the Nova Scotia Utility and Review Board (NSUARB) requiring the Town of Berwick to submit a capital application under section 35 of the Public Utility Act for the solar garden. Staff are working on a compliance filing, as well as investigating the impact of the decision.
- AREA Board held a virtual meeting on December 12, 2024.
- The CAO's from municipal units involved in the Interim IMSA Board continue to

meet to discuss recommendations to the IMSA Board regarding membership, governance and funding for Valley Waste and Kings Transit.

- The CAO attended the Valley Regional Entireprise Network Audit Committee meeting as the CAO representative. This meeting was to discuss the 2025/26 budget and presentation, as well as approve a new Audit Committee Policy to align with FRAM (Financial Reporting and Accounting Manual).
- The Mayor and CAO met with MLA Chris Palmer to provide an update on current and upcoming projects as well as the NSUARB decision.
- CUPE has provided notice of bargaining for the next Collective Agreement. Dates have been set aside in March. The current agreement expires March 31, 2025.
- Staff are compiling a list of Occupancy Permits issued by Kings County in 2024 to assess the new construction growth.
- Staff continue to work on budget preparation, changes and public engagement. A date of February 20 is being proposed for the public engagement session.
- IMSA/Committee of Council meetings attended for January include/included:
  - VCFN, January 6
  - BEC, January 7
  - Audit Committee, January 7
  - Accessibility Advisory Committee, January 13
  - Planning Advisory Committee, January 13
  - Interim IMSA, January 15
  - Police Advisory Board, January 16
  - KMCC Governance Committee, January 17
  - Fire Services Sub-Committee, January 23
  - AREA Board meeting, January 29

## **Next Month Priorities:**

- Budget engagement
- CUPE bargaining preparation
- Request for Proposals for Project Management, Rate Design and Community Engagement for the AMI project
- Dam Safety Review Report Filing

**From:** Dan Stovel, Kings REMO REMC

**Date:** Tuesday, January 28, 2025

**Subject:** Kings REMO Special Regional EM Advisory Committee Meeting, Wednesday, January 22, 2025

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The Kings REMO Regional Emergency Management Advisory Committee met on Wednesday, January 22, 2025.

Key issues of discussion included:

**Appointment of Chair & Deputy Chair**

Chair: Councillor Robbie Hiltz, Municipality of the County of Kings  
Deputy Chair: Councillor John Andrew, Town of Kentville

**Presentation: Canadian Red Cross (CRC)**

Services Provided:

- Food
- Clothing
- Lodging
- Hygiene Kits
- Personal Services
- Referral

Average of 1 response every day in Atlantic Canada

In Nova Scotia, there is an Agreement in place with the Department of Community Services since 2001. The Agreement 'activates' when 25 or more people are impacted (need assistance) or 10 units of something (generally apartments) are evacuated/require support. In Red Cross terms, this is a level 2 response

Medium & large disaster response – services provided:

- Emergency Shelters
- Clothing
- Personal Services (ex. hygiene kits)
- Clean Up Kits
- Family Reunification
- Registration and Information
- Safety & Well Being (SWB)
- Mental Health & Psychosocial Supports (MHPSS)
- Other assistance as supported by public authorities, including financial assistance

Canadian Red Cross Priorities & Pressures:

- Workforce planning, volunteer engagement/recruitment & capacity building for large, non-traditional and simultaneous responses.
- Disaster Risk Reduction, Indigenous programming and Community Resilience.
- Systems, training & tools to allow us to work seamlessly across the country.
- Out of scope requests.
- Managing internal and external expectations before, during and after response.
- Climate change and increasing disasters.
- Finding our place in responding to social issues, i.e., homelessness.
- Pre-positioned shelter supplies

**REMAC Membership, as of 2024-12-03****Municipality of the County of Kings**

- Mayor David Corkum
- Councillor Robbie Hiltz

**Town of Wolfville**

- Councillor Wendy Elliott
- Councillor Howard Williams

**Town of Kentville**

- Councillor Samantha Hamilton
- Councillor

**Town of Berwick**

- Mayor Mike Trinacty
- Councillor Chris Goddard

**2024 Atlantic Hurricane Season Review**

The 2024 Atlantic hurricane season ended on November 30, 2024, and was rated as an 'Above-Average' Hurricane season with the following number of named storms:

- |                              |             |
|------------------------------|-------------|
| ○ 18 named storms            | average 14  |
| ○ 6 Hurricane strength       | average 3-5 |
| ○ 4 Major Hurricane strength | average 1-3 |

**2024/25 Winter Season Outlook**

- El Niño is now a distant memory, which will allow for a more 'traditional' winter to show up this year under La Niña conditions
- Typical Winter Storm Hazards:
  - Heavy Snow & snow squalls
  - Freezing Precipitation
  - Extreme Wind Events
  - Extreme Cold Outbreaks & Flash Freezes
- Below-normal snowfall is expected with fewer than normal nor'easters.
- This region will still experience its share of high-impact winter storms, but the dominant storm track is expected to be further north than what we typically see. This will allow very mild air from the Atlantic to surge north into the region at times.
- Water temperatures will have the greatest impact on our winter early in the season  
We are headed towards a weak La Nina which tends to have only minor impacts on winters on the East Coast
- In line with the La Nina, models show no strong signals for either temperature or precipitation
- There will likely be more large swings in the weather this winter than last winter  
Weak signs that January may be a little stormier than December or February

**Kings REMO Annual Workplan 2025/26****Strategic Outcome: A Safe & Resilient Kings County**

1. Regional Emergency Management Organization
2. Legislation and Policies & Procedures
3. Public Health (COVID-19, Influenza & RSV)
4. Emergency Management Plans / Operational Guidelines
5. Emergency Coordination Centre (ECC)
6. Regional MOUs / Agreements
7. Training and Exercise Programs
8. Public Awareness and Education Programs
9. EM Support Planning – Regional Events

**Key issues in the 2025/26 Kings REMO Annual Workplan:**

- Regional EM Plan, Change 4
  - Hazard Risk Vulnerability Assessment
- Winter Storm Preparedness & Response Plan, Change 1
- Kings REMO – Salvation Army MOU
- Comfort Centre Standard Operating Procedure (SOP)
- Training & Exercise Program
- Community Outreach


**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE 2025/26 KINGS REMO ANNUAL WORKPLAN**

**Emergency Preparedness Public Survey:**

- Feedback received from nine members of the Kings REMO Regional Emergency Management Planning Committee & feedback included from Emergency Preparedness Public Survey with 289 surveys completed
  - Emergency Preparedness Survey distributed to the public on October 31, 2024 (email, social media, and website) with a closure date of Friday, November 22, 2024
  - Top five 'Very Concerned' hazards:
    - Electrical Power Outage ranked 5 in 2023
    - Wildfire ranked 1 in 2023
    - Hurricane ranked 14 in 2023
    - Flood ranked 2 in 2023
  - Greatest barrier faced in being Emergency Prepared: Financial (31%)
  - 80% (77% in 2023) of those surveyed indicated that their family is prepared to be on their own for a minimum of 72 hours
- Most concerned with when they think of a disaster happening in their community or at their work/school: "I just want to know what is happening and why – I can take care of myself"(65%)

**Kings REMO Hazard Risk Vulnerability Assessment (HRVA) & Public Survey**

**Risks & Hazards – Kings County**



		Severity				
		What is the Severity of Injuries / Potential Damages / Financial Impacts				
		1 – Insignificant	2 – Minor	3 – Moderate	4 – Significant	5 - Catastrophic
Likelihood	5 Highly Probable Every 5 years or less		• Major Frost and Freeze	• Power Blackout • Freezing Rain	• Blizzards • Hurricane Winds • River Flood	
	4 Likely to Occur: Once every 10 years		• Major Infrastructure Failure • Major Water Main Break • Small Boat accident	• Major Structure Fire • Long-Term closure of Hwy 101	• Extreme Heat Event • Major Forest Fire • Flash Flood • Major Rd Accident	
	3 Might Occur: Once every 20-30 years		• Bomb Threats • Severe Fog	• Water Shortage • Fuel Shortage • Pandemic/Epidemic	• Chemical Spill or Contamination • Major Industrial Accident	• Cyber Attack
	2 Not Expected: Could Occur every 50 years		• Major Gas Main break • Hostage Incident	• Plane Crash • Tornado	• Drought • Earthquake • Major Hailstorm	• Dam Rupture • Water Pollution • Mass Shooting • Major Solar Flare
	1 Rare: Once every 100+ years			• Civil Disobedience • Pipeline-CNG Explosion	• Actual Bombing • Mud or Landslide • Radiological Accident	• Terrorist Attack

Effective 2024-12-12

■ Very High Risk 
 ■ High Risk 
 ■ Medium Risk 
 ■ Low Risk

Ref: Kings REMO Emergency Management Plan



**Training & Exercises**

- 2024-07-11 Hurricane-ECC Activation Workshop After-Action-Review & Improvement Plan
  - 35 participants from Municipal staff & Agency Representatives
  - What went well:
    - Good Situational Discussion
    - Hands-on Activity: Interaction with other municipal staff, resulting in group conversations and critical thinking
    - Interactive group activity
  - Areas for Improvement
    - Further group discussion to learn from past experience
    - Live situation practice – understanding the chain of command
    - Clarification of specific roles within the ECC – delve deeper into roles & responsibilities
  - Improvement Plan
    - Exercise-play to be constructed into group discussion for future exercises
    - Functions-based exercise to better understand roles & responsibilities

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REMAC APPROVE THE JULY 11<sup>TH</sup> HURRICANE-ECC ACTIVATION AFTER-ACTION-REVIEW AND IMPROVEMENT PLAN**

- 2024-11-21 Winter Storm-ECC Activation After-Action-Review & Improvement Plan
  - 37 participants from Municipal staff & Agency Representatives
  - What went well:
    - Exercise Participation & Engagement: Well organized, planned & executed
    - Jeopardy-style Training: Excellent opportunity for participants to engage in the exercise
    - Exercise Material: Clearly presented and easy to follow
  - Areas for Improvement
    - Position Specific Training: General staff positions
    - Templates to support Finance/Admin Section
    - Real-world exercise
  - Improvement Plan
    - REMC to follow-up with NS DEM for position-specific training
    - Kings REMO to participate in NS DEM Provincial-level Nova series exercises (real-world play), Spring 2025

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REMAC APPROVE THE NOVEMBER 21<sup>ST</sup> WINTER STORM-ECC ACTIVATION AFTER-ACTION-REVIEW AND IMPROVEMENT PLAN**

- 2025 Training & Exercise Program:
  - BEM
    - 2025-03-13 (Thu)
    - 2025-06-26 (Thu)
    - 2025-09-25 (Thu)
    - 2025-12-11 (Thu)
  - ECC
    - 2025-02-20 (Thu)
  - I100
    - 2025-03-12 (Wed)
    - Additional courses as required
  - I200
    - 2025-04-23/24 (Wed/Thu)
  - I300

- 2025-10-15/16/17 (Wed/Thu/Fri)

2025 Exercise program for Kings REMO:

- 2025-03 or 04 Community Evacuation Training (NS DEM)
- 2025-05-14/15 NSEMO Exercise Nova Charlie
  - Kings REMO Participation (to be determined)
- 2025-07-17 (Thu) Hurricane-ECC Activation TTX
- 2025-11-20 (Thu) Winterstorm – Shelter TTX

#### **Roundtable Discussion**

- REMC highlighted the letter from Minister Masland to Mayors, CAOs & Wardens regarding moving towards consistent and impactful Emergency Response. REMC recommended a letter of response, as reviewed by CAOs, to be submitted to Kings REMO REMAC Chair for signature and emailing to Minister Masland

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE DIRECT REMC TO DRAFT A LETTER TO THE MINISTER OF EMERGENCY MANAGEMENT, FOR REVIEW AND SUBMISSION TO KINGS REMO REMAC CHAIR FOR SIGNATURE**

**Next Meeting:** Tuesday, April 22, 2025

# Committee Report

**Committee Name:** KMCC Governance Committee

**Meeting Date:** January 22, 2025

**Submitted by:** CAO Boyd

## **Key Agenda Items:**

- Financial Report
- Couches and Building Security
- Parking Lot Plan

## **Key Discussion or Decisions:**

- B. Easson presented the common cost budget for 2025 and the actual true up from 2024. The Town of Berwick is responsible for 5.26% of the commons costs for operating the KMCC. This represents the square footage of the Fitness Centre. Year over year, the common costs budget will increase approximately \$5,000, representing a small increase for the fitness centre in 2025.
- The Town also received our share of the fundraising generated from the Golf Tournament and Dinner and Auction in 2024. The Town's portion (5.26%) was approximately \$4,500.
- The couches from the KMCC lobby were removed due to loitering and inappropriate conduct. In addition there has also been behavioural issues in the common area. The committee discussed the need for security and a closing procedure for the facility once the ice has been removed. BDCA will discuss it at their February meeting and report back in March. The couches were donated by the Town in memory of Carol Boylan. An alternative recognition is being considered.
- The Town's Director of Public Works prepared a parking lot plan to propose signage and painted arrows to help move traffic safely and through the proper entrance and exit. The BDCA will review and notify the Town of any proposed changes they would like to make. The Town has and continues to provide the installation of signage at the facility as part of the Memorandum of Understanding.
- The next meeting is scheduled for March and the Town of Berwick will take over chairing and minute responsibilities. The task rotates between the four parties annually.

# Committee Report

**Committee Name: Police Service Advisory Committee**

**Meeting Date: 21 Jan 2025**

**Submitted By: Councillor Serino**

## **Key Agenda Items:**

- Monthly police report
- Town Staff Update

## **Key Discussion or Decisions:**

- Committee Membership
- Board Bylaw
- Provincial police Services Agreement
- Bylaw review
- Bylaw officer
- Patrols/police presence (7 Patrols per day) officers choice of route.
- Senior fraud up (Need education program?)
- Car fatalities are up (Need education program?)
- Look into how other municipalities operate.
- Number of officers (good day 4/bad day 2)

# Committee Report



**Committee Name:** Planning Advisory Committee

**Meeting Date:** January 13, 2025

**Submitted by:** Deputy Mayor Adam Lutz

## **Key Agenda Items:**

- Development Agreement Lot-1-AC Commercial Street
- Update on 228 Main Street Development
- Activity reports from July – December 2024
  
- New Business:
  - Development Agreement Lot-1-AC Commercial Street
  - Update on 228 Main Street Development
  - Activity reports from July-December 2024

## **Key Discussion or Decisions:**

- Discussion of the recommendation of Development Agreement Lot-1-AC Commercial after Chrystal Fuller planner presented brought back a new proposal please see attached minutes.
- Committee members were provided with a report of the revised draft Development Agreement.
- It was moved and seconded that the Planning Advisory Committee forward the attached development agreements to Council for first reading with a positive recommendation.
- Update on 228 Main Street Development given by CAO Jen Boyd please see attached minutes
- Reviewed active reports from July – December
- It was recommended that the monthly activity report be sent to the committee if a meeting is not required.

Adam Lutz

Submitted January 21

# Committee Report

**Committee Name:** Audit Committee

**Meeting Date:** January 7, 2025

**Submitted by:** Councilor Derrick Jamieson

## **Key Agenda Items:**

- Presentation of 2023-24 Draft Financial Statements – *Lawrence Lake, CPA, CA Partner Morse Brewster Lake - Auditor*
- Terms of Reference – Summary
- Audit Committee Training

## **Key Discussion or Decisions:**

The Audit Committee met on January 7th, 2025, to review the 2023/24 Financial Statements. Lawrence Lake of Morse, Brewster and Lake provided a thorough audit of the Town of Berwick accounts for the year ending March 31, 2024. In addition, Mr. Lake provided a management letter to the committee for information on improvements in operations which included actions taken or to be taken to improve control and oversight. In addition, the committee reviewed the Terms of Reference for the Audit Committee.

The outcome of the meeting resulted in the following:

1. The committee is recommending the Audited Financial Statements be approved as presented by Council.
2. Management follow-up as needed on the identified items in the management Letter. This would include tighter internal controls that have already been addressed and the need to investigate new systems and resourced to improve accounting and audit processes in the future.
3. The Committee agreed that it would meet quarterly in the future and the first meeting would occur once scoping and a future Auditor is identified through a Request for Proposal for audit services for the Town of Berwick's next audit.
4. All Audit Committee members plan to take the electronic Audit Training identified and report back by February 15th, 2025.

Respectively Submitted

Councillor Jamieson

Chair Audit Committee

# Committee Report

**Committee Name:** Diversity Kings County Committee

**Meeting Date:** January 6, 2025

**Submitted by:** Councillor Johanna Kwakernaak

## **Key Agenda Items:**

- Election of a Chair and Vice Chair
- Presentation of the Review of the Strategy for Belonging
- Update on Plans for African Heritage Month at the County
- List of January Observance Days
- Planning for 2025 Work Plan

## **Key Discussion or Decisions:**

- Councillor Christina Sappington was acclaimed as Chair, Councillor Everette MacPherson Vice Chair.
- The Municipality of the County of Kings Report Toward Equity and Diversity was adopted in 2021. The core principal is Belonging. Kings County is well ahead of other Municipalities in their work toward Equity, Inclusion, and Diversity and while we cannot borrow directly from their work we can learn from their processes and continue to participate on their committee as we develop our own plan.
- On February 6<sup>th</sup> at 6:00n in the evening there will be a celebration of African Heritage Month. It will take place in the Council Chambers at the Municipality. All are welcome.
- The Municipality tracks all special observance days and as approved raises flags or declares observance.
- As a foundation for the diversity work in the County the past Municipal Council and all Councillors participated in an all day session **Overcoming History**. A motion was accepted that the new Municipal Council, and all other elected officials in Kings County be offered and encouraged to attend a repeat training session of Overcoming History. The suggestion was that it be provided in a similar manner to the recently held Joint Council meetings.

This Committee's Meetings are open to the public and the public are welcome to attend and are invited to participate in the discussion. Heather Morse attended this meeting and is planning to attend as a public member.

Johanna Kwakernaak

Submitted January 7

# Committee Report



**Committee Name:** Annapolis Valley Trails Coalition

**Meeting Date:** January 9, 2025

**Submitted by:** Deputy Mayor Adam Lutz

## **Key Agenda Items:**

1. Election of Executive Roles
2. AVTC Orientation
3. Next Steps-facilitated discussion on AVTC's Purpose and Direction
4. Outstanding items

## **Key Discussion or Decisions:**

1. Decision hold off on elections until after facilitated discussion
2. Discussion: Reviewed proposed options and strategies for the coalition's future direction.
3. Decision: CCTH will guide the facilitated discussion.
4. See attached sheet

Adam Lutz

Submitted January 21

## **Annapolis Valley Trails Coalition**

**Date:** Thursday, January 9, 2025

**Location:** Municipality of the County of Kings

### **Attendance**

**Present:** Peter Hickman (Black Rock Trails), John Ansara (Village of New Minas - Staff), Danny Phinney (Annapolis County Trails Society), Jordan Hebb (Town of Berwick - Staff), Brittany Brydon (Member at Large), Natalie Palmer (Village of New Minas - Staff), Kelly van Niekerk (Town of Wolfville), Howard Williams (Town of Wolfville), Mike Newman (AVTC-Bookkeeper), Mike Weir (Kings County Trail Society), Bob Best (Municipality of the County of Kings), Cathy Maxwell (Town of Kentville), Anna Sherwood (CCTH - Staff), Ashley Brooker (Municipality of the County of Kings - Staff).

**Regrets:** Imgard Lipp (Black Rock Trails), Steve Krysak, Steve Dalziel

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### **Meeting Details**

#### **1. Welcome and Introductions**

#### **2. Approval of Agenda**

- Motion: John, Seconded: Cathy, **Carried.**

#### **3. Election of Executive Roles:**

- Chair: Vacant
- Vice Chair: Vacant
- Secretary: Vacant
- Treasurer: Danny Phinney
- **Decision: Hold off on elections until after facilitated discussion**

#### **4. AVTC Orientation:**

- **Overview:** Provided a review of the coalition's current state of affairs.
- **Discussion:** Reviewed proposed options and strategies for the coalition's future direction.

#### **5. Next Steps- Facilitated Discussion on AVTC's Purpose and Direction**

- Focus: Coordination efforts for the Harvest Moon Trail, with an emphasis on the coalition's connection to municipalities.
- Participants: AVTC members and relevant municipal personnel.
- A sub-committee was formed to support the discussion: Ashley (TBD), John, and Danny.
- **Decision: CCTH will guide the facilitated discussion.**
  - Motion: Peter, Seconded: Bob, **Carried.**

#### **6. Outstanding items**

- Storage solutions for items previously held by Rick (e.g., banner, screen, printer).
- Address outdated officer listings online with RJSC.
- Update: Tourism NS Database has been updated.

#### **7. Adjournment**

- Meeting adjourned with the next meeting date to be confirmed, with priority given to scheduling the facilitated discussion.

# Committee Report

**Committee Name:** Accessibility Committee

**Meeting Date:** January 13, 2025

**Submitted by:** Councilor Johanna Kwakernaak

## **Key Agenda Items:**

- Diversity Kings Committee Report
- Review of plan for the Front Desk renovations
- To date surveys Results
- Accessibility Review
- New Business:
  - Accessible Gardens
  - Residents request for a Bus Shelter at the west bound bus stop at Main and Commercial

## **Key Discussion or Decisions:**

- Discussion of the recommendation from the Diversity Kings Committee that elected officials in Kings County be encouraged to attend an Understanding History Course (date TBD). The staff with the Town of Berwick has attended this course.
- Committee members were provided with the design of the Front Desk renovations. A brief discussion ensued. The CAO encouraged any committee members who have comments related to the design to connect directly with her within the next week.
- Survey Results to Date. The online survey about accessibility, inclusion, and diversity was released January 8<sup>th</sup>. Taylor Boylan reported on results in the first 5 days. This survey will be open until Feb 1<sup>st</sup> and will be valuable as the committee completes both the Accessibility Review and the Equity and Anti-Racism Plan.
- Work continues on the Accessibility Review.
- The Berwick Community Gardens expressed a desire to increase the accessibility of the Train Station Gardens. The gardens have a few beds which are accessible but the layout, spacing, and every bed would meet accessibility standards. The Group was asked to provide information on the proposal including a budget. The group is seeking support to access grants to fund, support from staff and help with achieving full accessibility of this space.
- There was a discussion of the importance of improved bus stops in town including shelter, and siting so that the bus is accessible to all users.

Johanna Kwakernaak

Submitted January 14

# Committee Report

**Committee Name:** IMSA Board

**Meeting Date:** January 15, 2025

**Submitted by:** Mayor Trinacty

## **Key Agenda Items:**

- Interim Board Pilot Project Status
- Impending Extended Producer Responsibility Regulations
- Kings Transit- Request for Proposals
- Valley Waste-Orientation Session

## **Key Discussion or Decisions:**

- The work on the Intermunicipal Services Agreement Pilot Project continues to move forward with specific focus on governance, funding and administration. A special meeting of the Board will be held to review the recommendations from staff, with approval to follow at the Feb 19 Board meeting. A joint council meeting will be held to share the Report and recommendations.
- The Board has taken another step forward in being ready to implement the Dec 1, 2025 EPR Regulations. The Board approved a contract with Circular Materials Atlantic for the collection of obligated materials under the regulations.
- Kings Transit staff have been busy with operational requirements as well as hiring a general manager, dealing with the request for proposals for the electric buses and preparing a RFP for Project Management Services. They are actively searching for funding opportunities to support these initiatives.
- Valley Waste staff provided an orientation first covering provincial involvement and funding and the various programs offered. After that, attendees had a tour of the Administration and the East Management sites. Councilors Goddard and Jamieson attended the Orientation and tour.

**Krista Longmire**

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**Subject:** FW: Request to Present

**From:** Tanya Graves <[info@valleyconnectoutreach.ca](mailto:info@valleyconnectoutreach.ca)>

**Sent:** January 16, 2025 5:05 PM

**To:** Jen Boyd <[jboyd@berwick.ca](mailto:jboyd@berwick.ca)>

**Subject:** Request to Present

Greetings CAO, Mayor and Council,

[Valley Connect Outreach Association](#) is a busy and growing network of volunteers who operate a number of services for people in need from Middleton to Wolfville. It has been brought to our attention that many people are unfamiliar with who we are and the services we provide. Through our core programming (two emergency shelters, two drop-in / resource centres, mobile supports, a soup kitchen, a food support program and chaplaincy / addiction supports), we are assisting both unhoused people and hundreds of households each month.

We are asking for an opportunity to share the scope of our work in the eastern Annapolis Valley at the soonest available date. We are 100% donor supported and volunteer operated and there will be no financial request. Our organization is evidence that we are a resilient region who can solve many of the challenges we face without further burden on taxpayers.

Tanya Graves  
Administrative Assistant for VCO  
902-300-4762

Sent from my iPhone

## Krista Longmire

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**Subject:** FW: Invitation to AHM Proclamation  
**Attachments:** AHM Proclamation 2025.png

**From:** Graysen Parker <[gparker@countyofkings.ca](mailto:gparker@countyofkings.ca)>  
**Sent:** Tuesday, January 14, 2025 2:42:18 PM  
**To:** Mayor Trinacty <[mayor@berwick.ca](mailto:mayor@berwick.ca)>  
**Subject:** Invitation to AHM Proclamation

Hi Mayor Trinacty,

It is my pleasure to invite you and the Berwick Council to attend the Municipality of the County of Kings' African Heritage Month proclamation event! The event will take place on February 6<sup>th</sup> from 6:00-7:30PM in Council Chambers (181 Coldbrook Village Park Drive, Coldbrook NS).

This event is led by students in the local Africentric Cohort at Horton High School. Following the speaking portion of the evening, we invite everyone to stay and enjoy some refreshments and socialize with community members.

If you plan to attend, please RSVP to me by January 31<sup>st</sup>.

Best wishes,  
Graysen

**GRAYSEN PARKER (SHE/HER)**  
DIVERSITY SPECIALIST

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T: 902-690-6154  
181 Coldbrook Village Park Drive  
Coldbrook, NS, B4R 1B9



# AFRICAN HERITAGE MONTH

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## *Proclamation Event*



February 6, 2025



6:00PM-7:30PM



181 Coldbrook Village Park Drive, Coldbrook NS

B4R 1B9



MUNICIPALITY *of the*  
COUNTY *of* KINGS

**Krista Longmire**

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**Subject:** FW: Industrial Inquiry Commission Reviewing Canada Post  
**Attachments:** image002.jpg; image004.jpg; 01-13-25\_Notes on the submission for 108\_PDF\_E.pdf; Canada Post and the Industrial Inquiry Commission.pdf

**Subject: Industrial Inquiry Commission Reviewing Canada Post**

**BY EMAIL AND MAIL**

January 16, 2025

Mike Trinacty, Mayor  
Town of Berwick  
PO Box 130 236 Commercial St  
Berwick, NS B0P 1E0

Dear Mike Trinacty:

**RE: Industrial Inquiry Commission Reviewing Canada Post**

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written

submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

### **Upcoming Federal Election**

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.

In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

1. Preserving our universal and public postal service;
2. Maintaining the moratorium on post office closures;
3. Maintaining door-to-door mail delivery; and,
4. Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca) or contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org).

Sincerely,

Jan Simpson  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists

## Canada Post and the Industrial Inquiry Commission

**Whereas** the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

**Whereas** the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

**Whereas** Canada Post is, first and foremost, a public service.

**Whereas** the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

**Whereas** the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

**Whereas** while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

**Whereas** it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

**Therefore, be it resolved** that (name of municipality) provide input to the *Commission* in the form of a written submission.

**Therefore, be it resolved** that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE**

## MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:  
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3



## Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

### The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

**Please let us know if you will be making a submission. Please contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org), so we can provide you with more details on how to send it to the Commission as soon as we have more information.**

**As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.**

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
  - add financial services
  - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
  - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

## Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

## Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

## Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

## Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

## Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

## Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

**Krista Longmire**

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**Subject:** FW: Delegation Request | Food Cycle Science

**From:** Maddy From <[maddyf@foodcyclers.com](mailto:maddyf@foodcyclers.com)>  
**Sent:** Friday, January 17, 2025 2:15:52 PM  
**To:** Jen Boyd <[jboyd@berwick.ca](mailto:jboyd@berwick.ca)>  
**Subject:** Delegation Request | Food Cycle Science

Hi Jen,

I hope you are doing well!

My name is Maddy From, I am the Municipal Partnerships Representative at Food Cycle Science. We are an Ottawa based company that has developed a product called the FoodCycler – an in-home food waste recycler that makes organics waste easier to manage.

I am reaching out to request a delegation at an upcoming Berwick council meeting, pending room on the agenda, to present information on our Municipal Solutions Pilot Program. I believe a past colleague of mine, Kassia, reached out requesting a delegation in 2023, however, from our records I don't believe anything was set up, which is why I am reaching out again!

During my presentation, I will explain how our Pilot Program works and talk about how it would compliment your existing green bin program. However, if a delegation to council is not the right first step, I would also be happy to meet with staff to learn more about your community and explain our program in detail.

Please let me know what would be best, I am looking forward to hearing from you!

Thank you,  
Maddy



[www.foodcyclers.com](http://www.foodcyclers.com)  
[Visit Our Blog!](#)

**Maddy From**

Municipal Partnerships Representative

Email: [maddyf@foodcyclers.com](mailto:maddyf@foodcyclers.com)  
Cell: 613.390.1036





## Emergency Management Office of the Minister

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

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January 17, 2025

### **VIA EMAIL**

To: Mayors, CAOs and Wardens

### **Re: Moving towards Consistent and Impactful Emergency Response**

Over the last few years Nova Scotia has endured generational hurricanes, wildfires and floods that have had a devastating impact on our communities and the residents we serve. That is why in the Spring 2024 the Government established the Department of Emergency Management and the Nova Scotia Guard.

In the short time I have been in the role as Minister for the Department of Emergency Management, there have been two activations of the Provincial Coordination Centre (PCC). I have witnessed how important our emergency management planning and response is to the safety of our citizens. I also know the importance of reflecting on lessons learned after each event. To this end, I am requesting that municipalities put the following protocols in place during an emergency response.

#### **Activation of Emergency Operations Centres**

Effective emergency management requires a common tiered response across all levels of government to ensure roles and accountabilities are clear. With that in mind, I felt it would be helpful to highlight how the PCC supports its various emergency management partners through its different levels of activation.

- At level 1, the PCC is **monitoring** an emergency or developing situation that may move beyond the ability of local responders to address at the municipal level. We have key staff and partners engaged so that if needed we can respond to an emergency.
- At level 2, the PCC is at **partial activation** when there is a moderate event expected, or if a current situation escalates to the point where it involves more communities or a greater risk to the public.
- At level 3, the PCC enters **full activation** when a major event involving multiple locations is happening or anticipated. At this point, many agency and government representatives are involved.

To ensure a consistent response across the Province we are requesting the following:

#### **When the PCC activates to a level 2; municipalities in the affected area(s) also activate their local Emergency Operations Centres.**

- By doing so, we can ensure that municipalities and the province are well positioned to respond rapidly and effectively to unfolding events. Recent experience has demonstrated that cell



## Emergency Management Office of the Minister

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PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

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phones and other means of communication can be interrupted during emergency events necessitating use of the redundant communications systems found in our emergency operations centres. Best practice dictates that activation at Level 2 cannot be virtual.

### **When the EOC is activated, a monitored phone number is available to citizens for the duration of the activation**

- When a level 2 activations occurs, it means residents may be in greater need of support that is of an important but non-urgent nature. This may include requests for help with snow removal, receiving medications or checking in on loved ones. To support residents with these types of requests it is important that they have access to a 24-hour local municipal phone number during an emergency. Any requests that cannot be met at the local level can be elevated through a Request for Assistance through the PCC. The municipal emergency contact number will be shared with our partners at 211 Nova Scotia, in the event they receive requests, and can redirect them accordingly.
- Urgent requests for immediate threat to life and property (fire/police/medical) should continue to be directed to the provincial 911 system.

Over the coming months, the department will be opening Regional Emergency Operation Centres which will support municipal REMOs through collaborative planning, training, exercising and community outreach. By introducing the protocols above, we take a step forward in building a collaborative and enhanced emergency management response across the province. My staff are available to discuss the above points with you should you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Masland".

Kim Masland  
Minister of Emergency Management



Kings Regional Emergency Management Organization, 359 Main St., Wolfville Nova Scotia B4P 1A1

January 24, 2025

**VIA EMAIL**

The Honourable Minister Masland  
Department of Emergency Management  
33 Acadia Street  
Dartmouth, Nova Scotia  
PO Box 2581, Halifax NS  
B3J 3N5

Dear Minister Masland,

**Re: Kings REMO Emergency Coordination Centre (ECC) Activation**

Ref: Minister Emergency Management Letter to Mayors and CAOs, 2025-01-17

On behalf of Kings Regional Emergency Management Organization (REMO), we acknowledge receipt of your letter regarding emergency management protocols and your commitment to enhancing a consistent and collaborative emergency response across the province. We appreciate the Department of Emergency Management's efforts in supporting municipalities during emergencies and the introduction of tiered Provincial Coordination Centre (PCC) activations.

After reviewing your request for municipalities to activate their Emergency Coordination Centre (ECC) at a PCC Level 2 activation, we respectfully express that while Kings County may be in the affected area during a Level 2 activation of the PCC, this will not necessarily result in the activation of the Kings REMO ECC to the same level without a meaningful assessment of the specific impacts to Kings County residents.

**Rationale:**

**1. Localized Assessment of Impacts**

The decision to activate the Kings REMO ECC is guided by an assessment of the direct and measurable impacts on the residents of Kings County. Not all PCC Level 2 activations will have an immediate or significant effect on our region and activating the ECC without clear local need could misallocate limited resources.

**2. Scalable and Efficient Response**

Kings REMO follows a scalable response model, ensuring that resources are deployed in a manner proportionate to the severity and scope of an event. Automatic activation at a PCC Level 2 does not align with this principle and may hinder the efficiency of our emergency operations.

### 3. **Decision-Making Authority of CAOs**

Activation of the Kings REMO ECC remains a decision that must be made collaboratively by the Chief Administrative Officers (CAOs) of our member municipalities, and at times Incident Commanders. This ensures that local context, priorities, and capacity are fully considered, maintaining the autonomy and effectiveness of municipal-level emergency management.

### 4. **Commitment to Collaboration and Communication**

Kings REMO remains committed to strong communication and coordination with the PCC during emergencies. Even without full ECC activation, Kings REMO will ensure robust communication channels, including redundant systems, are in place to support the provincial response.

I will also note that section 519 of the MGA states that the Minister of Municipal Affairs and Housing is required to provide the Nova Scotia Federation of Municipalities 12 months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. I do not believe that has happened in this instance.

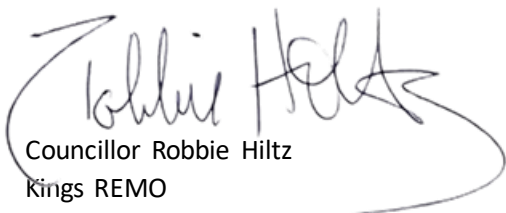
#### **Proposed Approach:**

Kings REMO supports the intent behind the PCC activation framework and proposes the following approach to align provincial and municipal efforts:

- The activation of the Kings REMO ECC will be informed by a meaningful assessment of local impacts, conducted in consultation with CAOs and emergency management staff (e.g., Incident Commanders).
- Kings REMO will maintain a monitored contact number for residents during emergencies and work collaboratively with partners such as 211 Nova Scotia to address non-urgent community needs.
- We will continue to participate actively in provincial planning, training, and exercises to ensure readiness and alignment with provincial objectives.

Kings REMO values the role of the Department of Emergency Management in supporting municipalities and fostering a unified emergency response. We welcome continued collaboration to refine protocols that balance provincial coordination with local autonomy and the best interests of our residents.

Sincerely,



Councillor Robbie Hiltz  
Kings REMO

Regional Emergency Management Advisory Committee Chair

cc: Kings REMO Advisory Committee  
Kings County Mayors  
Kings County Chief Administrative Officers

## **Open Arms Winter Response Outreach Proposal: Mobile Outreach Team and Drop-In Centre**

### **Executive Summary**

This proposal seeks funding to establish a **Winter Response Outreach Program** run by Open Arms Resource Centre. This program will aim to address the urgent and growing issues of homelessness in Kings County this winter.

The program will run from January to April and involve two key components: mobile outreach and a drop-in centre. Through these two components, the program will provide outreach, case management, counselling and harm reduction services to individuals experiencing homelessness, with a focus on relationship building, community partnerships, social reintegration, and housing supports. The outreach team will work collaboratively with local partners, healthcare providers, and social service agencies to ensure that individuals experiencing homelessness in Kings County receive access to the care, support, and resources they need to regain stability and secure housing.

The portion of funding requested from the Town of Berwick is **\$4,430**, which is a portion of the total cost divided among Kings County municipalities according to Uniform Assessment.

### **Problem Statement**

The last homelessness count for the Annapolis Valley was conducted in 2022<sup>1</sup>. The study shows that at least 231 individuals in the Annapolis Valley are experiencing homelessness. This number is widely acknowledged to be an underestimate due to limitations of the study. Homelessness and addiction are critical issues facing many rural communities in the Annapolis Valley, with limited resources and infrastructure available to address them. Unlike urban areas, rural regions often lack the specialized support services, multiple shelter services, and mental health and addiction treatment centers that are essential for helping vulnerable individuals. The COVID-19 pandemic and the affordability crisis have exacerbated these issues, leading to increased isolation, unemployment, and mental health challenges. These issues are exacerbated by lack of transportation and personalized support to access the existing system of care. While services exist in our region, not everyone requiring access to these services has the ability and resources to access them on their own.

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<sup>1</sup> [https://www.homelesnomore.ca/\\_files/ugd/ac5817\\_9764b1ba40b2436a874e264ebcccefc6.pdf](https://www.homelesnomore.ca/_files/ugd/ac5817_9764b1ba40b2436a874e264ebcccefc6.pdf)

Homelessness impacts many aspects of our community. We are aware of local businesses and community organizations that are attempting to support individuals experiencing homelessness but are left with few options to turn to for support outside of emergency medical and police services. This dependence on police and ambulance services to respond to issues related to homelessness in our communities puts an additional strain on those essential emergency services. Police involvement also further stigmatizes unhoused individuals as ‘criminals’ which makes it more difficult for them to reach out and receive support.

### **Proposed Solution**

Open Arms is proposing a two-part Winter Response Outreach Program, including mobile outreach and drop-in space that are desperately needed in our community. Our outreach program will recognize the impact trauma can have on whether or not an individual chooses to access support services. The program is designed to work with individuals experiencing homelessness through a trauma-informed lens to support people in accessing services and housing supports in a meaningful and appropriate way based on their unique needs. Meeting people where they are and providing basic necessities in a safe, judgement free environment sets the stage for stabilization and self-sufficiency.

#### **A. MOBILE OUTREACH TEAM**

##### **GOALS:**

1. **Reduce homelessness** in Kings County through targeted outreach, prevention, and housing-first initiatives.
2. **Provide addiction recovery support** by offering harm reduction services, counseling, and referral and connection to treatment programs.
3. **Increase access to mental health services** for individuals living with co-occurring mental health and addiction challenges.
4. **Support social reintegration** by connecting individuals with vocational training, housing assistance, and other community resources.
5. **Promote community awareness** and reduce stigma surrounding homelessness and addiction through educational campaigns and public engagement.

##### **Program Activities and Services**

The Mobile Outreach Team will consist of two full-time staff including a Mental Health Worker. The team’s purpose will be to provide a range of services designed to address the diverse needs of the target population, including:

1. **Outreach and Case Management:**

- Mobile Outreach Team will travel to rural communities and be present on the streets of urban areas to engage individuals who are experiencing homelessness and offer case management services.
  - Intake assessments will be conducted to identify immediate needs (e.g., food, clothing, emergency shelter) and long-term goals (e.g., stable housing, addiction treatment, employment).
  - Be a mobile access point for the existing Coordinated Access System.
- 2. Addiction Support Services:**
- Harm reduction initiatives, including access to safe consumption supplies, naloxone distribution, testing supplies, etc.
  - Referral and transportation support to detox centers and rehabilitation programs.
- 3. Mental Health Support:**
- A mobile team trained in trauma-informed care.
  - Support in accessing existing mental health services (day program, outpatient care, group and peer support, etc).
- 4. Housing and Social Reintegration:**
- Assistance with finding stable, long-term housing solutions through partnerships with local housing authorities, landlords, and the local Coordinated Access System.
  - Connection to job training programs, volunteer opportunities, employment opportunities, and life skills workshops.
- 5. Community Education and Advocacy:**
- Public awareness campaigns aimed at reducing stigma and fostering community support for people experiencing homelessness and addiction.
  - Collaborations with local schools, businesses, and organizations to create a supportive and inclusive environment for individuals in recovery.
  - In-person support for local businesses and communities adversely affected by homelessness

**Logistics:**

The Mobile Outreach Team will primarily use an Open Arms vehicle to provide mobile services. To start, the service will run Monday to Friday during daytime hours. Supplies for this service will range from harm reduction supplies, food items, gift cards, etc. The geographic reach of this team will be throughout Kings County.

**B. DROP-IN CENTRE**

The Open Arms Drop-In Centre will be a safe and welcoming space where individuals experiencing or at risk of homelessness can access basic services, receive professional support, and connect with resources for long-term solutions. The centre will operate as a low-barrier service that prioritizes the dignity and needs of its visitors, fostering a sense of community and belonging.

## **GOALS:**

### **1. Provide Immediate Assistance:**

- Provide reprieve from the outdoors and inclement weather;
- Offer essential services such as food, hygiene facilities, and a safe space for rest.

### **2. Access to Resources:**

- Connect individuals with resources including housing support, mental health services, addiction recovery programs, medical services, legal aid, and employment opportunities.

### **3. Foster Well-Being:**

- Support the emotional and psychological well-being of individuals through peer support, community connections, and recreational activities.
- Connect individuals with diversion and eviction prevention supports
- Act as an Access Point for the local Coordinated Access System.

## **Logistics**

The Drop-In Centre will be a welcoming space for all members of the community. It will be centrally located with good access to public transportation and close proximity to other social services. Ideally, there will be a kitchen and dining space, laundry and shower facilities, as well as an area for programming and socializing. To begin with, the service will operate five days a week during daytime hours, with the aim of expanding to seven days a week. Partnering agencies will be invited to have a staff person present at the Drop-In Centre once a week to offer participants the opportunity to directly connect with the services they need. Individuals aged 16 to 24 will be referred to Portal Youth's drop in space as their services are geared to this demographic.

## **Partnerships and Collaborations**

The Open Arms Winter Response Outreach Program will partner with the following organizations to ensure the success of the project:

- **Service Providers** who support those in need and experiencing homelessness (e.g. The Portal, Kings County Family Resource Centre,

Project HOPE, Kings County Senior Safety Society, The Evangeline Club, Coordinated Access, etc.)

- **Municipal units** who provide recreation and community programming.
- **Local housing support programs and housing authorities** to secure stable housing for clients.
- **Nova Scotia Health, Public Health and Mental Health and Addiction Services** for access to medical care, health programming and rehabilitation services.
- **Indigenous community organizations** to ensure culturally sensitive outreach and support services.
- **Local law enforcement** to ensure safety and the appropriate use of harm reduction strategies.
- **Employment and social services** to connect individuals with job training, benefits, and other social supports.

### **Evaluation and Impact Measurement**

Outreach activities are not just about providing services but about creating measurable change. This requires a shift from focusing on 'what we did' to 'what difference we made' in reducing homelessness. To ensure the program's success and accountability, the Open Arms Outreach Program will use the following evaluation methods:

- **Tracking key performance indicators (KPIs)** such as the number of individuals exiting unsheltered homelessness (either to housing or to shelter), number of individuals accessing services, number of individuals sustaining housing opportunities, number of responses to calls from community (businesses and citizens)
- **Surveys and interviews** with program participants to measure satisfaction, progress, and areas for improvement.
- **Partnership feedback** from collaborating organizations to assess the effectiveness of the integrated service model.
- **Community Engagement:** Monitoring the level of community involvement and support, including volunteer participation and public awareness of homelessness issues.

### **Winter Response Outreach Program Budget Overview**

#### **Mobile Outreach Team Winter Response Budget**

Staffing, supplies, and transportation: \$80,820

## **Drop-In Centre Winter Response Budget**

Staffing, facility costs, and supplies: \$93,140

**Open Arms Outreach Winter Response Program Total Cost: \$173,960**

### **Secured funding for Outreach Winter Response Program:**

- \$22,500 from Office of Addictions and Mental Health- (*additional funding secured for three years*)
- \$15,120 from Wolfville and Area Interchurch Council (*additional funding secured for one year*)

### **Requested Funding from Municipal Partners broken down by uniform assessment:**

**Total Outstanding Funds: \$136,340**

**Town of Kentville (10.72%): \$14,616**

**Town of Wolfville (10.12%): \$13,798**

**Town of Berwick (3.25%): \$4,430**

**Municipality of the County of Kings (75.91%): \$103,496**

## **Conclusion**

The **Open Arms Winter Response Outreach Program** is a vital initiative that will directly address homelessness in Kings County, ensuring that individuals receive the care and support they need to overcome their challenges. By combining outreach, harm reduction, mental health support, housing assistance, community engagement, and emergency shelter, this program has the potential to make a significant and lasting impact on some of the region's most vulnerable populations. We respectfully request your financial support of our Winter Response Outreach Program to improve the lives of individuals facing homelessness this winter.

# MAYOR'S REPORT

FROM Jan 14/25 TO Jan 28/25

<b>Date</b>	<b>Lead</b>	<b>Purpose</b>
Jan 14	Council	Budget and other
Jan 15	IMSA -Kentville	Board meeting and orientation for Valley Waste
Jan 16	Anna Horsnell	Heritage station rail car proposal
Jan 16	Staff, Dexter and Dept of Public Works	Discuss bridge remediation
Jan 20	NSFM	Code of Conduct training
Jan 21	Police Services Advisory Committee	Regular meeting
Jan 23	Jen Boyd	CAO meeting
Jan 24	Chrystal and Jen	MPS review discussion
Jan 28	Committee of the Whole	Capital budget, reports
Jan 29	AREA -board meeting	
Jan 30	Waste management Regional Chairs -orientation	
Jan 31	Waste management regional chairs -board meeting	
Feb 3	Valley REN Liaison Group	
Feb 4	Audit Committee	
Feb 4	Saint John Energy	