
Committee of the Whole Meeting

Tuesday, March 25, 2025

Berwick Town Hall Council Chambers

6:30 pm

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
 - a. February 25, 2025 COTW Minutes
- 4. Review of Action Items**
- 5. Department Reports**
 - a. Fire Department
 - b. Community Development
 - c. Public Works
 - d. Finance
 - e. CAO
- 6. Committee Reports**
 - a. AREA (Jan & Feb 2025 Meetings)
 - b. Berwick Electric Commission
 - c. Kings Point to Point
 - d. King Mutual Century Centre (KMCC) Board of Governance
 - e. Police Services Advisory Committee
 - f. Planning Advisory Committee
 - g. Valley Waste Investment Committee
 - h. Interim IMSA (Kings Transit/Valley Waste) Audit Committee
- 7. Mayor's Report**
- 8. In-Camera**
- 9. 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
2024-12-10	Appoint an independent investigator into the Code of Conduct.	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	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 and look at contract, sharing of service with other municipalities and contract for audit resources.	Completed
2025-02-03	Explore a community calendar to share community events and what is going on in the gym?	In-Progress
2025-02-11	Review Snow Removal Policy prior to next winter plowing season with input from Accessibility and Active Transportation.	Not Started
2025-02-11	Bring back Order on Property 109 Marster Avenue in a timeline manner that allows staff to fully assess the issues and allow the property owner to meet the order	In-Progress
2025-02-11	Prepare a letter to the province re Highway 101 sign, what happened and request assistance.	In-Progress
2025-03-11	Send thank you letter to Anna Horsnell, re Vardo and direct her to VREN for funding.	In-Progress
2025-03-11	Include pie chart in tax bill communication/newsletter	In-Progress
2025-03-11	Connect with VREN re: council presentation in April	Completed
2025-03-11	Tax Burden comparisons for neighbouring municipalities	Completed

Berwick & District Vol. Fire Dept. March 2025

March 18, 2025

Training: We have recently completed a tour of the WKM Health Center and School Board to better understand the layout of this facility. We also completed a fire alarm test and evacuation at the Appledome on March 17, and we have completed our training of the water storage building for filling trucks.

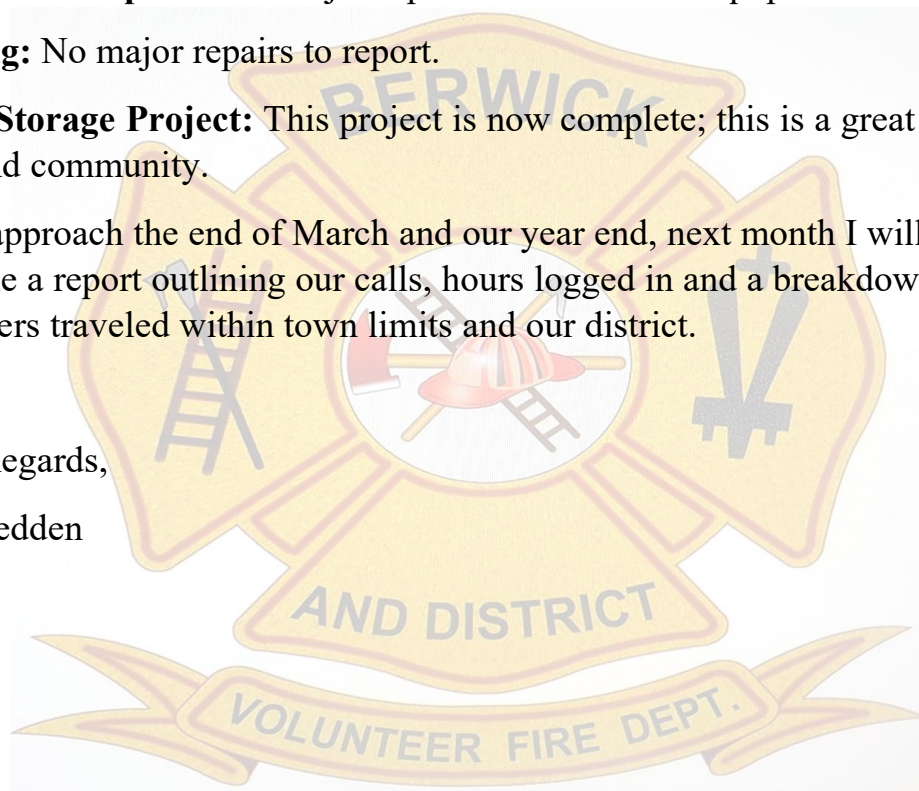
Equipment/ Repairs: No major repairs to our fleet or equipment.

Building: No major repairs to report.

Water Storage Project: This project is now complete; this is a great asset for the town and community.

As we approach the end of March and our year end, next month I will have available a report outlining our calls, hours logged in and a breakdown of kilometers traveled within town limits and our district.

Kind Regards,
Luke Redden



Department: Community Development
Date: March 2025

Council Priorities

- **Increased Programming/Programming for all ages:**
 - Berwick Memory Cafe continued March 11th with another successful event. The final café for the season is April 15th, and staff continue to assist with promotion, registration and general program support.
 - Adventures in Storytime and Wednesday Sports Zone will continue running into April and remain popular, free, after school options
 - Staff are working with Next Level Pickleball to offer “Learn to Play” and “Intermediate Play” sessions for local players.
 - The Active for Life Program continues to run each Tuesday and Thursday. We are working with Acadia to ensure this opportunity will continue to exist in our community through strong partnership.
- **Rainforth Park Consultation**
 - The Community Development Committee supported moving forward with updating the park plan by creating a revised park image in-house. Further community consultation on the playground’s current state isn’t needed at this time, but we believe community input will be essential before any future park developments.
- **Attracting Small Businesses**
 - Supporting the Valley REN Business Expo through sharing of information and active participation.
 - The Valley Jr. A Wildcats and Town of Berwick welcomed several local businesses to the Wildcats game on February 21st for Small Business Appreciation Night, with several local businesses participating.
 - Collaborating with community/business development staff in our bi-monthly REN business support meetings to brainstorm and develop the best tool and process for business engagement in Berwick

Key highlights

- Staff attended the Berwick and District School Newcomer Café, and plan to attend similar style events at West Kings High School, including a career fair and community expo during parent teacher meetings.
- Staff continue to attend School Advisory Committee meetings at Berwick and District School and support the school as much as possible, including working with the Middle Level Student Advisory groups. Winter Walk Day was postponed due to weather in early March but was held on March 20th.
- The Accessibility Plan, with a chapter on equity and diversity, has been approved by

Council and shared on our social media, and can be found on the Accessibility Committee page on our website.

- The Berwick Gala Days Committee continues to meet monthly; staff attend meetings and support the committee where possible. A public volunteer information meeting is behind held on April 2nd at the KMCC, all are invited to attend.
- Along with Fitness Centre staff, we are working to create documented processes for the Fitness Centre staff as we navigate the transition of seasons and staffing within the KMCC.
- Actively planning the transition of several indoor programs to outside for the summer months; including protocols for park management, and schedules for lights and court opening.
- Summer staff job opportunities have been posted online, and the new application process has been well received. Applications are being accepted until March 31st via our website.
- Staff continue to support the Sports Hall of Fame Committee with planning and preparation for the June event.
- Working with BEC to collect quotes on entryway lighting and design possibilities.
- The Trail Coalition has yet to set a date for any meetings. No budget implications at this stage as we have anticipated outsourcing trail maintenance.
- The winter equipment loan program is *likely* done for the season, equipment has all be returned. We are working to secure funding and will work with our summer intern to create a summer equipment loan program.
- HUBS project in partnership with Cycle Nova Scotia is back on schedule. Regular meetings are occurring with Cycle Nova Scotia to plan the next phases of the project that will be taking place throughout the spring.
- Community information brochures have been printed to have at the KMCC during large tournaments and bonspiels. These are done "in-house" and able to be changed and edited to be event specific.

Next Month Priorities:

- Grant applications to support programming, capital and upcoming events, through 2025 (Active Communities Fund, Community Rec Capital, Climate Change Grant, Tourism Digital Assistance Program)
- Call for volunteer nominations from the community, for online recognition during national volunteer week (April 27 – May 3) with a community event planned for the fall, following the Provincial Award Ceremony.
- Interviews for Summer Day Camp positions.
- Exploring potential projects and offerings for this summer following the completion of boxcar improvements at Heritage Station Park.

Department: Public Works
Date: March 2025

Council Priorities

Asset Management: Ongoing.

- Provision for AM Software included in Draft 2025/26 Operating Budget.
- Next Steps:
 - Receive training on GIS mapping Software from AIM Network.
 - Update AM plan to account for 2024/25 vector / CCTV work and findings.
 - 9 April meeting with Brightly (AM software system).

Storm Water Management: Ongoing.

- 26 Feb field visit to known areas of concern (e.g. pooling, flooding, slow drainage).
- 24 March public engagement session for stormwater management plan work scope
- Next Steps:
 - Install galvanized culvert grates for the storm culvert near Eden Valley, once built.
 - 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.

- 23 Jan sign contract (Gary Parker Excavating Ltd, Town of Berwick).
- Next Steps:
 - Equipment and Materials in the process of being ordered by the contractor.
 - Begin work on Lagoon 2 in ~ April; install new blowers in ~ Sept.

WWTP Upgrades – Tertiary Filtration: Ongoing.

- 31 Jan Notification sent to selected proponent.
- Next Steps:
 - Agree on final terms and conditions of payment and intellectual property (ongoing).

Sidewalk Upgrades – Maple Avenue: Ongoing.

- 19 Jan Concept Design Report received from CBCL; currently under review.
- Next Steps:
 - Report to council at a later date.

Key Highlights

Operations:

- Removal of holiday decorations (Commercial St, Town Hall)
- Plowing, salting, sanding.
- Continue to fill potholes.
- Begin street sweeping operations.
- Begin end of season maintenance on winter gear.
- Completed open ditch clearing of brush and limbs behind Horsbrough Dr.
- Procurement of traffic paint is ongoing.
- WW Treatment:
 - Perform additional repairs to the UV lights.
 - Drum screen failures have occurred multiple times since November 2024; repairs performed as needed.
 - Upgrades to wastewater pre-treatment are ongoing at Eden Valley, which has had some short-term impacts on the drum screens. Equipment installation is complete at Eden Valley; process optimization underway.
- WW Collection:
 - 18 Feb Eastern Trenchless onsite to camera a section of Commercial Street to prepare the bid for expandable patching. Eastern Trenchless declined to bid due to the condition of the gravity pipe in this vicinity.
 - 21 March meet with Evangeline Excavators to assess potential for HDPE fused pulled-through repair on Commercial Street.
- Solar Garden:
 - 20 March RFP for Solar Garden Grounds Maintenance closed.

Capital (e.g. not already mentioned):

- Accessible Customer Service
 - 24 March Renovations begin.
 - Anticipated 4 weeks to complete once onsite work has started.

Next Month Priorities:

- Continue with pot holes, street sweeping, litter clean up post-winter.
- Prepare for brush cleanup (residents are delivering brush to the PW Yard already).
- RFP for Solar Garden Construction Electrician.
- RFP for WWT Laboratory Testing.
- WWTP upgrades progression.

Department: Finance
Date: March 2025

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):**
 - NRCAN SREP grant application will be submitted by April 2. SJE has been an incredible support in preparing this detailed application. This application covers three instrumental projects for BEC, 1. AMI Smart Meters- Physical Meters, 2. Factorydale Generator and Turbine replacement, 3. Substation Replacement
- **Insurance Claim-Factorydale Turbine:** We had five potential bidders attend the site visits and expect to see five submissions.
- **Solar Garden Ownership:** Communication continues regarding ownership of the Solar Garden asset.
- **BEC Meeting:** Met with Commission on March 4th.
- **2025/26 Budget Preparation:** Staff continue to work through the 2025/26 draft Operating Budget and Five-Year Capital Plan for the BEC. V3 of the draft budget is presented this evening in a Special Council Meeting.

Town of Berwick

- **Finance Team Update:** Our Intermediate Finance Clerk has resigned and is headed back to her homeland. She is an excellent team member and will be greatly missed. We wish her all the best in her future. Recruiting efforts are underway.
- **Audit Preparation:** Finance staff met with our new audit team from Doane Grant Thornton on February 25, 2025.
- **2025/26 Budget Preparation:** Staff continue to work diligently on the draft Operating and Capital budget for the upcoming fiscal year. A Public Information Session was held on February 27, 2025, and a budget survey was provided to the public. Feedback was compiled and presented to Council on March 11th. Council provided direction to staff to support balancing the budget. V3 of the draft operating and capital budgets will be presented to Council in a special council meeting this evening.
- **Sewer Rate Review:** Finance staff, alongside the WWTP staff, have presented the Council on March 11th, 2025.

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- **Insurance Claim- Flood at Public Works/BEC Shop:** The claim has been finalized and provided to the insurance adjuster for review and processing.
 - **CUPE Collective Bargaining:** Participated in collective bargaining on March 6th and 7th and resumed on March 17th and 18th.
 - **AREA Board Meeting Feb.26th:** Attended the AREA Board meeting.

Next Month Priorities:

- **Factorydale Turbine Insurance Claim:** Support for Owner's Engineer and FCM funding application.
- **Preparing documentation to participate in the Spring debenture.**
- **AREA Board Meeting:** March 26th.
- **Green Future Summit:** March 31st.
- **SREP:** Support completion of grant application
- **Audit Committee Meeting:** April 24th.
- **MMEUA:** April 17th.

Committee of the Whole Monthly Report



Department: CAO and Administration
Date: March 2025

Key Highlights

Berwick Electric

- An extension was approved for submitting the updated Emergency Preparedness Plan (EPP) to meet Canadian Dam Safety (CDA) Guidelines. The document materials that were purchased to assist with the update arrived late. The new due date is April 20, 2025.
- Continue to work on the NRCAN SREP application for the Factorydale Turbine, the AMI Meters, and the Substation upgrade from 4KV to 12KV. The deadline for the application is April 2.
- The Berwick Electric Commission met on March 4 and welcomed our new member, Bob Fowler.
- Berwick Electric and Berwick's AREA Board members and staff met with staff from Deloitte on March 12 who are developing a strategic plan for AREA.

Town

- The AREA Board met virtually on February 26. The next Board meeting will be held on March 26 in Ellershouse.
- 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.
- CUPE bargaining began on March 6. We met over 4 days and plan to meet again on March 25. The goal is to reach an agreement on March 25. The current agreement expires March 31, 2025. Staff have been preparing a proposal to present.
- The Budget Public Information Session held on February 27 was well attended.
- The new CEO of PVSC Scott Farmer stopped by for an introduction on March 20.
- The Valley REN CEO Emily Boucher provided an update to the Mayor, Councillor Jamieson, and staff on current projects.
- The Town is currently working on three unsightly premises complaints:
 - 109 Marsters Avenue – staff are preparing an order for the property. The goal is to present the order at the next regularly scheduled Council meeting in April.
 - 161 Maple Avenue – this has been an on-going complaint that the Town has

informed the complainant has been addressed. The original complaint regarded a fence and unsightly backyard. After investigating the original complaint, the fence has been repaired, and the Town will not be enforcing cleanup of the backyard.

- 144 Cottage Street – the property appears to be abandoned, and racoons and rodents have been seen in the windows of the home. Staff have prepared a letter requesting the property owner’s intention to remedy the issue. Upon response, or lack of response, staff will provide options for the next steps.
- The HR Needs Assessment Request for Proposals has been advertised. This is a joint project with the Town’s of Kentville and Wolfville. The closing date is April 9, 2025, at 4 pm.
- Will be attending the Green Future Summit: Shaping Atlantic Canada’s Energy Future in Pictou on March 31. The half day event is intended to bring together key stakeholders from the renewable energy sector, business leaders, municipal and provincial representatives and economic development professionals to discuss the latest advancements and opportunities in renewable energy across Atlantic Canada.

Next Month Priorities:

- CUPE bargaining
- Strategic Planning
- Factorydale Emergency Preparedness Plan update and submission
- Grant Preparation for 2025/26 projects

Committee Report



Committee Name: AREA

Meeting Date: Jan 29, 2025

Submitted by: Mayor Trinacty

Key Agenda Items:

- Budget
- Project Updates
- GM's Update
- Strategic Planning

Key Discussion or Decisions:

- The budget statements were reviewed. A dividend of \$199,630 was declared. PPA scenarios were reviewed. (Berwick share-\$53,900)
- The Potential deal is not proceeding as expected
- The Antigonish Solar Garden continues to be built
- The Oakhill Community Solar Garden for Lunenburg, Shelburne and Argyle will have the design and engineering work completed by March which completes AREA's phase
- The Springhill Solar Garden is in the same position as Oakhill
- An initial version of an AREA orientation package has been completed
- Board members participated in the SWOT analysis for the strategic planning process

Committee Report

Committee Name: AREA

Meeting Date: Feb 26/25

Submitted by: Mayor Trinacty

Key Agenda Items:

- Budget
- Project Updates
- GM's Update
- Strategic Planning

Key Discussion or Decisions:

- The financial statements were reviewed.
- Budget preparation steps were reviewed
- The audit plan is being prepared.
- Projects are proceeding as scheduled
- Strategic planning- the meetings with each MEU has been scheduled.

Committee Report

Committee Name: BEC

Meeting Date: March 4/25

Submitted by: Mayor Trinacty

Key Agenda Items:

- Introduce new member
- NRCAN application
- UARB updates
- Staff Report
- AREA Strategic Planning session

Key Discussion or Decisions:

- Bob Fowler was introduced as a new member
- The Commission approved the NRCAN application.
- UARB has approved an extension for submitting the Emergency Preparedness Plan and are still reviewing the various
- The audit plan is being prepared.
- Projects are proceeding as scheduled
- Strategic planning- the meetings with each MEU has been scheduled.

Committee Report

Committee Name: Kings Point to Point

Meeting Date: January 15, 2025

Submitted by: Councillor Goddard

Key Agenda Items:

- New Board Members
- Update on new office space
- Budget Approval

Key Discussion or Decisions:

- Staff are settling in well at the new offices. The rent is higher but includes heat and power. Two office spaces, a flexible office space/boardroom, a reception area, storage, kitchenette, shared washroom, accessible entrance and two parking spaces. There is also a secure drop box for drivers to leave reports after office hours. The landlord is supportive of KPPT.
- Board members/directors since the last municipal election:
Chair- Chris Goddard, Berwick
Vice Chair- Charlene Wiseman, community rep.
Treasurer- Lisa Buchan, community rep.
Secretary- Mike Butler, Wolfville (alternate)
Coby Milne, community rep.
Wendy Elliott, Wolfville
Samantha Hamilton, Kentville
Debbie Roza Mercier, community rep.
- Last meeting, Jan. 15, 2025. Minutes available on request.
All directors were in attendance plus Manager Kathleen Hull. Introductions and welcome to new directors: Samantha Hamilton, Wendy Elliott and Debbie Roza Mercier. Kathleen presented the 3rd quarter CTAP report with time given to answer questions from new directors. Generally, earned revenues and expenses are lower than projected. Gas prices and vehicle repairs are below budget due to lower pump prices, less use and fewer mechanical issues. The fire did not impact the service we could offer, but there were communication interruptions with phone transfers which may have resulted in lost rides. Due to illnesses, driver numbers are low. There was an incident with a vehicle's back door moving adversely in high winds, the inspector was contacted and Canning Auto will repair.
- A budget meeting was held in February. A balanced budget was approved with a 10% increase ask from our municipal sponsors and payment of \$8000.00 received from Bad Debt.

Committee Report



- Our next meeting is April 16, 2025 at 5:00pm. KPPT offices, 35 Webster St., Unit 204, Kentville.

Respectfully submitted by
Councillor Goddard

Committee Report

Committee Name: KMCC Governance Committee

Meeting Date: March 19, 2025

Submitted by: CAO Boyd

Key Agenda Items:

- Partner Updates – Berwick & District Community Association, Berwick & District Lions Club, Berwick Curling Club, and Town of Berwick
- Parking Lot Plan
- First Aid/AED
- Summer Events

Key Discussion or Decisions:

- The ice will be removed after April 3. After April 3, the rink and walking track will close at 4:30 pm. The walking track may be accessed through the fitness centre at 4:30 pm.
- The Dinner & Auction will be held May 3. There is still time to provide donations and/or sponsorships.
- The two compressors for the heating/cooling system will be overhauled and rebuilt this summer.
- Public Works have prepared a parking lot plan to support movement and accessibility. The plan has been accepted, and the Town will install the signage and arrows.
- There was a question about the maintenance plan for the battery pack at KMCC. The Town will investigate and communicate the plan, including how the fire suppression works.
- The Board discussed purchasing an AED for the lobby. Each of the individual spaces has one, but if they are closed there is no access in the main lobby. All rink staff recently completed/renewed their first aid and AED training.
- Summer Events:
 - CK Graduation in June.
 - Lacross Tournament in June. Junior B Lacross will be practicing and playing home games out of KMCC for April, May and June.
 - 4H event is the last weekend before the ice goes in – end of July.
 - Curling Club has their closing dinner on April 12.

Committee Report

Committee Name: Police Service Advisory Committee

Meeting Date: 20 Mar 2025

Submitted by: Councillor Serino

Key Agenda Items:

RCMP Report
PAB Staff Update
Citizen seeing reduced presence

Key Discussion or Decisions:

Avg of 9.2 patrols per day up from last report
Starting an E-mail bank of business town for police to send info
Staffing levels
Investigated crimes VS solved ratio requested
Setting up standards and expectations
The need for an orientation package for new officers
Getting the traffic team in town more often
Use of off road vehicles
Request for names to be attached to mins

Committee Report



Committee Name: Planning Advisory Committee

Meeting Date: March 4, 2025

Submitted by: Deputy Mayor Adam Lutz

Key Agenda Items:

- Re-zoning Application- 106 Orchard Street (R1 to R2)

Key Discussion or Decisions:

- Committee members were provided with a overview of the rezoning application 106 Orchard Street by Ning Laing, Development Officer.
- It was moved and seconded that the Planning Advisory Committee forward the attached rezone of 106 Orchard Street (PID 55237994) from R-1to R-2 to Council for first reading with a positive recommendation, and that the application be forwarded to a public hearing.
- Update on MPS given by CAO Jen Boyd see Planning Advisory Committee minutes.
- Reviewed active reports from January

Adam Lutz

Submitted March 11 2025

Committee Report

Committee Name: Valley Waste Investment Committee

Meeting Date: March 10/25

Submitted by: Mayor Trinacty

Key Agenda Items:

- Review the investment accounts

Key Discussion or Decisions:

- The committee received a presentation from Peter Miller of Scotia McLeod on the status of the investments and suggested changes to the accounts

Committee Report

Committee Name: Valley Waste/Kings Transit Audit Committee

Meeting Date: March 3/25

Submitted by: Mayor Trinacty

Key Agenda Items:

- Review the plans from the audit teams

Key Discussion or Decisions:

- The Committee reviewed the presentation from MNP for Valley Waste Audit Plan.
- The Committee reviewed the presentation from BDO Canada LLP for Kings Transit Audit Plan.

MAYOR'S REPORT

FROM March 12 TO March 25

Date	Lead	Purpose
Mar 17	Office	Approve invoices/cheques
March 19	AREA	Update meeting with GM
Mar 20	Valley REN -Emily, Derrick, Jen and Katie	Updates from REN and discussion
Mar 20	Police Advisory Committee	RCMP report and staff report, Dept of Justice canceled -to be rescheduled
Mar 24	Liberty Lodge	Attend celebration and present 25 year certificate
Mar 24	Stormwater management public session	Share the plan and get public feedback
Mar 25	REN Business Expo	Attended the expo in Kingston
Mar 25	COTW and special council	Approve budget
Mar 25	IMSA Board meeting	Regular meeting
Mar 26	AREA Board meeting	
Mar 27	Accessibility Committee	
Mar 28	Staff meeting-Strategic plan, bridge beautification, BDCA agreement	
Mar 31	Green Future Summit -Pictou	

April 1	Planning Advisory	
April 8	Council	