
Committee of the Whole Meeting

Tuesday, January 27, 2026
Berwick Town Hall Council Chambers
6:30 pm

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
 - a. COTW Minutes, November 25, 2025
- 4. Review of Action Items**
- 5. Councillor Announcements**
- 6. New Business**
 - a. Public Safety & RCMP Services
- 7. Department Reports**
 - a. Community Development
 - b. Public Works
 - c. Finance
 - d. CAO
- 8. Committee Reports**
 - a. Annapolis Valley Homelessness Advisory
 - b. Annapolis Valley Regional Library
 - c. Berwick Electric Commission
 - d. KMCC Governance
 - e. Kings Point to Point
 - f. Planning Advisory Committee
 - g. Police Services Advisory Board
 - h. Valley Regional Services (Tidal Transit/Valley Waste)
- 9. Mayor's Report**
- 10. Adjournment**

Meeting Date	Action Item	Status	Comments
	Fix decorative lights that are out.	Completed	All of the light have been fixed.
2025-01-14	Number of fines written by RCMP and how does it get directed to Town of Berwick revenue.	In-Progress	Initial information was provided to the Police Advisory Board. Still more informaiton to gather.
2025-01-14	Planning Fee review and determine whether changes to the MPS will change our planning service fees, whether a staff person makes sense and look at similar size MU for comparison on changes to MPS vs. costs.	In-Progress	Will be reviewed and recommended during the 2026/27 budget.
2025-12-09	Update on 109 Marsters Avenue Dangerous or Unsightly Property	In-Progress	The Mayor and CAO will be visiting the property owner in February.
2026-01-13	Decorative light in front of Foodland is blinking	In-Progress	A part has been ordered to fix it.
2024-12-10	Reach out to other municipalities to understand how they are assessing the Code of Conduct criteria for establishing	Not Started	
2024-12-10	Electricity Regulations, educational materials to provide to Council on the Council SharePoint site.	Not Started	
2025-02-11	Review Snow Removal Policy prior to next winter plowing	Not Started	
2025-06-10	Set budget for charity event participation policy	Not Started	Include in 2026/27 budget.
	Add crosswalk using packing spaces at KMCC from the crosswalk at Veteran's to front door	Other	Deferred to Accessibility Advisory Committee for dicussion and request to
2025-04-08	Can staff look at an efficiency audit for the entire	Other	Discuss during strategic planning.
	Breaking Soils Policy and Permits	Other	Deferred to Strategic Plan

Improving Public Safety

A subcommittee of the Police Services Advisory Board has identified and presented a plan to the Board to improve RCMP services and public safety in Berwick. There are four key components to the plan. The committee has continued to meet to create the specifics in each of the key components. Staff have been instrumental in supporting the work of the committee.

1. Create an orientation package for the detachment based on our expectations in Berwick, including a map with expected patrol areas, a schedule of community events, foot patrol and vehicle patrol definitions, and visits to businesses.
2. Create a survey for businesses on public safety and the service from the RCMP. Members of the Police Services Advisory Board will develop the survey and deliver the survey to the businesses. The results will be shared with the RCMP.
3. Identify community programs that promote safety ex: senior safety program, vulnerable persons registry. Create a yearly schedule of workshops for the public.
4. Identify examples and job descriptions of community policing programs/staff in other communities.



Canada 

ORIENTATION PACKAGE

TOWN OF BERWICK



TOWN OF
berwick

Orientation Package for RCMP Officers Assigned to the Town of Berwick



I. Welcome & Introduction

Welcome Message

Welcome to the Town of Berwick. Whether this is your first time serving in our Town or you're a seasoned officer, we're pleased to have you as part of our policing team. The RCMP's presence plays a crucial role in maintaining the safety, peace, and quality of life in Berwick.

This package is designed to help you become familiar with the community, your role here, and the expectations we all share in ensuring effective and respectful policing. As a member of the RCMP, you're not just enforcing the law—you're becoming part of a close-knit community that values connection, visibility, and integrity in its public safety service.

We look forward to working with you.

- Sgt. H.V. (Harold) Prime, Operations NCO, RCMP
- Mike Trinacty, Mayor of Berwick

II. Community Overview

Town Profile

Berwick is a vibrant rural town located in Kings County, Nova Scotia. With a population of approximately 2,500 residents, it's a growing and family-friendly community known for its strong agricultural heritage, close community ties, and commitment to youth development and green living.

Key features include:

- Berwick Town Hall and the Annapolis Valley Regional Library
- Local parks and recreation facilities
- Annapolis Valley Regional Centre for Education
- King's Mutual Century Centre (arena and sports facility)

Orientation Package for RCMP Officers Assigned to the Town of Berwick



Cultural and Community Values

The town prides itself on inclusivity, public safety, and environmental responsibility. Residents value personal interaction and respect, and RCMP visibility plays a key role in maintaining community confidence. There is a strong expectation for officers to engage with the public in a professional and approachable manner.

Local Government Contacts

- **Mayor:** Mike Trinacty [902-994-1958](tel:902-994-1958)
- **Deputy Mayor:** Johnna Kwakernaak [902-385-7737](tel:902-385-7737)
- **Chief Administrative Officer (CAO):** Jennifer Boyd [902-670-2412](tel:902-670-2412)
- **Town Office Address:** 236 Commercial St., Berwick, NS B0P 1E0
- **Phone:** [\(902\) 538-8068](tel:902-538-8068)
- **Email:** info@berwick.ca

Community Partners

- **Schools:** Berwick & District School [902-538-4720](tel:902-538-4720)
- **Mental Health Services:** Evangeline Mental Wellness Hub [902-538-9349](tel:902-538-9349)
Western Kings Memorial Health Centre [1-855-922-1122](tel:1-855-922-1122)
Andrew Anthony R. Psych., Ph.D., CBI Health [1-800-557-3077](tel:1-800-557-3077)
- **Recreational Programs:** Kings Mutual Century Centre [902-538-9070](tel:902-538-9070)
- **Faith Organizations:** Berwick Baptist Church [902-538-3729](tel:902-538-3729)
St. Anthony Catholic Church [902-538-3194](tel:902-538-3194)
Anglican Church Berwick [902-538-8603](tel:902-538-8603)
United Church Berwick [902-538-9251](tel:902-538-9251)
- **Nonprofits:** Berwick Food Bank [902-538-1996](tel:902-538-1996)
Housing Support: Project H.O.P.E. (CMHA) [1-877-466-6606](tel:1-877-466-6606)
Youth Project [902-333-8708](tel:902-333-8708)
Volunteer Fire Department [902-538-3661](tel:902-538-3661)

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III. RCMP Role in Berwick

Mandate and Structure

The RCMP provides contracted policing services to the Town of Berwick under a Municipal Policing Agreement. As an RCMP officer here, your duties encompass general law enforcement, traffic safety, criminal investigations, public education, and community engagement.

- **Detachment Location:** 1684 Maple St, Kingston, NS B0P 1R0
- **Area of Responsibility:** Town limits and surrounding jurisdiction as assigned
- **Command Structure:** Report to the Detachment Commander and Shift Supervisor

Operational Expectations

- Maintain visible foot and vehicle patrols throughout residential and commercial areas
- Attend and support local events (e.g. Apple Blossom Festival, parades, public education)
- Address issues such as property crime, impaired driving, domestic violence, youth concerns, and substance abuse.
- Foster positive relationships with local youth, business owners, and senior citizens
- Maintain accurate and timely reporting and uphold RCMP conduct standards

IV. Operational Procedures

Policing in the Town should create an environment where all persons feel safe.

Vehicle Patrols:

Vehicle patrols should be at least twenty minutes, either moving or parked.

- Morning patrols (**7:00 am – 9:00 am**) should include South St., through the industrial park, Main St. (speeding), four way stop at Foster & Cottage St. (not stopping at crosswalk).
- Daytime patrols should include dead end streets (citizens have requested greater visibility).
- Nighttime patrols should include the new subdivision just west of KMCC, the KMCC, Berwick Elementary and the NSLC parking lots, front and back.

Orientation Package for RCMP Officers Assigned to the Town of Berwick



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- Sunday morning patrols should include church parking.

Foot Patrols:

- Should be a minimum of ten minutes and should focus on parks, other green spaces and the downtown core.

Maps and calendar of events are included in the appendix.

Reporting Standards

Officers must:

- Submit reports promptly using the RCMP's systems.
- Maintain clear and concise notetaking.
- Complete follow-ups on complaints, ensuring victims are updated
- Record all community interactions and non-enforcement activities for statistical tracking by the Town's Police Advisory Board.

Enforcement & Use of Force

Use of force must be reasonable, proportionate, and clearly documented as per the RCMP protocol. Officers must be aware of the heightened community sensitivity around use-of-force incidents, especially involving youth or mental health calls. De-escalation and communication are always preferred.

V. Communication & Media Protocols

Interagency Collaboration

Officers are expected to liaise and coordinate with:

- Municipal officers, Mayor & CAO.
- Berwick Fire Department
- Emergency Health Services (EHS)
- Child and Family Services, where applicable

Media & Public Statements

Officers may not speak to the media unless authorized. Any media inquiries must be directed to the RCMP Public Information Officer as well as the Town's CAO. Social media conduct must follow RCMP policies, with no sharing of sensitive or operational details without first contacting the Town's CAO.

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VI. Officer Conduct & Community Engagement

Professionalism & Standards

RCMP officers are held to high standards of professionalism. In Berwick, where residents are likely to know their local officers by name, consistent professionalism, discretion, and respect are paramount.

Breaches of conduct, especially involving social interactions or misuse of authority, are treated seriously.

Community Engagement Opportunities

- **Youth & School Programs:** Liaison visits, School Safety Resource Officers.
- **Event Participation:** Attend or assist with town festivals, charity events.
- **Public Education:** Presentations on scams, drug awareness, internet safety, and others.
- **Neighbourhood Walks:** Visibility patrols and casual community check-ins

VII. Safety & Emergency Protocols

Emergency Preparedness

All officers must be familiar with the town's emergency plans:

- Natural disaster and weather event response
- School lockdown procedures
- Evacuation routes and shelter-in-place locations

Mental Health & Domestic Crisis Response

Responding officers are expected to follow trauma-informed practices. Where available, officers should involve crisis intervention teams or refer to local mental health professionals for follow-up care.

Orientation Package for RCMP Officers Assigned to the Town of Berwick



VIII. Resources

Key Contact List

- RCMP Detachment, Sgt. H.V. (Harold) PRIME [902-599-4351](tel:902-599-4351)
- Mayor, Mike Trinacty [902-994-1958](tel:902-994-1958)
- Town CAO, Jen Boyd 902-670-2412
- Local Fire Chief, Luke Redden 902-848-6355
- School Principals, Isaac Schurman 902-538-4720
- School Vice Principal, 902-538-4720
- Community Support Workers, Front Street Community Oven Society 902-233-7258

Town Bylaws & Reference Documents

- Full municipal bylaws (included in appendix)
- Patrol zone maps
- Monthly event calendar
- RCMP Code of Conduct reference sheet
- Incident report and file templates

IX. Feedback & Professional Development

Orientation Feedback Form

New officers are encouraged to complete a short feedback form after their first 30 days. Feedback helps improve the orientation experience for future members.

Ongoing Training Opportunities

- Online and in-person professional development offered by RCMP headquarters and the Town
- Optional cultural awareness or de-escalation training through local organizations

X. Appendix

- A. Patrol Zone Map [Click here for map](#) or see page
- B. Town Calendar of Events [Click Here](#) or see page
- C. Local Bylaws Summary [Town Bylaws](#) or see page
- D. Community Business Directory [Click Here](#) or see page

Orientation Package for RCMP Officers Assigned to the Town of Berwick



Appendix A: Patrol Zone Map



Orientation Package for RCMP Officers Assigned to the Town of Berwick



Appendix B: Town Calendar of Events

Annual Events Calendar

Month	Event
January	New Years Day
February	Light the Nights, Heritage Day (third Monday in February)
March	March Break
March/April	Easter Weekend Activities, Good Friday (Friday before Easter Sunday)
May	Victoria Day Weekend
June	-
July	Canada Day
August	Natal Day
September	Gala Days, Summer School Break (concludes)
October	Halloween
November	Town Holiday Weekend
December	Christmas Break

Annapolis Valley Events

[Click here for event listings](#)

Orientation Package for RCMP Officers Assigned to the Town of Berwick



Appendix C: Local Bylaws Summary

To view each of the following Bylaws please visit our website
www.berwick.ca/townhall/CAOoffice/bylaws.

- Abolish Office of Solicitor (pdf, 45 KB)
- Advertising in Public Places (pdf, 52 KB)
- Animal Bylaw, - Sections 76-91 Repealed in 2001 (pdf, 909 KB)
- Anti Litter (pdf, 49 KB)
- Assessment (pdf, 48 KB)
- Automatic Machines (pdf, 54 KB)
- Berwick Emergency Management Bylaw (pdf, 827 KB)
- CAO By law (pdf, 102 KB)
- Collection of Arrears of Taxes (pdf, 47 KB)
- Committees of Council (pdf, 74 KB)
- Consolidated MPS Amendments effective Jul 11, 2023 (pdf, 323 KB)
- Cost of Advertising the Notice of Zoning (pdf, 50 KB)
- Dangerous Things (pdf, 50 KB)
- Deed Transfer Tax (pdf, 649 KB)
- Deposits by Candidates at an Election (pdf, 45 KB)
- Destruction of Certain Documents (pdf, 63 KB)
- Development Control & Planning Fees (pdf, 104 KB)

Orientation Package for RCMP Officers Assigned to the Town of Berwick



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- Dog Bylaw (pdf, 88 KB)
 - Encroachments Upon or Over a Street (pdf, 106 KB)
 - Factory Street Closure (pdf, 85 KB)
 - Fire Department (pdf, 46 KB)
 - Interpretation (pdf, 50 KB)
 - Junk Yard (pdf, 46 KB)
 - Kings County Building Permit Fees (pdf, 1.57 MB)
 - Land Use Bylaw Consolidated (pdf, 410 KB)
 - Licenses (pdf, 67 KB)
 - Lot Grading and Drainage Bylaw (pdf, 102 KB)
 - Meetings and Procedure (pdf, 97 KB)
 - Meetings, Minutes, Order of Business (pdf, 70 KB)
 - Minutes incorporating General Berwick Bylaw July 9, 1963 (pdf, 2.27 MB)
 - Motor Vehicle (pdf, 52 KB)
 - Moving Buildings on Streets (pdf, 55 KB)
 - Nuisances (pdf, 51 KB)
 - Outdoor Berwick Fire Bylaw (pdf, 197 KB)
 - Partial Tax Exemption (pdf, 57 KB)
 - Peace and Good Order (pdf, 56 KB)
 - Penalties (pdf, 45 KB)
 - Police Commission (pdf, 64 KB)

Orientation Package for RCMP Officers Assigned to the Town of Berwick



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- [Police Regulations \(pdf, 50 KB \)](#)
 - [Police Services Advisory Committee \(pdf, 56 KB \)](#)
 - [Protection from Second Hand Smoke - Summary Offence Ticket Confirmation \(pdf, 145 KB \)](#)
 - [Protection from Second Hand Smoke Bylaw \(Revised Oct 2018\) \(pdf, 181 KB \)](#)
 - [Public Performances \(pdf, 50 KB \)](#)
 - [Seal \(pdf, 49 KB \)](#)
 - [Sewer Charge By Law \(pdf, 115 KB \)](#)
 - [Sewer Use By Law \(pdf, 132 KB \)](#)
 - [Skateboarding \(pdf, 56 KB \)](#)
 - [Smoke Free Indoor Public Places \(pdf, 69 KB \)](#)
 - [Specification Manual \(pdf, 268 KB \)](#)
 - [Streets \(pdf, 56 KB \)](#)

Orientation Package for RCMP Officers Assigned to the Town of Berwick



Appendix D: Community Business Directory

For information on these businesses, please visit our website at <https://berwick.ca/business/business-directory.html>

- Apple Valley Pies Plus Outlet
- AppleTown Dental Centre
- At Ease Wellness Studio
- Berwick Chiropractic Health & Wellness Centre
- Berwick Family Dentistry Inc.
- Berwick Foodland
- Blackburn Holdings Ltd.
- ClaimsPlus Solutions Inc.
- Copperstone Financial Group Inc
- Darwin Event Group
- Del's Reiki Room
- Feeds'n Needs
- Fire in Motion Dance Company
- GekkoTech Computer Services
- Guy's Frenchys
- Kellocks Restaurant
- Larry's Pharmacy

Orientation Package for RCMP Officers Assigned to the Town of Berwick



- Maritime Tents
- Market Between the Mountains
- New Vision Special Care Homes Ltd.
- Party Central
- Petro Canada & Robins Donuts
- RE/MAX Advantage- Donna Conrad Team
- Schurman's Industrial Supplies Ltd
- Shay Tire Limited
- Smokehouse Nano Brewery
- SWNS Fibrenew
- The Rusted Kaleidoscope Gifts, Decor & Makery
- The Union Street
- Trillium Classical Osteopathy
- Valley Hairstylists
- West Point Homes Limited
- Western Kings Memorial Health Society
- Wheaton's
- Wilsons Home Store
- Wilsons Pharmasave

Business Community RCMP Feedback Survey

Purpose:

The Police Advisory Board is seeking input from Berwick's business community regarding RCMP service delivery. Your feedback will help identify what is working well, what needs improvement, and how we can better support public safety and policing in our town.

Please take a moment to answer the short survey below.

1. How would you rate the overall visibility and presence of the RCMP in Berwick?

- Very visible
- Somewhat visible
- Rarely visible
- Not visible

Optional: Please explain your rating.

2. How responsive has the RCMP been to concerns or incidents involving your business?

- Very responsive
- Somewhat responsive
- Not responsive
- No contact/No experiences

Optional: Please provide examples if applicable.

3. What safety or policing issues currently affect your business?

(Open-ended)

4. What improvements or changes would you like to see from RCMP services in Berwick?

(Open-ended)

5. What is the most important action the RCMP could take to support a safer business environment?

(Open-ended)

**TOWN OF BERWICK
Police Advisory Board**



-  902-538-8068
-  rflynn@berwick.ca
-  236 Commercial St., Berwick, NS B0P 1E0
-  berwick.ca
-  Sign up for Voyent Alert!



Berwick Public Safety Workshops 2026



The Town of Berwick is partnering with the Kings County Seniors' Safety Program and partners to offer a series of Public Safety workshops. The workshops are free to attend, will include a social component and are designed to increase the awareness of safety and support in the community.

February 11 – Seniors Toolbox

March 11 -Identity Theft, Fraud and Scams

April 15 – NS Guard

May 30 -Shredding Your Stuff (12-2pm)

June 10 -Elder Abuse Awareness

Aug 12 – Scooter Safety

September 9 – Emergency Preparedness

October 14 – Fire Prevention/911/EHS Services -Fire Prevention Week

November 18 – Internet Safety and Security

December 9 – Personal Safety

All workshops will be held at the Berwick Fire Hall at 2 PM unless otherwise stated. Coffee and refreshments will be available, and everyone is welcome to attend.

Samples of workshops may include

The following workshops are offered and/or coordinated by Senior Safety staff and Regional Emergency Measures Organization staff.

- Senior Abuse
- Internet Safety and Security
- Seniors and the Law
- Fire Prevention and 911
- Emergency Health Services
- Scooter Safety
- Shredding Event
- Emergency Preparedness
- Personal Safety



Why It Matters for a Community Like Berwick

Because smaller towns or rural areas often have fewer services, and seniors may live farther from family or medical supports — safety workshops become especially valuable:

They help seniors stay independent longer without having to relocate. They build community resilience by connecting seniors with local supports, neighbours, and each other. They reduce strain on healthcare and social services by preventing avoidable injuries or crises.

They foster a more inclusive, age-friendly community where older adults feel supported, respected, and engaged.

RCMP Kingston Detachment
1684 Maple Street in Kingston, NS
Non-emergency (902) 765-3317
For emergencies please call 911

Public Safety Workshops

TOWN OF
berwick



Public Safety Workshops, are one of the initiatives we are work with various organizations to organize and promote a series of workshops throughout the calendar year.

The workshops would be hosted at the Berwick & District Fire Hall at the same time, 1:30 PM, to provide consistency and familiarity for the residents. The workshops are 1.5-2 hours in length, offering a safe space for Q & A's with agencies and law enforcement.

Workshops are provided at no charge.



Town of Berwick
236 Commercial St., Berwick, NS B0P 1E0
(902) 538-8068
Monday - Friday 8:30 am - 4 pm
www.berwick.ca

Kings County Senior Safety

Information provided by kingsseniorsafety.org

Important contact numbers

IN CASE OF EMERGENCY, CALL 911

- Health Information – 811
- Road Conditions – 511
- Locate a Phone Number – 411
- Programs and Services – 211

211 is a free, valuable resource of information of community and social services available across the province. It is available 24 hours a day, 365 days a year by dialing "2-1-1" to speak with a staff member or by searching the online database at www.ns.211.ca.

Kings County Regional Emergency Management Organization (click on link)

- Alzheimer Society of Nova Scotia – (902) 422-7961
- Better Business Bureau – 1-902-422-6581
- Canadian Anti-Fraud Centre - <https://www.antifraudcentre-centreantifraude.ca/>
- Canadian Red Cross – 902-678-0415
- CARP (Canadian Association of Retired People) advocacy group, Nova Scotia Chapter - <https://www.carpnovascotia.ca/>
- Charities Verification – <https://www.charityintelligence.ca/>
- Continuing Care and Adult Protection – 1-800-225-7225
- Crime Stoppers – 1-800-222-8477
- Equifax Credit Reports – 1-800-465-7166
- Housing Nova Scotia – 1-844-424-5110 - <https://housing.novascotia.ca/>

- Legal Information Line and Lawyer Referral Service – 1-800-665-9779 - <https://www.legalinfo.org/>
- Mental Health Crisis Response – 1-888-429-8167
- NS Senior Abuse Line – 1-877-833-3377
- Nova Scotia Department of Community Services- 1-877-424-1177
- Nova Scotia Legal Aid – 902-679-6110 (Kentville); 902-532-2311 (Annapolis Royal)
- TransUnion Credit Bureau – 1-800-663-9980 - <https://www.transunion.ca/>

Deliveries: Grocery Stores and Pharmacies

Chisholm's PharmaChoice, Aylesford
We offer a prescription delivery service. Our area of coverage for daily delivery is Greenwood to South Berwick. At this time there is no charge for delivery. (902)-847-3465
2710 Hwy#1, Aylesford

Larry's Pharmacy in Berwick
Larry's Pharmacy has free delivery from Aylesford to Cambridge. (902)-538-1644
182 Commercial Street, Berwick

Wilson's Pharmasave, Berwick
Delivering prescriptions is free of charge. You just need to phone in your order the day before and we will deliver the next day. (902) 538-3185
213 Commercial Street, Berwick

Jeff's Independent Grocer, Berwick
Our store delivers within the town of Berwick. If someone is interested in having groceries delivered, they can contact 902-538-8818 and provide their address and their method of payment. Groceries are delivered Wednesday mornings. (902) 538-8818
197 Commercial St, Berwick, NS

Location and Schedule

The workshops would align with a particular theme or week during the year IE Senior Safety Week. A sample schedule could be as follows:

- February 11 – Seniors Tool Box and Personal Safety
- March 11 -Identity Theft, Fraud and Scams – Fraud Prevention Month
- April 15 - NS Guard
- May 13 -Shredding Your Stuff
- June 10 -Senior Abuse -Elder Abuse Month
- August 12 – Scooter Safety
- September 9 – Emergency Preparedness
- October 14 – Fire Prevention/911/EHS Services -Fire Prevention Week
- November 18 – Internet Safety and Security -National Senior Safety Week
- December 9 - Personal Safety

Committee of the Whole Monthly Report



Department: Community Development
Date: January 2026

Key highlights

- The Town holiday celebrations were very successful with the Tree Lighting and parade both seeing record numbers of participation.
- As a new New Year's Eve initiative, the Town of Berwick sponsored the Jr. A Valley Wildcats hockey game and welcomed the community to a free skate with hot chocolate and treats following the game. The event was well attended.
- The Holiday Reception held at the Berwick Lions Hall had very high attendance, consistent with other holiday events.
- Drop-in Gym numbers were declining in the Winter months. Our program staff will now be running a free after-school program every Thursday in the gym from 2:30-5:00 PM. 16 participants are registered.
- The free babysitting course for Berwick and District School students was held on December 4th and reached maximum capacity. The Stay Safe at Home course for younger students will be held in February. This program was made possible through a successful grant from the Community Health Board.
- Active for Life is full at 25 participants; the Winter session is taking place every Tuesday and Thursday.
- Winter equipment loans have been steady with favorable weather for snowshoeing, skiing and sledding.
- Staff have worked with Berwick & District School to enhance exploratory days, including a program at the Berwick Fitness Centre and lending snowshoes and skis for outdoor programs.
- Winter Pickleball sessions are underway; registration numbers remain strong.
- Winter Walk to School with the Wildcats will take place on February 3rd, students will meet at Heritage Station Park between 7:15-7:30 AM.
- On the January 19th AVRCE Snow Day, we shared a fun challenge on social media for residents to build a snowman and share a photo with our team. We received over fifty entries, from young and old alike, and gave away six prize packages of Wildcats tickets, gift cards or toques.
- The Memory Cafe returned in December and runs one Tuesday a month at the Evangeline Mental Wellness Hub. Participation numbers have been low but the weather has been identified as the key cause, as registration numbers are high.
- The Recreation Coordinator is assisting the Evangeline Mental Wellness Hub with planning and implementing a community program for pre-teens for March Break.
- The Sports Hall of Fame committee continues to meet and plan for the June event, with the nomination deadline for submissions set for January 30.
- Staff, with the support of Valley Recreation, are working to provide a youth leadership workshop at West Kings in February (date still to be confirmed with the

Committee of the Whole Monthly Report



school).

- You can now shop for Town of Berwick branded clothing online through the new "Town of Berwick" apparel store.
- Department staff have been actively reviewing plans for the 2026/27 year, looking at both capital and operational budgets, preparing grant applications, and collecting quotes and cost estimates.

Next Month Priorities:

- Development of the annual Active Living Strategy Report Card for review and presentation in February.
- Presentation of the annual Accessibility Report Card for review in February.
- Pre-teen programming
- Winter Light the Nights (February 20-28)
- Beautification planning spring/summer 2026
- Finalizing Capital Budget costs and grant applications
- Finalize March Break recreation programming opportunities.

Upcoming Dates of Significance:

Date	Day/Month of Significance
February	African Heritage Month

Committee of the Whole Monthly Report



Department: Public Works
Date: January 2026

Operations:

Community:

- Christmas Decorations removed in front of Town Hall.
- Christmas Tree pick up performed the first couple weeks of January.
- Director attended an Atlantic Region Workshop (web session) hosted by the Canadian Urban Forest Network; learnings relating to how other municipal units are managing their trees as assets.

Parks / Trails:

- Trash bins / dog bins emptied weekly.

Streets, Sidewalks:

- Re-installed stop sign at South St and Maple Ave following windstorm damage.
- Trash bins emptied multiple times weekly.
- Cold patching performed on the days that weather permits
- Windrow removal along Commercial Street bi-weekly in January.
- Worked with BEC to remove old crosswalk buttons and posts at Main / Commercial.
- Worked with BEC to remove overhead crosswalk (RA-5) indicators and support beams.
- BEC continues to work to repair streetlights along Commercial Street.

Stormwater:

- Grates in vicinity of civic 145 Cottage cleaned of snow and debris to improve drainage.

WW Treatment:

- Communications with NSECC underway for the renewal of the Permit to Operate (expires March 2026).
- Janice Emin hired as the Town of Berwick Wastewater Operator, effective 19 January.
- Exhaust fan for the Drum Screen Building cleaned; full of chicken feathers.
- Repair performed on an airline that supplied air to a line of aerators on Lagoon 2; a coupling on a tee had parted.
- Existing blowers 2 and 3 have been adjusted from 60 hz to 53 hz to keep them from tripping out. Although they are still tripping from time to time, the lower frequency is helping in the colder weather.

WW Collection:

- Flushed the gravity line in front of Peter Connell Park; partially plugged due to roots infiltration, which was causing slow drains for civic 153 Brown St.
- Flushed and camera'ed Brown St from Orchard down to the EHS Building, to locate the buried manholes; one manhole raised.
- Attempted to camera the new section of gravity line in front of Wilson's Furniture, however it was too full of fat / oil / grease for the camera to gain traction. Will flush and attempt again next time weather permits.
- Process improvement to wastewater pre-treatment at Eden Valley still underway.

Other:

- Actively looking to hire a crosswalk attendant.
- Assist BEC with installation work for the new Ben Grove subdivision.
- Assist BEC with traffic control for repairs to damaged utility poles.
- Rebuilt a BEC trailer; new decking, new tires, MVI inspection completed.
- Rebuilt the PW float trailer; new decking, MVI inspection completed.

Capital:

Storm Water Management

- Draft Report expected from CBCL in late January.
- A public engagement session will be held on 23 February.
- Final Report received from CBCL following the public engagement session.

WWTP Upgrades – Aeration & Blowers

- New aeration equipment has been installed in Lagoon 2.
- New Blower pad completed; blowers arrived onsite 19 January; installation TBD.

WWTP Upgrades – Tertiary Filtration

- Veolia design work is complete; new building design work under review.
- Tender for Construction to be released before end of January.

Next Priorities:

- Winter Maintenance, Contractor Management.
- Compile data for Asset Management Software.
- Troubleshoot, repair storm gravity lines in vicinity of Union and Commercial.
- Vactor work in WWC system.
- WWTP Capital upgrades.

Department: Finance
Date: January 2026

Key Highlights

Berwick Electric Commission (BEC)

- **Factorydale Turbine:** Conditional awards have been approved, pending successful funding application through FCM. The owner's engineer is working on completing the capital application for this project which will go to the NSEB for approval. Staff continue to press the insurance adjuster for a decision and amount to be received.
- **Solar Garden:** HST recovery review is nearing completion, as is the reconciliation. Staff are working with DGT to understand any HST implications to transfer the asset from the Town books to the utility's books. There is only one item outstanding to complete the solar garden reconciliation.
- **Superintendent/Director of BEC:** Recruitment is on-going for this role.
- **NSP Power Purchase:** While we have received March 2025 invoice from NSP, no additional invoices have been received to date.
- **Flow Through Application:** Staff are working on compiling data for consultants to prepare the 2026 flow through application.
- **BEC Meeting:** Attended the commission meeting on
- **MMEAU:** Attended the regular scheduled meeting in Saint John. Topics covered included project funding update for Strategic Asset Plan, Cyber Penetration Test, Utility Benchmark, Electrification Business Plan. The MOU and bylaws were reviewed, social media and media training were provided by external consultants, and there was a discussion regarding supply chain and procurement opportunities as part of the MMEAU collective. The next meeting will be held in Nova Scotia in April

Town of Berwick

- **2024/25 Audit Preparation:** Our team continues to work through audit preparation. As minimal information has been received over the past several months, the external auditors have postponed until at least mid- March. The Town will not receive annual federal and provincial grants until the 2024/25 Audited Financial Statement and Financial Information Return have been submitted and reviewed by the province.
- **Staffing Update:** We have a vacancy we are hiring for within the Finance team. Temporary support is in place to address the inherited backlog within the department.
- **Strategic Planning Sessions:** Reviewed the outcomes and actions within the draft information and working to prioritize and balance within existing resourcing pressures.
- **CUPE Bargaining:** Bargaining was completed prior to December 31st, 2025.

- **HR Service Delivery Workshop:** Attended a workshop with the CAO's from Berwick, Kentville and Wolfville to discuss service options from DGT resulting from the HR Assessment project they completed.
- **2026/27 Budget Prep:** Staff began inputting the 2026/27 budget information in December, and management has met several times to discuss and review both the operating and capital budget information as we prepare for the Council workshop.
- **AMANS Audit Committee:** I have assumed a place on the AMANS Audit Committee and attended my first committee meeting on January 10, 2026. This is an excellent opportunity to support a very valuable organization and strengthen connections with finance counterparts from across the province.

Next Month Priorities:

- **Solar Garden Transfer of Asset**
- **Solar Garden HST Recovery**
- **Audit Preparation**
- **Budget workshop: January 29, 2026**
- **Insurance tender evaluation**
- **Attend discovery workshop in Saint John for Kraken project**
- **Recruitment for Finance Administration Coordinator**
- **Recruitment for BEC Director**
- **AMANS Finance Committee Meeting: February 10, 2026**

Department: **CAO and Administration**
Date: **January 2026**

Key Highlights

Berwick Electric

- **Flow Through:** The Board approved an extension for filing of the first flow through application and tariff language for the annual true-up under the new mechanism by January 31, 2026.
 - BDR has been contracted to prepare the applications and templated mechanism for each MEU including the true-up mechanism.
 - The flow through application will also incorporate the annual increase to the Ellershouse Wind PPA (Power Purchase Agreement) on January 1. The flow through will also incorporate the increases associated with the Maritime link and FAM.

- **FAM and Maritime Link:** The MEU’s have drafted a request to the Premier and Department of Municipal Affairs seeking assistance from the Province in financing [approximately \$4.5 million, BEC \$900K] in unpaid Fuel Adjustment Mechanism (FAM) costs since 2023 that we currently owe to NS Power and which will continue to accrue interest at NS Power’s Weighted Average Cost of Capital (WACC) until repaid. By securing a low interest loan from the Province the MEU’s could finance the repayment to NS Power over a longer period and reduce the impact on the rate payers.

- **AMI Smart Grid Project:** Although the overall project is still on track to be completed on time, we have had little progress to date as Saint John Energy has components to complete prior to our migration to the software, which is the first stage of our project.

- **Factorydale Turbine:** BEC staff met with the owners engineer for a decision workshop on January 12 to prepare recommendation for conditional approval of three of five Request for Proposals (RFP) related to the project. Still waiting for confirmation from insurer regarding claim amount and approval for funding prior to formal awarding of the projects.

- **BEC Meeting:** The Berwick Electric Commission meet on January 13 and conditionally award the following RFP’s:
 - BER2024-001 – Turbine Replacement to the Canadian Hydro Company for \$3,716,845.
 - BER2025-001 – Asset Decommissioning Phase to Rick Balsor for \$93,949.

- BER2025-002 – Factorydale Hydropower Plant – Power Transformer to CES Transformers for \$104,170.

The Commission also received information from the Berwick Curling Club regarding a solar project they want to proceed with. BEC needs to consider whether regulatory changes are required to permit the project to proceed.

- **Voltage Conversion Project:** Staff are on track to complete the voltage conversion by the end of the fiscal year (March 31, 2026).
- **Outage Incident Report:** Staff have developed a form to complete and track all outage incidents. MEU's will be required to track and report on outages to the Nova Scotia Energy Board and this will set us up for meeting that requirement when legislation is passed. It is also a great way to measure reliability.
- **IBEW Negotiations:** Local 1928 has provided notice to commence contract negotiations. The current Collective Agreement expires on March 31, 2026.
- **MMEAU:** The CAO and Director of Finance attended the December meeting, hosted in Saint John.
 - Funding has been secured through ACOA to support several significant projects for all utilities:
 - Strategic Asset Plan- 10 year capital road map
 - Cyber Penetration Test
 - Utility Benchmark
 - Electrification Business Plan
 - Review of bylaws and updated MOU
 - SJE project updates for Kraken and AMI
 - Supply chain and joint procurement opportunities
 - Social media training

Town

- **Labour Management Meeting:** CUPE Labour Management committee met on December 17. This was the first meeting since the new contract has been signed.
- **HR Needs Assessment:** attended a working session to review service delivery options for HR services.
- **Floodplain and Stormwater:** planning, public works and admin staff met to discuss the provincial floodplain and municipal stormwater data as it relates to planning and mapping. The stormwater data will be shared at a public meeting in February, and the Planning Advisory Committee will discuss floodplain and stormwater impacts and

related zoning in March or April.

- **KMCC Governance Committee:** the quarterly meeting was held on January 12.
- **AREA CAO/CEO Check-In:** the monthly check-in was held on January 13.
- **AVRL Funding:** the Annapolis Valley Regional Library Board and staff invited the Mayors, Wardens, Village Chairs and CAO's and Clerks to attend a workshop on January 21 to provide a funding requirement update.
- **Valley Regional Services:** at the January meeting the Board approved Valley Waste's 2026/27 Operating and Capital Budgets. The CAO's are working with Kings Transit staff to present their budget to the Board in February.
- **Budget/Strategic Planning:** working with the management team on the budget and draft strategic plan for January's budget workshop.
- **Meetings:** the Mayor and CAO met with Kyla Pierik, Economic Development Officer with ACOA, on January 20, and with Jens Schlemmer, Plan Manager of Michelin on January 22.
- **Communications:** the Town's website home page and menus have had an update. Staff hope the change will improve site navigation with the "How do I?" drop down. A new Community Events Calendar has also been included on the website. Community members can submit items through a form and be added to the calendar.
- **Association of Municipal Administrators of Nova Scotia (AMANS) Board Meeting** – attended the monthly meeting virtually on January 23.

Next Month Priorities:

- **AREA Monthly Meeting:** in person on January 28.
- **Budget Workshop:** January 29.
- **Valley Regional Enterprise Network:** Audit Committee and 2026/27 Budget and Business Plan Review
- **Valley Regional Services:** Kings Transit Budget
- **Fire Services Sub Committee:** February 3.

Committee Report

Committee Name: Annapolis Valley Homelessness Advisory Committee (name still under review) and January 22 Kentville Town Hall on Homelessness

Meeting Date: Jan 19, 2026

Submitted by: Deputy Mayor Johanna Kwakernaak

Key Agenda Items:

- 1. Approval of Agenda
- 2 Approval on Minutes
- 3 business arising from the minutes
- 4. Discussion of Committee Terms of Reference
- 5. Discussion of January 22 public meeting
- 6 Other topics

Key Discussion or Decisions:

The meeting was a full virtual meeting as Monday was a snow day.

- The majority of the time was spent reviewing the TOR for this Committee. Of importance the Roles and Responsibilities:
 - Strategic Planning
 - Funding recommendations
 - System Coordination
 - Information Sharing
 - Community Engagement
- The membership will be 12-15 members (service providers representatives from health, law enforcement, and municipalities, Service Organizations, at-large member such as; business leaders landlords, and Ex-officio such as Coordinated access coordinator, municipal staff or founders. This is a large committee and it is hoped to have at least 2 members with lived experience.
- The January 22 meeting was held Thursday night at the Kentville Firehall. The attendance was significant (I estimate over 200 people in attendance.) the broad population was well represented by age, gender, lived experiences and diversity of perspective and concerns.
 - The 70 minute panel discussion covered information from Open Arms, the Business Community, Policing, Provincial Government Housing and Nova Scotia Health.
 - Questions the panel addressed included:
 - Why are there so many homeless people in Kentville?
 - It's a global issue
 - Costs of living exceed many peoples income
 - Kentville is a hub town with many of the services that individuals who are unhoused need to access, hospital, social services, the justice system.
 - Why am I seeing more people that appear unwell?
 - There are always people who are unwell among the unhoused and

- being unwell is a major contributing factor to poor health.
- The unwell though a small portion of the population are those that are noticed.
 - If an individual who is unwell is competent to make decisions at the time of assessment they cannot be forced into institutionalization or treatment. "Commitment requires a very high bar."
- What can be done to help community members who feel unsafe.
 - Discussion re the difference of unsafe versus uncomfortable.
 - If it is unsafe then a call to police is the correct response.
 - Police will address the issue as best they can but if taken to hospital and at the time of assessment the individual is deemed competent there is no forced intervention.
 - Where do we go from here?
 - No magic bullet. There are some success stories.
 - In the past 15 months Open Arms has supported 19 clients from Homeless status to being successfully housed.
 - The work to move individuals through the housing continuum continues.
 - Treating the unhoused members of the community with kindness and respect has demonstrated fewer negative outcomes.
 - Open Arms also runs Tiny Meadows Shelter (20 units) in North Kentville is considered the most successful of the pallet communities in Kentville.
 - There is a new affordable Housing project announced for Kentville.
 - Open Arms. With provincial support has been able to purchase a 15 unit apartment building and maintain 15 tenants at their current low cost rent. This prevented the addition of up to 15 new unhoused individuals.

The meeting went from 7:00 – 10:00 with the majority of the attendees staying. While not all the questions from the community were answered and many had continuing concerns following the meeting there are plans to follow this meeting with:

A meeting lead by NS Health Mental Health and Addictions on how to respond to a community member who. Feels unwell as well as providing education on how to access the services of Mental Health and Addiction.

On leaving the meeting it was clear that a number of the attendees would be unhoused that evening a difficult dilemma for any community member.

Any questions re this issue can be posed on kvhomeless@gmail.com. This address goes to Minister John Loh's office and may not be addressed immediately.

What was heard on Thursday night will inform the Annapolis Valley Homelessness Advisory Committee

Johanna Kwakernaak

Submitted

Committee Report

Committee Name: Annapolis Valley Regional Library

Meeting Date: January 21, 2026

Submitted by: Jen Boyd, CAO

Key Agenda Items:

- 2026/27 Funding Update

Key Discussion or Decisions:

- The Annapolis Valley Regional Library (AVRL) Board and staff invited all of the municipal contributors to a workshop on January 21.
- AVRL provided an update on their funding situation and facilitated questions.
- The meeting material included confidential information.
- Council will receive an update at a future meeting.

Committee Report Template

Committee Name: Berwick Electric Commission

Date of Meeting: Tuesday, January 13, 2026

Name: Mayor Trinacty

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Solar Project Presentation
#2	BEC Report
#3	Electric Relief Fund
#4	Factorydale Approvals
#5	
#6	

Key Discussion or Decisions:

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

Solar Project Presentation -members of the Berwick Curling Club presented a proposal they are working on to establish two offsite solar generating systems on two separate private roof structures. Dave Fairfax King Lion attended to review the Relief Fund details and do a photo for the official launch of the program.

During the staff report discussion included the NSP rate application and flow through mechanism; the Fuel Adjustment requirement to NSP and its impact and request to the Province; updates on the Smart Grid project, Insurance claim, voltage conversion project, audit preparation and solar garden.

The budget and details of the Factorydale upgrades were reviewed and a condition approval on the budget was made.

Committee Report

Committee Name: KMCC Governance Committee

Meeting Date: January 12, 2026

Submitted by: Jen Boyd, CAO

Key Agenda Items:

- Roundtable
- AED Machine
- Common Cost Calculation and Budget
- Cameras
- Common Area Washroom Repairs
- Central Rail in Stands

Key Discussion or Decisions:

- The Lions Club have been working on getting an AED installed in the common area. Each area has their own AED; however, they are behind locked doors if those areas are not open. The Board approved the purchase and installation of the AED for the common area.
- The Berwick and District Community Association (BDCA) noted that their new Zamboni is scheduled to arrive February 1. Unfortunately, until the machine is received, they cannot submit another grant application for other capital work.
- The Lions Club have paused their efforts to become a comfort centre. The Berwick & District Volunteer Fire Department are currently identified as one through Kings REMO and have recently installed a sign on their front property.
- The Curling Club has made repairs to their roof and will need to look at more in the future.
- BDCA presented the forecast and budget for the current and next fiscal years. The forecast shows the year ending under budget; however, this is due to the timing of the capital work being completed on the ice plant which will now be included in next year's budget.
- The Committee discussed whether cameras should be considered for the common area/outside. It wasn't a priority for the group, but the Town will request a quote from their IT consultant for consideration.
- The washroom repairs will be revisited.
- BDCA will be applying for an accessibility grant for a central rail for a section on seating.

Committee Report Template

Committee Name: Kings Point to Point Transit

Date of Meeting: Wednesday, January 21, 2026

Name: Councillor Goddard

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Welcome
#2	County of Kings rep. On our Board
#3	Tidal Transit Authority
#4	micro transit, Wolfville
#5	video surveillance
#6	

Key Discussion or Decisions:

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

1. Welcome to the Board, Deputy Mayor Debra Crowell from Kentville. Councillor Samantha Hamilton will be her alternate.
2. Councillor Goddard has talked to Mayor Corkum and will follow up by talking to Councillor Tim Harding.
3. The Board discussed the idea of exploring a second branch of business for KPPT that would not impact our existing service or mission, but would align better with partnership discussions with TTA.
4. Councillor Wendy Elliot updated the Board regarding Wolfville's investigation of micro transit.
5. Executive Director Kathleen Hull reported that several Rural Transit Authorities have or are exploring video cameras in and outside of vehicles. The item was put on the agenda as a discussion matter only. It will be brought to the February drivers meeting for discussion as well. Will it reduce insurance costs? What is the benefit vs cost? We are getting a quote for equipment and installation.

Respectfully submitted by
Councillor Goddard.

Committee Report Template

Committee Name: Valley Regional Services Board

Date of Meeting: Wednesday, January 21, 2026

Name: Mayor Trinacty

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Appointment of Board Chair and Vice Chair
#2	Tidal Transit GM report
#3	Solid Waste GM Report
#4	Presentation on the Valley Waste Budget
#5	
#6	

Key Discussion or Decisions:

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

Mayor Corkum was reelected chair and Mayor MacKay was reelected vice chair. GM Meg Hodges reviewed her Tidal Transit report with discussion on the poor state of the fleet, suspended Greenwood route, decrease in ridership and updates on operational requirements. A decision was made to send bus 59 to the Cummins shop in Dartmouth for a new engine replacement. GM Andrew Garrett presented his report on Valley Waste. Highlights included the first month with the Circular Materials recycling program has gone smoothly, roadside collection has experienced winter weather issues, tonnage in some categories was up and others down. The Valley Waste budget was presented and approved. Due to the Extended Producers Responsibility initiative paying for recycling the overall costs to municipalities will be down. Berwick could see a savings of around \$31,000 for Valley Waste.

MAYOR'S REPORT

FROM _____ TO _____

Date	Lead	Purpose
Jan 14	Hosting 'Giving' Organizations in Berwick	7 organizations attending and shared their programs and services that provide supports to those in need.
Jan 15	Community Development Meeting	Regular meeting
Jan 19	Kings REMO meeting	Meeting postponed
Jan 19	PAC meeting	Make up meeting
Jan 20	Kyla Pierik -ACOA	Update on ACOA programs
Jan 20	Police Service Board	Regular meeting
Jan 21	Valley Regional Service Board	Regular meeting
Jan 21	Mayor Corkum – Kings County	Review some common initiatives
Jan 21	Valley Library and Municipal Units	Discuss municipalities role with the library budget issues
Jan 22	Jens Schlemmer -Michelin	Discuss Michelin partnering opportunities

Jan 23	Development Group	Discuss ways to promote development in Berwick
Jan 27	Hall of Fame	
Jan 27	COTW	
Jan 28	AREA board	
Jan 29	Public safety Committee	
Jan 29	Budget Workshop	
Jan 30	Funding Announcement	
Feb 3	Fire Services Committee	
Feb 9	Valley REN	
Feb 10	Town Council	