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## **Committee of the Whole Meeting**

Tuesday, May 26, 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, April 28, 2026
- 4. Review of Action Items**
- 5. Councillor Announcements**
- 6. New Business**
- 7. Department Reports**
  - a. Community Development
  - b. Finance
  - c. Public Works
  - d. BEC
  - e. CAO
- 8. Committee Reports**
  - a. AREA
  - b. Accessibility Committee
  - c. Annapolis Valley Homelessness Committee
  - d. Annapolis Valley Regional Library Board
  - e. Berwick Blooms (Beautification)
  - f. Diversity Kings Committee
  - g. Kings County Trails Society
  - h. Planning Advisory Committee
  - i. Police Services Advisory Committee
  - j. VCFN & VCFNA
  - k. Valley Regional Services (Tidal Transit/Valley Waste)
- 9. Correspondence**
  - a. Update NSFM notice
- 10. Mayor's Report**
- 11. Adjournment**

# Committee of the Whole Monthly Report



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**Department:** Community Development  
**Date:** May 2026

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## **Key highlights**

- Staff have begun revisions to the Healthy Food Environment Policy and will meet with Public Health again on May 26<sup>th</sup> for feedback and further discussion. This will be presented to Council in the fall.
- The Community Party in the Park on May 16<sup>th</sup> was a success, with great weather, high attendance, and positive feedback from the community. A special thank-you to Nova Bounce for assisting in sponsoring the event.
- A call for Volunteer Nominations has been issued and closes at the end of May. One nominee will be selected to represent Berwick at the Provincial Volunteer Awards, and all nominees will be recognized at the Town's annual event in September.
- The Recreation Coordinator supported the Berwick Gala Days Committee with hiring their youth summer employee and preparing for the upcoming summer season.
- The Summer Concert Series call for performers received over 120 responses for 8 concert slots! Staff reviewed the applicants using the guidelines for performers and will announce the full eight week line-up in June.
- The Town Wide Yardsale has been a popular topic already and will be held on July 18<sup>th</sup>.
- Washrooms and tennis courts are open for the season!
- Summer Day Camp & Program registration opens on June 1<sup>st</sup> at 9 AM.
- 14 of 20 garden plot rentals behind Town Hall have been rented. Community members can contact the Active Living Coordinator (ALC) for more information.
- The yearly Municipal Physical Activity Strategy (MPAL) report and Active Communities Funds grant have been submitted by our ALC to the Province for review and approval.
- ALC, J.Hebb, hosted a co-op student from West Kings for one day on May 6<sup>th</sup>.
- In a rare but very valuable training opportunity for our staff, our ALC attended a bike maintenance workshop hosted by Banks Bikes. This workshop will allow our ALC to do basic bike maintenance and come in handy for our Bike Loan program this summer.
- The "Brave the Bike" program will be launched on June 10<sup>th</sup>. The program focuses on adult women's cycling with a goal of the program being to help participants gain confidence and knowledge with cycling.
- Boxcar doors have been replaced. Next step is floor replacement. Public Works are working with contractors as well as staff to explore practical options going forward considering budget and time.

## **Next Month Priorities:**

## Committee of the Whole Monthly Report



- Summer Staff Training Day
- Summer Equipment Loans
- Implementing Active Communities Fund Initiatives.
- Filling Playboxes and placing them back in the parks.

### **Upcoming Dates of Significance:**

<b>Date</b>	<b>Day/Month of Significance</b>
All month	National Indigenous History Month
All month	Filipino Heritage Month
May 31-June 6	Access Awareness Week
June 21	National Indigenous Peoples Day

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**Department:** Finance  
**Date:** May 2026

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**Key Highlights**

**Berwick Electric Commission (BEC)**

- **Factorydale Turbine Financials:** We are continuing to work with insurance regarding a potential settlement agreement. We plan to apply to NRCAN SREP for potential grant funding in support of this project at 50% funding. We also have an application in process with the Green Municipal Fund for a partial grant and low-interest loan for the balance of funding of the project that may be required. The capital application has been filed with the NSEB, and a notice of hearing has been advertised per the requirements. We expect to have the NSEB decision on this project mid-summer.
- **Flow Through Application:** Staff have received an estimate from NSP on the FAM balance and we have received the draft flow through model. Once the model has been reviewed in more detail a recommendation will go forward to the Commission first, then to the NSEB for approval.
- **General Rate Application:** A general rate application will be required this fiscal. A 10-year capital plan will be developed as part of our ACOA funding recently received, which is required within our application. SJE is providing the support for this capital plan and are on-site this week to work with the BEC team to develop. Staff are targeting mid-summer as the file date for the general rate application.
- **26/27 Budget:** This process will move forward once the flow through information is complete. This will provide our power costs and revenues for budget. The Superintendent will be reviewing the budget and providing inputs as we work toward presenting to the budget to the Commission for approval.
- **Grid Modernization:** We have bi-weekly meetings with the project management team as we work through implementation of the utility software. A list of 500 requirements has been reviewed and confirmed by staff to inform us of our transition.

**Town of Berwick**

- **2024/25 Audit Preparation:** The auditors are on-site this week for field work.
- **Annual Information Return:** The annual pension report has been prepared and filed with the province and CRA.

# Committee of the Whole Monthly Report



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**Department:** Public Works  
**Date:** May 2026

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## **Operations:**

### Community:

- Ongoing communications with the Berwick Blooms and Garden Club community groups on how best to support their needs (e.g. as time and resources allow).

### Parks / Trails:

- Mowing underway.
- Grading and grounds cleanup completed along the Apple Capital Heritage Trail, in the vicinity of (the rear of) 104 Front Street.
- Box Car doors repaired at the Heritage Station Park.
- Quote received to improve the flooring inside the box cars, which is under review.

### Streets, Sidewalks:

- Paving work began in late April with the following priorities:
  - Sewer / storm cuts on Main St, Union St, Spartan Ave
  - Foster St triage
  - Main St (Cottage to Morse Pond)
  - Industrial Park (roadway)
- Next priorities:
  - MacIntosh, Commercial St, Orchard St, Front St, elsewhere as budget allows.
- Quote requested on 21 April for spot-milling and thin-spread patch paving along Maple Ave from South St to Cottage St.
- Quote requested on 21 April for a full depth reclamation / pulverize and pave on sections of Front Street in the vicinity of Commercial St and Frenchy's.

### Stormwater:

- Installation of a new storm basin on Spartan Ave completed.
- Repaired a broken storm pipe in the vicinity of Main and Commercial; damaged during a building renovation.
- Cleaned out an open ditch along the Apple Capital Heritage Trail in the vicinity of the Heritage Station Park.
- Mayor and Director of Public Works presented the Town's Stormwater Management Considerations at the Annual NSFM Spring Conference in Yarmouth (30 April).

### WW Treatment:

- NSECC revised Permit to Operate received on 28 April 2026, which includes NSECC approval for the Phase 3 Construction.

- Sludge bathymetry on Lagoons 1 and 2 scheduled for 8 June 2026 (Divetech Ltd)

### WW Collection:

- Gravity line repaired on Brown Street on 5 May 2026; damaged when a CCTV auger robot was stuck in tree roots that had grown inside the pipe, which was leading to blockages.

### Other:

- Meeting held 20 May 2026 with DesignPoint to communicate the proposed work scope for Municipal Specifications. DesignPoint is working up a proposal, which is expected in early June.
- Active Job Posting for a full-time Skilled Labourer to start immediately; application deadline 29 May 2026.
- Active Job Posting for a part-time Crossing Guard to start next school year; application deadline 15 August 2026.
- Summer students – 2 have started to date.

**Capital:**

**WWTP Upgrades – Aeration & Blowers (Phase 2)**

- Commissioning underway during the week of 19 May;
- Training on new aeration provided to the operator on 21 May;
- Training on the new blowers provided to the operator and public works on 22 May;
- Substantial completion is anticipated before end of May.

**WWTP Upgrades – Tertiary Filtration (Phase 3)**

- Letter of Intent to Award sent to Mid Valley Construction Ltd on 2 April. Letter of Award to be sent following Indigenous Engagement.
- Sipekne'katik First Nation site visit hosted on 21 May 2026 with support from Dillon Consulting.
- NSECC revised Permit to Operate received on 28 April 2026, which includes NSECC approval for the Phase 3 Construction.
- Application for Temporary Bypass from ECCC underway, last communication 10 April.

**WWTP Upgrades – Pre-Treatment (Phase 3)**

- Design Proposal received from Dillon Consulting on 8 May 2026, which is under review.

**Transportation Plan**

- Meeting held 13 May 2026 with CBCL to communicate the proposed work scope.
- CBCL is working up a proposal, which is expected before the end of May.

**Crosswalk Upgrade – Veterans Dr**

- RRFB hardware and new signposts ordered on 10 April. Receipt TBD.
- Installation to occur prior to September.

**Bus Shelter**

- Not started.

**Asphalt Renewal – MacIntosh St**

- Work to begin in June.

**Storm Basin Cover Replacement – Main / Foster**

- Awaiting quotes.

**Potable Water Well Monitoring**

- Not Started.

**Inflatable Gravity Line Patch – Cottage, Brown**

- Work to commence in early-June.

**Next Priorities:**

- Paving, Line Painting.
- Confined Space, Fall Arrest Training (renewal).
- Rollout of Asset Essentials to the Public Works Department.
- Repair storm gravity lines in vicinity of Union and Commercial.
- Raise MH on Brown Street, south of Orchard St.
- Grubbing in Spicer Park along water course.
- Grubbing along fire roads, trails within town.
- Vactor, CCTV work in WWC system.
- WWTP Capital upgrades.

# Committee of the Whole Monthly Report



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**Department:** BEC  
**Date:** May 2026

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## **Work Underway**

- Factorydale Rehabilitation Project
  - met with owners engineer and Canadian Hydro to review project scope and timelines.
  - RFP for log boom and intake system is underway with site visits scheduled for May 21.
- 4KV conversion continues to move along at our Front St Substation. One feeder is complete and transferred to the 12KV system with a second feeder complete but not yet transferred. Waiting for timing with potential upcoming NS Power outage to cut over second feeder.
- Asset health analysis is underway that will determine what will end up in our 5 year Capital Investment Plan. Saint John Energy engineers will be in town the week of May 25 to assist with asset health analysis for the ACOA funded Strategic Roadmap.
- One of the Powerline Technicians has submitted their resignation, finishing with the organization on May 29. The position will be advertised following the current internal posting to replace the permanent position.

## **Next Priorities:**

- Develop Five-year capital plan
- Factorydale Rehabilitation
- Demand management plan to prep for winter system load.

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

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### **Key Highlights**

#### **Berwick Electric**

- **Flow Through Application:** staff received the flow through model and application language for BEC from the consultants. Staff will review the model and prepare a recommendation for the Commission prior to submitting to the Nova Scotia Energy Board for approval.
- **Factorydale:** met with the owners engineer and Canadian Hydro Company to review the project scope and timelines. This phase of the project cannot begin until funding is approved. The Green Municipal Fund will not make a decision until the capital application to the NSEB is approved. The timeline for a decision is August/September.
- **Grid Modernization:** attending bi-weekly meetings with the project management team. Staff are preparing the annual report requirement for the NRCan funding.
- **Utility Benchmarking:** participated in an online working meeting to review the benchmarking results for the Maritime Municipal Electric Utility Alliance (MMEUA).

#### **Town**

- **AREA CAO/CEO Check-In:** the mid-monthly check-in was held virtually on May 20.
- **Annapolis Valley First Nations:** met with the band Council to discuss potential partnerships and relationship building.
- **Municipal Water Resiliency & Planning Symposium:** virtually attended the School of Planning and the Centre for Water Resources Studies at Dalhousie University's Municipal Water Resiliency & Planning Symposium on May 12<sup>th</sup>. The symposium discussed shared challenges of water resource management, drinking water, wastewater service and community planning.
- **AMANS Wellness:** Participating in a free four, one-hour online workshops for Mental Health in Municipal Government Leadership.
- **Police Advisory Board 101 Training:** participated in the PAB 101 training provided by the Department of Justice for the PAB and members of Council.
- **AMANS Valley Region Meeting:** hosted Valley Region AMANS members in Berwick to discuss challenges and opportunities and receive an update from AMANS (Association of Municipal Administrators of Nova Scotia).

## Committee of the Whole Monthly Report



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- **AMANS Board Meeting:** virtually attended the AMANS Board meeting on May 22.
  - **Valley Regional Services:** attended the Board meeting on May 20.

### **Next Month Priorities:**

- AIM and Kraken: Submission of Year 1's Report to NRCan.
- AREA monthly meeting
- Valley REN LOC meeting to discuss restructuring
- AMANS Spring Conference June 10-12

# Committee Report

**Committee Name:** AREA  
**Meeting Date:** April 22, 2026  
**Submitted by:** CAO Boyd

## **Key Agenda Items:**

- General Operations Update
- AREA Financial Stability Project Status
- EWF PPA Amending Agreements - Status

## **Key Discussion or Decisions:**

- Received an update from staff regarding the Financial Sustainability Project being completed by Deloitte. The project will establish clear policies for dividends, cash management, reserve funds and Asset Retirement Obligation funding, while developing financing, risk mitigation and PPA restructuring strategies to strengthen long-term sustainability, reduce risk exposure and optimize returns for municipal owners.
- Amended the original motion regarding the effective date for the Ellerhouse Wind Farm Power Purchase Agreement amendments to coincide with the effective date of the MEU's moving to a non-reciprocal billing arrangement with NS Power for Back Up, Top Up.
- The next meeting is May 27 in Ellershouse.

# Committee Report Template

**Committee Name:** AV Homelessness Committee

**Date of Meeting:** Monday, May 11, 2026

**Name:** Deputy Mayor Kwakernaak

## Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	DKBA Association debrief with Paul Dixon
#2	Sub committee membership discussion
#3	Sticky notes questions subcommittee update
#4	Website domain name, ownership, hosting, funding etc
#5	Other business... things happening update
#6	

## Key Discussion or Decisions:

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

The meeting heard from Paul Dixon of the now defunct Downtown Kentville Business Association(DKBA). Paul was leading the DKBA and lead the engagement with the Business Community related to the impact of the increased visibility of Homeless community members on the downtown. He worked closely with Open Arms on this issue and also the Town of Kentville. He and Open Arms led the Jan 2026 Kentville Town Hall on the issue. He is concerned that despite all of the input from the community , in the past 5 months there has been no effective action taken. The concern echoed by a Kentville Town Councilor is that without clear response to the community concerns the community is feeling that they have not been heard. The Homelessness Committee role is to collaborate with all of the agencies involved to support action. This action will be supported by the following subcommittees ,( 1. Housing

2. Community Integration

3. Mental Health and Addictions

4. Communications ) At the May 11 meeting membership of the Committees was confirmed. I offered to be on either the Community Integration Committee or the Mental Health and Addictions Committee and am a member of the Mental Health and Addictions Committee. The answers to all of the questions asked at the January 2026 Town Hall have finally been compiled and reviewed. This comprehensive document will be posted on the newly developed AV Homelessness website. With the loss of the DKBA this website costs will be covered through Minister Lohrs' office. Information will be shared as soon as it becomes active. This Committee will meet again next month and plans to not meet in July and August. However the Subcommittee will continue through the summer on the call of the subcommittee chairs. Minister Lohr shared some current announcements re Housing in the are; 1. the provision by the provincial government to Valley Roots Housing Association of .7 hectares of land on Highbury Road New Minas to develop a pocket neighbourhood of up to 24 units of affordable housing. 2. New student housing at

Kingstec of about 90 beds. This student housing is hoped to ease the pressure on affordable housing in the Kentville area.

# Committee Report Template

**Committee Name:** Beautification Committee renamed Berwick Blooms

**Date of Meeting:** Thursday, May 21, 2026

**Name:** Deputy Mayor Kwakernaak

## Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Review of decisions thus far a. Adoption of planters b. Other issues such as Harley Laurence Garden, the garden under the Big Apple, cleaning the beds in Centennial Park, other "orphan" gardens Harley Lawrence Garden, the garden under the Big Apple, cleaning the beds in Centennial Park, other "orphan gardens. 2. Planter preparation and planting. a. What needs to be done b. Setting a date 3. Update on Bridge "Gateway" Garden a. Approvals b. Next steps 4. Roles Responsibility clarification a. How can we support the parks staff in making our town beautiful
#2	Planter Preparation and Planting
#3	Update on Gateway Garden
#4	How do we support Town Staff in making our town Beautiful
#5	
#6	

## Key Discussion or Decisions:

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

The Meeting of the Beautification Committee ot included Katie Verrette, Manager Community Development, Kevin Hodges Lead Hand Public Works, and Tanner ?, The focus of the meeting was to plan the spring planting of the following planters, Spicer Park at Cottage Street, Spicer Park at Hayden, the corner of Orchard and Commercial, Commercial Street South, Peter Connell Park, Veterans and Foster. All of the issues in the agenda are ongoing and moving forward. The committee also discussed the Committee name and by consensus agreed that the name Berwick Blooms more accurately more completely.

# Committee Report Template

**Committee Name:** Diversity Kings Committee

**Date of Meeting:** Monday, May 4, 2026

**Name:** Deputy Mayor Kwakernaak

## Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Screening of Jaffe Lecture: the New Mysogyny and the rise of Violent Extremism
#2	Gender Based Violence Discussion led by Caroline Adams and Sue Bookchin from Be the Peace Institute
#3	May Observance days and Newsletters
#4	
#5	
#6	

## Key Discussion or Decisions:

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

In preparation for this meeting all of the Committee members viewed the Netflix Documentary Louis Theroux: Inside the Manosphere which unpacks the cultural influence of extremists on young boys and the growth of ultra-masculine network. This and the 2 listed agenda items were the basis for an intense discussion of the epidemic of gender based violence in all aspects of our society. May Observance Days; Asian heritage Month, Gaelic Nova Scotia Month, Jewish Heritage Month, May 1 -Vesak (buddha) Day, May 5 - Red Dress day (great display in the Municipal Building Lobby), May 5 - Dutch heritage Day, May 14 - Moose Hide Campaign Day a grassroots indigenous-led movement dedicated to ending violence against women and girls, May 17-International Day against Homophobia, Transphobia and Biphobia, May 21 - World Day for Cultural Diversity for Dialogue and Development, and May 21-23 - Shavuot (a significant Jewish festival with both agricultural and religious meaning.)

## Committee Report Template

**Committee Name:** Kings County Trails Society

**Date of Meeting:** Thursday, April 30, 2026

**Name:** Councillor Goddard

### Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Update- Annapolis Valley Trails Coalition
#2	Ongoing maintenance
#3	Logo design review
#4	Financial report
#5	AGM
#6	Next meeting

### Key Discussion or Decisions:

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

#1. Nothing new, progress is slow, Ashley will send out another meeting request shortly.

#2. Trail resurfacing to begin mid-May. Replaced/repaired stop signs, gate signs and some posts. There is already damage to some of the new gates installed in March. Brush cutting completed on section of trail west of Berwick and it's in very good shape.

#3. The new logo has been decided and will be circulated shortly.

#4. Our bank account stands at \$8,648.24. We have been awarded the OHVIF infrastructure grant for \$11,610. A decision on the Kings County grant is expected late May. At a later date we will submit a grant application to Trans Canada Trails for signage and trail care.

#5. AGM Thursday, June 25, 2026 at 7:00pm at the Waterville firehall.

#6. Next meeting May 21, 2026 at 7:00pm at the Waterville firehall.

Respectfully submitted by  
Chris Goddard.

# Committee Report Template

**Committee Name:** VCFN AND VCFNA Meeting

**Date of Meeting:** Thursday, May 21, 2026

**Name:** Deputy Mayor Kwakernaak

## Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	VCFN meeting: Operations Update
#2	Approval of 2026/2027 Annual Business Plan
#3	Appointment of an Auditor
#4	VCFNA Meeting: Approval of Common Internet Upgrade
#5	Appointment of an Auditor and a CRA Representative
#6	

## Key Discussion or Decisions:

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

Operations Update: 2 new contracts signed resulting in new revenue streams, The Fibre that had been routed on property behind the Courthouse was moved to allow for a housing development on the site. Business is as usual. The partner contributions have not changed, The previous years billing of partner contributions is outstanding due to staff changes. This will happen early next week. Auditors Doan Grant Thorton was approved. VCFNA meeting: Common Internet Upgrade tender was awarded to Ubiquiti for upgrades to the network and the connectors. Contract approved is for not more that \$30,000 which includes contingency. The current network is 15 years old components are 15 years old and upgrades will meet the needs for a significant period. Auditors and CRA representative were approved.

# Committee Report

**Committee Name:** Valley Regional Services

**Meeting Date:** April 22, 2026

**Submitted by:** CAO Boyd

## **Key Agenda Items:**

- GM Updates
- Letter to Minister Halman re Sharps
- RFP – Mobile Bus Lift Purchase
- Hybrid Electric Bus Purchase Update
- Executive Director Policy

## **Key Discussion or Decisions:**

- Final diversion credit calculations and annual regional disposal data have been released. Clarification of data from private facilities resulted in an increase of more than 3,000 tonnes of material recognized as diverted from disposal.
- The NS Solid Waste Resource Management Regional Chairs sent a letter to Minister Halman on April 10 regarding sharps disposal and the disappointment in not considering a regulated program. The valley management centres will receive sharps for proper disposal at no cost if they are provided in proper disposal containers.
- Ridership is following annual trends and continues to rebound since December 2025. Ridership for April 2026 was 22,194 compared to 25,722 in April 2025 – a 14% reduction.
- The Board approved the purchase of an additional mobile bus lift.
- The Tidal Transit GM had originally proposed approval of an RFP for the Hybrid Electric Bus Purchase. However, the day before the meeting, Tidal Transit was notified that they received \$8 million in funding from the Feds that was applied for over a year ago. Staff will prepare options for consideration on how to proceed for June's Board meeting.
- The Board approve an Executive Director Policy that applies to Valley Regional Services, Valley Waste, and Tidal Transit, and the Board of Directors in its relationship with the Executive Director and administrative staff. The policy provides guidance for the absence or vacancy of the executive director which is the current situation.



## Emergency Management Office of the Minister

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 • Telephone 902-424-5620 • [Minister.EmergencyManagement@novascotia.ca](mailto:Minister.EmergencyManagement@novascotia.ca)

May 15, 2026

David Mitchell  
President, Nova Scotia Federation of Municipalities (NSFM)  
Suite 1304, 1809 Barrington Street  
Halifax, NS B3J 3K8  
Via email: [david.mitchell@bridgewater.ca](mailto:david.mitchell@bridgewater.ca)

Dear David Mitchell and NSFM Members:

Recently, my team had the pleasure of connecting with many of you at the Nova Scotia Federation of Municipalities (NSFM) Spring Conference in Yarmouth (April 29- May 1). We deeply value the diverse perspectives of our municipal partners and have been listening intently to your feedback and questions. This ongoing dialogue will continue to help shape how we will strengthen fire services, together.

On May 4, 2026, my colleague, Minister John A. MacDonald, sent a letter to Mayor David Mitchell, President of the NSFM. This letter provides notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter provides advance notice of these changes for the **fiscal year 2027-2028** and beyond.

With the introduction of the *Act to Provide Support for Fire Protection Services*, the Department is providing one-year notice that all municipalities – whether they oversee fire services or not – will be required to:

- conduct a fire protection service review to ensure municipalities and fire service providers make evidence-based decisions about the services they provide to their community,
- ensure that local firefighter competencies, training, and personal protective equipment meet the service standard required by the fire protection service review, and
- participate in a common records management system.

These requirements **will not take effect this fiscal year** (2026-2027) and over the next three years, my team will be working closely with our municipal and fire service partners to support the design and completion of fire service reviews beginning in 2027-2028 and to develop regulations and standards.

To establish the groundwork for fire service reviews our first steps – to be completed this year - will be to design and roll-out an online risk-based assessment tool to gather information and facilitate decision-making about fire protection service levels that are aligned with recommended training and assets requirements.



## Emergency Management Office of the Minister

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This tool will be provided free of charge to all municipalities and fire service providers in Nova Scotia. Training and support to use the tool will be provided by DEM.

To clarify, the tool and the fire protection service review are not separate requirements. At this time, the Province does not anticipate any significant expense to be accrued by municipalities as result of using the tool to inform fire service reviews which will be required in the next fiscal year.

In addition to standing up the new Office of the Fire Commissioner, this year's focus builds on the Province's ongoing commitment to strengthen the fire service sector through:

- access to specialized firefighter training and the certification process,
- education/training for municipal elected officials,
- procurement support,
- mutual aid and service agreement templates, and
- the new Fire Records Management System.

Meaningful change requires planning and collaboration. That is why your continued input is essential. We look forward to continuing to work with you to create a better model for fire services in Nova Scotia. Please reach out to [firemodernization@novascotia.ca](mailto:firemodernization@novascotia.ca) if you have any further questions.

Sincerely,

Honourable Kim Masland

Minister of the Department of Emergency Management

- c. Honourable Minister John. A MacDonald, Department of Municipal Affairs  
Juanita Spencer, CEO, NSFM  
Victoria Brooks, Chair, Association of Municipal Administrators (AMANS)  
Jeff Sunderland, Executive Director, AMANS  
Doug Boudreau, Coordinator, Association of Nova Scotia Villages