
Committee of the Whole Meeting

Tuesday, September 22, 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, August 25, 2026
- 4. Review of Action Items**
- 5. Councillor Announcements**
- 6. New Business**
- 7. Management Report**
- 8. Committee Reports**
 - a. AREA
 - b. Annapolis Valley Regional Library
 - c. Berwick Electric Commission
 - d. Community Development Committee
 - e. Diversity Kings Committee
 - f. Kings Point to Point
 - g. Valley Regional Services (Tidal Transit/Valley Waste)
- 9. Mayor's Report**
- 10. In-camera**
- 11. Adjournment**

Committee of the Whole Monthly Report



Department: Management

Date: September 2026

Attached to this Management Report is the Strategic Workplan Quarter 2 Update. Only updates that do not relate to a strategic initiative are included below. All other updates are included in the attached report.



COMMUNITY WELL-BEING AND INCLUSION

- **Commemorative Crosswalk on Veterans Drive:**
 - Commemorative design that is approved by the Royal Canadian Legion obtained in July; RRFB Crosswalk Hardware was installed in July.
 - Stencils (English text, French text, maple leaf's) picked up in early August.
 - Asphalt patching and conventional line painting completed in early September.
 - The commemorative design will be completed once red paint has been procured (October).
- **Halloween:** Planning is underway to support the Lions Trunk or Treat event by providing healthy food options that align with the recent revisions to the Community Food Policy. A self-led scavenger hunt is also being planned for the 23rd, which coincides with the provincial in-service day.



Infrastructure

- **Streets and Sidewalks:**
 - Paving work underway since late April. Next priorities:
 - Main St / Commercial St Intersection.
 - Daniel Drive cul de sac.
 - Ron Smith (53m section).
 - Hand patching along Orchard, Cottage, Mill St. Possibly Maple Ave and Bezanson (budget constraints).
 - Line painting underway since mid-June.
- **Stormwater Management:**
 - Open ditch that runs through Spicer Park cleaned out, grubbed, graded for improved drainage.



Environmental Sustainability

No report



Economic Development

No report



Administrative

- **Terms of Reference Review:** The Community Development Committee approved their edited Terms of Reference, with the Accessibility Committee reviewing happening this month.
- **Staffing Updates:**
 - **Crossing Guard Position:** Shawn Brodeur joined the Town as a Crossing Guard, with his first day on 15 Sept. Welcome Shawn!



Strategic Pillar: Community Well-Being & Administration

In-Progress: the project is underway, active or unfinished at this moment.
Ongoing: the project is continuous, no formal end date, always active.
Deferred: the project will not be worked on during the current year.



Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
CAO Office	Community Well-Being & Inclusion	Safe & Inclusive Community	Provincial Fire Services Review	Stay up to date and ready to engage when asked by the Province. Consider when it is appropriate to implement an Emergency Service Provider Policy.	Ongoing	Ongoing	No update.
CAO Office	Community Well-Being & Inclusion	Safe & Inclusive Community	Provincial Policing Services Review	Staff will stay up-to-date and ready to engage when asked by the Province.	Ongoing	Ongoing	The Mayor and CAO met with the Department of Justice to review the new formula and discuss the reinvestment requirement. Municipalities will receive a draft agreement in October. Negotiations regarding the reinvestment are on-going.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
CAO Office	Community Well-Being & Inclusion	Safe & Inclusive Community	Regional Emergency Management Standards	The Province's new REMO Standards came into effect on February 2, 2026. Work with Kings REMO to ensure the minimum standards are met.	Ongoing	Ongoing	The Department of Emergency Management has developed a Strategic Emergency Management Plan for the province. Consultation with municipalities was held in September. The new Manager of Emergency Management for Kings REMO met with Berwick staff to go through the Lake George Wildfire After Action Report and review position roles/responsibilities.
CAO Office	Community Well-Being & Inclusion	Safe & Inclusive Community	Public Safety Sub-Committee	Support senior safety meetings, business surveys, orientation package.	Ongoing	Ongoing	Continue to support meetings where possible.
CAO Office	Community Well-Being & Inclusion	Safe & Inclusive Community	Fire Services Sub-Committee	Governance review of agreements and confirm truck replacement.	Q1-Q2	In-Progress	No update.
CAO Office	Community Well-Being & Inclusion	Safe & Inclusive Community	PAB Bylaw Review Sub-Committee	Review the following Bylaws: - Police Advisory Board - Dog Bylaw - Peaceful and Orderly Bylaw - Animal Bylaw	Q1-Q4	In-Progress	No update. Waiting for feedback from Department of Municipal Affairs.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
Comm Dev.	Community Well-Being & Inclusion	Supportive Community	Healthy Food Environment Policy Review	Review and update the Healthy Food Environment Policy	Q2	In-Progress	Draft presented to CDC in September, come to Council for Approval in the Fall.
Comm Dev.	Community Well-Being & Inclusion	Accessible Community	Heritage Station Park Improvements	Purchase the trailhead property, complete necessary repairs to doors and floors, and implement an equipment loan program.	Q2	In-Progress	Summer equipment loan finalized for 2027.
Comm Dev.	Community Well-Being & Inclusion	Accessible Community	Rainforth Park Improvements	Improve safety and accessibility in priority areas through trail development, signage, and parking enhancements.	Q3	In-Progress	Present draft to Accessibility Committee for approval in Sept Meeting.
Comm Dev.	Community Well-Being & Inclusion	Accessible Community	Council Chamber Upgrades	Support the design and installation of accessibility upgrades to the Town of Berwick Council Chambers, including microphones, accessible tables and chairs, and improved gallery seating.	Q3	Deferred	Deferred



Strategic Pillar: Infrastructure

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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
PW	Infrastructure	Resilient Infrastructure	Pulverize and Pave Macintosh	Full-depth reclamation renewal of street base and asphalt along the older section of MacIntosh St (e.g. from Bezanson Dr to Cortland St).	Q1-Q2	Completed	
PW	Infrastructure	Future Ready Infrastructure	Stormwater Management Plan	An updated stormwater management plan is needed to inform the engineering design for infrastructure upgrades in our capital plan.	Q1	Completed	Adopted by Council as a Stormwater Management Considerations Report on 08 Sept 2026.
PW	Infrastructure	Resilient Infrastructure	WWT Capital Phase 2: Blowers Upgrades	Replace old blowers with new efficient blowers.	Q1	Completed	Letter received from Dillon Consulting on 25 August 2026; Substantial Completion was reached by GPEL on 23 June 2026.
BEC	Infrastructure	Resilient Infrastructure	Factorydale Rehabilitation	Complete Factorydale Rehabilitation including capital application, funding applications, etc.	Q1-Q4	In-Progress	Board has approved the application. We have moved on to securing funding. With the insurance settlement complete, we will proceed with preliminary work once the insurance settlement is received.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
BEC	Infrastructure	Future Ready Infrastructure	Strategic Roadmap – Supporting Smarter Infrastructure Investments for MMEUA	Through the MMEUA, SJE will develop a 10 year strategic road map including: - Developing and Implementing an Asset Management Program – Establishing a framework to ensure effective tracking, maintenance, and optimization of utility assets. - Lifecycle and Grid Modernization Planning – Outlining a decade-long strategy for infrastructure upgrades, integration of new technologies, and long-term sustainability of the grid.	Q1-Q2	In-Progress	BEC structure is complete in Asset Essentials and is now ready to move in assets. Once in place we can deploy maintenance cycles which will auto deploy work orders for the year that the cycle is due. Frame work spreadsheet is complete and we have moved on to costing and forecasting.
Comm Dev.	Infrastructure	Future Ready Infrastructure	Active Transportation Plan Development	Finalize and Share Core AT Plan	Q3	In-Progress	Completed phase 2 and working to complete Phase 3, meeting with CNS scheduled end of September.
PW	Infrastructure	Resilient Infrastructure	Inflatable WWC Patch on Cottage St, Brown ST	Patch a section of gravity sewer line on Cottage St to extend the useful life of the linear asset. Perform the same operation on Brown St to repair a section of pipe with tree root infiltration.	Q2	In-Progress	
PW	Infrastructure	Future Ready Infrastructure	Transportation Master Plan	Complete a Transportation Plan that considers, among other things, large vehicle restrictions, traffic calming, traffic lights, and one-way routing.	Q2-Q3	In-Progress	CBCL is in the final stages of their draft report, and are aiming to submit for review before the end of Sept.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
PW	Infrastructure	Resilient Infrastructure	WWT Capital Phase 3: Tertiary Treatment Upgrades	Decommission existing equipment and replace with ActiFlo Clarifier, housed in a new building. - Perform Indigenous Engagement - Seek NSECC Project Approval - Seek ECCC Temporary Bypass Authorization	On-going	In-Progress	ECCC Temporary Bypass Application submitted on 2 July 2026. As of mid-Sept, Mid-Valley Construction is in the process of submitting shop drawings for various components, for review; also in the process of releasing purchase orders for long-lead time items.
PW	Infrastructure	Resilient Infrastructure	WWT Capital Phase 3: Headworks Design	Complete the design for replacement headworks equipment for the WWTP. Replace old drum screens with new relevant equipment.	Q4	In-Progress	Design work underway as of mid-Sept.



Strategic Pillar: Economic Development

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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
BEC	Environmental Sustainability	Climate Resilience and Environmental Protection	Electrification Business Plan	This business plan presents a strategic pathway to leverage electrification as a catalyst for sustainable growth, competitive advantage, and revenue diversification. Anchored by a comprehensive Electrification Roadmap, it evaluates market viability by analyzing industry trends, regulatory drivers, technological advancements, and shifting customer expectations.	Q1-Q3	In-Progress	Waiting for final report to come in from Deloitte. High level review was completed in August at the MMEUA meeting.
Comm Dev.	Environmental Sustainability	Community Stewardship Culture and Environmental Literacy	Tree Program Development	Develop and implement a municipal Tree Replacement Program to support long-term urban forest health.	Q4	Not-Started	



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
Comm Dev.	Economic Development	Promote and Attract Business	Developer Information Brochure Development	Create a one-page investor information sheet to promote development opportunities in Berwick.	Q1	Completed	
CAO Office	Economic Development	Investment Ready & Resource Development	Valley REN Transition Plan	Participate in Valley REN (Regional Enterprise Network) restructuring review and evaluate the Town's resource requirements based on outcome of restructuring review.	Q1-Q4	In-Progress	The Valley REN presented a concept for a new private-public governance structure in July. The REN will be meeting with the two largest municipalities in October and will present to Berwick on November 10. The goal would be to provide the REN with our level of support prior to December 1.
Comm Dev.	Economic Development	Support Business and Jobs	Business Community Survey	Develop a standardized business survey to gather input on the needs, priorities, and challenges of the local business community.	Q2	In-Progress	Will begin work on this to have survey circulated in Fall.
Comm Dev.	Economic Development	Promote and Attract Business	Marketing Materials Update	Update and modernize Town marketing materials, including the Town map, brochure, and welcome package.	Q3	In-Progress	Review of existing Welcome Package is underway with intentions to have welcome packages readily available at the front desk and online by Oct.31
Comm Dev.	Economic Development	Promote and Attract Business	Town Website Enhancements	Enhance the Town website's Business section to include key information, resources, and links to regional supports and tools.	Ongoing	In-Progress	Deferred to Q4, after website update is complete.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
PW	Administrative	Efficient and Responsive Service Delivery	Asset Essentials	Implement Asset Essentials within the Public Works Team for work orders and asset management.	Q1	Completed	Remaining Sessions with the Implementation Team were completed in August 2026.
PW	Administrative	Regulatory Compliance	Regulatory Compliance	Work with NSECC to renew the Wastewater Permit to Operate	Q1	Completed	Completed 07 August 2026.
PW	Administrative	Financial Sustainability &	Winter Maintenance After-Action	Conduct a review of Winter Maintenance complete with Lessons Learned, highlights, lowlights, and compile in a Report.	Q1	Completed	Presented to Council 08 Sept.
Finance	Administrative	Financial Sustainability & Accountability	Flow-through application	Flow through the increases in our energy purchase costs to our rates	Q1	Completed	TThe Flow Through Application was approved by the Nova Scotia Energy Board on July 29, 2026. The new rates took effect on August 1, 2026. Communication to the public and industry occurred on July 21 and was included in the power bills.
CAO Office	Administrative	Efficient and Responsive Service Delivery	Council Coffee Chats	Schedule 3-4 Coffee Chats per year	Ongoing	Ongoing	There was a Coffee Chat held on July 21 with a focus on BEC, Planning & Development, RCMP and Mayor's Updates. The next Coffee Chat will be on September 22 with a focus on Stormwater, Mayor Updates and Strategic Plan.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
CAO Office	Administrative	Efficient and Responsive Service Delivery	Freedom of Information & Protection of Privacy	Changes to FOIPOP legislation will come into effect in April 2027. Staff training will be required to ensure compliance with updated legislation.	Ongoing	Ongoing	Staff will be attending a full day pre-conference workshop at the AMANS Fall Conference focusing on the access to information and privacy legislation framework.
BEC	Administrative	Efficient and Responsive Service Delivery	Regulation Review	In conjunction with the General Rate Application, review and update regulations, including: - equalized billing - net metering	Q1-Q2	In-Progress	Presented to the electrical commission on net metering. We discussed current regulations and some proposed changes that allow the utility to recover costs to provide electrical back up for utility tied solar. We agreed to have a draft ready for review at the next commission meeting.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
BEC	Administrative	Efficient and Responsive Service Delivery	Utility Benchmarking	This pillar will have the Smart Grid Innovation Network ("SGIN"), assess and benchmark the operational readiness of small and rural utilities using the SGIN framework, focusing on clean energy, modern grid capabilities, and community impact. Objectives include: - Assess the operational readiness of utilities for clean energy, modernized grid, customers and society. - Participating utilities will be benchmarked and a report produced.	Q1-Q3	In-Progress	Complete. Final report to be presented to the commission at a later date.
CAO Office	Administrative	Efficient and Responsive Service Delivery	Bylaw Review	Identify bylaws and policies that are no longer relevant and repeal them.	Q2-Q3	In-Progress	Staff have scanned all Town Bylaws and identified five irrelevant bylaws. A report and repeal bylaw will be presented to Council in October. The next step is to prioritize Bylaws for review.
CAO Office	Administrative	Efficient and Responsive Service Delivery	Communication Plan Updates	Review plan and update where appropriate. Identify pictures and graphic design options/resources for reports, templates and social media posts. Update brand options/template.	Q1	In-Progress	No update.
CAO Office	Administrative	Efficient and Responsive Service Delivery	HR Policy Review	Develop and implement a CAO Performance Review Progress.	Q2	In-Progress	The template has been completed and the process for the review has begun.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
CAO Office	Administrative	Efficient and Responsive Service Delivery	Planning Services	Planning Services Review: - track activity to determine needs since new MPS/LUB - review fees	Ongoing	In-Progress	Fees are being reviewed and new fees identified for Site Plan Approvals.
CAO Office	Administrative	Efficient and Responsive Service Delivery	Policy Review	Draft and Implement an Employee Conduct Policy, include the Respectful Workplace Policy	Q3	In-Progress	This item was moved from Q2 to Q3. Staff have begun work on the review/drafting of the policy, including an Harassment Policy.
Comm Dev.	Administrative	Engage and Support Workforce	Joint Occupational Health and Safety (JOHS) Review	Strengthen the effectiveness of the Joint Occupational Health and Safety (JOHS) Committee and related practices.	Q2	In-Progress	Due to vacations, rep will visit in October. New online safety training tool has been purchased and implemented.
Finance	Administrative	Financial Sustainability & Accountability	Current state	Identify barriers and solutions for completing a timely audit; review resourcing requirements once in current state.	Ongoing	In-Progress	No update.
Finance	Administrative	Financial Sustainability & Accountability	Cyber Security Penetration Test and Roadmap	SJE lead a cyber-security penetration test and develop a cyber-security roadmap. Objects include: - Execute internal and external vulnerability assessments, internal and external penetration tests, phishing campaigns (organization wide) and targeted spear phishing. - Develop a cyber-security roadmap based on outcome.	Ongoing	In-Progress	The test has been complete. A report and recommendations will be provided in the coming month.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
Finance	Administrative	Financial Sustainability & Accountability	Kraken Implementation	Implement the software to bill customers, customer portal and prepare for AMI.	Ongoing	In-Progress	No update.
Finance	Administrative	Financial Sustainability & Accountability	Scope and implement a new financial system	Scope and procure financial system; implement a financial system will require additional resourcing from finance team; will be proposing a contracted resource to support which will be included in the total project cost. With current pressures on the team, this may span two fiscals.	Ongoing	In-Progress	No update.
PW	Administrative	Efficient and Responsive Service Delivery	Municipal Specifications	Work with a consultant to update the Town's Municipal / Engineering Specifications.	Q4	In-Progress	Work underway; draft expected in early Q3.
PW	Administrative	Efficient and Responsive Service Delivery	Stormwater Policy	Stormwater / Flood Policy / Drainage and Grading Policy. Use the Stormwater Management Plan and flood mapping to update planning policy/review for on-site stormwater management and update MPS/LUB or develop new policy/bylaw.	Q1-Q2	In-Progress	Attended meeting on 8 July 2026 with Brighter Communities and Tim Bouter to review Flood Zone, Flood Fringe, Overland Flood zones.
Comm Dev.	Administrative		Berwick Fitness Centre Service Review	Assess the functionality and feasibility of Fitness Centre operations	Q2	In-Progress	Fitness Centre and Town Hall staff have been working together to support the facility through its current transition, including providing documentation and information to the stakeholder group reviewing options for its future direction.



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Department	Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q2 Status
CAO Office	Administrative	Efficient and Responsive Service Delivery	GIS Requirements	Identify long term GIS needs of the Town and BEC and identify service delivery options for implementation.	Q3	Not-Started	
CAO Office	Administrative	Efficient and Responsive Service Delivery	HR Policy Review	Comprehensive review and development of a Performance Management Program and implementation.	Q3	Not-Started	
Finance	Administrative	Financial Sustainability & Accountability	General Rate Application	Review operating and capital requirements and complete a GRA to ensure the utility is financially viable	Q2	Not-Started	Waiting on a proposal from consultant firm to begin work.



Committee Report Template

Committee Name: AREA

Date of Meeting: Wednesday, August 26, 2026

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Strategic Plan Update and Refresh
#2	Financial Statements
#3	General Operations Update
#4	Key Performance Indicators
#5	Financial Stability Project
#6	AREA Policy manual

Key Discussion or Decisions:

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

Strategic Plan -most of the items are complete, the refresh will include a financial base analysis, project charter, data room for potential purchasers to provide indicative pricing, discussions are underway with ACOA to support analysis and potential service delivery to the MMEUA.

Financial Update -projected year end revenue is now at \$944,000 down \$155,000.

General Operations Update - NSP power billing arrangement now with the CAOs, FAM loan discussions still underway with the Province and negotiations with Bullfrog are underway on renewable credits.

Key Performance Indicators - The report has been revised to add year end projections, turbine availability has been reduced due to maintenance.

Financial Stability Project -basically complete with risk mitigations in the final stages.

AREA Policy Manual- The following policies were approved and added to the manual -Asset Retirement Obligation Management, Cash Management, Distribution to Municipal Partners, and Reserve Fund.



Committee Report Template

Committee Name: Annapolis Valley Regional Library Board (AVRL)

Date of Meeting: Thursday, September 17, 2026

Name: Councillor Walsh

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	1. Branch Operations and Closure Timeline
#2	2. Financial Position and Fundraising
#3	3. Provincial and Municipal Funding Issues
#4	4. Library Services and Usage Trends
#5	5. Governance and Board Changes
#6	

Key Discussion or Decisions:

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

1. Branch Operations and Closure Timeline
 - a. All 10 branches confirmed open through March 31, 2027
 - b. Formal discussion on post-March options to begin at November meeting
 - c. If no further funding is secured, branch closure decisions may need to be revisited
 - d. Question raised about whether the original five-branch closure list still stands
2. Financial Position and Fundraising
 - a. Rachel Reed gala (Sept. 12) netted \$72,000 against a \$100,000 internal goal
 - Sticker fundraiser raised over \$5,000
 - b. Rachel Reed \$300,000 donation allocated to reopened branch staff salaries
 - 10 contract positions posted; Target start date: October 13
 - Six-month contracts through mid-April, with possible extension
 - c. Draft 2027/28 budget forecast to come in November
 - Include placeholder for cost of repeating the branch review process and a runway projection through June.
 - d. Some salary underspend noted due to resignations and reliance on lower-cost casual staff
3. Provincial and Municipal Funding Issues
 - a. Province's announced \$500,000 for libraries is reallocated existing funding, not new money
 - Loss of access to special project grants as a result
 - b. Municipal funding formula seen as structurally inequitable
 - Wide contribution differences across municipalities, range from ~\$3,400 to \$165,000 creates built-in tension between municipal partners
 - Capital/building costs not reflected

- Per-capita intent of Library Act often overlooked
- c. General board consensus that the funding formula needs broader renegotiation
- d. CORAL chair met with ministry staff; full CORAL meeting being scheduled
- Main focus is 2027/28 funding
- 4. Library Services and Usage Trends
 - a. Physical circulation down due to:
 - Two-week closure
 - No summer reading coordinators
 - Reduced collections
 - b. Summer reading dropped sharply from prior year
 - c. E-content, computer, and wireless use remained steady or increased
 - d. AVRL moving toward net lender status as other regions cut collection budgets
 - e. Self-checkout launching in October at Wolfville
 - f. Story time planned to relaunch at all 10 branches over fall/winter
- 5. Governance and Board Changes
 - a. New regional branch manager Leah Campbell introduced
 - Background in fundraising, partnership development, and academic librarianship
 - b. Board chair Janet stepped down at end of meeting due to family circumstances
 - Crystal moved into chair role under bylaws
 - Adele nominated and acclaimed as new vice chair
 - c. Fundraising and Development Committee re-established
 - Ty Walsh and Adele appointed
 - Set terms of reference before committing to any specific fundraising model or activity.



Committee Report Template

Committee Name: Berwick Electric Commission

Date of Meeting: Tuesday, September 1, 2026

Name: CAO Boyd

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Department Report
#2	Approval of the 2024/25 Financial Statements
#3	Net Metering Direction
#4	
#5	
#6	

Key Discussion or Decisions:

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

1. Director King provided an update on a number of department projects including, the approved Flow Through Application, Factorydale Turbine Claim, Regulations Review and Substation break-in.
 2. Staff sought direction from the Commission on the net metering regulations regarding buy-back rate, and transmission of energy from one property to another. Staff will bring draft regulation changes for review in November.
 3. The Commission approved the 2024/25 Financial Statements.
- Next meeting is November 3.



Committee Report Template

Committee Name: Community Development Committee

Date of Meeting: Wednesday, September 16, 2026

Name: Councillor Walsh

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Terms of Reference Review / Student Member
#2	Strategic Plan Action Items (Community Development)
#3	Community Food Policy
#4	Summer 2026 Program Review
#5	Apple Fund Update
#6	Fitness Center Transition

Key Discussion or Decisions:

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

1. Terms of Reference Review / Student Member
 - a. Previous ToR dated 2019; revised based on June meeting discussion
 - Guiding documents: Strategic Plan and Active Living Strategy 2025
 - Annual review of ToR confirmed as appropriate
 - b. Committee repositioned as a strategic advisory body aligned to the town's strategic plan; Mandate areas:
 - Community organizations, partnerships, and capacity building
 - Economic development: business engagement, local vitality, investment readiness, revitalization
 - Environmental sustainability (community-facing aspects)
 - Infrastructure planning where accessibility, active transportation, or quality of life are affected
 - Community well-being, equity, and social connection
 - Vibrant community: culture, heritage, participation, quality of life
 - Other matters referred by council or CAO
 - c. Goal to engage one or two local students for a two-year term
 - Preferred grade discussed as 7–8, but left flexible
 - High school students also welcome, especially if graduation credits apply
 - Berwick resident preferred; any school they attend is acceptable
 - Committee emphasized students should be given a real voice
2. Strategic Plan Action Items (Community Development)
 - a. Community development action tracker is one tab of a multi-department Excel file with quarterly updates to council
 - b. Focus is on projects above and beyond day-to-day work

- c. Several Strategic Plan Initiatives discussed:
 - Heritage Station Park improvements
 - Bike loan program:
 - Council chambers accessibility improvements
 - Town website & business directory
 - Investor one-pager
 - Business engagement survey
 - Tree replacement program
 - Cycle Nova Scotia / CORE AT plan
- 3. Community Food Policy
 - a. Existing Healthy Eating Policy dates to 2015; updated draft brought forward
 - Core themes added or strengthened; focused mainly on public-facing events
 - Expected cost impact minimal; some savings expected (e.g., jug of water vs. bottled water)
 - Next steps: Bring to Committee of the Whole in October
- 4. Summer 2026 Program Review
 - a. Department ran one staff short for most of the summer; Kyle joined August 10, Intern Sophie took on extra responsibilities beyond her role
 - b. New Programs:
 - Brave the Bike
 - Sand and Serve
 - Gear Up and Give Back (hockey/ringette gear)
 - Half/full-day camps; NERF camp
 - c. Regular Programs
 - Town-wide yard sale
 - Summer Concert series
 - Leader in Training program included 3 youth
 - Last Class Bash
 - d. Committee requested a community-facing summer recap with photos as a communications piece; possibly twice-yearly summer/winter program recaps for newsletter and social media
- 5. Apple Fund Update
 - a. Fund is about 5 years old; policy approved by council in 2021, open to all Berwick residents for physical activity
 - b. Current stats:
 - Average ask: \$200 (the maximum)
 - Average applications per year: ~15
 - Approval rate: ~95%
 - Current balance: about \$5,000
 - c. Equipment/cost administration:
 - Can support registration fees and/or equipment costs
 - Reimbursement, direct payment, or town purchase options can be used depending on family need
 - d. Awareness and fundraising ideas discussed
- 6. Fitness Center Transition
 - a. Council decided the town will no longer operate the fitness center and will seek a new operator by March 31
 - b. Steering committee is forming; first meeting scheduled for next Monday
 - Expression of Interest document with facility specs, financials, membership numbers, and operator expectations
 - Community-informed suggestions for a potential operator
 - c. Communication issues:
 - Facebook leak caused confusion and misinformation
 - Once the press release was released, feedback became more positive
 - Press release should ideally go out simultaneously with internal notifications
 - Despite the confusion, the situation created urgency and stronger community response



Committee Report Template

Committee Name: Diversity Kings Committee

Date of Meeting: Wednesday, September 9, 2026

Name: Deputy Mayor Kwakernaak

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Annual Joint Meeting of Kings Accessibility and Diversity Kings Committees
#2	presentation by Active Abilities Canada
#3	Annual Updates from Accessibility Committee and Diversity Kings Committee
#4	Important Dates of Observance and Upcoming Events
#5	
#6	

Key Discussion or Decisions:

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

1. This annual meeting was an opportunity to understand the intersections of Accessibility and Diversity, Equity and Inclusion.
2. Bekah Craik and Hannah Craik of Active Abilities Canada presented on the Municipal Guide for Disability Inclusion in Recreation and Physical Activity, which is available on their website; activeabilities.ca. The interactive presentation focused on the concept of inclusion.
4. Important dates:
- September 13, rescheduled Kentville Multi-Cultural Festival. I attended and spent some time representing the Diversity Committee. The event was a great festival of the diversity of our communities.
 - Truth and Reconciliation and Orange Shirt Day Pop Up Sept 30th 1-3 pm at the Municipal Council Chambers.
 - October 2 Grand Opening of the Mi'kmaw Art Exhibition and Opening Celebration of Mi'kmaw History Month.



Committee Report Template

Committee Name: Valley Regional Services Board

Date of Meeting: Wednesday, September 16, 2026

Name: Mayor Trinacty

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Tidal Transit Manager's Report
#2	Valley Waste Manager's Report
#3	Award Contract for Household Hazardous Waste Disposal Services
#4	
#5	
#6	

Key Discussion or Decisions:

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

Tidal Transit Report -see Meeting Minute for Details.
Valley Waste Report - see Meeting Minute for details.
Household Hazardous Waste -GFL Environmental Services was awarded the contract for the collection, transport and processing for a five year period ending Sept 30, 2031.



VALLEY REGIONAL SERVICES BOARD OF DIRECTORS



Summary based on the September 16, 2026, Valley Regional Services Board Meeting at 10:00 am in the Valley Waste-Resource Management Board room with virtual attendance option

TIDAL TRANSIT AUTHORITY



General Manager Updates - Under the leadership of General Manager Meg Hodges, the following items are underway:

Buses & Ridership

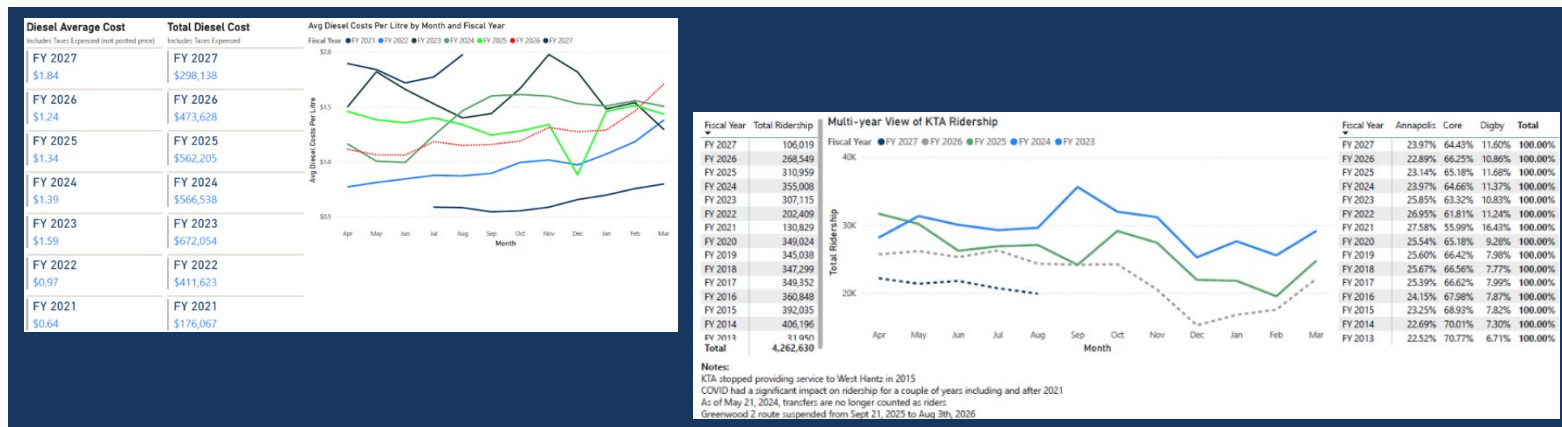
- The New bus schedule was launched on August 4th with great success
- Bus 67 is awaiting a new engine and Bus 76 has been operational since July.
- Due to changes in the production schedule, hybrid buses may potentially arrive in October 2027 (pending necessary approvals linked to the July 2026 VRS Board Motion).
- Ridership for July and August 2026 experienced a 21% reduction; however, ridership is anticipated to increase as the improved schedule is better understood in the coming months.

Fuel & Operations

- The cost of diesel remains 72% higher than this time last year (2025).
- The Summer Youth Pass was a success. Thanks to Rewind 89.3 and AVR/Magic 94.9 for support with tracking the youth ridership.
- September 8th, TTA operated a free micro-route between Wolfville and New Minas, paid for by Acadia University. Over 100 students participated.

Projects & Activities

- Staff have submitted final documentation for the ICIP Phase 1 funding claim, successfully closing the project.
- Ongoing communications with New Flyer Industries Canada on the hybrid bus purchase
- TTA hosted an announcement with representatives Hon. Kody Blois Kings-Hants MP. and Hon. John Lohr Kings North MLA regarding \$10M in funding through the Rural Transit Solution Fund to purchase 6 more buses in August.
- Staff continue to work with Sunset Tides Development to open the new Transfer Station in Cornwallis Park.



VALLEY WASTE - RESOURCE MANAGEMENT



General Manager Updates - Under the leadership of General Manager Andrew Garrett, the following items are underway:

Administration & Regional Coordination

- ATN Strategies' Policy Review is in progress. Aligning policies across both organizations is more complex than anticipated and a scope change and additional work are being considered to ensure full policy and procedure alignment.
- Divert NS will host its annual Mobius Awards celebration on October 29 in Halifax, recognizing Nova Scotia leaders in environmental action, waste diversion, and recycling. The keynote speaker is Andini Makosinski. <https://divertns.ca/mobius-awards>

Education, Communication, & Bylaw Enforcement

- Education Coordinator Debbie Roza-Mercier retired at the end of August. We thank Debbie for her dedicated service and wish her all the best in retirement.
- Development of the annual Waste Management Calendar is underway, with distribution scheduled for early December.

Western Management Centre Fire

- A significant fire at the Lawrencetown facility on July 30 suspended operations and redirected all waste to Kentville. Security footage indicates the likely source was a smoldering item consistent with a damaged lithium battery. Damage included the south wall, roof and several doors.
- Engineering assessments allowed interim reopening on August 18 for public and commercial customers. Some loads remain diverted to Kentville because tipping-floor capacity is limited. Repair and full replacement costs are being assessed to determine the preferred approach.
- Since July 30, four additional lithium battery-related fires have occurred: two on the Eastern Management Centre tipping floor, one in a curbside collection vehicle in Lawrencetown and one at Scotia Recycling in Kentville.
- Staff met with Call2Recycle, Canada's battery recycling stewardship organization, to discuss expanded public education and additional battery collection locations in the region.



Capital Projects & Operations

- The Eastern Management Centre transfer-facility expansion remains on schedule for November completion; structural steel installation is underway.
- The Request for Proposal (RFP) for Painting services was awarded to Carvery's Construction. Work began September 9 and covers the Kentville transfer station, warehouse, public drop-off, scale house and household hazardous waste facility.
- Parts for Trucks, Kentville submitted the lowest of three prices for an 8-foot salt spreader.
- The Western Management Centre warehouse and household hazardous waste facility construction remains on

hold pending a new development agreement required with the County of Annapolis. Public hearings are scheduled for September 17 in Middleton.

- The RFP for collection, transportation and disposal of Management Centre tipping-floor leachate closed September 10. Kaizer Meadow Landfill has agreed to accept and treat the leachate for a fee.
- Two Requests for Expressions of Interest are active for recycling/disposal of asphalt shingles and drywall. Both close October 15.
- The Western Management Centre holding-pond RFP closed September 3 with two submissions, both considerably above budget. The project will not proceed at this time and alternative fire-suppression options will be proposed through the 2027-2028 Capital Budget process.

BOARD DECISIONS

The Valley Regional Services Board of Directors made the following decisions:

Valley Region Solid Waste-Resource Management Authority

- **Approved by Special Resolution, the Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate in an amount not exceeding \$428,835; and approved the withdrawal of \$20,370.22 from the Valley Waste equipment reserve to fund the remaining project costs that will not be financed through the debenture.**
- **Approved the Valley Region Solid Waste-Resource Management Authority to award a contract to GFL Environmental Services Ltd. for the provision of household hazardous waste (HHW) collection, transport and processing for a five-year term, from October 1, 2026- to September 30, 2031.**

MAYOR'S REPORT

FROM ___Sept 8_____ TO ___Sept 22/26_____

Date	Lead	Purpose
Sept 9	Public Safety Workshop	Emergency Preparedness
Sept 9	Apple Capital Park	Finalize outstanding items
Sept 15	Restorative Justice Session	Presentation on Circles initiative
Sept 15	Fitness centre tours	Potential interests
Sept 16	Valey Services	Regular meeting
Sept 16	Fitness centre tour	Potential interest
Sept 16	Dept of Justice virtual meeting	PPSA billing framework
Sept 16	Community Development	Regular meeting
Sept 17	Valley REN	Check in on upcoming meeting with council
Sept 17	Fitness Centre tour	Potential interest
Sept 21	Fitness Centre Steering Committee	Initial meeting
Sept 22	Council Coffee Session	
Sept 22	COTW	
Sept 23	AREA meeting	
Sept 24	Fitness Centre tour	
Sept 25	Valley REN –INvest NS workshop	
Sept 28	Provincial Volunteer Workshop	
Sept 28	Accessibility Committee	
Sept 29	Developer's Session	
Oct 6	PAC	
Oct 13	Council	