
Committee of the Whole Meeting

Tuesday, October 28, 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, September 22, 2026
- 4. Review of Action Items**
- 5. Councillor Announcements**
- 6. New Business**
- 7. Management Report**
- 8. Committee Reports**
 - a. Accessibility Committee
 - b. AREA
 - c. Annapolis Valley Regional Library
 - d. Diversity Kings Committee
 - e. Planning Advisory Committee
 - f. Police Services Advisory Board
 - g. Valley Community Fibre Network
 - h. Valley Homelessness Advisory
 - i. Valley Regional Services (Tidal Transit/Valley Waste)
- 9. Mayor's Report**
- 10. Adjournment to Special Council Meeting**

Meeting Date	Action Item	Status	Comments
2025-12-09	Update on 109 Marsters Avenue Dangerous or Unsightly Property	Completed	The dangerous and unsightly order that was placed on the property has been closed. Any further action for dangerous and unsightly would require a new order. The structures on the property are being addressed through development controls.
2024-12-10	Reach out to other municipalities to understand how they are assessing the Code of Conduct criteria for establishing the sanctions.	In-Progress	The Nova Scotia Federation of Municipalities (NSFM) is currently undertaking a review of Nova Scotia's municipal Code of Conduct framework to better understand how the system has been functioning since its implementation in November 2024 and to identify opportunities for improvement. 21 FSP has been hired and a short survey focused on volume of complaints, costs and type was distributed early June. Subsequent engagement to explore more detail will occur next.
2026-09-08	Direct the Police Advisory Board to consider the use of ATVs on public streets in Berwick.	In-Progress	PAB supported the development of a Bylaw to allow ATVs on public streets to access the Harvest Moon Trail from homes in Berwick. The PAB requested the work begin as soon as possible. Staff have indicated that the work is not part of the 2026/27 workplan. Therefore, other initiatives would need to be deferred or the project can be scheduled for 2027/28.
2026-09-22	Establish a Land Acknowledgement for Berwick	In-Progress	Directed to Accessibility Committee.
2026-09-22	Establish a Respectful Acknowledgement for Berwick	In-Progress	Staff have drafted a Workplace Harassment Prevention Policy. The Joint Occupational Health and Safety Committee will be reviewing the policy and an implementation plan is being developed. The policy includes third-party harassment that will inform the establishment of a respectful acknowledgement for meetings, and events.

Department: Management
Date: October 2026



COMMUNITY WELL-BEING AND INCLUSION

- **Commemorative Crosswalk on Veterans Drive:**
 - RRFB Crosswalk Hardware was installed in July.
 - Stencils (English text, French text, maple leaf's) were picked up in early August.
 - Asphalt patching and conventional line painting completed in early September.
 - Commemorative design installed in October.
- **Policing Services Review:** Council and the Police Advisory Board have been updated on the new Provincial Policing Service Agreement billing model and savings. There are still many unknowns and updates will be provided as more information is received from the Department of Justice.
- **Public Safety Workshops:** The Police Advisory Board (PAB) hosted Emergency Preparedness and Fire Prevention workshops in September and October. The last two for 2026 will occur on November 18 – Internet Safety and Security and December 9 – Personal Safety. The PAB will continue the partnership with Kings Senior Safety in 2027. The PAB reviewed workshop topics at their October meeting.
- **Healthy Food Policy:** The updated policy was presented to the Community Development Committee (CDC) and Council at Committee of the Whole (COTW) and is awaiting approval. Once approved, staff will provide a presentation to Town staff to review the changes and ensure awareness of the updated policy.
- **Bike Loan:** Six commuter bikes and one e-bike were acquired from the Library for use in the spring to promote physical activity and highlight active transportation (AT) opportunities within the Town. Staff continue to review liability and insurance considerations related to the equipment loan program.
- **After-School Program:** The after-school program has resumed for the school year and will operate one day per week throughout the school year.



Infrastructure

- **Highway Sign:** The replacement Town of Berwick HWY 101 sign is expected to be installed by NS Public Works before the end of October.
- **Streets and Sidewalks:**
 - Paving work has been underway since late April. Next priorities:
 - Main St / Commercial St Intersection.
 - Hand patching along Orchard, Cottage, Mill St, Maple Ave, Bezanson.
- **Rainforth Park Plan:** Staff presented a concept design to the Accessibility Committee, including a trail, signage, benches, and beautification elements near the entryway in Rainforth Park. The concept was supported by the committee, with work to be completed in house through collaboration between the Public Works and Community Development teams in the coming month.
- **Carol's Place/Splash Pad:** The splash pad has closed for the season. Staff have received requests to keep the public washrooms open throughout October while weather conditions remain mild. There have been a few minor incidents of vandalism, which have been addressed.
- **Factorydale Hydro Restoration:** Generator has been removed from site and is being stored until a buyer can be found or it heads for the scrap yard. A start up meeting is scheduled for October 26th to kick things off with Balsor Welding. They will be handling the dismantling and scrapping of the turbine and accessory equipment.



Environmental Sustainability

Factorydale Hydro Restoration: Soil and sludge sampling will be happening in the week of October 26 in the Factorydale head pond. This will determine if it is viable to remove sludge from the head pond to provide more predictable water flows for the generator. A site safety plan has been developed to ensure contractor safety while working around water.



Economic Development

- **Developers Information Session:** The Mayor hosted a developers information session on September 29 that included presentations on the CBF Greenwood investment and growth, CBDC services, an update on the new Municipal Planning Strategy and proposed stormwater management amendments and the potential properties for development in the Town of Berwick. The session was well attended with great conversation and connections.



Administrative

- **CAO Performance Review:** the process, template and policy have been developed, and we are halfway through the annual review.
- **Bylaw Review:** staff met with our municipal advisor and are developing a plan for bylaw review and numbering to implement starting in Q4 2026/27 or Q1 of 2027/28.
- **Professional Development:**
 - **Community Development:** members of the Community Development team will attend the Recreation Nova Scotia Conference and the Municipal Equity, Anti-Racism and Accessibility Symposium in October and November. These opportunities will support ongoing professional development and provide valuable learning related to their respective roles.
 - **Administration/Finance:** three staff attended the fall Association of Municipal Administrators conference in October. The conference was titled *Leadership in a Changing Municipal Landscape*.
 - **Public Works:** two members of staff attended the Atlantic Canada Water and Wastewater Association Conference and earned credits for their Wastewater Collection and Treatment certification requirements.
- **Berwick Fitness Centre EOI:** The Town of Berwick has released an Expression of Interest (EOI) for the Berwick Fitness Centre, with submissions due November 6th. Following the deadline, submissions will be reviewed by the steering committee, followed by further review by Council and the Berwick District Community Association (BDCA) to determine next steps.
- **BEC Regulations Review:** staff have drafted amendments to the BEC regulations and will seek feedback/approval from the Commission on November 3. The plan is to submit the amendments along with the General Rate Application (GRA). Timing of the GRA is still unknown.



Committee Report Template

Committee Name: Accessibility Advisory Committee Report

Date of Meeting: Monday, September 28, 2026

Name: Deputy Mayor Kwakernaak

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Welcome Councillor Roberts and Thank you to Councillor Goddard.
#2	Arising from the Minutes and ongoing business
#3	Town of Berwick Work Order System
#4	Terms of Reference
#5	Rainforth Accessibility Path Plan review
#6	Other items, issues related to Summer activities noted by Committee members

Key Discussion or Decisions:

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

The Committee Welcome Councillor Carolyn Roberts to the Committee and said goodbye to Councillor Goddard. Chris Goddard has been a long serving member of the committee and always brings very valuable insights to the committee particular associated with active transportation and issues affecting the population in town who walk.

2.From the minutes;

i. there was a discussion of the most recent updates to Transit Shelters accessibility Standards. This issue must be reviewed when new shelters are established in the Town.

ii, The fact that the Town of Berwick was not successful in its application for an accessibility grant so none of the projects planned for 2026/27 will not go forward. This is in keeping with Council's direction that no projects be commenced without approval of associated funding.

iii, the crosswalk from the Berwick and District school (although not painted at the time of the meeting) has been painted This crosswalk has the most accessible crosswalk light available with audible signals and a slower-speed crossing. The accessible aisle is supported by the KMCC Board but will not be completed until the route across the parking lot is determined. Distance and potential need for need for cutouts is verified.

3. As members of the Accessibility Advisory Committee often notice barriers to accessibility as they move around town, issues such as breaks in the sidewalks, temporary barriers that block accessibility, are possible examples. The new online work order system is a useful tool to record these issues an a timely manner. How to access this and ensure that safety issues are addressed in a timely manner Members were encouraged to use the system or to Call Roger directly when they notice an issue.

4 Terms of Reference were reviewed in 2024 and have been updated to be in line with the Town of Berwick Strategic Plan and the Accessibility Plan. This committee benefits from a diverse membership and there is a need to have the most appropriate members on the committee while it is important to have members very connected to the Town there is a benefit to expand the membership to allow appointment of members residing outside of Town. The members agreed with the intent of the Terms of Reference and directed staff to incorporate the discussion and circulate the final version for review .

5. Rainforth Park Accessibility Improvements There was Capital Budget approval for improvement of \$12,500 to the Rainforth Park Entrance area and an accessible Trail from the large East Parking Lot to Carols Place. This need is based on safety Concerns re the use of the Drop-off area at Carols Place and the continued parking along Cottage Street which is a No Parking Zone. Both area create a significant safety issue. The members discussed the proposal design, raised question regarding the handicap parking aisle width, how to manage drop-off at Carols place, signage to increase appropriate use and safety. The Members supported the plan moving forward.

6. During the summer Committee noted several accessibility issues that were outside the current priorities of the committee but should be addressed. There were a number of issues noted during Gala Days including that the Park Set-up for some Gala Days events resulted in the Accessible Path through Rainforth Park was blocked on both the east and West path. there was a lack of marked accessible Parking close to Rainforth Park. The Drone Show while not easy to access Rainforth Park was clearly visible and enjoyed from outside the town including Somerset. There were reports that those who are noise sensitive were able to enjoy the Drone show.



Committee Report Template

Committee Name: Diversity Kings Committee

Date of Meeting: Monday, October 5, 2026

Name: Deputy Mayor Kwakernaak

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Opening Ceremonies for Mi'kmaq Art Exhibit October 2nd
#2	Marlene Jodrey Sharing her Story (Sixties Scoop) and leading committee in a beading exercise
#3	
#4	
#5	
#6	

Key Discussion or Decisions:

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

1. Again this year the Municipality County of Kings is hosting a Mi'kmaw Art Show. On October 2nd the artists were present and there was an opportunity to purchase some of their works. The show is in the lobby of the Municipall building until the end of the month.

At the Diversity meeting we were told Marlene Joudry's story of her experience of the 60's Scoop through a documentary film, telling her story and sharing of the healing journey using beading and other art including jewelry making. she provided each of the committee members with their own beading kit and we were each started on our own beading project. Her story and the determination of her Mother to fight for her children and to have them returned home before they were adopted is inspiring.



Committee Report Template

Committee Name: Valley Homelessness Advisory Committee

Date of Meeting: Monday, September 28, 2026

Name: Deputy Mayor Kwakernaak

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Subcommittee Reports;
#2	Update re Open Arms Shelter and Supportive Housing
#3	Committee membership -Lived Experience
#4	Homelessness Snapshot (Kentville)
#5	Supportive Housing Expression of Interest
#6	

Key Discussion or Decisions:

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

Sub Committee Reports; 1. Housing Subcommittee report deferred, Subcommittee Chair Paul Dixon has stepped down. and committee has not met, 2. Mental Health and Addictions Subcommittee continues to meet by weekly. Major initiative is development of a proposal for a ACT(Assertive Community Treatment) services based in Kings County. The committees concern is that this initiative not negatively impact the already stretched Mental health and Addictions Services available a Valley Regional Hospital and the community based supports. This subcommittee continues to explore first voice engagement, clients perception of accessing services, and exploration of the Bridge Healing/day support model. Valley Roots Housing Board is commencing the process toward leading a project based on the Edmonton Bridge healing Model.

- Open Arms OASIS (shelter) continues with partners to explore options for a new location as the need far exceeds the capacity of the current site. This is a long-term project and recognizes that an expanded shelter with and expanded role and services is not the answer to the Homelessness Crisis rather one part of the solution.
- Homelessness Snapshot: The Kentville police report that the number of Homeless individuals with whom they have regular interactions has grown from approximately 8 a year ago to 20-30 currently. The activities that lead to interactions are often very disruptive to the community including destruction of property. Despite regular apprehension the individuals are often not held based on current justice practices. -There has been a meeting with the Nova Scotia Attorney General and Minister of Justice Scott Armstrong to explore the provinces role.
- Supportive Housing Expression of Interest. This funding is intended to create or expand supportive housing in Pictou, Kings and Lunenburg Counties. see more information on the NSFM Funding Portal.



Committee Report Template

Committee Name: Valley Homelessness Advisory Committee

Date of Meeting: Monday, October 19, 2026

Name: Deputy Mayor Kwakernaak

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Community Integration Sub Committee,
#2	Communications Subcommittee,
#3	Mental Health, and Addictions Subcommittee
#4	Report on Provincial Supportive Housing initiatives highlighting the Bridge and Oznanam Place
#5	EOI discussion
#6	discussion of status of Addiction Services available in Kings County

Key Discussion or Decisions:

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

Everette MacPherson Chair of the Community Integration Committee reported on the Empathy Initiative, a half day by invitation education session for community leaders, both elected and non elected leaders. This initiative is planned to coincide with the opening in the Open Arms Aberdeen Street, community support and administrative facility, Spring 2027. Nick Haddock, interim ED for Open Arms, provided discussed the need to expand the Open Arms Shelter as the current site is at capacity and not meeting the needs of the community. Not only are there not enough shelter spaces, but because of the demand the facility is unable to provide other needed services such as day programing, meals, hygiene facilities and safe outdoor spaces. All of this adds to the negative interactions in the downtown. - Carolyn Sloan

Chair of the Mental Health and Addictions subcommittee discussed the ACT Proposal and how this might help address the difficulty providing the direct services to support community dwelling individuals living with the issues associated with Addictions and need for Mental health support.

- the above lead to a discussion of Mental Health and Addictions services available in the Kings County and surrounding area. Heika Sarty-Boutlier NSH Director of Mental Health and Addictions told the committee that there are a total of 36 mental health in-patient beds in all of the Western Zone, there are no publicly funded detox beds available in the Western Zone, there is a Addictions Day program available in Middleton, there are community based services available which does serve urban and rural clients.

Individuals needing in-patient services may be admitted to available programs outside of the region as needed and spaces are available but admitted that access is not easy. urgent services are timely by on-going services may have a wait time. -Daramfon Morgan , alternate for Ian Mullen provided a

presentation on 2 of the provincially funded supportive Housing projects based in the HRM, The Bridge

(formally the Doubletree Hotel in Dartmouth and Ozanam Place a 38 unit deeply affordable permanent housing facility targeting those over 50 with 25% reserved for women and priority given to Urban indigenous and African Nova Scotian. Rents are 30% of income. The Bridge has one floor that is specifically reserved for homeless population with a wide variety of health needs and is aimed at reducing the incidence of emergency visits Length of stay at the bridge is based on needs. It is recognized that both programs are not able to meet all needs and more needs to be done. - Report on the Housing EOI. This remains open. There are 3 Virtual engagement sessions available to any organization in the 3 targeted regions interested in completing an Expression of Interest.



Committee Report Template

Committee Name: VCFN AGM, VCFA AGM. VCFN Meeting, VCFA Meeting

Date of Meeting: Friday, October 2, 2026

Name: Deputy Mayor Kwakernaak

Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	VCFN (Valley community Fibre Network) AGM,
#2	VCFA (Valley Community Fibre Network Association) AGM.
#3	VCFN Meeting,
#4	VCFA Meeting
#5	
#6	

Key Discussion or Decisions:

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

This report covers 4 back to back meetings held on October 2nd.

The VCFN Operations report included the signing of a new lease with Rogers, plans for ongoing upgrades, and several opportunities to increase income.

Auditors report VCFN - some key figures; net Income of \$100,000, liabilities of \$187,456, expenses of \$56,636, and a decrease in members deficit to \$245,125. Cash flow end of year \$1,476,903. The Financial Statement was approved with several non material revisions.

Election of Officers, Ian Palmeter was acclaimed as in-coming Chair, Councillor Robbie Hiltz was acclaimed as Vice-Chair, Scott Conrod was acclaimed as Secretary Treasurer.

Doane Grant Thornton were appointed as Auditors .

2. VCFA AGM key discussions:

Financial Statement 2025/2026. Excess of Revenue \$39,547, Expenditures \$35019, Other Income \$27,938, Excess of Revenue over Expenditures \$32,466. Assets \$512,388 Financial statement accepted.

Election of Officers: Chair - Ian Palmeter

Vice Chair - Robbie Hiltz

Secretary Treasurer - Scott Conrod.

Appointment of Auditors - Doane Grant Thorton

3. VCFN Meeting Key items

Policy VCFN 02-001 Capital Asset Policy was approved.

Motion: That the VCFN Board direct the Managing Partner develop a official Managing Partner responsibilities including required roles and related job description and present to the board for approval

was passed.

Motion That the VCFN Board award the contract for Network Operations Centre Services to NOCLand in the amount of \$60,000 +HST was approved.

#4 VCFA Meeting

Chad West provided an Common internet upgrade update. Key points included; obsolete equipment has been repurposed VCFA has a required ARIN registration (American Registry for Internet Numbers) ARIN manages internet addresses and network identifiers and is crucial in managing internet resources. he is working with Hurricane Electric managing upgrades to the system which will allow for future growth.