

Town of Berwick Council Meeting

October 14, 2025

Town of Berwick Council Chambers

6:30 pm

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
 - a. Council Minutes, September 9, 2025
- 4. Presentation**
 - a. Berwick Library update – Barbara Lipp
- 5. Councillor Announcements**
- 6. Review of Action Items**
- 7. New Business**
 - a. RFD027-2025 Public Participation Program Policy
 - b. RFD029-2025 Policy for Fees Revision
 - c. Strategic Planning Workshop - Update
- 8. Mayor's Report**
- 9. In-Camera**
- 10. Adjournment**

Meeting Date	Action Item	Status	Comments
2024-12-10	Appoint an independent investigator into the Code of Conduct.	Completed	Jonathan Cuming of TMC Law in Kentville has been retained at the Town's Code of Conduct Investigator.
2025-06-10	Survey Committee members to see what they think about meetings, content, reporting, etc.	Completed	Summary was provided to Council on October 1, 2025.
2025-08-26	MacIntosh Street - get a quote and understand what the cost and how to finance. Communicate when it would happen.	Completed	The MacIntosh quote is estimated to be \$80,000. This level of funding is a capital expense and staff recommend deferring this to 2026/27 budget and use the remaining paving budget to patch other areas of town.
2025-09-09	Communication to MacIntosh Street residents regarding the change	Completed	Was included in the Fall In-Cider newsletter
2025-01-14	Number of fines written by RCMP and how does it get directed to Town of Berwick revenue.	In-Progress	Initial information was provided to the Police Advisory Board. Still more information to gather.
2025-01-14	Planning Fee review and determine whether changes to the MPS will change our planning services fees, whether a staff person makes sense and look at similar size MU for	In-Progress	Will be reviewed and recommended during the 2026/27 budget.
2025-01-14	Is there revenue from VCFN that is returned to the owner parties?	In-Progress	VCFN has been asked at the presentation to Council and the question can be asked at that time.
2025-04-22	Develop a process to report incidents to RCMP and what the escalation and resolution process is for remedy the situation with the individuals.	In-Progress	A draft of the SOP for vandalism is complete and will be reviewed by the management team and shared.
2025-03-25	What is the useful life of the STORHUB batteries packs.	In-Progress	
2025-06-10	Identify what rate the County of Kings Deed Transfer Tax rate will be and prepare a list of neighbouring	In-Progress	The Municipality of Kings has approved first reading of a Deed Transfer Bylaw at 1.5%. Kentville, Wolfville and Middleton are 1.5%
2025-06-27	Arrange for a Key Fob for DM Lutz	In-Progress	Key Fob has been completed; however, a physical key is required for front door.
2024-12-10	Reach out to other municipalities to understand how they are assessing the Code of Conduct criteria for establishing the sanctions	Not Started	
2024-12-10	Electricity Regulations, educational materials to provide to Council on the Council SharePoint site.	Not Started	
2025-02-11	Review Snow Removal Policy prior to next winter plowing	Not Started	
2025-06-10	Set budget for charity event participation policy	Not Started	Include in 2026/27 budget.
2025-04-08	KTA Budget - How are the management fees determined for Annapolis and Digby and why is Annapolis so much larger?	Other	
2025-04-08	Can staff look at an efficiency audit for the entire organization?	Other	Discuss during strategic planning.

REQUEST FOR DECISION

RFD027-2025: Public Participation Program Policy



To: Council
From: Jen Boyd, CAO
Date: October 14, 2025
Subject: Public Participation Program Policy

References/Attachments

- Draft Public Participation Program Policy
- Public Participation Program Policy, September 12, 2000

Recommendation

Council adopt the Public Participation Program Policy (PPPP) and that this policy replaces the PPPP dated September 12, 2000.

Background

The Municipal Government Act (MGA) requires that Council provide opportunities for public input into the review of planning documents by holding one or more public meetings prior to Council giving notice of its intention to adopt or amend a planning document.

Also, Section 204A of the MGA requires all municipalities to adopt policies for engaging with adjacent municipalities during the adoption or amendment of the municipal planning strategy. The intent of the legislation and regulations is to reduce land-use conflict and increase cooperative opportunities.

The PPPP changes were originally discussed on May 2, 2023, at the Planning Advisory Committee meeting with a positive recommendation to Council. At the time, staff were waiting to take the policy change to Council in conjunction with the new MPS. Due to the extended review of MPS, it was overlooked. Given there are some new members around the PAC table, staff felt it was important to bring the PPPP back to the Committee for another review and recommendation to Council.

On October 7, 2025, the PAC reviewed the PPPP with the following amendments:

IT WAS REGULARLY MOVED AND SECONDED THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND THE PUBLIC PARTICIPATION PROGRAM POLICY TO COUNCIL FOR APPROVAL WITH THE FOLLOWING AMENDMENTS:

- **IN S.4.8 ADD "IN ACCORDANCE WITH THE TOWN'S PUBLIC HEARING PROTOCOLS."**
- **IN S.4.4 AND 5.3 CHANGE THE SECOND BULLET POINT TO READ: "NOTIFY ALL PROPERTY OWNERS AND OCCUPANTS WITHIN 100 METRES OF THE**

**REQUEST FOR DECISION
RFD027-2025: Public Participation
Program Policy**



SUBJECT PROPERTY”.

- **ADD “INSTALLATION OF A SIGN ON THE SUBJECT PROPERTY ADVERTISING THE RECEIPT OF A PLANNING APPLICATION”**

MOTION CARRIED.

Additionally, staff recommend that a section be added after 5.5 and renumber according to state:

“Any member of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard in accordance with the Town’s public hearing protocols.”

This addition clarifies the opportunity for public comment at a Public Information Meeting and aligns with the amendment to section 4.8.

The updated MPS document references the PPPP (section 5.7) as well as the engagement of the adjacent municipalities.

Financial Implications

N/A

Priority Alignment

Check Applicable	Strategic Priority Area	Comments
X	Economic	
X	Environmental	
X	Social	
X	Cultural	

Alternatives

Council may:

- approve the policy as presented,
- approved with amendments, or
- direct staff to make significant changes to be considered at a future meeting.

**REQUEST FOR DECISION
RFD027-2025: Public Participation
Program Policy**



Community Engagement/Communication

The Planning Advisory Committee reviewed the proposed policy and recommended it for approval.

CAO Comments

I support the staff recommendation.

CAO Initials: JB

Target Decision Date: October 14, 2025

Public Participation Program Policy

Department: Planning
Adopted: 2025-10-14

Policy No:
Revision Dates: n/a

1.0 Purpose

The purpose of this policy is to establish a public participation program for planning documents for the Town of Berwick, in accordance with Section 204, and 204A of the *Municipal Government Act* (MGA).

This policy will also provide an avenue to solicit comments from the Municipality of the County of Kings on the proposed adoption or amendment of planning documents in accordance with the Provincial Engagement Programs Content Regulations and Section 204A and Section 206 of the MGA.

2.0 Scope

The Planning Public Participation Program Policy applies to the adoption, revision and amendment of all planning documents for the Town of Berwick.

3.0 Definitions

3.1 Planner: Town staff person, firm or individual retained by the Town, responsible for processing applications related to planning matters.

3.2 Planning Documents: Planning documents for the purpose of this Policy mean a municipal planning strategy, land use bylaw, development agreement, and subdivision by-law.

3.3 Public Hearing: a statutory public meeting hosted by Town Council in accordance with section 206 of the MGA.

3.4 Public Information Meeting: a non-statutory public meeting hosted by the Chair of the Planning Advisory Committee. The meeting is held early in the application process and is intended to present the proposal and applicable policies of the Municipal Planning Strategy. The public has an opportunity to provide comments and feedback on the proposal.

3.5 Public Meeting: any meeting attended by members of the general public with regards to a planning matter including Public Information Meetings, Public Participation Meetings and Public Hearings.

3.6 Public Participation Meeting: a statutory meeting hosted by the Planning Advisory Committee when approving amendments to the Municipal Planning Strategy.

4.0 Public Participation Meetings

4.1 Before Council considers adoption, revision or amendment to the Municipal Planning Strategy (MPS), the Town shall schedule and hold one or more Public Participation Meetings.

4.2 The purpose of the Public Participation Meeting(s) and the engagement with the Municipality of the County of Kings is to provide an opportunity for the public and the Municipality of the County of Kings to comment, make suggestions, discuss and receive information with respect to any proposed adoption, revision, or amendment.

4.3 The Public Participation Meeting(s) shall be held by the Town's Planning Advisory Committee (PAC).

4.4 Notice of a Public Participation Meeting shall be provided through the following ways:

- posting on the Town's website a minimum of two (2) weeks before the meeting;
- notify all property owners and occupants within 100 metres of the subject property,
- posted on the Town social media, and
- posting a notice at the Town office,
- such other methods required by Provincial regulation.

The notice shall state the date, time and place of the meeting and the hours during which relevant documents pertaining to the proposal may be inspected by the public.

4.5 Notification shall be provided to the Municipality of the County of Kings for all proposals within 100 metres of the municipal boundary for a property which is the subject of a proposed adoption, revision and/or amendment of the MPS.

4.6 At the time of given public notice of the Public Participation Meeting pursuant to Part 4.4 and 4.5 above, the Town shall forward a copy of the public notice to the Municipality of the County of Kings Municipal Clerk and Director of Planning. An electronic version sent by email shall be deemed sufficient for said notice.

4.7 The Town may elect to hold Public Participation Meetings through an online forum, at its sole discretion.

- 4.8 Any member of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard. In accordance with the Town of Berwick's public hearing protocols.
- 4.9 When considering the adoption, revision and/or amendment of the MPS, the engagement with the Municipality of the County of Kings and the public through the Public Participation Meeting shall consider any impacts the proposed adoption, revision or amendment may have on the Statements of Provincial Interest.
- 4.10 Comments received from Municipality of the County of Kings, as well as the public comments received through the Public Participation Meeting, shall be considered by Council prior to any resolution approving first reading of the proposed adoption, revision and/or amendment of the MPS.
- 4.11 Upon Council approving first reading to proceed to a Public Hearing to consider the adoption, revision and/or amendment of the MPS, a second notice shall be sent to the Municipality of the County of Kings Municipal Clerk and Director of Planning in keeping with Section 206 of the Municipal Government Act.

5.0 Public Information Meetings

- 5.1 The Town may hold Public Information Meetings for development agreements and rezoning applications.
- 5.2 Staff will seek guidance from the Mayor if a Public Information Meeting shall be held.
- 5.3 Notice of a Public Information Meeting may be provided through the following ways:
- posting on the Town's website a minimum of two (1) week before the meeting;
 - notify all property owners and occupants within 100 metres of the subject property
 - posted on the Town social media, and
 - posting a notice at the Town office,
 - installation of a sign on the subject property advertising the receipt of a planning application
 - such other methods required by Provincial regulation.

The notice shall state the date, time and place of the meeting and the hours during which relevant documents pertaining to the proposal may be inspected by the public.

- 5.4 The Town may elect to hold Public Information Meetings through an online forum, at its sole discretion.
- 5.5 Staff shall chair the Public Information Meetings and will provide an opportunity for the applicant to present information regarding the development agreement or rezoning application.
- 5.6 Any member of the public may express their views, comments or suggestions verbally or in writing, and all interested persons will be given the opportunity to have their views and comments heard in accordance with the Town of Berwick's public hearing protocols.
- 5.7 Notes from the Public Information Meeting shall form part of the staff report to Council to aid it in its decision.
- 5.6 If the development proposal abuts a neighbouring municipality, the Town shall notify the abutting Municipality of the application before Council considers the application for first reading.

6.0 Policy Review

This policy will be reviewed every four years.

CAO

Date



Public Participation Program Policy

Department: **Council**

Policy No: **X.XX**

Adopted: **September 12, 2000**

1. Purpose

- 1.1 To outline the use of a public participation program when considering amendments to the Municipal Planning Strategy and Land Use Bylaw for the Town of Berwick.

2. Objectives

- 2.1. The Municipal Government Act requires that when considering the amendment, review or replacement of a Municipal Planning Strategy a Council must seek the input of it's citizens, property owners, and other interested person. The process of receiving this input is referred to a public participation. The MGA requires that Council adopt a specific motion identifying the means by which the necessary public input will be obtained. Council may adopt a unique public participation resolution each time it undertakes an amendment to the MPS or it may adopt a general resolution which identifies a program which will be implemented whenever an amendment process is initiated.

3. Policy

- 3.1. This policy is for the purposes of considering amendments to and/or review of the Berwick Municipal Planning Strategy. The Public Participation Program shall be conducted by the Planning Advisory Committee in conjunction with their review and consideration of the amendments and shall consist of the following:
- 3.2. Municipal Planning Strategy Amendment
- At least 1 Public Participation Meeting, supported with one public notice issued in the newspaper, notice on the "Town Notices" board and notice on the Town website
 - Formal Public Hearing pursuant to MGA requirements, including public notice in local newspaper, notice on the "Town Notices" board and notice on the Town website
- 3.3. Land Use By-law Amendment – text

- a. Public Notice pursuant to MGA requirements, including public notice in local newspaper, notice on the “Town Notices” board and notice on the Town website
- b. Formal Public Hearing Land Use By-law Amendment – rezoning and the proposed Adoption of a Development Agreement Public Notice pursuant to MGA requirements, including public notice in local newspaper, notice on the “Town Notices” board and notice on the Town website
- c. Erection of a “Notice of Rezoning Application” sign on the subject property concurrent with the issuance of notice in the local newspaper Formal Public Hearing

4. Variance

Public Notice pursuant to MGA requirements, written notice to assessed property owners within 30 meter radius of subject property Notice on the “Town Notices” board and notice on the Town website

Implementation of these policy provisions will require the establishment of a “Town Notices” board which is to be located in a prominent location within the Town Hall.

With respect to the requirement for the erection of signage for rezoning and development agreement applications, cost for the creation of the sign will be recovered through the advertising component of the application fee.

Revision Dates:	September 12, 2000 January 11, 2011 May 1, 2012
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Request for Decision

RFD029-2025: 5.018 Policy for Fees Amendment



To: Town Council
From: Director of Finance
Date: October 14, 2025
Subject: 5.018 Policy for Fees Amendment

References/Attachments

- RFD028-2025: 25/26 Sewer Rates
- Policy 5.018: Policy for Fees

Legislation

- NA

Recommendations

That Council approve Policy 5.018 Policy for Fees as presented.

Background

Policy 5.018- Policy for Fees was adopted in 2013 and includes the sewer fees and the tax certificate fee. The last revision to the policy occurred in 2017.

Staff will bring forward recommended policy amendments on an annual basis following the approval of the annual budget. Staff will identify additional fee types within the Town and incorporate into future policy amendments.

Council approved the proposed sewer fees on September 9th, 2025, and the policy has been revised to include the approved schedule of fees. Language has been added to the policy to provide additional details relating to the fees.

Below are the current tax certificate fees that neighboring municipalities have in place:

Municipality	Tax Certificate Fee
Municipality of the County of Annapolis	\$75.00
Municipality of the County of Kings	\$40.00
Town of Middleton	\$50.00
Town of Kentville	\$50.00
Town of Wolfville	\$50.00
Town of Mahone Bay	\$40.00
Town of Lunenburg	\$55.90

Staff are recommending an increase to the Town's current tax certificate fee of \$27.00 to \$50.00. This provides a more reasonable fee for service for cost-recovery of administration

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RFD029-2025: 5.018 Policy for Fees
Amendment**



resources required to prepare.

Financial Implications

As noted during the September 9th, 2025, meeting, the additional sewer revenue from basic users is \$44,541. The increase relates to required funding for critical infrastructure replacement and ensuring annual reserve transfers are made to plan for future capital investments.

As we are in the second half of the fiscal year, significant additional revenue from the tax certificate fee increase is not expected. The increase to the fee will provide more cost-recovery for this service.

Priority Alignment

Check Applicable	Strategic Area	Priority	Comments
X	Economic		
X	Environmental		
X	Social		
X	Cultural		

Community Engagement/Communication

Staff will be notifying local firms of the change to the tax certificate fee, along with the effective date of October 15, 2025. The revised policy will be posted on the Town’s website.

CAO Comments

I support the staff recommendation.

CAO Initials: JB

Target Decision Date: October 14, 2025

Policy for Fees

Department: Finance
Adopted: July 9, 2013

Policy No: **5.018**
Revision Dates May 16, 2017
October 14, 2025

1.0 Purpose

The purpose of this document is to provide details of fees charged by the Town of Berwick.

2.0 Scope

This policy applies to fees charged by the Town.

3.0 Definitions

3.1. Town: Town of Berwick

3.2. Tax Certificate: A legal statement of property taxes levied and outstanding for the applicable year.

3.3. Refer to the following related Municipal By-laws for sewer-related definitions:

Sewer Charges By-Law

Sewer Use By-Law

4.0 Policy

4.1. Fees for Sewer Charges

4.1.1 This Policy applies to all fees charged by the Town for Sewer to "Basic Users," as defined in the Sewer Charges By-Law.

4.1.2 This Policy does not apply to "Industrial Users" or "Residential Institutional Users," as defined in the Sewer Charges By-Law.

4.1.3 Every owner of any property any boundary of which lies within One Hundred Feet (100') of a Town sanitary sewer line, other than an Industrial User or a Residential Institutional User, as defined in the Sewer Charges By-Law, shall pay to the Town a charge known as the Sewer Service Charge for both the construction and maintenance of such sewer line and drainage system, and the operation of any sewer treatment facility.

4.1.4 The annual Sewer Service Charge for different types of property or facilities is set out in the attached Appendix. Properties may have more than one activity, as defined by property class, and will be charged for each activity on that property

4.2 Fee for Tax Certificates

4.2.1 Firms may request a tax certificate for a specific property by completing and submitting the "Request for Tax Certificate" form found on the Town's website and providing the applicable fee of **\$50.00** to the Town.

5.0 Review

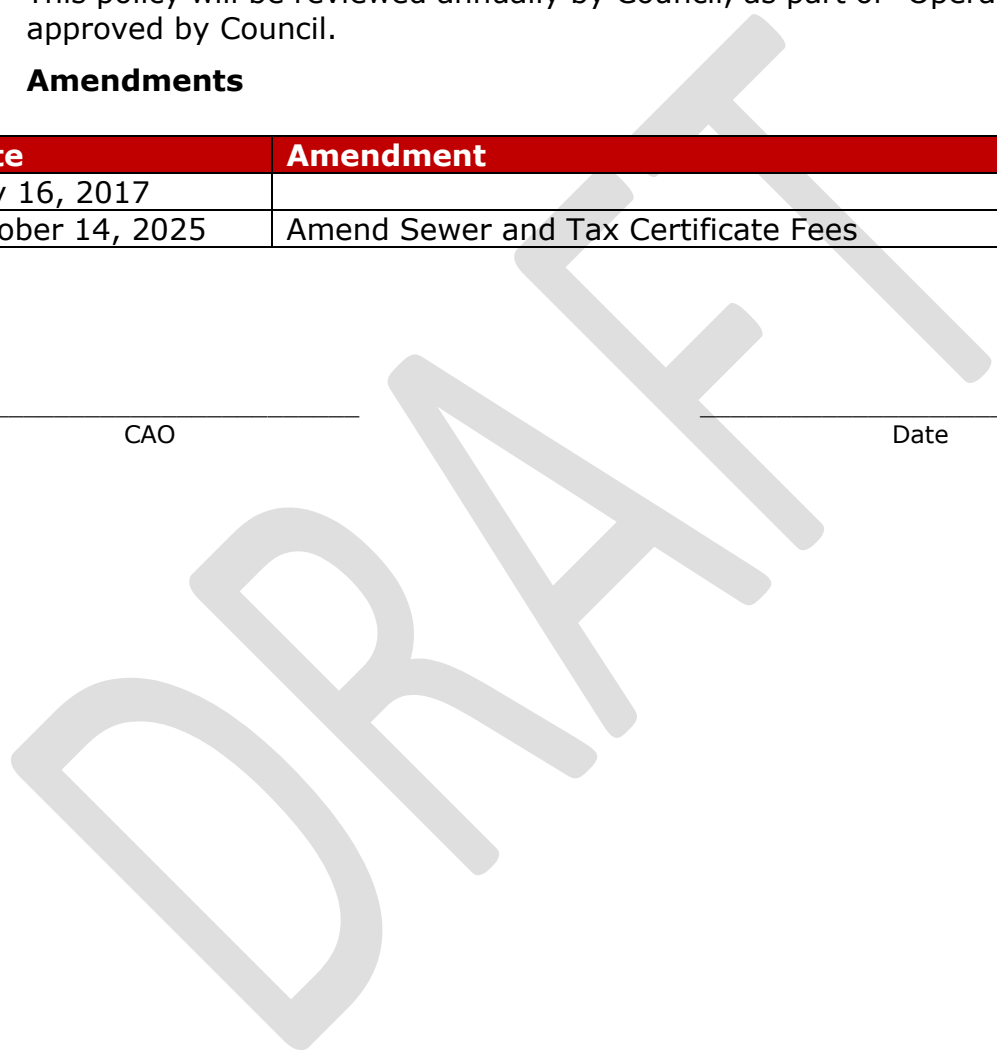
This policy will be reviewed annually by Council, as part of "Operating Budget" approved by Council.

6.0 Amendments

Date	Amendment
May 16, 2017	
October 14, 2025	Amend Sewer and Tax Certificate Fees

CAO

Date



Appendix to Policy for Sewer Fees

Property Class		Charge	Previous Rate
Single Family Dwelling		\$ 183.35	\$ 144.37
Duplex/Multiplex (each side or unit)		\$ 178.29	\$ 140.38
Vacant Lot		\$ 20.24	\$ 15.96
Mobile Home		\$ 110.01	\$ 86.63
Apartment	Base charge for first unit, plus	\$ 183.35	\$ 144.37
	Charge for each additional unit	\$ 126.05	\$ 99.25
Basic Commercial Service	Base charge - up to five (5) employees, plus	\$ 240.81	\$ 189.63
	Charge for each additional group of up to five employees	\$ 207.77	\$ 163.61
Funeral Home		\$ 302.53	\$ 238.21
Aliant Telecom		\$ 392.08	\$ 308.73
Service Station		\$ 330.36	\$ 260.35
Service Club		\$ 571.17	\$ 449.77
Service Club (limited activity)		\$ 262.56	\$ 206.87
Barber/Hairdresser		\$ 302.53	\$ 203.60
Grocery Store	Base charge for the first 1,000 square feet, plus	\$ 672.85	\$ 529.71
	Charge for each additional 1,000 square feet	\$ 538.28	\$ 423.76
Arena		\$3,384.52	\$3,117.42
Fire Hall		\$ 692.32	\$ 545.20
Church		\$ 571.17	\$ 449.77
Nursery School/Daycare		\$ 481.62	\$ 379.26
Curling Club		\$ 358.18	\$ 282.09
Laundromat		\$ 851.94	\$ 670.75
Campground		\$1,099.83	\$ 866.65
Restaurant	Base charge for the first 10 seats, plus	\$ 515.52	\$ 405.90
	Charge for each additional 20 seats	\$ 364.25	\$ 286.80
Hospital		\$3,521.09	\$3,945.23
School		\$1,436.26	\$1,131.51
Car Wash		\$ 784.15	\$ 617.46
Convenience Store		\$ 364.25	\$ 286.80
Boarding House	Base charge for first unit, plus	\$ 183.35	\$ 144.37
	Charge for each additional unit	\$ 71.65	\$ 56.42
Bed & Breakfast		\$ 275.03	\$ 216.56

Policy for Fees

Department: **Finance**
 Adopted: **July 9, 2013**
 Revised: **May 16, 2017**

Policy No: **5.018**

1. Purpose

The purpose of this document is to provide a policy for fees charged by the Town. This will remove fees and fee schedules from individual bylaws and provide Council a mechanism to easily change Town fees.

Tax Certificates

Fee for a Tax Certificate - \$27.00

Fees for Sewer Charges

The owner of each of the following types of property or facility shall pay the following per annum. Properties may have more than one activity, as defined by property class, and will be charged for each activity on that property.

Property Class	Amount
Single Family Dwelling	\$144.37
Duplex	\$140.38
Vacant Lot	\$15.96
Mobile Home	\$86.63
Apartment (3 or more units)	\$144.37 for the first unit and \$99.25 per each additional unit
Basic Commercial Service	Base charge of \$189.63 (up to five employees) plus \$163.61 for each additional five employees
Funeral Home	\$238.21
Aliant Telecom	\$308.73
Service Station	\$260.35
Service Club	\$449.77
Service Club (limited activity)	\$206.87
Barber/Hairdresser	\$203.60
Grocery Store	Base charge of \$529.71 for the first 1,000 square feet plus \$423.76 for each additional 1,000 square feet
Arena	\$3117.42
Fire Hall	\$545.20
Church	\$449.77
Nursery School/Daycare	\$379.26
Curling Club	\$282.09

Laundromat	\$670.75
Campground	\$866.65
Restaurant	Base charge of \$405.90 for the first 10 seats plus \$286.80 for each additional 20 seats
Hospital	\$3945.23
School	\$1131.51
Car Wash	\$617.46
Convenience Store	\$286.80
Boarding House	\$144.37 for the first unit and \$56.42 per each additional unit
Bed & Breakfast	\$216.56

Revision Dates:	May 17, 2017
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CURRENT

MAYOR'S REPORT

FROM Oct 1 TO Oct 14/25

Date	Lead	Purpose
Oct 2	Fire Services Committee	Regular meeting
Oct 3	Terry Dalton	Hotel developer
Oct 6	Flower bed group	Plan for next year
Oct 7	Council Coffee Chat	Strat plan and sharing
Oct 7	PAC	Regular meeting
Oct 8	RCMP	Kings detachment review
Oct 8	Cordell -federal gov	Federal housing funding
Oct 8	Council	Strategic Planning review
Oct 10	CBC	Interview for information morning
Oct 14	Council	Regular meeting
Oct 15	Valley Regional Services	Regular meeting
Oct 15	KMCC Governance meeting	Regular meeting
Oct 20	Kings REMO	Regular meeting
Oct 20	Valley REN	Regular meeting
Oct20	Berwick School principal	Connection meeting
Oct 20	Berwick Legion	Launch poppy campaign
Oct 22	AREA	Regular meeting
Oct 22	Strategic planning	Task group session
Oct 28	COTW	Regular meeting