

## **Town of Berwick Council Meeting**

July 8, 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, June 10, 2025
- b. Joint Council Meeting Minutes, June 23, 2025
- c. Special Council Meeting Minutes, June 24, 2025

**4. Review of Action Items**

**5. Councillor Announcements**

**6. New Business**

- a. Second Reading of Municipal Planning Strategy and Land Use Bylaw
- b. Valley Faces Advertising
- c. RFD026-2025 Valley Waste Partner Guarantee Approval 2025-26
- d. RFD024-2025 Updated CHIF motion
- e. Summer schedule

**7. Mayor's Report**

**8. In-Camera**

**9. Adjournment**

Meeting Date	Action Item	Status	Comments
2025-02-11	Bring back Order on Property 109 Marster Avenue in a timely manner that allows staff to fully assess the issues and allow the property owner to meet the order.	Completed	Order presented at June 10 Council meeting.
2025-06-27	Post Community Alcohol Partnership and Alcohol harms information to Sharepoint	Completed	
2025-06-27	Circulate Strong Mayor Powers white paper to Council.	Completed	
2024-12-10	Appoint an independent investigator into the Code of Conduct.	In-Progress	AMANS has shared their list of per-qualified independent investigators. Next step is to select one or more to engage for Berwick.
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 comparison on changes to MPS vs. costs.	In-Progress	Will be reviewed following the MPS Review.
2025-02-03	Explore a community calendar to share community events and what is going on in the gym?	In-Progress	
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	All incidents will be reported to the RCMP. Staff are developing an internal process to ensure any evidence is identified and proper
2025-03-25	What is the useful life of the STORHUB batteries packs.	In-Progress	
2025-04-22	Schedule VCFN to present to Council.	In-Progress	
2025-06-10	Identify what rate the County of Kings Deed Transfer Tax rate will be and prepare a list of neighbouring municipalities.	In-Progress	The County has not revisited the Deed Transfer Tax with the new Council post election.
2025-06-27	Arrange for a Key Fob for DM Lutz	In-Progress	
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 season with input from Accessibility and Active Transportation.	Not Started	Will be brought back in fall
2025-04-08	Arrange for KTA and Valley Waste to present to Council.	Not Started	Will schedule for fall
2025-06-10	Set budget for charity event participation policy	Not Started	
2025-06-10	Survey Committee members to see what they think about meetings, content, reporting, etc.	Not Started	Complete in July/August
2025-04-08	Can staff look at an efficiency audit for the entire	Other	Discuss during strategic planning.

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<b>To:</b>	<b>Council</b>
<b>From:</b>	Brighter Community Planning and Consulting
<b>Date:</b>	2025-07-07
<b>Re:</b>	Public Hearing and Second Reading of Draft MPS and LUB

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## 1. Background

Council provided first reading of the Municipal Planning Strategy and Land Use Bylaw on June 10<sup>th</sup>, 2025. Town staff advertised the public hearing to the public in the following ways:

- Ad in Annapolis Valley Register - June 19 & 26<sup>th</sup> editions.
- 1200 flyers sent to all residential households in Berwick via Canada Post.
- Posters were placed throughout the Town.
- Posted on the Town Hall digital sign beginning on June 19
- Two Voyent Alerts to the 546 addresses on the alert list. - Monday, June 30<sup>th</sup> and on Monday, July 7<sup>th</sup>.
- Posted on the Town's website since June 17<sup>th</sup>.
- Social Media posts June 30<sup>th</sup> and July 7<sup>th</sup>.

## 2. Minor changes to the Documents since first reading

It is a requirement of the Municipal Government Act to circulate draft planning documents to adjacent municipalities. Since Council gave first reading, the Municipality of the County of Kings provided its comments, which were mostly of an administrative and minor nature. BCP also conducted an additional review and made corrections. Changes include:

- Removal of section 2.51

### **2.5 RESTORATION TO A SAFE CONDITION**

**2.5.1 Nothing in this By-law shall prevent the restoration of any building or structure to a safe condition, as determined by the Building Official.**

- Addition of general language to clarify that small options homes are permitted in all residential zones. This is a clarification of what has been previously reviewed with Council
- Formatting and administrative language fixes

## 3. Next steps

After the completion of the public hearing, Council will consider the bylaws for Second Reading. The options are:

1. Give second reading and forward documents to the province for review.
  2. Send the documents back to staff to make changes or provide additional information. If a change is substantial, then another public hearing would be required.
  3. Not pass second reading and the documents would be deemed rejected. The result of this is that the existing documents would remain in place.
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# VALLEY Faces of Business Rotary

## PROJECT INFORMATION

The Rotary Clubs of Kentville and Middleton will be publishing the 22nd Edition of the Valley Faces of Business for distribution in fall 2025.

It is thanks to businesses like yours that participate in our annual publication that we have raised over **\$1,000,000** to support charitable work of Rotary.

**Funds raised through this project support many Rotary projects such as:**

- Persons with Disabilities special equipment
- Food Programs
- Student Scholarships & Bursaries
- Operation Eyesight
- Polio Eradication
- Community Parks
- Youth Projects

**Participation in the Valley Faces of Business Directory includes:**

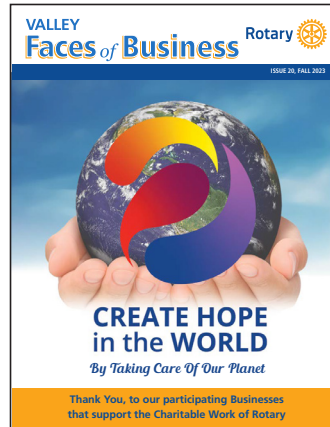
A professional full-colour photo of your staff, your business logo, and contact information designed into an ad that you will approve before printing.

Minimum of 30,000 copies of the Valley Faces of Business Directory distributed from Hantsport to Middleton by Canada Post and Flyer Services.

### 2024 Magazine



### 2023 Magazine



### 2022 Magazine



We sincerely thank you for your consideration to support our Valley Faces of Business Directory fundraising project. Should you have any questions about the Valley Faces Directory, please feel free to contact a member of the Rotary Clubs of Kentville (info@Kentvillerotary.org) and Middleton (president@rotaryclubofmiddleton.com) or the program coordinator Rod McMahon: rod@valleyfaces.ca www.valleyfaces.ca

**ADVERTISING CONTRACT**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Rotarian Contact: \_\_\_\_\_

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Email: \_\_\_\_\_

Rotary Club of: Kentville  Middleton

*Valley Faces of Business will provide the following:*

- 1) One colour photograph and basic ad layout for your business advertisement in the Directory.
- 2) Minimum of 30,000 full colour copies of the Directory distributed from Hantsport to Middleton.
- 3) Your advertisement will be included on the Valley Faces of Business website **valleyfaces.ca**

*The Valley Faces of Business Advertiser agrees to the following:*

- 1) One location for photos included, additional locations can be added for \$150. each and additional photos at the same location \$75.each.
- 2) To review and approve a proof of the ad sent to the Advertiser's contact email. Failing to respond within 3 days will be considered acceptance of the advertisement as presented.
- 3) Photo(s) taken for Valley Faces are for single use to this fundraising project. If you wish to use this photo for your own marketing material (i.e.website, social media page, flyers, etc), you can purchase licensing for that purpose directly from your photographer.

**SIZE OF AD** (Please Check One)

	2 Page Centre Spread		\$3,300. + HST
<b>SOLD</b>	Inside Front Cover	7.75" wide by 10.25" high	\$1,875. + HST
<b>SOLD</b>	Back Cover	7.75" wide by 10.25" high	\$1,975. + HST
	Full Page	7.75" wide by 10.25" high	\$1,600. + HST
	2/3 Page	7.75" wide by 6.75" high	\$1,200. + HST
	1/2 Page	7.75" wide by 5.00" high	\$ 925. + HST
	1/3 Page	7.75" wide by 3.25" high	\$ 725. + HST
	1/6 Page	3.75" wide by 3.25" high	\$ 450. + HST
	Banner ad	7.75" wide by 1.5" high	\$ 475. + HST
	Business Card (landscap view)	3.5" wide by 2" high	\$ 245. + HST
	Extra Location		\$ 150. + HST
	Extra Photos		\$ 75. + HST
	Donation	Amount	\$

**CLIENT APPROVAL**

Date: \_\_\_\_\_ Client Signature: \_\_\_\_\_

Please email completed contract to [sales@valleyfaces.ca](mailto:sales@valleyfaces.ca) or give to your Rotarian contact.  
 For inquiries contact program coordinator Rod McMahon via email [rod@valleyfaces.ca](mailto:rod@valleyfaces.ca)

# REQUEST FOR DECISION

RFD026-2025

Valley Waste 2025-26 Capital Budget Items  
TBR, Municipal Partner Guarantee Resolution



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**To:** Town Council  
**From:** CAO  
**Date:** July 8, 2025  
**Subject:** Valley Waste 2025-26 Capital Budget Items TBR, Municipal Partner Guarantee Resolution

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## **References/Attachments**

- Valley Regional Solid Waste Resource Management Authority (VWRM) Temporary Borrowing Resolution, including Schedule B noting the capital budget items funded by way of debt.
- Standard loan guarantee resolution provided by VWRM.

## **Legislation**

- Pursuant to the *Municipal Government Act* Section 88
- VWRM IMSA

## **Recommendation**

That Council approve the Town of Berwick's loan guarantee as requested by the VWRM, in the amount of \$39,739 or 2.71% of the VWRM's Temporary Borrowing Resolution (in the total amount of \$1,465,000) per attached loan guarantee schedule.

## **Background**

The Town of Berwick is a Party to the VWRM Intermunicipal Services Agreement (IMSA). Under the IMSA, parties are required to guarantee their share of any long-term borrowings of VWRM.

## **Financial Implications**

There are no immediate budget impacts, though the required debt repayment for the capital items will be included in the annual budget of VWRM, which may have an impact on Berwick's future party contribution amount.

# REQUEST FOR DECISION

## RFD026-2025

Valley Waste 2025-26 Capital Budget Items  
TBR, Municipal Partner Guarantee Resolution



### **Priority Alignment**

Check Applicable	Strategic Priority Area	Comments
X	Economic	
	Environmental	
	Social	
	Cultural	

### **Alternatives**

N/A

### **Community Engagement/Communication**

N/A

### **CAO Comments**

I support the recommendation.

CAO Initials:   JB  

Target Decision Date:   July 8, 2025

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$1,465,000

Capital Projects: Detailed in Schedule "B"

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the specific amounts and descriptions of which are contained in Schedule "B";

**WHEREAS** any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister of Municipal Affairs has the approved the proposed guarantees;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of the intermunicipal services agreement entered into under Section 60 of the *Municipal Government Act*, and subject to the approval of the Minister of Municipal Affairs, the Authority borrow a sum or sums not to exceed  
One million four hundred sixty five thousand Dollars  
(\$1,465,000) for the purpose set out above;

**THAT** the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

**THAT** pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed  
One million four hundred sixty five thousand Dollars  
(\$1,465,000) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

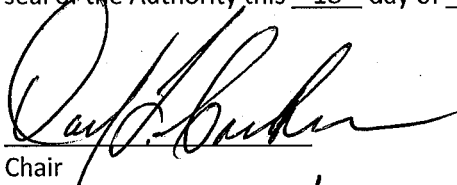
**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;


**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and,

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 18 day of June, 2025.

**GIVEN** under the hands of the Chair and the Secretary and under the seal of the Authority this 18 day of June, 2025.

  
Chair

  
Secretary

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$1,465,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "A"**

**MUNICIPAL GUARANTEES**

<b>MUNICIPAL PARTNER</b>	<b>GUARANTEE PERCENTAGE</b>	<b>GUARANTEE AMOUNT</b>
Municipality of the County of Kings	58.28%	853,730
Municipality of the County of Annapolis	20.98%	307,328
Town of Kentville	8.10%	118,603
Town of Wolfville	7.19%	105,363
Town of Berwick	2.71%	39,739
Town of Middleton	1.90%	27,890
Town of Annapolis Royal	0.84%	12,347
Total Capital Requirements for Borrowing Resolution	<b>100</b>	<b>1,465,000.00</b>

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$1,465,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "B"  
CAPITAL PROJECTS**

		<b>Estimates \$</b>
<b>Heading:</b>		
<b>Item</b>	Cat 924K Loader - Solid Tires	400,000
<b>Item</b>	Cat 906 Loader - Solid Tires, Grapple - C&D Pile	200,000
<b>Item</b>	HHW Container Replacement	60,000
<b>Item</b>	HHW Pre Fab Structure	250,000
<b>Heading Sub Total:</b>		<b>910,000</b>
<b>Heading:</b>		
<b>Item</b>	Press Upgrade	120,000
<b>Item</b>	Tunnel Door	85,000
<b>Item</b>	Warehouse	350,000
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>555,000</b>
<b>Heading:</b>		
<b>Item</b>		
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<b>Heading Sub Total:</b>		<b>0</b>
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<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>1,465,000</b>

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY  
MUNICIPAL PARTNER GUARANTEE RESOLUTION  
COUNCIL OF**

Guarantee Share Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_  
\_\_\_\_\_

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority has determined to borrow the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for purpose of \_\_\_\_\_;

**WHEREAS** the Authority has requested the Council of the \_\_\_\_\_, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs has approved of the proposed borrowing or debenture and of the proposed guarantee;

**BE IT THEREFORE RESOLVED**

**THAT** the Council of the \_\_\_\_\_ does hereby approve the borrowing of the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above;

**THAT** subject to the approval of the Minister of Municipal Affairs of the borrowing by the Authority and the approval of the Minister of Municipal Affairs of the guarantee, the Council unconditionally guarantee repayment of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above; and

**THAT** upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Clerk

# REQUEST FOR DECISION

## RFD024-2025: CHIF Application Approval



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**To:** Council  
**From:** CAO  
**Date:** July 8, 2025  
**Subject:** Canada Housing Infrastructure Fund Application Approval

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### **References/Attachments**

- 2025-26 Capital Investment Plan
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### **Recommendation**

That Council approve the submission of an application to the Canada Housing Infrastructure Fund Provincial and Territorial Stream for Wastewater Treatment Upgrades and commits to funding 26.67% of the total eligible project costs.

### **Background**

Berwick is working on a significant upgrade to the wastewater treatment plant to address non-compliance with the Permit to Operate, and odour and noise complaints. To-date Phase 1 and 2 of a multi-year plan have or will be completed in 2025-26.

#### **Phase 1 – Complete**

- Funded 100% by Sustainable Services Growth Fund (SSFG) \$216,000
- Detailed Design for Blowers and Lagoon 2 Aeration
- Filtration pilot/procurement for filtration system design

#### **Phase 2 - In-Progress**

- Funded 50% by the Municipal Capacity Growth Program (MCGP) \$1.14 million, and 50% by own source (debenture) approximately \$1.124 million.
- Lagoon 2 Aeration Replacement: The replacement of the outdated and failing aeration system to reduce current short circuiting within the lagoon and improve cBOD5. The construction contract has been awarded, and work should be completed by September 2025.
- Blower Replacement: The existing blowers are energy inefficient, have limited output capacity, and have been the cause of several noise complaints from neighboring residents. Work includes replacing the existing blowers with a more efficient system sized to meet future growth and eliminate community complaints regarding noise from the existing outdated system. The construction contract has been awarded, and work should be completed by September 2025.
- Filtration Detailed Design – The current filtration system has failed to meet the discharge requirements of Nova Scotia Environment since it was installed in the late 1900's. The scope of work for phase 2 includes equipment pre-selection and design drawings for manufacturing and installation in phase 3. The work has been awarded

# REQUEST FOR DECISION

## RFD024-2025: CHIF Application Approval



and is expected to be completed by summer 2025.

### Phase 3 – CHIF Application

- Proposed funding is 40% CHIF \$2.8 million, 33.33% Province \$2.33 million, 26.67% own source (debenture and/or Growth and Renewal Infrastructure Development (GRID) Grant) \$1.88 million.
- The work in this phase will include the manufacturing and installation of the new filtration system, design for retrofit of existing filtration building and recirculation pump station and associated buried linear infrastructure and drum screen replacement.
- Retrofit, pump station and linear infrastructure design is anticipated to be completed in Fall 2026.
- Tender for construction of above and installation of new filtration system to occur in 2026/27 fiscal year.
- Drum screen replacement to occur in 2027/26 fiscal year.

The next round of GRID will open in August 2025. GRID funds can be used as own source funding to leverage other levels of government funding.

### **Financial Implications**

The 2025-26 approved Capital Investment Plan (CIP) included \$681,017 of debt for phase 2 and \$665,983 for phase 3. Following communication with the province regarding our MCGP and CHIF applications and eligible costs the debt required for phases 2 and 3, excluding potential GRID funding, will be \$1.124 million for phase 2 and \$1.88 million for phase 3.

For our CHIF application to be considered, Council must commit to fund 26.67% of the total eligible project costs. At this time, that represents \$1.88 million, more than double what was approved in the 2025-26 CIP. Although the Town plans to make an application to GRID for 50% of the \$1.88 million, there is no guarantee that it would be approved. Therefore, the commitment should be based on the worst case scenario.

Staff have updated the debt scenarios for the 2025-26 approved 5-Year CIP with the new debt figures noted above and removal of winter maintenance equipment. Figure 1 shows the updated forecasted Debt Service Financial Condition Indicator (FCI).

**REQUEST FOR DECISION  
RFD024-2025: CHIF Application  
Approval**

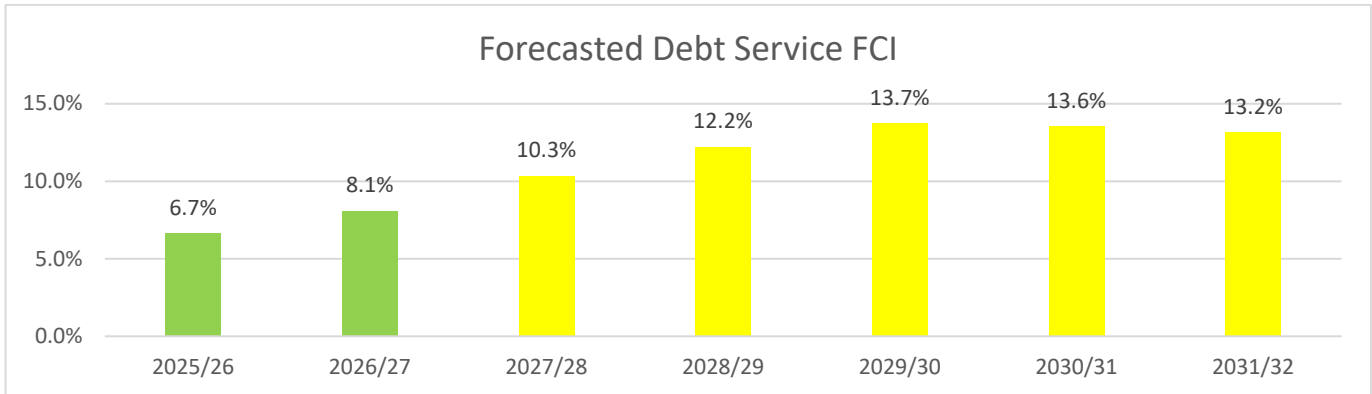


Figure 1

**Priority Alignment**

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

**Alternatives**

Council may choose not to make the commitment required for the application. Our application would not be considered without this commitment.

**Community Engagement/Communication**

N/A

**CAO Comments**

The ongoing wastewater treatment plant upgrades are vital for sustaining and growing our community. Although the new debt scenarios are significantly higher than budgeted, the debt service forecast indicates there is still, albeit limited, capacity for future road work scheduled to begin in 2027/28.

CAO Initials:   JB  

Target Decision Date:   July 8, 2025