

Town of Berwick Council Meeting

Tuesday, July 14, 2026

Town of Berwick Council Chambers

6:30 pm

AGENDA

1. Call to Order

2. Swearing in of New Councillor

3. Approval of the Agenda

4. Approval of the Minutes

- a. Council Minutes, June 9, 2026

5. Review of Action Items

6. Presentation

- a. Berwick Library Branch Update - Barbara Lipp, Librarian

7. Councillor Announcements

8. New Business

- a. RFD018-2026: Accessibility Upgrades
- b. Stormwater Management Plan
- c. Strategic Work Plan Quarter 1 Update

9. Correspondence

- a. Study on Violence & Harassment against Elected Officials

10. Mayor's Report

11. In-Camera

- a. Contract

12. Adjournment

Meeting Date	Action Item	Status	Comments
2025-12-09	Update on 109 Marsters Avenue Dangerous or Unsightly Property	In-Progress	The Mayor and CAO visited the property on July 9. A verbal update will be provided.
2024-12-10	Electricity Regulations, educational materials to provide to Council on the Council SharePoint site.	In-Progress	The manual has been uploaded to Council SharePoint. An orientation for Council, BEC and staff will be scheduled following the Special Election.
2025-02-11	Review Snow Removal Policy prior to next winter plowing season with input from Accessibility and Active Transportation.	In-Progress	Public Works is preparing an information report for Council regarding the last winter's snow removal operations and will provide an update on the policy at that time. A full report on winter maintenance will be presented to council at the August COTW.
2026-04-14	Add pictures and colour to the Strategic Plan document to create a promotional version to communicate to the public.	In-Progress	Target date to complete is end of June.
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	Are we required to report annually on the number of investigations? Is some tracking this information?
2026-04-14	Send thank you letters to the community members who assisted with the strategic plan development. Include a copy of the promotional version of the document and copy of strategic plan to committee members	Not Started	To be completed after the promotional version of the Strategic Plan is complete. Send Thank You by end of June if promotional version is not ready.

REQUEST FOR DECISION

RFD018-2026: Accessibility Upgrades



To: Town Council
From: Manager, Community Development
Date: July 14, 2026
Subject: Accessibility Upgrades to Council Chambers

References/Attachments

- Town of Berwick Accessibility Plan

Legislation

- *Nova Scotia Accessibility Act*

Recommendation

That Council direct staff to proceed with accessibility upgrades to council chambers with a reduced project scope focused on the audio and visual system with a budget not to exceed \$13,600.

Background

The need for accessibility upgrades to Council Chambers was identified through feedback received from community members and attendees of Council meetings, as well as through ongoing assessments of the meeting space by staff and the Town's Accessibility Plan, and Strategic Plan, and support our continued efforts to meet accessibility standards and legislative requirements mandated by the Province. The project is intended to enhance the functionality and accessibility of Council Chambers for Council, staff, presenters, and members of the public attending meetings.

The grant application for accessibility upgrades to Council Chambers was unsuccessful in this funding round. The application requested \$33,000 to support accessibility improvements, including upgraded audio and visual equipment (microphones and visual technology) and accessible furniture for the Council Chambers and gallery seating. During the budget deliberations, Council approved a contribution of \$13,600 from reserves toward this project.

As no additional external funding was secured, staff are seeking Council direction on how to proceed. The following options are presented for Council's consideration:

- Defer the project until the next fiscal year and pursue additional grant funding to complete the project as originally proposed.

REQUEST FOR DECISION

RFD018-2026: Accessibility Upgrades



Or

- Proceed with the approved \$13,600 budget and implement a reduced project scope by exploring microphone and audio system options within the available funding to improve Council meetings. Staff feel confident that the audio component of the project could be completed within the revised budget.

Financial Implications

The 2026/27 Capital Budget includes an approved allocation of \$13,600 for accessibility upgrades to Council Chambers. Should Council direct staff to proceed with the project, with the revised budget, there would be no financial implications.

If the scope of work requires additional funding, Council approval would be required before commencing the project.

Priority Alignment

Strategic Alignment	Connection to Strategic Plan
Community Well-Being & Inclusion	Supports access and inclusion
Infrastructure	
Environmental Sustainability	
Economic Development	
Administrative	
Not Applicable	

Alternatives

If Council chooses to defer the project, the allocated funds could be carried forward to the next fiscal year to support future funding applications should additional grant opportunities become available.

REQUEST FOR DECISION

RFD018-2026: Accessibility Upgrades



Community Engagement/Communication

This project was informed by recommendations from the Accessibility Committee, as well as feedback received from community members attending Council meetings in person.

CAO Comments

I support the staff recommendation

CAO Initials: JB

Target Decision Date: July 14, 2026

2026-27 Office of the CAO Work Plan

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.

Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q1 Status
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	The Department of Emergency Management CAO Table received a demonstration of the Risk Assessment Tool for feedback. Municipalities will be responsible for conducting risk assessments. DEM will identify a small number of municipalities to pilot the risk assessment tool prior to full rollout.
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	Received update from DOJ regarding the new municipal formula. Years 1- 5 will have a - 25% to 0% impact on current billing. After year 5, there will be an annual 5% increase/decrease cap on bills.
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	No update.
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	No update.
Community Well-Being & Inclusion	Safe & Inclusive Community	Public Safety Sub-Committee	Support senior safety meetings, business surveys, orientation package.	Ongoing	Ongoing	Staff are supporting the safety meetings where possible and compiled the data from the business survey to the Police Advisory Board.
Administrative	Efficient and Responsive Service Delivery	Council Coffee Chats	Schedule 3-4 Coffee Chats per year	Ongoing	Ongoing	No update.
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	Q1	In-Progress	The communications team reviewed the procedure for alerts following recent power outages and made changes to

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Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q1 Status
Community Well-Being & Inclusion	Safe & Inclusive Community	Fire Services Sub-Committee	Governance review of agreements and confirm truck replacement.	Q1-Q2	In-Progress	The agreement between the Fire Dept., Fire Commission and Town has been drafted. The sub-committee will review again prior to recommending approval/signature of the parties
Economic Development	Investment Ready & Resource Development	Valley REN Transition Plan	Participate in Vally REN restructuring review and evaluate the Town's resource requirements based on outcome of restructuring review.	Q1-Q4	In-Progress	The Valley REN CEO has continued to update the CAO and Mayor on the proposed restructuring options. An Liaison & Oversight Committee has been set for July 27 to hear a
Administrative	Efficient and Responsive Service Delivery	HR Policy Review	Develop and implement a CAO Performance Review Progress.	Q2	In-Progress	The Mayor and CAO have identified key performance areas and will provide Council with a proposed
Community Well-Being & Inclusion	Safe & Inclusive Community	PAB Bylaw Review Sub-Committee	Review the following Bylaws: - Police Advisory Board	Q1-Q4	In-Progress	Waiting for the Department of Municipal Affairs to review the
Administrative	Efficient and Responsive Service Delivery	Planning Services	Planning Services Review- - track activity to determine needs since new MPS/LUB	Q1-Q2	Not-Started	
Administrative	Efficient and Responsive Service Delivery	Policy Review	Draft and Implement an Employee Conduct Policy, include the Respectful Workplace Policy	Q2	Not-Started	
Administrative	Efficient and Responsive Service Delivery	Bylaw Review	Identify bylaws and policies that are no longer relevant and repeal them.	Q2-Q3	Not-Started	
Administrative	Efficient and Responsive Service Delivery	HR Policy Review	Comprehensive review and development of a Performance Management Program and	Q3	Not-Started	
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	

2026-27 Berwick Electric Work Plan

In-Progress: the project is underway, active or unfinished at this moment.

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Deferred: the project will not be worked on during the current year.

Strategic Pillar	Strategic Sub-Pillar	Project Title	Description/Outcome(s)	Timeline	Status	Q1 Status
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	Saint John Energy (SJE) visited Berwick in May to tour assets and speak with staff.
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	Staff have been gathering data from the Martime Municipal Electric Utility Alliance (MMEUA) members for comparison. Regular check-ins are occurring. Equalized billing has been deferred for this review period. Smart meters are required for this change and they will not be operational prior to the upcoming General Rate Application. A one-off change to the regulations can occur when the smart meters are operational.
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	The initial benchmarking survey's have been completed. Staff continue to validate the survey data and will receive a final report in August.



2026-27 Berwick Electric Work Plan

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Strategic Pillar	Strategic Sub-Pillar	Project Title	Description / Outcome(s)	Timeline	Status	Q1 Status
Infrastructure	Resilient Infrastructure	Factorydale Rehabilitation	Complete Factorydale Rehabilitation including capital application, funding applications, etc.	Q1-Q4	In-Progress	The capital application has been submitted to the NS Energy Board for approval. Funding cannot be secured until the Board approves the application.
Environmental Sustainability	Climinate 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	No update.

2026-27 Finance Work Plan

In-Progress: the project is underway, active or unfinished at this moment.

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Deferred: the project will not be worked on during the current year.

Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q1 Status
Administrative Priorities	Financial Sustainability & Accountability	Kraken Implementation	Implement the software to bill customers, customer portal and prepare for AMI	Ongoing	In-Progress	500+ requirements have been reviewed internally and with SJE.
Administrative Priorities	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	Ongoing communication with consulting company conducting the testing.
Administrative Priorities	Financial Sustainability & Accountability	Current state	Identify barriers and solutions for completing a timely audit; review resourcing requirements once in current state	Ongoing	In-Progress	Draft 24/25 statement to Council in August; 3 staff are continuing onboarding in their new roles; financial consultant is finished at the end of July. There is a large amount of work to be completed to prepare for 25/26 audit and ensure mandatory tasks are completed.
Administrative Priorities	Financial Sustainability & Accountability	Flow-through application	Flow through the increases in our energy purchase costs to our rates	Q1	In-Progress	Financial component complete. Waiting for CAO/Director of Electric to approve communication and advise legal to submit.
Administrative Priorities	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	
Administrative Priorities	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	RFI is currently jointly advertised with Town of Kentville and Town of Wolfville.



2026-27 Community Development Work Plan

In-Progress: the project is underway, active or unfinished at this moment.

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Deferred: the project will not be worked on during the current year.

Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q1 Status
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	
Community Well-Being & Inclusion	Safe & Inclusive Community	Support for Local Social Services	Strengthen relationships with local social service providers to improve awareness of available supports and enable appropriate referrals for residents.	Ongoing	Ongoing	
Community Well-Being & Inclusion	Safe & Inclusive Community	Inclusive Programs & Events Development	Incorporate cultural and inclusive elements into existing programs, events, and municipal operations.	Ongoing	Ongoing	
Community Well-Being & Inclusion	Safe & Inclusive Community	Support for Local Groups & Organizations	Build relationships with agencies and not-for-profits including Kings Seniors' Safety that support residents and ensure they remain safe and secure in the community	Ongoing	Ongoing	
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	Business directory has been updated however still working on improvements to the "Business in
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	Continue to try and connect with DNR&R with no success. Box car repairs in one car are complete. Working on launch for bike loan.
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,	Q3	In-Progress	Grant application was unsuccessful. Preparing information report for Council
Community Well-Being & Inclusion	Supportive Community	Healthy Food Environment Policy Review	Review and update the Healthy Food Environment Policy	Q2	In-Progress	
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	
Infrastructure	Future Ready Infrastructure	Active Transportation Plan Development	Finalize and Share Core AT Plan	Q3	In-Progress	
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	Not-Started	
Community Well-Being & Inclusion	Accessible Community	Rainforth Park Improvements	Improve safety and accessibility in priority areas through trail development, signage, and parking enhancements.	Q3	Not-Started	



2026-27 Community Development Work Plan

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Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q1 Status
Economic Development	Promote and Attract Business	Marketing Materials Update	Update and modernize Town marketing materials, including the Town map, brochure, and welcome package.	Q3	Not-Started	
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	

2026-27 Public Works Work Plan

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Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q1 Status
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	Completed 15 June 2026.
Administrative	Regulatory Compliance	Regulatory Compliance	Work with NSECC to renew the Wastewater Permit to Operate	Q1	In-Progress	Renewed Permit to Operate received from NSECC on 29 April 2026. Working to complete remaining actions requested by NSECC before
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	In-Progress	The final version of the Stormwater Management Plan was received from CBCL on 3 April 2026.
Administrative	Efficient and Responsive Service Delivery	Asset Essentials	Implement Asset Essentials within the Public Works Team for work orders and asset management.	Q1	In-Progress	Roll-out to Public Works Crew completed on 23 April. Admin Training for Kevin, Roger, Aaron held in June. 4 remaining sessions with the
Infrastructure	Resilient Infrastructure	WWT Capital Phase 2: Blowers Upgrades	Replace old blowers with new efficient blowers.	Q1	In-Progress	Commissioning started 18 May 2026. To be completed in July 2026.
Infrastructure	Resilient Infrastructure	WWT Capital Phase 3: Tertiary Treatment Upgrades	Decomission existing equipment and replace with ActiFlo Clarifier, housed in a new building. - Perform Indigenous Engagment - Seek NSECC Project Approval - Seek ECCC Temporary Bypass Authorization	On-going	In-Progress	NSECC project approval obtained 29 April 2026. HICC Determination of Federal Environmental Assessment and Indigenous Consultation Requirements obtained on 15 June 2026. Construction Contract with Mid Valley Construction signed on XX June 2026.
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	Agreement signed with Dillon 02 June 2026.

2026-27 Public Works Work Plan

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Strategic Pillar	Strategic Sub-Pillar	Project Title	Description	Timeline	Status	Q1 Status
Administrative	Financial Sustainability & Accountability	Winter Maintenance After-Action Review	Conduct a review of Winter Maintenance complete with Lessons Learned, highlights, lowlights, and compile in a Report.	Q1	In-Progress	Awaiting feedback from the Berwick Community Development Association re: service levels at
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	Cottage St - Completed 08 June 2026. Brown St - Higher cost than anticipated based on revised quote
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	Proposal accepted from CBCL on 4 June 2026; work underway.
Administrative	Efficient and Responsive Service Delivery	Municipal Specifications	Work with a consultant to update the Town's Municipal / Engineering Specifications.	Q4	In-Progress	Proposal accepted from DesignPoint on 16 June 2026;
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	Draft map showing the "O2 Zone" received from Brighter Communities on 22 May 2026, which will help to inform these policies. Attended meeting on 8 July 2026 with Brighter Communities and