

Planning Advisory Committee Meeting

January 6, 2026

Town of Berwick Council Chambers

6:30 pm

PAC Meeting Agenda

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
 - October 7, 2025 PAC Meeting
- 4. New Business**
 - Planning Application process – Chrystal Fuller
 - Planning Advisory Committee Terms of Reference
 - Town of Berwick Organizational Chart
- 5. Information**
 - Activity Report – October & November 2025
- 6. Adjournment**

The Development Approval Process & Organizational Structure

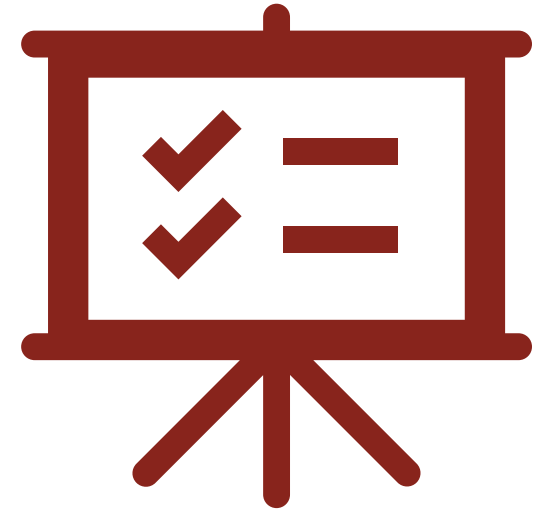


**PAC Presentation
January 19, 2026**

TOWN OF
berwick

Agenda

1. **Legislative Context**
2. **Overview of the Development Process**
3. **Roles and Responsibilities**
4. **Permits, Inspections, and Compliance**



Legislative Context

Part VIII of the *Municipal Government Act* (MGA) PLANNING AND DEVELOPMENT:

- Develop and adopt municipal planning strategies
- Regulate land use through Land Use By-laws
- Review development applications within legislated timelines
- Establish consultative processes for public engagement
- Roles of province and municipalities
- Ensure development is safe, orderly, and consistent with adopted policy

Municipal Government Act

CHAPTER 18 OF THE ACTS OF 1998

as amended by

2000, c. 9, ss. 32-37, 39, 41-60; 2000, c. 28, s. 85;
2001 c. 6, s. 119(1), (2), (4)-(8); 2001, c. 14, ss. 2, 3; 2001, c. 35, ss. 2-28;
2002, c. 6, s. 56; 2002, c. 10, s. 22; 2002, c. 36, ss. 1-3; 2003, c. 9, ss. 49-95;
2004, c. 4, s. 116; 2004, c. 7, ss. 2-20; 2004, c. 38, s. 26; 2004, c. 44;
2005, c. 9, ss. 6-15; 2005, cc. 22, 55; 2006, cc. 38-40; 2007, c. 9, ss. 31, 32;
2007, c. 47; 2008, c. 25 (except s. 9); 2008, c. 26; 2008, c. 36, ss. 4, 5;
2008, c. 39, ss. 387-389; 2010, c. 22; 2010, c. 64, ss. 1, 2; 2011, c. 4, ss. 6-9;
2011, c. 17, ss. 2, 3; 2011, c. 41, s. 142; 2011, c. 68, s. 29; 2012, cc. 27, 28;
2012, c. 63, ss. 1-4; 2014, c. 16, ss. 12, 13; 2014, c. 21; 2015, c. 23;
2015, c. 24, ss. 1-3; 2016, c. 12, s. 1; 2016, c. 13, ss. 1, 2; 2016, c. 25, ss. 1, 2;
2017, c. 13, ss. 1-11; 2018, c. 1, Sch. A, ss. 129-131; 2018, c. 16;
2018, c. 17, ss. 1-6; 2018, c. 26, s. 18; 2018, c. 33, s. 21; 2018, c. 39, ss. 1-10;
2019, c. 19, ss. 1-9; 2019, c. 36, s. 1; 2020, c. 16, ss. 1, 2; 2021, c. 7, s. 8;
2021, c. 12, s. 1; 2021, c. 13, ss. 1-7; 2021, c. 14, ss. 1, 2; 2021, c. 33, ss. 1-3;
2022, c. 4, Sch., ss. 36-41; 2022, c. 38, ss. 24-30; 2022, c. 50, s. 1;
2023, c. 2, ss. 35-40; 2023, c. 22, s. 11; 2024, c. 2, ss. 50, 51;
2024, c. 3, ss. 72-85, 86(5), (6), 87(1), (3), 88-91, 92(1), 93-105;
2025, c. 8, ss. 23-27



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Big Picture:

Development review is a coordinated process

- Planning (Contractor)
- Development Officer (Contractor)
- Engineering (Contractor)
- Public Works (Town staff)
- Administration (Staff – Planning Assistant and CAO)
- Building & Fire Safety (Kings County)
- Fire & Emergency Services (Fire Department)
- Recreation (Town)

Each role is defined to meet MGA obligations and reduce risk to the Town

TOWN OF berwick		Development Permit Approval Checklist	
Application Submission	<input type="checkbox"/>	Planning Clerk ensures Application Form is completed and that application includes correct Fees, and Drawings (if required)	2 day target (14 days MGA)
	<input type="checkbox"/>	If application is complete, Planning Clerk stamps date received and fills out office use section on form, verifies owner information, opens digital and paper files, assigns file number, processes fees and issues receipt, prepares the draft DA and notifies Development Officer that application is ready for review. This notification starts 14 day clock.	
	<input type="checkbox"/>	DO reviews for completeness and advises applicant if anything is outstanding within 14 days required by legislation. In practice within 2 days is target.	
Application Review	<input type="checkbox"/>	DO Compliance Review (within 1 week) <ul style="list-style-type: none"> Land Use Bylaw Requirements DA if applicable Property Title (easements) Refer to Building Inspector if applicable Refer to Berwick Electric if applicable Refer to Public Works if applicable 	30 days legislative requirement
	<input type="checkbox"/>	DO Notifies Applicant of Any Outstanding Issues and Reviews Changes once received. DO updates application with any amendments and notifies Planning Clerk to print copy of changes for paper records	
DP Issuance	<input type="checkbox"/>	DO completes, signs and issues DP and DO updates file tracking spreadsheet. DO advises Planning Clerk that DP is complete.	1 week target (30 days legislative requirement)
	<input type="checkbox"/>	Planning Clerk sends DP to Kings County (if required) and Public Works/ Berwick Electric (if required). Planning Clerk forwards County drawings and fees.	
	<input type="checkbox"/>	Planning Clerk prints and files a copy of the DP in paper file and sends a copy to the applicant. Lock .pdf if a digital copy is being sent.	
Building Permit Process	<input type="checkbox"/>	Kings County Processes BP (1 - 5 weeks)	
	<input type="checkbox"/>	Inspections <ul style="list-style-type: none"> Footing Inspection <ul style="list-style-type: none"> - Location Certificate sent to DO for approval, DO reviews, signs if in compliance with DP, and sends back to County. Plumbing Inspection (Kings County notifies Public Works Director for inspection of backflow valve, connection to Town Sewer) Subfloor and Foundation Insulation 	
	<input type="checkbox"/>		

Manage Contracts, Provide Direction, Traffic Authority

CAO, Jen Boyd

Intake & General Inquiries

Planning Assistant, Krista Longmire

Recreation & Open Space

Community Development

Transportation, Sewer, Storm, etc.

Public Works,
Aaron Dondale (Director)

Financial

Finance

Fire and Emergency Services

Fire Department,
Luke Redden (Fire Chief)

Electricity

BEC

Planner

Chrystal Fuller, BCP

Development Officer

BCP

Town Engineer

Tim Bouter, PEng.

Building & Fire Inspection

County of Kings

Application Submission

What the MGA requires

- Applications must be complete before review starts
- Review timelines only begin once required information is received

Planning Assistant

Confirms application form, fees and drawings

Opens official Town file and starts the 14-day MGA review clock

Notifies Development Officer

Planning Review

What the MGA authorizes Development Officer's Responsibilities

- Under section 243, Municipalities may appoint a Development Officer (DO)
- DO administers the Land Use Bylaw

Reviews compliance with Land Use By-law



Refers application to technical departments as required



Requests revisions from applicant (if needed)

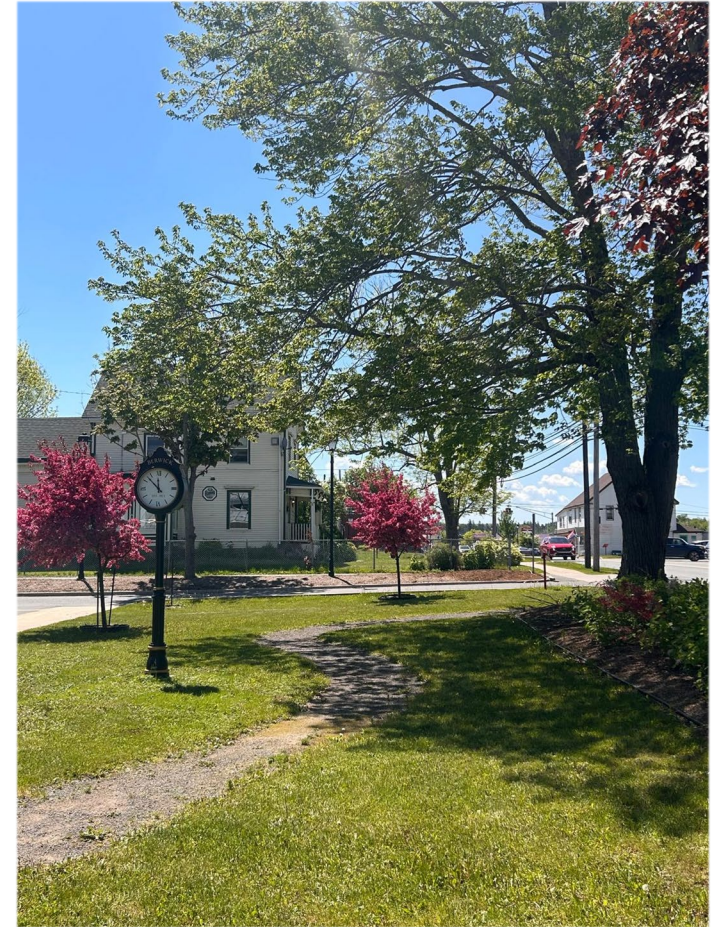


Issues the Development Permit

Technical Review: Public Works / Municipal Engineer / BEC

MGA requires municipalities to protect public infrastructure

- **Public Works & BEC responsibilities**
- Reviews:
 - Road access (Traffic Authority/Consultant Engineer)
 - Stormwater impacts (Consultant engineer)
 - Water and sewer connections (Public Works)
 - Electrical Easements (BEC/CAO)
- Confirms servicing standards (Consultant)
- Conducts inspections related to municipal systems



Building & Fire Safety Review

- Building permits, fire inspections and building inspections are administered by **Municipality of the County of Kings**
- Separate from municipal planning approval

Building Inspector responsibilities

1. Reviews Building Permit applications
2. Applies the Nova Scotia Building Code and Fire Codes
3. Conducts construction inspections
4. Issues Occupancy Permit



Fire Chief and Recreation Review

Fire Chief responsibilities

- Reviews:
 - Emergency access
 - Fire safety considerations
- Provides technical advice to planning staff

Recreation responsibilities

- Reviews impacts on:
 - Parks
 - Trails
 - Recreational facilities
- Advises on community connectivity

(Usually applicable in context of large subdivisions)

Development Permit Issuance

DO signs and issues Development Permit

Planning Assistant:

- Distributes permit to applicant and County
- Files approved plans
- Maintains official municipal record



Inspections & Occupancy

Post-approval compliance

- Location Certificate reviewed by DO (planning compliance)
- Construction inspections by County
- Water/sewer inspections by Public Works
- Occupancy Permit (if required) issued by County



Summary of Responsibilities

- **Planning Clerk** – intake, records, coordination, administers file
- **Development Officer** – Land Use By-law compliance, Sidewalk Café bylaw
- **Public Works** – infrastructure & servicing
- **Engineer** – infrastructure & servicing
- **Building Inspector (County)** – Code Compliance
- Fire Inspections (County) – Fire Code Compliance
- Traffic Authority – Administers Municipal Streets
- **Fire Chief** – life safety
- **Recreation** – community assets

Key Takeaways

- The development process is **legislated under the MGA**
- Roles are clearly defined and coordinated
- Multiple reviews protect public safety and municipal assets



Thank-You

PLANNING ADVISORY COMMITTEE TERMS OF REFERENCE

Approved: November 12, 2024

1.0 Purpose/Mandate

The Purpose of these Terms of Reference is to establish policies and procedures for the effective operation of the Planning Advisory Committee.

This Policy applies to all members appointed to the Town of Berwick's Planning Advisory Committee, Council, and Planning Services.

2.0 Composition

2.1 Total number of committee members

2.1.1 There shall be a total of seven (7) voting members.

2.2 Requirements/expertise

2.2.1 Three (3) members of Town Council

2.2.2 Four (4) members at large who must be residents of the Town

2.2.3 Where no resident of the Town applies, Council may appoint a member at large who resides in the surrounding area

2.3 Quorum

2.3.1 The standard measure for quorum shall be 50% plus 1 of the total number of committee members unless otherwise defined in this policy.

3.0 Frequency of Meetings

3.1 The committee will meet monthly except for the month of August, unless the committee determines a meeting is not required.

3.2 Special meetings may be called by the Chair as required.

4.0 Duties, Responsibilities, Applicable Legislative Requirements

4.1 The Committee has the following responsibilities:

4.1.1 Review and provide recommendations to Council concerning all land-use planning matters

4.1.2 To act as and carry out the purposes of a Planning Advisory Committee as prescribed under the *Municipal Government Act*

4.1.3 To follow the Town's Public Participation Program

4.2 Guiding Legislation: Nova Scotia *Municipal Government Act (MGA)*

4.3 Definitions

4.3.1 Chief Administrative Officer (CAO) means the Chief Administrative Officer for the Town of Berwick.

4.3.2 Council means the Council of the Town of Berwick.

4.3.3 PAC means the Planning Advisory Committee.

Town of Berwick

Activity Report - October 2025

Permit Counts	Last Fiscal Year		This Fiscal Year	
	Total for Oct 2024	Total for Year to Date	Total for Oct 2025	Total For Year to Date
Building Permits	7	27	1	31
Development Permits	0	1	0	0
Demolition Permits	0	1	0	2
Sign Permits	0	0	0	0
Total Permits	7	29	1	33
Total Building value	\$377,287	\$1,593,348	\$147,340	\$3,414,276
Number of Residential Units				
One Unit	1	3	0	7
Two Unit	0	2	0	3
Multi Unit	0	0	0	6
Townhouse	0	0	0	0
Farm Dwelling	0	0	0	0
Mobile Home	0	1	0	0
Farm Tenement	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Res Units in Commercial	0	0	0	0
Total Residential	1	6	0	16
Recreational Cabins	0	0	0	0



Town of Berwick

Permits by District - October 2025

Permit	Location	Work Type	Building Type	Proposed Use	Res # of Units	Estimated Value
250891	181 WILLOW AVE BERWICK	RENOVATION	Solar	AGRICULTURAL	0	\$147,340
				Totals	0	\$147,340



Town of Berwick

Activity Report - November 2025

Permit Counts	Last Fiscal Year		This Fiscal Year	
	Total for Nov 2024	Total for Year to Date	Total for Nov 2025	Total For Year to Date
Building Permits	4	31	1	32
Development Permits	0	1	0	0
Demolition Permits	0	1	0	2
Sign Permits	0	0	0	0
Total Permits	4	33	1	34
Total Building value	\$450,726	\$2,044,074	\$45,000	\$3,459,276
Number of Residential Units				
One Unit	1	4	0	7
Two Unit	0	2	1	4
Multi Unit	0	0	0	6
Townhouse	0	0	0	0
Farm Dwelling	0	0	0	0
Mobile Home	0	1	0	0
Farm Tenement	0	0	0	0
Accessory Dwelling Unit	0	0	0	0
Res Units in Commercial	0	0	0	0
Total Residential	1	7	1	17
Recreational Cabins	0	0	0	0



Town of Berwick

Permits by District - November 2025

Permit	Location	Work Type	Building Type	Proposed Use	Res # of Units	Estimated Value
250969	131 COTTAGE ST BERWICK	RENOVATION	Two Unit	RESIDENTIAL	1	\$45,000
				Totals	1	\$45,000

