

TOWN OF BERWICK
Committee of the Whole Meeting
May 25, 2021 - 6:30pm
AGENDA
(Via Webex Virtual Meeting)

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Previous Minutes**
4. **Presentation: Dan Stovel, REMO**
5. **Departmental Reports**
 - a. RCMP *Attached*
 - b. BDVFD *Handout*
 - c. Recreation *Attached*
 - d. Active Living *Attached*
 - e. Public Works *Attached*
 - f. Finance *Handout*
 - g. CAO *Attached*
5. **New Business:**
 - a. Development Agreement Discharge - Scott
 - b. Apple Fund and policy *Handout*
 - c. Margaret Marshall Saunders Interpretive Panel location *Handout*
6. **Mayor/Councillor Reports**
 - a. Councillor Goddard *Attached*
 - b. Councillor Jamieson *Attached*
 - c. Mayor's Report
7. **Adjournment**

Town of Berwick

Request for Decision



TO Municipal Council

PREPARED BY Dan Stovel, Kings REMO REMC

MEETING DATE Tuesday, May 25, 2021 (COW) / June 7, 2021 (Council)

SUBJECT Draft Kings REMO Regional Emergency Management Plan (Change 1), March 2021

ORIGIN

- Nova Scotia Emergency Management Act
- Kings County Inter-Municipal Services Agreement (IMSA), January 16, 2018
- May 25, 2021 Committee of the Whole Presentation – Kings REMO

RECOMMENDATION

That Municipal Council adopt Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021.

INTENT

For Council to review the Draft Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021 and consider adoption for Kings County REMO.

DISCUSSION

On April 1, 2018, the four municipalities of Kings County (Municipality of the County of Kings, the Towns of Berwick, Kentville and Wolfville) adopted a Kings Regional Emergency Management Organization under an Inter-Municipal Services Agreement (IMSA), dated January 16, 2018.

In support of Kings REMO Strategic Outcome (Appendix A) of a 'Safe and Resilient Kings County' and the activity of Emergency Management Planning, the Kings REMO REMC has developed a Draft Change to the Regional Emergency Management Plan (REMP).

The purpose of the Plan is to unify the efforts of Kings County resources for a comprehensive approach in responding to and reducing the impacts of an emergency. The Draft Regional Emergency Management Plan will increase emergency response capacity across all of Kings County.

This Plan is applicable to all municipalities within Kings County. The Regional Emergency Management Coordinator (REMC) will coordinate an annual review of the Plan with support from the Kings REMO Emergency Management Planning Committee.

FINANCIAL IMPLICATIONS

- No immediate financial implications.

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COMMUNITY ENGAGEMENT

- The Draft Change 1 to the Regional EM Plan was reviewed by the Kings County Regional Emergency Management Planning Committee (REMPC) on March 17, 2021 and supported for submission to the Regional Emergency Management Advisory Committee.
- The Kings REMO Regional Emergency Management Advisory Committee supported forwarding the Draft Change 1 to Kings County municipal Councils at the April 19, 2021 meeting.
- Upon approval by all Kings County Municipal units, the Plan will be made available on Municipal websites

ALTERNATIVES

- Council may opt to return the Draft Change 1 to staff for amendment.

IMPLEMENTATION

- The Draft Change 1 to the Regional EM Plan will be submitted to Municipal Councils in accordance with the following schedule to obtain Municipal Council approval:
 - **2021-05-04** **Wolfville COW**
 - **2021-05-10** **Kentville CAC**
 - **2021-05-18** **MoK COW**
 - **2021-05-18** **Wolfville Council (for approval)**
 - **2021-05-25** **Berwick COW**
 - **2021-05-31** **Kentville Council (for approval)**
 - **2021-06-01** **MoK Council (for approval)**
 - **2021-06-08** **Berwick Council (for approval)**
- Draft Plan to be posted to the County's website.

APPENDICES

- Appendix A: Kings REMO Strategic Outcome
- Appendix B: Summary of Change 1 to the Regional EM Plan, March 2021
- Appendix C: Draft Change 1 to the Regional Emergency Management Plan, March 2021

APPROVALS

Mike Payne, Chief Administrative Officer

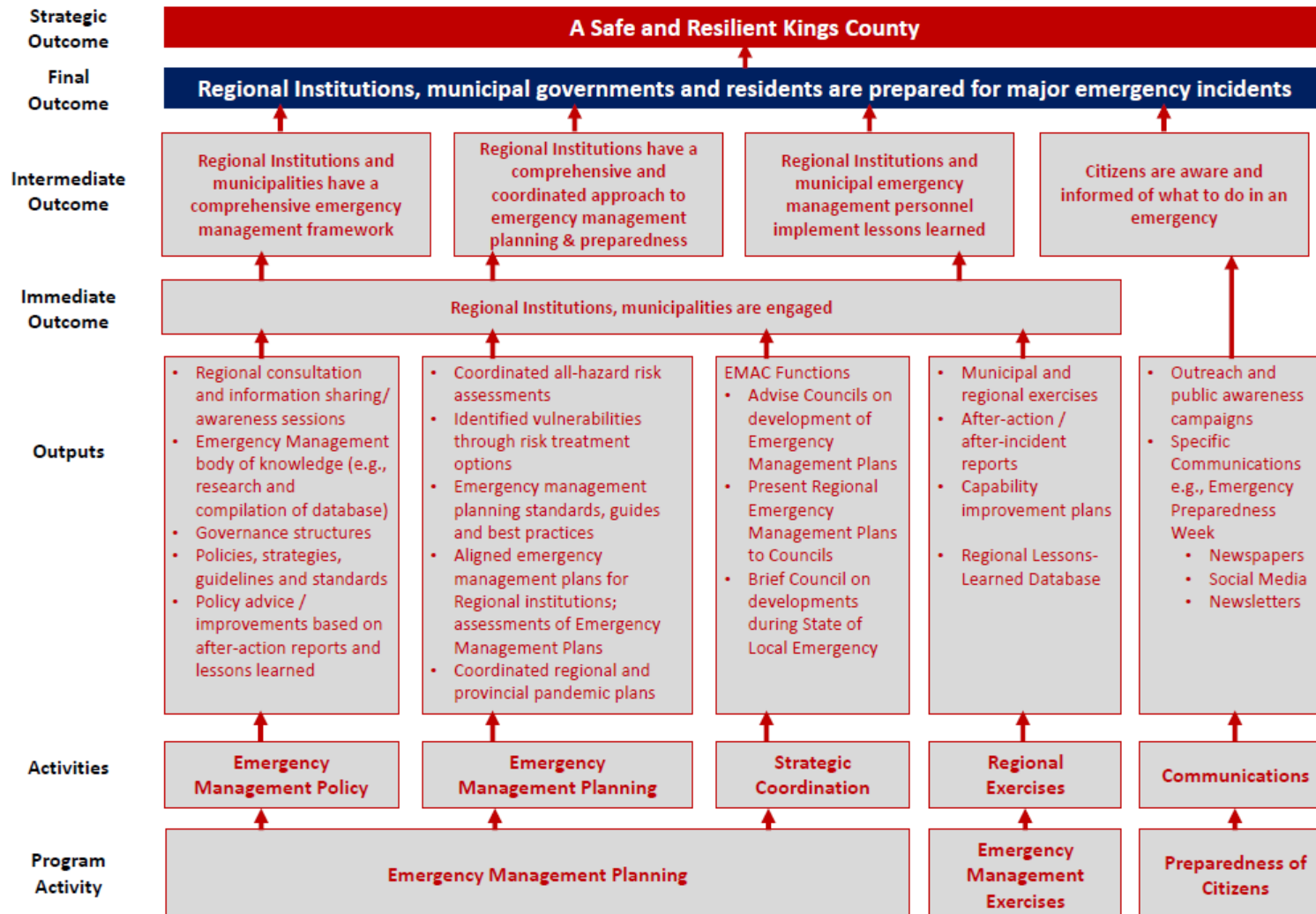
Date:

Town of Berwick Request for Decision

Appendix A: Kings REMO Strategic Outcome



Kings County – Regional Emergency Management



Town of Berwick

Request for Decision

Appendix B: Change 1 to the Kings County Regional Emergency Management Plan



Kings REMO Regional Emergency Management Plan (REMP) Change 1, 2021-03

- 1.0 Introduction
- 2.0 Objectives of Emergency Management
- 3.0 Emergency Plan Framework
- 4.0 Concept of Operations (CONOPS)
- 5.0 Hazard Risk Vulnerability Assessment (HRVA)
- 6.0 Evacuation
- 7.0 EM Organization (REMO)
- 8.0 Logistical Support & Resource Requirements
- 9.0 Plan Testing, Review & Maintenance
- 10.0 Plan Distribution



Change 1 – Summary

Administrative:

- Foreword – amended Mayoral signature sheet
- Table of Contents – link to TOC included at end of each section throughout Plan
- NS DTIR acronym amended to NS DTAT (Department of Transportation and Active Transit)

Section 3.3 Authority

- Amended composition of REMAC to read **“two elected officials”** in accordance with the [Nova Scotia Emergency Management Act](#) (Section 10(1)(d))

Section 4.1.1 Incident Assumptions


- Updated fundamental priorities for Kings REMO during an emergency incident or disaster – Kings REMO Priorities
 1. Ensure the Health & Safety of Responders
 2. Save Lives
 3. Reduce Suffering
 4. Protect Public Health
 5. Protect Infrastructure
 6. Protect Property
 7. Protect the Environment
 8. Reduce Economic & Social Losses

Section 5.1.9 Epidemic/Pandemic

- Updated to include details of the SARS-CoV-2 (COVID-19) pandemic

Section 5.2 – Risk Analysis Matrix

- Hazard Risk Vulnerability Assessment updated 2021-02 with the following additions:
 - Extreme Heat Event (Likely to occur with moderate impact)
 - Cyber Attack (Might occur with significant impact)
 - Major Solar Flare (not expected with catastrophic impact)



Risks & Hazards – Kings County

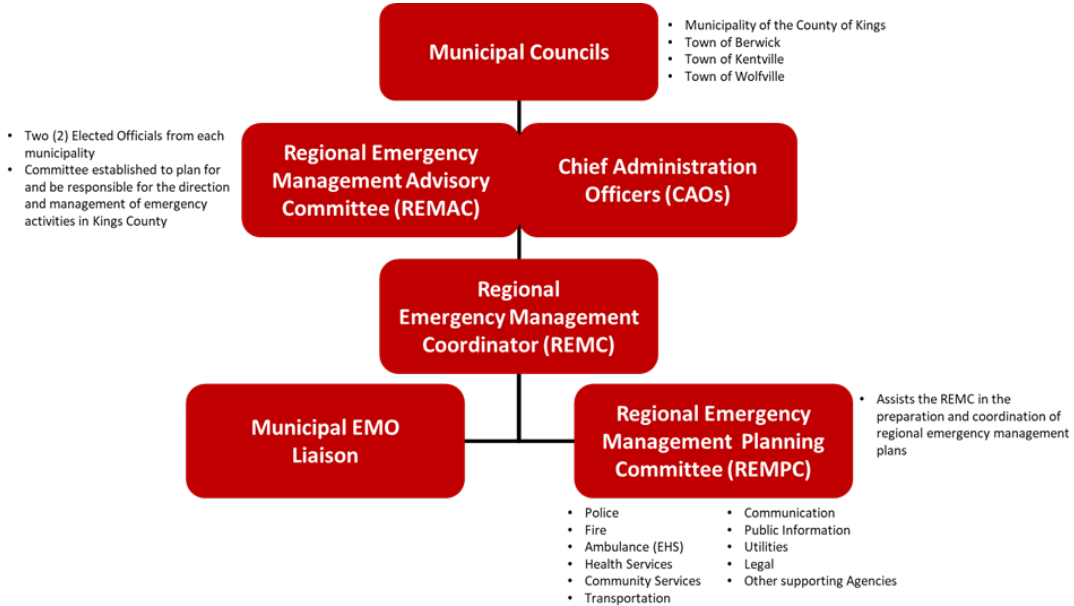
		Severity				
		What is the Severity of Injuries / Potential Damages / Financial Impacts				
		1 – Insignificant	2 – Minor	3 – Moderate	4 - Significant	5 - Catastrophic
Likelihood	5 Highly Probable Every 5 years or less	• Major Frost and Freeze	• Power Blackout • Freezing Rain	• Blizzards • Hurricane Winds		
	4 Likely to Occur: Once every 10 years	• Major Infrastructure Failure • Major Water Main Break • Small Boat accident	• Major Structure Fire • Major Rd Accident • River Flood • Extreme Heat Event	• Major Forest Fire • Long-Term closure of Hwy 101		
	3 Might Occur: Once every 20-30 years	• Bomb Threats • Severe Fog	• Water Shortage • Fuel Shortage	• Chemical Contamination or Spill • Earthquake • Cyber Attack		
	2 Not Expected: Could Occur every 50 years	• Major Gas Main break • Hostage Incident	• Plane Crash • Tornado	• Drought • Epidemic • Flash Flood • Major Industrial Accident	• Dam Rupture • Major Hailstorm • Water Pollution • Mass Shooting • Major Solar Flare	
	1 Rare: Once every 100+ years			• Civil Disobedience • Pipeline-CNG Explosion	• Actual Bombing • Mud or Landslide • Radiological Accident	• Terrorist Attack

Effective 2021-02

■ Very High Risk
 ■ High Risk
 ■ Medium Risk
 ■ Low Risk

Section 7.0 – Regional Emergency Management Organization (REMO)

- Organizational structure amended for reporting chain of REMC to REMAC/CAOs



Section 7.1 – Regional Emergency Management Advisory Committee (REMAC)

- Composition of REMAC amended to read two (2) members of Council from each Kings County Municipality and effective date of Terms of Reference updated

Section 7.2 – Regional Emergency Management Planning Committee (REMPC)

- Terms of reference effective date updated

Section 8.3 – Emergency Coordination Centre (ECC)

- Primary ECC location address** updated to 181 Coldbrook Village Park Dr

Section 9.2 – Plan Maintenance and Responsibility

- Plan Revisions updated to reflect date of **Change 1 to REMP**

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Appendix B: Change 1 to the Kings County Regional Emergency Management Plan

Annex J – Primary ECC Layout

- Updated to reflect layout within Municipality of the County of Kings, 181 Coldbrook Village Park Drive



Annex L – Province of NS – Important Numbers

- NS EMO Duty Officer Telephone Number updated
- NS EMO Western Region EMPO amended to read '**Region 4**'
- Department of Lands and Forestry section amended (replace title Department of Natural Resources)

Approval Timeline

- 2021-03-18** Kings REMO REMPC Meeting
- 2021-04-19** Kings REMO REMAC Meeting
-
- 2021-05-04 Wolfville COW
- 2021-05-10 Kentville CAC
- 2021-05-18 MoK COW
- 2021-05-18 Wolfville Council (for approval)
- 2021-05-25** Berwick COW
- 2021-05-31 Kentville Council (for approval)
- 2021-06-01 MoK Council (for approval)
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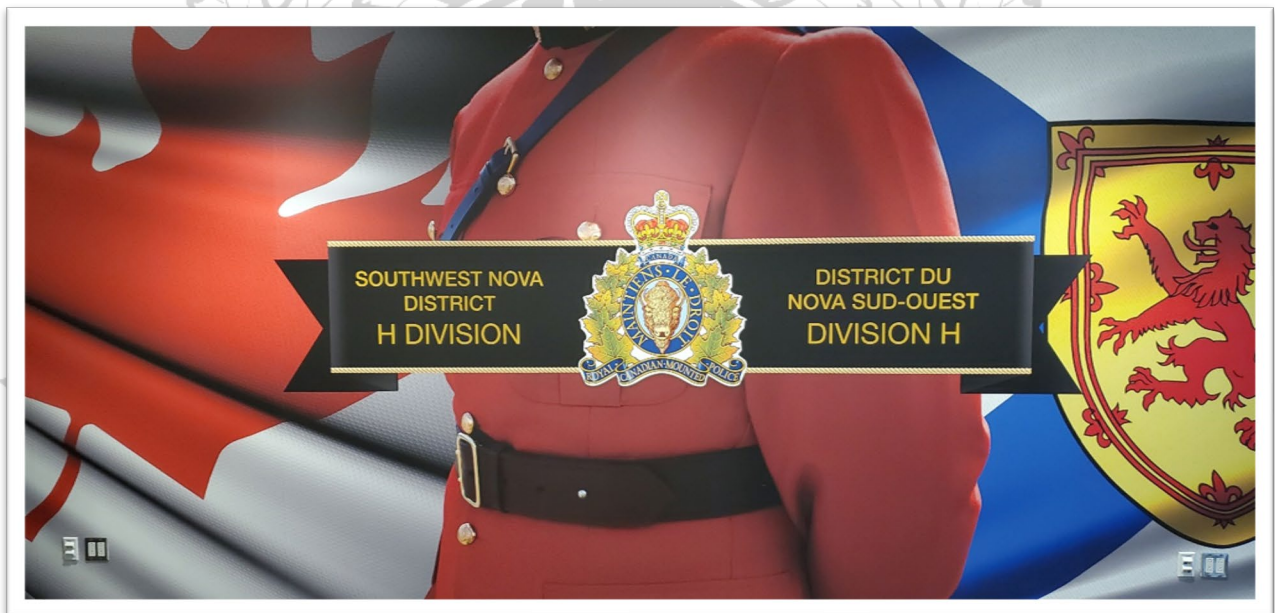


Kings County, NS
Regional Emergency Management Plan
(REMP)

March 2021



Berwick Policing Report April 2021



***Royal Canadian Mounted Police
Kings District***

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Kings District Employees

Inspector Dan Morrow, Kings District Commander.

Forty general duty constables police Kings District as first responders. These officers are supervised by 8 corporals, 2 sergeants and 1 staff sergeant.

Kings East School Safety Resource Officer is Cst. Jennifer Britton.
Kings West School Safety Resource Officer is Cst. Jeff Wilson.

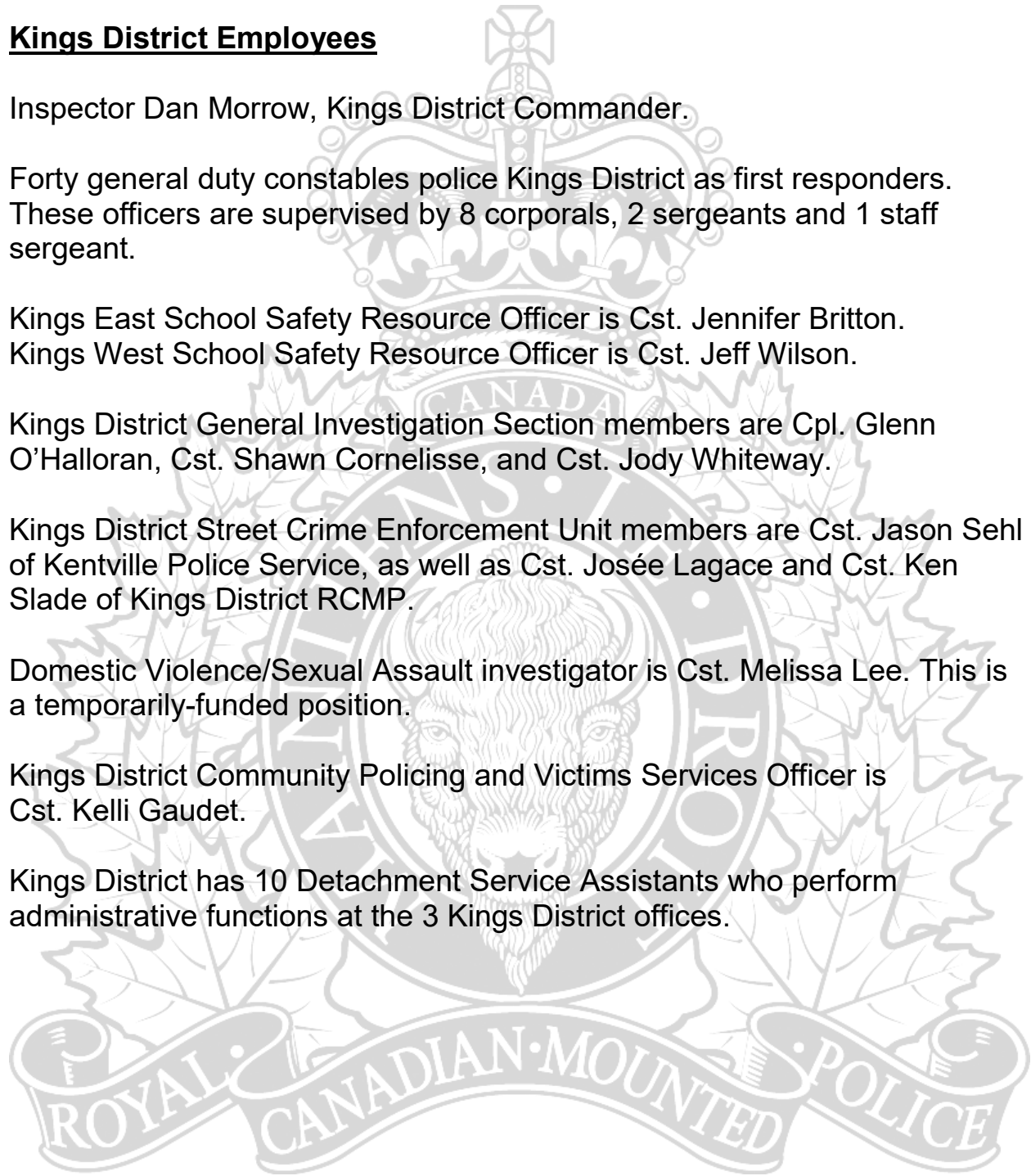
Kings District General Investigation Section members are Cpl. Glenn O'Halloran, Cst. Shawn Cornelisse, and Cst. Jody Whiteway.

Kings District Street Crime Enforcement Unit members are Cst. Jason Sehl of Kentville Police Service, as well as Cst. Josée Lagace and Cst. Ken Slade of Kings District RCMP.

Domestic Violence/Sexual Assault investigator is Cst. Melissa Lee. This is a temporarily-funded position.

Kings District Community Policing and Victims Services Officer is Cst. Kelli Gaudet.

Kings District has 10 Detachment Service Assistants who perform administrative functions at the 3 Kings District offices.



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School Safety Resource Officers

School Safety Resource Officers work as a resource to our local schools. Members provide presentations to every grade level from P-12 on current topics such as human trafficking, fentanyl, cybercrime, bullying, drug awareness and appropriate use of Social Media. Schools often request other presentations, which are customized to meet their needs. SSRO's update the National SafePlan every year for each Kings County School. SSRO's do the initial investigation in cases that stem from schools. SSRO's also provide support for school events that occur after traditional school hours.

Cst. Wilson's service area is from Annapolis County line to Central Kings Rural High School, which encompasses 11 schools.

Cst. Britton's service area is from Coldbrook District School to LE Shaw Elementary and encompasses 12 schools.

Distracted driving presentations, Human Trafficking presentations as well as "lock down drills" have been ongoing at several schools throughout the reporting period.

Both district SSROs worked closely with the schools within the entire district. Both Cst. Wilson and Cst. Britton remain heavily involved in the delivery of the mandated objectives while assisting other investigations that require their skills and experience with youth.

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Highlights

Traffic enforcement at WKDHS and tickets issued for speeding in school zone. School zone enforcement at Pine Ridge and Maple St. Further media releases prepared.

Traffic enforcement continues even as School has now gone virtual school from home. SSRO Cst. WILSON continues to be active in the community with traffic enforcement and assisting with calls for service.

As the summer months are approaching and the weather is getting better. People are moving around more freely at all times of the night. The RCMP would like to remind community members to be vigilant in making sure to lock their vehicles, not to leave any belongings in their vehicle in plain view and securing their outbuildings.

Neighbours keeping eyes on their neighbourhood is the best security available. You all know what belongs.

Calling the RCMP to report any suspicious activities at the time things are happening will assist in apprehending the individual involved.

280 patrols conducted in Berwick in the month of April and 9 foot patrols done in the local parks and sidewalks.

ATV traffic has increased. ATV/UTV operators will have make sure to familiarize themselves with Provincial and Municipal regulations. Enforcement has taken place and will be continuing with ATV patrols.



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Help Put Fraudsters in Their Place by Recognizing Fraud Alerts

As in previous months the RCMP advises that fraud preventions can be achieved through awareness.

Each year, Nova Scotians lose thousands of dollars from scams and the impacts can be devastating. According to the Canadian Anti-Fraud Centre, Nova Scotians lost \$725,280 to fraudsters in 2020 and \$701,793 in 2019. Although there are many types of scams out there, there are warning signs, or fraud alerts, to look for.

"It's important to know that anyone can be targeted as fraudsters continue to find sophisticated ways to scam people out of their money," says Sgt. Andrew Joyce with the Nova Scotia RCMP Financial Crime Unit. "The impacts of fraud to an individual or business can be significant so it's important to know how to recognize the warning signs to protect yourself and your family members from these types of crimes."

If you receive a call, text or email with any of these common fraud alerts, proceed with caution:

Payment type – Fraudsters often request payment in cryptocurrency, gift cards or E-Transfer.

Urgency – Be suspicious if an email, text or phone call includes a sense of urgency.

Unknown/Unsolicited - Messages claiming to be from businesses or organizations that you have not dealt with previously.

Threats – Threats of arrest, deportation or suspension of your travel visa or your tax accounts if immediate payment is not made.

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The best way to help prevent these scams is through awareness and education. Sharing this information with others may help someone from becoming a victim. For information about common scams and ways to protect yourself, visit: <https://www.antifraudcentre-centreantifraude.ca/index-eng.htm>.

Follow us on Facebook (Royal Canadian Mounted Police in Nova Scotia) and Twitter (@RCMPNS) for more tips. If you think you or someone you know has been a victim of fraud, contact the Canadian Anti-Fraud Centre at 1-888-495-8501.

Kings District RCMP, in Partnership with Kings Seniors' Safety, Introduce Scam Awareness Program

Kings District RCMP in partnership with the Kings Seniors' Safety Program are introducing a new awareness program aimed at potential victims of frauds and scams in Kings County.

The program is inspired by a sign that was placed by management in Carl's Independent Grocery in Wolfville, NS. The sign was placed on the gift card rack of the business and allows consumers a chance at educating themselves on frauds and scams before they purchase a gift card. Kings District RCMP and Kings County Seniors' Safety are encouraging local merchants to become involved in the prevention of scams in Kings County communities by placing these signs in their stores.

Seniors are often targets of frauds and scams. Seniors who may be a victim of Fraud are encouraged to reach out to the local Seniors' Safety Coordinator who can assist with the fallout of Frauds and Scams. The program is expected to be carried on throughout Nova Scotia with province wide Seniors' Safety Programs partnering with local police agencies who will engage the local businesses in their communities.

Information about common fraud scams can be found by visiting the Canadian Anti-Fraud Centre's website at <https://www.antifraudcentre->

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Keep All Passengers Safe by Always Buckling Up

Nova Scotia RCMP is reminding motorists to buckle up. Making sure that you and your passengers wear a seatbelt properly is the simplest and most effective way to protect everyone during a collision.

In 2020, the Nova Scotia RCMP responded to 27 serious and fatal motor vehicle collisions that involved individuals not wearing a seatbelt or wearing one incorrectly. As a way to help prevent unnecessary injury and death, the RCMP uses enforcement to encourage motorists to buckle up. Last year, RCMP in Nova Scotia charged 1,388 people for not wearing a seatbelt or not wearing one properly.

"Seatbelts prevent you from being thrown out of a vehicle during a collision and they can greatly increase your chances of survival," says Cpl. Mike Carter with Traffic Services. "Collisions can happen in a split second so it's important to make sure everyone in the vehicle buckles up, every single time."

The Nova Scotia RCMP wants to remind motorists that a seatbelt should be used properly and be in good condition. A seatbelt should be worn as directed by the manufacturer (for example, a shoulder strap should not be tucked behind the back). Improperly wearing or altering a seat belt in Nova Scotia can result in the same consequences as not wearing one at all. Fines start at \$180 and add two points to your license.

It is important to remember that a driver is responsible for ensuring that passengers under 16 are wearing a seat belt. Children can use an adult seat belt when they are nine years old or 4-foot-9 (145 cm). Otherwise, kids must be buckled in using a car seat or booster seat. Parents and guardians can help kids stay safe by enforcing and modelling good seat belt habits.



Nova Scotia RCMP asks every motorist to do their part to protect themselves and others by buckling up every time they get into a vehicle.

Annual Performance Plan

The Kings District Annual Performance Plan runs from April 1st, 2021 to March 31st, 2022. Objectives of Kings District Annual Performance Plan are:

- **Safe Roads and Safe Highways in Nova Scotia** - To date (for the month of April), Kings District members have charged 8 people with impaired driving, issued 2 Roadside suspensions for alcohol consumption, issued 140 traffic enforcement charges and conducted 19 check stops.
- **Reduction of Cybercrime in Nova Scotia**
Community resource officers and Senior Safety Coordinator continue to educate students and seniors on Cybercrime.

Reduce Crime Against People

Members continue to conduct physical checks on offenders/accused who are on court ordered curfews or house arrest with the goal to prevent recidivism. 70 checks were performed this month.

Calls for Service

In the month of April, Kings District responded to 1402 service calls. There were a total of 77 service calls in the Town of Berwick during this reporting period. See the attached chart for breakdown of the service calls.

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Type of Crime & Occurrence Type	April Berwick	April Kings
	2021	2021
Crimes Against Persons		
Offences Related to Death	0	0
Sexual Offences	2	3
Assault	1	28
Kidnapping/Hostage/Abduction	0	1
Robbery	0	0
Extortion / Intimidation	0	0
Criminal Harassment	0	4
Indecent Harassing Comm.	1	11
Uttering Threats	0	10
Property Crime		
Arson	0	5
Break and Enter	0	6
Unlawfully in a Dwelling House	0	0
Theft Over	0	1
Theft of Motor Vehicle	0	0
Theft of Other MV / Motorcycle	0	0
Take MV w/o Consent	0	0
Theft Under	2	11
Shoplifting	0	14
Theft (mail, bicycle, et al)	0	1
Theft from Motor Vehicle	0	4
Possession of Stolen Goods	0	1
Fraud	1	28
Identity Theft	0	0
Mischief	1	36
Drug Enforcement		
Possession	0	0
Trafficking	0	2
Import/Export	0	0
Production	0	0
Other	0	4
Type of Crime & Occurrence Type	April Berwick	April Kings



Traffic			
	Dangerous Op of MV	1	4
	Impaired by Alcohol	3	22
	Impaired by Drug	0	0
	Failure/Refusal	0	0
	Driving while Disqualified	1	5
	Fail to Stop or Remain	1	9
	Seatbelt Violation	1	7
	Intersection Violation	1	11
	Speeding Violation	13	178
	Insurance Violation	1	9
	Road Side Suspension (Alcohol)	0	2
	Road Side Suspension (Drug)	0	0
	Collision - Fatal	0	0
	Collision - Non - Fatal Injury	0	7
	Collision - Reportable	0	18
	Collision - Non Reportable	0	13
	Off-Road Vehicle Collision	0	3
	Municipal By-laws	0	4
	Other Traffic Offence/Violation	13	119
	Other Traffic Related Duties	0	18
	Checkstop	3	19
Other			
	911 Call	0	18
	Breach of Court Order	0	8
	Liquor Act	1	8
	Mental Health Act	2	34
	Missing Person	1	32
	Municipal Bylaw - Other	1	17
	Other	9	266
	Suspicious P V P	7	45
	Trespass At Night	0	0
	HPA (COVID-19) - Offences only	2	17
	HPA (COVID-19) - Other activities	2	16
	QUA (COVID-19) - Offences Only	0	0
	QUA (COVID-19) - Other Activities	2	30
	Total Founded & SUI Occurrences	73	1109
	Total Occurrences*	77	1192



Traffic Enforcement and Proactive Patrols Update

In addition to the above, 3 violation ticket was issued on Highway 101 near Berwick. There were also 5 violation tickets issued on Highway 1 near Berwick. Members issued 16 tickets for moving violations in Berwick. 19 tickets for other traffic offences.

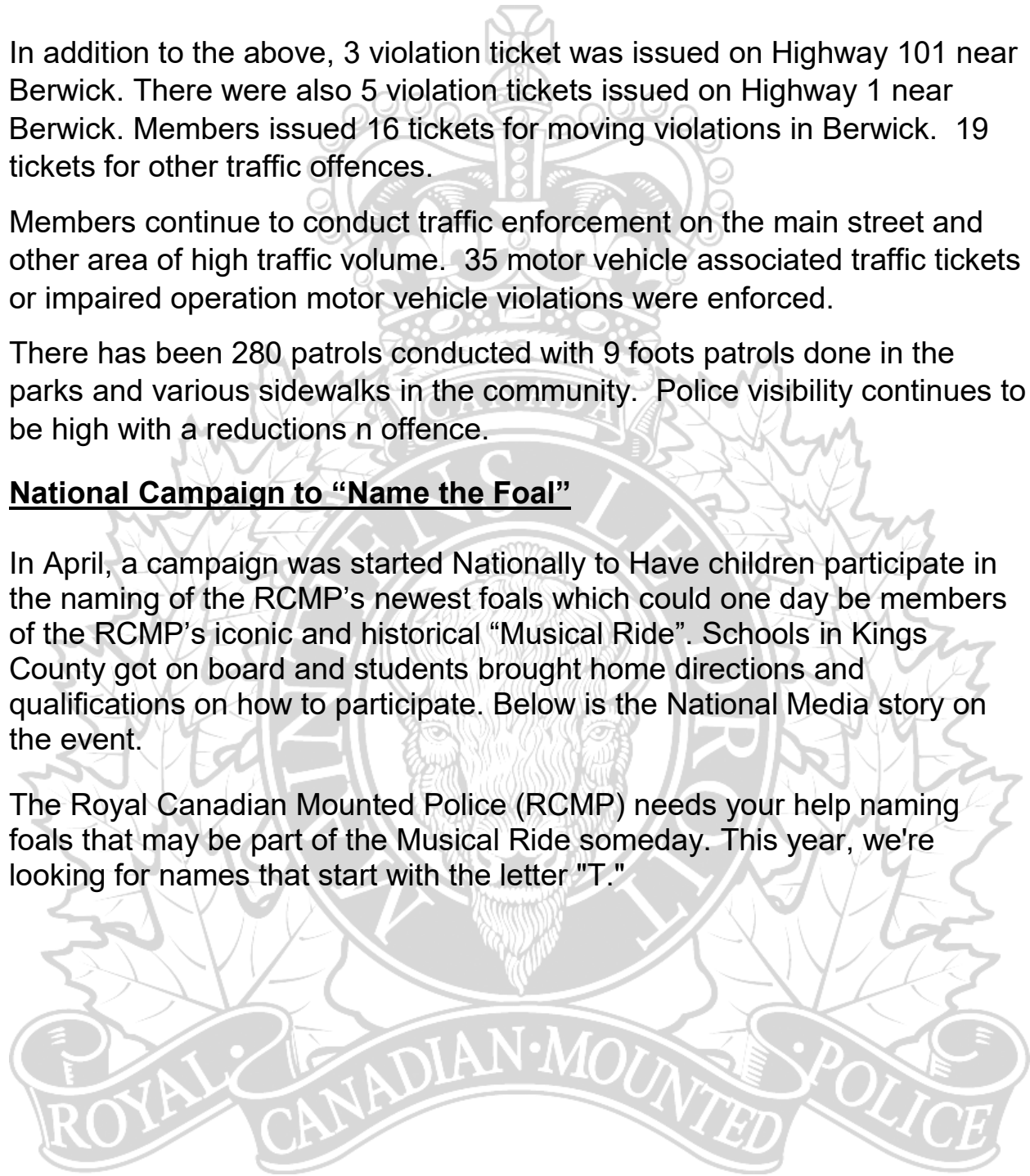
Members continue to conduct traffic enforcement on the main street and other area of high traffic volume. 35 motor vehicle associated traffic tickets or impaired operation motor vehicle violations were enforced.

There has been 280 patrols conducted with 9 foot patrols done in the parks and various sidewalks in the community. Police visibility continues to be high with a reductions n offence.

National Campaign to “Name the Foal”

In April, a campaign was started Nationally to Have children participate in the naming of the RCMP’s newest foals which could one day be members of the RCMP’s iconic and historical “Musical Ride”. Schools in Kings County got on board and students brought home directions and qualifications on how to participate. Below is the National Media story on the event.

The Royal Canadian Mounted Police (RCMP) needs your help naming foals that may be part of the Musical Ride someday. This year, we're looking for names that start with the letter "T."



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The RCMP has been breeding its own horses since 1939 and is internationally recognized for producing some of the finest horses in Canada.

This year, up to 12 winners will be selected from across Canada, including one classroom entry. The winning names will be given to as many as 12 foals that are expected to be born this spring at the RCMP breeding farm in Pakenham, Ontario.

The children whose names are selected will each receive a prize pack that will include a photo of the foal they named, a certificate signed by the RCMP Commissioner and an engraved horseshoe made by an RCMP farrier. The winning classroom entry will receive a framed photo of the foal they named and a certificate signed by the RCMP Commissioner.

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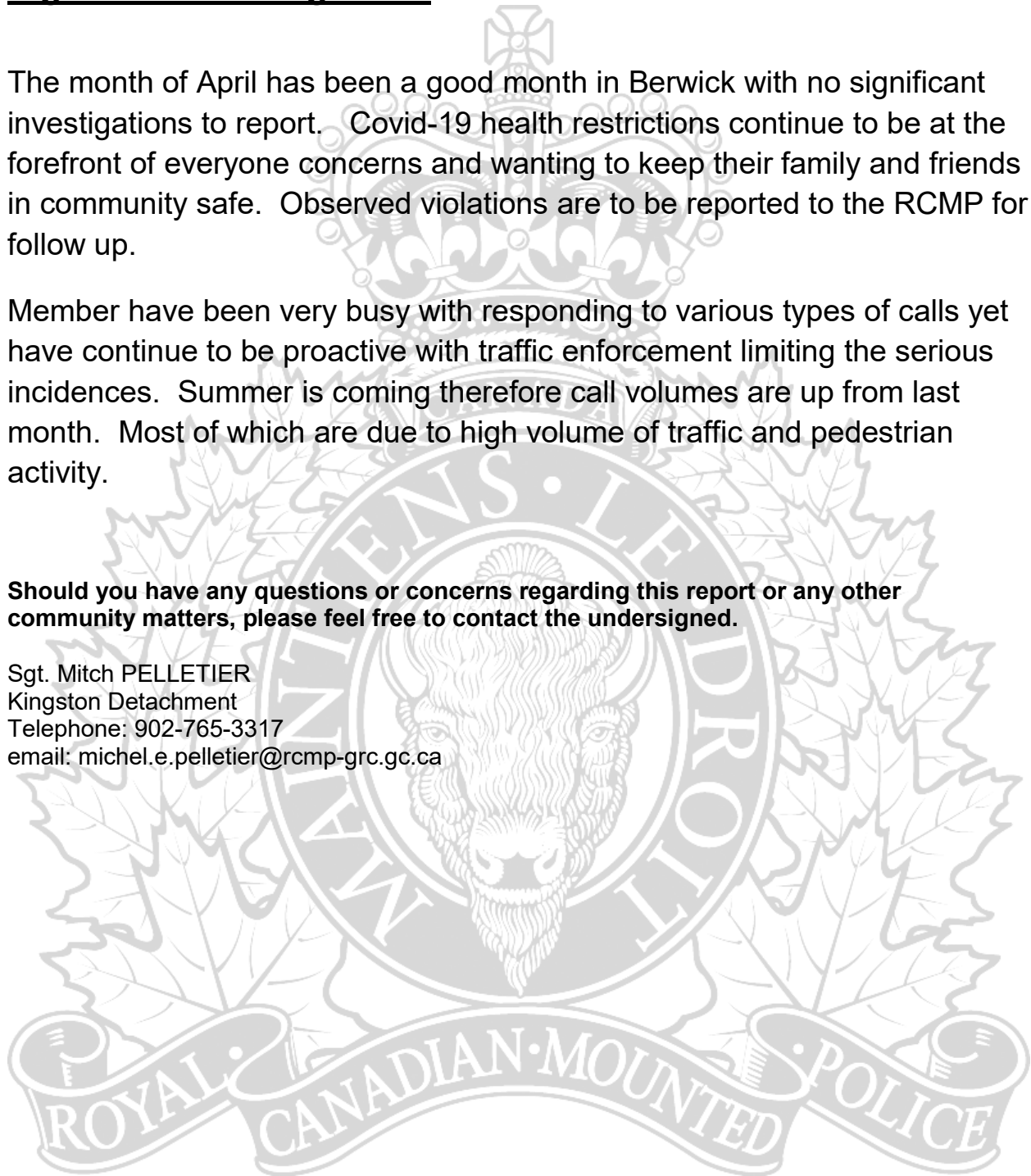
Significant Investigations

The month of April has been a good month in Berwick with no significant investigations to report. Covid-19 health restrictions continue to be at the forefront of everyone concerns and wanting to keep their family and friends in community safe. Observed violations are to be reported to the RCMP for follow up.

Member have been very busy with responding to various types of calls yet have continue to be proactive with traffic enforcement limiting the serious incidences. Summer is coming therefore call volumes are up from last month. Most of which are due to high volume of traffic and pedestrian activity.

Should you have any questions or concerns regarding this report or any other community matters, please feel free to contact the undersigned.

Sgt. Mitch PELLETIER
Kingston Detachment
Telephone: 902-765-3317
email: michel.e.pelletier@rcmp-grc.gc.ca



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**TOWN OF BERWICK
REPORT TO COUNCIL**

From: Taylor Boylan, Recreation Coordinator
Date: May 17, 2021
Subject: Monthly Recreation Coordinator Report

1) Meetings & Webinars

- Weekly meetings with M.Payne and B.Brydon
- Sports Hall of Fame (April 21, May 18)
- Valley Region – Inclusion and Access Committee (April 30)
- Valley Recreation (May 6)
- Participaction Grant Call with B.Brydon (May 13)
- Valley Region Cross Country Ski Call (May 13)

2) Programming

- Proactively cancelled the April 24 babysitting course, in hindsight - the right decision. Will be rescheduled when restrictions allow.
- After School Program paused as of April 28, in line with provincial school closures.
- Working to plan modified summer programming. Have created several plans based on scenarios we have seen in recreation programs over the past twelve months.
- Discussion with regional partners on summer tennis programming, we receive many community requests for this

3) Communications

- Continue to update social media for the Town of Berwick (Facebook, Instagram and Twitter) as well as media releases for the “news” section of the website
- Created social media messaging on the #SupportBerwickBusiness initiative

4) Miscellaneous

- Community concerns around improper use of the tennis courts, primarily with bicycles and scooters.
Initially, these concerns were about older teens but more recently have involved families and small children. Have ordered new signage that is very specific for court usage. Continue to work on securing a locking system, lighting and a schedule for use.
- Secured Canada Summer Jobs grant funding for three parks assistants, one Recreation Programmer and five day camp counsellors. Also successfully received Canada Summer Jobs funding on behalf of the Apple Capital Museum Society and Provincial SKILL funding for the Apple Capital Museum Society.
 - i. Two Parks Assistants began work May 10, 2021
 - ii. Recreation programmer will begin May 31, 2021
 - iii. One Parks Assistant and five day camp counsellors will begin June 28, 2021

Priorities for June 2021

- Red Chair Challenge, year five. Will be distributing information widely at the end of May to maximize participation.
- Program planning in the context of Covid-19, regional meeting with the Province and Recreation Nova Scotia on June 2, 2021
- AVRCE **Pride** Week June 7-11, 2021. Looking toward a flag raising, proclamation and assisting Berwick and District School with their **pride** week plans.

Note: Working 100% from home at this time, with children home as well. Aim to be available by phone and email during usual working hours (8 AM - 2 PM) with flexibility through afternoons and evenings when possible.

From: Brittany Brydon ALC

Date: May 2021

Subject: Monthly ALC Report

This Month:

1) Internal (ALC)

- VACC, VRCDA, VFLN, Access and Inclusion, AKHK, CAP all still meeting regularly – virtually
- Tracking expenditures for the Department – as now Taylor and I are working together to complete the receipt approvals.
- Recreation Apple Fund Policy Draft Attached- **seeking approval from council**
- Summer Student Organization and onboarding
- 2021 Operational plan submitted
- Public Engagement Strategy – ongoing work with CDC to formalize strategy
Ongoing application for Spicer Park Playground 2021 to be pursued after current Spicer Parks Tasks are complete

2) Trails

- Berwick Trails Committee – Meeting May 18th
 - Annual Trail Clean Up June 5th COVID-19 restrictions
- Provincial Trails Strategy Coordinating Group – <https://nstrails.com/trails-strategy/>
 - NS Trails Federation & COGS Partnership project on the go
- Weekly Walks ongoing with COVID protocols

3) Accessibility Advisory Committee (TOB)

- Accessibility Advisory Committee Planning
Committee Formed and accepted by council May 11th

4) Fitness Center

- COVID-19 Restrictions shut down

5) Grants

- Ongoing work for 2021. All 2020 Grants completed

6) JOHS Committee

- May 19th meeting
- COR audits are re-scheduled
- AGM for TOB JOHS was April 21- Booked group first aid training June 2nd

Month Ahead Priorities:

Approval of Apple Fund Policy

Summer student onboarding

Open Space Strategy

Spicer Park Playground - (delayed until task list is complete)

Maternity leave preparations

Berwick Recreation *Apple Fund* Policy

Department of Community Development - Recreation

Adopted: May 2021

Policy Purpose:

The Berwick Recreation *Apple Fund* promotes and enables physical activity, confidence and self-esteem building, health and wellness, leadership skills, friendships, and the opportunity to be part of a team.

Fund Background:

The Town has had an historical, informal recreation fund that was supported by corporate and individual donations to be applied to registration fees, equipment or programs such as day camp etc. The fund was established through occasional funding drives while other contributions were organic and community member driven. In 2020 the historic funds were merged into the current account by the Director of Finance. This policy is intended to guide future administration.

Fund Objectives:

- 1- Provide the ability for any member of our community to access programs or supports that work towards fulfilling the purpose of this policy;
- 2- Support a sustainable change that has a long-term impact on health and wellbeing in our community;
- 3- Support local recreational opportunities/clubs/organization and businesses in our community.

Fund Components:

- 1- A strategic planning effort to long term sustainability of the fund is underway. Including but not limited to:
 - a. Guidelines on how allocation for the fund is distributed annually
 - b. Guidelines on annual goals for donations/revenue
 - c. Reporting and Evaluation structure guidelines for the fund annually
- 2- Fund applications are available as of Summer 2021 through the Recreation Coordinator, Finance Department and Town of Berwick website.

Fund Management:

Director of Finance – Karen Peckford
Recreation Coordinator -Taylor Boylan

Fund disbursements will be authorized by the fund managers to the appropriate entities identified in applications, not directly to the applicant.

Berwick Recreation *Apple Fund*

The *Apple Fund* provides financial grants in support of recreation. The fund promotes and enables physical activity, confidence and self-esteem building, health and wellness, leadership skills, friendships, and the opportunity to be part of a team.

Any resident in the Town of Berwick in need of financial support to participate in a recreation program can apply. Recreation is defined as any activity done for enjoyment when one is not working. The application form is available here and on the Town of Berwick website Recreation page

The *Apple Fund* always welcomes donations from the community! Individuals and groups can donate through the Department of Community Development.

For more information, please contact 902-538-8068 ext. 8616 or tboylan@berwick.ca.

Apple Fund Application

Name: _____

Gender: M F Other

Age Range: Under 12, 12-18, 18-30, 30-60, 60+

Phone Number: _____

Civic Address:

Email Address: _____

Program or equipment you want funding for:

Name and contact information of the program or business where you are purchasing your equipment:

Registration Fee/Equipment:

Costs: \$ _____ (How much will it cost?)

Applicant Contribution: \$ _____

Funding Amount Requested: \$ _____ (Max \$200)

Reference Information

Name: _____

Phone Number: _____

Relationship to applicant: _____

I allow an *Apple Fund* representative to contact my reference and obtain relevant personal information required for application review.

Signature: _____ Date: _____

** Please complete all fields. If you require assistance, please contact Taylor at 902-538-8068 ext. 8616 or tboylan@berwick.ca or visit us at Town Hall. We will be happy to help!

Committee of the Whole Report for May 16, 2021.

- Public Works has had a challenging month of May with two team members off sick and one other team member having child care responsibilities a couple of days a week due to pandemic restrictions. I have been off sick working from home doing as much as I can to keep things moving forward.
- The other team members have been doing their best to keep up with the day-to-day work load plus follow all the safety covid rules working together in close contact and as well working out in the public.
- Brush pickup was started May 10th and will go a week later do to not having enough team members to do the work. The bin is going over very well as of May 17th it has been dumped twice, many people using the bin in the evening and on the weekend.
- Street cleaning has been booked and the contractor is waiting on parts, a covid holdup.
- The street painting will start very soon after the spring cleanup is finished, we will do as much as we can until the street cleaner is here.
- Chis Cooke has been working to keep the Town looking good, and busy traing the two summer students, that started last week. Grass mowing is in full swing and many hours of both public works and the park group will be working to keep our town looking good.
- I have been working on the paving tender that will go out this week, our reduced budget for paving will fix any cross cuts on the streets, repairs to storm water catch basins, along with potholes and pavement edges, sidewalks repairs will be from this budget as well.
- The team has replaced a rusted out large storm drain pipe on Willow Ave, and a replacement and water management of a storm drain pipe on Main St. East.
- We have been working with Berwick Electrical to get a few of the bad trees down, that have been on the list for some time.
- Spicer park new trail will be rolled and it will be having side dressing done so the trail and the planting of grass will blend this into a finished product, we will be screening our own topsoil that is in the large pile of soil next to the shop. This will save us some money on topsoil.

Thank You:
Director of Public Works
Tim Harding.

Monthly Report to Committee of the Whole

Michael Payne, Chief Administrative Officer

2021 May 27

Attended the following meetings / events:

- Valley REN Regional Economic Recovery Taskforce (every third week)
- AREA management team weekly telecons
- AREA Board meeting
- Community Development Committee meeting
- Trails Committee meeting
- Berwick Electric Commission (monthly)
- Valley REN Liaison and Oversight Committee

- Attended biweekly meetings of an IMSA Review Working Group consisting of Mayors and CAO's of all regional party entities. Reviewing other models, best practices and modern legal requirements common to all IMSA's. Very much in the information gathering phase at present. GM's and Board Chairs of current IMSA organizations have been apprized.
- Tim Harding, Kyle MacIntyre of Dillon Consulting and I met with management of Eden Valley Poultry to discuss wastewater treatment options and processes.
- Adjusted the operational footprint at Town Hall in the context of the latest pandemic restrictions to minimize the potential for close contacts that could compromise critical operations.
- Weekly meetings and ongoing liaison with staff in support of Community Development and Recreation activities, plans and projects.

Priorities for the next month

- Monitor the Request for Proposals re Planning and Development Officer Services that will close May 31 and to be awarded by June 30, 2021.
- Closely monitor operational footprint re the pandemic restrictions with a view to maximizing employee health and safety while ensuring that core services to residents are maintained and projects are advanced.
- Continue to work closely with the Community Development Team and Finance to ensure that the core mandates of Community Development continue to be advanced.

Issue Report

Michael Payne, Chief Administrative Officer

2021 May 25

Issue

Discharge of a Development Agreement dated 1994Sep12

Discussion

On May 13, 2021 Geoff Muttart, Barrister and Solicitor acting on behalf of William and Paulette Scott advised that they are in the process of selling their property located at 156 Brown Street, Berwick, NS. In the process of searching the title, Mr. Muttart identified an undischarged Development Agreement (DA) attached to their property.

On September 12, 1994 Shalin Enterprises Ltd. entered into a DA (attached) with the Town affecting property on the northeast corner of Brown and Orchard Streets. The lands affected by the DA are shown outlined in blue on the attached map. These lands were subsequently subdivided into two lots (shown in pink and green) with two additional pieces (shown in yellow) subdivided and added to a neighboring lot.

The DA continued to apply to all of the pieces of the original 1994 lot until 2013 when the Town released the parts shown in yellow. In 1999, the Scott's purchased the land shown in pink (PID 55358097), which would appear to be referred to in the DA as the "northern hay field".

The Scott's request that the DA be discharged as against their property.

Proposal

The DA will continue to apply to the land shown in green.

The Town's Development officer, Chris Millier, has not identified any benefit to the Town or the Scott's to maintain the DA and he recommends it be discharged as against the Scott property.

The Municipal Government Act permits Council to discharge a DA by Policy, in whole or in part, with the concurrence of the property owner pursuant to s.229. Following discharge, the land is subject to the Land Use Bylaw.

Financial Impacts

No financial impacts are anticipated.

Recommendations

Staff recommends that Council adopt the following resolution by Policy:

BE IT RESOLVED BY POLICY THAT lands known as PID 55358097 and described in detail in Appendix 'A' are hereby discharged from the Development Agreement dated December 1, 1978 and recorded on December 4, 1978 in the Kings County Registry of Deeds in Book 455 at Page 761, as Document No. 12969.

Appendix 'A'

CAO Issue Report

Discharge of a Development Agreement dated 1994Sep12

Parcel Description

PLACE NAME: Brown Street & Orchard Street, Town of Berwick, Kings County, Nova Scotia

TOWN/MUNICIPALITY/COUNTY: Town of Berwick

DESIGNATION OF PARCEL ON PLAN: Lot "1B"

TITLE OF PLAN: Plan of Survey Showing Lot "1B" Subdivision of Lands of Graham J. Keene Enterprises Limited (BK. 1084, PG. 835) & Lot "1C" Subdivision of Lands of Watson Wilson (BK. 1083, PG. 145; BK 1092, PG. 105)

REGISTRATION COUNTY: Kings County

REGISTRATION NUMBER OF PLAN: P10806

REGISTRATION DATE OF PLAN: September 8, 1997

SUBJECT TO a Development Agreement dated September 12, 1994 and recorded in the Registry of Deeds for Kings County on September 21, 1994 in Book 993, at Page 438, and as Document Number 7726.

*** Municipal Government Act, Part IX Compliance ***

Compliance:

The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: KINGS COUNTY

Registration Year: 1997

Plan or Document Number: P10806

COTW, May 25, 2021.

Apr. 21, 2021.

5:15pm. Kings Point to Point Transit (KPPT) monthly board meeting via Zoom.

Helen Juskow, Chair.

The capital reserve fund was set up at Valley Credit Union, New Minas, with \$90,000 deposited in a 2 year Redeemable Term Deposit at .25% interest.

The person selected by the Hiring Committee for Manager has withdrawn, so more interviews will be necessary.

Received the final 20% ATAP balance of \$5464.00 for the purchase of the eight passenger 2020 Dodge Promaster with the Easy-Step. The vehicle has been inspected and now is on the road. It replaced the 5-passenger 2013 Dodge Caravan minivan which has been sold.

Faye Brown, retiring Manager, has been offered a personal, part time contract for six months to train and give support to the incoming Manager.

Keith Brown, part time driver was elected OH&S rep. He has previous experience from Michelin.

N.S. Community Transportation Network-Vaccine Assistance Program allows KPPT to provide rides for vaccine appointments at a flat rate of \$5.00, within our service area.

Next meeting May 19, 2021, at 5:15pm via Zoom.

Apr. 28, 2021.

5:00pm. Kings Transit Authority (KTA) monthly meeting via Zoom.

Chair-Councillor MacKay, Wolfville.

Pat Meagher, Supervisor, KTA, presented the Severe Weather Action Plan explaining the different service interruption guidelines. It was agreed that amendments should be explored around the Service Pause recommendations as well as seeking Legal before board approval.

Mr. Ramsay, interim General Manager, provided a verbal explanation for the March Ridership and Revenue Report indicating that revenues are significantly lower than budget.

Mr. Ramsay reviewed the process on the Capital Budget preparation. He explained the possibility of obtaining used busses instead of new until a decision has been made regarding electric busses. The Board provided it's approval on proceeding in that direction. The draft hybrid model was discussed, in particular, the offer of 5 used busses from Halifax Transit.

The Board approved the following motion: That staff be authorized under section 18 of the Inter Municipal Service Agreement to acquire used busses and the General Manager be authorized to expend a maximum of \$40,000 per bus to place the busses operational into the current fleet.

Valley Public Transit Riders Association (VPTRA) requested to make a presentation at the May Board Meeting. It was discussed and all agreed.

In camera session re: personnel.

Approved that staff compensation be increased by 1.6%, effective Apr. 1, 2021.

Next meeting May 26, 2021, at 5:00pm via Zoom.

Respectively submitted,
Councillor Goddard.

Community Housing meeting

A meeting occurred electronically on May 4, 2021. Chaired by Councillor Trinacty the committee reviewed the past efforts of the committee with Kevin Roscoe of Roscoe Construction Limited to seek his input and share information on affordable housing possibilities for the Town of Berwick. A future meeting of the committee will occur on June 1, 2021.

Alternative Renewable Energy Authority (AREA) Board meeting

I attended electronically an AREA meeting on May 5, 2021 which was also attended by Mayor Clark and Don Regan. The Board reviewed the Backup/ Top-up agreement between AREA and New Brunswick Resource Energy Authority. A future meeting of AREA is expected on June 11, 2021.

Valley Waste Solid Waste-Resource Management Authority

I attended electronically the Valley Region Solid Waste- Resource Management Authority Board meeting on May 19, 2021. The main areas of discussion were:

The successful resolution with Annapolis County that will see settlement of the previous agreement and a partial restarting of services with Annapolis County this month.

Notice of a process to occur on inter-municipal service agreement (IMSA) with the various municipal entities to provide consistency and clarity between the various municipal units and entities.

Ongoing services with Scotia Recycling Limited which leases land from Valley Waste.

Public closure and restriction at Valley Waste due to COVID-19 protocols with exceptions of curb side, commercial and essential wastes.

The recent fire at Kaizer Meadow facilities that resulted in several loads of waste being relocated to West Hants facilities instead of to the Kaizer Meadow operation.

General operations of the Valley Waste operations, including increased volumes during Covid-19, spring clean up and communication with the public.

The next meeting will occur with Valley Waste on June 16, 2021.

Respectfully submitted Councillor Jamieson