

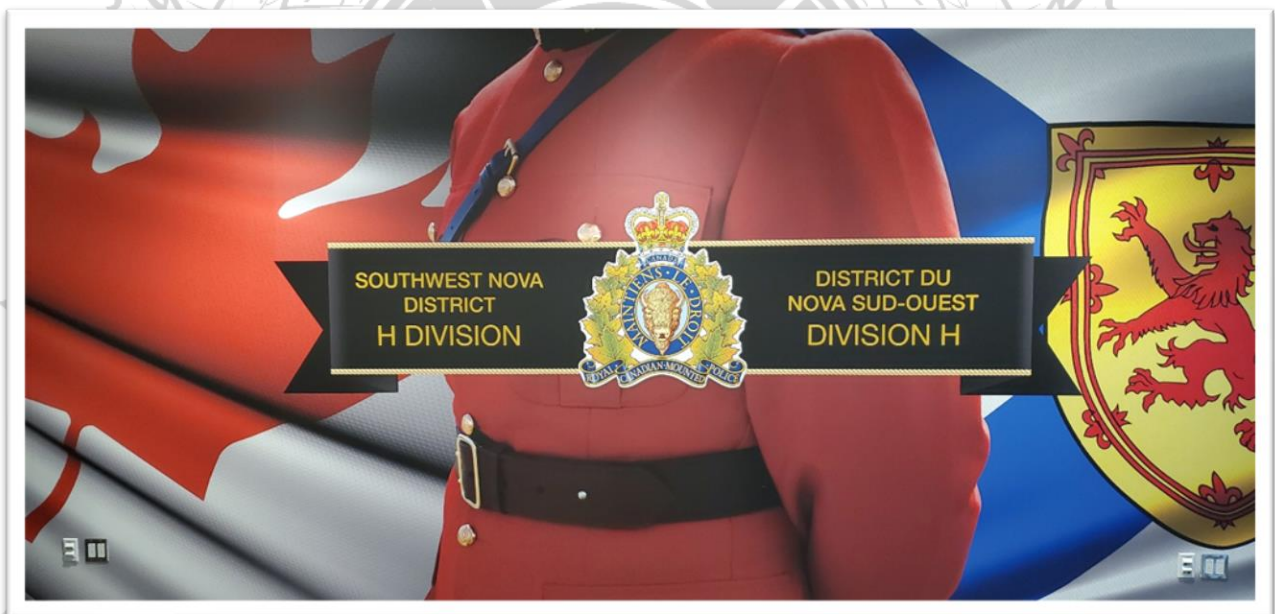
**TOWN OF BERWICK**  
***Committee of the Whole Meeting***  
**January 25, 2022 - 6:30pm**  
**AGENDA**  
**Via Webex Conference**

1. **Call to Order**
2. **Approval of Agenda**
3. **Approval of Previous Minutes**
4. **Departmental Reports**
  - a. RCMP *Attached*
  - b. BDVFD *Attached*
  - c. Active Living *Attached*
  - d. Recreation *To follow*
  - e. Economic Dev. *Attached*
  - f. Finance *To follow*
  - g. Public Works *Attached*
  - h. CAO *Attached*
5. **New Business:**
  - a. Snow and Ice Control Draft Policy
6. **Mayor/Councillor Reports**
  - a. Mayor Clarke
7. **Adjournment**

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# **Berwick Quarterly Policing Report Oct to Dec 2021**



**Royal Canadian Mounted Police**

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# ***Kings District***

## **Kings District Employees**

Superintendent Dan Morrow, SWN District Policing Officer.

Inspector Kurtis Kamotzki, Kings District Commander

Staff Sergeant Rob Jodrey, Senior Operations NCO

Sergeant Mitch Pelletier, Operations NCO

Acting Sgt. Cpl. Dave GREENE

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. Kelly McPherson, 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. Everett Smith 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.

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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 Safe Plan 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.

### **SSRO Highlights**

SSRO Cst. WILSON continues to be active in the community with traffic enforcement and assisting with calls for service.

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## October is Cyber Security Awareness Month

The Internet and communication technologies provide Canadians, businesses, and institutions with the essential means to access information, offer services and create opportunities. Over the years, however, the exponential growth in these technologies has also increased the potential for cyber threats. Cyber criminals are increasingly targeting and exploiting Canadian citizens, businesses, and our critical infrastructure systems. Cyber capabilities, once rare and expensive, have now become commonplace and affordable. That, along with the borderless and anonymous nature of cybercrime, amplifies the pool of potential victims. Cyber security has always been important, but with more and more people relying on the internet for work, day-to-day tasks, business, social connections, financial services and more, it is vital that we learn how to keep ourselves safe.

October was Cyber Security Awareness Month and the RCMP asked Canadians to take time to learn about cybercrime, how to protect yourself, and what to do if you are victimized.

### What can Canadians do?

- Visit the RCMP's [Cyber Safety pages](#) and social media, as well as [Get Cyber Safe's](#) website. Follow them on [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#) for great cyber tips and information!
- Know how to report a cybercrime or cyber fraud. If an individual, business or organization experiences a cybercrime, they should contact their local police immediately. It's also important that they report the incident, whether they fell victim or not, to the Canadian Anti-Fraud Centre [online](#) or toll-free at 1-888-495-8501. Share the information you learn with those around you!

**What is law enforcement doing?** The criminal exploitation of new and emerging technologies requires new policing measures to keep pace in a digital era. Cybercrime investigations are complex and technical in nature. They require strong domestic and international partnerships, specialized

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investigative skills, and advanced tools and technologies. The RCMP takes cybercrime seriously and has a number of programs, units and teams actively working on it, including:

- National Cyber crime Coordination Unit (NC3)
- Federal Policing Cybercrime
- Cybercrime Investigative Teams including Cyber Capability Specialists from federal, provincial, local and international police
- Cyber Capability Specialists
- Canadian Anti-Fraud Centre

The RCMP works closely with law enforcement partners and other lead security agencies, private and public sectors, including academia in Canada and abroad, to investigate and address cybercrime.

### **Quick facts**

- Cybercrime continues to be the cyber threat that is most likely to affect Canadians and Canadian organizations.
- It is estimated that only 5-10% of all cybercrimes and fraud are reported to police.
- The RCMP continues to see an increase in ransomware in Canada since June 2020, the National Cybercrime Coordination Unit (NC3) has received over 2,200 requests for assistance from domestic and international law enforcement partners. Of these requests, over 30% related to ransomware.

The NC3 and Canadian Anti-Fraud Centre (CAFC) are working together to implement a [new national cyber crime and fraud reporting system](#). The new system is currently live in a beta version and is accepting up to 25 reports per day. The system is expected to be fully operational by 2024.

### **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.

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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 more than \$1.4 million during 2019 and 2020 combined. 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.

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

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know has been a victim of fraud, contact the Canadian Anti-Fraud Centre at 1-888-495-8501.

## **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.

Strong traffic enforcement in the last few months have assisted in preparing motorists for the winter months ahead. It's well known that speed and icy road conditions increase the chances of motor vehicle collisions which can lead to serious injury or death.

"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.

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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 1<sup>st</sup>, 2021 to March 31<sup>st</sup>, 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.
- **Intelligence led policing efforts**  
In 2020/21, Kings District senior managers recognized a lack of intelligence led policing efforts within the district. This is a national strategic policing priority of the RCMP and as such, efforts to improve in this area have been made through training and mentorship. This

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improvement has resulted in an increase in drug-related and property crime-related investigations within Kings District.

## **Calls for Service**

In the months of October to the end of December, Kingston RCMP responded to 163 service calls. See the attached chart for breakdown of the service calls.

Kings District Quarterly Crime types		Oct	Nov	Dec	Total
		2021	2021	2021	
<b>Crimes Against Persons</b>					
	Offences Related to Death	0	0	0	0
	Sexual Offences	0	0	0	0
	Assault	1	1	0	2
	Kidnapping/Hostage/Abduction	0	0	0	0
	Robbery	0	0	0	0
	Extortion / Intimidation	0	0	0	0
	Criminal Harassment	1	0	0	0
	Indecent   Harassing Comm.	1	0	0	1
	Uttering Threats	0	0	0	0
<b>Property Crime</b>					
	Arson	0	0	0	0
	Break and Enter	0	0	0	0
	Unlawfully in a Dwelling House	1	0	0	1
	Theft Over	0	0	0	0
	Theft of Motor Vehicle	0	0	0	0
	Theft of Other MV / Motorcycle	0	0	0	0
	Take MV w/o Consent	0	0	0	0
	Theft Under	2	0	1	3
	Shoplifting	0	0	0	0

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	Theft (mail, bicycle, et al)	0	0	0	0
	Theft from Motor Vehicle	0	0	0	0
	Possession of Stolen Goods	0	0	0	0
	Fraud	0	0	0	0
	Identity Theft	0	0	0	0
	Mischief	4	0	0	4
<b>Drug Enforcement</b>					
	Possession	0	0	0	0
	Trafficking	0	0	0	0
	Import/Export	0	0	0	0
	Production	0	0	0	0
	Other	0	0	1	1
<b>Traffic</b>					
	Dangerous Op of MV	0	0	0	2
	Impaired by Alcohol	1	0	0	1
	Impaired by Drug	0	0	0	0
	Failure/Refusal	0	0	0	0
	Driving while Disqualified	0	1	1	2
	Fail to Stop or Remain	1	0	0	1
	Seatbelt Violation	1	0	0	1
	Intersection Violation	1	1	3	0
	Speeding Violation	9	5	3	17
	Insurance Violation	0	2	2	4
	Road Side Suspension (Alcohol)	0	0	0	0
	Road Side Suspension (Drug)	0	0	0	0
	Collision - Fatal	0	0	0	0
	Collision - Non - Fatal Injury	0	0	0	0
	Collision - Reportable	2	1	3	6
	Collision - Non Reportable	1	0	1	2
	Off-Road Vehicle Collision	0	0	0	0
	Municipal By-laws	0	0	0	0
	Other Traffic Offence/Violation	14	12	7	33
	Other Traffic Related Duties	0	0	1	1
	Checkstop	5	6	3	14

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Other					
	911 Call	6	0	1	7
	Breach of Court Order	2	0	0	2
	Liquor Act	0	1	0	1
	Mental Health Act	2	0	1	3
	Missing Person	1	0	0	1
	Municipal Bylaw - Other	0	0	0	0
	Other	13	7	10	30
	Suspicious P V P	5	1	1	7
	Trespass At Night	0	0	0	0
	HPA (COVID-19) - Offences only	1	0	1	2
	HPA (COVID-19) - Other activities	0	0	0	0
	QUA (COVID-19) - Offences Only	0	0	0	0
	QUA (COVID-19) - Other Activities	0	0	0	0
<b>Total Founded &amp; SUI Occurrences</b>		<b>75</b>	<b>39</b>	<b>40</b>	<b>154</b>
<b>Total Occurrences*</b>		<b>80</b>	<b>42</b>	<b>41</b>	<b>163</b>

### Significant Investigations

The last quarter has seen a consistent level of calls for service. That said, there have been no significant investigations to report at this time. As you will see from the information provided below, members have been busy all over Kings District and have had a very good quarter in Berwick with stats being down. Keeping in mind that enforcement is being done throughout Kings District, these persons of interest could at any time come to Berwick to conduct their malicious activities. It's important to keep a global look at enforcement and how it impacts each of the communities. This shows that the work being done has a positive impact on the community. Things are heading the right direction.

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Cold weather and the new Covid variance OMICRON has kept people home and traffic down therefore reducing the call volume.

Members have been very busy with responding to various types of calls yet continue to be proactive with traffic enforcement limiting the serious incidences, especially with the change in the weather and road conditions.

## **RCMP Charge woman in two armed robberies**

Police file 2021-1533836

Kings District and West Hants District RCMP have charged a woman after armed robberies in Greenwich and in Windsor. On September 25 at approximately 3:40 a.m., police responded to a report of an armed robbery at a gas station on Wentworth Rd. in Windsor. Police learned that a woman had entered the gas station, threatened an employee with a weapon and demanded that they lay on the floor. The woman then stole money from the cash register and fled the area.

On October 12 at approximately 5:55 a.m., police responded to a report of an armed robbery at a gas station on Hwy. 1 in Greenwich. Police learned that a woman had entered the gas station, threatened an employee with a weapon and demanded that they give her money from the cash register. The woman was given cash and she then fled the area.

On October 14, the Valley Integrated Street Crime Enforcement Unit located the woman in Hantsport and arrested her without incident. Jessica Tonia Lea Davidson, 32, of Wolfville, has been charged with two counts of Robbery and was held in custody overnight. Davidson appeared in Kentville Provincial Court on October 15 where she was released on conditions by the Court. She will return to Kentville Provincial Court on December 7, 2021 at 9:30 a.m. for the incident in Greenwich and Windsor

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Provincial Court on December 14, 2021 at 9:30 a.m. for the incident in Windsor. The investigation is ongoing.

## **Kings District RCMP Respond to “Central” High School**

Police File: 2021-1603355

Kings District RCMP responded to a complaint that indicated there was planned school violence at a local high school in Cambridge, NS. At approximately 7:45 am Kings District RCMP responded immediately with appropriate resources to Central Kings Rural High School. Kings District RCMP investigated the situation and determined there was no threat of violence to this school. Furthermore, it is believed there was a link to this situation from a post circulating in the United States regarding planned school violence toward a school with a similar name, “Central High”. It was confirmed that a local youth observed this post and elected to create a potential threat at Central Kings HS by altering the social media post. No charged resulted from this incident.

Kings District RCMP want to assure Kings County residents that police take all threats of school violence seriously and have conducted a thorough and complete investigation. Police feel that the school is safe and would like to thank those who called or messaged with concerns.

## **Kings District RCMP charge impaired driver after two vehicle collision**

Police file: 2021-1526977

On October 10<sup>th</sup> at 4:40 pm, Kings District RCMP attended a two vehicle collision on Alders Avenue in New Minas. There were no injuries to the

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occupants of the vehicles. A driver of a vehicle involved displayed signs of impairment. The driver provided a breath sample into an ASD (Approved Screening Device) which they failed. The driver was transported by police to the New Minas RCMP office for further investigation. While at the RCMP office the driver provided two samples of breath. The sample readings were over legal limit in Nova Scotia.

A 52-year-old New Minas man is now facing charges of Impaired Operation of a Conveyance and Operating a Conveyance with a Blood Alcohol Concentration equal to or exceeding 80 mg%.

### **Drug enforcement**

In the month of December, there has been three significant drug seizure, with some connections to Wolfville, Kentville and Kings County area with associations to Berwick as well. These three large amounts of cocaine were seized, totalling 315 grams with a street value exceeding \$35,000 worth. This has a serious impact both at the street level while being introduced in the general public and also in the health care departments with possible overdose being a reality connected to these types of narcotics. The two individuals are both facing charges of Possession for the Purpose of trafficking.

This is the example of the great work Kings District members are doing to supplement the needs to each community. Drugs seized in one community will affect all communities in the surrounding area. Stressing the importance to safer communities by being aware of the people around you in the neighbourhood and reporting any suspicious activities to police.

### **Mental Health and Wellbeing of the public**

During these cold times of the year its very important that members of the public work with the RCMP to assist those in need. This is noticeable as the numbers of Mental Health and Wellbeing check calls for service are on

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the rise. Keeping those in need, safe during these inclement times is a reality and with the assistance of various groups together we are doing our best to keep them all safe.

Traffic enforcement continues to be part of the enforcement priority for the Town of Berwick. These conversations with the membership is ongoing. Responses from both Traffic Services and Kingston members are people are behaving and fewer SOT are issued.

Continued conversation with the Town of Berwick to identify areas of concerns is a must and will assist in directing our enforcement actions.

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

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

A.Sgt. Cpl. Dave GREENE  
Ops NCO  
Kingston Detachment  
Kings District RCMP-GRC

A.S.Sgt. Mitch PELLETIER  
Sr. Operations NCO  
Kings District Detachment  
New Minas  
Telephone: 902-679-5555



# Berwick & District Vol. Fire Department COTW Report for Jan. 2022

Six alarms to report as of January 19, 2022.

**Covid 19 Update:** We have had some members test positive for Covid 19 and several members who have been in close contact to a positive case. This has not disrupted our service to the community in anyway. All members are following all masking protocols at the station and while responding to all emergencies.

**Fire Hall:** Filters have been ordered for our truck bay filtration system and should be arriving soon.

**Training:** Work is still ongoing of our maze which is located on our mezzanine area of our hall. This prop will help our firefighters train with our breathing apparatus in different scenarios that they may encounter on the fire ground.

**Equipment:** No major repairs to report.

Regards,

Luke Redden

Thanks,

Chief Redden

AND DISTRICT

VOLUNTEER FIRE DEPT.

**Berwick & District Vol. Fire Department COTW Report for  
Jan. 2022**



**TOWN OF BERWICK  
REPORT TO COUNCIL**

**From:** Kimberly Halliday, Active Living Coordinator

**Date:** January 17, 2022

**Subject:** Monthly Active Living Coordinator Report

**1) Meetings & Webinars**

- Accessibility Advisory Committee Monthly Meeting
  - Plan writing has started, meetings are scheduled (Jan. 13<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>) and will be roughly 1.5 to 2 hours long
- Adaptive Equipment Meeting
  - Launch date pushed back due to COVID restrictions
- Blue Route Meeting
  - Secured funding through Active Communities Fund, working out details of timelines and if it will be possible to go through with it
- Brainstorming meeting about funding with Taylor and Katie
- Sport Hub Meeting

**2) Programming**

- Multisport launch has been pushed back due to COVID restrictions, although everything is in place for it to start when we are able
  - Jordan will be taking the lead on this program now
- NS Walks – Weekly walk series ongoing (Tuesday and Friday)
- Survey for Accessibility Plan
  - Collected information and began writing the Accessibility Plan with committee members
- Winter Safety/Equipment loan Campaign
  - Will be working on promoting different safe and fun winter activities mainly to promote equipment loan program through a social media campaign to be featured on Facebook

**3) Communications**

- Continue to update Town of Berwick Facebook re:
  - Weekly Walk posters
  - Accessibility Survey until Jan. 5<sup>th</sup>

**4) Miscellaneous**

- Update on E-Bike program
  - Currently at a stand-still, we did receive the Western Community Health Board Wellness Grant for \$1000 to go towards purchase but have not heard from Connect2 grant which would provide the bulk of the funding for this program
- Municipal Wellness Grant – Lunch and Learns (bi-monthly)
  - Applying for grant

**Priorities for January 2022**

- Accessibility Advisory Committee Plan Writing
- Winter Safety Campaign – setup and poster designs

**TOWN OF BERWICK  
REPORT TO COUNCIL**

**From:** Katie Verrette, Economic Development Officer

**Date:** January 19, 2022

**Subject:** Economic Development Officer Report

**1) Meetings & Webinars**

- Weekly meetings with M.Payne, T.Boylan, K.Halliday, J. Hebb
- Fitness Centre staff meetings (monthly)
- Monthly REN Business Supports Response Team Meeting (monthly)
- Town of Berwick Safety Meetings (Co-Chair, monthly)
- Emergency Housing Committee Meeting (Zoom)
- Budget Preparation Meetings
- Valley Recreation Meetings (Treasurer)

**2) Communications**

- Without the ability to edit the website, most social media posts continue to be shared on Facebook. A website training session will be offered at the end of this month where multiple staff will be updated on editing the website. Once completed, a thorough update of both the Business Directory and the Fitness Centre page will be a priority.
- Relevant emails continue to be circulated to the business community via the email distribution list.

**3) Projects**

- With a large focus on the Boxcar project, the last several weeks have been dedicated to information gathering and research. While preparing an EOI several important pieces of information came to light. The property on which the boxcars are located is currently zoned as OS1 (Recreational and Open Space). As confirmed by our planner, the only way to operate a business on the property would be through a rezoning process. The land, although managed by the Town of Berwick through a LOA, is owned by DNR. Rezoning of the land would require approval and support from DNR. The Town would also be required to pay for a land survey as well as a rezoning application.

After working through this information and brainstorming solutions with town staff and other municipal units it was highlighted that the boxcars can serve as valuable assets to our community in other ways. At present, our community, business owners, and other stakeholders have mentioned several possibilities for the space including a farmers market, art exhibits, live music, bike storage and rentals, to name a few. All of which are possible with the current zoning and LOA.

This summer, through the support of a Co-op student (grant funded), we can engage stakeholders through the community consultation process to identify priorities that meet the needs of our community. The student will not only gather relevant information on possible uses for the space but will also put those plans into action, creating a space and program that could host local events, artists, and more. Although a business development project has proven to be challenging, by hiring a student and operating the boxcars through a community development lens this summer, it does not rule out the possibility of exploring other options in the future.

Next steps for this process involve issuing an RFP in early February for the cleanup of the boxcars and construction of an accessible deck to be completed as soon as possible. Student grant applications are awarded in February and a student would be hired to begin work in May with their initial task being to network with trailhead stakeholders and create a community consultation plan for immediate action.

- The Business Forum has been an important focus with the hopes of rolling out the project in the new year. With the most recent surge in cases, we yet again have had to step back and reassess.

- With support of the Community Development Committee and Council the Town Signage project will be an important piece to the beautification grant. Quotes have been requested and a detailed breakdown of the project will be available next month.

**4) Fitness Centre**

- After an additional round of interviews Angie Dorey has joined the Fitness Centre staff. With only a week under her belt she is already making a positive impact. Her work experience and knowledge of the community will be an invaluable asset to the Fitness Centre.
- Alison continues to work on growing membership. Spin classes are continuing this week after a holiday break and the new personal trainer hosted her first in person sessions earlier this month.

**5) Other**

- The committee created to spearhead a project for emergency housing for the winter months in Kings County continues to meet virtually. The committee has worked with several farmers in the region using migrant worker bunkhouses to serve as shelter in the winter months for those struggling to find safe housing. The project has been a great success. The members of this committee, involving both M. Payne and myself, offer a wide range of expertise and experience. General discussions around the table regarding supportive housing, housing developments and land use are great brainstorming topics to bring back to the Berwick Housing Committee.

**Priorities for January 2022**

- Box Car RFP
- Updating the Business Directory

Committee of the Whole Report for January 25, 2022

1. We have moved snow uptown from Commercial Street twice after the last two storms. We are trying to get this snow off as fast as we can, machinery breakdowns and hours of work for our team are significant contributing factors.
2. Keith and other team members have been very busy fixing breakdowns every time we use the machinery, it is showing its age. Yesterday I had to bring in a contractor dump truck and driver for eight hours to get Commercial Street cleaned up. Our truck is at the shop in Waterville with four things broken.
3. The main pump station at 216 Main Street is back in operation after being down for three months trying to get parts out of the USA. Blame it on the Covid. I hired a pump mechanic from Truro to come in and help rebuild the two pumps and as well train the team on how it all works.
4. The power outages have kept us running a few time in the last few weeks, each bump in the power or if it goes off, we have to be ready to turn on the wastewater machinery or put generator power to the system.
5. We took the crew off the streets during the snow storm on Friday night of January 14. They could not see to drive safely; the DOT did as well the last two storms. We must ensure the safety of the drivers and the public.
6. I was asked for the engine hours of our JCB backhoe by a Councillor at the last budget meeting, the clock is at 4,695 hours. Just a recap of problems: all the bushings are gone, drive shaft needs to be replaced, electrical problems 75% of the time, hydraulic problems every time we use it, running for parts if you can get them. And every time a storm comes we run into the problem of changing the snow blade to the bucket and back. Keith said the heater stops working at times, the wipers overheat in a storm and stop working, and lots of strange noises coming from the transmission. We had JCB look at it different times and they cannot find anything unless they take the cab off.
7. We are fixing broken signs around town and cleaning up the snow in all the subdivisions in the culdesacs and any other place that needs cleaning.

Tim Harding  
Director of Public Works

## ***Monthly Report to Committee of the Whole***

**Michael Payne, Chief Administrative Officer**

**2022 Jan 25**

### Attended the following meetings / events:

AREA management team weekly telecons  
Berwick Electric Commission  
AREA Board meeting  
Kings REMO Advisory Committee  
Accessibility Advisory Committee  
Quarterly meeting of KMCC Board of Governance  
KTA F2023 draft operational budget discussions  
Regional meetings re a Pilot IMSA for Valley Waste and KTA  
Regional participation in housing crisis sessions with local municipal partners and NGO's.  
Formalizing a contract for fire services with MoK, the Fire Commission and BDVFD as signatories.

- Implemented a COVID-19 testing program for employees/volunteers with weekly reporting. The program was formally paused by NS Health but continues until rapid tests are exhausted.
- Weekly meetings and ongoing liaison with staff in support of Community Development and Recreation activities, plans and projects.
- Review and implementation of SWOT analysis recommendations for planning and development control processes and services.
- Participating in a Regional Building Energy Road Map project with Quest and EQ Engineering, funded by the Low Carbon Communities Fund to conduct building assessments. Town properties include Town Hall, Apple Capital Heritage Museum, BDVFD Fire Hall and the conjoined PW/BEC building. Building assessments will provide a blueprint for any required energy retrofits.
- Coordinated and facilitated leadership group succession planning and structural recommendations for Berwick Electric that will go to the BEC Commission for review and consideration 2022 Feb 8.
- Exploratory meetings with the Jijuktu'kwejk Watershed Alliance and Ducks Unlimited around construction of a potential engineered wetland adjacent to the Cornwallis River and our WWTP.
- Considerable interaction with AET Consultants to fine tune the GHG baseline (2016) emissions for the Town into a presentation and final report.

### Priorities for the next month

- Finalize the draft Fire Services contract
- Support the development of draft F2023 capital and operational budgets
- Recruit a term Recreation Coordinator that will backfill a maternity leave

**Department:** Council

**First Adopted:** December 10, 2003

## 1. Purpose

- 1.1. To establish a standard practice for the timely and efficient clearing of snow and ice from Town streets, sidewalks, public parking lots and pathways during and after winter storms.

## 2. Objectives

- 2.1. The objectives of the Snow and Ice Control Policy will be to:
  - a. reduce the hazards of snow and ice conditions to motorists and pedestrians;
  - b. minimize economic losses to the community and business;
  - c. facilitate the handling of emergencies by Fire, Police and Ambulance;
  - d. identify criteria used to prioritize the sequence for the clearing of streets and sidewalks in the Town; and
  - e. define the levels of service for snow and ice control

## 3. Policy

- 3.1. It shall be the policy of the Town of Berwick that plowing, salting and sanding of streets, sidewalks, parking lots and pathways will take place when the weather has/may cause conditions to become hazardous.
- 3.2. Severe weather events may cause the delay or pause of snow and ice control removal services until it is safe for crews to do so.
- 3.3. Due to limited human, financial and equipment resources, it is not possible to clear all Town streets, sidewalks, parking lots and pathways concurrently. For this reason, a policy on the priority and sequence of snow and ice control is required.
- 3.4. It is the responsibility of the Director of Public Works to manage all human and equipment resources to achieve the greatest level of efficiency and cost effectiveness in the delivery of snow and ice control services.

## 4. Streets: priority criteria for Snow and Ice Control

- 4.1. In determining the priority for street clearing during and after a storm, all streets in the Town will be classified into one of three classes based on the following criteria:
  - a. Emergency Services (i.e. Police, Fire, Emergency Health Services)

- b. High volumes of traffic
- c. Business Core and Industry
- d. Civic Facilities (School, Post Office, Town Hall, etc.)
- e. Residential
- f. Efficiency in service delivery

A list of all streets and their classification are attached as **Schedule “A”**

### 5. Streets: Levels of Service

- 5.1. The Town does not have a municipal water supply and is mindful of the use of salt in snow and ice control operations. The Town generally uses a combination of salt/sand at a 50% mix that may work a little slower but provides effective traction.
- 5.2. Hard packed snow may occasionally build up on well-travelled streets due a combination of factors including: temperatures at or below -13C, snowfall volumes and/or the unavailability of crews prior to 5:00AM. As hard packed snow builds up, crews transition to 100% salt but until temperatures rise it is difficult to remove.
- 5.3. Two priority streams of service apply for snow and ice control services in the Town. Those streets included in Class I and II shall be plowed their full width followed by an application of salt/sand. Streets included in Class III shall initially be plowed only one vehicle width. Once all Class I and II streets have been plowed the full width, Class III streets shall be plowed full width followed by an application of salt/sand.

### 6. Sidewalks

- 6.1. The clearing of sidewalks will follow the same criteria as used for streets and will commence after the adjacent street has been plowed. Hence, sidewalks along Class I and II streets will be the first to be cleared with an application of salt and sand being applied at the same time before sidewalks along Class III streets are cleared.

### 7. Parking Lots

- 7.1. The public parking lots cleared by Town staff will be cleared in the following order:
  - a. BDVFD Fire Hall
  - b. Town Hall
  - c. Kings Mutual Century Centre
  - d. Carol’s Place

- e. Rainforth Park
- f. Trail Head

### 8. Town WWTP Pumping Stations

- 8.1. Once all Town streets, sidewalks and public parking lots have been cleared the Town's WWTP pumping stations will be cleared in order to ensure an immediate access to the waste water collection infrastructure.

### 9. Public Pathways

- 9.1. Public Pathways consist of gravel and/or grass and are the lowest priority. They will be cleared only when the ground is frozen and after all snow and ice control measures have been completed for the other areas covered by this policy. The pathways that will be cleared include:
  - a. Spicer Park Subdivision
  - b. Illsley Park Subdivision
  - c. Berwick Acres Subdivision
  - d. Daniel Drive Subdivision

### 10. Private Driveways

- 10.1. Private driveways may be filled with snow as a consequence of plowing operations, either before/ or after the property owner/occupant has cleared their driveway. The Town does not take responsibility for removing snow from private driveways.

### 11. Snow Removal

- 11.1. Excess snow that accumulates along Town streets in the business core shall be removed as soon as practicable.

### 12. Damage to Private Property

- 12.1 At the discretion of the Director of Public Works, damage to private property owners' fences, hedges, mail boxes or lawns, located within the Town's right-of-way, due to snow and ice control practices may be repaired at the Town's expense one time only. Private property owners/occupants will be asked to make the necessary adjusts to prevent similar damage in the future.
- 12.2 Damage to private property outside the Town's right-of-way shall be repaired at the Town's expense.

**Schedule “A” - Town Streets Classification**

<b><u>Class I</u></b>	<b><u>Class II</u></b>	<b><u>Class III</u></b>
Brown Street	Front Street	Autumn Drive
Commercial Street	Maple Avenue	Beckwith Drive
Cottage Street	Marsters Avenue	Bezanson Drive
Foster Street	Mill Street	Bligh Street
Main Street	Willow Avenue	Cortland Street
Orchard Street		Daniels Drive
South Street		Gala Drive
Union Street		Gravenstein Drive
		Hayden Drive
		Honeycrisp Drive
		Horsburgh Drive
		Illsley Drive
		Lawrence Avenue
		Macintosh Street
		Margeson Drive
		Morse Lane
		Mountainview Drive
		Paisley Avenue
		Pleasant Street
		Robinson Drive
		Ron Smith Drive
		Spartan Avenue
		Thomas Street