
Committee of the Whole Meeting

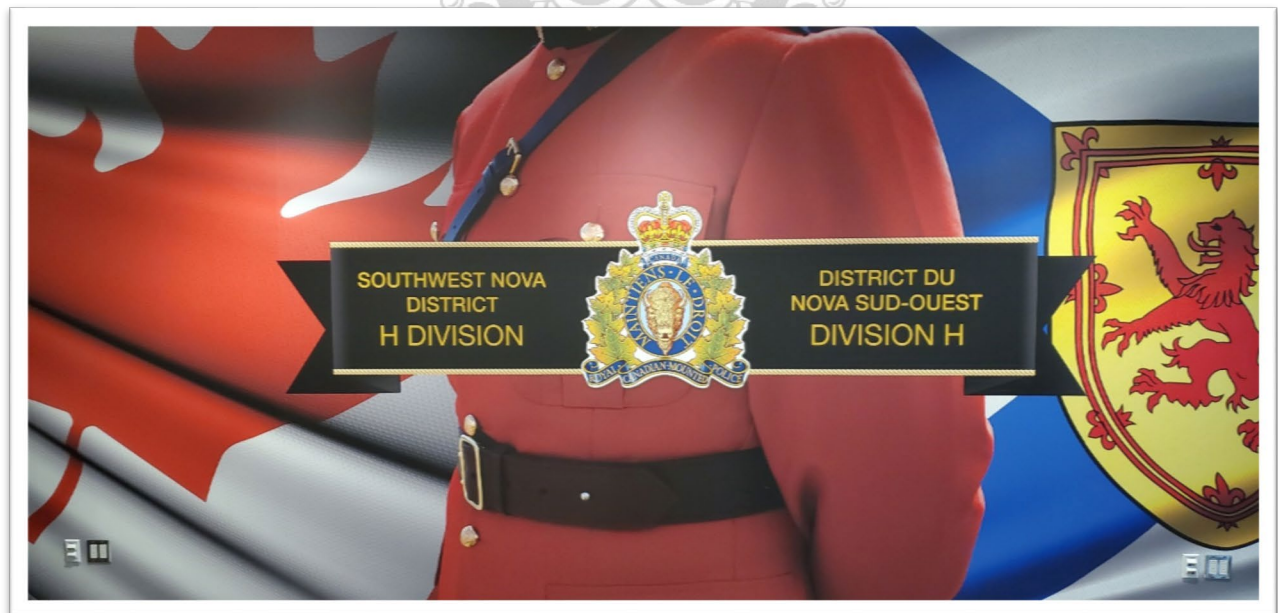
April 26, 2022

Time: 6:30pm

AGENDA

1. **Call to Order**
2. **Approval of Previous Minutes**
3. **Approval of the Agenda**
4. **Departmental Reports**
 - a. RCMP Attached
 - b. BDVFD Attached
 - c. Active Living Attached
 - d. Recreation Attached
 - e. Economic Development Attached
 - f. Public Works Attached
 - g. CAO To Follow
5. **Committee Reports:**
 - a. Planning Advisory Recommendations
6. **New Business:**
 - a. Public Open Space Policy
 - b. Facility & Rental Protocols & Fees
 - c. Regional Agricultural Technology Accelerator
(Report Will follow)
7. **Mayor's Update**
8. **Adjournment**

Berwick Policing Report



March 2022
Kings District RCMP



RCMP·GRC



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Kings District Employees

Inspector Kurtis Kamotzki, 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.

The Kings East School Safety Resource Officer is Cst. Jennifer Britton, and the Kings West School Safety Resource Officer is Cst. Jeff Wilson.

Our Kings District General Investigation Section members are Cpl. Glenn O'Halloran, Cst. Kelly McPherson, and Cst. Jody Whiteway.

Our 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.

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

The 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.



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. SSROs update the National SafePlan every year for each Kings County School. SSROs do the initial investigation in cases that stem from schools. SSROs 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, encompassing 11 schools. Cst. Britton's service area is from Coldbrook District School to LE Shaw Elementary, encompassing 12 schools.

Distracted driving presentations, human trafficking awareness presentations, and lock down safety 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.

Highlights

Top Ten Tips for Safe Winter Driving

1. **Pre-trip preparations.** Take the time to brush the snow from all of the windows, side mirrors, headlights and tail lights. Not having these items properly cleaned is dangerous for vehicle occupants and for everyone else on the road. Failing to do this is also something police can issue a ticket for. It's also important to clear the snow from the hood and the roof. If not, there is a very real chance it will blow off on the highway and create hazardous conditions for anyone travelling behind.
2. **Plan ahead.** Before heading out, check to see what the current road conditions are and what type of weather you should expect. In Nova Scotia, motorists can call 511 for a list of current road conditions, or they can find them online at [www.http://511.gov.ns.ca/map/](http://511.gov.ns.ca/map/) through the Department of Transportation and Infrastructure Renewal.
3. **Drive according to road conditions.** If the roads are slippery it will take more time and distance to stop. The simplest solution is to slow down. It is also important to leave a safe amount of distance between vehicles, especially on the highway. That way, in the event of an emergency stop, there will be more time to do so.
4. **Know the limits of your vehicle.** Many times, motorists driving four-wheel drive or all-wheel drive vehicles feel safer because of the improved traction and additional ground clearance. It's important to keep in mind that stopping ability is not improved. Four and all-wheel drive vehicles can reduce your chances of getting stuck, but they won't help you stop any better during slippery conditions.
5. **Weigh the importance of the trip against the current weather conditions.** When the weather is really bad, police often advise motorists to avoid traveling if possible.
6. **Tires.** When it comes to winter driving, good winter tires are one of the most important investments a motorist can make. The rubber used to make winter tires is specially designed for cold conditions. It's softer,



which allows the tires to maintain better contact with the road. As well, the treads are designed to grip the road better by displacing slush and snow.

7. **Buckle up.** A seatbelt will help keep you in your seat if the car does slip on the roadways, and it will help protect you at the moment of impact.
8. **Contact capability.** Another safety device to take with you is a cell phone in case of emergency.
9. **Winter safety kit.** A winter emergency kit for your vehicle should include a cell phone, flash light and batteries, emergency food, bottled water, candles, blankets, booster cables, sand or kitty litter for traction, tow cables, and road maps.
10. **Vehicle maintenance.** Ensure your windshield wiper fluid is a winter variety that will not freeze, and keep it topped up. Have a mechanic check on the condition of the and if it's old, have it replaced. Keep the gas tank topped up with fuel.



Kings District RCMP Warns of Credit Card Scam

Kings District RCMP are warning the public of a recent scam that has been circulating through Kings County. An example of the current scam is when a scammer calls the victim representing themselves as a bank or often a security official with a bank. The scammer advises the victim that their credit card has been compromised and that a sum of money has been debited. The scammer then requests the victim to attend to local stores to purchase gift cards to attempt to confirm the store where the scammers made up fraud occurred.

In one case in Kings County a victim purchased \$16,000 dollars' worth of gift cards and then provided the gift card codes to the scammer.

Police are reminding the public to protect themselves against frauds in the following ways:

- Do not send money, gift cards, Bitcoin or anything else of value to someone you've never met in-person
- If you have a feeling that something is not right, it is best to trust your gut and stop communicating with that person
- A financial institution should never have to ask for banking information within the company

Scammers can be very persistent and convincing. If you have been defrauded, you are not alone. If you or a family member has fallen victim to a scam, report it to your local RCMP office, as well as the Canadian Anti-Fraud Centre (CAFC) by phone at 1-888-495-8501 or online at www.antifraudcentre.ca.



Please Clear Vehicles of Snow and Ice

Kings District RCMP are committed to safe roadways. Recent weather has caused heavy snow and ice build up which may be difficult to remove from vehicles. Before motorists decide to use roadways, it is important that all snow and ice is cleared off their vehicle's.



Heavy condensed snow on the roof of a vehicle poses a hazard because as the interior of the vehicle warms, it creates a moisture barrier between the roof of the vehicle and the heavy snow or ice pile. As this pile begins to come loose and shift on the roof, a hard braking will dislodge the large mass of heavy snow onto the front windshield. The wipers will not be able to remove the snow, necessitating an immediate stop in the roadway and creating a danger for that driver and everyone around them. Flying ice and snow is also very dangerous to other motorists whose vehicle may be struck causing further visibility issues, dangerous reactions and damage to vehicles.

In Nova Scotia police can issue a summary offence ticket under Section 184(4) of the Motor Vehicle Act for driving a motor vehicle with obstruction on window or windshield. This ticket carries a fine amount of \$180 for a first offence, \$237.50 for a second offence and \$352.50 for a third or subsequent offence.

Simple actions like clearing snow and ice from vehicles can make a major difference for safe driving.



Road Safety is a priority for the RCMP, and drivers are reminded to make it their priority as well. If you see someone driving unsafely on our roads, report it by calling the RCMP at 1-800-803-RCMP (7267) or 911.

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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, Kings District members have charged in excess of 56 people with impaired driving, issued 45 roadside suspensions for alcohol consumption, issued 1763 traffic enforcement charges and conducted 198 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.
- **Intelligence Led Policing Effort**
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 improvement has resulted in an increase in drug-related and property crime-related investigations within Kings District.

Calls for Service

In the month of March, Kings District responded to 1152 service calls. There were 78 service calls in Berwick during this reporting period. See the attached chart for breakdown of the service calls.

Type of Crime & Occurrence Type	Mar Kings 2022	Mar Berwick 2022
Crimes Against Persons		
Offences Related to Death	1	0
Sexual Offences	10	0
Assault	32	4
Kidnapping/Hostage/Abduction	0	0
Robbery	1	0
Extortion / Intimidation	6	0
Criminal Harassment	6	0
Indecent Harassing Comm.	8	0
Uttering Threats	8	0
Property Crime		
Arson	2	1
Break and Enter	11	2
Unlawfully in a Dwelling House	0	0
Theft Over	1	0
Theft of Motor Vehicle	3	0
Theft of Other MV / Motorcycle	4	0
Take MV w/o Consent	1	0
Theft Under	21	1
Shoplifting	24	0
Theft (mail, bicycle, et al)	1	0
Theft from Motor Vehicle	5	1
Possession of Stolen Goods	0	0
Fraud	21	0
Identity Theft	3	0
Mischief	39	0
Drug Enforcement		
Possession	1	0
Trafficking	2	0
Import/Export	0	0
Production	0	0
Other	2	0

Traffic		
Dangerous Op of MV	0	0
Impaired by Alcohol	9	1
Impaired by Drug	0	0
Failure/Refusal	2	0
Driving while Disqualified	5	1
Fail to Stop or Remain	11	1
Seatbelt Violation	0	0
Intersection Violation	10	1
Speeding Violation	59	4
Insurance Violation	5	1
Road Side Suspension (Alcohol)	1	0
Road Side Suspension (Drug)	0	0
Collision - Fatal	0	0
Collision - Non - Fatal Injury	6	1
Collision - Reportable	29	1
Collision - Non Reportable	24	3
Off-Road Vehicle Collision	2	0
Municipal By-laws	1	0
Other Traffic Offence/Violation	166	21
Other Traffic Related Duties	11	1
Checkstop	16	6
Other		
911 Call	26	1
Breach of Court Order	14	2
Liquor Act	17	0
Mental Health Act	52	4
Missing Person	52	1
Municipal Bylaw - Other	17	0
Other	267	7
Suspicious P V P	31	2
Trespass At Night	0	0
HPA (COVID-19) - Offences only	1	0
HPA (COVID-19) - Other activities	1	0
QUA (COVID-19) - Offences Only	0	0
QUA (COVID-19) - Other Activities	7	0
Total Founded & SUI Occurrences	1,068	72
Total Occurrences*	1,152	78
<i>*Includes Unfounded and Unsubstantiated</i>		



Significant Investigations

March has been a relatively busy month district wide.

Members have been very busy with responding to various types of calls yet have continue to be proactive with traffic enforcement limiting the serious incidences. An increase in calls in the district with a slight increase in Berwick.

During the month of March, Kingston RCMP conducted 387 patrols in the town of Berwick. Members from Kings District along with South West Nova Traffic Services have also made patrols and enforcement in and around the community of Berwick.

Hwy 101 Traffic Stop Leads to Drugs and Contraband Cigarette Charges

File Number: 2022-45430

March 4th, 2022, Wolfville, NS - The Valley Integrated Street Crime Enforcement Unit (VISCEU) along with the Kings District RCMP have charged a person in relation to a traffic stop on Hwy 101 near exit 10.

On February 3rd at approximately 5:30 p.m., a traffic stop was conducted on a motorist on Highway 101 at exit 10 near Wolfville. Police conducted a roadside investigation resulting in the driver being arrested for possession for the purpose of trafficking a schedule I drug. Police seized a sizable number of contraband cigarettes and schedule I drugs defined by the Canadian Drugs and Substances Act. Through their investigation, police obtained judicial authority to enter the driver's residence where a sizeable amount of cocaine, over 200 cartons of contraband cigarettes, and a sum of money were located and subsequently seized.

Harold Francis Marriott, 63, of North Kentville, NS is facing the following charges:

- Possession for the purpose of trafficking Schedule 1 drug- 2 counts- Canadian Controlled Substances Act
- Selling of tobacco products and raw leaf tobacco – Criminal Code of Canada
- Three charges in relation to tobacco under Nova Scotia's Revenue Act
- One charge in relation to tobacco under Canada's Excise Act

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Marriott has been released and will appear in Kentville Provincial Court March 29th, 2022 to face these charges.

The investigation utilized resources throughout Kings County including members from Valley Integrated Street Crimes Enforcement Unit (VISCEU) Kentville Police Service and, Kings District RCMP. Valley Integrated Street Crimes Enforcement Unit (VISCEU) is comprised of Kings District RCMP and Kentville Police Service Members.

Multi-Agency Investigation Leads to Numerous Charges for Kentville Man File Number: 2022-208705

April 4th, 2022, Kentville, NS... A Kentville man is facing charges after local police worked in partnership in a lengthy drug investigation. Kentville Police Service, Valley Integrated Street Crime Enforcement Unit (VISCEU), Criminal Intelligence Service Nova Scotia (CISNS) and Kings District RCMP General Investigative Section (GIS) all played important roles in the multi agency response regarding a residence on Mountain View Rd. in Kentville.

On February 23rd local police received judicial authority to enter a residence on Mountain View Rd. As a result, a Kentville man was arrested. At the residence police located approximately 66.3 grams of cocaine, a sizeable quantity of cash, 2 BB handguns, 1 BB long gun, 1100 contraband cigarettes and various drug paraphernalia.

Scott Aker, 55, of Kentville, NS is facing the following charges:

- Sec 5(2) Controlled Drug and Substances Act Possession Purpose of Trafficking Cocaine
- Sec 88(1) Criminal Code of Canada X3 – Possession of Weapon for Dangerous Purpose
- Sec 91(1) Criminal Code of Canada x3 – Unauthorized Possession of Firearm
- Sec 92(1) Criminal Code of Canada x3 – Possession of firearm knowing possession is unauthorized
- Sec 86(2) Criminal Code of Canada – Careless Use of Firearm
- Sec 121.1(1) Criminal Code of Canada- Selling Tobacco
- Excise Act - Possessing Illegal Tobacco
- NS Revenue Act X2 – Possess tobacco with no tax paid and possess tobacco not bearing prescribed mark

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Aker has been released and will appear in Kentville Provincial Court April 20th, 2022 to face these charges.

The investigation utilized resources throughout Kings County.

Valley Integrated Street Crimes Enforcement Unit (VISCEU) is comprised of Kings District RCMP and Kentville Police Service Members.

Sudden Death of Youth in Rockland

File Number: 2022-391508

On March 29, 2022 at approximately 7:30 p.m., EHS called to report that a Rockland youth was deceased following cardiac arrest. The youth was in bed when EHS arrived but quickly deteriorated and could not be resuscitated.

At this time, RCMP believe that the death did not involve foul play. The investigation is ongoing.

Internet Extortion Scam via Facebook

File Number: 2022-377927

On March 26th at approximately 8 p.m., RCMP received a call about an ongoing extortion over Facebook. An individual had provided intimate images to a stranger online, who had posed as someone interested in a relationship with the complainant. The subject of the complaint then saved a copy of the images and threatened to share them if the complainant did not provide monetary compensation.

RCMP members explained the nature of this common scam to the complainant, who agreed to stop communicating with the extortionist and not send them money. As the involved scam account was determined to be fake, there was no way to trace the subject of the complaint, and the occurrence was concluded.



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

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



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Berwick & District Vol. Fire Department COTW Report for April. 2022

Year End Totals: We ended our year with a total of 103 incidents answered. 2734 kilometers traveled by our fleet to respond to these incidents. 131 total hours responding to these calls, and 2304 firefighter hours logged in answering these incidents.

Fire Hall: We are still waiting on our new fire panel to be installed. We have chosen D & L Engineering Sales Ltd. out of Halifax to do the installation.

Equipment: No major repairs to report on our fleet.

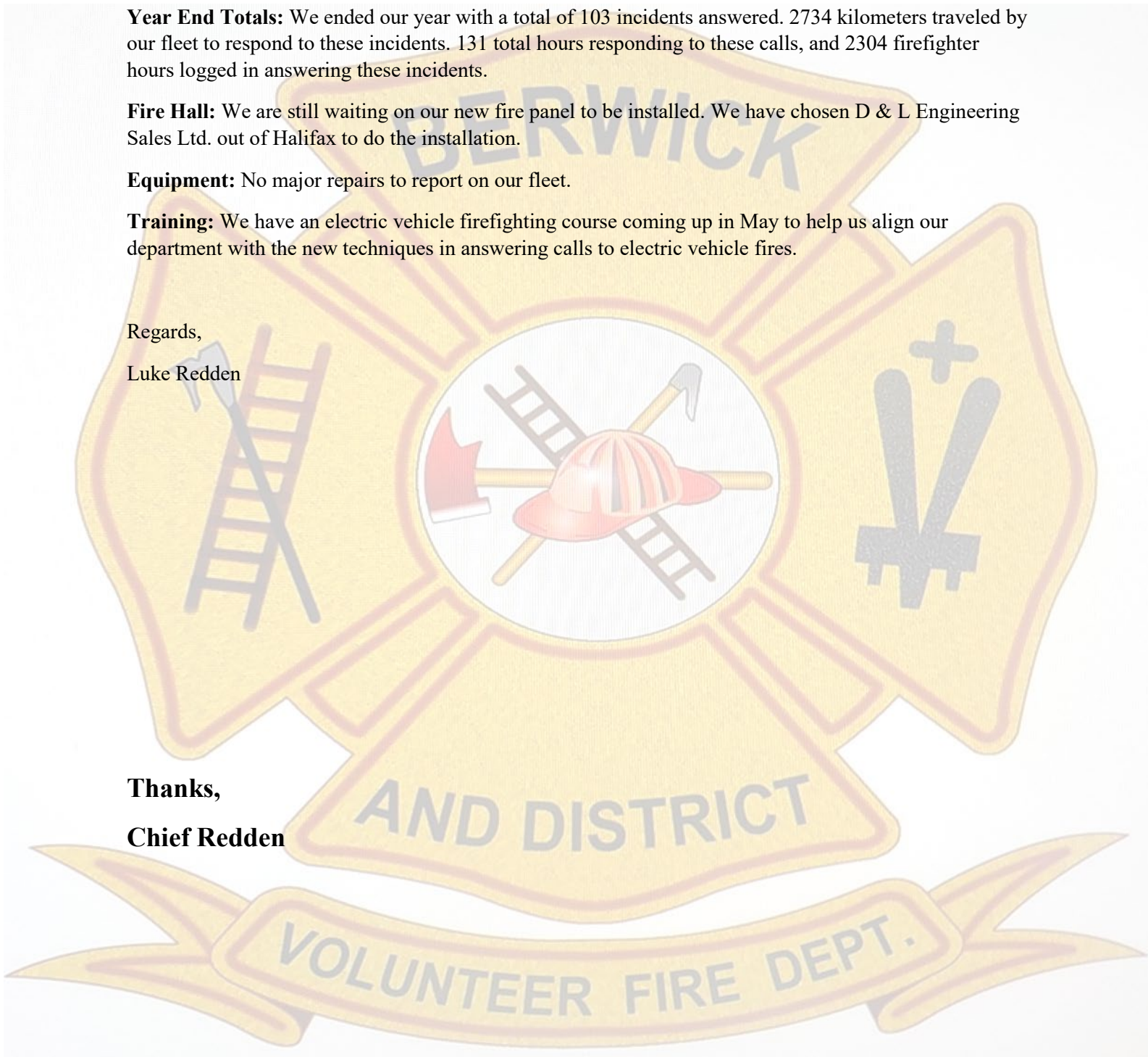
Training: We have an electric vehicle firefighting course coming up in May to help us align our department with the new techniques in answering calls to electric vehicle fires.

Regards,

Luke Redden

Thanks,

Chief Redden



REPORT TO COTW

From: Brittany Brydon ALC

Date: April 20, 2022

Subject: Monthly ALC Report

Meetings:

- Berwick Trails Committee
- Kings Recreation
- Community Alcohol Partnership (CAP)
- NS Trails Strategy Coordinating Group + Provincial Data Project
- Kings Access and Inclusion
- Valley Active Community Committee (VACC)
- Town of Berwick Accessibility Advisory Committee
- Community Consultations- Brown St Connector Upgrades, Mill St Trail Head Site Visit
- Uplift EOI Planning
- Active Living Strategy Planning Workshop
- Participation Grant Recipient Information Session
- Valley Female Leadership Network
- Adapted Equipment Program Working Group – Kings Recreation

This Month on the Go:

Active Kids Healthy Kids(AKHK) Grant Committee work – Grant Closes April 29th

Community Development and Re-preparation with Finance Department - Facility Rental and Fee Structure Effort. Issue Report from Recreation Coordinator.

Berwick Garden Project – Individual Plots – 2022 Season Registration is open

Berwick Town Website Monthly Updates and Future Planning efforts

Kings Recreation Opportunity for Diversity and Inclusion with Foreign Workers and Cricket NS

MPAL Final Reporting 2021-2022 Year

Grant 2020-2021 Follow Up and Final Reports for all projects

AAC Action Items/Deliverable Plan

Reviewed Policies/Bylaws:

Open Spaces Policy (2006) reDRAFT attached

Dog Bylaw (in the context of the annual dog tag requirements)

Month Ahead Priorities:

- Berwick Trail Clean Up Event
- AVTC international trails day event planning – June 4th 2022
- MPAL 2022-2023 Annual Report
- Active Living Strategy Renewal Work with Regional Manager
Department of Communities, Culture, Tourism & Heritage
- AAC Action Items+ Plan

RECREATION REPORT TO COTW

From: Natalie Palmer, Recreation Coordinator and Jordan Hebb, Recreation Programmer

Date: April 20th, 2022

Subject: Monthly Recreation Report

1) Meetings & Webinars

- Weekly meetings with Community Development Department
- Gala Days Committee Meetings
- Nova Scotia Health Authority Community Meetings
- Accessibility Committee Meetings

2) Programming

- Continuing to run the After School Program; the program is now at its participant capacity and running smoothly.
- Early planning stages for summer day camp, recently had meetings regarding possibly hosting summer staff training for all of Valley Recreation here in Berwick. Berwick's summer day camp staff will be hired within the next two weeks.
- Still in the planning process and grant application process for the Drop in Program. Jordan will be purchasing hockey nets and begin to run some Monday night sessions.
- CORAH program is running much smoother, volunteers have been a big help in creating more interest around the program.

3) Communications

- Continue to update social media for the Town of Berwick (Facebook, Instagram and Twitter) as well as the electronic sign, and other miscellaneous communications
- Jordan and Natalie are hiring summer staff throughout the next couple of weeks. Summer SKILLS grant funding for the museum manager has been confirmed, as well as Canada Summer Jobs grant funding for the Gala Days student, summer day camp staff, and park maintenance staff.
- A call has been put out for nominations for local outstanding volunteers for our volunteer recognition event that will be planned for September.

4) Events

- Jordan and Natalie organized an Easter event which took place on April 14th in Rainforth Park. There was an Easter egg hunt, prizes, organized games and healthy snacks donated from local businesses (local apples, water, etc.) The overall turn-out was good and feedback was positive!
- Natalie partnered with BraveHeart First Aid to run a babysitting course on April 2nd. There were 24 total participants. There is high demand to run more in the future.
- Natalie will be partnering with EHS to plan an event to raise awareness of the AED device located at Town Hall.

5) Miscellaneous

- The Community Development and Recreation team as well as the Finance team has identified the need to create standardized facility rental fees and regulations. An issue report and outline of idealized rental fees have been included with this report.

Priorities for May 2022:

- Make plans for an event marking Berwick's 99th birthday on May 25th.
- Complete the summer hiring process
- Begin planning summer programming events and activities (Summer day camps, concert series, tennis programming, etc.)

**TOWN OF BERWICK
REPORT TO COUNCIL**

From: Katie Verrette, Economic Development Officer

Date: April 20, 2022

Subject: Economic Development Officer Report

1) Meetings & Webinars

- Monthly REN Business Supports Response Team Meeting (Virtual)
- Town of Berwick Safety Meetings (Co-Chair, monthly)
- Meetings amongst the Community Development staff (Recreation Facility Fee Brainstorming Session, Roles/Responsibilities Brainstorming Session, Grant Brainstorming Session)
- Valley Recreation Meetings (Virtual)
- Kyla Pierik (ACOA) Grant Review, Rediscover Main Streets (virtual)
- Heritage Property Program/Community ACCESS-Ability Grant Program Information Session (Virtual)
- Small Options Homes Update – Municipal Affairs/Housing (Virtual)
- ToB Website Training (Virtual)
- Mill Street Trailhead Brainstorming Session/Community Consultation Gathering
- ToB Council Meeting (Minutes)
- Supported Interview process for Summer Staff Positions
- Supported Interview process for Casual Fitness Centre Positions

2) Communications

- Reaching out to each business via phone/email to update contact info in preparation for updating the website business directory.
- Circulated information regarding training opportunities via Chamber of Commerce, and information on Corporate Fitness Centre membership opportunities.

3) Projects

- An application is being submitted to DNR (Land Admin division) for the development of the Box Car property through the support and guidance of the regional rep, Dana Orr. Current discussions with DNR include operating the boxcars under the current LOA however exploring the option of purchasing the land the costs associated with doing so have been discussed. As soon as we have more information on this opportunity they will be shared. SDI grant funding for this project expires at the end of the summer. Upcoming expenditures include acquiring a dumpster, fee for clean out and a retrofit of the interior. Until proper approval is received from DNR no work to support decking can be completed.
- Currently securing a date for the Business Breakfast. I have had interest from regional business supports (ACOA, REN, Chamber) who would like to attend. The Lions Hall is on board and can support as needed.
- Local musician/vocalist Hunter Bushell approached us with an idea to donate his time for a fundraiser for Ukraine. After making a few connections in Town the Union Street was excited to join in on the opportunity and are working to create a special Ukrainian dish and concert to raise funds for the two Ukrainian families who have joined the Berwick community. More information to come this week.
- ACOA Rediscover Main Streets is a new grant program which offers funding of up to 100% for projects over \$25,000. After connecting with Kyla, and brainstorming opportunities with the CD team, we have decided to apply for

funding prior to the April 29 deadline. Any funds secured must be spent this fiscal year.

4) Fitness Centre

- After a deep dive in to the budget we have eliminated costs for satellite TV, cleaning, and are now moving the FC phone to the same system as the Town Hall system.
- With two of our very dedicated casual staff leaving in the coming weeks we have added two new staff to the team. Chloe Gavel and Todd Rafuse have already began training and will work their first independent shifts this coming week.
- A new personal trainer has joined the team and within the first few days of joining has already sold 20 PT sessions. We hope this will bring more members to the facility, and will bring back a large clientele that was lost prior to pandemic days.

5) Other

- After the Centennial brainstorming session, it has come to our attention that many of the ideas supported fall under current granting programs in the community development stream. The CD team has started to brainstorm grant opportunities and are creating a list of possible funding sources for the projects highlighted by the working group.

Priorities for May 2022

- Box Car project
- Business breakfast
- Beautification Preparations

Public Works COTW Report for April 26, 2022

- Public Works as had a challenging month with three team members off sick for a week each.
- We have been doing clean up from winter all over Town. Another day or two should finish most, a few spots will have to dry out first in order to finish up.
- Brush pickup will be starting May 10th and will go to May 20th, a bin will be placed next door to the Public Works Building from May 1st to May 31st.
- Street cleaning will start early May. We will be picking up some of the heavy dirt along the curbs with the small loader before the major clean up.
- Our street paint is in the building ready to go as the weather clears.
- We had a new air blower installed last week at the WWTP and the other blowers serviced; we have been waiting since November for blower to arrive.
- The Contractor and Public Works have started the new airline install for ponds number two and three, we hope to have this first part of the work finished this week.
- Part two of the pond air system will come later this summer, as our engineers get things ready to go out for tender.
- We have been working this last month on sewer pumps and the ultraviolet treatment systems to make sure they are working at maximum performance; we still have a few days' work left to do when we can get to them.
- We have a wastewater operator from the Village of Kingston over seeing our system until we find a full time Operator.
- The new stormwater drainage system at Centennial/Rainforth Parks has been completed, but we will have to wait for landscaping as it dries up.
- Gage Drew will return as a summer park staff person and has been cleaning up the town hall grounds starting last week; he will be responsible for lawn care, mulching, paths, and other tasks.
- We are still filling pot holes as I get enough team members to do it safely.
- The team fixed a large sink hole in front of the WKMHCentre last week. The hole was 8' X 8' square, and went down 9 feet to the sewer line. We capped the dead-end pipe with concrete and filled with gravels, we will clean the pipe at a later date. We also fixed a second hole, with a 15-inch drain pipe on Mill Street; the old pipe was rusted out.
- We have a few trees to be cut down with Berwick Electric in the next few weeks.
- The team will be in Spicer Park doing some work at the playground as soon as we are able to get in; it's very wet.
- We will have some work to do at the trail head, as the plan comes together.

Thank you,

Tim Harding,
Director of Public Works

Town of Berwick
Report to Municipal Council
Agenda Item

Subject: April 5, 2022 PAC Recommendations

From: Councillor Rod Reeves, Chair

Date: April 21, 2022

The following recommendations to Council are being forwarded from the Planning Advisory Committee (April 5, 2022) for further discussion and action:

It is recommended from the Planning Advisory Committee

THAT

Council approve the MPS and LUB Review proposal from Brighter Communities & Planning.

It is recommended from Planning Advisory Committee

THAT

Council approve the Willow Avenue – Development Standards Report and furtherance to the Department of Municipal Affairs and Housing for consideration.

To:	Planning Advisory Committee
From:	Chrystal Fuller, MCIP, LPP
Date:	2022-04-05
Re:	Work Program for MPS and LUB update

Introduction

The Town is seeking to update its Municipal Planning Strategy and Land Use bylaw. The MPS and LUB was approved in 2012 and there have some amendments to the documents over the last 10 years.

In 2021, BCP conducted a SWOT analysis which recommended an overhaul of the MPS and LUB. The SWOT analysis went on to identify several reasons why the MPS and LUB need a review and update:

- The province adopted minimum planning standards and the Berwick Planning documents have not been reviewed to assess consistency with these standards
- The structure of the MPS and LUB require many uses to proceed by Development Agreement, which is an administrative cost to the Town and also to applicants.
- The housing crisis throughout Nova Scotia requires different solutions to be considered to ensure there are a variety of housing options. This may include adopting policies and regulations regarding accessory dwelling unit provision, examining higher density growth nodes and including tiny house provisions.
- The Town's MPS indicates that the Plan will be reviewed every 5 years and no review has been completed since 2012.
- Modern planning practices, changes in community needs and priorities, and the need to better position the Town to respond to growing development pressures are additional reasons to review.
- The need for a clear growth management strategy for the town.
- The documents should be formatted and organized so that they are easier for the public and developers to use and understand.
- There are no policies relating to climate change or environment. This is a gap in the Planning documents.
- There are inconsistencies between the MPS and LUB causing increased time and effort to administer the documents.

Process

An updated MPS and LUB can be a large undertaking, but the Town has expressed a desire to keep the review somewhat focused and to not incur significant costs that the town is unable to

afford. However, this budgetary imperative must be balanced against the requirements for public engagement and solid planning policies.

The process proposed is streamlined with a focus on creating a revised set of documents that are easy to administer, clear to the public but also set a clear growth management approach for the Town. While being mindful of cost, the process also will allow for public engagement and a review to ensure compliance with the Municipal Government Act and associated regulations.

The review would commence in September 2022 and be completed by summer 2023 and include the following tasks.

Tasks
Phase 1: Project Initiation
1.1 Council and PAC workshop
Phase 2: Public Engagement
2.1 Online Public Consultation
2.2 Interviews with Key Stakeholders and Focus Groups
2.3 Key Issue Summary
Phase 3: Draft MPS
3.1 Research best practices
3.2 Update MPS and LUB excluding maps
3.3 Public Participation
3.4 Revise Drafts
3.5 Presentation to PAC
Phase 4: Adoption
4.1 First Reading
4.2 Public Hearing

Recommendation:

PAC recommends that Council approve initiating a MPS and Bylaw approval process as outlined above.

April 5, 2022
Report for PAC
Prepared by: Chrystal Fuller, MCIP, LPP

Re: Willow Avenue MPS and LUB Amendments – Unserviced Development standards permitted uses in the agricultural zone

Introduction

This report provides additional analysis regarding amendments to the Town of Berwick’s Municipal Planning Strategy and Land Use By-Law, within the Agricultural Designation and Zone. These amendments include the following:

- the creation of residential lots with reduced frontage,
- permitting septic, and
- changes to the zoning to allow for solar gardens within the A1 Zone.

This report is for information purposes and will ultimately be forwarded to the Department of Municipal Affairs and Housing to assist in its review of the amendments under the provincial

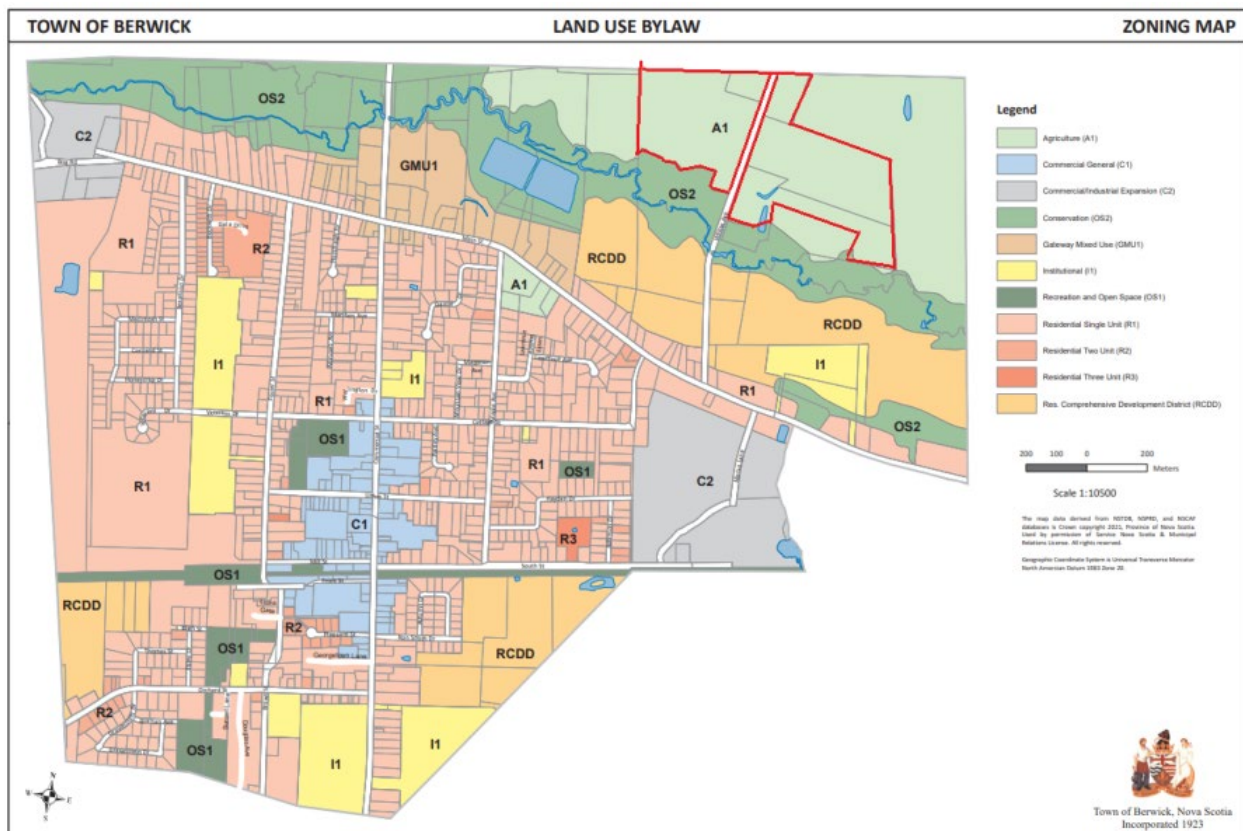


Figure 1 - Agricultural Lands

statements of interests regarding agriculture. Figure 1 shows the area that the changes to the Municipal Planning Strategy and Land Use By-Law would impact.

Background

In 2020 the Town of Berwick initiated amendments to the Land Use By-Law and MPS to permit the creation of additional residential lots within Agricultural zoned land on Willow Avenue, with reduced lot frontage and onsite septic. The proposed land meets the definition of agricultural land as per Schedule B of the Municipal Government Act.

“Agricultural Land means active farmland and land with agricultural potential as defined by the Canada Land Inventory as Class 2, 3 and Class 4 land in active agricultural areas, specialty crop lands and dykelands suitable for commercial agricultural operations as identified by the Department of Agriculture.”¹

Michael Morse put forward an application to the Town of Berwick to permit residential development and solar garden with onsite septic and reduced frontage and lot area requirements in the Agricultural Zone.

On February 18, 2020, the PAC held a public information session and consultation meeting to discuss unserviced development within the Town and the development standards for the Agricultural Zone. After the public consultation, the PAC directed staff to draft amendments to the Municipal Planning Strategy and Land Use By-Law in accordance with the application.

On July 14th, 2020, Council held and passed First Reading on the amendments to the MPS and LUB. The Town passed a first reading for the following amendment to the Municipal Planning Strategy July 14, 2020 to the Infrastructure Principals and Objectives:

“To ensure that all new development, with the exception of lands fronting on Willow Avenue located north of the Cornwallis River, is serviced by appropriate municipal infrastructure and services and that both public and private investments in infrastructure and upgrading or the development of new infrastructure be managed in a coordinated, cost efficient and environmentally responsible manner.”

Other changes to the Municipal Planning Strategy Town approved during first reading included to allow for septic to the Agricultural Principals and Objectives section:

“...development of new uses will be permitted with onsite sanitary service and minimum lot standards will be established which will enable new residential development.”

- That Part 2.8, Agricultural Lands and Uses, Policy A7 be amended to read:
 - A7 It Shall be the intention of Council to consider redesignation of lands designation for agriculture for residential use in the event that the Town decides to extend municipal services to these lands.
- That Part 2.10, Municipal Infrastructure Policies, Policy MI 1 be amended to read:

¹ Municipal Government Act

- MI1 It shall be the intention of Council to require that, with the exception of lands located on Willow Avenue north of the Cornwallis River which may be developed with onsite septic services, all development within the Town front on a public street and be serviced with municipal wastewater services.

A public hearing was held on August 11, 2020, and Council gave Second Reading of the proposed amendments. In October 2020 the Province requested more information addressing the Provincial Statement of Interest for Agriculture.

Municipal Government Act

Statement of Provincial Interest regarding Agricultural Land

Statements of Provincial Interest are policy statements under the Municipal Government Act adopted by the Provincial Government. Provincial Statements of Interest are “intended to serve as guiding principles to help Provincial Government departments, municipalities and individuals in making decisions regarding land use.”²

The purpose of the Provincial Statement of Interest on agriculture is to protect agricultural land for the development of a viable and sustainable food industry.³ With completing land use demands from the pressures of development, preserving agricultural lands that are used actively for agricultural purposes is a priority in Nova Scotia.⁴

Agricultural Land Pressures NS

Nova Scotia is experiencing a number of pressures on agricultural lands. These include

- Agricultural lands are limited in Nova Scotia and have been facing ongoing pressures from increasing population and the demands for new housing and development.⁵
- The highest class of soil from the Canadian Land Inventory in Nova Scotia is a class 2. Soils in class 2 have moderate limitations that restrict the range of crops or require moderate conservation practices.
- Development pressures in Nova Scotia have been pushing developments further from civic cores into the rural portions of communities. When land is taken out of agricultural lands for development purposes, agricultural lands become fragmented and the impacts to the land are irreversible, especially if a septic system is installed.

² Nova Scotia’s Statements of Provincial Interest, Presentation Slides, by Susanne Linden, <https://slideplayer.com/slide/14455234/>

³ Municipal Government Act

⁴ Municipal Government Act

⁵ A Review of Initiatives Intended to Conserve Agricultural Land – Nova Scotia Agriculture, 2008

- Agricultural lands hold public value for providing food and adding to food security for future generations, environmental benefits like sequestering carbon dioxide and the protection of wildlife habitats.
- The social benefits of agricultural lands include preserving the rural way of life, tourism, and locally produced foods.
- When the value is equated to profit, the short-term highest value is often not the production of agricultural resources, but in development instead. The economic benefits of development often overshadow the environmental and social benefits of agricultural lands.

Subject Area

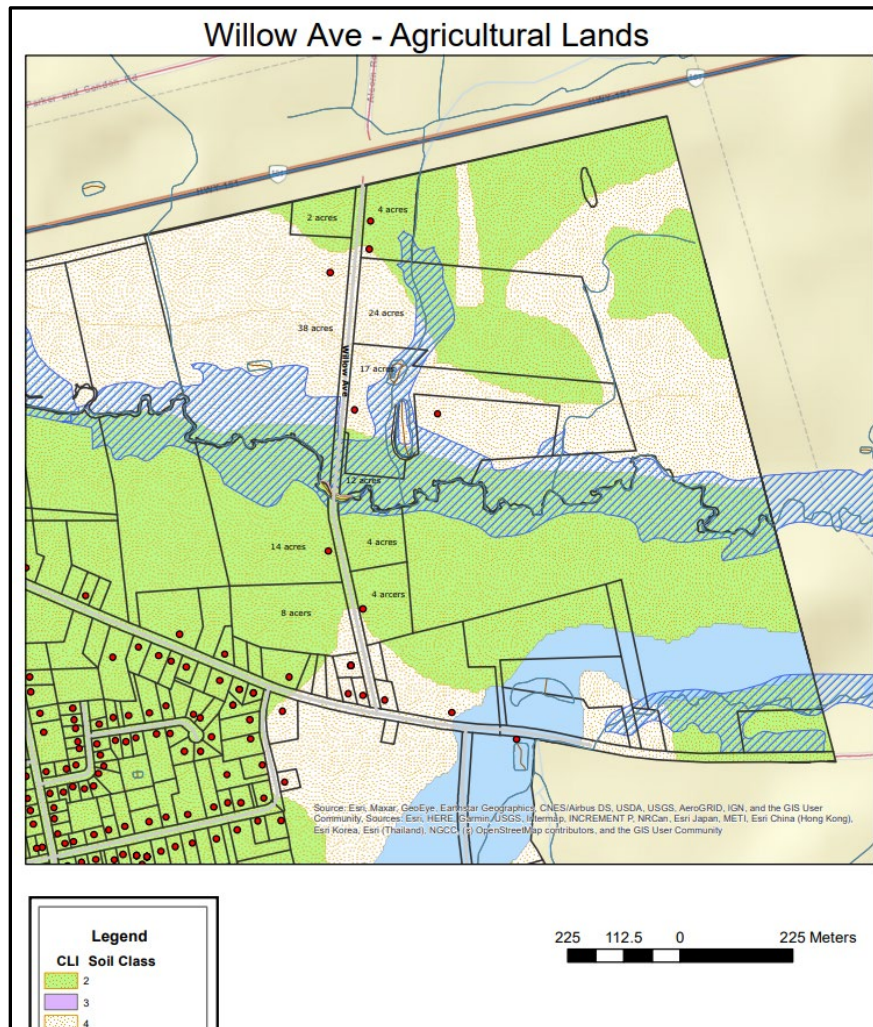


Figure 2 Willow Ave Agricultural Lands

Berwick – Willow Avenue

Figure 2 shows the location, parcel size and soil class for properties on Willow Avenue. There is a boundary to the agricultural lands in Berwick with Highway 101 sitting directly north of the agricultural lands on Willow Avenue. Properties along Willow Avenue under the Canadian Land Inventory Soil Classing fall within either class 2 or 4. Properties located within the Conservation Zone south of the Cornwallis River are classed as 2. In

Lands north of the Cornwallis River are primarily class 4 with the northwest corner of the Town boundary having fragmented class 2 soils surrounded by class 4. There are currently several residences located along Willow Avenue, the sizes of the parcels range from 2 acres at the northeastern extent of the Town boundary to 38 acres just north of the Cornwallis River. Areas along Willow Avenue appear to have active agriculture.

There appears to be only one active farm in the study area. The amendments will continue to designate the lands agricultural and will allow lots to be created with smaller lot frontages of 250 feet, a reduction of 150 feet from the existing frontage provision. The frontage requirement, if the amendments are adopted, is still well in excess of a more urban standard for Berwick, which is 80 feet for the R1 zone. The frontage requirement would limit the number of lots that could be created within the Agricultural Designation and the overall density of the area would remain low.

The minimum lot size is proposed to change from 10 acres to 2 acres. This again encourages a low density development form consistent with rural areas.

Developable Land Base

Berwick currently has vacant residential developable land along the western town boundary, southeast town boundary and a large portion of land north of Main Street that has been zoned as Gateway Mixed Use which allows for residential development. The Gateway Mixed Use zone extends north to the Conservation Zone just south of the Agriculture Zone, which will allow for residential and commercial development.

Densification in Berwick is currently happening mainly along the western side of the town, where there have been new subdivisions created over the past few years. There are developable areas already zoned for residential development within the town. The proposed amendments will not allow for the creation of many new lots, particularly with the proposed frontage requirements.

Servicing

The Town of Berwick does not intend to extend services on Willow Avenue north of the Cornwallis River.

Agricultural Usage

Town in general is experiencing development pressures and Main Street, in particular, is an area of growth. Like many other towns, Berwick is blessed with a number of urban amenities such as a school, walking trails, several senior's facilities, a vibrant commercial downtown core, a library, recreational facilities, a modern station, and a number of government buildings. All of these assets make it desirable

for people to live through all stages of life. Agricultural activities often cause land use conflicts, due to noise, smell and traffic, as more people who are not familiar with agricultural practices move closer.

That being said, the northern portion of Willow Street is unique area of Berwick, as it is bounded by the 101, and the Cornwallis River. Willow Street North is unpaved and is impacted by the Cornwallis River Flood Plain. Willow Street is a dead end street, which was severed from the lands to the north when the 101 was constructed. The lot sized proposed by Council will continue the low density development form and will not significantly impact agricultural activities.

Conclusion

The Town of Berwick currently has very limited agricultural lands within the Town boundary, which is not unusual for a small town . There is a natural boundary with Highway 101 to the north of Willow Avenue and the Cornwallis River to the south. The Town has no intention of extending municipal services to this area of Town. The reduced lot sizes and frontage allow proposed by Council are consistent with a rural development form and will allow for the creation of an estimated 5-8 lots, at the most.

1. Purpose

Open spaces enhance the quality of life for the citizens of Berwick. The Town of Berwick will develop, manage and maintain its open spaces in such a manner as to demonstrate sound community stewardship with full attention to the diverse needs and aspirations of the whole community.

2. Objective

The Public Open Spaces Policy is intended to guide cross-departmental work as it relates to open spaces within the Town.

3. Background

Originally created in response to the Public Open Space Strategy work in 2004, this policy has been revised to enhance the quality of life for citizens and visitors to Berwick.

4. Rationale

Properly designed and designated public open spaces are a valuable and desirable asset for the Town and its citizens. These public resources provide ways to address the community's diverse needs and aspirations in terms of natural beautification, ecological stewardship, leisure and recreation, health and economic development.

Welcoming and successfully managed public open spaces will attract new residents, visitors, and businesses to Berwick. Such resources provide numerous opportunities and options for active and healthier lifestyles, social interaction, community collaboration, and the enjoyment of nature.

Linking multi departmental responsibilities, this policy is intended to streamline information, processes and communication in regards to *Public Open Spaces*. This policy draws from the work of Town Committees such as but not limited to:

- 1) Planning Advisory,
- 2) Police Services Advisory,
- 3) Community Development,
- 4) Trails,
- 5) Accessibility Advisory, and
- 6) the Subdivision Bi-law

5. Scope

The scope of this policy is broad. Definitions relevant to this policy are:

1. Public Open Space

Public open space refers to any lands

- a) owned, purchased or maintained by the Town, designated as such, and
- b) that provides, or has the potential to provide, environmental, social, health and/or economic benefit for the citizens of Berwick.

2. Open space

Open Space refers to but is not limited to:

- a) parks,
- b) trails,
- c) gardens,
- d) woodlands,
- e) playgrounds, and
- f) paths.

The town has a public responsibility to develop, maintain, and manage such properties for the common and mutual benefit of all citizens of the Town.

6. Components

1. Development

- a) Future developments of Open Spaces will be supported by but not limited to related policies and the noted committees.
- b) Development of existing Open Spaces will undergo community consultation based on the Community Consultation Guidelines approved in 2021.

2. Management and Inventory.

- a) The Town commits to an annual review of open spaces and the completion of a safety audit/inspection.
- b) The Open Spaces will be managed Town employees in collaboration with the noted committees.
- c) Council may consider entering into a program of identification and registration of sites having historical significance under the 'Act to Provide for the Identification, Preservation and Protection of Heritage Property'.

3. Maintenance

- a) Annual maintenance of open spaces should be completed by Public Works and contractors as may be required.
- b) It shall be the best practice of Council to designate natural water courses and portions of adjacent land as open spaces where such systems serve as natural storm drainage systems, and where disruption or alteration of the course could result in, or contribute to, increased flooding or erosion problems.

Revision Schedule:

1st draft 2004

1st adopted 2006

Reviewed 2020

Reviewed and Adopted 2022

Issue Report - Standardized facility rental protocols and fees

Natalie Palmer, Recreation Coordinator
April 13th, 2022

Issue:

The Departments of Community Development and Recreation, and Finance have recognized that there is a need to standardize facility rental agreement protocols and fee structures.

Discussion:

Current transitions in the Departments of Finance and Community Development and Recreation, paired with the lifting of pandemic restrictions, and a new summer season upon us, it has been highlighted that now is a vital time to organize, streamline and maximize the Facility Assets that our Town owns and operates.

Throughout the F2021 and F2022 year the COVID-19 pandemic halted many of the rental/booking agreements and opportunities of Town meeting and recreation spaces. Our Department saw firsthand the impact that these restrictions had and the impact of cancelling extra-curricular activities. With the cooperation of organizations and residents the CD&R Department supported what we could throughout the last 2 years.

With restrictions easing, the demand for the use of our municipal facilities has increased. This is true across the board for all of our spaces, both indoor and outdoor. The sudden increase in inquiries regarding information about renting our facilities has highlighted the lack of formal rental guidelines, fee structures and agreement protocols for Town facilities.

At this time, most of our spaces available to book/rent have no standard pricing or regulations. Any rental prices that are currently set are outdated, and are not consistent with the costs to rent facilities in other municipalities or recreation spaces. This issue is twofold; it has led to inconsistent fees for the use of our facilities, as well as a loss of income opportunities, that translates into less operating funds for CD&R and missed opportunities with our community organizations.

Berwick's rental of its facilities has the potential to be a significant asset to local groups/ organizations/ programs for our residents and visitors as well as a source of income for the town's CD&R department.

Please note: Fees for ball field rentals were revised and approved by Council in April, 2021. No changes are being proposed to those fees.

Proposal:

A standard rental fee structure and agreement process should be approved by the Town and implemented by CD&R and the Finance Team. Staff consulted other municipalities, and rental facilities to propose fees that are comparable, competitive and fair. Though this proposal shows a slight increase to existing rental fees of some Town facilities, staff believes that it is well rationalized and can be easily adopted.

Financial Impacts:

The Proposed Fee Structure and Rental Agreement Schedule will allow the Town to ensure a recreational operating income of approximately \$4000 annually up from \$3300(F2022) and \$2700(F2021). The proposal supports the strengthening of financial accountability of our long-term renters (organized sports and programs) that offer valuable service to our residents. The Proposal is intended to cover operating costs of recreation spaces but also will allow for a small profit for potential new programs and services to be offered (i.e. CORAH at Carols Place).

Positive Impacts:

A streamlined fee process and protocols will better support the Finance and CD&R Teams. It will support residents and visitors by having readily available, clear information on fees and agreements for facility rentals, well organized for consistent communication. The proposal will generate modest, consistent revenue and would allow Berwick's CD&R department the capacity to run additional community programming outlined in the Citizenship Survey 2021 as desired by residents.

Negative Impacts:

Nothing to note

Recommendation:

It is recommended that Council approve the proposed Facility Rental Fee Structure and Rental Agreement Plan.

- 1) Council Chambers Fees would match the Full Day or Hourly Structure of the other facilities.

- 2) Recreation Coordinator and CD&R Team would begin scheduling for the Summer 2022 season using these new procedures for all facilities and programs.

FACILITY RENTAL CONTRACT

DEPARTMENT of COMMUNITY DEVELOPMENT & RECREATION (CD&R)

USER CONTACT INFORMATION

Name: _____ Home Phone #: _____

Cell Phone # _____ Email: _____

Facility Requested to be Rented: _____

Date Requested: _____

Booking: Contact the Recreation Coordinator or an alternative member of the CD&R team. All bookings will be **recorded in the electronic Microsoft Outlook Calendar**. Long standing programming partnerships will be considered as new bookings and schedules are requested.

Facility keys: (for Organizations in Good Standing and outside of normal business hours bookings). Facility rentals of the Gym, Multi-Purpose Room, Carol’s Place and the tennis courts will be issued a key with a deposit of **\$25.00**. The key is to be returned to the CD&R Department before noon the next business day and the deposit will be refunded.

Note: the key must be picked during business hours (8:30am-4:30pm Monday-Friday) and for weekend events on Friday before 4:30pm.

FACILITY FEES AND DEPOSITS

All Authorized Users Must Sign a Rental Agreement prior to use

Facility / Location	Fee Structure	Fee	Notes
Town Hall Gym	Full day	\$175	8+ hours is a full day
	Hourly rental	\$25	
	Drop In	\$5	1 hour max. Less than 5 people (within normal business hours) *Subject to other bookings
Town Hall Multi-Purpose Room	Full Day	\$150	8+ hours is a full day

Council Chambers	Full day	\$100	Fees will be waived for non-profit organizations with a public service mandate.
	Hourly Rental	\$25	As above
Carol's Place	Hourly Rental	\$25	Berwick Rec programs have first priority due to logistics.
Tennis Courts	Hourly Rental	\$25	Available May – Thanksgiving Berwick Rec programs have first priority
Ball Fields	1.5-hour slot	\$24	Games if using lights.
	1.5-hour slot	\$8	Games are not played under the lights.
	Tournaments-Field maintenance 1.5 hr. slot	\$8	Maintenance of field
	Tournaments-Lights 1.5 hr. slot	\$16	Lights
	Tournaments-Field Rental 1.5 hr. slot	\$50	Rental of field

EQUIPMENT for Gym Rentals

Please indicate the items you would like made available:

Floor Hockey Equipment_____ Tunnels and Parachutes_____

Basketballs_____ Small Slide_____

Soccer Balls_____ Tables _____ Chair_____

EQUIPMENT for Carols Place Rentals -

Tables _____ Chair _____

Wi-Fi _____ TV/Projector _____

RULES AND REGULATIONS

The following rules and regulations are to be followed or an additional fee will be charged to cover costs incurred:

1. All booking requests are subject to CD&R Department and Recreation Coordinator approval. Based on availability, program offering supports

and demand of the facility within our community.

2. All user groups will be billed appropriately for the time that is booked. If a group has the facility booked for a certain time and date, it is the responsibility of that group to notify the Recreation Department of any cancellations. Notification must be made 1 week prior to the date of the scheduled time, unless the cancellation occurs due to weather conditions, or on a weekend. In this case, the CD&R Department should be notified as soon as possible.
3. Any damage to the facility must be reported to the CD&R Department as soon as possible. Renters will be liable for any willful damage to the facility and will be invoiced the cost of repairs by CD&R Department.
4. Outdoor shoes are not to be worn in the gym. Clean indoor shoes shall be required.
5. The user groups will be responsible for routine cleanliness of the rented facility, including any sweeping, garbage pick-up, or tidying up of the facility before leaving.
6. Equipment room and cupboards are off limits and not included in the booking fee. If specific equipment is required please fill out the appropriate section.
7. There is to be no food or drink in the gymnasium with the exception of water in non-glass bottles.
8. If you are using our multi-purpose room and serving food, please consider that the Town of Berwick has adopted a Healthy Food Environment Policy. We encourage you to follow the policy by offering healthy foods at your event. For more information and/or ideas on healthy items to serve please contact the CD&R Department (contact info below).
9. Alcoholic beverages are not permitted.
10. **Please ensure all doors are locked and lights turned off at the end of your booking.**
11. Keys must be returned to the CD&R Department before noon the next business day and the deposit will be refunded.

The CD&R Department encourages communication with user groups. If you have any questions or concerns, please do not hesitate to contact the Department at (902)538-8068 extension 8616.

I have read and understand all rules and regulations stated within this document.

Authorized Rental User (please print):

Date

Authorized Rental User (Signature)

CD&R Department Representative

Date

OFFICE USE ONLY: Paid: _____ Cash: _____ Cheque: _____
Receipt #: _____

Additional Information

Town Hall Gym - The Gymnasium Capacities - 500 People for Standing, 400 Chairs only and 320 Non-Fixed Chairs & Tables

Multi-Purpose Room- Capacities - 52 People with the chairs and tables

Council Chambers - Capacities____ . Organizations that are exempt from billing are AVRIL, RCMP, Valley Waste and Kings Transit. Committees that Town Staff sit on also have access to this facility at no cost.

Carols Place - Capacities____ . Berwick Rec programs have first priority due to logistics. When Renting this facility there is access to WI-FI/ TV/ Projector as well as chairs and tables. All other Programming equipment is not available.

Tennis Courts –

Tennis Courts will be available May – Thanksgiving annually
 Tennis Courts will be unlocked 8:00am – 4:30pm additional hours require booking with Recreation Coordinator, agreement and key rental.
 Tennis Court Schedule will be posted on the fencing at the doors and on the Recreation Website. There will be significant effort in planning and availability for mixed programming/ opportunities at this facility, all occurring through the Recreation Coordinator.

Following the below Lighting/ maintenance schedule with our Parks, Public Works and BEC Team.

1st week of May – June	8:00am-8:00pm	General Maintenance	Lights on 6-8am Lights 7pm -9pm
June-Aug	6:00am-9:00Pm	Daily Maintenance	
Sept-Thanksgiving	8:00am – 8:00pm	General Maintenance	

Ball Fields- See April 2021 Guiding Document from councils’ minutes. All Booking for tournaments needs to be into the Recreation Coordinator by June* to ensure no scheduling conflicts. Public Works and Parks team will support CD&R with lining and field maintenance on the set schedule for the season.