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## Committee of the Whole Meeting

May 24, 2022

Time: 6:30pm

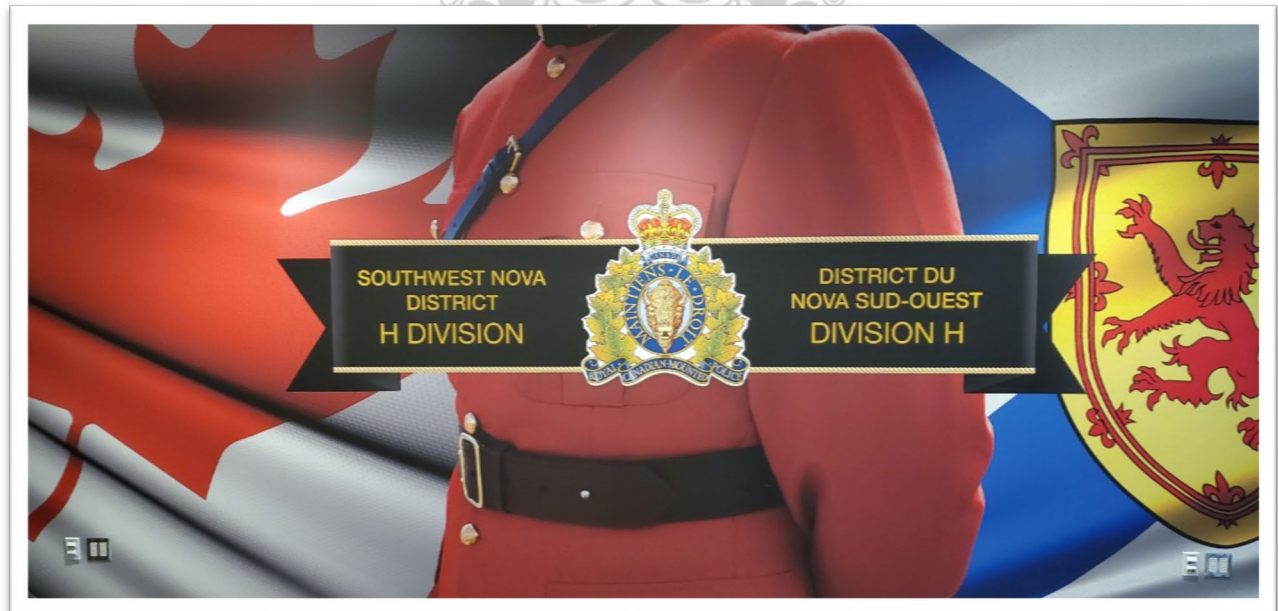
### AGENDA

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 To Follow
  - g. CAO Attached
5. **Correspondence:**
  - a. Municipal Affairs and Housing Office of the Minister
6. **New Business:**
  - a. Review of Number of Councillors
  - b. Police Services Advisory Committee Recommendation Report
  - c. Patching and Paving Tender Recommendation
7. **Ongoing Business:**
  - a. F2023 Budgets & Financials To Follow
8. **Mayor's Update**
9. **In Camera Session (Contractual/Personnel)**
10. **Adjournment**

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# Berwick Policing Report



April 2022  
Kings District RCMP



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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.

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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. 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.

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## **Highlights**

Traffic enforcement has been in place at WKDHS with tickets issued for speeding in school zones. School zone enforcement done at Pine Ridge and Maple Street. SSRO Cst. Wilson continues to be active in the community with traffic enforcement and assisting with calls for service.

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

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

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

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

## **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.



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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](http://www.antifraudcentre.ca).

### **Kings District RCMP Begin Seasonal ATV Patrols**

Kings District RCMP are patrolling the trails again to ensure the shared trails are being used in a safe and lawful manner.

The RCMP would like to remind ATV riders of a few simple tips to help ensure everyone's ride is an enjoyable one:

- Be aware of hazards and mindful of changing weather conditions. Stay on marked trails and watch out for hikers and animals. Obey the rules of the trail and be respectful.
- Wear appropriate safety gear such as helmets, goggles, boots, eye protection, and gloves. Be prepared for adverse weather and wear layers of clothing.
- Do not use alcohol, cannabis, or other drugs while riding. You could be risking the safety of yourself and others.
- Have a plan. Tell someone when you are leaving and when you will be

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back. Avoid riding alone and carry a first aid kit, tow rope, overnight bag in case you need it. Know your route!

- Do not ride beyond your ability. Refrain from "stunting" and take breaks when you need them.
- Ensure you keep your ATV fueled, and that you keep yourself fueled as well.
- Do a pre-ride inspection every time you drive your ATV. Check the tires for wear and rims for damage. Look over your controls and make sure all cables and connections are intact.
- Be prepared for random checks by RCMP officers on ATVs or at check points. Make sure your ATV is registered and properly insured. If the trails you're riding on require a trail pass, ensure you have one.
- When stopping for a break or any time your ATV is left unattended, please ensure your valuables are stored out of sight, properly secured, or kept with you.

If you witness an Off-Highway Vehicle Act violation, please contact Nova Scotia Department of Natural Resource reporting line at 1-800-565-2224 or your local RCMP detachment. If the situation requires an emergency response dial 911.

For more information about the training and requirements to operate an all-terrain-vehicle legally in Nova Scotia, please visit:

<https://novascotia.ca/natr/ohv/>.



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## **Annual Performance Plan**

The Kings District Annual Performance Plan runs from April 1<sup>st</sup>, 2022 to March 31<sup>st</sup>, 2023. Objectives of Kings District Annual Performance Plan are:

- **Safe Roads and Safe Highways in Nova Scotia**  
To date, Kings District members have charged 1 person with impaired driving, issued 6 roadside suspensions for alcohol consumption, issued 126 traffic enforcement charges and conducted 11 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.



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## Calls for Service

In the month of April, Kings District responded to 1082 service calls. There were 68 service calls in Berwick during this reporting period. See the attached chart for breakdown of the service calls.

Type of Crime & Occurrence Type	Apr Kings 2022	Apr Berwick 2022
<b>Crimes Against Persons</b>		
Offences Related to Death	1	0
Sexual Offences	9	0
Assault	30	2
Kidnapping/Hostage/Abduction	0	0
Robbery	2	0
Extortion / Intimidation	2	1
Criminal Harassment	10	2
Indecent   Harassing Comm.	5	1
Uttering Threats	14	2
<b>Property Crime</b>		
Arson	1	0
Break and Enter	13	2
Unlawfully in a Dwelling House	1	0
Theft Over	6	0
Theft of Motor Vehicle	0	0
Theft of Other MV / Motorcycle	3	0
Take MV w/o Consent	0	0
Theft Under	17	2
Shoplifting	33	0
Theft (mail, bicycle, et al)	1	0
Theft from Motor Vehicle	1	0
Possession of Stolen Goods	2	0
Fraud	27	2
Identity Theft	0	0
Mischief	35	0
<b>Drug Enforcement</b>		
Possession	0	0
Trafficking	3	0
Import/Export	0	0
Production	0	0
Other	2	0

<b>Traffic</b>		
Dangerous Op of MV	1	0
Impaired by Alcohol	11	0
Impaired by Drug	0	0
Failure/Refusal	0	0
Driving while Disqualified	2	0
Fail to Stop or Remain	11	1
Seatbelt Violation	0	0
Intersection Violation	9	2
Speeding Violation	58	0
Insurance Violation	4	3
Road Side Suspension (Alcohol)	2	0
Road Side Suspension (Drug)	0	0
Collision - Fatal	0	0
Collision - Non - Fatal Injury	6	0
Collision - Reportable	18	0
Collision - Non Reportable	15	1
Off-Road Vehicle Collision	0	0
Municipal By-laws	0	0
Other Traffic Offence/Violation	143	17
Other Traffic Related Duties	1	0
Checkstop	9	3
<b>Other</b>		
911 Call	21	3
Breach of Court Order	18	2
Liquor Act	18	0
Mental Health Act	45	2
Missing Person	56	0
Municipal Bylaw - Other	10	0
Other	281	12
Suspicious P V P	32	2
Trespass At Night	1	0
HPA (COVID-19) - Offences only	0	0
HPA (COVID-19) - Other activities	0	0
QUA (COVID-19) - Offences Only	0	0
QUA (COVID-19) - Other Activities	7	0
<b>Total Founded &amp; SUI Occurrences</b>	<b>1,010</b>	<b>62</b>
<b>Total Occurrences*</b>	<b>1,082</b>	<b>68</b>
<i>*Includes Unfounded and Unsubstantiated</i>		



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## **Significant Investigations**

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. There was a decrease in calls in the district, including in Berwick.

During the month of April, Kingston RCMP conducted 407 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.

### **Multi-Agency Investigation Leads to Numerous Charges for Kentville Man File: 2022-208705 - April 4th, 2022**

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 23<sup>rd</sup> 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

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- 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

Aker has been released and will appear in Kentville Provincial Court April 20<sup>th</sup>, 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.

### **Kings District RCMP Seeking Info Regarding Stolen UTV in Avonport April 13<sup>th</sup>, 2022**

Kings District RCMP are looking for information with regard to an UTV (utility terrain vehicle) that was stolen near a garage off a property on Gaspereau River Rd. Video surveillance depicts the person of interest removing the vehicle from the property at 4:00 am., April 12<sup>th</sup>, 2022. The missing ATV is described as an Orange 2021 Kubota RT-X1100C UTV. The vehicle has an enclosed cab that holds two spotlights and is valued new at \$35,000.00. The VIN number is A5KC2GDBLMG064244.

### **Kings District RCMP Seeking Info After Wolfville Art Theft 2022-381374 - April 20<sup>th</sup>, 2022**

Kings District RCMP are looking for information after a piece of artwork was stolen from an address on Main St. in Wolfville.

Police responded to the address on March 27<sup>th</sup> after it was discovered the artwork was missing. It is believed that three males were able to enter the building who then took the artwork leaving the building out a back door sometime after midnight on March 25<sup>th</sup>.

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CCTV has captured those that are believed responsible for the theft. The first male is described as having dark hair and is wearing a light ball cap backwards, a long-sleeved blue sweater, backpack, light coloured shorts and light-coloured casual shoes. The second male has blond hair and is seen wearing a grey “Boston” hoody, black pants and black casual shoes. The third male has dark hair, wearing a black baseball cap, black t-shirt, backpack and black casual shoes.

**Kings District RCMP Seeking Assistance after Break, Enter, and Theft  
File: 2022-463860 - April 20<sup>th</sup>, 2022**

Kings District RCMP are looking for information after a generator was stolen from a property on 359 Highway in Centerville, NS.

On April 13<sup>th</sup> Kings District RCMP responded to the scene of a break and enter to multiple commercial storage units that had occurred overnight. Police have confirmed that a generator was stolen from one of the units. The generator is described as a Hyundai 7500w inverter generator valued at \$3300.

The property owner was able to capture images of those responsible on CCTV. A vehicle can also be seen at the location. The vehicle appears to be a Black Ford Ranger with a tunnel cover. The persons of interest appear to be males in their early 20's. The first male can be observed wearing a plaid jacket with a grey hood, denim jeans and wearing a ball cap. The second male can be seen wearing a hoody, baseball cap and wearing denim jeans with boots. The third male can be observed in a dark jacket with a dark hood over his head and wearing denim jeans and rubber boots. The fourth male appears to be in a jacket with denim jeans and possibly wearing a toque or hood.

**Kings District RCMP Arrest Man Wearing Body Armour in New Minas  
File: 2022-500986 - April 21<sup>st</sup>, 2022**

While on regular patrol Kings District RCMP located a disturbance on Commercial St. in New Minas that ended in a male being arrested.

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At 11:40 pm., April 20<sup>th</sup>, 2022. a Kings District RCMP member observed an intoxicated man who was acting irrationally while walking in Commercial St. The male was arrested for being intoxicated in a public place. The arrest was made without incident.

For officer safety reasons the male was searched before being transported to the Kings District RCMP office. In the process it was discovered the man was wearing body armour. The male was transported by police to the Kings District RCMP office in New Minas.

Kings District RCMP have charged a 21-year-old New Minas man with possession of body armour without authorization. The charge is under section 4(1) of the Province of Nova Scotia's Body Armour Control Act. The fine for this offence in Nova Scotia is \$1475.00.

**Kings District RCMP Seeking Information Regarding Berwick Vandalism  
File: 2022-538304 - April 28<sup>th</sup>, 2022**

Kings District RCMP are looking for information from the public regarding senseless vandalism that has occurred in the town in the past week.

This last week Town of Berwick's public works department identified spray painted graffiti on two recently establish railway cars. The cars mark the entrance to the trail head of the Harvest Moon Trail off of Mill St. in Berwick. Spray paint was used to mark the railway cars with profane language and damage.

The town's traffic signage was also targeted with vandalism and was located in a few of Berwick's inconspicuous areas. The signage that has been taken poses significant safety concerns to motorists and the town as some of the signs taken were for traffic control.

Kings District RCMP encourage community members to take ownership of their community by getting to know other community members, the towns patterns and behaviours. If community members observe suspicious behaviours, they are encouraged to call the police. It takes a community as a whole to fight these types of crime.

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## **Kings District RCMP Participates in Hockey Games for Kings' Schools April 26<sup>th</sup>, 2022.**

Kings District RCMP recently participated in two hockey games versus Central Kings Rural High School and Northeast Kings Education Centre. Both games were played at the Kings Mutual Century Centre in Berwick, Friday April 22<sup>nd</sup> and Monday April 25<sup>th</sup>. Both events were organized by the respective schools in support of SafeGrad. The SafeGrad concept is a plan to organize an enjoyable but accident and incident free graduation celebration for high school graduates and students.

In Friday's contest, Kings District RCMP topped the Central Kings Gators 8-5 in front of a crowd of friends, family and supporters. The event raised over \$1,300 to the CKRHS Class of 2022. The Gators were comprised of the Sr Boys hockey team along with the grade 12's from the Sr. Girls hockey team from Central Kings Rural High School.

In Monday's game attendees were treated to an exciting game that finished with NKEC going ahead of the RCMP with less than one minute to play and winning the game 6-5. The Titans team was comprised of the Sr. Boys Hockey team from Northeast Kings Education Centre. The game raised over \$1,100 dollars to the NKEC Class of 2022.

The Kings District RCMP hockey team was comprised mainly of RCMP members from various detachments in Kings County. RCMP partnered with Kingston Fire Dept., EHS, Kentville Police Service and the Canadian Armed Forces to round out the team. In Monday's games RCMP partnered with the Valley Wildcats Junior "A" hockey club with special guests Josh Crooks and Ethan Kearney.

Kings District RCMP are wishing the graduating students of 2022 the very best as they begin their journey outside of high school in the oncoming months.

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**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 May. 2022

Twelve alarms to report as of May 16, 2022.

**Equipment and Firehall Repairs:** New fire annunciation panel has arrived; we are waiting on the installation as some additional pull stations and audible horns were needed to bring us up to code. No additional repairs to speak of to the hall or our vehicles.

**Training:** We are looking into an online training service that would help our training become more accessible to everyone and limit the weekends needed to give up for training.

We had a great training session last week on electric vehicles and charging stations. With the increase of electric vehicles on the road we now have a better understanding of what is needed to extinguish and extricate someone from these vehicles safely.

**Special Thanks:** On May 30<sup>th</sup> at 7pm during our monthly meeting we will be thanking Laurie Saunders for 15 years as chief and Dianne Ashton for 17 years as our department secretary. Dianne has chosen to retire from the fire service.

Regards,

Luke Redden  
Fire Chief

AND DISTRICT

VOLUNTEER FIRE DEPT.

**REPORT TO THE COUNCIL**

**From:** Brittany Brydon ALC

**Date:** May 2022

**Subject:** Monthly ALC Report

Meetings:

<ul style="list-style-type: none"> <li>• Berwick Trails Committee</li> <li>• Kings Recreation</li> <li>• NS Trails Strategy Coordinating Group + Provincial Data Project</li> <li>• Kings Access and Inclusion</li> <li>• Adapted Equipment Program Working Group – Kings Recreation</li> <li>• Annapolis Valley Trails Coalition</li> </ul>	<ul style="list-style-type: none"> <li>• Valley Active Community Committee (VACC)</li> <li>• Town of Berwick Accessibility Advisory Committee</li> <li>• Active Living Strategy Planning Workshop</li> <li>• Valley Female Leadership Network</li> <li>• Community Alcohol Partnership (CAP)</li> <li>• Community Health Board check in</li> </ul>
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This Month on the Go:

- EBike Launch into AVRL Book Bike Program! will be available all summer and as part of the Next Ride Day
- May 13<sup>th</sup> Berwick Trail/ Park and Community Clean up –Berwick Trails committee, Community Development committee and Berwick School all worked to complete the 1<sup>st</sup> of the year!
- Berwick Garden Project – Individual Plots – 2022 Season Registration is open.
- Community Garden Club Composting Workshop May 18<sup>th</sup> 2022 6:30pm
  - Busy season ahead – FB: Berwick Community Gardens & SOUP
- Community Vandalism – Trail Head, Tennis Courts, Gazebo. Public awareness of Non-Emergency RCMP 902-765-3317 or Crime Stoppers 1-800-222-8477
- Accessibility Advisory Committee
  - Action Items/Deliverable Planning
  - Open house/ Accessibility Plan Launch
- Park Updates:
  - Rainforth 2020 Project equipment install scheduled
  - Chute park – safety check completed by Trail Flow
  - Spicer park equipment work scheduled with Arkson Fence

- Mill Street Trail Head work scheduled (bike repair station) Site Visit/Planning review – ED Report
- Berwick Town Website Monthly Updates and Future Planning efforts
- MPAL Final Reporting 2021-2022 Year

Month Ahead Priorities:

- AVTC international trails day event planning – June 4<sup>th</sup> 2022
- MPAL 2022-2023 Annual Planning Report
- Active Living Strategy Renewal Work with Regional Manager Department of Communities, Culture, Tourism & Heritage

Thank you all for a great experience with the Town of Berwick. I truly appreciate the relationships and opportunities this position has provided over the last 3.5 years.

## **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 Bylaw

## **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:

1<sup>st</sup> draft 2004

1<sup>st</sup> adopted 2006

Reviewed 2020

Reviewed and Adopted 2022

## REPORT TO COMMITTEE OF THE WHOLE

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

**Date:** May 16th, 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
- School Community Council Meetings
- Police Advisory Committee Meetings

### 2) Programming

- **After School Program:** The After School Program continues to run smoothly, staff commitment has greatly improved and allowing Jordan to take a much larger step back from being hands on with the program.
- **Drop In:** Drop in program will be starting shortly; have begun purchasing the necessary equipment. We have been approved for Active Kids Healthy Kids funding which will greatly help the program and expand the activities and sports we will be able to run.
- **Summer Camp:** Summer day camps are on schedule to be open for registration the first week of June, the month of May will be dedicated to the planning process and everything seems to be on schedule. There has been a large number of parents and guardians asking about it through email and Facebook.
- **Other:** Starting to look into programming options that are more aimed for teens and families in the community. Parents have suggested "humans vs zombies" which is something Jordan has hosted in another community, he is going to inquire about additional information. The other program Jordan is exploring is Trailblazers as an After School program for young teenagers at Berwick & District School.

### 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
- Interviews have been taking place for our 2 park maintenance staff positions, and candidates will be contacted by end of week. A call is still out for the VIC staff as well as the Gala Days student position.

#### **4) Events**

- Natalie and Brittany have been discussing planning a Terry Fox Walk for September. We are in the early planning stage now (selecting a date, mapping routes, etc.)
- Our summer concert series is almost completely booked, and the schedule should be ready to be promoted in 2 weeks' time.
- Natalie submitted a grant application for the Community Festivals and Special Events grant through County of Kings to assist with costs associated with the Red Chair Challenge and efforts to support the Burlington Canada Day celebrations.
- Natalie is currently coordinating with the County of Kings on planning summer tennis programming.
- Natalie has been reaching out to local LGBTQIA2S+ organizations to collaborate with on Berwick's Pride flag raising ceremony that will take place in June.

#### **5) Other**

- A member of one of the families from the Ukraine that recently joined Berwick has expressed interest in starting a youth basketball league.
- The tennis courts are now open. The lights are programmed to shut off at 10 PM nightly, and Stephen generously agreed to lock up the gate every evening.

#### **Priorities for June 2022:**

- Complete plans for a Pride flag raising ceremony
- Collaborate with BDS on a last day of school celebration

**TOWN OF BERWICK  
REPORT TO COUNCIL**

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

**Date:** May 16, 2022

**Subject:** Economic Development Officer Report

**1) Meetings & Webinars**

- Monthly REN Business Supports Response Team Meeting
- Town of Berwick Safety Meetings
- Weekly check-in meetings (M.Payne, N.Palmer, J.Hebb, B.Brydon)
- Ongoing interview support for Summer Staff hiring
- AMANS Lunch & Learn Brainstorm session
- Regional EDO Meeting
- STAR program session, Bridgetown

**2) Communications**

- Continue to reach out to each business via phone/email to update contact info for ongoing update of the website.
- Circulated Save the Date for the Business Breakfast and ongoing emails with updates to the business email directory.

**3) Projects**

- An application was submitted to DNR&R Land Admin division regarding the boxcar project. The request provided two options, one being to operate the boxcars on the property under the current LOA and another being the Town of Berwick pursuing the purchase of the Trail Head property. I will continue to check in with Land Admin regarding the status of the application. AVTC staff will be cleaning out the boxcars this week (beginning May 16<sup>th</sup>) and a dumpster will be on site for waste disposal. Once the cleaning process is complete we will retrofit the interior using any remaining funds in the grant. SDI grant funding for this project expires at the end of the summer, we will ensure all funds are spent prior to its close.
- The Business Breakfast is moving forward on June 8<sup>th</sup> from 8:30-11:00am at the Berwick Lions Hall. A Save the Date has been circulated to our business email list. A poster is being drafted for Stephen to distribute to the businesses on Commercial Street next week (hand delivered, not for notice boards). The Mayor will say a few words around 9am and a light breakfast, coffee, and tea will be provided. Supporting agencies will be present including ACOA, REN, Chamber, etc. and will be present to chat with local business owners if requested.
- Local musician/vocalist Hunter Bushell, with support from the Union Street and the Town of Berwick, raised over \$1700 for local Ukrainian families at a very successful Saturday night concert. It was a wonderful evening, the families who received the donation were so very appreciative and thankful.
- Two substantial grants focusing on beautification and main streets closed in the last month; ACOA Rediscover Main Streets, and the Province of NS's Beautification and Streetscape program. Both grants were applied for and awards should be announced in the next 4-6 weeks. If successful, these funds would be allocated to the beautification of fencing in Rainforth/Centennial Park, Signage, Centennial celebrations and planning of a Farmers Market.

**4) Fitness Centre**

- A. Ross continues to explore new ways to build membership. New classes being offered include: MAT (mobility-agility toolbox), Kettlebells, Disco Step, and Newbie night. Unfortunately, the spin instructor takes summer months off so we are currently looking for another instructor to host that class.

**5) Other**

- We have been awarded a wellness grant from AMANS through an application submitted by K. Halliday. The grant was submitted with the intentions of hosting a monthly staff wellness initiative. The roll out of this will start in June and will encompass opportunities for all staff to participate in a monthly lunch and learn program/activity.
- Participated in the Community Clean Up May 13<sup>th</sup>.

**Priorities for June 2022**

- Box Car clean out
- Business breakfast
- Beautification preparations
- Wellness grant planning

Committee of the Whole May 24 ,2022.

Public Works

- The first part of the wastewater air pipe job is 95% finished, waiting for seven metal flanged connections to be built and placed. We encountered high water in most of the ditches along the banks of the lagoon this caused pumping and then finding ways how to secured the pipe in the ditch.
- I asked the contractor to spend some more time and finish up the final hook up since we had the machinery and the plastic pipe welders on site, and a few trips to the city for pipe parts. I was told that this machinery was being booked into the next year.
- Dillon Consulting, our wastewater Engineers are working on the next part of the new wastewater air system and I am hoping it will go to tender this summer. DOE is supportive of these upgrades so we can more consistently meet our BOD, TSS and coliform numbers.
- We have a new wastewater person that started on May 16<sup>th</sup> 2022, his name is Jeffrey Borden, from South Kentville area. Jeff comes with a background of maintenance, electrical, water, wastewater, along with plant operator and supervisor skills, he holds many accredited certificates. Jeff has worked for the Municipalities of Kings and Chester over the years. He has helped our town's wastewater dept a few times over the years.
- Moving ahead with all Town cleanup tasks and have started mowing grass in the parks and all over Town. The vac truck has been booked to do the last cleaning before painting starts.
- Brush pickup started May 9, 2022 and will go to May 21, 2022. The large bin was dropped off May 1, 2022 and placed next door to our shop. Signage is in place for information about the bin and it will be removed on June1, 2022.
- We have had a few days of odor from the lagoons, and we are keeping a close eye on them. The spring flip of the ponds brings up solids from the bottom with foul smelling water with it.
- Working on getting parks ready for ball, washrooms ready, tennis courts ready, and the splash pad into operation for the summer season. And working on Spicer Park playground to have the base ready for some new structures.
- Keith and I are going to a Maritime Public Works Association conference on May 24 - 26. at White Point. This is a training event on equipment, safety, and everything that Public works has to deal with in order to stay up with new changes, and what the forecast of prices of materials and other good.
- Thank You

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

**Michael Payne, Chief Administrative Officer**

**2022 May 24**

### Reviewed and/or prepped reports re the following meetings / events:

AREA management team weekly telecons  
Community Development Committee  
Berwick Electric Commission  
Police Services Advisory Committee  
Council meeting  
Regional Economic Recovery Task Force

- Vacation from April 26 to May 1
- Weekly meetings and ongoing liaison with staff in support of Community Development and Recreation activities, plans and projects.
- Attended NSFM Spring Conference from May 6-8: Town Caucus – Service Exchange Review, costs/service levels of policing and the Canoe Procurement Group; leadership sessions; solid waste partnerships; Session with Minister of MA&H; social media communications and best practices; diversity and inclusion.
- Ongoing liaison with regional CAO's around a revised IMSA for the Valley REN partnership; included a briefing with Mayors of the IMSA Working Group.
- Facilitated a staffing action process that resulted in the selection of Jennifer Boyd as the next Chief Administrative Officer for the Town.

### Priorities for the next month

- Work with partners to continue exploring an engineered wetland
  - Conclude the Director of Municipal Works staffing actions
  - Handover materials for incoming CAO



## Municipal Affairs and Housing Office of the Minister

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

May 2, 2022

Mayor Amanda McDougall  
President, Nova Scotia Federation of Municipalities  
Suite 1106, 1809 Barrington Street  
Halifax, NS B3J 2K8

Dear President McDougall:

Under the provisions of the *Municipal Government Act*, the Minister of Municipal Affairs & Housing must provide to the Nova Scotia Federation of Municipalities (NSFM) 12-months' notice of any provincial legislation, regulation, or administrative actions that could have the effect of decreasing revenues or increasing the required expenditures of municipalities. This letter is intended to provide notice for such changes for fiscal year 2023-24 and beyond.

The Department of Municipal Affairs & Housing canvassed all other provincial departments to seek information on plans for legislative, regulatory, and policy changes in the coming fiscal year. The following is a summary of the results of that process.

### **DEPARTMENT OF MUNICIPAL AFFAIRS & HOUSING (DMAH)**

#### Renegotiating the Memorandum of Understanding with the Municipalities

The Minister of Municipal Affairs and Housing Mandate Letter of September 14, 2021, directs the Minister to *renegotiate the Memorandum of Understanding with municipalities*. The current Provincial-Municipal Service Exchange has been unchanged since 1995, and DMAH is reviewing all existing financial aspects associated with the provincial-municipal relationship, including: the Municipal Financial Capacity Grant, grants in lieu of municipal taxes, local roads, other departmental grants, education (including sewer and wastewater for schools), housing, policing, and mandatory contributions. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the result of consultations and negotiations.

#### Municipal Financial Capacity Grant (MFCG)

The Minister of Municipal Affairs and Housing Mandate Letter of September 14, 2021, directs the Minister to *double the equalization payment [MFCG] for the first year, until a new Memorandum of Understanding can be reached*. Municipalities received this double payment in fiscal year 2021-2022. It is expected that the MFCG levels for 2022-23 will continue to reflect previous levels (\$30.4M) until a new MOU is negotiated.

Changes to Definition of Income for Housing Programs & Services

In 2021, DMAH completed a review of the income definition for public housing programs. Income definitions determine eligibility and rent levels for public housing, rent supplement, and home repair programs. As a result of the review, the Child Disability Benefit, the GST Tax Credit & Affordable Living Tax Credit, and the Veterans Disability Pension were all excluded from the definition of income for public housing programs and services effective December 2021.

Using calculations based on the Net Operating Losses (NOL) for public housing and services from 2021-22, as well as the number of current public housing clients that are in receipt of these excluded sources of income, it is estimated that the annual municipal share of NOL will be impacted by approximately \$8,000 beginning in 2022-23. It is important to note that the impact to the municipal share of NOL could experience minor annual changes depending on any changes to the number of public housing clients in receipt of the identified benefits. The summary of the 2023 impact is as follows:

<b>Municipal Name</b>	<b>Impact to Municipality</b>	<b>2021-22 NOL</b>	<b>% of NOL</b>
Cape Breton Regional Municipality	\$172	\$2,157,152	0.01%
County of Annapolis	\$201	\$132,593	0.09%
County of Cumberland	\$1081	\$222,121	0.49%
County of Kings	\$694	\$256,780	0.19%
County of Pictou	\$55	\$150,373	0.04%
District of East Hants	\$43	\$69,274	0.06%
District of Guysborough	\$198	\$85,101	0.23%
District of Shelburne	\$196	\$7,469	2.62%
Halifax Regional Municipality	\$2,920	\$4,003,185	0.03%
Region of Queens Municipality	\$281	\$142,247	0.20%
Town of Amherst	\$243	\$246,897	0.10%
Town of Annapolis Royal	\$176	\$23,695	0.74%
Town of Berwick	\$2	\$33,523	0.01%
Town of Bridgewater	\$537	\$63,564	0.84%
Town of Kentville	\$248	\$72,564	0.34%
Town of Middleton	\$13	\$75,428	0.02%
Town of New Glasgow	\$41	\$222,735	0.02%
Town of Pictou	\$433	\$115,797	0.37%
Town of Yarmouth	\$497	\$220,492	0.23%
<b>TOTAL</b>	<b>\$8,032</b>	<b>\$8,300,989</b>	<b>0.10%</b>

## Code of Conduct

Consultations for improving the regulations associated with codes of conduct for elected officials will be taking place in fiscal 2022-23. The process for addressing code of conduct issues will be developed with input from the municipalities and the NSF. It is difficult at this time to determine the potential financial impact on municipalities as future costs to municipalities will be dependent on the model regulations that are advanced as a result of consultations.

## **DEPARTMENT OF ENVIRONMENT & CLIMATE CHANGE (ECC)**

### Coastal Protection Act

It is possible that municipalities will incur incremental costs in implementing the Coastal Protection Act in the coming fiscal year. ECC is providing notice of changes that will be required in municipal building and development approval processes now that coastal protection legislation (Bill 106) has passed. The legislation will provide consistent province-wide legal protection for our coast by restricting development and related activity in areas where structures will be at risk of damage due to coastal flooding and erosion, or where it will damage sensitive coastal ecosystems.

Under this legislation municipalities will be enabled to approve a building permit or development permit for construction within a coastal protection zone to be defined by regulation if the proposed location of the construction is above a minimum building elevation specified in the regulations and is situated upland of a site-specific horizontal setback determined by a designated professional. This will require minor modifications to municipal administrative processes for these types of permits.

It is expected that the responsibility for competent, accurate and objective determination of the horizontal setback will rest with the designated professional, using a methodology and forms prescribed in the regulations. Minimum building elevations will be prescribed by the Province for each of approximately 82 sections of coastline.

Subject to the final form of the regulations, if the act applies to a permit application, the municipality will be required to determine whether the proposed construction location is above the minimum building elevation and upland of the site-specific setback determined by the designated professional in an erosion risk factor assessment report the landowner will be required to submit to the municipality with the permit application and confirm the designated professional was a member in good standing of a professional body designated in the regulations at the time the erosion assessment was signed.

Specifics of which professional groups will qualify to determine the setback, standards and forms to be used and other administrative details will be set out in the regulations. Additional detail on the delineation of the coastal protection zone, restrictions and exemptions that apply within it will also be set out in regulations.

## DEPARTMENT OF INTERGOVERNMENTAL AFFAIRS (IGA)

### Procurement

Every two years, Global Affairs Canada updates its thresholds for covered procurements under the Canada-Europe Trade Agreement (CETA) and the Canada Free Trade Agreement (CFTA). Municipal procurements are covered under these obligations. All procurements above the thresholds must be tendered unless subject to an exemption. Thresholds were last updated on January 1, 2022, and are as follows:

	<b>CETA Thresholds</b>	<b>CFTA Thresholds</b>
<b>Goods</b>	\$366,800	\$121,200
<b>Services</b>	\$366,800	\$121,200
<b>Construction</b>	\$9.1M	\$302,900

It is anticipated there will be new thresholds for CETA and CFTA for 2024-25. These thresholds are calculated based on data that will not be available until the end of next year, so at this time, the scope for municipal involvement is not known. IGA will advise as soon as they receive updated information.

## DEPARTMENT OF JUSTICE

### Biological Casework Analysis Agreement

The Biological Casework Analysis Agreement provides Nova Scotia's municipalities with DNA analysis arising from criminal investigations. DNA analysis is an important and affordable service that helps solve crimes. The 2022-23 financial cost of this program is expected to stay the same at \$799,688 however the proration of the cost to municipalities will be reassessed upon DMAH's release of the "Uniform Assessment" for 2022-23.

### RCMP Collective Bargaining Agreement

The RCMP National Police Federation's collective bargaining agreement with the Government of Canada was signed on August 6, 2021. It included economic increases and market adjustments for the period April 1, 2017 to March 31, 2023, which the RCMP implemented according to the timelines stipulated in "Appendix C" of the collective bargaining agreement. The average cost increase to municipalities under the Provincial Police Service Agreement in the 2022-23 fiscal year is 11%.

### Amendments to the Part XX of the *Municipal Government Act*

The Attorney General and Minister of Justice's Mandate Letter of September 14, 2021, directs the Minister to *[a]mend the Freedom of Information and Protection of Privacy Act to give order-making ability to the Privacy Commissioner*. These amendments, as well as other amendments aimed at modernizing the act are anticipated to be brought forward by government at a future sitting of the House of Assembly. To ensure consistency in access and privacy, Part XX of the *Municipal Government Act* will be updated at the same time, which may include resource

implications or increased legal costs. However, the financial implications associated with changes to part XX of the *Municipal Government Act* to give order-making power to the privacy commissioner are unknown at this time.

## **DEPARTMENT OF LABOUR, SKILLS AND IMMIGRATION (LSI)**

### Expansion of Firefighter's Cancer Presumption under the *Workers' Compensation Act* (*Firefighters' Compensation Regulations*).

Following consultation with the firefighting community, organizations that represent firefighters, and municipalities, the Province of Nova Scotia has approved LSI's request to expand presumptive coverage for firefighters under the *Worker's Compensation Act*. This added coverage for paid and volunteer firefighters will increase the number of presumptive cancer coverage from 6 to 19 and cover heart attacks that occur within 24 hours of an emergency call.

The Province of Nova Scotia also approved LSI's request to extend financial support to help municipalities cover initial and annual liability costs for the next four fiscal years. Over this period, the Province of Nova Scotia will cover liability costs to a total of \$80.6 million. Municipalities will not incur any additional cost for the enhanced benefit until the fiscal year of 2025-26.

	<b>2021-2022</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>
<b>Province paid portion</b>	\$67.4M	\$4.4M	\$4.4M	\$4.4M
<b>Associated costs covered</b>	Initial liability	Annual liability	Annual liability	Annual liability

The Department acknowledges that several items included in this letter have financial impacts that are unknown at this time. The Department will attempt to clarify these impacts and alleviate any issues during the implementation of these items in 2023-24. If any of the above content is unclear or should you have any questions regarding the provided information, please do not hesitate to contact the Department for clarification.

Sincerely,



John Lohr  
Minister of Municipal Affairs & Housing

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## ***Issue Report***

**Michael Payne, Chief Administrative Officer**

**2022May24**

### **Issue**

The MGA requires the Town to conduct a review of the number of Councillors every eight years. The review must be completed in 2022.

### **Background**

The Municipal Government Act (MGA) requires the Town to conduct an octennial review of its number of Councilors in preparation for the 2024 election. The position of Mayor is not included in the number of Councilors and is beyond the scope of the review. The findings of this review must be presented to and considered by the Nova Scotia Utility and Review Board (NSUARB).

Section 369 (1) of the *MGA* states that:

*In the year 1999, and in the years 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councilors.*

The Town does not have any polling districts; all councilors are elected at large. Following the completion of the review of the number of Councilors required by section 369 (1), the MGA requires that the Town submit an application to the NSUARB to either confirm or alter the number councilors. The application must be submitted to the NSUARB before the end of 2022.

Staff have outlined a process for conducting the review in this report (see User Guide attached for the detailed process).

### **Discussion**

In 2004 the NSUARB set out expectations for public consultation during the review process that it expects municipalities to follow in subsequent review applications. The review process is an important exercise and one that should involve consultation with senior staff and the public.

The NSUARB indicates that when determining the appropriate size of council, key considerations should be the desired style of council, the governance structure of council, and a determination of an effective and efficient number of councilors.

### **Proposal**

Staff are proposing to follow the process below in conducting the review of the number of Councilors:

- Staff will offer an online survey to be broadcast across all social media channels and the Town's website.
- Staff will hold a Public Information Meeting and advertise it broadly.

Following the completion of public consultation, Staff will prepare a report for Council to be presented to the NSUARB for review and consideration.

### **Financial Impacts**

\$500 plus Staff time of some twenty five hours.

### **Recommendation**

That staff be authorized to conduct the 2022 Review of the Number of Councilors using the process outlined in this report.

## USER GUIDE

### **Statutory requirements for applications**

Every eight years since 2006, the council of every municipality and town in the province must study the number and boundaries of its polling districts, their fairness and reasonableness and the number of councillors. After it completes the study, and before the end of the year, the council must apply to the Board to confirm or to change the number and boundaries of polling districts and the number of councillors. For towns that elect councillors at large, an application must be filed with the Board to confirm or change the number of councillors.<sup>1</sup>

The Board must consider several factors to decide the number and boundaries of polling districts, including the number of electors, relative parity of voting power, population density, community of interest and geographic size.<sup>2</sup> To determine the number of councillors for a town, the Board must consider the population and geographic size of the town.<sup>3</sup> The position of mayor is not included in the number of councillors and does not fall within the scope of the Board's review.<sup>4</sup>

### **Recommended two-step process for study**

In past decisions, the Board provided specific guidance to municipalities and towns about municipal boundary applications.

Council may decide to hire a consultant or third party to do the required study, but it does not have to. Many councils direct senior municipal staff to conduct the study, in some cases aided by committees which include members from the public.

The Board recommends a two-step process. At the first stage, council should decide the desired number of councillors (i.e., the size of council). Questions about the distribution of polling districts should be addressed in a second stage.

Deciding the size of council involves considering the desired style of the council, the governance structure of the council, and a determination of an effective and efficient number of councillors. The style of government should not be decided until adequate public consultation has occurred. The size of council and its governance structure is a matter which can then be decided by council in an informed debate.

Once the number of councillors and polling districts is decided, the task becomes one of distributing the polling districts, balancing the number of electors, relative parity of voting power, population density, community of interest and geographic size.<sup>5</sup> As with the number of polling districts, public consultation is essential to a successful boundary setting process.

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<sup>1</sup> *Municipal Government Act*, S.N.S. 1998, c. 18, s. 369. Part XVI of the *Municipal Government Act* applies to the Halifax Regional Municipality (*Halifax Regional Municipal Charter*, S.N.S. 2008, c. 39, s. 364).

<sup>2</sup> *Municipal Government Act*, s. 368(4).

<sup>3</sup> *Municipal Government Act*, s. 368(5).

<sup>4</sup> The definition of "councillor" means a council member other than the mayor (*Municipal Government Act*, s. 3(p)).

<sup>5</sup> *Municipal Government Act*, s. 368(4).

Ideally, the public consultation process should mirror the two-step process outlined above, but the Board recognizes that for smaller municipalities or towns (or in instances where the first round of consultation has shown a preference to substantively maintain the status quo, including its boundaries), a second round of public consultation may not be practical or necessary.

### **Public consultation**

Public consultation is an inherent part of the required study. The type and amount of consultation is within council's discretion, but it should give members of the public an opportunity to express their views on the size of their council, upon the location of boundaries for town wards or municipal polling districts, or whether a town should be divided into wards, should that be applicable. Giving the public an opportunity to provide its valuable input is a key part of the decision-making process leading to an application by a municipality or town.

### **Relative parity of voting power**

The target variance for relative parity of voting power should be  $\pm 10\%$  from the average number of electors per polling district or ward. The municipality or town must justify any variance exceeding this target in its application to the Board. The larger the proposed variance, the greater the burden on the municipal unit to justify the higher variance from the average number of electors. Factors that may support higher variances include the need to accommodate population density, community of interest or geographic size.

### **Polling district boundary descriptions**

The municipal unit must supply descriptions of the existing and proposed municipal polling districts (or the wards in the case of towns). In most cases, the descriptions are in written form, which is acceptable to the Board. However, in recent years, municipalities and towns have asked to provide the descriptions of their polling districts or wards using digital GIS technology.

The Board will accept digital mapping descriptions instead of text descriptions, but in addition to filing a large hard copy map showing all polling districts, the Board also requires individual digital mapping for each polling district or ward. The individual mapping is to be filed by way of hard copy (8.5 x 11-inch format) and electronically (JPEG). The Board is mindful that due to differences in the size of the respective polling districts, the relative scale on each of the maps may differ.

Regardless of the format adopted by a municipality or town, the description must be able to address any inquiry made by electors or municipal election staff during a municipal election. The scale of any digital mapping descriptions must be able to respond to any inquiry.

### **Hearing - general procedure**

When an application is received, the Clerk of the Board will contact the municipality or town to schedule a public hearing. Once the hearing date is confirmed, a notice of hearing will be prepared by the Clerk of the Board and published twice in a local newspaper. The notice will invite members of the public to apply to participate in the hearing as a formal intervenor or to comment on the application by way of providing a letter of comment or registering to speak in person at the hearing. The Board will bill the municipality or town for the cost of these advertisements. The Board will also direct the municipality or town to post the notice of hearing on their social media accounts.

When no change to the number of polling districts and councillors is requested, and no member of the public has contacted the Board to oppose the application or to request to speak at the hearing, the Board may hold the public hearing by telephone or video conference. When the application requests a change to the number of polling districts and councillors, or if there is a material change proposed to the boundaries of the polling districts, the Board will likely conduct the public hearing in person. However, the Board reserves the right to decide the format of the hearing in each case.

The Board normally holds in-person public hearings in the municipality or town where the application arises. Outside HRM, Board hearings are usually held in municipal council chambers or other rooms within the municipal building.

Municipalities or towns do not have to be represented by legal counsel but may do so. Most do not, and their applications are presented by one or more of the following: Mayor, Warden, Chief Administrative Officer, Clerk, Chair of the local boundary review committee, etc.

At the public hearing itself, the Board member or panel chair opens the hearing by briefly describing the application and then asking the parties to identify themselves. The Board's hearings are all recorded electronically by a Board hearing clerk who is also responsible for handling the exhibits filed and discussed during the hearing.

During the public hearing, the town or municipality presents evidence through the examination of its witnesses. Each witness is first sworn in or affirmed (whichever their preference) to testify. In the case of municipal boundary hearings, the evidence is typically in the form of a presentation by a municipal official, including a discussion of the study or consultation undertaken by the municipal unit, any report prepared by the applicant, and details contained in the application. After the municipal unit has presented its application, the Board will usually ask questions related to the application. The Board may ask for more information or data to be filed as an undertaking after the hearing.

After the application is presented, the Board will open the hearing to any groups who have formally intervened in the matter and any members of the public who may have comments, either in support or opposed to the application. The Board or the municipal unit representative may ask questions to the intervenors or members of the public who have given comments. At the end of such comments, the town or municipality will be given an opportunity to respond to any concerns or issues raised by the public and to make any final submissions summarizing the key points of their application.

Most municipal boundary review hearings take one or two hours.

**Board Decision**

The Board normally issues a written decision within 60 days of the hearing. The Board will also issue an Order giving effect to the approved number of councillors and polling districts, and to the boundaries of the polling districts. Where text descriptions are used for the polling districts or wards, the Board may require the municipal unit to submit an electronic WORD or PDF version of the descriptions.

## ***Issue Report***

**Michael Payne, Chief Administrative Officer**

**2022 May 17**

### **Issue**

On May 17, 2022 the Police Services Advisory Committee (PSAC) passed a motion recommending that Town Council consider a review of policing services.

### **Background**

The Town had its own Municipal Police Service until 1999 when it contracted RCMP police services. The initial RCMP service had five officers and was based at a Detachment in Town until 2012. The Town experienced financial challenges that prompted the parties to agree to close the Town Detachment, reduce to four officers and have them join officers at Kingston Detachment. That detachment would serve western Kings County and the Town of Berwick in a District Policing or rural based model. That is the policing model that exists for the Town today.

The Province has a contract with Canada that the RCMP will serve as the *Provincial Police*. Through that contract the RCMP provides a wide range of investigative services with a provincial mandate that includes Traffic Services, Police Dog Services, Tech Crime, Human Trafficking, Forensic Identification, Criminal Intelligence, Internet Child Exploitation, Special Tech Ops (electronic and physical surveillance) and the Emergency Response Team (SWAT), among others. The Province pays 70% of the cost of these services while Canada picks up the remaining 30%. The contract is called the Provincial Police Service Agreement (PPSA) and ten of thirteen provinces/territories across Canada have signed on.

While there are approximately nine (9) municipal police services in the province, the PPSA does provide the means through which all other municipalities have contracted with NS Justice for RCMP *municipal police service* as well. In this case the Town or municipality is billed 70% of the costs and Canada pays 30%.

The RCMP's recent Collective Agreement has seen a significant increase in overall costs.

### **Discussion**

Police resourcing, delivery models and costs are a topical subject province wide. The Town's PSAC has echoed those concerns. They recently made recommendations to Council around the policing priorities for the current year and Council subsequently identified the following objectives as their top priorities:

- Community policing efforts that involve a regular presence in the parks, foot/bicycle patrols downtown, drop-ins at local business and attendance at public events.
- Traffic enforcement on Foster Street, Orchard Street and Main Street East and West.

- Increased presence on the Harvest Moon Trail around ATV enforcement and illegal encampments adjacent to the trail

The province of Nova Scotia has committed to doing a review of provincial policing that has been delayed pending the conclusion and review of the Mass Casualty Commission's final report.

Policing can be a sensitive and complicated topic. Schedule 'A' (attached) provides quantifiable data from a number of Municipal Police Services and local RCMP units. The data was gleaned from Census Canada 2021 and audited financial statements posted publicly by each of the municipalities. The impacts of the RCMP's Collective Agreement will close the gap in policing expenditures, to what degree is beyond the scope of this analysis. The current fiscal year has seen an increase in RCMP costs of 11% over last fiscal year. Some municipal police services generate additional sources of revenue to help fund their services that includes providing dispatch services for other agencies and contracts with private companies that complete background checks for employment purposes. This revenue, if any, is not included in the financial data supplied in Schedule 'A'.

The data indicates that residents in local RCMP jurisdictions have paid significantly less for policing on a *per resident basis*, compared to jurisdictions served by municipal police. Correspondingly, the *number of residents per individual police officer* is much higher in local areas served by RCMP.

Generally speaking, higher expenditures per resident that fund more police officers should positively impact the quality and visibility of the police service; particularly so, when considered through a community policing lens and the typically much larger service areas associated with municipalities served by the RCMP through their District Policing model.

At the 'where the rubber hits the road level', the color of the stripe on the officer's pant leg is less of a factor in the quality and visibility of policing than the actual number of police officers responsible for policing a defined service area.

### **Proposal**

If Council considers PSAC's request to conduct a review of policing services, staff should be directed to draft a terms of reference and a budget for Council's consideration and approval.

### **Financial Impacts**

To be determined

Michael R. Payne  
Chief Administrative Officer

**Schedule 'A' - Police Resourcing and Costs by Municipality 2022May17**

Municipality	Population	Officers	Residents per Officer	Total Policing Costs	Policing Cost per Resident
Amherst	9,404	24	392	4,113,292	\$437
Annapolis Royal	530	3	177	395,269	\$746
Berwick	2,455	4	614	653,654	\$266
Bridgewater	8,790	25	366	4,930,471	\$561
Kentville	6,630	17	390	2,540,482	\$383
Mun of Kings	47,918	48	998	7,394,200	\$154
Truro	12,954	36	360	5,709,479	\$440
Wolfville	5,057	9	561	1,471,934	\$291

**Notes:**

1. Contracted RCMP service (current year F2023 costs have increased 11% over F2022)
2. Population data via Census Canada 2021
3. Financial data: audited financial statements March 31, 2021

### **RFP Results for asphalt paving in the Town of Berwick F2023**

This is the report from Public Works for the RFP we issued for asphalt paving of streets and sidewalks for the Town of Berwick for the 2022 season.

On Thursday May 21, 2022 Tim Harding and Janet Small for the Town of Berwick and a representative from Howard Little Limited, and a representative from Dexters Construction Limited were present at the Town Hall RFP asphalt opening.

Howard Little Ltd. and Dexter's Ltd. both had the opportunity to place bids on the work for the asphalt streets and sidewalks.

- **Howard Little Ltd.**
  - \$295.00 per ton hand patching.
  - \$210.00 per ton, spreader patching.
  - \$280.00 per hour milling machine.
  - \$45.00 per meter paving curb.
  - \$58.00 per meter sidewalk.
  
- **Dexters Ltd.**
  - \$360.00 per ton hand patching.
  - \$235.00 per ton spreader pitching.
  - \$155.00 per milling machine
  - \$94.00 per meter paving curb
  - \$85.00 per meter sidewalk.

A total of four packages had been sent by invitation to four different companies in the area and only two responded to the ad for the RFP paving.

I would recommend that Council approve the proposal supplied by Howard little ltd., for the 2022 paving season.

Thank you,

Tim Harding  
Director of Public Works