

Committee of the Whole Meeting

September 27, 2022

Time: 6:30 pm

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. Community Development | Handout |
| d. Finance | Attached |
| e. Public Works | Attached |
| f. CAO | Attached |

5. New Business

- a. RFD – Flexible Work Arrangements Policy
- b. RFD – Asset Management Policy

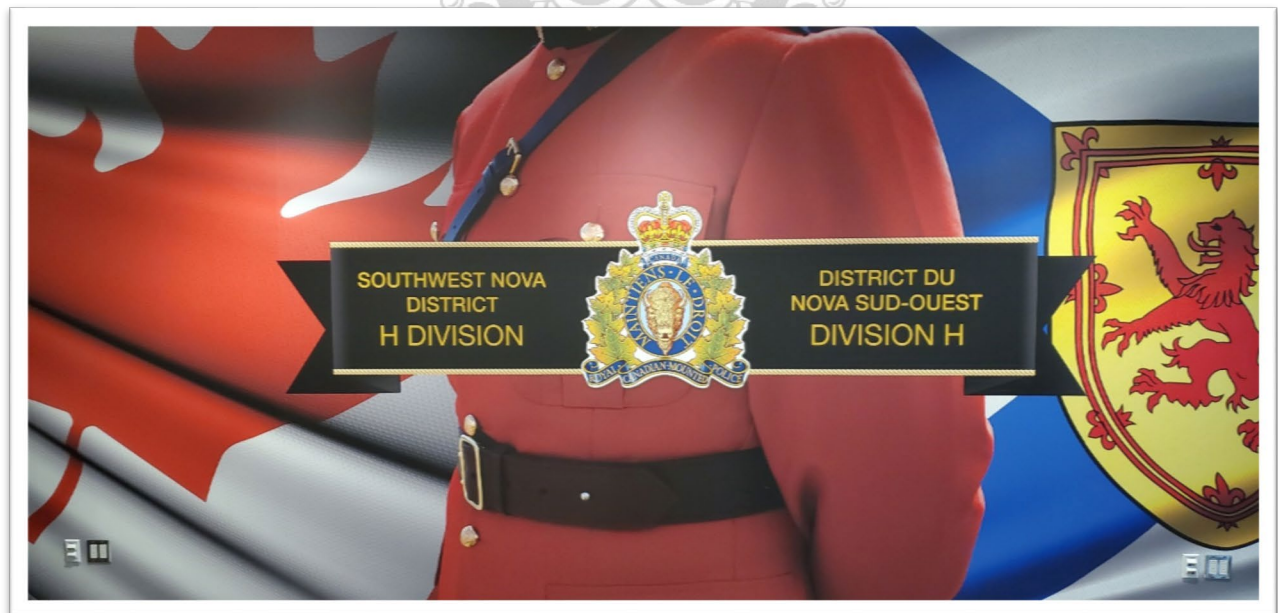
6. Ongoing Business:

- a. MGA Survey

7. Mayor's Update

8. Adjournment

Berwick Policing Report



August 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. Chris Jones.

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

The Domestic Violence/Sexual Assault investigator is temporarily filled by Cst. Roya Kashani. This is a temporarily funded position.

The Kings District Community Policing and Victims Services Officer is temporarily filled by Cst. Roya Kashani.

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

Be on the Lookout for Students Heading Back to Class

It's that time again when parents, students, and educators are busy preparing for the first day of school. The Nova Scotia RCMP will also be preparing for busier roads and to remind motorists to slow down.

Each year, police receive reports of vehicles passing school buses and speeding in school zones. So, when school starts, RCMP officers will be out to make sure motorists are obeying the rules in areas where children are present. In Nova Scotia, you can be fined \$410 and lose six points off your license for failing to stop for a school bus.

Police are also reminding motorists that when driving in school zones during school hours, they must slow down and assume children are present. To help clarify the rules, when the speed limit is 50 km/h, motorists must slow to a maximum of 30 km/h when children are present. On weekends, evenings and holidays, motorists may drive the posted speed limit unless children are near.

Here are a few tips to help make the transition back to school safer for everyone:

- Stay focused on the road and be aware of what is happening around you.
- Slow down and be extra careful in school zones.
- Always stop for school buses.
- Always drive sober.
- Be courteous at school pick-up and drop-off times. Try not to block other cars or fire lanes.
- Approach crosswalks with caution and remember that pedestrians have the right of way.

We all have an important role to play to help keep everyone safe on the roads. For more back to school safety tips, follow us on Twitter at @RCMPNS (<https://twitter.com/RCMPNS>) and on Facebook at Royal Canadian Mounted Police in Nova Scotia (<https://www.facebook.com/rcmpns/>).

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Kings District RCMP Encourage Awareness of Catalytic Converter Thefts

Kings District RCMP advise the public that over the summer months there has been a number of catalytic converter thefts in Kings County. In the past four weeks, Kings District RCMP have received a number of reports involving catalytic converters being removed from vehicles. The thefts have been in different areas of Kings County mainly from Berwick to New Minas. Many of the thefts involved vehicles left in parking lots, car dealerships and car pool areas.

Catalytic converters are part of the exhaust system and are found underneath the vehicle between the engine and muffler. Thieves are stealing catalytic converters due to their rare metals content (platinum, rhodium and palladium) found inside. Once stolen, these items are taken to junk yards or scrap dealers and exchanged for cash.

To avoid having catalytic converters stolen, Kings District RCMP encourage the following preventative measures:

- Park in well-lit areas and close to buildings and entrances when you are not able to park in a secured garage or building.
- Park in an area that has video surveillance.
- Set your car alarm to go off if it detects vibration.
- Engrave your vehicle identification number (VIN) on the catalytic converter.
- Report it to the police should you see anyone underneath a vehicle, either in a residential or business area, during off hours of the day or night.

Kings District RCMP are looking for information with regard to catalytic converter thefts. If anyone has information they are asked to contact the Kings District RCMP in New Minas at 902-679-5555, Wolfville at 902-543-3817 or Kings at 902-765-3317 or Nova Scotia Crime Stoppers at 1-800-222-TIPS (8477), or text TIP202 + your message to 'CRIMES' (274637) or by Secure Web Tips at www.crimestoppers.ns.ca. Calls to Crime Stoppers are not taped or traced and if police make an arrest and lay charges based on a tip, callers qualify for a cash award.

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Inter-District Cooperative Policing Efforts

Kings District is pleased to highlight that cooperation and coordination with neighbouring districts has been at an all-time high for the summer, especially between Kings and Annapolis, with both districts covering for each other during times of high call volumes.

Notably, when the entirety of Kings RCMP responded during the recent armed robbery in Greenwood, Annapolis District was happy and send some of their members to aid with coverage and it resulted in a quick apprehending of the unlawfully at large individual.

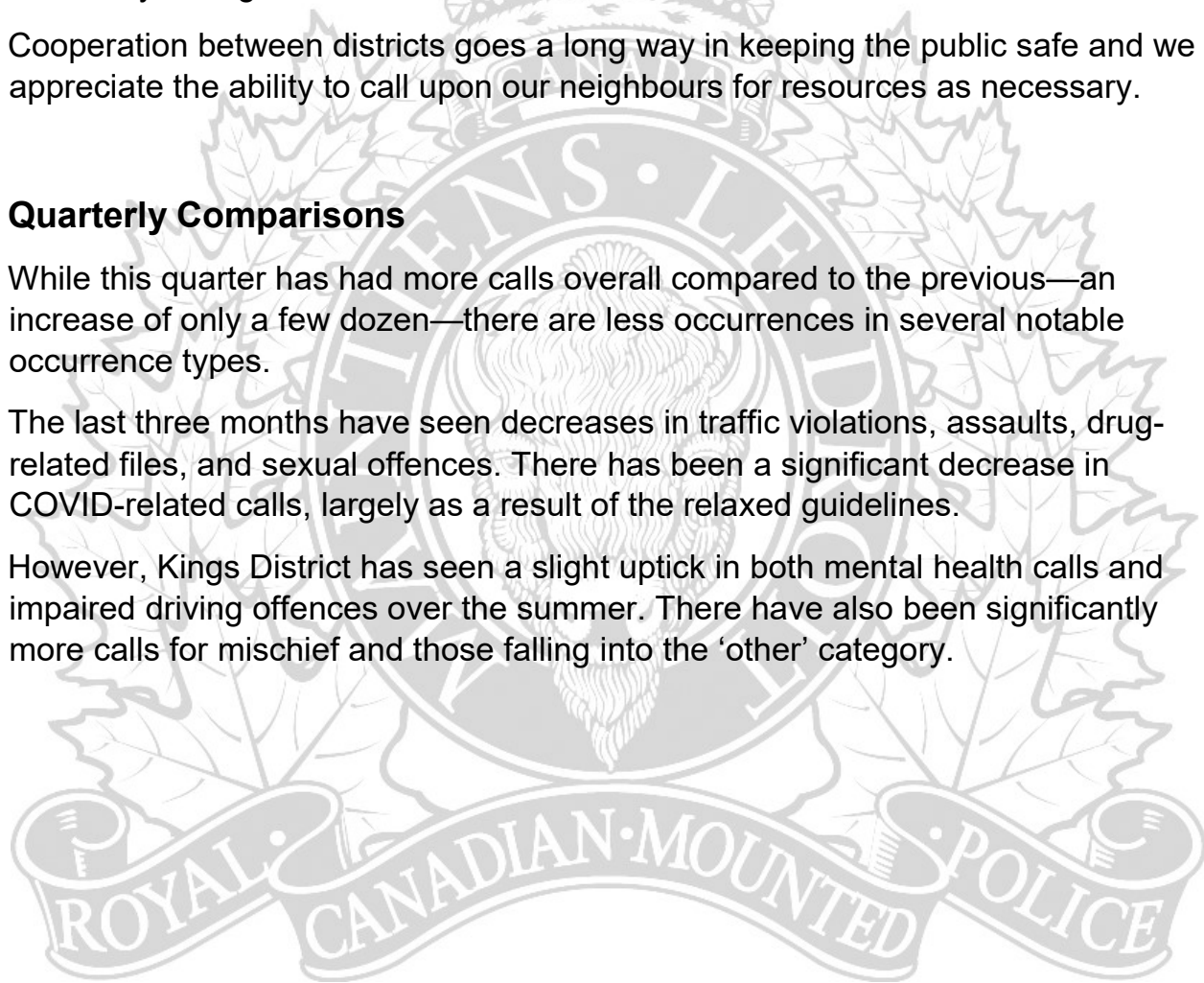
Cooperation between districts goes a long way in keeping the public safe and we appreciate the ability to call upon our neighbours for resources as necessary.

Quarterly Comparisons

While this quarter has had more calls overall compared to the previous—an increase of only a few dozen—there are less occurrences in several notable occurrence types.

The last three months have seen decreases in traffic violations, assaults, drug-related files, and sexual offences. There has been a significant decrease in COVID-related calls, largely as a result of the relaxed guidelines.

However, Kings District has seen a slight uptick in both mental health calls and impaired driving offences over the summer. There have also been significantly more calls for mischief and those falling into the 'other' category.



Annual Performance Plan

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

- **Safe Roads and Safe Highways in Nova Scotia**
To date, Kings District members have charged 23 people with impaired driving, issued 11 roadside suspensions for alcohol consumption, issued 487 traffic enforcement charges and conducted 52 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**
As this is a National Policing Strategic priority, Kings District officers continue to advance challenging investigations by cultivating and managing confidential human sources.

Traffic Enforcement and Proactive Patrols Update

In addition to the above, for the month of August there was 1 violation ticket issued on Highway 101 near Berwick and 4 violation tickets issued on Highway 1 near Berwick.

Members continue to conduct traffic enforcement on the main streets and other areas of high traffic volume. 13 other motor vehicle associated traffic tickets were enforced, 0 tickets regarding ATVs. There were 0 impaired operations of motor vehicle violations in this period and 3 check-stops were conducted.

There were 358 patrols conducted with 2 foots patrols done in the parks and various sidewalks in the community. Police visibility continues to be high resulting in a reduction in offences.

Calls for Service

In the month of August, Kings District responded to 1217 service calls. There were 87 service calls in Berwick during this reporting period. See the attached chart for breakdown of the service calls.

Type of Crime & Occurrence Type	Aug Berwick	Aug Kings
	2022	2022
Crimes Against Persons		
Offences Related to Death	0	1
Sexual Offences	0	6
Assault	0	22
Kidnapping/Hostage/Abduction	0	0
Robbery	1	2
Extortion / Intimidation	0	1
Criminal Harassment	0	19
Indecent Harassing Comm.	0	11
Uttering Threats	1	19
Property Crime		
Arson	0	1
Break and Enter	2	12
Unlawfully in a Dwelling House	1	2
Theft Over	0	1
Theft of Motor Vehicle	0	3
Theft of Other MV / Motorcycle	0	5
Take MV w/o Consent	0	2
Theft Under	4	32
Shoplifting	0	18
Theft (mail, bicycle, et al)	0	6
Theft from Motor Vehicle	0	4
Possession of Stolen Goods	0	0
Fraud	2	11
Identity Theft	0	0
Mischief	2	55
Drug Enforcement		
Possession	0	1
Trafficking	0	1
Import/Export	0	0
Production	0	0
Other	0	2

Traffic		
Dangerous Op of MV	0	1
Impaired by Alcohol	1	16
Impaired by Drug	0	0
Failure/Refusal	0	1
Driving while Disqualified	0	6
Fail to Stop or Remain	2	11
Seatbelt Violation	0	1
Intersection Violation	0	11
Speeding Violation	1	34
Insurance Violation	4	7
Road Side Suspension (Alcohol)	0	0
Road Side Suspension (Drug)	0	0
Collision - Fatal	0	0
Collision - Non - Fatal Injury	0	10
Collision - Reportable	2	38
Collision - Non Reportable	4	24
Off-Road Vehicle Collision	0	1
Municipal By-laws	0	0
Other Traffic Offence/Violation	13	106
Other Traffic Related Duties	0	3
Checkstop	3	9
Other		
911 Call	0	22
Breach of Court Order	2	19
Liquor Act	0	12
Mental Health Act	5	54
Missing Person	0	69
Municipal Bylaw - Other	1	13
Other	25	357
Suspicious P V P	4	34
Trespass At Night	0	1
HPA (COVID-19) - Offences only	0	0
HPA (COVID-19) - Other activities	0	1
QUA (COVID-19) - Offences Only	0	0
QUA (COVID-19) - Other Activities	0	0
Total Founded & SUI Occurrences	80	1,109
Total Occurrences*	87	1,217
<i>*Includes Unfounded and Unsubstantiated</i>		



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.

Kings District RCMP have busy night with motorcycle collisions

Files # 2022-1088750, 2022-1089170

Kings District RCMP responded to separate motorcycle collisions within 7 kilometres and 90 minutes of one another between Aylesford and Kingston.

On August 3rd, at approximately 8:40 pm., Kingston RCMP responded to an address on Highway 1 in Aylesford when it was reported that a motorcycle had collided with a dog on the roadway. Police investigated the scene. A 51-year-old female driver was transported to Valley Regional Hospital with non-life-threatening injuries. As well, the dog appeared to have non-life-threatening injuries and was left with the owner to follow up with a veterinarian.

Kings District RCMP remind dog owners they expected to take measures to keep pets on their property and away from roadways.

Later, at approximately 10:00 pm., Kingston RCMP responded to a single vehicle motorcycle collision on Highway 1 in East Kingston. Police attended and investigated the collision. Police determined that the motorcycle driver was unable to keep the vehicle to the right of the roadway causing the motorcycle and driver to crash into a ditch in a wooded area. A 43-year-old male was taken to Valley Regional Hospital with non-life-threatening injuries. Police are continuing to investigate. Police believe that alcohol was a contributing factor.

With the recent warm weather motorcycles are out in full force on Kings County roadways. Riding a motorcycle involves some risks making them more vulnerable in a crash. Kings District remind motorcycle operators to be aware, wear proper equipment and to know their driving ability. For other motorists, be courteous and look out for motorcycle especially in intersections.

Operating a vehicle under the influence of drugs and alcohol may have life altering and long-lasting consequences.



Kings RCMP Locate Woman Lost in Greenwood Wooded Area

File # 2022-1168817

Kings District RCMP located a woman who had reported herself lost just before midnight on August 17th.

At approximately 11:35pm., August 17th, Kingston RCMP attended a location on Bedford Rd., in Greenwood. The location is a wooded area with a network of trails. Police had received a 911 call advising the person was on a bicycle and become lost. Multiple police units resounded to the area. After a challenging search at night in the woods police were able to locate the lost women. The woman was not injured and was able to walk out of the locate.

Kings District RCMP would like to remind the public to plan ahead and research the area before using trails. Ensure that you are prepared with the proper survival kit and first aid supplies in the event of an emergency or poor weather. Pre-plan your route and advise someone of your plans; this is particularly important in areas where communication via cell phone and radio is limited.

Man Unlawfully at Large Charged in Armed Robbery

Files # 2022-1200540, 2022-1200769

Kings District RCMP has charged a man, who was unlawfully at large, with robbery after a bank was robbed in Greenwood.

On August 23, 2022, at approximately 12:10 p.m., Kings District RCMP responded to a report of an armed robbery at a bank on Central Ave. in Greenwood. RCMP officers determined that a man had entered the bank, armed with a knife, and demanded cash from an employee. The man was provided with cash and he then fled the bank on foot.

While investigating the robbery, RCMP officers were made aware that the same man had been at a restaurant on Pickering Ln. in Greenwood, where he had failed to pay for the meal that he had consumed. The failure to pay for food had occurred a few minutes prior to the armed robbery.

A description of the man was provided by both the bank employee and the employee at the restaurant.

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At approximately 1:20 p.m., RCMP officers located the man on Laurentian Pl. in Kingston, where he was safely arrested. During a search of the man, incidental to arrest, officers located some of the cash that had been obtained in the robbery. The man was transported to the Kings East Detachment (New Minas) where he was held in custody overnight.

Ryan Taylor Wilband, 43, of Greenwood, has been charged with the following:

- Robbery;
- Possession of a Weapon for a Dangerous Purpose;
- Possession of Property Obtained by Crime;
- Theft under \$5,000

Wilband appeared in Kentville Provincial Court today and was remanded into custody. He will return to Kentville Provincial Court on August 31, 2022 at 1:30 p.m.

Wilband was also wanted for being unlawfully at large after he escaped from a provincial correctional facility.

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

Cpl. D. GREENE
Acting Operations NCO
Kingston Detachment
Telephone: 902-765-3317

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Berwick & District Vol. Fire Department COTW report for Sept. 2022

Thirteen alarms to report from August 22, 2022 – Sept. 19, 2022

Equipment: As reported last month, all our vehicles have had their annual safety inspections completed. Tanker 21 needed the most work to pass safety inspection, I am still waiting on the invoice, so I am unable to report on the total cost.

We have received our washer and dryer which was part of the capitol budget for this year. This will allow us to decontaminate our gear after fire calls which will help prevent certain cancers that are found in the fire service.

Training: Our department recently had a tour of the Grand View Manor to familiarize ourselves of this facility and to interact with the staff to help aid them in developing their emergency response plans.

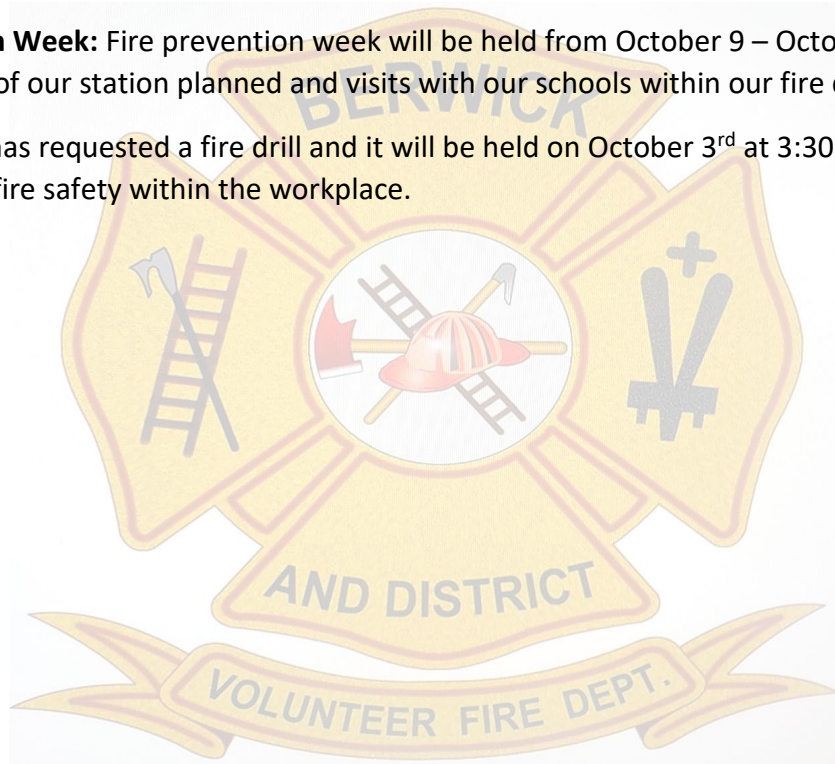
Gala Days: Gala days went over well from the fire departments point of view. We had lots of events that we participated in, and they were well attended by our members.

Fire Prevention Week: Fire prevention week will be held from October 9 – October 15 this year, we have tours of our station planned and visits with our schools within our fire district.

The town hall has requested a fire drill and it will be held on October 3rd at 3:30pm, thank you for promoting fire safety within the workplace.

Regards,

Luke Redden



Committee of the Whole Monthly Report



Department: Finance
Date: September 21, 2022

Key Highlights

- Our new Finance Clerk is settling in wonderfully, learning various tasks within their own role, as well as the other Clerk's responsibilities.
- The Finance Administration Coordinator will be joining our team on October 11, allowing ample opportunity for knowledge transition with our retiring Billing Clerk.
- We are actively recruiting for an interim Finance Clerk.
- With the Mayor's assistance, we successfully updated the CRA Directors and were able to provide the necessary information to Municipal Affairs to complete our HST Offset application.
- The approved Capital Investment Plan has been submitted to the Province.
- The draft BEC Operating Budgets for fiscal 2023 and test year were presented to the BEC on September 15. Both budgets were approved.
- Through review of the payroll process the need for a self-serve, electronic time-entry system has been identified. This will enhance the payroll experience by minimizing opportunities for errors, require less staff time in preparing and processing payroll as well as providing a self-serve portal for employees to access payroll information at any time. Staff are researching appropriate platforms.
- The SOE-A and SOE-B will be submitted to Municipal Affairs prior to the September 30th deadline. The FIR may only be completed once the audited financial statements are prepared.

Next Month Priorities:

- Successful fulfillment of the Interim Finance clerk posting.
- Completing previous year's bank reconciliations and audit working papers.
- Provide recommendation of time-entry system.
- With a goal of improving efficiencies and enhancing residents' experience when booking programming and rentals, staff will attend a session and demo with Book King, a recreational booking software, to gain a more in-depth understanding of the software's offerings and benefits.

Committee of the Whole Monthly Report



Department: Public Works
Date: September 13, 2022

Key highlights:

- The capital work has been finished for the new return water pipe from lagoon three, back to lagoon one, this will put good bugs and bacteria back into the first lagoon, and also help keep the smell down. The pump will be added to this new system in a few weeks.
- Gravel to build up to three feet around the lagoons is finished for this year.
- Tenders for the Wastewater Aeration Upgrade closed on September 2. We received two bids: Mid Valley Construction at \$611,000 plus HST and Gary Parker Excavating at \$609,950. Both are well over what we had budgeted for, we will have to start over and find a grant to help us move forward.
- Paving of streets and sidewalks is still on-going, and will be up until October. Public works staff still have work to do on the north side of Orchard St.
- Gala Days was a very busy time for the Public Works Department. Starting August 26 and finishing up September 16. A report on time allocations will be prepared for the next Committee report.
- Painting is ongoing, waiting for parts for paint machine.
- Engineering work is being prepared for the Maple Avenue sidewalk plan, a storm water ditch report on Beckwith Avenue and a plan for our storm ditch and catchment system on Front Street, and the corner of Brown Street.
- Our three-summer parks students and wastewater co-op student have finished for the season. It was a great summer with their help.

Next Month Priorities:

- Finish painting the crosswalks, street parking tee's and any other areas that need to be finished.
- Clean up a few dead trees with Berwick Electric around Town.
- Finalize scope of work with Dillion for wastewater system upgrade designs to prepare for 2023 grants.
- Patch paving of Foster St, Bezanson St, Macintosh, Cortland and Orchard St. and Commercial St.
- Fall Brush pickup will start October 17th and end October 31st. A bin will also be available at Public Works until November 30th.
- Leaf pickup will start November 1st and end November 30th.

Committee of the Whole Monthly Report



Department: CAO
Date: September 21, 2022

Key Highlights

- The Asset Management Policy has been drafted and included in the agenda package for Council's consideration.
- The Boundary Review Survey has been drafted and will be posted online and available at Town Hall in October. A notice has been placed in the Tax Bill insert.
- Management met with Brighter Communities for a staff MPS Review workshop. Input from the workshop will be incorporated into Council's workshop.
- The IMSA Working Group had its last meeting on September 21 and recommended a final version of the Valley REN IMSA to the Parties for consideration and approval.
- The first Interim Board of Directors for Valley Waste and Kings Transit met on September 21. Mayor Muttart from the County of Kings was appointed as the Chair and Mayor Donovan from the Town of Wolfville was appointed as Vice-Chair. The Board also made standing committee appointments. The Town of Berwick will need to appoint an alternate to the Board.
- Met with Dillion Engineering and Public Works/Wastewater staff to discuss next steps and scope out future design work for the wastewater treatment plant. The Town needs to ensure shovel ready projects are ready for the next grant application cycle.
- The civil work has been completed at the solar gardens site. Piles have been staged for installation and communication is being prepared to notify neighbours in advance because it will be noisy. A summary of the solar garden project to-date has been attached to this report.

Next Month Priorities:

- Meet with Berwick Marsh group to get up-to-date on the project, identify timelines and requirements/commitment of the Town.
- Set date for Council Municipal Planning Strategy Review workshop.
- Complete remaining Asset Management documents and engage KMCC governance committee.
- Complete necessary technology upgrades to improve productivity and connectivity for future projects.



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community-solar.ca

TOWN OF
berwick



Community Solar Garden

July–August 2022

Site preparation

Work has begun in preparing the solar site for the installation of solar panels. The security fence was installed, followed by a sediment control fence on the perimeter of the site to help protect any local water courses from contamination by silt, sediment and construction debris.

As the image below shows, progress has been made in constructing the access and internal roads. The road construction will be completed in the September.

What's next?

Once the roads and civil work has been completed, we will start with the installation of foundations, racking and solar panels.



Flexible Work Arrangement Policy

Department		Policy No	
Adopted			

1.0 PURPOSE

The Town of Berwick (Town) recognizes the benefits to employees through flexible and remote work arrangements. The Town embraces flexible opportunities and takes a default position that employees can have some form of flexibility in their work.

This Policy provides a framework for establishing flexible and remote work arrangements for non-union employees, provisions for review, amendment, and termination of these arrangements.

2.0 SCOPE

This Policy applies to all non-union employees of the Town.

This Policy is intentional and in addition to occasional or emergency remote work arrangements, such as inclement weather or unforeseen circumstances.

3.0 DEFINITIONS

3.1. Supervisor means the individual to whom an employee reports; a Manager or Director, or the Chief Administrative Officer.

3.2. Town means the Town of Berwick

4.0 Policy Statements

Guiding Principles and Considerations

4.1 The following shall guide all flexible work arrangements and be used in evaluating the functionality of such arrangements:

- Efficient use of human and other resources, including information technology;
- Productivity;
- Potential impacts, both positive and negative, to services provided to the public and public access to employees;
- Impact on the workflows of other employees;
- Interests of the staff requesting flexible work arrangements;

- Ability of the Employee to follow the same standards of work encountered without a flexible work arrangement, particularly with respect to communication and contact with colleagues and the public;

Eligibility for a Flexible Work Arrangement

4.2 To be eligible for a flexible work arrangement, Employees must have:

- Completed at least three months of employment with the Town and not be subject to any performance management or progressive discipline measures; and
- Consistently demonstrated the ability to work independently, self-motivated, manage their workload efficiently and complete their work on time.

Flexible Work Requests, Agreements, and Review Periods

- 4.3 Employees may request flexibility related to their working hours and location(s) of work. Flexible work arrangements shall be limited to the conventional work week of Monday to Friday. Flexible working hours shall not commence before 7:00 am nor finish later than 7:00 pm.
- 4.4 No more than two working days per week of work away from the typical work location will be considered per employee. Employees who work less than full-time must work at least three days per week at their typical work location.
- 4.5 All flexible work arrangements shall be requested in writing to the Employee's Supervisor and evaluated holistically among non-union employees. Such requests shall detail the desired flexibility, term of the arrangement, and other conditions as deemed necessary to ensure business and productivity goals are fulfilled.
- 4.6 Subject to the request being deemed complete by the Supervisor, the Supervisor shall respond within 10 working days and specify whether the request is approved in full or in part or denied. The Supervisor may also propose alternatives to the Employee.
- 4.7 Conflicts arising through development of a flexible work arrangement may be mediated by the Chief Administrative Officer or their designate.
- 4.8 All employees subject to this Policy shall have flexible work arrangements formalized in an Agreement (Schedule A).

The Agreement shall detail the Employee's working schedule and locations, the Agreement's term, any conditions or controls deemed necessary to ensure the principles of this Policy are fulfilled, such as workspace set up and expectations regarding how frequently the employee will check in with their Supervisor, among others.

- 4.9 Flexible work arrangements may be approved for a trial period to ensure compliance with this Policy. At the conclusion of the trial period, the Agreement shall be reviewed and may be renewed.
- 4.10 Flexible work Agreements shall be for a term of no more than 12 months. At the end of the term specified in the Agreement, flexible work arrangements may be renewed for a term of up to 12 months.
- 4.11 Agreements may be terminated by the Employee or their Supervisor by way of written notice. Such notice must be provided no less than 30 calendar days before the termination date.
- 4.12 In the event the Chief Administrative Officer determines, in their discretion, that there have arisen unforeseen circumstances, or an unexpected operational or strategic need, flexible work arrangements may be suspended immediately and indefinitely. In these cases, the Town will endeavour to reinstate pre-existing flexible work arrangements as soon as is feasible.
- 4.13 Arrangements shall be reviewed not less than once per year and may be reviewed in conjunction with an employee's performance review.
- 4.14 Flexible work arrangements may be reviewed at any time if requested by either party.

Administration

- 4.15 The Town will provide Employees with the technological resources and software strictly necessary to work outside of the office. Duplicate resources for home and off-site workspaces will not be ordinarily supplied, however exceptions will be evaluated on a case-by-case basis. Decisions on what resources and equipment are available for use outside of the office will be made by the Employee's Supervisor. Employees shall be responsible for providing all other office furniture or equipment required to fulfil the terms of their Flexible Work Agreement.
- 4.16 In cases where equipment is used in both the office and flexible workspace, the Employee shall be responsible for the safe transporting and storage of equipment.
- 4.17 Any equipment supplied to the Employee is to be used solely by the Employee for municipal business and must be returned when the flexible work arrangement ends.
- 4.18 Employees shall safeguard any physical files removed from municipal offices as part of their flexible work arrangement. Physical files shall be returned to municipal offices as soon as possible after their removal.
- 4.19 The Town shall not be responsible for any costs of flexible work arrangements related to internet, electricity, personal cell phone use, insurance, or household expenses.

- 4.20 Employees shall endeavour to use printing facilities and resources at the office of the Town. Out-of-office printing costs require prior approval from the Employee's Supervisor and may be approved on a case-by-case basis.
- 4.21 Personal tax implications, if any, related to an Employee working from their home shall be the Employee's responsibility.
- 4.22 All Employees with flexible work arrangements are subject to applicable health and safety duties.
- 4.23 Employees with flexible work arrangements must continue to abide by all applicable Policies and procedures of the Town.
- 4.24 Any Employee approved for a flexible work arrangement will only be eligible for overtime for time worked beyond their regular scheduled hours per day and must be approved by their Supervisor if it is not related to a meeting or event.
- 4.25 Employees with a flexible work arrangement shall be required to report to offices of the Town as needed, e.g., to meet with residents, on days they may otherwise be working outside of the office. This may also include, but is not limited to, attending the office for meetings or training.
- 4.26 In an effort to maintain days planned for in-office work, Employees shall endeavour to add additional in-office days to offset scheduled vacation, lieu time, and appointments in place of days they are scheduled to be working outside of the office.

5 REVIEW OF POLICY

The impact of the COVID-19 pandemic will undoubtedly continue to change. The Town will, therefore, review this Policy on an ongoing basis, adjusting it if necessary and revoking it if warranted.

**Schedule A
Flexible Work Agreement**

This Flexible Work Agreement (the "Agreement") dated this _____ day of _____, _____.

BETWEEN:

The Town of Berwick (the "Employer")

AND

_____ (the "Employee").

This Agreement will remain in effect until _____. At that time, flexible work arrangements will be reviewed, and this Agreement may be renewed.

The agreed upon flexible work arrangements are described as follows:

Information should include:

- *which days the employee will generally work away from the work location and/or modified hours of work.*
- *how the employee will communicate/stay in touch with staff*
- *any other expectations*

In the event that either the Employer or the Employee desires to terminate this Agreement, a minimum of 30 calendar days' written notice is required. In the event of unforeseen circumstances, or in the event of an unexpected operational or strategic need, flexible work arrangements may be suspended immediately and indefinitely. This Agreement may be reviewed at any time if requested by either party.

This Agreement is subject to the Employee satisfying the following conditions on a continuing basis:

- Demonstrating adherence to the guiding principles and considerations listed in section 4.1 of the Policy;
- The Employee shall perform all job duties at a satisfactory performance level;

- _____
- _____
- _____

All of the Employee's obligations and responsibilities, and terms and conditions of employment with the Employer remain unchanged, except those specifically changed by this Agreement.

I, _____, acknowledge I have read, understand, and will abide by all terms of the Flexible Work Arrangements for Non-Union Employees Policy.

I have read and understand this Agreement and all its provisions. By signing below, I agree to be bound by its terms and conditions.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date

REQUEST FOR DECISION

Flexible Work Arrangement Policy



To: Town Council
From: Management
Date: September 27, 2022
Subject: Asset Management Policy

References/Attachments

- Draft Flexible Work Arrangement Policy

Legislation

The Municipal Government Act empowers municipalities to adopt policies for different areas of the municipality on any matter that the council considers conducive to the effective management of the municipality.

Recommendation

That Council approve the draft Flexible Work Arrangement Policy, as presented.

Background

COVID-19 presented many organizational challenges, but also opportunities for organizations. One of those opportunities was preparing organizations and their employees to work from home. In addition, with the increasingly competitive job market, it has forced organizations to reconsider their work arrangements to stay competitive and retain talent.

Flexible Work Arrangements would apply to all non-union employees and allow for remote or flexible work hours. For example, an employee may work two days per week remotely or work longer hours in a day to allow for an earned day off. The draft policy has been discussed by staff, though it would require future review and monitoring to ensure there are no negative impacts on operations.

All Flexible Work Arrangements will be considered holistically across the organization.

Financial Implications

N/A

Priority Alignment

N/A

Alternatives

Council may decide not to approve a Flexible Work Arrangement Policy for the Town of Berwick.

REQUEST FOR DECISION

Flexible Work Arrangement Policy



Community Engagement/Communication

N/A

CAO Comments

This Policy will provide a non-financial benefit for employees and help keep Berwick competitive in the work force. My role as the CAO will be to ensure that it does not disrupt service levels unnecessarily through regular review and monitoring.

CAO Initials: JB

Target Decision Date: 11 October 2022

Asset Management Policy

Department:	General Government	Policy No:	
Adopted:			

1. PURPOSE:

The Town of Berwick is committed to improving the long-term sustainability of our infrastructure. This asset management policy formalizes our commitment to asset management.

The principles in this policy will guide future decisions on services and infrastructure taking into consideration strategic plans, budgets, services levels and risks.

2. STRATEGIC ALIGNMENT:

The principles in this asset management policy and our asset management planning will align with our Municipal Planning Strategy (MPS), Integrated Community Sustainability Plan (ICSP), Berwick’s Accessibility Plan,...

3. SCOPE:

This policy applies to assets owned and managed by the Town of Berwick and Berwick Electric Commission.

4. GUIDING PRINCIPLES:

- a. Service Delivery to Customers**
Our Town will clearly define levels of service that balance community expectations and regulatory requirements with risk, affordability and available resources. The Town will carefully weigh the benefits and costs of increasing or decreasing levels of service before making investment decisions.
- b. Holistic Approach**
Our Town will take an integrated and coordinated approach to decisions on infrastructure maximizing value to the community in a larger service delivery context, not just as an isolated asset.
- c. Long-term Sustainability and Resilience**
Our municipality will consider socio-cultural, environmental and economic factors and implications when making and implementing asset management decisions.
- d. Fiscal Responsibility in Asset Management Decision-making**

The Town will choose practices, interventions and operations that aim at reducing the lifecycle costs of asset ownership, while satisfying agreed levels of service. Decisions are based on balancing service levels, risks and affordability. Funding requirements and reserve policies will be integrated with asset management planning

e. Continuous Improvement

Our Town recognizes the value of asset management planning in improving information for decision-making and commits to implementing asset management processes that support awareness and training for staff and council in accordance with their respective roles and responsibilities. As well, the Town is committed to progressing the asset management process, the integration of asset management systems and community engagement.

5. ROLES AND RESPONSIBILITIES:

The CAO is responsible for leading the implementation of the AM Policy.

All staff involved in the application of asset management are responsible for observing the requirements of the AM policy.

Council has overall responsibility on behalf of residents to provide services that the community needs and is willing to pay for. The Council is responsible to provide services at an appropriate cost while managing long-term risk.

REQUEST FOR DECISION

Asset Management Policy



To: Town Council
From: Management
Date: September 27, 2022
Subject: Asset Management Policy

References/Attachments

- Draft Asset Management Policy
- AIM Network Policy Work Sheet

Legislation

The Municipal Government Act empowers municipalities to adopt policies for different areas of the municipality on any matter that the council considers conducive to the effective management of the municipality.

Recommendation

That Council approve the draft Asset Management Policy, as presented.

Background

The Town of Berwick is working with the Asset Infrastructure Management (AIM) Network to develop an Asset Management Plan to improve long-term sustainability of the Town's infrastructure.

A Town policy is one of the most important parts of an asset management plan because it formalizes the Town's commitment and provides direction to council, staff and the community regarding future decisions on services and infrastructure considerations.

Management has prepared a draft policy for Council's consideration. The Guiding Principles should align with the Town's vision, mission and official plans; as well as be integrated into the future decisions regarding Town infrastructure and services.

Financial Implications

This policy will guide future financial investment decisions.

Priority Alignment

The Asset Management Plan was approved in the 2022-23 Capital Investment Plan.

Alternatives

Council may wish to make amendments to the proposed policy.

Community Engagement/Communication

Once the policy is approved, it should be communicated to staff and integrated into formal

REQUEST FOR DECISION

Asset Management Policy



organizational processes to ensure effective implementation.

CAO Comments

As mentioned earlier, the Asset Management Policy is an important part of the Town's asset management program. Council should ensure that the policy reflects and aligns with their vision and values, because this policy will be used to guide all future infrastructure and service level decisions. I support the approval of the Asset Management Policy, as presented.

CAO Initials: JB

Target Decision Date: 11 October 2022

MGA Review: Consultation Survey

Preamble to Survey:

The Department of Municipal Affairs and Housing is undertaking a review of the Municipal Government Act (MGA).

These proposed topics are based on feedback from various sources, including NSFM and AMA, during previous MGA Review (2016-18), as well as municipal and internal departmental requests.

We would like to gather your municipality's feedback on these questions relating to the various items through this survey. Your responses will be used by the Department to evaluate the efficacy of the proposed changes, implications, and details of implementation before any changes are advanced.

We ask that you respond to the survey on behalf of your municipality or organization.

If you do not finish the survey in its entirety before submitting, you will be able to go back in and resume your response later, if on the same device. The survey will be open until October 7, 2022.

If you have questions about the survey, please email us at DMAH-Consultation@novascotia.ca.

- 1. Which municipality or organization are you responding on behalf of?**
(TEXT BOX – Allow to write in)

Page 2: ELECTRONIC NOTICE

Currently in the MGA, municipalities are required to provide public notice for various items in a newspaper circulating in the municipality. To modernize public notice requirements, municipalities have requested the ability to post notices electronically.

The contemplated change is to authorize the posting of public notices to a publicly accessible website as an alternative method. This is intended to enable notice to be provided via alternative means other than a newspaper.

2. Does your municipality/organization support a proposed change to allow for the posting of public notices on a publicly accessible website as an alternative to a newspaper?

- Yes
- No
 - Why not? (TEXT BOX - Allow write in)

Posting on a website may be a barrier to some residents without access to the internet or municipal units without a website.

3. Do you anticipate this being a concern for your municipality?

- Yes
- No

4. When providing public notice through a website, would you also like to see a requirement to physically post the notice in other prominent locations accessible to the public (i.e. public recreational centres, library, city hall, etc.)?

- Yes
- No
 - Why not? (TEXT BOX - Allow write in)

5. Please indicate, by checking all that apply, if you support the posting of public notice on a website for the following items:

- Public Hearing for Sale or Lease of Municipal Property (Section 51)
 - Yes
 - No
- Special purpose tax accounts (Section 83)
 - Yes
 - No
- Sale of Distressed Goods (Section 124)
 - Yes
 - No

- Tax Sale Advertisement (Section 142)
 - Yes
 - No
- Adoption of By-laws (Section 168)
 - Yes
 - No
- Requirements for adoption of planning documents (Section 205)
 - Yes
 - No
- Public hearing for planning documents (Section 206)
 - Yes
 - No
- Notice of sale land no longer needed for parks, playground, or public purposes (Section 273)
 - Yes
 - No
- Notice of Public Hearing for Street Closures (Section 315)
 - Yes
 - No

6. Are there any items not included in the list that you feel strongly should be included?
(TEXT BOX – Allow to write in)

Page 3: NOTICE PERIOD

7. If public notice can be provided on a public website, do you feel the current notice period of 14 days should be changed for any of the following items?

Please select whether you feel the 14-day notice period should be less days, more days, or is sufficient as is.

- Public Notice for Sale or lease of municipal property
 - Less than 14 days
 - Sufficient
 - More than 14 days

- Special purpose tax accounts
 - Less than 14 days
 - Sufficient
 - More than 14 days

- Adoption of By-laws
 - Less than 14 days
 - Sufficient
 - More than 14 days

- Public hearing for planning documents
 - Less than 14 days
 - Sufficient
 - More than 14 days

- Notice of sale land no longer needed for parks, playground, or public purposes
 - Less than 14 days
 - Sufficient
 - More than 14 days

8. Do you have any additional feedback to share relating to public notice periods?
(TEXT BOX – Allow to write in)

Page 4: ELECTRONIC DELIVERY AND RECEIPT OF TAX BILLS AND PRELIMINARY NOTICES OF SALE

Currently, Section 117(2) and 138 of the MGA requires that municipal tax bills must be served either in person or mailed to the address shown on the assessment roll. If a municipality wishes to sell a piece of land for tax purposes, they are required to send a notice to the property owner by mail advising that the property is in arrears and that tax sale procedures will be commenced, unless the arrears are paid within 14 days.

The contemplated change is to amend the MGA to allow municipalities to deliver tax bills and preliminary notices of sale through alternative methods, including through electronic means, if the recipient has consented to that method of service (the recipient will still have the option for in-person or mail delivery).

9. Does your municipality/organization support this proposed change to enable electronic delivery and receipt of tax bills and preliminary notices of sale?

- Yes
- No
 - o If not, why? (TEXT BOX – Allow to write in)

10. Do you have any concerns with electronic delivery and receipt for tax bills and preliminary notices of sale?

(TEXT BOX – Allow to write in)

Page 5: DIGITAL SUBMISSION OF PLANNING DOCUMENTS

Currently in the MGA, Section 208, planning documents* are subject to review by the Director of Planning with the Province of Nova Scotia. Municipalities, through the Clerk, are required to submit four certified copies of the documents to the Director. If not subject to review by the Minister, the documents are approved and two certified copies of the documents are returned to the Municipality. If subject to review by the Minister, the Minister must return two certified copies of the documents either approved, amended, or rejected.

*Planning documents are defined by the Act as: a municipal planning strategy (MPS), a land use bylaw (LUB) adopted to carry out an MPS, a subdivision by-law, or amendments to the aforementioned documents.

The contemplated change is to modernize the planning document review process by enabling the process to be done digitally (e.g., submitted via email to the department).

11. Does your municipality/organization support a proposed change to allow these documents to be submitted and returned digitally?

- Yes
- No
 - If no, why not?

12. Do you have any concerns with digital submission of your planning documents?

(TEXT BOX – Allow to write in)

Page 6: TERMS OF DEVELOPMENT AGREEMENTS

Currently, the MGA lists what terms must and what may be contained in a development agreement.

We have heard from municipalities that there is a desire to expand this list, for example, the ability to specify where parkland can be.

13. Are there additional terms (e.g., matters contained in a subdivision by-law) your municipality feels should be included in the list of content for a development agreement that are not currently captured?

- Yes
 - If so, please indicate what additional terms you would like to see? (TEXT BOX- Allow write in)
- No

14. Do you have any additional feedback to share on this topic?
(TEXT BOX- Allow write in)

Page 7: OFF-SITE IMPROVEMENTS OR CASH IN LIEU NECESSARY TO SUPPORT A DEVELOPMENT

Recently, a change was made to the HRM Charter to enable the ability to require off-site improvements or cash-in-lieu contributions through a development agreement where the improvements are necessary to support a development (e.g., requiring existing park upgrades, transportation facilities, undergrounding of power).

These are often limited to the site itself which are not always the best or most practical areas for these improvements.

15. Would you be supportive of this proposed change?

- Yes
- No
 - If not, why? (TEXT BOX - Allow write in)

16. Would your municipality also support the ability to allow a lien to secure these off-site improvements?

- Yes
- No
 - Why not? (TEXT BOX - Allow write in)

17. Do you have any additional feedback to share on this topic?

(TEXT BOX- Allow write in)

Page 8: NON-SUBSTANTIVE AMENDMENTS TO A DEVELOPMENT AGREEMENT

Currently in the MGA, amendments to development agreements are heard and approved by Council. Amendments can be non-substantive or substantive. A development agreement may identify the matters which are not substantive or matters that are substantive. Amendments to a development agreement that are considered non-substantive do not require a public hearing.

Changes were made to the HRM Charter to allow a Development Officer to approve non-substantive amendments to a development agreement to expediate the development approval process.

The contemplated changes would allow non-substantive amendments to development agreements to be approved or refused by the Development Officer, where the development agreement has already been approved by Council. This would not apply where amendments are a combination of both substantive and non-substantive.

18. Does your municipality/organization support this proposed change to allow a Development Officer to approve or refuse non-substantive agreements to development agreements?

- Yes
- No
 - If not, why? (TEXT BOX - Allow write in)

19. Do you have any feedback to share on this proposed change? (TEXT BOX - Allow write in)

Page 9: PROVISIONAL APPROVAL OF A DEVELOPMENT AGREEMENT/SUPPORTING AMENDMENTS

Changes were made to the HRM Charter to allow Council to provisionally approve a development agreement or an amendment to a development agreement during the same public hearing as Council passes supporting amendments to a municipal planning strategy, a land-use by-law and/or municipal planning strategy and the supporting amendment to the land-use by-law to improve efficiency during the development approval process.

A similar change to the MGA is being contemplated. This would allow the development agreement to be considered fully approved when the amendment to the MPS or LUB takes effect. The appeal period would not be affected by the change.

20. Does your municipality/organization support this proposed change for provisional approval?

Yes

No

○ If no, why not? (TEXT BOX)

21. Do you have any feedback to share on this proposed change?

(TEXT BOX - Allow write in)

Page 10 – TRANSFER OF LAND OR CASH IN LIEU BASED ON DENSITY

Requirements for the transfer of land or equivalent value (e.g., cash-in-lieu) for parks, playgrounds, and similar public purposes are permitted under the legislation as part of a subdivision by-law. The land transferred does not exceed 5% of the area of the lots shown to be approved on the final plan of subdivision or 10% of the area of the lots shown to be approved on the final plan of subdivision if provided in the MPS.

We have heard that the legislation is limited to the subdivision process and does not consider the transfer of land or cash in lieu for multi-unit developments. This is understood to mean residential buildings containing multiple dwelling units (e.g., apartment buildings, condominiums).

22. Is your municipality/organization seeing increasing pressure on recreational and open space assets from the addition of multi-unit residential developments?

- Yes
 - If yes, please describe. (TEXT BOX - Allow write in)
- No

23. Would your municipality be interested in having the ability to require a parkland dedication contribution (land or cash-in-lieu or a mix of both) as part of the approval process of multi-unit residential developments?

- Yes
- No

24. Do you have any additional feedback to share with us on this topic?
(TEXT BOX - Allow write in)

Page 11- SITE PLAN APPROVALS – EXTERNAL APPEARANCE OF STRUCTURES

Currently, under the MGA, site plan approvals may deal with several external elements of a development; however, it does not directly reference controls on external appearance of structures. This can currently be done for as-of-right development and for development agreements, both through the application of standards set out in the land use by-law.

Architectural controls are currently implemented by some municipalities through their LUB.

The contemplated change is to include external appearance of structures in the list of topics that a site plan may deal with.

25. Does your municipality/organization support this proposed change to include external appearance of structures in the list of topics that a site plan may deal with?

- Yes
- No
 - o If so, why? (TEXT BOX - Allow write in)

26. Does your municipality/organization find the legislation a barrier to implementing external appearance controls on site plans?

- Yes
 - o If so, please explain (TEXT BOX - Allow write in)
- No

27. Do you have any additional feedback to share on this topic?
(TEXT BOX - Allow write in)

Page 12: SITE PLAN APPROVALS – PERFORMANCE BONDING

Currently under the MGA, a development agreement may contain terms related to security or performance bonding. We have heard that municipalities would like to allow for performance or security bonding as part of site plan approval.

Performance bonding, for example, may allow a developer to secure an occupancy permit even though landscaping cannot be completed until spring. This commitment is performance bonded.

28. Does your municipality/organization support a proposed change to allow for performance bonding for site plan approvals?

- Yes
- No
 - If no, why not? (TEXT BOX - Allow write in)

29. Do you have any additional feedback to share on this topic?

(TEXT BOX - Allow write in)

Page 13: SITE PLAN APPROVALS – APPEALS

A property owner or applicant may make an appeal to a site-plan approval or refusal. The process and notification procedures and the rights of appeal are the same as those as variance. Council may make any decision that the development officer could have made whether it be to uphold or overturn the decision of the development officer.

We have heard that some site plan appeals are delaying the development approval process as there is a lack of clarity in the legislation as to what can be appealed.

30. Is your municipality/organization experiencing issues related to the site plan appeal process?

- Yes
 - If yes, please describe these issues? (TEXT BOX - Allow write in)
- No

31. Do you feel clarity is needed in what property owners can appeal related to site plans?

- Yes
 - If yes, what specifications for the appeal process would be valuable to residents in helping them determine what is and is not grounds for appeal?
(TEXT BOX - Allow write in)
- No

32. Are there other issues or feedback related to site plans you would like to tell us about?

(TEXT BOX - Allow write in)

Page 14 - INSTRUMENTS OF SUBDIVISION

Currently, subdivision by instrument is authorized in the MGA and the *Provincial Subdivision Regulations*. Subdivision by instrument permits owners to request subdivision approval without the involvement of a surveyor.

The contemplated change is to repeal instruments of subdivision and no longer allow lots to be subdivided via this tool.

33. Does your municipality/organization support this proposed change related to instruments of subdivision?

- Yes
- No
 - If so, why not? (TEXT BOX – Allow to write in)

34. Do you have any additional feedback to share with us on this topic?

(TEXT BOX – Allow to write in)

Page 15 - RETROACTIVITY OF DEEMED EASEMENTS PRIOR to 1998

Under Section 280 (2) of the MGA, the owners of lots shown on a plan of subdivision as abutting on a private right of way are deemed to have an easement over the private right of way for vehicular and pedestrian access to the lot and for the installation of electricity, telephone, and other services to the lot.

The contemplated change is to amend the MGA by clarifying that deemed easements on a plan of subdivision are retroactive prior to the enforcement of this section.

This amendment will benefit those who currently do not have easement access and clear up confusion for deeds that were established before the section was proclaimed (i.e., 1998).

35. Does your municipality/organization support this proposed change relating to deemed easements

- Yes
- No
 - If no, why not? (TEXT BOX – Allow to write in)

36. Do you have any additional feedback to share with us on this topic?
(TEXT BOX – Allow to write in)

Page 16 - SELLING OR LEASING PROPERTY BELOW MARKET VALUE

Currently, under Section 51 of the MGA, municipalities may sell property at a price less than market value to a non-profit organization that the Council considers to be carrying out an activity that is beneficial to the municipality.

The proposed change is to expand this municipal power to permit municipalities to sell or lease below market value for additional purposes, such as the purpose of increasing affordable housing or the transfer of property between governments for public infrastructure. This may include schools, roads, transportation infrastructure (e.g., bus, train stations), and hospitals.

37. Does your municipality/organization support the selling or leasing of property below market value for the following additional purposes? Check the categories you support.

- To increase the availability of affordable housing in the municipality
- To a public entity for the purpose of public infrastructure (e.g., schools, roads, hospitals)
- None of the above
- Other, please specify. (TEXT BOX)

38. Do you have any concerns or feedback on enabling the selling or leasing of property below market value to share with us?

(TEXT BOX – Allow to write in)

Page 17 – ADDITIONAL FEEDBACK

39. Does your municipality/organization have other issues we should be aware of as part of the MGA Review that you would like to see addressed?

(TEXT BOX)

End of Survey:

Thank you for your participation.

We appreciate you taking the time to provide responses to our questions. Understanding your perspective is important as we look to modernize and improve the MGA.

Please note, the Department does not guarantee that these proposed changes will be advanced as changes to the MGA.

The Department will summarize and provide a report back on what we heard following the close of the survey to participants. If you have any further questions, please contact DMAH-Consultation@novascotia.ca