

## Committee of the Whole Meeting

November 22, 2022

Time: 6:30 pm

### AGENDA

- 1. Call to Order**
- 2. Approval of Previous Minutes**
- 3. Approval of the Agenda**
- 4. Presentation – AREA Solar Garden Update – Lenta Wright**
- 5. Departmental Reports**
  - a. BDVFD
  - b. RCMP
  - c. Planning
  - d. Community Development
  - e. Finance
  - f. Public Works
  - g. CAO
- 6. Mayor's Update**
- 7. Adjournment**

**BERWICK & DISTRICT FIRE DEPARTMENT  
Committee of the Whole for October, 2022**

Six alarms to report for the month.

No major repairs to report of on our rolling stock.

The Department will be participating and helping with the parade of lights. We also helped MADD Annapolis Valley with its Red Ribbon campaign.

We were involved with the asset management project and we have submitted a 5 year and beyond budget proposal to CAO Jen Boyd.

Training, recently we have been training in vehicle extraction and best practices for chimney fire extinguishment.

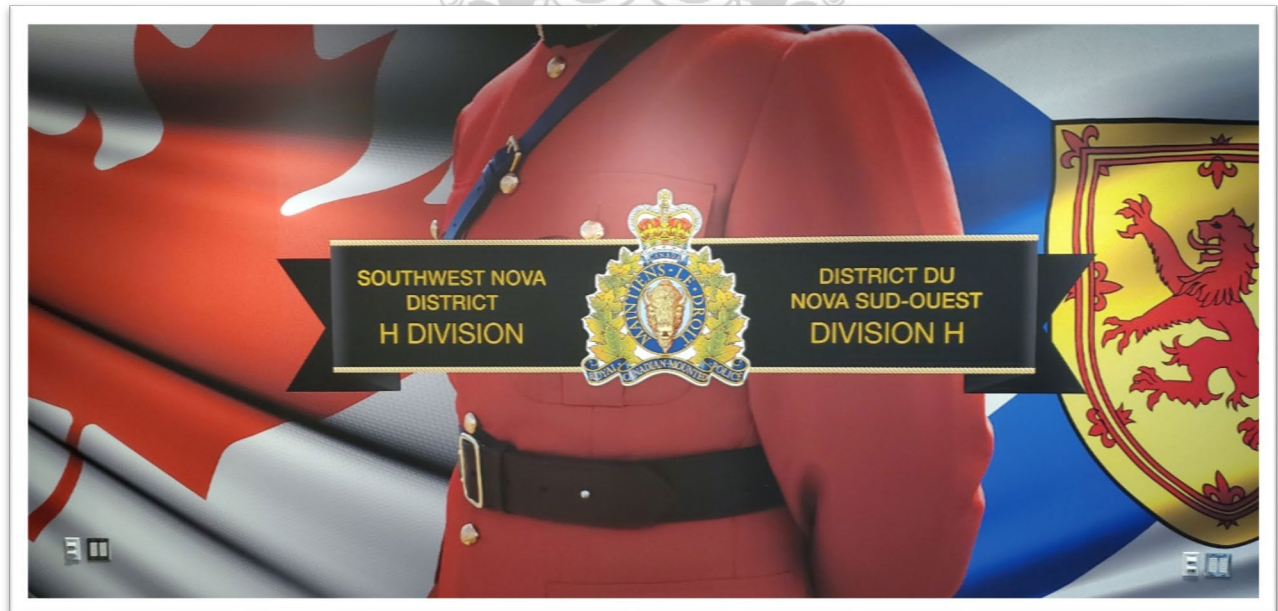
I am working on an training session in mid January for all of our officers, this will align us with the current contract that was recently completed with the County of Kings and partners.

Thanks, Luke Redden

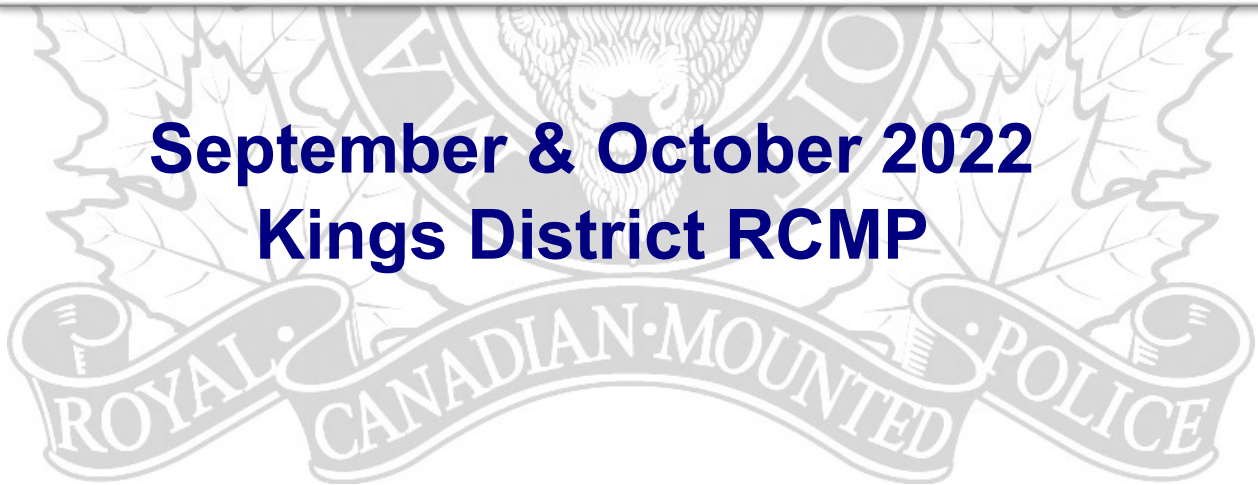
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# Berwick Policing Report



**September & October 2022**  
**Kings District RCMP**



**RCMP·GRC**



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

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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 filled by Cst. Roya Kashani. This is a temporarily funded position.

The Kings District Community Policing and Victims Services Officer is filled by 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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## **Child Safety Link Reminds Drivers to Safely Buckle Up Children**

In support of Child Passenger Safety Week, the Nova Scotia RCMP and Child Safety Link are reminding motorists to ensure their young passengers are safely buckled up in the right seat.

Nova Scotia RCMP and Child Safety Link came together today to demonstrate how to use booster seats properly to keep school-aged children safe.

"Motor vehicle crashes are a leading cause of death and serious injury for children in Canada. Using the right car or booster seat and knowing how to use them properly significantly reduces that risk," says Cpl. Jennifer Clarke with Nova Scotia RCMP.

Here are a few tips to keep kids safe in a booster seat:

- Don't rush to move your child into booster seat before they are ready. A child should weigh at least 18 kg (40 pounds) and be able to sit straight and tall.
- Most kids don't fit the adult seat belt safely until the age of 10-12 years old.
- Keep kids under 13 safely in the backseat. The backseat is the safest for kids under 13.

Here are a few tips to making sure your booster seat is used correctly:

- Always read the instructions that came with your booster seat.
- Fasten the lap belt low across the pelvis and pull up to remove any slack.
- Make sure the belt goes under the armrests when directed by instructions.
- The shoulder belt is placed across the chest and centered between the neck and shoulder.
- Check each time a child buckles their own booster seat.

"Children who move from a booster seat to a seat belt too soon are at risk of serious injuries during a collision," says Katherine Hutka, Health Promotion Specialist for Child Safety Link (IWK Health). "The right seat allows a seat belt to properly fit across a child's strongest bones and away from the soft belly."



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Parents and guardians can help kids stay safe by enforcing and modelling good seat belt habits. Once young passengers are safely buckled, adults must remember to buckle themselves too.

Nova Scotia RCMP asks every motorist to do their part to protect themselves and others by ensuring everyone is buckling by buckling up every time they get into a vehicle. For more information about child seats or booster seats and when and how to use them safely, visit IWK's Child Safety Link (<http://childsafetylink.ca/child-passenger-safety/>).



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## **Don't Let Your Cottage be Targeted by Thieves This Winter**

Every year, the RCMP responds to multiple reports of break and enters at cottages and cabins during the winter months.

Break and enters are frequently crimes of opportunity at seasonal properties as they are often located in isolated areas, with decreased chances of criminal activity being noticed. This month, many cottage owners will be closing up their seasonal homes and Nova Scotia RCMP is offering some tips to keep seasonal homes free of thieves this winter:

- Remove all valuables from your cottage (including firearms);
- Lock / secure all doors and windows;
- Ensure all windows are covered by closing curtains or blinds;
- Ensure all out buildings (e.g., garage or shed) are secured and remove any valuables;
- Don't leave tools and items outside that could be used to break into your cottage, including ladders;
- Ensure that your cottage is visited on a regular basis; consider using a trail camera;
- Ensure your property is well lit, with motion sensors and timers on lights;
- Install an alarm system with a local contact person if you don't live nearby.

"Consider forming a 'cottage watch' program with other cottage owners to have properties checked on during the off-season," says Nova Scotia RCMP spokesperson Cpl. Lisa Croteau. "The more difficult you make it for thieves to gain access to your property, the better."

The RCMP will always check with neighbours if a break-in occurs in an area. We encourage community members to call to report suspicious activity and help to reduce property crime. Taking note of details such as a vehicle description, a license plate number, or a description of a driver can be a big help and lead to the recovery of stolen property and charges against those responsible.

Nova Scotia RCMP can be contacted anywhere in the province by calling 1-800-803-RCMP (7267). Should you wish to remain anonymous, call Nova Scotia Crime Stoppers toll free at 1-800-222-TIPS (8477), submit a secure web tip at [www.crimestoppers.ns.ca](http://www.crimestoppers.ns.ca), or use the P3 Tips App.

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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 40 people with impaired driving, issued 15 roadside suspensions for alcohol consumption, issued 737 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, in September and October there were 5 violation tickets issued on Highway 101 near Berwick and 6 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. 19 other motor vehicle associated traffic tickets were enforced, 1 ticket regarding ATVs. There was 1 impaired operation of motor vehicle violation in this period and 2 check-stops were conducted.

There were 642 patrols conducted with 5 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 September and October, Kings District responded to 1745 service calls. There were 113 service calls in Berwick during this reporting period. See the attached chart for breakdown of the service calls.

| Type of Crime & Occurrence Type | Sept Berwick | Sept Kings | Oct Berwick | Oct Kings |
|---------------------------------|--------------|------------|-------------|-----------|
| <b>Crimes Against Persons</b>   |              |            |             |           |
| Offences Related to Death       | 0            | 0          | 0           | 1         |
| Sexual Offences                 | 0            | 8          | 0           | 4         |
| Assault                         | 0            | 24         | 1           | 22        |
| Kidnapping/Hostage/Abduction    | 0            | 0          | 0           | 2         |
| Robbery                         | 0            | 1          | 0           | 0         |
| Extortion / Intimidation        | 0            | 1          | 0           | 4         |
| Criminal Harassment             | 0            | 2          | 0           | 7         |
| Indecent   Harassing Comm.      | 0            | 2          | 0           | 7         |
| Uttering Threats                | 0            | 11         | 0           | 17        |
| <b>Property Crime</b>           |              |            |             |           |
| Arson                           | 0            | 1          | 0           | 0         |
| Break and Enter                 | 0            | 5          | 2           | 11        |
| Unlawfully in a Dwelling House  | 0            | 0          | 0           | 1         |
| Theft Over                      | 0            | 0          | 0           | 0         |
| Theft of Motor Vehicle          | 0            | 2          | 0           | 3         |
| Theft of Other MV / Motorcycle  | 0            | 2          | 0           | 7         |
| Take MV w/o Consent             | 0            | 1          | 0           | 0         |
| Theft Under                     | 4            | 18         | 2           | 23        |
| Shoplifting                     | 0            | 13         | 1           | 16        |
| Theft (mail, bicycle, et al)    | 0            | 1          | 0           | 5         |
| Theft from Motor Vehicle        | 0            | 7          | 0           | 2         |
| Possession of Stolen Goods      | 0            | 1          | 0           | 0         |
| Fraud                           | 0            | 14         | 0           | 5         |
| Identity Theft                  | 0            | 0          | 0           | 1         |
| Mischief                        | 1            | 20         | 3           | 42        |
| <b>Drug Enforcement</b>         |              |            |             |           |
| Possession                      | 0            | 1          | 0           | 0         |
| Trafficking                     | 0            | 1          | 0           | 0         |
| Import/Export                   | 0            | 0          | 0           | 0         |
| Production                      | 0            | 0          | 0           | 0         |
| Other                           | 0            | 0          | 0           | 0         |

| <b>Traffic</b>                                 |           |            |           |            |
|--|-----------|------------|-----------|------------|
| Dangerous Op of MV                             | 1         | 1          | 1         | 4          |
| Impaired by Alcohol                            | 1         | 18         | 1         | 16         |
| Impaired by Drug                               | 0         | 0          | 0         | 0          |
| Failure/Refusal                                | 0         | 0          | 0         | 0          |
| Driving while Disqualified                     | 0         | 2          | 0         | 3          |
| Fail to Stop or Remain                         | 0         | 6          | 0         | 8          |
| Seatbelt Violation                             | 0         | 1          | 1         | 2          |
| Intersection Violation                         | 4         | 14         | 3         | 6          |
| Speeding Violation                             | 5         | 38         | 2         | 19         |
| Insurance Violation                            | 3         | 5          | 0         | 4          |
| Road Side Suspension (Alcohol)                 | 0         | 0          | 0         | 1          |
| Road Side Suspension (Drug)                    | 0         | 0          | 0         | 0          |
| Collision - Fatal                              | 0         | 0          | 0         | 0          |
| Collision - Non - Fatal Injury                 | 0         | 8          | 0         | 5          |
| Collision - Reportable                         | 0         | 22         | 0         | 46         |
| Collision - Non Reportable                     | 1         | 13         | 0         | 15         |
| Off-Road Vehicle Collision                     | 0         | 2          | 0         | 0          |
| Municipal By-laws                              | 0         | 0          | 0         | 0          |
| Other Traffic Offence/Violation                | 12        | 109        | 9         | 76         |
| Other Traffic Related Duties                   | 1         | 2          | 0         | 7          |
| Checkstop                                      | 2         | 4          | 0         | 2          |
| <b>Other</b>                                   |           |            |           |            |
| 911 Call                                       | 3         | 19         | 0         | 21         |
| Breach of Court Order                          | 2         | 23         | 1         | 16         |
| Liquor Act                                     | 0         | 7          | 3         | 31         |
| Mental Health Act                              | 3         | 36         | 0         | 32         |
| Missing Person                                 | 0         | 60         | 0         | 49         |
| Municipal Bylaw - Other                        | 2         | 10         | 0         | 4          |
| Other  | 11        | 228        | 16        | 257        |
| Suspicious P V P                               | 2         | 24         | 2         | 21         |
| Trespass At Night                              | 0         | 0          | 0         | 1          |
| HPA (COVID-19) - Offences only                 | 0         | 0          | 0         | 0          |
| HPA (COVID-19) - Other activities              | 0         | 0          | 0         | 0          |
| QUA (COVID-19) - Offences Only                 | 0         | 0          | 0         | 0          |
| QUA (COVID-19) - Other Activities              | 0         | 0          | 0         | 0          |
| <b>Total Founded &amp; SUI Occurrences</b>     | <b>59</b> | <b>797</b> | <b>48</b> | <b>833</b> |
| <b>Total Occurrences*</b>                      | <b>61</b> | <b>862</b> | <b>52</b> | <b>883</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.

### **Potential Gas-and-Go Leads to Failure to Comply with Court Order**

File: 2022-1353131

On September 18<sup>th</sup>, a Kingston member parked at the Berwick Irving observed a vehicle that appeared to be preparing to do a drive-off without paying for gas. The suspect had pumped the gas and then opted not to go in to pay. As other members showed up at the scene, one person from the suspect vehicle entered the store, and had their card declined.

When approached by members, a male from the suspect vehicle was identified as someone the RCMP knew to have orders regarding curfew. This individual attempted to provide a false name and escape through the back of the store, before finding there was no exit.

The 26-year-old male was arrested and charges with two counts of Failure to Comply with Conditions of Release Order, section 145(5)(a) of the Criminal Code.

### **Inappropriate Behaviour on Harvest Moon Trail**

File: 2022-1399670

At 4pm on September 27<sup>th</sup>, RCMP received a report that there were two males and a female on the Harvest Moon Trail in Berwick behaving inappropriately; the report described the woman as 'undressed'.

Kingston RCMP responded and located two of the reported individuals sitting on the bench. It was discovered that the male was on a no-contact order with the female. Members arrested the 53-year-old Berwick resident who was held for court.



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## **Attempted Motor Vehicle vs. Pedestrian**

File: 2022-1419599

On September 30<sup>th</sup> at 22:39, RCMP received a call via 911 where the caller reported that another male had attempted to hit him with a moving vehicle. This attempt reportedly followed several threats of violence on a daily basis between the two individuals, who were well-known to one another. The caller explained that he had asked the suspect to turn down the volume of his car's music as it was late and disturbing the caller.

A witness corroborated the event, agreeing that the suspect had driven straight at the caller, squealing tires.

The driver of the vehicle, a 53-year-old male of Rockland, was arrested for dangerous driving and released on an undertaking to appear in court in December, 2022.

## **Impaired Vehicle Driver Identified by Member of Public**

File: 20221522517

Kings District RCMP located an impaired driver after a concerned community member contacted police after observing the driver smelling strongly of liquor while in the checkout line of Berwick's Foodland.

On October 19<sup>th</sup>, 2022 at approximately 6:05 p.m., Kings District RCMP received a call from the public that a man and woman in line at Foodland smelled strongly of liquor and may be preparing to drive. A Kingston RCMP member located the driver and vehicle a short distance away. The driver displayed signs of impairment. While on scene the driver provided a sample of breath on an ASD (Approved Screening Device) which they failed.

The driver was arrested for Impaired Driving and transported to the Kingston RCMP office where he provided samples of their breath. The provided breath samples results were 200 mg% and 190 mg%. The driver, a 58-year-old North Kentville man, will face charges in Kentville Provincial Court in January, 2023 for Impaired Operation of a conveyance and Impaired Operation over 80 mg%.

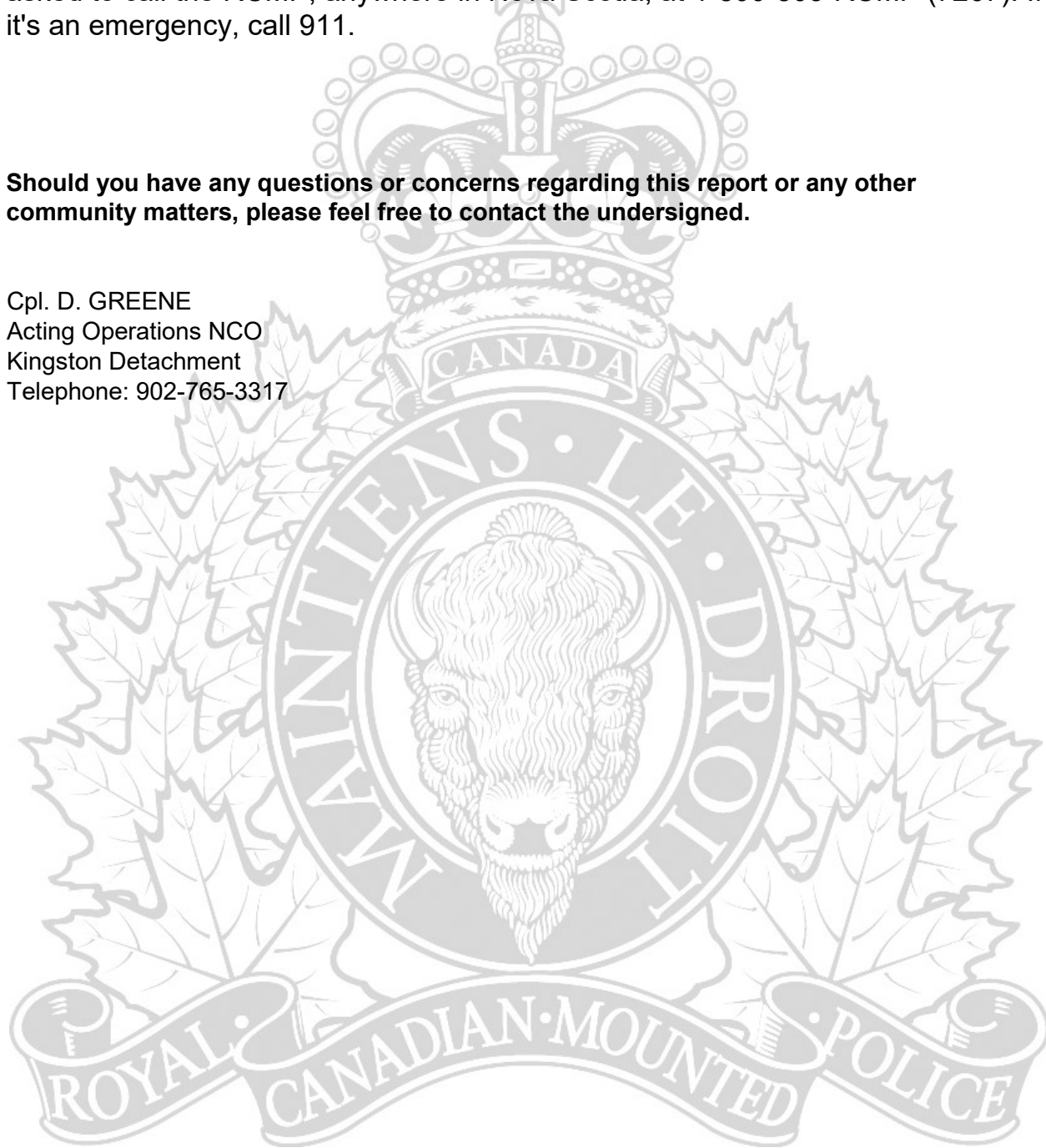
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Anyone who has concerns about a driver's ability to safely operate a vehicle is asked to call the RCMP, anywhere in Nova Scotia, at 1-800-803-RCMP (7267). If it's an emergency, call 911.

**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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## Municipality of the County of Kings

181 Coldbrook Village Park Drive  
Coldbrook NS B4R 1B9

www.countyofkings.ca  
*Land of Orchards, Vineyards and Tides*

Tel: (902) 690-6152

Fax: (902) 679-0911

Tel: 1-888-337-2999

### Town of Berwick Activity Report - October 2022

|                               | Last Fiscal Year          |                           | This Fiscal Year          |                           |
|-------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
|                               | Total For<br>October 2021 | Total For<br>Year to Date | Total For<br>October 2022 | Total For<br>Year to Date |
| <b><u>PERMIT COUNTS</u></b>   |                           |                           |                           |                           |
| Building Permits              | 5                         | 30                        | 4                         | 32                        |
| Development Permits           | 0                         | 0                         | 0                         | 0                         |
| Demolition Permits            | 0                         | 1                         | 0                         | 1                         |
| Sign Permits                  | 0                         | 0                         | 0                         | 0                         |
| <b>Total Permits</b>          | <b>5</b>                  | <b>31</b>                 | <b>4</b>                  | <b>33</b>                 |
| <hr/>                         |                           |                           |                           |                           |
| TOTAL BUILDING VALUE          | \$749,342                 | \$4,211,997               | \$560,580                 | \$4,512,335               |
| PERMIT VALUE                  | \$1,005                   | \$5,452                   | \$700                     | \$5,707                   |
| <hr/>                         |                           |                           |                           |                           |
| <b><u>NUMBER OF UNITS</u></b> |                           |                           |                           |                           |
| One Unit                      | 1                         | 11                        | 1                         | 10                        |
| Two Unit                      | 2                         | 8                         | 0                         | 8                         |
| Multi Unit                    | 0                         | 0                         | 0                         | 0                         |
| Townhouse                     | 0                         | 0                         | 0                         | 0                         |
| Farm Dwelling                 | 0                         | 0                         | 0                         | 0                         |
| Mobile Home                   | 0                         | 0                         | 0                         | 0                         |
| Farm Tenement                 | 0                         | 0                         | 0                         | 0                         |
| <b>Total Residential</b>      | <b>3</b>                  | <b>19</b>                 | <b>1</b>                  | <b>18</b>                 |
| Recreational Cabins           | 0                         | 0                         | 0                         | 0                         |
| <b><u>SUBDIVISIONS</u></b>    |                           |                           |                           |                           |
| Total Plans Approved          | 0                         | 0                         | 0                         | 0                         |
| Total Lots Approved           | 0                         | 0                         | 0                         | 0                         |



# Municipality of the County of Kings

181 Coldbrook Village Park Dr.  
PO Box 100  
Coldbrook NS B4N 3W3  
www.countyofkings.ca

Tel: (902) 690-6152  
Fax: (902) 679-0911  
Tel: 1-888-337-2999

*Land of Orchards, Vineyards and Tides*

Report Date: 11/1/2022

## Town of Berwick Building Permit Statistics - October 2022

### Permits by Building Type

| Building Type      | Total |
|--------------------|-------|
| ACCESSORY BUILDING | 1     |
| GARAGE             | 1     |
| ONE UNIT           | 2     |
|                    | 4     |

### Summary of Est. Value by Building Type

| Building Type      | Total Est. Value    |
|--------------------|---------------------|
| ACCESSORY BUILDING | \$7,200.00          |
| GARAGE             | \$18,480.00         |
| ONE UNIT           | \$534,900.00        |
|                    | <b>\$560,580.00</b> |

### Dwelling Units Created

#### Permits by Building Type

| Building Type | Total |
|---------------|-------|
| ONE UNIT      | 1     |
|               | 1     |

#### Summary of Est. Value by Building Type

| Building Type | Total Est. Value    |
|---------------|---------------------|
| ONE UNIT      | \$156,300.00        |
|               | <b>\$156,300.00</b> |

### Dwelling Units Demolished

|                    |          | Total    |
|--------------------|----------|----------|
| SINGLE-DETACHED    | 0        | <b>0</b> |
| RECREATIONAL CABIN | 0        | <b>0</b> |
| SEMI-DETACHED      | 0        | <b>0</b> |
| ROW                | 0        | <b>0</b> |
| APARTMENT          | 0        | <b>0</b> |
|                    | <b>0</b> | <b>0</b> |

**Town of Berwick**  
**Building Permit Statistics - October 2022**

| <u>Work Type</u> | <u>Building Type</u>  | <u>Building Type</u>    | <u>Proposed Use</u> |
|------------------|-----------------------|-------------------------|---------------------|
| ADD ADDITION     | AB ACCESSORY BUILDING | IN INSTITUTIONAL        | AG AGRICULTURAL     |
| CON CONSTRUCTION | AG AGRICULTURAL       | MH MOBILE HOME          | CM COMMERCIAL       |
| LOC LOCATION     | AU ACCESSORY USE      | MU MULTI UNIT           | FI FISHING          |
| OTH OTHER        | BH BOAT HOUSE         | OU ONE UNIT             | FO FORESTRY         |
| RNO RENOVATION   | CM COMMERCIAL         | RC RECREATIONAL CABIN   | IN INSTITUTIONAL    |
| DMO DEMOLITION   | DK DECK               | RV RECREATIONAL VEHICLE | MF INDUSTRIAL       |
|                  | FD FARM DWELLING      | SN SIGN                 | NA NOT APPLICABLE   |
|                  | FI FISHING            | SP SWIMMING POOL        | RC RECREATIONAL     |
|                  | F0 FORESTRY           | SO SOLAR                | RE RESIDENTIAL      |
|                  | FT FARM TENEMENT      | TH TOWN HOUSE           |                     |
|                  | GA GARAGE             | TU TWO UNIT             |                     |
|                  | ID INDUSTRIAL         |                         |                     |

| Permit | Location          | Work Type | Bldg Type | Prop Use | Est Value           |
|--------|-------------------|-----------|-----------|----------|---------------------|
| 220616 | VETERANS DR       | CON       | OU        | RE       | \$156,300.00        |
| 220617 | VETERANS DR       | CON       | GA        | RE       | \$18,480.00         |
| 220990 | 134 COMMERCIAL ST | ADD       | OU        | RE       | \$378,600.00        |
| 220992 | 172 MAPLE AVE     | CON       | AB        | RE       | \$7,200.00          |
|        |                   |           |           |          | <b>\$560,580.00</b> |

# Committee of the Whole Monthly Report



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**Department:** Community Development  
**Date:** November 16, 2022

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## **Key highlights**

- Staff have been participating in information/training sessions to better understand the set up and roll out of "BookKing", our new online program registration software.
- The Boxcar RFP is set to be released on November 17<sup>th</sup> with a two week call for proposals. Site visit will take place Monday November 21<sup>st</sup>. Completion for this project (new decking, doors and interior finishes) is set for March 31<sup>st</sup>, 2023.
- "Spirits and Sparkles" weekend planning has been finalized for November 24<sup>th</sup> to the 27<sup>th</sup>. The Community Development team will be busy throughout the weekend, and in the week leading up to. A schedule of events has been circulated on social media including events hosted by the Town and other community organizations. Posters will also be placed around Town and distributed in the school.
- The fencing project at Rainforth Park has been completed. Although slightly over budget the fence will allow safe access to the park in the winter months and beautify the park area.
- Work for the upcoming centennial celebration continues. Updates since last month include official logo design, launch of Smokehouse Centennial brew, Curling Club New Year's Eve Party, Tulip Campaign, and a new garden design for Centennial Park.
- A. Ross continues to work hard on building membership at the Fitness Centre. Current membership is sitting at 321 (Wildcats inclusive), an increase of 12 from last month. They are launching several new campaigns, and programs, and have introduced a new personal trainer to their team.
- N. Palmer secured a 100% funded grant through Westfor Forestry Management for further development of Spicer Park in the amount of \$16,500.

## **Next Month Priorities:**

- The department will be meeting and reviewing the operating budget for the coming year through the guidance and support of the Director of Finance.
- Now that BookKing training is complete, staff will look to populate and launch the platform by internally updating programs and information on the platform.
- The Community Development team will be working hard to ensure smooth roll out of the Town of Berwick Spirits and Sparkles events and also decorate the Santa Claus float for the parade on the 27<sup>th</sup>.
- N.Palmer will be gathering information for the Centennial year launch of the "Town of Berwick Guided Tour" through the Town of Berwick. This projects aim is to showcase a "Then and Now" of our community.

# Committee of the Whole Monthly Report



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**Department:** Finance  
**Date:** November 17, 2022

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## **Key Highlights**

- Our Finance Team has a full staff complement and training is going well.
- A new time sheet has been rolled out to salary staff. This is part of our transition to our digital platform in 2023.
- The Finance and Recreation teams have been attending regular implementation meetings with BookKing as we transition our recreation programming registration to this digital platform. We are planning to go live with BookKing in January 2023.
- Our Finance team continues to work with the BEC Superintendent and consultant in preparation for the BEC rate application.
- Discussions for the 2023/24 budget are underway. Worksheets are being developed for each department to utilize which will provide more detail to inform the budget and allow departments to develop operational work plans for the upcoming year. Th
- Staff will work diligently on budget, with the goal of bringing the first draft of the Town's operating budget to the January 24<sup>th</sup> Committee of the Whole meeting and first draft of the Town's capital budget to the February 14<sup>th</sup> Council meeting.
- As part of our asset management project, we attended a risk workshop with Matt Delorme from the AIM Network. This exercise will be incorporated into the parameters used to help form our asset management plan.

## **Next Month Priorities:**

- Complete previous year's bank reconciliations and audit working papers.
- Complete next phase of asset management project- service level review.
- Work through 2023/24 budget preparations

# Committee of the Whole Monthly Report



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**Department:** Public Works  
**Date:** November 22, 2022

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## **Key Highlights**

- Working on Christmas decorations and going up all over Town.
- Float going into Public Works shop on Friday to be decorated by the Community Development team.
- Ordered the first load of salt for the winter season.
- The bin for yard waste is working out well and we have to dump every week. We have run into a few plastic bags that have to be taken out of the bin. We have extra signs up as well.
- We fixed a manhole and a catch basin at the top of Union Street and Commercial Street, as well as painted what we could on that day. I hope to get back and do some more painting on a warmer sunny day.
- Working on getting ball park nets down if we can get a few dry days so we don't mark up the ball fields.
- Starting getting trucks and machinery ready for the snow.
- I hope to finish up a few holes with the pavers, before the end of season.

## **Next Month Priorities:**

- Working on keeping the streets and sidewalks safe.
- Cleaning up a few bad trees with Berwick Electric.
- Working on machinery at our shop for yearly maintenance.
- Sale of surplus machinery that has been laying around that we see no further use.
- Working on 2023/2024 budget number forecasts.

# Committee of the Whole Monthly Report



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**Department:** CAO  
**Date:** November 22, 2022

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## **Key Highlights**

- Attended a Joint Valley Regional Enterprise Network (REN) and Province of Nova Scotia discussion on October 28 at the Valley Business HUB.
- Attended the Nova Scotia Federation of Municipalities (NSFM) conference at the beginning of November.
- Met with the Valley REN CEO to discuss the proposed IMSA and upcoming workplan for the Liaison and Oversight Committee (LOC). Also, attended the November LOC meeting on the 16<sup>th</sup>.
- The "Golden Table" has been completed the solar garden site. This is the template for all future tables/panels that will be installed. Council, Berwick Electric Commissioners, and staff will be completing a site tour with AREA and GP Joule on Monday, November 21.
- Attended a Kings CAO's meeting to discuss regional files and common interests.
- Attended the monthly IMSA Interim Board of Director's meeting on November 16. Work is progressing on the Kings Transit Electrification Project and Valley Waste cost-accounting project.
- A job posting for the new Planning and Bylaw Administrative Coordinator position has been posted. The deadline for applications is December 2, with the hopes of having someone start in the new year.

## **Next Month Priorities:**

- Complete necessary technology upgrades to improve productivity and connectivity for future projects.
- Complete hiring process for a Planning and Bylaw Administrative Coordinator.
- Begin 2023/24 budget preparation.