
Committee of the Whole Meeting

April 23, 2024

Berwick Town Hall Council Chambers

6:30 pm

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
 - a. March 26, 2024
- 4. Department Reports**
 - a. BDVFD
 - b. Community Development
 - c. Public Works
 - d. Finance
 - e. CAO
- 5. Committee Reports**
 - a. Accessibility Advisory Committee
 - b. Community Development Committee
 - c. Intern IMSA Board
 - i. Kings Transit Authority
 - ii. Valley Waste
 - d. KMCC Governance Committee
 - e. Planning Advisory Committee
 - f. Kings Point to Point
 - g. Kings REMO
- 6. New Business**
 - a. Active Living Strategy Presentation
 - b. Info Report: Community Development Rate Increases
- 7. Mayor's Report**
- 8. In-Camera**
- 9. Adjournment**

BDVFD CoTW Report for April 2024

Ten alarms from Mar. 19- Apr. 24

Mini Pumper Update: Our truck is making great progress.

Water Storage Project: We will have a meeting soon to discuss Phase 2 and how we want to proceed.

End of Year Stats: Here is a breakdown of our year end.

Total Kings County KM Traveled	Total Berwick KM Traveled	Total Hrs in Service	Total Firefighter Hrs.
3923.7 KM	238.5 KM	191 Hrs	3100.5 Hrs

Top Five Calls:

False Alarms- 22

Alarm Sounding/ With Response- 20

Assist EHS- 17

Structure Fire- 13

Investigation- 8

Our department also went to assist Shelburne Fire during last years major forest fire. We sent a total of 11 firefighters over a 2-day period with a total of 38 hours of active service.

Regards,

Luke A. Redden

Department: Community Development
Date: April 18, 2024

Key highlights

- The Valley REN has launched an online platform, Guru, that gathers real time GIS data to provide relevant information for investors, entrepreneurs and economic developers. Information covers a blend of commercial properties, local opportunities, info on demographics, economics and labor market data.
- After a thorough analysis of the market, we have developed a new fee structure for fitness centre memberships. In the coming month we will develop communication material for distribution to inform members and the community of the change.
- As discussed at Council, the Multi-Use Courts were opened one month early. Because this moved forward a month earlier than planned, the following tasks and increased expenses have occurred:
 - Opening of Carol's Place public washrooms including engaging contracted cleaners;
 - In lieu of no Parks students, Public Works will unlock courts each morning, clean the surface and check washrooms.
 - S. Dooks has been hired to lock the courts each evening at 9pm from Monday to Friday in addition to unlocking and locking each weekend.
 - A request for lights to be turned on has been made.
- After an engaging meeting with local "Welcome Package" champion, we have put our efforts together to create a more simplistic welcome information folder for new residents. Prior to the end of May, each new Berwick resident (often identified through Berwick Electric sign up) will receive the package.
- The Annapolis Valley Welcome Network event hosted at the Town Hall was very well attended and received positive feedback. Attendees left contact info and plans for the next event in May are being confirmed.
- Summer staff resumes have been reviewed with interviews set to take place within the month of April. New this year, we will be launching a Leader in Training program set to advertise in May. Grant approvals for each position have been secured.
- Facility rental fees have been reviewed and updated. New rates will come into effect in June.

- Although the weather was yet again not on our side, we hosted a successful Easter Egg Hunt through the Town Hall on March 28th. With well over 200 folks through the door, we were pleased to provide giveaways, face painting and fun!
- Day Camp plans, including weekly themes and daily operations, are being finalized. Registration for these programs will open late May using our online platform.
- An unfortunate incident occurred causing one of our two basketball hoops to be removed from the new outdoor court in Rainforth Park. We are working to replace it as soon as possible with consideration for a more user-friendly and sustainable product.

Next Month Priorities:

- Welcome package pamphlet
- Trail Clean up on May 17th with the Berwick School
- Finalizing summer staff team
- Creating outline of Anti-Racism Charter Strategy
- Launch of Facility Rental Fees and Fitness Centre Membership Fees
- Grant applications including WestFor and Active Communities Fund

Department: Public Works
Date: April 2024

Key Highlights:

- We have been fixing washouts and rusted out pipes in our storm water system, with all the rain this spring has caused extra problems.
- We have had motor troubles with our ton truck that we use for salting in the winter and use every day in town. All fixed as of Friday the 12th of April.
- I have asked Howard Little to grade Willow Ave. and add some Class A gravels to the road. The extra traffic on this road because of the solar gardens has put more stress on this dirt road.
- Pot holes, we fix a few each week with the cold pack mixture, picking out the worst ones.
- I have been fixing a few flashing crosswalk lights, to get them working the way they are designed to work.
- We are ditching all over town to keep the storm water flowing, and have changed one street covert and two driveway coverts, that have rusted out and collapsed part of the pipe.
- The team started to put in a new lateral sewer pipe across Main St. on Monday April 8th, we set up and closed the street for the detour, cut the pavement and started to dig, and was chased out because of the water infiltration at this time, will try again in a few weeks, as ground water dries up intown.
- The Wastewater lagoons are still full of water and we still have water in the overflow pond for the third time. This has been a very wet spring, and has been very stressful for the team.
- I have asked for the bin for brush waste on April 19th if it is available at this time for 216 Main St, we have had many requests as the weather starts to get better out.
- Painting of crosswalks will start as the weather warms.
- Street cleaning has begun.

Next Month Priorities:

- Open up the parks, and clean up from over the winter,
- Start baseball setup.
- Change the clay out and change it to gravel in the pull ring until September.
- We will haul class A gravel to restock for summer use around town.
- There are three trees that need to come down, that are a safety hazard to the public, I have asked arborists to come in and look at.
- Will have the arborist look at trees in park that have been identified as a safety issue.

Department: Finance
Date: April 2024

Key Highlights

BEC

- **Factorydale Generator Claim:** The forensic auditor, assigned by the insurance company, requested additional information regarding power purchase costs and power generation. The power purchase cost information has been provided and Don Regan is working on power power generation information. The final claim requested is \$420,000.
- **Factorydale Turbine Claim:** Attended a meeting on April 11th to discuss options pertaining to the turbine. The RFP for owner's engineer has been drafted and will be posted shortly.
- **Dam Safety Review:** An RFP for a Dam Safety review at Factorydale will be advertised. This was a directive from the UARB within our recent general rate application decision.
- **Voltage Conversion Capital Project:** UARB approval for the Voltage Conversion capital project has been received.
- **Cash Flow Constraints:** This is primarily due to the working cash requirements to repair the Factorydale Generator, coupled with the delayed rate increases. We continue to monitor diligently, and the recent rate increase(s) should alleviate this strain over time. Timely meter reads are important in maintaining a consistent billing cycle, which also assists with a healthy cash flow. Staff are working through overdue accounts with customers to make payments.
- **Contracted Meter Reading Service:** BEC will be tendering for a contracted meter reader within the next month. This will allow the Power Line Technicians to refocus their workload and efficiently perform tasks within their area of expertise while completing their operational priorities.
- **Inventory:** BEC team will complete their inventory count for year end this week, along with the new Director, Glen Bannon.
- **RELC Flowthrough:** Provided support for Meg Hodges regarding the RELC flowthrough application process.
- **CRA Payroll Audit for 20/21 Appeal:** A CRA representative will be on-site to conduct a more in-depth review related to the BEC's appeal of the CRA's decision related to the 20/21 audit.
- **April 4th:** Attended meeting with AREA, Town of Mahone Bay and Town of Antigonish to discuss regulatory projects, consultant's cost allocation for support of the most recent general rate application, and solar garden project updates.

- **April 16th:** Attended meeting with AREA, Town of Mahone Bay and Town of Antigonish to continue discussion from the previous meeting.
- **April 17 & 18:** Attended meetings with other maritime municipal electric utilities, identifying valuable opportunities for collaborating on projects, best practices and opportunities. Toured the newly commissioned Summerside Solarbank, which is on an 80 acres site and includes battery storage options.

TOWN

- **2022/23 Audited Financial Statements Approved:** Staff is working on preparing the 22/23 Financial Information Return.
- **2024/25 Operating and Capital Budgets Approved:** Staff will begin commencement of operational and capital priorities related to the approved budgets.
- **Purchase Orders:** Finance staff is working on the implementation of an electronic purchase order process for the Town and BEC. This will strengthen internal controls by ensuring proper approvals for purchasing for both entities. Staff will bring forward a recommendation for the Signing Authority/Purchasing Policy at a future date for Council's consideration.
- **Solar Garden:** With the spring debenture deadline of April 25th, staff dedicated a significant amount of time to work through reconciliations of the solar garden project finances to prepare the debenture package. We are working with Valley Communications to have alerts from the solar garden provided directly to the BEC team. AREA has made a recommendation for Operations & Maintenance provider, which the Town will review the particulars around this recommendation, combined with the in-house resources and skill sets, to determine the best plan for the Town's asset.

Next Month Priorities:

- **22/23 Financial Information Return**
- **Solar Garden Interim Power Purchase Agreement:** Council has approved an interim power purchase agreement, which will be presented for the BEC in the next meeting.
- **IT:** Meet with CAO and IT to plan priorities for 24/25.
- **Recruitment:** Finalize the job description for the Office Administrative Coordinator and advertise the job posting.
- **April 23rd:** Meeting with Berwick Electric team to discuss 24/25 priorities with new director.
- **April 24th:** Attend AREA Board Meeting
- **April 25th:** Attend labour management meeting with CUPE
- **April 30th:** Berwick Electric Commission meeting.

Committee of the Whole Monthly Report



Department: CAO and Administration
Date: March 2024

Key Highlights

- Support development of Request for Proposals for BEC for an owner's engineer, dam safety review and meter reading.
- Attended meeting with AREA, Town of Mahone Bay and Town of Antigonish to on April 16th to discuss regulatory projects, consultants' cost allocation, flow through mechanism and solar garden project updates.
- Attended meetings on April 17 and 18 with other maritime municipal electric utilities, identifying valuable opportunities for collaborating on projects, best practices and opportunities. Toured the newly commissioned Summerside Solarbank, and learned about their operating and maintenance system to help inform Berwick's plan as well as OHS for the site.
- Met with Volta Research, partnering with UNB and DNR to prepare a Vehicle 2 Grid roadmap for the province. Volta reached out to AREA, BEC, Antigonish and Mahone Bay electric utilities to discuss pilot options for developing the roadmap.
- Continue to meet and support the steering committee for the fire department water storage tank and building.
- Continue to work with legal, planning and engineering on the Kent Field Estate Appeal. The hearing for the appeal has been scheduled for the end of May.
- The Deputy Mayor and CAO met with the owner of 108 Marsters Avenue regarding the unsightly complaint. The owner is investigating a fence and carport option and will follow up in one month.
- The CAO and Planner met with a planner from the province regarding the draft update to the Town's Municipal Planning Strategy and Land Use Bylaw. The planner has provided comments and suggestions on the Provincial Statements of Interest, particularly the Agricultural Policies.
- The Interim Intermunicipal Service Agreement (IMSA) Board met on March 27 and receive a presentation from WSP on the transit study and MNP on the Valley Waste Cost Model.
- The Town received a directive from Environment Canada regarding testing of our wastewater effluent. The first of three months has been submitted and our last two acute lethality test have come back negative.
- Our Wastewater consultants have provided draft documents for our 2024 upgrades for review.

- A new Director of Public Works has been hired and will start on May 27.
- Attended a virtual update/consultation with the Premier regarding the announcement of the Nova Scotia Guard. CAO's, Fire Departments, Search and Rescue and other first responder organizations have been initially consulted, with more formal consultation beginning in the coming months.
- Attended the Regional Emergency Management Advisory Committee meeting on April 15.
- Attended the KMCC governance committee meeting on March 28.

Next Month Priorities:

- 2024/25 Operating Plan completion.
 - Meet with Director of Finance and IT to plan priorities for 24/25.
 - Meet with BEC team to discuss 24/25 priorities and integration of new Director into operations.
- Police Services Recipient Meeting for Southwest Nova in Liverpool on April 22.
- CAO workshop regarding Interim IMSA Pilot initiatives.
- AREA Board meeting on April 24.
- Labour Management meeting with CUPE on April 25.
- Coastal Planning/Floodplain mapping update with Province on April 25.
- Municipal Innovation Program/Director of Utilities shared position update with partners and discussion of priorities for 24/25 on April 26.
- Berwick Electric Commission meeting on April 30.

Report to the Interim Intermunicipal Services Agreement Board of Directors

Agenda Item No. 6.1

Subject: IMSA Pilot Project – Progress Report

From: Dwight Whynot

Date: March 27, 2024

Transit Studies and Project Management - KTA

- Phase 1 ICIP Project awarded to WSP Canada and progress has started with public engagement, route and schedule reviews and equipment and facility reviews.
 - WSP Interim Report has been delivered for review and comments,
 - Team meetings continue for discussions around routes and schedules,
 - WSP has completed first round of public outreach through meetings and on-line survey,
 - WSP and Kings Transit meeting with JRTA and other community groups,
 - WSP meeting with on demand services such as Point to Point,
 - WSP planning to meet with individual Municipal planning groups,
 - WSP timeline continues to be for final document delivered by end of February 2024,
 - WSP presenting draft report to Interim Board on March 27, 2024.
- Phase 2 ICIP Funding has been approved and in place for utilization upon finalization of Phase 1.
 - preliminary internal review of new technologies has begun - factory tours in Quebec,
 - meeting with Berwick Electric to understand synergies,
 - meetings with Arcadis and s2e Technologies with determine possible working relationships for Phase 2,
 - Possible synergies with on demand systems and other public transit systems. Working with Province and JRTA.
- Rural Transit Fund and the Province of NS has provided a total of \$900,000 in funding for shelters and stops.

Long Term Service Contracts - Valley Waste

- Compost Contract - contract reviewed and extended with the current service provider for 6 years.
 - further research regarding options going forward.
- Recycling Processing Contract - contract reviewed and has 5 years remaining. Extended Producer Responsibility (EPR) has been announced and will have an impact on this contract.
- Collection Contract - staff is preparing options for continuation of services until December 2025 when EPR is implemented in the Province.
 - A RFP for a 7 year collection contract has been issued,
 - Request for Decision being presented March 27, 2024 Interim Board meeting.
- Landfill Contract - Liaison Committee is being renewed and further discussions are on-going with Chester.
 - Internal group reviewing options with Chester,
 - Chester preparing options for Valley Waste to review.

Collaboration with General Managers and Reporting Aspects to the Interim IMSA Board

- working with the new General Manger at Valley Waste and acting as the General Manager at KTA in developing new reporting templates for financial reporting and operational updates.
 - Dan McDougall has prepared a RFD for the Board's approval regarding Request for Decision format and uses,
 - Dan McDougall is preparing a policy for internal communications, communications with the member parties and communications with outside parties for Valley Waste and KTA.
- developing team objectives and strategic direction for the organizations.

Drafting of the new IMSA's

- Dan McDougall has joined the project team to manage specific aspects of the deliverables.
- gathering information from other jurisdictions, Pictou County, Lunenburg County and others, to understand their structures and operating guidelines and bring best practices to Valley Waste and KTA.
 - Dan McDougall researching governance options.
- the Phase 1 Study at KTA will assist in the development of the new IMSA for the transit organization,
- timeline for draft IMSA is May 2024.

Mentorship of KTA General Manager

- currently acting as General Manager due to the departure of the GM in November 2022.
 - developing job description and responsibilities for a new GM based on new governance and possible structure changes.
- new Director of Finance has joined the organization and is delivering great benefits.
 - updated accounting software for Valley Waste,
 - refining reporting requirements,
 - developed new budgeting templates and approach used for 2024/25 budgets,
 - installed new work order software and procedures for the KTA garage staff,
 - preparing to install new accounting software at KTA.
- new staff at KTA are gaining experience and confidence in the day-to-day operations and longer-term planning activities.
 - Working on driver training such as defensive driving courses, updating first aid training and WHMIS training.

Analysis of Service Partner Options

- regarding Valley Waste, early discussions are underway.
- KTA plan forward will greatly depend on the final results of the Phase 1 Mass Transit Study.

Governance and Organizational Structure

- Valley Waste organizational structure is stable and works very well currently. Non-financial policy review and updates are required to ensure governance is at current standards.
 - MNP and Dan McDougall will be completing financial policy review with staff,
 - Staff will be reviewing non-financial policies and present them to the Board for approval.
- KTA organizational structure needs improvements. These changes will be recommendations coming forth once the Phase 1 Mass Transit Study is complete.
- the role of Director of Finance and Corporate Services has been created and filled. This role is a shared service between Valley Waste and KTA. This role will improve governance as it moves forward.

Preparation of Strategic Plans

- Valley Waste has conducted a long-term strategic review and update over the summer. Completion of this strategic plan will happen once Extended Producer Responsibility is better understood, and we understand the impacts to Valley waste operations and mandates.

- KTA strategic plan will be a sunset of the Phase 1 Mass Transit Study once completed.
- Draft strategic plans will be presented by end of May 2024.

Development of Capital Investment Plan

- Valley Waste Capital Plan will be refined from its current status by including recommendations from the cost model analysis and the impacts of Extended Producer Responsibility being taken into account.
- KTA Capital Plan will be completed once the Phase 1 Study is completed and we understand the recommendations around fleet renewal and useful life of the new assets purchased.
- The draft Capital Investment Plan will be presented by end of April 2024.
- Director of Finance will assist in the development of this plan.

Cost Accounting of Valley Waste and Diversion Streams

- the model has been developed and data has been collected. We are currently populating the model with the data and testing the model for accuracy and the completeness of the desired outcomes.
- the model was shared with the CAO's and Directors of Finance to collect their feedback and questions first.
 - A second review by the CAO's and Directors of Finance will happen on March 21.
- the model is currently being reviewed by internal parties to ensure accuracy and completeness of scope.
- the cost model will be present to the Board at the March 27, 2024 Interim Board meeting.

Analysis of the Net Municipal Cost Sharing Formulas

- this deliverable has been started. Collecting models from other jurisdictions for comparative purposes.
 - WSP has developed options for KTA moving forward. Internal team has commenced a review,
 - the cost sharing formulas will be included in the draft IMSA agreements by end of April 2024.
- The Valley Waste cost sharing model will be reviewed as part of the cost model discussion that will be presented by MNP. The next step will be to develop a new model that best allocates the appropriate costs to the unit members.

Development/Refresh of Budgeting, Period Ending Variance and Year End Financial Statement Reporting

- we have created and filled the position of Director of Finance and Corporate Services. This is a shared role between Valley Waste and KTA. This role has completed the process of budget working papers and populating the budgets with staff.
- internal financial statements have been modified and will continue to be refined until we are comfortable with the information that is being presented on a monthly/quarterly reporting cycle.
- MNP assisted with the last year end cycle, the new Director will be assuming this role for the current year end cycle.
 - Kings Transit and VWRM have started the audit cycle for this year.

Development of Five-Year Business Plan

- Valley Waste will be expanding its current strategic plan to cover a five-year period once the impacts of Extended Producer Responsibility are better understood. We have identified key strengths and weaknesses through a SWOT analysis and discussions about additional long-term challenges and opportunities.
- KTA will create a five-year view once the Phase 1 Study is completed and the path forward is approved and supported by the Board.
- the five-year business plans will be one of the last deliverables presented 2nd quarter 2024.

Financial Policies

- MNP are currently reviewing the financial policies that currently exist at Valley Waste. Once the review and recommendations are completed, these policies will be presented to the Board for approval.
 - Dan McDougall will assist in the policy development and recommendation process,
 - KTA will adopt the same or similar policies once completed and agreed to at the Board level.

Mentor Finance Personnel

- MNP and I have initially worked with the finance staff to assist them and help them better understand the needs and processes required.
- the new Director has become deeply involved in this mentorship and guidance role as we improve policies and workflows.

MNP Board Update on Deliverables

	Deliverable	Expected end date	Comments
A	Review of Policies	Package being reviewed and will be presented to Board for Approval in April	<ol style="list-style-type: none"> 1. Policies drafted and circulated for review and editing. 2. Policy review and tracking process has been created for future use by management and board. 3. All polices are being benchmarked to FRAM for consistency and appropriateness.
B	Cost Accounting for Valley Waste	Draft model was presented to committee and management	Board presentation attached
C	Preparation of Year End Working Papers	May 2024	<ol style="list-style-type: none"> 1. Fiscal 2023 completed and prep package prepared by MNP. 2. Package and reviewed with Director of Finance 3. MNP to provide support for fiscal 2024, that has started.
D	Development of template for Reporting	March 2024	<ol style="list-style-type: none"> 1. Standard monthly reporting templates prepared for both KTA and VW to be consistent format. 2. MNP reviewing with Director of Finance for modifications especially on VW to introduce non-financial data such as tonnage, etc.
E	Analysis of Municipal Cost Sharing	March 2024	Not yet started, will begin following finalization of cost accounting model for Valley Waste
F	Capital Investment Plan	Ongoing	<ol style="list-style-type: none"> 1. Template development underway for review with management 2. Focus on funding strategy options to smooth effect on budget 3. Finalization will be contingent on finalization of KTA Phase 1 project

**Valley Region Solid Waste-Resource Management Authority
Report to the Interim Intermunicipal Services Agreement Board of Directors**

Agenda Item No. 7.1

Subject: Valley Waste-Resource Management – General Managers Report

From: Andrew Garrett

Date: March 27, 2024

Curbside Collection - Request for Proposals

The Request for Proposals for Curbside Collection closed on March 19th. A total of three proposals were received. Staff are reviewing the proposals and will create a Request for Decision document for the board to review. A special meeting of the IMSA board may be required to share recommendation and award the contract.

Extender Producer Responsibility

Circular Materials, the Producer Responsibility Organization (PRO) representing brand owners of Packaging and Paper and Packaging-like products (PPP) is planning a consultation meeting with municipal representatives in the Valley Region the week of April 12-16. During the meeting, they will outline what is included in the PPP program, proposed collection details, program management and how they will provide any required information to residents.

Transportation Services – Request for Proposals

A Request for Proposals for the Transportation of Solid Waste Services has been prepared and released publicly on the Provincial Procurement Website and the Valley Waste website with a closing date of April 18, 2024. The current contract for the provision of this service will expire on March 31, 2025.

Details:

- Start date: April 1, 2025
- Transportation of solid waste to the Kaizer Meadow Landfill from both the East and West Management Centres.
- Transportation of recyclable materials from West Management Centre to Scotia Recycling
- Term: 6 years plus 1 year Option to extend.

Removal and Replacement of EMC Tipping Floor

The work to replace the East Management Centre tipping floor took place successfully between March 9 and March 17, 2024. During this time major contractors (collection services and transportation to landfill services) and large volume commercial vehicles were directed to our West Management Centre with only small loads being accepted at the East Management Centre site. Operations Manager White did a tremendous job ensuring the smooth flow of materials during this major event.

Removal and Replacement of Overhead Doors

As reported last month, it is anticipated that this work will be completed prior to the end of March.

Groundwater Monitoring Plans

Staff continue to await the final approval of the submitted groundwater monitoring plan as prepared by Stantec by NSECC. Once approval has been received from NSECC the installation of the required monitoring wells, in keeping with the new construction and demolition debris management regulations, will proceed.

Industrial Approvals

Updated and approved Industrial Approvals for both Managements Centres are expected from NSECC this month.

Legal Services – Request for Proposals

A Request for Proposals for the Provision of Legal Services for the Valley Region Solid Waste-Resource Management Authority and the Kings Transit Authority has been collaboratively prepared and released publicly with a closing date of March 28, 2024. A Request for Decision regarding the award of the work will be brought before the Board during the next regular monthly meeting.

Respectfully submitted,
Andrew Garrett, Interim General Manager
Valley Region Solid Waste-Resource Management Authority

Report to the Interim Intermunicipal Services Agreement Board of Directors

Agenda Item No. 8.1

Subject: KTA General Manager's Report

From: Dwight Whynot

Date: March 27, 2024



Garage and Fuel Prices

Buses:

The bus availability continues to be an issue given the age and mileage of the units.

Currently reviewing the bus parking/storage situation in Weymouth. Working with the Municipality of Digby to determine the best options.

Bus frame issues continue to be a concern. We have determined this to be a problem on the older refurbished buses from Halifax Transit and the newer Eldorado buses purchased in 2017.

Fuel:

Our per unit cost for Diesel this week is \$1.75per litre.

Ridership

Ridership numbers for YTD 2023/24 continue to increase across the entirety of the KTA system compared to 2022/23. YTD end of February for 2023/24 shows ridership of 325,865 versus YTD end of February for 2022/23 at 278,088 riders. This represents an increase of 17% over the 11-month period. All routes have experienced increased ridership over this period of time.

Operations

The work order process is currently being updated to improve efficiencies for the mechanic staff, purchasing staff and the accounting staff. MaintainX is installed and operational.

The team has presented budgets and capital plan to the Interim Board and we are now waiting approvals from individual units.

Additional reporting practices are being implemented to track on-time service, route operational statistics and causes for route interruptions. These measures will continue to help us attain key operating goals and help us focus on the areas needing improvements.

ICIP Project Update

The ICIP Phase 1 Study is nearing completion. We have held public meetings, performed on-board ridership reviews, the on-line survey has been completed, meetings with drivers are completed, meetings with on demand transit and community groups, GIS overlays of routes and demographics, route and schedule proposals, equipment requirements and infrastructure improvements.

Numerous team sessions regarding route analysis, expansion and service schedules have been held to further assist WSP in their recommendations.

WSP to make a presentation to the Board at the March 27, 2024 meeting.

Human Resources

Kings Transit continues to actively recruit additional drivers. Attraction and retention of drivers still presents a challenge.

KTA is currently recruiting four part-time drivers to ensure continuous operations over the summer months.

Monthly Activities

The following is the list of actions and activities from the previous meeting up until the current one:

1. The Phase 1 ICIP study is on-going requiring daily monitoring.
2. Early work on Phase 2 equipment and service selection.
3. Working with new Director of Finance.
4. Day-to-day operations of the business.
5. Working with Dan McDougall on policies, governance and structure.

From: Dan Stovel, Kings REMO REMC

Date: Tuesday, April 23, 2024

Subject: Kings REMO Regional EM Advisory Committee Meeting, Monday, April 15, 2024

The Kings REMO Regional Emergency Management Advisory Committee met on Monday, April 15, 2024

Key issues of discussion included:

- **Presentation: NSDNRR - FireSmart**
 - The Season should be more aptly named Wildfire “Risk” Season
 - It is not just the ‘big wall of fire’ that will burn down homes.
 - Overview of fire impacts on structures
 - Home Ignition Zones:
 - 0 to 1.5m: Non-Combustible
 - 1.5m to 10m: Reduced Combustibles (pruning, thinning, moving and raking, moving wood etc)
 - 10m to 30m: Increasing the barrier with same techniques, promoting hardwood, moving if possible, removing dead/dying and softwood
 - FireSmart Communities – Assess/Plan and Action:
 - Looks at neighbourhoods or subdivisions as a whole and gives percentages to evaluate
 - Looks at water supply, forest stand and management, home construction, past fire occurrences, recreational use, critical infrastructure, access
 - Pull together a report and plan and action items, present to community
 - Where you can find resources:
 - FireSmart Canada or Nova Scotia Facebook Pages
 - NS Wildfire Viewer
 - <https://novascotia.ca/burnsafe/>
 - www.smokeybear.com
 - <https://firesmartbc.ca/ember/>
- **NS Department of Emergency Management & Nova Scotia Guard**

2024-03-28 Premier Houston introduced legislation that will lead, direct and support a coordinated response and manage the immediate and ongoing needs of Nova Scotians when a crisis or disaster occurs

Nova Scotia Department of Emergency Management

- Department of Emergency Management will oversee the Nova Scotia Guard.
- It will also include existing emergency response teams from across government, with expanded responsibilities such as:
 - leading Nova Scotia’s coordinated emergency and disaster preparedness, response and recovery initiatives
 - leading the coordination of all organizations, internal and external, that respond to emergencies and disasters
 - working closely with communities, as well as Indigenous, federal, municipal and private-sector partners.
- The Department will be led by John Lohr, Minister responsible for the current Emergency Management Office, and Deputy Minister Paul LaFleche, whose expanded roles take effect immediately.
- It will include all divisions of the Emergency Management Office, as well as Service Nova Scotia’s Public Safety Field Communications and business continuity teams.
- The Department of Emergency Management is expected to be established in the fall

Nova Scotia Guard

- A group of volunteers from across the province who will help communities during and after emergencies
- Will include volunteers with specialty skills and members of the public to fill a variety of roles depending on emergency needs
- Nova Scotians can express their interest in volunteering for the Nova Scotia Guard at <https://ns.211.ca/early-registration-for-the-ns-volunteer-portal/> or by phoning 211.

2024-03-28 Premier's CBC Interview

• **Public Health Update:**

COVID-19 Update

Health Canada, 2024-04-09

- Nationally, COVID-19 indicators continue to slowly decrease or remain at low levels.
- In the latest reporting week, seven reporting provinces and territories reported no Activity to low COVID-19 Activity Levels, while one reported moderate Activity Levels. Activity Level trajectories varied by jurisdiction, with most reporting decreasing or stable trends.
- National SARS-CoV-2 percent positivity has been decreasing since mid-December 2023.
- Following an increase in mid-November, overall outbreak incidence has been decreasing since early January, with more recent weeks showing a slower decline.

NS Respiratory Watch Report – Week 14 March 31 to April 6, 2024:

- Influenza PCR positives remained stable this week
- COVID-19 PCR positives remained stable this week
- RSV positives has remained stable this week

Outbreaks: 0 new long-term care facility outbreaks

- 0 influenza
- 0 COVID-19
- 0 RSV

Subject to changes impacting Kings County, the Kings REMO REMC will no long provide updates on Public Health issues at future Kings REMO REMAC meetings.

• **Kings County EM Guide for Elected Officials**

REMC highlighted updates to the EM Guide for Elected Officials:

- Cover Page – dated April 2024
- Kings County Hazard Risk Vulnerability Assessment – Page 7. Updated based on latest HRVA approved by REMAC January 2024
- Familiarization with County Plans – Page 12. Kings REMO Regional Emergency Management Plan (REMP), Change 3 dated March 2024
- Back-cover Page. Social Media account amended from Twitter to 'X'

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE APRIL 2024 KINGS COUNTY EMERGENCY MANAGEMENT GUIDE FOR ELECTED OFFICIALS

ACTION: Kings REMO REMC will have Guide printed and available for elected officials post-election October 2024.

- **Kings REMO Regional EM Plan (REMP), Change 3**

REMC presented summary of Changes highlighted for Change 3:

- 5.1.3 Wildland Fires – updated with details from 2023 Wildland Fire Season in Nova Scotia
- 5.2 Risk Analysis Matrix – updated from the recent Hazard Risk Vulnerability Assessment conducted in December 2023 and approved by Kings REMO REMAC January 2024
- 9.2 Plan Maintenance & Responsibility – annual review updates and Plan Revisions amended to March 21, 2024 with approval on April 15, 2024
- Annex L – Province of NS – Important Numbers – NSEMO Region 3 Preparedness Officer – cell number updated

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 3 TO THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT PLAN, DATED MARCH 2024.

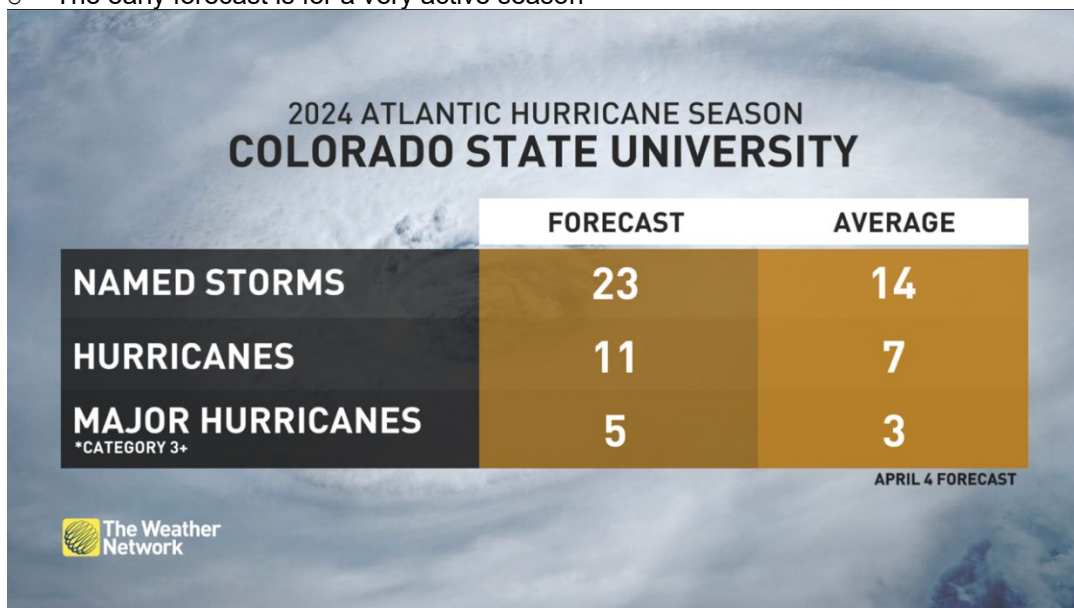
ACTION: Kings REMO REMC will post the amended Plan to Kings REMO Website and upload to WebEOC File Library

- **2024 Wildfire Season**

- Nova Scotia Wildfire Season: March 15 to October 15
- 18-year average of Wildfires in Kings County: 20 wildfires per year
- 2024-03-01: Kings REMO Wildfire Season Awareness News Release
- 2024-03-14: Kings REMO REMC CBC Mainstreet interview
 - Community Outreach presentations
 - Emergency Email Notification System
 - Vulnerable Persons Registry
 - FireSmart Canada

- **2024 Hurricane Season**

- The early forecast is for a very active season



- **Emergency Management – Volunteer Registration Form**

Management of Spontaneous Volunteers:

- Volunteers are a critical part of a well-coordinated and well-resourced humanitarian response, but potential volunteers should confirm that they are needed before travelling to impacted areas – do not self-deploy.

REMC presented Committee with proposed Volunteer Registration Form:

- Position Responsibilities
- Tasks may include
- Qualifications
- Time commitment
- Dress code
- Identification

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE EMERGENCY VOLUNTEER REGISTRATION FORM, DATED MARCH 21, 2024.

Kings REMO Programs:

- **Kings County Comfort Centres**

www.KingsREMO.ca/comfort.aspx

25 Comfort Centres (as of 2024-04-15)

Woodville Community Centre removed from list of active Comfort Centres – replacement generator has been approved

Pending Additions (Provincial & Municipality of the County of Kings Generator Program Funding):

- Salvation Army Church (Kentville)
- Morden Community Centre (Morden)
- Bethany Memorial Baptist Church (Aldershot)
- Valley Community Learning Association (Kentville)

REMC is in the process of delivering Comfort Centre Signs to all facilities (19 of 25 signs delivered across Kings County):



36" x 36" sign (showing OPEN)

36" x 36" sign (showing CLOSED)

- **Community Outreach Program**

Total number of 2024 presentations 10 (as of 2024-04-15)

- 2024-01-25 Kings RCMP
- 2024-02-05 White Rock Community Centre (Filmed by Eastlink)
- 2024-02-10 Kings Presbyterian Church
- 2024-02-12 Wolfville Farmer's Market & WBDC
- 2024-02-17 Burlington Community Centre
- 2024-02-21 Kings Central High School (Grade 12 class)

2024-03-05	Valley REN/Immigration & Settlement Navigation
2024-03-13	East Dalhousie Community Centre
2024-03-25	Lake Paul/Lake George Community Centre
2024-04-15	Nicholsville Garden Club & Community

Scheduled presentations:

2024-04-28	Black River Community Club
2024-04-30	Centreville Community Hall
2024-05-07	Greenwich Fire Dept & Community

- **Kings REMO Social Media**

Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings, and preparedness messages

Kings REMO actively uses Social Media to increase community awareness:

- Facebook followers:
 - 4,927 2023-04-17
 - 9,636 2024-04-15 (+ 4,709)
- X followers:
 - 834 2023-04-17
 - 984 2024-04-15 (+ 150)
- Instagram followers:
 - 257 2023-04-17
 - 301 2024-04-15 (+ 44)

- **Vulnerable Persons Registry (VPR)**

Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program

- 2023-09-21 38 registrations
- 2023-10-16 40 registrations
- 2024-01-15 47 registrations
- 2024-04-15 49 registrations

Kings REMO REMC is focused on building a "Community of Champions" to increase awareness of the Kings VPR program

- **Training & Exercises**

ICS Training Schedule

2024 Planned Training – hosted by Kings REMO:

- Apr 24-25: ICS-200
- Jun 27: BEM Course
- Sep 11-13: ICS-300

2024 Planned Exercises

- 2024-04-18 Wildfire-Evacuation Workshop Kings REMO
- 2024-05-29/30 NS EMO Exercise Nova Bravo NS EMO
- 2024-07-11 Hurricane-ECC Activation Exercise Kings REMO
- 2024-11-21 Winterstorm-Shelter Exercise Kings REMO

Next Meeting: Monday, July 15, 2024

No Meeting will be scheduled for October 2024 due to Municipal Elections



Active Living Strategy

2023-2028

Presented to the Town of Berwick

January 16, 2024

Authored by: Jordan Hebb

EXECUTIVE SUMMARY

Municipalities have the legitimacy and credibility to bring community partners together to identify multiple strategies for tackling inactivity. Planning for an active community requires a high degree of collaboration between government, non-government, and business sectors in a wide-variety of disciplines, at the local, provincial, and national level. This strategy examines the Town of Berwick and its long-term plan to increase activity levels for the entire community.

In 2014 The Town of Berwick partnered with the Department of Communities, Culture Tourism and Heritage (CCTH) and the Western Kings Memorial Health Society (WKMHS) to create the Active Living Coordinator position.

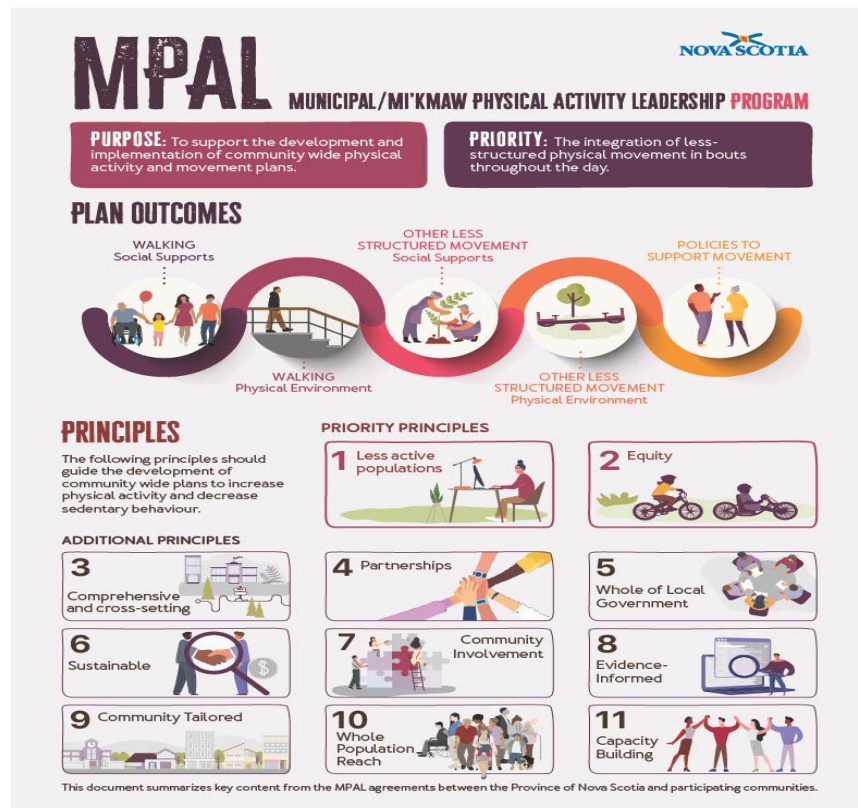
Several forms of local research were completed including focus groups, online and telephone surveys and reviews of both local and provincial plans and strategies. Statistics aligned with what the province indicated; we are facing an inactivity crisis. By aligning our strategic goals with the needs of our community, and by working together, we can work toward the common goal of increasing physical activity levels in the Town of Berwick.

Through a combination of research, strategic review and research into provincial and town plans, the Town of Berwick will support five goals to increase physical activity levels in their community. These goals focus on communication, supportive active transportation environments, providing targeted and underserved populations with accessible physical activity opportunities, encouraging everyday movement for all, building capacity and leadership in our community and increasing the built environment.

In order to achieve these goals actions will be shaped around the Socio-Ecological Model. This approach focuses on targeting four areas of influence to effectively impact a population. The following four levels; individual, social environment, physical environment and policy are broken down into actions that work towards achieving our six goals. The priority of the Active Living Coordinator will be to align their work with the goals and actions of this strategy and report yearly progress to the CCTH, the WKMHS and the Town of Berwick.

BACKGROUND & OVERVIEW

What is the MPAL (Municipal Physical Activity Leadership) Program?



The Strategy

The role of the Active Living Coordinator is to complete a comprehensive strategy to raise awareness and increase participation in physical activity, active transportation and overall daily movement. The strategy outlines not only municipal and provincial needs and priorities. By gathering and reviewing participation trends, community assets, and consultation results, the Active Living Coordinator shapes information into goals and actions for the community. The strategy is not only a MPAL responsibility but instead a municipal and community responsibility.

The strategy also links other Town of Berwick municipal plans and strategies such as the Trails Strategy and the Accessibility Plan. With an annual review process, the Active Living Coordinator will be responsible for using this strategy as a guide to shape their work throughout the year. After the conclusion of the five-year action plan, the strategy will be reviewed, community consultations, provincial guidelines and trends will be accessed and the strategy will change to reflect the gathered information.

WHAT IS PHYSICAL ACTIVITY?



Physical activity is defined as, “any bodily movement produced by skeletal muscles that requires energy expenditure. Physical activity refers to all movement including during leisure time, for transport to get to and from places, or as part of a person’s work. Both moderate- and vigorous-intensity physical activity improve health.

Leisure-time activity

Physical activity done outside of work or school time; such as active recreation, active play, deliberate exercise, fitness training, strength training, dance, individual and team sport for leisure or competition.



Occupational or School Based Activity

Physical exercise during the course of an individual’s occupation or while at school. Examples are physical education classes, team sports, physical work such as lifting objects, walking about or climbing stairs.



Home Setting Activity

Physical activity carried out as part of housework or gardening activity such as vacuuming, moving furniture, raking leaves, climbing stairs, or shoveling snow.



Active Transportation

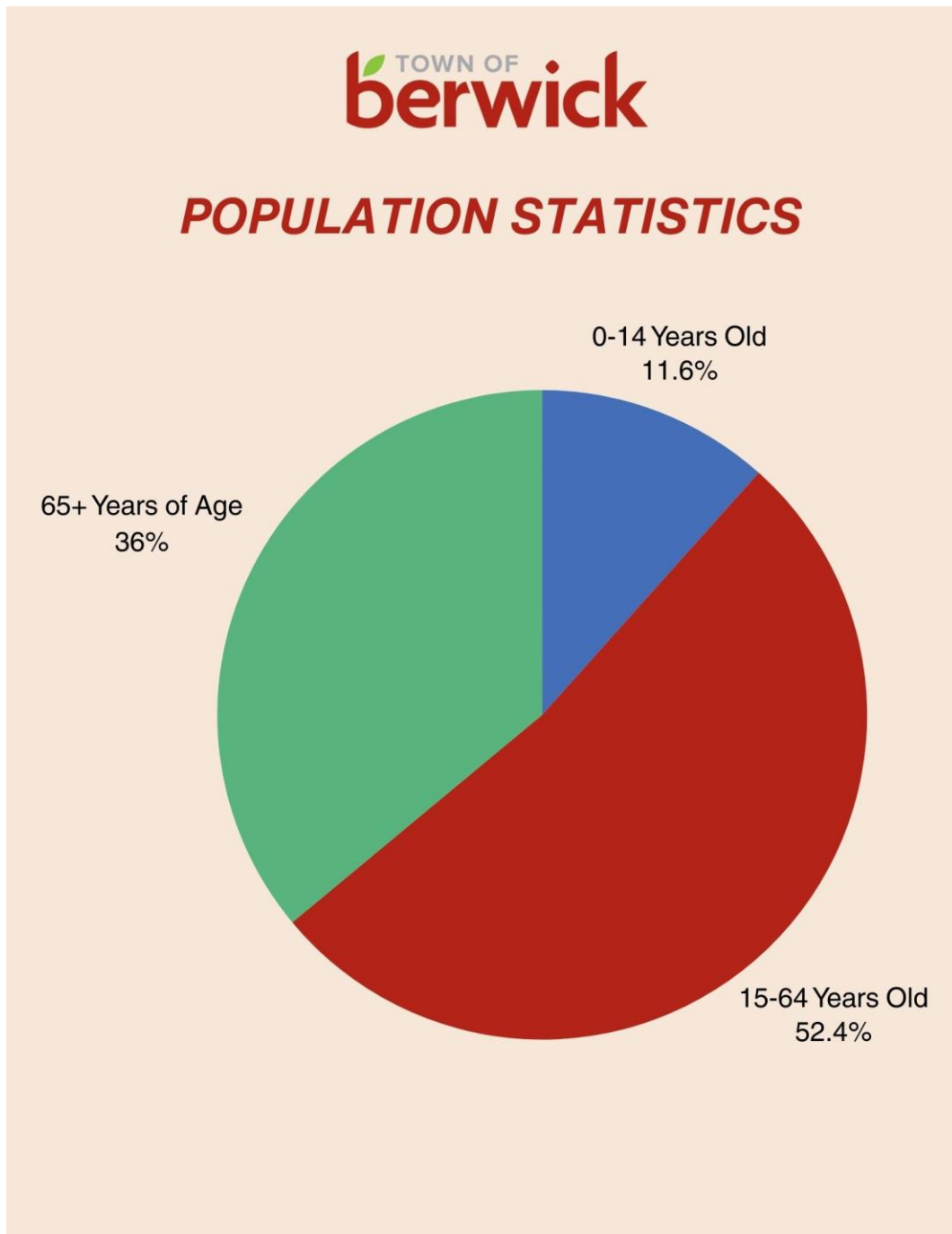
Human powered physical activity as a means of travel from one place to another such as walking, cycling, in-line skating, or skateboarding.



WHERE ARE WE NOW?

Community Profile

Berwick is famously known for its pride in the apple industry. Known as “The Apple Capital of Nova Scotia”, the ever important Apple industry served as a major economic force in Berwick’s development in the early 1900’s. The population is growing and with a 6.80 square kilometer radius our community provides the ideal environment for an active transportation (AT) friendly community. As stated in the 2012 Municipal Planning Strategy, Berwick prides itself as a vibrant and dynamic Town with a strong sense of community, a history of stable and prosperous growth and a belief in and a strong commitment to its future.



Provincial statistics concerning the number of *children and youth* who are meeting the standard recommended 60 minutes of daily physical activity for five days of the week are alarming. According to Stats Canada around 40% of children in Canada are currently meeting the physical activity target between ages 5-17.

Two methods of research were used to gather information in our community relative to children and youth which saw input from around 130 students;

1. A self-reported survey of students from our After School Program (grades P-5)
2. Group discussions/survey with grade 6-8 classes in Berwick District School to gather an idea of how active the teen demographic is, how they choose to be active, and how they would like to be more active in the future.

Key Findings : Youth Survey's

75% of Youth surveyed felt they were active at least 4 days a week through sport, recreation programs, gym class or unstructured movement and activity at home.



The top activities amongst the surveyed youth were: Organized sport (Basketball, baseball, soccer, hockey), Swimming, and Biking.



• The top items on their activity wish list were: Drop in/pop up programs (Laser Tag, capture the flag in the park etc.), Improved infrastructure (full sized outdoor basketball court, outdoor rink in the winter, gaga ball pit), and Facility Access more specifically free skates at the Kings Mutual Century Centre.



Research for *persons ages 18 and over* in our community was more extensive. A citizen survey collected data from 253 Berwick residents. Key findings and recommendations from the Citizen Survey were as followed:

Key Findings : Adult Survey's

• The main activity of interest to the adult population was walking and received the second highest percentage for what people wish they could participate in more. Distant second and third to walking were physically active household tasks and bicycling respectively.



• Nearly 25% of respondents indicated they would like to participate in fitness programs more often, however they face barriers with fitness center/fitness class hours, financial barriers, time constraints etc.



• The highest rated barriers to being physically active were: lack of time, a lack of programs of interest, not having anyone to be active with, and not being aware of current opportunities.



• Opportunities to encourage greater participation in physical activity included drop-in recreational and sport activities as well as female specific opportunities.



WHERE DO WE WANT TO Be?

Five goals were formed that best represented provincial physical activity goals and the data collected from the Town of Berwick citizens survey:

Redefining Movement

Create an effective form of communication to raise awareness of physical activity opportunities in the community.

Increase opportunities for populations that face constraints to be physically active with special attention to seniors, youth, females, persons living with a disability.

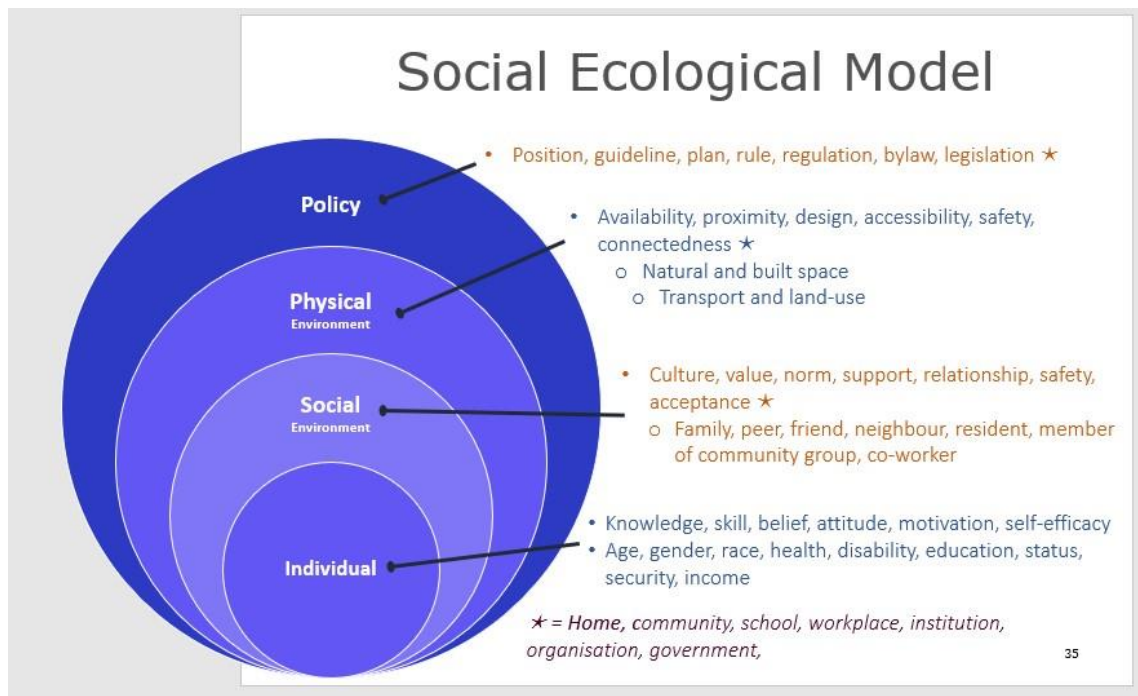
Build capacity/leadership to improve and increase physically active opportunities.

Provide accessible and safe routes and spaces for active transportation and recreational purposes.

How Do We Get There?

It is important to remember that it is difficult for one organization to increase physical activity and daily movement on its own; it will be a collaborative effort requiring partnerships from many sectors. The Action Plan is based around the socio-ecological model of Individual, social environment, physical environment and policy.

The following chart breaks down the Social Ecological Model:



Action Plan

The following is a breakdown of actions created to accomplishing our five goals. As indicated earlier, the physical inactivity crisis will not be solved by one group. It is going to take a community effort for a difference to be made.

INDIVIDUAL

The actions below are designed for the individual and include ideas around educating the public, developing mentoring programs and communication strategies.

Actions	Leads & Partnerships	Start Date
<i>Develop a communication plan for effective marketing of physical activity opportunities in Berwick</i>	<i>Berwick Recreation, Local Radio Stations (AVR, REWIND etc.) Social media (Berwick Facebook, Instagram, Twitter),</i>	<i>2023</i>
<i>Increase knowledge around benefits of daily movement and physical activity</i>	<i>Town of Berwick</i>	<i>2023</i>
<i>Increase the Equipment Loan Program</i>	<i>Berwick Recreation, Evangeline Club, After School Program</i>	<i>2023-2028</i>
<i>Develop Trails and Pathways document</i>	<i>Berwick Recreation, Public Works</i>	<i>2023</i>
<i>Create a list of yearly grant opportunities and share information to local groups/organizations</i>	<i>Berwick Recreation, Evangeline Club, Berwick and District School</i>	<i>Ongoing</i>
<i>Host and build leadership capacity for outdoor play.</i>	<i>Local Schools, Daycares, Berwick Recreation, Public Works, Western Kings Memorial Health Society</i>	<i>Ongoing</i>
<i>Increase volunteerism and community champions</i>	<i>Town of Berwick, Weekly Walks, Community Gardens, Valley Wildcats</i>	<i>2023</i>

SUPPORTIVE SOCIAL ENVIRONMENTS

Actions in this section are aimed at changing the social community to promote community education, peer programs and social marketing campaigns.

Actions	Leads & Partnerships	Start Date
<i>Collaborate with the Valley Jr. A Wildcats on community engagement and programming</i>	<i>Valley Jr. A Wildcats, Berwick Recreation, Minor Hockey, Town of Berwick After School Program</i>	<i>2023</i>
<i>Provide physical activity opportunities targeted at young families Ex: Open Gym</i>	<i>Berwick Recreation, Annapolis Valley Regional Library (Berwick Branch), Berwick and District School</i>	<i>Ongoing</i>
<i>Partner with organizations to provide opportunities for underserved populations</i>	<i>Evangeline Club, Open Arms, Group Homes, Grand View Manor, Schools Plus, Family Resource Centre</i>	<i>Ongoing</i>
<i>Continue to support female physical activity opportunities to youth in the community.</i>	<i>Berwick and District School, Community Sport Development Coordinator, Camp Kindness</i>	<i>Ongoing</i>
<i>Promoting our Weekly Walk Groups</i>	<i>Town of Berwick, NS Walks</i>	<i>2023-2028</i>
<i>Host cultural events with physical activity opportunities included for community members to experience the diversity in our community</i>	<i>Town of Berwick, Meet your Growers, Berwick and District School</i>	<i>2023-2028</i>
<i>Ensure inclusion of physical activity components in Town Wide Events such as Winter Carnival, Easter, Halloween etc.</i>	<i>Berwick Recreation, Weekly Walks Group</i>	<i>2023-2028</i>
<i>Support Provincial initiatives and engage community in events such as Make your Move @ Work, NS Walks Day etc.</i>	<i>Town of Berwick, Berwick & District School, Local Businesses</i>	<i>2023-2028</i>
<i>Increase Leadership for the Community Gardens group</i>	<i>Berwick Community Gardens Group, Public Works, Berwick Recreation</i>	<i>Ongoing</i>

BUILT & NATURAL ENVIRONMENTS

The following actions are aimed at increasing, and managing, the built environment in the Town of Berwick.

Actions	Leads & Partnerships	Start Date
<i>Work on the development of Spicer Park as identified in the Berwick Multi-Generational Park Plan including (i.e. Trails, Natural Playground)</i>	<i>Public Works, Community Gardens Group, Berwick Recreation</i>	<i>Ongoing</i>
<i>Implementation of the Berwick Multi-Generational Park Plan</i>	<i>Town of Berwick, Department of Communities Culture Tourism & Heritage, Public Works</i>	<i>Ongoing</i>
<i>Foster a positive relationship with the Kings Mutual Century Centre and increase opportunities for accessible physical activity Ex: Make your Move signage</i>	<i>Berwick & District Community Association, Manager Kings Mutual Century Centre, CCTH Facility Access</i>	<i>Ongoing</i>
<i>Increase greenspace and opportunities for spontaneous outdoor free play by the creation of play spaces throughout the community allowing people to be active on their own time</i>	<i>Berwick Recreation, Public Works, Berwick & District School</i>	<i>Ongoing</i>
<i>Create an AT friendly community by providing supportive elements for safety including benches, bike repair stations etc.</i>	<i>Berwick Library Branch, Berwick Recreation, Public Works</i>	<i>Ongoing</i>
<i>Ensure sidewalks are safe during all seasons for walking with priority to main sidewalks.</i>	<i>Public Works</i>	<i>Ongoing</i>
<i>Collaborate with Cycle NS to develop recommended AT projects in Berwick.</i>	<i>Public Works, Town of Berwick, Bicycle Nova Scotia, Berwick & District School, Accessibility Committee</i>	<i>Ongoing</i>
<i>Promotion of the Indoor Walking Track. (Develop Indoor Walking Group)</i>	<i>Town of Berwick, Kings Mutual Century Centre, Weekly Walks</i>	<i>2023-2028</i>
<i>Trail Head Revitalization. (Additional Seating, Accessibility Upgrades etc.)</i>	<i>Town of Berwick, Public Works, Trail Blazers, CCTH</i>	<i>Ongoing</i>

POLICY & PLANNING

The following actions can be aimed at targeting the policy level of the socio– ecological model.

Actions	Leads & Partnerships	Start Date
<i>Share Healthy Food Environment Policy with local facilities and encourage groups to follow</i>	<i>Public Health, Berwick Community Health Board, WKMHS, Town of Berwick</i>	<i>Ongoing</i>
<i>Develop a funding model to support inclusive opportunities to physical activity in the community i.e. Pay what you can, payment plans, applications for waiving payment, bring a buddy option</i>	<i>Town of Berwick, Berwick Town Council</i>	<i>Ongoing</i>
<i>Develop an evaluation/feedback tool for recreation programs and recreation staff</i>	<i>Berwick Recreation</i>	<i>2023</i>
<i>Develop a communication plan for effective marketing of physical activity opportunities in Berwick</i>	<i>Berwick Recreation, Local Radio Stations (AVR, REWIND etc.) Social media (Berwick Facebook, Instagram, Twitter), Communications Staff</i>	<i>2023</i>
<i>Partnering with Bicycle Nova Scotia to create a 'CORE AT PLAN" to use as suggestions and a tool for future active transportation projects within Berwick</i>	<i>Town of Berwick Staff & Council, Bicycle Nova Scotia, Weekly Walks, Berwick Trails Committee, Berwick Accessibility Committee</i>	<i>2023-2024</i>

Monitoring

The priority of the Active Living Coordinator will be to align their work with the goals of this strategy. Evaluation reports are required on a yearly basis for the Department of Communities, Culture, Tourism and Heritage. Upon completion of this report, the Active Living Coordinator will also be responsible for reporting to their supervisor, and the Town, to describe the progress of the strategy.

The strategy is meant to be a working document and new actions will be added as the Town of Berwick, and the physical activity field evolve.

APPENDIX 1: Methods of Data Collection

Focus Groups & Surveys:

- *Berwick After School Program (Grades P-6, 2022)*
- *Evangeline Club Open House (2023)*
- *Berwick & District School (Grade 5-8 Classrooms 2023)*
- *Citizen Survey (100 Phone surveys, 18+, 2021)*
- *Online Survey (2023, 253 Responses)*
- *Weekly Walks Tuesday/Friday and Saturday Groups (2023)*
-

Related Town Strategies & Documents:

- *Integrated Community Sustainability Plan (ICSP)*
- *Municipal Planning Strategy (MPS)*
- *Trails Strategy (2020)*
- *Town of Berwick Public Open Space Strategy Initiative (2021)*
- *Town of Berwick Recreation Services Strategic Direction Report (2012)*
- *Town of Berwick Accessibility Plan (2022)*
- *Town of Berwick Active Living Strategy (2017 version)*

Noted Provincial Strategies & Documents

- *Shared Strategy for Advancing Recreation in Nova Scotia (2018)*
- *Lets Get Moving Nova Scotia*
- *Position statement on active outdoor play (2015)*
- *The ParticipACTION Report Card on Physical Activity for Children and Youth/Adults (2022)*
- *Canadian Society of Exercise Physiologists 24 Hour Movement Guidelines*
- *Municipal Physical Activity Leader Agreement*

APPENDIX 2: Physical Activity Definitions

Definitions:

Moderate-Intensity Physical Activity: *Requires a moderate amount of effort and noticeably accelerates the heart rate.*

Examples: Active involvement in games and sports with children/walking domestic animals, Brisk Walking, Carrying/Moving moderate loads (<20kg), Dancing, Gardening, General building tasks (e.g. Roofing, thatching, painting), Housework and domestic chores, Traditional hunting and gathering

Vigorous-Intensity Physical Activity: *Requires a large amount of effort and causes rapid breathing and a substantial increase of heart rate.*

Examples: Aerobics, Carrying/moving heavy loads (>20kg), Competitive sports and games (e.g. Traditional games, Football, Volleyball, Hockey, Basketball), Fast cycling, Fast swimming, Heavy shoveling or digging ditches, Running, Walking/climbing briskly up a hill

Incidental Physical Activity: *Yard work, laundry, vacuuming, gardening and other day to day household tasks.*

APPENDIX 3: How Much Physical Activity?

The Canadian Society for Exercise and Physiology (CSEP) released updated evidence-based guidelines on recommended amounts of daily movement for all age groups. Although the following indicates levels of movement for health benefits, it is important to remember that any amount of movement or physical activity is beneficial and will increase our overall well-being.

Children (Ages 0-4): Infants should be active several times a day, more specifically through interactive floor-based play. Children 1-4 years of age should spend 180 minutes a day participating in various forms of physical activity, from moderate to vigorous.

Children and Youth (5-17): Children between 5-17 years of age should participate on average 60 minutes of moderate to vigorous physical activity a day. Should incorporate activities that strengthen bones and muscles at least 3 days a week.

Adults (18-64): Adults between the ages of 18-64 should participate in 150-300 minutes per week of moderate to vigorous physical activity. It is recommended that adults in this age range do muscle strengthening activities at least twice a week.

Older Adults (65): To achieve health benefits and improve functional abilities, adults aged 65 years and older should accumulate at least 150 minutes of moderate - to vigorous - intensity aerobic physical activity per week. Older adults should do a varied amount of physical activity that puts an emphasis on functional balance and strength.

Children and Adolescents Living with Disabilities: Children and adolescents living with a disability should aim for 60 minutes of activity a day. Should incorporate moderate-vigorous aerobic and muscle and strength training activities.

Adults Living with Disabilities: 150-300 minutes of moderate intensity physical activity throughout a week. They should incorporate muscle strengthening activities at least twice a week. If a person's disability forces them to be seated such as being in a wheelchair, they should find upper body led activities and or wheelchair specific sport/activities.

APPENDIX 4: Community Recreation and Sport Group Contacts

Community Recreation and Sports Groups Contacts: As of March 1st, 2024

Group	Contact Name	Contact Information
After School Program	Jordan Hebb	(902) 538-8068 jhebb@berwick.ca
Annapolis Valley Regional Library- Berwick Branch	Barbara Lipp	(902) 538-8060 blipp@valleylibrary.ca
Berwick Area Minor Baseball Association		berwickbobcats@gmail.com
Berwick Baptist Church	Andrew Conrad (Senior Pastor)	(902) 538-3729 berwickbaptist@gmail.com
Berwick & District Lions Club	Janet Donohue	(902) 538-3378 janet.donohue@ns.sympatico.ca
Berwick & District Ringette Association	Marlene Connell	marlene.connell52@gmail.com (902) 670-3175
Berwick and District School		(902) 538-4720 BDS@avrce.ca
Berwick & District Volunteer Fire Department	Denise Francis	(902) 538-3661 secretary@berwickfire.com
Berwick Curling Club		(902) 538-9149 info@berwickcurlingclub.com
Berwick Heights Golf Course	Dave Wilson (Superintendent)	(902) 847-9000 info@berwickheightsgolf.com
Berwick Summer Day Camp	Jordan Hebb	(902) 538-8068 (Ext 4019) jhebb@berwick.ca
Berwick United Church	Rev. Tom Woods	tomwoods188@gmail.com 902-538-9251 (church office)
Berwick Camp (United Church Camp Meeting Association)		secretaryberwickcamp@gmail.com
Centennial Park	Natalie Palmer	(902) 538-8068 (Ext 8616) npalmer@berwick.ca
Christ Church (Anglican)		(902) 538 9371 (Rectory) parishesofaylesfordberwick@gmail.com
Evangeline Club	Sherri Bain	(902) 538-9349 evangelineclubberwick@gmail.com
Girl Guides		harvest.trail@girlguides.ns.ca
Indoor Walking Track	Bob Best	(902) 679-2031 info@kmccbberwick.ca
Kings MinorBasketball	Tanya Berry	kmbagators@gmail.com
Kings Mutual Century Centre - "Apple Dome"	Bob Best	(902) 679-2031 info@kmccbberwick.ca

Mooncoast Yoga	Cassie Doucette	(902) 300-9389 mooncoast@gmail.ca
Peter Connell Memorial Park	Natalie Palmer	(902) 538-8068 (Ext 8616) npalmer@berwick.ca
Playtime for Parents and Tots (Wednesday Playground)		(902) 538-8016
Rainforth Park	Natalie Palmer	(902) 538-8068 (Ext 8616) npalmer@berwick.ca
Rotary Club		berwickrotaryclub@gmail.com
Royal Canadian Legion Ortona Branch #69	Peter Rigby	(902) 538-9340 ortona69@eastlink.ca
Scouts Canada (2 nd Berwick)	Liz Chenier	lizchenier@ns.sympatico.ca
Somerset and District Soccer		(902) 804-0708 somersetsoccerns@gmail.com
Spicer Park	Natalie Palmer	(902) 538-8068 (Ext 8616) npalmer@berwick.ca
St Anthony's Catholic Church	John Roefs	902-538-3194 stanthony@ns.sympatico.ca
Tae Kwon Do	Greg Durling	(902) 825-9023 durlingstkd@gmail.com
Visitor Information Centre and Museum		(902) 538-9229 berwickvic@outlook.com
Volleyball/Badminton Court	Natalie Palmer	(902) 538-8068 (Ext 8616) npalmer@berwick.ca
Walk & Roll	Wendy Lee-Hamilton	(902) 542-0939 abrooker@countyofkings.ca
Waterville Pool	Shawn Fevens	sfevens@countyofkings.ca 902-690-6101
Wellness Ninjas (Personal Training)	Kayla Stuckless	(902) 321-1017 kayla@wellnessninjas.ca
Western Valley Minor Hockey Association	Janice Leary	communications@westernvalleyminorhockey.ca
Western Kings 4-H Club		nicole.martin@4hnovascotia.ca 902-305-7472
Wildcats Hockey	Kevin Hubert	902-538-3763 info@valleywildcats.com khubert@valleywildcats.com
Wild Roots Nature Education Centre	Marina Myra	902-538-1654 wildrootsnec@gmail.com

Sports Teams and Youth Programs in the SURROUNDING area	Point of Contact (if listed.)	CONTACTS
Abhaya Mixed Martial Arts (Windsor and Greenwich)		(902) 542-1666 info@abhaya.ca
Acadia Dance Community Club (Wolfville)		acadiadancecommunityclub@gmail.com
Annapolis Valley Badminton (NSCC Kingstec – Kentville)	Eric Sullivan	(902) 679-7444
Annapolis Valley Climbing Club		annapolisvalleyclimbingclub@gmail.com
Annapolis Valley Honour Choir (Wolfville)		coordinator@avhc.ca
Annapolis Valley Orienteering Club		ValleyOrienteering@outlook.com
Annapolis Valley Ultimate (Frisbee – Kentville)		annapolisultimate@gmail.com
Apple Valley Cross-fit (Kentville)		applevalleycrossfit@gmail.com (902) 698-3714
Avon Valley Lanes (Bowling – Windsor)		902-798-2102 avonvalleylanes@gmail.com
Aylesford Lake Yacht Club		aylesfordlakeyachtclub@gmail.com
Cadance Academy (New Minas, Kentville, Greenwich)		(902) 679-3616 info@cadanceacademy.ca
Dance ConXion (Kentville)		(902) 690-7685 danceconxion@gmail.com
Eagle Crest Golf Course (Centreville)	Ryan O'Rourke	902-679-3033 info@eaglecrestgolfcourse.com
Empire Athletics – Cheerleading / Gymnastics (Kentville & Windsor)		info@empireathletics.ca
Farmer's Golf – Hennigar's Farm Market (Greenwich)		info@hennigars.com (902) 542-3503
Greenwood Archery Club (CFB Greenwood)		greenwoodarchery14@gmail.com
Island Green Golf Club (Kentville)		(902) 678-7577
Kentville Pool		(902) 599-0965 summerrec@kentville.ca
KenWo Golf Club (New Minas)	Brandy Martin (Admin Assistant)	(902) 681-0678 (General Inquiries) (902) 681-5388 (Reservations)
Paragon Golf and Country Club (Kingston)	Dave MacMillan	(902) 765-3211 gm@paragongolf.ca
Precision Dance Company (Melvern Square)		precisiondanceinfo@gmail.com
Ski Martock (Windsor Forks)		(902) 798-9501 admin@martock.com
Storm Warning Paintball (Steam Mill)	Bruce Adams	(902) 680-2888 bruceadams2888@gmail.com

Valley Rugby Union (Port Williams & Windsor)		valleyrugbyunion@gmail.com
Valley Thunder Lacrosse	Sean Rogowsky	infovalleythunder@gmail.com
14 Wing Fitness & Sports Centre – Indoor & Outdoor Pools (CFB Greenwood)	Danielle Cormier (Aquatics Coordinator)	902-765-1494 ext 5564 danielle.cormier@forces.gc.ca
2444 Royal Canadian Army Cadets (Camp Aldershot – Kentville)	Capt. John Daborn	902-678-5920 Ext 2123 john.daborn@cadets.gc.ca
507 “F/Lt McLean” Royal Canadian Air Cadets (Kentville)		(902) 670-2280 507air@cadets.gc.ca
517 “F/Lt Graham” Royal Canadian Air Cadets (CFB Greenwood – Greenwood)		(902) 765-1494 517fltgraham@gmail.com
76 Royal Canadian Sea Cadet Corps – “Minas” (Fort Edward – Windsor)		(403) 880-1634 76sea@cadets.gc.ca
Community Support Groups		
Annapolis Valley Frugal Moms	Lisa Rose	902-599-4270 avfrugalmoms@gmail.com
AVRCE SchoolsPlus	Daisy Coleman	Office: 902-538-4726 Cell: 782-641-1131 daisy.coleman@avrce.ca
Aylesford Lions Club	Danny Herbert	902-847-5319 dannyherbert9135@gmail.com
Berwick Food Bank	John Roefs	(902) 538-1996 johnroefs1@gmail.com
Caregivers NS	Jeanine Wilson	902-680-8706 valley@caregiversns.org
Chris Palmer, MLA	Susie Bond Chris Palmer	902-375-2554 chrispalmermla@gmail.com
Coldbrook Lions Club	Wayne Little	902-538-8050 wlittle@xcountry.tv
Community Alcohol Partnership (CAP)	Daisy Dwyer	902-765-3902 dwyerdj@ns.sympatico.ca
Community Health Board	Heather Morse	902-698-0674 morseheather2@gmail.com
Guiding Hands Society	Tammie Smith Marina King	902-692-1632 guidinghandssociety@gmail.com
Homeless No More Initiative	Alishae Christie	902-599-2948 alishaechristie@gmail.com
Kings County Seniors Safety Society	Trishe Colman	902-670-0725 trishocolman@kingsseniorssaftey.org
Kingston and District Library	Sharon Morse Julia Rose Lynch	902-765-3631 kingston@valleylibrary.ca
Kingston/Greenwood Mental Health Association	Daisy J. Dwyer	902-765-3902 dwyerdj@ns.sympatico.ca
Kingston United Church	Joann Cory	902-765-0105 joanncory2019@gmail.com

<i>Kington Lions Club</i>	<i>Pat Nixon</i>	<i>902-765-2128 nixonpat@hotmail.com klionsclub@eastlink.ca</i>
<i>Kingston Pastoral Charge</i>	<i>Valerie Taylor</i>	<i>604-230-2184 valtaylor1984@gmail.com</i>
<i>Open Arms</i>	<i>Matthew Jennings</i>	<i>902-365-3665 openarms@openarms.ca sheltercoordinator@openarms.ca</i>
<i>Project Hope</i>	<i>Hannah Scott</i>	<i>902-517-2420 hannah.scott@novascotia.cmha.ca</i>
<i>Salvation Army (Bridgetown Community Church)</i>	<i>Justin Russell</i>	<i>902-665-4011 justin.russell@salvationarmy.ca</i>
<i>Stockings Were Hung</i>	<i>Donna Conrad</i>	<i>902-680-5062 donna@donnaconradteam.com</i>
<i>Torbrook United Church</i>	<i>Linda Winton</i>	<i>902-375-2314 lindawinton@gmail.com</i>
<i>Upper Room Food Bank</i>	<i>Sharon Hatt Harley Hazelwood</i>	<i>902-765-0303 (Referral from 211) upperroomfoodbk@hotmail.com rosewildrose@hotmail.com</i>
<i>Valley Community Learning Association</i>	<i>Brandon Stevens Peter Gills</i>	<i>902-679-5252 brandon.vcla@gmail.com, vcla.learning@gmail.com</i>
<i>Valley Connect Outreach Association</i>	<i>Lisa Bezanson John Andrew</i>	<i>902-599-2421 valleyconnectoutreach@gmail.com</i>
<i>Village of Kingston</i>	<i>Emily Harris</i>	<i>902-765-2800 eharris@kingstonnovascotia.ca</i>

Appendix 5: Recreation Facilities/Spaces (Within Town of Berwick Limits)

The Town of Berwick has many resources for the community to be physically active. Using any of the available facilities or spaces will contribute significantly to the activity levels of residents; with hopes at improving and adding to our resources yearly.

Site	Facilities
<i>Centennial Park</i>	<i>Gazebo, Riding Ring, Green Space, Outdoor Shuffleboard Courts (Summer)</i>
<i>Berwick Curling Club</i>	<i>3 Ice Surfaces</i>
<i>Berwick & District School</i>	<i>Playground, Green Gym Equipment and Gardens</i>
<i>Berwick Town Hall</i>	<i>Field & Outdoor (sand) Volleyball Court, Gymnasium, Garden Boxes, Community Play box (Summer)</i>
<i>Kings Mutual Century Centre</i>	<i>Arena, Berwick & District Lions Hall, Walking Track & Open Hallway Space, Fitness Centre</i>
<i>Peter Connell Memorial Park</i>	<i>Ball Park, Brown Street Connector Trail</i>
<i>Rainforth Park</i>	<i>Playground, Green Space, Ball Fields, Tennis Courts, Splashpad, Community Play box (Summer)</i>
<i>Apple Capital Heritage Trail</i>	<i>Cleared Multi-Use Path</i>
<i>Sidewalks</i>	<i>Throughout the town</i>
<i>Spicer Park</i>	<i>Playground (Including accessible equipment), Community Gardens, Community Play box (Summer)</i>

References:

Canadian Society for Exercise and Physiology Guidelines, 2023.

<https://csepguidelines.ca/>

Statistics Canada, 2021. Census Profile. Retrieved from:

<https://www12.statcan.gc.ca/census-recensement/2021/search-recherche/productresults-resultatsproduits-eng.cfm?LANG=E&GEOCODE=2021A00051207004>

Town of Berwick

<http://www.town.berwick.ns.ca/>

Healthy Eating in Youth and Children, 2012 Retrieved from:

<http://O-nsleg-edeposit.gov.ns.ca.legcat.gov.ns.ca/deposit/b10650398.pdf>

Nova Insights Community Phone Survey

Power Point

http://www.who.int/dietphysicalactivity/physical_activity_intensity/en/

Lets Get Moving Nova Scotia

<https://novascotia.ca/letsgetmoving/docs/letsgetmoving-en.pdf>

Stats Canada

<http://www.statcan.gc.ca/pub/82-625-x/2011001/article/desc/11553-01-desc-eng.htm>

Physical Activity Strategy is brought to you in partnership with the Department of Communities Culture Tourism and Heritage,
and Town of Berwick.



Active Living Strategy



TOPICS

MPAL PROGRAM

PHYSICAL ACTIVITY:
DEFENITION/RECCOMENDATIONS

YOUTH CONSULTATION KEY FINDINGS

ADULT CONSULTATION KEY FINDINGS

GOALS MOVING FORWARD

SOCIO ECOLOGICAL MODEL/ACTION PLAN

QUESTIONS & COMMENTS

WHAT IS THE MPAL PROGRAM?

- ▶ In 2006, the Department of Communities Culture Tourism and Heritage (CCTH) developed the Municipal Physical Activity Leadership (MPAL) program. The MPAL program is a cost-shared partnership between municipalities and CCTH. A staff person, hired by the municipality, is responsible for the development, implementation and evaluation of a comprehensive physical activity strategy. The strategy's aim is to raise awareness and increase participation in structured and unstructured physical activity at a local level.

MPAL MUNICIPAL/MI'KMAW PHYSICAL ACTIVITY LEADERSHIP PROGRAM

PURPOSE: To support the development and implementation of community wide physical activity and movement plans.

PRIORITY: The integration of less-structured physical movement in bouts throughout the day.

PLAN OUTCOMES

WALKING Social Supports

WALKING Physical Environment

OTHER LESS STRUCTURED MOVEMENT Social Supports

OTHER LESS STRUCTURED MOVEMENT Physical Environment

POLICIES TO SUPPORT MOVEMENT

PRINCIPLES

The following principles should guide the development of community wide plans to increase physical activity and decrease sedentary behaviour.

ADDITIONAL PRINCIPLES

3 Comprehensive and cross-setting

6 Sustainable

9 Community Tailored

PRIORITY PRINCIPLES

1 Less active populations

2 Equity

4 Partnerships

5 Whole of Local Government

7 Community Involvement

8 Evidence-Informed

10 Whole Population Reach

11 Capacity Building

This document summarizes key content from the MPAL agreements between the Province of Nova Scotia and participating communities.

Activity Definitions:

▶ Leisure Time Activity:

Physical Activity done outside of work or school time; such as active recreation, active play, deliberate exercise, fitness training, strength training, dance, individual and team sport for leisure or competition.

▶ Occupational or School Based Activity:

Physical exercise during the course of an individuals occupation or while at school. Examples are physical education classes, team sports, physical work such as lifting objects, walking about or climbing stairs.

▶ Home Setting Activity:

Physical activity carried out as part of housework or gardening activity such as vacuuming, moving furniture, raking leaves, climbing stairs or shoveling snow.

▶ Active Transportation:

Human powered physical activity as a means of travel from one place to another such as walking, cycling, in-line skating, or skateboarding.

Physical Activity: Recommendations

▶ Children Ages (0-4):

Infants should be active several times a day, more specifically through interactive floor-based play. Children 1-4 years of age should spend 180 minutes a day participating in various forms of physical activity, from moderate to vigorous.

▶ Children and Youth (5-17):

Children between 5-17 years of age should participate on average 60 minutes of moderate to vigorous physical activity a day. Should incorporate activities that strengthen bones and muscles at least 3 days a week.

▶ Adults (18-64):

Adults between the ages of 18-64 should participate in 150-300 minutes per week of moderate to vigorous physical activity. It is recommended that adults in this age range do muscle strengthening activities at least twice a week.

▶ Older Adults (65+):

To achieve health benefits and improve functional abilities, adults aged 65 years and older should accumulate at least 150 minutes of moderate - to vigorous - intensity aerobic physical activity per week. Older adults should do a varied amount of physical activity that puts an emphasis on functional balance and strength.

▶ Children and Adolescents Living with a Disability:

Children and adolescents living with a disability should aim for 60 minutes of activity a day. Should incorporate moderate-vigorous aerobic and muscle and strength training activities.

▶ Adults Living with a Disability:

150-300 minutes of moderate intensity physical activity throughout a week. They should incorporate muscle strengthening activities at least twice a week. If a person's disability forces them to be seated such as being in a wheelchair, they should find upper body led activities and or wheelchair specific sport/activities.

Youth Survey Key Findings

DATA COLLECTION METHODS

- ▶ Berwick After School Program: Children aged 4-12, activity based survey.
- ▶ Berwick & District School - Engagement session with grades 5-8 classes.

Key Findings : Youth Survey's

75% of Youth surveyed felt they were active at least 4 days a week through sport, recreation programs, gym class or unstructured movement and activity at home.



The top activities amongst the surveyed youth were: Organized sport (Basketball, baseball, soccer, hockey), Swimming, and Biking.



The top items on their activity wish list were: Drop in/pop up programs (Laser Tag, capture the flag in the park etc.), Improved infrastructure (full sized outdoor basketball court, outdoor rink in the winter, gaga ball pit), and Facility Access more specifically free skates at the Kings Mutual Century Centre.



Adult Survey Key Findings

DATA COLLECTION METHODS

- ▶ Phone Survey (2021) - 100 Responses
- ▶ Online Survey (2023) - 253 Responses
- ▶ Discussions with Community Groups i.e. *The Evangeline Club & Weekly Walks*

Key Findings : Adult Survey's

• The main activity of interest to the adult population was walking and received the second highest percentage for what people wish they could participate in more. Distant second and third to walking were physically active household tasks and bicycling respectively.



• Nearly 25% of respondents indicated they would like to participate in fitness programs more often, however they face barriers with fitness center/fitness class hours, financial barriers, time constraints etc.



• The highest rated barriers to being physically active were: lack of time, a lack of programs of interest, not having anyone to be active with, and not being aware of current opportunities.



• Opportunities to encourage greater participation in physical activity included drop-in recreational and sport activities as well as female specific opportunities.



5 Active Living Strategy Goals

Redefining Movement

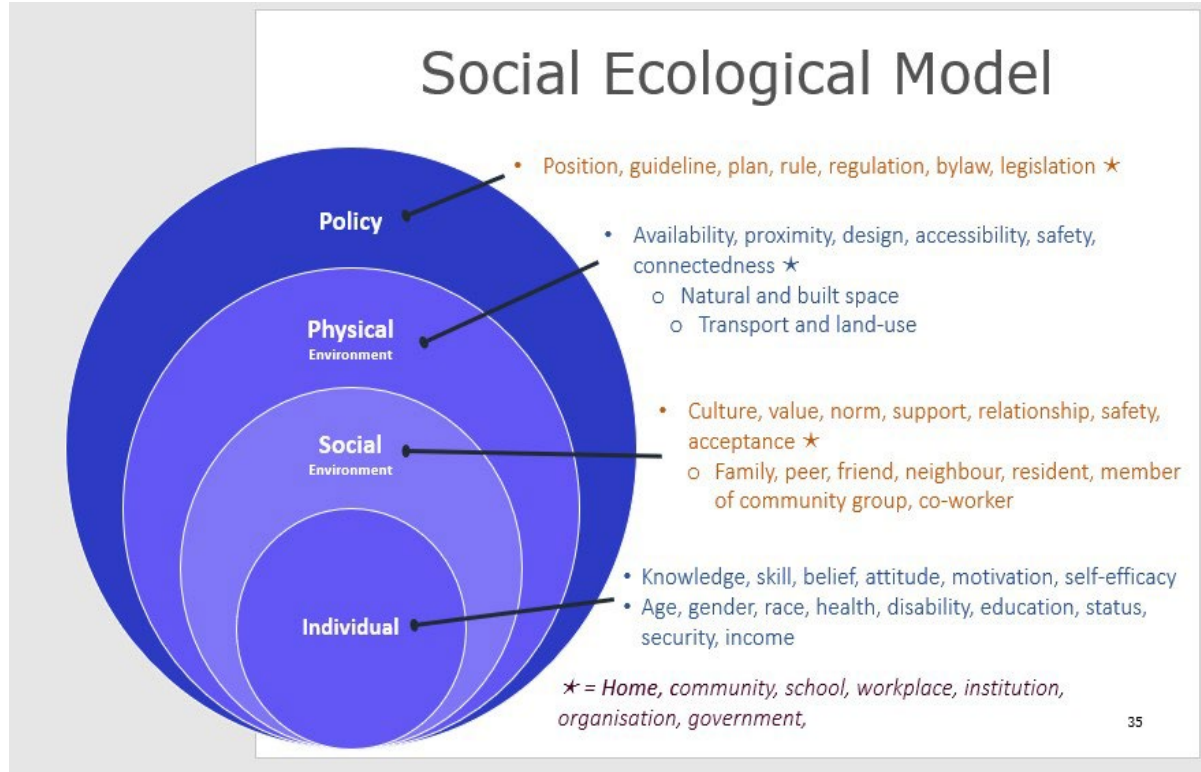
Create an effective form of communication to raise awareness of physical activity opportunities in the community.

Increase opportunities for populations that face constraints to be physically active with special attention to seniors, youth, females, persons living with a disability.

Build capacity/leadership to improve and increase physically active opportunities.

Provide accessible and safe routes and spaces for active transportation and recreational purposes.

Socio Ecological Model & Action Plan



Questions & Comments

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the slide, creating a modern, layered effect. The text 'Questions & Comments' is centered horizontally and rendered in a clean, sans-serif font.

INFORMATION REPORT

Facility Rental & Fitness Rates



To: Town Council
From: Katie Verrette, Manager of Community Development
Date: April 23, 2024
Subject: Facility Rental Fees & Fitness Centre Rates

References/Attachments

N/A

Legislation

N/A

Background

During budget preparations, we observed that several rental and membership fees have remained unchanged for several years. Consequently, Community Development staff assessed the feasibility and researched related markets to ensure that operating costs, accounting for inflation, were sufficiently covered by rental and usage fees. These fees are essential for the upkeep and operation of our facilities. Upon gathering data, we discovered that because no recent adjustments have been made to accommodate rising utility expenses, we have fallen slightly below market rates for similar services and spaces. Therefore, we recommend implementing minor increases to several rates, as outlined below.

Facility Rentals

Our Facility Rental rates were last assessed and presented in 2021, ensuring they covered operational expenses while remaining competitive and fair for our users. However, with ongoing rises in operating costs such as lighting, cleaning, and insurance, a recent market analysis indicates that implementing the following increases would enable us to operate without incurring significant losses while still offering competitive and fair rates. The table below outlines the current and new rates, scheduled to take effect on June 1, 2024.

		Current	New
Gymnasium	Hourly	\$25	\$30
	Daily	\$175	\$175
	Drop In	\$3	\$5
Multipurpose Room	Hourly	\$15	\$20
	Daily	\$100	\$100
Council Chambers	Hour	\$25	\$35
	Day	\$110	\$110
Carols Place	Hour	\$25	\$30

INFORMATION REPORT

Facility Rental & Fitness Rates



		Current	New
Tennis Courts	Hour	\$25	Remove Fee
Ball Field	Per Game	\$8	\$200/season
	Per Game/Lights	\$24	\$400/season
	Tournament	\$50/day	\$60/day
	One Game Rental	\$8 / \$25	\$25 Flat Rate

The following changes are noted:

- We've adjusted our hourly rates slightly to accommodate the rising costs of operations. Given the minimal number of daily rentals we typically have each year (less than five), we've maintained the rental fee at the same level for extended periods.
- When the rental policy updated in 2021, pickleball was experiencing a surge in popularity and was the sole reason for court rentals. However, after conducting research in communities across the Annapolis Valley, it became apparent that no other communities were charging court rental fees. Additionally, with pickleball now operating as a Town program (thus generating revenue through registration fees), the need for rental charges for court usage was eliminated. Over the past two years, there have been no requests for renting this space.
- Drawing insights from other municipal units and their procedures, we're transitioning from a per-game rental fee for ball fields to a seasonal fee structure for league rentals. This change aims to increase efficiencies and reduce the daily back-and-forth interactions between ball teams, community development staff, parks staff, and the finance department. The flat rate for league teams will be \$200 for one game per week (daylight hours) for the season, and \$400 for one game per week per season for evening games under the lights. Additionally, a flat rental fee of \$25 per game (regardless of lighting) will apply for one-time rentals outside of league bookings.
- As per our ongoing agreement with Minor Ball, there will be no fees applied for their field usage. This supports their mission to ensure affordable and accessible youth participation. Our research confirms that this practice is consistent with standards observed throughout the Annapolis Valley.

Fitness Centre

To sustain membership growth and maintain consistency, we have kept our rates unchanged for several years. However, with rising costs and after reviewing similar services and businesses in the Annapolis Valley, we believe that adjusting the rates as outlined below would be fair and equitable.

INFORMATION REPORT

Facility Rental & Fitness Rates



	Current Rate (Tax In)	Recommended Rate (Tax In)	\$ Increase
Day Pass	\$11.50	\$14.38	\$2.88
Weekly	-	\$34.50	New Option
10 Punch Pass	\$92	-	Removed
One Month	\$51.75	\$57.50	\$5.75
3 Months	\$155.25	\$155.25	No Change
1 Year	\$483	\$517.50	\$34.50
1 Year Student/Senior	\$414	\$448.50	\$34.50
1 Year Family	\$1,104	\$1,207.50	\$103.50

We acknowledge that significant jumps in pricing may pose challenges for some individuals. Therefore, while we propose a modest increase this year, we suggest reassessing our operations next year to ensure that no further adjustments are required.

Financial Implications

Upon reviewing last year's rental data, we have identified that the most substantial impact through facility rentals could stem from hourly rentals of the gymnasium. This anticipated increase in revenue, based on the assumption that all rentals remain consistent, would yield approximately \$1,850 more. The next notable increase would likely occur in ballfield rentals, where we may expect a rise of \$300 to \$400.

Considering that a minor increase was already accounted for in the Fitness Centre rate during the preparation of the 2024-2025 fiscal year budget, we do not foresee a significant alteration in revenue for that budget line.

Priority Alignment

Check Applicable	Strategic Priority Area	Comments
X	Economic	
	Environmental	
X	Social	
	Cultural	

INFORMATION REPORT

Facility Rental & Fitness Rates



Community Engagement/Communication

Initial data was collected from Community Development professionals across the Annapolis Valley, along with insights from Fitness Centre's in the area. Staff reviewed the information gathered and presented the suggestions above at the April Community Development Committee meeting for discussion. Although there were expressions of concern about the potential financial difficulties for certain individuals in affording these services, there was a clear acknowledgment of the increase in operational costs. Moving forward, we remain committed to collaborating as a team to explore additional resources, programs, and solutions to assist individuals facing financial constraints who still wish to participate.

CAO Initials: JB