
Committee of the Whole Meeting

May 27, 2024

Berwick Town Hall Council Chambers
Immediately following the Special Council Meeting

AGENDA

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
 - a. April 23, 2024
- 4. Department Reports**
 - a. BDVFD
 - b. Community Development
 - c. Public Works
 - d. Finance
 - e. CAO
- 5. Committee Reports**
 - a. AREA Board
 - b. Community Development Committee
 - c. Police Services Advisory Committee
 - d. Intern IMSA Board
 - i. Kings Transit Authority
 - ii. Valley Waste
- 6. New Business**
- 7. Mayor's Report**
- 8. Adjournment**

Berwick & District Vol. Fire Dept. CotW Report for May 2024

Seven alarms to report from Apr. 16– May 20

Training: We had the Department of Natural Resources come into our hall last week to help prepare us for the upcoming woods fire season.

Please remember to check the novascotia.ca/burnsafe website before starting a fire, this is updated every day at 2pm.

Equipment/ Repairs: No major repairs to report for our hall or to our fleet.

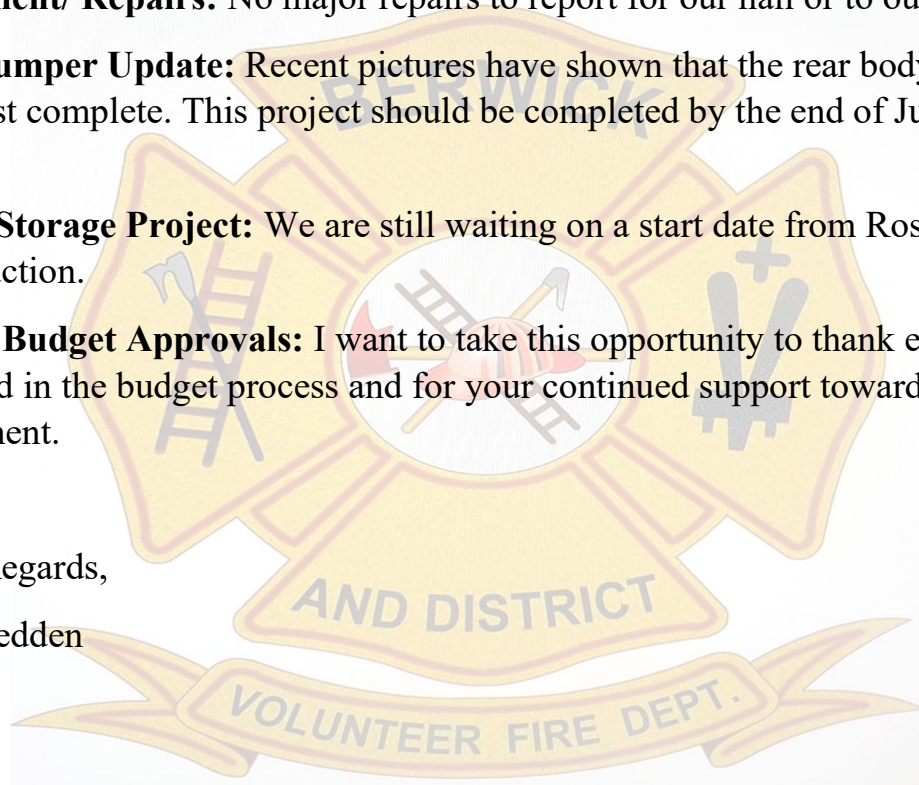
Mini Pumper Update: Recent pictures have shown that the rear body fabrication is almost complete. This project should be completed by the end of June or first of July.

Water Storage Project: We are still waiting on a start date from Roscoe Construction.

Recent Budget Approvals: I want to take this opportunity to thank everyone involved in the budget process and for your continued support towards our department.

Kind Regards,

Luke Redden



Committee of the Whole Monthly Report



Department: Community Development
Date: May 28th, 2024

Key highlights

- As two casual staff have given their notice at the Fitness Centre, interviews are underway to replace the vacant positions. "Newbie Night" continues to draw a crowd and Public Works staff provided support to move existing equipment to create a better flow of traffic throughout the facility.
- The Valley REN has confirmed they will offer monthly drop-in office hours in the Berwick Town Hall beginning June 20th. Information will be promoted across our socials and through the business distribution list.
- New facility rental fees have been implemented. The Fitness Centre rate increase will move forward on July 2nd.
- The splash pad will be open by June 1st, a few days earlier than years past due to the warm weather.
- Welcome packages continue to be distributed with the support of local champions. We continue to build on this program and are developing our own package for distribution.
- The Centennial time capsule, now located in the Mayor's office at Town Hall, has been closed apart from a few photos being added next month. An opening in 25 years was recommended.
- All summer staff positions have been secured, providing meaningful seasonal work opportunities to four day camp counsellors, one community development intern, three parks maintenance staff, one museum manager and one visitor information centre attendant. Most staff will begin after the school year ends.
- Our community development intern has begun work early to support developing our LIT (Leader in Training) program and the staff training manual.
- Registration for Day Camp will launch on May 24, 2024.
- The basketball backboard continues to be on back-order through the supplier, other options are being explored. Public Works is also working to beautify the area around the court.
- An application for the Provincial Community Rec Capital grant is completed and will be submitted upon receipt of three quotes for Carols Place flooring.
- We have received the final engineered plans for the Parks Building. A grant

has been submitted to the Province of NS under the Recreation Facility Development Program to support construction. We have not yet received word on the funding awards.

- Preparations for the Apple Blossom Parade Float are underway.
- With all materials on hand, we are now ready to install a gaga ball pit at Rainforth Park. We are working with Gala Days to ensure the location does not deter or cause concern but still presents the community with sustainable access.
- We are excited to welcome T. Boylan back to the role of Community Recreation Coordinator. While transitioning, she will also support projects in her previous role including communications, committees and front desk coverage, until the Office Administrative Coordinator is in place.
- Ballfield rentals have resumed for the season, as of May 16th. We continue to have a full slate of rentals this season, along with supporting youth community sport, school softball and fundraising tournaments.
- A grant has been submitted to WestFor for \$25,000 to support fencing repairs along with upgrades for nets, cranks, and bases for Rainforth Park ballfield.
- There has been an increase in facility rentals (primarily gym) over the past few months. This is anticipated to level off as the weather becomes more favourable, but staff have been working through the related administrative tasks that this increase requires.
- Trail clean-up took place on May 17th at 1pm. This event was hosted in partnership with Berwick and District School and the Community Walks group. Snacks, garbage bags and gloves were provided to each class.
- Heritage Station Park opening will take place on June 1st to coincide with International Trails Day. Included will be a tour of the new amenities, unveiling of the sign and new name, and a guided walk hosted by our walk leaders.
- The garden rental plots located in the back field of Town Hall are very successful this year with all plots rented and assigned.
- Championed by local resident, a drop-in basketball program has been set up running every Tuesday for 8 weeks. Attendance has been excellent with a great mix of males and females. If the program continues to grow, we will increase opportunities by expanding the program as necessary.
- Two of our three department staff continue to support the JOHS (Joint Occupational Health & Safety) committee. We have been working diligently

to ensure forms are consistent across departments and that safety information and materials are readily available to all staff.

- Having returned the Sports Hall of Fame event to June 8th, a quick turnaround for the committee and department has meant a lot of hard work over the last several weeks to finalize write ups, programs and event details.
- Two department staff attended Valley/South Shore meetings in Liverpool which included wonderful presentations and learning opportunities including D.E.I. workshops and relevant round table discussions.
- One of two annual PAPE (Physical Activity Partnerships Exchange) meetings occurred in Antigonish and was attended by our Active Living Coordinator, J. Hebb. The topic of focus this year was Active Transportation.
- We have been notified that 3 out of 5 After School Program staff will not be returning to the program next year. We are examining options and opportunities for the coming school year with consideration of the new YMCA After School program.
- The Summer Concert Series is scheduled to begin June 27th in Centennial Park. Staff are reviewing submissions against selection criteria to finalize the full schedule.
- Staff are working with community partners to create an on-going coffee group, targeted at adult newcomers while also creating a welcoming environment for all community members.
- As we make the full transition to our cloud-based system, staff have been transferring files and information while also removing unnecessary files.

Next Month Priorities:

- Welcome package pamphlet
- Grant applications including Diversity and Community Capacity Fund, Shade Structure Grant Fund, CCTH Beautification Grant, AKHK Grant
- Communication materials for Fitness Centre Rate Increase
- Prepare Centennial Park Concept Plan for presentation to Council
- Plan for community consultation regarding Rainforth Park

Committee of the Whole Monthly Report



Department: Public Works
Date: May 13, 2024

Key Highlights:

- Public Works have been ditching many places in town, plus the main trail between Foster St. and Robinson Dr. area.
- We have changed out a few driveway culverts.
- All the stump grindings from last fall and winter plow mishaps have been fixed and seeded.
- We have the street paint and supplies to start work, just waiting on the pavement to warm up and the weather.
- Mowing each day all over the Town of Berwick.
- Gage has started in parks, mowing, public works have been helping in the parks spring cleanup as well.
- We are making top soil at Public Works yard from the fill that we have acquired in the past two years from around Town.
- We have the Tenders in for this year's paving for the Town.
- We have more storm water holes to fix near the sidewalks and streets in Town.

Next Month Priorities:

- Mowing Town of Berwick.
- Fixing broken and rusted storm pipes.
- Working on replacement of broken lights on Commercial St.
- Take red chairs back to Commercial St.
- Putting flowers out on Commercial St.
- Helping Jeff down back at wastewater with mowing, cleaning of UV. Bulbs, and other tasks needed to be done.
- Keith is working on the machinery that needs to be fixed and gone over before summer.

Department: Finance
Date: May 2024

Key Highlights

Berwick Electric Commission (BEC)

- **Insurance Claim-Factorydale Generator:** Insurance broker was engaged to place pressure on expediting this claim. On April 15th, the forensic auditor requested additional information from AREA regarding the power purchase costs, which AREA communicated on May 15th.
- **Insurance Claim-Factorydale Turbine:** A request for proposal's is currently posted for an Owner's Engineer.
- **Insurance Claim-Bezanson Substation:** On April 29th, the team identified vandalism at the substation. Holes had been cut in the fence and spare transformers were damaged. A property claim has been initiated and we attended a site visit with the insurance adjuster on May 15th. The claim has a \$10,000 deductible and damages are estimated to be \$250,000.
- **Request for Proposal-Dam Safety Review:** An RFP for a Dam Safety review at Factorydale is posted.
- **Request for Proposal-SUV:** A combined RFP for a Town pickup truck and BEC SUV has been posted. The current BEC SUV is no longer operable.
- **Contracted Meter Reading Service:** The team met and identified the requirements to inform the request for proposal. The Director of Utilities has drafted, and this will be tendered shortly.
- **Inspection Contract:** BEC management team met with the current service provider and offered an extension to their contract.
- **Recruitment for Powerline Technician:** Recruitment is underway to back-fill the leave of a team member.
- **Municipal Innovation Program (MIP):** Berwick attended the monthly project planning meeting with Town of Mahone Bay and AREA staff. Discussion was held regarding three potential outcomes which will be investigated to inform the final report.
- **Cash Flow Constraints:** We have seen a slight improvement in our cash flow because of the rate increase and excellent collection efforts on accounts in arrears by our Finance Admin. Coordinator. We continue to struggle with timely meter reads as the team gets pulled away to competing priorities. The settlement of the Factorydale Generator claim of \$420,000 will have a significant positive impact.
- **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.

Town of Berwick

- **2022/23 Financial Information Return:** This is an annual report required by the province and it has been submitted.
- **Purchase Orders:** Finance staff continue to work 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.
- **WCB:** Our Accountant has worked diligently with WCB to improve and consolidate our accounts. Previously, BEC remittances were made to the Town's business account and there were multiple accounts, requiring multiple entries and remittances. This has now been corrected and both the BEC and Town each have one remittance on their respective business accounts.
- **Debentures:** The solar garden debenture has been received and applied to the solar garden line of credit. The rates were more favorable than expected, with the highest interest rate for the 5-year term being 4.95%. The refinancing for the BEC Dam and Fire Hall has also been placed with 5-year terms.
- **Solar Garden Project:** Berwick has several outstanding requests pending with AREA regarding outstanding ICIP claim funds, expenses and holdbacks. The delay in information being provided in a timely manner and lack of accuracy when received, is straining resources, as a thorough review is required once received, resulting in additional communication of requests for corrections and again the delayed response time from AREA. The project continues to incur interest expenses due to these two issues.
- **Solar Garden Interim Power Purchase Agreement:** Both Council and the Berwick Electric Commission have approved the interim power purchase agreement.
- **Solar Garden Operations & Maintenance:** Several meetings have occurred to discuss options for O&M for the solar garden and a complete list of requirements is needed to properly define this plan. A meeting has been arranged with all stakeholders and the Town will ensure the most efficient, cost-effective plan for our site.
- **Solar Garden Dashboard:** Key stakeholders attended training for the dashboard training. Access limitations were identified and are working to be resolved.
- **AREA Board Meeting:** Attended the regular board meeting. A financial variance report was provided, and questions were asked regarding the status of significant account receivables, and expense overages. An operating line of credit was requested, of which Berwick is responsible for guaranteeing 27%.
- **AREA Special Board Meeting:** Attended a special meeting to discuss a potential contract.

- **AREA Invoice Reconciliation:** The Finance team is expending significant resources to reconcile project-related invoices from AREA. Both the Solar Garden and the General Rate Application projects had numerous errors within their invoicing to the Towns, missing supporting information and incorrect allocation of expenses. This is a very time-consuming process for our resources; however, it is necessary to ensure proper accounting. We strongly recommend all future shared project's accounting is completed internally in Berwick to minimize the potential errors, alleviate the back and forth and related lag time currently experienced and have documented agreements prior to initiating projects for the allocations of related expenses.
- **Ellershouse Wind Farm Tour:** The Finance team had a tour of the Ellershouse Wind Farm site, provided by resident expert Joey Foley. This was a great opportunity to see the magnitude of the site and substation and gain hands-on learning of the energy production.
- **Recruitment Office Administrative Coordinator:** We had an incredible response to our job posting and the first round of interviews have been held. The top three candidates have been shortlisted and will meet with the CAO. We hope to get an accepted offer very shortly and staff are very excited to have this valuable resource join our team.
- **CUPE Labour Management Meeting:** Discussed training expectations, pilot of condensed work week for public works and staffing update.
- **Request for Proposal-Multi-Use Printer:** A request for proposal has been advertised to replace the multi-use printer at Town Hall. The current machine has declined to the point that the expense required to repair is substantial and the machine is causing a strain on operations as it is either out of service when needed or failing to operate properly.
- **Phone System:** We will be streamlining our phone service, moving to Microsoft Teams as our main phone service. As this is fully integrated with Microsoft 365 this solution will provide more functionality over our current provider, better service for our customers and a small savings in costs will be recognized.
- **Video Security System:** A solution has been scoped and we will be piloting a two-camera system at Town Hall. If this solution is amenable, we will move forward with Town-wide implementation.
- **Computer Replacements:** 2024/25 computer replacements have been ordered and the IT consultant will deploy once received.

Next Month Priorities:

- **23/24 Audit Preparation**
- **Diamond Training:** Finance staff is attending three virtual training sessions to aid in more robust financial reporting options.
- **Berwick Electric Commission meeting**
- **Review candidates for PLT position.**
- **Review and Award tenders:** Owner's Engineer for Factorydale Turbine, Dam Safety Review, Multi-Use Printer, Vehicles.
- **Onboarding of Office Administrative Coordinator**
- **Asset Management Meeting-** Review current program Riverport Electric and Town of Mahone Bay Electric utilize.
- **Asset Management Meeting with AIM-** Review new tools available within our current tool, discuss condition assessments of BEC assets.
- **Police Services Meeting-** Gain insight on cost recovery mechanism.
- **AREA Meeting-** Review potential contract legal opinion with staff.
- **AREA Board Meeting-**Review potential contract legal opinion with Board.
- **Solar Garden Operations & Maintenance Meeting-** Town stakeholders to meet with Zon Engineering to determine scope and requirements for proper O&M for the solar garden.

Committee of the Whole Monthly Report



Department: CAO and Administration
Date: May 2024

Key Highlights

- Attended monthly planning meeting for Municipal Innovation Program. Reviewed potential outcomes to present in the final report.
- Management from the Town's of Antigonish, Berwick and Mahone Bay, along with AREA have requested a meeting with the Utility and Review Board to discuss mandated studies and work identified through our General Rate and Flow Through applications, projects we have scheduled and how they tie into completing these studies and future rate applications. There has been new staff/consultants at the Municipal Electric Utilities and the Board and we want to take the time to learn more about each organization and the staff outside of a regulatory process.
- BEC met to set priorities for 2024/25 as we transition to a new reporting structure. Current priorities include:
 - Request for Proposals – SUV Replacement, electric or hybrid
 - Request for Proposals – Contracted Meter Reading
 - Request for Proposals – Owners Engineer for Hydro Turbine
 - Request for Proposals – Dam Safety Review
 - Inspection Services Contract
 - Powerline Technician Recruitment to backfill leave of absence
- Don Regan, Superintendent of Berwick Electric, officially retired on April 20. Although, we are extremely fortunate that Don will continue to provide support as a consultant on an as needed basis for the foreseeable future!
- Attended AREA Board meetings on May 7 and May 22. The Board has set a monthly schedule with a mix of in-person and virtual meetings for the remainder of the calendar year.
- We continue to work with AREA and the other Town's to define the operating and maintenance requirements for the solar gardens. This information is required in order for Berwick to determine the best use of internal and external resources for monitoring, operating and maintenance of the asset moving forward.
- Staff attended training for the solar garden dashboard and access levels have been increased where required to ensure proper monitoring of the asset.
- The fire department steering committee for the water storage tank received a quote from Roscoe who is completing Phase 1, for Phase 2. At this time, the committee

has decided to not proceed with Phase 2 at this time.

- The Kent Field Estate appeal was adjourned until the fall. A new date for the public hearing will be rescheduled for fall 2024.
- First Reading of the Municipal Planning Strategy and Land Use Bylaw will take place on May 27 at a special Council meeting. Once it is forwarded to a public hearing, a general mailout for the public hearing and addressed letters for R1 and upzoned properties will be distributed at least four weeks prior to the public hearing.
- There are currently four unsightly complaints that staff are working through. For each complaint the following process is being followed:
 - Staff visit each property to take pictures/investigate complaint,
 - A letter sent to the property owner with a timeline of 30 days to address specific issue or meet with CAO to request new timeline/share plan,
 - Staff to re-visit property after 30 days to determine if the issue has been addressed,
 - If not addressed, an order may be placed on the property

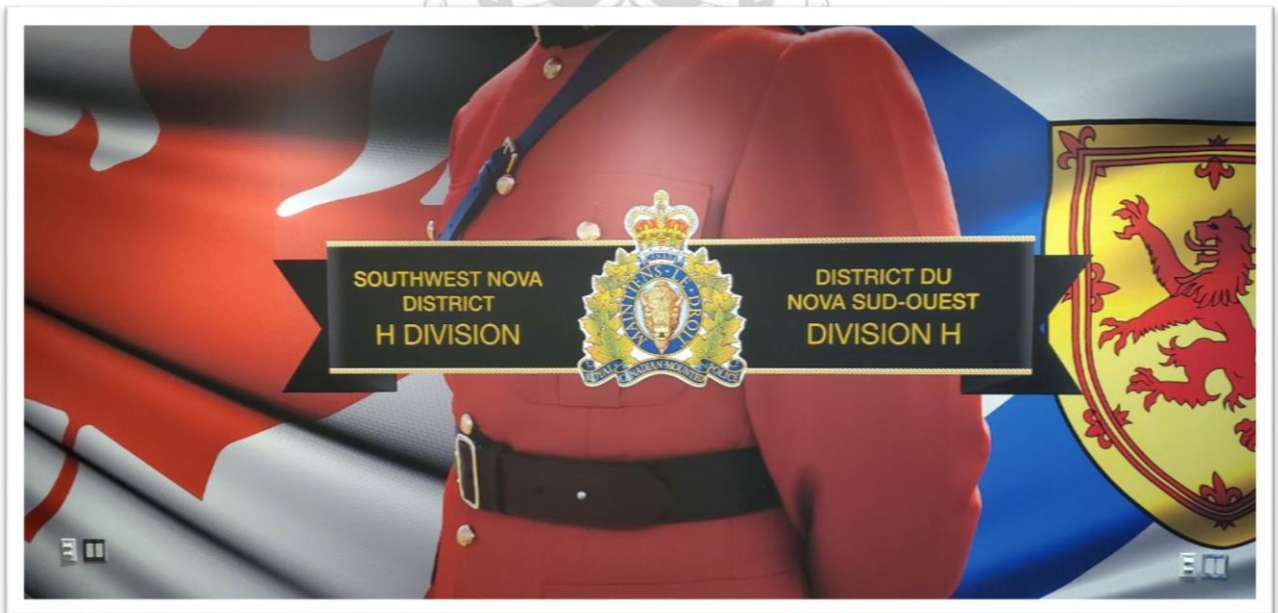
All complaints are in various stages of the process and staff are trying to respond and address the complaints in a timely manner, though we are struggling to meet our end of the timelines.

- The Interim Intermunicipal Service Agreement (IMSA) Board met on May 15. A special Interim IMSA is scheduled for May 28 to discuss the WSP – Kings Transit Strategic Plan report. An invitation has been sent to all of Council to attend, which is optional.
- The Town received a directive from Environment Canada regarding testing of our wastewater effluent. The second report has been filed, with a final report due on May 31. During this time we have passed our acute lethality tests.
- Public Works and Wastewater staff met with Dillon Consulting on May 23 to finalize the Request for Proposals for the filter pilot. The RFP will be advertised in the next couple of weeks. The tender documents for the blower replacement and aeration upgrades for lagoon 2 are now being finalized.
- Our new Director of Public Works starts May 27. While our current Director transitions to manager, the new Director will have space at Town Hall and split time between the two locations.
- CUPE has proposed a trial four day work week for the summer/fall that is being considered. Management has requested additional information prior to implementation.
- Attended a meeting hosted by the Valley REN regarding a Marketing Levy for accommodations and tie to STAR Regional Strategy.

Next Month Priorities:

- Onboarding of new Director of Public Works.
- Tender Review and Award.
- Wastewater directive completion and advertise RFP.
- AREA Board June meetings – potential contract and legal opinion, strategic plan workshop.
- Southwest Nova Police Services Virtual meeting June 5.
- Solar Garden Operating and Maintenance meeting.
- MIP planning meeting June 7.
- Berwick Electric Commission meeting on June 4.
- UARB Meeting June 14.
- Asset Management meetings to look at different tools available.
- Finalize Communications Plan for presentation to Council.

Berwick Policing Report



March & April 2024
Kings District RCMP

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Kings District Employees

Inspector Rob Jodrey, OIC Kings District RCMP.

Approximately forty-four (44) general duty constables police Kings District as first responders. These officers are supervised by eight corporals, two sergeants, and one staff sergeant.

Our General Investigation Section (GIS) members are Supervisor Cpl. Glenn O'Halloran, Cst. Kelly McPherson and Cst. Chris Jones. Our local Street Crime Enforcement Unit (SCEU) is an integrated unit, partnered with Kentville Police Service (KPS). The unit is comprised of two RCMP members, Cst. Brian Green and Cst. Layla Fish, along with a KPS position which is currently vacant.

Our Community Policing Officer position is currently vacant, while our Domestic Violence/Victim Services position is temporarily assigned to Cst. Neil Edwards.

Kings District RCMP has ten Detachment Services Assistants (DA's) who perform administrative functions at the three District Offices (Wolfville, New Minas and Kingston).



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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 Safe Plan 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.

Our School Safety Resource Officers are Cst. Jeff Wilson and Cst. Jennifer Britton. Cst. Wilson's service area stretches from the Annapolis County line to the Coldbrook and District School, encompassing a total of 12 schools. Cst. Britton's service area ranges from Aldershot Elementary to LE Shaw Elementary, encompassing a total of 11 schools. Currently, Cst. Britton is operating as the lone SSRO for all schools within our jurisdiction.

Distracted driving presentations, human trafficking awareness presentations, and lock down safety drills have been ongoing at several schools throughout



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the reporting period. SSRO's work closely with the schools within the entire district. Cst. Britton remains heavily involved in the delivery of the mandated objectives while assisting other investigations that require her skills and experience with youth.

RCMP Warning Public About Threatening Solicitation Scams

The Nova Scotia RCMP continues to warn the public about a number of threatening phone and computer scams being reported throughout the province.

There are many types of scams on the rise in the province and the most recent one involves callers falsely representing an organization, such as police or government agency. The caller will then threaten to arrest the individual or suspend their travel visa or tax account if immediate payment is not made. Police want to remind the public that legitimate organizations do not conduct business this way.

"If someone portrays themselves as representing a government institution or another organization, and are threatening you with arrest unless you send immediate payment, regardless of reason, it's a scam," says Cpl. Laurie Haines of the Nova Scotia RCMP Commercial Crime Section. "These scams are very convincing because the caller ID or spoofed email address appear associated to the police or government institution in question," he further adds.

Recipients of these calls are asked to hang up and not continue with the calls. Anyone who suspects they have been targeted in a phone or computer scam is encouraged to contact their local police, and also the Canadian Anti-Fraud Centre at 1-888-495-8501 or online at <https://www.antifraudcentre-centreantifraude.ca/index-eng.htm>.

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Annual Performance Plan

The Kings District Annual Performance Plan runs from April 1st, 2024 to March 31st, 2025. Objectives of Annual Performance Plan include:

- **Safe Roads and Safe Highways in Nova Scotia**
During the months of March and April, Kings District members charged 1 person with impaired driving within the Town of Berwick and issued 18 traffic enforcement charges.
- **Crime Prevention – Property Crime**
Kings District senior managers are holding and/or attending public meetings in several County communities to hear and address residents' concerns about thefts and vandalism. Members continue to conduct physical checks on offenders/accused parties who are on court ordered curfews or house arrest, with the goal of preventing recidivism.
- **Community Engagement – Municipal/Indigenous Governments & Stakeholder Groups**
Kings District's dedicated First Nations Policing officer continues to build relationships and mutual trust and understanding in local communities. As noted above, Kings district senior managers have committed to meeting and engaging personally with concerned community and stakeholder groups to address issues.
- **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, up to the month of April. there were 0 violation tickets issued on Highway 101 near Berwick and 5 violation tickets issued on Highway 1 near Berwick.

Members continue to conduct traffic enforcement on the main streets of Berwick issuing 18 other motor vehicle associated traffic tickets during this time. No tickets regarding ATV's were issued. There was 1 impaired operations of motor vehicle violation during this period for the Town of Berwick.

There were 164 street patrols conducted with no foot patrols completed during this reporting period. Police visibility continues to be high resulting in a reduction of offences.

Calls for Service

During the months of March and April, Kings District RCMP responded to 66 and 38 service calls in the Town of Berwick respectively. See the attached chart for a breakdown of those service calls.

Type of Crime & Occurrence Type	Mar Berwick	Mar Kings	Apr Berwick	Apr Kings
Crimes Against Persons				
Offences Related to Death	0	0	0	1
Sexual Offences	1	10	0	12
Assault	1	26	0	17
Kidnapping/Hostage/Abduction	0	0	0	0
Robbery	1	1	0	2
Extortion / Intimidation	0	1	0	2
Criminal Harassment	0	4	0	5
Indecent Harassing Comm.	0	0	0	0
Uttering Threats	0	21	1	26
Property Crime				
Arson	0	0	0	0
Break and Enter	2	11	4	13
Unlawfully in a Dwelling House	0	0	0	0
Theft Over	0	0	0	1
Theft of Motor Vehicle	0	1	2	7
Theft of Other MV / Motorcycle	1	5	0	1
Take MV w/o Consent	0	1	0	0
Theft Under	2	29	0	20
Shoplifting	3	19	0	20
Theft (mail, bicycle, et al)	0	1	2	5
Theft from Motor Vehicle	0	0	0	3
Possession of Stolen Goods	0	1	0	2
Fraud	1	15	1	26
Identity Theft	0	0	0	2
Mischief	7	54	3	34
Drug Enforcement				
Possession	0	1	0	2
Trafficking	0	1	0	3
Import/Export	0	0	0	0
Production	0	0	0	1
Other	0	2	0	3
Traffic				
Dangerous Op of MV	0	0	0	2
Impaired by Alcohol	1	15	0	9
Impaired by Drug	0	0	0	0
Failure/Refusal	0	0	0	2
Driving while Disqualified	0	2	0	4
Fail to Stop or Remain	1	13	0	10
Seatbelt Violation	2	2	0	5
Intersection Violation	0	3	0	4
Speeding Violation	2	31	0	29
Insurance Violation	1	1	0	6
Road Side Suspension (Alcohol)	0	0	0	0
Road Side Suspension (Drug)	0	0	0	0
Collision - Fatal	0	0	0	1
Collision - Non - Fatal Injury	1	3	0	5
Collision - Reportable	5	33	1	29
Collision - Non Reportable	0	20	2	29
Off-Road Vehicle Collision	0	0	0	1
Municipal By-laws	0	0	0	0
Other Traffic Offence/Violation	5	79	6	87
Other Traffic Related Duties	0	5	1	19
Checkstop	0	0	0	1
Other				
911 Call	4	38	0	32
Breach of Court Order	0	16	0	13
Liquor Act	1	6	0	6
Mental Health Act	6	56	5	52
Missing Person	0	48	0	64
Municipal Bylaw - Other	1	10	0	5
Other	7	122	3	169
Suspicious P V P	1	40	1	41
Trespass At Night	0	1	0	0
Wellbeing Check	0	0	0	0
Total Founded & SUI Occurrences	62	814	35	897
Total Occurrences*	66	864	38	955

Significant Investigations

Members have been busy responding to various types of calls yet continue to be proactive with traffic enforcement and other self-generated work. The following are a couple of the significant investigations we've undertaken in the months of March and April.

Break and Enter – Storage Sheds File 2024-320777 relates. On March 11th, Kingston RCMP received a report that several storage sheds located at 117 Front St. had been broken into and approximately \$10,000 of property was stolen. The investigation is currently on-going.

Distribution of Intimate Images File: 2024-375486 relates. On March 22nd, Kingston RCMP received a complaint that an intimate video had been posted to a social media site without consent. A 21-year-old Greenwood man has been charged with voyeurism and distributing intimate images without consent. He was released on an Undertaking with conditions and is scheduled back in Kentville Provincial Court on July 24th, for election/plea.

Excise Act Investigation File 2024-397034 relates. On March 27th, Kings District RCMP assisted the NS Alcohol, Gaming, Fuel and Tobacco Agency with the execution of a Warrant under the **Revenue Act** at the Main Street Convenience located at 287 Main St., in Berwick. The search produced a quantity of illegal cigarettes. The file is still under investigation by the NS Alcohol, Gaming, Fuel and Tobacco Agency.

Break and Enter – Business File 2024-512338 relates. On April 19th, Kingston RCMP received a complaint of a break and enter at the Main Street Convenience located at 287 Commercial St. The investigation is on-going at this time.

Theft of Car File: 2024-527567 relates. In the early morning hours of April 22nd, Kingston RCMP received a report of a car theft from the parking lot of the Needs Convenience Store on Commercial St. Shortly after 12 noon, officers located the stolen car at a park near Greenwood and arrested a male driver. A 26-year-old Greenwood man has been charged with possession of property obtained by crime over \$5000; operating a motor vehicle while prohibited and failing to comply with a court order. He was remanded into custody until June 7th and is scheduled back in Kentville Provincial Court on June 4th for election/plea.



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

Sgt. H.V. (Harold) PRIME
Operations NCO – Kingston
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Report to the Interim Intermunicipal Services Agreement Board of Directors

Agenda Item No. 4.1

Subject: IMSA Pilot Project – Progress Report

From: Dwight Whynot

Date: May 15, 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,
 - WSP assisting with the development of the RFP for the purchase of electric buses and associated infrastructure,
 - WSP continues to develop guidelines regarding buses and chargers.
 - WSP finalizing their report and planning follow up with interested parties,
 - WSP delivered draft final report for discussion.

- 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.
 - Preparing RFD for the purchase of electric buses,
 - Work continues with assistance from WSP and others to ensure proper information and guidelines.
 - Preparing RFD for Project Management,
 - Waiting on further instructions from both levels of government regarding specifics
 - Discussions with Metro Transit to understand next steps and options.
- 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 - contracted reviewed and has 5 years remaining. Extended Producer Responsibility (EPR) has been announced and will have an impact on this contract.
- Collection Contract - staff are 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,
 - RFP awarded for the collection.

- 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,
 - Chester reviewed first draft from legal and returned to legal with changes.
 - Estimate to have a document from Chester by end of April for review and discussion,
 - Delayed until end of May

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,
 - Preparing a workshop with the CAO’s regarding governance, structure and path forward.
 - Held workshop on April 22 with CAO’s with multiple items identified for follow-up.
- 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 June2024.

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.
 - CAO workshop added valuable insight into options.
- KTA plan forward will greatly depend on the final results of the Phase 1 Mass Transit Study.
 - WSP recommendation and CAO workshop added insight and direction.
- Funding formulas and options are being prepared to present to the IMSA Board.
 - Great discussion at CAO meeting around options

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,

- o Staff will be reviewing non-financial policies and present them to the Board for approval,
 - o Guidance from CAO workshop.
- KTA organizational structure needs improvements. These changes will be recommendations coming forth once the Phase 1 Mass Transit Study is complete,
 - o Guidance from CAO workshop,
 - o Recommendations from WSP report.
- 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 the end of June 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.
 - o Director of Finance has developed capital investment plan for finding options discussion.
- The draft Capital Investment Plan will be presented by the end of June 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,
 - Building a database to enable us to populate the funding formulas and build sensitivity around the scenarios to provide long-term financial plan models.
 - the cost sharing formulas will be included in the draft IMSA agreements by end of June 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 has started the audit cycle for this year.
 - Valley Waste has 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 plan 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.

INTERIM INTERMUNICIPAL SERVICES AGREEMENTS BOARD

“MEETING MINUTE” BASED ON BOARD MEETING HELD MAY 15, 2024

VALLEY WASTE—KEY TOPICS OF INTEREST

EXTENDED PRODUCER RESPONSIBILITY FOR PACKAGING AND PRINTED PAPER

Circular Materials, the Producer Responsibility Organization (PRO) representing brand owners of packaging and paper and packaging-like products (PPP) met with municipal representatives in the Valley Region on April 18, 2024 to continue discussions for implementation based on the new Regulations slated to take effect on December 1, 2025. Detailed feedback was provided to Circular Materials with more consultation to take place during the month of June based on the goal of Circular Materials providing a “*Readiness Plan*” to Divert NS this fall.

MAJOR CONTRACT AWARDS—VWRM

The Board approved the award of the Provision of Transportation of Solid Waste to Landfill services to EFR Disposal Ltd., for a 6-year period beginning April 1, 2025. The Board also awarded the Provision of Legal Services to both Valley Waste and the Kings Transit Authority for a 5-year period ending March 31, 2029 to Burchill Wickwire Bryson LLP.

2023-2024 FINANCIAL YEAR END

The annual year-end Audit of the Valley Region Solid Waste-Resource Management Authority’s financials for 2023-2024 is underway with it anticipated that the Authority will end the year in a surplus position. More detail will provided upon the conclusion of the Audit.

NEW AND EXPANDED STEWARDSHIP PROGRAMS

New and expanded **Extended Producer Responsibility Stewardship Programs** are coming into effect:

- ⇒ **June 1, 2024** - electronics program expands to include personal care, countertop kitchen and cleaning appliances with the Authority paid \$215/tonne to receive and prepare electronics for recycling
- ⇒ **July 1, 2024** - new recycling program for single-use and rechargeable batteries.
- ⇒ **August 1, 2024** - new lamp (light bulb program) begins. Product Care, the PRO, will compensate the Authority with between 5 cents and 24 cents/bulb in revenue offsetting internal costs associated with managing the bulbs.

VALLEY WASTE TONNAGE SUMMARY

Outgoing YTD Tonnage

Waste Stream	Fiscal Year		FY 2024	
	Total Tonnage	PY Total Tonnage	Difference YOY	Difference YOY%
Curbside	2,643.12	2,876.72	-233.60	-8.12%
Garbage	28,296.93	28,428.47	-131.54	-0.46%
HHW & Stewardship		0.00		
Metals	675.63	687.32	-11.69	-1.70%
Organics	10,684.66	10,438.45	246.21	2.36%
Recycling	3,109.02	2,633.12	475.90	18.07%
Sorted C&D	1,381.51	2,714.67	-1,333.16	-49.11%
Yard Waste	14.54	125.24	-110.70	-88.39%
Total	46,805.41	47,903.99	-1,098.58	-2.29%



MEETING MINUTE

Kings Transit Authority



**KINGS TRANSIT AUTHORITY STRATEGIC PLAN -
DRAFT FINAL REPORT**

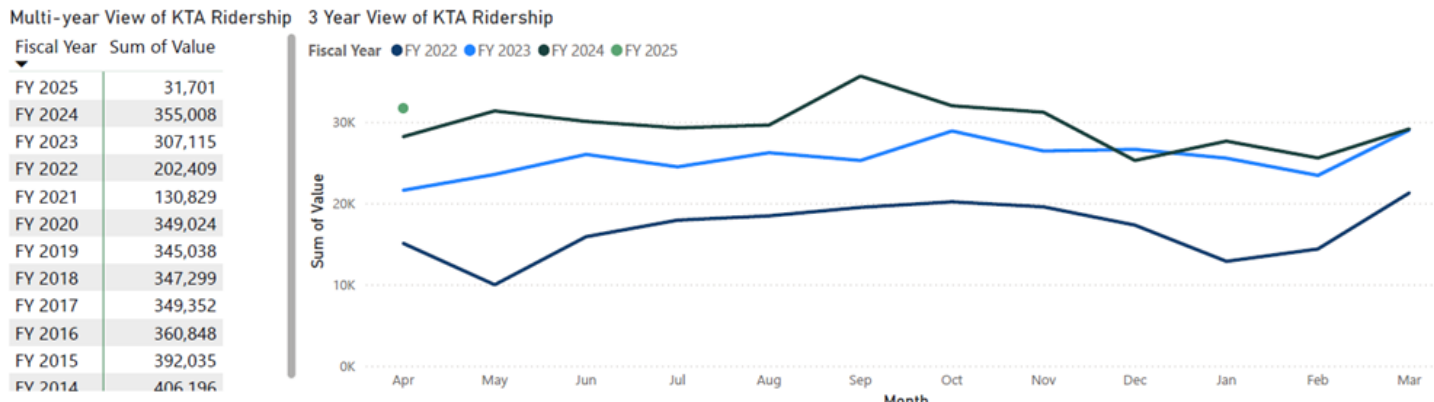
The Kings Transit Authority Strategic Plan Draft Final Report, as prepared by WSP, has been shared with Mayors, Wardens and Chief Administrative Officers for comment. The Report was raised during the meeting and as there are a number of questions related to the associated recommendations, a Special Meeting is being planned.

REQUESTS FOR PROPOSALS

Two Request for Proposal documents are under development with the first being for the provision of Five 40' Battery Electric passenger buses and the second being for the Provision of Project Management Services for Phase 2 of the Investing in Canada Infrastructure Program Project. The Board will be provided with additional information as these two important projects move forward.

KEY PERFORMANCE INDICATORS

The Kings Transit Authority is now compiling Key Performance Indicator Data regarding fuel costs, ridership and route success. The Ridership data is below:



Notes:
KTA stopped providing service to West Hantz in 2015
COVID had a significant impact on ridership for a couple of years including and after 2021

IMSA PILOT PROJECT DELIVERABLES UPDATE

Activity is now underway to determine the path forward regarding governance, administrative structure and funding formulas for Valley Waste-Resource Management and the Kings Transit Authority. A workshop with Chief Administrative Officers has been held with more information to be provided to the Board to facilitate the decision-making process soon. It is anticipated that a new Intermunicipal Services Agreement will be brought before the Board for consideration in June. Work continues on Capital Investment Plans for both Valley Waste and the Kings Transit Authority with more details to be presented to the Board soon. MNP is actively working on the development/refinement of financial Policies with the support of Mr. McDougall.

UPCOMING MEETING

The next regular monthly meeting of the **Interim Intermunicipal Services Agreements Board** will be held on **Wednesday, June 19, 2024** beginning at **10:00am** based in the Valley Waste Boardroom with a virtual attendance option in keeping with the normal meeting schedule