
Committee of the Whole Meeting

Tuesday, April 22, 2025

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 25, 2025 COTW Minutes
- 4. Review of Action Items**
- 5. New Business**
 - a. Info Report: Deed Transfer Tax Bylaw
- 6. Department Reports**
 - a. Fire Department
 - b. Community Development
 - c. Public Works
 - d. Finance
 - e. CAO
- 7. Committee Reports**
 - a. AREA
 - b. Accessibility Committee
 - c. Diversity Kings County Committee
 - d. Interim IMSA (Kings Transit/Valley Waste)
 - e. Kings Point to Point
 - f. Planning Advisory Committee
 - g. VCRN Committee
 - h. Valley REN LOC
- 8. Mayor's Report**
- 9. In-Camera**
- 10. Adjournment to Special Council Meeting**

INFORMATION REPORT

Deed Transfer Tax



To: Council
From: Director of Finance
Date: April 22, 2025
Subject: Deed Transfer Tax

References/Attachments

Town of Berwick Deed Transfer Tax Bylaw
2025/26 Town Operating Budget

Legislation

MGA Section 102 (1)

Background

Under the Municipal Government Act (MGA) municipalities may elect to enact a deed transfer tax bylaw, with a percentage not exceeding 1.5% applied to the transfer of a deed, or sale of a property. The Town enacted a deed transfer tax bylaw in 1998, and the current deed transfer tax is 1%. Through budget deliberations, Council discussed increasing the amount of the deed transfer tax. The following information is provided to assist Council in their consideration of what percentage the deed transfer tax for the Town of Berwick shall be increased to.

Staff are seeking direction to update the Town's bylaw to bring back for first reading on May 13.

Current deed transfer tax data has been compiled from neighbouring municipalities:

Municipality	Deed Transfer Tax
Municipality of the County of Annapolis	1.5%
Municipality of the County of Kings	1.5%
Municipality of the District of Digby	1.0%
Municipality of the District of Hants East	1.5%
Municipality of the District of Lunenburg	1.25%
Town of Annapolis Royal	1.5%
Town of Berwick	1.0%
Town of Bridgewater	1.5%
Town of Digby	1.5%
Town of Kentville	1.5%
Town of Lunenburg	1.5%
Town of Mahone Bay	1.5%

INFORMATION REPORT

Deed Transfer Tax



Town of Middleton	1.5%
Town of Wolfville	1.5%
West Hants Regional Municipality	1.5%

Financial Implications

Below are potential scenarios depending on Deed Transfer Tax %:

Year	Deed Transfer Tax 1%	Deed Transfer Tax 1.25%	Possible Capital Reserve Transfer 1.25%	Deed Transfer Tax 1.5%	Possible Capital Reserve Transfer 1.5%
2018	75,000	93,750	18,750	112,500	37,500
2019	110,000	137,500	27,500	165,000	55,000
2020	82,000	102,500	20,500	123,000	41,000
2021	95,000	118,750	23,750	142,500	47,500
2022	178,000	222,500	44,500	267,000	89,000
2023	184,000	230,000	46,000	276,000	92,000
2024	144,000	180,000	36,000	216,000	72,000
2025	171,219	214,024	42,805	256,829	85,610
Budget 25/26	100,000	125,000	25,000	150,000	50,000

Priority Alignment

Check Applicable	Strategic Priority Area	Comments
X	Economic	
	Environmental	
	Social	
	Cultural	

Community Engagement/Communication

N/A

CAO Initials: JB

Berwick & District Vol. Fire Dept. March 2025

April 14, 2025

Training: We have been training in our woods fire and grass fire responses the past couple of Mondays. With the arrival of our new mini pumper, we have added a very important piece of equipment to have a quick and efficient response to these types of incidents.

Equipment/ Repairs: No major repairs to our fleet or equipment.

Building: We have had a full failure of our water pump that supplies our fire hall. Multiple impellers have broken into many pieces and have passed through our water system and blocked several appliances. With a new pump installed, we also required a new control module to run the new pump; I am unsure of the total expense of this repair as it is still being worked on today.

Year End Review: **81** calls were answered in Kings County with a total of **2229km** traveled responding to these alarms.

43 calls were answered in the Town of Berwick with a total of **270.5km** traveled responding to these alarms.

Total calls for the year= 124

Total Attendance of Firefighters Answering These Alarms= **2370 Firefighters**

Total Hours in Service Answering These Alarms= **139.5 hrs**

Total Firefighter Hours Logged Answering These Alarms= **2465 hrs.**

Top Calls for 2024/ 2025

- 1.** MVC- 35
- 2.** Alarm Sounding- 21
- 3.** Assist EHS- 18
- 4.** Mutual Aid- 16
- 5.** Chimney Fire & Investigations tied for fifth place- 5

Kind Regards,

Luke Redden

Department: Community Development
Date: April 2025

Council Priorities

- **Increased Programming/Programming for all ages:**
 - The Berwick Memory Cafe winter series concluded on April 15. This program became a popular success, and staff will support the organizers with future planning. We anticipate the program returning in the Fall.
 - Adventures in Storytime concluded April 17, with a family BBQ. This program was a valuable partnership with United for Literacy and the Kings Family Resource Centre, and staff will be supporting their efforts with summer programming.
 - Next Level Pickleball will be hosting a “Learn to Play” and “Intermediate Refresher” clinic in Berwick the weekend of June 28-29th
 - The next Active for Life Program Spring session begins on April 15th. Registration and advertising were implemented by the town for this session; the program saw an increase from 8 to 19 participants.
- **Centennial Park Implementation**
 - A Community Recreation Capital grant has been submitted to support the installation of an accessible path in our park system (linking Centennial and Rainforth). Once confirmation is received, work will be completed in-house with the support of Public Works.

Attracting Small Businesses

- Our business directory information request form is now available online. Since launching the new process and promoting it through social media, we’ve added eight new businesses to the directory.
- We are collaborating with REN to support local businesses seeking to expand but struggling to find suitable space.
- Work is also underway on the Tourism Digital Assistance Program grant, with plans to submit by the end of the month. If successful, the grant will help enhance our online presence, including updates to the business directory, development of the Berwick business brand, and more.

Key highlights

- The Berwick Gala Days Committee continues to meet monthly; staff attend meetings and support the committee where possible.
- The tennis courts have quietly opened for the season. New signage has been ordered to outline court usage guidelines and provide respectful play reminders.
- Summer staff applications closed March 31st and a marathon round of interviews were held April 7th . with offer letters being distributed April 11th.

- Summer student grant funding decisions have been received; we received funding for six of the eight positions.
- Staff continue to support the Sports Hall of Fame Committee with planning and preparation for the June event.
- Summer Concert Series call for performers was posted on social media and our website, with a deadline of May 9th for submissions.
- Requests for nominations from the community for volunteer recognition were shared in early April and have been directly shared with community groups. Nominations will be shared during National Volunteer Week (April 20th – 26th) and volunteers will be recognized at an event in the fall, following the provincial ceremony.
- An Easter Trail Adventure is scheduled for April 19, with a rain date of April 21st.
- Meetings with the Berwick & District Fire Hall and the contractors involved in the entryway bridge construction are ongoing. We have collaborated with the Fire Department to finalize a design and will meet next week to present and review the proposed concept.
- HUBS project in partnership with Cycle Nova Scotia is back on schedule. Cycle Nova Scotia will be back in the community at the end of May to host a targeted engagement session with the local business community.
- An annual \$1000 grant was secured to plan a Trail clean-up day with the school, set to be scheduled within the coming month.
- Staff are currently reviewing safety requirements and related supplies for Town Hall and our rental facilities. New procedures are being implemented, including monthly inspections to ensure all safety standards are consistently met.
- Staff continue to assist with basic administrative support at the KMCC. Due to changes in arena staff hours, the responsibility for opening and closing the facility now typically falls to our Fitness Centre team. To help ensure the safety of both the staff and the building, a nightly sign-off form has been created and implemented.
- TrailFlow has completed one of the two scheduled days of work to address safety concerns and hazards in Chute Park. The park is expected to reopen by the end of the month. New signage will also be ordered to replace those damaged during the recent windstorm.

Next Month Priorities:

- Exploring opportunities for after-school programming with the support of our newly hired summer staff.
- Reviewing and updating the Town of Berwick's welcome package, along with procedures for welcoming new businesses.

Committee of the Whole Monthly Report



- Reviewing the current flag policy.
- Preparing and submitting an application to the Active Communities Fund, which includes proposed projects such as a summer equipment loan program, garden boxes, drop-in activities and equipment, as well as a new playbox and additional equipment for the gaga ball pit area.

Upcoming Dates of Significance:

- As we continue to find our voice as a community and share meaningful opportunities for celebration, we have begun including — and will continue to include — important dates in our COTW reports which were highlighted in our equity calendar. We do this in hopes of promoting awareness, understanding, and excitement within our community!

Date	Day/Month of Significance	Recognition
May: All Month	Asian Heritage Month	
May: All Month	Jewish Heritage Month	
May 15	National Day of Awareness for Missing and Murdered Indigenous Women and Girls	Social Media Post
May 17	International Day Against Homophobia, Transphobia and Biphobia	
May 25-31	Access Awareness Week	Social Media Post, Flag Raising at AAC

Department: Public Works
Date: April 2025

Council Priorities

Asset Management: Ongoing.

- Provision for AM Software included in 2025/26 Budget.
- Signed agreement with Brightly signed on 28 March.
- Software configuration to begin in April; 12-week timeframe for software setup and implementation.
- First implementation meeting 23 April.
- Next Steps:
 - Receive training on GIS mapping Software from AIM Network.
 - Update AM plan to account for 2024/25 vector / CCTV work and findings.

Storm Water Management: Ongoing.

- 24 March public engagement session for stormwater management plan work scope
- Providing support to CBCL as needed for the stormwater management plan.
- Next Steps:
 - Install galvanized culvert grates for the storm culvert near Eden Valley, once built (ongoing).
 - Work with property owners to construct a swale between civics 134, 136 Foster St to manage storm runoff from street; to happen in the spring when the ground firms, and vegetation growing.

WWTP Upgrades – Aeration & Blowers: Ongoing.

- 23 Jan sign contract (Gary Parker Excavating Ltd, Town of Berwick).
- 14 April lagoon 2 aeration materials arrived from Nexom.
 - Per GPEL, work to begin mid-May.
- Blowers on order; estimated arrival end of summer.
- Next Steps:
 - Begin work on Lagoon 2 in ~ mid-May; install new blowers in ~ Sept.

WWTP Upgrades – Tertiary Filtration: Ongoing.

- 31 Jan Notification sent to selected proponent.
- 1 April Final agreed terms and conditions of payment and intellectual property.
- Next Steps:
 - Veolia to complete design work.
 - Dillon to complete design work.
 - Draft tender for construction.

Sidewalk Upgrades – Maple Avenue: Ongoing.

- 19 Jan Concept Design Report received from CBCL.
- Next Steps:
 - Report to council at a later date.

Key Highlights

Operations:

- Crosswalk Lights replaced at Cottage / Commercial; new lights are working; old to be removed TBD (BEC, traffic control considerations).
- Continue to fill potholes.
- Willow Ave graded to remove pot holes.
- Begin street sweeping operations.
- Begin brush clean up; 3 bins emptied to date.
- Perform end of season maintenance on winter maintenance gear.
- Procurement of traffic paint complete; painting to begin in May.
- Paving RFQ ongoing, for release in April.
- WW Treatment:
 - Drum screen failures have occurred multiple times since November 2024; repairs performed as needed.
 - Perform unplanned repairs on the Blowers (electrical failure)
 - Replaced the recirculation pump (old pump electrical failure)
 - Begin removing trees in vicinity of blower building, drum screen building.
 - Upgrades to wastewater pre-treatment are ongoing at Eden Valley, which has had some short-term impacts on the drum screens. Equipment installation is complete at Eden Valley; process optimization underway. Site visit on 4 April to observe their new equipment.
- WW Collection:
 - 21 March met with Evangeline Excavators to assess potential for HDPE fused pulled-through repair on Commercial Street.
 - 27 March met with Howard Little Excavating to assess potential for working with Evangeline Excavators for a pull-through option. Quote expected 17 April.
- Solar Garden:
 - 20 March RFP for Solar Garden Grounds Maintenance closed.

Capital (e.g. not already mentioned):

- Accessible Customer Service
 - 24 March Renovations begin.
 - Anticipated completion end of April.

Next Priorities:

- Continue with potholes, street sweeping, litter clean up post-winter.
- Replace crosswalk hardware on Commercial / Main St (1 April damaged by tractor trailer).
- Prepare for brush cleanup (residents are delivering brush to the PW Yard already).
- RFQ for Paving Contract.
- Street Sweeping by Loomer's in late April / early May.
- RFQ for Vactor / CCTV with Village of New Minas and Village of Port Williams.
- RFP for Solar Garden Construction Electrician.
- RFP for WWT Laboratory Testing.
- WWTP upgrades progression.

Department: Finance
Date: April 2025

Council Priorities

- **Finalize Asset Management:**
 - **Director of Public works is implementing Brightly Asset Management and Work Order Software.**

Key Highlights

Berwick Electric Commission (BEC)

- **Maritime Municipal Electric Utility Alliance (MMEUA):**
 - NRCAN SREP grant application was submitted April 2nd, with the continued, incredible support from SJE. This application covers three instrumental projects for BEC, 1. AMI Smart Meters- Physical Meters, 2. Factorydale Generator and Turbine replacement, 3. Substation Replacement at Brown St.
 - Attending the MMEUA meeting in Halifax on April 17th. Notable collaborations underway are the NRCAN SREP applications, benchmarking exercise and 10-year capital road map.
- **Factorydale Turbine:** An additional potential bidder will be on site next week. The deadline for submissions has been extended to allow bidders to prepare detailed and thorough tender documents. An application will be submitted to the Federation of Canadian Municipalities (FCM) for this project, which includes a grant portion and provides a low interest loan, with rates comparable to Municipal Finance.
- **Solar Garden Ownership:** The UARB has ruled that the Solar Garden is a BEC asset. A capital application is being prepared to submit for approval.
- **2025/26 Budget Preparation:** Staff plan to present the budget for the Commission's consideration in May.
- **Green Energy Summit:** Attended the Green Energy Summit in Pictou, NS. Excellent panelists provided insight into various opportunities and progressive initiatives happening across the Maritimes.

Town of Berwick

- **Finance Team Update:** We have interim support in place as we continue to recruit for our Finance Clerk vacancy.
- **Audit Preparation:** Audit preparation is underway. Communication with our auditors is plentiful and things are progressing well.
- **Insurance Claim- Flood at Public Works/BEC Shop:** The claim has been finalized and provided to the insurance adjuster for review and processing.
- **CUPE Collective Bargaining:** Bargaining continued, however no agreement has

been reached to date.

- **AREA Board Meeting March 26th:** Attended the AREA Board meeting. I again expressed concerns with lack of response to our continued requests for financial information required for the Town's financial purposes.

Next Month Priorities:

- **Audit Preparation**
- **AREA Board Meeting:** March 26th.
- **Audit Committee Meeting:** April 24th.
- **AREA Board Meeting:** April 30th.
- **Association of Municipal Administrators of Nova Scotia (AMANS):** Conference May 7-9th.
- **Flow Through Application BEC**
- **Capital Application Solar Garden**

Department: CAO and Administration
Date: April 2025

Key Highlights

Berwick Electric

- Attended the Green Energy Summit presented by the Pictou County Partnership on March 31.
- An extension was approved for submitting the updated Emergency Preparedness Plan (EPP) to meet Canadian Dam Safety (CDA) Guidelines. The new due date is April 20, 2025.
- Our NRCan SREP application for the Factorydale Turbine, the AMI Meters, and the Substation upgrade from 4KV to 12KV was submitted on time. Saint John Energy was instrumental in assisting us to complete the application.
- Preliminary discussions regarding project management support for the AMI innovation project have begun with SJE, Town of Mahone Bay, Riverport and AREA.
- The Town will be submitting a capital expenditure application for the solar garden per section 35 of the Public Utilities Act by June 1, 2025, as ordered by the NSUARB (Nova Scotia Utility and Review Board – now Nova Scotia Energy Board). We are still waiting for financial information from AREA to reconcile the total project costs. Typically, these applications are submitted prior to beginning the work using budget figures. Since our project is over budget, we want to ensure we have identified all known costs to be able to answer information requests related to the application. It remains challenging to receive the necessary information from AREA.
- BEC has submitted a renewal for the Factorydale water rights. Nova Scotia Department of Environment has requested a copy of the Dam Safety Review and Emergency Preparedness Plan to complete the renewal application.
- The CAO and DOF will be attending a Maritime Municipal Electric Utility Alliance meeting in Halifax on April 17.

Town

- The AREA Board met on March 26 in Ellershouse and approved the 2025-26 Budget. The approved budget does not include a contribution to the Town for CAO/DOF support, which was budgeted at \$25,000. AREA's 2024-25 budget does include a surplus of approximately \$178,000, of which \$48,000 would go to Berwick. The Town's approved budget included \$24,190 for an AREA dividend. Therefore, if AREA's year-end is on budget, this would have a net impact of approximately -\$2,000 the

Town.

- The CAO met with members of the Department of Justice who oversee the policing contract administration and liaise with the RCMP on April 2. We discussed service levels, policing reviews and training opportunities for the Police Advisory Board (PAB) members and Council, such as PPSA 101 (Provincial Policing Services Agreement) and PAB training. Staff are establishing dates to share with committee members and Council.
- The CAO's from municipal units involved in the Interim IMSA Board are close to a proposal back to the Interim Board regarding membership, governance and funding for Valley Waste and Kings Transit. We are on track to have approval prior to the end of the Interim IMSA term of July 2025.
- CUPE bargaining continues. We were unable to agree to terms prior to April 1, 2025. Therefore, any agreement will be retroactive.
- Discussed options for the Order to Remedy for 109 Marsters Avenue. Order will be ready to present to Council on May 13.
- A Do Not Occupy order has been placed on 144 Cottage Street. The CAO has spoken with the property owner and notified them of the order with the hopes of working together to remedy the situation. The next step will be to live trap and remove animals from inside the home and board up any access points.
- The Mayor and CAO met with representatives from the BDCA (Berwick and District Community Association) board to review the Operating Agreement between the two organizations. Key requests were identified to bring back to each organization to discuss. We will re-convene to finalize the agreement in the near future.
- The CAO attended NS Department of Emergency Management, Community Evaluation Training on April 3 at the County of Kings.
- The HR Needs Assessment Request for Proposals closed on April 9. There were 12 proposals received. The CAO's are evaluating the proposals and will meet next week to discuss.
- The CAO attended the VCFN and VCFNA meetings on April 8.
- The Spring edition of the In-Cider Newsletter was mailed to all Berwick residents at the beginning of April. A special Budget edition was also prepared and included with the 2025/26 tax bills. Copies of the newsletters can be found online or picked up at Town Hall.
- A notice has been mailed to all Berwick residents regarding the public engagement session for the Municipal Planning Strategic (MPS) on April 23. The notice is also posted on the website, social media and will be displayed on the electronic sign. Alerts will go out approximately one week prior the meeting, and a reminder the day of. Draft documents are available on the website to view.

Committee of the Whole Monthly Report



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- The CAO was nominated and accepted the appointment to the AMANS Board of Directors as the Valley Representative to complete the term that was vacant. Meetings are a combination of virtual and in-person meetings. The term would end in the Fall, with the option to reoffer. This is a great opportunity to be connected and provide input on key issues impacting municipalities.

Next Month Priorities:

- CUPE bargaining
- BDCA Agreement
- AREA Strategic Planning
- AMANS Spring Conference, May 7-9

Committee Report

Committee Name: Accessibility Committee

Meeting Date: Thursday March 27, 2025

Submitted by: Councillor Johanna Kwakernaak

Key Agenda Items:

- Correspondence:
 - Welcoming Week
 - Letter re storage for Accessibility Equipment

- Accessibility and Equity Plan
- KMCC Lobby Seating Letter
- Cycle NS HUBS Project
- Accessibility Report Card – 2025/2026
- Kings Diversity Committee Report

Key Discussion or Decisions:

- Correspondence
 - Welcoming Week. Letter from Immigration Matters Team- Immigration, Refugees, and Citizenship Canada regarding Welcoming Week which will be September 12 – 21, 2025. This is an opportunity to align a town planned event with this week. There is work underway for a Diversity Event. It would be an opportunity to host a multicultural/ diversity-focused event, already being planned, during this week.
 - Reviewed a request from a resident to consider including a requirement of storage for mobility devices in design of multi unit housing. Discussion re the impact and how this might be accomplished. This request will be forwarded to the Planning Advisory Committee. There was additional discussion on role of accessibility committee and how to include the accessibility lens on decisions re Projects and planning and the development of an accessibility wish list regarding other town initiatives.
- The Accessibility and Equity Plan was approved by Town Council at the March 14th Council Meeting. Plan was submitted before the April 1st deadline and is available on the Town website.
- A letter regarding the loss of seating in the KMCC Lobby and the impact on accessibility of users of this public space was approved and will be forwarded to the KMCC Governance Committee.
- The delayed completion Cycle NS HUBS Project will resume with engagement sessions planned for May. The Accessibility committee and the Business Community are essential partners in this project. The focus will be on active transportation, accessibility and business needs.
- Jordan and Taylor lead a review of the Accessibility Report card. The previous report card was reviewed. This report Card sets annual goals. It was agreed that those items

that did not receive a grade of A would continue to be part of the report card until completed. The committee members were tasked with submitting other items that should be included in the next report card, that public input on the report card items and evaluation should be part of the process and equity/inclusion needs to be added. A draft of the Report card will be prepared for the May 26th meeting. Committee members are to submit additions and suggestions for this draft.

- The Kings Diversity Committee meeting report included a list of all of the march commemorative Dates. We will strive to review each month's dates as early each month as possible so decisions can be made as to opportunities on participation in opportunities.

Johanna Kwakernaak

Submitted April 2, 2025

Committee Report

Committee Name: Diversity Kings County Committee

Meeting Date: April 7, 2025

Submitted by: Councillor Johanna Kwakernaak

Key Agenda Items:

- April observance days
- Work plan discussion and creation

Key Discussion or Decisions:

- The Diversity Team explained that every month they review all scheduled Observance Days and select key dates based on Kings County population. They do this as there are so many observances. The dates are suggestions. Of interest April is an Observance Month for Arab Heritage Month, Sikh Heritage Month and Autism Acceptance Month. April 2nd was Autism Awareness Day. April is also a month of significant religious observances, Passover (April 12 – 20th), Vaisakhi (April 13) and Good Friday (April 18,) and Easter (April 20.) April 22 is Earth Day.
- The main focus of the meeting was group work identifying the committee members priorities for the work plan and potential actions to achieve those priorities. The meeting was an example of how a very diverse membership can come together and help ways forward to achieve complex municipal priorities.

Johanna Kwakernaak

Submitted April 14, 2025

Committee Report

Committee Name: IMSA Board

Meeting Date: April 16/25

Submitted by: Mike Trinacty

Key Agenda Items:

Introduce the new Kings Transit GM
Kings Transit GM Report
Valley Waste GM Report
Borrowing Resolution Ground Water Management System

Key Discussion or Decisions:

Meg Hodges was introduced as the new GM for Kings Transit, Meg was previously a councillor with the County of Kings and a project manager with AREA

Dwight provided his last GM's report for Kings Transit. Buses are being maintained as best possible. Bus #62 is being retired and the bus that was in the accident is now heading to the body shop. Driver positions are full, and gas prices are down. After meeting with HRM regarding their newly acquired fleet of electric buses and learning of the issues they are having, staff have decided to put any purchasing of electric buses on hold and do more research. Currently, of the 60 buses HRM purchased 59 have arrived but only 3 are on the road. There are a variety of issues with the others.

Andrew reported on Valley Waste. A letter has been sent to the Minister regarding the Extended Producer Packaging issue with Circular Materials. Negotiations are underway with hopefully a positive resolution on the co-mingling of residential, industrial and institutional pickups. Close to 1000 students have received presentations on recycling and 154 illegal dump sites have been reported and investigated. The Emera site in Liverpool is no longer accepting all the wood products. Arrangements are being made to ship it to Port Hawkesbury. The new wood grinder has arrived so some will be ground. Roscoe is completing the household hazardous waste building and shelter. The engineering has been completed for the Transfer Station Building and the plans for the construction and debris yard have been submitted for approval.

Committee Report



Committee Name: Planning Advisory Comm

Meeting Date: April 1, 2025

Submitted by: Deputy Mayor Adam Lutz

Key Agenda Items:

A . MPS/LUB Plan Review Update

Key Discussion or Decisions:

Chrystal Fuller gave a brief background on the Municipal Planning Strategy and Land Use Bylaw plan review and where it is to date. Fuller highlighted that Council is seeking focused input from the Planning Advisory Committee and the public, through a public engagement session, on issues related to the R-1 zoning. Potential zones for discussion are Restricted Residential, Residential, Mixed-Density Residential and Growth Residential. The committee formed two groups and identified the potential Restricted Residential zoning throughout the town. Accessory Dwelling Units (ADUs) were recommended to include in-law/granny suites in a home within all zones. The zoning map will be amended to reflect the two Restricted Residential zones and the R2, R3 and R4 zones will be replaced with Residential, Mixed-Density Residential and Growth Residential. Fuller will draft the policies for the Restricted Residential zone. The public engagement session will be held on Wednesday, April 23 at 6pm at the Anglican Church Hall. The feedback from this session will be compiled and brought back to PAC for a recommendation to Council.

Committee Report

Committee Name: VCFN (Valley Community Fibre Network) and VCFN Authority

Meeting Date: April 8, 2025

Submitted by: CAO Boyd

Key Agenda Items:

VCFN

- Operations Update
- Network Operations Centre
- Work Plan Discussion

VCFN Authority

- Contact Award – Common Internet redesign

Key Discussion or Decisions:

VCFN

- Operations Update
 - Xplore - Move to Coldbrook complete
 - West Hants - Move from former Hantsport Town Hall complete
 - Online banking setup not complete
- Network Operations Centre (NOC)
 - NOC integrates with your existing systems and workflows, giving your team the automation, structure, and expert backup needed to operate reliably and confidently.
 - NOC is being explored to provide support to VCFN, particularly for outage procedures and provide backup to current staff who remain on-call 24/7.
 - NOC handles all calls and monitors network
 - NOC conducts initial outage investigation
 - NOC notified VCFN of any issues
 - NOC coordinates response
 - NOC sends notifications and progress updates
 - Issues tracked via ticketing system
- Workplan discussion – VCFN is seeking feedback on the 2025/26 workplan.
 - Recommended items:
 - Resolve pole-attachment liability with NS Power
 - Complete lateral policy
 - Develop an annual budget
 - Complete long-term financial viability assessment
 - Discussion points:
 - Do you have continued interest in VCFN participation?
 - How can the VCFN help you/your community?
 - What worries you about the VCFN? Other?

VCFN Authority

- Common Internet Service
 - Used by Municipal partners, Middleton, Kingston, & AREA
 - Key network sites
 - Bayers Road – Internet Gateway
 - Windsor – Core switch
 - Kentville – Core switch
 - Switches are approximately 15 years old
 - August 24, 2024 – VCFNA direction to investigate upgrade
 - Phase 1 – Design - Redesign network to use a standard ISP style architecture
 - Phase 2 – Build - Purchase, configure and install new equipment
 - Awarded contract to Cimgem Consulting for Phase 1 - \$7,200 + HST
 - Audit of existing architecture
 - Design and review options
 - Develop short and long term technical and services strategy
 - Complete high-level design
 - Assist with equipment purchase

Committee Report

Committee Name: Valley Regional Enterprise Network (REN)- Liaison and Oversight Committee (LOC)

Meeting Date: 04/14/2025

Submitted by: Councillor Jamieson

The Valley REN is a multi-year sector business development support services to assist in economic growth. The REN initiative made possible by the existing partners being Glooscap First Nation, the Municipality of the County of Kings, West Hants Regional Municipality, and the Towns of Berwick, Kentville, Wolfville, and Middleton and is supported by the Province of Nova Scotia.

Key Agenda Items:

- Provincial Funding
- Annual General Meeting
- Business Retention & Expansion
- Review
- New Board Members

Key Discussion or Decisions:

- A. Provincial Funding- The Valley REN has been advised that there would be no additional funding from the Province for this fiscal year as the Departmental funding was not increased. Further consideration may occur if Annapolis County joined the Valley REN. At this point Annapolis County has not committed or responded to the Valley REN Letter of Intent to have them join as a funding partner.
- B. The Valley REN plans to have their Annual General Meeting (AGM) in late June around the 24th or 25th. Details will be provided as to location and firm date become available.
- C. Review of the Business Retention and Expansion (BRE) Diagnostic plan for businesses was outlined for 2025. More details of the BRE initiative will be provided as it proceeds.
- D. Review the Valley REN was outlined. This included initiatives in the Agri-Food sector, Tourism, Business connections as well as operations and activities occurring in the valley.

E. In addition, the LOC approved the addition of 3 new board members for the Valley REN.

1. Lisa Villeneuve, who has a consulting operation in Wolfville.
2. Kit Leggett of Port Williams is involved in the tourism business.
3. Brittany Parker of Steam Mills, who is involved in the wine industry.

The next meeting of the Valley REN- LOC will occur on July 14, 2025.

Respectively Submitted

Councillor Jamieson

Alternate member Valley REN-LOC