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## **Committee of the Whole Meeting**

Tuesday, March 24, 2026

Berwick Town Hall Council Chambers

6:30 pm

### **AGENDA**

- 1. Call to Order**
- 2. Approval of the Agenda**
- 3. Approval of the Minutes**
  - a. COTW Minutes, February 24, 2026
- 4. Review of Action Items**
- 5. Councillor Announcements**
- 6. New Business**
  - a. RFD007-2026: 2026/27 Operating and Capital Budget
- 7. Department Reports**
  - a. Berwick & District Fire Department
  - b. Community Development
  - c. Finance
  - d. Public Works
  - e. CAO
- 8. Committee Reports**
  - a. AREA
  - b. Accessibility Committee
  - c. Annapolis Valley Homelessness Committee
  - d. Berwick Development Group
  - e. Berwick Electric Commission
  - f. Diversity Kings Committee
  - g. Fire Services Sub-Committee
  - h. Kings County Trails Society
  - i. Kings Point to Point
  - j. Police Services Advisory Committee
  - k. REMAC
  - l. Valley Regional Services (Tidal Transit/Valley Waste)
- 9. Mayor's Report**
- 10. Adjournment**

## Berwick & District Vol. Fire Dept. March 2026

March 18, 2026

**Training:** We are training with our air packs this month, search patterns, bail outs, maintenance and general cleaning of the air pack.

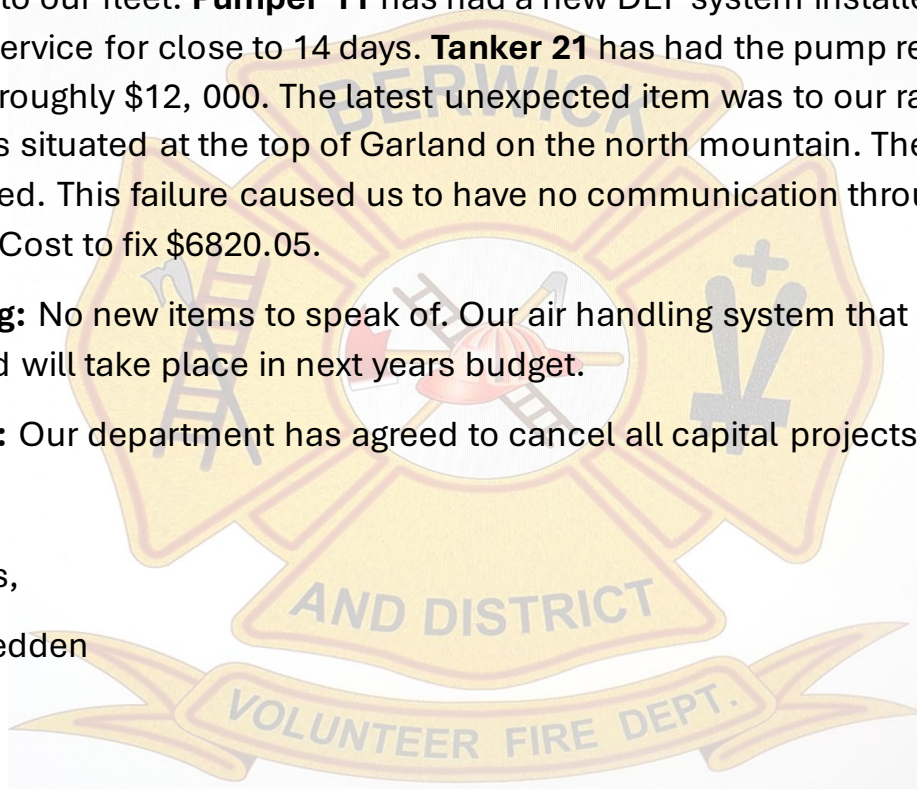
**Equipment/ Repairs:** We have had a rough couple of months with regards to repairs to our fleet. **Pumper 11** has had a new DEF system installed and was out of service for close to 14 days. **Tanker 21** has had the pump rebuilt at a cost of roughly \$12, 000. The latest unexpected item was to our radio tower which is situated at the top of Garland on the north mountain. The repeater had failed. This failure caused us to have no communication through our VHF radios. Cost to fix \$6820.05.

**Building:** No new items to speak of. Our air handling system that needs to be repaired will take place in next years budget.

**Budget:** Our department has agreed to cancel all capital projects for this year.

Regards,

Luke Redden



# Committee of the Whole Monthly Report



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**Department:** Community Development  
**Date:** March 2026

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## Key highlights

- March Break programs were a success, with six youth attending the pop-up craft day on March 13<sup>th</sup> and six youth attending flag football on March 17<sup>th</sup>. Staff will offer the pop-up craft day again in the future, as requested by families who attended.
- The final Memory Cafe will be held April 14<sup>th</sup> at the Evangeline Mental Wellness Hub. The attendees' numbers for the Memory Cafe increased over February and March.
- The Recreation Coordinator attended "Building Communities of Peace: Knowledge Exchange on Anti-Hate Strategies" in Wolfville on March 10<sup>th</sup>
- The Sports Hall of Fame committee has made their final selections and will be inducting Kevin Thompson, Katelyn Morton, Andy Peters, the 1957 CK Girls Volleyball team and Lawrence Toney on June 13<sup>th</sup> at the Lions Hall.
- Staff attended the Community Alcohol Partnership meeting on February 25<sup>th</sup> and will continue to attend these monthly meetings.
- The Town's Easter Bunny Hop will take place Saturday, April 4<sup>th</sup> and the Town will be assisting the Lions Club with the Easter Bunny making an appearance at their monthly breakfast.
- Staff welcomed a new business to Town, Woodfired Kitchen, located at 175 Commercial Street.
- Local businesses are gearing up for Burger Wars 2026. Stay tuned for social media promotion of local burgers competing in our community.
- Two department staff attended the Valley Recreation meetings hosted by New Minas which included a "HR 101: Foundations for Effective People Management" training session.
- Summer youth employment opportunities have been posted with a deadline of April 3<sup>rd</sup>. Employment opportunities include Summer Day Camp staff, Recreation Intern, Parks Maintenance, Museum and Visitor Information Centre attendant.
- Equipment loan for the Winter months has concluded. Staff saw a significant increase in loans this year, and all equipment has been returned and stored for the next winter season.
- Staff have participated in several online meetings to better understand potential impacts on grant funding, following changes to several funding streams that support community development projects.
- Staff have promoted participation in the Quality of Life Survey through Town social media platforms in hopes of increasing community engagement.

## Committee of the Whole Monthly Report



### **Next Month Priorities:**

- Planning for May 16<sup>th</sup> multi-cultural event in Centennial Park
- Advertising Garden Plot Rentals
- Summer Day Camp Planning
- Prep for bike/summer equipment loan program

### **Upcoming Dates of Significance:**

<b>Date</b>	<b>Day/Month of Significance</b>
All month	Sikh Heritage Month
April 9	Anniversary of the Battle of Vimy Ridge

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**Department:** Finance  
**Date:** March 2026

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**Key Highlights**

**Berwick Electric Commission (BEC)**

- **Factorydale Turbine:** Discussions have begun with the insurer to determine the financial outcome of the turbine breakdown. We are extremely fortunate to have the support of our Owner's Engineer and team at AON as we navigate this process.
- **Solar Garden:** The reconciliation continues and small progress has been made. Once the reconciliation is complete, staff will begin the transition of assets to BEC and finalize this project.
- **Superintendent/Director of BEC:** Recruitment is on-going for this role.
- **NSP Power Purchase:** We have received invoices up to November 2025.
- **Flow Through Application:** Staff provided data to the consultants AREA retained to complete the flow through application. There are many components to be confirmed including fuel adjustment mechanism balance for BEC, AREA power purchase agreement amendment, NSP rates, etc.
- **General Rate Application:** A general rate application will be required this fiscal. Solar garden costs must be reconciled prior to commencing the GRA.
- **26/27 Budget:** This process will move forward once the flow through information is complete. This will provide our power costs and revenues for budget.
- **Grid Modernization:** Attended a two-day workshop with Saint John Energy. We reviewed Kraken, which will be our new utility software, discussed data migration, workflows, and identified key deliverables.
- **IBEW Negotiations:** Attended negotiations with BEC unionized employees on March 16, 2026.
- **BEC Meeting:** Attended the commission meeting on March 17, 2026.

**Town of Berwick**

- **2024/25 Audit Preparation:** Our team continues to work through audit preparation. AREA has conditionally approved their financial statements, which are required to consolidate within ours. The auditors are tentatively scheduled to be on site for field work in April.
- **Staffing Update:** We would like to welcome our new Finance Administrative Coordinator who joined our team on March 16<sup>th</sup>. We continue to recruit for our Financial Analyst. Temporary support remains in place to address the inherited backlog within the department and keep the department in a current state.
- **2026/27 Budget Prep:** Staff and Council are making great progress toward approval of the upcoming fiscal year's budgets.

## Committee of the Whole Monthly Report



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- **Insurance Services:** Our broker was in Berwick on March 11<sup>th</sup>, and we worked through transition requirements. Coverage will be in place for April 1, 2026.

### **Next Month Priorities:**

- **Solar Garden transfer of asset**
- **2026-27 Budget for Town and BEC**
- **Audit preparation**
- **Interim property tax bills**
- **Recruitment for Financial Analyst**
- **MMEUA meeting in Berwick, April 15-17**

# Committee of the Whole Monthly Report



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**Department:** Public Works  
**Date:** March 2026

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## **Operations:**

### Community:

- Winter lights removed along Commercial Street.

### Parks / Trails:

- Trash bins / dog bins emptied weekly.

### Streets, Sidewalks:

- Trash bins emptied multiple times weekly.
- Cold patched throughout town on the days that weather permits (8 MT in 4 weeks).
- Brush and wood from arborist tree management work picked up (Maple, Union, South, Main).

### Stormwater:

- Cleaned out open ditch behind Horsburgh Dr (limbs, leaves).

### WW Treatment:

- Communications with NSECC underway for the renewal of the Permit to Operate (expires March 2026). Approval may not be within the typical 60 days per NSECC.
- Existing blowers 2 and 3 adjusted from 60 hz to 53 hz to keep them operational with less trip-outs.
- Continuing to work with Sansom Equipment to troubleshoot data display for UV Lights.

### WW Collection:

- Inspected and cleaned floats at various pump stations.
- Process improvement to wastewater pre-treatment at Eden Valley still underway.

### Other:

- Assist BEC with installation work for the new Ben Grove subdivision.

**Capital:**

**Storm Water Management**

- Draft report from CBCL received 20 February.
- Public engagement session held 2 March.
- Final draft report feedback sent to CBCL on 10 March.
- Presented in the NSFM Stormwater Management Web Session on 12 March.
- Final Stormwater Management Report from CBCL expected early-April.
- Scheduled to present in the Annual NSFM Spring Conference (29 April – 1 May).

**WWTP Upgrades – Aeration & Blowers**

- New aeration equipment has been installed in Lagoon 2.
- New blower pad completed; blowers arrived onsite 19 January; installation underway, to be completed late-March / early-April.

**WWTP Upgrades – Tertiary Filtration**

- Tender for Construction released 17 February; closed 23 March.
- RFD to Council expected next council meeting regarding award of work.
- Indigenous Engagement underway with support from Dillon Consulting.
- Application for Temporary Bypass underway with support from Dillon Consulting.

**Next Priorities:**

- Spring clean-up following winter maintenance.
- Prep summer gear for late-spring mowing.
- Compile data for Asset Management Software.
- Develop a short-term triage plan for Foster Street.
- Troubleshoot, repair storm gravity lines in vicinity of Union and Commercial.
- Raise MH on Brown Street, south of Orchard St.
- Grubbing in Spicer Park along water course.
- Install storm grate / basin on Spartan Ave.
- Vector work in WWC system.
- WWTP Capital upgrades.

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**Department:** CAO and Administration  
**Date:** March 2026

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**Key Highlights**

**Berwick Electric**

- **IBEW Negotiations:** agreement was reached between the union and management on March 16. The final wage increase will be set as part of the NS Power negotiations.
- **Flow Through Application:** A request for a further extension to file the first flow-through applications under the new mechanism and the proposed true-up mechanism and tariff language was made on January 29. The request was made to allow for NSP to file its annual Fuel Adjustment Mechanism ("FAM") Application for approval of the actual adjustment ("AA") and balancing adjustment ("BA") riders first. The extension was approved and set to one month following the filing of the NSP's AA/BA application.
- **Berwick Electric Commission:** meeting held on March 17. The Commission approved submission for the Factorydale Capital Application to the Nova Scotia Energy Board (NSEB).
- **Superintendent/Director of BEC:** Recruitment is on-going for this role.
- **AMI/Smart Grid Project:** attended a workshop on March 18-19 with Saint John Energy to:
  - confirm objectives, governance setup, and validation of planning assumptions.
  - review existing systems, processes, and capabilities to identify gaps, risks, and dependencies.
  - identify of high-level functional, regulatory, operational, and organizational requirements.
  - develop of coordinated project plans, schedules, and dependencies across workstreams to support future implementation phases.
  - facilitate planning and working sessions to validate findings, confirm assumptions, and support informed decision-making.
- **MMEAU:** The next MMEUA meeting will be held in Nova Scotia and hosted by Berwick from April 15-17.

## Town

- **AREA:** attended the February Board meeting virtually on the 28<sup>th</sup>.
- **Labour Management CUPE:** attended our regularly scheduled quarterly Labour Management meeting with CUPE on March 2.
- **AREA CAO/CEO Check-In:** the monthly check-in was held in person at AREA's new workspace in Halifax on March 5.
- **Budget Information Session:** prepared and delivered budget session on March 9 at the Berwick Fire Hall.
- **Strategic Plan:** sought feedback from working groups to complete draft of strategic plan. Working with Management on the operation plans for 2026/27.
- **Valley Regional Enterprise Network:** attended a CAO's/Senior Staff and Valley REN Board members meeting to receive an update on the Provincial budget cuts to Valley REN's and project-based funding.
- **FOIPOP Review File:** received notification from the Office of Information & Privacy Commissioner (OIPC) regarding a Request for Review under Part XX of the Municipal Government Act of the Town of Berwick's Failure to Respond to an April 24, 2025, Application for Access to a Record. The OIPC found that the municipality met its duty to assist the applicant by responding without delay as required s. 467 of the MGA, and closed the file.
- **Compliance Issues:** two compliance issues on-going:
  - **Dangerous/Unsightly:** met with upset neighbours and reached out to environment regarding number of vehicles. NS Environment will not investigate identifying it as a low threat.
  - **Security Lighting:** illumination onto neighbouring properties. Development Officer and CAO are reviewing options to present to the property owner with the new security lights.
- **AREA Financial Governance Review:** met with Deloitte, hired by AREA, to complete a financial governance review of AREA.
- **Special Election:** staff will have a report to call a special election at the April Council meeting.

## Next Month Priorities:

- **Operating Plan preparation**
- **AREA Monthly Meeting:** March 25
- **AREA CAO/CEO Check-In:** in person session April 2
- **IMSA CAO's meetings**
- **BEC Superintendent/Director recruitment**

## Committee Report Template

**Committee Name:** AREA

**Date of Meeting:** Wednesday, February 25, 2026

**Name:** Mayor Trinacty

### Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Election of Officers
#2	Strategic Plan Updates
#3	Follow Up items
#4	Audited Financial Update
#5	Operation Updates
#6	

### Key Discussion or Decisions:

**Give a brief overview of the key discussions or decisions from the meeting.**

Mike Trinacty returned as chair

Strategic plan items updated - Orientation package presented

Reviewed Audit statement 2023/24

Operational Updates- no decision on NSPI BUTU tariffs, no response on Municipal affairs financing, review of MEUs PPA

# Committee Report



**Committee Name:** Annapolis Valley Homelessness Coordinating Committee

**Meeting Date:** March 9, 2026

**Submitted by:** Deputy Mayor Johanna Kwakernaak

## Key Agenda Items:

1. Welcome and Introductions
2. Approval of the Minutes of the Feb 9 Meeting
3. Business Arising from the Minutes
4. Terms of Reference Discussion
5. New Member requests...
6. Discussion of formulating an Action Plan based on Jan 22 Sticky Notes
7. Other Business

## Key Discussion or Decisions:

- Olivia Peterson representing Homeless No More Committee presented on the Committee. Discussion on how the groups will collaborate and support each other.
- Terms of Reference were approved.
- Note there was a decision to limit the Committee to 15. That the positions are representatives of agencies, organizations, or a specific population. 2 positions are for members with lived experience. Current membership is 14, One current member has lived experience. The vacant position will be held for a member with past or current lived experience.
- Action Items:
  - create a webpage. -The Downtown Kentville Business Community currently is hosting the website
  - Answer the January 22<sup>nd</sup> event questions. Small committee formed to formulate answers which will be posted on the webpage.
  - Creating working groups. The groups will largely follow the areas defined through the grouping of the Jan 22 Questions.

Johanna Kwakernaak

## Committee Report Template

**Committee Name:** Development Group

**Date of Meeting:** Friday, February 27, 2026

**Name:** Mayor Trinacty

### Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Review of potential properties
#2	review of potential developers
#3	identify potential businesses
#4	promotional options
#5	
#6	

### Key Discussion or Decisions:

**Give a brief overview of the key discussions or decisions from the meeting.**

each of the land owners have been approached and the list is at a complete status

The group brainstormed potential developers to share the list with

Began a discussion of businesses that may be interested in available space

Discussed how to promote Berwick and the list -Emily and Katie agreed to work on a promo package

# Committee Report

**Committee Name:** Berwick Electric Commission

**Meeting Date:** March 17, 2026

**Submitted by:** CAO Boyd

## **Key Agenda Items:**

- BEC Department Report
- Relief Fund Update
- Resolution for the Factorydale Hydro Capital Application

## **Key Discussion or Decisions:**

- Department report covered a number of regulatory updates related to NS Power's Annually Adjusted Rates and BEC's Flowthrough application.
- The Chair provided an update on the Relief Fund. The 2026 applications will close on April 1.
- The Commission approved the submission of the capital application to the Nova Scotia Energy Review Board for the Factorydale Hydro refurbishment. This approval is key to receiving the Green Municipal Fund.

# Committee Report

**Committee Name:** Diversity Kings Committee

**Meeting Date:** March 2 2026

**Submitted by:** Deputy Mayor Johanna Kwakernaak

Note this report is based on information from my alternate Heather Morse as this meeting conflicted with the March 2<sup>nd</sup> Stormwater Public Meeting

## **Key Agenda Items:**

- New Business
  - 902 Manup
  - Ross Creek
  - Christian Heritage
  - March Days of Observation

## **Key Discussion or Decisions:**

There were presentations from the 3 diverse groups.

Key March Days of Observation:

International Women's Day. There will be a luncheon on Friday March 6<sup>th</sup> in the Council Chambers with guest speaker Micaela Ellis, writer whose first book whose first book Autism Over the Years, a Twelve Year Old's Memoir, Friday March 6<sup>th</sup> at the Municipal Council Chambers.

The other day which the Diversity Specialists will be supporting in the schools is the International Day of Transgender Visibility.

## Committee Report Template

**Committee Name:** Kings County Trails Society

**Date of Meeting:** Thursday, March 12, 2026

**Name:** Councillor Goddard

### Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Annapolis Valley Trails Coalition updates
#2	Updates on on-going maintenance projects
#3	Update on solar lighting initiatives
#4	Logo Design Concept Review
#5	
#6	

### Key Discussion or Decisions:

**Give a brief overview of the key discussions or decisions from the meeting.**

#1. Agreement among all groups that the Harvest Moon Trail needs consistency throughout. Still moving forward with a Consensus Decision-Making Model but more work needs to be done.

#2. All maintenance is on hold due to winter conditions, the snowmobilers are loving it.

#3. Interesting presentation on solar lighting, by Hike Nova Scotia. handout

#4. We're down to two choices, should decide at next meeting.

Next meeting: April 23, 2016. 7:00pm  
Banks Room, Waterville Firehall.

Respectfully submitted by  
Councillor Goddard

## Committee Report Template

**Committee Name:** Kings Point to Point Transit (KPPT)

**Date of Meeting:** Wednesday, February 18, 2026

**Name:** Councillor Goddard

### Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Community Transportation Assistance Program (CTAP) Budget
#2	Blaise software for scheduling
#3	Accessibility in public transit
#4	
#5	
#6	

### Key Discussion or Decisions:

**Give a brief overview of the key discussions or decisions from the meeting.**

#1) CTAP Budget set and approved with modest cash surpluses for the next three years.

#2) The Blaise software introduced by the province is not working for a vast majority of the members of the Rural Transit Association (RTA).

KPPT must decide whether to stay with it or go back to what we had before.

#3) Accessibility in public transit.

The province has released a draft of new regulations for accessibility in public transit. On Friday, February 13, Kathleen Hull, Executive Director of KPPT, and myself as Board Chair attended a RTA meeting in Dartmouth. The feeling was that the government will need to increase funding in order to make it work. If anyone wants a copy, please let me know.

Respectfully submitted by  
Councillor Goddard.

# Committee Report Template

**Committee Name:** Police Services Advisory Board (PSAB)

**Date of Meeting:** Tuesday, March 17, 2026

**Name:** Councillor Goddard

## Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Bylaw Enforcement Officer Job Description
#2	Increase in Break and Enters
#3	ATVs in Town
#4	Reports
#5	
#6	

## Key Discussion or Decisions:

**Give a brief overview of the key discussions or decisions from the meeting.**

#1. The Board discussed the inclusion of criminal background check requirements within the newly named "Community Compliance Officer" job description. Members emphasized the importance of ensuring that individuals in this role meet appropriate screening standards, given the level of public interaction, authority, and trust associated with the position.

It was moved and seconded that the Community Compliance Officer job description be approved as amended - a requirement for a criminal record check, with consideration given to the inclusion of a Vulnerable Sector Check, in alignment with municipal policies and best practices.

#2. Inspector Collier noted that increases of B&Es are linked to cost-of-living pressures and substance use issues.

#3. Concerns were raised regarding unsafe operation of ATVs on public streets. Discussion included enforcement challenges, such as limitations on pursuing offenders, as well as safety concerns for pedestrians. It was also noted that ATV use serves as an economic driver within the community. The Board recommended reviewing and potentially updating the municipal bylaw, including consideration of designated routes and alignment with other municipalities.

#4. Inspector Bill Collier introduced himself, he will serve as the primary contact for policing matters with the town's PSAB. He will attend meetings regularly and provide updates on behalf of the district.

Inspector Collier provided an overview of a new district policing model, a 24 hour watch system with each watch employing one Sergeant, two Corporals, and approximately ten Constables. The reallocation of supervisory roles from office-based to operational duties will help increase staffing in the field.

Inspector Collier advised that most PSABs meet quarterly. We will look into this.

Board members will reach out to local businesses, with a survey on policing, to be shared with RCMP, to help with setting priorities. It was noted that some Board members

have not received formal Police Advisory Board training. Board chair to contact DOJ to arrange training.  
Next meeting May 19,2026 at 6:30pm. Respectfully submitted by.  
Councillor Goddard.



# Committee Report Template

**Committee Name:** REMAC

**Date of Meeting:** Monday, March 16, 2026

**Name:** Mayor Trinacty

## Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Election of Chair and Vice
#2	REMAC membership and Terms of Reference
#3	Kings Programs Updates
#4	Lake George Wildfire AfterAction Report
#5	
#6	

## Key Discussion or Decisions:

**Give a brief overview of the key discussions or decisions from the meeting.**

Riley Peckford appointed chair, Mike Trinacty appointed vice  
 Reviewed REMAC terms of reference  
 Reviewed update on the various programs - Craig is doing a good job of maintaining the programs, the Berwick Lions request to be a comfort center is still underway  
 Reviewed and discussed the various findings in the 2025 Lake George Wildfire report, procedural changes to follow

## Committee Report Template

**Committee Name:** Valley Regional Services

**Date of Meeting:** Wednesday, March 18, 2026

**Name:** Mayor Trinacty

### Key Agenda Items

The key agenda items covered in the meeting.

	Description
#1	Tidal Transit GM report
#2	Request for Building Design
#3	Valley Waste GM report
#4	Valley Waste Cleaning
#5	
#6	

### Key Discussion or Decisions:

**Give a brief overview of the key discussions or decisions from the meeting.**

Tidal Transit report- Greenwood route still suspended, hope to have a bus available soon, diesel fuel prices have spiked, full compliment of drivers in place after a long time, March 18 Public Transit Appreciation Day  
Request for Building Design - discussion of the cost and appointment of a design company -decision to seek more info on the total project

Valley Waste GM Report - 3 capital projects tendered (baler, expansion to Western Centre, construction of a warehouse building at Western Centre), 3 season staff hired, great response to battery drop off initiative, changes in private road pickup due to the size of the trucks, 2 large items will be allowed curbside starting in April

Valley Waste Cleaning Contract- the decision was made not to award either of the tendered proposals and to hire a cleaning staff for one year

# MAYOR'S REPORT

FROM Feb 25/26 TO March 24/26

<b>Date</b>	<b>Lead</b>	<b>Purpose</b>
Feb 25	AREA board meeting	Regular meeting
Feb 26	Fire Services Committee	Insurance presentation
Feb 27	Development Group	Regular meeting
Mar 9	Host 14 Wing officials	Presentation on 14 wing expansion
March 10	Town Council	Regular meeting
March 11	Public safety Workshop	Frauds and scams, 56 participants
March 11	Fire Services Committee	Bridge flower bed presentation
March 16	REMAC	Regular meeting
March 17	BEC	Regular meeting
March 17	AREA consultants	AREA financial policy review
March 18	Valley Services	Regular meeting
March 19	Hall of Fame	Regular meeting
March 19	GVM Steering Committee	Review of options for old site
March 23	Housing Discussion	Meeting with Valley Roots
March 24	COTW	
March 25	AREA	
March 31	Special Council -tentative	
April 1	Valley REN	

<b>April 2</b>	<b>Housing Webinar</b>	
<b>April 2</b>	<b>PAC</b>	
<b>April 13</b>	<b>LOC-REN board</b>	