

Town of Berwick Special Council Meeting

October 27, 2026

Town of Berwick Council Chambers

Immediately following Committee of the Whole Meeting

AGENDA

1. Call to Order

2. Approval of the Agenda

3. New Business

- a. RFD026-2026 – Community Food Policy
- b. RFD027-2026 – CAO Performance Review Policy
- c. RFD028-2026 – TBR for refinancing debenture 31-A

4. In-Camera

5. Adjournment

REQUEST FOR DECISION

RFD026-2026: Community Food Policy



To: Council
From: Taylor Boylan, Recreation Coordinator
Date: October 21, 2026
Subject: Community Food Policy Revisions

References/Attachments

- 5.022 Community Food Policy DRAFT

Legislation

N/A

Recommendation

That Council approve the revised Community Food Policy, as presented.

Background

The Town of Berwick approved a "Healthy Eating Environment" Policy in December of 2015. This policy has been used as a tool over the past ten years to guide decision-making with regard to food choices for Town of Berwick programs and events, with varying levels of success. In 2025, Community Development staff engaged with members of Nova Scotia Public Health to review the existing policy and identify changes, bringing the policy forward into 2026. Through these discussions, it was identified that the existing policy could benefit from substantial updates to better reflect the Town's current priorities and the broader impact of food choices at Town programs and events.

The updated policy considers not only healthy eating, but also environmental sustainability, inclusiveness and accessibility, local and sustainable food sources, and reducing barriers to participation. The goal of the policy is to provide a practical framework for staff when planning and purchasing food and beverages for Town programs, events and activities, while recognizing that each event is different and that cost, availability and practicality need to be considered.

The updated policy provides clear direction for staff and supports more consistent decision-making, while encouraging food choices that are healthy, inclusive, accessible, locally sourced where possible, and mindful of environmental impacts.

The draft policy was presented to the Community Development Committee last month for review and feedback. The Committee suggested minor but important updates, which have been incorporated into the version presented for approval.

REQUEST FOR DECISION

RFD026-2026: Community Food Policy



Financial Implications

Staff are confident that the proposed policy updates can be accommodated within the existing budget.

Priority Alignment

Strategic Alignment	Connection to Strategic Plan
Community Well-Being & Inclusion	Supportive Community>Healthy Food Environment Policy Review
Infrastructure	
Environmental Sustainability	
Economic Development	
Administrative	
Not Applicable	

Alternatives

Council may recommend changes to the proposed policy.

Community Engagement/Communication

When revisions are accepted by Council, a public information campaign will be prepared by members of Nova Scotia Public Health and the Community Development Department for members of the public.

CAO Comments

I support the staff recommendation. Per the *Municipal Government Act*, council must be given at least seven days notice before a policy is passed, amended or repealed. Therefore, the policy will be approved at the next Council meeting. The notice requirement has been met.

CAO Initials: JB

Target Decision Date: October 27, 2026

Healthy Eating Environment Policy

Department: **Community Development** Policy No: **5.22**
Adopted: **December 08, 2015**
Revision: **October 13, 2026**

1. Policy Statement

To create healthy and sustainable food environments by increasing access to and consumption of healthy foods and beverages within municipal settings — making the healthy and sustainable choice the easy choice — and by reducing environmental impact and greenhouse-gas emissions associated with municipal food procurement and food programming.

2. Definition of a Healthy & Sustainable Food Environment

A healthy and sustainable food environment encourages the production and consumption of healthy and sustainable foods and beverages by making them available, accessible, appealing, affordable, and sustainable, using local/seasonal produce, following Canada's Food Guide which emphasizes plant-based proteins, minimizing food-system greenhouse gas emissions, and using environmentally responsible service and waste practices.

3. Equity, Inclusion, Accessibility and Cultural Responsiveness

The Town of Berwick recognizes that food is connected to culture, religion, income, health needs, accessibility, dignity, and belonging. When Town staff provide, purchase, arrange, promote, or represent the Town in settings where food and beverages are served, staff will consider inclusive and culturally responsive food practices. Where possible, this includes considering:

- diverse cultural and religious dietary practices
- food intolerances, allergies, and health-related dietary needs
- vegetarian or plant-based options
- accessible food service set-up
- plain-language food labels
- free access to safe drinking water
- approaches that avoid stigma about food

Truth & Reconciliation begins by acknowledging how historic government policies have disrupted [First Nation, Inuit, and Metis] food systems, and ensuring that decision making going forward:

- supports Indigenous self-determination, meaning the ability of Indigenous peoples to define their own food systems,
- recognizes that food is a way of sustaining culture and community, and reconnecting to the land,
- looks seven generations ahead to assess the impact of the current actions on future generations; and,
- promotes two-eyed seeing to ensure that Indigenous knowledge and practices are considered alongside other forms of knowledge and evidence.

These practices are intended to support a welcoming environment while recognizing that the Town's role may vary depending on whether the activity is Town-led, Town-supported, rented, sponsored, or community-led.

4. Background

The Healthy Eating Environment Policy was originally adopted in 2015. It was updated in 2026 to reflect changes in Town priorities and the 2025-2029 Strategic Plan. The Town recognizes the many reasons to choose healthy and sustainable choices in municipal settings, including:

1. Create environments that support healthy eating and sustainable food choices by ensuring all individuals have access to affordable, appealing, nutritious, culturally appropriate, and environmentally responsible food and beverage options.
2. Support long-term improvements in community health and well-being by reducing the risk of diet- and climate health risk-related conditions, including Type II diabetes, cancer, heart disease, obesity, and respiratory illness, while contributing to environmental sustainability and climate resilience.
3. Reflect growing evidence across Canada on the importance of creating supportive, healthy, and sustainable food environments through policy and systems change.
4. Align with present and future healthy eating, climate action, sustainability, and food security strategies and initiatives across Nova Scotia.
5. Promote local and regional economic development through sustainable agriculture, local food procurement, and responsible food sourcing practices.
6. Recognize the many ways food intersects with income, culture, health, dignity, faith, and community, and strive to create equitable municipal food experiences in Berwick where all residents feel welcomed, valued, and a sense of belonging.
7. Municipal food purchasing and serving contributes to environmental impacts and that by adopting sustainable procurement and serving practices the Town can reduce greenhouse-gas emissions, support local agriculture and food producers, shorten supply chains, reduce waste, and model climate-responsible behaviour.

Thus, the policy supports long-term community health, environmental sustainability, and local economic resilience.

5. Objectives

1. To improve the availability and normalize consumption of healthy, local, sustainable food and beverage options for all town affiliated events/meetings/venues.
2. To encourage buying and supporting local producers thereby supporting economic sustainability and local prosperity.
3. To develop a promotion/communication plan (which will include an educational piece).
4. To progressively implement sustainable food procurement and service practices — including local sourcing, reduced packaging, composting/recycling, and food offerings with the lowest greenhouse gas emissions (e.g. emissions through production, transportation, disposal, etc.) — at all municipal events, facilities, and food contracts.

5. To monitor and report annually on procurement and service metrics: local-food percentage, waste diversion, access to clean water, and other environmental indicators.

6. Scope

This policy applies to the food and beverages served in the following areas:

- All municipal recreation programs, events and meetings.
- All municipal staff and/or council meetings and events (including workplace wellness programs).
- All procurement, contracts or vendor agreements for food services under municipal funding or oversight.

Furthermore, this policy applies to the acceptance or giving of gifts that include food and/or beverage (e.g. accepting gifts at conferences, providing thank you gifts, etc.) while acting as a representative of the Town (e.g. staff or council roles).

Exceptions:

This Policy does not apply to foods brought in by Councilors and Staff for personal consumption.

Events or rentals by outside organizations: While encouraged, renters are not strictly required to meet all Policy requirements. If the Town is co-hosting an event, this policy will apply. The exemption is in place for organizations renting space for non-municipal events.

7. Policy Components

7.1 Food and Beverages Served

All foods and beverages served will be consistent with Canada Food Guide nutrition recommendations, as summarized in **Appendix A**.

At all municipal-organized events, meetings, programs, and catering, use “plant-forward” default menus and protein options to reduce environmental impacts while maintaining healthy eating standards (see sample menu options in **Appendix B**).

Prioritize local and seasonal produce and food products, especially from farms and producers in Kings County / Annapolis Valley / Nova Scotia, whenever feasible and economically reasonable.

Ensure access to safe, potable water (tap or treated well water) at all facilities and events; encourage reusable water bottles or jugs instead of disposable bottled beverages.

7.2 Infant Feeding

Whether a family chooses to breast/chestfeed or formula feed, our Town supports all infants to be fed by acknowledging and providing:

- Parents have the right to breast/chestfeed anytime, anywhere, including in all municipal facilities. This right is protected by the Nova Scotia Human Rights Act.
- Signage promoting breast/chestfeeding displayed in all municipal facilities (e.g. the “Together We Are Baby-Friendly” image as found here: [Baby-Friendly Initiative | Nova Scotia Health](#))
- Where possible, a private space for infant feeding (such as an office or other room or family tent during outdoor events). Use of this space will be optional, and no parent or caregiver will be directed away from a public area because they are feeding an infant.
- Access to clean drinking water for mixing infant formula.

7.3 Food Safety

- Food establishments within municipal settings which hold a food establishment permit from the Nova Scotia Department of Environment are to prepare and serve foods in accordance with [Nova Scotia Food Safety Regulations](#).
- At least one person with current recognized food-safety training must be present whenever the Town serves food.

7.4 Access to and Protection of Drinking Water

The Town will ensure access to safe and clean drinking water. This includes:

- During municipal events, recreation programs, meetings
- In all municipally owned facilities and parks (e.g. refill stations, etc.)
- During emergencies and/or drought where access to water is limited or water quality is compromised

Any unsafe water source will be labeled. The label will include a statement that the water is unsafe for drinking/cooking and the location of the closest safe drinking water access point.

7.5 Food Equipment, Supplies & Serving

Where possible, re-usable dishes will be used to reduce waste. If re-useable dishes are not available, recyclable or biodegradable dishes will be utilized. Avoid using dishes (re-usable, recyclable or biodegradable) with branding from businesses that do not align with the Promotion, Advertising and Sponsorship Section of this Policy (7.7).

When possible, bulk service containers will be used rather than single-serve (e.g. pitcher of cream versus individual creamers).

Access to safe, potable water (tap or treated well water) will be available at all facilities and events; reusable water bottles or jugs will be encouraged instead of disposable bottled beverages.

Clearly visible bins and signage will be available at events/facilities for landfill, recycling, and compost.

Leftover food to local community food programs (e.g. food bank, food pantries, Evangeline Hub) will be donated when safe and permitted.

As the Town replaces appliances and equipment (e.g. fridge, freezer, stoves, etc.), only products that meet EnerGuide standards will be purchased.

7.6 Edible Landscaping

Edible landscaping promotes the availability and accessibility of nutritious and locally produced food options. It uses plants, trees, shrubs, etc. that produce food or support pollinators rather than those that are ornamental. The Town will use and promote edible landscaping in municipally owned or operated spaces (e.g. planting native fruit trees). The Town will provide access to municipal water (e.g. taps, filling rain barrels, etc.) for community gardens and public food production efforts which support increasing the edible landscape throughout the Town.

7.7 Promotion, Advertising & Sponsorship

Marketing can have both positive and negative impacts on our communities, environments, and health (e.g. marketing of unhealthy food and beverage products has a strong influence on the food choices of children and adults). Before accepting an opportunity from a sponsor, company, or organization (referred to collectively as 'organization' moving forward), the Town will consider the following:

1. Does the organization's values and practices align with the vision, mission, values and strategic priorities of the Town? With the Town's Equity, Diversity, Inclusion and Accessibility Plan?
2. Would acceptance create any real or perceived conflict(s) of interest?
3. Is the organization's primary product/focus health promoting?
Avoid those with a primary product/focus in the below categories:
 - a. Substances (tobacco, alcohol, cannabis)
 - b. Ultra processed foods
 - c. Products that harm the environment (fossil fuels, pollutants, high emissions)
 - d. Gambling
4. Does the impact or benefit outweigh identified risks?

Appendix E offers a Food Industry Sponsorship Decision Making Tool.

7.8 Gifts

The Town of Berwick will ensure that any gifting and/or receiving of items on behalf of the Town, or while acting as a representative of the Town, will align with the Town's values and this Policy.

Giving or receiving gifts including items in the avoid list of Section 7.7 or items with branding from those organizations is not permitted.

See **Appendix D** for examples of locally sourced gift ideas.

8. Procurement & Vendor / Contract Requirements

- All new or renewed food-service contracts funded or organized by the Town must include a "Sustainable Food & Catering Clause," stating that vendors agree to the elements of this Policy. Such as, confirming they agree to:
 - Source local/seasonal products whenever possible;
 - Report annually on origin of food (local vs non-local), type (e.g., produce, meat, packaged), and dishes/packaging used;
 - Use reusable or certified compostable
 - Minimize food and packaging waste.

See Appendix C

9. Monitoring, Reporting & Evaluation

Within 12 months of adopting this revised policy, municipal staff will establish a practical baseline for municipal food procurement and service using information that is reasonably available. The baseline may include:

- Total municipal spending on food and catering;
- The approximate proportion of food sourced locally;
- The types of municipal events and facilities where food is served;
- The availability of safe drinking water at municipal facilities and events;
- The number or scope of edible-landscaping initiatives on municipal property;
- The use of packaging and service ware; and

- Food-waste management practices, including donation, composting, recycling, and disposal.

Annually thereafter, the Town will publish a Sustainable Food & Catering Report that includes:

- Total municipal food-purchasing and catering spending;
- Percentage of food sourced locally, by spending, weight or value;
- Number or proportion of events using plant-forward default menus;
- Volume or weight of waste diverted through donation, composting or recycling compared with waste sent to landfill;
- Information on access to safe drinking water at municipal facilities and events;
- Progress related to edible landscaping on municipal property;
- Approximate reductions in environmental impact, if quantifiable, or proxy indicators such as reductions in single-use plastics, increased composting and increased local procurement; and
- Recommendations for improvement.

Provide regular training and guidance to staff, vendors and contractors on sustainable catering and food procurement, plant-forward menu planning, and waste-diversion best practices.

10. Implementation & Responsibility

- Designate a staff lead or position (e.g., Recreation / Active Living Coordinator or a Sustainability Coordinator) responsible for oversight and implementation of the policy, vendor/contract compliance, data collection, and reporting.
- Provide guidance documents and training for municipal staff, facility operators, vendors, and contractors on sustainable food procurement, plant-forward menus, composting, and waste diversion.
- Phase-in the policy: for example, begin with municipal events and recreation facilities, then expand to all municipal food-related procurement over 1–2 years. Pilot projects (e.g. plant-forward events, local-food sourcing, compostable serviceware) can demonstrate feasibility and build support.
- Build evaluation and review cycles: every 2–3 years, assess performance against the policy’s objectives and metrics; revise definitions (local, sustainable), procurement thresholds, and implementation strategies as needed.
- Town of Berwick staff will follow up with Public Health Staff from Nova Scotia Health if required for further guidance or support.

11. Definitions

Local: Local, in this policy, means products that are grown, produced, or processed in Nova Scotia. Processed refers to raw products that have been changed from their original form.

Sustainable: Practices “that do not harm the environment so that natural resources are still available in the future”.ⁱ

Revision Dates:	December 8, 2015 October 8, 2026
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References

¹ Cambridge Dictionary. (n.d.). Sustainable. *Cambridge Dictionary*. Retrieved August 25, 2026, from <https://dictionary.cambridge.org/dictionary/english/sustainable>

Appendix A – Nutrient Criteria

Consider the following nutrient criteria and recommendations when choosing foods and beverages to serve:

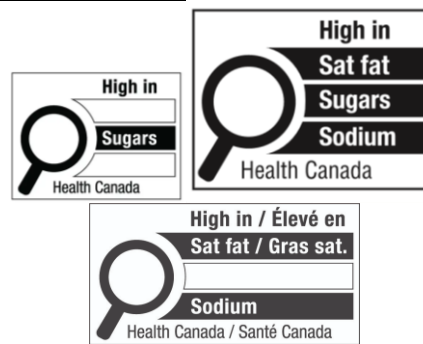
Vegetables and Fruit	
To Create Healthier Food Environments	Examples
- Offer vegetables and/or fruit with little to no added sodium and saturated fat. - When meals are served, ensure options are present so patrons can make vegetables or fruit the largest part of their meal (i.e., half of the meal). - These foods can be fresh, frozen, canned, or dried.	- Fruit/vegetable platter (serve with a yogurt, ranch, or nut butter dip, for example) - Salad bars - Fruit salad cups (fresh or frozen fruits) - Packaged fruit cups in water or juice - Fruit kebabs prepared fresh (grapes, cut melon or pineapple, berries, etc.)
Whole grains, whole grain foods and 100% whole wheat foods	
To Create Healthier Food Environments	Examples
- Offer whole grain or 100% whole wheat options whenever grain foods are served. - Some foods may look like they are whole grain because of their color or labelling (e.g., "multigrain"), but they may not be. - Read the ingredient list and choose foods that have the words "whole grain" followed by the name of the grain as the first ingredient like "whole grain oats" and "whole wheat."	- Brown rice, wild rice, oats, quinoa, amaranth, barley, buckwheat, millet, rye - Whole grains or 100% whole wheat breads, bagels, pita breads, rolls, crackers - Whole grain or 100% whole wheat baked goods (e.g., muffins) - White rice as part of an authentic cultural dish/recipe - Gluten Free Options include: - Unflavored popcorn - Gluten-free crackers - Rice - Pulses and legumes that are labelled "gluten-free" (chickpeas, lentils, peanuts) - Oats labelled "gluten-free" - Flax and hemp seeds labelled "gluten-free" - Grains and flours labelled "gluten-free", such as amaranth, buckwheat, corn flour, millet, quinoa, rice flour <i>It is not recommended to purchase "gluten-free" baked products from bakeries that also make gluten-</i>

	containing items due to the risk of cross-contamination.
Protein Food	
To create healthier food environments	Examples
- Choose protein foods with little to no added sodium and saturated fat, and little to no free sugars. - Simulated meat products like meatless burgers or sausages can be high in sodium and saturated fat. - Prioritize meals and dishes that incorporate other nutritious plant-based proteins.	- Plant-based examples: Hummus, soy products (such as tempeh and tofu), legumes (e.g., beans, peas and lentils) - Cheese (e.g., hard cheese, cottage cheese) - Lean animal sources: Chicken and turkey (fresh/frozen), extra lean or lean ground meat, fish and shellfish (canned/fresh/frozen), Wild game - Nuts and seeds
Beverages	
To create healthier food environments	Examples
- Always make drinking water available at no cost. - E.g., cold water dispensers, fountains, or water bottle refill stations. - See "Items not to be served" section below for alcohol and energy drink recommendations.	- Beverages aligned with Canada's food guide (unsweetened): - Coffee and teas - White milk (0-2% MF) - Fortified plant-based beverages (e.g., soy beverage) - Canned beverages with little to no added sugar (e.g. unsweetened sparkling waters)
Packaged Foods	

- Health Canada front of package labeling indicates that the food item is high in one or more of the following nutrients: saturated fats, sugars, and/or sodium.
- If a food item contains this label, consider:



- Serving less of it compared to foods without the label.
- Serving it with foods without this label (e.g., fresh fruit and vegetables).



Items to Serve Less of ***Foods that are not consistent with Canada's Food Guide***

- Products that are deep-fried
- Chips (e.g., potato chips, tortilla chips, corn chips, veggie chips)
- Soft drinks and other sweetened beverages

Items Not to be Served

- Alcohol and non-alcoholic beverages that resemble or could be mistaken for alcoholic beverages (e.g., non-alcoholic beer/wine, mocktails, etc.).
- Foods and beverages containing cannabis (e.g. "edibles")
- Energy drinks

Understanding Food Package Labels

Choosing nutritious foods that aligns with your communities goals starts with understanding the information on food packages. This guide will help you interpret Nutrition Facts tables and front-of-package nutrition symbols so you can compare products with confidence.

1

Look at the amount of food

Nutrition Facts are based on a specific amount of food (also known as the serving size). Compare this to the amount you actually eat.

2

Check the % Daily Value (DV)

The % daily value helps you see if a specific amount of food has a little or a lot of a nutrient.

5% DV or less is a **LITTLE**

15% DV or more is a **LOT**

This applies to all nutrients.

3

Choose

More of

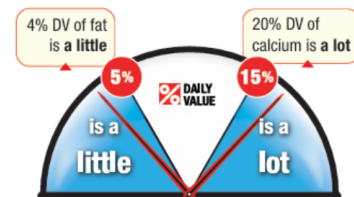
- Fibre
- Calcium
- Iron

Less of

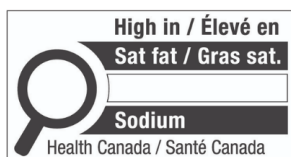
- Fat
- Saturated and trans fats
- Sodium

Nutrition Facts Valeur nutritive	
Per 1 cup (250 mL) pour 1 tasse (250 mL)	
Calories 110	% Daily Value*
Fat / Lipides 0 g	0 %
Saturated / saturés 0 g	0 %
Trans / trans 0 g	
Carbohydrate / Glucides 26 g	
Fibre / Fibres 0 g	0 %
Sugars / Sucres 22 g	22 %
Protein / Protéines 2 g	
Cholesterol / Cholestérol 0 mg	
Sodium 0 mg	0 %
Potassium 450 mg	13 %
Calcium 30 mg	2 %
Iron / Fer 0 mg	0 %

*5% or less is a **little**, 15% or more is a **lot**
*5 % ou moins c'est **peu**, 15 % ou plus c'est **beaucoup**



Check the Front-of-Package Nutrition Symbol



Saturated fat, sugars, and sodium are nutrients of concern. Evidence shows that high intakes of these can contribute to various diseases, such as heart disease and type 2 diabetes.



Tips for serving foods with this symbol:

- Limit items served with this front of package label
- If serving an item with this symbol, pair with items lower in these nutrients



References:

Health Canada. (2011). Using the Nutrition Facts table: % Daily Value [Fact sheet]. Government of Canada. <https://www.canada.ca/content/dam/canada/health-canada/migration/healthy-canadians/alt/pdf/publications/eating-nutrition/label-etiquetage/fact-fiche-eng.pdf>
Health Canada. (2022). Front-of-package nutrition labelling. Government of Canada. <https://www.canada.ca/en/health-canada/news/2022/06/front-of-package-nutrition-labelling.html>
Health Canada. (2024). Nutrition labelling: Nutrition facts table. Government of Canada. <https://www.canada.ca/en/health-canada/services/food-nutrition/nutrition-labelling/nutrition-facts-tables.html>

APPENDIX B – Sample Menu

Sample Serving Ideas that Fit with Nutrient Criteria

Event example	Sample menu
Snacks at a staff meeting	- Local seasonal fruit/veggie tray with yogurt or hummus dip - Whole-grain crackers with cheese (include gluten-free cracker option) - Tea, coffee, and water
Community event (i.e. party in the park)	- Apple basket or seasonal fruit/ vegetable cups - Unflavoured popcorn - Water refill station
Christmas	- Hot chocolate - Unflavoured popcorn - Clementines or apple slices - Whole grain mini muffins
Halloween	- Clementines - Apple slices - Unflavoured popcorn - Whole-grain crackers with cheese (include gluten-free cracker option) - Roasted pumpkin seeds
Easter	- Apple basket or seasonal fruit/ vegetable cups

References

- Celiac Canada. (2023). *Food Labelling: Guidelines for Individuals with Celiac Disease Following a Gluten-Free Diet*. <https://www.celiac.ca/wp-content/uploads/2024/01/CCA-Labelling-Document-AUG23.pdf>
- Health Canada. (n.d.). *Food guide friendly: Create a healthier food environment*. Canada's Food Guide. <https://www.canada.ca/en/health-canada/services/food-guide/educators-professionals/friendly.html>
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- Health Canada. (2024). Nutrition labelling: Nutrition facts table. Government of Canada. <https://www.canada.ca/en/health-canada/services/food-nutrition/nutrition-labelling/nutrition-facts-tables.html>
- Nova Scotia Department of Education and Early Childhood Development, Nova Scotia Department of Health and Wellness, Nova Scotia Health, Public Health. (2024). *School food and beverage standards*. Province of Nova Scotia. <https://www.ednet.ns.ca/docs/schoolfoodandbeveragestandardsen.pdf>

Appendix C - Sample Contract / Vendor Clause (to embed in purchase agreements or catering contracts)**Sustainable Food & Catering Clause**

The Contractor/Supplier agrees that for any food or beverage provision under this contract, they will:

1. Prioritize locally-grown or produced foods and seasonal items (Nova Scotia produce/farms) where available.
2. Use reusable dishes where possible; if disposables are necessary, use certified compostable or recyclable materials.
3. Minimize packaging and single-use plastics.
4. Provide transparent reporting annually (or per contract term) of origin of food purchases (local vs non-local), packaging/dishes used, and methods of waste disposal or diversion.
5. Offer plant-forward default menus and proteins for municipal events, with animal-based proteins optional or only on request.
6. Cooperate with Town waste-diversion or composting programs and redirect excess food (when safe and permitted) to local community food-sharing or donation programs rather than landfill.
7. Allow the Town to review compliance; failure to meet sustainability requirements may affect future contract renewals or procurement decisions.

Appendix D – Gift Ideas

“In Your Honour” gifts

- Purchase edible shrub from (Glad Gardens/Briar Patch Nursery) to plant at community garden in (park)
- Apple Fund Donation

Gift Basket of apple products (apple juice/cider, apple chips, apple preserve, etc.)

Gift Certificate for local restaurant

DRAFT

Appendix E - Food Industry Sponsorship Decision-Making Tool

This tool is intended for groups who are considering sponsorship from the food industry but also want to limit/restrict the impact of this type of sponsorship on the children and youth they serve.

This tool assigns a score based on company characteristics, the types of products they offer, and the type of recognition they are requesting in exchange for their sponsorship.

	Points
1. Scoring for local company: <i>Are they a locally based and operated business?</i>	
☐ Yes-in your community	3
☐ Yes-in Nova Scotia	2
☐ Yes-in the Atlantic provinces	1
☐ No – Outside Atlantic provinces	0
YOUR SCORE:	
2. Scoring for the types of products they offer <i>Do they serve, sell, or produce healthy foods* – think about the guidelines that are set in place for schools.</i>	
☐ Yes – all the products they serve, sell, or produce would be considered nutritious	2
☐ Yes – 70% of the products they serve, sell, or produce would be considered nutritious	1
☐ No – over 40% of the food products they serve, sell, or produce are not considered nutritious	0
YOUR SCORE:	
3. Scoring for the type of recognition expected for their donation/sponsorship <i>Does the company require visible recognition of their donation/sponsorship?</i>	
☐ No - No visible use of company logos or announcement of funding is needed	3
☐ Yes - Logo/company name must be displayed (i.e. on equipment they have purchased, etc), but not on children's clothing	2
☐ Yes – Public acknowledgement of the sponsorship (i.e. funds received), company logos are displayed in physical spaces, in written communications, and in social media, etc.; but not on children's clothing	1
☐ Yes – In addition to the above, the company logo/name is placed on children's clothing	0
YOUR SCORE:	
Total Score:	

If the total score is:	0–2 points: Do not accept sponsorship from the company 3–5 points: Consider accepting sponsorship from the company** 6–8 points: Accept sponsorship from the company
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*If you are unsure as to whether a company's products are considered nutritious or not, please contact the Public Health Nutritionist in your area.

**If the total score is 3–5 points, consider these questions when trying to decide whether sponsorship from a company should be accepted:

- Does the company align with the organization's principles and mission/mandate, values, etc?
- Is there an opportunity to negotiate the terms of the recognition the company has requested?
- Is the company the sole sponsor for the organization? Is there a mix of sponsors for the organization?
- If the sponsorship is accepted, can the organization revisit their policy in X # of years with the goal of finding a different source of funding?

Additional tips and information to support conversations with youth-serving organizations that are considering sponsorship from the food industry:

- Here are some examples of companies that typically wouldn't be considered local and often have a product mix where unhealthy options dominate: Pepsi co, the Coca-Cola Company, Tim Hortons, MacDonalds, Dairy Queen, Nestle, Kraft, The Hershey Company, Red Bull, McCain Foods Limited, etc.

Food policy highlights

A practical approach to food that supports health, community, the local economy and the environment.

Healthy eating—and beyond

The proposed policy adds local, sustainable, equitable and culturally responsive considerations to food decisions.

What the policy supports

1

Nutrition and wellbeing

Serve a variety of foods aligned with Canada's Food Guide, including more plant-based proteins.

2

Local and sustainable food

Choose Nova Scotia-grown, produced or processed food where possible. Reduce waste and use environmentally responsible serveware.

3

Clean drinking water

Provide safe drinking water at Town events and facilities—and during emergencies when water is limited or unsafe.

4

Welcoming infant feeding

Create safe, welcoming spaces to breast/chestfeed, formula feed and change infants. Promote "Together We Are Baby-Friendly."

5

Edible landscaping

Choose public greenery that produces food or supports pollinators—not only ornamental plants.

6

Equity and belonging

Recognize that food is connected to culture, religion, income, health needs, accessibility, dignity and belonging.

Truth and Reconciliation

Food decisions should acknowledge harms to Indigenous food systems and support:

Indigenous self-determination

Culture, community and connection to land

Thinking seven generations ahead

Two-Eyed Seeing in decision-making

Tools that support implementation

Sample menus

Ideas for Town events and workplace meetings.

Sponsorship guide

A tool for assessing food industry partnerships.

Nutrient criteria

Practical guidance based on Canada's Food Guide.

Local gift ideas

Options that support Berwick and the Valley.

Vendor clause

Sample contract wording aligned with the policy.

REQUEST FOR DECISION

RFD027-2026: CAO Performance Review Policy



To: Council
From: Jen Boyd, CAO
Date: October 21, 2026
Subject: CAO Performance Review Policy

References/Attachments

- Draft CAO Performance Review Policy

Legislation

- *Municipal Government Act*

Recommendation

That Council approve the CAO Performance Review Policy as presented.

Background

The Chief Administrative Officer (CAO) is Council's sole employee. Therefore, a strong relationship is vital to the ongoing success of the Town. Regular reviews are essential to provide opportunities for feedback on job performance, and professional development opportunities.

The proposed policy provides the overall structure and timelines for the ongoing performance management of the CAO. The Mayor and Deputy Mayor are responsible for leading the performance review process. The goal is to complete the review by the end of February to ensure any compensation adjustments or professional development are included in the upcoming budget.

A template for the performance review has been shared with Council. The goals and objectives have also been approved for 2026/27.

Financial Implications

Annually, Council may agree to a compensation adjustment and/or additional training and professional development opportunities that will impact the upcoming budget.

The goal is to complete the CAO Performance Review by the end of February prior to approval of the budget.

REQUEST FOR DECISION

RFD027-2026: CAO Performance Review Policy



Priority Alignment

Strategic Alignment	Connection to Strategic Plan
Community Well-Being & Inclusion	
Infrastructure	
Environmental Sustainability	
Economic Development	
Administrative	The CAO Performance Review Policy and Process was identified as a strategic objective for 2026/27.
Not Applicable	

Alternative

Council may recommend changes to the proposed policy.

Community Engagement/Communication

Approved policies will be available on the Town's website.

CAO Comments

I support the staff recommendation. Per the *Municipal Government Act*, council must be given at least seven days notice before a policy is passed, amended or repealed. Therefore, the policy will be approved at the next Council meeting. The notice period has been met.

CAO Initials: JB

Target Decision Date: October 27, 2026

CAO Performance Review

Department: Administration **Policy No:**
Adopted: October 27, 2026 **Revision Dates** n/a

1. Purpose

The CAO is the sole employee of Council. Council recognizes the importance of performance reviews to ensure the ongoing success of the Town and maintain an effective and professional relationship between the Council and CAO. Regular reviews are essential to provide opportunities for feedback on job performance, and professional development opportunities.

The purpose of this policy is to provide a structured process to set clear objectives of the CAO, enable ongoing feedback on the CAO's performance, support open communication between the Council and CAO and serve as a basis for compensation adjustments.

2. Scope

This policy applies to the Council and CAO relationship in relation to performance review, compensation adjustments and professional development.

3. Definitions

- 3.1. "CAO" means the Chief Administrative Officer of the Town of Berwick.
- 3.2. "Council" means the Town Council of the Town of Berwick.
- 3.3. "Deputy Mayor" means the Deputy Mayor of the Town of Berwick.
- 3.4. "Town" means the Town of Berwick.
- 3.5. "Mayor" means the Mayor of the Town of Berwick.

4. Roles and Responsibilities

4.1. Council

- a) Ensures the goals and objectives of the CAO and the organization are aligned with the strategic direction of the

Town.

- b) Ensure the process is effective and professional and strengthens the relationship between the Council and CAO.
- c) Review and approve any revisions to this policy.

4.2. Mayor and Deputy Mayor

- a) Lead the review process and ensure all components are completed annually.
- b) Provide recommendations for revisions to this policy.

4.3. Chief Administrative Officer

- a) To actively review Council's CAO Performance Review Plan and discuss opportunities for the year ahead related to activities, efforts or suggested areas for improvement.
- b) Ensure the process is effective and professional and strengthens the relationship between the Council and CAO.
- c) Provide recommendations for revisions to this policy.

5. Policy

5.1. The CAO Performance Review will be led by the Mayor and Deputy Mayor.

5.2. The review, including any salary adjustments, training and professional development opportunity approvals, will be completed by the end of February.

5.3. At the beginning of the review cycle:

- a) The Mayor, Deputy Mayor and CAO will identify goals and objectives that align with the Town's Strategic Plan and/or annual work plans.
- b) The goals and objectives will be presented to Council by the end of the first quarter for approval.
- c) The review cycle is defined by the fiscal year.

5.4. Progress Updates and Mid-Year Check-In

- a) The CAO will provide progress updates of the goals and

objectives to the Mayor through regular meeting.

- b) The Mayor and Deputy Mayor will meet mid-year with the CAO for a check-in.
- c) The check-in will be informal and include dialogue around successes, barriers to success or changes to the goals or objectives based on a shift in strategic priorities.
- d) Additional check-ins may be initiated if required.

5.5. At the end of the review cycle:

- a) The CAO will provide the Mayor and Deputy Mayor with a self-assessment of the goals, key performance objectives and accomplishments of the year including a reflection on performance and/or factors that affected performance.
- b) The CAO will also identify any training/professional development opportunities for the upcoming year.
- c) The Mayor and Deputy Mayor will share the completed evaluation with Council and request feedback. The feedback will be summarized from Mayor and Council.
- d) The Mayor and Deputy Mayor will discuss the completed package and any compensation adjustments with Council in-camera prior to meeting with the CAO for final sign-off.

6. Review

This policy will be reviewed in 2028 following the municipal election and every four years thereafter.

Jennifer Boyd, CAO

Date

**REQUEST FOR DECISION
RFD028-2026: TBR & Pre-approval
Resolution- Refinance Debenture
31-A Commercial St.**



To: Council
From: Director of Finance
Date: October 27, 2026
Subject: Temporary Borrowing Resolution and Pre-approval Resolution- Refinance Debenture 31-A-1 Commercial St.

References/Attachments

- Notice of Balloon Payment Due in Fiscal 2026-2027
- Temporary Borrowing Resolution Refinance 31-A Commercial St.
- Pre-Approval Resolution of Debenture Issuance

Legislation

Pursuant to the *Municipal Government Act*, Section 88

Recommendation

That Council approve the Town of Berwick's temporary borrowing resolution to refinance the amounts of \$77,125 for Commercial St.

Background

In 2011, Berwick placed a debenture of \$308,500 for a capital project on Commercial St. for a term of 15 years. At the end of the 15 years, in 2026, Berwick would have the option of making a balloon payment or refinancing the balance for an additional 5-year term. As the Town is not in a financial position to make the required balloon payment, the amount must be refinanced.

To meet the Municipal Finance's requirements, the Town must approve the two resolutions in this expedited process to meet the October 29th, 2026, deadline. Should Council elect not to approve, Municipal Finance may collect the balloon payment for the balance of the loan.

Financial Implications

The operating budget reflects the continued annual debt repayments. The Fall debenture interest rates are determined by Municipal Finance. Municipal Finance offers excellent, low interest rates for municipalities. Should Council elect not to refinance, and a balloon payment is collected by Municipal Finance, these funds will need to come from the Town's operating reserve, putting the Town in a compromising position for future operating reserve fund requirements.

REQUEST FOR DECISION
RFD028-2026: TBR & Pre-approval
Resolution- Refinance Debenture
31-A Commercial St.



Priority Alignment

Strategic Alignment	Connection to Strategic Plan
Community Well-Being & Inclusion	
Infrastructure	
Environmental Sustainability	
Economic Development	
Administrative	
Not Applicable	Not Applicable

Alternatives

N/A

Community Engagement/Communication

N/A

CAO Comments

I support the recommendation.

CAO Initials: JB

Target Decision Date: October 27, 2026

January 22, 2026

Jen Boyd
Chief Administrative Officer
Town of Berwick
P.O. Box 130
Berwick, NS, B0P 1E0

Dear Ms Boyd:

RE: Notification of Balloon Payment Due in Fiscal 2026-2027

This letter is a reminder that the Town of Berwick has a balloon payment due in the upcoming fiscal year. Details of the balloon payment are outlined in the table below. Balloon payments may be paid in full on the maturity date or refinanced through the Department of Finance and Treasury Board Municipal Finance Division ("Municipal Finance") for the remaining term of the original debenture.

Municipal Finance issues debentures in Spring (May or June) and in Fall (October or November) and will send correspondence seeking confirmation of participation in the debenture issues in February and July. Balloon payments are not automatically rolled into the next debenture and refinancing must be approved in accordance with debenture requirements. If you wish to refinance the balloon payment, it is important that Municipal Finance receives all documentation by the debenture deadlines included in the debenture call-outs.

Refinancing occurs as two transactions. First, the full balloon payment will be drawn by Municipal Finance on the repayment date and second, the refinanced amount will be deposited to the Town on debenture payout. If you are seeking refinancing and your balloon payment date falls before the debenture payout date, Municipal Finance offers a short-term bridge financing program that may be used to bridge the loan until debenture financing is received.

Balloon Payment Details:

Original Project	Balloon Payment Date (Maturity)	Balloon Payment*	Eligible to Refinance	Term	Refinancing Debenture
Commercial St.	November 9, 2026	\$ 92,550	\$ 77,125	5	Fall 2026

* Noted payments are for **balloon principal payments only** and do not include any other outstanding principal or interest payments due in fiscal 2026-27.

Please contact me at Ben.McAfee@novascotia.ca or (902) 717-2025 if you have any questions about your balloon payment, the short-term bridge financing program, or the debenture issue process.

Yours truly,

A handwritten signature in blue ink, appearing to read 'BMA' followed by a flourish.

Ben McAfee, CPA, CA
Manager, Municipal Finance

cc Municipal Advisor, Department of Municipal Affairs
 Director of Finance, Town of Berwick

Resolution for Pre-Approval of Debenture Issuance Subject to Interest Rate

WHEREAS clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

AND WHEREAS clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Finance Act*, the mayor or warden and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on _____ October 27, 2026 _____.
(council’s TBR approval date)

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the

Town of Berwick
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$____77,125_____, for a period not to exceed ____5____ years, subject to the approval of the Minister;

THAT the sum be borrowed by the issue and sale of debentures of the

Town of Berwick
(Name of Unit)

in the amount that the mayor or warden and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of 7.0%;

THAT the debenture be arranged with the Province of Nova Scotia with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

For Province use only:

TBR #: _____

Minister signed: _____

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the
Town of Berwick

(Name of Unit)

held on the 27 day of October 2026

GIVEN under the hands of the Mayor/Warden and the Clerk of the
Town of Berwick

(Name of Unit)

this 27 day of October 20 26

Mayor/Warden

Clerk

MUNICIPAL COUNCIL OF THE

Town of Berwick

TEMPORARY BORROWING RESOLUTION

Amount: \$ 77,125

Refinance Debenture: 31-A-Commercial St.

WHEREAS Section 66 of the Municipal Government Act provides that the Council of the
Town of Berwick subject to the approval of the Minister of
Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute; and,

WHEREAS clause 66 (4)(b) of the Municipal Government Act authorizes the Municipality to expend funds for
the purpose of paying or retiring debentures;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Council of the
Town of Berwick borrow a sum or sums not exceeding
Dollars (\$ 77,125)
for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Council of the
Town of Berwick to such an amount as the Council deems necessary;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the
Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read
and duly passed at a meeting of the Council of the

Town of Berwick
held on the 27 day of October, 2026.

GIVEN under the hands of the Clerk and under the seal of the Council of the
Town of Berwick this

27 day of October, 2026.

Clerk