

ATTENDING

Mayor Mike Trinacty, Chair
Deputy Mayor Adam Lutz
Councillor Derrick Jamieson
Councillor Ty Walsh
Councillor Justin Serino
Councillor Johanna Kwakernaak
Councillor Chris Goddard
Jen Boyd, Chief Administrative Officer
Lisa Walsh, Director of Finance
Krista Longmire, Executive Assistant

ALSO IN ATTENDANCE

1 Member of the public
Barbara Lipp, Berwick Library

1. CALL TO ORDER

The meeting was called to order at 6:30 pm

2. APPROVAL OF THE AGENDA

IT WAS REGULARLY MOVED AND SECONDED THAT THE AGENDA BE APPROVED AS CIRCULATED.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

THE MINUTES OF THE SEPTEMBER 9, 2025, COUNCIL MEETING WERE APPROVED AS CIRCULATED.

4. PRESENTATION

Barbara Lipp, Librarian and manager at the Berwick branch, presented an update on the library, highlighting its growth to become the third busiest branch in the AVRIL region and its strong community partnerships. She discussed ongoing programs like story time and the English Corner, as well as new partnerships with organizations like VCLA and the Alzheimer's Society. Barbara also mentioned the library's Innovation Lab and e-bike borrowing program, noting that both were underutilized. She mentioned potential future partnerships for providing community spaces during climate emergencies, though concerns about staffing and funding were acknowledged.

Barbara left the meeting at 6:53 pm

5. COUNCILLOR ANNOUNCEMENTS

Deputy Mayor Lutz – Attended the Veterans’ banner unveiling ceremony today; Congratulations to Bob and Gail Hendershot on their 65th wedding anniversary. Also, congratulations to the West Kings Wolverine volleyball team on its victory at the Dal Invitational Tournament.

6. REVIEW OF ACTION ITEMS

CAO Boyd reviewed the action items, highlighting that the Code of Conduct independent investigator has been retained.

7. NEW BUSINESS

a. RFD027-2025 Public Participation Program Policy

CAO Boyd gave some background on the Public Participation Program Policy. The MGA requires that Council provide opportunities for public input into the review of planning documents. It was noted that signs posted on properties would be for significant development projects, with town staff responsible for installation and removal. Council recommended that the policy be amended to ensure consistent minimum notification times of one week for public information meetings and two weeks for public participation meetings.

IT WAS REGULARLY MOVED AND SECONDED THAT Council adopt the Public Participation program policy with the amendment to the PIM minimum notification time as one week and the PPM as two weeks.

MOTION CARRIED

b. RFD029-2025: Policy for Fees

Finance Director Walsh gave an overview of the policy for fees. Council previously approved the sewer rate schedule, which is outlined in the policy. The policy also includes the tax certificate fee, which has been set at \$27 for several years. An increase to \$50 is proposed. This adjustment is intended as a cost-recovery measure to account for the administrative time involved in preparing the certificates.

IT WAS REGULARLY MOVED AND SECONDED THAT Council approve Policy 5.018 Policy for Fees as presented, reflecting the increase in the tax certificate fee of \$50.00.

MOTION CARRIED

c. Strategic Planning Workshop Update

Mayor Trinacty and CAO Boyd discussed the Strategic Planning Workshop that was held on Wednesday, October 8th. There were four to five strategic priority areas identified, including infrastructure & built environment; environment and sustainability; community well-being & inclusion; and economic development. It was noted that the fifth one is an administrative priority, focusing on HR needs assessment, financial system, IT, etc.

At the next meeting on October 22nd, the committees will each focus on a priority area and work on goals and outcome statements for each priority area.

8. MAYOR'S REPORT – as circulated.

9. IN-CAMERA

IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING BE ADJOURNED TO IN-CAMERA AT 7:35 PM.

IT WAS REGULARLY MOVED AND SECONDED THAT THE IN-CAMERA MEETING BE ADJOURNED TO THE REGULAR MEETING AT 8:27 PM.

7. ADJOURNMENT

IT WAS REGULARLY MOVED AND SECONDED THAT THE REGULAR MEETING BE ADJOURNED AT 8:27 PM.

MOTION CARRIED

Approved by Town Council, November 12, 2025
As recorded by Krista Longmire, Executive Assistant