



TOWN OF KENTVILLE COUNCIL

January 27, 2020

AGENDA

7:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

- (a) Council Meeting minutes, November 25, 2019
- (b) Special Council Meeting minutes, December 9, 2019

4. UNFINISHED BUSINESS

- (a) Medical Resident Retention Program

5. RECOMMENDATIONS AND REPORTS

- (a) Council Advisory Committee – **Councillor Cathy Maxwell**
 - (1) Policy Statement G57 Committees of Council
 - (2) Kentville Business Community Special Projects

(b) Councillors' Reports

- (1) Councillor Andrew
 - a. Kings Transit Authority
 - b. Joint Fire Services Committee
- (2) Councillor Bolland
 - a. ECO Kings Action Team
 - b. Valley Waste Resource Management Authority
- (3) Deputy Mayor Gerrard
 - a. Board of Police Commissioners
- (4) Councillor Maxwell
 - a. KCA/PTA
 - b. Annapolis Valley Trails Coalition
 - c. Parks and Recreation Advisory Committee
 - d. Bursary Selection Committee
- (5) Councillor Savage
 - a. Investment (Perpetual Fund)
 - b. Kings Regional Sewer Committee
 - c. Coalition of Canadian Municipalities Against Racism & Discrimination
- (6) Councillor Pulsifer
 - a. Annapolis Valley Regional Library
 - b. Kings Point-to-Point



c. Friends of the Library

(c) Mayor's Report

- a. Audit Committee**
- b. Finance and Administration Committee**
- c. Water Commission**
- d. Regional Emergency Management Operation**
- e. Regional Enterprise Network**

6. CORRESPONDENCE

- (a) None**

7. NEW BUSINESS

- (a) 2020 Municipal Elections Register and Advance Polls**

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) Legal**

10. ADJOURNMENT

TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL Meeting Minutes: November 25, 2019

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:58 p.m.

PRESENT

Chief Administrative Office (CAO) Kelly Rice reported that all members of Council were present: Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor John Andrew, Councillor Eric Bolland, Councillor Cathy Maxwell, Councillor Pulsifer and Councillor Cate Savage.

Staff in attendance included Chief Administrative Officer Kelly Rice, Solicitor Geoff Muttart, Recording Secretary Carla MacDonald and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

Note: "Points from Discussion" below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Eric Bolland and seconded by Deputy Mayor Craig Gerrard

That the agenda of November 25th, 2019 be approved with the following changes:

Addition: In Camera – 9.b Land

Addition: Unfinished Business – 4.d Audio System in Chambers

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting on October 28, 2019

It was moved that the minutes of Council meeting on October 28, 2019 be approved

MOTION CARRIED

4. UNFINISHED BUSINESS

(a) Town Hall Security Audit

CAO Kelly Rice gave a review of the security audit completed by the Kentville Police Service, which describes some actions which could improve security in Town Hall.

Report Available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and Councillor Lynn Pulsifer

That Council support staff's recommendation to have the Commissionaires Corp provide security services during public meetings such as Council and Council Advisory Committee meetings, beginning in December 2019

And further this expense is additional to the approved 2019/2020 Operational Budget

And further, that Council consider the recommendations from the security audit of Town Hall, during 2020/2021 budget deliberations

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(b) Dalhousie Mentoring Plus Program

CAO Kelly Rice gave a review of the November 12th 2019 presentation and proposal by Dalhousie University regarding the Mentoring Plus, which connects youth to retired professionals in their field of interest.

Report Available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and Deputy Mayor Craig Gerrard

That the Town of Kentville agrees to participate as a Collaborating Organization with Dalhousie University, on behalf of the College of Continuing Education, as contemplated by the New Horizons for Seniors Program Pan-Canadian Project Funding Agreement dated October 21 2019 between Dalhousie University and Her Majesty the Queen in Right of Canada as represented by the Minister of Employment and Social Development and as further described in the Sub-agreement to be executed by the Town and Dalhousie University, to be returned to Council for final approval.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

Points of Discussion

- Coordinators will be hired for each participating town in the program.
- The sub-agreement will come back to Council for ratification, wording added to motion.

(c) Property Assessed Clean Energy Program (PACE)

CAO Kelly Rice gave a review of the PACE program and Equilibrium Engineering, and outlined the challenges in implementing this project without Federal funding. There is some hesitation by staff because of the nature of the costs.

Report Available

RECOMMENDATION FROM STAFF

That council consider participating in the Property Assessed Clean Energy (PACE) program when there is funding available from the Federation of Canadian Municipalities or other sources that can be used to finance the homeowner projects.

Points of Discussion

- Could the number of participants be reduced to decrease costs? Berwick has approximately 10 participating homeowners however the program in Kentville proposed 60-70 participants. The existing PACE Bylaw allows the Town to set their own parameters for participation.
- What is the status of the FCM funding? The grant stream would not be to fund this program but to offer a small amount of funding to supplement the program.
- When funding allows, the program could be implemented through the Town and reduce additional costs to a consultant.
- Resources might be better spent helping residents access existing opportunities for energy efficiency programs.
- The existing proposal is to start in January 2020 and has not been included in the 2019-2020 fiscal year, however the opportunity with Equilibrium should be considered and not lost.

(d) Audio System for Council Chambers

Deputy Mayor Gerrard reviewed the challenges with the existing audio system in Council Chambers. The redesign of chambers could improve participation in Council meetings. Council will consider this improvement in the 2020-2021 budget.

5. REPORTS AND RECOMMENDATIONS

(a) Council Advisory Committee

Councillor Lynn Pulsifer presented the following recommendations from the Council Advisory Committee:

(1) Recommendation – External Audit Services

At the November 12th, 2019 meeting of Council Advisory Committee, Director Crowell presented her recommendation for external services – five companies expressed interest and one company submitted a proposal for financial audit services and was recommended by the Finance Department for a five-year term.

Report available

Mayor Snow leaves her chair at 7:00pm

RECOMMENDATION TO COUNCIL

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Eric Bolland

That Kent and Duffett be retained for external auditing services for the five-year period from April 1, 2019 to March 31, 2024. Annual reappointment will be contingent on Council's satisfaction with performance and fees (among other things). Fees for each year are as follows:

**Year ended March 31, 2020 = \$ 17,700 plus HST
Year ended March 31, 2021 = \$ 18,050 plus HST
Year ended March 31, 2022 = \$ 18,400 plus HST
Year ended March 31, 2023 = \$ 18,750 plus HST
Year ended March 31, 2024 = \$ 19,100 plus HST**

It was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

AMENDMENT TO THE MOTION:

Remove “(among other things)”

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

Mayor Snow returns to her chair at 7:35pm

It was moved by Councillor Eric Bolland and seconded by Councillor Lynn Pulsifer

That Kent and Duffett be retained for external auditing services for the five-year period from April 1, 2019 to March 31, 2024. Annual reappointment will be contingent on Council’s satisfaction with performance and fees. Fees for each year are as follows:

- Year ended March 31, 2020 = \$ 17,700 plus HST**
- Year ended March 31, 2021 = \$ 18,050 plus HST**
- Year ended March 31, 2022 = \$ 18,400 plus HST**
- Year ended March 31, 2023 = \$ 18,750 plus HST**
- Year ended March 31, 2024 = \$ 19,100 plus HST**

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(2) Recommendation – Council Meeting Dates

At the November 12th, 2019 meeting of Council Advisory Committee, CAO Rice reviewed the proposed dates for Council and CAC meetings in 2020.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Eric Bolland

That Council approve the Council calendar for meeting dates in 2020.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(3) Recommendation – Kings Regional Emergency Management Organization Winter Storm Plan

At the November 12th, 2019 meeting of Council Advisory Committee, Dan Stovel, Kings Regional Emergency Management Coordinator, gave a presentation about the Kings REMO proposed winter storm plan – which will improve coordination between municipal units around winter storm events. Mayor Snow reviewed the Kings REMO proposal for a coordinated winter storm plan for the Kings region.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Cathy Maxwell

That Council approve the attached Regional Emergency Management Support Plan – Winter Storm Preparedness and Response Plan, dated September 2019, from the Kings Regional Emergency Management Organization.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(4) Recommendation – Kentville Lions Club Lease

After the November 12th, 2019 meeting of Council Advisory Committee, the Kentville Lions Club lease was discussed during an in-camera session. Currently the Lions Club leases the building at 78 River Street from the Town but the lease for this arrangement expired in 2015.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Cate Savage

That Council recommend renewal of the lease at 78 River Street with the Kentville Lions Club for a period of 3 years commencing 1 December 2019.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

Points of Discussion

- The Solicitor reminds Council that this lease is at less than fair market value and requires a majority vote by Council.

(b) Councillor's Reports

(1) Councillor John Andrew

Councillor Andrew presented his report on his activities over the past month. Highlights included Kings Transit, Nova Scotia Federation of Municipalities conference, Joint Fire Service meeting, meet and greet with CAO Kelly Rice, the Remembrance Day Service, discussions on housing with the Nova Scotia New Democratic Party, and the Devour food and film festival.

- What is the financial status of the Kings Transit Authority? There are many issues and strategies available to the organization that may allow this service to continue.
- What is the status of a funding announcement about new vehicles? This may be a funding announcement about an older announcement.
- There have been no Kings Transit meetings to update Council on this matter.

Report available

(2) Deputy Mayor Craig Gerrard

Deputy Mayor Gerrard presented his report on his activities over the past month. Highlights included Kentville Water Commission, Nova Scotia Federation of Municipalities conference, Kentville Police Commission discussions about dispatch and crosswalk

issues. There are opportunities to improve the traffic safety at the NSLC intersection, including turning left on a red light. Changes to this intersection are the authority of the traffic authority.

Report available

(3) Councillor Eric Bolland

Councillor Bolland presented his report on his activities over the past month. Highlights included Valley Waste, Remembrance Day ceremony, Nova Scotia Federation of Municipalities conference, and the opening of the Tides Art Gallery.

Report available

(4) Councillor Cathy Maxwell

Councillor Maxwell presented her report on her activities over the past month. Highlights included the Anglican Church turkey supper, Kentville Board of Police Commissioners meeting, ReMax Stocking stuffers fundraising event, Party at the Pumpkin Patch, Remembrance Day ceremony, Kentville Historical Society book launch, Maritime Cider Express anniversary event, and the NSFM conference. At the Annapolis Valley Trails Coalition, the group discussed storm damage, and grants available to help repair sections of the route. Funding has been secured to promote mapping and geocaching along the trail. At the recent Kings County Academy Parent Teacher Association, the group discussed the lunch program, winter events flyers, and the upcoming skate drive.

Report available

(5) Councillor Lynn Pulsifer

Councillor Pulsifer presented her report on her activities over the past month. Highlights included the Nova Scotia Federation of Municipalities conference. Attended a ghost walk at the Cornwallis Inn, opening of the Tides Art Gallery, Remembrance Day ceremony, meet and greet with new CAO Kelly Rice, Soup festival, Kentville Historical Society annual general meeting, Maritime Express Cider anniversary event, and the Farmers Market in the Lions Club Hall.

Report available

(6) Councillor Cate Savage

Councillor Savage presented her report on her activities over the past month. Highlights included Investment Advisory Committee, Nova Scotia Federation of Municipalities conference, the opening of the Tides Art Gallery, the Sable Shortbread opening and Lily Pond grand opening events, Remembrance Day service, meet and greet with the new CAO, Bell Lets Talk with the Kentville Volunteer Fire Department event,

Report available

(c) Mayor Sandra Snow

Mayor Snow presented her report on her activities over the past month. Highlights included the Valley REN Board of Directors meeting, Municipal Finance Corporation board meeting, Nova Scotia Quality of Life Leadership team meeting, Kentville Water Commission, Amazing Race Kentville, Devour Food and Film Festival Mayors Bike ride, Executive Forum with 14 Wing Greenwood, Marlins Swim Team celebration, Kings County Academy Pumpkin Drop, Remembrance Day Ceremony, opening of the Tides Art Gallery, Kings Riverside Court social event, Doctor Recruitment Tour, and the Kentville Fire Department Bell Let's Talk event.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

That the reports from Council and the Mayor be accepted as presented

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

6. CORRESPONDENCE

(a) None

7. NEW BUSINESS

(a) None

8. PUBLIC COMMENTS

(a) None

9. IN CAMERA

It was moved by Councillor Cate Savage and Deputy Mayor Craig Gerrard

That Council proceed to a closed session at 8:13pm

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Savage, Pulsifer and Snow

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Eric Bolland

That Council return to open session at 9:15 pm

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

It was moved by Councillor Cathy Maxwell and seconded by Councillor Craig Gerrard

That Council accept the offer to purchase lot 2D in the Kentville Business Park on Donald Hiltz Drive by Nova Solar Capital Inc. at a price of \$36,750,

And further, that the storage unit as described, be completed by December 31, 2020.

And further, that the office building as described, be completed by December 31, 2021.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, and Snow

Councillors who abstained from voting: Savage

10. ADJOURNMENT

It was moved by Councillor Eric Bolland and seconded by Councillor John Andrew

That the November 25 2019 meeting of Council be adjourned at 9:18 p.m.

MOTION CARRIED

TOWN OF KENTVILLE

KENTVILLE TOWN COUNCIL

Special Meeting Minutes: December 9, 2019

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 9:07 p.m.

PRESENT

Chief Administrative Office (CAO) Kelly Rice reported that all members of Council were present: Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor John Andrew, Councillor Cathy Maxwell, Councillor Pulsifer and Councillor Cate Savage.

Staff in attendance included Chief Administrative Officer Kelly Rice and Recording Secretary Jennifer West.

REGRETS

Councillor Eric Bolland

DECLARATIONS OF CONFLICT OF INTEREST

None.

Note: *"Points from Discussion" below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.*

2. APPROVAL OF THE AGENDA

It was moved by Councillor Cate Savage and seconded by Councillor Cathy Maxwell

That the agenda of the Special Council Meeting on December 9th, 2019 be approved as presented.

MOTION CARRIED

3. NEW BUSINESS

(a) Proposal by Kings Transit to Purchase a New Bus

At the December 9 meeting of Council Advisory Committee, Director Crowell presented her report regarding the request by the Kings Transit Authority for the purchase of a new bus.

The 2019/20 Capital budget for Kings Transit Authority included a bus purchase for the Core at \$400,000, to be funded by capital reserves. Kings Transit Authority issued a Request For Proposal for the supply of a bus for the Core partners. The cost of the recommended bid exceeded the amount previously budgeted by approximately \$200,000 and, therefore, approval of a Supplementary Capital Budget by the Owner Councils is required, as outlined in the Inter-Municipal Service Agreement for Kings Transit Authority. In addition, the Core bus will not be ready for delivery until the 2020/2021 fiscal year; however, the pricing obtained through the RFP process is guaranteed only until January 29, 2020.

Kings Transit is requesting the following from the Core Partner Councils:

That the 19/20 Core bus purchase be moved into the 2020/2021 fiscal year, along with its related funding.

That Council approve the additional funding required to purchase the Core bus, with the additional funds coming from the capital reserve fund.

That Council approve the issuance of a purchase order for the Core bus prior to January 29, 2020.

That Council approve the Supplementary Capital Budget, as supplied by Kings Transit Authority to support the award of RFP KTA 19-05.

It was moved by Councillor John Andrew and seconded by Councillor Cate Savage

That Council approve the Supplementary Capital Budget, as supplied by Kings Transit Authority to support the award of RFP KTA 19-05.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Maxwell, Pulsifer, Savage and Snow

Councillors who voted against this motion:

Gerrard

(b) Request for support by the Silver Gliders Skating Club

At the December 9 meeting of Council Advisory Committee, CAO Rice read the letter outlining the request by the Silver Gliders for Council to provide funding to support their Christmas performance.

It was moved by Councillor John Andrew and seconded by Councillor Cathy Maxwell

Council Advisory Committee recommends the approval of funding to the Silver Gliders Skating Club in the amount of \$630 for marketing.

And further that this is addition to the approved 2019/2020 Operational Budget,

And further that a letter explaining the grant policy be provided to the Silver Gliders.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Maxwell, Pulsifer, and Savage

Councillors who voted against this motion:

Snow, Gerrard

8. PUBLIC COMMENTS

None.

9. IN CAMERA

10. ADJOURNMENT

It was moved by Deputy Mayor Craig Gerrard and seconded by Councillor Cate Savage

That the December 9 2019 Special Meeting of Council be adjourned at 9:11 p.m.

MOTION CARRIED

APPENDIX B: REQUEST FOR DECISION FORM

Name:			
Date:		Date Submitted to CAO:	

Request for Decision – Initial – to be completed by Council Member

Detail	Synopsis				
Decision Requested:					
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>
Strategic Implication: with Dashboard	Current <input type="checkbox"/>	Short Term <input type="checkbox"/>	Long Term <input type="checkbox"/>		
Budget:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Policy:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Desired Outcome:					
Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>				

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	

Town of Kentville, Policy G69: Council Reports Policy

Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	

Full Text:

Decision Requested:

Medical Resident retention program for the AV. Council was sent a letter back at the Nov 2019 Council meeting. The said letter was from MLA Keith Irving ...

Background:

Please review letter from Keith Irving - there is a committee formed and same is looking to all of the towns in Kings County and NFP groups to help support a position to aid the recruitment of MD. One year position that would coordinate with western zone recruitment officer to make MD looking to come here more enjoyable



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Revision of Policy Statement G57 Committees of Council

At the December 9th, 2019 meeting of Council Advisory Committee, Mayor Snow presented the report on the proposed changes to the Committees of Council policy which are primarily administrative updates.

And further, at the January 13, 2020 meeting of Council Advisory Committee, CAO Rice outlined the existing appointments of Councillors to internal and community committees. During this meeting, Council recommended that the CAO Evaluation Committee include all members of Council, and that this be reflected in the Policy Statement G57 Committees of Council.

Council Advisory Committee recommended

Council Advisory Committee recommends that Policy Statement G57 Committees of Council be amended with the proposed changes, as attached.

Presented by Councillor Cathy Maxwell
January 27, 2020

TO: Mayor and Council

SUBMITTED BY: Kelly Rice, Chief Administrative Officer

DATE: December 9, 2019

SUBJECT: Policy Check In: Statement G57 Committees of Council

ORIGIN

The list of Council Committees, and appointments is reviewed annually. During the 2019 review with CAO Kelly Rice, it was suggested that Policy Statement G57 Committees of Council be reviewed as well.

BACKGROUND

In Policy Statement G57 Committees of Council, the Kentville Board of Police Commissioners is listed and should be removed from this policy as it has oversight by the Police Act. Additionally, some minor language and content could be updated and revised to strengthen and clarify committees.

DISCUSSION

The attached revisions, and the development of a Schedule B which outlines the list of all committees, is attached.

POLICY IMPLICATIONS

Policy Statement G57: Committees of Council

BUDGET IMPLICATION

None.

ATTACHMENTS

G57 Committees of Council

RECOMMENDATION

That Council amend Policy Statement G57 Committees of Council with the proposed changes, as attached.



TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL

1.0 PURPOSE

The purpose of this policy is to establish the policies and procedure for effective operation of the Committees of Council.

2.0 DEFINITIONS

2.1 Quorum, the minimum number of members of a committee that must be present at any of its meetings to make the proceedings of that meeting valid. In this policy quorum is defined as 50% plus one.

3.0 SCOPE

3.1 This policy is applicable to all committees of Council and all appointed members, which may include Council member and citizen appointees. To include:

- 3.1.1 defining the key areas of responsibility and the duties of each committee;
- 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
- 3.1.3 other terms of reference as required.

3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

4.0 PROCEDURES

4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.

- 4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

4.1.2 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.

4.1.3 Applications for appointment to the committees shall be invited by public advertisement.

4.1.4 All applicants must consent to criminal and background checks.

4.1.5 Policy G70 Meetings applies to all committee meetings.

4.1.6 Robert's Rules of Order shall apply to all committee meetings.

~~4.1.7~~ The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Town's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.

~~4.1.84.1.7~~ All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.

~~4.1.94.1.8~~ The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.

~~4.1.104.1.9~~ ~~The No~~ committee shall ~~not~~ utilize external services, or otherwise commit the Town to money expenditures.

~~4.1.114.1.10~~ All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.

~~4.1.124.1.11~~ All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.

~~4.1.134.1.12~~ Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.

~~4.1.144.1.13~~ Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. If a meeting is rescheduled without advance notice, it will be posted to the town social media stream.

[4.1.154.1.14](#) In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the committee's mandate, without awaiting the committee report or recommendation.

4.2 Term: The term of Council appointed chair, Council appointments and citizen appointments shall be for two (2) year term reviewed annually.

4.2.1 Where a Council member is appointed to a committee, board or commission as a representative of the Council, the Council member's appointment ceases when the person ceases to be a Council member.

4.2.2 Except to the extent that committee membership is otherwise determined by Provincial legislation or statute, or a bylaw or policy of the Town of Kentville, committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.

4.2.3 Any citizen member on a committee shall take a leave for one term following two consecutive terms. The following exceptions with approval of Council shall apply:

4.2.3.1 If no applications have been received for the expired term; or

4.2.3.2 If the member has a specialized expertise required for the committee.

4.2.4 The secretary of the board, commission or committee shall immediately notify the Council of a vacancy, and the Council shall fill the vacancy.

4.3 Remuneration

4.3.1 A committee member who is a Council member:

4.3.1.1 is not entitled to additional remuneration for serving on the committee; and

4.3.1.2 may be reimbursed for expenses incurred as a committee member.

4.3.2 A committee member who is not a Council member:

4.3.2.1 shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule A; and

4.3.2.2 may be reimbursed for expenses incurred as a committee member.

4.4 Membership

4.4.1 Committee members should be residents of the Town of Kentville.

4.4.2 Any person appointed by Council as a member of a board, commission or committee, pursuant to this policy or any Act of Legislature, who is absent from three consecutive regular meetings ceases to be a member.

~~4.4.3 The Mayor shall be an ex-officio voting member on all Committees of Council.~~

~~4.4.4~~ 4.4.3 Committees will be chaired by a seated member of Council unless mandated by a higher legislation. However, if Council does not appoint a chair, the committee shall elect a chair from one of its members. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the powers and responsibilities at committee meetings that are conferred upon the chair at Council meetings, pursuant to the Town of Kentville's bylaws or policies, with any necessary modifications for context

~~4.4.5~~ 4.4.4 Council may appoint an employee of the Town to serve as secretary, with a voice but no vote. If the Chief Administrative Officer, or Council does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.

4.5 Meetings

4.5.1 A majority of the members of a committee constitutes a quorum ~~(50%+1)~~.

4.5.2 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.

- 4.5.3 Committees may ideally move or cancel a regularly scheduled meeting with three (3) business days notice to all members, the CAO and the public.
- 4.5.4 Special meetings of a committee may ideally be called by the Chair with three (3) business days notice to the members and the CAO.
- 4.5.5 Subject to the principles set out in the Municipal Conflict of Interest Act, all voting committee members present including the person presiding shall vote on a question.
- 4.5.6 All Mmeetings of the committee are open to the public.
- 4.5.7 No member of a committee shall give specific direction to any staff member either at any committee meeting or at any other time. The responsibility for giving specific direction to staff shall reside with the CAO.
- 4.5.8 A committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.

4.6 Administration

- 4.6.1 The CAO shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.
- 4.6.2 Meeting agendas shall be prepared by the committee chair and secretary or staff representative and circulated to committee members and ideally posted for the public at least three (3) business days before the scheduled meeting.
- 4.6.3 The secretary shall keep minutes of the committee meetings, in accordance with policies of the Town.
- 4.6.4 The committee secretary shall ensure that the minutes of each previous meeting and meeting packages are forwarded to all members of the committee at least three (3) business days prior to the meeting.

- 4.6.5 The minutes of all committee meetings are to be recorded and reviewed by the committee chair. The minutes shall be approved prior to public distribution and shall be annotated as being approved, once approved at a subsequent meeting.

4.7 Standing Committees

- 4.7.1 The following Standing Committees shall be appointed by Council:

- 4.7.1.1 Council Advisory Committee;

- 4.7.1.2 Audit Committee; and

- 4.7.1.3 ~~Finance and Administration Committee Council~~
~~Human Resources Committee.~~

- 4.8 Council hereby establishes the **Council Advisory Committee** as a standing Committee of Council.

4.8.1 Membership

- 4.8.1.1 The chair of the Council Advisory Committee is the Mayor

- 4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

- 4.8.1.3 Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.

4.8.2 Mandate:

- 4.8.2.1 To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, that may come before Council in advance of Council making decisions, or taking action, on such matters, except where Council determines that consideration by this committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council, without having to be forwarded to the Council Advisory Committee for its recommendations:

- (a) Correspondence
- (b) First or Second Reading of bylaw enactments, amendments or repeals;
- (c) Procurement matters;
- (d) Emergency or time sensitive requests for decision; and
- (e) Matters which are the subject of a statutory hearing by Council.

- 4.8.3 Regularly review and revise Council priorities.
- 4.8.4 Prepare and update (at regular intervals) the Town's strategic plan.
- 4.8.5 Act as an oversight board reviewing and accepting the monthly reports on the Town's operations and services.
- 4.8.6 Review all requests for decision or direction as submitted by, or through, the CAO concerning the administration, plans, policies and programs of the Town, prior to submission to Council.
- 4.8.7 Review the recommendations submitted by the CAO concerning the position the Town should take regarding legislation, government initiatives, inter-municipal relations and other matters which affect public policy.
- 4.8.8 Exercise the authority of Council, pursuant to Part XV – Dangerous or Unsightly Premises of the Municipal Government Act that is not delegated to the administrator.
- 4.8.9 Administration and Meetings
 - 4.8.9.1 Unless otherwise specified, regular meetings of Council Advisory Committee shall be held as detailed by Policy G70 Meeting Policy and the annual meeting calendar. However, meetings may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council members and the public, as applies to meetings of Council, with any necessary changes for the context.

4.8.9.2 All minutes of meetings, and records of the Committee shall be open to the public, except as expressly authorized by law. These closed (In Camera) meetings will involve one of the following matters:

- (a) Acquisition, sale, lease and security of municipal property;
- (b) Setting a minimum price to be accepted by the Municipality at a tax sale;
- (c) Personnel matters;
- (d) Labour negotiations;
- (e) Litigation or potential litigation;
- (f) Legal advice eligible for solicitor-client privilege; and
- (g) Public security.

4.9 Council hereby establishes the **Audit Committee**, as a standing Committee of Council.

4.9.1 Membership

4.9.1.1 The Mayor is Chair of the Audit Committee.

4.9.1.2 The Audit Committee consists of two (2) additional Council members ~~who are also members of the Finance and Administration Committee.~~

4.9.1.3 The Audit Committee consists of two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

4.9.2 Mandate:

4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.

4.9.2.2 An evaluation of internal control systems and any management letter with the auditor.

4.9.2.3 A review of the conduct and adequacy of the audit.

4.9.2.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.

4.9.2.5 Such other matters as may be determined by the Council to be the duties of an Audit Committee.

~~4.9.2.6 — Any other matters as may be determined by the Council.~~

~~4.9.2.7~~ ~~4.9.2.6~~ Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

(a) acceptance of the audit;

(b) reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and

(c) reappointment of the two (2) citizen representatives.

4.9.3 Administration and Meeting

4.9.3.1 Unless otherwise specified, regular meetings of the Audit Committee shall be held twice annually. One meeting scheduled prior to the annual audit and a second meeting scheduled following conclusion of the audit.

4.9.3.2 All minutes of meetings, and records of the committee shall be open to the public.

4.10 Council hereby establishes the ~~Finance and Administration Committee~~ **Council Human Resources Committee**, as a standing Committee of Council.

4.10.1 Membership

4.10.1.1 The Mayor is Chair of the ~~Finance and Administration Committee~~ **Council Human Resources Committee**.

4.10.1.2 The ~~Council Human Resources Committee Finance and Administration~~ consists of two (2) additional Council members ~~who are also members of the Audit Committee~~.

4.10.2 Mandate:

4.10.2.1 To provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals. The committee shall lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. The evaluation period is 1 January – 31 December. The debriefing of performance and objectives should be conducted prior to 31 March.

4.10.2.2 Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. The committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to 31 March. The evaluation will be reviewed with the members of Council.

4.10.2.3 Subsequent to the conduct of the CAO appraisal, the ~~Council Human Resources Committee Finance and Administration committee~~ shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

4.10.2.4 ~~Any other financial or administrative matter as may be determined by the Council.~~

4.10.3 Administration and Meeting

4.10.3.1 Unless otherwise specified, regular meetings of the ~~Council Human Resources Committee Finance and Administration Committee~~ shall be held three times annually. One meeting scheduled prior to the CAO's annual review, one meeting after all input is received and a third meeting scheduled following conclusion of the annual appraisal.

- 4.10.3.2 All minutes of meetings, and records of the committee shall be closed to the public, under the MGA part 1 paragraph 22(2)(c) personnel matters. One signed copy of the appraisal shall be provided to the CAO and a second signed copy shall be placed in a sealed envelope and placed on the CAO's personnel file.

4.11 Ad Hoc Committees: Council may appoint special ~~a~~Ad Hoc ~~c~~Committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee. Committees will:

- 4.11.1.1 be determined as issues dictate;
- 4.11.1.2 be provided with clear terms of reference specific to their cause, reporting and completion criteria;
- 4.11.1.3 consist of citizens and/or members of Council, as appointed by Council; and
- 4.11.1.4 report and submit recommendations to Council Advisory Committee.

4.12 Commissions and Exceptions

~~4.12.1 Kentville Board of Police Commissioners~~

- ~~4.12.1.1 The Kentville Board of Police Commissioners gets its powers from the Police Act and its direction from Chapter 82, the Board of Police Commission Bylaw.~~
- ~~4.12.1.2 Membership: The Board is comprised of two (2) members of Town Council, two (2) citizen appointees and an appointee representing the Department of Justice. The selection process used by a Council in appointing a board member to a vacancy on the board, except a board member appointed by the Minister under clause 44(3)(c) of the Act, must include all of the following:~~
- ~~4.12.1.3 the board vacancy must be advertised and applications must be solicited for the vacancy; and~~

~~4.12.1.4—each application must be reviewed by a panel established by the Council.~~

~~4.12.1.5—Term: Three citizen representatives will be appointed by Council for a two-year term of service each application must be reviewed by a panel established by the Council.~~

~~4.12.1.6—Meetings: The Kentville Board of Police Commissioners shall meet at least quarterly.~~

4.12.24.12.1 **Kentville Water Commission**

~~4.12.2.14.12.1.1~~The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:

~~4.12.2.1.14.12.1.1.1~~ Approval of the Capital budget;

~~4.12.2.1.24.12.1.1.2~~ Approval of the Operational budget;

~~4.12.2.1.34.12.1.1.3~~ Review and promulgation of the Annual Report; and

~~4.12.2.1.44.12.1.1.4~~ Review of Water Commission Operations with provincial regulations.

~~4.12.2.24.12.1.2~~ Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.

~~4.12.2.34.12.1.3~~ Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.

~~4.12.2.44.12.1.4~~ Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

~~4.12.34.12.2~~ Kentville Source Water Protection Advisory Group

~~4.12.3.14.12.2.1~~ The Kentville Source Water Protection Advisory Group is subject to oversight by Nova Scotia Environment for the regulation of water safety issues. Additionally, the SWPAG is responsible for the Land Use Bylaw wellfield protection (para 4-44) of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.

~~4.12.3.24.12.2.2~~ Membership: The SWPAG is comprised of the Mayor as chairperson, one (1) Councillor, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.

~~4.12.3.34.12.2.3~~ Term: One citizen representatives will be appointed by Council for a two- year term of service and reviewed annually.

~~4.12.3.44.12.2.4~~ Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

~~4.12.44.12.3~~ **Investment Advisory Committee**

~~4.12.4.14.12.3.1~~ The Investment Advisory Committee is appointed by Council to monitor ~~the~~ investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.

~~4.12.4.24.12.3.2~~ Membership: The Investment Committee consists of ~~one-two (1-2)~~ Council members ~~(one of which can be the Mayor)~~ and two (2) citizen appointees, as voting members. ~~A Council alternate, with the Director of Finance and Chief Administrative Officer will sit ex officio.~~ The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.

~~4.12.4.34.12.3.3~~ Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.

~~4.12.4.44.12.3.4~~ Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month's progress and the position of the Fund.

~~4.12.54.12.4~~ **Accessibility Advisory Committee**

~~4.12.5.14.12.4.1~~ The Accessibility Advisory Committee (AAC) advises Council on the elimination of Barriers faced by people with Disabilities and acts as a liaison with external bodies on Barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with Disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

~~4.12.5.24.12.4.2~~ Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members of the AAC must be persons with Disabilities or representatives from organizations representing persons with Disabilities. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a staff Recording Officer may be appointed as a non-voting member of the committee.

~~4.12.5.34.12.4.3~~ Term: The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan, and membership will be for the term required to establish this Plan.

~~4.12.5.44.12.4.4~~ The advisory committee meets six times per year or more as needed.

5.0 ASSOCIATED DOCUMENTS

~~5.1~~ Schedule A – Non-Council Honorariums

~~5.15.2~~ Schedule B – List of Council Committees / Commission Appointments

~~5.25.3~~ Policy G16 Code of Conduct

~~5.35.4~~ Policy G70 Meeting Policy

~~5.4~~ Policy G1A Kentville Board of Police Commission Board Members (Repealed)

5.5 Policy G26 – Investments – Perpetual Reserve Fund Policy

5.6 Policy G4 Travel Meals and Miscellaneous Expenses

6.0 POLICY REVISION HISTORY

Date Created:	September 27, 2010
Revisions:	July 25, 2011
	October 28, 2013
	June 29, 2015
	November 26, 2018
	June 24, 2019
	September 30, 2019

Chief Administrative Officer, Kelly Rice

SCHEDULE A – NON-COUNCIL HONORARIUMS

Monthly Meetings	\$400.00 per year
Bi-monthly Meetings	\$200.00 per year
Quarterly Meetings	\$200.00 per year

Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee.

Non-Council Committee Member expenses shall be consistent with Policy G4 "Travel, Meals and Miscellaneous Expenses".

SCHEDULE B – Council Committees / Commission Appointments
Committee and Commission Appointments of Council

November – 2019-2020

- ~~Deputy Mayor – Craig Gerrard~~

Internal Committee Membership

Committee / Commission Appointments

- Council Advisory Committee – all Council Members
- Audit Committee – **Snow**, Savage, Bolland, MacDougall (CA), Rainforth (CA)
- Finance and Administration Committee – **Snow**, Savage, Bolland

Rename: Council Human Resources Committee

- Board of Police Commissioners – **Gerrard**, Maxwell, Pearl (CA), Mahoney (CA), Walker

Note: not a committee of Council

- Investment (Perpetual Fund) ~~Investment Advisory Committee~~ – **Savage**, Snow (A), Maynard (CA), vacant
- Water Commission – **Snow (chair)**, Bolland (vice chair), Pulsifer, Gerrard, County, Fire, Henderson (CA)
- Source Water Protection Advisory Group – **Snow**, Pulsifer, County, Fire, Henderson (CA), Nova Scotia Environment

Remove: committee of the Kentville Water Commission

- Collective Bargaining Appointment – CUPE (At Large) Maxwell, Police (Police Chair) Gerrard, Snow
- Accessibility Committee (in development)

External Community Committee Appointments

- Annapolis Valley Regional Library – Pulsifer, Bolland (A)
- Annapolis Valley Trails Coalition – Maxwell
- ECO Kings Action Team – Bolland
- Joint Fire Services Committee – Gerrard, Andrew, Bolland (A), County (3), Fire (2)
- KCA/PTA – Maxwell, Bolland (A)
- Kings Point-to-Point – Pulsifer, Andrew (A)

- Kings Regional Sewer Committee – Savage, Andrew (A)
- Kings Transit Authority – Andrew, Pulsifer (A)
- **Kings** Regional Emergency Management Operation –Mayor and Deputy Mayor
- REN – **Snow**, Savage (A)
- Valley Waste Resource Management Authority – Bolland, Gerrard (A)
- Friends of the Library – Pulsifer, Maxwell (A)
- Diversity Kings County – Savage, Gerrard (A)
- Western Regional Housing Authority – Ashley Hancock (CA)
- Student Bursary Committee – **Maxwell, Hood (CA), DeWolfe (CA)**

Ad Hoc Committee Appointments

- Parks and Recreation Ad Hoc Committee – Maxwell, Andrew, Snow, Pulsifer (A), Citizens (4)
Remove: no longer active
- Planning and Development Ad Hoc Committee – Snow, Gerrard, Andrew, Savage (A), Citizens (4)
Remove: no longer active
- Transportation Services Ad Hoc Committee – Snow, Savage, Bolland, Maxwell (A)
Remove: no longer active

Chairs of committees are in bold. CA - Citizen appointments. A – Alternate: With the exception of the Investment Committee alternate, alternates are not expected to attend regular meetings.

The Mayor shall be an ex-officio member of any Committee to which she/he is not appointed and will have a voice and a vote. Except to the extent that the Chair is otherwise determined by bylaw or policy of Council, Council may appoint a person to serve as chair of the Committee. If not, the committee shall select a chair.

Remove: addressed in Committee policy statement G57 Committees of Council



TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL

1.0 PURPOSE

The purpose of this policy is to establish the policies and procedure for effective operation of the Committees of Council.

2.0 DEFINITIONS

2.1 Quorum, the minimum number of members of a committee that must be present at any of its meetings to make the proceedings of that meeting valid. In this policy quorum is defined as 50% plus one.

3.0 SCOPE

3.1 This policy is applicable to all committees of Council and all appointed members, which may include Council member and citizen appointees. To include:

- 3.1.1 defining the key areas of responsibility and the duties of each committee;
- 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
- 3.1.3 other terms of reference as required.

3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

4.0 PROCEDURES

4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.

- 4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

- 4.1.2 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.
- 4.1.3 Applications for appointment to the committees shall be invited by public advertisement.
- 4.1.4 All applicants must consent to criminal and background checks.
- 4.1.5 Policy G70 Meetings applies to all committee meetings.
- 4.1.6 Robert's Rules of Order shall apply to all committee meetings.

The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Town's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.

- 4.1.7 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.
- 4.1.8 The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.
- 4.1.9 No committee shall utilize external services, or otherwise commit the Town to money expenditures.
- 4.1.10 All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.
- 4.1.11 All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.
- 4.1.12 Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.
- 4.1.13 Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. If a meeting is rescheduled without advance notice, it will be posted to the town social media stream.

4.1.14 In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the committee's mandate, without awaiting the committee report or recommendation.

4.2 Term: The term of Council appointed chair, Council appointments and citizen appointments shall be for two (2) year term reviewed annually.

4.2.1 Where a Council member is appointed to a committee, board or commission as a representative of the Council, the Council member's appointment ceases when the person ceases to be a Council member.

4.2.2 Except to the extent that committee membership is otherwise determined by Provincial legislation or statute, or a bylaw or policy of the Town of Kentville, committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.

4.2.3 Any citizen member on a committee shall take a leave for one term following two consecutive terms. The following exceptions with approval of Council shall apply:

4.2.3.1 If no applications have been received for the expired term; or

4.2.3.2 If the member has a specialized expertise required for the committee.

4.2.4 The secretary of the board, commission or committee shall immediately notify the Council of a vacancy, and the Council shall fill the vacancy.

4.3 Remuneration

4.3.1 A committee member who is a Council member:

4.3.1.1 is not entitled to additional remuneration for serving on the committee; and

4.3.1.2 may be reimbursed for expenses incurred as a committee member.

4.3.2 A committee member who is not a Council member:

- 4.3.2.1 shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule A; and
- 4.3.2.2 may be reimbursed for expenses incurred as a committee member.

4.4 Membership

- 4.4.1 Committee members should be residents of the Town of Kentville.
- 4.4.2 Any person appointed by Council as a member of a board, commission or committee, pursuant to this policy or any Act of Legislature, who is absent from three consecutive regular meetings ceases to be a member.
- 4.4.3 Committees will be chaired by a seated member of Council unless mandated by a higher legislation. However, if Council does not appoint a chair, the committee shall elect a chair from one of its members. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the powers and responsibilities at committee meetings that are conferred upon the chair at Council meetings, pursuant to the Town of Kentville's bylaws or policies, with any necessary modifications for context
- 4.4.4 Council may appoint an employee of the Town to serve as secretary, with a voice but no vote. If the Chief Administrative Officer, or Council does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.

4.5 Meetings

- 4.5.1 A majority of the members of a committee constitutes a quorum (50%+1).
- 4.5.2 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.
- 4.5.3 Committees may ideally move or cancel a regularly scheduled meeting with three (3) business days' notice to all members, the CAO and the public.

- 4.5.4 Special meetings of a committee may ideally be called by the Chair with three (3) business days' notice to the members and the CAO.
- 4.5.5 Subject to the principles set out in the Municipal Conflict of Interest Act, all voting committee members present including the person presiding shall vote on a question.
- 4.5.6 All meetings of the committee are open to the public.
- 4.5.7 No member of a committee shall give specific direction to any staff member either at any committee meeting or at any other time. The responsibility for giving specific direction to staff shall reside with the CAO.
- 4.5.8 A committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.

4.6 Administration

- 4.6.1 The CAO shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.
- 4.6.2 Meeting agendas shall be prepared by the committee chair and secretary or staff representative and circulated to committee members and ideally posted for the public at least three (3) business days before the scheduled meeting.
- 4.6.3 The secretary shall keep minutes of the committee meetings, in accordance with policies of the Town.
- 4.6.4 The committee secretary shall ensure that the minutes of each previous meeting and meeting packages are forwarded to all members of the committee at least three (3) business days prior to the meeting.
- 4.6.5 The minutes of all committee meetings are to be recorded and reviewed by the committee chair. The minutes shall be approved prior to public distribution and shall be annotated as being approved, once approved at a subsequent meeting.

4.7 Standing Committees

4.7.1 The following Standing Committees shall be appointed by Council:

4.7.1.1 Council Advisory Committee;

4.7.1.2 Audit Committee; and

4.7.1.3 CAO Evaluation Committee.

4.8 Council hereby establishes the **Council Advisory Committee** as a standing Committee of Council.

4.8.1 Membership

4.8.1.1 The chair of the Council Advisory Committee is the Mayor

4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

4.8.1.3 Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.

4.8.2 Mandate:

4.8.2.1 To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, that may come before Council in advance of Council making decisions, or taking action, on such matters, except where Council determines that consideration by this committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council, without having to be forwarded to the Council Advisory Committee for its recommendations:

(a) Correspondence

(b) First or Second Reading of bylaw enactments, amendments or repeals;

(c) Procurement matters;

(d) Emergency or time sensitive requests for decision; and

(e) Matters which are the subject of a statutory hearing by Council.

- 4.8.3 Regularly review and revise Council priorities.
- 4.8.4 Prepare and update (at regular intervals) the Town's strategic plan.
- 4.8.5 Act as an oversight board reviewing and accepting the monthly reports on the Town's operations and services.
- 4.8.6 Review all requests for decision or direction as submitted by, or through, the CAO concerning the administration, plans, policies and programs of the Town, prior to submission to Council.
- 4.8.7 Review the recommendations submitted by the CAO concerning the position the Town should take regarding legislation, government initiatives, inter-municipal relations and other matters which affect public policy.
- 4.8.8 Exercise the authority of Council, pursuant to Part XV – Dangerous or Unightly Premises of the Municipal Government Act that is not delegated to the administrator.
- 4.8.9 Administration and Meetings
 - 4.8.9.1 Unless otherwise specified, regular meetings of Council Advisory Committee shall be held as detailed by Policy G70 Meeting Policy and the annual meeting calendar. However, meetings may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council members and the public, as applies to meetings of Council, with any necessary changes for the context.
 - 4.8.9.2 All minutes of meetings, and records of the Committee shall be open to the public, except as expressly authorized by law. These closed (In Camera) meetings will involve one of the following matters:
 - (a) Acquisition, sale, lease and security of municipal property;

- (b) Setting a minimum price to be accepted by the Municipality at a tax sale;
- (c) Personnel matters;
- (d) Labour negotiations;
- (e) Litigation or potential litigation;
- (f) Legal advice eligible for solicitor-client privilege; and
- (g) Public security.

4.9 Council hereby establishes the **Audit Committee**, as a standing Committee of Council.

4.9.1 Membership

- 4.9.1.1 The Mayor is Chair of the Audit Committee.
- 4.9.1.2 The Audit Committee consists of two (2) additional Council members.
- 4.9.1.3 The Audit Committee consists of two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

4.9.2 Mandate:

- 4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.
- 4.9.2.2 An evaluation of internal control systems and any management letter with the auditor.
- 4.9.2.3 A review of the conduct and adequacy of the audit.
- 4.9.2.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.
- 4.9.2.5 Such other matters as may be determined by the Council to be the duties of an Audit Committee.
- 4.9.2.6 Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

(a) acceptance of the audit;

(b) reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and

(c) reappointment of the two (2) citizen representatives.

4.9.3 Administration and Meeting

4.9.3.1 Unless otherwise specified, regular meetings of the Audit Committee shall be held twice annually. One meeting scheduled prior to the annual audit and a second meeting scheduled following conclusion of the audit.

4.9.3.2 All minutes of meetings, and records of the committee shall be open to the public.

4.10 Council hereby establishes the **CAO Evaluation Committee**, as a standing Committee of Council.

4.10.1 Membership

4.10.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.2 The CAO Evaluation Committee consists of the Mayor and all Council members

4.10.2 Mandate:

4.10.2.1 To provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals. The committee shall lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. The evaluation period is 1 January – 31 December. The debriefing of performance and objectives should be conducted prior to 31 March.

4.10.2.2 Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. The committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to 31 March. The evaluation will be reviewed with the members of Council.

4.10.2.3 Subsequent to the conduct of the CAO appraisal, the CAO Evaluation Committee shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

4.10.2.4

4.10.3 Administration and Meeting

4.10.3.1 Unless otherwise specified, regular meetings of the CAO Evaluation Committee shall be held three times annually. One meeting scheduled prior to the CAO's annual review, one meeting after all input is received and a third meeting scheduled following conclusion of the annual appraisal.

4.10.3.2 All minutes of meetings, and records of the committee shall be closed to the public, under the MGA part 1 paragraph 22(2)(c) personnel matters. One signed copy of the appraisal shall be provided to the CAO and a second signed copy shall be placed in a sealed envelope and placed on the CAO's personnel file.

4.11 Ad Hoc Committees: Council may appoint special ad hoc committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee. Committees will:

4.11.1.1 be determined as issues dictate;

4.11.1.2 be provided with clear terms of reference specific to their cause, reporting and completion criteria;

4.11.1.3 consist of citizens and/or members of Council, as appointed by Council; and

4.11.1.4 report and submit recommendations to Council Advisory Committee.

4.12 Commissions and Exceptions

4.12.1 **Kentville Water Commission**

4.12.1.1 The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:

4.12.1.1.1 Approval of the Capital budget;

4.12.1.1.2 Approval of the Operational budget;

4.12.1.1.3 Review and promulgation of the Annual Report; and

4.12.1.1.4 Review of Water Commission Operations with provincial regulations.

4.12.1.2 Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.

4.12.1.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.

4.12.1.4 Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

4.12.2 Kentville Source Water Protection Advisory Group

- 4.12.2.1 The Kentville Source Water Protection Advisory Group is subject to oversight by Nova Scotia Environment for the regulation of water safety issues. Additionally, the SWPAG is responsible for the Land Use Bylaw wellfield protection (para 4-44) of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.
- 4.12.2.2 Membership: The SWPAG is comprised of the Mayor as chairperson, one (1) Councillor, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.12.2.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.12.2.4 Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

4.12.3 Investment Advisory Committee

- 4.12.3.1 The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.
- 4.12.3.2 Membership: The Investment Committee consists of two (2) Council members (one of which can be the Mayor) and two (2) citizen appointees, as voting members. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.

4.12.3.3 Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.

4.12.3.4 Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month's progress and the position of the Fund.

4.12.4 **Accessibility Advisory Committee**

4.12.4.1 The Accessibility Advisory Committee (AAC) advises Council on the elimination of Barriers faced by people with Disabilities and acts as a liaison with external bodies on Barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with Disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

4.12.4.2 Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members of the AAC must be persons with Disabilities or representatives from organizations representing persons with Disabilities. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a staff Recording Officer may be appointed as a non-voting member of the committee.

4.12.4.3 Term: The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan, and membership will be for the term required to establish this Plan.

4.12.4.4 The advisory committee meets six times per year or more as needed.

5.0 ASSOCIATED DOCUMENTS

5.1 Schedule A – Non-Council Honorariums

5.2 Policy G16 Code of Conduct

5.3 Policy G70 Meeting Policy

5.4 Policy G26 – Investments – Perpetual Reserve Fund Policy

5.5 Policy G4 Travel Meals and Miscellaneous Expenses

6.0 POLICY REVISION HISTORY

Date Created:	September 27, 2010
Revisions:	July 25, 2011
	October 28, 2013
	June 29, 2015
	November 26, 2018
	June 24, 2019
	September 30, 2019
	January 27, 2019

Chief Administrative Officer, Kelly Rice

SCHEDULE A – NON-COUNCIL HONORARIUMS

Monthly Meetings	\$400.00 per year
Bi-monthly Meetings	\$200.00 per year
Quarterly Meetings	\$200.00 per year

Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee.

Non-Council Committee Member expenses shall be consistent with Policy G4 "Travel, Meals and Miscellaneous Expenses".



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: *Kentville Business Community* *Special Projects Request*

At the January 13, 2020 meeting of Council Advisory Committee, Mayor Snow reviewed the presentation by the Kentville Business Community and their request for special project funding. The group is looking for a commitment for the \$25,000 to be secured in the 2020-2021 Town of Kentville budget.

Council Advisory Committee recommended

That Council approve the 2020/2021 Special Projects funding of \$25,000 to be used as specified in the 2020 Action Plan within the 2020/2021 fiscal year for their new communications strategy.

Presented by Councillor Cathy Maxwell
January 27, 2020



Kentville Business COMMUNITY

ITEM: Special Project Request

TO: Mayor Snow & Kentville Town Council

SUBMITTED BY: KBC Board of Director

DATE: December 30, 2019

SUBJECT: Special Projects Request for 2020/2021 Fiscal

Background

During the November meeting of the Kentville Business Community board of directors, the board approved KBC's 2020 Action Plan as seen attached. This action plan outlines how KBC will utilize the resources at its disposal to support the three pillars of the organization which are to support, promote, and grow Kentville's business community. This plan has been carefully considered and developed over the past year and utilizes programs and actions that have been proven to give positive results.

Discussion

Through this 2020 action plan KBC will strategically invest \$159,000 to support KBC members, promote the business community, and help grow Kentville as a whole. Each area of action is specifically laid out in the document attached and identifies what and how resources will be allocated to help accomplish KBC's mission of creating an environment which is attractive supportive and welcoming to a diverse group of businesses, professionals, and entrepreneurs.

The plan begins with an overall budget for KBC through the 2020 fiscal year. It is then broken down into 4 specific areas of investment including the support of business community members, the promotion of the business community, the growth of Kentville as a whole, and the administrative needs of the organization.

In order to continue effectively planning the implementation of the 2020 Action Plan, KBC is requesting approval of the use of 2020/2021 special project funding for the implementation of KBC's communication plan as specified within the plan under the "Promote" heading.

\$16,000 will be budgeted for the continued production of professional videos. These videos will build off the success of our fall and winter videos to promote a positive image of Kentville. This will include businesses, Town assets, Events, etc. Each video will grow on the video before and continue to develop the #wearekentville initiative. The goal will be to reach as many viewers as possible to attract people to visit, shop, and or live in Kentville.

\$4,500 will be budgeted for the purchase of production equipment such as a camera, gimbal, microphone, etc. This equipment will be used primarily by KBC's ED for the implementation of the KBC Comm Plan. A high-quality camera will be required as well as the most cost-effective equipment for recording & capturing ongoing marketing content for downtown business community members, events, activities, etc.



Kentville Business COMMUNITY

\$7,000 will be budgeted for the marketing and promotion of KBC created content. This funding will be used for the placement of video ads online, boosting marketing posts/campaigns, print ads, etc. Content will be strategically placed to promote and communicate with specific audiences effectively. KBC will work in cooperation with the Town and build stronger relationships with other local groups such as the Valley REN, AVCC, NSCC, The Grapevine, etc. to coordinate marketing efforts.

Lastly, \$2,500 will be budgeted for research into the viability of a business development hub within downtown Kentville. Potential opportunities and partnerships will be explored with organizations such as NSCC, Valley REN, AVCC, etc. This investment comes out of continued interest in a business hub by local organizations and entrepreneurs, and will allow KBC to stay at the forefront of this potential opportunity.

Budget implications

Revenues for the 2020 Action Plan include \$64,000 of core funding, \$25,000 of façade funding, approximately \$10,000 of 2019 Façade Program funding to be carried forward, \$25,000 in Special Projects funding, and an investment of \$35,000 from KBC's cash Reserves.

Of the \$159,000 of funding available to KBC in 2020, \$25,000 of this is under the special projects funding amendment within the KBC/Town of Kentville funding agreement. This funding requires the approval of council prior to being released.

Policy implications

The KBC board believes this project to be in direct alignment with the KBC strategic plan and the funding agreement between KBC and the town of Kentville. This request is not for receiving 2020/2021 Special Project funding in advance, but simply the approval to use this funding within the 2020/2021 fiscal year.

Attachments

KBC 2020 Action Plan

Request

That Council approve 2020/2021 Special Projects funding to be used as specified in the 2020 Action Plan within the 2020/2021 fiscal year.

Respectfully Submitted,

Zach Best

Zach Best

Executive Director, KBC

Kentville Business Community

Action Plan

2020

Support

Promote

Grow

Overview

This document outlines KBC's 2020 Action Plan and how it will utilize the resources at its disposal to accomplish the three pillars of the organization.

Support, Promote, Grow

Introduction

Through 2020 KBC will strategically invest \$159,000 to support KBC members, promote the business community, and help grow Kentville as a whole. Each area of action is specifically laid out in the document below and identifies what and how resources will be allocated to help accomplish KBC's mission of creating an environment which is attractive, supportive, and welcoming to a diverse group of businesses, professionals, & entrepreneurs.



2020 Budget

KBC will have \$159,000 in funding available for 2020. This funding will be available through the KBC/TOK funding agreement, as well as KBC’s capital reserves. KBC plans to invest nearly all remaining capital reserves into it’s 2020 Budget for the implementation of this action plan.

See 2020 Budget below:

Kentville Business Community					
Budget - 2020					
Revenues					
	Core Funding				64,000
	Façade Funding				25,000
	Carryforward 2019				10,000
	Special Projects Funding				25,000
	Cash Reserves				<u>35,000</u>
	Total Revenue				159,000
Expenses					
	Overhead/Administrative				64,000
	Façade Program				35,000
	Special Project (Implementation of Communication Plan)		25,000		
			<u>5,000</u>		30,000
	KBC Events Program				<u>30,000</u>
	Total Expenses				159,000
	Excess of Revenues over Expenses				0

Support

KBC will support Business Community Members

Through the Kentville Façade Program KBC will continue to support the strategic investment in downtown infrastructure. Leading to a more beautiful downtown.

Through 2020 KBC will invest \$35,000 into the Façade Program. \$25,000 will be budgeted to regular façade program applications, and \$10,000 will be budgeted to the Mural Project program.

This will likely be the Fifth and final Phase of the current Façade Program as the KBC/TOK funding agreement is complete at the end of the 2020/2021 fiscal year.

Expense Breakdown			
2020			
Façade Program			
Regular Façade Applications			25,000
Mural Project			10,000
Total Expenses			35,000



Façade Applications

\$25,000 of 2020 Façade Program funding will be budgeted for regular program applications. While the Façade Committee (w/ Board approval) will determine how this funding will be spent, the program will be relatively the same as last year and promoted as the last year of the program. This approach may help to increase applications, and the likelihood of projects being completed. The committee will review the application requirements and revamp the application process accordingly.

Mural Project

\$10,000 of Façade program funding will be budgeted directly towards the Mural Project. This \$10,000 can be spent through the regular program of 50% expense coverage of any mural for a KBC Member. Or, can be spent through other means towards murals in the Downtown such as a Mural Festival. This aspect of funding for the Façade Program can be used in coordination with the KBC Events Committee, or other organizations willing to work with KBC.

Promote

KBC will Promote the Business Community

Through the implementation of KBC's Communication Plan KBC will work to continually promote business community members and the Town overall to bring more people downtown.

KBC will invest \$30,000 into the implementation of a Communication Plan through 2020. This Comm Plan will continue to be developed through the winter with the budget & framework highlighted here.

The focus of this plan will be the development of high quality promotional content to be shared mainly through social media and online.

		Expense Breakdown	
		2020	
Special Project - Communication Plan Implementation			
	Professional Video Production		16,000
	Equipment Purchase		4,500
	Promotions, Ads, & Marketing		7,000
	Research - Business Hub		<u>2,500</u>
Total Expenses			30,000



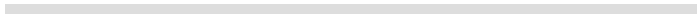
Professional Video Production

Professional video production will be one of the main focuses of KBC's Comm plan with \$16,000 budgeted for 2020. This budget will mainly be spent through the continued collaboration with Canopy Creative. The focus of these videos will be the continued promotion of a positive image of Kentville. This will include businesses, Town assets, Events, etc. Each video will grow on the video before and continue to develop the #wearekentville initiative. The goal will be to reach as many viewers as possible to attract people to visit, shop, and or live in Kentville.



Equipment Purchase

\$4,500 will be budgeted for the purchase of production equipment such as camera, gimbal, microphone, etc. This equipment will be used primarily by KBC's ED for the implementation of the KBC Comm Plan. A high-quality camera will be required as well as the most cost-effective equipment for recording & capturing ongoing marketing content for downtown business community members, events, activities, etc.



Promotions, Ads, & Marketing

\$7,000 will be budgeted for the marketing and promotion of KBC created content. This funding will be used for the placement of video ads online, boosting marketing posts/campaigns, print ads, etc.

Content will be strategically placed to promote and communicate with specific audiences effectively. KBC will work in cooperation with the Town, and build stronger relationships with other local groups such as the Valley REN, AVCC, NSCC, The Grapevine, etc. to coordinate marketing efforts.

Research - Business Hub

\$2,500 will be budgeted for research into the viability of a business development hub within downtown Kentville.

Potential opportunities and partnerships will be explored with organizations such as NSCC, Valley REN, AVCC, etc.

This investment comes out of continued interest in a business hub by local organizations and entrepreneurs, and will allow KBC to stay at the forefront of this potential opportunity.

Implementation

The KBC Comm Plan will be overseen and implemented by KBC's Executive Director. A marketing and communication committee will be formed to help in the planning and creation of content and ensure the successful implementation of said plan.

The KBC Comm Plan will evolve and adapt to what is happening in Downtown Kentville. It will use the resources laid out above, to effectively promote a positive image of the community by continually capturing and communicating with the community.



Grow

KBC will help grow Kentville as a whole

KBC will help grow Kentville’s business community through the continued investment in community events and activities.

KBC will invest \$30,000 into a strategic events program that engages with the business community and facilitates the implementation of major events and activities downtown. This program will be overseen by the KBC Events Committee which is led by the Events Committee Chair appointed by the KBC Board.

The KBC Events Program will consist of two major components; contracting an event coordinator and an Event Grant program.



		Expense Breakdown	
		2020	
KBC Events Program			
	KBC Event Grants		18,000
	Event Coordinator		<u>12,000</u>
Total Expenses			30,000

KBC Event Grants

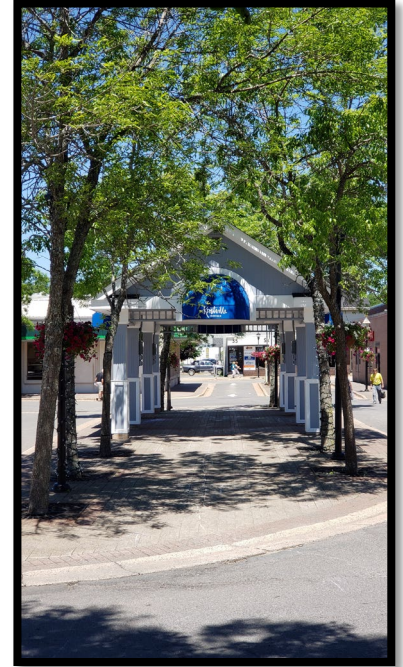
\$18,000 will be budgeted for an Event Grant Program that will facilitate the production of major events and activities in Downtown Kentville. This funding can be used by the Events Committee itself or granted to another group or organization putting on an event. The program will consist of grants of up to \$3,000 (recommendation) towards a single Downtown Event. This will allow the development of at least 6 major downtown Kentville Events. Smaller grants can be given out, or other funding can be fundraised to cover specific event expenses. This funding can be used for any event expenses at the discretion of the events committee or the committee directly overseeing a specific event.

Event Coordinator

\$12,000 will be budgeted for contracting an Event Coordinator. The EC will be under direct supervision of the Events Committee with the role of coordinating all logistics for the events put on by this committee. The specific duties and responsibilities of the EC will be developed by the events committee to ensure the most effective means of creating and implementing events.

Implementation

The KBC Events Program will be directly overseen and implemented by the KBC Events Committee & Committee Chair. The Chair will run the committee and put the right people in place to ensure the committee's success. The Committee will develop the Event Grant Program and once board approved, will have full authority over the implementation of the program, as well as the contracted Event Coordinator.



Town Cooperation

Through all these programs KBC will look to cooperate and coordinate with TOK & staff. Cooperation between KBC & TOK will be essential for the success of this action plan. In any area the Town can offer support either financially or in-kind will lead to the further success of this plan.

Administration

The remaining \$64,000 will be budgeted for the administration of KBC. Covering all overhead expenses including labour, insurance, operating expenses, etc.

See draft budget below:

		Expense Breakdown	
		2020	
Overhead / Admin			
	Labour/Benefits/Healthcare		47,000
	Advertising & Promoion		1,500
	Bank Charges		220
	Board Events		1000
	Office Expenses		1500
	Office Equipment		2000
	Telephone		480
	Computer/Internet/Software Expenses		2000
	Continuing Education		1500
	Professional Fees		2500
	Legal Fees		150
	Insurance		2000
	Meals and Entertainment		500
	Membership Fees		300
	Meeting Expenses		500
	Miscellaneous		300
	Conferences and Events		500
	Postage		<u>50</u>
Total Expenses			64,000

Conclusion

The KBC Mission is to “create an environment which is attractive, supportive and welcoming to a diverse group of business professionals and entrepreneurs”. Through our programs and events, we have, and will continue to work toward achieving our mission. The KBC 2020 Action Plan will contribute to that effort by investing in three distinct programs to support the business community. Once implemented, KBC will evaluate the programs and determine what changes or improvements will be beneficial to the business community and the Town in general. The work we’ve done over the past few years, together with an evaluation of the 2020 Action Plan, will form the basis for a new funding agreement with the Town of Kentville. KBC looks forward to our work on behalf of the business community and to continued support and collaboration with the Town as we move forward.



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Eric Bolland

Date: January 20, 2020

Date of Last Council Meeting Attended: November 25, 2019

Date of Last Council Advisory Meeting Attended: December 9, 2019 and January 13, 2020

Date of Last Governance Session Attended: None in December or January

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Dec 18 th , 2019	Valley Waste Management	See notes below
Jan 9, 2020	Valley Waste Management special meeting	See notes below
Jan 15, 2020	Valley Waste Management	See notes below

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Nov 27, 2019	Meet & Greet with MP Cody Blois with Mayor and Council	Relaxed atmosphere Good questions asked by both parties Good initiative
Dec 13, 2019	Town Xmas party at Paddy's	Laurie and I enjoyed the evening Well done Social committee!
Dec 19, 2019	Council and staff strategy session	Good interaction of many concerns and long term goals with eye on budget preparations

Conference Attendance and Synopsis

Date	Conference	Synopsis
N/A		

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Committee Name	Valley Waste Management	Meeting Date:	Dec 18/2019
Meeting Highlights:	<ul style="list-style-type: none"> • Staff and committee reports • Presentation of draft of operating capital budget • Election of Authority Chair and Vice Chair; no changes <ul style="list-style-type: none"> ➤ Chair Kinsella re-elected as Chair and Councilor Corbin from Berwick re-elected as Vice Chair 		
Budget:	NA		
New Projects:	NA		
Policy Changes:	NA		

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name	Valley Waste Management	Meeting Date:	Jan 9/2020
Meeting Highlights:	<ul style="list-style-type: none"> • Continued presentation and discussion of draft operating budget • Finalization of solid waste-resource by-law <ul style="list-style-type: none"> ➤ Needs to be approved by this council ➤ Copy is with CAO Rice for her review 		
Budget:	NA		
New Projects:	NA		
Policy Changes:	NA		

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name	Valley Waste Management	Meeting Date:	Jan 15,2020

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Meeting Highlights:	<ul style="list-style-type: none"> • Staff and committee reports • Upcoming presentation by the Municipality of Chester regarding our relationship on landfill; likely at the Old O like last year • Operating and capital budget approved by the Board and will soon be presented to Mayors and CAOs
Budget:	NA
New Projects:	NA
Policy Changes:	NA

Misc Events

Date	Synopsis
Dec 20,2019	Attended the Kentville Police fundraiser breakfast at the Kentville Fire Hall
Dec 20,2019	Attended the Equilibrium Engineering Christmas Open House

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Craig Gerrard

Date: January 22, 2020

Date of Last Council Meeting Attended: November 25, 2019

Date of Last Council Advisory Meeting Attended: January 13, 2020

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
January 9, 2020	KFJS	Budget Discussion
January 17, 2020	Kentville Police Commission	See Attached
January 20, 2020	REMAC	My First meeting – review of remo planning

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Conference Attendance and Synopsis

Date	Conference	Synopsis



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name	Kentville Police Commission	Meeting Date:	January 17, 2020
Meeting Highlights:	Stats Attached Dispatch – Chief Cecchetto and CAO Rice visit with Valley Alarms re the cancellation of service and instead go with Bridgewater Police dispatch Discussion of the By-Law regarding the Police Commission updated wording The Police Commission is governed by the Police Act and the Police Regulations of Nova Scotia		
Budget:			
New Projects:			
Policy Changes:			

Misc Events

Date	Synopsis



Town of Kentville By-Law

Chapter 82

Board of Police Commissioners

This By-law supplements the *Police Act*, and the *Police Act* should be referenced for questions concerning the terminology, clarification, and full administration of the Kentville Board of Police Commissioners By-law.

Interpretation DEFINITIONS

1. In this Bylaw:
 - (a) “Board” means the Board of Police Commissioners for the Town of Kentville;
 - (b) “Chief” means the Chief of the Kentville Police Service;
 - (c) “Chief Administrative Officer (CAO)” means the Chief Administrative Officer of the Town of Kentville;
 - (d) “Council” means the Town Council of the Town of Kentville;
 - (e) “Member” means a member of the Board of Police Commissioners;
 - (f) “Police Act” means the Police Act RSNS2004 c.31 as amended and the regulations made thereunder;
 - (g) “Town” mean the Town of Kentville.

POWERS

2. The Board shall comply with the provisions of the Police Act RSNS 2004 c.31 setting out its powers and obligations. The relevant sections of such legislation and regulations pursuant thereto, including amendment or substitutions, shall be supplied to each member of the Board.

COMPOSITION OF THE BOARD

3.
 - (a) The Board shall consist of five (5) members.
 - (b) The members shall be appointed as follows:
 - i) Two (2) members of Council are appointed by resolution of Council. The Council appointments shall take effect after the first Council meeting in _____ of each calendar year.

the Board as outlined in the Town of Kentville Bylaw Chapter G16 Code of Conduct for Elected Officials.

- (a) Board members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Board. If the offences continue then the matter should be dealt with, in private, with the offending Board member by the Board Chair and the CAO. If the Board Chair is the individual whose actions are being challenged, then the matter should be referred to the Vice Chair and the CAO.
 - (b) Concerns of misconduct, once reported to the Chair and CAO or Vice Chair and CAO shall be investigated within 10 (ten) business days where possible, with a 5 (five) day extension considered under certain circumstances at the discretion of the Chair or Vice Chair. The results of the investigation shall be reviewed with the Board once completed, with the Board as a whole, determining the course of action to be taken moving forward.
 - (c) If the Board agrees that sanctions are warranted, depending on the severity of the offence, these sanctions could include meeting penalties removal from the Board. Should the occurrence(s) of misconduct involve the Department of Justice appointed Representative, the Chair or Vice Chair shall contact the Minister of Justice immediately of the infractions and the outcome of the investigation.
- 8. The Board shall have jurisdiction without interference by the Council or any member of the Council over all matters relating to the enforcement of all Federal Statutes, Provincial Statutes and Town Bylaws, but the Council shall have the right to make requests to the Board as to enforcement of such statutes or bylaws within the Town.
 - 9. Pursuant to Section 55 of The Police Act the actual day to day direction of the policing services with respect to the enforcement of law and the maintenance of discipline within the force shall rest with the Chief of Police or the person acting for the Chief.
 - 10. The Chief of Police or the person acting for the Chief shall give all necessary orders, directions and instructions to the policing service.
 - 11. Subject to Section 52 of The Police Act, a member of the Board or a member of Council shall not issue any order, direction or instruction to any member or staff of the policing service concerning that individual's duties as a member or staff of the policing service.

APPOINTMENT AND AUTHORITY OF CHIEF OF POLICE

13. The hiring and appointment of the Chief of Police shall be made by the Council.
14. The appointment, promotion, suspension or reinstatement of members of the police force, special constables, bylaw enforcement officers and civilian employees of the police department (other than the Chief of Police) shall be made and conducted by the Chief of Police, subject to the following:
 - (a) Dismissals shall be made by the Board upon the recommendation of the Chief of Police.

Compliment of the Police Force

- ~~15. The appointment, promotion, suspension or reinstatement of members of the Police Force, special constables, bylaw enforcement officers and civilian employees of the police department (other than the chief of police) shall be made and conducted by the chief of police, subject however to the following:
 - a. Promotions to the position of inspector and above shall be made by the Board upon the recommendation of the chief of police; and
 - b. Dismissals shall be made by the Board upon the recommendation of the chief of police.~~

Appointment of Chief of Police

- ~~16. The hiring and appointment of a chief of police shall be made by the Council.~~

FISCAL MATTERS

15. The Board shall be required to submit to Council its recommendations with respect to all financial and budgeting matters related to the administration of the policing service or before the end of February each year.
16. The Board shall submit to Council all proposed employment agreements or contract negotiations for Council's approval of all financial matters contained therein, prior to the execution thereof, by the Board. The Town shall be the employer of all members and staff of the policing services and all collective agreements or other agreements with the members and staff of the policing service or their bargaining agent shall be contracted in the name of the Town.
17. The Chief Administrative Officer and the Chief of Police shall be members of any committee appointed for the purpose of contract negotiations with members of the Town's police force.

GIVEN under the hand of the Town CAO and under the seal of the Town of Kentville
this ____ day of _____ 2020.

MAYOR

CAO

Clerk's Annotation for Official By-Law Book

Date of first reading:	September 28, 2009
Date of advertisement of Notice of Intent to Consider:	October 13, 2009
Date of second reading:	October 26, 2009
*Date of advertisement of Passage of By-Law:	November 3, 2009
Date of mailing to Minister a certified copy of By-Law:	November 3, 2009
Date of _____ ?	

I certify that this Board of Police Commissioner Bylaw – Chapter 82 was adopted by Council and published as indicated above.

***Effective Date of the By-Law unless otherwise specified in the By-Law**



TOWN OF KENTVILLE
2019/2020 OPERATING EXPENDITURE
POLICE PROTECTION

		2019/2020	December 31	%	OVER (UNDER)
		BUDGET	2019	CONSUMED	BUDGET
			ACTUAL		
Remuneration					
122-11-011	Remuneration- Administration	341,600	256,434	75.1%	-24.9%
122-11-012	Remuneration- Sergeant	387,000	293,427	75.8%	-24.2%
122-11-013	Remuneration-Constable	782,200	515,774	65.9%	-34.1%
122-11-014	"Stat" pay	33,000	20,724	62.8%	-37.2%
122-11-015	Overtime-Sergeant	8,000	9,438	118.0%	18.0%
122-11-016	Overtime-Constable	40,000	40,892	102.2%	2.2%
122-11-017	Secondment	99,100	74,236	74.9%	-25.1%
122-11-018	M time	5,000	4,165	83.3%	-16.7%
		<u>1,695,900</u>	<u>1,215,091</u>	71.6%	-28.4%
Benefits 122-12-02X		<u>294,100</u>	<u>198,610</u>	67.5%	-32.5%
Internal Allocation 122-13-010		<u>-</u>	<u>-</u>	0.0%	0.0%
Office Expenses					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	600	500	83.3%	-16.7%
122-14-034	Meeting-Commission	3,500	1,771	50.6%	-49.4%
122-14-036	Director's expense	9,000	7,393	82.1%	-17.9%
122-14-037	Inspector's expense	1,000	387	38.7%	-61.3%
122-14-039	Training	20,000	17,549	87.7%	-12.3%
122-14-041	Auxiliary program	3,000	2,793	93.1%	-6.9%
122-14-042	Insurance-liability/E&O	20,300	20,254	99.8%	-0.2%
122-14-045	Office expense & supplies	12,000	7,317	61.0%	-39.0%
122-14-048	Telephone	26,000	18,595	71.5%	-28.5%
122-14-051	Equipment rental	4,000	1,491	37.3%	-62.7%
122-14-058	Other expense	6,500	8,438	129.8%	29.8%
		<u>105,900</u>	<u>86,488</u>	81.7%	-18.3%
Occupancy-Police Building					
122-15-042	Insurance	1,600	1,588	99.3%	-0.8%
122-15-060	Heat	10,000	3,847	38.5%	-61.5%
122-15-061	Electricity	16,000	8,347	52.2%	-47.8%
122-15-062	Water/sewer	2,200	1,036	47.1%	-52.9%
122-15-068	Maintenance- Other costs	35,000	15,449	44.1%	-55.9%
		<u>64,800</u>	<u>30,266</u>	46.7%	-53.3%
Operations-Communication					
122-16-048	Communications	44,100	36,233	82.2%	-17.8%
122-16-051	Radio license	2,500	1,918	76.7%	-23.3%
122-16-053	Maintenance	3,000	649	21.6%	-78.4%
		<u>49,600</u>	<u>38,800</u>	78.2%	-21.8%



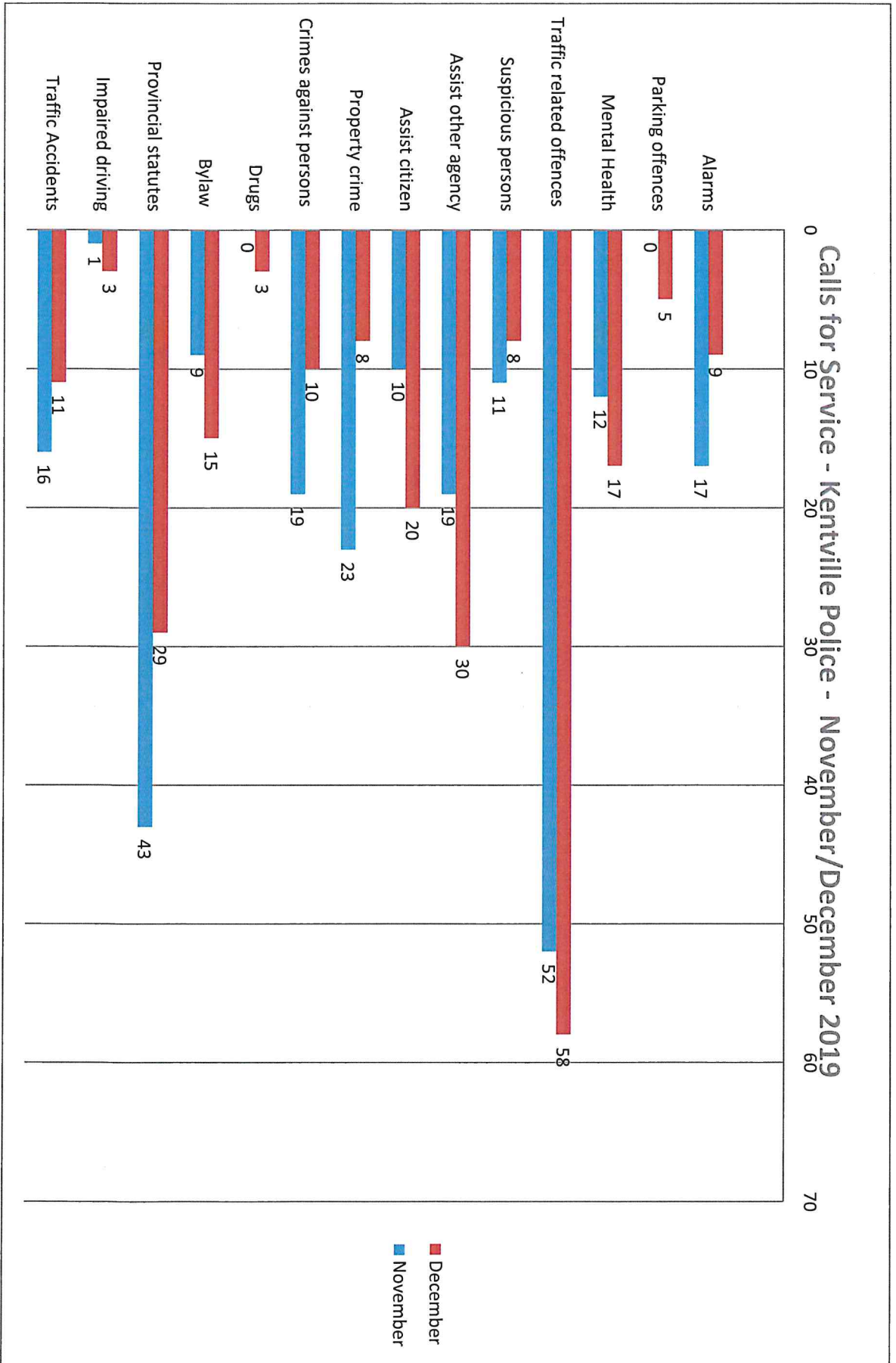
TOWN OF KENTVILLE
2019/2020 OPERATING EXPENDITURE
POLICE PROTECTION

	2019/2020 BUDGET	December 31 2019 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Operations-Technology (122-16-148)	<u>21,500</u>	<u>21,826</u>	101.5%	1.5%
Operations-Vehicle				
122-17-042 Insurance	5,800	5,795	99.9%	-0.1%
122-17-070 Gasoline	28,000	9,549	34.1%	-65.9%
122-17-071 Operations & maintenance	20,000	19,582	97.9%	-2.1%
	<u>53,800</u>	<u>34,926</u>	64.9%	-35.1%
Operations-Programmes				
122-18-080 Special projects	5,000	5,684	113.7%	13.7%
122-18-082 Crime prevention/community relations	3,500	3,174	90.7%	-9.3%
122-18-085 Custody and detention of prisoners	47,400	26,559	56.0%	-44.0%
	<u>55,900</u>	<u>35,417</u>	63.4%	-36.6%
TOTAL POLICE PROTECTION	<u>2,341,500</u>	<u>1,661,424</u>	71.0%	-29.0%
VARIANCE		<u>(1,598,386)</u>		
TOTAL POLICE PROTECTION (carried forward)	<u>2,341,500</u>	<u>1,661,424</u>		
LESS: POLICE PROTECTION REVENUE				
Secondment- Province	113,600	90,145	79.4%	-20.6%
Fines and fees- Province	24,000	23,598	98.3%	-1.7%
Police Miscellaneous		1,366	0.0%	0.0%
Law enforcement- Province	100,000	75,000	75.0%	-25.0%
TOTAL POLICE PROTECTION REVENUE	<u>237,600</u>	<u>190,110</u>	80.0%	-20.0%
NET POLICE PROTECTION	<u>2,103,900</u>	<u>1,471,315</u>	69.9%	-30.1%
SALES OF SERVICE EXPENDITURE				
Remuneration	126,000	86,584	68.7%	-31.3%
Benefits	22,300	12,169	54.6%	-45.4%
TOTAL SALES OF SERVICE	<u>148,300</u>	<u>98,754</u>	66.6%	-33.4%
LESS: SALES OF SERVICE REVENUE				
Sales of service- Police	590,000	432,775	73.4%	-26.6%
NET SALES OF SERVICES (EXCESS REVENUE OVER EXPENDITURE)	<u>(441,700)</u>	<u>(334,021)</u>		



TOWN OF KENTVILLE
2019/2020 OPERATING EXPENDITURE
POLICE PROTECTION

		2019/2020 BUDGET	December 31 2019 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
LAW ENFORCEMENT					
PROVINCIAL MANDATORY					
122-22-200	Transfers to Correctional Services	85,300	63,987	75.0%	-25.0%
OTHER					
122-31-080	Prosecution	10,200	7,243	71.0%	-29.0%
122-31-082	Legal	50,000	9,524	19.0%	-81.0%
122-31-084	Other-Crossing guards	24,500	16,370	66.8%	-33.2%
122-31-085	Parking enforcement officer	59,500	28,038	47.1%	-52.9%
122-31-086	By-law enforcement	-	319	0.0%	0.0%
		<u>144,200</u>	<u>61,493</u>	42.6%	-57.4%
TOTAL LAW ENFORCEMENT		<u>229,500</u>	<u>125,480</u>	54.7%	-45.3%
VARIANCE			<u>(104,020)</u>		
LESS: LAW ENFORCEMENT REVENUE					
	Taxi Licenses	5,600	2,842	50.8%	-49.3%
	Parking Tickets	8,000	8,758	109.5%	9.5%
TOTAL LAW ENFORCEMENT REVENUE		<u>13,600</u>	<u>11,600</u>	85.3%	-14.7%
NET LAW ENFORCEMENT		<u>215,900</u>	<u>113,880</u>	52.7%	-47.3%



November 279

December 270

Councilor Report

Kentville Town Council

Name: Cathy Maxwell

Date: Jan 27, 2020

Date of Last Council Meeting Attended: Nov 25, 2019

Date of Last Council Advisory Meeting Attended: Jan 13, 2020

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Dec 9, 2019	CAC	
Dec 10, 2019	Annapolis Valley Trails	See report
Dec 19, 2019	Strategic Planning Session	Wonderful session to look at priorities for the Spring and Fall.
Jan 17, 2020	Police Commission	See Chair Gerrard's Report
Jan 21, 2020	KCA PTA	See the report

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Nov 27, 2019	Met with MP Kody Bloise	Nice to meet with our new MP and give him feedback on what we would like him to work on at the Federal level for us.
Dec 5, 2019	100 Women Who Care	Love this group and it is such a wonderful feeling giving to the charity of the Groups Choice. This group is still looking for members, please consider helping our nonprofit groups in the valley through this group of caring women.
Dec 13, 2019	Town Christmas Party	

Councilor Report

Kentville Town Council

Dec 14, 2019	Kentville Fire Dept. Christmas Dinner	
Dec 17, 2019	KBC Holiday Meet and Greet	
Dec 20, 2019	Business Park Coffee Party and Trophy Presentation	First trophy presentation for Christmas decorations in the Business Park. Congrats to Capital Paper Products this year's winner.
Dec 20, 2019	Kentville Police Breakfast	Always a fantastic Community Breakfast to contribute to Community Police Christmas Giving.

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	Annapolis Valley Trails	Meeting Date:	Dec 10, 2019
Meeting Highlights:	<p>Meeting was held at COGS to view the new data system and mapping done for the Trails Coalition. This system will keep the records for things such as bridge inspections, stop signs and other signage on the trail, culverts etc. COGS and the trail association are working with DNR to take this system Province wide. The Trail association is hosting the NS Trails Provincial Conference Oct. 21, 22, 23 at the Louis millet Center. Municipal partners are going to be asked to put in \$2-3,000. The Social Evening for this Conference will be held in Kentville at Maritime Cider Express on Oct 21st. It was interesting to note that Alberta plows their trails.</p>		
Budget:	Coordinators mileage is up due to storms and maintenance.		
New Projects:	The Board voted to begin the move west of Allan's creek for 5-8km.		
Policy Changes:	none		

Councilor Report

Kentville Town Council

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	KCA PTA	Meeting Date:	Jan 21, 2020
Meeting Highlights:	<p>The groups is gearing up for spring activities; Screenagers, the Spring Fling and Cafeteria. Screenagers will be showing at Maritime Cider Express Dining Room in April and is open to the public. The film is on teenagers and screen time and is valuable info for anyone dealing with young students. There will be a panel discussion following the viewing of the film with educators and mental health representatives. PTA has been helping with financing for the cafeteria and everyone is extremely pleased with the new healthy food choices. An auction will be held in Feb and will help with financing the PEI trip. This event will be held at the Firehall on Feb 7th and Rotary are helping.</p>		
Budget:	<p>This PTA group is awesome and continues to work hard raising funds to help with school related activities.</p>		
New Projects:	<p>Movie night March 12 or 26th stay tuned and Spring Fling June 10th with Rain date on the 11th</p>		

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage

Date: January 22, 2020

Date of Last Council Meeting Attended: November 25th 2019

Date of Last Council Advisory Meeting Attended: January 13th 2020

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
December 2 nd 2019	Diversity Kings Committee	Reviewed TOR Discussed IWD event – March 8 th 2020 Note sent out to Tony Ince Minister of African NS Affairs re Feb 3 rd event Council Chambers proclamation and poster unveiling to which he will attend.
December 11 th	IAC	Reviewed the reports and recommendations from our IA TD Wealth. The TOK perpetual reserve is just shy of 14 million. Our money weighted net is a spectacular 13% against the balanced income CAD of 12 .23%. Well done on a great year.
December 19 th	Joint meeting with Council... Mayor ...staff and CAO	Strategic planning session. A fulsome meeting where staff and council hashed out the plans for the ensuing year. Notes have now been distributed and same will be incorporated into the 2020 budget. We are excited with the progress we've made as a council. We have a strong and committed staff. We have a great town and it continues to get better !!!!
January 6 th 2020	Diversity Kings Committee	Guest presentation – project coordinator from the office to advance women apprentices. Reminder of African Heritage launch Feb 3 rd
January 16 th	RSC (Sewer)	Discussions around upcoming budgets. Updates around STP odour management work plan. Capital updates. Operations updates. Updates from the technical working committee. TOK continues to remain within guidelines (BOD-biochemical oxygen demand... and TSS) overall. These metrics are reviewed monthly but are looked at as a per annum average.
January 22, 2020	IAC	Reviewed the reports and recommendations from our IA TD Wealth. The TOK perpetual reserve is now in excess of 14 million. Our money weighted net is a spectacular 13%.. against the balanced income CAD of 11.54%.

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

		An impressive year...We are well positioned to take our required dividends and interest in efforts to balance the operating budget – 460,000. We are revisiting our IPS to ensure we are generating the appropriate returns within guidelines permitted by the Minister. We may look to revise our IPS once again during this council tenure to possibly increase our exposure to the equity markets.
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Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
November 27 th	Kody Blois – MP for Kings Hants	Kody is our new MP for Kings Hants and he wanted to hear out concerns – we spoke of Gas Tax Credits for the towns and municipalities. We discussed equalization payments We discussed the importance of agriculture Kody wants to bring the concerns from municipalities to the forefront in the house ...
December 10 th	Open house – Christmas gathering – MLA John Lohr	
December 13 th	TOK Christmas Party	Comedy ..great food and great company
December 14 th	KVFD Christmas Party	Always a wonderful time to celebrate the men and women who put their lives on the line each and every day. We have a great Chief B Delogues who spoke kindly and admirably about the folks who serve.
December 16 th	Kentville Rotary cocktail party	
December 17 th	KBC Christmas drop in	I made it just under the line – busy day at RBC – just under the line – I had the joy of hearing Zach (ED) sing some great Christmas music. I will take this moment to congratulate KBC for the work they did in 2019 and the ongoing works in the 2020 year. We value you and we applaud you for the work that you have done and continue to do.

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

December 20 th	Brunch	IAC – hosted by Chris MacRae as TD Wealth
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Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name		Meeting Date:	
Meeting Highlights:			
Budget:			
New Projects:			
Policy Changes:			

Misc Events

Date	Synopsis

**COUNCIL COMMITTEE AND ATTENDANCE REPORT
KENTVILLE TOWN COUNCIL**

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COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: Lynn Pulsifer

Date: January 22, 2020

Date of Last Council Meeting Attended: November 25, 2019

Date of Last Council Advisory Meeting Attended: December 9, 2019

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Nov 20/19	Kentville Water Commission	Meeting re Operations and Financial Update
Nov 21/19	Annapolis Valley Regional Library	Meeting held Berwick Council Chambers Libraries busy throughout the Valley. Discussion re Accessibility Act and how it will affect libraries, advocacy of libraries, funding formula, performance measures. From April – October/19, Kentville had highest circulation of materials in Valley – 53,547 , up 6.62% from 2018.
Nov 26/19	Kings Point to Point	Board Meeting – Details in separate report
Dec 16/19	Kings Point to Point	Strategic Discussions – Proposed Draft Funding Agreement with County of Kings
Dec 19/19	Kentville Strategic Plan Update	Review and evaluation of current Plan
Jan 7/20	Source Water Protection Advisory Committee	Well Field and Water reports from David Bell
Jan 15/20	Kings Point to Point	Budget Meeting

Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Nov 22/19	Torchlight Event	Tree-lighting and indoor activities at Rec Centre



COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Nov 23/19	Kentville Library	Christmas Artisan Fair
Dec 7/19	Annapolis Valley Regional Library	Christmas party for Board members of AVRL in Berwick
Dec 13/19	Kings County Museum	Attended their Bright and Merry Celebration at the Museum.
Dec 13/19	Town of Kentville	Christmas Party upstairs at Paddy's
Dec 14/19	Kentville Volunteer Fire Dept	Christmas Party at the Fire Hall
Dec 17/19	KBC Christmas Meet and Greet	Held at the Half Acre Cafe

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	Kings Point to Point	Meeting Date:	November 26/19
Meeting Highlights:	For the 202-21 year, the Board voted on the purchase of a Dodge ProMaster full size van and a Dodge Grand Caravan, both fully accessible, based on receiving Provincial grants. The total drives originating in Kentville for October of this year was 351, with the 2019-20 YTD total originating in Kentville was 3,351. In 2018/19, the total was 2,723. So the past year, drives ORIGINATING in KENTVILLE were up by 628, compared to 2018/18.		
Budget:	n/a		
New Projects:	Board Meetings have been held to discuss a proposed draft Funding Agreement with the Municipality of Kings.		
Policy Changes:	A Poverty Reduction Government Investment Program has been funded by the NS Department of Communities, Culture and Heritage. It allows those with third-party referrals (like food banks and service clubs), or those self-identifying as low income, to pay what they can to receive transportation for medical appointments, food bank or grocery stores, educational programming and to reduce social isolation. The funding is expected to last until March 31, 2020, or until the grant is depleted.		

Misc Events

Date	Synopsis
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COUNCIL COMMITTEE AND ATTENDANCE REPORT
KENTVILLE TOWN COUNCIL

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 22 January 2020

Date of Last Council Meeting Attended: 25 November 2019

Date of Last Council Advisory Meeting Attended: 13 January 2020

Date of Last Governance Session Attended: N/A

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
21 Nov 19	VREN – LOC Chair – BoD Chair	Review proposed agreement from Province and draft agenda for net LOC meeting
25 Nov 19	Council Meeting	Last council meeting of 2019. Town Hall Safety Audit External Audit Services Council Meeting Dates Kings Regional Emergency Management Organization – Winter Storm Plan Council Committees Kentville Lions Club Lease Calkin Building Sale
28 Nov 19	VREN Board of Directors Meeting	Held in Middleton as part of outreach.
29 Nov 19	VREN Regional Marketing meeting	Unveiling of new marketing plan. hAVE it all
9 Dec 19	CAC Meeting	Regional Emergency Management Organization – Winter Storm Plan Mentoring Plus Project Regional Emergency Management Organization – Winter Storm Plan Commissionaires Support of Council and CAC Meetings Review of Existing Appointments to Council Committees Review of Council Representatives on Community Committees
10 Dec 19	Mentoring Plus Meeting	Held in Truro. Briefing on the way ahead for the program and funding.
11 Dec 19	Investment Advisory Committee Meeting	Value at 9 Dec - \$13,976,596
11 Dec 19	NS Quality of Life Leadership Meeting	Video conference to release the report and evaluate the data

Councilor Report

Kentville Town Council

12 Dec 19	Municipal Finance Corporation December Board Meeting	Quarterly board meeting, business of the day
18 Dec 19	Kings County Mayors Meeting	Met at the Maritime Express for lunch to discuss regional collaboration
19 Dec 19	Town of Kentville Strategic Planning Update	Annual evaluation of strategic plan and update in preparation for budget
7 Jan 20	Source Water Protection Advisory Committee Meeting	Quarterly Meeting – see below
13 Jan 20	VREN Audit Committee Meeting	Evaluation of RFP inputs and selection of auditor
13 Jan 20	CAC Meeting	Kentville Business Community Special Projects Request Update on Calkin Building Sale and Tenants Review of Committee and Commission Appointments Code of Conduct
15 Jan 20	Kings County Mayors Meeting	Met at the Christiannies for lunch to discuss regional collaboration
20 Jan 20	Regional EM Advisory Committee	Quarterly meeting, approval of new chair, approval of committee composition and update on Heat advisory from Dr Strang.
22 Jan 20	Investment Advisory Committee Meeting	Value at 22 Jan 20 - \$14,163,591
22 Jan 20	NS Quality of Life Leadership Meeting	Video Conference to evaluate the use of the data

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
20 Nov 19	International Women's Day 2020	Planning Meeting for events in the Valley
21 Nov 19	NKEC Music Dept Fundraiser	The NKEC Music Dept held a Crockpot Cookoff fundraiser. Judge
22 Nov 19	Torchlight Event	Change up this year to hold event at the Town tree and Rec Centre
27 Nov 19	MP Kody Blois Meeting	Presenting issues to new MP for follow-up in Ottawa

Councilor Report

Kentville Town Council

28 Nov 19	Stakeholder Outreach	Follow-up to Executive Forum, tour of 14 Wing Greenwood
3 Dec 19	AVCC Quarterly Breakfast	Breakfast at the Lions Hall in Berwick a conversation with Agriculture Industry, Young Farmers, Women in Farming and Technology in Farming
3 Dec 19	Community Outreach – Aldershot	Lunch at Aldershot in celebration of holidays and community engagement
5 Dec 19	Berwick Christmas Open House	Town of Berwick hosted an open house for the holidays
6 Dec 19	Shannex Celebration	Shannex Orchard Court celebrates its 10 th anniversary
7 Dec 19	Kings County Museum	Yuletide Tea
13 Dec 19	Kings County Museum	Bright and Merry Celebration
13 Dec 19	Town of Kentville	Christmas Party
14 Dec 19	Kentville Lions Club Breakfast	Special breakfast with Santa Claus
14 Dec 19	Kentville Volunteer Fire Dept	Christmas Party
17 Dec 19	AVCC Christmas Meet and Greet	Held at the Centre Square Office
17 Dec 19	KBC Christmas Meet and Greet	Held at Half Acre Café
20 Dec 19	KPS Christmas Brunch	Held at Kentville Volunteer Fire Dept
1 Jan 20	Kentville Legion New Year's Day Levee	Bring greetings on behalf of the Town
1 Jan 20	Town of Wolfville and Acadia University New Year's Day Levee	Bring greetings on behalf of the Town

Councilor Report

Kentville Town Council

9 Jan 20	Doctor Recruitment Visit	doctor from the UK looking to establish a practice in the Annapolis Valley
15 Jan 20	Doctor Recruitment Visit	Two doctors from the UK looking to establish a practice in the Annapolis Valley
15 Jan 20	Salvation Army Appreciation Event	Appreciation event for Kettle volunteer, just under 200 volunteers for the campaign, raising just under \$163K for local initiatives.

Conference Attendance and Synopsis

Date	Conference	Synopsis
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Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	Source Water Protection Advisory Committee Meeting	Meeting Date:	7 Jan 20
Meeting Highlights:	Well Field Report – Dave Bell Water Report – Dave Bell Planning Report – Bev Gentleman Review of Source Water Protection Plan Source Water – Kings County Public Works Building Provincial Lead Testing Hal Henderson Resignation		
Budget:	N/A		
New Projects:	N/A		
Policy Changes:	Led testing in private dwellings – 40 sites in Kentville to meet the new standards		

Misc Events

Date	Synopsis
22 Nov 19	Meeting with Jim Noonan
25 Nov 19	Annual Eastlink Community TV Christmas Greeting
26 Nov 19	Interview with Ian Fairclough on Town of Kentville prosperity for Chronicle Herald

Councilor Report

Kentville Town Council

27 Nov 19	Annual KRock Christmas Greeting
28 Nov 19	Annual Kinsmen and Kinette Radiothon
5 Dec 19	415 Sqn Christmas party – RCAF Wing in Greenwood
7 Dec 19	Halifax Thunderbirds opening game and celebration
8 Dec 19	Christmas Extravaganza Craft Show at NSCC by Advocates for Angels in Motion
15 Dec 19	14 Wing Commander's At Home for the Holidays
16 Dec 19	Rotary Club Holiday Cocktail party
18 Dec 19	Community Services Door Decorating Contest Judge
18 Dec 19	Meeting with VREN Board Chair and AVCC President with regards to investment readiness in the business park
20 Dec 19	Kentville Business Park Contest and Coffee get together
20 Dec 19	Christmas Lunch with Investment Advisor and Committee
8 Jan 20	Meeting with Bill Davenport Executive Director, The Valley Care Pregnancy Centre
8 Jan 20	Meeting with Maresa Davidson – Doctor Welcome Party
9 Jan 20	Meeting with Mike Doherty

TO: Mayor and Council

SUBMITTED BY: Kelly Rice, Chief Administrative Officer

DATE: January 27, 2020

SUBJECT: October 2020 Election

ORIGIN

For every municipal election in Nova Scotia, the Returning Officer must request permission from each municipal unit to obtain and update the list of electors and set the date for advance polls.

BACKGROUND

In January of 2020, CAO Kelly Rice met with the Returning Officer to discuss the upcoming municipal election. Part of the election process includes the recommendation that the permanent list of registered electors established and maintained by Elections Nova Scotia be used as the preliminary list of electors for municipal units. A deadline for developing a final list of electors should be prepared by August 31, 2020. Finally, the date of the advance polls should be established.

DISCUSSION

None.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

ATTACHMENTS

None.

RECOMMENDATION (AS ATTACHED)

1. That the permanent register of electors, established and maintained by Elections Nova Scotia, be used as the basis for the preliminary list of electors for the Town of Kentville in the October 17, 2020, municipal election.
2. That the list of electors be prepares on August 31, 2020.
3. That the advance polls he held on Thursday October 8, 2020 and Tuesday October 12, 2020.

2020 MUNICIPAL ELECTION
RECOMMENDATIONS TO COUNCIL
FEBRUARY 2020

PRELIMINARY LIST OF ELECTORS

I recommend that the permanent register of electors established and maintained by Elections Nova Scotia be used as the basis for the preliminary list of electors for the Town of Kentville in the October 17, 2020, municipal election.

FINAL LIST OF ELECTORS

I recommend that the final list of electors shall be prepared on August 31, 2020.

ADVANCE POLLS

I recommend that Advance Polls be held on Thursday, October 8, 20~~16~~²⁰, and Tuesday, October 13, 2020. *M*



Al Kingsbury
Returning Officer

February 1, 2020