



# TOWN OF KENTVILLE COUNCIL

## February 24, 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, January 27, 2020
4. UNFINISHED BUSINESS
  - (a) Appointment of Returning Officer
  - (b) Calkin Building Price Adjustment
  - ~~(c) Kentville Business Park Covenants~~
5. RECOMMENDATIONS AND REPORTS
  - (a) Council Advisory Committee – **Councillor Eric Bolland**
    - (1) Sundry Accounts Receivable
    - (2) Withdrawal from Equipment Reserve
    - (3) Withdrawal from Capital Reserve
    - (4) Tax Exemption
    - (5) Pick-up Trucks Tender
    - (6) Crescent Avenue Closure
    - (7) Street Naming in MacDougal Heights
    - (8) KBC Special Projects Request
    - (9) Anti Violence in the Workplace
  - (b) Councillors' Reports
    - (1) Councillor Andrew
      - a. Kings Transit Authority
      - b. Joint Fire Services Committee
    - (2) Councillor Bolland
      - a. 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 (Not Available)



- a. Investment Advisory Committee
- b. Kings Regional Sewer Committee
- c. Diversity Kings

**(6) Councillor Pulsifer**

- a. Annapolis Valley Regional Library
- b. Kings Point-to-Point

**(c) Mayor's Report**

- a. Audit Committee
- b. CAO Evaluation Committee
- c. Water Commission/ Source Water Protection Advisory Group
- d. Regional Emergency Management Operation
- e. Regional Enterprise Network

**6. CORRESPONDENCE**

- (a) Support for Epilepsy Month

**7. NEW BUSINESS**

- (a) None.

**8. PUBLIC COMMENTS**

**9. IN CAMERA**

**10. ADJOURNMENT**

## TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL Meeting Minutes: January 27, 2020

### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 7:01 p.m.

### PRESENT

Chief Administrative Office (CAO) Kelly Rice reported that all members of Council were present except Councillor John Andrew: Mayor Sandra Snow, Deputy Mayor Craig Gerrard, 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 Jennifer West and Recording Secretary Carla MacDonald.

### REGRETS

Councillor John Andrew

### 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 that the agenda of January 27, 2020 be approved as attached**

**MOTION CARRIED**

### 3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting on November 25, 2019

**It was moved that the minutes of Council meeting on November 25, 2019 be approved**

**MOTION CARRIED**

(b) Minutes of Special Council meeting on December 9, 2019

**It was moved that the minutes of Council meeting on December 9, 2019 be approved**

**MOTION CARRIED**

### 4. UNFINISHED BUSINESS

#### (a) Medical Retention Program

CAO Rice and Councillor Savage gave a review of the Medical Retention Program which is being coordinated by the Province with support from valley municipal units.

*Report Available*

**Points of Discussion**

- The retention program looks at the doctor shortage and how many residents remain in the Annapolis Valley when they came here to do their residency. This program is to help establish Annapolis Valley as a welcoming community and attract new doctors and their families.
- The program will require Town to create a position for a one-year term. A grant may be available to help with this cost, and can only be used for attracting potential physicians. It is being asked that Town of Kentville contribute \$3,000 - \$5,000 to assist with the cost associated with this position.

#### **RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cate Savage and Councillor Lynn Pulsifer

**That Council approve funding of the Medical Retention Residency Recruitment program in the amount of \$4,000 for a one-year period.**

#### **MOTION FAILED**

*Councillors who voted in favour of this motion:*

*Bolland, Pulsifer, Savage*

*Councillors who voted against this motion:*

*Gerrard, Maxwell and Snow*

### **5. REPORTS AND RECOMMENDATIONS**

#### **(a) Council Advisory Committee**

Councillor Cathy Maxwell presented the following recommendations from the Council Advisory Committee:

##### **(1) Recommendation – Policy Statement G57 Committees of Council**

At the December 9<sup>th</sup>, 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.

*Report available*

#### **RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cathy Maxwell and seconded by Councillor Eric Bolland

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

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

##### **(2) Recommendation – Kentville Business Community Special Project 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 requesting a commitment for the \$25,000 to be secured in the 2020-2021 Town of Kentville budget.

*Report available*

#### **RECOMMENDATION TO COUNCIL**

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

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

#### **MOTION CARRIED**

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

### **(b) Councillor's Reports**

#### **(1) Councillor John Andrew - Absent**

*No Report available*

#### **(2) Deputy Mayor Craig Gerrard**

Deputy Mayor Gerrard presented his report on his activities over the past month. Highlights included meetings for the Kentville Joint Fire Services, Kentville Police Commission, and the Regional Emergency Management Organization.

*Report available*

#### **(3) Councillor Eric Bolland**

Councillor Bolland presented his report on his activities over the past month. Highlights included meetings at Valley Waste, meet and greet with MP Cody Blois, and the Council and staff strategy session.

*Report available*

#### **Points of Discussion**

- The Town of Kentville shares services with Valley Waste and Valley waste is now recording tonnage from each Municipality. Once the analysis is complete, Valley Waste should have a better understanding of what the cost for each Municipality will be. This research may take up to a year to get the proper data. No known research that the CAO is aware of regarding past research on charges to each Municipality.

#### **(4) Councillor Cathy Maxwell**

Councillor Maxwell presented her report on her activities over the past month. Highlights included meetings with Annapolis Valley Trails Coalition, Staff and Council strategic planning workshop, Kentville Police Commission, KCA Parent teaching association, and 100 Women Who Care.

*Report available*

#### **Points of Discussion**

- PTA of KCA meets once a month, active in making positive changes to the school's programs.

**(5) Councillor Lynn Pulsifer**

Councillor Pulsifer presented her report on her activities over the past month. Highlights included meetings with the Kentville Water Commission, Kings Point to Point, staff and Council Strategic Planning workshop, and Source Water Protection Advisory Group.

*Report available*

**(6) Councillor Cate Savage**

Councillor Savage presented her report on her activities over the past month. Highlights included meetings of the Diversity Kings committee, Investment Advisory Committee, Strategic Planning workshop with staff and Council, and the Regional Sewer Committee.

*Report available*

**(c) Mayor Sandra Snow**

Mayor Snow presented her report on her activities over the past month. Highlights included meetings with the Valley Regional Enterprise Network, the Mentoring Plus project, the Investment Advisory Committee, the Quality of Life Leadership meeting, and the Municipal Finance Corporation Board.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Craig Gerrard and seconded by Councillor Lynn Pulsifer

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

**MOTION CARRIED**

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

**6. CORRESPONDENCE**

**(a)** None

**7. NEW BUSINESS**

**(a)** CAO Rice reviewed the 2020 Municipal Elections Register Advance Polls and introduced several administrative tasks required for the Returning Officer to begin their work.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Council approve that the permanent Registered of Electors established and Maintained by Election Nova Scotia be used as the basis for a preliminary list of electors for the Town of Kentville in the October 17, 2020 Municipal Election, that the list of electors be prepared on August 31 2020 and that advanced polls be held on Thursday October 8, 2020 and Tuesday October 12, 2020.**

**MOTION CARRIED**

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

## 8. PUBLIC COMMENTS

(a) None

## 9. IN CAMERA – LEGAL

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

**That Council proceed to a closed session at 8:17pm**

### MOTION CARRIED

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

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

**That Council return to open session at 8:56 pm**

### MOTION CARRIED

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

## 10. ADJOURNMENT

It was moved by Deputy Mayor Craig Gerrard and seconded by Councillor Lynn Pulsifer

**That the January 27, 2020 meeting of Council be adjourned at 9:00 p.m.**

### MOTION CARRIED

DRAFT

**TO:** Mayor and Council

**SUBMITTED BY:** Kelly Rice, Chief Administrative Officer

**DATE:** February 24, 2020

**SUBJECT:** Appointment of Returning Officer

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**ORIGIN**

Municipal units in Nova Scotia will hold elections for the positions of Mayor and Council in October of 2020. The Town of Kentville is required to officially appoint a Returning Officer who will coordinate and manage the election process.

**BACKGROUND**

**DISCUSSION**

CAO Kelly Rice would like to appoint Mr. Al Kingsbury as the Returning Officer for the Town, as he has extensive experience of the elections systems in Kentville.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None.

**ATTACHMENTS**

None.

**RECOMMENDATION**

That Council appoint Mr. Al Kingsbury as Town of Kentville Returning Officer.

**TO:** Chief Administrative Officer, Kelly Rice

**SUBMITTED BY:** Lindsay Young. CEDC

**DATE:** January 13<sup>h</sup>, 2020

**SUBJECT:** Topic – Calkin Building Price Reduction – Recommendation Report (re-submitted from November 2019 with additions for consideration)

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**ORIGIN**

The Calkin Building was gifted to the Town of Kentville in December of 2016. Since that time significant improvements to the building have been completed including the complete renovation of the first floor to create 3 commercial units and bring them up to fire and building code regulations. The building is now populated with tenants who were acquired through 2 separate RFP processes and one space advertisement. Currently, the Calkin Building houses a café, a retail store, and an art gallery.

**BACKGROUND**

Council provided direction to sell the building by motion, and it was listed for sale on March 11, 2019 at a price of \$330,000. The price was reduced on May 28th, 2019 from \$330,000 to \$298,000. After a total of 303 days on the market there have been 19 showings in total.

**POINTS FOR DISCUSSION**

The Calkin Building is in decent working shape and the current situation with tenants is mostly stable, however there is no process by which to predict with certainty what types of future costs will be associated with long term ownership of the building. We are aware that the hot water tank will need replacing in the next 6 months.

A recommendation to further reduce the list price is based on the following:

- Collective feedback from 19 showings
- The real estate agent’s professional assessment of the current saleability of the property
- The “income approach model” based on the current leases attached does not show favourably
- The work required on the second floor could be extensive depending on intended use
- The staff time required monthly to manage this building is approximately \$1350.00 on average. December’s costs were significantly higher due to a maintenance issue that required investigation and repair over a number of weeks. This figure is over and above the costs outlined in the attached analysis table.

**POLICY IMPLICATIONS**

N/A

**ATTACHMENTS**

Historical operating and capital cost analysis table



**RECOMMENDATION**

That the list price on the Calkin Building at 2 Webster be reduced to \$250,000.00 in order to expedite the sale of the property;

And further;

That should the Calkin building remain on the market beyond March 31 2020, that Council approve a budget allocation for the hiring of a professional property management company to take over the operation of the property until it does sell.

Respectfully submitted,

Lindsay Young



# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Sundry Accounts Receivable Write Offs

At the February 10, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to write off a sundry receivable account in the amount of \$563.94 which has been outstanding since September 2018. The account has been sent to the external collection agency.

**That Council Advisory Committee recommend for approval of the write-off the sundry receivable account as attached in the amount of \$563.94.**

Presented by Councillor Eric Bolland  
February 24, 2020



# Memo

To: Kelly Rice, CAO  
From: Debra Crowell, Director of Finance  
CC:  
Date: February 4, 2020  
Re: **TOWN OF KENTVILLE SUNDRY WRITE OFFS**

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You will find a listing attached from the Town's Collection Officer indicating the need to write off a sundry receivable account in the amount of **\$563.94**. This account has been outstanding since September 2018. The account has been sent to our external collection agency.

Write-offs are a housekeeping matter. The Town's policy indicates that accounts are written off once it is known that the account is uncollectible. Internal collection attempts have failed and the likelihood of collection is diminished. If funds are collected through the efforts of our external collection facility, the revenue will be recorded at that time.

## **RECOMMENDATION**

I recommend to Council Advisory Committee that the attached sundry receivable account in the amount of **\$563.94** be approved for write off and forwarded to Town Council for ratification.



**TOK Sundry Writeoffs for January 2020**

<b>Customer Name</b>	<b>Inv. Amt.</b>	<b>Interest</b>	<b>Total</b>	<b>Description</b>
RSA Insurance	\$424.25	139.69	\$563.94	<b>Car Accident</b>
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			<b>\$424.25</b>	
			<b>\$139.69</b>	
			<b>\$563.94</b>	

**Note: Dollar amount subject to change by 2% per month due to aging of accounts**



# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Withdrawal Equipment Reserve (Draw #1)

At the February 10, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Equipment Reserve to support the purchase of various equipment. These purchases require a resolution of Council to withdraw funds.

**That Council Advisory Committee recommend for approval the withdrawal of \$31,945.53 from the Town of Kentville Capital Equipment Reserve to partially fund 2019-2020 transportation equipment acquisitions to the February 24, 2020 Council meeting.**

Presented by Councillor Eric Bolland  
February 24, 2020



# Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

Date: February 4, 2020

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL EQUIPMENT RESERVE**

The 2019/2020 capital budget provides for partial funding of capital equipment acquisitions from the Town's Capital Equipment Reserve fund. The details for the Capital Reserve are as follows:

<i>TRANSPORTATION PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>RESERVE FUND Draw # 1</i>
	\$	\$
Various equipment	<b>59,000</b>	<b>31,945.53</b>

The Town of Kentville Capital Equipment Reserve contains **\$168,919** and after the withdrawal, it will contain **\$136,973**.

**RECOMMENDATION:**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$ 31,945.53** from the Town of Kentville Capital Equipment Reserve to partially fund 2019/20 transportation equipment acquisitions. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



**RESOLUTION**

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL EQUIPMENT  
RESERVE**

**- 2019/2020 CAPITAL PROJECT**

**WHEREAS** S.99 (1) of the Municipal Government Act allows a municipality to maintain a capital reserve fund for purposes determined by S.S. (4) and withdrawals from the Town of Kentville Capital Reserve are authorized by a resolution of Council;

**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Equipment Reserve is authorized in the amount of **\$31,945.53** to partially fund capital equipment acquisitions for the year 2019/2020.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the      day of  
AD 2020.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2020.

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Kelly Rice, Town Clerk



# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Withdrawal Capital Reserve

At the February 10, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Reserve to support several projects. Several projects are complete or partially complete and require a resolution of Council to withdraw funds.

**That Council Advisory Committee recommend for approval the withdrawal of \$299,898.48 from the following reserves:**

- 1. Town of Kentville Capital Reserve – General Allocation - \$232,054.20**
- 2. Town of Kentville Capital Reserve Recreation - \$67,844.28**

**To partially fund several capital acquisitions and one addition during the year 2019-2020.**



# Memo

To: Kelly Rice, CAO  
 From: Debra Crowell, Director of Finance  
 Date: January 29, 2020

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 1**

The 2019/2020 capital budget provides for partial funding of capital acquisitions from the Town’s Capital Reserve fund. Several projects are complete or partially complete and require a resolution of Council to withdraw funds. Also included in the request is an addition. The details for the Capital Reserve are as follows:

	<b>PROJECT</b>	<b>BUDGET (from reserve)</b>	<b>Draw #1</b>
		\$	\$
<b>Administration</b>	19/20 IT Projects	63,500	54,267.91
	Town Hall - Stair case	25,000	12,450.06
<b>Protective Services</b>	Building- Roof	42,700	-
	Equipment	7,800	6,866.10
	IT Server replacement	10,000	10,618.66
<b>Transportation</b>	Paving- Various Streets	100,000	52,409.20
	New bridge approaches	97,500	-
	Ornamental lights	25,000	25,055.78
	Public Works building	15,000	-
<b>Recreation</b>	Green Areas- AT Plan signs	5,000	-
	Playgrounds- Bonavista	10,000	9,104.29
	Playground- KCA & M P	27,000	21,132.63
	Skate park- bowl	61,400	-
	Studies	61,900	61,900.00
	Soccer	8,000	5,944.28
	MP-Fencing	8,000	6,080.85
	MP- New bike trail	11,000	10,011.40
	Oakdene Park- Gazebo	16,000	-
<b>Planning</b>	IT initiative	15,000	-
<b>Economic</b>	Downtown betterments-lighting	7,500	-
	Downtown betterments-benches	5,000	-
	Downtown Public Garden	6,500	4,803.86
	Signage- Gateway	12,500	7,850.17
	Signage- Kentville Business Park	8,000	8,759.94
	Calkin Building Remediation	15,000	-
<b>Total</b>		<b>664,300</b>	<b>297,255.13</b>
	<b>ADDITION</b>		
<b>Transportation</b>	Dyke extension <b>Cancelled</b>	<b>0</b>	2,643.35
		<b>0</b>	2,643.35
<b>TOTAL WITHDRAWAL</b>		<b>664,300</b>	<b>299,898.48</b>

The Town of Kentville Capital Reserve- General Allocation contains **\$1,134,030** and after the withdrawal, it will contain **\$901,976**.

The Town of Kentville Capital Reserve- Recreation contains **\$119,893** and after withdrawal, it will contain **\$52,049**.

### **RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$299,898.48** from the following reserves:

- Town of Kentville Capital Reserve- General Allocation- \$232,054.20
- Town of Kentville Capital Reserve Recreation-\$67,844.28

These transfers will partially fund several capital acquisitions and one addition (as denoted above) during the year 2019/2020. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.





**RESOLUTION**

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE**

**- 2019/2020 CAPITAL PROJECTS**

**WHEREAS** S.99 (1) of the Municipal Government Act allows a municipality to maintain a capital reserve fund for purposes determined by S.S. (4) and withdrawals from the Town of Kentville Capital Reserve are authorized by a resolution of Council;

**THEREFORE, BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$299,898.48** to partially fund capital acquisitions and an addition for the 2019/2020 capital program.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the      day of AD 2020.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2020.

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Kelly Rice, Town Clerk



# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Tax Exemption – Section 69, 2020/2021

At the February 10, 2020 meeting of Council Advisory Committee, Director Crowell presented her report on partial tax exemptions to property owners meeting certain requirements. Council must pass a resolution annually setting the maximum exemption and the income ceiling. In general, the Town sets the income ceiling to the maximum Old Age Security, and Guaranteed Income Supplement (GIS) paid to a married couple.

**That Council Advisory Committee recommend for approval of the resolution for Low Income Tax Exemption for the 2020/2021 year at the February 24, 2020 Council meeting:**

- **Exemption Amount: \$256 to \$544**
- **Income Ceiling: \$27,619**
- **Deadline for applications: June 30, 2020**

Presented by Councillor Eric Bolland  
February 24, 2020



# Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

CC:

Date: January 29, 2020

Re: **TAX EXEMPTION – SECTION 69- 2020/2021**

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## **BACKGROUND**

Every year Town Council provides a partial tax exemption to individual property owners who meet certain requirements. Council must pass the necessary resolution annually setting out the maximum exemption and the income ceiling. As a guideline, the Town sets the income ceiling at a level equal to the maximum Old Age Security (OAS) and Guaranteed Income Supplement (GIS) paid to a married couple.

## **AUTHORITY**

The authority to grant a tax exemption to any person is found in the Municipal Government Act, Section 69 entitled "***Low income tax exemption policy***". This section states:

That "**income**" includes a person's total income from all sources for the calendar year preceding the Town's fiscal year and includes the income from all other members of the same family residing in the same household but does not include an allowance paid pursuant to the *War Veterans' Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada). (S.69 (1))

That Council may grant an exemption to the extent set out in this resolution for a person whose income is below the amount set out in the policy. (S.69 (2))

That Council may provide that a person applying for an exemption pursuant to this Section shall provide proof confirming the person's income. (S.69 (3))

That the policy to grant an exemption from taxation may:

Specify the exemption extends to persons who are residents of the municipality or property of a ratepayer occupied as the ratepayer's principal residence. (S.69 (4) (a))

Provide that where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property. (S.69 (4) (b))

Specify a date, not less than thirty days after the filing of the assessment roll, after which no application for an exemption will be received. (S. 69 (4) (c))

### **ANALYSIS**

For 2019, a single Old Age Pensioner, eligible for OAS and GIS received \$18,133, while a married couple both eligible for OAS and maximum GIS received \$27,619.

The following table cites the comparative information for a five-year period.

<b><u>TAXATION YEAR</u></b>	<b><u>INCOME CEILING</u></b>	<b><u>EXEMPTION AMOUNT</u></b>	<b><u># OF PERSONS</u></b>	<b><u>TOTAL OF EXEMPTIONS</u></b>
	\$	\$		\$
2015/16*	25,359	240 to 510	40	11,595
2016/17*	25,778	241 to 512	43	12,310
2017/18*	26,127	244 to 519	42	12,468
2018/19*	26,507	246 to 524	36	11,650
2019/20*	27,048	253 to 539	44	13,052

\*In 2014, the Town moved to a sliding income/exemption scale. The exemption is increased annually by the cost of living figure used for the assessment CAP by Property Valuation Services Corporation. For 2020, the CAP rate is 1.0%.

All participants of the program in 2019 will be sent an application for the exemption in 2020. As well, an advertisement will appear in the local paper, on the Town's website and other means of social media detailing the particulars of the program.

**RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution for Low Income Tax Exemption for the 2020/21 year be approved and forwarded to Town Council for ratification.

Exemption amount:	\$256 to \$544
Income ceiling:	\$27,619
Deadline for applications:	June 30, 2020

**RESOLUTION**

**LOW INCOME TAX EXEMPTION-TOWN OF KENTVILLE**

**BE IT RESOLVED** by Council of the Town of Kentville

**THAT** an exemption from taxes for the period **April 1, 2020 to March 31, 2021** be granted pursuant to Section 69 of the MGA, as follows:

<b>Income Range (per annum)</b>	<b>Exemption Amount 2020/2021</b>
< \$12,000	<b>\$544</b>
\$12,001-\$16,000	<b>\$432</b>
\$16,001- \$18,000	<b>\$326</b>
\$18,001- income ceiling	<b>\$256</b>

**THAT** the exemption be granted to persons whose total income from all sources (and including the income of all other persons of the same family residing in the same household as the applicant ratepayer) for the year 2019 is equal to or less than **\$27,619**. (An allowance paid pursuant to the War Veterans' Act (Canada) and the Pension Act (Canada) is excluded, as is a tax rebate provided by the Province.)

**THAT** the property must be occupied by the applicant ratepayer.

**THAT** where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property, but where different interests are not separate, then to that portion determined by the treasurer, whose determination is final.

**THAT** no application for an exemption will be considered unless made on or before the 30<sup>th</sup> day of June 2020.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the     day of     AD 2020.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this     day of     AD 2020.

\_\_\_\_\_  
Kelly Rice, Town Clerk



# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Approval for Pick-up Trucks

At the February 10, 2020 meeting of Council Advisory Committee, Director Bell presented the recommendation for tendering the purchase of two pick-up trucks at \$80,000 from the 2020-2021 budget.

**That Council Advisory Committee recommend for approval \$80,000 for purchase of two Pick-Up Trucks in fiscal 2020/2021 for tenders in early March and payment in April on delivery.**

Presented by Councillor Eric Bolland  
February 24, 2020

**TO:** Kelly Rice, CAO

**SUBMITTED BY:** Dave Bell, Director of Engineering & Public Works

**DATE:** February 24, 2020

**SUBJECT:** Pre Approval for 2020/21 Capital Purchase of Two Public Works

---

**ORIGIN:**

Public Works has a small fleet of 5 pickup trucks of varying ages on a capital replacement program.

**BACKGROUND:**

The two oldest pick-up trucks in our fleet have reached the end of their useful life and are due to be replaced this fiscal year under the capital budget. One truck (2010) has already been taken out of service and the second truck (2009) is not expected to pass safety inspection without spending more than the value of the truck.

**DISCUSSION**

Since budgets are not ratified until mid spring, the tendering, assembly, branding and delivery of new truck(s) would likely put us at the end of summer. We will be short at least one truck during the summer months as the need is even higher with summer events and the addition of student staff. The proposed 2020/21 Capital Budget has an amount of \$80,000 for the purchase and replacement of two half tonne trucks. Our request to council is for the pre-approval of \$80,000 now so that the trucks can be tendered in March and awarded in April under the 2020/21 fiscal year.

**POLICY IMPLICATIONS:**

n/a

**BUDGET IMPLICATION:**

Department: Transportation  
Budgeted amount: \$80,000

**ATTACHMENTS:**

n/a

**RECOMMENDATION:**

That Council approve an amount of \$80,000 for the 2020/21 fiscal year for the purchase of two half tonne trucks for Public Works so that tenders can be called in early March and then pay for and receive delivery of the pickups in April.





# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Street Closure – Crescent Avenue

At the February 10, 2020 meeting of Council Advisory Committee, Director Gentleman presented her report outlining the need to close a portion of Crescent Avenue to facilitate renovations and changes to property lines at the site. A policy was developed that facilitates the permanent closure of a portion of this street.

**That Council Advisory Committee recommend for approval the attached policy to close a portion of Crescent Avenue.**

Presented by Councillor Eric Bolland  
February 24, 2020



**TO:** Council Advisory Committee

**SUBMITTED BY:** Beverly Gentleman, Director of Planning and Development

**DATE:** February 10, 2020

**SUBJECT:** Glooscap Curing Club

---

**ORIGIN**

A request from Glooscap Curing Club to acquire a portion of Crescent Ave to build an accessible ramp. A full report was submitted to CAC in April 2020. Council subsequently directed staff to move forward with the closure of a portion of Crescent Ave and sell that portion to the curling club.

**DISCUSSION**

Section 315 of the Municipal Government Act outlines the process by which a Council can close a street or part of a street, including when a public hearing is not required. Section 315 (1)A states that a public hearing is not required when:

- (a) The part of the street that remains open
  - (i) is open to the vehicular and pedestrian traffic, and
  - (ii) meets all municipal standards; and
- (b) the part of street that is closed
  - (i) is closed is determined by the engineer to be surplus, and
  - (ii) is worth less than \$50,000

(Attached is a report prepared by Dave Bell, Town Engineer supporting the above conditions).

**RECOMMENDATION**

Council adopt the attached Policy to close a portion of Crescent Ave.



**TOWN OF KENTVILLE POLICY STATEMENT G??  
STREET CLOSURE POLICY: PORTION OF CRESCENT AVE**

---

**1.0 PURPOSE**

The purpose of this policy is to confirm the permanent closure of a portion of Crescent Ave, a Street within the Town of Kentville.

**2.0 SCOPE**

**WHEREAS** Section 315 of the Municipal Government Act allows Council by policy to permanently close any street or part of a street;

**AND WHEREAS** a small part of Crescent Avenue in the Town of Kentville is being altered and is intended to be closed to public use;

**AND WHEREAS** the remainder of Crescent Avenue remains open to vehicular and pedestrian traffic;

**AND WHEREAS** the part of Crescent Avenue that remains open meets all the municipal standards;

**AND WHEREAS** the part of the street to be closed has been determined by the Town Engineer to be surplus;

**AND WHEREAS** the part of the street to be closed is worth less than \$50,000.00;

**BE IT RESOLVED BY POLICY THAT** a portion of the street known as Crescent Avenue as described hereafter be closed and all rights of public user in the lands theretofore used for the purpose of a public street are forever extinguished. THE PORTION of the street to be closed to public use is bounded and described as follows:

ALL the land now or formerly belonging to the estate of William Redden north and east of Pleasant Avenue and described as follows:

COMMENCING at Harry Redden's now or formerly northwest corner running East on said Harry Redden north line two hundred and twenty feet or until it strikes land now or formerly of estate of the late T. L. Dodge;

THENCE running Northeasterly along said Dodge land one hundred and forty-five feet or until it strikes the south line now or formerly of the Dominion Atlantic Railway;

THENCE running Westerly along the said railway until it strikes the now or formerly W. H. Chipman land;

THENCE running on the west side of the Mill Brook and the different courses as described in the deed from C. H. Rand to said William Redden until it strikes the north side of Main Street;

THENCE crossing the said street on the west side of the bridge and following the west side of said Mill Brook and the different courses as described in the deed from Thomas Hancock to said William Redden until it strikes the now or formerly J. W. Margeson land;

THENCE crossing the said Mill Brook and thence easterly until it strikes the west line of the Mill Brook Road;

THENCE running Northerly along the west side of said Mill Brook Road until it strikes the old mill property now or formerly occupied by the said John Redden;

THENCE West about twenty-four feet to the east side of said Mill Brook and following the said Mill Brook on the east side along its different courses and crossing said Main Street and running along said John Redden west line until it strikes the northeast corner of lands now or formerly of Richard Harris formerly called the D. N. Slack place;

THENCE on said Harris' east line seventy-five feet or until it strikes the north side of said Pleasant Avenue;

THENCE Easterly and Southerly along said Pleasant Avenue to the place of beginning;

SAVING AND EXCEPTING all land north and west of the south and east bank of Mill Brook;

AND ALSO SAVING AND EXCEPTING all land south of the north side of Main Street;

AND ALSO SAVING AND EXCEPTING all those lots of land described in the following deeds recorded in the Kings County Registry of Deeds:

1. Deed dated December 20, 1912 and recorded on December 31, 1912 in Book 106, at Page 725, as Document no.: 452;
2. Deed dated April 1, 1915 and recorded on April 27, 1915 in Book 113, at Page 158, as Document no.: 88;
3. Deed dated June 16, 1916 and recorded on June 24, 1916 in Book 115, at Page 620, as Document no.: 352;
4. Deed dated November 1919 and recorded on July 21, 1920 in Book 128, at Page 617, as Document no.: 290;
5. Deed dated September 12, 1922 and recorded on September 16, 1922 in Book 136, at Page 673, as Document no.: 250;
6. Deed dated November 16, 1922 and recorded on July 21, 1932 in Book 152, at Page 107;

**Town of Kentville, Policy G: Street Closure Policy: A portion of Crescent Ave**

---

7. Deed dated April 23, 1926 and recorded on June 19, 1926 in Book 145, at Page 453;

BEING AND INTENDED TO BE a portion of a public street now known as Crescent Avenue (formerly known as Pleasant Avenue Extension) in Town of Kentville and being a public street vested in Town of Kentville pursuant to the Municipal Government Act, SNS 1998, c. 18, s. 308.

FURTHER BEING AND INTENDED TO BE Lot K as shown on *Plan of Subdivision of Lot GK, in a Consolidation of Lot G, Lands of Glooscap Curling Club of Kentville, Nova Scotia, and Lot K Lands of the Town of Kentville, at 17/19 Crescent Avenue, Kentville, Kings County, Nova Scotia, P.I.D. 55255525 and 55417588*, prepared by Dylan M. Mossman, NSLS #677, dated December 17, 2019, and DWG. NO. 190222-04.

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Clerk's Annotation For Official Policy Book

Date of Notice to Public and Minister  
of Intent to Consider: 2020

Date of Passage of Current Policy: 2020

Date of filing with the Minister of  
Transportation and Public Works: 2020

I certify that this Policy was adopted by Council as indicated above.

---

Clerk \_\_\_\_\_ Date 2020

Copy: Minister of Transportation and Public Works

Telephone (902) 679-2521  
Fax (902) 679-2375  
354 Main Street  
Kentville, Nova Scotia  
B4N 1K6

**PUBLIC WORKS**  
**Kentville** **INTER OFFICE MEMO**

**To:** Bev Gentleman, Director of Planning  
**From:** Dave Bell, Director of Engineering & Public Works  
**Date:** February 5, 2020  
**Subject:** Street Closure – Portion of Crescent Avenue

.....

**Street closure:**

Clause 315 (1A) of the MGA states that:

Notwithstanding subsection (1), where a street or part of a street is being altered, improved or redesigned, part of that street may be closed without holding a public hearing under subsection (1) if

- (a) The part of the street that remains open
  - (i) is open to vehicular and pedestrian traffic – response: **Yes**
  - (ii) meets all of the municipal standards – response: **Yes, for a one way street.**
- (b) the part of the street that is closed
  - (i) is determined by the engineer to be surplus – response: **Yes**
  - (ii) is worth less than fifty thousand dollars – response: **Yes, the area of this portion of street is 2,016 sq.ft. and the estimated value including land & improvements is \$9,520 excluding underground utilities that are covered by easements granted to the Town.**

Yours truly,



Dave Bell, P. Eng.  
Director of Engineering & Public Works

**Estimated value of Crescent Avenue being closed**

Desc.	Quantity	Unit	Unit price	Total
Land	2016	sq.foot	\$ 2.00	\$4,032
Asphalt	100	sq.yd	\$ 30.00	\$3,000
Curb	99.5	lin feet	\$ 25.00	<u>\$2,488</u>
	<b>TOTAL</b>			<b>\$9,520</b>



# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Approval of Street Names – MacDougal Heights

At the February 10, 2020 meeting of Council Advisory Committee, Director Gentleman presented her report describing the street names proposed by Parsons Development for the MacDougal Heights community, according to Policy Statement G67 Recognition of Community Contributions.

**That Council Advisory Committee recommend for approval the proposed street names Mount Allison Place and Mount Vincent Drive for the MacDougal Heights community to be approved at the February 24, 2020 Council Meeting.**

Presented by Councillor Eric Bolland  
February 24, 2020





**TO:** Council Advisory Committee

**SUBMITTED BY:** Beverly Gentleman, Director of Planning and Development

**DATE:** Monday February 10, 2020

**SUBJECT:** Approval of Street Names- Parsons Investments Limited MacDougal Heights

---

**BACKGROUND**

According to Policy Statement G-67 Recognition of Community Contributions Policy, (see attached) Council will receive and consider submissions for street names from Developers.

Parsons Investments Limited has received tentative approval for their 26-lot development in MacDougal Heights between Acadia Drive and Dalhousie Avenue. In keeping with the University names theme within MacDougal Heights the Developer would like to name the streets as shown on the attached map:

- Mount Allison Place and
- Mount Vincent Drive

**RECOMMENDATION**

I recommend that CAC recommend Council approved the proposed street names.

Respectively Submitted

Beverly Gentleman, Director of Planning and Development

Report Prepared by: Beverly Gentleman, Director of Planning and Development



**Organizations and Teams**

enhanced the Town, may be eligible for special recognition. Those methods of acknowledgement may include, but are not limited to, the following:

**(a) Street Naming**

Section 313 (1) c of the Municipal Government Act, states that Council may, by policy, name or rename any street or private road. Guidelines

- Submissions of street names proposed by developers will be considered by Council.
- Submissions of street names proposed by the public will be considered, when requested by Council.
- Submissions of street names will be accompanied by the rationale for the proposal.
- The names of all new streets will be ratified at a regular meeting of Council.
- In naming new streets, reference will be given to **Appendix A – Street Type Definitions**, as attached.

*(Note: It is Council's prerogative to name a new street after an historical event, instead of an individual, if deemed appropriate.)*

**(b) Naming of Municipal Lands, Facilities and Elements**

Guidelines

Definitions:

- "Municipal Lands and Facilities" means all real property, including unimproved lands, buildings and structures, owned by the Town of Kentville, including, but not limited to, parkland, open space, recreational facilities and bridges, along with operation and administrative buildings.
- "Elements" means substantial features, or portions of Municipal lands or facilities, that are deemed by Council to warrant a separate and distinct name from the Municipal lands or facilities they are a part of. This may include, but is not limited to, such things as rooms or structures within a building, recreation structures, trails, playgrounds, gardens and individual trees.

- In these cases, the naming of Municipal Lands and facilities or elements is at the discretion of Council.
- Names shall not be discriminatory, derogatory or political in nature.
- Names that recognize an organization must be aligned with the values of the Town of Kentville.
- Where the name of an individual or organization is selected, approval shall be obtained from the individual (or family when appropriate) or the organization for such naming.
- Parks will not be named after individuals, with the exception of the following:
  - i. The acquisition of the new municipal property

**Street Type Definitions**

Street Type & Abbreviation	Similar to	Definition
Alley ✓		A narrow passage between or behind buildings without sidewalks, curb and gutter usually used by pedestrians and in an urban setting.
Avenue ✓ (Ave.)		A wide street or thoroughfare, often lined with trees, predominantly straight, normally with sidewalks, leading through residential or commercial development.
Boulevard ✓ (Blvd.)	Parkway	A broad street often tree-lined and landscaped, sometimes with a median down the centre, usually used for arterials or collectors.
Circle ✓ (Cir.)	Loop, Place Cul-de-Sac	Normally residential, terminates at the same point where it originates.
Connector	Crossing	A road that connects other areas and acts as an arterial.
Court ✓ (Crt.)	Cul-de-sac Place, Loop	A short, dead-end street, constructed with a turn around area at the end and referred to as a cul-de-sac.
Crescent ✓ (Cres.)		Normally a residential road that travels in a circular pattern, but does not end at the same point that it begun.
Crossing	Connector	
Drive (Dr.)		Used in residential and commercial developments, usually not as straight as an avenue or street.
Lane ✓		A narrow street, originally found in rural areas. (i.e. country lane)
Plaza ✓	Square	A public square, or similar open area
Place	Run	A short street
Promenade ✓ (Prom.)	Esplanade	A long, open, level thoroughfare, usually next to a body of water, used most frequently by pedestrians.
Road ✓ (Rd.)		A thoroughfare for public transportation, connecting two places.
Street ✓ (St.)		A route for both vehicles and pedestrians, usually paved and with sidewalks.
Terrace ✓ (Terr.)	Bluff Ridge Knoll Hill	An street, extending above the surrounding terrain, usually with no continuity.
Vale ✓	Hollow Dell Glen Grove	A short street with an elevation below the surrounding terrain, (valley) often treed and with no continuity.
Way		Mostly in residential developments, an arterial road, path or highway affording passage from one place to another.

✓ - definition supported by "Wikipedia"



# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Kentville Business Community Special Projects Request

At the February 10, 2020 meeting of Council Advisory Committee, Mayor Snow reviewed the report submitted by the Kentville Business Community outlining the request for the remaining \$4,909 of the Town's 2019-2020 special project funding for this organization.

**That Council Advisory Committee recommend for approval the allocation of the remaining \$4,909 of the 2019-2020 budget special projects funding to KBC to procure a portable stage to the February 24, 2020 Council meeting.**

Presented by Councillor Eric Bolland  
February 24, 2020





**ITEM:** Special Project Request for Decision

**TO:** Mayor Snow & Kentville Town Council

**SUBMITTED BY:** KBC Board of Directors, Zach Best

**DATE:** February 5<sup>th</sup>, 2020

**SUBJECT:** Special Project Request for 2019/2020 Fiscal

---

## **Background**

In September 2019 Council approved KBC's special project request of \$20,091 for the 2019/2020 fiscal year. This project included a video series professionally produced to promote Kentville, as well as the purchase of branded re-usable bags. This left \$4,909 of 2019/2020 special project funding to be potentially used for other projects. The KBC board has since approved another project to use this remaining funding as laid out below.

## **Discussion**

KBC has rethought how to support downtown events this year. With our new strategy comprised of event grants and the hiring of an events coordinator, we can now look at what events to hold, support, and how to implement them most effectively. The most difficult part of hosting an event is keeping it within budget. Events can get very expensive when you must rent equipment such as tents, stages, sound equipment, etc. KBC has been working on ways to reduce some of these costs per event. This past year KBC purchased four large event tents that can now be used for multiple events throughout the year. As we enter a new event season, we believe it would be prudent to continue with this same approach.

## **Proposal**

That KBC Board has approved to invest the remaining \$4,909 in 2019/2020 special project funding in a portable stage. This along with the Town's potential 'Centre Square Activation Project', and KBC's events strategy, will make for an excellent opportunity to create an amazing outdoor and/or indoor venue for events, concerts, etc.

It will help KBC accomplish the goals and actions set out in the Strategic/Action Plans of the organization, by helping to create a welcoming and friendly environment within the Downtown through ongoing events, concerts, activities, etc.



## The Stage

The stage that has been chosen is a 12 ft x 8 ft (96 sq.ft) pop-up stage made up of six 4x4 pieces as seen below. It is easy to set up, take down and store.



## Benefits

- Excellent for ongoing performances in Centre Square
- Can be used for multiple events, MCF, Harvest Fest, farmers market, etc.
- Could be used by other businesses
- Another way for KBC to support events
- Directly ties into KBC's events strategy
- Easy to promote

## Budget Implications

For the 2019/2020 fiscal year, KBC has \$25,000 in special projects funding available through the TOK/KBC funding agreement. With Council's approval of \$20,091 for KBC's first special project, there remains \$4,909 in funding for this fiscal year.

As laid out below the total cost of this project is \$4,458 + HST = \$5,127

The remaining \$218 will be covered by KBC's cash reserves.

The stage kit as seen above, with carpet finish: **\$2,796**

Stage steps: **\$920**

Stage Skirt: **\$228**

Transportation Trolley: **\$514**

Total Budget: **\$4,458 + HST = \$5,127**



# Kentville Business COMMUNITY

## **Policy Implications**

The KBC Board believes this project to be in direct alignment with the KBC Strategic/Action Plans, and the funding agreement between KBC and the TOK.

## **Request**

That Council approve the remaining \$4,909 in 2019/2020 special projects funding for the purposes of executing KBC's special project as presented.

Respectfully Submitted,

*Zach Best*

Zach Best  
Executive Director, KBC



**TO:** Council

**SUBMITTED BY:** Chief Administrative Officer Kelly Rice

**DATE:** February 24, 2020

**SUBJECT:** Anti Violence in the Workplace

---

**ORIGIN**

At the February 10, 2020 meeting of Council Advisory Committee, CAO Kelly Rice introduced a draft policy titled “Anti-Violence in the Workplace”, which is required by provincial law in every workplace, and will support a safe work environment for staff and Council.

**POLICY IMPLICATIONS**

Council Advisory Committee passed a motion to recommend this policy for approval at the February 24, 2020 meeting of Council.

**BUDGET IMPLICATION**

None.

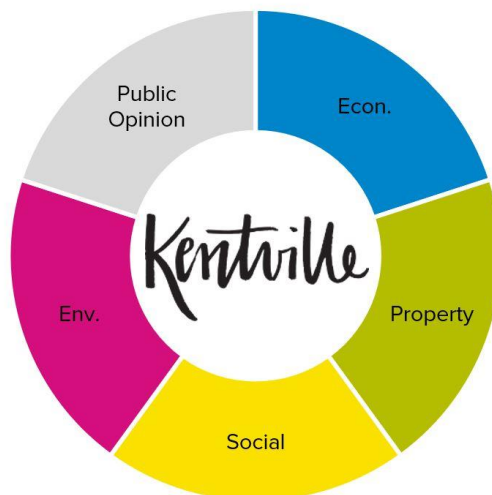
**ATTACHMENTS**

Policy Statement G72 Anti Violence in the Workplace

**RECOMMENDATION**

Council Advisory Committee recommends approval of the attached Violence in the Workplace policy to the February 24, 2020 meeting of Council.

Town of Kentville Decision Wheel:





## **TOWN OF KENTVILLE POLICY STATEMENT G72 ANTI-VIOLENCE IN THE WORKPLACE**

---

### **1.0 PURPOSE**

This policy applies equally to all employees, contractors, public visitors, clients and anyone else whom employees encounter during work.

### **2.0 DEFINITIONS**

2.1 "Workplace Violence" refers to physical acts of violence or threats to harm a person or property. Abusive behaviors, whether verbal, psychological or physical, are also considered violence. More specifically:

- 2.1.1 Verbal abuse can be using unwelcome, embarrassing, offensive, threatening or degrading language.
- 2.1.2 Psychological abuse is an act which provokes fear or diminishes a person's dignity or self-esteem.
- 2.1.3 Sexual abuse is any unwelcome verbal or physical assault.

### **3.0 SCOPE**

3.1 We can't always predict violent acts, but we ask managers and team members to be vigilant. Report any concerns or violent acts as soon as possible. Examples of violent behaviour among co-workers include but are not limited to:

- 3.1.1 Intimidating or bullying others
- 3.1.2 Abusive language
- 3.1.3 Physical assault
- 3.1.4 Threatening behavior
- 3.1.5 Concealing or using a weapon
- 3.1.6 Sexual or racial harassment

3.2 All supervisors and managers are responsible to implement our policies and ensure that all procedures are free of discrimination.

3.3 Employees who witness or suspect violence, or are victims of violence, can report to the CAO or their immediate supervisor. It will be investigated quickly and discreetly as our aim is to protect victims from harassment and victimization.

#### **4.0 POLICY REVISION HISTORY**

Date Created: February 24, 2020

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Chief Administrative Officer, Kelly Rice

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Eric Bolland

**Date:** February 23,2020

**Date of Last Council Meeting Attended:** January 27<sup>th</sup>, 2020

**Date of Last Council Advisory Meeting Attended:** February 10<sup>th</sup>, 2020

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Feb 19.2020	Valley Waste Resource Mgmt	Attended by Deputy Mayor Gerrard
Feb 19 <sup>th</sup> ,2020	Water Commission	See notes below

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Feb 14 <sup>th</sup> , 2020	Flag day celebration	<ul style="list-style-type: none"> <li>• Took place at the Rec Centre downstairs</li> <li>• Nice poem shared by a citizen regarding the flag</li> <li>• And the cake was delicious!</li> </ul>
Feb 15 <sup>th</sup> , 2020	40 year Retirement celebration for Russell Farris at the arena	<ul style="list-style-type: none"> <li>• Informal get together</li> <li>• Russell and I enjoyed exchanging stories</li> <li>• Wish him all the best after 40 years of service</li> </ul>

### Misc Events

Date	Synopsis
Jan 31. 2020	<ul style="list-style-type: none"> <li>• Welcoming new medical professionals to the Valley</li> <li>• Took place at Maritime Express</li> <li>• Well attended by community members as well as MLAs, Mayors from as far as Annapolis Royal &amp; Middleton</li> </ul>

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

### COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
<b>Committee Name</b>	Water Commission	<b>Meeting Date:</b>	Feb 19 <sup>th</sup> 2020
<b>Meeting Highlights:</b>	<ul style="list-style-type: none"> <li>• New provincial lead testing mandate the testing of 40 sites in Kentville to measure the level of lead contamination</li> <li>• Kentville has no measurable lead in the source or the treated water and has no known delivery pipes in our infrastructure. However, the testing must still occur at properties in the town,</li> <li>• More information forthcoming</li> <li>• 3 new residential water customers and 1 new commercial customer were connected in January</li> <li>• After many years of contributing to the Town in various capacities, including Director of Engineering &amp; Public Works, Hal Henderson has retired as our citizen appointee.</li> </ul>		
<b>Budget:</b>	NA		
<b>New Projects:</b>	NA		
<b>Policy Changes:</b>	NA		

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Craig Gerrard

**Date:** February 20, 2020

**Date of Last Council Meeting Attended:** January 27, 2020

**Date of Last Council Advisory Meeting Attended:** February 10, 2020

**Date of Last Governance Session Attended:** NA

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
January 23, 2020	NSAPG	We would like to take the lead on doing a review of the Police Act especially as it pertains to Police Governance Lobby DOJ for updated training for Boards and commissions
February 13, 2020	Met with Kelly re KPS collective agreement	
February 19, 2020	VWRM	2020-2021 draft budget will be coming to council The status of Sustane is concerning to the board (sustane was suppose to be up and running as of October 2018) As we fund a large part of Chester landfill and have some liabilities there.
February 19, 2020	KENTVILLE WATER COMMISSION	Updated financials Discussion of AVRSB and water testing to be carried out this spring (possibly volunteer) Well pump updates as discussed at CAC

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL


### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
January 27, 2020	Strategic Workshop	

### Conference Attendance and Synopsis

Date	Conference	Synopsis

### COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
<b>Committee Name</b>	Kentville Board Of Police Commission	<b>Meeting Date:</b>	February 13, 2020
<b>Meeting Highlights:</b>			
<b>Budget:</b>	Police budget as at meeting time is 67.5 % the YTD sum is 75% (Jan meeting)		
<b>New Projects:</b>	Police Chief evaluation Dangerous and unsightly By-Law		
<b>Policy Changes:</b>	Police Commission is requesting the policyG17 be updated for Dangerous and Unsightly properties to use a guideline as the previous one simply leaves too much ambiguity and is very hard to enforce. I recommend that a committee consisting of some commissioners, councilors, and Harlon		



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

	<p>our By-Laws officer form a policy using the survey that council and KBC filled out previously. This would ensure property owners that the town is taking a proactive approach to ensuring that all property owners will be encouraged to take care of their property.</p> <p>I have attached a copy to this report.</p>
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### Misc Events

Date	Synopsis
	2 smoking tickets were issued downtown in January @ \$400+ per ticket





## **TOWN OF KENTVILLE POLICY STATEMENT G17 DANGEROUS AND UNSIGHTLY PREMISES**

---

### **1.0 PURPOSE**

To establish a policy for Council to delegate all its authority pursuant to Part XV (Dangerous and Unsightly Premises) of the Municipal Government Act (except the authority to order demolition), to the Administrator.

### **2.0 DEFINITIONS**

### **3.0 SCOPE**

### **4.0 PROCEDURES**

The Council for the Town of Kentville does, pursuant to Section 345 of the Municipal Government Act, delegate all of its authority pursuant to Part XV (Dangerous and Unsightly Premises) of the Municipal Government Act, (except the authority to order demolition) to the Administrator, for dangerous and unsightly premises.

### **5.0 ASSOCIATED DOCUMENTS**

### **6.0 POLICY REVISION HISTORY**

Date Created: June 14, 2000  
January 2017. Reformatted

CAO Mark Phillips

# Councilor Report

## Kentville Town Council

**Name:** Cathy Maxwell

**Date:** Feb19, 2020

**Date of Last Council Meeting Attended:** Jan 27, 2020

**Date of Last Council Advisory Meeting Attended:** Feb 10, 2020

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Jan 30	AV Trails	See the Report attached
Feb 13	Police Commission	See Chair Gerrard's Report
Feb 18	KCA PTA	See the Report attached

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Feb 14	National Flag Day	Kudos to Ashley and Kentville Rec for a wonder celebration of our flag. Great cake and hot beverages were also a big hit!!
Feb 15	Retirement Celebration for Russell Farris	Kudos to Kevin Bennett and the rink crew for a great send off for 40years of service by Russell Farris!

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis
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# Councilor Report

## Kentville Town Council

<b>Committee Name</b>	KCA PTA	<b>Meeting Date:</b>	Jan 21 and Feb 18
<b>Meeting Highlights:</b>	Screenagers will be shown at the Main Street Inn ball room on April 30 <sup>th</sup> . The movie takes an hour(7-8pm) and following will be a panel discussion that will last an hour(8-9pm). Spring Fling dates have been set for June 10 <sup>th</sup> and the rain date is June 11 <sup>th</sup> . Dance Club that was very popular last year will run again this year most likely in May.		
<b>Budget:</b>	Very healthy!		
<b>New Projects:</b>			
<b>Policy Changes:</b>			

### Committee Meeting Synopsis – Completed by Committee Representative only

<b>Detail</b>	<b>Synopsis</b>		
<b>Committee Name</b>	AV Trails	<b>Meeting Date:</b>	Jan 30
<b>Meeting Highlights:</b>	<p>The trail Coalition under a grant from CCH will hire a trail coordinator for the Western Loop. Office space will be provided in Kentville and the South Shore. An advisory committee will be formed and work plans will be developed. HRM is looking at the set-up of the AV Trail Coalition in the hopes of setting up the same in HRM. There is a plan developed for the Blue Route/Great Trail as part of their Active Transportation Plan.</p> <p>NS Connect.ca is the website to use to access trail routes across the province including our HMT. Our own Destination Trail Website with HMT, Rum Runners on the South Shore and the Keltic Shores Trail is under construction and will be connected with the NSConnect.ca site</p> <p>NS Trail Conference is Oct 28, 29 and 30<sup>th</sup> at the Louis Millett Center in New Minas</p>		

# Councilor Report

## Kentville Town Council

<b>Budget:</b>	
<b>New Projects:</b>	
<b>Policy Changes:</b>	

<b>Date</b>	<b>Synopsis</b>
Feb 15	Robotics Competition at Acadia where a team of young KCA students excelled in their age group competition. They placed 3 <sup>rd</sup> but were asked to apply to the prestigious International robotics competition! Best of luck to the boys and their coaches!!

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Lynn Pulsifer

**Date:** February 19, 2020

**Date of Last Council Meeting Attended:** January 27, 2020

**Date of Last Council Advisory Meeting Attended:** February 10, 2020

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Jan 23/20	Accessibility Advisory Committee	First meeting held with 6 citizens, Rachel, Jennifer and two councilors, John Andrew and myself. The purpose of the new committee is to advise Council and to help the Town of Kentville to become a Barrier-free community and ensure obligations under An Act Respecting Accessibility in Nova Scotia (2017) are met.
Jan 28/20	Kings Point to Point	Details to follow
Feb 3/20	Annapolis Valley Regional Library	Budget meeting
Feb 4/20	Kings Point to Point	(1) Strategic discussion – Board members
Feb 4/20	Kings Point to Point	(2) Monthly meeting followed Strategic discussion meeting
Feb 19/20	Water Commission	Engineer Bell gave his Financial and Operations Report. There were several water breaks reported, and 2 propane generators were purchased for both the Mitchell and Prospect Avenue pumps. Water testing was also discussed.
Feb 20/20	Accessibility Advisory Committee	Second meeting held at Kings Riverside Court. Discussion of Human Rights Act and disabilities and how to move forward with a plan by April 1, 2021. Need to prioritize areas and time frame. It was decided to meet monthly for a while and try to have a speaker come to our meetings.
Feb 20/20	Annapolis Valley Regional Library	Discussion of the Operating Budget and possible provincial funding to libraries before April 1 <sup>st</sup> . Operations of the libraries and bookmobile services and the Accessibility Act and Public Libraries were discussed. There will be a Joint Regional Accessibility Plan workshop in April. Next meeting April 16 <sup>th</sup> in

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

		Berwick Town Hall
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### Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Jan 31/20	Doctor Celebration	A wonderful evening at Main Street Station celebrating ten new doctors to the Valley

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
<b>Committee Name</b>	Kings Point to Point	<b>Meeting Date:</b>	Jan 28/20
<b>Meeting Highlights:</b>	An in-camera meeting was held to review Draft Agreement to be sent to the County of Kings. Following the In-Camera, the Manager presented a Statement of Operations and Proposed 2020-21 Operating Budget		
<b>Budget:</b>			
<b>New Projects:</b>	KPP had a 13% increase in ridership in 2019, providing nearly 27,000 trips. Growth from 2017 to 2019 has been 40%. An additional 3 drivers and an office staff person were hired and trained this past year. Thanks to the increase in funding to the Provincial Capital Program, KPPT was approved for the maximum funding available for two new 8 passenger vans this year. KPPT ridership consists of 22% wheelchair clients.		
<b>Policy Changes:</b>			

### Misc Events

Date	Synopsis
Feb 14/20	Attended Flag Day celebrations at the Rec Centre, with flag raising ceremony, followed by cake and coffee.

# Councilor Report

## Kentville Town Council

Name: Sandra Snow

Date: 19 February 2020

Date of Last Council Meeting Attended: January 27, 2020

Date of Last Council Advisory Meeting Attended: February 10, 2020

Date of Last Governance Session Attended: N/A

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
23 Jan 20	Meeting with Mayor Muttart re: County Sewer Receivables	Advance binding arbitration to resolve the matter
23 Jan 20	VREN Board Meeting	<p>Presentation - Valley Convention Centre Tomorrow Presentation – Kate Seaman Business Arising/Old Business</p> <ul style="list-style-type: none"> <li>• LOC Update</li> <li>• CEO Activity Update</li> <li>• Valley Business Partnership Update</li> <li>• Regional Marketing Update</li> <li>• Policy Review –Code of Conduct</li> <li>• Partners for Progress Conference</li> <li>• Board Recruitment</li> <li>• Project Planning</li> </ul> <p>New Business            Region of Windsor and West Hants Municipality – LOC Membership Letter            Letter of Support – VCLA            Letter of Support – ARCD and Hants-Kings CBDC            VBLI Update</p>
27 Jan 20	Council Strategic Planning Session	<ol style="list-style-type: none"> <li>1. Promotion of the Active Transportation Plan.</li> <li>2. Beautification (downtown).</li> <li>3. Increase promotion of environmental champion town.</li> <li>4. Promoting trees and the value of trees.</li> <li>5. Develop the Accessibility Plan.</li> <li>6. Develop a Green Space Plan.</li> <li>7. regional recreation agreement/plan to secure funding by November 2020 for a Regional Recreation Feasibility Study.</li> </ol>

# Councilor Report

## Kentville Town Council

27 Jan 20	Council Meeting	2020 Municipal Elections Register and Advance Polls
29 Jan 20	Municipal Finance Committee Board Meeting	2020 Business Plan 2020 Borrowing Plan
4 Feb 20	VREN LOC meeting	See below
12 Feb 20	Investment Advisory Committee	At 10 Feb 20 portfolio value is \$14,389,055
12 Feb 20	Municipal Finance Committee Quarterly Board Meeting	Review financial statements and policy review. Conducted by telecom due to weather.
19 Feb 20	Kentville Water Commission	Quarterly meeting

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
23 Jan 20	Interview with Ian Fairclough Chronicle Herald	Resurgence of Kentville
28 Jan 20	Flower Cart Group Capital Campaign - Branding	Round table discussion on branding for the upcoming public launch of the campaign.
31 Jan 20	Celebrating Working Together	A celebration held at the Main Street Station to welcome 12 new family medicine practitioners
3 Feb 20	African Heritage Month – Kings County	Reading of the declaration and celebration
5 Feb 20	Doctor Site Visit	A doctor from UK visiting the area. His family lives in Edmonton and he is considering NS
7 Feb 20	Doctor Site Visit	A doctor from Ontario, who has recently completed his residency is looking at the Valley to establish a practice.
7 Feb 20	Welcome New Business – Healing Station	New business in the Main Street Station offering massage, acupuncture and other healing options
11 Feb 20	AVCC Valley Best	Celebration of Valley business – awards are selected by popular vote
14 Feb 20	Regional Entrepreneurial Acceleration Program (REAP)	Building a Thriving Regional Economy Invitation- Feb 14 <sup>th</sup>



# Councilor Report

## Kentville Town Council

14 Feb 20	Kentville Flag Day Celebration	Event held at recreation centre – sang Oh Canada, raised the flag, a poem written and performed by Juanita Pleasant and we had cake.
15 Feb 20	Russell Farris Retirement	A retirement celebration was held at the Centennial Arena to wish Russell well in his retirement after 40+ years with the Town.
19 Feb 20	NSCC Kingstec Event	An Invitation to hear Tareq Hadhad of Peace by Chocolate

### Conference Attendance and Synopsis

Date	Conference	Synopsis
25 Jan 20	VREN Board Retreat	Strategic Planning Day moderated by Royer Thompson at the Main Street Station. Looking forward for the VREN
31 Jan 20	VREN Business Expo	33 businesses and over 100 attendees networked at the Louis Millett Centre in NM
6 Feb 20	Status of Women Dinner	Invitation to join Minister Regan at dinner with Ms Coral Ross, visiting scholar from Australia
10 Feb 20	Mentoring Plus Funding Announcement	Drove to New Glasgow for the announcement with the local MP, Minister of Seniors and the mayors of New Glasgow, Truro and Kentville

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	VREN LOC meeting	Meeting Date:	4 Feb 20
Meeting Highlights:	Did not have a quorum, therefore business was not conducted. However, reports were submitted.		
Budget:	CAO will review funding and next meeting will be held to discuss budget for 20/21.		
New Projects:	CAO will review the new provincial agreement template and provide feedback to the LOC.		
Policy Changes:	N/A		

# Councilor Report

## Kentville Town Council

Detail	Synopsis		
<b>Committee Name</b>	Kentville Water Commission	<b>Meeting Date:</b>	19 Feb 20
<b>Meeting Highlights:</b>	Operational Updates Financial update Engineering update Source Water Protection Advisory Committee Report Resignation – Commissioner		
<b>Budget:</b>	N/A		
<b>New Projects:</b>	N/A		
<b>Policy Changes:</b>	N/A		

### Misc Events

Date	Synopsis
1 Feb 20	Telephone interview with Valley Harvester – Celebrating Together Event
5 Feb 20	Meeting with Paula Huntley
11 Feb 20	Meeting with Susan Harvey
18 Feb 20	Telecon with CEED wrt summer programming for Entrepreneur Camp

The Epilepsy Association of the Maritimes (EAM), founding agency of Purple Day, is reaching out to all three Maritime Provinces to support Purple Day, March 26<sup>th</sup>. Most have participated in the past and we hope this year, all Municipalities, Towns and Cities participate.

Purple Day was founded 12 years ago by Cassidy Meagan, a local eight-year-old girl who wanted one day of awareness every year for those who live with this very common neurological condition. On June 28<sup>th</sup>, 2012, the Government of Canada created the Purple Day Act and received Royal Assent and March 26<sup>th</sup> is officially recognized as Purple Day in Canada. Epilepsy Maritimes shared Purple Day with our 27 other Canadian Epilepsy agencies and working with Cassidy Megan, approached the Anita Kaufman Foundation in the U.S. to make Purple Day a global initiative and we succeeded. It is recognized in over 85 countries and on every continent. In fact, Ricky Arnold, US Astronaut celebrated Purple Day on the International Space Station with Mission Control in 2018.

We are asking every municipality to participate in the month of March (Epilepsy Awareness month) to show support for your constituents who live with epilepsy. We will provide all Council members with purple ribbons. We respectfully request that they be worn throughout the month of March, especially at your monthly March Council Meeting(s) and March 26<sup>th</sup>. We would appreciate a photo to be emailed to us and with your permission, we can upload it to our Facebook page and website. We do this every year and our members from many communities throughout the Maritimes contacted us and told us how much they appreciated the support from their local political representatives! By participating in this very important initiative, you are reducing stigma. You are community leaders and when your constituents see they are supported, it will give them courage to speak out and talk about epilepsy.

EAM provides an educational component that features seizure awareness and seizure first aid. This is provided to schools, teachers, bus drivers and staff, employers, first responders, nursing homes, hospitals, small options, recreation groups and community groups. This educational piece provides a better understanding of this very common neurological condition and also what to do during a seizure and after care. These age appropriate presentations take about an hour and are provided free of charge. They have been vetted by the QEII Health Science Center and the IWK. We also provide scholarships and bursaries to students with epilepsy who pursue post-secondary education; we provide advocacy and support and have provided employment support.

Please contact us at the address below to let us know how many ribbons you require and what your plans are to show support in your community. Also, please kindly let us know when your council meetings are in March and if you wish, we can provide a proclamation for Purple Day. We have everything in French and English and please specify if you wish one or the other

or both and the numbers of each. The proclamation is read in English and French in the House of Commons and also in many other cities and towns throughout the Maritimes.

Thank you for taking the time to read and respond to our request. Please confirm the number of ribbons needed and we will send a reminder about the photo a day or two before your Council meeting.

Janine Lisenchuk  
Epilepsy Association of the Maritimes  
902-429-2633 or 1-866-EPILEPSY



*Proud Founding Agency of Purple Day*