



TOWN OF KENTVILLE COUNCIL

APRIL 27, 2020

COVID-19 PROTOCOL AGENDA

AGENDA

4:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

- (a) Special Council Meeting Minutes, March 9, 2020
- (b) Council meeting minutes, April 14, 2020

4. UNFINISHED BUSINESS

- (a) G50F Collection Policy
- (b) Annapolis Valley Regional Library Funding

5. RECOMMENDATIONS AND REPORTS

(a) Councillors' and Mayor 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

- a. Investment (Perpetual Fund)
- b. Kings Regional Sewer Committee
- c. Diversity Kings

(6) Councillor Pulsifer

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

(b) Mayor's Report

- a. Audit Committee
- b. Water Commission

- c. **Regional Emergency Management Operation**
- d. **Regional Enterprise Network**
- e. **Source Water Protection Advisory Group**

6. NEW BUSINESS

(a)

7. IN CAMERA

Agenda circulated to Council

8. ADJOURNMENT

TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL Special Meeting Minutes: March 9, 2020

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 1:00 p.m.

PRESENT

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

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

REGRETS

Councillor Cathy Maxwell

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 March 9, 2020 be approved.

As advised by the Solicitor, Mayor and Deputy Mayor relinquished the position of Chair and Councillor Savage agreed to step into the position and chair the meeting.

MOTION CARRIED

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Eric Bolland
That Councillor Savage be appointed as chair of today's meeting

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Pulsifer, Savage and Snow

4. NEW BUSINESS

(a) Chief Administrative Officer Report on Code of Conduct

Chair Savage gave an overview that, based on a motion from the January 13, 2020 Council Advisory Committee meeting, the CAO was directed to investigate whether policy statement G16 was applied to two reports of Code of Conduct issues.

CAO Rice presented her report on the process followed under the Code of Conduct for several breaches that were investigated against several Councillors, and the process of addressing each report was described in detail.

Report Available

- Points of Discussion:
 - Note that Code of Conduct breaches have been brought to Council by Councillors and not by the public.
 - Two members of Council have forwarded complaints against Councillor Andrew; however, Code of Conduct issues have happened during Council meetings in a public forum without complaints.
 - Councillor Andrew recounted conversations and apologies to other Councillors that seemed to indicate issues were resolved.
 - Concerns that Councillor Maxwell is absent and does not have the opportunity to defend her actions, however this meeting is about the process and not about defending actions.
 - Solicitor Muttart recommends that Council define the next steps for this report. The Code of Conduct policy has created problems for the Town of Kentville and the policy and process need to be discussed.
 - Suggestion to have a special council meeting to review the Code of Conduct policy, with part of the session to include an in-camera meeting to review the legal information which was part of the CAOs report.
 - Recommend that Council receive the report and schedule a Special Council meeting to review the Code of Conduct policy and process, as was supposed to happen in January.

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

That Council receive the report

MOTION CARRIED

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

- Points of Discussion:
 - The legal opinions that helped to shape this report can be discussed in-camera.

It was moved by Mayor Sandra Snow, and was seconded by Councillor Lynn Pulsifer

That Council proceed to a closed session at 1:35pm

MOTION CARRIED

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

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

That Council return to open session at 2:18 pm

MOTION CARRIED

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

- Points of Discussion:
 - Suggestion that the report is helpful to create a better Code of Conduct
 - Suggest a special meeting to improve the code of conduct in the next 60 days
 - Discussion about how to move forward as a team for the benefit of the Town.

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

That Council have a special meeting to review and improve Policy Statement G16 Code of Conduct within the next 60 days.

MOTION CARRIED

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

• **Points of Discussion**

- The independent review of implementation of the code will be helpful to improving the process.
- The policy is not effective, could Council repeal this motion until the special council meeting?
- If NSFM is developing a draft Code of Conduct, would like to see Council be fully engaged in development of this policy. It was Council's direction that staff and legal would provide a first draft for Council review in 60 days.
- There is a draft policy that could be used as a starting point for discussion.
- Encourage council to act in accordance with the code until a new code is developed.

(b) Code of Conduct Breach Report – Submission by Councillor Savage

CAO Rice presented the report submitted by Councillor Savage about a Facebook post written by Councillor Andrew on his social media page regarding a decision of Council. CAO Rice read the comment which caused the concern. After the post was released, Mayor Snow had corresponded with Councillor Andrew, who preferred to discuss the issue in public forum.

Report Available

• **Points of Discussion**

- Considering the reports about the Code of Conduct policy, some portions of the policy can be interpreted differently.

Recommendation that the Facebook Post regarding this matter be removed, and that Councillor Andrew make an apology to Council.

- Councillor Andrew stated he would be willing to remove the post.
- Complaints were circulated to Council over email on February 5.

(b) Code of Conduct Breach Report – Submission by Councillor Maxwell

CAO Rice presented the report on behalf of Councillor Maxwell, also concerned about the Facebook post written by Councillor Andrew on his social media page regarding a decision of Council. CAO Rice outlined the actions taken regarding this matter. Councillor Maxwell also expressed negative comments about the Mayor which were in contravention the Code of Conduct. The report recommended that Councillor Maxwell should make a public apology about comments made in this breach report.

Report Available

• **Points of Discussion**

- The Facebook post in question has been dealt with, however the matter of Councillor Maxwell's comments remains unresolved.

5. ADJOURNMENT

It was moved by Councillor Eric Bolland and seconded by Councillor Cate Savage
That the March 9, 2020 meeting of Council be adjourned at 2:50 p.m.

MOTION CARRIED

DRAFT

TOWN OF KENTVILLE COVID-19 PROTOCOL MEETING MEETING MINUTES April 14, 2020

1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 4:02 p.m., and Chief Administrative Officer (CAO) Kelly Rice reported the following members of Council and staff were present:

PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Craig Gerrard
- Councillor John Andrew
- Councillor Eric Bolland
- Councillor Cathy Maxwell
- Councillor Lynn Pulsifer
- Councillor Cate Savage

Staff:

- Kelly Rice, Chief Administrative Officer
- Jennifer West, Recording Secretary
- Jason Bethune, IT Manager

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.

2. APPROVAL OF THE AGENDA

It was moved that the agenda of April 14, 2020 be approved with the following changes:

- Change, Title change to COVID-19 protocol
- Addition, 7.c. Kentville Trail

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee meeting minutes of March 9, 2020

- Deletion, Police Chief Julia Cecchetto was not present at the meeting and should be removed from the minutes
- Change, item 8.c “Motion Failed” should be changed to “Motion Amended”.

MOTION CARRIED

(b) Council meeting minutes of March 30, 2020

- Change, item 5.a.5. Add to discussion points: “There are no future funding requests and no future budgets implications”

MOTION CARRIED

4. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director’s Report

Mayor Snow received the report for the period ending March 31, 2020.

See report for more information

(2) Projection Report

Mayor Snow received the projection report for the period ending March 31, 2020.

See report for more information

(b) Planning and Development

(1) Director’s Report

Mayor Snow received the Planning report for March 2020.

See report for more information

(2) Community Economic Development Coordinator’s Report

Mayor Snow received the CEDC report for March 2020.

See report for more information

- Points of Discussion:
 - The group who expressed interest in organizing the Pumpkin Walk in Miners Marsh feel it is not feasible to take on this event, based on the amount of work and the event is weather dependent so is difficult to plan.

(c) Parks and Recreation

(1) Director’s Report

Mayor Snow received the Parks and Recreation report for March 2020.

See report for more information

(d) Engineering and Public Works

(1) Director’s Report

Mayor Snow received the Engineering and Public Works report for March 2020.

See report for more information

(e) Administration

(1) Communication Report

Mayor Snow received the Communications report for March 2020.

See report for more information

(2) Chief Administrative Officer's Report

Mayor Snow received the CAO's report for March 2020.

See report for more information

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

That the reports from the directors be received.

MOTION CARRIED

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

6. BUSINESS ARISING FROM THE MINUTES / DEFERRED BUSINESS

(a) None

7. CORRESPONDENCE

(b) COVID-19

The Mayor stated that there will be an ongoing collection of correspondence and other documents related to COVID-19, including deferred agenda items, on the Sharepoint Drive for Council's review (accessible by Council).

8. NEW BUSINESS

(a) Valley Waste Proposed 2020/2021 Budget

Mayor Snow reviewed the proposed 2020/2021 budget for Valley Waste.

See report for more information

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

That Council approve the Valley Region Solid Waste Resource Management Authority 2020/2021 operational budget of \$9,714,115 of which \$611,184 is the Town of Kentville's 9.97% share.

MOTION CARRIED

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

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

That Council approve the Valley Region Solid Waste Resource Management Authority 2020/2021 capital budget of \$1,478,750 of which \$147,431 is the Town of Kentville's 9.97% share.

MOTION CARRIED

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

(b) River Street Dedication

Mayor Snow reviewed this report which states portions of River Street, though open for vehicular and pedestrian traffic, have never been officially accepted by Council in accordance

with section 308(3) of the Municipal Government Act. The street meets municipal standards and specifications as confirmed in the Town Engineer's report (attached).

See report for more information

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

That Council dedicate River Street as per the resolution below:

WHEREAS Council approved the opening of Parcel TK-1A as an extension of River Street;

AND WHEREAS the Town Engineer has reported to Council that the portion of River Street constructed over Parcel TK-1A satisfies the specifications adopted by the Town for the construction of streets and is ready for use;

BE IT RESOLVED THAT Council confirms that Parcel TK-1A is opened as a public street in the Town of Kentville, and said street parcel is described as follows:

ALL THAT parcel comprised of the following two parts: Part 1:

Place Name: TOWN OF KENTVILLE, KINGS COUNTY, NOVA SCOTIA

Town/Municipality/County: TOWN OF KENTVILLE

Designation of Parcel on Plan: PARCEL TK-1

Title of Plan: SUBDIVISION OF LAND OF CP RAIL LOT C.P.-1, LOT C.P.-2 & PAREL T.K.-1 AT TOWN OF KENTVILLE, COUNTY OF KING, PROVINCE OF NOVA SCOTIA, PREPARED BY FRANK LONGSTAFF, N.S.I.S. # 279, DATED APRIL 4, 1996

Registration County: KINGS COUNTY Registration Number of Plan: 82025132

Registration Date of Plan: MAY 25, 2005

AND Part 2:

Place Name: KENTVILLE, KINGS COUNTY, NOVA SCOTIA

Town/Municipality/County: TOWN OF KENTVILLE Designation of Parcel on Plan: PARCEL A

Title of Plan: PLAN OF SURVEY SHOWING PARCEL A SUBDIVISION OF LAND OF KINGS RIVERSIDE COURT RESIDENCIES LIMITED TO BE AN ADDITION TO PARCEL TK-1 LANDS OF TOWN OF KENTVILLE TO FORM PARCEL TK-1A and remainder LOT KRC-1A

Registration County: KINGS COUNTY Registration Number of Plan: 108412819

Registration Date of Plan: JANUARY 20, 2016

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(c) Kentville Trail

Councillor Maxwell indicated that some citizens would like to see the trail opened for public use. She suggests that social distancing would be easier on a trail than on a sidewalk, and therefore trails should be a safer location for recreation and physical activity. She would not advocate the opening of Miners Marsh because social distancing would not be possible in most of that trail.

- Points of Discussion
 - There are some who support this action, to allow for physical activity and there are some who do not support this in support of Provincial health directives and protocols.

- Councillor Pulsifer indicated many Rail Trails have remained opened in the Annapolis Valley.
- Trails may support maintaining social distancing because of their width, however some sidewalks are more narrow.
- Kentville Police and staff have indicated that people are congregating on the trails.
- Discussion about how Council should listen to health experts' advice. The disease may be slowed or stopped by listening to the advice of health professional and keeping the trail closed.
- The Town has more density and more health services and Council should be very mindful of reopening the trail which will bring more people into Town.
- Opening the trail may indicate that the Town is not heeding Provincial directives and protocols.
- Travelling to a neighbouring community to walk is not essential, and Council should make the right decision to keep the trails closed and avoid this activity.
- The decision to close the trail was not taken lightly. Senior staff from all municipalities in the Valley agreed to close all of their trails. After this meeting, some municipalities chose to reopen their trails. When trails were opened, many people gathered and did not follow social distancing.
- Senior staff continue to support the decision to keep the trail closed. The decision to keep the trail closed is to protect all residents, not just the walkers.
- There are more than 30 km of sidewalks in Kentville whereas the trail is only 7.5km.
- If Council opens the trail, the perception would be that Kentville is relaxing restrictions not in line with the Province.
- Some suggest that there is fear to change the decision, and not accountability to adjust to a better decision. Residents' mental and physical health are being disregarded by the decision to keep the trail closed.
- The pandemic may last a long time- discussion about when trails might be reopened.
- Could the communications team create some recommendations about sidewalk etiquette? Yes, this is in progress.
- Concern about the residents of Bonavista Estates who have limited sidewalk paths to walk on.
- Council is not qualified to make broad decisions around health and safety, and should be mindful of their role. Council decisions must be made that respects the Provincial directives and protocols in place.

Point of Order 1:

- Councillor Maxwell interrupted Deputy Mayor Gerrard while he had the floor to speak
- *Councillor Savage called Point of Order on Councillor Maxwell*

Point of Order 2:

- Councillor Andrew made inappropriate statements about Councillor Maxwell's conduct
- *Councillor Savage called Point of Order on Councillor Andrew.*

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

That Council directs the CAO to direct the Recreation Director to open the Kentville section of the Harvest Moon trail and further, to block trail head parking lots and put up signs reminding residents about COVID-19 precautions.

MOTION FAILED

Councillors who voted in favour of this motion:

Maxwell, and Pulsifer

Councillors who voted against this motion:

Andrew, Bolland, Gerrard, Savage and Snow

9. IN CAMERA

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

That Council proceed to a closed session at 5:17 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council return to open session at 5:56 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

10. ADJOURNMENT

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

That Council adjourns.

MOTION CARRIED

Adjournment at 5:57 p.m.



TO: COUNCIL

SUBMITTED BY: CAO

DATE: April 22, 2020

SUBJECT: Amendments to Policy Statement G50F Collection Accounts – Other Accounts Receivable

ORIGIN Clarification was required regarding the authority to write – off outstanding uncollectable accounts receivables.

BACKGROUND Council referred to this policy for clarity for the writing – off of outstanding uncollectable accounts receivables and discovered that there was some contradiction in the existing policy as to what authority was held by Council and staff.

DISCUSSION Council requested staff to review the policy and to bring back recommendations identifying changes to the policy so as it will be more clear and concise in its content and intent.

POLICY IMPLICATIONS Changes as submitted.

BUDGET IMPLICATION N/A

ATTACHMENTS N/A

RECOMMENDATION That Council approved the amended Policy Statement G50F Collection Accounts – Other Accounts Receivable as presented.

Town of Kentville Decision Wheel:



Town of Kentville Policy Statement G50F Collection Accounts – Other Accounts Receivable

1.0 Purpose

To provide a uniform policy and its procedures for the collection of outstanding sundry accounts receivable.

2.0 Definitions Authority

The authority for the implementation of this policy shall come from ratification of this policy at a duly called meeting of Kentville Town Council.

The Director of Finance shall have the authority to write off amounts from ~~\$300 to \$500~~. **up to \$500.**

The Chief Administrative Officer shall have the authority to write off amounts **up to \$500 \$5,000.**

All amounts that are over \$5,000 shall be submitted to Town Council for approval for write-off.

~~The Collections Officer shall have the authority to write off amounts up to \$ 300, after disclosure to the Director of Finance.~~

3.0 Scope

The Town of Kentville shall have an objective to treat all persons equally. In this regard, collection procedures on outstanding sundry accounts receivable shall proceed as outlined in this policy statement. The circumstances surrounding each outstanding account shall be given consideration and shall be dealt with on an individual basis. This policy shall work out mutually satisfactory payment arrangements., **where possible, however, if the payment arrangements are not honoured, the Town of Kentville shall require the amounts paid in full or services can be withheld and/or properties can be transferred to tax sale.**

4.0 Procedures For Write-Offs

The following shall be the collection procedures with respect to the collection of outstanding sundry receivable accounts not covered under other collection policies by the Town of Kentville and its utilities:

- thirty (30) days following the rendering of a bill, an arrears notice shall be mailed to each customer indicating the overdue balance.
- if payment is not received within thirty (30) working days of rendering the arrears notice, a final notice shall be mailed, indicating the overdue balance and the date by which the account must be paid.
- the final notice shall advise that if the same is not paid within thirty (30) days, the account shall be sent to a registered collection agency.
- if payment in full had not been received nor payment arrangements discussed with the Collections Officer, the account shall be placed with a registered collection agency for one full year. At the end of this year, if the account has not been collected, the outstanding account shall be written out of the books of record of the Town of Kentville.

~~Procedures for Write-Offs~~

~~All amounts, that are over \$ 50, excluding interest, shall be submitted to Town Council for approval for write-off.~~

All accounts that must be written out of the books of record for the full outstanding amount shall be recorded on a master list. The master write-off list shall be reviewed each time a customer requests sundry services. Should that customer owe an amount from a previous transaction, that amount must be paid in full before any services can be provided.

5.0 Associated Documents

6.0 Policy Revision History

Date Created: December 12, 2001
Revisions: January 2017. Reformatted.
April 2020



TO: COUNCIL

SUBMITTED BY: CAO

DATE: April 22, 2020

SUBJECT: ANNAPOLIS VALLEY REGIONAL LIBRARY ADDITIONAL FUNDING REQUEST

ORIGIN Previous correspondence received from the Annapolis Valley Regional Library dated February 26, 2020 and April 1, 2020 requesting the Town of Kentville implement the new proposed funding formula for the fiscal year 2020/2021.

BACKGROUND Staff were directed by Council to find out what other municipalities in the Valley Region were planning to do around these proposed changes.

DISCUSSION The following responses were received:

Those who have agreed to pay the increased funding:	Kings County West Hants/Windsor Annapolis Royal Berwick
Those who have not agreed to pay the increased funding:	Middleton Wolfville Annapolis County

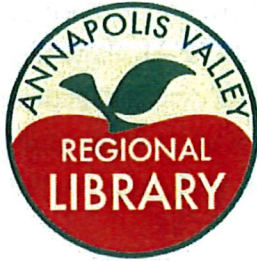
POLICY IMPLICATIONS N/A

BUDGET IMPLICATION There is an increase in the cost of funding by \$ 5,852.00 per year

ATTACHMENTS February 26, 2020 Correspondence
April 1, 2020 Correspondence

RECOMMENDATION That Council make a decision on the amount of funding to be designated for the Annapolis Valley Regional Library for the 2020/2021 fiscal year.

Town of Kentville Decision Wheel:



Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

February 26, 2020

Mayor Sandra Snow
Town of Kentville
354 Main Street
Kentville, N.S. B4N 1K6

Dear Mayor Snow ,

I am writing to you on behalf of the Annapolis Valley Regional Library Board. On February 25th, 2020 I received correspondence from Justin Huston, Deputy Minister, Communities Culture and Heritage. Deputy Minister Huston shared the following information...

"The new library funding model will be implemented in the 2020-21 fiscal year with an increase of \$2 million in annual investment from the province. The budget also includes an additional \$500,000 for an annual, application-based grant program available to libraries for innovative new projects.

Although the one-year notice was provided to municipalities, as per the Municipal Government Act (MGA), municipal funding will remain at current levels for the 2020-21 fiscal year. We will use this time to collect data from the municipalities to determine their total operating contribution to libraries. That said, municipalities can opt to start paying the increases beginning in 2020-21. This is a local municipal decision, that would be agreed upon by the municipality and the regional library board.

Included with this letter are the funding fact sheets for your individual library regions, that outline the changes to provincial, municipal, and board funding with the new funding model. These documents were sent to municipalities prior to the municipal consultations in the winter of 2019."

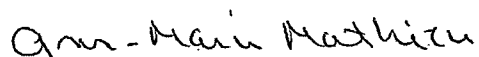
For more than a decade, Kentville's assessment has been frozen at \$36,948. Under the proposed Funding Formula, on April 1, 2020 your assessment would have increased to \$42,800.

The AVRL is asking the Town of Kentville to implement the new Funding Formula on April 1, 2020. Having the new Funding Formula enacted in its entirety on April 1st, 2020 will allow the AVRL to pursue increased hours of operation in our Branches, and enhanced services (collection development, technology, and programming) on a shorter timetable. Please let us know your intention as soon as possible so that we may accurately invoice you, and properly prepare for the coming operational year.

In closing, AVRL is excited about this renewed financial commitment from Government, and looks forward to working with our Municipal Partners to ensure the Annapolis Valley has sustainable and thriving library service for the future, and that our citizens have the best possible library service that we can provide.

If you have any questions, please contact me at 902-698-9447.

Sincerest regards,



Ann-Marie Mathieu
Chief Executive Officer
Annapolis Valley Regional Library

Annapolis Valley Regional Library Board - Formula Funding Model

Proposed Effective Date: 2020 - 2021

	Funding Ratio	Old Model	New Model	\$ Increase	% Increase
Provincial	71%	\$1,739,200	\$1,919,600	\$180,400	10%
Municipal	26%	\$636,900	\$702,900	\$66,000	10%
Board	3%	\$73,500	\$81,100	\$7,600	10%
Total Available	100%	\$2,449,600	\$2,703,600	\$254,000	10%

Population:	
2017 Population	101,667
Old Model	101,271
Population Change	+ 396

- "2017 Population" figures are from July 2017 estimates from the 2011 Census
- "Old Model" population figures were 2009 estimates from the 2006 Census

Staffing:			
	Number of positions	Salary Rate	Staffing cost
Base Staffing:			
CEO	1	\$92,500	\$92,500
Deputy CEO	1	\$82,500	\$82,500
Finance/Bookkeeper	1	\$45,000	\$45,000
Administrative Support	1	\$35,000	\$35,000
Community Engagement	1	\$62,500	\$62,500
IT Support	1	\$62,500	\$62,500
Other Staff:			
Scalable Staff	46	\$38,000	\$1,748,000
Staffing Total	52		\$2,128,000

- Total salary costs for "Base Staffing" is a set rate of \$380,000 per region
- "Scalable Staff" is calculated at 1 Staff per 2,200 (the "Average Rural Staffing Ratio Per Capita"), at an average salary of \$38,000

Operating Costs:	
Base Amount:	\$15,000
Per capita total:	\$152,500
Total:	\$167,500

- Operating cost per capita rate is \$1.50

Collections Costs	
Base Amount:	\$7,800
Per capita total:	\$355,800
Total:	\$363,600

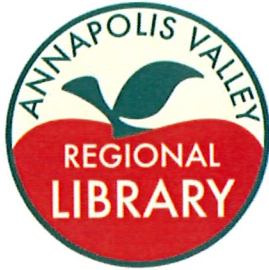
- Collections costs per capita rate is \$3.50

Other Factors:	
• Staff Technology:	\$20,800
o	Calculated at \$400/staff member annually
• Public Access Computers:	\$23,700
o	Based on a 3-year annual refresh cycle. Calculated at \$1,000/existing PAC divided by 3
• French Language & Equity Programming:	Not Applicable

Comparison between current and proposed Municipal Unit Contributions

Municipal Unit	2015-16 % of Total	2015-16 Share of Total	Proposed % of Total	Proposed Share of Total	\$ Change	% Change
Co. of Annapolis	0.1798	\$114,486	0.1859	\$130,700	\$16,214	14
Co. of Kings	0.4793	\$305,252	0.4718	\$331,600	\$26,348	9
Dist. of W. Hants	0.1384	\$88,148	0.1530	\$107,600	\$19,352	22
Annapolis Royal	0.0044	\$2,824	0.0049	\$3,400	\$576	20
Berwick	0.0248	\$15,767	0.0248	\$17,400	\$1,633	10
Bridgetown	0.0098	\$6,232	--	--	--	--
Hantsport	0.0120	\$7,616	--	--	--	--
Kentville	0.0580	\$36,948	0.0609	\$42,800	\$5,852	16
Middleton	0.0181	\$11,528	0.0175	\$12,300	\$772	7
Windsor	0.0373	\$23,779	0.0381	\$26,800	\$3,021	13
Wolfville	0.0382	\$24,320	0.0431	\$30,300	\$5,980	25
Subtotal	1.0000	\$636,900	1	\$702,900	\$66,100	10

- Bridgetown has ceased to exist as a municipality.
- Hantsport has ceased to exist as a municipality.



Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

April 1, 2020

Mayor Sandra Snow
Town of Kentville
354 Main Street
Kentville, N.S. B4N 1K6

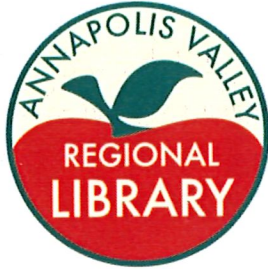
Dear Mayor Snow ,

I am writing to you on behalf of the Annapolis Valley Regional Library Board. On February 26th, we sent you a letter requesting that you consider implementing the new Funding Formula on April 1 2020. I have attached an invoice for your first quarter payment at the new rate. If you have not had a chance to make a decision on this matter, or decline to implement the funding formula increase on April 1, 2020, please feel free to pay based on the old formula, which would be \$9,237.00.

If you have any questions, please contact me at 902-698-9447.

Sincerest regards,

Ann-Marie Mathieu
Chief Executive Officer
Annapolis Valley Regional Library



Annapolis Valley Regional Library
P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0
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INVOICE

April 1 2020

Town of Kentville
354 Main Street
Kentville, N. S. B4N 1K6

1st Quarter Billing

2020-2021 Billing

TOTAL COST TO UNIT	\$ 42,800.00
1st Quarter Billing Amount:	\$ 10,700.00
CURRENT PAYMENT DUE	\$ 10,700.00

If you have any questions regarding the above, please contact me at 866-922-0229.

Shelley Wallace
Library Administrator (Finance)

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: John Andrew

Date: Apr 23

Date of Last Council Meeting Attended: Mar 30

Date of Last Council Advisory Meeting Attended: Apr 14

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
	Joint Fire Service	
Mar 31, April 2 & 7	Kings Transit Authority	BDO retained for audit / Service remains suspended

Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis
		-

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Committee Meeting Synopsis – Completed by Committee Representative only

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

COVID-19 Response

COUNCIL COMMITTEE AND ATTENDANCE REPORT KENTVILLE TOWN COUNCIL

Community based supports throughout our region are very busy with our region's food banks, Open Arms, St. Vincent de Paul, Kids Action Program and others working to assure food insecurity does not add to this already challenging time . Open Arms and the Fundy Food Bank are adding to the supports provided by our first responders serving as a hub for Kentville and the surrounding area with a food delivery system and wellness checks. People in need of food from the food bank, wellness calls or pick-up/delivery of (pre-paid) food from grocery stores are asked to direct requests to: <http://helps.openarms.ca>

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Eric Bolland

Date: April 23,2020

Date of Last Council Meeting Attended: March 30th, 2020

Date of Last Council Advisory Meeting Attended: April 14th, 2020

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 15 th 2020	Valley Waste Resource Mgmt	See notes below

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
NA		

Misc Events

Date	Synopsis
NA	

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name	Valley Waste Resource Mgt	Meeting Date:	April 15 th ,2020
Meeting Highlights:	General Manager's report: <ul style="list-style-type: none"> At the tme of the meeting,the draft 2020-21 operating capital budget was approved by Wolfville, County of Kings, Berwick and pending with the 3 other municipal partners The County of Kings had concerns regarding the new bylaw and associated directives. RCO Kelly is awaiting an update on changes to the Bylaw if needed. 		

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

	<ul style="list-style-type: none"> • Spring clean-up has been postponed due to staffing issues as well as Covid-19 restrictions such as physical distancing. <p>Operations Manager’s report:</p> <ul style="list-style-type: none"> • The Western Mgt Centre has seen a significant surge in curbside collection being managed through their site due to the increase number of residents at home. <p>Communications Manager Garrett’s report:</p> <ul style="list-style-type: none"> • The new 4 day week collection is going well to date. Feedback regarding the postponement of spring clean-up has been positive with an indication of understanding. • The beach clean-up that I was to lead with Aldershot and Dwight Ross schools, funded by the province, has been delayed due to Covid-19. <p>Next meeting: May 20th</p>
Budget:	NA
New Projects:	NA
Policy Changes:	NA

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Craig Gerrard

Date: April 23, 2020

Date of Last Council Meeting Attended: April 14, 2020

Date of Last Council Advisory Meeting Attended:

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis

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:	April 17, 2020
Meeting Highlights:	<p>Budget Meeting – Commission reluctantly passed the Police budget as there was no information nor was a commission member present for any Collective Agreement discussions. Commissioner members had very thoughtful discussion as to why there has not been any update on the CA and although we did in the end vote to recommend the KPS budget we also know that it will have to be amended at some point (in all probability) when a deal is reached.</p> <p>The commission sited a lack of transparency on discussions the CAO has been holding with the Police Chief and Union members with no representation from the Commission and that in future the Chair (if they are the representative) should be included in any discussions as it is the commission that makes any recommendations to council and not staff.</p> <p>I have also mentioned to Kelly on 2 occasions that I felt that I, as the committee member for the Police collective bargaining I was left out of any preliminary discussions. We were told that the negotiations were now at a 'starting point'.</p>		
Budget:			
New Projects:			
Policy Changes:			

Misc Events

Date	Synopsis

Councilor Report

Kentville Town Council

Name: Cathy Maxwell

Date: April 22, 2020

Date of Last Council Meeting Attended: April 14, 2020

Date of Last Council Advisory Meeting Attended:

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
March 30/20	COVID 19 Council Meeting	Set up Covid 19 meeting protocols
April 15/20	COVID 19 Council Meeting	Following Covid 19 meeting protocols
April 17/20	Police Commission Meeting	Following Covid 19 meeting protocols. Looked at the budget for 20/21. See the report by Chair Gerrard

Committee Meetings (KCA PTA, Annapolis Valley Trails) have been delayed due to COVID 19.

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage

Date: April 22 2020

Date of Last Council Meeting Attended: March 30th 2020

Date of Last Council Advisory Meeting Attended: April 14th 2020

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 22 2020	IAC	<p>None of us saw COVID 19 coming nevertheless we planned for some form of an emergency.</p> <p>We sold growth and raised cash before COVID hit. We have our \$460,000 to inject into the town's operations with no additional funds required.</p> <p>Various years presented down turns (2018/2015/2011/2008) but nothing like what we have experienced with this turn.</p> <p>Reviewed reports and recommendations that included our return to date -5.1% - portfolio balance \$12,803,000.</p> <p>We reviewed our current holdings and the idea is to stay the course. We have \$500,000 coming due in May 2020 (end) that we will look to invest in some form of vehicle (unsure – waiting to see how the market rallies over the ensuing month)</p> <p>We have decided to continue to review and further revamp our IPS while being conscious of the returns and capital gains required to sustain our annual income required of this portfolio.</p>
	Regional Sewer Committee	<p>No meetings due to COVID 19 – only updates on budget which TOK passed at last Council meeting (our portion)</p> <p>Update from the technical committee: Numbers are good – TSS is up a bit probability due to the disturbance in the pond from the new airlines installation work and the heavy loads from industry. New airlines are online in cell 5 and most of cell 4. Screen building has been flooding more frequently due to higher loads from Pepsico and TOK ...</p>

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name		Meeting Date:	
Meeting Highlights:			

COUNCIL COMMITTEE AND ATTENDANCE REPORT KENTVILLE TOWN COUNCIL

Budget:	
New Projects:	
Policy Changes:	

Misc Events

Date	Synopsis

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: Lynn Pulsifer

Date: April 23, 2020

Date of Last Council Meeting Attended: March 30, 2020

Date of Last Council Advisory Meeting Attended: April 14, 2020

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
	Kings Point to Point	No meetings held since last Report
	Annapolis Valley Regional Library	No meetings held since last Report
	Accessibility Advisory Committee	No meetings held since last Report

Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name			

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Meeting Highlights:	
Budget:	
New Projects:	
Policy Changes:	

Misc Events

Date	Synopsis

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 22 April 2020

Date of Last Council Meeting Attended: 14 April 2020

Date of Last Council Advisory Meeting Attended: 9 March 2020

Date of Last Governance Session Attended: N/A

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
27 Mar 20	Municipal Finance Corporation	Teleconference to approve a short term loan.
2 Apr 20	Atlantic PACE	Kickoff meeting, presentation by FCM on availability of funding, grants and loans.
8 Apr 20	NSFM Mayors and CAO	<ol style="list-style-type: none"> 1. NSFM Update – Pam Mood -Call for questions and/or edits 2. Update on tax deferral proposal, with discussion from membership 3. Letter to Minister regarding municipal elections 4. Internet Funding Update 5. Discussion of Submitted Questions <ol style="list-style-type: none"> a. Are elected officials who are also small business owners eligible to collect the Canada Emergency Response Benefit (CERB), or do they have to take a leave of absence from council in order to qualify? b. Has there been any indication of where the provincial government will get the funds to back a line of credit for municipalities? c. If mandatory contributions are not paid to the Province, will that create additional burdens for education and corrections costs? d. Is there any interest in other video conferencing systems? e. What if the Province provided each municipality with a line of credit in an amount proportional to anticipated tax revenues (for example, perhaps

Councilor Report

Kentville Town Council

		40%), to be interest-fee for the period of a year. 6. Adjournment
15 Apr 20	NSFM Mayors and CAO	<ol style="list-style-type: none"> 1. NSFM Update – Pam Mood -Call for questions and/or edits re: last week's meeting summary 2. Carole Saab, FCM Executive Director of Policy and Public Affairs 3. Update on tax deferral proposal, with discussion from membership 4. Discussion of Submitted Questions <ol style="list-style-type: none"> a. <i>What is the targeted date for a 2021 election if the fall election is delayed?</i> b. <i>Are you enabling the media to be part of teleconferencing council meetings?</i> c. <i>Re: tax deferral proposal –</i> 5. Adjournment
20 Apr 20	REMO	<ol style="list-style-type: none"> 1. Appt of Vice-Chair 2. EM Support Plans – Wild Fires 3. Survey Results 4. Community Outreach 5. COVID-19 Update
22 Apr 20	Investment Advisory Committee	<p>Mar 10 fund value: \$13,793,330 Apr 22 fund value: \$12,949,903 Withdrew \$460,000 on 31 March</p>
22 Apr 20	Atlantic PACE	Discussion on who is PACE Atlantic, application to FCM, roles and responsibilities, cash flow, getting it done.

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
1 Apr 20	AVR Recording	COVID-19 message
7 Apr 20	Prepare Video	COVID-19 message
8 Apr 20	AVR Recording	Easter Message and COVID-19 message
9 Apr 20	Video with Spike	Encourage folks to leave items for neighbours

Conference Attendance and Synopsis

Date	Conference	Synopsis
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Councilor Report

Kentville Town Council

Misc Events

Date	Synopsis
16 Apr 20	Telecon with MP Kody Blois, on-going commitment from federal government and support to FCM initiatives.
17 Apr 20	Telecon with His Honour The Honourable Arthur J. LeBlanc, ONS, QC. He expressed his on-going support for the work we do and the continuity of service for our citizens.



27 April 2020

Mayor
Sandra Snow
354 Main Street
Kentville, NS
B4N 1K6

902-679-2502
902-599-1317 (C)
ssnow@kentville.ca

RE: Gifts – Fiscal Year 2019/2020

Please accept the following memo and attached table documenting the gifts I have received in the conduct of my duties as the Mayor of Kentville.

All gifts are in keeping with the stipulations set out in Policy G-16 Code of Conduct, paragraph 4.10 and the exceptions as per paragraph 4.10.4.

No single gift meets the \$250.00 threshold established at paragraph 4.10.6. Therefore, no disclosure statements will be prepared.

During Fiscal Year 2019/2020, I have accepted **\$608.38** in gifts, in the conduct of my duties.

Kindest Regards

Sandra Snow, Mayor
Town of Kentville

Mayor's Annual Gift Statement

FY19/20 inclusive dates 1 April 2019 – 31 March 2020

Date	Gift	Principle	Amount	Policy
05 May 19	Ticket to Deb Crowe Event	Speaker	\$75.00	4.10.4.2
05 May 19	Flowers	Deb Crowe Event	\$20.00	4.10.4.4
12 May 19	2 Tickets	Centre Stage Theatre	\$30.00	4.10.4.6
13 Jun 19	Lion's Club Dinner x 2	Kentville Lion's Club	\$28.00	4.10.4.2
13 Jun 19	Framed Photograph	Kentville Lion's Club	\$40.00	4.10.4.4
14 Jun 19	Women of Excellence Ticket	AVCC – Judge	\$100.00	4.10.4.2
8 Jul 19	Swarna	Fresho	\$7.00	4.10.4.6
12 Jul 19	Gift Card – Dragon's Den Judging.	CEED – Juniorpreneur Camp	\$25.00	4.10.4.4
23 Oct 19	Ticket to Devour Opening Event	Devour Food Film Festival	\$50.00	4.10.4.2
9 Nov 19	Ticket to Remembrance Day Dinner	Royal Canadian Legion	\$20.00	4.10.4.2
19 Nov 19	Lunch for Dr Recruitment – Half Acre Café	NSHA Recruiter	\$15.00	4.10.4.6
29 Nov 19	Lunch	Mark Phillips	\$7.00	4.10.4.6
5 Dec 19	Ticket to Halifax Thunderbirds Game	Thunderbirds	\$80.00	4.10.4.2
14 Dec 19	KVFD Christmas Dinner	KVFD	\$20.00	4.10.4.6
17 Dec 19	Gift Card – Swiss Chalet	Robert Graves	\$21.38	4.10.4.6
6 Mar 20	SWAG Bag – Grand Opening	Sable Shortbread	\$30.00	4.10.4.2
7 Mar 20	SWAG Bag – International Women's Day	Women's Place Annapolis Royal	\$30.00	4.10.4.2
14 Mar 20	Lion's Club Charter Night Dinner	Kentville Lion's Club	\$10.00	4.10.4.2
31 Mar 20	Total		\$ 608.38	

31 March 2020

