

TOWN OF KENTVILLE COUNCIL COVID-19 PROTOCOL AGENDA July 27, 2020 AGENDA

4:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - (a) Council meeting minutes, July 13, 2020
 - (b) Public Hearing Minutes, July 22, 2020
4. UNFINISHED BUSINESS
 - (a) Noise Bylaw
 - (b) Second Reading – Land Use Bylaw, Schools in Zone R2
 - (c) Second Reading – Land Use Bylaw, Municipal Election Signage
 - (d) Council Approval of Cornwallis Street Naming Committee
 - (e) Visitors Information Centre
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. CORRESPONDENCE

- (a) **Kings Historical Society**

7. NEW BUSINESS

- (a) **Council Remuneration Review**
- ~~(b) **Departmental Covid-19 Reports**~~
- (c) **Meeting Procedures**

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) **Minutes**
- (b) **Land**
- ~~(c) **Land and Property**~~
- ~~(d) **Personnel**~~

10. ADJOURNMENT

TOWN OF KENTVILLE COUNCIL MEETING COVID-19 PROTOCOL Meeting Minutes: July 13, 2020

This meeting was held via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting.”

Town Hall is closed to the public. Council voted by poll.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:03 p.m.

PRESENT

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

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

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

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

2. APPROVAL OF THE AGENDA

It was moved that the agenda of July 13, 2020 be approved as presented

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting on June 29, 2020 with the following edit:

- Change “in favor” to “voted against” in the voting results on page 4.

It was moved that the minutes of Council meeting on June 29, 2020 be approved with the noted edits.

MOTION CARRIED

(b) Minutes of the Special Emergency Council meeting on July 8, 2020

It was moved that the minutes of Council meeting on July 8, 2020 be approved as distributed.

MOTION CARRIED

4. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

Mayor Snow received the report for the period ending June 30, 2020.

See report for more information

- Points of Discussion:
 - Revenues and expenditures are close to budget projections.

(2) Temporary Borrowing Resolution – Sanitary Sewer Capital

Mayor Snow received the report on the proposed temporary borrowing resolution relating to the Town's sanitary sewer area service 2020-2021 capital program.

See report for more information

RECOMMENDATION TO COUNCIL

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

That Council approve the temporary borrowing resolution for Sanitary Sewer Area Service Capital Program 2020-2021 in the amount of \$215,000, And further that the document be forwarded to the Minister of the Department of Municipal Affairs for Provincial authorization.

MOTION CARRIED

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

(3) Temporary Borrowing Resolution – Town Capital Program

Mayor Snow received the report on the proposed temporary borrowing resolution relating to the Town's 2020-2021 capital program.

See report for more information

RECOMMENDATION TO COUNCIL

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

That Council approve the temporary borrowing resolution for the Town of Kentville's 2020-2021 Capital Program in the amount of \$846,600, And further that the document be forwarded to the Minister of the Department of Municipal Affairs for Provincial authorization.

MOTION CARRIED

Councillors who voted in favour of this motion:
and Snow

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage

(b) Planning and Development

(1) Director's Report

Mayor Snow received the Planning report for June 2020.

See report for more information

(2) Community Economic Development Coordinator's Report

Mayor Snow received the CEDC report for June 2020.

See report for more information

- Points of Discussion:
 - When will the Visitors Information Centre be open for business? Staff is hoping to open but it is not certain.
 - Concern about the VIC being open to serve visitors travelling to Kentville, either at the building or over the phone.
 - Is the communications issue between Kentville Business Community and the Town office running smoothly? There is a good relationship and KBC is excited about changes in Centre Square.

(c) Parks and Recreation

(1) Director's Report

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

See report for more information

- Points of Discussion:
 - Is the number of summer staff lower this year? The parks staff and public works are down 2 positions. The trail is overgrown in some areas and needs some attention.
 - When will Town Hall open to the public? The building cannot meet provincial protocols yet. Staff have only received 2 requests to enter the building, and this closure has not impacted payment of taxes.

(d) Police

(1) Police Commission Report

Mayor Snow received the Police Commission report for June 2020.

See report for more information

(e) Engineering and Public Works

(2) Director's Report

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

See report for more information

(f) Administration

(1) Communication Report

Mayor Snow received the Communications report for June 2020.

See report for more information

(2) Chief Administrative Officer's Report

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

See report for more information

- Points of Discussion:
 - The Valley Waste Resource bylaw amendments is still not received but is still in progress.
 - What date is the target for opening? The hope is the beginning of September, but staff will have a confirmed date after tenders for the work are received.

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

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

5. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Review of the Proposed Noise Bylaw

Mayor Snow reviewed the proposed changes to the draft Noise Bylaw and invited Council to provide further input to this document.

Report available

- **Points of Discussion**
 - The bylaw might be strengthened with a measuring device, and there is a reference to boats, trains, and a public address system, which might not apply to the Town.
 - The section on “detonation of fireworks or explosives not used for construction” could be amended to allow backyard fireworks. Also “banging and clanging” of a trailer could be removed.
 - Consider changing the evening limit from 11pm to 10pm.
 - This bylaw could be very subjective, measurables might strengthen it (and would also be high maintenance).
 - Discussion about pros and cons of using a noise device, including events in the downtown core.
 - Would the Kentville Police Service enforce this bylaw when the bylaw Officer is off duty?
 - The goal with this bylaw is to ensure that citizens have enjoyment of their property. Would like to see this document more streamlined. This bylaw should not be created because of the complaint of a single resident. Need to be aware of reasonable noises and unreasonable noises.
 - Testing sound is not straightforward- it requires training and calibration.
 - The noise bylaw should also include special events permits with noise limit times.

- The legal perspective is to address the problem – there are few problems in the Town. The bylaw should either have a decibel measurement (objective) or have examples of noise (subjective).
- Is noise measured with a device for the Special Events bylaw?
- Would different areas of Town have different permissions, for example the business park and downtown?
- Residents should use bylaws as a last resort and should work out solutions first, if possible.
- Discussion about responsible and reasonable use of generators, especially during power outages and emergencies.
- Staff should review bylaws being used in Wolfville and other neighbouring municipalities.
- Staff will prepare another draft of this bylaw with comments incorporated.

7. CORRESPONDENCE

(a) Kings Point to Point Financial Statements – March 31, 2020

The Kings Point to Point Transit Society shared their annual audit for Council's information.

Report available

(b) Kings Transit Financial Statements – March 31, 2020

Kings Transit Society shared their annual audit for Council's information.

Report available

8. NEW BUSINESS

(a) Electronic Voting

CAO Rice read her report outlining the proposal to move to electronic voting only with no paper ballot stations due to Covid-19 restrictions.

Report available

- **Points of Discussion**
 - What percentage of people used electronic voting in past elections? Approximately 70% of residents used this system last year.
 - Will the \$12,000 be above the \$40,000 in the budget? It is included in the \$40,000.
 - This might be good for security but harder for some seniors to vote. The Town can provide laptops and staff to go into seniors' homes to ensure they have voting capacity.
 - Does this include telephone voting? Yes.
 - Mayor Snow will distribute the voting statistics for 2016 to Council.
 - What are the requirements for proving residency in the Town?
 - This motion will require a bylaw amendment.

RECOMMENDATION TO COUNCIL

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

That Council approve the proposal to move to all-electronic voting for the 2020 Municipal Elections using Intellivote Systems Inc. at a cost of \$12,000 plus HST (plus or minus 4,865 eligible voters based on the final electors list being available).

MOTION CARRIED

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

9. IN CAMERA

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

That Council proceed to a closed session at 5:00 pm to discuss legal matters.

MOTION CARRIED

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

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

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

Councillor Pulsifer left the meeting due to technical difficulties.

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

That Council direct the CAO to carry out the directions provided in relation to the Calkin Building during the In-Camera Session.

MOTION CARRIED

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

Councillor Pulsifer returned to the meeting.

10. ADJOURNMENT

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

That the July 13, 2020 meeting of Council be adjourned at 6:00 p.m.

MOTION CARRIED

TOWN OF KENTVILLE PUBLIC HEARING

1. Land Use Bylaw – Public and private schools in R2 Zone
2. Land Use Bylaw – Limiting candidate election signs

COVID-19 PROTOCOL

Meeting Minutes: 4:00 p.m. July 22, 2020

PRESENT

Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor Eric Bolland, Councillor Cathy Maxwell, Councillor Lynn Pulsifer and Councillor Cate Savage.

Chief Administrative Office (CAO) Kelly Rice, Director of Planning Bev Gentleman, Economic Development Coordinator Lindsay Young, IT Manager Jason Bethune and Recording Secretary Jennifer West. Peter Gillis representing the Valley Community Learning Association.

REGRETS

Councillor John Andrew

1. OPENING OF THE PUBLIC HEARING

Mayor Snow opened the public hearing by welcoming everyone and providing an outline of the meeting process.

2. PUBLIC HEARING – R2 ZONING CONDITIONS

(a) Presentation by Planner Beverly Gentleman

Director Gentleman reviewed her report outlining the proposed amendment to the Land Use Bylaw to allow public and private schools in the R2 zone, under certain conditions. This amendment will directly impact the potential to develop the property at 118 Oakdene Avenue by the Volunteer Community Learning Association.

Report available

3. COMMENTS FROM THE PUBLIC

- (a) **There were no written comments, emails, phone calls or Zoom submissions.**

Questions:

- At this time, schools are not allowed in any residential zone. The proposed changes will apply to any areas that meet the conditions including proximity to a transit stop.
- Mr. Gillis' presentation to Council gave all the information that would be required and the amendment will address all of his concerns for development.

4. PUBLIC HEARING – MUNICIPAL CANDIDATE ELECTION SIGNS

(a) Presentation by Planner Beverly Gentleman

Director Gentleman reviewed her report outlining the process of amending the Land Use Bylaw to limit the number of municipal candidate election signs to 6 per candidate.

Report available

5. COMMENTS FROM THE PUBLIC

(b) Gillian Yorke, 18 Academy Street (Written)

- Restricting signs during an election will have a negative impact on new candidates.
- The benefits do not outweigh the costs of this action.

Submitted Letter Attached

6. ADJOURNMENT

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

That the July 20, 2020 meeting of Council be adjourned at 4:22 p.m.

MOTION CARRIED



TOWN OF KENTVILLE BY-LAW CHAPTER 100 NOISE BY-LAW

1.0 PURPOSE

This By-Law defines the methods that the Town of Kentville uses to define noises which disturb the peace and tranquility of residents, measure noise, and enforce reduction in unreasonable noises.

2.0 DEFINITIONS

- 2.1 **“A-weighting”** is the frequency weighting characteristic as specified in IEC 123 or IEC 179 and intended to approximate the relative sensitivity of the normal human ear to different frequencies (itches) of sound. The “A-weighted sound pressure level” is the sound pressure level modified by application of the A-weighting. It is measured in A-weighted decibels, denoted dBA.
- 2.2 **“By-Law Enforcement Officer”** means a person appointed by the Chief Administrative Officer who is a Special Constable or Bylaw Officer pursuant to the Nova Scotia Police Act or similar legislation and empowered by such appointment to enforce this By-Law.
- 2.3 **“Dwelling Unit”** means a building, occupied or capable of being occupied as a home, containing one or more dwelling units, and shall not include a motel, hotel, recreational vehicle, or travel trailer.
- 2.4 **“Occupant”**
- 2.4.1 Anyone who resides at a Dwelling Unit, or
 - 2.4.2 A person who has responsibility and control over the dwelling unit or the activities there, carried on.
- 2.5 **“Person”** means a corporation as well as an individual.
- 2.6 **“Police Officer”** means a member of the Kentville Police Service.
- 2.7 **“Property”** means any public or private place in the Town of Kentville, including but not limited to highways, parks, parking lots, yards belonging to a building or dwelling, or vacant lands.

2.8 **“Sound System”** shall include a public address system, or any other device or apparatus, whether operated electrically, mechanically or in any other way whatsoever, whether movable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits, or transmits sounds.

2.9 **“Town”** means the Town of Kentville.

2.10 **“Unreasonable Noise”** is defined as very loud sounds not associated with everyday activities for personal, family, or commercial function.

3.0 SCOPE

3.1 The following acts, among others, are hereby declared to be noises which disturb or tend to disturb the peace and tranquility of the residents of the Town or any portion of the Town.

3.2 Making any noise or combination of noises which, when measured on any property on which the noise is heard or the noises are heard, exceeds the applicable A-Weighted continuous noise level as follows:

7:00am – 10:00pm	90 dBA
10:00pm – 7:00am	70 dBA.

4.0 BY-LAW

4.1 No Person in the Town shall make, cause, or allow any Unreasonable Noise which disturbs or tends to disturb the peace and tranquility of any resident of the Town.

4.2 No Person in the Town shall operate or cause to permit to be operated any Sound System at such a level that the resulting sound is heard in a Dwelling Unit, other than the Dwelling Unit in which the Sound System in question is located.

4.3 No Person shall by fighting, screaming, shouting, or singing, cause any loud and Unreasonable Noise.

4.4 No Occupant shall allow or permit to occur in the Dwelling Unit or Property of which that Person is the Occupant, any activity prohibited by this Bylaw.

4.5 This Bylaw does not apply to the following:

- 4.5.1 Employees of the Town of Kentville, the Province of Nova Scotia, the Government of Canada, Nova Scotia Power Incorporated, and telecommunications companies when these employees are acting in the reasonable execution of their duties.
 - 4.5.2 Noises emitted by machinery or equipment when used under the provisions of 4.5.1 above.
 - 4.5.3 A Person or a corporation, or an employee of such person or corporation, reasonably performing work at the request of any party described in 4.5.1 above.
 - 4.5.4 Noise emitted by machinery or equipment used in lawn mowing or snow removal and snow clearing operations.
 - 4.5.5 Noises in connection with athletic, recreational, or school activities in arenas, playing fields, courts, school grounds or in Town park areas between the hours of 7 a.m. and 10 p.m.
 - 4.5.6 Noises in relation to parades, street dances, or other community activities between the hours of 7 a.m. and 10 p.m. subject to permission having been granted under Section 4.6 of this Bylaw.
 - 4.5.7 The regulation of any loud and unnecessary noise in or from the engine, exhaust system, braking system, or from the contact of the tires with the roadway, by a motor vehicle from starting, driving, turning, stopping or accelerating all of which is within the jurisdiction of the Motor Vehicle Act.
 - 4.5.8 The emission of sound in connection with any organized annual, traditional, festive, or religious activity celebrating:
 - 4.5.8.1 Canada Day;
 - 4.5.8.2 New Years' Eve;
 - 4.5.8.3 Religious events; or
 - 4.5.8.4 Town of Kentville signature events.
- 4.6 Notwithstanding any other provision of this Bylaw, it is lawful to emit or cause or permit the emission of noise in conjunction with;
- 4.6.1 Emergency services undertaken of this Bylaw;

- 4.6.2 Emergency measures undertaken for the preservation of Property;
 - 4.6.3 Construction activities between the hours of 8 a.m. and 8 p.m. for which a Building Permit has been issued by the Town;
- 4.7 An exemption from this Bylaw may be considered by the Town Council as it deems appropriate upon receiving an application for said exemption at least thirty (30) days prior to the contemplated activity commencing. The Council may refuse to grant any exemption applied for or may grant the exemption applied for or any exemption of lesser effect. Any exemption granted shall specify the time period, not in excess of six months, during which the exemption shall be effective, and the exemption shall be in written form and shall include such terms and conditions as the Council deems appropriate. In those cases where an exemption is to be considered, the following terms shall apply:
- 4.7.1 An application for exemption under this Bylaw must be presented on a Schedule "A" attached to this Bylaw.
 - 4.7.2 In deciding whether or not to grant an exemption, the Council shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be expressed to the Council, the proposed hours of operation of the proposed noise making activity, the proposed duration of the subject activity and the level of noise anticipated to be generated by the activity.
 - 4.7.3 In those cases where an exemption is granted, the Town Council may revoke the exemption if it believes that a breach of same has occurred.
 - 4.7.4 Any alleged breach by the applicant of any of the terms or conditions of any exemption granted by the Council shall be investigated by Town staff and reported to the Council in writing. The Council shall determine whether a breach has taken place and where it determines that a breach has taken place as much as five (5) days may be allowed for ceasing the activity.
- 4.8 Any By-Law Enforcement Officer or Police Officer of the Town may enter upon or into private property for the purpose of inspection, maintenance, and enforcement of this Bylaw.
- 4.9 Every Person who contravenes or fails to comply with any of the provisions of the Bylaw shall be liable to a penalty of \$350.00 per occurrence payable to the Town of Kentville.

4.10 Any Police Officer of the Town may choose to issue a Summary Offence Ticket to enforce this Bylaw.

4.11 The Town of Kentville Bylaw entitled Chapter 85 “Peace and Good Order Bylaw” and previous versions of this Bylaw are hereby repealed and replaced by this Bylaw.

5.0 ASSOCIATED DOCUMENTS

Schedule A: Noise By-Law Exemption Application

6.0 CLERK’S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

Date of mailing to Minister a certified copy of By-Law:

I certify that this Boundaries Bylaw – Chapter 2 was adopted by Council and published as indicated above.

Clerk

Date

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

Schedule "A" Town of Kentville– Noise Bylaw Exemption Application

This application must be submitted to the Town Office at least thirty (30) days prior to the proposed event.

Name of Applicant: _____

Address: _____

Telephone #: _____

Name and Phone # of Person Overseeing Event:

What group, club, association, or society is involved?

Where: _____

When:
(a) Date(s) From: _____ To: _____
(b) Time(s) From: _____ To: _____

What type of sound system is expected to be used?

Will efforts be made to curb the noise level?

Have/will surrounding property owners be contacted to apprise them of this activity and to solicit their acceptance?

Why is the activity being held?

Is there somewhere else the activity could be held? _____

FOR INTERNAL USE:

POLICE COMMENTS _____

COUNCIL DECISION _____



TO: Council

FROM: Beverly Gentleman, Director of Planning and Development

DATE: July 27, 2020

SUBJECT: **Second Reading:** Amendment to the Land Use Bylaw to allow Public and private schools in the One-and-Two Unit Dwelling Zone (R2) subject to conditions

On June 29, 2020, 2020 Council gave first reading to an application to amend the Land Use Bylaw to allow Public and private schools in the One-and-Two Unit Dwelling Zone (R2) subject to conditions.

A Virtual Public Hearing was held Wednesday July 22, 2020 at 4:00 PM. Residents were invited to make their opinions known to Council via written submissions; by attending the online meeting via Zoom; by calling in; or by sending an email during the live Facebook stream to the CAO.

There were no public comments, therefore,

Recommendation

It is therefore my recommendation that Council approve the amendments to the land use bylaw to to allow public and private schools in the One-and-Two Unit Dwelling Zone (R2) subject to conditions. A quorum of those council members who attended the public hearing is required.



TO: Council

FROM: Beverly Gentleman, Director of Planning and Development

DATE: July 27, 2020

SUBJECT: **Second Reading:** Approve amendments to the Land Use Bylaw to limit the number of political signs a candidate may erect to a maximum of 6.

On June 29, 2020 Council gave first reading to amend the land use bylaw to limit the number of political signs a candidate may erect to a maximum of 6.

A Virtual Public Hearing was held Wednesday July 22, 2020 at 4:00 PM. Residents were invited to make their opinions known to Council via written submissions; by attending the online meeting via Zoom; by calling in; or by sending an email during the live Facebook stream to the CAO.

1 written submission was received:

The current proposal of 6 election signs per candidate, while potentially useful in theory, is not ideal. Name recognition plays a large part in elections, and by restricting signs during this election year, this council is placing new candidates at an unfair disadvantage. Covid-19 will severely impact traditional canvassing methods (like door-to-door visits, coffee house meet and greets, etc.). While I appreciate the attempt to reduce visual clutter, and remain environmentally conscious I don't believe the benefits outweigh the cost.

Council making any change to how candidates run for office mere months before an election is, at best, unwise and at worst seems like an attempt to curb name recognition of new candidates. Regardless of intent, this recommendation is best left until after the election when more thought to signage alternatives can be made and when re-election isn't imminently on the horizon.

Kind regards

Gillian Yorke

If Council wishes to proceed with the amendments, second reading to approve amendments to the Land Use Bylaw to limit the number of political signs a candidate may erect to a maximum of 6 must be approved by a quorum of those Council members who attended the public hearing.

27 July 2020

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

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

RE: Creation of ADHOC Committee – Cornwallis Street

1. At 13 July 2020 Council Meeting, Council ratified a motion to rename Cornwallis Street.
2. The Town of Kentville Policy – G57 Committees of Council, para 4.11 permits the formation of ADHOC committees. An ADHOC Committee should be established to consider the renaming of Cornwallis Street. There is no funding associated with the conduct of this committee. The committee will be led by Councillor Bolland with staff support from the Director of Recreation and should be composed as follows through public advertising:
 - a. Representative from the Indigenous Community (1);
 - b. Member of Council (1); and
 - c. Community members (2).
3. In consideration of naming, the following policies shall apply:
 - a. Recognition Policy G67, para (a) Street Naming; and
 - b. NS Civic Address Users Guide, which speaks to naming conventions in reference to 911 emergency, geolocating and addressing.
4. The HRM study: Report of the Task Force on the Commemoration of Edward Cornwallis and the Recognition and Commemoration of Indigenous History should be reviewed for historical context and process recommendations.
5. The following best practice methodology is suggested for process based on the experience of HRM,

Truro, New Glasgow and ANSA work conducted towards the reduction of racism in NS:

- a. Pre-Phase
 - i. Committee identification; and
 - ii. Draft Terms of Reference.
- b. Phase 1 – Research
 - i. Review studies; and
 - ii. Hold Public Meeting to gather information.
- c. Phase 2 – Action Plan
 - i. Draft Action Plan;
 - ii. Present at Public Meeting; and
 - iii. Make recommendation to Council.

6. The Town of Kentville is a member of the Coalition of Inclusive Municipalities <https://en.ccunesco.ca/about-ccunesco/our-members#ccmard> and has adopted the stated initiatives to:

- a. improve their practices to promote social inclusion
- b. establish policies to eradicate all forms of racism and discrimination
- c. promote human rights and diversity

7. This process is an opportunity for area residents to learn more about the various perspectives and experiences that have shaped local history. It is an act of reconciliation, of being mindful to the world that we currently living in without forgetting the past, but also looking to the future we want to create for all our citizens.

8. I recommend the following motion:
Council approve the formation of an ADHOC
committee to consider the renaming of Cornwallis
Street as detailed herein.

Respectfully Submitted



Sandra Snow, Mayor
Town of Kentville

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Eric Bolland

Date: July 23,2020

Date of Last Council Meeting Attended: June 29, 2020

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

Committee Meeting Attendance and Synopsis

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

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
July 22,2020	Public hearing for municipal sign by-law amendment and Stone Ridge re-zoning application	<ul style="list-style-type: none"> • Only 1 submitted comment on the sign issue • A very short meeting

Misc Events

Date	Synopsis
July 21 st	<ul style="list-style-type: none"> • I was selected to participate in a “climate leadership “ course for elected officials this Fall through Federation of Canadian Municipalities • I am 1 of 4 Nova Scotians selected with a total of 40 nationwide • There is no cost to the Town for the course or the Ottawa summit in the Fall • It involves 3 assignments and 3 live chats
Past 2 weeks	<ul style="list-style-type: none"> • A number of phone interviews with Pam Berman from CBC news regarding the Cornwallis Street initiative and the campaign sign initiative.

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Detail	Synopsis		
Committee Name	Valley Waste Resource Mgt	Meeting Date:	July 15 ,2020
	<ul style="list-style-type: none"> • brief meeting with reports from GM and staff • A revised management by-law will be submitted to the parties after lengthy review by the County of Kings and legal advice. • All 32 bins in “cottage country” will be transitioned out by early September. Good feedback from cottage associations and a media release was to be done as well. • There will be a fall clean-up in late September. • Next meeting : Sept 16th 		

Councilor Report

Kentville Town Council

Name: Craig Gerrard

Date: July 22, 2020

Date of Last Council Meeting Attended: June 29, 2020

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

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
July 8, 2020	PACE emergency meeting	PACE program funding came available
July 20, 2020	REMAC meeting	Covid-19, Fire bans,

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		Meeting Date:	
Meeting Highlights:			
Budget:			
New Projects:			
Policy Changes:			

Misc Events

Date	Synopsis

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage

Date: July 22, 2020

Date of Last Council Meeting Attended: June 29th

Date of Last Council Advisory Meeting Attended: July 13th

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
July 8 th	IAC	Reviewed the report and recommendations with IA. The portfolio is down minimally 2.5%. COVID – 19 has prompted discussions around the IPS and what amendments we may wish to make such that we explore the concept of income and growth within the portfolio. A slight modification will be sent off to the Minister for approval (equity position % to increase within the portfolio mix)
July 16 th	Regional Sewer Committee	Work plan – no updates – asset management plan coming along. Reviewed the monthly compliance reports and Pepsico reported on the changes they are making to bring them in compliance Discussed the compliance letter from DOE regarding some of the contraventions of various levels.
June 29 th	Audit Committee Meeting	Met with Accountant to review the March 31 st 2020 financials. It was noted by the accountant that we are the first of all his municipalities to have all our information in so as to have the financials completed in a timely manner. We are considered the gold standard amongst our peers. Our FCI is considered excellent. We are leading edge with automated controls. Excellent internal controls.
July 6 th	Diversity Kings	Discussions on the renaming of Cornwallis Street Kentville NS – this is an opportunity to do some really great work here. Additional discussion around a regional type committee similar to a REMO model. Discussions on the Indian Act and the work and time it would take to replace the such act. Presenters Autism Outreach Coordinator PACE Meeting – special meeting – July 8 th – voted not to entertain the program due to the financial strain it could place on the town's finances

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

July 22 nd	Public Meeting	<ol style="list-style-type: none"> 1) Proposed Amendment to the LUB R-2 Zoning to permits schools ..public and private – subject to conditions 2) Proposed Amendment to the LUB to limit the number of political signs a candidate can erect to a maximum of 6.
July 8 th	Council Emergency Meeting	PACE Program – voted this program down due to the potential negative financial implications it could have on the town’s finances

Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
June 26 th	North East Kings School Graduation ceremony and prom cruise	Attended and volunteered at the outdoor graduation ceremony. The TOK in conjunction with Kathy Boutiller put on a wonderful evening to celebrate the Grade 12 graduates – its was a magical evening.

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis
--------	----------



COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: Lynn Pulsifer

Date: July 22, 2020

Date of Last Council Meeting Attended: June 29, 2020

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

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
June 25/20	Accessibility Advisory Committee	Meeting held via Zoom. Discussion re accessibility issues, especially relating to parking and accessible meeting spaces at Town Hall. Reaching out to the public to let them know this committee is here to listen. Committee members are encouraged to reach out to their own community to attend these engagement sessions. Start brainstorming for a community accessibility workshop...location/procedures. A possible speaker for next meeting to be Cynthia Bruce.
July 8/20	Emergency Council Meeting	Meeting held with regards to the PACE program, and whether we should consider this funding opportunity through FCM. Other programs available locally with Efficiency NS.
July 22/20	Public Hearing	Held regarding two proposed Amendments to the Land Use Bylaw – One was amendment to allow public and private schools in One and Two Unit Dwelling Zone (R2). The other was an amendment to limit the number of political signs a candidate may erect to a maximum of 6,

Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis



COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Committee Meeting Synopsis – Completed by Committee Representative only

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

Misc Events

Date	Synopsis
July 13/20	The Kentville Library has opened with the necessary COVID protocol in place. Hours will be the same, but there are a few limitations as to the number of visitors and visits will be limited to 30 mins a day for each person. There will also be a limit of 10 visitors at one time.

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 22 July 2020

Date of Last Council Meeting Attended: 13 July 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
8 Jul 20	Investment Advisory Committee	Jun 8 Fund Value: \$13,492,497 Jul 6 Fund Value: \$13,282,588
8 Jul 20	Emergency Council Meeting	Review PACE application
8 Jul 20	NSFM Mayors and CAO	1. NSFM Update – Pam Mood 2. Update from DM DMA 3. Adjournment
9 Jul 20	Valley REN	Regional Recovery Taskforce Discussion
15 Jul 20	Kings Mayors	Economic recovery of the region Major issues facing each Municipality
20 Jul 20	Kings REMO	COVID-19 Update Support Plans, Wildfire, Hurricane Season and Heat Advisory
22 Jul 20	Public Hearing	Election Signs LUB amendment to include private schools in R2 zones (very specific criteria)

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
16 Jul 20	Spike Driving	Spike and I delivered thank you notes to the residents of Milne Drive for their participation in the float By.

Conference Attendance and Synopsis

Date	Conference	Synopsis
------	------------	----------

Councilor Report

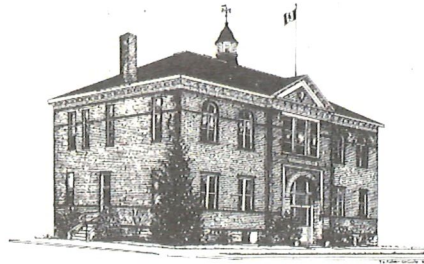
Kentville Town Council

Misc Events

Date	Synopsis
10 Jul 20	Telecon Paul Pineo, Crosswalks
16 Jul 20	NSFM zoom conference Campaigning through Social Media
17 Jul 20	Telecon with Minister Leo Glavine, Valley Tourism
20 Jul 20	Interview Ashley Thompson, Saltwire

KINGS HISTORICAL SOCIETY

37 Cornwallis Street
Kentville, Nova Scotia
B4N 2E2
902-678-6237
Fax 902-678-2764
E-mail: info@kingscountymuseum.ca
Web Page: www.kingscountymuseum.ca



July 3, 2020

Town of Kentville
354 Main St.
Kentville, NS
B4N 1K6

Dear Town of Kentville,

I am writing on behalf of the Board of Directors for the Kings Historical Society thank you for the grant you have given our society. Your ongoing support of our society is greatly appreciated and truly makes a difference.

The Kings County Museum works under the mandate to “preserve and promote the cultural and natural history of Kings County for present and future generations” and support like yours makes it possible to keep our doors open.

With sincere gratitude,

A handwritten signature in blue ink that reads "John R. Dow". The signature is written in a cursive style.

John Dow
President
Kings Historical Society



TO: COUNCIL

SUBMITTED BY: CAO

DATE: July 27, 2020

SUBJECT: Council Remuneration

ORIGIN As per Town of Kentville Policy Statement G5 Council Remuneration and Benefits, the CAO is required to bring forward a review of Council remuneration prior to the Municipal Elections.

BACKGROUND Every 4 years, just prior to the Municipal Elections in October, Council reviews the remuneration and benefits policy to establish the rates moving forward for any new or returning Council members and Mayor.

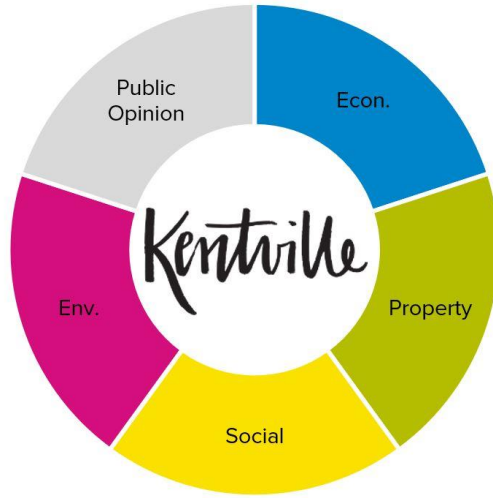
DISCUSSION Does Council wish to make any adjustments to these rates prior to November 1, 2020?

POLICY IMPLICATIONS N/A

BUDGET IMPLICATION Yes, to be determined.

ATTACHMENTS Town of Kentville Policy Statement G5 Council Remuneration and Benefits

RECOMMENDATION N/A



Schedule A: Council Remuneration

Up to October 2020

Municipality	Population 2016	Mayors/Warden Remuneration	Dep. Mayor – Warden Remuneration	Councillors Remuneration
Amherst	9,413	\$41,178	\$27,723	\$25,050
Berwick	2,509	\$16,316	\$9,690	\$8,824
Bridgewater	8,241	\$36,525	\$23,560	\$20,230
New Glasgow	9,562	\$30,351	\$20,867	\$19,222
Port Hawkesbury	3,214	\$35,699	\$20,486	\$18,268
Truro	12,059	\$49,317	\$30,909	\$27,456
Wolfville*	4,260	\$34,614	\$23,162	\$20,712
County of Kings	60,589	\$58,766	\$43,394	\$36,316
Windsor/West Hants	19,016	\$53,000	\$27,950	\$26,500
Kentville	6,094	\$46,318	\$27,510	\$25,132

*Wolfville Council moved not to include their COLA increases starting in March 2020

Starting November 2020.

Municipality	Population 2016	Mayors/Warden Remuneration	Dep. Mayor – Warden Remuneration	Councillors Remuneration
Amherst	9,413	\$41,178	\$27,723	\$25,050
Berwick	2,509	\$16,316	\$9,690	\$8,824
Bridgewater	8,532	\$62,300	\$36,700	\$25,000
New Glasgow	9,562	\$30,351	\$20,867	\$19,222
Port Hawkesbury	3,214	\$36,412	\$20,895	\$18,633
Truro	12,059	\$49,317	\$30,909	\$27,456
Wolfville**	4,195	n/a	n/a	n/a
County of Kings	60,600	\$58,766	\$43,394	\$36,316
Windsor/West Hants	19,016	\$53,000	\$27,950	\$26,500
Kentville	6,271	\$46,455	\$27,591	\$25,206

** Wolfville Council will re-evaluate remuneration in November 2020



TOWN OF KENTVILLE POLICY STATEMENT G5 COUNCIL REMUNERATION AND BENEFITS

1.0 PURPOSE

1.1 To establish a policy for fixing the annual remuneration for elected members of Town Council.

2.0 DEFINITIONS

2.1 This policy applies to all elected officials of the Town of Kentville.

3.0 SCOPE

4.0 PROCEDURES

4.1 The Mayor, Deputy Mayor and each councillor will be remunerated for conduct of their duties as an elected member of Town Council. Including but not limited to attendance at all council meetings, committee meetings and Town events.

4.2 Where a Council member is nominated:

4.2.1 To a committee established by the council member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member; and

4.2.2 Or appointed by Council to an external board, commission or other position, or is otherwise appointed as a representative of the Town of Kentville, any remuneration from that position will be paid to the Town of Kentville and may be reimbursed for expenses incurred as a committee member.

4.3 The Chief Administrative Officer shall conduct a market analysis, for reporting to Council in September, prior to the regular municipal election, with any new rates effective upon appointment of the council for the upcoming term of office.

4.3.1 The market analysis will include, but will not be restricted to, a history of the number of meetings held, number of committees and overall time commitment and an average of the remuneration paid to the elected officials for towns with similar size, level of service and responsibility.

4.3.2 The statistics pertaining to the current term of office will be incorporated in Schedule A attached.

4.4 All council remunerations shall be adjusted annually in accordance with the Consumer Price Index (CPI) increases of the previous calendar year by motion of council.

4.5 The annual remuneration will be divided into weekly instalments and paid out in accordance with the Town's payroll procedure. The last pay for remuneration

- in any year, will allow for any deductions for unexcused meetings, as outlined in Policy Statement G70 - Council Meeting Policy.
- 4.6 All councillors will be eligible to participate in the health, dental, and Employee Assistance Program (EAP) for the Town of Kentville, as outlined in the Human Resources Manual.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Schedule A: Council Remuneration and Allowances, 2016-2020 Term of Office
- 5.2 Municipal Government Act - PART 1, Section 23(1) (d) (i) (ii) (iii) (v)
- 5.3 Municipal Government Act - PART 1, Section 23(2)
- 5.4 Municipal Government Act - PART 1, Section 24(5)
- 5.5 Policy G70 Council Meeting Policy
- 5.6 Policy G57 Committees of Council Policy

6.0 POLICY REVISION HISTORY

Date Created:	March 29, 1999
Revisions:	July 9, 2008
	October 8, 2008
	January 24, 2011
	September 24, 2012
	November 25, 2013
	May 30, 2016
	November 28, 2016
	January 2017. Reformatted.
	November 26, 2018
	June 24, 2019



Chief Administrative Officer, Mark Phillips

**SCHEDULE A
COUNCIL REMUNERATION AND ALLOWANCES
2016-2020 TERM OF OFFICE**

Effective April 1, 2016 annual remuneration paid to members of Town Council shall be as follows:

Elected Officer	Total Remuneration
Mayor	\$36,700
Deputy Mayor	\$23,100
Councilor	\$20,700

The 2018 Federal Government budget eliminated the 1/3 Tax Free Allowance effective 1 January 2019. As a result, it was recommended by the FCM and NSFM that councils adjust the annual remuneration to compensate for the loss of tax-free allowance. By motion of council at November 26, 2018 Council Meeting, the council voted unanimously to the following effective January 1, 2019 remuneration paid to members of Town Council shall be as follows:

Elected Officer	Total Remuneration
Mayor	\$45,700
Deputy Mayor	\$27,000
Councilor	\$24,800

Comparisons were conducted based on the history of the number of meetings held, and an average of the compensation paid to elected officials for towns of similar size, level of service and responsibility. Those towns used for comparison for the 2016 review were Amherst, Antigonish, Bridgewater, New Glasgow, and Truro based on 2014 data. Local comparisons were made with Wolfville and the County of Kings.

Municipality	Population 2014	Mayors/Warden Remuneration	Dep. Mayor – Warden Remuneration	Councilors Remuneration
Amherst	9,717	\$36,695	\$23,872	\$21,097
Antigonish	4,524	\$31,373	\$23,655	\$17,985
Bridgewater	8,241	\$31,850	\$20,930	\$18,200
New Glasgow	9,562	\$33,723	\$23,186	\$21,359
Truro	12,059	\$36,650	\$23,800	\$21,200
Wolfville	4,260	\$27,000	\$17,600	\$15,000
County of Kings	60,589	\$48,700	\$36,100 (2015)	\$30,300
Kentville	6,094	\$35,200	\$22,000	\$19,700

27 July 2020

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

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

RE: Council Decision Making – COVID-19 Protocol

1. At 30 March 2020 Council Meeting, Council adopted a COVID-19 Protocol for meetings. The Council will not meet in the month of August and the next scheduled meeting is 14 September 2020.
2. The Town Hall remains closed and the Council Chamber is currently being renovated which will be completed prior to the next planned meeting.
3. In person meeting were suspended by Ministerial order of 22 March 2020 and the ZOOM application was used to meet. There have been on-going requests from the NSFM to DMA to permit either in-person and on-line meetings based on the needs of individual councils. If the decision to permit this flexibility is taken prior to our next planned meeting. I recommend that the Town of Kentville Council meet in person in Council Chambers based our current G70 Meeting Policy.
4. I recommend the following motion:
Council return to business as per the G70 Meeting Policy if the Ministerial order of 22 March 2020 is stayed or modified.

Respectfully Submitted



Sandra Snow, Mayor
Town of Kentville