



TOWN OF KENTVILLE COUNCIL

May 31, 2021

AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council meeting minutes, April 26, 2020**
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Grants to Organizations Policy**
 - (b) Kings Regional Emergency Management Organization**
 - (c) Alternative Voting**
 - (d) Accessibility Plan**
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Councillor Andrew Zebian**
 - (1) None.**
 - (b) Councillors’ and Mayor Reports**
 - (1) Councillor Gerrard**
 - a. Board of Police Commissioners**
 - b. Joint Fire Services Committee**
 - c. Valley Waste Resource Management Authority**
 - (2) Councillor Huntley**
 - a. Accessibility Committee**
 - b. Kings Regional Transit Authority**
 - c. Diversity Kings**
 - d. Kings Point to Point**
 - e. Partners for Climate Progress**
 - (3) Councillor Maxwell**
 - a. Accessibility Committee**
 - b. Annapolis Valley Trails Coalition**
 - (4) Deputy Mayor Savage**
 - a. Kings Regional Sewer**
 - b. Investment Advisory Committee**
 - c. Kentville Business Community**

- (5) Councillor Yorke**
 - a. Board of Police Commissioners
 - b. Annapolis Valley Regional Library
 - c. Kings County Academy Parent Teacher Association
- (6) Councillor Zebian**

(c) Mayor Sandra Snow

- a. Kings Regional Emergency Management Organization
- b. Source Water Protection Advisory Committee
- c. Water Commission
- d. Valley Regional Enterprise Network, Liaison and Oversight Committee
- e. Audit Committee

6. NEW BUSINESS

- (a) Committee Appointment - Regional Recreational Facility

7. CORRESPONDENCE

- (a) None.

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) Land

10. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: April 26, 2021

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Council Chambers and was livestreamed on Facebook using Zoom. The meeting was posted to YouTube with closed captioning after the meeting.

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

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m.

PRESENT

Chief Administrative Officer (CAO) Dan Troke reported that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Dan Troke, and Solicitor Geoff Muttart, Director David Bell, 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 by Deputy Mayor Cate Savage, and seconded by Councillor Paula Huntley

That the agenda of April 26, 2021 be approved with the following addition:

- **Addition of item 6.e. Water Commission Report to Council**

DRAFT

MOTION CARRIED

3. APPROVAL OF THE MINUTES

- (a) Council meeting held on March 29, 2021.

It was moved that the minutes of the Council meeting on March 29, 2021 be approved.

MOTION CARRIED

- (b) Special Meeting of Council meeting held on April 12, 2021.

It was moved that the minutes of the Special Council meeting on April 12, 2021 be approved.

MOTION CARRIED

- (c) Special Meeting of Council meeting on the Operating Budget held on April 14, 2021.

It was moved that the minutes of the Special Council meeting on April 14, 2021 be approved.

MOTION CARRIED

- (d) Special Meeting of Council meeting on the Capital Budget held on April 20, 2021.

It was moved that the minutes of the Special Council meeting on April 20, 2021 be approved.

MOTION CARRIED

- (e) Special Meeting of Council meeting on the Municipal Planning Strategy held on April 21, 2021.

It was moved that the minutes of the Special Council meeting on April 21, 2021 be approved.

MOTION CARRIED

DRAFT

4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) 2021-2022 Operating Budget for Sanitary Sewer Services

Director Bell reviewed the 2021-2022 Operating Budget for Kentville's sanitary sewer services.

Report available.

It was moved by Councillor Craig Gerrard and seconded by Councillor Gillian Yorke

That Council approve the 2021-2022 Kentville Sanitary Sewer Area Service Operating Budget

Revenue \$1,306,000

Expenditures \$1,304,500

Budgeted Surplus \$1,500

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Gerrard, Maxwell, Savage, Snow, Yorke and Zebian

(b) 2021-2022 Capital Budget for Sanitary Sewer Services

Director Bell reviewed the 2021-2022 Capital Budget for Kentville's sewer services.

Report available.

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

That Council approve the 2021-2022 Kentville Sanitary Sewer Area Service Capital Budget and its funding sources in the amount of \$325,000.

And further that we approve the future years in principle.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Gerrard, Maxwell, Savage, Snow, Yorke and Zebian

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee – Presented by Deputy Mayor Cate Savage

1. Withdrawal from Capital Fund #3

At the April 12, 2021 meeting of Council Advisory Committee, Director Crowell presented her request for a third withdrawal from the Town Capital Reserve in the amount of \$245,142.92 for various projects which require funding.

Report available for more information.

Council Meeting Minutes, April 26, 2021

Pending Approval

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RECOMMENDATION TO COUNCIL

It was moved by Councillor Gillian Yorke and seconded by Deputy Mayor Cate Savage

That Council approve the withdrawal of \$245,142.92 from the Town's Capital Reserve – General Allocation to fund several acquisitions during the year 2020-2021.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Gerrard, Maxwell, Savage, Snow, Yorke and Zebian

(b) Councillors' and Mayor's Reports

1. Councillor Craig Gerrard

Mayor Snow received Councillor Gerrard's report on his activities over the past month. Highlights included a board meeting for the AAPG regarding Covid and other issues.

Report available for more information.

2. Councillor Paula Huntley

Mayor Snow received Councillor Huntley's report on her activities over the past month. Highlights included Kings Point to Point, Kentville Water Commission, Valley REN Liaison and Oversight Committee, Town budgets, Homeless No More, Mentoring Plus, and learnings for Climate Change.

Report available for more information.

3. Councillor Cathy Maxwell

Mayor Snow received Councillor Maxwell's report on her activities over the past month. Highlights included Miners Marsh Easter event, Homeless No More, and the Accessibility Advisory Committee and Plan.

Report available for more information.

4. Deputy Mayor Cate Savage

Mayor Snow received Councillor Savage's report on her activities over the past month. Highlights included the regional sewer committee meeting, investment advisory committee, Regional Emergency Management Organization, Joint Council Meeting, Town budget meetings, source water protection Advisory Group and municipal planning strategy briefing.

Report available for more information.

DRAFT

5. Councillor Gillian Yorke

Mayor Snow received Councillor Yorke's report on her activities over the past month. Highlights included Town budget meetings, Annapolis Valley Regional Library budget meetings, joint council meeting, municipal planning strategy briefing, Town garbage clean up, Homeless No More, and meeting to cultivate more women in politics.

Report available for more information.

6. Councillor Andrew Zebian

Mayor Snow received Councillor Zebian's report on his activities over the past month. Highlights included the Investment Advisory Committee meeting, Town budget meetings, joint council meeting, and the municipal planning strategy briefing.

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow submitted her report on her activities over the past month. Highlights included the nova Scotia Affordable Housing Commission regional workshop, 14 Wing Greenwood meetings, online meeting with NSFM president, Regional Emergency Management Organization, Homeless No More, and Town budget meetings.

Report available for more information.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Andrew Zebian and seconded by Councillor Gillian Yorke

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

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Gerrard, Maxwell, Savage, Snow, Yorke and Zebian

6. NEW BUSINESS

(a) 2021-2022 Town of Kentville Operating Budget

CAO Troke reviewed the 2021-2022 Town of Kentville Operating Budget.

Report available.

- Discussion
 - The capital budget does not affect the tax rate.

DRAFT

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Paula Huntley

That Council approve the Town of Kentville 2021-2022 operating budget of \$13,670,200.

And further that there is no tax rate increase.

The residential rate will remain at 1.53 and 3/4 cents; and

The commercial rate will remain at 3.51 and 2/5 cents.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Gerrard, Maxwell, Savage, Snow, Yorke and Zebian

(b) 2021-2022 Town of Kentville Capital Budget

CAO Troke reviewed the 2021-2022 Town of Kentville Capital Budget.

Report available.

- Discussion
 - Can this Council approve future budgets in principle? Councils approve a capital plan every year for future years.
 - Concern about the details of the capital budget, and about certain costs. Would like more information about dipping stations, waterless planters, garbage cans, benches, seasonal lighting, Centre Square improvements, public art displays.
 - Clarification about the procurement process for these kinds of items.
 - Discussion about turning downtown and Centre Square into a more welcoming people-centered area.
 - Discussion about the value-added benefits of making the Town more of a community and home for families.
 - Reminder about past staff presentations about the items of concern.

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

That Council approve the Town of Kentville 2021/2022 capital budget in the amount of \$2,276,200 including the funding sources;

And further that Council approves the future years 2022/2023 to 2025/2026 in principle including the funding sources:

2022/2023 - \$2,882,500

2023/2024 - \$2,494,500

2024/2025 - \$2,584,500

2025/2026 - \$2,312,500

MOTION CARRIED

DRAFT

*Councillors who voted in favour of this motion:
Huntley, Gerrard, Maxwell, Savage, Snow, and Yorke
Councillor who voted against this motion:
Zebian*

(c) 2021 Census Information

Mayor Snow presented some information about the 2021 national information census and encouraged residents to fully participate in this program.

Report available.

(d) Amendment to Policy G28 Request for Funding from Organizations

Mayor Snow reviewed the Town policy for providing grants to community organizations, and her suggested revisions to this policy. Comments and feedback will be brought back to the May Council Advisory Committee meeting.

Report available.

7. Kentville Water Commission Annual Budgets

(a) Mayor Snow reviewed the Water Commission meetings to review and pass the operating and capital budgets.

Report available.

8. CORRESPONDENCE

(a) Annapolis Valley Regional Libraries Request – April 15, 2021

CAO Troke read the letter from Ann-Marie Mathieu, CEO of the Annapolis Valley Regional Library request for financial support.

9. PUBLIC COMMENTS

None.

10. ADJOURNMENT

It was moved by Councillor Andrew Zebian

That the April 26, 2021 meeting of Council be adjourned at 6:59 p.m.

MOTION CARRIED



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Policy Revision, Grants to Organizations

At the May 10, 2021 meeting of Council Advisory Committee, Mayor Snow presented the revised Policy Statement G28 Grants to Organizations with changes to some of the application procedures.

Council Advisory Committee recommends

That Council approve the amendment to Policy Statement G28 Grants to Organizations.



TOWN OF KENTVILLE POLICY STATEMENT G28 REQUEST FOR FUNDING FROM ORGANIZATIONS

1.0 PURPOSE

The purpose of this policy is to provide direction to organizations applying for a grant under The Town of Kentville Grant Program. ~~Organizations applying must meet the criteria of Municipal Government Act (MGA) Section 65(a). There shall be no exceptions to this policy.~~

2.0 DEFINITIONS

- 2.1 Non-Profit Organization (NPO): is a club, society, or association that's organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit.
- 2.2 Registered Charities: are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion and other purposes that benefit the community.

3.0 SCOPE

3.1 This policy applies to all organizations seeking funding up to \$2000 from the Town of Kentville, however larger applications may also be considered by council using this policy. The support of volunteer, community-based organizations is fundamental to maintaining our quality of life. The Town of Kentville Grant Program is designed to provide financial assistance to organizations ~~that fall within Section 65 (a) of the MGA~~ that:

- 3.1.1 Organize programs for the benefit of the residents of the Town of Kentville;
- 3.1.2 Operate programs for the benefit of the residents of the Town of Kentville; or
- 3.1.3 Coordinate and implement local events in the Town of Kentville.

4.0 PROCEDURES

[4.1](#) Requests for Funding must be submitted through The Town of Kentville Grant Program. Applications will be accepted annually between February 15th and March 31st. Late applications will not be considered.

[4.14.2](#) The Town of Kentville recognizes that at times, there is a requirement for non-profit and charitable organizations to require emergency funding to assist in the delivery of programs, outside of the normal application period. ~~The Town of Kentville will allow applications outside of this period using the following process. The applicant will use using the Appendix A Funding Application form. The application will be received by the Chief Administrative Officer and brought considered to by Council for discussion and approval. Decisions will be subject to need and availability of funds subject to paragraph 4.8 of criteria and availability of funds.~~

[4.24.3](#) Applications may be submitted as follows:

[4.2.14.3.1](#) Mailed to 354 Main Street, Kentville NS, B4N 1K6;

[4.2.24.3.2](#) Hand delivered to the Town Hall (354 Main Street);

[4.2.34.3.3](#) Emailed to cao@kentville.ca; or

[4.2.44.3.4](#) Complete an Online application and budget forms and submit through our website.

[4.34.4](#) All applicants are required to use a Standard Application and Budget Forms. Application and Budget forms are available at Town Hall (354 Main Street), and online at www.kentville.ca

[4.44.5](#) The applicant must meet the requirements outlined in section [3.0-65](#) ~~(a) of the Municipal Government Act to be eligible for funding.~~ The Town reserves the right to request additional information prior to distributing funding.

[4.54.6](#) Only one application per organization, per fiscal year. The Town's fiscal year runs from April 1st to March 31st. Successful applicants will be notified upon completion of budget deliberations, usually between May and June.

[4.64.7](#) Application: All applicants must complete the Standard Application and Budget Forms and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.

[4.6.14.7.1](#) There may be a requirement to present to Council; and

[4.6.24.7.2](#) The maximum amount available through this program is \$2,000 per fiscal year.

[4.74.8](#) Evaluation: The following minimum criteria will be used to consider all grants prior to completion of a Program Grant Evaluation Score Card:

[4.7.14.8.1](#) Application is received on time;

[4.7.24.8.2](#) Applicant ~~meets Section 3.0 Scope falls within Section 65 (au) of the Municipal Government Act;~~

[4.7.34.8.3](#) The Town's contribution does not exceed 50% of total revenue;

[4.7.44.8.4](#) All documentation has been received, including:

[4.7.4.14.8.4.1](#) purpose of the project;

[4.7.4.24.8.4.2](#) description of the project;

[4.7.4.34.8.4.3](#) target demographic served;

[4.7.4.44.8.4.4](#) detailed budget;

[4.7.4.54.8.4.5](#) previous year's financial statements;

[4.7.4.64.8.4.6](#) proof of charitable status including a copy of last charitable tax return (T3010 Registered Charity Return) submitted;

[4.7.4.74.8.4.7](#) proof of non-profit status including a copy of last tax return (T1044 Non-Profit Organization (NPO) Information Return) submitted;

[4.7.4.84.8.4.8](#) list of other revenue sources, final report from previous year etc.); and

[4.7.4.94.8.4.9](#) confirmation of partner funding (if applicable).

[4.7.54.8.5](#) Project takes place within the Town of Kentville or has a strong presence in the Town.

[4.84.9](#) The Town of Kentville Grant Program applications shall be evaluated on the criteria listed in the Evaluation Form under the following categories:

[4.8.14.9.1](#) Financial Sustainability & Management: Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. Groups must generate funds besides those provided

by The Town of Kentville Grant Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.

[4.8.24.9.2](#) Community Benefit: Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.

[4.8.34.9.3](#) Active Living: Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.

[4.8.44.9.4](#) Heritage and Art: Groups that explore our arts, culture and heritage to enrich the lives of community members through film and video, broadcasting, music, publishing, archives, performing arts, heritage institutions, festivals and celebrations.

[4.94.10](#) The Program Grant Evaluation Score Card will be used by council to determine the best allocation of the annual budget for this grant.

[4.104.11](#) The Town of Kentville shall publish annually the list of the organizations and grants or contributions made on-line and in a newspaper circulating in the municipality [in accordance with the Municipal Governance Act paragraph 65C](#).

[4.114.12](#) Successful applicants must submit a Final Report after the completion of the activity or project, or after 12 months of receiving this grant. Final report forms will be included with the awarding letters and available at the Town Hall, and online at kentville.ca. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received. Should the event, project or activity not occur the funding shall be returned to the Town of Kentville. Any funds expended prior to cancellation shall be documented with receipts where possible.

5.0 ASSOCIATED DOCUMENTS

5.1 Application Form

5.2 Budget Form

5.3 Evaluation Form

5.4 Final Report Form

Program Grant Evaluation Score Card

6.0 POLICY REVISION HISTORY

Date Created: April 9, 2003
Revisions: January 27, 2014
June 29, 2015
January 2017, Reformatted
January 29, 2018

Chief Administrative Officer, Dan Troke

APPENDIX A: FUNDING APPLICATION FORM

Name of Organization:		
Type of Organization:	Charitable <input type="checkbox"/>	CRA Charitable Status #:
	Non-Profit <input type="checkbox"/>	Business Number:
	Other <input type="checkbox"/>	
	Is your organization registered with Joint Stocks? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>
	Heritage and Art <input type="checkbox"/>	Emergency Funding <input type="checkbox"/>
	Amount of Grant Requested:	
	Did your group receive funding last year from Town of Kentville? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact Person:		
Mailing Address/PO Box:		
Town: (Postal Code)		
E-mail Address:		
Telephone:		
Website Address: Social Media Contact:		
Application	<p>The following documentation is required for the completed application form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed budget for event or program <input type="checkbox"/> Previous year's financial statements if applicable <input type="checkbox"/> Letters of support from partners (if applicable) <input type="checkbox"/> Proof of charitable status (if applicable) <input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable) <input type="checkbox"/> Proof of non-profit status (if applicable) <input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable) <input type="checkbox"/> Final report from the previous year (if applicable) 	
Location of Project		
Project Timelines		

<p>Purpose of the Project</p>	
<p>Description of the Project</p>	
<p>Target Demographic Served</p>	

<p>Certification</p>	<p>I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.</p>			
	<p>Name</p>		<p>Title</p>	
	<p>Signature</p>		<p>Date</p>	

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.

Town of Kentville, Policy G28: Request for Funding From Organizations

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.
- The maximum amount available through emergency funding is \$500 per fiscal year.

APPENDIX B: BUDGET FORM

Name of Organization:				
Contact Person:				
Total Cost of Project/Activity:		Request from Kentville:		
Funding of Project	Applicant			
Contribution	Source	Amount	Approved	Not Approved
Fundraising		\$		
Cash on Hand		\$		
Bank Loans		\$		
Donated Material		\$		
Donated Labour		\$		
Donated Equipment		\$		
		\$		
		\$		
Federal		\$		
Provincial		\$		
Municipal		\$		
Municipal		\$		
Municipal		\$		
Other (Specify)		\$		
Other (Specify)		\$		
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

APPENDIX C: FUNDING EVALUATION FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>	Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/>	
	Non-Profit <input type="checkbox"/>	Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/>	
	Other <input type="checkbox"/>	Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/>	
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Date of last grant from Town of Kentville:		
	Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Application	The following documentation is mandatory:		
	Application Date:		
	Completed application form <input type="checkbox"/>		
	Proposed budget <input type="checkbox"/>		
	Previous year's financial statements if applicable. <input type="checkbox"/>		
	Confirmation of partner funding and (if applicable). <input type="checkbox"/>		
	List of other revenue sources <input type="checkbox"/>		
	Amount requested		
	Percentage of Budget		< 50% <input type="checkbox"/> > 50% <input type="checkbox"/>
Evaluation Score Card			
1. Program/Service Obligation			3 <input type="checkbox"/>
Core – service the Town would otherwise provide			2 <input type="checkbox"/>
Important – service the Town might otherwise provide			1 <input type="checkbox"/>
Discretionary – service the Town does not normally provide			0 <input type="checkbox"/>
No Mandate – not enabled by legislation, should not do or not now			
2. Council Strategic Plan			3 <input type="checkbox"/>
Vital – fundamental to Council's Strategic Plan			2 <input type="checkbox"/>
Notable – solid fit within Council's Strategic Plan			1 <input type="checkbox"/>
Non-Critical – some relevance to Council's Strategic Plan, not strategic			
3. Public Need			3 <input type="checkbox"/>
Community at Large – general need, broad-based			2 <input type="checkbox"/>
Multiple Interests – some need, a number of areas/communities			1 <input type="checkbox"/>
Vested Interest –special interest group(s), localized			
4. Public Benefit			3 <input type="checkbox"/>
Public Interest – all residents derive benefit			2 <input type="checkbox"/>
Mixed Interest – some residents derive benefit			1 <input type="checkbox"/>
Private Interest – specific residents benefit			
5. Recreational			3 <input type="checkbox"/>
High – the core purpose is developing social, active, and healthy lifestyles			2 <input type="checkbox"/>

Town of Kentville, Policy G28: Request for Funding From Organizations

Moderate – components improve social, active, and healthy lifestyles Low – limited opportunity to improve social, active, and healthy lifestyles	1 <input type="checkbox"/>
6. Human Development and Inclusion – Volunteer High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
7. Human Development and Inclusion – Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
8. Quality of Life Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
9. Alternate Service Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
10. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	1 <input type="checkbox"/> 0 <input type="checkbox"/>
11. Participation Levels Under 100 100-200 200-500 500-1000 Over 1000	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
12. Accountability Yes – annual report and/or financial statements of previous year received No (or New Org.) – no annual report and/or financial statements received	1 <input type="checkbox"/> 0 <input type="checkbox"/>
Total Score	If score is above 24; applications should be considered for funding If score is below 23; applicant shall not receive funding 34

Date of Evaluation:		Based on Score: Funding Not Recommended <input type="checkbox"/> Funding Recommended <input type="checkbox"/>	Based on Budget: Funding Approved <input type="checkbox"/> Funding Not Approved <input type="checkbox"/>
Name and Signature of Evaluator:			

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified following completion of budget deliberations by council.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

APPENDIX D: FINAL REPORT FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>		
	Non-Profit <input type="checkbox"/>		
	Other <input type="checkbox"/>		
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
Contact Person:			
Mailing Address/PO Box:			
Town: (Postal Code)			
E-mail Address:			
Telephone:			
Website Address: Social Media Contact:			
Purpose of the Project			
Description of the Conduct of Project			

Project Participation			
Location of Project			
Project Timelines			
Project Budget and Financial Statements	Attached <input type="checkbox"/> Yes <input type="checkbox"/> No		
Uses of Grant			
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.		
	Name		Title
	Signature		Date

The Town of Kentville Grant Program

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and in a newspaper circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.



TOWN OF KENTVILLE POLICY STATEMENT G28 REQUEST FOR FUNDING FROM ORGANIZATIONS

1.0 PURPOSE

The purpose of this policy is to provide direction to organizations applying for a grant under The Town of Kentville Grant Program. ~~Organizations applying must meet the criteria of Municipal Government Act (MGA) Section 65(a). There shall be no exceptions to this policy.~~

2.0 DEFINITIONS

- 2.1 Non-Profit Organization (NPO): is a club, society, or association that's organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit.
- 2.2 Registered Charities: are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion and other purposes that benefit the community.

3.0 SCOPE

3.1 This policy applies to all organizations seeking funding up to \$2000 from the Town of Kentville, however larger applications may also be considered by council using this policy. The support of volunteer, community-based organizations is fundamental to maintaining our quality of life. The Town of Kentville Grant Program is designed to provide financial assistance to organizations ~~that fall within Section 65 (a) of the MGA~~ that:

- 3.1.1 Organize programs for the benefit of the residents of the Town of Kentville;
- 3.1.2 Operate programs for the benefit of the residents of the Town of Kentville; or
- 3.1.3 Coordinate and implement local events in the Town of Kentville.

4.0 PROCEDURES

[4.1](#) Requests for Funding must be submitted through The Town of Kentville Grant Program. Applications will be accepted annually between February 15th and March 31st. Late applications will not be considered.

[4.14.2](#) The Town of Kentville recognizes that at times, there is a requirement for non-profit and charitable organizations to require emergency funding to assist in the delivery of programs, outside of the normal application period. The Town of Kentville will allow applications outside of this period using the following process. The applicant will use the Appendix A Funding Application form. The application will be received by the Chief Administrative Officer and brought to Council for discussion and approval. Decisions will be subject to need and availability of funds. CM

[4.24.3](#) Applications may be submitted as follows:

[4.2.14.3.1](#) Mailed to 354 Main Street, Kentville NS, B4N 1K6;

[4.2.24.3.2](#) Hand delivered to the Town Hall (354 Main Street);

[4.2.34.3.3](#) Emailed to cao@kentville.ca; or

[4.2.44.3.4](#) Complete an Online application and budget forms and submit through our website.

[4.34.4](#) All applicants are required to use a Standard Application and Budget Forms. Application and Budget forms are available at Town Hall (354 Main Street), and online at www.kentville.ca

[4.44.5](#) The applicant must meet the requirements outlined in section [3.0-65 \(au\) of the Municipal Government Act to be eligible for funding](#). The Town reserves the right to request additional information prior to distributing funding.

[4.54.6](#) Only one application per organization, per fiscal year. The Town's fiscal year runs from April 1st to March 31st. Successful applicants will be notified upon completion of budget deliberations, usually between May and June.

[4.64.7](#) Application: All applicants must complete the Standard Application and Budget Forms and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.

[4.6.14.7.1](#) There may be a requirement to present to Council; and

[4.6.24.7.2](#) The maximum amount available through this program is \$2,000 per fiscal year.

[4.74.8](#) Evaluation: The following minimum criteria will be used to consider all grants prior to completion of a Program Grant Evaluation Score Card:

[4.7.14.8.1](#) Application is received on time;

[4.7.24.8.2](#) Applicant ~~meets Section 3.0 Scope falls within Section 65 (au) of the Municipal Government Act;~~

[4.7.34.8.3](#) The Town's contribution does not exceed 50% of total revenue;

[4.7.44.8.4](#) All documentation has been received, including:

[4.7.4.14.8.4.1](#) purpose of the project;

[4.7.4.24.8.4.2](#) description of the project;

[4.7.4.34.8.4.3](#) target demographic served;

[4.7.4.44.8.4.4](#) detailed budget;

[4.7.4.54.8.4.5](#) previous year's financial statements;

[4.7.4.64.8.4.6](#) proof of charitable status including a copy of last charitable tax return (T3010 Registered Charity Return) submitted;

[4.7.4.74.8.4.7](#) proof of non-profit status including a copy of last tax return (T1044 Non-Profit Organization (NPO) Information Return) submitted;

[4.7.4.84.8.4.8](#) list of other revenue sources, final report from previous year etc.); and

[4.7.4.94.8.4.9](#) confirmation of partner funding (if applicable).

[4.7.54.8.5](#) Project takes place within the Town of Kentville or has a strong presence in the Town.

[4.84.9](#) The Town of Kentville Grant Program applications shall be evaluated on the criteria listed in the Evaluation Form under the following categories:

[4.8.14.9.1](#) Financial Sustainability & Management: Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. Groups must generate funds besides those provided

by The Town of Kentville Grant Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.

[4.8.24.9.2](#) Community Benefit: Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.

[4.8.34.9.3](#) Active Living: Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.

[4.8.44.9.4](#) Heritage and Art: Groups that explore our arts, culture and heritage to enrich the lives of community members through film and video, broadcasting, music, publishing, archives, performing arts, heritage institutions, festivals and celebrations.

[4.94.10](#) The Program Grant Evaluation Score Card will be used by council to determine the best allocation of the annual budget for this grant.

[4.104.11](#) The Town of Kentville shall publish annually the list of the organizations and grants or contributions made on-line and in a newspaper circulating in the municipality [in accordance with the Municipal Governance Act paragraph 65C](#).

[4.114.12](#) Successful applicants must submit a Final Report after the completion of the activity or project, or after 12 months of receiving this grant. Final report forms will be included with the awarding letters and available at the Town Hall, and online at kentville.ca. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received. Should the event, project or activity not occur the funding shall be returned to the Town of Kentville. Any funds expended prior to cancellation shall be documented with receipts where possible.

5.0 ASSOCIATED DOCUMENTS

5.1 Application Form

5.2 Budget Form

5.3 Evaluation Form

5.4 Final Report Form

Program Grant Evaluation Score Card

6.0 POLICY REVISION HISTORY

Date Created: April 9, 2003
Revisions: January 27, 2014
June 29, 2015
January 2017, Reformatted
January 29, 2018

Chief Administrative Officer, Dan Troke

APPENDIX A: FUNDING APPLICATION FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>	CRA Charitable Status #:	
	Non-Profit <input type="checkbox"/>	Business Number:	
	Other <input type="checkbox"/>		
	Is your organization registered with Joint Stocks? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Amount of Grant Requested:		
	Did your group receive funding last year from Town of Kentville? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Contact Person:			
Mailing Address/PO Box:			
Town: (Postal Code)			
E-mail Address:			
Telephone:			
Website Address: Social Media Contact:			
Application	<p>The following documentation is required for the completed application form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed budget for event or program <input type="checkbox"/> Previous year's financial statements if applicable <input type="checkbox"/> Letters of support from partners (if applicable) <input type="checkbox"/> Proof of charitable status (if applicable) <input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable) <input type="checkbox"/> Proof of non-profit status (if applicable) <input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable) <input type="checkbox"/> Final report from the previous year (if applicable) 		
Purpose Of The Project			
Description Of The Project			
Target Demographic Served			
Location of Project			
Project Timelines			
Certification	I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization		

Town of Kentville, Policy G28: Request for Funding From Organizations

	which I represent.			
	Name		Title	
	Signature		Date	

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

APPENDIX B: BUDGET FORM

Name of Organization:				
Contact Person:				
Total Cost of Project/Activity:		Request from Kentville:		
Funding of Project	Applicant			
Contribution	Source	Amount	Approved	Not Approved
Fundraising		\$		
Cash on Hand		\$		
Bank Loans		\$		
Donated Material		\$		
Donated Labour		\$		
Donated Equipment		\$		
Other (Specify)		\$		
Other (Specify)		\$		
Federal		\$		
Provincial		\$		
Municipal		\$		
Municipal		\$		
Municipal		\$		
Other (Specify)		\$		
Other (Specify)		\$		
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

APPENDIX C: FUNDING EVALUATION FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>	Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/>	
	Non-Profit <input type="checkbox"/>	Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/>	
	Other <input type="checkbox"/>	Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/>	
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Date of last grant from Town of Kentville:		
	Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Application	The following documentation is mandatory:		
	Application Date:		
	Completed application form <input type="checkbox"/>		
	Proposed budget <input type="checkbox"/>		
	Previous year's financial statements if applicable. <input type="checkbox"/>		
	Confirmation of partner funding and (if applicable). <input type="checkbox"/>		
	List of other revenue sources <input type="checkbox"/>		
	Amount requested		
	Percentage of Budget	< 50% <input type="checkbox"/> > 50% <input type="checkbox"/>	
Evaluation Score Card			
1. Program/Service Obligation			3 <input type="checkbox"/>
Core – service the Town would otherwise provide			2 <input type="checkbox"/>
Important – service the Town might otherwise provide			1 <input type="checkbox"/>
Discretionary – service the Town does not normally provide			0 <input type="checkbox"/>
No Mandate – not enabled by legislation, should not do or not now			
2. Council Strategic Plan			3 <input type="checkbox"/>
Vital – fundamental to Council's Strategic Plan			2 <input type="checkbox"/>
Notable – solid fit within Council's Strategic Plan			1 <input type="checkbox"/>
Non-Critical – some relevance to Council's Strategic Plan, not strategic			
3. Public Need			3 <input type="checkbox"/>
Community at Large – general need, broad-based			2 <input type="checkbox"/>
Multiple Interests – some need, a number of areas/communities			1 <input type="checkbox"/>
Vested Interest –special interest group(s), localized			
4. Public Benefit			3 <input type="checkbox"/>
Public Interest – all residents derive benefit			2 <input type="checkbox"/>
Mixed Interest – some residents derive benefit			1 <input type="checkbox"/>
Private Interest – specific residents benefit			
5. Recreational			3 <input type="checkbox"/>
High – the core purpose is developing social, active, and healthy lifestyles			2 <input type="checkbox"/>

Town of Kentville, Policy G28: Request for Funding From Organizations

Moderate – components improve social, active, and healthy lifestyles Low – limited opportunity to improve social, active, and healthy lifestyles	1 <input type="checkbox"/>
6. Human Development and Inclusion – Volunteer High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
7. Human Development and Inclusion – Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
8. Quality of Life Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
9. Alternate Service Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
10. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	1 <input type="checkbox"/> 0 <input type="checkbox"/>
11. Participation Levels Under 100 100-200 200-500 500-1000 Over 1000	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
12. Accountability Yes – annual report and/or financial statements of previous year received No (or New Org.) – no annual report and/or financial statements received	1 <input type="checkbox"/> 0 <input type="checkbox"/>
Total Score	If score is above 24; applications should be considered for funding If score is below 23; applicant shall not receive funding 34

Date of Evaluation:		Based on Score: Funding Not Recommended <input type="checkbox"/> Funding Recommended <input type="checkbox"/>	Based on Budget: Funding Approved <input type="checkbox"/> Funding Not Approved <input type="checkbox"/>
Name and Signature of Evaluator:			

The Town of Kentville Grant Program

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- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified following completion of budget deliberations by council.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

APPENDIX D: FINAL REPORT FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>		
	Non-Profit <input type="checkbox"/>		
	Other <input type="checkbox"/>		
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
Contact Person:			
Mailing Address/PO Box:			
Town: (Postal Code)			
E-mail Address:			
Telephone:			
Website Address: Social Media Contact:			
Purpose Of The Project			
Description Of The Conduct of Project			
Project Participation			
Location of Project			
Project Timelines			
Project Budget and Financial Statements (attached)			
Uses of Grant			
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.		
	Name		Title
	Signature		Date

The Town of Kentville Grant Program

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and in a newspaper circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Regional Emergency Management Organization

At the May 10, 2021 meeting of Council Advisory Committee, CAO Troke reviewed the proposed changes to the Kings Regional Emergency Management Plan which update issues including representation, prioritization, and administration.

Council Advisory Committee recommends

That Council approve the draft Change 1 to the Kings Regional Emergency Management Organization Plan, dated March 2021.

Kings REMO Regional EM Plan Change 1

2021-05-10
Town of Kentville

Dan Stovel

Regional Emergency Management Coordinator (REMC)



Kings County Regional EM Plan – Change 1



References:

- NS Emergency Management Act
- 2018-01-16 IMSA – Kings REMO
- 2018-09 Kings Regional EM Plan

The Regional EM Plan (REMP) serves as the Kings County emergency response plan to direct an integrated approach to emergency management



Kings County Regional EM Plan – Change 1



Purpose:

- The REMP **unifies** the efforts of Kings County resources for a **comprehensive approach** in responding to and reducing the impacts of an emergency
- Increases **emergency response capacity** across all of Kings County



Kings County Regional EM Plan – Change 1



- Kings County Regional Emergency Management Plan (REMP) Change 1

Dated: March 2021

Change 1 highlighted yellow



Kings County Regional EM Plan – Change 1



- **Administration:**

- Foreword – amended Mayor’s signature sheet
- ‘Table of Contents’ link added to bottom of each section
- NS DTIR amended to NS DTAT

- **Section 3.3 Authority**

- Amended composition of REMAC to read **“two elected officials”** in accordance with the NS Emergency Management Act (Section 10(1)(d))

Kings County Regional EM Plan – Change 1



- **Section 4.1.1 Incident Assumptions**
– **Fundamental Priorities:**

1. Ensure the Health & Safety of Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic & Social Losses

Kings REMO Priorities

1. Ensure the Health & Safety of Responders
2. Save Lives
3. Reduce Suffering
4. Protect Public Health
5. Protect Infrastructure
6. Protect Property
7. Protect the Environment
8. Reduce Economic & Social Losses

Kings County Regional EM Plan – Change 1



- **Section 5.1.9 Epidemic / Pandemic**

- Updated to include details of the SARS-CoV-2 (COVID-19) pandemic

- **Section 5.2 Risk Analysis Matrix (updated to include):**

- Extreme Heat Event
- Cyber Attack
- Major Solar Flare

likely to occur with moderate impact
might occur with significant impact
not expected with catastrophic impact

Kings County Regional EM Plan – Change 1



- Section 5.2
Risk Analysis Matrix

- Added:
 - Extreme Heat Event
Likely / Moderate
 - Cyber Attack
Might Occur / Significant
 - Major Solar Flare
Not Expected / Catastrophic

Risks & Hazards – Kings County

		Severity				
		What is the Severity of Injuries / Potential Damages / Financial Impacts				
		1 – Insignificant	2 – Minor	3 – Moderate	4 - Significant	5 - Catastrophic
Likelihood	5 Highly Probable Every 5 years or less		<ul style="list-style-type: none"> Major Frost and Freeze 	<ul style="list-style-type: none"> Power Blackout Freezing Rain 	<ul style="list-style-type: none"> Blizzards Hurricane Winds 	
	4 Likely to Occur: Once every 10 years		<ul style="list-style-type: none"> Major Infrastructure Failure Major Water Main Break Small Boat accident 	<ul style="list-style-type: none"> Major Structure Fire Major Rd Accident River Flood Extreme Heat Event 	<ul style="list-style-type: none"> Major Forest Fire Long-Term closure of Hwy 101 	
	3 Might Occur: Once every 20-30 years		<ul style="list-style-type: none"> Bomb Threats Severe Fog 	<ul style="list-style-type: none"> Water Shortage Fuel Shortage 	<ul style="list-style-type: none"> Chemical Contamination or Spill Earthquake Cyber Attack 	
	2 Not Expected: Could Occur every 50 years		<ul style="list-style-type: none"> Major Gas Main break Hostage Incident 	<ul style="list-style-type: none"> Plane Crash Tornado 	<ul style="list-style-type: none"> Drought Epidemic Flash Flood Major Industrial Accident 	<ul style="list-style-type: none"> Dam Rupture Major Hailstorm Water Pollution Mass Shooting Major Solar Flare
	1 Rare: Once every 100+ years			<ul style="list-style-type: none"> Civil Disobedience Pipeline-CNG Explosion 	<ul style="list-style-type: none"> Actual Bombing Mud or Landslide Radiological Accident 	<ul style="list-style-type: none"> Terrorist Attack

Effective 2021-02

■ Very High Risk
 ■ High Risk
 ■ Medium Risk
 ■ Low Risk

Kings County Regional EM Plan – Change 1



Very High Risk	High Risk	Medium Risk
<ul style="list-style-type: none">• Hurricane Winds• Blizzards• Power Blackout• Freezing Rain• Major Forest Fire• Long-Term Closure Hwy 101	<ul style="list-style-type: none">• Major Frost and Freeze• Major Infrastructure Failure• Major Water Main Break• Boat Accident• Major Structure Fire• Major Road Accident• River Flood• Extreme Heat Event• Water Shortage• Fuel Shortage• Chemical Contamination• Cyber Attack• Drought• Epidemic/Pandemic• Flash Flood• Major Industrial Accident• Dam Rupture• Major Hailstorm• Mass Shooting• Major Solar Flare	<ul style="list-style-type: none">• Bomb Threats• Severe Fog• Major Gas Main Break• Plane Crash• Tornado• Civil Disobedience• Pipeline-CNG Explosion• Actual Bombing• Mud or Landslide• Radiological Accident• Terrorist Attack

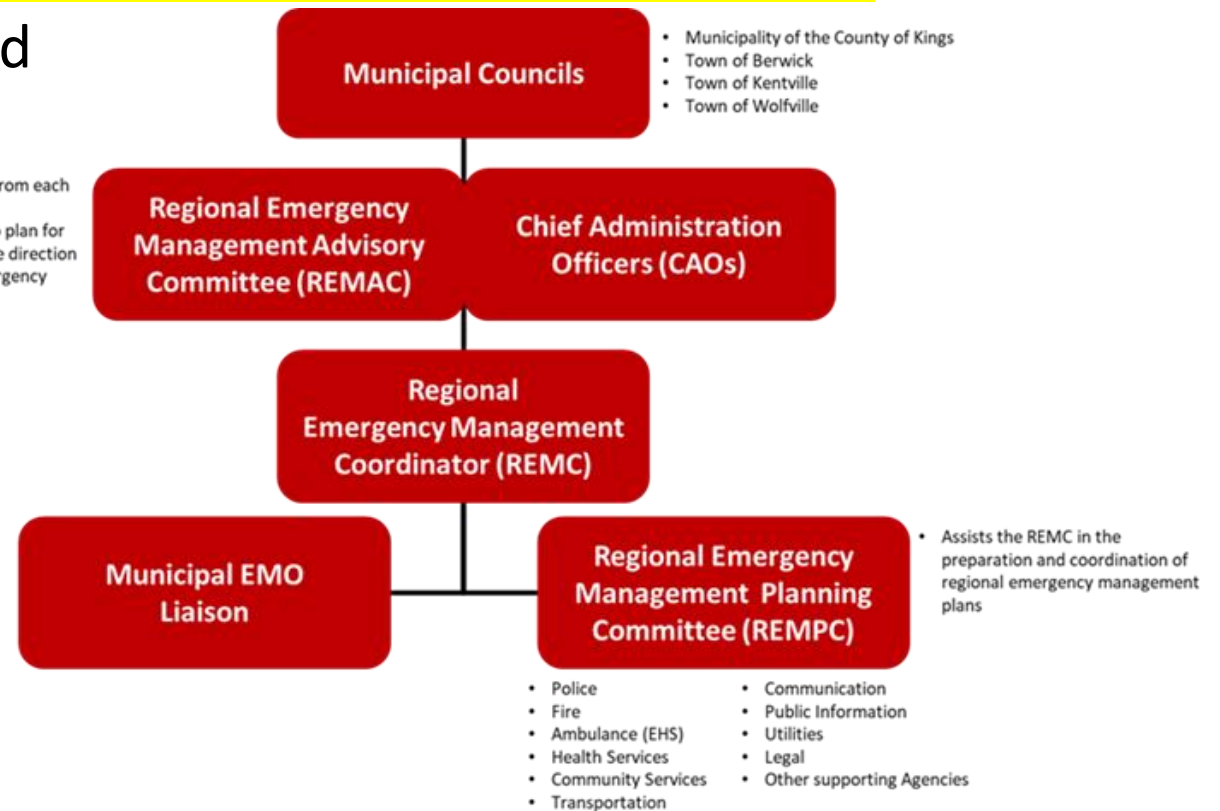
Kings County Regional EM Plan – Change 1



Section 7.0 Regional Emergency Management Organization

- Organizational structure amended for reporting chain of REMC to REMAC / CAOs

- Two (2) Elected Officials from each municipality
- Committee established to plan for and be responsible for the direction and management of emergency activities in Kings County



Kings County Regional EM Plan – Change 1



- **Section 7.1 Regional Emergency Management Advisory Committee**
 - **Composition of REMAC** amended to read “two (2) members of Council from each Kings County Municipality”; and
 - Effective date of **Terms of Reference** updated
- **Section 7.2 Regional Emergency Management Planning Committee**
 - **Terms of Reference** effective date updated

Kings County Regional EM Plan – Change 1



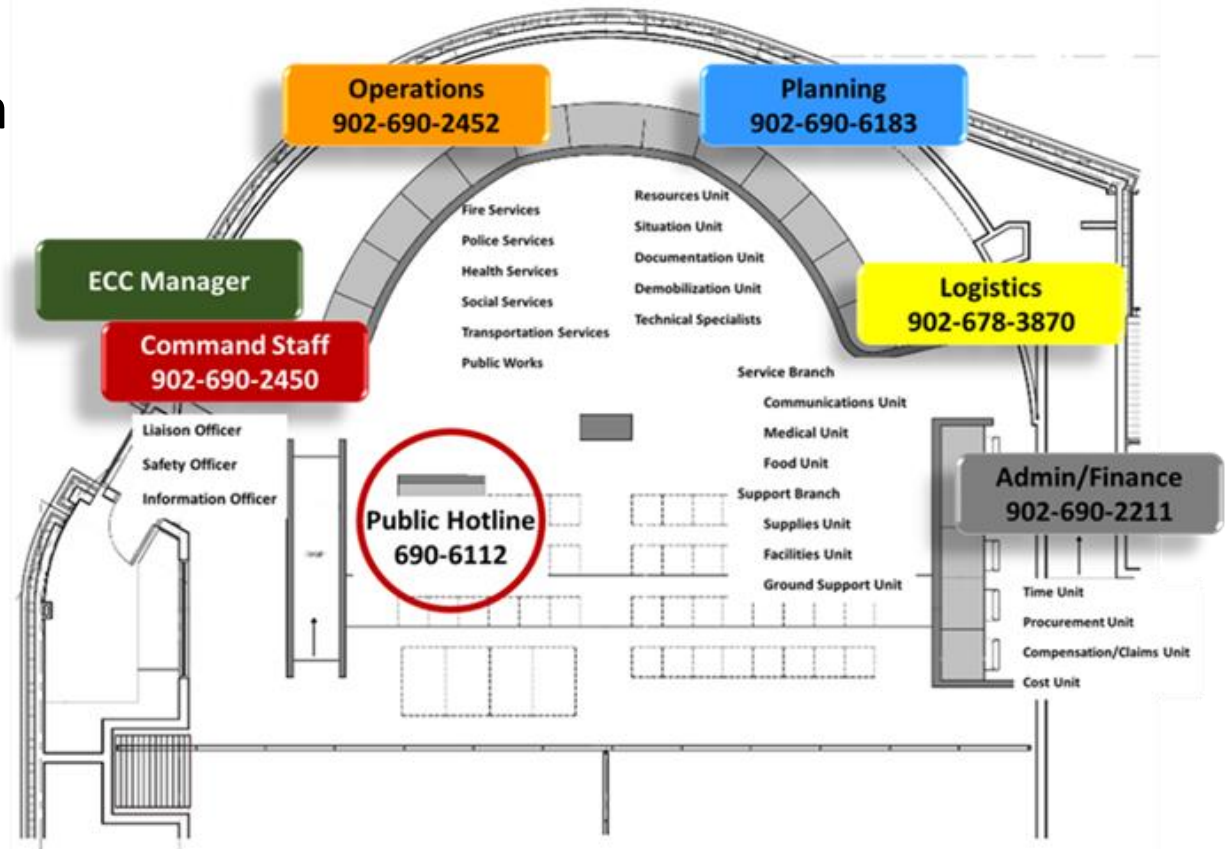
- **Section 8.3 Emergency Coordination Centre (ECC)**
 - Primary ECC location address updated to 181 Coldbrook Village Park Dr
- **Section 9.2 Plan Maintenance and Responsibility**
 - Plan Revisions updated to reflect date of **Change 1 to REMP**

Kings County Regional EM Plan – Change 1



- **Annex J – Primary ECC Layout**

- Updated to reflect layout within Municipality of the County of Kings Council Chambers, 181 Coldbrook Village Park Dr



Kings County Regional EM Plan – Change 1



- **Annex L – Province of NS – Important Numbers**

- Update to NS EMO Duty Officer telephone number
- NS EMO Western Region EMPO amended to read “**Region 4**”
- Department of Lands & Forestry section amended replacing previous title of “Department of Natural Resources”



Kings County Regional EM Plan – Change 1



Proposed Approval Timeline:

2021-03-18	Kings REMO REMPC Meeting
2021-04-19	Kings REMO REMAC Meeting
2021-05-04	Wolfville COW
2021-05-10	Kentville CAC
2021-05-18	MoK COW
2021-05-18	Wolfville Council (for approval)
2021-05-25	Berwick COW
2021-05-31	Kentville Council (for approval)
2021-06-01	MoK Council (for approval)
2021-06-08	Berwick Council (for approval)



Kings County Regional EM Plan – Change 1



Draft Motion

That Council approve the Kings REMO Change 1 to the Regional Emergency Management Plan, dated March 2021





COUNCIL ADVISORY COMMITTEE

Recommendation to Council

**Re: REMO – Draft Change 1 to the Regional Emergency Management Plan,
March 2021**

- The municipal units of Berwick, Kentville, Wolfville and Kings signed the Regional Emergency Management Organization (REMO) Intermunicipal Services Agreement;
- As part of this agreement, REMO staff have been identifying any gaps within the Kings Regional Emergency Management Plan;
- REMO Coordinator, Dan Stovel, had prepared a Draft Change 1 to the Regional Emergency Management Plan, dated March 2021, that was reviewed and approved by the Regional Emergency Management Planning Committee at the March 17th meeting, and the Regional Emergency Management Advisory Committee at the April 19th meeting

Therefore, Council Advisory Committee recommends

That Council approve the Draft Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021



TO: Council Advisory Committee

SUBMITTED BY: Dan Stovel, Kings REMO

SUBJECT: Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021

ORIGIN

In the Spring of 2018, the municipal units of Berwick, Kentville, Wolfville and Kings signed the Regional Emergency Management Organization (REMO) Intermunicipal Services Agreement (IMSA). As part of this agreement, REMO staff have been identifying any gaps in the Regional Emergency Management Plan.

REMO Coordinator, Dan Stovel, has prepared a Draft Change 1 to the Kings REMO Regional Emergency Management Plan that has been reviewed by both the Regional Emergency Management Planning Committee (March 17, 2021), and the Regional Emergency Management Advisory Committee (April 19, 2021). All municipal units must review the attached Draft Plan for approval at a Council meeting in accordance with the following schedule:

- o 2021-05-04 Wolfville COW
- o 2021-05-10 Kentville CAC
- o 2021-05-18 MoK COW
- o 2021-05-18 Wolfville Council (for approval)
- o 2021-05-25 Berwick COW
- o 2021-05-31 Kentville Council (for approval)
- o 2021-06-01 MoK Council (for approval)
- o 2021-06-08 Berwick Council (for approval)

ATTACHMENTS:

- Summary of Changes within Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021
- Draft Change 1 to the Kings REMO Regional Emergency Management Plan, dated March 2021

RECOMMENDATION

Staff recommends that Council approve the attached Draft Change 1 to the Kings REMO Regional Emergency Management Plan dated March 2021.

Kings REMO Regional Emergency Management Plan (REMP) Change 1, 2021-03

- 1.0 Introduction
- 2.0 Objectives of Emergency Management
- 3.0 Emergency Plan Framework
- 4.0 Concept of Operations (CONOPS)
- 5.0 Hazard Risk Vulnerability Assessment (HRVA)
- 6.0 Evacuation
- 7.0 EM Organization (REMO)
- 8.0 Logistical Support & Resource Requirements
- 9.0 Plan Testing, Review & Maintenance
- 10.0 Plan Distribution



Change 1 – Summary

Administrative:

- Foreword – amended Mayoral signature sheet
- Table of Contents – link to TOC included at end of each section throughout Plan
- NS DTIR acronym amended to NS DTAT (Department of Transportation and Active Transit)

Section 3.3 Authority

- Amended composition of REMAC to read “**two elected officials**” in accordance with the Nova Scotia Emergency Management Act (Section 10(1)(d))

Section 4.1.1 Incident Assumptions

- Updated fundamental priorities for Kings REMO during an emergency incident or disaster – Kings REMO Priorities
 1. Ensure the Health & Safety of Responders
 2. Save Lives
 3. Reduce Suffering
 4. Protect Public Health
 5. Protect Infrastructure
 6. Protect Property
 7. Protect the Environment
 8. Reduce Economic & Social Losses

Section 5.1.9 Epidemic/Pandemic

- Updated to include details of the SARS-CoV-2 (COVID-19) pandemic

Section 5.2 – Risk Analysis Matrix

- Hazard Risk Vulnerability Assessment updated 2021-02 with the following additions:
 - Extreme Heat Event (Likely to occur with moderate impact)
 - Cyber Attack (Might occur with significant impact)
 - Major Solar Flare (not expected with catastrophic impact)



Risks & Hazards – Kings County

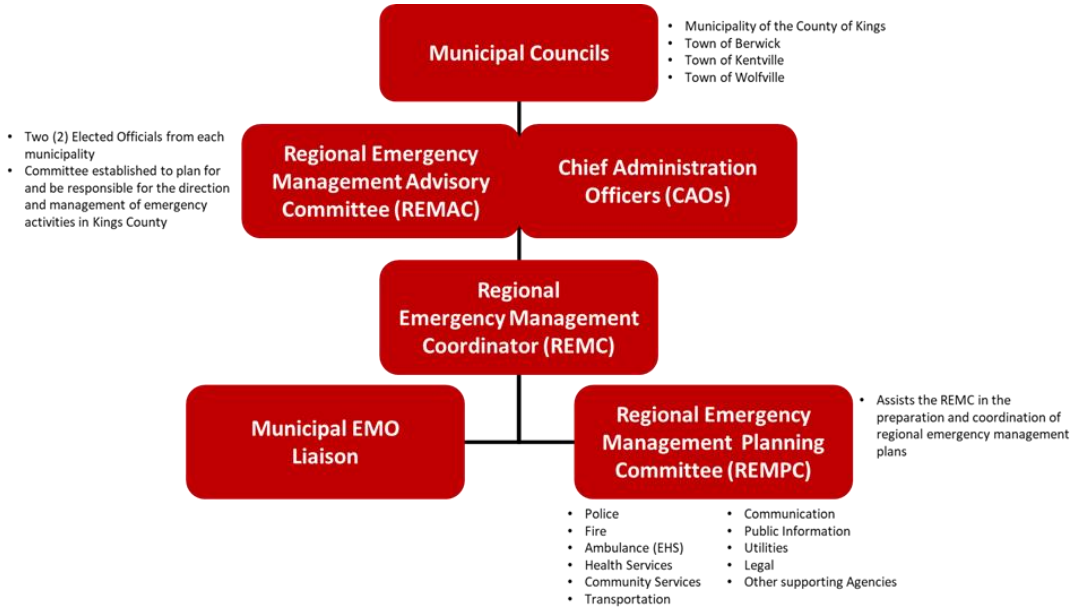
		Severity				
		What is the Severity of Injuries / Potential Damages / Financial Impacts				
		1 – Insignificant	2 – Minor	3 – Moderate	4 – Significant	5 – Catastrophic
Likelihood	5 Highly Probable Every 5 years or less		• Major Frost and Freeze	• Power Blackout • Freezing Rain	• Blizzards • Hurricane Winds	
	4 Likely to Occur: Once every 10 years		• Major Infrastructure Failure • Major Water Main Break • Small Boat accident	• Major Structure Fire • Major Rd Accident • River Flood • Extreme Heat Event	• Major Forest Fire • Long-Term closure of Hwy 101	
	3 Might Occur: Once every 20-30 years		• Bomb Threats • Severe Fog	• Water Shortage • Fuel Shortage	• Chemical Contamination or Spill • Earthquake • Cyber Attack	
	2 Not Expected: Could Occur every 50 years		• Major Gas Main break • Hostage Incident	• Plane Crash • Tornado	• Drought • Epidemic • Flash Flood • Major Industrial Accident	• Dam Rupture • Major Hailstorm • Water Pollution • Mass Shooting • Major Solar Flare
	1 Rare: Once every 100+ years			• Civil Disobedience • Pipeline-CNG Explosion	• Actual Bombing • Mud or Landslide • Radiological Accident	• Terrorist Attack

Effective 2021-02

■ Very High Risk
 ■ High Risk
 ■ Medium Risk
 ■ Low Risk

Section 7.0 – Regional Emergency Management Organization (REMO)

- Organizational structure amended for reporting chain of REMC to REMAC/CAOs



Section 7.1 – Regional Emergency Management Advisory Committee (REMAC)

- Composition of REMAC amended to read two (2) members of Council from each Kings County Municipality and effective date of Terms of Reference updated

Section 7.2 – Regional Emergency Management Planning Committee (REMPC)

- Terms of reference effective date updated

Section 8.3 – Emergency Coordination Centre (ECC)

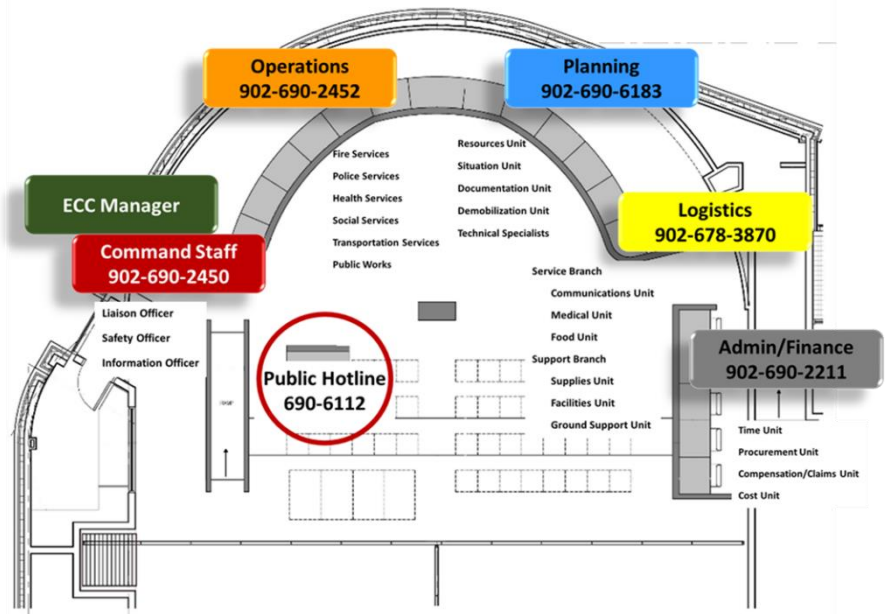
- Primary ECC location address** updated to 181 Coldbrook Village Park Dr

Section 9.2 – Plan Maintenance and Responsibility

- Plan Revisions updated to reflect date of **Change 1 to REMP**

Annex J – Primary ECC Layout

- Updated to reflect layout within Municipality of the County of Kings, 181 Coldbrook Village Park Drive



Annex L – Province of NS – Important Numbers

- NS EMO Duty Officer Telephone Number updated
- NS EMO Western Region EMPO amended to read '**Region 4**'
- Department of Lands and Forestry section amended (replace title Department of Natural Resources)

Approval Timeline

- **2021-03-18** Kings REMO REMPC Meeting
- **2021-04-19** Kings REMO REMAC Meeting
-
- 2021-05-04 Wolfville COW
- **2021-05-10** Kentville CAC
- 2021-05-18 MoK COW
- 2021-05-18 Wolfville Council (for approval)
- 2021-05-25 Berwick COW
- **2021-05-31** Kentville Council (for approval)
- 2021-06-01 MoK Council (for approval)
- 2021-06-08 Berwick Council (for approval)



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Alternative Voting Bylaw

At the May 10, 2021 meeting of Council Advisory Committee, CAO Troke reviewed the proposed Alternative Voting Bylaw which would allow municipal elections in Kentville to be held entirely online, in some cases.

Council Advisory Committee recommends

That Council give First Reading to Chapter 104 Alternative Voting Bylaw as presented at the next meeting of Council on May 31, 2021, and further that Council give second reading to this bylaw on June 28, 2021.



TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: May 10, 2021

SUBJECT: Revisions to Alternative Voting Bylaw

ORIGIN

Kentville’s existing Bylaw for Alternative Voting, in addition to legislation set out by the Municipal Elections Act in the Nova Scotia Legislature, is used to provide guidance for municipal elections. During the COVID-19 pandemic, it became clear that this Bylaw needed to include an option for Council to allow all voting to occur by phone and/or internet voting (no in person voting).

DISCUSSION

In the 2020 municipal election, the Town did not have an opportunity to use phone and internet voting solely, because of the wording in the existing bylaw. Solicitor Geoff Muttart and his staff reviewed the existing voting bylaw and that of other municipalities and developed a completely updated document.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

When this clause is enacted, some cost saving could occur.

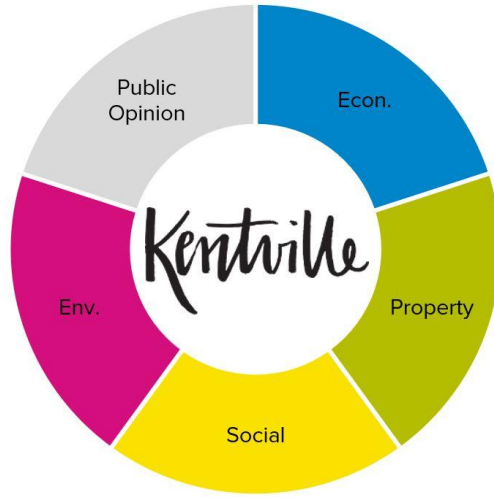
ATTACHMENTS

DRAFT Chapter 104 Alternative Voting Bylaw

RECOMMENDATION

That Council give First Reading to Chapter 104 Alternative Voting Bylaw as presented at the next meeting of Council on January May 10, 2021, and further that Council give Second Reading to this Bylaw on June 14, 2021.

Town of Kentville Decision Wheel:





Town of Kentville By-law
Chapter ____
Alternative Voting

1.0 Purpose

- 1.1. This by-law shall be known as By-law Chapter ____ and may be cited as the “Alternative Voting By-law”.

2.0 Definitions

2.1 In this by-law,

- 2.1.1 “Act” means the *Municipal Elections Act*, 1989 R.S.N.S. c. 300, as amended;
- 2.1.2 “advance polling day” means advance polling day as defined in the *Act* and if Council has delegated its authority to fix a day to the Returning Officer, one other day fixed by the Returning Officer that is either Thursday, the ninth day before ordinary polling day, or Saturday the seventh day before ordinary polling day;
- 2.1.3 “alternative polling days” means any hours and dates fixed by a resolution of Council for alternative voting;
- 2.1.4 “alternative voting” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
- 2.1.5 “electronic ballot box” means a computer database in the system where cast internet ballots and telephone ballots are put;
- 2.1.6 “candidate” means a person who has been nominated as a candidate pursuant to the *Act*;
- 2.1.7 “Council” means the Council of the Town of Kentville;
- 2.1.8 “Deputy Returning Officer” means a person appointed under the *Act* to preside over a polling station;
- 2.1.9 “*Education Act*” means the *Education Act*, 1995-1996 S.N.S. c. 1, as amended;
- 2.1.10 “election” means an election held pursuant to the *Act* including a school board election, a special election, and a plebiscite;

- 2.1.11 “Election Officer” means an election official under the *Act*;
- 2.1.12 “elector” and “electors” means a person or persons:
 - 2.1.12.1 qualified to vote pursuant to the *Act* and the *Education Act*; and
 - 2.1.12.2 entitled to vote for an election pursuant to section 7 of this by-law;
- 2.1.13 “friend voter” means a friend who votes for an elector pursuant to section 12 of this by-law;
- 2.1.14 “internet ballot” means an image of a ballot on a screen of a personal computing device, including all the choices available to an elector and the spaces in which an elector marks a vote;
- 2.1.15 “list of electors” means:
 - 2.1.15.1 prior to the list of electors being completed and certified by the Returning Officer pursuant to the *Act*, the list of electors that has been amended and corrected by the Returning Officer pursuant to the *Act*; or
 - 2.1.15.2 the list of electors that has been completed and certified by the Returning Officer pursuant to the *Act*;
- 2.1.16 “Town” means the Town of Kentville;
- 2.1.17 “ordinary polling day” means an ordinary polling day as defined in the *Act*;
- 2.1.18 “PIN” means the Personal Identification Number issued to:
 - 2.1.18.1 an elector for alternative voting on alternative polling days; or
 - 2.1.18.2 to a System Election Officer;
- 2.1.19 “personal computing device” means an electronic device that may access the internet, including a computer, cellular phone, laptop, tablet, or gaming device;
- 2.1.20 “plebiscite” means a plebiscite directed to be held by the Council;

- 2.1.21 “procedures and forms” means the procedures and forms established by the Returning Officer;
- 2.1.22 “proxy voter” means an elector who votes by a proxy pursuant to the Act;
- 2.1.23 “Returning Officer” means a Returning Officer appointed pursuant to the Act;
- 2.1.24 “seal” means to secure the electronic ballot box and prevent internet and telephone ballots from being cast;
- 2.1.25 “spoiled ballot” means an internet ballot or telephone ballot that is accepted by the elector that:
 - 2.1.25.1 is not marked for any candidate in a race; or
 - 2.1.25.2 is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- 2.1.26 “system” means the technology, including software, that:
 - 2.1.26.1 records and counts votes; and
 - 2.1.26.2 processes and stores the results of alternative voting during alternative polling days;
- 2.1.27 “System Election Officer” means:
 - 2.1.27.1 a person who maintains, monitors, or audits the system, and
 - 2.1.27.2 a person who has access to the system beyond the access necessary to vote by alternative voting;
- 2.1.28 “telephone ballot” means:
 - 2.1.28.1 an audio set of instructions which describes the voting choices available to an elector; and
 - 2.1.28.2 the marking of a selection by an elector by depressing the number on a touch tone keypad.

3.0 Alternative Voting Permitted

- 3.1 Subject to this by-law, alternative voting shall be permitted on alternative polling days.

3.2 Council may, by resolution, provide that voting by a telephone and by a personal computing device shall be the only means of voting for an election.

4.0 Notification of Electors

- 4.1 The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the Town or published on the Town's website.
- 4.2 The notice of alternative polling days shall:
 - 4.2.1 identify the alternative polling days for alternative voting; and
 - 4.2.2 inform the elector that telephone voting and internet voting is permitted during alternative polling days.
- 4.3 The notice may include any other information the Returning Officer deems necessary.

5.0 Form of Telephone and Internet Ballots

- 5.1 A telephone ballot and internet ballot shall:
 - 5.1.1 identify by the title "Election for Mayor" or "Election for Councillor" or "Election for a Member of Conseil Scolaire Acadian Provincial (CSAP)", as the case may be;
 - 5.1.2 identify the names or names by which they are commonly known of the candidates with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names; and
 - 5.1.3 warn the elector to "vote for one candidate only" or "vote for not more than (the number of candidates to be elected) candidates", as the case may be.
- 5.2 No title, honour, decoration or degree shall be included with a candidate(s) name on an internet ballot or telephone ballot.

6.0 Oath

- 6.1 Any oath that is authorized or required shall be made:
 - 6.1.1 in the form specified by the procedures and forms; or
 - 6.1.2 if the form is not specified by the procedures and forms, in the form required by the Act.

7.0 Elector

- 7.1 No person shall vote by alternative voting unless:
 - 7.1.1 the person's name appears on the applicable list of electors; or
 - 7.1.2 the person is added to the applicable list of electors pursuant to section 36 of the *Act*.
- 7.2 The Returning Officer may attend a residence of an elector, a facility where an elector is located, or any other location the Returning Officer deems appropriate for the purpose of facilitating alternative voting or compiling the list of electors pursuant to section 36 of the *Act*.

8.0 Polling Station for Alternative Voting

- 8.1 If Council decides that voting by a telephone and by a personal computing device are the only means of voting for an election, the Returning Officer shall establish at least one polling station for alternative voting and each polling station established shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.
- 8.2 The polling station for alternative voting shall be:
 - 8.2.1 available for electors who are voting with a friend voter and for any other electors;
 - 8.2.2 open on each advance polling day and on ordinary polling day; and
 - 8.2.3 on such other days and times as decided by the Returning Officer.

9.0 Polling Locations for Alternative Voting

- 9.1 In addition to establishing at least one polling station, the Returning Officer may establish one or more polling locations for alternative voting during alternative polling days.
- 9.2 A polling location may be at such places and during such times as may be determined by the Returning Officer and such location shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.
- 9.3 A polling location established by the Returning Officer is not a polling station within the meaning of the *Act*.

10.0 Notification and Attendance at Polling Location

- 10.1 The Returning Officer shall provide each candidate with at least forty-eight (48) hours notice of a polling location.
- 10.2 A candidate officially nominated or their official agent may appoint one or more agents to represent the candidate at each polling location.
- 10.3 An agent may absent himself or herself from and return to a polling location from time to time while the polling location is open.
- 10.4 Only one agent for each candidate shall be entitled to remain in the polling location at any one time while the polling location is open.
- 10.5 Upon exhibiting the appointment to the deputy returning officer or Returning Officer and without taking an oath, the official agent, other than a candidate acting as official agent, may represent a candidate in any polling location in the same manner as, and in addition to, an agent.

11.0 Proxy Voting

- 11.1 A proxy voter shall not vote for an elector by alternative voting.

12.0 Friend Voting

- 12.1 A friend voter shall only vote for an elector by alternative voting if:
 - 12.1.1 an elector is unable to vote because
 - 12.1.1.1 the elector is blind;
 - 12.1.1.2 the elector cannot read; or
 - 12.1.1.3 the elector has a physical disability that prevents him or her from voting by alternative voting;
 - and
 - 12.1.2 the elector and the friend appear, in person, before the Returning Officer or the Deputy Returning Officer and take the prescribed oaths.
- 12.2 A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.

12.3 The elector shall take an oath in the prescribed form set out in the procedures and forms providing that he or she is incapable of voting without assistance.

12.4 The friend of the elector shall take an oath in the prescribed form set out in the procedures and forms that:

12.4.1 the friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent, or spouse of the friend of the elector;

12.4.2 the friend will mark the ballot as requested by the elector; and

12.4.3 the friend will keep secret the choice of the elector.

12.5 The Returning Officer shall enter in the poll book:

12.5.1 the reason why the elector is unable to vote;

12.5.2 the name of the friend; and

12.5.3 the fact that the oaths were taken.

13.0 System Election Officer

13.1 A System Election Officer shall have access to the system prior to the commencement of alternative voting to verify the count for each candidate is zero.

13.2 Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the count for each of the candidates is zero.

13.3 A System Election Officer shall comply with the procedures and forms established by the Returning Officer pursuant to the *Act*.

14.0 Voting

14.1 The system shall put internet ballots and telephone ballots cast by an elector in the electronic ballot box.

14.2 The system shall put spoiled ballots in the electronic ballot box.

15.0 Seal

- 15.1 Where alternative voting closes before the close of the polls on ordinary polling day, the system shall seal the electronic ballot box until after the close of the poll on ordinary polling day.

16.0 List of persons who voted

- 16.1 Where alternative voting closes before the close of the polls on ordinary polling day, the system shall:
- 16.1.1 generate a list of all electors who voted by alternative voting; and
 - 16.1.2 on the applicable list of electors, cause a line to be drawn through the names of all the electors who voted during alternative polling days.
- 16.2 A printed or electronic copy of the lists under section 16 shall be delivered to the Returning Officer within 24 hours of the close of alternative voting.
- 16.3 Where alternative voting closes at the close of the polls on ordinary polling day, the system shall generate a list of all electors who voted by alternative voting.

17.0 Counting

- 17.1 At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the electronic ballot box that were cast for each candidate during alternative polling days.
- 17.2 In counting the votes that were cast for each candidate during alternative polling days, the system shall count spoiled ballots.

18.0 Tallying of Spoiled Ballots

- 18.1 At the close of ordinary polling day, the system shall tally the number of spoiled ballots that were cast during alternative polling days and the tally shall be delivered to the Returning Officer.

19.0 Recount by System

- 19.1 In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
- 19.2 If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.

19.3 If the regenerated count and the initial count do not match, the Returning Officer shall:

19.3.1 direct one final count be regenerated by the system of the votes cast by alternative voting, and

19.3.2 attend while the final count is being regenerated.

19.4 The regenerated final count pursuant to section 19.3 shall be the final count of the votes cast by alternative voting.

20.0 Secrecy

20.1 An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.

20.2 Every person in attendance at a polling station, or at the counting of the votes, shall maintain and aid in maintaining the secrecy of the voting.

21.0 Severability

21.1 If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

22.0 Prohibitions

22.1 No person shall:

22.1.1 use another person's PIN to vote or access the system unless the person is a friend voter;

22.1.2 take, seize, or deprive an elector of his or her PIN; or

22.1.3 sell, gift, transfer, assign or purchase a PIN.

22.2 No person shall:

22.2.1 interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot; or

22.2.2 interfere or attempt to interfere with alternative voting.

22.3 No

22.3.1 candidate,

22.3.2 recognized agent, or

22.3.3 person acting on behalf of or in support of a candidate,

shall provide a person with a personal computing device or telephone for the purposes of casting an internet ballot or a telephone ballot.

23.0 Offences and Penalty

23.1 A person who:

23.1.1 violates any provision of this by-law; or

23.1.2 makes a false statement in a declaration; or

23.1.3 permits anything to be done in violation of any provision of this by-law;

is guilty of an offence.

23.2 A person who contravenes section 23.1 is guilty of an offence and is liable on summary conviction

23.2.1.1 to a fine of not less than five thousand dollars and not more than ten thousand dollars and in default of payment thereof to imprisonment for a term of not more than one year;

23.2.1.2 to imprisonment for a term of two years less a day; or

23.2.1.3 to a fine of not less than five thousand dollars and not more than ten thousand dollars and to imprisonment for a term of two years less a day.

23.3 In determining a penalty under section 23.2, a judge shall take into account:

23.3.1 the number of votes attempted to be interfered with;

23.3.2 the number of votes interfered with; and

23.3.3 any potential interference with the outcome of an election.

24.0 Repeal

24.1 Chapter 98 of the Town by-laws entitled Alternative Voting By-law is hereby repealed.

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 Alternative Voting By-law was adopted by Council and published as indicated above.

Clerk

Date

*Effective Date of the by-law unless otherwise specified in the by-law

DRAFT



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Accessibility Action Plan

At the May 10, 2021 meeting of Council Advisory Committee, Director Bedingfield reviewed the proposed Accessibility Plan for the Town which would meet requirements set by the province around accessibility by the year 2030, and meet accessibility concerns raised by many Kentville Residents.

Council Advisory Committee recommends

That Council receive and adopt the Town of Kentville’s Accessibility Action Plan, and further that Council support the implementation of the priority phasing recommendations recognizing that full implementation will fall within the approved budgetary process proposed annually.



TO: Kentville Town Council

SUBMITTED BY: Town of Kentville Accessibility Advisory Committee

DATE: May 10, 2021

SUBJECT: Town of Kentville Accessibility Plan

ORIGIN

Nova Scotia’s Accessibility Act, passed in September 2017, sets a goal of an accessible province by 2030. It provides a framework for improving accessibility in the areas of: the built environment; transportation, the delivery of goods and services; information and communication; employment and; education. Following the creation of the Act, municipalities were prescribed as public sector bodies and were required to establish an accessibility committee and accessibility plan.

The Town of Kentville Accessibility Advisory Committee was established by Council at the March 25, 2019 meeting of Council, with the goal of creating a long-term plan for accessibility. During the past two years, the committee has been active in learning about accessibility best practices, technology, and plans and standards for accessibility in communities across the country. The committee has learned from guest speakers, sharing their own stories and has reviewed a long list of reports and research on accessibility.

Collectively, the Town of Kentville Accessibility Committee created the following vision and commitment:

Our vision is for Kentville to be a healthy vibrant integrated and welcoming community where all citizens and visitors can live work and play in an environment that promotes a fulfilling quality of life. We acknowledge that currently there are barriers to achieving this vision.

Through respectful engagement that honors the journeys of people with differing abilities and experiences, and through measurable outcomes that focus on equity, we will hold ourselves accountable to the Nova Scotia Accessibility Act. Kentville’s accessibility plan will guide the town in meeting the needs of all people who face barriers when accessing all that Kentville has to offer.

Kentville is a town committed to fairness, kindness, dignity and independence.

DISCUSSION

With approved funding from Council as part of the 2020 Capital Budget to hire a consulting firm to lead the process, an RFP (request for proposals) was released with the following agreed upon deliverables:

1. A list of achievements to date that the Town of Kentville has had in identifying, removing, and preventing barriers in policies, programs, practices and services;
2. An identified process on how the Town will identify, remove, and prevent barriers in policies, programs, practices and services moving forward;
3. A list of capital projects outlining the Town's assets which require modifications to ensure accessibility standards are met. This includes setting a prioritized timeline for projects based on the most impact. Timeline is to be broken into 5-10 year markers;
4. Design a process to assess the effects of Town policies, programs, practices, and services on accessibility.
5. Detailed schedule that outlines the process. Required completion date of the project is three (3) months after agreed upon start date;
6. Conduct at least one (1) community consultation sessions to be held using the draft report to receive feedback from the public. This is to be incorporated into the final report.

In addition to the deliverables, the following areas were to be considered during the development of the Town of Kentville's accessibility plan:

1. Awareness – promoting awareness throughout the Town of Kentville about the importance of accessibility;
2. Good and Services – ensuring that people with a disability have equitable access to the goods and services provided by the Town of Kentville;
3. Information and Communication – ensuring all people can receive, understand and share the information provided by the Town of Kentville;
4. Transportation – making it easier for everyone in the Town of Kentville to get where they need to go;
5. Employment – making the Town of Kentville an accessible workplace, and supporting young people with disabilities in finding an maintain meaningful employment;
6. Built environment – making buildings, streets, sidewalks, and shared spaces accessible to all;
7. Community First Approach - Human centered design/Implicit biased/de-colonization.



In July 2020, Houdini Architecture and ReachAbility began the public engagement to document accessibility challenges and opportunities facing Kentville residents. Overall, more than 600 people directly participated in the consultation through face to face and online meetings. Throughout the engagement process, the Medicine Wheel was a comprehensive tool used to ensure all plethora of opinions were heard and acknowledged.

The Medicine Wheel is a comprehensive tool that looks beyond western methodological frameworks, by looking at all interconnected systems. It is a framework developed by Indigenous peoples, with the oldest form appearing to originate from Majorville Cairn in Alberta over 5000 years ago.

The attached “Kentville Accessibility Action Plan” is based on lived experiences, as well as audits and assessments. This information is what is being provided to Council and staff with a path forward to creating a more accessible community. As technology and standards change over time, this plan will evolve to include the best practices and processes to steward the Town to be more welcoming, inclusive, diverse, and accessible for many years to come.

The recommendations found in the “Kentville Accessibility Action Plan” have been placed into the following categories: High Priority Recommendations, Medium Priority Recommendations, Low Priority Recommendations, and Opportunity Based Recommendations. The details can be found in the attached document titled “Kentville Accessibility Action Plan: Priority Phasing”. Items were placed into categories based on their level of impact and perceived ease of implementation.

POLICY IMPLICATIONS

This plan gives a list of priority phasing which can be found on page 88, or in the attached document titled “Kentville Accessibility Action Plan: Priority Phasing”, with a list of high, medium, and low priority recommendations. Staff will be bringing updated policies to council for approval as part of the ongoing implementation strategy.

BUDGET IMPLICATION

There is no specific budgetary ask at this time. The Committee recognizes that Budgets will be brought to council each year for approval as part of the ongoing implementation strategy.

ATTACHMENTS

Town of Kentville Accessibility Action Plan, 2021
Kentville Accessibility Action Plan: Priority Phasing
Town of Kentville Accessibility Plan: a quick overview

RECOMMENDATIONS

Because the Town of Kentville tasked the Town’s Accessibility Committee with creating an Accessibility Action Plan to fulfill the requirements of the Nova Scotia Accessibility Act;

and

Because Kentville is a town committed to fairness, kindness, dignity, and independence,

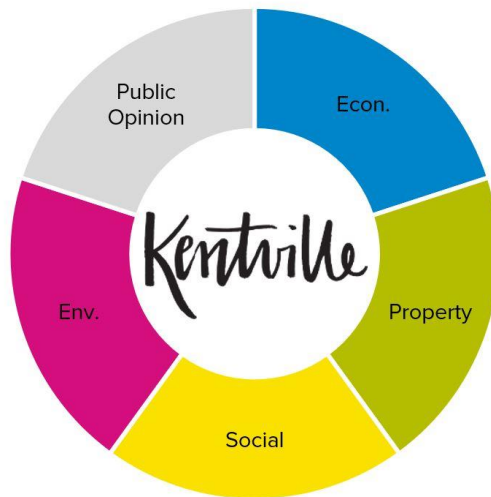
The Town of Kentville Accessibility Committee is making the following recommendation:

That Council receive and adopt the Town of Kentville’s Accessibility Action Plan

and further that

Council supports the implementation of the priority phasing recommendations recognizing that implementation will fall with the approved budgetary process proposed annually.

Town of Kentville Decision Wheel:





Town of Kentville

Accessibility Action Plan: Priority Phasing

The following recommendations are from the Town of Kentville's *Accessibility Action Plan* (May 2021)- a long term strategy for the Town to become fully accessible by 2030, in compliance with provincial Accessibility Act.

High Priority Recommendations

- Download the Rick Hansen Accessibility Handbook
- Purchase CSA design for the built environment
- High level urban plan designed based on Universal Design Principles
- Active Transportation Plan implementation
- Feasibility Study for Town Hall
- Public Washroom/Comfort Station development
- Town of Kentville Employee Accessibility Awareness, Emotional Intelligent Training
- Resurfacing of pedestrian routes to accessibility standards
- Address Diversity and Inclusion in Brand Marketing and Communications
- Adopt Recreation for All Policy
- Erect an exterior Digital Information Kiosk that is fully accessible for Town Hall and KBC information sharing, with wayfinding, events, important dates, registrations, etc.

Medium Priority Recommendations

- Work with Indigenous Leaders on de-colonization process and reconciliations practices
- Ongoing Cultural Competency Training
- Education and Awareness Public Campaigns including workshops for business and trades contractors on accessibility and RHFAC
- Support Kentville Business Community on accessibility initiatives
- Development of Center Square Plan and Design, including a permanent home for the farmers market

- Visitor's Center Development
- Promenades, walkways, garden development
- Parking Plan from Urban Plan implementation with priorities for accessibility parking delineated.
- Address accessibility of parks and trails amenities (paths, equipment, lighting, washrooms)
- Feasibility study for police station

Low Priority Recommendation

- Parking Garage Development
- Identify opportunities and processes for Public Art installations
- Feasibility study for riverfront trail and public space revitalization
- Kentville Business Park: next stage of Accessibility Plan for Active Transportation and Universal design upgrades – a further study should commence

Opportunity Based Recommendations

- Library – further development of accessibility improvements inside and outside
- Kings County Museum – support the museums capacity for partnership, collaboration to pursue renovation and accessibility improvements
- New Hub Development
- Support Multi-Cultural Festival development to be a premier event
- Establish formal relationships with NSCC for partnerships with students and faculty for ongoing projects in the areas of Human Services, Tourism, Business, Horticulture
- Develop the Town-led Accessibility Rating System to inform user decision making
- Continue to work with Kings Transit on best practices, opportunities for enhanced services and routes.

KENTVILLE ACCESSIBILITY ACTION PLAN

Highlights and Background

Kentville
A BREATH OF FRESH AIR



NOVA SCOTIA HAS THE HIGHEST RATE OF PEOPLE WITH DISABILITIES IN CANADA, NEARLY ONE PERSON IN THREE



The Kentville Accessibility Action Plan was created in response to the priorities outlined by the Province of Nova Scotia in the Access by Design 2030 legislation. The Kentville Accessibility Plan charts the way forward as we work to create a more inclusive, accessible, welcoming community in Kentville that exists and operates from a place of peace and friendship.

Through the consultation process, we learned that there is a **STRONG** desire for Kentville to be more welcoming and diverse. We also heard that the citizens of Kentville have an overwhelming sense of pride for their beautiful town and have many suggestions to share when it comes to making our community more accessible and welcoming!

"OUR VISION IS FOR KENTVILLE TO BE A HEALTHY VIBRANT INTEGRATED AND WELCOMING COMMUNITY WHERE ALL CITIZENS AND VISITORS CAN LIVE WORK AND PLAY IN AN ENVIRONMENT THAT PROMOTES A FULFILLING QUALITY OF LIFE. WE ACKNOWLEDGE THAT CURRENTLY THERE ARE BARRIERS TO ACHIEVING THIS VISION."



THERE ARE DIFFERENT TYPES OF DISABILITIES WHICH INCLUDE: PHYSICAL, VISUAL, HEARING, MENTAL HEALTH, INTELLECTUAL AND LEARNING DISABILITIES. NOT ALL DISABILITIES ARE OBVIOUS!

KENTVILLE RESIDES WITHIN THE ANCESTRAL TERRITORY OF THE MI'KMAQ PEOPLE. WE ACKNOWLEDGE THAT OUR WORK IS LOCATED WITHIN UNCEDED AND UNSURRENDERED MI'KMAQ TERRITORY. WE ALL HAVE A RESPONSIBILITY AND ACCOUNTABILITY TO UPHOLD IN THE PROCESS OF TRUTH AND RECONCILIATION.

To help guide the public engagement process we used the Medicine Wheel - a comprehensive tool, created by Indigenous peoples, that looks at all interconnected systems. Through the Medicine Wheel we take into account our relationship with the land. For example, the Miner's Marsh Walk & Roll engagement session enabled enjoyment of the outdoors while the physical and emotional needs of community were explored!



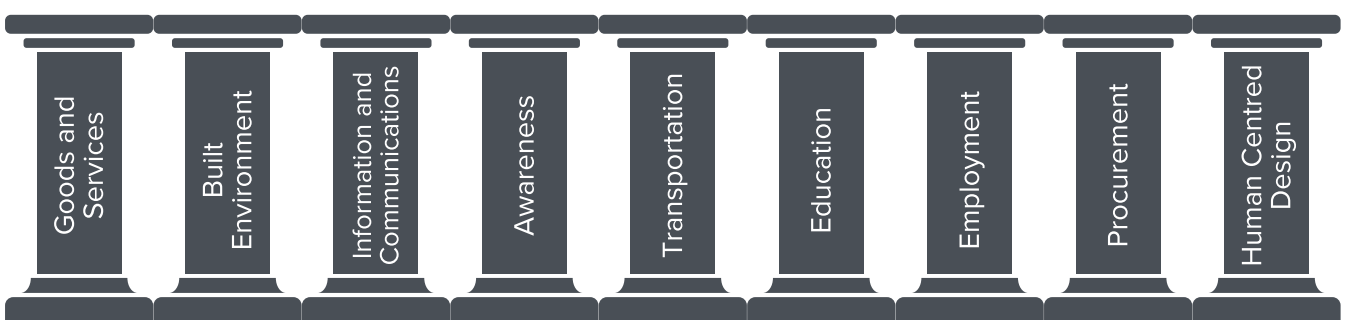
The Rick Hansen Foundation Accessibility Certification (RHFAC) is a lens through which to assess accessibility. RHFAC ensures people with disabilities have direct input into the vision and details of how to create truly inclusive places. RHFAC has a rating system and certification process designed by people with disabilities to allow transparency, accountability, and measurable data.



Rick Hansen
Foundation

THE 9 PILLARS OF ACCESSIBILITY:

Each pillar was assessed through the lens of Inclusion in Action and the Medicine Wheel Framework to create an action plan.



600

MORE THAN 600 CITIZENS PARTICIPATED
DIRECTLY IN ENGAGEMENT SESSIONS

THERE ARE OVER 30 RECOMMENDATIONS IN THE KENTVILLE
ACCESSIBILITY ACTION PLAN THAT ARE DESIGNED TO HELP KENTVILLE
BECOME A MORE ACCESSIBLE AND WELCOMING COMMUNITY!

WHAT'S NEXT?

- 1 DEVELOP STANDARDS**
to meet the recommended benchmarks;
- 2 BUILD CAPACITY AND AWARENESS**
through training and promotion of inclusive opportunities;
- 3 COLLABORATE AND SUPPORT**
with equity seeking groups and agencies and build relationships of mutual respect and support;
- 4 SUPPORT COMPLIANCE AND ENFORCEMENT**
of strategies that clearly identify standards and targets;
- 5 MONITOR AND EVALUATE**
changes and policy implementation.



THE FULL ACCESSIBILITY PLAN IS
AVAILABLE AT WWW.KENTVILLE.CA



FOR MORE INFORMATION, PLEASE CONTACT RACHEL BEDINGFIELD,
DIRECTOR OF PARKS AND RECREATION AT
RBEDINGFIELD@KENTVILLE.CA OR 902.679.2541

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Craig Gerrard

Date: May 31, 2021

Date of Last Council Meeting Attended: April 26, 2021

Date of Last Council Advisory Meeting Attended: May 10, 2021

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
May 19, 2021	Valley Waste Authority Meeting	Ramped up public education on Apartment assistance, Contractor education, Spring clean ups Staff have begun clean of each site (eastern and western), investigating the replacement of a compaction system Settlement of the lawsuit between Annapolis county and VWRM and its partners
May 20, 2021	Public Participation Meeting re MPS amendments	

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
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Councilor Report

Kentville Town Council

Name: Paula Huntley

Date: May 31,2021

Date of Last Council Meeting Attended: April 26,2021

Date of Last Council Advisory Meeting Attended: May 10,2021

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 28/21	Valley REN -Liason Oversight Committee	New Membership discussion, Strategic planning
April 28/21	Kings Transit	Pat Meagher reviewed the transit emergency plan, discussed budgets & plan for buses from Halifax
April 28/21	Mentoring Plus Strategy	Correspondence/zoom with coordinator on moving forward in midst of COVID
April 29/21	Accessibility	Review of the new plan role out to council/FB presentation-people involved
May 2021	Diversity	Cancelled
April 27/21	Kings Transit Recruitment Committee	Participated in the interview process for hiring of a new General Manager- interviews of applicants, discussions of roles and roll out information to the board for decisions on the applicants
May 5/21	Kings Transit Recruitment Committee	Continuation of Interviewing of applicants
May 7/21	Kings Transit Recruitment Committee	Interviewing of applicants & discussion of choices with members of recruitment committee
May 11/21	Kings Transit Recruitment Committee	Final meeting on chosen applicant & discussion of timing of hiring
May 19/21	Kings Point to Point transit	Discussion of operating stats/April financial report, approval of policies & procedures report, Ridership decrease report, Hiring committee report for new manager interviews, AGM date/location. Also looking for new board members to replace those leaving.

Councilor Report

Kentville Town Council

May 26/21	Kings Transit	Valley public transit riders association presentation, board chair update, April ridership & revenue report, Capital budget 2021/22-2027/28
May 20/21	Public Participation Meeting	Discussion/ overview of proposal of the land use bylaw (LUB) & Municipal planning strategy (MPS)
May 27/21	Accessibility committee	

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
May 11/21	COVID Survey	Survey for Small businesses

Conference Attendance and Synopsis

Date	Conference	Synopsis
May 6/21	NSFM Spring Conference	Multiple speakers over the 2 days including topics- Roads, Committee needs for members, Housing,
May 7/21	NSFM Spring conference	Info on relaunch of asset management course with climate change info added, keynote speaker Bill Carr attended, municipalities were in groups to discuss multiple topics of their work.
May 27/21	Global Solutions Summit held in Berlin	World policy Forum digital virtual event on global challenges
May 28/21	Global Solutions Summit held in Berlin	Purpose, Policy & Corporate responsibility discussion & also economic prosperity urgency -the need for system changes to address the challenges rather than contribute to them.
May 27/21	100 days with Joe Biden on Canadian business	Webinar with the EDC-Export Development Canada

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis

Councilor Report

Kentville Town Council

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

Misc Events

Date	Synopsis
May 2021	Correspondence with residents on topics- FB Live meetings/Acronyms usage, Layton St divide needing to be fixed, Grant St drain, 3way stop on Grant St (traffic going too fast and not stopping), Belcher St property issue with dog owners throwing their used dog bags in their front drain ditch. Discussions with residents on the following topics: Fidget blankets for KINGS POINT TO POINT Entrance to trail vandalism and clean up Cornwallis Street name change PACE Program Noise bylaw inquires Macdonald avenue/paving & Infrastructure
May 2021	Meetings on Personal Mentorship/Governance
May 2021	Asset MGMT/Climate change course – offered by NSFM Climate change Leadership 4 week course – offered by Cornell University, (personally paid for- not paid by tax payers) These courses are being taken in order to be able to contribute to my involvement in the Partners for Climate Partners role & Budget plans understanding/Asset MGMT •
April 30/21	Q&A with Kody Blois/AVCC -Federal Budget
April 27/21	Electric Vehicle City -Pilot Program
May 5 th & 7 th	Correspondence with Audit Committee -Kings Transit

Councilor Report

Kentville Town Council

May 12/21	Eco Tourism /Grassroots
May 12/21	Stats Canada/Atlantic Provinces Economic Council -COVID 1 year later
May 4/21	FCM Webinar
May 18/21	Global Climate Accountability Act- Elizabeth May talks with world federalists
May 12/21	Driving into the Future: Sustainability & Innovation in tomorrow's cars
May 13/21	FCM/federation of Canadian Municipalities -Lets talk about water
May 18/21	Toastmasters-Breaking the glass ceiling
May 17/21	Q&A with Gov't and business community groups from each town- Kentville's business community KBC was in attendance.
May 18/21	Q & A with Gov't representatives and economic groups -Valley REN, ACOA,etc.
May 21/21	Breakfast/coffee meeting with Mayor on multiple topics & upcoming training sessions
May 26/21	Removing barriers for Disabilities during COVID times

Councilor Report

Kentville Town Council

Name: Cathy Maxwell

Date: May 25, 2021

Date of Last Council Meeting Attended: April 26, 2021

Date of Last Council Advisory Meeting Attended: May 10, 2021

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 29, 2021	Accessibility Committee	See attached report
May 22, 2021	Student Bursary Committee	See attached report

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
May 20,2021	Public Participation Meeting	A meeting to allow the public to have input on various changes being proposed to our MPS and LUB.

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name		Meeting Date:	May 20/21
Accessibility Committee	During this meeting we discussed how the presentation of the Accessibility Plan to the		



Councilor Report

Kentville Town Council

	<p>May CAC meeting would unfold. We also tossed around ideas of how a public celebration might also unfold if the plan is accepted by Council at the May Meeting. The committee was informed that the plan is already impacting decisions being made at town hall each workday.</p>		
<p>Detail</p>	<p>Synopsis</p>		
<p>Committee Name Student Bursary Committee</p>	<p>We had 4 applications for student bursaries from the town of Kentville this year. We did not have a candidate that fulfilled the requirements for that Nola Folker Hill Bursary and as a result the committee decided not to award that bursary this year. Instead, the committee recommends that Council award 4 - \$500.00 bursaries. After graduation ceremonies take place at the high schools, I will announce who our recipients are.</p> <p>I would like to thank retired teachers: Mrs. Wendy Hood and Mrs. Marina DeWolfe for their assistance on this committee once again this year.</p>	<p>Meeting Date:</p>	<p>May 22/21</p>

Councilor Report
Kentville Town Council

Councilor Report

Kentville Town Council

Name: Cate Savage

Date: May 25th

Date of Last Council Meeting Attended: April 26th

Date of Last Council Advisory Meeting Attended: May 10th

Committee Meeting Attendance and Synopsis

	Committee	Synopsis
May 20 th	RSC	Update operations and compliance 6 on demand heaters not working (taking time to get parts and maintenance done) the hot water helps keep the screens clean therefore BOD and TSS up. More PSA of what NOT to put down the toilet. In camera discussion on the desludging (sewer smell)
May 20 th	IAC	Review and recommendations with IA – balance of portfolio just north of 14 million. We have 1.1 million coming due this June 2021 and this wish of the committee under the direction of the IA is that we commence a different direction with the funds (awaiting approval from the Minister for the proposed IPS changes) - pretty much the same report as last month – IPS is now with the department of finance and it appears that upon sign off the committee can make the recommended changes.
May 12 th	KBC Board Meeting	Minutes and Agenda available upon request

Councilor Report

Kentville Town Council

May 20 th	MPS LUB PP Meeting	Director Gentleman presented the housekeeping items to clean up the MPS and LUB

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis

Misc Events

Date	Synopsis
April 22	Meeting with Board Chair – KBC- purpose to review my role with the board as DM who now sits on the board – liaison between council and the board
April 23 rd	REN SP Session
May 6/7	NSFM – Spring Conference

Expenses

This month	Year to Date



Councilor Report
Kentville Town Council

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Gillian Yorke

Date: May 31st, 2021

Date of Last Council Meeting Attended: April 26th 2021

Date of Last Council Advisory Meeting Attended: May 12th, 2021

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
May 18 th , 2021	KCA PTA	Final PTA meeting of the year. Discussed year-end options within the new Covid restrictions, finalized Meadowbrook fundraiser, began planning succession for committee positions

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
May 20 th , 2021	Municipal Planning Strategy (MPS) Review	Reviewing and completing "housekeeping" items from the MPS and by-laws.

Misc Events

Date	Synopsis
May 6 th , 2021	Nova Scotia Federation of Municipalities (NSFM) Spring Conference
May 7 th , 2021	NSFM day two - Town Caucus
May 17 th , 2021	Kentville Business Community webinar with representatives from the Government of Nova Scotia

Expenses

This month	Year to Date
\$250 – NSFM Spring Conference	

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Andrew Zebian

Date: May 25th, 2021

Date of Last Council Meeting Attended: April 26th, 2021

Date of Last Council Advisory Meeting Attended: May 10th, 2021

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
May 20 th /2021	Investment Advisory Committee	
May 20 th /2021	Public Meeting on Zoom regarding land use bylaws.	

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Conference Attendance and Synopsis

Date	Conference	Synopsis

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name		Meeting Date:	



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Meeting Highlights:	
Budget:	
New Projects:	
Policy Changes:	

Misc Events

Date	Synopsis
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Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 26 May 2021

Date of Last Council Meeting Attended: 26 April 2021

Date of Last Council Advisory Meeting Attended: 10 May 2021

Date of Last Governance Session Attended: N/A

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
21 Apr 21	Planning Meeting	Updates to the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB)
23 Apr 21	VREN/LOC Meeting	VREN strategic planning session for the LOC
26 Apr 21	NSFM Special Board Meeting	In camera labour and legal
26 Apr 21	Council Meeting	Withdrawal from reserves Sewer Operational and Capital Budgets TOK Operational and Capital Budgets
28 Apr 21	VREN LOC Meeting	See below
28 Apr 21	NSFM Mayors/wardens/CAOs	Briefing by the Affordable Housing Commission
29 Apr 21	VREN Economic Recovery	Follow-up on on-going recovery initiatives
29 Apr 21	VREN Board Meeting	On-going business
30 Apr 21	IMSA Working Group	Presentation and discussion on shared service models used by other municipal entities
30 Apr 21	MFC Board Meeting	Review of funding application
6 May 21	Valley REAP Team Meeting	Review of work and update on future work - survey
10 May 21	CAC Meeting	Reports from staff Policy Revision G28 Grants to Organizations REMO Emergency Management Plan

Councilor Report

Kentville Town Council

		Alternate Voting Bylaw Accessibility Plan
13 May 21	Digital Coffee with President of NSFM	Chat about on-going issues with code of conduct and in-camera meetings
14 May 21	IMSA Working Group	Briefing by a lawyer on provisions for inclusion in future agreements
18 May 21	Valley REAP Team	Competitive Advantage
20 May 21	VREN Economic Recovery	The continuing lockdown is creating hardship for small business in the Valley
20 May 21	VREN Strategic Planning Session	Review of the input for the mission and vision statements from various groups and meetings
20 May 21	Town of Kentville Planning Meeting	MPS Public Participation meeting was held in support of housekeeping changes being considered for the MPS

Conference Attendance and Synopsis

Date	Conference	Synopsis
28 Apr 21	GMF Community Building Retrofit	FCM webinar on the Green Municipal Fund Community Building grants and criteria
6-7 May 21	NSFM Spring Conference	The Spring Conference was opened by Acting President Amanda McDougall. The keynote speaker was Bill Carr who engaged and entertained with a discussion on Living with Resilience, it is not about going back but bouncing forward. Minister Maguire took time to welcome and take questions. The remainder of the morning was filled with Collaboration Success stories. The afternoon briefing was a great introduction to Asset Management. The day was capped off with a few interactive games. Day 2 began with the presentation Getting Regulations Right with a presentation by the Nova Scotia Office of Regulatory Affairs and Service Effectiveness, excellent presentation. Followed by the Caucus meetings.
19 May 21	NS Innovation Tour	The Brookfield Institute for Innovation + Entrepreneurship's Joshua Zachariah and

Councilor Report

Kentville Town Council

		Mark Hazelden presented the just recently completed Nova Scotia Inclusive Innovation Monitor developed in partnership with ONSIDE.
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Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	VREN Liaison and Oversight Committee	Meeting Date:	April 28, 2021
Meeting Highlights:	Board Recruitment report – two new candidates approved		
Budget:	Funding Matrix – no change to the budget from 2020-2021		
New Projects:	N/A		
Policy Changes:	Provincial Changes to Agreement (attached) Terms of Reference – LOC Committee Terms of Reference - Chair Terms of Reference - Vice Chair VREN Audit Committee – CAO		

Misc Events

Date	Synopsis
28 Apr 21	Meeting with Burnell Lyons
3 May 21	COVID Vaccination
3 May 21	2021 Census Kick-Off event
11 May 21	Presentation to the RCAF Basic Military Training course at Aldershot
12 May 21	Atlantic Region HCol Meeting
13 May 21	HCol Conversation with DWAO and SMR
14 May 21	REAP NS Friday Morning coffee with Deputy Minister Miller and Don Bureaux

Councilor Report

Kentville Town Council

19 May 21	Telecon with Councillor Jim Winsor wrt VREN LOC business
20 May 21	Meeting with Councillor Huntley - mentoring



26 May 2021

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

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

RE: Multi-Purpose Facility RFP

Background:

Council supported the proposed RFP process to assess the need for a multi purpose facility in the Valley. There is a requirement to establish a working committee composed of one elected official, the CAO and one staff person to attend meetings to pick and work with the consultant. The CAOs are at the point of bringing this group together and require the name of an elected representative?

Recommendation:

That the Multi-Purpose Facility RFP committee is added to the Committees of Kentville as an ADHOC Committee;
And further, it is recommended that Councillor Gillian Yorke sit on this committee as the elected representative for the Town of Kentville Council.

Motion: Council adopt the recommendation for the ADHOC committee and appointment as presented.

Kindest Regards

Sandra Snow, Mayor
Town of Kentville

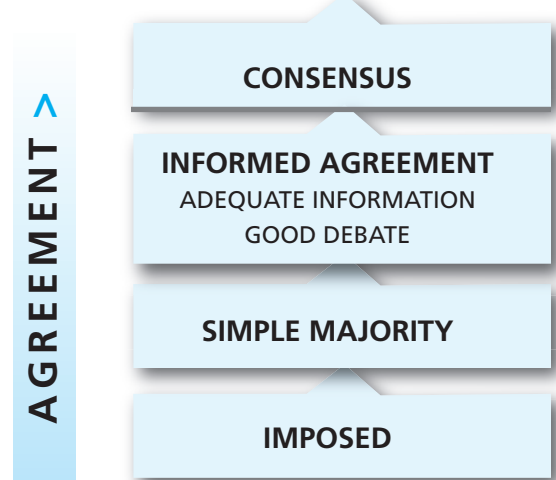


Decision-Making GUIDELINES

PURPOSE

These guidelines are premised on an 'informed agreement' decision making model (see below). This approach acknowledges the time it takes to build consensus or 'unanimous agreement' while rejecting the potential conflicting nature of a 'simple majority'. It provides a transparent process to achieve 'informed agreement' in that everyone can support implementation of the decision even if they didn't vote for it because there was:

- **Adequate information** available for decision makers
- **Good debate** to ensure views are heard and examined



These guidelines include the following:

INFORMATION	TOOLS
1. The decision-making process	1. Decision-making Flow Chart
2. Decision-making information	2. Follow-up Action List (FUAL)
3. Business meetings of the Board	3. Request for Decision (RFD)
4. Criteria for strategic decision-making	4. Council Direction Request (CDR)

1

THE DECISION-MAKING PROCESS

To clarify the steps of the decision-making process (see attachment 1) – the submission, initial referrals, resolution and follow-up

The Submission

All agenda items should have sufficient information, staff advice and clarity for Council to debate the matter and make a decision – yes, no or refer/defer. It is the right of any councillor to request that more information be available before a decision is made. It is the responsibility of Council to determine if there is adequate information to achieve **informed agreement**; and if not, to **refer** the item for further information.

Regular agenda items are usually brought forward from a previous meeting or they are standing items that reoccur frequently. These items should have a verbal or written staff report as required with adequate information to make a decision. If there is insufficient information the item should be referred to staff for further analysis.

New business items that arise between meetings should be brought to Council through the following process:

All new agenda items must be submitted through the Chief Administrative Officer (CAO) or designate. Items submitted to the Chief Elected Official (CEO - Mayor) will be forwarded to the CAO.

If an item is submitted by a council member, the item goes on the agenda. The CEO and CAO may review the draft agenda with the elected official submitting the item to maximize the success of the item. It is Council that will determine whether the item is to remain on the agenda for discussion.

All staff submissions are subject to the discretion of the CAO.

Matters arising at the meeting may be introduced by the CAO or council member for inclusion on the agenda at the discretion of Council.

New items and matters arising should be introduced and then **referred** for further analysis if there is any question as to whether the item requires more information.

Responsibilities for agenda items are:

- Council – approval of all agenda items
- CEO – review agenda with CAO and advise councillors on their submissions
- CAO – review draft agenda with CEO and consult with staff

Initial Referrals

The four decision choices for Council on **agenda items** are:

- Accept as information – no decision is required
- Make a decision – yes or no (see ‘the resolution’)
- Refer the item – more information is required to achieve an informed agreement
- Defer the item – more time is required to ensure a good debate

Referrals to staff occur when more information is required regarding legislative, financial and staff workload implications.

- The referral resolution should state what further information is required
- All staff referrals must go through the CAO

Referrals to a Committee occurs when more information is required regarding policy, public interest and strategic direction implications.

- The referral resolution should state what further information is required
- The CAO assigns staff to prepare the necessary information for the committee
- All committee responses must be reviewed for comment by the CAO

A **Deferral** or tabling motions are used when discussion is moving away from the topic and becoming personal or when there is some distraction preventing ‘good debate’.

Responsibilities for referrals and deferrals are:

- Council – state expectations within the resolution
- CEO – ensure clear directions and responsibilities
- CAO – seek clarity regarding expectations at the time of the resolution

The Resolution

All **Council direction** to staff should be given by way of resolution or ‘by consent’ and noted in the meeting minutes. This ensures clarity as to the intent of the Council, documentation of the direction, and accountability on the part of staff for follow-up.

The key elements of an effective resolution (or notation for minor items) include:

- Why – the key results or outcomes that Council is looking for
- Who – who will take the lead responsibility for actioning the resolution
- When – targets for involvement of Council in the future
- What – the preferred response option to achieve the desired outcome

Responsibilities for resolution clarity are:

- Council – wording for self-initiated resolutions prior to or during the meeting
- CEO – facilitate clarity, closure or deferral of resolutions during the meeting
- CAO – advise Council on resolutions

Follow-up

All **Council directions** can be itemized on a Follow-up Action List (see tool #2) to ensure clear expectations regarding action, monitoring progress, achieving results, and seeing the volume of Council directives. Monitoring the requests of Council is useful to:

- Think about the impact on strategic priorities *and* day-to-day activities
- Avoid expectations Council may have of staff that encroach on their personal time
- Give Council confidence that its directions are being acted upon
- Celebrate achievement and results

The **key features** of a Follow-up Action List (FUAL) include:

- A cumulative list of action items from all meetings (identify source, meeting, date)
- Indicates *What*, *Who* and *When* for each item
- Each action item should have no more than five words
- FUAL items should be the result of Council consent or resolution
- Items can be ordered by the date of origin, person responsible or target date

The **management** of the Follow-up Action List (FUAL) requires:

- The development of the list and dates by the CAO with staff
- The distribution of the list to staff and Council within three days of the meeting
- Updating of FUAL at each regular council meeting
- Delete items or change targets only with Council’s agreement
- Review of the list on a quarterly basis to assess the continued relevance of items
- Review the list when the CAO thinks it is beyond staff’s capacity

Responsibilities for the FUAL are:

- Council – review and disposition of FUAL items
- CEO – facilitate review at each business meeting or strategy session
- CAO – preparation and updating with staff

2

DECISION-MAKING INFORMATION

To clarify and provide the appropriate information required for decision makers to debate and decide on an item

Request for Decision

The Request for Decision (see tool #3 RFD) is intended to serve as an **executive summary** of the key information required for decision makers. It is a useful format to:

- Ensure Council is clear and in agreement on what 'adequate information' means
- Establish what is required of staff in preparing staff reports
- Provide a one page summary so there is a quick reference for decision makers
- Ensure that CAO has oversight over all items going to Council

The key aspects of **the issue** include:

- The key problem – how has the issue been defined?
- The desired outcome – if the issue was resolved, what would the result(s) be?
- The preferred option – the best alternative to achieve the desired outcome
- Action Plan – key steps to implement the preferred option

The key implications for **the recommendation** should include:

- Background information – reports and data
- Financial implications – current or future budget
- Organizational implications – Council and staff time
- Strategic implications – consistency with strategic directions and priorities
- Policy implications – legislation, previous resolutions or policies

Responsibilities for the direction request are:

- Council – approval of standard format
- CEO – facilitate reference to the RFD
- CAO – acquire complete information from staff

3

MEETINGS

To describe the key types of meetings of Council

The Business Meeting

The Business Meeting (including closed session or in-camera) is guided by a meeting procedures bylaw. Its primary purpose is to make a decision.

The Strategy Session

The intent of the Strategy Session is to provide a venue for more **informal discussion** of matters that are **not decision items**. Its primary purpose is to develop a strategic direction so that:

- Council reaches agreement on its expectations for a strategic topic
- Staff are clear on council expectations to guide its work in advising Council

The Strategy Session should be a regularly scheduled event with the expectation that all members of Council will be present. It may also be referred to as (and is) the Committee of the Whole meeting.

The intent of agenda items for the Strategy Session agenda includes:

- To enhance understanding of an issue by meeting with relevant stakeholders
- To clarify expectations and improve the Council/staff working relationship
- To explore options to deal with an issue and provide direction to staff
- To undertake training to improve organization and individual effectiveness
- To review and update the strategic plan and priority work programs

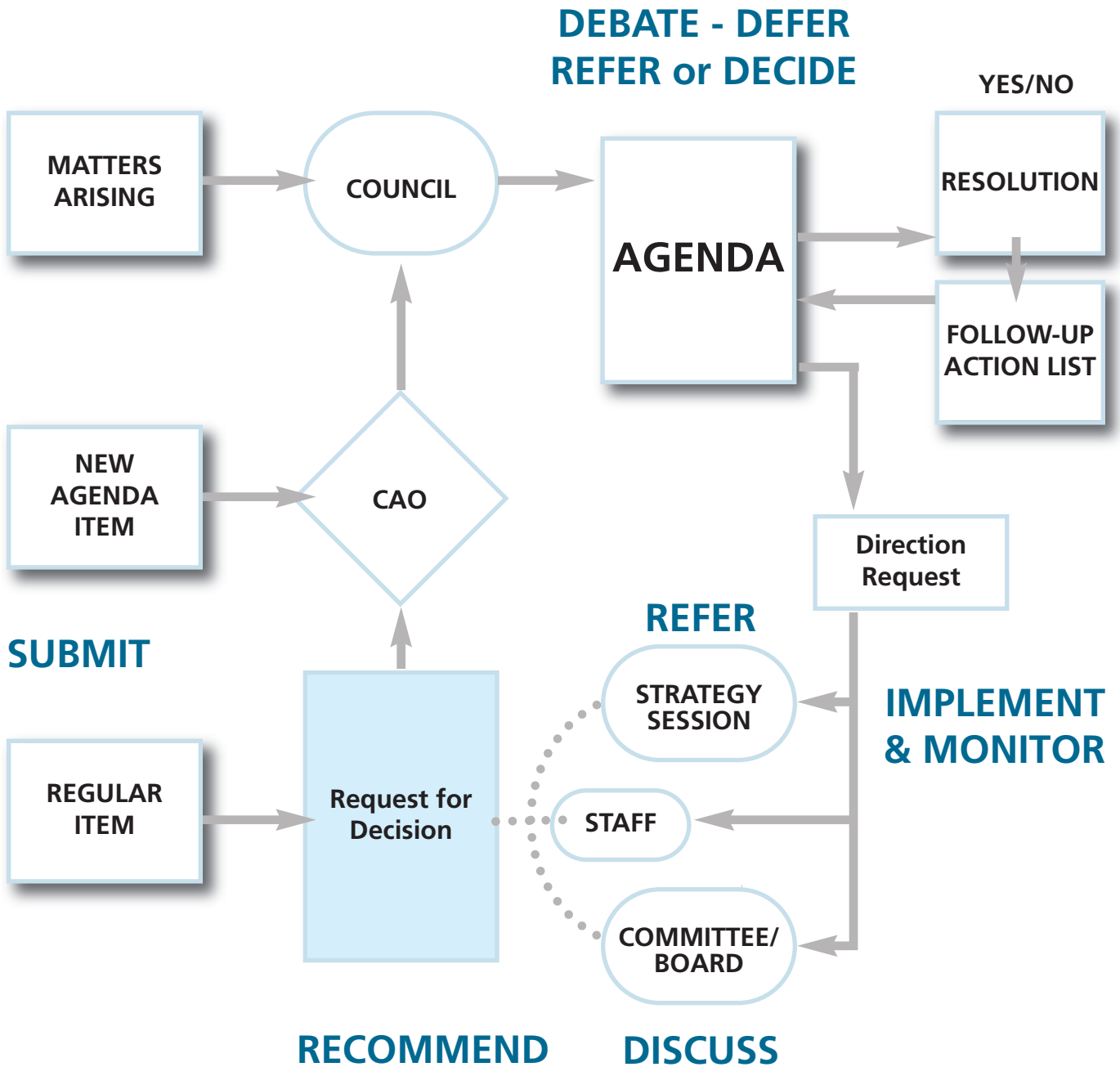
The Council Direction Request (CDR) form can be used help Council communicate:

- The key problem – how has the issue been defined?
- The desired outcome – if the issue was resolved, what would the result(s) be?
- The possible preferred options to be pursued

Responsibilities for Strategy Sessions are:

- Council – target dates and outcomes for strategic direction discussions
- CEO – facilitate expectations regarding target dates
- CAO – prepare necessary information and maintain schedule

DECISION MAKING FLOW CHART



FOLLOW-UP ACTION LIST (FUAL)

Date: _____

MEETING (Date)/Item/Notes	WHO (Lead)	ACTION (to/via)	TARGET (Status)

REQUEST FOR DECISION (RFD)

SUBJECT: *Decision-making topic title*

RECOMMENDATION: *Clear decision-making resolution answering What?, Who?, How?, When?.*

CAO COMMENTS: *Any additional comments regarding the reason for the recommendation*

RECOMMENDATION Report/Document: Attached Available Nil

KEY ISSUE(S)/CONCEPTS DEFINED: *Define the topic, reference background material and state question to be answered*

RELEVANT POLICY: *Cite existing policies, practices and/or legislation*

STRATEGIC RELEVANCE: *To Goals or priorities of current work program*

DESIRED OUTCOME(S): *Main Result along with - highlighted requisites and benefits*

RESPONSE OPTIONS: *Possible ways to achieve the main result with analysis highlights*

1. _____
2. _____
3. _____

PREFERRED STRATEGY: *Rationale for selected option – including pros and cons*

IMPLICATIONS OF RECOMMENDATION:

GENERAL: *Consequences to community, overall organization and/or other agencies*

ORGANIZATIONAL: *Policy change or staff work load requirements*

FINANCIAL: *Current and/or Future Budget impact*

FOLLOW UP ACTION: *Timelines, decision-making milestones and key products*

COMMUNICATION: *Strategy to inform, consult or involve stakeholders*

OTHER COMMENTS: *By others reviewing this RFD*

Submitted by: Writer _____ **Endorsed by:** Other _____

Reviewed by: CAO _____ Reviewers _____

COUNCIL DIRECTION REQUEST (CDR)

SUBJECT: *Discussion Topic title*

SUGGESTED FOLLOW-UP ACTION: *Next steps to develop the topic further discussion or decision?*

CAO COMMENTS: *Any additional comments regarding the suggestion.*

BACKGROUND: Report/Document: Attached Available Nil

1. DEFINE THE TOPIC

KEY INFORMATION: *Key summary of existing information to understand the nature of the topic.*

RELEVANT OBSERVATIONS: *Note issues or opportunities related to the complexity of the topic*

STRATEGIC QUESTIONS: *What needs to be known before recommendations can be developed?*

ESSENTIAL QUESTION: *The key question to guide the information and recommendation activities*

_____?

2. DETERMINE DESIRED OUTCOMES if the essential question is addressed

KEY RESULT: *The tangible outcome the organization can achieve to address the essential question.*

** _____

DESIRED BENEFITS OF KEY RESULT: *What positive conclusions are expected?*

REQUISITES: *What must happen before the key result can be achieved?*

UNINTENDED OUTCOMES: *Are there possible undesirable effects that could occur?*

3. EXPLORE RESPONSE OPTIONS to achieve the key result (Pros & Cons)

1. _____

2. _____

3. _____

Submitted by: Writer _____ **Reviewed by:** CAO _____