



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL June 14, 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 Advisory Committee, May 10, 2021
- 4. PRESENTATIONS**
 - (a) Annapolis Valley Trails Coalition Update – Beth Pattillo
 - (b) Physician Community Navigator – Judy Rafuse and Breanna Hall
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance
 - (1) Director's Report
 - (b) Planning and Development
 - (1) Director's Report
 - (2) Community Economic Development Coordinator's Report
 - (c) Parks and Recreation
 - (1) Director's Report
 - (d) Police
 - (1) Chief's Report
 - (e) Engineering and Public Works
 - (1) Director's Report
 - (f) Administration

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(1) Chief Administrative Officer's Report

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- (a) Councils Municipal Planning Strategy and Land Use Bylaw amendment request re: C-2 Zone**
- (b) Update: Renaming of Cornwallis Street**
- (c) Update: Robinson Property Redevelopment**

7. CORRESPONDENCE

- (a) None**

8. NEW BUSINESS

- (a) Kings Regional Emergency Management Organization Bylaw**
- (b) Western Regional Housing Authority – Vacancy**
- (c) Request for Decision – Committees of Council Policy**
- (d) Recreation Proclamation**

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a) Land/lease**

11. ADJOURNMENT

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TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL

Meeting Minutes: May 10, 2021

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held virtually using Zoom. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Dan Troke reported the following members of Council and staff were present:

1. PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian

Staff:

- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Jason Bethune, IT Manager
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
- Jennifer West, Recording Secretary

Presenters:

- Gerry Post (Nova Scotia Accessibility Directorate)
- Laurel Taylor (Kentville Accessibility Advisory Committee)

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

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Note: “Points from Discussion” below show comments made by individual councillors during debate. They do not necessarily represent the opinion of the group.

2. APPROVAL OF THE AGENDA

It was moved by Councillor Paula Huntley and seconded by Councillor Gillian Yorke

that the agenda for the Council Advisory Committee meeting of May 10, 2021 be approved as presented.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, April 12, 2021

It was moved that the minutes from the Council Advisory Committee meeting held on April 12, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATIONS

(a) Accessibility in Nova Scotia

Gerry Post, accessibility advocate and advisor to the Nova Scotia Accessibility Directorate, gave a presentation about accessibility in Nova Scotia and the proposed accessibility plan for Kentville.

Presentation available.

- Points of Discussion:
 - Appreciation to Mr. Post for his advocacy work on accessibility in the province.

(b) Kentville Accessibility Advisory Committee

Laurel Taylor, Chair of the Accessibility Committee, gave a report presenting the Kentville Accessibility and Action Report.

Presentation available.

- Points of Discussion:
 - Appreciation to the Chair and to all members of the Accessibility Committee.
 - The proposed plan will be available online and in printed copies at Town Hall.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director's Report

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Director Crowell presented her report for the period ending April 30, 2021. To this date overall revenue exceeds the average at 35.9%. The overall expenditures are above the benchmark at 9.1%.

See report for more information.

(b) Planning and Development

(1) Director's Report

Director Gentleman reviewed her report for April 2021. Highlights included a building valuation of \$16,892,719 for the year. The report also included project updates about Ryan's Park, Chrysalis House, the River Street lands and Miners Landing.

See report for more information.

- Points of Discussion:
 - Clarification about upcoming discussion and changes to the Municipal Planning Strategy and Land Use Bylaw. There are some updates and errors to correct in these documents, but also a discussion about land use on a specific property.
 - These proposed changes were precipitated by a property owner. The implications could affect all C2 zoned properties.

(2) Community Economic Development Coordinator's Report

Mayor Snow tabled the report for CEDC Young for April 2021.

See report for more information.

- Points of Discussion:
 - Clarification about the Visitor Information Centre façade upgrades. Recommend that staff apply a coat of paint and improve the exterior of the building before it opens.

(c) Parks and Recreation

(1) Director's Report

Director Bedingfield reviewed her report for April 2021. Some of the highlights included adapting to public health restrictions in trails and parks and facilities, as well as programs.

See report for more information.

- Points of Discussion:
 - Update on summer programming staff, themes, and age ranges.

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- Clarification on digital signs in the Town. The signs are no longer usable.
- Appreciation for the scavenger hunt activities around the Town.

(d) Police Report

(1) Chief's Report

Chair Gerrard tabled the Police Commission report to Council.

See report for more information.

- Points of Discussion:
 - Has the Bylaw Officer been monitoring social distancing in Centre Square?
Yes he has been regularly visiting this area.

(e) Engineering and Public Works

(1) Director's Report

Director Bell presented his report for April 2021. Some of the highlights included updates on the downtown maintenance position, line painting and patch paving.

See report for more information.

- Points of Discussion:
 - Discussion around the tendering of a desludging for the facility. It may be deferred until next year.
 - What is the plan to repair the grass along the Belcher Street sidewalk? It will be completed this summer by the contractor. The contractor may lose their holdback for this issue.
 - When will the crosswalks be repainted? They will all be painted this spring.
 - Comments on the metal poles in older subdivisions. Director will investigate the ownership and replacement of these poles.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke presented his report for April 2021. Some of the highlights included responding to the public health order, review of grant applications, and the Mentoring Plus program.

See report for more information.

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

That the reports from the directors be accepted as presented.

MOTION CARRIED

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Councillors who voted in favour of this motion:

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

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Comments from the review of Policy Statement G28 Grants to Organizations

Mayor Snow reviewed the comments received regarding this policy statement.

See report for more information.

- Points of Discussion:
 - Clarification of only one application per group with no maximum limit. If an organization needs more money and they have already received a grant, they cannot apply for an emergency grant.

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

That Council Advisory Committee Recommend

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

To be approved at the May 31, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. CORRESPONDENCE

(a) Meadowview Community Group – April 30, 2021

CAO Troke reviewed letter from the community regarding the replacement of the footbridge, across the Cornwallis River behind Shannex, connecting this community to downtown Kentville.

Letter available.

(b) Friends of the Kentville Ravine – May 3, 2021

Mayor Snow reviewed the letter received from Ken Harrison from the Friends of the Kentville Ravine. The group recently met with the Nova Scotia Nature Trust to begin discussions about a potential conservation protected area in the Kentville Ravine.

Letter available.

8. NEW BUSINESS

(a) Kings Regional Emergency Management Organization

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CAO Troke reviewed the proposed changes to the Kings Regional Emergency Management Plan which update issues including representation, prioritization, and administration.

Report available for more information.

- Points of Discussion:
 - Clarification of the representation by Council on this committee.

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

That Council Advisory Committee Recommend

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

To be approved at the May 31, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Town of Kentville Draft Alternative Voting Bylaw

CAO Troke reviewed the proposed new Alternative Voting Bylaw which would allow municipal elections in Kentville to be held entirely online, in some cases.

Report available for more information.

- Points of Discussion:
 - Appreciation to Returning Officer Al Kingsbury for his feedback and comments on this revised policy.

It was moved by Councillor Paula Huntley and seconded by Councillor Gillian Yorke

That Council Advisory Committee Recommend

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 be approved at the May 31, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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(c) Kentville Accessibility Plan

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.

Report available for more information.

- Points of Discussion:
 - Clarification of some of the recommendations. Any large projects in this plan will be brought before Council. The committee will bring these projects to Council for budget approval and will be addressed according to priority phasing. These are highest priority, will have the largest impact, and will help the Town meet accessibility legislation.
 - Concerns about the costs associated with implementing this plan. The plan can be approved in principle, that Kentville wants to become a more welcoming and accessible town.

It was moved by Councillor Gillian Yorke and seconded by Councillor Cathy Maxwell

That Council Advisory Committee Recommend

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 be approved at the May 31, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell, Savage, Snow, and Yorke

Councillors who voted against this motion:

Gerrard and Zebian

(d) Town Proclamation of Accessibility

Mayor Snow reviewed the progress of accessibility in Nova Scotia, and make a proclamation that May 30 to June 3 2021 be Access Awareness Week in Kentville.

Report available for more information.

9. PUBLIC COMMENTS

(a) None.

10. IN CAMERA – PERSONNEL

It was moved by Councillor Andrew Zebian and seconded by Councillor Craig Gerrard

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That Council move into a closed session at 7:58 pm to discuss confidential matters.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor Andrew Zebian and seconded by Councillor Paula Huntley

That Council return to open session at 8:38 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

11. ADJOURNMENT

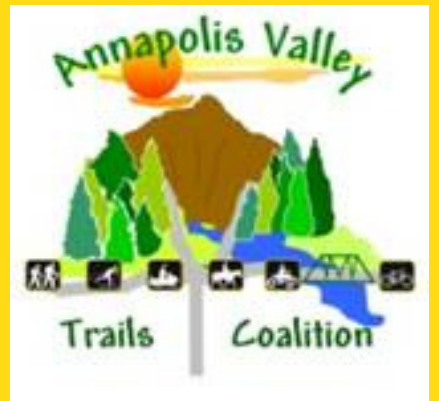
It was moved by Councillor Paula Huntley

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 8:38pm.

ANNAPOLIS VALLEY TRAILS COALITION KENTVILLE TOWN COUNCIL



Municipal Partner Update

June 2021

WHY A COALITION?

The Trail Coalition is a Partnership

Bringing together partners interested in the development and maintenance of the trail systems within the Annapolis Valley

Supporting a Common Vision

Through networking, provide common standards and best practices, while augmenting the work of Municipalities and Volunteers

Pooling of Resources for the Common Good

To facilitate the hiring of a trail coordinator for the Valley region and to provide support to trail builders in the region served by the AVTC

Who is the Coalition?

MEMBERSHIP:

The Coalition is a partnership consisting of representatives from:

- Municipalities (2)
- Towns/Villages (14)
- Trail Groups (5)
- Department of Lands and Forestry
- Department of Communities, Culture and Heritage

Board Makeup

The Board is comprised of Elected officials, Volunteers, Municipal Staff and Provincial Representatives

- ▶ **Community Trail Groups**
5 directors elected annually from the trail groups
- ▶ **Municipal Partners**
5 directors elected annually from the municipal units including towns & villages
- ▶ **Ex-officio's**
1 - Lands and Forestry, 1 - Communities, Culture and Heritage, 1 - Trail Coordinator

HOW WE ARE FUNDED

THE FORMULA

The Coalition is funded by its municipal partners through a formula based on a combination of uniform assessment and population. Further funding is provided from the Provincial Government through C.C.H. Fees for services, maintenance contracts and construction supervision make up the remainder.





Planning, Design & Construction

3,700 km of hiking, walking, biking, snowmobiling and ATV trails in the Valley in various aspects of planning, construction, design, mapping and inspection.

Bridge Asset Management

Construction of 125 new bridges, rehabilitation of 125 major structures and inspection of 350 bridges

Best Practices

BMP's in OHS, maintenance, climate change, landowner relations, accessibility and infrastructure management

Since Inception in
2007

Marketing

Marketing of the Harvest Moon Trailway in conjunction with Tourism Nova Scotia to foreign and domestic markets is a priority. The Coalition partners in the maintenance, design and promotion of the Destination Trails Website



Harvest Moon Trailway Maintenance Plan

Regional Approach

Counties, towns, villages and trail groups are using the trail maintenance program provided by the Coalition on 90 kilometers of the Harvest Moon Trailway



Maintenance Consistency

Consistent best practices for mowing, grading, vegetation control, signage and drainage



Catastrophic Weather Events

Rapid response to hurricanes, floods and ice storms



Harvest Moon Trailway Ammenities



Amenity Signage

Signage directing trail users to your community assets



Wayfinding

Signage getting users into your community



User Amenities

Creature comforts for your users

HARVEST MOON TRAILWAY

DATA COLLECTION

Year to Year comparisons, regional
comparisons, trends





REPRESENTATION ON PROVINCIAL BOARDS

- Nova Scotia Trails
- Trans Canada Trail
- Western Loop Committee
- Provincial Trails Strategy
- Off Highway Vehicle Infrastructure
- Accessibility Directorate
- Destination Trails
- Provincial Trails Risk Management Committee

Questions



Town of Kentville

Presentation

Annapolis Valley Collaborative Committee



- Annapolis Valley Chamber of Commerce
- The Municipality of the County of Kings
- The Town of Wolfville
- Western Kings Memorial Health Society
- The Town of Middleton
- A Representative from the Mid Valley Region Physician Recruitment & Retention Committee



Funding Partners

- The Municipality of the County of Kings
- Valley Regional Hospital foundation
- Town of Wolfville
- Western Kings Memorial Health Society
- New Minas Sunrise Rotary Club
- Rotary Club of Kentville
- Department of Communities, Culture & Heritage
- Doctors Nova Scotia

What We Know:

There is a significant doctor shortage in Nova Scotia and citizens NEED HELP!

- According to NSH's Need a Family Practice (NAFP) registry, as of April 1, 2021, 64,921 *Nova Scotians* are on the Need A Family Practice Registry
- The NAFP report for April 1, 2021 shows 24,942 registrants in the *Western zone* and 11,135 in *Annapolis and Kings County* are without a Family Practice

We NEED Doctors!



Our Opportunities:

Let's show the Dalhousie Family Medicine Residents they can HAVE IT ALL!

- 10 Dalhousie Family Medicine Residents (5 first year & 5 second year) work alongside preceptors for a 2- year work term throughout Kings and Annapolis Counties
- The residents are adventure enthusiasts who enjoy the outdoors, exploring, local cuisine and culture
- After their second year we hope they choose the Annapolis Valley to practice!
- 60 % of residents placed in the Annapolis Valley choose to stay after their 2-year term
- We need to provide support and community connections for these medical residents

Building Relationships:

Build relationships to support doctors and Dalhousie Family Medicine Residents!

- Provide lifestyle, recreation and community supports
- Building relationships with the Dalhousie Family Medicine Site Administrator and NSH staff
- Working with community members to provide resources and support to medicine residents and established doctors
- Building community networks to aid friendships for doctors and medicine residents

Our Action Plan:

Our goal is to bridge the gap in physician retention and help ensure all residents in our region have access to Primary Health Care!

- Continue to build relationships with NS Communities, NSH, community volunteers & stakeholders, doctors & medical residents
- Celebrate new and existing medical residents' and physicians
- Market the Annapolis Valley as a welcoming community that HAS IT ALL!
- Compile and deliver a Toolkit of resources available to NSH
- Create a strong supportive volunteer action team
- Continue to host events for medical colleagues and inviting community partners

Welcoming New Doctors & Residents!



Medicine Resident Welcome Baskets

Baskets filled with donations from local businesses and community members to support our new and returning Dalhousie Family Medicine Residents each year



“Spooktacular” Ghost Walk

October 28, 2020



Hutchinson's Acres Sugar Bush Tour

March 27, 2021



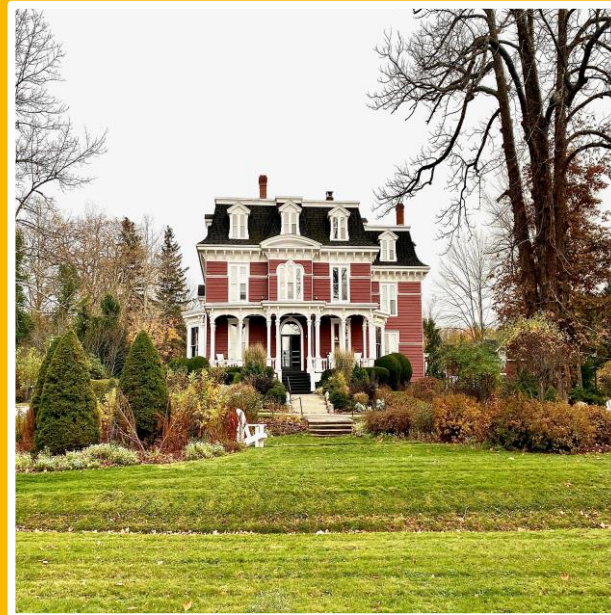
Apple Dome Skating Party

March 31, 2021



Dalhousie Family Medicine Virtual Retreat

From over 100 Dalhousie Family Medicine Residents, the Annapolis Valley had the most visits during the virtual job fair. NS Communities and myself partnered with DNS to create a “Weekend Giveaway Package”



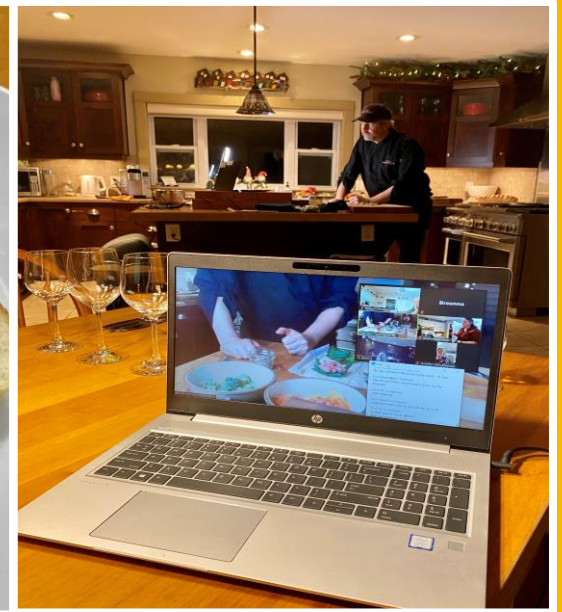
An aerial photograph of a hot air balloon with vertical stripes of blue, green, and white, floating over a lush green valley. The valley is filled with patchwork fields, forests, and small settlements. The sun is low in the sky, creating a warm, golden light. A solid orange triangle is in the top-left corner.

Hot Air Balloon Ride For Two

Virtual Retreat Door Prize

Doctors NS Virtual Holiday Event

Locally sourced food & beverages were delivered to over 25 residents and preceptors from Wolfville – Annapolis Royal for a Virtual Holiday Cooking Show with local Chef, Sean Laceby.



Radio PSAs

- Radio Stations: Magic, AVR, Rewind
- Partnered in part by Doctors Nova Scotia

Appreciation Flyer

- Electronically sent to all Annapolis Valley Doctors



Annapolis Valley Chamber of Commerce

- AVCC Newsletter, social media and website
- AVCC asked members to display a message of thanks on their roadside signs, flash screens and billboards

Volunteer Opportunities

With small steps from local supporters, like yourselves, we can bridge the gap in healthcare in the Annapolis Valley!



Welcome baskets

- Source & Pick up donations as well as assemble gift baskets

Assisting Site Visits

- Show doctors the area

Co- host events

- Build relationships, share experiences & provide support

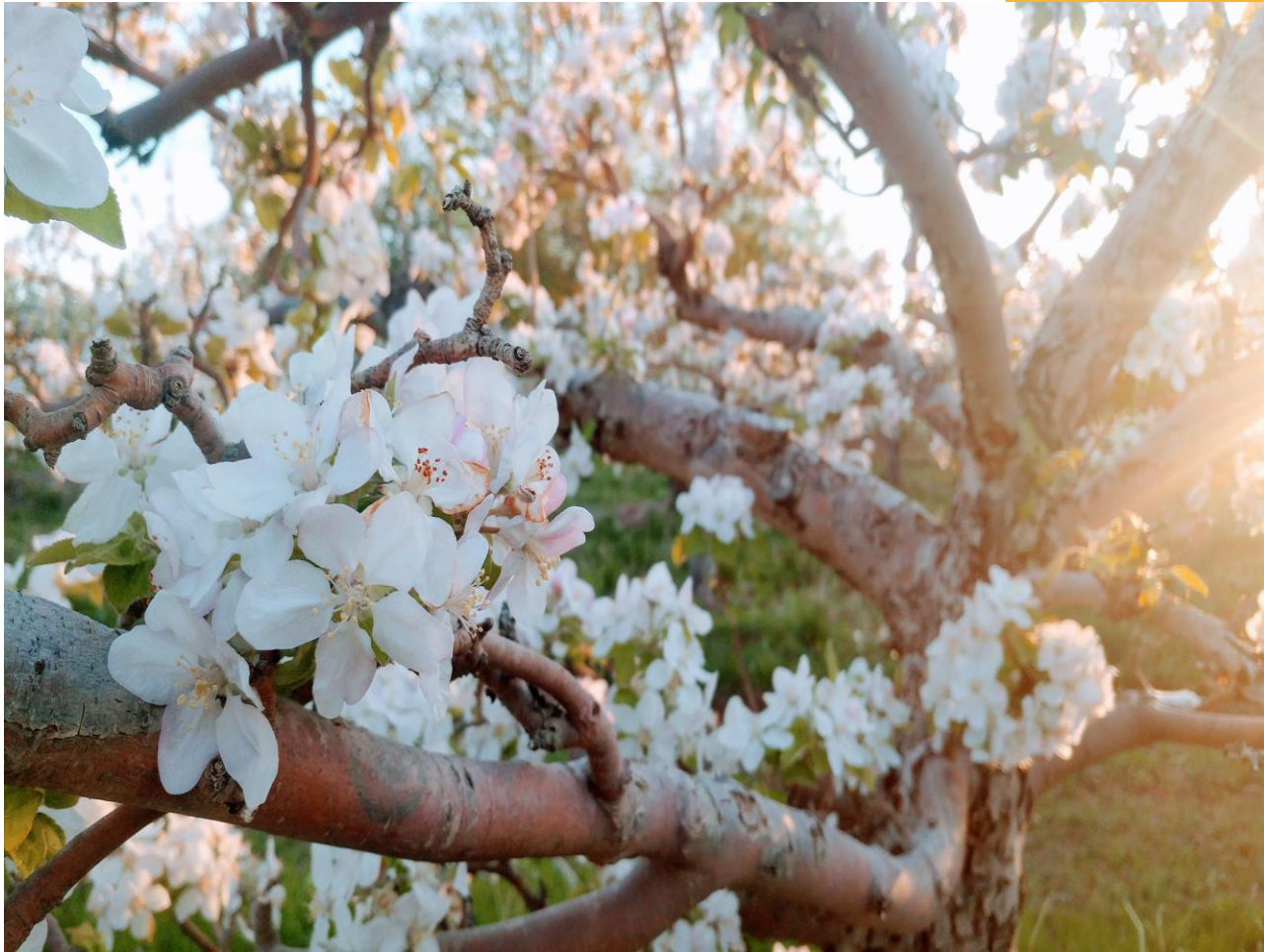


Outreach Resource

- Find available accommodations

Connections

- Connect physicians and medicine residents with community volunteers for one-on-one excursions



Funding Support

We all know how important retaining and recruiting doctors is and there is definitely a role for our municipalities in that.

Therefore, we are asking the Town of Kentville to fund our Physician Recruitment Navigator position in the amount of \$5000 per year in each of the next 3 years.



Thank You!

Thank you for seeing the gap in healthcare and being proactive with taking the first step in making a change by funding the Physician Community Navigator position for our community!



www.haveitallav.com

Instagram: @practice.ns



**FINANCE DEPARTMENT
REPORT TO COUNCIL ADVISORY COMMITTEE
May 31, 2021**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended May 31, 2021.

Finance Department Update

- ✓ Fourth quarter utility bills were due May 25, 2021.
- ✓ Interim tax bills were due May 31, 2021.
- ✓ The external audit began on May 25, 2021. The audit process should be complete by end of June, when the Audit Committee will convene to hear the results of the 20/21 fiscal year.
- ✓ Work has begun on the audit preparation work for the Kentville Volunteer Fire Department.

Attachments

Schedules A & B (Revenue and Expenditures) are included for the month ended May 31, 2021.

Schedule C (Outstanding Taxation) is attached for the month ended May 31, 2021.

Schedule D (Sanitary Sewer Area Service) is **not** included. The next quarterly report will occur after the 1st quarter is quantified and billed.

Schedules E and F (Perpetual Investment Fund) are included for the month ended April 30, 2021. The IAC met on May 20, 2021 to hear the details of the portfolio.

Schedule G - Capital Investment Plan for 2021/2022 is included for the year ended March 31, 2022. The program has at its infancy May 31, 2021.

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 16.7% of the budget would be received. To May 31, 2021, overall revenue exceeds the average at 36.8% recorded. Items worth noting are:

Taxes- Total taxation is currently reporting at 49.4%. The interim tax bills are recorded. The final levy will occur in August with a due date of September 30, 2021.

Payments in Lieu- The PILT related to Federal property was submitted in early June. The PILT related to Provincial property is filed in the SOE-A, which has not been released by the Province at this time.

Sales of Services- This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Sales are recorded for April. This section also accounts for the sale of financial services to KVFD. Two months are recorded. Recreation bills KCA for grounds-keeping services on a quarterly basis. The first quarter has been billed.

Other Revenue-Own Sources- This section is reporting fines, rentals, interest, and miscellaneous revenue. "Fines, fees, and permits" are reporting below the guideline. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section. Parking space rentals are recorded. "Other" revenue exceeds the benchmark due to the sale of tax information to financial institutions, law firms and real estate firms.

Unconditional Transfers- This section includes the Power Corporation grant for 21/22.

Conditional Transfers includes a payment from Sport Nova Scotia to assist in offsetting COVID expenditures for the arena.

Expenditures (see schedule B)

To date, overall expenditures are slightly above the benchmark at 19.4% expended. Some segments have exceeded the 16.7% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

General Administration- exceeds the yardstick as 100% of the general insurance premium is paid. Reallocations to other departments and funds will occur when the reallocation journal entry is posted.

Transportation Services– Common services exceeds the yard stick because reallocation of wages to other cost centres occurs by journal entry and lags one month behind. **Public Transit** exceeds the benchmark and reflects the first quarterly invoice for the service. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.

Environmental Health Services – Solid waste collection exceeds the benchmark but reflects the quarterly invoicing from Valley Waste Resource Management Authority.

Recreation- Debt Charge exceeds the threshold but reflects the debt repayment schedule. **Cultural-** exceeds the benchmark as the first quarterly payment was made to the Annapolis Valley Regional Library.

Financing and Transfers Debt charge- principal exceeds the benchmark but reflects the debt repayment schedule.

Summary of Outstanding Taxes (see Schedule C)

Interim property taxes were due on May 31, 2021. Current tax levy outstanding at May 31, 2021 is \$ 338,780 (92.7% collected). Total property tax outstanding as at May 31, 2021 is \$390,864 (91.7% collected) (last year- \$3,268,431 last year's due date was June 30, 2020). The comparison graph of outstanding taxes will be provided next month.

Schedules E and F (Perpetual Investment Fund)

The Investment Advisory Committee (IAC) met virtually on May 20, 2021 to discuss the report for the month ended April 30, 2021.

The *Statement of Financial Position (Schedule E)* for April shows that investments total \$13.3 million (at cost) with the breakdown as follows:

	COST	MARKET
Cash and short-term	\$1,999,727	\$2,000,066
Fixed income securities	6,475,628	6,514,162
Equities	<u>4,785,370</u>	<u>5,505,843</u>
Total investments	<u>\$13,260,725</u>	<u>\$14,020,071</u>

The *Statement of Reserves (Schedule F)* is also attached. At April 30, 2021, interest paid into the fund is \$NIL, dividends paid into the fund total \$7,708; capital gains are \$NIL (last year-\$NIL). At April 30, management fees totaled \$3,004 (last year- \$8,435).

The 2021/22 budget remains identical to last year as follows: Income (interest & dividends) \$430,000; Capital gain withdrawal \$30,000 and Supplemental withdrawal \$70,000 for a total of \$ 530,000. The Supplemental withdrawal will only occur if the Town Operating Fund is in a deficit position at March 31, 2022.

Town of Kentville Capital Investment Plan 2021/2022 (Schedule G)

The 2021/2022 capital investment plan is disclosed in Section G. Projects are budgeted at \$2.3 million. To date of writing, \$42,670 has been expended.

This concludes the monthly report from the Finance Department for May 31, 2021.

Respectfully submitted,


Debra Crowell
Director of Finance


Town of Kentville Operating Fund

May 31, 2021

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	9,102,000	4,467,638	49.1%
Resource	45,400	21,869	48.2%
Economic development	113,800	47,865	42.1%
	<u>9,261,200</u>	<u>4,537,372</u>	49.0%
Area rates and frontages			
Area rates	666,300	347,369	52.1%
Special assessments	5,000	-	0.0%
	<u>671,300</u>	<u>347,369</u>	
Based on revenue			
Business property	<u>38,500</u>	<u>36,725</u>	95.4%
TOTAL TAXATION	<u>9,971,000</u>	<u>4,921,466</u>	49.4%
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	417,800	-	0.0%
Provincial and agencies	182,100	-	0.0%
	<u>599,900</u>	<u>-</u>	0.0%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	120,000	-	0.0%
Local government	91,000	-	0.0%
	<u>211,000</u>	<u>-</u>	0.0%
SALES OF SERVICES			
Agencies	<u>1,020,500</u>	<u>51,257</u>	5.0%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	5,865	15.5%
Rentals	397,500	18,501	4.7%
Interest	95,000	10,722	11.3%
Return on investments	630,000	-	0.0%
Other	44,300	14,347	32.4%
	<u>1,204,600</u>	<u>49,435</u>	4.1%
UNCONDITIONAL TRANSFERS	<u>221,200</u>	<u>8,215</u>	3.7%
CONDITIONAL TRANSFERS	<u>125,000</u>	<u>2,500</u>	2.0%
FINANCING AND TRANSFERS			
From reserves	317,000	-	0.0%
	<u>317,000</u>	<u>-</u>	0.0%
TOTAL REVENUE 2021/2022	13,670,200	5,032,873	36.8%

Town of Kentville Operating Fund

May 31, 2021

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	257,000	39,455	15.4%
General administration	1,447,200	453,352	31.3%
	1,704,200	492,807	28.9%
PROTECTIVE SERVICES			
Police- core program	2,509,200	413,612	16.5%
Police-sales of service	153,000	20,255	13.2%
Law enforcement	196,500	16,805	8.6%
Fire fighting	860,100	48,450	5.6%
Protective service- debt charge	5,000	299	6.0%
Emergency measures and other	130,500	4,462	3.4%
	3,854,300	503,884	13.1%
TRANSPORTATION SERVICES			
Common services	1,012,900	192,049	19.0%
Road transportation	762,800	31,341	4.1%
Public transit	285,900	79,925	28.0%
Transportation- debt charge	51,300	21,165	41.3%
Other	94,000	0	0.0%
	2,206,900	324,480	14.7%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	664,000	203,655	30.7%
PUBLIC HEALTH			
Public health and housing	96,500	-	0.0%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	231,100	36,322	15.7%
Other community development	389,200	41,533	10.7%
	620,300	77,855	12.6%
RECREATION AND CULTURAL			
Recreation-Administration	538,800	85,005	15.8%
-Programmes (net)	141,800	1,375	1.0%
-Facilities	611,000	57,290	9.4%
-Debt charge	26,300	11,561	44.0%
Cultural	133,700	24,590	18.4%
	1,451,600	179,821	12.4%
EDUCATION	1,610,000	255,968	15.9%
FINANCING AND TRANSFERS			
Debt charge- principal	829,500	613,900	74.0%
Transfers to allowances and reserves	632,900	0	0.0%
	1,462,400	613,900	42.0%
TOTAL EXPENDITURE 2021/2022	13,670,200	2,652,371	19.4%

Town of Kentville Operating Fund

May 31, 2021

Summary of Taxes Collected & Outstanding

This report provides information for Council's perusal concerning outstanding taxes.

	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL OUTSTANDING</u>
	\$	\$	\$	\$
Balance, April 1, 2021	(234,483)	66,686	8,059	(159,738)
Billed 2021	4,884,741	0	0	4,884,741
21/22 net adjustments	0	0	0	-
Total collectible	4,650,258	66,686	8,059	4,725,003
Total collected	4,311,478	22,648	13	4,334,139
Outstanding	338,780	44,038	8,046	390,864
Percentage collected 21/22	92.7%	34.0%	0.2%	91.7%

Town of Kentville Perpetual Reserve Fund

Month ended April 30, 2021

Statement of Financial Position	2021 Actual \$	2020 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$2,000,066)	1,999,727	896,094
Receivables		
Accrued		
Accrued interest and dividends	54,980	69,922
Due from own funds and agencies		
General operating fund	1,565	597
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$6,514,162)	6,475,628	8,478,984
Equities (at market- \$5,505,843)	4,785,370	3,910,575
Total assets	13,317,270	13,356,172
Fund Balance		
Due to Town Operating Reserve		
Reserve	13,317,270	13,356,172
Total fund balance	13,317,270	13,356,172

Town of Kentville Perpetual Reserve Fund

Month ended April 30, 2021

Statement of Reserves	2021 Actual \$	2020 Actual \$
Balance, beginning of year	<u>13,327,443</u>	<u>13,354,167</u>
Add:		
Interest		
Dividends	7,708	10,440
Accrued interest and dividends		
Capital gains		
Equities		
Fixed income securities		
	<u>7,708</u>	<u>10,440</u>
	<u>13,335,151</u>	<u>13,364,607</u>
Less:		
Management fees (net)	3,004	8,435
Return of capital	14,877	
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>17,881</u>	<u>8,435</u>
Balance, end of year	<u>13,317,270</u>	<u>13,356,172</u>

March 31, 2022

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	450,000	0	0.0%
Green Infrastructure Fund	154,000		0.0%
General Administration	20,000	0	0.0%
Protection	118,200	34,710	29.4%
Transportation	920,000	0	0.0%
Development	54,500	0	0.0%
Recreation	559,500	7,960	1.4%
	2,276,200	42,670	1.9%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal- Green Infrastructure Funds	61,600	0	0.0%
Provincial- Green Infrastructure Funds	51,300	0	0.0%
	112,900	0	0.0%
Capital Contributions			
Betterments			
Sale of surplus equipment	0	5,000	0.0%
	0	5,000	0.0%
INTERNAL SOURCES			
Cash			
Capital fund cash		0	0.0%
Reserves			
Restricted			
Gas Tax Funds	444,300	0	0.0%
Own Sources			
Equipment Capital	100,000	0	0.0%
Town Capital			
General allocation	441,400	4,184	0.9%
Recreation	63,500	2,523	4.0%
	1,049,200	6,708	0.6%
Operations			
Capital from revenue- KPS	50,000	25,526	51.1%
	50,000	25,526	51.1%
BORROWING			
	1,064,100	5,437	0.5%
	2,276,200	42,670	1.9%

March 31, 2022

March 31, 2022

March 31, 2022

Town of Kentville Capital Fund

SCHEDULE G-2

March 31, 2022

GENERAL LEDGER	GREEN INFRASTRUCTURE GRANT		
#	Description	Budget	Actual
	West Main Street Pathway	40,000	0
	Aldershot Rail Trail/Bridge refurbishment	50,000	0
	Signs, line painting (13 locations)	64,000	0
	Kentville bridge, Main Street, Leverette Ave, Belscher Street, Route 341/359, Oakdened Ave, Exhibition Street, Main Street, Macdonald/Highland Ave, Prospect Ave, Academy/School, Elizabeth, Macdonald Park/Grant/alicia, Roscoe Drive, Mitchell Ave.		
	PROJECTS	154,000	0
	FUNDING		
	Green Infrastructure Fund (Federal)	61,600	
	Green Infrastructure Fund (Provincial)	51,300	
	Borrowing	41,100	
	TOTAL	154,000	0

March 31, 2022

GENERAL LEDGER		Budget		
#	Description	Budget		Actual
	IT INITIATIVE ANNUAL			
05-35-72-200	IT projects 2021-22 IT	20,000		0
	TOWN HALL			
	PROJECTS	20,000		0
	FUNDING CASH			
	Capital Reserve- Town General allocation	20,000		
	Borrowing			
	TOTAL	20,000		0

Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	Police services		
	Police vehicles		
05-35-75-650	Vehicles	78,100	30,526
	Equipment		
05-35-75-700	Speed signs, carbines, utility trailer	21,500	4,184
	Building		
05-35-75-600	Security upgrades, sign	18,600	0
	PROJECTS	118,200	34,710
	FUNDING		
	Cash		
	Capital from revenue	50,000	25,526
	Proceeds on sale		5,000
	Capital contribution		
	Reserves	68,200	4,184
	Borrowing		
	TOTAL	118,200	34,710

Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	325,000	0
05-35-71-450	Public Works building	50,000	0
	Downtown improvements		
05-35-71-350	Ornamental lights/Bridge lighting	50,000	0
	Flood mitigation		
05-35-71-400	River Street dyke	40,000	0
	Streets		
	Parking lots		
	Sidewalks		
05-35-71-490	Park Street & Prospect Ave	100,000	0
	Storm sewer		
05-35-71-500	Burke subdivision	220,000	0
	Palmeter subdivision	110,000	
	Study	25,000	0
	PROJECTS	920,000	0
	FUNDING		
	Equipment capital reserve	100,000	
	Capital reserve- general allocation	140,000	
	Borrowing	680,000	
	TOTAL	920,000	0

March 31, 2022

Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	Downtown betterments		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
	Downtown benches	10,000	
	Signage		
			0
			0
	Beautification		
05-35-75-300	Centre Square (Phase 2)	12,000	0
	Public art display areas	20,000	
	Business Park Improvements		
	Benches	5,000	
	PROJECTS	54,500	0
	FUNDING		
	Capital Reserve- Town General	54,500	
	Capital contribution- Province		
	Borrowing		
	TOTAL	54,500	0

Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	333
05-35-72-350	Green Spaces		
	Arena		
	Steps, drain, water heater	41,500	0
	Parks/Playgrounds		
05-35-72-550	Oakdene Park- Trail/Dipping station	28,000	0
05-35-72-600	Memorial Park- Gazebo	10,000	0
05-35-74-200	Memorial Park- Skatepark Bowl (CWIP)	220,000	0
05-35-72-650	Memorial Park- Soccer Fields 1-3	40,000	0
05-35-73-400	Memorial Park- Staff lunchroom	15,000	5,437
05-35-73-100	KCA playground accessible feature (CWIP)	40,000	0
05-35-73-150	Dog park- east end (CWIP)	55,000	2,190
05-35-74-700	Equipment	87,000	0
05-35-73-300	Study- Ravine Trail	15,000	0
	PROJECTS	559,500	7,960
	FUNDING		
	Capital reserve- General allocation	153,000	
	Capital reserve- Recreation	63,500	2,523
	Borrowing	343,000	5,437
	TOTAL	559,500	7,960



Programs and Operations	<ul style="list-style-type: none"> • 21 Development Permits Issued. • 2 Subdivision applications 	Highlights <ul style="list-style-type: none"> • building Valuation of \$2,736,300 for a year total of \$19,629,019
Projects	<ul style="list-style-type: none"> • <u>Ryan's Park.</u> Ryan's Park is proceeding well. Staff have been working with the developer with driveway names and civic addressing. • <u>Miners Landing</u> Construction is moving along for the 4th building. • <u>River Street Lands</u> Somerled are very excited about closing on the River Street property and are in the design phase of their proposed development. This summer, during the dryer months, they will be focusing on the environmental work necessary to prep the land. • <u>MPS/LUB housekeeping amendments.</u> A Public Participation meeting was held on May 20th to gather public input on staffs housekeeping amendments; and Council's request to consider residential uses within the (C-2) zone with some commercial component. No comments were received. <p>A report later in the agenda will provide Council with an update and options regarding the percentage of commercial ground floor use that could be required if multi-unit residential becomes a permitted use within the Highway Commercial (C-2) Zone.</p>	

	<p>If the amendments to the C-2 zone is approved to move forward, a public hearing will be scheduled for that application and the “housekeeping” items.</p> <ul style="list-style-type: none"> • <u>Stonemount Retirement.</u> Catalyst Consulting Engineers have submitted a new rezoning application to spot zone a portion of land on the corner of Park Street and Shylah Drive from Highway Commercial to General Commercial (C-1). The application is currently incomplete. Staff will update Council on this matter later in the meeting. • <u>MacDougal Heights.</u> Staff are still waiting on Parsons to submit the documentation to approve their proposed subdivision off Acadia Drive. • <u>Business Park.</u> The Department continues to promote the Business Park land. As inquiries come in they are reviewed by staff to ensure compliance with the Land Use Bylaw and the towns restrictive covenants. • <u>Dog Park.</u> Staff has been assisting the Parks and Recreation Department to acquire a Marshland Variance and Permit for the proposed dog park on the east end of town. The variance application was denied by the Marshland Administrator by letter dated May 26, 2021, with the option to appeal the decision to the Marshland Commission Secretary. Kirsten has been working on the appeal letter. • <u>Site Plans.</u> Staff are working with 2 developers on Site Plan applications. • Various mapping and GIS support continues for Community Development, Park and Recreation and Engineering Departments. 	
Public Engagement	<ul style="list-style-type: none"> • Emails – ongoing • Drop Ins – ongoing 	

Other	<ul style="list-style-type: none"> • NA 	
Meetings and Events	<ul style="list-style-type: none"> • Senior Admin meetings • CAC Zoom meeting • Accessibility Committee. • Numerous discussions with developers requesting information on vacant land that is for sale in Town. 	

Activity Report

Planning & Development

May 2021



<i>PERMITS</i>	<i>PERMITS ISSUED</i> MAY2021		<i>PERMITS ISSUED</i> MAY2020	
	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	21	72	18	26
Total Building Value (\$)	2,736,300	19,629,019	12,062,905	12,752,505
Permit Revenue (\$)	8,591.55	22,739.05	12,117.19	12,978.39

Permits Report

Planning & Development

May 2021



Permit #: 3887	Permit Date: 05/03/2021
Value of Construction: \$2,200.00	Fee: \$0.00
New Accessory Structure – Constructing a 10' x 12' shed (120 sf)	

Permit #: 3889	Permit Date: 05/03/2021
Value of Construction: \$11,000.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3892	Permit Date: 05/04/2021
Value of Construction: \$500.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3886	Permit Date: 05/04/2021
Value of Construction: \$3,000.00	Fee: \$76.60
Signage – Installing an awing over the front door. Building Permit Required	

Permit #: 3888	Permit Date: 05/04/2021
Value of Construction: \$39,000.00	Fee: \$50.00
Swimming Pool – Installing a kidney shaped inground pool	

Permit #: 3865	Permit Date: 05/06/2021
Value of Construction: \$0.00	Fee: \$6,495.92
New Residential Construction – Constructing the four residential levels for Building C , a 49 Unit Apartment Building with a Parking Garage. Amended April 1 st , 2021 Permit.	

Permit #: 3893	Permit Date: 05/06/2021
Value of Construction: \$160,000.00	Fee: \$372.00
Renovation – Renovating a building for a law office. Erecting new walls, creating two washrooms, installing new windows, and constructing a ramp.	

Permit #: 3894	Permit Date: 05/11/2021
Value of Construction: \$6,000.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3895	Permit Date: 05/13/2021
Value of Construction: \$80,000.00	Fee: \$50.00
Swimming Pool – Installing a 36' x 18' inground swimming pool	

Permit #: 3896	Permit Date: 05/13/2021
Value of Construction: \$20,000.00	Fee: \$48.16
Accessory Structure Addition – Constructing a 40' x 16' deck addition (640 sf) in the backyard.	

Permit #: 3897	Permit Date: 05/13/2021
Value of Construction: \$18,400.00	Fee: \$0.00
New Accessory Structure – Constructing a 5' fence	

Permit #: 3899	Permit Date: 05/13/2021
Value of Construction: \$260,000.00	Fee: \$141.00
New Residential Construction – Constructing a new Single Family Dwelling, Residential Space is 1,110 sf in area.	

Permit #: 3900	Permit Date: 05/14/2021
Value of Construction: \$7,500.00	Fee: \$31.79
New Accessory Structure – Constructing a 20' x 12' deck addition (240 sf) and a new 7' x 4' front step (28 sf)	

Permit #: 3885	Permit Date: 05/17/2021
Value of Construction: \$260,000.00	Fee: \$213.63
New Residential Construction – Constructing a new Single Family Dwelling, Residential Space is 1,629.75 sf and garage space is 326.25 sf	

Permit #: 3902	Permit Date: 05/18/2021
Value of Construction: \$7,000.00	Fee: \$0.00
New Accessory Structure – Constructing a 10' x 14' shed (140 sf)	

Permit #: 3901	Permit Date: 05/18/2021
Value of Construction: \$200.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3898	Permit Date: 05/25/2021
Value of Construction: \$1,750,000.00	Fee: \$1,062.45
Industrial Addition/Renovation – Constructing an addition (3,912 sf) to a car dealership and completing interior renovations.	

Permit #: 3904	Permit Date: 05/25/2021
Value of Construction: \$97,000.00	Fee: \$50.00
Swimming Pool – Installing a 10' x 50' inground swimming pool	

Permit#: 3905	Permit Date: 05/25/2021
Value of Construction: \$5,000.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3903	Permit Date: 05/21/2021
Value of Construction: \$2,000.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Permit #: 3891	Permit Date: 05/27/2021
Value of Construction: \$7,500.00	Fee: \$0.00
New Accessory Structure – Constructing a fence	

Total Value of Construction:	\$2,736,300.00	Total Permit Fees:	\$8,591.55
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Programs and Operations	<ul style="list-style-type: none">• Opening day of the Visitors Centre is now planned for early July. Details of the opening were not set by the time of this report, but a planning meeting happened on June 10th and details of the opening date will be posted online and, on the website, once confirmed.• The Visitors Information Centre building will receive a coat of paint on the two street facing sides to get us through the season. That work may already have been started by the time this report reaches Council, but in any case, will be completed by the end of June. Staff intentions are to have the building resided to match other town facilities in 2022, pending Council's capital budget approval next year of course.• The "Find your Fresh" marketing campaign is live now in online spaces and print publications. All spreads, digital and print, are directing people to our website where they can select "Move to Kentville", "Visit Kentville", or "Open a Business" as options for further exploration.• The Litter Kit program was a great success this year despite the pandemic and restrictions associated with that. We had over 25 people participate in clean ups with Town provided kits, and a whole bunch more who went out on their own time with their own supplies. Our draw winner was Nancy Cassidy from Deer Haven, and she was pleased to receive Kentville swag items and KBC Dollars from our partners at Kentville Business Community as a thank you for her team's efforts! When it is safe and fun to do so again, we will hold the originally planned but cancelled Lions Club thank you BBQ. Recreation and Community Development partnered on a grant application to support the clean up efforts, and so that money will also be used for a final effort against litter, specifically on the Harvest Moon Trail. More info to come.
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	<ul style="list-style-type: none"> • The Kentville Farmers Market is up and running for another outdoor season downtown. As restrictions ease, they will be able to welcome back crafters in addition to their food and essential product vendors. The market will take place each Wednesday from 10-1 in Centre Square until October. • The Lions Club are eager to start their outdoor Jam nights again in Centre Square on Wednesday evenings. Instruction has been given to wait until we enter Phase 3 of the Provincial re-opening plan before starting those events up.
Projects & Beautification	<ul style="list-style-type: none"> • Work to get the Public Garden "Public Ready" is still ongoing. The departure of one staff member has necessitated a change of plans for the back area. In place of the previously planned fountain, a raised bed featuring a beautiful up-lit tree will be installed. Stay tuned as work is ongoing and a ribbon cutting ceremony will be arranged as soon as possible. • Landscaping work around the new Gateway signs is also ongoing, and design plans are almost complete so work can begin soon. Thank you to Kevin Bennett in who is coordinating this work with support from Blomidon Nurseries for the completion of this exciting project.
Tourism /events	<ul style="list-style-type: none"> • Program planning for The Courtyard at Centre Square has been put on hold as we pivot and turn our attention to some smaller scale events that can run this summer. It looks like the under the gazebo series will take place later in summer and into the fall, as it was last year. Stay tuned for more info. • The Kentville Business Community (KBC) is leading the charge with support from the Town and Tides Gallery for a downtown mural festival this July. The call for artists is now live, and 6 mural locations have been secured and are ready for install! This is our first mural festival, and we hope to make it an annual event. More information about the event and how community members can attend/watch/participate will come soon!
Other	<ul style="list-style-type: none"> • The Community Economic Development Coordinator and the Active Living Community Coordinator are working together with the guidance office at KCA to hold a PRIDE event for Kentville in mid June. The event will include artwork by students, PRIDE Ambassadors, a walk, music,

	<p>and a photo booth! Stay tuned for more details, the event is scheduled for June 22 (rain date 23rd) and more details will be available soon online. Early thanks to Phantom Effects for design work, Darrin Harvey and Rewind 89.3 for support and promo, and Mike Butler who is participating as a Pride Ambassador. If anyone on Council would like to play a bigger role in this event please reach out. We are happy to include anyone interested and have many jobs/roles to go around.</p> <ul style="list-style-type: none"> • The new physician recruitment team lead for NSHA has been in touch requesting more package materials from Kentville which is great news! It means our materials are being distributed regularly to potential new doctors and nurses for our area. • The how to “Grow your Business” booklet is currently being updated and the Planning Technician is looking into cool solutions for digitizing that publication which will make it more accessible and much more attractive! The new version will on the website soon.
Meetings and Events	<ul style="list-style-type: none"> • Regular weekly radio spots on AVR (8:40am each Tuesday) – suspended until a new announcer is hired at the station. • STORM – STrategic Operations Related to Media (weekly or by-weekly as needed) • NS Business and Labour Economic Coalition (weekly, CEDC attends when time permits or when big news is expected) • Business Supports Team Meetings, Valley REN (Bi-weekly has now changed to once monthly) • KBC Events Committee (has moved to an email structure for now) • KBC Board of Directors (Monthly, zoom currently) • VIC Season Planning – Thursday June 10th • KBC Façade Committee (monthly/weekly as required) • KBC Mural Festival Committee – as required

Respectfully Submitted,

Lindsay Young,

Community & Economic Development Coordinator

Presented on June 14th, 2021
 Submitted by Rachel Bedingfield
 Director of Parks and Recreation

Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing.

- National Framework for Recreation in Canada

Facility Related	<p>Kentville Parks and Trails</p> <ul style="list-style-type: none"> ☹ All parks and trails are all open. Public Health restrictions are in place and are constantly being monitored. Community members are encouraged to use our parks and trails while following all public health protocols. ☹ Ballfields and soccer fields are being lined and will be ready to welcome community spot back to our town. <p>Tennis Courts</p> <ul style="list-style-type: none"> ☹ Tennis/pickleball courts have been opened and are ready for the community to access. Staff are working with community members to start a racquet club that supports both pickleball and tennis development, as well as scheduling of the courts. <p>Kentville Centennial Pool and Splash Pad</p> <ul style="list-style-type: none"> ☹ The pool and splash pad are almost ready to open. The official opening date for the Kentville pool will be July 1st. Restriction will be in place and program offerings will be limited. Decisions are made based on current Public Health restrictions and staffing abilities. ☹ The splash pad will be opened once the shade sails have been installed.
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	<p>The Kentville Recreation Center</p> <ul style="list-style-type: none"> ♀ The Recreation Center continues to be closed for public use (outside of essential services). We hope to be able to re-open under restrictions in phase 2 of the provincial re-opening plan.
Programs and Operations	<p>Programs:</p> <ul style="list-style-type: none"> ♀ Senior's fitness classes have moved online and are offered every Tuesday and Friday. We will be looking at moving this outside for phase 2. ♀ Regular programming including pickleball, chair yoga, rug hooking, and Pilates continue to be on hold due to the Public Health restrictions. ♀ The Equipment loan program continue to be popular with many items being delivered to doorsteps each week as part of COVID service response. <p>Summer Programs</p> <ul style="list-style-type: none"> ♀ Day Camp registration overwhelmed us with how quickly the spaces filled. We will be adding an additional staff to our summer team so that we are able to accommodate even more community members. ♀ We have launched our new Leader in Training (LIT) program, geared towards 14–16-year-olds. This program is part of our youth engagement. We continue to accept application and have already received a large number of responses. For many, this is an opportunity to work in a professional environment and receive formal training that will help them become even better future leaders. ♀ Still to be release is our summer youth programming that will be targeting 12–14-year-old. This programming is very skill specific and will be offered throughout the summer. This program is also new to us this year and is being offered under our youth engagement umbrella. <p>Rec Texts</p> <ul style="list-style-type: none"> ♀ Our department has launched a new initiative called Rec Text's. Community members can sign up to receive text that have information about family, senior youth programming, as well as

	<p>community events. This program is in response to our work to ensure information is more accessible and available to all members of the community.</p> <p>Operations:</p> <ul style="list-style-type: none"> ♀ All summer programming staffs have been hired. We struggled to find lifeguards this year which will mean a more limited number of hours will be available at the pool this summer. ♀ We want to officially welcome Katherine Waterbury to our team for the Summer. Katherine is our Summer Program Coordinator and oversees all things summer in Kentville. Katherine has previously worked in our camps and represented our community as the Kentville Leadership Candidate during Apple Blossom. Katherine is currently a student at Acadia taking the Community Development Program.
Capital Projects	<p>KCA Playground:</p> <ul style="list-style-type: none"> ♀ No Change: After a long wait for the arrival of the piece of equipment to be installed, we are now booked with the installer and hope to have the project completed by the Fall. <p>Dog Park:</p> <ul style="list-style-type: none"> ♀ We have received notice that our request to build a Dog Park was denied. We are currently going through an appeal process. <p>Skatepark:</p> <ul style="list-style-type: none"> ♀ We skatepark bowl construction will begin on Monday June 14th.
Public Engagement/ Community Events	<p>Community Events:</p> <ul style="list-style-type: none"> ♀ We are participating in ParticipACTION's Community Better Challenge. We encourage everyone to register online or through the app and help prove that Kentville is Canada's most active community.

	<p>🔗 A “Walk with Pride” event is being scheduled, in partnership with KCA, for the last week of June to help celebrate pride month and the LGBTQ2S+ community.</p>
Meetings and Events	<p>🔗 Homeless No More</p> <p>🔗 Kings County Accessibility</p> <p>🔗 Kings County Recreation</p> <p>🔗 Valley Recreation Coordinators/Directors</p> <p>🔗 Senior Advisory</p> <p>🔗 Department Meetings</p> <p>🔗 COVID response/rural family wellbeing</p> <p>🔗 Community Sport Hub</p> <p>🔗 Summer Planning</p> <p>🔗 TOK Accessibility</p> <p>🔗 Council Advisory Committee</p> <p>🔗 Provincial Inclusion and Access Committee</p> <p>🔗 Kentville Pickleball and Tennis Club</p> <p>🔗 Kentville Skatepark</p> <p>🔗 Accessible Skateparks Webinar</p> <p>🔗 Encampments in Parks Webinar</p> <p>🔗 Re-opening during COVID Webinar</p> <p>🔗 Parks and homelessness pilot project</p>
Council Related	<p>Grants:</p> <p>🔗 <i>ICIP Grant:</i> There are no updates currently. We are continuing to work with the Province as updates are required.</p> <p>🔗 <i>Regional Facility Grant:</i> We received monies to support the construction of the Skatepark Bowl.</p>

Town of Kentville

Office of the Chief of Police

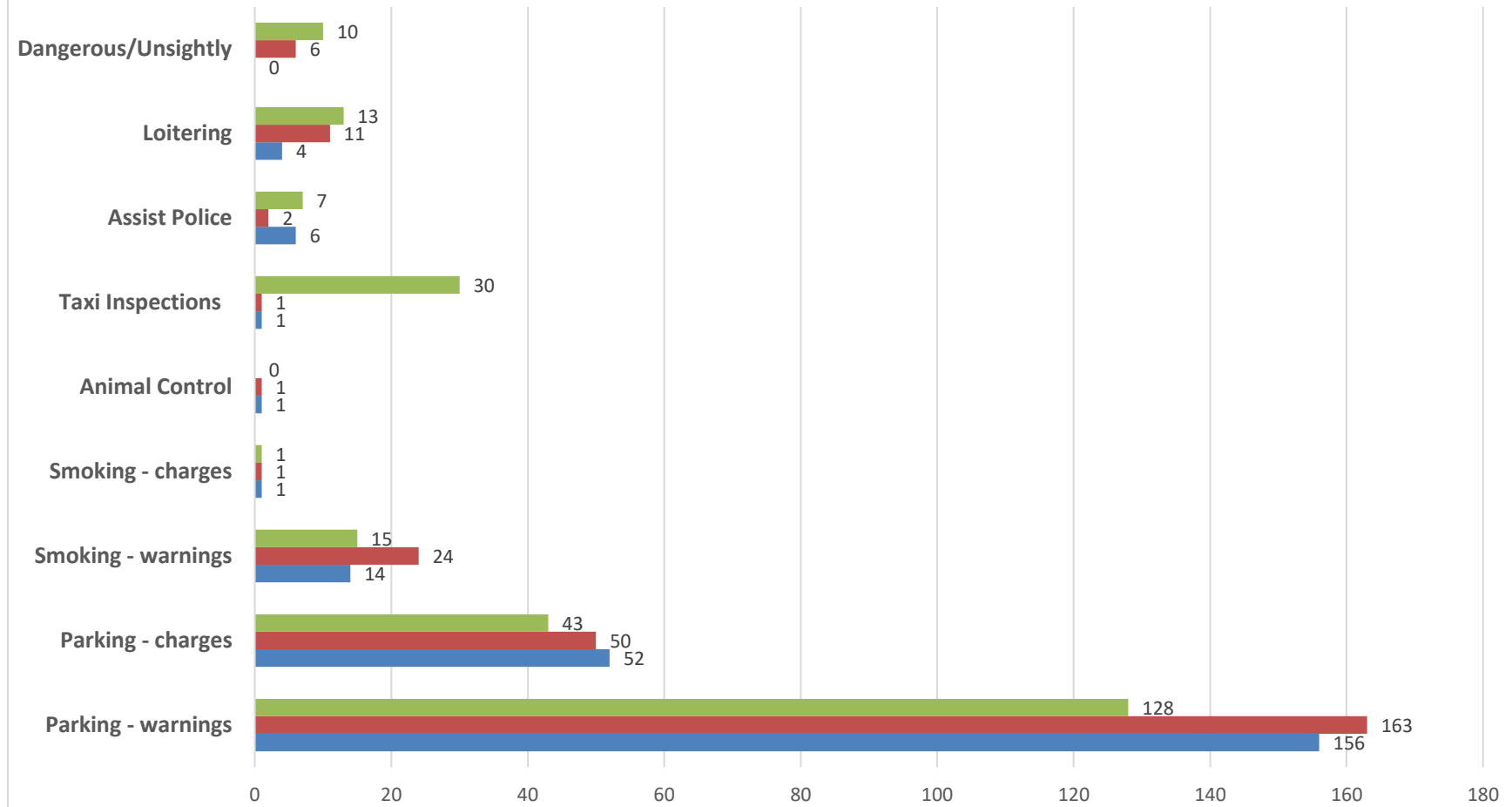
April 30, 2021



Administration	Time	March	April
	Auxiliary off. hours		25.5
	Training hours	248	32
	Veh. Cks 38's	176	222
	Warning tickets	30	19
	SOT Tickets	34	41
	Foot Patrol Hours	121.5	98
	CC Charges	16	7
	Calls for service	334	244
Training	<ul style="list-style-type: none"> • Human Rights Training • Pros Training • Domestic Violence – train the trainer • De-escalation training 		
Meetings	<ul style="list-style-type: none"> • April 7 – Shelter Moves introduction • April 8 – Alert Ready System meeting • April 12 – Homeless No More • April 14 – CSIS • April 14 – Provincial Highest Risk DV • April 14 – Operational Budget • April 16 – TMR training • April 17 – Wortley Report • April 20 – NPS – NAC zoom meeting • April 21 – Provincial Highest Risk DV • April 22 – DOJ • April 27 – Provincial Chiefs meeting 		

Staffing	<ul style="list-style-type: none"> • Retirement of Lou Dean after 17 years • Full time start for Alana Schofield
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By-Law Report - February/March/April

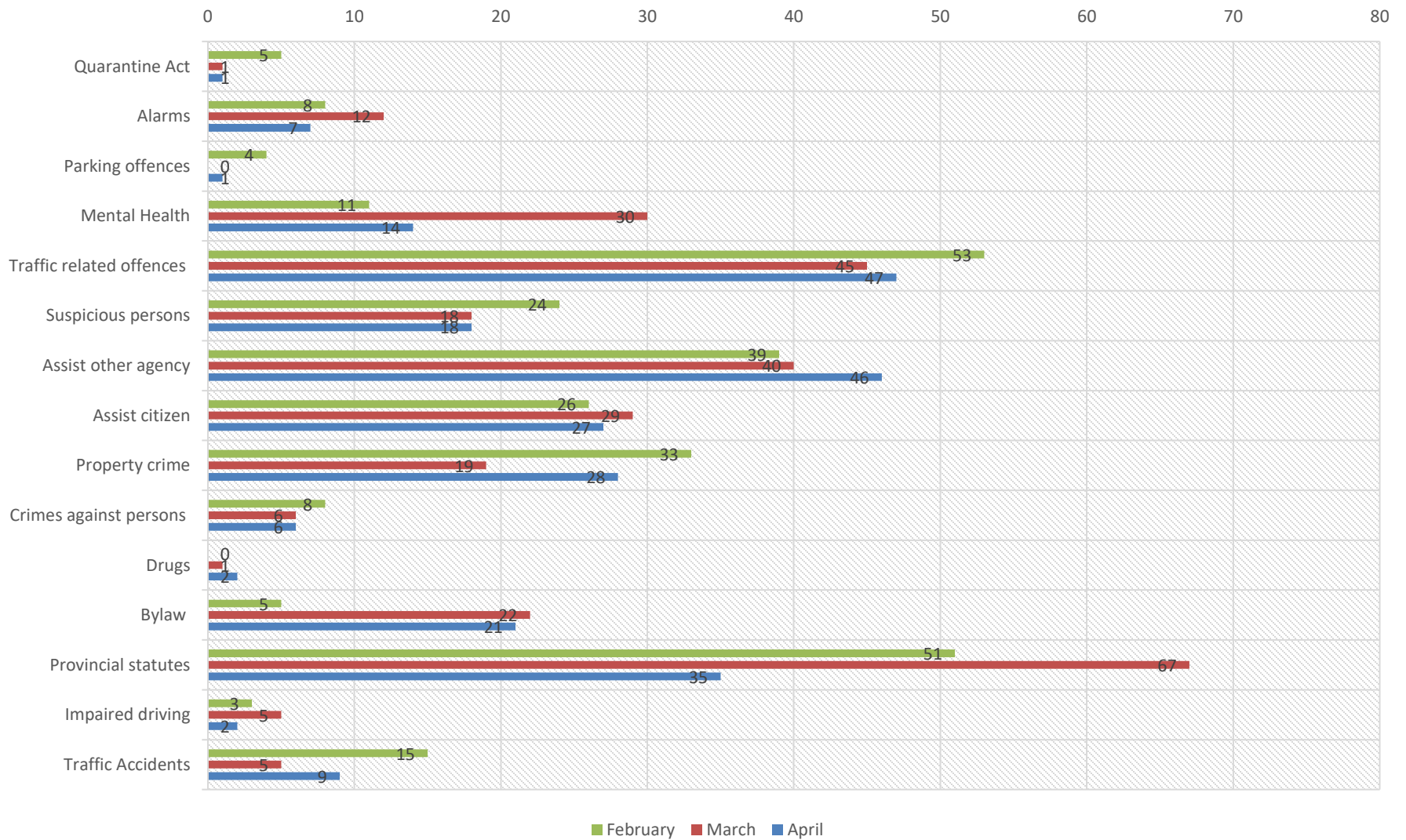


April

March

February

Calls for Service - Kentville Police - February/March/April



February 336

March 334

April 244

Town of Kentville

Department of Engineering & Public Works

Report to CAC – May 14, 2021

Submitted by: Dave Bell, Director of Engineering & Public Works



Administration	<ul style="list-style-type: none">Meet weekly with Public Works crew to discuss ongoing works & maintenance issues and talk daily with PW foremen to inform them of resident calls, concerns, or complaints.	Highlights
Programs and Operations	<ul style="list-style-type: none">We received notice in late May from FCM that we were successful in our application for MAMP (Municipal Asset Management Program). This is a grant for up to \$49,050 for the continuation of the development of Kentville's master asset management plan.	Highlights Asset Management Grant
Projects	<p>Public Works</p> <ul style="list-style-type: none">The Capital Works tender for the total infrastructure rebuild of the Burke Subdivision (Pleasant, Colonial, Hillside, and Fairview Streets) closed last week. We had three tenders submitted (all local contractors) and Mid-Valley Construction was the low bidder. The project came in under budget and meets the criteria set out in our budget approvals and we plan to proceed with the contract award to Mid-Valley Construction for summer construction with an expected completion date of fall 2021.The first round of patch paving in the downtown and east end of Town was completed last week. The contractor will be back in to complete the downtown core and west end likely this week and then begin on side streets after that.	Highlights Burke Subdivision Patch Paving



Meetings and Events	<ul style="list-style-type: none"> • Senior Staff meetings every Tuesday • May 10th CAC via Zoom • May 18th Regional Sewer Technical Sub-Committee Meeting via WebEx • May 20th Regional Sewer Committee Meeting via WebEx 	Highlights
Council Related	<ul style="list-style-type: none"> • Open for questions or concerns from Mayor & Council. 	Highlights

CAO Report to Council

June 14, 2021

Provincial Health Order – Nova Scotia is in Phase 1 of reopening. Town Hall has reopened with all restrictions in the Provincial Health Order being followed. Adjustments will be made through the phases of reopening.

Budget – Grants applications to be reviewed by Council later in June. The Town continues to apply for available grants to leverage Capital, IT and Recreation Budgets. Any new funding or savings in the capital budgets that create or allow for new opportunities, will be brought back to council for consideration.

Accessibility – Public awareness of the plan and promotion continues.

Inter Municipal Service Agreement (IMSA) Review – meetings continue through to the end of June.

Municipal Planning Strategy (MPS) Review – Review commenced as per council's direction. Public opportunity for input May 20th completed and information for councils consideration moving forward.

Policy Review – Under the CAO's direction a comprehensive review of existing and required policies will be done and brought back to council in the fall. Many policies are outdated or duplicates with provincial legislation and should be amended.

Police Chief Position – competition closed on Friday. CAO will be discussing next steps and interview process with the Police Commission.

Street Renaming – See note.

Meetings – Virtual meetings with Regional Economic Recovery, CAO's IMSA work, Initial RFP Committee meeting, Valley Waste Meeting, and weekly Senior Advisory Committee meetings. The Association of Municipal Administrators of Nova Scotia has been reviewing a recent report on Housing from the Province which I have been participating in and participated in a provincial survey by a consultant on Recreation. A number of developers have reached out on specific build issues.

Prepby: Dan Troke, CAO for the Town of Kentville



TO: Council Advisory Committee

SUBMITTED BY: Beverly Gentleman, Director of Planning and Development

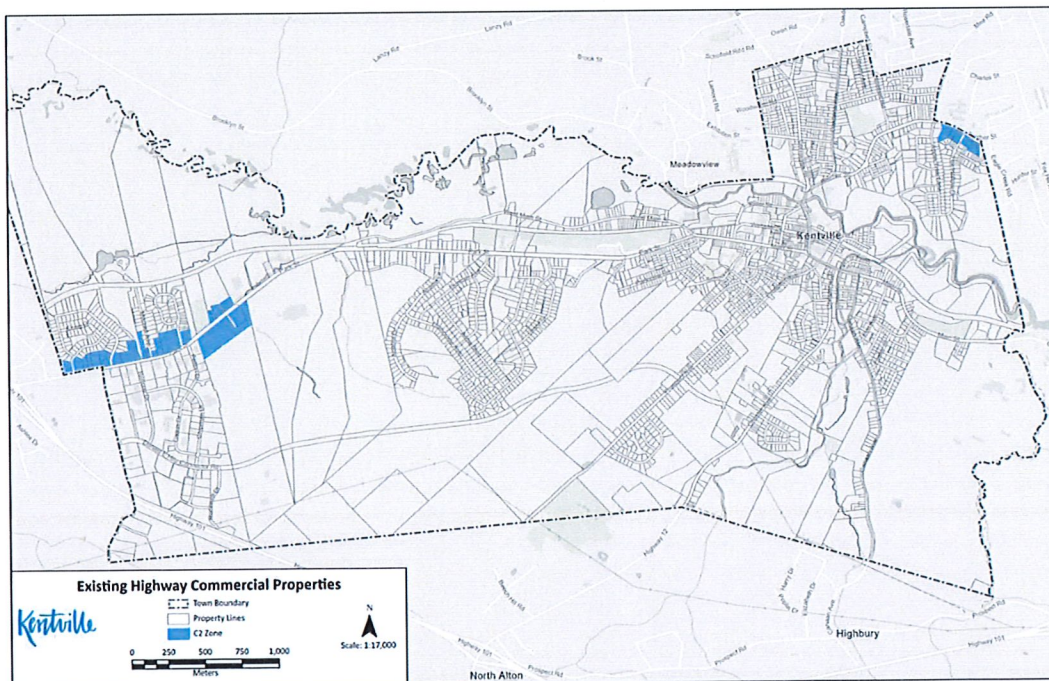
DATE: Monday June 14, 2021

SUBJECT: Councils request to consider amending the Municipal Planning Strategy and Land Use Bylaw to allow Multi-Unit Residential within the Highway Commercial (C-2) Zone with a commercial component on the ground floor.

PROPERTY OWNER
Various Owners

APPLICANT
Town of Kentville

HIGHWAY COMMERCIAL (C-2) LOCATIONS



ORIGIN

ZZap, an Architecture and Planning consulting company, had on behalf of Nova Scotia Retirement Living Inc, applied for a concurrent amendment to the Municipal Planning

Strategy (MPS) and Land Use Bylaw (LUB) to rezone 3 acres on PID # 55264105 from Highway Commercial (C-2) to Residential High Density (R4) to allow for a Seniors Retirement Home on a portion of land at the corner of Shyla Drive and Park Street.



A staff report (attached) was prepared for CAC on January 11, 2021, with a recommendation to deny the request, however, CAC directed staff to take the application to a Public Participation Meeting (PPM) to collect comments regarding the proposed rezoning. The meeting was subsequently cancelled when the applicant withdrew their rezoning request on January 25, 2021.

BACKGROUND

During this time, the Planning Department were preparing several “housekeeping” amendments to the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) to provide clarification to certain policies and to include additional regulations that were mistakenly left out during the adoption of the planning documents in 2019.

As part of this “mini-review” Council requested staff to include additional amendments to allow multi-unit residential, including of some component of ground floor commercial use, within the Highway Commercial (C-2) Zone. Staff advised Council that simply requiring a percentage of ground floor commercial use would not address the specific details of the retirement home proposal, because the commercial use proposed, a hair salon, is not permitted within the Highway Commercial (C-2) Zone. Council, therefore, would also need to include hair salons as a permitted use in the Highway Commercial (C-2) Zone if the intent of this amendment is to help facilitate Nova Scotia Retirement Living Inc., proposal. Staff further cautioned Council that adding residential uses and small personal service shops (hair salons, barbers, automatic laundry shops) to the Highway Commercial (C-2) zone would significantly undermine the objective of the Highway Commercial Zone.

At a special meeting held by Council on April 21, 2021, staff reviewed with Council the various housekeeping amendments, and Councils request to include multi-unit residential

development in the Highway Commercial (C2) Zone with some commercial ground floor use(s). This information was forwarded to a Public Participation Meeting for comment on May 20, 2021.

No comments were received from the public on any of the proposed amendments.

As a result, Council informed staff they wish to proceed with amendments to allow multi-unit residential within the Highway Commercial (C-2) zone with a component of commercial on the ground floor; and further directed staff to come back with options regarding what percentage of the ground floor should be dedicated to commercial uses.

Further, Council must turn their mind to the type of commercial uses they anticipate seeing on the ground floor of a multi-unit residential development in the Highway Commercial (C2) zone. A hair salon, which had been proposed in a previous rezoning application, is not the type of commercial use intended within the Highway Commercial zone. With that in mind Council must also understand that if you wish to add a hair salon to the permitted uses section of the Land Use Bylaw for the Highway Commercial Zone it would apply to any (C-2) property in town.

SUMMARY

Staff continues to maintain the position that residential development in the Highway Commercial (C-2) zone is contrary to the intent of the MPS and LUB.

Having said that, Council directed staff to provide options to them regarding the percentage of commercial space that would be required on the ground floor.

CAC OPTIONS

1. CAC direct staff to proceed with amendments to the MPS and LUB to allow multi-unit residential where the ground floor is occupied 100 % by a commercial use, and include personal service shops and retail to the permitted uses in the Highway Commercial (C-2) Zone; or
2. CAC direct staff to proceed with amendments to the MPS and LUB to allow multi-unit residential where the ground floor building frontage is occupied by a commercial use and at least 50% of the ground floor area is used for a commercial purpose and include hair salons and retail to the permitted uses in the Highway Commercial (C-2) Zone; or
3. CAC direct staff to proceed with amendments to the MPS and LUB to allow multi-unit residential where the ground floor building frontage is occupied by a commercial use and at least 25% of the ground floor area is used for commercial purpose and include hair salons and retail to the permitted uses in the Highway Commercial (C-2) Zone.

UPDATE

After Council's direction to staff to bring back the above noted options, a new application was received from ZZap to rezone a portion of a (C-2) lot on Park Street to General Commercial (C-1).

In point form, here are staff's comments for discussion:

- The General Commercial Zone (C-1) is specific to the "Downtown."

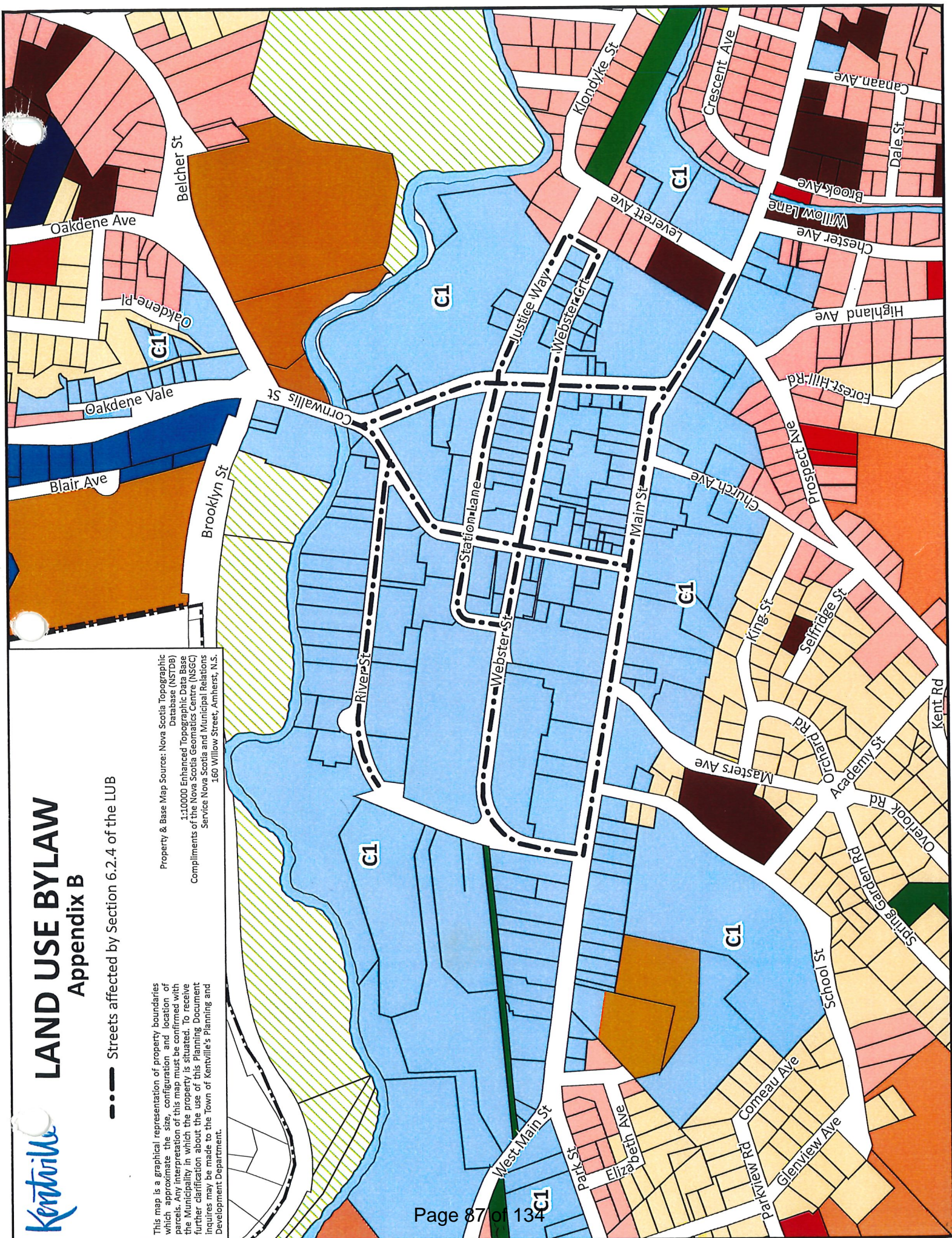
"Policy C-4 It shall be the intention of Council to include in the Land Use By-law a General Commercial (C1) Zone as shown on Appendix A, the Zoning Map of the Land Use By-law. This zone shall be applied to the Downtown Commercial Core and permit a range of commercial and residential uses appropriate to the unique character of the area."

- Applying this zone to a piece of land on Park Street contravenes Municipal Planning Strategy Policy C-4.
- The General Commercial (C-1) zone only requires ground floor commercial uses in specific areas of downtown. Please refer to the attached map, appendix B of the Land Use Bylaw. If a portion of the C-2 zone was rezoned to (C-1) on Park, there is no requirement of commercial uses at all.
- Considering Council's direction to ensure that some reasonable commercial ground floor use be compulsory in any residential development in a (C-2) zone then rezoning a parcel of (C-2) to (C-1) outside of the downtown will not facilitate Council's directive. Therefore, does Council wish to Staff proceed with ZZap's application.

Streets affected by Section 6.2.4 of the LUB

This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confined with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.

Property & Base Map Source: Nova Scotia Topographic Database (NSTDB)
1:10000 Enhanced Topographic Data Base
Compliments of the Nova Scotia Geomatics Centre (NSSC)
Service Nova Scotia and Municipal Relations
160 Willow Street, Amherst, N.S.





Chief Administrative Officer
Dan Troke
354 Main Street
Kentville, NS
B4N 1K6

902-679-2501
dtroke@kentville.ca

June 14, 2021

RE: Renaming of Cornwallis Street - Update

Submitted to council for consideration.

At the June 29 2020 meeting of Kentville Town Council, a motion to approve the renaming of Cornwallis Street was passed and staff was asked to create a committee to address this name change. In July 2020, Council approved the **attached terms of reference** for this ad hoc committee. Staff waited to launch this committee until (a) the municipal election in 2020 determined new Councillors and (b) research on an appropriate consultation process was complete.

In 2020, it was very important to Council to have meaningful consultation around this issue, especially with the First Nations community. Staff reached out to the Nova Scotia Mikmaq Rights Initiative (MRI) who were developing a framework for community consultation around renaming parks, facilities and streets. Currently they are working on major projects such as the renaming of certain parks and protected areas. Through conversations with the MRI from December 2020 to March 2021, it was determined that MRI is not able to start this consultation process with the Town. Although this is the right organization to help us, they do not have the capacity to give us support on this issue.

The desire to rename Cornwallis Street is high priority for staff and Council. The Town of Kentville has several options for moving this issue forward in a timely manner.

1. First send the request to review to the Accessibility Committee who have provided council with a plan around accessibility and inclusivity. This committee could provide council with feedback and serve as

the ad hoc committee that council sought initially.
Timeline for name change: 2-3 months.

2. Alternatively establish an ad hoc committee to review with discussion and public participation about the name change. Timeline for name change: 2-3 months.
3. Have staff launch an online public participation campaign to collect potential names for this street for either committee. Timeline for name change: 1-2 months.
4. Council could choose a simple name (e.g. Bridge Street) and make this change as soon as possible. Timeline: 2 weeks.

We request Council guidance on how to proceed with this issue.

Chief Administrative Officer
Dan Troke
Town of Kentville

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

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

27 July 2020

RE: Creation of ADHOC Committee – Cornwallis Street

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

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

- a. Pre-Phase
 - i. Committee identification; and
 - ii. Draft Terms of Reference.
 - b. Phase 1 – Research
 - i. Review studies; and
 - ii. Hold Public Meeting to gather information.
 - c. Phase 2 – Action Plan
 - i. Draft Action Plan;
 - ii. Present at Public Meeting; and
 - iii. Make recommendation to Council.
6. The Town of Kentville is a member of the Coalition of Inclusive Municipalities <https://en.ccunesco.ca/about-ccunesco/our-members#ccmard> and has adopted the stated initiatives to:
- a. improve their practices to promote social inclusion
 - b. establish policies to eradicate all forms of racism and discrimination
 - c. promote human rights and diversity
7. This process is an opportunity for area residents to learn more about the various perspectives and experiences that have shaped local history. It is an act of reconciliation, of being mindful to the world that we currently living in without forgetting the past, but also looking to the future we want to create for all our citizens.

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

Respectfully Submitted



Sandra Snow, Mayor
Town of Kentville

From: zebians@bellaliant.com <zebians@bellaliant.com>

Sent: Friday, June 11, 2021 9:39 AM

To: Dan Troke <dtroke@kentville.ca>

Subject: Main Street Project

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Morning Dan,

Due to the recent lockdown and delays on the part of the County Inspector, I am fearful that we will not meet the June 30th deadline for the footings on my Main Street Project. Please note that the plans were submitted from me to the Planning Department on April 13th 2021 for review as well as permit fee. At the end of May, Inspector Fraser advised me that he requires a Geotechnical study to be completed before he will provide a permit. I am currently waiting in queue for that to be complete, as the company who carries out these compactness tests are doing other jobs in the Valley. It was my understanding that once this was complete, I would be awarded the permit for the footings.

On Thursday, June 10th, I reached out to Mr. Fraser again and he emailed me to say that he has a heavy load and would like to dig deeper into my plans with Equilibrium before we can move ahead. This is the “second” time that Mr. Fraser has gone through these plans in detail. As a result of all of these variables, I am requesting an extension on the timeline to have the footings installed. Based on the facts I am providing, I do not have a date. I am prepared to start when the permit is issued. To be safe, I would request Sept 30th/2021.

Regards,

Andrew Zebian
Phinneys
64 Webster Street
Kentville NS B4N 1H7
www.phinneys.ca



Memorandum

To: Kings County CAOs
From: Kings REMO Regional EM Coordinator
Date: 2021-06-07 (Updated)
Subject: Kings REMO Administration – Bylaw, Letter of Designation, and Agreement

References:

- A. Intermunicipal Service Agreement Working Group Meeting, Friday, May 28, 2021
- B. [Nova Scotia Emergency Management Act](#)

Please find attached the updated June 2021 Municipal/Town Kings REMO Bylaws.

- [Municipality of the County of Kings](#)
- [Town of Wolfville](#)
- [Town of Kentville](#)
- [Town of Berwick](#)

Amendments to the Draft Regional EM Bylaw from the initial submission in 2019 include the removal from the Bylaw of the following information for insertion into the Draft REMO Agreement:

- Section on the Regional Emergency Management Advisory Committee
- Section on the Regional Emergency Management Coordinator
- Section on the Regional Emergency Management Planning Committee

The recommended process in moving forward with the adoption of the Regional Emergency Management Organization in Kings County is as follows:

1. Submission of REMO Bylaws to Municipal/Town Councils for approval
2. Letter of Kings REMO designation ([attached](#)) submitted to Minister Maguire for consideration in designating Kings REMO as a municipality for the purpose of the Nova Scotia Emergency Management Act, Section 9(b)
3. Kings REMO Inter-Municipal Service Agreement (IMSA) submitted to Council for approval

Submitted for consideration in moving forward to the Kings County IMSA Committee with a recommendation to forward to Municipal/Town Councils once the IMSA Working Group has completed their review.



Dan Stovel
Kings REMO REMC



By-law # ##
EMERGENCY MANAGEMENT BY-LAW

The Council of the Municipality of the County of Kings pursuant to section 10(1)(a) Emergency Management Act, S.N.S. 1990, c.8, enacts as follows:

SHORT TITLE

1. This By-law may be cited as the Emergency Management By-Law

INTERPRETATION

2. In this By-law,
- (a) **Act** means the Emergency Management Act, S.N.S. 1990, c.8;
 - (b) **Agreement** means an Agreement entered into pursuant to section 10(1)(c) of the Act, and section 60 of the *Municipal Government Act* among the Municipality of the County of Kings and the Towns of Kentville, Wolfville and Berwick;
 - (c) **CAO** means Chief Administrative Officer of the Municipality of the County of Kings in accordance with the MGA;
 - (d) **Council** means the Council of the Municipality of the County of Kings;
 - (e) **Councillor** means a member of the Municipality of the County of Kings Council;
 - (f) **Emergency** means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;
 - (g) **Mayor** means the Mayor of the Municipality of the County of Kings;
 - (h) **MGA** means the *Municipal Government Act*, S.N.S., 1998 c.18, as amended;
 - (i) **Municipality of the County of Kings** means the Municipality of the County of Kings;
 - (j) **Emergency Management Advisory Committee** means the Advisory Committee established pursuant to s. 10(1)(d) of the Act;
 - (k) **Emergency Management Coordinator** means the person appointed by Council to coordinate plans and responses related to an Emergency;
 - (l) **Emergency Management Organization** means the organization required pursuant to s. 10(1)(b) of the Act;

- (m) **Emergency Management Planning Committee** means a committee comprising public sector staff and not-for-profit personnel with a mandate to assist the Emergency Management Coordinator and the Emergency Management Advisory Committee;
- (n) **Emergency Management Plans** means plans, programs or procedures prepared by the Emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence, as set out in clause 2(d) of the Act; and
- (o) **State of Local Emergency** means a state of local emergency declared by the Municipality of the County of Kings pursuant to the Act and enabled regulations, and this By-law.

DECLARING A STATE OF LOCAL EMERGENCY

- 3. In accordance with the Act, Council may declare a State of Local Emergency when satisfied that an Emergency exists or may exist in all or any area of the Municipality of the County of Kings.
- 4. If Council is unable to act promptly per section 15 of the Act, the Mayor may declare a State of Local Emergency.

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

- 5. In accordance with s. 10 of the Act and with this By-law, the Municipality of the County of Kings may enter into an Agreement with the [Towns of Berwick, Kentville and Wolfville] to form a Regional Emergency Management Organization (REMO). With an Agreement in effect, a Regional Emergency Advisory Committee shall act in the stead of the Municipality of the County of Kings's Emergency Advisory Committee. Similarly, a Regional Emergency Management Planning Committee and a Regional Emergency Management Coordinator will act in place of a Municipal Committee and Coordinator.
- 6. An Emergency may be declared a State of Local Emergency by the Council or by the Mayor in accordance with the Act regardless of whether the State of Local Emergency is exclusive to the Municipality of the County of Kings.
- 7. The Chief Administrative Officer shall appoint a [municipal] staff member to serve as a [municipal] liaison to the Regional Emergency Management Planning Committee.
- 8. Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two or more of the parties to an Agreement, the Mayor shall authorize REMO to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act,.
- 9. When there is an Agreement in effect, and when the declared State of Local Emergency is exclusive to the Municipality of the County of Kings, the Mayor shall authorize REMO to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act.
- 10. Cost-recovery policy under REMO shall be detailed in the Agreement.

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

11. The Council hereby authorizes the establishment of a REMO pursuant to an Agreement per section 10 of the Act.

12. Without limitation, an Agreement shall contain provisions respecting:

- (a) the composition and role of a Regional Emergency Advisory Committee;
- (b) the terms of engagement and responsibilities of a Regional Emergency Management Coordinator; and
- (c) the composition and role of a Regional Emergency Management Planning Committee.

DUTIES DURING AN EMERGENCY

13. Following the activation of any Emergency Plan or a declaration of a State of Local Emergency:

- (a) Every Councillor shall advise the Mayor as to their location and how they may be contacted;
- (b) Every employee and agent of the Municipality of the County of Kings who has a role in such emergencies as assigned in the Emergency Management Plans, shall:
 - i. Advise the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be, of their location and how they may be contacted; and
 - ii. Fulfill such duties as may be prescribed by the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be.

REPEAL

14. Municipality of the County of Kings By-laws 61 (Emergency Measures) and 89 (Regional Emergency Management) are repealed and replaced by this Bylaw.

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 mailing to Minister a certified copy of By-law: _____

Date of Ministerial approval (s. 10 (1) (a) of the Act): _____

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

I certify that this **Emergency Management By-law ##** was adopted by Council and published as indicated above.

Municipal Clerk

Date

The Council of the Town of Wolfville pursuant to section 10(1)(a) Emergency Management Act, S.N.S. 1990, c.8, enacts as follows:

SHORT TITLE

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 - (e) **Councillor** means a member of the Town of Wolfville Council;
 - (f) **Emergency** means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;
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 - (i) **Town of Wolfville** means the Town of Wolfville;
 - (j) **Emergency Management Advisory Committee** means the Advisory Committee established pursuant to s. 10(1)(d) of the Act;
 - (k) **Emergency Management Coordinator** means the person appointed by Council to coordinate plans and responses related to an Emergency;
 - (l) **Emergency Management Organization** means the organization required pursuant to s. 10(1)(b) of the Act;

- (m) **Emergency Management Planning Committee** means a committee comprising public sector staff and not-for-profit personnel with a mandate to assist the Emergency Management Coordinator and the Emergency Management Advisory Committee;
- (n) **Emergency Management Plans** means plans, programs or procedures prepared by the Emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence, as set out in clause 2(d) of the Act; and
- (o) **State of Local Emergency** means a state of local emergency declared by the Town of Wolfville pursuant to the Act and enabled regulations, and this By-law.

DECLARING A STATE OF LOCAL EMERGENCY

- 3. In accordance with the Act, Council may declare a State of Local Emergency when satisfied that an Emergency exists or may exist in all or any area of the Town of Wolfville.
- 4. If Council is unable to act promptly per section 15 of the Act, the Mayor may declare a State of Local Emergency.

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

- 5. In accordance with s. 10 of the Act and with this By-law, the Town of Wolfville may enter into an Agreement with the [Municipality of the County of Kings and the Towns of Berwick, and Kentville] to form a Regional Emergency Management Organization (REMO). With an Agreement in effect, a Regional Emergency Advisory Committee shall act in the stead of the Town of Wolfville's Emergency Advisory Committee. Similarly, a Regional Emergency Management Planning Committee and a Regional Emergency Management Coordinator will act in place of a Municipal Committee and Coordinator.
- 6. An Emergency may be declared a State of Local Emergency by the Council or by the Mayor in accordance with the Act regardless of whether the State of Local Emergency is exclusive to the Town of Wolfville.
- 7. The Chief Administrative Officer shall appoint a [municipal] staff member to serve as a [municipal] liaison to the Regional Emergency Management Planning Committee.
- 8. Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two or more of the parties to an Agreement, the Mayor shall authorize REMO to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act,.
- 9. When there is an Agreement in effect, and when the declared State of Local Emergency is exclusive to the Town of Wolfville, the Mayor shall authorize REMO to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act.

10. Cost-recovery policy under REMO shall be detailed in the Agreement.

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

11. The Council hereby authorizes the establishment of a REMO pursuant to an Agreement per section 10 of the Act.

12. Without limitation, an Agreement shall contain provisions respecting:

- (a) the composition and role of a Regional Emergency Advisory Committee;
- (b) the terms of engagement and responsibilities of a Regional Emergency Management Coordinator; and
- (c) the composition and role of a Regional Emergency Management Planning Committee.

DUTIES DURING AN EMERGENCY

13. Following the activation of any Emergency Plan or a declaration of a State of Local Emergency:

- (a) Every Councillor shall advise the Mayor as to their location and how they may be contacted;
- (b) Every employee and agent of the Town of Wolfville who has a role in such emergencies as assigned in the Emergency Management Plans, shall:
 - i. Advise the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be, of their location and how they may be contacted; and
 - ii. Fulfill such duties as may be prescribed by the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be.

REPEAL

14. Town of Wolfville By-laws 57 (Emergency Measures) and 86 (Regional Emergency Management) are repealed and replaced by this By-law.

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 mailing to Minister a certified copy of By-law: _____

Date of Ministerial approval (s. 10 (1) (a) of the Act): _____

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

I certify that this **Emergency Management By-law 103--** was adopted by Council and published as indicated above.

Town Clerk

Date



Town of Kentville By-law Chapter ## Emergency Management By-law

The Council of the Town of Kentville pursuant to section 10(1)(a) Emergency Management Act, S.N.S. 1990, c.8, enacts as follows:

SHORT TITLE

1. This By-law may be cited as the Emergency Management By-Law

INTERPRETATION

2. In this By-law,
 - (a) **Act** means the Emergency Management Act, S.N.S. 1990, c.8;
 - (b) **Agreement** means an Agreement entered into pursuant to section 10(1)(c) of the Act, and section 60 of the *Municipal Government Act* among the Municipality of the County of Kings and the Towns of Kentville, Wolfville and Berwick;
 - (c) **CAO** means Chief Administrative Officer of the Town of Kentville in accordance with the MGA;
 - (d) **Council** means the Council of the Town of Kentville;
 - (e) **Councillor** means a member of the Town of Kentville Council;
 - (f) **Emergency** means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;
 - (g) **Mayor** means the Mayor of the Town of Kentville;
 - (h) **MGA** means the *Municipal Government Act*, S.N.S., 1998 c.18, as amended;
 - (i) **Town of Kentville** means the Town of Kentville;
 - (j) **Emergency Management Advisory Committee** means the Advisory Committee established pursuant to s. 10(1)(d) of the Act;

- (k) **Emergency Management Coordinator** means the person appointed by Council to coordinate plans and responses related to an Emergency;
- (l) **Emergency Management Organization** means the organization required pursuant to s. 10(1)(b) of the Act;
- (m) **Emergency Management Planning Committee** means a committee comprising public sector staff and not-for-profit personnel with a mandate to assist the Emergency Management Coordinator and the Emergency Management Advisory Committee;
- (n) **Emergency Management Plans** means plans, programs or procedures prepared by the Emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence, as set out in clause 2(d) of the Act; and
- (o) **State of Local Emergency** means a state of local emergency declared by the Town of Kentville pursuant to the Act and enabled regulations, and this By-law.

DECLARING A STATE OF LOCAL EMERGENCY

- 3. In accordance with the Act, Council may declare a State of Local Emergency when satisfied that an Emergency exists or may exist in all or any area of the Town of Kentville.
- 4. If Council is unable to act promptly per section 15 of the Act, the Mayor may declare a State of Local Emergency.

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

- 5. In accordance with s. 10 of the Act and with this By-law, the Town of Kentville may enter into an Agreement with the [Municipality of the County of Kings and the Towns of Berwick, and Wolfville] to form a Regional Emergency Management Organization (REMO). With an Agreement in effect, a Regional Emergency Advisory Committee shall act in the stead of the Town of Kentville's Emergency Advisory Committee. Similarly, a Regional Emergency Management Planning Committee and a Regional Emergency Management Coordinator will act in place of a Municipal Committee and Coordinator.
- 6. An Emergency may be declared a State of Local Emergency by the Council or by the Mayor in accordance with the Act regardless of whether the State of Local Emergency is exclusive to the Town of Kentville.
- 7. The Chief Administrative Officer shall appoint a [municipal] staff member to serve as a [municipal] liaison to the Regional Emergency Management Planning Committee.
- 8. Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two or more of the parties to an Agreement, the Mayor shall authorize REMO to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act,.

9. When there is an Agreement in effect, and when the declared State of Local Emergency is exclusive to the Town of Kentville, the Mayor shall authorize REMO to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act.
10. Cost-recovery policy under REMO shall be detailed in the Agreement.

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

11. The Council hereby authorizes the establishment of a REMO pursuant to an Agreement per section 10 of the Act.
12. Without limitation, an Agreement shall contain provisions respecting:
 - (a) the composition and role of a Regional Emergency Advisory Committee;
 - (b) the terms of engagement and responsibilities of a Regional Emergency Management Coordinator; and
 - (c) the composition and role of a Regional Emergency Management Planning Committee.

DUTIES DURING AN EMERGENCY

13. Following the activation of any Emergency Plan or a declaration of a State of Local Emergency:
 - (a) Every Councillor shall advise the Mayor as to their location and how they may be contacted;
 - (b) Every employee and agent of the Town of Kentville who has a role in such emergencies as assigned in the Emergency Management Plans, shall:
 - i. Advise the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be, of their location and how they may be contacted; and
 - ii. Fulfill such duties as may be prescribed by the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be.

REPEAL

14. Town of Kentville By-laws 67 (Regional Emergency Management) and 73 (Emergency Management) are repealed and replaced by this By-law.

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 mailing to Minister a certified copy of By-law: _____

Date of Ministerial approval (s. 10 (1) (a) of the Act): _____

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

I certify that this **Emergency Management By-law ##** -- was adopted by Council and published as indicated above.

Town Clerk

Date

TOWN OF BERWICK BY-LAW

Emergency Management By-law

The Council of the [Town/Municipality] pursuant to section 10(1)(a) Emergency Management Act, S.N.S. 1990, c.8, enacts as follows:

SHORT TITLE

1. This By-law may be cited as the Emergency Management By-Law

INTERPRETATION

2. In this By-law,
 - (a) **Act** means the Emergency Management Act, S.N.S. 1990, c.8;
 - (b) **Agreement** means an Agreement entered into pursuant to section 10(1)(c) of the Act, and section 60 of the *Municipal Government Act* among the Municipality of the County of Kings and the Towns of Kentville, Wolfville and Berwick;
 - (c) **CAO** means Chief Administrative Officer of the Town of Berwick in accordance with the MGA;
 - (d) **Council** means the Council of the Town of Berwick;
 - (e) **Councillor** means a member of the Town of Berwick Council;
 - (f) **Emergency** means a present or imminent event in respect of which the Minister or a municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety or welfare of people in the Province;
 - (g) **Mayor** means the Mayor of the Town of Berwick;
 - (h) **MGA** means the *Municipal Government Act*, S.N.S., 1998 c.18, as amended;
 - (i) **Town of Berwick** means the Town of Berwick;
 - (j) **Emergency Management Advisory Committee** means the Advisory Committee established pursuant to s. 10(1)(d) of the Act;
 - (k) **Emergency Management Coordinator** means the person appointed by Council to coordinate plans and responses related to an Emergency;
 - (l) **Emergency Management Organization** means the organization required pursuant to s. 10(1)(b) of the Act;

- (m) **Emergency Management Planning Committee** means a committee comprising public sector staff and not-for-profit personnel with a mandate to assist the Emergency Management Coordinator and the Emergency Management Advisory Committee;
- (n) **Emergency Management Plans** means plans, programs or procedures prepared by the Emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health or welfare of the civil population and the protection of property in the event of such an occurrence, as set out in clause 2(d) of the Act; and
- (o) **State of Local Emergency** means a state of local emergency declared by the Town of Berwick pursuant to the Act and enabled regulations, and this By-law.

DECLARING A STATE OF LOCAL EMERGENCY

- 3. In accordance with the Act, Council may declare a State of Local Emergency when satisfied that an Emergency exists or may exist in all or any area of the Town of Berwick.
- 4. If Council is unable to act promptly per section 15 of the Act, the Mayor may declare a State of Local Emergency.

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

- 5. In accordance with s. 10 of the Act and with this By-law, the Town of Berwick may enter into an Agreement with the [Municipality of the County of Kings and the Towns Kentville and Wolfville] to form a Regional Emergency Management Organization (REMO). With an Agreement in effect, a Regional Emergency Advisory Committee shall act in the stead of the Town of Berwick's Emergency Advisory Committee. Similarly, a Regional Emergency Management Planning Committee and a Regional Emergency Management Coordinator will act in place of a Municipal Committee and Coordinator.
- 6. An Emergency may be declared a State of Local Emergency by the Council or by the Mayor in accordance with the Act regardless of whether the State of Local Emergency is exclusive to the Town of Berwick.
- 7. The Chief Administrative Officer shall appoint a [municipal] staff member to serve as a [municipal] liaison to the Regional Emergency Management Planning Committee.
- 8. Once the State of Local Emergency is declared, and when the declared State of Local Emergency involves two or more of the parties to an Agreement, the Mayor shall authorize REMO to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act,.
- 9. When there is an Agreement in effect, and when the declared State of Local Emergency is exclusive to the Town of Berwick, the Mayor shall authorize REMO to act in their stead during the declared State of Local Emergency per subsection 15(1)(b) of the Act.
- 10. Cost-recovery policy under REMO shall be detailed in the Agreement.

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

11. The Council hereby authorizes the establishment of a REMO pursuant to an Agreement per section 10 of the Act.
12. Without limitation, an Agreement shall contain provisions respecting:
 - (a) the composition and role of a Regional Emergency Advisory Committee;
 - (b) the terms of engagement and responsibilities of a Regional Emergency Management Coordinator; and
 - (c) the composition and role of a Regional Emergency Management Planning Committee.

DUTIES DURING AN EMERGENCY

13. Following the activation of any Emergency Plan or a declaration of a State of Local Emergency:
 - (a) Every Councillor shall advise the Mayor as to their location and how they may be contacted;
 - (b) Every employee and agent of the Town of Berwick who has a role in such emergencies as assigned in the Emergency Management Plans, shall:
 - i. Advise the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be, of their location and how they may be contacted; and
 - ii. Fulfill such duties as may be prescribed by the Emergency Management Coordinator or the Regional Emergency Management Coordinator, as the case may be.

REPEAL

14. Town of Berwick Emergency Measures By-law is repealed and replaced by this By-law.

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 mailing to Minister a certified copy of By-law: _____

Date of Ministerial approval (s. 10 (1) (a) of the Act): _____

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

I certify that this **Emergency Management By-law ##** -- was adopted by Council and published as indicated above.

Town Clerk

Date



July ##, 2021

Honourable Brendan Maguire
Department of Municipal Affairs
14th Floor North, Maritime Centre
1505 Barrington Street
P.O. Box 216
Halifax, NS B3J 2M4

Dear Minister Maguire,

The four municipalities of Kings County, comprising the Municipality of the County of Kings, and the Towns of Berwick, Kentville and Wolfville, have completed a two-year trial program for a Regional Emergency Management Organization (REMO). It is the intent of the Kings County municipalities to move forward under a Regional Emergency Management Organization and fully adopt as of April 1, 2021.

The Regional Emergency Management Advisory Committee consisting of two elected officials from each municipality has been providing oversight of Emergency Management issues in Kings County since April 2018. As this committee has representation from each of the municipalities, Kings County municipalities request that Kings REMO be designated as a municipality for the purpose of the Nova Scotia Emergency Management Act, Section 9(b).

Kings REMO requests that you authorize this designation under Section 9(b) of the Nova Scotia Emergency Management Act and provide the respective responsibilities of municipalities to Kings REMO which will enable the Kings County Regional Emergency Management Advisory Committee to approve Emergency Management Plans.

Sincerely,

Chair
Kings County
Regional Emergency Management Advisory Committee

/d

cc: Kings County CAOs
Andrew Mitton, NS EMO Planning Officer – Region 4



TO: Council Advisory Committee

SUBMITTED BY: Chief Administrative Officer Dan Troke

DATE: June 14, 2021

SUBJECT: Western Regional Housing Authority Board

ORIGIN

The Town of Kentville has a community member sitting on the Board of the Western Regional Housing Authority. The Board has a two-year term for community members and the Kentville member's term expires this year.

DISCUSSION

Ashley Hancock is the member sitting on this committee. She has expressed great pride in sitting on this committee and requests an extension of her term to continue this work.

Council can extend her term, or they can advertise for a new volunteer to fill this position and start a new term.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

ATTACHMENTS

None.

RECOMMENDATIONS

That Council extend the term of Kentville representative Ashley Hancock on the Board of the Western Regional Housing Authority by one year.



Figure 1 Town of Kentville Decision Wheel. Council members should consider impacts of this decision on areas of economic development, property, social, environment and public opinion.

APPENDIX B: REQUEST FOR DECISION FORM

Name:	Deputy Mayor Savage		
Date:	June 9 th 2021	Date Submitted to CAO:	June 9 th 2021

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

Detail	Synopsis				
Decision Requested:	Amendment(s) to Policy G57 – Committees of Council				
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>
Strategic Implication: with Dashboard	Current <input type="checkbox"/>		Short Term <input type="checkbox"/>		Long Term X
Budget:	Yes <input type="checkbox"/> No X		Policy:		Yes <input type="checkbox"/> No <input type="checkbox"/>
Desired Outcome:	That council approve the recommended amendments as outlined.				
Recommendation:	Report/Document: Attached X Available <input type="checkbox"/> Nil <input type="checkbox"/>				

Request for Decision – CAO Initial Review

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

Town of Kentville, Policy G69: Council Reports Policy

Budget:	N/A
Staff Workload:	N/A
Policy:	G57
Response Options:	Majority in favor of proposed amendments or a failed motion.
Preferred Strategy:	
CAO Comments:	



TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL

1.0 PURPOSE

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

2.0 DEFINITIONS

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

3.0 SCOPE

- 3.1 This policy is applicable to all committees of Council and all appointed members, which may include Council member and citizen appointees. To include:
- 3.1.1 defining the key areas of responsibility and the duties of each committee;
 - 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
 - 3.1.3 other terms of reference as required.
- 3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

4.0 PROCEDURES

- 4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.
- 4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

- 4.1.2 Council appointments to committee may be made to council by nomination or recommendation. In the event of multiple candidates the council shall vote on the matter of appointment.
- 4.1.3 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.
- 4.1.4 Citizen applications for appointment to committees for appointment to the committees shall be invited by public advertisement.
- 4.1.5 All applicants must consent to criminal and background checks.
- 4.1.6 Policy G70 Meetings applies to all committee meetings.
- 4.1.7 Robert's Rules of Order shall apply to all committee meetings.

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

- 4.1.8 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.
- 4.1.9 The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.
- 4.1.10 No committee shall utilize external services, or otherwise commit the Town to money expenditures.
- 4.1.11 All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.
- 4.1.12 All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.
- 4.1.13 Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.

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

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

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

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

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

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

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

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

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

4.3 Remuneration

4.3.1 A committee member who is a Council member:

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

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

4.3.2 A committee member who is not a Council member:

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

4.4 Membership

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

4.5 Meetings

- 4.5.1 A majority of the members of a committee constitutes a quorum (50%+1).
- 4.5.2 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.

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

4.6 Administration

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

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

4.7 Standing Committees

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

- 4.7.1.1 Council Advisory Committee;
- 4.7.1.2 Audit Committee; and
- 4.7.1.3 CAO Evaluation Committee.

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

4.8.1 Membership

- 4.8.1.1 The chair of the Council Advisory Committee is the Mayor
- 4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.
- 4.8.1.3 Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.

4.8.2 Mandate:

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

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

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

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

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

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

4.9.1 Membership

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

4.9.2 Mandate:

- 4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.
- 4.9.2.2 An evaluation of internal control systems and any management letter with the auditor.
- 4.9.2.3 A review of the conduct and adequacy of the audit.
- 4.9.2.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.

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

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

(a) acceptance of the audit;

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

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

4.9.3 Administration and Meeting

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

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

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

4.10.1 Membership

4.10.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.2 The CAO Evaluation Committee consists of the Mayor and all Council members – **Special note on this committee as it stipulates ALL of council as the standing committee.**

4.10.2 Mandate:

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

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

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

4.10.2.4

4.10.3 Administration and Meeting

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

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

4.11 Ad Hoc Committees: ~~any member of~~ Council may appoint special ad hoc committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. ~~Committee appointments shall be made by recommendation/nomination and appointment as detailed in paragraph 4.1 approved by council.~~ Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee. Committees will:

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

4.12 Commissions and Exceptions

4.12.1 Kentville Water Commission

- 4.12.1.1 The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:
 - 4.12.1.1.1 Approval of the Capital budget;
 - 4.12.1.1.2 Approval of the Operational budget;
 - 4.12.1.1.3 Review and promulgation of the Annual Report; and
 - 4.12.1.1.4 Review of Water Commission Operations with provincial regulations.

- 4.12.1.2 Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.12.1.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.12.1.4 Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

4.12.2 Kentville Source Water Protection Advisory Group

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

4.12.3 Investment Advisory Committee

- 4.12.3.1 The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.
- 4.12.3.2 Membership: The Investment Committee consists of two (2) Council members (one of which can be the Mayor) and two (2) citizen appointees, as voting members. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.
- 4.12.3.3 Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.
- 4.12.3.4 Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month’s progress and the position of the Fund.

4.12.4 **Accessibility Advisory Committee**

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

- 4.12.4.2 Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members of the AAC must be persons with Disabilities or representatives from organizations representing persons with Disabilities. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a staff Recording Officer may be appointed as a non-voting member of the committee.
- 4.12.4.3 Term: The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan, and membership will be for the term required to establish this Plan.
- 4.12.4.4 The advisory committee meets six times per year or more as needed.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Schedule A – Non-Council Honorariums
- 5.2 Policy G16 Code of Conduct
- 5.3 Policy G70 Meeting Policy
- 5.4 Policy G26 – Investments – Perpetual Reserve Fund Policy
- 5.5 Policy G4 Travel Meals and Miscellaneous Expenses

6.0 POLICY REVISION HISTORY

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

Chief Administrative Officer, Dan Troke

SCHEDULE A – NON-COUNCIL HONORARIUMS

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

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

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



Mayor
Sandra Snow
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11 June 2021

RE: 2021 Recreation and Park Month

Background:

June is Recreation and Park Month in Canada. The Town of Kentville recognizes and embraces the importance of recreation in our community and the lives of our citizens.

Fun Fact:

Did you know that urban residents living near natural environments tend to know more of their neighbours, feel a stronger sense of belonging to the community, and have a more positive view of their neighbourhoods?

Proclamation:

See over.

Kindest Regards

Sandra Snow, Mayor
Town of Kentville

**Proclamation
Recreation and Park Month
June 2021**

WHEREAS, in Kentville, Nova Scotia, recreation practitioners are continually working to create and grow accessible local recreation and parks options, and providing opportunities to explore in our backyards; and WHEREAS, participating in recreation helps to connect interpersonal relationships, support healthy, active lives across the lifespan, celebrate our diverse cultures while creating opportunities to learn, grow and self-reflect; and WHEREAS, our parks, green spaces and trails provide places to be in nature, learn about local ecosystems, and continually respect, maintain, and preserve Mi'kma'ki where we live, work and play; Therefore, The Town of Kentville, do hereby proclaim the month of June, 2021 to be "Recreation and Parks Month" in the Province of Nova Scotia acknowledging the year round benefits of Parks and Recreation in our community

Dated in the Town of Kentville, Nova Scotia
This 14th day of June 2021

June is Recreation and Parks Month

WHEREAS, in Kentville, Nova Scotia, recreation practitioners are continually working to create and grow accessible local recreation and parks options, and providing opportunities to explore in our backyards; and

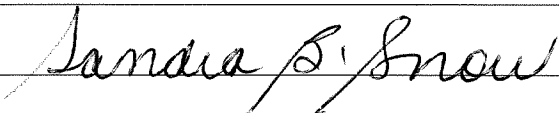
WHEREAS, participating in recreation helps to connect interpersonal relationships, support healthy, active lives across the lifespan, celebrate our diverse cultures while creating opportunities to learn, grow and self-reflect; and

WHEREAS, our parks, green spaces and trails provide places to be in nature, learn about local ecosystems, and continually respect, maintain, and preserve Mi'kma'ki where we live, work and play;

Therefore, the Town of Kentville (name of municipality/organization), do hereby proclaim the month of June, 2021 to be “**Recreation and Parks Month**” in the Province of Nova Scotia acknowledging the year round benefits of Parks and Recreation in our communities.

Signed this 14th day of June, 2021 by:

Sandra Snow, Mayor of Kentville (printed name and title)

 (signature)