



**TOWN OF KENTVILLE
SPECIAL MEETING OF COUNCIL
July 12, 2021
AGENDA**

6:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. TOWN OF KENTVILLE FINANCIAL AUDIT PRESENTATION AND REPORT
(a) Presentation: Andy Forse, Kent and Duffett
4. Audit Committee recommendations to Council
5. ADJOURNMENT

**COUNCIL ADVISORY COMMITTEE
July 12, 2021
AGENDA**

6:30 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
(a) Council Advisory Committee, June 14, 2021

4. 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

(1) Chief Administrative Officer's Report

5. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) Policy G57 Committees of Council

6. CORRESPONDENCE

(a) Canada Day Resolution - Mississauga

(b) Confederacy of Mainland Mi'kmaq

7. NEW BUSINESS

(a) Accessibility Standing Committee – Terms of Reference

8. PUBLIC COMMENTS

9. IN-CAMERA

(a) Legal – Procurement

(b) Personnel

10. ADJOURNMENT



7 July 2021

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

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

RE: Town of Kentville Audit Committee Members

The Town of Kentville audit was conducted by the firm of Kent and Duffett Chartered Professional Accountants during the months of May and June 2021.

The Town of Kentville council has committed to an Audit Committee composed of three members of council and two members of the public as recommended by the JMAT report:

Three members of council were re-appointed in November 2020 for 2021-2022:

Mayor Sandra Snow (Chair - voting);
Deputy Mayor Cate Savage (voting); and
Councillor Andrew Zebian (voting).

One member of the public was appointed in June 2021:

Ms Susan MacDougall. (voting).

One member of the public was appointed in June 2019:

Mr Peter Rainforth. (voting).

Two members of Staff:

Ms Deb Crowell, Director of Finance; and
Mr Dan Troke, Chief Administrative Officer.

The Audit Committee met on 28 June 2021, to discuss the results and conduct of the audit with Mr Andy Forse. We were provided with a draft copy of the audit statements. Committee members were provided with additional time to review the package prior to making a recommendation to council.

The Audit Committee recommendations are as follows: **it is recommended that the council accept the 2020-2021 audit report and documentation as presented.**

The firm of Kent and Duffett Chartered Professional Accountants competed and were awarded a five-year auditing services contract with the Town of Kentville in 2019.

The Audit Committee **recommends that the Town of Kentville reappoint the firm of Kent and Duffett Chartered Professional Accountants to provide audit services for the year 2021/2022. The firm was previously selected and approved for a five-year contract with the Town of Kentville. Re-appointment occurs annually as a matter of form.**

As per G57 Committees of Council Policy: **It is also recommended that the council appoint the following citizen committee voting members to the 2021/2022 Audit Committee:**

**Ms Susan MacDougall; and
Mr Peter Rainforth.**



Sandra Snow
Mayor

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**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
COVID-19 PROTOCOL**

Meeting Minutes: June 14, 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 (by phone)
- 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:

- Elizabeth Pattillo and Rick Jacques, Annapolis Valley Trails Coalition
- Judy Rafuse and Breanna Hall, Annapolis Valley Chamber of Commerce

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Andrew Zebian declares a conflict of interest for item 6.c.

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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 Deputy Mayor Cate Savage and seconded by Councillor Gillian Yorke

that the agenda for the Council Advisory Committee meeting of June 14, 2021 be approved with the following addition:

- **Added, 10.b Property Matter**

It was moved by Councillor Cathy Maxwell

That Council move item 6C to a closed session.

- Discussion
 - The Chair discussed in camera requirements and the Solicitor framed council’s consideration.
 - The Municipal Government Act gives the ability to go in camera for a set number of issues. At this time and if Council remains on topic, the issue does not meet this criteria.
 - If the conversation of this issue becomes broader than the summary of this issue, Council at that time may decide to move to a closed session for all or part of the discussion.

Councillor Maxwell withdraws the motion.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, May 10, 2021

It was moved that the minutes from the Council Advisory Committee meeting held on May 10, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATIONS

(a) Annapolis Valley Trails Coalition

Elizabeth Pattillo and Rick Jacques gave an update about the improvements on the Harvest Moon Trail, and upcoming projects.

Presentation available.

- Points of Discussion:
 - The Town accessibility action plan is a good start and will be important for trails.

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(b) Annapolis Valley Chamber of Commerce

Judy Rafuse, Executive Director of the AVCC, and Breanna Hall, Physician Community Navigator, shared the activities of strategic doctor recruitment into the Kings County region and made a request for funding to support the program. The request is for \$5000 for five years for the Town of Kentville.

Presentation available.

- Points of Discussion:
 - How can Kentville improve retention? Some residents are here from another region or are here with a spouse. Other residents may continue on to specialized fields. To contribute to the welcome baskets, please reach out to Breanna Hall.
 - Does the province help to fund this part time position? The funding is provided by community contributions.
 - How many doctors have been retained in this valley through this program? Residents have some higher retention than doctors. One new doctor has been retained.
 - Where does the province fit into funding for this program? Most navigators have Culture and Heritage in their funding. The program needs more funding and more volunteers to support this program.
 - Is the ask going to all municipalities? Only Kings County, Wolfville, and Middleton. Kentville still has grants to organization funding available which could be freed up for this program. Request that AVCC present and application. Kentville’s retention may be higher than 60%.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Director’s Report

Director Deb Crowell presented her report for the period ending May 31, 2021. To this date overall revenue exceeds the average at 36.8%. The overall expenditures are above the benchmark at 19.4%.

See report for more information.

(b) Planning and Development

(1) Director’s Report

Director Bev Gentleman reviewed her report for May 2021. Highlights included a building valuation of \$19,629,019 for the year. The report also included project updates about Ryan’s Park, Miners Landing, the Municipal Planning Strategy and Land Use Planning review, and the River Street lands.

See report for more information.

- Points of Discussion:

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- What is the completion date for Ryan's Pocket Park? Likely in 2022 due to increased construction costs.

(2) Community Economic Development Coordinator's Report

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

See report for more information.

- Points of Discussion:
 - The Visitor Information Centre has had some work on the exterior and plans to open in July.
 - Are repairs at the Kentville Historical Society complete? This work is ongoing and will be complete in the next few weeks.

(c) Parks and Recreation

(1) Director's Report

Director Rachel Bedingfield reviewed her report for May 2021. Some of the highlights included adapting to public health reopening measures, bridge repair on the trail, and expanding programs.

See report for more information.

- Points of Discussion:
 - Are there more locations available for pet waste? The more receptacles are out, the most staff time is required to empty them. If you have a pet, you are responsible for your pet waste.
 - Are there no smoking signs at the skate park? Yes, there is signage for all the bylaws at the park. Poop can be a hand warmer in the winter.
 - The Spike Fund continues to provide camp experiences to kids.
 - If the proposed dog park does not proceed, is there a second location?

(d) Police Report

(1) Chief's Report

Chair Craig Gerrard tabled the Police Commission report to Council.

See report for more information.

- Points of Discussion:
 - Recruitment for the Chief position is moving smoothly.

(e) Engineering and Public Works

(1) Director's Report

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Director Dave Bell presented his report for May 2021. Some of the highlights included updates on the Burke Subdivision paving project, line painting in the downtown, and the Kentville water commission.

See report for more information.

- Points of Discussion:
 - Discussion of sites suitable for patch paving and tree branches obscuring sidewalks in Town.
 - Are there more aerators or other technology that can reduce sewer odors? They are under review.
 - Are there progress for lights on the bridge? Yes, staff are in discussions with the Province to update lights.
 - Questions about steel poles from Nova Scotia Power. They are property of NSPI and residents are encouraged to reach out with concerns directly.

(f) Administration

(1) Chief Administrative Officer’s Report

CAO Troke presented his report for May 2021. Some of the highlights included reopening procedures, review of the Municipal Planning Strategy and the hiring process for the Kentville Police Chief.

See report for more information.

- Points of Discussion:
 - The boat launch was removed from the capital projects list and was not replaced.

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

That the reports from the directors be accepted as presented.

MOTION CARRIED

*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) Council’s request to consider amending the MPS and LUB

Director Gentleman reviewed her report outlining Council’s 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.

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See report for more information.

- Points of Discussion:
 - Clarification of process of amendment and expression of interest from a developer.
 - There is a need to review a change to the Municipal Planning Strategy. There is no action required on the C-1 matter.
 - Clarification of application by Stonemount and switch from C-2 to C-1.
 - What is the Director's recommendation for making this work more effectively? Currently the C-2 zone was meant for development. If Council wishes to change this, it might be better to change the definition of C-1.
 - Multi-unit residential use?
 - Deputy Mayor Cate Savage, Yes
 - Councillor Craig Gerrard, Yes
 - Councillor Paula Huntley, Yes
 - Councillor Cathy Maxwell, No
 - Councillor Gillian Yorke, Yes
 - Councillor Andrew Zebian, Yes
 - Mayor Sandra Snow, Yes
 - Permitted uses other than C-2?
 - Deputy Mayor Cate Savage, Yes
 - Councillor Craig Gerrard, Yes
 - Councillor Paula Huntley, Yes
 - Councillor Cathy Maxwell, No
 - Councillor Gillian Yorke, Yes (remain at C-2)
 - Councillor Andrew Zebian, Yes
 - Mayor Sandra Snow, Yes
 - Commercial component mixed use?
 - Deputy Mayor Cate Savage, 25% frontage
 - Councillor Craig Gerrard, 25% highway frontage
 - Councillor Paula Huntley, 50%
 - Councillor Cathy Maxwell, 100%
 - Councillor Gillian Yorke, 50% highway frontage
 - Councillor Andrew Zebian, 100%
 - Mayor Sandra Snow, 25%
 - Staff will refine this and frame it for Council.
 - Direction is to allow Multi-Unit Residential and highway frontage commercial. Support 50% as a minimum for frontage.

(b) Renaming of Cornwallis Street

CAO Troke reviewed the circumstances surrounding the proposed renaming of Cornwallis Street and the options for Council to proceed with this action.

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See report for more information.

- Points of Discussion:
 - Concerns about including education around the name change.
 - Concerns about an open public naming process that would prevent inappropriate names.
 - Suggestion of two-eyed seeing approach. Reconciliation should involve the Indigenous Community in this process.
 - Accessibility committee will use a consistent approach through all these kinds of issues.
 - Options:
 - Councillor Andrew Zebian, direct naming
 - Councillor Gillian Yorke, accessibility committee
 - Councillor Cathy Maxwell, accessibility committee
 - Deputy Mayor Cate Savage, accessibility committee
 - Councillor Craig Gerrard, accessibility committee
 - Councillor Paula Huntley, accessibility committee
 - Mayor Sandra Snow, accessibility committee
 - Direction to the CAO to pass this issue to the accessibility committee.

(c) Robinson Property Redevelopment

Councillor Zebian did not participate in discussion or decision making due to a conflict of interest.

Mayor Sandra Snow reviewed the sale and proposed development of the Robinson Property by owner Mr. Andrew Zebian. The owner requested an extension to some terms of development to September 30, 2021. Mr. Zebian gave a short presentation to Council. Following this presentation CAO Troke framed the request to Council.

See report for more information.

- Points of Discussion:
 - Clarification about the original deadline for the footings in October 2020.
 - Clarification about the original date to extend footings to the end of May or June.
 - Clarification about the industry standard around footings assessment for these kinds of construction projects.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Paula Huntley

That Council Advisory Committee Recommend

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That Council approve the extension of 15% for the construction completion deadline to September 30, 2021 as requested by Mike’s Clothing.

To be approved at the June 28, 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

Councillor Andrew Zebian returns to the public meeting at 9:12pm.

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) Kings Regional Emergency Management Organization Bylaw

CAO Troke reviewed the updated Kings REMO bylaw which will replace the existing Town bylaws.

Report available for more information.

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

That Council Advisory Committee Recommend

That Council give first reading to the Kings REMO bylaw to Town Council on June 28, 2021 and further that Council give second reading to the bylaw on July 26 2021, and further that all other emergency management bylaws be rescinded.

To be approved at the June 28, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Western Regional Housing Authority – Board Vacancy

CAO Troke reviewed the Town’s involvement on the Western Regional Housing Authority Board and a request to extend the term of the existing representative.

Report available for more information.

- Points of Discussion:
 - Could Ashley give a report to Council on the board activities? These positions are application approvals and have privacy issues. The Housing Authority can provide updates to Council.

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

That Council Advisory Committee recommend

That Council approve an extension of one term for Kentville representative Ashley Hancock on the Western Regional Housing Authority board.

To be approved at the June 28, 2021 Council meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(c) Request for Decision – Committees of Council Policy

Mayor Sandra Snow reviewed the process to amend Policy Statement G57 Committees of Council, with comments and feedback sent to the Executive Assistant for the July meeting of Council Advisory Committee.

Report available for more information.

- Points of Discussion:
 - The Executive Assistant will collect comments about this policy revision.
 - The suggested revisions will make the policy easier to navigate.
 - Clarification of past CAO Evaluation Committee process.

(d) Recreation Proclamation

Mayor Snow made a proclamation that June be celebrated as Recreation Month.

Report available for more information.

9. PUBLIC COMMENTS

(a) None.

10. IN CAMERA – LAND

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

That Council move into a closed session at 9:26 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 Cathy Maxwell and seconded by Councillor Craig Gerrard

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That Council return to open session at 9:57 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 Craig Gerrard

That Council Advisory Committee adjourn.

MOTION CARRIED

Adjournment at 9:58 pm.



Town of Kentville
Staff Report to Council Advisory Committee
Department of Finance
JUNE 30, 2021

Summary:

I am pleased to report from the Finance Department of the Town of Kentville for the month ended June 30, 2021.

- The Investment Committee met on June 16, 2021 to review the investment fund for the month of May 2021.
- Kent & Duffett met with the Audit Committee on June 28, 2021 to present the results of the year ended March 31, 2021. The Town received an unqualified audit opinion.
- The Audit Committee voted to send the Audited Consolidated Financial Statements to a special meeting of Council for ratification on July 12, 2021.
- Once ratified and the Auditor's Reports are received, the statements will be digitized and placed on the Town's website.
- Audit preparations for the Kentville Volunteer Fire Department continues.
- Some financial reporting to the Province has been completed and filed. This includes the Capital Investment Plan (CIP), Annual Expenditure Return (AER). Other reports have yet to be released by Department of Municipal Affairs. This includes Statement of Estimates- Section A and Section B (SOE) and the Financial Information Return (FIR).
- The Federal *Payment-in-Lieu of Tax* application was forwarded to the Federal government in early June.
- Temporary Borrowing requirements for 2021/22 have been requested from DMA. Once returned, they will appear on the next docket of CAC.
- Finance personnel will begin their summer holidays over the next two months.

Attachments

- Schedules A & B (Revenue and Expenditures) are included for the month ended June 30, 2021.
- Schedule C (Outstanding Taxation) is attached for the month ended June 30, 2021.

- Schedule D (Sanitary Sewer Area Service) is not included. The next quarterly report will occur after the 1st quarter is quantified and billed in July.
- Schedules E and F (Perpetual Investment Fund) are included for the month ended May 31, 2021. The IAC met on June 16, 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 is at its infancy June 30, 2021.

Analysis

Revenues (see Schedule A)

If revenue were averaged evenly over the year, 25% of the budget would be received. To June 30, 2021, overall revenue exceeds the average at 38.0% recorded. Items worth noting are:

- Taxes- Total taxation is currently reporting at 49.4% and includes the interim tax levy. 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.
- Services to Other Governments- This section records services provided to the Province for the secondment of a police officer and Kings County for recreation services. It also accumulates the County's sharing of the Kentville Library lease. 50% of the current year's cost-sharing has been billed.
- 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. Two months of sales are recorded. This section also accounts for the sale of financial services to KVFD. Three 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 first quarter of the Municipal Finance Capacity grant (Equalization) and 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 26.3% expended. Some segments have exceeded the 25% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

- General Administration- exceeds the yardstick as 50% of the annual payment has been made to Property Valuation Services Limited. As well, 50% of Reduced Taxes (Charitable organizations) has been 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 Solid Waste Resource Management Authority.
- Environmental Development- Planning & zoning- exceeds the yardstick due to the payment of an insurance deductible.
- Recreation- Debt Charge exceeds the threshold but reflects the debt repayment schedule.
- 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 year’s (interim) tax levy outstanding at June 30, 2021 is \$(19,813) or 100.4% (last year-90.6%). Total property tax outstanding as at June 30, 2021 is \$20,340 (last year- \$463,245). This equates to 99.6 % collected in total (last year – 90.0%).

Perpetual Investment Fund (see Schedules E and F)

The Investment Advisory Committee (IAC) met virtually on June 16, 2021 to discuss the report for the month ended May 31, 2021.

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

	COST	MARKET
Cash and short-term	\$2,030,198	\$2,028,610
Fixed income securities	6,475,628	6,566,846
Equities	<u>4,811,632</u>	<u>5,602,857</u>
Total investments	<u>\$13,317,458</u>	<u>\$14,198,313</u>

The *Statement of Reserves (Schedule F)* is also attached. At May 31, 2021, interest paid into the fund is \$NIL, dividends paid into the fund total \$46,950; capital gains are \$NIL (last year-\$NIL). At May 31, management fees totaled \$6,129 (last year- \$2,712).

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 (see Schedule G)

The 2021/2022 capital investment plan is disclosed in Section G. Projects are budgeted at \$2.3 million. To date of writing, \$63,084 (2.8%) has been expended.

This concludes the monthly report from the Finance Department for June 30, 2021.



Respectfully Submitted,
Debra Crowell
Director of Finance

Town of Kentville Operating Fund

June 30, 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	20,478	22.5%
	<u>211,000</u>	<u>20,478</u>	9.7%
SALES OF SERVICES			
Agencies	<u>1,020,500</u>	<u>143,397</u>	14.1%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	6,558	17.3%
Rentals	397,500	20,467	5.1%
Interest	95,000	12,521	13.2%
Return on investments	630,000	-	0.0%
Other	44,300	17,536	39.6%
	<u>1,204,600</u>	<u>57,083</u>	4.7%
UNCONDITIONAL TRANSFERS	<u>221,200</u>	<u>50,178</u>	22.7%
CONDITIONAL TRANSFERS	<u>125,000</u>	<u>3,500</u>	2.8%
FINANCING AND TRANSFERS			
From reserves	317,000	-	0.0%
	<u>317,000</u>	<u>-</u>	0.0%
TOTAL REVENUE 2021/2022	13,670,200	5,196,102	38.0%

Town of Kentville Operating Fund

June 30, 2021

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	257,000	57,391	22.3%
General administration	1,447,200	390,447	27.0%
	<u>1,704,200</u>	<u>447,838</u>	26.3%
PROTECTIVE SERVICES			
Police- core program	2,509,200	634,438	25.3%
Police-sales of service	153,000	29,060	19.0%
Law enforcement	196,500	44,533	22.7%
Fire fighting	860,100	151,650	17.6%
Protective service- debt charge	5,000	1,290	25.8%
Emergency measures and other	130,500	5,998	4.6%
	<u>3,854,300</u>	<u>866,969</u>	22.5%
TRANSPORTATION SERVICES			
Common services	1,012,900	337,277	33.3%
Road transportation	762,800	49,073	6.4%
Public transit	285,900	79,925	28.0%
Transportation- debt charge	51,300	26,822	52.3%
Other	94,000	0	0.0%
	<u>2,206,900</u>	<u>493,096</u>	22.3%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	664,000	204,038	30.7%
PUBLIC HEALTH			
Public health and housing	96,500	-	0.0%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	231,100	84,656	36.6%
Other community development	389,200	56,536	14.5%
	<u>620,300</u>	<u>141,192</u>	22.8%
RECREATION AND CULTURAL			
Recreation-Administration	538,800	140,818	26.1%
-Programmes (net)	141,800	(12,423)	-8.8%
-Facilities	611,000	119,299	19.5%
-Debt charge	26,300	12,832	48.8%
Cultural	133,700	31,965	23.9%
	<u>1,451,600</u>	<u>292,491</u>	20.1%
EDUCATION	<u>1,610,000</u>	<u>383,952</u>	23.8%
FINANCING AND TRANSFERS			
Debt charge- principal	829,500	766,850	92.4%
Transfers to allowances and reserves	632,900	0	0.0%
	<u>1,462,400</u>	<u>766,850</u>	52.4%
TOTAL EXPENDITURE 2021/2022	13,670,200	3,596,426	26.3%

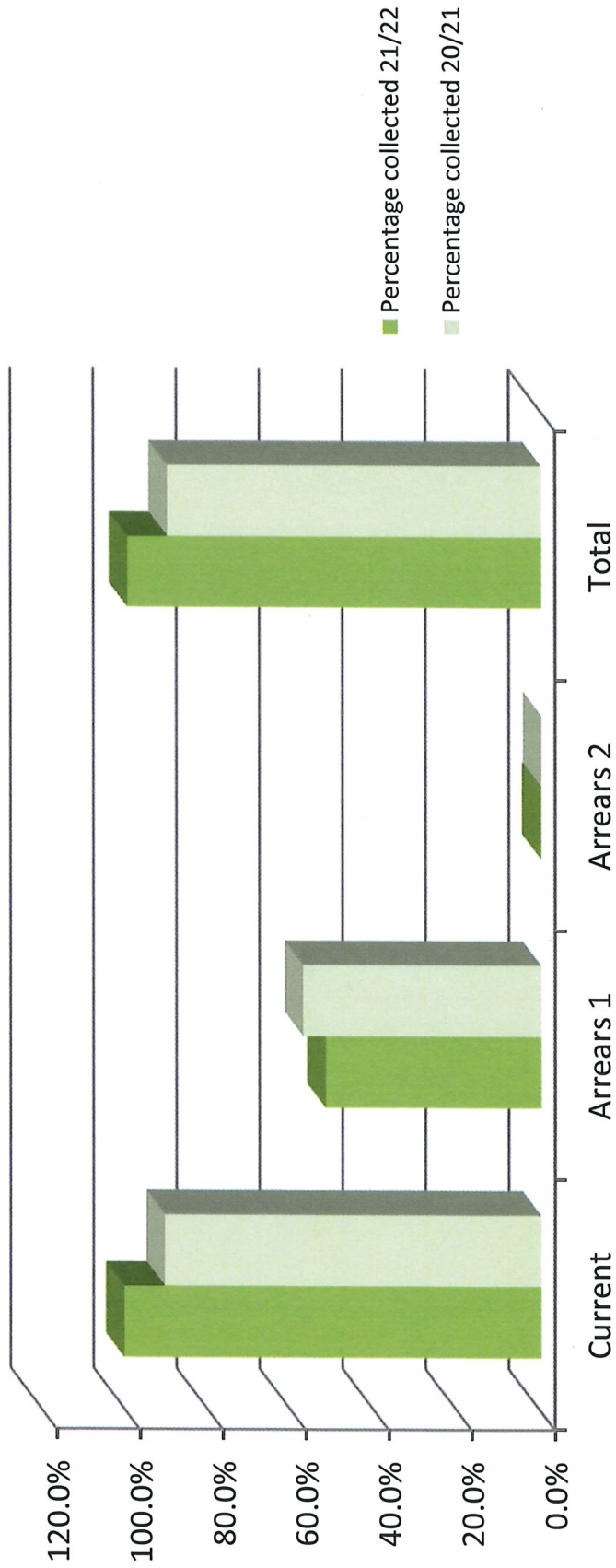
Town of Kentville Operating Fund

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</u> <u>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	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
Total collectible	4,650,258	66,686	8,059	4,725,003
Total collected	<u>4,670,071</u>	<u>34,579</u>	<u>13</u>	<u>4,704,663</u>
Outstanding	<u>(19,813)</u>	<u>32,107</u>	<u>8,046</u>	<u>20,340</u>
Percentage collected 21/22	100.4%	51.9%	0.2%	99.6%
Percentage collected 20/21	90.6%	57.2%	0.0%	90.0%

Town of Kentville Outstanding Taxes as at June 30, 2021



Town of Kentville Perpetual Reserve Fund

Month ended May 31, 2021

Statement of Financial Position	2021 Actual \$	2020 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$2,028,610)	2,030,198	364,582
Receivables		
Accrued		
Accrued interest and dividends	34,043	21,569
Due from own funds and agencies		
General operating fund	1,886	876
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$6,566,846)	6,475,628	9,071,740
Equities (at market- \$5,602,857)	4,811,632	3,910,575
Total assets	13,353,387	13,369,342
Fund Balance		
Due to Town Operating Reserve		
Reserve	13,353,387	13,369,342
Total fund balance	13,353,387	13,369,342

Town of Kentville Perpetual Reserve Fund

Month ended May 31, 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	20,687	26,322
Capital dividend	26,263	
Accrued interest and dividends		
Capital gains		
Equities		
Fixed income securities		
	<u>46,950</u>	<u>26,322</u>
	<u>13,374,393</u>	<u>13,380,489</u>
Less:		
Management fees (net)	6,129	2,712
Return of capital	14,877	8,435
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>21,006</u>	<u>11,147</u>
Balance, end of year	<u>13,353,387</u>	<u>13,369,342</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	41,580	35.2%
Transportation	920,000	0	0.0%
Development	54,500	0	0.0%
Recreation	559,500	21,504	3.8%
	2,276,200	63,084	2.8%
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	11,055	2.5%
Recreation	63,500	5,026	7.9%
	1,049,200	16,081	1.5%
Operations			
Capital from revenue- KPS	50,000	25,526	51.1%
	50,000	25,526	51.1%
BORROWING	1,064,100	16,478	1.5%
	2,276,200	63,084	2.8%

Town of Kentville Capital Fund

SCHEDULE G-1

March 31, 2022

GENERAL LEDGER	CANADA COMMUNITY-BUILDING FUND GAS TAX INFRASTRUCTURE			
#	Description	Budget		Actual
	Transportation			
	Local Roads- Paving projects			
	Burke Subdivision- paving	450,000		0
				0
				0
				0
				0
	PROJECTS	450,000		0
	FUNDING			
	CASH			
	Reserve- Gas Tax Interest	3,000		
	Reserve- Gas Tax 20-21			
	Reserve- Gas Tax Current 2021-2022	441,300		
	Reserve - Town capital	5,700		
	Borrowing			
	TOTAL	450,000		0

Town of Kentville Capital Fund

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

Town of Kentville Capital Fund

SCHEDULE G-3

March 31, 2022

GENERAL LEDGER	GENERAL ADMINISTRATION			
#	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	11,055
	Building		
05-35-75-600	Security upgrades, sign	18,600	0
	PROJECTS	118,200	41,580
	FUNDING		
	Cash		
	Capital from revenue	50,000	25,526
	Proceeds on sale		5,000
	Capital contribution		
	Reserves	68,200	11,055
	Borrowing		
	TOTAL	118,200	41,580

Town of Kentville Capital Fund

SCHEDULE G-5

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
	Palmer 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

Town of Kentville Capital Fund

SCHEDULE G-6

March 31, 2022

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

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	8,970
05-35-73-100	KCA playground accessible feature (CWIP)	40,000	0
05-35-73-150	Dog park- east end (CWIP)	55,000	4,693
05-35-74-700	Equipment	87,000	7,508
05-35-73-300	Study- Ravine Trail	15,000	0
	PROJECTS	559,500	21,504
	FUNDING		
	Capital reserve- General allocation	153,000	
	Capital reserve- Recreation	63,500	5,026
	Borrowing	343,000	16,478
	TOTAL	559,500	21,504



Town of Kentville
Staff Report to Council Advisory Committee
DEPARTMENT OF PLANNING AND DEVELOPMENT
JULY 12, 2021, FOR JUNE 2021

Activity Report and Permits Report, attached

Programs and Operations

- 10 Permits Issued: Building valuation of \$1,139,080 for a year total of \$20,768,099.
- 4 Subdivision Applications

Projects

- Ryan Park – Location certificate for the footings has been approved. Next phase of construction is ready to go.
- Miners Landing – Final concrete pour for the 4th building was scheduled for July 5th and 6th.
- Council amendments to the MPS and LUB to allow Residential Development in the C-2 Zone (report to follow)
- Business Park – Interest in the Business Park remains high. It is anticipated that soon only lands in Phase II will be available.
- Dog Park – An appeal of the decision of the Marshland Commission Secretary to deny a marshland variance to permit a dog park on the east end of town was submitted. On June 14, 2021, staff was informed by the secretary they will respond with within 60 days.

Public Engagement

- Ongoing

Meetings and Events

- CAC
- Senior Management
- Accessibility Committee
- Crystal Fuller, Brighter Community Planning and Consultants
- Terry Brown and Keith Fraser
- Asset Management Direct Funding Kickoff
- Cyber Security Survey and Courses started

- The Town received an AMA Wellness Grant to purchase new equipment for the staff GYM – Yea Kirsten!



Respectfully Submitted,
Beverly Gentleman
Director of Planning and Development

Activity Report

Planning & Development

June 2021



<i>PERMITS</i>	<i>PERMITS ISSUED</i> JUNE 2021		<i>PERMITS ISSUED</i> JUNE 2020	
	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	10	82	11	37
Total Building Value (\$)	1,139,080	20,768,099	533,800	13,286,305
Permit Revenue (\$)	1,122.27	23,861.32	725.04	13,703.43

Permits Report

Planning & Development

June 2021



Permit #: 3906	Permit Date: 06/02/2021
Value of Construction: \$1,000.00	Fee: \$50.00
Swimming Pool – Installing an above ground pool	

Permit #: 3909	Permit Date: 06/10/2021
Value of Construction: \$1,700.00	Fee: \$50.00
Swimming Pool – Installing a 16' round above ground pool	

Permit #: 3911	Permit Date: 06/15/2021
Value of Construction: \$430.00	Fee: \$0.00
New Accessory Structure – Placing a 10.13 sq ft Rubbermaid storage building on the property	

Permit #: 3908	Permit Date: 06/14/2021
Value of Construction: \$400,000.00	Fee: \$325.59
New Residential Construction – Constructing a new Single Family Dwelling, Residential Space is 2,582.06 sf and Garage Space is 489.94 sf	

Permit #: 3890	Permit Date: 06/15/2021
Value of Construction: \$5,100.00	Fee: \$22.82
New Accessory Structure – Constructing a 64 sq ft deck between a pool and existing deck	

Permit #: 3910	Permit Date: 06/16/2021
Value of Construction: \$8,000.00	Fee: \$37.60
New Accessory Structure – Replacing a 192 sq ft veranda on a single family dwelling	

Permit #: 3907	Permit Date: 06/17/2021
Value of Construction: \$20,000.00	Fee: \$23.44
Commercial Addition – Constructing a new staircase and landing (22.35 sq ft in area) to replace the existing ones on the back of the arena	

Permit #: 3912	Permit Date: 06/21/2021
Value of Construction: \$9,350.00	Fee: \$30.56
Residential Addition – Constructing a 96 sq ft mudroom addition on the front of a dwelling	

Permit #: 3913	Permit Date: 06/25/2021
Value of Construction: \$650,000.00	Fee: \$466.56
New Residential Construction – Constructing a new Single Family Dwelling, Residential Space is 3,666.07 sf and Garage Space is 983.93 sf	

Permit #: 3914	Permit Date: 06/29/2021
Value of Construction: \$43,500.00	Fee: \$115.70
Renovation – Renovating an existing commercial unit to create a new fermentation facility	

Total Value of Construction:	\$1,139,080.00	Total Permit Fees:	\$1,122.27
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Town of Kentville

Staff Report to Council Advisory Committee

Community and Economic Development Coordinator

JULY 12, 2021

Programs and Operations

- Opening day of the Visitors Centre was on July 7th. Manager Susan Carey is back, we are looking at budget to determine if we can hire an additional part time support person. The Center will be open Wednesday – Sunday inclusive from 10am-5:00pm
- The “Find your Fresh” marketing campaign continues. Print materials are fixed now, but digital ads will be created ongoingly for summer. Kentville will be using the “Shine on Tourism” tool kit of images and design styles provided by Tourism NS to promote staycations in the Valley and to encourage NS Locals to visit us in Kentville.
- The Kentville Lions Club will be starting up Jam nights in Centre Square again since we have moved into Phase 3 of the re-opening plan. In addition to Wednesday night jams, there will also be Tuesday lunch music weekly (weather permitting).
- The CEDC is working with the parent group at NKEC to assist in facilitating a Prom Cruise for graduates through Town on July 28th. More details to come, we will be posting information about that on our Facebook page within the next week or two.

Projects & Beautification

- Landscaping work around the new Gateway signs is ongoing, the bottom of Chester/Main has been given some caring treatment, work in the area of the West End sign is next.
- Benches have arrived! They look great and are on the very long list of items the park staff have in front of them. They should be in place very soon.

Tourism /events

- The KBC lead Kentville Mural Festival is primed and ready to welcome a various group of artists to Kentville July 23-25, 2021. More details about the festival, the murals, the artists, and the locations will be forthcoming from the organizing committee. We have had supportive responses from many property owners downtown, and the call for artists was very fruitful as well. It is safe to say that Downtown Kentville will look very different a month from now! Our immediate next steps are to get the surfaces all prepped and ready for paint.
- The Town applied for and was awarded an accessibility grant to assist with making the Pumpkin People Festival including Harvest Fest more accessible to all this year. The grant work was done jointly between Recreation and Community Economic Development and the funds will go a long way towards improving access to these Town events.
- Kentville was pleased and excited to host the first ever Town lead Pride event in partnership with KCA School. The event was held on the scheduled rain date and was very well attended. The organizing team, which included the KCA Guidance staff, Recreation Staff and Community Economic Development received a significant amount of feedback from attendees and other community members and will use this feedback to improve the event in the future. One change that is imminent will be to expand the committee next year and allow the event to be more community driven. The event itself will also likely be expanded since (hopefully) COVID-19 will not be as much of an influence during planning.

Other

- Kentville was proud to support Landyn's Journey of Awareness, which lasted 6 days, and passed through Kentville during the final day on July 6th. A significant number of community supporters came down to welcome the group, staff gathered with Council, Kentville summer staff including day campers participated, and the importance of the event was palpable across the Valley, the Province, and the Country. The impact of Landyn's walk has reached the national level. Staff wish to thank everyone who came out and showed support to the group. We also wish to extend special thanks to Natasha Vaughan for reaching out to us, and for assisting and guiding the support we were able to offer Landyn's team.

Meetings and Events

June 2021

- Regular weekly radio spots on AVR (suspended temporarily)
- STORM – Strategic Operations Related to Media (bi-weekly as needed)
- Business Supports Team Meetings, Valley REN (Bi-weekly has now changed to once monthly)
- KBC Special Events Committee – meeting via email currently
- KBC Board of Directors (Monthly, zoom currently)
- 1st – Potential Comfort Station Site Visit
- 2nd – Mural Festival Committee Meeting
- 3rd – Walk with Pride Committee Meeting
- 9th – KBC Board of Directors (zoom)
- 10th – VIC Planning session with Manager
- 11th – PRIDE event check in meeting
- 15th – KBC Events Committee
- 18th – PRIDE check in meeting
- 30th – NKEK Parents Group meeting re: Prom Cruise
- 30th - STORM

July 2021

- 8th - KBC Façade Committee
- 6th – Landyn’s Journey of Awareness passage through Kentville

Respectfully Submitted,

Lindsay Young
Community & Economic Development Coordinator



Town of Kentville

Staff Report to Council Advisory Committee

DEPARTMENT OF PARKS AND RECREATION

JULY 6, 2021

Summary: June is always the busiest month for our department, with all the loose ends being tidied up for summer offerings. Staff were focused on the final preparation for programs to begin, community events to be planned and facilities to be ready to welcome back community sport. Our summer staff have all started including pool, camp, specialty, and parks staff. We are beyond thrilled to welcome the community back. As restrictions begin to lift, we are able to serve even more people; it is sure to be a summer to remember.

Facility Related

- Kentville Memorial Pool/Splashpad
 - The Kentville Memorial Pool officially opened for the season on July 1st. This year swimmers must pre-register for public swims to stay compliant with Covid restrictions and gathering numbers.
 - We are still waiting on a part for the splashpad to arrive before we will be able to open this facility for the season. As with most things, there is a delay in shipping times.
- Memorial Park Field
 - All fields – both soccer and baseball – are now open for the season. Fields behind KCA are also being used throughout the day for day camps.
- Parks and Playgrounds
 - All parks and playgrounds are open. We have added a few public BBQs to Memorial Park, the Gorge and Oakdene so park users can up their picnic game.
- Tennis/Pickleball Courts
 - Courts are open and in full swing. Staff have been working with the racket sport community to come up with a schedule that supports both pickleball and tennis skill development and court times. Information can be found on the Town of Kentville website or posted at the courts.

Programs and Operations

- Rec Play Kits
 - 70 Rec Kits were ordered and put together ensuring that folks had access to recreation in their own home. This offering is based on learnings we had during the last lock down when we created kits for our community partners. This time we offered the kits to the general public, as well as our community partners.
- Summer staff/programs
 - This year we are piloting two new programs beyond our regular camps and camps have begun, pool is open.
 - This year we are offering opportunity for youth aged 14-16 to improve their leadership skills. 16 youth have been hired and will be working with our summer staff team throughout the summer.
 - Upcoming programs in the park include Yoga in the Park, Forest Play, Tumblebugs with more to come.
 - Summer Concert Series starts Thursday July 8th. There will be music every Thursday in July and August from 6:30-8:00pm, rain date is the Sunday of each week.
 - Youth camps starting in two weeks, filling the gap for youth aged 12-14
 - Pop up programs, workshops and play days will begin starting next week lead by our two Specialty Leaders.
- Spike Fund
 - We have had numerous families access the Kentville Spike Fund program so far this summer. Donations are always welcome.

Capital Projects

- Dog Park
 - We are still waiting to hear back on our appeal.
- Skatepark Bowl
 - The project is paused as we wait for supplies to be delivered.

Public Engagement / Community Events

- This year we held the first annual pride event. Over 200 people were on site throughout the event showing their support. We are very appreciative for the work KCA students and staff put in to help with the event.

Meetings and Events

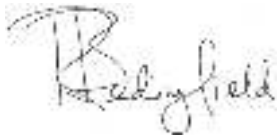
- CAC Meeting
- Department Meetings
- Senior Administration Meetings
- Re-Sport Project
- Kentville Accessibility Committee
- Valley Community Learning
- Summer Planning and Hiring
- Valley Recreation Meeting

- Kings County Recreation Committee
- Multi-purpose RFD Regional Committee
- Pool Prep
- Homeless No More
- Grant Meetings
- Accessibility Directorate
- Personnel Meeting
- Kentville Rotary
- Community Advisory Committee Research

Council Related

- Green Infrastructure Grant
 - A funding announcement was held on June 28th where the Town of Kentville was awarded with monies from both provincial and federal levels. An internal working committee will be created to guide the work plan and keep projects on schedule.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Rachel Bedingfield". The signature is written in a dark ink and is positioned above the printed name and title.

Rachel Bedingfield
Director of Parks and Recreation

Town of Kentville

Office of the Chief of Police

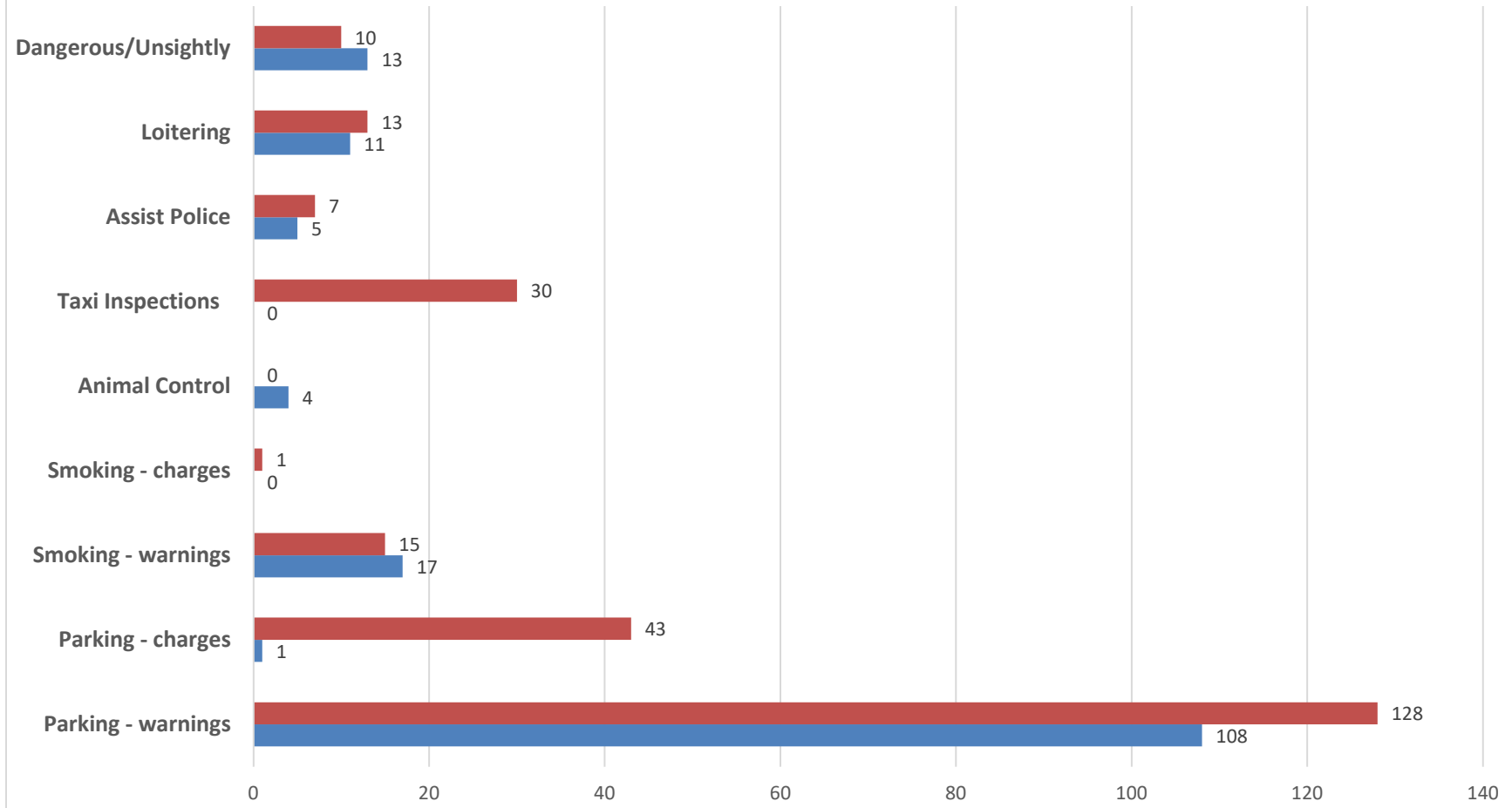
June 25, 2021



Administration	Time	April	May
	Auxiliary off. hours	25.5	25
	Training hours	32	0
	Veh. Cks 38's	222	199
	Warning tickets	19	13
	SOT Tickets	41	55
	Foot Patrol Hours	98	145.5
	CC Charges	7	13
	Calls for service	244	320
Training	<ul style="list-style-type: none"> • Lock down – no training this month 		
Meetings	<ul style="list-style-type: none"> • May 3 – Homeless No More • May 5 – Domesitic Violence – NSChiefs • May 5 – Highest Risk DV table • May 6 – online meeting with Minister Delorey • May 7 – Meeting with crown on Covid SOTS • May 7 – IPV discussion with DOJ • May 11 – NS Chiefs discussions • May 12 – Call with RCMP, CB & Hfx re Federal Parole changes • May 14 – DOJ call re injuction • May 17 – meeting regarding Safety APP • May 19 – Highest Risk DV table • May 25 – Restorative Justice governance & Management meeting • May 25 – Highest Risk DV table – side discussion with organizers • May 26 – Briefing by RCMP on Fisheries • May 26 – PIMA legislation meeting • May 26 – Meeting with APA regarding Cadet training 		

	<ul style="list-style-type: none">• May 27 – Alert Ready officials meeting• May 31 – meeting with SCEU supervisor
Staffing	<ul style="list-style-type: none">• Nothing to report

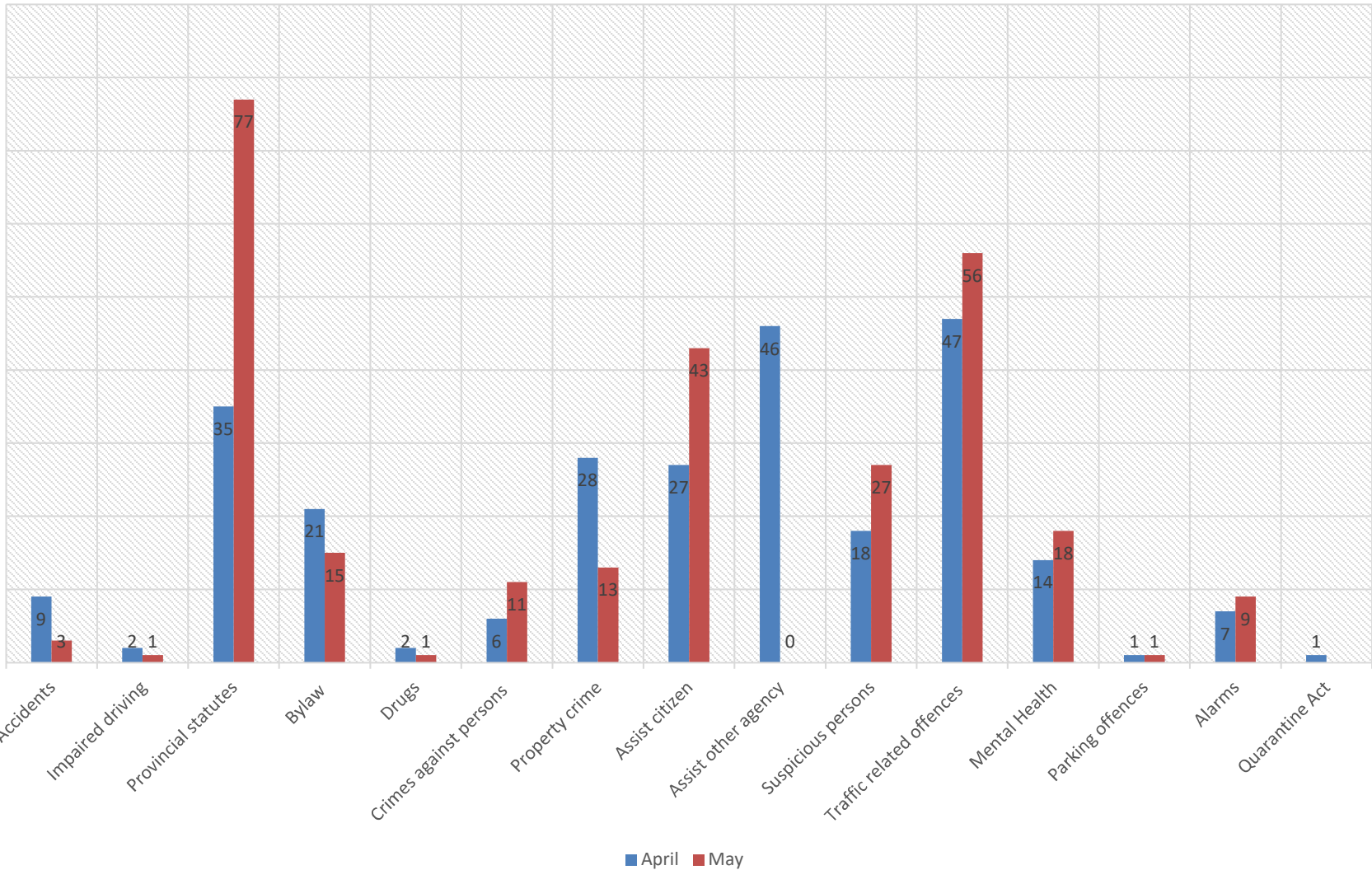
By-Law Report - April/May



April

May

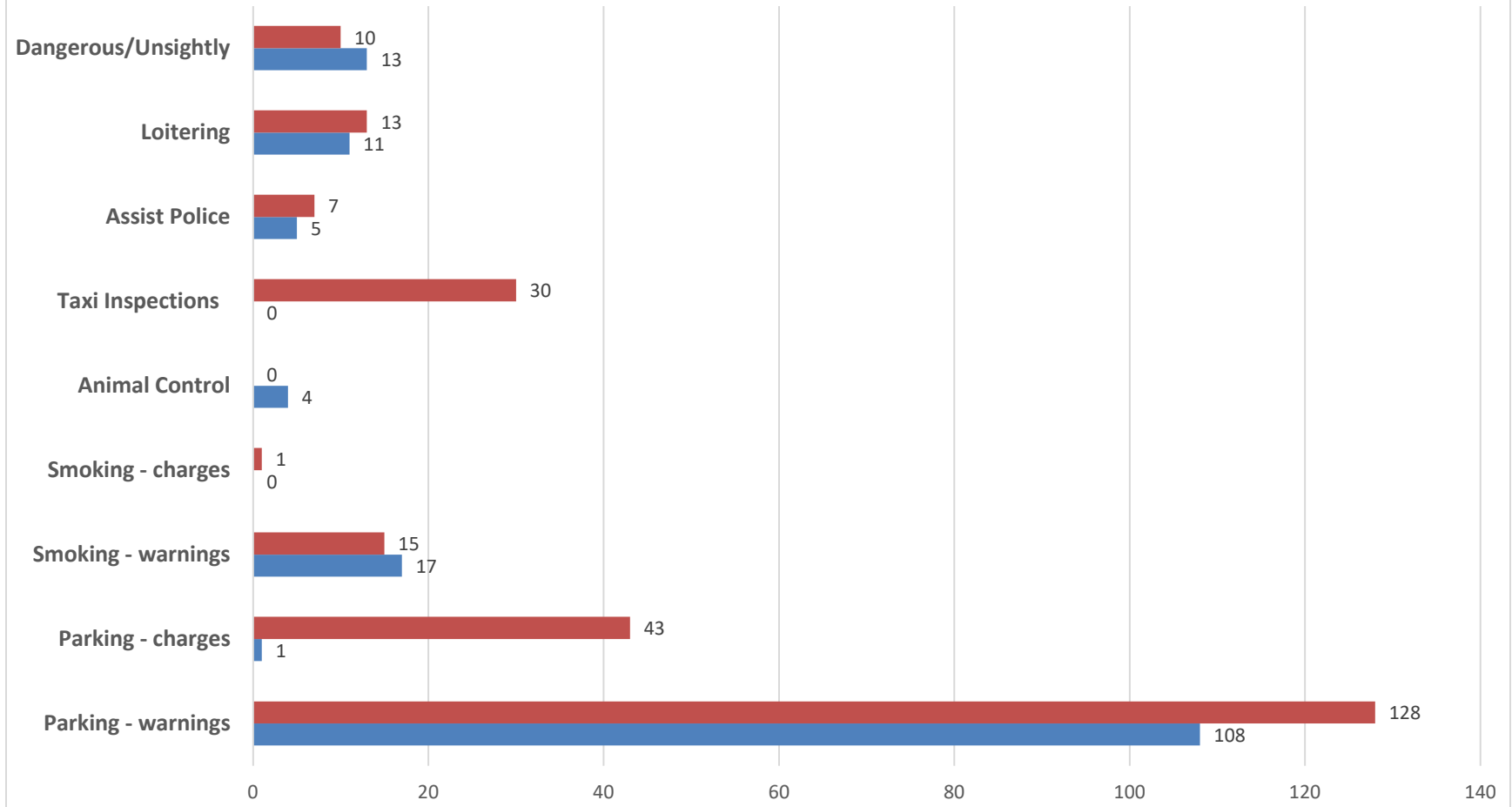
Calls for Service - Kentville Police - April/May



April 244

May 320

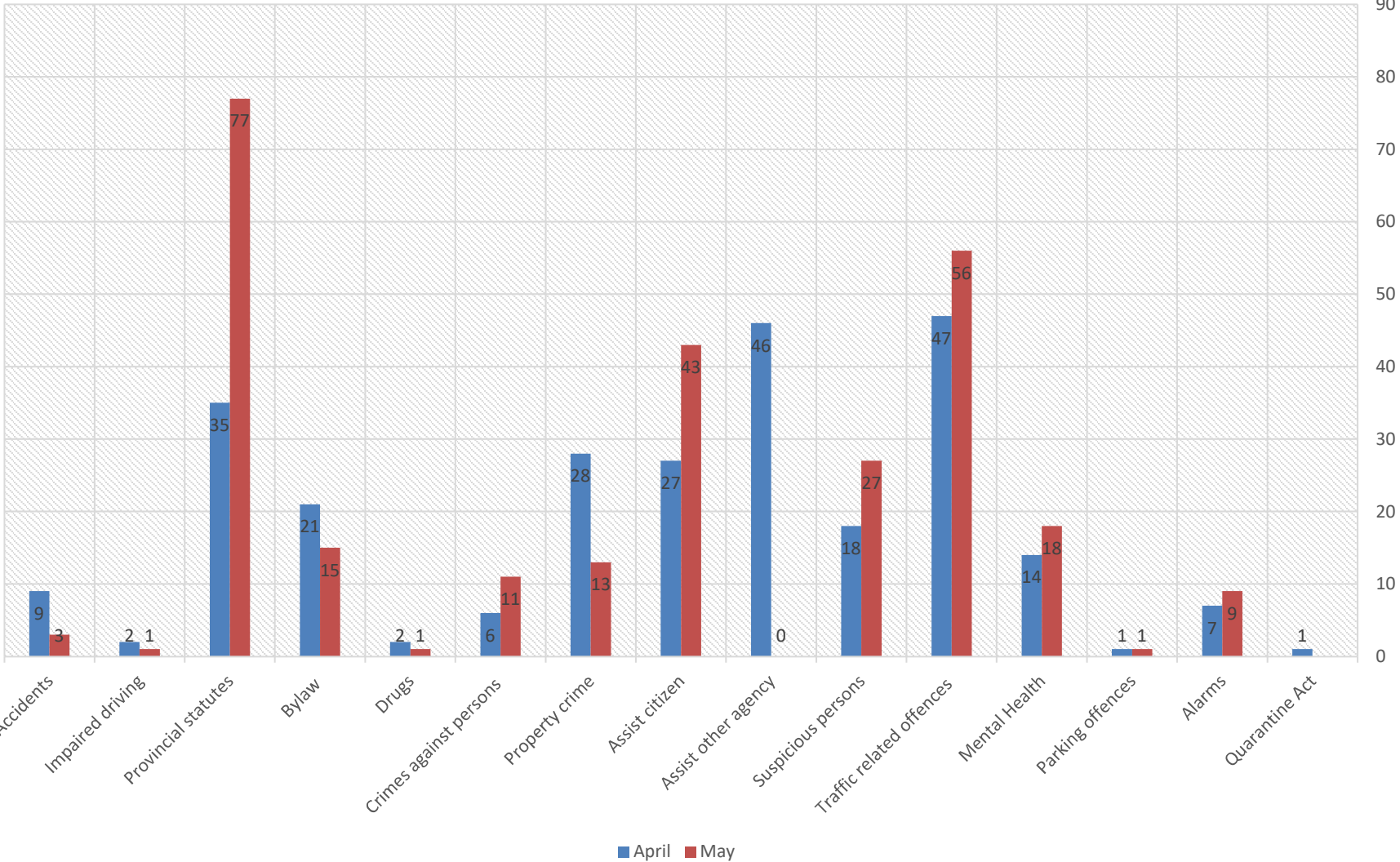
By-Law Report - April/May



April

May

Calls for Service - Kentville Police - April/May



April 244

May 320



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

July 12, 2021

Programs and Operations

- **Kentville Water Commission:** The well that was out of service is now back online, capital upgrades to the well included a new variable frequency drive (VFD) and power conditioner. We now have 2 of our 7 wells outfitted with this equipment and we will continue to upgrade our remaining wells in future years under the Capital Investment Program.
- **Sanitary Sewer Utility:** The Municipality of the County of Kings expects the desludging of Cell #1 at the Regional Sewage Treatment Plant in New Minas to begin around July 10th lasting until approximately mid-August. It is expected that the smell could be more pronounced at times throughout the desludging process but is expected to subside.
- Patch Paving in the downtown is now complete. Patching on side streets and subdivision roads are underway now.

Projects

- **Burke Subdivision Upgrades** - The contractor, Mid Valley Construction has mobilized and begun the first task of running temporary (above ground) water to every home. This will greatly reduce the frequency of water interruptions throughout the duration of the project while the main lines are being replaced. The expected completion of the project is this fall.
- On June 28th we had our “Kickoff Meeting” with the AIM Network. They will be completing our comprehensive Asset Management Plan beginning this summer with an expected fall completion and proposed presentation to Council in early 2022.

Public Engagement

- Frequent phone calls and site visits.
- Appointments are now being accepted for in person meetings.
- Letter & email correspondence – As required.

Meetings and Events

- Senior Staff meetings every Tuesday
- June 14th CAC via Zoom
- June 14th Regional Sewer Special Meeting via WebEx
- June 17th Regional Sewer Committee Meeting via WebEx
- June 23rd NSEMO WebEOC Orientation via MS Teams
- June 28th AIM Network Funding Kickoff via Zoom

Respectfully Submitted,
David Bell
Director of Engineering and Public Works

CAO Report to Council

July 12, 2021

Provincial Health Order – Nova Scotia is in Phase 3 of reopening. Phase 4 expected July 14th. Council will meet in person and it is anticipated Committee of Council will be in person as well.

Budget – Grants applications to be reviewed by Council later in July. 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. Terms of reference for go forward work presented to Council tonight.

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

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. Interviews will commence later in July.

Meetings – Virtual meetings with Minister of Municipal Affairs, meeting with MLA Lohr, CAO's IMSA work, and regional sewer meetings, weekly Senior Advisory Committee meetings, Audit Committee meeting and Association of Municipal Administrators on Housing issues.

Prepared by: Dan Troke, CAO for the Town of Kentville

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 <input checked="" type="checkbox"/>		
Budget:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Policy:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Desired Outcome:	That council approve the recommended amendments as outlined.				
Recommendation:	Report/Document: Attached <input checked="" type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>				

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> 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, ~~including ad hoc committees~~, 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 methodology and process for appointment to committees including~~

~~3.1.2.1 council members; and~~

~~3.1.2.2 citizen appointees.~~

~~3.1.2.3~~ 3.1.3 establishing the membership, the term of appointment and the structure for the committees; and

~~3.1.3.1.4~~ 3.1.4 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 At the beginning of a council term, all members of council shall request their three choices for committee appointments in writing. The Mayor and Chief Administrative Officer shall review the requests and draft a recommendation to Council Advisory Committee for discussion, and approval of the committee appointments. Committee membership shall be reviewed annually at the November meeting of Council Advisory Committee for approval at the November meeting of Council.

4.1.3 Council appointments to committees may be made to Council by nomination or recommendation. In the event of multiple candidates, Council shall vote on the matter of appointment.

4.1.24.1.4 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.

4.1.34.1.5 ~~Citizen a~~Applications for appointment to the committees shall be invited by public advertisement.

4.1.44.1.6 All applicants must consent to criminal and background checks.

4.1.54.1.7 Policy G70 Meetings applies to all committee meetings.

4.1.64.1.8 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.

4.1.74.1.9 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.

[4.1.84.1.10](#) 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.

[4.1.94.1.11](#) No committee shall utilize external services, or otherwise commit the Town to money expenditures.

[4.1.104.1.12](#) 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.

[4.1.114.1.13](#) 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.

[4.1.124.1.14](#) Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.

[4.1.134.1.15](#) 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.

[4.1.144.1.16](#) 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, t~~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~~ 4.7.1.3 CAO Evaluation Committee; ~~and~~
 - ~~4.7.1.34.7.1.4~~ 4.7.1.4 Inclusion and Access Advisory 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 Unightly 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~~ The first meeting should be scheduled in January prior to the annual audit to discuss management details and risk assessment of the process. The ~~and a~~ second meeting should be scheduled following conclusion of the audit for a detailed review of the audit and management recommendation to council as described in section 4.9.2.6.

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.

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.

4.10.3 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.

4.10.4 Inclusion and Access Advisory Committee

4.10.4.1 The Inclusion and Access Advisory Committee advises council on the

4.11 Ad Hoc Committees: 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 and approved by Council, as detailed in paragraph 4.1.2. 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, [Kelly Rice](#) [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”.

DRAFT

SCHEDULE B: Council Application to Committees

Name:

e-mail:

As a member of council, you are a member of the following committees:
Council Advisory Committee – meeting on second Monday monthly, unless the Monday is a Holiday.

CAO Evaluation Committee – meets three times per year.

Committee	Choice	Relevant Experience
Town of Kentville Standing Committees		
Council Advisory Committee		
CAO Evaluation Committee		
Audit Committee		
Accessibility Committee		
Boards and Commissions		
Kentville Police Commission		
Kentville Water Commission		
Source Water Protection Committee		
Legislated Committee		
Investment Advisory Committee		
InterMunicipal Service Agreement Committees		
Valley Waste Resource Management Authority Committee		
Kings Transit		
Kings Regional Emergency Measures Organization Advisory Committee		
Valley Regional Enterprise Network		
Regional Committees		
Annapolis Valley Regional Library		
Annapolis Valley Trails Coalition		
Joint Fire Services Committee		
KCA – Parent Teacher Association		
Kings Point-to-Point		
Kings Regional Sewer Committee		
Diversity Kings		
Western Regional Housing Authority – citizen appointee		



TO: Council Advisory Committee

SUBMITTED BY: Beverly Gentleman, Director of Planning and Development

DATE: Monday July 12, 2021

SUBJECT: Councils request to consider amending the Municipal Planning Strategy and Land Use Bylaw to allow Residential Development within the Highway Commercial (C-2) Zone with a commercial component on the ground floor; and to include all (C-1) permitted commercial uses within the (C-2) Zone.

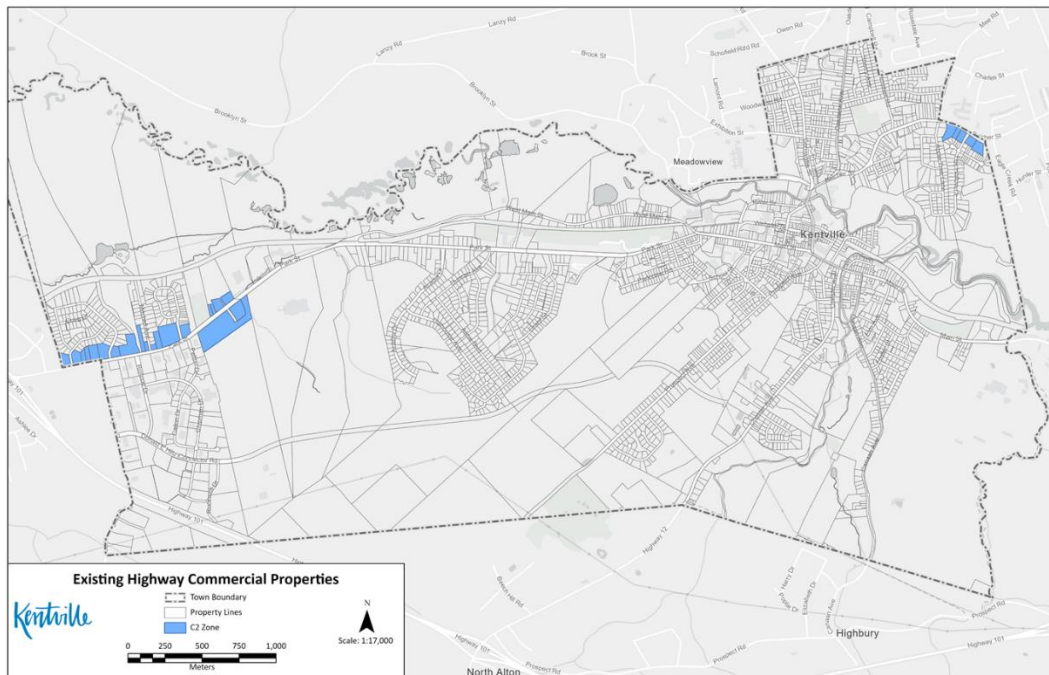
PROPERTY OWNER

Various Owners

APPLICANT

Town of Kentville

HIGHWAY COMMERCIAL (C-2) LOCATIONS



ORIGIN

Over the last couple of months Council have been considering changes to the Highway Commercial (C-2) zone to allow some form of high density residential. The impetus stemmed from an application to rezone a portion of a C-2 lot to allow for a senior's retirement home; however, after Staff's recommendation to deny the amendment, the application was withdrawn. Council, nevertheless, during deliberations on the issue determined that permitting multi-dwelling residential within the C-2 zone, with some ground floor commercial uses, was a viable option to help address the housing crisis while maintaining the economic viability of the Highway Commercial Zone (C-2) zone and directed staff to come back with options. Specifically, Council wanted some ground floor commercial use within any residential development, with 100% ground floor building frontage as a minimum.

On Monday June 14, 2021, staff presented CAC with 3 options:

1. CAC direct staff to proceed with amendments to the MPS and LUB to allow multi-unit dwellings 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 (C2) Zone; or
2. CAC direct staff to proceed with amendments to the MPS and LUB to allow multi-unit dwellings 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 (C2) Zone; or
3. CAC direct staff to proceed with amendments to the MPS and LUB to allow multi-unit dwellings 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 (C2) Zone.

Council could not come to a consensus and sent the issue back to staff, with further direction to draft additional amendments to include all commercial uses that are permitted within the General Commercial (C1) zone in the (C2) zone.

Staff is recommending using the average of the minimum required commercial space expressed by individual Council members.

- 2 members requested 100%.
- 2 members requested 50%:

- 3 members requested 25%

The average therefore is 53.5 to be rounded to 50% of the ground floor space dedicated to commercial.

Further, CAC requested including all commercial uses permitted within the General Commercial (C1), be included within Section 6.3.1, Permitted Uses Highway Commercial (C-2) Zone of the Land Use Bylaw. These include:

- Bakery Shops
- Lounges
- Convenience Stores
- Day Care & Nursery Centres
- Craft-Distilleries
- Dress Making and Tailoring
- Emergency Services
- Farmers Markets
- Homes for Special Care
- Libraries
- Parking Garages/Structures
- Parks and Playgrounds
- Personal Service Shops
- Photography Studios
- Places of Assembly
- Printing Establishments
- Retail
- Service Industries
- Taxis and Bus Station

OTHER MATTERS

Whereas the amendments to the C-2 zone to allow residential development was partly a result of an application to amend the MPS and LUB by a private developer to build a seniors retirement home, staff has since determined that the type of development as presented in the amendment application, does not meet the definition of a dwelling unit (multi-unit or otherwise).

Specifically, none of the units have kitchen facilities which would allow for residents to live totally independent. Instead, a communal dining room and other amenities typically associated with assisted living facilities are depicted in the architectural plans.

The definition of a dwelling unit under the Land Use Bylaw is:

***“Dwelling, Unit** means one or more habitable rooms designed or intended for use by one or more individuals, as an independent and separate*

housekeeping establishment in which separate kitchen and sanitary facilities are provided for the exclusive use of such individuals, with a private entrance from outside the building or from a common hallway or stairway inside the building.”

So, while it was Council’s direction to include residential development in the C-2 zone, staff recommends adding a new definition “Assisted Living Facility” to the Land Use Bylaw to support such developments that do not meet the typical residential dwelling definition.

- **Assisted Living Facility** means any part of a building containing suites designed for and principally occupied by senior citizens, in which such facilities contain a meals program in a common dining room, with housekeeping, maintenance, laundry, transportation, utilities, common amenity spaces and usually medical assistance as well.

Further, as the proposed definition suggests, assisted living facilities employ persons in several positions including but not limited to, cooks, dining room staff, nurses, housekeeping/laundry staff, recreation facilitators, property managers etc. As a result, a new parking requirement for Assisted Living Facilities should be added to Section 4.2, Table 4.2 Parking Requirements of the Land Use Bylaw.

Assisted Living Facility: 1.0 spaces/2 beds plus 1.0 space/staff or 1.0 spaces/ 700 ft² (65.0 m²), whichever is greater.

RECOMMENDATION

CAC recommends Council hold first reading to amend the MPS and LUB to allow multi-unit dwellings and assisted living facilities 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 within the Highway Commercial (C2) Zone; and further to include the following uses within the Highway Commercial (C-2) zone:

- Assisted Living/Retirement Homes 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.
- Bakery Shops
- Lounges
- Convenience Stores
- Day Care & Nursery Centres
- Craft-Distilleries
- Dress Making and Tailoring
- Emergency Services
- Farmers Markets
- Homes for Special Care
- Libraries
- Multi-Unit Dwellings 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.

- Parking Garages/Structures
- Parks and Playgrounds
- Personal Service Shops
- Photography Studios
- Places of Assembly
- Printing Establishments
- Retail
- Service Shops
- Taxis and Bus Station

And further, to add parking requirements to the Land Use Bylaw for assisted living facilities; and further to include the “housekeeping” amendments as previously approved by CAC.

And further Council give first reading to the following Resolution to amend the Municipal Planning Strategy and Land Use Bylaw and to hold a Public Hearing Wednesday September 16, 2021, at 6:00PM

The Specific amendments proposed are set out in the following Resolution.

TOWN OF KENTVILLE

AMENDMENTS TO

the

Municipal Planning Strategy

“BE IT RESOLVED that the Municipal Planning Strategy for the Town of Kentville be amended as follows:”

- (1) Chapter 5 Residential, Section 5.2.2.3 Medium Density Residential; (R3) Zone is hereby amended by deleting the word **“six”** and replacing it with the word **“eight”** after the words **“maximum of”** and deleting the words **“up to a maximum of six dwelling units”** before the words **“as-of-right”** in the second sentence.
- (2) Chapter 7 Commercial, Section 7.2.2.2 Highway Commercial (C2) Zone is hereby amended by including the words **“low density”** before the word **“residential”** in the fourth sentence.
- (3) Chapter 7 Commercial, Section 7.2.2.2 Highway Commercial (C2) Zone is hereby amended by deleting the word **“and”** before the word **“living”** in the fourth sentence.
- (4) Chapter 7 Commercial, Section 7.2.2.2 Highway Commercial (C2) Zone is hereby amended by deleting the last sentence **“As a result, residential development in any form will not be permitted in this zone”** and replace it with **“As a result, only multi-residential development 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 will be permitted in this zone”**.
- (5) Chapter 7, Commercial, Section 7.2.2.2 Highway Commercial Policy C-8 is hereby amended by adding the words after the second sentence **“Specifically, on the south side of Park**

Street the Highway Commercial zone shall extend to a depth of 500 feet from the street boundary line on PID# 55264105.

- (6) Chapter 7 Commercial Section 7.2.2.2 Highway Commercial (C2), Policy C-8 is hereby amended by including the words ***“and multi-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”*** before the word *“appropriate”* in the last sentence.
- (7) Chapter 14 Agriculture Section 14.2 Agriculture Land Use Policies is hereby amended by deleting ***“Policy A-2 It shall be the intention of Council to establish provisions within the Land Use By-law to accommodate chickens on all residential lots”***.

TOWN OF KENTVILLE

AMENDMENTS TO

the

Land Use Bylaw

“BE IT RESOLVED that the Land Use Bylaw for the Town of Kentville be amended as follows:”

- (1) Part 1, Definitions is hereby amended by adding the following definition between the definitions of *“Arena”* and *“Attached Building.”* ***Assisted Living/Retirement Homes means any part of a building containing suites designed for and principally occupied by senior citizens, in which such facilities contain congregate meals program in a common dining rooms, with housekeeping, maintenance, laundry, transportation, utilities, common amenity spaces and usually medical assistance as well.***
- (2) Part 1 Definitions, Automobile Sales Establishment is hereby amended by deleting the words ***“or space”*** after the word *“building”*; adding the word ***“may”*** after the word *“and”*; and delete the *s* off the word *“include”*.
- (3) Part 4 General Provisions, Section 4.1.13 b) i, fencing is hereby amended by adding the words ***“except within the Industrial Zone,”*** after the words *“in height”* And adding the words ***“Where there is no required front yard, fences in the first 20 feet of the front yard shall not be more than 4 ft (1.21 m) in height”*** after the words *“Industrial Zone”*.
- (4) Part 4 General Provisions, Section 4.1.27 c) Site Plan Approval is hereby amended by deleting the words ***“up to”*** after the words *“Multi-Unit Residential Development”* and replacing those words with ***“over”***.
- (5) Part 4.2 Parking and Loading, Table 4.2 Parking Requirements, Residential Land Use is hereby amended by adding ***“Assisted Living Facility: 1.0 spaces/2 beds plus 1.0 space/staff or 1.0 spaces/ 700 ft 2 (65.0 m2), whichever is greater”***

- (6) Part 4 General Provisions, Section 4.2.9 Cash-In-Lieu of Required Parking is hereby amended by deleting the word **“Council”** after the words “GD-27” and adding the words **“the Development Officer.”**
- (7) Part 4 General Provisions, Section 4.3.4 Prohibited Signs is hereby amended by adding the words **“f) Off premise signs.”**
- (8) Part 5 Residential Zones, Section 5.1.10 Urban Chickens is hereby amended by deleting the entire section:

5.1.10 Urban Chickens

Chickens (hens) shall be permitted only where the use is accessory to either a one unit or two unit dwelling and shall be located on and contained within the same lot.

Where permitted, the keeping of urban chickens shall be subject to the following conditions:

- a) a maximum of two (2) Urban Chickens shall be permitted on a lot;***
- b) no development permit shall be required for Urban Chickens;***
- c) a chicken coop shall be subject to the following requirements:***
 - i. one chicken coop shall be permitted on a lot; and***
 - ii. a chicken coop shall not be located in the front or flankage yard; and***
- d) a chicken coop shall not be located closer than 10 ft (3.03 m) to the side or rear lot lines.***
- e) the sale of eggs or meat is prohibited; and***
- f) slaughtering of chickens shall be prohibited in all Residential zones.***

- (9) Part 5 Residential Zones, Section 5.4.1 Permitted Uses is hereby amended by deleting the word **“6”** and replacing it with the word **“8”** after the words “Multi-Unit Dwellings up to a maximum of”
- (10) Part 6 Commercial Zones, Section 6.2.1 Permitted Uses is hereby amended by adding the words **“with an accessory retail use”** after the words “Micro-Brewery/Cidery/Winery”
- (11) Part 6 Commercial Zones, Section 6.2.3 a) Permitted Uses by Site Plan Approval is hereby amended by deleting the words **“up to”** after the words “Multi-Unit Residential Development” and replacing those words with **“over”**.
- (12) Part 6, Commercial Zones, Section 6.3.1, Permitted Uses is hereby amended by adding the following uses as shown highlighted in **“italicized bold”**:
- Animal Hospitals and Veterinary Establishments
 - ***“Assisted Living/Retirement Homes 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”***

- Automobile Sales Establishments
- Automobile Service Stations
- Automobile Wash Establishments
- Banks and Financial Institutions
- ***“Bakery Shops”***
- Beverage Rooms
- Business and Professional Offices
- Boat, Trailer, Off-Road Recreational Vehicle, Snowmobile Sales and Rentals
- ***“Convenience Stores”***
- Existing Religious Institutions
- Clubs, Commercial and Private
- ***“Craft Distilleries”***
- ***“Day Care and Nursery’s”***
- Dry Cleaning and Laundry
- ***“Emergency Services”***
- Existing Residential Uses
- Existing Places of Worship
- ***“Farmers Markets”***
- Funeral Homes
- Garden and Nursery Sales, Greenhouses and Supplies
- Gyms and Fitness Centres
- ***“Homes for Special Care”***
- Hotels and Motels
- Medical Clinics
- Micro-brewery/Cidery/Winery
- Moving and Storage Depots
- ***“Multi-Unit Dwellings 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.”***
- ***“Libraries”***
- ***“Lounges”***
- ***“Parks and Playgrounds”***
- ***“Personal Service Shops”***
- ***“Photography studios”***
- ***“Places of Assembly”***
- ***Printing Establishments”***
- ***Retail”***
- ***“Services Industries”***
- Television and Radio Studios
- Restaurants and Drive-In Restaurants

Good afternoon,

At the City of Mississauga's Council meeting on June 30, 2021, Council passed the attached Resolution 0155-2021 regarding Canada Day.

Thank you,



Stephanie Smith

Legislative Coordinator

T 905-615-3200 ext.3795

stephanie.smith@mississauga.ca

[City of Mississauga](#) | Corporate Services Department,
Business Services Division

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MISSISSAUGA

RESOLUTION 0155-2021
adopted by the Council of
The Corporation of the City of Mississauga
at its meeting on June 30, 2021

0155-2021

Moved by: P. Saito

Seconded by: C. Parrish

WHEREAS The City of Mississauga operates on the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation and Anishinaabe peoples, the Haudenosaunee Confederacy and the Huron-Wendat First Nation. We recognize that these peoples, and their ancestors live and lived on these lands since time immemorial on these lands called Turtle Island. The City of Mississauga is home to many First Nations, Métis and Inuit peoples; and

WHEREAS the residents of the Town, now City, of Mississauga chose for their name an anishinaabemowim name which speaks to the shared settler and Indigenous history within these lands; and

WHEREAS the City of Mississauga has committed to a path towards Reconciliation with Indigenous Peoples and has responded to the Truth and Reconciliation Commission's Calls to Action; and

WHEREAS the City of Mississauga is committed to speaking truths about our history to further our collective understanding of the past to help create a better future; and

WHEREAS the terrible uncovering of over one thousand unmarked and forgotten children burials at residential schools which have been reported over the past month is a truth about Canada's past; and

WHEREAS because of these truths the government of Canada has declared this year's Canada Day should be a time of reflection and focus on reconciliation; and

WHEREAS Gimaa Stacey LaForme of the Mississaugas of the Credit First Nation has called for this to be a time for supporting each other and contemplating the legacy and future of Canada; and

THEREFORE BE IT RESOLVED that the City of Mississauga will mark Canada Day virtually this year in a manner that provides an opportunity for reflection on our shared history and commitment to a better future:

- Singing of National Anthem
- Greetings and Opening Remarks, Mayor Bonnie Crombie
- Comments from Mayor of Kariya, Japan Takeshi Inagaki
- Comments from Gimaa Stacey LaForme
- Oath of Reaffirmation performed by Members of Council
- Closing Remarks, Mayor Bonnie Crombie
- Lighting the Clock Tower orange to remember those lives lost and changed forever as a result of residential schools

- Changing the digital signage at the Square to “As we mark Canada Day, the City of Mississauga stands in solidarity with Indigenous communities across Canada.”

AND FURTHER to mark this Canada Day:

That the Council of the City of Mississauga call upon the Government of Canada to terminate its appeal of the 2019 Human Rights Tribunal Ruling, ordering Ottawa to pay compensation to First Nations Children and their families, separated in a chronically underfunded child welfare system that sees Indigenous children making up more than half the children in foster care even though they comprise only 7% of all the children under the age of 15 in Canada.

AND That this Resolution be sent to all municipalities in Canada.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor B. Crombie	X			
Councillor S. Dasko	X			
Councillor K. Ras	X			
Councillor C. Fonseca	X			
Councillor J. Kovac	X			
Councillor C. Parrish	X			
Councillor R. Starr	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor P. Saito	X			
Councillor S. McFadden	X			
Councillor G. Carlson	X			

Unanimous (12, 0)



The Confederacy of Mainland Mi'kmaq

The Confederacy of Mainland Mi'kmaq- Dept. of Governance
C/o The CMM Electoral Office
PO BOX 1590 57 Martin Cres.,
Truro, Nova Scotia.
B2N 5V3
(902)895-6385

Town of Kentville
354 Main St
Kentville NS B4N 1K6

June 17, 2021

Mayor Sandra Snow,

My name is Brenda Tracey, I am the Electoral Officer for The Confederacy of Mainland Mi'kmaq's (CMM) Electoral Office, The CMM is a Tribal Council that provides programs and services for the eight First Nation communities located on Mainland Nova Scotia.

The Electoral Office was created in 2019 for the benefit of The CMM's member communities. The office provides electoral services, conducts referendums and plebiscites, provides educational and engagement sessions for various electoral acts, develops and collects survey data, and liaises with other organizations or governments looking to engage with Mi'kmaq communities.

The Electoral Office also guides organizations looking to engage with or work with Indigenous organizations or communities ahead of elections and can provide additional support for Municipal, Provincial, and Federal elections.

The Electoral Office offers its expertise on a fee-for-service basis. We would like to make you aware of our services should you want to work with the Mi'kmaq communities in or neighbouring your municipality. We are also developing services in survey development and data collection to assist stakeholders with engaging Mi'kmaq communities and citizens on public opinion.

I have included a brochure for your review. If you would like further information on the Electoral Office and the services we offer, please contact me at the following email: electoralofficer@cmmns.com

Wela'lin,

Brenda Tracey
Electoral Officer

The Electoral Office: Who we are and what we do

Elections are fundamental to the democratic governance of our First Nation Communities. Elections enable voters to select leaders and to hold them accountable for their performance in office.

The Electoral Office was created for the benefit of The Confederacy of Mainland Mi'kmaq's (CMM) eight Member Communities. The office will provide Electoral Services including:

- ✓ Band elections including Indian Act, First Nation Election Act, Custom Elections
- ✓ Referendums
- ✓ Plebiscites
- ✓ Surveys - and questionnaires
- ✓ Support for Provincial and Federal Elections

**If you have any questions
about the election process
or any services we provide,
please contact the Electoral
Office**

**PO Box 1590
57 Martin Crescent Truro, NS
B2N 5V3
Phone - (902) 895-6385
Fax - (902) 893-1520
Toll Free - 1-877-892-2424**

Electoral Officer
electoralofficer@cmmns.com

Deputy Electoral Officer
electoraldeputy@cmmns.com

Electoral Services Administrator
electoraladministrator@cmmns.com



**The CMM Electoral Office
Canada's First
Mi'kmaq
Electoral Office**



The Electoral Office not only conduct the elections but provides guidance and information during each phase of the election. Most recently this has been achieved by implanting safety procedures in communities for holding elections during the pandemic.

Currently our office is looking to expand services to include public opinion data collection and analysis. Our office is available to work on and conduct survey development, distribution, and collection. Services form the Electoral Office are available to all organizations for hire. Please contact us for details.



The office has 3 staff members:

Electoral Officer – Brenda Tracy

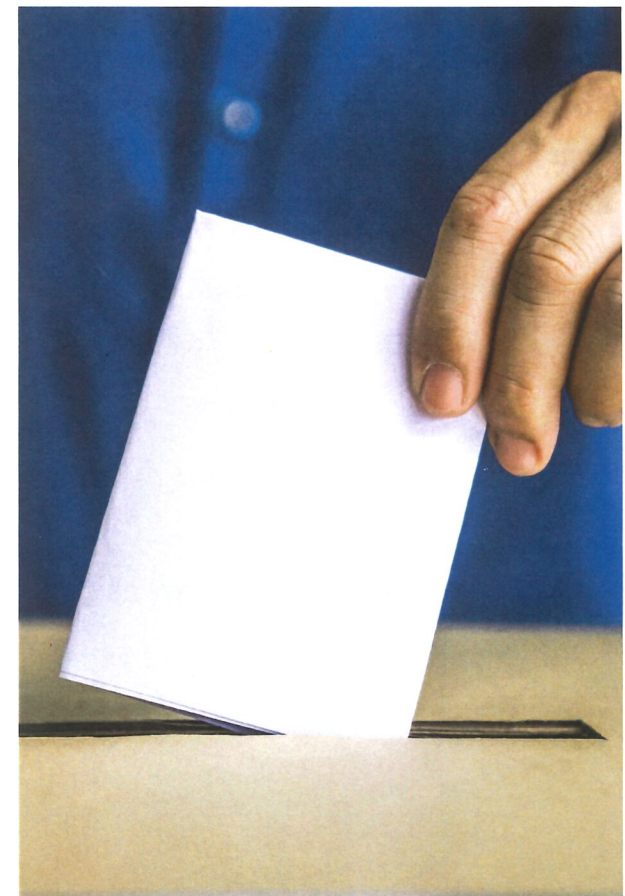
- Responsible for planning, directing and overseeing the electoral services team.
- Ensure the election/referendum timelines and checklists are followed.
- Confirm number of Councillors, prepare the voters list, prepare for nominations, prepare for the poll, maintain order and voting procedures on election day, manage the count, prepare the statement of votes and prepare the Electoral Officer's Report.
- Assure compliance with the election's regulations. Assure the integrity of the voting system through robust security, auditing and accountability systems.

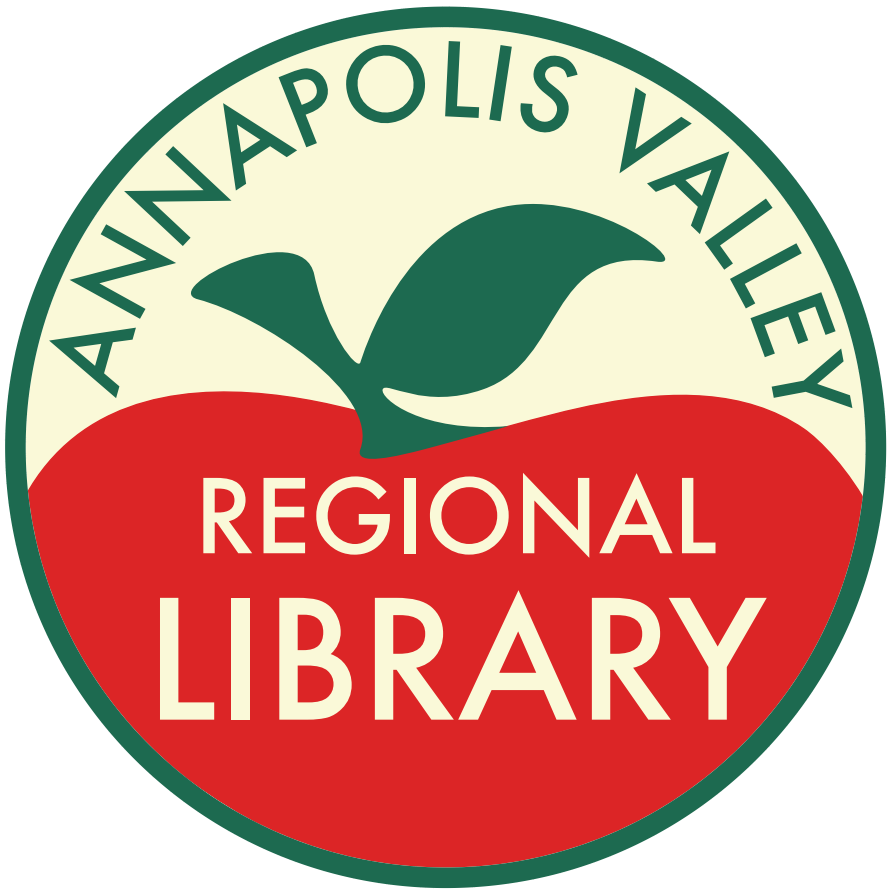
Deputy Electoral Officer – Kathy McKenna

- Working with the Electoral Officer to ensure the electoral officer's timelines and checklists are followed.
- In the event the Electoral Officer is unable to fill their duties, the Deputy Electoral Officer may step in to fulfill the duties.

Electoral Services Administrator – Samantha Trites

- Working with the Electoral Officer to ensure the electoral officer's timelines and checklists are followed.
- Provide support and administrative services for the electoral office.





ANNAPOLIS VALLEY REGIONAL LIBRARY
ANNUAL REPORT

April 1, 2020 - March 31, 2021

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builds strong communities
through the sharing of places
for collections and connections.”*

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Board Members



A note from the CEO



Much has happened during this year - COVID-19 being the most impactful. AVRL started the fiscal year, April 1, 2020, with our libraries closed to the public. While staff were working from home, and engaging in professional development activities, work was also happening to retrofit our facilities, develop a Roadmap to Reopening, and pivoting to new services to meet the challenge of COVID-19.

On March 18th, 2021, AVRL hosted an online celebration of the recently renovated Kingston Library. It is garnering rave reviews from staff and patrons. Over \$680,000 was raised to support this project, resulting in significantly expanded space, lovely furniture and shelving, and an increased collection size of books and DVDs. The facility includes a beautiful fireplace area to sit and relax, and an Innovation Lab.

AVRL applied for and received over \$190,000 worth of grants, including \$40,000 for the Moving Through Project, which builds relationships with our local First Nations communities.

We are truly living in extraordinary times. COVID-19 has turned the library world on its head. Our sector, like many others, has spent the last fourteen months examining and reimagining our future. Many of our core services have remained, but with different delivery mechanisms. New services were developed, new skills were acquired by staff to meet this ongoing challenge. We know that the library is an important place in the community. The 'new normal' may make our libraries and services look a little different, but at the core, we still provide collections and connections: connections to our resources, and connections to each other.

I am grateful to the dedicated, innovative library staff, AVRL's dedicated Board, enthusiastic Friends Groups, generous donors, our supportive Municipal Units, and the Department of CCH. It's a pleasure to work with these stakeholders to ensure service that is evolving to meet the ever-changing needs and interests of Valley Residents.


Stay safe! Nova Scotia Strong!

Ann-Marie Mathieu, CEO

Performance Measures

Income:
\$2,793,114
Provincial 69%
Municipal 23%
Other 8%

Expenses
\$2,566,002
Staff 73%
Other 15%
Library Materials 12%



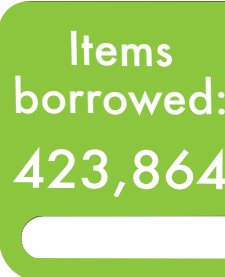
Active users:
23,347



New Users
2,212



Digital Circulation:
70,524



Items borrowed:
423,864



Items in collection:
142,556



Hoopla:
9,312



Online visits
181,630



Email Newsletter subscribers: 1,083



YouTube views:
3,604



Instagram followers:
1292



Twitter followers
@valleylibs: 1,575
@annavalley: 1,486



Facebook followers:
3105

Roadmap to Reopening

In response to the pandemic and Public Health Guidelines/Restrictions, AVRL developed a multi-phased **Roadmap To Reopening Under COVID-19**. The Library Management Committee, in consultation with AVRL Staff developed guidelines and protocols to meet the Public Health requirements of the different PHASES.

These overarching principles remain in effect today:

- Safety and risk mitigation: for both staff and the communities we serve, based on direction from, and consultation with the Nova Scotia Health Authority.
- All services support community recovery.
- Accessibility and inclusion: we will strive to facilitate fair and equitable access to library services.
- Sustainability: All services developed in response to COVID-19 must be sustainable, both in terms of staffing and resources (financial, equipment, and other).



Partnerships

The **Annapolis Innovation Lab** 3D printed "ear savers" and "face shields" for small businesses and not-for-profit groups throughout the summer.

A partnership with the **Clean Annapolis River Project (CARP)** included installation of a solar photovoltaic system on the building housing the Annapolis Royal branch library. AVRL is also partnering on the distribution of the CARP Renewable Energy Kits.

On behalf of the **Government of Nova Scotia**, AVRL branches distributed over 24,000 reusable cloth masks from the Government stockpile.

The **Acadia University Library** partnered with AVRL for "Pick up at the Public". Starting September 8th, 2020, users of the Acadia Library were able to send a request for Novanet items through the University library catalogue. The items were then delivered each week to the Wolfville Memorial Library for pickup.

Active Kids Healthy Kids in East & West Kings, **CCH's ACCESS-Ability Grant**, **Mud Creek Rotary**, the **NS Sport Fund**, **County of Kings**, and recreation departments in Kings County partnered with AVRL in "Get on It: Beach, Trail, Parks" to provide adaptive equipment (hippocampes wheelchairs).

All nine Nova Scotia Public Library regions partnered with the **Department of Education** to promote and support the Summer Reading Club province-wide.

The **Municipality of Windsor West Hants Healthy Living Fund** provided a grant of \$750 to purchase Nordic Walking Poles, available for borrowing from the Windsor Library.

Facilities

On March 18th, 2021 AVRL hosted an online celebration of the recently renovated **Kingston Library**.

Over \$680,000 was raised to support this project, resulting in significantly expanded space, lovely furniture and shelving, and an increased collection size of books and DVDs. The facility includes a beautiful fireplace area to sit and relax, and an Innovation Lab with equipment such as sewing machines, a serger, a 3D printer and scanner, Cricut Maker, WeDo LEGO Robotics and more!

Many thanks to the **Government of Canada** [\$200,000], the **Government of Nova Scotia** [\$300,000], the **Canada Post Community Foundation** [\$23,600] and local citizens [\$156,400] for their incredible generosity.



Kingston Library

AVRL Innovation Labs

AVRL Mobile Innovation Lab

Created through an @NS grant received in 2019-2020. Equipment includes a 3D Printer, Cricut Maker & heat press, sewing machines, LEGO WeDo Education kits, Lego Mindstorms Robotics, Turing Tumble, and Snap Circuit kits. This lab will move from branch to branch.

Annapolis Royal Innovation Lab

\$4,390 was received from @NS for a 3D scanner and video recording equipment.

Wolfville Library Innovation Lab

Two generous private donations totalling \$14,729 were used to purchase a 3D printer (Ultimaker 3), Cricut Maker & heat press, serger, sewing machines, and more, along with tables, work carts, and supplies for programming.

Funding from @NS [\$2,045] was used to purchase a 3D Scanner and Adobe licensing.

The **Mud Creek Rotary** supported Innovation Lab staffing with a \$5000 grant.

Kingston Library Innovation Lab

The Canada Post Community Foundation awarded the Kingston Library a grant of \$23,600 for equipment and programming.

A donation of LEGO Robotics kits, and a cabinet valued at approximately \$4,600 was received from from the recently disbanded **Sisters of Science**.

Grants

Library Development Fund (CCH) AVRL Programming in the time of COVID-19 [\$2,216]

This grant supported the provision of "Take and Make" craft kits for children, teens, and adults, as a way to continue library programming while in-person programs were not being presented due to COVID-19.

Library Development Fund (CCH) AVRL - A Safe Place To Be [\$16,610]

This grant helps ensure that AVRL has the safest method to deliver hand sanitizer [via hands-free floor sanitizer dispensers], and an appropriate amount of hand sanitizer to satisfy current demands for the next 24 months.

Library Development Fund (CCH) AVRL's Portal - Connect, Communicate, Educate [\$31,174]

AVRL's Portal will be used for, but not limited to, the following programs/initiatives:

- Learning Portal
- Health Partnership
- One-on-one technology help
- Staff training
- Expanding Programming

@NS COVID-19 Recovery Grants [\$15,755.36]

This program's goal was to provide @NS sites with technology resources that would ease the stress of service delivery in the new world of physical distancing. We purchased iPads for public use along with waterproof keyboards, mice and the cabling and adapters used for the one-on-one sessions.

NS Department of Community Services (via CCH): [\$30,720]

The grant was received towards the end of the fiscal year, and will be used for the following:

- Improve Internet connectivity with router upgrades
- Extend WiFi range with Wifi Access Point replacement and upgrades
- Purchase of devices to enhance accessibility [Daisy readers]
- Purchase of accessible workstation components

Department of Canadian Heritage Anti-Racism Action Program - Moving Through [\$40,000]

AVRL received a 2-year grant for the following:

- Beginning October 19, Marlene Joudry was hired as the Indigenous Outreach Liaison
- Increase social participation in culture and arts for the three First Nations communities in the Annapolis Valley
- Incorporate Indigenous ways into the development of programs, library spaces, and materials
- Build relationships between the Indigenous community and the library
- Provide anti-bias training for staff
- Work to eliminate bias and stereotypes through Book Talking Circles for the public

Nova Scotia Department of Energy and Mines CONNECT2 Grant - E-Rider Pilot [\$11,418]

Three electric bikes were added to the Book Bike fleet at the Wolfville Library.

The Department of Justice [\$12,000]

A grant to support AVRL's Teen Zone - materials and programs for youth.

Programming

Online, virtual, and passive programming included events such as:

- Trivia Nights
- Author visits
- Storytime Zoom
- Women Through an Indigenous Lens: Catherine Martin
- Lunch and Learn
- Book Clubs
- How-to craft programs
- Tech help
- Illustrator Sketch-off
- March Breakiosaur – Daily dino
- African Heritage Month
- I Read Canadian Day
- Take & Make craft kits
- Activity Packs – colouring sheets and crayons
- Art in A Bag (March Break)



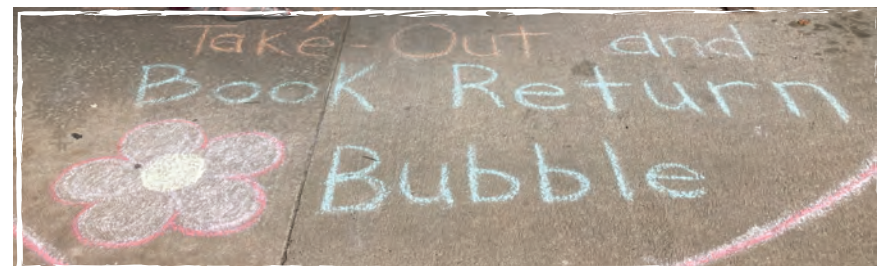
Service Development

Library Take-Out was developed during the first shut-down. AVRL continued to offer this as an alternative to in-person visits to the library even after we reopened to the public in July 2020.

Virtual Programming – The Community Engagement Team put together a small committee to examine and develop guidelines for Virtual Programming. Using recommendations and research from CULC, the committee created Zoom training guidelines and Virtual Programming ideas for the whole region.

Deposit Services for retirement residences & nursing homes [8], licensed childcare facilities [11], and pre-schools & pre-primary classes [22] was successfully transitioned from the service previously provided by the bookmobile. This was facilitated with the purchase of a new delivery vehicle.

The Learning Portal at AVRL provided free WiFi support for students enrolled in online post-secondary courses. Post-Secondary students who were enrolled in virtual classes, with no access to reliable/stable internet, were eligible to book in-library space at the Annapolis Valley Regional Library to complete their online learning. All AVRL libraries have WiFi that is available 24/7.



A Message From The Chair

COVID-19 continues to have an effect on the Annapolis Valley Regional Library operations and service. Fortunately, the Roadmap to Reopening, developed with professional and insightful leadership of the AVRL Library Management Team, provided AVRL with a clear path for decision-making throughout this tumultuous year and opened opportunities for new and innovative services, partnerships and collaboration, that respected the latest public health measures for providing safe spaces for our staff and patrons.

I continue to be impressed with the way our staff respond to patron and library needs in our communities. From the welcoming branch staff, who are our eyes and ears for community needs, to the Administration Office staff who keep the flow of information and resources seamlessly moving through the valley, to our library management team who continually see and implement new opportunities, services and programs despite the challenges of the past year. This year AVRL applied for and received almost \$160,000 in grants to fund programs that build on community resilience through our 11 library branches. A further \$30,764 was raised to enhance resources and equipment in Innovation Labs and fostering creativity and STEM opportunities for everyone. Programming moved online via Zoom and gave rise to wonderful new programs that patrons anywhere could tune into from wherever they are. This new format also showed wonderful new sides of our creative staff. Who didn't love to dance and laugh with our very own Daily Dino?

I would also like to acknowledge our staff for their care and concern for each other. Our board was pleased to support staff led initiatives to boost the morale and mental health through the many ups and downs of living and working during COVID.

Our communities are a focus of our mission and I would like to take this opportunity to recognize Angela Reynolds and Marlene Joudry for their insight and work in developing the Moving Through program. This Anti-Racism Action Program is a twofold project: relationship building and education. Using the principles of the Truth and Reconciliation Calls to Action and the guiding themes of the Nova Scotia Culture action Plan, Moving Through incorporates Indigenous ways of knowing and doing to the development of programs, library spaces, and collections, and helps build relationships with the three First Nations communities in our service area – Annapolis Valley, Bear River, and Glooscap. At this time, we recognize and mourn with our First Nations families the discovery of two hundred and fifteen (215) unmarked children's graves in Kamloops, BC. To honour those children and so many others, I would call on the AVRL Board to continue to support and grow this program of building stronger communities through collections, connections, and stories.

In closing I would like to thank all our Board Members. Your responsiveness, diligence and advocacy of public libraries and the AVRL in particular makes it an honour to serve with each of you. I am also grateful for the support and co-operation we receive from our Municipal units. This year we had a COVID Reopening of the new Kingston Library. New libraries only happen with municipal collaboration and working together for mutual goals. AVRL is indeed a Partnership that benefits all citizens of the Annapolis Valley from Windsor West Hants to Annapolis County.

Finally, I wish to acknowledge the inspiring leadership of our CEO, Ann-Marie Mathieu. The last 15 months have been unprecedented, but Ann-Marie's depth of knowledge and experience has guided AVRL through these unique times and together we will Stay Strong and Roar Back!

Chair – Janet Ness

Board Members 2020-21

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<i>Municipality of Kings County:</i>	Emily Lutz
<i>Municipality of West Hants:</i>	Bob Morton
<i>Annapolis Royal:</i>	Pat Power
<i>Town of Berwick:</i>	Jane Bustin
<i>Town of Kentville:</i>	Gillian Yorke
<i>Town of Middleton:</i>	Jill Cox – Vice Chair
<i>Town of Wolfville:</i>	Janet Ness – Chair
<i>Province of Nova Scotia:</i>	Lesley MacDonald – Treasurer
<i>Province of Nova Scotia:</i>	Colin Bowers

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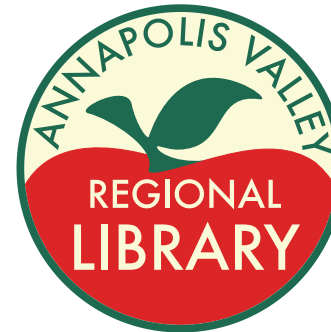
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Kingston Library

ANNAPOLIS VALLEY REGIONAL LIBRARY BRANCHES

Annapolis Royal	143 Ritchie Street	532-2226
Berwick	236 Commercial Street	538-8060
Bridgetown	38 Queen Street	665-2758
Hantsport	10 Main Street	684-0103
Kentville	440 Main Street	679-2544
Kingston	671 Main Street	765-3631
Lawrencetown	489 Main Street	334-5142
Middleton	45 Gates Avenue	825-4835
Port Williams	1045 Main Street	542-3005
Windsor	195 Albert Street	798-5424
Wolfville	21 Elm Avenue	542-5760

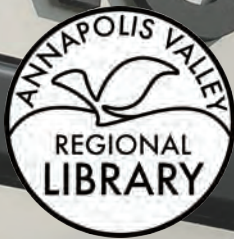


Indigenous Outreach Liaison Marlene Joudry (l.), & AVRL Community Engagement Coordinator Angela Reynolds (r.).



Ann-Marie Mathieu (l.), Honourable Leo A. Glavine (r.) at the Kingston Library's new Innovation Lab.

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June 2021



TO: Kentville Town Council

SUBMITTED BY: Rachel Bedingfield on behalf of the Town of Kentville Accessibility Advisory Committee

DATE: July 12th 2021

SUBJECT: Standing Committee of Council: Inclusion and Access Advisory Committee

ORIGIN

Nova Scotia's Accessibility Act, passed in September 2017, sets a goal of an accessible province by 2030. It provides a framework for improving accessibility in the areas of: the built environment; transportation, the delivery of goods and services; information and communication; employment and; education.

The Town of Kentville Accessibility Advisory Committee was established by Council at the March 25, 2019 meeting of Council as an ad hoc committee with the mandate to create a long-term plan for accessibility in response to the Nova Scotia Accessibility Act which requires all public sector bodies to establish an accessibility committee and accessibility plan.

As outlined in the council approved terms of reference for the established Accessibility Advisory Committee, the purpose of this ad hoc committee is as follows:

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 helps the Town of Kentville become a Barrier-free community and ensures obligations under An Act Respecting Accessibility in Nova Scotia (2017) are met.

The Accessibility Action Plan was brought forward to council and accepted at May Council meeting with the following recommendation:

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

and further that



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

With this Approval of the Kentville Accessibility Action Plan, the mandate of the Accessibility Advisory Committee was completed and, after the final meeting which is scheduled to be held later this month, the committee will dissolve.

DISCUSSION

To ensure compliance with the Nova Scotia Accessibility Act, and to improve on the overall accessibility of the community, the Town of Kentville will need to move forward on the recommendations of the Accessibility Action Plan. The Inclusion and Access Committee is recommending a standing committee of council be created to support and guide the Town's efforts moving forward.

The new standing committee - named the Kentville Inclusion and Access Advisory Committee (KIAAC), will provide advice to Town Council and staff on the implementation of the Kentville Accessibility Action Plan. The KIAAC will act 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 all people who find themselves in Kentville. The committee will also provide advice to Town Council about the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the province of Nova Scotia in meeting their goal of an accessible province by 2030.

When needed, the KIAAC may create Task Teams to focus on specific projects that require additional expertise, beyond what the members of the KIAAC are able to provide. All projects fit must within the priorities of the Town of Kentville Accessibility Action Plan. The Task Teams will have their own agreed upon terms of reference.

POLICY IMPLICATIONS

Non currently

BUDGET IMPLICATION

There is no specific budgetary ask.

ATTACHMENTS

Kentville Inclusion and Access Advisory Committee Terms of Reference
Kentville Inclusion and Access Advisory Committee Task Team Terms of Reference

RECOMMENDATIONS

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

That Council approve the creation of the Kentville Access and Inclusion Advisory Committee as a standing committee of council.

Town of Kentville Decision Wheel:





Town of Kentville

Inclusion and Access Advisory Committee Terms of Reference

1.0 Purpose

The Kentville Inclusion and Access Advisory Committee (KIAAC) provides advice to Town Council on the implementation of the Kentville Accessibility Action Plan. The KIAAC 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 all people who find themselves in Kentville. The committee also provides advice and recommendations to Town Council on the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the Province of Nova Scotia Accessibility Act.

2.0 Responsibilities

Members of the committee are expected to:

- Review the agenda and any accompanying materials before the meetings
- Attend and participate in all committee meetings
- Attend and participate in any working groups, as required
- Advise on strategies and actions required to achieve the Town's access, equity and inclusions objectives
- Advise on the creation and implementation of Council's policies regarding access, equity and inclusion
- Form Task Teams to focus on moving forward key areas of the strategic plan

3.0 Term of office

Public members are appointed for 4 years or when commencing within the municipal election cycle, to the next municipal election.

4.0 Committee size and composition

The committee is composed of five members of the public and up to two members of Town Council. A majority of the members of the committee will be persons with

disabilities as defined by the Accessibility Act of Nova Scotia. Members should reflect the diversity of Kentville's population.

5.0 Task Teams

The KIAAC may create Task Teams to focus on specific projects that require additional expertise, beyond what the members of the KIAAC are able to provide. All projects must fit within the priorities of the Town of Kentville Accessibility Action Plan.

6.0 Chair and Vice Chair

The Chair and Vice Chair will be elected at the first meeting and will serve in this role for the entire term in conjunction with the Town Council election cycle.

7.0 Qualifications

In addition to the general eligibility requirements set out in the Town's committee selection criteria, members should collectively bring the following skills and expertise to the committee:

- A strong interest in equity and inclusion of people with disabilities
- A strong understanding of the needs and concerns of a broad spectrum of people with disabilities and seniors, gained through personal or professional experience
- A strong interest in race relations and addressing issues of racism and intersectionality
- A strong interest in truth and reconciliation
- Knowledge of accessibility as it relates to one or more areas of: policy and procedure, service planning and delivery, employment, built environment, public spaces and accommodation
- Experience in decision-making, communication, citizen advocacy
- Availability to participate in meetings scheduled by the committee.

8.0 Meetings

The advisory committee meets six times per year. Meetings times will be decided by the committee and will be based on member availability. The duration of meetings is approximately 2.5 hours.

Disability-related accommodation and supports are provided upon request. Notification in advance is required.

9.0 Quorum:

The Committee must have quorum (50% + 1) to vote on matters of substance, which must be decided ahead of time as outlined in meeting agendas. Quorum is a simple majority of current membership.

10.0 Decision-Making and Dispute Resolution:

Consensus will be sought where key decisions are to be made. In the event there is no consensus, the issue will be tabled pending more research and discussion. If consensus still cannot be reached, a majority vote will be taken.

11.0 Definitions:

Barrier means anything that hinders or challenges the full and effective participation in society of persons with Disabilities including but not limited to a physical Barrier, an architectural Barrier, an information or communication Barrier, an attitudinal Barrier, a technological Barrier, a policy or a practice.

Council means the Town Council for the Town of Kentville.

Disability includes a physical, mental, intellectual, learning or sensory impairment, including an episodic disability: that, in interaction with a Barrier, hinders an individual's full and effective participation in society.

Intersectionality is the interconnected nature of social categorizations such as race, class, and gender as they apply to a given individual or group, regarded as creating overlapping and interdependent systems of discrimination or disadvantage.



Town of Kentville Inclusion and Access Advisory Committee Task Teams Terms of Reference

1.0 Purpose

The Kentville Inclusion and Access Advisory Committee (KIAAC) Task Teams are put in place to focus on specific projects that require additional expertise, beyond what the Inclusion and Access Advisory Committee is able to provide. All projects fit within the priorities of the Town of Kentville's Accessibility Action Plan.

2.0 Priority Outcomes and Strategies

The below priorities will ensure compliance with (Bill 59)/Access by Design 2030, The Accessible Canada Act (ACA) and the deliverables determined by the Town of Kentville (TOK) Accessibility Committee.

2.1 Goods and Services:

- a. **TOK:** Promote awareness about the importance of accessibility in accessing goods and services, ensuring that people with disabilities have equitable access to goods and services provided by the town of Kentville.
- b. **ACA:** Service Design and Delivery – receive services that are accessible to all.
- c. **Bill 59:** standards for receiving and delivering goods and services may address how service providers interact with and are trained to serve persons with disabilities. This may include how persons with disabilities access goods and services, including the use of assistive devices.

2.2 Built Environment:

- a. **TOK:** Ensure buildings, streets, sidewalks, and shared spaces are accessible to all.
- b. **ACA:** Move freely around buildings and public spaces
- c. **Bill 59:** Standards in this area will address how to make buildings, streets, sidewalks and share spaces accessible to all. These standards may address gaps in regulations.

2.3 Information and Communications:

- a. **TOK:** Ensure all people can receive, understand and share the information provided by the Town of Kentville
- b. **ACA:** Accessible digital content and technologies, barriers free spaces and services for people with communication disabilities
- c. **Bill 59:** Ensure all Nova Scotians can receive and share the same information. Consider accessible formats (for example braille, ASL, or large print), accessible websites and technologies, and standards for communicating with persons with disabilities.

2.4 Awareness:

- a. **TOK:** Promote awareness throughout the town of Kentville about the importance of accessibility.

2.5 Transportation:

- a. **TOK:** Make it easier for everyone in the Town of Kentville to get where they need to go.
- b. **ACA:** Barriers-free federal transportation network.
- c. **Bill 59:** Public Transportation and transportation infrastructure – standards in this area will help make it easier for everyone to travel through rural and urban Nova Scotia.

2.6 Education:

- a. **Bill 59:** Standards in this Area will help to create learning environments in which all students can participate. These standards could address how students with disabilities get the instruction and learning materials they need. The standards will apply to primary, secondary, post-secondary education.

2.7 Employment:

- a. **TOK:** Ensure the Town of Kentville is an accessible work place; supporting young people with disabilities in finding and maintaining meaningful employment.
- b. **ACA:** Access to employment opportunities and accessible workplaces
- c. **Bill 59:** Standards in this area will support persons with disabilities in finding meaningful employment. The goal is to ensure equal access to employment for persons with disabilities.

2.8 Procurement:

- a. **ACA:** Ensure purchases of accessible goods, services, and facilities

2.9 Human – Centered Design:

- a. TOK: address implicit bias/decolonization.

3.0 Implementation Plan:

These terms of reference are effective until the mandate has been completed. Terms may be amended, varied, or modified in writing after consultation and agreement by the Task Team. The Task Team will be accountable to timelines as agreed upon by the Task Team and approved by the KIAAC to ensure the plan is effectively implemented. The areas of accountability include:

- Identifying one KIAAC member and/or one Town of Kentville staff person to sit on the Task Team and provide regular updates to the KIAAC.
- Send requests for resources to the KIAAC.

4.0 Membership

Membership of each Task Team will include some or all of the following: enthusiasts, professionals, educators, volunteers, representatives from the non-profit sector, representatives from equity seeking groups and representatives from the three levels of government. Further requirements are to be decided upon by the KIAAC.

5.0 Meetings

Frequency: There will be six meetings per year and more if required. An agenda and supporting documents will be provided in advance of each meeting. The chair will be responsible for scheduling meetings with input from the Task Team.

Records: Meeting minutes will be provided to members within two weeks after each meeting with outlined action items. Minutes will be taken by a Town of Kentville staff member. A committee report will be provided to the KIAAC.

Quorum: The Committee must have quorum (50% + 1) to vote on matters of substance, which must be decided ahead of time as outlined in meeting agendas. Quorum is a simple majority of current membership.

Decision-Making and Dispute Resolution: Consensus will be sought where key decisions are to be made. In the event there is no consensus, the issue will be tabled pending more research and discussion. If consensus still cannot be reached, a majority vote will be taken. In the event of an unresolvable dispute within the Task Team, the KIAAC may assist in coming to a resolution.