



TOWN OF KENTVILLE COUNCIL

July 26, 2021

AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council meeting minutes, June 28, 2021
 - (b) Special Council Meeting, July 12, 2021
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Second Reading: Kings Regional Emergency Management Organization Bylaw
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Councillor Paula Huntley
 - (1) First Reading: Municipal Planning Strategy and Land Use Bylaw Amendment
 - (2) Inclusion and Access Advisory Committee
 - (b) Councillors' and Mayor Reports
 - (1) Councillor Gerrard
 - a. Board of Police Commissioners
 - b. Joint Fire Services Committee
 - c. Valley Waste Resource Management Authority
 - (2) Councillor Huntley
 - a. Accessibility Committee
 - b. Kings Regional Transit Authority
 - c. Diversity Kings
 - d. Kings Point to Point
 - e. Partners for Climate Progress
 - (3) Councillor Maxwell
 - a. Accessibility Committee
 - b. Annapolis Valley Trails Coalition
 - (4) Deputy Mayor Savage
 - a. Kings Regional Sewer
 - b. Investment Advisory Committee
 - c. Kentville Business Community

- (5) Councillor Yorke
 - a. Board of Police Commissioners
 - b. Annapolis Valley Regional Library
 - c. Kings County Academy Parent Teacher Association
 - (6) Councillor Zebian
- (c) Mayor Sandra Snow
 - a. Kings Regional Emergency Management Organization
 - b. Source Water Protection Advisory Committee
 - c. Water Commission
 - d. Valley Regional Enterprise Network, Liaison and Oversight Committee
 - e. Audit Committee
- 6. NEW BUSINESS
 - (a) African Nova Scotian Association Recognition
- 7. CORRESPONDENCE
 - (a)
- 8. PUBLIC COMMENTS
- 9. IN CAMERA
 - (a) Personnel
 - (b) Legal
- 10. ADJOURNMENT



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: June 28, 2021

Town Hall, 354 Main Street, Kentville Nova Scotia

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

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

1. CALL TO ORDER AND ROLL CALL

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

PRESENT

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

Staff in attendance included Chief Administrative Officer Dan Troke, and Solicitor Geoff Muttart, IT Manager Jason Bethune (remotely) and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Zebian declared a conflict of interest for item 5.a.1, Robinson Property.

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

2. APPROVAL OF THE AGENDA

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

That the agenda of June 28, 2021 be approved with the following additions:

- **9.a Land matter**
- **9.b Legal matter**

MOTION CARRIED

3. APPROVAL OF THE MINUTES

- (a) Council meeting held on May 31, 2021.

It was moved that the minutes of the Council meeting on May 31, 2021 be approved.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Alternate Voting Bylaw Second Reading

Mayor Snow reviewed the proposed alternative voting bylaw which would allow municipal elections to be held entirely online or by phone, in some cases.

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

That Council approve second reading of the Alternate Voting Bylaw.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) Robinson Property

Councillor Andrew Zebian leaves the discussion due to a conflict of interest.

Mayor Snow reviewed the sale and proposed development of the Robinson Property by owner Mr. Andrew Zebian. The owner requested to extend one of the terms of development to September 30, 2021.

Report available.

- Discussion
 - Recommend the final completion date to June 30, 2022 be reflected in the amending agreement.

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

That Council direct the CAO to engage in an amending agreement with Mike's Clothing for a deadline by Mike's Clothing to September 30, 2021 and completion of construction to June 30, 2022.

MOTION WITHDRAWN

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

That Council direct the CAO to execute the amending agreement to adjust the dates and further, the construction completion date to June 30 2022.

MOTION CARRIED

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

Councillor Andrew Zebian returns to his seat.

(2) Kings Regional Emergency Management Organization

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

Report available.

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

That Council give first reading to the Kings REMO bylaw to Town Council.

MOTION CARRIED

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

(3) 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.

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

That Council extend of the term of Kentville representative Ashley Hancock on the Western Regional Housing Authority board.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Councillors' and Mayor's Reports

(1) Councillor Craig Gerrard

Mayor Snow received Councillor Gerrard's report on his activities over the past month. Highlights included Valley Waste and Regional Fire Services.

Report available for more information.

(2) Councillor Paula Huntley

Mayor Snow received Councillor Huntley's report on her activities over the past month. Highlights included accessibility advisory committee, Kings Point to Point, Festival of Flowers, Women of Excellence awards, affordable housing webinar, professional development around climate change and reconciliation.

- Discussion
 - Regarding the renaming of Cornwallis Street committee. There is no set timeline for the completion of this process.
 - Are other municipalities incorporating affordable housing into their strategic plans? The webinar did not address municipal strategies.
 - Update on the Mentoring Plus program and the change of staff in Kentville. The CAO is also working on this staffing issue for this program.

Report available for more information.

(3) Councillor Cathy Maxwell

Mayor Snow received Councillor Maxwell's report on her activities over the past month. Highlights included accessibility committee meeting, opening of the Kentville Historical Society, and the Annapolis Valley Trails Coalition.

Report available for more information.

(4) Deputy Mayor Cate Savage

Mayor Snow received Councillor Savage's report on her activities over the past month. Highlights included Kentville Business Community board meeting, investment advisory committee, regional sewer committee, the joint fire service commission, women of excellence award and the Pride Walk.

Report available for more information.

- Discussion

- Does the Kentville Business Community include home based businesses?
Yes these businesses are included as well.

(5) Councillor Gillian Yorke

Mayor Snow received Councillor Yorke's report on her activities over the past month. Highlights included Police Commission meeting, Kings County Academy cafeteria update, Pride Walk, affordable housing webinar with The Portal, We Are All Treaty People webinar.

Report available for more information.

(6) Councillor Andrew Zebian

Mayor Snow received Councillor Zebian's report on his activities over the past month. Highlights included vigil at Drive In Theatre, opening of Kings Historical Society, and the Pride Walk.

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow submitted her report on her activities over the past month. Highlights included Municipal Finance Corp annual general meeting, and the Federation of Canadian Municipalities online conference with webinars about harassment of women in politics.

Report available for more information.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

6. NEW BUSINESS

(a) None.

7. CORRESPONDENCE

(a) Kings Point to Point Financial Statements

Letter available for review

8. PUBLIC COMMENTS

- (a) Email comment, concerns about overgrown weeds at the bus stop at Duncan and Main Street.

9. IN CAMERA, LAND AND LEGAL

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

That Council move into a closed session at 6:51 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 Craig Gerrard and seconded by Deputy Mayor Cate Savage

That Council return to open session at 7:12 pm.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Completion of Business – Land

It was moved by Councillor Gerrard and seconded by Deputy Mayor Savage

That Council direct the CAO to proceed with the sale of 50% of lot GA as discussed in Camera.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

10. ADJOURNMENT

It was moved by Councillor Craig Gerrard

That the June 28, 2021 meeting of Council be adjourned at 7:13 p.m.

MOTION CARRIED



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: July 12, 2021

Town Hall, 354 Main Street, Kentville Nova Scotia

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

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

1. CALL TO ORDER AND ROLL CALL

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

PRESENT

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

Staff in attendance included Director of Finance Debra Crowell, Chief Administrative Officer Dan Troke, Solicitor Geoff Muttart, IT Manager Jason Bethune (remotely) and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

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

2. APPROVAL OF THE AGENDA

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

That the agenda of the July 12, 2021 Special Meeting of Council be approved with the presentation being given by Director Crowell.

MOTION CARRIED

3. 2020-2021 Annual Audit

(a) Town of Kentville Financial Audit for 2020-2021

Director Debra Crowell presented the 2020-2021 annual audit Report on behalf of Andy Forse from Kent and Duffett. The auditor found that the Town of Kentville is in a strong financial state.

- Discussion
 - Appreciation to the Finance department for their hard work and effective processes.
 - The appointment term for auditor services is for five years and this is the third year of this commitment.

It was moved by CS and seconded by AZ

That Council accept the 2020-2021 audit report and documentation as presented.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by GY and seconded by PH

That Council reappoint the firm of Kent and Duffett Chartered Professional Accountants to provide audit services for the year 2021-2022.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by PH and seconded by CS

That Council appoint the following citizen voting committee members to the 2021-2022 Audit Committee:

Ms. Susan MacDougall and Mr. Peter Rainforth.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Councillors who voted against this motion:

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

10. ADJOURNMENT

It was moved by AZ

**That the July 12, 2021 Special Meeting of Council be adjourned at 6:13 p.m.
MOTION CARRIED**



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Kings Regional Emergency Management Organization

At the June 14, 2021 meeting of Council Advisory Committee, CAO Troke reviewed the updated Kings REMO bylaw which will replace the existing Town bylaws.

Council Advisory Committee recommends

That Council give first reading to the Kings REMO bylaw to Town Council to 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.



Memorandum

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

References:

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

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

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

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

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

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

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

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


Dan Stovel
Kings REMO REMC



By-law # ##
EMERGENCY MANAGEMENT BY-LAW

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

SHORT TITLE

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

INTERPRETATION

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

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

DECLARING A STATE OF LOCAL EMERGENCY

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

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

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

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

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

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

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

DUTIES DURING AN EMERGENCY

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

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

REPEAL

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

Clerk's Annotation for Official By-law Book

Date of first reading: _____

Date of advertisement of Notice of Intent to Consider: _____

Date of second reading: _____

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

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

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

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

Municipal Clerk

Date

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

SHORT TITLE

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

INTERPRETATION

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

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

DECLARING A STATE OF LOCAL EMERGENCY

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

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

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

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

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

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

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

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

DUTIES DURING AN EMERGENCY

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

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

REPEAL

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

Clerk's Annotation for Official By-law Book

Date of first reading: _____

Date of advertisement of Notice of Intent to Consider: _____

Date of second reading: _____

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

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

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

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

Town Clerk

Date



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

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

SHORT TITLE

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

INTERPRETATION

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

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

DECLARING A STATE OF LOCAL EMERGENCY

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

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

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

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

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

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

DUTIES DURING AN EMERGENCY

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

REPEAL

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

Clerk's Annotation for Official By-law Book

Date of first reading: _____

Date of advertisement of Notice of Intent to Consider: _____

Date of second reading: _____

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

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

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

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

Town Clerk

Date

TOWN OF BERWICK BY-LAW

Emergency Management By-law

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

SHORT TITLE

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

INTERPRETATION

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

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

DECLARING A STATE OF LOCAL EMERGENCY

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

LOCAL AND REGIONAL EMERGENCY MANAGEMENT

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

REGIONAL EMERGENCY MANAGEMENT ORGANIZATION AGREEMENT

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

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

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

DUTIES DURING AN EMERGENCY

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

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

REPEAL

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

Clerk's Annotation for Official By-law Book

Date of first reading: _____

Date of advertisement of Notice of Intent to Consider: _____

Date of second reading: _____

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

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

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

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

Town Clerk

Date

July ##, 2021

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

Dear Minister Maguire,

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

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

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

Sincerely,

Chair
Kings County
Regional Emergency Management Advisory Committee

/d

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



TO: Council Advisory Committee

SUBMITTED BY: 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.

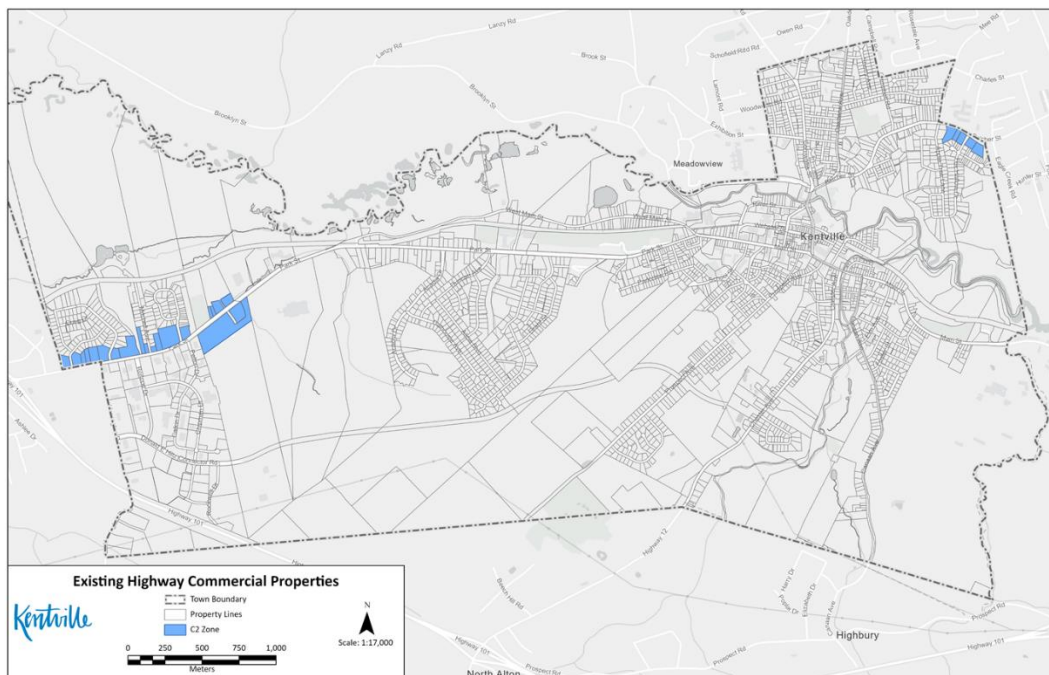
PROPERTY OWNER

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



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.

NAME:

CRAIG GERRARD

DATE:

July 22, 2021

DATE OF LAST COUNCIL MEETING ATTENDED:

June 28, 2021

**DATE OF LAST COUNCIL ADVISORY MEETING
ATTENDED:**

July 12, 2021

**DATE OF LAST GOVERNANCE SESSION
ATTENDED:**

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
June 21, 2021	Meeting with Dan	New police chief and process
July 19, 2021	Special Meeting	
July 21, 2021	Police Chief Interviews	

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Conference Attendance and Synopsis

Date	Conference	Synopsis

Committee Meeting Synopsis – Completed by Committee Representative only

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

Committee Name	Police Commission	Meeting Date:	June 25, 2021
Meeting Highlights:	<p>Discussion over policy and procedures for commission</p> <p>Budget questions - many on the commission questioned how the budget was done this year, not the amounts , but the fact the budget was late and then rushed to get it done.</p> <p>Commissioner Walker's term as the Provincial rep through DOJ is ending in August. Hopefully the search to find a new rep is speedy</p>		
Budget:			
New Projects:	<p>Town halls _ Commissioner Yorke has suggested town hall style meetings to engage public on what they expect and any issues that they think need addressing.</p>		
Policy Changes:			

Misc Events

Date	Synopsis
-------------	-----------------

Name: Paula Huntley

Date: July 26/21

Date of Last Council Meeting Attended: June 28/21

Date of Last Council Advisory Meeting Attended: July 12,2021

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
June 30/21	Kings Transit	Recruitment Committee Interviewing -give update to council
July 14/21	KPPT meeting	Business Plan kick off meeting- presentation given by Acadia entrepreneurship center as they will be completing this
July 19/21	Accessibility meeting	Workshop held for members with discussions on the 9 points from the plan and pull important focuses for the new committee to look at when it is formed, (this was the last meeting for this accessibility committee)
July 20/21	KTA Hiring committee	2 nd Interviews for applicants for hiring new GM
July 21/21	KTA Hiring Committee	2 nd Interviews for applicants for hiring new GM
July 21/21	KPPT Committee	Review June 2021 financials, office & chair report, any new business & correspondence, next meeting planned for sept 15/21

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
July 6/21	Landyn's walk	I was not only proud of Landyn and his journey for awareness but the residents of our Town showed such support for him , it brought us together as one.
July 23/24	Kentville Mural Festival	Opening at center square & sat appearances visiting mural
June 28/21	Funding gathering	Active Transportation meeting on our Gov't funding provincially/Federally
July 20/21	Make a wish Invitation	Attended this presentation, met family and their child that received the wish along with sponsors – touches your heart

Conference Attendance and Synopsis

Date	Conference	Synopsis

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name		Meeting Date:	

Meeting Highlights	
Budget:	
New Projects:	
Policy Changes:	

Misc Events- These are calls/webinars and items signed up for personal learnings in order to participate in the Committees I signed up for (not a requirement)

Date	Synopsis
July 7/21	Meeting with Mayor – Discussions on council committee policies, Affordable housing ideas,Downtown Kentville/ Tourism
July 2/21	Mentoring/ coaching meeting on governance & assorted topics
July 1/21	Climate Change Leadership Zoom Correspondence with University Course
July 8/21	Coffee meeting with FCM President Amanda McDougall & municipality representatives
July 9/21	Equity, Engagement & civic Leadership Webinar
July 10/21	Exploring the Intersections of Climate Change & Poverty Webinar
July 12/21	Meeting with Physician Community Navigator Recruiter Breanna Hall with Chamber of Commerce- joined her team of volunteers
July 13/21	Meeting with CAO on Affordable Housing Ideas & reviewed my local research with many questions
July 21/21	Building smarter sustainable hotels & buildings Webinar
July 22/21	Meeting with Deputy Mayor with discussion on her/this role and expectations
July 18/21	Met with Ann Graham at the Kentville Historical Society- volunteer opportunity /learnings about Kentville 😊
July 16/21	Climate Change Partner correspondence with Town Hall Committee partner

July 9/21	Mentoring plus strategy correspondence with Executive Director on success of hiring and process moving forward- UPDATE : a new hire has started and we will get more info in the next few weeks and we are working on a meeting to sit and discuss plans for upcoming year.
	Work on Burke Subdivision
	Affordable housing
	Diversity Committee for Kentville
	Flowers through Town

Name: Cathy Maxwell

Date: July 20/21

Date of Last Council Meeting Attended: June 28/21

Date of Last Council Advisory Meeting Attended: July 12/21

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
May 25/21	Student Bursary Committee	See attached report
July 19/21	Accessibility Committee	See the attached report
July 19	CAO Evaluation	Council met to review at and summarize the evaluations done by Staff and Council on our CAO.

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name Student Busary Committee	The committee would like to congratulate the following recipients of the town student bursaries this year: Cameron Oickle – attending Acadia. Emma Taylor - attending Kings Tec.	Meeting Date:	May 25/21

	Michael Hatt – attending MSVU		
	Kaisa Rane Thorsen – attending SMU		

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name Accessibility Committee	<p>This was the last meeting for the Accessibility Committee as it has completed its mandate to develop an accessibility plan for the Town.</p> <p>The group met to look at the pillars of Accessibility and Inclusion with the intention of giving the new Committee some recommendations as they begin to move the plan forward. These areas are:</p> <ul style="list-style-type: none"> Goods and Services The Built Environment Information and Communication Awareness Emotional Intelligence Employment Transportation Education Procurement <p>Citizens are asked to keep an eye out for the advertisement for citizen representatives for this new committee – The</p>	Meeting Date:	July 19/21

	Kentville Inclusion and Accessibility Committee.		
--	--	--	--

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
July 6/21	Jayden's walk for Residential School Victims and Survivors	A great Kentville turnout to welcome Jayden to town on his walk. A very poignant an event.

Name: Deputy Mayor Cate Savage

Date: July 21st 2021

Date of Last Council Meeting Attended: June 28th 2021

Date of Last Council Advisory Meeting Attended: July 12th 2021

Committee Meeting Attendance and Synopsis

	Committee	Synopsis
June 28 th	Audit Committee	Reviewed synopsis of the March 31 2021 financials with Andy Forse of Kent and Duffett. TOK is considered gold standard and we are in line to have a considerable amount of our FCI in the green which tends to be the norm. I invite you to review the annual report prepared by the finance department along with the f/s
July 14 th	KBC Board Meeting	Discussions: Welcome package and what same consists of. Events committee: site map for the mural festival Multi media committee proposal: discussed Doug Ralph and what additional work looks like... ISANS Presentation proposal Vandalism Fund Proposal Façade discussions
July 15 th	IAC	Reviewed reports and recommendations – just north of 14 million. CAO Troke to check with Minister of Municipal Affairs on the status of the IPS revisions.
July 19 th	REMAC	COVID update Alert Ready

		2021 Atlantic Hurricane Season Forecast HARS Heat Advisory Response System Kings REMO Social Media
July 19 th	RSC	Compliance update was provided on the effluent – BOD and TSS limits up primarily due to the summer algae bloom. Capital update provided on the desludging of lagoon 1. ..they hope to remove all of the sludge except the bottom 1-2 feet. They may be able to remove some sludge from cell 2 also provided we are within budget. It's important to note that the quality of sludge coming out of cell 1 is quite good with low levels of metal, pharmaceuticals ..etc. which makes it more desirable to compost out of the NB Facility.

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
June 28 th	Announcement – Federal and Provincial funding for the AT Plan (2.6 million)	
July 6 th	Landyn Toney's journey in memory of the unmarked graves . ..he made his journey through our town and I was proud and honored to attend. We are all treaty people	

Misc Events

Date	Synopsis
------	----------

July 19 th	Special Council Meeting – CAO Performance Review

Expenses

This month	Year to Date

Name: Gillian Yorke

Date: July 26th, 2021

Date of Last Council Meeting Attended: June 28th, 2021

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

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
July 15th, 2021	Finance Committee (AVRL)	Began the process of creating a draft Investment Policy

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
July 19th, 2021	Mural Festival	Working with the Events Committee, we began prepping wall spaces in Kentville for the upcoming Mural Festival (July 23 rd -25 th)

Misc Events

Date	Synopsis
July 6 th , 2021	Landyn's Journey of Awareness
July 20th, 2021	Police Chief Interviews

Expenses

This month	Year to Date
n/a	

Name: Andrew Zebian

Date: July 21/21

Date of Last Council Meeting Attended: June 28th

Date of Last Council Advisory Meeting Attended: July 12th

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
June 28 th	Audit Committee	Reviewed the annual audit.
July 15th	IAC	Investment Advisory Committee
July 14th	Met with Mayor Snow & CAO Troke	I met with Mayor & CAO to discuss some serious issues with the moral at Town Hall. We have a remarkable TEAM working for the Town and we have to make sure their working environment is safe.
July 19th	In Camera Meeting @ 3 pm Town Hall	

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
June 28th	Funding Announcement @ Eave's Hollow for Active Transportation	
July 6th	Landyn's Walk Through Town	This was a remarkable journey that this young man took. We had a lot of attendees and it was lovely to see TOK Staff on hand welcoming Landyn into Town. We should always remember it's about Community Spirit

Conference Attendance and Synopsis

Date	Conference	Synopsis

Committee Meeting Synopsis – Completed by Committee Representative only

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

Misc Events

Date	Synopsis

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 22 July 2021

Date of Last Council Meeting Attended: 28 June 2021

Date of Last Council Advisory Meeting Attended: 12 July 2021

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
24 Jun 21	NSFM/AMANS Board Mtg	Affordable housing feedback to Province
24 Jun 21	VREN Board Mtg	Monthly board meeting, with updates on recovery and new project
28 Jun 21	Audit Committee	See below
29 Jun 21	Valley REAP	Briefing by NSBI on projects and availability of support to business
6 Jul 21	NSFM Election Sub-committee	Committee met to plan communications with leaders and create a landing page for municipal partners to follow feedback from the leaders
14 Jul 21	NSFM Board Meeting	Board met with Minister Brendan Maguire to discuss on-going NSFM issues and priorities
19 Jul 21	Kings REMAC	See below
19 Jul 21	Special Meeting	CAO evaluation
21 Jul 21	Valley Waste	See below – attended as the alternate

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
28 Jun 21	Funding Announcement	Federal and Provincial funding announcement for AT in Kentville, resulting in \$3.6M
8 Jul 21	Miner's Marsh Celebration	Carolyn Landry planted Sweetgrass in Miner's Marsh, she offered a prayer and performed a smudging. The Sweetgrass was provided by the Wolfville Baptist

Councilor Report Kentville Town Council

		Church as part of their act of reconciliation.
13 Jul 21	Clock Park Celebration	Carolyn Landry offered a prayer and performed a smudging at Wolfville's Clock Park. Town of Wolfville Staff planted a Sugar Maple which was provided by the Wolfville Baptist Church as part of their act of reconciliation.
16 Jul 21	CEED Junior Entrepreneur Camp	Acted as a judge for the pitches made by the entrepreneurs. They spent a week preparing and their enthusiasm bodes well for our business community.

Conference Attendance and Synopsis

Date	Conference	Synopsis
24 Jun 21	NSFM Webinar	Mi'kmaw 101 We are all Treaty People with Robert Bernard
29 Jun 21	Check-in with Minister	Mayor and CAO attended a zoom call with Minister Brendan Maguire (DMA). Check in on state in Kentville

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	Audit Committee	Meeting Date:	28 Jun 21
Meeting Highlights:	Recommended: financial statement, reappointment of committee and auditor		
Budget:	N/A		
New Projects:	N/A		
Policy Changes:	The audit committee met with the auditor to review the statements provided prior to the weekend. The audit committee was provided with a subsequent week to follow-up prior to making the recommendations to council at a Special Meeting on 12 July 2021.		

Councilor Report

Kentville Town Council

Detail	Synopsis		
Committee Name	Regional Emergency Management Advisory Committee	Meeting Date:	19 Jul 21
Meeting Highlights:	Final document preparation for Kings REMO to province Hurricane season Heat warning Use of alert system		
Budget:	N/A		
New Projects:	Training will start again		
Policy Changes:	N/A		

Detail	Synopsis		
Committee Name	Valley Waste Board	Meeting Date:	21 Jul 21
Meeting Highlights:	Financial statements were provided by the auditor – and recommended to the board by the audit committee Sustainable Development Act paper was approved for escalation to the Province TBR approved \$950,750, for 2021-22 Capital Projects Regional Coordinators report provided, great data including the social media report and education update (attached) New forklift arrives end of August, after much delay at manufacturer Break in at the fuel compound Video cameras are being installed Ground maintenance improvements are on-going and very noticeable. No meeting in August unless pressing matters arise. Next meeting is September 15.		
Budget:	Variance report provided		
New Projects:	New contract with Scotia Recycling Planned purchase of a front end loader, bids have been received and will be evaluated on Friday 23 July		
Policy Changes:	N/A		

Councilor Report

Kentville Town Council

Misc Events

Date	Synopsis
2 Jul 21	Meeting with Councillor Huntley – economic development
7 Jul 21	Meeting with Councillor Huntley – policy
8 Jul 21	Meeting with Doug Hickman – Green Party

Education Update

July 2021



Cottage Country

Cottagers are returning to their summer homes. Many are returning for the first time since COVID-19 and are learning about the new curbside collection program in Kings County.

Individual education continues as these residents return, full of questions about collection and waste disposal.



Summer Camps

Now that summer camps have returned, VW staff have begun to visit camps and talk to them about the 3R's or recycling.

Our first camp was with the Town of Kentville, held on a stormy day inside the indoor soccer field. Lots of fun playing a recycling sorting game as well as a composting game.



Assistance from VW to see if these production pieces are recyclable

IC&I Education

July was a busy month for businesses needing assistance with curbside limits, signage and sorting information.

As always, VW staff provided education to a wide range of businesses including B&B's, restaurants, breweries/ wineries, and food production plants.



Beach Clean ups & Marine Waste

VW staff continue to work with anyone who needs assistance to dispose of the litter and are also working on a marine waste education video, soon to be released.

Since April, these dedicated individuals and groups have removed over 12 Tonnes of debris from the shoreline (as much as all of last year combined).

Did you know?

Why send away all your food waste when you can make your own soil using old fruits, veggies and yard waste from your home.

Valley Waste has lots of information on how to start a backyard composter, as well as plans on how to build one. Contact us anytime for information or help with your backyard composter.



Enforcement Report to Authority – June 2021

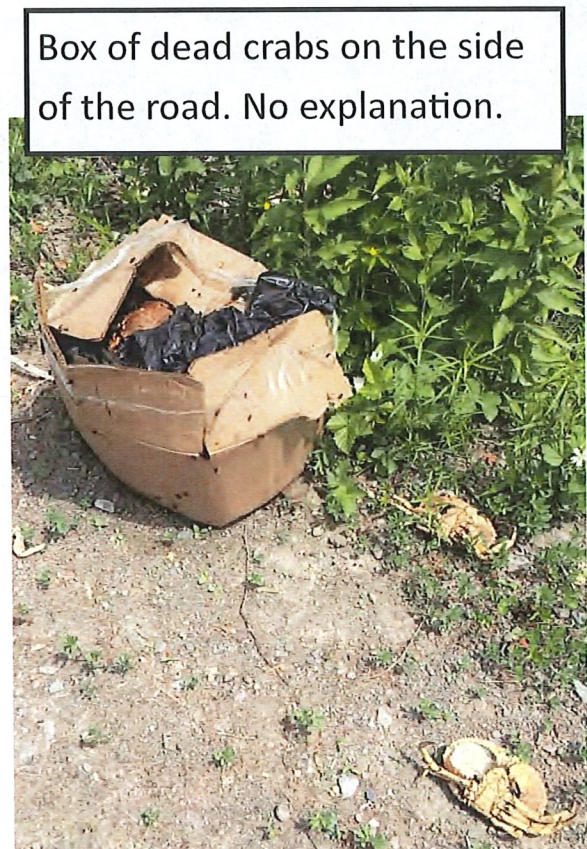
Illegal Dumping cases: 13

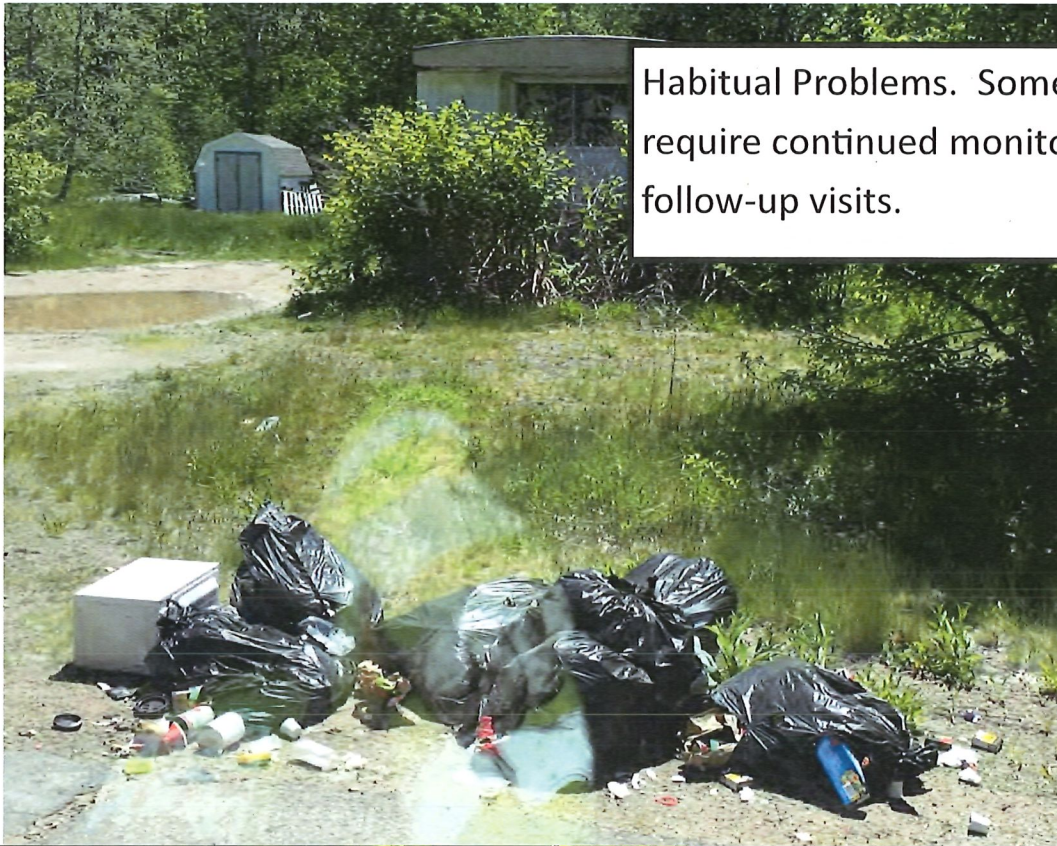
Burning cases: 0

Other cases/complaints range from set-out/retrieval issues, waste accumulation, sorting, and storage: 9

Bylaw Tickets Issued: 1

Photo highlights:





Habitual Problems. Some locations require continued monitoring and follow-up visits.



Embankments. Difficult to manage collecting materials. A winch has been purchased to manage materials more easily.



Social Media Report June 2021

Valley Waste currently uses social media to educate and provide information to residents. The sites being utilized are Facebook, Twitter and the recent addition of Instagram and YouTube.

For the month of June, the most popular posts


Facebook

Valley Waste currently has **3,000** an increase of **20 followers** from beginning of June (2,980 followers). Our top locations are Kentville, Greenwood, Berwick, Annapolis, Wolfville and Kingston.


People Reached – 79% women, 19% men

Age Groups	18-24	25-34	35-44	45-54	55-64	65+
Women	2%	16%	22	18%	13%	8%
Men	1%	4%	5%	4%	3%	2%

Top 3 posts


Valley Waste-Resource Management
 June 24 · 🌐

Summer means strawberries and other soft fruit are on your food list. Unfortunately, the wooden quarts are not compostable because of the staples holding them together. Please do not put them in your green cart. If you buy strawberries in a clamshell those can be recycled. The paper quarts are compostable. #strawberryseason #woodenpunnet #partnersinwastereduction



👍 Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

Performance for Your Post

8,447 People Reached

190 Reactions, Comments & Shares #

103 Like	19 On Post	84 On Shares
1 Love	0 On Post	1 On Shares
1 Sad	0 On Post	1 On Shares
36 Comments	4 On Post	32 On Shares
49 Shares	49 On Post	0 On Shares

391 Post Clicks

15 Photo Views	0 Link Clicks #	376 Other Clicks #
-----------------------	------------------------	---------------------------

NEGATIVE FEEDBACK

4 Hide Post	1 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Strawberry boxes are always a confusing item as people forget about the metal staples used to make them.

Valley Waste-Resource Management
June 26

NOTICE: Valley Waste will be closed on 1st July. Re-open 2nd July. Replacement collection for Canada Day will be on Mon, 5th July. Collection starts at 7am. Village of New Minas Kings County, Nova Scotia
#canadadayclosure #partnersinwastereduction



Holiday Closure and Special Collection Notice

Our office and sites will be closed on Thursday, 1st July, and will re-open on Friday, 2nd July. The replacement collection for Thursday, July 1st will take place on Monday, July 5th. Collection starts at 7am. Thank you!

Valley Waste Resource
Canada Day Closure
Partners in Waste Reduction

2,988 People Reached

28 Likes, Comments & Shares

10 Likes	3 On Post	7 On Shares
2 Comments	0 On Post	2 On Shares
16 Shares	16 On Post	0 On Shares
40 Post Clicks		
1 Photo Views	0 Link Clicks	39 Other Clicks

NEGATIVE FEEDBACK

2 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page


Reported stats may be delayed from what appears on posts

Special Collections always generate a lot of traffic and shares.

Disposal of Household Hazardous Waste was also featured in our top 3 posts this month.

Valley Waste-Resource Management
June 7

IMPORTANT NOTICE: Please DO NOT put hazardous waste in your garbage. The acid shown in this image was found before it did any serious damage but it could have sprayed onto staff at our site or at the landfill. It's important to read and follow safety advice given on the acid container because the chemical is highly corrosive and also reactive. Direct contact can cause chemical burns and damage surfaces. Exposure can damage the eyes, skin, and respiratory ... See More



Please **DO NOT** put hazardous waste in your garbage. The acid shown in this image was found before it did any serious damage but it could have sprayed onto staff at our site or at the landfill.

It's important to read and follow safety advice given on the acid container because the chemical is highly corrosive and also reactive. Direct contact can cause chemical burns and damage surfaces. Exposure can damage the eyes, skin, and respiratory organs irreversibly.

If you have any chemicals displaying hazard signs like the ones above, they can be brought into the sites for FREE and handled correctly.

Valley Waste Resource
Disposing of Hazardous Waste

4,365 People Reached

68 Reactions, Comments & Shares

24 Like	8 On Post	16 On Shares
10 Wow	5 On Post	5 On Shares
3 Sad	2 On Post	1 On Shares
1 Angry	0 On Post	1 On Shares
3 Comments	2 On Post	1 On Shares
29 Shares	29 On Post	0 On Shares
212 Post Clicks		
13 Photo Views	0 Link Clicks	199 Other Clicks

NEGATIVE FEEDBACK

1 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

Reported stats may be delayed from what appears on posts

Instagram

Start Date: July 2020

Valley Waste gained 2 followers in May for a total of 296 followers, an increase of 0.9% from the end of May (294). The most active age range remains the 25-34 and 35-44 age group which represent 23.9% and 32.8% of the followers respectively. Our top locations are Kentville (19.3%), Halifax (11.2%), Wolfville (10.2%), Annapolis (8.6%) and Berwick (7.6%). The top posts included a visit to the new Grand Pre Inn to drop off signage, Canadian Environment Week and a post advertising for a summer student.

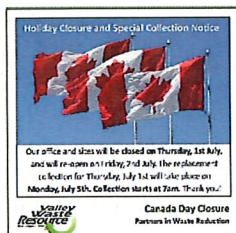
People Reached – 74.6% women, 25.4% men

Age Groups	18-24	25-34	35-44	45-54	55-64	65+
Women	2.2%	22.2%	34.1%	25.2%	12.6%	3.7%
Men	4.3%	26.1%	36.2%	32.6%	17.4%	2.2%

Twitter

We currently have 1,178 followers, an increase of 1 new followers from the end of March (1,177).

Top Tweet earned 275 impressions



NOTICE: Valley Waste will be closed on 1st July. Re-open 2nd July. Replacement collection for Canada Day will be on Mon, 5th July. Collection starts at 7am. Village of New Minas Kings County, Nova Scotia
[#canadadayclosure](#) [#partnersinwastereduction](#)
pic.twitter.com/hDhCFZztJm



Top mention earned 9 engagements

Kelly Hennessey@kellyhennessey_ Jun 17 Shout out to this dedicated employee who stopped to pick up our kitchen compost bucket at our new cottage locale (the big bin arrived 2 weeks ahead of schedule the next day)!
[@ValleyWaste](#) [#thankyou](#) pic.twitter.com/yVd6YtzoVZ

JUNE 2021 SUMMARY

Tweets	1
Tweet impressions	1,752
Profile visits	57
Mentions	1
New followers	1

YouTube

Valley Waste now has its own YouTube Channel. There are currently two videos visual to the public. One is an educational video called Reduce, Reuse, Recycle and was created for schools (92 views). The other is an interview with Brian Van Rooyen which is a retrospective of his Mobius Award win in 2000 (13 views).

Subscribers	4
Views	96
Unique views	40
Impressions	82
Avg. view duration	3.45 min

There is currently not enough data to provide demographic information. We will promote the channel more actively when we have created more content to share.

We are currently working on new videos to add to the channel.

Website

The website is in editing stage for changes and additions. Materials and images continue to be updated.

History of Waste

Our Clean intern has been working on our project to create a history of waste for the region. He has taken it from global, national, provincial to regional information on how waste management has changed from the 19th century to now. The aim of this project is not only to preserve the history of Valley Waste but to produce educational materials that can be used for presentations, videos and social media. We will also produce a video that will showcase interviews with key actors in the waste industry.

We have also been digitizing our archive materials and images for posterity.

Ongoing

- Building a library of stock images.
- Working with other educational institutions and agencies to produce quality content on waste management. (this is currently on hold with the pandemic restrictions).
- Creation of more content for all platforms that address current and ongoing issues.
- Sharing videos and other relevant content from other like-minded sites.
- Videos that can be used on social media and the website to provide best practices i.e. How to look after your green cart in different seasons.
- **Trash Talk** – a video series that looks at different parts of the waste management system i.e. Household Hazardous Waste, the Bulb Eater etc.

- **Wasted** – exploring the development of videos to encourage less waste i.e. food etc.
- **Education videos** – for all age groups.
- **Washed Up and Wasted** – a new video featuring the beach waste collectors in our region and the growing trend. Addressing the amount of waste that is coming into the management centres and the data on what is being collected.
- Developing newsletters for businesses, and residents (newsletters have now been developed)
- Promoting educational opportunities to schools and businesses (on hold with the pandemic restrictions).
- Working on educational opportunities that fit with the current curriculum.

Don't forget to add us to Facebook, Instagram, Twitter and YouTube!



African Nova Scotian Affairs

Emancipation Civic Proclamation Application

Context:

As Nova Scotia prepares to express recognition for Emancipation Day on August 1st, we are inviting your organization to participate in the acknowledgement and commemorate this aspect of an important historical remembrance.

Also, please be aware that August 23rd is known as the “International Day for the Remembrance of the Slave Trade and its Abolition”. The importance of the day is connected to people of African Descent in Haiti and the Dominican Republic fighting for their freedom which resulted in their liberation from their European colonisers in 1791.

Globally, August 1 honours Emancipation and August 23rd is a remembrance about the tragedies of the transatlantic slave trade in which millions of African descendant people were enslaved or lost their lives.

Defining these events (Emancipation Day and The Day of Remembrance) as a proclamation allows elected representatives the opportunity to read a statement declaring their recognition of these events, which carry the symbolism and the authority of a civic edict.

Intent:

If you are planning a commemorative event, the attached funding application can support your activity up to \$500. However, it is urgent you complete the application and forward same to ANSA **on or before July 20th, 2021**.

There is the expectation your civic proclamation will be a collaboration/partnership with the community. It is our hope we can work in advance of the date and identify, if required, community partners who might be willing to co-plan an in-person/virtual Emancipation Day Proclamation.

Wayn Hamilton
Executive Director
African Nova Scotian Affairs

Part A: Organizational Profile

Applying

Organization (official name – cheque will be made payable to applying organization):

NS Joint

Registration No. (if applicable):

Project Contact:

(must be easily reachable)

Civic Proclamation

Project Contact

Person:

Contact Work

Phone:

Alternate Contact

Phone:

Contact Email:

Organization

URL/website:

Name of Civic

Official:

(if different than person identified above)

Mailing /

Organization

Address: (all

correspondence will be sent to address identified)

Name of

Community

Partner:

Part B: This section must be fully completed.

Date, time, location, or virtual platform of proclamation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: _____ Time: _____ Location: _____
(If intended) Letter of invitation sent to Minister of African Nova Scotian Affairs or designate to participate virtually in the event (see sample)	Copy Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Copy of proposed program for the proclamation Note: Event should include Renditions of "O Canada" and "Lift Every Voice"	Copy Attached <input type="checkbox"/> Yes <input type="checkbox"/> No
Describe how the \$500 will be used:	

Part C: Please confirm your Civic Proclamation event details.

Important Note: For any and all events please refer to the [Nova Scotian COVID-19](https://novascotia.ca/coronavirus/) website for the most up-to-date guidelines. <https://novascotia.ca/coronavirus/>

We encourage municipalities to find creative ways to commemorate Emancipation Day & The Day of Remembrance before, during or after August 1st, 2021.

After your event, please:

- ☐ Submit a one-page report describing the event with at least three (3) ceremonial photos with signed photo release forms indicating participants in the photo (Please see Sample)

Note:

- ☐ Failure to submit a post-event report will disqualify applicant in subsequent years.

Application must be signed

_____	_____	_____
Signature	Position	Date
_____	_____	
Civic Staff Responsible for event	Date	

All civic proclamation applications must be received by July 20th, 2021

Please complete and submit by email to: ansa@novascotia.ca

Posting your event on the ANSA calendar of events

Please note: Requests for the Minister's virtual participation will be accommodated based on his availability.

Please visit the ANSA website (ansa.novascotia.ca) to complete an online form to have your event posted to the ANSA Calendar.

It is important to submit the form at least two weeks prior to the event date. The direct link to the form is: <https://ansa.novascotia.ca/content/event-submission>

Questions you will be asked to complete the form are:

- Title of the Event:
 - Date:
 - Time:
 - Location:
 - Cost (if applicable):
 - Brief Description:
- Event Contacts (please provide two, if possible):
 - First Contact Name:
 - First Contact Phone:
 - First Contact Email:
 - Second Contact Name:
 - Second Contact Phone:
 - Second Contact Email:
- Event Organizer:
 - Organization's Mailing Address:
- Other Information:

Sample – Invitation letter (If intended)

Please note: Requests for the Minister's virtual participation will be accommodated based on his availability. Requests are to be emailed directly to: ANSAMINISTER@novascotia.ca

(LETTERHEAD

Or RETURN ADDRESS)

Honourable Tony Ince
Minister of African Nova Scotia Affairs
African Nova Scotia Affairs
1741 Brunswick St., 3rd floor
PO Box 2691
Halifax, NS
B3J 3B7

(DATE)

Sent via email : ANSAMINISTER@novascotia.ca

Dear Minister Ince:

On behalf of (MUNICIPALITY/TOWN/CIVIC ENTITY) I would like to invite you or a designate to virtually participation in Emancipation Day 2021 Proclamation. We would like to request pre-recorded remarks from Minister Ince for our event, which will be held on (DATE).

If you have any questions, please contact (CONTACT NAME) at 902-XXX-XXXX or by e-mail at (E-MAIL ADDRESS).

Sincerely,

SIGNATURE

(TYPED NAME)

(TITLE)

CC: chantel.reid-demeter@novascotia.ca

Required Photo Release (If intended)

Please note: Permission must be obtained in writing by all who appear in the photo before the image can be shown on the ANSA and/or any Government website.

Date: _____

Name: _____

Address: _____

Phone: _____

I hereby grant the Province of Nova Scotia the right and permission to copyright and/or use and/or publish photographic pictures/videos of me.

I understand that my privacy will be fully protected by Nova Scotia's Freedom of Information and Protection of Privacy Act. Any personal information collected about me will not be used for any other purpose.

I hereby waive the right to inspect and/or approve the finished photographs/videos or printed/published matter that may be used with such photographs/videos.

I hereby warrant that I am of full age and competent to contract in my own name in so far as the above is concerned. I have read the foregoing release and warrant that I fully understand the contents thereof.

Participant's signature (parent or guardian if subject is under 18 years)