



# **TOWN OF KENTVILLE COUNCIL**

## **October 25, 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, September 27, 2021**
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
  - (a) Update on the Development of the Former Robinson Property**
  - (b) COVID-19 Council Safety Policy**
  - (c) Request for Decision – Public Meeting**
  - (d) Request for Decision – Failed Motion**
- 5. RECOMMENDATIONS AND REPORTS – Deputy Mayor Cate Savage**
  - (a) Council Advisory Committee**
    - (1) Appointment of Citizen Members to the Kentville Inclusion and Access Advisory Committee**
    - (2) COVID-19 Decision Making Protocol**
  - (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. Kings Regional Transit Authority**
      - b. Diversity Kings**
      - c. Kings Point to Point**
      - d. Partners for Climate Progress**
    - (3) Councillor Maxwell**
      - a. Annapolis Valley Trails Coalition**
    - (4) Deputy Mayor Savage**

Council Meeting Agenda  
October 25, 2021

- 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) Deputy Mayor Vote
- (b) Committees of Council

**7. CORRESPONDENCE**

- (a) None.

**8. PUBLIC COMMENTS**

**9. IN CAMERA**

- (a) Property Matter
- (b) **Property Matter**

**10. ADJOURNMENT**



## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: September 27, 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

Deputy Mayor Cate Savage 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: 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, Director Beverley Gentleman, Solicitor Geoff Muttart (remotely), IT Manager Jason Bethune (remotely) and Recording Secretary Jennifer West.

#### REGRETS

Mayor Sandra Snow

#### 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 Andrew Zebian and seconded by Councillor Cathy Maxwell

**That Council support the reading in full of letters from the public during the public comments section of a Council meeting.**

## **MOTION DEFEATED**

*Councillors who voted in favour of this motion:*

*Maxwell, Savage and Zebian*

*Councillors who voted against this motion:*

*Huntley, Gerrard and Yorke*

- Discussion
  - May not be appropriate for the Recording Secretary to read verbatim letters into the record.
  - In most municipalities, comments are received and read that are related to items on the agenda.
  - Concerns about virtual meetings and live meetings, similar to residents coming to speak at the podium.
  - Suggest reading the general intent of a letter with the full letter being forwarded to Council after the meeting.
  - Concerns about comments that are not related to items on the active meeting agenda.

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

**That Council support the reading of a summary of letters by the Chief Administrative Officer from the public during the public comments section of a Council meeting.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

- **Discussion**
  - Concerns about censorship of residents' concerns.
  - The practice of reading public comments has shifted with different Chief Administrative Officers.

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

**That the agenda of September 27, 2021 be approved.**

## **MOTION CARRIED**

### **3. APPROVAL OF THE MINUTES**

(a) Council meeting held on July 26, 2021.

**It was moved that the minutes of the Council meeting on July 26, 2021 be approved.**

## **MOTION CARRIED**

*Council Meeting Minutes, September 27, 2021*

*Pending Approval*

*Page 2*



(b) Special Council meeting held on August 25, 2021.

**It was moved that the minutes of the Council meeting on August 25, 2021 be approved.**

**MOTION CARRIED**

(c) Public Hearing held on September 15, 2021.

**It was moved that the minutes of the Council meeting on September 15, 2021 be approved.**

**MOTION CARRIED**

**4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

**(a) Municipal Planning Strategy and Land Use Planning Bylaw Amendments–  
Second Reading**

CAO Dan Troke outlined the process for making changes to the MPS and LUB, the general changes that are proposed and the feedback from the Public Hearing on September 15, 2021.

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

**That Council approve second reading of the MPS and LUB to adopt various housekeeping items.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council TABLE Second Reading of the MPS and LUB amendment to allow multi residential development within the highway commercial in the C2 zone with commercial component on the ground floor, and to include all C1 permitted uses;  
And further to ask staff to provide clarification about assisted living;  
And further that this motion be brought back to Council on October 25, 2021.**

**MOTION DEFEATED**

*Councillors who voted in favour of this motion:*

*Gerrard*

*Councillors who voted against this motion:*

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

**That Council approve Second Reading of the MPS and LUB amendment to allow multi residential development within the highway commercial in the C2 zone with commercial component on the ground floor, and to include all C1 permitted uses.**

**MOTION DEFEATED**

*Councillors who voted in favour of this motion:*

*Huntley, Savage, Yorke and Zebian*

*Councillors who voted against this motion:*

*Gerrard and Maxwell*

- Discussion
  - Concerns about the suggestion by the developer and applying it to all properties.
  - Commercial zoning is important to this Council and these changes will apply to a number of properties.
  - Developers should not be allowed to make discretionary changes through the public hearing process.
  - Concerns about the financial implications of this zoning change, and losing C2 zone properties.
  - Concerns about the taxation of these new properties, and the loss of revenue as well as older vulnerable residents being in a high traffic neighbourhood.
  - Director Gentleman reviews the commercial uses that would be allowable in the C2 zone.
  - The existing assisted living properties were developed under past bylaws and zones so they cannot be compared to the existing highway commercial zones.
  - Review of the development of C1 and C2 and highway commercial zones by Director Gentleman. It is not possible to compare the assisted living properties in Kentville because of the way they were developed, under old bylaws.
  - Solicitor provides direction on the process of the final decision on this amendment and direction to staff.

**5. RECOMMENDATIONS AND REPORTS**

**(a) Council Advisory Committee Reports**

**(1) Temporary Borrowing Resolution – Capital Projects**

At the September 13, 2021 meeting of Council Advisory Committee, Director Deb Crowell presented her report describing the temporary borrowing resolution relating to the Town's 2021-2022 capital program in the amount of \$1,064,100.

*Report available for more information.*

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

**That Council approve the attached temporary borrowing resolution to borrow under TBR 21/22 - Town \$1,064,100 for various-purpose capital projects.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(2) Temporary Borrowing Resolution – Sanitary Sewers**

At the September 13, 2021 meeting of Council Advisory Committee, Director Deb Crowell presented her report describing the temporary borrowing resolution relating to the Town's 2021-2022 sanitary sewer area capital program in the amount of \$235,000.

*Report available for more information.*

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

**That Council approve the attached temporary borrowing resolution to borrow under TBR 21/22 Sanitary Sewer – Burke Subdivision \$235,000 for Sanitary Sewer – Burke Subdivision capital project.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(3) Valley Waste Guarantee Resolution**

At the September 13, 2021 meeting of Council Advisory Committee, Director Deb Crowell presented her report to request authorization of a guarantee resolution to support Valley Waste's Temporary Borrowing Resolution for its approved 2021/2022 capital program.

*Report available for more information.*

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

**That Council approve the attached Guarantee Resolution for Kentville to support the Valley Waste's Temporary Borrowing Resolution for its approved 21/22 capital program. Kentville's share of the TBR is 10.05% or \$95,550.**

**MOTION CARRIED**

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

**(4) Kentville Business Community Funding Agreement**

At the September 13, 2021 meeting of Council Advisory Committee, CAO Dan Troke shared with Council the proposed funding agreement for the Kentville Business Community to continue their work supporting downtown businesses.

*Report available for more information.*

- Discussion
  - Solicitor Muttart has reviewed the document since the Council Advisory Committee. The changes to this agreement were reviewed during the meeting.
  - With the special grant, KBC still needs to bring requests to the Chief Administrative Officer and then to Council.

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

**That Council approve the KDCL/KBC Funding Contribution Agreement which expires on 31 March 2022.**

**MOTION CARRIED**

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

**(5) Kentville Police Service – Chief Officer**

At the September 13, 2021 meeting of Council Advisory Committee, Police Commission Chair Craig Gerrard announced that James Butler is the proposed Acting Police Chief for the Kentville Police Service.

*Report available for more information.*

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

**That Council appoint Mr. James Butler as the Chief Officer of the Kentville Police Service on a three-year contract beginning on October 13, 2021.**

**MOTION CARRIED**

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

**(6) Kentville Investment Committee**

At the September 13, 2021 meeting of Council Advisory Committee, Investment Advisory Committee Chair Cate Savage reported to Council that the Investment Advisory Committee has been working on a revised policy statement with the investment manager. The proposed policy revision is delayed with the change of provincial government staff.

*Report available for more information.*

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

**That Council extend the current investment manager contract by one year to expire in November 2022.**

**MOTION CARRIED**

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

**(7) Kings Regional Emergency Management Organization - Intermunicipal Service Agreement**

At the September 13, 2021 meeting of Council Advisory Committee, CAO Dan Troke shared with Council the proposed intermunicipal service agreement for the Kings Regional Emergency Management Organization to continue their work supporting emergency preparedness and response.

*Report available for more information.*

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

**That Council approve an Intermunicipal Services Agreement (IMSA) with the Town of Berwick, and Wolfville and the Municipality of the County of Kings for the provision of Regional Emergency Management Organization Services; And further, approve allocation of funds based on the REMO sharing formula, Kentville’s share represents 15% of the current \$80,000 REMO budget.**

**MOTION CARRIED**

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

**(8) Capital Grant Request**

At the September 13, 2021 meeting of Council Advisory Committee, CAO Dan Troke shared with Council the proposed “Investing in Infrastructure” federal grant

to support the expansion of the Kentville Connector, from the Donald E Hiltz Connector Road.

*Report available for more information.*

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

**That Council approve in principle for staff to submit a proposal request to the expected call for submission by the Province.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(9) National Day for Truth and Reconciliation**

At the September 13, 2021 meeting of Council Advisory Committee, CAO Dan Troke reported that Kentville strongly supports the National Day for Truth and Reconciliation and will close Town Hall on that day. The Town will offer resources and events to bring Indigenous and Non-Indigenous people together through awareness, compassion and understanding.

*Report available for more information.*

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

**That Council approve that the Town of Kentville will honour First Nations, Inuit and Métis survivors and their families and communities on September 30th as a recognized holiday for the Town.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Huntley, Gerrard, Maxwell, Savage, 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 Chief's retirement party, and a Police Commission meeting.

*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 intermunicipal service agreement, County of Kings Diversity committee, grants to organizations review, public hearing review, Kings transit, opening of Chrysalis House, and a Mentoring Plus update.

Public address from Councillor Paula Huntley about the past controversy.

*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 end of summer celebration for recreation programs, Police Chief retirement party, and the Annapolis Valley Trails Coalition annual general meeting.

*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 water quality and regional sewer, investment advisory committee, Kentville Rotary Club, Public Hearing for rezoning highway commercial, and the Kentville Business Community board meetings.

- Discussion
  - Concerns about home-based businesses are being reviewed by the board as this is a growing industry.

*Report available for more information.*

### **(5) Councillor Gillian Yorke**

Mayor Snow received Councillor Yorke's report on her activities over the past month. Highlights included Police Commission meeting, Annapolis Valley Public Libraries safety plans, the Kings County Academy parent teachers' association and the end of summer program celebration.

*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 retirement party for Chief Cecchetto, North Kings Education Centre parade, Chrysalis House opening, Oakdene Park celebration, meetings with the provincial ombudsman and media interviews.

Public address about past controversies.

*Report available for more information.*

**(c) Mayor Sandra Snow (absent)**

*Report available for more information.*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Gillian Yorke and Councillor Andrew Zebian

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

**MOTION CARRIED**

**6. NEW BUSINESS**

**(a) Upcoming voting for Deputy Mayor position.**

Deputy Mayor Cate Savage reminded Council that the annual election for the position of Deputy Mayor will be held at the next Council meeting on October 25.

**7. CORRESPONDENCE**

**(a) None.**

**8. PUBLIC COMMENTS**

CAO Troke read a summary of the public comments submitted during the meeting. All comments were forwarded to members of Council after the meeting.

**9. IN CAMERA**

**None.**

**10. ADJOURNMENT**

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

**That the September 27, 2021 meeting of Council be adjourned at 9:35 p.m.**

**MOTION CARRIED**





October 25, 2021

---

Councillor  
Name

354 Main Street  
Kentville, NS  
B4N 1K6

---

RE: Former Robinson Property

---

Background:

Process:

On August 22, 2019 the Town of Kentville entered into a purchase and sale agreement with Mike’s Clothing Limited on the property formerly known as the Robinson Property on Main Street Kentville and the agreement was amended by counter offer August 23, 2019. Several amendments to the original agreement have been made subsequent. On August 28, 2019, September 20<sup>th</sup>, 25<sup>th</sup>, October 1<sup>st</sup>, October 21<sup>st</sup>, December 2020 and June 29, 2021.

The purchase and sale had a buy back provision with clauses specifying 15 % completion date (footers poured) and final completion date.

The 15% completion date has been amended at the request of the developer several times from June 30, 2020 to October 30, 2020 and subsequently to May 31, 2021 and September 30, 2021.

Final construction of the property was to be on or before March 31, 2022 and subsequently extended to June 30, 2022.

A footing permit was issued on August 17, 2021 however, on September 30, 2021 the footers were not poured for the proposed building. On October 5, 2021 a letter was sent to the developer requesting an update for Committee of Council slated for October 12, 2021. On October 12, 2021 the developer provided the CAO with documentation through a letter dated October 12, 2021 from The Mortgage Group (TMG) confirming that mortgage financing had been approved and through a

letter dated October 8, 2021 from Roscoe Construction Limited agreeing to construct the project. Roscoe provided timelines as follows:

Engineering work would begin immediately with trade packages available in February 2022. Construction would begin late March 2022. Construction is anticipated to take 12 to 13 month or completion in March or April of 2023.

For consideration:

The Town of Kentville consider extending the 15 % completion date (footers) and final completion date for Mike's Clothing Limited. If council chooses to extend these dates it is recommended Mike's Clothing Limit place the property deed in escrow with the Towns solicitor thus if the completion dates are not achieved the property would be bought back by the Town as per the provisions in the buyback agreement.

If an extension is granted the new dates are as follows: 15 % completion by April 30, 2022 and final completion of construction April 30, 2023.

If council does not wish to extend, direction should be given to the CAO to work with the Town solicitor to execute the buy back provision of the agreement.

Submitted to council for consideration.

Dan Troke, CAO  
Town of Kentville

**THIS AMENDING AGREEMENT** dated this \_\_\_\_ day of October 2021,

BETWEEN:

**TOWN OF KENTVILLE** ("Town")

and

**MIKE'S CLOTHING LTD** ("Mike's")

**THIS AGREEMENT** witnesses that:

**WHEREAS** the Parties entered into an Agreement of Purchase and Sale dated August 22, 2019, as amended by a Counter Offer dated August 23, 2019, and further amended by an Amendment dated August 28, 2019, an Amendment dated September 20, 2019, an Amendment dated September 25, 2019, an Amendment dated October 1, 2019, an Amendment dated October 21, 2019, an Amendment dated December 2020, and an Amendment dated June 29, 2021;

**AND WHEREAS** the Agreement, as amended, requires Mike's to:

- (i) Complete construction of at least 15% of the building no later than **September 30, 2021**, which condition shall be satisfied by completion of the footings for the building as evidenced by a satisfactory inspection of such footings no later than May 31, 2021, by the Building Official pursuant to the *Building Code Act*; and
- (ii) Complete construction no later than **June 30, 2022**;

**AND WHEREAS** the Agreement, as amended, authorizes the Town to buy back the property at the sale price if Mike's does not satisfy the conditions and requirements agreed to by Mike's;

**AND WHEREAS** Mike's requested that the Town extend the June 30, 2020, date for 15% completion to **October 30, 2020**, and the Council of the Town agreed;

**AND WHEREAS** Mike's requested that the Town extend the October 30, 2020, date for 15% completion to May 31, 2021, and the Council of the Town agreed with the additional condition that Mike's shall not request additional extensions;

**AND WHEREAS** Mike's requested that the Town extend the May 31, 2021, date for 15% completion to September 30, 2021, and the March 31, 2022, date to complete construction to June 30, 2022, and the Council of the Town agreed on the condition that Mike's shall not request additional extensions;

**AND WHEREAS** Mike's has retained the services of Roscoe Construction Limited ("Roscoe") and provided written confirmation to the Town of Roscoe's construction timeline, and Mike's has requested that the Town extend the September 30, 2021 date for **15% completion to April 30, 2022**, and the June 30, 2022 date to **complete construction to April 30, 2023**, and the Council of the Town agreed but also instructed the Chief Administrative Officer to immediately take all necessary action to buy back the property if Mike's does not satisfy the conditions and requirements agreed to by Mike's;

\_\_\_\_\_  
**Initials**

\_\_\_\_\_  
**Initials**

**IN CONSIDERATION** of the mutual covenants contained herein, the Parties agree as follows:

1. Mike's shall complete construction of at least 15% of the building no later than **April 30, 2022**, which condition shall be satisfied by completion of the footings for the building as evidenced by a satisfactory inspection of such footings no later than April 30, 2022 by the Building Official pursuant to the *Building Code Act*.
2. Mike's shall complete construction on the Property no later than **April 30, 2023**, including: second level of building consisting of at least two residential units ready for occupancy as evidenced by an unconditional occupancy permit for all areas on the second level; greater than 50% of the building main level commercial space ready for occupancy with only aesthetic finishes to be completed by a tenant or tenants as evidenced by an unconditional occupancy permit, with the remainder of this commercial space having rough finishes and services in place for finishing by or for a tenant or tenants; parking areas and spaces completed as may be required by the Land Use Bylaw; and landscaping and pedestrian areas completed.
3. The dates agreed to herein are critically important and Mike's shall not request any further extensions thereof and Mike's specifically understands and agrees that the Town will buy back the property pursuant to the Agreement, as amended, without further consideration by Council if Mike's does not strictly comply with the terms of the Agreement, as amended, and Mike's agrees to provide a deed to the Town without delay upon Mike's breach of the Agreement, as amended, by Mike's.
4. All terms of the Agreement (as amended), except as specifically amended in this Amending Agreement, are confirmed and survive this Amending Agreement, including (without limitation) the Town's right to buy back the Property at the sale price.

Signed and witnessed:

\_\_\_\_\_  
Witness

**TOWN OF KENTVILLE**  
Per: \_\_\_\_\_  
Dan Troke, CAO, duly authorized

\_\_\_\_\_  
Witness

**MIKE'S CLOTHING LTD.**  
Per: \_\_\_\_\_  
Ahmed (Andrew) Zebian, President, duly authorized

**TO:** Council

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** October 25, 2021

**SUBJECT:** Proposed Council COVID-19 Policy

---

**ORIGIN**

On October 12, 2021, CAO Dan Troke introduced a draft workplace safety policy for Town of Kentville staff with regards to vaccinations and testing of the COVID-19 virus.

**DISCUSSION**

The policy was brought to Council for their information and did not require Council approval. Council did make a motion to ask staff to develop a similar policy which would be applied to members of Council.

**POLICY IMPLICATIONS**

Proposed Policy for Council regarding vaccinations and testing for the COVID-19 virus.

**BUDGET IMPLICATION**

None at this time.

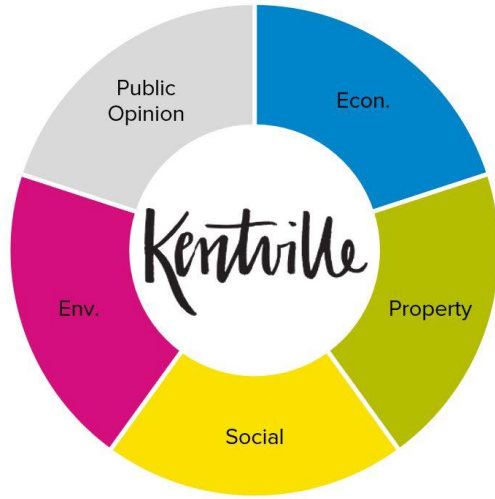
**ASSOCIATED DOCUMENTS**

Draft COVID-19 Council Policy

**RECOMMENDATIONS**

**That Council approve the attached policy for rapid testing or vaccinations for the COVID-19 virus by Council members.**

Town of Kentville Decision Wheel:



# TOWN OF KENTVILLE POLICY STATEMENT GX

## COVID-19 SAFETY POLICY FOR COUNCIL



### 1.0 PURPOSE

- 1.1 The Town of Kentville (the “Town”) is committed to providing a work environment that keeps members of Council and the community safe. That commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.
- 1.2 The purpose of this Policy is to provide the expectations and requirements of Council members with respect to COVID-19 workplace safety.

### 2.0 SCOPE

- 2.1 This Policy applies to all members of Town Council.
- 2.2 This policy applies for the duration of the public health emergency associated with the COVID-19 pandemic, and will be revised or repealed at the discretion of Council, in consultation with Chief Administration Officer and the provincial public health officer.

### 3.0 PROCEDURES

- 3.1 This Policy does not apply to members of the public who are accessing Town services and programs; however, the Chief Administrative Officer is authorized to require members of the public to be masked while on Town property if local COVID-19 cases warrant additional protections.

#### 3.2 Workplace Safety Requirements

The Town is establishing the following requirements separate and in addition to any requirements that the Province of Nova Scotia might impose.

#### 3.3 The Town requires that members of Council:

- 3.3.1 wear an acceptable mask while on Town premises. For clarity this includes indoor and outdoor public spaces when 6 feet physical distancing cannot be achieved between members of Council and/or staff and/or members of the public. The mask

must cover nose, mouth and chin and not convey any unacceptable messaging or images.

3.3.2 undergo COVID-19 rapid testing twice per week as arranged by the Town through the CAO.

3.4 If member of Council wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Chief Administrative Officer. The Town encourages all members of Council, regardless of vaccination status, to remain masked when not seated in Council chambers.

3.5 The Town recognizes that it has a duty to accommodate to the point of undue hardship any member of Council that cannot wear a mask or be tested for a reason protected by the Nova Scotia Human Rights Act. The Town also requires that all members of Council follow any other steps it might take to minimize the likelihood of the COVID-19 virus (or any variant) spreading, which could include physical distancing where appropriate, using a sneeze guard, following directions for entry/exit into a building, disinfecting workspaces on a regular basis, etc.

3.6 If these measures are not consistently followed or there is an outbreak of the COVID-19 virus in the Kentville area, Council reserves the right to require that any or all members of Council be fully vaccinated (have all injections of one of the recognized vaccines and be 14 days past the second dose) against COVID-19 by a stated date and provide proof satisfactory to the Town. Should this occur, if a member of Council is not vaccinated, they will have to disclose in writing to Council the reason for not being vaccinated. The Town recognizes that it has a duty to accommodate those who cannot receive the vaccine for any reason protected by human rights legislation.

### 3.7 Compliance

If a member of Council does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Town can require that the member follow alternative measures.

### 3.8 Confidentiality

Any information that a member provides to the Town pursuant to this Policy will be kept confidential by the Town. All medical information, including vaccination and testing records, will be stored separately from members personnel files, kept secure at all times and destroyed when no longer needed.



#### **4.0 POLICY REVISION HISTORY**

Date Created:                      DATE

---

Chief Administrative Officer, Dan Troke

<b>Name:</b>	Councillor Zebian		
<b>Date:</b>	October 18 <sup>th</sup> 2021	<b>Date Submitted:</b>	October 25 <sup>th</sup> 2021

#### Request for Decision - Initial

Detail	Synopsis		
<b>Decision Requested:</b>	To hold a public event at a location to be determined where the public may attend.		
<b>Background: What? Who? How? When?</b>	There is a constant demand for transparency in government. This event would include the Mayor & Members of Council. It would be a public forum where citizens are able to freely speak to the Council. I am NOT requesting a moderator. The public should be able to speak freely with any comments, concerns, suggestions, or issues to Council. Just to be clear, I am not looking for a Strategy Session format. I want the Citizens of Kentville to be able to speak with their own words to Council. We are elected officials and we represent the Citizens of Kentville. I move that this event be held as soon as possible (November 2021). This event could potentially be held at the KVFD, as the space would be adequate. There is no reason to send this back to Staff as I have laid out the particulars.		
<b>Budget:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Policy:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Desired Outcome:</b>	My wish would be that Council supports this initiative to engage in conversations with the tax payers and stakeholders of the Town of Kentville.		
<b>CAO Comments:</b>			
<b>Recommendation:</b>	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>		

#### Request for Decision – Staff Input

Detail	Synopsis
<b>Department:</b>	
<b>Decision Requested:</b>	
<b>Background:</b>	
<b>Budget:</b>	
<b>Staff Workload:</b>	

<b>Policy:</b>	
<b>Public Interest:</b>	
<b>Strategic Implication:</b>	
<b>Response Options:</b>	
<b>Preferred Strategy:</b>	
<b>Implications:</b>	<b>General:</b> Consequence to community, overall organization or other agencies
	<b>Organizational:</b> Policy change or staff work load requirements
	<b>Financial:</b> Current and Future Budget implications
	<b>Follow-up Action:</b> Timelines, decision-making milestones and key products
	<b>Communications:</b> Strategy to inform, consult or involve stakeholders
	<b>Other Comments:</b> By others Reviewing this RFD

**TO:** Mayor and Council

**SUBMITTED BY:** Dan Troke, CAO

**DATE:** October 25, 2021

**SUBJECT:** **Citizen Engagement and Public Input session**

---

On October 12, 2021 Committee of Council (CoC) discussed a future considerations for a citizen engagement opportunity. The purpose of holding such an event is to collect feedback from the residents of Kentville which council will be able to utilize for future planning or a strategic planning process. CoC asked the CAO to look at what historically has occurred in Kentville for public engagement events.

Community engagement has long been a well employed and useful tool that may help inform the direction Town Council or staff will take when executing new programs, events, or capital infrastructure projects. Council may consider public input when creating or adopting new policies or governance strategies. The wants and needs of our community members are important to the Town, and we appreciate feedback from our taxpaying base when it comes to items affecting the quality of life for those individuals living in our community.

Some examples of community engagement projects (or projects with a heavy public input component) executed by the Town of Kentville over the last few years include the Accessibility Plan, the Active Transportation Plan, and the Community Rebranding Project of 2014. There were also a series of 5 informal Community Engagement Sessions held in 2017 related to downtown specifically. Other types of public meetings have been held when Council has been looking for feedback on specific topics. For example, a public meeting about a proposed development for the former Allen's Motel was executed sometime between 2016-2018, and a similar event was held when Council was deliberating on a potential revitalization project for Webster Street, also around 2018/19.

Best practices for community engagement should be employed during any public feedback gathering endeavour to ensure that decorum is maintained that community members feel heard, and that useable feedback is collected.

The structure of the meeting will be important, and clear measurable outcomes should be set by Council ahead of the meeting so that facilitators know what info specifically Council is looking for participants to provide.

When a community engagement process is attached to a specific project, certainly when staff are acting as project managers, then staff are often the appropriate folks to carry out the engagement process attached to the project. In cases where the feedback being collected is more general, or about Council/Governance specifically, it may be deemed more appropriate to bring in outside professional facilitators.

For example, Halifax Regional Municipality uses an annual public engagement process for their budget preparation. An annual Budget Survey allows citizens to comment on a number of areas providing feedback and ideas for the Budget Committee to consider.

Council should carefully consider desired outcomes of such an event to ensure they maximize the opportunity. Where council continually experiences regular interaction and feed back from the public, it would be important to create an environment where specific information is collected in a way that is usable for decision making in the future.

Report Prepared by: Dan Troke

<b>Name:</b>	Councillor Zebian		
<b>Date:</b>	October 25 <sup>th</sup> . 2021	<b>Date Submitted:</b>	October 18 <sup>th</sup> . 2021

### Request for Decision - Initial

Detail	Synopsis		
<b>Decision Requested:</b>	To discuss the allegations of Fraud, Sexual Harassment & acts of Violence from Staff by Council. As the Mayor is directly mentioned and accused in some of these allegations, I also move that this would be a conflict of interest and therefore exclude herself from voting on the matter.		
<b>Background: What? Who? How? When?</b>	To have a discussion on these very serious issues. To also confirm if an investigation occurred and to provide ALL evidence obtained during said investigation. These allegations were presented to Council in July 2020 and came to light in July of 2021. If nothing happened then what is the reason for not having this conversation?		
<b>Budget:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<b>Policy:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Desired Outcome:</b>	It is my hope that Council will pass this motion to finally have this conversation. Without this conversation, it makes the working environment amongst Council very difficult. If we are able to discuss the alleged events, investigation and outcome, we will hopefully be able to repair our working group as a Council.		
<b>CAO Comments:</b>			
<b>Recommendation:</b>	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>		

### Request for Decision – Staff Input

Detail	Synopsis
<b>Department:</b>	
<b>Decision Requested:</b>	
<b>Background:</b>	
<b>Budget:</b>	
<b>Staff Workload:</b>	
<b>Policy:</b>	

<b>Public Interest:</b>	
<b>Strategic Implication:</b>	
<b>Response Options:</b>	
<b>Preferred Strategy:</b>	
<b>Implications:</b>	<b>General:</b> Consequence to community, overall organization or other agencies
	<b>Organizational:</b> Policy change or staff work load requirements
	<b>Financial:</b> Current and Future Budget implications
	<b>Follow-up Action:</b> Timelines, decision-making milestones and key products
	<b>Communications:</b> Strategy to inform, consult or involve stakeholders
	<b>Other Comments:</b> By others Reviewing this RFD



---

354 Main Street  
Kentville, NS  
B4N 1K6

---

October 25, 2021

RE: RFD Considering a Motion which has been Defeated Twice

---

Background:

On two occasions council voted down a motion to add an in-camera discussion to the public meeting. In order for this defeated motion to be reconsidered, a member of council who voted against this motion must change their vote.

Process:

To entertain this request, Councilor Gerrard, Huntley, Deputy Mayor Savage or Mayor Snow would have to consider changing their previous vote regarding the introduction of this motion to the meeting.

If so, council would once again vote to consider the motion. If not, (no votes changed) then the motion would not be considered.

Submitted to council for consideration.

Dan Troke, CAO  
Town of Kentville





## **COUNCIL ADVISORY COMMITTEE**

### **Recommendation to Council**

#### **Appointment of Citizen Members to the Kentville Inclusion and Access Advisory Committee**

At the October 12, 2021 meeting of Council Advisory Committee, CAO Troke described the recruitment process for the Kentville Inclusion and Access Advisory Committee, and the proposed members for this group.

#### **Council Advisory Committee recommends**

**That Council recommend the appointment of the following members:**

- **Bernie Zinck;**
- **Laurel Taylor;**
- **Spencer Laing;**
- **Yuning Pan; and**
- **Gerald MacPherson**

**To the Kentville Inclusion and Access Advisory Committee.**

October 25, 2021

This recommendation is based on discussion and or reports which are attached.

**TO:** Town Council

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** October 12, 2021

**SUBJECT:** Recommendation for Community Members for the Kentville Inclusion and Access Advisory Committee

---

### **ORIGIN**

At the May 31 meeting of Council, the Town of Kentville adopted the Kentville Accessibility in Action Plan - a guide for staff and Council to follow to achieve the provincial goal of being fully accessible by 2030.

Development of this plan was led by an Ad Hoc (temporary) Accessibility Committee. When the plan was submitted and approved by Council, this committee's mandate was complete.

Implementation of this plan will be led by a standing (permanent) Committee of Council, with a mandate to implement, review and revise the Town of Kentville Accessibility in Action Plan. The terms of reference for this standing committee was approved by Council on July 26, 2021.

### **DISCUSSION**

From June to September, Town staff advertised openings on the Kentville Inclusion and Access Advisory Committee (KIAAC). Some members of the ad hoc Accessibility committee applied to participate, while other members moved on to other priorities in their work and personal lives. Over this time, applications were received by members of the community with extensive personal experience with disabilities, experience supporting persons with disabilities, or a passionate interest in improving accessibility in Kentville. The terms of reference for KIAAC indicates that five community members will be selected for this committee.

Staff recommend the following applicants to sit on this standing committee:

- Bernie Zinck
- Laurel Taylor
- Spencer Laing
- Yuning Pan
- Gerald MacPherson

The Town is extremely grateful to all applicants who applied for this committee.

### **POLICY IMPLICATIONS**

KIAAC has been added as a standing committee to the proposed draft of Policy Statement G57 Committees of Council.

**BUDGET IMPLICATION**

This is a new committee and as such will result in honourariums for participants, based on the frequency of meetings. This will be incorporated into the 2022-2023 Operating Budget.

**ASSOCIATED DOCUMENTS**

The Kentville Accessibility in Action Plan is available at [www.kentville.ca](http://www.kentville.ca), and the Terms of Reference for KIAAC is available at [www.kentville.ca/accessibility](http://www.kentville.ca/accessibility).

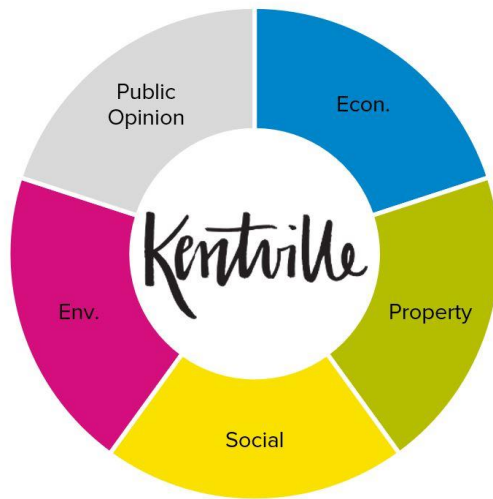
**RECOMMENDATIONS**

**That Council approve the recommendation from staff to appoint the following members:**

- **Bernie Zinck**
- **Laurel Taylor**
- **Spencer Laing**
- **Yuning Pan**
- **Gerald MacPherson**

**to the Kentville Inclusion and Access Advisory Committee.**

Town of Kentville Decision Wheel:





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **COVID-19 Decision Making Protocol**

At the October 12, 2021 meeting of Council Advisory Committee, Mayor Snow proposed that Council rescind the COVID-19 decision making protocol adopted in March 2020 to address the COVID-19 pandemic.

#### **Council Advisory Committee recommends**

**That Council rescind the March 2020, COVID-19 Decision Making Protocol based on the Ministerial Order and adopt current meeting policy practices for meetings; and**

**Further that Council practice continued safe distancing, masking and one third use of the gallery for public access to the chamber.**

October 25, 2021

This recommendation is based on discussion and or reports which are attached.

**Name:** Craig Gerrard

---

**Date:** October 20, 2021

---

**Date of Last Council Meeting Attended:** September 27, 2021

---

**Date of Last Council Advisory Meeting Attended:** October 12, 2021

---

**Date of Last Governance Session Attended:**

---



---



---

**Committee Meeting Attendance and Synopsis**

Date	Committee	Synopsis
<b>October 20, 2021</b>	<b>Valley Waste</b>	<p>We have a new Operations Manager Denis Fury. Over the last year Ken Redden (former operations manager) has made great strides in cleaning up the yard and hence making the outdoor operations more efficient. Budget is on par at +/- 50%</p> <p>Transfer station floor needs to be replaced – 20 + years old and the transfer station is small for tonnage that is processed now. Also, they need a new compactor for the compressing of residuals in the containers. These are major capital / infrastructure investments.</p>

**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		
<b>Committee Name</b>	Kentville Police Commission	<b>Meeting Date:</b>	September 24, 2021
<b>Meeting Highlights:</b>	Discussion about Parking, Crosswalks, planters, Town hall meeting for KPS / Board		
<b>Budget:</b>	As of meeting date KPS was at 42% on budget which is the benchmark, discussed eliminating the line item 'other' in the budget. All of the items which we ask for a list monthly have a place that there are current accounts for. We are up to date on vehicle maintenance, however because of delays in the industry overall, the vehicle ready to be replaced is costing more in repairs than expected.		
<b>New Projects:</b>	Tim Mills (DOJ) has been tasked with the training of boards province wide. Kentville, Bridgewater, Annapolis Royal plan on meeting in		

	Kentville and Tim will visit for a joint training session which has been much anticipated for many years. We are excited to have this happen.
<b>Policy Changes:</b>	

**Misc Events**

<b>Date</b>	<b>Synopsis</b>
-------------	-----------------

**Name:** Paula Huntley

**Date:** October 25/21

**Date of Last Council Meeting Attended:** September 27/21

**Date of Last Council Advisory Meeting Attended:** October 12/21

**Date of Last Governance Session Attended:**

**Committee Meeting Attendance and Synopsis**

Date	Committee	Synopsis
Oct 4/21	Diversity Committee	*Guest speaker of the AM Project -Ryan Massiah. The idea is to transform a community space which was a retail space into a safe & developmental area for young persons ages 8 & 16 with access to career guidance, on line resources/training etc. This is for the Bayville community of Barbados and he has an ask of tech resources that he ships to this country. * Toward Equity & Diversity: A strategy for Belonging updated including the 5 pillars: equity, inclusion, diversity, justice & belonging.
Oct 20/21	Kings Point to Point	Financial Review-July, August & Sept New business-hiring committee for Mgr also discussion on the nov 4 <sup>th</sup> meeting for the new business plan
Oct 20/21	Valley REN Liaison & Oversight	Strategic & Business Plan, Key issues from the region, Election of Chairs, business plan facilitation session coming up on Nov 4 <sup>th</sup> with Acadia Entrepreneurship Centre




**Town of Kentville Event Attendance and Synopsis**

<b>Date</b>	<b>Event</b>	<b>Synopsis</b>
Oct 1/21	Grand opening of new facility to them Portal	Much needed for youth at risk of Homelessness. The home was visited by invited guests, Reps from Gov't and outreach workers, a beautiful home has been created with Love.
Oct 2/21	Lions Breakfast	Monthly connecting with different community groups to network -booking tables for them to join breakfast together

**Conference Attendance and Synopsis**

<b>Date</b>	<b>Conference</b>	<b>Synopsis</b>


**COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY**

<b>Detail</b>	<b>Synopsis</b>		
<b>Committee Name</b>		<b>Meeting Date:</b>	
<b>Meeting Highlights</b>			
<b>Budget:</b>			
<b>New Projects:</b>			
<b>Policy Changes:</b>			

**Misc Events- These are calls/webinars and meetings for personal learnings to participate in the Committees effectively**

<b>Date</b>	<b>Synopsis</b>
Oct 4/21	Meeting with Youth Liaison at NS Works
Oct 6/21	Meeting with Mayor
Oct 8/21	Meeting with Police Chief Butler
Oct 13/21	Tour of Valley Community Learning Center- Oakdene Ave
Oct 13/21	World Federalist Movement- ‘Better Climate Governance’
Oct 16/21	The Historical Society held a Volunteer Appreciation to Thank them for their work and interest in helping, I would like to Thank you to them for making us

	feel like we belong and for making the gathering so enjoyable, what a wonderful group of volunteers.

**Name:** Cathy Maxwell

**Date:** October 18/21

**Date of Last Council Meeting Attended:** Sept 27/21

**Date of Last Council Advisory Meeting Attended:** Oct 12/21

**Date of Last Governance Session Attended:**

**Committee Meeting Attendance and Synopsis**

<b>Date</b>	<b>Committee</b>	<b>Synopsis</b>
Sept 15/21	Public Hearing MPS LUB	This was to hear the public comments on allowing C1 uses in the C2 Zone.
Sept 20/21	Grants to Organizations Session	This was our annual meeting to give our grants to local organizations.

**Town of Kentville Event Attendance and Synopsis**

<b>Date</b>	<b>Event</b>	<b>Synopsis</b>
Sept 30	Healing Circle Event for Truth and Reconciliation Day	A fantastic event that was well attended! Lots of learning and many thanks to the organizers of this event.
Oct 2/21	Harvest Festival	Another fantastic event! The weather was cooperative and many people turned out to take part in the many different activities. Kudos to Kentville Rec for this event!
Oct 9/21	Kings Historical Society Show and Shine	Wow such an array of antique cars and trucks! Great participation from both owners and observers.

Name: Cate Savage

Date: October 20, 2021

Date of Last Council Meeting Attended: September 27<sup>th</sup>

Date of Last Council Advisory Meeting Attended: October 12<sup>th</sup>

### Committee Meeting Attendance and Synopsis

	Committee	Synopsis
October 20 <sup>th</sup>	<b>IAC</b>	Year to date performance summary – 4.636% money weighted net against balanced income benchmark of 2.13%. \$14.251m value effective Oct 20 <sup>th</sup> – Discussions continue with regard to the imminent changes set to come once we receive approval – sign off from the Minister on the revised IPS. (heavier into equities)
October 20 <sup>th</sup>	<b>KBC</b>	Financial report Updates on promotions and events (great pumpkin palate) (under the gazebo) Nov 19 <sup>th</sup> is the night shopping party – Holly Days Nov 3 <sup>rd</sup> is the AGM and ALL of council is encouraged to attend. Comfort station – this is top of mind once again for KBC and TOK (accessibility plan) capital funding.....
September 23 <sup>rd</sup>	<b>In camera meeting</b>	Council / CAO – in attendance
September 23 <sup>rd</sup>	<b>Joint Fire Service Commission</b>	Reviewed March 30/2021 financials for KVFD

		Discussed capital expenditures Sale of various pieces of equipment Misc. updates

**Town of Kentville Event Attendance and Synopsis**

Date	Event/Conference	Synopsis
September 23 <sup>rd</sup>	<b>AVCC Best</b>	
September 30 <sup>th</sup>	<b>Healing Circle</b>	A well attended event – an event to talk – listen and heal – it’s a start

**Misc Events**

Date	Synopsis
October 1 <sup>st</sup>	Discussions with Corrie and Pierre H – re noise bylaw
October 5 <sup>th</sup>	Discussions with Corrie and Pierre H – re noise bylaw
October 5 <sup>th</sup>	Discussions- correspondence with Chris Maynard
October 7 <sup>th</sup>	Lunch with Lindsay/KBC Chair and ED – discuss agreement between TOK and KBC – in particular core funding versus special project funding

**Expenses**

This month	Year to Date

**Name:** Gillian Yorke

**Date:** October 25<sup>th</sup>, 2021

**Date of Last Council Meeting Attended:** September 27<sup>th</sup>, 2021

**Date of Last Council Advisory Meeting Attended:** October 12<sup>th</sup>, 2021

**Committee Meeting Attendance and Synopsis**

<b>Date</b>	<b>Committee</b>	<b>Synopsis</b>
October 4 <sup>th</sup> , 2021	<b>Regional Recreation Facility</b>	Working meeting with Sierra Group to discuss the broad needs and current assets in the region
October 12 <sup>th</sup> , 2021	<b>Sierra Consultation (Town of Kentville)</b>	Meeting held with Parks and Recreation to take a deeper dive into the needs and assets of Kentville
October 19 <sup>th</sup> , 2021	<b>KCA PTA</b>	Update on outdoor classroom progress and planning for the school gardens in conjunction with community groups.

**Town of Kentville Event Attendance and Synopsis**

<b>Date</b>	<b>Event/Conference</b>	<b>Synopsis</b>
September 30 <sup>th</sup> , 2021	<b>Healing Circle</b>	Healing Circle hosted by Carolyn Landry on National Day for Truth and Reconciliation
October 2, 2021	<b>Harvest Festival</b>	A classic Town of Kentville event! Kudos to Ashley and her team for pulling together an event that shifted from the original plan at the last minute due to ever changing restrictions and guidelines
October 16 <sup>th</sup> , 2021	<b>Pumpkin Hunt</b>	Enjoyed walking through the parks and trails looking for pumpkins (and telling everyone we encountered on the trail all about it!)
October 12 <sup>th</sup> , 2021	<b>Swearing in of Police Chief</b>	A touching ceremony with Chief Butler's family, friends, and colleagues. A fantastic way to start the evening.



**Misc Events**

<b>Date</b>	<b>Synopsis</b>
October 9 <sup>th</sup> , 2021	<b>Classic Car Show</b> Hosted by the Historical Society, it was nice to see so many people out enjoying a beautiful day and some classic cars (each with their own unique story!)
October 21 <sup>st</sup> , 2021	<b>Improving Employee Experience seminar and training</b> Online seminar offered through Public Employee Network
October	<b>KBC Events Committee</b> Working through email and small meetings to prepare for the up-coming holiday seasons. Lot of work being done, and lots of plans being made!

**Expenses**

<b>This month</b>	<b>Year to Date</b>
n/a	

Name: Andrew Zebian

Date: November 26<sup>th</sup>. 2020

Date of Last Council Meeting Attended: September 27<sup>th</sup> 2021

Date of Last Council Advisory Meeting Attended: October 12<sup>th</sup>, 2021

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
October 20th/2021	Investment Advisory Committee	

### Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis

### Misc Events

Date	Synopsis
October 2021	Numerous conversations/emails with citizens regarding the lack of transparency from this Council. I received many complaints from Citizens questioning why their public comments were not read during meetings and instead censored. At the beginning of each meeting, it is asked for Citizens to submit public comments to the recording secretary to be read, however they have not been read in full as they should be.


**Expenses**

This month	Year to Date

# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 20 October 2021

**Date of Last Council Meeting Attended:** 27 Sep 21

**Date of Last Council Advisory Meeting Attended:** 12 Oct 21

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
27 Sep 21	NSFM Board	Resolution review meeting prior to the Annual Conference
30 Sep 21	VREN BOD/LOC	Planning meeting prior to visit to Annapolis County
1 Oct 21	VREN BOD/LOC	Meeting with Annapolis County CAO, Warden and members of the economic committee to discuss potential membership in the VREN
4 Oct 21	Municipal Finance Corporation	Quarterly Board Meeting – Fall Debenture approval
4 Oct 21	IMSA Working Group	Intermunicipal Service Agreement (IMSA) Mayors and CAO met to discuss the way ahead for the trial and a briefing on REN operations
5 Oct 21	VREN BOD/LOC	Meeting with Annapolis Royal CAO, and Mayor Boyer to discuss potential membership in the VREN
6 Oct 21	Valley REAP	Follow-up on Workshop #2 and plans for next step.
7 Oct 21	VREN Board Meeting	Monthly Board meeting delayed from Sep 30.
8 Oct 21	Quality of Life Local Leadership Team (LLT)	Check in with Engage NS to discuss new tools available for the data.
8 Oct 21	REAP – Homework	Conversation with John Lohr with regards to agricultural innovation in the Valley
12 Oct 21	CAC Meeting	Mentoring Plus Update – Julianne Misner Chrysalis House – Deb Moreau Update on Robinson Property Accessibility Committee Community Appointments Policy Revisions

## Councilor Report Kentville Town Council

		COVID-19 Policy for Workplace Safety
15 Oct 21	Valley REAP	Check-in on Workshop #2 homework and plans for outreach to local agricultural experts.
18 Oct 21	Kings REMAC	Regional Emergency Management Advisory Committee (REMAC) met for an update on on-going activities. Bylaws and approval for the formation of the Kings REMO have forwarded to the Minister of Municipal Affairs
19 Oct 21	REAP – Homework	Conversation with Kodie Blois MP with regards to agricultural innovation in the Valley
19 Oct 21	REAP – Homework	Conversation with Dr. Ranjana Sharma, Director of Research, Development and Technology for both the Kentville and St. John's, NL Research Centres, and Dr. Mark Hodges, Associate Director of Research, Development and Technology at Kentville Centre with regards to agricultural innovation in the Valley
20 Oct 21	AMA-NSFM	Joint Board Meeting
20 Oct 21	VREN LOC Meeting	LOC Business Strategic Plan Business Plan Key Issues from our Region Communications to Councils Non-Funder Meetings Update Election of Chair Valley REN Operations and Activity Update Board of Directors Chair Update Correspondence

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
26 Sep 21	Chrysalis House – Rise and Run 5K	Opening welcome to participants, ran the beautiful Kentville Trail
30 Sep 21	Truth and Reconciliation – Healing Circle	Carolynn Landry led a Healing Circle at the Kentville Soccer Field in celebration of Truth and Reconciliation Day

# Councilor Report

## Kentville Town Council

2 Oct 21	Harvest Festival	Pumpkin People, Spike and Citizens came out to enjoy a beautiful October Saturday in Centre Square
7 Oct 21	Pumpkin People Book	Reading and presentation of the Pumpkin People Book to the KCA Grade 3 students. They were very engaged and love seeing Spike.
9 Oct 21	Kings Historical Society – Classic Car Show and Shine	First annual event, populated the Centre Square and Webster Street there were almost 100 cars signed in for the event. The Town of Kentville sponsored an award which I had the pleasure of picking and presenting. 1972 Oldsmobile Cutlass convertible
16 Oct 21	Kentville Volunteer Fire Department	Dedication and renaming of the auditorium to the Harmon Illsley Memorial Auditorium. Lovely event, put on by the KVFD

### Conference Attendance and Synopsis

Date	Conference	Synopsis
27-29 Sep 21	MIT REAP Workshop	Massachusetts Institute of Technology (MIT) Regional Entrepreneur Acceleration Program (REAP) workshop #2 was held in Halifax. The five provincial teams met for the first time in person with staff from MIT to complete workshop #2 training

### Misc Events

Date	Synopsis
13 Oct 21	Meeting with CAO and Catalyst

**TO:** Council

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** October 25, 2021

**SUBJECT:** Election of Deputy Mayor

---

**ORIGIN**

Following the process in Policy Statement G70 Council Meetings Policy, members of Council annually elect a Deputy Mayor. From this policy:

*“The council shall select one of its council members to be the deputy mayor of the council. The term of office of the deputy mayor is one year and shall be voted on annually during the October Council Meeting. The deputy mayor shall act in the absence or inability of the mayor or in the event of the office of mayor being vacant and shall have all the power and authority of the mayor.”*

**DISCUSSION**

The existing Deputy Mayor is Cate Savage. During the October 25 meeting of Council, members of Council shall vote by ballot for the 2021-2022 Deputy Mayor.

**POLICY IMPLICATIONS**

None.

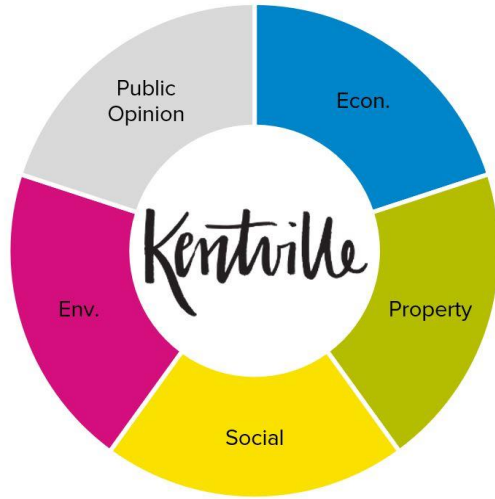
**BUDGET IMPLICATION**

None.

**ASSOCIATED DOCUMENTS**

Policy Statement G70 Council Meetings Policy

Town of Kentville Decision Wheel:







## TOWN OF KENTVILLE POLICY STATEMENT G70 COUNCIL MEETINGS POLICY

---

### 1.0 PURPOSE

The purpose of this policy is to provide direction to municipal staff and council members on conducting council and council committee meetings. Meetings of other municipal bodies, such as boards, commissions, or committees whose membership includes persons other than members of council are not directly referenced by this policy.

### 2.0 DEFINITIONS

### 3.0 SCOPE

3.1 This policy applies to all of the Town of Kentville meetings. The procedures used to conduct council business are drawn from three sources:

- 3.1.1 provincial statutes specifically the Municipal Government Act (MGA);
- 3.1.2 parliamentary procedures which are commonly accepted rules for conducting meetings; and
- 3.1.3 procedural policies and bylaws enacted by the council.

3.2 This policy draws on the information contained in the MGA as it pertains to legal requirements that the council must fulfill in conducting its council and council committee meetings to include:

- 3.2.1 The procedures for calling meetings, the types of meetings that can be held, and the procedures for voting and recording votes are explained.
- 3.2.2 As well, guidelines for preparing agendas, minutes and procedural bylaws are explained.
- 3.2.3 The appendices include resources such as sample agendas, minutes, and motion forms.

### 4.0 PROCEDURES

---

4.1 Responsibilities: Every Council member is responsible:

- 4.1.1 to consider the well-being and interests of the town of Kentville;
- 4.1.2 to contribute to the development and evaluation of the policies and programs of the Town respecting its services and other activities;
- 4.1.3 to participate in Council meetings, CAC meetings, committee meetings and meetings of other bodies to which the member is appointed; and
- 4.1.4 to carry out other duties assigned by the Council.

4.2 Duty to Respect Confidentiality: A Council member or former Council member must, unless specifically authorized otherwise by Council:

- 4.2.1 keep in confidence any record held in confidence by the Town of Kentville, until the record is released to the public as lawfully authorized or required; and
- 4.2.2 keep in confidence information considered in any part of a closed Council, CAC or committee meeting, until the Council, or committee discusses the information at a meeting that is open to the public or releases the information to the public.

4.3 Parliamentary Procedures: The Town of Kentville Council adopts the Robert's Rules of Order for conducting meetings.

4.4 Chair or Presiding Officer: The mayor of the Town of Kentville shall preside at all Town of Kentville council meetings. During the temporary absence of the mayor, the deputy mayor shall preside and, if neither is present, the council may appoint a person to preside from among the council members present. The Chair is responsible for:

- 4.4.1 providing leadership to the Council, including by recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may assist the peace, order and good government of the Town;
- 4.4.2 communicating information to the Council;
- 4.4.3 providing, on behalf of the Council, general direction to municipal officers respecting implementation of policies, programs and other directions of Council;
- 4.4.4 reflecting the will of Council and to carry out other duties on behalf of the Council;

- 4.4.5 preserving order at meetings;
- 4.4.6 enforcing any rules of procedure council have adopted;
- 4.4.7 deciding all questions of order;
- 4.4.8 stating and putting to vote all motions; and
- 4.4.9 expelling and excluding any person, including a council member, who is disrupting the proceedings of the council.

4.5 Deputy Mayor: The council shall select one of its council members to be the deputy mayor of the council. The term of office of the deputy mayor is one year and shall be voted on annually during the October Council Meeting. The deputy mayor shall act in the absence or inability of the mayor or in the event of the office of mayor being vacant and shall have all the power and authority of the mayor.

4.6 Meeting Attendance: The mayor, deputy mayor, councillors and citizen appointees are expected to be present for all meetings of council and assigned committees.

- 4.6.1 When the mayor, deputy mayor, or councillor who, without leave of the council, is absent from three (3) consecutive regular meetings of the council, the councillor shall thereby vacate the office, and the office shall be declared vacant by the council. Municipal Elections Act 18(6)
- 4.6.2 When the mayor, deputy mayor, councillor or citizen appointee misses more than three (3) council or committee meetings in a year, (without leave), that part of that person's remuneration will be deducted as a percentage of all meetings attended during that year. MGA Part 1 Section 23(1)d.(v).
- 4.6.3 Any deductions will be made on the last pay period of the year. When the deduction is for more than fifty percent of the annual remuneration or honorarium, it may be necessary to make deductions on a monthly basis.

4.7 Regrets: When a member of council is unable to attend a council or committee meeting, it is their responsibility to advise the council or committee meeting chair in a timely manner and acknowledgement of receipt of absence notice. The member may carbon copy the CAO on matters of council or the Deputy Chair of a committee. Failure to follow procedure may result in the member being absent without leave and subject to further action.

- 4.8 Meeting Conduct: All council meetings and meetings of committees appointed by council are open to the public. In addition to regular meetings, the council may hold such other meetings as may be necessary or expedient for the conduct of business, if each council member is notified at least three days in advance and the clerk gives at least two days public notice of the meeting. Notice of regular council meetings is not required.
- 4.9 The council may meet without notice if the mayor determines that there is an emergency. The clerk shall call a meeting of the council when required to do so by the mayor giving at least two days public notice of the meeting.
- 4.10 A meeting of the council is not an illegal or invalid for a failure to give notice; or meeting elsewhere than provided in the by-laws, a policy or a notice of meeting.
- 4.11 The Town of Kentville meetings are live-streamed using Facebook (FB) Live Streaming facility. There is no option for audience participation in the meeting, but audience may leave FB messages. Citizens do not require a FB account to watch the meetings. The recorded video is available on the Town of Kentville website.
- 4.12 The Town of Kentville meetings may be conducted by electronic means such as telephone or internet conferencing. The following conditions must be met:
- 4.12.1 provide notice to the public of the meeting including how the meeting will be conducted;
  - 4.12.2 the facilities must enable the public to hear all meeting participants at the place specified in the notice and the administrator must be present at that place; and
  - 4.12.3 the facilities must permit all participants to communicate adequately with each other during the meeting.
- 4.13 A member of council may participate by electronic means to a regular meeting of council, or if the meeting is not a regular meeting of Council and notice is given to the public of a meeting, if:
- 4.13.1 The member has made a request to Council based on planned unavailability;
  - 4.13.2 The member of council is out of Town due to work or family commitments;
  - 4.13.3 There is inclement weather and business cannot be postponed;

4.13.4 The member is not on extended vacation or unexcused leave of absence; and

4.13.5 Any councillor participating by electronic means is deemed present at the meeting. Otherwise shall be marked absent if:

4.13.5.1 a technology problem prevents participation; and

4.13.5.2 communication is lost and cannot be reconnected.

4.14 Closed Meetings: All council meetings and meetings of committees appointed by council are open to the public. Except, the council or any committee appointed by the council may meet in closed session to discuss matters relating to:

4.14.1 acquisition, sale, lease and security of municipal property;

4.14.2 setting a minimum price to be accepted by the municipality at a tax sale;

4.14.3 personnel matters;

4.14.4 labour relations;

4.14.5 contract negotiations;

4.14.6 litigation or potential litigation;

4.14.7 legal advice eligible for solicitor-client privilege; and

4.14.8 public security.

4.15 The MGA restricts the ability of council to make binding decisions in closed sessions. All binding decisions made by council must be made in an open session, unless it concerns procedural matters or decisions that provide direction to municipal staff or solicitors.

4.16 A councillor of the Town is liable in damages to the municipality if that individual discloses the details of discussions held in camera or reports submitted in camera and this disclosure results in personal financial gain or a financial loss to the municipality.

4.17 Meeting Schedule: Normally the Town of Kentville council will adopt an annual meeting calendar at the November Council Meeting. The calendar will be posted on-line at the Town website. Meetings will be advertised via social media, local newspaper and other media available to the Town Communication Team.

- 4.17.1 The Town of Kentville council normally conducts the Council Advisory Committee (CAC) Meeting on the second Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the second Tuesday.
  - 4.17.2 The Town of Kentville council normally conducts the Council Meeting on the last Monday of each month, unless that Monday is a Statutory Holiday in which case the meeting will be held on the last Tuesday.
  - 4.17.3 The Town of Kentville council does not hold meetings during the month of August, to permit a summer break. The Council Meeting in December is cancelled in observance of the Christmas Holiday.
- 4.18 Voting: all questions arising at a council meeting shall be decided by a majority of votes. Robert's Rules of Order Section 38.
- 4.18.1 The administrative matter votes may be called through either a show of hands or by indicating "yea" or "nay", or by ballot system.
  - 4.18.2 The following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:
    - 4.18.2.1 to sell or lease property referred at less than market value.
    - 4.18.2.2 to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
      - 4.18.2.2.1 first holds a public hearing respecting the withdrawal; and
      - 4.18.2.2.2 advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.
  - 4.18.3 A vote may also be conducted by ballot, when ordered. To vote by ballot the chair appoints two tellers. They distribute the ballots, the members write their vote. The votes are collected, and counted, blank ballots are ignored. The result is reported to the chair, the chair announces the result. A motion is made to destroy the ballots.

- 4.18.4 A member of the council who fails or refuses to vote on a question before the council is deemed to have voted in the negative.
  - 4.18.5 In the event of a tie in a vote on a question, the question is determined in the negative.
  - 4.18.6 The Recording Secretary records, the individual vote of each participant which is listed in the meeting minutes.
  - 4.18.7 The Chair shall vote on all matters before council.
- 4.19 Quorum: The majority of the maximum number (seven (7)) of persons that may be elected to the council is a quorum for every meeting of the council. The Quorum for the Town of Kentville Council is four (4).
- 4.19.1 Where there is a vacancy in a council's numbers, the council may make a decision if a quorum is present at a meeting.
  - 4.19.2 The Town of Kentville council may not pass a by-law or policy, borrow money, set a tax rate, acquire or sell property or make any other decision that has effect after, or for a term extending beyond, the date for the election to fill the vacancies in council membership.
  - 4.19.3 If the number of council members is reduced below three, due to vacancies in the council's numbers, the council may not make a decision except to take such steps as may be required to fill the vacancies.
- 4.20 Conflict of Interest: A conflict of interest (COI) occurs when a matter before council will result in a net benefit for a member of council or any of their family members, friends or associates. A conflict of interest must be self-declared. COI may be described in four categories:
- 4.20.1 Pecuniary (monetary) Interest – direct financial benefit as the result of a decision of council;
  - 4.20.2 Indirect pecuniary interest - an organization that a member of council invests in, works for, governs or is otherwise involved in benefits financially from a decision of council;
  - 4.20.3 Deemed pecuniary interest – the spouse, family member or household member of a member of council benefits financially from a decision of council; and
  - 4.20.4 Intent to obtain interest - making a decision which will benefit a member of council in the future.

4.21 At the beginning of every meeting, the chair shall query the members of council, "Are there any Conflict of Interest Issues we should be aware of before the meeting commences?" Members of Council should:

4.21.1 Disclose the interest immediately;

4.21.2 Withdraw from the meeting:

4.21.2.1 Public meeting: leave the table; and

4.21.2.2 Private meeting: leave the room.

4.21.3 Do not participate in consideration, debate and do not vote;

4.21.4 Do not try to influence the decision in any way; and

4.21.5 If the member of council is not present at a meeting, but has an interest in a topic discussed, it must disclosed it at the next meeting.

4.22 Agendas: The meeting's agenda is a list of items for consideration done during the meeting. The agenda contributes to effective meetings as members consider matters in an orderly and expedient manner. The agenda shall be provided to all members of council five (5) days prior to the scheduled meeting. The draft agenda shall be posted to the Town of Kentville website with the meeting package by the Executive Assistant. Additions and deletions to the agenda may be made at the beginning of the meeting as detailed in the agenda. The standard format for agendas is provided at Annex A - Meeting Agenda.

4.23 Committee Recommendations: As required, recommendations from council Standing Committee, shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form from Council Report Policy. The Chair (if a councillor) shall make the presentation to CAC under new business. If the committee chair is not a member of council the representative council member shall make the presentation. The report shall include the committee name, decision requested, and background for the decision, potential budget and policy implications. The request shall be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.

4.24 Councillor Recommendations: As required, new ideas, business or policy changes shall be introduced using the Council Advisory Committee Request for Decision (RFD) Form as per the Council Report Policy.



- 4.25 Information to Council: There are times when the RFD form is not appropriate to relay information to council, in which case the councillor should use the Annex D memorandum form, with their details and signature. The memo should outline all the necessary information for council and should be submitted seven (7) working days before the CAC meeting to ensure it is reviewed by the CAO and added to the agenda. Items not meeting the deadline shall be carried over for the following CAC meeting without exception.
- 4.26 Meeting Minutes: Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. The recording of minutes is the duty of the administrator. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions. The details of and standard format for minutes are provided at Annex B - Meeting Minutes.
- 4.27 In-Camera meeting minutes: Minutes shall be kept for meetings held in-camera. They should follow the same standards established for all other minutes. Minutes from in-camera meetings are protected from disclosure for ten years at which point the minutes become public.
- 4.28 Public Presentations: The public shall be provided with an opportunity to ask questions, make requests, and/or present information to Council for consideration. To promote the opportunity for such public presentations:
- 4.28.1 Any persons wishing to make a presentation at a meeting of Council or CAC, shall request to be included on the meeting agenda through the Executive Assistant;
    - 4.28.1.1 All presenter shall provide all electronic presentations and written documentation relating to the issue to the Executive Assistant, five (5) days prior to the meeting; and
    - 4.28.1.2 The presenter shall be allocated 10 minutes for the presentation, followed by questions and discussion from Council.
  - 4.28.2 Council shall allow a 10 minute comment period prior to the adjournment of the Council meeting, for citizen input.
  - 4.28.3 Council has the right to restrict the number of presentations at each meeting, to ensure regular business may be conducted;

4.28.4 Council has the right to restrict the number of presentations on a particular issue, although it may waive this right if new information is being proposed; and

4.28.5 Council has the right to refuse a presentation, should the subject of the presentation be outside the purview of municipal government.

## **5.0 ASSOCIATED DOCUMENTS**

- 5.1 Municipal Government Act
- 5.2 Robert's Rules of Order
- 5.3 Municipal Elections Act
- 5.4 Municipal Conflict of Interest Act
- 5.5 Policy Statement G69 Council Report
- 5.6 Policy Statement G57 Committees of Council
- 5.7 Appendix A - Meeting Agenda
- 5.8 Appendix B – Meeting Minutes
- 5.9 Appendix C – Motions
- 5.10 Appendix D – Memorandum

## **6.0 POLICY REVISION HISTORY**

Date Created: July 30, 2018  
Revisions: February 25, 2019  
June 24, 2019



---

Chief Administrative Officer, Mark Phillips

# **COUNCIL ADVISORY COMMITTEE**

## **Month X<sup>th</sup>, 2018**

### **AGENDA**

**6:00 p.m.**

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
  - (a)**
- 4. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance**
    - (1) Director's Report**
    - (2) 2016/17 Budget Projections**
  - (b) Planning and Development**
    - (1) Director's Report**
    - (2) Community Economic Development Coordinator's Report**
  - (c) Parks and Recreation**
    - (1) Director's Report**
  - (d) Police**
    - (1) Chief's Report**
  - (e) Engineering and Public Works**
    - (1) Director's Report**
    - (2) Sanitary Sewer Budgets**
  - (f) Administration**
    - (1) Communications Report**
    - (2) Chief Administrative Officer's Report**
- 5. PRESENTATIONS**
  - (a)**
  - (b)**
- 6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

2018-07-31 3:17 PM1

(a)

**7. CORRESPONDENCE**

(a)

(b)

(c)

**8. NEW BUSINESS**

(a)

(b)

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

**11. ADJOURNMENT**

# KENTVILLE TOWN COUNCIL

## April 30<sup>th</sup>, 2018

### AGENDA

7:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
  - (a) Dashboard and Action Items
3. PRESENTATION
  - (a)
4. APPROVAL OF THE MINUTES
  - (a)
5. BUSINESS ARISING FROM THE MINUTES/UNFINISHED BUSINESS
  - (a)
  - (b)
6. RECOMMENDATIONS AND REPORTS
  - (a) Council Advisory Committee – **Councillor \_\_\_\_**
    - (1)
    - (2)
  - (b) Councillor's Reports
    - (1) Councillor Andrew
      - a. Kings Transit Authority
    - (2) Councillor Savage
      - a. Investment (Perpetual Fund)
      - b. Kings Regional Sewer Committee
      - c. Coalition of Canadian Municipalities Against Racism & Discrimination
    - (3) Councillor Bolland
      - a. ECO Kings Action Team
      - b. Valley Waste Resource Management Authority
    - (4) Councillor Maxwell
      - a. Annapolis Valley Trails Coalition
    - (5) Deputy Mayor Pulsifer
      - a. Annapolis Valley Regional Library
      - b. Kings Point-to-Point

- c. Friends of the Library
- (6) Councillor Gerrard
  - a. KCA/PTA
  - b. Board of Police Commissioners
  - c. Joint Fire Services Committee

- (c) Mayor's Report
  - (1)

**7. CORRESPONDENCE**

- (a)

**8. NEW BUSINESS**

- (a)

**9. PUBLIC COMMENTS**

**10. IN CAMERA**

**11. ADJOURNMENT**

# TOWN OF KENTVILLE POLICY STATEMENT G70 COUNCIL MEETINGS POLICY

---

## ANNEX B – Meeting Minutes

1. **Meeting Minutes:** Minutes are the official record of meeting proceedings. The administrator must keep a record of council meetings. They should be clear, accurate, and concise. Minutes are a meeting's memory – they form a permanent, historical record. When necessary, courts recognize the minutes of council meeting as evidence of the decision made by council, and actions taken or not taken by members (pecuniary interest). Minutes are a vital document respecting the affairs of the municipality since they record the council's decisions.
2. The minutes of all meetings should:
  - a. focus on the key points and decisions, not on every word spoken, unless verbatim minutes are required for legal reasons;
  - b. focus on the business at hand and exclude any extracurricular exchange of information or hearsay;
  - c. focus on the group as a whole, not on individual opinions. Comments should not be attributed to any individual;
  - d. be objective and free of offensive or inappropriate language, subjective interpretations of mood or the tone in which comments were made;
  - e. be written in past tense as this is an historical record;
  - f. be consistent throughout all departments, sharing the same general look and style, and complying with content and format standards;
  - g. reflect the professionalism of the Town, by being free of typographical, grammatical or technical errors;
  - h. be readable - clearly laid out, visually appealing and easy to read, with concise, point-form summaries, when applicable;
  - i. flow logically (relate to the approved agenda) even if the meeting itself had been fragmented and confusing;
3. The minutes of each Town meeting must contain:
  - a. a header on each page with the meeting name, date, and status of the minutes (i.e. draft or approved);
  - b. a footer on each page with the page number and other notations, as applicable;
  - c. in addition to new business, the name of the meeting and of those members present (include late arrival or early departure times), the date and time of the meeting, the presiding chairperson, any changes to the agenda, any changes to the previous minutes, public comments and the time of adjournment;
  - d. the name of the recording secretary, and if different, also the name of the transcribing secretary;
  - e. a supplementary list of names of those members present in the audience (if required);
  - f. a brief introduction (where applicable) to each agenda item, to provide background information and/or to outline the key points;

- g. (where applicable) Points from Discussion, to support the full scope of debate and to capture the thought process that led to decisions. (Varying points should be included, with repetition avoided);
  - h. declarations noting any conflict of interest of any participant, along with the time that member left and later returned to the meeting. (To indicate no discussion nor vote on the issue in conflict);
  - i. any direction given or action to be taken;
  - j. motions, resolutions and decisions with unanimous consent, as per the following standards;
  - k. the motions are written clearly, highlight them by using features (font), and include enough content to allow them to “stand alone” from the minutes; and
  - l. the following information for nominations and elections - names of nominees, method of vote (i.e. secret ballot, show of hands, etc.), results of the count, and a declaration of the elected individual. (A motion to destroy the ballots would be in order if voting took place by secret ballot.
4. **Recording Decisions:** The minutes contain all resolutions of the council showing decisions made at a meeting, not recording individual opinions. Minutes should not include detailed discussions, such as who said what. Minutes reflect the attendance of a delegation, indicating the name of the representative, applicable organization, and a short description of the public issue the delegation brought forward.
5. Resolutions, including those processing and adopting bylaws, reflect the decisions made by Council. Council considers all matters by way of motion, and council decides all matters by voting. A majority of the votes decides each question; however, legislation requires unanimous approval to certain items such as consent to provide three readings to a bylaw at a single meeting. Procedure bylaws may increase the requirements to more than a majority. The following additional information is provided:
- a. meeting participants should prepare and distribute lengthy or complex motions in advance. (for correct wording and to allow for prepared discussion and possible amendments);
  - b. formal resolutions should be clearly written, with the “resolved clause” having enough content to “stand alone,” without the inclusion of all the “whereas clauses”. Ensure the motion is worded correctly and is not a negative motion;
  - c. ask the chairperson to restate the motion if it is ambiguous;
  - d. record substantive (contentious) amendments separately, it is not necessary to record housekeeping or friendly (non-controversial) amendments separately, as the final wording of the motion is all that is necessary. Record both the fate of the amendment and the main motion;
  - e. record the fate of motions (i.e. approved, amended, defeated, tabled, etc.);
  - f. record individual votes in the minutes, when requested. (Authority - Policy G7-Recorded Votes).
6. **Recording Names:** Legislation requires the administrator to record the names of council and council committee members present at the meeting. Aside from the legislative requirement, recording the names of members present proves the existence of a quorum. Another reason is for purpose of calculating the remuneration of council members if meeting attendance is the basis of council's remuneration. Identifying members not in attendance confirms the absence of



their name was not an oversight. Using members' full names rather than the surname only, at least for purposes of attendance, clearly identifies participants for historical purposes.

7. **Approving of Minutes:** The administrator shall ensure council approves previous minutes at the next regular council meeting. Approval of the Minutes relates to the accuracy of their content, not the approval of the decisions previously made.

8. **Correcting the Minutes:** Revise the draft minutes, as many times as necessary until satisfied they are error free. Make no further revisions to the minutes after presenting them to council for approval. The motion to approve the minutes where there are no errors or omissions is: "Moved by Councillor \_\_\_\_ that the minutes of the regular/special meeting held on (date) be approved." Despite best efforts, council may discover errors or omissions during the approval process. Council authorizes corrections to the minutes by way of motion. For example: "Moved by Councillor \_\_\_\_ that the minutes of the previous meeting be corrected as follows: ..."

9. Correct minor errors by striking out the error, writing in the correction and having the presiding officer and administrator initial the change. If the municipality retains electronic copies of the minutes, consider distinctively noting the amendments – use strikeout font to delete text, different colour to add new text, or use the comment feature to detail the changes. If a substantial change to the minutes is required, note the revision in an appendix to the corrected minutes. Reference the appended correction at the point of inaccuracy, in writing, initialed by the administrator and the presiding officer. After noting corrections to the minutes, council approves the minutes by way of motion, such as: "Moved by Councillor \_\_\_\_ that the minutes of the (type of) meeting held (date) be approved as corrected."

10. **Retention and Storage of Minutes:** In accordance with Part 2 – Administration, Section 34(2) of the Municipal Government Act, minutes (and supporting documentation) of all Town meetings must be archived indefinitely and carefully preserved in a secure and safe environment (i.e. Town vault) as follows:

- a. Printed copies of the agenda, minutes and supporting documents for the meeting, must be stored in the Town's vault, in a binder specifically for that purpose and filed chronologically, following approval of the minutes;
- b. Electronic copies of the agenda, minutes and supporting documents for the meeting must also be coded with logical code names and saved in appropriate folders on the network drive;
- c. Electronic copies of the agenda and minutes are posted on the Town's webpage; and
- d. The audio recording of the meeting must be coded and archived in an electronic file. Audio records of council meetings must be kept for 2 years, while records of all other meetings may be deleted after 6 months, following approval of the minutes.

11. **Closed Meeting Minutes:** Minutes must be kept of all council meetings, including closed meetings held. There are no generally adopted procedures for recording closed meeting minutes. Town of Kentville closed meeting minutes will follow the same standards as minutes of regular meetings of council. It is important to note that minutes of in camera meetings have evidentiary value and should never be destroyed.

12. **Public Disclosure:** The Town of Kentville is also required to produce a public record which states: council met in a closed meeting, the reason for the meeting, the date the meeting

was held and no other information. The creation of the public record does not excuse the municipality from producing minutes of in camera meetings.

13. **Disclosure of Closed Meeting Minutes:** Minutes from a closed meeting are protected from disclosure for ten years at which point the minutes become public. Background information, such as staff reports, become public:

- a. after a decision has been implemented; or
- b. if five years have passed since the decision has been made or considered (unless this information is protected from disclosure under Part XX of the MGA).

# **TOWN OF KENTVILLE POLICY STATEMENT G70 COUNCIL MEETINGS POLICY**

---

## **ANNEX C – Motions**

### **General Procedures for Motions**

1. The main purpose of a meeting is to see that ideas or items of business are proposed, considered and decided. A motion is a proposed action to address the issue; a resolution is a motion that Council has voted on. Council may use a formal or informal process in their meetings.
2. In a formal setting, a motion introduces an item of business. Town of Kentville Council meetings procedures require seconds for motions. If a motion is lengthy it should be submitted in a written format. After receiving a motion from a councillor, the presiding officer states the motion and calls for discussion or debate. The presiding officer regulates the discussions. All members may speak for or against a motion, move amendments and ask questions to gain information on a particular point. It is customary for each member, other than the mover, to speak only once to each motion. Members vote on the motion following full discussion of the matter. This process leads to amendments to main motions and sometimes amendments to amendments.
3. The informal process permits discussion in advance of introducing the motion. The presiding officer states the issue, which members of council debate until they develop a consensus or a majority view emerges. A member proposes a motion addressing the matter. Members vote on the motion before proceeding to the next item of business.

### **Proposing a Motion**

4. The Town of Kentville Council procedures require a seconder to bring a motion before council. The presiding officer is entitled to propose a motion without relinquishing the chair. If no member seconds the motion, the motion fails. Council will not vote on the question. The minutes contain the motion with the notation it was lost for want of a seconder.

### **Negative Motions**

5. Common thought prohibits the use of “negative motions” or motions to take no action. The presiding officer shall ask for rephrasing a negative motion to make it read in a positive manner.

### **Types of Motions**

6. The types of motions which may be encountered during a typical council or committee meeting may be sorted into four classifications:
  - a. Main motion – reflects the initial proposed decision or action;
  - b. Subsidiary motion – facilitates or modifies the main motion;
  - c. Incidental motion – a motion not related to the main motion; and
  - d. Privileged motion – a motion which takes immediate priority.

## **Main Motion**

7. A main motion is a proposed course of action to be taken by council or a committee. The first motion proposed regarding a matter is the main motion. Members debate the motion, and may amend the motion during the discussion. There are a limited number of instances where unanimous consent is required to adopt a main motion. Examples of main motions include:

- a. “that the minutes of the meeting held [date] be approved as circulated”; or
- b. “that Council agrees to provide a grant in the amount of [amount] to [organization].”

8. Main motions may be subdivided into Incidental Main Motions, or motions which relate to previous or future business or actions. Incidental main motions are treated as main motions, even though they may appear otherwise. Common examples of incidental main motions include:

- a. accepting or adopting a report;
- b. adjourning at a future specified time; or
- c. rescinding a previous decision.

## **Motion to Reconsider**

9. A motion to reconsider is a main motion enabling council to revisit a resolution previously decided. Most rules indicate this motion typically may arise during the current meeting and further, the mover is limited to someone who previously voted with the majority. Council cannot entertain a motion to reconsider if the municipality has already acted on the original resolution.

10. The effect of passing a motion to reconsider is to resume debate on the original motion as though council had not disposed of it. The presiding officer reintroduces the resolution referred to and the council resumes debate on the motion. Potential outcomes from this debate are rescinding the original motion, amending it, or leaving it unchanged.

11. The motion to reconsider is debatable only if the original resolution was debatable.

## **Motion to Adjourn**

12. The meeting ends by passing a motion to adjourn, which may be either a main motion or a privileged motion depending on circumstances. If council concludes all business included on the agenda, the motion to adjourn is a main motion. On the other hand, the majority of council wants to terminate debate on a particular matter, the motion to adjourn holds privileged status as it interrupts the debate on that issue, but not while someone is speaking. Include the date, time, and location of the next meeting in this resolution unless a regular schedule or an earlier resolution addresses those items.

## **Subsidiary Motion**

13. Subsidiary motions are a means to appropriately dispose of a main motion. Subsidiary motions enable the original motion to be amended or clarified, postponed, or referred to a committee or other party for further consideration. Subsidiary motions take priority over main motions, and must be dealt with before the main motion is decided. Roberts Rules of Order recognizes seven subsidiary motions. In order of precedence, the first having the highest rank, these are:

- a. **Lay on the Table:** This motion, if passed, results in the suspension of considering the main motion and any unresolved subsidiary motions to allow the meeting to consider other, more urgent business. It is not in order to table until some specified date or time. In that case, use a motion to postpone. This motion is not debatable.
- b. **The Previous Question:** This motion, if passed, closes debate and disallows any further amendments to the main motion and any pending subsidiary motions. If passed, members subsequently vote on the subsidiary motions, and then the main motion. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- c. **Limit or Extend Limits of Debate:** This motion, if passed, alters the municipality's rules or practices regarding the amount of time the meeting will permit to debate a particular item. If a municipality has a procedural bylaw limiting debate on an individual matter, members may move a motion to extend the limits of debate if they feel the matter has not been thoroughly discussed. Alternatively, in situations where municipalities do not have rules addressing this item, and members feel there has been enough discussion enabling members to make an informed choice, a member may move to limit further debate on the matter. This motion to table the matter is not debatable and, in organizations other than municipalities, may require a two-thirds majority for adoption. Municipalities may adopt rules requiring a two-thirds majority (or some other percentage) to deal with this type of motion.
- d. **Postpone to a Certain Time:** The motion to postpone to a certain time delays consideration of the main motion and any pending subsidiary motions. The motion to postpone indicates if the matter is being postponed to later in the current meeting or to a specific date or event, such as the acquisition of additional information. If there is no intent to actually revisit the item, voting on the question and defeating it provides more clarity.
- e. **Commit or Refer:** The motion to commit or refer a matter results in delegating the main motion and any pending subsidiary motions to a committee for further research and consideration. The motion to commit or refer typically identifies which committee is responsible to further consider the matter and it may include a time by which the committee reports back to council. The meeting may set out the committee's mandate, which may be limited to developing options and recommendations, or the committee may be provided authority to take action. The committee may be a standing committee, or the meeting may create a special or ad hoc committee for this purpose. A standing committee is a committee with a continued existence, formed to do its assigned work on an ongoing basis. Budget and finance committees generally are standing committees. An ad hoc or special committee is a committee formed for a specific task or objective, and is dissolved after the completion of the task or achievement of the objective. Most committees, other than the standing committees, are ad hoc type or special committees

- f. **Amend:** The intent of a motion to amend is to alter or clarify the main motion; however the amendment cannot alter the intent of the original motion. For example, a main motion proposing the purchase of wooden benches for a facility may be altered by clarifying they are to be oak benches. An amendment to install new flooring in the facility rather than purchase benches would conflict with the main motion. A motion may be amended at any time before members vote on it. A motion to amend can also be amended and therefore, there may be a maximum of three questions before the meeting at one time:
    - i. the main motion,
    - ii. an amendment to the main motion, and
    - iii. an amendment to the amendment.
  - g. Amendments may:
    - i. strike or remove parts of the main motion or resolution
    - ii. add information to the main motion or resolution; or
    - iii. delete and replace text or numbers.
  - h. A motion to amend may also be a main motion. This situation arises if the objective is to amend a resolution, whether that motion was previously decided at the current meeting, or at a previous meeting.
14. **Postpone Indefinitely:** The intent of a motion to postpone indefinitely is not to postpone, but to reject the main motion without risking a direct vote on the matter. This strategy may be employed by opponents to the motion who are unsure if there is sufficient support to defeat the motion.

### **Incidental Motions**

15. Incidental motions are motions or questions developing out of a main motion. These questions impact the main motion, and therefore they take priority and must be dealt with before voting on the main motion. Typical incidental motions may involve the following, in no order of priority:
- a. questions of order or appeal;
  - b. suspension of the rules;
  - c. objections to considering the main motion; or
  - d. division of the question.

### **Questions of Order or Appeal**

16. Occasionally, a person, a motion, or a remark is out of order and does not follow acceptable practices or rules of procedure. The presiding officer, or another member, may direct the meeting's attention to the infraction. The presiding officer is responsible to return the meeting to the correct course.
17. In some situations, the presiding officer may have doubts as to the ruling, and before deciding on the matter, they may request advice from a person with more expertise, usually the solicitor. If the presiding officer still has doubts, they may submit the question to the meeting. The statement and question might be structured as follows:

“Councillor Bravo has raised a point of order that the amendment currently before the meeting is not relevant to the motion. I am in doubt, and the question is put to the meeting. The question is, ‘Is the amendment germane to the resolution?’” For clarity, the presiding officer may restate the amendment. If members vote in favour of the presiding officer’s question, debate respecting the amendment resumes. If the majority of members vote against the question, debate respecting the main motion resumes.

18. A member may appeal a decision of the presiding officer if the member feels the ruling is incorrect. Members will vote on a motion such as, “the [council] sustains the decision of the presiding officer, namely [provide details].”

### **Suspension of the Rules**

19. A motion to suspend the rules is in order if the meeting wants to do something that cannot be done without contravening its procedural rules. A prerequisite will be the existence of formal procedures. A motion to suspend the rules may enable a business item to be discussed earlier than proposed in the agenda or allowing members to speak more than once to a motion. Moving into a committee of the whole to discuss a particular item is an example of a suspension of the rules.

20. Rather than a formal motion, a member or the presiding officer may ask for general consent to suspend the rules. Upon receiving or initiating the request, the presiding officer asks if there are any objections. If there are none, the presiding officer would direct the meeting to proceed as if the rules had been suspended by a formal vote.

### **Objection to Considering the Main Motion**

21. If a member wishes to prevent the consideration of a main motion, the member may interrupt another speaker to determine if the question should be considered. The motion must be made before there is any debate on the question or before a subsidiary motion is offered. The object of the motion is to avoid consideration of questions which may be irrelevant, unproductive, or contentious; it is not intended to cut off debate. The motion objecting to considering a question may be useful if, for example, there are repeated attempts to have council reconsider resolutions or policies.

### **Division of the Question**

22. At times, a motion may be worded in such a way that part of it could be supported and another part not supported by the same member. The presiding officer or a member may suggest splitting the motion into two or more motions. After the main motion is split, each divided motion should be complete on its own.

### **Privileged Motions**

23. Privileged motions do not relate to a pending question; however, their nature demands immediate attention and therefore they take priority to any other matter. Privileged motions are

not debatable, and generally are not subject to any subsidiary motion. Privileged motions include fixing a time to adjourn, or taking a recess.

### **Voting on a Motion**

24. When the discussion has been sufficient and all those who wish to speak have been encouraged to do so, the presiding officer may ask the administrator to read the motion before asking for a vote. This step ensures all members are fully aware of the motion before them, particularly if there has been significant debate on the question. A simple majority vote of members present decides a matter. There are some exceptional situations the following resolutions require two thirds (2/3) majority of the council present and voting as stipulated in the MGA:

- a. to sell or lease property referred at less than market value;
- b. to withdraw money from a special purpose tax account for any purpose for which the municipality may expend funds if the council:
  - i. first holds a public hearing respecting the withdrawal; and
  - ii. advertises the public hearing at least twice in a newspaper circulating in the municipality, the first notice to appear at least fourteen days before the hearing, and includes in the notice of the public hearing the date, time and place of the hearing and the purpose of the withdrawal.





---

Councillor  
Name

354 Main Street  
Kentville, NS  
B4N 1K6

902-599-xxxx (C)  
name@kentville.ca

---

Date

RE: Topic

---

Submitted to council for consideration or information.

Name, Councillor  
Town of Kentville

**TO:** Council

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** October 25, 2021

**SUBJECT:** Committees of Council

---

**ORIGIN**

Following the process in Policy Statement G57 Committees of Council, members of Council annually review Council appointments to committees of Council. Members sitting on each committee may at this time request to join a committee or leave a committee. Section 4.2.2 states “committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.”

**DISCUSSION**

During the October 25 meeting of Council, members of Council may request to change committees.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None.

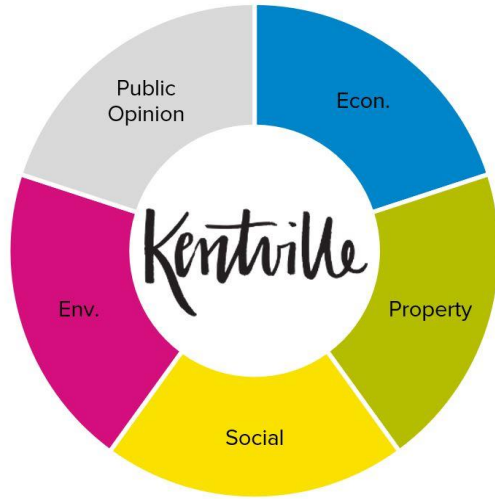
**ASSOCIATED DOCUMENTS**

Policy Statement G57 Committees of Council  
Current Council membership on Committees of Council

**RECOMMENDATIONS**

**That Council review and approve any changes in Council appointment to the attached committees of Council.**

Town of Kentville Decision Wheel:



## Council Member Appointments to Committees November 2020 to November 2021

Committee Name	Frequency	Councillor Members			
Accessibility Advisory	Monthly	Maxwell	Huntley		
Board of Police Commission	Monthly	Yorke	Gerrard		
Joint Fire Services	Monthly	Gerrard	Savage		
Kings Regional Sewer	Monthly	Savage	Gerrard (Alternate)		
Kings Transit	Monthly	Huntley	Yorke (Alternate)		
Valley Waste	Monthly	Gerrard	Snow (Alternate)		
Investment Advisory	Monthly	Savage	Zebian		
Regional Library	Monthly	Yorke	Maxwell (Alternate)		
CAO Selection	Ad Hoc	Gerrard	Snow	Zebian	Huntley
Kings REMO (Advisory Co)	Quarterly	Snow	Deputy		
Valley REN (LOC)	Quarterly	Snow	Huntley		
Source Water	Quarterly	Snow	Savage		
Water Commission	Quarterly	Snow	Savage	Huntley	Yorke
Student Bursary	Annually	Maxwell			
Audit	Annually	Snow	Savage	Zebian	
CAO Evaluation	Annually		All of Council		
Diversity Kings	Monthly	Huntley	Savage		
KCA/PTA	Monthly	Yorke	Maxwell (Alternate)		
Kings Point to Point	Monthly	Huntley	Snow (Alternate)		
Trails Coalition	Monthly	Maxwell			

## Council Member Appointments to Committees November 2021 to November 2022

Committee Name	Frequency	Councillor Members			
Inclusion and Access	Monthly				
Board of Police Commission	Monthly				
Joint Fire Services	Monthly				
Kings Regional Sewer	Monthly				
Kings Transit	Monthly				
Valley Waste	Monthly				
Investment Advisory	Monthly				
Regional Library	Monthly				
CAO Selection	Ad Hoc				
Kings REMO (Advisory Co)	Quarterly				
Valley REN (LOC)	Quarterly				
Source Water	Quarterly				
Water Commission	Quarterly				
Student Bursary	Annually				
Audit	Annually				
CAO Evaluation	Annually				
Diversity Kings	Monthly				
KCA/PTA	Monthly				
Kings Point to Point	Monthly				
Trails Coalition	Monthly				



## **TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL**

---

### **1.0 PURPOSE**

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

### **2.0 DEFINITIONS**

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

### **3.0 SCOPE**

3.1 This policy is applicable to all committees of Council and all appointed members, which may include Council member and citizen appointees. To include:

- 3.1.1 defining the key areas of responsibility and the duties of each committee;
- 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
- 3.1.3 other terms of reference as required.

3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

### **4.0 PROCEDURES**

4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.

- 4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

- 4.1.2 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.
- 4.1.3 Applications for appointment to the committees shall be invited by public advertisement.
- 4.1.4 All applicants must consent to criminal and background checks.
- 4.1.5 Policy G70 Meetings applies to all committee meetings.
- 4.1.6 Robert's Rules of Order shall apply to all committee meetings.

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

- 4.1.7 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.
- 4.1.8 The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.
- 4.1.9 No committee shall utilize external services, or otherwise commit the Town to money expenditures.
- 4.1.10 All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.
- 4.1.11 All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.
- 4.1.12 Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.
- 4.1.13 Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. If a meeting is rescheduled without advance notice, it will be posted to the town social media stream.

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

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

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

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

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

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

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

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

#### 4.3 Remuneration

4.3.1 A committee member who is a Council member:

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

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

4.3.2 A committee member who is not a Council member:



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

#### 4.4 Membership

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

#### 4.5 Meetings

- 4.5.1 A majority of the members of a committee constitutes a quorum (50%+1).
- 4.5.2 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.
- 4.5.3 Committees may ideally move or cancel a regularly scheduled meeting with three (3) business days' notice to all members, the CAO and the public.

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

#### 4.6 Administration

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

#### 4.7 Standing Committees

4.7.1 The following Standing Committees shall be appointed by Council:

4.7.1.1 Council Advisory Committee;

4.7.1.2 Audit Committee; and

4.7.1.3 CAO Evaluation Committee.

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

4.8.1 Membership

4.8.1.1 The chair of the Council Advisory Committee is the Mayor

4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

4.8.1.3 Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.

4.8.2 Mandate:

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

(a) Correspondence

(b) First or Second Reading of bylaw enactments, amendments or repeals;

(c) Procurement matters;

(d) Emergency or time sensitive requests for decision; and

(e) Matters which are the subject of a statutory hearing by Council.

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

(b) Setting a minimum price to be accepted by the Municipality at a tax sale;

(c) Personnel matters;

(d) Labour negotiations;

(e) Litigation or potential litigation;

(f) Legal advice eligible for solicitor-client privilege; and

(g) Public security.

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

4.9.1 Membership

4.9.1.1 The Mayor is Chair of the Audit Committee.

4.9.1.2 The Audit Committee consists of two (2) additional Council members.

4.9.1.3 The Audit Committee consists of two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

4.9.2 Mandate:

4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.

4.9.2.2 An evaluation of internal control systems and any management letter with the auditor.

4.9.2.3 A review of the conduct and adequacy of the audit.

4.9.2.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.

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

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

(a) acceptance of the audit;

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

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

#### 4.9.3 Administration and Meeting

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

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

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

#### 4.10.1 Membership

4.10.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.2 The CAO Evaluation Committee consists of the Mayor and all Council members

#### 4.10.2 Mandate:

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

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

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

4.10.2.4

#### 4.10.3 Administration and Meeting

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

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

4.11 Ad Hoc Committees: Council may appoint special ad hoc committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee. Committees will:

4.11.1.1 be determined as issues dictate;

4.11.1.2 be provided with clear terms of reference specific to their cause, reporting and completion criteria;

- 4.11.1.3 consist of citizens and/or members of Council, as appointed by Council; and
- 4.11.1.4 report and submit recommendations to Council Advisory Committee.

#### 4.12 Commissions and Exceptions

##### 4.12.1 **Kentville Water Commission**

- 4.12.1.1 The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:
  - 4.12.1.1.1 Approval of the Capital budget;
  - 4.12.1.1.2 Approval of the Operational budget;
  - 4.12.1.1.3 Review and promulgation of the Annual Report; and
  - 4.12.1.1.4 Review of Water Commission Operations with provincial regulations.
- 4.12.1.2 Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.12.1.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.12.1.4 Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

##### 4.12.2 Kentville Source Water Protection Advisory Group



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

#### 4.12.3 **Investment Advisory Committee**

- 4.12.3.1 The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.
- 4.12.3.2 Membership: The Investment Committee consists of two ( 2) Council members (one of which can be the Mayor) and two (2) citizen appointees, as voting members. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.

- 4.12.3.3 Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.
- 4.12.3.4 Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month's progress and the position of the Fund.

#### 4.12.4 **Accessibility Advisory Committee**

- 4.12.4.1 The Accessibility Advisory Committee (AAC) advises Council on the elimination of Barriers faced by people with Disabilities and acts as a liaison with external bodies on Barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with Disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.
- 4.12.4.2 Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members of the AAC must be persons with Disabilities or representatives from organizations representing persons with Disabilities. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a staff Recording Officer may be appointed as a non-voting member of the committee.
- 4.12.4.3 Term: The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan, and membership will be for the term required to establish this Plan.
- 4.12.4.4 The advisory committee meets six times per year or more as needed.

## **5.0 ASSOCIATED DOCUMENTS**

### 5.1 Schedule A – Non-Council Honorariums

---

5.2 Policy G16 Code of Conduct

5.3 Policy G70 Meeting Policy

5.4 Policy G26 – Investments – Perpetual Reserve Fund Policy

5.5 Policy G4 Travel Meals and Miscellaneous Expenses

## **6.0 POLICY REVISION HISTORY**

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

---

Chief Administrative Officer, Kelly Rice

## **SCHEDULE A – NON-COUNCIL HONORARIUMS**

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

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

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