



TOWN OF KENTVILLE COUNCIL

November 29, 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, October 25, 2021**
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Council Member Appointments to Committees**
 - (b) Council Covid Policy**
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Councillor Gillian Yorke**
 - (1) Proclamations Policy**
 - (2) Records Management Policy**
 - (b) Councillors' and Mayor Reports**
 - (1) Councillor Gerrard**
 - a. Board of Police Commissioners**
 - b. Joint Fire Services Committee**
 - c. Valley Waste Resource Management Authority**
 - (2) Councillor Huntley**
 - a. Accessibility Committee**
 - b. Kings Regional Transit Authority**
 - c. Diversity Kings**
 - d. Kings Point to Point**
 - e. Partners for Climate Progress**
 - (3) Councillor Maxwell**
 - a. Accessibility Committee**
 - b. Annapolis Valley Trails Coalition**
 - (4) Deputy Mayor Savage**
 - a. Kings Regional Sewer**
 - b. Investment Advisory Committee**

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

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

6. NEW BUSINESS

- (a) Reconsideration of the Decision Regarding the Former Robinson Property
- (b) Amendment of the Format of the Public Forum

7. CORRESPONDENCE

- (a) Kings Seniors Safety Society

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) Land Matter

10. ADJOURNMENT

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TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: October 25, 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 open to the public in limited capacity. Council voted by poll.

1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 6:05 p.m.

PRESENT

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

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

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

Andrew Zebian declares a conflict of interest with item 4.a

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

2. APPROVAL OF THE AGENDA

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

That the agenda of October 25, 2021 be approved with the following addition:

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- Addition, 9.b Property Matter in camera

MOTION CARRIED

3. APPROVAL OF THE MINUTES

- (a) Council meeting held on September 27, 2021.

It was moved that the minutes of the Council meeting on September 27, 2021 be approved with the following changes:

- In the Councillors and Mayors Reports section, notes should read that the Deputy Mayor received reports, not the Mayor.

MOTION CARRIED

Councillor Zebian leaves his seat at 6:08pm due to a conflict of interest.

4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Update on the Development of the Former Robinson Property

CAO Dan Troke outlined the amendments to the land sale of the former Robinson Property, and a request by the developer (Mr. Andrew Zebian) to grant an extension to the completion of footings and final completion of the project.

Report available for more information.

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

That Council approve the request from Mike's Clothing to amend the purchase and sale agreement to extend the 15% construction completion and building completion dates,

And further if contractual dates of this agreement are not met the Town will immediately initiate the buy back clause for this property.

MOTION DEFEATED

Councillors who voted in favour of this motion:

Maxwell

Councillors who voted against this motion:

Huntley, Gerrard, Savage, Snow and Yorke

- Discussion
 - It is noted in the record, that the developer made correspondence directly to Council today from two different emails which was a conflict of interest in both cases.
 - Concerns about whether the developer can meet commitments, and why the developer did not meet expectations when many other developers met commitments in Kentville.

Council Meeting Minutes, October 25, 2021

Pending Approval

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- This is a complicated situation with a developer who is a councillor and who has not met expectations.
- Timelines of development are important so that developer does not sit on a property for an extended period of time.
- Council decided one year ago that there would only be one more extension but there have been many.
- The developments in Kentville are large companies, and this is a small developer who is making a good effort. Council has rules for all developers whether they are large or small companies.
- Every development is different, some are stalled for different reasons. With transparency and open communication with staff, there can still be substantial movement on development.
- The Town is missing out on the tax revenue of a developed property, which is significantly more than tax revenue for a vacant property.
- Regarding communication between the developer and building officials, there were conversations about footers and soil. A footer permit was approved. There was communication to better understand the process between the developer and the building inspector.

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

That Council direct the Chief Administrative Officer and Solicitor to immediately initiate the buy-back clause of the contract for this property.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Gerrard, Savage, Snow and Yorke

Councillors who voted against this motion:

Maxwell

Councillor Zebian returns to his seat at 6:32pm

(b) Proposed Council Policy Regarding COVID-19 Safety

CAO Dan Troke outlined recommendation to Council for a policy that requires council members to be regularly tested for or vaccinated against COVID-19.

Report available for more information.

- Discussion
 - Recommend further review of this policy by Council, and for this policy to be brought back to Council.
 - Elected officials should be taking a strong position on this, and should be following the lead of Councils across the country.
 - Should Council consider boosters being added to this policy? This policy is in effect during the state of emergency.

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- Policy will come back to Council on November 29, 2021.
- Should make this decision sooner to protect staff and residents? Staff are protected by the COVID-19 Workplace Safety Policy.

(c) Request for Decision – Public Meeting

Mayor Sandra Snow outlined the recommendation from Councillor Zebian for Councillors to host a public meeting.

Report available for more information.

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

That Council approve the request to hold a public forum with a moderator but no topics.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell, Savage, Yorke and Zebian

Councillors who voted against this motion:

Gerrard and Snow

- Discussion
 - Support for the idea of a public meeting but recommend a moderator and a goal to keep the meeting running smoothly.
 - CAO Troke outlines his report with details of the community meetings in the past. Halifax does an annual forum to encourage public feedback about the budget. The goal of these kinds of events is a specific outcome, and are led by a moderator.
 - The Town's public meeting policy does not specifically address moderators or goals, this could be added as an addendum.
 - Public meetings should be held in an accessible venue and include an online forum, at multiple times.
 - Moderators are there to help guide discussion, and there should be a list of topics or goals.
 - Council is open to residents' feedback on all issues.
 - Residents are able to reach out to Council about any issue at any time. A public meeting with no goal or agenda is very unusual and might not be productive.
 - Recommend that online and live moderators be independent and not staff.
 - Could this session lead into the strategic plan? Could the feedback lead to strategic priorities? At this time, the request would not support strategic priorities.
 - Clarification by Councillor Zebian: allow a moderator but not limit the meeting to topics or goals.

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- Agendas and goals can make some people more comfortable to speak in public or online.
- CAO Troke has not come across public meetings without agendas or priorities. Residents can approach Council at any time.
- Recommend an “open mic” session that is lightly moderated, similar to voters bringing concerns to political candidates federally or provincially.
- Concerns about some councillors not liking residents’ concerns or not wanting to hear all concerns, positive or negative.
- Concerns about decorum, and potentially inappropriate words and concerns which are moderated. Notes would be collected by staff during this meeting.

(d) Request for Decision – Failed Motion

Mayor Sandra Snow outlined the process of bringing back a failed motion to Council. To bring a motion back, a member of Council who voted against the original failed motion would need to bring it back to Council. No member of Council made a motion about this item at this time.

Report available for more information.

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) 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 proposed members for this group.

Report available for more information.

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

That Council appoint the following members to the Kentville Inclusion and Access Advisory Committee:

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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(2) 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.

Report available for more information.

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

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.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Councillors' and Mayor's Reports

(1) Councillor Craig Gerrard

Mayor Snow received Councillor Gerrard's report on his activities over the past month. Highlights included replacement of the transfer station building and equipment for Valley Waste, Kentville Police Commission, police vehicle maintenance delays and budgeting, and upcoming training from the Department of Justice.

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 diversity committee presentation about a "resource room" for youth, Valley Regional Enterprise Network Liaison and Oversight Committee discussion around housing, the grand opening of the Youth Portal, Valley Community Learning Centre on Oakdene Avenue, and the Kentville Historical Society volunteer appreciation event.

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 Harvest Festival, and the Kings Historical Society Show and Shine event.

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 Investment Advisory Committee to manage the perpetual fund, Kentville Business Community board meeting, idea of a comfort station in the downtown, Joint Fire Service Commission, Healing Circle on the national Day of Truth and Reconciliation, and review of the Town's financial condition report. This report indicates that Kentville is a low financial risk and is financially stable.

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 the regional recreation facility needs and assets for the town, outdoor classrooms and school gardens at Kings County Academy, Harvest Festival rock climbing, training around employee experience in the municipal setting, and participation in a national young women in municipal politics mentorship program.

Report available for more information.

(6) Councillor Andrew Zebian

Mayor Snow received Councillor Zebian's report on his activities over the past month. Highlights included the Healing Circle and the Show and Shine event.

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow gave highlights from her report including MIT REAP workshop in Halifax, valley Regional Enterprise Network Liaison and Oversight Committee, meeting with MLA John Lohr about municipal concerns, Kings Regional Emergency Management Organization, meeting with Cody Blois about agricultural innovation in the valley, Chrysalis House 5k run fundraiser (with cookies for medals), healing circle, Pumpkin People book reading to grade three students, show and shine event, Kentville Volunteer Fire Department renaming event for Harmon Illsley.

Report available for more information.

RECOMMENDATION TO COUNCIL

It was moved by

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

MOTION CARRIED

6. NEW BUSINESS

(a) Election of Deputy Mayor

Mayor Snow reviewed the process for electing a Deputy Mayor using Policy Statement 70 Council Meetings.

Report available for more information.

- Discussion
 - Councillor Craig Gerrard nominates Deputy Mayor Cate Savage who accepts the nomination.
 - Councillor Cathy Maxwell nominates Councillor Andrew Zebian and he accepts.
 - Ballots were distributed and all members of Council voted on their nomination.

The Deputy Mayor from November 2021 to November 2022 is Councillor Cate Savage. She will serve for a one-year term until October 31, 2022.

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

That Council direct the teller to destroy the ballots from this vote.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Council Appointments to Committees of Council

Mayor Snow reviewed the existing committees of Council, and the process of changing appointments. Members are to provide their top three committees and top three alternate committees.

Report available for more information.

- Discussion
 - In the past, members have been asked if they want to change committees. Why is this a new process? There may have been issues with the previous process and this is an attempt to offer members to redistribute committee responsibilities.
 - Suggestion that some members to change committees so they can have new knowledge and experiences.

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7. CORRESPONDENCE

(a) Kyle Hough

Concerns regarding a Councillor shouting during a session and about the development of the former Robinson Property.

(b) John Smith

Concerns about development of the former Robinson Property.

(c) Sharon Kehoe

Concerns about the sale of former Robinson Property.

8. PUBLIC COMMENTS

None.

9. IN CAMERA

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

That Council move into a closed session at 7:56 pm to discuss confidential matters relating to property.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council return to open session at 8:16 pm.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council direct the CAO to conclude the sale of two land parcels in the Kentville Business Park as discussed in-camera.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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10. ADJOURNMENT

It was moved by Councillor Paula Huntley

That the October 25, 2021 meeting of Council be adjourned at 8:19 p.m.

MOTION CARRIED

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Council Member Appointments to Committees November 2021 to November 2022

Committee Name	Frequency	Councillor Selections	Alternate Selections	Councillor Terms (years)
Inclusion and Access Advisory	Monthly	CM2, CS3		CM (1), PH (1)
Board of Police Commission	Monthly	CG1, CM4, AZ1, GY1	PH	CG (5), CM (4), GY (1)
Joint Fire Services	Monthly	CG3, AZ2, GY4		CG (5), CS (1)
Kings Regional Sewer	Monthly	CS2		CS (5)
Kings Transit	Monthly			PH (1)
Valley Waste	Monthly	CS4, CG2		CG (1)
Investment Advisory	Monthly	CS1	SS	CS (5), AZ (1)
Regional Library	Monthly	GY		GY (1)
Kings REMO (Advisory Co)	Quarterly	SS, PH		CS (4), SS (4)
Valley REN (LOC)	Quarterly	SS, PH		SS (5), PH (1)
Source Water	Quarterly	SS, GY	PH	SS (2), CS (1)
Water Commission	Quarterly	SS, AZ5	CG, PH	SS (5), CG (4), PH (1), GY (1)
Student Bursary	Annually	CM3, PH		CM (5)
Audit	Annually	SS, CS, AZ3		SS (5), CS(5), AZ (1)
CAO Evaluation	Annually	SS		
Diversity Kings	Monthly	AZ4, PH		PH (1), CS (4)
KCA/PTA	Monthly	GY		GY (1)
Kings Point to Point	Monthly			PH (1)
Trails Coalition	Monthly	CM1		CM (5)

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 the Chief Administrative Officer, in consultation with 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 while operating Town vehicles and in 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.

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 Town. The Town encourages all members of Council, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

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, the Town 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 the Town 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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Revised Proclamations Policy

At the November 8, 2021 meeting of Council Advisory Committee, Mayor Snow reviewed the proposed changes to the Proclamations policy.

Council Advisory Committee recommends

That Council approve the revised Policy Statement G14 “Proclamations”.

November 29, 2021

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

TOWN OF KENTVILLE POLICY STATEMENT G14

PROCLAMATION POLICY



1.0 PURPOSE

- 1.1 The purpose of this policy is to provide a consistent process for the request of Proclamations.

2.0 DEFINITIONS

- 2.1 Proclamations: a formal pronouncement issued at the discretion of Council

3.0 SCOPE

- 3.1 Proclamations are issued to community groups, charitable organizations and non-profit organizations to increase public awareness of their cause.

4.0 PROCEDURES

- 4.1 Proclamations approved for posting will be announced at a public meeting, and recorded in meeting minutes, and will be posted on social media and the Town website.
- 4.2 The posting of a proclamation, in no way reflects the Town of Kentville's philosophical or financial support of the agency/organization represented.
- 4.3 The Town of Kentville may choose to either post the Proclamation as submitted by the agency/organization or may publish its own.
- 4.4 Proclamations can be made when the following conditions are met:
 - 4.4.1 The Proclamation issued is reflective of, and has some perceived benefit for, at least a representative number of residents and taxpayers of the Town of Kentville;
 - 4.4.2 The agency/organization represented is of a nature may be charitable, volunteer, not for profit or community based;
 - 4.4.3 The agency/organization has a local, Kentville contact or affiliation;
 - 4.4.4 The agency/organization will pay for any direct costs resulting from its request for the Town to make a Proclamation;
 - 4.4.5 The agency/organization makes the request for a Proclamation in writing;
 - 4.4.6 The Proclamation does not represent illegal activities, hate promotion, a political party, or court actions, and does not benefit a

‘for profit’ business, governments, or causes likely to result in riots or civil disorder, or other issues that Council may feel inappropriate;
4.5 Proclamation requests may be submitted in writing to the Executive Assistant a minimum of six weeks before the preferred date of proclamation.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: May 12, 1999
DATE

Chief Administrative Officer, Dan Troke



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Revised Records Management Policy

At the November 8, 2021 meeting of Council Advisory Committee, CAO Troke described the current records management policy. Current practices are in line with best practices, and the proposed policy follows regional best practices from the Association of Municipal Administrators.

Council Advisory Committee recommends

That Council approve the attached Policy Statement regarding records management, and further

That Council repeal Town of Kentville Policy Statement G53 Records Retention and Destruction.

November 29, 2021

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

TO: Council Advisory Committee

SUBMITTED BY: Chief Administrative Officer Dan Troke

DATE: November 8, 2021

SUBJECT: Repeal and Replace Policy G53 Retention and Destruction of Records

ORIGIN

The Town of Kentville has been reviewing and improving records management processes and software, to better organize and protect records owned by the Town of Kentville. The existing policy defining the retention and destruction of records of records should be repealed and replaced with a policy that reflects records management best practices.

BACKGROUND

The Association of Municipal Administrators of the Nova Scotia has a records management committee with the goal of establishing a consistent framework of the organizing, storage and destruction of municipal records. The AMA Records Management Manual was developed by this committee to be the highest standard of municipal records management, and is used by many municipalities, including the Town of Kentville. The Town's existing records management policy does not reflect the use of this manual or the best practices for the organization, retention and destruction of municipal records. Laserfiche is a content management platform used globally by governments, schools, health care providers, private businesses, financial services. In Kentville, the AMA manual has been integrated into the Laserfiche content management system and is used regularly for records management and records security.

DISCUSSION

The proposed Records Management Policy states that the Town has a formal records management system that is based on the most up to date version of the Association of Municipal Administrators of Nova Scotia manual of records management.

POLICY IMPLICATIONS

Policy Statement G53 Retention and Destruction of Records should be repealed and replaced with the attached policy statement.

BUDGET IMPLICATION

None.

ATTACHMENTS

- Policy Statement G53 Retention and Destruction of Records
- Proposed Policy Statement GX Records Management Policy

RECOMMENDATION

That Council approve the attached Policy Statement regarding Records Management and repeal Town of Kentville Policy Statement G53 Records Retention and Destruction.

TOWN OF KENTVILLE POLICY STATEMENT GX

RECORDS MANAGEMENT POLICY



1.0 PURPOSE

Under s. 34 of the MGA, the council of a municipality may adopt a policy for the management and destruction of records. This provision establishes the Records Management System of the municipality. This policy may be cited as the “Records Management Policy.”

2.0 DEFINITIONS

In this policy:

- 2.1 “Council” means the council of the Town of Kentville;
- 2.2 “Designated Officer” means the person designated and authorized by the Chief Administrative Officer of the Town of Kentville, to act on behalf of the Town of Kentville to manage and maintain the Records Management System;
- 2.3 “Manual” means the Association of Municipal Administrators (A.M.A.) Records Management Manual, third edition, as amended from time to time;
- 2.4 “Record” includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;
- 2.5 “Records Management System” means an electronic or paper-based system used by the Town of Kentville to manage the records of the Town of Kentville from record creation through to records disposal.

3.0 SCOPE

This policy establishes that the Town of Kentville has adopted and maintains a formal records management system. All records in the custody and control of the employees of the Town of Kentville are the property of the Town of Kentville. All records of the Town of Kentville must comply with the Records Management System and this policy. All employees and management of the Town of Kentville must comply with this policy.

4.0 PROCEDURES

- 4.1 The Records Management System of the Town of Kentville is established and authorized.
- 4.2 Compliance with Records Management System: All records in the custody and control of the employees of the Town of Kentville are the property of the Town of Kentville. All records of the Town of Kentville must comply with the Records Management System and this policy. All employees and management of the Town of Kentville must comply with this policy.
- 4.3 Designated Officer: The Designated Officer is responsible for the management and maintenance of the Records Management System.
- 4.4 Adoption of the Manual: The Designated Officer is authorized to adopt and maintain the Manual as part of the Records Management System. Records of the Town of Kentville must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Town of Kentville. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.
- 4.5 Integrity and Authenticity Maintained: The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.
- 4.6 Authorization to Amend Manual: The Designated Officer is authorized to amend the Manual.
- 4.7 Disposal by Designated Officer: When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may allow the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention Schedule and in consultation with stakeholders within the organization as detailed below:
 - 4.7.1 The destruction actions must always be authorized, allowing for staff to intercede if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require that destruction must be halted. A sample records destruction approval form is included in Appendix B – Forms and Samples to the Manual;
 - 4.7.2 Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim should not be destroyed. There should be processes to impose a “legal hold” when specific requirements arise;

- 4.7.3 Records destruction should be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;
- 4.7.4 All copies of records that are authorized for destruction, including security, preservation and backup copies, should be destroyed as soon as reasonably possible; and
- 4.7.5 Records should be maintained to document the destruction actions. Certificates of destruction are generally provided by service agencies, and these are retained permanently, along with information about the records series title, date range and date of destruction.

4.8 Records that are required by any enactment to be kept, and all minutes, by-laws, policies and resolutions of Council shall not be destroyed.

5.0 ASSOCIATED DOCUMENTS

No associated documents

6.0 POLICY REVISION HISTORY

Date Created: DATE

Chief Administrative Officer, Dan Troke



TOWN OF KENTVILLE POLICY STATEMENT G53 RETENTION/DESTRUCTION OF RECORDS

1.0 PURPOSE

To provide direction for the retention and/or destruction of records, which have been created by or are in the care, custody and control of staff and council members.

2.0 DEFINITIONS

“Record”

A record can be a book or document, a map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means. {MGA Part 20 – Freedom of Information and Protection of Privacy – Section 461 (h)}.

3.0 SCOPE

The Town of Kentville will establish a policy to ensure that those records involving the decisions, actions and legislation of the Town, are retained, made readily accessible, and are protected from premature destruction; and further, that those records, which are redundant or have no further value, are systematically destroyed by a controlled method.

4.0 PROCEDURES

1. Retention of Permanent Records

Those records which have become the “official memory” of past decisions of the Town, must be retained in a secure environment and kept indefinitely. The following would be examples of such records:

- Those which are required by an enactment to be kept - minutes, bylaws, policies and resolutions of Council (Authority - Part 2 – Administration – Section 34 (2) of the Municipal Government Act);
- Those relating to the title of real property;
- Court records;
- Plans and surveying records;
- Any agreements, contracts, or other transactions, as part of the numbered document archives in the Town’s vault;

2. Destruction of Printed Documents

- (a) The following is a retention schedule:

Type of Record:	Life Cycle:
Invoices	5 years and older
Returned cheques	5 years and older
Daily cash receipts	5 years and older
Computer print-outs	5 years and older
Meter cards and work orders	5 years and older
General correspondence, memos, etc.	5 years and older
Personnel Records (General)	5 years following termination
Disciplinary Reports	1 year following issuance (as per the HR Policy)
Personal files of terminated employees	5 years
Outdated reports, manuals, plans	as determined by CAO or department head

The procedure for expunging printed documents would be as follows:

- A written summary identifying the types of files and their expunging date will be prepared by the CAO and/or Department Head for review by the Town Clerk;
- The documents identified will be examined by the Town Clerk and approved for destruction;
- The Town Clerk will arrange for and oversee the expunging process;

Destruction of Audio/Video Records

Audio/video records will, for the most part, be subject to the same criteria for retention and destruction, as are printed records. Those records, which are not excluded from destruction (see Section 1) may be expunged when:

- A printed copy of the record has been prepared and approved by the Town Clerk for accuracy;
- identified by the CAO or Department Heads, as being redundant or no longer of value;
- In the case of recorded minutes, see Policy G30-Standards for Recorded Minutes. Generally, this policy states that following approval of the minutes,
- The records of council meetings may be destroyed after 2 years,
- The records of all other meetings may be destroyed after 6 months;

4. Destruction and/or Retention of Electronic Records

Electronic records will, for the most part, be subject to the same criteria for retention and destruction, as are printed records.

In cases where documents are exempted from destruction (see Section 1), these records may be transferred to another medium (i.e. compact discs).

This record must also be coded for easy retrieval and filed in the Town's vault. (Some documents, with an original signature or seal should, if necessary in the opinion of the CAO, be examined by the solicitor prior to conversion.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created:	September 10, 2008
Revisions:	January 27, 2014
	January 2017. Reformatted.

REPEAL

Councilor Report

Kentville Town Council

Name:	Craig Gerrard
Date:	November 25, 2021
Date of Last Council Meeting Attended:	October 25, 2021
Date of Last Council Advisory Meeting Attended:	November 8, 2021
Date of Last Governance Session Attended:	

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
November 17, 2021	Valley Waste	Some questions arose similar to the KPS where Valley Waste is in need of a new truck. Tenders went out with the term of \$55,000. Only one tender came back about \$12000 more. County staff questioned the authorities ability to approve the purchase (or should it have to go back to each partner) as it was different than the budgeted amount. It was decided that the motion to approve would have to include a specific line item that was known to under budget. The renewal for the TBR that was approved through NS finance when Annapolis County left has been reduced from 975000, to \$670,920 and it due to be renewed January 11, 2021
November 25, 2021	MA Check in	



Councilor Report

Kentville Town Council

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Conference Attendance and Synopsis

Date	Conference	Synopsis

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name		Meeting Date:	
Meeting Highlights:			
Budget:			



Councilor Report Kentville Town Council

New Projects:	
Policy Changes:	

Misc Events

Date	Synopsis Several conversations with concerned citizens and business owners
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Valley Waste-Resource Management - Operating Fund
Revenue and Expense - Variance Report
April 1 to Oct 31/21- Subject to Change
Agenda Item No. 6.1
(Unaudited)

	YTD Oct 31	Budget	\$ +/-	% of Budget	
Revenues					
41000 · MUNICIPAL PARTIES					
41100 · Municipality of Kings County	3,530,155	4,637,560	-1,107,405	76.12%	
41105 · Town of Kentville	475,833	625,100	-149,267	76.12%	
41110 · Town of Wolfville	393,447	516,870	-123,423	76.12%	
41115 · Town of Berwick	167,132	219,560	-52,428	76.12%	
41125 · Town of Middleton	118,368	155,500	-37,132	76.12%	
41139 · Town of Annapolis Royal	49,715	65,310	-15,595	76.12%	
Total 41000 · MUNICIPAL PARTIES	4,734,650	6,219,900	-1,485,250	76.12%	Third Quarter Billing
41200 · WESTERN MANAGEMENT CENTRE	312,869	380,880	-68,011	82.14%	
41300 · EASTERN MANAGEMENT CENTRE	1,441,694	2,203,150	-761,456	65.44%	
41600 · ADMINISTRATION (Including "Conditional Transfers")	746,279	686,860	59,419	108.65%	Impact of Anna Co billings
41800 · COMMUNICATIONS & ENFORCEMENT	144,403	201,260	-56,857	71.75%	
42000 · WIND TURBINE	20,571	45,000	-24,429	45.71%	
46030 · RRFB APPROVED PROGRAMS	51,500	85,000	-33,500	60.59%	
Total Revenue	7,451,966	9,822,050	-2,370,084	75.87%	
Expenses					
61000 · GENERAL ADMINISTRATION	400,072	727,830	-327,758	54.97%	
61140 · WIND TURBINE	9,682	15,500	-5,818	62.47%	Annual insurance & annual maintenance
61150 · FINANCIAL SERVICES	42,559	131,940	-89,381	32.26%	
61200 · WESTERN MANAGEMENT CENTER	271,718	497,370	-225,652	54.63%	
61300 · EASTERN MANAGEMENT CENTER	764,344	1,144,460	-380,116	66.79%	Annual insurance, scale & vehicle maintenance, gas & diesel
61400 · RESIDENTIAL COLLECTION CONTRACT	1,459,574	2,367,480	-907,906	61.65%	
61500 · CONSTRUCTION & DEMOLITION DEBRIS	66,313	317,240	-250,927	20.9%	
61600 · RECYCLABLES	407,222	593,490	-186,268	68.62%	WMC costs re Scotia Recycling
61700 · ORGANICS	586,820	757,850	-171,030	77.43%	WMC costs re Organics
61800 · RESIDUALS	1,491,174	1,782,650	-291,476	83.65%	Chester billings for residuals/ Anna Co impact/ painted wood and drywall going as residuals/ waste taken to Cogmagun in May re landfill fire
61900 · COMMUNICATION & ENFORCEMENT	205,209	478,840	-273,631	42.86%	
62300 · TRANSFER TO CAPITAL RESERVE & DEBT PRINCIPAL	194,804	628,610	-433,806	30.99%	
62400 · CAPITAL FROM OPERATIONS	0	0	0	0.0%	
62600 · HOUSEHOLD HAZARDOUS WASTE	106,061	155,550	-49,489	68.18%	WMC Disposal costs
66030 · RRFB APPROVED PROGRAMS.	0	180,000	-180,000	0.0%	As per agreement with Anna. Co., RRFB funds will be retained by VWRM in FY21/22 and not disbursed.
64000 · INFORMATION TECHNOLOGY	21,744	43,240	-21,496	50.29%	
Total Expense	6,027,295	9,822,050	-3,794,755	61.37%	
Net Surplus (-deficit)	1,424,671				

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Paula Huntley

Date: November 29/21

Date of Last Council Meeting Attended: October 25/21

Date of Last Council Advisory Meeting Attended: Nov 8/21

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Oct 27/21	Kings Transit	approval of a heat pump, tender for snow removal,covid and vaccination protocol. Discussion of donor buses .
Nov 1/21	Diversity	End of year Thank you from Mayor Peter Muttart /video & cupcakes. Needham diversity summit invite-voices of unity -zoom) closure of the last meeting of the 1 st year team.
Nov 17/21	Kings Point to Point	Hiring committee report, review of kings 3-year draft agreement, motion to purchase a new AWD transit van,3 year draft agreement from municipality of Kings review
Nov 24/21	Valley REN LOC	ISMA working group update, board of directors chair update, annual outcome agreement-strategic plan etc New member discussion & partner interest

COUNCILOR REPORT KENTVILLE TOWN COUNCIL

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Oct 28/21	Lions Hall inductee of new member	Rose
Nov 3/21	KBC/AGM Meeting virtually	
Nov 6/21	Lions Breakfast	
Nov 20/21	New Horizon Seniors Club Breakfast	Very welcoming group /and very talented (painting)
Nov 19/21	Holly Days /Tree Lighting	Fabulous job by the TOK staff

Conference Attendance and Synopsis

Date	Conference	Synopsis
Oct 26/21	Atlantic Caucus for Municipalities	Climate cause Workshop
Nov 3/21	NSFM Fall Conference	
Nov 4/21	NSFM Fall Conference	
Nov 5/21	Town Caucus Municipal Conference	

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name	Valley Ren LOC recruitment committee dialogue	Meeting Date:	Nov 20/21
Meeting Highlights	Discussion with Mayor Don Clarke on recruitment of new board members		
Budget:	n/a		
New Projects:	n/a		
Policy Changes:	n/a		

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

Date	Synopsis
Oct 26/21	Webinar-How to make a radical climate change the new normal
Nov 1/21	Chamber of Commerce Retention & Recruitment update
Nov 8/21	Red Cross Meeting with Coordinator /they should be a group we hear from to reintroduce them to the community since COVID
Nov 10/21	Water shed tour with the Director of Public Works Dave Bell-he was a great tour guide
Nov 16/21	Invitation to the School Mentoring program at CK school (This a great way to stay connected with residents of Kentville while learning from them and our students here in the Annapolis Valley
Nov 17/21	Bring your community action plan to life webinar
Nov 17/21	Dialogue with Dan Stovel regarding Kings REMO half hour training program and he had suggested he speak to our CAO about giving it to all of council as I had inquired about it for myself but its not done on an individual basis.
Nov 22/21	Housing & Homelessness Partnerships
Nov 25/21	Municipal Affairs Training meeting

COUNCILOR REPORT KENTVILLE TOWN COUNCIL

Name: Cathy Maxwell

Date: November 23, 2021

Date of Last Council Meeting Attended: Oct 25, 2021

Date of Last Council Advisory Meeting Attended: Nov 8, 2021

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Nov 4, 2021	Annapolis Valley Trail Coalition	See the attached Report
Nov 20, 2021	Kentville Plays Event	Held at Oakdene Park the event was well attended with lots of children and parents taking part in the many activity stations that were set up. Some of the activities were – yard games, tarp building, fire starting, drawing, music and fire pit to name a few. The hot chocolate was also well received. Many thanks to all the staff of Kentville Recreation who organized and conducted this growing event!

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Nov 3, 2021	KBC AGM	Held in the Main Street station building, the AGM was well attended and very informative. The strategic plan was the focus of the meeting along with the election of officers. I personally feel this organization is becoming a very important

		link between the town and the business community. Many thanks to all for their commitment to this organization and the Town of Kentville.

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	<p>Synopsis - The AVTC has a MOU signed with Kings County for funding. Other partners have also sent in their contributions including the TOK. The budget is on track, and it was pointed out how important a buffer is because the funding of trail groups is slow and maintenance payments are often delayed. The chair Beth Patillio would like to come speak to funding partners and I recommend we extend an invitation. The NS trails conference is not going to be a go again this year, however they are going to do Regional Trail days instead. There was a good discussion concerning capacity how to build capacity in the coalition HMT (110km). We discussed possible grants, the possibility of using summer students to help with trail education, routine maintenance and so on. The coalition is looking at partners like TOK that have their own section of trail to help educate how to sue the trail, rules etc. I believe we are doing quite well in this area. The link with the railway corridor is growing with Middleton securing box cars to go along with their engine, as well as a caboose CN is researching where the last Dayliner is to see if it can be placed along the valley section of the trail as well.</p>		
Committee Name	AVTC	Meeting Date:	Nov. 4, 2021

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage

Date: November 22nd

Date of Last Council Meeting Attended: October 25th

Date of Last Council Advisory Meeting Attended: November 8th

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
October 21 st	RSC	<p>BOD's (up in Kentville and NM) due to partial month readings. Levels appear to be back to their regular levels, having said that Director Bell and the County are doing additional testing at different times of the month (unscheduled) to determine where some of the overages may be occurring.</p> <p>Capital update: left station upgrade scheduled, RFP Millbrook to RG5 force main and TOK will look to do some water main replacements at the same time under the same contract, STP cell upgrades in the aeration system.</p> <p>Discussed budget timelines.</p>
November 18 th	RSC	<p>Budget discussions</p> <p>Capital update</p> <p>Very little new from our last meeting</p> <p>We hope to be able to bring the RS budget to our respective councils in Feb 2022.</p>
November 3 rd	Kentville Water Commission	<p>Operating Fund – overall we are in a current surplus position just north of \$245,000 but</p>



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

		<p>that number will drop to a small surplus once all expenditures are accounted for.</p> <p>Engineering report – lead testing was done in the TOK using mayor and council and staff who reside in TOK. This test is not about water containing such material but rather an indication of the aggressiveness of the water and how it leaches the two materials from private plumbing and fixtures. End result when you consume cold water from your tap – please run your tap for 30 seconds.</p> <p>Discussion around replacement business park tank – locations being looked at and reviewed.</p> <p>Discussion around water meter replacements as part of the capital investment program.</p>
November 3 rd	Source Water Protection	<p>Well field reports</p> <p>Water report – see last report</p> <p>Review of source water protection plan</p>
November 4 th	Joint session with MP Kody Blois and Minister Gudie Hutchings – Minister of Rural Economic Development	<p>Attended with Mayor Snow – good and fruitful discussions about rural economic development. Minister Gudie was trying to drill down on what is needed here in rural NS to continue stimulating economic growth.</p>

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
November 3 rd	KBC AGM	Great presentation – very thorough with an emphasis on treasurer’s report / President report / special report on KBC strategic process. Very comprehensible SP with many of the goals and initiatives completed under the respective priorities.
November 11 th	Remembrance Day Service	Legion – attended with Mayor Snow

MISC EVENTS

November 19th	Holly Days – weekend event – tree lighting – memorable event – I rode in a vehicle all around the town with some energetic elves giving out candy whilst trailing behind Santa.
October 21 st	Meeting with Mayor Snow
October 26 th	Discussions with Corrie and Pierre H – re noise bylaw plus CAO Troke
October 28 th	Telephone discussion with Sharon Kehoe
November 22, 2021	Person to person meeting with Pierre and Corrie Hoebers re noise bylaw

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

EXPENSES

This month	Year to Date

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Gillian Yorke

Date: November 29th, 2021

Date of Last Council Meeting Attended: October 25th, 2021

Date of Last Council Advisory Meeting Attended: November 8th, 2021

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
November 1 st , 2021	Regional Recreation Facility	Working meeting with Sierra Group to discuss the broad needs and current assets in the region, more in depth conversations around the consultation process and the key groups at that juncture.
November 3 rd , 2021	Source Water Protection	Discussion held on benefits of retaining source water.
November 3 rd , 2021	Kentville Water Commission	Update on water samples provided, and plans for future water holding sites.
November 16 th , 2021	KCA PTA	Gave out grants for teacher drive projects. Over \$4000 was awarded for some amazing initiatives!
November 18 th , 2021	Annapolis Valley Regional Library	Updates provided on the current offerings of the AVRL and timelines provided up-coming staffing and programming changes.
November 26th, 2021	Police Commission	Monthly PC meeting. Discussions around monthly statistics and public meeting

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
November 19 th -21 st	Kentville Holly Days	An incredible weekend of outstanding events! Congratulations to everyone who made this spectacular weekend a success, and for incorporating some new traditions into the mix.

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Misc Events

Date	Synopsis
November 4 th , 2021	KBC AGM Annual General Meeting hosted by Kentville Business Community. Updated on their strategic plan and the progress they have made toward their goals. An excellent overview of what has been happening, and what we can expect in the coming months.
November 2 nd , 2021	Leadership Seminar Women in Leadership seminar hosted by Public Sector Network.
Month of November	KBC Events Committee Many meetings and days spent planning and decorating for Holly Days!

Expenses

This month	Year to Date
n/a	

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Andrew Zebian

Date: November 22/2021

Date of Last Council Meeting Attended: October 25th/2021

Date of Last Council Advisory Meeting Attended: November 8th 2021

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
Oct 20/21	Investment Advisory Committee	

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

MISC EVENTS

Date	Synopsis
November 19th	Holly Days – I want to thank the Staff & KBC for putting together this fantastic event. The turn out was great.

EXPENSES



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

This month	Year to Date

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 24 November 2021

Date of Last Council Meeting Attended: 25 October 2021

Date of Last Council Advisory Meeting Attended: 8 November 2021

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
21 Oct 21	VREN Regional Economic Taskforce	Update from government agencies and municipal partners on economic events
25 Oct 21	Council Meeting	COVID policy Citizens appointees to accessibility Council reports Deputy Mayor Vote – Cate Savage Committees of council
26 Oct 21	Valley REAP	MIT REAP Mass Challenge and Global Summit – update on future of innovation post pandemic
27 Oct 21	Mayors and Wardens	NSFM call with Mayors and Wardens Honorable John Lohr, housing issues and presentation by Mayor Mike Savage
29 Oct 21	IMSA Working Group	Update on the draft agreement
2 Nov 21	Valley REAP	Briefing from SSL a Korean company specializing in agricultural innovation, looking to establish a presence in the Valley
2 Nov 21	NSFM Board	Board Meeting – Caucus, Committee, and legislative updates
3 Nov 21	Source Water Protection Committee	See below
3 Nov 21	Water Commission	See below
4 Nov 21	IMSA Working Group	Discussion on partner voting
8 Nov 21	Engage NS LLT	Engage NS presentation of new ways of using the Quality of Life data.
8 Nov 21	CAC meeting	Presentation Quest – Omar Bhimji Staff reports and Policy reviews

Councilor Report Kentville Town Council

12 Nov 21	Valley REAP	Update on Agricultural Tech Forum planned for Nov 30, in Berwick
15 Nov 21	NSFM Board	Lunch meeting with CEO to discuss strategic direction
17 Nov 21	MFC – Audit Committee	Review of 2022 budget with recommendation to the board.
18 Nov 21	VREN Regional Economic Taskforce	Update from government agencies and municipal partners on economic events
24 Nov 21	VREN LOC	Non-Funder Meetings Update Board Recruitment Election of Chair – February 2022 Annual Outcome Agreement IMSA Working Group Update Budget Discussion

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
1 Nov 21	KCA Pumpkin Drop	The KCA Pumpkin Drop was held on a beautiful morning. Classes brought their best game to the court where their creations were dropped from a boom truck. Fun was had by all, poor Spike bid farewell to many friends.
3 Nov 21	KBC AGM	KBC presented their strategic plan for 2021-25, introduced part time employees CEO – Genevieve Allen-Hearn and Comms Doug Ralph. Treasurers report and marketing update for events.
4 Nov 21	Cabinet Minister Gudie Hutchings visit	MP Kody Blois provided a forum to meet and speak with the new minister of rural economic development at the Maritime Express Ballroom
5 Nov 21	NSFM Board	NSFM Annual General Meeting – remain a Board Member as a Town's Caucus Representative
5 Nov 21	NSFM Town's Caucus	Election of Cahir – Mayor Lennie White and update from Roads Committee
8 Nov 21	Kentville Rotary Club	Guest Speaker – Remembrance Day presentation

Councilor Report Kentville Town Council

11 Nov 21	Kentville Legion	Remembrance Day ceremony at the Kentville Legion by invitation only. Laid the wreath for Town of Kentville with Deputy Mayor Savage
19 Nov 21	Holly Days	Tree lighting, Santa, the Grinch, Reindeer Dancers, costumes, people, kids, laughs, smiles, joy, a night of art at the gallery, fun at the museum, hot cider at the garden, stores with deals open late, good food and cheer at the local pubs, market in the ballroom, car sideswiped by a bus, ambulance and police service second to night and a parade through the streets. Did I miss anything?

Conference Attendance and Synopsis

Date	Conference	Synopsis
3-4 Nov 21	NSFM Fall Virtual Conference	The conference was held virtually using the pheedloop application, which is a good means of getting engagement at a virtual conference.

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	Source Water Protection	Meeting Date:	3 Nov 21
Meeting Highlights:	Well Field and Water Reports Review of Source Water Protection Plan		
Budget:	On budget		
New Projects:	Preliminary hydrological testing is being carried out to investigate the location of a new well.		
Policy Changes:	Carry out some preliminary work to change some of the restrictions on McGee lake which would allow the residents to use the lake for swimming.		
Detail	Synopsis		
Committee Name	Water Commission	Meeting Date:	3 Nov 21
Meeting Highlights:	Operational Updates: Financial and Engineering Write off for Kings County after the arbitration on hydrant rentals		

Councilor Report

Kentville Town Council

Budget:	Operating revenue is ahead of budget at 68.5% for the year
New Projects:	Replacement of the business park tank Residential water meter replacement
Policy Changes:	None planned

Misc Events

Date	Synopsis
25 Oct 21	Meeting with Minister of Municipal Affairs Honorable John Lohr – housing and residential planning in Kentville
28 Oct 21	415 Sqn Dinner to celebrate 80 th anniversary
8 Nov 21	Celebrating 20 Years at the KC Irving Environmental Sciences Centre a presentation by Acadia University
17 Nov 21	Meeting with Pat Norton
18 Nov 21	Attended the Basic Military Qualification graduation at Aldershot. (49 graduates)

Name:	Cathy Maxwell		
Date:	Nov 29/21	Date Submitted to CAO:	Nov 22/21

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

Detail	Synopsis			
Decision Requested:	I want to reconsider the motion concerning the enacting of the buyback clause on the former Robinson Property passed during our Oct 25/21 Council Meeting and rescind that motion.			
Background: What? Who? How? When?	Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>
	Economic <input checked="" type="checkbox"/>			
Strategic Implication: with Dashboard	Council passed a motion at our Oct 25/21 council meeting, to enact the buyback clause on the property sold by previous Council to Mikes Clothing Ltd.			
	Current <input type="checkbox"/>	Short Term <input type="checkbox"/>	Long Term <input type="checkbox"/>	
	This decision is having implications in the short term and will likely continue into the long term if not addressed.			
Budget:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Policy:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Desired Outcome:	<p>I would like to see Council take another look at this decision. I feel the decision was a rush to judgement without enough discussion and consultation. There are many questions that were not asked that the answers to would have perhaps impacted the decision. Some of these questions include: What is the process to enact the buyback clause? Would the purchaser continue to pay takes if litigation occurs? What if any information can our solicitor give? What information would staff give? Could this decision end up costing the town money?</p> <p>I have also had discussions with members of the former (Prior to the 2016 election) Council concerning the practice of extensions and some interesting information was learned that I will share with this Council.</p>			
Recommendation:	I would like to make a motion that Council rescind its decision to execute the buyback provision on the former Robinson Property and consider offering an extension on the June 29th agreement to Mike's Clothing Ltd.			

Request for Decision – CAO Initial Review

Detail	Synopsis
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Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	
Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	

APPENDIX B: REQUEST FOR DECISION FORM

Name:	Deputy Mayor Savage		
Date:	November 22, 2021	Date Submitted to CAO:	November 23, 2021

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

Detail	Synopsis				
Decision Requested:	Public Forum – AMEND format by adding an agenda/topic/update from mayor and council... to the upcoming Jan 2022 Public Meeting.				
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion X	Environment <input type="checkbox"/>	Social X	Economic X
	At the October 25 th Meeting of Council a motion to hold a public meeting was moved approved. The format included a moderator but NO topics or presentation from council but rather a venue for citizens of Kentville to make comments to council as a whole.				
Strategic Implication: with Dashboard	Current <input type="checkbox"/>		Short Term X	Long Term X	
	You will note that I have selected short-term and long-term indicated in this section as I believe this meeting, if well planned out and articulated (including public opinion and public input) can be instrumental to us as a council.				
Budget:	Yes <input type="checkbox"/> No X		Policy:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Desired Outcome:	<p>We were elected to do the work of council. I feel it's incumbent upon us as a council to give this meeting "purpose". The citizens of Kentville pay us to accomplish certain things. It is suggested that we take it a step forward and use this as an opportunity to inform the citizens what we've been up to. It is an opportunity to further the business of where we are today. This is something we can discuss with the CAO and staff as to what items of interest we wish to present and share. We should also hear from the TOK residents. We would give our presentation on budget/accessibility/policing/Don Hiltz Connector and future plans (whatever we collectively decide) and then the public has the opportunity give their remarks as they relate to the content provided OR otherwise. I see this as a WIN WIN. ...both for the public and for council.</p>				
Recommendation:	Report/Document: Attached X Available <input type="checkbox"/> Nil <input type="checkbox"/>				

Request for Decision – CAO Initial Review

Detail	Synopsis
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Town of Kentville, Policy G69: Council Reports Policy

Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required X Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
	That council approve the suggested amendment/addition to the upcoming public forum.
Background:	
Budget:	N/A
Staff Workload:	N/A
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	

Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: November 29, 2021

Re: **Valley Region Solid Waste-Resource Management Authority- Guarantee Resolution**

BACKGROUND

The Valley Region Solid Waste-Resource Management Authority requires Council's approval of a loan guarantee renewal resolution. This guarantee refers to a 2020/21 temporary borrowing resolution (TBR), which will expire January 11, 2022. The original TBR was for \$ 945,000 but the estimate is now revised downward to \$670,920 due to two project deferrals. The scale house has been moved to 2021/22 and the purchase of a truck is moved to 2022/23.

Attached is the *Guarantee Resolution* for Kentville in the amount of \$67,025.00 (9.99%), which requires Council's authorization. Once authorized, two originals, signed and sealed, must be returned to Valley Region Solid Waste-Resource Management Authority to complete the required paperwork. A copy of the revised TBR and supporting documentation is attached for your easy reference.

RECOMMENDATION

I recommend to Council that it authorize the attached *Guarantee Resolution*, which denotes the Town's percentage share of the renewal. This matter is **time sensitive** and must be authorized by December 31, 2021, and, therefore, on behalf of Valley Region Solid Waste, I request this matter is added to the Council docket to authorize the attached guarantee. Once ratified, two copies (signed, dated and sealed) must be sent to Valley Region Solid Waste-Resource Management Authority for it to complete the necessary paperwork.

	PURPOSE	Guarantee Amount	Percentage
Guarantee Resolution	Valley Region Solid Waste	\$67,025	9.99%

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY
MUNICIPAL PARTNER GUARANTEE RESOLUTION
COUNCIL OF
Town of Kentville**

Guarantee Share Amount: \$ \$ 67,025 Purpose: Capital Projects:Detailed in Schedule "B"

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act

WHEREAS the resolution adopted by the Authority on 16th, of September, 2020 to borrow the aggregate principal amount of Nine Hundred Forty -Five Thousand Dollars (\$ 945,000) for purpose of Capital Projects:Detailed in Schedule "B" was approved by the Minister of Municipal Affairs and Housing on 11th, of January, 2021, for a period of twelve (12) months;

WHEREAS upon expiry of the twelve (12) month period of authorization by the Minister of Municipal Affairs and Housing, both the borrowing approval of the Authority and the associated guarantee of the municipality cease to be valid;

WHEREAS the Authority has deemed it necessary to request the Minister of Municipal Affairs and Housing extend by an additional twelve (12) months the portion of the original approved aggregate principal amount which was not borrowed for a sum not to exceed

Six Hundred Seventy Thousand, Nine Hundred Twenty Dollars (\$ 670,920);

WHEREAS upon expiry of the twelve (12) month guarantee of the original approved borrowing, the Authority has requested the Council of the Town of Kentville, a municipality that executed the instrument of incorporation of the Authority, to guarantee the extension of said borrowing by an additional twelve (12) months; and,

WHEREAS pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

BE IT THEREFORE RESOLVED

THAT the Council of the Town of Kentville does hereby approve the extension of the borrowing of the aggregate principal amount of Six Hundred Seventy Thousand, Nine Hundred Twenty Dollars (\$ 670,920) for an additional period of twelve (12) months;

THAT subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and of the approval of the Minister of Municipal Affairs and Housing of the guarantee, the Council unconditionally guarantee repayment of Sixty Seven Thousand twenty five Dollars (\$ 67,025) for the purpose set out above and for so long as the funds are outstanding; and

THAT upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Kentville held on the ____ day of _____, 20____.

GIVEN under the hands of the Clerk and under the seal of the Municipality this ____ day of _____, 20____.

Clerk

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY TEMPORARY
BORROWING RESOLUTION RENEWAL**

Amount: \$ 670,920

Capital Projects: Detailed in Schedule "B"
TBR Renewal 2020-21 Capital Projects

WHEREAS the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

WHEREAS the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the estimated amounts and descriptions of which are contained in Schedule "B";

WHEREAS any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A";

WHEREAS pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing and municipal guarantees have been approved by the Minister of Municipal Affairs and Housing;

WHEREAS pursuant to a resolution passed by the Authority on the 16th day of September, 2020, for a sum not exceeding Nine Hundred Forty -Five Thousand Dollars (\$ 945,000) and approved by the Minister of Municipal Affairs and Housing dated the 11th day of January, 2021, the Authority did postpone the issue of debentures; and,

WHEREAS the Authority has deemed it expedient that the period of borrowing be further extended;

BE IT THEREFORE RESOLVED

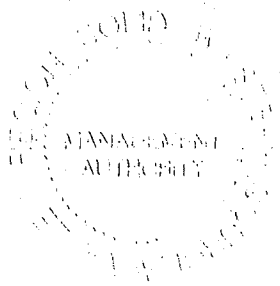
THAT subject to the approval of the Minister of Municipal Affairs and Housing, the authorized period of borrowing in an amount not exceeding Six Hundred seventy thousand, nine hundred twenty Dollars (\$ 670,920) be extended for a further period not to exceed Twelve (12) months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 17th day of November, 2021.

GIVEN under the hands of the Chair and the Secretary and under the seal of the Authority this ____ day of _____, 2021.


Chair


Secretary



VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 670,920

Capital Projects: Detailed in Schedule "B"

SCHEDULE "A"

MUNICIPAL GUARANTEES

MUNICIPAL PARTNER	GUARANTEE PERCENTAGE	GUARANTEE AMOUNT
Municipality of the County of Kings	74.69%	\$501,110
Town of Kentville	9.99%	\$67,025
Town of Wolfville	8.24%	\$55,284
Town of Berwick	3.53%	\$23,683
Town of Middleton	2.51%	\$16,840
Town of Annapolis Royal	1.04%	\$6,978
Total Capital Requirements for Borrowing Resolution	100%	\$670,920

VALLEY REGION SOLD WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 670,920

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "B"
CAPITAL PROJECTS**

		Estimates \$
Heading: Vehicles		
Item	Heavy Duty 4X4 Pickup Truck	45,530.00
Item		
Item		
Item		
Heading Sub Total:		45,530.00
Heading: Equipment		
Item	Wheel Loader	285,100.00
Item	Forklift	38,910.00
Item		
Item		
Heading Sub Total:		324,010.00
Heading: Site / Facilities		
Item	Automated Scale House Window	13,000.00
Item		
Item		
Item		
Heading Sub Total:		13,000.00
Heading: Various		
Item	Land for Future Expansion	238,000.00
Item	Video Surveillance Cameras	50,380.00
Item		
Item		
Heading Sub Total:		288,380.00
TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION		670,920.00



Kings County Seniors' Safety Society

Website: www.kingsseniorsafety.com

Email: info@kingsseniorsafety.com

Debra Crowell
Director of Finance
Town of Kentville
354 Main Street,
Kentville, Nova Scotia
B4N 1K6

Dear Ms. Crowell,

Please pass on to Mayor Sandra Snow and the Councillors the sincere appreciation of the Kings County Seniors Safety Society for the Grant of \$5,000. Our past President Daisy Dwyer resigned from our board this summer due to personal reasons. I know from her that KCSSS has appreciated ongoing support from the Town of Kentville. We would be unable to continue our program without the support of the Municipalities in Kings County and we appreciate that you have provided leadership to the other towns in supporting us.

The past few years have been very challenging and the pandemic has forced us to recognize that our services are becoming increasingly necessary. Along with the support from the Town of Kentville Council we would also recognize the support and leadership provided by the Kentville Police Department.

We would be happy to provide a report on our activities to highlight how important your financial support is to our program.

We look forward to an ongoing relationship with your community.

Sincerely,

Johanna Kwakernaak
Treasurer KCSSS Board