



TOWN OF KENTVILLE COUNCIL COVID-19 PROTOCOL January 31, 2022 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, November 29, 2021
 - (b) Special Council meeting minutes, December 13, 2021
 - (c) Special Council meeting minutes, December 17, 2021
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Intermunicipal Service Agreement Update
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Councillor Andrew Zebian
 - (1) Council Meeting Dates for 2022
 - (2) Sundry Write Offs
 - (3) Capital Withdrawals
 - (4) First Reading - Land Use Bylaw, Auxiliary Dwelling Units
 - (5) Request for Property Tax Exemption
 - (b) Councillors’ and Mayor Reports
 - (1) Councillor Gerrard
 - a. Joint Fire Services Committee
 - b. Valley Waste Resource Management Authority
 - (2) Councillor Huntley
 - a. Kentville Water Commission
 - b. Kings Transit Authority
 - c. Kings Point to Point
 - d. Kings Regional Emergency Management Organization
 - e. Partners for Climate Progress
 - (3) Councillor Maxwell
 - a. Kentville Inclusion and Accessibility Advisory Committee

- b. Board of Police Commissioners
- c. Annapolis Valley Trails Coalition
- d. Student Bursary Selection Committee
- (4) Deputy Mayor Savage
 - a. Audit Committee
 - b. Investment Advisory Committee
 - c. Kentville Inclusion and Accessibility Advisory Committee
 - d. Kentville Water Commission
 - e. Source Water Advisory Committee
 - f. Kentville Business Community Board
 - g. Kings Regional Sewer
 - h. Valley Waste Resource Management Authority
 - i. Kings Regional Emergency Management Organization
- (5) Councillor Yorke
 - a. Source Water Advisory Committee
 - b. Board of Police Commissioners
 - c. Multi Purpose Facility Feasibility Study Committee
 - d. Annapolis Valley Regional Library
 - e. Kings County Academy Parent Teacher Association
- (6) Councillor Zebian
 - a. Audit Committee
 - b. Kentville Water Commission
 - c. Diversity Kings
- (c) Mayor Sandra Snow
 - a. Kentville Investment Advisory Committee
 - b. Audit Committee
 - c. Water Commission
 - d. Source Water Protection Advisory Committee
 - e. Kings Regional Emergency Management Organization
 - f. Valley Regional Enterprise Network, Liaison and Oversight Committee

6. NEW BUSINESS

- (a) Boundary Review

7. CORRESPONDENCE

- (a) None.

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) Legal Update

10. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: November 29, 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 6:00 p.m.

PRESENT

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

Staff in attendance included Chief Administrative Officer Dan Troke, Solicitor Geoff Muttart and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

Andrew Zebian declares a conflict of interest with item 6.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 Councillor Paula Huntley and seconded by Councillor Gillian Yorke

That the agenda of November 29, 2021 be approved with the following addition:

- Addition – Valley Waste Temporary Borrowing Resolution, 6.c

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council meeting held on October 25, 2021.

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

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Council Member Appointments to Committees

Mayor Snow outlined the process of appointing council members to committees.

Report available for more information.

- Discussion
 - Police Commission:
 - Councillor Gerrard describes his experience on the Police Commission, and that adding value and consistency to this governing body.
 - Councillor Maxwell describes her interest in restorative justice and community policing and her desire to remain on this committee.
 - Councillor Zebian describes his experience as a negotiator and a business person and his desire to learn more about the police commission.
 - Councillor Yorke describes the projects around public meetings and community policing on the commission, and her desire to complete the projects she has started.
 - A vote was held and Councillors Yorke and Maxwell were appointed to this committee.
 - Joint Fire Services: Councillor Yorke and Deputy Mayor Savage remove their names from the ballot. Councillor Andrew Zebian and Councillor Craig Gerrard are appointed to this committee.
 - The Kentville Business Community is structured to have the Deputy Mayor sit on this committee.
 - Concern about the discussion which resulted in the Deputy Mayor being the ex-officio on this committee.
 - Question about having a Council member to sit on the board of the Kentville Historical Society. This was resolved by having the Society have communication through the Community and Economic Development Coordinator.

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

That Council approve the slate of Council Member Appointments to committee for November 2021 to November 2022.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Proposed Council Policy Regarding COVID-19 Safety

CAO Dan Troke presented a policy that requires council members to be regularly tested for or to show proof of vaccination against COVID-19.

Report available for more information.

- Discussion
 - Should the restriction of unvaccinated Councillors be consistent with the restriction of unvaccinated guests in the audience?
 - Solicitor recommend that Council seeks legal advice on this policy. Preventing an elected member from attending meetings in person may have legal issues.
 - Recommend that the motion is tabled and sent to the CAO and Solicitor for legal review.
 - Clarification of phase 5 public health requirements around public meetings.
 - Request to pass a policy for Council at tonight's meeting and also have a legal review relating to the amendment.
 - What are the assurances that the testing and the vaccine are safe? CAO Troke will bring back information from Public Health about the substances in the swab.
 - Concerns about unvaccinated Councillors coming into the building where staff have a workplace safety policy.

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

That Council approve the Council COVID-19 policy, as presented.

AMENDMENT:

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

That all members of Council be duly vaccinated to be present in Council Chambers for all meetings.

AMENDMENT CARRIED

Councillors who voted in favour of this motion:

Maxwell, Huntley, Yorke and Zebian

Councillors who voted against this motion:

Gerrard, Savage, and Snow

MOTION:

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

That Council table the motion and request a legal opinion through the CAO.

MOTION DEFEATED

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

*Councillors who voted against this motion:
Maxwell, Savage, Snow, and Yorke*

MOTION:

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

That Council adopt the Covid-19 policy as presented.

MOTION CARRIED

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

*Councillors who voted against this motion:
Gerrard*

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) Proclamations Policy

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

Report available for more information.

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

That Council approve the Proclamation policy, as presented.

MOTION CARRIED

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

(2) 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.

Report available for more information.

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

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.

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 challenges to buying a new vehicle for Valley Waste.

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 the new General Manager for Kings Transit, covid protocols for Kings Transit, Kings Diversity, Kings Point to Point hiring committee, Holly Days downtown, Atlantic Caucus for Municipalities, and Valley Regional Enterprise Network board recruitment.

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 Annapolis Valley Trails Coalition, Kentville Plays event in Oakdene Park, and the Kentville Business Community Annual General Meeting. AVTC Chair Beth Patillo would like to present to Council about the trails coalition. Some of the trail communities are procuring old trains to be placed along the Harvest Moon trail.

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 testing at the Regional Sewer Committee, capital upgrades to the sewer system, water testing for lead, Kentville Business Community Annual General Meeting, Remembrance Day Ceremony and Holly Days.

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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 regional recreation facility group, Kings County Academy teacher driven projects, Police Commission public meeting, Holly Days festival, and the women in government webinar.

Report available for more information.

(6) Councillor Andrew Zebian

Mayor Snow received Councillor Zebian's report on his activities over the past month. Highlights included the KBC annual general meeting, Holly Days event, Mark Peck from Municipal Affairs, correspondence from citizens about decision making.

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow gave highlights from her report including the Mayors and Wardens meeting with Nova Scotia Federation of Municipalities, Kings County Academy Pumpkin Drop, Kentville Business Community, forum with Cody Blois and Rural Development Minister, Kentville Remembrance Day Ceremony, and the Nova Scotia Federation of Municipalities conference.

Report available for more information.

RECOMMENDATION TO COUNCIL

It was moved

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

MOTION CARRIED

6. NEW BUSINESS

Councillor Zebian steps down from his chair at 7:15pm due to a conflict of interest.

(a) Reconsideration of the Decision Regarding the Former Robinson Property

Mayor Snow reviewed the buy back option by Council for the Robinson Property from Mr. Zebian. Councillor Cathy Maxwell described her concerns about the buy back of the former Robinson Property from Mr. Andrew Zebian, and urged council members to reconsider this motion.

Report available for more information.

DRAFT

- Discussion
 - Concerns about the impacts of Covid-19 on building and development in Kentville.
 - What new information is available to support this change of decision?
 - Giving extensions to developments is not unusual, for example Kings Riverside Court and Shannex projects. The Councils of the day felt strongly about these developments for Kentville. Support for the developer for this project.

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

That Council rescind the motion to enact the buy back of the former Robinson Property.

MOTION DEFEATED

Councillors who voted in favour of this motion:

Maxwell, Savage, and Snow

Councillors who voted against this motion:

Gerrard, Huntley, and Yorke

Councillor Zebian returns to his seat at 7:25pm.

(b) Amendment of the Format of the Public Forum

Deputy Mayor Cate Savage described her concerns about the current format of the public forum and her appeal to have more structure and topics to this event.

Report available for more information.

- Discussion
 - How long will the public forum last? It is recommended that it will start at 6pm and end at 8pm.
 - Will Council be engaged in a planning process for this event? Yes. Want to have a very short time for Council or the CAO to speak, to make public comments the higher priority.
 - Recommend some guidance questions like “What do you want Council to work on?” and “What services would improve life in Kentville”.
 - Some members want to take the full time to listen to residents.

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

That Council amend the format of the public forum to include an agenda/topic/update from Mayor and Council.

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MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow and Yorke

Councillors who voted against this motion:

Maxwell and Zebian

(c) Valley Waste Guarantee Resolution

CAO Troke outlined the need for partners under Valley Waste to review and approve the attached guarantee resolution.

Report available for more information.

It was moved by Councillor Andrew Zebian and seconded by Deputy Mayor Cate Savage

That Council approve the attached Guarantee Resolution to support Valley Waste's revised 2020/21 loan guarantee renewal. Kentville's share of the TBR is 9.99% \$67,025.00.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

* Voted verbally.

7. CORRESPONDENCE

(a) Kings Seniors Safety Society

Appreciation to the Town for their generous grant to the Kings Seniors Safety Society.

8. PUBLIC COMMENTS

(a) Mariam Zebian

Questions to Council about their decision to buy back the property from Mr. Zebian. Concerns about the state of the roads in the Bonavista community.

(b) Mark Rogers

Has been watching Council and has been worried about the direction of Council. Concerns about the buy back of the Robinson Property land.

9. IN CAMERA – Property Matters

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

That Council move into a closed session at 7:45 pm to discuss confidential matters relating to property.

MOTION CARRIED

Councillors who voted in favour of this motion:

Council Meeting Minutes, November 29, 2021

Pending Approval

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

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

That Council return to open session at 8:50 pm.

MOTION CARRIED

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

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

That the CAO to receive direction from Council as discussed in-camera.

MOTION CARRIED

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

10. ADJOURNMENT

It was moved by Councillor Paula Huntley

That the November 29, 2021 meeting of Council be adjourned at 8:51 p.m.

MOTION CARRIED

DRAFT



TOWN OF KENTVILLE
SPECIAL COUNCIL MEETING
Meeting Minutes: December 13, 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 6:00 p.m.

PRESENT

Chief Administrative Officer (CAO) Dan Troke reported that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley (arrived later), 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 and Recording Secretary Jennifer West.

REGRETS

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 Deputy Mayor Cate Savage and seconded by Councillor Cathy Maxwell

That the agenda of December 13, 2021 be approved as presented

DRAFT

MOTION CARRIED

3. NEW BUSINESS

(a) Parking Variance

Director Gentleman reviewed the appeal to approve a variance around parking spaces at 19 Prospect Avenue required for the addition of a dwelling on the property. The appellant Grant MacQuarry was present and withdrew his appeal.

Report available for more information.

(b) Intermunicipal Service Agreement

CAO Dan Troke described the most recent IMSAs being discussed among the King region Chief Administrative Officers. Description of partners, operation, commitment, finances and timeline.

Presentation and report available for more information.

- Discussion
 - Only those who are part of the IMSA will have a vote on the budget.
 - There are no veto powers by any partners in this agreement.
 - Concerns about IMSA processes- cost sharing and supporting the County compared to acquiring services just as a Town. The agreement supports the County more favorably than the Towns. Needs true cost accounting.
 - The result of this pilot will be major changes in waste disposal and transit.
 - There is value in gathering and reviewing the data. Better to work in collaboration with regional partners.
 - Appreciation to Chief Administrative Officers who worked many months on this agreement.

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

That Council direct the Mayor and Chief Administrative Officer for the Town of Kentville, to sign, the two-year Interim IMSA (Pilot) for Kings Transit Authority and Valley Region Solid Waste-Resource Management Authority.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

4. IN CAMERA

None.

5. ADJOURNMENT

It was moved by Councillor Craig Gerrard

Council Meeting Minutes, December 13, 2021

Pending Approval

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DRAFT

**That the December 13, 2021 Special meeting of Council be adjourned at 5:27 p.m.
MOTION CARRIED**

TOWN OF KENTVILLE

SPECIAL COUNCIL MEETING

Meeting Minutes: December 17, 2021

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 12:00 p.m.

PRESENT

Chief Administrative Office (CAO) Dan Troke reported that five members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Deputy Mayor Cate Savage, and Councillor Gillian Yorke.

Staff in attendance included Chief Administrative Officer Dan Troke, and Solicitor Geoff Muttart.

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Zebian.

Councillor Maxwell recused herself from the meeting.

2. APPROVAL OF THE AGENDA

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

that the agenda of December 17, 2021 be approved as distributed

MOTION CARRIED

3. NEW BUSINESS – IN CAMERA

The business to be conducted relates to legal buyback and must be conducted in a closed session

RECOMMENDATION TO COUNCIL

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

That Council move into a closed session to discuss the agenda item at 12:03pm.

MOTION CARRIED

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

RECOMMENDATION TO COUNCIL

It was moved by Councillor Huntley and seconded by Councillor Gerrard

That Council move out of the closed session to adjourn at 12:47pm.

MOTION CARRIED

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

Legal matter

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

That Council direct the CAO to proceed as directed in-camera.

MOTION CARRIED

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

4. ADJOURNMENT

It was moved by Councillor Paula Huntley

That the December 17, 2021 Special Meeting of Council adjourn at 12:48 p.m.

TO: Town Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: January 31, 2022

SUBJECT: Inter Municipal Service Agreement Update (IMSA)

ORIGIN

The Town of Kentville along with other municipal units in the Annapolis Valley have agreed to participate in a two year Inter Municipal Service Agreement (IMSA) pilot for Valley Waste and Kings Transit. As part of this pilot an Executive Director and Director of Finance are to be hired to coordinate a report and recommendation document to councils.

DISCUSSION

Both positions referenced above have been posted. A selection and interview committee will be struck to include a number of Mayors/ Warden and Chief Administrative Officers. This committee will also conduct the interviews of potential candidates.

The pilot will commence with the hiring of the Executive Director.

POLICY IMPLICATIONS

None.

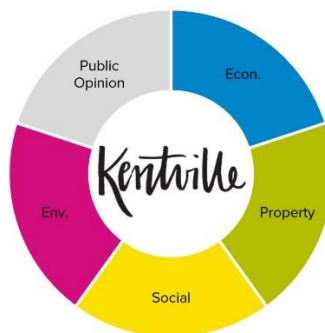
BUDGET IMPLICATION

Not available.

ASSOCIATED DOCUMENTS

None

Town of Kentville Decision Wheel:





COUNCIL ADVISORY COMMITTEE

Recommendation to Council

2022 Meeting dates

At the December 13, 2021 meeting of Council Advisory Committee, CAO Dan Troke reviewed the 2022 calendar of meeting dates for Council Advisory Committee and Council.

Council Advisory Committee recommends

That Council approve the proposed calendar of Council and Council Advisory Committee meeting dates and times for 2022.

January 10, 2022

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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Sundry Write Offs

At the December 13, 2021 meeting of Council Advisory Committee, Director Deb Crowell presented the sundry write offs for Recreation and Sanitary Sewer items.

Council Advisory Committee recommends

That Council approve the write off of the sundry receivables in the amount of \$33,623.12.

December 13, 2021

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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Withdrawal from Capital Reserves

At the January 10, 2022 meeting of Council Advisory Committee, Director Deb Crowell presented a request to withdraw funds from two of the town's capital reserves to support the purchase of a loader vehicle.

Council Advisory Committee recommends

That Council approve the withdrawal of \$125,000 from two town Capital Reserves to partially fund the purchase of transportation equipment.

January 10, 2022

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



Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: January 5, 2022

Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVES

The 2021/22 capital budget provides for partial funding of the Transportation capital equipment acquisition from the Town’s Capital Reserve funds. The details for the Capital Reserves are as follows:

| <i>TRANSPORTATION PROJECT</i> | <i>BUDGET (from reserves)</i> | <i>RESERVE FUNDS Draw #1</i> |
|--------------------------------|-------------------------------|------------------------------|
| | \$ | \$ |
| Loader- from equipment reserve | 100,000 | 100,000.00 |
| Loader- from G/A reserve | 25,000 | 25,000.00 |
| | 125,000 | 125,000.00 |

The Town of Kentville Capital Equipment Reserve contains **\$132,682** and after the withdrawal, it will contain **\$32,682**. The Town of Kentville General Allocation Reserve contains **\$1,849,611** and after its withdrawal, it will contain **\$1,824,611**.

RECOMMENDATION:

I recommend to Council Advisory Committee that the attached resolutions be approved for withdrawals of (in total) **\$ 125,000.00** from two Town of Kentville Capital Reserves to partially fund the budgeted 2021/22 transportation equipment acquisition. After this approval, I recommend that the resolutions are forwarded to the next meeting of Town Council for ratification.



RESOLUTION

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL EQUIPMENT
RESERVE**

- 2021/2022 CAPITAL PROJECT

WHEREAS S.99 (1) of the Municipal Government Act allows a municipality to maintain a capital reserve fund for purposes determined by S.S. (4) and withdrawals from the Town of Kentville Capital Reserve are authorized by a resolution of Council;

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Equipment Reserve is authorized in the amount of **\$100,000.00** to partially fund the capital equipment acquisition for the year 2021/2022.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of
AD 2022.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2022.

Dan Troke, Town Clerk



RESOLUTION

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE
General Allocation**

- 2021/2022 CAPITAL PROJECT

WHEREAS S.99 (1) of the Municipal Government Act allows a municipality to maintain a capital reserve fund for purposes determined by S.S. (4) and withdrawals from the Town of Kentville Capital Reserve are authorized by a resolution of Council;

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve- General Allocation is authorized in the amount of **\$25,000.00** to partially fund the capital equipment acquisition for the year 2021/2022.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2022.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2022.

Dan Troke, Town Clerk



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Auxiliary Dwelling Units

At the January 10, 2022 meeting of Council Advisory Committee, Director Gentleman described the existing land use bylaw as it pertains to accessory dwelling units, and the need for changes to the maximum size of these buildings.

Council Advisory Committee recommends

That Council approve first reading of the land use bylaw amendment on the matter of auxiliary dwelling units to:

- **Align the maximum square footage for an auxiliary dwelling unit within a single-family dwelling with the National Building Code, which is 80% of the gross floor space area of the main dwelling up to a maximum of 80 square meters without limitations on the number of bedrooms;**
- **Allow detached auxiliary dwelling units Garden Suites to have a maximum floor area of 80% of the gross floor area of the main dwelling, not to exceed 1000 square feet.**

January 10, 2022

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



TO: Council Advisory Committee

SUBMITTED BY: Beverly Gentleman, Director of Planning and Development

DATE: Monday January 10, 2022

SUBJECT: Amendment to the Land Use Bylaw to increase the maximum square footage of secondary/ancillary dwelling units (ADU's).

Applicant

Brenda and Chris Murphy
178 Valley Pointe NW
Calgary AB T3B 6B3

BACKGROUND

Brenda and Chris Murphy of 178 Valley Pointe NW, Calgary AB applied to amend the Land Use Bylaw to increase the maximum size of a secondary/ancillary dwelling units (ADU's) from 500 square feet to 1000 square feet.

In their application they requested using a “sliding scale” based on the size of a property to determine the square footage of the ADU. Though staff supported the idea of increasing the size of ADU's, we didn't feel using a sliding scale based on lot size could easily ensure those ADU's remained subordinate to the main dwelling. The definition of ADU's and accessory structures state they must be subordinate (lesser than) the main dwelling on a lot. Staff advised the applicants that increasing the size of ADU's has merit as low vacancy rates and skyrocketing prices find many Nova Scotians struggling to find a place to live and pay their rent but aligning the size of an ADU based on the size of the property was problematic. The applicants agreed.

As a result, staff in consultation with the applicants drafted proposed amendments that will allow for an increase in the maximum size of an ADU to 1000 ft² while remaining subordinate to the main dwelling.

DISCUSSION

All municipalities in Nova Scotia that have planning documents are required to have specific policies related to housing under the *Statement of Provincial Interest* in the Municipal Government Act regarding

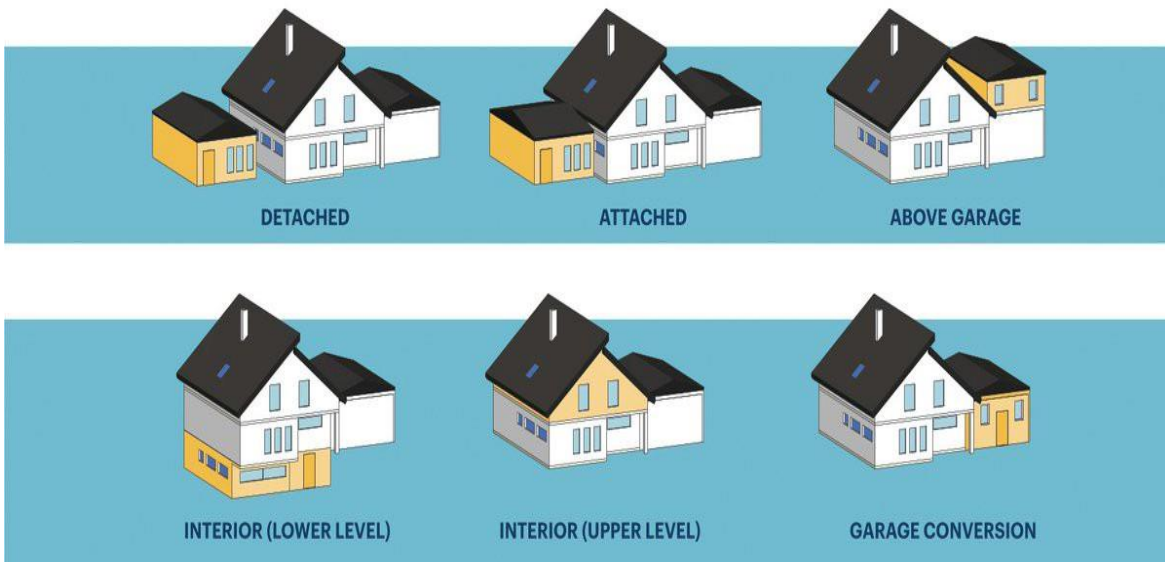
housing. The Provincial goal is to provide housing opportunities to meet the needs of all Nova Scotians by requiring municipalities to consider higher densities, smaller lots sizes and reduced yard requirements that encourage a range of housing types.

Since the adoption of its' first Land Use Bylaw, Kentville has long been a pioneer in advocating for affordable housing and encouraging more housing opportunities by permitting ADU's within any single-family residential dwelling.

There are several benefits associated with ADU's including detached backyard "Garden/granny" suites such as increasing the overall density in an area without affecting the overall built form of the neighborhood; providing opportunities for affordable home ownership; providing rental opportunities; and providing an additional source of income to existing landowners including seniors looking to age in place.

With the adoption of the 2019 planning documents the type of ADU's were expanded to allow ADU's in an accessory building, however the maximum size of the unit was restricted to 35% of the square footage of the main dwelling, up to a maximum of 500 square feet with a maximum of 1 bedroom. The limitations on the size were intended to foster a degree of stability within existing neighborhoods while accommodating an aging population and to encourage various housing opportunities. However, the current critical need for more affordable housing has prompted the need to review the existing ancillary housing policies, specifically the size limitation and the restrictions on the number of bedrooms.

Increasing the size of ADU's in single family dwellings and within backyard garden suites will still maintain stability within neighborhoods as long as they are accessory to the principal dwelling and adhere to additional land use regulations such as floor area restrictions and height requirements.



Accessory Dwelling Units (ADUs) come in many shapes and styles. Illustrations by RPA, based on AARP's ABCs of ADU's Guide.

Other Municipalities

Upon review of other municipalities policies staff found that many have aligned their maximum square footage for ADU's within a single-family dwelling with the National Building Code which states:

The total *floor area* of all *storeys* of a *secondary suite* shall be not more than the lesser of:

- a) 80% of the total *floor area* of all *storeys* of the other *dwelling unit*, excluding the garage *floor area* and common spaces serving both *dwelling units*, and
- b) 80 m².

Where detached ADU's are permitted, such as above a garage or as a separate garden suite, they are not subject to the same limitations under the Building Code but are limited based on the size of the main dwelling.

Kentville's land use bylaw also regulates the size and height of accessory structures such as detached garages. The maximum size of an accessory structure is 1000 ^{ft}² and is not limited based on the square footage of the main dwelling, but on the size on the lot.

“Accessory structures, such as a detached garage has been limited to a maximum of 15% of the total lot area up to a maximum of 1000 square feet.”

It is the opinion of Staff that if a maximum 1000 square foot accessory structure can be permitted on a lot, then it really shouldn't matter if it is garden suite as long as the ADU remains subordinate to the main dwelling.

RECOMMENDATIONS

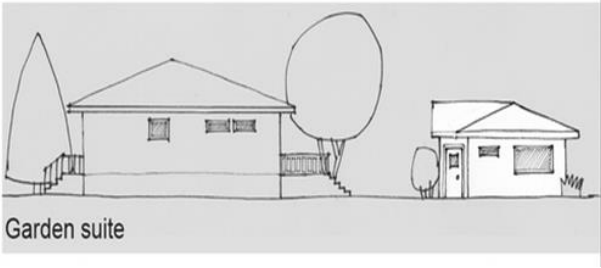
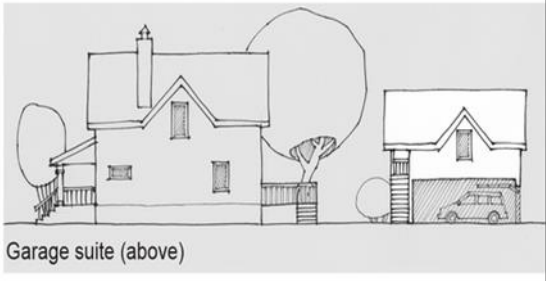
It is the recommendation of staff that Council give first reading to:

- align the maximum square footage for ADU's within a single-family dwelling with the National Building Code, which is 80% of the gross floor area of the main dwelling up to a maximum of 80 square meters without limitations on the number of bedrooms; and
- allow detached ADU's Garden Suites to have a maximum floor area of 80% of the gross floor area of the main dwelling, not to exceed 1000 square feet.

**TOWN OF KENTVILLE
AMENDMENTS TO
the
Land Use Bylaw**

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

- 1) Part 1, Definitions is hereby amended by adding the following to Dwelling, Ancillary, after the word **building** in the last line ***“including a Garage Suite which means an accessory dwelling unit built above a detached garage and a Garden Suite which means a free-standing, single story accessory dwelling unit located behind the primary single unit dwelling”***
- 2) Part 5 Section 5.1.1 a) is hereby amended deleting the word **“35%”** and replacing it with **“80%”** after the word more in the first sentence.
- 3) Part 5 Section 5.1.1 a) is hereby amended deleting the words **“500 ft² (45 m²)”** and replacing it with after the word’s maximum of in the second sentence and replacing it with **861 ft² (80 m²)** after the words **“maximum of”** at the end of the sentence.
- 4) Part 5 Section 5.1.1. b) is hereby amended by deleting the words **“and a maximum of 1 bedroom”** at the end of the sentence.
- 5) Part 5 Section 5.1.1 g) is hereby amended by deleting the sentence, **‘An Ancillary Dwelling unit within an accessory structure shall be subject to Section 5.1.1 (a), (b), and (c) and applicable provisions of Section 4.1.1’** and replacing it with ***An Ancillary Dwelling unit within an accessory structure shall be subject to applicable provisions of Section 4.1.1 and the following table:***

| | Garden Suites | Garage Suites |
|----------------|---|--|
| |  <p style="text-align: center;">Garden suite</p> |  <p style="text-align: center;">Garage suite (above)</p> |
| Maximum size | 80% of the gross floor area of the main dwelling, not to exceed 1000 square feet | 80% of the gross floor of the main dwelling not to exceed 1000 square feet including the garage. |
| Maximum Height | 15 feet | 21 feet |

Report Prepared by: Beverly Gentleman, Director of Planning and Development



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Request for Property Tax Exemption

At the January 10, 2022 meeting of Council Advisory Committee, CAO Troke described policy Statement G37F which offers property owners who have suffered a total loss by fire or other circumstance, to request to have their property tax waived. Residents of 16 Redden Avenue have lost their home to a fire and request that their tax be waived from March 2021.

Council Advisory Committee recommends

That Council Advisory Committee direct the CAO to seek a new valuation for the property at 16 Redden Avenue destroyed by fire with the PVSC.

January 10, 2022

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



TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: January 10, 2022

SUBJECT: Redden Avenue Property Tax Credit

ORIGIN

On January 6, 2022, property owners at 16 Redden Avenue applied to the Town for a property tax credit. The structure at this address was destroyed by a fire in March of 2021. The property owners are requesting a credit for the taxes paid from March 2021 to the present.

DISCUSSION

Pursuant to Policy Statement G37F “Tax Reduction”, a resident may apply for a temporary exemption of property taxes in events including a total structure loss by fire. Upon approval by Council, staff would contact the building inspector and Assessment Services to verify the buildings at the address. Once the inspector verifies the request, a letter is sent to Town Hall to issue the credit.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

Not available.

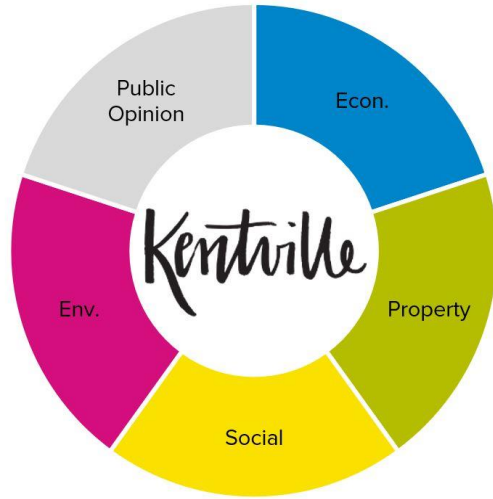
ASSOCIATED DOCUMENTS

None.

RECOMMENDATIONS

That Council approve the request for property tax credit from March 2021 to present, based on taxes paid, for 16 Redden Avenue, pursuant to Policy Statement G37F “Tax Reduction”.

Town of Kentville Decision Wheel:



Councilor Report

Kentville Town Council

Name: Craig Gerrard

Date: January 28, 2022

Date of Last Council Meeting Attended: November 29, 2021

Date of Last Council Advisory Meeting Attended: December 13, 2021

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|-------------|---|--|
| December 16 | JFSC | Budget |
| December 22 | Valley Waste | |
| January 6 | Emergency Preparedness | |
| January 13 | Provincial Policing Standards Committee | |
| January 19 | Valley Waste | Concerns over what the `new agreements will provide for Kentville taxpayers. We need reporting on the actual costs of garbage pick up in all municipalities inside Kings County for accurate costing. Kentville should have a committee that looks at the efficiency of IMSA's composed of some staff and some council and review with CAO |
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Town of Kentville Event Attendance and Synopsis

| Date | Event | Synopsis |
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Councilor Report
Kentville Town Council

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DRAFT

Councilor Report

Kentville Town Council

Conference and Travel Attendance and Synopsis

| Date | Conference | Synopsis |
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Misc Events

| Date | Synopsis |
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Expenses

| This month | Year to Date |
|------------|--------------|
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Paula Huntley

Date: January 31/22

Date of Last Council Meeting Attended: Nov 29/21

Date of Last Council Advisory Meeting Attended: Dec 13/21

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|-----------|--------------------|---|
| Dec 22/21 | KTA Meeting | Recruitment update, diversity training, audit committee training, covid update, ISMA update |
| | | |
| Jan 17/22 | KINGS REMO meeting | Update/review- REMAC package |
| Jan 19/22 | KPPT meeting | Hiring report, discussion on 3 year draft agreement, financial, office & chair report |
| Jan 22/22 | KTA Meeting | Budget Proposal, COVID policy, Recruitment, Ridership, GM report |
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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Town of Kentville Event Attendance and Synopsis

| Date | Event | Synopsis |
|----------|-----------------|---|
| Dec 4/21 | Lions Breakfast | Santa visits for breakfast (huge turnout) |
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Conference Attendance and Synopsis

| Date | Conference | Synopsis |
|----------|-------------------------|---|
| Dec 6/21 | Valley REN/Star Program | Industry led regional tourism dev. Planning session |
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COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

| Detail | Synopsis | | |
|----------------|----------|---------------|--|
| Committee Name | | Meeting Date: | |



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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|---------------------------|--|
| Meeting Highlights | |
| Budget: | |
| New Projects: | |
| Policy Changes: | |

Misc Events – CALLS/WEBCAST/ZOOM SESSIONS ETC

| Date | Synopsis |
|-----------------|--|
| Dec 7/21 | Valley REN meeting -Communication |
| Dec 14/21 | Meeting with Mayor |
| Dec 21/21 | Meeting with Mayor Lennie White/Correspondence-Town of Westville |
| Jan 6/22 | Emergency Preparedness info meeting |
| Jan 11/22 | AVCC/Physician recruitment update |
| Jan 11,18,25/22 | REC Center course- The Mi'kmaw7 Sacred teachings-3 weeks (Tuesday) |
| Jan 12/22 | Hiring Initiatives Course – Employers |
| Jan 13/22 | Valley Ren |
| Jan 13/22 | Mentoring Plus Check in/update |
| Jan 17/22 | Meeting with CAO-Homes & Homelessness |
| Jan 18/22 | Climate/Landscape changing |
| Jan 19/22 | NSFM Towns Caucus Executive Meeting |

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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|-----------|---|
| Jan 19/22 | Valley REN LOC meeting |
| Jan 20/22 | Globe & Mail's webcast-Climate change & the private sector |
| Jan 20/22 | Diversity -How leaders can drive change |
| Jan 21/22 | Correspondence with Mayor re: LOC recruitment committee |
| Jan 24/22 | Call with Councilor Gillian & residences re: Noise bylaw |
| Jan 25/22 | Webcast-Diversity, Equity & Inclusion |
| Jan 26/22 | Zoom call – Atlantic Climate Caucus chapter-local initiatives & chapters- presentation from CLIMAtlantic |
| Jan 11/22 | AVCC Virtual stop with Erin O'Toole, leader of the opposition |
| Jan 10/22 | Correspondence with J West on report -preparedness for climate/GHG |

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Cathy Maxwell

Date: Jan 27/22

Date of Last Council Meeting Attended: Nov 29/21

Date of Last Council Advisory Meeting Attended: Jan 10/22 Nov 25

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|----------------|--|--|
| Dec 3/21 | Police Commission | At this meeting we set a goal of making the Police commission work and making the budget work. We also set the new Chair as Stephen Pearl and I was voted as the Vice Chair. |
| December 17/21 | Kentville Inclusion and Access Advisory Committee | In this meeting we set the priorities for the group moving forward. Lots of interesting discussion on Emotional Intelligence and how to connect the marginalized community to information and how we can be a more welcoming community. Julia Stephenson did a presentation on the work that is being done Provincially (Accessibility Directorate) and the Access by Design 2030 document. We also looked at devoting a portion of our meeting to public participation and how that could happen. |
| January 6/22 | REMO Emergency Preparedness – What it means to you | Review of the role and benefits of REMO. We looked at the 3 key principles: 1. Know the risks in your area, 2. Make a Plan and 3. Prepare a kit Everyone should check out the REMO website at – www.kingsremo.ca |

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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|-----------|--------------------------------|---|
| Jan 14/22 | Inclusion and Access Committee | The group discussed having some speakers on emotional intelligence to provide ongoing education – ex 7 Sacred Teachings, 2 eyed seeing approach etc. these would be done in our community part of the meetings so the public would get this information as well. The Recreation director and CAO did a presentation/review of the AT Plan and how these ties in with Inclusion and Access. The CAO also discussed the Inter Municipal Service Agreements and how Inclusion and access is included with those. |
| | | |

Town of Kentville Event Attendance and Synopsis

| Date | Event | Synopsis |
|---------------------|-------------------------------------|--|
| Dec 8 th | Kentville Ravine Advisory Committee | I attended this meeting because I am very interested in the ravine as a recreational area and what can be done to curb the destruction of the hemlock trees by the HWA (a type of beetle) that is slowly moving across our Province after destroying trees along the Eastern Seaboard. This group is made up of biologists, forestry officials, reps from the research station and other stake holders. I was very impressed with the discussions that took place. This group will be giving us advice on the best way they can see for saving our hemlocks. |

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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| Jen 19/22 | Kentville Ravine Advisory Committee | <p>This was the second meeting I attended. Again, very informative discussions concerning the value of using a chemical treatment that is injected right into the tree like a vaccine vs using various biocontrol methods. A report was given on a tree count that was done. They covered about 75% of the area. We were told that this area is a real gem! A preliminary cost for the chemical treatment was looked at based on that count. Fundraising was discussed and it was determined that this is very doable and was very successful in the Kedgi area – Sporting Lake where the chemical treatment has been done. A working group was set up that will report back to the main group. More info will be forth coming in the Recreation Directors reports.</p> |
|-----------|-------------------------------------|---|

| Date | Synopsis |
|-----------|--|
| Nov 25/21 | Council had a session with a rep from Municipal Affairs. |
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage

Date: November 22nd

Date of Last Council Meeting Attended: November 29th 2021

Date of Last Council Advisory Meeting Attended: January 10th 2022

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

| | Committee | Synopsis |
|---------------------------|---|---|
| November 24 th | IAC | <p>Money weighted net 5.59% against the balanced income CAD of 2.88%</p> <p>Market Value - \$14.3 mm</p> <p>IPS revisions not yet signed off by the Minister</p> <p>Overall discussion – rising inflation concerns / interest rate volatility / market and covid 19 pandemic uncertainty</p> |
| December 15 th | IAC | <p>Nov 30th MV \$14,347m</p> <p>Net income for Nov was just north of \$30,000</p> <p>Not much to report in the month of November and we are still waiting for minister sign off for IPS revisions</p> |
| January 17 th | Regional Emergency Management – Advisory Meeting | <p>DM Savage is the new chair of this committee</p> <p>Councillor Jodi MacKay is Deputy Chair</p> <p>Amateur Radio Group Presentation – 20 trained operators in Kings County</p> <p>Kings REMO 2022/2023 workplan</p> <p>Alert Ready</p> <p>Update on hurricane season</p> <p>Community outreach</p> <p>Kings REMO social media</p> |

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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|--------------------------|--|--|
| Jan 12 th | IAC | Market update MV \$14.6mm Reviewed in detail – PH&N total return bond fund |
| Jan 12 th | KBC | Reviewed treasurer report Façade committee updates Revamp enrollment process for façade program Promotions ED Report Comfort Discussions – capital project |
| January 14 th | Kentville Inclusion and Access Advisory Committee | This my first meeting and minutes are not yet circulated – I for the most part listened. AT plan was discussed – transit and IMSA were also discussed – there is not doubt this is a great committee made up of folks (town employees ..citizens ...councilors) who are deeply committed to making our community more accessible and inclusive. |
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

| Date | Event/Conference | Synopsis |
|--|-------------------------------|--|
| Nov 30 th / December 1 st | AIM Network Conference | <p>Responding to climate change</p> <p>Asset Management – PSAB reporting</p> <p>Road to asset management – county Kings</p> <p>Battery energy storage systems – pilot</p> <p>Berwick NS</p> <p>Creating as asset management culture</p> <p>Asset management should be a priority of council</p> <p>Green municipal fund</p> <p>Disaster mitigation</p> |
| | | |

MISC EVENTS

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|---------------------------------|---|
| November 25th | Meeting with DMA – Mark Peck |
| December 10 th | Unveiling – Alan Siliboy – Art for the enjoyment of our community – a kind and caring man who brings diversity and culture into Kentville |

COUNCILOR REPORT
KENTVILLE TOWN COUNCIL

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EXPENSES

| This month | Year to Date |
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Gillian Yorke

Date: January 31st, 2022

Date of Last Council Meeting Attended: November 29th, 2021

Date of Last Council Advisory Meeting Attended: January 10th, 2022

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|---------------------------------|-------------------------------------|---|
| December 6 th , 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. |
| January 18 th , 2022 | KCA PTA | Discussion about the restrictions in place, and reviewing the 2021-2022 year to date. |
| January 28 th , 2022 | Police Commission | Pivoting open house due to Covid, Chief and Chair reports and an update on guest speakers. |

Town of Kentville Event Attendance and Synopsis

| Date | Event/Conference | Synopsis |
|----------------------------------|---------------------------------|---|
| December 10 th , 2021 | Little Thunder Unveiling | The official unveiling of Alan Syliboy's work <i>Little Thunder</i> . A beautiful piece, made more impactful with a reading from Mr. Syliboy's book of the same name. Thank you to Lindsay Young for coordinating this entire project from proposal to planning to unveiling! |

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Misc Events

| Date | Synopsis |
|---------------------------------|---|
| January 6 th , 2022 | Kings REMO: Emergency Preparedness, what it means to you An informative session from Dan Stovel on what we need to do as citizens, and also in our role as a council. |
| January 18 th , 2022 | KBC Events Committee Meeting Planning has begun for the Fire and Ice festival with Covid restrictions again this year. |
| January 24 th , 2022 | Zoom Call with Residents re: noise bylaw |

Expenses

| This month | Year to Date |
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| n/a | |

Councilor Report

Kentville Town Council

Name: Andrew Zebian

Date: January 31/2021

Date of Last Council Meeting Attended: Nov 29th, 2021

Date of Last Council Advisory Meeting Attended: JANUARY 10TH 2022

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|--------------------------|--|--|
| Dec 16 | Joint Fire Services Committee Meeting | This was my first meeting with this Committee. Chief Hamilton discussed the budget and outlined how things are run. The new truck should be arriving in late January approximately and the old one has been sold to Weymouth. It was discussed that the department budgeted for the purchase of new Breathing Apparatus equipment. I also had a tour of the department and saw the many upgrades that occurred, including new showers/lockers. |
| Dec 6 th 2021 | Diversity Kings | My first meeting with this Committee. They discussed the goals of the Committee and how inclusion is so very important. A 12 months plan was outlined for the 2022 year with many events and themes scheduled. It was great to see how hard this Committee has worked to make everyone feel included. |
| January 5th, 2022 | Diversity Kings | This was a shorter meeting on Zoom, due to the rise in Covid. This meeting focused on the month of February 2022. It will feature events about African Heritage. They have something planned for almost every day in the month of February, highlighting the rich history. Some of these events are tentatively planned to be in |



Councilor Report

Kentville Town Council

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| | | person but there most likely will be caps on the number of people who can attend. |
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Town of Kentville Event Attendance and Synopsis

| Date | Event/Conference | Synopsis |
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Misc Events

| Date | Synopsis |
|----------|--|
| Nov 25th | Municipal Affairs scheduled a meeting with Council to discuss the ongoing problems within Council. Mr. Mark Peck (Associate Deputy Minister of Municipal Affairs) attended and engaged with Council. Based on the conversations during this session, I do not feel very hopeful that much will be done to help this Council. |
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Expenses

| This month | Year to Date |
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Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 26 January 2022

Date of Last Council Meeting Attended: 29 November 2021

Date of Last Council Advisory Meeting Attended: 10 January 2022

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|-----------|---|--|
| 25 Nov 21 | Valley REN Board Meeting | LOC Update CEO Activity Update Valley Business Partnership and Regional Marketing Update Office Relocation Update Policy Review – Financial Policies Manual Update AGM Update Election of Chair and Vice-Chair |
| 26 Nov 21 | IMSA Working Group | Update on the draft agreement |
| 29 Nov 21 | NSFM Audit and Finance Committee | Review of financial statements and draft budget |
| 29 Nov 21 | Council Meeting | Proclamation Policy Records Mgt Policy Council Reports Reconsideration Robinson Property Amendment to Public Forum |
| 2 Dec 21 | Municipal Finance Corporation Board Meeting | Preparation for release of funds and annual report |
| 2 Dec 21 | Valley REAP | Valley REAP team met with Engage NS to discuss the Quality of Life results in the Valley as part of the Must Win Battle |
| 3 Dec 21 | NSFM Board | Board Meeting – Caucus, Committee, and legislative updates |
| 6 Dec 21 | Valley REAP | Networking event with UK REAP Team on funding the project. |
| 8 Dec 21 | Valley REAP | Update on Must Win Battle and networking event for Agritech forum |
| 9 Dec 21 | VREN Regional Economic Taskforce | Update from government agencies and municipal partners on economic events |

Councilor Report

Kentville Town Council

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|-----------|-------------------------------|---|
| 13 Dec 21 | Valley REAP | Update on Must Win Battle to MIT staff |
| 13 Dec 21 | CAC meeting | Presentations: Staff reports |
| 15 Dec 21 | Investment Advisor Committee | Fund:\$14,450,567 as at 13 Dec 21 |
| 15 Dec 21 | IMSA Working Group | Discussion on partner voting |
| 16 Dec 21 | Valley REAP | Update on homework and final submission |
| 10 Jan 22 | CAC meeting | Presentations: Green House Gas report Staff reports |
| 12 Jan 22 | Investment Advisory Committee | Fund:\$14,450,567 as at 13 Dec 21 \$14,722,000 as at 11 Jan 22 |
| 17 Jan 22 | REMAC meeting | New chair elected Deputy Mayor Savage. Quarterly updates |
| 18 Jan 22 | MIT REAP | Meeting with Faculty in preparation for end of term |
| 19 Jan 22 | NSFM Town Caucus | Meeting to discuss the role of the Town's Caucus and update on the resolutions |
| 19 Jan 22 | VREN LOC | Annual Outcome Agreement Budget Non-Funder Meetings Update Board Recruitment Election of Chair – February 2022 IMSA Working Group Update Valley REN Operations and Activity Update Board of Directors Chair Update |
| 20 Jan 22 | NSFM Special Board Meeting | Summary of Decision for organizational Changes Service Exchange renegotiations RFP review |
| 21 Jan 22 | IMSA Working Group | Review of Diversity discussion and Transit additions |
| 24 Jan 22 | REAP ONSIDE | Meeting to discuss funding letters to MLA |

Councilor Report

Kentville Town Council

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| 25 Jan 22 | VREN LOC | Meeting with VREN Chair Paul Dixon for handover of LOC next meeting |
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Town of Kentville Event Attendance and Synopsis

| Date | Event | Synopsis |
|-----------|---------------------------------|--|
| 25 Nov 21 | Check in with Municipal Affairs | DMA support review of Council activities and co-operation |
| 9 Dec 21 | Check in with Municipal Affairs | Zoom call update |
| 10 Dec 21 | Little Thunder Mural | Unveiling of the Little Thunder Mural by Alan Syliboy at the Kings County Museum |
| 11 Dec 21 | Kentville Volunteer Fire Dept | Christmas banquet and greetings from the Town |

Conference Attendance and Synopsis

| Date | Conference | Synopsis |
|-------------|------------------------------------|--|
| 29-1 Dec 21 | NSFM Strategic planning Conference | The conference was held in Truro. The two event was a re-engineering of the NSFM and how we move forward with the business of the representing the municipalities in NS. |
| 2 Dec 21 | Research over Coffee - Zoom | Dr Karen Foster made a presentation with regards to sustainability in NS. |
| 20 Jan 22 | Research over Coffee – Zoom | Dr Marcia English made a presentation on Food Security in NS |

Misc Events

| Date | Synopsis |
|----------|--|
| 3 Dec 21 | Salvation Army Kettle - Foodland |
| 4 Dec 21 | Kentville Lions Club Breakfast with Santa – Serving |
| 4 Dec 21 | Annapolis Valley Honour Choir presentation Shine Like Stars in Wolfville |
| 7 Dec 21 | Salvation Army Kettle – NSLC Kentville |

Councilor Report

Kentville Town Council

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|-------------------|--|
| 14 Dec 21 | Mentoring with Councillor Huntley |
| 15 Dec 21 | Salvation Army Kettle – Independent Kentville |
| 29 Dec – 5 Jan 22 | Travel to Calgary |
| 14 Jan 22 | MP Kody Blois invitation to Mayors for a conversation on PACE and leveraging funding |
| 19 Jan 22 | Meeting with Councillor Yorke |
| 26 Jan 22 | Chat with Mayor Clarke |

TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: January 31, 2022

SUBJECT: Nova Scotia Municipalities Boundaries Review

ORIGIN

On December 10, 2021, the Nova Scotia Utility and Review Board sent a note to municipal Chief Administrative Officers across Nova Scotia regarding the mandatory municipal boundary review occurring in 2022.

“Every eight years since 2006, the council of every municipality and town in the province must study the number and boundaries of its polling districts, their fairness and reasonableness and the number of councillors. After it completes the study, and before the end of the year, the council must apply to the Board to confirm or to change the number and boundaries of polling districts and the number of councillors. For towns that elect councillors at large, an application must be filed with the Board to confirm or change the number of councillors.”

In 2014, Kentville applied to confirm the number of Councillors at 6, elected at large and to maintain the boundaries of the Town. This was approved by the Utility and Review Board.

DISCUSSION

The process for completing this review is prescribed by the Municipal Government Act and includes public consultation, research and a full report on two topics: (1) number of Councillors and (2) geographic boundaries.

According to the Municipal Boundary Review Guide:

“Council may decide to hire a consultant or third party to do the required study, but it does (not) have to. Many councils direct senior municipal staff to conduct the study, in some cases aided by committees which include members from the public. The Board recommends a two-step process. At the first stage, council should decide the desired number of councillors (i.e., the size of council). Questions about the distribution of polling districts should be addressed in a second stage.”

The user guide is included in this report for members to understand the process. It is recommended that Council provide guidance around the best path forward: assigning this project to a senior staff to coordinate, or contracting the work to a consultant.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

Not available.

ASSOCIATED DOCUMENTS

Municipal Guidance Document

Documents available for review:

- 2014 Municipal Boundary Review
- 2006 Municipal Boundary Review

RECOMMENDATIONS

That Council provide guidance around the coordination of the 2022 Municipal Boundary Review:

That Council direct the Chief Administrative Officer to engage a consultant to coordinate the 2022 Municipal Boundary Review.

Town of Kentville Decision Wheel:

