



TOWN OF KENTVILLE COUNCIL

February 28, 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, January 31, 2022**
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Second Reading – Land Use Bylaw**
 - (b) Request for Decision – Robinson Property Reconsideration**
 - (c) Request for Decision – Public Forum**
 - (d) Request for Decision – Meeting Agendas**
 - (e) Request for Decision – High Gate Plows**
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Councillor Craig Gerrard**
 - (1) General Insurance Contract**
 - (2) Withdrawal from Capital Reserves**
 - (3) Tax Exemption policy**
 - (4) Regional Sewer Budgets**
 - (5) First Reading – Taxi Bylaw**
 - (6) Street Naming – Hibou Court**
 - (b) Councillors’ and Mayor Reports**
 - (1) Councillor Gerrard**
 - a. Joint Fire Services Committee**
 - b. Valley Waste Resource Management Authority**
 - c. Kings Regional Sewer**
 - (2) Councillor Huntley**
 - a. Kentville Water Commission**
 - b. Kings Transit Authority**
 - c. Kings Point to Point**
 - d. Kings Regional Emergency Management Organization**
 - e. Diversity Kings**
 - f. 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
 - e. Kings County Academy Parent Teacher
 - f. Annapolis Valley Regional Library
- (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. Joint Fire Services
 - b. Kings Transit
 - c. Valley Waste
 - d. Kings Point to Point
 - e. Audit Committee
 - f. Kentville Water Commission
 - g. Diversity Kings
- (c) Mayor Sandra Snow
- a. Kentville Investment Advisory Committee
 - b. Audit Committee
 - c. Water Commission
 - d. Source Water Protection Advisory Committee
 - e. Valley Regional Enterprise Network, Liaison and Oversight Committee

6. NEW BUSINESS

- (a) Code of Conduct
 - (1) Water Commission
 - (2) Council Advisory Committee
 - (3) Agenda
 - (4) Deputy Mayor

7. CORRESPONDENCE

- (a) None.

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) Legal Matter – Intermunicipal Service Agreement

10. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: January 31, 2022

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held virtually over Zoom and was livestreamed on Facebook. The meeting was posted to YouTube with closed captioning after the meeting.

Town Hall closed to the public. 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

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 Gillian Yorke

That the agenda of January 31, 2022 be approved as presented.

MOTION CARRIED

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DRAFT

3. APPROVAL OF THE MINUTES

(a) Council meeting held on November 29, 2021.

It was moved that the minutes of the Council meeting on November 29, 2021 be approved as distributed.

MOTION CARRIED

(b) Special Council meeting held on December 13, 2021.

It was moved that the minutes of the Special Council meeting on December 13, 2021 be approved as distributed.

MOTION CARRIED

(c) Special Council meeting held on December 17, 2021.

It was moved that the minutes of the Special Council meeting on December 17, 2021 be approved as distributed.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Intermunicipal Service Agreement Update

CAO Troke gives an update on the pilot for regional shared services, which will begin after the hiring of an executive for this work.

Report available for more information.

- Discussion
 - The job posting was shared regionally and nationally. It is a job posting but also a request for proposals to keep the process open to consulting firms or other companies.
 - The selection committee has not yet been determined.
 - Councillor Zebian states his concern that Council did not have a chance to add anything to the agenda.

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) 2022 Meeting Calendar

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.

DRAFT

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

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(2) Sundry Receivables

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

Report available for more information.

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

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(3) Capital Withdrawals

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.

Report available for more information.

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

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

DRAFT

(4) Land Use Bylaw Amendment

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.

Report available for more information.

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

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.**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(5) 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.

Report available for more information.

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

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.

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 Andrew Zebian

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Mayor Snow received Andrew Zebian's report on his activities over the past month. Councillor Zebian describes his desire for the Town to repair infrastructure, sidewalks, invest in youth, and restore community spirit. He believes that housing should be taken care of by the province and not local government. Councillor Zebian wants to see more support for developers, and to develop honesty and integrity. He has concerns about Council making decisions outside of chambers and wants Council and residents to respect staff. He has concerns about the Chair respecting his views.

Report available for more information.

(2) Councillor Gillian Yorke

Mayor Snow received Councillor Yorke's report on her activities over the past month. Councillor Yorke wants Council to consider developing a youth advisory committee. She has a lot of respect and enthusiasm for the local robotics and technology team which has won awards at international events. Councillor Yorke strongly believes in environmental projects which support provincial and national environmental targets.

Report available for more information.

(3) Deputy Mayor Cate Savage

Mayor Snow received Councillor Savage's report on her activities over the past month. Deputy Mayor Savage wants to make housing a priority including small homes and affordable living. She is excited about Miners Landing and Ryan's Park, but she wants to see the Town working with more developers. She wants to see the PACE program (Property Assessed Community Energy) in Kentville to help residents save on energy. She wants to see all aspects of the accessibility plan and active transportation plan applied to the Town.

Report available for more information.

(4) Councillor Cathy Maxwell

Mayor Snow received Councillor Maxwell's report on her activities over the past month. Councillor Maxwell wants the Town to make the regional recreation facility a priority. She is disappointed that she was not appointed to the selection committee on this issue. Councillor Maxwell is happy to be working on the accessibility committee and the trails committee. She would like to see a solar power project in Memorial Park. Councillor Maxwell wants to see infrastructure projects such as MacDonald Avenue, Chester Avenue, and Klondyke Street. She commits to championing any project that is brought forward in the best interests of the Town.

Report available for more information.

(5) Councillor Paula Huntley

DRAFT

Mayor Snow received Councillor Huntley's report on her activities over the past month. Councillor Huntley wants to focus on affordable and equitable housing for all. This might include a housing strategy. Housing is important for a variety of reasons and will support growth in the Town in the coming years. She reviewed the goals and strategic plans of regional organizations.

Report available for more information.

(6) Councillor Craig Gerrard

Mayor Snow received Craig Gerrard's report on his activities over the past month. Councillor Gerrard describes his concerns about zoning and planning. He wants to see the growing demand for housing and developing result in new and creative housing solutions. He is also concerned about maintaining the historical character of historical buildings, and guidelines for future developments so they can be complimentary to the Town. Councillor Gerrard wants to draw innovators to Kentville to make renewable energy a reality. The Town is doing a great job attracting new businesses to Town. Councillor Gerrard wants to re-examine policing and bring innovative ideas to community policing in Kentville and beyond. As other Councillors have expressed, he is also concerned about infrastructure upgrades.

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow gave highlights from her report and gave her vision and concerns for the future. Mayor Snow wants to see a planning and advisory committee to help with the future rapid growth of the town. She wants to focus on asset management and infrastructure. Mayor Snow wants the Town to commit to renewing the arena. She believes strongly in the PACE program and wants to incentivize energy efficiency and energy upgrades. Mayor Snow wants to make buildings more efficient to reduce greenhouse gas emissions. She sees the three-tiered approach for economic development as being very effective.

Report available for more information.

RECOMMENDATION TO COUNCIL

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

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

MOTION CARRIED

6. NEW BUSINESS

(a) Boundary Review

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DRAFT

CAO Troke reviewed the mandatory review of boundaries and electoral districts across all municipalities and the recommendation that the Town proceed with hiring a consultant to complete this work.

Report available for more information.

- Discussion
 - What kind of consultant might be appropriate for this work? First the CAO will review past reviews to see what work was done and who completed the report. There is no specific organization that might complete this but CAO Troke will also consult with other municipalities.
 - Solicitor Muttart indicates that Stantec performed the last review, and that the review is not on the boundary of the Town but of the boundary of electoral districts.

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

That Council direct the CAO to consult with consultants to collect information for Council on the 2022 municipal boundary review.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. CORRESPONDENCE

(a) None

8. IN CAMERA – Legal Updates

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

That Council move into a closed session at 7:01 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 Craig Gerrard

That Council return to open session at 7:51 pm.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, and Yorke

DRAFT

10. ADJOURNMENT

It was moved by Councillor Craig Gerrard

That the January 31, 2022 meeting of Council be adjourned at 7:52 p.m.

MOTION CARRIED



TO: Council

FROM: Beverly Gentleman, Director of Planning and Development

DATE: February 28, 2022

SUBJECT: Second Reading: Secondary Dwelling Units

On January 10, 2022, Council gave first reading to amendments to Land Use Bylaw to increase the size of secondary dwelling units within a single-family dwelling, or as an accessory structure.

A Virtual Public Hearing was held Monday February 28, 2022 at 5:00 PM. Residents were invited to make their opinions known to Council via written submissions; by attending the online meeting via Zoom; or by calling in.

0 calls were received

Recommendation

It is therefore recommended that Council approve Second reading and the attached resolution to increase the size of secondary dwelling units where permitted.

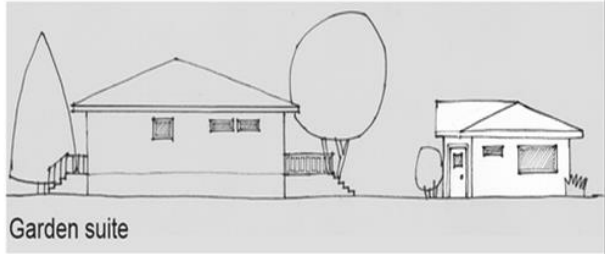

TOWN OF KENTVILLE

**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 **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



TOWN OF KENTVILLE

PUBLIC HEARING MEETING

Meeting Minutes: February 28, 2022

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.

1. MAYOR OPENS THE PUBLIC HEARING

Mayor Sandra Snow called the meeting to order at 5:02 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, Director of Planning and Development Beverly Gentleman, IT Manager Jason Bethune (remotely) and Recording Secretary Jennifer West.

REGRETS

None.

2. OVERVIEW OF PROPOSAL

This public hearing was called as part of the review and public engagement for the following item:

- Land Use Bylaw amendment associated with ancillary dwelling units.

3. COMMENTS FROM THE PUBLIC ON THE PROPOSAL

- a) Phone-In attendees (on-line through Zoom)

None.

b) Zoom attendees' submissions (using Q&A function)

None.

c) Written submissions submitted by February 25, 2022 4:30 PM

None.

d) Other email submissions

None.

4. MEETING ADJOURNED AT 5:13 pm.

Name:	Cathy Maxwell		
Date:	Feb 18/22	Date Submitted to CAO:	Feb 18/22

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

Detail	Synopsis			
Decision Requested:	I want to make a motion concerning the enacting of the buyback clause passed during our Oct 25/21 Council Meeting. I would like to move that Council stop the legal action taken against Mikes Clothing and allow the development of the land to begin.			
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"/>			
	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. Since that time the matter has become much more than a simple buyback of a piece of land. We are now in a legal tangle with the company. We are one day away from March when the developer's contractor was going to begin construction. We are accruing legal costs, losing money on taxes of the land and losing the construction and enhanced tax money for the town. The action in my opinion is costing much more than Council bargained for when voting to enact the buyback clause.			
Strategic Implication: with Dashboard	Current <input type="checkbox"/>		Short Term <input type="checkbox"/>	
			Long Term <input type="checkbox"/>	
	This decision is now impacting the town's financial position in a negative way.			
Budget:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		Policy:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Desired Outcome:	I would like Council to end the legal battle with Mikes Clothing and allow construction to begin as planned on the former Robinson property. I would like Council to stop the drain of taxpayer dollars into this legal tangle and get on with the development that will benefit the town's financial position rather than weaken it.			
Recommendation:	I would like to make the motion stated above at the Feb 28/22 Council Meeting.			

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:	

Council Advisory Committee – Request for Decision

Kentville Town Council

Name:	Councillor Zebian		
Date:	February 28 th 2022	Date Submitted:	February 22 nd , 2022

Request for Decision - Initial

Detail	Synopsis		
Decision Requested:	To secure a date for the Public Forum		
Background: What? Who? How? When?	In October of 2021, I brought forward the idea to hold a public forum where the Citizens of Kentville could speak freely. We, as a Council, would have the opportunity to listen. It would be a great opportunity to hear from the tax payers. Due to various reasons, the forum has not occurred. Restrictions are lifting and I would like to lock down a date for this event. Furthermore, this event should be held in a space with lots of room. My recommendation would be the Fire Hall.		
Budget:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Policy:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Desired Outcome:	To secure a date in March/early April for this event for the Citizens to attend and speak to us.		
CAO Comments:			
Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>		

Request for Decision – Staff Input

Detail	Synopsis
Department:	
Decision Requested:	
Background:	
Budget:	
Staff Workload:	
Policy:	

Council Advisory Committee – Request for Decision

Kentville Town Council

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

COUNCIL ADVISORY COMMITTEE – REQUEST FOR DECISION

KENTVILLE TOWN COUNCIL

Name:	Councilor Zebian		
Date:	February 28 th 2022	Date Submitted:	February 22 nd , 2022

Request for Decision - Initial

Detail	Synopsis		
Decision Requested:	To discuss policy G70 4.22		
Background: What? Who? How? When?	<p>At the last 3 council meetings, Mayor Snow has not allowed or asked for additions or deletions to the agenda. I have tried to add items and I have been refused. This is not productive for Council relations. We are elected to serve the public and if issues arise, then it is our right as Council to bring issues forward for debate and discussion. Policy G70 4.22 clearly states the following;</p> <p>Additions and deletions to the agenda may be made at the beginning of the meeting as detailed in the agenda.</p> <p>It does Not state that an RFD must be filled out for additions. 4.23 states an RFD must be filled out when there are Committee Recommendations.</p> <p>Mayor Snow is not following Policy and in my opinion, chooses to follow her own policies based on who the Councilor is and what they wish to present.</p>		
Budget:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Policy:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Desired Outcome:	I would like to see this Council get back to business and asking Council for their additions or deletions should be in effect at the start of every meeting, as per policy. By not asking for additions or deletions, we are not supporting transparency. I am asking for all of Council to demand this policy be followed.		
CAO Comments:			
Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>		

Request for Decision – Staff Input

Detail	Synopsis
Department:	
Decision Requested:	

COUNCIL ADVISORY COMMITTEE – REQUEST FOR DECISION

KENTVILLE TOWN COUNCIL

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

COUNCIL ADVISORY COMMITTEE – REQUEST FOR DECISION

KENTVILLE TOWN COUNCIL

Name:	Andrew Zebian		
Date:	Feb 28 th /22	Date Submitted:	Feb 22 nd /222

Request for Decision - Initial

Detail	Synopsis		
Decision Requested:	To direct the CAO to request Staff to find out the costs associated with Hi-Gate attachments for our Snow Plows and all relevant information associated with them. We are approaching budget time so I would request this information be provided prior to budget deliberations.		
Background: What? Who? How? When?	Many Citizens find the ends of their driveways blocked off after they have cleaned them from Snow. This is caused by Snow Plows passing through. There are attachments that exist that act as gates and can be attached to the plows to prevent this from happening. This would be great for much of our population and also for first responders, who may be coming to a residence to offer assistance or they may be called out to work. I would also note that many Citizens live on busy streets or roads and they cannot leave their vehicle idle in the middle of the road while they clean out the end of their driveways.		
Budget:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Policy:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Desired Outcome:	I would like to have all of the pertinent information provided to Council about these attachments prior to budget deliberations so Council can make a decision with all facts presented.		
CAO Comments:			
Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>		

Request for Decision – Staff Input

Detail	Synopsis
Department:	
Decision Requested:	
Background:	
Budget:	
Staff Workload:	

COUNCIL ADVISORY COMMITTEE – REQUEST FOR DECISION KENTVILLE TOWN COUNCIL

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





COUNCIL ADVISORY COMMITTEE

Recommendation to Council

General Insurance Contract

At the February 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell presented a request to extend the contract of the Town's insurance provider, BFL Canada.

Council Advisory Committee recommends

That Council approve the extension of the Town's relationship with BFL Canada for General Insurance and Risk Management Services for one year from April 1, 2022 to March 31, 2023

And further that the Town opt to maintain status quo coverage.

February 28, 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: February 2, 2022

Re: TOWN OF KENTVILLE GENERAL INSURANCE & RISK MANAGEMENT SERVICES- APRIL 1, 2022

BACKGROUND

At the November 30, 2020 Council meeting, Kentville Town Council ratified a recommendation for a one-year extension of ***General Insurance & Risk Management Services*** provided by **BFL Canada Risk and Insurance Inc.**

DISCUSSION

Our current provider cited that, universally, insurance buyers continue to face pricing pressures across most lines of business due to a range of hazards such as wildfires, flooding, catastrophic windstorms, as well as the increasing occurrence of class action lawsuits. Recent natural-disaster losses have been at historic highs for insurers.

Nationally, we have witnessed increased weather-related losses due to unpredictable and volatile weather patterns. Municipalities are seeing more adverse claim trends with increasing damage awards and class-action lawsuits. The Town's liability premiums have increased because of not only increased costs of claims settlement for Canadian municipalities but also adverse claim developments for the Town itself. (Presently, the Town has outstanding liability claims with our current provider, which would be part of disclosure in the RFP process.)

Insurance companies for all sectors have put stricter rules in place regarding the amount and breadth of coverage they will provide and to which clients. In 2020, the overall supply of insurance supply decreased as several insurance carriers disappeared from the market. Because of this, the demand for insurer capacity increased, as did pricing.

In less volatile times, the Town would release a ***Request for Proposals*** (RFP) document for General Insurance & Risk Management Services in early January for coverage

beginning April. Because of possible supply uncertainty, uncertainty around the fallout from the COVID-19 pandemic and our outstanding liability claims currently being managed by **BFL Canada**, I asked for a quote for the next fiscal year.

BFL Canada is open to a continued relationship with the Town in 2022 and it does not anticipate issues as to the choice of limits values and types of coverage. It offers the Town two options: **Option 1** – Status Quo and **Option 2**- Municipal Liability Deductible increase from \$ 25,000 to \$50,000. (The increased deductible would affect General Liability, Errors & Omissions and Environmental Liability.) I attach a spreadsheet which maps out the cost for 2021 and **BFL’s** best 2022 estimate for both options. It also estimates the breakdown between the Town’s funds.

Adding the estimated pricing to the Town’s 2021/22 premium, the net increase by fund could be as follows:

	Option 1	Option 2
Town operating	\$30,882	\$4,513
Sanitary Sewer operating	2,037	84
Water Utility operating	4,599	367
Total increase	\$37,518	\$4,964

Which option to choose poses a slight quandary. Option 1 increases insurance expense overall by 17.8%, however; Option 2 may end up costing more overall if new liability issues arise over the next year. Either option is workable for the Town and its funds.

RECOMMENDATION

I recommend to Council Advisory Committee that the Town of Kentville extend its relationship with **BFL Canada** for General Insurance and Risk Management Services for one year- **April 1, 2022 to March 31, 2023**.

I also recommend that the Town select Option One (status quo deductible).

2/2/2022

**Town of Kentville
BFL Premium Breakdown 2021 and Estimate 2022
February 2, 2022**

Line of Coverage	<u>2021</u>	<u>2022 Estimate</u>	<u>2022 Estimate</u>
	\$	\$	\$
		Option 1	Option 2
		Deductible Liability- \$25,000	Deductible increase -Liability \$50,000
BFL			
General Liability	127,800	150,804	118,750
Environmental Impairment Liability	6,500	7,000	6,500
Excess Liability	11,000	13,000	13,000
Automobile	29,421	32,081	32,081
Property/Crime/Equip breakdown	27,152	36,000	36,000
Municipal Officers' Accident	2,184	2,200	2,200
	<u>204,057</u>	<u>241,085</u>	<u>208,531</u>
Chubb EIL (U/G tanks)	<u>7,010</u>	<u>7,500</u>	<u>7,500</u>
	<u>211,067</u>	<u>248,585</u>	<u>216,031</u>
		17.8%	2.4%
Fund breakdown			
Town	170,472	201,354	174,985
Sanitary Sewer	12,878	14,915	12,962
Water	27,717	32,316	28,084
	<u>211,067</u>	<u>248,585</u>	<u>216,031</u>
	actual	estimate	estimate



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Withdrawal from Capital Reserves

At the February 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell presented a request to withdraw funds from the town's capital reserves to support a number of items and activities.

Council Advisory Committee recommends

That Council approve the withdrawal of \$217,356.57 from two Town of Kentville Capital Reserves to partially fund the budgeted 2021-2022 projects as detailed in the attached report.

February 28, 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 24, 2022

Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 1

The 2021/2022 capital budget provides for partial funding of capital acquisitions from the Town’s Capital Reserve fund. Several projects are complete or partially complete and require a resolution of Council to withdraw funds. The details for the Capital Reserve are as follows:

	<u>PROJECT</u>	<u>BUDGET</u> <u>(from reserve)</u>	<u>Draw</u> <u>#1</u>
		\$	\$
Gas Tax Infrastructure	Burke subdivison paving	5,700	-
Administration	21/22 IT Projects	20,000	10,876.91
Protective Services	Equipment	21,500	11,054.72
	Vehicles	28,100	-
	Police Building	18,600	-
Transportation	Equipment	25,000	25,000.00
	Study-Asset management	25,000	-
	Flood mitigation	40,000	19,814.15
	Public Works building	50,000	-
Recreation	Arena	41,500	48,994.21
	Dog Park	16,000	16,000.00
	Study- Ravine Trail	15,000	-
	MP-Soccer	8,000	6,575.69
	MP- Gazebo	10,000	-
	MP- Skatepark bowl	1,000	1,000.00
	KCA Accessible feature	10,000	10,000.00
	Oakdene Park- Gazebo/dipping station	28,000	-
	Equipment	87,000	24,561.19
Economic development	Downtown betterments	17,500	8,490.87
	Public Art Displays	20,000	17,534.88
	Kentville Business Park- benches	5,000	6,368.15
	Centre Square beautification	12,000	819.95
Total		504,900	207,090.72
PROJECTS ADDED	Kentville Futures	0	1,175.33
	Gateway signage	0	9,090.52
Total additions		0	10,265.85
TOTAL DRAW # 1		504,900	217,356.57

The Town of Kentville Capital Reserve- General Allocation contains **\$1,849,611** and after the withdrawal, it will contain **\$1,672,730**.

The Town of Kentville Capital Reserve- Recreation contains **\$108,315** and after withdrawal, it will contain **\$67,739**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$217,356.57** from the following reserves:

- Town of Kentville Capital Reserve- General Allocation- \$176,780.88
- Town of Kentville Capital Reserve Recreation-\$40,575.69

These transfers will partially fund several capital acquisitions during the year 2021/2022. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE

- 2021/2022 CAPITAL PROJECTS

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 is authorized in the amount of **\$217,356.57** to partially fund budgeted capital acquisitions and additions for the 2021/2022 capital program.

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

Tax Exemption

At the February 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell described the annual review of the limits set out in the Low Income Tax Exemption Policy.

Council Advisory Committee recommends

That Council approve the Low Income Tax Exemption resolution for the year 2022-2023 as detailed in the attached report.

February 28, 2022

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



Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

CC:

Date: January 26, 2022

Re: **TAX EXEMPTION – SECTION 69- 2022/2023**

BACKGROUND

Every year Town Council provides a partial tax exemption to individual property owners who meet certain requirements. Council must pass the necessary resolution annually setting out the maximum exemption and the income ceiling. As a guideline, the Town sets the income ceiling at a level equal to the maximum Old Age Security (OAS) and Guaranteed Income Supplement (GIS) paid to a married couple.

AUTHORITY

The authority to grant a tax exemption to any person is found in the Municipal Government Act, Section 69 entitled "***Low income tax exemption policy***". This section states:

That "**income**" includes a person's total income from all sources for the calendar year preceding the Town's fiscal year and includes the income from all other members of the same family residing in the same household but does not include an allowance paid pursuant to the *War Veterans' Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada). (S.69 (1))

That Council may grant an exemption to the extent set out in this resolution for a person whose income is below the amount set out in the policy. (S.69 (2))

That Council may provide that a person applying for an exemption pursuant to this Section shall provide proof confirming the person's income. (S.69 (3))

That the policy to grant an exemption from taxation may:

Specify the exemption extends to persons who are residents of the municipality or property of a ratepayer occupied as the ratepayer's principal residence. (S.69 (4) (a))

Provide that where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property. (S.69 (4) (b))

Specify a date, not less than thirty days after the filing of the assessment roll, after which no application for an exemption will be received. (S. 69 (4) (c))

ANALYSIS

For 2021, a single Old Age Pensioner, eligible for OAS and GIS received \$18,669, while a married couple both eligible for OAS and maximum GIS received \$28,436.

The following table cites the comparative information for a five-year period.

<u>TAXATION YEAR</u>	<u>INCOME CEILING</u>	<u>EXEMPTION AMOUNT</u>	<u># OF PERSONS</u>	<u>TOTAL OF EXEMPTIONS</u>
	\$	\$		\$
2017/18*	26,127	244 to 519	42	12,468
2018/19*	26,507	246 to 524	36	11,650
2019/20*	27,048	253 to 539	44	13,052
2020/21*	27,619	256 to 544	37	11,334
2021/22*	27,971	257 to 546	30	8,773

*In 2014, the Town moved to a sliding income/exemption scale. The exemption is increased annually by the cost-of-living figure used for the assessment CAP by Property Valuation Services Corporation. For 2022, the CAP rate is 5.4%.

All participants of the program in 2021 will be sent an application for the exemption in 2022. As well, notice will appear on the Town's website and other means of social media detailing the particulars of the program.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution for Low Income Tax Exemption for the 2022/23 year be approved and forwarded to Town Council for ratification.

Exemption amount: \$271 to \$575

Income ceiling: \$28,436

Deadline for applications: June 30, 2022

RESOLUTION

LOW INCOME TAX EXEMPTION-TOWN OF KENTVILLE

BE IT RESOLVED by Council of the Town of Kentville

THAT an exemption from taxes for the period **April 1, 2022 to March 31, 2023** be granted pursuant to Section 69 of the MGA, as follows:

Income Range (per annum)	Exemption Amount 2022/2023
< \$12,000	\$575
\$12,001-\$16,000	\$456
\$16,001- \$18,000	\$345
\$18,001- income ceiling	\$271

THAT the exemption be granted to persons whose total income from all sources (and including the income of all other persons of the same family residing in the same household as the applicant ratepayer) for the year 2021 is equal to or less than **\$28,436**. (An allowance paid pursuant to the War Veterans’ Act (Canada) and the Pension Act (Canada) is excluded, as is a tax rebate provided by the Province.)

THAT the property must be occupied by the applicant ratepayer.

THAT where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person’s share of the total assessment for the property, but where different interests are not separate, then to that portion determined by the treasurer, whose determination is final.

THAT no application for an exemption will be considered unless made on or before the 30th day of June 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

Regional Sewer Budgets

At the February 14, 2022 meeting of Council Advisory Committee, Director Bell described the activities and priorities at the Regional Sewer Committee and reviewed the operation budget and capital budgets for Council to review.

Council Advisory Committee recommends

That Council approve the Kings Regional Sewer 2022-2023 Operating Budget as presented at \$1,642,600 of which \$841,800 is assigned to the Town of Kentville and billed in quarterly installments.

Council Advisory Committee recommends

That Council approve the Kings Regional Sewer 2022-2023 Capital Budget as presented at \$2,557,500.

February 28, 2022

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



TO: Council Advisory Committee

SUBMITTED BY: Dave Bell, Director of Engineering & Public Works

DATE: February 14, 2022

SUBJECT: Kings Regional Sewer 2022-2023 Budget Approval

ORIGIN

The Kings Regional Sewer Committee exists to provide governance and oversight for the operation of the County of Kings Sanitary Sewer System situated in New Minas. Three Municipal and one private partner in this committee review operating and capital budgets annually.

BACKGROUND

The committee consists of party members from the County of Kings, Town of Kentville, Village of New Minas and PepsiCo (Frito Lay) who receive a budget from staff, review it and then approve it to be forwarded to each party for their approval. The budgets before you today have been approved by the committee and is before Council for your consideration.

DISCUSSION

Annually the Technical Sub-committee of the Regional Sewer Committee meets to review the Operating and Capital budgets and to recommend them to the Regional Sewer Committee for review and approval. The proposed budgets were presented to the Committee and after some changes were suggested and made, a subsequent meeting was held presenting a more manageable budget with a year-to-year increase \$49,100 or 3.1%.

The Operating and Capital budgets were voted on and approved unanimously by all four parties. The Town of Kentville will see a total increase (Operating + Capital contributions) of \$42,400 over last year or approximately 5.3%

POLICY IMPLICATIONS

n/a

BUDGET IMPLICATION

2022/23 Regional Sewer Operating Budget	\$1,642,600	(\$1,004,800 Operating, \$637,800 Capital)
Town of Kentville Funding requirement	\$ 841,800	(\$565,100 Operating, \$276,700 Capital)
Other Partners Funding requirement	\$ 800,800	(\$439,700 Operating, \$361,100 Capital)

2022/23 Capital Budget: \$2,557,500 – which includes proposed upgrades to a section of the aging forcemain from the large pumping station (RG5) behind the Justice Centre to the Glooscap Curling Club (\$857,500) and the second phase of aeration and desludging at the treatment plant (\$1,700,000).

ATTACHMENTS

2022-2023 Kings Regional Sewer Budgets



RECOMMENDATIONS

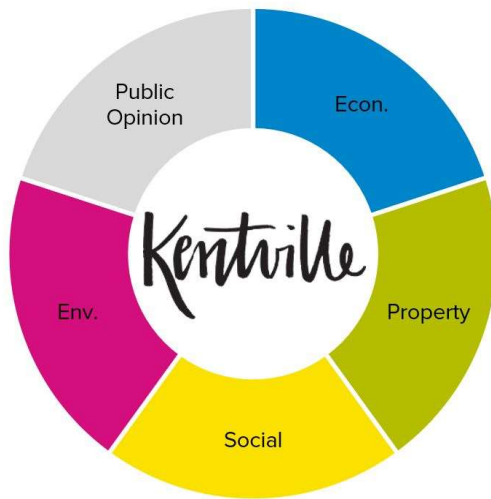
1. Operational Budget

A motion to recommend to Kentville Town Council that the approval of the Kings Regional Sewer 2022-2023 Operating budget as presented at \$1,642,600 of which \$841,800 is assigned to the Town of Kentville and billed in quarterly installments.

2. Capital budget

A Motion to recommend to Kentville Town Council that the approval of the Kings Regional Sewer 2022-2023 Capital budget be approved as presented at \$2,557,500.

Town of Kentville Decision Wheel:



Regional Sewer Proposed Operating Budget

(in thousands) (,000)	2022/23 Budget Breakdown			2022/23	2021/22	2021/22	2022/23 Budget		2022/23 Budget	
	Capital Total	Operating Collection	Operating Treatment	Draft Budget	2021/22 Forecast	Approved Budget	\$	%	\$	%
Revenue										
Operating										
Town of Kentville	276.7	137.0	428.1	841.8	799.4	799.4	42.4	5.3%	42.4	5.3%
Village of New Minas	149.1	61.9	132.7	343.7	335.2	335.2	8.5	2.5%	8.5	2.5%
PepsiCo Canada	74.2	14.6	118.4	207.1	213.0	213.0	(5.9)	(2.8)%	(5.9)	(2.8)%
County of Kings	137.9	32.9	79.2	250.0	245.9	245.9	4.1	1.7%	4.1	1.7%
Total Operating	637.8	246.3	758.5	1,642.6	1,593.5	1,593.5	49.1	3.1%	49.1	3.1%
Non-operating										
Transfer from operating reserve	-	-	-	-	-	-	-	0.0%	-	0.0%
Interest on operating reserve	-	-	-	-	-	-	-	0.0%	-	0.0%
Total non-operating	-	-	-	-	-	-	-	0.0%	-	0.0%
Total Revenue	637.8	246.3	758.5	1,642.6	1,593.5	1,593.5	49.1	3.1%	49.1	3.1%
Expenditures										
Operating										
Support Services	-	26.3	52.5	78.8	79.9	79.9	(1.1)	(1.4)%	(1.1)	(1.4)%
Insurance	-	6.6	13.3	19.9	17.2	12.0	2.7	15.7%	7.9	65.8%
Monitoring	-	1.8	0.9	2.7	5.0	2.4	(2.3)	(46.0)%	0.3	12.5%
Wages	-	61.2	122.4	183.6	168.0	153.2	15.6	9.3%	30.4	19.8%
Benefits	-	14.9	29.8	44.7	32.0	29.2	12.7	39.7%	15.5	53.1%
Power - Pumping	-	62.8	-	62.8	61.2	56.4	1.6	2.6%	6.4	11.3%
Treatment	-	-	79.8	79.8	78.8	78.8	1.0	1.3%	1.0	1.3%
Power - Treatment	-	-	340.9	340.9	332.0	393.0	8.9	2.7%	(52.1)	(13.3)%
Vehicle Expense	-	17.7	8.9	26.6	25.3	25.3	1.3	5.1%	1.3	5.1%
Maintenance	-	55.0	110.0	165.0	200.0	150.0	(35.0)	(17.5)%	15.0	10.0%
Total Operating	-	246.3	758.5	1,004.8	999.4	980.2	5.4	0.5%	24.6	2.5%
Non-operating										
Debenture - Interest	36.0	29.8	6.2	36.0	19.8	19.8	16.2	81.8%	16.2	81.8%
Debenture - Principal	280.3	71.0	209.3	280.3	263.3	263.3	17.0	6.5%	17.0	6.5%
Transfer to Operating Reserve	-	-	-	-	-	-	-	0.0%	-	0.0%
Transfer to Depreciation Reserves	321.5	93.2	228.3	321.5	330.2	330.2	(8.7)	(2.6)%	(8.7)	(2.6)%
Total non-operating	637.8	194.0	443.8	637.8	613.3	613.3	24.5	4.0%	24.5	4.0%
Total Expenditures	637.8	440.3	1,202.3	1,642.6	1,612.7	1,593.5	29.9	1.9%	49.1	3.1%
Surplus (Deficit)				-	(19.2)	-				

Regional Sewer Draft 5 Year Capital Forecast

Forecast Borrowing Rate	1.92%	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27
Projects								
Regional Headworks								
Regional Sewerlines		144,435	67,500	857,500	1,050,000			
Regional STP Desludging & Aeration		849,985	2,208,460	1,700,000				
Regional STP Drum Screens								
Total		994,419	2,275,960	2,557,500	1,050,000	-	-	-
Project funding								
Capital Reserves		244,419	1,025,960	7,500	850,000			
Long-term Debt		750,000	1,250,000	2,550,000	200,000			
Total		994,419	2,275,960	2,557,500	1,050,000	-	-	-
<i>(balance check)</i>		-	-	-	-	-	-	-
Reserve Continuity								
Capital contributions from partners		589,700	613,300	637,800	663,300	689,800	689,800	689,800
Increase			4%	4%	4%	4%	0%	0%
Debt service requirement (round)		206,900	206,500	316,300	586,200	558,600	555,900	552,600
Balance to reserve		382,800	406,800	321,500	77,100	131,200	133,900	137,200
Opening reserve balance		994,990	1,133,371	514,211	828,211	55,311	186,511	320,411
Contributions		382,800	406,800	321,500	77,100	131,200	133,900	137,200
Reserve utilization		(244,419)	(1,025,960)	(7,500)	(850,000)	-	-	-
Closing balance		1,133,371	514,211	828,211	55,311	186,511	320,411	457,611



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Taxi Bylaw First Reading

At the February 14, 2022 meeting of Council Advisory Committee, Mayor Snow reviewed the changes required in the Taxi Bylaw to remove minor typographical errors.

Council Advisory Committee recommends

That Council approve the proposed changes to fix the typographical errors and give First Reading to the amended Taxi bylaw.

February 28, 2022

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



TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: February 14, 2022

SUBJECT: Taxi Bylaw First Reading

ORIGIN

The purpose of the Taxi Bylaw is to regulate the licensing of taxi drivers and cars within the Town of Kentville. Rates for taxi registration services were updated and approved by Council in March of 2021. The fee changes from the existing bylaw reflect rates charged by Access Nova Scotia for taxi licensing.

BACKGROUND

Some changes to the fee structure were approved by Council in March of 2021, however a small error was identified on page 3:

- b. **Ten** dollars (\$ 20.00) for every Taxi-Cab Driver’s License, and,
- c. **Three** dollars (\$ 15.00) for the transfer of a Taxi-Cab License.

Should read:

- b. **Twenty** dollars (\$ 20.00) for every Taxi-Cab Driver’s License, and,
- c. **Fifteen** dollars (\$ 15.00) for the transfer of a Taxi-Cab License.

DISCUSSION

None.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

ATTACHMENTS

Proposed Bylaw

RECOMMENDATIONS

That Council approve the proposed changes to the Taxi Bylaw and give First Reading to this bylaw on February 28, 2022.

Town of Kentville Decision Wheel:

Kentville

A BREATH OF FRESH AIR





TOWN OF KENTVILLE BY-LAW CHAPTER 103 TAXI BY-LAW

1. The transport by vehicle of passengers or goods within the boundaries of the Town of Kentville for a fee shall be deemed to be transport by Taxi-Cab. Where such transport is by a vehicle that is a public utility as defined in the Public Utilities Act or a motor carrier who is required to be licensed under the Motor Carrier Act, this By-law shall not apply to that vehicle.
2. It shall be an offence for any person to charge a fee for the transport by vehicle of passengers or goods within the boundaries of the Town of Kentville unless such person is the holder of a valid Taxi-Cab License issued by the Town of Kentville.
3. Before any person operates a Taxi-Cab within the Town of Kentville, such person must make Application for and be issued a Taxi-Cab License. Applications shall be made in writing on a form provided therefor by the Town.
4. Information required of the Applicant by the Town shall include, but may not necessarily be limited to:
 - a. The full name and address of the Applicant;
 - b. A description of the Taxi-Cab to be used, giving the registration or other number sufficient, in the opinion of the Town, to identify it;
 - c. The age of the Applicant;
 - d. The number of years during which the Applicant has been licensed to operate a motor vehicle;
 - e. The number of the Applicant's chauffeur's license then in force;
 - f. The amount of the insurance in force on the Taxi-Cab with the name and contact information of the insurance company, the name and contact information of the insurance agent, and the number of the policy of insurance;
 - g. A statement of any convictions under any Act or By Law against the Applicant or person in the employ of the Applicant and a consent to allow the Town to inquire of Police and regulatory authorities as to the driving and criminal record of the Applicant.
5. It shall be an offence under this By Law for a person to make a false statement of fact in the Application.
6. Every driver of a Taxi-Cab to be licensed under this By Law must:
 - a. Be the holder of a valid chauffeur's license issued under the provisions of the Nova Scotia Motor Vehicle Act;

Town of Kentville, By Law Chapter 103: Taxi By-Law

- b. Have and maintain at all times in force on the Taxi-Cab public liability, property damage and cargo or passenger hazard insurance in the full minimum amounts of:
 - i. Public Liability \$1,000,000.00
 - ii. Property Damage \$ 500,000.00
 - iii. Passenger and Cargo Insurance \$1,000,000.00
 - c. Keep the Taxi-Cab in a clean condition, both inside and outside;
 - d. Keep the Taxi-Cab in good mechanical repair.
7. No person shall operate a Taxi-Cab unless he has applied to the Town for and the Town has issued to him a valid license, herein referred to as a Taxi-Cab Driver's License.
 8. Every Application for a Taxi-Cab Driver's License shall be made in writing to the Town in the same manner as an Application for a Taxi-Cab License and shall contain the same information as an Application for a Taxi-Cab License.
 9. Every Application under this By Law shall be filed with the Town and shall be accompanied by the license fee required by the Town.
 10. The Town may designate an official or employee of the Town as its delegate to administer and enforce this By-Law. In the absence of a formal designation, the person to whom the function is designated shall be deemed to be the Town's By-Law Enforcement Officer.
 11. In the case of an Application for a Taxi-Cab License, the Applicant shall cause the Taxi-Cab to be inspected by a licensed garage and shall produce to the Town a vehicle inspection certification.
 12. The Town shall make such enquiries as it deems appropriate to determine that the Applicant, whether the Applicant for a Taxi-Cab License or a Taxi-Cab Driver's License qualifies, under the provisions of this By-Law, to have a license and the Town may deny a license to those persons who do not so qualify.
 13. A license shall not be issued or continued unless:
 - a. The Taxi-Cab carries a valid inspection certificate;
 - b. The amount of the license fee has been paid to the Town;
 - c. The Application has been completed in full;
 - d. The amount of the insurance required is in effect;
 - e. The Applicant is in possession of a valid chauffeur's license.
 - f. The Applicant has not been convicted of any offence against the Criminal Code of Canada or The Excise Act of Canada;and the Applicant's Application may be rejected or a Taxi-Cab license and/or Taxi-Cab Drivers license revoked by the Town if the person has been convicted of an offence under the Motor Vehicle Act of Nova Scotia, the Liquor Control Act of Nova Scotia, or under any other Act or By Law.
 14. A person shall be guilty of an offence and the Town, in addition to such other penalty as is herein provided, may suspend any license for any period, subject to review in one (1) year where:

Town of Kentville, By Law Chapter 103: Taxi By-Law

- a. The Taxi-Cab operated under the license is not kept clean and in good mechanical condition, or
- b. The licensee has, since the date of issue of the license, been convicted of any offence under any Act of the Province of Nova Scotia or under any Town By Law;
- c. The owner of the Taxi-Cab has failed to maintain insurance as required by this By Law.

and shall suspend, without the right of review, the licensee where he has been convicted of any offence against the Criminal Code of Canada since the date of issue of his license.

15. A person whose license has been suspended or revoked or whose Application for a license has been refused, may appeal such action to the Chief Administrative Officer of the Town who may;
 - i. Approve the action;
 - ii. Vary the action; or
 - iii. Allow the appeal and set aside the action;
 16. Every Taxi-Cab shall have prominently displayed on its roof a sign bearing the word "Taxi", which sign and word shall be lighted after dark and be clearly visible at all times from a distance of two hundred (200) feet.
 17. The amount of the license application fee payable under this By Law shall be:
 - a. Twenty five dollars (\$25.00) per Taxi-Cab License;
 - b. ~~Ten~~ Twenty dollars (\$ 20.00) for every Taxi-Cab Driver's License, and,
 - c. ~~Three~~ Fifteen dollars (\$ 15.00) for the transfer of a Taxi-Cab License.
 - d. Thirty dollars (\$30.00) for a criminal record check.
 - e. Twenty dollars (\$20.00) for a drivers abstract.
 18. No license to drive a Taxi-Cab may be transferred from one person to another.
 19. A Taxi-Cab License shall be issued for one Taxi-Cab only, and a description of the Taxi-Cab shall be given on the license. If the owner wishes to discontinue the use of that Taxi-Cab and/or replace it with another Taxi-Cab, the substituted Taxi-Cab shall be subject to and comply with the regulations as to licensing under this By Law at the time of transfer. Such transfers shall not be made without the approval in writing of the Town.
 20. All licenses shall be for a period of one (1) year, from the 1st day of April to the 31st day of March of each year. The Town, where a license is issued during the twelve month period, may charge a pro-rated application fee.
 21. Any person who contravenes a section of this By-Law punishable by a fine and who is given notice of the option to do so, may pay to the Town at the place specified in the notice, the sum of \$15.00 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.
-

Town of Kentville, By Law Chapter 103: Taxi By-Law

22. Any person who violates any of the provisions of this By Law, in addition to being liable to have his license refused, suspended or cancelled, is guilty of an offence and shall be liable:
- a. for the first offence to a penalty of not less than fifty dollars (\$ 50.00) and in default of payment, to imprisonment for a term of not more than thirty (30) days, and
 - b. for a second offence, to a penalty of not less than one hundred dollars (\$ 100) and in default of payment, to imprisonment for a term of not less than thirty (30) days and no more than sixty (60) days, and
 - c. for a third offence or any subsequent offence, to a penalty of not less than one hundred and fifty (\$ 150.00) and in default of payment, to imprisonment for a term of not less than thirty (30) days and not more than sixty (60) days.
23. The owner of a Taxi-Cab shall be liable, jointly with the driver thereof, for any violation of this By Law by a driver.
24. The Town may specify, by written notice to licensees, places within the Town to be used as Taxi Stands. If Taxi Stands have been specified, no owner or driver of any Taxi-Cab shall permit the same, when not engaged, to stand on any public street or highway, except at a specified Taxi Stand.
25. Repeal: Any previous Taxi Bylaws and amendments thereto are repealed upon coming into force of this Bylaw.

Date of first reading:	February 22, 2021
Date of advertisement of Notice of Intent to Consider:	March 2, 2021
Date of second reading:	March 29, 2021
*Date of advertisement of Passage of By-Law:	April 6, 2021
Date of mailing to Minister a certified copy of By-Law:	March 30, 2021

I certify that this Taxi Bylaw – Chapter 103 was adopted by Council and published as indicated above.

Town Clerk, Dan Troke

Date

*Effective Date of the By-Law unless otherwise specified in the By-Law



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Street Naming

At the February 14, 2022 meeting of Council Advisory Committee, CAO Troke presented the proposed name for a new street near Mee Road – Hibou’s Court. Council discussed this proposal and asked that the developer consider Hibou Court or Hiboux Court.

Council Advisory Committee recommends

That Council approve the proposed street name.

February 28, 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 February 14, 2022

SUBJECT: Approval of Street Name – Homeward Bound Mee Road

BACKGROUND

According to Policy Statement G-67 – Recognition of Community Contributions, Council will receive and consider submissions for street names from Developers.

Travis Mills and Ian Synnott of Homeward Bound Properties purchased a 7-acre parcel of land on Mee Road. They are building 48 Townhouses. The developers would like to name the street as shown on the attached map:

- Hibou’s Court

The planning department has determined there is no duplication in names

RECOMMENDATION

I recommend that CAC recommend Council approved the proposed street name.

Respectively Submitted

Beverly Gentleman, Director of Planning and Development

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

Beverly Gentleman

From: ian homewardboundproperties.ca <ian@homewardboundproperties.ca>
Sent: January 19, 2022 10:18 AM
To: Kirsten Duncan; travis mills
Cc: Beverly Gentleman
Subject: Re: Road Name
Attachments: Hibou Townhomes Logo_Colours-28.PNG

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Hi Kirsten,

Please provide council with the following thought process for the street name.

Proposed street name:

"Hibou's Court" (Attached is an initial draft of the logo.)

Hibou is the french word for "owl". Knoll represents curve, green, viewpoint, nature and Hilltop

(Old English cnoll "hilltop, small hill, clod, ball," related to Old Norse knollr "hilltop")

Target market

-We are mostly looking to attract young families as well as all other ages, overall, a clientele that will be open to the younger people therefore we want a street name and logo that reflects youth and feminine aspects.

Nature

-We wish to work in line with the branding of the town of Kentville as a place of openness, health, nature, hills, connectedness etc...We will be building a park on the land and wish to promote active/outdoor fun and neighborhood feel. Other exterior gathering spaces will be built in time and of course proximity to Oakdene park is perfect.

Culture

-The name uses both french and english. It is also a symbol that transcends cultural backgrounds. We want all cultural backgrounds to be able to identify with the name. It is also an important first nations symbol.

A new kind of Community spirit

The surrounding neighborhood is starting to be reborn with new families with small children. Our project will be helping that process and is in line with the trend.

We estimate that over half of our buyers will be from out of province, and they need to decide which community to choose from. We want our clients to not only buy a house, but a home and a connection to land, space, to the town of Kentville and everything it has to offer.

These days, this is what people need and why they are selling their homes in the bigger cities and wanting to move here.

This is why they will choose Kentville and Hibou's Knoll.

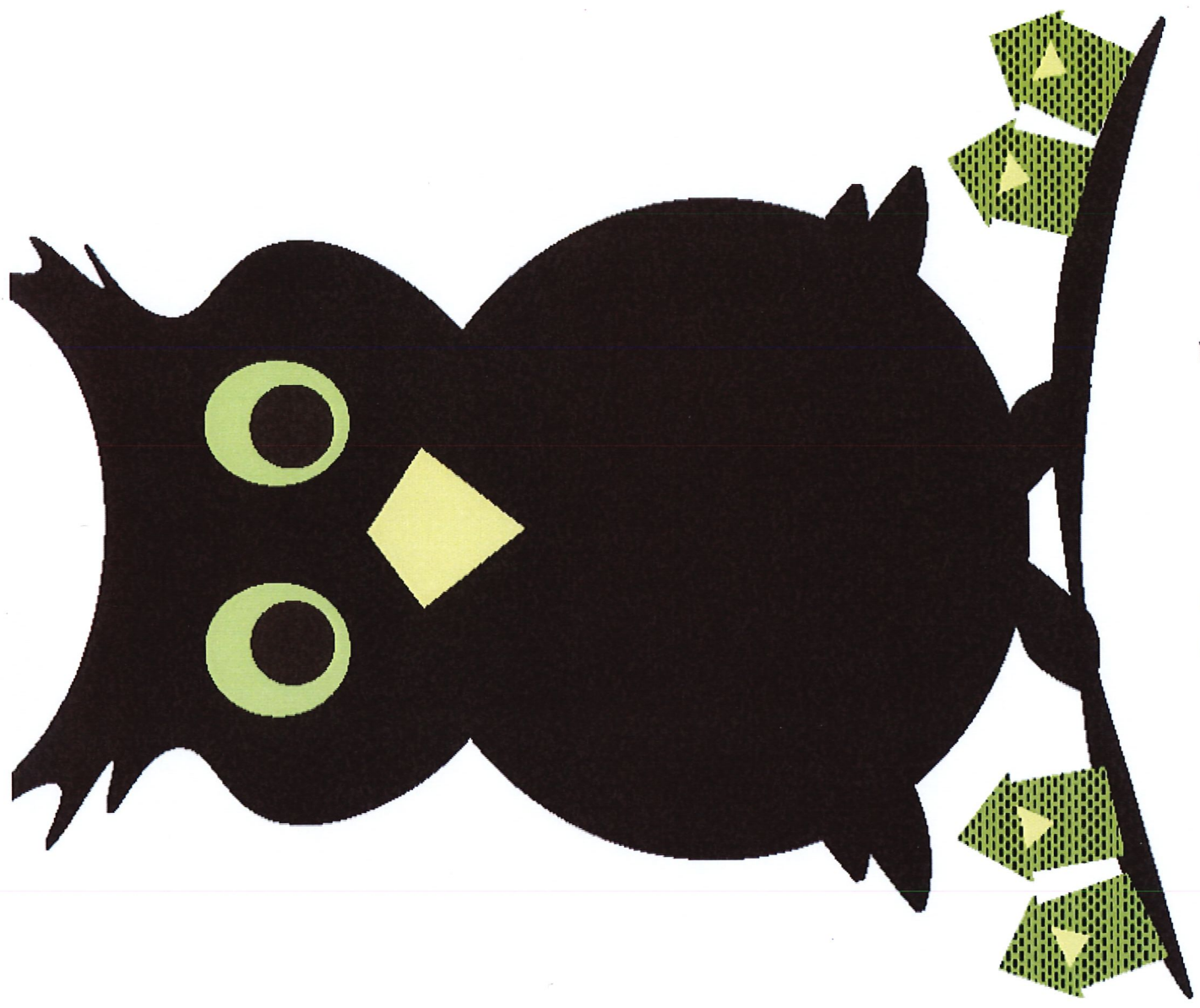
Ian Synnott

Cell: 902-802-1358

*Mills and Synnott Homes Inc. (Hibou's Knoll, Townhome Development, Kentville, N.S.)
Homeward Bound Properties (New Glasgow, N.S. apartment rentals)*



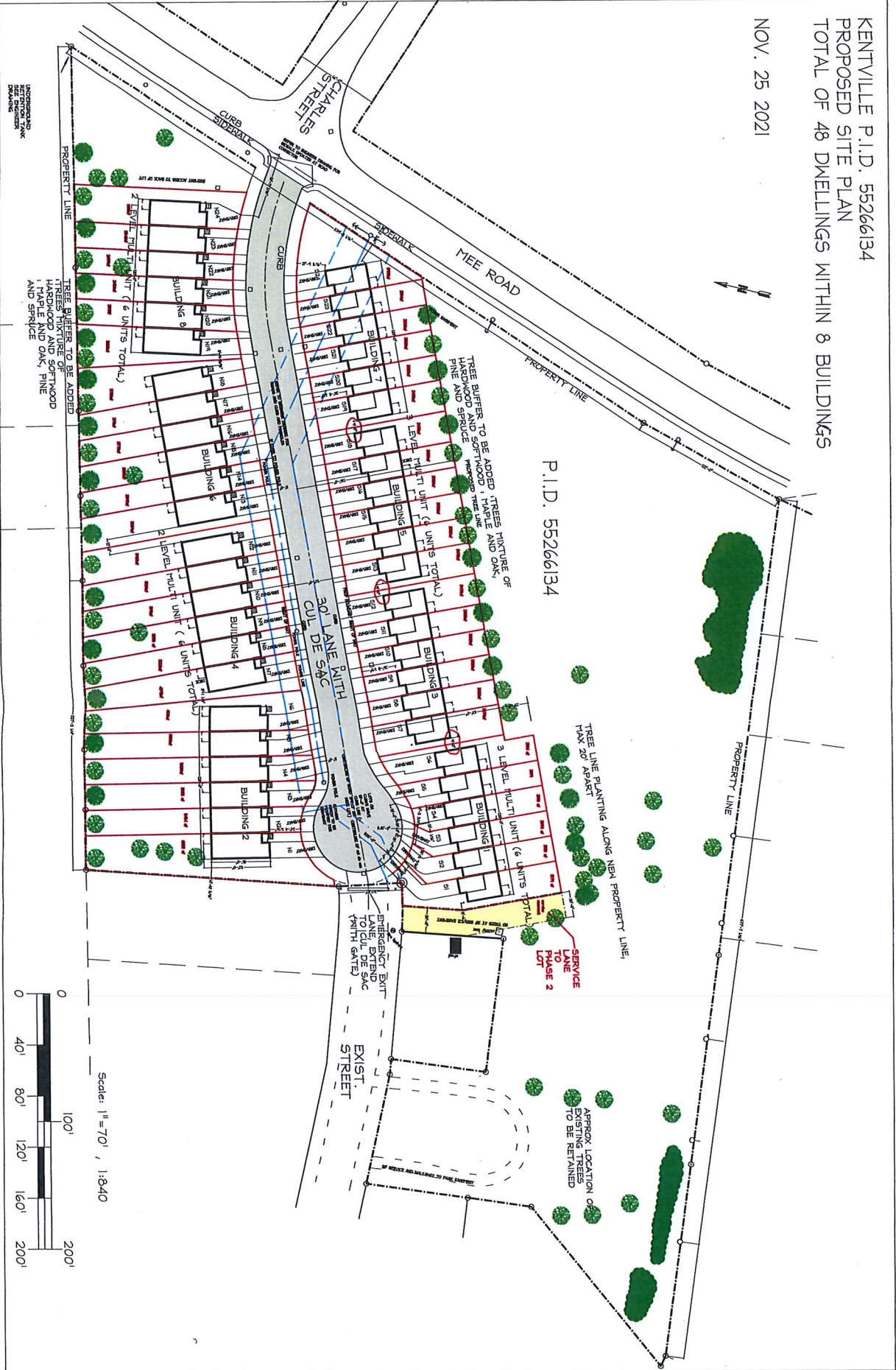
www.homewardboundproperties.ca



Hibou's Knoll

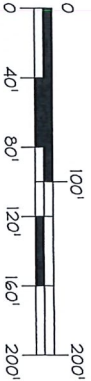
KENTVILLE P.I.D. 55266134
 PROPOSED SITE PLAN
 TOTAL OF 48 DWELLINGS WITHIN 8 BUILDINGS

NOV. 25 2021



P.I.D. 55266134

Scale: 1" = 70', 1:840



Councilor Report

Kentville Town Council

Name: Craig Gerrard

Date February 25, 2022

Date of Last Council Meeting Attended: January 31, 2022

Date of Last Council Advisory Meeting Attended: February 14, 2022

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
February 16, 2022	Valley Waste	Still struggling to have a ‘business’ plan in place. There has never been a long term capital equipment structure that would allow for major capital items to be purchased on an on going basis. If they needed a new loader instead of putting funds aside they come ask for the money. From a business standpoint that is not sustainable as equipment gets old and cost to repair is exorbitant. Also trying to get the figures on Kentville’s stand alone tonnage for curb side pick up as that was one of the main reasons that we adjusted the routes to capture the exact tonnage for each member



Councilor Report

Kentville Town Council

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis

Misc Events

Date	Synopsis

Expenses

This month	Year to Date



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Paula Huntley

Date: February 22, 2022

Date of Last Council Meeting Attended: Jan 31/22

Date of Last Council Advisory Meeting Attended: Feb 14/22

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Feb 2/22	Source Water Protection & Kentville Water	Well report, discussion on McGee Lake, water report, engineers report including financials & plan for drilling of new well & also discussion of plans for replacement of business park tank as its nearing the end of its life.
Feb 8/22	Kings Point to Point	Strategic meeting with Acadia Entrepreneurship Centre
Feb 16/22	Valley REN Liaison & Oversight	Recruitment, chairs report & communication discussion
Feb 16/22	Kings Point to Point	Review of Budget draft for 2022/2023 & CTAP Report
Feb 23/22	Kings Transit	Ridership ,operating capital budget presentation



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Feb 7/22	Celebration of Life for Lions President Mark Clarke	Lions Hall community drop in

Conference Attendance and Synopsis

Date	Conference	Synopsis

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name		Meeting Date:	



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Meeting Highlights	
Budget:	
New Projects:	
Policy Changes:	

Miscellaneous Events – CALLS/WEBCAST/ZOOM SESSIONS ETC

Date	Synopsis
Feb 1/22	Municipalities & the platform economy webinar
Feb 2/22	NSFM Session
Feb 3/22	Valley REN-Star Community info
Feb 4/22	Zoom call -resident info
Feb 7/22	Review KPPT Plan draft of Strategic plan
Feb10/22	Meeting with CAO
Feb 17/22	Designing Retrofits-Meeting the climate change by bldg. acceleration
Feb 17/22	Diversity Kings County Talks-African Heritage Month
Feb 24/22	Zoom with Kody Blois -Budget discussion
Feb 25/22	Meeting at John Lohr's office re: Housing discussion/plans happening

COUNCILOR REPORT
KENTVILLE TOWN COUNCIL

Name: Cathy Maxwell

Date: Feb 23/22

Date of Last Council Meeting Attended: Jan 31/22

Date of Last Council Advisory Meeting Attended: Feb 14/22

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Jan 14/22	Inclusion and Access Advisory	An outdoor learning series was discussed, 211 service needs to be pushed out to the public, Presentations by Rachel and dan on Public Transportation and the AT Plan. Some discussion occurred on Housing accessibility and a website accessibility@kentville.ca has been setup where links and other info will be shared.
Jan 28/22	Police Commission	We looked at the make up of the Commission, the Open House has been postponed until Covid regulations are eased, David walker was approved as a guest speaker. The Chief took us through the budget
Feb 8/22	Police Commission	This was a budget meeting where the commission discussed specific aspects.
Feb 11/22	Inclusion and Access Advisory	A Team has been set up at town hall and made up of senior staff to make sure inclusion and accessibility is first and foremost in their planning. The street naming committee is busy looking at a policy. A report is forth coming. The video to introduce our committee members is coming along nicely and should be out soon. We had a wonderful presentation by Mark Selvidge. Mark told us his story

		<p>about living with a brain injury and the challenges he faces maneuvering around in our community. He has written a book called “My Jelly Brain” and has started a group called Helping Hands which connects people with disabilities to various activities in ethe community and helps then get involved. He stressed how important UBBER can be for those with disabilities. Mark is also involved through the Wolfville Lions Club raising funds to provide a motorized car for kids with disabilities. To contribute get in touch with a Wolfville lions Club member.</p>

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Jan 19/22	Kentville Ravine HWA	The information presented at these meetings is fantastic! At this meeting we got an update on the tree Count in the Ravine. More is yet to be done but preliminary numbers are impressive. We looked at preliminary costs for injecting the trees against HWA and the successful fundraising that took place at Sporting Lake. There are many volunteers around the province to help with this work should the group recommend proceeding.
Feb 9/22	Kentville Ravine HWA	The lead team presented a draft document looking at a proposal for action against the Hemlock Wolly Adelgid. The group discussed each aspect of this document. HWA has not been detected in

		the ravine yet, but it has been detected 1.5 km outside. Decline of the trees does not happen quickly so the group feels there is time for public education which is very important to the group. There is no natural predator against HWA.
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COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name		Meeting Date:	

Misc Events

Date Feb 21/22	Synopsis Winter Fun Event at Oakdene Park- A cooperative event with Kentville Rec and the County of Kings this was an event that was extremely well attended. Although there was a wee bit of snow that didn't stop a variety of events from taking place. Some events included- Archery, colorful snowball making, frisbee target throwing, tether ball, snow shoeing , and many others., The various park equipment was being well used and hot chocolate was flying off the table. A special highlight was viewing the adaptive cross country ski equipment set up for use! Residents are reminded they can sign out equipment at the Recreation Department.
Feb 21	Kentville Heritage Centre Event – Today was Heritage Day in NS and the perfect time to visit the Centre to view the various displays. The highlight was the Mayor John King Display. Mayor King was the first Mayor of Kentville and there was lots of info on him. As well it was interesting to see the Minutes Book. Written by hand in perfect penmanship that today is rare and so hard to read at times it was amazing to see the detail! I highly recommend a visit if you have not been in recently.

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage

Date: February 23rd 2022

Date of Last Council Meeting Attended: January 31st 2022

Date of Last Council Advisory Meeting Attended: February 14th 2022

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
January 27 th	RSC	-Operations and compliance updates – TSS high this month mainly due to the lagoons being frozen over - BOD slightly over as a function of the weather - Operating and Capital budget discussions
February 7 th	RSC	Discussed changes to the operating budget for the purposes of presenting to our various councils. Discussed TSS not being included in the current formula with a view to do so in the future – left to the technical committee
February 9 th	IAC	Market update from IA \$14.7 million Update on PIMCO monthly income fund – one of the funds we are looking to invest in once the IPS is approved and signed off by the Minister – NOW IT IS!
February 9 th	KBC	Various reports – Treasurer et al. Main point – ACOA Funding for a comfort station/public washrooms – 20,000 KBC to present to council on same –

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

		<p>to potentially form part of the operating budget</p> <ul style="list-style-type: none">- New board members at the meeting – nice to see- -Economic stat updates on population – Kentville up 5.7% - census
February 11 th	Kentville Inclusion and Access Advisory Committee	<p>Discussed our access action plan with input from Director Beddingfield and CAO Troke</p> <p>Had a great presentation from Mark Selvidge (author of My Jelly Brain – available at Chisholm’s) Mark has a brain injury and shared his experiences in life as a person with accessibility issues.</p>

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

MISC EVENTS

February 2 nd	NSFM – Zoom Meeting on structural changes etc.
Feb 4 th	Discussion with Councillor’s Yorke and Huntly regarding noise bylaw – general discussion on the various meanings within the bylaw
February 7 th	Attendance Rotary Club of Kentville Meeting – excellent presentation from Brittany Mastroianni – Manager of Community Development – Accessibility and Diversity and Inclusion
February 7 th	Attendance memorial and visitation of long serving community member Mark Clarke – my deepest condolences to Gay and family

EXPENSES

This month	Year to Date

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Gillian Yorke

Date: February 28th, 2022

Date of Last Council Meeting Attended: January 31st, 2022

Date of Last Council Advisory Meeting Attended: February 14th, 2022

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
February 3 rd , 2022	Source Water Protection	Updates provided by Director Bell, conversations around back-up supplies
February 8 th , 2022	Police Commission	Budget discussions and review of proposed Police budget
February 15 th , 2022	AVRL	Finance meeting update on current and proposed budgets
February 15 th , 2022	KCA PTA	Monthly meeting, discussions around lifting restrictions and what that looks like in the school, up-coming events and programs
February 17 th , 2022	AVRL	Regular board meeting. Planning of future rapid test distributions, budget conversations, plans for 2022-2023
February 25 th , 2022	Police Commission	Monthly Police Commission meeting, with guest speaker.
February 28 th , 2022	Regional Recreation Facility	Update on progress, discussions after presentations made to all respective councils.

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
February 11-13 th , 2022	Fire and Ice Festival	Explored the Fire and Ice festival which was modified again this year and just at the last minute. Looking forward to a full festival next year, and seeing the plans come to life!

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Misc Events

Date	Synopsis
February 21 st , 2022	Kentville Historic Society: Heritage Day Attended the KHS Heritage Day event. Spoke with KHS volunteers and learned some fun details about my current house! A great way to start community events for the 2022 season.

Expenses

This month	Year to Date
n/a	

Councilor Report

Kentville Town Council

Name:	Andrew Zebian
Date:	February 28/22
Date of Last Council Meeting Attended:	Jan 31/22
Date of Last Council Advisory Meeting Attended:	Feb 14/22
Date of Last Governance Session Attended:	

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Feb 17/22	Diversity Kings	For the month of February, Diversity Kings has featured African Heritage Month. Due to restrictions, many of the presentations have been done virtually.
Feb 2/22	Kentville Water Commission	For the record, I am on this Committee. On the 17 th of February, I was informed that a meeting took place on February 2 nd . I was not invited or advised about said meeting. I reached out to Mayor & Council and Mayor Snow informed me that Staff made an error and did not notify me of said meeting.
February 2022	Citizen Conversations.	I've heard from many Citizens who are very concerned the conduct of Council. They are also concerned that their emails to Council are not being looked at it or examined. They feel they are being censored.

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
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Councilor Report

Kentville Town Council

February 21/22	Kentville Historical Society Open House on Heritage Day	I thoroughly enjoyed my visit and had a wonderful time chatting with these great volunteers. We should be so proud to have this hard working group reminding us of the roots of Kentville. Every time I go there, I see something that I didn't see the time before.

Conference Attendance and Synopsis

Date	Conference	Synopsis

Committee Meeting Synopsis – Completed by Committee Representative only

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

Misc Events

Date	Synopsis

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 23 February 2022

Date of Last Council Meeting Attended: 31 January 2022

Date of Last Council Advisory Meeting Attended: 14 February 2022

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
27 Jan 22	Valley REAP	Update on homework in preparation for the finale.
31 Jan 22	Council Meeting	IMSA Update Council Meeting Dates for 2022 Sundry Write Offs Capital Withdrawals First Reading - Land Use Bylaw, ADU Request for Property Tax Exemption Election boundary Review
1 Feb 22	REAP check in with NSCC	Mayors and NSCC president update on progress of the program
2 Feb 22	Source Water Protection Committee	See below
2 Feb 22	Water Commission	See below
2 Feb 22	NSFM restructure Call	Presentation to the NSFM membership of the proposed changes to the structure
3 Feb 22	Valley REAP	Update on homework in preparation for the finale
4 Feb 22	NSFM Board Meeting	Quarterly board meeting: presentations from DMA and AMANS, EPR, Oath of office FCM report to council
7 Feb 22	Municipal Finance Corporation (MFC) Audit Committee	Presentation by KPMG on conduct of the audit
8 Feb 22	MFC Audit Committee	2022/2023 Business and Borrowing Plan, administrative updates
8 Feb 22	Valley REAP	Update on homework in preparation for the finale
9 Feb 22	Investment Committee	Fund: \$14,722,000 as at 11 Jan 22 and at 9 Feb 22 \$14,724,156

Councilor Report

Kentville Town Council

9 Feb 22	MFC Quarterly Board Meeting	Draft December 2021 Financial Statements 2022-2023 Business Plan 2022-2023 Borrowing Program
9 Feb 22	NSFM Mayors Call	Presentation on EPR
14 Feb 22	CAC Meeting	Presentations: Regional Recreation Facility Update – Sierra Consulting VREN CEO General Insurance Quote Withdrawal from Town Capital Reserve Tax Exemption Request for Decision – G70 Meeting Policy Regional Sewer 2022-2023 Operating and Capital Budgets Kings County Region Climate Change and Opportunities for Adaptation Mentoring Plus Quarterly Report Property Assessed Community Energy (PACE) Program First Reading – Taxi Bylaw Street Naming
16 Feb 22	Valley Waste Authority	Monthly meeting update on operations and budget proposals based on capital and debt buy-out
16 Feb 22	Valley REN LOC	LOC Business: Annual Outcome Agreement Budget Board Recruitment Election of Chair IMSA Working Group Update Housing Discussion Valley REN Operations and Activity Update Board of Directors Chair Update
17 Feb 22	VREN Regional Economic Recovery	Update from Municipal and government partners
17 Feb 22	IMSA Hiring Committee	Review of applications received and briefing to the IMSA Working Group
18 Feb 22	IMSA Working Group	Review of REN, Climate Change, Diversity, and update on hiring process

Councilor Report

Kentville Town Council

18 Feb 22	IMSA Hiring Committee	Reviewed updates to the RFP and re-release for input by March 8
22 Feb 22	NS REAP IDE Challenge	Discussion with NS Teams with regards to the funding from ONSIDE
23 Feb 22	NSFM Special Board Meeting	Update on restructuring feedback

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
7 Feb 22	Kings County African Heritage Proclamation	Online event hosted by King's County councillor – June Granger. Excellent guest speakers and very engaging MC.
21 Feb 22	Kentville Historical Society Heritage Day Open House	New display featuring the First Mayor of Kentville John King.

Conference Attendance and Synopsis

Date	Conference	Synopsis
11 Feb 22	MIT REAP – NS Finale	Spent the day with the faculty from MIT in Boston. Presented our Must Win Battles and how the project would roll out upon completion of the program. Virtual graduation, not very exciting.

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	Source Water Protection	Meeting Date:	2 Feb 22
Meeting Highlights:	Well Field Reports – David Bell Water Report – David Bell Planning Reports – Director Gentleman Review of Source Water Protection Plan		
Budget:	N/A		
New Projects:	New well p changes to source water protection map		
Policy Changes:	Changes to the Magee Lake protection order to permit non-motorized crafts and swimming		
Committee Name	Water Commission	Meeting Date:	2 Feb 22

Councilor Report

Kentville Town Council

Meeting Highlights:	Operational Updates: Financial Engineering Update
Budget:	Budget will be considered next meeting
New Projects:	New wells and holding talks
Policy Changes:	No changes

Misc Events

Date	Synopsis
9 Feb 22	Lunch with Mayor Donovan – Wolfville
14 Feb 22	Business View Magazine – Brendan McElroy – interview for economic development in Kentville
22 Feb 22	Business View Magazine – Brendan McElroy – follow-up interview for economic development in Kentville

Town of Kentville
Code of Conduct Breach Report



I, Mayor Sandra Snow do solemnly swear that the contents of the following report as written are true and correct.

Civic Address: 354 Main Street

Mailing Address (if different from above): _____

I have reasonable and probable ground to believe that Councillor Zebian, member of Council with the Town of Kentville Council, has contravened Policy Statement G16, the Code of Conduct for Councillors.

Signature: Sandra B. Snow Date of Report: 23 FEB 22

Classification: Physical Verbal Psychological Financial

Witness(es): _____

Where did the event(s) take place?

- Council meeting Town-related event/meeting Via email
- Committee meeting At a family event On social media
- Council-related event/meeting At a community event
- At the following address/business _____
- Other: _____

Description of events/activities/behaviour (who, what, where, when, how, etc):

On Thursday February 17, 2021 at 7:12pm, Councillor Zebian sent an e-mail to the mayor and council claiming to have been discriminated against by the mayor in her failure to notify him of a meeting of the Kentville Water Commission. On Friday February 18, 2022 8:50am, I responded explaining that a clerical oversight had occurred and it would not happen again as the committee list was published. Several e-mails were exchanged. Additionally the Councillor posted his supposition to FaceBook in an inflammatory and blatantly untrue post. He has refused to remove the post and made further posts to that effect.

I have attached additional page(s) Yes No I have attached additional evidence Yes No

Information collected on this report is collected under the authority of Policy Statement G16: Code of Conduct for Councillors, section 4.14.

This report was received by _____ Date: _____

Office Use Only:

File number: _____ First Authority: Town Hall Police/RCMP Human Rights Commission

Reviewed by: _____ Date: _____



Andrew Zebian Kentville Town Council

February 17 at 7:30 PM · 🌐



Most of you know that I had a hard time getting appointed on any Committees. In late November, I was finally appointed to a few, one being, the Kentville Water Commission. They meet bi-monthly. Mayor Snow chairs this meeting. Mayor Snow did not send me the agenda or invite me to the meeting! She is deliberately keeping me out of meetings!

I was just notified that their first meeting of 2022 was on February 2nd and I was not invited nor was I notified. Even after the meeting, nobody reached out to let me know the details. Below, you will see the email that I forwarded to Mayor/Council just now;

Hello Mayor/Council

I just discovered that there was in fact a Kentville Water Commission Meeting on February 2nd. As you know, I was appointed to this Committee. As a new member, the Chair (who I believe is Mayor Snow) did not invite me or email me about the meeting date/time. Nor did Mayor Snow reach out after the fact to apologize to me that they neglected to send me the invite. I have also heard through the wind that the next meeting is scheduled for April 6th and I haven't been notified of that either? Why am I finding this out after the fact?

You ask me why I feel I am being discriminated against? Once again, Mayor Snow makes her own rules.

Councilor Zebian

Town of Kentville
Code of Conduct Breach Report



I, Mayor Sandra Snow do solemnly swear that the contents of the following report as written are true and correct.

Civic Address: 354 Main Street

Mailing Address (if different from above): _____

I have reasonable and probable ground to believe that Councillor Zebian, member of Council with the Town of Kentville Council, has contravened Policy Statement G16, the Code of Conduct for Councillors.

Signature: Sandra S. Snow Date of Report: 23 February 2022

Classification: Physical Verbal Psychological Financial

Witness(es): _____

Where did the event(s) take place?

- Council meeting Town-related event/meeting Via email
 Committee meeting At a family event On social media
 Council-related event/meeting At a community event
 At the following address/business _____
 Other: _____

Description of events/activities/behaviour (who, what, where, when, how, etc):

Councillor Zebian was disrespectful and disruptive at the Committee of Council (CAC) meeting on February 14, 2022. His behaviour was unprofessional and contrary to the Policy G16 Code of Conduct, Policy G70 Meetings, Robert's Rules of Order, and the MGA. Specifically:

- ~~1. The MGA specifies the mayor shall preside over all meetings of council. (MGA Part 1, Paragraph 15(1), Policy G70 Meetings paragraph 4.4). It is disrespectful and disruptive of a member to request to remove the mayor as the chair of the meeting.~~
- ~~2. During debate the councillor failed to yield the floor when called to order and further inappropriately called the chair to order.~~
3. The councillor made unprofessional comments on his FaceBook (FB) post subsequent to the meeting describing lawsuit spending and settlements as corruption.

I have attached additional page(s) Yes No I have attached additional evidence Yes No

Information collected on this report is collected under the authority of Policy Statement G16: Code of Conduct for Councillors, section 4.14.

This report was received by _____ Date: _____

Office Use Only:

File number: _____ First Authority: Town Hall Police/RCMP Human Rights Commission

Reviewed by: _____ Date: _____



Andrew Zebian Kentville Town Council

February 15 at 9:49 AM · 🌐



For those of you who tuned into last evening's Council meeting, I was very frustrated and I continue to be. I usually keep my cool but we all have a breaking point. I've been bullied and pushed around in there for over a year under this Leadership and nobody has done anything about it. I was loud a few times and I will apologize for that. My frustration is what is happening under the Leadership of this Council. Over the mass spending of your tax dollars on lawsuits and settlements and brushing so much under the rug. There has been no accountability for this behaviour, (In my opinion, it is corruption).

As usual, Mayor Snow asked the CAO to "mute me" at the very start of the meeting, so you can imagine that every time I had a chance to speak, I took it because unlike other Councilors, I never know if I will be allowed to speak again. I have tried to bring forth items to the agenda and I have been ignored or dismissed. While my peers are able to bring the exact same issues forward without being discriminated against.

I will continue to work hard for the Citizens of this Town and for Kentville. Despite the obstacles (and there are many), I am going to keep my eyes peeled on how your tax dollars are being used and for what. I will continue being transparent and nothing will stop me from that.

Councilor Zebian

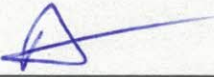
Town of Kentville
Code of Conduct Breach Report

I, Councilor Andrew Zebian do solemnly swear that the contents of the following report as written are true and correct.

Civic Address:

Mailing Address (if different from above): 64 Webster Street Kentville B4N 1H7

I have reasonable and probable ground to believe that Mayor Sandra Snow , member of Council with the Town of Kentville Council, has contravened Policy Statement G16, the Code of Conduct for Councillors.

Signature:  _____ Date of Report: Feb 23/22

Classification: Physical Verbal Psychological Financial

Witness(es): _____

Where did the event(s) take place?

Council meeting Town-related event/meeting Via email
 Committee meeting At a family event On social media
 Council-related event/meeting At a community event
 At the following address/business _____
 Other: _____

Description of events/activities/behaviour (who, what, where, when, how, etc):

On February 14th, 2022, Mayor Snow breached the Code of Conduct Policy G16;

2.2 Harrassment ; Mayor Snow made the following statement to me, "There is no respect coming from you, I can tell you that right now". This comment was to belittle me in public. Refer to Policy 2.2.2

4.13 Code Infractions and Discreditable Conduct

4.13.2 The Mayor did not point out any infractions to me or any point have a private discussion me. Instead, Mayor Snow, has prepared two breaches dated for the February 28th meeting of Council.

4.7.2 at the May 31st/21 meeting, Mayor Snow belittled and yelled at myself and Councilor Maxwell

I have attached additional page(s) Yes No I have attached additional evidence Yes No

Information collected on this report is collected under the authority of Policy Statement G16: Code of Conduct for Councillors, section 4.14.

This report was received by _____ Date: _____

Town of Kentville
Code of Conduct Breach Report



Mayor Snow has continually breached the code of Conduct with how she communicates to Council. I have been dismissed, disrespected, and disregarded during meetings and most times when I have a concern of question regarding the business of the Town of Kentville. There are many email examples that the public can Foipop to review where I am dismissed and ignored. Under Mayor Snow's leadership, great division has been created on this Council and I don't believe it is repairable.

On February 18th, 2022: Mayor Snow sent the following email to Councilor Maxwell;

From: Sandra Snow <ssnow@kentville.ca>
Sent: Friday, February 18, 2022 12:45 PM
To: Cathy Maxwell <cmaxwell@kentville.ca>
Cc: CouncilandMayor <CouncilandMayor@kentville.ca>; Dan Troke <dtroke@kentville.ca>; Geoff Muttart <gmuttart@muttartslaw.ca>
Subject: Re: Feb CAC 2022

Councillor Maxwell,

Thank you for presenting your position on leadership once again. I will remind you that you said "respect was earned and not owed". Your interference and continued claims of being bullied are part of the issue at hand. It is very difficult to provide mentorship or assistance to a member who refutes every handout. I also want to note that I have never spoken to you or treated you with the disdain and disrespect which you have levied against me since I declined your offer to bring in the votes for me in 2016.

I am particularly concerned with the language by Mayor Snow to Councilor Maxwell, referring to interference and continued claims of being bullied. This email is a form of bullying.

Town of Kentville
Code of Conduct Breach Report

Kentville

I, Andrew Zebian do solemnly swear that the contents of the following report as written are true and correct.

Civic Address: 64 Webster Street _____

Mailing Address (if different from above): Kentville NS B4N 1H7

I have reasonable and probable ground to believe that

Mayor Sandra Snow ,

member of Council with the Town of Kentville Council, has contravened Policy Statement G16, the Code of Conduct for Councillors.

Signature: _____



Date of Report: 02/24/22

Classification: ___Physical XVerbal XPsychological ___Financial

Witness(es): Councillor Maxwell, Councillor Gerrard, Staff were still in the building as well.

Where did the event(s) take place?

X Council meeting ___Town-related event/meeting ___Via email

___Committee meeting ___At a family event ___On social media

X Council-related event/meeting ___At a community event

___At the following address/business 354 Main Street (Town Hall)

___Other: _____

Description of events/activities/behaviour (who, what, where, when, how, etc):

After the October 25th Council meeting, while still in Council Chambers, Mayor Sandra Snow informed Cathy Maxwell that she never wanted her as a Deputy Mayor. She informed me that I was not ready for the role and she also informed Councillor Craig Gerrard that she never wanted him to have the role either. Mayor Snow does not have the right to question anyone's abilities to serve as Deputy Mayor, nor does she have the right to select a Deputy Mayor. This was very disrespectful and goes against the Code of Conduct as established.

I have attached additional page(s) Yes No *I have attached additional evidence* Yes No

Information collected on this report is collected under the authority of Policy Statement G16: *Code of Conduct for Councillors*, section 4.14.

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Additional Notes:

