



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE July 11, 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 Advisory Committee, June 13, 2021**
- 4. PRESENTATIONS**
 - (a) Annapolis Valley Trails Coalition**
 - (b) Kings County Community Food Council**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance**
 - 1. Director's Report**
 - (b) Planning and Development**
 - 1. Director's Report**
 - 2. Community Economic Development Coordinator's Report**
 - (c) Parks and Recreation**
 - 1. Director's Report**
 - (d) Police**
 - 1. Chief's Report**
 - (e) Engineering and Public Works**
 - 1. Director's Report**
 - (f) Administration**
 - 1. Chief Administrative Officer's Report**

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- (a) Noise Bylaw
- (b) Heritage Bylaw
- (c) EV Charging Station Backgrounder
- (d) Policy Statement G70 Council Meetings – Meeting for Review
- (e) Tidal Power Proposal (verbal update)
- (f) Street Naming Policy

7. CORRESPONDENCE

- (a) None.

8. NEW BUSINESS

- (a) Community grants applications
- (b) Mentoring Plus Quarterly Report
- (c) September Council Advisory Committee meeting

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a)

11. ADJOURNMENT

DRAFT



**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: June 13, 2022
Town Hall, 354 Main Street, Kentville Nova Scotia**

This meeting was held in person in Town Hall and was posted to YouTube with closed captioning after the meeting.

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Dan Troke reported the following members of Council and staff were present:

1. PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian

Staff:

- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- James Butler, Kentville Police Service
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverley Gentleman, Director of Planning
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

Presenters:

Laurel Taylor, Street Naming Task Team
Rachel Bedingfield for Spencer Laing, Kentville Inclusion and Access Advisory Committee

Guests:

Mae Stritement and Monica Clark, Sign Language Interpreters

REGRETS

None.

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DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

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

- Addition: 6.c KBC active transportation session
- Deletion: 6.a Noise Bylaw removed from agenda, pending legal review

That the agenda for the Council Advisory Committee meeting of June 13, 2022 be approved with this addition.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, May 9, 2022.

It was moved that the minutes from the Council Advisory Committee meeting held on May 9, 2022 be approved.

MOTION CARRIED

4. PRESENTATION

(a) Kentville Inclusion and Access Advisory Committee

Parks and Recreation Director Rachel Bedingfield (in lieu of Committee Chair Spencer Laing) gave a presentation to Council about implementation of the Accessibility Plan, and the activities of this committee.

Presentation available

(b) Cornwallis Street Renaming: Kentville Street Naming and Renaming Task Team

Laurel Taylor, Chair of the Task Team, gave a presentation about the proposed policy that guides the naming and the renaming of streets in the town.

Presentation available

Discussion

- Council will discuss this policy at the end of the meeting, and will have until the end of the month to consider this policy.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell submitted her report for the period ending May 31, 2022. To this date, overall revenue exceeds the benchmark (16.7%) at 35.3% and overall expenditures are slightly above the benchmark at 19.8%.

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See report for more information.

(2) Temporary Borrowing Resolution – Town of Kentville Capital

Director Deb Crowell submitted the temporary borrowing resolution for the Town’s 2022-2023 capital program for \$1,502,900.

See report for more information.

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

That Council Advisory Committee Recommend
to the June 27, 2022 meeting of Council

That Council authorize the temporary borrowing resolution TBR 22/23-Town in the amount of \$1,520,900 in support of Schedule A Capital Projects.

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

(b) Planning and Development

(1) Director’s Report

Director Bev Gentleman submitted her report for May 2022. Highlights included a building valuation of \$16,379,900 for the year thus far. The report also included project updates about municipal flood line mapping project and the Heritage Bylaw.

See report for more information.

(2) Community and Economic Development Report

CAO Troke submitted this report for May 2022. Highlights included planning for spring and summer, seasonal tourism marketing, opening of the Visitor Information Centre and for Apple Blossom Festival.

See report for more information.

(c) Parks and Recreation

(1) Director’s Report

Director Bedingfield presenter her report for May 2022. Some of the highlights included hiring summer staff, Lead Hand Nick Gerrard, hiring for the Park and Arena position, and repairs and clean ups to trails. Updates were given on the splash pad, the Spike Fund, and the regional recreational facility.

See report for more information.

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(d) Police Report

(1) Chief's Report

The Police Commission submitted their report with a listing of calls for service, activities, training and meetings, and a financial update. Chief Butler commented on the safety of the Town.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell submitted his report for May 2022. Some of the highlights included installing new production wells to accommodate increased development, sanitary sewer budgets, Burke subdivision, and children playing signs.

See report for more information.

Discussion

- Senior staff will review the locations of the slow down radar signs around town and consider moving them to new locations.
- Staff will review the use of the vertical slow down flags and consider new locations for them.

Director Bell gave an update on the tendering process for the MacDonald Avenue extension. This project will require additional capital funds to bring it to completion.

It was moved by Councillor Craig Gerrard and Councillor Gillian Yorke

That Council Advisory Committee Recommend
to the June 27, 2022 meeting of Council

That Council approve a revised construction schedule for the MacDonald Avenue Project; and
Further that it is contracted as a two year project; and
Further that year one project expend the budgeted \$1.64M; and
Further that the remaining \$1M in work be completed in the 2023 construction season; and
Further that council pre-approve \$1M for the 2023-2024 capital budget.

MOTION CARRIED

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

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(2) Sanitary Sewer 2022-2023 Capital Budget

Director Dave Bell submitted the Sanitary Sewer Capital Budget for 2022-2023 for review and approval by Council.

See report for more information.

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

That Council Advisory Committee Recommend
to the June 27, 2022 meeting of Council

That Council approve the 2022-2023 Sanitary Sewer Service Capital Budget in the amount of \$390,000 along with its funding sources.

MOTION CARRIED

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

(3) Sanitary Sewer 2022-2023 Operating Budget

Director Dave Bell submitted the Sanitary Sewer Operating Budget for 2022-2023 for review and approval by Council, in addition to updates about the odours from the sewer system.

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

That Council Advisory Committee Recommend
to the June 27, 2022 meeting of Council

That Council approve the 2022-2023 Sanitary Sewer Service Operating Budget as follows:

- Revenue \$1,357,200
- Expenditures \$1,353,800
- Surplus \$3,400

MOTION CARRIED

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

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke submitted his report for May 2022 and highlights included sanitary sewer meetings, revision of the human resources manual, intermunicipal service agreements and updating several policies and bylaws.

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See report for more information.

Discussion

- Staff to bring updates on comments and motions to meetings until tasks are completed.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Removed from the agenda

(b) Property Assessed Community Energy Update

CAO Troke presented the PACE program to Council which would see residents purchase and use more energy efficient equipment like heat pumps in their homes. The project would be funded and implemented in collaboration with the West Hants municipality.

See report for more information.

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

That Council Advisory Committee Recommend
to the June 27, 2022 meeting of Council

That Council approve a joint application to the Federation of Canadian Municipalities Community Efficiency Financing Program for Feasibility with the West Hants Municipality.
and
Further that council authorize a maximum of \$10,000 contribution to the application process undertaken by PACE Atlantic Community Interest Corporation.

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

(c) Tidal Power Proposal from the Town of Annapolis Royal

CAO Troke gave a summary of the request by the Town of Annapolis Royal to help support a shallow water tidal power project.

See report for more information.

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

That Council Advisory Committee Recommend
to the June 27, 2022 meeting of Council

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That Council table discussion of a partnership with Town of Annapolis Royal in support of a green initiative Tidal Power Project at a cost of \$22,300.00 over two fiscal years.

MOTION TABLED

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

(d) Active Transportation Information Session

Deputy Mayor Cate Savage shared information about a session hosted by the Kentville Business Community regarding the Active transportation (AT) Plan, and the downtown active transportation project on June 24 in the Kentville Recreation Centre.

See report for more information.

Discussion

- Deputy Mayor Cate Savage will investigate several sessions, or having a session over Zoom.

7. CORRESPONDENCE

- (a) None.**

8. NEW BUSINESS

(a) Street Naming and Renaming Policy

CAO Troke described the current process of naming and remaining streets, and also outlined the proposed process using this policy. Council is provided with two policies for review, members of council will provide red-line changes to the CAO for distribution to the Committee by the end of business on 24 June. Nil responses are requested.

See report for more information.

(b) Greenhouse Gas Reduction Opportunities Study

CAO Troke reviewed the greenhouse gas reduction opportunities study and the associated recommendations. The CAO will return to Council with a way ahead to ensure that the town has a robust Climate Action Plan.

See report for more information.

(c) Appointment Letter

CAO Troke outlined the process of approving a municipal fire inspector for the County of Kings.

See report for more information.

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9. PUBLIC COMMENTS

- (a) Sharon Kehoe**
Concerns about town business.

- (b) Mark Rogers**
Concerns about democracy.

- (c) Cathy Maxwell**
Appreciation to public commenters.

10. IN CAMERA

(a) Property and Legal matters

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

That Council move into a closed session at 9:02 pm to discuss confidential matters relating to property and legal.

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 Deputy Mayor Cate Savage

That Council return to open session at 9:37 pm

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

11. ADJOURNMENT

There being no further business to discuss,
Council Advisory Committee adjourned at 9:37 p.m.

MOTION CARRIED

Minutes Approved by Town Clerk
Dan Troke



Annapolis Valley Trails Coalition

Kentville Town Council
July 2022

AVTC

Purpose:

To bring together partners interested in the development and maintenance of the trail system within the Annapolis Valley

To create trail standards and a common vision

To provide an opportunity to network

To facilitate the hiring of a trail coordinator for the Valley region and to provide support to trail builders in the region served by the AVTC

Membership:



The Coalition is a partnership consisting of representatives from:

- Municipalities (2)
- Towns/Villages (7)
- Trail Groups (7)
- Community trail members(2)
- Department of Community, Culture, Tourism & Heritage



Annapolis Valley Trails Coalition (AVTC)



Board Structure:



5 Directors elected annually from the trail groups



5 Directors elected annually from the municipal units including towns & villages



2 Directors at large



Ex-officio:

1 Community, Culture, Tourism & Heritage rep,
AVTC Trail Coordinator

AVTC Trail System 2022:

- 3,700 km of hiking, walking, biking, snowmobiling, cross country skiing and ATV trails with
 - 307 bridges
 - Over 2,000 culverts
 - 11,000 adjacent landowners
 - 250 road crossings
- Harvest Moon Trailway (HMT)
 - 110 km of rails to trails
 - Grand Pre to Annapolis Royal

How are we funded?

Annapolis Valley Trails Coalition Funding Formula						
	20-21 UA	% UA	2016 Population	% Pop	50/50	\$40,000
Annapolis Royal	\$ 69,502,946.00	1%	491	1%	1%	\$336.40
Berwick	\$ 158,457,757.00	2%	2509	3%	3%	\$1,110.25
Kentville	\$ 518,818,350.00	8%	6271	8%	8%	\$3,154.89
Middleton	\$ 108,681,207.00	2%	1832	2%	2%	\$788.95
Wolfville	\$ 508,515,358.00	8%	4195	5%	7%	\$2,610.12
Mun of Annapolis County	\$ 1,261,228,685.00	20%	18252	23%	21%	\$8,412.43
Mun of Kings County	\$ 3,837,331,063.00	59%	47404	59%	59%	\$23,586.96
TOTALS	\$ 6,462,535,366.00	100%	80954	100%	100%	\$ 40,000.00

Services provided:

Maintenance & Storm Damage Mitigation

Audit & inspections

Training & Leadership

Grant & Tender Assistance

Yearly Work Plan & Trail Planning



Our website:

destinationtrailsnovascotia.com

Check it out!

- There are an estimated 10,000 kms of shared use trails in NS, of which 88% are located in rural areas.
- Over 400 trail groups, municipalities and 6 government departments help build, maintain, and finance the trails of Nova Scotia.
- As an economic indicator, one Destination Trail, the Rum Runners, accounts for \$4.2 million in economic benefits to the province and Nova Scotians.
- Off Highway Vehicles account for over \$189 million investment annually in Nova Scotia.
- 71% of visitors say trails are an important factor in choosing whether to come on holiday to Nova Scotia.

Provincial Data

Kentville Trail Counts

Year	2018	2019	2020	2021	2022
Average Use Per day	221	284	518	703	794
Average Peak Hour Use	35	48	97	107	113
Peak Days	Fridays Weekends	Fridays Weekends	Fridays Weekends	Fridays Weekends	Fridays Weekends
Peak Hours	8:00 – 10:00 am 3:00 – 4:00 pm 6:00 – 8:00 pm	8:00 – 9:00 am 3:00 – 4:00 pm 6:00 – 7:00 pm	8:00 – 9:00 am 3:00 – 4:00 pm 6:00 – 7:00 pm	8:00 – 9:00 am 3:00 – 4:00 pm 6:00 – 7:00 pm	8:00 – 9:00 am 3:00 – 4:00 pm 6:00 – 7:00 pm
Activities	Hiking 66% Cycling 34%	Hiking 62% Cycling 38%	Hiking 61% Cycling 39%	Hiking 54% Cycling 46%	Hiking 53% Cycling 47%
Monthly Use	6,722	8,030	15,756	21,383	24,151
Seasonally Adjusted Annual Use	53,239	63,598	113,442	169,352	191,276

Questions?

Thank you!



Endorsing the Coalition for Healthy School Food (CHSF)

Kings County Community Food Council

Presenters: Heather Morse & Becca Green-LaPierre



Who We Are

A group dedicated to lead and collaborate on work in our communities to strengthen our food system.

Vision: Kings County will have a sustainable local food system, where everyone will have access to enough nutritious, safe, ecological and culturally appropriate food.



What is the Coalition for Healthy School Food?

- **A network of over 190 non-profits members across the country who are advocating for a universal cost-shared healthy Canada-wide school food program**
- **Want to see all children having daily access to healthy food at school regardless of circumstance**

8 Guiding Principles of the CHSF



Health Promoting (tasty, nourishing, culturally appropriate foods in line with CFG)



Universal (ALL children can access – no targeting or stigma)



Cost-Shared (Between Fed, Prov, Terr; consider a pay-what-you-can pgm)



Flexible and Locally Adaptable (respect and reflect the local context)

8 Guiding Principles of the CHSF



Committed to Indigenous control for Indigenous students



Driver of Community Economic Development (set locally produced food purchasing targets)



Promoting Food Literacy (school food programs integrated into curriculum)



Supported by Guidance and Accountability Measures (nutrition standards; no product marketing; eval and monitoring)



KINGS COUNTY ACADEMY



30
MAY
2022

Kings County Academy's Transition from a Contracted Food Service Provider to a PTA-Run Cafeteria

F2CC ADMIN HOME PAGE BLOG FEED

CASE STUDY, COOKING, EATING, ELEMENTARY SCHOOL (K-6), FUNDRAISING, GROWING, HANDS-ON FOOD LITERACY, NOVA SCOTIA, SALAD BAR, STORY

0



Why a National School Food Program?



Canada was ranked 37th out of 41 countries when it comes to providing healthy food for kids.



Only about one-third of children between the ages of four and 13 years eat five or more servings of vegetables and fruit daily.



About one-quarter of children's calorie intakes are from food products not recommended in Canada's Food Guide.



One-third of students in elementary schools and two-thirds of students in secondary schools do not eat a nutritious breakfast before school.



DECEMBER 16, 2021

SCHOOL FOOD APPEARS IN 2 MANDATE LETTERS FOR THE FIRST TIME



Municipal and Community Endorsement of the CHSF

Town of Annapolis Royal

Town of Berwick

Town of Wolfville

Municipality of the County of Kings

Halifax Regional Municipality

Other Municipal units including:

- City of Toronto
- City of Vancouver
- City of Victoria

Federation of Canadian Municipalities

Municipal and Community Endorsement of the CHSF

More than 25 Community Health Boards
across the province

The provincial CHB Council of Chairs have
advocated on the Federal level for
advancement of the CHSF

Community groups in NS including:

- Ecology Action Centre
- Federation of Home and Schools
- Nourish Nova Scotia
- Union of Nova Scotia Mi'kmaq



Our Ask Today

*To make a motion
to sign on as an
endorser of the
Coalition for
Healthy School
Food*

Developing a Healthy, Universal, Cost-Shared School Food Program for Canada

A successful Canada-wide School Food Program will be:



Health-Promoting

Serve tasty, nourishing and culturally appropriate whole foods, focusing on vegetables and fruits. Ensure that programs are in line with the revised [Canada's Food Guide](#) and that they foster a healthy food environment where students can develop a positive relationship with food.



Universal

Ensure that ALL children in a school can access the program in a non-stigmatizing manner. Over time, all children in Canada will be able to participate in a school food program.



Cost-shared

Use federal funding to both expand on current provincial, city, parental and community funding and to initiate new programs in a cost-shared model.



Flexible and Locally Adapted

Successful school food programs reflect and respect the local context of the school and region and are connected to their local communities. Ensure that funding builds on existing programs, local knowledge, skills and relationships and that it supports different food service models, from breakfast to lunch to snacks.



Committed to Indigenous Control over Programs for Indigenous Students

Embed Indigenous Food Sovereignty in a School Food Program for Canada and negotiate funding for school food programs with Indigenous Nations and leaders.



A Driver of Community Economic Development

Encourage school food programs to set local and sustainably produced food purchasing targets, which would create jobs for Canadian farmers and local food producers.



Promoting of Food Literacy

Support the conditions for school food programs to be integrated into the curriculum and enable food literacy and experiential food skills education.



Supported by Guidance and Accountability Measures

Ensure that programs are guided by Canada-wide nutritional standards, conflict of interest safeguards that prevent programs from marketing unhealthy food and specific products, as well as a framework for consistent Canada-wide program evaluation.



Vision:

Kings County will have a sustainable local food system, where everyone will have access to enough nutritious, safe, ecological and culturally appropriate food.

Mission:

The Kings County Community Food Council supports a healthy, just, and sustainable food system by:

- Strengthening relationships
- Fostering support for the creation of effective food policies, programs, and initiatives
- Building awareness, capacity, and engagement for community-led action and advocacy

Values:

The work of the Kings County Community Food Council will be guided by our shared commitments to:

- **Food sovereignty:** Recognize that we all have power to shape the future of food for ourselves and for one another.
- **Inclusivity:** Respect differences and embrace diversity, striving for equity and social justice in our communities.
- **Local Food:** Embrace the resilience of our rural environments, and support local producers to transform our food system from the ground up.
- **Sustainability:** Ensure that nutritious food is produced and shared in a way that allows for the social, ecological, and economical-longevity of our food supply for generations to come.
- **Community Empowerment:** Learn from each other, form partnerships, and foster a shared understanding around food security in order to build community capacity.

Current Priorities:

1. Advocating for increased food security in schools via sustainable meal programs & integrated food literacy programs.
2. Advocating for a basic income, thus directly improving poverty and food insecurity rates.

Contact: info@KCCfoodcouncil.ca

Follow us on Facebook: @KCCFoodCouncil



NS Organizations who are Coalition Members:

- Nourish NS
- Halifax Public Libraries
- Halifax Food Policy Alliance
- Ecology Action Centre
- Union of NS Mi'kmaq
- YMCA Halifax

A sampling of NS organizations who are Coalition Endorsers:

- Kings County Community Food Council
- Provincial Council of Chairs for Community Health Boards
- Western Kings Community Health Board
- Central Kings Community Health Board
- Eastern Kings Community Health Board
- Valley Community Learning Association
- Association Francophone de la Vallée
- Nova Scotia Federation of Home and School Associations
- Town of Annapolis Royal
- Town of Berwick
- Town of Wolfville
- Halifax Regional Municipality

A sampling of National organizations who are Coalition Supporters:

- Canadian Medical Association (member)
- Canadian Pediatric Society (member)
- Dietitians of Canada (member)
- City of Toronto (endorser)
- City of Vancouver (endorser)

WHY IT MATTERS

Canada remains one of the few industrialized countries without a national school food program. Canada's current patchwork of school food programming reaches only a small percentage of our over five million students.

HEALTHY EATING CHALLENGES



Canada was ranked 37th out of 41 countries when it comes to providing healthy food for kids.



Only about one-third of children between the ages of four and 13 years eat five or more servings of vegetables and fruit daily.



About one-quarter of children's calorie intakes are from food products not recommended in Canada's Food Guide.



One-third of students in elementary schools and two-thirds of students in secondary schools do not eat a nutritious breakfast before school.

School food programs across the country are helping to turn the tide of unhealthy eating in children. A national school food program can address these issues and more.



SCHOOL FOOD PROGRAMS INCREASE THE CONSUMPTION OF FRUITS AND VEGETABLES AND OTHER HEALTHY FOODS

Studies have shown that school food programs can contribute to reducing the risk of cardiovascular events and chronic disease such as stroke, heart disease, Type 2 diabetes, and certain types of cancer by increasing the intake of vegetables, whole grains, and macro- and micro-nutrients.

Research from northern Ontario and British Columbia found that students who participated in a school food program reported higher intakes of fruits and vegetables and lower intakes of "other" (i.e., non-nutritious) foods.

Students who participate in school food programs consume more fibre and micronutrients, and consume less saturated and trans fat, sodium and added sugars.



SCHOOL FOOD PROGRAMS SUPPORT STUDENT HEALTH AND WELLNESS AND SCHOOL AND COMMUNITY CONNECTEDNESS



School food programs have been linked with positive impacts on children's mental health, including reductions in behavioural and emotional problems, bullying, aggression, anxiety, and depression, as well as fewer visits to the school nurse.

Children who eat a morning meal are sick less often, have fewer problems associated with hunger, such as dizziness, lethargy, headaches, stomachaches and earaches, and do significantly better than their peers in terms of cooperation, discipline, and interpersonal relations.



SCHOOL FOOD PROGRAMS CONTRIBUTE TO STUDENT LEARNING AND SUCCESS AT SCHOOL

An evaluation of a morning meal program in the Toronto District School Board found that students who consume a morning meal most days show at least a 10% increase in skills such as independent academic work, initiative, conflict resolution, class participation and problem-solving at school.

When children attend school hungry or undernourished their energy levels, memory, problem-solving skills, creativity, concentration, and other cognitive functions are all negatively impacted. They are also more likely to repeat a grade.

Food insecurity is an urgent public health challenge in Canada, affecting 1.15 million—or one in six—Canadian children under age 18. Not all populations are affected the same. Over two in three Inuit children experience food insecurity, where the household food insecurity rate for Inuit is the highest amongst any Aboriginal population living in an industrialized country.

SCHOOL FOOD PROGRAMS CAN SUPPORT LOCAL FARMERS AND THE ECONOMY BY INCREASING JOBS AND PROCURING LOCAL FOOD



A national healthy school food program has the potential create thousands of new jobs in communities across Canada.

When local food is served, the local multiplier of the increased local food purchases will impact regional food production, household and business earnings, long-term gross domestic product, and part-time jobs created or sustained.





Town of Kentville

Staff Report to Council Advisory Committee

Department of Finance

JUNE 30, 2022

Summary:

I am pleased to report from the Finance Department of the Town of Kentville for the month ended June 30, 2022.

- The Federal Grant-in-Lieu application was forwarded electronically to the Federal government in early June.
- The Capital Investment Plan (CIP) was released in June, completed, and submitted in June.
- The Annual Expenditure Return (AER) was submitted the previous month.
- The Province has yet to release the Financial Information Return (FIR), the Statement of Estimates- Assessment (SOE-A), and the Statement of Estimates-Budget (SOE-B).
- The Investment Advisory Committee met on June 8, 2022 to hear the details of the month ended May 31, 2022.
- The Town's external audit took place in May & June. The draft statements were released to the Audit Committee at the end of June. The Audit Committee convened mid-day July 11, 2022 to hear the results of fiscal 21/22.
- Year-end work is nearing completion for the Kentville Volunteer Fire Department. Its external audit process takes place in August and September.
- Finance personnel will begin summer holidays over the next two months.

Attachments

- Schedules A & B (Revenue and Expenditures) are included for the month ended June 30, 2022.
- Schedule C (Outstanding Taxation) is attached for the month ended June 30, 2022.
- Schedule D (Sanitary Sewer Area Service) is not included. The next report will be tabled after the first quarter billing for 2022/2023.

- Schedules E and F (Perpetual Investment Fund) are not included for the month ended June 30, 2022. The Investment Advisory Committee meets July 13, 2022 to hear the details of the month ended June 30, 2022.
- Schedule G - Capital Investment Plan for 2022/2023 is included for the year ended March 31, 2023.

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 25% of the budget would be recorded. To June 30, 2022, overall revenue exceeds the average at 36.1% recorded. Items worth noting are:

- **Taxes-** Total taxation is currently reporting at 46.3%. The final tax levy will be released in August, with a due date of October 3, 2022.
- **Payments in Lieu-** The PILT related to Federal property was sent in early June. The PILT related to Provincial property is filed in the SOE-A, which has not been released by the Province at this time.
- **Services to other Governments-** Invoicing to the Province for a KPS seconded officer is recorded. One half of the annual library funding has been forwarded to the Municipality of Kings.
- **Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Two months external sales along with three months of local sales are recorded. This section also accounts for the sale of financial services to KVFD. Three months are recorded.
- **Other Revenue-Own Sources-**This section is reporting fines, rentals, interest, and miscellaneous revenue. "Fines, fees, and permits" are reporting above the guideline due to receipt of Provincial fines, parking tickets and various fees. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section.
- **Unconditional Transfers** records the first quarter of the Municipal Financial Capacity Grant and the annual N S Power Corporation grant.

Expenditures (see schedule B)

To date, overall expenditures are slightly above the benchmark at 27.4% expended. Some segments have exceeded the 25.0% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

- **General Administration-** exceeds the yardstick as the 1st quarter payment was forwarded to the Province for assessment services. In addition, the 22/23 general insurance premium was paid in full April 1.
- **Protective Services- Police core program-** exceeds the guideline, 100% of the general insurance premium has been paid, the annual payment for PROS was satisfied, as well as the first quarter payment has been made for answering

services. **Debt charge** exceeds the benchmark but reflects the debt repayment schedule.

- **Transportation Services– Common Services** exceeds the benchmark due to payment of the general insurance premium. In addition, reallocation of wages to other cost centres has yet to be recorded. **Public Transit** exceeds the benchmark and reflects the first quarterly invoice for the service. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.
- **Environmental Health Services-** exceeds the threshold but reflects the invoicing from Valley Waste Resource Management Authority.
- **Environmental Development- Planning** exceeds the guideline due to payment of the annual insurance premium and attendances at the Spring Planning conference.
- **Recreation- Administration** exceeds the guideline due to payment of the annual insurance premium. **Debt charge** also exceeds the guideline but reflects the debt repayment schedule.
- **Financing and Transfers- Debt Charge** principal exceeds the threshold but reflects the debt repayment schedule.

Summary of Outstanding Taxes (see Schedule C)

Interim property taxes were due May 31, 2022. Current tax levy at June 30, 2022 is \$(132,691) (102.8% collected) (last year-\$19,813) (100.4% collected)). Total property tax at June 30, 2022 is \$(110,774) (102.4% collected) (last year \$20,340 – 99.6% collected).

Town of Kentville Capital Investment Plan 2022/2023 (see Schedule G)

The 2022/2023 capital investment plan is disclosed in Section G. Projects are budgeted at \$4.5 million. To date of writing, \$162,436 (3.6%) has been expended.

This concludes the monthly report from the Finance Department for June 30, 2022.

Respectfully Submitted,



Debra Crowell
Director of Finance

Town of Kentville Operating Fund

June 30, 2022

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	9,983,000	4,558,622	45.7%
Resource	48,800	22,626	46.4%
Economic development	120,300	47,721	39.7%
	<u>10,152,100</u>	<u>4,628,969</u>	<u>45.6%</u>
Area rates and frontages			
Area rates	661,100	357,184	54.0%
Special assessments	3,000	-	0.0%
	<u>664,100</u>	<u>357,184</u>	
Based on revenue			
Business property	35,500	34,307	96.6%
TOTAL TAXATION	<u>10,851,700</u>	<u>5,020,459</u>	<u>46.3%</u>
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	387,900	-	0.0%
Provincial and agencies	164,800	-	0.0%
	<u>552,700</u>	<u>-</u>	<u>0.0%</u>
SERVICES TO OTHER GOVERNMENTS			
Provincial government	136,600	15,767	11.5%
Local government	93,300	21,646	23.2%
	<u>229,900</u>	<u>37,413</u>	<u>16.3%</u>
SALES OF SERVICES			
Agencies	1,040,900	97,522	9.4%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	30,100	9,607	31.9%
Rentals	405,300	18,023	4.4%
Interest	92,000	13,808	15.0%
Return on investments	630,000	-	0.0%
Other	46,400	10,699	23.1%
	<u>1,203,800</u>	<u>52,137</u>	<u>4.3%</u>
UNCONDITIONAL TRANSFERS	<u>220,900</u>	<u>50,571</u>	<u>22.9%</u>
CONDITIONAL TRANSFERS	<u>170,400</u>	<u>1,750</u>	<u>1.0%</u>
FINANCING AND TRANSFERS			
From reserves	280,300	-	0.0%
	<u>280,300</u>	<u>-</u>	<u>0.0%</u>
TOTAL REVENUE 2022/2023	<u>14,550,600</u>	<u>5,259,852</u>	<u>36.1%</u>

June 30, 2022

Town of Kentville Operating Fund

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	272,400	70,067	25.7%
General administration	1,523,700	403,362	26.5%
	<u>1,796,100</u>	<u>473,430</u>	<u>26.4%</u>
PROTECTIVE SERVICES			
Police- core program	2,784,400	806,746	29.0%
Police-sales of service	171,600	25,823	15.0%
Law enforcement	205,600	47,490	23.1%
Fire fighting	861,100	162,225	18.8%
Protective service- debt charge	4,200	2,303	54.8%
Emergency measures and other	143,200	8,117	5.7%
	<u>4,170,100</u>	<u>1,052,704</u>	<u>25.2%</u>
TRANSPORTATION SERVICES			
Common services	1,170,200	387,158	33.1%
Road transportation	774,300	47,797	6.2%
Public transit	300,600	84,847	28.2%
Transportation- debt charge	51,800	22,877	44.2%
Other	94,000	0	0.0%
	<u>2,390,900</u>	<u>542,680</u>	<u>22.7%</u>
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	709,200	241,945	34.1%
PUBLIC HEALTH			
Public health and housing	90,000	-	0.0%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	240,200	71,153	29.6%
Other community development	442,300	75,531	17.1%
	<u>682,500</u>	<u>146,685</u>	<u>21.5%</u>
RECREATION AND CULTURAL			
Recreation-Administration	546,300	174,805	32.0%
-Programmes (net)	163,100	(12,613)	-7.7%
-Facilities	668,000	150,211	22.5%
-Debt charge	29,500	12,316	41.7%
Cultural	134,700	32,747	24.3%
	<u>1,541,600</u>	<u>357,466</u>	<u>23.2%</u>
EDUCATION	<u>1,622,000</u>	<u>402,471</u>	<u>24.8%</u>
FINANCING AND TRANSFERS			
Debt charge- principal	833,100	770,450	92.5%
Transfers to allowances and reserves	715,100	0	0.0%
	<u>1,548,200</u>	<u>770,450</u>	<u>49.8%</u>
TOTAL EXPENDITURE 2022/2023	14,550,600	3,987,830	27.4%

Town of Kentville Operating Fund

SCHEDULE C

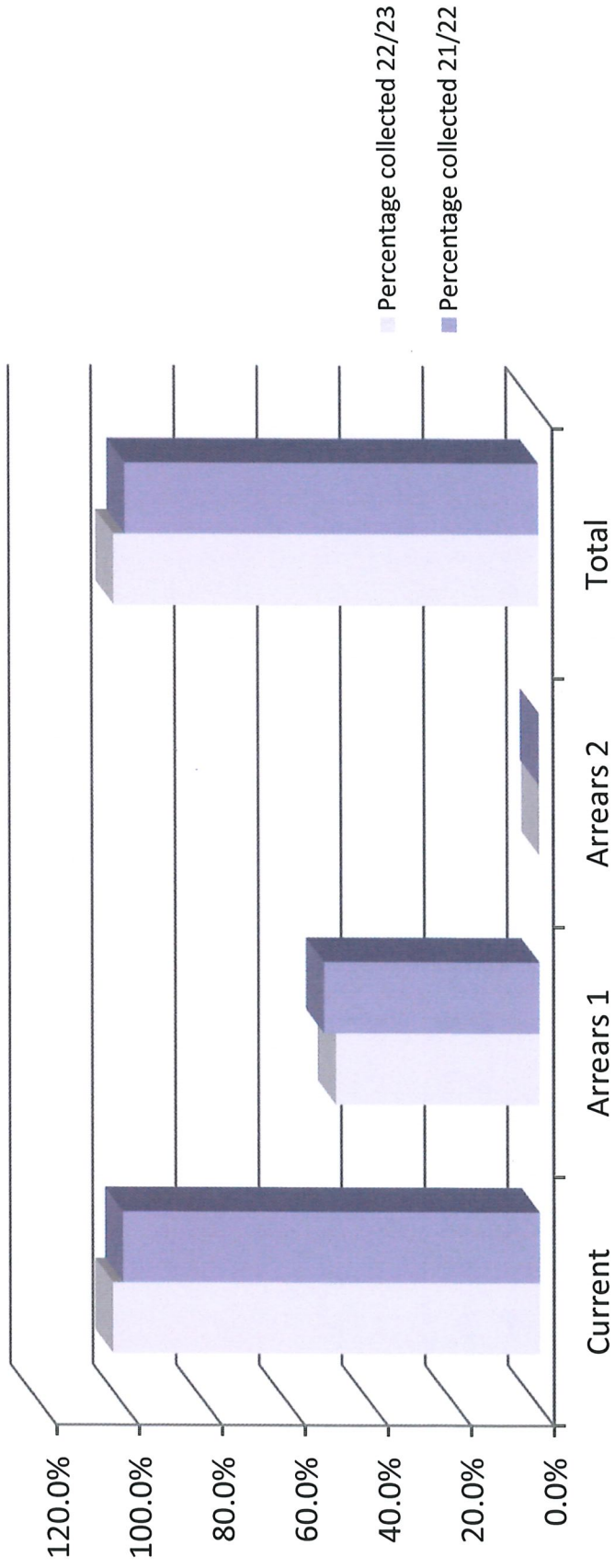
June 30, 2022

Summary of Taxes Collected & Outstanding

This report provides information for Council's perusal concerning outstanding taxes.

	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL</u> <u>OUTSTANDING</u>
	\$	\$	\$	\$
Balance, April 1, 2022	(316,849)	40,082	1,492	(275,275)
Billed 2022	4,986,152	0	0	4,986,152
22/23 net adjustments	<u>0</u>	<u>0</u>	<u>0</u>	<u>-</u>
Total collectible	4,669,303	40,082	1,492	4,710,877
Total collected	<u>4,801,994</u>	<u>19,657</u>	<u>0</u>	<u>4,821,651</u>
Outstanding	<u>(132,691)</u>	<u>20,425</u>	<u>1,492</u>	<u>(110,774)</u>
Percentage collected 22/23	102.8%	49.0%	0.0%	102.4%
Percentage collected 21/22	100.4%	51.9%	0.2%	99.6%

Town of Kentville Outstanding Taxes as at June 30, 2022



Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	976,800	0	0.0%
Green Infrastructure Fund	1,280,100	0	0.0%
General Administration	20,000	0	0.0%
Protection	206,000	69,592	33.8%
Transportation	850,500	23,954	2.8%
Planning/Development	285,000	7,393	2.6%
Recreation	926,200	61,497	6.6%
	4,544,600	162,436	3.6%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal- Green Infrastructure Funds	512,000	0	0.0%
Provincial- Green Infrastructure Funds	426,700	0	0.0%
Province of Nova Scotia	180,000	0	0.0%
	1,118,700	0	0.0%
Capital Contributions			
Contributions	114,500	10,320	
Proceeds	4,000	0	0.0%
	118,500	10,320	0.0%
INTERNAL SOURCES			
Cash			
Capital fund cash		0	0.0%
Reserves			
Restricted			
Gas Tax Funds	976,800	0	0.0%
Own Sources			
Equipment Capital	50,000	0	0.0%
Town Capital			
General allocation	688,400	106,527	15.5%
Recreation	18,000	0	0.0%
	1,733,200	106,527	6.1%
Operations			
Operations	5,300		0.0%
Capital from revenue- KPS	66,000	3,592	5.4%
	71,300	3,592	5.0%
BORROWING			
	1,502,900	41,997	2.8%
	4,544,600	162,436	3.6%

Town of Kentville Capital Fund

March 31, 2023

GENERAL LEDGER	GREEN INFRASTRUCTURE GRANT		
#	Description	Budget	Actual
05-35-71-250	West Main Street Pathway	40,000	0
05-35-71-300	Aldershot (Meadowview) Rail Trail	150,000	0
05-35-71-330	Signs, line painting (13 locations) Kentville bridge, Main Street, Leverette Ave, Belscher Street, Route 341/359, Oakdened Ave, Exhibition Street, Main Street, Macdonald/Highland Ave, Prospect Ave, Academy/School, Elizabeth, Macdonald Park/Grant/alicia, Roscoe Drive, Mitchell Ave.	55,100	0
	Harvest Moon Trail Connector	1,000,000	0
	Miner's Marsh Trail	35,000	
	PROJECTS	1,280,100	0
	FUNDING		
	Green Infrastructure Fund (Federal)	512,000	
	Green Infrastructure Fund (Provincial)	426,700	
	Province of Nova Scotia		
	Borrowing	341,400	
	TOTAL	1,280,100	0

Town of Kentville Capital Fund

March 31, 2023

GENERAL LEDGER		GENERAL ADMINISTRATION		
#	Description	Budget		Actual
	IT INITIATIVE ANNUAL			
05-35-72-200	IT projects 2022-23 IT HRIS My Way	20,000		0
	PROJECTS	20,000		0
	FUNDING			
	CASH			
	Capital Reserve- Town General allocation	20,000		
	Borrowing			
	TOTAL	20,000		0

Town of Kentville Capital Fund

March 31, 2023

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	Police services		
	Police vehicles		
05-35-75-650	Vehicles	132,000	69,592
	Technology		
05-35-75-700	TMR Radios	49,000	0
	Building		
05-35-75-600	Building upgrades	25,000	0
	PROJECTS	206,000	69,592
	FUNDING		
	Cash		
	Capital from revenue	66,000	66,000
	Proceeds on sale		
	Capital contribution		
	Reserves	66,000	3,592
	Borrowing	74,000	0
	TOTAL	206,000	69,592

Town of Kentville Capital Fund

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	350,000	0
05-35-71-450	Public Works building	58,000	23,954
	Downtown improvements		
05-35-71-350	Belcher Street street lights	10,000	0
	Flood mitigation		
05-35-71-400	Palmeto S/D- \$40,000 Condon Ave- \$15,000	55,000	0
05-35-71-340	Bridge- Pre-Cast Bridge- Meadowview	115,000	0
	Sidewalks	125,000	
05-35-71-490	Park Street		0
05-35-71-500	Prospect Avenue		0
	Streets	110,000	
	Burke top lift- \$90,000 Carmen & Alicia curbing- \$20,000		0
05-35-71-580	Study- Asset Management Storm Sewer CWIP	27,500	0
	PROJECTS	850,500	23,954
	FUNDING		
	CASH		
	Equipment capital reserve	50,000	
	Capital reserve- general allocation	146,000	23,954
	Contributions	114,500	
	Borrowing	540,000	
	TOTAL	850,500	23,954

Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	Municipal Flood Line Mapping Project	180,000	
	Downtown betterments		
05-35-75-500	Seasonal lighting-\$8,000	8,000	0
05-35-75-450	Bike racks	5,000	0
	Signage		
05-35-75-400	Gateway signage- green spaces	15,000	1,593
	Beautification		
05-35-75-300	Centre Square (Phase 2)	12,000	0
05-35-75-260	Public art display areas	15,000	5,800
	Buildings		
	VIC- \$30,000 66 Station Lane- \$20,000	50,000	0
	PROJECTS	285,000	7,393
	FUNDING		
	Capital Reserve- Town General	105,000	7,393
	Capital contribution- Province	180,000	
	Borrowing		
	TOTAL	285,000	7,393

Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	0
	Green Places		
05-35-74-200	Gorge survey/trails \$17,200	17,200	18,792
	Kentville Trail bridge- \$25,000	25,000	
	Miner's Landing trail- \$30,000	30,000	
	Miner's Marsh trail- \$20,000	20,000	
	Arena		
05-35-72-500	Drain, rubber flooring	20,000	0
05-35-72-550	Arena canteen upgrade	6,000	0
05-35-72-600	Condensor	135,000	41,997
	Parks/Playgrounds		
	Oakdene Park- Irrigation	20,000	0
	Memorial Park- Grandstands	350,000	0
	Memorial Park- Softball field irrigation	20,000	0
	Memorial Park-Fencing	15,000	0
	HUB building- Washroom	10,000	0
05-35-73-150	Dog park- east end (CWIP)	125,000	0
05-35-74-700	Equipment- 2 pickups	100,000	0
05-35-73-500	Pool/Splashpad	25,000	708
	PROJECTS	926,200	61,497
	FUNDING		
	Proceeds	4,000	
	Contribution		10,320
	Operating fund- Park fees	5,300	
	Capital reserve- General allocation	351,400	9,180
	Capital reserve- Recreation	18,000	
	Borrowing	547,500	41,997
	TOTAL	926,200	61,497



Town of Kentville - Staff Report to Council Advisory Committee

Department of Planning and Development July 11, 2022, for June 2022.

Activity Report and Permits Report, attached

Programs and Operations

- 13 Permits Issued: Building valuation of \$592,626 for a year total of \$16,972,526

Projects

- Municipal Flood Line Mapping Project – The RFP has been posted with a closing date of June 23, 2022. The committee will meet Monday July 11, 2022, to pick a consultant to undertake the project.
- Hobou Court development is moving along nicely. Discussions are underway for the second phase which will include several open space amenities.
- Subdivision Bylaw – staff are starting to review the subdivision bylaw
- Engore – working with the developers of Ryan’s Park at a redesign of their second phase. Staff are waiting for updated plans to review and comment on.
- Planning and Engineering departments are working with a developer who owns land on Chester Ave.
- **Public Engagement**
- Ongoing

Meetings and Events

- CAC
- Senior Management
- Department of Municipal Affairs and Housing
- Vida Living
- Hobou Court
- John Goshen, Engore Development Ltd.
- Rodger Cameron – Chester Ave development

Respectfully Submitted,
Beverly Gentleman, Director of Planning and Development.

Activity Report

Planning & Development
June 2022



<i>PERMITS</i>	<i>PERMITS ISSUED</i> June 2022		<i>PERMITS ISSUED</i> June 2021	
	<i>Month Total</i>	<i>Year Total</i>	<i>Month Total</i>	<i>Year Total</i>
Number of Permits	13	85	10	82
Total Building Value	\$ 592,626.00	\$ 16,972,526.00	\$ 1,139,080.00	\$ 20,768,099.00
Permit Revenue	\$ 774.95	\$ 13,506.44	\$ 1,122.27	\$ 23,861.32

Permit Report

Planning & Development
June 2022



Permit #: 4051	Permit Date: 2022-06-06
Value of Construction: \$27,000.00	Fee: \$50.00
Swimming Pool - Installing a 18' x 33' above ground swimming pool in the rear yard	

Permit #: 4054	Permit Date: 2022-06-06
Value of Construction: \$20,000.00	Fee: \$61.00
New Accessory Construction - Constructing a 932 sq ft deck around a swimming pool	

Permit #: 4055	Permit Date: 2022-06-06
Value of Construction: \$39,700.00	Fee: \$24.07
Commercial/Industrial Addition - Pouring a 5.48' x 4.82' (26.41 sq ft) concrete pad and installing an elevator lift	

Permit #: 4056	Permit Date: 2022-06-06
Value of Construction: \$8,000.00	Fee: \$50.00
Swimming Pool - Installing an 18' above ground swimming pool in the rear yard	

Permit #: 4007	Permit Date: 2022-06-09
Value of Construction: \$150,000.00	Fee: \$121.95
New Residential Construction - Constructing a Single Family Dwelling, residential space is 826 sq ft and garage space is 252.15 sq ft	

Permit #: 4049	Permit Date: 2022-06-09
Value of Construction: \$0.00	Fee: \$50.00
Signage - Installing a 39.5" x 9.5" blade sign and a 2' x 4' (8 sq ft) wall sign	

Permit #: 4057	Permit Date: 2022-06-09
Value of Construction: \$5,400.00	Fee: \$24.22
New Accessory Construction - Constructing a 12' x 8' (96 sq ft) deck off the back of a building for an existing apartment	

Permit #: 4059	Permit Date: 2022-06-09
Value of Construction: \$30,000.00	Fee: \$41.12
New Accessory Construction - Constructing a 20' x 24' (480 sq ft) detached garage in the rear yard	

Permit #: 4061	Permit Date: 2022-06-10
Value of Construction: \$26,500.00	Fee: \$50.00
Solar Panel - Installing 27 Solar Panels on the roof of the existing single family dwelling	

Permit #: 4058	Permit Date: 2022-06-15
Value of Construction: \$26,026.00	Fee: \$50.00
Solar Panel - Installing 22 Solar Panels on the roof of the existing single family dwelling	

Permit #: 4060	Permit Date: 2022-06-24
Value of Construction: \$30,000.00	Fee: \$50.00
Swimming Pool - Installing a 12' x 28' semi above ground pool in the side yard	

Permit #: 4062	Permit Date: 2022-06-24
Value of Construction: \$30,000.00	Fee: \$50.00
Swimming Pool - Installing a 16' x 30' inground swimming pool in the rear yard	

Permit #: 4063	Permit Date: 2022-06-27
Value of Construction: \$200,000.00	Fee: \$152.59
New Commerical/Industrial Construction - Constructing a 6.4m x 12.5m (80 sq m/861 sq ft) utility building	



Town of Kentville

Staff Report to Council Advisory Committee

Community and Economic Development Coordinator

July 2022

Programs and Operations

- The Visitor season is off to a great start at the Visitor Centre. We are working on updating the décor to create a new look and feel that is more inclusive and welcoming and some of those items have been received and installed. More to follow. The Visitor Centre is also now on TikTok, the pilot initiative is being populated and managed by our junior attendant Makayla.
- Budgets and plans for the “Historic Kentville” video have been settled and the video is scheduled to shoot in September. We are working with two local vendors on this project and the video will cover a variety of exciting spots in Kentville that will hopefully draw the “cultural enthusiast” category of visitor which makes up about 1/3 of the total number of visitors that NS welcomes each year.
- We continue to explore options for the comfort station project that will see public bathrooms created downtown, updates will be provided as things progress. In the meantime, the Develop Nova Scotia funding and other grant monies received by KBC for this project are being directed into placemaking initiatives for Centre Square activation, with the endorsement of Develop NS.

Tourism /Special events

- The KBC Festival of Flowers is around the corner. Town displays are out and being maintained now. Businesses are starting to roll out their displays as well. At stake is the coveted David White Trophy, currently residing with Petit Patrie Chocolate after their Holiday win in December. Voting for business displays will be open online in the next few weeks.

- The Kentville Mural Festival is set to hit downtown on July 22nd. Mural sites have all been confirmed except for a few final formalities, and the artists are being confirmed. A full schedule and additional promo materials will be provided soon.
- It's hard to believe but we have also started plans for events downtown in September and October. Additional events and placemaking initiatives will be implemented in Centre Square during the Pumpkin People Festival. In addition to the Harvest Fest, we are looking at movie nights, live music events, and a few other surprises.
- The CEDC has been in discussions with KBC about the potential for co-hosting an event downtown during Canada Cup for both riders and participants as well as community members. More details to come as budget and logistics are worked out.

Projects & Beautification

- Gateway landscaping work is still on the books and in the plans. We are still waiting on a few items from the greenhouses. The planning and design phase is complete for both project locations, the work will be executed by Recreation Park staff.
- The initial Rick Hansen Assessment of the Visitor Centre was completed last week, and the preliminary recommendation report has been received from the Planning Technician. The recommendations around accessibility will likely dictate that most of the budgeted capital allocation for VIC upgrades will be required for the ramp reconfiguration and new entrance systems. The RFP for siding and insulation will likely need to be pushed to a future budget year, so that we can keep accessibility the priority for this year.
- Hanging baskets and planters have been placed and are doing well so far. Just in time for the Festival of Flowers!
- The landscaping work for the Siliboy Mural is still outstanding. However, the Museum has sent mock-ups of the interpretive board that will eventually go in the space. That will be installed once produced, and we are unsure of the timeline at this stage. The panel is being produced to include the information in three languages. Mi'kmaw, French, and English.

Respectfully Submitted,
Lindsay Young
Community & Economic Development Coordinator



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of June 2022
DEPARTMENT OF PARKS AND RECREATION
PRESENTED ON JULY 11TH, 2022

Facilities and Operations

- Operations
 - We now have a full summer staff compliment to support our Parks Team
 - Two Parks staff took their lift certification which is required for us to safely operate lifts. We use lifts often both the arena and the parks. We will now be able to operate a lift to paint the ball field score board.
 - We have filled the Park and Arena support position. We welcome Johnathon Wagner to our team.
- Arena
 - The tender closed for the compressor on July 4th at 4pm. The contract will be awarded in the coming week.
 - The arena hosted this circus this month. This is a wonderful community event that supports our revenue in the off season.
- Parks and Trails
 - Kentville Ravine remains closed to the public due to unsafe conditions. Our department continues to work with staff at the Research Station to stay abreast of updates. The Department of Agriculture and Agri-food Canada is taking the lead on all remediation. There are no updates currently.
 - The Gorge has received some maintenance in preparation for bike racing season. We have also ordered a boot cleaning station to be placed at the Gorge. In partnership with Invasive Species Nova Scotia, these stations are a good way to bring awareness and lessen the spread of invasive species like the Hemlock Woolly Adelgid,
 - We have purchased a wireless system for the Memorial Park scoreboard. This will replace the previous system that was not working.

- Pool and Splashpad
 - The Kentville Splashpad officially re-opened, just in time for Canada Day.
 - The Kentville Memorial Pool is showing its age. We struggled to open on time this year due to pump and circulation issues. We continue to lose water at a greater rate than previous years.

Programs and Operations

- Operations
 - Interviews occurred for the new EDI Community Sport Coordinator position. As of this report we have not received final confirmation if the position has been filled yet or not. This is a fully funding position in partnership with Sport Nova Scotia that will work with our department to create more equitable, safe and welcoming sporting opportunities.
 - Our summer program staff participated in a number of new trainings this year including Harm Reduction, Valley Anti-Racism, Commit to Kids, and Equity Diversity and Inclusion Training. This is in addition to attending a Valley-wide scenario based training, first aid, High Five and Reconnecting with Nature training. Pool staff are also required to be tested and go through their own training requirements, in addition to relevant program related training.
- Programs
 - Summer programs have begun and are in full swing. The majority of our programming is full; however we continue to release new opportunities every week, including opportunities for youth and seniors being put on by our Community Outreach Coordinators.
 - The Kentville Spike Fund continues to be accessed regularly. Recently we have funded camp registrations, pool passes, equipment purchased, art classes and more. As always, this fund would not exist without donations made by the public. We want to thank everyone who donates to the Spike Fund to support community members in this region to access recreation opportunities.
 - We are continuing to work on re-instating the community garden's at Oakdene. This project is part of a partnership with the Valley Community Learning Association (VCLA). We now have all garden beds fixed up. We will be hosting workshops and activities surround the garden throughout the summer

Community Outreach

- Events
 - The Canada Cup Events Committee continues to meet. Canada Cup will take place August 12th to the 14th.
 - We celebrated Pride month in partnership with KCA school. This event took place in Centre Square on Friday the 10th from 11am to 1pm.
 - World Environment Day Event took place on June 4th at Oakdene Park in partnership with the Rotary Club of Kentville. Other partners involved in this event included the Valley Community Learning Association, Flying Squirrels, Clean Annapolis River Project, Valley Waste, Blomidon Naturalists Society, Wholesome Refillery, and the Invasive Species Council of NS. In total there were between 150-175 participants and over 10 vendors/special guests and facilitators.

Capital Projects

- Splash Pad
 - Repairs are completed and the splash pad is open
- Arena Condenser
 - A new condenser for the arena has been ordered. We are hopeful that it will be installed before the Fall ice season.
- Miners Marsh
 - Work to repair the trail after the extensive damage done by the Spring floods has been completed. This includes repairs to the emergency access road located on the North end.
- Memorial Pool
 - The washroom located on the outside of the building has been renovated. This facility now includes a change table and a grab bar.
 - Pool staff change room facilities are in the process of being renovated. Left to do is put in the showers.
- Dog Park
 - Work is scheduled to begin the end of September. The fencing RFP closes July 22nd at 4pm.
- Fencing
 - The fencing installation at Memorial Park is completed. Upgrades to fencing occurred on the senior ball field and the softball field.

- Equipment Purchase
 - RFP closes for two pick-up trucks next Friday July 8th at 12:00pm

Council Related

- Kentville's Accessibility Action Plan
 - *Kentville Access and Advisory Committee (KIAAC)*: This committee continues to meet regularly. The public is encouraged to contact members of KIAAC with any concerns, suggestions and queries: accessibility@kentville.ca, or visit our website at www.kentville.ca/accessibility for more information.
 - Our last meeting was held on June 10th. At this meeting our very own Grayson Titcomb came in and presented on inclusive language. This provided the space need for rich and meaningful conversation that will help the committee move forward with their work. We are looking at providing this training to Town of Kentville Staff, and offer it as a community workshop for those who are interested.
- Kentville's Active Transportation Plan
 - Staff continue to update and present on the proposed Active Transportation projects for this fiscal.
 - Director Bell is in the final stages of completing the RFP which we hope will be released in the coming weeks.
- Regional Recreation Complex:
 - The committee met on June 23rd. The final draft report was reviewed and discussed. Final edits are being sent in this month with the plan to reconvene to discuss next steps in late summer.

Respectfully Submitted,



Rachel Bedingfield
Director of Parks and Recreation

Town of Kentville

Office of the Chief of Police

April 1st, 2022 for May 2022



Administration	Time	April 2022	May 2022
	Plate queries	2123	2263
	Training hours	156	24
	Veh. Cks 38's	151	161
	Warning tickets	1	23
	SOT Tickets	35	36
	Foot Patrol Hours	99	173
	CC Charges	27	26
	Calls for service	204	299
Training	<ul style="list-style-type: none"> DRE 		
Meetings	<ul style="list-style-type: none"> Active Transportation/Accessibility CAC NS Chiefs KCSS Multiple In-house meetings Coordinated Access Apple Blossom DOJ-Audit follow up DV High Risk table AV Police Liaison 		
Staffing	<ul style="list-style-type: none"> Sergeant off for surgery Hired CCN position- Ashely Ettinger 		

- | | |
|--|--|
| | <ul style="list-style-type: none">• Filled CSE position- Ken Reade• 2 Auxiliary positions- Tristen Redden and Michelle Selby• Kevin Andrews- CISNS• Kevin Lutz- Acting Sergeant- promoted last week |
|--|--|



Kentville Police Service Bylaw Report May 2022

Municipal Bylaw Investigations	2
Loitering -Warnings	3
Assist Police	16
Taxi Inspections	1
Animal Control	1
Smoking-Charges	15
Smoking-Warnings	0
Parking-Charges	62
Parking- Warnings	79

Occurrence Stats (All Violations)

Violation group - Traffic Offences - Traffic Accidents				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0020 Traffic Collision(s) - Non - Fatal Injury	1	0	1	0	0	0.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	7	0	7	1	0	14.3%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	5	0	5	0	0	0.0%
	13	0	13	1	0	7.7%

Violation group - Traffic Offences - Provincial Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	2	0	2	0	0	0.0%
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	23	0	23	7	15	95.7%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	8	0	8	3	0	37.5%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	12	0	12	11	0	91.7%
9900 0060 Parking Offences (Provincial/Territorial)	2	0	2	0	0	0.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	25	0	25	23	0	92.0%
9900 0090 Fail to Stop or Remain at Accident Scene (Provincial/Territorial)	2	0	2	0	0	0.0%
9900 0120 Driving While Disqualified or License Suspension (Provincial/Territorial)	4	0	4	4	0	100.0%
	78	0	78	48	15	80.8%

Violation group - Traffic Offences - Other Traffic Related Duties				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0386 Motor Vehicle Act - Other Activities (except traffic warnings)	8	0	8	0	0	0.0%
9960 0020 Checkstop	2	0	2	0	0	0.0%
	10	0	10	0	0	0.0%

Violation group - Traffic Offences - Municipal By-laws				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9950 0010 Municipal Bylaws - Traffic	2	0	2	0	0	0.0%
	2	0	2	0	0	0.0%

Violation group - Traffic offences - Impaired Operation Related Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9230 0070 Operation while impaired (alcohol)/over 80mg% of Motor Vehicle	2	0	2	2	0	100.0%

Occurrence Stats (All Violations)

Violation group - Traffic offences - Impaired Operation Related Offences	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9233 0010 Operation while impaired (alcohol and drug) / over 80mg% of a Motor Vehicle	1	0	1	0	0	0.0%
9235 0070 Operation while impaired (drug) of Motor Vehicle	2	1	1	1	1	200.0%
9260 0010 Failure or refusal to comply with demand (alcohol)	1	0	1	1	0	100.0%
	6	1	5	4	1	100.0%

Violation group - Traffic offences - Dangerous Operation of Motor Veh./Vessel/Aircraft	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9133 0020 Flight from peace officer	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Violation group - Provincial Statutes {except traffic}	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	19	0	19	2	16	94.7%
7300 0050 Fire Prevention Act - Offences Only	2	0	2	0	0	0.0%
7300 0110 911 Act - Offences Only	4	3	1	0	0	0.0%
7300 0900 Other Provincial/Territorial Statutes (not otherwise specified) - Offences Only	1	0	1	0	1	100.0%
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	14	0	14	0	1	7.1%
8840 0291 Child Welfare Act - Other Activities	3	0	3	0	0	0.0%
8840 0297 Coroner's Act - Sudden Death/Other Activities	2	0	2	0	0	0.0%
8840 0306 Family Law Act – Other Activities	1	0	1	0	0	0.0%
8840 0311 Fire Prevention Act - Other Activities	1	0	1	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	40	0	40	3	1	10.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	7	0	7	0	1	14.3%
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	14	0	14	0	0	0.0%
	108	3	105	5	20	23.8%

Violation group - Provincial Statutes - Municipal By-laws	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
9955 0010 Municipal Bylaws - Other	16	0	16	0	1	6.3%
	16	0	16	0	1	6.3%

Occurrence Stats (All Violations)

Violation group - Other Federal Statutes - Firearms Act				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0391 Firearms Act - Other Activities	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Other Criminal Code - Other Criminal Code				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3410 0050 Failure to comply with undertaking	1	0	1	0	0	0.0%
3410 0060 Failure to comply with order	4	0	4	3	0	75.0%
3430 0010 Disturbing the peace/Causing a disturbance	9	0	9	0	3	33.3%
3470 0010 Resists/obstructs peace officer	1	0	1	1	0	100.0%
3520 0010 Fail to comply probation order	0	0	0	0	1	0.0%
	15	0	15	4	4	53.3%
Violation group - Other Criminal Code - Offensive Weapons				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3310 0020 Explosives: use/possess with intent to damage/destroy property	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - National Survey Codes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 3038 Request for service of legal document-summons, subpoena, other docs-CC	1	0	1	0	0	0.0%
8999 3057 Prisoners Held	24	0	24	3	13	66.7%
	25	0	25	3	13	64.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1626 0040 Harassing communications	1	0	1	0	0	0.0%
1627 0010 Uttering threats against a person	3	2	1	0	1	100.0%
	4	2	2	0	1	50.0%

Occurrence Stats (All Violations)

Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
1430 0010 Assault	1	0	1	0	1	100.0%
1460 0010 Assault on Police Officer	2	0	2	2	0	100.0%
	3	0	3	2	1	100.0%
Violation group - Crimes Against Property - Theft under \$5000.00	Reported	Unfounded	Actual	Clearance		
2140 0011 Other theft under \$5000	8	0	8	0	1	12.5%
2140 0051 Theft of bicycle under or equal to \$5000	2	0	2	0	0	0.0%
2140 0120 Theft from mail under \$5000 356(1) CC	2	0	2	0	0	0.0%
2142 0011 Theft under or equal to \$5000 From a motor vehicle	3	0	3	1	0	33.3%
2143 0010 Theft under or equal to \$5000 - Shoplifting	6	0	6	1	0	16.7%
	21	0	21	2	1	14.3%
Violation group - Crimes Against Property - Theft over \$5000.00	Reported	Unfounded	Actual	Clearance		
2135 0100 Theft of car	1	1	0	0	0	0.0%
	1	1	0	0	0	0.0%
Violation group - Crimes Against Property - Possession of Stolen Goods	Reported	Unfounded	Actual	Clearance		
2156 0010 Possession of property obtained by crime less than or equal \$5000	1	0	1	1	0	100.0%
	1	0	1	1	0	100.0%
Violation group - Crimes Against Property - Mischief	Reported	Unfounded	Actual	Clearance		
2170 0090 Mischief - Damage to property	11	0	11	0	1	9.1%
2170 0100 Mischief - Obstruct enjoyment of property	3	0	3	0	2	66.7%
	14	0	14	0	3	21.4%

Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Fraud	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2160 0070 Fraud (money/property/security) greater than \$5000	1	0	1	0	0	0.0%
2160 0075 Fraud (money/property/security) less than or equal to \$5000	3	0	3	0	0	0.0%
2166 0010 Identity Fraud	3	0	3	0	0	0.0%
	7	0	7	0	0	0.0%

Violation group - Crimes Against Property - Break and Enter	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
2120 0020 Break and Enter - Residence	2	1	1	0	1	100.0%
	2	1	1	0	1	100.0%

Violation group - Common Police Activities - Related Police Activities	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8500 0110 Offender Management	5	0	5	0	0	0.0%
8550 0020 Abandoned Vehicles	1	0	1	0	0	0.0%
8550 0030 Suspicious Person/ Vehicle/ Property	28	0	28	0	0	0.0%
8550 0040 Animal Calls	7	0	7	0	0	0.0%
8550 0050 False Alarms	19	0	19	0	0	0.0%
8550 0060 Items Lost/Found - except passports	22	0	22	0	0	0.0%
8550 0140 Breach of Peace	9	0	9	0	0	0.0%
	91	0	91	0	0	0.0%

Violation group - Common Police Activities - Assistance to General Public	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8545 0130 Assistance to General Public	6	0	6	0	0	0.0%
8550 0080 Person Reported Missing	2	0	2	0	0	0.0%
8550 0090 Property Check	2	0	2	0	0	0.0%

Occurrence Stats (All Violations)

Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8550 0190 Wellbeing Check	12	0	12	0	0	0.0%
	22	0	22	0	0	0.0%
Totals	442	8	434	70	61	30.2%

6/15/2022

Kentville Police Service
At May 31, 2022
"Other Expense" account 01-22-14-058

BUDGET	<u>\$17,000</u>
	\$
Tax payments	536.79
Breathalyzer servicing	1,831.24
Breathalyzer calibration and verification	270.60
Breathalyzer annual inspection	542.50
Maintenance to radar	663.92
Fingerprint supplies	204.66
Freezer chest	416.09
Bike repairs	271.94
Police sign	391.06
Miscellaneous	36.69
	<u>5,165.49</u>



**TOWN OF KENTVILLE
2022/2023 OPERATING EXPENDITURE
POLICE PROTECTION**

		2022/2023 BUDGET	May 31, 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Remuneration					
122-11-011	Remuneration- Administration	363,500	62,385	17.2%	-82.8%
122-11-012	Remuneration- Sergeant	511,100	70,579	13.8%	-86.2%
122-11-013	Remuneration-Constable	830,600	138,343	16.7%	-83.3%
122-11-014	"Stat" pay	40,000	3,155	7.9%	-92.1%
122-11-015	Overtime-Sergeant	16,000	4,339	27.1%	-72.9%
122-11-016	Overtime-Constable	40,000	4,672	11.7%	-88.3%
122-11-017	Secondment	108,600	18,122	16.7%	-83.3%
122-11-018	M time	5,000	-	0.0%	-100.0%
		<u>1,914,800</u>	<u>301,595</u>	15.8%	-84.2%
Benefits 122-12-02X		<u>394,500</u>	<u>73,688</u>	18.7%	-81.3%
Internal Allocation 122-13-010		<u>-</u>	<u>-</u>	0.0%	0.0%
Office Expenses					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	-	0.0%	-100.0%
122-14-034	Meeting-Commission	2,000	-	0.0%	-100.0%
122-14-036	Director's expense	7,000	826	11.8%	-88.2%
122-14-037	Inspector's expense	3,000	226	7.5%	-92.5%
122-14-039	Training	20,000	1,389	6.9%	-93.1%
122-14-041	Auxiliary program	4,500	7,659	170.2%	70.2%
122-14-042	Insurance-liability/E&O	35,000	-	0.0%	-100.0%
122-14-045	Office expense & supplies	15,000	1,190	7.9%	-92.1%
122-14-048	Telephone	26,000	4,916	18.9%	-81.1%
122-14-051	Equipment rental	3,000	-	0.0%	-100.0%
122-14-058	Other expense	17,000	5,274	31.0%	-69.0%
		<u>133,700</u>	<u>21,480</u>	16.1%	-83.9%
Occupancy-Police Building					
122-15-011	Custodial	8,100	-	0.0%	-100.0%
122-15-042	Insurance	2,200	-	0.0%	-100.0%
122-15-060	Heat	6,500	1,067	16.4%	-83.6%
122-15-061	Electricity	12,000	818	6.8%	-93.2%
122-15-062	Water/sewer	2,400	-	0.0%	-100.0%
122-15-068	Maintenance- Other costs	19,900	7,413	37.3%	-62.7%
		<u>51,100</u>	<u>9,298</u>	18.2%	-81.8%
Operations-Communication					
122-16-048	Communications	91,900	30,972	33.7%	-66.3%
122-16-051	Radio license	3,600	-	0.0%	-100.0%
122-16-053	Maintenance	3,000	-	0.0%	-100.0%
		<u>98,500</u>	<u>30,972</u>	31.4%	-68.6%



TOWN OF KENTVILLE
2022/2023 OPERATING EXPENDITURE
POLICE PROTECTION

	2022/2023 BUDGET	May 31, 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
Operations-Technology (122-16-148)	<u>28,000</u>	<u>12,501</u>	44.6%	-55.4%
Operations-Vehicle				
122-17-042 Insurance	10,900	-	0.0%	-100.0%
122-17-070 Gasoline	28,000	-	0.0%	-100.0%
122-17-071 Operations & maintenance	20,000	3,663	18.3%	-81.7%
	<u>58,900</u>	<u>3,663</u>	6.2%	-93.8%
Operations-Programmes				
122-18-080 Special projects	22,000	41	0.2%	-99.8%
122-18-081 Community Crisis Navigator project	35,400	940		
122-18-082 Crime prevention/community relations	2,500	295	11.8%	-88.2%
122-18-085 Custody and detention of prisoners	45,000	(90)	-0.2%	-100.2%
	<u>104,900</u>	<u>1,186</u>	1.1%	-98.9%
TOTAL POLICE PROTECTION	<u>2,784,400</u>	<u>454,384</u>	16.3%	-83.7%
VARIANCE		<u>2,330,016</u>		
TOTAL POLICE PROTECTION (carried forward)	<u>2,784,400</u>	<u>454,384</u>		
LESS: POLICE PROTECTION REVENUE				
Secondment- Province	136,600	-	0.0%	-100.0%
Fines and fees- Province	15,000	2,497	16.6%	-83.4%
Police Miscellaneous		-	0.0%	0.0%
Law enforcement- Province	100,000	-	0.0%	-100.0%
Community Crisis Navigator -Province	35,400	-	0.0%	-100.0%
TOTAL POLICE PROTECTION REVENUE	<u>287,000</u>	<u>2,497</u>	0.9%	-99.1%
NET POLICE PROTECTION	<u>2,497,400</u>	<u>451,888</u>	18.1%	-81.9%
SALES OF SERVICE EXPENDITURE				
Remuneration	147,400	13,822	9.4%	-90.6%
Benefits	24,200	1,578	6.5%	-93.5%
TOTAL SALES OF SERVICE	<u>171,600</u>	<u>15,400</u>	9.0%	-91.0%
LESS: SALES OF SERVICE REVENUE				
Sales of service- Police	<u>480,000</u>	<u>42,057</u>	8.8%	-91.2%
NET SALES OF SERVICES (EXCESS REVENUE OVER EXPENDITURE)	<u>(308,400)</u>	<u>(26,657)</u>		



TOWN OF KENTVILLE
2022/2023 OPERATING EXPENDITURE
POLICE PROTECTION

		2022/2023 BUDGET	May 31, 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
LAW ENFORCEMENT					
PROVINCIAL MANDATORY					
122-22-200	Transfers to Correctional Services	86,600	-	0.0%	-100.0%
OTHER					
122-31-080	Prosecution	8,500	-	0.0%	-100.0%
122-31-082	Legal	10,000	-	0.0%	-100.0%
122-31-084	Other-Crossing guards	30,000	5,590	18.6%	-81.4%
122-31-085	Parking/By law enforcement officer	64,300	9,830	15.3%	-84.7%
122-31-086	Benefits	6,200	1,057	0.0%	0.0%
		119,000	16,477	13.8%	-86.2%
TOTAL LAW ENFORCEMENT		205,600	16,477	8.0%	-92.0%
VARIANCE			(189,123)		
LESS: LAW ENFORCEMENT REVENUE					
	Taxi Licenses	2,700	220	8.1%	-91.9%
	Parking Tickets	9,000	2,725	30.3%	-69.7%
TOTAL LAW ENFORCEMENT REVENUE		11,700	2,945	25.2%	-74.8%
NET LAW ENFORCEMENT		193,900	13,532	7.0%	-93.0%



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

June 11, 2022

Programs and Operations

- **Kentville Water Commission:** The Kentville Water Commission had two water breaks in June which is not particularly unusual considering the vast size of our system. These were promptly repaired by our Public Works crew. Operationally the system is working as expected and we will be receiving tenders for the drilling and development of a new production well in the coming weeks.
- **Sanitary Sewer Area Service:** Mayor Snow & I attended a lengthy Regional Sewer Committee meeting on June 29th which included presentations on both wastewater by-laws and a communication plan to help educate customers on preventing inorganic materials from entering the system. Deputy Mayor Savage will present recommendations to Council on these matters at the July 25th meeting.

Director Crowell has a first draft of a Sanitary Sewer Area Service rate study completed which we will bring to Council in the Fall.

Projects

- Following Council's approval at June's meeting, the contract for the MacDonald Avenue Subdivision Upgrades was awarded to Mid Valley Construction as a two-year project and contracts have been signed. Materials have been ordered and we are awaiting a project schedule from the contractor. We will keep the residents informed of start dates and projects schedules by both door-to-door handouts and social media posts.
- **Meadowview Bridge Replacement** – The replacement of the Kentville to Meadowview bridge that was destroyed by fire in 2021 is currently in the installation phase. All of the components of the new bridge are prefabricated (pre-cast concrete structures and galvanized railings) so assembly will go very quickly. A very large crane is scheduled to be on-site July 11th for two days lifting the

components into place and then the approaches will be built at the end of the week completing the project.

- **AT Project** – The tender package is about 90% complete for this year’s phase of the AT Project and we anticipate it going to tender within a week closing the latter part of July.

Public Engagement

- Frequent phone calls and site visits.
- Appointments are now being accepted for in person meetings.
- Letter & email correspondence – As required.

Meetings and Events

- Senior Staff meetings every Tuesday
- June 13th CAC
- June 21st AT Presentation to KBC
- June 29th Regional Sewer Committee Meeting

Respectfully Submitted,

David Bell
Director of Engineering and Public Works

TO: Council Advisory Committee (CAC)

SUBMITTED BY: Dan Troke, Chief Administrative Officer (CAO)

DATE: July 11, 2022

SUBJECT: Heritage By-Law and Committee

ORIGIN

At the April 25, 2022, Council meeting direction was provided to the CAO regarding some consideration to create a Heritage by law for the Town of Kentville. The direction was to consider only businesses (Commercial Core) and not to include private citizens houses. In establishing a Heritage Bylaw, many issue areas need to be understood and incorporated into a Kentville-friendly bylaw. A committee of interested people with expertise and background in regional history are best suited to review and implement this bylaw.

BACKGROUND

Committee:

The structure and activities of the Heritage Bylaw Committee could be similar to the ad hoc Accessibility Committee from 2019-2020, whose mandate it was to create an accessibility committee for the Town. The activities and structure of the Heritage Bylaw Committee and defined in the proposed Heritage Bylaw.

Bylaw:

The attached bylaw has been developed in accordance with the Municipal Government Act and provincial legislation around heritage bylaws.

RECOMMENDATION

That Council approve the attached Heritage Bylaw for First Reading on July 25, 2022.

Town of Kentville Decision Wheel:





TOWN OF KENTVILLE BY-LAW CHAPTER X HERITAGE BYLAW

1.0 PURPOSE

- 1.1 This By-Law is entitled the “Heritage Property By-Law”
- 1.2 This By-Law shall be administered in accordance with the Heritage Property Act, R.S.N.S.1989

2.0 DEFINITIONS

- 2.1 “Act” means the Heritage Property Act;
- 2.2 “Committee” means the Heritage Advisory Committee established pursuant to this By-Law;
- 2.3 “Council” means the Council of the Town of Kentville;
- 2.4 “Municipal Heritage Property” means a building, public-building interior, streetscape, cultural landscape or area registered in the Town of Kentville Registry of Heritage Properties;
- 2.5 “Registered Owner” means an owner of land whose interest in the land is defined and whose name is specified in an instrument in the Land Registry Office;
- 2.6 “Registry” means the Municipal Registry of Heritage Property of the Town;
- 2.7 “Town” means the Town of Kentville.

3.0 TERM OF OFFICE

The members of the Committee shall be appointed for such term as Council may direct and shall hold office at the pleasure of Council

4.0 HERITAGE ADVISORY COMMITTEE

- 4.1 The committee will consist of no less than seven (7) voting members. Five (5) will be members of the community who, combined, have exceptional understanding of local and regional history, and represent the full cultural history of the Town (e.g. historians, architects, First Nations members, African Nova Scotia members). Two (2) members will be members of

Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a staff Recording Officer may be appointed as a non-voting member of the committee.

- 4.2 The Committee may advise Council respecting:
 - 4.2.1 the inclusion of buildings, public-building interiors, streetscapes, cultural landscapes, and areas in the Registry;
 - 4.2.2 an application for permission to substantially alter or demolish a Municipal Heritage Property.
 - 4.2.3 building and other regulations that affect the attainment of the intent and purpose of the Heritage Property Act;
 - 4.2.4 an application to substantially alter the external appearance of or demolish a Municipal Heritage Property;
 - 4.2.5 the deregistration of Municipal Heritage Properties;
 - 4.2.6 financial incentives to Municipal Heritage Properties;
 - 4.2.7 the amendment of evaluation criteria, guidelines and standards for Municipal Heritage Properties; and
 - 4.2.8 ensuring the designation of any property under this bylaw is strictly voluntary.

5.0 REGISTRY

- 5.1 The Town shall establish and maintain a Municipal Registry of Heritage Properties where all prescribed documents relating to the registration of Municipal Heritage Properties pursuant to the Act of this By-Law shall be filed.
- 5.2 The Registry shall contain information with respect to recommendations, registrations, and deregistration's, recording particulars of documents required to be logged at the Land Registry Office.
- 5.3 The Registry shall be accessible to the public at no charge during regular business hours of the Town.

6.0 NOTICE OF RECOMMENDATION

- 6.1 The Town shall cause a Notice of Recommendation to be served upon each registered owner of a property that is the subject of the recommendation at least thirty (30) days prior to registration of the property in the Municipal Registry of Heritage Properties and shall be in Form A.
- 6.2 The notice shall contain:
 - 6.2.1 a statement that the property described in the notice has been recommended for registration in the Registry;
 - 6.2.2 a brief statement of the reason for the recommendation;
 - 6.2.3 a summary of the consequences of registration;

- 6.2.4 a statement that no person shall demolish or substantially alter the appearance of the property for one hundred twenty (120) days after the notice is served; and
- 6.2.5 notification of the right of the owner to be heard and the date, time and place where they may be heard.
- 6.2.6 Inform the owner, while the property has been identified as a potential Municipal Heritage Property, it is voluntary, and the owner has a right to decline. Declining the opportunity is achieved by writing to the Chief Administrative officer via letter or email.

7.0 REGISTRATION AND NOTIFICATION

- 7.1 The Town may register a property as a Municipal Heritage Property in accordance with the provisions of the Act and notice of the registration shall include all of the information set out in Section 6.2, above. Notice of Registration shall be in Form B.
- 7.2 Notice of Registration shall be:
 - 7.2.1 served upon each registered owner;
 - 7.2.2 deposited with the Land Registry Office;
 - 7.2.3 filed in the Municipal Registry of Heritage Property; and
 - 7.2.4 no registration pursuant to Section 7.1 shall take place until Council has given the owner of the property an opportunity to be heard and such opportunity shall be given not earlier than three (3) weeks of after the service of the notice required by Section 7.2.
- 7.2.5 The Heritage Advisory Committee may receive from an owner for consideration an application to have a property considered a Municipal Heritage Property. FORM C. Scoring Criteria for consideration of a property can be found in FORM E.

8.0 DEREGISTRATION

- 8.1 The owner(s) of a Municipal Heritage Property may apply to, or the Town on its own motion may, deregister a Municipal Heritage Bylaw.

9.0 ALTERATION OR DEMOLITION

- 9.1 A Municipal Heritage Property shall not be substantially altered in appearance or demolished without the approval of the Town;
- 9.2 An application for permission to demolish or substantially alter the appearance of a property which is entered in the Municipal Heritage Registry shall be in writing to the Town;
- 9.3 The application shall be reviewed by the Heritage Advisory Committee;
- 9.4 Within thirty (30) days after receiving an application the Heritage Advisory Committee shall submit a written recommendation to Council respecting the application.
- 9.5 The Town may take you to three (3) months to consider an application.

- 9.6 Council may grant the alteration of demolition permit either with or without conditions or ay refuse the permit, and the Town shall advise the applicant of its decision.
- 9.7 Where the owner of a property that is entered in the Registry has made application for permission to substantially alter the appearance or demolish the property and the permission is not granted, the owner may make the alteration or carry out the demolition at any time after one (1) years from the date of the application.
- 9.8 Notice of Deregistration of a Municipal Heritage Property shall be sent to each registered owner of the Municipal Heritage Property and deposited in the Registry of Deeds in Form D.

10.0 ASSOCIATED DOCUMENTS

Form A: Notice of Recommendation to Register as a Municipal Heritage Property

Form B: Notice of Registration of Heritage Property

Form C: (to be created by Heritage Advisory Committee)

Application to Heritage Advisory Committee to Consider a Property for Registration

Form D: (to be created by the Heritage Advisory Committee)

Notice of Deregistration of a Town of Kentville Municipal Heritage Property

Form E (to be created by the Heritage Advisory Committee)

Scoring Criteria for a Properties Consideration to be a Registered Municipal Heritage Property

6.0 CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

Date of mailing to Minister a certified copy of By-Law:

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

Clerk

Date

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

FORM A
NOTICE OF RECOMMENDATION TO REGISTER
AS A MUNICIPAL HERITAGE PROPERTY.

TO: _____

You are hereby notified:

1. The property located at

has been recommended to be registered in the Registry of heritage Property for the Town of Kentville.

2. The reason(s) for this proposed designation are:

3. Section 14 (4) of the Heritage Property Act prohibits demolition or any substantial alteration of the appearance of the property described herein for a period of one hundred twenty (120) days from the date and service of this notice, unless Council sooner refuses to register the property.

4. The consequences of registration in the Registry of Heritage Property for the Town of Kentville would be:

- a. no demolition or substantial alteration in exterior appearance may be undertaken from the date of registration unless an application, in writing, or permission is submitted to the Town and the application is granted with or without conditions; or
- b. where such application is not approved the owner may make the alterations described in his/her application or carry out the proposed demolition at any time after one (1) year from the date of application.

5. You are hereby notified that Council will sit to hear any objections regarding the recommendation of the property described in this notice on the _____ day of 20__ at (time), _____ at (place), _____.

FORM B

NOTICE OF REGISTRATION OF HERITAGE PROPERTY

TO: _____

You are hereby notified that:

1. _____
has been registered in the Registry of Municipal Heritage Property for the Town of Kentville by resolution adopted at a meeting of Council the _____ day of _____, 20____.
2. The consequences of registration in the Registry of Municipal Heritage Property for the Town of Kentville are that:
 - (a) No demolition of substantial alterations in the exterior appearance may be undertaken from the date of registration unless an application, in writing, for permission is submitted to the Council and the application is granted with or without conditions; or
 - (b) Where an application is not approved, the owner may make the alterations described in his/her application or carry out the proposed demolition at any time after one (1) year from the date of application.

FORM C (to be created by Heritage Advisory Committee)

Application to Heritage Advisory Committee to Consider a Property for Registration

Property Owner

Address

Description

FORM D (to be created by the Heritage Advisory Committee)

Notice of Deregistration of a Town of Kentville Municipal Heritage Property

Property Address

Rational

FORM E (to be created by the Heritage Advisory Committee)

Scoring Criteria for a Properties Consideration to be a Registered Municipal Heritage Property

Address

Categories of Significance:

1. Age of the Building or Site
2. Historical Importance
3. Original Integrity (or component looking to maintain)
4. Community Relationship (connection to another site of historical importance)
5. Comments - other

TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: July 11, 2022

Backgrounder on Electric Vehicles and EV Charging

ORIGIN

The Town of Kentville has been working on a number of initiatives that reduce greenhouse gas emissions and reduce the Town's impact on climate change. To better understand the Town's greenhouse gas emissions, Kentville participated in the 2022 study "County of Kings Greenhouse Gas Emissions Reductions Opportunity Study". This report provides specific, measurable and reasonable initiatives that will help Kentville support provincial and federal greenhouse gas targets (net zero by 2050).

At the June 13 2022 meeting of Council Advisory Committee, Council reviewed this report and asked staff to create a Kentville-focused plan for reducing greenhouse gas emissions (helping to reduce climate change), and also to prepare for ongoing climate changes (adapting to climate change).

Transportation is a significant contributor to greenhouse gas emissions in Canada, in Nova Scotia and in Kentville – cars, light trucks and heavy transport trucks. Vehicle electrification using cleaner energy has been identified as a means to reduce emissions related to transportation. To support a change over time from internal combustion vehicles to electric vehicles (EVs), all levels of government are helping to grow the EV market in two significant ways. All levels of government are supporting this electrification by expanding the network of charging stations. The Government of Canada and the Province of Nova Scotia both offer EV incentives that reduce the cost of buying an electric vehicle. The Town of Kentville installed an EV charging station at the Kentville arena in 2014, and is acquiring another charger at Town Hall in 2022.

Members of Council want to better understand EVs, charging and costs. Staff present this backgrounder to provide them with more information.

How does charging work?

For EVs, charging is usually described in terms of kilometers, or in kilowatt hours. Many people are most comfortable discussing the charge capacity in terms of distance. For the purpose of this discussion, we will refer to an EV with a range of 400 km.

Electric car charging comes in several forms.

1. "Level 1 charging". It is possible to plug an EV into a regular outlet.
 - a. How much charge does it give? Around 10 km per hour.
 - b. How long would it take to give a full charge? Around 40 hours.
 - c. Who uses this? Someone who drives short distances every day could plug their car in at home over night to recharge.
2. "Level 2 charging". This requires a specific plug which comes with the EV. This requires a 220V hookup. Kentville's chargers are both level 2.
 - a. How much charge does it give? Around 50 km per hour.

- b. How long would it take to give a full charge? Around 8 hours.
 - c. Who uses this? Many EV owners (up to 80%) own a level 2 charger and use it to charge their cars overnight when the battery is low.
3. “Level 3 charging”. This is offered at highway rest stops for travellers who want to recharge quickly to continue on their route. This requires a 400-900V hookup.
- a. How much charge does it give? 100 – 200 km per hour.
 - b. How long would it take to give a full charge? Up to 2 hours.
 - c. Who uses this? Travellers, tourists, commuters.

Canada currently has a total network of about almost 16,000 charging stations. In 2019, Nova Scotia had 66 level 2 stations and 17 level 3 stations.

To use these stations, an EV owner can buy a card with charging credits, or they can download an app on their phone and add credits to their account. When a driver pulls up to a newer, internet-connected station such as Flo, the driver either swipes their prepaid card, or activates the station using the Flo app on their phone. When a driver pulls up to a free station, they just plug their car in.

How much does it cost a driver to charge an EV?

At home chargers:

Most EV owners charge their cars in a home charging station installed in their garage. This offers reliable charging, and some utilities offer lower rates at night (“off peak hours”).

$$= \frac{100 \text{ km}}{400 \text{ km}} \times 64 \text{ kWh} \times \frac{\$0.20}{\text{kWh}} = \$3.20$$

Cost to drive 100 km = (100 km / electric range of vehicle) x size of battery pack x cost of electricity

For a compact EV like the Chevy Bolt using a home charging station, the cost to charge to drive 100 km is around \$3.20. The cost to fully charge the vehicle, with a range of around 400 km, would be around \$12.80.

Commercial chargers:

Charging stations such as Flo in Coldbrook offer level 2 and level 3 charging. The level 2 charging rate is \$1.50/hour. To fully charge a Chevy Bolt would take 9 hours, for a total of \$13.00. The level 3 charging rate is \$15.00/hour. To fully charge the same car at this rate would take under one hour and would cost around \$12.00.

How much will it cost the town to offer 2 hours of free charging?

The Town’s level 2 charger would cost the Town \$1.50/hour (7.6 kWh x \$0.20/kWh). Using reasonable assumptions about the usage of the car charging station at the free rate and at a “long term rate” of \$4.00/hour, gives an annual total cost to the Town of approximately \$1,300.

Broadly, free charging while shopping tends to increase dwell time. When provided with free charging, EV owners spend about \$1 per minute within an hour window. PEV drivers appear to prefer to run errands or to be entertained while charging their vehicle at a public charger.

Factors influencing a driver’s decision to charge at a public site include home charger is not available, running out of battery/charge, accessibility, value, convenience and forgetting to charge at home.



According to consumer reports, EV drivers “dwell” up to 20% longer than gas car drivers, and spend more than 3 times longer in some stores. When drivers are charged a session fee (pay-to-charge), they spend longer shopping to get the most value out of their charging time. The EV charging locations perceived to be the most attractive to EV owners are grocery stores, coffee shops and cafes, restaurants, shopping malls, recreation areas, and entertainment locations.

ADDITIONAL INFORMATION ABOUT ELECTRIC CARS:

Who owns electric cars?

According to statistics, the average EV owner is male, aged 40-55 years old, and this has been consistent over the past 10 years. EV owners often have an annual household income of more than \$100,000 and often have a second non-EV vehicle. Most EV drivers have a university degree. People who own EVs often have a desire to show economic status, or a desire to embody and/or show environmental values.

How do EV’s help save money?

Gas vs charging:

Because electric cars use electricity instead of fossil fuels, they are much more affordable to drive. This is especially true if you charge overnight or on weekends when the cost of electricity is usually lower. The average Canadian driver, travelling 20,000 km per year, can save as much as \$2,000 per year on fuel alone.

Example of gas vs. electric annual fuel/charging costs:

	Annual Distance	Capacity	Cost	Annual Cost
Electric Car	20,000 km	400 km battery range	\$10 / charge	\$500
Gas-fueled Car	20,000 km	50 litre gas tank, 600 km	\$200 / tank	\$3,300

Maintenance:

Electric cars require less annual maintenance because EVs eliminate over two-dozen mechanical components that would normally require periodic service. An EV owner avoids having to pay for things like tune-ups, oil changes, cooling system flushes, transmission servicing, and replacing the air filter, spark plugs and drive belts. Sources suggest electric vehicle owners spend roughly a third of what conventionally powered auto owners do for regular service.

Purchase price:

Canada launched an EV incentive program in 2019 for \$3000 and Nova Scotia launched an incentive program in 2021 for \$5000. This reduces the cost of many EVs by \$8,000 however, according to one study, 67 percent of consumers cite purchase cost as their top concern about EVs. These concerns aren’t unwarranted – an EV can cost from 10-40% more than a similar gasoline-only model. With the earliest EV models turning 10 years old, and newer EVs constantly coming off short-term leases, EVs are emerging in the used car marketplace (ex. www.allev.ca in Dartmouth) – and at lower prices than new offerings. This lower upfront cost makes EVs a more reasonable purchase for the cost-savvy or low-income buyer.

EV Battery concerns:

It’s a common misconception that EV batteries will give out completely however EV batteries don’t typically fail, but, rather, lose capacity over time with some data suggesting 1-3% of capacity each year. It’s a consideration to be aware of, but nothing that should prevent consumers from purchasing used EVs. EV owners may choose battery replacement after 10-12 years, or they may

continue to use the vehicle at a reduced capacity. Although some EV owners will replace their batteries when they are still under warranty, the cost of new batteries seems high today, and fluctuates based on market and political conditions.

How is Nova Scotia's charging infrastructure?

Nova Scotia has so far seen significant investment in public charging infrastructure thanks to initiatives led by Nova Scotia Power Inc. (NSPI) and some private organizations with the support of the federal government through Natural Resources Canada's Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative (EVAFIDI). At the end of 2019, 66 Level 2 stations and 17 Direct Current Fast Charging (DCFC) stations were estimated to be installed across the province. These deployments provide EV drivers with access to significantly more charging infrastructure and alleviate important barriers to adoption.

Recent education and awareness efforts through the Clean Foundation's "Next Ride" initiative have been successful to date with more than 89 events, over 1,200 test drives, and 5,000 engagements. Also, the Clean Foundation has developed a web platform (EV Assist Nova Scotia) to provide information on EV basics, owning an EV, electric charging, and available infrastructure in Nova Scotia.

How "green" is Nova Scotia Power Incorporated?

Nova Scotia Power is transitioning from fossil fuels to renewable energy. Currently, 30% of electricity in Nova Scotia comes from renewable sources like wind and hydro and NSPI has a goal of having 80% renewable energy sources by 2030. By adding to the EV charging infrastructure, Nova Scotians can support this transition to cleaner energy.

References and Resources:

[Accelerating Canada's electric vehicle transition](#)

[Electric Vehicle Adoption in Nova Scotia](#)

[Forbes: Growing EV Adoption – the solution already on the road](#)

[An Act to Achieve Environmental Goals and Sustainable Prosperity](#) (Nova Scotia Sustainable Development Goals Act)

[International Energy Agency: Electric Vehicles](#)

[Public Charging](#)

[Electric Vehicle Consumer Behaviour](#)



July 11, 2022

Chief Administrative Officer
Dan Troke
354 Main Street
Kentville, NS
B4N 1K6

902-679-2501
dtroke@kentville.ca

RE: Revised Council Meeting Policy

As requested by Council, staff have prepared a draft policy for review and discussion. The attached policy outlines the processes at Council meetings and Council Advisory Committee meetings.

Council may review the policy and bring it back to a regular public meeting, or it may decide to host a special meeting with only this policy on the agenda, to review and adjust details of the policy.

Dan Troke
Chief Administrative Officer
Town of Kentville

TOWN OF KENTVILLE POLICY STATEMENT GX

COUNCIL MEETINGS AND PROCEDURES POLICY



1.0 PURPOSE

1.1 The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.

2.0 DEFINITIONS

2.1 In this By-Law all words shall have their meanings as described in standard English dictionaries except for the following:

2.2 "Chair" means:

2.2.1 the Mayor; or

2.2.2 in the absence of the Mayor, the Deputy Mayor; or

2.2.3 in the absence of the Mayor and the Deputy Mayor, the Councillor appointed by Council to preside.

2.3 "Meeting" means a regular or special meeting of Council and covers the period of time in which Councillors are actually sitting, from the official opening of a meeting until the final adjournment thereof, regardless of the number or length of sessions which may be held and then terminated by temporary recesses or adjournments.

2.4 "Point of Order" means:

2.4.1 any breach of the rules of order of Council; or

2.4.2 any defect in the constitution of any meetings of the Council; or

2.4.3 the use of improper, offensive or abusive language; or

2.4.4 any other informality or irregularity in the proceedings of Council.

2.5 "Procedural Motion" means any motion dealing strictly with procedure and, without limiting the generality of the foregoing, includes the following: motions to extend the time of a meeting, motions to refer, motions to amend, motions to table, motions to postpone indefinitely or definitely, motions to adjourn.

2.6 "Session" means the proceedings of Council held on any one day.

2.7 "Substantive Motion" means any motion other than a procedural motion, a question of privilege or a point of order.

2.8 "Regular debate" means no Councillor shall speak more than twice on any motion except to explain a misconception of their remarks; however, the

mover of a substantive motion shall have the right to speak a third time, if necessary, to reply and sum up in closing the debate.

2.9 "Limited debate" means no Councillor shall speak more than once on the motion except to explain a misconception of their remarks.

All clauses in this By-Law, except the ones under the headings "ELECTIONS" and "MEETINGS" shall apply to meetings of Councillors when meeting as "Council Advisory Committee" and, in such cases, the words "Council Advisory Committee" shall be read in the place of the word "Council".

3.0 PROCEDURES

ELECTIONS

3.1 The Council shall elect a Deputy Mayor at the first meeting after the election of the Council.

3.2 The election of Deputy Mayor shall be by ballot.

3.3 Where only one person is nominated for an office and nominations have been closed by resolution, the Chair shall declare that person elected to the office in question, by acclamation.

3.4 In the election of Deputy Mayor, where more than two persons are nominated and no nominee receives, on the first vote or ballot, a majority of the votes of the Councillors present, the name of the nominee who receives the least number of votes shall be dropped from the vote or ballot and the Council vote again. If a majority of the Councillors are unable to agree upon the choice of a Deputy Mayor, one additional vote shall be held and if the vote is still tied, the Clerk shall determine the Deputy Mayor from the two leading candidates by lot as provided in the Municipal Elections Act.

MEETINGS

3.5 Except where some other place is designated by a resolution of Council, all meetings of the Council shall be held in the Council Chambers of the Municipal Complex.

3.6 Every meeting of Council shall be presided over by the Mayor or, in their absence, by the Deputy Mayor.

3.7 If both the Mayor and the Deputy Mayor are absent, the Council may appoint a Chair from the Councillors present.

3.8 Except as otherwise provided in the Municipal Government Act, Council meetings and meetings of committees appointed by Council are open to the public.

- 3.9 Council shall not sit for longer than three (3) hours unless otherwise determined by two-thirds vote of the Councillors present.
- 3.10 The meeting agenda must be completed and shared with Council 120 hours prior to starting time of the meeting. Any changes to the agenda after this time must be considered “time sensitive” or “emergency” and must be added to the agenda at the beginning of the meeting and approved by two-thirds vote.
- 3.11 All documents associated with a meeting must be submitted to the Clerk 120 hours before the starting time of a meeting.
- 3.12 The meeting package which includes agenda and meeting documents must be shared with Council members 96 hours before the meeting, and must be shared on the Town website 72 hours before the meeting.
- 3.13 The minutes shall be kept by the Clerk (or designate) and shall:
- 3.13.1 record the time when any Council Member joins or leaves a meeting which is in progress;
 - 3.13.2 contain all resolutions, decisions by consensus and motions, and shall record the outcome of each vote; and
 - 3.13.3 mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.

ROLL CALL AND QUORUM

- 3.14 A majority of the Councillors (and the Mayor or Chair is considered a Councillor) shall constitute a quorum for the transaction of business.
- 3.15 At the time appointed for any meeting of the Council, if ten minutes elapse without a quorum being present, the Councillors present shall meet, and
- 3.15.1 Adjourn the Council; or
 - 3.15.2 Extend the time for the meeting of the Council for one half hour from the hour fixed for such meetings when, if a quorum is still not present, the Council shall stand adjourned.
- 3.16 A Councillor not present at roll call may have their name entered as present if they join the Council at the place of meeting within thirty minutes after the opening of the session in question and if the Councillor calls the attention of the Clerk to that fact immediately on arrival.
- 3.17 Council may excuse, by resolution, the extended absence of a Councillor if there is just cause.
- 3.18 A Councillor who, without the leave of Council, is absent from three consecutive regular meetings of Council shall there by vacate their office, and the office shall be declared vacant by the Council.

VOTING

- 3.19 When required no motion shall be voted upon unless seconded and no unseconded motion shall be made twice in one session.
- 3.20 A motion may be withdrawn by the mover with the consent of the seconder at any time before the Council has voted on it.
- 3.21 All votes by Council will be recorded by the electronic voting system, except when the electronic voting system is not functioning, in which case a poll will be used.
- 3.22 Subject to any Conflict of Interest legislation, all Councillors present, including the person presiding, shall vote on a question.
- 3.23 Any Councillor who fails or refuses to vote and who is required to vote by the preceding Subsection, shall be deemed as voting in the negative.
- 3.24 As to the proceedings of Council, unless otherwise prescribed by statute, all questions arising in Council shall be decided by a majority of votes and the Chair shall have a right to vote on all questions under consideration by Council. In the event of a tie, the question voted on shall be deemed to be determined in the negative.

RULES OF DEBATE

- 3.25 The rules and regulations contained in this policy shall be observed in all proceedings of Council and any of its committees; and in any case for which provision is not made herein the procedure to be followed shall be as described in Roberts Rules of Order (most recent edition).
- 3.26 The Council or a committee, by unanimous vote, may suspend any rule of order provided for in this policy and such suspension shall apply to all sessions of that particular meeting.
- 3.27 It shall be the duty of the Chair,
 - 3.27.1 To open the meeting of Council by taking the Chair and calling the Councillors to order;
 - 3.27.2 To announce the business before the Council in the order in which it is to be acted upon;
 - 3.27.3 To receive and submit, in the proper manner, all motions presented by the Councillors;
 - 3.27.4 To put to vote all questions that are regularly moved and seconded and to announce the result;
 - 3.27.5 To rule as out of order motions which infringe the rules of procedure or which are illegal or beyond the powers of Council;
 - 3.27.6 To restrain Councillors, within the rules of order, when engaged in debate;

- 3.27.7 To enforce on all occasions the observance of order and decorum among the members;
 - 3.27.8 To call by name any member persisting in breach of the rules of order of the Council, thereby ordering them to vacate the Council Chambers;
 - 3.27.9 To receive all messages and other communications and announce them to the Council;
 - 3.27.10 To advise the Council, when necessary or when referred to for the purpose, on a point of order;
 - 3.27.11 To represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
 - 3.27.12 To ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
 - 3.27.13 To adjourn the meeting when the business is concluded, and;
 - 3.27.14 To adjourn the meeting, without question put, in the cause of grave disorder arising in the Council Chambers.
- 3.28 Every Councillor, prior to speaking to any question or motion, shall activate the light button and wait to be recognized by the Chair. When two or more Councillors have so indicated their desire to speak, the Chair shall designate the Councillor who has the floor.
- 3.29 No Councillor shall speak more than twice on any motion except to explain a misconception of his/her remarks. A Councillor's first speech shall not exceed five (5) minutes and their second speech shall not exceed two (2) minutes, provided that the mover of a substantive motion shall be given the opportunity to speak last in reply and sum up in closing the debate.
- 3.30 No Councillor shall stand, except to call point of order, speak or whisper so as to interrupt any councillor who is speaking in Council.
- 3.31 If a Councillor wishes to explain a misunderstanding of a point they have made they shall ask leave of the Chair; if permitted, they shall explain only the misunderstanding of their words, without any further comment.
- 3.32 When a Councillor speaks they shall address their remarks to the Chair, confine themselves to the matter in question, avoid mentioning personalities and avoid unbecoming language.
- 3.33 The Chair may censure any Councillor who:
- 3.33.1 while speaking, questions the motives of another Councillor;
 - 3.33.2 while speaking, treats another Councillor with personal disrespect;
 - 3.33.3 passes between the Chair and a Councillor who is speaking;
 - 3.33.4 uses unbecoming language;
 - 3.33.5 talks or acts so as to distract a Councillor who is speaking; and
 - 3.33.6 wilfully violates any rule of order.

- 3.34 If a Councillor considers themselves to have been personally aggrieved by a censure of the Chair they may appeal from such censure to the Council.
- 3.35 Any such Councillor may speak on their own behalf in relation to any such censure being appealed to Council, but they shall withdraw from the Council Chambers before the Council proceeds to consider and vote on the matter.

POINTS OF ORDER

- 3.36 The Chair shall, and any Councillor may, call to order any Councillor who violates any rule of order. A Councillor raising a point of order shall verbally state "Point of Order".
- 3.37 When a Councillor speaks to a point of order, the question of order shall be decided before the matter under discussion is proceeded with, and when any Councillor is called to order the Councillor shall refrain from speaking until the point of order is determined.
- 3.38 The Chair shall decide on points of order and the Chair may make a decision immediately or may permit debate on the point of order before making a decision. Where the Chair permits debate on a point of order no Council Member shall speak more than once on the matter and no Council Member shall speak for more than five (5) minutes.
- 3.39 The decision of the Chair may be challenged by a motion from the floor, which must be duly seconded, to dissent from the ruling of the Chair in this manner "I challenge the ruling of the Chair". Such a motion is not debatable and the Chair shall forthwith put the question, "Shall the decision of the Chairperson be sustained?"
- 3.40 If the question does not receive majority support, the ruling of the Chair on the point is not sustained and is overturned.
- 3.41 No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.
- 3.42 If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the Council Member may be ordered by the Chair to leave the Council Member's seat provided that a majority vote of Council shall be required to sustain the expulsion.
- 3.43 If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council

Chambers.

- 3.44 Such Council Member may, by vote of Council, later in the meeting or at a subsequent meeting be permitted to re-enter Council Chambers and to resume participation in Council's business with or without conditions.
- 3.45 An order of the Chair to expel a person from the Council Chambers constitutes a direction from the Town of Kentville to leave the premises.
- 3.46 If any question arises that is provided for by applicable legislation or the foregoing rules, it shall not be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of the Chair's ability, but the Chair shall be expected to conform their decisions with not be parliamentary procedure texts or precedents.

MOTIONS

- 3.47 When a motion is before the Council and under debate no other motion shall be entertained until the motion under debate is decided, except for the following:
- 3.47.1 One motion in amendment to the original motion;
 - 3.47.2 A motion to refer the matter, including the motion, to any board, or committee or staff member or members; provided however, that a motion to refer shall not be accepted until each Councillor has had the opportunity to speak once on the main motion;
 - 3.47.3 A motion to close the debate at a specified time;
 - 3.47.4 A motion that the motion be now put to a vote; and
 - 3.47.5 A motion to adjourn.
- 3.48 A motion to refer a matter shall state to whom the matter is referred, what information is desired and when the matter shall be brought back to the floor of Council to resume consideration and debate.
- 3.49 A motion to adjourn shall always be in order, except in the following cases:
- 3.49.1 When a Councillor is speaking;
 - 3.49.2 When the Council is voting; and
 - 3.49.3 When the preceding motion was one of adjournment.
- 3.50 No debate shall be allowed on the following motions:
- 3.50.1 A motion that the debate be closed at a specified time;
 - 3.50.2 A motion to adjourn;
 - 3.50.3 A motion to reconsider an earlier decision of Council;
 - 3.50.4 A motion for leave for any person, not a Councillor, to address the Council;
 - 3.50.5 A motion to change or suspend the order of business;
 - 3.50.6 A motion to allow a Councillor to speak more than the prescribed number of times; and

3.50.7 A motion to dissent from the ruling of the Chair on a point of order.

3.51 Limited debate only shall be allowed on the following motions:

3.51.1 A motion to refer a matter to a board or committee or staff member or members and to be brought back to Council at a specified time may be debated only as to whom the matter is to be referred, what specific information is desired, or when the matter shall be brought back to the floor of Council; and

3.51.2 A motion that the motion be tabled shall not be voted on until after every Councillor who wishes to speak has been heard.

AMENDMENTS

3.52 An amendment must be relevant to the subject matter of the motion under debate and no amendment shall be allowed which, in the opinion of the Chair, has the effect of nullifying the motion under debate.

3.53 No more than two amendments, consisting of an amendment and a subamendment shall be received by the Chair or considered by Council at any one time.

3.54 The Chair shall make all efforts to clarify the wording being voted on when Council is ready to vote on an amendment and then the main motion.

RESUME CONSIDERATION

3.55 A motion to resume consideration shall be in order when a matter comes up on the agenda as a result of being earlier referred from the floor of Council to be studied by a board or committee or staff member or members.

NOTICE OF MOTION

3.56 A motion in the case of urgent and pressing necessity may be added to the Agenda of Council at the time of Approval of the Agenda, without previous debate or notice being given only by the two-thirds majority of the Councillors present.

PETITIONS

3.57 Every ratepayer of the Town, and every corporation doing business therein, shall have the right to submit a petition to Council and the petitioner shall be entitled to be heard at the time of presentation of the petition.

3.58 Persons accompanying the petitioner may be heard, in support of such petition, if they have obtained consent by a majority vote of the Council.

3.59 Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or

improper matter or language and shall be signed by at least one person and filed with the Clerk.

- 3.60 The filing of a petition with the Clerk shall be done at least one week before the meeting of Council at which it is to be considered.

DECORUM

- 3.61 Any persons attending a meeting who are not Councillors or employees of the Town shall observe silence and order in the Council Chambers during the proceeding of Council. Any such persons disturbing the proceedings of Council shall be called out of order by the Chair. If such person fails to comply, they shall be ordered, by the Chair to leave the Council Chambers.

PRESENTATIONS FROM THE PUBLIC

- 3.62 Any persons or groups may be permitted to make a presentation to Committee/Council provided that the applicant(s) have submitted a request one week prior to the meeting and been granted permission from the Clerk.
- 3.63 On receipt of a request to present, the Mayor and CAO shall review the request to determine its appropriateness and may:
- 3.63.1 Place the presentation on the agenda for committee;
 - 3.63.2 Place the presentation on the agenda for Council;
 - 3.63.3 Determine that Council will receive only written submissions on the matter; and
 - 3.63.4 Determine the subject matter of the presentation is outside the jurisdiction of the municipality and refuse the request.
- 3.64 Generally, a maximum of two presentations will be made at any meeting, with no individual presentation to exceed 10 minutes. The CAO and Mayor may add additional presentations, depending on the circumstances.
- 3.65 Any group having been approved to present to Council/Committee must submit any electronic or paper presentation materials 120 hours prior to the meeting.
- 3.66 Any persons presenting to Council/Committee shall not:
- 3.66.1 Speak disrespectfully of any person;
 - 3.66.2 Use offensive language;
 - 3.66.3 Speak on any subject other than the subject for which they have received approval;
 - 3.66.4 Disobey any decision of the Chair; and
 - 3.66.5 Enter into cross debate with other delegations, staff, or committee/Council members.

3.67 The Chair may curtail any delegation, any questions of a delegation and/or debate during a presentation for disorder or any other breach of this policy and, if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Chair shall not be subject to challenge.

COMMENTS FROM THE PUBLIC

3.68 With the exception of the agenda item titled “Comments from the Public,” following adjournment of a meeting, no person who is not a Councillor shall be heard without permission of the majority of Council and such person shall be limited to ten minutes in addressing the Council. This excludes comments on matters where there are existing meeting procedures with First or Second Readings, or other matters that have a public process in place.

4.0 ASSOCIATED DOCUMENTS

5.0 POLICY REVISION HISTORY

Date Created:

Revisions:

Chief Administrative Officer, Dan Troke

TOWN OF KENTVILLE POLICY STATEMENT GX COUNCIL MEETINGS AND PROCEDURES POLICY



1.0 PURPOSE

1.1 The procedural requirements in this Policy are intended to complement and supplement, and not to replace, the requirements contained in applicable municipal legislation.

2.0 DEFINITIONS

1.22.1 In this ~~By-Law~~Policy all words shall have their meanings as described in standard English dictionaries except for the following:

1.32.2 "Chair" means:

1.3.12.2.1 the Mayor; or

1.3.22.2.2 in the absence of the Mayor, the Deputy Mayor; or

1.3.32.2.3 in the absence of the Mayor and the Deputy Mayor, the Councillor appointed by Council to preside.

1.42.3 "Meeting" means a regular or special meeting of Council and covers the period of time in which Councillors are actually sitting, from the official opening of a meeting until the final adjournment thereof, regardless of the number or length of sessions which may be held and then terminated by temporary recesses or adjournments.

1.52.4 "Point of Order" means:

1.5.12.4.1 any breach of the rules of order of Council; or

1.5.22.4.2 any defect in the constitution of any meetings of the Council;

or

1.5.32.4.3 the use of improper, offensive or abusive language; or

1.5.42.4.4 any other informality or irregularity in the proceedings of Council.

1.62.5 "Procedural Motion" means any motion dealing strictly with procedure and, without limiting the generality of the foregoing, includes the following: motions to extend the time of a meeting, motions to refer, motions to amend, motions to table, motions to postpone indefinitely or definitely, and motions to adjourn.

1.72.6 "Session" means the proceedings of Council held on any one day.

1.82.7 "Substantive Motion" means any motion other than a procedural motion, a question of privilege or a point of order.

1.9 “Regular debate” means no Councillor shall speak more than twice on any motion except to explain a misconception of their remarks; however, the mover of a substantive motion shall have the right to speak a third time, if necessary, to reply and sum up in closing the debate.

Commented [GM3]: This doesn't strike me as a definition but a prohibition that should be set out as a procedure. The use of the word, "if necessary" may introduce uncertainty in how and when this really applies. It also appears that this is fully addressed in 3.29 (number prior to amendments).

1.10 2.8 “Limited debate” means no Councillor shall speak more than once on the motion except to explain a misconception of their remarks.

All clauses in this By-Law Policy, except the ones under the headings "ELECTIONS" and "MEETINGS" shall apply to meetings of Councillors when meeting as "Committee of the Whole Council Advisory Committee" and, in such cases, the words "Committee of the Whole Council Advisory Committee" shall be read in the place of the word "Council".

Commented [GM4]: Needs to appear somewhere other than the Definitions section.

3.0 PROCEDURES

ELECTIONS

1.11 3.1 The Council shall elect a Deputy Mayor at the first meeting after the election of the Council.

3.2 The election of Deputy Mayor shall be by ballot.

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1.12 3.3 The term of the Deputy Mayor shall be until the first meeting of Council in October of the year following the election of the Deputy Mayor.

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1.13 3.4 Where only one person is nominated for an office and nominations have been closed by resolution, the Chair shall declare that person elected to the office in question, by acclamation.

Commented [GM5]: MGA s.16(2) requires this to occur prior to selection of the DM.

1.14 3.5 In the election of Deputy Mayor, where more than two persons are nominated and no nominee receives, on the first vote or ballot, a majority of the votes of the Councillors present, the name of the nominee who receives the least number of votes shall be dropped from the vote or ballot and the Council vote again. If a majority of the Councillors are unable to agree upon the choice of a Deputy Mayor, one additional vote shall be held and if the vote is still tied, the Clerk shall determine the Deputy Mayor from the two leading candidates by lot as provided in the Municipal Elections Act.

Commented [GM6]: What's the MEA reference?

MEETINGS

1.15 3.6 Except where some other place is designated by a resolution of Council, all meetings of the Council shall be held in the Council Chambers of the Municipal Complex Town Hall.

1.16 Every meeting of Council shall be presided over by the Chair Mayor or, in their absence, by the Deputy Mayor.

~~1.173.7 If both the Mayor and the Deputy Mayor are absent, the Council may appoint a Chair from the Councillors present.~~

Commented [GM7]: It's problematic to simply repeat legislation (MGA s.15 in this case) in policies or bylaws since the legislation may change and the policy/bylaw is then overridden by the legislation, although readers may still rely on the policy/bylaw. It's best practice when drafting to avoid this. In this case, "Chair" is defined and is what 3.6 should refer to. (I did not intend to delete section #; not sure why that occurred.)

~~1.18 Except as otherwise provided in the Municipal Government Act, Council meetings and meetings of committees appointed by Council are open to the public.~~

Commented [GM8]: Addressed by s.22 of MGA.

~~1.193.8 Council shall not sit for longer than three (3) hours unless otherwise determined by two-thirds vote of the Councillors present.~~

~~1.203.9 The meeting agenda must be completed and shared with Council provided to each Councillor at least 120 hours prior to starting time commencement of the meeting. Any changes to the agenda after this time must be considered "time sensitive" or "emergency" and must can only be added to the agenda at the beginning of the meeting when it is adopted by Council and approved by two-thirds vote, and Council should limit additions to those which are: "time sensitive" or an "emergency".~~

Commented [GM9]: Illegal: MGA s.21(1)

~~1.213.10 All documents associated with a meeting must be submitted to the Clerk 120 hours before the starting time commencement of a meeting.~~

~~1.223.11 The meeting package which includes agenda and meeting documents must be shared distributed to with each Councillor members at least 96 hours before the meeting, and must should be shared posted on the Town website 72 hours before the meeting unless the documents may be addressed in closed session.~~

Commented [GM10]: "Must" suggests that perhaps the item cannot be considered if this doesn't happen, which I recommend against. Also, there may be items that should not be shared until Council determines whether to address the item in closed session.

~~1.233.12 The minutes shall be kept by the Clerk (or designate) and shall:~~

~~1.233.12.1 record the time when any Council Member joins or leaves a meeting which is in progress;~~

~~1.233.12.2 contain all resolutions, decisions by consensus and motions, and shall record the outcome of each vote; and~~

~~1.233.12.3 mention reports, petitions and other papers submitted to Council only by their respective titles, or a brief description of their contents.~~

ROLL CALL AND QUORUM

~~1.24 A majority of the Councillors (and the Mayor or Chair is considered a Councillor) shall constitute a quorum for the transaction of business.~~

Commented [GM11]: Governed by MGA s.20, and this does not accurately reflect that section. Best to simply delete and leave it to the MGA to govern.

~~1.25 At the time appointed for any meeting of the Council, if ten minutes elapse without a quorum being present, the Councillors present shall meet, and 1.25.1 Adjourn the Council; or~~

~~1.25.2—Extend the time for the meeting of the Council for one half hour from the hour fixed for such meetings when, if a quorum is still not present, the Council shall stand adjourned.~~

Commented [GM12]: Not permitted by MGA s.20. Simply cannot make ANY decisions if no quorum.

~~1.263.13~~ A Councillor not present at roll call may have their name entered as present if ~~he~~ they joins the Council at the place of meeting within thirty minutes after the opening of the session in question and if the Councillor calls the attention of the Clerk to that fact immediately on arrival.

~~1.27—Council may excuse, by resolution, the extended absence of a Councillor if it feels there is just cause.~~

~~1.28—A Councillor who, without the leave of Council, is absent from three consecutive regular meetings of Council shall there by vacate their office, and the office shall be declared vacant by the Council.~~

Commented [GM13]: This is addressed in MGA s.17(4) and I recommend there not be an attempt to use different language here or repeat it.

VOTING

~~1.293.14~~ When required, no motion shall be voted upon unless seconded and no unseconded motion shall be made twice in one session.

~~1.303.15~~ A motion may be withdrawn by the mover with the consent of the seconder at any time before the Council has voted on it.

~~1.313.16~~ All votes by Council will be recorded by ~~the~~ an electronic voting system, except when the electronic voting system is not functioning, in which case a show of hands will be used.

~~1.32—Subject to any Conflict of Interest legislation, all Councillors present, including the person presiding, shall vote on a question.~~

~~1.33—Any Councillor who fails or refuses to vote and who is required to vote by the preceding Subsection, shall be deemed as voting in the negative.~~

~~1.34—As to the proceedings of Council, unless otherwise prescribed by statute, all questions arising in Council shall be decided by a majority of votes and the Chair shall have a right to vote on all questions under consideration by Council. In the event of a tie, the question voted on shall be deemed to be determined in the negative.~~

Commented [GM14]: MGA s.21(1), (2) and (3)

RULES OF DEBATE

~~1.353.17~~ The rules and regulations contained in this By-Law Policy shall be observed in all proceedings of Council and any of its committees; and in any case for which provision is not made herein the procedure to be followed shall be as described in Roberts Rules of Order (most recent edition).

Commented [GM15]: This is not limited to CAC, but the title of the Policy would not lead one to believe it applies to Committees as well as Council. Further, the language used in almost all sections is very specific to Council and Councillors. If it's intended this Policy apply to Committees, some work will need to be done to accommodate this.

1:363.18 The Council or a committee, ~~by unanimous vote,~~ may suspend any rule of order provided for in this ~~By-Law-Policy~~ and such suspension shall apply to all sessions of that particular meeting.

Commented [GM16]: Contrary to MGA s.21 (majority rules)

- 1:373.19 It shall be the duty of the Chair,
- 1:37.13.19.1 To open the meeting of Council by taking the Chair and calling the Councillors to order;
 - 1:37.23.19.2 To announce the business before the Council in the order in which it is to be acted upon;
 - 1:37.33.19.3 To receive and submit, in the proper manner, all motions presented by the Councillors;
 - 1:37.43.19.4 To put to vote all questions that are regularly moved and seconded and to announce the result;
 - 1:37.53.19.5 To rule as out of order motions which infringe the rules of procedure or which are illegal or beyond the powers of Council;
 - 1:37.63.19.6 To restrain Councillors, within the rules of order, when engaged in debate;
 - 1:37.73.19.7 To enforce on all occasions the observance of order and decorum among ~~the members~~Councillors;
 - 1:37.83.19.8 To call by name any member persisting in breach of the rules of order of the Council, thereby ordering ~~him them~~ to vacate the Council Chambers;
 - 1:37.93.19.9 To receive all messages and other communications and announce them to the Council;
 - 1:37.10 To ~~authenticate, by signature when necessary, all by-laws, resolutions, and minutes of the Council;~~
 - 1:37.113.19.10 To advise the Council, when necessary or when referred to for the purpose, on a point of order;
 - 1:37.123.19.11 To represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
 - 1:37.133.19.12 To ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
 - 1:37.143.19.13 To adjourn the meeting when the business is concluded, and;
 - 1:37.153.19.14 To adjourn the meeting, without question put, in the cause of grave disorder arising in the Council Chambers.

Commented [GM17]: Does Council want this to be the Chair's job or the job of the CAO? This also doesn't sound like it's limited to the meeting, which I think this list is intended to be.

Commented [GM18]: This is the statutory role of the Clerk.

Commented [GM19]: While I think this is true of the Mayor, I question whether this isn't too broad for the "Chair" whose role may cease at the end of the meeting.

1:383.20 Every Councillor, prior to speaking to any question or motion, shall ~~activate the light button and~~ wait to be recognized by the Chair. When two or more Councillors have so indicated their desire to speak, the Chair shall designate the Councillor who has the floor.

Commented [GM20]: This is unnecessarily restrictive for the purposes of the Policy. It is possible the light isn't working or the Councillor cannot use it (e.g. disability). It should be up to the Chair to determine how and when to recognize someone.

1:393.21 No Councillor shall speak more than twice on any motion except to explain a misconception of his/her remarks. A Councillor's first speech shall not exceed five (5) minutes and their second speech shall not exceed two (2) minutes, provided that the mover of a substantive motion shall be given the opportunity to speak last in reply and sum up in closing the debate.

1.403.22 No Councillor shall stand, except to call point of order, speak or whisper so as to interrupt any councillor who is speaking in Council.

1.413.23 If a Councillor wishes to explain a misunderstanding of a point they have made they shall ask leave of the Chair; if permitted, they shall explain only the misunderstanding of ~~his/her~~their words, without any further comment.

1.423.24 When a Councillor speaks ~~he/she~~they shall address ~~his/her~~their remarks to the Chair, confine themselves to the matter in question, avoid mentioning personalities and avoid unbecoming language.

1.433.25 The Chair may censure any Councillor who:
1.43.13.25.1 while speaking, questions the motives of another Councillor;
1.43.23.25.2 while speaking, treats another Councillor with personal disrespect;
1.43.33.25.3 passes between the Chair and a Councillor who is speaking;
1.43.43.25.4 uses unbecoming language;
1.43.53.25.5 talks or acts so as to distract a Councillor who is speaking;
1.43.63.25.6 wilfully violates any rule of order.

1.443.26 If a Councillor considers themselves to have been personally aggrieved by a censure of the Chair they may appeal from such censure to the Council.

1.453.27 Any such Councillor may speak on their own behalf in relation to any such censure being appealed to Council, but they shall withdraw from the Council Chambers before the Council proceeds to consider and vote on the matter.

Commented [GM21]: Consider excepting certain things from this, including MGA s.21(5) (expelling a councillor).

Commented [GM22]: I don't believe there's authority for requiring them to leave their seat let alone withdraw from Chambers.

POINTS OF ORDER

1.463.28 The Chair shall, and any Councillor may, call to order any Councillor who violates any rule of order. A Councillor raising a point of order shall ~~stand~~ and verbally state "Point of Order".

Commented [GM23]: Standing is usually reserved for Chambers where members stand to speak. This Policy should be reviewed for any references to literally standing and those should be removed.

1.473.29 When a Councillor speaks to a point of order, the question of order shall be decided before the matter under discussion is proceeded with, and when any Councillor is called to order the Councillor shall refrain from speaking until the point of order is determined.

1.483.30 The Chair shall decide on points of order and the Chair may make a decision

immediately or may permit debate on the point of order before making a decision. Where the Chair permits debate on a point of order no Council Member shall speak more than once on the matter and no Council Member shall speak for more than five (5) minutes.

1.493.31 The decision of the Chair may be challenged by a motion from the floor, which must be duly seconded, to dissent from the ruling of the Chair in this manner "I challenge the ruling of the Chair". Such a motion is not debatable and the Chair shall forthwith put the question, "Shall the decision of the Chairperson be sustained?"

1.503.32 If the question does not receive majority support, the ruling of the Chair on the point is not sustained and is overturned.

1.513.33 No Council Member shall use offensive or unparliamentary language or speak disrespectfully to or about anyone while in Council, or speak outside the parameters of the question in debate.

~~1.52~~ If a Council Member resists the rules of Council, willfully obstructs the business of Council or disobeys the decision of the Chair, or of Council on appeal, on any question of order or practice or upon the interpretation of the rules of Council after being called to order by the Chair, or otherwise disrupts the proceedings of Council, the Council Member may be ordered by the Chair to leave the Council Member's seat, ~~provided that a majority vote of Council shall~~
~~be required to sustain the expulsion;~~

1.533.34 If the Council Member refuses to leave the Council Member's seat, the Chair may order the Council Member to be expelled and excluded from the Council Chambers.

1.543.35 Such Council Member may, ~~by vote of Council;~~ later in the meeting or at a subsequent meeting be permitted by the Chair to re-enter Council Chambers and to resume participation in Council's business with or without conditions.

~~1.55~~ ~~An order of the Chair to expel a person from the Council Chambers constitutes a direction from the Town of Kentville to leave the premises;~~

1.563.36 If any question arises that is provided for by applicable legislation or the foregoing rules, it shall not be decided according to the ruling of the Chair, having regard to general principles of parliamentary procedure to the best of

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Commented [GM25]: Unless a rationale can be provided for this, I recommend it be deleted.

the Chair's ability, but the Chair shall be expected to conform their decisions with not be parliamentary procedure texts or precedents.

Commented [GM26]: There appear to be typos in this such that I'm unclear of the intent.

MOTIONS

1.573.37 When a motion is before the Council and under debate no other motion shall be entertained until the motion under debate is decided, except for the following:

1.57.13.37.1 One motion in amendment to the original motion;

1.57.23.37.2 A motion to refer the matter, including the motion, to any board, or committee or staff member or members; provided however, that a motion to refer shall not be accepted until each Councillor has had the opportunity to speak once on the main motion;

1.57.33.37.3 A motion to close the debate at a specified time;

1.57.43.37.4 A motion that the motion be now put to a vote;

1.57.53.37.5 A motion to adjourn.

Commented [GM27]: Why so limited? And isn't this inconsistent with the Amendment part below?

1.583.38 A motion to refer a matter shall state to whom the matter is referred, what information is desired and when the matter shall be brought back to the floor of Council to resume consideration and debate.

1.593.39 A motion to adjourn shall always be in order, except in the following cases:

1.59.13.39.1 When a Councillor is speaking;

1.59.23.39.2 When the Council is voting;

1.59.33.39.3 When the preceding motion was one of adjournment.

1.603.40 No debate shall be allowed on the following motions:

1.60.13.40.1 A motion that the debate be closed at a specified time;

1.60.23.40.2 A motion to adjourn;

1.60.33.40.3 A motion to reconsider an earlier decision of Council;

1.60.43.40.4 A motion for leave for any person, not a Councillor, to address the Council;

1.60.53.40.5 A motion to change or suspend the order of business;

1.60.63.40.6 A motion to allow a Councillor to speak more than the prescribed number of times; **and**

1.60.73.40.7 A motion to dissent from the ruling of the Chair on a point of order.

1.613.41 Limited debate only shall be allowed on the following motions:

1.61.13.41.1 A motion to refer a matter to a board or committee or staff member or members and to be brought back to Council at a specified time may be debated only as to whom the matter is to be referred, what specific information is desired, or when the matter shall be brought back to the floor of Council;

1.61.23.41.2 A motion that the motion be tabled shall not be voted on until after every Councillor who wishes to speak has been heard.

AMENDMENTS

1.623.42 An amendment must be relevant to the subject matter of the motion under debate and no amendment shall be allowed which, in the opinion of the Chair, has the effect of nullifying the motion under debate.

1.633.43 No more than two amendments, consisting of an amendment and a subamendment shall be received by the Chair or considered by Council at any one time.

1.643.44 The Chair shall make all efforts to clarify the wording being voted on when Council is ready to vote on an amendment and then the main motion.

Commented [GM28]: One above?

Commented [GM29]: What is "received by" and "considered by" intended to mean in this context?

RESUME CONSIDERATION

1.653.45 A motion to resume consideration shall be in order when a matter comes up on the agenda as a result of being earlier referred from the floor of Council to be studied by a board or committee or staff member or members.

NOTICE OF MOTION

~~1.66 A motion in the case of urgent and pressing necessity may be added to the Agenda of Council at the time of Approval of the Agenda, without previous debate or notice being given only by the two-thirds majority of the Councillors present.~~

Commented [GM30]: Already addressed in original 3.10 and illegal to require 2/3 majority.

PETITIONS

1.673.46 Every ratepayer of the Town, and every corporation doing business therein, shall have the right to submit a petition to Council and the petitioner shall be entitled to be heard at the time of presentation of the petition.

1.683.47 Persons accompanying the petitioner may be heard, in support of such petition, if they have obtained consent by a majority vote of the Council.

1.693.48 Every communication, including a petition designed to be presented to the Council, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person and filed with the Clerk.

1.703.49 The filing of a petition with the Clerk shall be done at least one week before the meeting of Council at which it is to be considered.

DECORUM

1.743.50 Any persons attending a meeting who are not Councillors or employees of the Town shall observe silence and order in the Council Chambers during the proceeding of Council. Any such persons disturbing the proceedings of Council shall be called out of order by the Chair. If such person fails to comply, they shall may be ordered, by the Chair to leave the Council Chambers.

Commented [GM31]: This is within the statutory discretion of the Chair and cannot fetter that discretion.

PRESENTATIONS FROM THE PUBLIC

1.723.51 Any person(s) or group(s) may be permitted to make a presentation to Committee/Council provided that the applicant(s) have an application to do so is submitted a request to the Clerk at least one week prior to the meeting at which the person(s) or group(s) wish(es) to present and been granted permission from the Clerk.

Commented [GM32]: See earlier comment re Committees

1.733.52 On receipt of a request to present, the Mayor and CAO shall review the request to determine its appropriateness and may:

Commented [GM33]: Only Council grants permission by adopting the agenda, and this differs from what follows.

Commented [GM34]: I question whether the Mayor should be involved in determining who appears before Council.

1.73.13.52.1 Place the presentation on the agenda for committee/Council Advisory Committee;

1.73.23.52.2 Place the presentation on the agenda for Council;

1.73.33.52.3 Determine that Council will receive only Request written submissions on the matter to be presented to Council or Council Advisory Committee; and/or

1.73.43.52.4 Determine the subject matter of the presentation is outside the jurisdiction of the municipality/Town and refuse the request.

1.743.53 Generally, a maximum of two presentations will be made at any meeting, with no individual presentation to exceed 10 minutes. The CAO and Mayor may add additional presentations, depending on the circumstances.

Commented [GM35]: Ditto

1.753.54 Any group having been approved to present to Council/ or Council Advisory Committee must submit any electronic or paper presentation materials 120 hours prior to the meeting at which they will present.

1.763.55 Any persons presenting to Council/ or Council Advisory Committee shall not:

1.76.13.55.1 Speak disrespectfully of any person;

1.76.23.55.2 Use offensive language;

1.76.33.55.3 Speak on any subject other than the subject for which they have received approval;

1.76.43.55.4 Disobey any decision of the Chair; or

1.76.53.55.5 Enter into cross debate with other delegations, staff, or committee/Council members.

1.773.56 The Chair may curtail any delegation, any questions of a delegation and/or debate during a presentation for disorder or any other breach of this Policy and, if the Chair rules that the delegation is concluded, the person or

Commented [GM36]: "Delegation" is not a term used previously in this section. Is another term more appropriate?

persons appearing shall withdraw, and the decision of the Chair shall not be subject to challenge.

COMMENTS FROM THE PUBLIC

~~1.783.57~~ With the exception of the agenda item titled “Comments from the Public,”

following adjournment of a meeting, no person who is not a Councillor shall be heard without permission of the majority of Council and such person shall be limited to ten minutes in addressing the Council. This excludes comments on matters where there are existing meeting procedures with First or Second Readings, or other matters that have a public process in place.

Commented [GM37]: I do not believe this is following adjournment.

4.0 ASSOCIATED DOCUMENTS

5.0 POLICY REVISION HISTORY

Date Created:

Revisions:

Chief Administrative Officer, Dan Troke

TO: Council Advisory Committee

SUBMITTED BY: Kentville Inclusion and Access Advisory Committee

DATE: July 11, 2022

SUBJECT: Street Naming and Renaming Policy

ORIGIN

On June 29, 2020, Council approved a motion to rename Cornwallis Street. At the July 2020 meeting, Council approved the formation of an Ad Hoc committee to consider this name change, however this committee was not immediately launched to accommodate the October 2020 municipal election.

At the June 14, 2021 meeting of Council Advisory Committee, Council voted to give the task of renaming the street to the newly-formed Kentville Inclusion and Access Advisory Committee (KIAAC). This committee developed a structure of creating ad hoc committees or Teams to explore and give recommendations on specific issues of concern. It was recommended by the committee that a task team be established to explore the best way to rename Cornwallis Street and any other offensive or contentious street name.

The terms of reference for Task Teams was approved by the KIAAC in August 2021 and the Street Naming and Renaming Task Team first met in February of 2022.

The Street Naming Task Team brought the draft Street Naming and Renaming Policy to Council Advisory Committee on June 13, 2022. Council was directed to provide feedback and edits about this policy by June 24, 2022.

DISCUSSION

The mandate of the Street Naming and Renaming Task Team was not to determine a new name for Cornwallis Street, but to *explore the process of naming and renaming streets in Kentville*. The Task Team met four times in 2022 and developed a process based on a master list of words and names that can be used by developers and by the Town to apply to new or existing streets. The resulting process has been reviewed and approved by staff and with the Kentville Inclusion and Access Advisory Committee.

The Task Team recommends the naming process be applied not just to streets but to any municipal asset in the town. For example, a new street, trail, park, building, or facility.

- Option 1: Street Naming and Renaming Policy
- Option 2: Municipal Assets Naming and Renaming Policy

POLICY IMPLICATIONS

- Option 1: Street Naming and Renaming Policy
- Option 2: Municipal Assets Naming and Renaming Policy
- Policy Statement G67 Recognition of Community Contributions
 - o This policy describes a number of ways that a person who has made significant contributions to the Town can be celebrated, including having a street named after them, or having some other municipal asset named after them. Under this new naming process, this policy would need to be repealed and re-written.

BUDGET IMPLICATION

N/A

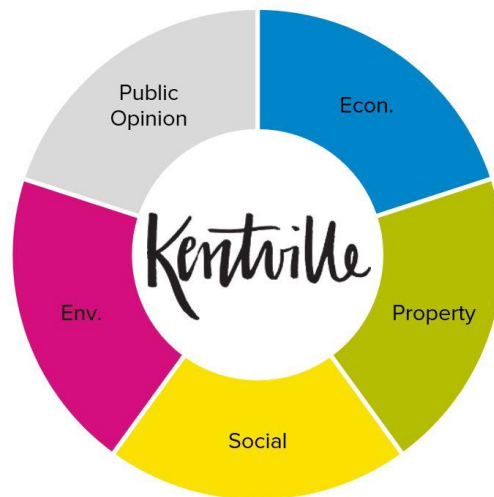
ATTACHMENTS

- Option 1: Street Naming and Renaming Policy
- Option 2: Municipal Assets Naming and Renaming Policy

RECOMMENDATION

That Council approve the Municipal Assets Naming and Renaming Policy and apply this process to the renaming of Cornwallis Street.

Town of Kentville Decision Wheel:



TOWN OF KENTVILLE POLICY STATEMENT GX

STREET NAMING AND RENAMING POLICY



1.0 PURPOSE

- 1.1 The Town of Kentville is committed to providing a fair, consistent and efficient process towards the naming/renaming municipal streets. The naming process defined in this bylaw is the responsibility of the Street Naming Committee.

2.0 DEFINITIONS

- 2.1 Street Type Definitions are outlined in Schedule A.

3.0 SCOPE

- 3.1 The main objectives of this policy are to establish:
 - 3.1.1 The timely application process that assesses a proposed name for a street.
 - 3.1.2 Community engagement and consultation with Indigenous, African Nova Scotian, and other equity-seeking communities for proposed names.
 - 3.1.3 One list of acceptable names for streets grouped by themes and priorities.
 - 3.1.4 The approval process and the committee responsible for review and approval of names for this list or for streets.

4.0 PROCEDURES

- 4.1 The Street Naming Committee has a mandate to:
 - 4.1.1 Review and screen all suggestions and requests for changing a street name, or naming a street;
 - 4.1.2 Organize the Names Master List into themes and prioritize the names for selection within each theme;
 - 4.1.3 Delegate maintenance of the Names Master List to appropriate staff;
 - 4.1.4 Notify the nominator and/or family when a name is selected for use;
 - 4.1.5 Provide street name recommendations to Council.
- 4.2 To name a street or to rename a street, members of the public, committees, organizations and developers may submit a proposal to name or rename a street by emailing names@kentville.ca. The proposal must include at a minimum:
 - 4.2.1 The rationale for
 - 4.2.1.1 Removing the name of a street; or
 - 4.2.1.2 Proposing a name for a specific street, or for an unspecified street; or
 - 4.2.1.3 Removal of a name of a street and suggestion for a new name for the same street.

- 4.2.2 The relevance of the proposed name to the street and to the Town.
 - 4.2.3 Documented support, including but not limited to petitions and support letters from the community.
 - 4.2.4 A map or an illustration, including major intersections of a street to be renamed.
- 4.3 Words are reviewed and approved for the Street Name Master List by the Street Naming Committee.
- 4.4 Words appropriate for the Street Names list are defined as follows:
- 4.4.1 Words celebrating the diversity and history of Kentville.
 - 4.4.2 Words reflecting an event or community contributing significantly to the area, cultural diversity, and historical relevance of the area.
 - 4.4.3 Words recognizing native wildlife, flora, fauna, or natural features.
- 4.5 Words not appropriate for the Street Names list are defined as follows:
- 4.5.1 Duplicates of an existing name.
 - 4.5.2 Words that sound similar, even if they have a different suffix (e.g. Orchard Street and Orchard Road).
 - 4.5.3 Cumbersome, corrupted, modified names, or discriminatory names from the point of view of race, sex, colour, creed, political affiliation or other factors.
 - 4.5.4 Words with any sexual overtones, inappropriate humour, parody, slang or double meaning.
 - 4.5.5 Words with a secondary or negative connotation.
 - 4.5.6 Words spelled differently but sounding alike (e.g. Crosby and Crosbie).
 - 4.5.7 Words with hyphens, apostrophes or dashes are considered on a case-by-case basis.
 - 4.5.8 Words which advertise a particular business including paid sponsorships.
- 4.6 The Street Naming Committee will review suggested names according to the definitions of this policy and approve or deny addition to the Street Name Master List.
- 4.7 The Street Naming Committee will assess adding names to the Master List names following these steps:
- 4.7.1 Confirmation that words meet the naming criteria.
 - 4.7.2 Reference checks (if applicable) for people's names.
 - 4.7.3 Discussions with the applicant, applicable departments, and applicable community groups.
 - 4.7.4 Public consultation for a 90-day period including public meeting, newspaper article/post, online survey and any other appropriate engagement.

4.7.5 Recommendation report provided to Council by the appropriate Department Head (ex. for a park name, Director of Parks and Recreation).

4.8 The Street Naming Committee will assess changing the name of a street following these steps:

4.8.1 Confirmation that an existing street name does not meet the naming criteria in this policy.

4.8.2 Discussions with the applicant, applicable departments, and applicable community groups.

4.8.3 Public consultation for a 90-day period including public meeting, newspaper article/post, online survey and any other appropriate engagement.

4.8.4 Recommendation report provided to Council by the appropriate Department Head (ex. for a street name, Director of Planning and Development).

4.9 Proposed words that portray indigenous significance or are after an Indigenous individual, organization or event will require consultation with the Glooscap First Nation and the Annapolis Valley First Nation. Proposed words related to the African Nova Scotia community, or other cultural group, will require consultation with appropriate and representative organizations that group.

4.10 Policy Statement G67 which outlines the previous street naming process is hereby repealed.

5.0 ASSOCIATED DOCUMENTS

5.1 Schedule A, Street Type Definitions

6.0 POLICY REVISION HISTORY

Date Created:

Revisions:

Chief Administrative Officer, Dan Troke

**SCHEDULE A
STREET TYPE DEFINITIONS**

Street Type & Abbreviation	Similar to	Definition
Alley		A narrow passage between or behind buildings without sidewalks, curb and gutter usually used by pedestrians and in an urban setting.
Avenue (Ave.)		A wide street or thoroughfare, often lined with trees, predominantly straight, normally with sidewalks, leading through residential or commercial development.
Boulevard (Blvd.)	Parkway	A broad street often tree-lined and landscaped, sometimes with a median down the centre, usually used for arterials or collectors.
Circle (Cir.)	Loop, Place Cul-de-Sac	Normally residential, terminates at the same point where it originates.
Connector	Crossing	A road that connects other areas and acts as an arterial.
Court (Crt.)	Cul-de-sac Place, Loop	A short, dead-end street, constructed with a turn around area at the end and referred to as a cul-de-sac.
Crescent (Cres.)		Normally a residential road that travels in a circular pattern, but does not end at the same point that it begun.
Crossing	Connector	
Drive (Dr.)		Used in residential and commercial developments, usually not as straight as an avenue or street.
Lane		A narrow street, originally found in rural areas. (i.e. country lane)
Plaza	Square	A public square, or similar open area
Place	Run	A short street
Promenade (Prom.)	Esplanade	A long, open, level thoroughfare, usually next to a body of water, used most frequently by pedestrians.
Road (Rd.)		A thoroughfare for public transportation, connecting two places.
Street (St.)		A route for both vehicles and pedestrians, usually paved and with sidewalks.
Terrace (Terr.)	Bluff Ridge Knoll Hill	An street, extending above the surrounding terrain, usually with no continuity.
Vale	Hollow Dell Glen Grove	A short street with an elevation below the surrounding terrain, (valley) often treed and with no continuity.
Way		Mostly in residential developments, an arterial road, path or highway affording passage from one place to another.

TOWN OF KENTVILLE POLICY STATEMENT GX

MUNICIPAL ASSET NAMING AND RENAMING POLICY



1.0 PURPOSE

- 1.1 The Town of Kentville is committed to providing a fair, consistent and efficient process towards the naming/renaming municipal assets. The naming process defined in this bylaw is the responsibility of the Municipal Asset Naming Committee.

2.0 DEFINITIONS

- 2.1 Street Type Definitions are outlined in Schedule A.
- 2.2 Municipal Assets: Streets, parks, and parts of parks, trails, facilities, and parts of facilities, development areas, pedestrian and cycling infrastructure belonging to or under the control of the Town of Kentville.

3.0 SCOPE

- 3.1 The main objectives of this policy are to establish:
 - 3.1.1 The timely application process that assesses a proposed name for a municipal asset.
 - 3.1.2 Community engagement and consultation with Indigenous, African Nova Scotian, and other equity-seeking communities for proposed names.
 - 3.1.3 One list of acceptable names for municipal assets grouped by themes and priorities.
 - 3.1.4 The approval process and the committee responsible for review and approval of names for this list or for municipal assets.

4.0 PROCEDURES

- 4.1 The Municipal Asset Naming Committee has a mandate to:
 - 4.1.1 Review and screen all suggestions and requests for changing a street name, or naming a municipal asset;
 - 4.1.2 Organize the Names Master List into themes and prioritize the names for selection within each theme;
 - 4.1.3 Delegate maintenance of the Names Master List to appropriate staff;
 - 4.1.4 Notify the nominator and/or family when a name is selected for use;
 - 4.1.5 Provide street name recommendations to Council.
- 4.2 To name a municipal asset or to rename a municipal asset, members of the public, committees, organizations and developers may submit a proposal in writing to Town Hall or through email to names@kentville.ca. The proposal must include at a minimum:
 - 4.2.1 The rationale for

- 4.2.1.1 Removing the name of a municipal asset; or
 - 4.2.1.2 Proposing a name for a specific municipal asset, or for an unspecified municipal asset; or
 - 4.2.1.3 Removal of a name of a municipal asset and suggestion for a new name for the same municipal asset.
 - 4.2.2 The relevance of the proposed name to the asset and to the Town;
 - 4.2.3 Documented support, including but not limited to petitions and support letters from the community; and
 - 4.2.4 A map or an illustration, including major intersections of a street to be renamed, or the location of the asset.
- 4.3 Words are reviewed and approved for the Municipal Asset Names Master List by the Municipal Asset Naming Committee.
- 4.4 Words appropriate for the Municipal Asset Names Master List are defined as follows:
- 4.4.1 Words celebrating the diversity and history of Kentville.
 - 4.4.2 Words reflecting an event or community contributing significantly to the area, cultural diversity, and historical relevance of the area.
 - 4.4.3 Words recognizing native wildlife, flora, fauna, or natural features.
 - 4.4.4 Family names or persons first and last names may be considered for some select municipal assets.
- 4.5 Words not appropriate for the Municipal Asset Names Master List are defined as follows:
- 4.5.1 Duplicates of an existing name.
 - 4.5.2 Words that sound similar, even if they have a different suffix (e.g. Orchard Street and Orchard Road).
 - 4.5.3 Cumbersome, corrupted, modified names, or discriminatory names from the point of view of race, sex, colour, creed, political affiliation or other factors.
 - 4.5.4 Words with any sexual overtones, inappropriate humour, parody, slang or double meaning.
 - 4.5.5 Words with a secondary or negative connotation.
 - 4.5.6 Words spelled differently but sounding alike (e.g. Crosby and Crosbie).
 - 4.5.7 Words with hyphens, apostrophes or dashes are considered on a case-by-case basis.
 - 4.5.8 Words which advertise a particular business including paid sponsorships. No municipal building shall take the name of a person or company, but the building name may be followed by “Sponsored by [company]” or “In Memory of [name]” or “In Celebration of [name]”.
- 4.6 The Municipal Asset Naming Committee will review suggested names according to the definitions of this policy and approve or deny addition to the Names Master List.

4.7 The Municipal Asset Naming Committee will assess adding names to the Names Master List names following these steps:

- 4.7.1 Confirmation that words meet the naming criteria.
- 4.7.2 Reference checks (if applicable) for people's names.
- 4.7.3 Discussions with the applicant, applicable departments, and applicable community groups.
- 4.7.4 Public consultation for a 90-day period including public meeting, newspaper article/post, online survey and any other appropriate engagement.
- 4.7.5 Recommendation report provided to Council by the appropriate Department Head (ex. for a park name, Director of Parks and Recreation).

4.8 The Municipal Asset Naming Committee will assess changing the name of a street or other asset following these steps:

- 4.8.1 Confirmation that existing name does not meet the naming criteria in this policy.
- 4.8.2 Discussions with the applicant, applicable departments, and applicable community groups.
- 4.8.3 Public consultation for a 90-day period including public meeting, newspaper article/post, online survey and any other appropriate engagement.
- 4.8.4 Recommendation report provided to Council by the appropriate Department Head (ex. for a street name, Director of Planning and Development).

4.9 Proposed words that portray indigenous significance or are after an Indigenous individual, organization or event will require consultation with the Glooscap First Nation and the Annapolis Valley First Nation. Proposed words related to the African Nova Scotia community, or other cultural group, will require consultation with appropriate and representative organizations that group.

4.10 Policy Statement G67 which outlines the previous street naming process is hereby repealed.

5.0 ASSOCIATED DOCUMENTS

5.1 Schedule A, Street Type Definitions

6.0 POLICY REVISION HISTORY

Date Created:

Revisions:

Chief Administrative Officer, Dan Troke

**SCHEDULE A
STREET TYPE DEFINITIONS**

Street Type & Abbreviation	Similar to	Definition
Alley		A narrow passage between or behind buildings without sidewalks, curb and gutter usually used by pedestrians and in an urban setting.
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Circle (Cir.)	Loop, Place Cul-de-Sac	Normally residential, terminates at the same point where it originates.
Connector	Crossing	A road that connects other areas and acts as an arterial.
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Drive (Dr.)		Used in residential and commercial developments, usually not as straight as an avenue or street.
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Road (Rd.)		A thoroughfare for public transportation, connecting two places.
Street (St.)		A route for both vehicles and pedestrians, usually paved and with sidewalks.
Terrace (Terr.)	Bluff Ridge Knoll Hill	An street, extending above the surrounding terrain, usually with no continuity.
Vale	Hollow Dell Glen Grove	A short street with an elevation below the surrounding terrain, (valley) often treed and with no continuity.
Way		Mostly in residential developments, an arterial road, path or highway affording passage from one place to another.



Chief Administrative Officer
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July 11, 2022

RE: Community Grants to Organizations

Community groups and non-profit organizations help make Kentville a better, more rewarding place for everyone. Because of this, Council commits part of their annual budget to helping local groups through the Grants to Organizations policy.

This year, there were 14 organizations that applied for grants under this policy, and all groups meet the eligibility requirements for a grant. The total request of grants is \$33,980, however the budget for this policy is \$26,000.

Staff wants to provide Council with options for dispersing these grants to deserving groups as soon as possible and provides the following options:

Option 1. All applicants receive grants. Giving an equal grant to all applicants, based on the budget amount of \$26,000, would see \$1857 go to every group. Of the 14 groups, 12 requested \$2,000 and 2 groups requested \$5,000. This option would see 12 groups receive an amount very similar to their request and 2 groups receive a lesser amount.

Option 2. Meeting and review of all applications. If Council schedules a meeting prior to the end of a July, it may be possible to identify some groups which are more in need of financial support than others. Should Council

wish, a meeting should be scheduled for this review, with a goal of providing the most groups the total amount that was requested.

At the April meeting of Council Advisory Committee, an additional request for funding was made by the Physician Navigator Program for \$8,000. This amount far exceeds the grant amount in this policy and may be considered through other processes.

Staff await the decision of Council for how to proceed, so that groups can receive support for their important projects and programs. Applications are available for Council review on the Council website.

Dan Troke
Chief Administrative Officer
Town of Kentville



The Mentoring Plus Strategy Quarterly Report – April - June 2022

Submitted by MP Coordinator Julianne Misner

Mentoring Plus Activity:

A visual sample of mentoring knowledge exchange initiatives in action during spring 2022 in the Valley Region. These group events with Mentors and Mentees account for over **440 senior engagement/volunteer hours** ... in just one quarter!



High School Strategy:

Business Management NKEC

- **A multidisciplinary group of 8 Mentors** has integrated into NKEC instructor Dale Sanford's, **grade 12 Business Management class with 15 students**. Mentors have joined the class **1-2x a week all semester** to provide industry knowledge and life experience to case studies and group discussions.

Dalhousie University - Faculty of Open Learning & Career Development provides support and guidance as the Backbone Organization for The Mentoring Plus Strategy.

Funded by the Government of Canada's New Horizons for Seniors Program

- The group celebrated a successful term together on the last day, after mentors watched the student groups present their business pitches for final exams. One mentor stood up to provide a heartfelt well wish and an encouragement to continue to seek out mentors as they pursue their careers.

Financial Literacy for Career Access

- A team of Mentors held a group discussion on money, jobs, and financial management with a Career Access class. *The instructor provided this heartfelt feedback: “That was nothing like I had planned, and 100 times better than I could have imagined! The way the mentors showed interest in these kids – some of these students never get listened to”*

Career Planning grades 9, 10, 11, 12 - NKEC “Career Share”:

- A group of **6 career development teachers and counselling staff worked together** to host a Mentoring Plus “Career Share” to wrap up the school year in the NKEC Library.
- The event **showcased 8 Mentors** from various careers and industry sectors who met and **spoke with 65+ Students** from four high school grades. Each class spent a period with the mentors for a chance to broaden their perspective on the career options, job titles and opportunities that are available to them.
- Here some of the feedback we received from the students:

<p>“I enjoyed it and I loved the casual feel of it and that you can develop a connection with them even in just the span of 6 minutes”</p>	<p>“I really enjoyed meeting new people and learning how best to start a career. They gave me very good ideas”</p>	<p>“I found it really interesting, and I liked it a lot” “It was so fun and casual. I enjoyed everything there. Just need more time with each”</p>	<p>“I would be interested to talk to anyone of them again, not because of their specific jobs but to hear more of how they got started and small hobbies they have that can make them money. I heard that one made money designing posters on a side job!”</p>
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Over 80% of high school respondents said the mentoring session was very good **to excellent**.
85% felt strongly that the mentor’s knowledge and life experience was **valuable** to their learning.
68% responded **with favourable interest** in having follow-up conversations with a Mentor.

Employment Agencies:

Long Term Care training:

- A multidisciplinary team of 5 mentors with experience in the health and wellness sector joined a class of 13 learners for a conversation about understanding intergenerational client care on April 22nd 2022
- In follow on May 20th 4 mentors with HR experience spent the morning with the 13 learners helping them practice interview skills and providing constructive feedback.

Summer Employment Prep

- All three regions are currently working with Career Connections and Department of Community Services which includes the Career Rising program. Mentees have been identified through the agency staff and a session is planned for group mentoring in Wolfville this summer.

Dalhousie University - Faculty of Open Learning & Career Development provides support and guidance as the Backbone Organization for The Mentoring Plus Strategy.

Social Inclusion - Mentor Engagement

Financial Literacy:

- A focused group of Mentors, financial advisors, high school and Post secondary faculty and administration, and recent graduates gathered for a discussion about the opportunity retirees and mentors have to help improve financial literacy for students graduating into the world of work.
- After reviewing provincial curriculum outcomes with local principals, This knowledge exchange group met with **Jennifer Burke**, Director of Curriculum Development to discuss their goals and the provincial political priorities. This group hopes to continue to advocate for improved financial literacy for the future of our youth.

Health Literacy:

- A group of 6 older adults with an interest in community health and aging well together participated in a focus group to discuss health literacy opportunities for seniors and the community with Director, Community Partnerships & Projects Open Learning & Career Development, Dalhousie University

Intergenerational Community Suppers:

- Mentoring Plus with: YREACH; Kids Action Plan; Flying Squirrel Adventures; Second Harvest; VCLA
- MPS has been co-hosting weekly suppers in partnership with an intergenerational community serving team.
- Suppers have run for the first 12 weeks of their pilot. Each week Mentors have joined the suppers to help promote intergenerational conversations. Suppers draw in over 65 guests weekly - a wide variety of community members who gain social engagement.
- From here, 3+new seniors have signed up to become active mentors with MPS.

Post-Secondary:

- NSCC conversations with campus principals and director of Campus and Community are looking at partnering opportunities for the fall 2022 when students are able to return to on site activities.
- Middleton: Mentoring Lounge @ Farm Café – An active MPS Mentor will be taking a Mentor Ambassador role and will host a Mentoring Lounge on site in the weeks to come. NSCC AVC Middleton Campus is host to a variety of community lead programs. In addition to CORAH (Centre of Rural Aging and Health) the Farm Café runs out of the campus cafeteria and supports community members in need, with fresh food solutions.

Business:

- A series of knowledge exchanges have taken place with mentors from multidisciplinary perspectives, with common passions, coming together to support mentees with business development. This model will be further developed with the Valley REN Business NOW program.
- We have met with CBDC Hants Kings ED and staff team to discuss a partnership with the Mentoring Plus Strategy to provide retirees as mentors to entrepreneurs in their small business development programs. Next steps will be to sign MOU's and plan fall start up.

Dalhousie University - Faculty of Open Learning & Career Development provides support and guidance as the Backbone Organization for The Mentoring Plus Strategy.

Stats:

These are numbers for Mentoring Plus activity in the Valley Region since August 2021.

Mentoring Plus Strategy - Kentville & Kings County				
Statistics Summary				
Activity	Quarterly Oct-Dec 2021	Quarterly Jan- Mar 2022	Quarterly Apr - Jun 2022	Regional Year to Date Since 2021
# of New Seniors Reached	13	8	45	79
# of New Mentors Engaged	5	4	4	25
# of New Mentees Engaged	60	47	92	199
# of New Agencies/Organizations Reached	21	13	19	53
# of Agencies/Organizations Engaged	24	9	9	43
# of Mentoring Sessions (knowledge exchange)	7	29	26	62
# of Orientation Sessions held for Mentors	2	5	2	9
# of Mentor Social Events	2	5	12	19
# of Mentors Regular Meetings (weekly, monthly)	5	12	9	28

One sample of how connections develop:

Spring 2022, the Mentoring Plus Strategy team participated in the Kentville Home Show to encourage community members to ‘share your story’ for intergenerational knowledge exchange> MPS staff informed a booth-visitor (older adult) of our upcoming co-hosted community suppers > individual (older adult) attended first supper with a peer and spoke with MPS Coordinator sharing stories of social isolation and related complications, also shared of personal passions (outreach work) and previous experiences (red seal chef)> individual (older adult) was encouraged to stay engaged and felt valued and validated > the following week: individual (older adult) volunteered as chef for all future suppers and started the application and orientation process to sign up as a Mentor with the program > individual (older adult) also started to attend partnering organization for adult education support to pursue their GED > Individual (now a fully registered Mentor) attended high school Career Share group mentoring event where students were so taken by the Mentor’s story they returned after the event to have pictures taken with together!> Mentor continues to volunteer weekly at community suppers where they offer encouragement to all ages, attends Mentoring Lounges weekly where they nurture peer-to-peer social capacity building, and proudly announces that Mentoring Plus has given them a new lease on life!

Dalhousie University - Faculty of Open Learning & Career Development provides support and guidance as the Backbone Organization for The Mentoring Plus Strategy.

Funded by the Government of Canada’s New Horizons for Seniors Program



Mayor
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30 June 2022

RE: Absence from Council Advisory Committee Meeting
September 12, 2022

Asset Management Conference – Charlottetown

1. I will be attending the Asset Management Conference being held in Charlottetown PE beginning Monday September 12 until Wednesday September 14.
2. I have been asked to make a 30 minute presentation at the Asset Management Conference on September 13.
3. I regret due to conference attendance; I am unavailable to attend the September 12th Council Advisory Committee Meeting. The meeting chair is delegated to Deputy Mayor Savage.

Respectfully Submitted

Sandra Snow, Mayor
Town of Kentville