



TOWN OF KENTVILLE COUNCIL

October 24, 2022

AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council meeting minutes, September 26, 2022
 - (b) Joint Regional Council meeting minutes, October 3, 2022
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Municipal Assets Naming and Renaming Policy
 - (b) Second Reading – Board of Police Commissioners Bylaw
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Councillor Paula Huntley
 - (1) Pre-Approval Request, Single Axel Truck
 - (2) First Reading – Animal Control Amending Bylaw
 - (3) First Reading – Property Assessed Community Energy (PACE) Bylaw
 - (4) Annapolis Valley Frugal Moms Grant Request
 - (5) Kings Transit Authority Pilot Project
 - (b) Councillors’ and Mayor Reports
 - (1) Councillor Gerrard
 - a. Joint Fire Services Committee
 - b. Valley Waste Resource Management Authority
 - c. Kings Regional Sewer
 - (2) Councillor Huntley
 - a. Kentville Water Commission
 - b. Kings Transit Authority
 - c. Kings Point to Point
 - d. Kings Regional Emergency Management Organization
 - e. Diversity Kings
 - f. Partners for Climate Progress
 - g. Valley Regional Enterprise Network, Liaison and Oversight Committee
 - (3) Councillor Maxwell

- a. Kentville Inclusion and Accessibility Advisory Committee
- b. Board of Police Commissioners
- c. Annapolis Valley Trails Coalition
- d. Student Bursary Selection Committee
- e. Kings County Academy Parent Teacher
- f. Annapolis Valley Regional Library

(4) Deputy Mayor Savage

- a. Audit Committee
- b. Investment Advisory Committee
- c. Kentville Inclusion and Accessibility Advisory Committee
- d. Kentville Water Commission
- e. Source Water Advisory Committee
- f. Kentville Business Community Board
- g. Kings Regional Sewer
- h. Valley Waste Resource Management Authority
- i. Kings Regional Emergency Management Organization

(5) Councillor Yorke

- a. Source Water Advisory Committee
- b. Board of Police Commissioners
- c. Multi Purpose Facility Feasibility Study Committee
- d. Annapolis Valley Regional Library
- e. Kings County Academy Parent Teacher Association

(6) Councillor Zebian

- a. Joint Fire Services
- b. Kings Transit
- c. Valley Waste
- d. Kings Point to Point
- e. Audit Committee
- f. Kentville Water Commission
- g. Diversity Kings

(a) Mayor Sandra Snow

- a. Kentville Investment Advisory Committee
- b. Audit Committee
- c. Water Commission
- d. Source Water Protection Advisory Committee

6. NEW BUSINESS

- (a) Election of Deputy Mayor
- (b) Review of Committee Appointments

7. CORRESPONDENCE

- (a)

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) Legal Services

10. ADJOURNMENT

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TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: September 26, 2022

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on Facebook. The meeting was posted to YouTube with closed captioning after the meeting.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m. and that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

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

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

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

- Removal: 5.a.6 Property Assessed Community Energy
- Addition: Legal, In Camera

That the agenda of September 26, 2022 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

- (a) Council meeting held on July 25, 2022

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It was moved that the minutes of the Council meeting on July 25, 2022 be approved.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Second Reading – Noise Bylaw

At the July 25 2022 Council meeting, Council passed First Reading of the Noise Bylaw. The purpose of this bylaw is to create reasonable and enforceable guidelines for noise within Town limits.

Report available for more information

It was moved by Councillor Gillian Yorke and Councillor Andrew Zebian

That Council give Second Reading to the Noise Bylaw.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Second Reading – Board of Police Commissioners Bylaw

At the July 25 2022 Council meeting, Council passed First Reading of the Board of Police Commissioners Bylaw. The purpose of this bylaw is to guide the Kentville Police Service by establishing the structure, membership and processes that the Board of Police Commissioners will use.

Report available for more information

Discussion:

- Edit: "Personal" should be "personnel" in Number 11.
- Edit: Upon approval of this bylaw "and the approval of the Department of Justice" in Number 20.
- Concerns about the length of term and staggered terms for citizen members of the Commission and the need for this group to restructure and set strategic goals.
- Council requested that a session be organized with the Department of Justice with Council and the Board of Police Commissioners.

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

That Council give Second Reading to the Board of Police Commissioners Bylaw.

It was moved by consensus that the item be tabled until November 1, 2022.

MOTION TABLED

Councillors who voted in favour of this motion:

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

(c) Federation of Canadian Municipalities

CAO Troke described the process of approving a Councillor for participation on a committee of the Federation of Canadian Municipalities. Although Council passed a motion to approve Councillor participation in July, the wording was not exactly what the FCM was looking for.

Report available for more information

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

That the Town of Kentville support Councillor Paula Huntley’s application to sit on a Federation of Canadian Municipalities Standing Committees, and attend Committee meetings and Forums;

And further, if selected, that the Town of Kentville is prepared to incur the cost of attending meetings of the FCM’s Board of Directors.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow, and Yorke

Councillors who voted against this motion:

Maxwell and Zebian

(d) Additional Transportation Maintenance and Replacement Projects

CAO Troke explained that at the September 12, 2022 meeting of Council Advisory Committee, there was a request to explore some transportation areas where additional maintenance and operating budget money could be allocated to certain areas before the end of the 2022 construction season. Director Bell described the proposed maintenance changes and budgets for sidewalks.

Report available for more information

Councillor Huntley stepped away to clear her throat at 7:06pm and returned at 7:07pm.

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

That Council approve an additional \$50,000 of asphalt paving of side street funding to the 2022-2023 budget using reserve funding.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Discussion

Council Meeting Minutes, September 26, 2022

Pending Approval

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- Clarification of the work already tendered and awarded for the fall 2022 season, projects to address Council concerns in the 2023 and 2024 seasons, and additional projects in this proposal.

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

That Council direct the CAO to instruct the Director of Engineering and Public Works to obtain pricing and proceed with the replacement of sections of Canaan Ave and Klondyke Street sidewalks, not to exceed \$115,000

And further that funding is added to the current approved 2022-2023 budget using reserve funding.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(e) Tidal Proposal

CAO Troke reviewed the tidal power proposal from the Town of Annapolis Royal, and the concerns raised by Council at previous meetings. Council had concerns, and staff confirmed that the commitment to this project is not financial until funding is approved to proceed.

Report available for more information

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

That Council approve participation in the Town of Annapolis Royal tidal power project

And further approve allocation of the necessary funding for the project of \$22,300 over two years, and approve the first year funding of \$11,150 outside the current 2022-2023 budget

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Councillors who voted against this motion:

Zebian

(f) Street Naming Policy

CAO Troke gave a background on the creation of the proposed Municipal Asset Naming and Renaming Policy. At the July 11, 2022 meeting of Council Advisory Committee, Council discussed this policy and sent it to the Kentville Inclusion and Access Advisory Committee for consideration. The attached report provides the

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motion made at that meeting, and continued support for the Municipal Asset Naming and Renaming Policy as it was presented on July 11.

Report available for more information

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

That Council approve the Town of Kentville Municipal Asset Naming and Renaming Policy.

Solicitor Muttart indicated that the policy was not presented on the agenda, and this is a requirement from the Municipal Government Act for its approval.

Council called a recess at 7:38pm. Council back in session at 7:45pm.

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) Temporary Borrowing Resolution – Sanitary Sewers

At the September 12 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the temporary borrowing resolution from the Department of Municipal Affairs and Housing regarding the town's Sanitary Sewer Area Service 2022-2023 Capital Program, in the amount of \$230,000.

Report available for more information.

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

That Council approve the Temporary Borrowing Resolution TBR 22/23-2 in the amount of \$230,000 for Sanitary Sewer at MacDonald Subdivision And further, upon approval, that this resolution be sent to the Minister of the Department of Municipal Affairs and Housing for Provincial authorization.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(2) Size of Council

At the September 12 2022 meeting of Council Advisory Committee, CAO Troke presented the municipal boundary report which indicated that residents are satisfied with the current size of Council.

Report available for more information.

It was moved by Councillor Craig Gerrard and Councillor Gillian Yorke

That Council recommend to the Utility and Review Board to maintain the size of Council at 7 elected officials.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(3) Electoral District

At the September 12 2022 meeting of Council Advisory Committee, CAO Troke presented the municipal boundary report which indicated that residents are satisfied with the existing number of electoral districts.

Report available for more information.

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

That Council recommend to the Utility and Review Board to maintain the current system of 1 electoral district and use the at-large voting system.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(4) Grants to Organizations

At the September 12 2022 meeting of Council Advisory Committee, CAO Troke described the selection process for Council to review and approve applications to the Grants to Organizations program. Prior to this meeting, Council voted on support for each application and made a motion to support the results of that survey.

Report available for more information.

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

That Council approve the distribution of community grants as outlined in the attached report

And Further that the details of the distribution be publicly shared as per policy.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Gerrard, Savage, Snow, Yorke and Zebian

Councillors who voted against this motion:

Maxwell

(5) Investment Advisory Services

At the September 12 2022 meeting of Council Advisory Committee, Deputy Mayor Cate Savage brought forward the Investment Advisory Committee recommendation to extend the services of TD Wealth Investment Advisors and asked Council to support this extension.

Report available for more information.

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

That Council approve a one-year extension of services to TD Wealth Investment Advisors for the Investment Advisory Committee until August 2023.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

~~(6) — Property Assessed Community Energy (PACE) Bylaw~~

(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor Craig Gerrard

Councillor Gerrard did not have meetings in the past month.

(2) Councillor Paula Huntley

Highlights included the meetings with Kings Transit, Kings Point to Point, Diversity Kings and a housing information session.

Report available for more information.

(3) Councillor Cathy Maxwell

Highlights included meetings of the Police Commission, Inclusion and Access Committee, and the Kentville Mural Festival.

Report available for more information.

(4) Deputy Mayor Cate Savage

Highlights included meetings of the regional sewers committee, the investment advisory committee and the Kentville Business Community.

Report available for more information.

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(5) Councillor Gillian Yorke

Highlights included meetings of the parent-teacher association, regional library, and Board of Police Commissioners.

Report available for more information.

(6) Councillor Andrew Zebian

Councillor Zebian attended the art competition at the Kings County Museum.

(c) CAO Update

CAO Dan Troke gave an update on operational matters.

(d) Mayor Sandra Snow

The mayor reported on her activities this month with highlights including meetings of the Municipal Finance Corporation, Nova Scotia Federation of Municipalities, Plein Air Painting event, and Aldershot.

Report available for more information.

Comment from Councillor Andrew Zebian about the active Request for Proposals for Legal Services for the Town. CAO Troke described the process of reviewing, interviewing and hiring of a Solicitor for the Town.

6. NEW BUSINESS

(a) **None.**

7. CORRESPONDENCE

(a) **None.**

8. PUBLIC COMMENTS

(a) **None.**

9. IN CAMERA – Legal, Correspondence, Mikes Clothing

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

That Council move into a closed session at 8:29 pm to discuss legal matters.

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 by Councillor Paula Huntley

That Council return to open session at 11:05 pm.

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MOTION CARRIED

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

9. ADJOURNMENT

The September 26, 2022 meeting of Council adjourned at 9:28 p.m.

MOTION CARRIED

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TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: October 3, 2022

This was a joint meeting of Councils from the municipal units of Wolfville, Kentville, and Kings County.

Councillors Present: Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Maxwell, Councillor Gillian Yorke and Councillor Zebian.

Staff Present: CAO Troke and Recording Secretary Jennifer West

1. IN CAMERA – Legal

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

That Council enter a closed session at 3:06 pm.

MOTION CARRIED

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

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

That Council return to open session at 5:01 pm.

MOTION CARRIED

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

9. ADJOURNMENT

The October 3, 2022 meeting of Council adjourned at 5:01 p.m.

MOTION CARRIED

TO: Council Advisory Committee

SUBMITTED BY: Kentville Inclusion and Access Advisory Committee

DATE: October 24, 2022

SUBJECT: Municipal Assets 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 Task Team brought the draft Street Naming and Renaming Policy to Council Advisory Committee on June 13, 2022 and again on July 11, 2022. On September 25, 2022 the policy was brought before Council and could not be voted on due to an administrative error.

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.

POLICY IMPLICATIONS

- 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

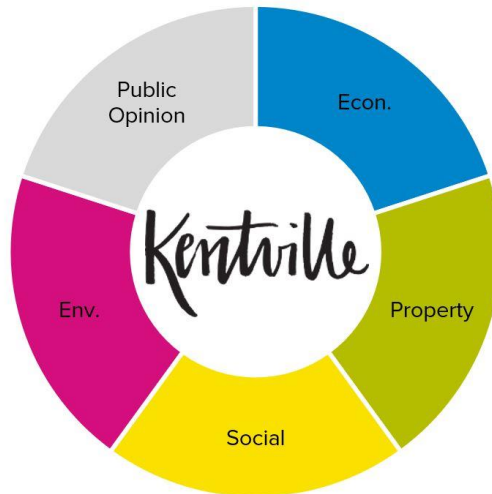
ATTACHMENTS

- 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

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. |
| 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. |



TO: Council Advisory Committee

SUBMITTED BY: **Dan Troke, Chief Administrative Officer
Board of Police Commissioners**

DATE: October 24, 2022

SUBJECT: **Board of Police Commissioners Bylaw Second Reading**

ORIGIN

The Kentville Board of Police Commissioners is a body that guides the Kentville Police Service. The purpose of the Police Commissioners Bylaw is to establish the structure, membership and processes that the committee will use. On July 25, 2022, Council approved the First reading of this revised bylaw. The bylaw was read during the Council meeting on September 26, 2022, but was tabled (delayed) until the October meeting of Council.

BACKGROUND

A number of changes have been made to this document to address best practices in recruitment, membership, terms, and other issues.

DISCUSSION

None.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

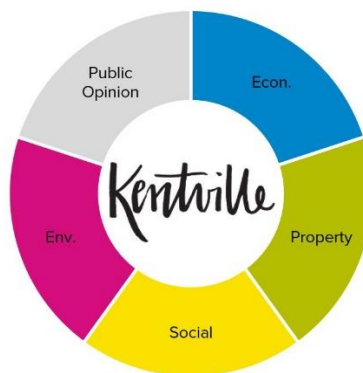
ATTACHMENTS

Proposed Bylaw

RECOMMENDATIONS

That Council approve the proposed changes to the Board of Police Commissioners Bylaw and give Second Reading to this bylaw.

Town of Kentville Decision Wheel:





TOWN OF KENTVILLE BY-LAW CHAPTER 108 BOARD OF POLICE COMMISSIONERS

This By-law supplements the *Police Act*, and the *Police Act* should be referenced for questions concerning the terminology, clarification, and full administration of the Kentville Board of Police Commissioners By-law.

DEFINITIONS

1. In this Bylaw:

- (a) “Board” means the Board of Police Commissioners for the Town of Kentville;
- (b) “Chief” means the Chief of the Kentville Police Service;
- (c) “Chief Administrative Officer (CAO)” means the Chief Administrative Officer of the Town of Kentville;
- (d) “Council” means the Town Council of the Town of Kentville;
- (e) “Member” means a member of the Board of Police Commissioners;
- (f) “Police Act” means the Police Act RSNS2004 c.31 as amended and the regulations made thereunder;
- (g) “Town” mean the Town of Kentville.

POWERS

- 2. The Board shall comply with the provisions of the Police Act RSNS 2004 c.31 and Police Regulations Part III para. 76 to 79 setting out its powers and obligations and include the oath of office. The relevant sections of such legislation and regulations pursuant thereto, including amendments or substitutions, shall be supplied to each member of the Board.

COMPOSITION OF THE BOARD

- 3. The Board shall consist of five (5) members.
- 4. The members shall be appointed as follows:
 - a. Two (2) members of Council are appointed by resolution of Council. The Council appointments shall take effect after the first Council meeting in November of each calendar year.
 - b. Two (2) residents appointed by resolution of Council, who are neither members of council nor employees of the Town of Kentville.

Appointments shall take effect after the first Council meeting in November of each calendar year.

- c. One (1) member appointed by the Minister of Justice of the Province of Nova Scotia.

5. All subsequent appointments of resident members shall follow the Town's Policy Statement G57 Committees of Council, section 4.2.

6. The board shall at its first meeting in each year, elect a Chair and a Vice Chair.

BOARD AUTHORITY/GOVERNANCE

7. The Board shall have all the powers and duties granted pursuant to the provisions of The Police Act and responsibilities as per regulations.

8. The Chief of Police or their designate shall give all necessary orders, directions and instructions to the policing service.

MEETINGS

9. Regular public meetings of the Board will be held in Council Chambers at Town hall on the second Friday of each month, commencing at 1:00pm monthly (except for the months of August and December). The Board may meet at another time or location if advertised with 72 hours notice. Special meetings fall under Policy Statement G57 Committees of Council.

10. A majority of members constitutes a quorum (three (3) members in attendance for a quorum).

11. The Board may meet *in-camera* at any time with notice by the Chair to all the committee and with unanimous consent of all members, concerning all matters relating to discipline, personnel, contract negotiations and security of police operations. A member of the Board or any person in attendance at an "in-camera" meeting shall not disclose any item or information of a confidential nature that is discussed at the meeting. All in camera meetings will have recorded minutes outlining direction received in camera.

12. The Chief of Police or their designate shall, whenever requested by the Chair of the Board, attend meetings of the Board, whether public or *in-camera*.

13. The Chief of Police or Chief Administrative Officer (CAO) shall designate a Secretary to the Board who shall have charge of all minutes, records and accounting procedures to be followed and maintained by the Board.

FISCAL MATTERS

14. The Board shall be required to submit to Council its recommendations with respect to all financial and budgeting matters related to the administration of the policing service or before the end of February each year.

15. The Town shall be the employer of all members and staff of the policing services and all collective agreements or other agreements with the members

and staff of the policing service or their bargaining agent shall be contracted in the name of the Town.

16. The CAO and Chief of Police shall be members of any committee appointed for the purpose of contract negotiations with members of the Town's police force.

17. All capital equipment proposed to be purchased by the Board, not provided for in its budget as approved by Council, shall be submitted to Council, together with the written recommendation of the Board for purchase consideration.

18. Each member of the Board is entitled to reimbursement of reasonable expenses incurred on the business of the Board (including training) as per the expense reimbursement policy of the Town of Kentville.

PURCHASING POLICY

19. Purchases made by the Board shall apply the procedures set out in the Town of Kentville Purchasing Policy.

REPEAL

20. Upon approval by Council and approval of the Department of Justice, the Bylaw known as the Town of Kentville Bylaw Chapter 82 Board of Police Commissioners as adopted by Town Council on the 3rd day of November 2009, is hereby repealed.

ENFORCEMENT

21. This Bylaw shall come into force and legal effect upon receiving the approval of the Minister of Justice of Nova Scotia as per Section 55(2) of the Police Act.

Clerk's Annotation for Official By-Law Book

| | |
|---|-----------------|
| Date of first reading: | July 25, 2022 |
| Date of advertisement of Notice of Intent to Consider: | August 16, 2022 |
| 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 Board of Police Commissioners Bylaw – Chapter 108 was adopted by Council and published as indicated above.

Chief Administrative Officer, Dan Troke

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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Pre-approval Request, Single Axel Dump Truck

At the October 11, 2022 meeting of Council Advisory Committee, Director Dave Bell described the need for pre-approval of a single-axel truck for plowing, dumping and salting in the amount of \$400,000.

Council Advisory Committee recommends

That Council approve \$400k funding for the purchase of a replacement single axel dump truck complete with dump body, plow and wing gear,

And further that funding be pre-approved for the 2023-2024 capital budget year from the Capital Budget Plan, with delivery of equipment not expected until the fall of 2023.

October 24, 2022

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



TO: Mayor & Council
SUBMITTED BY: Dave Bell, Director of Engineering & PW
DATE: October 11, 2022
SUBJECT: Pre-Approval to order a replacement Single Axel Dump / Plow / Salt Truck

ORIGIN Pre-Approval of Equipment Purchase prior to Capital Budget Meetings.

BACKGROUND Public Works typically replaces our trucks and other heavy equipment through the Capital Investment Program after the asset reaches the 10-year mark. Although this has been common practice by many Municipalities and the Province, many pieces of equipment are not lasting the full 10 years without very expensive rebuilds. This is the case with both of our dump / plow trucks. The current oldest single axel dump truck is a 2013 and this will be its last winter of use. The newer plow truck is a 2016.

DISCUSSION The current build and lead time for a single axel dump truck to fit our specifications is in excess of 12 months. In order to expect delivery of this necessary replacement equipment by next winter, tenders need to go at the end of October – after the next council meeting.

POLICY IMPLICATIONS Requires Council approval to pre-order equipment before next fiscal year’s budget is passed.

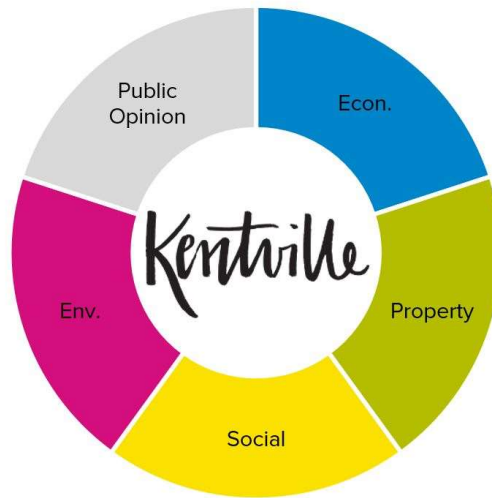
BUDGET IMPLICATION See Policy Implications, above.

ATTACHMENTS N/A.

RECOMMENDATION That Council Advisory Committee recommend for approval \$400,000 for the purchase of a replacement single axel dump truck, complete with dump body and plow & wing gear with delivery and payment not expected until Fall 2023.

This \$400,000 would be budgeted in the 2023/2024 Capital Investment Program with funding coming from a combination of the Equipment reserve and/or Capital reserve and/or long term borrowing once the 2023/24 Capital Budget is finalized.

Town of Kentville Decision Wheel:





COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Animal Control Amending Bylaw

At the October 11, 2022 meeting of Council Advisory Committee, CAO Troke gave an update on the Animal Control Bylaw, with amendments that address the keeping of backyard chickens within town boundaries.

Council Advisory Committee recommends

That Council approve First Reading of the revised Animal Control Amending Bylaw.

October 24, 2022

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

TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: October 11, 2022

SUBJECT: Animal Control Bylaw

ORIGIN

At the July 11, 2022 meeting of the Council Advisory Committee, Council asked staff to review the policies addressing the keeping of chickens in the Town of Kentville. Staff submitted a report to the July 25, 2022 meeting of Council with information about backyard chickens in the town's

Animal Control Bylaw, and with examples of legislation from the Halifax Regional Municipality.

At the July 25, 2022 meeting of Council, members of Council discussed several aspects of keeping chickens to be included in a revised Animal Control Bylaw, including:

1. Should there be a registration for keeping chickens (similar to keeping dogs)?
2. Should there be a fee associated with a Chicken License?
3. What size of flock would be appropriate for backyard chicken keeping in Kentville?

Council gave feedback about these issues- they did not support registration or a fee for a chicken license. In Halifax, the keeping of chickens does not require registration but is encouraged in order to keep track of number of hens, facilitate information exchange and inform future By-law amendments on this issue.

DISCUSSION

At the September 12, 2022 meeting of Council Advisory Committee, Council had concerns about expert advice relating to the keeping of chickens being incorporated into this bylaw. To address these concerns, staff reviewed bylaws relating to the keeping of chickens from across Canada and determined the following:

1. The proposed bylaw for Kentville is consistent with these bylaws and provides sufficient guidelines for backyard flock owners and their neighbours.
2. Municipal bylaws relating to chickens provide additional information on their websites around the safe, healthy and humane keeping of chickens. These resources come from
 - a. The Government of Canada Food Inspection Agency;
 - b. Local Humane Societies (e.g. Nova Scotia SPCA) for the humane treatment of animals;
 - c. Links and resources on backyard chickens with specific instructions on the construction of coops, runs, cleaning, maintenance, feed and water;

Raising small flocks of chickens does not follow the same rules or guidelines as the raising of commercial flocks. The links and resources available to small flock owners are acknowledged to be the experts on this type of homesteading. These resources indicate that the safety, health and humane treatment of small flocks is different than for a commercial flock. These resources show the breadth of knowledge and guidance to residents who wish to have flocks which are healthy and yards which are clean and free from pests and diseases.

Some of these resources are attached, for review by Council.

POLICY IMPLICATIONS

Staff present the attached revised Animal Control Bylaw with changes specific to the keeping of chickens.

BUDGET IMPLICATION

None.

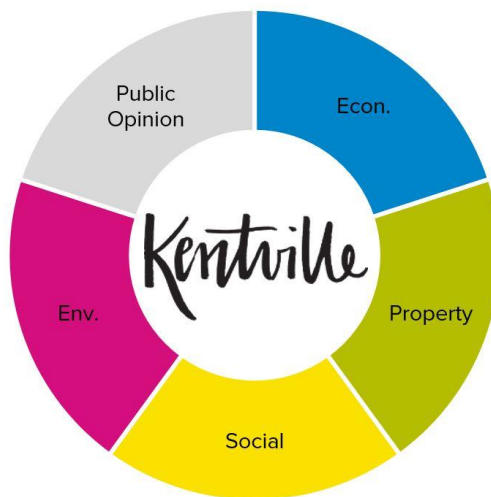
ATTACHMENTS

Animal Control Bylaw

RECOMMENDATION

That Council give First Reading to the Animal Control Bylaw at the October meeting of Council.

Town of Kentville Decision Wheel:





TOWN OF KENTVILLE BY-LAW CHAPTER 70 ANIMAL CONTROL

1. This By-law is entitled the “Animal Control By-law” and is intended to outline the control of animals in the Town of Kentville and incorporates the amendments as set forth in the Animal Control – Amending Bylaw (2022).

DEFINITIONS

2. In this By-Law:
 - 1) “Animal Control Officer” means a special constable or by-law enforcement officer appointed pursuant to the Police Act or similar legislation and empowered by such appointment to enforce this By-law, or a police officer for the Town, and an Animal Control Officer is not an Owner of any animals seized by him as Animal Control Officer;
 - 2) "Cat" means a feline of any breed of domesticated cat or crossbreed domesticated cat;
 - 2a) "Chicken License” means a license issued by Staff authorizing the license holder to raise chickens on a specific property within the Town;
 - 2b) "Chickens” means hens and poults but does not include roosters;
 - 3) “Chief Administrative Officer” means the Chief Administrative Officer for the Town;
 - 3a) “Coop” means a fully enclosed weather-proof structure and attached outdoor enclosure used for the keeping and protection of chickens at night;
 - 4) “Council” means the Council of the Town;
 - 5) “destroy” means kill;
 - 6) “Director of Finance” means the Director of Finance for the Town;
 - 7) “Dog” means any dog, male or female, or an animal that is the result of the breeding of a dog and any other animal;
 - 8) “Dog Registration Fee” means such fee as is set out in Policy Statement G33 Animal Control Bylaw Fees, or such other fee as is set by Policy of Council, for registering a dog, such fee to be set considering the cost of maintaining and improving a registry system for Dogs and enforcing this By-law, and the Fee may:
 - a. be greater for female Dogs than for male Dogs;
 - b. be greater for unspayed or unneutered Dogs than for spayed or neutered Dogs; and
 - c. be less for initial registration of a Dog where such registration by the Owner was not required prior to September 30th of the year of registration;

- 9) "Extraordinary Expense" means any expense incurred by Staff in relation to an animal except for provision of food and shelter;
- 10) "Impounding Fees" mean such fees for the cost of impounding an animal by the Animal Control Officer, and the Fees may differ for different types of animals;
- 11) "Owner" of an animal includes any person who possesses, has the care of, has the control of, or harbours an animal and, where the person is a minor, includes a person with custody of the minor;
- 12) "Pound Fees" means such fees for the provision of food and shelter to animals harboured at the pound, and such Fees may differ for different types of animals.
- 13) "Pound Keeper" means a person appointed by Council or the Chief Administrative Officer as Pound Keeper, and a Pound Keeper is not an Owner with respect to any animals kept by him as Pound Keeper;
- 14) "Redemption Period" means that period of time which commences with the possession of an animal by the Pound Keeper and expires 72 hours later, except where the period expires when the pound is closed the period shall be extended to the expiry of the next business day;
- 15) "Registration Tag" means a tag bearing a serial number and the year in which it is issued by Staff to the Owner of a Dog upon registration of the Dog to identify the Dog, and includes a Replacement Tag issued to replace a missing tag;
- 16) "Replacement Tag Fee" means such fee as is set out in Policy Statement G33 Animal Control Bylaw Fees for providing a Replacement Tag to an Owner of a Dog when a Registration Tag is lost;
- 17) "Staff" means those persons assigned by Council or the Chief Administrative Officer to administer the provisions of this By-law, and for the purposes of this By-law shall also include individuals at locations other than the Town Hall in Kentville who are authorized by Council or the Chief Administrative Officer to register Dogs or issue Registration Tags, and shall also include the Pound Keeper;
- 18) "Town" means the Town of Kentville.

DOG REGISTRATION

3. (1) Every Owner of a Dog shall register such Dog with Staff within 10 days of becoming the Owner and annually thereafter on or before the 31st day of March in each year and shall pay a Dog Registration Fee to the Town for each Dog.
- (2) The following persons are exempt from registering a Dog and paying a Dog Registration Fee, although they may choose to do so:
 - a. a veterinarian who temporarily harbours a Dog for the sole purpose of providing it with medical care;
 - b. an Owner of a Dog that is trained to assist and assists the Owner with a disability, and such an Owner is exempt from the payment of a Dog Registration Fee for such Dog if the Owner chooses to register the Dog;

- c. an Owner of a Dog that is less than 3 months old;
- d. a person who harbours a stray Dog for less than 7 days; and
- e. an agent for the Society for the Prevention of Cruelty – Kings Branch who temporarily harbours a Dog in the care of the Society; and the onus is on such persons to prove the exemption.

REGISTRATION PROCESS

- 4. To register a Dog, the Owner shall provide to Staff the following:
 - 1) name, civic address, mailing address and telephone number of the Owner;
 - 2) name and breed of the Dog;
 - 3) description of the Dog including the breed, whether the Dog is male or female, any identifying characteristics including micro-chip implants, tattoos or special markings, and, when applicable, proof that the Dog has been spayed or neutered; and
 - 4) applicable Dog Registration Fee.The Owner may also provide any other information that may assist in identifying the Dog.
- 5. Staff shall keep a record of every Dog registered, recording the following information:
 - 1) registration date;
 - 2) registration number;
 - 3) name of Dog;
 - 4) description of the Breed of the Dog and any identifying characteristics;
 - 5) name, civic address, mailing address, and telephone number of the Owner; and
 - 6) any other information provided by the Owner that may assist in identifying the Dog;and shall issue to the Owner a Registration Tag.
- 6. Where a Registration Tag issued by Staff to an Owner of a Dog becomes lost, the Owner shall obtain a Replacement Tag from Staff upon payment of a Replacement Tag Fee.
- 7. The Owner of every Dog shall keep on the Dog a collar with the Registration Tag issued for that Dog at the time of registration or a Replacement Tag, and the Tag shall be kept securely fixed on the Dog at all times during the year.
- 8. Where an Owner has registered a Dog and subsequently ceases to be the Owner of the Dog as a result of death, sale or transfer of the Dog, the Owner shall provide to Staff within 30 days of ceasing to be the Owner of the Dog written notice of:
 - 1) the name, civic address, mailing address, and telephone number of the person to whom the Dog was sold or transferred;
 - 2) the Dog's name and description;
 - 3) the Dog's registration number; and
 - 4) the reason for ceasing to be the Owner of the Dog.

9. The Owner of a Dog shall deliver in writing to Staff a statement of the number of Dogs owned, harboured, or that are habitually kept upon the premises occupied by the Owner, within 10 days after receiving notice from Staff requiring such information to be provided.
10. No more than three Dogs may be kept on any property.
11. Any person resident within the Town who purchases a Dog from the Pound Keeper shall register the Dog, pay the appropriate fee, and obtain a Registration Tag for such Dog before taking it from the pound.

CHICKENS

- 11a. A Chicken License is not required to keep chickens in the Town, but an Owner of a Chicken is encouraged to obtain a License by submitting a Chicken License Application in such form as required by staff.
- 11b. A license is not required to keep chickens, but the Town encourages voluntary registration of backyard chickens.
- 11c. The keeping of Chickens shall be subject to the following conditions:
 - i. a maximum of 10 Chickens on a property less than 4,000 square metres in area;
 - ii. a maximum of 15 Chickens on a property between 4,000 square metres to (but not including) 6,000 square metres in area;
 - iii. a maximum of 20 Chicken on a property 6,000 square metres to (but not including) 10,000 square metres in area;
 - iv. a maximum of 25 Chickens on a property 10,000 square metres and larger in area;
- 11d. Chickens must be contained within a fence on the property, and must have access to a coop at night which is within the fenced area;
- 11e. The fenced area must
 - i. Be located in a rear yard;
 - ii. Be setback a minimum of 20 metres from any watercourses;
 - iii. Be setback a minimum of 1 metre from all property lines; and
 - iv. Satisfy any other regulations for fences in the Land Use By-law.
- 11f. The keeping of roosters is prohibited.

ENFORCEMENT AND OFFENCES

12. The Animal Control Officer shall enforce this By-Law.
13. An animal runs at large in the Town when:
 - 1) the animal is off the property owned or occupied by the animal's Owner without the animal being under the apparent restraint or control of some person;
 - 2) the animal is tethered on a tether of sufficient length to permit the animal to leave the property owned or occupied by the animal's Owner;
 - 3) the animal is on property not owned by the animal's Owner where a sign has been erected prohibiting such an animal from being on the property; or

- 4) the animal is on property not owned by the animal's Owner where a sign has been erected requiring such an animal to be under the control of some person by means of a harness or leash while on the property, and the animal is not under such control.
14. A Dog is fierce or dangerous if:
- 1) the Dog has bitten a person or domestic animal;
 - 2) the Dog, when either unmuzzled or unleashed, has approached any person in a vicious or terrorizing manner in an apparent attitude of attack at any place other than the property owned or occupied by the Dog's Owner;
 - 3) the Dog has a known propensity, tendency or disposition to attack, to cause injury to, or otherwise endanger the safety of human beings or domestic animals;
 - 4) the Dog is owned or harboured in whole or in part for the purpose of dog fighting; or
 - 5) the Dog is trained for dog fighting.
15. Evidence that one person is unreasonably disturbed by a Dog barking, howling or otherwise is prima facie evidence that the quiet of the neighbourhood is disturbed.
16. Every Owner of a Dog:
- 1) whose Dog is not registered pursuant to this By-law;
 - 2) whose Dog is not wearing a Registration Tag pursuant to this By-law;
 - 3) who fails to notify Staff of cessation of ownership of a Dog pursuant to this By-law;
 - 4) who neglects or refuses to provide a written statement required by this By-law;
 - 5) whose Dog runs at large in the Town;
 - 6) whose Dog persistently disturbs the quiet of a neighbourhood by barking, howling or otherwise, or unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood;
 - 7) who harbours, keeps, or has under care, control or direction a Dog that is fierce or dangerous; or
 - 8) who fails to remove the Dog's feces from public property or private property other than the Owner's;
- is guilty of an offence.
17. (1) It shall be a defense to a charge under subsection 21(5) of this By-law that at the time of running at large the Dog is:
- a. participating in a dog exhibition event;
 - b. participating in a search and rescue operation or law-enforcement operation;
 - c. or assisting a person with a disability, provided the dog is trained for such purpose.
- (2) It shall be a defense to a charge under subsection 21(7) of this By-law that at the time of an attack or a biting:
- a. the Dog was being tormented or abused by the person or domestic animal attacked or bitten;
 - b. the Dog was acting in defense of itself or a person;

- c. the Dog was acting as a professionally trained guard dog while lawfully engaged for law enforcement or guard duties; or
 - d. the attack or bite was inflicted upon or sustained by a person who was committing one or more of the following:
 - i. willful trespass or other tort;
 - ii. a criminal act upon premises owned or occupied by the Owner of the Dog; or
 - iii. a trespass contrary to Provincial or Federal Legislation.
- (3) It shall be a defence to a charge under subsection 21(8) of this By-law that, at the time of the failure to remove the Dog's feces, the Owner had a disability that prevented the Owner from complying with the subsection and the Dog was trained to assist a person with such a disability and the Dog was assisting the Owner with such a disability.
18. Every owner of a cat, snake, lizard, or other reptile, horse, colt, ass, mule, ox, cow, or other cattle, pig, skunk, ferret, monkey, rabbit, rodent, sheep, goat, goose, turkey, or other fowl who allows such an animal to run at large in the Town is guilty of an offence.
19. (1) Every person who keeps more than three Dogs on any property contrary to this By-law is guilty of an offence.
- (2) It shall be a defence to a charge under this section that the property on which the Dogs are kept is a veterinary hospital and the Dogs are present for the purpose of receiving medical care.
- (3) It shall be a defence to a charge under this section that the Dogs are kept more than 300 feet from neighbouring residential property boundaries.
- (4) It shall be a defence to a charge under this section that the property on which the Dogs are kept is a temporary shelter for Dogs and is approved by the Board of Directors of the Society for the Prevention of Cruelty - Kings Branch ("SPCA"), the shelter is in good standing with the SPCA, and any Dogs in excess of the three permitted Dogs are kept on the property on behalf of, and at the written request of, the SPCA, and the person shall produce written proof of such request from the SPCA upon demand of the Animal Control Officer, which request shall specifically identify the Dogs.
- 19a. Any person who violates sections 14, 15, 16 or 17 relating to the keeping of chickens and roosters, is guilty of an offence.
- 19b. It shall be a defence to a charge that the size of a flock of chickens exceeds the limit imposed in section 13 that the size is no larger than the size that existed on the date of the adoption of this Bylaw
- 19c. It shall be a defence to a charge of keeping a rooster that the Owner kept no fewer roosters at the time of the adoption of this Bylaw.
20. Staff shall apply to the Governor in Council pursuant to the Summary Proceedings Act, R.S.N.S. 1989, c.450, as amended, to have the offences under this By-law designated by the Summary Offence Ticket Regulations to permit the use of summary offence tickets for prosecuting such offences in appropriate circumstances.

IMPOUNDING

21. An Animal Control Officer may, without notice to or complaint against the Owner, impound any animal that:
- 1) runs at large in the Town;
 - 2) is not registered or not wearing a Registration Tag required by this By-Law;
 - 3) is fierce or dangerous;
 - 4) is rabid or appears to be rabid or exhibits symptoms of canine madness; or
 - 5) persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise;
- and deliver the animal to the Pound Keeper
22. The Pound Keeper shall:
- 1) provide adequate facilities for the keeping of such animals as may be seized by the Animal Control Officer;
 - 2) collect Impounding Fees, Pound Fees and any other charges as provided in this By-Law and forward such funds to the Director of Finance; and
 - 3) be responsible for the operation of the pound, including providing adequate food and water to impounded animals, maintaining the pound in a reasonable state of cleanliness, and keeping the pound premises neat and tidy in appearance.
23. (1) An animal must be redeemed by its Owner within the Redemption Period or the animal may be sold or destroyed by the Pound Keeper.
- (2) If an impounded Dog has a Registration Tag fixed to it, the Pound Keeper shall attempt to contact the registered Owner using the records associated with the Registration Tag. If an impounded animal other than a Dog has the name and telephone number of its Owner attached to it, the Pound Keeper shall attempt to contact the Owner. The onus is on the Owner, however, to ascertain within the Redemption Period whether the animal has been impounded, and neither the Pound Keeper nor the Town shall incur liability in the event of failure to contact the Owner.
24. No Dog may be redeemed by its Owner or sold by the Pound Keeper if the Dog:
- 1) is fierce or dangerous;
 - 2) is rabid or appears to be rabid; or
 - 3) exhibits symptoms of canine madness;
- and the Dog shall be destroyed by the Pound Keeper.
25. (1) An animal cannot be redeemed by its Owner until proof of ownership of the animal is provided to the Pound Keeper by the Owner, Impounding Fees, Pound Fees, and any Extraordinary Expense are paid by the Owner

to the Pound Keeper, and, where applicable, the Dog is registered and a Registration Tag is fixed to the Dog.

- (2) Notwithstanding subsection (1), a Cat cannot be redeemed by its Owner if the Cat was impounded for running at large for the third time within a period of 24 months, and the Pound Keeper shall dispose of the Cat as if the Redemption Period had expired.
 - (3) Notwithstanding subsection (1), a Cat cannot be redeemed by its Owner if the Owner has been convicted of three offences pursuant to section 18 within a period of 24 months and the Pound Keeper shall dispose of the Cat as if the Redemption Period had expired.
 - (4) Notwithstanding subsection (1), a Dog cannot be redeemed by its Owner if the Dog was impounded for:
 - a. running at large; or
 - b. persistently disturbing the quiet of the neighbourhood by barking, howling or otherwise, or unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood; for the third time within a period of 24 months, and the Pound Keeper shall dispose of the Dog as if the Redemption Period had expired.
 - (5) Notwithstanding subsection (1), a Dog cannot be redeemed by its Owner if the Owner has been convicted of three offences pursuant to subsections 16(5), 16(6), 16(7), or subsection 21(1) of this By-law, or any combination thereof, within a period of 24 months, and the Pound Keeper shall dispose of the Dog as if the Redemption Period had expired.
- 26.(1) Upon the expiry of the Redemption Period for an animal, the Pound Keeper may sell any animal eligible to be sold for the best price reasonably obtainable.
- (2) If an animal cannot be sold by the Pound Keeper within a reasonable period of time, the Pound Keeper shall destroy the animal.
27. An Animal Control Officer may without notice to or complaint against the Owner, kill on sight any animal that:
- (1) is fierce or dangerous or appears to be fierce or dangerous;
 - (2) is rabid or appears to be rabid;
 - (3) exhibits symptoms of canine madness;
 - (4) is running at large and eludes capture by the Officer; or
 - (5) is running at large and which the Officer believes to pose a danger to a person or a domestic animal or to property of persons other than the Owner.

PENALTIES AND ANIMAL OWNER LIABILITY

- 28.(1) Any person who contravenes section 14, 15, 16, 17, 22, 24 or 25 of this By-law is punishable on summary conviction by a fine of not less than \$150.00 and not more than \$10,000.00, plus any Impounding Fees, Pound Fees, and Extraordinary Expense associated with the conduct that gives rise to the offence, and in default of payment to imprisonment for a period not exceeding one year.

- (2) Any person who contravenes subsection 21(7) of this By-law is punishable on summary conviction by a fine of not less than \$350.00 and not more than \$10,000.00, plus any Impounding Fees, Pound Fees, and Extraordinary Expense associated with the conduct that gives rise to the offence, and in default of payment to imprisonment for a period not exceeding one year.
29. Any person who contravenes section 22 (2) of this By-law and who is given notice of the contravention may pay to the Town, at the place specified in the notice, the sum described in Policy Statement G33 Animal Control Bylaw Fees, plus any Impounding Fees, Pound Fees, and Extraordinary Expense as stated in the notice, within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.
30. Any Owner of an animal that is impounded is liable for any Impounding Fees, Pound Fees, and Extraordinary Expense despite the failure of the Owner to redeem the animal and regardless of whether the owner is convicted of an offence pursuant to this By-law.

EFFECTIVE

31. This By-law is effective upon publication.

**Clerk's Annotation For Official By-Law Book
Bylaw**

| | |
|---|---|
| Date of first reading: | November 9, 2005 |
| Date of advertisement of Notice of Intent to Consider: | November 22, 2005 November 25, 2005 November 29, 2005 December 2, 2005 December 6, 2005 December 9, 2005 |
| Date of second reading: | December 13, 2005 |
| *Date of advertisement of Passage of By-Law: | January 3, 6, 2006 |
| Date of mailing to Minister a certified copy of By-Law: | June 6, 2006 |

Amending Bylaw

- 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 Animal Control – Amending Bylaw – Chapter 70 was adopted by Council and published as indicated above.

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



TOWN OF KENTVILLE BY-LAW
CHAPTER 70
ANIMAL CONTROL – AMENDING BYLAW

1. This by-law may be cited as the Animal Control – Amending By-Law regarding the keeping of chickens.

AMENDMENTS

2. The Animal Control Bylaw is amended as follows:
 - 2.1 Addition of definition 2a) “Chicken License” means a license issued by Staff authorizing the license holder to raise chickens on a specific property within the Town;
 - 2.2 Addition of definition 2b) “Chickens” means hens and poults but does not include roosters;
 - 2.3 Addition of definition 3a) “Coop” means a fully enclosed weather-proof structure and attached outdoor enclosure used for the keeping and protection of chickens at night;
 - 2.4 In definition 8), replace “Schedule “B” attached to and forming a part of this By-law” with “Policy Statement G33 Animal Control Bylaw Fees”;
 - 2.5 In definition 10), delete “as are set out in Schedule “B””;
 - 2.6 In definition 12), delete “as are set out in Schedule “B””;
 - 2.7 In definition 16), replace “Schedule “B”” with “Policy Statement G33 Animal Control Bylaw Fees”.
 - 2.8 After section 11, addition of the heading “Chickens”.
 - 2.9 Addition of 11a. “A Chicken License is not required to keep chickens in the Town, but an Owner of a Chicken is encouraged to obtain a License by submitting a Chicken License Application in such form as required by staff”;
 - 2.10 Addition of 11b. “A license is not required to keep chickens, but the Town encourages voluntary registration of backyard chickens.”
 - 2.11 Addition of 11c. “The keeping of Chickens shall be subject to the following conditions:
 - i. a maximum of 10 Chickens on a property less than 4,000 square metres in area;
 - ii. a maximum of 15 Chickens on a property between 4,000 square metres to (but not including) 6,000 square metres in area;

- iii. a maximum of 20 Chickens on a property 6,000 square metres to (but not including) 10,000 square metres in area;
 - iv. a maximum of 25 Chickens on a property 10,000 square metres and larger in area.
- 2.12 Addition of 11d. “Chickens must be contained within a fence on the property, and must have access to a coop at night which is within the fenced area;
- 2.13 Addition of 11e. “The fenced area must
- i. Be located in a rear yard;
 - ii. Be setback a minimum of 20 metres from any watercourses;
 - iii. Be setback a minimum of 1 metre from all property lines; and
 - iv. Satisfy any other regulations for fences in the Land Use By-law.”
- 2.14 Addition of 11f. “The keeping of roosters is prohibited.”;
- 2.15 In section 17.(1), replace “16(5)” with “21(5)”;
- 2.16 In section 17.(2), replace “16(7)” with “21(7)”;
- 2.17 In section 17.(3), replace “16(8)” with “21(8)”;
- 2.18 After section 19, addition of 19a. “Any person who violates sections 14, 15, 16 or 17 relating to the keeping of chickens and roosters, is guilty of an offence.”;
- 2.19 Addition of 19b. “It shall be a defence to a charge that the size of a flock of chickens exceeds the limit imposed in section 13 that the size is no larger than the size that existed on the date of the adoption of this Bylaw”;
- 2.20 Addition of 19c. “It shall be a defence to a charge of keeping a rooster that the Owner kept no fewer roosters at the time of the adoption of this Bylaw.”;
- 2.21 In section 28(1), the numbers should read “Any person who contravened sections 14, 15, 16, 17, 22, 24 or 25...”;
- 2.22 In section 28(2), the number should read “Any person who contravenes subsection 21(7) ...”;
- 2.23 In section 29, the number should read “Any person who contravenes section 22(2) ...”;

**Clerk’s Annotation For Official By-Law Book
Bylaw**

| | |
|--|-------------------|
| Date of first reading: | November 9, 2005 |
| Date of advertisement of Notice of Intent to Consider: | November 22, 2005 |
| | November 25, 2005 |
| | November 29, 2005 |
| | December 2, 2005 |
| | December 6, 2005 |
| | December 9, 2005 |
| Date of second reading: | December 13, 2005 |

Town of Kentville, By Law Chapter 70: Animal Control – Amending Bylaw

*Date of advertisement of Passage of By-Law: January 3, 6, 2006
Date of mailing to Minister a certified copy of By-Law: June 6, 2006

Amending Bylaw

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 Animal Control – Amending Bylaw – Chapter 70 was adopted by
Council and published as indicated above.

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

Getting Started: Chicken Care Info Sheet

Disclaimer: Halifax Regional Municipality provides this information for convenience only. The municipality does not intend or believe that this information is exhaustive, and gives no warranties as to the suitability, quality or accuracy of this information. Consult with experts prior to purchasing or keeping egg laying fowl.

Building a Coop

- Coops need to be built to provide shelter from the wind, rain, cold, heat, snow, and predators. It is your chickens “house” and they will nest, lay eggs, feed, and drink water there. Make sure it is well built with strong, quality materials and is always clean and dry.
- Plastic enclosures, such as a rabbit hutch or plastic sheds, are not appropriate for chickens.
- The floor must be constructed to keep out predators, be easy to clean, and maintain a consistent environment. A dirt floor is not suitable as it permits predators to gain access to the coop. A wood floor a minimum of 30 centimeters (1 foot) off the ground is suitable but must be protected from moisture. A concrete floor is ideal.
- Walls should be moisture resistant, but non-toxic. Anti-fungal agents can reduce the chance of mold. Paint or varnish should be applied prior to assembly. Ensure there are no drafts.
- The roof should be waterproof and not be made of a material that will not collect and hold heat. The eaves should allow for sufficient ventilation while keeping the openings small to prevent water and predators from entering.
- The main door should be wide enough to let the birds pass but does not need to be larger than that. It must be able to be secured at night to keep predators out. Do not place the door more than 2 feet off the ground or the chickens will have difficulty accessing it. Ideally, they will be able to easily walk in and out of the coop with no need to jump or attempt to fly. Provide another door for human access to the eggs. This can usually be located directly above the nest boxes intended for egg laying/nesting for quick and easy access.
- Windows will provide a better environment for the chickens, as well as providing opportunities for ventilation, especially in hot weather. Consider windows with a sliding or swinging outer cover that can be easily removed or locked securely when needed. Place wire mesh over the opening.
- Chickens require somewhere to roost. Lumber or branches can be used, about 5-10 centimetres in diameter. They should be about 2 feet off the floor, and enough space for all the birds should be provided to avoid competitions for space. Ensure they are securely fastened and capable of holding the weight of chickens expected to be on each roost.

- Chickens do well in cold conditions if the coop is well sealed from wind and water intrusion. Under normal winter conditions in HRM, a single 100w light bulb turned on in the coop will provide sufficient heat to keep the chickens warm in the winter, along with passive solar heating. If it becomes exceptionally cold, consider a small heating lamp. Use caution as many materials within the coop are flammable, and the chickens do not need much heat. In contrast, during hot summer days ensure the coop has enough ventilation. If it is exceptionally hot with little or no breeze, provide a small fan to circulate air through the coop.
- Feeders can be incorporated as part of the construction, but many affordable sturdy plastic feeders are available that be easily moved and filled when needed. Ensure the material can be easily cleaned. The feeder should always be capable of keeping the feed dry. They should provide enough space for the birds to eat together, to avoid competition in the flock.
- Waterers should also be made of a non-toxic, non-corrosive, easy-to-clean material. The waterer needs to be positioned away from the feeder to avoid contamination. It should be capable of holding enough water for a full 24-hour period and be cleaned regularly.
- Nest boxes must be provided for every 2-3 hens. They prefer wooden boxes placed as close to the ground as possible. Provide about 8-10 centimetres of straw or grass. The chickens prefer the space to be dark, private and covered on the top for privacy.

Building a Run

- The purpose of a run is to allow the chickens to enjoy space to run, dust bathe, forage, and play. It is to prevent the bird's escape, and prevent predators from getting in.
- The surface of the run can simply be soil, but it must be capable of being raked out to remove droppings. In an urban area, consider leaves, wood chips, or sod as ground cover.
- Fencing must be strong. Chain link or woven fencing is ideal. Small, strong wire mesh should be placed at the bottom and anchored underground to deter tunneling under the fence by predators. Keeping fences adequate will require ongoing maintenance and regular inspection.
- The pen must be covered to prevent hens from escaping, and to keep predators out.
- Provide a windbreak, such as a short wall, to allow the hens some protection from wind while remaining outside.
- Shade should be made available with landscaping or by covering small sections of the walls or roof.
- Ensure the chickens can have a dust bath. Dust baths are an important part of disease prevention as they allow the chickens to remove insects and parasites; chickens also enjoy the bath and it is an important component of their overall

welfare. They will usually dig their own, but if dirt is not available in the run, one must be provided. Provide a kiddie pool or other similar container filled with loose soil. In the winter, provide a large bucket inside the coop filled with play sand as an alternative.

- Add furnishings to the run such as platforms, small trees, branches, and other places for the chickens to interact with, play on and hide within. You could even provide plants which are edible to chickens. Chickens with uninteresting and unfurnished pens may have behavioral issues.

Cleaning, Regular Maintenance and Manure Disposal

- Regular cleaning is vital to reduce the chances of disease spread, to minimize odour and for animal welfare.
- Manure and wet bedding should be removed from the coop daily. Manure and bedding can be bagged in garbage bags and placed curbside for collection. Do not put manure or bedding in the green bin.
- A thorough cleaning of the coop should occur at least once a year. This would include a complete removal of all bedding, straw and other materials inside the coop, and a disinfection of the walls, floors, roosts, and nests.
- Hay, straw, or grass used in the coop or run should be dry, and no older than a year at the time it is being placed. Ensure it is free of insects, mold, and contaminants.
- Clean waterers and feeders at least once a week with hot, soapy water.
- Rake out the bottom of the run at least once monthly and completely replace bedding.
- Keeping the coop and run clean and dry helps to prevent disease.

Feed and Water

- Food and water are required at all times of the day and night. Change water at least daily and ensure it is clean, and food is kept dry. Replace food when it gets damp or wet. Chickens drink about two cups of water per day.
- When it is cold outside you will have to periodically go outside to ensure the water is not frozen. Bringing out warm (not hot) water can extend the time in between these checks, and can help keep the chickens warm in cold weather.
- Onion, avocados and chocolate are toxic to chickens.
- Store food in rodent proof containers in a cool, dry place that is inaccessible to animals.

Disposal of droppings, bedding, and deceased birds

- Droppings, wet bedding, and dirty straw should be placed in the garbage. Do not place droppings or bedding in the green bin. Do not use your chicken's manure in composting or other agricultural practices. The risk of disease is too high.
- If birds die, they must be disposed of by a licensed veterinarian or at a pet crematory. Birds cannot be placed in the garbage, green bin or blue bags. They are non-collectable waste. Do not bury birds as they will attract predators.

Staying Safe

- To avoid germs such as *salmonella* it is vital to practice some basic disease mitigation habits.
- Always wash your hands immediately after handling live poultry, their eggs, or being within their living area.
- Supervise children around chickens.
- Do not hug, snuggle, or kiss chickens.
- Do not touch your mouth, eyes or face around chickens.
- Do not eat or drink around chickens.
- Do not bring chickens inside your home or any building aside from the structure (coop) where they live and to the vet.
- Follow proper cleaning practices for coops and runs.
- Clean tools and equipment used in an around chicken living areas.
- Set aside a pair of shoes to wear for coop cleaning and maintenance that are separate from your other shoes. Do not bring these shoes inside the house.
- Wash your hands frequently.
- Wash eggs thoroughly with soap and warm water before consuming.
- DO NOT slaughter or attempt to prepare chicken meat on your own. Consult a licensed abattoir.

Basic Chicken Care

GENERAL INFORMATION

Lifespan

- Chickens can live as long as a dog or cat--- up to 14 years or longer.
- Egg laying for a hen generally starts at 6 months old, peaks at 18 months and declines with age.

Cost

- Start Up costs for coop, maintenance, tools, cleaning, equipment, heating / cooling appliances, dishes, nets, food storage, scale, fencing, security locks, lighting,
- Supplies per bird for food, bedding, nutritional supplements, cleaning supplies
- Vet care if your hen becomes ill. Consider exam fee, possible diagnostics, medications costs and other costs related to illness or injury.

Time

- 1 hour per day minimum for cleaning, parasite control, grooming, physical exam, travel time to purchase supplies, construction, repair, medication, feeding, supervise free time out of pen.
- Hens should be cared for twice daily. During the am to ensure food, water, and cleaning for the day and again in the evening to ensure adequate supplies for the evening and that all birds are securely confined overnight.
- Think ahead for vacations and weekends away. Do you have someone is able to care for your birds while you are away and knows about your flock and chicken health in case something goes wrong?

Location

- Coop and pen should be located in an area that provides shade, direct sunlight, good drainage and protection from prevailing winds and will not present a problem to neighbors.

Uninvited guests

- Chickens will attract bird mites and lice, mice, yard birds, squirrels, raccoons, dogs, coyotes, rats, and humans. You must ensure that your flock is safe both from predators and pests.

Companionship

- A single chicken is a sad chicken. Plan to have at least 2--- they are flock animals and need the companionship of other chickens. Generally, 3---4 compatible chickens can be well maintained in a typical city environment. Individual bird's age and temperament can affect compatibility. Over crowding chickens is the most common mistake. Sometimes single birds can thrive with a human friend if they have special needs.

Handling and Restraint

- Never handle a chicken by wings, feet or legs. Herd bird to corner using slow deliberate movement. Fast= predator, slow = less threat. Place hands over top part of wings

(shoulders) and hold securely but do not squeeze. Pick up and hold under arm to keep wings in place. Support feet with other hand if bird will tolerate. To restrain for transport or examination, drape a towel over shoulders cape style and wrap around body.

Transportation

- Consider travel time and avoid extreme weather conditions when bringing home new hens. Heat exhaustion can develop quickly; interior car temps can reach a fatal point in 10 minutes. Medium sized hard pet carriers work well for security, safety and stress. Line with a towel, shredded paper or straw. Food is a good stress reducer. Offer wet food like greens or cucumber for long trips.

Bringing Hen Home

- If other birds are already present a 2 week quarantine in a separate area is recommended to watch for signs of illness and parasites. Avoid noisy, high traffic areas and allow the bird to acclimate before introducing to other birds, animals and family.
- The majority of their waking hours are spent active, grazing, foraging for food - plants, bugs and occasionally small rodents.
- The hens spend their days scratching for food, dust bathing, preening, playing and napping. Hens begin to lay eggs at about 6 months of age. Domesticated hens have been bred to lay one egg a day but by 18 month of age, egg laying frequency generally diminishes and many adult or senior hens stop laying altogether.
- Chickens are sociable, cheerful and intelligent creatures that can form lifelong bonds with each other and other species. Because of their keen intelligence and instinctive physical activity, they need a stimulating environment that mimics as much as possible the rich and diverse world nature designed them to enjoy.

COOP

Placement

- The coop needs to be a closed structure which provides shelter from cold, heat, wind, rain, snow and predators for protected roosting, nesting, feeding and watering space.

Construction & Materials

- Coops can be purchased ready made or in kits, constructed within an existing structure or built from scratch.
- NOTE: rabbit hutches, plastic igloos, dog houses and such are not appropriate structures.

Floor

- The floor should not collect and hold moisture, be easy to clean, retain heat in cold weather and exclude rodents/predators. A dirt floor draws heat away and is not easy to clean or rodents/predators proof. A wood floor is adequate provided it is at least a foot off the ground, insulated and sealed properly but is difficult to sanitize because it is porous. A concrete floor is ideal since it discourages rodents/predators and is easy to sanitize. Regardless of the floor type, bedding strewn on the surface is needed to absorb moist fecal matter and facilitate cleaning. Leaves or wood shavings work best and can be composted or easily bagged and disposed of as solid waste.

Walls

- Materials that are resistant to moisture and mold and easily cleaned are best. Chemically treated materials should be nontoxic. A good compound with anti fungal agents is good for humid areas. Clear varnish is also good. Everything should be treated or painted before it is assembled. Wooden structures should be draft free.

Roof

- The coop roof should be made of a material that will not collect and hold heat. The roof surface should be covered with an insulating tar paper to protect from heavy rains. The roof should be slightly inclined, to allow water to run off and if it overhangs it will protect from downpours. A few small openings along the eaves allow moisture to escape and provide fresh air.

Doors

- Doors for chickens should be just large enough for the largest bird and can be positioned anywhere from ground level to about 2 feet high with a stable ramp with cleats. Chickens are ground dwellers, not parrots---small doors at heights greater than 3 feet with flimsy, unstable ladders are not appropriate. Doors must be able to be secured against predators at night.
- Do not forget to provide easy human access to the coop so you can collect eggs and clean the entire coop.

Windows

- You may consider windows as chickens love windows and need natural light. Cover with 1/2" metal screen so they can be opened for ventilation in hot weather.

Roosts

- Lumber or branches can be used. They should be strong enough and mounted securely enough to hold all birds. The surface should be rough for good grip with no splinters or sharp edges. For medium sized birds, 2" or 4" flat or 1 1/2" diameter is best for foot comfort. The longer roost the better to prevent competition. They should be set 18" from wall, 2 ---3 feet off the floor. If mounted higher, rung steps are needed spaced 8--12 inches apart. The addition of a dropping board underneath and elevated roost will collect droppings and keep floor space below clean and inhabitable.

Climate

- If you provide heat for your hens you may consider only providing a heat lamp. If hens are kept dry and the coop does not have drafts your birds will not need much heat. Use caution when considering what to put in your coop as heaters and lamps can cause fire hazards. Your coop can have a lot of dust and combustible materials, from feathers, to feed, to straw. Your best protection is to build a coop and outdoor enclosure to keep your birds dry and free from drafts.
- On hot summer days you will need to think about keeping you coop and birds cool. You can do this by building your coop in a shaded area and keeping the surrounding area cool on hot days. You can do this by spraying down the coop, not the birds. You may consider providing a fan on very hot days if there is little or no air movement.
- Chickens can tolerate quite a bit of cold weather. You will need to ensure that their drinking water does not freeze and that their coop is not drafty or damp.

Ventilation

- Doors, windows and vents near the ceiling supply oxygen, remove heat from breathing, remove moisture from breath and droppings, harmful gasses and dust particles, and dilute disease causing airborne organisms.

Light

- Natural light from windows and/or skylights should be provided. The minimum light intensity you should provide should be enough to clearly see the hens feed when standing over the feeder.

Feeders

- Food receptacles should be made of non---corrosive material that is easily cleaned minimizes spillage, prevents contamination with droppings and keeps food dry. The containers should be large enough for all the birds to comfortably eat at once or numerous enough to prevent competition or intimidation.

Waterers

- Water receptacles should be made of non---corrosive material that can be cleaned and disinfected with a solution of chlorine bleach, prevent contamination with droppings and is spill and leak proof. The containers should be large enough for all the birds to comfortably drink at once and hold enough water for all birds for an entire day. They should be slightly positioned higher than the feeder or far enough away to prevent contamination with food.

Nest boxes

- One nest box for every 2 -3 hens. Chickens prefer wooden nest boxes with covered opening for privacy placed on or as low to the floor as possible. If set higher they require a perch in front of the opening. They should be filled with 2 -4 inches of straw, litter or grass.

PEN

General

- The fenced area surrounding the coop that provides secure access to exercise, sunlight, earth and vegetation and is freely available to the birds when they are unsupervised during the day. It is constructed to prevent the bird's escape and prevents entry by intruders/predators.
- If the coop is elevated 2 feet so the chickens can use the space underneath, the coop and pen should not occupy the exact same footprint. Do not forget to provide adequate opening and space for a person to be able to clean the entire outdoor pen area and to be able to catch hens if needed.

Pen Floor

- Choose a well drained area. Material for the floor should be clean, non-toxic, biodegradable, readily available, inexpensive and replaceable. Since it will become compacted from little feet and contaminated by concentrated droppings and parasites, it will need to be raked out and replaced frequently to reduce odor and fly activity. Play sand, leaves, municipal wood chips, sod and hard wearing ground cover work well.

Fencing

- The type of fencing depends on what the most likely predators are in your area. Dogs, rats, raccoons, and coyotes are the most prevalent in city neighborhoods. It's best to build the strongest deterrents possible. Chain link panels or welded or woven fencing on a sturdy frame reinforced at the bottom with small mesh metal wire that prevents predators from tunneling under the fence will discourage most intruders. Regular inspection is key to security.

Cover

- The outdoor pen should be covered to keep hens in and predators out. Covering the pen with a roof such as corrugated fiberglass can provide shade and rain shelter.

Windbreak

- Providing a wind and rain/snow break will give the birds a protected area to be outdoors even in winter.

Shade

- Shade must be available and can be provided by vegetation or strategically placed materials.

Dust bath

- Taking a dust bath is the closest thing to heaven for a chicken. They bathe in the sun and in loose dry soil depressions in the dirt which cleans their feathers and rids them of parasites. Birds will usually dig their own hole for dust baths. If they are unable to dig their own dirt bath area you will need to provide one. Keep the soil in the dust bath loose and add play sand if it is a heavy clay soil. Adding a little poultry dust, diatomaceous earth or wood ash increases the effectiveness of parasite control. Large heavy rubber feed buckets filled with play sand are a welcome addition to the indoor coop in the winter.

Enrichment furnishings

- Lots of large branches, stumps or platforms provide places to go and things to do and look natural and attractive in the pen. You can include bushes, boxes or other objects to sit in or hide behind. You can plant kale or other safe, edible vegetation around the outside of the pen for forage. Overcrowding, boredom and barren pens are the most common cause of behavior problems.

Nontoxic plants

- Chickens are inquisitive and voracious eaters of vegetation and many ornamental garden plants can be toxic to them. Learn which of your plants might be harmful and be sure your hens cannot reach them through the fencing.

PROVIDING GOOD CARE FOOD/WATER

General

- Fresh food and water are required daily and should be available at all times of day and night. Hay, grain and prepared feed should be fresh, less than one year old and free of mold, insects or other contaminants.
- Caution toxic: onion, avocados, chocolate, among other items
- Supplements: oyster shell or limestone
- For calcium, granite grit for digestion, mineral salt or ground salt licks. Chickens drink 1 - 2 cups of water a day. Feed should be stored in rodent proof containers in a cool dry area inaccessible to animals. Food that is uneaten or spilled should be removed from animal enclosures daily.

Social Needs

- Temperament and social structures of animals should be taken into account, and separate areas provided for incompatible birds.

Vet Care

- Locate a veterinary clinic nearby that will see chickens before one is needed. Preferably one that specializes in avian care. Chickens are welcome in increasing numbers of city clinics.

SANITATION

- Manure and wet bedding should be removed from coop and animal feeding and lounging areas daily. Thorough, complete cleaning of walls and perches, removal of all bedding and disinfecting of coop and furnishings should be done at least once a year. If your birds have been diagnosed with an illness you will want to clean your entire coop and outdoor area before getting any new hens. Keeping shelter areas clean and dry will help prevent bacteria, fungi, insects, rodents, etc. Rodent levels will be minimized by keeping all feed in rodent proof containers and removing spilled or uneaten food promptly. Litter can be double bagged and disposed of as solid waste or composted but must be done in an area where chickens will not scratch for at least a year. Housing animals in spacious, clean and relatively dust free environments will keep them healthy and will minimize human exposure to infectious disease.

Additional Information

The Halifax Regional Municipality provides this resource list impartially, for convenience only. The municipality does not intend or believe that this resource list is exhaustive, and the municipality does not have any knowledge and makes no representations and give no warranties as to the suitability, quality or accuracy of any information, products or services in any way published or publicized directly or indirectly through the sites listed here.

Backyard Chickens <http://www.backyardchickens.com/>

Backyard Poultry Magazine <http://www.backyardpoultrymag.com/>

Poultry One Backyard Chickens Site <http://poultryone.com/raisingchickens.php>

The Poultry Site <http://www.thepoultrysite.com/>

[Monthly Chicken Coop Cleaning \(Video\)](#)

[Building a chicken coop with a run \(Video\)](#)

[Easy Cleaning Chicken Coop with plans \(Video\)](#) (video with a link to coop building plans)

[Chicken Coop Build Part 1 \(Video\)](#) (large coop for 6+ chickens)

[Small Backyard Chicken Coop Tour \(Video\)](#) (for 3-4 chickens)

Healthy Families and Flocks (CDC) <https://www.cdc.gov/healthypets/resources/backyard-flock.pdf>

The CDC: Backyard Poultry <https://www.cdc.gov/healthypets/pets/farm-animals/backyard-poultry.html>

The “Five Freedoms”: Humane Treatment for Chickens

DISCLAIMER: The following information is not intended to be exhaustive; inclusion as a resource in no way is intended to represent an endorsement by the Halifax Regional Municipality or a warranty as to the accuracy of the information on this page. The Province of Nova Scotia is responsible for Animal Welfare in Nova Scotia.

Humane Canada [says](#) that “*The Five Freedoms*” were developed in 1965 by the United Kingdom’s “Farm Animal Welfare Council”. The concept states that an animal’s basic needs can be met so long as the five freedoms are provided. They are:

1. Freedom from Hunger and Thirst by ready access to fresh water and a diet to maintain full health and vigour.
2. Freedom from Discomfort by providing an appropriate environment, including shelter and a comfortable resting area.
3. Freedom from Pain, Injury or Disease by prevention or rapid diagnosis and treatment.
4. Freedom to Express Normal Behaviour by providing sufficient space, proper facilities and company of the animal’s own kind.
5. Freedom from Fear and Distress by ensuring conditions and treatment which avoid mental suffering.

If you suspect chickens are being treated inhumanely contact the Nova Scotia SPCA. The SPCA enforces the Animal Protection Act of Nova Scotia. Do not contact the municipality with animal welfare concerns.

Nova Scotia SPCA
PO Box 38073 Stn Burnside
Dartmouth, NS
B3B 1X2

To report animal cruelty call 1-888-703-7722 or 211

or email animals@spcans.ca



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Property Assessed Community Energy (PACE) Amending Bylaw

At the October 11, 2022 meeting of Council Advisory Committee, CAO Dan Troke presented the PACE amending bylaw which addresses several administrative and financial issues.

Council Advisory Committee recommends

That Council give First Reading to the Property Assessed Community Energy (PACE) Amending Bylaw.

October 24, 2022

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



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

902-679-2501
dtroke@kentville.ca

October 11, 2022

RE: Property Assessed Community Energy (PACE)
Program

At the June 27, 2022 meeting of Council, a motion was made to approve a joint application to the Federation of Canadian Municipalities 'Community Efficiency Financing Program for Feasibility' with the Municipality of West Hants. Since that time, staff from West Hants and from PACE Atlantic have been working on the application.

The Town's existing PACE bylaw was created in July 2016 to facilitate this kind of program. During the recent application process, PACE Atlantic identified some area of the bylaw which need to be amended to reflect best practices. Suggested changes to the bylaw are attached in the Amending Bylaw, with the complete proposed bylaw available for review in the Consolidated Bylaw.

Staff recommend that Council consider giving this bylaw First Reading at the October 24, 2022 meeting of Council.

Dan Troke
Chief Administrative Officer
Town of Kentville



TOWN OF KENTVILLE BY-LAW
CHAPTER 97
PROPERTY ASSESSED CLEAN ENERGY AMENDING PROGRAM

AUTHORITY

1. Section 65 (aca) of the Municipal Government Act provides municipalities with the power to make bylaws providing for financing and installing energy-efficiency equipment on private property with the consent of the owner.

Title

2. This by-law may be cited as the Property Assessed Clean Energy Program Amending By-Law, and may be referred to as the PACE Amending By-law.

AMENDMENTS

3. The PACE Bylaw is amended as follows:
 - (1) In section 3.aa Addition of ""Certificate of Completion" means a form issued by the Program Administrator, completed and signed by the Contractor and counter-signed by the property owner, stating that the Greening Building Upgrade has been completed on the property.";
 - (2) In section 3.c "Clean Energy Upgrade" is replaced with "Installation";
 - (3) In section 3.c.i "and reduced water consumption" is added after "renewable energy,";
 - (4) Deletion of 3.c.iv "achieves an overall savings to debt ratio for the owner equal to or greater than the ratio specified in the PACE Customer Agreement, as estimated by a qualified energy assessment generated through the PACE Program.";
 - (5) In section 3. Addition of the following definition 3.ca " "Owner" means a registered owner of a read property in accordance with the records on file at the Province of Nova Scotia's land registry office";
 - (6) In section 3.b Replace "PACE Customer Agreement" with "Participation Agreement";
 - (7) In section 3.f, addition of "Installation" before "Upgrade";
 - (8) In section 3. Addition of 3.fa " "Program Administrator" means the Property Assess Clean Energy Property Customer Agreement between the owner of a Qualifying Property and the Town for a Clean Energy Upgrade";
 - (9) In section 3.g, "Qualifying Property" deletion of "an owner-occupied single unit residential" and replaced with "a"; deletion of "any

- building type restrictions contained in the PACE Program” and replaced with “approval by the Chief Administrative Officer”;
- (10) Under Application and Approval, insertion of 4a. “Council will annually, through the municipal budgeting process, establish the amount of funds that are available for the PACE Program”;
- (11) In section 4. Replace “may apply for a Clean Energy Upgrade to the Qualifying Property” with “may apply to the Town to finance an Installation to a maximum value subject to the dollar value limit established in the PACE Program policy and the available budget funds.”
- (12) Replace 5. “A Clean Energy Upgrade shall be subject to the execution of a PACE Customer Agreement by the CAO (on behalf of the Town) and owner of the Qualifying Property” with “Financing of an Installation shall be subject to obtaining the written approval of the Chief Administrative Officer, or designate, on behalf of the Town, and the execution of the Participation Agreement by the Owner of the Qualifying Property.”
- (13) Insertion of 5a “The following conditions must be met in order for the Chief Administrative Officer, or designate, to grant approval:
- a. The Owner of the Qualifying Property must not be in arrears in any property taxes, water and sewer charges or other Town fees and charges.
 - b. The Installation must strive to achieve an overall savings-to-debt ratio for the Owner of the Qualifying Property equal to or greater than 1:1, as specified in the Participation Agreement.”
- (14) In section 6. Replace “installation of the Clean Energy Upgrade” with “Installation”.
- (15) In section 7.c Replace “where the Charge is paid by installments, an administrative charge of 4% of the outstanding balance of the Charge.” with “interest accrued on the Charge including any additional interest arising due to any default of payment.”;
- (16) Delete section 8. “Interest shall accrue on the PACE Charge at the same rate applied by the Town for unpaid taxes.”;
- (17) In section 9. Replace “10 years” with “15 years”;
- (18) In section 11. Add “and Program Administrator” after the word “Treasurer”;
- (19) Under the heading Lien, delete sections 12. and 13.
- (20) Add the following sections under the heading Lien:
- “12a. On completion of the Installation pursuant to a Participation Agreement, the Charge shall be levied against the Qualifying Property.”;
 - “13a. The Charge imposed pursuant to this Bylaw constitutes a lien on the Qualifying Property in accordance with the Municipal Government Act and may be collected in the same manner as other Town charges and levies.”;
 - “13ab. The lien shall become effective when the Certificate of Completion has been issued by the Program Administrator.”;

“13abc. The lien shall remain in effect until the total Charge, plus interest, has been paid in full.”

(21) Delete the heading “Interest”. Add a heading called “Municipal Liability”;

(22) Delete 14.

(23) Add under the “Municipal Liability” section, 15 “The town is not responsible for the quality of the equipment or of the work carried out by the Contractor, or for guaranteeing any energy savings, water savings or renewable energy production, and as a result, the Town shall not be liable for any damage, direct or consequential, loss or liability or injury caused by the supply of equipment, its installation, or use by the owner.”

CLERK’S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Bylaw

Date of first reading: May 30, 2016

Date of advertisement of Notice of Intent to Consider: June 1, 2016

Date of second reading: June 27, 2016

*Date of advertisement of Passage of By-Law: July 4, 2016

Date of mailing to Minister a certified copy of By-Law: July 4, 2016

Amending Bylaw

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 PACE Amendment Bylaw – Chapter 97 was adopted by Council and published as indicated above.

*EFFECTIVE DATE OF THE BY-LAW UNLESS OTHERWISE SPECIFIED IN THE BY-LAW



TOWN OF KENTVILLE BY-LAW
CHAPTER 97
PROPERTY ASSESSED CLEAN ENERGY PROGRAM
CONSOLIDATED BYLAW

AUTHORITY

1. Section 65 (aca) of the Municipal Government Act provides municipalities with the power to make bylaws providing for financing and installing energy-efficiency equipment on private property with the consent of the owner.

Title

2. This by-law may be cited as the Property Assessed Clean Energy Program By-Law, and may be referred to as the Consolidated PACE By-law and incorporates amendments as set forth in the CH97 PACE Amending Bylaw.

DEFINITIONS

3. In this by-law
 - a. "CAO" means the Chief Administrative Officer for the Town, or his or her designate for the purposes of implementing this Bylaw;
 - aa. "Certificate of Completion" means a form issued by the Program Administrator, completed and signed by the Contractor and counter-signed by the property owner, stating that the Greening Building Upgrade has been completed on the property."
 - b. "Director of Finance" means the Director of Finance for the Town, or his or her designate;
 - c. "Installation" means equipment that is affixed to a Qualifying Property and which
 - i. will result in substantially improved energy efficiency, the generation of renewable energy and reduced water consumption, or reduced greenhouse gas emissions;
 - ii. involves building envelope upgrades such as caulking and weather stripping, duct/air sealing, insulating, or energy efficient windows and doors; building heating, ventilation and air conditioning system upgrades such as heat pumps, wood or pellet stoves, or furnaces or boilers; renewable energy upgrades such as solar thermal panels, solar photovoltaic panels, or wind turbines; or such other clean energy upgrades as are approved and agreed in writing by the Municipality;

- iii. is identified as an eligible upgrade in the PACE Program Clean Energy Upgrade Standards Policy, and meets or exceeds applicable energy efficiency standards as defined in that Policy; and
- iv. Deleted.
- d. “Participant Agreement” means the Property Assessed Clean Energy Program Customer Agreement between the owner of a Qualifying Property and the Town for a Clean Energy Upgrade;
- ca. “Owner” means a registered owner of a read property in accordance with the records on file at the Province of Nova Scotia’s land registry office”
- e. “PACE Charge” means the charge for reimbursement for costs incurred by the Town for the installation of a Clean Energy Upgrade as calculated pursuant to this by-law;
- f. “PACE Program” means a program established by the Town under which an owner of a Qualifying Property may obtain a Clean Energy Installation Upgrade;
- fa. “Program Administrator” means the Property Assess Clean Energy Property Customer Agreement between the owner of a Qualifying Property and the Town for a Clean Energy Upgrade”
- g. “Qualifying Property” means a property located within the Town and with respect to which no property taxes, rates or charges are outstanding, subject to approval by the Chief Administrative Officer;
- h. “Town” means the Town of Kentville; and
- i. “Treasurer” means the treasurer for the Town.

APPLICATION AND APPROVAL

- 4. An owner of a Qualifying Property may apply to the Town to finance an Installation to a maximum value subject to the dollar value limit established in the PACE Program policy and the available budget funds.
- 4a. Council will annually, through the municipal budgeting process, establish the amount of funds that are available for the PACE Program
- 5. Financing of an Installation shall be subject to obtaining the written approval of the Chief Administrative Officer, or designate, on behalf of the Town, and the execution of the Participation Agreement by the Owner of the Qualifying Property.
- 5a. The following conditions must be met in order for the Chief Administrative Officer, or designate, to grant approval:
 - a. The Owner of the Qualifying Property must not be in arrears in any property taxes, water and sewer charges or other Town fees and charges.
 - b. The Installation must strive to achieve an overall savings-to-debt ratio for the Owner of the Qualifying Property equal to or greater than 1:1, as specified in the Participation Agreement.

PAYMENT OF CHARGE

- 6. The PACE Charge shall be payable 30 days following completion of Installation in accordance with the PACE Customer Agreement.
- 7. The PACE Charge shall consist of:

- a. the cost of the Clean Energy Upgrade, including all labour costs, permitting fees, and applicable taxes;
 - b. applicable PACE Program service fees; and
 - c. interest accrued on the Charge including any additional interest arising due to any default of payment.
8. Deleted.
9. The owner of a Qualified Property may pay the PACE Charge by equal installments amortized over a period of not more than 15 years.
10. In the event of the owner of a Qualified Property failing to make any payment required by the PACE Customer Agreement, the outstanding balance shall be immediately due and payable.
11. The Treasurer and Program Administrator shall maintain a separate account of all monies due for PACE Charges, identifying:
- a. the names of the property owners, assessment numbers, Property Identification (PID) numbers, and civic address;
 - b. the amount of the PACE Charge; and
 - c. the amount paid on the PACE Charge.

LIEN

12. Deleted.
- 12a. On completion of the Installation pursuant to a Participation Agreement, the Charge shall be levied against the Qualifying Property.
13. Deleted.
- 13a. The Charge imposed pursuant to this Bylaw constitutes a lien on the Qualifying Property in accordance with the Municipal Government Act and may be collected in the same manner as other Town charges and levies.
- 13ab. The lien shall become effective when the Certificate of Completion has been issued by the Program Administrator.
- 13abc. The lien shall remain in effect until the total Charge, plus interest, has been paid in full.

MUNICIPAL LIABILITY

14. Deleted
15. The town is not responsible for the quality of the equipment or of the work carried out by the Contractor, or for guaranteeing any energy savings, water savings or renewable energy production, and as a result, the Town shall not be liable for any damage, direct or consequential, loss or liability or injury caused by the supply of equipment, its installation, or use by the owner.

CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Bylaw

Date of first reading:

May 30, 2016

Date of advertisement of Notice of Intent to Consider:

June 1, 2016

Date of second reading:

June 27, 2016

Town of Kentville, By Law Chapter 97: Property Assessed Clean Energy Program

*Date of advertisement of Passage of By-Law: July 4, 2016
Date of mailing to Minister a certified copy of By-Law: July 4, 2016

Amending Bylaw

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 PACE Bylaw – Chapter 97 was adopted by Council and published as indicated above.

*EFFECTIVE DATE OF THE BY-LAW UNLESS OTHERWISE SPECIFIED IN THE BY-LAW



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Frugal Moms Grant Request

At the October 11, 2022 meeting of Council Advisory Committee, CAO Troke reviewed the presentation by Frugal Moms Society earlier in the meeting and defined their financial request.

Council Advisory Committee recommends

That Council approve a grant of \$2,000 to Frugal Moms for distribution of rescued food in the Annapolis Valley.

October 24, 2022

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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Kings Transit Authority Pilot Project

At the October 11, 2022 meeting of Council Advisory Committee, CAO Troke described the proposal from the Board of the Kings Transit Authority to electrify and reconfigure the fleet and the organization over a two-year pilot project term. Council could support the work of the Kings Transit Authority pilot project for the opportunity to leverage \$8,760,000 in Federal and Provincial investments in transportation by agreeing to guarantee its share of funds for the ICIP grant application.

Council Advisory Committee recommends

That the Town of Kentville guarantee the Temporary Borrowing Resolution in support of the Investing in Canada Infrastructure Program available to Kings Transit Authority in the amount of \$11.95 M of which the Kentville share represents 20% at \$2.390 M. And repayment of the net municipal cost based on each unit's pro rata share of contributions to the Kings Transit Authority set out in the Kings Transit Authority Inter-municipal Service Agreement dated April 1, 1999.

October 24, 2022

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



TO: Council Advisory Committee

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: October 5th, 2022

SUBJECT: **Municipal Approval of Temporary Borrow Resolution Kings Transit Authority**

ORIGIN

Kings Transit Authority (KTA) through the Investment in Canada Infrastructure Program (ICIP) is applying for up to \$8.76 M in Federal and Provincial Funding to replace 11 buses and make building upgrades to the KTA building/ garage.

All applications must be submitted to the province with partner guarantees to the project no later than November 15th.

BACKGROUND

Through ICIP, municipal units can apply for assistance with capital upgrades for bus services which have green components. This funding from the Federal and Provincial governments is up to 73.3 % of the project costs. Funds are available throughout Nova Scotia with \$8.76 M of Federal/ Provincial funding allocated for potential projects in the Valley. The municipal component, 26.6 % or \$3.19 M. Some small grants are available through other sources reducing this amount to \$3.12 M. Total combined funding for projects would be \$11.95 M. The debenture to finance the overall project would likely be issued in 2026.

The four partners Kentville, Kings, Wolfville and Berwick are required to provide a guarantee for the combined \$11.95 M. Of the \$3.12 M from the partners, \$0.85 M is in current reserves for KTA and are available for this project thus reducing the partners contribution to \$2.27 M. The County of Annapolis and Digby are not partners to the agreement but do provide input into the pilot project.

Kentville's contribution after the reserves would be \$0.493 M with buses being financed over 10 years and building alterations over 20 years. Kentville comprises approximately 20 % of the funding for KTA which translates into an overall guarantee of \$2.39 M of the \$11.95 M project.

Over the next 6 to 12 months the pilot will formalize a business plan that will return to the voting members for consideration. This includes reviewing electric and hybrid bus considerations, charging station locations, and route design. No incremental funding will be required as there are reserves amongst the funding partners which will be drawn first.

POLICY IMPLICATIONS

Moving to electric or hybrid buses is a green initiative which will reduce the overall environmental footprint and reduce greenhouse gas emissions for KTA.

BUDGET IMPLICATION

Kentville will be required to commit up to \$493k or \$0.493 M to the capital components of this project and be a guarantor with the three other funding partners.

No funds are needed for the current fiscal year. Once approved through ICIP year 2 funding could be up to \$4 M with the majority of that cashflow coming from the ICIP grant.

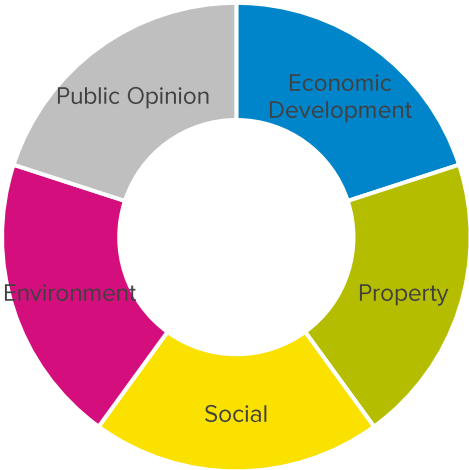
The municipal cash flows are expected to commence in 2024-25 with a debenture issued in 2026

| | Guarantee | Percentage | Base Cost | Reserves | Balance |
|-----------|-----------|------------|-----------|-----------|-----------|
| Kings | 7.17M | 60 | 1,712,637 | (507,728) | 1,204,909 |
| Kentville | 2.39M | 20 | 662,289 | (169,243) | 493,046 |
| Wolfville | 1.79M | 15 | 517,413 | (126,932) | 390,481 |
| Berwick | 0.60M | 5 | 227,662 | (42,311) | 185,351 |
| Total | 11.95M | 100 | 3,120,000 | (846,213) | 2,273,787 |

RECOMMENDATION

Kentville should support the work of the KTA pilot project and opportunity to leverage \$8.76 M in federal and Provincial investments in transportation by agreeing to guarantee its share of the funds for the ICIP application.

Town of Kentville Balanced Decision Making



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**Kentville Volunteer Fire Department Consolidated
Financial Statements**

March 31, 2022

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Kentville Volunteer Fire Department Consolidated Financial Statements

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Kentville Volunteer Fire Department Management's Report

March 31, 2022

DRAFT

The accompanying consolidated financial statements, notes and schedules contained in the annual financial statement of the Kentville Volunteer Fire Department are the responsibility of management. The consolidated financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada ("CPA"). The preparation of the consolidated financial statements necessarily includes some amounts which are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other internal controls to provide reasonable assurance that transactions are appropriately authorized and accurately recorded, that assets are properly accounted for and safeguarded and that the financial records are reliable for the preparation of financial statements.

The Joint Fire Services Committee fulfils its responsibility through its budget committee and the quarterly regular review of financial reports. The budget committee consists of the Joint Fire Services Committee whose membership includes three voting representatives from the Municipality of the County of Kings, two voting members from the Town of Kentville and two voting members from the Kentville Volunteer Fire Department. This committee meets as necessary to deal with budgetary issues. Regular meetings of the Joint Fire Services Committee deal with all other financial matters including the receipt and approval of the annual audited financial statements.

The consolidated financial statements have been audited by the firm of Kent & Duffett. Their report to the Joint Fire Services Committee, stating the scope of their examination and opinion of the consolidated financial statements follows.

Scott Hamilton
Chief- Kentville Volunteer Fire Department

Debbie MacMillan
Office Manager- Kentville Volunteer Fire
Department

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**Kentville Volunteer Fire Department
Consolidated Statement of Financial Position**

March 31

2022

2021

Financial Assets

| | | |
|--------------------------------|----------------|----------------|
| Cash | \$ 366,402 | \$ 517,678 |
| Cash, restricted | 136,077 | 88,883 |
| Receivables | 10,087 | 7,670 |
| Due from Federal government | 123,282 | 42,773 |
| Due from Provincial government | 7,929 | |
| | <u>643,777</u> | <u>657,004</u> |

Liabilities

| | | |
|-----------------------------------|----------------|----------------|
| Payables | 76,533 | 60,836 |
| Payable- municipal units (Note 3) | 35,765 | 63,132 |
| Short-term debt | 110,289 | |
| Long-term debt (Note 5) | 680,754 | 201,149 |
| | <u>903,341</u> | <u>325,117</u> |

NET FINANCIAL (DEBT) ASSETS

| | | |
|--|------------------|----------------|
| | <u>(259,564)</u> | <u>331,887</u> |
|--|------------------|----------------|

Non-Financial Assets

| | | |
|----------------------------------|------------------|------------------|
| Tangible capital assets (Note 4) | 4,653,587 | 3,790,813 |
| Prepaid expenses | 10,439 | 13,381 |
| | <u>4,664,026</u> | <u>3,804,194</u> |

ACCUMULATED SURPLUS

| | | |
|--|---------------------|---------------------|
| | <u>\$ 4,404,462</u> | <u>\$ 4,136,081</u> |
|--|---------------------|---------------------|

On behalf of the Kentville Volunteer Fire Department

Commitments

(Note 7)

Chief

Chairman

See accompanying notes to the consolidated financial statements

Kentville Volunteer Fire Department Consolidated Statement of Operations

Year Ended March 31

2022

2021

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| | <u>Budget</u> | <u>Actual</u> | <u>Actual</u> |
|--|-------------------|---------------------|---------------------|
| Revenue | | | |
| Area rate | \$ 528,700 | \$ 537,713 | \$ 522,696 |
| Fire suppression activities | 5,000 | 21,789 | 100,604 |
| Donations | | 9,645 | 10,360 |
| Interest earned | | 1,747 | 1,724 |
| Rentals | | 9,876 | 1,150 |
| Grants | | 10,000 | 4,744 |
| Proceeds from sale of assets | | 50,000 | 8,600 |
| Other | | 3,407 | 2,236 |
| | <u>533,700</u> | <u>644,177</u> | <u>652,114</u> |
| Fundraising activities <i>50/50</i> | | 94,089 | 24,300 |
| Firefighting activities | <u>640,400</u> | <u>618,121</u> | <u>504,077</u> |
| | <u>1,174,100</u> | <u>1,356,387</u> | <u>1,180,491</u> |
| Expenses | | | |
| Operating expenditures | | 34,370 | 10,068 |
| Fundraising expenditures | | 9,497 | 371 |
| Firefighting operating expenses | 640,600 | 638,931 | 609,124 |
| Bank charges | 400 | | 2 |
| Interest | 7,100 | 6,871 | 8,675 |
| Administration fee | 23,300 | 22,430 | 21,804 |
| Net book value of tangible assets disposed | | | 12,895 |
| Amortization | <u>375,900</u> | <u>375,907</u> | <u>353,040</u> |
| | <u>1,047,300</u> | <u>1,088,006</u> | <u>1,015,979</u> |
| Annual surplus | <u>\$ 126,800</u> | <u>268,381</u> | <u>164,512</u> |
| Accumulated surplus, beginning of year | | <u>4,136,081</u> | <u>3,971,569</u> |
| Accumulated surplus, end of year | | <u>\$ 4,404,462</u> | <u>\$ 4,136,081</u> |

See accompanying notes to the consolidated financial statements

Kentville Volunteer Fire Department
Consolidated Statement of Change in Net Financial Debt

March 31

DRAFT

| | | 2022 | 2021 |
|--|--------------------------|-------------------------|-------------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Actual</u> |
| Annual surplus | \$ 126,800 | \$ 268,381 | \$ 164,512 |
| Changes in tangible capital assets | | | |
| Acquisition of tangible capital assets | (220,000) | (1,238,681) | (550,055) |
| Proceeds on disposal | | 50,000 | 8,600 |
| (Gain) loss on disposal of tangible capital assets | | (50,000) | 4,296 |
| Amortization | <u>375,900</u> | <u>375,907</u> | <u>353,040</u> |
| (Increase) in net book value of tangible capital assets | <u>155,900</u> | <u>(862,774)</u> | <u>(184,119)</u> |
| Changes in other non-financial assets | | | |
| Acquisition of prepaid and deferred charges (net of usage) | | <u>2,942</u> | <u>(3,305)</u> |
| Decrease (increase) in non-financial assets | | <u>2,942</u> | <u>(3,305)</u> |
| (Increase) in net financial debt | <u>\$ 282,700</u> | <u>(591,451)</u> | <u>(22,912)</u> |
| Opening, net financial assets | | 331,887 | 354,799 |
| Closing, net financial (debt) assets | | <u>\$ (259,564)</u> | <u>\$ 331,887</u> |

See accompanying notes to the consolidated financial statements

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**Kentville Volunteer Fire Department
Consolidated Statement of Cash Flow**

March 31

2022

2021

Operations

| | | |
|---|----------------|----------------|
| Annual surplus | \$ 268,381 | \$ 164,512 |
| Changes in non-cash working capital | | |
| Amortization | 375,907 | 353,040 |
| (Increase) in receivables | (90,855) | (34,368) |
| (Decrease) increase in payables | (11,670) | 69,351 |
| Decrease (increase) in non-financial assets | 2,942 | (3,305) |
| Cash from operating activities | <u>544,705</u> | <u>549,230</u> |

Capital transactions

| | | |
|---|--------------------|------------------|
| Acquisition of tangible capital assets | (1,238,681) | (550,055) |
| Proceeds from sale of capital assets | 50,000 | 8,600 |
| (Gain) loss on disposal of capital assets | (50,000) | 4,296 |
| Cash for capital transactions | <u>(1,238,681)</u> | <u>(537,159)</u> |

Financing

| | | |
|------------------------------------|----------------|------------------|
| Increase in short-term debt | 110,289 | |
| Proceeds from debt issue | 584,501 | |
| Long-term debt principal repayment | (104,896) | (104,655) |
| Cash from financing activities | <u>589,894</u> | <u>(104,655)</u> |

Change in net cash (104,082) (92,584)

Opening, net cash 606,561 699,145

Closing, net cash \$ 502,479 \$ 606,561

| | | |
|--|-------------------|-------------------|
| Cash unrestricted | \$ 366,402 | \$ 517,678 |
| Cash restricted- Area Rate | 41,739 | 24,577 |
| Cash restricted- Area Rate surplus reserve | 30,000 | |
| Cash restricted- Russell Fund | 64,338 | 64,306 |
| | <u>\$ 502,479</u> | <u>\$ 606,561</u> |

On behalf of the Kentville Volunteer Fire Department

Chief

Chairman

See accompanying notes to the consolidated financial statements

Kentville Volunteer Fire Department

Notes to the Consolidated Financial Statements

March 31, 2022

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1. Status and nature of activities

The Kentville Volunteer Fire Department is incorporated under the Societies Act of Nova Scotia and provides fire protection service for the Town of Kentville and surrounding areas in the County of Kings. It has charitable organization status for income tax purposes.

2. Significant accounting policies

These consolidated financial statements have been prepared by management in accordance with Canadian Public Sector Accounting Standards. Significant aspects of the accounting policies adopted by the Kentville Volunteer Fire Department are as follows:

a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenditures and changes in fund balance and in financial position of the reporting entity. The reporting entity is comprised of all organizations and enterprises accountable for the administration of their affairs and resources to the Kentville Volunteer Fire Department and which are owned or controlled by the Kentville Volunteer Fire Department. Interdepartmental and organizational transactions and balances are eliminated. There are no external entities which require annual contribution by the Kentville Volunteer Fire Department.

b) Basis of accounting

Revenues and expenditures are reported using the accrual basis of accounting. This basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable because of receipt of goods or services and the creation of a legal obligation to pay. Contributions restricted for future period expenses are deferred and are recognized as revenue in the year in which the related expenses are incurred.

c) Fund accounting

Funds within the consolidated financial statements consist of operating, area rate tax, capital fund, reserve and society funds. Transfers between funds are recorded as adjustments to the appropriate fund balance.

i) General operating fund

The general operating fund accounts for current firefighting operations under the auspices of the Joint Fire Services Committee. This segment is funded by the Town of Kentville and the Municipality of the County of Kings by a prescribed formula contained in the Inter-municipal Fire Services Agreement which was signed by all three parties on January 23, 2016. This is a ten-year agreement, which expires March 31, 2025.

Kentville Volunteer Fire Department

Notes to the Consolidated Financial Statements

March 31, 2022

DRAFT

2. Significant accounting policies (continued)

ii) Area rate fund

The area rate fund records the tax collected from the ratepayers of the Kentville Volunteer Fire Department fire district. Both the Town of Kentville and the Municipality of the County of Kings attach the fire area tax rate (FAR) onto their bi-annual municipal tax billings. Expenditures from this fund and the area rate tax shall be approved on an annual basis at an annual ratepayer's meeting. It is the policy of the Department to include any surplus (deficit) in the following year's fire area rate budget calculation. Both the Town of Kentville and the Municipality of the County of Kings charge a 4% administration fee (plus HST) to perform the billing services for the area rate tax. Any unspent funds are restricted.

iii) Capital fund

The capital fund reports the amortized cost of tangible capital assets and loans to finance the purchase of tangible capital assets. Tangible capital assets purchased prior to January 1, 1966 have been recorded at an estimated cost of \$ 138,100. Additions to tangible capital assets since January 1, 1966 have been recorded at actual cost.

iv) Reserve fund

The reserve fund contains two segments. The first segment is the reserve for the area rate tax, which is used to offset unforeseen capital-type purchases or over-expenditures for budgeted capital items. Approval to withdraw funds shall be sought from the Joint Fire Services Committee. The intention is to maintain a stable area rate tax.

This reserve also accumulates surplus tax revenue at the end of each fiscal year. Area Rate revenue is based on the Area Rate tax levy times the property assessments of the Kentville Fire District at the end of each fiscal year, less a 4% administrative fee (plus HST). Surplus funds (if any) are transferred in, after all year end entries are completed. Should the Area Rate fund find itself in a deficit position end-of-year, reserved Area Rate tax funds will be transferred to the Area Rate fund to offset any current deficit.

The second section includes several segments of accumulated funds owned by the Society prior to the implementation of the Inter-municipal Fire Services Agreement. The Board of Directors of the Society shall approve transfer of funds to and from the Society fund. Segments included are:

Members' Assistance Fund which is used to provide financial assistance to both active members, veterans and their families. All disbursements from this segment shall require the approval of the Board of Directors of the Society.

Bingo and Equipment reserves which are accumulated funds owned by the Society prior to the implementation of the Agreement.

Kentville Volunteer Fire Department

Notes to the Consolidated Financial Statements

March 31, 2022

DRAFT

2. Significant accounting policies (continued)

iv) Reserve fund (continued)

Ladies' Auxiliary reserve which contains unspent funds given to the Society from the fundraising activities of the Kentville Volunteer Fire Department Ladies' Auxiliary to be used for specific purposes.

Bev and Jackie Russell fund which are funds donated to the Kentville Volunteer Fire Department Society. Any disbursements from this fund are to be only from the income generated and must be approved by the Board of Directors of the Society.

v) Society fund

The Society fund is the fundraising division of the Kentville Volunteer Fire Department. Funding is received by way of donations, grants and other fundraising mechanisms.

d) Cash and cash equivalents

Cash and cash equivalents include cash on hand and balances with banks, bank overdrafts, short-term deposits with original maturities of 12 months or less. Bank borrowings are considered to be financing activities. Restricted cash reflects deferred rate funds.

e) Non-financial assets

Non-financial assets are not available to discharge the existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the years, together with the excess of revenue over expenses, provides the change in net financial assets (debt) for the year.

f) Contributed services

The organization would not be able to carry out its activities without the services of the many volunteers who donate a considerable number of hours. Because of the difficulty of compiling these hours, contributed services are not recognized in the financial statements.

g) Valuation allowance

The Kentville Volunteer Fire Department does not provide a valuation allowance for estimated losses that will be incurred in collecting receivables outstanding.

Kentville Volunteer Fire Department

Notes to the Consolidated Financial Statements

March 31, 2022

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2. Significant accounting policies (continued)

h) Tangible capital assets

Capital assets are recorded at cost except for donated assets which are recorded at fair market value when obtained. Cost includes all amounts that are directly attributable to acquisition, construction, development, or betterment of the asset. The cost of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

| Capital | Years |
|------------------------|----------|
| Fire station | 40 |
| Fire fighting vehicles | 10 to 20 |
| Firefighting equipment | 5 to 10 |
| Dry hydrants | 5 |
| Canaan tower fence | 10 |
| Furniture and fixtures | 5 to 10 |

Tangible capital assets purchased are not amortized until the assets are put into use. Amortization is recorded as an expense beginning in the year following acquisition. The Joint Fire Services Committee approved a *Tangible Capital Asset Policy* at a meeting held July 16, 2015.

i) Use of estimates

In preparing the Kentville Volunteer Fire Department financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenue and expenses during the period. Actual results could differ from these estimates.

j) Financial instruments- Fair values

The estimated fair value of cash and cash equivalents, receivables, inventories, bank indebtedness and payables approximates carrying values due to the relatively short-term nature of the instruments and /or floating interest rates on the instruments. The estimated fair value of loans payable also approximates carrying value due to interest rates that are based on the lender's rate.

k) Budget amounts

The operating budget approved by the Joint Fire Services Committee for 2022 is reflected on the Consolidated Statement of Operations. The budgets established for capital investments in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years, and therefore, may not be comparable with current year's actual expenditure amounts. As well, the Kentville Volunteer Fire Department does not budget activity within the Reserve fund, with the exception being those transactions which either affect operations or capital investments.

Kentville Volunteer Fire Department

Notes to the Consolidated Financial Statements

March 31, 2022

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2. Significant accounting policies (continued)

l) Contractual rights

As at March 31, 2022, there are no rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.

3. Payable to municipal units

| | <u>2022</u> | | <u>2021</u> | |
|-------------------------------------|-----------------|-----------------|-----------------|-----------------|
| | Operating Fund | Area Rate Fund | Total | Total |
| Town of Kentville | \$10,073 | \$3,004 | \$13,077 | \$20,373 |
| Municipality of the County of Kings | 15,333 | 7,355 | 22,688 | 42,759 |
| | \$25,406 | \$10,359 | \$35,765 | \$63,132 |

4. Tangible capital assets

| | Cost | | | Cost End | Amortization | | | Net Book Value End of Year |
|----------------------|----------------------|--------------------|------------------|--------------------|------------------|------------------|--------------------|-------------------------------------|
| | Beginning of Year | 2021/22 | | | Expense | 2021/22 | | |
| | | Additions | Disposals | | | Disposals | End of Year | |
| Land | \$171,460 | | | \$171,460 | | | | \$171,460 |
| Buildings | 3,358,499 | \$49,449 | | 3,407,948 | \$109,643 | | \$1,476,444 | 1,931,504 |
| Plant & Equipment | 4,664,952 | 1,175,542 | \$485,807 | 5,354,687 | 266,264 | \$485,807 | 2,817,754 | 2,536,933 |
| Work in Progress | | 13,690 | | 13,690 | | | | 13,690 |
| | \$8,194,911 | \$1,238,681 | \$485,807 | \$8,947,785 | \$375,907 | \$485,807 | \$4,294,198 | \$4,653,587 |

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Kentville Volunteer Fire Department

Notes to the Consolidated Financial Statements

March 31, 2022

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5. Long-term debt

| | <u>2022</u> | <u>2021</u> |
|--|------------------|------------------|
| Term loan payable to the Toronto Dominion Bank bearing interest at 4.11%, repayable in monthly installments of \$5,726.09, including interest. Maturing July 6, 2022. | \$23,164 | \$89,248 |
| Term loan payable to the Bank of Montreal bearing interest at 2.8%, repayable in monthly installments of \$2,295.37, including interest. Maturing February 28, 2025. | 77,015 | 102,023 |
| Term loan payable to the Bank of Montreal bearing interest at 2.8%, repayable in monthly installments of \$ 1,439.34, including interest. Maturing October 31, 2021. | | 9,878 |
| Term loan payable to the Bank of Montreal bearing interest at 4.03%, repayable in monthly installments of \$ 5,926.13, including interest. Maturing February 28, 2027. | <u>580,575</u> | <u>201,149</u> |
| | <u>\$680,754</u> | <u>\$201,149</u> |

Repayment of the above loans outstanding at March 31, 2022 will be funded from the proceeds of the area rate. The financial risk is the risk to the department's area rate that arises from fluctuations in interest rates and the degree of volatility of these rates. The Department does not use derivative instruments to reduce its exposure to interest risk.

Principal repayments based on current terms for the next five years are as follows:

| | |
|------|----------|
| 2023 | \$76,903 |
| 2024 | \$55,619 |
| 2025 | \$55,224 |
| 2026 | \$31,618 |
| 2027 | \$32,916 |

6. Economic dependence and influence

The general, capital and area rate funds of the Kentville Volunteer Fire Department derive a significant amount of revenue from the Municipality of the County of Kings and the Town of Kentville. Each year an application must be submitted and approved by the municipal units for the contribution of the area rate tax. For general operations of the Department, a budget must be submitted each year for approval by the two municipal units. The municipal units may exercise significant influence by their approvals in the budgeting process.

7. Commitments and related party transactions

The Kentville Volunteer Fire Department, the Town of Kentville and the Municipality of the County of Kings entered into an Inter-municipal Fire Services Agreement effective April 1, 2015 for a ten-year term which expires March 31, 2025. This agreement established that the two municipal units will provide income to the Fire Department for operating purposes in exchange for the provision of municipal fire services by the Fire Department.

Kentville Volunteer Fire Department

Notes to the Consolidated Financial Statements

March 31, 2022

7. Commitments and related party transactions (continued)

The Department has a policy to compensate a fire fighter for financial loss as a result of being engaged in firefighting duties or representing the Fire Department. The Department has acquired and maintains an insurance policy regarding any possible claims.

The Department has arrangements with the Town of Kentville for the outsourcing of the Department's finance and accounting routines, formerly performed by the Department's in-house financial co-ordinator. The 2022 fee for this service was \$37,672 plus HST (2021-\$36,897 plus HST).

On occasion, one KVFD firefighter's business provides fleet-repair services to the KVFD, when requested. In 2022, *Rickets EVT Services* invoiced the Kentville Volunteer Fire Department \$23,748 for services rendered (2021-\$13,726).

8. Sick leave policy

The Kentville Volunteer Fire Department has a sick leave policy, which entitles employees with five or more years of service to a cash payment of a percentage of their accumulated sick days, on their termination of employment. The total liability at March 31, 2022 is \$14,290 (2021-\$11,077).

9. Pension plan

A pension plan is provided for membership of all permanent employees of the Kentville Volunteer Fire Department. Contributions are shared by the Kentville Volunteer Fire Department and the members as follows: employee 8.0% and employer 8.0% of employee's pensionable earnings.

A **defined contribution pension plan** has been set up to conform to the Pension Benefits Act. All permanent employees belong to this plan. Sharing of contributions is as noted above for all employees.

During the year, the Kentville Volunteer Fire Department made contributions in the amount of \$3,402 (2021 - \$3,770) on behalf of its employees to the defined contribution plan.

10. Financial instruments

The main risks the Department is exposed to through its financial instruments are credit risk, liquidity risk, market risk and interest rate risk.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The Department's main credit risks relate to its accounts receivable and notes receivable. The entity provides credit to its clients in the normal course of its operations. There was no significant change in exposure from the prior year.

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Kentville Volunteer Fire Department

Notes to the Consolidated Financial Statements

March 31, 2022

10. Financial instruments (continued)

Liquidity risk

Liquidity risk is the risk that the Department will encounter difficulty in meeting the obligations associated with its financial liabilities. The Company is exposed to this risk mainly in respect of its long-term debt and accounts payable. There was no significant change in exposure from the prior year.

Market risk

Market risk is the risk that the fair value or expected future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The Department is mainly exposed to interest rate risk.

(i) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Agency is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Given the current composition of debt, fixed-rate instruments subject the Agency to a fair value risk while the floating-rate instruments subject it to a cash flow risk.

11. Consolidated revenues and expenses by object

| | <u>2022</u> | <u>2021</u> |
|--|------------------|------------------|
| Revenue | | |
| Area Rate | \$537,713 | \$522,696 |
| Fire suppression activities | 21,789 | 100,604 |
| Donations | 9,645 | 10,360 |
| Interest earned | 1,747 | 1,724 |
| Rentals | 9,876 | 1,150 |
| Grants | 10,000 | 4,744 |
| Proceeds from sale of assets | 50,000 | 8,600 |
| Other | 3,407 | 2,236 |
| Fundraising activities | 94,089 | 24,300 |
| Firefighting activities | <u>618,121</u> | <u>504,077</u> |
| | <u>1,356,387</u> | <u>1,180,491</u> |
| Expenses | | |
| Salaries, wages and benefits | 226,082 | 220,206 |
| Contracted services | 86,745 | 85,310 |
| Materials, goods, supplies and utilities | 389,189 | 331,749 |
| Interest on long-term debt | 6,871 | 8,675 |
| Bank charges | | 2 |
| Other expenses | 3,212 | 4,102 |
| Amortization, net gains and (losses) | <u>375,907</u> | <u>365,935</u> |
| | <u>1,088,006</u> | <u>1,015,979</u> |
| | <u>\$268,381</u> | <u>\$164,512</u> |

Kentville Volunteer Fire Department

Notes to the Consolidated Financial Statements

March 31, 2022

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12. Comparative figures

In some instances, comparative figures have been restated to conform to current year's presentation. These changes do not affect prior year earnings.

13. Budget figures

Public Sector Accounting Standards require a comparison of the results for the period with those originally planned on the same basis as that used for actual results. The fiscal plan in the statement of operations and statement of changes in net assets has been adjusted to be on a consistent basis as actual results. Below is a reconciliation of the figures from the approved fiscal plan to the fiscal plan per the financial statements. The reconciling items include amortization of tangible capital assets, removal of fund transfers, and interest payments on long-term debt reported as expenses.

| | <u>Budget</u> | <u>Adjustment</u> | <u>PSAS Budget</u> |
|---------------------------------|------------------|-------------------|--------------------|
| Revenue | | | |
| Area Rate | \$528,700 | | \$528,700 |
| Firefighting activities | <u>645,400</u> | | <u>645,400</u> |
| | <u>1,174,100</u> | | <u>1,174,100</u> |
| Expenses | | | |
| Firefighting operating expenses | 645,400 | \$(4,800) | 640,600 |
| Bank charges | 400 | | 400 |
| Interest | | \$7,100 | 7,100 |
| Administration fee | 23,300 | | 23,300 |
| Amortization | | 375,900 | 375,900 |
| Area rate purchases | 220,000 | (220,000) | |
| Capital loans | 120,000 | (120,000) | |
| Transfer to reserve | <u>165,000</u> | <u>(165,000)</u> | |
| | <u>1,174,100</u> | <u>(126,800)</u> | <u>1,047,300</u> |
| | <u>\$Nil</u> | <u>\$126,800</u> | <u>\$126,800</u> |

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Kentville Volunteer Fire Department- Firefighting General Fund
Schedule of Statement of Operations

Year Ended March 31

| | 2022 | 2021 | |
|-------------------------|----------------|----------------|----------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Actual</u> |
| Revenue | | | |
| Municipality- Kentville | \$ 193,000 | \$ 186,054 | \$ 157,290 |
| Municipality- Kings | 447,400 | 432,067 | 346,787 |
| Fire suppression | 5,000 | 21,789 | 100,604 |
| Grants- contribution | | | 4,744 |
| Donations | | 1,000 | 2,000 |
| Miscellaneous | | 2,821 | 2,047 |
| | <u>645,400</u> | <u>643,731</u> | <u>613,472</u> |
| Expenditures | | | |
| Operating expenses | | | |
| Administration | 71,100 | 68,029 | 69,354 |
| Firefighters | 80,000 | 80,723 | 79,786 |
| Office | 151,000 | 151,365 | 141,467 |
| Building | 158,400 | 157,850 | 147,455 |
| Communications | 11,500 | 11,462 | 15,300 |
| Vehicle and equipment | 164,600 | 166,289 | 151,659 |
| Other | 4,000 | 3,213 | 4,103 |
| | <u>640,600</u> | <u>638,931</u> | <u>609,124</u> |
| Net revenues | 4,800 | 4,800 | 4,348 |
| Net transfers | <u>(4,800)</u> | <u>(4,800)</u> | <u>(4,348)</u> |
| Change in fund balance | <u>\$ Nil</u> | Nil | Nil |
| Opening fund balance | | <u>Nil</u> | <u>Nil</u> |
| Closing fund balance | | <u>\$ Nil</u> | <u>\$ Nil</u> |

See accompanying notes to the consolidated financial statements

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Kentville Volunteer Fire Department- Area Rate Fund
Schedule of Statement of Operations

Year Ended March 31

| | | 2022 | 2021 |
|--|------------------|------------------|------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Actual</u> |
| Revenue | | | |
| Municipality- Kentville | \$ 206,400 | \$ 206,556 | \$ 200,016 |
| Municipality- Kings | 307,600 | 314,722 | 307,131 |
| Grant in lieu- Kentville | 6,700 | 6,647 | 6,988 |
| Grant in lieu- Kings | 8,000 | 9,788 | 8,561 |
| | <u>528,700</u> | <u>537,713</u> | <u>522,696</u> |
| Expenditures | | | |
| Interest on debt | 7,100 | 6,871 | 8,675 |
| Administration fees | 23,300 | 22,430 | 21,804 |
| Other | 400 | | 2 |
| | <u>30,800</u> | <u>29,301</u> | <u>30,481</u> |
| Net revenues | 497,900 | 508,412 | 492,215 |
| Net transfers | <u>(497,900)</u> | <u>(508,412)</u> | <u>(492,215)</u> |
| Change in fund balance | <u>\$ Nil</u> | Nil | Nil |
| Opening fund balance, as previously reported | | <u>Nil</u> | <u>Nil</u> |
| Closing fund balance | | <u>\$ Nil</u> | <u>\$ Nil</u> |

See accompanying notes to the consolidated financial statements

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Kentville Volunteer Fire Department- Capital Fund
Schedule of Statement of Operations

| Year Ended March 31 | 2022 | 2021 | |
|----------------------------------|----------------|------------------|------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Actual</u> |
| Revenue | | | |
| Grants- contribution | | \$ 10,000 | |
| Proceeds on sale | | <u>50,000</u> | <u>\$ 8,600</u> |
| | | <u>60,000</u> | <u>8,600</u> |
| Expenditures | | | |
| Turnout gear | \$ 42,000 | 43,839 | 32,045 |
| 2022 E One Pumper | | 991,365 | |
| Helmets (en bulk) | 5,000 | 4,328 | 4,328 |
| Oxygen bottles | 20,000 | 20,554 | 20,867 |
| Fire hose | 31,000 | 33,367 | 2,084 |
| SCBA masks | 10,000 | | |
| Rescue saw | 2,500 | | |
| Fire truck venting fans | 19,000 | 18,615 | |
| Helmet holders | 5,000 | 4,298 | |
| Decontamination washer | 36,000 | 38,833 | |
| Pressure washer system | 7,500 | 7,805 | |
| Back ramp handrail | 6,000 | | |
| TRANE system upgrade | 30,000 | 5,819 | |
| Radio room data recorder upgrade | 6,000 | 5,323 | |
| Hardware mounting kit | | 3,571 | |
| Fire station improvements | | 60,964 | |
| Roof replacement | | | 353,105 |
| Pagers | | | 37,280 |
| Back ramp paving & storm drain | | | 54,484 |
| Thermal imaging cameras | | | 9,607 |
| Radio refurbishment | | | 13,704 |
| Forcible door simulator | | | 8,317 |
| Rescue air bags- 5 | | | 12,158 |
| Bunker gear racks | | | 2,076 |
| | <u>220,000</u> | <u>1,238,681</u> | <u>550,055</u> |
| Net (expenditure) | (220,000) | (1,178,681) | (541,455) |
| Issue of debt | | 584,501 | |
| Repayment of debt | (112,900) | (104,896) | (104,655) |
| Net transfers | <u>332,900</u> | <u>684,671</u> | <u>682,309</u> |
| Change in fund balance | <u>\$ Nil</u> | <u>(14,405)</u> | <u>36,199</u> |
| Opening fund balance | | <u>43,227</u> | <u>7,028</u> |
| Closing fund balance | | <u>\$ 28,822</u> | <u>\$ 43,227</u> |

See accompanying notes to the consolidated financial statements

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Kentville Volunteer Fire Department
Schedule of Investment in Capital Assets
Year Ended March 31

| | 2022 | 2021 |
|------------------------------|---------------------|---------------------|
| | <u>Actual</u> | <u>Actual</u> |
| Tangible capital assets | <u>\$ 8,947,785</u> | <u>\$ 8,194,911</u> |
| Accumulated amortization | (4,294,198) | (4,404,098) |
| Outstanding debt & loans | <u>(680,754)</u> | <u>(201,149)</u> |
| | <u>(4,974,952)</u> | <u>(4,605,247)</u> |
| Investment in capital assets | 3,972,833 | 3,589,664 |
| Fund balance | <u>28,822</u> | <u>43,227</u> |
| | <u>\$ 4,001,655</u> | <u>\$ 3,632,891</u> |

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**Kentville Volunteer Fire Department
Reserve Funds Statement of Financial Position**

Year Ended March 31

2021

2022

| | Society | | | | Area Rate | | | Actual | |
|-----------------------------|------------------|------------------|------------------|-------------------|------------------|-------------------|--------------------|---------------|-------------------|
| | Pre JFSC | Equipment | Ladies Auxiliary | Member Assistance | Russell Fund | Capital | Surplus Restricted | | Donations |
| Financial Assets | | | | | | | | | |
| Cash | \$ 22,123 | \$ 25,530 | \$ 2,320 | \$ 5,000 | \$ 64,338 | \$ 125,449 | \$ 30,000 | \$ 106 | \$ 274,866 |
| Receivables | | | | | 1 | | 35,853 | | 35,854 |
| | <u>22,123</u> | <u>25,530</u> | <u>2,320</u> | <u>5,000</u> | <u>64,339</u> | <u>125,449</u> | <u>65,853</u> | <u>106</u> | <u>310,720</u> |
| Liabilities | | | | | | | | | |
| Payables | | | | | | | | | <u>2,655</u> |
| NET FINANCIAL ASSETS | <u>22,123</u> | <u>25,530</u> | <u>2,320</u> | <u>5,000</u> | <u>64,339</u> | <u>125,449</u> | <u>65,853</u> | <u>106</u> | <u>434,268</u> |
| FUND BALANCES | <u>\$ 22,123</u> | <u>\$ 25,530</u> | <u>\$ 2,320</u> | <u>\$ 5,000</u> | <u>\$ 64,339</u> | <u>\$ 125,449</u> | <u>\$ 65,853</u> | <u>\$ 106</u> | <u>\$ 434,268</u> |

See accompanying notes to the consolidated financial statements

**Kentville Volunteer Fire Department
Schedule of Reserve Funds**

Year Ended March 31

| | 2022 | | | | Area Rate | | | Actual | | |
|--------------------------|-----------|-----------|------------------|-------------------|--------------|------------|------------|--------|------------|------------|
| | Pre JFSC | Equipment | Ladies Auxiliary | Member Assistance | Russell Fund | Capital | Restricted | | Donations | Total |
| Revenue | | | | | | | | | | |
| Interest/dividend income | | \$ 295 | | | \$ 26 | \$ 1,426 | | | \$ 1,747 | \$ 1,724 |
| Net revenues | | 295 | | | 26 | 1,426 | | | 1,747 | 1,724 |
| Net transfers | | | | | | | | | | |
| | | | | | | (191,148) | \$ 65,853 | | (125,295) | (188,400) |
| Change in fund balance | | 295 | | | 26 | (189,722) | 65,853 | | (123,548) | (186,676) |
| Opening fund balance | \$ 22,123 | 25,235 | \$ 2,320 | \$ 5,000 | 64,313 | 315,171 | Nil | \$ 106 | 434,268 | 620,944 |
| Closing fund balance | \$ 22,123 | \$ 25,530 | \$ 2,320 | \$ 5,000 | \$ 64,339 | \$ 125,449 | \$ 65,853 | \$ 106 | \$ 310,720 | \$ 434,268 |

See accompanying notes to the consolidated financial statements

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Kentville Volunteer Fire Department- Society Fund
Schedule of Statement of Operations

Year Ended March 31

| | 2022 | 2021 |
|---|------------------|------------------|
| | <u>Actual</u> | <u>Actual</u> |
| Revenue | | |
| Rentals | \$ 9,876 | \$ 1,150 |
| Fundraising- Nova Scotia Firefighters 50-50 | 89,230 | 23,229 |
| Fundraising- other | 4,859 | 1,071 |
| Donations | 8,645 | 8,360 |
| Miscellaneous | 586 | 189 |
| | <u>113,196</u> | <u>33,999</u> |
| Expenditures | | |
| Operating expenses | | |
| Administration | 3,909 | 4,208 |
| Professional fees | 3,280 | |
| Secretary's office | 481 | |
| Building | 6,626 | 3,915 |
| Historical | 2,744 | 984 |
| Sick, visiting, veterans | | 234 |
| Social and family events | 13,223 | 727 |
| Other | 4,107 | |
| Fundraising expenses | | |
| Bar, canteen | 4,477 | 22 |
| Ways and means | 5,020 | 348 |
| | <u>43,867</u> | <u>10,438</u> |
| Net revenues | 69,329 | 23,561 |
| Net transfers | (46,164) | 2,654 |
| Change in fund balance | 23,165 | 26,215 |
| Opening fund balance | 68,922 | 42,707 |
| Closing fund balance | <u>\$ 92,087</u> | <u>\$ 68,922</u> |

See accompanying notes to the consolidated financial statements

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Paula Huntley

Date: Oct 19/22

Date of Last Council Meeting Attended: Sept 26/22

Date of Last Council Advisory Meeting Attended: Oct 11/22

Joint Council Meeting: Oct 3/22

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|-----------|-----------------------|--|
| Oct 4/22 | KPPT | Staff meeting, policy and procedure committee picked to review for updates |
| Oct 12/22 | KPPT | AGM |
| Oct 12/22 | Kings REMO REMAC | Emergency measurements update, RCMP update, and updated motions |
| Oct 3/22 | Joint council meeting | Reginal Recreation facility info review |
| | | |

Town of Kentville Event Attendance

Sept 27/22- Public Rezoning Meeting re: Brison Developments

Sept 30/22- Truth & Reconciliation Smudging Ceremony

Oct 1/22- Lions Breakfast

Oct 18/22- Valley REN Small business week-morning meet and greet

| | OTHER MEETINGS/ LEARNINGS |
|-------------------|---|
| | |
| Sept 29/22 | Meeting with Councillor Hirtle Kings County |
| Oct 1/22 | Walk with a resident up on Acadia drive/Brison dev. |



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

| | |
|--------------|--|
| Oct 11/22 | Meeting with Consultant -Hotel Industry Overview |
| Oct 12/22 | Meeting with CAO |
| Oct 14/22 | Meeting with Mayor |
| Oct 14-18/22 | Met with 5 residents on assorted topics |
| Oct 19/22 | Webinar- Vehicle to Grid |

REPORT OF THE MEETING OF THE STANDING COMMITTEE ON CONFERENCE PLANNING

BOARD OF DIRECTORS
FEDERATION OF CANADIAN MUNICIPALITIES

September 8, 2022, 3-5 p.m. ET

SUMMARY OF DISCUSSION

Chair Geoff Stewart from the Municipality of the County of Colchester welcomed everyone to the meeting and proceeded to thank Vice-Chair, Marvin Plett, from the City of Winkler. The committee took a moment of silence to show support for the passing of Queen Elizabeth II.

The Committee started with a quick roundtable introduction of committee members then approved the agenda as presented and the meeting notes from the March 2022 meeting that was held virtually.

REPORT ON THE 2022 ANNUAL CONFERENCE AND TRADE SHOW

Chair opened the discussion on the 2022 Annual Conference and Trade Show that took place in early June in Regina for our return to in-person conference. He indicated it was an energizing experience, and we heard from members from around the country, how much they enjoyed the opportunity to get together in person again to network, and to visit with the beautiful city of Regina.

The 2022 conference also provided us with important feedback and learning opportunities that will help inform our 2023 conference. He then invited Senior Director, Communications, Steven Woodhead to deliver the report.

As the Chair noted off the top, the 2022 edition was a very successful event for us as the first annual conference to take place in person since the start of the COVID pandemic. We came together under the theme of together for recovery and had more than 1,200 delegates for a total of over 2,000 participants overall.

Our signature trade show was very popular, so were the workshops, plenaries and political keynotes where they discussed their ideas for a Federal municipal partnership.

The City of Regina was wonderful to work with. The staff of the City of Regina worked with us through a variety of shifting considerations. Mayor Sandra Masters opened the opening ceremony and participated in our President's Forum. The city brought a clear focus on Reconciliation and it was woven throughout numerous mainstage plenary moments, which was extremely well received.

We tried to find the right balance between workshops and discussions focused on the core issues and advocacy that FCM takes as its mandate for its members, as well as workshops and sessions that are really designed to speak to the experience of being an elected official at the

municipal level in Canada, and really try to share some best practices and learning amongst peers at our conference. Those workshops were popular in near-equal measure.

We were excited to return to an in-person trade show. The trade show opening reception was very well attended, and we did see that the trade show was cited as a primary reason for attending the conference by more than thirty percent of delegates.

We know that that networking time is highly valuable to our delegates. That will very much inform how we put together our 2023 program as we build in lots of opportunity for hallway conversations, offering our delegates an opportunity to meet on a peer-to-peer basis. We want to foster that sense of networking, that sense of coming together as an order of government, as it is relevant to their work in their communities.

Recognizing that the 2022 annual conference would likely be one of the first major in-person gatherings for many of our members, we are proud to note that we came really close to hitting our in-person registration target. Our total number of virtual registrations was lower than anticipated at 186. This provides an important data point for us to look ahead to future conferences, and how we shape those virtual and in-person experiences.

In conclusion, our 2022 annual conference was a very successful return to form for FCM after a 3-year gap between in-person conferences, members were excited to be convened together again.

Chair Stewart thanked Steven for the report and opened the floor to questions and/or comment.

Two committee members mentioned that the social interaction buttons were a great idea as it indicated to people upfront their comfort level and it was to be able to know what other people's expectations were. It was very helpful to help people in a non-confrontational way to express their feelings of safety.

With no further comments, the report was received.

REPORT ON THE 2023 ANNUAL CONFERENCE AND TRADE SHOW

Vice-Chair Marvin Plett then invited FCM's Director, Sponsorships and Events, Andrea Boyd to update the Committee on the planning 2023 annual conference to be held in Toronto, May 25-28.

Andrea introduced herself as she joined FCM just before the 2022 annual conference. She also indicated that Caphan Lieu, from the City of Toronto, was joining this call remotely and that a lot of work had already begun for the planning of the 2023 event. FCM is working closely with the city to ensure that the conference is streamlined in terms of what FCM presents and delivers alongside what the city presents and delivers as part of the conference. The city is considering some exciting opportunities in terms of cultural activities, entertainment, and networking.

With regards to the delegate experience, the focus will be on the in-person experience, much like we did in Regina. FCM is considering what a hybrid experience, if any, might look like given the low uptake for AC2022. Again, the trade show will be in-person only.

She indicated that the sale of the trade show booths is going well with about 43% sold. The sponsorship team is looking at creating more integrated offers between exhibitors, sponsors, and content opportunities, and how those are streamlined.

The team is looking at the recommendations that came forward, and feedback that was received from delegates and exhibitors. Staff acknowledged some programming considerations, including the gaps on the Sunday due to many provinces not having elections, and an increase in the transition time between study tours and sessions while adding networking moments for participants.

We are in conversation with the city about the transportation options and focusing on walkability between the main hotels and the conference venue. There may be a public transit pass offered to all participants while taking into consideration those with mobility challenges.

Registration is planned to launch toward the end of January 2023.

Following the update, Vice-Chair Plett opened the floor for questions.

- Has the Convention Centre been booked – yes it has, and it is the Metro Toronto Convention Centre (MTCC).
- Suggestion was made for the regional meetings on Thursday afternoon to have more of an organized structure and an agenda as this is the first interaction or touch point at the conference for many participants. Chairs would benefit from having more structure and answers to potential questions from delegates.

The Vice-Chair thanked everyone for their comments and Steven Woodhead indicated that FCM staff will think through what information could be offered in advance of folks arriving on site and how to improve the structure of the regional meetings to ensure delegates have a better understanding of the event and how to navigate it.

Steven also raised the point on the virtual experience a bit further explaining that the expenses associated with offering a full virtual experience, and the technical considerations, adds a fair amount of complexity. The number of virtual delegates this year was lower than we had expected but FCM fully appreciate that coming out of the pandemic, a virtual option was necessary for 2022. With that said, we will reevaluate what a virtual offering for 2023 might look like, if FCM proceeds with a virtual option.

Further comments were made:

- It was the right thing to do, but it's also a great thing to reevaluate to make sure that we move forward in an efficient way.
- It's hard as a virtual participant to hear things because there's a lot of ambient noise in the room.
- I'm glad that we're going to attempt to do it for another year, because I think it's a very valuable asset for us as an organization, and to offer that to people who can't or won't travel. We need to look critically at what would be offered in a virtual content but it's worth doing another year to have a better sense of whether to continue or not. Our world has changed, and webinars and online sessions are here to stay.

Andrea Boyd indicated that FCM Staff are looking at how we offer educational opportunities throughout the year as well, including the virtual lunch and learns and Collective webinars. Steven Woodhead thanked everyone for their feedback with regards to the conference format, transportation, and virtual experience. The feedback will be taken into consideration as we continue to plan the 2023 event.

Chair Geoff Stewart provided more thoughts on the virtual experience indicating that it is quite an endeavor to provide the virtual component as it is basically two conferences in one. The uptake numbers certainly weren't where we had hoped they would be; and we may have to scale back the amount of the virtual content, so that so the expenses and the registration are on a more level playing field.

Vice-Chair Plett thank everyone for their feedback and the Committee accepted the report.

REPORT ON THE 2023 SUSTAINABLE COMMUNITIES CONFERENCE

Chair Goeff Stewart then proceeded to talk about the 2023 Sustainable Communities Conference (SCC) that will be held in Ottawa, February 8-9 and encouraged everyone to look out for registration information, and to share the information within their networks. He then invited Steven Woodhead to provide a short update.

Steven indicated that it will be a return to an in-person event with some virtual components. The hybrid opportunity allows for both for a varied attendance, and we are hopeful that we will have a strong virtual participation. The SCC will continue to build its reputation as a premier event.

The SCC is a wonderful opportunity for municipal practitioners to bring their stories of sustainability successes and to share those best practices with their peers.

The 2023 program will feature three engaging plenaries and workshops, while the training sessions will be offered prior to the start of the SCC. The sponsorships and events team have created some new engagement opportunities for organizations to support our exhibitors' showcase with lunch and learn sessions, and networking receptions and social events. The awards will also be back in 2023 and will showcase communities showing leadership and sustainability in their projects with the winners announced on the last day of the event.

The communication and marketing campaign will launch shortly, with registration scheduled to open mid-October. With no questions coming from the committee members, the report was received.

REPORT ON THE HOST CITY FOR THE SEPTEMBER 2024 BOARD MEETING

Vice-Chair Plett then took over to talk about the last item on the agenda: future destinations of the Board of Directors meetings mentioning that the pandemic forced FCM to move to virtual board meetings rather than in person since March 2020. Some of these host cities have since been rescheduled to upcoming dates in 2023 and 2024 while others have yet to indicate their desires to host Board meetings again, such as Brandon. FCM Staff will follow up after the municipal elections.

He then invited Steven Woodhead to provide a short update on future destinations for the meetings of the Board of Directors. He provided some context coming from the September 2022 committee meeting where decisions were made around the selection of future host cities and noted an error in the report indicating that the September 2022 was to be held in the Regional Municipality of Durham, where, in effect, it should have read Strathcona County.

As Vice-Chair Plett indicated, several municipalities have been rescheduled. The in-person March 2022 Board meeting that was scheduled for Windsor was cancelled in the face of the rising Omicron variant. Our understanding from our discussions with Tourism Windsor Essex Pelee Island representatives who are liaising with us on behalf of the city, is that the letter confirming the rescheduling of the event to September 2024 will be provided after the municipal elections in Ontario.

The list of upcoming Board meetings was provided to the committee with the understanding that the rescheduling of the various meetings may have disrupted the typical rotation of Board meetings. However, it was important to reschedule as many Board meetings as possible with the host municipalities that had been previously confirmed, as they have been champions of FCM and have been excellent to work with to work through the effects of the pandemic with us.

The revisions to the host municipality criteria, to reflect the model of the in-person Board meetings going forward, will be brought forward to the committee discussion and approval in March 2023. For now, FCM staff are working directly with the confirmed host municipalities.

The Committee approved the recommendation that the March 1-4, 2022, Board Meeting that was to be held in the City of Windsor & Essex County, ON be rescheduled to September 10-12, 2024 and received the report.

As there were no other business, the Chair thanked everyone for participating and adjourned the meeting.

RECOMMENDATION:

The Committee recommends to the Board that:

- The March 1-4, 2022 Board Meeting that was to be held in the City of Windsor & Essex County, ON be rescheduled to September 10-12, 2024.
- This report be received.

Deputy Mayor Geoff Stewart
Chair, Standing Committee on Conference Planning

LIST OF PARTICIPANTS / LISTE DES PARTICIPANTS

Present / Présences :

STANDING COMMITTEE MEMBERS / MEMBRES DU COMITÉ PERMANENT

Chair / Président

- Stewart, Geoff, Deputy Mayor, Municipality of the County of Colchester

Vice-Chair / Vice-présidente

- Plett, Marvin, Councillor, City of Winkler

Committee Member / Membre du comité

- Main, Leah, Director, Regional District of Central Kootenay
- Hewat, Suzan, Mayor, Village of Kaslo of Kaslo
- Huntley, Paula, Councillor, Town of Kentville
- Lee, Lawrence, Councillor, City of Red Deer
- Lordon, Adam, President, Cities of New Brunswick Association

Observer / Observateur

- Caphan Lieu, City of Toronto

Staff / Personnel

- Brault, Carole, Manager, Events, Policy and Public Affairs
- Poolay, Husvini, Events Planner, Policy and Public Affairs
- Brittnay Del Guidice, Brittnay, Events & Registration Coordinator, Policy and Public Affairs
- Woodhead, Steven, Sr. Director, Communications, Policy and Public Affairs
- Boyd, Andrea, Director, Sponsorships and Events, Policy and Public Affairs
- Strutt, Andrew, Manager, Operations, Policy and Public Affairs

REPORT OF THE MEETING OF THE RURAL FORUM

September 14, 2022

OVERVIEW

The Rural Forum met on Thursday, September 14. Ahead of the meeting the Forum was informed of the results of the Rural Forum Chair and Vice-Chair elections through next September's meeting. Robin Kurpjuweit was acclaimed Chair and Glenn Doncaster and Rhona Martin were acclaimed Vice-Chairs. After a report from CEO Carole Saab on FCM's rural advocacy, and from Rural Forum Chair Robin Kurpjuweit on his Forum work since March, the group discussed the merits of a potential name change from Rural Forum to Rural Caucus. Various perspectives were raised and these conversations will continue in the lead up to the next Forum meeting in December.

A major focus of the meeting was a detailed discussion on rural infrastructure needs and priorities, led by Vice-Chair Jamie Martens, following on this summer's successful FCM rural infrastructure consultations. Forum members discussed rural communities' infrastructure priorities, including water and wastewater, roads and bridges and broadband; and needs for more streamlined, less onerous application processes to allow small communities with limited capacity to participate in infrastructure funding opportunities.

During Other Business at the end of the meeting, Rural Forum members discussed issues such as mental health and addictions and inflation.

RECOMMENDATION

Recommendation for adoption:

The Rural Forum recommends this report be received.

Robin Kurpjuweit
Chair of the Rural Forum

LIST OF PARTICIPANTS

CHAIR/VICE-CHAIR

Chair, Robin Kurpjuweit
Vice-Chair, Jamie Martens

FORUM MEMBERS

Taneen Rudyk, President, FCM
Scott Pearce, First Vice-President, FCM
Geoff Stewart, Second Vice-President, FCM
Rebecca Bligh, Third Vice-President, FCM
Rebecca Alty, President, Northwest Territories Association of Communities, NT
Trina Appleby, Councillor, Town of Torbay, NL
Kenny Bell, President, Nunavut Association of Municipalities, NU
Colin Best, President, AMO, ON
Bruce Bidgood, Director, Regional District of Kitimat-Stikine, BC
Bernard Bigras-Denis, Maire, Ville de Lachute, QC
Christine Blair, Mayor, Municipality of the County of Colchester, NS
Kam Blight, President, Association of Manitoba Municipalities, MB
Sylvia Bray, Councillor, County of Simcoe, ON
Glenn Doncaster, Councillor, County of Renfrew, ON
Randy Goulden, President, SUMA, SK
Suzan Hewat, Director, Regional District of Central Kootenay, BC
Bill Huber, VP, SARM, SK
Paula Huntley, Councillor, Town of Kentville, NS
Amber Link, Councillor, Wheatland County, AB
Pam Lovelace, Councillor, Halifax Regional Municipality, NS
Bruce MacDougall, President, FPEIM
Leah Main, Director, Regional District of Central Kootenay, BC
Rhona Martin, Chair, Columbia-Shuswap Regional District, BC
Norval Mitchell, Councillor, Municipality of the District of East Hants, NS
Ray Orb, President, SARM, SK
Robert Parks, Councillor, Strathcona County, AB
Fraser Patterson, Councillor, Strathcona County, AB
Marvin Plett, Councillor, City of Winkler, MB
Alex Scholten, President, UMNB, NB
Mike Strachan, Mayor, Village of Torquay, SK
Laurent Tetrault, Councillor, Rural Municipality of La Broquerie, MB
Steffen Walma, Councillor, Township of Tiny, ON
Mike Yargeau, Mayor, Town of Penhold, AB

OBSERVERS

Carole Saab, CEO, FCM
Amanda Boyd, Director, Events & Sponsorship, FCM
Will Cole-Hamilton, Councillor, City of Courtenay, BC
Margot Cragg, Manager, Government Relations, FCM
Jody Dittrich, Policy Analyst, AB Munis
Matt Gemmell, Director, Policy & Research, FCM

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Jarrah Hodge, Manager, Outreach & Engagement, FCM
Leanne Holt, Senior Director, Governance & Membership, FCM
Justin Johnson, Directeur General, AMBM
Jay Meyer, Executive Director, SARM
Iman Mohamed, Director, Policy & Research, FCM
Warren Noga, Policy Advisor, RMA
Craig Pollett, Executive Director, MNL
Brian Rosborough, Executive Director, AMO
Dan Rude, CEO, AB Munis
Sarah Sims, Chief of Staff, FCM
Denys Volkov, Executive Director, AMM

REPORT OF THE MEETING OF THE STANDING COMMITTEE ON INCREASING WOMEN'S PARTICIPATION IN MUNICIPAL GOVERNMENT

BOARD OF DIRECTORS
FEDERATION OF CANADIAN MUNICIPALITIES

VIRTUAL

SUMMARY OF DISCUSSION

In discussions during the meeting, Standing Committee members expressed:

- The **need** for the exchange of tools, expertise and resources for elected officials and municipal staff to learn about the ways in which to advance an intersectional approach within their local governments in support of women's political participation, gender equity and an overall inclusion within local governments and municipal services. The [Inclusive Municipal Governance Resource Library](#) is a tool available to respond to this need and an opportunity for continued engagement to ensure relevance.
- The **need** for a broader conversation amongst FCM Board members on the rise of violence and incivility within municipal politics. Committee members requested a broader conversation be convened among members to better understand the realities and impacts of this violence on the attraction, retention and the environment in which elected officials, particularly women and other underrepresented individuals (Indigenous, Black, racialized, 2SLGBTQI+, youth, etc) are experiencing.
- **Strong support** for engagement and capacity development of men on issues of social inclusion generally, and specifically for the Male Allyship pilot training offered by the CanWILL project. This training is offered to FCM members to support them in their roles as ambassadors and allies for gender equity and social inclusion, and aligns well with FCM's commitment on anti-racism. The Committee supports broader sharing of the opportunity to allow for FCM members to pursue the training and contribute to transformative change. Interested parties can find more information and indicate interest for the training here: <https://www.surveymonkey.com/r/GJ2NV9R>
- **Support** and **acknowledgment of the importance** and value of the scholarship program.

STANDING COMMITTEE RECOMMENDATIONS

Recommendations for action:

1. Convene a discussion at the Board level to discuss the rise of violence and incivility in municipal politics and its impacts on those underrepresented amongst FCM members, and explore how FCM can respond to and demonstrate leadership on the issue.

The Standing Committee recommends this report be received.

Councillor Trina Appleby
Chair, Standing Committee on Increasing
Women's Participation in Municipal
Government

LIST OF PARTICIPANTS / LISTE DES PARTICIPANT.E.S

Present / Présences:

STANDING COMMITTEE MEMBERS / MEMBRES DU COMITÉ PERMANENT

CHAIR / PRESIDENT (E)

Appleby, Trina, Town of Torbay, Councillor

VICE-CHAIR / VICE-PRÉSIDENT (E)

Amayo-Munro, Kaïla, Ville de Montréal, Conseillère

COMMITTEE MEMBER / MEMBRES DU COMITÉ

Blair, Christine, Municipality of the County of Colchester, Mayor
Coady, Amy, Municipalities Newfoundland and Labrador, President
Hewat, Suzan, Regional District of Central Kootenay, Director
Huntley, Paula, Town of Kentville, Councillor
Lai, Cynthia, City of Toronto, Councillor
MacDonald, Gail, Town of Stratford, Councillor
McLauchlin, Paul, Rural Municipalities of Alberta
Nisan, Rory, Regional Municipality of Halton, Councillor

TABLE OFFICERS / DIRIGEANT (E)S DE LA FCM

Rudyk, Taneen, Town of Vegreville, Councillor, FCM President
Stewart, Geoff, Municipality of the County of Colchester, Councillor, FCM 2nd VP

NON-BOARD MEMBERS

Huntley, Paula, Town of Kentville, Councillor
Link, Amber, Rural Municipalities of Alberta, Director
Merrifield, Brittany, Town of Grand Bay-Westfield, Mayor
Lovelace, Pam, Halifax Regional Municipality, Councillor

OBSERVER / OBSERVATEUR

Berghofer, Katie, Strathcona County, Councillor
Edwards, Heather, City of Edmonton, Staff

GUESTS

Jhoanna Gonzalez Miners, Seasonova
Uduak MacKenzie, Seasonova

FCM STAFF / PERSONNEL FCM

Andrea Boyd, Policy and Public Affairs
Bisola Odesola, People and Culture
Carole Brault,
Carole Jean Marie, Capacity and Sector Development – FCM Programs
Gina Hill Birriel, CEO's Office
Husvini Poolay, Policy and Public Affairs
Iman Mohamed, Policy and Public Affairs
Leanne Holt, CEO's Office
Marie-Jo Proulx, Capacity and Sector Development – FCM Programs
Myriam Hebabi, Capacity and Sector Development – FCM Programs

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Pascal Lavoie, Capacity and Sector Development – FCM Programs
Sara Lyons, Capacity and Sector Development – FCM Programs
Stephanie Hoey, Capacity and Sector Development – FCM Programs
Ty Smith, People and Culture

Name: Cathy Maxwell

Date: October 19, 2022

Date of Last Council Meeting Attended: Sept26,2022

Date of Last Council Advisory Meeting Attended: Oct 11, 2022

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|-------------|---|---|
| Oct 6/22 | AVTC | See attached Report |
| Oct 7/22 | Inclusion and Access Advisory Committee | See attached report |
| Sept/Oct | Police Commission | See attached report |
| Oct 3/22 | Regional Recreation Facility Joint Council Meeting. | A meeting with the Councils from the Town of Wolfville and County of Kings to look at the Feasibility Study Report. |
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Town of Kentville Event Attendance and Synopsis

| Date | Event | Synopsis |
|-------------|-------------------------------|--|
| Sept 22/22 | Masonic Story Board Unveiling | Dropped into this event to express my congratulations and appreciation for this recognition of our Masons. It is a beautiful board situated at the edge of the Masonic Garden by the Kentville Heritage Center. Well done to all involved. |
| Oct 1/22 | Harvest Festival | What a successful and fantastic event. Well attended and clearly citizens were enjoying themselves. Well done to all involved! |

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

| Detail | Synopsis | | |
|--|--|-----------------------------|---------------------|
| <p>Committee Name – Annapolis Valley Trails Coalition</p> | <p>The Valley section of the harvest Moon Trail escaped major damage from Hurricane Ian. Summer students made a huge difference in the upkeep of the trail this summer. It seems that the stop signs and the use of bells on the trail has made a more positive experience for users this summer. The coalition would like to thank trail users for the noticeable lack of litter this summer. The users’ numbers were way up this year with people going by almost every 40 seconds on some sections. Seeing a lot more mobility scooters as well which indicates accessibility use is increasing. People with ebikes need to be aware that other users are indicating that you cant be heard coming and also ask to reduce your speed.</p> | <p>Meeting Date:</p> | <p>October 6/22</p> |
| <p>Committee Name – Inclusion and Access Advisory Committee</p> | <p>Reviewed the Anti Racism Charter. We have been asked by the Provincial group to be the first Community Signature to endorse this Charter. Kirsten from our planning department and the staff person trained to judge The Rick Hanson</p> | <p>Meeting Date</p> | <p>October 7/22</p> |

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| | <p>Certification on the accessibility of our buildings, gave a presentation on how this certification is done. It is very thorough indeed. The NS Accessibility Directorate is updating all their standards for the built environment, trails etc. Rachel presented the 8 principles of the Evaluation of Accessibility Plans that the Provincial Group is looking at devising.</p> | | |
| <p>Committee Name – Police Commission</p> | <p>As Vice Chair of the Police Commission I will update the Public on issues the Commission has faced the last 2 months. There has been no meetings of the Commission because of meeting date conflicts and then a mass resignation of all 3 citizen members of the Commission. (5 <i>people make up the Commission, 3 citizens and 2 Council Members</i>) These resignations included our NS Department of Justice Representative. Resigning from a Committee is never done lightly but all these members had reached their maximum frustration level with the interference of Town Hall in the</p> | <p>Meeting Date</p> | <p>Sept/Oct</p> |

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| | <p>duties and responsibilities of the Police Commission.</p> <p>The Police commission is governed by the NS Police Act. This act states “The Commission is responsible for providing the administrative direction, organization and policy required to maintain an adequate effective police department”</p> <p>Over the past 2 years incidents happened that interfered with the Commission being able to fulfill its responsibility.</p> <ol style="list-style-type: none">1. The Police Budget is mandated by the Act to come to the Police Commission Chair from the Police Chief. The Chair is to bring it to the Commission for review before going to the CAO and then to Council. This did not happen for the 2021 budget. The Chair at that time received the budget and bypassed the Commission taking it directly to the CAO and Council violating the Police Act. This budget was then voted on by the Chair and the other | | |
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| | <p>Council Representative at the time knowing that the budget had not come to the Commission for review and in violation of the Police Act. After much discussion and vote for Council Reps the Chair was taken off the Police Commission and I was voted on with the other Council rep. A new Chair was put in place. All this sent up red flags with the citizen members of the Commission and trust was lost.</p> <p>2. The next issue was the Evaluation of the Police Chief. Under the Police Act the Chief is responsible and answerable to the Police Commission. The Commission was not informed about the 6-month evaluation nor about the yearly evaluation which the Commission is mandated to do by the Police Act. The Chair questioned the CAO about these evaluations and had that</p> | | |
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| | <p>questioning the Commission would not have been involved in the yearly evaluation which is a violation of the Police Act. The Commission was working on the yearly evaluation when exasperation set in.</p> <p>3. The next incident was the review of the Kentville Police Bylaw. The Commission recommended 2 changes to the bylaw. The change to have a citizen Chair was deemed to restrictive and dropped at the CAO's request. The second change was one in line with what the NS Department of Justice was asking their reps to try to do which was make the citizen appointments for 3 years. This was to provide more experienced Commissioners as changes are coming to Policing in NS. This request was flatly rejected by the mayor</p> | | |
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| | <p>who wanted the Police Commission under the town committee policy which states 2 years. This even though the Commission is supposed to set their own policies.</p> <p>4. An advertisement was put out by the town seeking new members of the Commission before present members were informed their terms were up. They found out on Facebook. This was very upsetting to those citizen members, and they felt very unappreciated. One of the citizens thought their term had just been renewed and asked the mayor when their term was up. This citizen was told their term was already up and they would be replaced in Nov. This even though I had asked for Council to work with the present members of the Commission to get the Commission on track. That request was tabled.</p> | | |
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| | <p>Yet the mayor somehow knew Council would deny my request.???</p> <p>These and other incidents have served to make Commission members feel they were wasting their time serving on a Commission that was supposed to be an arm's length from politics yet seems to be being controlled by Town Hall. They felt they could not make the necessary changes to improve the functioning of the Commission and so, all citizen members resigned and we have not had a Police Commission for a month and until new members are named.</p> | | |
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Misc Events

| Date | Synopsis |
|-------------|--|
| Sept 26/22 | Met with the Police Chief in my role as the Vice Chair to discuss Commission and Police Department Policies. |
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage

Date: October 19th 2022

Date of Last Council Meeting Attended: September 26th

Date of Last Council Advisory Meeting Attended: October 11th

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

| | Committee | Synopsis |
|--------------------------|-----------|--|
| October 17 th | REMAC | <p>REMO Mutual Aid Agreements</p> <p>Amateur Radio Update</p> <p>COVID 19 pandemic update</p> <p>Kings REMO program update – comfort centers/REMO social media/community outreach programs etc.</p> <p>I want to stress the importance of the vulnerable persons registry</p> |
| October 19 th | IAC | <ul style="list-style-type: none"> - Market value \$13 million - Year to date performance summary shows the fund down 7.26% as compared to the benchmark (balance income CAD 5) at 11.38% - We have our new IPS in place but we are trending lightly into the equity markets in fact it's likely in light of the economic pressures that we will lean towards bonds as funds come due. - Our view forward is that rates will commence a decline in 12-18 months at which time we will venture more into the equity side of the markets |

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

| Date | Event/Conference | Synopsis |
|------|------------------|----------|
|------|------------------|----------|

MISC EVENTS

| | | |
|----------------------------|---|--|
| September 23 rd | REMO – Meeting in preparation for hurricane Fiona | |
| September 27 th | Public information session – MacDougall Heights – presented by Director of Planning and Crystal Fuller | |
| September 29 th | Centre Square dinner in support of the KCA cafeteria program. It was a special night and funds were raised in high fashion. KUDOS to Councillor Yorke – your commitment to this program is to be commended and admired. | |
| October 1 st | Harvest in Kentville along with walk a mile in her shoes – a special thanks to Gary Morse who was the top fundraiser – there was in excess of 15,000 raised for Chrysalis House. | |
| October 3 rd | Regional Recreation Facility Joint Council Meeting | |
| | | |

EXPENSES

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

KENTVILLE TOWN COUNCIL

Name: Gillian Yorke

Date: October 24, 2022

Date of Last Council Meeting Attended: September 26th, 2022

Date of Last Council Advisory Meeting Attended: October 11th, 2022

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|---------------------------------|---|---|
| October 3 rd , 2022 | Joint Council Session for Regional Recreation Facility | A joint council information session (Town of Wolfville, County of Kings and Town of Kentville) regarding the Regional Recreation Facility |
| October 4 th , 2022 | Annapolis Valley Regional Library | A special board meeting was called to discuss the CEO contract |
| October 14 th , 2022 | PTA Meet and Greet | A meet and greet hosted by the PTA for the staff at KCA |
| October 18 th , 2022 | PTA Meeting | Planning the Autumn fundraising events, putting finishing details on the Trunk or Treat event |
| October 20 th , 2022 | PTA Trunk or Treat | A PTA event hosted at KCA to welcome families back (or for the first time) to KCA while supporting KCA classroom teachers |
| October 21 st , 2022 | Regional Recreation Facility Committee | Meeting with Committee partners to discuss next steps |

Town of Kentville Event Attendance and Synopsis

| Date | Event/Conference | Synopsis |
|-----------------------------------|--------------------------------|--|
| September 27 th , 2022 | Public Meeting Rezoning | A presentation from Brison Development about the proposed rezoning in MacDougall Heights |
| September 29 th , 2022 | KBC Kentville Dines | A community dinner hosted in Centre Square with KBC through the Under the Gazebo series to benefit the KCA PTA Cafeteria |

Misc Events

| Date | Synopsis |
|------|----------|
|------|----------|



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

| | |
|------------------------------------|---|
| October 20 th , 2022 | Pumpkin Walk (with Landmark East) has returned to the Town of Kentville Autumn event line up- what a joy to have it back! |
|------------------------------------|---|

Expenses

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



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Andrew Zebian

Date: October 24th, 2022

Date of Last Council Meeting Attended: September 26th, 2022

Date of Last Council Advisory Meeting Attended: Oct 11th, 2022

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

| Date | Committee | Synopsis |
|------------|------------------------|---|
| Sept 29/22 | Joint Fire | <p>Financial report was provided and as of Aug 31, KVFD Fire Fighting reported a surplus of \$66,561</p> <p>The Tender for a new pumper closed and it was awarded to a company called E-one. It will cost a little over 1.3 million with a projected delivery date of April 1/2024.</p> <p>The Department was happy to report that they were able to be back in schools with their fire safety programs. The department also partnered with Cooperators Insurance and allowed them to host an open house on Oct 15 to share important information.</p> <p>The Department's membership Membership currently sits at 55 members. They have had a few applications go out.</p> |
| Oct | Diversity Kings | There was no meeting in October . |
| | | |
| | | |

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

| Date | Event/Conference | Synopsis |
|------------|---|--|
| Sept 27/22 | Brisson Developments Presentation at Town Hall | Council was presented with a proposal to develop R2 and R4 in MacDougall Heights. It was well attended by many citizens. A traffic study should surface shortly. |



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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|-----------|---|-----------------------------------|
| Oct 13/22 | Joint Meeting with County of Kings and Town of Wolfville | Discussion around Wellness Centre |
|-----------|---|-----------------------------------|

MISC EVENTS

| Date | Synopsis |
|--------------|--|
| October 2022 | Continued dialogue over the proposal from Brison Development in MacDougall Heights Subdivision from Citizens who reside in that area |
| | |
| | |
| | |

EXPENSES

| This month | Year to Date |
|--------------------|--------------|
| Cell Phone \$36.50 | \$250.27 |

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 19 October 2022

Date of Last Council Meeting Attended: 26 September 2022

Date of Last Council Advisory Meeting Attended: 11 October 2022

Committee Meeting Attendance and Synopsis

| Date | Committee | Synopsis |
|-----------|----------------------------------|---|
| 29 Sep 22 | IMSA BoD | Kings Transit Owner discussion |
| 3 Oct 22 | NSFM Nominations Committee | Preparation for NSFM Board elections at the AGM |
| 3 Oct 22 | Special Meeting | Held in camera to receive report from the Regional Recreation Facility consultant. Joint meeting of Kings, Kentville and Wolfville. |
| 5 Oct 22 | IMSA BoD | Report on Kings Transit and ICIP funding potential |
| 5 Oct 22 | Collaboration | Initial meeting for Town of Kentville who recently joined group. There are funding changes under discussion with the Province. |
| 14 Oct 22 | NSFM Board Meeting | Business of the day |
| 19 Oct 22 | IMSA BoD | Valley Waste and Kings Transit updates |
| 19 Oct 22 | NSFM Audit and Finance Committee | Review of NSFM insurance and benefits programs |

Town of Kentville Event Attendance and Synopsis

| Date | Event | Synopsis |
|-----------|----------------------------|---|
| 27 Sep 22 | Public Information Session | TOK Planning and Brison Entreprises held a public information meeting with regards to the rezoning request for MacDougall Heights |
| 29 Sep 22 | PVSC | Discussion with consultant on further taskings to PVSC |

Councilor Report

Kentville Town Council

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|-----------|----------------------|--|
| 30 Sep 22 | King's County Museum | Truth and Reconciliation Celebration with Carolyn Landry, smudging, song and words to live by. |
| 1 Oct 22 | Walk a Mile | Royal Lepage sponsored a fundraiser for women's shelters through a walk for men in red high heels around the block |
| 1 Oct 22 | Harvestfest | Centre Square was the place to be to celebrate Harvestfest |
| 2 Oct 22 | Rise Up and Run | 5K run through Miner's Marsh and the Kentville Trail in support of Chrysalis House |
| 18 Oct 22 | Small Business Week | Coffee at the Valley Hub |

Conference Attendance and Synopsis

| Date | Conference | Synopsis |
|-----------|----------------------------------|--|
| 22 Sep 22 | Kings REMO | Basic Emergency Management Course |
| 13 Oct 22 | Dalhousie – Research over Coffee | Webinar Physical Activity as Preventive medicine -Dr Jonathon Fowles |

Misc Events

| Date | Synopsis |
|-----------|---|
| 29 Sep 22 | Leadership presentation to 415 Sqn Greenwood |
| 1 Oct 22 | Visit to MacDougall Heights to walk the land where the proposed development is planned. |
| 14 Oct 22 | Rural Urban Event Rotary – Ocean Crip Apples tour |
| 18 Oct 22 | Mentoring with Councillor Huntley |

Council Appointment, Selection Matrix. October 24, 2022

| Committee | Example | Mayor | Gerrard | Huntley | Maxwell | Savage | Yorke | Zebian |
|---|---------|-------|---------|---------|---------|--------|-------|--------|
| Council Advisory Committee | | X | X | X | X | X | X | X |
| CAO Appraisal | | X | X | X | X | X | X | X |
| Intermunicipal Service Agreement Board of Directors (M) | | X | | | | | | |
| Audit Committee (M+1) | | X | | | | | | |
| Water Commission (M+3) | | X | | | | | | |
| Source Water Protection (M+1) | | X | | | | | | |
| Board of Police Commissioners (2) | | | | | | | | |
| Investment (Perpetual Fund) (2) | | | | | | | | |
| AV Regional Library (1,A) | 5 | | | | | | | |
| AV Trails Coalition (1,A) | | | | | | | | |
| Joint Fire Services (2) | 4 | | | | | | | |
| KCA Parent Teacher Association (1,A) | | | | | | | | |
| Kings Point-to-Point (1,A) | | | | | | | | |
| Kings Regional Sewer (1,A) | | | | | | | | |
| Regional Emergency Management Org. (D,1) | | | | | | | | |
| Regional Enterprise Network (1,A) | 2 | | | | | | | |
| Diversity Kings (1,A) | 6 | | | | | | | |
| Inclusion and Access (2) | | | | | | | | |
| Student Bursary (2) | 1 | | | | | | | |
| Kentville Business Community (D,A) | | | | | | | | |
| AV Physician Recruitment Board (1,A) | x | | | | | | | |
| Heritage Committee (2) | 3 | | | | | | | |

M = Mayor, D = Deputy Mayor, M+1 means this committee includes the Mayor plus 1 other Councillor. 1,A means this committee requires 1 Councillor and 1 alternate. X means this is a mandatory participation from that Councillor.