



# **TOWN OF KENTVILLE COUNCIL**

## **November 28, 2022**

### **AGENDA**

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
  - (a) Council meeting minutes, October 11, 2021
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
  - (a) Animal Control Bylaw – Second Reading
  - (b) PACE Bylaw – Second Reading
  - (c) 2023 Council and CAC Meeting Dates
- 5. RECOMMENDATIONS AND REPORTS**
  - (a) Council Advisory Committee – Councillor Cathy Maxwell
    - (1) Withdrawal from Capital Reserves
  - (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) Council Appointments to Committees and Commissions
- (b) King Regional Emergency Management Organization Update
- (c) Board of Police Commissioners, Citizen Appointments

**7. CORRESPONDENCE**

- (a)

**8. PUBLIC COMMENTS**

**9. IN CAMERA**

- (a) Regional Sewer
- (b) Legal
- (c) Personnel
- (d) Personnel

**10. ADJOURNMENT**

DRAFT



## **TOWN OF KENTVILLE COUNCIL MEETING**

### **Meeting Minutes: October 24, 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 Councillor Andrew Zebian and seconded by Deputy Mayor Cate Savage

- Addition: Request to add 9.a CAO Job Description as per the MGA to In Camera
- Addition: Request to add 9.b Personnel to In Camera.
- In Camera Legal Service is now 9.c on the agenda

**That the agenda of October 24, 2022 be approved as amended.**

#### **MOTION CARRIED**

#### **3. APPROVAL OF THE MINUTES**

- (a) Council meeting held on September 26, 2022  
Concerns about item 4.c, regarding additional funding for participation in Federation of Canadian Municipality committees.

*Council Meeting Minutes, October 24, 2022*

*Pending Approval*

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# DRAFT

Item 4.b in the minutes regarding Board of Police Commissioners Bylaw should indicate that Councillor Maxwell asked Council to consider keeping the present members of the Commission to continue in their roles during this transition period.

**It was moved that the minutes of the Council meeting on September 26, 2022 be approved.**

(b) Joint Council meeting held on October 3, 2022

**It was moved that the minutes of the Council meeting on October 3, 2022 be approved.**

## MOTION CARRIED

### 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

#### (a) **Municipal Asset Naming and Renaming Policy**

At the September 25 2022 Council meeting, Council discussed the policy but a vote was tabled until this October meeting of Council.

*Report available for more information*

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

**That Council approve the Municipal Assets Naming and Renaming Policy.**

## 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:

- Review of training opportunities delivered by the Province related to membership in Board of Police Commissioners.
- Appreciation to outgoing Board members for their many years of service.

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

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

*Council Meeting Minutes, October 24, 2022*

*Pending Approval*

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**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Huntley, Gerrard, Savage, Snow and Yorke*

*Councillors who voted against this motion:*

*Maxwell and Zebian*

**5. RECOMMENDATIONS AND REPORTS**

**(a) Council Advisory Committee Reports**

**(1) Pre-Approval Request – Single Axel 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.

*Report available for more information.*

It was moved by Councillor Paula Huntley and Councillor Craig Gerrard

**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.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(2) 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.

*Report available for more information.*

Discussion

- Concerns about increased number of rats and the maximum number of chickens in this proposed bylaw.
- Concerns about the number of large lots (greater than 2.5 acres) in the town and the number of chickens scaling with lot size.

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

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

**Proposed amendment:**

**Moved by Deputy Mayor Cate Savage and Councillor Andrew Zebian  
11.c remove sections i to iv and change to “a maximum of 10 chickens”**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Huntley, Savage, Yorke and Zebian*

*Councillors who voted against this motion:*

*Gerrard, Maxwell, and Snow*

**Bylaw with approved amendment:**

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Huntley, Savage, Snow, Yorke and Zebian*

*Councillors who voted against this motion:*

*Gerrard and Maxwell*

**(3) Property Assessed Clean 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.

*Report available for more information.*

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

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(4) Frugal Moms Society 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.

*Report available for more information.*

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

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(5) Kings Transit 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.

*Report available for more information.*

Discussion

- Clarification around the process of grant approval and securing of funds.

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

**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.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Councillors' and Mayor's Reports**

Reports were received and are part of the meeting record.

**(1) Councillor Craig Gerrard**

Highlights included the auditor report for the Kentville Volunteer Fire Department.

# DRAFT

*Report available for more information.*

## **(2) Councillor Paula Huntley**

Highlights included the Public Information Meeting regarding the development in the Acadia Drive community.

*Report available for more information.*

Discussion

- Concerns about the Kings Point to Point that the alternate was not notified about attending a meeting last week.

## **(3) Councillor Cathy Maxwell**

Highlights included Annapolis Valley Trails Association, Inclusion and Access Advisory Committee. Concerns raised about the Board of Police Commissioners membership, budget process, evaluation of the Chief of Police, bylaw amendments, advertisement for new members, appointment and reappointment. These concerns resulted in the resignation of Commission members. Councillor Maxwell will not reoffer for this Commission until these issues are resolved.

- The Mayor called Point of Order on Councillor Maxwell for objectionable comments regarding Town Hall.
- The Mayor called Point of Order a second time on Councillor Maxwell for objectionable statements.
- The Mayor called Point of Order a third time on Councillor Maxwell for objectionable statements.

*Report available for more information.*

## **(4) Deputy Mayor Cate Savage**

Highlights included Kings Regional Emergency Management Organization meeting, the vulnerable persons registry, Investment Advisory Committee, Walk a Mile in Her Shoes event, and the regional recreation facility joint council meeting.

*Report available for more information.*

## **(5) Councillor Gillian Yorke**

Highlights included parent teacher meetings, the joint council meeting to discuss the regional recreation facility, public information meeting for the proposed MacDougall Heights development, and Annapolis Valley Regional Library.

*Report available for more information.*

## **(6) Councillor Andrew Zebian**

# DRAFT

Highlights included the joint fire services meeting, Harvest Festival, Pumpkin Walk, and the MacDougall Heights Public Information Meeting.

## **(c) CAO Update**

CAO Dan Troke gave an update on operational matters including the traffic study (in progress, this report is due at the end of this month) for the MacDougall Heights proposed development, Kings Regional Emergency Management Organization, and the Devil's Half Acre Motorcycle Rally organizing meeting.

## **(d) Mayor Sandra Snow**

The mayor reported on her activities this month with highlights including the Intermunicipal Service Agreement Interim Board, meetings with Property Valuation Services Corporation, Truth and Reconciliation smudging and basket making, Walk and Mile in Her Shoes, Ocean Crisp Apples facility tour,

*Report available for more information.*

## **6. NEW BUSINESS**

### **(a) Election of Deputy Mayor**

Mayor Sandra Snow described the process for electing the Deputy Mayor. In accordance with Policy Statement G57 Meetings Policy, the Deputy Mayor is appointed annually for a term of one year. The Chair called for nominations for Deputy Mayor and Councillor Gillian Yorke nominated Deputy Mayor Cate Savage, and she accepted. Deputy Mayor Cate Savage was elected by acclamation.

### **(b) Review of Committee Appointments**

Mayor Sandra Snow described the process of annual review and appointment of Councillors to committees. Council members should select their top 5 committees and groups and be ready to be appointed at the November meeting of Council. Members can submit these appointments and submit them to the Deputy Clerk by November 7, 2022.

## **7. CORRESPONDENCE**

### **(a) None.**

Note that correspondence relating to the MacDougall Heights proposed development is being stored and will be considered by Council when it comes for First and Second Reading. A public hearing will be organized after First Reading of the proposal.

## **8. PUBLIC COMMENTS**

### **(a) Dennis Kehoe, Alicia Blvd**

Concerns about CAO handling of personnel matters.

### **(b) Sharon Kehoe, Alicia Blvd**

## *DRAFT*

Concerns about including letters in correspondence, and the resolution of the Code of Conduct violations.

### **9. IN CAMERA – Legal Services**

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

**That Council move into a closed session at 7:37 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 Paula Huntley and by Councillor Craig Gerrard

**That Council return to open session at 8:48 pm.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council direct the CAO to finalize the legal services contract as discussed In Camera.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **9. ADJOURNMENT**

**The October 24, 2022 meeting of Council adjourned at 8:49 p.m.**

**MOTION CARRIED**

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Approved by CAO and Clerk Dan Troke

**TO:** Council Advisory Committee

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** November 28, 2022

**SUBJECT:** Animal Control Bylaw

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**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.

**DISCUSSION**

Council gave feedback about these issues and passed first reading of the proposed bylaw on October 24, 2022.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None.

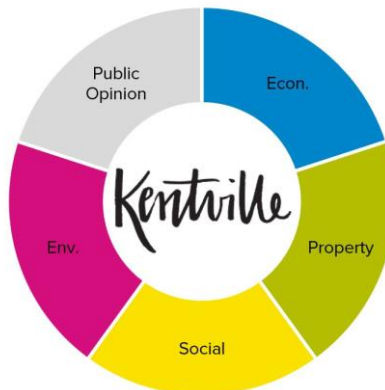
**ATTACHMENTS**

Animal Control Bylaw

**RECOMMENDATION**

**That Council give Second Reading to the Animal Control Bylaw.**

Town of Kentville Decision Wheel:





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

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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 limited to a maximum of ten (10) chickens”
  - 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 December 13, 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

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**Amending Bylaw**

Date of first reading:	October 24, 2022
Date of advertisement of Notice of Intent to Consider:	November 4, 2022
Date of second reading:	November 28, 2022
*Date of advertisement of Passage of By-Law:	
Date of mailing to Minister a certified copy of By-Law:	

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

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

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Dan Troke, Clerk

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



## TOWN OF KENTVILLE BY-LAW CHAPTER 70 ANIMAL CONTROL

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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 30<sup>th</sup> 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 31<sup>st</sup> 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.
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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 limited to a maximum of ten (10) chickens.
- 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.



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

902-679-2501  
dtroke@kentville.ca

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November 28, 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.

Council passed First Reading of this bylaw on October 24, 2022.

Staff recommend that Council consider giving this bylaw Second Reading at the November 28, 2022 meeting of Council.

Dan Troke  
Chief Administrative Officer  
Town of Kentville



## **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  
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---

October 11, 2022

RE: Property Assessed Community Energy (PACE)  
Program

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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**

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### **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

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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**

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\*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

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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



---

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

902-679-2501  
dtroke@kentville.ca

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November 28, 2022

RE: Change Council Advisory Committee/Council Meeting Dates

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Meeting dates for Council Advisory Committee Meetings (second Monday of each month, no meeting in August) and Council Meetings (last month of each month, no meetings in August or December) are determined annually in the month of November. This allows meetings to be scheduled for Council and staff attendance.

At the November 14, 2022 meeting of Council Advisory Committee, the Chair proposed additional Council Advisory Committee meetings to discuss governance, policy, and financial matters. These additional meetings would be public but not live streamed, and would take place on January 16, February 21, March 20, April 10 and May 15.

Staff recommend that these dates be approved and scheduled into calendars for 2023.

Dan Troke  
Chief Administrative Officer  
Town of Kentville

## Council and Council Advisory Committee Meetings, 2023

Council Advisory Committee meetings take place on the 2<sup>nd</sup> Monday of each month at 6:00 p.m., and regular Council meetings take place on the last Monday of the month at 6:00 p.m. Council Advisory Committee meetings to discuss governance matters occur on the third Monday of the month from January to May, from 4pm to 6pm. Conflicts may occur with holidays, conferences, etc. The following is a list of meetings, and where a conflict is seen, an alternate date is planned.

Meeting	Scheduled Date	Conflict	New Date
Council Advisory Committee	January 9		
Council Advisory Committee	January 16		
Council	January 30		
Council Advisory Committee	February 13		
Council Advisory Committee	<del>February 20</del>	Heritage Day	February 21
Council	February 27		
Council Advisory Committee	March 13		
Council Advisory Committee	March 20		
Council	March 27		
Council Advisory Committee	<del>April 10</del>	Easter Monday	April 11
Council Advisory Committee	April 17		
Council	April 24		
Council Advisory Committee	May 8		
Council Advisory Committee	May 15		
Council	May 29		
Council Advisory Committee	June 12		
Council	June 26		
Council Advisory Committee	July 10		
Council	July 31		
Council Advisory Committee	September 11		
Council	September 25		
Council Advisory Committee	<del>October 9</del>	Thanksgiving Day	October 10
Council	October 30		
Council Advisory Committee	November 13		
Council	November 27		
Council Advisory Committee	December 11		
Council	<del>December 25</del>	Christmas Break	



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Capital Reserves Withdrawal**

At the November 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the request for withdrawal from the capital reserve for a number of projects including a police vehicle, public works building, the pool and splashpad, recreation department vehicle and seasonal lighting.

#### **Council Advisory Committee recommends**

**That Council approval of a withdrawal from the Town of Kentville Capital Reserve General Allocation in the amount of \$280,293.78**

November 28, 2022

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



# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: November 1, 2022

Re: **RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 1 (Revised)**

The 2022/2023 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Several projects are complete or partially complete and require a resolution of Council to withdraw funds. The details for the Capital Reserve are as follows:

	<i>PROJECT</i>	<i>BUDGET</i> <i>(from reserve)</i>	<i>Draw</i> <i>#1</i>	
		\$	\$	
<b>Administration</b>	22/23 IT Projects	20,000	1,055.88	
	Electric vehicle booster station	0	500.00	
<b>Protective Services</b>	Vehicles	66,000	61,068.27	
<b>Transportation</b>	Asset Management	3,000	7,785.60	
	Equipment- Street sweeper	50,000	-	
	Public Works building	58,000	43,782.36	
	Ornamental lights	10,000	6,415.61	
	Pre-cast bridge	25,000	25,022.39	
	Green spaces	86,900	22,728.56	
	Arena	26,000	-	
<b>Recreation</b>	Dog Park	62,500	-	
	Pool/splashpad	25,000	17,445.15	
	MP-Soccer	8,000	-	
	MP- Ballfield irrigation	20,000	-	
	MP- Fencing	15,000	12,842.70	
	HUB building	10,000	-	
	Oakdene Park- irrigation	20,000	-	
	Equipment- trucks	96,000	58,664.19	
	Seasonal lighting	8,000	9,185.34	
	Benches/bike racks	5,000	-	
<b>Economic development</b>	Public Art Displays	15,000	5,800.00	
	Centre Square beautification	12,000	819.95	
	Gateway signage landscaping	15,000	1,593.32	
	Buildings- VIC and 66 Station Lane	50,000	5,584.46	
<b>Total</b>		<b>706,400</b>	<b>280,293.78</b>	

The Town of Kentville Capital Reserve- General Allocation contains **\$2,050,828** and after the withdrawal, it will contain **\$1,770,534**.

**RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$280,293.78** from the Town of Kentville Capital Reserve- General Allocation.

This transfer will partially fund several capital acquisitions acquired to date during the year 2022/2023. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



**RESOLUTION**

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE**

**- 2022/2023 CAPITAL PROJECTS**

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

**THEREFORE, BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$280,293.78** to partially fund budgeted capital acquisitions for the 2022/2023 capital program.

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

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

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Dan Troke, Town Clerk

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** Nov 28,2022

**Date of Last Council Meeting Attended:** Oct 24/22

**Date of Last Council Advisory Meeting Attended:** Nov 14/22

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
Oct 27/22	<b>Water Commission</b>	Operational updates, Financial & Engineering
Nov 16/22	<b>KPPT</b>	Update on new bldg., staffing, Financials, ridership increase
Nov 16/22	<b>Valley REN Liaison &amp; Oversight</b>	New Membership review, IMSA update, Valley REN Activity report July – Sept and verbal report on Oct/Nov so far

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
Nov 5/22	<b>Lions Breakfast</b>	

### MISC EVENTS

Date	Synopsis
Oct 24/22	Community Climate Hub (Atlantic Regional Organizer)
Oct 25/22	Thinking Nation zoom call- E. Connolly /Chief Partnership Officer-K12 & post-secondary education/workforce dev & partner engagement.
Oct 25/22	Municipal Engagement Session / NS Housing Needs
Oct 26/22	Meeting with SCANS -Seniors College of NS (possible chapter here in Annapolis Valley)



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

Oct 26/22	Atlantic Climate Caucus Chapter-National Model Building Code
Oct 31/22	NS Youth-Focused Community of Practice for Career Dev. Individuals
Nov 1-4/22	NSFM 2022 Annual Conference ( notes attached)
Nov 7/22	Valley REN Rollout for Partners for Progress evening social
Nov 7/22	Meeting with Mayor
Nov 9/22	IPAC Event -You Tube taping (Mid term check in with some of NS's first time Councilors)
Nov 15/22	Attended Kings County Council Meeting
Nov 17/22	Grade 12 Conference Launch -Keynote speaker/student mixer with partners in Community
Nov 18/22	Brain Injury Call Meeting
Nov 18/22	Housing Symposium -United Way -discussions on all aspects from the build to health care
Nov 23/22	Meeting with NS Community Links
Nov 23/22	Meeting with AVCC-Physician Recruitment/Retention Navigator
Nov 25/22	Junior Achievers Session Guest Speaker

### EXPENSES

This month \$31.04 end of Oct/22	Year to Date
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## Program at a Glance (At the Time of Printing) (All sessions and events take place at the Westin Nova Scotian Hotel)

### TUESDAY, NOVEMBER 1<sup>ST</sup>

2:00 pm - 8:00 pm	Registration Desk Open	Coat Check, Mezzanine Level
3:00 pm - 5:00 pm	Caucus Meetings: Regional Caucus Rural Caucus Towns Caucus	Lunenburg Room, Mezzanine Level Atlantic Ballroom, Mezzanine Level Harbour Suites, Main Level Commonwealth A, Mezzanine Level
5-7 - Beaud Mtg		
7:00 pm - 8:30 pm	Meet & Greet Reception - Sponsored by Telus Health	

### WEDNESDAY, NOVEMBER 2<sup>ND</sup>

7:45 am - 5:15 pm	Registration Desk Open	Coat Check, Mezzanine Level
8:15 am - 9:30 am	Opening: Remarks by Conference Chair, Mayor Brenda Chisholm-Beaton, Town of Port Hawkesbury; Greetings from Mayor Mike Savage, HRM; Remarks by NSFM President Amanda McDougall, CBRM; Greetings from the Honourable John Lohr, Minister of Municipal Affairs & Housing, Province of Nova Scotia; Greetings from AMANS President John MacKinnon; Greetings from Presenting Sponsor, Mayor Joe Feeney, PVSC Board Chair; Presentation of NSFM Long Service Awards	Atlantic Ballroom, Mezzanine Level
9:30 am - 10:30 am	Keynote Address: Inclusive Leadership: From Silos to Safety Tina Varughese - Sponsored by CUPENS	Atlantic Ballroom, Mezzanine Level
10:30 am - 11:00 am	Break/Viewing of Exhibits - Sponsored by Divert NS	Mezzanine & Commonwealth B
11:00 am - 12:00 pm	Concurrent Sessions: (attend 1 of 2) PVSC: Taking the Long View Climate Action for Municipalities	Harbour Suites, Main Level Atlantic Ballroom, Mezzanine Level Commonwealth A, Mezzanine Level
12:10 pm - 1:10 pm	Delegates' Luncheon - Sponsored by NSMFC	Commonwealth A, Mezzanine Level
1:25 pm - 1:45 pm	Remarks by NSFM CEO Juanita Spencer	Atlantic Ballroom, Mezzanine Level
1:45 pm - 2:45 pm	Duck, Cover, Run-NO: Managing Your Message	Atlantic Ballroom, Mezzanine Level
2:45 pm - 3:15 pm	Break/Viewing of Exhibits - Sponsored by Divert NS	Mezzanine & Commonwealth B
3:15 pm - 5:15 pm	Conversation Series - Networking Tables	Commonwealth A, Mezzanine Level
5:30	URBANS	

### THURSDAY, NOVEMBER 3<sup>RD</sup>

7:00 am - 7:45 am	Early Morning Harbourfront Walk	Meet in Lobby at 6:55 am
8:00 am - 5:00 pm	Registration Desk Open	Coat Check, Mezzanine Level
8:30 am - 9:00 am	FCM Update	Atlantic Ballroom, Mezzanine Level
9:00 am - 9:45 am	The Honourable Tim Houston, Premier of Nova Scotia	Atlantic Ballroom, Mezzanine Level
9:45 am - 10:30 am	The Honourable Zach Churchill, Leader NS Liberal Party	Atlantic Ballroom, Mezzanine Level
10:30 am - 11:00 am	Break/Viewing of Exhibits - Sponsored by Canoe Procurement Group	Mezzanine & Commonwealth B
11:00 am - 11:45 am	The Honourable Claudia Chender, Leader NS NDP	Atlantic Ballroom, Mezzanine Level
12:00 pm - 1:00 pm	Delegates Luncheon - Sponsored by AXON	Commonwealth A, Mezzanine Level
1:15 pm - 3:15 pm	AGM: Presentation of NSFM Audited 2021 Statements; Motion re Dues 2023; Report of the Nominations Committee; Resolutions Report	Atlantic Ballroom, Mezzanine Level
3:15 pm - 3:45 pm	Break/Viewing of Exhibits - Sponsored by Canoe Procurement Group	Mezzanine & Commonwealth B
3:45 pm - 4:30 pm	Anthony Edmonds, Leader of the Green Party of NS	Atlantic Ballroom, Mezzanine Level
6:15 pm - 7:00 pm	Reception	Mezzanine
7:00 pm - 10:00 pm	Banquet - Sponsored by CN	Commonwealth Ballroom, Mezzanine Level

### FRIDAY, NOVEMBER 4<sup>TH</sup>

8:15 am - 9:00 am	Service Exchange Update	Atlantic Ballroom, Mezzanine Level
9:00 am - 10:00 am	Tackling Employee Wellness Head On - Sponsored by HUB International & LifeWorks	Atlantic Ballroom, Mezzanine Level
10:00 am - 11:15 am	Municipal Housing Success Stories	Atlantic Ballroom, Mezzanine Level
11:15 am	Honourable Sean Fraser, Minister of Immigration, Refugees, and Citizenship	Atlantic Ballroom, Mezzanine Level
11:45 am	Wrap Up and Draw Prizes	Atlantic Ballroom, Mezzanine Level

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cathy Maxwell

**Date:** November 22, 2022

**Date of Last Council Meeting Attended:** Oct 24/22

**Date of Last Council Advisory Meeting Attended:** Nov 14/22

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
	No Committee Meetings in this reporting period	

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Nov 19/22	Kentville Plays Event Oakdene Park	The weather was fantastic for this family event in Oakdene park. There was a wide assortment of activities from backyard type games, to face painting and a firepit. Not to mention all the permanent playground equipment in the park. The event was well attended and once again the Rotary Club was a hit with hot dogs, hot chocolate etc. many thanks to Rotary and all the volunteers who helped make this event a huge success. Kudos to Kentville Rec for a job well done!

### Misc Events

Date	Synopsis
Oct 25/22	Council Housing Meeting- This was a Municipal Engagement session with Andrew Patterson from CoLab which was involved in a Province wide housing assessment. The Aim of the assessment was to assess gaps in current and future housing needs specifically in our area. Our participation in this session was to contribute to the data. A final report should be due around Sept 1923.



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cate Savage

**Date:** November 23, 2022

**Date of Last Council Meeting Attended:** October 24<sup>th</sup>

**Date of Last Council Advisory Meeting Attended:** November 14<sup>th</sup>

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
Nov 14 <sup>th</sup>	RSC	<p>The bulk of the meeting centered around ..</p> <p>Consideration of the contract award for the aeration project.</p> <p>There have been many moving parts to pull together the RFD and developing a new and fulsome 5-yr capital projection. This has included follow-up discussions with our consultants and taking additional sludge measurements in Cells 1 and 2.</p> <ul style="list-style-type: none"> <li>- I will defer to CAO Troke to outline the motion to council and the amount associated with same.</li> </ul>
November 9 <sup>th</sup>	IAC	<ul style="list-style-type: none"> <li>- Market value \$13 million</li> <li>- Year to date performance summary shows the fund down 7.26% as compared to the benchmark (balance income CAD - 10.54)</li> <li>- The brakes will be pressed harder – rates will continue to increase in order to lower inflation. The 2023 year will likely flow right into a recession but our funds are safe as we remain strong in corporate bonds and have not yet ventured into the equity side of things.</li> </ul>



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

		<ul style="list-style-type: none"> <li>- 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</li> <li>- Money market is looking better and better at 3.4%</li> </ul>
November 16 <sup>th</sup>	KBC	<ul style="list-style-type: none"> <li>- Updates from façade committee</li> <li>- Updates from promotions and events committee</li> <li>- ED Report</li> </ul> <p>Upon receipt of the minutes I will include same in my next report.</p> <p>I want to take a moment and discuss/refer some items to the CAO as they relate to recent discussions with the KBC Board. There has been some communication with me as it pertains to their agreement/funding amounts and what the way forward looks like as they plan for the ensuing year.</p> <p>I would like to request a report from the CAO that provides council with the information we might need when discussing the next KBC funding agreement. As KBC looks ahead to do their own strategic and financial planning for upcoming operational years, and given that our current agreement is coming up for renewal, I would request that the CAO's report to Council include summary of the following items:</p> <ul style="list-style-type: none"> <li>• Total funding amount currently being collected by TOK under the Economic Development levy</li> <li>• Total funding amounts granted to KBC in each funding year since their reinstatement(2021-2022 last agreement signed...but by default was extended to March 2023 by virtue of the operating budget approved in March 2022), including showing the total amounts for Core, Façade, and Special Project funding separately for each year</li> </ul>

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

		<ul style="list-style-type: none"> <li>Term lengths of previous Funding Agreements and a recommendation for a term length for future agreements</li> </ul>
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### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

### MISC EVENTS

October 20 <sup>th</sup>	Annapolis Valley's Best
October 25 <sup>th</sup>	Housing Meeting Upland
November 2-5	<p>NSFM – Service with a purpose – 2022 Conference</p> <p>Climate Action – climate screening tool for council / initiate actions to reduce omissions/ discussions around NG Climate action plan. We as a council need to ask ourselves – what is our stance on climate change and what sort of plan to we wish to exact. Discussions around the sustainable communities challenge – are we accessing that fund?</p> <p>MGA Revisions taking place.</p> <p>MOU – provincial and municipal</p> <p>Policing</p> <p>Code of Conduct</p> <p>EPR Resolutions</p> <p>Municipal Funding</p> <p>Premier Tim Houston spoke on a number of issues – ocean and tech sectors / getting NS population to 1mm people / urgency in healthcare / international doctors... less red tape / CF Drug free access /23 million for the film industry / NS power and telecommunications kept honest and accountable / EPR will come</p> <p>Housing initiatives – HRM et al. spoke about housing and the crisis we have here in NS. HRM talked about areas of growth and how they have accommodated ALL sectors of society. The goal is to create a master plan while focusing on inclusion for all as it relates</p>

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

	to housing. The idea is to remove barriers and show that mixed residential communities work and it's our mandate to encourage mixed neighborhoods. Backyard suites etc. were discussed and Kentville has already incorporated this into our LUB.
November 18 <sup>th</sup>	Holly Days ...Friday evening and into the weekend ... Words cannot describe how this event made me feel about our town – our staff – KBC and the greater community It was a magical night and in a word it was Hallmark material ...

### EXPENSES

This month	Year to Date

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Gillian Yorke

**Date:** November 28<sup>th</sup>, 2022

**Date of Last Council Meeting Attended:** October 24<sup>th</sup>, 2022

**Date of Last Council Advisory Meeting Attended:** November 14<sup>th</sup>, 2022

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
October 27 <sup>th</sup> , 2022	<b>Source Water Protection</b>	Everything is operating as it should, and we are well within our water use capacity.
November 15 <sup>th</sup> , 2022	<b>KCA Parent Teacher Association (PTA)</b>	Teacher and classroom grants were reviewed and distributed. New projects and initiatives coming from staff to benefit students and student life at school. Wonderful evening!
November 17 <sup>th</sup> , 2022	<b>Annapolis Valley Regional Library (AVRL)</b>	Reviewing new stats and making plans for the new CEO upon their arrival in the New Year. Library usership up across the board, but a notable increase in Kentville.

### Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
November 18 <sup>th</sup> -20 <sup>th</sup> , 2022	<b>Holly Days</b>	An incredibly well organized and attended event in Downtown Kentville. So pleased to see so many businesses participate with various displays, and specials. Kudos to Ashley, Lindsay and KBC and their respective teams for an outstanding event.
November 19 <sup>th</sup> , 2022	<b>Kentville Plays</b>	A great event in Oakdene Park. Great to see more of these events tucked inside a larger festival weekend. Well done!

### Misc Events

Date	Synopsis
November 1 <sup>st</sup> -4 <sup>th</sup> , 2022	Nova Scotia Federation of Municipalities (NSFM) A full synopsis will be attached, however it was an informative week which resulted in several take-aways which have action items associated. I am grateful to have had the opportunity to explore,

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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	in depth, how Lunenburg has redesigned their Land Use/Municipal Planning Strategy to be a more inclusive, welcoming, and growth-centered document and look forward to more discussions with Town of Kentville staff about the ideas and take-aways form this conference.
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**Expenses**

<b>This month</b>	<b>Year to Date</b>
NSFM Conference Fees + NSFM Hotel fees \$690 + \$829.32 = \$1519.32	



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Andrew Zebian

**Date:** November 28th, 2022

**Date of Last Council Meeting Attended:** October 24/ 2022

**Date of Last Council Advisory Meeting Attended:** November 14/2022

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
November 7	<b>Diversity Kings</b>	Discussion on terms of reference and on recruitment of new members.
Oct 27	<b>Kentville Water Commission</b>	

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
November 19th	<b>Holly Days Festival &amp; Tree Lighting</b>	It was well attended. Thanks to KBC and the awesome staff at the Town of Kentville for their hard work.

### MISC EVENTS

Date	Synopsis
November 2022	Continued dialogue over the proposal from Brison Development in MacDougall Heights Subdivision from Citizens who reside in that area. Phone call with the Developer, Mitch Brison invitation to visit the Crossing.
November 18/2022	Discussion With Deputy Mayor regarding November 14 <sup>th</sup> Council Advisory Meeting and information provided during the meeting.
November 15-16-17	Discussion with CAO regarding our live streamed meetings and comments being shut off.

**COUNCILOR REPORT  
KENTVILLE TOWN COUNCIL**

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**EXPENSES**

<b>This month</b>	<b>Year to Date</b>
Cell Phone \$36.50	\$323.28



# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 23 November 2022

**Date of Last Council Meeting Attended:** 24 October 2022

**Date of Last Council Advisory Meeting Attended:** 14 November 2022

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
20 Oct 22	VREN – Board	Meting with VREN Chair Paul Dixon
21 Oct 22	NSFM Nomination Committee	Meet to discuss nominations for President and Vice President and presentation to NSFM AGM
24 Oct 22	Council Meeting	Agenda as published
27 Oct 22	VREN Regional Economic Recovery	Update from Town's, Counties, VREN, NSBI, Develop NS and ACOA
27 Oct 22	Kentville Source Water Protection Committee	See below
27 Oct 22	Kentville Water Commission	See below
28 Oct 22	VREN LOC	Joint meeting with Provincial authorities, VREN Board, staff and Liaison and Oversight Committee
1 Nov 22	NSFM Board Meeting	On going business
7 Nov 22	King's Mayors	Four King's county mayor met to discuss common issues and establish terms of reference for on-going meetings
9 Nov 22	Investment Committee	Markets are volatile, interest rates are in an upward swing. Value at 9 Nov - \$13,158,162
14 Nov 22	CAC Meeting	Agenda as published
16 Nov 22	IMSA BoD	Valley Waste and Kings Transit updates
16 Nov 22	VREN LOC	Monthly meeting



# Councilor Report

## Kentville Town Council

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
21 Oct 22	AVCC Valley's Best	Attended event on behalf of Town, presented award
26 Oct 22	NSCC Kingstec Announcement	RBC announced continued funding of Student Works program at NSCC
26 Oct 22	KCA Grade 3	Pumpkin People book was distributed to Grade 3 students at KCA and Spike joined us for a reading of the book.
1 Nov 22	KCA	Great pumpkin drop, students using physics and established criteria created pumpkin holding devices to drop from 50 feet in basketball court.
7 Nov 22	VREN	Partners in Progress Meet and Greet
9 Nov 22	Scotia Recycling	Announcement and tour of new blue bag sorting line. An \$8+M investment in the Valley. The paper in our blue bags is sorted and 100% recycled at CKF for egg cartons and coffee cup trays. The cardboard is 100% recycled by Maritime Paper Products into new boxes
10 Nov 22	NKEC Remembrance Day	Attend both the junior and senior Remembrance Day Ceremonies at NKEC. The Grade 12 drama class put on a wonderful event and the senior band
11 Nov 22	Remembrance Day	Kentville Legion hosted Remembrance Day at the Memorial Park Cenotaph
17 Nov 22	UARB Hearing	UARB hearing to determine the size and distribution of Kentville Town Council, the application requests the Status Quo
17 Nov 22	Apple Blossom BoD	AGM
18 Nov 22	Holly Days in Kentville	Tree lighting, Santa Claus and music in Centre Square.

### Conference Attendance and Synopsis

Date	Conference	Synopsis
25 Oct 22	Nova Scotia Housing Needs Municipal Engagement Session	ZOOM – the consultants queried council with regards to housing in Kentville

# Councilor Report

## Kentville Town Council

31 Oct 22	Accelerating Regional Innovation	One day event at NSCC Halifax, collaborating with NSCC to determine way ahead to support entrepreneurship and innovation based on the MIT REAP
1-4 Nov 22	NSFM Annual Conference	See report
8 Nov 22	VREN	The first Partners in Progress conference in three years was held at Acadia.
9 Nov 22	Atlantic Canada Summit on Basic Income	ZOOM – discussion on way forward
16 Nov 22	Main Street Recovery	ZOOM – FCM panel presentation on the use of data to evaluate the recovery in downtown arrears.

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
<b>Committee Name</b>	<b>Source Water Protection</b>	<b>Meeting Date:</b>	<b>27 October 22</b>
<b>Meeting Highlights:</b>	Well Field Reports – David Bell Water Report – David Bell Planning Reports – A/Development Officer Kirsten Duncan Review of Source Water Protection Plan		
<b>Budget:</b>	N/A		
<b>New Projects:</b>	New wells will require a review of current SWP plan and will in turn affect the Land Use Bylaw		
<b>Policy Changes:</b>	On-going use of Magee Lake for non-motorized crafts and swimming		
<b>Committee Name</b>	<b>Water Commission</b>	<b>Meeting Date:</b>	<b>27 October 22</b>
<b>Meeting Highlights:</b>	Operational Updates: Financial		

# Councilor Report

## Kentville Town Council

	Engineering Update
<b>Budget:</b>	N/A
<b>New Projects:</b>	New wells and holding talks
<b>Policy Changes:</b>	No changes

### Misc Events

<b>Date</b>	<b>Synopsis</b>
20 Oct 22	Meeting with David Walker – Police Commission and NSAPG
21 Oct 22	Presentation to RCAF Basic Training Class at Camp Aldershot
17 Nov 22	Lunch with Councillor Huntley

23 November 2022

Council

## TRIP REPORT – NSFM 2022 HALIFAX

### Introduction

1. I attended the Annual NSFM conference in Halifax. The NSFM was held 1-4 November 2022 at the Westin Hotel, hosted by Nova Scotia Federation of Municipalities in Halifax. Four members of council from the Town of Kentville attended the conference. Several hundred members of council from across NS attended the first in person Annual NSFM conference since November of 2019.

### Administration and Finances

2. The accommodations were secured at the Westin Hotel in Halifax. The cost of the conference was \$690.00. The total cost of the trip was borne by the Town of Kentville under the mayor's legislative expense at a total cost of \$1,648.08.

### Conference Facilities

3. The conference facility is outstanding. Securing rooms at the Conference Centre is ideal, as all conference events are held on-site. The accommodations are very comfortable and well appointed. The hotel restaurant has been downsized since COVID and cannot accommodate the rush at breakfast, in-room eating is encouraged, however comes with an additional cost.

### Conference Content

4. The schedule was provided in a handy notebook handed out during registration. The briefings provided during the general assemblies were informative. Lunch was provided on Wed and Thu, and dinner on Thu evening. I attended the following briefing:

- a. Tue - Town Caucus Meeting, re-elect to serve on the NSFM Board as a Town Caucus member;
- b. Tue – NSFM Board Meeting;
- c. Wed – Opening;
- d. Wed – Keynote Inclusive Leadership with Tina Varughese;
- e. Wed – PVSC Taking the long view with data;
- f. Wed – NSFM CFO Remarks;
- g. Wed – Duck, Cover, Run – NO: Managing your Message;
- h. Wed – Roundtable;
- i. Thu - FCM Update with 2<sup>nd</sup> Vice President Deputy Mayor Geoff Stewart;
- j. Thu – Honorable Tim Houston PC;
- k. Thu - Honorable Zach Churchill Lib;
- l. Thu - Honorable – Claudia Chender NDP;

- m. Thu - AGM and elections;
- n. Thu – Anthony Edmonds – Green;
- o. Fri – Service Exchange;
- p. Fri – Employee Wellness;
- q. Fri – Housing Success Stories; and
- r. Fri – Honorable Sean Fraser MP and Minister of Immigration, Refugee and Citizenship.

5. I had the pleasure of presenting a housing success story on Friday morning. The presentation included the success of both Miner's Landing as a Developers Vision and Ryan's Park as a Mother's Dream. The roundtable event on Wednesday was well attended and by far one of the best events. It provided members with the opportunity to sit down with peers, and Government employees to discuss hot topics of the day. This event could easily have taken an entire afternoon, as we only had the opportunity to switch tables once during the scheduled event. The presentations by our provincial party leaders is of little value, as they seem to respond in campaign mode rather than anything substantive for us to take away. The Premier did speak to the assembly, but he did not respond to the questions provided in advance of the conference and he did not field any questions.

6. The conference presentations will be available electronically on the NSFM website.

#### Recommendations

7. It is recommended that Town of Kentville continue to attend the Annual NSFM conference. Cross section attendance is extremely important as making contact with other councillors and staff to facilitate most ongoing processes.

8. Questions regarding this conference or the recommendations may be referred to the undersigned.

Respectfully Submitted

Sandra Snow  
Mayor



**TO:** Council

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** November 28, 2022

**SUBJECT:** Committees of Council

**ORIGIN**

Following the process in Policy Statement G57 Committees of Council, members of Council annually review Council appointments to committees of Council. Members sitting on each committee may at this time request to join a committee or leave a committee. Section 4.2.2 states “committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.”

**DISCUSSION**

During the November 14 meeting of Council Advisory Committee, members of Council were asked to consider their committee appointments and provide a list of selections of committees they wished to sit on.

Although many of the committees have been resolved in terms of the required number of councillors or alternates, some committees require further discussion to determine council appointment. These are highlighted in the attached table.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None.

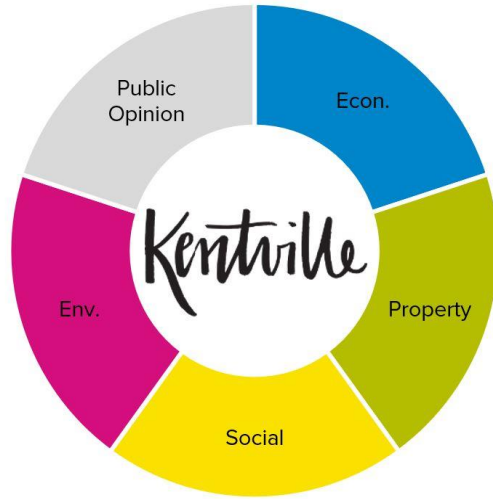
**ASSOCIATED DOCUMENTS**

Policy Statement G57 Committees of Council  
Current and Proposed Council membership on Committees of Council

**RECOMMENDATIONS**

**That Council review and approve any changes in Council appointment to the attached committees of Council.**

Town of Kentville Decision Wheel:



## Council Appointment, Selection Matrix. 2022

Committee	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 (M)	X				A		
Audit Committee (M+2)	X				1		1
Water Commission (M+3)	X	6	8				5
Source Water Protection (M+1)	X		A			5	
Board of Police Commissioners (2)		1				1	2
Investment (Perpetual Fund) (2)	1				2		
AV Regional Library (1,A)	A					2	
AV Trails Coalition (1,A)	A			3			
Joint Fire Services (2)		2	6		5		4
Kings Point-to-Point (1,A)		3			6	A	
Kings Regional Sewer (1,A)	A				3		
Regional Emergency Management Org. (D,1)			4		X		
Regional Enterprise Network (1,A)			3			A	
Diversity Kings (1,A)			2			4 (A)	
Inclusion and Access (2)				2		6	
Student Bursary (1)			5	4			
Kentville Business Community (D,A)	A	4			X	A	
AV Physician Recruitment Board (1,A)	2		1		4		
Heritage Committee (2)		5		1		3	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.



**TO:** Council

**SUBMITTED BY:** Dan Stovel, Kings REMO REMC

**DATE:** November 14, 2022

**SUBJECT:** Kings REMO Regional EM Advisory Committee Meeting, 2022-10-17

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**ORIGIN** Kings REMO Regional EM Advisory Committee Meeting, October 17, 2022

**BACKGROUND**

Key issues of discussion included:

- **Presentation: Kings RCMP**  
Vision, Mission, and Purpose overview  
Per the RCMP Act, the RCMP is responsible to:
  - prevent crime
  - enforce the law
  - investigate offences
  - keep Canadians, and their interests, safe and secure
  - assist Canadians in emergency situations/incidentsKings District Human Resources: 73
  
- **Kings REMO Agreements-MOUs**  
The Lunenburg REMC returned the Kings-Lunenburg Emergency Management Mutual Aid Agreement with proposed amendments.  
**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE Kings REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE AMENDED KINGS-LUNENBURG EMERGENCY MANAGEMENT MUTUAL AID AGREEMENT**
  
- **Amateur Radio Group Equipment Installation: 181 Coldbrook Village Park Drive**  
The Project Manager and the Municipality of the County of Kings Facility Manager provided an update on the status of the installation of the amateur radio group equipment  
Equipment has been purchased and the Contractor should be running cables and installing antenna by Friday, October 14<sup>th</sup>  
The Amateur Radio Group will then install and test the antennas the following week of October 17
  
- **COVID-19 Pandemic Update**  
Statement from Canada's Chief Medical Officers of Health (CCMOH), 2022-09-09
  - COVID-19 still poses a risk for individuals and communities, and increases pressure on our health systems
  - As Fall approaches and we return to spending more time indoors, we expect to see an increase in cases again
  - We can further contribute to reducing the impact of not only COVID-19, but also influenza and other respiratory illnesses, by continuing to layer personal protective measures alongside vaccinations. This includes:
    - staying home when sick, especially if you have a fever and cough,
    - wearing a well-fitting respirator or mask in public indoor settings for additional protection,
    - improving indoor ventilation, and
    - washing hands regularly

NACI Canada / Health Canada:

- Adults 18 year of age and older who are recommended to receive a fall booster dose, should be offered a shot of the bivalent vaccine
- On September 7<sup>th</sup>, Health Canada approved the Pfizer-BioNTech Bivalent vaccine targeting Omicron variants
- All individuals 65 years of age and older and individuals 12 years of age and older who are at increased risk of severe illness from COVID-19 should be offered a fall COVID-19 vaccine booster dose, regardless of the number of booster doses previously received.
- A bivalent Omicron-containing mRNA COVID-19 vaccine is the preferred vaccine product for booster doses

NS Health & Wellness:

- Starting September 15, people aged 65 or older can book their appointment. Appointments will be available starting Monday, September 19
- People who are 18 or older living in long-term care facilities or other congregate living settings, such as shelters or correctional facilities, will be offered a dose in their living setting
- **Monkeypox Update**

The downward trend in the global Monkeypox outbreak is continuing  
More than 71,000 cases of Monkeypox have been reported to WHO  
1,411 cases reported in Canada as of October 7, 2022  
NS Pre-Exposure Monkeypox Vaccine Clinic:

  - Starting September 15, people who are at highest risk of being exposed to the monkeypox virus can get a vaccine to help protect against infection before they are exposed
  - The Halifax Sexual Health Centre will offer free monkeypox vaccine appointments until Thursday, October 6. Work is underway to establish more pre-exposure vaccination programs in other areas of the province
- **2022 Wildfire Season**

Department of Natural Resources and Renewables (DNRR) reported 12 wildfires in Kings County in 2022  
The 17-year average for wildfires in Kings County is 21 fires per year  
The DNRR Wildfire NS Viewer website is:  
<https://experience.arcgis.com/experience/0ee935539ce5495d86ce607d11a57a30>
- **2022 Hurricane Season**

Atlantic Hurricane Season: June 1 to November 30  
14-20 named storms have been forecast for 2022  
To-date, there have been 11 named storms  
Peak Hurricane Season is Aug-Sep-Oct
- **Hurricane Fiona After Action Review/Improvement Plan (AAR/IP)**

The Hurricane Fiona, September 24 to 26, 2022 After Action Review/Improvement Plan was presented to committee

  - Major Strengths:
    - Community Awareness
    - Situational Brief (REMAC/REMPC)
    - Pre-activation of ECC (Level-2)
    - Access to Kings REMO documents (WebEOC)
    - Public Hotline Awareness
  - Areas for improvement:
    - ECC Staffing & Setup
      - Municipal Staff positions & Training
      - Emergency Cots made available
    - ECC Briefing Cycle:

- Operational Briefing for turnover of staff  
Hurricane Fiona did not overly 'stress' the Kings Emergency Coordination Centre
- ECC Telephone reliability/call forwarding

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE SEPTEMBER 24 TO 26, 2022 HURRICANE FIONA AFTER ACTION REVIEW/IMPROVEMENT PLAN**

- **Heat Advisory and Response System (HARS), Change 2**

Change 2 to the Kings County Heat Advisory & Response System:

- Reference – Additions:
  - WHO – Heat and Health
  - Health Checks during extreme Heat Events
- Section 4.2.5 Stay Cool – Keep your home cool
  - Updated to include WHO – Heat and Health

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 2 TO THE KINGS COUNTY HEAT ADVISORY AND RESPONSE SYSTEM (HARS), DATED SEPTEMBER 2022**

- **Regional Emergency Evacuation Plan (REEP), Change 1**

Change 1 (Administrative) to the Kings County Emergency Evacuation Plan:

- Foreword – Signature Block (4 Mayors)  
Changed to  
Chair, Regional EM Advisory Committee (REMAC)
- Change to Kings REMO Logo  
New logo brand for Municipality of the County of Kings
- References – updating of Links
- Map (page iv) – Kings REMO Logo & Municipal Logos  
New logo brand for Municipality of the County of Kings
- Department of Lands and Forestry  
changed to  
Department of Natural Resources and Renewables (NS DNRR)
- Department of Transportation and Infrastructure Renewal (NS DTIR)  
changed to  
Department of Public Works (NS DPW)
- Nova Scotia Health Authority  
changed to  
Nova Scotia Health

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 1 TO THE KINGS COUNTY REGIONAL EMERGENCY EVACUATION PLAN, DATED SEPTEMBER 2022**

- **Kings REMO Comfort Centres ([www.kingsremo.ca/comfort.aspx](http://www.kingsremo.ca/comfort.aspx))**

Post-Hurricane Fiona, on September 26<sup>th</sup>, Minister Houston announced a Financial Assistance Program in support of Community Centres and Generators:

- One item of concern in our province was our community centres need our support
- Now should be the time to rely on them for sources of Comfort for their communities
- As a longer-term measure, the government will be announcing a \$2million fund that will be available for Community Centres to help them with the costs of purchasing and installing generators

- Details of this program will be announced in the coming weeks
  
- **Kings REMO Community Outreach**  
 REMC continuing to move forward the Kings REMO Community Outreach program:
  - 2022-09-27 Town of Wolfville Council Meeting
  - 2022-09-28 New Minas Fire Department
  - 2022-10-22 East Dalhousie Community Centre
  - 2022-10-tbc Kingston Lions Cub
  - 2022-11-tbc Kids Action Program (Kings County)
  - 2022-tbc Town of Berwick Council
  
- **Kings REMO Social Media Account**  
 While not all residents of Kings County are connected to the Internet or Social Media, Kings REMO REMC is making use of Social Media to reach out to the community in support of increasing Emergency Preparedness Awareness.
  
- **Emergency Preparedness Websites**  
[NS First Responder Hub – Online Resources:](#)
  - On Scene / Incident Tools
  - Weather Resources
  - Maps/Mapping Tools
  - Situational Awareness Tools
  - Misc Resources  
[Health Checks During Extreme Heat Events](#)  
 National Collaborating Centre for Environmental Health
  - Rapid Risk Assessment Checklist
  - Recognizing and Responding to Heat-Related Illness
  - In-Person Health Checks
  - Remote Health Checks
  - Measuring Body and Room Temperature
  
- **Kings REMO Training & Exercises**
  - Training Completed:
    - 2022-09-22 BEM Kings REMO
  
  - 2023 Forecast:
    - Jan: BEM - Hants
    - Feb: ICS 200 - Annapolis
    - Mar: ICS 300 - Lunenburg
    - Apr: EOC - Clare
    - Apr: PIO - Lunenburg
    - May: BEM – Yarmouth
    - Jun: ICS 200 - Barrington
    - Sep: ICS 300 - Queens
    - Oct: EOC- Digby
    - Oct: Wx Interp Hants
    - Nov: ICS 400 - Kings

- Upcoming Exercises:  
2022-11-24 Winter Storm/Power Outage Tabletop Exercise – to be included as part of the NS EMO provincial-level exercise Nova Alpha
    - Exercise Nova Alpha will be a province wide functional exercise (Emergency Operation/Coordination Centre only) taking place over two days in November 2022. This exercise will be based on a major winter storm bringing unexpected severe weather effects to all regions of Nova Scotia.
    - Realistic weather effects will be tailored to enable participating organizations to be able to exercise in such a way as to meet their objectives
- Kings REMO Participation:
- Activation of ECC (Thursday, November 24, 0900-1200)
  - Request for Assistance: Emergency Shelter Activation

- **2022-07-28 Hurricane Tabletop Exercise After Action Review (AAR):**
  - The Kings REMO Hurricane/ECC Activation tabletop exercise involved 15 participants from Municipal staff and agency representatives
  - What went well:
    - Well prepared presentation and good discussion
    - Helpful lessons and past activations
    - Sharing of expertise from multiple disciplines and agencies
  - Areas for improvement:
    - Allow more time for discussion and exercise scenario realism
    - Quick Reference Guides / Refreshers / Templates
    - Run an exercise based on a Functional Scenario - Need an actual exercise (2023-04 Flood Functional Exercise)

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE JULY 28, 2022 HURRICANE PREPAREDNESS EXERCISE AFTER ACTION REVIEW**

**Next Meeting:** Monday, January 16, 2023



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Chief Administrative Officer  
Dan Troke  
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Kentville, NS  
B4N 1K6

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November 28, 2022

RE: Board of Police Commissioners

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The Board of Police Commissioners Bylaw states that the Board will consist of 2 residents appointed by resolution of Council, who are neither members of Council nor employees of the Town. Additionally, Council can recommend a citizen to be appointed as the representative of the Department of Justice.

The following residents are recommended to be members of the Board of Police Commissioners:

- Jaimie Peerless
- Virginia Brooke
- Samantha Hamilton

The following resident is also recommended to be the Department of Justice representative on the Board of Police Commissioners:

- Samantha Hamilton

Upon approval by Council and by the Department of Justice, these members can begin orientation and training to join this Board.

Dan Troke  
Chief Administrative Officer  
Town of Kentville