



# **TOWN OF KENTVILLE COUNCIL**

## **January 30, 2023**

### **AGENDA**

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
  - (a) Council meeting minutes, November 28, 2022**
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
  - (a) Respectful Workplace, Council**
- 5. RECOMMENDATIONS AND REPORTS**
  - (a) Council Advisory Committee – Deputy Mayor Cate Savage**
    - (1) Sanitary Sewer Write Offs**
    - (2) Sundry Write Offs**
    - (3) Withdrawal Capital Reserve**
    - (4) Cash in Lieu of Parking**
  - (b) Councillors’ and Mayor Reports**
    - (1) Councillor Gerrard**
      - a. Joint Fire Services Committee**
      - b. Kings Point to Point Transit**
      - c. Kentville Water Commission**
      - d. Board of Police Commissioners**
    - (2) Councillor Huntley**
      - a. Kentville Water Commission**
      - b. Kings Regional Emergency Management Organization**
      - c. Valley Regional Enterprise Network, Liaison and Oversight Committee**
      - d. Diversity Kings**
      - e. Annapolis Valley Physician Recruitment Board**
    - (3) Councillor Maxwell**
      - a. Annapolis Valley Trails Coalition**
      - b. Kentville Inclusion and Accessibility Advisory Committee**
      - c. Student Bursary Selection Committee**
    - (4) Deputy Mayor Savage**

- a. Audit Committee
  - b. Investment Advisory Committee
  - c. Kentville Business Community Board
  - d. Kings Regional Sewer
  - e. 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. Kentville Inclusion and Accessibility Advisory Committee
  - e. Annapolis Valley Regional Library
- (6) Councillor Zebian
- a. Joint Fire Services
  - b. Audit Committee
  - c. Kentville Water Commission
- (a) Mayor Sandra Snow
- a. Intermunicipal Services Agreement Interim Board
  - b. Kentville Investment Advisory Committee
  - c. Audit Committee
  - d. Water Commission
  - e. Source Water Protection Advisory Committee

## **6. NEW BUSINESS**

- (a) Accessibility Committee Member Appointment
- (b) Heritage Committee Appointments
- (c) Rogers Telecommunication Site Lease
- (d) KPS Pre-approval of Vehicle Purchase
- (e) Valley Waste Temporary Borrowing Resolution

## **7. CORRESPONDENCE**

- (a) None.

## **8. PUBLIC COMMENTS**

## **9. IN CAMERA**

- (a) Legal – Contract
- (b) Legal – Contract
- (c) Legal – Code of Conduct

## **10. ADJOURNMENT**

DRAFT



## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: November 28, 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

##### a. Approval of Agenda

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

- Addition 2.b Statement by Councillor Cathy Maxwell, approved by Council
- Addition of discussion of Social Media Comments, not approved by Council

**That the agenda of November 28, 2022 be approved as amended.**

#### MOTION CARRIED

##### b. Statement by Councillor Maxwell

Councillor Maxwell shared a written statement regarding her choice of the word “discriminatory” at a previous meeting. CAO Troke accepted her apology.

### 3. APPROVAL OF THE MINUTES

- a. Council meeting held on October 24, 2022

**It was moved that the minutes of the Council meeting on October 24, 2022 be approved.**

**MOTION CARRIED**

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

#### a. **Second Reading – Animal Control Bylaw**

At the October 24 2022 Council meeting, Council passed First Reading of the Animal Control Bylaw. This revision of the Bylaw addresses the keeping of chickens.

*Report available for more information*

Discussion:

- Section 2.13, 11(e) “location of fenced area”. Could the language include properties without a rear yard and include a side yard? This section addresses visibility, a fence or screen would be required to address this comment. Staff will take this comment and bring this amendment back to Council.

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

**That Council approve Second Reading of the Animal Control Bylaw.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Huntley, Savage, Snow and Yorke*

*Councillors who voted against this motion:*

*Gerrard, Maxwell and Zebian*

#### b. **Second Reading – Property Assessed Clean Energy (PACE) Bylaw**

At the October 24 2022 Council meeting, Council passed First Reading of the PACE Bylaw. The purpose of this bylaw is to guide the Town through the implementation of a financial incentive program for energy efficiency upgrades for residents.

*Report available for more information*

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

**That Council give Second Reading of the PACE Program Bylaw.**



**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**c. 2023 Council Meeting Dates**

At the November 14 2022 Council Advisory Committee meeting, Council recommended accepting the calendar of meetings for the 2023 calendar year.

*Report available for more information*

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

**That Council approve the 2023 Council and CAC meeting dates as presented.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**5. RECOMMENDATIONS AND REPORTS**

**(a) Council Advisory Committee Reports**

**(1) 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. This document has been corrected from the report presented to Council Advisory Committee on November 12, 2022.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Gillian Yorke

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

**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**

# DRAFT

There were no meetings this month, he has nothing to report at this time.

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

Highlights included the Kentville Water Commission, Kings Point to Point, and the Valley Regional Enterprise Network Liaison and Oversight Committee.

*Report available for more information.*

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

Highlights included Kentville Plays Event and the Council Housing Meeting.

*Report available for more information.*

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

Highlights included Regional Sewer Committee, Investment Advisory Committee, and the Kentville Business Community board meeting. Deputy Mayor Savage asks for a review of the funding agreement and budget for the Kentville Business Community.

*Report available for more information.*

Congratulations to Councillor Yorke on her presentation at the Nova Scotia Federation of Municipalities conference regarding the Kings County Academy lunch program.

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

Highlights included Source Water Protection Advisory Committee, Parent Teacher Association, Annapolis Valley Regional Library committee meeting and discussion of increased users, Holly Days event, and the Nova Scotia Federation of Municipalities conference.

*Report available for more information.*

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

Highlights included Diversity Kings, Holly Days event, conversations with developer Mitch Brison, and Kentville Water Commission.

Acknowledge of the passing of Kentville business person and past Town Councillor Doug Morrison.

## **(c) CAO Update**

CAO Dan Troke gave an update on operational matters including the regional sewers meetings and discussions, utility and review board regarding the boundary review, emergency management training for staff and updates for McDonald Heights water and sidewalk repairs.

# DRAFT

## (d) Mayor Sandra Snow

The mayor reported on her activities this month with highlights including the Regional Enterprise Network Board meeting, Nova Scotia Federation of Municipalities nominating committee, Kentville Water Commission, Investment Advisory Committee and Annapolis Valley Chamber of Commerce Valley's Best.

*Report available for more information.*

## 6. NEW BUSINESS

### a. Council Appointments to Committees and Commissions

Mayor Sandra Snow described the process for appointing Councillors to committees and commissions. Council members selected their top committees and groups. Remaining appointments were discussed and determined by vote.

*Report available for more information.*

Discussion:

- There is one committee which was not resolved through this process, Heritage Committee. Councillor Yorke removed her name from the Heritage Committee, leaving Councillor Zebian to participate in that committee.
- Kings County Academy Parent Teacher Association has been removed from the list of committees due to the active participation of staff on this committee.
- Confusion about the process of Councillors ranking committee participation.
- Councillor Zebian expressed a desire to participate on the Board of Police Commissioners. Councillor Maxwell asks for a ballot vote for Council appointments to the Board of Police Commissioners.
- The two successful members appointed to this committee were Councillors Gillian Yorke and Craig Gerrard.

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

**That staff destroy the ballots from this vote.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

**That Council approve the slate of council member appointments to committees from November 2022 to November 2023.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**b. Kings Regional Emergency Management Update**

Mayor Sandra Snow received the update report from the Kings Regional Emergency Management Organization Coordinator Dan Stovel.

*Report available for more information.*

**c. Citizen Appointments to the Kentville Board of Police Commissioners**

Mayor Sandra Snow described the process for appointing citizens to the Board of Police Commissioners. The three appointments to this commission were presented to Council.

*Report available for more information.*

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

**That Council approval the citizen membership**

**Jaimie Peerless to sit for a two year period from November 2022 to November 2024 on the Board of Police Commissioners**

**and further Virginia Brooke to sit for a two year period from November 2022 to November 2024 on the Board of Police Commissioners**

**and further Justice Member Samantha Hamilton to sit for a two year period from November 2022 to November 2024 on the Board of Police Commissioners.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**7. CORRESPONDENCE**

- a. None.

**8. PUBLIC COMMENTS**

- a. **Brent O'Connor**

Mr. O'Connor expressed congratulations to citizens appointed to Board of Police Commissioners, and concerns related to the process of appointing citizen members to the Commission. Mayor Snow provided some clarification about the process.

## *DRAFT*

### **9. IN CAMERA – Regional Sewer, Personnel, Personnel, Legal**

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

**That Council move into a closed session at 7:04 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 Craig Gerrard and by Councillor Paula Huntley

**That Council return to open session at 9:30 pm.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council follow the advice of the regional committee to award the aeration contract, and further issue a separate tender for desludging of cell 1.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **9. ADJOURNMENT**

**The November 28, 2022 meeting of Council adjourned at 9:33 p.m.**

**MOTION CARRIED**

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Approved by CAO and Clerk Dan Troke



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Sanitary Sewer Interest Write Offs**

At the December 12, 2022 meeting of Council Advisory Committee, Director Deb Crowell described the need to write off interest charged to several Sanitary Sewer accounts in the amount of \$834.31.

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

**That Council approve the write off the attached in the amount of \$834.31 to the Sanitary Sewer Area Service accounts.**

January 30, 2023

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



# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

CC:

Date: November 29, 2022

Re: **TOWN OF KENTVILLE SANITARY SEWER INTEREST WRITE OFFS**

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You will find a listing attached from the Town's Collection Officer indicating the need to write off interest charged to several Sanitary Sewer accounts in the amount of **\$834.31**. This amount represents late-payment interest charged to Province of Nova Scotia authorities in 2019 and early 2020.

The Town's policy indicates that accounts are written off once it is known that the account is uncollectible.

## **RECOMMENDATION**

I recommend to Council Advisory Committee that the attached Sanitary Sewer Area Service accounts in the amount of **\$834.31** be approved for write off and forwarded to Town Council for ratification.







# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Sundry Write Offs**

At the December 12, 2022 meeting of Council Advisory Committee, Director Deb Crowell described the need to write off sundry accounts receivable in the amount of \$3060.78. These amounts are not collectible.

**Council Advisory Committee recommends**

**That Council approval of the write off of \$3060.78 to the Town of Kentville Sundry Receivable.**

January 30, 2023

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



# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

CC:

Date: November 29, 2022

Re: **TOWN OF KENTVILLE SUNDRY WRITE OFFS**

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## **BACKGROUND**

You will find information attached provided by the Town's Collection Officer concerning the need to write off sundry accounts receivable in the amount of **\$3,060.78**.

Collection attempts over the years have failed and the above-noted amounts are not collectible.

Write-offs are a housekeeping matter. The Town's policy indicates that accounts are written off once it is known that the account is uncollectible.

## **RECOMMENDATION**

I recommend to Council Advisory Committee that the sundry receivable amounts in the amount of **\$3,060.78** be approved for write off forwarded to Town Council for ratification.





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Withdrawal from Capital Reserves**

At the January 9, 2023 meeting of Council Advisory Committee, CAO Troke presented the report requesting Council approval to withdraw \$118,793.49 from the Town's Capital Reserve to support the purchase of vehicles, equipment, building upgrades and a number of other items.

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

**That Council approve a withdrawal of \$118,793.49 from the Town of Kentville Capital Reserve – General Allocation.**

January 30, 2023

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



# Memo

To: Dan Troke, CAO  
From: Robin Paish, Acting Director of Finance  
Date: January 05, 2023

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 2**

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 found on page 3.

**RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$118,793.49** 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 **\$118,793.49** 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 2023.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2023.

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Dan Troke, Town Clerk

12/21/2022

**TOWN OF KENTVILLE  
2021/2022 CAPITAL ADDITIONS  
FUNDING FROM RESERVES**

	<u>PROJECT</u>	<u>BUDGET</u>		<u>Draw</u>	
		<u>(from reserve)</u>	<u>#1</u>	<u>#2</u>	
		\$	\$	\$	\$
Administration	22/23 IT Projects	20,000	1,055.88		938.56
	Electric vehicle booster station	0	500.00		
Protective Services	Vehicles	66,000	61,068.27		
Transportation	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		(0.01)
Recreation	Green spaces	86,900	22,728.56		5,066.39
	Arena	26,000			
	Dog Park	62,500			
	Pool/splashpad	25,000	17,445.15		1,488.67
	MP-Soccer	8,000			
	MP- Ballfield irrigation	20,000			15,637.53
	MP- Fencing	15,000	12,842.70		
	HUB building	10,000			
	Oakdene Park- irrigation	20,000			
	Equipment- trucks	96,000	58,664.19		54,917.02
Economic development	Seasonal lighting	8,000	9,185.34		10,341.04
	Benches/bike racks	5,000			
	Public Art Displays	15,000	5,800.00		
	Centre Square beautification	12,000			
	Gateway signage landscaping	15,000			
	Buildings- VIC and 66 Station Lane	50,000	5,584.46		30,404.29
<b>Total</b>		<b>706,400</b>	<b>277,880.51</b>		<b>118,793.49</b>



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Cash in Lieu of Parking**

At the January 9, 2023 meeting of Council Advisory Committee, CAO Dan Troke described the cash in lieu of parking for developers, and the need to increase this amount.

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

**That Council approve the annual structural cost increase to the parking space calculation to be changed from \$1,650 to \$2,500**

January 30, 2023

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



**TO:** Council Advisory Committee  
**SUBMITTED BY:** Kirsten Duncan, Acting Development Officer  
**DATE:** January 5, 2023  
**SUBJECT:** Cash-in-Lieu Parking Calculations

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**BACKGROUND**

The Town’s 2019 Land Use Bylaw allows the Development Officer to accept cash-in-lieu for required parking on a property located in the Commercial General (C1) Zone. The Bylaw sets out the formula for determining the value of a parking space, with one variable, “S”, representing the structural cost of a parking space to be set by Council by resolution on an annual basis.

**DISCUSSION**

In June of 2017, Council approved the structural cost of a parking space as \$1,650. Based on present-day costs provided by the Director of Engineering and Public Works, the structural cost of a parking space has increased to \$2,500 per parking space, not including land costs, which are part of the cash-in-lieu formula listed below:

Cash-in-Lieu Formula  
 $C = [S + (L \times 280)] \times R$

Where:

C = Developer’s contribution

**S = Structural cost of a parking space to be set by Council by resolution on an annual basis**

L = Current assessed value of land per square foot within the zone in which the land falls

280 = Number of square feet allotted to one parking space

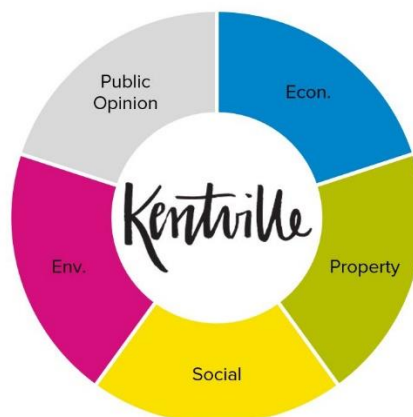
R = Number of parking spaces for which payment in lieu is required by the developer

Using this calculation, the cost of a parking space in 2017 was \$3,050 and is proposed to be increased \$5,020 for 2023.

**RECOMMENDATION**

That Council Advisory Committee recommends to Council that the current structural cost of a parking space be changed from \$1,650 to \$2,500.

Town of Kentville Decision Wheel:



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** Jan 30/23

**Date of Last Council Meeting Attended:** Dec 12/22

**Date of Last Council Advisory Meeting Attended:** January 9/23

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
December 12/22	<b>CAC Meeting</b>	Copy of meeting on TOK website
Jan 16/23	<b>Kings REMO REMAC</b>	New Business: Remo social media, Atlantic hurricane season, Public Health update, REMAC Membership update, New REMO Brochures (pictures attached) & websites library
Jan 24/23	<b>Diversity Kings County</b>	African Heritage Month Update from Kings County
Jan 25/23	<b>Kentville Water Commission</b>	Agenda attached

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
Dec 15/22	<b>Police Brunch Firehall</b>	Collection for foodbanks/Salvation Army
Dec 17/22	<b>Anglican Church Breakfast</b>	
Jan 4/23	<b>Lions Breakfast</b>	
Dec 11/22	<b>Cadence Academy's Nutcracker</b>	Thank you to all the Kentville citizens involved in the production-so wonderful to see so much talent, and so many Kentville residents involved 😊
Jan 1/23	<b>Wolfville New Years Levee</b>	Many residents & also Wolfville Mayor/councilor's in attendance.

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

### MISC EVENTS

Date	Synopsis
Nov 30/22	NS Youth-Focused community of practice for Career Development Professionals
Nov 30/22	IPAC New Professional Event (Helping introduction of Graduating students into the business world/Networking/Mentors)
Dec 12/22	Physician Community Navigation (PCN) Luncheon -Catch new committee member up to speed & introduction to members
Dec 12/22	Jubilee Medal Ceremony – 4 Medals awarded ( Lindsay Young, Rachel Bedingfield, Gerry Little & Deputy Chief Marty Smith
Dec 13/22	Meeting with Kings County Councillor Joel Hirtle
Dec 21/22	Valley REN Christmas Social at the Valley Hub (many economic partners attended)
Dec 21/22	Meeting with Deputy Clerk re: Partners for Climate Protection Program ( Where do we go from here) brought idea of a Pilot Project on waste ( circular economy data)
Jan 5/23	Atlantic Caucus Presentation from Jude Cresta on Conference in Egypt on what happened COP 27
Jan 5/23	Dept of Justice Training- Online
Jan 6/23	Meeting at John Lohr’s office – Discussion on any Housing updates
Jan 10/23	Meeting with Kings County Family Resource Centre
Jan 10/23	Meeting with CAO
Jan 11/23	NSFM Organizational Changes Info Session -Zoom
Jan 16/23	Meeting with Mayor
Jan 17/23	Meeting with Rowan’s Room Program
Jan 18/23	Meeting with 2Fidgeteers (Group who makes Blankets for People with Dementia) They also contribute to many groups including the Kentville Police Dept

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

Jan 20/23	Breakfast Meeting Mayor
Jan 23/23	Meeting with Shelter Movers NS -Chapter Director Jennifer O'Neill
Jan 23/23	Green Infrastructure Caucus Call -Atlantic climate caucus
Jan 24/23	Investment & Attraction Mechanisms & structure review -Dept of Economic development
Jan 24/23	Meeting with Kody Blois in Wolfville (part topics to include Labor shortages/ International Women's Day, Mentoring & volunteerism)
Jan 24/23	Cornell University- How Digital Infrastructure supports Resilience & Sustainability webinar
Jan 25/23	Annapolis Valley STAR Project -3-year Tourism Strategy Presentation (All Council invited)
Jan/23	Tamarack institute- Local Gov't contribution: A game changer for Positive social change

### EXPENSES

	Year to Date
Dec 22- \$ 36.51 cell bill	\$5834.12 (info on TOK website with breakdown)

## NOTES FOR COUNCILLOR HUNTLEY'S REPORT-

\*CONGRATULATIONS TO THE APPROX.100 BUSINESSWOMEN IN THE ANNAPOLIS VALLEY WHO WERE NOMINATED FOR THE RBC "WOMEN OF INFLEUNCE" CDN WOMEN ENTREPRENEUR AWARDS.

THIS IS AN HONOR TO BE AMONGST THE 10,000 WOMEN ACROSS CANADA NOMINATED

\*CONGRATULATIONS TO THE VALLEY WOMEN BUSINESS NETWORK, FOUNDED IN 2000 BY VISIONARY LOCAL WOMEN RESIDENTS, WAS AWARDED A" CERTIFICATE OF APPRECIATION "FOR THEIR 23 YRS OF NETWORKING, BURSARY AWARDS & HELPING TO PROMOTE WOMEN IN BUSINESS & CURRENTLY HAS A 40+ MEMBERSHIP AND GROWING.

- HAD THE PRIVILEGE TO MEET WITH 9 NON-PROFIT GROUPS TO LEARN ABOUT THEIR NEEDS AND TO MAKE SURE THEY KNOW ABOUT GRANTS THAT ARE AVAILABLE DURING SPECIFIC TIMES THROUGH OUT THE YEAR.

(SENT A SUGGESTION TO OUR OFFICE ABOUT POSSIBLY DOING THE SAME IDEA THAT KINGS COUNTY WILL BE DOING-HOLDING A MEETING FOR GROUPS TO LEARN ABOUT THE GRANTS AND HOW TO APPLY) A NOTE WAS SENT TO ME FROM A RESIDENT ABOUT POSSIBLY DOING THIS AS WELL.)

- HAVE MADE A SUGGESTION OF THE FOLLOWING IDEA-

INSTEAD OF CHARGING A \$15 FEE FOR REGISTERING DOGS, IS THERE A WAY TO ALLOW FOR THE WHOLE MONTH OF APRIL FOR PEOPLE, FOR FREE, TO REGISTER THEIR DOGS INFO - OWNER, ADDRESS ETC. AND THIS MAY HELP WHEN RESIDENTS ARE FINDING LOST DOGS AND TRYING TO FIND THEIR OWNERS MUCH QUICKER.

\*CONGRATULATIONS TO THE AVCC PHYSICIAN RECRUITMENT & RETENTION PROGRAM FOR BEING AWARDED FUNDING FROM (OHPR) OFFICE OF HEALTHCARE RECRUITMENT OF \$77,105 TO CONTINUE ALL OF THEIR GREAT WORK, CONGRATULATIONS TO ALL INVOLVED.

\* CONGRATULATIONS TO KINGS POINT TO POINT TRANSIT FOR BEING AWARDED FUNDING FROM THE FEDERAL GOV'T \$330,000 & \$90,000 FOR NEW VEHICLES TO THEIR FLEET-GREAT JOB.

FCM MEETING REPORT – DECEMBER 6,2022 -DECEMBER 8,2022

TRIP TO OTTAWA FOR ADVOCACY DAYS

AS A CHOSEN COMMITTEE MEMBER TO PARTICIPATE IN FCM'S ADVOCACY FOR OUR MUNICIPALITIES, THIS WAS AN OPPORTUNITY TO LEARN WHAT PRIORITIES ARE BEING DISCUSSED AT THE TABLE AND ALLOWS US TO HAVE A VOICE AT THE TABLE WITH US GROWING AS A MUNICIPALITY.

REPORT TO COUNCIL -FCM'SBOARD OF DIRECTORS MEETING & ADVOCACY DAYS HAS BEEN ATTACHED.

( I ASKED FOR THIS REPORT IN ORDER TO HAVE A MORE COMPREHENSIVE READ FOR COUNCIL & RESIDENTS)

DURING THIS VISIT FOR MEETINGS, I HAD ACHIEVED THE FOLLOWING:

#1 \*WAS ASKED TO PARTICIPATE IN QUESTION & ANSWER BREAK OUT SESSION WITH AN MP ON HOUSING, PRESENT THE QUESTION AS COUNCILLOR OF KENTVILLE AND THEN THE OPPORTUNITY TO EXPRESS MY VIEWS ON THE AFFORDABLE HOUSING DISCUSSION.

\* BUILT A STRONG RELATIONSHIP WITH FCM TEAM MEMBERS & EXPRESSED THE IMPORTANCE OF KENTVILLE'S VOICE AT ALL FCM MEETINGS.

\* BUILDING RELATIONSHIPS WITH MANY MUNICIPAL LEADERS TO DISCUSS WHAT THEY ARE DOING TOWARDS TOPICS OF INFRASTRUCTURE,CLIMATE,HOUSING & LABOR CHALLENGES IN THEIR COMMUNITIES.

(ONE EXAMPLE IS MEETING THE DIRECTOR OF ELECTORAL AREA C IN TERRACE, BC BRUCE BIDGOOD.

BRUCE IS ALSO AN ASSOCIATE PROFESSOR OF SOCIAL WORK PROGRAMING WITH THE UNIVERSITY OF NORTHERN BC.

(OVER A BREAKFAST MEETING I SPOKE OF THE MENTORING PLUS STRATEGY GROUP HERE IN KENTVILLE AND HOW IT IS GROWING & CONNECTING TO OUR YOUTH & BUSINESS OWNERS, AND IT WILL ALSO CREATE A POSITIVE DEPOSIT TOWARDS KENTVILLE'S FUTURE WHILE FALLING UNDER AN UMBRELLA OF SENIOR CARE,MENTAL HEALTH & HELPING OUR YOUTH SUCCEED. HE HAS ASKED ME TO PUT A PRESENTATION TOGETHER OF THESE TOPICS AND IT WILL BE SHARED TO OTHER PROFESSORS AND OF COURSE MY ASK IS TO BE A GUEST SPEAKER DURING ON LINE CLASS LEARNINGS.

INFO TO FOLLOW 😊

#2. AS I ARRIVED EARLY FOR MEETINGS I WAS INVITED TO VISIT CONFEDERATION BLDG AND HAD THE OPPORTUNITY TO MEET A FEW MP'S -ONE OF WHICH WAS THE SHADOW MINISTER OF SENIORS, TO WHICH I HAD CHANCE TO TALK ABOUT KENTVILLE'S MENTORING PLUS GROUP (55+) THE WORK BEING DONE & BENEFITS TO OUR COMMUNITY.

I REACHED OUT A WEEK LATER TO THANK HER FOR THE MEETING AND I WAS INFORMED BY HER OFFICE SHE IS PLANNING TO COME AND MEET WITH ME IN KENTVILLE AND WOULD LIKE A TOWN HALL

MEETING FOR SENIORS IF POSSIBLE, SO RIGHT NOW I WILL BE WORKING WITH HER OFFICE TO HELP MAKE THIS HAPPEN FOR OUR COMMUNITY.

#3. HAD THE OPPORTUNITY TO SIT IN A MEETING IN REGARD TO HOUSING, NICE TO SEE MANY REPRESENTATIVES FROM NOVA SCOTIA ATTEND THIS.

THE PANEL WAS REPRESENTED BY 3 MP'S AND WAS AN INDEPT CONVERSATION ABOUT CHALLENGES AND WHAT IS PLANNED THINGS THAT NEED MORE FOCUS. ( PIC ATTACHED)

#4. WAS ABLE TO HAVE A SHORT MEETING WITH MELISSA DUBE -OUTREACH & ENGAGEMENT ADVISOR /POLICY & PUBLIC AFFAIRS AND HAVE ASKED MOVING FORWARD IN MEETINGS THAT I WILL BE ATTENDING IF ITS POSSIBLE TO BE A GUEST SPEAKER AT THE CONFERENCE TO SPEAK ABOUT CONTRIBUTING TOPICS IE; MENTORING, VOLUNTEERISM, HOUSING/LABOUR SHORTAGE CHALLENGE IDEAS.

THIS KEEPS THE TOWN OF KENTVILLE ENGAGED & THEIR VOICE HEARD.

THANK YOU

PAULA





FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

# Report to council

FCM's Board of Directors meeting and  
Advocacy Days

Ottawa, ON

December 6-8, 2022

*This document summarizes key updates from the most recent meeting of the Board of Directors of the Federation of Canadian Municipalities (FCM). It is designed to support board and committee members in reporting back to their local and regional councils on their progress with FCM.*



December 2022 Report to council

# Table of content

- ▶ Message from FCM’s president ..... 3
- ▶ Context and key points ..... 4
- ▶ Report from board ..... 6



*FCM’s Board of Directors met in Ottawa, ON (December 8, 2022).*

## Message from FCM's president

Dear Board and committee members,

As the year draws to a close, I'm happy to report that our collective municipal voice was greatly amplified by last month's series of high-profile events in Ottawa.

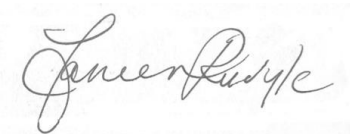
From December 5-8, FCM brought to Ottawa our Board of Directors meeting, the December meeting of FCM's Big City Mayors' Caucus (BCMC), and the latest edition of our Advocacy Days.

Held in our nation's capital, FCM facilitated direct meetings with a diverse set of federal parliamentarians from all major parties, including Prime Minister Justin Trudeau, government ministers including Minister of Intergovernmental Affairs, Infrastructure and Communities Dominic LeBlanc, numerous MPs from the official opposition Conservative Party of Canada, NDP leader Jagmeet Singh and members of his caucus, plus an MP from the Bloc Québécois.

These high-profile events were conducted professionally, passionately, and with a close focus on the responsibilities we have to Canadian communities. The engagement allowed us to highlight our key priorities ahead of Budget 2023, including the design of renewed infrastructure programs, tackling housing and homelessness, implementing better climate adaptation and mitigation measures, and pushing to resolve the RCMP retroactive costs issue.

Our Board of Directors meeting served as an excellent opportunity to underline these key issues, welcome newcomers and prepare for a productive new year. As Board and committee members, you all play an important role in serving our communities' interests, providing much-needed oversight, and keeping FCM strong—into the new year and beyond.

Sincerely,



**Taneen Rudyk**  
FCM President  
Councillor, Town of Vegreville, AB



## Context and key points

December's combined Advocacy Days, BCMC meeting, and our Board of Directors meeting took place amid important developments and a changing political and economic context.



*FCM's leadership and Big City Mayors' Caucus met with PM Justin Trudeau in Ottawa, ON on December 6, 2022*

**Changing national circumstances:** Economic uncertainty and the impact of inflation, underlined in the federal government's Fall Economic Statement in November, are clear points of focus for elected officials in Canada. Combined with the lingering effects of the COVID-19 pandemic, Canadians and their communities are dealing with considerable challenges as we look forward to 2023.

**Pre-budget priorities:** FCM hosted these meetings with a focus on key topics: including unlocking the next generation of infrastructure for Canadian communities, and the steps necessary to address the housing and homelessness crises. Additionally, putting in place stronger climate adaptation and mitigation measures across the country was a key priority, with the country experiencing more extreme weather events. These urgent issues, among others, were prominent during the meetings, being priorities for FCM and our members. The concrete solutions that FCM is recommending were presented to all attendees in the form of our concise [leave-behind document](#).

**Rural and small communities:** Discussions were also distinctly focused on advancing FCM's advocacy for communities of all sizes, including the ongoing issue of resolving retroactive costs associated with the latest RCMP collective bargaining agreement, the importance of improving rural and remote connectivity through the Universal Broadband Fund, and the critical role played by inter-community transportation operations.

**High-profile BCMC meeting:** The week of advocacy launched on Monday, December 5 with a meeting of FCM’s Big City Mayors’ Caucus. Chaired by Halifax Mayor Mike Savage, this meeting brought together the leadership of some of Canada’s largest cities, with a strong focus on unlocking housing supply as well as tackling acute homelessness—including the need for better mental health services as part of measures to address homelessness.

With cities acting as key engines for Canada’s growth, the push for strengthened partnership was clear. The caucus welcomed the adoption of the National Adaptation Strategy but called for investment beyond November’s announced top-up to the Disaster Mitigation and Adaptation Fund. This is required to address the true impact of extreme weather events that have struck the country, such as the historic scale of damage done by Hurricane Fiona in September, as well as future events.

**Engagement with the Prime Minister:** FCM leadership and the BCMC also met with Prime Minister Justin Trudeau, with the caucus urging both the expansion of the Rapid Housing Initiative to generate more positive progress on housing unit construction, and the expedition of the co-development of an urban, rural and northern Indigenous Housing Strategy in Budget 2023. The caucus also called on federal authorities to commit to a permanent doubling of the Canada Community Building Fund to drive predictable core infrastructure renewal and recommended accelerating the launch of the Permanent Public Transit Fund to kickstart major transformative projects.

**Advocacy across party lines:** The kick-off of FCM’s Advocacy Days on the morning of December 6 provided an excellent opportunity to highlight key priorities as we enter the vital pre-budget period. The numerous meetings focused on the most pressing issues facing Canadian communities today, and were categorized under banners including infrastructure, housing, and climate mitigation. These meetings led to countless direct interactions between federal representatives from all parties and municipal leadership, allowing for a distinct and full picture of community needs.

**Federal presence on the ground:** Federal representatives of all political stripes contributed to FCM’s Advocacy Days in the form of panel discussions, side meetings, fireside chats, and keynote speeches. These included two shadow ministers from the Conservative party of Canada, MPs Gérard Deltell and Scott Aitchison, who contributed to a special panel discussion, with Deputy Leader Melissa Lantsman also in attendance. Additionally, NDP leader Jagmeet Singh delivered a keynote address to the FCM’s Committee of the Whole, with a fireside chat delivered by Minister Dominic LeBlanc. This demonstrated the calibre of political engagement that FCM has been able to drive in Ottawa—enabling meaningful interactions with federal decision-makers from across the political spectrum for those FCM members in attendance.

**Addressing Political Intimidation:** A special panel discussion was held alongside FCM’s Committee of the Whole on December 7, addressing the increased harassment of elected officials. A growing problem in Canadian society, especially for women and people of colour, this panel discussion sought to focus on this serious problem and how to combat the increase of abuse and threatening behavior, which represents a threat to all orders of government and civil society.

**Hydrogen Innovation:** On December 8, a special presentation was given on the Edmonton Region Hydrogen HUB. A coalition of municipalities, cities, advocacy groups, and First Nations have come together to create a Canada-first: the country’s first HUB for Hydrogen production. Presented by Alanna Hnatiw, Mayor of Sturgeon County and Chief George Arcand Jnr. of Alexander First Nation and Grand Chief of the Confederacy of Treaty 6 First Nations, this special event outlined the huge potential benefits this project could bring to the region, including a wealth of direct municipal applications.



# Report from Board

FCM's member-elected Board of Directors met December 8 in Ottawa, ON, with municipal leaders from coast to coast to coast gathered to discuss collective municipal priorities ahead of the end-of-year parliamentary break.



*FCM's Board of Directors meets in the Chateau Laurier ballroom in Ottawa, On on December 8, 2022*

- President Rudyk's report outlined current priorities for FCM and provided an update on the advocacy meetings with MPs, Ministers, party leaders and the Prime Minister throughout the week.
- President Rudyk stressed the need for unity and collective action among municipalities, noting the best way to achieve current priorities ahead of Budget 2023, as outlined in FCM's [leave-behind document](#), is to advocate as a whole, with conversations had this week potentially yielding results in the spring.
- The President spoke of the urgent need to continue to push for a comprehensive solution to the RCMP bargaining issue.
- Following municipal elections across a number of provinces this fall, six new board members were welcomed and ratified as directors of the board: Paul Ainslie, Councillor, City of Toronto, Andrew Black, President of the Union of Municipalities of New Brunswick, Brenda Chisholm-Beaton, President of the Nova Scotia Federation of Municipalities, Jen Ford, President of the Union of BC Municipalities, James Pasternak, Councillor, City of Toronto and Joe Savikataaq Jr., President of the Nunavut Association of Municipalities.
- President Rudyk highlighted that a call for nominations for vacant board seats will be issued in mid-December, regarding vacant caucus seats in BC, ON, QC, and PEI, with the closing date for nominations in set for January 30.

- FCM’s CEO Carole Saab provided more detail on the successful advocacy for substantial new funds invested into municipalities via the Green Municipal Fund and the Disaster Mitigation and Adaptation Fund as part of the **recently announced** federal National Adaptation Strategy. CEO Saab outlined the importance of these advancements, for FCM, the municipal sector and for Canadians, to help in the wake of floods, fires and other climate disasters, but acknowledged that more remains to be done.
- Kitchener Mayor Berry Vrbanovic provided a report on the BCMC meeting and welcomed new additions to the BCMC caucus including Ottawa Mayor Mark Sutcliffe, London Mayor Josh Morgan, Hamilton Mayor Andrea Horwath, Winnipeg Mayor Scott Gillingham, Vancouver Mayor Ken Sim and Surrey Mayor Brenda Locke.
- FCM First Vice-President and Township of Gore Mayor Scott Pearce, presented the report from FCM’s Finance and Audit Committee in his role as Chair. The committee’s November meeting was focused on preparations for the year-end audit. A partner and a senior manager from Deloitte presented the audit plan, which probed on any potential risks, and no issues were raised. The Chair reported that the committee was satisfied with all the information presented as part of the November Finance and Audit Committee work plan.
- FCM President Taneen Rudyk presented a report from FCM’s Human Resources Committee. This noted the recent appointment of Mathieu Bélanger as Executive Director of Policy and Public Affairs. FCM currently has 278 active employees, and President Rudyk noted strong continuity and performance across FCM’s workforce.
- President Rudyk also noted FCM’s continued commitment to being a people-centred organization, reporting on a successful, first in-person staff gathering held in Ottawa in October.
- Third Vice President and Vancouver City Councillor Rebecca Bligh presented a report from the Governance Working Group. The Working Group is advancing its work with the Institute of Governance to produce recommendations on Board Effectiveness. For a number of reasons, finalizing the board survey and report has had delays. Accordingly, the group has shifted its deadline to deliver recommendations from this report to the upcoming Board of Directors meeting in March.
- Rural Municipalities of Alberta President Paul McLauchlin provided an update on a meeting with the Provincial and Territorial Association Presidents. This meeting focused on the need for a coordinated strategy to meet critical shared priorities between orders of government and ensure municipal autonomy, particularly in the push to deliver and support housing. The group agreed to schedule an additional meeting early in 2023.
- Chair of the Francophone Network and Municipal Councillor for the Mitigomijokan district, City of Gatineau, Anik Des Marais reported that the position of Vice-Chair of the network is currently open to eligible applicants, and stressed the importance of strengthening the network, adding new members, and supporting French-speaking communities across the country at this time.

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cathy Maxwell

**Date:** January 25, 2023

**Date of Last Council Meeting Attended:** Nov. 28/22

**Date of Last Council Advisory Meeting Attended:** Dec. 12/22

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Dec 2/22	Inclusion and Accessibility Committee	See attached report
Dec. 8/22	AVTC Board Meeting	See attached report
Jan. 6/23	Inclusion and accessibility Committee	See attached report

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Jan. 5/23	Dept Of Justice Training Session	An online review of the Police Act and role of the Police Commission.

### COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
<b>Committee Name:</b> <i>Inclusion and Accessibility</i>	Informative presentation by Director of Public Works and Engineering Dave Bell concerning sidewalks and selection process for upgrading, and our E11 complaint system for	<b>Meeting Date:</b>	Dec 2/22



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

	<p>public works issues (this can be found on the towns website). We also conducted a review of our strategic priorities for the new year and discussions around bridge lighting, public washrooms (the VIC will have adult change tables when it opens this spring), and upcoming audits to look at accessibility and greening of the Rec building and Town Hall.</p>		
<p><b>Committee Name:</b> <b>Inclusion and Accessibility:</b> <i>AVTC Board meeting</i></p>	<p>Trail Coordinator Rick has been seconded to work on the trail cleanup from Truro north due to hurricane damage. This work will help us reevaluate our emergency plans. There was discussion about perhaps projecting our work plans 5 years ahead. Also discussed how to maximize trail use during the winter months. There was discussion about looking at sectioning off sections of the trail for specific uses like – cross country skiing, snowshoeing, snowmobiling etc (example- Wolfville for snowshoeing and Kentville for cross country skiing). No firm decisions were made as these will be part of planning for the future. Part of</p>	<p><b>Meeting Date:</b></p>	<p>Dec.8/22</p>



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

	<p>the future planning will be a look at washrooms on the trail (necessary??), opening more sections to snowmobiles? Etc NS Trails is restructuring their board from 23 to 8. This will allow them to respond to issues more quickly as 23 slowed the process. We are applying for 3 summer students and a package will come to Rec Departments on trail etiquette and will be titled “We Share Trails”. There is a need to educate trail users on proper etiquette and respecting all users.</p>		
<p><b>Committee Name:</b> <i>Inclusion and Accessibility</i></p>	<p>The efficiency audit for Town hall is done. The approach lights for the bridge are up, however we still have questions concerning lighting and sidewalk safety on the bridge and CAO will pursue. We established a task team to look at the submissions for renaming Cornwallis Street. Sport NS has adaptive equipment and will lend it out and we are looking at what we have that can be lent out. We discussed what the term ‘accessibility lens’ means to each of us and what in will mean moving forward.</p>	<p><b>Meeting Date:</b></p>	<p>Jan 9/23</p>

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

	<p>The group feels a parking study needs to be conducted with a focus on accessibility. As well the language in the LUB needs to be reworked so we can apply a more enhanced accessibility lens and enable enforcement.</p> <p>The group is looking at how we assess sidewalks from an accessibility standard and putting an assessment tool in place.</p> <p>The committee put forth a motion to establish a subcommittee for transportation which passed. It was noted that KBC also needs to be involved.</p>		
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# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cate Savage – Deputy Mayor

**Date:** January 26, 2023

**Date of Last Council Meeting Attended:** November 28<sup>th</sup> 2022

**Date of Last Council Advisory Meeting Attended:** January 9<sup>th</sup> 2023

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
December 14 <sup>th</sup>	IAC	Update from IA on status of the perpetual fund – north of 13 million – no real new updates from the previous month
December 15 <sup>th</sup>	RSC	Operational updates – discussions around desludging primarily – also discussions on budget timelines
January 11 <sup>th</sup>	IAC	\$13.6mm Upgraded the quality of the portfolio while staying within the parameters of the IPS Minor changes only No real change to income expected
January 16 <sup>th</sup>	REMAC	Election of chair and deputy chair Updates on mutual aid agreements Kings REMO program updates – comfort centers/community outreach/ social media/ VPR “plug” for Dan Stovel
January 19 <sup>th</sup>	RSC	Operational and compliance updates Finance update – draft 2023-2024 budgets for operating and capital – various line items are under further review as there was a general consensus that same needed to see some form of reduction... them being monitoring maintenance and support services MORE TO COME ON THIS

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

January 25 <sup>th</sup>		STAR – Tourism Presentation – REN
Jan 2023	<b>Discussions</b>	Various discussions with citizens around paving / sidewalks etc.

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
January 5 <sup>th</sup>	<b>Department of Justice Training</b>	
January 20 <sup>th</sup>	<b>Joint Rotary Meeting</b>	Michelle Thompson – Minister of Health – Keynote Speaker

### MISC EVENTS

November 24 <sup>th</sup>	<b>Visitation for Doug Morrison – Main Street Station – a great man in our community who is missed – I had the pleasure of attending Rotary with Doug for 10+ years and each Monday there was a different story – he was quite a man.</b>
December 6 <sup>th</sup>	MLA Christmas Party – John Lohr where I had the pleasure of seeing Minister Lohr deliver a series of the Queen’s Jubilee Metals recipients.



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

December 12 <sup>th</sup>	Jubilee Metal Ceremony – recipients included members of TOK Staff and KPS Staff. Lindsay, Rachel, Gerry and Marty ...a great show of folks.
December 16 <sup>th</sup>	Police Breakfast in support of Salvation Army – food back
December 16 <sup>th</sup>	Opening of MB&F – amazing new building location on our main street in downtown Kentville
December 21 <sup>st</sup>	VB Hub Christmas gathering / KBC Christmas gathering

### EXPENSES

This month	Year to Date

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Gillian Yorke

**Date:** January 30<sup>th</sup>, 2023

**Date of Last Council Meeting Attended:** November 28<sup>th</sup>, 2022

**Date of Last Council Advisory Meeting Attended:** January 9<sup>th</sup>, 2023

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
December 2nd, 2022	<b>Kentville Inclusion and Access (KIAA)</b>	My first meeting with this committee- a lot of ground was covered, and a lot of accomplishments have been made over the past two years with this group. I'm excited work alongside this group!
December 2nd, 2022	<b>Police Commission</b>	Orientation to the Kentville Police Commission with presentations from Chief Butler, Deputy Chief Smith and Community Crisis Navigator Ashley Ettinger.
December 5h, 2022	<b>Diversity Kings</b>	Attended as the alternate, but it was my first meeting with this committee. Plans were discussed as it related to the upcoming celebrations of African Nova Scotia History month and how best to share information. A presentation from Mentoring Plus was also given.
December 9 <sup>th</sup> , 2022	<b>Regional Recreation Facility</b>	An update meeting with next steps discussed
January 12 <sup>th</sup> , 2023	<b>Regional Recreation Facility</b>	Working group meeting
January 13 <sup>th</sup> , 2023	<b>Police Commission</b>	Welcomed new board members, outline our board goals and approved the KPS Budget to send to council for the 2023/24 year
January 25 <sup>th</sup> , 2023	<b>Source Water Protection</b>	First Source Water Protection meeting of the 2023 year.

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

### Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
December 12, 2022	<b>Queens Diamond Jubilee Medal</b>	Town Staff were honoured with this recognition. A wonderful celebration of the incredible staff we have in the Town of Kentville! Congratulations Director Bedingfield, Deputy Chief Smith, CEC Lindsay Young and Pumpkin Wizard Gerry Little!

### Misc Events

Date	Synopsis
January 5 <sup>th</sup> , 2023	Online Training for Police Commission Boards from the Province through the Department of Justice

### Expenses

This month	Year to Date
N/A	

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Andrew Zebian

**Date:** January 23/22

**Date of Last Council Meeting Attended:** November 28/22

**Date of Last Council Advisory Meeting Attended:** January 8/23

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
January 25/23	<b>Kentville Water Commission</b>	

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

### MISC EVENTS

Date	Synopsis
January 2023	A great deal of engagement with Citizens over the proposed development in Mcdougall Heights.
	Citizens are wondering why they cannot comment on our social media platforms and feel they are being censored.
	Citizens have asked if there will be a reduction in property taxes with the increase in property assessments.





# COUNCILOR REPORT KENTVILLE TOWN COUNCIL

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## EXPENSES

This month	Year to Date
36.52 Cell Phone	April 1 until now \$396.28



# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 30 January 2023

**Date of Last Council Meeting Attended:** 28 November 2022

**Date of Last Council Advisory Meeting Attended:** 9 January 2023

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
28 Nov 22	NSFM Audit and Finance Committee	Budget review meeting
28 Nov 22	Council Meeting	Animal Control Bylaw PACE Bylaw 2023 Council and CAC Meeting Dates Withdrawal from Capital Reserves Council Appointments to Committees and Commissions King REMO Update Board of Police Commissioners, Citizen Appointments
2 Dec 22	NSFM Board Meeting	Quarterly business meeting
5 Dec 22	King's Mayors	Mayors met in Port Williams to discuss on going regional matters
12 Dec 22	CAC Meeting	Gary Morse – Real Estate Trends in the Annapolis Valley Jennifer Holleman – Human Trafficking Sanitary Sewer Interest Write Offs Sundry Receivables Write Offs KBC funding
13 Dec 22	Engage NS	Local Leadership Team update meeting of new tools and ability to look at the data
14 Dec 22	Investment Advisory Committee	Nov 2022 value of fund: \$13,158,162 Dec 2022 value of fund: \$13,546,191
21 Dec 22	IMSA board	Monthly Board meeting with updates from Kings Transit and Valley Waste. Preview of upcoming budgets
6 Jan 23	NSFM Audit and Finance Committee	Review of the HUB contract with recommendations to the NSFM Board of Directors.

# Councilor Report

## Kentville Town Council

9 Jan 23	NSFM Audit and Finance Committee	Budget review for recommendation to NSFM Board of Directors
9 Jan 23	King's Mayors	Mayors met in Berwick to discuss on going regional matters
9 Jan 23	CAC Meeting	Cash in Lieu for Parking Report
11 Jan 23	Investment Advisory Committee	Dec 2022 value of fund: \$13,546,191 Jan 2023 value of fund: \$13,604,630
12 Jan 23	NSFM	Quarterly business meeting – presentations from AMANS, PVSC and DMA
18 Jan 23	IMSA Board of Directors	Monthly Board meeting with updates from Kings Transit and Valley Waste. Discussion on upcoming budgets
19 Jan 23	VREN	Regional Economic recovery taskforce updates from regional leadership

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
25 Nov 22	VREN	Municipal / Partner Update Session for the Annapolis Valley STAR Project
6 Dec 22	VREN – REAP Team	Update meeting of on-going activity related to the Agricultural Accelerator
12 Dec 22	Jubilee Medals	Ceremony for presentation of Jubilee Medals to Town of Kentville Staff. Congratulations to Rachel Bedingfield, Marty Smith, Gerry Little and Lindsay Younge

### Conference Attendance and Synopsis

Date	Conference	Synopsis
6 Dec 22	System Changes – ZOOM webinar	What resilience can teach us about immigration, just transitions and homelessness
7 Dec 22	Spotlight – National in Halifax	Reclaim your Digital Space – How Women Politicians Stop Online Hate with Dr Mireille Lalancette
16 Dec 22	VREN – Annapolis Royal	Investment and Attraction Mechanisms and Structure with Province of NS Economic Development Dept

# Councilor Report

## Kentville Town Council

5 Jan 23	Justice Dept Training – ZOOM	Justice Dept provided Board of Police Commission training for members of council and new commissioners
11 Jan 23	NSFM – ZOOM	Organizational and bylaw changes preview meeting for membership
24 Jan 23	VREN - ZOOM	Investment and Attraction Mechanisms and Structure with Province of NS Economic Development Dept – Follow-up
25 Jan 23	VREN – STAR Middleton	Presentation of the results of the research conducted over the last year on Tourism in the Valley

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

Detail	Synopsis		
<b>Committee Name</b>	<b>Source Water Advisory Committee</b>	<b>Meeting Date:</b>	25 Jan 23
<b>Meeting Highlights:</b>	Provincial dept of public works doing work in Coldbrook within Kentville Water protection area. Seven pumps are producing and well within our limits – 970,00 to 1,000,000 lgpd and budget is 1,900,550 Water quality is high. In December completed the 5year Federal sampling with great results.		
<b>Budget:</b>	N/A		
<b>New Projects:</b>	On-going work on new well which will trigger a new source water plan		
<b>Policy Changes:</b>	N/A		
Detail	Synopsis		
<b>Committee Name</b>	<b>Kentville Water Commission</b>	<b>Meeting Date:</b>	25 Jan 23
<b>Meeting Highlights:</b>	Water account writeoffs: \$169.43. New motor in December. Continue to outfit pumps with variable frequency drives.		
<b>Budget:</b>	Revenue is at 84.5% - Expenses are at 80.1% - Benchmark is 75% Budget meeting will occur at April Meeting		
<b>New Projects:</b>	On-going new well		
<b>Policy Changes:</b>	N/A		

# Councilor Report

## Kentville Town Council

### Misc Events

Date	Synopsis
24 Nov 22	HCol command meeting at 14 Wing Greenwood
24 Nov 22	Town of Berwick – Holiday Open House
24 Nov 22	Salvation Army Kettle – NSLC Kentville
24 Nov 22	Celebration of Life – Doug Morrison
28 Nov 22	New Year's message for Valley Wire – Colin Chisholm
1 Dec 22	Recruit Graduation Parade at Camp Aldershot
1 Dec 22	Salvation Army Kettle – Foodland Kentville
3 Dec 22	Valley Voices Master of Ceremony – Kentville Baptist Church
5 Dec 22	Soldiers Holiday Lunch at Camp Aldershot
10 Dec 22	Kentville Volunteer Fire Dept Christmas Dinner
15 Dec 22	REWIND radiothon for Kids
18 Dec 22	MP Blois Holiday open house in Hanstport
21 Dec 22	Valley Hub Holiday open house
1 Jan 23	New Year's Levee at Town of Wolfville/Acadia
18 Jan 23	Conversation with citizens about recreation services
19 Jan 23	Meeting with Jason Clarke from NSCC Kingstec

# Councilor Report

## Kentville Town Council

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20 Jan 23	Mentoring with Councillor Huntley
23 Jan 23	Funding Announcement at Kings Point to Point, \$330K from Federal Rural Transit Fund and \$90K from Accessibility fund. Purchase of four new vehicles
24 Jan 23	Invitation to NSFGA AGM at Old Orchard Inn



January 30, 2023

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Councillor  
Cathy Maxwell  
354 Main Street  
Kentville, NS  
B4N 1K6

902-599-1364  
cmaxwell@kentville.ca

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RE: Accessibility Committee

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As stated in Policy Statement G57 “Committees of Council”, Council has the right to appoint citizens to each committee, based on the required skills and experience needed. In this policy, it is also stated that the Kentville Inclusion and Access Advisory Committee shall have seven members, including two members of Council. Additionally, three of the members must be persons with disabilities.

The existing citizen members of the Kentville Inclusion and Access Advisory Committee are:

- Laurel Taylor, Chair
- Gerald MacPherson, Vice Chair
- Bernie Zinck
- Yuning Pan

A vacancy occurred on the committee in September of 2022, however a citizen has applied to join the committee.

Staff recommend that Ms. Holly Rogers be appointed by Council to sit on the Kentville Inclusion and Access Advisory Committee. Her appointment will allow the membership of this group to meet the requirements set out in Policy Statement G57 Committees of Council.

Cathy Maxwell  
Kentville Inclusion and Access Advisory Committee



January 30, 2023

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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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RE: Heritage Committee

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As stated in Policy Statement G57 “Committees of Council”, Council has the right to appoint citizens to each committee, based on the required skills and experience needed. For the development of the Heritage Committee, staff attempted to find citizens with experience in any of the following areas:

- History
- Architecture
- Property ownership or management
- Accounting or finances
- Property law

The following citizens have been identified as having some or all of the above skills, interests and experience, and are recommended to become citizen members of the Heritage Committee.

Dan Booth, Niche Homes  
Louis Comeau, Kentville Historical Society  
Steph Jakub, construction  
Brennan Kilfoil, PACE Atlantic  
Scott Pope, Northeast Kings Education Centre

Dan Troke  
Town of Kentville





January 30, 2023

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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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RE: Rogers Lease Agreement

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Rogers Telecommunication leases land from the Town on Chester Avenue, where they have a communications tower. The Town reviews and renews this lease every five years, and it was up for renewal in the fall of 2022.

Discussions between Rogers and the Town occurred in November, and the lease was ready for review by Council in December however there was no Council meeting in December 2022.

Staff and legal counsel have reviewed this lease and recommend that Council review and approve this lease agreement between the Town and Rogers Telecommunication.

Dan Troke  
Town of Kentville

November 29<sup>th</sup>, 2022

**BY EMAIL AND BY REGISTERED MAIL**  
**([jwest@kentville.ca](mailto:jwest@kentville.ca))**

Town of Kentville  
354 Main Street  
Kentville (Nova Scotia) B4N 1K6

A/S: Mrs. Jennifer West, Deputy Clerk

**RE:** Telecommunication Site Lease Agreement Renewal  
Rogers Site: KENTVILLE DOWNTOWN (A0339 / ID: 801 48 001)  
Site located at 279 Chester Avenue, Kentville (NS) - PID #55253777

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
Dear Mrs West:

In conformity with the Telecommunication Site Lease Agreement which began on the 1<sup>st</sup> day of September 2002 and its subsequent amendments (hereafter, the "Lease") between the Town of Kentville (the "Landlord") and Rogers Wireless Inc., now Rogers Communications Inc. (the "Tenant"), and for which the Tenant exercised on June 27<sup>th</sup>, 2022 the renewal option of five (5) years beginning on September 1<sup>st</sup>, 2022 and ending on August 31<sup>st</sup>, 2027, herein are the conditions by which the Landlord and the Tenant agreed upon to renew the Lease.

- The annual rent for the period beginning on September 1<sup>st</sup>, 2022 and ending on August 31<sup>st</sup>, 2023 would be Six Thousand Two Hundred Sixty dollars (\$6,260.00) plus applicable taxes.
- Rent shall be adjusted annually from the second year of the renewal period and each year of the additional periods by the percentage change (in %), for the preceding calendar year, of the "annual average" All Items Consumer Price Index (not seasonally adjusted), as published by Statistics Canada for the City of Halifax, up to 2%.  
Notwithstanding the foregoing, the rent shall not be less than the one paid for the previous year

**At the exception of the terms and conditions provided in this letter, all other terms and conditions of the Lease continue in full force and effect and without change.**

In acceptance of the terms and conditions agreed to herein, we would be grateful if you could send by email a copy of this letter duly signed by the authorized representative (do not forget to initial the first), the resolution authorizing the said representative and forward us by mail a signed original copy, all to the attention of Ms. Stephanie Neveu, Real Estate and Municipal Affairs Specialist.

Landlord	Tenant
	

800 De La Gauchetière St. West, Suite 4000, Montreal, Québec H5A 1K3  
800, rue De La Gauchetière Ouest, bureau 4000, Montréal (Québec) H5A 1K3

Should you have any questions, please contact the latter at 514-981-8737 or by email at [stephanie.neveu@rci.rogers.com](mailto:stephanie.neveu@rci.rogers.com).

We hope everything is to your satisfaction and we remain,

Yours very truly,

**ROGERS COMMUNICATIONS INC.**



Pierre Auger  
Manager, Real Estate & Municipal Affairs  
National Real Estate

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*We hereby accept the above terms and conditions stipulated in this letter.*

**Town of Kentville, the Landlord**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

Title:

*[Duly authorized to act on behalf of and bind the Landlord, as he/she declares it.]*

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name:

Title:

*[Duly authorized to act on behalf of and bind the Landlord, as he/she declares it.]*



Kentville Police Service  
80 River St.  
Kentville, NS  
B4N 1G9

*Kentville*

**James Butler**  
Chief of Police

Address all Correspondence to:  
The Office of the Chief of Police

Phone: (902) 678-3378  
Fax: (902) 678-6600  
E-mail: [jbutler@kentvillepolice.ca](mailto:jbutler@kentvillepolice.ca)

Website  
<http://www.kentvillepolice.ca>

January 13, 2023

## Request to purchase 2023-24 Vehicle- Capital

RE: 2023-24 Capital Purchase -- advance permission

Board of Police Commission,

KPS had been approved for a purchase of a vehicle in the 2022-23 fiscal year from the Kentville Police Service Capital Budget 05-35-75-650. This process is consistent with each year, as we have 3 marked vehicles and they have an evergreen rotation of 3 years, so 1 is replaced each year. The vehicle that must be replaced this year is a 2019 Dodge Durango.

Due to the inability of vehicles and the significant delay in acquiring them after order, we would like to order the vehicle to have it arrive in the first quarter of 2023-24 fiscal year. The arrival time is 6-9 months, if ordered today.

We can wait through the normal budgeting process and approval through the Board and Council. We would eventually acquire a 2022-23 Durango. This could be relatively quick, or we can be in the same position we were last year, awaiting months for the new vehicle to arrive and incurring repair costs.

I am requesting that the Board approves the purchase of the 2023-24 Dodge Durango in advance of the normal process. If approved, the CAO can have this request submitted to Council at the next Council meeting for review and possible approval. The estimated costs for a replacement vehicle is \$55,000 plus installing all required equipment (\$15,000), for a total request for approval of \$70,000.

Yours truly

  
**James Butler**  
Chief of Police

**COMMITTED TO THE COMMUNITY**



**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 174,000

Capital Projects: Detailed in Schedule "B"  
Debenture, Spring 2023

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the estimated amounts and descriptions of which are contained in Schedule "B";

**WHEREAS** any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing and municipal guarantees have been approved by the Minister of Municipal Affairs and Housing;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the Municipal Government Act, and subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed One Hundred and Seventy Four Thousand Dollars (\$ 174,000 ) for the purpose set out above;

**THAT** the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

**THAT** pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed One Hundred and Seventy Four Thousand Dollars (\$ 174,000 ) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

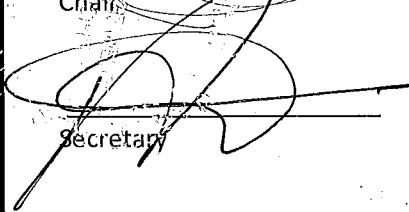
**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and,

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 18 day of January, 2023.

**GIVEN** under the hands of the Chair and the Secretary and under the seal of the Authority this 18 day of January 2023.

  
Chair

  
Secretary

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 174,000

Capital Projects: Detailed in Schedule "B"  
 Debenture, Spring 2023

SCHEDULE "B"  
 CAPITAL PROJECTS

		<u>Estimates \$</u>
<b>Heading: Capital</b>		
<b>Item</b>	4X4 Pick-up Truck and Plow	55,000
<b>Item</b>	WMC - Automated Scale House Window	19,000
<b>Item</b>	Utility Trailer	15,000
<b>Item</b>	Scale Software	85,000
<b>Heading Sub Total:</b>		<b>174,000</b>
<b>Heading:</b>		
<b>Item</b>		
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<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>174,000</b>

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 174,000

Capital Projects: Detailed in Schedule "B"  
Debenture, Spring 2023

**SCHEDULE "A"**

**MUNICIPAL GUARANTEES**

<b>MUNICIPAL PARTNER</b>	<b>GUARANTEE PERCENTAGE</b>	<b>GUARANTEE AMOUNT</b>
Municipality of the County of Kings	73.92%	128,621
Town of Kentville	10.23%	17,800
Town of Wolfville	8.85%	15,399
Town of Berwick	3.43%	5,968
Town of Middleton	2.49%	4,333
Town of Annapolis Royal	1.08%	1,879
Total Capital Requirements for Borrowing Resolution	<b>100%</b>	<b>174,000</b>



**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 174,000

Capital Projects: Detailed in Schedule "B"  
 Debenture, Spring 2023

**SCHEDULE "B"  
 CAPITAL PROJECTS**

		<b>Estimates \$</b>
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