



# **TOWN OF KENTVILLE COUNCIL**

## **February 27, 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, January 30, 2023**
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
  - (a) Respectful Workplace Policy**
  - (b) Kentville Business Community Agreement/Funding**
  - (c) Regional Sewer Committee Budget**
  - (d) Request for Decision – Planning Committee Recruitment**
- 5. RECOMMENDATIONS AND REPORTS**
  - (a) Council Advisory Committee – Councillor Gillian Yorke**
    - (1) None.**
  - (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) 2023 Conferences

**7. CORRESPONDENCE**

- (a) None

**8. PUBLIC COMMENTS**

**9. IN CAMERA**

- (a) Personnel Request for Decision
- (b) Legal – Code of Conduct

**10. ADJOURNMENT**

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## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: January 30, 2023

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 Councillor Andrew Zebian and Councillor Cathy Maxwell  
**That Council add Planning Advisory Committee to the agenda.**

#### MOTION CARRIED

*Members who voted in support of this motion:*

*Huntley, Maxwell, Savage, Yorke, Zebian*

*Members who voted against this motion:*

*Snow and Gerrard*

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

**That Council add the Human Resources Policy to the agenda.**

*Council Meeting Minutes, January 30, 2023*

*Pending Approval*

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## **MOTION FAILED**

*Members who voted in support of this motion:  
Maxwell and Zebian*

*Members who voted against this motion:  
Gerrard, Huntley, Savage, Snow and Yorke*

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

**That the agenda of January 30, 2023 be approved as amended.**

## **MOTION CARRIED**

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

a. Council meeting held on November 28, 2022

**It was moved that the minutes of the Council meeting on November 28, 2022 be approved.**

## **MOTION CARRIED**

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

#### **a. Respectful Workplace – Council**

Mayor Snow described the commitment of Council to create a respectful workplace. A special rule of order developed from Roberts Rules of Order was presented to Council.

Discussion:

- Confirmation that the Chair has the ability to eject any person from chamber, based on the Municipal Governance Act and Roberts Rules of Order.

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

**That Council approve the following Special Rule of Order in accordance with Roberts Rule 2:16 rule. In the event that a member of Council speaks or acts in a manner contrary to the code of conduct towards the CAO or member of staff. A "Point of Order" shall be immediately called. The member violating the code will be offered the opportunity to apologize for their action if not forthcoming will be asked to leave the chamber and the meeting. The minutes shall be annotated as a breach of conduct – disrespect.**

**It was moved by Councillor Cathy Maxwell and Andrew Zebian  
That Council table this motion**

**MOTION TABLED**

*Councillors who voted in favour of this motion:*

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

**b. Planning Advisory Committee**

Councillor Zebian reviewed the discussion from a previous meeting around the recruitment of volunteers for the Planning Committee. At that time, direction was given to the CAO to begin recruitment for this committee, which would then come back to Council to approve appointment and launch this committee.

Council asked the CAO about the hiring of a planner for the town. As part of the restructuring, the town will seek technical experts including an engineer and a planner.

**5. RECOMMENDATIONS AND REPORTS**

**(a) Council Advisory Committee Reports**

**(1) Sanitary Sewer 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.

*Report available for more information.*

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

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(2) 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 \$3,060.78. These amounts are not collectible.

*Report available for more information.*

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

**That Council approve the write-off of the Sundry accounts receivables in the amount of \$3,060.78**

**MOTION CARRIED**

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

### **(3) Withdrawal – 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.

*Report available for more information.*

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

**That Council approve the withdrawal from the TOK Capital Reserve – General Allocation in the amount of \$118,793.49.**

#### **MOTION CARRIED**

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

### **(4) 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.

*Report available for more information.*

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

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

#### **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 meetings of Joint Fire Services to discuss a tanker truck and recruitment and retention, and the Kentville Board of Police Commissioners elected Councillor Gillian Yorke as chair. Councillor Gerrard will find out the date of the annual rate payers meeting.

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*Report available for more information.*

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

Highlights included a meeting of Kings Regional Emergency Management Organization, the Cadance Academy performance of the Nutcracker, and the Federation of Canadian Municipalities meeting in Ottawa. Congratulations to valley women in business who received a national award.

*Report available for more information.*

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

Highlights included Annapolis Valley Trails Coalition meeting, Inclusion and Accessibility Committee, Department of Justice training session for the Board of Police Commissioners meeting, and the Queen's Jubilee Medal Award ceremony.

*Report available for more information.*

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

Highlights included meetings of the Invest Advisory Committee, the Regional Sewer Committee, Queen's Jubilee Medal Ceremony, opening of Maynard Bent and Fagan building, and the Regional Emergency Management Organization. The vulnerable person registry is being promoted to residents across the valley.

*Report available for more information.*

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

Highlights included Inclusion and Access Advisory Committee, Training sessions for the Board of Police Commissioners, Diversity Kings, regional recreation facility, Sourcewater Protection Advisory Group, Board of Police Commissioners, and the Queen's Jubilee Medal Ceremony. Some updates regarding the regional recreational facility.

*Report available for more information.*

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

Councillor Zebian made a statement to residents. He expressed concerns about correspondence being removed from the meeting package. He encouraged residents to continue to share concerns with Council.

## **(c) CAO Update**

CAO Dan Troke gave an update on operational matters including regional sewer budgets and technical work, Kings Regional Emergency Management Organization planning and sharing service, intermunicipal service agreements, the housing

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action plan, interviews for the Director of Finance position, and energy efficiency and accessibility at town hall.

Concerns were raised about social media comments and correspondence at Council meetings. Clarification of monitoring and management of posts by Facebook. Clarification of the removal of correspondence from the meeting package. Some letters may include information that is not appropriate to share publicly and are removed. Concerns about changes to comment posts during and after Council meetings.

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

The mayor reported on her activities this month with highlights including social media training, meetings of the Sourcewater Protection Advisory Group, Water Commission, Valley Voices, radio events, Nova Scotia Fruit Growers Association, and the Kings Point to Point funding announcement.

*Report available for more information.*

## **6. NEW BUSINESS**

### **a. Inclusion and Access Advisory Committee Citizen Appointment**

Councillor Cathy Maxwell described the process for appointing Councillors to committees and commissions. A vacancy occurred on the Inclusion and Access Advisory Committee in September of 2022, however a citizen has applied to join the committee.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Gillian Yorke

**That Council approve the appointment of Holly Rogers to the Accessibility Committee for a two-year period from January 2023 to January 2025.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **b. Heritage Committee Citizen Appointment**

Mayor Sandra Snow described the process for appointing Councillors to committees and commissions. This is a new committee hence all citizen members are newly appointed.

*Report available for more information.*

Discussion:

- Clarification that the individuals are represented and not their groups or committees.



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- Clarification of the criteria for recruitment for this committee.
- Concerns about the staff representation for this committee – at this time the CAO and Deputy Clerk.

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

**That Council approve the following citizen appointments to the Heritage Committee for a two-year period January 2023 to November 2025:**

**Dan Booth;  
Louis Comeau;  
Steph Jakub;  
Brendan Kilfoil; and  
Scott Pope.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Zebian*

### **c. Rogers Telecommunication Site Lease**

CAO Troke explained that 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.

*Report available for more information.*

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

**That Council approve the Rogers Telecommunication five-year site lease from 1 September 2022 to 1 September 2029.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **d. Kentville Police Service Pre-approval of Vehicle Purchase**

Commission Chair Gillian Yorke described the challenge in obtaining new vehicles due to supply chain delays. The Kentville Police Service plans to purchase a vehicle in 2024 but needs to order it now in order to receive it when it is needed. This pre-approval was approved by the Kentville Board of Police Commissioners at their January meeting.

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*Report available for more information.*

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

**That Council approve the advance of capital funding from the 2023-2024 Capital Investment Plan for the purchase of a marked police vehicle, in support of Kentville Police Service operations at a cost of \$70,000.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **e. Valley Waste Temporary Borrowing Resolution**

CAO Troke introduced the temporary borrowing resolution regarding a number of purchases at Valley Waste that will help their operations.

*Report available for more information.*

Discussion:

- Confirmation that funding will be contributed only if all partners agree to the funding model.

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

**That Council approve the Valley Waste Temporary Borrowing Resolution dated January 2023 for \$174,000, of which the Town of Kentville share is 10.23% or \$17,800.**

## **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. Sharon Kehoe**

Concerns about the removal of her letter and many other letters from correspondence. She continues to have concerns about Facebook commenting, and letters to Council.

### **b. Dennis Kehoe**

Questions about what policy dictates how correspondence is added to council meetings. Concerns about making a Freedom of Information request to receive past correspondence not included in meetings.

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## 9. IN CAMERA – Contract, Contract, Code of Conduct

It was moved by Councillor Andrew Zebian and seconded by Councillor Gillian Yorke

**That Council move into a closed session at 7:34 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 Andrew Zebian

**That Council return to open session at 8:35 pm.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council direct the CAO to carry out the contractual directions from the in camera session.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 9. ADJOURNMENT

**The January 30, 2023 meeting of Council adjourned at 8:36 p.m.**

**MOTION CARRIED**

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Approved by CAO and Clerk Dan Troke



23 February 2023

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Mayor  
Sandra Snow  
354 Main Street  
Kentville, NS  
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**RE: Respectful Workplace – Rule of Order - Update**

1. **Update Background:** At the January 30 Meeting of Council, Council took the decision to LAY ON THE TABLE the matter until the February meeting of council. A legal opinion was requested but has not been received for the February council meeting. Therefore it is in order that Council move to TAKE FROM THE TABLE the Respectful Workplace Rule.

2. The basis of the rule is Robert’s Rules of Order chapter 2. Paragraph 2:15 permits that a society adopt only such special rules of order as it finds needed to supplement or modify rules contained in Robert’s Rules of Order. Paragraph 2:21 and 2:22 identifies the requirements for adoption, amendment or suspension of special rules. Adoption requires 2:22(b) a vote of the a majority of the entire membership.

3. The Municipal Government Act (MGA) Part 1 paragraph 21(5) provides that: The person presiding at a meeting of the council may cause to be expelled and excluded any person, including a council member, who is disrupting the proceedings of the council.

4. Robert’s Rules 2:17 provides that Special Rules of Order should be made by Resolution, therefore the motion is amended to read as a resolution of council:

**Resolution:** Be it resolved that the council adopt Special Rule of Order Respectful Workplace: In the event that a member of Council speaks or acts in a manner contrary to the code of conduct towards the CAO or member of staff. A "Point of Order" shall be immediately called. The member violating the code will be offered the opportunity to apologize for their action, if not forthcoming will be asked to leave the chamber and the meeting. The minutes shall be annotated as a breach of conduct - disrespect.

**Original Text of January 30, 2023 Recommendation to council.**

5. Background: Based on actions within this chamber in November 2022, we as a council committed to not only creating a

safe and respectful workplace but also to not tolerate mean spirited attacks on CAO or staff through actions or tone. As a council, we failed to provide that at the November 14, CAC meeting and further we failed to provide feedback after discussing this matter on November 28. The commitment was made by council in-camera at the December 12, 2022, CAC meeting but was not formalized by motion.

6. It is our responsibility to our only employee, the CAO and to Town Staff to ensure that they are respected and provided with a safe workplace that is productive, free from discrimination where, communication is open and civil, conflict is addressed early with a culture of empowerment and cooperation. This Council commits to a respectful workplace for all staff including the CAO. This includes all meetings, public meetings, and exchanges with staff.

7. As members of this council, we can disagree without being disagreeable. It is our responsibility to question the execution of operational and budget matter, however how we approach that responsibility matters. Committee of council committed to the following:

a. Special Rule of Order RR2:16 rule. **Respectful Workplace Rule:** In the event that a member of Council speaks or acts in a manner contrary to the code of conduct towards the CAO or member of staff. A "Point of Order" shall be immediately called. The member violating the code will be offered the opportunity to apologize for their action, if not forthcoming will be asked to leave the chamber and the meeting. The minutes shall be annotated as a breach of conduct.

8. **Recommendation:** The MGA does not permit council to make decisions in-camera, therefore the motion to approve this special rule of council is provided to council for approval:

9. **Motion:** That the council approve the following Special Rule of Order iaw RR2:16 rule. In the event that a member of Council speaks or acts in a manner contrary to the code of conduct towards the CAO or member of staff. A "Point of Order" shall be immediately called. The member violating the code will be offered the opportunity to apologize for their action, if not forthcoming will be asked to leave the chamber and the

meeting. The minutes shall be annotated as a breach of conduct  
- disrespect.

Respectfully Submitted

A handwritten signature in blue ink that reads "Sandra Snow". The signature is written in a cursive style with a large initial 'S'.

Sandra Snow, Mayor  
Town of Kentville

**Regional Sewer Proposed Operating Budget**

| (in thousands) (,000)             | 2023/24 Budget Breakdown |                         |                        | 2023/24<br>Draft<br>Budget | 2022/23<br>Forecast | 2022/23<br>Approved<br>Budget | 2023/24 Budget<br>to Forecast |               | 2023/24 Budget<br>to 2022/23 Budget |             |
|-----------------------------------|--------------------------|-------------------------|------------------------|----------------------------|---------------------|-------------------------------|-------------------------------|---------------|-------------------------------------|-------------|
|                                   | Capital<br>Total         | Operating<br>Collection | Operating<br>Treatment |                            |                     |                               | \$                            | %             | \$                                  | %           |
| <b>Revenue</b>                    |                          |                         |                        |                            |                     |                               |                               |               |                                     |             |
| Operating                         |                          |                         |                        |                            |                     |                               |                               |               |                                     |             |
| Town of Kentville                 | 293.9                    | 150.3                   | 451.2                  | 895.4                      | 841.8               | 841.8                         | 53.7                          | 6.4%          | 53.7                                | 6.4%        |
| Village of New Minas              | 159.8                    | 68.0                    | 135.0                  | 362.8                      | 343.7               | 343.7                         | 19.1                          | 5.5%          | 19.1                                | 5.5%        |
| PepsiCo Canada                    | 71.4                     | 22.3                    | 134.1                  | 227.7                      | 207.1               | 207.1                         | 20.6                          | 10.0%         | 20.6                                | 10.0%       |
| County of Kings                   | 144.7                    | 37.0                    | 80.6                   | 262.2                      | 250.0               | 250.0                         | 12.2                          | 4.9%          | 12.2                                | 4.9%        |
| <b>Total Revenue</b>              | <b>669.7</b>             | <b>277.5</b>            | <b>800.9</b>           | <b>1,748.1</b>             | <b>1,642.6</b>      | <b>1,642.6</b>                | <b>105.5</b>                  | <b>6.4%</b>   | <b>105.5</b>                        | <b>6.4%</b> |
| <b>Expenditures</b>               |                          |                         |                        |                            |                     |                               |                               |               |                                     |             |
| Operating                         |                          |                         |                        |                            |                     |                               |                               |               |                                     |             |
| Support Services                  | -                        | 35.5                    | 70.9                   | 106.4                      | 78.8                | 78.8                          | 27.6                          | 35.0%         | 27.6                                | 35.0%       |
| Insurance                         | -                        | 7.4                     | 14.9                   | 22.3                       | 20.1                | 19.9                          | 2.2                           | 10.9%         | 2.4                                 | 12.1%       |
| Monitoring                        | -                        | 5.2                     | 2.6                    | 7.8                        | 3.9                 | 2.7                           | 3.9                           | 100.0%        | 5.1                                 | 188.9%      |
| Wages                             | -                        | 62.6                    | 125.2                  | 187.8                      | 173.1               | 183.6                         | 14.7                          | 8.5%          | 4.2                                 | 2.3%        |
| Benefits                          | -                        | 15.0                    | 29.9                   | 44.9                       | 42.2                | 44.7                          | 2.7                           | 6.4%          | 0.2                                 | 0.4%        |
| Power - Pumping                   | -                        | 65.4                    | -                      | 65.4                       | 60.4                | 62.8                          | 5.0                           | 8.3%          | 2.6                                 | 4.1%        |
| Treatment                         | -                        | -                       | 83.5                   | 83.5                       | 86.7                | 79.8                          | (3.2)                         | (3.7)%        | 3.7                                 | 4.6%        |
| Power - Treatment                 | -                        | -                       | 338.1                  | 338.1                      | 307.8               | 340.9                         | 30.3                          | 9.8%          | (2.8)                               | (0.8)%      |
| Vehicle Expense                   | -                        | 24.8                    | 12.4                   | 37.2                       | 35.6                | 26.6                          | 1.6                           | 4.5%          | 10.6                                | 39.8%       |
| Maintenance                       | -                        | 61.7                    | 123.3                  | 185.0                      | 180.0               | 165.0                         | 5.0                           | 2.8%          | 20.0                                | 12.1%       |
| <b>Total Operating</b>            | <b>-</b>                 | <b>277.5</b>            | <b>800.9</b>           | <b>1,078.4</b>             | <b>988.6</b>        | <b>1,004.8</b>                | <b>89.8</b>                   | <b>9.1%</b>   | <b>73.6</b>                         | <b>7.3%</b> |
| Non-operating                     |                          |                         |                        |                            |                     |                               |                               |               |                                     |             |
| Debenture - Interest              | 32.6                     | 4.1                     | 28.5                   | 32.6                       | 36.0                | 36.0                          | (3.4)                         | (9.4)%        | (3.4)                               | (9.4)%      |
| Debenture - Principal             | 271.0                    | 71.0                    | 200.0                  | 271.0                      | 280.3               | 280.3                         | (9.3)                         | (3.3)%        | (9.3)                               | (3.3)%      |
| Transfer to Depreciation Reserves | 57.7                     | 16.7                    | 41.0                   | 57.7                       | 321.5               | 321.5                         | (263.8)                       | (82.1)%       | (263.8)                             | (82.1)%     |
| Consulting and Study Expense      | 170.0                    | 170.0                   | -                      | 170.0                      | 50.0                | -                             | 120.0                         | 240.0%        | 170.0                               | 0.0%        |
| Interest on Short-term Debt       | 138.4                    | -                       | 138.4                  | 138.4                      | -                   | -                             | 138.4                         | 0.0%          | 138.4                               | 0.0%        |
| <b>Total non-operating</b>        | <b>669.7</b>             | <b>261.8</b>            | <b>407.9</b>           | <b>669.7</b>               | <b>687.8</b>        | <b>637.8</b>                  | <b>(18.1)</b>                 | <b>(2.6)%</b> | <b>31.9</b>                         | <b>5.0%</b> |
| <b>Total Expenditures</b>         | <b>669.7</b>             | <b>539.4</b>            | <b>1,208.7</b>         | <b>1,748.1</b>             | <b>1,676.4</b>      | <b>1,642.6</b>                | <b>71.7</b>                   | <b>4.3%</b>   | <b>105.5</b>                        | <b>6.4%</b> |
| <b>Surplus (Deficit)</b>          |                          |                         |                        | <b>-</b>                   | <b>(33.8)</b>       | <b>-</b>                      |                               |               |                                     |             |

**Regional Sewer Proposed Capital Budget**

|  | Prior Year       | Current Year     | Draft Budget     | Budget Forecast |                |                |          |
|--|------------------|------------------|------------------|-----------------|----------------|----------------|----------|
|  | 2021/22          | 2022/23          | 2023/24          | 2024/25         | 2025/26        | 2026/27        | 2027/28  |
| <b>Projects</b>                                  |                  |                  |                  |                 |                |                |          |
| Regional Sewerlines                              | 7,084            | 157,500          | 100,000          | 443,000         | 710,273        | 710,273        | -        |
| Regional Pumping Station Upgrades                | -                | -                | -                | 350,000         | -              | -              | -        |
| Regional Treatment Plant Aeration and Desludging | 2,031,472        | 2,400,000        | 2,055,200        | -               | -              | -              | -        |
| Regional Equipment                               | -                | -                | 215,000          | -               | -              | -              | -        |
| Regional Treatment Plant Upgrades                | -                | -                | -                | -               | 80,000         | 100,000        | -        |
| Regional Consulting and Studies                  | -                | 50,000           | 70,000           | -               | -              | -              | -        |
| <b>Total Project Costs</b>                       | <b>2,038,556</b> | <b>2,607,500</b> | <b>2,440,200</b> | <b>793,000</b>  | <b>790,273</b> | <b>810,273</b> | <b>-</b> |
| <b>Financing</b>                                 |                  |                  |                  |                 |                |                |          |
| Regional Capital Reserves                        | 788,556          | 192,500          | 385,000          | 350,000         | 80,000         | 100,000        | -        |
| Debt   | 1,250,000        | 2,365,000        | 2,055,200        | 443,000         | 710,273        | 710,273        | -        |
| Regional Operating Contributions                 | -                | 50,000           | -                | -               | -              | -              | -        |
| <b>Total Financing</b>                           | <b>2,038,556</b> | <b>2,607,500</b> | <b>2,440,200</b> | <b>793,000</b>  | <b>790,273</b> | <b>810,273</b> | <b>-</b> |



|              |               |                               |           |
|--------------|---------------|-------------------------------|-----------|
| <b>Name:</b> | Cathy Maxwell |                               |           |
| <b>Date:</b> | Feb 23/23     | <b>Date Submitted to CAO:</b> | Feb 23/23 |

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

|  |   |  |   |  |   |
|--|---|--|---|--|---|
| <b>Detail</b>                            | <b>Synopsis</b>   |  |   |  |   |
| <b>Decision Requested:</b>               | I would like to add a discussion concerning the <b>Process</b> followed about direction being given to the CAO to go ahead and put a call out to the community for a Planning Committee.  |  |   |  |   |
| <b>Background: What? Who? How? When?</b> | <b>Property</b> <input checked="" type="checkbox"/>   | <b>Public Opinion</b> <input type="checkbox"/> | <b>Environment</b> <input type="checkbox"/> | <b>Social</b> <input type="checkbox"/> | <b>Economic</b> <input checked="" type="checkbox"/> |
|  | <p>During the Jan/23 CAC meeting Councilor Gerrard put forth a RFD concerning the establishment of a Planning Committee. <b>(video 1:18)</b> Following his presentation remarks by the Mayor at <b>1:22.1</b> were as follows “ ..So CAO by consensus can we get you or get the process started on going out to citizens and checking the level of interest..... After these remarks 3 councilors spoke. Councilor Zebian and I expressed concerns about setting out seeking interest for a planning committee at this time, while Deputy Mayor Savage asked two generic questions that did not indicate support one way or the other. Following this discussion by 3 council members in addition to the presenter of the RFD at the <b>1:29:12</b> mark the Mayor says “So CAO you’ve got an action on that and you are good with that...” Following which both councilor Zebian and I again spoke about our concerns, following which the meeting was sent to in camera.</p> <p>During the Jan/23 Council Meeting the action take at CAC was not put on the agenda for ratification. Councilor Zebian asked for it to be added to the agenda which passed. At the video <b>27:35</b> mark Councilor Zebian questions why the post seeking citizens for a planning committee was on social media since Council had not voted on it. The CAO responded at the <b>28:07</b> mark “ .. In that meeting there was discussion with regards to the formation of a committee and as I understood like other committees that were formed the direction was and well <b>No it wasn’t Council;</b> the direction was to put a post out.... After this there was a question by me and that was it.</p> <p>At the Feb CAC meeting councilor Zebian again questioned why there was an ad on social media when Council had not voted on it. At the <b>1:21:30</b> mark of the video the CAO responds “ Well Councilor in CAC a number of months ago( only 1 month for clarification ) I guess it was that discussion around this committee and basically I understood from the <b>direction I had from Council</b> was to get a list of names so that if Council was heading down that road we would be in a position to move forward so that’s why the ad is out there.</p> |  |   |  |   |

|  |  |  |   |
|--|--|--|---|
|  | <p>I believe there are errors in procedure which have taken place. The first error is that the mayor did not turn to Council at any point and ask for consensus as evidenced in the transcript above. <b>She asked only the CAO if we could do this by consensus.</b></p> <p><i>Consensus decision making is used for widespread levels of participation and agreement. The common elements that are said to be definitive of consensus decision making include – Inclusivity, Participatory, Collaborative which means the group constructs proposals with the input from all interested group members. Any individual authorship of a proposal is SUBSUMED as the group MODIFIES it to include the concerns of the group. What happened with our proposal totally ignored the concerns of two group members and there was no effort to modify. The other two elements are Agreement Seeking – where the group strives for full agreement, and Cooperative- where the group is supposed to incorporate all concerns into the proposal.</i></p> <p>So not only were we not asked for consensus but the process this type of decision making strives for was not followed.</p> <p>The mayor also erred when she determined that if a member didn't specifically say NO during their discussion, then that was taken as you were agreeable to the proposal. As noted above the use of consensus decision making is one where modifications to proposals are part of the process.</p> <p>The CAO was clearly unsure of his direction as the text above indicates at Jan Council he said the direction did not come from Council and at Feb CAC he said the direction was from Council.</p> <p>Clearly the entire process is flawed.</p> |  |   |
| <b>Strategic Implication:<br/>with Dashboard</b> | <b>Current</b> <input checked="" type="checkbox"/>   | <b>Short Term</b> <input type="checkbox"/> | <b>Long Term</b> <input type="checkbox"/>   |
|  | <p>I think the only way to put this issue to rest is to make a motion to give direction to the CAO to seek interest from citizens interested in sitting on a future planning committee.</p>  |  |   |
| <b>Budget:</b>                                   | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>  | <b>Policy:</b>                             | <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> |
| <b>Desired Outcome:</b>                          | <p>The above motion which I will make.</p>   |  |   |

|                        |  |
|------------------------|--|
| <b>Recommendation:</b> | <p>A clear understanding of consensus decision making, and how it is used to determine decisions needs to be on an agenda <b>before it is ever used again</b>. The mayor clearly has a different interpretation on the use of consensus decision making.</p> <p>In the future, video evidence should not be used to win a discussion if the actual time is unknown. I was referred to the video 1:37 by the mayor to justify her ask of consensus. From the time stamps above that time was clearly wrong.</p> |
|------------------------|--|

**Request for Decision – CAO Initial Review**

| Detail                                   | Synopsis  |
|--|---|
| <b>Department:</b> select all that apply | Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/><br>Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/><br>Economic Development <input type="checkbox"/> |
| <b>Decision Requested:</b>               | Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/><br>Policy Change <input type="checkbox"/> Other <input type="checkbox"/>  |
|  |   |
| <b>Background:</b>                       |   |
| <b>Budget:</b>                           |   |
| <b>Staff Workload:</b>                   |   |
| <b>Policy:</b>                           |   |
| <b>Response Options:</b>                 |   |
| <b>Preferred Strategy:</b>               |   |
| <b>CAO Comments:</b>                     |   |

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Craig Gerrard

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**Date:** February 24, 2023

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**Date of Last Council Meeting Attended:** January 30, 2023

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**Date of Last Council Advisory Meeting Attended:** February 13, 2023

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**Date of Last Governance Session Attended:**

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### Committee Meeting Attendance and Synopsis

| Date              | Committee                    | Synopsis   |
|-------------------|------------------------------|--|
| February 15, 2023 | KPPT                         | Discussion- Purchase of new Vehicles and issues no different<br>-Vehicle accidents<br>-Board expansion<br>-Approved the budget |
| February 21 2023  | Joint council budget meeting | Capital budget   |
|                   |                              |  |
|                   |                              |  |

### Town of Kentville Event Attendance and Synopsis

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



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

### Conference Attendance and Synopsis

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

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

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

### Misc Events

| Date          | Synopsis   |
|---------------|--|
| February 2023 | <p>Judge <b>GATCHALIAN</b> rendered her decision in the conflict of interest lawsuit brought against me by another member of this council.</p> <p>I am attaching the entire decision in my report and I encourage council and the residents of Kentville to read it.</p> <p>Judge <b>GATCHALIAN</b>, in her decision also ruled in my favour to award costs.</p> <p>Considering how concerned the member is regarding tax dollars being wasted on legal fees, I'm sure with this verdict they will reimburse the town in full.</p> |
|               |  |
|               |  |

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** February 27/23

**Date of Last Council Meeting Attended:** January 30/23

**Date of Last Council Advisory Meeting Attended:** February 13/23

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

| Date      | Committee  | Synopsis   |
|-----------|--|--|
| Feb 9/23  | <b>Invitation to African Heritage Month Proclamation event</b> | This celebration replaces the normal Diversity meeting                               |
| Feb 15/23 | <b>Valley REN LOC</b>  | Review of Ren's activity report, Board of Directors/chair update, In-camera session. |
| Feb 16/23 | <b>Physician Recruitment &amp; Physician</b>                   | Q1Board Meeting update   |
| Feb 21/23 | <b>CAC special meeting</b>                                     | Capital budget draft   |

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

| Date      | Event/Conference       | Synopsis  |
|-----------|------------------------|---|
| Feb 11/23 | <b>Lions Breakfast</b> | Fire & Ice Kentville time   |
| Feb 6/23  | <b>Rotary Meeting</b>  | A presentation was given to us from The Portal - info on youth/Homelessness and updates on data in our area |

### MISC EVENT

| Date      | Synopsis   |
|-----------|--|
| Feb 2/23  | Code of Conduct Consultation /group work discussions- online |
| Feb 9/23  | Code of Conduct Consultation/group work discussions- on line |
| Feb 13/23 | Code of Conduct Consultation/group work discussions-on line  |



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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|           |   |
|-----------|---|
| Feb 14/23 | Code of Conduct Consultation/group work discussions- on line                                  |
| Feb 22/23 | Code of Conduct Consultation/group work discussion-in person @Kings County Municipal Building |

### EXPENSES

| This month | Year to Date                      |
|------------|-----------------------------------|
| \$36.51    | \$5956.88 ( year budget attached) |

**Name:** Cathy Maxwell

**Date:** Feb23/23

**Date of Last Council Meeting Attended:** Jan 30/23

**Date of Last Council Advisory Meeting Attended:** Feb 21/23

**Date of Last Governance Session Attended:**

**Committee Meeting Attendance and Synopsis**

| <b>Date</b> | <b>Committee</b>            | <b>Synopsis</b>                                 |
|-------------|-----------------------------|---|
| Jan /23     | Inclusion and Accessibility | Cancelled                                       |
| Feb 2/23    | AVTC                        | See attached report                             |
| Feb /23     | Heritage Committee          | Rescheduled due to unsatisfactory date for all. |
| Feb 21/23   | Supplemental CAC            | Looked at the Capital Budget for 23/24          |
|             |                             |   |
|             |                             |   |

**Town of Kentville Event Attendance and Synopsis**

| <b>Date</b> | <b>Event</b>  | <b>Synopsis</b>  |
|-------------|---|--|
| Jan 31      | Retirement Celebration for Deb Crowell Finance Director | Staff did a great job putting together this wonderful celebration for retired financial director Crowell. Nice to see her family, TOK staff and present and former councilors present. Also, a shout out to former TOK former CAO Mark Phillips who also attended and stayed to the end!<br>Thanks to all! |

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

| <b>Detail</b> | <b>Synopsis</b> |
|---------------|-----------------|
|---------------|-----------------|



|   |   |                             |                 |
|---|---|-----------------------------|-----------------|
| <p><b>Committee Name</b><br/>- AVTC</p> | <p>Two summer students have been applied for through grants. The group is also applying to Trans Canada Trail for a grant to assist with trail maintenance. The cost of maintenance has become extremely high, and we are looking at what is feasible and sustainable for the coalition. The old model we have been using will not work anymore. Discussed the work plan for the upcoming fiscal year. Craig Langille will be sent the maintenance plan when it is finalized. Amenities and Washrooms – this will be in a planning and researching process this year.</p> | <p><b>Meeting Date:</b></p> | <p>Feb 2/23</p> |
|---|---|-----------------------------|-----------------|

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cate Savage – Deputy Mayor

**Date:** February 22, 2023

**Date of Last Council Meeting Attended:** January 30<sup>th</sup>

**Date of Last Council Advisory Meeting Attended:** February 13<sup>th</sup> 2023

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

|                           | Committee  | Synopsis   |
|---------------------------|------------|--|
| February 2 <sup>nd</sup>  | <b>RSC</b> | Briefing – Allocation of EPW Operations Centre – relating to the regional sewer proposed operating budget – main area of discussion around “support services”  |
| February 8 <sup>th</sup>  | <b>IAC</b> | \$13.5mm<br>Year to date return of 3.42% versus the balanced income CAD of 4.38%<br>We are expecting to WD \$430,000 ending March 31 <sup>st</sup> 2023 as per usual<br>We are staying the course with our IPS (however are not diving into equities quite yet)          |
| February 5 <sup>th</sup>  | <b>KBC</b> | Updates from all committees – Treasurer / Façade update / Promotions / Events<br>Discussion around upcoming NEW AGREEMENT – funding – particulars around what is being proposed<br>KBC did their annual presentation at last council meeting. Excellent work being done. |
| February 16 <sup>th</sup> | <b>RSC</b> | Continued discussions on the proposed operating budget   |
|                           |            |  |
|                           |            |  |

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

| Date                      | Event/Conference                  | Synopsis   |
|---------------------------|-----------------------------------|--|
| Feb 2 <sup>nd</sup>       | <b>Lunch w liberal caucus</b>     | Discussions around challenges and opportunities in the Kings County Municipality – representatives from County and all towns |
| February 21 <sup>st</sup> | <b>Capital Budget Discussions</b> |  |

### MISC EVENTS

|                          |   |
|--------------------------|---|
| January 31 <sup>st</sup> | <b>Retirement party for Debra Crowell.</b><br><b>The event was tastefully done by staff – congratulations Deb – well done on 35 years</b> |
| Feb 1 <sup>st</sup>      | Meeting – half acre – Richard Galpin  |



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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|                           |   |
|---------------------------|---|
| February 9 <sup>th</sup>  | African Heritage Month – Proclamation event at County of Kings      |
| February 11 <sup>th</sup> | Lions Breakfast Kentville   |
| February 20 <sup>th</sup> | Heritage Centre – Heritage Day event featuring Laura Churchill Duke |
| February 22 <sup>nd</sup> | Code of Conduct working session                                     |

### EXPENSES

| This month | Year to Date |
|------------|--------------|
|            |              |

**TO:** Council

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

**DATE:** February 13, 2023

**SUBJECT:** Kings REMO Regional EM Advisory Committee Meeting, 2023-01-16

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**ORIGIN** Kings REMO Regional EM Advisory Committee Meeting, January 16, 2023

**BACKGROUND**

Key issues of discussion included:

- **Appointment of Chair/Deputy Chair**  
Deputy Mayor Cate Savage, Town of Kentville appointed as Chair  
Councillor Jodi MacKay, Town of Wolfville appointed as Deputy Chair
  
- **Presentation: Canadian Red Cross – Emergency Shelters**  
A trigger to activate the ESS program would be when an emergency involves 10 apartment units or homes or 25 people have been evacuated that do not have the means to look after themselves.

Emergency Social Services:

- Emergency Food
- Emergency Clothing
- Emergency Lodging (Congregate & Commercial)
- Family Reunification
- Reception and Information
- Personal Services
  
- **Kings REMO 2023/24 Annual Workplan**
  1. Regional Emergency Management Organization
  2. Legislation and Policies & Procedures
  3. Public Health (COVID-19, Influenza-RSV)
  4. Emergency Management Plans / Operational Guidelines
  5. Emergency Coordination Centre (ECC)
  6. Regional MOUs / Agreements
  7. Training and Exercise Programs
  8. Public Awareness and Education Programs
  9. EM Support Planning – Regional Events

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE KINGS REMO 2023/24 ANNUAL WORKPLAN**

- **Kings REMO Agreements-MOUs**  
Emergency Management Mutual Aid Agreements have been approved for the following:
  - Kings – Annapolis County 2022-05-19
  - Kings – West Hants 2022-12-13
  - Kings – Lunenburg County 2023-01-10

- **Public Health Update (COVID-19, Influenza-RSV, mpox)**

World Health Organization (WHO), Director General, 2023-01-04

- Now into the fourth year of the pandemic, the world is in a much better place than it was several years ago, due to clinical care management, vaccines and treatments. For most of last year, COVID-19 was on the decline
- Every week, approximately 10,000 people die of COVID-19, that we are aware of. The true toll is likely much higher
- Outside of China, one of the Omicron sub variants originally detected in October 2022 is XBB.1.5, a recombinant of two BA.2 sub-lineages. It is on the increase in the US and Europe and has now been identified in more than 25 countries

Health Canada:

- The “situation in Canada is murky, given delays in data collection from across the provinces over the holidays
- At this time, it is too early to tell if the XBB.1.5 variant is growing in Canada. PHAC is aware of 21 detections of XBB.1.5 in Canada – though the full tally, based on latest-available provincial and regional surveillance, appears slightly higher
- Expect that XBB.1.15 will eventually outcompete the currently predominant BA.5 lineages in Canada
- As of January 5, 2023, Temporary negative COVID-19 test requirement for travellers arriving from China, Hong Kong or Macao

NS Health & Wellness:

- 1,038 cases reported averaging out to 148 cases per day
- 0 new deaths with 7 deaths reported from previous reporting periods, totalling 701 deaths
- Test kits remain available at Libraries, MLA Offices and through the Public Health Mobile Unit (PHMU) testing sites – residents are encouraged to have a box of rapid tests on hand in cases symptoms develop

**Mpox Update**

The downward trend in the global Monkeypox outbreak is continuing

More than 71,000 cases of Monkeypox have been reported to WHO, as of October 12, 2022

1,411 cases reported in Canada as of October 12, 2022

NS Pre-Exposure Monkeypox Vaccine Clinic:

- **2022 Hurricane Season**

The 2022 Atlantic Hurricane Season is forecast was ‘Average’ and the number of forecast storms as of November 30, 2022 were:

- 14 named storms
- 8 Hurricanes
- 2 Major Hurricanes

- **Amateur Radio Group Equipment Installation: 181 Coldbrook Village Park Drive**

- Contractors have installed 5 masts on the roof and run 6 lengths of coaxial cable between the communications room and the masts
- 3 Antennas installed on the masts:
  - VHF – local fire departments and other services
  - VHF/UHF – Amateur communications
  - Wire HF – Long-range Amateur communications
- TMR2 radio available
- Communications room has reach Initial Operating Capability (IOC)

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

Grafton Community Hall, 5350 Brooklyn Street, has signed the Kings REMO Comfort Centre Memorandum of Understanding and been added to the list of Kings County Comfort Centres, now totaling 25 facilities across Kings County.

The Wolfville Lions Club have been approved for the installation of a generator through the [Provincial Comfort Centre Generator Program](#)

- **Kings REMO Community Outreach**

**2022 Kings REMO Outreach sessions (8):**

- 2022-01-06 Kentville Town Council (Virtual)
- 2022-02-22/24 Kentville Family Resource Centre
- 2022-09-27 Town of Wolfville Council Meeting
- 2022-09-28 New Minas Fire Department
- 2022-10-22 East Dalhousie Community Centre
- 2022-10-24 Wolfville Fire Dept & Family
- 2022-11-03 Wolfville Lions Club

**2023 Planned Outreach sessions:**

- 2023-01-09 Waterville Fire Department & Community
- 2023-01-31 Kings County Kids Action Program
- 2023-02-09 Wolfville Newcomer's Club
- 2023-04-tbc Greenwich Fire Department
- 2023-tbc Town of Berwick Council & Staff

- **Kings REMO Social Media Accounts**

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.

- Kings REMO Facebook <https://www.facebook.com/REMOKingsCounty>
- Kings REMO Twitter [https://twitter.com/REMO\\_KingsCty](https://twitter.com/REMO_KingsCty)
- Kings REMO Instagram remo\_kingscounty

- **Vulnerable Persons Registry (VPR)**

Kings REMO REMC conducted a number of CBC interviews in regard to the Kings County VPR and the program has grown in recognition not only in Kings County but across the province.

Kings REMO REMC presenting background information on the VPR program to each municipal accessibility advisory committee

- **Kings REMO Training & Exercises**

**2023-11-24 Winter Storm/ Power Outage / Emergency Shelter-ECC Activation TTX After Action Report (AAR):**

**Overall Exercise Objective:** Through a discussion-based exercise, practice the coordination and communication activities in a Winter Storm-Power Outage and Emergency Shelter Response Scenario impacting Kings County

18 participants representing Municipal Staff and Kings REMO Agency Representatives

**What went well:**

Exercise Planning – Well organized, planned and executed with good resources provided  
Participant's Knowledge – Knowledge of all parties/organizations activated in the event of an emergency provided a good learning environment

**Areas for Improvement:**

Group Discussion – More allotted time for group discussion  
Public Communications – What specific resources are available to the public (i.e., 211, 511, 811, 911, NS Power etc)

ECC Staffing – expand municipal ECC operations to include Logistics Section

**MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE THE NOVEMBER 24, 2022 HURRICANE PREPAREDNESS EXERCISE AFTER ACTION REVIEW**

**2023 Training Forecast for Western Region (Region 3):**

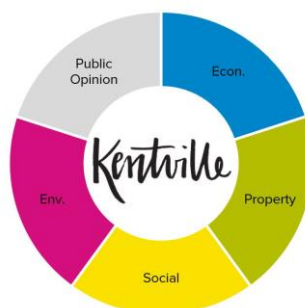
- Jan 17: BEM – West Hants
- Jan 24: BEM - Yarmouth
- Feb 7/8: ICS 200 – Annapolis
- **Mar 17/18/19: ICS 300 – Kings (weekend course)**
- Mar 21-23: ICS 300 - Lunenburg
- Apr 11: ECC – Clare
- Apr 26: PIO – Lunenburg
- **May 17: BEM - Kings**
- Jun 13-14: ICS 200 - Shelburne
- **Sep 12-14: ICS 300 - Kings**
- Oct 11-13: Wx Interpretation – West Hants
- **Nov 8-9: ECC - Kings**

**Exercises:**

- 2023-04NS EMO Exercise Nova Alpha (Discussion-based)  
Kings REMO REMC participation
  - 2023-04-20 Flood/Evacuation Functional Exercise
  - 2023-07-20 Hurricane/Power Outage Tabletop Exercise
  - 2023-11-16 Winter Storm/Power Outage/Shelter Tabletop Exercise
- **Kings REMO Brochures**  
The following Emergency Preparedness brochures are available to the public:
    - Emergency Preparedness Checklists
    - Know the Risks -- Make a Plan -- Get a Kit
    - Vulnerable Persons Registry (VPR)
  - **Kings REMO Websites Library**  
In addition to the [NS First Responder's Hub](#), Kings REMO has developed and distributed an alphabetical listing of Emergency Preparedness resources  
The Websites Library is posted to the Kings REMO Resources Website as "[Websites Library – Kings REMO, 2022-12](#)" and also uploaded to the WebEOC Kings REMO File Library

**Next Meeting:** Monday, April 17, 2023

Town of Kentville Decision Wheel:





# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Gillian Yorke

**Date:** February 27th, 2023

**Date of Last Council Meeting Attended:** January 30th, 2023

**Date of Last Council Advisory Meeting Attended:** February 13th, 2023

### Committee Meeting Attendance and Synopsis

| Date                             | Committee                                   | Synopsis  |
|----------------------------------|---|---|
| February 9 <sup>th</sup> , 2023  | <b>Regional Recreation Facility Meeting</b> | Meeting with the various communication teams across our units to discuss phase 1.5 in this facility process.                                |
| February 21 <sup>st</sup> , 2023 | <b>Supplemental CAC: Budget Meeting</b>     | Capital Budget proposal was given a first review by Council.  |
| February 24 <sup>th</sup> , 2023 | <b>Board of Police Commissioners</b>        | Meeting held (delayed for scheduling) to discuss strategic planning, community engagement, symbols on uniforms and capital budget proposal. |

### Town of Kentville Event Attendance and Synopsis

| Date                            | Event/Conference                                 | Synopsis   |
|---------------------------------|--|--|
| January 31 <sup>st</sup> , 2023 | <b>Director Crowell's retirement celebration</b> | A celebration was planned by Town staff to celebrate the 35 years of service from Director Crowell. A lovely event, and an exciting time ahead for former Director Crowell as she embraces retirement fully! |

### Misc Events

| Date                            | Synopsis   |
|---------------------------------|--|
| February 1 <sup>st</sup> , 2023 | Meeting with local resident to discuss Recreation in the area  |
| February 2 <sup>nd</sup> , 2023 | Liberal Caucus Lunch held at the Old Orchard Inn to discuss Municipal concerns with Provincial Liberal party leadership.                             |
| February 3 <sup>rd</sup> , 2023 | Meeting with Chief Butler to review some internal documents to better acquaint myself with the Kentville Police Service, and their working policies. |

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

|  |  |
|--|--|
| February 9 <sup>th</sup> ,<br>2023                   | African Heritage Month Proclamation Event hosted by the County of Kings. An evening spent celebrating the many contributions of persons of African decent in our community.  |
| February 9 <sup>th</sup> -14 <sup>th</sup> ,<br>2023 | Fire and Ice Weekend in Kentville! Though many of the events my family was most looking forward to had to be canceled due to (lack of) weather, I appreciate the tremendous amount of work that goes into creating a weekend like this. Kudos to the Parks and Rec, Planning, Community Economic Coordination, and KBC staff for putting on another successful mid-winter event. |
| February 22 <sup>nd</sup> ,<br>2023                  | Code of Conduct Consultation held at the County of Kings building in Coldbrook to discuss the proposed Code of Conduct through the Department of Municipal Affairs. A thorough, and thoughtful presentation with a lot of discussion from members.   |

### Expenses

| This month | Year to Date |
|------------|--------------|
| N/A        |              |

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Andrew Zebian

**Date:** February 27/23

**Date of Last Council Meeting Attended:** January 30<sup>th</sup>/23

**Date of Last Council Advisory Meeting Attended:** February 13<sup>th</sup>/23

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

| Date           | Committee                              | Synopsis   |
|----------------|--|--|
| January 25/23  | <b>Kentville Water Commission</b>      | As of Dec 31/22, operating revenue was 85% (1,650,643) and operating expenditures were at 84.6% .<br><br>In Mid December, a motor was replaced on a well pump at the West End Wellhouse. A motor was found in province and replaced. |
| February 21/22 | <b>Capital Budget Review for 23/24</b> |  |
|                |  |  |
| February/23    | <b>Much Dialogue with</b>              |  |

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

| Date          | Event/Conference  | Synopsis   |
|---------------|---|--|
| January 31/23 | <b>Retirement Party for Former Director of Finance, Debra Crowell</b> | This was well attended and it was great to see many former Councilors there and former CAO Phillips. Former Director Crowell spent 35 years and on behalf of Council, I want to thank her for her service and dedication to the Town of Kentville. You are missed Deb! |
|               |   |  |

### MISC EVENTS



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

| Date          | Synopsis  |
|---------------|---|
| February 2023 | Conversation with many Citizens over Encore Developments/Ryan's Park. Many were unaware that this property was supposed to be complete within 2 years. The Town of Kentville sold it in 2018 to Encore Developments with a year completion date . Many are wondering about the timeline and purchase of sale agreement made with the Town of Kentville in 2018. As per the agreement with the Town, this project was supposed to be completed in the middle of 2020. The Town of Kentville could have executed a buy back clause (less 10%) but it was never brought before Council for discussion. |
|               |   |
|               |   |
|               |   |

### EXPENSES

| This month       | Year to Date  |
|------------------|---|
| 36.50 cell Phone | My expenses for from April 1, 2022 until February 28,2022 are \$469 |

# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 22 February 2023

**Date of Last Council Meeting Attended:** 30 January 2023

**Date of Last Council Advisory Meeting Attended:** 13 February 2023

### Committee Meeting Attendance and Synopsis

| Date      | Committee                     | Synopsis  |
|-----------|-------------------------------|---|
| 27 Jan 23 | Mentoring Plus                | Meet the Mentors and CBDC mentorship opportunity  |
| 30 Jan 23 | Council Meeting               | Sanitary Sewer Write Offs<br>Sundry Write Offs<br>Withdrawal Capital Reserve<br>Cash in Lieu of Parking<br>Kentville Business Community<br>Accessibility Committee Member Appointment<br>Heritage Committee Appointments<br>Rogers Telecommunication Site Lease<br>Energy Efficiency in Town Hall<br>KPS Pre-approval of Vehicle Purchase |
| 6 Feb 23  | King's Mayors                 | Mayors met in Kentville to discuss on going regional matters  |
| 8 Feb 23  | Investment Advisory Committee | Jan 2023 value of fund: \$13,604630<br>Feb 2023 value of fund: \$13,584,064   |
| 13 Feb 23 | CAC Meeting                   | Kentville Business Community Annual Report – Paul Dixon<br>Assessment Services – Paul Beazley   |
| 14 Feb 23 | NSFM                          | Code of Conduct consultation - online   |
| 15 Feb 23 | IMSA Board                    | Monthly Board meeting with updates from Kings Transit and Valley Waste. Preview of upcoming budgets   |
| 15 Feb 23 | Engage NS                     | Roadshow at NSCC Halifax  |
| 16 Feb 23 | NSFM Board Meeting            | Special meeting of the Board – detailing way-ahead  |

# Councilor Report

## Kentville Town Council

|           |                      |   |
|-----------|----------------------|---|
| 16 Feb 23 | G70 Meeting Policy   | Working executive meeting with Deputy Mayor and CAO, to review staff input                          |
| 21 Feb 23 | Special CAC - Budget | The draft Capital Investment plan was presented, discussed and returned to Staff for further input. |
| 22 Feb 23 | NSFM                 | Code of Conduct consultation – in person  |

### Town of Kentville Event Attendance and Synopsis

| Date      | Event                     | Synopsis  |
|-----------|---------------------------|---|
| 31 Jan 23 | Retirement                | Longtime Director Finance Deb Crowell retired in Dec 22, her farewell celebration was held  |
| 2 Feb 23  | Lunch with Liberal Caucus | Municipal elected officials from Kings/Hants were invited to lunch with Liberal Caucus members to discuss on-going issues. Led by MLA Keith Irving, in attendance Leader Zach Churchill and MLA Lorelei Nichols |
| 9 Feb 23  | African Heritage Month    | King's County celebration event   |
| 14 Feb 23 | KBC                       | Fire and Ice draw for \$1400 KBC bucks  |

### Conference Attendance and Synopsis

| Date      | Conference             | Synopsis  |
|-----------|------------------------|---|
| 26 Jan 23 | NSFM - Special Meeting | Meeting of the membership to approve new bylaws |

### Misc Events

| Date      | Synopsis                           |
|-----------|------------------------------------|
| 11 Feb 23 | Lion's Club Fire and Ice Breakfast |



February 23, 2023

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Mayor  
Sandra Snow  
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**RE: NOMINEES FOR 2023 CONFERENCES**

1. Planning is currently underway for the 2023 conferences with the NSFM and FCM. In accordance with policy G21 Conference Attendance, there is a requirement to determine attendance by council members at the scheduled conferences.
2. The NSFM Spring Conference will be held at the Digby Pines from May 3-5, 2023. Attendance is not limited.
3. The FCM Conference will be held in Toronto from May 25-29, 2023. Attendance is typically limited to the mayor and two members of council.  
<https://fcm.ca/en/events-training/conferences/annual-conference-and-trade-show>
4. The NSFM Fall Conference will be held at the Halifax Westin in November 2023. Attendance is not limited.
5. It is requested that members of council self nominate for attendance. Preference for attendance at the FCM will be given to members who have not attended an FCM event in this term.

Kindest Regards

Sandra Snow, Mayor  
Town of Kentville