



TOWN OF KENTVILLE COUNCIL

July 31, 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, June 26, 2023
 - (b) Special Council Meeting minutes, July 10, 2023
- 4. PRESENTATION**
 - (a) Audited Financial Statements – Andy Forse, Town Auditor
 - (b) Audit Committee Update
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Deputy Mayor Cate Savage
 - (1) Transportation Maintenance Request
 - (2) Centre Square Lease
 - (3) Housing Accelerator Fund
 - (4) Recreation Master Plan
 - (5) Names List Committee
 - (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) Recommendations from Audit Committee

7. CORRESPONDENCE

- (a) None.

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) None.

10. ADJOURNMENT

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TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: June 26, 2023

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on YouTube.

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

Addition: 2.b Remote participation

Addition: 4.c RFD Sanction moved from In Camera

It was moved by Deputy Mayor Cate Savage and Councillor Andrew Zebian

That the agenda of June 26, 2023 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

- a. Council meeting held on April 24, 2023

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It was moved that the minutes of the Council meeting on April 24, 2023 be approved.

MOTION CARRIED

b. Council meeting held on May 30, 2023

It was moved that the minutes of the Council meeting on May 30, 2023 be approved.

MOTION CARRIED

c. Special Council meeting held on June 20, 2023

It was moved that the minutes of the Special Council meeting on June 20, 2023 be approved.

MOTION CARRIED

d. Public Hearing meeting held on June 21, 2023

It was moved that the minutes of the Public Hearing meeting on June 21, 2023 be approved.

MOTION CARRIED

REMOTE ATTENDANCE

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley
That Council approve the attendance of Councillor Gillian Yorke via Zoom due to travel cancellations.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

a. Second Reading, Rezoning Application

Mayor Snow reviewed the process of rezoning land following the Land Use Bylaw. She introduced the broad categories of concerns raised at the June 21 Public Hearing. Council approved first reading for this proposal on May 30, 2023.

Report available

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

Council Advisory Committee recommends

That Council recommends Second Reading of the rezoning application.

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

Council Advisory Committee recommends

That Council table Second Reading of the rezoning application and request further information on the application from staff.

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

That Council postpone the second reading of the rezoning application until staff can provide clarification on the following matters:

- **Recreation infrastructure**
- **Overland water plan**
- **Traffic calming measures**
- **Recreation issues including green space, active transportation and sidewalks based on the new bylaw**

**And further that Council receive information from staff by July 4, 2023
And further that Council hold a special meeting of Council 5pm on July 10, 2023.**

MOTION CARRIED

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

b. Grant Request Kentville Lions Club

CAO Troke described the Kentville Lions Club request to Council for \$8,000 to support the repainting of the exterior of their building, which is owned by the town. The CAO reviewed the covenants in the lease agreement with the Lions, which includes painting and maintaining the exterior. It is noted that the grant request exceeds the limit of the grants to organizations policy.

Report available

It was moved by Councillor Paula Huntley and Councillor Cathy Maxwell

Council Advisory Committee recommends

That Council approve the request to the Kentville Lions Club to purchase paint through the public works director using purchase order.

MOTION CARRIED

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

c. Concerns with the existing sanction against a sitting Councillor

Solicitor Muttart described the purpose of the sanction against Councillor Andrew Zebian, and outlined the legislation which gives Council the ability to apply sanctions. Solicitor Muttart reminded Council that he represents Council as a group, but that individual Councillors must have their own legal representation.

Councillor Zebian indicated that Municipal Affairs does not support this sanction and he may challenge this sanction.

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) Withdrawal from the Sanitary Sewer Operating Reserve

At the June 12, 2023 meeting of Council Advisory Committee, Director Matthews presented a request from the finance department that \$33,057 be withdrawn from the Sanitary Sewer Operating Reserve to support a shortfall caused by a charge against the Sanitary Sewer operating budget. The sanitary sewer operating reserve fund holds \$539,797.

Report available

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

Council Advisory Committee recommends

That Council approve a withdrawal of \$33,057.56 from the Town of Kentville Sanitary Sewer Operating Reserve to offset the shortfall.

MOTION CARRIED

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

(2) Asset Retirement Obligations Policy

At the June 12, 2023 meeting of Council Advisory Committee, Director Matthews explained the background around asset retirement obligations

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for the town, and introduced the draft policy which will better coordinate this annual task to adhere to new public accounting legislation. The proposed policy is closely aligned with the public accounting handbook.

Report available

Discussion

- Staff do not feel that there are major depreciation in facilities or infrastructure at this time, but will continue to monitor assets as per this policy and through the audit process.

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

Council Advisory Committee recommends

That Council approve the Asset Retirement Obligation Policy backdated to April 1 2022.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(3) Joint Regional Transportation Agency

At the June 12, 2023 meeting of Council Advisory Committee, CAO Dan Troke introduced the Joint Regional Transportation Agency, which will focus on improving transportation issues around a perimeter of the Halifax region. As the province is expected to double in size, these service hubs need to become effective and efficient conduits moving people in and out of the city. Council has some concerns over the time commitment of this agency for the CAO or the Director of Engineering and Public Works.

Report available

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

Council Advisory Committee recommends

That Council approve the appointment of the Town of Kentville Chief Administrative Officer CAO and as an alternate the Director of Engineering for the Joint Regional Transportation Agency working group.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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(b) Councillors' and Mayor's Reports

Reports were received and are part of the meeting record.

(1) Councillor Craig Gerrard

Highlights included meetings of Special Council meetings, Chief Administrative Officer evaluation meeting, public hearings, Board of Police Commissioners, Water Commissioners, and Kings Point to Point.

Report available for more information.

(2) Councillor Paula Huntley

Highlights included Partners for Climate Protection monthly meeting, Diversity Kings, Visitor Information Centre opening, Women of Excellence Awards, North East Kings Education Centre graduation promenade, Doctors recruitment event, Women in Politics meeting, Federation of Canadian Municipalities conference in Toronto, elected onto the FCM Board, coordinating a meeting with Federal Shadow Minister of Seniors and a meeting with the Minister of Housing and Municipal Affairs around housing.

Clarification around the Intermunicipal Service Agreement around Diversity in Kings County.

Report available for more information.

(3) Councillor Cathy Maxwell

Highlights included Annapolis Valley Trails Coalition, Bursary Selection Committee, CAO Evaluation meeting, Heritage Committee meeting, Annapolis Valley Trails Coalition annual general meeting, Kentville Historical Society presentation with Glenn Els, and the Inclusion and Access Advisory Committee meeting.

Report available for more information.

(4) Deputy Mayor Cate Savage

Highlights included Investment Advisory Committee meeting, Regional Sewer Committee meeting, Kentville Historical Society presentation, Visitor Information Centre opening, Women in Politics webinar, Women in Excellence awards meeting, community supper at Valley Community Learning Association, Valley Regional Enterprise Network meeting, Oakdene Park soccer game, and the Federation of Canadian Municipalities annual conference in Toronto.

Report available for more information.

(5) Councillor Gillian Yorke

Highlights included Annapolis Valley Regional Library annual general meeting, graduations, pride events, and the Come Together event.

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Report available for more information.

(6) Councillor Andrew Zebian

Highlights included a Heritage Committee meeting, conversations with residents around the MacDougall Heights development.

Report available for more information.

CAO Update

CAO Dan Troke gave an update on operations including application to a CMHC grant identifying key goals for the Kentville community and coaching for smaller projects around the development of equitable, sustainable and affordable housing. This work will tie into the future secondary plan.

(c) Mayor Sandra Snow

The mayor reported on her activities this month with highlights including the Nova Scotia Federation of Municipalities meetings, opening of the Visitor Information Centre, annual ceremony review for cadets, High School Girls Softball regional tournament, Valley Community Learning Association Literacy Mile event, NKEC Prom parade, Kings County Pride event, and the Federation of Canadian Municipalities conference in Toronto.

Report available for more information.

6. NEW BUSINESS

a. Request for Decision – Recording In Camera Meetings

CAO Troke reviewed Councillor Zebian's request expressing concern about the recording of In Camera meetings, and the need for audio and video recordings of these meetings. The Municipal Government Act and Roberts Rules of Order have strict rules about in camera (closed) meeting, including keeping limited records.

Report available

Discussion

- Solicitor Muttart reminded Council that this change would affect the Meetings Policy, and cannot be changed without proper notice of policy amendment.

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

Council Advisory Committee recommends

That Council allow video recording of in-camera Council meeting sessions.

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MOTION DEFEATED

Councillors who voted in favour of this motion:

Maxwell, Yorke and Zebian

Councillors who voted against this motion:

Gerrard, Savage, Huntley, and Snow

b. Request for Tax Reduction

Mayor Snow presented the letter from residents who lost their home in a fire, and their request for tax reduction. CAO Troke described the process of applying to Property Valuation Services to assess homes and property where a loss by fire has occurred.

Report available

It was moved by Deputy Mayor Cate Savage and Councillor Andrew Zebian

Council Advisory Committee recommends

That Council approve the request for property tax reduction for 24 Sherry Avenue pursuant to Policy Statement G37F “Tax Reduction”.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. CORRESPONDENCE

a. Minister of Municipal Affairs and Housing, John Lohr

CAO Troke reviewed the letter by Minister Lohr, outlining the provinces commitment to affordable housing, and a request for municipalities to help locate land suitable for development.

Letter available

8. PUBLIC COMMENTS

a. Dennis Kehoe, Alicia Blvd

Mr. Kehoe is concerned about his freedom of information request being denied by staff. This request was regarding a report around the previous Chief Administrative Officer, which should be available to the public. He requested that this matter be put on a meeting agenda to investigate the result of this report.

b. Pat Norton, 53 Palmeto Ave

Ms. Norton is concerned about the postponing of her presentation around the 15-minute cities model. She requested that her presentation be added to a meeting agenda.

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c. Mike Carter, 48 Acadia Drive

Mr. Carter requested that he speak on the MacDougall Heights rezoning. He thanked Council for the thoughtful and respectful dialogue on the rezoning. He asked Council to consider a vision for that community prior to the rezoning. He had concerns that Council will be exposed to new information. He had concerns that planning staff support the rezoning.

9. IN CAMERA – Contract, Personnel, Legal and Legal issues

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

That Council move into a closed session at 8:17 pm to discuss contract, legal and personnel matters.

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 Councillor Paula Huntley

That Council return to open session at 9:44 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 Councillor Paula Huntley

That Council give direction to the CAO to execute the new CUPE contract as outlined by the CAO.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

That Council ask staff to develop a communication policy in how they would like to be approached by Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

Council Meeting Minutes, June 26, 2023

Pending Approval

Page 9

DRAFT

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

9. ADJOURNMENT

It was moved by Councillor Cathy Maxwell

The June 26, 2023 meeting of Council adjourned at 9:47 p.m.

MOTION CARRIED

Approved by CAO and Clerk Dan Troke



TOWN OF KENTVILLE SPECIAL COUNCIL MEETING

July 10, 2023 Minutes

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on YouTube.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 5:00 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, Councillor Gillian York, and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Dan Troke, Acting Development Officer Kirsten Duncan, Director of Planning and Public Works Dave Bell, 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 Councillor Gillian Yorke

That the amended agenda of July 10, 2023 be approved.

MOTION CARRIED

3. NEW BUSINESS

- a. MacDougall Heights Rezoning Application

Mayor Snow outlined the process of approving the rezoning application and amending the Land Use Bylaw, and reviewed the comments received at the public hearing held prior to this meeting.

Letters available for more information.

It was moved by Councillor Gillian Yorke and Councillor Cathy Maxwell

That Council take from the table, the motion to approve Second Reading of the rezoning application.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Discussion

- Council referred to confidence in staff to use the best practices and tools for managing water, stormwater, recreation, active transportation plan and environmental issues.
- Council had concerns about long term planning for this area of town, and updates to the Municipal Planning Strategy and the use of development agreements.
- Concerns about delaying construction of any housing.
-

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

That Council approve Second Reading of the rezoning application.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell and Snow

Councillors who voted against this motion:

Gerrard, Savage, Yorke and Zebian

5. ADJOURNMENT

It was moved

That the July 10, 2023 Special meeting of Council adjourned at 5:24 p.m.

MOTION CARRIED

Approved by CAO and Clerk Dan Troke



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Transportation Maintenance Projects

At the July 10, 2023 meeting of Council Advisory Committee, Director Dave Bell reviewed the request by Council to obtain pricing to repair or replace the sidewalk along Cornwallis Street from Valley Tire to Exhibition Street. He asked for approval to withdraw \$42,000 from operating reserves to support this replacement.

Council Advisory Committee recommends

That Council approve the repair and replacement work for the Cornwallis Street sidewalk,

And further the repair and replacement work for the Elm Street sidewalk

and further that \$42,000 be allocated for this work from the Kentville 2023-2024 Capital Investment Plan.

July 31, 2023

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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Centre Square Lease Agreement

At the July 10, 2023 meeting of Council Advisory Committee, Acting Development Officer Kirsten Duncan reviewed the request by a property owner for their three parking spaces to be released from the Centre Square Lease Agreement. This agreement outlines use of Centre Square for parking and is renewed every five years. Staff are confident that they can relocate and improve these accessible parking spaces to elsewhere in Centre Square.

Council Advisory Committee recommends

That Council approve the request of Mike's Clothing Ltd. to be released from the Centre Square lease agreement as per the attached report.

July 31, 2023

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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Housing Accelerator Fund

At the July 10, 2023 meeting of Council Advisory Committee, Director Rachel Bedingfield reviewed the need for a housing initiative in Kentville and the preparation of a Housing Accelerator Fund grant to help address housing and homelessness. Without intervention, left unchecked to market forces, homelessness is forecasted to increase significantly in town.

Council Advisory Committee recommends

That Council support the development of a housing action plan for the Town of Kentville,

And further that Council support the town in applying to the Housing Accelerator Fund grant program to support the development and implementation of Kentville's Housing Action Plan.

July 31, 2023

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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Recreation Master Plan

At the July 10, 2023 meeting of Council Advisory Committee, Director Rachel Bedingfield reviewed the proposed plan by an external group to develop a tennis facility near the Credit Union Recreation Centre. Town staff need to collect more information through a needs assessment to support this proposal. The proposed lot of land would first need to be surveyed and appraised. Director Bedingfield clarified that this type of facility was not included in the regional assessment for a recreation facility.

Council Advisory Committee recommends

That Council direct the CAO to complete a needs assessment for the Parks and Recreation Master Plan, which will include a needs assessment for a tennis facility.

July 31, 2023

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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Names List Committee

At the July 10, 2023 meeting of Council Advisory Committee, CAO Troke reviewed the Municipal Asset Naming and Renaming Policy, which will be supported by a Names List committee. Three names were brought to Council to be appointed to this committee. Council members interested in sitting on this committee should contact the Deputy Clerk.

Council Advisory Committee recommends

That Council appoint the following residents to the Kentville Names List Committee:

Mike Cameron

Carolyn Landry

Gerald MacPherson

July 31, 2023

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

Councilor Report

Kentville Town Council

Name: Craig Gerrard

Date: July 29, 2023

Date of Last Council Meeting Attended: June 26, 2023

Date of Last Council Advisory Meeting Attended: July 10, 2023

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
June 29, 2023	KVFD Joint Fire Services	Budget: No Contract yet with Camp Aldershot No update on 5,10,15 year Strat Plan Renos to gear cleaning station underway Membership down currently 52-53 members KVFD was part of the task force requested to assist in the forest fires in
July 10, 2023	Special meeting rezoning of MacDougall Heights	Personnel
July 27, 2023	Police Commission	
July 26, 2023	Water Commission	Director Bell and I spoke in the past to Kentville not continuing with fluoridation of the town water supply.

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

Councilor Report
Kentville Town Council

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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Paula Huntley

Date: July 2023

Date of Last Council Meeting Attended: June 26/23

Date of Last Council Advisory Meeting Attended: July 10/23

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
July 10/23	Special Council Meeting	Rezoning Application
July 10/23	CAC Meeting	Director reports
July 17/23	Kings REMO	Agenda Attached
July 26/23	Kentville Water Commission	Agenda Attached

TOWN OF KENTVILLE EVENT ATTENDANCE

Date	Event	Synopsis
July 6/23	Mentoring Plus	Thank you- celebration for Mentors held at VCLA
July 7/23	Dog Park Grand Opening	Celebrations in partner with New Minas, cake for all in attendance and a lot of Happy Tails 😊
July 11/23	Shadow Ministers visit from Ottawa	Info Attached
July 21/23	Volunteer for Canadian Bike Championships	Great Economic/Tourism & Community event ... Thank You to all involved in the planning .
July 22/23	Anglican Church Breakfast	

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

July 24/23	Rotary Luncheon	

OTHER MEETINGS:

Date	Synopsis
June 29/23	FCM 101 Overview of the Board of Directors role
July 4/23	AMANS-Municipal Accessibility Steering Committee
July 6/23	PCP (Partners for Climate Protection) Community of Practice call Topic- Sustainable for Procurement best practices
July 12/23	Meeting with Mayor
July 12/23	Visit MLA's Office
July 12/23	NSFM zoom call on Policing Guidelines

**COUNCILOR REPORT
KENTVILLE TOWN COUNCIL**

July 20/23	“How to be an Ally” Training -given by Anne Bishop
July 25/23	Meeting with Deputy Mayor
July 27/23	Meet with Mayor-MGA Discussion



**COUNCILOR REPORT
KENTVILLE TOWN COUNCIL**

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EXPENSES

	Year to Date
June \$36.52	\$1538.81 (update on TOK Website)



Update on Shadow Minister's visit from Ottawa

July 11/23

1030AM TO 1PM-

Approx. 40 members from Community groups/partners attended the meet & greet at the Kentville Fire Hall, with lunch & all were able to introduce themselves.

Shadow Minister for Seniors Anna Roberts also brought a guest -Shadow Minister of Health, Dr. Stephen Ellis, they chatted with all, and it was a very productive morning.

1:30 – 3:30-

Meet & Greet with Municipal Leaders

All in attendance were able to chat with the ministers & discuss topics of importance to them.

Also what is moving forward with things like Human Trafficking (Chief Butler was in attendance), Representatives from Village of New Minas, Kings County, Kentville, Valley REN, Chrysalis House, Mentoring Plus Strategy, Matt Connolly-Keeper of Wisdom gave us a Prayer.

4:15-5:30

Tour of Windsor Elms Long term care facility

She was very impressed with this facility and commented that they did not have anything like this “back home” and was informed about the solar panel project that has been installed at the facility. Thank you to Director Susan MacDougall for hosting us.

Both Shadow Ministers were in our area for the whole day and were very impressed with all of the meetings they attended.

KENTVILLE WATER COMMISSION MEETING

July 26, 2023

AGENDA

3:30 pm

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - a. Kentville Water Commission Meeting Minutes of May 10, 2023**
 - b. Kentville Water Commission Budget Meeting of May 10, 2023**
- 4. NEW BUSINESS**
 - a. Operational Updates**
 - a. Financial**
 - b. Engineering**
 - b. Source Water Protection Advisory Committee Report**
 - c. Next Meeting**
- 5. ADJOURNMENT**



**Kings County
Regional Emergency Management Advisory Committee (REMAC)**

Monday, July 17, 2023

10:00 am – 11:30 am

181 Collibrook Village Park Drive, Collibrook

Agenda

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- | | |
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| 1. Call to Order | Chair |
| 2. Approval of Agenda | Chair |
| 3. Approval of Minutes | Chair |
| a. Kings County REMAC Meeting, April 17, 2023 | |
| 4. Presentation | REMAC |
| a. St. Department of Community Services (DCS) | |
| 5. New Business | REMAC |
| a. Public Health Update (COVID-19) | |
| b. Kings REMAC Program Update | |
| (i) Flood Preparedness and Response Plan – Change | |
| (ii) 2023 Wildlife Survey | |
| (iii) 2023 Hurricane Survey | |
| (iv) Extreme Heat Events – Health Checks | |
| (v) ECC Equipment – Starfire | |
| (vi) Comfort Centre | |
| (vii) Community Outreach Program | |
| (viii) REMAC Social Media | |
| (ix) Vulnerable Persons Registry (VPR) | |
| (x) Training & Exercises | |
| i. 2023 ECC Training Schedule | |
| ii. 2023-04-20 Flood Evaluation Exercise – After Action Review | |
| iii. 2023-07-20 Hurricane ECC Activation Workshop | |
| iv. 2023-09-24 'Country Roads the Fairs' Music Festival | |

Kings County, Regional Emergency Management Organization (REMAC)



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| 6. Roundtable Discussion | Chair |
| 7. Next Meeting | Chair |
| • Monday, October 16, 2023 | |
| 8. Adjournment | Chair |

Name: Cathy Maxwell

Date: July 18/23

Date of Last Council Meeting Attended: June 26/23

Date of Last Council Advisory Meeting Attended: July10/23

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
June 21/23	Public Hearing Rezoning	Many citizens turned out to this public hearing to express their concerns around the rezoning.
July 10	Special Council Meeting Rezoning	This was the second reading of the rezoning application. A vote was taken at this meeting and the rezoning was turned down.
July 17/23	Heritage Committee	During this meeting we gave our feedback on the Wolfville and HRM Heritage Bylaws. Overall, we liked the Hants West one the best. We tasked the CAO to try and get the checklists used by these municipalities to determine if a building has Heritage Value.

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
July 7	Dog Park Opening	A very hot day for this grand opening of the Dog park which is a joint project between Kentville and New Minas. Great to see many dogs there to take their first run even on this hot day! Well done to all involved with this project!

July 14/23	Mural Festival	Dropped by Center Square to take in the new murals being worked on. Congratulations to the organizers of this years festival and many thanks to the artists for brightening our town with their beautiful art!!
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage – Deputy Mayor

Date: July 24th 2023

Date of Last Council Meeting Attended: June 26th

Date of Last Council Advisory Meeting Attended: July 10th

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
June 21 st	KBC monthly meeting	We were presented with the Treasurer’s report along with the Façade Committee report...promotions report ..events committee. Discussion multicultural festival.. Canada Cup and Night Market ..
June 21 st	Council Meeting	First reading MacDougall Heights – pubic hearing – KVFD
July 10 th	Special council meeting	Second reading – rezoning MacDougall Heights – see attached my comments around the rezoning – rationale for my decision
July 12 th	IAC	Update from IA Portfolio north of 12M Discussions around maturities – funds to be transferred into the money market fund which is currently yielding a return of 4.55%. In the Fall the IAC will review possible options for the funds – bonds or GIC’s
July 17 th	REMO	Minutes attached – normal topics covered Wildfire Season...Hurricane Season...Comfort Centers ... VPR etc.

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
July 4 th	Mural Festival	



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

July 22	Canada Cup	
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MISC EVENTS

June 27 th	AGM Flowercart
June 30 th	Meeting with residents – re rezoning questions
July 11 th	Supper with the Shadow Minister for Seniors – Anna Roberts

EXPENSES

This month	Year to Date
	See website

-

Rezoning – PID #5524776

- We have a housing crisis in Canada and the Province has confirmed same under the various statements of provincial interest. We need mixed use residential neighbourhoods...we need more housing.
-
- I want to preface my comments by thanking the enormous amount of work that has gone into the staff reports as they pertain to this re zoning. Further, I want to thank the citizens of Kentville who took the time to attend the public meeting and the public hearing whilst making their concerns ...information known to council and the extended public. All of this information has been very useful in making the following comments and final decision around this rezoning.
- I understand and appreciate that we have a high % of R1 lots and little R2 and R4. We need a comprehensive vision and plan for Kentville.
- I went back to the MPS dated 2019 and reviewed ALL of the R5 residential large lot – large lot residential means that we’ve designated it as so BUT that means to be residential in nature only. We’ve made no changes to the MPS since that time, with the exception of October 5th 2021 – changes to chapter 5 to increase the number of units permitted in the medium density R3 zone. Repealed policy A-2 and changes to chapter 7 to clearly define the Highway Commercial Zone on Park Street and allow multi unit residential in the Highway Commercial C2 zone.
-
- Section 15.0 of the MPS speaks of Development Agreements – pages 74-77. We need to expand more on this section of the MPS. At this time there is no supporting language to consider multi unit dwellings by DA. This, I believe should be the case. This issue is the town is growing and this living document must grow with it and further it must anticipate growth.
- In fact we need to take a good hard look at where we as a council want to take the town of Kentville. We are into year 4 of no changes with the exception of that noted above. We can do better!
- We are growing year over year (vicinity of 6%) We are fortunate to be growing and I want to see our town grow more.
- we are being asked to make a decision for the future. In my opinion I don’t feel that we have a well thought out planned approach ...I come back to the extensive amount of R5 lands. We do have a vision of an unelected developer but that is our role and staff’s role.
- I feel that the MPS should be a top priority of the next council, that said we have another year and should as a result of this exercise should make it a priority now – engage planning department we have now in conjunction with new staff soon to be

added and organize a PAC. I feel that this rezoning is premature in as much as we've not carried out necessary and prudent revisions.

- We are on the brink of having a large extension of Kentville with the announcement of the ICIP – Don E Hiltz Connector – the south side of this arterial road will form perhaps 50% more in population. This Don Hiltz Connector will connect the business park to prospect and eventually Chester. We need a secondary plan and it should be a well thought out comprehensive planned approach.. I have every confidence that our current and soon to be expanded planning team will make recommendations to council that will propel us further as a town in a controlled manner of growth. I like controlled growth – I'm not a fan of reactionary measures and I feel strongly that parts of this rezoning are better done in different phases – R4 higher density should be broken out. I want to make it clear that even for me to make this comment is a tad more that I wish to say as it relates to the rezoning as I maintain we need a secondary plan and more thought into our MPS.
- I want to speak briefly on subdivision stage – tentative being the operative word. Greenspace will be negotiated at the tentative stage. I want and need more comfort when thinking about what site plan approvals look and feel like.
- AT – sidewalks – we have a plan in place but we need to interlock this plan with a secondary plan for these future residential lands.
- Stormwater management – I spoke of Kentville's topography in the past and it remains an area that requires more for me – I understand net zero in the amount of run off but I'm not totally convinced we have this under control. The slope mat clearly indicated that we have a great deal of 25% or more sloping but I feel this is an area that perhaps needs more attention.

When I combine all of my thoughts and rationales together I come up with words like – reactive, fragmented, uncontrolled growth. This decision of today is not about the present council but rather for future councils who will see through the great expansions of this town....it is for the reasons noted above that I won't be supporting second reading for the rezoning of PID #5524776.

Thank you



Municipality of the County of Kings

- Councillor Dick Killam
- Deputy CAO Rob Frost

Town of Kentville

- Deputy Mayor Cate Savage (Chair)
- Councillor Paula Huntley

Town of Berwick

- Councillor Derrick Jamieson

Town of Wolfville

- Councillor Jennifer Ingham

ALSO ATTENDING

- Dan Stovel, Kings County REMC

ABSENT WITH REGRETS

- Mayor Peter Muttart, Municipality of the County of Kings
- Mayor Don Clarke, Town of Berwick
- Councillor Jodi MacKay (Deputy Chair), Town of Wolfville
- CAO Scott Conrod, Municipality of the County of Kings
- CAO Dan Troke, Town of Kentville
- CAO Erin Beaudin, Town of Wolfville
- CAO Jen Boyd, Town of Berwick

Agenda Item

Discussion and Decisions

1. Call to Order

Chair, Deputy Mayor Savage, called the July 17th REMAC Meeting to order at 10:00 am

2. Approval of Agenda

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE JULY 17, 2023, REMAC MEETING AGENDA BE APPROVED AS CIRCULATED

CARRIED

3. Approval of Minutes

a. April 17, 2023

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE MINUTES OF THE KINGS COUNTY REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE MEETING OF APRIL 17, 2023, BE APPROVED AS CIRCULATED

CARRIED

4. Presentation:

a. Department of Community Services (DCS)

Andrew Wile, Income Assistance Casework Supervisor DCS:

- DCS is focused on meeting the emergency shelter, food and clothing needs of people displaced by disaster.
- DCS accomplishes this by partnering with the Canadian Red Cross who has the volunteer network and capacity to stand up services in short order. In turn, DCS funds these activities.
- DCS may have volunteers from the Department attend shelters or participate in registration, the vast majority of the groundwork is



Agenda Item

Discussion and Decisions

done by the Canadian Red Cross and DCS is the behind-the-scenes partner to a great extent.

- Recent numbers from our wildfire incidents:
- At the peak in Barrington, there were 33 displaced individuals using DCS emergency shelters.
- This number held steady over a few days.
 - At the peak in Shelburne, DCS had 12 individuals using the emergency shelter services provided.
 - At the peak in Halifax DCS had 109 individuals using the emergency shelters provided (note: this number dropped rapidly after night 1).
 - Also, on behalf of the government of Nova Scotia, the Canadian Red Cross is administering the program to see \$500 payments to households that were under mandatory evacuation orders.
 - DCS continue to partner with the Canadian Red Cross on recovery planning as well

5. New Business

a. Public Health Update (COVID-19)

WHO, Dr Tedros, Director General, 2023-05-05

- WHO declared that COVID-19 is no longer a global health emergency
- The WHO's emergency committee first declared that COVID represented its highest level of alert more than three years ago, on January 30, 2020
- WHO is closely tracking variants of interest (VOIs) and variants under monitoring (VUMs).
- XBB.1.16 has been detected in 56 countries (as of 2023-06-05)

Health Canada, 2023-05-05

- The government of Canada will continue its work with provinces and territories to implement a long-term, sustainable approach to the ongoing management of COVID-19.
- As part of ongoing monitoring, the Government of Canada continues to contribute to and assess the global epidemiology of COVID-19, including working with international partners to enhance viral genomic sequencing capacity. There is ongoing monitoring in place to track COVID activity and impacts using multiple systems, including laboratory identification of significant new SARS-CoV-2 variants.
- SARS-CoV-2 virus is still circulating across Canada and worldwide.



Agenda Item

Discussion and Decisions

- Continue to monitor the COVID-19 situation and to mitigate domestic health and societal impacts of the virus.
- As COVID-19 activity and hospitalizations continue in Canada, layers of prevention, including receiving recommended COVID-19 vaccinations and personal protective practises, such as wearing well-fitting masks, remain our best approach to reduce the risk of developing severe illness and limit the burden on the health system.
- PHAC will continue to provide public updates as new information related to our domestic situation arises.

NS COVID-19: Reporting Period May 2023

- 814 PCR positive cases of COVID-19
- 77 hospitalizations, and
- 1 death
- The number of PCR positive results, hospitalizations and deaths decreased in May 2023 compared to April 2023.
- COVID-19 will be treated similar to other respiratory illnesses like influenza and respiratory syncytial virus (RSV). The change means the COVID-related Health Protection Act Order is no longer necessary, and public health's COVID-19 reporting will also change.
- Effective May 23, 2023, Nova Scotia lifted the Health Protection Act Order, the mandatory vaccination protocol for high-risk settings and the directive around COVID-19 management in long-term care facilities.
- Employers and operators of high-risk settings will be responsible for policies about COVID-19, including masking and whether employees, outside service providers and volunteers need to be vaccinated. Employees and others who have questions about an organization's vaccine policy should contact the organization directly.
- Public health has provided guidance for operators of congregate settings on COVID-19 and other respiratory viruses.
- Starting in October, COVID-19 data will be reported with other respiratory illnesses in Respiratory Watch, a document produced by public health. It will initially be published monthly and then more frequently during respiratory season.



Agenda Item	Discussion and Decisions				
b. Kings REMO Programs					
(1) Kings Flood Preparedness and Response Plan (FPRP), Change 1	<p>Administrative Changes:</p> <ul style="list-style-type: none">• Foreword – page 1 (Signature block amended to Chair of REMAC)• Change to Kings REMO Logo• Map – page iv (REMO Logo and Municipal logos update)• Department of Lands and Forestry changed to Department of Natural Resources and Renewables (NS DNRR)• Department of Transportation and Infrastructure Renewal (NS DTIR) changed to Department of Public Works (NS DPW)• Nova Scotia Health Authority changed to Nova Scotia Health <p>Approval Timeline:</p> <table><tr><td>2023-06-15</td><td>REMO Regional EM Planning Committee</td></tr><tr><td>2021-07-20</td><td>REMO Regional EM Advisory Committee - Approval</td></tr></table> <p>MOTION: THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE APPROVE CHANGE 1 TO THE KINGS FLOOD PREPAREDNESS AND RESPONSE PLAN, DATED JUNE 2023.</p> <p style="text-align: right;">Carried</p>	2023-06-15	REMO Regional EM Planning Committee	2021-07-20	REMO Regional EM Advisory Committee - Approval
2023-06-15	REMO Regional EM Planning Committee				
2021-07-20	REMO Regional EM Advisory Committee - Approval				
(2) 2023 Wildfire Season	<ul style="list-style-type: none">• To-date, there have been reported 213 Wildfires in Nova Scotia with 15 of those being reported in Kings County• As of 2023-07-17, there are still 2 active wildfires being reported in Nova Scotia• The 17-year average for wildfires in Kings County is 21 wildfires/year• REMC stressed the importance of being 'Evacuation-Ready'				
(3) 2023 Hurricane Season	<ul style="list-style-type: none">• 2023 is forecast to be an 'average' Hurricane Season:<ul style="list-style-type: none">○ 12-17 named storms (average 14)○ 5-9 Hurricanes (average 7)○ 1-4 Major Hurricanes (average 3)• To-date, there have been 4 named Tropical Storms, with Tropical Storm Don currently active in the Atlantic• Hurricanes are most active in the Aug-Sep-Oct timeframe				
(4) Extreme Heat Events	<ul style="list-style-type: none">• Extreme Heat is a health risk• As our climate continues to change, extreme heat events/heat waves are expected to increase in frequency, length and severity, resulting in increased health risks for many Canadians				



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- | Agenda Item | Discussion and Decisions |
|---------------------------------------|---|
| | <ul style="list-style-type: none">The document 'Health Checks during Extreme Heat Events' developed by the National Collaborating Centre for Environmental Health (NCCEH) has been distributed across Kings County for awareness. |
| (5) ECC Equipment: Starlink | <ul style="list-style-type: none">Starlink equipment purchased for the Kings REMO Emergency Coordination Centre (ECC).Broadband satellite Internet accessMore mobile than cable internet <p>ACTIONS:</p> <ul style="list-style-type: none">REMC developing Policy for ECC Starlink equipmentTesting schedule to be developed |
| (6) Comfort Centres | <p>www.KingsREMO.ca/comfort.aspx</p> <ul style="list-style-type: none">25 Comfort Centres (as of 2023-03-16)
The Lake Paul/Lake George Comfort Centre is unavailable until further notice due to remediation issue for fungus cleanup. Trying to find an Engineer and contractor to do the work. <p>Pending Additions (Provincial Generator Program Funding):</p> <ul style="list-style-type: none">Devour Studios (Wolfville)Wolfville Lions Club<ul style="list-style-type: none">NS Power generator install 2023-07-19Propane Installation 2023-07-20Comfort Centre Operational 2023-07-31Salvation Army Church (Kentville)Gibson Woods Baptist Church |
| (7) Community Outreach Program | <p>2023 Outreach sessions:</p> <ul style="list-style-type: none">Jan-Mar 5 presentations2023-04-25 Greenwich Fire Dept-Family & Community2023-05-04 Central Kings High School (Grade 10 class)2023-05-10 Avonport Baptist Church2023-05-17 Grafton Community Hall2023-05-24 Sheffield Mills Community Hall2023-05-25 Berwick 100th Birthday Bash2023-05-29 Kentville Rotary Club2023-05-31 Kings Seniors Safety Program2023-06-01 Kingsport Community Centre2023-06-14 Baxters Harbour Community Centre |



Agenda Item

Discussion and Decisions

- 2023-06-26 Aylesford Fire Department
- 2023-07-12 Scots Bay Community Hall
- 2023-07-15 Church of Latter-day Saints (Kentville)

To be confirmed:

- 2023-##-## Valley Waste Regional Management Staff
- 2023-##-## Kingston Lions Club & Community
- 2023-##-## Black Rock Community Centre
- 2023-##-## Acadia University Residence
Life Management Staff
- 2023-##-## Town of Berwick Council & Staff

**ACTION: REMAC membership promote Community Outreach
 Emergency Preparedness Sessions**

**(8) Kings REMO
 Social Media**

- Social media offer the opportunity to connect and cooperate with the networked public, take advantage of the capabilities and innovations of virtual volunteers, and to reach people quickly with alerts, warnings, and preparedness messages
- Kings REMO actively uses Social Media to increase community awareness:
 - Facebook followers:
 - 4,937 2023-04-17 (+ 524)
 - 6,761 2023-07-17 (+ 1,824)
 - Twitter followers:
 - 835 2023-04-17 (+ 9)
 - 858 2023-07-17 (+ 23)
 - Instagram followers:
 - 257 2023-04-17 (+ 13)
 - 262 2023-07-17 (+ 5)

ACTION: REMAC membership to promote Kings REMO Social Media

**(9) Vulnerable
 Persons
 Registry (VPR)**

- Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program
- Presentations made to Municipal Accessibility Advisory Committees & other organizations:
 - Kings Joint Committee 2022-12-14
 - Town of Wolfville 2023-02-13
 - Town of Berwick 2023-04-17
 - Kings County Seniors' Safety Program 2023-05-31



Agenda Item

Discussion and Decisions

- 2023-06-21 Kings County VPR Program highlighted by HRM as HRM looks to create an emergency registry for vulnerable residents
“The staff report noted that multiple communities across Canada, including Kings County in Nova Scotia have also established emergency registries”

ACTION: Kings REMO REMAC membership to promote awareness of the Kings VPR Program within their organizations and community

(10) Training & Exercises

i. 2023 ICS Training Schedule

2023 Training Forecast for Western Region (Region 3)

- **Sep 13-14: ICS 200 - Kings**
- Oct 3: ECC - Digby
- Oct 11-13: Wx Interpretation – West Hants
- **Nov 8-9: ICS 400 - Kings**

Exercises:

- 2023-07-20 Hurricane-ECC Activation Workshop
- 2023-11-16 Winter Storm/Power Outage Tabletop Exercise

ii. 2023-04-20 Flood Evacuation Exercise After Action Review

- Participants: 28 (within Kings REMO ECC)
 - Municipal Staff: 12 and Agency Representatives: 16
- What went well:
 - Exercise Structure & Facilitation
 - Exercise Realism
 - Regional EM Plans
- Areas for Improvement:
 - Practice-Practice-Practice
 - Stress Communications
- Improvement Plan:
 - Public Hotline Call-Log
 - Exercise Participation
 - Action-Oriented Exercises

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE KINGS REMO REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE APPROVE AND FORWARD THE APRIL 20TH FLOOD-EVACUATION EXERCISE AFTER ACTION REVIEW & IMPROVEMENT PLAN TO THE JULY 17TH REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE MEETING FOR APPROVAL

Carried



Agenda Item

**iii. 2023-07-20
Hurricane-ECC
Activation
Workshop**

Discussion and Decisions

- Interactive workshop to review CBRM REMO Fiona Lessons Learned
- ECC Key Activities:
 - Damage assessment
 - Public safety (evacuation, sheltering, food distribution, etc.)
 - Resource acquisition, assignment, and tracking
 - Information coordination (including public information/media affairs)
 - Contract management
 - Cost accounting
 - Support services (food, water, utilities, etc.)

**(11) 'Country Rocks
the Farm' Music
Festival, 2023-
09-16**

Event: Music Festival
Date: Saturday, September 16
Time: 4pm – 12pm
Venue: Noggins Farm

REMO Risk Assessment: Medium Risk Event

**6. Roundtable
Discussion**

Councillor Jamieson, Town of Berwick

- Thanks to Kings REMO REMC for supporting the Town of Wolfville 100th Birthday celebration with the distribution of Emergency Preparedness information
- What link is there with First Nations in Kings County?
REMC highlighted that both Annapolis Valley First Nations (AFVN) and Glooscap First Nations are represented on the Kings REMO Regional Emergency Management Planning Committee (REMP) – while not necessarily attending, the representatives are informed of all details regarding REMPC meetings.

Rob Frost, Deputy CAO Municipality of the County of Kings

- The 'Country Rocks the Farm' Music Festival scheduled for September 16, 2023 highlights the potential requirement for a Municipal 'Special Events Bylaw'.
REMC highlighted that the West Hants Special Events Bylaw had been shared with Municipal CAOs.

Councillor Ingham, Town of Wolfville

- At the recent Trails Coalition Annual Meeting, there was a session on educating people on the safe use of chain saws.
REMC provided contact details for the Trails Coalition as an



Agenda Item

Discussion and Decisions

organization that may be called upon to support Recovery operations post-disaster.

Councillor Huntley, Town of Kentville

- The FCM annual conference had a session on 'Asset Management' which was led by the Mutual Health Association and discussed stress among volunteers used to support emergencies. REMC highlighted that there was a Regional/Provincial agency that support Critical Incident Stress amongst first responders and their families.

Councillor Killam, Municipality of the County of Kings

- Expressed concern about the response times to medical emergencies across the municipality but especially when responding to emergencies on the south mountain region of Kings County.

7. Next Meeting

- The next regularly scheduled meeting of the Kings REMO Regional Emergency Management Advisory Committee is scheduled for Monday, September 18, 2023

8. Adjournment

MOTION: IT WAS REGULARLY MOVED AND SECONDED THAT THE JULY 17TH MEETING OF THE REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE BE ADJOURNED AT 11:40 AM

CARRIED

Approved at the September 18, 2023, Regional Emergency Management Advisory Committee Meeting

As recorded by Dan Stovel, Regional Emergency Management Coordinator (REMC)



Kentville Business COMMUNITY

KBC Board of Directors Meeting

Wed June 21st, 2023

Board Room at 401 Main Street

4:00pm – 6:00pm

Minutes

Present: Genevieve Allen Hearn, Andrew White, Paul Dixon, Doug Ralph, Gary Morse, Cate Savage, Lindsay Young, Darryl Pike, Carrie May

Regrets: Julie Ogilvie, Christina Coughlan, Liz Huntley

Meeting Opening

- Call to order – Andrew White called meeting to order at 4:06pm
- Approval of Agenda – Paul Dixon approved, Gary Morse seconded
- Approval of April 26th and May 17th, 2023 Board Meeting Minutes – Carrie May approved April and May, Paul Dixon seconded. Change time to 5:30pm for May minutes.
- Business Arising from Minutes
 - KBC needs a Secretary.
 - Christina can't make the next two meetings.

Special Presentation: AT Plan Update – Rachel Bedingfield (had to cancel)

President's Report

- Welcome to new President, Andrew White!

Committee Reports

- Treasurer Report
 - Ryan Morse is not able to export the VISA statements from online banking.

Action item: Genevieve will touch base with Scotiabank about VISA statements.

- Façade Program Committee Report
 - Carrie has a meeting with a potential new façade committee member.
 - 2023/24 phase in process.
 - Valley Stove & Cycle has an accepted project on their white wall facing Centre Square. They will be resurfacing the wall, and putting a mural on the wall.
 - OATS is putting their awning up soon (2022/23 façade funding recipient).
- Promotions Committee Report
 - Welcomed two new businesses to town – Dayan Sushi and Ametora Supply. Also visited Lash Logic in Centre Square, who has been there since November but didn't get an official welcome.
 - Father's Day promo – generated a lot of interest.



Kentville Business COMMUNITY

- Handed out Pride stickers before 'Come Together' event at Kings Arms. Many businesses put them in their front windows and doors.
- NKEC prom posters were handed out to businesses to place in their windows for the NKEC Prom parade.
- Apple Blossom Win What you Buy generated some interest. Every day there was a winner of a large amount (a few received the max of \$100 in KBC Dollars)

Action item: Genevieve will invite Logan (Apple Blossom President) to a meeting in the future to discuss KBC's involvement and how we get people to shop in Kentville during Apple Blossom.

- Events Committee Report

Apple Blossom: Flower wall was a huge hit! It was borrowed by KCA for their middle school prom, and NKEC for their prom. Now in storage.

Devil's Half Acre: Received correspondence from girliture about road closures hurting businesses.

- Road closures are evaluated by the senior staff team. Emails can be directed to CAO.
- KBC can promote businesses doing things that weekend.

Mural Festival – July 14th – 16th

- Received \$5,000 from Dept of Communities, Culture & Heritage
- Received \$2,200 in sponsorships so far. Looking for \$800 more.
- \$1,500 in cash from TOK and \$1,500 in in-kind support.
- Activities happening on Saturday, July 15th 11am-3pm.
- Opening ceremony at 11am. Ross Creek and Valley Pride activities 11:30am – 2pm. Music 11:30am – 1:30pm. Food vendors 11am – 3pm.

Canada Cup Night Market – July 21st 5pm-9pm

- Food vendors, retail vendors, music, games in Centre Square during a gap in the Canada Cup program.

Multicultural Festival

- Received \$8,000 from Dept of Communities, Culture & Heritage
- Received \$650 from County of Kings
- \$1,500 in cash from TOK and \$1,500 in in-kind support.
- Looking for a Kentville Rotary contact

Action item: Cate sending contact to Genevieve

- Programming almost finalized.
- Still taking applications for vendors. The deadline is August 1st.



Executive Director Report

- Getting support from Gerry at TOK to install the last pieces of the Develop NS infrastructure in Centre Square (event signage and water tap signage). Working with Lindsay to fill the flower boxes.
- Changed Festival of Flowers to 'Blossoms on the Block'. 25 responses so far – so we are full! Will vote for best flowers end of July.
- Makers & Changemakers page on website now. The Facebook ad will be purchased in the next couple weeks, and stories will be shared through social media. Really good response to banners so far.
- Attended Downtowns Atlantic Conference June 24th-25th.

Action item: Genevieve will send conference notes to board via email.

New Business

Correspondence: Headliners Studio Parking

- They would like three-hour parking in front of their salon for services that are over 2 hours.

Action item: Lindsay is bringing this request to senior admin at the Town of Kentville for discussion.

Board Development Topic: How to Make Motions & Amendments – tabled for next month.

Meeting Closing

- Comments & Announcements - none
- Next meeting date – **Thurs, July 20th 4pm-6pm social, Wed, Aug 9th 4pm-6pm, meeting**
- Adjournment – Gary Morse motioned to adjourn 5:25pm.

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Gillian Yorke

Date: July 31st, 2023

Date of Last Council Meeting Attended: June 26th, 2023

Date of Last Council Advisory Meeting Attended: July 10th, 2023

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
June 30 th , 2023	Board of Police Commissioners	Planning for conference attendance for NSAPG, CAPG and education opportunities for board members.
July 10 th , 2023	Special Council Meeting: Rezoning Application	Rezoning application meeting for the MacDougall Heights
July 10 th , 2023	CAC Meeting	Monthly CAC meeting
July 26 th , 2023	Source Water Protection	Another “no news is good news” meeting for the source water protection committee. Everything is operating as expected and as intended.
July 27 th , 2023	Board of Police Commissioners	Work on the manual has begun, with extensive efforts from Virginia (one of our citizen representatives). We will continue to review the draft as the summer continues. Work on a strategic plan will be done in conjunction with the Kentville Police Service.

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
July 14 th , 2023	Mural Festival	Took in Centre Square events and the creation of the murals! Love seeing the art come to life over the weekend, and love that business owners have been actively involved. The murals this year are gorgeous, and I love seeing artists create pieces that have the diversity of our town reflected in their works.



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

July 21 st , 2023	Kentville Night Market	A beautiful farmers market event in conjunction with the Canada Cup. The weather started off a little iffy- but it was absolutely perfect for the event. Glad to see so many people come out and enjoy the market (and shwarma poutine might be the best meal ever!)
July 20 th -23 rd , 2023	Canada Cup	What an outstanding event! Congratulation to all of the racers, and an especially heartfelt congratulation to all of the staff and volunteers who were involved in the planning of this massive event. Here's hoping you got to put your feet up for a day or two following the event!

Misc Events

Date	Synopsis
July 10 th , 2023 KBC Mural Festival Prep	Worked with KBC Events Committee members to prep mural sites in advance of the mural festival
July 12 th , 2023 NSFM Policing	Meeting held by Nova Scotia Federation of Municipalities to discuss Policing in Nova Scotia. There are many communities across the province who have the RCMP for the policing model, and a handful (including the Town of Kentville) with their own municipal force. We discussed the concerns municipalities have with both models, and are going to be working with the province on these concerns.

Expenses

This month	Year to Date
N/A	

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Councilor Andrew Zebian

Date: July 31/23

Date of Last Council Meeting Attended: June 26/23

Date of Last Council Advisory Meeting Attended: June 10/23

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
June 28/23	KVFD	<p>Tower 41 has gone for refurbishment and will take approximately three months. A new Rescue/pumper will be funded in the 2025/26 area rate. Renovations to the cascade/ gear cleaning area are completed.</p> <p>A new washing machine was installed. It is used for easy decontamination of SCBA, which is self-contained breathing apparatus, helmets, face masks, boots, gloves and tools. In the line of duty, there is exposed to hazardous chemicals and by thoroughly cleaning, it reduces exposure.</p>
July 18/23	Kentville Heritage Committee	<p>We also had discussion around what the criteria would be in establishing which properties would be deemed as heritage properties. There was discussion around how this process would work. We will pick Louis Comeau's brain and see if we can get some info on some of our historic properties in Town. It may not just be the age of the property, but also the significance of it. We will come up with a checklist that we will use to score properties and see how they fit. Once we have something on paper that the Committee is comfortable with, we will present it for Council's review.</p>



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

MISC EVENTS

Date	Synopsis

EXPENSES

This month	Year to Date

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 26 July 2023

Date of Last Council Meeting Attended: 26 June 2023

Date of Last Council Advisory Meeting Attended: 10 July 2023

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
26 Jun 23	Council Meeting	Second Reading, Rezoning Application Grant Request, Kentville Lions Club Withdrawal from Sanitary Sewer Operating Reserve Asset Retirement Obligation Policy Appointment to Joint Regional Transportation Agency RFD – Recording In Camera Meetings Request for Tax Exemption In Camera Legal
27 Jun 23	Asset Management	Conference planning
4 Jul 23	Asset Management	Conference planning – for the elected official conference stream
6 Jul 23	REN Regional Economy	Update from the REN municipalities
10 Jul 23	Mayor’s Lunch	Met to discuss regional issues, - housing and access to medical services
10 Jul 23	Special Council Meeting	Second Reading of Rezoning Application
10 Jul 23	CAC Meeting	Tennis Facility Presentation Paving Cornwallis sidewalk Elm St Housing Grant Lease agreement CS parking
11 Jul 23	Asset Management	Conference planning
12 Jul 23	IAC	Investment Advisory Committee met to discuss on going financial planning Value at May 31: \$12,851,630 Value at Jun 30: \$12,885,288

Councilor Report

Kentville Town Council

12 Jul 23	Mentoring	Councillor Huntley
18 Jul 23	Asset Management	Conference planning – for the elected official conference stream
19 Jul 23	IMSA	Update on Kings Transit and Valley Waste. Banking resolution and OH&S Policy signatures required by Board
19 Jul 23	CAMA	Telecon with Jennifer Goodine to review CAMA CAO toolkit for useability
24 Jun 23	Audit Committee	See below

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
29 Jun 23	KCA	Grade 8 graduation
29 Jun 23	Regional Sewer	Visit and tour of the regional sewer plant with manager Aaron Dondale
7 Jul 23	Dog Park	Grand opening of the Dog Park
7 Jul 23	Special Olympics NS	Provincial Summer Games Opening ceremony
8 Jul 23	Special Olympics NS	Summer Games medal presentations
11 Jul 23	Meet and Greet	MP Anna Roberts Shadow Minister for Seniors MP Steve Ellis Shadow Minister for Health
19 Jul 23	Atlantic Poultry	Visit to the hatchery grand opening
20 Jul 23	TOK Training	How to be an Ally training
20 Jul 23	Canada Cup	Opening ceremony
20 Jul 23	Canada Cup	Races and Medal presentation ceremony

Councilor Report

Kentville Town Council

22 Jul 23	Canada Cup	Medal presentation ceremony
21 Jul 23	Canada Cup	Medal presentation ceremony

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	Audit Committee	Meeting Date:	24 May 23
Meeting Highlights:	The pre-audit meeting was conducted with the auditor, Director of Finance, Acting CAO and the committee members. The audit is “ unqualified ”. There were no issues identified. The auditor was very pleased with the support of Town of Kentville Finance Staff support during the process. The audit was conducted later than most years due to the change over at the Director level.		
Budget:	N/A		
New Projects:	There was a suggestion that the Committee should meet when the Financial Condition Index (FCI) report is released to determine how and if the financial management meets the goals of the Town and how we are fairing from a financial health perspective. To be discussed at next meeting.		
Policy Changes:	The intent is to ensure that the pre-audit meeting of the committee is conducted in January/February 2024. There was a July 2022 management letter from the auditor which was not provided to the committee meetings last year. The letter details the requirement for the council to made aware of any legal matter which may affect the financial standing of the Town. This matter although not addressed by the Audit committee was however addressed in practice by the CAO with in-cameral briefings to council regarding legal proceedings and a separate schedule was provided in the financial report detailing the legal expenses for each department.		

Misc Events

Date	Synopsis
27 Jun 23	Retirement of Dr Ricketts at Acadia
27 Jun 23	Flower Cart AGM
19 Jul 23	Atlantic Poultry Open House

Councilor Report
Kentville Town Council
