



TOWN OF KENTVILLE COUNCIL

October 30, 2023

AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council meeting minutes, September 25, 2023
 - (b) Special Council meeting minutes, October 10, 2023
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Rezoning Application
 - (b) Audit Committee
 - (1) Member Report
 - (2) Councillor Zebian Briefing Note, Audit Committee
 - (3) Reappointment of Audit Committee Citizen Members
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Councillor Andrew Zebian
 - (1) Community Petition for Sidewalks
 - (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
- (c) Chief Administrative Officer, follow up from Council Advisory Committee
- (d) 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) Tax Relief, Resident
- (b) Tax Relief, Valley Community Learning Association
- (c) Council Committee Appointments
- (d) Election of Deputy Mayor

7. CORRESPONDENCE

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) Personnel

10. ADJOURNMENT



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: September 25, 2023

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on YouTube.
Mayor Snow gave a land acknowledgement for the week of Truth and Reconciliation

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 Acting Chief Administrative Officer Rachel Bedingfield, Solicitor Geoff Muttart, and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Addition: Request for Decision on Stormwater Management

Addition: Repairs and replacement for Kentville Historical Society building

a. Approval of Agenda

It was moved by Councillor Andrew Zebian and Councillor Craig Gerrard

That the agenda of September 25, 2023 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council meeting held on July 31, 2023

Council Meeting Minutes, September 25, 2023

Pending Approval

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It was moved that the minutes of the Council meeting on July 31, 2023 be approved.

MOTION CARRIED

(b) Special Council meeting held on September 7, 2023

It was moved that the minutes of the Special Council meeting on September 7, 2023 be approved.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

(a) Reappointment of Audit Committee Members

At the July meeting of Council, audit committee members were presented for reappointment. At that meeting, there was some discussion about terms and policies around existing members, and the motion to reappoint members was withdrawn with the intention of making the appointment recommendations in September. Solicitor Muttart reviewed the appointment process on committees.

Deputy Mayor Savage called point of order on Councillor Zebian, for inappropriate use of citizens being chosen over others.

Report available

(b) Renaming of Cornwallis Street

CAO Bedingfield presented the report from the Names List Committee regarding the proposed new name for Cornwallis Street. The Committee had several recommendations, to follow the Municipal Naming and Renaming Policy.

Report available

Discussion

- Concerns about some of the words on the Names List.

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

That Council direct the CAO to revise the Municipal Asset Naming and Renaming Policy by removing the word *Master*.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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It was moved by Councillor Gillian Yorke and Councillor Cathy Maxwell

That Council approve the renaming of Cornwallis Street to Bridge.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council approve the proposed names list to be the Town Names List, and further that this list will be maintained by the Planning Technician.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Yorke and Zebian

Councillors who voted against this motion:

Snow

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) Temporary Borrowing Resolution, Kentville Water Commission

At the September 11, 2023 meeting of Council Advisory Committee, Director Matthews presented the report for the temporary borrowing resolution to support work along the Donald E. Hiltz Connector.

Report available

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

That Council approve the Temporary Borrowing Resolution for \$50,000 in support of the ICIP Donald E. Hiltz Connector.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(2) Temporary Borrowing Resolution, Withdrawal from Capital

At the September 11, 2023 meeting of Council Advisory Committee, Director Matthews presented the report for the temporary borrowing resolution to support various capital projects including Protective Services (building), Parks and Recreation (sport fields), Transportation (equipment, trails, streets and sewer).

Report available

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

That Council approve the temporary borrowing resolution for \$2,390,000 in support of Schedule A capital projects.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(3) Municipal Planning Strategy Amendment

At the September 11, 2023 meeting of Council Advisory Committee, Caroline Robertson from C+D Community Design is the Town's Planner and will be presenting reports and recommendations for the Town. Ms. Robertson reviewed options for Planning advisory committees and provided recommendations for updates to the municipal planning strategy.

Report available

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

That Council review of the proposed Municipal Planning Strategy policy recommendations and further, schedule a public participation meeting on November 13, 2023 at 5pm.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell, Savage, Snow, Yorke and Zebian

Councillors who voted against this motion:

Gerrard

(4) Rezoning Application

At the September 11, 2023 meeting of Council Advisory Committee, Planner Caroline Robertson outlined a proposal for a single detached dwelling in an R5 zone. To facilitate this construction, the deed holders wish to rezone a small section of the property to R1. The Municipal Planning Strategy policy will allow the remainder of the property to develop for more intensive uses. The location of the proposed parcel of land, adjacent to other R1 lots, makes this a good candidate for R1 rezoning.

Report available

It was moved by Councillor Gillian Yorke and Councillor Andrew Zebian

That Council approve first reading of the proposal to rezone lot 2023-238P showing the portion of lands conveyed to Stephen Healy and Patricia Healy, prepared by Dewolfe and Morse Surveying Ltd. being part of PID 55112999 from large-lot R5 zone to single-unit dwelling (R1) zone as outlined in the attached proposal.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(5) Deer Haven Greenspace

At the September 11, 2023 meeting of Council Advisory Committee, Director Bedingfield presented her report on the greenspace in Deer Haven, which was designed to act as a connector for wildlife and a conduit for runoff. Staff reached out to the residents through a public engagement session and a community survey about the interest in a trail in Deer Haven. Community response was generally in support of a green space, with some landscaping.

Report available

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

**That Council approve the play for the Deer Haven greenspace
And further approve mowing and maintenance of a footpath from Deer Haven Drive connecting the Fenway Court and Whitetail Court Trail**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(6) Tennis Facility

At the September 11, 2023 meeting of Council Advisory Committee, Director Bedingfield presented the report on a proposed tennis facility near the Credit Union Recreation Complex. Regional and national groups have come together to help grow the sports of tennis and pickleball, and they are collaborating to find new facility locations. The Town of Kentville is a community of interest from sites across Canada. The groups asked for a commitment from Council around a site in Kentville for a facility to be potentially built.

Report available

It was moved by Councillor Gillian Yorke and Councillor Andrew Zebian

**That Council approve in principle of the requested lot at 125 Park Street for the future construction of a tennis-pickleball facility,
And further that staff continue to work with the Kings County Tennis Association to support their efforts in bringing an indoor tennis and pickleball facility to Kentville.**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(7) Development Officer Appointment

At the September 11, 2023 meeting of Council Advisory Committee, CAO Troke described the need to formally appoint a Development Officer, and recommended Planning Technician/Assistant Development Officer Kirsten Duncan be given this appointment.

Report available

It was moved by Councillor Gillian Yorke and Councillor Craig Gerrard

That Council approve the appointment of Kirsten Duncan as the Development Officer for the Town of Kentville.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(8) Sewer Budget - Operating

At the September 11, 2023 meeting of Council Advisory Committee, Directors Bell and Matthews presented the Proposed 2023-2024 Sanitary Sewer Budget. The proposed operating budget is for \$1,490,900.

Report available

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

**That Council approve the balanced Sanitary Sewer Area Service Operating Budget in the amount of \$1,490,900 for 2023-2024
And further, conduct a rate study.**

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(9) Sewer Budget - Capital

At the September 11, 2023 meeting of Council Advisory Committee, Directors Bell and Matthews presented the Proposed 2023-2024 Sanitary Sewer Budget. The capital budget is seeking \$400,000 for the Phase 2 of the MacDonald Avenue subdivision, Mill Run and the Kentville Business Park.

Report available

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

That Council approve the Sanitary Sewer Area Service Capital Budget in the amount of \$400,000 including its funding sources for the year 2023-2024.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(10) Sewer Budget – Temporary Borrowing Resolution

At the September 11, 2023 meeting of Council Advisory Committee, Director Matthews presented the report for the temporary borrowing resolution to support work on the MacDonald subdivision sewer system. This item was brought to Council at the end of the meeting, after review and approval of the sanitary sewer budgets.

Report available

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

That Council approve the temporary borrowing resolution for \$180,000 in support of the MacDonald/Henry/Braeside Phase 2.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, 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 Kings Point to Point including discussion of a cancellation policy, Board of Police Commissioners, Joint Fire Services Committee, and concerns received by citizens around flooding and water issues.

Report available for more information.

(2) Councillor Paula Huntley

Highlights included meetings of the housing, transit, accessibility, climate and Valley Regional Enterprise Network.

Report available for more information.

(3) Councillor Cathy Maxwell

Highlights included the meetings of the scholarship and bursary committee, announcement of bursary recipients Janna Rubino, Oliver Baker, Hayden Feltham, and Margo MacLeod. Names List meeting, Inclusion and Accessibility Advisory Committee, accessibility engagement around accessibility, active transportation plan revisions, and the Heritage Committee draft bylaw.

Report available for more information.

(4) Deputy Mayor Cate Savage

Highlights included meetings of the Regional Sewer Committee, Kentville Business Community, Investment Advisory Committee, Intermunicipal Services Agreement, meetings with residents, meeting with residents of Crescent Avenue, and Regional Sewer public meeting in New Minas.

Discussion

- Concerns about Regional Emergency Management Organization and also vulnerable persons registry.

Report available for more information.

(5) Councillor Gillian Yorke

Highlights included Annapolis Valley regional Libraries, Board of Police Commissioners and recruitment of a new Police Chief, and the Nova Scotia Association Police Governance.

Report available for more information.

(6) Councillor Andrew Zebian

Councillor Zebian spoke about the impact of extreme rainfall events on residents. He recommends that Council ask staff for a comprehensive stormwater management plan to areas that are regularly susceptible to flooding.

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow reported on her activities this month with highlights including Nova Scotia Federation of Municipalities service exchange meetings, consultations around RCMP and policing, Intermunicipal Services Committee Agreement meeting,

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strategic plan meetings with Workers Compensation Nova Scotia, webinar around sewer lagoon dredging, and the Battle of Britain Parade.

Report available for more information.

Councillor Zebian left the meeting for a family emergency at 7:22pm.

6. NEW BUSINESS

a. Inclusion and Access Advisory Committee Member Appointment

Councillor Yorke reviewed the membership of the Inclusion and Access Advisory Committee and presented two members to be appointed by Council.

Report available

It was moved by Councillor Cathy Maxwell and Councillor Gillian Yorke

That Council appoint Mike Cameron and Spencer Laing to the Kentville Inclusion and Access Advisory Committee for a two-year term.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow and Yorke

b. Hurricane Lee Follow Up

Acting CAO Bedingfield presented a report by Town Engineer Dave Bell on the engineering activities of the town before, during and after Hurricane Lee on September 16, 2023. Director Bell is engaging an engineering firm to further look into these issues in more detail.

Report available

c. Stormwater Management

Councillor Gillian Yorke reviewed her Request for Decision around stormwater management in Condon Avenue and in other communities. She asked that staff create and update a stormwater management plan and create an action plan to address most urgent issues.

ACAO Bedingfield indicated that Director Bell has engaged a firm to help with the assessment of stormwater management and to create a stormwater management plan. The creation of a secondary plan will also help to building a long-term plan around stormwater management and development.

Report available

Discussion

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- Clarification of issues related to infrastructure which was overwhelmed with recent rain events, compared to issues related to storms and extreme weather.
- Concerns that some residents are not able to make insurance claims due to repeated flooding events.
- Staff should give more updates to residents about flooding events, and about the results of the stormwater management report and plan.

d. Emergency Management Protocols

Mayor Snow reviewed the protocols for elected officials during a hurricane or other emergency. Elected officials have no direct role in emergency management, nor should they go to emergency sites. Elected officials should focus on passing on accurate information to help residents. Vulnerable residents should consider registering on the Vulnerable Persons Registry with the Kings County Emergency Management Organization.

Report available

e. Kentville Historical Society Building Repairs

Deputy mayor Cate Savage reviewed the repairs needed at the Historical Society building, and that staff are overwhelmed with other projects and have not been able to attend to these repairs yet. These repairs have not been addressed for many years and may represent a lack of maintenance of a town-owned asset.

Report available

7. CORRESPONDENCE

a. None.

8. PUBLIC COMMENTS

a. Dion Davidson, 280 Park Street

Concerns that their property is along a drainage ditch from the upstream subdivision and town-owned land, causing significant damage to their home. Concerns about regulations not being followed and permits not being issued in the development upstream. They ask for an independent analysis of development permits and stormwater management.

b. Kim Longaphy, Palmeto

Concerns about stormwater management and development, and the lack of communication and transparency. Concerns about the lack of insurance coverage in the town due to flooding.

c. Bunny Bennett, Condon Avenue

Concerns about increased intensity and frequency of flooding at her home. She asks that the town find the source of flooding. Concerns about lack of help from the town to clear properties, roads and driveways. Concerns about resale value of flooding to her property value.

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d. Ron Cousins, School Street

Suggestion for the source of the stormwater from the Prospect Road area. Concerns about old growth trees holding water and the removal of these trees making the problem worse.

e. Janet Specht, Condon Avenue

Concerns about collective action by residents to find a solution around flooding. Residents don't expect immediate change but they do expect help. Concerns about decreased tax bills due to decreased home values.

f. Megan Cox, Condon Avenue

Concerns about accessibility on this street, sandbags which block the exit to their home and make it impossible to enter the house. Compassion goes a long way with residents. Concerns about expenses, fear and exhaustion. Concerns about residents on Condon who are seniors, who have accessibility issues, and who have small children.

g. Mark Rogers, Park Street

Concerns about flooding impacts to his neighbours, and the lack of a solution to floods. Questions about the source of the problem. Concerns about compassion and respect to residents.

9. IN CAMERA

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

That Council move into a closed session at 8:43 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow and Yorke

It was moved by Councillor Paula Huntley and Councillor Craig Gerrard

That Council move back into open session at 9:06 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Maxwell, Savage, Snow and Yorke

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

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That Council direct the ACAO to engage the CAO recruiting consultant based on the details as discussed in camera.

MOTION CARRIED

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

9. ADJOURNMENT

It was moved

That the September 25, 2023 meeting of Council adjourned at 9:10 p.m.

MOTION CARRIED

Approved by Acting CAO and Clerk Rachel Bedingfield



TOWN OF KENTVILLE SPECIAL COUNCIL MEETING – PERSONNEL AND LAND

Meeting Minutes: October 10, 2023

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 7:33 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 Acting Chief Administrative Officer Rachel Bedingfield, Solicitor Geoff Muttart and Recording Secretary Jennifer West.

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

a. Approval of Agenda

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

That the agenda of October 10, 2023 be approved.

MOTION CARRIED

3. PERSONNEL

It was moved by Councillor Gillian Yorke and Councillor Craig Gerrard

That Council appoint the CAO selection Committee.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

4. IN CAMERA

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

That Council move into a closed session to discuss a land matter at 9:19 pm.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor Craig Gerrard and Councillor Andrew Zebian

That Council move back to an open session at 10:05 pm.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Deputy Cate Savage and Councillor Craig Gerrard

That Council approve the “Motion regarding Reasons for Council’s decision refusing the Rezoning Application of Brison Developments”.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage and Yorke

Councillors who voted against this motion:

Snow

Councillors who abstained from voting on this motion:

Zebian

9. ADJOURNMENT

It was moved

That the October 10, 2023 meeting of Council adjourned at 10:08 p.m.

MOTION CARRIED

Approved by CAO and Clerk Rachel Bedingfield



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Rezoning Application

At the September 11, 2023 meeting of Council Advisory Committee, Planner Caroline Robertson outlined a proposal for a single detached dwelling in an R5 zone. To facilitate this construction, the deed holders wish to rezone a small section of the property to R1. The Municipal Planning Strategy policy will allow the remainder of the property to develop for more intensive uses. The location of the proposed parcel of land, adjacent to other R1 lots, makes this a good candidate for R1 rezoning.

Council passed first reading for this amendment to the Land use Bylaw on September 25, 2023. A public hearing for this request was held today at 5:30pm.

Council Advisory Committee recommends

That Council approve second reading of the proposal to rezone of a portion of PID 55112999 from large-lot R5 zone to single-unit dwelling (R1) zone as outlined in the attached proposal.

September 25, 2023

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



PROPOSED SINGLE UNIT DWELLING

Application to Amend the Land Use By-Law to Rezone to R1
PID # 55112999
Prospect Avenue, Kentville

Applicant:
Date: August 2023
Prepared by: Fuki Asai, Planner
Presented to the Planning Advisory Committee



REPORT OVERVIEW

Request	We have received an application to rezone PID #55112999 (Prospect Avenue) to permit the development of a single-unit dwelling.		
Description	<p>The Authorized Agent, Stuart Kennie (on behalf of Bentley Built Homes), has applied to rezone a portion of PID 55112999 from a Large Lot Residential (R5) zone to a Single Unit Dwelling (R1) zone to develop a single-unit dwelling.</p> <p>This rezoning was requested to allow the proposed single-unit dwelling to be constructed on the property. The Large Lot Residential (R5) zone has a minimum area of 60,000 ft² and frontage of 200 ft, while the minimum lot area and frontage requirements in the Single Dwelling (R1) zone are 5,000 ft² and 50 ft. By rezoning this property, the proposed development will be possible.</p> <p>The subject property is zoned “Large Lot Residential” (R5). Council applied this zoning to several large tracts of land in Kentville. Many of the R5 lots are not serviced, and there are no immediate plans for development.</p> <p>In the Town of Kentville, the property owner is responsible for the cost of running the required services. The property owner can build a single-family dwelling with R5 or R1 zoning. If development occurs, these services must be installed.</p> <p>The proposal meets all the requirements of the single-unit dwelling zone. The proposal is consistent with existing uses in the area. In addition, this rezoning aligns with the Council’s vision to increase residential development thoughtfully; by rezoning to R1, the remaining area of the property will be left available for future development. For this reason, it is recommended that the Council approve the application.</p>		
Recommendation	<p>It is recommended that council APPROVE the proposal to:</p> <p>To rezone a portion a portion of PID 55112999 from Large Lot Residential (R5) zone to Single Unit Dwelling (R1) zone.</p>		
Relevant Policies and Legislation	<ul style="list-style-type: none"> • Municipal Planning Strategy • Land Use By-Law • Town of Kentville Policy Statement G62 Public Participation Policy (Planning) • Town of Kentville Policy Statement G64 Public Engagement and Participation at Council Meeting 		
Follow Up Action	<p>An amendment to a Planning Document, in this case the Land Use By-Law, requires the Public Participation Meeting before placing the first notice of Public Hearing.</p> <p>The Municipal Government Act requires that Municipalities adopt a Public Participation Program Policy that outlines their public engagement process at the Planning Advisory Committee level when considering an amendment to their planning document.</p> <p>The Town of Kentville has policy G62 Public Participation Policy. As the Town does not have a Planning Advisory Committee, the requirements of this policy are completed at Council’s committee meetings.</p>		

This Application Requires the Following Steps:

*** A public participation program is not required for a land use by-law amendment (rezoning)

1. 1st Reading (Council)
 2. Public Hearing (Council)
 3. 2nd Reading (Council)
-

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Application

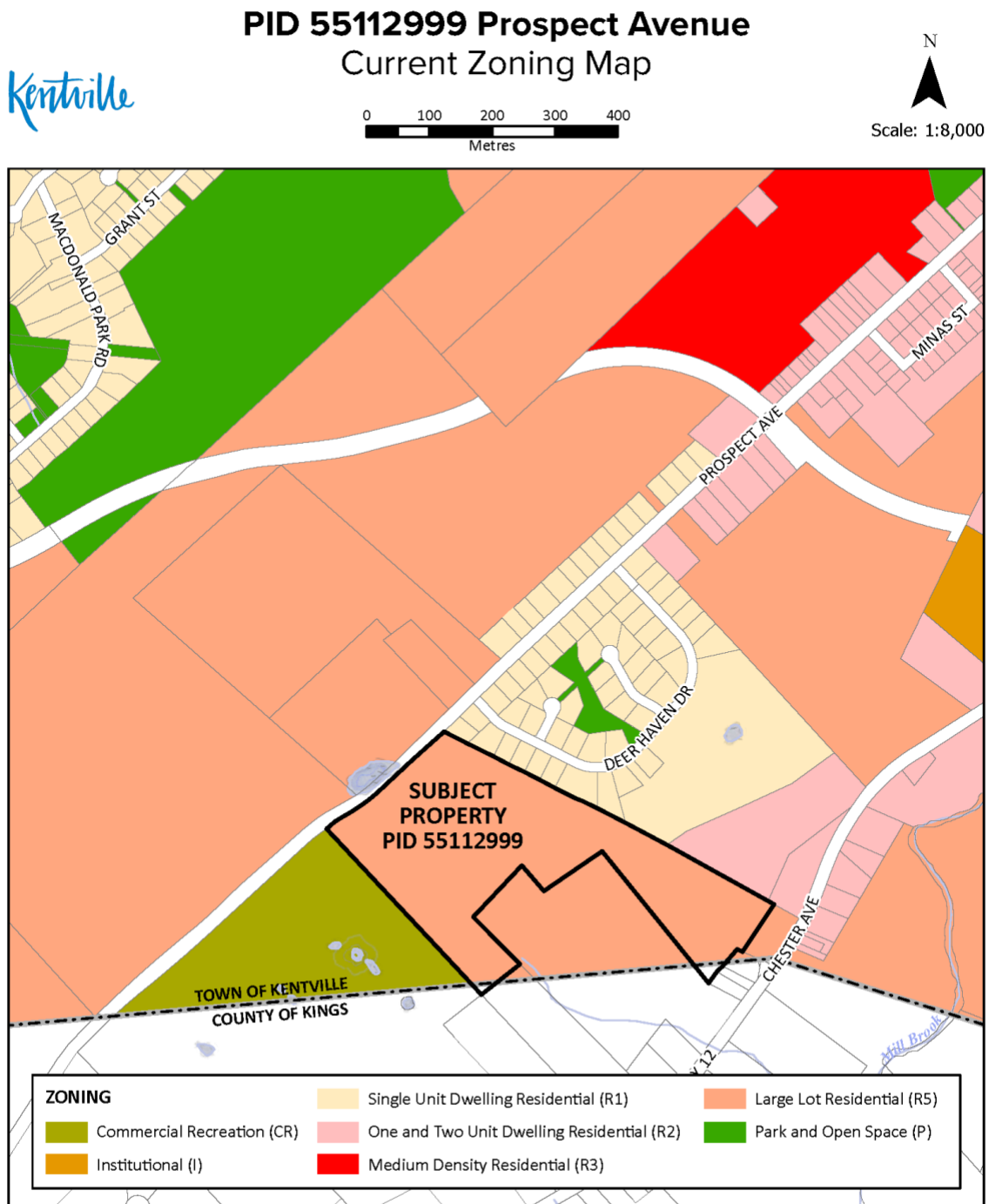
We have received an application to rezone a portion of PID 55112999, Prospect Avenue. The rezoning will be from a Large Lot Residential (R5) to a single-unit dwelling (R1) zone to reduce the lot area and frontage requirements for a single-family home.

The Proposal

The proposed property is vacant and yet to be developed. The municipality has approved a development permit to construct a single-unit dwelling on this property. However, construction has yet to commence. The property is now zoned Large Lot Residential (R5) zone because of the size of the lot and the lack of access to municipal services. The adjacent properties are zoned Residential Single Unit Dwelling (R1) and Commercial Recreation (CR) zones (See figure 1)

The applicant has proposed a new building that will be used as a single-unit dwelling on the subject property with 12,940 ft² and 80 ft frontage with the hopes of split zoning a portion of the larger property from R5 to R1, permitting higher density on the lot and allowing the property owner to build closer to the road and maintain future possibilities for the remainder of the lot.

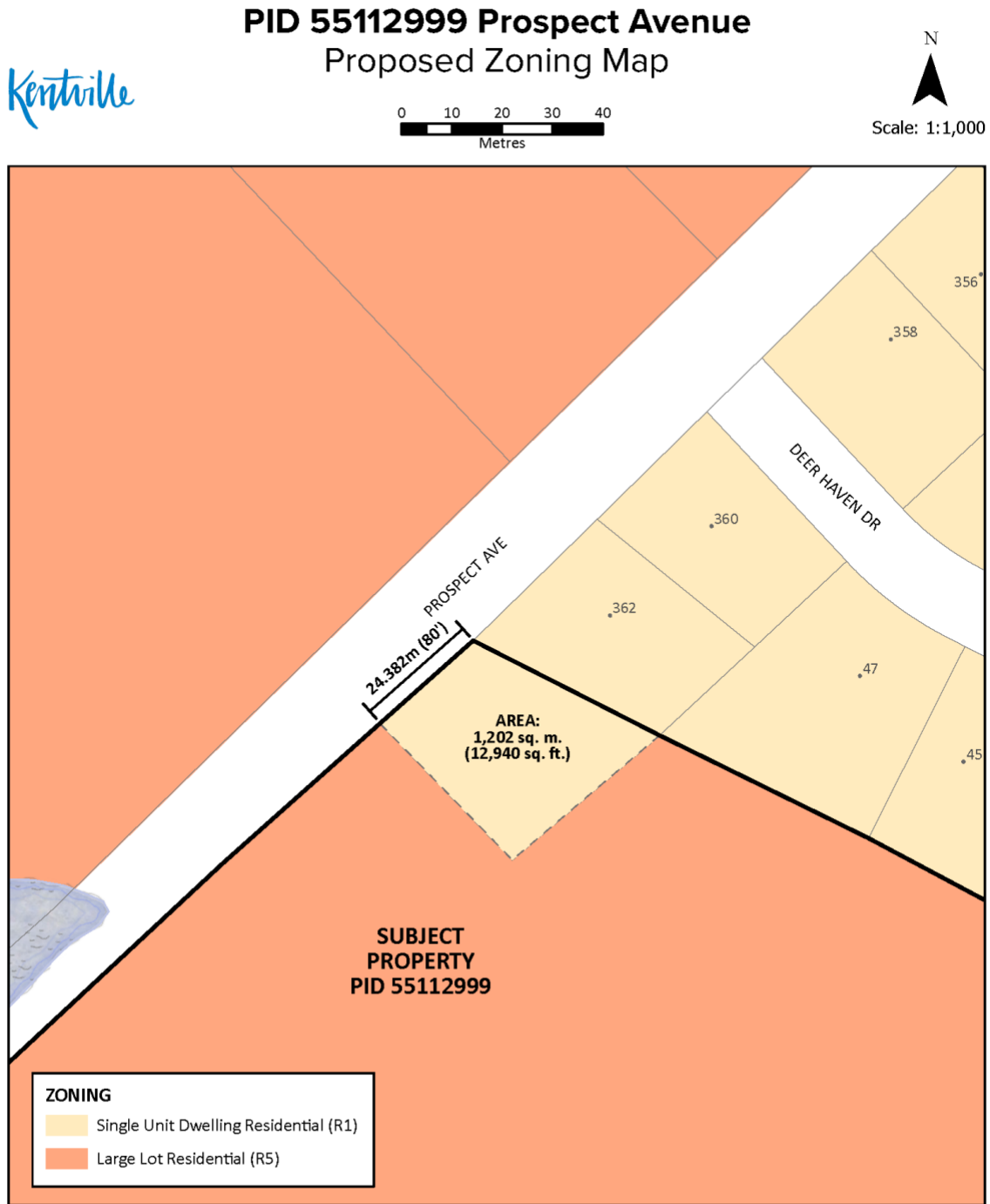
The existing R5 zoning permits single-unit dwellings; however, the applicant wants to rezone to a smaller portion to utilize minimum frontage and lot requirements better. R5 Zoning was created to be applied to larger lots that do not have Municipal Services. The property owners will be responsible for the cost to extend the water, sewer, and storm services to the end of their property, regardless of a re-zoning approval from Council. Council intends to pave the extension of Prospect Avenue.



This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.

Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada

Figure 1 Existing Zoning Adjacent to Subject Property



This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.

Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada

Figure 2 Proposed Re-Zoning Map

MADDIE & BRANDON GALLANT

PROPOSED NEW HOME PROJECT



Figure 3 Proposed Home Design

Policy Analysis

Land Use By-Law

The Land Use By-Law permits Single Unit Detached Dwelling in R1 and R5 zones. Requirements for lot area, frontage, and yard size differ between these zones. Policy 5.6.4 of the Land Use By-Law, R5 zones require a larger lot area of 60,000 ft² with 200 ft of frontage. Whereas policy 5.2.4 of the Land Use By-Law sets the minimum requirements for the R1: a minimum of 5,000 ft² for the lot area and 50 ft for the frontage. (See Table 1 for the comparison.)

The subject property, PID 55112999, has a lot area of 28.39 acres and the frontage is over 243 meters. The proposed area of the lot requesting a split rezoning is 12940 sq ft and 80 ft of frontage. Town staff have reviewed the application to ensure that all requirements listed in the Municipal Planning Strategy have been met. **If Council approves this application to re-zone a portion of PID 55112999 from R5 to R1, the property owner would be permitted to move forward with the intended single-family dwelling development following the R1 lot requirements. Either result, the owners will be required to pay the total cost of extending the water, sewer, and storm services to the end of their property.**

Table 1 Comparison of Lot Requirements between Zones

	R1 zone -proposed zone-	R5 zone -current zoning-	Subject Property
Lot Area (ft ²)	(minimum) 5,000 ft ²	(minimum) 60,000 ft ²	12,940 ft ²
Frontage (ft)	(minimum) 50 ft	(minimum) 200 ft	80 ft

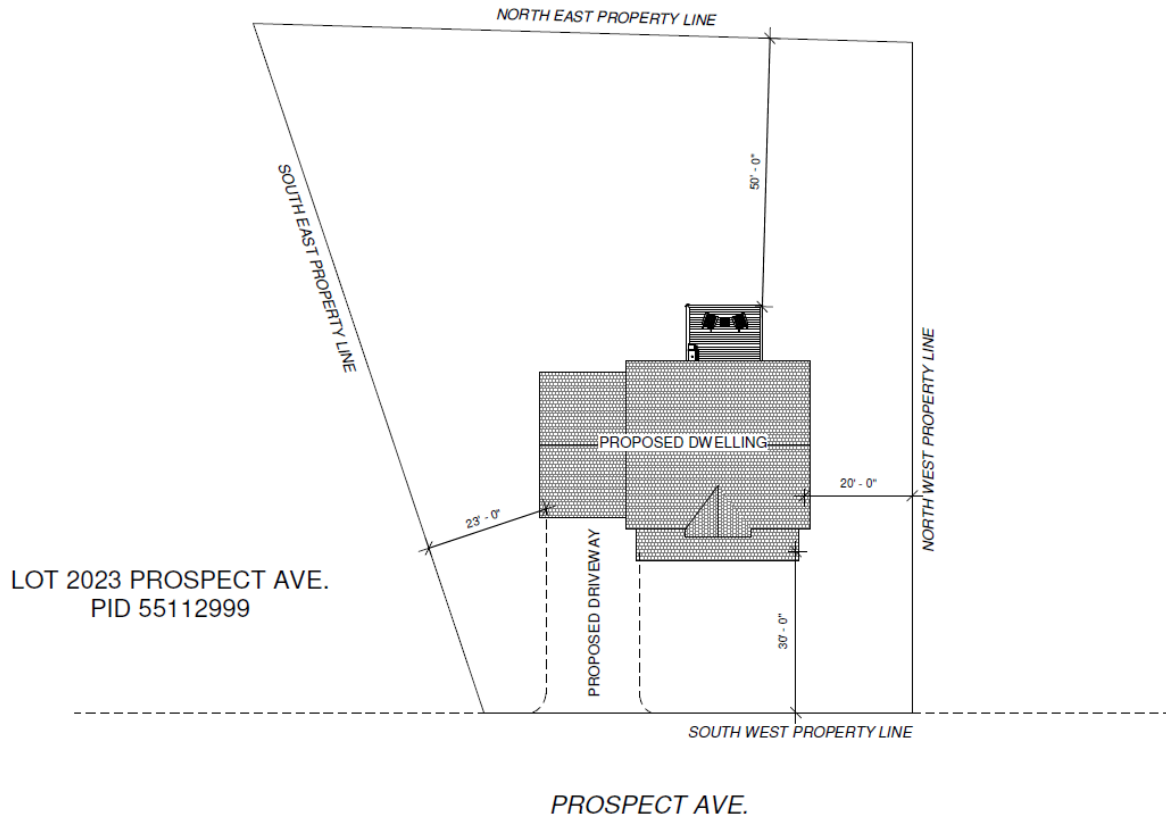


Figure 4 Proposed Lot Configuration for Single-Family Dwelling Development

Additional relevant policies from the Land Use By-Law for this application are listed in [additional materials](#).

Municipal Planning Strategy

The Municipal Planning Strategy 15.9.2 states that **the rezoning will allow the property to develop for more intensive use**. Council will undertake a detailed evaluation of the proposed development before deciding on a rezoning application. To ensure that all potential land use impacts are considered, Council will adopt evaluative criteria specifically designed to assess rezoning applications.

(15.9.2.1 Reoning Requirements)

The Council's Rezoning Application Requirements are as follows:

1. The request must be submitted in writing to the Town.
2. Detailed plans concerning servicing, stormwater drainage, traffic management, landscaping and other design elements shall be included.
 - a. Where a proposal involves dimensional or aesthetic issues, the application must include a written and professionally prepared site plan and graphic representation drawn to scale. Site plans must indicate.
 - i. The location, area and dimensions of the subject property
 - ii. The proposed location, dimension, height, and proposed use of buildings
 - iii. How the site is to be serviced by sanitary and storm sewers, water, electrical service and other utilities.
 - iv. The location of all parking stalls, driveway, walkways, lighting, fencing, refuse and snow storage.
 - v. Landscaping elements, including existing and proposed shrubs and trees and
 - vi. Architectural features where the planning document regulates such features.

***Council is aware that a rezoning is different from a development agreement and that the detailed plans provided by the developer will not necessarily result from the re-zoning process.

(15.9.2.2 Evaluation Criteria for Rezoning)

Council's evaluation criteria for a rezoning are as follows:

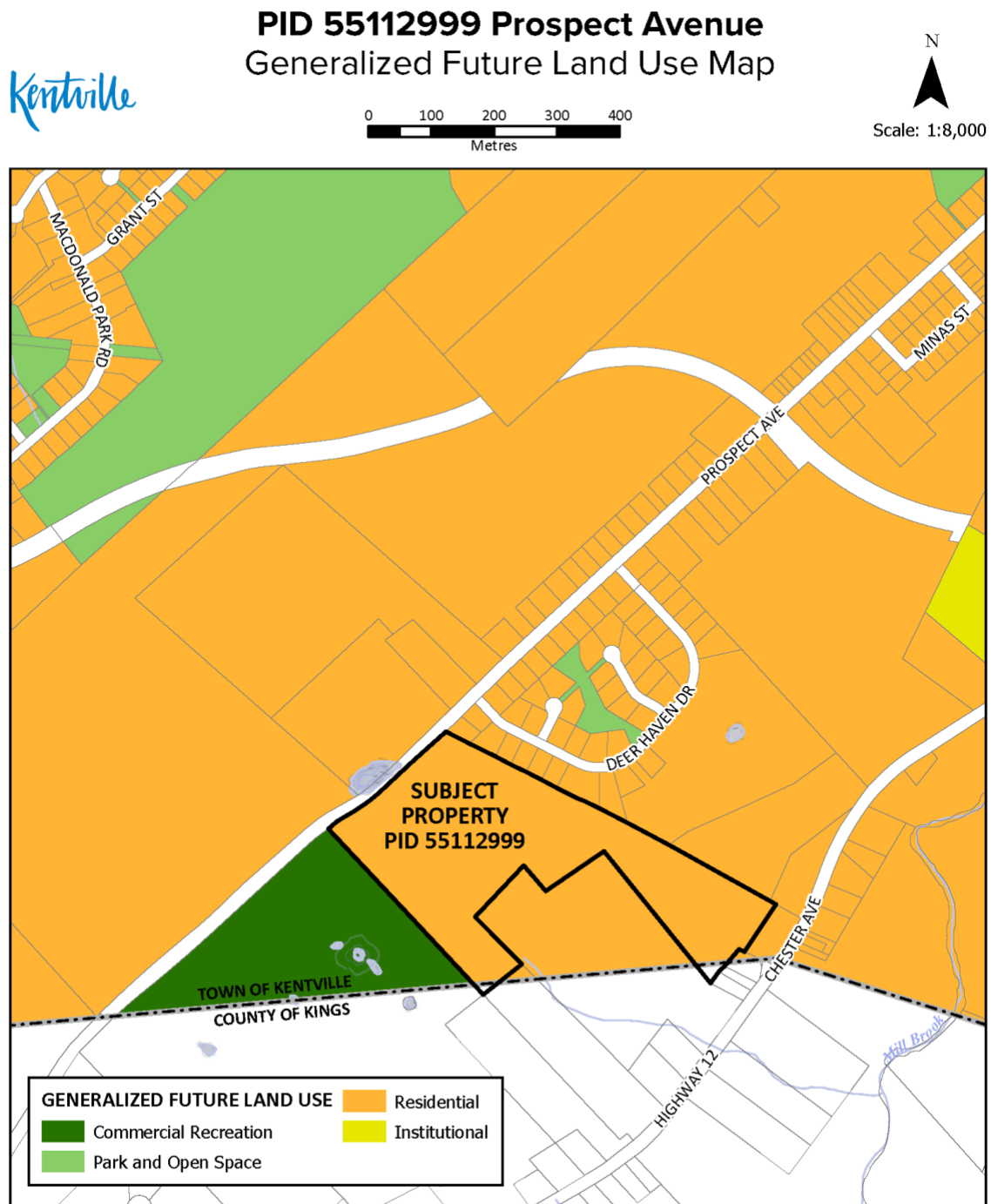
1. Compatibility of the proposed land use with adjacent uses
2. Compatibility of the development with adjacent properties in terms of scale
3. The proposed development resolves any potential compatibility issues with nearby land uses resulting from lighting, signage, outdoor display, outdoor storage, traffic, vehicle lights, and noise through good site plan design.
4. Adequate sewer services, water services, waste management services and stormwater management services.
5. The proposal contributes to an orderly and compact development pattern that efficiently uses existing municipal infrastructure.
6. Proximity to schools, recreation, and community facilities
7. Adequacy of the road network

8. Potential for erosion or the contamination or sedimentation of watercourses
9. Environmental impacts such as air and water pollution and soil contamination
10. Previous uses of the site may have contamination.
11. Suitability of site features
12. Emergency services may respond to an emergency.
13. In conformance with the intent of the planning strategy
14. Development can be regulated in a way that meets the guidelines established in the Kentville Water Commission Source Water Protection Plan
15. The financial ability of the Town to absorb related costs.

****Town of Kentville staff have reviewed all the above criteria and have established that the application is suitable and meets all of Council's requirements.

Another piece reviewed when processing a rezoning is how the property is designated on the Municipality's Future Generalized Land Use Map. This map guides the future of all property within the Town. If the designation on the property did not suit the re-zoning request, then a Municipal Planning Strategy Amendment would have to be considered, which is a much larger process. In this situation, the subject property is designated as residential, which permits any residential zoning to be considered.

Additional relevant policies from the Municipal Planning Strategy for this application are listed in [additional materials](#).



This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.

Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada

Figure 5 Generalized Future Land Use Map

Recommendation

It is recommended that Council rezone a portion of PID 55112999 to a Single Unit Dwelling (R1) zone as outlined in the proposal.

Public Participation Program

The Municipal Government Act requires that Municipalities adopt a Public Participation Program Policy. This outlines their public engagement process at the Planning Advisory Committee level when considering an amendment to the planning document.

The Town of Kentville has policy G62 Public Participation Policy. As the Town does not have a Planning Advisory Committee, the requirements of this policy are completed at Council's committee meetings.

The Town of Kentville's Public Participation Program Policy does not require a public participation meeting at the committee level for single amendments to the Land Use By-Law (Re-Zonings).

G64 Public Engagement and Participation at Council Meetings states below:

1. Regular advertisements will be made in the local newspaper with the times, dates, and places for public Council meetings.
2. Council agendas will be placed on the Town's website and at the reception desk of the Town Hall.

Timeline of Public Participation:

1. 1st Reading (Council)
2. Public Hearing (Council)
3. 2nd Reading (Council)

Upcoming Council Meetings between September and October: Sept 25, Oct 10, and Oct 30

Additional Materials

Municipal Planning Strategy Policies

15.9.2 Rezoning's

A rezoning or map amendment involves the rezoning of a particular property to another zone; usually in order to allow the property to develop to a more intensive use. This type of amendment may substantially alter the type of development and uses which may be permitted on that site. Because this type of amendment may involve a specific property and include a detailed development proposal, there is an opportunity for Council to assess the land use impacts of the proposed development as part of the rezoning application. Council will, therefore, undertake a detailed evaluation of the proposed development prior to making a decision concerning a rezoning application. This detailed assessment will require that the applicant submit a conceptual development plan and details with respect to servicing, stormwater drainage, traffic management, landscaping, and other design elements. To ensure that all potential land use impacts are considered, Council will adopt evaluative criteria that is specifically designed to assess rezoning applications.

15.9.2.2 Evaluative Criteria for Rezoning's

Council will evaluate rezoning applications and other site specific Land Use By-law Amendment applications using specific evaluation criteria. The full use of the criteria set out below will ensure that the amendment is in conformity with all policies of this Strategy and will help to ensure that any resulting development has a positive impact on the community. These criteria are to be considered in addition to any applicable criteria found elsewhere in this document and included in the enabling policy for a specific development application. Council recognizes that they have limited ability to require a developer to undertake any of the design elements included in a rezoning application. Nevertheless, Council considers it to be prudent to consider the potential land use implications as part of any rezoning application and assumes that developers will generally conform to their submitted proposal. Council is mindful that other development scenarios may be possible under a particular rezoning proposal and all eventualities will be considered as part of a rezoning application.

Policy IM-8

It shall be the intention of Council when considering a rezoning application or other Land Use By-law amendment application that includes a specific development proposal to have regard for the following matters:

- a) compatibility of the proposed land use with adjacent land uses;
- b) compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk;
- c) that the proposed development resolves any potential compatibility issues with nearby land uses resulting from lighting, signage, outdoor display, outdoor storage, traffic, vehicle headlights, and noise through appropriate site design, landscaping, buffering and fencing;
- d) the adequacy of sewer services, water services, waste management services and storm water management services;
- e) that the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure;
- f) the adequacy and proximity of schools;
- g) the adequacy and proximity of recreation and community facilities;
- h) the adequacy of the road network in, adjacent to, or leading to the development;
- i) the potential for erosion or for the contamination or sedimentation of watercourses;
- j) environmental impacts such as air and water pollution and soil contamination;
- k) previous uses of the site which may have caused soil or groundwater contamination.

- l) suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs.
- m) the ability of emergency services to respond to an emergency at the location of the proposed development.
- n) that the proposal is in conformance with the intent of this strategy and with the requirements of all other Town By-laws and regulations.
- o) development can be regulated in such a way as to meet or exceed the guidelines established in the Kentville Water Commission Source Water Protection Plan (SWPP) and
- p) the financial ability of the Town to absorb any costs relating to the amendment.

While a rezoning application must be accompanied by a clear development proposal, there is no legal agreement which requires a landowner to conform to the proposal as presented.

Policy IM-9

It shall be the intention of Council, therefore, to consider the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.

Land Use By-Law Policies

****** Please remember that with a re-zoning, all uses permitted within the proposed zone will be permitted should Council approve the application.**

5.2 Single Unit Dwelling (R1) Zone

5.2.1 Permitted Uses

The following uses shall be permitted as-of-right in the Single Unit Dwelling (R1) Zone subject to the requirements of the Bylaw:

- Single Unit Detached Dwelling (but shall not include a mobile home)
- Residential Care Facility, Home for Special Care, Small Option Home or Group Home to a maximum of 4 bedrooms devoted to residential care use.

5.2.2 Permitted Uses with Conditions

The following uses shall be permitted in the Single Unit Dwelling (R1) Zone subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law
- b) Home-Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law

5.2.3 Permitted Uses by Site Plan Approval

The following uses shall be permitted in the Single Unit Dwelling (R1) Zone subject to the requirements of this By-law:

- a) Day Care Centres to a maximum of 14 persons.

5.2.4 Single Unit Dwelling (R1) Zone Requirements

In a Single Unit Dwelling (R1) Zone, no Development Permit shall be issued except in conformity with the following requirements:

Table 5.1 R1 Zone Requirements

Minimum Lot Area	5 000 ft ²	464.52 m ²
Minimum Lot Frontage	50 ft	15.24 m
Minimum Front Yard	20 ft	6.10 m
Minimum Rear Yard	15 ft	4.57 m
Minimum Flankage Yard	10 ft	3.05 m
Minimum Side Yard	4 ft	1.22 m

5.6 Large Lot Residential (R5) Zone

5.6.1 Permitted Uses

The following uses shall be permitted as-of-right in the Large Lot Residential (R5) Zone subject to the requirements of the Bylaw:

- Single Unit Detached Dwelling
- Homes for Special, Group Homes or Small Option Homes to a maximum of 4 bedrooms devoted to the use
- Animal Kennels
- R-1 uses as herein set out.

5.6.2 Permitted Uses with Conditions

The following uses shall be permitted in the Large Lot Residential (R5) Zone subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law
- b) Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law
- c) Bed and Breakfast, in accordance Section 5.1.4 of this By-law
- d) Special Events, in accordance with Section 5.1.7 of this By-law

5.6.3 Permitted Uses by Development Agreement

The following developments shall be considered only by development agreements in accordance with Policies IM-10 and IM-11 of the Municipal Planning Strategy

- a) Manufactured Home Parks/Land Lease Communities.

5.6.4 Large Lot Residential (R5) Zone Requirements

In a Large Lot Residential (R5) Zone, no Development Permit shall be issued except in conformity with the following requirements:

Table 5.5 R5 Zone Requirements

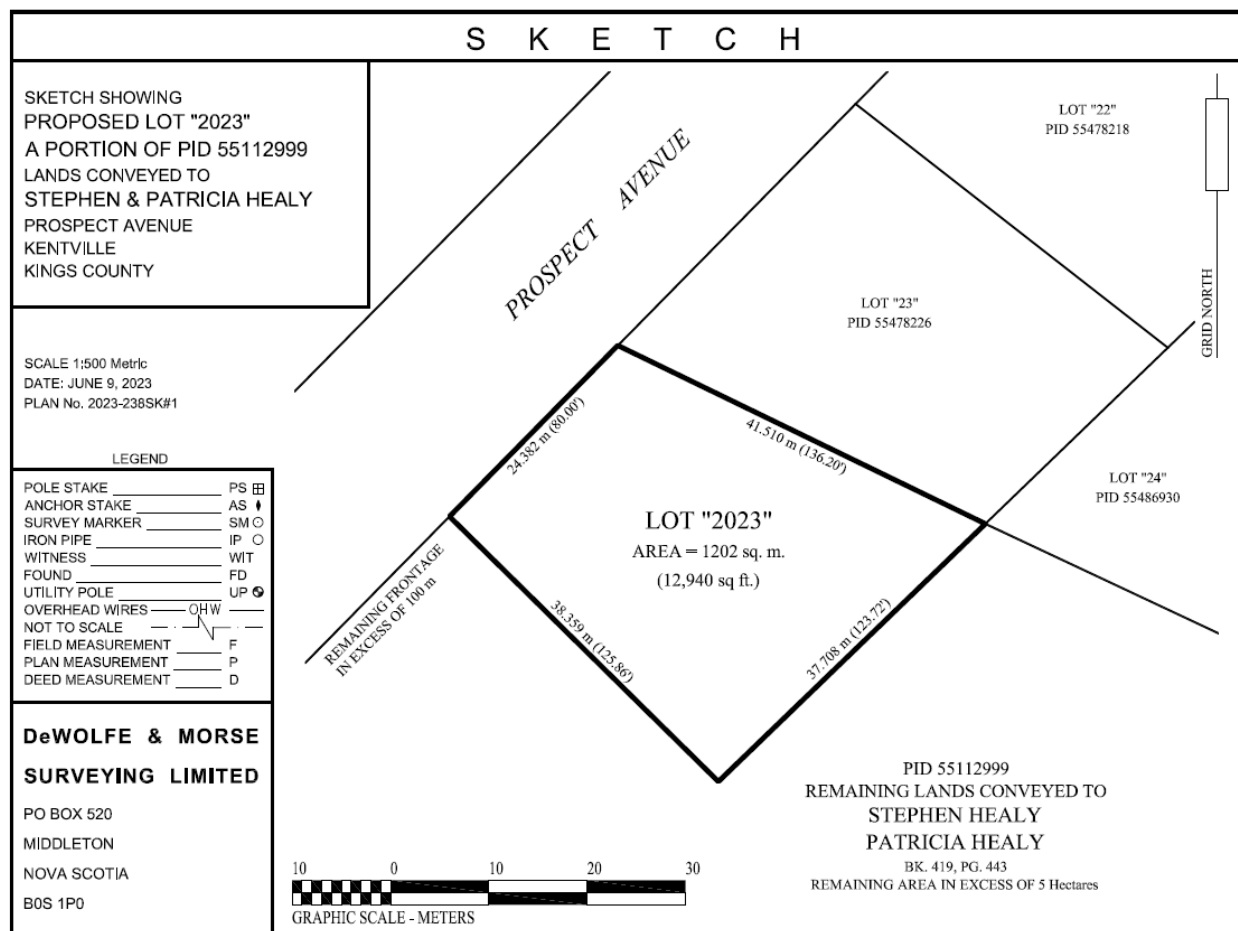
Minimum Lot Area	Single Unit Detached Dwelling	60 000 ft ²	5 574.18 m ²
	Homes for Special and Group Homes	60 000 ft ²	5 574.18 m ²
	Animal Kennels	60 000 ft ²	5 574.18 m ²
	Land Lease Community	5 acres	2.02 hectares
Minimum Lot Frontage	Single Unit Detached Dwelling	200 ft	60.96 m
	Animal Kennels	200 ft	60.96 m
	Homes for Special and Group Homes	200 ft	60.96 m
	Land Leased Community	200 ft	60.69 m
Minimum Front Yard	Single Unit Detached Dwelling	25 ft	7.62 m
	Homes for Special Care	25 ft	7.62m
	Land Leased Community	25 ft	7.62 m
	Animal Kennels	40 ft	12.19 m
Minimum Rear Yard	Single Unit Detached Dwelling	20 ft	6.10 m
	Homes for Special Care	20 ft	6.10 m
Minimum Rear Yard	Land Leased Community	20 ft	
	Animal Kennels	40 ft	12.19 m
Minimum Flankage Yard	Single Unit Detached Dwelling	10 ft	3.05 m
	Homes for Special Care	10 ft	3.05
	Land Leased Community	25ft	7.62m
	Animal Kennels	25 ft	7.62 m
Minimum Side Yard	Single Family Detached Dwelling	15 ft	4.57 m
	Homes for Special Care	15 ft	4.57m
	Land Leased Community	15ft	4.57m
	Animal Kennels	40 ft	12.19 m

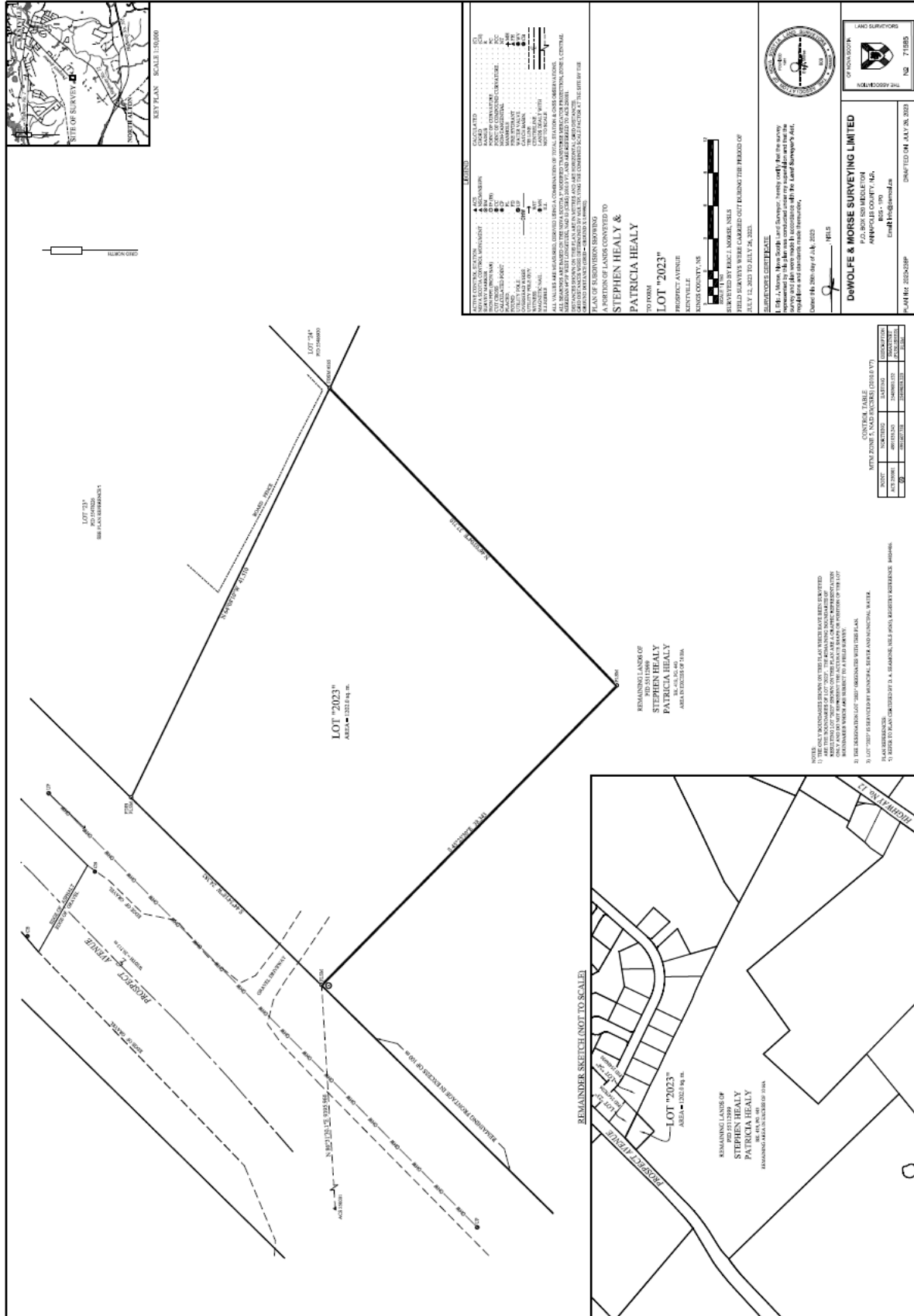
Schedule A Property Description

All that specific piece or parcel of land situated, lying and being in Prospect Avenue in the Town of Kentville, Province of Nova Scotia, and bounded and described as follows:

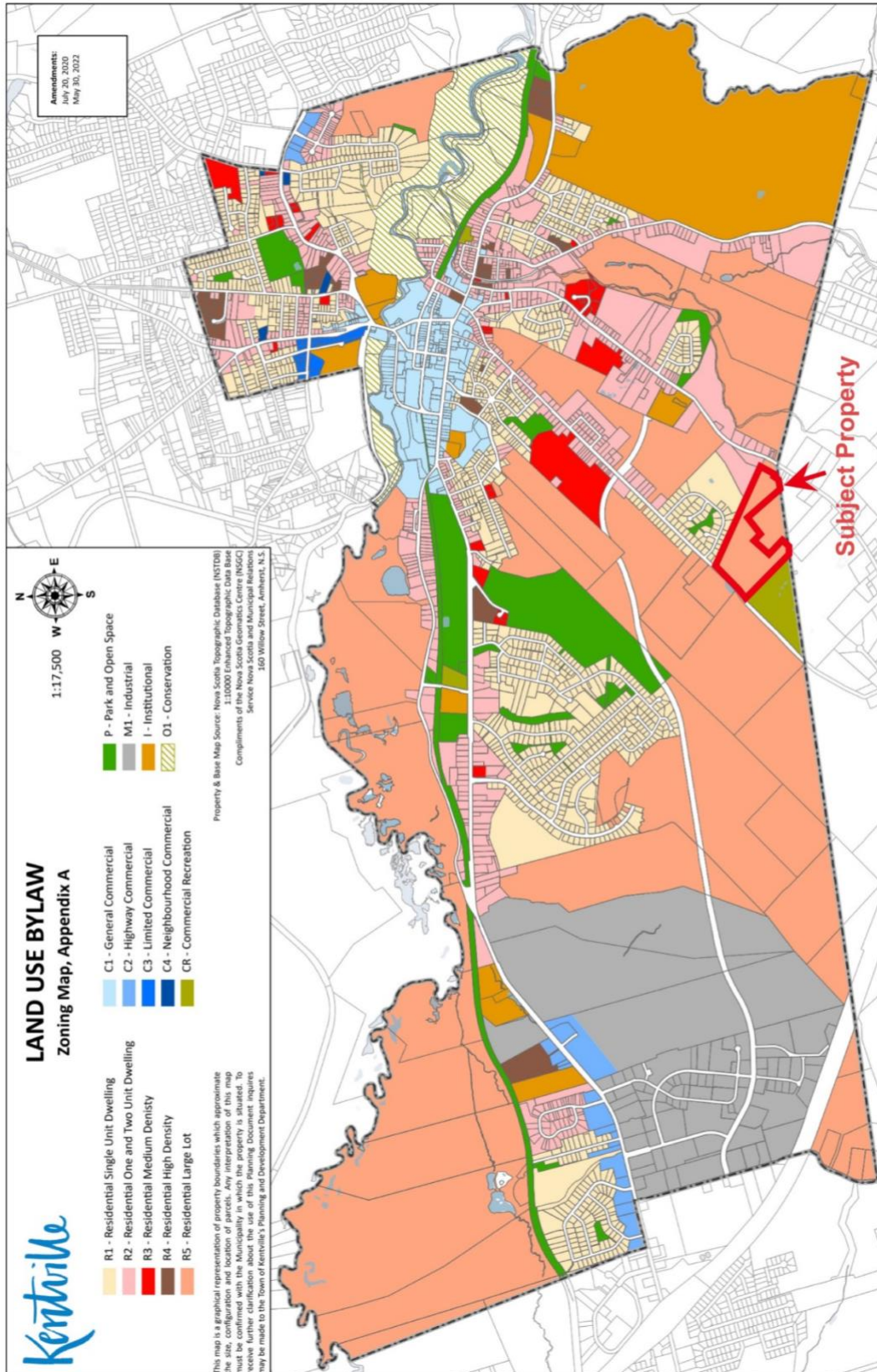
The frontage of the property is facing southwest side.

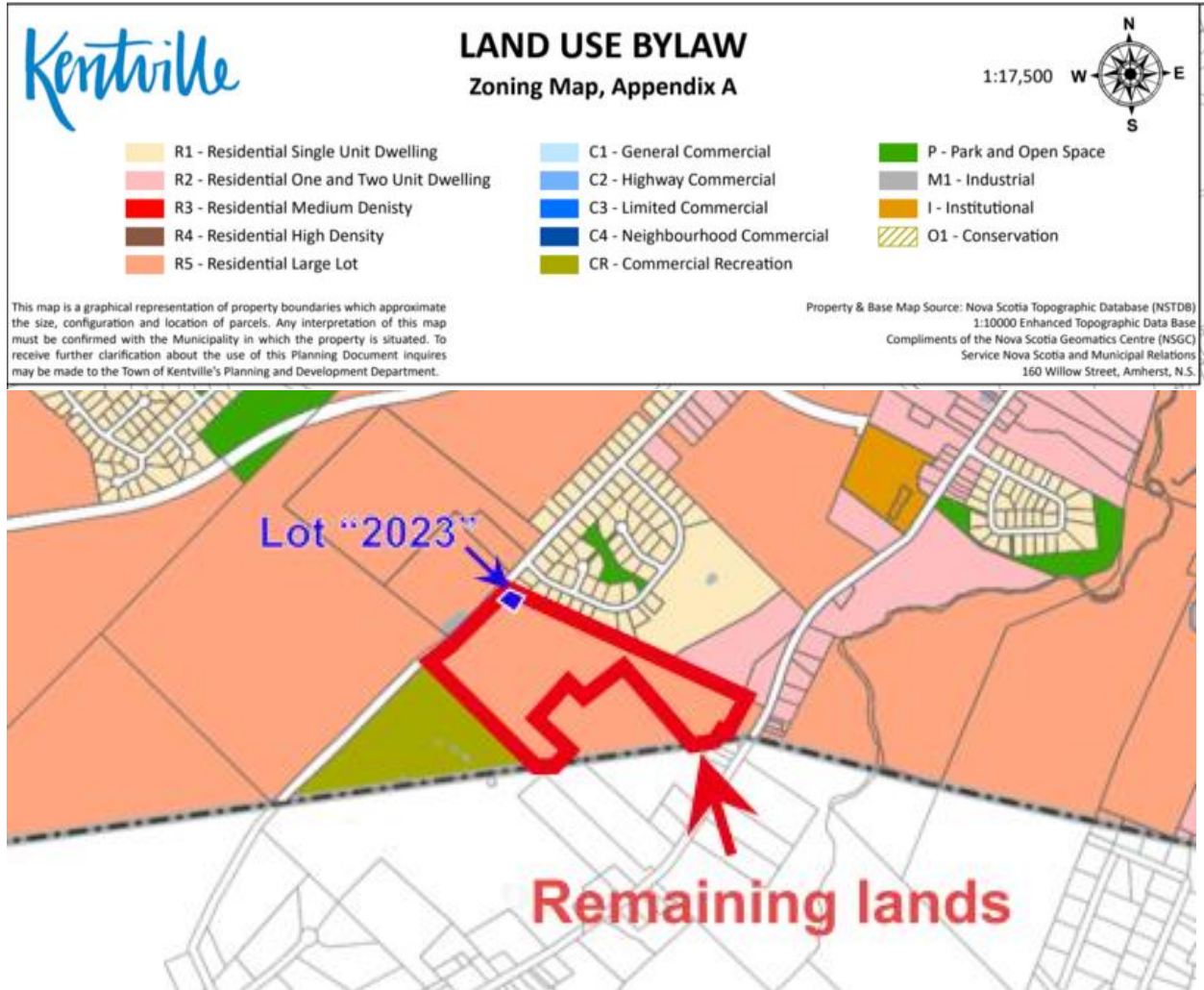
The southwest property line facing Prospect Avenue has 80 ft (24.382 m), the northwest property line has 125.86 ft (38.359 m), the northeast property line has 123.72 ft (37.708 m), and the southeast property line has 136.20 ft (41.510 m). The property is a proposed subdivision which has not yet been processed, the request is to rezone a portion of the large R5 lot.



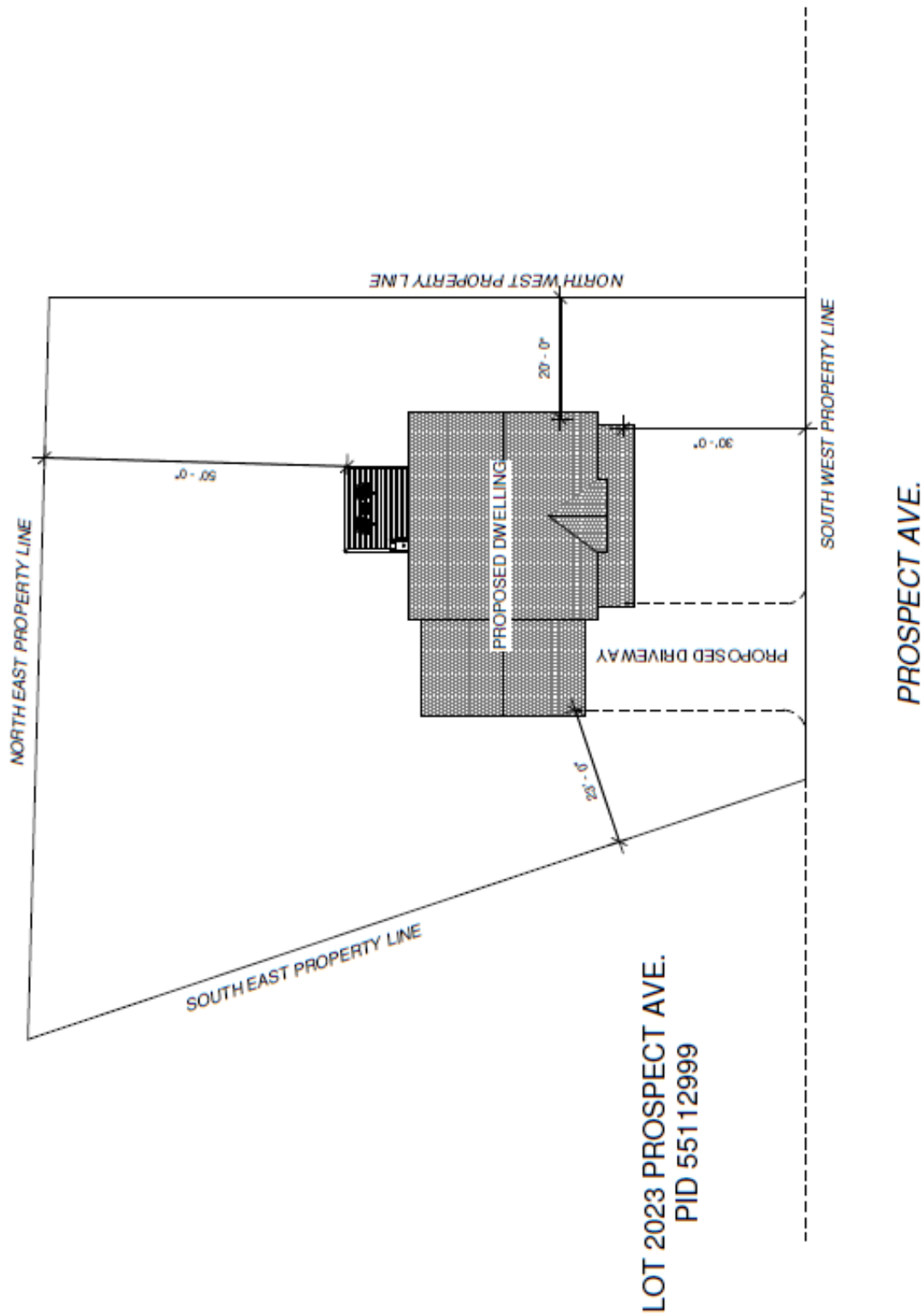


Schedule B Zoning Map





Schedule C Site Plan



Report to Kentville Town Council

Jim Noonan, Audit Committee Member
Submitted October 25, 2023 (hand delivered)

This report has been prepared to address some questions and concerns which were raised at the Town of Kentville Council meeting (September 25, 2023) in regards to the Audit Committee review process and the appointment of community Committee members.

1. Audit Review Process

I have taken the opportunity to review the minutes of the Audit committee (July 24, 2023) and the Town Council committee minutes (July 31 2023)

The audit committee met on July 24th and 27th 2023. The committee had a fulsome discussion about the Audit results and **unanimously agreed** to prepare and present a committee report/recommendations to council. The recommendations dated July 27, 2023 noted that the Town had an "Unqualified Audit." The Audit Committee recommendations were:

- It is recommended **that the council accept the 2022-2023 audit report and documentation as presented.**
- It is recommended **that the Town of Kentville Council reappoint the firm of Kent and Duffett Chartered Professional Accountants to provide audit services for the year 2023-2024. The firm was previously selected and approved for a five-year contract with the Town of Kentville. Re-appointment occurs annually as a matter of form.** The firm of Kent and Duffett Chartered Accountants competed and were awarded a five-year auditing services contract with the Town of Kentville in 2019.
- It is recommended **that the Council appoint the following citizen committee voting members to the 2023/ 2024 Audit Committee** as per G57 Committee of Council Policy:
 - **Ms. Susan MacDougall; and**
 - **Mr. Jim Noonan.**

The July 31, 2023 Town of Kentville minutes record the following:

- The Audited Financial Statements were presented by Andy Forse, Auditor for the Town.
- Audit committee members Susan MacDougall and Jim Noonan described the committee structure and process including changes to the audit process this year.

The council meeting minutes reflect that when the Audit report and recommendations were tabled, Councilor Zebian voted **against** the motion.

As an Audit Committee member, I take my responsibilities seriously. I am deeply concerned that Councilor Zebian **agreed** at the Audit committee meeting to have the recommendations go to Council as tabled and then in a public forum used that opportunity to discount the work of the committee.

2. Appointment of Audit Committee Community members



At the same Council meeting (July 31, 2023) the Audit Committee Report included a recommendation to reappoint the community representatives (Ms. Susan MacDougall and Mr. Jim Noonan) as noted above. This recommendation was **unanimously** agreed to at the audit committee meeting, of which Councilor Zebian is a member.

The minutes of the July 31, 2023 Council meeting reflect that Councilor Zebian raised concerns about the length of term for membership on this and other committees. The result of this discussion was that the matter was deferred to the September 25, 2023 Town Council meeting.

Subsequently, the Audit Committee submitted Recommendations to Council dated September 22, 2023. This recommendation was tabled at the September 25, 2023 Town of Kentville meeting.

Again, despite being **in agreement at the committee meeting**, Councilor Zebian chose a public forum to raise objections regarding appointment of the community committee members. Councilor Zebian inferred that there was collusion or favoritism in the selection process for community committee members.

For the record:

In the spring of 2022 (per the G57 Committee of Council Policy), a vacancy on the Audit Committee was **advertised**. (resignation of Peter Rainforth - memo May 20, 2022)

There were **no applications** for this committee from the citizens of Kentville.

Therefore, I was approached to become a community member of the Audit Committee. This is a commitment that I undertook after giving careful consideration of the time and skill set required to fulfill my responsibilities. As a former financial advisor, I take my fiduciary responsibilities very seriously.

I take offence to the disrespect shown by Councilor Zebian regarding my appointment to the committee. I find it very troubling that **at no time** during audit committee meetings has Councilor Zebian raised this as a concern. In point of fact, he has indicated several times that he believed my presence on the committee added value.

I also take exception to the inference that my presence on this or any committee would be as the result of the "stacking" of friends on committees (Councilor Zebian approx.: minute 20.00 YouTube September 25, 2023 Council meeting) It is untrue and frankly insulting.

I am asking for an apology from Councilor Zebian to myself and to the Audit Committee.

Respectfully,
Jim Noonan





Councillor
Andrew Zebian
354 Main Street
Kentville, NS
B4N 1K6

902-698-1802 (C)
azebian@kentville.ca

Date October 30th, 2023

RE: AUDIT COMMITTEE 2023/2024 FISCAL YEAR

BRIEFING NOTE ON

ISSUE

1. Audit Committee Annual Review/Citizen Appointments

DECISION REQUIRED

2. Council's endorsement of recommendations.

BACKGROUND

At the July 31st, Council Meeting, I voiced concerns over the length of member appointments on the Audit Committee. I expressed concerns that other Citizens were not being given a chance to sit on this Committee when members are currently sitting on it after have served for 6 years or more....despite the language used in Policy G57 (attached). It was agreed to bring this back to the September Council Meeting with more information. At the September Council meeting, Mayor Snow had a recommendation prepared for Council (attached) indicating that one of the members was keen and knowledgeable and to maintain continuity, they should remain part of the Audit Committee. I questioned how this was fair to other Citizens who may be eager to join this Committee. Solicitor Muttart informed Council that the appointments were for a 2 year term. There was no discussion by Council or review at this meeting. At the October 9th CAC Meeting, Mayor Snow informed me that she had something to bring forward regarding the Audit Committee at the next Council Meeting and that my concerns raised could be part of her report.

According to the Town of Kentville's G57 Policy (4.9.1.3)

"The Audit Committee consists of 2 citizens representatives appointed by Council for a two-year term of service, which will be reviewed annually.

According to the MGA, 44 (1) The Council shall annually appoint an audit committee.

DISCUSSION

According to the MGA, 44 (1) The Council shall annually appoint an audit committee.

Since the rules of the Municipal Governance Act dictate how we do things, we should be following what is stipulated. The 2 year term is irrelevant when the MGA states Council is to appoint an audit committee annually. Council did not do this and in my time on Council, I have not seen this occur annually. We have one member who has been serving on this committee since 2018.

I know several citizens would be eager to sit on this Committee and many who have accounting backgrounds. It is a committee to review financial statements. The Audit Committee does not approve the financial statements as their job is to make a recommendation to Council. When we remember what happened to the Police Commission last year and how it was dismantled for some of these very reasons, we must make sure that are being fair to all Citizens on all Committees. The optics of the current situation do not look good and it looks like we pick folks we like.

RECOMMENDATION

Council has not appointed an Audit Committee for the 2023/2024 fiscal year. I would request Staff to put forward advertisements for Citizen Appointments for the Audit Committee in the various platforms used. After applications are received, the audit committee can make a recommendation to Council. Council can then approve the audit committee as per the MGA, where it states that Council shall annually appoint an audit committee for the 2023/2024 fiscal year.

Prepared by: Councillor Andrew Zebian

Reviewed by: Department Head

Prepared for: Council

Date Prepared: October 20th, 2023

Andrew Zebian, Councillor
Town of Kentville

23 October 2023

Mayor
Sandra Snow
354 Main Street
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ssnow@kentville.ca

**RE: TOWN OF KENTVILLE AUDIT COMMITTEE
RECOMMENDATIONS**

The Town of Kentville audit was conducted by the firm of Kent and Duffett Chartered Professional Accountants during the months of June and July 2023. The Audit Committee made three recommendations to council at the July 31, 2023 meeting of council. Two of the recommendations were approved. The third recommendation with regards to the appointment of citizens appointees was withdrawn.

The question was on the term limits set out in the policy and the recommendation of Ms Susan MacDougall (voting) who was appointed in July 2018.

The recommendation was returned to council at the September 25, 2023 meeting, however removed from the agenda at the request of the solicitor.

Once again the committee maintains its recommendation to council for approval of the citizen appointees. Ms MacDougall has been a keen and highly knowledgeable contributing member of the audit committee and to maintain continuity, it is requested that council vote in favour of approving her term on the committee.

The Audit Committee recommendation is as follows:

- it is recommended **that the council appoint the following citizen committee voting members to the 2023/2024 Audit Committee** as per MGA paragraph 44(1):
 - **Ms Susan MacDougall; and**
 - **Mr Jim Noonan.**



Sandra Snow
Mayor



22 September 2023

Mayor
Sandra Snow
354 Main Street
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B4N 1K6

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RE: TOWN OF KENTVILLE AUDIT COMMITTEE RECOMMENDATIONS

The Town of Kentville audit was conducted by the firm of Kent and Duffett Chartered Professional Accountants during the months of June and July 2023. The Audit Committee made three recommendations to council at the July 31, 2023 meeting of council. Two of the recommendations were approved. The third recommendation with regards to the appointment of citizens appointees was withdrawn.

The question was on the term limits set out in the policy and the recommendation of Ms Susan MacDougall (voting) who was appointed in July 2018. The committee maintains its recommendation to council for approval of the citizen appointees. Ms MacDougall has been a keen and highly knowledgeable contributing member of the audit committee and to maintain continuity, it is requested that council vote in favour of extending her term on the committee.

The Audit Committee recommendation is as follows:

- it is recommended **that the council appoint the following citizen committee voting members to the 2023/2024 Audit Committee** as per G57 Committees of Council Policy:
 - **Ms Susan MacDougall; and**
 - **Mr Jim Noonan.**

Sandra Snow
Mayor



Mayor
Sandra Snow
354 Main Street
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B4N 1K6

902-679-2502
902-599-1317 (C)
ssnow@kentville.ca

27 July 2023

RE: TOWN OF KENTVILLE AUDIT COMMITTEE RECOMMENDATIONS

The Town of Kentville audit was conducted by the firm of Kent and Duffett Chartered Professional Accountants during the months of June and July 2023.

The Town of Kentville council has committed to an Audit Committee composed of three members of council and two members of the public as recommended by the JMAT report:

Three members of council were appointed in November 2022 for 2022-2023:

Mayor Sandra Snow (Chair - voting);
Deputy Mayor Cate Savage (voting); and
Councillor Andrew Zebian (voting).

One member of the public was appointed in June 2021:

Ms Susan MacDougall. (voting).

One member of the public was appointed in June 2022:

Mr Jim Noonan. (voting).

Two members of Staff:

Ms Wanda Matthews, Director of Finance;
and
Mr Dan Troke, Chief Administrative Officer.

The Audit Committee met on 25 July 2023 as a pre-audit meeting and again on 27 July 2023, to discuss the results and conduct of the audit with Mr Andy Forse. We were provided with a draft copy of the audit statements. Committee members were provided with additional time to review the package prior to making a recommendation to council. The audit was considered an **"UNQUALIFIED AUDIT"**.

The 2023 Management Letter to the Audit Committee makes one recommendation:

- it is recommended that financial implications of policy changes be processed at the time of the change in policy. A liability has been recorded in 2022-2023 for vacation liability as a result of monitoring activities of management during the year end review process.
- it was discussed that the Audit Committee meet early in the new year to discuss the Financial Indicators Condition (FIC) report to ensure that the financial plan and current financial conditions of the Town are in-step.

The 2022 Management Letter was also discussed and highlighted the requirement for the council to be informed of major legal issues which would adversely affect the financial position of the Town. Although this letter was not circulated to the Audit Committee in July 2022. The recommendation was implemented through practice, with the addition of a legal schedule in the financial statement and briefing from the CAO in closed session of legal actions against the Town.

The Audit Committee recommendations are as follows:

- it is recommended **that the council accept the 2022-2023 audit report and documentation as presented.**
- it is recommended **that the Town of Kentville Council reappoint the firm of Kent and Duffett Chartered Professional Accountants to provide audit services for the year 2023/2024. The firm was previously selected and approved for a five-year contract with the Town of Kentville. Re-appointment occurs annually as a matter of form.** The firm of Kent and Duffett Chartered Professional Accountants

competed and were awarded a five-year auditing services contract with the Town of Kentville in 2019.

- it is recommended **that the council appoint the following citizen committee voting members to the 2023/2024 Audit Committee** as per G57 Committees of Council Policy:
 - **Ms Susan MacDougall; and**
 - **Mr Jim Noonan.**



Sandra Snow
Mayor



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ssnow@kentville.ca

11 July 2022

RE: Town of Kentville Audit Committee Members

The Town of Kentville audit was conducted by the firm of Kent and Duffett Chartered Professional Accountants during the months of May and June 2022.

The Town of Kentville council has committed to an Audit Committee composed of three members of council and two members of the public as recommended by the JMAT report:

Three members of council were appointed in November 2021 for 2021-2022:

Mayor Sandra Snow (Chair - voting);
Deputy Mayor Cate Savage (voting); and
Councillor Andrew Zebian (voting).

One member of the public was appointed in June 2021:

Ms Susan MacDougall. (voting).

One member of the public was appointed in June 2022:

Mr Jim Noonan. (voting).

Two members of Staff:

Ms Deb Crowell, Director of Finance; and
Mr Dan Troke, Chief Administrative Officer.

The Audit Committee met on 11 July 2022, to discuss the results and conduct of the audit with Mr Andy Forse. We were provided with a draft copy of the audit statements. Committee members were provided with additional time to review the package prior to making a recommendation to council.

The Audit Committee recommendations are as follows: **it is recommended that the council accept the 2021-2022 audit report and documentation as presented.**

The firm of Kent and Duffett Chartered Professional Accountants competed and were awarded a five-year auditing services contract with the Town of Kentville in 2019.

The Audit Committee **recommends that the Town of Kentville reappoint the firm of Kent and Duffett Chartered Professional Accountants to provide audit services for the year 2022/2023. The firm was previously selected and approved for a five-year contract with the Town of Kentville. Re-appointment occurs annually as a matter of form.**

As per G57 Committees of Council Policy: **It is also recommended that the council appoint the following citizen committee voting members to the 2022/2023 Audit Committee:**

**Ms Susan MacDougall; and
Mr Jim Noonan.**



Sandra Snow
Mayor

DRAFT

(d) Mayor Sandra Snow

The mayor reported on her activities this month with highlights including the Valley Regional Enterprise Network, Regional Sewer Committee, Finance Corporation, Housing round table, and the water commission.

Report available for more information.

7. NEW BUSINESS

(a) Audit Committee Recommendations

Mayor Snow describes the process of reviewing and approving the annual audit.

Report available for more information.

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

That Council accept the 2021-2022 audit report and documentation as presented.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council reappoint the firm of Kent and Duffett chartered professional accountants to provide audit services for the year 2022-2023.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council appoint the following citizen community members to the 2022-2023: Ms. Susan MacDougall and Mr. Jim Noonan.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Regional Sewer Recommendations

Deputy Mayor Cate Savage reviewed the activities of the regional sewer bylaw and the updates to these documents by all partners.



7 July 2021

Mayor
Sandra Snow
354 Main Street
Kentville, NS
B4N 1K6

902-679-2502
902-599-1317 (C)
ssnow@kentville.ca

RE: Town of Kentville Audit Committee Members

The Town of Kentville audit was conducted by the firm of Kent and Duffett Chartered Professional Accountants during the months of May and June 2021.

The Town of Kentville council has committed to an Audit Committee composed of three members of council and two members of the public as recommended by the JMAT report:

Three members of council were appointed in November 2020 for 2021-2022:

Mayor Sandra Snow (Chair - voting);
Deputy Mayor Cate Savage (voting); and
Councillor Andrew Zebian (voting).

One member of the public was appointed in June 2021:

Ms Susan MacDougall. (voting).

One member of the public was appointed in June 2019:

Mr Peter Rainforth. (voting).

Two members of Staff:

Ms Deb Crowell, Director of Finance; and
Mr Dan Troke, Chief Administrative Officer.

The Audit Committee met on 28 June 2021, to discuss the results and conduct of the audit with Mr Andy Forse. We were provided with a draft copy of the audit statements. Committee members were provided with additional time to review the package prior to making a recommendation to council.

The Audit Committee recommendations are as follows: **it is recommended that the council accept the 2020-2021 audit report and documentation as presented.**

The firm of Kent and Duffett Chartered Professional Accountants competed and were awarded a five-year auditing services contract with the Town of Kentville in 2019.

The Audit Committee **recommends that the Town of Kentville reappoint the firm of Kent and Duffett Chartered Professional Accountants to provide audit services for the year 2021/2022. The firm was previously selected and approved for a five-year contract with the Town of Kentville. Re-appointment occurs annually as a matter of form.**

As per G57 Committees of Council Policy: **It is also recommended that the council appoint the following citizen committee voting members to the 2021/2022 Audit Committee:**

**Ms Susan MacDougall; and
Mr Peter Rainforth.**



Sandra Snow
Mayor

DRAFT

MOTION CARRIED

3. 2020-2021 Annual Audit

(a) Town of Kentville Financial Audit for 2020-2021

Director Debra Crowell presented the 2020-2021 annual audit Report on behalf of Andy Forse from Kent and Duffett. The auditor found that the Town of Kentville is in a strong financial state.

- Discussion
 - Appreciation to the Finance department for their hard work and effective processes.
 - The appointment term for auditor services is for five years and this is the third year of this commitment.

It was moved by CS and seconded by AZ

That Council accept the 2020-2021 audit report and documentation as presented.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by GY and seconded by PH

That Council reappoint the firm of Kent and Duffett Chartered Professional Accountants to provide audit services for the year 2021-2022.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by PH and seconded by CS

That Council appoint the following citizen voting committee members to the 2021-2022 Audit Committee:

Ms. Susan MacDougall and Mr. Peter Rainforth.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Councillors who voted against this motion:

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



Mayor
Sandra Snow
354 Main Street
Kentville, NS
B4N 1K6

902-679-2502
902-599-1317 (C)
ssnow@kentville.ca

29 June 2020

RE: Town of Kentville Audit Committee Members

The Town of Kentville audit was conducted by the firm of Kent and Duffett Chartered Professional Accountants during the months of May and June 2020.

The Town of Kentville council has committed to an Audit Committee composed of three members of council and two members of the public as recommended by the JMAT report:

Three members of council were re-appointed in February 2020 for 2020-2021:

Mayor Sandra Snow (Chair - voting);
Councillor Eric Bolland (voting); and
Deputy Mayor Cate Savage (voting).

One member of the public was appointed in June 2018:

Ms Susan MacDougall. (voting).

One member of the public was appointed in June 2019:

Mr Peter Rainforth. (voting).

Two members of Staff:

Ms Deb Crowell, Director of Finance; and
Ms Kelly Rice, Chief Administrative Officer.

The Audit Committee met on 29 June 2020, to discuss the results and conduct of the audit with Mr Andy Forse. Additionally, he delivered the audit statements and management letters.

The Audit Committee recommendations are as follows: **it is recommended that the council accept the audit report and documentation as presented.**

The firm of Kent and Duffett Chartered Professional Accountants competed and were awarded a five-year auditing services contract with the Town of Kentville last year.

The Audit Committee **recommends that the Town of Kentville reappoint the firm of Kent and Duffett Chartered Professional Accountants to provide audit services for the year 2020/2021.** The firm was previously selected and approved for a five-year contract with the Town of Kentville. Re-appointment occurs annually as a matter of form.

As per G57 Committees of Council Policy: **It is also recommended that the council appoint the following citizen committee voting members to the 2020/2021 Audit Committee:**

**Ms Susan MacDougall; and
Mr Peter Rainforth.**



Sandra Snow
Mayor

- The Town has a relationship with local First Nations communities. Suggest that staff create a committee to address this name change.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Councillor John Andrew

That Council approve the renaming of Cornwallis Street.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(b) COVID – 19 Town Hall Renovations

Director Bell reviewed the report outlining the upcoming renovations to Town Hall which will facilitate a safer and healthier work environment for staff and residents visiting Town Hall. The estimate for this renovation before HST was \$91,600.

Letter available

- **Points of Discussion**

- Is this estimate based on the work required or does it include architecture design and drawings or commission? These are construction costs and not professional fees.
- There will not be new walls, but there will be glass corridors and partitions as security and medical barriers.
- Renovations in Council Chambers will include some adjustments to support medical issues. The renovations will include spacing of the carrels, changing capacity of the room, and potentially tempered glass between some desks. There will be funding available for COVID-19 renovations, the Town will apply for this funding when it is available.
- Security of the main floor, as recommended by the Kentville Police Service in their audit, have been considered.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor Craig Gerrard

That Council approve the tender of security and medical barrier renovations to the finance department and recreation reception area in Town Hall,

And further that Council approve the additional funding of \$110,000 from capital reserves required to the 2020-2021 Capital Budget.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

(c) Town of Kentville Audit Report

Mayor Snow reviewed the mandate and the membership in the Audit Committee and the process of the annual financial audit. Director Crowell reviewed the report outlining the results of the Town's annual financial audit. Mayor Snow commended the Finance Department for their hard work.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

That Council accept the audit report and documentation as presented.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor John Andrew

That Council reappoint the firm Kent and Duffett Chartered Professional Accountants to provide audit services for the year 2020/2021.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor Lynn Pulsifer

That Council appoint the following citizen committee voting members to the 2020/2021 Audit Committee:

Ms. Susan MacDougall and Mr. Peter Rainforth.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

8. PUBLIC COMMENTS

(a) Jesslyn Munro and Mark Hughes, via email

Concerns around Council approval of the rezoning of Stoneridge Properties.

9. IN CAMERA

It was moved by Councillor Cathy Maxwell and seconded by Councillor John Andrew

That Council proceed to a closed session at 6:07 pm to discuss a legal matter.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Savage, Pulsifer and Snow

It was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

That Council return to open session at 7:10 pm

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor John Andrew



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Sidewalk Petition Process by the Community

At the October 10, 2023 meeting of Council Advisory Committee, CAO Bedingfield presented the staff report in response to Council's concerns about community requests for sidewalks. The curb and sidewalks bylaw describes curb fees but does not outline the process of community petitioning for a sidewalk. Staff have reviewed the practice in other municipalities on this issue and offer solutions in their report.

Council Advisory Committee recommends

That Council direct staff to draft proposed amendments to the Curb and Sidewalk Bylaw – Chapter 63 regarding an approved petition process for resident initiated local improvements.

October 30, 2023

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



TO: Council Advisory Committee

SUBMITTED BY: Kirsten Duncan, Development Officer/Planning Tech

DATE: October 10, 2023

SUBJECT: Sidewalks

ORIGIN

Council requested information this summer around the process that is available to Town residents to request that a sidewalk be constructed in an area where it was not required to satisfy the requirements of the Subdivision Bylaw as part of the primary and secondary services.

BACKGROUND

The Town of Kentville has an existing bylaw, Chapter 63 – known as Curb and Sidewalk Charges that thoroughly explains the process of how to disseminate costs to adjacent property owners that are affected by a Local Improvement (ie. installation of new curb or sidewalk). However, the Bylaw does not outline the process in which a petition initiated by affected residents is accepted by Town Council. In past projects where this Bylaw has been utilized, work has been initiated at the discretion of the Town.

Section 81 of the NS Municipal Government Act, By-law regarding payment of charges, which allows municipalities to proceed with the creation of such a bylaw, does outline a petitioning process where:

- (3) A by-law passed pursuant to this Section may provide
- (a) that the charges fixed by, or determined pursuant to, the by-law may be chargeable in proportion to frontage, in proportion to area, in proportion to the assessment of the respective properties fronting on the street or according to another plan or method set out in the by-law;
 - (b) that the charges may be made and collected only where
 - i. the persons owning more than fifty per cent of the frontage of the real property fronting on the street or the portion of a street on which the work is performed, or
 - ii. the persons as determined by the method set out in the by-law,have filed with the clerk a petition requesting that the work be performed;

DISCUSSION

Staff have researched local improvements bylaws in other municipal units to gain a better understanding of accepted methods of petitions and have determined that most municipalities require at least two-thirds of the adjacent property owners to be in favour of the proposed local



improvement before agreeing to proceed with the work. However, there are some municipalities that align more with the MGA requirements and only require “more than 50%” of the adjacent property owners to be in favour of the proposed local improvement. As it stands right now, the Town of Kentville would move forward with the process outlined in the MGA, however if Council so chooses, they could direct the CAO to have staff draft proposed amendments to the existing bylaw, Chapter 63 – Curb and Sidewalk Charges, to outline an approved petition process for resident initiated local improvements that better suits the needs of the Town of Kentville.

RECOMMENDATION

That Council receive the staff report relating to sidewalks and proceed with the petition process as identified in section 81 of the NS Municipal Government Act

OR

That Council receive the staff report relating to sidewalks and that Council direct the CAO to have staff draft proposed amendments to the Curb and Sidewalk Bylaw – Chapter 63 regarding an approved petition process for resident initiated local improvements.

Councilor Report

Kentville Town Council

Name: Craig Gerrard

Date: October 26, 2023

Date of Last Council Meeting Attended: September 25, 2023

Date of Last Council Advisory Meeting Attended: October 2023

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
October 3, 2023	Police Chief Interviews	
October 18, 2023	Provincial Housing project	1 hour info session on a proposed homeless pallet housing project
October 24, 2023	Police Chief Swearing in	Attended the swearing in of New Chief of Police Marty Smith
October 26, 2023	CAO Selection committee	

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
	Continue to have conversations with citizens around the new homeless housing proposal, Condon ave and the state of town infrastructure i.e. many catch basins and new sink holes all over town. How much has it cost to clean up from 2 previous storms august and September.

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Paula Huntley

Date: October 2023

Date of Last Council Meeting Attended: Sept 25/23

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

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
Oct 16/23	Kings REMO	Update on covid, wildfires, hurricane season, & discussed emergency measures training coming up on Nov 16/23
Oct 18/23	Council Info Session	Provincial Housing Project
Oct 23/23	Climate Retro fits zoom call	
Oct 25/23	Elected call- Carbon budgeting & Science based targets	

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
Sept 27/23	Chamber of Commerce	Valley's best business awards
Oct 10/23	Transit Public Participation	Kentville fire hall
Oct 19/23	Valley REN/Connector program	Networking evening for business owners
Oct 21/23	Multicultural Festival	Center square community celebrations- entertainment, non-profits etc.
Oct 24/23	Swearing in ceremony for new Police Chief	Approx. 70 people attended

OTHER MEETINGS:

Date	Synopsis
Sept 26/23	Meeting with Parks & Rec Director



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Sept 27/23	Meeting with Deputy Clerk
Sept 28/23	Housing for Healthcare Workshop- Municipal Affairs & Housing
Oct 3/23	Age Friendly Event- Louie Millet
Oct 4/23	Met with Red Hat Society group
Oct 5/23	Partners for Climate Program
Oct 6/23	Meeting with KBC
Oct 11/23	FCM- Elections Readiness Working Group
Oct 12/23	AMANS Municipal Accessibility Steering Committee meeting
Oct 12/23	Kings County Community Food Council
Oct 16/23	Climate Caucus Board Meeting

EXPENSES

	Year to Date
May	

Housing for Healthcare Roadshow



Workshop Primer

Session Expectations

We need bold ideas to address housing shortages in Nova Scotia that are impacting so many people across the province, including vulnerable populations, people experiencing homelessness, and healthcare workers. The purpose of this session is to **convene key community partners, collaborators, and business partners to discuss the future of housing solutions, for healthcare workers, and Nova Scotians** in general, across the province. You have been invited to participate in this workshop to **generate innovative solutions and address the obstacles and challenges faced by your community**. To guide this discussion with a problem-solving approach, the information below provides an overview of the housing and healthcare initiatives currently underway in the province.

Key Focus Areas:

- Communities are best positioned to provide local insights and creative solutions.
- These workshops will center on the development of housing solutions ideas tailored to healthcare workers.

Key Questions to Consider Ahead of the Session:

1. Are there successful housing models and/or approaches to addressing housing supply challenges from your region or others that you are aware of?
2. Do you know of available land or infrastructure in your area suitable for housing development?
3. Can you propose innovative solutions to increase both short and long-term access to housing that would be distinct and specific to health care workers?
4. How can we design housing solutions that enhance the quality of life and access while encouraging healthcare workers (and all workers immigrating to NS) retention?

The Status of Housing in Nova Scotia

- Nova Scotia faces an acute housing shortage throughout both urban and rural areas and across the housing spectrum.
- This dilemma has arisen from unexpected and significant population growth, supply chain issues, labour availability, rising interest rates, the increasing financialization of the housing sector.
- The current pace of construction falls short of meeting the anticipated housing demand and creative solutions need to be applied to supplement this gap.
- Significant progress has been made over the last couple of years including expediting development in the Halifax Regional Municipality (HRM), leveraging provincial lands for housing, and investing significantly in community-led affordable housing initiatives.

The Need for Housing for Healthcare

- Nova Scotia has become an increasingly desirable place to live, and strong incentives and policy changes are attracting essential workers such as nurses, doctors, and other health care practitioners, to live and work in the province.
- Housing plays an essential role in attracting and retaining essential workers, particularly in the healthcare industry.
- Housing shortages affect all sectors and hinders the recruitment and retention of migrating workers needed to meet the growing demands of all sectors. This is especially true for the rapidly growing healthcare workforce.
- Insufficient housing inventory remains a hurdle in attracting new talent, retaining existing employees, and ensuring adequate staffing levels.

Provincial Housing Initiatives

Housing is a shared responsibility. Solutions are being explored across the housing spectrum, from temporary housing to affordable options, to market housing. The province is undertaking several strategic initiatives to address housing:

Supply Programs

- [Affordable Housing Development Program](#): supports the creation of new housing development through capital contributions.
- [Land for Housing Program](#): provides provincially owned land deemed suitable for housing to private and non-profit developers to encourage new housing development.
- [Investment of \\$20 million](#) in modular housing to create supply to support key workers such as health-care professionals and skilled tradespeople as well as people experiencing homelessness. The first project under this initiative was [recently announced](#).
- Partnerships between all levels of governments to improve infrastructure across the province.
- The province has provided \$32 million to support eligible municipalities with capital infrastructure projects (accessibility, active transportation, new housing).

Community Housing Sector: Growth & Sustainability

- Community Housing Programs ([acquisition](#), infrastructure, repairs, operational support, [growth fund](#))

Preservation Programs

- [Housing Repair & Accessibility Program](#): provides funding to low-income homeowners and landlords serving lower income tenants.

Affordability Programs

- [Canada-Nova Scotia Targeted Housing Benefit](#): provides rent supplements to eligible households.
- [Down Payment Assistance Program](#): assists Nova Scotians to purchase their first home.

Other Key Initiatives to Date

- Housing for Healthcare: A cross-government team meets regularly regarding healthcare recruitment and housing, and \$20M has been announced for modular housing.
- The Solutions for Housing and Homelessness Plan injected \$35 million in funding for quick investments to spur the housing market and support those in housing need.
- Launch of Happipad: a platform that connects homeowners with extra bedrooms to potential renters.
- Support for People Experiencing Homelessness: The Departments of Municipal Affairs and Housing and Community Services work collaboratively to build and fund supportive housing operations through programs such as the [Rapid Housing Initiative](#).
- Short and medium-term housing has been provided for [wildfire recovery](#).
- Increase of skilled trades workers to build homes.
- [Executive Panel on Housing in HRM](#) to speed up the planning approval process for major residential construction projects.

Provincial, municipal, private and non-profit housing providers, and health system partners are working together to support current and long-term recruitment and retention initiatives outlined in the Action for Health, the Province's plan to improve healthcare.

Key Resources

Additional information can be found at the following links:

- [Action for Health](#)
- [Speak Up for Healthcare: What We Heard Report](#)
- [Modular Housing for Healthcare Workers](#)



Municipality of the County of Kings

- Deputy CAO Rob Frost

Town of Berwick

- Councillor Derrick Jamieson

Town of Kentville

- Councillor Paula Huntley

•

Town of Wolfville

- Councillor Jodi MacKay (Deputy Chair)
- Councillor Jennifer Ingham

ALSO ATTENDING

- Dan Stovel, Kings County REMC

ABSENT WITH REGRETS

- Mayor Peter Muttart, Municipality of the County of Kings
- Deputy Mayor Cate Savage, Town of Kentville (Chair)
- Mayor Don Clarke, Town of Berwick
- Councillor Dick Killam
- CAO Scott Conrod, Municipality of the County of Kings
- CAO Jen Boyd, Town of Berwick
- CAO Erin Beaudin, Town of Wolfville
- A/CAO Rachel Bedingfield

Agenda Item

1. Call to Order

Discussion and Decisions

In recognizing that the October 16th REMAC meeting did not have a quorum, Deputy Chair, Councillor MacKay, outlined that the meeting would be for information purposes only and no motions would be put forward to committee.

2. Approval of Minutes

a. July 17, 2023

Deferred to the January 15 2024 meeting

3. Presentation:

a. Department of Agriculture (NSDA)

Ross MacNeil, Senior Agriculture Representative:

- The NSDA Regional Office is located in Kentville
- During Events, NSDA:
 - Provides coordinated updates to NSDA on impacts to agricultural operations.
 - Coordinates with Provincial EMO.
 - Provides subject matter expertise depending on the event – example Chief Veterinary Officer, Farm Animal Welfare Veterinarian
- Industry Initiatives:
 - NSFA is establishing an Emergency Management Advisory Committee with industry (staff) – will be posting a position for an Emergency Management Coordinator



Agenda Item

Discussion and Decisions

- Commodity Associations are being encouraged to develop Emergency Management Plans
- NSFA Supported producers who took the Large Animal Rescue Training from DNRR
- NSDA conducts operational maintenance and surveillance on dykeland infrastructure
- NSDA monitors major events in advance and will coordinate with local EMOs

4. New Business

a. Public Health Update (COVID-19)

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

- The recent declining trend in the number of new cases reported globally should be interpreted with caution due to decreased testing, sequencing and reporting, alongside reporting delays in many countries.
- Globally, 96 countries are reporting COVID-19 cases and 37 are reporting COVID-19 deaths. Note that this statistic does not reflect the actual number of countries where cases or deaths are occurring.

Health Canada, 2023-09-12

- In Canada, most COVID-19 activity indicators continue to increase.
- COVID-19 Activity Levels were moderate in the majority of reporting provinces and territories, with most observing stable or increasing trends.
- National percent positivity has been increasing since early July.
- Overall outbreak incidence has increased since late July.

NS COVID-19: Reporting Period September 2023

- 440 PCR positive cases of COVID-19
- 28 hospitalizations, and
- 2 deaths
- 2023-10-03, Free Vaccines available to protect against COVID
- Nova Scotia will also be offering updated COVID-19 vaccine to people aged six months and older and regular-dose influenza vaccine for those six months to 64 years old. These vaccines are free, safe and protect against the latest strains of both illnesses.
- They will be available later this month.
- It is safe and convenient to receive both the influenza and COVID-19 vaccines at the same time, and it is recommended that Nova Scotians book them at the same appointment if their provider is offering this option.



Agenda Item

Discussion and Decisions

- Vaccines will be available following this approximate schedule:
 - Moderna's updated COVID-19 vaccine – the week of October 16
 - Pfizer's updated COVID-19 vaccine – late October/early November
- People who have already completed the primary series of COVID-19 vaccine can receive a dose of the updated COVID-19 vaccine if it has been at least six months since their last COVID-19 vaccine or known COVID-19 infection
- 2023-10-06 COVID-19 Vaccine Available across Nova Scotia
- It is one of the new, monovalent vaccines, which provide the best protection against the latest strain of the virus.
- People aged six months and older who have already completed the primary series of COVID-19 vaccine can receive a dose of the updated Moderna vaccine if it has been at least six months since their last COVID-19 vaccination or known COVID-19 infection.
- Nova Scotians are encouraged to get the COVID-19 vaccine and the influenza vaccine at the same time. People aged 65 years and older can now receive the high-dose influenza vaccine for free, and appointments are currently available.
- Appointments for COVID-19 and influenza vaccines in pharmacies and outreach clinics will be posted online as they become available at: <https://novascotia.flow.canimmunize.ca/en/covid-flu-booking>
- Pfizer's updated; monovalent COVID-19 vaccine is expected to arrive in late October/early November.

b. Alert Ready

- 2023-08-25 NSEMO Public Alerting Virtual Meeting
- 2023-09-28 Kings REMO REMC presentation to Kings County Fire Chiefs at annual meeting

Alert Ready

- Enhanced ability to raise public awareness of emergencies / serious events
- An ability to transmit public alerts via existing media structures (tv, radio, cell phones, RSS feeds, The Weather Network)
- Facilitate coordinated communication to the public by emergency management stakeholders
- NSEMO is the "Authorized Government Agency" for this system and currently utilizes Shubie Radio (PSFC) to send Alerts
- RCMP and HRM Police agencies issue their own alerts



Agenda Item	Discussion and Decisions
	<ul style="list-style-type: none">• Requirements to receive an Alert Ready Message<ul style="list-style-type: none">○ Compatible LTE device (Long Term Evolution 4G)○ Latest operating system software version for the compatible device○ The compatible device must be connected to the LTE network at the time of the alert.○ Will not receive alert on a 3G network○ Will not receive alert when connected to Wi-Fi.• CAOs in Kings County are the authorized Approvers for a Kings County Alert Ready message. As a 'REMO' any CAO can approve the Alert Ready message in Kings County – municipal PIN assigned to each CAO• Ongoing municipal awareness through the Kings REMO Emergency Preparedness Community Outreach program
c. Kings REMO Programs	
(1) 2023 Wildfire Season	<ul style="list-style-type: none">• To-date, there have been reported 220 Wildfires in Nova Scotia with 17 of those being reported in Kings County• The 17-year average for wildfires in Kings County is 21 wildfires/year• REMC stressed the importance of being 'Evacuation-Ready'
(2) 2023 Hurricane Season	<ul style="list-style-type: none">• The forecast for the 2023 Atlantic Hurricane Season was amended from 'average' to 'above average' by NOAA on August 10, 2023:<ul style="list-style-type: none">○ 14-21 named storms (average 14)○ 6-11 Hurricanes (average 7)○ 2-5 Major Hurricanes (average 3)• To-date, there have been 18 named Tropical Storms, 6 of which have reached Hurricane Strength, and 3 of those reached Major Hurricane status• The Atlantic Hurricane season continues through to end-November
(3) Comfort Centres	<p>www.KingsREMO.ca/comfort.aspx</p> <ul style="list-style-type: none">• 26 Comfort Centres (as of 2023-20-16) 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.



Agenda Item	Discussion and Decisions
	<p>Pending Additions (Provincial Generator Program Funding):</p> <ul style="list-style-type: none"> • Devour Studios (Wolfville) • Salvation Army Church (Kentville)
(4) Community Outreach Program	<p>2023 Outreach sessions:</p> <ul style="list-style-type: none"> • Jan-Oct 25 presentations <p>Scheduled / To be confirmed:</p> <ul style="list-style-type: none"> • 2023-10-17 Tideways Apartments (Wolfville) • 2023-10-23 Valley Waste Regional Management Staff • 2023-10-24 Town of Berwick Council • 2023-10-25 Black Rock Community Centre • 2023-10-26 PROBUS New Minas Baptist Church • 2023-11-07 Amateur Radio Group • 2023-##-## NS Public Housing Authority Staff (Western Region) <p>ACTION: REMAC membership promote Community Outreach Emergency Preparedness Sessions</p>
(5) Kings REMO Social Media	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Facebook followers: <ul style="list-style-type: none"> ▪ 6,761 2023-07-17 (+ 1,824) ▪ 8228 2023-10-16 (+ 1,467) ○ Twitter followers: <ul style="list-style-type: none"> ▪ 858 2023-07-17 (+ 23) ▪ 950 2023-10-16 (+ 92) ○ Instagram followers: <ul style="list-style-type: none"> ▪ 262 2023-07-17 (+ 5) ▪ 285 2023-10-16 (+ 23)

ACTION: REMAC membership to promote Kings REMO Social Media



Agenda Item	Discussion and Decisions
(6) Vulnerable Persons Registry (VPR)	<ul style="list-style-type: none"> Kings REMO working to develop a 'Community of Champions' to increase awareness of the VPR Program <ul style="list-style-type: none"> 2023-09-21 38 registrations 2023-10-16 40 registrations 2023-05-18 Email from Greg Barr, on AMANS Board of Directors, to VPR Coordinator inquiring about presenting/speaking at a future Board Meeting 2023-05-19 Email from AMANA Executive Director regarding potential for Kings VPR Program to be briefed to AMANS Meeting – June agenda is already full but will look to future meetings. 2023-06-20 HRM announced the adoption of a Voluntary Vulnerable Persons Registry 2023-07-19 Email from CAO Richmond County on AMANS List Serve regarding the development of a province-wide registry for the Vulnerable Persons Registry program 2023-10-03 CBC Cape Breton Morning Show interview 'The Path to a Vulnerable Persons Registry' <p>ACTION: Kings REMO REMAC membership to promote awareness of the Kings VPR Program within their organizations and community</p>
(7) Training & Exercises	
i. 2023 ICS Training Schedule	<p>2023 Training Forecast for Western Region (Region 3)</p> <ul style="list-style-type: none"> Sep 13-14: ICS 200 - Kings Oct 11-13: Weather Interpretation – West Hants Nov 8-9: ICS 400 – Kings Nov 16: BEM Course - Kings <p>Exercises:</p> <ul style="list-style-type: none"> 2023-07-20 Hurricane-ECC Activation Workshop 2023-11-01 NS EMO Preparedness Workshop (Kings County)
ii. 2023-07-20 Hurricane-ECC Activation Workshop After Action Review	<ul style="list-style-type: none"> Participants: 20 (Virtual Workshop) <ul style="list-style-type: none"> Municipal Staff: 11 and Agency Representatives: 9 What went well: <ul style="list-style-type: none"> Review of CBRM Fiona Lessons Learned and their impact to Kings County



Agenda Item

Discussion and Decisions

- Introduction of Artificial Intelligence (AI) as a tool to support Emergency Preparedness & Planning
- Areas for Improvement:
 - In-person scenario discussions
 - Development of Public Messaging
- Improvement Plan:
 - Action-Oriented Exercises

Approval of the After-Action Review & Improvement Plan deferred to the January 15, 2024 REMAC Meeting

iii. 2023-11-01 NSEMO Preparedness Workshop

- Date: Wednesday, November 1
Time: 1:30pm – 4:30pm
Venue: New Minas Firehall Auditorium
6 Jones Rd., New Minas
Attendees: Municipal Staff, RCMP, CRC, NSHealth, EHS, DPW, DNR, Salvation Army, ESS, KTA, VSAR
- Conducted to replace NSMO Regional Exercise Program that was disrupted during Hurricane Fiona and the Wildfire Evacuations
- Aim is to disseminate the lessons learned from Fiona and the Wildfire Evacuation events, discuss local preparedness issues and training requirements
- Feedback from session(s) will be gathered and returned to participants by mid-January
- Agenda:
 - Meeting introduction (10 minutes)
 - Disseminate and discuss the lessons learned from Fiona and the Wildfire Evacuation events (60 minutes)
 - Discuss local preparedness issues and training requirements (60 minutes)
 - Exercise Nova Bravo discussion (20 minutes)
 - Meeting wrap-up and hot wash (15 minutes)

5. Roundtable Discussion

Councillor Jamieson, Town of Berwick

- For awareness, the Annual Meeting of the Federal Agriculture association is scheduled for late-November / early-December

Councillor Huntley, Town of Kentville



Agenda Item

Discussion and Decisions

- Is there a mandate for Nova Scotia Long-Term Care facilities to have a generator installed?
REMC will follow-up with equipment requirements for Nova Scotia Long-Term care facilities.

6. Next Meeting

- The next regularly scheduled meeting of the Kings REMO Regional Emergency Management Advisory Committee is scheduled for Monday, January 15, 2024

7. Adjournment

Meeting ended at 11:12am

Approved at the January 15, 2024, Regional Emergency Management Advisory Committee Meeting

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

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Cathy Maxwell

Date: Oct.26/23

Date of Last Council Meeting Attended: Sept 25/23

Date of Last Council Advisory Meeting Attended: Oct. 10/23

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Oct.11/23	Names List Committee	See attached report
Oct. 18/23	Council Information Session: Provincial Housing Project	Council received information on a possible Provincial Housing Project in town.

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Oct.7/23	Harvest Festival	A little cloudy but this didn't deter the crowds, and everyone was enjoying themselves. A successful event and many thanks to the organizers and volunteers.
Oct 7/23	Closing of Heritage Center	A fantastic turnout for the final day of the season. Many thanks to the Board and all the volunteers that provide the town with the many displays of Kentville History and keep it preserved for all to see.
Oct. 21/23	Multicultural Festival	Another successful festival! Great booths displaying many different goods from the various cultures in town and around the



COUNCILOR REPORT KENTVILLE TOWN COUNCIL

		province. Fantastic music also from the various cultures as well as wonderful food!
Oct. 24/23	Chief Smith Swearing in Ceremony	

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name <i>Names List Committee</i>	<p>We discussed the items brought forward by Council when they passed the Recommendation for the naming of Bridge Street and the list of possible names for future use.</p> <p>We categorized all the names on the list into themes, made minor changes in the wordage of the Naming Bylaw and identified those names on the list that may need more research before their use.</p>	Meeting Date:	Oct. 11/23

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage – Deputy Mayor

Date: October 27th

Date of Last Council Meeting Attended: September 25th

Date of Last Council Advisory Meeting Attended: October 10th

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
October 11 th	Investment Advisory Council	<p>Our investment advisor opened the meeting by providing the committee with a great piece of literature that outlined key market data as it relates to our portfolio.</p> <p>During the month of September we sold approx. \$400,000 of our investment savings account in order to purchase Bell, Enbridge, RBC, TD, CP Rail (corporate ladder bonds)</p> <p>Verizon and Fortis both raised their dividends.</p>
October 18 th	Council Session – Pallet Village Opportunity – Kentville NS	<p>Staff outlined the provincial announcement of 7.5million investments for 200 units to create Pallet villages in select communities across the province. This is a provincial initiative and staff are working to gain more information as it's made available to them.</p> <p>It's important to note (as advised by staff) that the province operates differently than municipalities in as much as they often make announcements before all the details are flushed out. We had a presentation from Russ Legasse from Pallet Canada who explained the ongoing success stories with these communities of care.</p>

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

		We understand that residents have questions as do council and those questions will be answered as more information comes from the Province.
October 20 th	Regional Sewer Committee	<p>Operations and compliance update – Cell desludging is approximately 70% complete at this juncture – the odor over the past week had been stronger as they are working on the NW corner – please understand the odor will subside and they expect to be 100% complete mid to late November.</p> <p>Reporting on the RG5 force main break (mill brook to eaves hollow) we made the decision to cancel the tender in Nov 2022 (to replace this force main) due to the de sludging that was necessary in cells 1&2. There have been 8 breaks from September 26th to October 9th section Mill Brook to Eaves Hollow. The spillage to marsh and Cornwallis river was reported to NSECC ...Estimates related to the installation and financing options will be avail at a future RSC Meeting</p>
October 26 th	Meeting with CAO Hiring Committee lead by Brian Smith	Good roster of candidates – interviews are expected to commence in mid November.
October 25 th	KBC	Unable to attend – will share minutes from meeting in November council report – for the purposes of this report I share the minutes from September 20 th meeting.

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

October 7 th	Harvest Festival in concert with Walk a Mile (red heels) fundraiser for Crysalis House – ended the day visiting the Heritage Centre – closing last day	
October 21 st	Multi Cultural Festival	TOK and KBC – The photos were amazing, unfortunately I was unable to attend due to a work commitment.
October 26 th	Pumpkin walk	Town of Kentville and LME School – fundraising for bursaries. A spectacular night
October 28 th	Housing information session – MP's hosting	

MISC EVENTS

September 26th	Meeting with resident John Andrew – discuss support for marginalized persons
October 17 th	Webex – How vulnerable coastal NS is with the changing climate – v interesting – Dr Tim Webster – COGS and was a teacher to Kirsten.
October 24 th	Swearing in of new Chief of Police – Marty Smith – congratulations
October 21 st	Meeting with residents in Deer Haven

EXPENSES

This month	Year to Date
NIL	See website

-



Kentville Business COMMUNITY

KBC Board of Directors Meeting

Wed September 20th, 2023

Board Room at 401 Main Street

4:00pm – 6:00pm

Minutes

Present: Andrew White, Christina Coughlan, Paul Dixon, Carrie May, Darryl Pike, Doug Ralph, Genevieve Allen Hearn, Liz Huntley, Julie Ogilvie, Cate Savage

Regrets: Lindsay Young, Gary Morse

Meeting Opening

- Call to order – Meeting called to order by Andrew White at 4:01pm
- Approval of Agenda – Paul Dixon moved and Christina Coughlan seconded the approval of the agenda.
- Approval of August 9th, 2023 Board Meeting Minutes – Liz Huntley moved, and Darryl Pike seconded the approval of the minutes.
- Business Arising from Minutes – none.

President's Report

- A challenging month with a few business closures, floods, and sidewalk construction.

Committee Reports

- Treasurer Report
 - Genevieve reported on behalf of Gary Morse. She clarified that the 'Event Infrastructure' amount was spent in 2023/24 fiscal year, but was from funding in 2022/23. Paul Dixon moved and Darryl Pike seconded the approval of the Treasurer report.
- Façade Program Committee Report
 - We must consider tenant signage in proposals.
 - It's easier to maintain existing signage sizing than to reapply for new signage.
 - The 'Property Owner' stream has been completely allocated. There is still a bit left in the budget for the 'New Business' stream.
- Promotions Committee Report
 - Julie Ogilvie is our new Committee Chair!
 - The Committee discussed 'promoting our promotions'. Getting the word out and having visuals that make an impact.
 - 2 Feather banners were ordered, and considering ordering two more to put around town during promotions.
 - Julie will talk to Lindsay about an over-the-street banner by the Research Station.



Kentville Business COMMUNITY

- KBC is going to start a loyalty program between businesses as a way to get businesses to support each other more. The loyalty program would include a 10% discount at participating businesses.
- Makers & Changemakers wrapping up. Paid ads were seen across the province.

Action item: Julie Ogilvie will touch base with Lindsay about an over-the-street banner.

- Events Committee Report

Multicultural Festival:

- Had to reschedule for October 21st due to the hurricane conditions on September 16th.
- Losing our headliner and a few vendors, but otherwise the festival will remain the same.
- Still need volunteers to help!
 - KBC Men available to help with set-up on Friday, October 20th

Harvest Festival:

- Running a pie eating contest during Harvest Festival on October 7th. Two age categories. Donating 20 pies to the two soup kitchens as well. Apple Valley Foods is sponsoring.
- Trying to get restaurants and cafes to engage in a dessert competition to draw more attention to the Pumpkin Palate Pleaser.

Holly Days Festival:

- Not doing the mural lights again, but looking at alternatives to light up the town.
- Running a s'mores kiosk again, and booking entertainment in Centre Square.
- Looking at ways to get people moving through town more (maybe tables in different locations again)
- Holly Days Market is running on Friday again. Wholesum Refillery is looking at hosting an outdoor market on Saturday.
- Brainstorming ways to spread the love a bit more during extended hours on Friday rather than concentrating all efforts on Holly Days weekend.
- Liaison Committee Report
 - Named the 'KBC Connection Committee'
 - Met for the first time and developed a plan, as well as terms of reference.
 - It's important for the board to know that they should ALL be involved in efforts to engage with the business community, regardless of whether they sit on the committee.
 - Will connect with businesses in three ways – Welcoming businesses to town, checking in on existing businesses, performing exit interviews with outgoing businesses.
 - Will also run networking events to keep the community connected.



Kentville Business COMMUNITY

Executive Director Report

- Performed exit interviews with Wendi (For Pets & Their People) and Gabrielle (Petite Patrie Chocolate). The common feedback:
 - KBC has been supportive. Most helpful were the grant programs (décor and façade). Event days were also good (night market, Holly Days).
 - Felt that traffic flow doesn't work on Cornwallis Street. Cars too focused on the merge, and then driving too fast. Pedestrians afraid to park and cross the street.
 - More pedestrian friendly planning for the streets and sidewalks. Our planning is too car-centric.
 - Folks hanging around Open Arms made customers feel uncomfortable, especially in the evenings. Businesses locking their doors on Cornwallis.
 - Lack of tourism in the summer.
 - Lack of support from other businesses.
- Running another Harvest Window painting display grant. 25 Businesses have been matched with artists and windows should be done by October 1st.
- Welcomed two new businesses to town – Purple Peacock and Wheelhouse Coffee. Murphy's Barber will also be opening soon.
- Sable Shortbread has announced they will be leaving. We have put the property manager in touch with potential tenants.
- Had to withdraw our application for ACOA funding for the Comfort Station (\$20,000) due to not meeting milestones.

Old Business

- 3-hour parking permit proposal
 - Genevieve submitted a proposal for offering businesses that have services that last over two hours a temporary parking permit for their clients.
 - The Board would like to take the idea to the next level and talk to Town of Kentville and the Police Department about the viability.

Action items:

- **The Board suggested doing a video about where to find parking in Kentville. Doug and Genevieve will explore this idea.**
- **Genevieve will talk to Lindsay and the Police Department about the 3-hour parking permit.**

New Business

- Pumpkin Walk Sponsorship request: Landmark East requested \$1000 for the Pumpkin Walk on Thursday, October 26th. KBC is also supporting the event by seeking vendors, as well as encouraging businesses to carve a pumpkin and lead a 'friendly' pumpkin carving competition on Facebook.



Kentville Business COMMUNITY

- Paul Dixon made a motion to approve the \$1000 sponsorship, and Christina Coughlan seconded the motion. Motion carried unanimously.

Action item: Genevieve will inform Landmark East and find out how KBC will be recognized.

Meeting Closing

- Comments & Announcements - none
- Next meeting date – **Wednesday, October 25th 4pm-6pm**
- Adjournment – Christina Coughlan motioned to adjourn at 5:48pm.

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Gillian Yorke

Date: September 25th, 2023

Date of Last Council Meeting Attended: September 25th, 2023

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

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
September 26 th , 2023	Regional Rec Facility Meeting	Met with group to discuss next steps. Meeting will be held in November to move aspects along.
October 11 th , 2023	Name List Committee	Met and reviewed the policy, created categories for existing name bank and reviewed best practices for reviewing names.
October 18 th , 2023	Council Workshop	Reviewed provincial housing project
October 24 th , 2023	Board of Police Commissioners	Meeting postponed to November 3 rd in order for members to attend the swearing in ceremony, and to provide Chief Smith opportunity to prepare for that event

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
October 21st, 2023	Multi Cultural Fair	Despite being postponed, and a rainstorm the night before/morning of this was an absolutely spectacular event! Congratulations to all involved.
October 24th, 2023	Chief of Police Swearing in Ceremony	Swearing in ceremony for Chief Marty Smith. Congratulations, Chief!
October 26th, 2023	Pumpkin Walk	A great night for Landmark East and the Town of Kentville! Congratulations on an event well planned and executed. The location change was refreshing and much more user friendly!

Misc Events



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Date	Synopsis
October 4 th , 2023	Police Chief Interviews
October 25 th , 2023	Meeting with three residents with concerns surrounding housing. Great conversations with action items for me to take to carious committees,

Expenses

This month	Year to Date
N/A	

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Councilor Andrew Zebian

Date: October 30th/2023

Date of Last Council Meeting Attended: Sept 25th/2023

Date of Last Council Advisory Meeting Attended: Oct 9th/2023

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
October 23/2023	Heritage Committee	We met to review the heritage bylaw and continue to come back with something we can present to Council very soon.
October 18/2023	Meeting	Presentation regarding the pallet program coming to Kentville. We were informed that a pallet village would be put in place on provincial land in Kentville. 15 tiny homes will be erected on the parcel of land near the Court house/entrance to Miner's Marsh. It takes about a day to assemble each one. Open arms will be taking on the daily operations of this project. This was the first I heard the details of this project.

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
October 21/23	Kentville Multicultural Festival	This was well attended and the rainy weather did not deter folks from coming out to enjoy this. There were many great performances and much to do! Great to see so many folks out and about.



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

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MISC EVENTS

Date	Synopsis
October/23	I continue to get calls regarding flooding issues within the Town .
	Many phone calls/drop ins regarding the pallet village.

EXPENSES

This month	Year to Date
36.49 cell phone	218.99 year to date

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 24 October 2023

Date of Last Council Meeting Attended: 25 September 2023

Date of Last Council Advisory Meeting Attended: 10 October 2023

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
22 Sep 23	IMSA Board of Directors	ICIP Funding announcement for King's Transit
25 Sep 23	Council Meeting	Renaming of Cornwallis Street: Names List Committee Temporary Borrowing Resolution – Kentville Water Commission Temporary Borrowing Resolution – Withdrawal from Capital Municipal Planning Strategy Amendment Rezoning Application Deer Haven Green Space Tennis Facility Development Officer Appointment Sewer Budget – Operating Sewer Budget – Capital Temporary Borrowing Resolution – Sewer Inclusion and Access Advisory Committee Member Appointment Hurricane Lee Follow Up Emergency Management Protocols
26 Sep 23	IMSA Board of Directors – Investment Committee	Valley Waste Investment Portfolio meeting with investment advisor and committee
28 Sep 23	AVHA Municipal Meeting	Annapolis Valley Health met with council members to discuss access to health care in the Valley, held at the SMH in Middleton
4 Oct 23	NSFM Board of Directors	Quarterly Board Meeting to discuss on-going business
10 Oct 23	CAC Meeting	The Portal Youth Program presentation Staff reports Bridge Street Policy

Councilor Report Kentville Town Council

		Revised Municipal Planning Strategy Amendment Revised Zoning Application
11 Oct 23	IAC	Investment Advisory Committee met to discuss on going financial planning Value at Aug 31: \$12,824,442 Value at Sep 30: \$12,658,252
12 Oct 23	Special Meeting	IMSA Board of Directors held an in camera special meeting to discuss a personnel matter
13 Oct 23	Special Board Meeting	NSFM Board of Directors held a special meeting
16 Oct 23	NS Public Housing Authority	Teams briefing on a housing initiative in the Town of Kentville
18 Oct 23	Province of NS	Council was briefed on a recent Department of Community Services funding announcement around housing and homelessness
18 Oct 23	IMSA Board of Directors	Monthly meeting with updates from both Kings Transit and Valley Waste
19 Oct 23	Regional Economic Development	Mayors and other regional leaders meet to discuss on-going and up coming initiatives.

Conference Attendance and Synopsis

Date	Conference	Synopsis
27 Sep 23	EPR for PPP Regulations	Webinar presentation by the Province on the way ahead for Extended Producer Regulation (EPR)
27 Sep 23	AVCC	The Valley Best event was held at the Millstone location. Presented award on behalf of the Town. Town was well represented by nominated and winning businesses.
17 Oct 23	Research Over Coffee	How Vulnerable is Coastal NS, a webinar featuring the research of Dr Tim Webster from NSCC COGS. Excellent presentation on the effects of climate change on our coastal areas.
20 Oct 23	NSFM Board of Directors	Special board meeting to discuss Bill 340 for Service Exchange

Town of Kentville Event Attendance and Synopsis



Councilor Report Kentville Town Council

Date	Event	Synopsis
22 Sep 23	Tree Canada	Tree Canada presentation of 12 mature trees in partnership with Rockwell Home Hardware for the Dog Park
24 Sep 23	Rockwell's Home Hardware	Planting 12 mature trees in partnership with Rockwell Home Hardware at the Dog Park
7 Oct 23	Harvestfest	The Town held its annual harvestfest in Centre Square, with events, music and food trucks, it was very well attended
7 Oct 23	Walk a Mile in Her Shoes	Royal LePage sponsored the event in support of Chrysalis House. Well attended and met their fundraising goal of \$16K.
15 Oct 23	Ducks Unlimited	Held a Duck and Run 1k and 5k run around Miner's Marsh, event was well attended for inaugural year. It is planned to be an annual fundraising event.
17 Oct 23	Pumpkin People Book	Reading of the Pumpkin People book to the Grade 3 classes at KCA. Spike was on hand for high fives, hugs and distribution of a book for each student.
19 Oct 23	Valley REN	VREN sponsored a speed networking event with local entrepreneurs, it was a wonderful session, where we spent 5 minutes chatting with an entrepreneur and learning what they were doing in our region. Amazing folks
21 Oct 23	Multicultural Festival	The event had been postponed from late September due to weather, again the weather caused a delay in the start time by one hour, despite the weather it was well attended and provided excellent entertainment.
24 Oct 23	Kentville Police Services	Swearing in of Chief of Police Marty Smith

Misc Events

Date	Synopsis
21 Sep 23	Council Farewell Luncheon for CAO Dan Troke
15 Oct 23	Judy Bentley's Funeral

TO: Chief Administrative Officer

SUBMITTED BY: Jennifer West

DATE: October 30, 2023

SUBJECT: Lacewood Drive Tax Exemption Request

ORIGIN

The Municipal Governance Act states that municipalities have the ability to reduce taxes for properties for taxpayers who have one or more structure on the taxpayers' land become unusable due to fire, storm or flood.

BACKGROUND

In September 2023, a structure at 5 Lacewood Drive suffered a total loss by fire and the building has since been gutted. On October 6, 2023, the property owner wrote to the Town to request a reduction in their tax bill until such time as the structure can be rebuilt.

DISCUSSION

The Town of Kentville's Policy Statement 37F: Tax Reduction states that a reduction in taxes can occur with the following conditions:

1. The taxpayer shall apply in writing to Council, no later than two years after the date of destruction, requesting a reduction or rebate of property taxes. The date of destruction should be indicated in the letter.
2. The Town of Kentville shall ask the Building Inspector to confirm that the building(s) has become unusable due to fire, storm or flood.
3. The Town of Kentville shall request Assessment Services to provide a new valuation for the purposes of this policy.
4. Upon receipt of the Building Inspector's report and Provincial Assessment report, the Town may reduce the amount of the taxes in proportion to the apparent reduction in value, and for such period or Council may.

POLICY IMPLICATIONS

1. Municipal Governance Act, Section 69A
2. Town of Kentville Policy Statement 37F: Tax Reduction

BUDGET IMPLICATION

Decreased property tax revenue

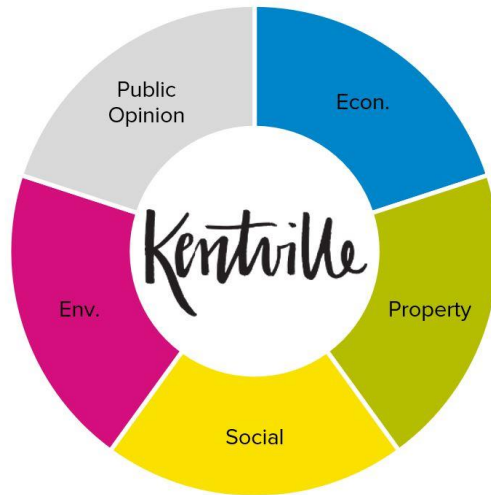
ATTACHMENTS

1. Letter dated October 6, 2023 from the property owner
2. Policy Statement 37F Tax Reduction

RECOMMENDATION

That Council support this request, contingent upon meeting the conditions of Policy Statement 37F: Tax Reduction.

Town of Kentville Decision Wheel:



FROM:

Michael and Carol Binns
5 Lacewood Drive
Kentville, NS
B4N 4Y3

October 6, 2023

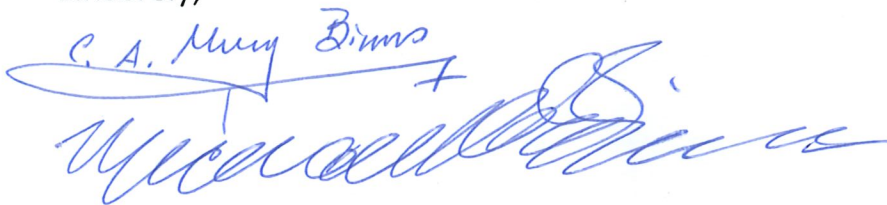
TO:

Town Council
Town of Kentville
354 MainStreet
Kentville, NS
B4N 1K6

Dear Sandra Snow, Cate Savage, Craig Gerrard, Cathy Maxwell, Andrew Zebian,
Paula Huntley, and Gillian Yorke,

Our home at 5 Lacewood Drive in Kentville sustained significant fire damage on
September 27, 2023 (see Chronicle Herald, Friday, September 29, 2023
article.). The fire will require rebuilding or demolition, therefore we are
requesting tax relief for the year 2023 to 2024.

Sincerely,

The block contains two handwritten signatures in blue ink. The first signature, at the top, is "C. A. Murray Binns" with a stylized flourish at the end. Below it is a second, larger signature that appears to be "Michael Binns", also with a flourish.

Michael Binns and Carol Murray Binns



TOWN OF KENTVILLE POLICY STATEMENT G37F TAX REDUCTION – MGA (SECTION 69A)

1.0 PURPOSE

To establish a policy to enable Council to provide property tax reduction or relief, for, such period of time as Council shall determine in its discretion, for those taxpayers who have had one or more structures on the taxpayer's land become unusable due to fire, storm or flood.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

Upon that authority established in Section 69A of the Municipal Government Act, the Town of Kentville may, upon resolution, reduce or rebate property taxes in such amount and for such period of time as Council shall determine in its discretion, for those taxpayers who have had one or more structures on the taxpayer's land become unusable due to fire, storm or flood.

1. The taxpayer shall apply in writing to Council, no later than two years after the date of destruction, requesting a reduction or rebate of property taxes. The date of destruction should be indicated in the letter.
2. The Town of Kentville shall ask the Building Inspector to confirm that the building(s) has become unusable due to fire, storm or flood.
3. The Town of Kentville shall request Assessment Services to provide a new valuation for the purposes of this policy.
4. Upon receipt of the Building Inspector's report and Provincial Assessment report, the Town may reduce the amount of the taxes in proportion to the apparent reduction in value, and for such period or Council may. By resolution, determine.

APPLICATION

This policy shall be applicable to taxpayers incurring such losses after April 1, 2006 and interest shall not be paid on any rebated amount.

DEFAULT

Notwithstanding anything herein contained to the contrary, it is the intent of the Town that no person shall benefit from his or her own wrongdoing. If such person is found guilty of arson, either civilly or criminally, the Town shall not rebate any taxes; and in the event that taxes have already been rebated and the person is subsequently found responsible for the loss, the rebate shall be deemed to be void ab initio and the rebated sum shall be forthwith recoverable by the Town, with interest.

ADMINISTRATION

The Tax Administrator shall be responsible for administering this policy.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date created:	October 11, 2006
Revisions:	January 2017. Reformatted


CAO Mark Phillips

TO: Council

SUBMITTED BY: Rachel Bedingfield, Chief Administrative Officer

DATE: October 30, 2023

SUBJECT: Committees of Council

ORIGIN

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

DISCUSSION

Prior to the October 30 meeting of Council, Councillors were asked over email to consider their committee appointments and provide a list of selections of committees they wished to sit on.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

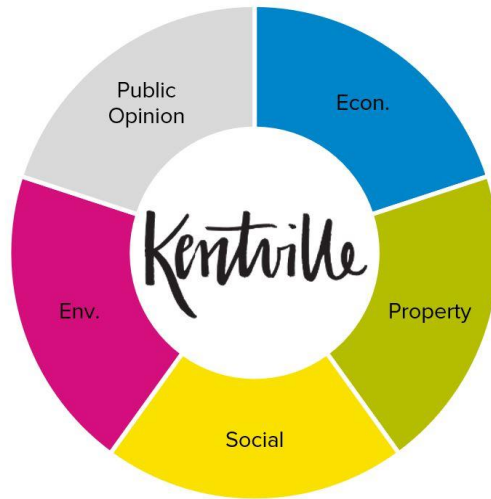
ASSOCIATED DOCUMENTS

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

RECOMMENDATIONS

That Council review and approve Council appointments to all committees of Council.

Town of Kentville Decision Wheel:



Council Appointment, Selection Matrix. 2023

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

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

Council Appointment, Selection Matrix. 2023

Committee	Committee Chair	Contact Info
Intermunicipal Service Agreement Board (M)	Peter Muttart	mayor.muttart@countyofkings.ca
Audit Committee (M+2)	Sandra Snow	ssnow@kentville.ca
Water Commission (M+3)	Sandra Snow	ssnow@kentville.ca
Source Water Protection (M+1)	Sandra Snow	ssnow@kentville.ca
Board of Police Commissioners (2)	Gillian Yorke	gyorke@kentville.ca
Investment (Perpetual Fund) (2)	Cate Savage	csavage@kentville.ca
AV Regional Library (1,A)	Janet Ness	janeteness@gmail.com
AV Trails Coalition (1,A)	Beth Patillo	bethpattillo1@gmail.com
Joint Fire Services (2)	Craig Gerrard	cgerrard@kentville.ca
Kings Point-to-Point (1,A)	Chris Goddard	councillor.goddard@berwick.ca
Kings Regional Sewer (1,A)		councillor.winsor@countyofkings.ca
Regional Emergency Management Org. (D,1)	Cate Savage	csavage@kentville.ca
Regional Enterprise Network (1,A)		
Diversity Kings (1,A)	Lexie Misner	councillor.misner@countyofkings.ca
Inclusion and Access (2)		
Student Bursary (1)		
Kentville Business Community (D,A)		
AV Physician Recruitment Board (1,A)		
Heritage Committee (2)	Andrew Zebian	azebian@kentville.ca
Names List Committee		



Council Application for Committee/Board/Commission

Councillor Name: _Paula Huntley

Kentville Business Community

Describe the relevant experience and background that you would bring to the group.

I am a current Business Owner and can see the value this committee brings to our town.

I am an active resident & councilor in many of the events put on by KBC.

I have worked on building relationships with the board of KBC.

I am a Councillor who they can call on for opinions & thoughts on business -related events.

Why are you interested in being on this committee/board/commission?

I would like to learn the behind the scenes on how they plan, how they look for vision of events &

Also, I am a Board of Directors member of FCM & I participate in the following committees which I feel tie into the same goals of driving our economy.

- Social Economic development
- Municipal Finance, Infrastructure & Transportation
- Rural Forum
- Atlantic Regional Caucus
- All of these discuss tourism, economic growth, resident/business needs.

Valley REN/LOC

Describe the relevant experience and background that you would bring to the group.

Past 2 years being on the committee so not starting from scratch. I have worked with the Valley REN Team in many events and local projects which gives me knowledge of their vision for economic development, built relationships with staff & other Municipality Leaders.

Being a Strategic partner and being on the committee will give myself the opportunity to not only be a voice for the Town of Kentville but allows me to also contribute to all plans established.

Kings REMO

Describe the relevant experience and background that you would bring to the group.

2 years' continued experience with this committee.

Have built relationships with all members on this committee.

I bring experience as an event planner which brings knowledge of:

Planning, organizing of people.

Can be a leader for direction & stay calm in times of turmoil and emergency events.

Why are you interested in being on this committee/board/commission?

Knowledge of staying in the know of current emergency events & preparedness

Source Water Protection

Describe the relevant experience and background that you would bring to the group.

NONE

Why are you interested in being on this committee/board/commission?

I think the knowledge from this committee will educate me on any of our future planning & development.

It will help me understand the working relationship of public works & their role in contributing to this topic.

I have been on this Committee in 2023 and am just getting to become comfortable with the topic.

Water Commission

Describe the relevant experience and background that you would bring to the group.

Participated as 2023 committee member.

Why are you interested in being on this committee/board/commission?

To continue to learn about Asset Management & how to make us more sustainable in our water supply.



Council Application for Committee/Board/Commission

Councillor **Name: Cathy Maxwell**

Describe the relevant experience and background that you would bring to the group.

- **Student Bursary:** I have extensive experience on school scholarship and bursary committees.
- **Inclusion and Accessibility:** During my years as a teacher, I received extensive in servicing in the areas of inclusion and accessibility as well I had to make sure all my lessons were inclusive and accessible for all students I taught.
- **Heritage Committee:** My minor area of study at university was Maritime History so I have a strong interest, however more importantly I was born, raised, educated, and worked in Kentville so am very familiar with 68 years of town history as all I have learned about the past in those years.
- **Annapolis Valley Trails:** I have a strong interest in Trails as I am a frequent user as well, I have learned much from teaching my students about hiking, cycling etc.
- **The Names List Committee** is new, and I presently chair this committee. My previously mentioned skills serve me well on this committee.

Why are you interested in being on these committee/board/commissions?

As with all my committee selections I prefer to contribute to the committee from my background rather than to be put into a “learning experience” where I do not understand or have the skills needed to be a contributing member.



Council Application for Committee/Board/Commission

Councillor Name: Sandra Snow

Kings Regional Sewer

Describe the relevant experience and background that you would bring to the group.

I have been an active and contributing member of this committee since 2021. I have work in engineering type environments, and I have a fundamental understanding of operations and maintenance at a system level. I am well versed on the requirements for interval inspections and how it contributes to overall success of a system.

Why are you interested in being on this committee/board/commission?

I enjoy the work and feel that my contribution to the committee ensures that we are always looking at the effect of our work on the overall well being of the Town of Kentville. I like sewer, it is a necessity, that is not sexy or high on peoples minds unless there is a problem.

KBC

Describe the relevant experience and background that you would bring to the group.

I worked with KBC as a volunteer prior to being elected as Mayor and truly enjoyed the work. I bring a wealth of knowledge from a business community and regional economic perspective.

Why are you interested in being on this committee/board/commission?

I enjoy the work and feel that my contribution to the committee ensures that we are always looking at the effect of our work on the overall well being of the Town of Kentville and our region. I can see the big picture and know that I am a good contributor.

Physician Recruitment

Describe the relevant experience and background that you would bring to the group.

I worked with the NSHA recruitment team from the time it was stood up in 2028 until this committee was established in 2021.

Why are you interested in being on this committee/board/commission?

I have a good knowledge of health care delivery and how it needs to change in our region to ensure our citizens are well served. I am part of the group working with NSHA at the Soldiers Memorial site in Middleton to ensure that all residents in the AVHA are well served by the NSHA. I enjoy the work and feel that my contribution to the committee ensures that we are always looking at the effect of our work on the overall well being of the Town of Kentville and our region.

VREN

Describe the relevant experience and background that you would bring to the group.

I was an active and contributing member of this committee from 2016 until 2021, when I took a break. I have work in economic development at various stages, through committee and with associations in the downtown.

Why are you interested in being on this committee/board/commission?

I enjoy the work and feel that my contribution to the committee ensures that we are always looking at the effect of our work on the overall well being of the Town of Kentville and our region. I can see the big picture and know that I am a good contributor.

Investment

Describe the relevant experience and background that you would bring to the group.

I have been part of this committee since 2016, except for 2020/21. I believe that the mayor should have a working knowledge of the investment portfolio and how it works for the Town. I have engaged in investment training opportunities as well as seminars. I am very interested in the subject matter.

Why are you interested in being on this committee/board/commission?

I have a good knowledge of investing. I enjoy the work and feel that my contribution to the committee ensures that we are always looking at the effect of our work on the overall well being of the Town of Kentville. I can see the big picture and know that I am a good contributor.



Council Application for Committee/Board/Commission

Councillor Name: ___Cate Savage

Describe the relevant experience and background that you would bring to the group.

Audit – I’ve served on this committee for the past 7 years. I have a diverse background in reading financials and completing forecasts – budgets as they relate to town business and other corporate entities.

Investment Advisory Committee (IAC) – Again, I’ve served on this committee for 7 years and have a strong foundation in investments and market activities. The perpetual fund requires investments skills (rounded) in order to understand and make recommendations to the committee by way if the IA.

Regional Sewer Committee (RSC) – Having continuity on this committee is key to understanding the operating and capital budgets as they morph with aging infrastructure. I have this background now.

Doctor Recruitment – I was part of the initial group under the direction of Keith Irving. In my everyday job, I deal with a number of new (discuss why they have come to the Valley and connect with them folks who have lodging specific to new doctors) and existing doctors and therefore have the background to add value to this committee.

Police Commission – This is pure interest on my part. I’ve not served on this committee in the past and with a very different lens, I feel I would be a welcome contributor.



Council Application for Committee/Board/Commission

Councillor Name: A Zebian

Audit Committee

Describe the relevant experience and background that you would bring to the group.

As someone who has been in business for many years and does my own accounting, I am well versed in reading and understanding financial statements. I am curious about the many pieces that go into financial statements and I am able to take a close glance at things I think that may be relevant or need more explanation.

Why are you interested in being on this committee/board/commission?

I like to review these financial statements in great detail so that I can continually learn and familiarize myself with how our funds are used to provide service delivery to our Citizens. I find that being a member of this Committee provides us the opportunity to explore in more detail the heart of this town, which is our Finance Department.

Heritage Committee

Describe the relevant experience and background that you would bring to the group.

As a property owner, I am very interested in the history of our Town.

Why are you interested in being on this committee/board/commission?

This Committee was only formed in the Spring of 2023 and I am currently the chair. As a committee, we are working hard to bring something to Council and I would like to continue with this and see it come to fruition. I am interested in learning about the past and what some of these properties mean to our Town.

Joint Fire

Describe the relevant experience and background that you would bring to the group.

I've been a member of this Committee for 2 years.

Why are you interested in being on this committee/board/commission?

I would enjoy continuing to learn more about the Department. As someone who reviews financial statements regularly, I enjoy reviewing the Department's and asking important questions.

Board of Police Commission

Describe the relevant experience and background that you would bring to the group?

I'm eager to learn and would appreciate learning more about the Police Commission.

Why are you interested in being on this committee/board/commission?

I've always wanted to be involved with this Committee. Kentville is one of the few units that has its own Police Force and I would like to explore more about the Police Commission and how they function.

Kentville Water Commission

Describe the relevant experience and background that you would bring to the group.

I've been a member of this Committee for 2 years.

Why are you interested in being on this committee/board/commission?

I've learned a lot during my tenure on this Committee including the status on Infrastructure and how water rates are regulated.



Council Application for Committee/Board/Commission

Councillor Name: Gillian Yorke

Diversity Kings

Describe the relevant experience and background that you would bring to the group.

Serving on the Inclusion and Access Committee internally, and having served as the alternate for this committee for the past year.

Why are you interested in being on this committee/board/commission?

As we move toward a more inclusive community, and with Nova Scotia approaching their 2030 deadline for an accessible province, I would like to sit at this committee to learn more about best practices happening across the region, and learn ways to better implement the work we're doing here in Kentville.

Inclusion and Access

Describe the relevant experience and background that you would bring to the group.

I have served on this committee for one term and bring that knowledge with me. Additionally, I have participated in workshops and webinars specifically relating to a government's role in diverse and inclusive communities.

Why are you interested in being on this committee/board/commission?

The committee is set to rework their strategic plan (as is mandated every three years) and I would like to be involved in that work. The work that has been previously done has been done with great intention, and I'd like to see where that takes us, especially as we approach the 2030 deadline for Nova Scotia's Accessibility legislation.

Names List Committee

Describe the relevant experience and background that you would bring to the group.

Currently sitting on this committee

Why are you interested in being on this committee/board/commission?

This is a newly formed committee, and I feel the work we've been able to do has only just begun. I would like to continue the work that has started.

Source Water Protection

Describe the relevant experience and background that you would bring to the group.

I currently serve on this committee

Why are you interested in being on this committee/board/commission?

I enjoy this committee, and it is a great companion committee to Water Commission. For the same reasons that I am interested in Water Commission (growth and sustainability of our community and water), I am interested in Source Water Protection.

Police Commission

Describe the relevant experience and background that you would bring to the group.

I currently serve on this committee, and have for the previous three years. This is a committee I am passionate about, especially as we move forward with new projects and plans.

Why are you interested in being on this committee/board/commission?

We are starting out strategic plan for the Kentville Police Service and the Board of Police Commissioners. This has been a long time in the making, and I would like to see it through to the end. Additionally, I have done a lot of work to raise the public profile of our BoPC both within our community by actively engaging citizens and at the provincial level through presentations of our work.

Water Commission

Describe the relevant experience and background that you would bring to the group.

I have previously sat on this board, and understand the scope of the work they do.

Why are you interested in being on this committee/board/commission?

I am interested in the role of the Water Commission as we plan to increase the size of our community, and as we evaluate the on-going pressures of Climate Change.