



TOWN OF KENTVILLE COUNCIL

November 27, 2023

AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council meeting minutes, October 30, 2023
 - (b) Public Hearing Minutes, October 30, 2023
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) None.
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Councillor Craig Gerrard
 - (1) Forcemain Grant Application
 - (2) Cornwallis Street Renaming Policy
 - (3) Basic Income Guarantee Resolution
 - (4) Council meeting Dates, 2024
 - (5) Appointment of Returning Officer
 - (6) Voting Method
 - (7) Voters List
 - (8) Advance Polls
 - (b) Councillors’ and Mayor Reports
 - (1) Councillor Gerrard
 - a. Joint Fire Services Committee
 - b. Kentville Water Commission
 - c. Board of Police Commissioners
 - (2) Councillor Huntley
 - a. Kentville Water Commission
 - b. Kentville Source Water Protection Advisory Group
 - c. Kings Regional Emergency Management Organization
 - d. Valley Regional Enterprise Network, Liaison and Oversight Committee
 - (3) Councillor Maxwell
 - a. Annapolis Valley Trails Coalition
 - b. Kentville Inclusion and Accessibility Advisory Committee

- c. Student Bursary Selection Committee
- d. Kentville Heritage Committee
- e. Names List 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
 - f. Names List Committee
- (6) Councillor Zebian
 - a. Joint Fire Services
 - b. Audit Committee
 - c. Kentville Water Commission
 - d. Kentville Heritage Committee
- (c) 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) Mothers Against Drunk Driving, Proclamation
- (b) Code of Conduct
- (c) Letter to Federal Government
- (d) Audit Management Letter

7. CORRESPONDENCE

- (a) None.

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) Personnel
- (b) Personnel

10. ADJOURNMENT



TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: October 30, 2023

Town Hall, 354 Main Street, Kentville Nova Scotia

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

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m. and that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included 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

Delete: 6.b Request for Tax Relief, Valley Community Learning Association (VCLA)

Addition: In Camera, 9.b Committee Update (Annapolis Valley Physician Recruitment)

Addition: Council Discussion on Proposed Housing Initiative

It was moved by Councillor Craig Gerrard and Councillor Andrew Zebian

That Council add to the agenda “Council Discussion on Provincial Housing Project”

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Maxwell, Savage, Snow, Yorke and Zebian

Councillors who voted against this motion:

Huntley

Discussion

- What is the purpose of the discussion without any new information? An expansion of the details that staff and Council already have.
- The request for a presentation from a resident about the housing initiative was declined.

Approval of Agenda

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

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

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council meeting held on September 25, 2023

It was moved that the minutes of the Council meeting on September 25, 2023 be approved.

MOTION CARRIED

(b) Special Council meeting held on October 10, 2023

It was moved that the minutes of the Special Council meeting on October 10, 2023 be approved.

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

(a) Rezoning Application

Mayor Sandra snow reviewed the request to rezone a property on Prospect Road and presented Council with the opportunity to give second reading to this request to amend the Land Use Bylaw.

Report available

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

That Council approve second reading of the proposal to rezone of a portion of PID 55112999, shown as lot 23, from large-lot R5 zone to single-unit dwelling R1 zone as outlined.

MOTION CARRIED

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

(b) Audit Committee, Member Report

Audit Committee member Jim Noonan presented his report and reviewed the discussions and motions passed in the Audit Committee in 2023. He presented the concerns he has with one committee member's (Councillor Zebian) conflicting support on two items from the Audit Committee- approval of the audit report, and reappointment of audit committee members. He requested an apology from Councillor Zebian regarding his behaviour and his disrespect of Mr. Noonan in a public meeting.

Report available

(c) Councillor Zebian, Briefing Note, Audit Committee

Councillor Andrew Zebian reviewed his report on his concerns with the reappointment of members on to the Audit Committee and responded to concerns raised by Committee member Jim Noonan.

Point of Order from Mayor Sandra Snow against Councillor Zebian's questioning of motives around creating the meeting agenda.

Councillor Zebian read a letter that he sent to Mr. Jim Noonan. He reminded the member that he (Councillor Zebian) asked for more information about the audit report during the committee meeting.

Motion for a recess, 6:30pm. The audience left chambers.
Meeting called to order at 6:37pm

Councillor Zebian stated that his behaviour was not disrespect toward audit committee members, that he was highlighting a concern about the process.

Report available

Discussion

- Council members hoped that future conflicts in committees can be settled at the committee level.

(d) Reappointment of Audit Committee members

Mayor Sandra Snow reviewed the procedures for member reappointment and put forward two names for reappointment to the Audit Committee. The process of reappointing citizen members was reviewed for both the Audit Committee and the Board of Police Commissioners. Mayor Snow reminded Council that part of this process has changed recently in the Municipal Government Act. Residents are encouraged to apply to participate in committee groups at any time of year.

Report available

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Discussion

- Concern about a committee reappointing members without new members applying to participate.

Deputy Mayor Cate Savage called point of order against Councillor Zebian for speaking inappropriately about staff.

- All committee appointments now are for one year because of the election in October 2024.
- Solicitor Muttart recommended updating the Committees of Council policy in 2024, and resolving the audit committee appointments at this meeting.
- Members requested that staff post an advertisement for citizens to join committees, boards and commissions.
- Members requested that staff give recommendations about revising the G57 Committees of Council Policy.

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

That Council appoint the following citizen committee voting members to the 2023-2024 Audit Committee

- **Ms. Susan MacDougall**
- **Mr. Jim Noonan**

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage and Snow

Councillors who voted against this motion:

Maxwell, Yorke and Zebian

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee Reports

(1) Community Petition for Sidewalks

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 offered solutions in their report.

Report available

Discussion

- Request that other details are reviewed and included in this amendment (cost, majority of support, cost to maintain, side of street, frontage, continuation vs. new curb/sidewalk, etc).

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

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.

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 police chief interviews, provincial housing project presentation, swearing in of new police chief, CAO selection committee meeting and conversations around housing proposal.

Report available for more information.

(2) Councillor Paula Huntley

Highlights included Kings Regional Emergency Management Organization, the regional vulnerable persons registry, housing for healthcare workshop, and the Kings Transit public participation meeting.

Report available for more information.

(3) Councillor Cathy Maxwell

Highlights included information on provincial housing proposal, names list committee meeting, Harvest Festival event, Kentville Heritage Society closing event, and the Multicultural Festival.

Report available for more information.

(4) Deputy Mayor Cate Savage

Highlights included Investment Advisory Committee meeting, provincial housing initiative presentation, presentation from Pallet Homes, Regional Sewer Committee meeting, Multicultural Festival event, Pumpkin Walk and housing and health information session. Concerns about the sewer odour along the trail near Eaves Hollow due to several sewer main breaks.

Report available for more information.

(5) Councillor Gillian Yorke

Highlights included the Regional Recreation Facility meeting, which is methodically exploring options for this facility. She also attended the Names List Committee, the Palate Pleaser judge, Swearing in Ceremony for the new Chief of Police. Discussion about Kentville building a facility in the town or continued collaboration with municipal partners.

Report available for more information.

(6) Councillor Andrew Zebian

Highlights included the Multicultural Festival, presentation regarding the provincial housing initiative, and concerns from residents about flooding in the town. He also attended a community meeting about the pallet homes initiative.

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow reported on her activities this month with highlights including Annapolis Valley Health Authority, Public Housing Authority presentation meeting, Mayors meeting, Extended Producers Regulations for paper products, Annapolis Valley Chambers of Commerce awards event, presentation on coastal erosion and flooding. Concerns about the timing of the archaeological assessment along the Donald E. Hiltz Connector Road. Concerns about the expansion of public housing in Kentville. Request that the Intermunicipal Service Agreement Interim Board provide a detailed summary report about the management of Kings Transit and Valley Waste Management Authority. Concerns about the calculation of municipal contribution to the IMSA. Concerns about the timing of passing of Bill 340 and the impact on municipal budgets.

Report available for more information.

6. NEW BUSINESS

(a) Tax relief, Resident

Interim Chief Administrative Officer Rachel Bedingfield reviewed the application for reduced property tax applied to 5 Lacewood Drive where a house was lost to a structure fire.

Report available

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

That Council direct staff to implement the Tax Exemption Policy 37F for the property at 5 Lacewood Drive.

MOTION CARRIED

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

(b) Councillor Committee Appointments

Mayor Sandra Snow reviewed the annual process of appointing and reappointing Councillors to committees, commissions and boards. She reviewed each committee, the members needed, councillors requests, and the appointments.

Report available

It was moved by Councillor Andrew Zebian and Councillor Craig Gerrard

That Council appoint members of Council to the Committees of Council, as discussed.

MOTION CARRIED

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

(c) Election of Deputy Mayor, 2023-2024

Mayor Sandra Snow reviewed the process of nominating and electing a Deputy Mayor using Meeting Policy G70.

The Mayor called for nominations for Deputy Mayor. Councillor Paula Huntley nominated Councillor Cate Savage. Councillor Andrew Zebian nominated himself.

Ballots were distributed to members, who then voted and submitted their ballots to the CAO. **Cate Savage was nominated as the Deputy Mayor.**

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

That Council direct the teller to destroy the ballots.

MOTION CARRIED

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

(d) Provincial Housing Initiative Update

CAO Bedingfield provided an update to Council about the Provincial Housing Initiative to bring pallet homes to select communities across the province. There are few details about the project, however the town has been told that the daily operations will be managed 24 hours a day by a local non for profit, which is not confirmed. Ms. Bedingfield indicated that the site selection is being considered very carefully by the province. Detailed are updated on the town website as they are being received. Mayor Snow opened the floor for each member to speak on the matter for 5 minutes each.

Report available

Discussion

- Request that Council and residents be included in the decision-making process.
- **Council concerns to relay to the province:** What is the province currently doing to reduce homelessness? What services and costs will be incurred by the town immediately and in the medium and long term? Will retrofit costs for existing buildings be incurred by the town? How does the pallet village model work in a semi-rural town? Can the province change the Land Use Bylaw and the Municipal Planning Strategy to allow for these to be approved and created? What exact services will be provided 24 hours a day? Will there be a list of criteria that the province used to select the site? Can the province update the town more regularly? What is preventing Council from waiting for answers to these questions? Will the province create a Memorandum Of Understanding (M.O.U.) for this project to address these concerns? What is the source of this project? Who will be the not-for-profit group to manage this project? Could Council elect representatives to engage with the province on this project?
- Concerns about how to support residents who are struggling in the town.
- Frustration with the province about the process and release of information, or lack of information.
- Concerns for the well-being of homeless people and protecting them from harm.
- Review of inception of the project and the selection of the site.
- Members urge patience with the project, and compassion for those who are struggling.
- Kentville has the highest rate of homelessness in the province and that is one of the criteria for choosing the town and the site.

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

That Council send a letter to the provincial Department of Community Services requesting details about the planned temporary shelter project.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

Discussion

- Suggestion that in the letter, Council ask to have input on the project within the letter.
- CAO Bedingfield stated that there is very little information available. There is no governance table to bring concerns to, but staff continue to reach out to

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the department for information. The province is learning that lack of information is leading to panic and harm for the community. Staff continue to support people in the community who are experiencing homelessness now. She encouraged residents to read the recently released provincial housing strategy.

7. CORRESPONDENCE

- a. **None.**

8. PUBLIC COMMENTS

- a. **Bruce Beaton, Klondyke Street**

Appreciation to Council for their questions and concerns about this housing project. Respect for democracy, bylaws and transparency.

- b. **Kathy Boutlier, Chestnut Place**

Concerns about lack of information and transparency. Concerns about management of the housing project. Concerns about the process of site selection.

- c. **Pat Norton, Charles Street**

Appreciate residents and Council for bringing up information and to have difficult conversations. Concerns about hasty planning for this housing project and departure from process. Council and residents want more information from the province and are on the same side.

- d. **Michelle Beaton, Klondyke Street**

Concerns about removing this topic from the agenda.

9. IN CAMERA

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

That Council move into a closed session at 9:48 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

That Council move back into open session at 10:24 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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9. ADJOURNMENT

It was moved

That the October 30, 2023 meeting of Council adjourned at 10:24 p.m.

MOTION CARRIED

Approved by Interim CAO and Clerk Rachel Bedingfield

DRAFT



TOWN OF KENTVILLE
Public Hearing Meeting
October 30, 2023
Meeting Minutes

Town Hall, 354 Main Street, Kentville Nova Scotia

Town Hall was open to the public and the meeting was livestreamed to YouTube.

PRESENT

Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor Gillian Yorke, Councillor Cathy Maxwell, Councillor Paula Huntley, Councillor Craig Gerrard and Councillor Andrew Zebian.

REGRETS

None.

Staff in attendance included Acting Chief Administrative Officer Rachel Bedingfield, Development Officer Kirsten Duncan, Planner Raleigh King and Recording Secretary Jennifer West.

Mayor Sandra Snow called the Public Meeting to order at 5:30 p.m. and noted that all Council members were in attendance. Mayor Snow gave a review of the process for amending a bylaw, and the steps completed for this amendment at this time.

OVERVIEW OF PROPOSAL

Consideration of the proposal to rezone property of PID 55112999 from a large lot residential (R5) to single unit dwelling (R1).

PRESENTATION BY PLANNER

Planner Raleigh King gave an outline of the request from R5 to R1 for a portion of this property. Mr. King described the requirements from the Town of Kentville's Municipal Planning Strategy to change this zoning, which will allow for a smaller lot to be severed and developed in this area.

CORRESPONDENCE

No written submissions were received.

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DRAFT

COUNCIL QUESTIONS

The structure is being built to be occupied upon construction.
Adjacent to this lot is the Deer Haven community and single detached home structures.
It is assumed that the remaining large property would remain R5 at this time.

PUBLIC COMMENTS

None.

There being no further business to discuss,

The public hearing adjourned at 5:43pm.

ADJOURNMENT

5:43 pm



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Recommendation for Forcemain Grant Application

At the November 14, 2023 meeting of Council Advisory Committee, Director Bell submitted his report outlining the need for a replacement of a forced main, the first of many infrastructure projects in the coming years.

Council Advisory Committee recommends

That Council support the joint application with the Village of New Minas and the applicant and asset owner, the Municipality of the County of Kings, for up to 50% funding through the Municipal Capital Growth Program for the replacement of the forcemains from the Justice Centre to end of the existing ductile iron pipes near Eaves Hollow.

November 27, 2023

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



TO: Rachel Bedingfield, CAO
SUBMITTED BY: Dave Bell, Director of Engineering & PW
DATE: November 14, 2023
SUBJECT: Municipal Capital Growth Program – Joint Forcemain Funding Application

ORIGIN See Engineering and Public Works November Staff Report to Council Advisor Committee outlining the requirement for a resolution from council supporting the submission of an application to the Municipal Capital Growth Program (MCGP) for up to 50% funding for the replacement of the Regional Sewer System ductile iron forcemains from the Justice Centre to Eaves Hollow.

BACKGROUND See above.

DISCUSSION End of life ductile iron forcemains from the Justice Centre to Eaves Hollow are frequently experiencing breaks resulting in large maintenance costs, environmental concerns and closures of the Harvest Moon Trail.

POLICY IMPLICATIONS N/A

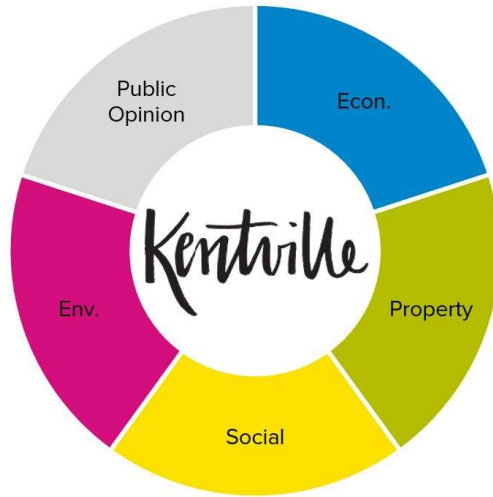
BUDGET IMPLICATION Up to 50% funding potential for an estimated \$4M – \$5M project the remainder of which would be cost shared with the Partners through the contribution agreements outlined in the Regional Sewer System agreement.

ATTACHMENTS None.

RECOMMENDATION That Kentville Town Council support the joint application with the Village of New Minas and the applicant and asset owner, the Municipality of the County of Kings for up to 50% funding through the Municipal Capital Growth Program for the replacement of the forcemains from the Justice Centre to end of the existing ductile iron pipes near Eaves Hollow.



Town of Kentville Decision Wheel:





COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Changing the Name of Cornwallis Street

At the November 14, 2023 meeting of Council Advisory Committee, CAO Bedingfield presented the policy which formalizes the name change from Cornwallis Street to Bridge Street, effective January 8, 2024.

Council Advisory Committee recommends

That Council approve by policy that Cornwallis being a street located in the Town of Kentville, as shown in Schedule A, be renamed Bridge Street.

November 27, 2023

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



November 14, 2023

Chief Administrative Officer
Rachel Bedingfield
354 Main Street
Kentville, NS
B4N 1K6

RE: Bridge Street Naming Policy

In the matter of the renaming of Cornwallis Street to Bridge Street, staff have prepared a policy that formalizes this decision into the public record.

902-679-2501
cao@kentville.ca

Rachel Bedingfield
Interim Chief Administrative Officer
Town of Kentville

TOWN OF KENTVILLE POLICY STATEMENT GX CHANGING OF NAME CORNWALLIS STREET TO BRIDGE STREET



Be it resolved by policy that Cornwallis Street, being a street located in the Town of Kentville and shown on Schedule "A" be renamed Bridge Street.

This policy shall take effect on January 8, 2024.

Schedule A: Description/Map of Cornwallis Street

Date Created:

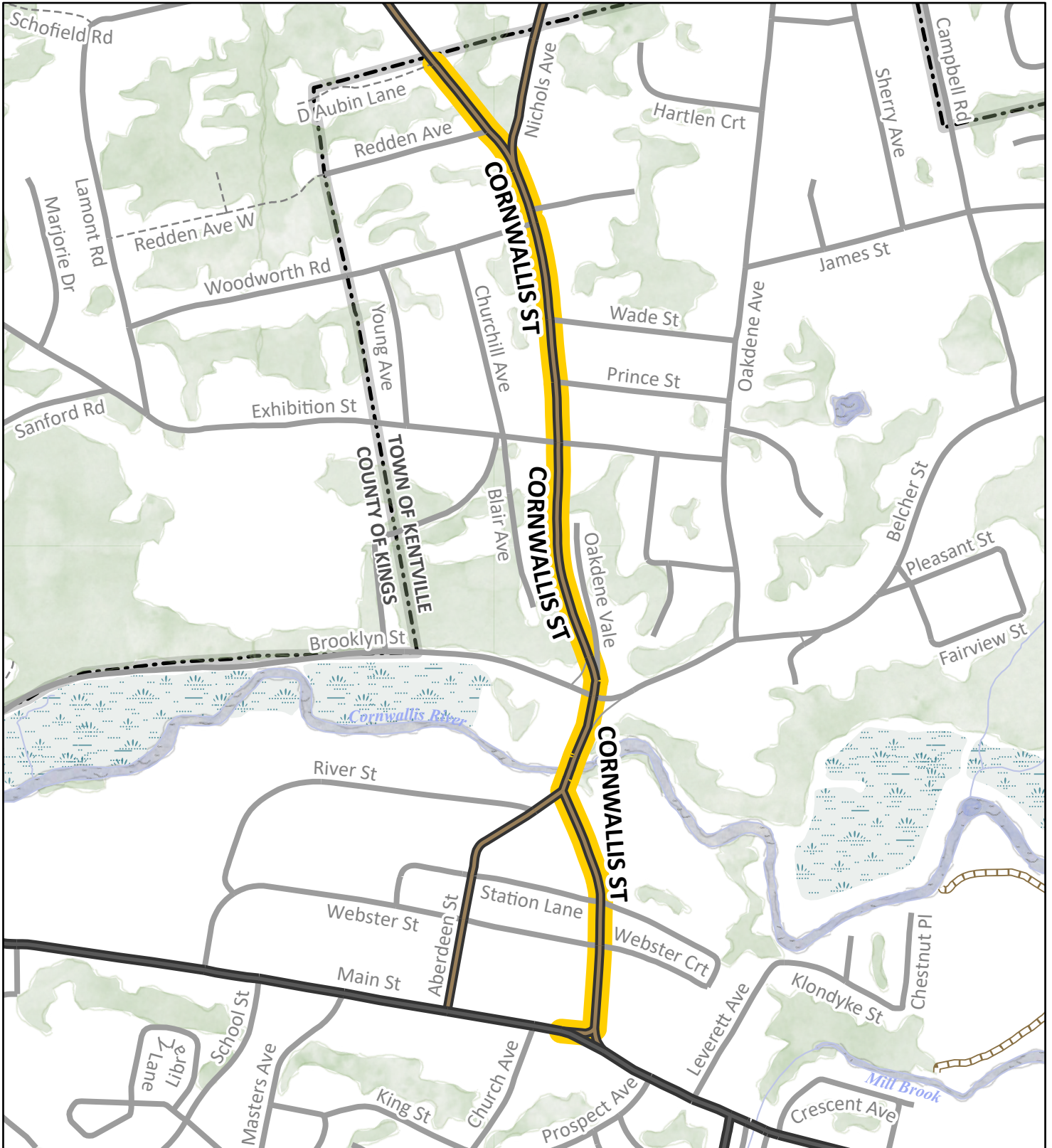
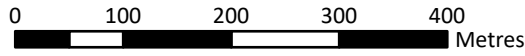
Interim Chief Administrative Officer, Rachel Bedingfield

CORNWALLIS STREET, KENTVILLE



Scale: 1:7,000

 Cornwallis Street



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 inquires 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



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Basic Income Guarantee

At the November 14, 2023 meeting of Council Advisory Committee, Becca LaPierre and Roger Tatlock gave a presentation about the importance of the federal government establishing a model of a Basic Income Guarantee for Canadians. They requested a letter from Council supporting a Basic income Guarantee in Nova Scotia.

Council Advisory Committee recommends

That Council support the basic income guarantee.



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Council Meeting Dates, 2024

At the November 14, 2023 meeting of Council Advisory Committee, Mayor Sandra Snow introduced the proposed meeting dates for Council Advisory Committee and Council meetings in the 2024 calendar year, with working meetings on the second Monday of the month from January to May.

Council Advisory Committee recommends

That Council approve the proposed schedule.

November 27, 2023

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



Chief Administrative Officer
Rachel Bedingfield
354 Main Street
Kentville, NS
B4N 1K6

902-679-2501
cao@kentville.ca

November 14, 2023

RE: Change Council Advisory Committee/Council Meeting Dates

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

Staff recommend that these dates (attached) be approved and scheduled for 2024.

Rachel Bedingfield
Interim Chief Administrative Officer
Town of Kentville

Council and Council Advisory Committee Meetings, 2024

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

Meeting	Scheduled Date	Conflict	New Date
Council Advisory Committee	January 8		
Council Advisory Committee	January 15		
Council	January 29		
Council Advisory Committee	February 12		
Council Advisory Committee	February 19	Heritage Day	February 20
Council	February 26		
Council Advisory Committee	March 11		
Council Advisory Committee	March 18		
Council	March 25		
Council Advisory Committee	April 8		
Council Advisory Committee	April 15		
Council	April 29		
Council Advisory Committee	May 13		
Council Advisory Committee	May 20	Victoria Day	May 21
Council	May 27		
Council Advisory Committee	June 10		
Council	June 24		
Council Advisory Committee	July 8		
Council	July 29		
Council Advisory Committee	September 9		
Council	September 30	Truth and Reconciliation Day	October 1
Council Advisory Committee	October 14	Thanksgiving Day	October 15
Council	October 28		
Council Advisory Committee	November 11	Remembrance Day	November 12
Council	November 25		
Council Advisory Committee	December 9		
Council	December 30	Christmas Break	



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Appointment of Returning Officer

At the November 14, 2023 meeting of Council Advisory Committee, CAO Rachel Bedingfield described the role of the Returning Officer and Assistant Returning Officer in the management of the 2024 Municipal Election.

Council Advisory Committee recommends

**That Council appoint Al Kingsbury as the Returning Officer
And further, Jeannette Stapleton as the Assistant Returning Officer for the 2024
municipal election.**

November 27, 2023

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



Chief Administrative Officer
Rachel Bedingfield
354 Main Street
Kentville, NS
B4N 1K6

902-679-2501
cao@kentville.ca

November 14, 2023

RE: Appointment of Returning Officer

For every municipal election in Nova Scotia, Council must make a number of decisions early in the year to set in motions activities to support a fair and transparent municipal election.

A Returning Officer is responsible for the delivery and control of municipal elections within the electoral district to which they are appointed. Kentville Town Council must appoint a Returning Officer for the 2024 Municipal Election.

Staff recommend that Council appoint Mr. Al Kingsbury as the Returning Officer for the Town of Kentville for the 2024 municipal election.

The Returning Officer must prepare for the election which is set to have ballots that are either all paper, all online, or a hybrid of paper and online ballots. There is research that supports online voting, suggesting that election results occur more quickly, voter attendance is increased, and is more cost effective however online voting can also be subject to errors and hacking. Council should consider using a secure online voting platform, or a hybrid of online and paper voting.

Staff ask that Council review the options presented in the Town's CH104 Alternative Voting Bylaw and choose either:

1

That Council establish full online voting ballots for the 2024 municipal election.

Or

That Council establish online and paper voting ballots for the 2024 municipal election.

Part of the election process also includes the recommendation that the permanent list of registered electors established and maintained by Elections Nova Scotia be used as the preliminary list of electors for municipal units. A deadline for developing a final list of electors should be prepared by summer 2024. The Returning Officer must request permission from the town to obtain and update the list of electors from Elections Nova Scotia.

Staff recommend that Council permit the Returning Officer to obtain and update the list of electors from Elections Nova Scotia.

And

That the permanent register of electors, established and maintained by Elections Nova Scotia, be used as the basis for the preliminary list of electors for the Town of Kentville in the October 18, 2024, municipal election.

An advanced poll date should be determined, and should be consistent with neighbouring municipal units, to avoid confusion among electors.

**Staff recommend that Council hold advance polls on
October 10, 2024.**

Rachel Bedingfield
Interim Chief Administrative Officer
Town of Kentville



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Voting Method

At the November 14, 2023 meeting of Council Advisory Committee, CAO Rachel Bedingfield described the options available to Council in the manner of voting for the municipal election, and offered the options of a paper ballot system, online ballot system, or a combined ballot system. Council selected the hybrid method which will give residents options for voting online or at a voting station in town.

Council Advisory Committee recommends

That Council establish online and paper voting ballots for the 2024 municipal election.



Chief Administrative Officer
Rachel Bedingfield
354 Main Street
Kentville, NS
B4N 1K6

902-679-2501
cao@kentville.ca

November 14, 2023

RE: Appointment of Returning Officer

For every municipal election in Nova Scotia, Council must make a number of decisions early in the year to set in motions activities to support a fair and transparent municipal election.

A Returning Officer is responsible for the delivery and control of municipal elections within the electoral district to which they are appointed. Kentville Town Council must appoint a Returning Officer for the 2024 Municipal Election.

Staff recommend that Council appoint Mr. Al Kingsbury as the Returning Officer for the Town of Kentville for the 2024 municipal election.

The Returning Officer must prepare for the election which is set to have **ballots that are either all paper, all online, or a hybrid of paper and online ballots.** There is research that supports online voting, suggesting that election results occur more quickly, voter attendance is increased, and is more cost effective however online voting can also be subject to errors and hacking. Council should consider using a secure online voting platform, or a hybrid of online and paper voting.

Staff ask that Council review the options presented in the Town's CH104 Alternative Voting Bylaw and choose either:

1

That Council establish full online voting ballots for the 2024 municipal election.

Or

That Council establish online and paper voting ballots for the 2024 municipal election.

Part of the election process also includes the recommendation that the permanent list of registered electors established and maintained by Elections Nova Scotia be used as the preliminary list of electors for municipal units. A deadline for developing a final list of electors should be prepared by summer 2024. The Returning Officer must request permission from the town to obtain and update the list of electors from Elections Nova Scotia.

Staff recommend that Council permit the Returning Officer to obtain and update the list of electors from Elections Nova Scotia.

And

That the permanent register of electors, established and maintained by Elections Nova Scotia, be used as the basis for the preliminary list of electors for the Town of Kentville in the October 18, 2024, municipal election.

An advanced poll date should be determined, and should be consistent with neighbouring municipal units, to avoid confusion among electors.

**Staff recommend that Council hold advance polls on
October 10, 2024.**

Rachel Bedingfield
Interim Chief Administrative Officer
Town of Kentville



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

List of Electors

At the November 14, 2023 meeting of Council Advisory Committee, CAO Rachel Bedingfield outlined the process for requesting and receiving a copy of the voters list from the provincial government.

Council Advisory Committee recommends

Staff recommend that Council permit the Returning Officer to obtain and update the list of electors from Elections Nova Scotia.

And

That the permanent register of electors, established and maintained by Elections Nova Scotia, be used as the basis for the preliminary list of electors for the Town of Kentville in the October 19, 2024, municipal election.

November 27, 2023

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



Chief Administrative Officer
Rachel Bedingfield
354 Main Street
Kentville, NS
B4N 1K6

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Interim Chief Administrative Officer
Town of Kentville



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Advance Poll

At the November 14, 2023 meeting of Council Advisory Committee, CAO Rachel Bedingfield described the advance poll method of voting, and proposed a date that is being used by neighbouring municipalities.

Council Advisory Committee recommends

Staff recommend that Council hold advance polls on October 10, 2023.

November 27, 2023

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



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**Staff recommend that Council hold advance polls on
October 10, 2024.**

Rachel Bedingfield
Interim Chief Administrative Officer
Town of Kentville

Name: Craig Gerrard

Date: November 24, 2023

Date of Last Council Meeting Attended: October 30, 2023

Date of Last Council Advisory Meeting Attended: November

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
November 21, 2023	Police Commission	
November 14-15	CAO Interviews	

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

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

Name: Paula Huntley

Date: November 2023

Date of Last Council Meeting Attended: Oct 10/23

Date of Last Council Advisory Meeting Attended: Oct 30/23

COMMITTEE MEETINGS

Date	Committee	Synopsis
Nov 1/23	Valley REN-LOC	Agenda attached
Nov 1/23	Diversity Kings County	Agenda attached
Nov 2/23	Partners for Climate protection	Community of Practice call
Nov 7/23	AMANS Municipal Accessibility Steering	Provincial discussion on towns AT/Inclusion committees (I invited the municipal support coordinator & manager of the NS Accessibility Directorate to meet our committee) so there is talks of a roadshow meet)
Nov 14/23	CAO selection committee	Interviews
Nov 15/23	CAO selection committee	Interviews
Nov 18/23	CAO selection committee	Meetings to discuss candidates

TOWN OF KENTVILLE EVENT ATTENDANCE

Date	Event/Conference	Synopsis
Nov 17/23	Holly Days	What a celebration! Thank you to the staff & town residents for making it such a success.

OTHER MEETINGS:

Date	Synopsis
Nov 7/23	NSFM -Policing in NS (RCMP versus Municipal) costs, difference in agreements
Nov 8/23	NSFM-Keynote speaker presentations, NS's provincial housing programs, Infrastructure for Municipalities, provincial Leaders -Honorable Zach Churchill, Honorable Claudia Chander, Minister of Municipal Affairs & Housing.
Nov 9/23	NSFM-Federation of Cdn. Municipalities update from the President Scott Pierce, Provincial Ministers Panel, AGM meeting -agenda & new Board members for 2023/2024 chosen.
Nov 10/23	Safety Leadership for Municipal Success, Emergency Preparedness , Building resilience & de-escalating skills, NS Power's CEO & President's fireside chat & Municipal success stories. Board of Directors Luncheon
Nov 14/23	Meeting with the CEO of the JRTA (Joint Regional Transportation Agency)
Nov 17/23	Meeting with Construction Safety NS-Discussions on Trades work
Nov 20/23	Meeting with Parks & Rec re: new initiatives

EXPENSES

	Year to Date
Oct \$36.44	\$1699.99

THE MUNICIPALITY OF THE COUNTY OF KINGS
DIVERSITY KINGS COUNTY COMMITTEE
AGENDA

Wednesday, November 1, 2023
 6:00 p.m. Council Chambers, Coldbrook Municipal Complex
 and via Microsoft Teams

Description	Required Action	Responsible Lead	Page
Roll Call		Chair	
Amendments to the Agenda	Decision	Chair	
Approval of Agenda	Decision	Chair	
Disclosure of Conflict of Interest Issues		All	
Chair's Remarks	Remarks	Chair	
Approval of Minutes: <ul style="list-style-type: none"> • September 6, 2023 	Decision	Chair	2
Business Arising from Minutes	Discussion	Chair	
Business			
Multicultural Festival - Report	Discussion	Diversity Specialist	
Walk in the Valley Event	Discussion	Diversity Specialist	
Windows to Mirrors Project	Discussion	Diversity Specialist	
Business: Committee Vacancies - Online Application			
Public Comments			
Next Meeting: TBD	Decision	Chair	
Adjournment	Decision	Chair	

A G E N D A

Thursday, November 9th, 2023

11:00 a.m. – 12:00 p.m.

Atlantic Ballroom, Westin Hotel

AGM & Nominations Committee Rep

Call to Order

Approval of the Agenda

Review and Approval of the Audited Financial Statements

Appointment of 2023 Auditors

Review and Approval of the 2024 Dues Formula

Approval of the 2022 Annual General Meeting Minutes

Approval of the September 7th, 2022, Special Member Meeting Minutes

Approval of the January 26th, 2023, Special Member Meeting Minute

Presentation of the Nominations Committee Report

NSFM Program Reports

Adjournment

Westin Hotel, Atlantic Ballroom

Draft Agenda

1. Opening remarks from NSFM President (10 minutes or less) – goals of the day and rules of engagement
2. Opening remarks from NSFM CEO (5 minutes) – work completed, notes on MCC, next steps
1:15
3. Presentation by the Department of Justice (25 minutes for presentation, 20 minutes for questions)
2:00
4. Panel Presentation (12.5 minutes for each presentation, 20 minutes for questions)

Mayor Murray Scott (or designate) - intentions behind the RFP for policing service
Mayor David Mitchell (or designate) - MOU on central support services between municipal police forces.
2:45
5. Coffee break (10/15 minutes)
3:00
6. Panel Presentation (10-15 minutes for each presentation, 20-30 minutes for questions)
Mayor Wendy Donovan (or designate) – move from PPSA to MPSA
Mayor Sandra Snow (or designate) – Crisis Navigator position
Warden Eleanor Roulston (or designate) – administrative staff supports for police officers
4:00
7. Presentation of NSFM What We Heard Report: Policing Services and identified pressing concerns by NSFM President (15 minutes)
8. Response to NSFM What We Heard Report from members (confirmation of pressing concerns and desired solutions) (40 minutes)
9. Closing Remark and adjournment from President (5 minutes)
5:00

Presenters

Presentation 1: Presentation from the Department of Justice
Hayley Chrichton – updates from the Department of Justice on developing efforts to address pressing challenges and upcoming

Name: Cathy Maxwell

Date: November 21, 2023

Date of Last Council Meeting Attended: Oct 30th/23

Date of Last Council Advisory Meeting Attended: Nov 14/23

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Oct 30	Public Hearing	For the rezoning of a parcel of land on Prospect Ave.
Nov 2	Annapolis Valley Trails Coalition	See attached report
Nov 20	Heritage Committee	We continued to review and make changes to a draft bylaw. Also made a recommendation to Council concerning our town permit policy.

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Nov 17	Holy Days Celebration	Dropped into Center Square to take in some of the activities for Holy Days. Fantastic carols, children visiting Santa and marshmallow roasting over the campfires! Great attendance and well done to all organizers.
Nov 18	Kentville Plays	A great day at Oakdene Park! Lots of activities and many families out playing together. It was also nice to see all the Newcomer families enjoying themselves!

		Another successful event and many thanks to all organizers and volunteers.
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COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
<p>Committee Name <i>Annapolis Valley Trails</i></p>	<p>The coalition is on track for the budget and lots of money in the bank, but we need to be cautious as most bills come in later in the budget year.</p> <p>NS Trails Chair Beth Patillio is stepping down. Trail coordinator Rick Jacques is also stepping down. We have filled the two spaces now open from the valley on NS Trails.</p> <p>An impact study will be conducted along the Harvest Moon Trail. There will be signs posted with a QR Code that users can access the survey, as well as people positioned on some areas of the trail to ask users to answer the survey. The trail counter data along with survey results will be married together and provide important data next spring. This data can be used to determine what users need on the trail that will enhance the trail and help with tourism promotion.</p>	<p>Meeting Date:</p>	

Name: Cate Savage – Deputy Mayor

Date: November 21, 2023

Date of Last Council Meeting Attended: October 30th

Date of Last Council Advisory Meeting Attended: November 14th

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
Nov 24 th	Investment Advisory Council	TBA at next council meeting
Nov 27 th	Regional Sewer Committee	TBA at next council meeting
October 26 th	Meeting with CAO Hiring Committee lead by Brian Smith	Good roster of candidates – interviews are expected to commence in mid November.
November 5 th	KBC	Board meeting
November 14	Interviews	CAO
November 15	Interviews	CAO
November 18 th	Meeting of the CAO Selection Committee	

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
October 26 th	Pumpkin Walk in support of LME bursaries	
October 30 th	Public meeting – rezoning	
October 24 th	Swearing in of Newly appointed chief of police – Marty Smith	
October 28 th	Housing information session – MP’s hosting	

MISC EVENTS

November 7-9	NSFM Discussion around code of conduct Service exchange agreements and what is means for towns and municipalities Discussions w various ministers – justice / environment etc. Housing discussions were at the top of the list
November 17 th	Holly days and Christmas Market – a great show of folks
November	Citizen discussions – Deer Haven along with Director Bell
November	Citizen discussions re housing in Kentville

EXPENSES

This month	Year to Date
NIL	See website

-

Pallet Community Conversations with KBC

- Conducted six interviews and two scheduled for next week.
- Susan Ritcey (Hawthorn Clinic), Andrew Bagley (Skylit), Scott Nichols (Harvest Wealth), Catherine Silver-Metzger (Edward Jones), Juli MacHattie (Kentville After School Program), David Ritcey (Scotia Wealth), Kate Seaman (Nathan Seaman Watts), Michelle Parker (Open Arms).
- Also conducted two interviews with exiting businesses – Wendie Patrick (For Pets & Their People) and Gabrielle Breault (Petite Patrie) that shared some common themes.

Common Themes:

- Have seen a recent increase in public drug use, disruptive behaviour, and vandalism along Cornwallis Street, Webster Court, behind the Courthouse and in Miner’s Marsh.
 - Some employees (especially women) feel unsafe being the last to lock at night and walking to their parked car behind the courthouse.
 - Businesses have recently purchased cameras because they are noticing people hanging out on their property at night.
 - Some businesses have found drug paraphernalia on their property.
 - Some businesses have had to move their meeting rooms to the back of their building because of the noise on the street.
 - One business had to file a restraining order, and they now keep their doors locked.
 - One business witnesses a lot of violence in Miner’s Marsh when visiting with children.
 - Some businesses report violence and public drug use, but don’t feel that their concerns are taken seriously by KPS.
- Businesses on Webster Court feel that they are having a hard time maintaining the ‘boutique atmosphere’ that was sold to them by KDCL years ago.
 - The businesses on Webster Court own their properties, and invested heavily in converting them from residential to commercial.
 - This was part of a downtown revitalization plan pushed by KDCL. The hope was to make Webster Court an inviting, attractive, boutique section of town.
 - Business owners are now concerned about the value of their properties, and whether they will see a return on their investment as conditions continue to worsen.
- Businesses are concerned that we lack a vision for our downtown.
 - How does this fit in with a long-term vision of a thriving business community?
 - They do not see unified leadership.
- Every single business owner said that they support a housing solution, but they feel that the lot behind the Justice Centre is the wrong place for it.
 - Too close to the business community, which is already struggling.
 - Too close to the courthouse, which could be triggering for tenants.
 - On a flood plain.
 - Undermines the work that Ducks Unlimited did to build Miner’s Marsh.
 - Next to a parking lot where many employees park, and already feel uncomfortable.
 - Concerns about future funding of the space.

KBC Board of Directors Meeting

Wed November 15th, 2023
Board Room at 401 Main Street
4:00pm – 6:00pm

Agenda

Meeting Opening

- Call to order
- Approval of Agenda
- Approval of October 25th, 2023 Board Meeting Minutes
- Business Arising from Minutes

Board Development Topic: How to Make Motions & Amendments

President's Report

Committee Reports

- Treasurer Report
- Façade Program Committee Report
- Promotions Committee Report
- Events Committee Report
- Connections Team Report

Executive Director Report

Old Business

- 3-hour parking permit proposal update
- Pallet Community discussions
- Signage on mural

New Business

- Staff Announcement

Meeting Closing

- Comments & Announcements
- Next meeting date
- Adjournment

KBC Board of Directors Meeting

Wed October 25th, 2023

Board Room at 401 Main Street

4:00pm – 6:00pm

Minutes

Present: Julie Ogilvie, Gary Morse, Christina Coughlan, Carrie May, Paul Dixon, Doug Ralph, Lindsay Young, Darryl Pike, Genevieve Allen Hearn, Andrew White

Regrets: Cate Savage

Meeting Opening

- Call to order – Christina Coughlan called meeting to order 4:05pm.
- Approval of Agenda – Julie Ogilvie approved and Gary Morse seconded the agenda.
- Approval of September 20th, 2023 Board Meeting Minutes – Carrie May approved and Paul Dixon seconded the approval of the minutes.
- Business Arising from Minutes
 - Landmark East Pumpkin Walk – recognized on the radio, on Facebook page, and at event.
 - Could this turn into a bigger event like Holly Days? Could it happen at the same time as a Night Market and Late Night Shopping?
 - Is it worth it for the business community to continue to support this annually? We can revisit this conversation before budget season. The event might want to align with business sponsors rather than KBC, since we do not budget for event sponsorships.

President's Report

- Board Changes
 - Congratulations to Julie and Liz for winning the AVCC Best Of awards.
 - Liz Huntley has resigned from the KBC Board due to health related issues.
 - Remember to register for the Block Party on November 8th.
 - Christina knows someone who may be interested in sitting on the board.

Action Item: Genevieve will send an application form and board information sheet to Christina. Andrew will meet with the potential board member.

- KBC to send a Pallet Community email as a separate bulletin including the video.
- Town of Kentville will make a presentation at the next KBC Board meeting.

Committee Reports

- Treasurer Report
 - Surplus of \$35,500, but this is accounted for in the budget, for future expenses.
- Façade Program Committee Report
 - Oats Thrift Store and Valley Stove & Cycle walls are under construction.
 - Town is working on getting an internal inspector. County inspectors are becoming too demanding.
 - Include more emphasis about building permits in the application.

Action items: Doug will document the two new façade projects and put it on social media.

Genevieve will order feather banners to indicate when a construction project is being funded by KBC.

- Promotions Committee Report
 - Feather banners were put to use for the sidewalk closures.
 - The Promotions Committee would like to recommend a street banner with a pulley system between Valley Stove & Cycle and Town Hall.
 - Would need parameters for events that would like to hang a banner.
 - A fee would be associated with hanging a banner.
 - Could the fire department hang banners as a fundraiser?

Action item: Julie, Gen and Lindsay will meet to discuss how to manage the street banner.

- Spencer Laing is now sitting on the Promotions Committee meeting as representation from the nonprofit sector (CentreStage).
- Gave away \$250 per week for four weeks during the Sidewalkless give-away. There were 413 entries. Doug did interview style draws with organizations in the community.
 - Suggestion: Next time use a QR code on the tent cards that links to the website page with info on how to submit receipts.

Action item: Gen will highlight the success of the promotion with a shout out to New Scotland Candles.

- It was suggested that we have a sign that says that businesses accept KBC Dollars.
- Doug helped Gary promote Walk a Mile in Her Shoes. Raised \$26,600. Congrats Gary!
- Events Committee Report
 - Held a pie eating contest and dessert competition at Harvest Festival this year to get more business involvement. Apple Valley Foods donated pies for the pie eating competition, and then Genevieve dropped 15 pies off at the two soup kitchens in Kentville. The dessert competition had two winners – one for most aligned with the theme and one for best dessert. It got some traction, and we received feedback that people were buying pumpkin treats in restaurants and cafes that week.
- Multicultural Festival took place October 21st.
 - It was rainy in the morning, but the rain stopped for the festival. Lots of people attended – although not as many as 2019.

- Lots of positive feedback so far.
- About a quarter of our vendors didn't end up coming, but it didn't seem to put a damper on the event.
- One of the KBC tents broke – we will need to order a new one in next year's budget.
- Thank you to Paul and Andrew for your help with set-up and teardown and Darryl for organizing volunteers. Also a big thank you to Lindsay for pulling through during the tough bits.
- Holly Days Festival schedule is now being finalized.
- Liaison Committee Report
 - Block Party November 8th 4:30pm – 6:30pm in the new Tides Gallery location.
 - Looking for a new Chair for this committee now that Liz had to resign.

Executive Director Report

- Presented for the Kentville Rotary at their monthly meeting on October 23rd.
- Attended the Business Supports gathering for Small Business Week at the Business Hub on October 18th.
- Presented for the Planners Association Conference in Kentville on October 17th.
- Attended a Mentoring Plus gathering on behalf of KBC on September 29th.
- Attended the KentvilleTalks meeting on Active Transportation on October 5th.
- Scheduled a meeting with the new Police Chief Marty and Lindsay to discuss the 3 hour parking permit, a designated smoking section, and some community concerns.
- Harvest windows wrapped up – the total was \$9,800 for 25 businesses.
 - TOK may be able to help with 'Christmas beautification' since KBC has spent it's seasonal décor budget.
- Working on the extended hours ad campaign for November/December. Businesses are extremely slow to get back to us about whether they are participating. Takes a personal email or phone call to get an answer.

Old Business

- 3-hour parking permit proposal update: postponed until Genevieve and Lindsay meet with Marty.

New Business

- Julie Ogilvie expressed interest in taking on the role of Secretary for the board.

Meeting Closing

- Comments & Announcements
 - Julie is looking for an entrepreneur who could be available for a 12 week program from April – June, 9 hours a week. She may ask KBC to put this in a later newsletter.
- Next meeting date

- Wednesday, November 15th 4pm – 6pm.
- Adjournment – Gary Morse moved to adjourn at 5:55pm.

Name: Gillian Yorke

Date: November 27, 2023

Date of Last Council Meeting Attended: October 30, 2023

Date of Last Council Advisory Meeting Attended: November 13, 2023

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
November 3 rd , 2023	Board of Police Commissioners	Work plan update, policing update and presentation update provided. Action items taken forward: Strat Plan committee and Community Engagement
November 7 th , 2023	Nova Scotia Federation of Municipalities Member Meeting on Policing	Presentation made to NSFM delegates from across the Province on Kentville policing, and specifically the community crisis navigator position.
November 8 th , 2023	Nova Scotia Association of Police Governance	NSAPG meeting held during the NSFM conference to discuss the next steps for NSAPG, welcoming the new executive, and preparing for new training opportunities from the Department of Justice.
November 16 th , 2023	BoPC Agenda meeting	Sat with Chief of Police and Vice Chair to set the committee meeting agenda
November 16 th , 2023	Annapolis Valley Regional Library	Quarterly meeting with AVRL Board. Updates on finances, and staffing provided.
November 21 st , 2023	Board of Police Commissioners	November meeting held with work plan update, beginning budget conversations and budget planning.

Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
November 11th, 2023	Remembrance Day Service	Attended the Remembrance Day service in the Town of Kentville.
November 17th, 2023	Holly Days Festival	Attended the festivities in town! Lovely to see everyone out and about and supporting local.

November 23rd, 2023	Police Long Service Awards	Attended the Long Service Awards in Halifax with Chief Smith
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Misc Events

Date	Synopsis
November 8th-10th, 2023	Nova Scotia Federation of Municipalities (NSFM) Conference. Attended the Fall conference this year as a presenter, and to attend additional committee meetings held in the evening during the conference.

Expenses

This month	Year to Date
	\$1449.05 (includes \$750 registration fee)
	\$15.28 April Cell Bill Adjustment 2023-04-18 01-21-11-057 Expenses- Councillor Yorke
	\$36.51 April Cell Bill 2023-05-17 01-21-11-057 Expenses- Councillor Yorke
	\$36.34 May Cell Bill 2023-05-31 01-21-11-057 Expenses- Councillor Yorke
	\$526.43 NSFM 2023 Registration Fee 2023-05-31 01-21-11-057 Expenses- Councillor Yorke
\$750 Conference Registration fee	-\$15.28 Cell Bill Adjustment 2023-06-13 01-21-11-057 Expenses- Councillor Yorke
	\$36.48 June Cell Bill 2023-07-17 01-21-11-057 Expenses- Councillor Yorke
	\$7.55 July Cell Bill 2023-08-03 01-21-11-057 Expenses- Councillor Yorke
	\$25.73 August Cell Bill 2023-09-14 01-21-11-057 Expenses- Councillor Yorke
	\$23.02 September Cell Bill 2023-10-25 01-21-11-057 Expenses- Councillor Yorke
	\$6.99 October Cell Bill

Name: Councilor Andrew Zebian

Date: November 20th/2023

Date of Last Council Meeting Attended: October 30/23

Date of Last Council Advisory Meeting Attended: November 14/23

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
Nov 20/23	Heritage Committee	We continued to pick away at this document and how Committee wishes to present this document to Council. We have decided to ask Council to direct the Planning Department to answer some questions for us regarding permit approvals. This will help us move forward so we can return to Council in the near future with a working document for Council's approval. We will resume work in January and began working on a checklist for heritage properties.

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
Nov 8/23	KBC Business Block Party	This was a get to know the business community event. It was well attended and took place at the all new Tides Art Gallery, which looks amazing by the way.
Nov 17/23	HOLLY DAYS FESTIVAL	This was another spectacular event put on by KBC and the Town of Kentville. I attended the Tree

		Light up and that's always so well attended and lots of fun. I salute everyone who put this great event together, yet again!
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MISC EVENTS

Date	Synopsis
November	Numerous emails with Council regarding the Management Letter from the Town of Kentville 2022/2023 Audit, which Council has never seen- to date that I write this report.

EXPENSES

This month	Year to Date

Name: Sandra Snow

Date: 23 November 2023

Date of Last Council Meeting Attended: 30 October 2023

Date of Last Council Advisory Meeting Attended: 14 November 2023

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
30 Oct 23	Council Meeting	Audit Committee Member Report Briefing Note, Audit Committee Reappointment of Audit Committee Members Community Petition for Sidewalks Council Reports Council Committee Appointments Election of Deputy Mayor
2 Nov 23	NSHA Partners	Presentation of the recruiting plans and availability of grants
7 Nov 23	NSFM Board of Directors	Quarterly Board Meeting to discuss on- going business
7 Nov 23	NSFM Policing Meeting	Discussion of policing in NS, with presentations from the Dept of Justice and the NSFM. Town of Kentville Police Services made a presentation of the Crisis Navigator which was well received by all in attendance
10 Nov 23	NSFM Board of Directors	Newly elected Board meeting
14 Nov23	CAC Meeting	Basic Income Guarantee Presentation Director Reports Renaming Cornwallis Street 2023 Annual Resident Survey: Results 2023 Council Meeting Dates Municipal Election 2024 a. Appointment of Returning Officer and Assistant b. Mode of Voting, 2024 Access to Voters List c. Advance poll Date, October 10, 2024

14 Nov 23	CAO Selection Committee	Interview candidate #1
15 Nov 23	Special Meeting	NSFM Executive Committee
15 Nov 23	IMSA Board of Directors	Review of Kings Transit and Valley Waste
15 Nov 23	CAO Selection Committee	Interview candidate #2 Interview candidate #3 Interview candidate #4
18 Nov 23	CAO Selection Committee	Interview debrief
21 Nov 23	NSFM Advisory Committee	Infrastructure
22 Nov 23	NSHA Comms	Initial meeting of the NSHA – Municipal partnership communications working group. We met to discuss how to inform the public on the availability of health care and services in our Valley communities.

Conference Attendance and Synopsis

Date	Conference	Synopsis
7-10 Nov 23	NSFM Conference	See trip report
15 Nov 23	Webinar: Fostering Resilience in Women Municipal Leaders	Three inspiring women municipal women from across Atlantic Canada: Amanda McDougall, Mayor of CBRM Laurie Boucher, Mayor of Antigonish Joanna Killen, Councillor, City of Saint John Presented by the Federation of PEI Municipalities, PEI Alliance for Mental Well-Being, and the PEI Coalition for Women in Government.

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
1 Nov 23	KCA Pumpkin Drop	Best day ever! The pumpkins were wrapped and dropped. One survived the drop, fun was had by all.

11 Nov 23	Remembrance Day Ceremony	Royal Canadian legion held the annual ceremony at the Cenotaph
17 Nov 23	Holly Days	Perfect start to the holiday season
23 Nov 23	Long Service Awards	NS Police – Province of NS Cst Chris Burke was awarded his 15 year Medal for his service over the last 16 years with the Kentville Police Service.

Misc Events

Date	Synopsis
10 Nov 23	Diwali Celebration in Wolfville – wonderful event

17 November 2023

TRIP REPORT –NOVA SCOTIA FEDERATION OF MUNICIPALITIES ANNUAL CONFERENCE

Introduction

1. The members of council attended the NSFM Annual Conference in Halifax. The NSFM Annual Conference was held 7-10th Nov 23 at the Westin Nova Scotian Hotel, hosted by NSFM. Four members of council attended the conference. The conference was attended by over 150 municipal councillors from across NS.

Administration and Finances

2. The travel administration was supported by the Town of Kentville. Accommodations were secured at the Westin Nova Scotian Hotel, private motor vehicles were used for transportation and attendees carpooled. The cost of the conference was \$810.00 including HST and carbon offset fee per attendee. The total cost of the trip \$2,067.15 was borne by the Town of Kentville under mayor's legislative expense account.

Conference Facilities

3. The conference facility is adequate. Securing rooms at the Conference Centre is ideal, as all conference events are held on-site. The accommodations are very comfortable and well appointed. The main conference room tends to be over air-conditioned and may necessitate the wearing of a jacket or sweater.

Conference Content

4. The conference was completely digital this year, with access to the schedule through the Pheedloop App. The briefings provided during the general assemblies were informative and provided a good overview of common services and issues faced by all NS councils and it also provided insight on the services that are available to councils. The AREA Wind Power Municipalities were awarded the NSFM Climate Changer Leader Award for their continued work in renewable energy.

5. **Keynote Address Local Governments Leading Innovation** . David Miller the former mayor of Toronto and current Managing Director of the C40 Centre for City Climate Policy and Economy. C40 is the organization of the 40 biggest cities in the world. He engaged the audience with his perspective of the work we do at the municipal level and how it is changing the world around us.

6. **The Impact of Province's Population Growth Strategy:** (concurrent event) This was a panel discussion with David Miller, Mayor Mike Savage and Honourable Jill Balser . The Provincial government has identified economic growth as one of its key priorities, but what does that mean for municipalities. Can we keep up with the development and provide the necessary services.

7. **Always a Work in Progress:** Michael Fern a former Ontario Deputy Minister and municipal CAO spoke on the relationship between the Province and the Municipalities. Municipalities face challenges of ever-widening responsibilities and delivering the services that our residents expect.

8. **Conversation – Round Table:** 15 tables were set up to encourage discussion on a number of topics. It was a speed networking event, where attendees were provided with 20 minutes to discuss the table topic and then move to a table of their choice. We did four rounds, and it was very well attended..

9. **FCM President Update:** The FCM President Scott Pearce addressed the plenary session and provided an update on the current work with the Federal Government on behalf of Canadian

1/2

Municipalities. The FCM continues to lobby for more direct funding for municipalities.

10. **Municipal Affairs and Housing:** Minister John Lohr provided an update on the work within the department, particularly the housing file.

11. **Provincial Ministers Panel:** Each of the party leaders were provided with the opportunity to speak to the plenary and provide an update. Minister John Lohr represented the sitting government. Claudia Chender the NDP and Zach Churchill the Liberals..

12. **AGM:** New board was appointed..

13. **Natural Infrastructure for Municipalities:** Peter Dunker PhD Sylveritas LTD provided a presentation on green infrastructure, specifically nature based solutions. Trees, he spoke on the benefits of trees, how cost effective they are and the value of urban forests. Lilian Barraclough Project Coordinator with NB Environment Network spoke of natural infrastructure that the NB government is funding, specifically storm water management ponds.

14. **Safety Leadership for Municipal Success:** (concurrent event).Construction Safety NS CEO MJ MacDonald spoke to the roles and responsibilities of the municipalities in both capital project oversight and well as operational areas of accountability.

15. **Rising to the Challenge:** Building Resilience and De-escalation Skills, presenter Chris O'Brien spokes on the concepts and tactics for dealing with situations, such as aggressive behaviour, meeting disruptions, active threats and lockdown procedures.

16. Once the presentations are available electronically and they will be placed on the Council network drive when available.

Recommendations

17. It is recommended that Town of Kentville continue to attend the NSFM Annual Conference. Cross section attendance is extremely important as making contact with other councillors. The information gathered at the conference will be of on-going interest to council and staff. Questions regarding this conference or the recommendations may be referred to the undersigned.



Sandra Snow
Mayor

Project Red Ribbon



While great strides have been made over the years to reduce impaired driving, it remains a deadly problem on Canadian roads. Continued awareness efforts are vital.

MADD Canada's 36th annual *Project Red Ribbon* will raise awareness about the dangers of driving under the influence of alcohol, cannabis and/or other drugs.

Running from November 1st until the first Monday after New Year's, *Project Red Ribbon* helps keep the sober driving message top of mind during the busy holiday season. The campaign is a nation-wide effort that sees hundreds of volunteers distributing red ribbons and car decals to attach to vehicles, key chains, purses and backpacks.

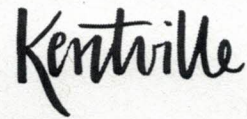
The ribbons are a small but powerful symbol of each wearer's commitment to sober driving. They also serve as a highly visible tribute to all victims who have been killed or injured in impaired driving crashes.

Support Project Red Ribbon!

Show your support for sober driving! Get your red ribbon by: contacting your nearest MADD Canada Chapter or Community Leader; or contacting MADD Canada's National Office at info@madd.ca



Town of Kentville
Code of Conduct Breach Report



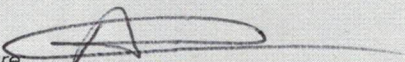
I, Councillor Andrew Zebian do solemnly swear that the contents of the following report as written are true and correct.

Civic Address: 64 Webster Street Kentville NS

Mailing Address (if different from above): _____

I have reasonable and probable ground to believe that Mayor Sandra Snow,

member of Council with the Town of Kentville Council, has contravened Policy Statement G16, the Code of Conduct for Councillors.

Signature:  _____ Date of Report: November 20/23

Classification: Physical Verbal Psychological Financial

Witness(es): _____

Where did the event(s) take place?

- Council meeting Town-related event/meeting Via email
- Committee meeting At a family event On social media
- Council-related event/meeting At a community event
- At the following address/business _____
- Other: CITIZENS

Description of events/activities/behaviour (who, what, where, when, how, etc):
At the October 30th, 2023, meeting of Council, there was discussion surrounding the Audit Committee Appointments as well as the internal control's letter and/or management letter. I bring your attention to section 44 (2b) of the MGA (see attached), where it explains that the Audit Committee shall evaluate the internal control systems and any management letter with the audit. As you are aware, I have been a member of the Audit Committee since 2020. On August 14th, I asked Deputy Mayor Savage to obtain a copy from the CAO. Per the sanction imposed on me by Council, I was unable to directly contact the CAO. Deputy Mayor Savage replied to me on September 5th, 2023 and told me that she had heard nothing back and she acknowledged that Committee Members had not received a copy. I informed Deputy Mayor Savage that Mayor Snow had a copy. Deputy Mayor Savage told me that the Mayor would not be releasing it to me.

At approximately 40 minutes into the meeting of October 30th, 2023, I commented to Mayor Snow that I had requested a copy of the noted letter and was denied by her. At approximately 41 minutes and 20 seconds into the meeting, Mayor Snow made a disparaging and abusive comment towards me by calling me an "asshole". This can be observed right after I said, " Thanks Mayor Snow" . It was only the following days after that meeting, that I was alerted by the public who had been in the audience who observed the comment. Citizens were appalled to witness this behaviour by the Mayor towards a member of Council and many members of the public have called for Mayor Snow's resignation. It has been observed Nationally as well and has been published in media publications. According to Town of Kentville Code of Conduct (Policy G16), 4.7.2 (see attached), it states that our meetings do not allow for any member of Council to make belligerent, slanderous, threatening, abusive or disparaging comments.

I have attached additional page(s) Yes No I have attached additional evidence Yes No

Information collected on this report is collected under the authority of Policy Statement G16: Code of Conduct for Councillors, section 4.14.

This report was received by _____ Date: _____

Office Use Only:
File number: _____ First Authority: Town Hall Police/RCMP Human Rights Commission
Reviewed by: _____ Date: _____

Town of Kentville
Code of Conduct Breach Report

Additional Notes:

I am attaching a copy of the specific clip of the meeting where the Mayor's Comment occurred, which can be streamed as well at this meeting as well.

Immediately after I commented that Mayor Snow would not release this management letter, she made this offensive comment towards me. The comment by Mayor Snow was disrespectful and arguably defamatory and I personally feel intimidated and devalued by Mayor Snow. Council must work together to condemn this type of behaviour. If Council turns a blind eye, you are sending a direct message that this behaviour is condoned and encouraged to continue.

On November 8th 2023, I prepared this code of conduct report to be part of the November 14th Council Advisory Meeting. On this same day, Deputy Mayor Savage informed members of the public that an apology would be coming. Because of this, I withdrew my code of conduct complaint in hopes for the greater good and an opportunity to put it behind us. I had indications that Council were not happy with Mayor Snow's comment towards me so I gave Council a chance... only to be disappointed again.

On November 14th CAC Meeting, at the 5 minute and 45 second mark, Mayor Snow took an opportunity to state that the "chair" apologized to Council for their unprofessional behaviour.

I do not know the context behind this apology for what it pertained to as there was no explanation and it was an apology to all of Council, not me to me.

According to the Policy G16, 4.15.1, if it is found that a member of Council has breached the Code of Conduct, Council can impose corrective action. Also within Policy G16 is 4.15.1 and 4.16.3 (both attached) detailing that when members are found to have breached this Code, they may be subject to discipline with options. I will note that this is not the first time Mayor Snow has been accused of bullying me in an open session. You will recall the events of February 28th, 2022. A third party was hired to investigate the allegations and came back with a report at the expense of tax payers. Council asked Mayor Snow to apologize for her comments towards Councilor Zebian and she refused. The only sanction imposed by Council for this behaviour was the release of the report indicating that in fact she had violated the code of conduct.

The video clip of the October 30th, CAC meeting is to be used as evidence and to determine if Mayor Snow has breached the code of conduct.

If found to be in breach, I move that Council sanction Mayor Snow as follows; (a) Apologize at this evening's meeting to Councilor Zebian for making this abusive comment and agree to provide a written letter of apology to Councilor Zebian and the publication of such letter of apology will be shared on the Town of Kentville's social media platforms including Facebook no later than November 30th, 2023, stating that she apologizes for her behaviour towards Councilor Zebian at the October 30th, 2023 meeting of Council and further, that she will strive to work as a team and respect all members of Council. As per Policy G16, 4.16.3, Council will further sanction Mayor Snow from travel and attending the 2024 FCM (Federation of Canadian Municipalities).

4.7 Conduct at meetings, members shall:

4.7.1 respect the chair, colleagues, staff and members of the public present during council meetings or other proceedings of the municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making. Council members will abide by the majority decisions of council;

4.7.2 practice civility, professionalism and decorum in discussions and debate. Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated. Council members should conduct themselves in a professional manner in all times, including dress;

4.7.3 will share any record in their possession that may be of value to other members in the performance of their duties, as deemed appropriate.

4.15 Corrective Action

4.15.1 Any reported violation of the Code will be subject to investigation by the Mayor and Council. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member. If violation of the Code of Conduct is outside of the observed behaviours by the Mayor or Council members, the alleged violation should be referred to the Mayor or CAO. The Mayor should ask the CAO and/or the Town solicitor to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration.

4.16 Compliance with the Code of Conduct

4.16.1 Members of Council are accountable to the public through the four-year election process. Between elections they may, for example, become disqualified and lose their seat if convicted of an offence under the Criminal Code of Canada or for failing to declare a conflict of personal interest under the *Municipal Conflict of Interest Act*.

4.16.2 Members of Council who, without leave of the council, are absent from three consecutive regular meetings of the council shall thereby vacate the office, and the office shall be declared vacant by the council, whether or not the councillor has vacated the office. (Election act 18(6))

Town of Kentville, Policy G16: Code of Conduct for Elected Officials

4.16.3 In addition to any other consequence imposed by law, Members found to have breached this Code may be subject to discipline, including:

- Return of a gift or benefit;
- Removal from a committee;
- Loss of Committee Chair privileges;
- Request for written or public apology;
- Reprimand; or,
- Where applicable, suspension from travel, for a period of up to ninety (90) days.