



# TOWN OF KENTVILLE COUNCIL COVID-19 PROTOCOL AGENDA May 25, 2020 AGENDA

4:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
  - (a) Council meeting minutes May 11, 2020
4. PRESENTATION
  - (a) Valley Community Learning Association (VCLA) – Peter Gillis
5. REZONING APPLICATION
  - (a) Stoneridge Properties
6. REPORTS
  - (a) Councillors' and Mayor Reports
    - (1) Councillor Andrew
      - a. Kings Transit Authority
      - b. Joint Fire Services Committee
    - (2) Councillor Bolland
      - a. Valley Waste Resource Management Authority
    - (3) Deputy Mayor Gerrard
      - a. Board of Police Commissioners
    - (4) Councillor Maxwell
      - a. KCA/PTA
      - b. Annapolis Valley Trails Coalition
      - c. Bursary Selection Committee
    - (5) Councillor Savage
      - a. Investment (Perpetual Fund)
      - b. Kings Regional Sewer Committee
      - c. Diversity Kings
    - (6) Councillor Pulsifer
      - a. Annapolis Valley Regional Library
      - b. Kings Point-to-Point
  - (b) Mayor's Report
    - a. Audit Committee
    - b. Water Commission



- c. Regional Emergency Management Operation
- d. Regional Enterprise Network
- e. Source Water Protection Advisory Group

## **7. CORRESPONDENCE**

- (a) Public Garden Request – Joey Murphy

## **8. NEW BUSINESS**

- (a) VCLA Request
- (b) Request for Amendment to Special Events Bylaw
- (c) 2020-2021 Police Commission Budget Report
- (d) 2020-2021 Town of Kentville Water Commission Budget Report
- (e) 2020-2021 Town of Kentville Operating Budget
- (f) 2020-2021 Sanitary Sewer Operating and Capital Budgets
- (g) Downtown Summertime Social Distancing RFD

## **9. PUBLIC COMMENTS**

## **10. IN CAMERA**

## **11. ADJOURNMENT**

# TOWN OF KENTVILLE

## COVID-19 PROTOCOL MEETING

### MEETING MINUTES

#### May 11, 2020

#### 1. CALL TO ORDER AND ROLL CALL

Mayor Snow called the meeting to order at 4:00 p.m., and Chief Administrative Officer (CAO) Kelly Rice reported the following members of Council and staff were present:

#### PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Craig Gerrard
- Councillor John Andrew
- Councillor Eric Bolland
- Councillor Cathy Maxwell
- Councillor Lynn Pulsifer
- Councillor Cate Savage

Staff:

- Kelly Rice, Chief Administrative Officer
- Geoff Muttart, Solicitor
- Jennifer West, Recording Secretary
- Jason Bethune, IT Manager

#### REGRETS

None.

#### DECLARATIONS OF CONFLICT OF INTEREST

None.

Note: "Points from Discussion" below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group.

#### 2. APPROVAL OF THE AGENDA

It was moved that the agenda of May 11, 2020 be approved with the following changes:

#### MOTION CARRIED

#### 3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee meeting minutes of April 27, 2020

#### MOTION CARRIED

#### 4. DEPARTMENT REPORTS AND RECOMMENDATIONS

##### (a) Finance

##### (1) Director's Report

Mayor Snow received the report for the period ending April 30, 2020.

*See report for more information*

##### (b) Planning and Development

##### (1) Director's Report

Mayor Snow received the Planning report for April 2020.

*See report for more information*

- Points of Discussion:
  - How many units will be added to the Parsons Green? Still proceeding with the original proposal.

**(2) Community Economic Development Coordinator's Report**

Mayor Snow received the CEDC report for April 2020.

*See report for more information*

- Points of Discussion:
  - What is the status of the public green space beside Kings Arms Pub? We are waiting for the budget to be completed and passed, then it will be completed.

**(c) Parks and Recreation**

**(1) Director's Report**

Mayor Snow received the Parks and Recreation report for April 2020.

*See report for more information*

- Points of Discussion:
  - What are the surveys for the recreation programs? Staff will be gathering information about what recreation programs the public is using and what the public would like to see more of.
  - Want to remind people not to block paths by gathering at entrances during this pandemic.
  - The recreation team is preparing new signage to make the Miners marsh trail one-way only to improve flow of foot traffic.

**(d) Engineering and Public Works**

**(1) Director's Report**

Mayor Snow received the Engineering and Public Works report for April 2020.

*See report for more information*

**(e) Administration**

**(1) Communication Report**

Mayor Snow received the Communications report for April 2020.

*See report for more information*

**(2) Chief Administrative Officer's Report**

Mayor Snow received the CAO's report for April 2020.

*See report for more information*

- Points of Discussion:

- Is there an update on the unsightly premises list? Staff has been reviewing this file and are launching a dangerous and unsightly committee (internal).
- What is the status on the Calkin building? There is an interested buyer

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

**That the reports from the directors be received.**

**MOTION CARRIED**

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

## 6. BUSINESS ARISING FROM THE MINUTES / DEFERRED BUSINESS

### (a) None

## 7. NEW BUSINESS

### (a) COVID-19 Property Tax Financing Plan Policy

CAO Rice reviewed the proposed COVID-19 Property Tax Financing Plan Policy. The province is proposing a one-time property taxation financing program to municipal units, which permits the Town to borrow from the Province of Nova Scotia for its operating needs.

*See report for more information*

- Points of Discussion:
  - Recommend that the Town does not participate in the Property Tax Financing Plan Policy.
  - Staff suggest dealing with cashflow challenges internally on a case-by-case basis, and not through a policy. There have been no calls yet from residents or businesses about inability to pay their taxes.
  - Some support for a Kentville policy to support tax relief.
  - The intent is that the total amount of interest would be added to the principle over 24 payments, with no allowable defaults.

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

**That Council direct the CAO and the Finance Department to draft the Town of Kentville Covid-19 Property Tax Installment Payment Plan for initial review by legal and further for review and approval by Council to include the general criteria listed in the attached report.**

**MOTION CARRIED**

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

### (b) Accessibility Committee Statement of Commitment

Mayor Snow reviewed this report which describes the legislated requirement for the Town of Kentville's Accessibility Committee to develop a Statement of Commitment that Council could support.

*See report for more information*

- Points of Discussion

- The committee is moving ahead through online meetings with great ideas, conversation and input from the committee and from the public. The Town is positioning itself to become the leader around accessibility in the province.

It was moved by Councillor John Andrew and seconded by Councillor Lynn Pulsifer

**That Council adopt the Statement of Commitment around accessibility in the Town of Kentville.**

**MOTION CARRIED**

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

**(c) Provincial Flood Risk Assessment Grant**

Mayor Snow reviewed the report which described the legislated requirement for Council to make a motion that supports proceeding with this provincial grant application with a regional collaboration.

- Points of Discussion
  - Council wants to ensure that staff review the 2013 flood mitigation study.
  - In the previous budget, the River Street Dyke project was not approved but this is a different project.
  - This project will not be included in the 2020-2021 budget.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Eric Bolland

**That Council approve the Flood Risk Infrastructure Investment Program (FRIIP) grant application.**

**MOTION CARRIED**

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

**9. IN CAMERA**

**10. ADJOURNMENT**

It was moved by Councillor Eric Bolland and seconded by Councillor Cathy Maxwell

**That Council adjourn.**

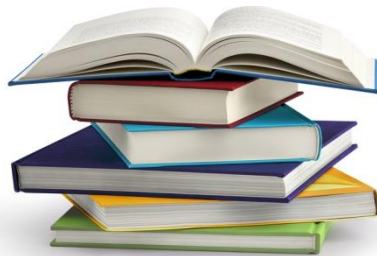
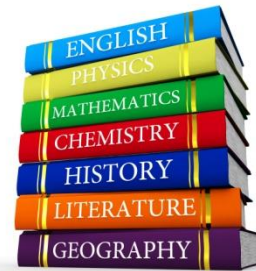
**MOTION CARRIED**

**Adjournment at 4:42 p.m.**

# A New Home for Adult Learning



# Two Main Locations in the Annapolis Valley: NSCC Middleton

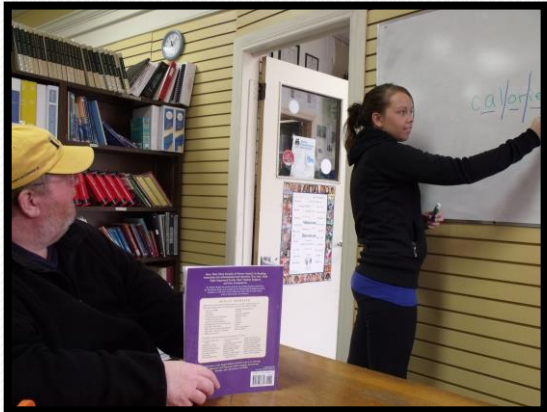
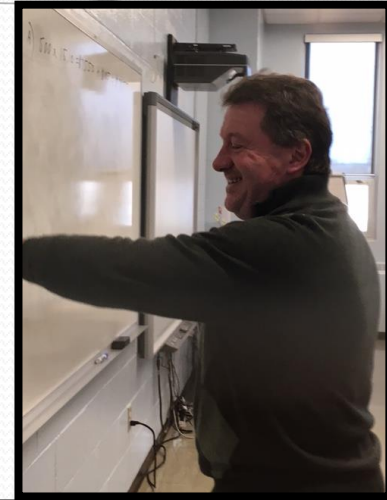




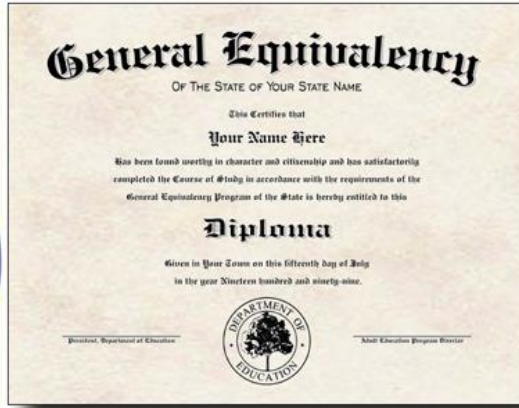
# And Downtown Kentville



# One-to-one Tutoring



# GED





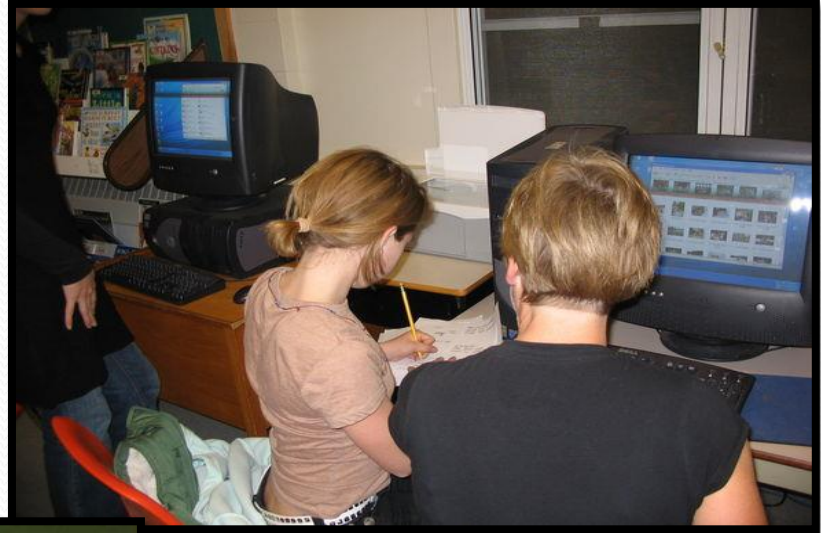
*The 'wall of fame' – 49 Cornwallis Street*

# English as an Additional Language!





# Family Literacy



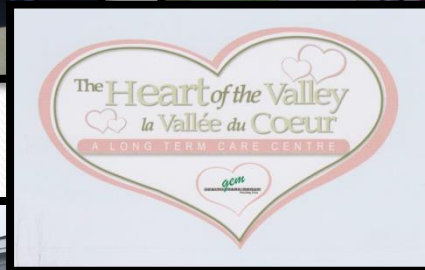
# Healthy Beginnings:

## Enhanced Home Visiting





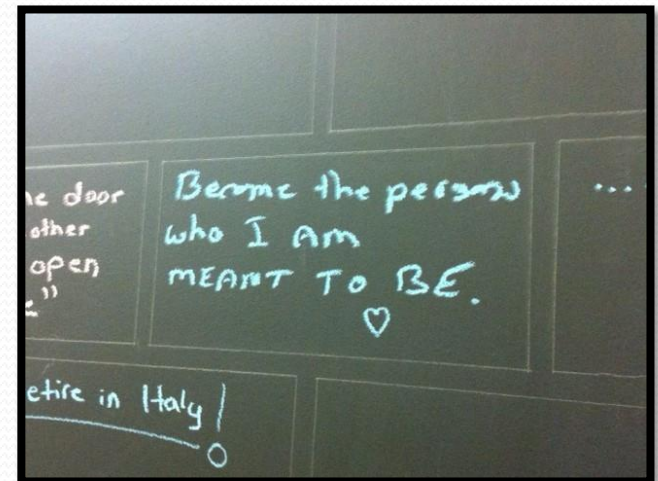
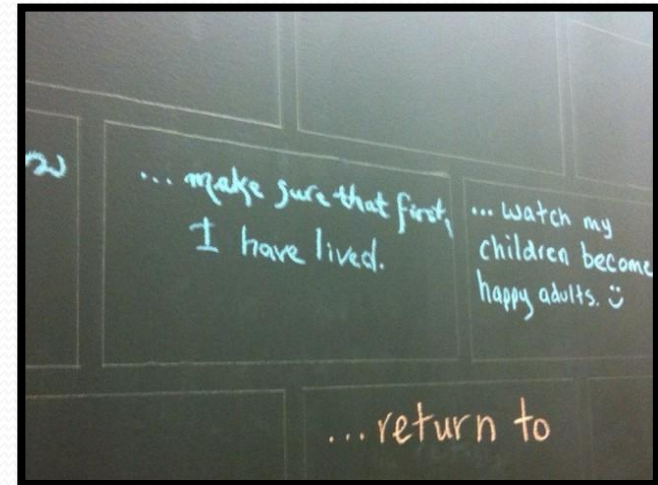
# Seniors Storytelling



# Personal Development



# Before I die ...



# Before I Die ...



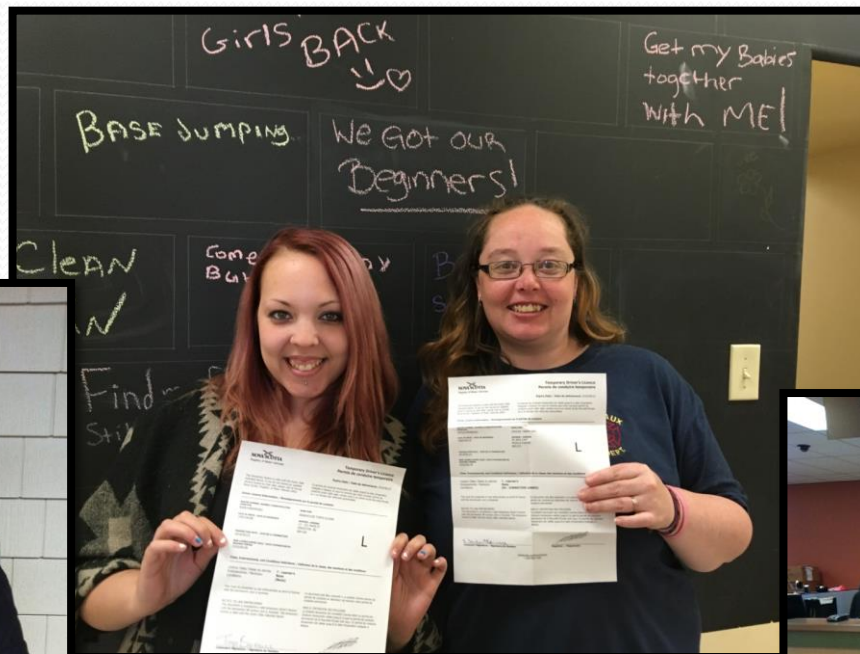
# Trucking



# Training for entry level work in health and human services



# Beginners License courses

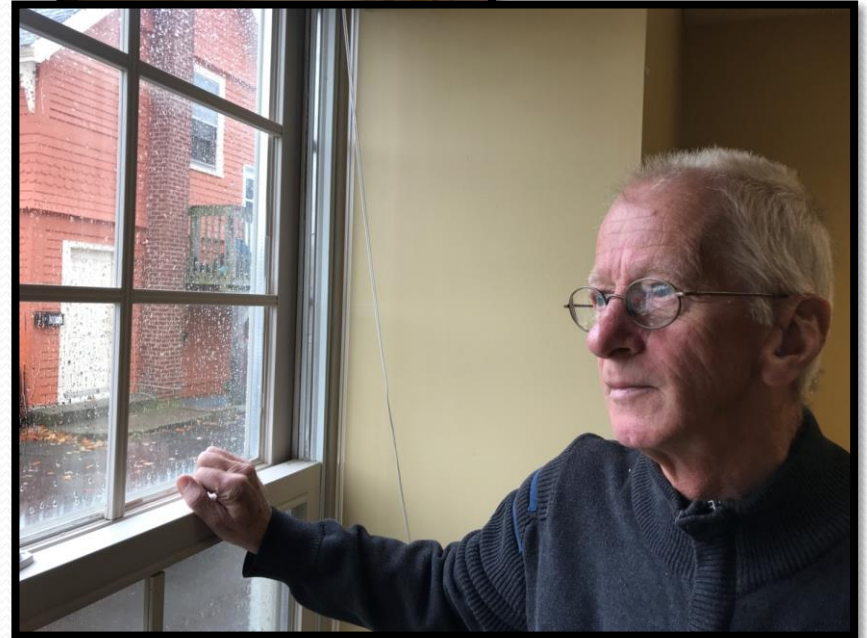


# Digital Technology

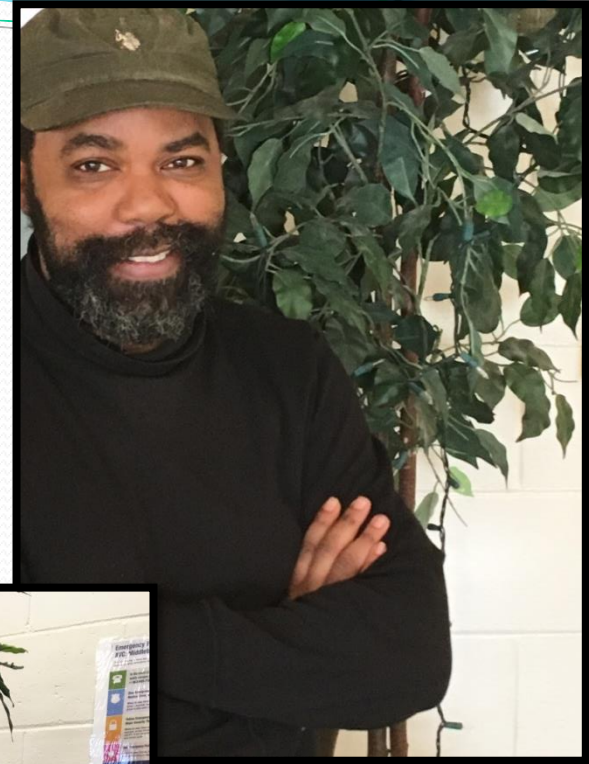




# Creative Arts



# Plain Language Support to improve Health Literacy



# Indigenous Crafts





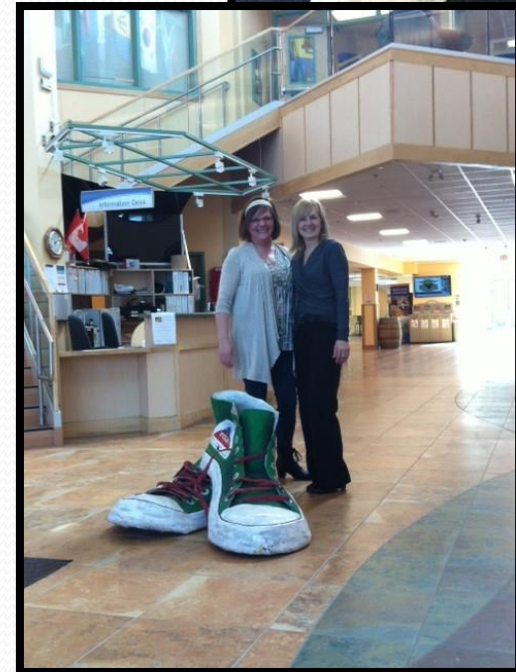
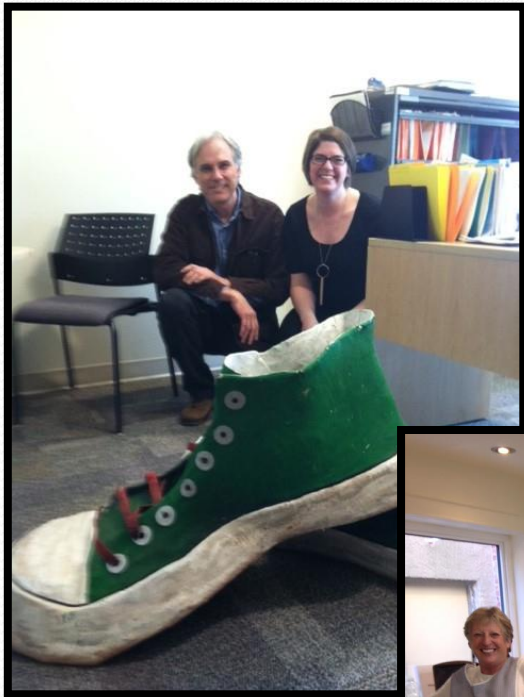




# Mi'kmaw Language



# Community Partners



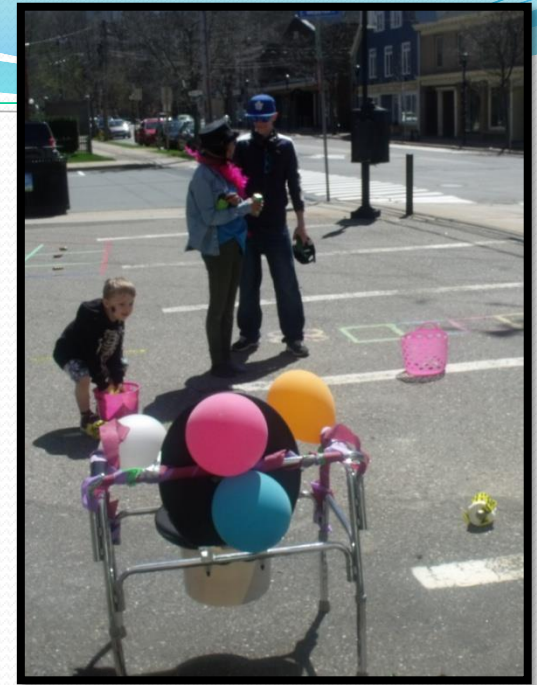




# Literacy Mile











What else would we like to do?



# A Community Garden





# Community Kitchen



# Daycare



# Promotion and Performance



# Community Education



# Our dream ...





**TO:** Council

**FROM:** Beverly Gentleman, Director of Planning and Development

**DATE:** May 25, 2020

**SUBJECT:** Stoneridge Rezoning R-2 to R-3 Application: PID #55290241

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**PROPERTY OWNER**

Stoneridge Properties Limited  
Kevin Saunders

**APPLICANT**

Brighter Community Planning  
Consultants  
Chrystal Fuller

**PROPERTY LOCATION**

The subject property is located on the northwest side of Prospect Ave near the northwest intersection of Prospect and the Donald Hilts Connector Right-of-way. Exhibit A.

**CURRENT USE.**

The property is 26.39 acres and is vacant.

**ADJACENT ZONING AND LAND USES**

A future transportation corridor, Donald Hilts Connector bounds the property to the south. Along Prospect Avenue the property is bounded by single and 2 unit dwellings and is zoned (R-2). The property is adjacent to a large parkland parcel zoned Open Space (P) and a small pocket of single family residential homes zoned (R-1) to the north.

**PROPOSAL**

The applicant is seeking the rezoning to allow for a mixed residential development with a mixture of low and medium density buildings. Low density would include 2-unit dwellings; the medium density could include townhouses, and small-scale apartment building with 6 or less dwelling units. The development would be on a private driveway system and at this time does not include any plans for a public road. In the future, if the developer wishes to access the development via public street(s), they will be responsible for building the street(s) in accordance with the Subdivision Bylaws' Municipal Services Standards and Specifications.

**DISCUSSION**

Stoneridge Properties Ltd is seeking this rezoning to allow for increased flexibility to provide a variety of housing choice in a location that is near Main Street in Kentville. One

of the Municipal Planning Strategy's goals is to promote and accommodate an array of dwellings types which reflect the diversified needs, income levels, ages, and lifestyles of Kentville residents. Housing prices for new development is heavily influenced by construction costs, including water and sewer infrastructure, streets, and environmental design consideration. By allowing a variety of development forms upon a single lot accessed by private driveways, development costs can be reduced, and housing choices increased

Currently the site is zoned R-2, which allows for only one and 2-unit dwellings. With a rezoning to R-3 the property owner can consider townhouses, small apartment units, triplex's or any combination of these.

The applicant has stated that this site will be comprehensively planned, meaning that the location of driveways, buffering, stormwater, sewer, individual building orientation will be established for the entire site before development occurs and the property will be designed to integrate into the local community creating a master planned community feel.

Kentville has identified affordable housing and housing choice as a key policy in the MPS. However, this must be balanced against compatibility issues with existing development. The proposal addresses this issue by placing similar housing form adjacent to the existing housing mix.

The initial access to the site is proposed from Prospect Avenue. No access is planned from Spring Garden Road. Prospect Ave is considered a minor collector road which is a "...street whose function is to provide land access to individual properties and move traffic to and from an arterial." Spring Garden Road is a local road. Its function is, "to provide direct land access to individual properties." As the project builds out construction of the Donald Hilts Collector will be considered as a second access.

This development, given its location within a ten to fifteen-minute walk from Main Street, will promote active forms of transportation, both walking and biking.

This development will require detailed site planning approval, the specific details will be regulated to ensure compatibility with the surrounding community during the site planning application process, but before the issuance of a development permit.. Site plan development sets out guidelines under which a development may be permitted using site plans such as: location of structures, screening from adjacent uses and landscaping.

The proposed development will be serviced with municipal water and sanitary sewer. A meeting was held between the applicant, the Town's Engineer, Dave Bell and myself with respect to various aspects of the development design, including, municipal services, stormwater and ingress/egress, all of which will be dealt with at the permitting stage.

## **POLICY ANALYSIS**

Council, through its Municipal Planning Strategy, provides guidance for rezoning requests.

The Residential Land Use Policies establishes the Residential designation that the residential zones fall under within. Council established R1, R2, R3, R4 and R5 zones and the ability to change/rezone from one zone to another according to specific criteria in the MPS.

Recognizing the need for affordable housing Council has also established policies encouraging affordable housing. Council, through Policy RS-22 states:

**Policy RS-22** *It shall be the intention of Council* to encourage and promote the provision of affordable housing units, in accordance with the Land Use By-law, within residential areas of the Town by:

- a) Encouraging a mix of housing types and densities;
- b) Permitting ancillary dwelling units in single family dwellings;
- c) Permitting a secondary residential structure (Garden Suite) on a lot; and
- d) Reduce parking requirements.

Council is also focused on the efficient use of land, specifically the efficient use of existing water and sewer systems, and parks. Active transportation approaches are also encouraged. Policy RS23 and RS-20 speak to these considerations.

**Policy RS-20** *It shall be the intention of Council* to encourage new residential development to facilitate bicycling and walking as alternatives to private vehicular travel.

**Policy RS-23** *It shall be the intention of Council* to ensure that new residential areas:

- a) Provide for the efficient use of land;
- b) Provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other utilities;
- c) Provides for the efficient and safe movement of pedestrians and cyclists; and
- d) Provides for parks and other community uses in safe and central locations.

The MPS establishes general criteria for rezoning applications. The general criteria are outlined below:

<p><b>Policy IM-8 8</b> 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:</p>	
<p>a) Compatibility of the proposed land use with adjacent uses</p>	<p>Lower density development is proposed to occur abutting existing development with medium density occurring to the west and south.</p>



b) Compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk:	To be regulated during site plan approval
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:	To be regulated during site plan approval
d) The adequacy of sewer services, water services, waste management services and storm water management services	No identified issues. Storm water will be managed on site.
e) That the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure.	The site is serviced and considered an infill situation. No new roads or municipal infrastructure is planned at this time. and considered an infill
f) The adequacy and proximity of schools;	Local schools are adequate.
g) The adequacy and proximity of recreation and community facilities;	Kentville has considerable recreational amenities and an undeveloped park is located adjacent to the subject parcel.
h) the adequacy of the road network in, adjacent to, or leading to the development;	Road capacity appears adequate. Main access is from Prospect and designated a Minor Collector. Internal circulate is planned to use private driveways.
l) Suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs	Stormwater will be managed on site through storm water infrastructure.
j) Environmental impacts such as air and water pollution and soil contamination;	None
k) Previous uses of the site which may have caused soil or groundwater contamination	Not aware of any such previous use.
l) Suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs:	Site has some areas of steep grade along with flatter areas. Detailed site design will occur as part of site plan approval and address grade issues.
m) The ability of emergency services to respond to an emergency at the	We do not see any impediments to emergency services

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 Bylaws and regulations:	The proposal complies with the relevant requirements of the LUB
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	Subject property is not within the Wellfield protection areas
p) The financial ability of the Town to absorb any costs relating to the amendment	No new infrastructure required. New taxation created with no corresponding infrastructure maintenance costs
<b>Policy IM-9:</b> It shall be the intention of Council, therefore, to take into account the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.	Uses will be as established in the R-3 zone

**ATTACHMENTS**

- Letter of Application
- Location Map
- Zoning Map
- Future Land Use Map

**ZONING DESIGNATION**

The property is zoned One and Two Unit Dwelling (R-2)

**MUNICIPAL PLANNING STRATEGY FUTURE LAND USE DESIGNATION**

The Municipal Planning Strategy’s (MPS) Future Land Designation for the property is Residential (R). This designation has been assigned to areas, where, in the opinion of Council, the predominant land use is intended to be residential in nature. Areas designated residential on the Future Land Use Map are either presently serviced by both municipal water and sanitary sewer, or areas where the extension of truck water and sanitary sewer services is desirable. The subject property are “serviced” by both systems.

**Engineering and Public Works** The Director of Public Works, Dave Bell, reviewed the application with respect to municipal servicing, storm water run-off, traffic impacts. Full details of storm water, municipal services, traffic impacts will be required at the permitting stage.

**SUMMARY**

The proposal to rezone the subject property from R2 to R3 is consistent with the policies of the Municipal Planning Strategy as outlined above. Specifically, the proposal:

- Will provide additional housing choice and affordability options
- Supports active transportation opportunities
- Does not require the Town to assume the cost and responsibility for additional roads, sewer or water infrastructure
- Ensure compatibility by placing triplexes, townhouses and small apartment buildings (up to 6 units) to the west and north, away from the existing homes.
- Addresses storm water issues through the site planning approval process

**Recommendation**

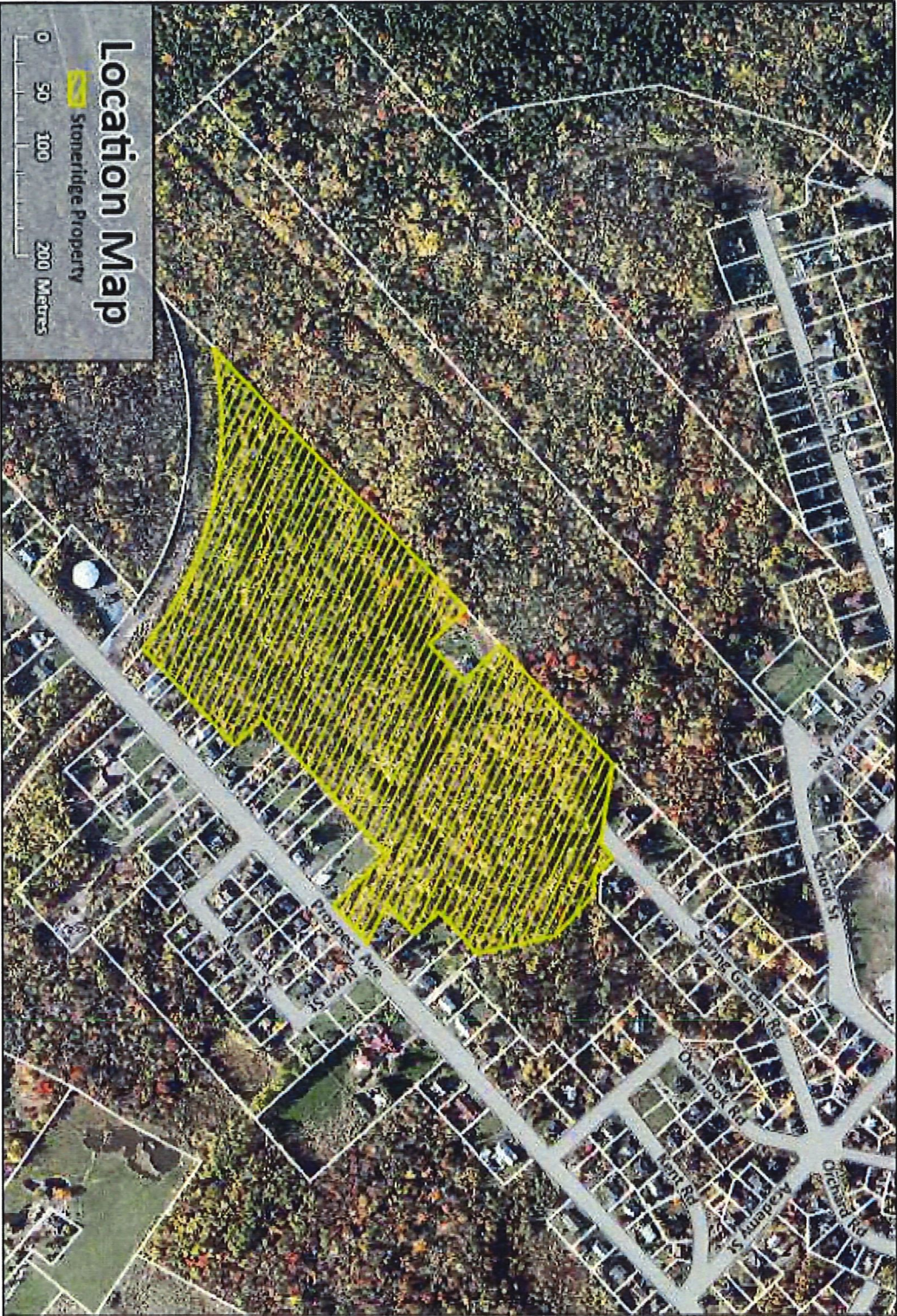
The application to rezone the Stoneridge Properties Limited lands has been reviewed for compliance with the Municipal Planning Strategy (MPS) and other pertinent by-laws and regulations for the Town of Kentville.

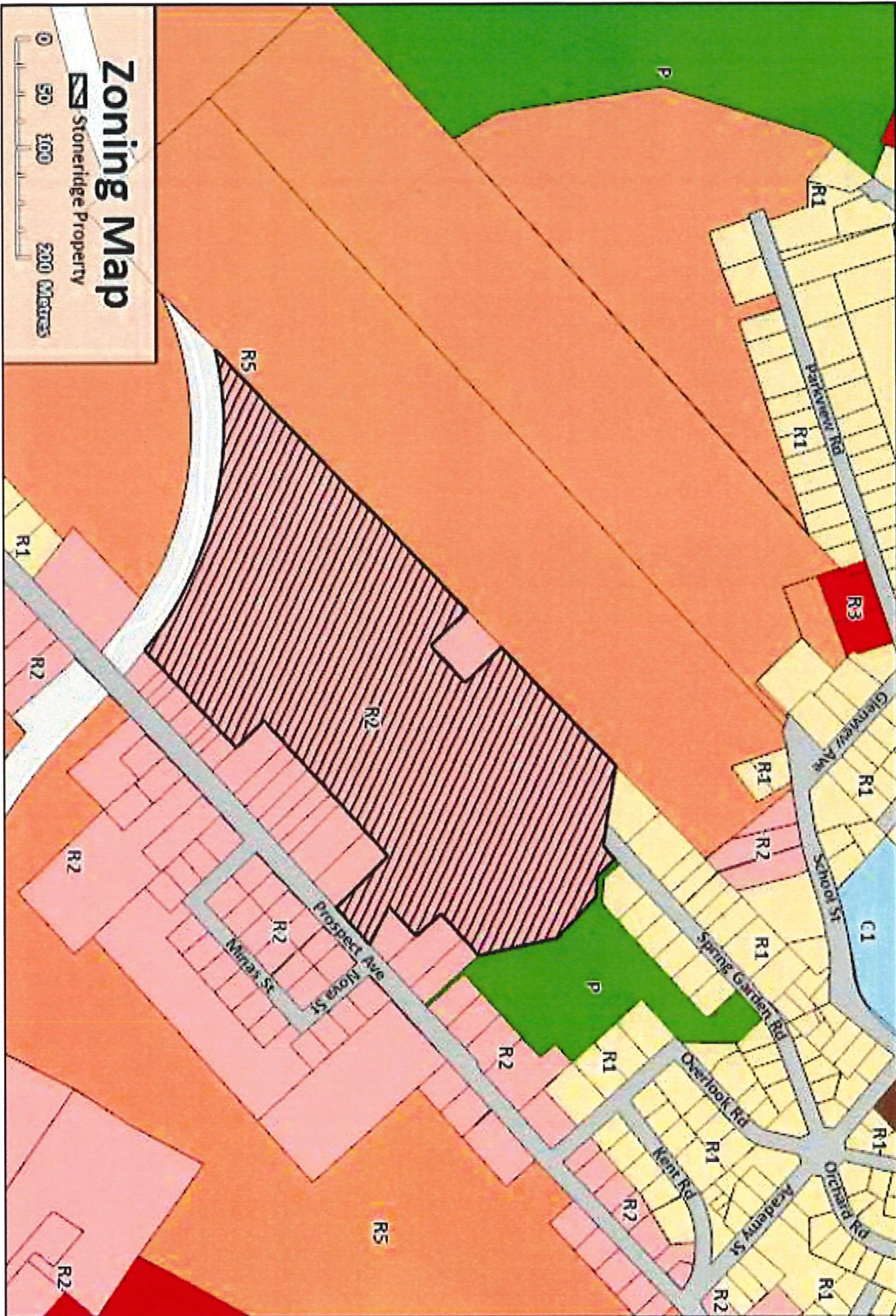
Therefore, I recommend that Council give first reading on the request to rezone PID # 55290241, from One and Two Unit Dwelling (R-2) to Medium Density Residential (R-3) Zone and further to have a Public Hearing on....

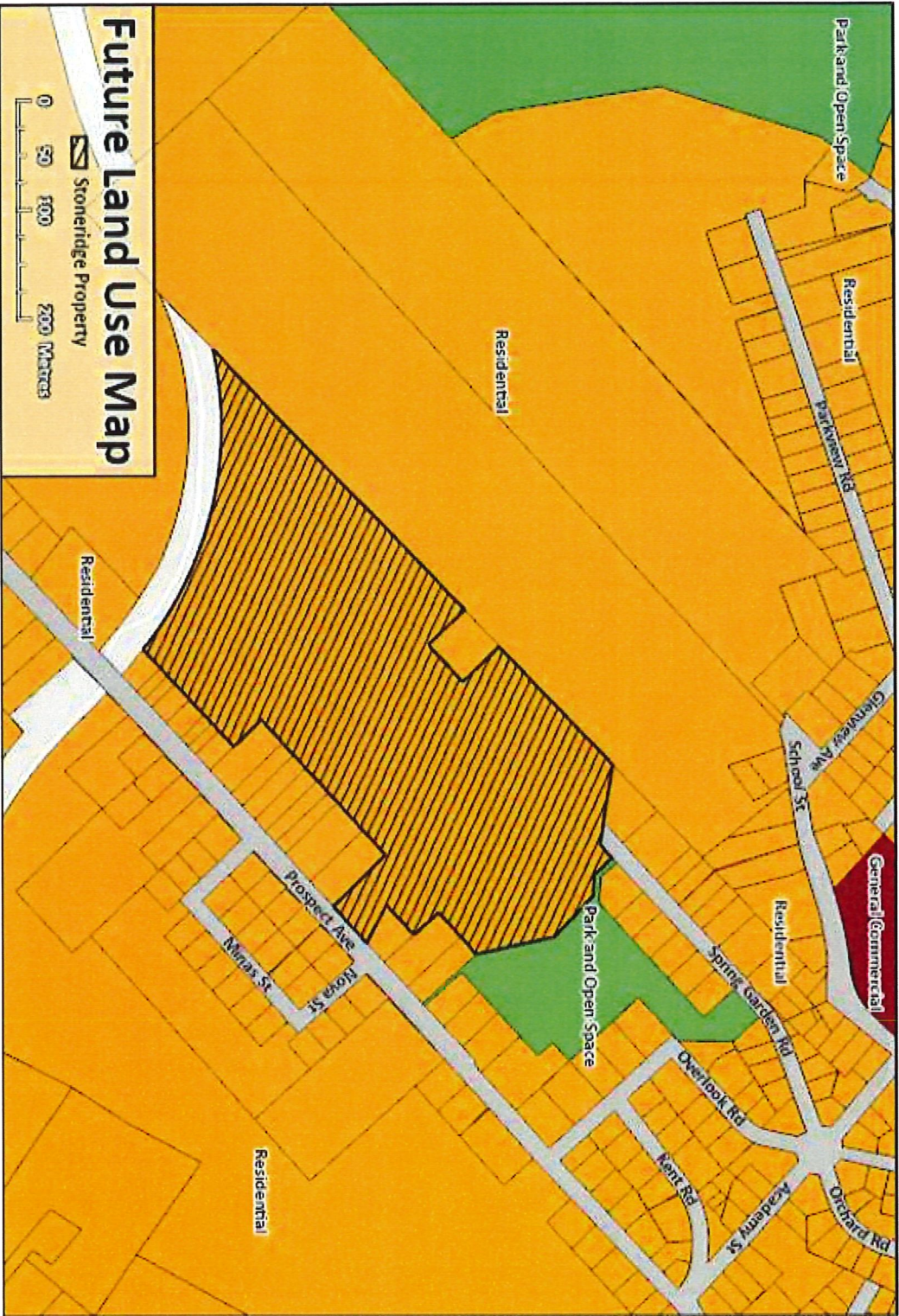
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "B. Gentleman", with a long, sweeping underline that extends to the right.

Beverly Gentleman  
Director of Planning

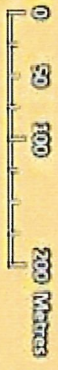


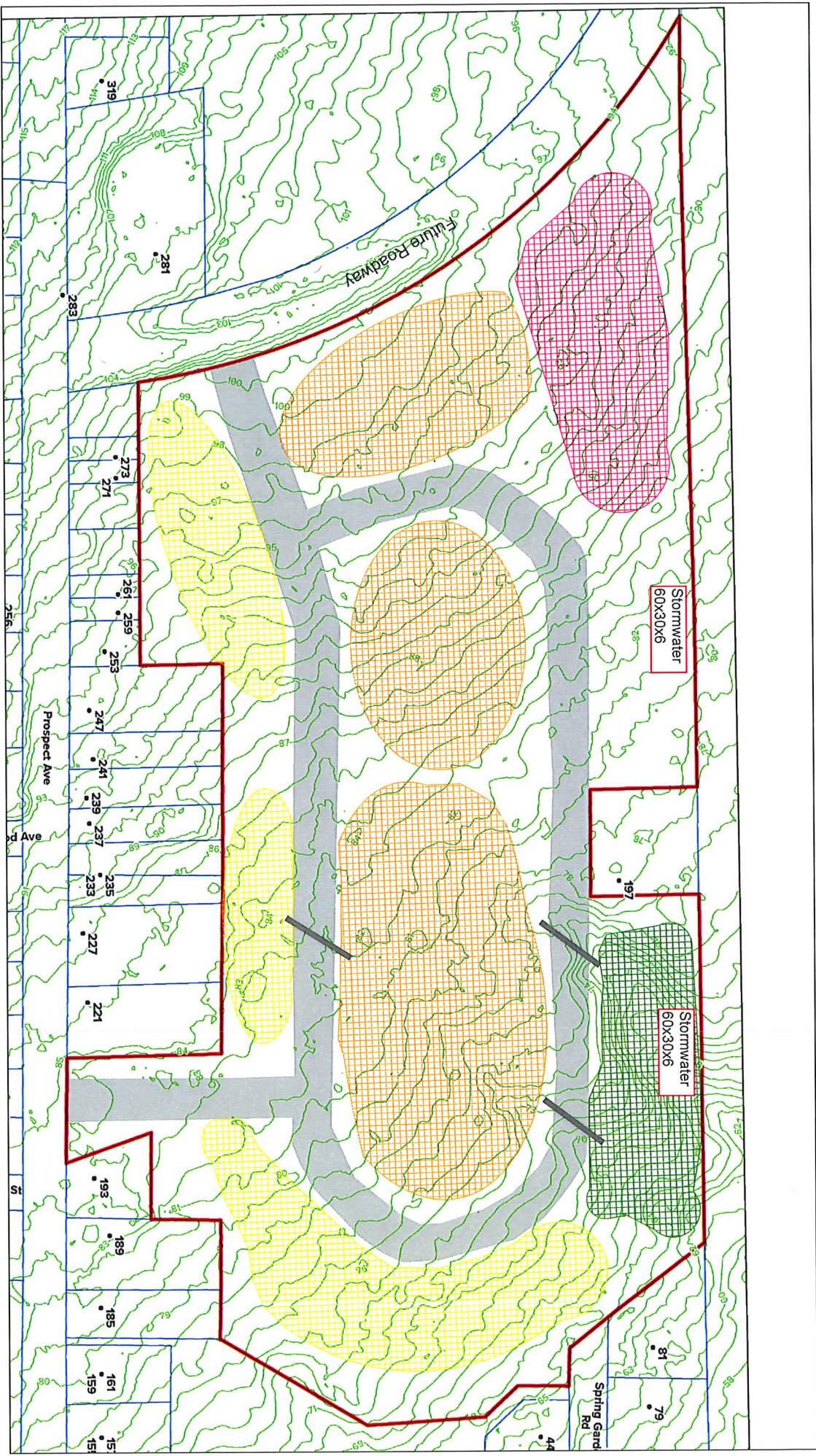




# Future Land Use Map

Stoneridge Property











1:1,500

# Stoneridge Property Concept Map

March 30, 2020

Sources: This map references information provided by the Town of Kentville. 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.

-  Medium Density
-  Low Density
-  Mixed
-  Open Space
-  Roadway
-  Subject Property

April 20<sup>th</sup>, 2020

Town of Kentville  
Department of Planning  
Attn: Bev Gentleman

**RE: Rezoning application for PID 55290241**

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Dear Ms. Gentleman

Please accept this letter as an application for a rezoning by my client, Stoneridge Properties Ltd ("Stoneridge"). Stoneridge is seeking a rezoning from R-2 to R-3 for the above mentioned PID. This letter will serve as the rezoning application for Council's review and decision. Attached you will find:

- Site Concept Plan
- Policy Analysis

**Introduction:**

Stoneridge Properties Ltd is the owner of PID 55290241, a large parcel located between Prospect Avenue and Spring Garden Road in Kentville. The property is designated Residential and zoned One and Two Unit Dwelling (R2). The property is located adjacent to a large parkland parcel, which is undeveloped. The two properties total approximately 27 acres. A Future Transportation corridor bounds the property to the south.







Along Prospect Avenue the property is bounded by single and two unit dwellings. Spring Garden Road, which leads to the property boundary to the North, is comprised mainly of single unit dwellings. The property to the west is vacant, except for one single unit home.

## Proposal

Stroneridge is seeking the rezoning to allow for a mixed residential development with a mixture of low and medium density buildings, as shown on the concept plan attached. Low density would include duplex and semis. The medium density could include townhouses, triplexes, fourplexes and six-unit apartment buildings. The development would be on a private driveway system and, at this point, does not include any plans for new public roads.

## Policy Analysis

Council, through its Municipal Planning Strategy, provides guidance for rezoning requests.

The Residential Land Use Policies establishes the Residential designation that the zones that fall under this designation. Council established R1, R2, R3, R4 and R5 zones and the ability to change from one zone to another according to specific criteria in the MPS.

In Policy RS-19 Council states that the Residential Designation is for primarily residential purposes, but other uses are permitted subject to specific policies. Policy RS-8 establishes the R-3 zone and enables detailed development regulations to be established in the Land Use By-Law.

Council also established policies related to affordable housing, recognizing that housing needs, the ability of people to afford single unit dwellings and the demographic make up of Kentville are changing. To deal with these emerging realities, Council, through Policy RS-22 states:

**Policy RS-22** *It shall be the intention of Council to encourage and promote the provision of affordable housing units, in accordance with the Land Use By-law, within residential areas of the Town by:*

- a) Encouraging a mix of housing types and densities;
- b) Permitting ancillary dwelling units in single family dwellings;
- c) Permitting a secondary residential structure (Garden Suite) on a lot; and
- d) Reduce parking requirements.

Council is also focused on the efficient use of land, specifically the efficient use of existing water and sewer systems, and parks. Active transportation approaches are also encouraged. Policy RS-23 and RS-20 speak to these considerations.

**Policy RS-20** *It shall be the intention of Council to encourage new residential development to facilitate bicycling and walking as alternatives to private vehicular travel.*

**5.9 Residential Area Design**

**Policy RS-23** *It shall be the intention of Council to ensure that new residential areas:*

- a) Provide for the efficient use of land;
- b) Provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other utilities;
- c) Provides for the efficient and safe movement of pedestrians and cyclists; and
- d) Provides for parks and other community uses in safe and central locations.

The MPS establishes general criteria for rezoning applications. The general criteria are outlined below, along with commentary for your review:

<p><b>Policy IM-8</b> 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:</p>	
<p>a) Compatibility of the proposed land use with adjacent uses</p>	<p>Lower density development is proposed to occur abutting existing development with medium density occurring to the west and south.</p>
<p>b) Compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk:</p>	<p>To be regulated during site plan approval</p>
<p>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:</p>	<p>To be regulated during site plan approval</p>
<p>d) The adequacy of sewer services, water services, waste management services and storm water management services;</p>	<p>No identified issues. Storm water will be managed on site.</p>
<p>e) That the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal</p>	<p>Site is serviced and is considered an infill situation. No new roads or municipal infrastructure is planned at this time.</p>

infrastructure;	
f) The adequacy and proximity of schools;	Local schools are adequate.
g) The adequacy and proximity of recreation and community facilities;	Kentville has considerable recreational amenities and an undeveloped park is located adjacent to the subject parcel.
h) the adequacy of the road network in, adjacent to, or leading to the development;	Road capacity appears adequate. Main access is from Prospect and designated a Minor Collector. Internal circulate is planned to use private driveways.
i) The potential for erosion or for the contamination of sedimentation of watercourses:	Stormwater will be managed on site through storm water infrastructure.
j) Environmental impacts such as air and water pollution and soil contamination;	None
k) Previous uses of the site which may have caused soil or groundwater contamination;	Not aware of any such previous use.
l) Suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs:	Site has some areas of steep grade along with flatter areas. Detailed site design will occur as part of site plan approval and address grade issues.
m) The ability of emergency services to respond to an emergency at the location of the proposed development;	We do not see any impediments to emergency services.
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:	Proposal complies or will comply with all relevant town requirements.
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	Subject property is not within the Wellfield protection areas.
p) The financial ability of the Town to absorb any costs relating to the amendment	No new infrastructure required. New taxation created with no corresponding infrastructure maintenance costs.
<b>Policy IM-9:</b> It shall be the intention of Council, therefore, to take into account the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.	Uses will be as established in the R-3 zone.



## Discussion and Analysis

Stoneridge Properties Ltd is seeking this rezoning to allow for increased flexibility to provide a variety of housing choice in a location that is near Main Street in Kentville. Currently the site is zoned R-2, which allows for only one- and 2-unit dwellings. With a rezoning to R-3 the property owner can consider townhouses, small apartment units, tri-plexes or any combination of these.

Housing prices for new development is heavily influenced by construction costs, including water and sewer infrastructure, streets and environmental design consideration. By allowing a variety of development forms, development costs can be reduced and housing choice increased. As this site will be comprehensively planned, meaning that the location of driveways, buffering, stormwater, sewer, individual building orientation will be established for the entire site before development occurs, the subject property will be designed to integrate into the local community creating a master planned community feel.

Kentville has identified affordable housing and housing choice as a key policy in the MPS. However, this must be balanced against compatibility issues with existing development. The proposal addresses this issue by placing similar housing form adjacent to the existing housing mix.

The proposed access for the site is from Prospect Street and no access is planned from Spring Garden Road. Prospect is considered a minor collector road which is a "...street whose function is to provide land access to individual properties and move traffic to and from arterial." Spring Garden Road is a local road. Its function is, "to provide direct land access to individual properties."

This development, given its location within a ten to fifteen minute walk from Main Street, will promote active forms of transportation, both walking and biking.

As this type of development requires detailed site planning approval, the specific details will be regulated to ensure compatibility and site design issues at during the site planning application process.

## Summary

The proposal to rezone the subject property from R2 to R3 is consistent with the policies of the Municipal Planning Strategy as outlined above. Specifically, the proposal:


- Will provide additional housing choice and affordability options
- Supports active transportation opportunities
- Does not require the Town to assume the cost and responsibility for additional roads, sewer or water infrastructure
- Ensure compatibility by placing tri-plexes, townhouses and small apartment buildings (up to 6 units) to the west and north, away from the existing homes.
- Addresses storm water issues through the site planning approval process



If you have any questions, please contact me at 902-790-0664.

Sincerely,

Chrystal  
Fuller

 Digitally signed by  
Chrystal Fuller  
Date: 2020.04.20 13:06:39  
-03'00'

Chrystal Fuller

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Eric Bolland

**Date:** May 21,2020

**Date of Last Council Meeting Attended:** April 27, 2020

**Date of Last Council Advisory Meeting Attended:** May 11 , 2020

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
May 6 <sup>th</sup> , 2020	Kentville Water Commission	<ul style="list-style-type: none"> <li>• Overview of current &amp; future projects</li> <li>• Approval of operating &amp; capital budgets</li> </ul>
May 20 <sup>th</sup> ,2020	Valley Waste Resource Mgmt	See notes below

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
May 19th	Capital Budget Mtg	
May 20th	Operating Budget Meeting	Absent due to VWM monthly mtg

### Misc Events

Date	Synopsis
April 25th	Sod turning photo with Ginger MacPhee for the new location for Chrysalis House

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

Detail	Synopsis		
<b>Committee Name</b>	Valley Waste Resource Mgt	<b>Meeting Date:</b>	May 20 <sup>th</sup> ,2020
<b>Meeting Highlights:</b>	General Manager's report: <ul style="list-style-type: none"> <li>• Public drop offs are permitted Monday – Friday 4:40 – 6:30 pm</li> <li>• On May 19<sup>th</sup>, 247 commercial and public trucks were lined up at 4:30!</li> </ul>		

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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- There may be an extension of these hours after June 1st.
- No spring cleanup as EFR cannot get drivers as many are home with their children or taking advantage of the CERB program.
- VWRM has a 15 week student internship position provided by the Clean Foundation and Divert NS. The student will be doing research on the volume of waste from single family, multi-family and seasonal homes and looking at efficiencies and areas of improvement.
- A revised management by-law is returning to the Board and CAOs in the coming weeks as I has been reviewed and modified by the County of Kings' input.
- Number of residential and /or site visits for waste and by-law infractions year-to-date : 4235
- 74 warnings issued by by-law enforcement
- 140 illegal dump sites reported

Next meeting: June 17th

# Councilor Report

## Kentville Town Council

**Name:** Cathy Maxwell

**Date:** May 22/20

**Date of Last Council Meeting Attended:** April 27/20

**Date of Last Council Advisory Meeting Attended:** May 11/20

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
	No Committee Meetings during this reporting period due to COVID 19	
April 27/20	COVID 19 Protocol Council Meeting	
May 11/20	COVID 19 Protocol Council Meeting	
May 19/20	Capital Budget Deliberations	
May 20/20	Operations Budget Deliberations	

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
	No Town of Kentville events due to COVID 19	

### Conference Attendance and Synopsis

Date	Conference	Synopsis
	No Conferences due to COVID 19	



# Councilor Report

## Kentville Town Council

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

Detail	Synopsis		
<b>Committee Name</b>	Annapolis Valley Trails	<b>Meeting Date:</b>	Email Update
<b>Meeting Highlights:</b>	The trail coordinator has been in touch with all partners to discuss plans for the coming year and work plans have been developed. The RTE Rails to Trails Expansion grant will help fund those work plans. The website is coming along and the launch should be expected in June. The bookkeeper for the Coalition has been keeping the organization on track and is working on end of year financials. The draft budget is being prepared. Final Report was submitted to the Town of Kentville. Looking at a late June meeting if possible.		
<b>Budget:</b>			
<b>New Projects:</b>			
<b>Policy Changes:</b>			

### Misc Events

Date	Synopsis
	No events due to COVID 19

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cate Savage

**Date:** May 21<sup>st</sup>

**Date of Last Council Meeting Attended:** April 27<sup>th</sup>

**Date of Last Council Advisory Meeting Attended:** May 11<sup>th</sup>

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
May 14 <sup>th</sup>	IAC	<ul style="list-style-type: none"> <li>- Reviewed reports and recommendations from our wealth advisor</li> <li>- As at end of April the overall portfolio was down 3.47%</li> <li>- Moving ahead with proposed changes to the IPS</li> <li>- We have \$500,000 coming due towards the end of May 2020 that were in bonds</li> <li>- We must be diligent with regards to the level of risk we can take verses the return</li> <li>- The mix looks like fixed income/equity/real assets with fixed income representing 50% of the portfolio</li> <li>- Equal risk – in order to meet certain metrics</li> </ul>
May 21 <sup>st</sup>	Regional Sewer Committee	<ul style="list-style-type: none"> <li>- Work plan update – asset management plan being worked on in conjunction with TOK</li> <li>- Operations update – ponds are in good shape – no odors so far – coloration is good – adding chemicals to mitigate any odors / new aeration system is installed and completed in 3/4/5 but not 2 (deferred because of the amount of sludge)</li> <li>- Env compliance – Pepsico is offside as is TOK at times which prompted Dir Bell to initiate some direction that testing as a whole needs to be discussed at the next technical committee meeting.</li> <li>- Financial update – appears there could be a shortfall under operating which could mean TOK and the other partners having to adjust their respective budgets upwards.</li> <li>- Sludge project – year 1 science on the sludge – year 2 design the project and year 3 construction of taking out the sludge and</li> </ul>

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

		repurposing same - Discussed replacing sewer lines near the new bridge
May 4 <sup>th</sup>	Diversity Kings	<ul style="list-style-type: none"> <li>- Presentation around Cultural Competency and sensitivity</li> <li>- Strategic goals – safe and welcoming community</li> <li>- Update TOR – create a governance committee</li> <li>- Village of New Minas planning committee – working group to allow for members of minority groups to be on board.</li> <li>- 4 villages that have secondary plans</li> </ul>
May 19 <sup>th</sup>	Capital Budget	Some minor amendments to the proposed budget with a will that same be directed to road/sidewalk repairs
May 20 <sup>th</sup>	Operating Budget	Excellent budget – appears the residential tax rate will remain the same and the commercial tax rate will drop ever so slightly

### Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL


### 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

**COUNCIL COMMITTEE AND ATTENDANCE REPORT  
KENTVILLE TOWN COUNCIL**

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# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Lynn Pulsifer

**Date:** May 21, 2020

**Date of Last Council Meeting Attended:** April 27, 2020

**Date of Last Council Advisory Meeting Attended:** May 11, 2020

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 28/20	Kings Point to Point	Meeting held by Tele-Conference. KPTP is continuing to provide service, but operating with only 2 vehicles on the road due to COVID 19 . One vehicle provides service to Halifax for hospital appointments, and the other operates in the local area for medical appointments, etc. Revenue dropped by \$15,000 for April, with ridership at only 10-15% of normal. Plastic separations between the driver and passenger have been installed in those vehicles, and only 1 client at a time is being transported unless they're from the same household. The Kentville office is closed to the public, but the Manager and one other employee is staffing the office. Grants relative to COVID have been applied for to help compensate for loss of ridership. Next Meeting is May 26 <sup>th</sup> via Tele-conference.
April 29/20	Accessibility Advisory Committee	Meeting was held via Zoom. We reviewed and approved the "Statement of Commitment", as well as "Definitions" starting with letters A and B. There was discussion on how to direct concerns or complaints given to us as committee members. We felt it was important to make sure people's voices are heard. We discussed the definition of the word "Ableism" – discrimination in favor of able-bodied people. To focus on what a person CAN do, not on what they can't do. Next meeting May 28 <sup>th</sup> at 3:00 pm
April 30/20	Mentoring Plus	Meeting held via Microsoft Team. This was my first meeting with Director Gordon Michael, Mentoring Plus Coordinators, and councilors from New Glasgow, Truro and Kentville. The goal of this program is to draw upon the skills and knowledge of seniors/retirees to help support young adults 16 and older to explore and connect to career paths that relate to the future of work, by implementing Team Mentoring Initiatives. The Coordinator here in Kentville is Mike Cameron and he also works in conjunction with Lindsay Young here at Town Hall. Mike will provide a brief update for me to include in my Council Report. There will

# COUNCIL COMMITTEE AND ATTENDANCE REPORT

## KENTVILLE TOWN COUNCIL

		be lots more information to share as this worthwhile project gains ground here in Kentville. Next meeting is Thursday, May 29 <sup>th</sup> at 10 am.
May 19, 20/20	Budget Deliberations	Capital and Operating Budget meetings to approve next year's budget
May 6/20	Kentville Water Commission	Meeting held via Zoom

### Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

### Town of Kentville Event Attendance and Synopsis

Date	Event	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



**COUNCIL COMMITTEE AND ATTENDANCE REPORT**  
**KENTVILLE TOWN COUNCIL**

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# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 20 May 2020

**Date of Last Council Meeting Attended:** 27 April 2020

**Date of Last Council Advisory Meeting Attended:** 9 March 2020

**Date of Last Governance Session Attended:** N/A

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
22 Apr 20	NSFM Mayors and CAO	<ol style="list-style-type: none"> <li>1. NSFM Update – Pam Mood               <ol style="list-style-type: none"> <li>a. Code of conduct</li> <li>b. Election</li> <li>c. broadband</li> </ol> </li> <li>2. PVSC Kathy Gillis briefing on the methodology used to assess properties during a crisis.</li> <li>3. Update on tax deferral proposal, with discussion from membership</li> <li>4. Adjournment</li> </ol>
28 Apr 20	NSFM Mayors and CAO	<ol style="list-style-type: none"> <li>1. NSFM Update – Pam Mood – MFC Finance Program - overview</li> <li>2. Greg Herritt – Details of Finance Program</li> <li>3. Questions</li> <li>4. Adjournment</li> </ol>
1 May 20	Municipal Finance Corporation	Short Term Operating Loans Policy Temporary Operating Line of Credit
6 May 20	Engage NS	Check in on Leadership Team with Scott Robertson
6 May 20	Water Commission	Budget Meeting – see below
6 May 20	NSFM Mayors and CAO	Preliminary matters – Call for questions and/or edits re: last week’s meeting summary Update, PVSC -- Kathy Gillis, <i>CEO of PVSC</i> PVSC Q&A attached Update re: timelines for Public Sector Bodies under the provincial Accessibility Act – President Pam Mood

# Councilor Report

## Kentville Town Council

		<p>Update re: Political Office Holder exclusion to the Canada Emergency Business Account – President Pam Mood</p> <p>Letter to Premier Stephen McNeil re: Municipal Collaboration and Consultation Provincial Loan Program for Municipalities – Plan B update</p> <p>Update on Provincial requests:</p> <ul style="list-style-type: none"> <li>- Code of Conduct – written update from Shannon Bennett, Department of Municipal Affairs</li> <li>- Election date 2020</li> <li>- Rural Broadband</li> </ul> <p>Ray Paruch, 1948-2020. CBRM councillor since 1995.</p> <p>Questions</p>
11 May 20	Valley REN	Regional Recovery Taskforce Discussion
12 May 20	Kings Mayors	<p>Economic recovery of the region</p> <p>Major issues facing each Municipality</p> <p>Changes to assessment based on income for some commercial properties (hotels/malls)</p>
12 May 20	Asset Management	Completed the FCM spreadsheet for the cohort training session
13 May 20	NSFM Mayors and CAO	<p>Preliminary matters – Call for questions last week’s meeting summary.</p> <p>Presentation – Cecil Clarke - Operational Support for Non-Profits.</p> <p>Municipal Wellness Day – Mayor Pam Mood, President NSFM, and Mike Dolter, President AMANS.</p> <p>Fall 2020 Municipal Elections – Letter from Minister Chuck Porter May 13, 2020</p> <p>2020 NSFM Fall Conference update – cx.</p> <p>Letters to Federal Cabinet Ministers: attached to agenda:</p> <ol style="list-style-type: none"> <li>a. The Honourable Mary Ng, Minister of Small Business and Export Promotion, re: COVID-19 and Municipal Elected Representatives.</li> <li>b. The Honourable Catherine McKenna, Minister of Infrastructure and Communities, re: NSFM’s Support for</li> </ol>

# Councilor Report

## Kentville Town Council

		FCM's Request for Emergency Financial Aid for Municipalities. Lost Revenue Survey - Status update Provincial Loan Program for Tax Financing. Questions.
14 May 20	Investment Advisory Committee	Apr 22 Fund Value: \$12,949,903 May 12 Fund Value: \$13,080,574
14 May 20	Atlantic PACE	Discussion on the application to FCM and go forward business model
19 May 20	Budget – capital and grants	Capital budget sent back to staff for adjustments to infrastructure builds.
20 May 20	Budget – operational	Operational Budget passed
20 May 20	NSFM Mayors and CAO	<ol style="list-style-type: none"> <li>1. Preliminary matters –Call for questions and/or edits re: last week's meeting summary</li> <li>2. New councillor training in the fall –</li> <li>3. Lost Revenue Survey - Reminder</li> <li>4. Presentation – Chuck Porter (<i>Minister, Department of Municipal Affairs and Housing</i>), 6 p.m.</li> <li>5. Presentation – Dr. Robert Strang (<i>Public Medical Officer of Health for Nova Scotia</i>), 6:10 p.m.</li> <li>6. Submitted Questions for Dr. Strang</li> <li>7. Adjournment</li> </ol>

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
23 Apr 20	Chrysalis House	Virtual Groundbreaking due to COVID-19
28 Apr 20	NS Business Development Business Meeting	Economic Recovery – 23 panelists, and 158 business attendees
30 Apr 20	Recreation NS	webinar that Dr. Jackie Oncescu
15 May 20	Robert Nichols	Common Goods - Discussion on rural ride share for grant potential, six communities in NS are being considered to host a trial project

# Councilor Report

## Kentville Town Council

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### Conference Attendance and Synopsis

Date	Conference	Synopsis
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### Misc Events

Date	Synopsis
27Apr 20	Telecon with Leader of NDP Gray Burrill.
28 Apr 20	Telecon with MP Kody Blois
29 Apr 20	Morning Show with Darrin Harvey – Krock
30 Apr 20	Telecons CAO Amherst, CAO New Glasgow, CAO Truro
7 May 20	Telecon with Rick Dunlop – solicitor
12 May 20	Telecon with Rick Dunlop – solicitor
13 May 20	Meeting with Gary Morse

Joey Murphy  
Owner and Operator  
Kings Arms Pub by Lew Murphy's  
Half Acre Café by Lew Murphy's  
390/395 Main Street  
Kentville, Nova Scotia

May 20, 2020

Town of Kentville  
Town Council  
354 Main Street  
Kentville, Nova Scotia  
B4N 1K6

Dear Councillors,

Uncertain times calls for creative measures. It is inevitable that once the Provincial Government allows restaurant dining rooms to re-open, seating capacities will be reduced by half. Also, due to social distancing, it will be impossible for sidewalk patios to be set up as it has been done for past years.

In order to survive, restaurants require guest traffic and turnover to generate enough income. With such diminished capacity achieving that shall be troublesome. Therefore, I am requesting that the Town of Kentville suspend our agreement for the lot to the immediate west of the Kings Arms Pub building, so I may use the space to properly place tables for customer use. I am also requesting that I be given use of three parking spaces that are directly behind the Half Acre Café so I may also set out tables for customer use. I am requesting use of both spaces for the months of June, July August and September.

I believe that with this assistance from the Town of Kentville, I will be able to maintain a satisfactory level of sales, and be able to have a significant number of employees return to work.

I look forward to a favorable response.

Joey Murphy  
Owner and Operator  
Kings Arms Pub by Lew Murphy's  
Half Acre Café by Lew Murphy's



# Valley Community Learning Association

Suite 106, 49 Cornwallis Street  
Kentville, Nova Scotia B4N 2E3  
(902) 679-5252  
vcla@eastlink.ca  
www.vcla.ca

To Kentville Town Council:

I am writing to you today to outline the Valley Community Learning Association's (VCLA) interest in and plans for the former Kentville Christian Reformed Church property (currently owned By Open Arms) at 118 Oakdene Avenue.

In acquiring the property, VCLA would want to move current Kentville-based operations to the site, which involves:

- **adult education classes** and 1-1 tutoring, including literacy, GED, English as an additional language, family literacy, life skills training. Mi'kmaw crafts, computer upgrading, co-operative education programming, etc.; and,
- **industry-specific training**, including fourth level of care training (for elderly and people with disabilities), trucking-related, etc.

In addition to this, we think the site at 118 Oakdene offers:

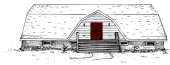
- A good location for an **organic market garden**, providing opportunities for a CSA (community shared agriculture), food for our breakfast program, community education programs, as well as farm worker - related training
- Occasional opportunities for **musical/artistic performance** (in the sanctuary). There are things we could do in the sanctuary that currently require us to rent space (learner celebrations, fund raising events, learner performances related to our creative writing and music programming). There may also be partnership possibilities here as well.
- A venue for **community education** programming such as pottery, stained glass, music, languages, etc. Many of these things we have offered in the past, but not so much in our current location.
- The potential for a **daycare** for those in our learning programs, but also with seats for the community at large

I have prepared a PowerPoint with slides to help illustrate the above.

I would like to gauge the support from Council for this idea, and whether or not you would entertain the necessary changes to the Land Use Bylaw (LUB) and Municipal Planning Strategy (MPS) to facilitate our move.

I would like to be clear that we have no interest in a residential use for the property.

Peter Gillis  
VCLA Executive Director



354 Main Street  
Kentville, NS  
B4N 1K6

May 18, 2020

Good morning Mayor Snow and Town Council,

First of all and most importantly, I hope this letter finds you all safe and healthy during the ongoing global health crisis.

As mentioned in my previous email, I would like to have the Special Amendment bylaw reassessed and the following applied:

1. Special Amendments to allow an additional 5 weddings totalling 20 weddings per year.
2. Notify the neighbours of events at the beginning of the year instead of 7 days prior to every wedding.

In 2016, I requested an amendment to the Special Event bylaw. At that time I asked for a total of 30 events per year. I have listened to the neighbour's concerns and reduced that amount to an additional 5 weddings per season totalling 20 events per year.

If this request cannot be considered by the council on a permanent basis for the years moving forward, I would like to request a temporary amendment to the bylaw for the 2021 season. As mentioned previously, Healy farms and our clients have been affected by the COVID-19 pandemic. If passed by council, I will have the ability to carry over any cancelled dates due to the ongoing pandemic.

In the past there were concerns regarding noise levels, traffic and property values. Since our last meeting in 2016 I have worked to meet these concerns and incorporate a solution into my business plan.

I work closely with my clients to monitor noise levels prior to and during weddings. Every couple signs a contract agreeing that sound levels will not exceed 55 decibels. At each event I monitor and record sound readings with a sound decibel reader. I keep a record of all readings in an effort to demonstrate to the town and neighbours that we are within reasonable sound levels. In the past two years there have been two instances where the sound levels were slightly above the limit listed in our contract. In both instances our on site commissioner and/or myself addressed the issue immediately by working with the DJs to bring the sound and bass levels down.

Regarding traffic, I have encouraged my clients to use a transit system (such as renting a bus or shuttle service) to transport their guests to and from accommodations in the valley. While not every couple has chosen to use this recommendation, last year 46% of our weddings chose to use this type of transportation.

Finally, if you take a drive up Prospect Ave and around the Deerhaven subdivision, you will notice many new builds and sold properties from over the past few years. This is an indirect measure of property value but it does show the demand to live and build in this desirable neighbourhood remains strong. One might argue that a beautifully maintained farm in the heart of Kentville has had an uplifting effect on the curb appeal of the surrounding area.

Prior to every event, I give advance notice to neighbours within 500 feet of the property. My interactions with these neighbours have been overwhelmingly positive. Many have praised the above changes and have expressed that they have no ongoing issues with my business.

I have made it my top priority as a business owner to ease the concerns of the neighbours and will continue to work hard to co-exist peacefully moving forward.

Thank you for your time and stay safe.

Jessica Healy

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Police Commission Chair  
Craig Gerrard  
354 Main Street  
Kentville, NS  
B4N 1K6

902-599-1948 (C)  
cgerrard@kentville.ca

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22 May 2020

RE: Kentville Police Commission 2020/2021 Budget Report

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The Kentville Police Commission met on May 8, 2020.

There was a full agenda including both the Operational and the Capital Budgets.

The Kentville Police Commission Operational Budget was passed unanimously:

Revenues - \$575,000.

Operating Budget - \$ 2,383,900.

Additionally, the Police Commission is recommending the following changes to service:

Addition of one General Investigative Services (GIS) Officer to provide as it says investigative services for larger files which will free up officer time; and  
Reduction of one Crossing Guard at the KCA School on Gary Pearl Drive at a savings of \$12,500.

The Kentville Police Commission Capital Budget was passed unanimously:

The Police Commission provides the following recommendations to Council for approval:

1. Approval of the addition of one GIS Officer services to the KPS.
2. Approval of the reduction of one Crossing Guard at KCA school.
3. Approval of the KPS capital budget
4. Approval of KPS operational budget.



Craig Gerrard  
Deputy Mayor  
Police Commission Chair



6 May 2020

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

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

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RE: Kentville Water Commission Report

The Water Commission met on May 6, 2020. There was a full agenda including both the Operational and the Capital Budgets.

The Kentville Water Commission Operational Budget was passed unanimously:

Kentville Water Commission Operating Budget:

**Revenue \$2,007,300;**  
**Expenditures \$1,527,600; and**  
**Budgeted Surplus \$7,500.**

The Kentville Water Commission Capital Budget was passed unanimously:

Kentville Water Commission Capital Budget:  
**\$342,400.**

Submitted to council for information purposes.

Kindest Regards



Sandra Snow  
Mayor  
Chair Kentville Water Commission



## TOWN OF KENTVILLE 2020/21 PROPOSED OPERATING BUDGET HIGHLIGHTS

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### INTRODUCTION

The Town's Operating Budget reflects the vision and goal statements developed by Council and its residents and it is one of the most important annual tasks completed by Council. It's easy to see municipal tax dollars at work- in clearing snow, in turning on your taps and protection via policing and fire services. The ratified operating budget becomes the guiding document for the Town's various departments to provide service delivery to the Town's residential and corporate citizens.

It can be a daunting task to balance essential programs, increased expenditures, legislative requirements and the wants and needs of our citizens with the desire to maintain stability in the property tax rates.

This year is even more challenging due the worldwide COVID-19 pandemic. This pandemic touches every citizen in some way. Because of Federal and Provincial mandates, our facilities were closed to the public in March. Until COVID-19 is eradicated, we must learn new ways to live safely with this virus and create an ever-evolving "new normal". Phrases such as "social distancing" and "self-isolation" have become every day phrases, and will affect much of the Town's Tourism, Events and Recreation programming not only this year but perhaps for years to come. So, the operating budget presented today is drastically different from prior years and the first draft crafted in early 2020.

The proposed **2020/2021 Town of Kentville Operating Budget** is before Council for consideration. This financial plan is a balanced budget totaling **\$13,480,600**, an increase of **\$215,600** (1.6%) over last year's operating budget.

### PROCESS

The 2020/21 budget team consisted of Town Council, senior managers and interested outside parties. The budget process began with a strategy session held in December 2019, where discussions ensued surrounding the major drivers contained in both the

operating and capital budgets. At this meeting, Council set the parameters for our 2020/21 servicing needs, acknowledging Provincial-legislated requirements, along with our debt servicing levels. Under Provincial legislation, sufficient revenues must be raised to meet all budgeted expenditures.

Each Director crafted his/her respective departmental budget, based on the requirement to provide service delivery in the most efficient and economical manner, ensuring that we adhered to the Provincial protocols mandated for COVID-19. Because of these protocols, Environmental Development services and Recreation services budgets were altered for this year. This draft operating budget was presented to Council at a budget meeting held via Zoom on May 20, 2020. Council approved that the budget move forward to the Town Council meeting on May 25, 2020 for ratification.

**The major drivers for the 2020/2021 operating budget include:**

- ❖ The Province of Nova Scotia has not lifted social distancing bans at this time. For that reason, many of our Recreation programs and other annual social gatherings are removed from this budget.
- ❖ For 2019/20, the Province set the CAP at 1.0% CPI (last year- 2.9%).
- ❖ Budget to budget, Provincially-mandated payments to the Province dropped slightly in 2020/21.
- ❖ Contributions to several of our joint-board partners increased in 2020/2021, as the Town must pay for its share of service delivery carried out by our joint-board partners.
- ❖ The items noted directly above consume available financial resources reducing the sums available to the Town for service delivery to our residential and corporate citizens.

The **proposed** operating budget before Council today is a bare bones budget. Core service delivery will continue at our customary high standards; however, there are no new Town-based programs added to this budget and there are few enhancements to Town-based programs. In fact, many programs have been removed from the budget this year due to current social distancing guidelines. Our goal this year was to keep taxation rates as stable as possible to assist residential and corporate citizens as much as we could in their recovery from the pandemic, understanding that many economic drivers are beyond the Town's control.

This proposed budget before Council is built on solid principles and offers both residential and corporate citizens exemplary services and good value for their tax dollars.

## **BACKGROUND- SERVICE DELIVERY** (Appendix A)

Overall, **operating expenditures** are **increased \$215,600** (+1.6%) over last year. Expenditures are segregated into three categories: Mandatory, Fixed and Controllable.

### **Mandatory Expenditures**

The Town collects taxes on behalf of the Province of Nova Scotia. These expenditures are unavoidable. It is our responsibility to collect taxation for Provincially-mandated programs. The Town is required to bill and collect for **Corrections** services, **Housing** services, **Regional Library services** and **Education** services. We also include the expense to **Property Valuation Services Limited** in our Mandatory expenditures- the mandatory fee for the quasi-provincial entity charged with Provincial property assessment. These Mandatory expenditures are a sensitive issue amongst municipal units, as they are indicative of Provincial downloading of “people services” onto the municipal forum. Municipal governments are “specialists” in the provision of “property services”. This infringement on our municipal rates means that our total taxation rates are higher than for purely municipal service delivery.

Overall, **Mandatory expenditures decreased \$14,100 (0.8%)** (in total) over last year – now costing us \$1.86 million. Mandatory expenditures comprise **13.8% of the total** 20/21 expenditures. The Mandatory rate decreases by approximately 1½ cents/\$100. Mandatory charges are shown separately on each tax bill – along with the percentage contribution.

**Substantial changes** (over last year) in **Mandatory** expenditures are:

<b><i>PURPOSE</i></b>	<b><i>INCREASE (DECREASE)</i></b>
<b><i>Assessment services</i></b>	\$800
<b><i>Corrections</i></b>	(400)
<b><i>Prosecution</i></b>	0
<b><i>Housing</i></b>	0
<b><i>Library</i></b>	5,800
<b><i>Education</i></b>	(20,300)
	<b><i>\$(14,100)</i></b>

### **Fixed Expenditures**

Fixed expenditures include non-negotiable costs such as the **transfers to joint boards, community partners and other commitments, debt repayment, valuation allowances and reserves. Remuneration and benefits** are somewhat uncontrollable costs. Collective agreements, internal policy statements along with Provincial and Federal legislation drive these expenditures. This year fixed costs comprise **64.3% of the total** 20/21 expenditures.

Significant changes (over last year) in **Fixed Expenditures** are:

<b>PURPOSE</b>	<b>INCREASE (DECREASE)</b>
<i>Joint Boards</i>	\$37,200
<i>Commitments</i>	56,800
<i>Operating reserve</i>	32,900
<i>Debt repayment</i>	(61,300)
<i>Area rates</i>	118,200
<i>Election</i>	40,000
<i>Remuneration/benefits</i>	(10,100)
	<b>\$213,700</b>

Joint Boards include: Kentville Volunteer Fire Department, Kings Transit Authority, Kings Point to Point, Valley Waste Resource Management Authority, Kings Regional Economic Network, Kings Co.-Building/Fire inspection services.

**Controllable Expenditures**

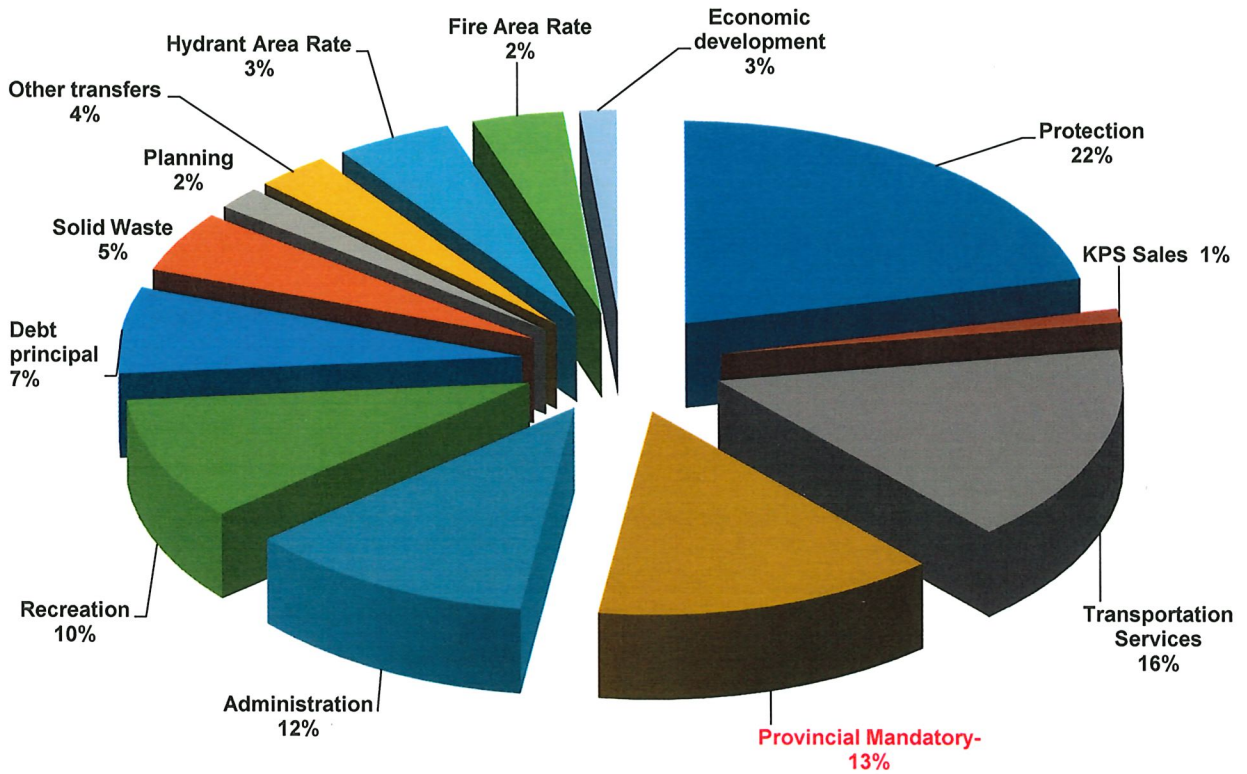
Controllable disbursements comprise approximately **21.9% of the total** expenditures of the Town and encompass the programs and related service-delivery levels which Council debated throughout the budget process.

In summary, the changes (over last year) in **Controllable Expenditures** are:

<b>PURPOSE</b>	<b>INCREASE (DECREASE)</b>
<i>Departmental expenditures (net)</i>	16,000
	<b>16,000</b>

(see Appendix C for departmental breakdown of expense increase)

**TOWN OF KENTVILLE OPERATING FUND  
EXPENDITURES- 2020/2021**



**BACKGROUND- REVENUE FUNDING** (Appendix B)

Funding for the above-noted programs and services is comprised of the following:

<i>Municipal tax levy</i>	\$6,122,200
<i>Other municipal revenue</i>	4,620,500
<b><i>Available for municipal purposes</i></b>	<b>10,742,700</b>
<b><i>Provincial mandatory tax levy</i></b>	<b>1,929,300</b>
<i>Area Rate- Fire purposes</i>	198,400
<i>Area Rate- KWC hydrant purposes</i>	496,400
<i>Economic development levy</i>	113,800
<b><i>Total Revenue</i></b>	<b>\$13,480,600</b>

Revenue from other than property taxation decreased **\$2,700 (-0.1%)** from last year's budget. Significant increases (decreases) in revenue streams are as follows:

<i>PURPOSE</i>	<i>INCREASE (DECREASE)</i>
<i>Taxes- Business Park Commercial</i>	\$26,100
<i>Taxes-Aliant</i>	(700)
<i>Taxes-Economic development levy</i>	2,000
<i>Taxes-Special assessments- betterments</i>	(1,700)
<i>Services- Provincial- Protection</i>	4,400
<i>Services- Local- Recreation/Cultural</i>	12,500
<i>Sales-own agencies and others</i>	(4,600)
<i>Unconditional- Provincial</i>	(2,700)
<i>Conditional- Federal</i>	(8,600)
<i>Conditional- Local</i>	(6,800)
<i>Financing- Operating/Capital reserves</i>	(31,100)
<i>Other revenue increases (net)</i>	(79,500)
<i>Area rates</i>	118,200
<i>From surplus (operating reserve) (decrease over last year)</i>	(30,200)
	<b><u>\$(2,700)</u></b>

## **2021 ASSESSMENT INFORMATION**

The Provincial CAP was set at 1.0% CPI for 2020 (last year 2.9%). This year, CAPped assessments affect 48.6% (last year 50.2%) of residential properties. New revenue dollars are derived from a combination of assessment growth/new construction and property sales transactions.

For 2020/21 residential assessment grew by 4.9% (last year 2.5%) (net of allowances for losses and CAP). Commercial assessments decreased -3.0% (last year 4.1%). Payments in Lieu of Tax assessments increased by 16.3% (last year -3.1%). These adjustments to assessment provide **\$226,300 in new tax dollars** (at last year's rates) (last year-\$243,000).

The separately-rated Kentville Business Park provides **new tax dollars of \$26,200**.

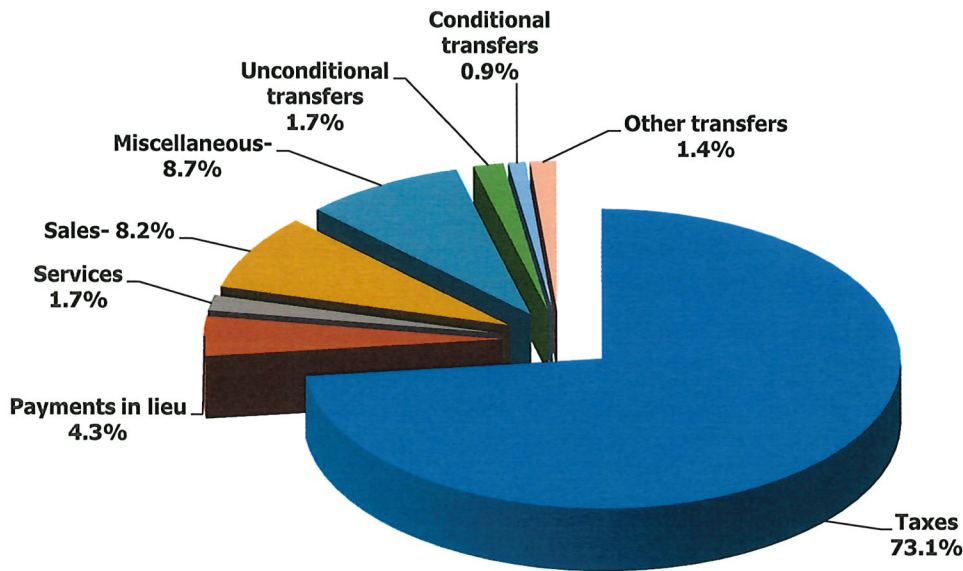
The changes in area rates this year increased revenue **by \$86,800**.

All combined, the total increase in taxable assessment and changes in other rates provides **new tax dollars of \$339,300**.

The breakdown of new tax revenue (at last year's rates) is as follows:

<i>PURPOSE</i>	<i>MUNICIPAL TAX</i>	<i>MANDATORY TAX</i>	<i>AREA RATES/ EC. DEV. LEVY</i>	<i>TOTAL</i>
<b>Residential</b>	\$223,100	\$(2,100)		\$221,000
<b>Commercial</b>	18,000	(12,700)		5,300
	241,000	(14,700)		226,300
<b>Business Park/Special rate</b>	26,200			26,200
<b>Δ in area rates</b>			\$86,000	86,000
<b>Δ in economic dev. levy</b>			800	800
<b>Total (new revenue)</b>	<b>\$267,200</b>	<b>\$(14,700)</b>	<b>\$86,800</b>	<b>\$339,300</b>

**TOWN OF KENTVILLE OPERATING FUND  
REVENUE- 2020/2021**



**BUDGET SUMMARY**

<b>Revenue other than taxation (net)</b>	\$2,700 dr.
<b>New revenue (assessment increases)</b>	226,300 cr.
<b>Total increased revenue over last year</b>	223,600 cr.
<b>Expenditure increase (net)</b>	215,600 dr.
<b>BUDGET SURPLUS</b>	<b>\$8,000 cr.</b>



## THE RESULTS

The 2020/21 increase of “**New Revenue**” offsets the lift in expenditures in this budget and provides a small surplus, which will be used as denoted below. The tax rates for the fiscal year 2020/2021 are as follows (figures rounded slightly for ease of reading):

**The General Tax rate** is decreased from \$1.72  $\frac{4}{5}$  per \$100 to **\$1.70 per \$100** - a reduction of 2  $\frac{4}{5}$  cents per \$100

### **Residential rate remains stable as follows:**

- ✓ Residential base tax rate is \$ 1.41 per \$100
- ✓ Fire are rate is \$ .03  $\frac{3}{4}$  per \$100
- ✓ Hydrant area rate is \$ .08  $\frac{3}{4}$  cents per \$100
- ✓ Economic development levy is  $\frac{1}{5}$  cent per \$ 100
- ✓ Total residential rate is \$1.53  $\frac{3}{4}$  cents per \$ 100

### ✓ **Total residential tax rate remains identical to last year’s rate**

- For a \$ 100,000 residential/resource assessment, the annual tax bill is **\$1,537.00** (Last year- \$ 1,537.00) an increase of **\$NIL**.
- A \$100,000 residential or resource property, **that attracts the 1.0% assessment lift**, will see the annual tax bill at **\$1,552.37**, an annual increase of **\$15.37** or 1.0%.

As a reference point, Residential taxes will rise 0.0% this year in comparison to the Consumer Price Index for Nova Scotia for the month of March 2020 at 0.9%, as posted by Statistics Canada.

### **Commercial rate decreases as follows:**

- ✓ Commercial base tax rate is \$ 3.28  $\frac{1}{2}$  cents per \$ 100
- ✓ Fire are rate is \$ .03  $\frac{3}{4}$  per \$100
- ✓ Hydrant area rate is \$ .08  $\frac{3}{4}$  cents per \$100
- ✓ Economic development levy is \$ .10  $\frac{2}{5}$  cents per \$ 100
- ✓ Total commercial rate is \$ 3.51 and  $\frac{2}{5}$  cents per \$ 100

### ✓ **Total commercial tax rate decreases by 1 cent/\$100**

- For a \$ 100,000 commercial assessment, the annual tax bill is **\$ 3,514.20**, an annual decrease of **\$ 10.00 or -0.3%** (Last year- \$3,524.20).

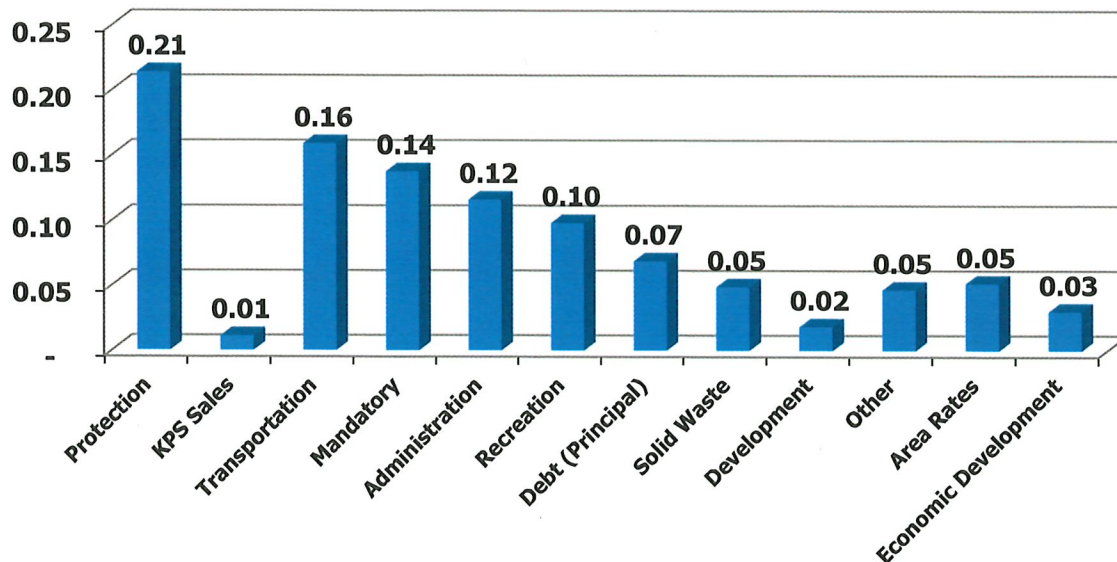
## **HOW THE TAX DOLLAR IS SPENT**

For 2020, of the \$13.4 million budgeted, the Town of Kentville will collect \$6.1 million in municipal property taxes, \$1.9 million for the Province, \$.5 million for KWC Hydrant Area Rate and \$.2 million for Fire Area Rate and \$.1 million for economic development initiatives, leaving other sources of revenue totaling \$4.6 million.

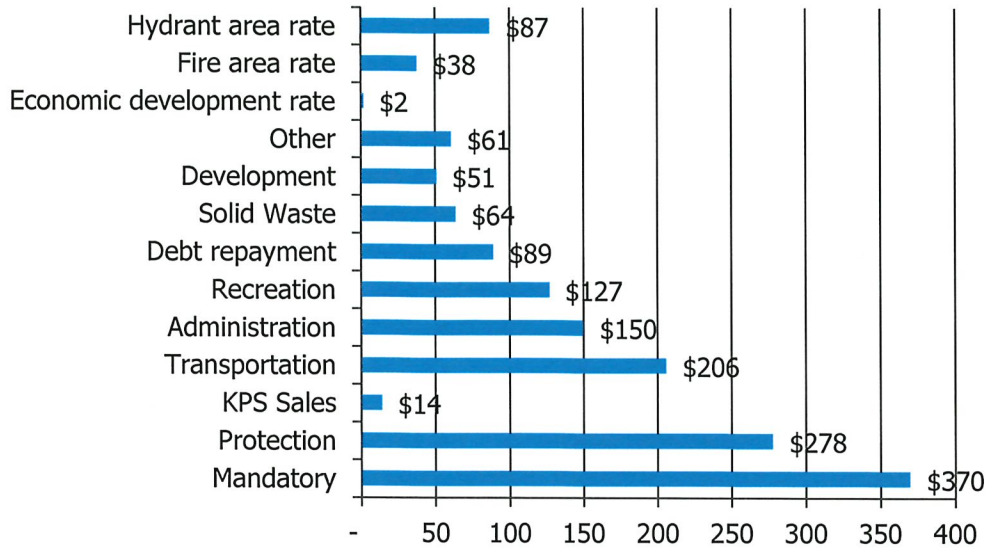
Approximately \$8.0 million, about 60% of the total revenue collected, will go towards delivering the services for Town programs such as legislative and administrative services, police services, public works services, planning services and recreational services. These monies also fund maintenance and repair of infrastructure (curbs, sidewalks, storm sewer, buildings, recreation facilities etc.)

The remaining levy, approximately \$5.4 million, is collected by the Town on behalf of other agencies, including the Province of Nova Scotia and Property Valuation Services Corporation (both mandatory), the Kentville Volunteer Fire Department Inc. (Fire Area Rate), the Kentville Water Utility (Hydrant Area Rate) and the economic development levy along with fixed costs including transfers to joint boards/commissions and debt servicing. These programs and services are either fixed or not under the direct administration and financial control of the Town.

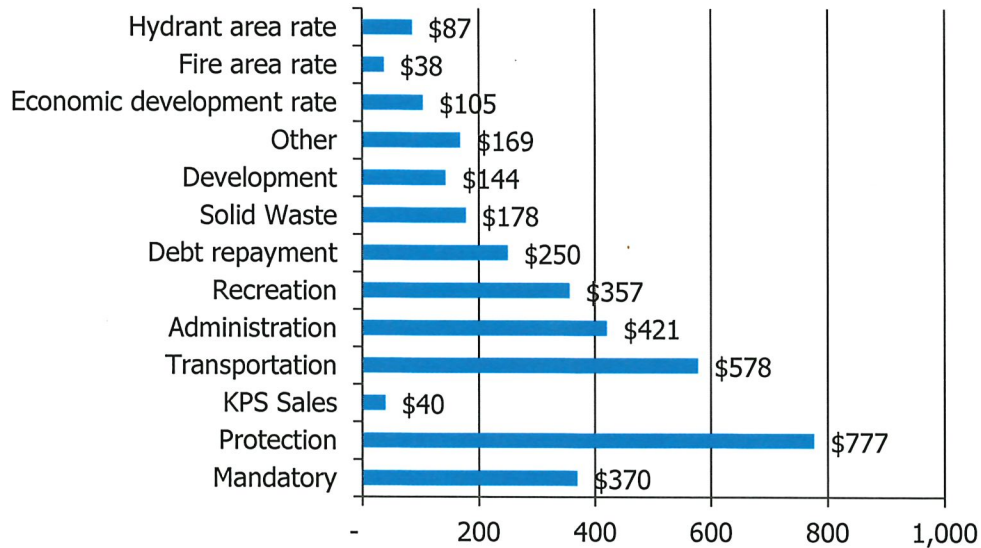
**Where the Tax Dollar Is Spent-2020/21**



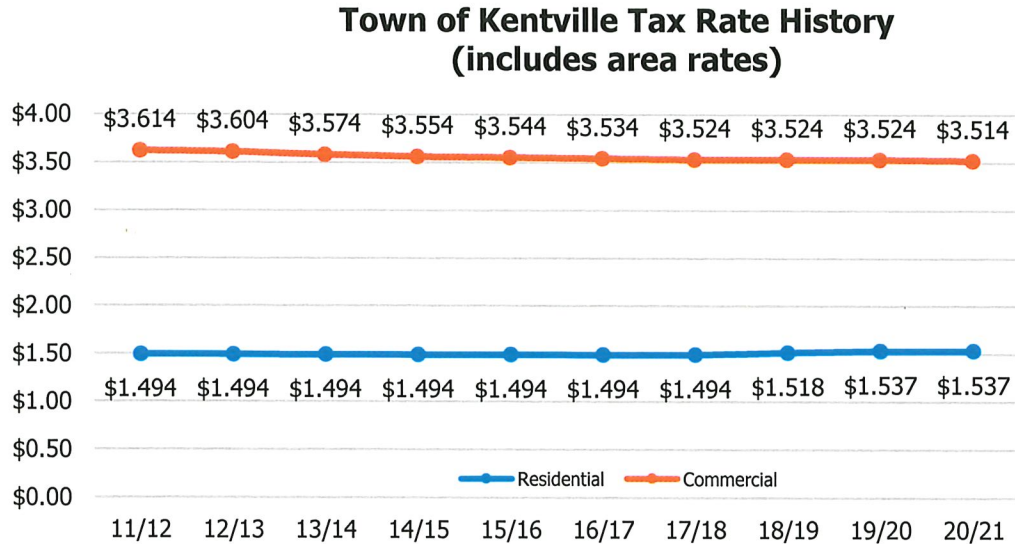
**RESIDENTIAL TAX 2020/21**  
**\$100,000 ASSESSMENT = \$1,537.00**



**COMMERCIAL TAX 2020/21**  
**\$100,000 ASSESSMENT = \$3,514.20**



## KENTVILLE TAX RATES 2011/12 TO 2020/21



### SUMMARY

This proposed operating budget before Council today will:

- **continue** most program delivery and at the same exemplary level to which our residential and corporate citizens are accustomed- in spite of the COVID-19 pandemic;
- **maintain** sizeable transfers to reserve funds for future/unexpected expenditures;
- **maintain** manageable levels for servicing our debt;
- **hold** the total Residential rate, and;
- **decrease** the total Commercial rate by 1 cent/ \$100

**RECOMMENDATION**

At the budget meeting held on May 20, 2020, Council approved that the 2020/2021 Town of Kentville Operating Budget move forward to Town Council for ratification of the rates and therefore;

I recommend that the following tax rates for the year April 1, 2020 to March 31, 2021 are ratified by Town Council as follows and are read into the record. (Figures are rounded slightly for ease of reading.)

	<b>Residential</b>	<b>Commercial</b>
	<b>(per \$100)</b>	<b>(per \$100)</b>
Municipal base rate	<b>\$1.41</b>	<b>\$3.28 ½</b>
Fire area rate	<b>3 ¾¢</b>	<b>3 ¾¢</b>
Hydrant area rate	<b>8 ¾¢</b>	<b>8 ¾¢</b>
Economic development levy	<b>½ ¢</b>	<b>10 ¾¢</b>
<b>Total Residential</b>	<b>1.53 and ¾¢</b>	
<b>Total Commercial</b>		<b>3.51 and ¾ ¢</b>

Every year the “wish list” exceeds the available funding challenging the budget team to be as efficient and effective in the use of the tax dollar. This year, the challenge was even greater with the onset of the pandemic, which required a complete retooling of the early drafts of the budget. The budget presented here continues to provide delivery of high-quality services to our residential and corporate citizens with a careful eye to our pledge of fiscal responsibility and stability.

In closing, I would like to thank the CAO and the senior management team for their valuable contribution into this process. I would also like to thank Council for its advice and direction throughout the past year.

Respectfully submitted,

  
**Debra Crowell**  
 Director of Finance  
 Kentville

May 25, 2020

**TOWN OF KENTVILLE**  
**2020/2021 OPERATING BUDGET-EXPENDITURE**



	<b>2019/2020</b>	<b>2020/2021</b>	<b>2021/2022</b>	<b>PERCENTAGE</b>	<b>PERCENTAGE</b>	
	<b>BUDGET</b>	<b>BUDGET</b>	<b>BUDGET</b>	<b>VARIANCE</b>	<b>VARIANCE</b>	
<b>GENERAL ADMINISTRATION</b>						
9	Legislative	248,000	287,500	256,800	15.9%	-10.7%
10	General Administration	1,350,100	1,362,800	1,423,000	0.9%	4.4%
		<u>1,598,100</u>	<u>1,650,300</u>	<u>1,679,800</u>	3.3%	1.8%
<b>PROTECTIVE SERVICES</b>						
11	Police- Core program	2,341,500	2,383,900	2,469,400	1.8%	3.6%
11-1	Police- Sales of service	148,300	148,200	149,300	-0.1%	0.7%
11-2	Law enforcement	229,500	224,600	186,400	-2.1%	-17.0%
12	Fire fighting	760,200	890,300	890,300	17.1%	0.0%
13	Protective services- debt charge	21,200	15,300	10,400	-27.8%	-32.0%
13	Emergency measures & other	116,900	161,300	166,300	38.0%	3.1%
		<u>3,617,600</u>	<u>3,823,600</u>	<u>3,872,100</u>	5.7%	1.3%
<b>TRANSPORTATION SERVICES</b>						
14	Common services	928,500	965,700	990,600	4.0%	2.6%
15	Road transportation	782,300	789,300	800,600	0.9%	1.4%
15	Public transit	205,300	225,500	225,800	9.8%	0.1%
15	Transport- debt charges	74,300	66,300	55,900	-10.8%	-15.7%
15	Other transportation	96,800	96,800	98,800	0.0%	2.1%
		<u>2,087,200</u>	<u>2,143,600</u>	<u>2,171,700</u>	2.7%	1.3%
<b>ENVIRONMENTAL HEALTH SERVICES</b>						
16	Solid waste collection and recycling	701,400	659,800	672,700	-5.9%	2.0%
<b>PUBLIC HEALTH</b>						
17	Public health and housing	99,500	96,500	96,500	-3.0%	0.0%
<b>ENVIRONMENTAL DEVELOPMENT</b>						
18	Planning and zoning	239,500	244,500	246,800	2.1%	0.9%
19	Other community development	442,300	399,000	442,800	-9.8%	11.0%
		<u>681,800</u>	<u>643,500</u>	<u>689,600</u>	-5.6%	7.2%
<b>RECREATION AND CULTURAL</b>						
20	Recreation-Administration	480,700	506,400	511,300	5.3%	1.0%
21	-Programmes & other	129,300	83,800	137,400	-35.2%	64.0%
22	-Facilities	589,700	609,200	598,500	3.3%	-1.8%
22	-Recreation- Debt charges	31,800	37,000	35,200	16.4%	-4.9%
22	Cultural	128,900	133,700	133,700	3.7%	0.0%
		<u>1,360,400</u>	<u>1,370,100</u>	<u>1,416,100</u>	0.7%	3.4%
23	<b>EDUCATION</b>	<u>1,556,300</u>	<u>1,536,000</u>	<u>1,569,000</u>	-1.3%	2.1%
<b>FINANCING AND TRANSFERS</b>						
24	Debt charges (principal)	974,200	928,300	909,900	-4.7%	-2.0%
24	Transfers to allowances and reserves	588,500	628,900	656,000	6.9%	4.3%
		<u>1,562,700</u>	<u>1,557,200</u>	<u>1,565,900</u>	-0.4%	0.6%
<b>TOTAL EXPENDITURE</b>						
		<u>13,265,000</u>	<u>13,480,600</u>	<u>13,733,400</u>	<b>1.6%</b>	<b>1.9%</b>

**TOWN OF KENTVILLE**  
**2020/2021 OPERATING BUDGET-REVENUE**



	2019/2020 <u>BUDGET</u>	2020/2021 <u>BUDGET</u>	2021/2022 <u>BUDGET</u>	PERCENTAGE VARIANCE	PERCENTAGE VARIANCE
<b>2 TAXES</b>					
Assessable Property	9,523,600	9,809,700	10,031,400	3.0%	2.3%
Special Assessments	8,500	6,800	6,000	-20.0%	-11.8%
Business Property	39,200	38,500	37,500	-1.8%	-2.6%
Other	0	0	0	0.0%	0.0%
	<u>9,571,300</u>	<u>9,855,000</u>	<u>10,074,900</u>	3.0%	2.2%
<b>3 PAYMENTS IN LIEU OF TAXES</b>					
Federal and Agencies	392,600	396,300	402,300	0.9%	0.0%
Provincial and Agencies	107,800	182,600	185,300	69.4%	0.0%
	<u>500,400</u>	<u>578,900</u>	<u>587,600</u>	15.7%	0.0%
<b>4 SERVICES PROVIDED</b>					
<b>To other governments</b>					
Provincial government	113,600	118,000	120,000	3.9%	1.7%
Local government	97,900	110,400	111,200	12.8%	0.7%
	<u>211,500</u>	<u>228,400</u>	<u>231,200</u>		
<b>5 SALES OF SERVICES</b>					
Agencies	1,112,700	1,108,100	1,113,400	-0.4%	0.5%
<b>6 OTHER REVENUE-OWN SOURCES</b>					
Fines, fees, permits	42,300	37,800	41,800	-10.6%	10.6%
Rentals	419,000	361,800	434,900	-13.7%	20.2%
Interest and penalties	115,000	95,000	110,000	-17.4%	15.8%
Return on investment	630,000	630,000	590,000	0.0%	-6.3%
Other	41,900	44,100	44,100	5.3%	0.0%
	<u>1,248,200</u>	<u>1,168,700</u>	<u>1,220,800</u>	-6.4%	4.5%
<b>7 UNCONDITIONAL TRANSFERS-PROVINCE</b>	226,900	224,200	224,200	-1.2%	0.0%
<b>8 CONDITIONAL TRANSFERS</b>					
Federal	9,400	800	0		
Province	125,000	125,000	125,000	0.0%	0.0%
Other Governments	6,800	0	0	0.0%	0.0%
	<u>141,200</u>	<u>125,800</u>	<u>125,000</u>	0.0%	0.0%
<b>FINANCING AND TRANSFERS</b>					
24 From reserves	252,800	191,500	156,300	-24.2%	0.0%
<b>TOTAL REVENUE</b>	<u>13,265,000</u>	<u>13,480,600</u>	<u>13,733,400</u>	1.6%	1.9%

TOWN OF KENTVILLE 2020/2021 OPERATING BUDGET EXPENDITURE BUDGET VARIANCE- 2019/20 AND 2020/21 -BY CATEGORY											
	2019/2020 Budget	Mandatory	Joint Bds/ Commitments	Debt	Area Rates	Remuneration/ Benefits	Election/ Val Allow.	Other	To Reserves	Total Variance	2020/2021 Budget
										Deficit	
Legislative	248,000					4,500	40,000	(5,000)		39,500	287,500
General Administration	1,350,100	800	900	(400)		800		10,600		12,700	1,362,800
Police-core program	2,341,500		46,900			(15,800)		11,300		42,400	2,383,900
Police-sales of service	148,300					(100)				(100)	148,200
Law enforcement	229,500	(400)				2,000		(6,500)		(4,900)	224,600
Fire Protection	760,200		11,900		118,200					130,100	890,300
Protective service-debt charge	21,200			(5,900)						(5,900)	15,300
Emergency measures & other	116,900		44,400							44,400	161,300
Transportation	2,087,200		20,200	(8,000)		16,100		28,100		56,400	2,143,600
Environmental Health	701,400		(41,700)					100		(41,600)	659,800
Social welfare	99,500							(3,000)		(3,000)	96,500
Environmental development	239,500					100		4,900		5,000	244,500
Community economic development	442,300		9,500	(6,300)		(28,800)		(17,700)		(43,300)	399,000
Recreation	1,360,400	5,800	1,900	5,200		11,100		(14,300)		9,700	1,370,100
Education	1,556,300	(20,300)								(20,300)	1,536,000
Debt charges (principal)	974,200			(45,900)						(45,900)	928,300
Transfers to allowances and reserves	588,500		32,900					7,500		40,400	628,900
Prior year deficit	-									-	-
	13,265,000	(14,100)	126,900	(61,300)	118,200	(10,100)	40,000	16,000	-	215,600	13,480,600
		-7%	59%	-28%	55%	-5%	19%	7%	0%	0%	1.6%





# Memo

To: Kelly Rice, CAO

From: Dave Bell, Director of Engineering & PW

CC: Debra Crowell, Director of Finance

Date: May 15, 2020

Re: **SANITARY SEWER AREA SERVICE OPERATING BUDGET- 2020-2021**

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## **SANITARY SEWER AREA SERVICE OPERATING BUDGET**

### **Revenue**

**Revenue is increased \$500 (0.04%) from last year.** Essentially no change from last year.

### **Expenditures**

**Overall expenditures are decreased \$2000 (0.14%) over last year.**

### **Administration**

This sector is increased \$1000 (0.08%) over last year. Significant changes are:

- Administrative salaries are increased \$500. The engineer's reallocation to sanitary sewer is quantified at 12/12.
- Legal expense is increased \$500, due to outstanding sanitary sewer matters.

### **Domestic Sewer Maintenance**

This segment is increased \$1,200 (1.6%).

- Wages & materials adjusted

### **Pumping Stations**

Pumping stations increase \$5,100 (9.0%) and are due to:

- Increase in wage adjustment (\$300)
- Increase in insurance premium (\$4,800)

### **Treatment and Disposal**

This section is increased from last year by \$32,200 (4.2%). This section records our share of the jointly-funded sewer treatment plant owned by the Municipality of the County of Kings.

### **Fiscal Services**

This sector decreases \$6,500 (9.7%) in this budget.

- Interest on long-term debt is reduced.

### **Capital (paid from) Revenue**

The Sanitary Sewer Area Service budgets a portion of its capital financing from its operating fund – this year \$30,000 is allocated

### **Transfer to Reserve**

- The Area Service attempts to “tuck away” monies each year to either its Operating Reserve or its Capital Reserve, in order to ensure stabilizing the rates and to provide “pay as you go” capital.

The Sanitary Sewer Area Service is budgeting a small annual surplus of \$ 3,700.

### **Sanitary Sewer Area Service Reserve Information**

	March 31, 2020	Net Deposits/ (Withdrawals)	Projected March 31, 2021
<b>Operating</b>	209,190		209,190
<b>Capital</b>	140,369		140,369
<b>Depreciation</b>	<u>184,013</u>	<u>(15,000)</u>	<u>169,013</u>
<b>Total</b>	<u>533,572</u>	<u>(15,000)</u>	<u>518,572</u>

**RECOMMENDATION**

I recommend to Council that it approve the Sanitary Sewer Area Service Operating Budget for the year 2020-2021, as follows:

Revenue =	\$1,285,100
Expenditures =	\$1,281,400
Surplus =	\$3,700



# Memo

To: Kelly Rice, CAO  
From: Dave Bell, Director of Engineering & PW  
CC: Debra Crowell, Director of Finance  
Date: May 15, 2020  
Re: **SANITARY SEWER AREA SERVICE CAPITAL BUDGET - 2020-2021**

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## **SANITARY SEWER AREA SERVICE CAPITAL BUDGET**

The Area Service is seeking capital funding for two projects in 2020/2021 in the amount of **\$235,300**.

### **Projects**

- **Prospect/Overlook/Academy Sanitary Sewer Renewal - \$182,500**
- **Condon Avenue Sanitary Sewer Renewal - \$52,800**

Infrastructure is failing in both these areas causing continual maintenance by Public Works.

### **Funding**

- **\$105,300** from Sanitary Sewer Depreciation Reserve
- **\$30,000** from Sanitary Sewer Operating Fund- paid out of current rates.
- **\$100,000** long-term borrowing

**RECOMMENDATION**

I recommend to Council that it approve the Sanitary Sewer Area Service Capital Budget in the amount of \$235,300, along with its funding sources for the year 2020-2021.

# COUNCIL ADVISORY COMMITTEE – REQUEST FOR DECISION

## KENTVILLE TOWN COUNCIL

<b>Name:</b>	Sandra Snow		
<b>Date:</b>	20 May 2020	<b>Date Submitted:</b>	21 May 2020

### Request for Decision - Initial

Detail	Synopsis		
<b>Decision Requested:</b>	Request Staff investigate rebalancing the Downtown Kentville streets to make more space for physical distancing this summer (June – October 2020)		
<b>Background: What? Who? How? When?</b>	COVID-19 has created a new normal, where physical distancing for the foreseeable future is our reality. Many Towns and Cities are temporarily reducing parking and creating space for bikes, pedestrians, and kids on scooters. Additionally, streets are being closed to traffic on weekends to create space for restaurants, and retail operations. Most Canadian Cities are eliminating the cost of a municipal patio permit and allowing restaurants to expand the patio in order to permit social distancing while maintaining number of seats.		
<b>Budget:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<b>Policy:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Desired Outcome:</b>	Increase the open area in Centre Square for the Farm Market and encourage other non-profits to use the gazebo during the summer. Close Aberdeen Street to traffic on Sunday. Temporarily Increase sidewalk space in the Downtown Square. Eliminate the patio license fee for the summer of 2020		
<b>CAO Comments:</b>	Waiving the permit fees is so minimal that there will be no negative impact to the budget.		
<b>Recommendation:</b>	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>		

### Request for Decision – Staff Input

Detail	Synopsis
<b>Department:</b>	
<b>Decision Requested:</b>	
<b>Background:</b>	
<b>Budget:</b>	
<b>Staff Workload:</b>	

# COUNCIL ADVISORY COMMITTEE – REQUEST FOR DECISION

## KENTVILLE TOWN COUNCIL

<b>Policy:</b>	
<b>Public Interest:</b>	
<b>Strategic Implication:</b>	
<b>Response Options:</b>	
<b>Preferred Strategy:</b>	
<b>Implications:</b>	<b>General:</b> Consequence to community, overall organization or other agencies
	<b>Organizational:</b> Policy change or staff work load requirements
	<b>Financial:</b> Current and Future Budget implications
	<b>Follow-up Action:</b> Timelines, decision-making milestones and key products
	<b>Communications:</b> Strategy to inform, consult or involve stakeholders
	<b>Other Comments:</b> By others Reviewing this RFB