



# **TOWN OF KENTVILLE COUNCIL**

## **March 28, 2022**

### **AGENDA**

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
  - (a) Council meeting minutes, February 28, 2021**
- 4. PRESENTATIONS**
  - (a) Asset Management – Matt Delorme, AIM Network**
- 5. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
  - (a) Second Reading – Taxi Bylaw**
  - (b) Police Commission Bylaw**
  - (c) Code of Conduct Update**
- 6. RECOMMENDATIONS AND REPORTS**
  - (a) Council Advisory Committee – Councillor Paula Huntley**
    - (1) Debenture Funding**
    - (2) Withdrawal from Capital Reserves**
    - (3) Withdrawal from Operating Reserves**
    - (4) Valley Waste Request**
    - (5) Request for Development Extension**
  - (b) Councillors' and Mayor Reports**
    - (1) Councillor Gerrard**
      - a. Joint Fire Services Committee**
      - b. Valley Waste Resource Management Authority**
    - (2) Councillor Huntley**
      - a. Kentville Water Commission**
      - b. Kings Transit Authority**
      - c. Kings Point to Point**
      - d. Kings Regional Emergency Management Organization**
      - e. Partners for Climate Progress**
    - (3) Councillor Maxwell**

- a. Kentville Inclusion and Accessibility Advisory Committee
- b. Board of Police Commissioners
- c. Annapolis Valley Trails Coalition
- d. Student Bursary Selection Committee
- (4) Deputy Mayor Savage
  - a. Audit Committee
  - b. Investment Advisory Committee
  - c. Kentville Inclusion and Accessibility Advisory Committee
  - d. Kentville Water Commission
  - e. Source Water Advisory Committee
  - f. Kentville Business Community Board
  - g. Kings Regional Sewer
  - h. Valley Waste Resource Management Authority
  - i. Kings Regional Emergency Management Organization
- (5) Councillor Yorke
  - a. Source Water Advisory Committee
  - b. Board of Police Commissioners
  - c. Multi Purpose Facility Feasibility Study Committee
  - d. Annapolis Valley Regional Library
  - e. Kings County Academy Parent Teacher Association
- (6) Councillor Zebian
  - a. Audit Committee
  - b. Kentville Water Commission
  - c. Diversity Kings
- (c) Mayor Sandra Snow
  - a. Kentville Investment Advisory Committee
  - b. Audit Committee
  - c. Water Commission
  - d. Source Water Protection Advisory Committee
  - e. Kings Regional Emergency Management Organization
  - f. Valley Regional Enterprise Network, Liaison and Oversight Committee

**7. NEW BUSINESS**

- (a) Support for Kings Point to Point Rural Transit Grant
- (b) Kentville Business Community 2022-2023 Budget

**8. CORRESPONDENCE**

- (a) Municipal Green Fund -

**9. PUBLIC COMMENTS**

**10. IN CAMERA**

- (a) Legal Matter

**11. ADJOURNMENT**

DRAFT



## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: February 28, 2022

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on Facebook. The meeting was posted to YouTube with closed captioning after the meeting.

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

Mayor Sandra Snow called the meeting to order at 6:02 p.m.

#### PRESENT

All members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Dan Troke, Solicitor Geoff Muttart and Recording Secretary Jennifer West.

#### REGRETS

None.

#### DECLARATIONS OF CONFLICT OF INTEREST

Councillor Zebian declares a conflict of interest around item 4.b

*Note: "Points from Discussion" below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.*

Mayor Sandra Snow left her seat at 6:02 pm.  
Deputy Mayor Savage takes the Chair for approval of the agenda.

#### 2. APPROVAL OF THE AGENDA

- Addition: Code of Conduct reports ("Bullying" and "Deputy Mayor")

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

# DRAFT

**That Council add two Code of Conduct reports to the agenda.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Snow*

- Discussion
  - Recommend that these reports be removed until investigations are complete.
  - Concerns that adding these to the agenda creates division and animosity among Council.
  - Clarification around the process of a Code of Conduct investigation.
  - Solicitor Muttart recommends keeping to process and discussing the agenda and not the issues.

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

**That Council delete from the agenda items 6.a.1, 6.a.2, 6.a.3 and 6.a.4 from the agenda.**

**Amended Motion:**

**That Council delete from the agenda items 6.a.1 and 6.a.2 from the agenda.**

## **MOTION DEFEATED**

*Councillors who voted in favour of this motion:*

*Huntley, Maxwell and Zebian*

*Councillors who voted against this motion:*

*Gerrard, Savage, Snow, and Yorke*

Update on agenda items:

Item 4.c Request for Decision, Public Forum

- Staff are looking into this item and it does not need to be discussed.
- Council is comfortable with removing this item as long as the meeting is being pursued.

Item 4.d Request for Decision, Meeting Agendas

- Staff are planning a workshop for Council around municipal procedure and bylaws which will address this issue.
- Solicitor Muttart expresses concern about approving the agenda before providing updates about items on the agenda.

*Council Meeting Minutes, February 28, 2022*

*Pending Approval*

*Page 2*

# DRAFT

It was moved by Councillor Andrew Zebian and seconded by Councillor Paula Huntley

**That the agenda of February 28, 2022 be approved as amended.**

## **MOTION CARRIED**

The Mayor returns to her seat at 6:22pm.

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

(a) Council meeting held on January 31, 2022

**It was moved that the minutes of the Council meeting on January 31, 2022 be approved as distributed.**

## **MOTION CARRIED**

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

**(a) Second Reading – Land Use Bylaw Ancillary Dwelling Units**

Director Gentleman gives a review of the discussion around this amendment, and of the participation from the public hearing held on February 28, 2022 (today) at 5:00pm.

*Report available for more information.*

It was moved by Councillor Gillian Yorke and seconded by Councillor Paula Huntley

**That Council approve first reading of the land use bylaw amendment on the matter of auxiliary dwelling units to:**

- **Align the maximum square footage for an auxiliary dwelling unit within a single-family dwelling with the National Building Code, which is 80% of the gross floor space area of the main dwelling up to a maximum of 80 square meters without limitations on the number of bedrooms;**
- **Allow detached auxiliary dwelling units Garden Suites to have a maximum floor area of 80% of the gross floor area of the main dwelling, not to exceed 1000 square feet.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

Councillor Zebian leaves his seat due to a conflict of interest at 6:26pm.

**(b) Request for Decision – Robinson Property**

## DRAFT

Councillor Cathy Maxwell presented her concerns about the buy back of the former Robinson Property from Mike's Clothing. Clarification that this is not a reconsideration of a past motion. This motion addresses the action that has been taken- the legal action associated with the property.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell

**That Council stop the buy back of the former Robinson Property from Mike's Clothing and allow development of the land to begin as previously scheduled.**

### **MOTION FAILS**

There was no support for this motion.

Councillor Zebian returns to his seat at 6:30pm.

### **(c) Request for Decision – High Gate Plows**

Councillor Andrew Zebian brought forward a resident's concerns about changing to snowplows which do not deposit snow at the end of residents' driveways (high gate plows).

*Report available for more information.*

- Staff is investigating this item and will come back to Council.

### **(d) Request for Decision – Public Forum**

Councillor Andrew Zebian presented his concerns about organizing a public forum in the interests of public engagement with residents of the Town.

*Report available for more information.*

- Staff are looking into a moderator and a location for this event.

### **(e) Request for Decision – Meeting Agendas**

Councillor Andrew Zebian presented his concerns with the chair's change in process at the beginning of meetings. He asks that items to be added to the agenda be presented to council members at the beginning of each meeting.

*Report available for more information.*

- Discussion
  - Concerns about adding items to the agenda and following process.
  - Council is already reviewing this policy.
  - The process for addressing the agenda has been changed before policy G70 has been discussed or revised.

## DRAFT

- There should be criteria for adding items to the agenda so that issues can be researched and understood.
- In this case, the process around using a Request for Decision was followed but the content of the RFDs did not warrant discussion the items.
- Recommend that items are always voted on to add them to the agenda.

Motion by Councillor Cathy Maxwell

**That Council follow the process for adding an item to the agenda using Roberts Rules of Order until policy G70 is reviewed and revised**

**MOTION WITHDRAWN**

- Solicitor Muttart describes the process of adding items to the agenda. There is no requirement to ask for additions at the beginning of each meeting. Agendas should first be approved then items can be voted on to add or remove when appropriate.

## 5. RECOMMENDATIONS AND REPORTS

### (a) Council Advisory Committee Reports

#### (1) General Insurance Contract

At the February 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell presented a request to extend the contract of the Town's insurance provider, BFL Canada.

*Report available for more information.*

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

**That Council approve the extension of the Town's relationship with BFL Canada for General Insurance and Risk Management Services for one year from April 1, 2022 to March 31, 2023  
And further that the Town opt to maintain status quo coverage.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

#### (2) Withdrawal from Capital Reserves

At the February 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell presented a request to withdraw funds from the town's capital reserves to support a number of items and activities.

# DRAFT

*Report available for more information.*

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

**That Council approve the withdrawal of \$217,356.57 from two Town of Kentville Capital Reserves to partially fund the budgeted 2021-2022 projects as detailed in the attached report.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(3) Tax Exemption**

At the February 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell described the annual review of the limits set out in the Low Income Tax Exemption Policy.

*Report available for more information.*

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

**That Council approve the Low Income Tax Exemption resolution for the year 2022-2023 as detailed in the attached report.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(4) Regional Sewer Budgets**

At the February 14, 2022 meeting of Council Advisory Committee, Director Bell described the activities and priorities at the Regional Sewer Committee and reviewed the operation budget and capital budgets for Council to review.

*Report available for more information.*

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



**That Council approve the Kings Regional Sewer 2022-2023 Operating Budget as presented at \$1,642,600 of which \$841,800 is assigned to the Town of Kentville and billed in quarterly installments.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council approve the Kings Regional Sewer 2022-2023 Capital Budget as presented at \$2,557,500.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(5) Taxi Bylaw**

At the February 14, 2022 meeting of Council Advisory Committee, Mayor Snow reviewed the changes required in the Taxi Bylaw to remove minor typographical errors.

*Report available for more information.*

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

**That Council approve the proposed changes to fix the typographical errors and give First Reading to the amended Taxi bylaw.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(6) Street Naming**

At the February 14, 2022 meeting of Council Advisory Committee, CAO Troke presented the proposed name for a new street near Mee Road – Hibou’s Court. Council discussed this proposal and asked that the developer consider Hibou Court or Hiboux Court, and the developer has agreed to the name “Hibou Court”.

*Report available for more information.*

It was moved by Councillor Craig Gerrard and seconded by Councillor Gillian Yorke

**That Council approve the proposed street name, Hibou Court.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Councillors' and Mayor's Reports**

**(1) Councillor Craig Gerrard**

Mayor Snow received Councillor Gerrard's report on his activities over the past month. Highlights included Valley Waste board meetings and Valley Waste business plan for capital acquisitions.

*Report available for more information.*

**(2) Councillor Paula Huntley**

Mayor Snow received Councillor Huntley's report on her activities over the past month. Highlights included source water protection, Kings Point to Point strategic planning and budget review, Valley Regional Enterprise Network communications, and Kings Transit budgets with increased costs for fuel and insurance.

*Report available for more information.*

**(3) Councillor Cathy Maxwell**

Mayor Snow received Councillor Maxwell's report on her activities over the past month. Highlights included Kentville Inclusion and Access Advisory Committee, street naming and renaming policy, video introducing committee members, and a presentation by Mark Selvidge.

*Report available for more information.*

**(4) Deputy Mayor Cate Savage**

Mayor Snow received Councillor Savage's report on her activities over the past month. Highlights included regional sewer committee around compliance, investment advisory committee options, Kentville Business Community, Kentville Inclusion and Accessibility Advisory Committee, and an event at the Kentville Heritage Centre.

*Report available for more information.*

**(5) Councillor Gillian Yorke**

## DRAFT

Mayor Snow received Councillor Yorke's report on her activities over the past month. Highlights included Source Water Protection Committee, Annapolis Valley Regional Library, Kings County Academy parent teacher meeting, Fire and Ice Festival.

*Report available for more information.*

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

Mayor Snow received Councillor Zebian's report on his activities over the past month. Highlights included Diversity Kings and African Heritage month activities, conversations about the Joint Fire Services Committee, Kentville Heritage Centre and appreciation for volunteers.

*Report available for more information.*

### **(c) Mayor Sandra Snow**

Mayor Snow leaves her chair at 7:17pm  
Deputy Mayor Cate Savage takes the Chair role.

Mayor Snow gives a public statement regarding the events of July to November 2020, and divisive activities and behaviour of a member of Council.

*Monthly report available for more information.*

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley

**That the reports from Council and the Mayor be accepted as presented.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Huntley, Gerrard, Savage, Snow and Yorke*

*Councillors who voted against this motion:*

*Maxwell and Zebian*

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

**That the two Code of Conduct reports (6.a.1 and 6.a.2) be tabled.**

## **6. NEW BUSINESS**

### **(a) Code of Conduct Breach Reports 6.a.1, 6.a.2, 6.a.3 and 6.a.4**

Deputy Mayor Cate Savage reviews the Code of Conduct policy around breach reports.

*Council Meeting Minutes, February 28, 2022*

*Pending Approval*

*Page 9*

# DRAFT

- Discussion
  - Review of the process for addressing code of conduct breaches.
  - Review of actions to review and revise the Code of Conduct policy.
  - Breaches should be dealt with at a closed meeting of Council.
  - Solicitor Muttart gives Council options for moving forward with these reports. This is not a human resources issue. This is a conflict between elected officials in their public roles. All information associated with these investigations are public.
  - Examples given of Code of Conduct Breaches in other municipalities being in closed sessions.

## **Amendment:**

Amendment accepted by Councillor Cathy Maxwell and seconded by Councillor Andrew Zebian

**That Council table the four reports until reported violations are investigated by the Deputy Mayor and by Council at a Special Council meeting, With the CAO choosing a date in April that works for everyone, And further if the investigation finds that a member has breached the code, that Council will determine and impose corrective action, And further, if sanctions are applied, the Deputy Mayor will ensure that they are carried out.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

Mayor Snow returns to her Chair position at 8:05pm

## **7. CORRESPONDENCE**

(a) None

## **8. PUBLIC COMMENTS**

(a) **Joey Murphy, business owner**

Recommended that the public forum be scheduled after the Special Council Meeting.

## **9. IN CAMERA – Legal Matter, IMSA**

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

**That Council move into a closed session at 8:07 pm to discuss confidential legal matters – intermunicipal service agreements.**

*Council Meeting Minutes, February 28, 2022*

*Pending Approval*

*Page 10*

# DRAFT

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Gillian Yorke and seconded by Councillor Craig Gerrard

**That Council return to open session at 8:38 pm.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **10. ADJOURNMENT**

It was moved by Councillor Paula Huntley

**That the February 28, 2022 meeting of Council be adjourned at 8:39 p.m.**

**MOTION CARRIED**

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**Approved by CAO and Clerk Dan Troke**

# Town of Kentville Asset Management Program

*March 2022*

*Council Presentation*



# Municipal Asset Management Program

*This initiative is delivered through the Municipal Asset Management Program, which is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.*

Atlantic Infrastructure Management Network

**Delivered through:**

**Funded By:**





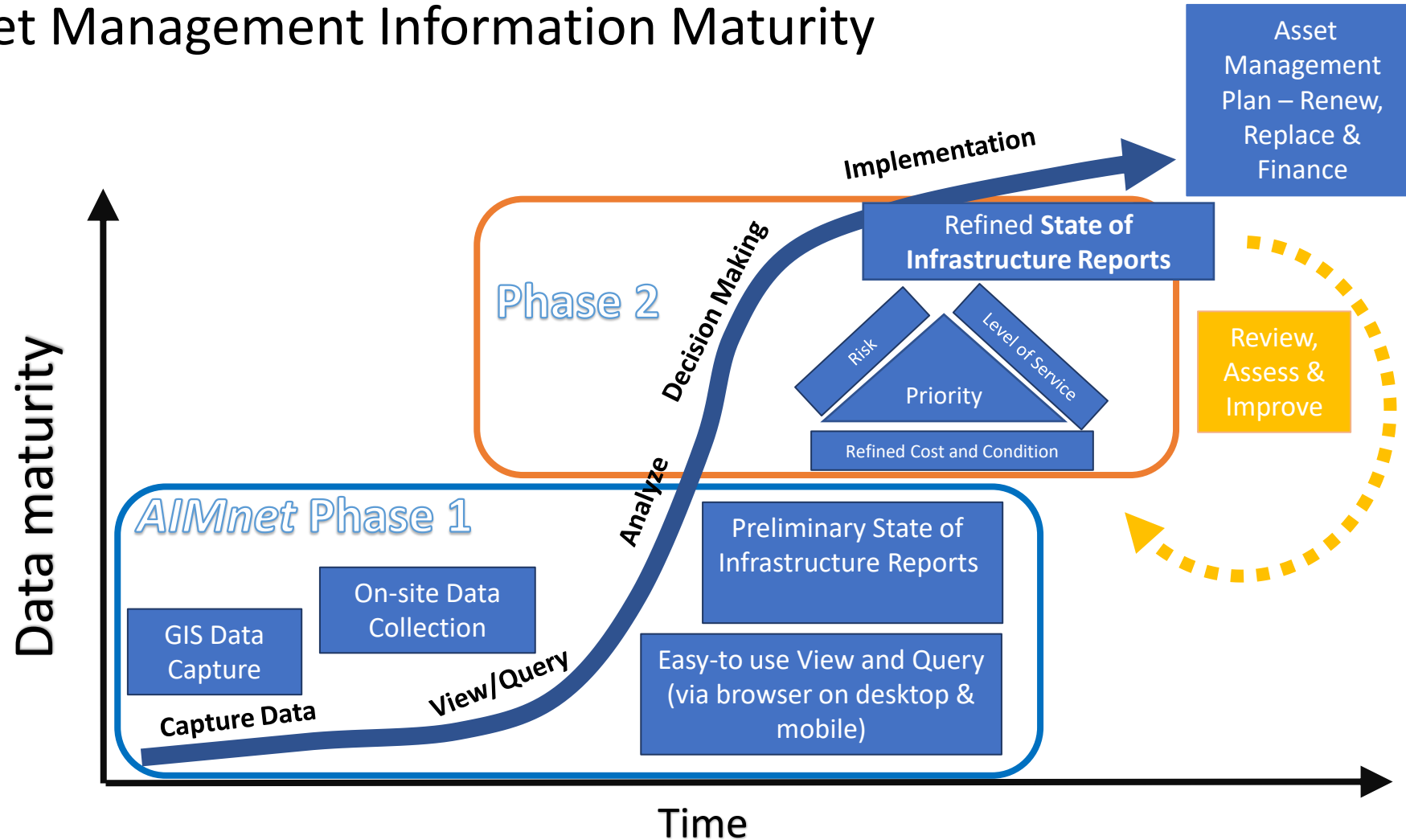
# Managing Assets or Asset Management Planning

**The goal is ‘Sustainable Service  
Delivery’**



# What is the AM process?

## Asset Management Information Maturity



# Asset Management Policy

- Service Delivery to Customers
- Holistic Approach (Integrated Decision Making)
- Long-term Sustainability and Resilience
- Fiscal Responsibility and Decision Making
- Continuous Improvement

# Preliminary State of Infrastructure Report

\$55.4M Water Supply

\$31.8M Transportation

\$51.3M Wastewater

\$19.1M Stormwater

\$27.7M Facilities

\$1.2M Fleet

**Total of \$186.5M of infrastructure**

# Integrated Decision Making

- Assessing priority between dissimilar assets
- Municipalities are using limited resources to manage finite assets
- Decisions on one asset group affect another
  - consider funding availability to leverage municipal contribution
  - asset groups do not exist in a vacuum
- Risk assessment looks at what the impact is **at a customer and policy level**

# Level of Service Assessment

- Inadequate fire flow pressure and capacity for residences above the existing reservoir. Investigate construction of a new reservoir in ~10 years.
- Some combined (storm and sanitary) sewer still exists. Can overload system and will become more severe with climate change. Complete sewer separations when street reconstructions are required.
- Stormwater discharge issues when Mill Brook & Cornwallis River are impacted by high tide at peak flow levels. Conduct a study to identify options that consider long-term performance under climate change.
- Cycling routes are not adequate for resident demand. Conduct street section revisions over 15 years. May open new funding opportunities.
- Traffic issues at business park during peak hours. Widen road to allow centre turn lane. Defer until pavement condition requires rehabilitation.

# Capital Plan Contents



Purpose of the Plan



Revenue Sources



Regulatory  
Requirements



Risk Assessment



Capital Works  
Recommendations

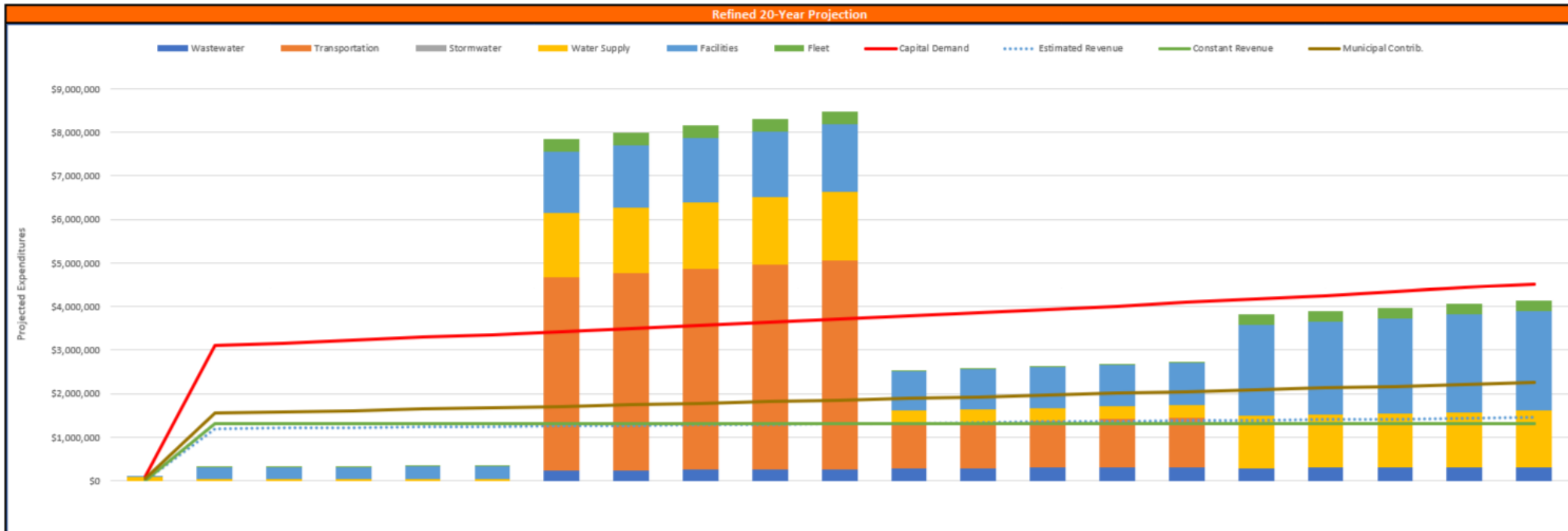


Financial Summary



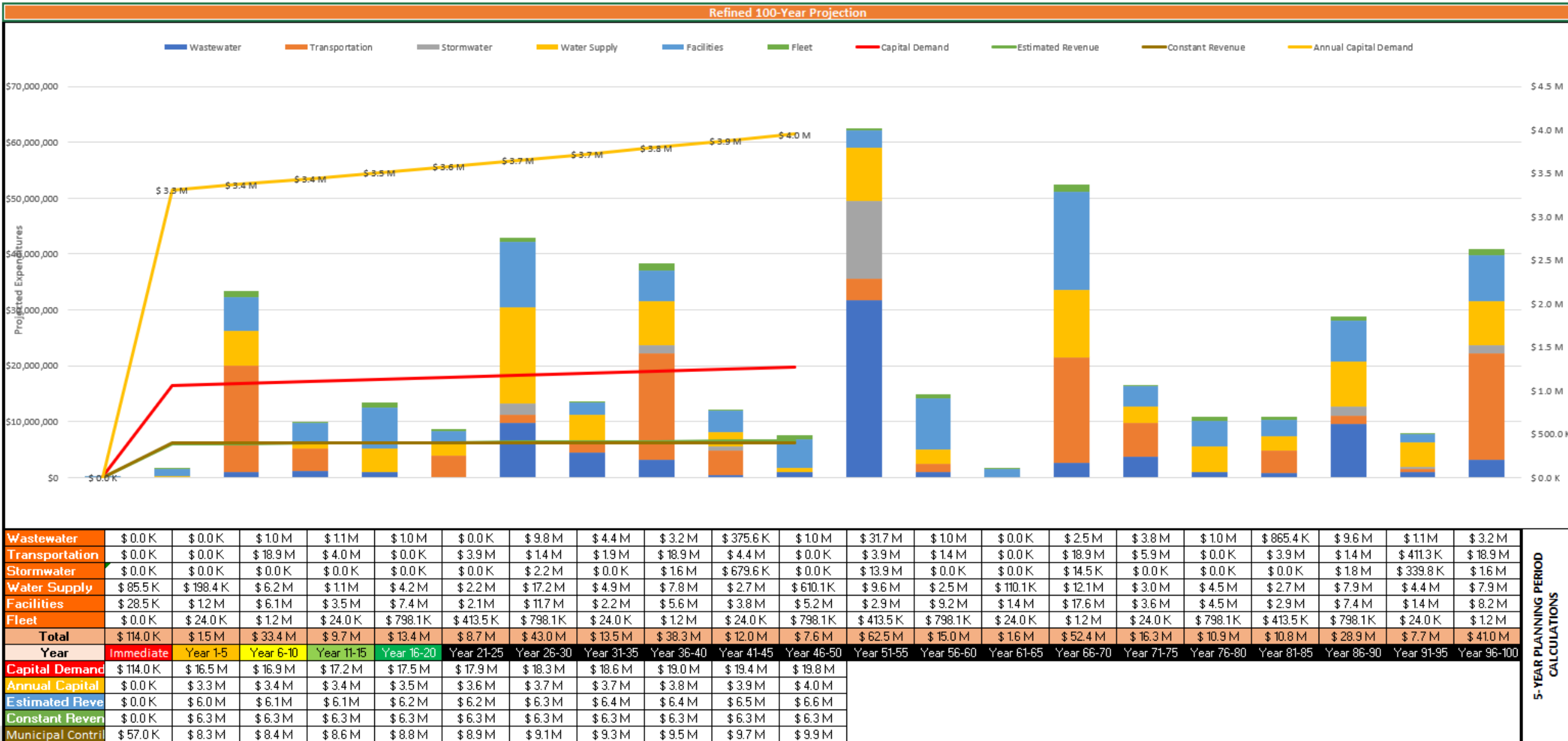
Continuous  
Improvement  
Program

# Figure 1: 20-year Infrastructure Projection



	Immediate	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
<b>Wastewater</b>	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 241.4K	\$ 246.3K	\$ 251.2K	\$ 256.2K	\$ 261.4K	\$ 288.6K	\$ 294.4K	\$ 300.3K	\$ 306.3K	\$ 312.4K	\$ 294.3K	\$ 300.2K	\$ 306.2K	\$ 312.3K	\$ 318.6K
<b>Transportation</b>	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 4.4M	\$ 4.5M	\$ 4.6M	\$ 4.7M	\$ 4.8M	\$ 1.0M	\$ 1.1M	\$ 1.1M	\$ 1.1M	\$ 1.1M	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K
<b>Stormwater</b>	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K	\$ 0.0K
<b>Water Supply</b>	\$ 85.5K	\$ 42.1K	\$ 42.9K	\$ 43.8K	\$ 44.7K	\$ 45.6K	\$ 15M	\$ 15M	\$ 15M	\$ 16M	\$ 16M	\$ 281.1K	\$ 286.7K	\$ 292.4K	\$ 298.3K	\$ 304.2K	\$ 12M	\$ 12M	\$ 12M	\$ 13M	\$ 13M
<b>Facilities</b>	\$ 28.5K	\$ 265.2K	\$ 270.5K	\$ 275.9K	\$ 281.4K	\$ 287.0K	\$ 14M	\$ 14M	\$ 15M	\$ 15M	\$ 15M	\$ 898.0K	\$ 915.9K	\$ 934.3K	\$ 952.9K	\$ 972.0K	\$ 2.1M	\$ 2.1M	\$ 2.2M	\$ 2.2M	\$ 2.3M
<b>Fleet</b>	\$ 0.0K	\$ 5.1K	\$ 5.2K	\$ 5.3K	\$ 5.4K	\$ 5.5K	\$ 278.2K	\$ 283.7K	\$ 289.4K	\$ 295.2K	\$ 301.1K	\$ 6.2K	\$ 6.3K	\$ 6.5K	\$ 6.6K	\$ 6.7K	\$ 227.9K	\$ 232.4K	\$ 237.1K	\$ 241.8K	\$ 246.7K
<b>Total</b>	\$ 114.0K	\$ 312.4K	\$ 318.6K	\$ 325.0K	\$ 331.5K	\$ 338.1K	\$ 7.8M	\$ 8.0M	\$ 8.2M	\$ 8.3M	\$ 8.5M	\$ 2.5M	\$ 2.6M	\$ 2.6M	\$ 2.7M	\$ 2.7M	\$ 3.8M	\$ 3.9M	\$ 4.0M	\$ 4.1M	\$ 4.1M
<b>Year</b>	Immediate	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042
	<b>Now</b>	<b>Year 1 - 5</b>					<b>Year 6 - 10</b>					<b>Year 11 - 15</b>					<b>Year 16 - 20</b>				
<b>Capital Demand</b>	\$ 114.0K	\$ 3.1M	\$ 3.2M	\$ 3.2M	\$ 3.3M	\$ 3.4M	\$ 3.4M	\$ 3.5M	\$ 3.6M	\$ 3.6M	\$ 3.7M	\$ 3.8M	\$ 3.9M	\$ 3.9M	\$ 4.0M	\$ 4.1M	\$ 4.2M	\$ 4.3M	\$ 4.3M	\$ 4.4M	\$ 4.5M
<b>Estimated Reve</b>	\$ 0.0K	\$ 1.2M	\$ 1.2M	\$ 1.2M	\$ 1.2M	\$ 1.2M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.4M	\$ 1.4M	\$ 1.4M	\$ 1.4M	\$ 1.4M	\$ 1.4M	\$ 1.4M	\$ 1.4M
<b>Constant Reven</b>	\$ 0.0K	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M	\$ 1.3M
<b>Municipal Contrib</b>	\$ 57.0K	\$ 1.6M	\$ 1.6M	\$ 1.6M	\$ 1.6M	\$ 1.7M	\$ 1.7M	\$ 1.7M	\$ 1.8M	\$ 1.8M	\$ 1.9M	\$ 1.9M	\$ 1.9M	\$ 2.0M	\$ 2.0M	\$ 2.0M	\$ 2.1M	\$ 2.1M	\$ 2.2M	\$ 2.2M	\$ 2.3M

# Figure 2: 50-year Infrastructure Projection



5-YEAR PLANNING PERIOD CALCULATIONS



# Key Points

- Current investment levels (\$2M - \$2.5M per year) are sufficient to maintain service levels in the near term.
- Over 20-years, demands will increase because of aging roadways, water system and new reservoir
- Facilities are projected to be 50% of the cost in years 16 – 20.
- Roads that are in good condition can benefit from an aggressive pavement management program to extend the life of roads or service levels will decrease (frequency and severity of damage will increase)

Figure 3: Capital Investment Summary

Sum of Asset Renewal Cost		Column Labels					
Row Labels	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	Grand Total	
<b>Water Supply</b>	<b>\$149,079.77</b>	<b>\$112,718.43</b>		<b>\$346,039.10</b>	<b>\$149,158.30</b>	<b>\$756,995.60</b>	
Lower Water Street Phase 2	\$149,079.77					\$149,079.77	
Main Street - James to Hanlon		\$112,718.43				\$112,718.43	
Waverly - Duke to Water				\$346,039.10		\$346,039.10	
Foundry Street Watermain Renewal					\$149,158.30	\$149,158.30	
<b>Waste Water</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$233,057.29</b>	<b>\$10,000.00</b>	<b>\$273,057.29</b>	
Waverly - Duke to Water				\$223,057.29		\$223,057.29	
Lift Station Pump Renewal	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$50,000.00	
<b>Storm Water</b>		<b>\$260,750.10</b>		<b>\$101,452.96</b>		<b>\$362,203.05</b>	
<b>Transportation</b>	<b>\$95,584.78</b>	<b>\$781,630.78</b>			<b>\$218,888.49</b>	<b>\$1,096,104.06</b>	
Lower Water Street Phase 2	\$95,584.78					\$95,584.78	
Main Street - James to Hanlon		\$781,630.78				\$781,630.78	
Foundry Street Watermain Renewal					\$218,888.49	\$218,888.49	
<b>Facilities</b>			<b>\$37,500.00</b>			<b>\$37,500.00</b>	
Public Works Storage Roof			\$37,500.00			\$37,500.00	
<b>Grand Total</b>	<b>\$254,664.55</b>	<b>\$1,165,099.31</b>	<b>\$47,500.00</b>	<b>\$680,549.34</b>	<b>\$378,046.79</b>	<b>\$2,525,860.00</b>	

# Current Plan Versus Future Investment

- **No short-term urgent requirements that aren't being addressed – there is time to plan!**
- **Future infrastructure deficits are related to water service, roadways and older facilities**
- **Medium-term (20-year) increase in investment is required to address infrastructure deficit**

What if there  
is not enough  
funding?



Level of service

Lower level  
of service  
Accept more  
risk



Increase Revenue

Thank you!



**TO:** Council

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer  
Jennifer West, Deputy Town Clerk

**DATE:** March 28, 2022

**SUBJECT:** Taxi Bylaw – Second Reading

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**ORIGIN**

On February 28, 2021, Town of Kentville Council approved First Reading of this Bylaw.

**DISCUSSION**

Some changes to the fee structure were approved by Council in March of 2021, however a small error was identified on page 3:

- b. **Ten** dollars (\$ 20.00) for every Taxi-Cab Driver's License, and,
- c. **Three** dollars (\$ 15.00) for the transfer of a Taxi-Cab License.

Should read:

- b. **Twenty** dollars (\$ 20.00) for every Taxi-Cab Driver's License, and,
- c. **Fifteen** dollars (\$ 15.00) for the transfer of a Taxi-Cab License.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None.

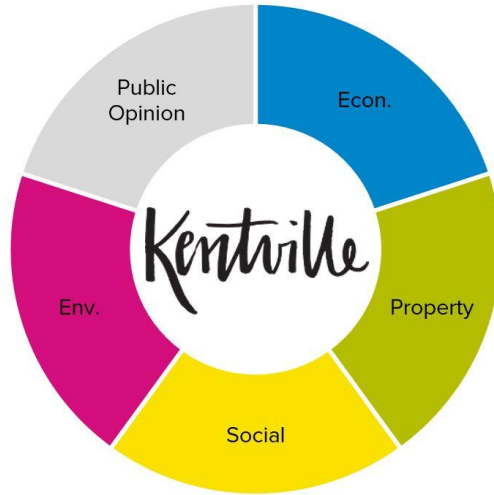
**ATTACHMENTS**

Draft Taxi Bylaw

**RECOMMENDATIONS**

**That Council give Second Reading to the Taxi Bylaw.**

Town of Kentville Decision Wheel:





## **TOWN OF KENTVILLE BY-LAW CHAPTER 106 TAXI BY-LAW**

1. The transport by vehicle of passengers or goods within the boundaries of the Town of Kentville for a fee shall be deemed to be transport by Taxi-Cab. Where such transport is by a vehicle that is a public utility as defined in the Public Utilities Act or a motor carrier who is required to be licensed under the Motor Carrier Act, this By-law shall not apply to that vehicle.
2. It shall be an offence for any person to charge a fee for the transport by vehicle of passengers or goods within the boundaries of the Town of Kentville unless such person is the holder of a valid Taxi-Cab License issued by the Town of Kentville.
3. Before any person operates a Taxi-Cab within the Town of Kentville, such person must make Application for and be issued a Taxi-Cab License. Applications shall be made in writing on a form provided therefor by the Town.
4. Information required of the Applicant by the Town shall include, but may not necessarily be limited to:
  - a. The full name and address of the Applicant;
  - b. A description of the Taxi-Cab to be used, giving the registration or other number sufficient, in the opinion of the Town, to identify it;
  - c. The age of the Applicant;
  - d. The number of years during which the Applicant has been licensed to operate a motor vehicle;
  - e. The number of the Applicant's chauffeur's license then in force;
  - f. The amount of the insurance in force on the Taxi-Cab with the name and contact information of the insurance company, the name and contact information of the insurance agent, and the number of the policy of insurance;
  - g. A statement of any convictions under any Act or By Law against the Applicant or person in the employ of the Applicant and a consent to allow the Town to inquire of Police and regulatory authorities as to the driving and criminal record of the Applicant.
5. It shall be an offence under this By Law for a person to make a false statement of fact in the Application.
6. Every driver of a Taxi-Cab to be licensed under this By Law must:
  - a. Be the holder of a valid chauffeur's license issued under the provisions of the Nova Scotia Motor Vehicle Act;



**Town of Kentville, By Law Chapter 106: Taxi By-Law**

- b. Have and maintain at all times in force on the Taxi-Cab public liability, property damage and cargo or passenger hazard insurance in the full minimum amounts of:
    - i. Public Liability \$1,000,000.00
    - ii. Property Damage \$ 500,000.00
    - iii. Passenger and Cargo Insurance \$1,000,000.00
  - c. Keep the Taxi-Cab in a clean condition, both inside and outside;
  - d. Keep the Taxi-Cab in good mechanical repair.
7. No person shall operate a Taxi-Cab unless he has applied to the Town for and the Town has issued to him a valid license, herein referred to as a Taxi-Cab Driver's License.
8. Every Application for a Taxi-Cab Driver's License shall be made in writing to the Town in the same manner as an Application for a Taxi-Cab License and shall contain the same information as an Application for a Taxi-Cab License.
9. Every Application under this By Law shall be filed with the Town and shall be accompanied by the license fee required by the Town.
10. The Town may designate an official or employee of the Town as its delegate to administer and enforce this By-Law. In the absence of a formal designation, the person to whom the function is designated shall be deemed to be the Town's By-Law Enforcement Officer.
11. In the case of an Application for a Taxi-Cab License, the Applicant shall cause the Taxi-Cab to be inspected by a licensed garage and shall produce to the Town a vehicle inspection certification.
12. The Town shall make such enquiries as it deems appropriate to determine that the Applicant, whether the Applicant for a Taxi-Cab License or a Taxi-Cab Driver's License qualifies, under the provisions of this By-Law, to have a license and the Town may deny a license to those persons who do not so qualify.
13. A license shall not be issued or continued unless:
- a. The Taxi-Cab carries a valid inspection certificate;
  - b. The amount of the license fee has been paid to the Town;
  - c. The Application has been completed in full;
  - d. The amount of the insurance required is in effect;
  - e. The Applicant is in possession of a valid chauffeur's license.
  - f. The Applicant has not been convicted of any offence against the Criminal Code of Canada or The Excise Act of Canada;
- and the Applicant's Application may be rejected or a Taxi-Cab license and/or Taxi-Cab Drivers license revoked by the Town if the person has been convicted of an offence under the Motor Vehicle Act of Nova Scotia, the Liquor Control Act of Nova Scotia, or under any other Act or By Law.
14. A person shall be guilty of an offence and the Town, in addition to such other penalty as is herein provided, may suspend any license for any period, subject to review in one (1) year where:

**Town of Kentville, By Law Chapter 106: Taxi By-Law**

- a. The Taxi-Cab operated under the license is not kept clean and in good mechanical condition, or
- b. The licensee has, since the date of issue of the license, been convicted of any offence under any Act of the Province of Nova Scotia or under any Town By Law;
- c. The owner of the Taxi-Cab has failed to maintain insurance as required by this By Law.

and shall suspend, without the right of review, the licensee where he has been convicted of any offence against the Criminal Code of Canada since the date of issue of his license.

15. A person whose license has been suspended or revoked or whose Application for a license has been refused, may appeal such action to the Chief Administrative Officer of the Town who may;
  - i. Approve the action;
  - ii. Vary the action; or
  - iii. Allow the appeal and set aside the action;
16. Every Taxi-Cab shall have prominently displayed on its roof a sign bearing the word "Taxi", which sign and word shall be lighted after dark and be clearly visible at all times from a distance of two hundred (200) feet.
17. The amount of the license application fee payable under this By Law shall be:
  - a. Twenty five dollars (\$25.00) per Taxi-Cab License;
  - b. Twenty dollars (\$ 20.00) for every Taxi-Cab Driver's License, and,
  - c. Fifteen dollars (\$ 15.00) for the transfer of a Taxi-Cab License.
  - d. Thirty dollars (\$30.00) for a criminal record check.
  - e. Twenty dollars (\$20.00) for a drivers abstract.
18. No license to drive a Taxi-Cab may be transferred from one person to another.
19. A Taxi-Cab License shall be issued for one Taxi-Cab only, and a description of the Taxi-Cab shall be given on the license. If the owner wishes to discontinue the use of that Taxi-Cab and/or replace it with another Taxi-Cab, the substituted Taxi-Cab shall be subject to and comply with the regulations as to licensing under this By Law at the time of transfer. Such transfers shall not be made without the approval in writing of the Town.
20. All licenses shall be for a period of one (1) year, from the 1st day of April to the 31st day of March of each year. The Town, where a license is issued during the twelve month period, may charge a pro-rated application fee.
21. Any person who contravenes a section of this By-Law punishable by a fine and who is given notice of the option to do so, may pay to the Town at the place specified in the notice, the sum of \$15.00 within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.
22. Any person who violates any of the provisions of this By Law, in addition to being liable to have his license refused, suspended or cancelled, is guilty of an offence and shall be liable:

**Town of Kentville, By Law Chapter 106: Taxi By-Law**

- a. for the first offence to a penalty of not less than fifty dollars (\$ 50.00) and in default of payment, to imprisonment for a term of not more than thirty (30) days, and
  - b. for a second offence, to a penalty of not less than one hundred dollars (\$ 100.00) and in default of payment, to imprisonment for a term of not less than thirty (30) days and no more than sixty (60) days, and
  - c. for a third offence or any subsequent offence, to a penalty of not less than one hundred and fifty (\$ 150.00) and in default of payment, to imprisonment for a term of not less than thirty (30) days and not more than sixty (60) days.
23. The owner of a Taxi-Cab shall be liable, jointly with the driver thereof, for any violation of this By Law by a driver.
24. The Town may specify, by written notice to licensees, places within the Town to be used as Taxi Stands. If Taxi Stands have been specified, no owner or driver of any Taxi-Cab shall permit the same, when not engaged, to stand on any public street or highway, except at a specified Taxi Stand.
25. Repeal: Any previous Taxi Bylaws and amendments thereto are repealed upon coming into force of this Bylaw.

Date of first reading:	February 28, 2021
Date of advertisement of Notice of Intent to Consider:	March 7, 2022
Date of second reading:	March 28, 2022
*Date of advertisement of Passage of By-Law:	
Date of mailing to Minister a certified copy of By-Law:	

I certify that this Taxi Bylaw – Chapter 105 was adopted by Council and published as indicated above.

\_\_\_\_\_  
Town Clerk, Dan Troke

\_\_\_\_\_  
Date

\*Effective Date of the By-Law unless otherwise specified in the By-Law



**TO:** Council Advisory Committee

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer  
Board of Police Commissioners

**DATE:** March 28, 2022

**SUBJECT:** Board of Police Commissioners Bylaw First Reading

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**ORIGIN**

The Kentville Board of Police Commissioners is a body that guides the Kentville Police Service. The purpose of the Police Commissioners Bylaw is to establish the structure, membership and processes that the committee will use.

**BACKGROUND**

A number of changes have been made to this document to address best practices in recruitment, membership, terms, and other issues.

**DISCUSSION**

None.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None.

**ATTACHMENTS**

Proposed Bylaw

**RECOMMENDATIONS**

**That Council approve the proposed changes to the Board of Police Commissioners Bylaw and give First Reading to this bylaw.**

Town of Kentville Decision Wheel:





## TOWN OF KENTVILLE BY-LAW CHAPTER ~~82~~107 BOARD OF POLICE COMMISSIONERS

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This By-law supplements the *Police Act*, and the *Police Act* should be referenced for questions concerning the terminology, clarification, and full administration of the Kentville Board of Police Commissioners By-law.

### Interpretation DEFINITIONS

1. In this Bylaw:
  - (a) “Board” means the Board of Police Commissioners for the Town of Kentville;
  - (b) “Chief” means the Chief of the Kentville Police Service;
  - (c) “Chief Administrative Officer (CAO)” means the Chief Administrative Officer of the Town of Kentville;
  - (d) “Council” means the Town Council of the Town of Kentville;
  - (e) “Member” means a member of the Board of Police Commissioners;
  - (f) “Police Act” means the Police Act RSNS2004 c.31 as amended and the regulations made thereunder;
  - (g) “Town” mean the Town of Kentville.

### POWERS

2. The Board shall comply with the provisions of the Police Act RSNS 2004 c.31 setting out its powers and obligations. The relevant sections of such legislation and regulations pursuant thereto, including amendment or substitutions, shall be supplied to each member of the Board.

### COMPOSITION OF THE BOARD

3.
  - (a) The Board shall consist of ~~five (5)~~ five (5) members.
  - (b) The members shall be appointed as follows:
    - i) Two (2) members of Council are appointed by resolution of Council. The Council appointments shall take effect after the first Council meeting in January of each calendar year.
    - ii) Two (2) residents appointed by resolution of Council, who are neither members of council nor employees of the Town of Kentville.

Style Definition: TOK Headings

**Town of Kentville, By Law Chapter 10782: Board of Police Commissioners**

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- Appointments shall take effect the first Council meeting in January of each calendar year.
- iii) One (1) member appointed by the Minister of Justice of the Province of Nova Scotia.
- (c) All subsequent appointments of resident members shall be appointed for a term of three (3) years, ~~but a m.~~ Members shall be eligible for reappointment for maximum of two (2) consecutive three (3) year terms.
- d) Council shall at its first regular meeting in January, in each calendar year, by resolution, make appointments to fill vacancies on the Kentville Board of Police Commissioners, herein referred to as the 'Board', pursuant to Section 44[3] of the *Police Act*, having all the power and duties of such a Board established pursuant to the provisions of the *Police Act*. In the event of an election, Council shall, at its first meeting subsequent to being sworn in, appoint the members of the Board by resolution.
- (e) Under Section 45 (3) of the Police Act, where a member of the Board is unable to carry out the member's duties by reason of illness, absence or any other reason, the person or the body that made the initial appointment may appoint some other person to act as or be a member of the Board in place or stead of the absent member.

#### **CHAIR AND VICE-CHAIR**

4. The Board shall at its first meeting in each year, ~~following the \_\_\_\_\_ Regular Council Meeting, choose from amongst its members a Chair and Vice-Chair either the two DOJ representative. The Vice Chair will be elected from the remaining members.~~

#### **BOARD AUTHORITY/GOVERNANCE**

5. The Board shall have all the powers and duties granted pursuant to the provisions of The Police Act.
6. Pursuant to Section 55(1)(b)(c) of The Police Act, the function of the Board shall primarily relate to the administrative direction, organization and policy required to maintain an efficient and adequate police force, but shall not exercise jurisdiction relating to complaints, discipline or personnel conduct except in respect to the Chief.
7. Members of the Kentville Board of Police Commissioners are required to follow the guidelines for the ethical and inter-personal conduct as members of the Board as outlined in ~~the Code of Conduct for a member of a Municipal Board of Police Commissioners (79 (1)) in the Police Regulations made under subsection 97(1) of the Police Act. If a member breaches the Code of Conduct they are subject to actions set out in this regulation, in the Town of Kentville Bylaw Chapter G16 Code of Conduct for Elected Officials.~~

~~(a) Board members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Board. If the offences continue then the matter should be dealt with, in private, with the offending Board member by the Board Chair and the CAO. If the Board Chair is the individual whose actions are being challenged, then the matter should be referred to the Vice Chair and the CAO.~~

~~(b) Concerns of misconduct, once reported to the Chair and CAO or Vice Chair and CAO shall be investigated within 10 (ten) business days where possible, with a 5 (five) day extension considered under certain circumstances at the discretion of the Chair or Vice Chair. The results of the investigation shall be reviewed with the Board once completed, with the Board as a whole, determining the course of action to be taken moving forward.~~

~~(c)(a) If the Board agrees that sanctions are warranted, depending on the severity of the offence, these sanctions could include meeting penalties removal from the Board. Should the occurrence(s) of misconduct involve the Department of Justice appointed Representative, the Chair or Vice Chair shall contact the Minister of Justice immediately of the infractions and the outcome of the investigation.~~

8. The Board shall have jurisdiction without interference by the Council or any member of the Council over all matters relating to the enforcement of all Federal Statutes, Provincial Statutes and Town Bylaws, but the Council shall have the right to make requests to the Board as to enforcement of such statutes or bylaws within the Town.
9. Pursuant to Section 55 of The Police Act the actual day to day direction of the policing services with respect to the enforcement of law and the maintenance of discipline within the force shall rest with the Chief of Police ~~or the person acting for the Chief~~their designate.
10. The Chief of Police ~~or their designate or the person acting for the Chief~~ shall give all necessary orders, directions and instructions to the policing service.
11. Subject to Section 52 of The Police Act, a member of the Board or a member of Council shall not issue any order, direction or instruction to any member or staff of the policing service concerning that individual's duties as a member or staff of the policing service.

#### MEETINGS

- ~~3. Regular public meetings of the Board shall be held at the Town Council Chambers.~~

**4. In Camera meetings of the Board may take place:**

- a. at any time on 24 hours notice to the members by the chairman or,
- b. in the event of an emergency, at any time;

provided notice has been given to each member and there is an attendance of at least 60% of the members.

- 5. The Bylaw of the Town of Kentville known as the Board of Police Commissioners Bylaw—Chapter 35 in existence immediately prior to the passage and coming into force of this Bylaw is hereby revoked.

12.

(a) The Board holds ~~at least 11 meetings each year~~ meetings usually every month except August. Meetings during these months may be called at the discretion of the Chair. Regular public meetings of the Board will be held in Council Chambers at Town Hall on the second Friday of each month, commencing at ~~1 o'clock in the afternoon~~ 1:00 pm, or such meetings at such other time or place as the Board shall determine, provided that the date, time, and location of such public meetings shall be advertised with forty-eight (48) hours' notice.

(b) A majority of members constitutes a quorum ~~(i.e.: A five (5) member board would require three (3) (three (3) members in attendance for a quorum).~~

(c) The Board may meet *in-camera* at any time on 24 hours' notice by the Chair or any two members or at any time with unanimous consent of all members, concerning all matters relating to discipline, personnel conduct, contract negotiations and security of police operations. A member of the Board or any person in attendance at an "in-camera" meeting shall not disclose any item or information of a confidential nature that is discussed at the meeting.

(d) The Chief of Police ~~and/or his or their~~ designate of the Kentville Police Services shall, whenever requested by the Chair of the Board, attend meetings of the Board, whether public or *in-camera*.

(e) The ~~Police Chief~~ Administrative Officer or designate shall ~~be designate the~~ a Secretary to the Board and ~~who~~ shall have charge of all minutes, records and accounting procedures to be followed and maintained by the Board.

**~~APPOINTMENT AND AUTHORITY OF CHIEF OF POLICE~~**

~~13. The hiring and appointment of the Chief of Police shall be made by the Council.~~

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~~14. The appointment, promotion, suspension or reinstatement of members of the police force, special constables, bylaw enforcement officers and civilian~~

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~~employees of the police department (other than the Chief of Police) shall be made and conducted by the Chief of Police, subject to the following:~~

~~(a) Dismissals shall be made by the Board upon the recommendation of the Chief of Police.~~

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### Compliment of the Police Force

~~15.13.~~ **The appointment, promotion, suspension or reinstatement of members of the Police Force, special constables, bylaw enforcement officers and civilian employees of the police department (other than the chief of police) shall be made and conducted by the chief of police, subject however to the following:**

**a. Promotions to the position of inspector and above shall be made by the Board upon the recommendation of the chief of police; and**

~~b. Dismissals shall be made by the Board upon the recommendation of the chief of police.~~

### Appointment of Chief of Police

~~16.14.~~ **The hiring and appointment of a chief of police shall be made by the Council.**

### FISCAL MATTERS

15. The Board shall be required to submit to Council its recommendations with respect to all financial and budgeting matters related to the administration of the policing service or before the end of February each year.
16. The Board shall submit to Council all proposed employment agreements or contract negotiations for Council's approval of all financial matters contained therein, prior to the execution thereof, by the Board. The Town shall be the employer of all members and staff of the policing services and all collective agreements or other agreements with the members and staff of the policing service or their bargaining agent shall be contracted in the name of the Town.
- ~~17.15.~~ The Chief Administrative Officer and the Chief of Police shall be members of any committee appointed for the purpose of contract negotiations with members of the Town's police force.
18. All capital equipment proposed to be purchased by the Board, not provided for in its budget as approved by Council, shall be submitted to the Council, together with the written recommendation of the Board for purchase consideration. Any capital equipment proposed to be purchased by the Board, not provided for in its budget as approved by Council, shall be submitted to the Council, together with the written recommendation of the Board for purchase consideration.

Town of Kentville, By Law Chapter **10782**: Board of Police Commissioners

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19. Each member of the Board is entitled to reimbursement of reasonable expenses actually incurred on the business of the Board (including training) as per the expense reimbursement policy of the Town of Kentville.

**Policy Manual**

~~18.16. A Policy Manual Concerning the General Administrative Operations of the Police Department and the Respective Roles of the Chief of Police and the Board with Respect thereto may be adopted by the Board and amended by the Board upon its resolution from time to time.~~

**PURCHASING POLICY**

20. Purchases made by the Board shall apply the procedures set out in the Town of Kentville Purchasing Policy.

**REPEAL**

21. ~~A Upon approval by Council of this bylaw, the Bylaw known as the Town of Kentville Bylaw Chapter 82 Board of Police Commissioners as adopted by Town Council on the 3<sup>rd</sup> day of November 2009, is hereby repealed.~~

**ENFORCEMENT**

22. This Bylaw shall come into force and legal effect upon receiving the approval of the Minister of Justice of Nova Scotia as per Section 55(2) of the Police Act.

**EFFECTIVE DATE**

23. This Bylaw shall be effective \_\_\_\_\_.

THIS IS TO CERTIFY that the foregoing is a true copy of a Bylaw duly passed at a duly called meeting of the Town Council of the Town of Kentville held on the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

GIVEN under the hand of the Town CAO and under the seal of the Town of Kentville this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
\_\_\_\_\_  
MAYOR \_\_\_\_\_ CAO

**Clerk's Annotation for Official By-Law Book**

Date of first reading:  
Date of advertisement of Notice of Intent to Consider:  
Date of second reading:

Town of Kentville, By Law Chapter **10782**: Board of Police Commissioners

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\*Date of advertisement of Passage of By-Law:  
Date of mailing to Minister a certified copy of By-Law:  
Date of \_\_\_\_\_?

I certify that this Board of Police Commissioner Bylaw – Chapter **82-107** was adopted by Council and published as indicated above.

Chief Administrative Officer, Dan Troke

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**\*Effective Date of the By-Law unless otherwise specified in the By-Law**



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Dan Troke, CAO  
354 Main Street  
Kentville, NS  
B4N 1K6

Date March 23, 2022

RE: Code of Conduct – Update by CAO

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At the Council Advisory Committee meeting on March 14, 2022, the CAO was directed to return to the next council meeting (March 28, 2022) with potential names of individuals or organizations who could conduct an investigation into a Code of Conduct complaint.

Since March 14, the CAO discussed this project with Municipal Affairs and our own legal counsel. Various names of individuals with Legal and / or Human Resource backgrounds are being explored.

Some of the names provided are unavailable due to prior work commitments (typically court) and, at the time of writing this note, meetings are set up to continue exploring other options.

While the CAO was asked to look at names and costs to conduct an investigation, timing and availability of individuals may in fact be a bigger challenge.

This work is ongoing and will be forwarded to Council as soon as options are clearly identified and costed. No specific recommendations are being made at this time.

Submitted to council for information.

Dan Troke, CAO  
Town of Kentville



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Debenture Funding**

At the March 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the debenture funding from the Municipal Finance Corporation in the amount of \$963,400.

#### **Council Advisory Committee recommends**

**That Council pre-approve the Debenture Issuance as follows: TBR 21-22-01 Various at \$728,400 and TBR 21-22-02 Sanitary Sewer at \$235,000 for a total Debenture of \$963,400.**

March 28, 2022

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



# Memo

To: Dan Troke, CAO  
From: Debra Crowell, Director of Finance  
Date: March 8, 2022  
Re: **DEBENTURE FUNDING- Spring 2022**

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Paul Wills, Chief Executive Officer of Nova Scotia Municipal Finance Corporation (NSMFC) has informed the Town of Kentville that debenture funds will be issued this spring.

**The Town of Kentville** requires debenture funding for the following.

<b>Resolution #</b>	<b>Purpose</b>	<b>TBR Limit Approved</b>	<b>Funding Requested</b>
TBR-21/22-01	Various	\$1,064,100	\$728,400
TBR-21/22-02	Sanitary Sewer	<u>235,000</u>	<u>235,000</u>
<b>TOTAL</b>		<u>\$1,299,100</u>	<b>\$963,400</b>

The Municipal Government Act provides the legislative authority for a council to pass resolutions that set the parameters for a debenture issue. Nova Scotia Municipal Finance Corporation requires that, in order to streamline the debenture issue process, Council must approve a pre-approval resolution and forward it to Nova Scotia Municipal Finance Corporation.

You will find the required pre-approval resolutions attached along with a copy of the duly approved temporary borrowing resolutions (TBR).

A **Letter of Commitment** for the debenture issue will be sent to the NSMFC, along with a copy of the Temporary Borrowing Resolutions. The Preapproval Resolutions will be forwarded to the Minister once they are ratified by Council. The **deadline** for submission is **Friday April 22, 2022**.

**RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolutions for ***Pre-approval of Debenture Issuance*** be approved and forwarded to Town Council for ratification. After ratification, they will be forwarded to Nova Scotia Municipal Finance Corporation to complete our debenture issue for Spring 2022.

<b>Resolution #</b>	<b>Purpose</b>	<b>Funding Requested</b>
TBR-21/22-01	Various	<b>\$728,400</b>
TBR-21/22-02	Sanitary Sewer	<b><u>235,000</u></b>
Total		<b><u>\$963,400</u></b>

**Town of Kentville**  
**Resolution for Pre-Approval of Debenture Issuance**  
**Subject to Interest Rate**

**WHEREAS** Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister");

**AND WHEREAS** the resolution of council to borrow **FOR CAPITAL BUDGET PROJECTS (TBR-21/22-01)** was approved by the municipal council on September 27, 2021;

**AND WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

**AND WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, **the TOWN OF KENTVILLE** borrow by issue and sale of debentures a sum or sums not exceeding **\$1,064,100** for a period not to exceed 10 years, subject to the approval of the Minister;

**THAT** the sum be borrowed by the issue and sale of debentures of the **TOWN OF KENTVILLE** in the amount that the mayor and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

**THAT** the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

**THAT** this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the **Town of Kentville** held on the day of 2022.

**GIVEN** under the hands of the Mayor and the Clerk of the **Town of Kentville** this day of 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**Town of Kentville**  
**Resolution for Pre-Approval of Debenture Issuance**  
**Subject to Interest Rate**

**WHEREAS** Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs (hereinafter "the Minister");

**AND WHEREAS** the resolution of council to borrow money **FOR SANITARY SEWER BURKE SUBDIVISION (TBR-21/22-02)** was approved by the municipal council on September 27, 2021;

**AND WHEREAS** clause 91(1)(b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

**AND WHEREAS** clause 91(2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, **the TOWN OF KENTVILLE** borrow by issue and sale of debentures a sum or sums not exceeding **\$235,000** for a period not to exceed 10 years, subject to the approval of the Minister of Municipal Affairs;

**THAT** the sum be borrowed by the issue and sale of debentures of the **TOWN OF KENTVILLE** in the amount that the mayor and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

**THAT** the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

**THAT** this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the **Town of Kentville** held on the day of 2022.

**GIVEN** under the hands of the Mayor and the Clerk of the Town of Kentville this     day of 2022.

---

Mayor

---

Clerk

**MUNICIPAL COUNCIL OF THE  
TOWN OF KENTVILLE  
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,064,100

Purpose: Capital Budget Projects

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the Town of Kentville, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Council of the Town of Kentville has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purposes as identified in their capital budget; and

**WHEREAS** the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Kentville borrow a sum or sums not exceeding One Million Sixty-Four Thousand and One Hundred Dollars (\$ 1,064,100 ) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

**THAT** the sum be borrowed by the issue and sale of debentures of the Council of the Town of Kentville to such an amount as the Council deems necessary;

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that a sum or sums not exceeding One Million Sixty-Four Thousand and One Hundred Dollars (\$ 1,064,100 ) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Kentville held on the 27 day of Sept, 2021.

**GIVEN** under the hands of the Clerk and under the seal of the Town of Kentville this 29 day of Sept, 2021.

D Lobe

Clerk

**MUNICIPAL COUNCIL OF THE  
TOWN OF KENTVILLE  
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,064,100

Purpose: Capital Budget Projects

**SCHEDULE "A"**

		\$
<b>Heading: Green Infrastructure Grant - AT Plan</b>		
<b>Item</b>	West Main Street Pathway	10,700
<b>Item</b>	Aldershot Rail Trail/Bridge	13,300
<b>Item</b>	Bike Lanes Signs/Marking (13 locations)	17,100
<b>Item</b>		
<b>Heading Sub Total:</b>		41,100
<b>Heading: Transportation</b>		
<b>Item</b>	Equipment - Loader	200,000
<b>Item</b>	Downtown ornamental lights	50,000
<b>Item</b>	Sidewalk - Prospect Ave and Park Street	100,000
<b>Item</b>	Storm Sewer - Palmeto and Burke Subdivision	330,000
<b>Heading Sub Total:</b>		680,000
<b>Heading: Recreation (Memorial Park Specific)</b>		
<b>Item</b>	Memorial Park - Skatepark Bowl	219,000
<b>Item</b>	Memorial Park - Irrigation system	40,000
<b>Item</b>	Memorial Park - Staff lunchroom upgrades	15,000
<b>Item</b>		
<b>Heading Sub Total:</b>		274,000
<b>Heading: Recreation (Other)</b>		
<b>Item</b>	KCA Playground - accessible feature	30,000
<b>Item</b>	Dog Park	39,000
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		69,000
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>1,064,100</b>

Certificate

**TEMPORARY BORROWING RESOLUTION**

Town of Kentville

This is to certify that, pursuant to Section 88 of the *Municipal Government Act*, the resolution passed at a duly convened meeting of the Council of the Town of Kentville on the 27 of September, 2021 with a request to borrow a sum or sums not exceeding One Million Sixty-Four Thousand One Hundred Dollars (\$ 1,064,100) for purposes of capital borrowing related to Capital Budget and under the terms and conditions as set out within the resolution, is hereby approved.

DATED this 5TH day of NOVEMBER, 2021.



Honourable John Lohr  
Minister of Municipal Affairs and Housing

**MUNICIPAL COUNCIL OF THE  
TOWN OF KENTVILLE  
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 235,000

Purpose: Sanitary Sewer, Burke Subdivision - Colonial/Pleasant

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the Town of Kentville, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Council of the Town of Kentville has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

**WHEREAS** the Council of the Town of Kentville has determined to borrow for the purposes of Sanitary Sewer, Burke Subdivision - Colonial/Pleasant;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Kentville borrow a sum or sums not exceeding Two Hundred and Thirty-Five Thousand Dollars (\$ 235,000 ) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

**THAT** the sum be borrowed by the issue and sale of debentures of the Council of the Town of Kentville to such an amount as the Council deems necessary;

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Two Hundred and Thirty-Five Thousand Dollars (\$ 235,000 ) in total from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Kentville

held on the 27 day of Sept, 2021.

**GIVEN** under the hands of the Clerk and under the seal of the Town of Kentville

this 29 day of Sept, 2021.

D. S. [Signature]  
Clerk

Certificate

**TEMPORARY BORROWING RESOLUTION**

Town of Kentville

This is to certify that, pursuant to Section 88 of the *Municipal Government Act*, the resolution passed at a duly convened meeting of the Council of the Town of Kentville on the 27 of September, 2021 with a request to borrow a sum or sums not exceeding Two Hundred Thirty-Five Thousand Dollars (\$ 235,000) for purposes of capital borrowing related to the Sanitary Sewer and under the terms and conditions as set out within the resolution, is hereby approved.

DATED this 5TH day of NOVEMBER, 2021.



Honourable John Lohr  
Minister of Municipal Affairs



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Withdrawal from Capital Reserves**

At the March 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the request for a withdraw from capital reserves in the amount of \$29,310.93.

#### **Council Advisory Committee recommends**

**That Council approve a withdrawal of \$29,310.93 from the Town of Kentville Capital Reserve – General Allocation to partially fund the 2021-2022 projects as detailed in the attached report.**

March 28, 2022

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



# Memo

To: Dan Troke, CAO  
 From: Debra Crowell, Director of Finance  
 Date: March 8, 2022

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 2**

The 2021/2022 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Several projects are complete or partially complete and require a resolution of Council to withdraw funds. The details for the Capital Reserve are as follows:

	<u>PROJECT</u>	<u>BUDGET</u> <u>(from reserve)</u>	<u>Draw</u> <u>#1</u>	<u>Draw</u> <u>#2</u>
		\$	\$	\$
<b>Gas Tax Infrastructure</b>	Burke subdivision paving	5,700	-	-
<b>Administration</b>	21/22 IT Projects	20,000	10,876.91	-
<b>Protective Services</b>	Equipment	21,500	11,054.72	-
	Vehicles	28,100	-	-
	Police Building	18,600	-	18,660.97
<b>Transportation</b>	Equipment	25,000	25,000.00	-
	Study-Asset management	25,000	-	-
	Flood mitigation	40,000	19,814.15	-
	Public Works building	50,000	-	-
<b>Recreation</b>	Arena	41,500	48,994.21	-
	Dog Park	16,000	16,000.00	-
	Study- Ravine Trail	15,000	-	-
	MP-Soccer	8,000	6,575.69	-
	MP- Gazebo	10,000	-	-
	MP- Skatepark bowl	1,000	1,000.00	-
	KCA Accessible feature	10,000	10,000.00	-
	Oakdene Park- Gazebo/dipping station	28,000	-	-
	Equipment	87,000	24,561.19	8,706.56
<b>Economic development</b>	Downtown betterments	17,500	8,490.87	-
	Public Art Displays	20,000	17,534.88	-
	Kentville Business Park- benches	5,000	6,368.15	-
	Centre Square beautification	12,000	819.95	-
<b>Total</b>		<b>504,900</b>	<b>207,090.72</b>	<b>27,367.53</b>
<b>PROJECTS ADDED</b>	Kentville Futures	0	1,175.33	(1,175.33)
	Gateway signage	0	9,090.52	1,259.24
	Arena Canteen	0	-	982.69
	Memorial Park- Staff lunchroom	0	-	876.80
<b>Total additions</b>		<b>0</b>	<b>10,265.85</b>	<b>1,943.40</b>
<b>TOTAL DRAW # 2</b>		<b>504,900</b>	<b>217,356.57</b>	<b>29,310.93</b>



The Town of Kentville Capital Reserve- General Allocation contains **\$1,672,830** and after the withdrawal, it will contain **\$1,643,519**.

**RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$29,310.93** from the Town of Kentville Capital Reserve- General Allocation.

This transfer will partially fund several capital acquisitions during the year 2021/2022. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



## RESOLUTION

### WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE

#### - 2021/2022 CAPITAL PROJECTS

**WHEREAS** S.99 (1) of the Municipal Government Act allows a municipality to maintain a capital reserve fund for purposes determined by S.S. (4) and withdrawals from the Town of Kentville Capital Reserve are authorized by a resolution of Council;

**THEREFORE, BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$29,310.93** to partially fund budgeted capital acquisitions and additions for the 2021/2022 capital program.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the      day of AD 2022.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2022.

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Dan Troke, Town Clerk



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Withdrawal from Operating Reserves**

At the March 14, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the request for a blanket withdraw from operating reserves.

#### **Council Advisory Committee recommends**

**That Council approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserves in the amount of any current operating deficit, should one occur at March 31, 2022 after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end-of-year.**

March 28, 2022

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



# Memo

To: Dan Troke, CAO  
From: Debra Crowell, Director of Finance  
Date: March 4, 2022

**Re: RESOLUTION- WITHDRAWAL- TOWN OF KENTVILLE OPERATING RESERVE**

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This request is made to mitigate any Town of Kentville operating deficit position as at March 31, 2022. Finance is at the very beginning of the year-end process quantifying accruals and deferrals as they arrive. However, the final position of the Town Operating Fund will not be assured until early-to-mid May 2022.

If the Town Operating Fund is in a deficit position after the completion of the year-end process, this deficit figure must be the first line item in the 2022/2023 Town of Kentville Operating Budget, as municipalities are not permitted to carry deficit positions. An operating deficit position will also affect the Town's Financial Condition Index for the 2021/2022 year.

The Town can eliminate a potential year-end deficit by the passage of a "blanket" resolution which permits transfer of funds from the Town's Operating Reserve to offset a shortfall.

The Town's Operating Reserve Fund- General Allocation contains \$385,584 as at March 4, 2022.

**RECOMMENDATION**

I recommend to Council Advisory Committee to approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2022, after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end-of-year.



## RESOLUTION

### WITHDRAWAL FROM TOWN OF KENTVILLE OPERATING RESERVE

2021/2022

**WHEREAS** S.99 (6) of the *Municipal Government Act* allows a municipality to maintain other reserve funds for purposes as the council may determine and withdrawals from the Town of Kentville Operating Reserve are authorized by a resolution of Council;

**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the *Town of Kentville Operating Reserve* be authorized in the amount of **a current operating deficit**. This withdrawal will occur only if the Town is in an operating deficit position as at March 31, 2022, after all year-end transactions are quantified.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of            AD 2022.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this            day of            AD 2022.

---

Dan Troke, Town Clerk



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Valley Waste Retention of Surpluses**

At the March 14, 2022 meeting of Council Advisory Committee, Councillor Gerrard described the request from Valley Waste to receive a surplus payment for capital expenses.

#### **Council Advisory Committee recommends**

**That Council reject the request for retention of surplus by Valley Waste Resources Management based on past and current financial practices.**

March 28, 2022

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



**To: Parties under the Valley Region Solid Waste-Resource Management Authority Intermunicipal Services Agreement**

**From: Andrew Wort, General Manager**

**Date: February 24, 2022**

**Subject: Request for Decision – Retention of Surplus Funds**

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### **Origin**

At its February 16, 2022 Board meeting, the Valley Waste Resource Management Authority discussed retaining the surpluses from 2020/21 (\$1,026,710) and 2021/22(to be determined). The funds would be used to establish an Equipment Reserve and to pay off some of its temporary borrowing financing.

### **Recommendation**

After discussion the Board passed the following motion:

ON MOTION OF WENDY DONOVAN AND SECONDED BY SYLVESTER ATKINSON THAT THE VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY ASK FOR PARTY APPROVAL TO RETAIN THE SURPLUS FUNDS FROM 2020-2021 OPERATIONS (\$1,026,710) AND FROM 2021-2022 OPERATIONS TO FINANCE ELEMENTS OF THE 2022-2023 OPERATING AND CAPITAL BUDGETS INCLUDING FUNDING EXISTING TEMPORARY BORROWING AND TO ESTABLISH AN EQUIPMENT RESERVE AND FURTHER, THIS MOTION ACKNOWLEDGES A DEPARTURE FROM OPERATING SURPLUS DEFICIT POLICY, AAP-07.

MOTION CARRIED.

### **Background**

The Authority has capital spending requirements for infrastructure, rolling stock and equipment to allow the transfer sites to operate and provide service to the public.

#### *Existing Assets*

VWRM Authority has a dated heavy equipment fleet. Typically, heavy equipment, loaders and roll off trucks have a seven-year life expectancy that results in the lowest life cycle cost. The oldest roll off truck is 18 years old and the average is age is 11 years. Two new loaders were purchased in 2020/21; two additional loaders are six and eight years old respectively.

VWRM two management centers opened in 1999. Both the Kentville and Lawrencetown facilities are in their 23 years of operation, consequently require upgrades to support higher volumes, safety upgrades and additional requirements to sort resource materials.

#### *Management Facility Replacement Reserve*

In 2010, VWRM established a reserve fund over a fifteen-year period replace the transfer station. The fund policy requires the replacement of the transfer stations; however, it is unlikely replacement will be

required. Refurbishment of the two facilities to resolve safety concerns, drive cost efficiency, and improve sorting abilities is required.

### *Capital Plan*

At the February 16, 2022 Authority meeting, staff discussed in detail capital financing scenarios (A to E) with the Board regarding funding capital asset replacement and the advantages of allowing Valley Waste to retain surplus funds. The funds would be used to establish an equipment reserve and to pay down some of its temporary borrowing debt (TBR). Staff also identified that policies would be established for the equipment reserve and for equipment replacement. These policies would provide guidance on the use of the reserve and timely asset replacement. Also discussed, was the need to modify the wording of the existing capital reserve policy for the transfer station(s) replacement. The wording in the policy appears restricted to replacement of the facilities and not allowing for upgrades or refurbishment.

The recommended scenario (E) presented to the Board shows Valley Waste retaining surplus funds estimated <sup>1</sup> to be \$1,528,555. Of the surplus, \$800,000 would be used to establish an equipment reserve fund. Surplus funds would also be used to pay off temporary borrowing debt incurred for capital equipment acquisitions estimated at \$728,555. These purchases have been completed with the exception of one vehicle, which is due to arrive this May. This would be in lieu of incurring long term debt through the Municipal Finance Corporation (MFC). Please note, there is also approved TBR financing for infrastructure projects estimated at \$510,570. The intent would be to finance these costs through a MFC debenture issue upon completion. Some of these projects are currently at the bid evaluation or tender stage.

The impact of maintaining the status quo and using debt to finance the majority of capital assets would see debt service costs grow from an estimated \$353,764 in 2022/23 to approximately \$634,458 in fiscal year 2024/25. This is based on existing debt service costs and debt estimates for temporary borrowings and the draft 2022/23 capital budget. Combined with the scheduled contribution of \$313,842 to the transfer station replacement reserve, the 2024/25 capital debt payments and reserve contributions total approximately \$948,299. However, as illustrated to the Board, with the influx of surplus funds to be used as outlined above, shows the 2024/25 combined total to be lower at \$579,542. This is a difference of \$368,757.

Advantages of the recommended scenario presented to the Board:

- Helps to stabilize budget fluctuations regarding the debt payment and reserve contribution elements of the operating budget.
- Surplus funds generated through operations are redeployed within Valley Waste to help mitigate future debt service costs.
- Modifying the wording of the existing capital reserve policy for the transfer station(s) replacement provides access to funds for upgrades or refurbishment and would reduce future debt costs.
- Paying off a portion of the TBR has an immediate impact of removing future debt services costs (principal and interest). To provide an example, if not paid out, estimated debt service costs in fiscal year 23/24 are \$509,952. If paid out, estimated debt services cost are \$357,736 for a difference of \$152,216.
- VWRM recommends Option E: that provides stable debt payments and at year 15 establishes a fully funded equipment reserve and replenishes the transfer station reserve.



**Next Steps**

Upon party approval to retain surplus funds, Valley Waste would undertake the following actions:

- Add funds to the 2022/23 budget to pay down TBR debt with surplus monies for capital equipment acquisitions estimated at \$728,555.
- Write an Equipment Reserve Policy that provides guidance for use of funds, eligible equipment and contribution levels. Add surplus funds in the amount of \$800,000 to the 2022/23 budget to establish an equipment reserve.
- Prepare a written Equipment replacement policy. The policy would provide detailed guidance evaluating asset conditions and replacement timelines.
- Modify the existing Transfer Station Reserve policy to allow funds to be used for refurbishment and update the schedule for fund replenishment.

1. Please note estimates used in this report are subject to change.

	Annual Debt Service Costs							
	2022	2023	2024	2025	2026	2027	2028	2029
A Existing Practises - Debt plus Intact Infrastructure Reserve	626,338	613,138	795,263	948,300	759,107	786,907	812,960	701,544
E Rebuild Infrast Res 2029, Equip Reserve, Use Infrastructure Res, Pay Out TBR	626,338	606,070	643,047	579,542	620,602	622,723	617,394	663,012
Details								
A no change in policy - Debt used to fund upgrades to transfer stations and all equipment.								
E Use transfer station reserve for transfer station up and establish an equipment reserve. Pay off TBR for equipment.								

Balance of Reserves		
Infrastructure	Equipment	2022/23
At Year 15	At Year 15	Investment
4,354,307	-	
2,249,406	1,228,297	1,528,555



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Request for Extension**

At the March 14, 2022 meeting of Council Advisory Committee, CAO Troke described the land sale agreement for East Coast Local and their request to extend their development covenant deadline from 2023 to 2024.

#### **Council Advisory Committee recommends**

**That Council approve the extension to the development covenant by East Coast Local Inc on lot 2F on Chipman Road in the Kentville Business Park by one year.**

March 28, 2022

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



**TO:** Council Advisory Committee

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** March 14, 2022

**SUBJECT:** Request for Extension

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**ORIGIN**

On March 21, 2021, The Town officially completed the land sale in the Kentville Business Park of Lots 2F and 2G to East Coast Local. The intent was to build a 2-storey steel building on a concrete slab with a paved driveway and parking area.

The Protective Covenants in Schedule B of the deed dictate that the buyer would complete the development in the plans in Schedule Z within 24 months of the date of signing (March 21, 2021).

**BACKGROUND**

On February 2, 2022, the director of the company reached out via email to Director of Planning Beverly Gentleman requesting an extension to the 2-year development covenant. The owner is requesting a 1-year extension to this deadline.

**DISCUSSION**

Staff asks that Council review this request and provide direction on this matter.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None.

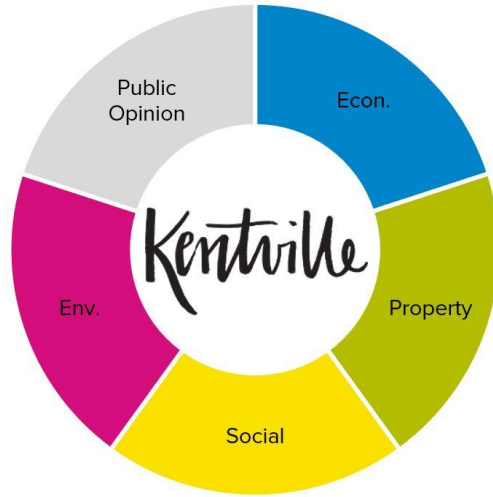
**ATTACHMENTS**

**RECOMMENDATIONS**

That Council approve the request for an extension to the development covenant by East Coast Local Inc. on Lot 2F on Chipman Road in the Kentville Business Park to March 21, 2024.

Town of Kentville Decision Wheel:

*Kentville*  
A BREATH OF FRESH AIR



Feb. 04 2022

EAST COAST LOCAL INC  
5319 Hwy 1  
Waterville, NS  
BOP 1V0  
902-680-6187  
[aly@eastcoastlocal.ca](mailto:aly@eastcoastlocal.ca)

CAO Troke Council

Re: Request for Development Extension on Lot 2F; Kentville Business Park

Dear CAO Troke Council,

I, Alyra Halyn, am writing on behalf of the body corporate, EAST COAST LOCAL INC, of which I am Director, to request an extension to the 2year development covenant regarding development on Lot 2F on Chipman Rd. in the Kentville Business Park.

I am requesting an extension of 1 year, to ensure I am able to meet all requirements outlined by the original covenant agreement with regard to development standards.

I purchased this lot in April of 2021, pre-emptively as it was 4 months prior to the actual launch of my business.

Since we launched in August, I have been wholly dedicated to the daily operations of running of said business, and have currently been investing all available time and resources into upgrading my current location of operations.

I foresee this upcoming summer allowing me to make a **start** to development on the land located at Lot 2F, however I am not confident that I will have the resources or time available this year to complete development to the standards set forth in the original covenants.

I would therefore like to update all parties accordingly, and request said extension of 1 year to ensure we maintain an open and honest line of communication regarding the status of any and all ongoing projects.

Please don't hesitate to contact me directly should you have any further questions, or require any further supporting documentation.

Many thanks,

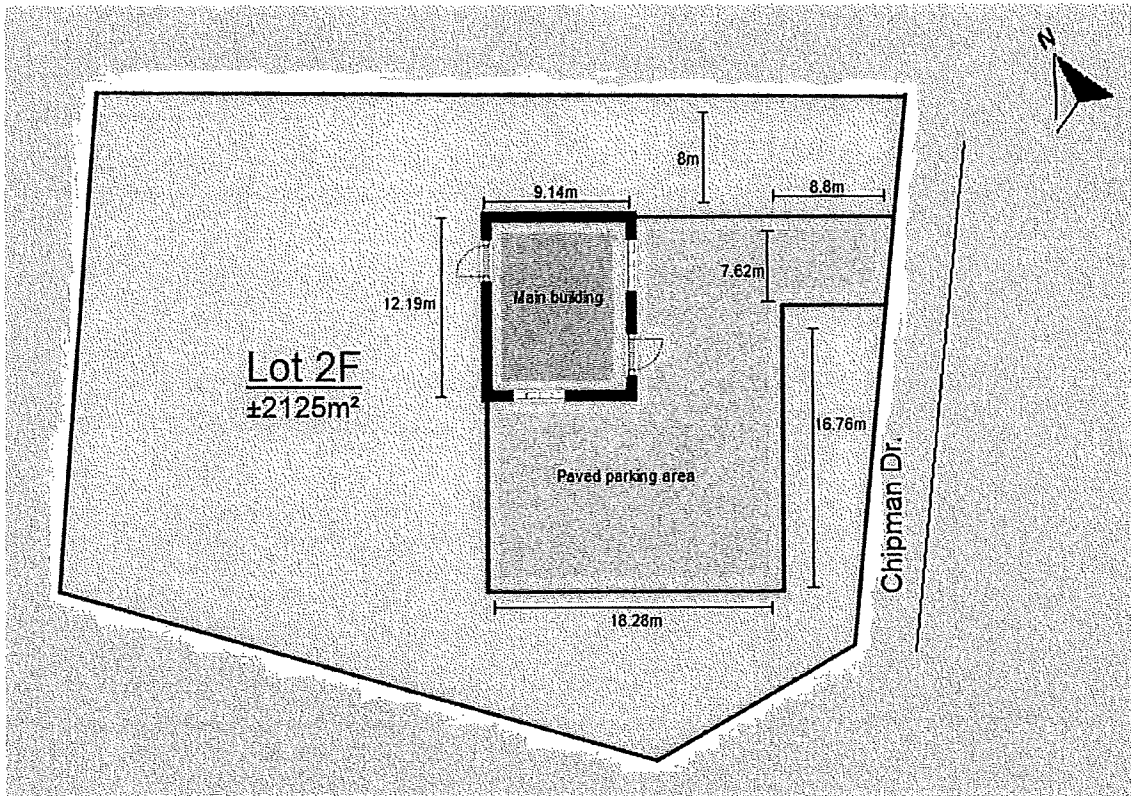
Alyra Halyn  
Director; East Coast Local  
[aly@eastcoastlocal.ca](mailto:aly@eastcoastlocal.ca)

SCHEDULE "Z" to COVENANTS

2-storey steel building on an approximately 30' x 40' concrete slab foundation with no less than 20 square feet of dedicated office space on the lower level. The building shall have a partial second floor of no less than 600 square feet GFA to be used for storage purposes, thus totalling a building Gross Floor Area of no less than 1800 square feet.

A minimum of 25-foot vegetation border shall be maintained along the rear property line. The parking lot area shall be a paved area of approximately 1800 square feet, with an additional 500 square feet of paved driveway area.

The property shall be developed substantially as shown in the diagram below:



## **SCHEDULE "B"**

### **Kentville Business Park Protective Covenants**

With the intention that the burden of these covenants shall run with the land, the Grantor Town of Kentville and Grantee do hereby covenant and agree with each other and as to the Grantee with the owner or owners from time to time of the other lands in this Business Park to which the benefit and burden of the following stipulations, regulations and provisions are attached (including those lands known on February 15, 2021 as PIDs 55539050, 55539043, 55535314, 55539399, 55539381, 55539753, 55539761) and their/his/her or its respective representatives, successors and assigns to observe, confirm and comply with the following covenants, namely:

1. The Grantee covenants and agrees to complete the development as described in the plans and specifications shown in **Schedule "Z"** attached hereto on the land within 24 months of the date of the attached deed unless previous written authorization is received from the Grantor. The development shall include office or retail space, as approved by the Grantor. If the development is not completed as described and within this period, the Grantee shall re-convey the lands to the Grantor Town of Kentville at the original selling price without interest, at the sole cost of the Grantee.
2. All buildings and structures erected on the land shall be maintained in good order and repair at all times.
3. No driveway, parking or loading area shall be used on the land unless such driveway, parking and loading area is in a proper state of repair, and no driveway, parking or loading area shall be constructed, maintained or used on the land unless it has as a minimum a bituminous topping surface placed by the Grantee within one year of the substantial completion of construction of any building or structure on the land.
4. Those portions of the land between buildings and the front and side lot lines which are not covered by structures, parking areas, loading areas, or driveways will be landscaped. All landscaping shall commence as soon as construction is complete and weather permits, but in no event beyond one year from substantial completion of the building or structure. Grassed areas, trees, shrubbery and gardens shall be kept neat and orderly in appearance and shall be maintained in a healthy condition at all times.

# Kentville

**Kentville Business Park Covenants  
101 Adjacent Lands**

**Drafted: February 2017**

Grantee: EAST COAST LOCAL INC.

Grantor: Town of Kentville, Chief Administrative Officer or Designate

With the intention that the burden of these covenants shall run with the land described in Schedule "A" (the Lands) the Grantor and Grantee do hereby covenant and agree with each other and as to the Grantee with the owner or owners from time to time of the other lands in this industrial park to which the benefit and burden of the following stipulations, regulations and provisions are attached and their/his/her or its respective representatives, successors and assigns to observe, confirm and comply with the following restrictions, namely:

1. The Grantee covenants and agrees to complete the described development or erection of an industrial building, as displayed through a site or lot plan, on the said lands within 24 months of the date of closing unless previous authorization is received from the Grantor. If the development or building is not started and completed within this period, the Grantee may be given notice in writing to complete the construction within 3 months and if not completed within such extended period the Grantee shall re-convey the lands to the Grantor at the original selling price without interest.
2. No building, structure or addition shall be erected on said lands unless written approval of the plans and specifications has been received from the Grantor. It is the responsibility of the Grantee to obtain all necessary municipal, provincial and federal government permits, and to comply with all laws governing purchase, ownership and use of the property.
3. All buildings and structures erected on the lands and all undeveloped portions of the site shall be maintained in good order and repair at all times.
4. No driveway, parking or loading area shall be maintained on the lands unless such driveway, parking and loading area is in a proper state of repair at all times and no driveway, parking or loading area shall be constructed or maintained on the land unless it has as a minimum a

AA



bituminous topping surface placed by the Grantee within one (1) year of the substantial completion of construction of any building or structure on the land. Any deviation from the above requires approval of the Grantor in writing.

5. No truck receiving or shipping door shall face the street or 101 Highway on the building. Truck receiving and shipping facilities will be placed to the sides of the building, except where in the opinion of the Grantor, the contours of the land dictate otherwise. When loading is carried out wholly within the building itself, these restrictions will not apply.

6. Trees shall not be removed by the Grantee without the consent of the Grantor, except where they are located within the areas proposed for construction. If any tree which is to be retained shall be cut down, removed or damaged, the tree shall be replaced or alternative landscaping stilled to the satisfaction of the Grantor.

7. Those portions of the site between buildings lot lines which are not covered by structures, parking areas, loading areas, or driveways will be landscaped. All landscaping shall be commenced as soon as construction is complete and weather permits, but in no event beyond one (1) year from substantial completion of the building or structure. Landscaped areas may include, but not limited to sodded areas, trees, shrubbery and gardens shall be kept neat and orderly in appearance at all times and shall be maintained in a healthy condition. A landscaping plan must be approved by the Grantor before the prior to the closing date of the land sale and must not be altered without the approval of the Grantor.

8. Fences shall not be erected by the Grantee without the written approval of the Grantor of the location, design and material. Fences shall not be permitted between buildings and front lot lines. Hedges will be permitted if approved as part of the landscaping plan. Fences shall at all times be kept in a proper state of repair.

9. The Grantee shall provide and maintain a central refuse storage collection area which shall be at the same level as adjacent parking areas and driveways and shall be suitably screened with growing trees, hedges, fences, walls or a combination thereof. The location, size and screening of the refuse storage area shall be approved in writing by the Grantor. The criteria of approval is that the designated area shall not be visually objectionable when viewed from public thoroughfares. In any case, the location of the refuse storage area must be on the site to the sides of the building.

10. Fuel storage tanks must be located to the sides of the building and be accessible to fuel delivery trucks from approved areas. All other placements of fuel storage tanks must be to the satisfaction of the Grantor.

Handwritten signature or initials in black ink, appearing to be 'AA' or similar, located in the bottom right corner of the page.

Date: 16/01/2020

Witness: \_\_\_\_\_

Grantor: \_\_\_\_\_

Position: \_\_\_\_\_

Witness: \_\_\_\_\_

Grantor: \_\_\_\_\_

Position: \_\_\_\_\_

Witness: Angie Sumpter.

Grantee: EAST COAST LOCAL INC.

Position: DIRECTOR.

Witness: \_\_\_\_\_

Grantee: \_\_\_\_\_

Position: \_\_\_\_\_

PID 55537500  
LOT 2H  
MDMC HOLDINGS INC.  
LRO DOC #114623136

SEE PLAN 19-054 BY ANNAPOLIS VALLEY SURVEYS  
MICHAEL MCKENNA, NSLS(575)  
DATED MAY 8TH, 2019  
LAND REGISTRATION OFFICE PLAN #114459820

PID 55263776  
TOWN OF KENTVILLE  
LRO DOC #108301632

SEE PLAN 20-003 BY ANNAPOLIS VALLEY SURVEYS  
MICHAEL MCKENNA, NSLS(575)  
DATED JANUARY 9TH, 2020  
LAND REGISTRATION OFFICE PLAN #115901762

SEE PLAN 16-080-SV-L4 BY DESIGNPOINT ENGINEERING  
KEVIN BROWN, NSLS(601)  
DATED SEPTEMBER 10TH, 2018  
LAND REGISTRATION OFFICE PLAN #113298963

PID 55539399  
LOT 2G

LOT 2GA

AREA= 4,866.8 sq.meters

"A"  
S.M.F.d.  
(575)

PARCEL A

AREA= 1,943.4 sq.meters

6.100m WIDE ACCESS AND UTILITY  
EASEMENT IN FAVOUR OF NSPI  
LRO DOC #113323670

NSHPN  
207682

R.=193.500m  
A.=24.297m  
S10°56'59"W  
Ch.= 24.281m

S.M.Set

PID 55539381  
LOT 2F

LOT 2F

AREA= 2,103.7 sq.meters  
(REMAINING)

PROPOSED 6.100m WIDE ACCESS AND  
UTILITY EASEMENT IN FAVOUR OF NSPI

R.=193.500m  
A.=24.624m  
S18°11'33"W  
Ch.= 24.607m

S.M.F.d.  
(575)

S.M.F.d.  
(575)

N7°22'42"E  
39.014m

S82°36'03"E  
61.236m

S.M.F.d.  
(575)

N9°42'30"E  
47.044m

S.M.F.d.  
(575)

S7°22'42"W  
47.006m

Utility Pole

Utility Pole

S.M.F.d.  
(575)

S7°22'42"W  
6.430m

P.C.  
S.M.F.d.  
(OP)

CHIPMAN DRIVE (PARCEL CD-1)  
(15.000m WIDE)  
R.=208.500m  
A.=34.070m  
S17°09'25"W  
Ch.=34.032m

R.=208.500m  
A.=18.643m

S.M.Set

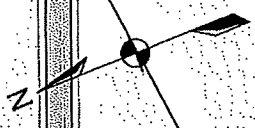
S.M.Set

Utility Pole

Road bed has been built off center of right-of-way

00 e.

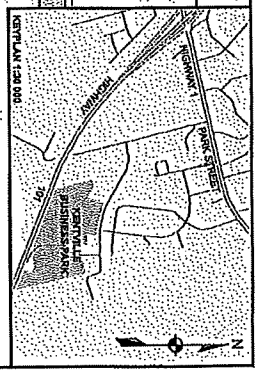
# KENTVILLE BUSINESS PARK





TO NEW HAVEN

HIGHWAY 101

TO COLLEBROOK

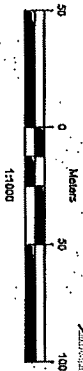



  
 Subdivided Parcels
   

  
 Proposed Parcels

## de Vries Barnard


### & ASSOCIATES

VALLEY REAL ESTATE PROFESSIONALS  
 PLEASE NOTE THAT THIS PLAN IS ONLY A  
 CONCEPTUAL DEVELOPMENT AND DOES NOT INDICATE AN  
 ACTUAL SUBJECT. LOTS CAN BE COMBINED  
 AND/OR SPLIT. THIS PLAN IS NOT TO BE USED FOR  
 CONSTRUCTION OF ANY STRUCTURES OR UTILITIES  
 UNLESS APPROVED BY THE TOWN OF KENTVILLE.



TO BE DEVELOPED  
AT A LATER DATE

PREPARED FOR  
  
 UPDATED FEBRUARY 2, 2020

  
 DS  
 BS

# AGREEMENT OF PURCHASE AND SALE

Approved by the Nova Scotia Real Estate Commission (NSREC) for use by licensees under the Nova Scotia Real Estate Trading Act. The NSREC is the regulatory body for real estate in Nova Scotia.

Total # of pages in this Agreement including all Schedules: 8

Agreement of Purchase and Sale Schedule(s): is/are attached and form(s) part of this Agreement.

- Equipment
- Mini/Mobile Home
- Multi-Unit Residential Income Properties
- Resale Condominium
- Vacant Land
- Sale of Buyer's Property (SOBP)
- Water and Septic
- Other: Kentville Bus. Park Covenants, Schedule B

The Buyer East Coast Local Inc. of Kentville

having personally viewed the following property  not having personally viewed the following property DS BS

offers to buy from the Seller Town of Kentville

the property known as (civic address/ lot #) Donald E Hiltz Connector Lot 2F Kentville NS B4N 0C8

(PID(s)/ Serial #) 55539381 in the County of Kings Province of Nova Scotia

(the Property), at a purchase price of Thirteen Thousand dollars (\$ 13,000.00 CDN)

on the following terms subject to provisions in clause 5.1 regarding HST.

## 1. Deposit 2. Closing and Conveyance

1.1. The Buyer submits One Thousand dollars (\$ 1,000.00 CDN) on or before the 25th day of January, 2021, payable to: Royal LePage Atlantic

in trust, as a deposit to be held pending completion or termination of this Agreement and to be credited towards the purchase price on completion. Balance of purchase price to be paid on closing or as otherwise stated in this Agreement. If the deposit is not delivered as specified, the Seller shall be at liberty to declare this Agreement null and void.

1.2. It is understood and agreed that if the Buyer does not complete this Agreement in accordance with the terms thereof, the Buyer shall forfeit the deposit, in addition to any other claim which the Seller may have against the Buyer for the Buyer's failure to complete. If the deposit is being returned to the Buyer, in accordance with the terms of this Agreement, it shall be done without interest or penalty (unless otherwise specified). It is agreed by the Buyer and the Seller that the release of the deposit from the brokerage trust account is subject to the applicable NSREC Bylaws.

1.3. The Buyer and Seller agree that any deposit held in trust by the Brokerage per clause 1.1, that is in excess of the remuneration (including HST) due to that Brokerage on closing of the transaction, shall be transferred to the Seller's lawyer's trust account once conditions unrelated to title have been met. These funds shall remain in the Seller's lawyer's trust account until closing.

2.1. This Agreement shall be completed on or before the 25 day of Feb, 2021 (the closing date). Upon completion, vacant possession of the Property shall be given to the Buyer unless otherwise provided as follows: DS BS

2.2. ~~The Seller shall use best efforts to have the Property clean and vacant subject to the provisions of 2.1 for the Buyer's possession starting by \*\*\*\*\* on the date outlined in clause 2.1 \*\*\*\*\*~~

2.3. All lands, buildings, fixtures and all other property being purchased hereby shall remain at the risk of the Seller. The Seller shall be responsible to keep the Property insured until closing. In the event of damage to the Property, the Buyer, having been advised of the insurance policy details, may either agree to accept the proceeds of the insurance and complete the purchase, or may terminate this Agreement and the deposit shall be returned to the Buyer (not applicable to Resale Condominium Schedule - see clause 4 of the Schedule).

2.4. Interest, rentals, leases, taxes, rates and fuel on the premises are to be adjusted to the closing date. The cost of municipal improvements, betterment charges and capital charges for utility or municipal services completed as of the date of this Agreement, whether billed or not, are to be paid by the Seller on or before the closing date unless otherwise stated.

2.5. The conveyance of the Property, which is the subject of this Agreement, shall be by Warranty Deed (or general conveyance, if a mini/mobile home), drawn at the expense of the Seller, to be delivered on payment of the purchase price on the closing date. The Property is to be conveyed free from encumbrances, except for any easements, registered restrictions or covenants that do not materially affect the enjoyment and use of the property (not applicable to Resale Condominium Schedule - see clause 3 of the Schedule).

OFFER DATE: January 16 /2021

BUYER'S INITIALS: [Signature]

SELLER'S INITIALS: BS

PROPERTY: Donald E Hiltz Connector Lot 26 Kentville NS B4N 0C8  
BUYER: East Coast Local Inc.

**3. Seller's Obligations**

3.1. The Seller shall provide the Buyer or the Buyer's Agent with a copy of the following on or before the 12th day of February, 2021 (check the applicable boxes):

- Property Disclosure Statement
- Any restrictive covenants that may affect the Property
- Equipment Schedule, if not attached, and all related contracts
- Location certificate and/or survey, if available, without representations or warranties
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

6.2. The following chattels, as viewed on the Property by the Buyer on the date in clause 6.1 and owned by the Seller shall remain with the Property and be included in the purchase price and shall be conveyed to the Buyer in good working order, free and clear of encumbrances on the date of closing:

Fridge  Stove  Washer  Dryer  Freezer  
 Microwave  Dishwasher  Oven  
 Phone  Other

Handwritten initials: DS, BS

**4. Buyer's Conditions**

4.1. This Agreement is subject to the Buyer, at the Buyer's expense, securing, conducting or reviewing the following on or before the 19th day of February, 2021 (check the applicable boxes):

- Property Disclosure Statement
- Any restrictive covenants that may affect the Property
- Equipment Schedule, if not attached
- Financing
- Property Inspection(s)
- Insurance
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

These conditions shall be deemed to be satisfactory to the Buyer unless the Seller or the Seller's Agent is notified to the contrary, in writing, on or before the date outlined in clause 4.1. If notice to the contrary is received, either party shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

4.2. The Seller agrees to provide all reasonable assistance and access to the Buyer to allow completion of the above investigations and inspection(s) outlined in clause 4.1 and any schedule(s) attached to this Agreement.

**5. Harmonized Sales Tax (HST)**

It is the Seller's responsibility to determine whether the proposed transaction is subject to HST pursuant to the *Excise Tax Act*.

5.1. The Seller has determined that the Property is (check one of the following):

- Exempt from HST
- Partially subject to HST; included in purchase price
- Partially subject to HST; over and above purchase price
- Subject to HST; included in purchase price
- Subject to HST; over and above purchase price

5.2. If the conveyance contemplated by this Agreement is exempt or partially exempt from HST the Seller agrees to provide the Buyer, on or before the closing date, a certificate in a form reasonably satisfactory to the Buyer certifying that the conveyance contemplated by this Agreement is exempt from HST.

5.3. If the conveyance contemplated by this Agreement is subject to HST, then the HST shall be remitted in accordance with the applicable legislation.

**6. Fixtures and Chattels**

6.1. All fixtures attached to the Property as viewed on the day of closing shall remain with the Property and shall be included in the purchase price.

Handwritten initials: DS, BS

**7. Additional Conditions**

1) The PID is subject to Change once the Survey is completed by the seller.

**8. Lawyer Review**

8.1. This Agreement is subject to the review by both the Buyer's and the Seller's lawyers, acting reasonably with respect to wording and content within the Agreement. This review shall be deemed to have been acceptable to both parties, unless the other party or their Agent is notified to the contrary, in writing, on or before the 19th day of February, 2021.

If notice to the contrary is received, either party shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

**9. Property Migration**

9.1. It is agreed and understood that (choose a or b):

- a)  the Property title has been migrated to the Land Registration System at the date of this Agreement.  
OR
- b)  the Property title has not been migrated to the Land Registration System at the date of this Agreement, and the Seller agrees, at the Seller's expense, to do so at least seven (7) business days prior to closing.

**10. Title Investigation**

10.1. This Agreement is subject to the Seller's lawyer, at the Seller's expense, providing the Buyer's lawyer with the PID(s) for the Property within ten (10) business days of acceptance of this offer.

If the migration process requires the assignment of additional PID(s), those PID(s) shall be provided to the Buyer at the time of notification that the migration is complete.

10.2. The Buyer, at the Buyer's expense, shall be allowed five (5) business days to investigate title to the Property after receipt of the PID(s), or if the Property has not been migrated as of the date of this Agreement, five (5) business days after receiving notification that the migration is complete.

If within that time frame any valid objection to title is made, in writing, to the Seller and which the Seller is unable or unwilling to remove and which the Buyer shall not waive, this Agreement shall become null and void and the deposit shall be returned to the Buyer.

OFFER DATE: January / 16 / 2021

BUYER'S INITIALS: [Handwritten Signature] / \_\_\_\_\_  
SELLER'S INITIALS: BS / \_\_\_\_\_

PROPERTY: Donald E Hiltz Connector Lot 26 Kentville NS B4N 0C8  
BUYER: East Coast Local Inc.

**11. Miscellaneous Provisions**

- 11.1. Any tender of documents to be delivered or money payable may be made upon the Seller or the Buyer or any party acting on their behalf. Money paid, subsequent to the deposit, shall be by lawyer's trust cheque, certified cheque, electronic transfer or their equivalent, drawn on a chartered Canadian Bank, Trust Company or Credit Union.
- 11.2. All representations given by the Seller contained in this Agreement shall survive the closing unless otherwise stated in this Agreement.
- 11.3. Time shall, in all respects, be of the essence in this Agreement. In the event of a written agreement of extension, time shall continue to be of the essence. Failure to act within the time required constitutes a breach of the contract.
- 11.4. The Seller and the Buyer agree to be bound by offers and counter-offers and related documentation that may be transmitted electronically and that reproductions of the signatures therein, including electronic signatures, shall be treated as originals.
- 11.5. No amendment to the terms of this Agreement shall be effective unless it is in writing and signed by all parties.
- 11.6. If there is conflict or discrepancy between any provision added to this Agreement and any provision in the standard printed portion hereof, the added provision shall supersede the standard printed provision.
- 11.7. This Agreement shall be read with all changes of number and gender required by the context.
- 11.8. This Agreement shall be governed by the laws of the Province of Nova Scotia and the Seller, Buyer and the Brokerage(s) shall submit to the jurisdiction of the Courts of the Province of Nova Scotia for the resolution of any disputes that may arise out of this Agreement.
- 11.9. This Agreement shall be for the benefit of and be binding upon the parties, their respective heirs, executors, administrators, successors and assigns.
- 11.10. Business days are Monday-Friday, excluding statutory, provincial and civic holidays in the Province of Nova Scotia.

**12. Agency Relationship**

Complete 12.1 and 12.2 OR 12.3:

12.1. The Seller acknowledges that they  do /  do not have an agency relationship with either:

Royal LePage Atlantic (New Minas)  
Brokerage

and / or Angie Sangster/Stacy de Vries/Valley Real Estate Team  
Brokerage Representative or Designated Agent

12.2. The Buyer acknowledges that they  do /  do not have an agency relationship with either:

Royal LePage Atlantic (New Minas)  
Brokerage

and / or Angie Sangster/Stacy de Vries/Valley Real Estate Team  
Brokerage Representative or Designated Agent

**OR**

12.3. The Buyer and the Seller acknowledge that they are in a transaction brokerage relationship and have signed a Transaction Brokerage Agreement with:

\_\_\_\_\_  
Brokerage

and / or \_\_\_\_\_  
Brokerage Representative or Designated Agent

**13. Time for Seller's Response**

This offer shall be open for acceptance until 5 P.M. Atlantic Time on the 22 day of Jan, 2021.

Signed, sealed and delivered in the presence of:

In Witness whereof I have hereunto set my hand and seal:

Angie Sangster  
Witness

[Signature]  
Buyer East Coast Local Inc. SEAL

Jan 16/21  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Buyer SEAL

\_\_\_\_\_  
Date

**14. Seller's Response**

CHOOSE ONE OF THE FOLLOWING:

- I hereby accept the above offer and agree to sell on the terms set forth.
- I hereby confirm this offer was presented and rejected.
- I hereby confirm having read and understand this offer and have prepared a Counter Offer.

Signed, sealed and delivered in the presence of:

In Witness whereof I have hereunto set my hand and seal:

\_\_\_\_\_  
Witness

Brian Smith  
Seller 117BC12658F50001 of Kentville SEAL

1/22/2021 | 2:54 PM AST  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Seller SEAL

\_\_\_\_\_  
Date  
\_\_\_\_\_  
Atlantic Time  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Atlantic Time



# VACANT LAND SCHEDULE

This Schedule is attached to and forms part of the Agreement of Purchase and Sale.  
Approved by the Nova Scotia Real Estate Commission (NSREC) for use by licensees under the *Nova Scotia Real Estate Trading Act*.  
The NSREC is the regulator of the real estate industry in Nova Scotia.

Property Address: Donald E Hiltz Connector Lot 2G Kentville NS B4N 0C8

Buyer: East Coast Local Inc.

Seller: Town of Kentville

## 1. Seller's Obligations

1.1. The Seller shall provide, prior to closing, and include in the purchase price the following services (check all that apply):

- Street paving       Curbs       Sidewalks
- Sewer service to the Property line       Storm water drainage
- Water service to the Property line
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

1.2. Any municipal charges required to connect to municipal services are the responsibility of the Buyer.

1.3. The Seller confirms that the (check one, if applicable):

final municipal lot approval for the Property has been obtained.

OR

final municipal lot approval for the Property will be obtained on or before the 19th day of February, 2021, failing which the Buyer shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

## 2. Buyer's Conditions

2.1. This Agreement is subject to the Buyer, at the Buyer's expense, satisfying themselves that the following is available or can be obtained (check all that apply):

- A building permit for the Buyer's intended structure(s)
- A permit to install an on-site sewage disposal system
- A well, providing a quality and quantity of water for the Buyer's intended usage
- Permission from the appropriate person or government agency to install a driveway at a suitable location
- Confirmation that utilities can be installed at suitable locations and costs
- A survey which confirms the location, size and configuration of the land to be conveyed
- Subdivision approval
- Zoning approval for the lot
- Environmental Assessment
- \_\_\_\_\_
- \_\_\_\_\_

The Seller agrees to provide, to the Buyer, any copies and documents in their possession relating to the above items on or before the 12th day of February, 2021.

2.2. The Seller shall provide the Buyer access to the Property to carry out appropriate tests and the Buyer agrees to return the Property to its original condition and agrees to indemnify the Seller for any loss or damage suffered as a result of the property access.

2.3. The Buyer shall be deemed to be satisfied with clause 2.1 unless the Seller or Seller's Agent is notified to the contrary, in writing, on or before the 19th day of February, 2021. If notice to the contrary is received, either party shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

## 3. Improvements, if Applicable

3.1. The following improvements to the Property are to remain with the Property and shall be included in the purchase price:

## 4. Additional Conditions

*Buyer would like the property line move south between lot 2F + Lot 2G. 2923m<sup>2</sup>. See Schedule C.*

BUYER'S INITIALS: AMA

OFFER DATE: January 16 / 2021

SELLER'S INITIALS: BS



# ADDENDUM SCHEDULE "c"

Approved by the Nova Scotia Real Estate Commission (NSREC) for use by licensees under the *Nova Scotia Real Estate Trading Act*.  
The NSREC is the regulatory body for real estate in Nova Scotia.

**Attached to and forming part of:**

The Agreement       Counter Offer       Amendment       Other: \_\_\_\_\_

**Seller:** Town of Kentville

**Buyer:** East Coast Local Inc.

Relating to the Property known as:  
Donald E Hiltz Connector Lot 26 Kentville      NS    B4N 0C8    PID(s)/ Serial #: \_\_\_\_\_

## 1. Terms and Conditions

1.1. The Agreement is further subject to the following terms and conditions:

1) Any interim acceptance of the Buyer's offer and this Agreement by the CAO of the Seller shall be subject to the ratification thereof by resolution of the Council of the Town of Kentville. Legal acceptance shall be the date of the Council Resolution. Council shall consider all representations in the offer, including the development, before resolving to accept it. Until acceptance or rejection of the offer, the offer and the terms of the offer shall be treated by the Seller as confidential. This shall be done of or before Feb 1/21.

DATE: 01 06 16 / 21

BUYER'S INITIALS: RA

SELLER'S INITIALS: BS

## Beverly Gentleman

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**From:** Alyra Halyn <alyra.halyn@gmail.com>  
**Sent:** February 4, 2022 9:50 AM  
**To:** Beverly Gentleman  
**Subject:** Re: Extension Question  
**Attachments:** Lot 2F Extension Request.pdf

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

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Hi Beverly,

Please find attached written letter requesting a 1 year extension to development of Lot 2F.

Please don't hesitate to let me know if you feel I should provide any further supporting documentation.

Many thanks for your assistance,

Aly

On Fri, Jan 28, 2022 at 5:38 AM Alyra Halyn <[alyra.halyn@gmail.com](mailto:alyra.halyn@gmail.com)> wrote:

Hi Beverly,

Thanks for checking in! I have been a bit underwater over here lately with regards to time management! I am closing for two weeks of winter holidays on Monday, at which time I should have the time to prepare a request for an extension.

I'll also be requesting a modification to the design of the building in the same document; it will be smaller. What we need for our business most imminently is a small commercial kitchen space sufficient for preparing our juices, and I don't need the warehouse storage that I did before, as I have renovated my existing location to suit that purpose.

If they grant the modification, then it will become much more affordable of a project, and the likelihood of me being close to completion at end summer 2022 will be much more realistic.

I will definitely keep you in the loop,

Best,

Aly

On Mon, Jan 24, 2022 at 1:59 PM Beverly Gentleman <[bgentleman@kentville.ca](mailto:bgentleman@kentville.ca)> wrote:

Hi Aly,

Just checking in to see if you still plan on requesting an extension to the purchase and sale agreement for the land in the Kentville Business Park??

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Craig Gerrard

**Date** March 24, 2022

**Date of Last Council Meeting Attended:** February 28, 2022

**Date of Last Council Advisory Meeting Attended:** March 14, 2022

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
March 16, 2022	<b>Valley Waste</b>	EPR – hoping the EPR will start within the next 2 years. It is my thought that Valley waste should take proper time while the CAO group is going through the IMSA’s with a fine-tooth comb, that a lot of thought is put into the future needs for all of the extra entities that it takes to run our municipalities and especially Valley Waste. In the past we have made concessions to get things going almost knowing that the need in the very near future will exceed the infrastructure being built.
March 17, 2022	<b>KJFS Committee</b>	Area Rate passed at the meeting of March 7 <sup>th</sup> to a rate of \$0.0378/\$100 assessment. Camp Aldershot – we are still awaiting a new contract with Camp Aldershot. Engine 11 replacement has arrived we took a tour of the truck the chief went through most of the gear the outfits it. I asked the chief about attending medical calls to assist the EMS service. Yes, they do attend in some specific circumstances. As you’ve all no doubt heard the EHS services are stretched very thin these days and I have a concern that the fire department is



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

		<p>being used to supply services that the Province /Blue Cross is to be maintaining. The taxpayers of the town and in king's county would essentially be subsidizing the province in this case. The chief also said that it is not a scenario we want to get into. I asked if there was any liability issue with this and the chief said all that attend for medical calls (some medical calls are standard practice for the fire dept.) are qualified and covered. Attached is the vehicle upgrade the fire services planned with the area tax rate in the near future.</p> <p><i>Our fleet currently consists of a 2022 Engine, 2015 Tanker, 2010 Engine, 2008 Rescue, 2006 tanker, 2003 Tower and a 2017 utility. You can see from this list our current fleet is made up of single use units. Based on our past call history we have determined that we can provide an equivalent level of fire protection with a reduction of one unit. To accomplish this we envision the following fleet: 2022 Engine, 2025 Engine/tanker, 2027 rescue/ engine, 2015 tanker, 2003 tower* and 2017 utility. You can see that at the end of the 5 years we have dropped one Engine.</i></p>

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
March 10, 2022	MA Check in	
March 25, 2022	Rules of Order and Process workshop	

### MISC EVENTS

Date	Synopsis

### EXPENSES

This month	Year to Date



# COUNCILOR REPORT KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** March 26/22

**Date of Last Council Meeting Attended:** February 28/22

**Date of Last Council Advisory Meeting Attended:** February 14/22

## Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Mar 16/22	KPPT	Guidebook for transit, Insurance renews, applications for grants, Covid testing, & Electric Passenger van info
Mar 23/22	Kings Transit	Ridership & Financial Reports, Recruitment updates, Covid updates



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Mar 5/22	Lions Hall Breakfast	

### Conference Attendance and Synopsis

Date	Conference	Synopsis
Mar2/22	NSFM	Finance Mgmt for Elected officials
Mar 4/22	NSFM	Finance Mgmt for Elected Officials
Mar 25/22	NSFM	Rules of Order & Meeting Processes Workshop
Feb 28/22	NSFM	Finance Mgmt for Elected Officials

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

Detail	Synopsis		
Committee Name		Meeting Date:	



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

<b>Meeting Highlights</b>	
<b>Budget:</b>	
<b>New Projects:</b>	
<b>Policy Changes:</b>	
<b>MISC:</b>	<b>MEETINGS/CALLS/EMAILS/ZOOM</b>
Mar 1/22	Meeting with Mayor
Mar 2/22	Tourism Webinar
Mar 3/22	Webinar-The Future of Transportation in Canada
Mar 4/22	Junior Achievement of NS -Guest Invite
Mar 7/22	Food Insecurity / project discussion
Mar 08/22	National Women's day -Radio guest
Mar 10/22	Municipal Affairs Workshop
Mar 15/22	Zoom-Doing Business with the Gov't of Canada
Mar 16/22	KBC Event Planning Meeting
Mar 17/22	Valley REN – AGM Meeting
Mar 17/22	Meeting with Kody Blois, member of Parliament re: Housing



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

Mar 21/22	Meeting with Farm Feast-discussion on food security
Mar 24/22	Meeting with CAO
Mar 24/22	Atlantic Climate Caucus Chapter Meeting/ creating inclusive & Equitable Municipalities
Mar 24/22	Meeting with Acadia student re: her community grant awarded to fund her research project:” No one left behind-Accessibility & Inclusion for older adults” what can we learn
Mar 1/22	Call with resident re: Noise Bylaw
Mar 10/22	Call with Resident re: EHS
Mar 18/22	Email from resident re: Land sales

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cathy Maxwell

**Date:** March 22/22

**Date of Last Council Meeting Attended:** Feb 28/22

**Date of Last Council Advisory Meeting Attended:** March 14/22

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Feb 25/22	Police Commission	See attached report
Feb 28/22	AVTC Meeting	See attached report
March 11/22	Inclusion and Access Advisory Committee	See attached report

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Feb 28 <sup>th</sup> /22	Public Hearing	LUB amendments concerning Granny Suites
March 9/22	HWA Meeting	Several Updates were given 1) The current state of the ravine after the storm, we will be part of an Atlantic group looking at HWA, 2) Decided to days for surveying trees at the ravine and Gorge, and to tag and measure trees. Biocontrol is further along than we thought which is great

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

		<p>. Working with COGS to build a tree data base at both the Ravine and Gorge.</p> <p>-Gorge will become the main suite while the Ravine is out of commission.</p> <p>- A smudging ceremony was held at the Ravine on this day.</p>
March 11/22	Municipal Affairs Workshop	

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

Detail	Synopsis		
Committee Name		Meeting Date:	
<b>Police Commission</b>	<p>Updates from the Chief</p> <p>Long Discussion on aspects of the Budget</p> <p>Passed the Police Commission Budget to send along to Council</p>	<b>Feb 25/22</b>	
<b>AVTC Meeting</b>	<p>There is a need for more help working on the trail in the summer. A Plan has been worked out with Highbury Education Centre in New Minas where students will assist on trail maintenance while gaining valuable experience for class credit and job applications.</p> <p>Some discussion on promoting International Trail Day on June 4/22. Hoping each community with sections of trail will do something.</p>		

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

	<p>The chair Beth Pattillo was going to contact CAO to see if we would like a presentation prior to budget session.</p> <p>The trail has taken quite a beating this winter and in some areas there is very little canopy left. It will take time to get everything cleared up. The HMT may not look like what citizens are used to.</p>		
<p><b>Inclusion and Access Advisory Committee</b></p>	<p>Professional Development of staff is ongoing, would like to see greater participation.</p> <p>Staff are looking at the renovations needed to town hall and are working on a major grant proposal which would secure a consultant to lead public engagement and assessment of the building to become fully accessible.</p> <p>Discussion about flags and our flag flying policy</p> <p>Passed a motion to have a member of KBC sit on this committee and that person has a disability, experience with a disability or a connection with the disability community.</p> <p>Talked about the comfort station for Centre Square.</p>		

**COUNCILOR REPORT  
KENTVILLE TOWN COUNCIL**

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	A few recommendations were made.		
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**Misc Events**

Date	Synopsis

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cate Savage

**Date:** March 23<sup>rd</sup>

**Date of Last Council Meeting Attended:** February 28<sup>th</sup>

**Date of Last Council Advisory Meeting Attended:** March 14<sup>th</sup>

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
February 24 <sup>th</sup>	<b>RSC</b>	<p>Operations and Compliance update – Large rain event generated 5 million gallons of materials through our sewer system. This caused a slight increase in TSS...mostly storm water.</p> <p>BOD normal for this time of year.</p> <p>Restart the grease trap inspections in the County.</p> <p>Budget update – ALL parties passed respective budgets.</p> <p>Update on Capital projects – 2 cells and force main replacement.</p>
March 9 <sup>th</sup>	<b>IAC</b>	<p>Reviewed portfolio w IA – Just north of 14 million.</p> <p>Investing 750,000 into TD Retirement Conservative Portfolio.</p> <p>ROC – 1.5-2% expected</p>
March 9 <sup>th</sup>	<b>KBC</b>	<p>Feb 9<sup>th</sup> minutes reviewed and approved</p> <p>Reports from all respective committees</p> <p>ED Report</p> <p>Board Development and bylaws</p> <p>Board Recruitment and update</p>



# COUNCILOR REPORT KENTVILLE TOWN COUNCIL

		Term limit for all board members 2 years
March 17 <sup>th</sup>	<b>RSC</b>	Operations – BOD and TSS High – related to weather and rain Budget – review Capital update – Lift station in Coldbrook and sewer main aeration project
March 10 <sup>th</sup>	<b>Kentville Inclusion and Access Advisory Committee</b>	Updates from town hall Updates from task team Updates from KBC – motion to have KBC at the table Updates on grant proposals Minutes on site



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
March 16 <sup>th</sup>	<b>Miners Marsh</b>	Vigil for Ukraine

### MISC EVENTS

<b>March 3<sup>rd</sup></b>	<b>Discussion Don Cleveland</b>
March 7 <sup>th</sup>	Rate payers meeting – County and TOK – area rate of 0.0378 per \$100 of assessment for the fiscal year 2022-2023
March 8 <sup>th</sup>	TOK Public Parking Meeting – KBC Downtown Parking – Joint meeting with Lindsay Young – Chief of Police – Board Chair KBC – Discussion for upcoming CAC meeting re parking ...
March 10 <sup>th</sup>	AVCC – AGM
March 10 <sup>th</sup>	Mark Peck – Meeting to discuss the workings of council
March 11 <sup>th</sup>	Discussion Steve Pearl

### EXPENSES

This month	Year to Date



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Gillian Yorke

**Date:** March 28th, 2022

**Date of Last Council Meeting Attended:** February 28th, 2022

**Date of Last Council Advisory Meeting Attended:** March 14th, 2022

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
March 22, 2022	<b>KCA PTA</b>	Updates on current phase three plans, planning for Spring Fling underway.
March 25, 2022	<b>Police Commission</b>	Meeting moved to April 1 <sup>st</sup> .

### Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis

### Misc Events

Date	Synopsis
<b>March 4<sup>th</sup>, 2022</b>	<b>Mentoring Plus Interview</b> Participated in an interview process to review and provide feedback for the Mentoring Plus Program
<b>March 7<sup>th</sup>, 2022</b>	<b>Kentville Volunteer Fire Area Rate</b> Meeting to discuss future planning and area rate for Kentville Fire.
<b>March 10<sup>th</sup>, 2022</b>	<b>Municipal Affairs</b> Had second meeting with Municipal Affairs to discuss moving forward as a council
<b>March 17<sup>th</sup>, 2022</b>	<b>Hike for Hospice</b> Was invited to participate in the Hike for Hospice planning for 2022.
<b>March 25<sup>th</sup>, 2022</b>	<b>Roberts Rules of Order</b> Participated in a day-long seminar about Roberts Rules of Order. Provided practical, hands on training that should make following the rules of order easier.

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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### Expenses

This month	Year to Date
\$250 Roberts Rules of Order training from AMANS	

# Councilor Report

## Kentville Town Council

Name: Andrew Zebian

Date: March 20<sup>th</sup>/22

Date of Last Council Meeting Attended: February 14<sup>th</sup> 2022

Date of Last Council Advisory Meeting Attended: February 28<sup>th</sup> 2022

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
March 17/2022	<b>Joint Fire</b>	<p>Great meeting, discussing about budget. Roof on building had some leaks this Season. Roof is only a year old so it is expected to be covered with warranty.</p> <p>Chief Hamilton give gave a detailed prospective regarding a plan which will possible eliminate one vehicle in the fleet, but will maintain the level of service provided. Currently all vehicles are single use vehicles, but the shift will turn toward replacing with multi use trucks. Chief Hamilton also discussed refurbishing trucks, instead of replacement.</p> <p>Truck #11 has arrived and it's beautiful. We had a tour of the new truck.</p>
March 7/2022	<b>Diversity Kings</b>	Overview of African Heritage Month

### Town of Kentville Event Attendance and Synopsis



# Councilor Report

## Kentville Town Council

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Date	Event/Conference	Synopsis
March 25 <sup>th</sup> /22	<b>Rules of Order Workshop</b>	A course on rules of orders during meetings.

### Misc Events

Date	Synopsis
March 10 <sup>th</sup> / 2022	Municipal Affairs scheduled a second session with Council to try and establish a better working group and relations amongst Council.
March 16 <sup>th</sup>	Silent Vigil for Ukraine and all Refugees at Miner's Marsh. Well attended -

### Expenses

This month	Year to Date

# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 23 March 2022

**Date of Last Council Meeting Attended:** 28 February 2022

**Date of Last Council Advisory Meeting Attended:** 14 March 2022

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
24 Feb 22	Valley REAP	Update on way forward for the challenge.
28 Feb 22	NSFM Audit and Finance Committee	Pre audit planning meeting
28 Feb 22	Public Hearing	LUB for changes to the size of auxiliary units
28 Feb 22	Council Meeting	Second Reading – Land Use Bylaw Robinson Property Reconsideration Request for Decision – Public Forum Request for Decision – Meeting Agendas Request for Decision – High Gate Plows General Insurance Contract Withdrawal from Capital Reserves Tax Exemption policy Regional Sewer Budgets First Reading – Taxi Bylaw Street Naming – Hibou Court Code of Conduct
1 Mar 22	NSFM Restructuring	Made a presentation to Wolfville Council on the NSFM restructuring plan
2 Mar 22	REAP - NSCC	Meeting of NSCC president with REAP mayors to discuss the ONSIDE challenge
9 Mar 22	Investment Committee	Fund: 9 Feb 22 \$14,724,156 Fund at 9 Mar 22 \$14,695,192
9 Mar 22	NSFM Restructuring	Made a presentation to Truro Council on the NSFM restructuring plan
10 Mar 22	Municipal Affairs	Workshop - process
14 Mar 22	CAC Meeting	KBS Annual Report PACE Program Debenture pre-approval

# Councilor Report

## Kentville Town Council

		Withdrawals – operating and Capital G70 Meeting Policy Council workshop dates Code of Conduct Valley Waste Surplus Centre Square Parking Request for Extension – Dev Covenant FCM dates Noise Bylaw amendment.
16 Mar 22	NSFM Restructuring	Zoom Presentation
17 Mar 22	VREN AGM	The Valley REN held the 2020 and 2021 annual general meeting on-line. Presented on behalf of LOC and with regards to NSBI COVID recovery initiatives
17 Mar 22	VREN Regional Economic Recovery Taskforce	Presentation from Other Government Departments and municipalities on economy.
17 Mar 22	NSFM Restructuring	Zoom Presentation
21 Mar 22	MFC Board Meeting	FCM loan approval
22 Mar 22	IMSA Hiring Committee	Met to review latest input

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
7 Mar 22	KVFD Ratepayer Meeting	The area rate was approved, at the meeting 10 voting residents from Kings County and 17 voting residents from Kentville voted on a .00378/\$100 of assessment.
15 Mar 22	Business View Magazine	Interview with Business View Magazine editor on economic growth in Kentville

### Conference Attendance and Synopsis

Date	Conference	Synopsis
24 Feb 22	Webinar – Efficiency One	Excellent Webinar providing information on Efficiency one programs and their UARB proposal.



# Councilor Report

## Kentville Town Council

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### Misc Events

Date	Synopsis
8 Mar 22	International Women's Day – TD Wealth for Women

Infrastructure Canada

c/o Rural Transit Solutions Fund

To Whom it May Concern,

This is a letter confirming the full support of Kings Point to Point Transit Society in their application to the Rural Transit Solutions Fund (RTSF).

Kings Point to Point Transit Society is our local community transit organisation that provides affordable and accessible rides for everyone in Kings County.

Kings Point to Point Transit Society facilitates transportation options that lead to a more healthy and connected community. This organisation has served our community for 24 years and is a valued partner with other community organizations, businesses, and our local government.

We also support the work of Kings Point to Point Transit Society because we know that local transit improves the quality of life and safety of various marginalised groups in (**community/area**) and closes the socio-economic gaps that currently exist. We also know that the lack of rural transit is a barrier to employment and education for marginalised youth.

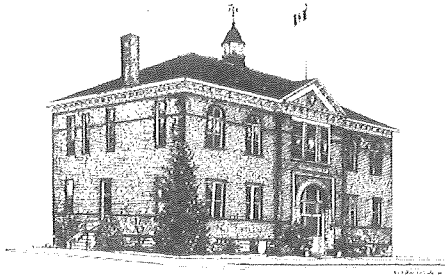
We are committed to supporting this project as we understand that the RTSF will assist Kings Point to Point Transit Society and our municipality in continuing to create a more sustainable, vital, and connected community.



Kentville Business Community  
**Draft Operating Budget**  
2022/2023

	2021/22 Budget	Projected End of Fiscal	2022/23 Budget
<b>Revenue</b>			
Town of Kentville Core Funding	\$ 88,000.00	\$ 88,000.00	\$ 92,000
Town of Kentville Façade Funding	\$ 25,000.00	\$ 25,000.00	\$ 27,500
Cash Reserves	\$ 15,000.00	\$ 7,500.00	\$ 17,500
ACOA	\$ -	\$ -	\$ 20,000
Sponsorships	\$ -	\$ 8,400.00	\$ 10,000
<b>Total Revenue</b>	<b>\$ 128,000.00</b>	<b>\$ 128,900.00</b>	<b>\$ 167,000</b>
<b>Expenses</b>			
Contracts - ED/Communications	\$ 37,500.00	\$ 37,500.00	\$ -
Labour Costs	<b>\$ 37,500.00</b>	<b>\$ 37,500.00</b>	\$ -
Salary - ED	\$ -	\$ -	\$ 31,200
Employer Contribution CPP	\$ -	\$ -	\$ 1,800
Employer Contribution EI	\$ -	\$ -	\$ 700
Contract - Communications Coordinator	\$ -	\$ -	\$ 13,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,700</b>
Marketing & Communications			
Print Advertising	\$ 3,500.00	\$ 3,000.00	\$ 3,000
Radio Advertising	\$ 3,500.00	\$ 2,700.00	\$ 3,000
Online Advertising	\$ 1,000.00	\$ 600.00	\$ 1,000
Promotions	\$ -	\$ 3,000.00	\$ 3,500
Multimedia Campaign	\$ 12,000.00	\$ 8,000.00	\$ 14,000
Communications	\$ 2,000.00	\$ 2,700.00	\$ 3,000
<b>TOTAL</b>	<b>\$ 22,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ 27,500</b>
Operational Expenses			
Bank Charges	\$ 300.00	\$ 350.00	\$ 350
Office Expenses	\$ 500.00	\$ 200.00	\$ 300
Telephone	\$ 300.00	\$ -	\$ 300
Travel	\$ -	\$ -	\$ 200
Website & Software Fees	\$ 2,000.00	\$ 1,700.00	\$ 2,000
Legal Fees	\$ 150.00	\$ -	\$ -
Liability/Directors Insurance	\$ 1,000.00	\$ 1,035.00	\$ 1,000
Meals & Entertainment	\$ 500.00	\$ 400.00	\$ 500
Membership Fees	\$ 200.00	\$ 500.00	\$ 500
Postage	\$ 50.00	\$ 25.00	\$ 50
Accountant	\$ 2,500.00	\$ 2,600.00	\$ 2,600
Board Events/Meetings	\$ 1,000.00	\$ 250.00	\$ 500
Conferences & Events	\$ 500.00	\$ -	\$ 1,000
Miscellaneous	\$ 500.00	\$ 250.00	\$ 500
<b>TOTAL</b>	<b>\$ 9,500.00</b>	<b>\$ 7,310.00</b>	<b>\$ 9,800</b>
Business Support			

Façade Improvement Program	\$ 15,000.00	\$ 15,000.00	\$ 20,000
New Business Incentive Program	\$ 10,000.00	\$ 10,000.00	\$ 7,500
<b>TOTAL</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 27,500</b>
Events/Seasonal Promotions			
Seasonal Décor Grants	\$ 15,000.00	\$ 15,000.00	\$ 10,000
Event Infrastructure	\$ 4,000.00	\$ 6,000.00	\$ 6,000
Event Implementation	\$ 10,000.00	\$ 13,000.00	\$ 13,000
#wearekentville bags	\$ 5,000.00	\$ 5,000.00	\$ 2,500
<b>TOTAL</b>	<b>\$ 34,000.00</b>	<b>\$ 39,000.00</b>	<b>\$ 31,500</b>
Infrastructure Support			
Comfort Station	\$ -	\$ -	\$ 20,000
Edible Tree Planting	\$ -	\$ -	\$ 4,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,000</b>
<b>Total Expenses</b>	<b>\$ 128,000.00</b>	<b>\$ 128,810.00</b>	<b>\$ 167,000</b>
<b>Surplus</b>	<b>\$ -</b>	<b>\$ 90.00</b>	<b>\$ -</b>



## KINGS HISTORICAL SOCIETY

37 Cornwallis Street  
Kentville, Nova Scotia  
B4N 2E2  
[www.kingscountymuseum.ca](http://www.kingscountymuseum.ca)

Feb. 4, 2022

Mayor Sandra Snow and  
Council, Town of Kentville

Dear Mayor Snow and Councillors:

We are writing to you to ask for the Town of Kentville's support, as we are now facing the need to make structural upgrades to the Kings County Museum.

The Kings County Museum is owned and operated by the Kings Historical Society. This turn-of-the century brick courthouse was the seat of justice and municipal government from 1903 until 1979. Noted architect Leslie R. Fair designed both the courthouse of 1903 and the jail of 1907.

Visitors to our museum will find exhibits which relate the cultural, and natural history of the County. On the lower level of the museum are the Kings Historical Society Community and Family History Committee Archives. This is an important research site, where you'll find family genealogies, Kings County cemetery records and New England Planter genealogical material.

We strive to become fully accessible to all members of the community as part of our five-year Strategic Plan. To that end, we are looking to install an elevator in our building that will provide access to all three floors of the building.

We are also looking at making necessary upgrades to maintain the upkeep of our beautiful landmark. We met with Kevin Roscoe, President of Roscoe Construction, and arranged a 'tour' of the building. We will gladly forward his actual estimates on request, but in summary they are as follows;

Vertical Lift Platform (VLP)	\$229,426
Chimney Repairs	\$5,832
Courtroom	\$70,398
Masonry Repointing	\$109,000
40 Windows	\$135,627
Total	\$550,426 + HST

Our society cannot possibly meet these costs without multi-level funding, so we are reaching out to you, and other levels of government for support.

The museum operates at a small but manageable loss in most years. In addition to small annual donations we have a conservative investment trust the income from which assists in covering these losses.

Despite the pandemic last year was a notable one for the museum. On January 5<sup>th</sup> we received a letter of congratulations from Kings-Hants MP Cody Blois for being a runner up in the category Best of Museum/Heritage Site in the Grapevine.

We greatly appreciate the support the Town has offered us through the years, and most recently the tremendous honour of being selected as the installation site of the Alan Syliboy mural.

We value the cooperation and partnerships we share with the town in organizing special events such as the Harvest Show and Shine car show, and the Holly Days celebrations. We look forward to doing more this year.

The Kings Historical Society board believes the current museum building is an important historical site. We also think maintaining it serves cultural objectives as well as economic ones.

We would be pleased to meet with you and the other members of council at your convenience to discuss the upgrades we need to carry the vision forward.

Sincerely



Karl Larson

Treasurer  
Kings Historical Society  
902-300-2397



John Dow

President  
Kings Historical Society  
902-538-9266