



**TOWN OF KENTVILLE COUNCIL  
SPECIAL COUNCIL MEETING  
April 25, 2022**

**5:00 P.M. 2022-2023 CAPITAL BUDGET PRESENTATION**

**AGENDA:**

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. TOWN OF KENTVILLE 2022-2023 CAPITAL BUDGET PRESENTATION AND REPORT**
- 4. VALLEY WASTE CAPITAL PLAN**
- 5. ADJOURNMENT**

**TOWN OF KENTVILLE COUNCIL  
April 25, 2022**

**(IMMEDIATELY FOLLOWING)**

**AGENDA:**

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
  - (a) Council meeting minutes, March 28, 2021**
  - (b) Special Council Meeting, Operating Budget, April 11, 2022**

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

- (a) None.

#### **5. RECOMMENDATIONS AND REPORTS**

##### **(a) Council Advisory Committee – Councillor Cathy Maxwell**

- (1) Withdrawal #3 from Capital Reserves**
- (2) Withdrawal from Capital Reserves**
- (3) Withdrawal from Sanitary Sewer Area Service**
- (4) Rezoning in the Commercial-1 Zone**
- (5) Investing in Canada Infrastructure Program**
- (6) Sale Amendment – Video World**

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

###### **(1) Councillor Gerrard**

- a. **Joint Fire Services Committee**
- b. **Valley Waste Resource Management Authority**
- c. **Kings Regional Sewer**

###### **(2) Councillor Huntley**

- a. **Kentville Water Commission**
- b. **Kings Transit Authority**
- c. **Kings Point to Point**
- d. **Kings Regional Emergency Management Organization**
- e. **Diversity Kings**
- f. **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**
- e. **Kings County Academy Parent Teacher**
- f. **Annapolis Valley Regional Library**

###### **(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. **Joint Fire Services**
- b. **Kings Transit**

- c. Valley Waste
- d. Kings Point to Point
- e. Audit Committee
- f. Kentville Water Commission
- g. Diversity Kings
- (a) Mayor Sandra Snow
  - a. Kentville Investment Advisory Committee
  - b. Audit Committee
  - c. Water Commission
  - d. Source Water Protection Advisory Committee
  - e. Valley Regional Enterprise Network, Liaison and Oversight Committee

**6. NEW BUSINESS**

- a. 2022-2023 Town of Kentville Operating Budget
- b. 2022-2023 Town of Kentville Capital Budget
- c. Request for Decision – Heritage Building Bylaw

**7. CORRESPONDENCE**

- (a) None.

**8. PUBLIC COMMENTS**

**9. IN CAMERA**

- (a) Personnel Matter – Code of Conduct

**10. ADJOURNMENT**

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## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: March 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 6:00 p.m. and that all members of Council are present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

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

#### REGRETS

None.

#### DECLARATIONS OF CONFLICT OF INTEREST

None.

*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.*

#### 2. APPROVAL OF THE AGENDA

- A request to have the Recording Secretary present at In Camera meetings was granted.

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

**That the agenda of March 28, 2022 be approved.**

#### MOTION CARRIED

*Council Meeting Minutes, March 28, 2022  
Pending Approval  
Page 1*



# DRAFT

## 3. APPROVAL OF THE MINUTES

(a) Council meeting held on February 28, 2022

**It was moved that the minutes of the Council meeting on February 28, 2022 be approved as distributed.**

**MOTION CARRIED**

## 4. PRESENTATION

(a) Asset Management – Matt Delorme, AIM Network

Matt Delorme from the AIM Network gave the end of year report for the Town's asset long term management plan for replacing and managing infrastructure.

*Report available for more information.*

- Clarification around the wastewater state of infrastructure report. The value is calculated as the cost to replace it today, and there is also a financial value of the cost to rebuild it moving into the future.
- How are assets monitored? The Town is developing an operations and management program. The town now has a scheduled maintenance program. More detailed monitoring will further reduce costs.
- How might the financial forecasting impact the Town's financial health indicator? In general, increasing debt is not sustainable. There is a hope that the Federal Government develops a funding program that will help some municipalities meet these financial goals.

## 5. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) **Second Reading – Taxi Bylaw**

Mayor Snow gives a review of the administrative changes to this bylaw.

*Report available for more information.*

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

**That Council approve Second Reading of the Taxi Bylaw.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

(b) **Police Commission Bylaw**

Councillor Cathy Maxwell described the update to the Bylaw which offers structure and guidance to the Board of Police Commissioners.

*Report available for more information.*

*Council Meeting Minutes, March 28, 2022*

*Pending Approval*

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- Under board authority and governance, listed as number 8. Should be a complete sentence.

## **By Consensus:**

**That Council direct the CAO to create a clean copy without any edits or changes of the Bylaw brought back to Council.**

### **(c) Code of Conduct Update**

CAO Troke gave an update on procuring legal counsel to investigate allegations of breaches of the code of conduct policy. CAO is looking for a two-week extension on this task. Legal staff who would be appropriate for this work are not available to work on this for several months.

*Report available for more information.*

- Regarding the four breach reports and the fifth breach report- will the investigate address all five or just the last breach report? Council's direction on the first 4 was to address these during a Special Council meeting. The fifth report is of a unique nature related to confidentiality and privacy and should be addressed separately.
- The CAO is looking for legal expertise with a human resources and code of conduct background.
- Councillor Zebian has identified some potential legal professionals who might be able to provide this service.

## **6. RECOMMENDATIONS AND REPORTS**

### **(a) Council Advisory Committee Reports**

#### **(1) 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.

*Report available for more information.*

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

**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.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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## **(2) 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.

*Report available for more information.*

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

**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.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **(3) 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.

*Report available for more information.*

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

**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.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

Deputy mayor Savage leaves her seat at 6:44pm.

## **(4) 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.

*Report available for more information.*

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

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

**MOTION CARRIED**

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

Deputy Mayor Savage returns to her seat at 6:46pm

**(5) 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.

*Report available for more information.*

- Will this extension require a revised sale agreement? All lots sold in the business park have a similar sale agreement and covenants.
- This is the first lot in the business park which has requested an extension.
- This is a growing business which has been evolving into a new market.
- Solicitor Muttart described the protective covenants for the business park.

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

**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.**

**MOTION CARRIED**

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

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

Reports were received and are part of the meeting record.

**(1) Councillor Craig Gerrard**

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Highlights included Valley Waste extended producer program, asset management and replacement, considering new facilities to support the growth of Valley Waste, seeking a fire services contract with Camp Aldershot, and truck replacement for fire services.

*Report available for more information.*

## **(2) Councillor Paula Huntley**

Highlights included Kings Point to Point Transit guidebook, covid-19 testing changes, potentially adding electric vehicles into the fleet, Kings Transit ridership, Rules of Order workshop, and International Women's Day.

*Report available for more information.*

## **(3) Councillor Cathy Maxwell**

Highlights included public hearing for ancillary dwellings, hemlock woolly adelgid meeting, Kentville Ravine recovery and smudging ceremony, Police Commission budget, trail maintenance, International Trail Day, accessibility committee, and accessibility renovation planning for Town Hall.

*Report available for more information.*

## **(4) Deputy Mayor Cate Savage**

Highlights included regional sewer committee meeting, discussion about storm impacts to the facility and ponds, investment advisory committee meeting, accessibility committee meeting, vigil for Ukraine, and a public parking meeting.

*Report available for more information.*

## **(5) Councillor Gillian Yorke**

Highlights included the Kings County Academy Parent Teacher Association, and Annapolis Valley Regional Library.

*Report available for more information.*

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

Highlights included diversity Kings, municipal affairs meeting, vigil for Ukraine and refugees, and Rules of Order workshop. Recommend that all members of Council take this course annually.

*Report available for more information.*

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

Highlights included Valley Reap meeting, town audit committee, presentations to other municipalities around Nova Scotia Federation of Municipalities, volunteer fire

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department rate payers meetings, interview with Business View magazine, webinar from Efficiency One,

*Report available for more information.*

## 7. NEW BUSINESS

### (a) Support for Kings Point to Point Rural Transit Grant

Councillor Huntley reviews the letter from Kings Point to Point and the requested letter of support from the Town.

By Consensus

**That Council write a letter of support for the Kings Point to Point grant.**

### (b) Kentville Business Community 2022-2023 Budget

Deputy Mayor Cate Savage reviews this budget and the upcoming projects and programs. The increased budget results in very small increases to the tax rates.

- Where it is only \$6,500 could it be approved tonight and not wait until the budget deliberations? The operating budget meeting is 2-3 weeks away.
- Would prefer to wait for more details of the Town's budget before approving this budget.
- Concerns that the money could be better spent on other programs.
- Would Council want to consider 4-year agreements for KBC?

It was moved by Councillor Cathy Maxwell and seconded by Councillor Paula Huntley

**That Council approve the funding of the Town of Kentville funded Kentville Business Community budget line items TOK Core Funding at \$92,000 an increase of \$4,000, and TOK Façade funding at \$25,000**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Gerrard, and Yorke*

## 8. CORRESPONDENCE

### (a) Municipal Green Infrastructure

CAO Troke described a larger conversation around funding and grants regionally.

## 9. PUBLIC COMMENTS

### (a) None.

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## 10. IN CAMERA – Legal Matter

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

**That Council move into a closed session at 7:26 pm to discuss confidential legal matters.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council return to open session at 8:24 pm.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 10. ADJOURNMENT

**The March 28, 2022 meeting of Council adjourned at 8:24 p.m.**

### **MOTION CARRIED**

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Approved by CAO and Clerk Dan Troke



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Withdrawal #3 from Capital Reserves**

At the April 11, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the request to withdraw \$5,833.68 from the Capital Reserves – General Allocation for equipment for the Kentville Police Service.

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

**That Council withdraw \$5,833.68 from the Town of Kentville Capital Reserve – General Allocation to partially fund the budgeted 2021-2022 projects as detailed in the attached report.**

April 25, 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: April 5, 2022

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 3**

The 2021/2022 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Projects are 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><br><i>(from reserve)</i> | <u>Draw</u><br><u>#1</u> | <u>Draw</u><br><u>#2</u> | <u>Draw</u><br><u>#3</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                | -                        | 5,833.68                 |
|                               | 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                | (1,246.34)               |                          |
|                               | Kentville Business Park- benches     | 5,000                                  | 6,368.15                 | -                        |                          |
|                               | Centre Square beautification         | 12,000                                 | 819.95                   | (819.95)                 |                          |
| <b>Total</b>                  |                                      | <b>504,900</b>                         | <b>207,090.72</b>        | <b>25,301.24</b>         | <b>5,833.68</b>          |
| <b>PROJECTS ADDED</b>         | Kentville Futures                    | 0                                      | 1,175.33                 | (1,175.33)               |                          |
|                               | Gateway signage                      | 0                                      | 9,090.52                 | 1,259.24                 |                          |
|                               | Memorial Park- Staff lunchroom       | 0                                      |                          | 484.46                   |                          |
| <b>Total additions</b>        |                                      | <b>0</b>                               | <b>10,265.85</b>         | <b>568.37</b>            | <b>-</b>                 |
| <b>TOTAL DRAW # 3</b>         |                                      | <b>504,900</b>                         | <b>217,356.57</b>        | <b>25,869.61</b>         | <b>5,833.68</b>          |

The Town of Kentville Capital Reserve- General Allocation contains **\$1,721,026** and after the withdrawal, it will contain **\$1,715,192.**

## **RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$5,833.68** from the Town of Kentville Capital Reserve- General Allocation.

This transfer will fund 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 **\$5,833.68** to fund budgeted capital acquisitions 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 Capital Reserves**

At the April 11, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the request for a withdraw from capital reserves in the amount of \$88,642.67 for costs associated with the Kentville Bridge.

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

**That Council withdraw \$88,642.67 from the Town of Kentville Capital Reserves to satisfy Nova Scotia Transportation and Infrastructure Renewal Agreement 2016-004 between the Town of Kentville and Province of Nova Scotia Transportation and Infrastructure Renewal regarding the street approaches to the recently constructed Kentville Bridge.**

April 25, 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: April 5, 2022

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE**

On July 25<sup>th</sup>, 2016, the Town entered into a cost-sharing agreement (No. 2016-004) with the Province of Nova Scotia Transportation & Infrastructure Renewal regarding the street approaches at the new Kentville bridge. The Town and Province agreed to equally share the projected estimate of \$170,000.00. The Town originally placed this matter in the 2017/18 capital budget and because the bridge was delayed, it carried the amount forward in the years 2019/20 and 2020/21. The amount was removed from the 2021/22 capital budget, as it was felt an invoice would not be forwarded.

However, on February 15, 2022, the Town’s engineer received the invoice related to the cost-shared project. The amount to expense is \$88,642.67 (net of HST recoverable) and it requires funding from the Town’s capital reserve fund.

| <u>PROJECT</u>                     | <u>BUDGET</u> | <u>REQUEST</u>   |
|------------------------------------|---------------|------------------|
|                                    | \$            | \$               |
| Kentville Bridge Street Approaches | 0             | <u>88,642.67</u> |

The Town of Kentville Capital Reserve-General Allocation contains **\$1,715,192** and after the above-noted withdrawal it will contain **\$1,626,549**.

**RECOMMENDATION:**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$88,642.67** from the Town of Kentville Capital Reserve to satisfy Agreement No. 2016-004 between the Town & Province of Nova Scotia Transportation and Infrastructure Renewal regarding the street approaches to the recently constructed Kentville bridge.

After this approval, I recommend that the resolution is forwarded to the next meeting of Town Council for ratification.



**RESOLUTION**

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE**

**- 2021/2022 CAPITAL FUNDING REQUEST**

**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-General Allocation is authorized in the amount of **\$88,642.67** to fund Agreement No. 2016-004 between the Town and Province of Nova Scotia Transportation & Infrastructure Renewal regarding the street approaches to the Kentville bridge.

**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 Sanitary Sewer Area Service**

At the April 11, 2022 meeting of Council Advisory Committee, Director Deb Crowell submitted the request for a withdrawal from the Sanitary Sewer Depreciation Reserve to fund two projects which were over budget – the arena pumping station and the Burke subdivision sanitary sewer.

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

**That Council withdraw \$44,764.97 from the Sanitary Sewer Area Service Depreciation Reserve to partially fund the budgeted capital acquisition completed in 2021-2022.**

April 25, 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: April 6, 2022

**Re: RESOLUTION- WITHDRAWAL- SANITARY SEWER AREA SERVICE DEPRECIATION RESERVE**

The 2021-22 Sanitary Sewer Area Service Capital Budget provides for partial funding of capital acquisitions from the Sanitary Sewer Depreciation Reserve. One project overran its budget and requires additional funding. A second capital project overran its budget funded from other sources and requires funding from the depreciation reserve. The details are as follows:

| <u>PROJECT</u>                   | <u>BUDGET</u><br><i>(from Depreciation Reserve)</i> | <u>DRAWN</u>  | <u>REQUEST</u>   |
|----------------------------------|---|---------------|------------------|
|                                  | \$  |               | \$               |
| Arena- Pumping station           | 50,000  | 50,000        | <b>968.38</b>    |
| Burke subdivision sanitary sewer | <u>0</u>  | <u>0</u>      | <b>43,796.59</b> |
| <b>TOTAL</b>                     | <b>50,000</b>                                       | <b>50,000</b> | <b>44,764.97</b> |

The Town of Kentville Sanitary Sewer Area Service Depreciation Reserve contains **\$193,374** and after the above-noted withdrawal it will contain **\$148,609**.

**RECOMMENDATION:**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$44,764.97** from the Sanitary Sewer Area Service Depreciation Reserve to partially fund Sanitary Sewer Area Service capital acquisitions completed in 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 SANITARY SEWER AREA  
SERVICE DEPRECIATION 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 Sanitary Sewer Depreciation Reserve is authorized in the amount of **\$44,764.97** to fund capital acquisitions for the 2021/2022 Sanitary Sewer Area Service 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**

### **Rezoning in the Commercial C1 Zone**

At the April 11, 2022 meeting of Council Advisory Committee, Director Gentleman presented the planning report regarding a rezoning application at 294 and 288 Main Street, the Sand and Sea Shop, and part of the adjacent Town-owned park. The applicant requests a change from Commercial C1 to Residential R2, to revert to a residential dwelling. The public hearing associated with this amendment will be held on May 30, 2022.

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

**That Council hold first reading to amend Appendix A, Zoning Map of the Land Use By-law of the Town of Kentville to rezone PID's 55260400 and 55246813 from General Commercial (C-1) to One and Two Unit Dwelling (R-2)**

**And further to hold a public hearing on the matter on Monday May 30, 2022 at 5:00 PM**

April 25, 2022

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

**TO:** CAC

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

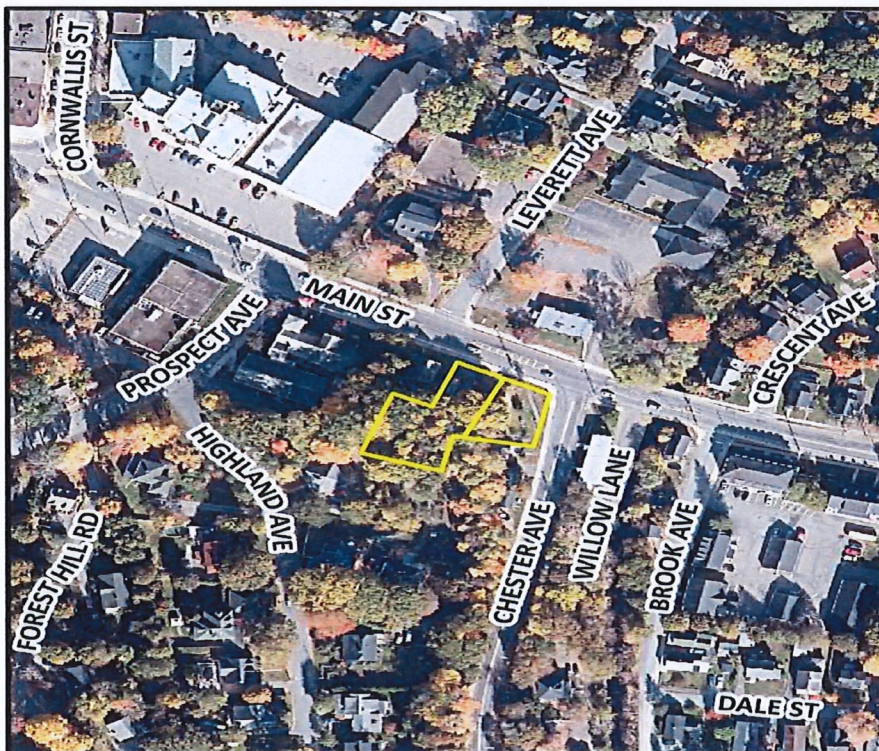
**DATE:** April 11, 2022


**SUBJECT:** Sand and Sea Dive Shop Inc. Land Use Bylaw (LUB) amendment to rezone PID# 5526044 from General Commercial (C-1) to One-and two-unit dwelling (R-2); and town-initiated amendment to rezone PID# 55246813 from General Commercial (C-1) to One-and two-unit dwelling (R-2)

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**PROPERT LOCATION**

The subject properties are located at 294 and 288 Main Street, just west of Chester Ave.



 Area of Interest

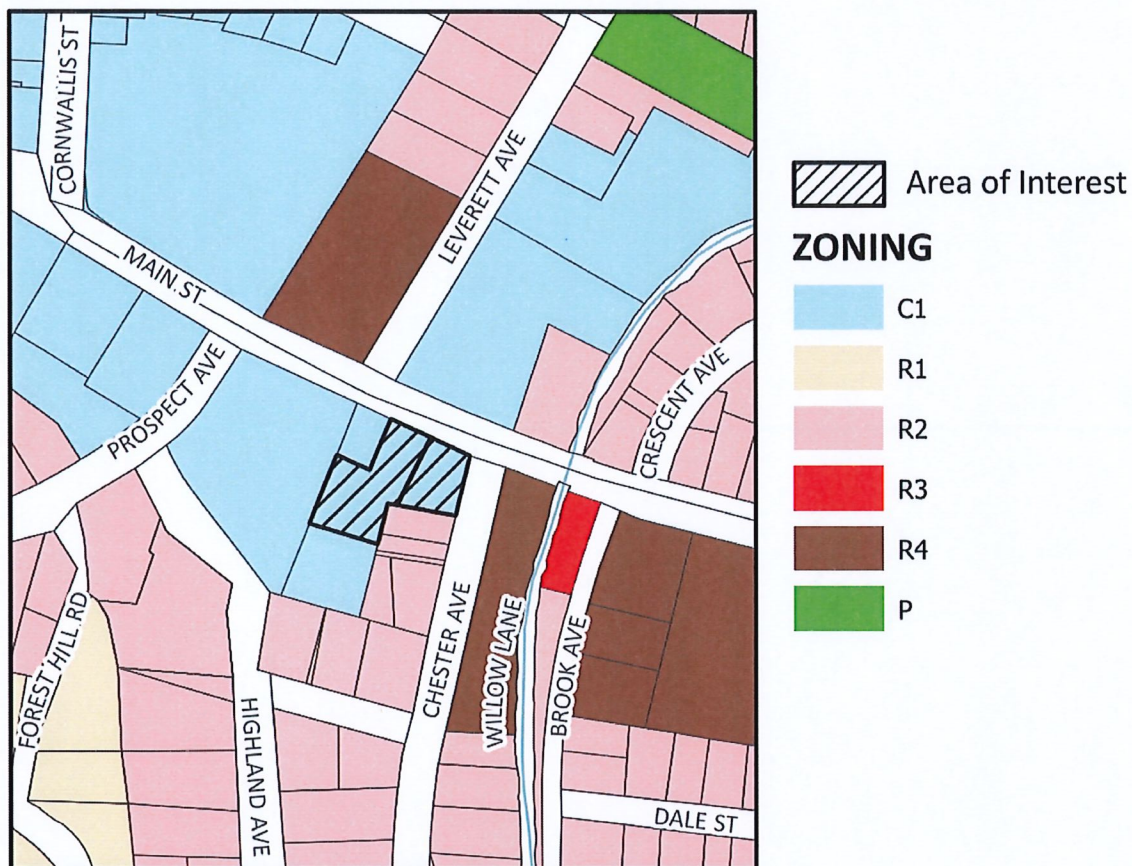


**CURRENT USE.**

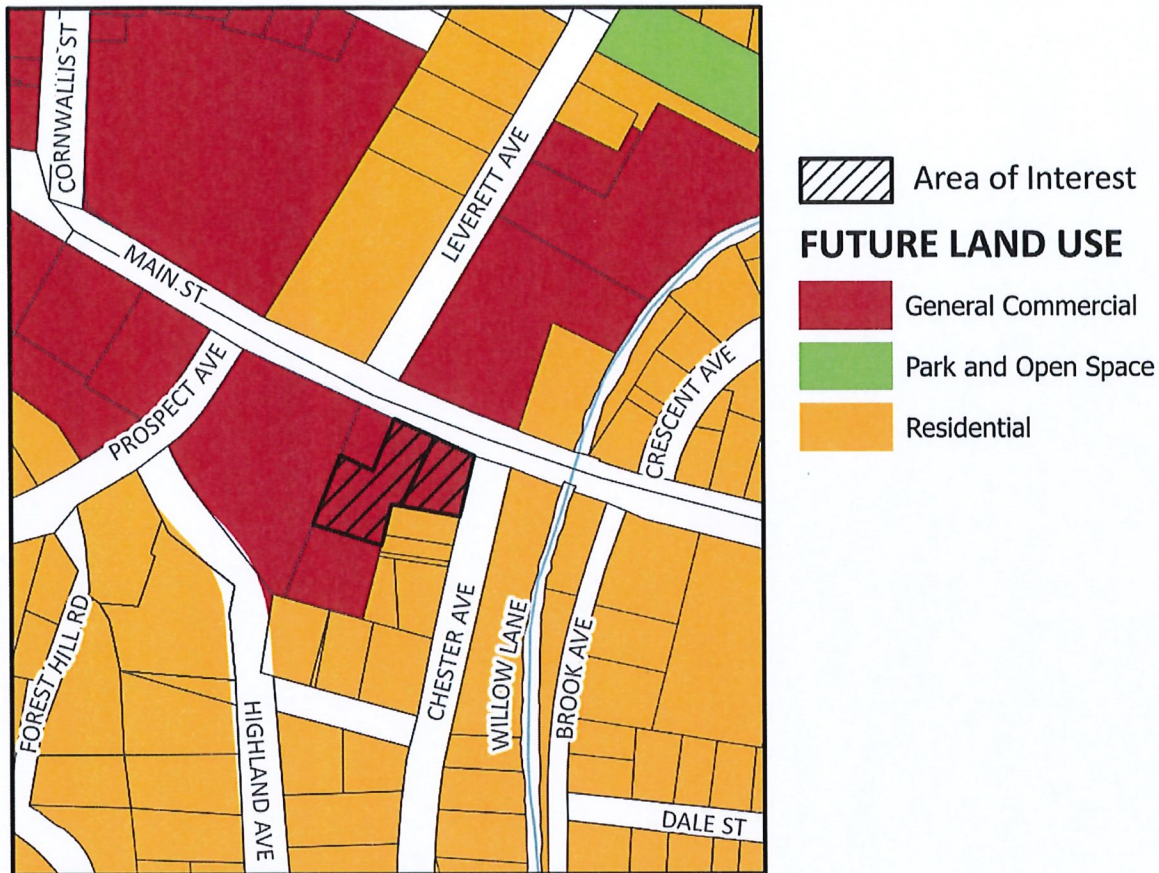
The properties are zoned General Commercial (C-1). The building on PID# 5526044 was originally built as a single-family dwelling; however, the ground floor has been used as retail space for several years; and PID#55246813 is a town park.

**ADJACENT ZONING AND LAND USES**

The subject properties are located at the eastern end of the General Commercial (C-1) Zone. The adjacent properties are zoned General Commercial (C-1) and One and Two-Unit Dwellings (R-2) and is bounded by residential dwellings, a church, and a town park. Directly across Main Street was a funeral home that has been torn down and purchased by the owners of Wedgewood House for Seniors.







### **FUTURE LAND USE DESIGNATION**

The future land use designation in the Municipal Planning Strategy (MPS) for the property is Commercial (C). To be able to consider a rezoning from commercial to a residential zone the future land use designation, in most cases, must be Residential (R). However, if a property borders on 2 or more land use designations, Council may consider a rezoning of the property as if it were wholly contained within one of the other designations in accordance with Section 15.6 of the Municipal Planning Strategy.

### **15.6 Municipal Planning Strategy Amendment Not Required**

The Generalized Future Land Use Map designates the overall general land uses that are permitted in various areas throughout Town. Residential rezoning's, for example, will only be considered by Council if the property in question is within the area designated residential on the GFLUM. In order for Council to approve a rezoning that does not fall within the appropriate designation, the property owner would have to propose a concurrent amendment to both the MPS and LUB.

However, where a property borders on two or more land use designations, Council may consider a rezoning of the property as if it were wholly contained within one or the other designations. This will not require an amendment to the MPS.

**Policy IM-4** *It shall be the intention of Council* to consider applications to amend the Land Use By-law Zoning Map and rezone lands abutting a given designation on the Future



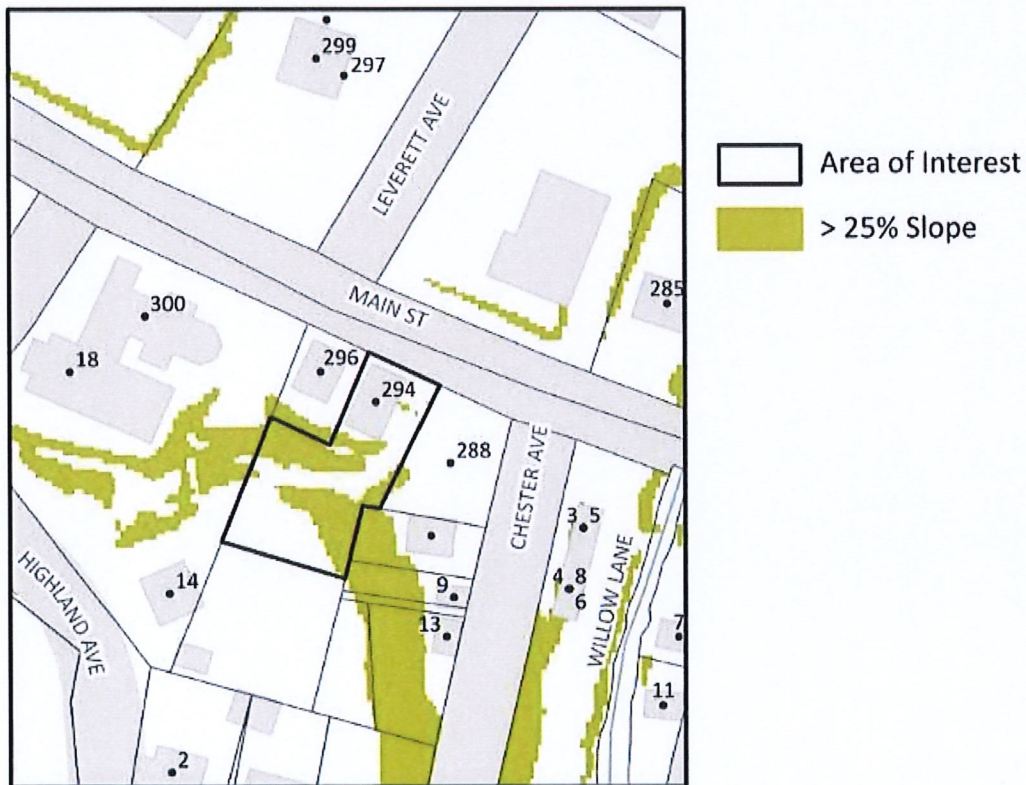
Land Use Map to a zone supported by that designation, without requiring a Municipal Planning Strategy amendment, provided such an application is consistent with other polices in this Strategy

### PROPOSAL

The applicant is seeking the rezoning to allow for the property to revert to a single-family home. The C-1 zone only allows for existing single family and two-unit dwellings. As a result, the property cannot revert to a residential dwelling under the C-1 zone.

### DISCUSSION

The age of the dwelling is unknown; however the property is shown on the fire insurance map dating 1951. Mike Huntley is seeking this amendment to sell the property as a single-family home. Though the property has had a retail use on the ground floor for several years, to use it for any other type of commercial use would require the building to be brought up to current building code, including making the space accessible and other upgrades depending on the use of the second floor. The property is 13,064 square feet and is encumbered with steep slopes of 25% or more on almost 50% of the lot as depicted on the Environment Constraints. These constraints limit the expansion of the structure for other uses.



It is therefore the opinion of staff that the property is best suited as a residential property.

As part of the review for this proposed amendment staff acknowledges that the property is zoned (C-1) and is bordered mainly by the (C-1) zone, but the nature of the uses are not commercial. The property to the east is a town park/open space. Both properties are zoned (R-2). Staff initially had concerns about the perception of "spot zoning" if PID# 5526044 was rezoned residential. However, the property to the east is the last property zoned (C-1) and is a town park so to include the rezoning of this lot as part of the application makes sense. Therefore, staff is recommending that the town park be rezoned from General Commercial (C-1) to (R-2) as well in accordance with Policy P-3 of the MPS which permits parks within any zone:

*Policy IM-4 It shall be the intention of Council to permit parks and playgrounds in any zone provided accessory buildings are small in scale, and the other requirements of the land use bylaw are met.*

## **POLICY ANALYSIS**

Council, through its Policy IM-8 of Municipal Planning Strategy, provides guidance for rezoning requests to ensure resulting development has a positive impact on the community. Since the 2 subject lots are fully developed the criteria listed in Policy IM-8 is inconsequential.

## **SUMMARY**

The proposal to rezone PID's 5526044 and 55246813 from General Commercial (C-1) to One-and Two-Unit Dwelling (R-2) is consistent with the policies of the Municipal Planning Strategy.

## **Recommendation**

The application to rezone the PID's 5526044 and 55246813 from General Commercial (C-1) to One and Two Unit Dwelling (R-2) has been reviewed for compliance with the Municipal Planning Strategy (MPS) and other pertinent by-laws and regulations for the Town of Kentville.

Therefore, I recommend that CAC recommend Council give first reading on the request to rezone PID's 5526044 and 55246813 from General Commercial (C-1) to One- and Two-Unit Dwelling (R-2)

Respectfully Submitted,

Beverly Gentleman  
Director of Planning



- c) the means by which the site is to be serviced by sanitary and storm sewers, water, electrical service and other utilities;
- d) the location of any parking stalls, driveways, walkways, lighting, fencing, refuse containers, and snow storage;
- e) landscaping elements including existing and proposed shrubs and trees; and
- f) architectural features where such features are regulated by the planning document.

### 15.9.2.2 Evaluative Criteria for Rezoning's

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

**Policy IM-8** *It shall be the intention of Council* when considering a rezoning application or other Land Use By-law amendment application that includes a specific development proposal to have regard for the following matters:

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



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

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

**Policy IM-9** *It shall be the intention of Council*, therefore, to take into account the other potential development scenarios that may be permitted as a result of a proposed zone change when evaluating a rezoning application.

### 15.10 Development Agreements

A Development Agreement is a binding legal agreement entered into between the Town and a property owner that are able to address very specific details regarding the design and use of a proposed development. Development Agreements are a very useful planning tool since they allow Council to consider the unique opportunities and constraints facing each development proposal on a case-by-case basis. This is a significant advantage over rezoning's which rely upon the standard zone requirements as set out in the Land Use By-law to regulate a proposed development. With a Development Agreement Council has the discretion to, as an example, increase a side yard where a proposal abuts a potentially incompatible land use or Council may reduce a yard requirement where any negative impact of the reduction has been mitigated. The use of these Agreements gives Council the discretion needed to properly address the concerns of adjacent landowners, and provides the flexibility needed to ensure that new development compliments and enhances the community.

Another other benefit of a Development Agreement is that it is a legally binding contract and the developer is obligated to conform to the plans that form part of the Agreement. A rezoning does not allow this level of development control and even though a detailed proposal may have been included as part of the rezoning application, Council has no ability to require a developer to implement that proposal and the Town's control is limited to the basic zone requirements set out in the Land Use By-law.

Despite the numerous benefits to using Development Agreements a regulatory tool, when compared to a rezoning, the Development Agreement process requires that developers spend more time and resources finalizing development plans prior to any approvals by the Town. Because of the level of detail incorporated into a development agreement, they tend to require more staff time to evaluate the proposal and more time to prepare a report and recommendation. Also, development agreements can be more cumbersome to administer because each agreement contains a different set of land use regulations.



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Investing in Canada Infrastructure Program**

At the April 11, 2022 meeting of Council Advisory Committee, CAO Troke described the grant application to support the Donald Hiltz extension project, and the requirement for a Council Resolution relating to this grant.

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

**That Council approve the resolution for staff to submit the project titled “Completion of the Donald E. Hiltz Connector Road” for funding through the Investing in Canada Infrastructure Program – Green: Environmental Quality stream; and further**

**That Council support the project and commits to provide its share, \$2,595,655, toward the \$9,732,488 project cost.**

April 25, 2022

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

**TO:** Council

**SUBMITTED BY:** Dave Bell, Director of Engineering and Public Works  
Jennifer West, Deputy Town Clerk

**DATE:** April 11, 2022

**SUBJECT:** Investing in Canada Infrastructure Program

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**ORIGIN**

At the September 27 2022 meeting of Council, staff made a request that they be permitted to apply for a federal grant through the “Investing in Infrastructure” program. This request was permitted and on March 31, 2022, staff completed this grant application.

**DISCUSSION**

The grant requires that Town of Kentville Council approve a prescribed resolution outlining the precise funding amount and Kentville’s share of this amount.

**POLICY IMPLICATIONS**

N/a

**BUDGET IMPLICATION**

N/a

**ATTACHMENTS**

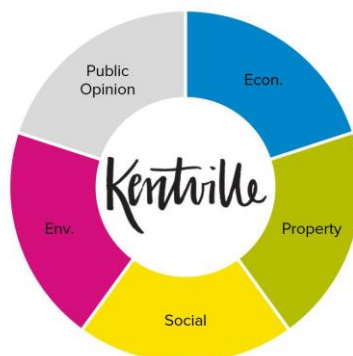
April 4, 2022 Draft Resolution of Council

**RECOMMENDATIONS**

**BE IT RESOLVED THAT** the Town of Kentville submit the project titled: “Completion of the Donald E. Hiltz Connector Road” for funding through the Investing in Canada Infrastructure Program – Green: Environmental Quality stream; and

**BE IT FURTHER RESOLVED THAT** Council supports the project and commits to provide its share \$2,595,655 toward the \$9,732,488 project cost.

Town of Kentville Decision Wheel:





April 11, 2022

CERTIFIED RESOLUTION OF THE TOWN OF KENTVILLE

I, Dan Troke, Chief Administrative Officer, as an authorized representative of the Town of Kentville, hereby certify that the following is a true copy of the Resolution adopted by the Town of Kentville at its Meeting held on April 11, 2022 regarding the Investing in Canada Infrastructure Program application for “Completion of the Donald E. Hiltz Connector Road (Water, Storm & Sanitary)”.

BE IT RESOLVED THAT the Town of Kentville submit the project titled: “Completion of the Donald E. Hiltz Connector Road” for funding through the Investing in Canada Infrastructure Program – Green: Environmental Quality stream; and

BE IT FURTHER RESOLVED THAT Council supports the project and commits to provide its share \$2,595,655 toward the \$9,732,488 project cost.

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Dan Troke, Chief Administrative Officer



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Sale Amendment – Video World**

At the April 11, 2022 meeting of Council Advisory Committee, CAO Troke described the request by Video World to amend their purchase and sale agreement to allow for a smaller building on the lot. Video World bought the lot last year with the intent to construct an 8000 square foot structure. Due to building material cost increases, want to build a warehouse that is 5000 square feet.

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

**That Council revise the building size from 8000 square feet to 5000 square feet.**

April 25, 2022

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



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**TO:** Council Advisory Committee (CAC)

**SUBMITTED BY:** Dan Troke, CAO

**DATE:** April 5, 2022

**SUBJECT:** Sale Amendment/ Building Change – Video World

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**ORIGIN**

Video World purchased a building lot (PID # 55539761) in the Town of Kentville Business Park with the intent of building a 8000 square foot warehouse. After receiving quotes to construct, the owner would like to reduce the size of the warehouse to 5000 square feet which would require an amendment to the original purchase and sale. The owner intends to transition the existing retail operation to the site and add additional space over the next 5 years.

**BACKGROUND**

As part of the purchase and sale agreement process for all lots in the Kentville business park, Council approves the intended use and building size as part of the process. If a building were to be altered from the original proposal the purchaser is required to bring the request back to council for approval.

**RECOMMENDATION**

**Video World intends to start construction this summer. It is recommended Council approve the revised proposal to the building size.**

Town of Kentville Decision Wheel:







# VIDEO WORLD INC.

Mar 24<sup>th</sup> 2022  
15 Kentucky Court  
New Minas, N.S.  
B4N 4N1  
1-902-681-0262

## Agreement of Purchase and Sale Amendment.

This Letter is to propose an amendment in the size of the warehouse for the land purchased in the Kentville industrial Park.

The original plan was for 8000 sq./ft and I'd like to reduce the size to 5000 sq/ft.

The reason for the smaller size is cost, construction costs have drastically increased and I don't want to put the business in jeopardy by over spending. These are uncertain times in retail and caution needs to be used to ensure we can survive a down turn in business.

The 5 year plan is to sell our place in New Minas and build onto the warehouse to so the entire business can be there, which will fit a 15-20,000 sq. ft operation with good exposure to the 101 hwy.

I have things lined up with RBC for financing and a date set to commence the build this summer. Roscoe construction will be doing the project from start to finish including lot preparation.

Thank-you

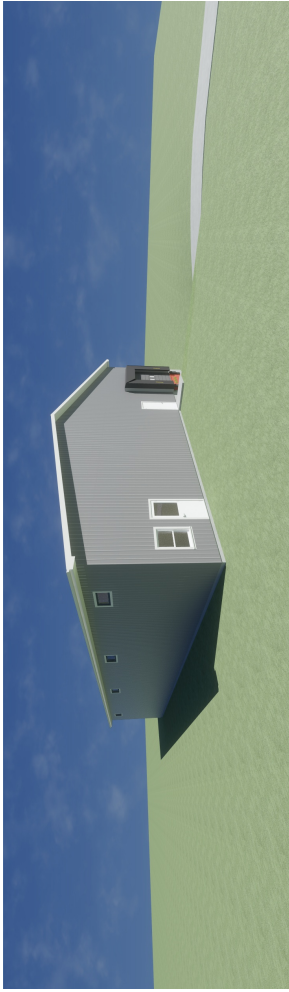
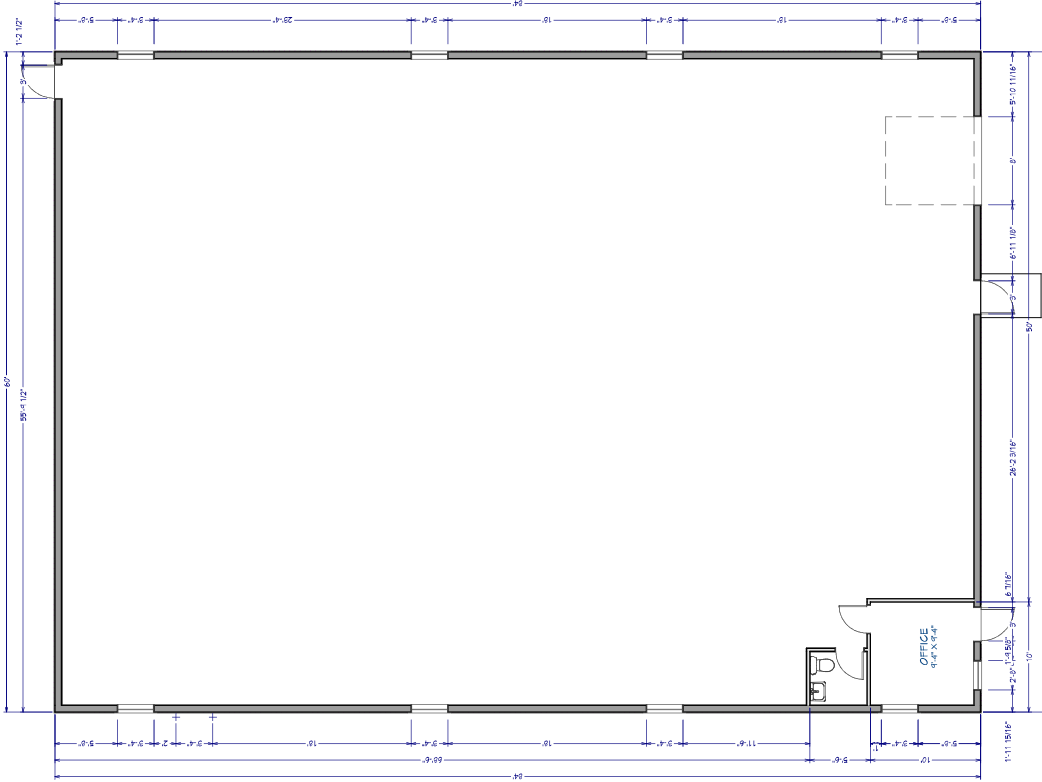


Jeff Hall

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| NUMBER | DATE | REVISION TABLE DESCRIPTION |
|--------|------|----------------------------|
|        |      |                            |
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**PRELIMINARY - NOT FOR CONSTRUCTION**



**FLOOR PLAN**  
Scale: 3/16" = 1'-0"

**New Building for Jeff Hall (Video World) - Kentville, NS**

**Preliminary Plan**

Print Date  
**2022-03-02**

Project  
**XXXX**

Drawn by  
**TES**

Revision

**11**



# Councilor Report

## Kentville Town Council

**Name:** Craig Gerrard

**Date** April 24, 2022, 2022

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

**Date of Last Council Advisory Meeting Attended:** March 11, 2022

### Committee Meeting Attendance and Synopsis

| Date           | Committee    | Synopsis   |
|----------------|--------------|--|
| March 20, 2022 | Valley Waste | New software for the scale house will be purchased. It will provide more accurate stats for regions and give better data when making we are setting up cost contracts for partners. We have also put out RFP to purchase new Green Bins \$98000. |
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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 |          |



# Councilor Report

## Kentville Town Council

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### Misc Events

| Date | Synopsis |
|------|----------|
|      |          |
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### Expenses

| This month | Year to Date |
|------------|--------------|
|            |              |



# COUNCILOR REPORT KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** April 20/22

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

**Date of Last Council Advisory Meeting Attended:** April 11/22

### Committee Meeting Attendance and Synopsis

| Date        | Committee      | Synopsis  |
|-------------|----------------|---|
| April 20/22 | Valley REN LOC | REN LOC goals and objectives, operations and activity update, chair update, IMSA working group update               |
| April 20/22 | KPPT Meeting   | Financial reports, board governance policies & update on roles ,KPPT update on bylaws, & review of drivers handbook |
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# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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### Town of Kentville Event Attendance and Synopsis

| Date        | Event                           | Synopsis  |
|-------------|---------------------------------|---|
| March 30/22 | Public Forum /main St. ballroom | Gathering of Resident for ideas/requests for Town |
| April 2/22  | Lions Hall Breakfast            |   |
|             |                                 |   |
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### Conference Attendance and Synopsis

| Date | Conference | Synopsis |
|------|------------|----------|
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### 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>        |
| April 8/22                | AVCC MEETING                             |
| April 11/22               | Annual Operating Budget Meeting          |
| April 12/22               | Climate call/ Greening the world economy |
| April 14/22               | Meeting with Mayor                       |
| April 14/22               | Meeting with the new Manager at KPPT     |
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**COUNCILOR REPORT  
KENTVILLE TOWN COUNCIL**

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**Name:** Cathy Maxwell

**Date:** April 20/22

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

**Date of Last Council Advisory Meeting Attended:** April 11/22

**Date of Last Governance Session Attended:**

**Committee Meeting Attendance and Synopsis**

| <b>Date</b> | <b>Committee</b>                | <b>Synopsis</b>                               |
|-------------|---------------------------------|---|
| March 14/22 | CAC Meeting                     | Regular Meeting                               |
| March 31/22 | Annapolis Valley Trails Meeting | See attached report                           |
| April 1/22  | CAO Appraisal Meeting           | Meeting to look at the evaluations of our CAO |
| April 8/22  | Inclusion and Access Meeting    | See attached report                           |

**Town of Kentville Event Attendance and Synopsis**

| <b>Date</b> | <b>Event</b>                      | <b>Synopsis</b>   |
|-------------|-----------------------------------|---|
| March 30/22 | Kentville Ravine Advisory Meeting | So far \$11,000 has been raised for the treatment of the HWA in the Ravine. Grants are also available and applications going out. An HWA detection and Public Education session will be held at the Gorge on May1 with a rain date set for May 7. Stay tuned for more information on our TOK website. The public is still asked to stay away from the Ravine as the area is unstable. This group is working hard to find the best way to stop the destruction of the hemlocks and there has been a lot of information presented |

|             |                  |  |
|-------------|------------------|--|
|             |                  | by the experts. We are in good hands with this group!  |
| March 30/22 | TOK Public Forum | Kudos to staff on this well-organized event and the public for their participation. Many great ideas were presented during this forum as well as passed into our administrative team. These ideas will help shape our direction over the next few years. Thanks to Councilor Zebian for his effort to make this forum a reality. |

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

| <b>Detail</b>                   |  | <b>Synopsis</b>      |  |
|---------------------------------|--|----------------------|--|
| <b>Committee Name</b>           |  | <b>Meeting Date:</b> |  |
| Annapolis Valley Trails Meeting | At this meeting the Coalition was tight on cash flow, some outstanding bills. Grants are being applied fo. Our chair was to contact CAO with regard to presenting to Council. Discussed the Work Plan and this year the work will center around our Disaster Plan. This plan involves several steps:1. Prevention, 2. Protection, Mitigation, 4 Assessment, 5. Response and 6. Recovery. This plan has been based on EMO strategy. There were 5 natural Disasters in 6 | March 31/22          |  |



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|  | <p>weeks that affected trees on the trail as well as some structural damage. Annapolis royal and New Minas were the hardest hit areas. The HMT is not up to tourist standard in many places. Grading will be the first priority. Kiosks and mowing will be delayed. Highbury school has been helping with cleaning up garbage behind the Miners Landing Apartments – Construction Debris. Many thanks to those involved. Our VIC should be aware that the Kings County portion of the HMT is good but not road bike friendly and likely will not be this summer. A letter has been sent to DNR asking for some help to do cleanup along the HMT. Cyclists should follow the HMT website to follow cleanup progress this summer. The annual AGM will be held June 9<sup>th</sup> at the Louis Millett Center from 1:30-3:00pm.</p> |  |  |
| <p>April 8/22<br/>Inclusion and<br/>Access Meeting</p> | <p>Town Hall Accessibility update was given. Our buildings will be assessed. A big year for our Active Transportation Year 1, citizens will see work being</p>  |  |  |

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|  | <p>begun. A proposal for Year 2 will come to Council and Year 3&amp;4 planning will begin. The Street Naming Task Team is moving right along. Notes on the Process and Policy are being passed along to Administration for a first look. This task force is looking at a celebration when the new Policy is in place and Cornwallis Street is renamed. There will also be a healing ceremony conducted at the same time. The timeline for completion is the fall.</p> |  |  |
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**Misc Events**

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| <p>March 25/22<br/>Rules Of Order and Meeting Process Workshop</p> | <p>This was one of the most worthwhile sessions I have attended during my time on Council. All Councilors and Mayor should have an Inservice on this right after the election each term. All councilors should be given the Roberts Rules book as well and I thank our CAO for making this available to us after we attended this session. Up until this session I felt like it was figure it out as you go, not a great way to learn or to be effective as a counselor. Indeed, this session was a breath of fresh air!</p> |
|--|--|

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cate Savage

**Date:** April 19<sup>th</sup>

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

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

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

|                        | Committee  | Synopsis   |
|------------------------|--|--|
| April 8 <sup>th</sup>  | <b>Kentville Inclusion and Access Advisory Committee</b> | Task Team Update<br>Town Hall Update<br>Recreation for “all” policy to be shared with all of council<br>Discussions had around who should sit on this committee in as much as individuals who have disabilities (working on better representation) |
| March 11 <sup>th</sup> | <b>Operating Budget</b>                                  | Prior to CAC we reviewed the operating budget and expect (with a few minor changes) to recommend same to council   |
| April 2022             | <b>RSC</b>   | NO MEETING<br>Reports distributed<br>BOD’s<br>TSS<br>Hydraulic Loads<br>All in line – Kentville  |
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# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

| Date | Event/Conference | Synopsis |
|------|------------------|----------|
|      |                  |          |
|      |                  |          |

### MISC EVENTS

|                        |  |
|------------------------|--|
| March 25 <sup>th</sup> | <b>ROBERTS RULES SESSION – all of Mayor and Council attended – always a great refresher.</b>   |
| March 30 <sup>th</sup> | Public Participation Meeting – A well attend and well organized event. It was great to see such a diverse representation from our TOK citizens. A wonderful array of comments and suggestions that we can and will use both at out SP Session and also in our diversity and inclusion committee. |
| April 1 <sup>st</sup>  | CAO Evaluation Meeting with Mayor and Council.   |



**COUNCILOR REPORT  
KENTVILLE TOWN COUNCIL**

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**EXPENSES**

| <b>This month</b> | <b>Year to Date</b> |
|-------------------|---------------------|
|                   |                     |

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Gillian Yorke

**Date:** April 25<sup>th</sup>, 2022

**Date of Last Council Meeting Attended:** March 28<sup>th</sup>, 2022

**Date of Last Council Advisory Meeting Attended:** April 11<sup>th</sup>, 2022

### Committee Meeting Attendance and Synopsis

| Date                          | Committee                            | Synopsis  |
|-------------------------------|--------------------------------------|---|
| April 1 <sup>st</sup> , 2022  | <b>Police Commission</b>             | Meeting moved to April 29 <sup>th</sup>                                   |
| April 1 <sup>st</sup> , 2022  | <b>Evaluation Meeting</b>            | Regular evaluation of CAO   |
| April 11 <sup>th</sup> , 2022 | <b>Budget Meeting</b>                | Reviewing the 2022/23 Operating Budget                                    |
| April 12 <sup>th</sup>        | <b>Rec Regional Facility Meeting</b> | Evaluating current progress on site planning and public consultation.     |
| April 19 <sup>th</sup> , 2022 | <b>KCA PTA</b>                       | Updates on current phase three plans, planning for Spring Fling underway. |

### Town of Kentville Event Attendance and Synopsis

| Date                          | Event/Conference           | Synopsis  |
|-------------------------------|----------------------------|---|
| April 16 <sup>th</sup> , 2022 | <b>Easter Egg Hunt</b>     | Fun exploring trails looking for eggs (we were not lucky- but had a great time anyway!) |
| April 22 <sup>nd</sup> , 2022 | <b>Kentville Home Show</b> | Glad to see the Home Show return to town!   |

### Misc Events

| Date                               | Synopsis  |
|------------------------------------|---|
| <b>April 8<sup>th</sup>, 2022</b>  | <b>Hike for Hospice</b><br>Planning session for Hike on May 1 <sup>st</sup>   |
| <b>April 20<sup>th</sup>, 2022</b> | <b>Hike for Hospice</b><br>Planning on site of Hike with hospice staff and volunteers.  |
| <b>March 25<sup>th</sup>, 2022</b> | <b>Roberts Rules of Order</b><br>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**

| <b>This month</b> | <b>Year to Date</b> |
|-------------------|---------------------|
|                   |                     |

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Andrew Zebian

**Date:** April 16<sup>th</sup>/22

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

**Date of Last Council Advisory Meeting Attended:** April 11/22

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

| Date                      | Committee                       | Synopsis  |
|---------------------------|---------------------------------|---|
| April 4 <sup>th</sup> /22 | <b>Diversity Kings</b>          | This meeting continued on to focus on finding ways to make people feel they are being supported across the Community. The Committee observed Ramadan as occurring during the month of April. There was also acknowledgement of Earth Day and Autism Awareness. They continued to discuss upcoming calendar dates in 2022. |
| April 1 <sup>st</sup>     | <b>CAO APPRAISAL</b>            | Met with Council to complete this appraisal.  |
| April 11/22               | <b>Operating Budget Meeting</b> |   |
|                           |                                 |   |

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

| Date | Event/Conference | Synopsis |
|------|------------------|----------|
|      |                  |          |
|      |                  |          |

### MISC EVENTS

| Date     | Synopsis  |
|----------|---|
| March 25 | Rules of Order session with Chris McNeill (CAO of Queens Municipality). Very informative and impactful. |





# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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|          |  |
|----------|--|
| April/22 | Many Conversations with Citizens regarding the Robinson Property and what the status quo on it is. |
|          |  |
|          |  |

### EXPENSES

| This month | Year to Date |
|------------|--------------|
|            |              |



# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 20 April 2022

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

**Date of Last Council Advisory Meeting Attended:** 11 April 2022

### Committee Meeting Attendance and Synopsis

| Date      | Committee               | Synopsis  |
|-----------|-------------------------|---|
| 23 Mar 22 | FCM Roadmap             | On-line class for Municipal energy roadmap series – changing energy consumption.  |
| 24 Mar 22 | IMSA Hiring Committee   | Met to review latest input  |
| 28 Mar 22 | VREN LOC                | Monthly meeting of the LOC  |
| 28 Mar 22 | Council Meeting         | Asset Management Briefing<br>Taxi Bylaw<br>Police Commission Bylaw<br>Code of Conduct Update<br>Debenture pre-approval<br>Withdrawals – operating and Capital<br>Valley Waste Request<br>Development Extension<br>Kings Point to Point grant support – letter<br>KBC budget and funding request |
| 30 Mar 22 | Valley REAP Team        | Meeting to determine dates for submission to grant.   |
| 1 Apr 22  | NSFM Board Meeting      | Quarterly board meeting   |
| 1 Apr 22  | CAO Appraisal Committee | Meeting to discuss CAO 2021 Appraisal   |
| 4 Apr 22  | IMSA Hiring Committee   | Met to update the RFP   |
| 5 Apr 22  | FCM Roadmap             | Energy Roadmap workshop#2 – energy equity   |
| 11 Apr 22 | Budget Committee        | Operational budget presentation made by staff. Tax rates remain the same, however budget was returned for minor changes, next approval at the Council Mtg   |

# Councilor Report

## Kentville Town Council

|           |                            |  |
|-----------|----------------------------|--|
| 11 Apr 22 | CAC Meeting                | Physician Navigator Briefing<br>Capital & Sewer Withdrawals<br>Noise Bylaw amendment<br>Rezoning C1 to R2<br>ICIP Grant<br>Video World |
| 13 Apr 22 | Valley REAP Team           | Working meeting to prepare documentation for grant   |
| 14 Apr 22 | IMSA Working Group         | Update on REN proposal   |
| 14 Apr 22 | NSFM Special Board Meeting | Policy and Bylaw review meeting  |
| 20 Apr 22 | Investment Committee       | Fund at 9 Mar 22 \$14,695,192<br>Fund at 18 Apr 22 \$14,149,480  |
| 20 Apr 22 | VREN LOC Meeting           | Zoom Presentation  |

### Town of Kentville Event Attendance and Synopsis

| Date      | Event          | Synopsis  |
|-----------|----------------|---|
| 30 Mar 22 | Public Meeting | Public Meeting held at Main Street Station. Excellent input from citizens, very positive and informative meeting. |

### Conference Attendance and Synopsis

| Date      | Conference                                    | Synopsis  |
|-----------|---|---|
| 25 Mar 22 | Rules of Order and Meeting Processes Workshop | Excellent course sponsored by the NSFM and AMANS on Robert's Rules. |

### Misc Events

| Date      | Synopsis  |
|-----------|---|
| 28 Mar 22 | Meeting with Travis Mills and Company – development |
| 14 Apr 22 | Meeting with Wolfville Mayor and CAO - policing     |

## Mayor's Annual Gift Statement

FY21/22 inclusive dates 1 April 2021 – 31 March 2022

| Date             | Gift                   | Principle                     | Amount          | Policy |
|------------------|------------------------|-------------------------------|-----------------|--------|
| 4 Dec 21         | Shine Like Stars       | Annapolis Valley Honour Choir | 20.00           |        |
| 21 Dec 21        | Honey – corporate pack | Annapolis Valley Radio        | 10.00           |        |
| 21 Jan 22        | Lunch – soup           | Paddy's Pub                   | 6.59            |        |
| 9 Feb 22         | Lunch – Troy           | Mayor of Wolfville            | 20.00           |        |
|                  |                        |                               |                 |        |
| <b>31 Mar 22</b> | <b>Total</b>           |                               | <b>\$ 56.59</b> |        |

31 Mar 22

*Sandra Snow*

|              |                |                               |                |
|--------------|----------------|-------------------------------|----------------|
| <b>Name:</b> | Cathy Maxwell  |                               |                |
| <b>Date:</b> | April 14, 2022 | <b>Date Submitted to CAO:</b> | April 14, 2022 |

**Request for Decision – Initial – to be completed by Council Member**

|  |  |  |   |  |   |
|--|--|--|---|--|---|
| <b>Detail</b>                                | <b>Synopsis</b>  |  |   |  |   |
| <b>Decision Requested:</b>                   | I would like Council to consider developing a Heritage Building Bylaw.   |  |   |  |   |
| <b>Background: What? Who? How? When?</b>     | <b>Property</b> <input checked="" type="checkbox"/>  | <b>Public Opinion</b> <input type="checkbox"/> | <b>Environment</b> <input type="checkbox"/> | <b>Social</b> <input type="checkbox"/> | <b>Economic</b> <input checked="" type="checkbox"/>                               |
|  | I have had several citizens contact me today about the recent sale of the old Cornwallis Inn Building/ Main Street Station. During one of these discussions, it was pointed out to me that the Town of Kentville does not have a Heritage Building Bylaw, and many are afraid of more historical buildings in Kentville being destroyed. I realize a new bylaw would not be applied to this sale, but I feel it is beyond time such a bylaw was developed. |  |   |  |   |
| <b>Strategic Implication: with Dashboard</b> | <b>Current</b> <input checked="" type="checkbox"/>   |  | <b>Short Term</b> <input type="checkbox"/>  |  | <b>Long Term</b> <input type="checkbox"/>   |
|  |  |  |   |  |   |
| <b>Budget:</b>                               | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>  |  | <b>Policy: Bylaw</b>                        |  | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> |
| <b>Desired Outcome:</b>                      | The desired outcome is that we develop a Heritage Building Bylaw in the Town of Kentville.   |  |   |  |   |
| <b>Recommendation:</b>                       | <b>I would like to recommend that we send this to staff for investigation and development.</b>   |  |   |  |   |

**Request for Decision – CAO Initial Review**

|  |   |
|--|---|
| <b>Detail</b>                            | <b>Synopsis</b>   |
| <b>Department:</b> select all that apply | Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/><br>Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/><br>Economic Development <input type="checkbox"/> |
|  | Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/><br>Policy Change <input type="checkbox"/> Other <input type="checkbox"/>  |
| <b>Decision Requested:</b>               |   |

|                            |  |
|----------------------------|--|
| <b>Background:</b>         |  |
| <b>Budget:</b>             |  |
| <b>Staff Workload:</b>     |  |
| <b>Policy:</b>             |  |
| <b>Response Options:</b>   |  |
| <b>Preferred Strategy:</b> |  |
| <b>CAO Comments:</b>       |  |