



# **TOWN OF KENTVILLE COUNCIL**

## **April 24, 2023**

### **AGENDA**

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
  - (a) Council meeting minutes, March 27, 2023**
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
  - (a) 2023-2024 Town of Kentville Capital Budget**
  - (b) MacDougall Heights Rezoning Application – Update**
- 5. RECOMMENDATIONS AND REPORTS**
  - (a) Council Advisory Committee – Councillor Craig Gerrard**
    - (1) Policy Statement G57 Committees of Council**
    - (2) Urban Forest Policy Update**
    - (3) Heritage Committee Appointment**
    - (4) Area Fire Rate**
    - (5) Warranty Deed Request**
  - (b) Councillors’ and Mayor Reports**
    - (1) Councillor Gerrard**
      - a. Joint Fire Services Committee**
      - b. Kings Point to Point Transit**
      - c. Kentville Water Commission**
      - d. Board of Police Commissioners**
    - (2) Councillor Huntley**
      - a. Kentville Water Commission**
      - b. Kings Regional Emergency Management Organization**
      - c. Valley Regional Enterprise Network, Liaison and Oversight Committee**
      - d. Diversity Kings**
      - e. Annapolis Valley Physician Recruitment Board**
    - (3) Councillor Maxwell**
      - a. Annapolis Valley Trails Coalition**
      - b. Kentville Inclusion and Accessibility Advisory Committee**

- c. Student Bursary Selection Committee
- (4) Deputy Mayor Savage
  - a. Audit Committee
  - b. Investment Advisory Committee
  - c. Kentville Business Community Board
  - d. Kings Regional Sewer
  - e. Kings Regional Emergency Management Organization
- (5) Councillor Yorke
  - a. Source Water Advisory Committee
  - b. Board of Police Commissioners
  - c. Multi Purpose Facility Feasibility Study Committee
  - d. Kentville Inclusion and Accessibility Advisory Committee
  - e. Annapolis Valley Regional Library
- (6) Councillor Zebian
  - a. Joint Fire Services
  - b. Audit Committee
  - c. Kentville Water Commission

(c) Mayor Sandra Snow

- a. Intermunicipal Services Agreement Interim Board
- b. Kentville Investment Advisory Committee
- c. Audit Committee
- d. Water Commission
- e. Source Water Protection Advisory Committee

**6. NEW BUSINESS**

- (a) Spring Debenture Issuance
- (b) Request for Decision – Public Comments
- (c) Change of Date for May Council Meeting

**7. CORRESPONDENCE**

- (a) None.

**8. PUBLIC COMMENTS**

**9. IN CAMERA**

- (a) None.

**10. ADJOURNMENT**

DRAFT



## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: March 27, 2023

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 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, Recording Secretaries Jennifer West and Carla MacDonald.

#### REGRETS

None.

#### DECLARATIONS OF CONFLICT OF INTEREST

None.

#### 2. APPROVAL OF THE AGENDA

- a. Approval of Agenda

Removed: 6.d Conference Expenses

Addition: 6.f Code of Conduct Breach

It was moved

**That Council add item 6.f Code of Conduct to the agenda.**

#### MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Savage, Snow and Yorke

Councillors who voted against this motion:

Maxwell and Zebian

*Council Meeting Minutes, March 27, 2023*

*Pending Approval*

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

**That the amended agenda of March 27, 2023 be approved.**

**MOTION CARRIED**

**3. APPROVAL OF THE MINUTES**

- a. Council meeting held on February 27, 2023

**It was moved that the minutes of the Council meeting on February 27, 2023 be approved.**

**MOTION CARRIED**

- b. Joint Council meeting held on March 7, 2023

Correction to “Regrets:”, should read Councillor Andrew Zebian and Councillor Paula Huntley.

**It was moved that the minutes of the Joint Council meeting on March 7, 2023 be approved as amended.**

**MOTION CARRIED**

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

- a. **Code of Conduct**

Deputy Mayor Savage took the chair.

Deputy Mayor Savage gave an outline of the code of conduct breach against Mayor Sandra Snow. Mayor Snow did not give a statement.

Mayor Snow took the chair.

**5. RECOMMENDATIONS AND REPORTS**

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

- (1) **Sanitary Sewer Depreciation Reserve**

At the March 13, 2023 meeting of Council Advisory Committee, CAO Troke presented a request from the finance department that \$20,952.56 be withdrawn from the Sanitary Sewer Depreciation Reserve to support necessary equipment for the Braeside and MacDonald subdivision repair work.

*Report available*

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

**That Council approve a withdrawal of \$20,952.56 from the Town of Kentville Sanitary Sewer Depreciation Reserve.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(2) Withdrawal from Capital Reserve**

At the March 13, 2023 meeting of Council Advisory Committee, CAO Troke presented a request from the finance department that \$86,181.34 be withdrawn from the Capital Reserve to support necessary equipment for Recreation, Transportation and Economic Development.

*Report available*

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

**That Council approve a withdrawal of \$86,181.34 from the Town of Kentville Capital Reserve – General Allocation.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(3) Blanket Withdrawal, Operating Reserve**

At the March 13, 2023 meeting of Council Advisory Committee, CAO Troke presented a request from the finance department that Council pre-approve a blanket resolution for a possible withdrawal from the Town's Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2023.

*Report available*

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

**That Council 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, 2023, 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:*

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

**(4) Kentville Business Community Funding Agreement**

At the March 13, 2023 meeting of Council Advisory Committee, CAO Troke reviewed the updated KBC funding agreement and the changes presented in this new version. This document will provide stable and predictable funding for this organization.

*Report available*

Discussion:

- Some concerns raised about a three-year commitment to this agreement. CAO Troke reviewed the termination clause for future sitting Councils.
- Solicitor Muttart raised concerns about clarifying the motion.

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

Councillor Andrew Zebian withdraws motion  
Councillor Gillian Yorke moves the motion

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

**That Council approve the three-year Kentville Business Community funding agreement as detailed in the attached funding agreement**

**And further, annual funding amounts will be established at the meeting of Council.**

Amendment

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

**That Council approve the three-year Kentville Business Community as presented in the attached funding agreement.**

Amendment

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

**That Council approve the three-year Kentville Business Community funding agreement as presented in the attached funding agreement subject to approval at the operating budget.**

**Amendment defeated Unanimously**

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

**That Council approve the three-year Kentville Business Community funding agreement as detailed in the attached funding agreement.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, Savage, Snow and Yorke*

*Councillors who voted against this motion:*

*Maxwell and Zebian*

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

Reports were received and are part of the meeting record.

**(1) Councillor Craig Gerrard**

Highlights included meetings of the Joint Council meeting regarding the regional recreational facility, and the Kentville Volunteer Fire Services budget meeting and rate payers meeting.

*Report available for more information.*

**(2) Councillor Paula Huntley**

Highlights included Diversity Kings, Federation of Canadian Municipalities regional meeting and rural caucus, Lions Club breakfast and Livable Cities meeting.

*Report available for more information.*

**(3) Councillor Cathy Maxwell**

Highlights included Inclusion and Access Committee and Kentville Volunteer Fire Department meeting.

*Report available for more information.*

**(4) Deputy Mayor Cate Savage**

Highlights included joint Council meeting on the Regional Recreation Facility, Investment Advisory Committee, regional sewer committee and meetings with developer Mitch Brison.

*Report available for more information.*

**(5) Councillor Gillian Yorke**

Highlights included meetings of the Board of Police Commissioners, and the Inclusion and Access Advisory Committee.

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*Report available for more information.*

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

Highlights included meetings of the Kentville Volunteer Fire Department.

*Report available for more information.*

## **(c) CAO Update**

CAO Dan Troke gave an update on financial items requested by Council, capital budget development, operating budget meetings, working on year end financials and the MacDougall Heights rezoning project. CAO Troke will investigate a possible meeting between the contracted Planner and Council to answer questions about the MacDougall Heights proposal.

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

The mayor reported on her activities this month with highlights including the Valley Regional Enterprise Network, Intermunicipal Service Agreement interim board, regional meeting of urban mayors, and the joint council meeting.

*Report available for more information.*

## **6. NEW BUSINESS**

### **a. Low Income Tax Exemption**

Mayor Sandra Snow reviewed that every year, Town Council provides a partial tax exemption to property owners who meet certain financial criteria. Council reviews and approves this maximum exemption and income ceiling. The rates are income based and not dependent on age.

*Report available for more information.*

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

**That Council approve the attached resolution for low income tax exemptions for 2023-2024**

**And further, that the tax exemption amount is set at \$290 to \$690**

**And further, that the income ceiling is set at \$30,118**

**And further, that the deadline for applications is set for June 30, 2023**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### **b. Regional Sewer Treatment Plant Community Update**



# DRAFT

Deputy Mayor Cate Savage gave an update on operations at the regional sewer facility, recent steps to improve plant performance and upcoming work scheduled for the spring and summer.

*Report available for more information.*

## **c. Valley Regional Enterprise Network Agreement Update**

CAO Troke reviewed the proposed changes to the agreement for regional economic development services through the Valley REN, and the proposed changes to improve operations and member terms.

*Report available for more information.*

Discussion:

- Council requested an annual report presentation from the Valley REN.

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

**That Council approve the proposed Valley Regional Enterprise Network Intermunicipal Service Agreement effective for April 1, 2023.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **d. Request for Decision - Correspondence**

Councillor Zebian reviewed the challenges for residents to provide letters and emails to Council for inclusion into the public record at a Council meeting or Council Advisory Committee meeting. This matter was brought to Council in September 2021 and early 2022 and will be covered by Policy Statement G70 Meetings Policy.

*Report available for more information.*

Discussion:

- Concerns about policy G64 which addresses public correspondence.
- Council requested a communication that addresses the best way for residents to reach out to Council.
- Council requested June 19 as a special meeting of CAC to discuss this policy.

## **e. Regrets for April Council Advisory Committee**

Mayor Snow presented her report explaining that she would be absent from the April 11 2023 meeting of Council Advisory Committee.

# DRAFT

*Report available for more information.*

**f. Code of Conduct Breach – Zebian**

Mayor Snow leaves the chair at 7:05pm. Deputy Mayor Cate Savage takes the chair.

Deputy Mayor Cate Savage read the code of conduct breach written by Mayor Sandra Snow. Councillor Zebian expressed his frustration in not receiving information about travel expenses.

Deputy Mayor Cate Savage asked for a pause in the meeting at 7:18pm to confer with the solicitor. The meeting resumed at 7:19pm.

Point of order called by Deputy Mayor Savage on Councillor Zebian around his language.

*Report available for more information.*

It was moved by Mayor Sandra Snow and Councillor Paula Huntley

**That Council determine whether Councillor Zebian breached the Code of Conduct based on the details provided.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, Savage, Snow and Yorke*

*Councillors who voted against this motion:*

*Maxwell and Zebian*

Point of Order called by Councillor Cathy Maxwell on Deputy Mayor Savage about following the code of conduct policy.

Councillor Andrew Zebian announced that he would leave the meeting.

*A recess was called at 7:31pm and the livestream was paused.*

*The meeting and the livestream resumed at 7:38pm.*

It was moved by Councillor Cathy Maxwell and Councillor Gillian Yorke

**That Council table discussion about sanctions to the next meeting of Council.**

**MOTION DEFEATED**

*Councillors who voted in favour of this motion:*

*Huntley and Savage*

*Councillors who voted against this motion:*

*Gerrard, Maxwell, Snow and Yorke*

# DRAFT

It was moved by Councillor Cathy Maxwell and Councillor Gillian Yorke

**That Council move the discussion concerning the legal consultation that the Mayor had to an in camera session prior to discussing any sanctions.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 7. CORRESPONDENCE

- a. None.

## 8. PUBLIC COMMENTS

- a. **Sharon Kehoe**

Regarding the apology by Council to Councillor Zebian. She expressed concerns that the Mayor owes some Councillors apologies.

- b. **Dennis Kehoe**

Concerns about the Kelly Rice letter and the Code of Conduct ruling against the Mayor.

- c. **Marcia McNeil-Eyre**

Concerns about integrity and professionalism in Council. Concerns about spending on travel expenses instead of spending on more pressing concerns.

- d. **Mark Rogers**

Concerns about code of conduct against the Mayor and conduct of Councillors.

## 9. IN CAMERA – Legal, Personnel

It was moved by Mayor Sandra Snow and seconded by Councillor Paula Huntley

**That Council move into a closed session at 8:10 pm to discuss legal and personnel matters.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Mayor Sandra Snow and by Councillor Paula Huntley

**That Council return to open session at 9:50 pm.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Council Meeting Minutes, March 27, 2023*

*Pending Approval*

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# DRAFT

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

It was moved

**That Council sanction Councillor Zebian as follows. Councillor Zebian is prohibited from all direct and indirect communication with CAO Troke in any manner, except for appropriate communication with CAO Troke in the following two circumstances:**

**(i) in CAO Troke's role as the Responsible Officer pursuant to Part 20 of the MGA (FOIPOP); and**

**(ii) at any meetings attended by CAO Troke at which Councillor Zebian is present which meetings pertain to a development application Councillor Zebian or a company controlled by him may have with the Town.**

**If Councillor Zebian wants information from the Town (other than information from the Planning Department related to a development application from Councillor Zebian or a company controlled by him), he shall direct his queries to the Deputy Mayor who will make inquiries of Town staff on behalf of Councillor Zebian and relay the staff response to Councillor Zebian.**

**This sanction shall have immediate effect and will continue until September 30th, 2023.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **9. ADJOURNMENT**

**The March 27, 2023 meeting of Council adjourned at 9:55 p.m.**

**MOTION CARRIED**

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Approved by CAO and Clerk Dan Troke

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## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: April 17, 2023

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 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, Police Chief Jim Butler, Director of Public Works and Engineering Dave Bell, Director of Parks and Recreation Rachel Bedingfield, Director of Finance Wanda Matthews, Recreation Facilities Manager Craig Langille, and Recording Secretary Jennifer West.

#### REGRETS

None.

#### DECLARATIONS OF CONFLICT OF INTEREST

None.

#### 2. APPROVAL OF THE AGENDA

- a. Approval of Agenda

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

**That the agenda of April 17, 2023 be approved.**

#### MOTION CARRIED

#### 3. NEW BUSINESS

- a. **Draft Town of Kentville 2023-2024 Capital Budget**

CAO Troke presented the proposed 2023-2024 Town of Kentville Capital Plan.

# DRAFT

Council requested that more detailed information about the Harvest Moon Trail Connector sidewalk construction be shared with Council.

*Deputy Mayor Cate Savage left chambers at 4:42pm and returned at 4:44pm.*

Council requested more information about grants, in particular for recreation projects.

Council requested that the Cornwallis Street sidewalk between the bridge and Exhibition Street be considered for sidewalk replacement.

Council has concerns about the higher borrowing number this year compared to past years.

Council has some concerns about the Heritage Building capital repairs.

## Discussion

- Concerns about the upcoming debt servicing ratio for the coming years.
- Council requested seeing the debt serving ratios for the coming years for the April 27 Council meeting prior to approving this budget.

## **RECOMMENDATION TO COUNCIL**

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

**That Council approve the 2023-2024 Capital Budget in the amount of \$6,605,900 including the funding sources, and further**

**That Council approve the future years from 2024-2025 to 2027-2028 as follows**

**2024-2025 \$7,481,600**

**2025-2026 \$5,648,501**

**2026-2027 \$3,436,013**

**2027-2028 \$7,160,000**

## **MOTION TABLED**

*To be considered at the April 27<sup>th</sup> 2023 meeting of Council.*

CAO Troke requested that the April 27<sup>th</sup> meeting of Council begin at 5:00pm to include a presentation on the town's operating budget.

## **9. ADJOURNMENT**

**The April 17, 2023 meeting of Council adjourned at 5:28 p.m.**

**MOTION CARRIED**

*DRAFT*

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Approved by CAO and Clerk Dan Troke



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Chief Administrative Officer  
Dan Troke  
354 Main Street  
Kentville, NS  
B4N 1K6

902-679-2501  
dtroke@kentville.ca

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April 24, 2023

RE: Capital Budget

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A draft of the Town of Kentville 2023-2024 Capital Budget was brought to Council Advisory Committee on February 21, 2023. At that time, staff was asked to make some changes and the revised budget was brought back to Council on April 17, 2023.

On April 17, Council laid the decision on the table pending distribution of a Debt Affordability Model.

Staff recommends that Council approve the Town of Kentville 2023-2028 Capital Investment Plan:

**That Council approve the 2023-2024 Capital Budget in the amount of \$6,605,900 including the funding sources, and further**

**That Council approve the future years from 2024-2025 to 2027-2028 as follows**

**2024-2025 \$7,481,600  
2025-2026 \$5,648,501  
2026-2027 \$3,436,013  
2027-2028 \$7,160,000**

Dan Troke  
Town of Kentville



# **2023-2024 DRAFT Capital Budget**

April 17, 2023



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28  
SUMMARY**

	<b>2023/2024 BUDGET</b>	<b>2024/2025 BUDGET</b>	<b>2025/2026 BUDGET</b>	<b>2026/2027 BUDGET</b>	<b>2027/2028 BUDGET</b>
<b>PROJECTS</b>					
Canada Community Building Fund Infrastructure	825,000	850,000	500,000	500,000	500,000
Green Infrastructure Fund	2,071,100	1,125,000	200,000	118,513	-
General Administration	50,000	40,000	40,000	40,000	-
Protection	145,000	100,000	70,000	70,000	-
Transportation	1,565,000	655,000	685,000	660,000	660,000
ICIP Application	844,000	2,330,000	2,105,901	-	-
Planning and Development	104,800	46,600	47,600	47,500	-
Recreation	1,001,000	2,335,000	2,000,000	2,000,000	6,000,000
<b>TOTAL PROJECTS 2023-24</b>	<b>6,605,900</b>	<b>7,481,600</b>	<b>5,648,501</b>	<b>3,436,013</b>	<b>7,160,000</b>
<b>FUNDING</b>					
<b>OUTSIDE SOURCES</b>					
Other governments					
Federal	-	-	50,000	375,000	-
Federal-Green Infrastructure Funds	828,440	450,000	80,000	47,405	-
Provincial- Green Infrastructure Funds	690,298	374,963	66,660	39,500	-
Federal-ICIP Application	337,600	932,000	842,361		
Provincial- ICIP Application	281,305	776,589	701,897		
Province of Nova Scotia- Recreation	5,000	15,000	300,000	375,000	-
	<b>2,142,643</b>	<b>2,548,552</b>	<b>2,040,918</b>	<b>836,906</b>	<b>-</b>
Capital Contributions					
Betterments	-	-	-	-	-
Contributions	10,000	-	-	375,000	-
Proceeds	3,000	9,000	5,000	5,000	-
	<b>13,000</b>	<b>9,000</b>	<b>5,000</b>	<b>380,000</b>	<b>-</b>
<b>INTERNAL SOURCES</b>					
<b>Reserves- restricted</b>					
Gas Tax Funds-Reserve	450,000	450,000	450,000	450,000	-
<b>Reserves- unrestricted</b>					
Equipment Capital	120,000	43,000	43,000	43,000	-
Town Capital					
General	765,800	286,700	227,300	189,000	-
Recreation	30,000	-	-	-	-
	<b>795,800</b>	<b>286,700</b>	<b>227,300</b>	<b>189,000</b>	<b>-</b>
Total reserve funding	<b>1,365,800</b>	<b>779,700</b>	<b>720,300</b>	<b>682,000</b>	<b>-</b>
Operations					
Park fees	-	-	-	-	-
Capital from revenue- KPS	67,000	97,000	67,000	67,000	-
	<b>67,000</b>	<b>97,000</b>	<b>67,000</b>	<b>67,000</b>	<b>-</b>
<b>BORROWING-2023-24</b>	<b>3,017,457</b>	<b>4,047,349</b>	<b>2,815,284</b>	<b>1,470,107</b>	<b>7,160,000</b>
<b>TOTAL FUNDING 2023-2024</b>	<b>6,605,900</b>	<b>7,481,600</b>	<b>5,648,501</b>	<b>3,436,013</b>	<b>7,160,000</b>

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>CANADA COMMUNITY BUILDING FUND</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Gas Tax Fund</b>					
<b>Local Roads- Paving projects/Storm sewer</b>					
<b>MacDonald, Henry, Braeside Southview/Lavinia</b>	625,000	600,000			
<b>Top Lifts</b>					
Macdonald Ave- \$200,000	200,000				
Various streets= \$250,000		250,000			
Southview/Lavinia- \$200,000			200,000		
<b>Various streets</b>			300,000		
<b>Various streets</b>				500,000	
<b>Various streets</b>					500,000
	<b>825,000</b>	<b>850,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>
<b>PROJECTS</b>					
<b>FUNDING</b>					
Reserve-Gas Tax-2022-2023 Residual	90,300	104,800	119,400	134,000	0
Reserve-Gas Tax Current 2023-2024	358,500	344,000	329,400	314,800	0
Reserve-Gas Tax Current interest	1,200	1,200	1,200	1,200	0
<b>Reserve- Town Capital</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>
<b>Borrowing</b>	<b>375,000</b>	<b>400,000</b>	<b>50,000</b>	<b>50,000</b>	<b>500,000</b>
<b>TOTAL</b>	<b>825,000</b>	<b>850,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

**TOWN OF KENTVILLE  
PROPOSED CAPITAL PROJECT DATA SHEET**

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **23-GT**

START YEAR **2023**

DEPARTMENT Canada Community Building Fund

PROJECT NAME VARIOUS PROJECTS

PROJECT DESCRIPTION 2023/24-MacDonald Henry Braeside (Phase 2) Storm & Street: \$650,000 Top Lift: \$200,000

2024- Southview/Lavinia \$600,000 ; Various Street Paving-\$250,000

2025-Various streets- \$500,000; 2026- Various Streets-\$500,000

2027-Various streets- \$500,000

PROJECT PRIORITY	Y or N <small>check all that apply</small>	(Indicate High-10, Medium-5, Low-1 or N/A = 0)
Health and safety issue	Y	10
Fiscal and budget impacts	Y	5
Asset renewal/replacement	Y	5
Development issue	Y	10
Service enhancement	Y	5
Other		

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	3,175,000	825,000	850,000	500,000	500,000	500,000
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>3,175,000</b>	<b>825,000</b>	<b>850,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	1,346,700	358,500	344,000	329,400	314,800	
Federal Gas Tax prior year residual	448,500	90,300	104,800	119,400	134,000	
Federal Gas Tax current year interest	4,800	1,200	1,200	1,200	1,200	
Building Canada	-					
NSOHPP						
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Operating Fund</b>						
Capital from operating (User fee)	-					
Capital from operating (Tax)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures		375,000	400,000	50,000	50,000	500,000
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>1,800,000</b>	<b>825,000</b>	<b>850,000</b>	<b>500,000</b>	<b>500,000</b>	<b>500,000</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					
<b>Estimated useful life</b>					
(Must be > 2 years and > \$5,000)	50				

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>ACTIVE TRANSPORTATION PLAN GREEN INFRASTRUCTURE GRANT</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Active Transportation Accessibility</b>	2,071,100	1,125,000			
<b>Multi-use Gorge Trails</b>			150,000		
<b>Bike Route &amp; Crosswalk at Gladys Porter</b>			50,000		
<b>Signage, Line paint, Crossing signals</b>				118,513	
<b>PROJECTS</b>	<b>2,071,100</b>	<b>1,125,000</b>	<b>200,000</b>	<b>118,513</b>	<b>0</b>
<b>FUNDING</b>					
Green Infrastructure Fund (Federal)	828,440	450,000	80,000	47,405	0
Green Infrastructure Fund (Provincial)	690,298	374,963	66,660	39,500	0
Borrowing	552,362	300,038	53,340	31,607	0
<b>TOTAL</b>	<b>2,071,100</b>	<b>1,125,000</b>	<b>200,000</b>	<b>118,513</b>	<b>0</b>

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **2023-AT-01**

START YEAR **2023**

DEPARTMENT Green Infrastructure Fund

PROJECT NAME Active Transportation

PROJECT DESCRIPTION 2023- CWIP: \$666,000, Active trail accessibility (downtown sidewalk) - \$1,000,000 Marsh Trail: 35,000  
2023- West Main Street Pathway: \$165,000 Meadowview Rail Trail: \$150,000 Signs/Lines: \$55,100

**2024-** Active Transportation Accessibility- \$1,125,000

**2025-**Multi-use Gorge Trails- \$150,000; Bike route & Crosswalk at Gladys Porter- \$50,000; **2026-** Signage, line painting, crossing signals- \$118,513

PROJECT PRIORITY Y or N (Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal and budget impacts	<input type="checkbox"/>	<input type="checkbox"/>
Asset renewal/replacement	<input type="checkbox"/>	<input type="checkbox"/>
Development issue	<input type="checkbox"/>	<input type="checkbox"/>
Service enhancement	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	3,514,613	2,071,100	1,125,000	200,000	118,513	-
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>3,514,613</b>	<b>2,071,100</b>	<b>1,125,000</b>	<b>200,000</b>	<b>118,513</b>	<b>-</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-					
Federal Green Infrastructure Fund	1,405,845	828,440	450,000	80,000	47,405	
Provincial Green Infrastructure Fund Province	1,171,421	690,298	374,963	66,660	39,500	
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures						
Temporary Borrowing	937,347	552,362	300,038	53,340	31,607	-
Lease	-					
<b>Total Financing</b>	<b>3,514,613</b>	<b>2,071,100</b>	<b>1,125,000</b>	<b>200,000</b>	<b>118,513</b>	<b>-</b>

**Operating Budget impact**

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenditure or savings					

Estimated useful life

50

(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>GENERAL ADMINISTRATION</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>
Description	Budget	Budget	Budget	Budget	Budget
<b>IT INITIATIVE ANNUAL</b>					-
2023-24 IT project	20,000	20,000	20,000	20,000	
<b>TOWN HALL</b>					
Generator perimeter fence	10,000				
Heat pump, Finance Department	20,000	20,000	20,000	20000	
<b>PROJECTS</b>	<b>50,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>
<b>FUNDING</b>					
Capital Reserve- Town capital	50,000	20,000	20,000	20,000	-
Borrowing	0	20,000	20,000	20,000	0
<b>TOTAL</b>	<b>50,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-21-01

START YEAR 2023

DEPARTMENT General Government

PROJECT NAME Information Technology

PROJECT DESCRIPTION 2023- IT Initiative - \$20,000

2024-2027- IT systems

PROJECT PRIORITY      Y or N      (Indicate High-10, Medium-5 or Low-1)

	check all that apply	Y or N	(Indicate High-10, Medium-5 or Low-1)
Health and safety issue	<input type="checkbox"/>	Y	1
Fiscal and budget impacts	<input type="checkbox"/>		
Asset renewal/replacement	<input type="checkbox"/>	Y	10
Development issue	<input type="checkbox"/>		
Service enhancement	<input type="checkbox"/>	Y	5
Other	<input type="checkbox"/>		

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
Studies	-					
Land	-					
Asset purchase	140,000	20,000	40,000	40,000	40,000	
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>140,000</b>	<b>20,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	80,000	20,000	20,000	20,000	20,000	
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	60,000	-	20,000	20,000	20,000	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>140,000</b>	<b>20,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings	NIL	NIL	NIL	NIL	NIL
<b>Estimated useful life</b>					
(Must be > 2 years and > \$5,000)	5				



**TOWN OF KENTVILLE**  
**CAPITAL INVESTMENT PLAN**  
**FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>PROTECTION</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Police Services</b>					
<b>Police vehicle</b>					
Marked	70,000	70,000	70,000	70,000	
Unmarked car		30,000			
<b>Equipment</b>					
Body worn camera and live scan	50,000				
<b>Building</b>					
Upgrades and repairs	25,000				
<b>Technology</b>					
<b>PROJECTS</b>	<b>145,000</b>	<b>100,000</b>	<b>70,000</b>	<b>70,000</b>	<b>0</b>
<b>FUNDING</b>					
Capital from revenue	67,000	97,000	67,000	67,000	-
Proceeds on sale	3,000	3,000	3,000	3,000	-
Capital reserve	50,000				
Borrowing	25,000	0	0	0	0
<b>TOTAL</b>	<b>145,000</b>	<b>100,000</b>	<b>70,000</b>	<b>70,000</b>	<b>0</b>

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-22-01

START YEAR 2023

DEPARTMENT Police

PROJECT NAME EQUIPMENT AND BUILDING

PROJECT DESCRIPTION 2023- Vehicle \$ 66,000

2024-2027- vehicle purchases

**PROJECT PRIORITY**

Y or N (Indicate High-10, Medium-5 or Low-1)

check all that apply

Health and safety issue	Y	10
Fiscal and budget impacts	Y	5
Asset renewal/replacement	Y	5
Development issue		
Service enhancement		
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	306,000	66,000	100,000	70,000	70,000	
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>306,000</b>	<b>66,000</b>	<b>100,000</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province						
Frontages						
Capital contributions	-					
Proceeds on sale/trade	12,000	3,000	3,000	3,000	3,000	
<b>Operating Fund</b>						
Capital from operating (Tax)	298,000	67,000	97,000	67,000	67,000	
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	50,000	50,000				
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	25,000	25,000	-	-	-	
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>385,000</b>	<b>145,000</b>	<b>100,000</b>	<b>70,000</b>	<b>70,000</b>	<b>-</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					
<b>Estimated useful life</b>	5				

(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>TRANSPORTATION</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Yearly Projects</b>					
Equipment- Street Sweeper & Plow truck	750,000	60,000	90,000	65,000	65,000
Downtown improvements					
Lights- ornamental/ traffic	20,000	20,000	20,000	20,000	20,000
Future		-	-	-	-
Public works building	35,000	-	-	-	-
<b>Streets- Various</b>	200,000	200,000	200,000	200,000	200,000
<b>Parking Lots</b>					
<b>Bridge</b>					
<b>Flood Mitigation</b>					
	60,000	0	0	0	0
<b>Sidewalk</b>					
	250,000	125,000	125,000	125,000	125,000
<b>Storm Sewer</b>					
South of Condon & Park Street	250,000				
Future years		250,000	250,000	250,000	250,000
<b>Study</b>					
<b>PROJECTS</b>	<b>1,565,000</b>	<b>655,000</b>	<b>685,000</b>	<b>660,000</b>	<b>660,000</b>
<b>FUNDING</b>					
Equipment capital reserve	120,000	43,000	43,000	43,000	-
Proceeds on sale	-	2,000	2,000	2,000	-
Capital reserve- Town Capital	105,000	150,000	150,000	150,000	-
Contributions	-				
Borrowing	1,340,000	460,000	490,000	465,000	660,000
<b>TOTAL</b>	<b>1,565,000</b>	<b>655,000</b>	<b>685,000</b>	<b>660,000</b>	<b>660,000</b>

**TOWN OF KENTVILLE  
PROPOSED CAPITAL PROJECT DATA SHEET**

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-23-01

START YEAR 2023

DEPARTMENT Transportation

PROJECT NAME Equipment

PROJECT DESCRIPTION 2023- CF- Street Sweeper- \$350,000; Plow/salt truck \$400,000  
2024- Pickup \$60,000 2025- 1 Ton \$90,000; 2026- Pickup-\$65,000; 2027- Pickup-\$65,000

(tank and turret build)

**PROJECT PRIORITY**

Y or N (Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	N	
Fiscal and budget impacts	Y	1
Asset renewal/replacement	Y	10
Development issue	N	0
Service enhancement	N	0
Other		

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
Studies	-					
Land	-					
Asset purchase	1,030,000	750,000	60,000	90,000	65,000	65,000
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>1,030,000</b>	<b>750,000</b>	<b>60,000</b>	<b>90,000</b>	<b>65,000</b>	<b>65,000</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-					
Building Canada	-					
NSOHPP						
Province						
Frontages	-					
Capital contributions (Proceeds)	6,000		2,000	2,000	2,000	
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	50,000	50,000				
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	249,000	120,000	43,000	43,000	43,000	
<b>Long-term Financing</b>						
Debentures	725,000	580,000	15,000	45,000	20,000	65,000
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>1,030,000</b>	<b>750,000</b>	<b>60,000</b>	<b>90,000</b>	<b>65,000</b>	<b>65,000</b>

Operating Budget impact	Year 1	Year 2	Year 3	Year 4	Year 5
Expenditure or savings					

Estimated useful life 5 to 10  
 (Must be > 2 years and > \$5,000)

NOTES:

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-23-02

START YEAR 2023

DEPARTMENT Transportation

PROJECT NAME Downtown Improvements

PROJECT DESCRIPTION Ornamental Lights: \$20,000 (LED Replacements)

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	1
Fiscal and budget impacts	Y	1
Asset renewal/replacement	N	0
Development issue	N	0
Service enhancement	Y	5
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					-
Design/engineering	-					
Construction	-					
Furnishings/equipment	100,000	20,000	20,000	20,000	20,000	20,000
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>100,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-					
Building Canada	-					
NSOHPP						
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	100,000	20,000	20,000	20,000	20,000	20,000
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>100,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life 10  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-23-03

START YEAR 2023

DEPARTMENT Transportation

PROJECT NAME Public Works Building

PROJECT DESCRIPTION 2023- Parking Lot Drainage: \$20,000 Racking for storage and steel cabinets: \$15,000

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	5
Fiscal and budget impacts	Y	0
Asset renewal/replacement	Y	0
Development issue	N	0
Service enhancement	N	0
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	-					
Furnishings/equipment	35,000	35,000				
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>35,000</b>	<b>35,000</b>	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-					
Building Canada	-					
NSOHPP						
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	35,000	35,000				
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	-	-	-	-	-	-
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>35,000</b>	<b>35,000</b>	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life 10  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-23-04

START YEAR 2023

DEPARTMENT Transportation

PROJECT NAME Streets

PROJECT DESCRIPTION 2023- Cnaan Avenue Retaining Wall: 200,000

2024 - 2027 - Various Streets

**PROJECT PRIORITY**

Y or N (Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	5
Fiscal and budget impacts	Y	10
Asset renewal/replacement	Y	10
Development issue	N	0
Service enhancement	N	5
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase						
Design/engineering	-					
Construction	1,000,000	200,000	200,000	200,000	200,000	200,000
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>1,000,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-					
Building Canada	-					
NSOHPP						
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	1,000,000	200,000	200,000	200,000	200,000	200,000
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>1,000,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life 50  
(Must be > 2 years and > \$5,000)

## PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-23-05

START YEAR 2023

DEPARTMENT Transportation

PROJECT NAME Pre-Cast Bridge- Meadowview

PROJECT DESCRIPTION \_\_\_\_\_

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	
Fiscal and budget impacts	Y	10
Asset renewal/replacement	Y	5
Development issue	Y	5
Service enhancement	Y	5
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	-	-	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-					
Building Canada	-					
NSOHPP	-					
Province	-					
Frontages	-					
Capital contributions	-		-	-	-	-
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	-	-	-	-	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	-	-	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life 50  
 (Must be > 2 years and > \$5,000)



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>INVESTING IN CANADA INFRASTRUCTURE PROGRAM CONNECTOR ROAD</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Storm &amp; Access Road Construction</b>	844,000	2,330,000	2,105,901		
<b>PROJECTS</b>	<b>844,000</b>	<b>2,330,000</b>	<b>2,105,901</b>	<b>0</b>	<b>0</b>
<b>FUNDING</b>					
ICIP (Federal Portion)	337,600	932,000	842,361	0	0
ICIP (Provincial Portion)	281,305	776,589	701,897	0	0
Borrowing	225,095	621,411	561,644	0	0
<b>TOTAL</b>	<b>844,000</b>	<b>2,330,000</b>	<b>2,105,901</b>	<b>0</b>	<b>0</b>

**TOWN OF KENTVILLE  
PROPOSED CAPITAL PROJECT DATA SHEET**

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **2023-AT-01**

START YEAR **2023**

DEPARTMENT INVESTING IN CANADA INFRASTRUCTURE PROGRAM

PROJECT NAME CONNECTOR ROAD

PROJECT DESCRIPTION 2023- Storm Sewer and Access Road Construction: \$794,000

2024- Year 2: \$2,250,000

2025- Year 3: \$2,035,901

PROJECT PRIORITY	Y or N <small>check all that apply</small>	(Indicate High-10, Medium-5, Low-1 or N/A = 0)
Health and safety issue	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal and budget impacts	<input type="checkbox"/>	<input type="checkbox"/>
Asset renewal/replacement	<input type="checkbox"/>	<input type="checkbox"/>
Development issue	<input type="checkbox"/>	<input type="checkbox"/>
Service enhancement	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	200,000	50,000	80,000	70,000		
Construction	5,079,901	794,000	2,250,000	2,035,901		-
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>5,279,901</b>	<b>844,000</b>	<b>2,330,000</b>	<b>2,105,901</b>	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Investing in Canada Infrastructure Program (ICIP)						
Federal Portion (40%)	2,111,961	337,600	932,000	842,361	-	-
Provincial Portion (33.33%)	1,759,791	281,305	776,589	701,897	-	-
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	1,408,150	225,095	621,411	561,644		
Temporary Borrowing					-	-
Lease	-					
<b>Total Financing</b>	<b>5,279,901</b>	<b>844,000</b>	<b>2,330,000</b>	<b>2,105,901</b>	-	-

Operating Budget impact	Year 1	Year 2	Year 3	Year 4	Year 5
Expenditure or savings					

Estimated useful life 50  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-23-06

START YEAR 2023

DEPARTMENT Transportation

PROJECT NAME Flood Mitigation

PROJECT DESCRIPTION MacDonald Park Road Culver Replacement / Extension: \$60,000

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	_____
Fiscal and budget impacts	Y	1
Asset renewal/replacement	Y	10
Development issue	Y	5
Service enhancement	N	0
Other		_____

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	60,000	60,000				
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>60,000</b>	<b>60,000</b>	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Federal- NDMP	-		-	-	-	-
Building Canada	-					
NSOHPP	-					
Province	-					
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	60,000	60,000	-	-	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>60,000</b>	<b>60,000</b>	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life 50  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-23-07

START YEAR 2023

DEPARTMENT Transportation

PROJECT NAME Sidewalks

PROJECT DESCRIPTION 2023- CWIP (Park Street) - \$100,000 Main Street (Station) - \$150,000

2024- Sidewalk- \$125,000

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	
Fiscal and budget impacts	Y	1
Asset renewal/replacement	N	0
Development issue	Y	5
Service enhancement	Y	10
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	750,000	250,000	125,000	125,000	125,000	125,000
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>750,000</b>	<b>250,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-					
Building Canada	-					
NSOHPP						
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	750,000	250,000	125,000	125,000	125,000	125,000
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>750,000</b>	<b>250,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life 20  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **23-23-08**

START YEAR **2023**

DEPARTMENT Transportation

PROJECT NAME Storm Sewer

PROJECT DESCRIPTION 2023-South of Condon Avenue- \$80,000; Park Street upgrades- \$170,000

2024-2027- Storm sewer - \$250,000

**PROJECT PRIORITY**

Y or N (Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	
Fiscal and budget impacts	Y	1
Asset renewal/replacement	Y	10
Development issue	Y	5
Service enhancement	N	0
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	1,250,000	250,000	250,000	250,000	250,000	250,000
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>1,250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-					
Building Canada	-					
NSOHPP						
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	600,000	150,000	150,000	150,000	150,000	
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	650,000	100,000	100,000	100,000	100,000	250,000
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>1,250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life **50**  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-23-09

START YEAR 2023

DEPARTMENT Transportation

PROJECT NAME Engineering Design Studies/Asset Management Plan

PROJECT DESCRIPTION \_\_\_\_\_

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	_____
Fiscal and budget impacts	Y	1
Asset renewal/replacement	Y	10
Development issue	Y	5
Service enhancement	N	0
Other		_____

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	-	-	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
FCM	-		-	-	-	-
Building Canada	-					
NSOHPP	-					
Province- PCAP	-					
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	-	-	-	-	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	-	-	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life 50  
(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>PLANNING/ ECONOMIC DEVELOPMENT</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>PLANNING</b>					
Permitting software	25,000				
<b>ECONOMIC DEVELOPMENT</b>					
<b>Downtown betterments</b>					
Benches and bike racks	17,000	15,800	15,800	15,000	
<b>Downtown Greenspace Improvement</b>					
Hardscaping and landscaping	11,000	6,000	6,000	6,000	
<b>Seasonal Lights</b>					
Seasonal lighting	16,000	16,800	17,000	17,500	
<b>Visitor Information Centre</b>					
Upgrading front entrance	28,000				
<b>Centre Square Improvements</b>					
Water fountain, greening, kiosks	7,800	8,000	8,800	9,000	
<b>PROJECTS</b>	<b>104,800</b>	<b>46,600</b>	<b>47,600</b>	<b>47,500</b>	<b>0</b>
<b>FUNDING</b>					
Province of NS (DMAH)					
Equipment capital reserve	0				
Proceeds on sale					
Capital reserve- Town Capital	104,800	15,700	17,300	19,000	-
Borrowing	-	30,900	30,300	28,500	-
<b>TOTAL</b>	<b>104,800</b>	<b>46,600</b>	<b>47,600</b>	<b>47,500</b>	<b>0</b>

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **23-26-01**

START YEAR **2023**

DEPARTMENT Planning

PROJECT NAME 2023 - Permitting Software

PROJECT DESCRIPTION \_\_\_\_\_

**PROJECT PRIORITY**      **Y or N**      (Indicate **High-10**, **Medium-5** or **Low-1**)

	check all that apply	
Health and safety issue	<input type="checkbox"/>	_____
Fiscal and budget impacts	<input type="checkbox"/>	_____
Asset renewal/replacement	<input type="checkbox"/>	_____
Development issue	<input checked="" type="checkbox"/>	5
Service enhancement	<input checked="" type="checkbox"/>	10
Other	<input type="checkbox"/>	_____

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	25,000	25,000				
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>25,000</b>	<b>25,000</b>	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	-					
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>-</b>	<b>-</b>	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					
<b>Estimated useful life</b>	10				

(Must be > 2 years and > \$5,000)



## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **23-26-02**

START YEAR **2023**

DEPARTMENT Planning- Economic Development

PROJECT NAME Downtown Betterments

PROJECT DESCRIPTION 2023-Lights/benches/bike racks-\$17,000

2024-Benches/Racks- \$17,700; 2025- Lighting/Benches/Racks- \$17,800

2026-Benches/Racks-\$19,000; 2027

PROJECT PRIORITY	Y or N	(Indicate High-10, Medium-5 or Low-1)
Health and safety issue	<input type="checkbox"/>	
Fiscal and budget impacts	<input type="checkbox"/>	
Asset renewal/replacement	<input type="checkbox"/>	
Development issue	Y	5
Service enhancement	Y	10
Other	<input type="checkbox"/>	

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
	Studies	-				
Land	-					
Asset purchase	63,600	17,000	15,800	15,800	15,000	
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>63,600</b>	<b>17,000</b>	<b>15,800</b>	<b>15,800</b>	<b>15,000</b>	<b>-</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	66,300	14,300	15,700	17,300	19,000	
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	- 2,700	2,700	100	- 1,500	- 4,000	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>63,600</b>	<b>17,000</b>	<b>15,800</b>	<b>15,800</b>	<b>15,000</b>	<b>-</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					
<b>Estimated useful life</b>	10				

(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
PROPOSED CAPITAL PROJECT DATA SHEET**

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **23-26-03**

START YEAR **2023**

DEPARTMENT Planning- Economic Development

PROJECT NAME Downtown Greenspace Improvement

PROJECT DESCRIPTION Hardscaping and landscaping, purchase of materials

**PROJECT PRIORITY**

Y or N (Indicate High-10, Medium-5 or Low-1)

check all that apply

Health and safety issue		
Fiscal and budget impacts		
Asset renewal/replacement	Y	5
Development issue	Y	5
Service enhancement	Y	10
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	29,000	11,000	6,000	6,000	6,000	
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>29,000</b>	<b>11,000</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	23,000	11,000	6,000	6,000		
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>23,000</b>	<b>11,000</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>	<b>-</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					
<b>Estimated useful life</b>	10				
(Must be > 2 years and > \$5,000)					

**TOWN OF KENTVILLE  
PROPOSED CAPITAL PROJECT DATA SHEET**

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-26-04

START YEAR 2023

DEPARTMENT Economic Development

PROJECT NAME BEAUTIFICATION - SEASONAL LIGHTING

PROJECT DESCRIPTION 2023 -Seasonal Lighting- \$16,000

PROJECT PRIORITY      Y or N      (Indicate High-10, Medium-5, Low-1 or N/A = 0)

PROJECT PRIORITY	Y or N	(Indicate High-10, Medium-5, Low-1 or N/A = 0)
Health and safety issue		
Fiscal and budget impacts	Y	10
Asset renewal/replacement	Y	
Development issue	Y	10
Service enhancement	Y	10
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	84,800	16,000	16,800	17,000	17,500	17,500
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>84,800</b>	<b>16,000</b>	<b>16,800</b>	<b>17,000</b>	<b>17,500</b>	<b>17,500</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-		-	-	-	-
Building Canada	-					
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	10,000	10,000				
From Capital Reserve-BackCheck						
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	74,800	6,000	16,800	17,000	17,500	17,500
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>84,800</b>	<b>16,000</b>	<b>16,800</b>	<b>17,000</b>	<b>17,500</b>	<b>17,500</b>

**Operating Budget impact**

Expenditure or savings	Year 1	Year 2	Year 3	Year 4	Year 5

**Estimated useful life**

(Must be > 2 years and > \$5,000)

N/A

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-26-03

START YEAR 2023

DEPARTMENT Planning- Economic Development

PROJECT NAME Signage

PROJECT DESCRIPTION \_\_\_\_\_

**PROJECT PRIORITY**      **Y or N**      (Indicate **High-10**, **Medium-5** or **Low-1**)

	Y or N	
Health and safety issue		
Fiscal and budget impacts		
Asset renewal/replacement	Y	5
Development issue	Y	5
Service enhancement	Y	10
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-		-			
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	-	-	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	-	-	-	-		
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	-	-	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					
<b>Estimated useful life</b>	10				

(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-26-04

START YEAR 2023

DEPARTMENT Economic Development

PROJECT NAME BEAUTIFICATION

PROJECT DESCRIPTION 2023 -Public Art- \$10,000

PROJECT PRIORITY      Y or N      (Indicate High-10, Medium-5, Low-1 or N/A = 0)

PROJECT PRIORITY	Y or N	(Indicate High-10, Medium-5, Low-1 or N/A = 0)
Health and safety issue		
Fiscal and budget impacts	Y	10
Asset renewal/replacement		
Development issue	Y	10
Service enhancement	Y	10
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	10,000	10,000				
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>10,000</b>	<b>10,000</b>	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-		-	-	-	-
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	10,000	10,000				
From Capital Reserve-BackCheck	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	-					
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>10,000</b>	<b>10,000</b>	-	-	-	-

**Operating Budget impact**

	Year 1	Year 2	Year 3	Year 4	Year 5
Expenditure or savings					

**Estimated useful life**

(Must be > 2 years and > \$5,000)

N/A

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-26-05

START YEAR 2023

DEPARTMENT Economic Development

PROJECT NAME Visitor Information Centre Entrance

PROJECT DESCRIPTION Upgrading front entrance for accessibility

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue		
Fiscal and budget impacts	Y	10
Asset renewal/replacement		
Development issue	Y	10
Service enhancement	Y	10
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	28,000	28,000				
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>28,000</b>	<b>28,000</b>	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-		-	-	-	-
Building Canada	-					
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve-BackCheck						
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	28,000	28,000	-	-	-	-
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>28,000</b>	<b>28,000</b>	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life N/A  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **23-26-05**

START YEAR **2023**

DEPARTMENT Economic Development

PROJECT NAME Centre Square Improvements

PROJECT DESCRIPTION Water Fountain, greening, kiosks

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	
Fiscal and budget impacts	Y	10
Asset renewal/replacement	Y	
Development issue	Y	10
Service enhancement	Y	10
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	42,600	7,800	8,000	8,800	9,000	9,000
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>42,600</b>	<b>7,800</b>	<b>8,000</b>	<b>8,800</b>	<b>9,000</b>	<b>9,000</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-		-	-	-	-
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve-BackCheck	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	42,600	7,800	8,000	8,800	9,000	9,000
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>42,600</b>	<b>7,800</b>	<b>8,000</b>	<b>8,800</b>	<b>9,000</b>	<b>9,000</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life **N/A**  
(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>RECREATION</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Soccer (nets)</b>	0				
Future years		10,000		-	-
<b>Green Places</b>					
Ravine Trail design	50,000				
Miners Marsh and Gorge Trail	90,000				
Future years		140,000	100,000	1,500,000	-
<b>Arena</b>					
Sign replacement	50,000				
Drain pit, glycol cooling system	45,000				
Ceiling fans, rubber flooring	35,000				
Future years		1,585,000	290,000	-	-
<b>Parks/Playgrounds</b>					
Irrigation, grandstands, gazebo, track, lighting	575,000				
Mill Run park and Oakdene Park washrooms	25,000				
Dipping station, bike course, irrigation	47,500				
Dog park, fencing	16,000				
Future years		525,000	1,610,000	500,000	6,000,000
<b>Pool</b>					
Repair pool leak	50,000				
Future years		-	-	-	-
<b>Facilities and Equipment</b>					
Windscreen, fencing extension	17,500				
Future years		75,000			-
<b>PROJECTS</b>	<b>1,001,000</b>	<b>2,335,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>6,000,000</b>
<b>FUNDING</b>					
Proceeds on sale	0	4,000	-	-	-
Town of Kentville Operating	0				
Capital reserve- Recreation	30,000	-	-	-	-
Capital reserve- General Allocation	456,000	101,000	40,000	-	-
Capital contribution- Federal	0	-	50,000	375,000	-
Capital contribution- Province	5,000	15,000	300,000	375,000	-
Capital contribution	10,000	-	-	375,000	-
Borrowing	500,000	2,215,000	1,610,000	875,000	6,000,000
<b>TOTAL</b>	<b>1,001,000</b>	<b>2,335,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>6,000,000</b>



## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-27-01

START YEAR 2023

DEPARTMENT Recreation

PROJECT NAME SOCCER

PROJECT DESCRIPTION 24/25 Soccer Nets

PROJECT PRIORITY      Y or N      (Indicate High-10, Medium-5 or Low-1)

	Y or N	(Indicate High-10, Medium-5 or Low-1)
Health and safety issue		
Fiscal and budget impacts		
Asset renewal/replacement	Y	1
Development issue		
Service enhancement		
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	10,000		10,000			
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
ACOA	-					
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve-Soccer/Recreation	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	10,000	-	10,000	-	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>	<b>-</b>	<b>-</b>

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life 5  
(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
PROPOSED CAPITAL PROJECT DATA SHEET**

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **23-27-02**

START YEAR **2023**

DEPARTMENT **Recreation**

PROJECT NAME **GREEN PLACES**

PROJECT DESCRIPTION **2023- Ravine Trail - \$50,000; Miner Marsh Trail Upgrade - \$20,000; Miners Marsh Picnic Area - \$7,500; Miners Marsh \$7,500; Gorge Trail Upgrade for Nationals - \$15,000; Gorge Curious Gorge Bridge - \$40,000**

**2024- Boat launch- \$50,000; Miners Marsh Viewing Platform - \$80,000; Sherry Park Trail Development - \$10,000;**

**2025- Miners Marsh Viewing Platform - \$100,000;**

**2026- Miners Marsh Trail expansion- \$1,500,000**

PROJECT PRIORITY	Y or N	(Indicate High-10, Medium-5 or Low-1)
Health and safety issue	<input type="checkbox"/>	
Fiscal and budget impacts	<input type="checkbox"/>	
Asset renewal/replacement	<input type="checkbox"/>	
Development issue	Y	10
Service enhancement	Y	10
Other	<input type="checkbox"/>	

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	50,000	50,000				
Construction	1,830,000	90,000	140,000	100,000	1,500,000	
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>1,880,000</b>	<b>140,000</b>	<b>140,000</b>	<b>100,000</b>	<b>1,500,000</b>	<b>-</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	375,000				375,000	
Building Canada	-					
Province	385,000	10,000			375,000	
Province (DOE)	-					
Frontages	-					
Capital contributions	375,000				375,000	
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- Recreation	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures (trail signs??)	745,000	130,000	140,000	100,000	375,000	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>1,880,000</b>	<b>140,000</b>	<b>140,000</b>	<b>100,000</b>	<b>1,500,000</b>	<b>-</b>

Operating Budget impact	Year 1	Year 2	Year 3	Year 4	Year 5
Expenditure or savings					

Estimated useful life **10**  
(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
PROPOSED CAPITAL PROJECT DATA SHEET**

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-27-03

START YEAR 2023

DEPARTMENT Recreation

PROJECT NAME ARENA

PROJECT DESCRIPTION **2023- Zamboni Drain and Pit - \$25,000; Rubber Flooring - \$15,000; Ceiling Fans - \$20,000; Arena Outdoor Sign Replacement - \$50,000; Glycol Cooling System - \$20,000;**

**2024- Arena Resurface - \$1,500,000; Plumbing Upgrades - \$60,000; Arena Garage Addition - \$25,000;**

**2025- Electrical Upgrades - \$40,000; Accessibility Upgrades - \$250,000;**

PROJECT PRIORITY	Y or N	(Indicate High-10, Medium-5 or Low-1)
Health and safety issue	<input type="checkbox"/>	
Fiscal and budget impacts	<input type="checkbox"/>	
Asset renewal/replacement	Y	10
Development issue	<input type="checkbox"/>	
Service enhancement	Y	5
Other	<input type="checkbox"/>	

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
	Studies	-				
Land	-					
Asset purchase	50,000	50,000				
Design/engineering	-					
Construction	1,920,000	45,000	1,585,000	290,000		
Furnishings/equipment	35,000	35,000				
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>2,005,000</b>	<b>130,000</b>	<b>1,585,000</b>	<b>290,000</b>	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	50,000			50,000		
Building Canada	-					
Province	-			50,000		
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	122,000	22,000	60,000	40,000		
From Capital Reserve- Recreation	-					
From Depreciation Reserve	-					
Cash	-					
<b>Long-term Financing</b>						
Debentures (arena roof- replace cash)						
Debentures	1,783,000	108,000	1,525,000	150,000	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>1,955,000</b>	<b>130,000</b>	<b>1,585,000</b>	<b>290,000</b>	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					
<b>Estimated useful life</b>	10				

(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
PROPOSED CAPITAL PROJECT DATA SHEET**

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID **23-27-04**

START YEAR **2023**

DEPARTMENT **Recreation**

PROJECT NAME **MEMORIAL PARK- OTHER PARKS & PLAYGROUNDS**

2023- Dog Park - \$6,000; Mill Run Subdivision Pocket Park - \$10,000; Deer Haven Trail Development - \$10,000; Oakdene Park Irrigation Connection - \$20,000; Memorial Park Ball Field Irrigation (Pond Field) - \$20,000; Memorial Park Grandstand - \$450,000; Memorial Park Playground Gazebo - \$15,000; Oakdene Park Washrooms - \$15,000; Oakdene Park Dipping Station - \$7,500; Memorial Park Bike Course Development - \$10,000; Memorial Park Mosquito Field Fencing - \$10,000; Burgher Hill Bike Track and Shelter - \$30,000; Aluminum Bleachers - \$10,000; Skate Park Lighting - \$50,000;

2024- Mill Run Subdivision Pocket Park - \$50,000; Oakdene Park Washrooms - \$350,000; Memorial Park Fencing Peewee & Bantam - \$50,000; Miners Marsh

2025- Memorial Park Parking Lot Paving - \$110,000; Paving Harvest Moon Trail - \$500,000; Memorial Park Lighting Replacement - \$1,000,000;

2026- Paving Harvest Moon Trail - \$500,000;

2027 - Multi-Purpose Field Convert to Turf - \$5,000,000; Multi-Purpose Field Lighting - \$1,000,000;

PROJECT PRIORITY	Y or N <small>check all that apply</small>	(Indicate High-10, Medium-5 or Low-1)
Health and safety issue	Y	10
Fiscal and budget impacts		
Asset renewal/replacement		
Development issue	Y	10
Service enhancement	Y	5
Other		

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
Studies	-					
Land	-					
Asset purchase	8,050,000	575,000	475,000	1,000,000		6,000,000
Design/engineering	25,000	25,000				
Construction	1,207,500	47,500	50,000	610,000	500,000	
Furnishings/equipment	-					
Sitework/landscaping	16,000	16,000				
Contingency	-					
Other	-					
<b>Total cost</b>	<b>9,298,500</b>	<b>663,500</b>	<b>525,000</b>	<b>1,610,000</b>	<b>500,000</b>	<b>6,000,000</b>

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	265,000		15,000	250,000		
Frontages	-					
Capital contributions	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Operating Funds</b>						
From Capital Reserve	55,000	55,000				
From Capital Reserve- Recreation	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	8,978,500	608,500	510,000	1,360,000	500,000	6,000,000
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>9,298,500</b>	<b>663,500</b>	<b>525,000</b>	<b>1,610,000</b>	<b>500,000</b>	<b>6,000,000</b>

Operating Budget impact	Year 1	Year 2	Year 3	Year 4	Year 5
Expenditure or savings					

Estimated useful life **10**  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-27-05

START YEAR 2023

DEPARTMENT Recreation

PROJECT NAME POOL/SPLASHPAD

PROJECT DESCRIPTION 2023 - Repair Pool Leak - \$50,000;

PROJECT PRIORITY      Y or N      (Indicate High-10, Medium-5 or Low-1)

	check all that apply	
Health and safety issue	Y	10
Fiscal and budget impacts		
Asset renewal/replacement	Y	10
Development issue		
Service enhancement		
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	50,000	50,000				
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>50,000</b>	<b>50,000</b>	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- Recreation	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	50,000	50,000	-	-	-	-
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	<b>50,000</b>	<b>50,000</b>	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					
<b>Estimated useful life</b>	10				

(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
PROPOSED CAPITAL PROJECT DATA SHEET**

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 23-27-06

START YEAR 2023

DEPARTMENT Recreation

PROJECT NAME MISCELLANEOUS FACILITIES AND EQUIPMENT

PROJECT DESCRIPTION 2023-Tennis court- wind screen- \$10,000; Fencing Extension - \$7,500;

2024- 3/4 Ton Truck-\$75,000:

PROJECT PRIORITY Y or N (Indicate High-10, Medium-5 or Low-1)

PROJECT PRIORITY	Y or N	(Indicate High-10, Medium-5 or Low-1)
Health and safety issue	<input type="checkbox"/>	
Fiscal and budget impacts	<input type="checkbox"/>	
Asset renewal/replacement	Y	5
Development issue	<input type="checkbox"/>	
Service enhancement	Y	1
Other	<input type="checkbox"/>	

PROJECT COST:	Total Expenditure	23/24 Year 1	24/25 Year 2	25/26 Year 3	26/27 Year 4	27/28 Year 5
Studies	-					
Land	-					
Asset purchase	75,000		75,000			
Design/engineering	-					
Construction	-					
Furnishings/equipment	17,500	17,500				
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	<b>92,500</b>	<b>17,500</b>	<b>75,000</b>	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province Eff. NS	-					
Frontages	-					
Capital contributions	-					
Proceeds on sale	4,000		4,000			
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	51,000	10,000	41,000			
From Capital Reserve- Recreation	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	37,500	7,500	30,000	-	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	<b>92,500</b>	<b>17,500</b>	<b>75,000</b>	-	-	-

Operating Budget impact	Year 1	Year 2	Year 3	Year 4	Year 5
Expenditure or savings					

Estimated useful life 10  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 22-27-07

START YEAR 2023

DEPARTMENT Recreation

PROJECT NAME STUDIES

PROJECT DESCRIPTION \_\_\_\_\_

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	_____
Fiscal and budget impacts		_____
Asset renewal/replacement		_____
Development issue	Y	_____
Service enhancement	Y	_____
Other		_____

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	-	-	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-		-	-	-	-
Building Canada	-					
NSOHPP	-					
Province- PCAP	-					
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Ratified April 26, 2021</b>						
From Capital Reserve	-					
From Capital Reserve- Recreation	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	-	-	-	-	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	-	-	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					

Estimated useful life 50  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 22-23-05

START YEAR 2023

DEPARTMENT Transportation

PROJECT NAME Parking Lots

PROJECT DESCRIPTION \_\_\_\_\_

**PROJECT PRIORITY**

Y or N

(Indicate High-10, Medium-5, Low-1 or N/A = 0)

check all that apply

Health and safety issue	Y	
Fiscal and budget impacts	Y	5
Asset renewal/replacement	N	0
Development issue	Y	5
Service enhancement	Y	10
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	-	-	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
MRIF	-					
Building Canada	-					
NSOHPP						
Province						
Frontages	-					
Capital contributions (Proceeds)	-					
<b>Revenue Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve- Equipment	-					
<b>Long-term Financing</b>						
Debentures	-	-	-	-	-	-
Temporary Borrowing						
Lease	-					
<b>Total Financing</b>	-	-	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings					
<b>Estimated useful life</b>	50				
(Must be > 2 years and > \$5,000)					



## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 20-27-08

START YEAR 2023

DEPARTMENT Recreation

PROJECT NAME WELLNESS CENTRE

PROJECT DESCRIPTION \_\_\_\_\_

PROJECT PRIORITY      Y or N      (Indicate High-10, Medium-5 or Low-1)

PROJECT PRIORITY	Y or N	(Indicate High-10, Medium-5 or Low-1)
Health and safety issue	<input type="checkbox"/>	_____
Fiscal and budget impacts	<input type="checkbox"/>	_____
Asset renewal/replacement	<input type="checkbox"/>	_____
Development issue	<input type="checkbox"/>	_____
Service enhancement	<input type="checkbox"/>	_____
Other	<input type="checkbox"/>	_____

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	-	-	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- Recreation	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	-	-	-	-	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	-	-	-	-	-	-

Operating Budget impact	Year 1	Year 2	Year 3	Year 4	Year 5
	Expenditure or savings				

Estimated useful life 10  
(Must be > 2 years and > \$5,000)

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 22-21-02

START YEAR 2023

DEPARTMENT General Government

PROJECT NAME TOWN HALL

PROJECT DESCRIPTION \_\_\_\_\_

**PROJECT PRIORITY**

Y or N (Indicate High-10, Medium-5 or Low-1)

check all that apply

Health and safety issue	Y	1
Fiscal and budget impacts		
Asset renewal/replacement	Y	10
Development issue		
Service enhancement		
Other		

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	-	-	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	-	-	-	-	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	-	-	-	-	-	-

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Operating Budget impact</b>					
Expenditure or savings	NIL	NIL	NIL	NIL	NIL

Estimated useful life 5  
(Must be > 2 years and > \$5,000)

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>CULTURAL</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>	<b>2026/2027</b>	<b>2027/2028</b>
Description	Budget	Budget	Budget	Budget	Budget
<b>Cultural</b>					
<b>Library</b>		0			
<b>Future Years</b>	-		-	-	-
<b>PROJECTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUNDING</b>					
Contributions- COK		-			
Contributions - Province		-			
Capital reserve - TOK	-	-	-	-	-
<b>Borrowing</b>	-	-			
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## TOWN OF KENTVILLE PROPOSED CAPITAL PROJECT DATA SHEET

FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28

PROJECT ID 20-27-09

START YEAR 2023

DEPARTMENT Cultural

PROJECT NAME LIBRARY

PROJECT DESCRIPTION \_\_\_\_\_

PROJECT PRIORITY      Y or N      (Indicate High-10, Medium-5 or Low-1)

PROJECT PRIORITY	Y or N	(Indicate High-10, Medium-5 or Low-1)
Health and safety issue	<input type="checkbox"/>	_____
Fiscal and budget impacts	<input type="checkbox"/>	_____
Asset renewal/replacement	<input type="checkbox"/>	_____
Development issue	<input type="checkbox"/>	_____
Service enhancement	<input checked="" type="checkbox"/>	<u>1</u>
Other	<input type="checkbox"/>	_____

PROJECT COST:	Total	23/24	24/25	25/26	26/27	27/28
	Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5
Studies	-					
Land	-					
Asset purchase	-					
Design/engineering	-					
Construction	-					
Furnishings/equipment	-					
Sitework/landscaping	-					
Contingency	-					
Other	-					
<b>Total cost</b>	-	-	-	-	-	-

**FINANCING:**

<b>External</b>						
Federal Gas Tax	-					
Canada	-					
Building Canada	-					
Province	-					
Frontages	-					
Capital contributions- COK	-					
<b>Operating Fund</b>						
Capital from operating (Tax)	-					
Capital from operating (User fee)	-					
<b>Reserve Funds</b>						
From Capital Reserve	-					
From Capital Reserve- restricted	-					
From Depreciation Reserve	-					
From Other Reserve	-					
<b>Long-term Financing</b>						
Debentures	-	-	-	-	-	-
Temporary Borrowing	-					
Lease	-					
<b>Total Financing</b>	-	-	-	-	-	-

Operating Budget impact	Year 1	Year 2	Year 3	Year 4	Year 5
	Expenditure or savings				

Estimated useful life 10  
(Must be > 2 years and > \$5,000)

**KENTVILLE SANITARY SEWER AREA SERVICE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

GENERAL LEDGER	<b>SANITARY SEWER</b>	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
#	Description	Budget	Budget	Budget	Budget	Budget
	<b>Renewals</b>					
	<b>CF</b> - Prospect Avenue renewal	100,000				
	Colonial/Pleasant	250,000				
	Southview/Lavinia		245,000			
	Braeside/MacDonald Avenue			285,000		
	Elm Street				300,000	
<b>PROJECTS</b>		<b>350,000</b>	<b>245,000</b>	<b>285,000</b>	<b>300,000</b>	<b>0</b>
	<b>FUNDING</b>					
	Capital from revenue	35,000	35,000	35,000	35,000	
	Reserve- Capital					
	Reserve- Depreciation	100,000	50,000	65,000	75,000	
	<b>BORROWING</b>	215,000	160,000	185,000	190,000	
<b>TOTAL</b>		<b>350,000</b>	<b>245,000</b>	<b>285,000</b>	<b>300,000</b>	<b>-</b>

**KENTVILLE WATER UTILITY  
CAPITAL INVESTMENT PLAN  
THREE YEAR PLAN -2020/21 TO 2022/23**

GENERAL LEDGER	<b>WATER UTILITY</b>	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
#	Description	Budget	Budget	Budget	Budget	Budget
	<i>To Meet Normal Demands</i>					
	Services	10,000	10,000			
	Meters & Conversion to Radio Read	15,000	15,000			
	Hydrants	10,000	10,000			
	Pumps	16,000	16,000			
		51,000	51,000			
<b>PROJECTS</b>		<b>102,000</b>	<b>102,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Reserve- Depreciation	135,000				
	<b>BORROWING</b>					
<b>TOTAL</b>		<b>135,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**RECREATION DEPARTMENT  
RFD GRANT  
PROVINCE OF NS - OHPP  
FIVE YEAR PLAN - YEARS 2015/16 TO 2019/20**

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**Received as such:**

March 30, 2012	40,000.00
April 16, 2012	20,000.00
April 5, 2013	<u>15,000.00</u>
<b>Total received</b>	<b><u>75,000.00</u></b>

**Expensed**

2011/2012 construction	<b><u>39,326.54</u></b>
------------------------	-------------------------

**Transferred to Recreation soccer reserve:**

September 18, 2012	673.46
April 16, 2012	20,000.00
April 13, 2013	<u>15,000.00</u>
<b>Total to reserve</b>	<b><u>35,673.46</u></b> 13/14 funding
<b>Grand total use of funds</b>	<b><u>75,000.00</u></b>

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>PLANNING</b>	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
Description	Budget	Budget	Budget	Budget	Budget
IT initiatives- annual program					
<b>PROJECTS</b>	0	0	0	0	0
<b>FUNDING</b>					
Capital Reserve- General allocation	0	-	-	-	-
Borrowing	0	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**TOWN OF KENTVILLE  
CAPITAL BUDGET REQUEST CRITERIA**

	<b>NEW</b>	
1		Health or safety issue
2		Legislation changes
3		Maintenance of existing assets
4		Maintaining current service levels
5		Increased efficiencies
6		Increase in level of existing services
7		New service
	100	



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>GENERAL LEDGER</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>#</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>
		0	0



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2023/24 TO 2027/28**

<b>GENERAL LEDGER</b>		<b>2012/2013</b>	<b>2013/2014</b>
<b>#</b>	<b>Description</b>	<b>Budget</b>	<b>Budget</b>

		0	0

<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
<b>Budget</b>	<b>Budget</b>	<b>Budget</b>






April 24, 2023

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Chief Administrative Officer  
Dan Troke  
354 Main Street  
Kentville, NS  
B4N 1K6

902-679-2501  
dtroke@kentville.ca

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RE: Rezoning Application Update

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A rezoning application for MacDougall Heights was brought to Council Advisory Committee on April 11, 2023. The intention was to bring this to Council on April 24, 2023 for First Reading.

Comments from the planner have prompted staff and the developer to prepare more information on certain aspects of the proposal. Staff will bring this additional information to Council for the May 6 2023 Council Advisory Committee meeting.

Dan Troke  
Town of Kentville

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**TO:** Council Advisory Committee  
**FROM:** Kirsten Duncan, Acting Development Officer and Planning Technician



**DATE:** April 2023

**SUBJECT:** Supplemental information for the Application for Land Use Bylaw Zoning Map Amendment (Rezoning) of PID 55247761

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## BACKGROUND

Staff brought a report forward to March CAC outlining an application received from Brighter Community Planning & Consulting on behalf of the property owner Mitch Brison of Brison Developments Limited to rezone a vacant parcel of land identified as PID 55247761.

After review of the report and presentation by CAO Dan Troke, Council had a number of outstanding questions and concerns surrounding the proposed development. The intention of this report is to provide further information to Council around those questions and concerns.

As an addition to the staff reports that have been brought to Council to date, the Town has engaged C + D Community Design to review the compiled information and provide a professional opinion on the proposed development from the standpoint of a Licensed Professional Planner. The analysis can be found in Appendix B of this report.

## DISCUSSION

Questions have been posed about whether the Town's Municipal Planning Strategy has policies enabling the consideration of rezonings. Staff would like to take this opportunity to outline specific sections and policies within the planning documents that were not addressed in the March CAC report:

### **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.

### 15.9.2 Rezoning's

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

#### 15.9.2.1 Rezoning Application Requirements

Council requires that a request to rezone a property must be submitted in writing to the Town's Planning & Development Services Department. The application must include a written description of any related development proposal along with detailed plans with respect to servicing, stormwater drainage, traffic management, landscaping, and other design elements. All amendment applications must also include payment of an advertising deposit to cover the costs of any required public participation notification including newspaper ads and mail outs. By requiring a detailed development proposal, Council, Staff, the Planning Advisory Committee and the public will be able to examine the application more precisely. Where such a proposal involves dimensional or aesthetic issues, it shall also include a professionally prepared graphic representation. Council is aware that there is no legal agreement binding the developer to a proposal submitted as part of rezoning application, but this exercise will help Council evaluate potential land use impacts related to the rezoning request.

**Policy IM-7** *It shall be the intention of Council* to require the submission of a detailed proposal as part of any rezoning application or amendment application that affects a specific property or properties. Where such a proposal involves dimensional or aesthetic issues, it shall include both a written and a professionally prepared site plan and graphic representations that are drawn to scale. Such graphic proposal must clearly indicate the following;

- a) the location, area, and dimensions of the subject property;
- b) the proposed location, dimensions, height, and proposed use of all buildings;
- 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.

Further questions have been asked about commitments from the Developer when the original lots were sold. The Town is not at liberty to uphold any commitments made by the developer to individual property owners. Additionally, any covenants put in place by the Developer are not enforced by the Town. Covenants are a binding agreement that runs with the property, regardless of ownership, and if not followed can result in complaints and legal action against the owner of the property. Covenants are to be enforced by the Developer.

Staff understand the concerns of residents as it pertains to the addition of multi-unit buildings within the subdivision, however as the demand for housing changes, it is important that the Town remains responsive to the needs of our community. With the Provincial Government's goal to grow the population of our province to 2 million by 2060, the most cost-effective way that we can help our community with this goal is by enabling high density development.

### **Development Process**

The process of development from conceptual plan to a developed subdivision has many moving parts, can take multiple years, involves various departments and can be complex. Staff have created the following general timeline of events to provide some clarity on the overall process and when specific technical elements are required to be submitted for review.

#### **Tentative subdivision plan submitted:**

- *review of the proposal in a more detailed form,*
- *5% parkland requirement is negotiated,*
- *approved road layout,*
- *exact pipe dimension and elevations agreed upon,*
- *detailed stormwater management plans approved,*
- *lot areas, dimensions are reviewed for compliance with the LUB zone requirements, etc.*

Which, when successful, ends with an **approved tentative subdivision plan** which is valid for a length of two years. Then, the placement of infrastructure and **construction of the road** begins:

- *developer works with a site inspector to ensure the project is adhering to the plan approved by the Town, and*
- *ensure at this time that any as-built record information is captured to convey to the Town for asset management purposes*

Once construction of the road is complete, the Town and Developer enter into a **Subdivision Agreement process**. As a result of this process, the Town will receive:

- *any as-built record drawings for the new roads,*
- *the deeds for the roads and parkland, and*

- *a final plan of subdivision for the roads, parkland and individual lots to be created*

The Developer will then request for individual lots to be subdivided with a **Final Plan of Subdivision**. Once lots are approved and registered with the Land Registry Office **Development Permits** can be applied for to begin the construction of individual dwellings.

### **Site Development**

To provide a clearer understanding of the site as it relates to the existing subdivision, staff have compiled an additional map to help clarify which can be found at the end of this report.

There will be entrances to this development from the following existing roads:

- from MacDonald Park Road, through Carleton Drive;
- from Mount Vincent Drive;
- from Acadia Drive;
- from Acadia Drive, through a new unnamed street identified as Street A on the conceptual plan; and,
- eventually from the proposed Donald E Hiltz Connector Road, once it is constructed.

Staff have worked with the applicant to encourage the use of Single Unit Dwelling (R1) Zone properties adjacent to existing Single Unit Dwelling (R1) Zone properties to ensure compatibility with the existing neighbourhood. The applicant and developer have been receptive to these requests and have worked with the Planning Department to get to a point where we believe there are ample R1 zoned lots in this proposal. Staff would also like to acknowledge that Single Unit Dwellings are a permitted use within the One and Two Unit Dwelling (R2) Zone.

### **Steep Slopes**

There was concern expressed around the proposed development and the Steep Slopes (25%+) identified on the Environmental Constraints Overlay Map (Map #3) of the Municipal Planning Strategy. To provide a clearer understanding of how these identified slopes relate to the proposed development, staff have compiled an additional map with the conceptual plan georeferenced to PID 55247761 with the 25% slope overlay zones layer. It can be found at the end of this report.

### **Sidewalks & Connectivity**

As a result of an amendment supported by Town Council in 2008, the Kentville Subdivision Bylaw only requires the construction of sidewalks on new arterial roads. However, the Traffic Impact Study (TIS) provided by GAALCO Traffic Engineering does recommend the construction of a sidewalk from this phase of the Acadia Drive road to the proposed Donald E Hiltz Connector Road at the cost of the Developer.

Furthermore, it is worthwhile for Council to note that the Active Transportation Plan, prepared by Upland Planning in 2019 recommend an amendment to our Subdivision Bylaw to add a

requirement for sidewalks on new collector roads, which Acadia Drive has been designated as since it's inception.

Staff would also like to note that the Town's priority for parkland dedication throughout the past several years has been to ensure connectivity between roads in subdivisions in the absence of sidewalks on local roads.

### **Stormwater Management**

Questions relating to stormwater management were also brought up during the March CAC meeting. For further clarity, NS Environment (NSE) requires all new developments to limit the impact on the downstream infrastructure with a net zero increase in the amount of stormwater run-off. This can be accomplished using several methods such as above/below ground parking lot stormwater storage, site specific storage ponds, flow control roof drains, etc.

During construction, it is the responsibility of the developer to predict the direction of water flow and associated volumes, and to ensure that minimum grading standards are employed in lot drainage design. Responsibility to construct the required grades on each lot rests with the lot builder. Furthermore, lot builders need to ensure that water is directed toward the street or the rear lot line and that no building line grade shall be lower than the street grades designed.

As always, if residents are unclear who to contact regarding stormwater issues, they are encouraged to reach out to the Town to get clarification. Essentially:

- if there is an issue between two private properties, it becomes a civil matter between those two parties;
- if there is an issue between the public right of way or town properties and a private property, then the property owner is encouraged to reach out to the Town to let us know of the issue so Staff can work towards a resolution.

### **Development Agreements**

Policy GD-5 of the Municipal Planning Strategy outlines the specific circumstances where Staff can consider Development Agreements:

**Policy GD-5** *It shall be the intention of Council* that the following uses be permitted only by Development Agreement in accordance with the Municipal Government Act and Policies IM-10 and IM-11:

- a) Mini Home Parks/Land Leased Communities in the Large Lot Residential (R5) Zone;
- b) The change in use of a non-conforming use of land or a non-conforming use in a structure, to another non-conforming use; and
- c) The expansion, enlargement or alteration of a non-conforming structure.

At this moment in time there is no supporting language to consider Multi-Unit Dwellings by Development Agreement.

## **AVRCE**

Staff have engaged the Director of Operations for AVRCE and have received a comment regarding the proposed development. The Director of Operations has stated that “Projected student enrollment data through 2027 indicates near capacity enrollment for KCA, with available capacity at NKEC. However, AVRCE is confident that they can respond to potential enrollment increases associated with the subject application for rezoning and potential future development. This includes school capacity as well as student transportation. At this time AVRCE has no other concerns or comments related to this rezoning application.”

Should Council wish to be proactive with the future planning for schools within the area, Staff recommend considering zoning an area of land as “institutional” for additional educational facilities when the Town eventually enters into a Secondary Planning Strategy process.

## **ATTACHMENTS**

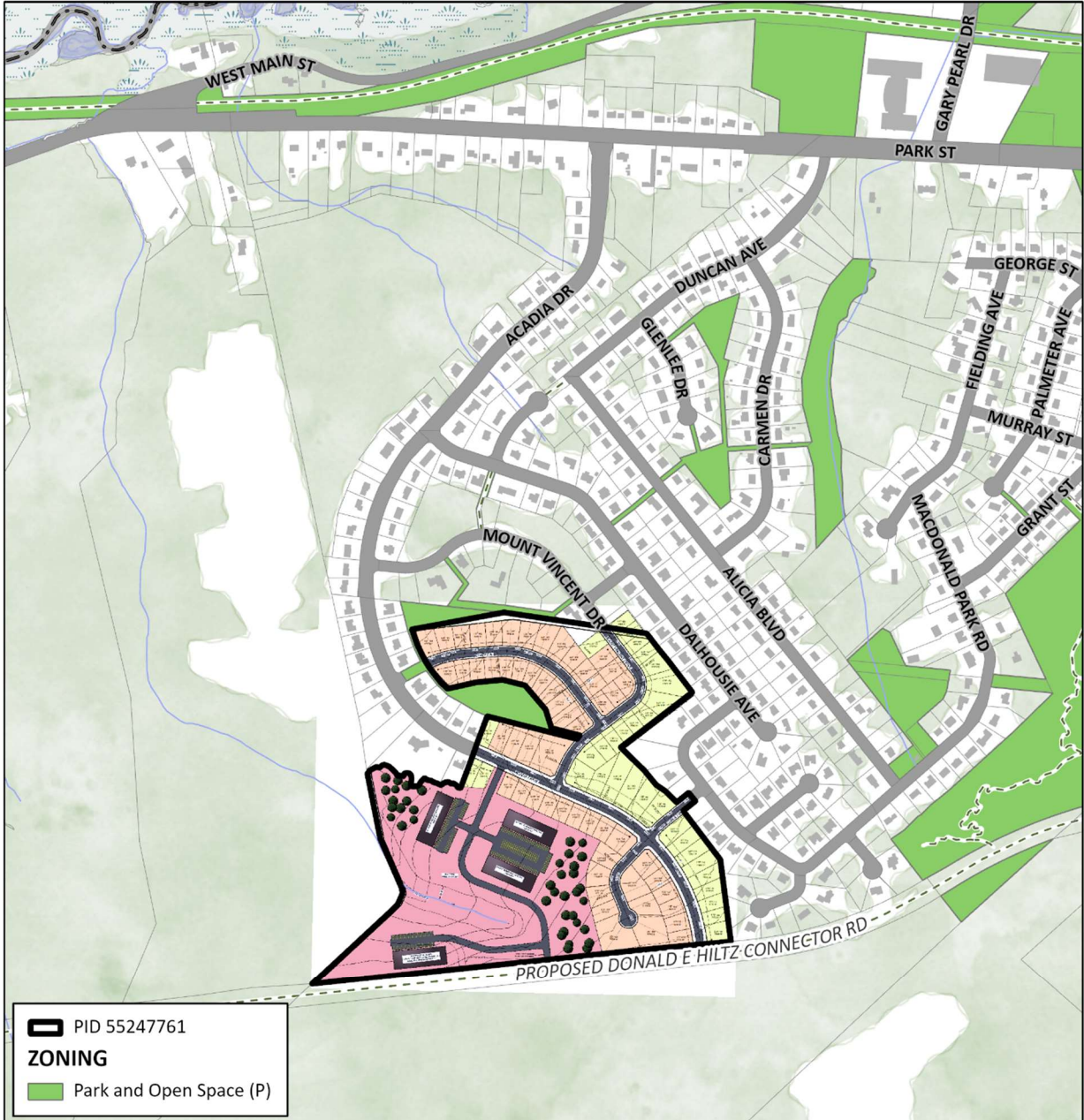
Map 1	Location Map
Map 2	Slope Map
Appendix A	Letter from AVRCE
Appendix B	C + D Community Design Review of Rezoning Application for PID 55247761

MAP 1

PID 55247761 McDougall Heights  
Location Map



Scale: 1:8,000



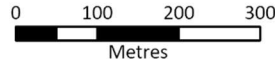
This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document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

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

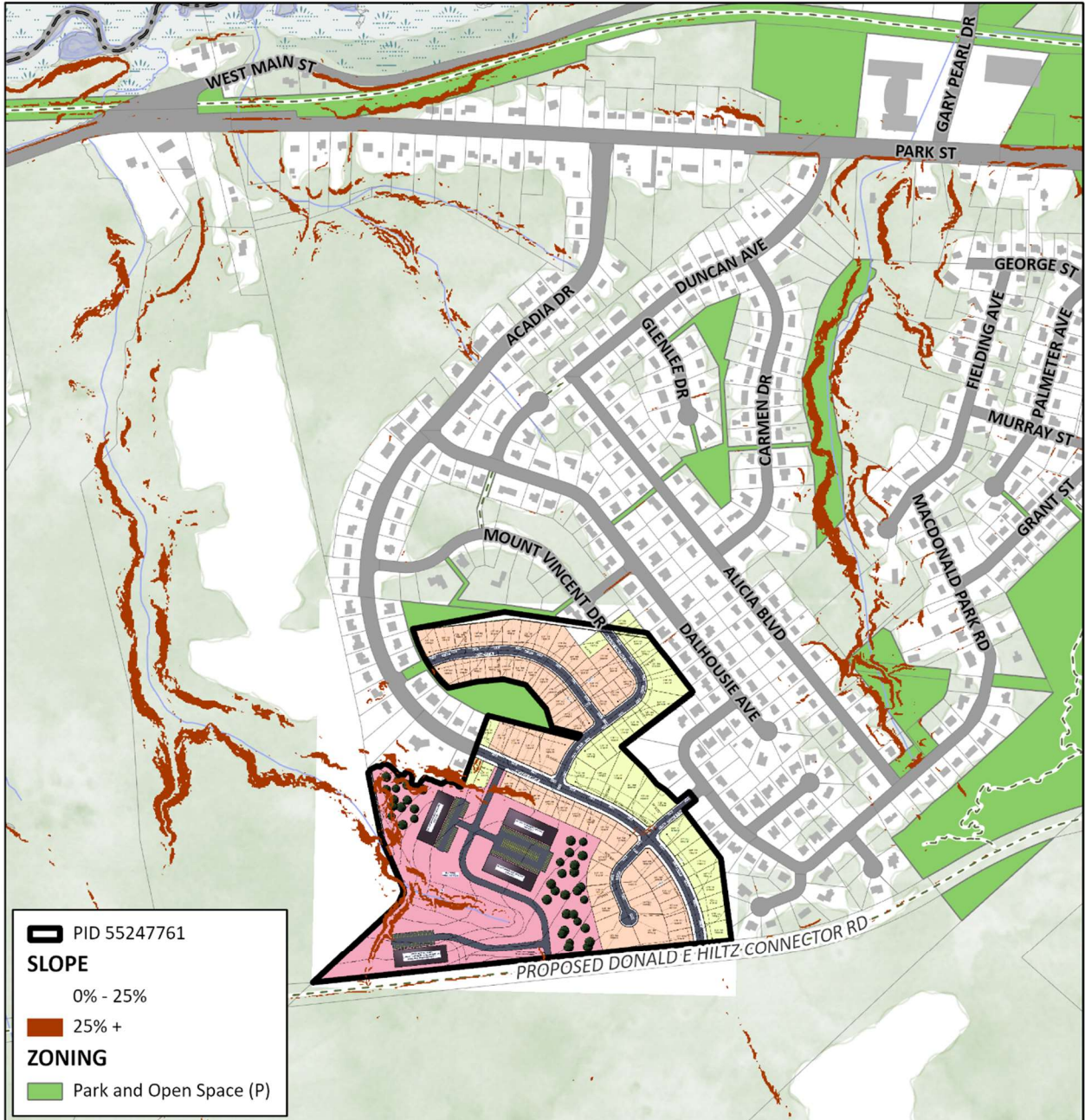


# MAP 2

## PID 55247761 McDougall Heights Slope Map



Scale: 1:8,000



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

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



6 April 2023

BY E-MAIL

Kirsten Duncan  
Planning Technician  
Town of Kentville  
354 Main Street, Kentville, NS  
B4N 1K6

Dear Kirsten:

Request for Comment on Rezoning Application for Acadia Drive Development (Brisson Developments).

In reference to your e-mail of 3 April 2023, the Annapolis Valley Regional Centre for Education (AVRCE) has reviewed the rezoning application for the proposed development south of Acadia Drive and MacDonald Park Road in Kentville NS, ref Project No. 22-151, Drawing C-01, dated 22 February 2023 for Brisson Developments.

The proposed development of single family, semi-detached and multi-unit residential dwellings at this location may impact the enrollment at schools within the respective catchment(s). They include Kings County Academy (KCA) and Northeast Kings Education Centre (NKEC). Projected student enrollment data through 2027 indicates near capacity enrollment for KCA, with available capacity at NKEC. However, AVRCE is confident that we can respond to potential enrollment increases associated with the subject application for rezoning and potential future development. This includes school capacity as well as student transportation.

At this time AVRCE has no other concerns or comments related to this rezoning application. Thank you for bringing this matter to the attention of AVRCE.

Regards,

Paul Lincoln, P.Eng.  
Director of Operations

cc: Dave Jones - Regional Executive Director, AVRCE



[Redacted text]

April 7, 2023

Re: Subdivision Application for PID 55247761 Kentville

[Redacted text]

As you know, [Redacted] asked me to review the documents related to a concurrent subdivision and rezoning application in the Town of Kentville and provide my opinion on how these relate to their Planning Documents. I checked all the records provided, put together some questions and thoughts and then met with you to discuss further. Based on our conversation, the following approach is best for the Town of Kentville.

Immediate Response:

Consider requesting the following from the Developer grounded in the Town’s existing policies for subdivision and rezoning applications:

- Request further information be included within the Stormwater Management Plan to address concerns raised by residents.
- Request that traffic calming and the efficient, safe movement of pedestrians and cyclists be incorporated into the traffic study.
- Request that parks and other community assets be safe and central.

Intermediate Response:

My recommendation would be that Council approve the rezoning and subdivision applications. The Municipal Planning Strategy supports diverse residential developments, and the R5 zoning indicates the intent to permit residential development in this area.

Long-Term Response:

Council should consider improving their plans, approach, and requirements for future residential applications. Many options and planning tools should be considered and could be adapted to satisfy the concerns raised by residents and Council.

Caroline  
Robertson, MPS BCD  
HONOURS

MCIP, LPP

Phone:

(902)742-5300

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Caroline@CDCommunityDesign.CA



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April 7, 2023

Re: Subdivision Application for PID 55247761 Kentville

I've outlined each of these responses further in the attached report.

I will set up a Teams meeting for early next week to discuss this; you may invite the staff from the Town of Kentville for our discussion.

Thank you for clarifying C + D Community Designs' role in this application. We will be happy to enter contract discussions with the Town of Kentville to lead this project while continuing to work with you and your company.

All my best,

Caroline

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## SUBDIVISION APPLICATION PID 55247761

The Town of Kentville has received an application to Re-Zone PID 55247761 from Brighter Community Planning & Consulting on behalf of Brison Developments. The application seeks zoning changes for a mixed-density development near Acadia Drive.

## IMMEDIATE RESPONSE

I have reviewed the request sent by the Town to the Developer for more information. How it has been worded makes it challenging to interpret the policies slightly differently and request additional elements. This may limit other options for requests. I also reviewed the developer's response and their persistence that the site plan is only for example purposes. However, this project's subdivision application portion requires that they provide tangible strategies for specific elements, such as the stormwater infrastructure, parkland and safe pedestrian and cyclist flow. The application should incorporate these elements as the Town may need to accept ownership and right-a-ways.

Although the Town of Kentville Subdivision By-Law appears to be copied directly from the Municipal Government Act, it does give staff much control when considering applications. The by-law allows the Development Officer to request concept plans, lot access, shapes of lots, and requirements for the design and construction of streets, private roads, wastewater facilities, stormwater systems, water systems and other services. Trees, highways, bus bays, sidewalks, pathways, layout, and construction plant, should be outlined. Also included are requirements for transferring useable land or equal value for parks, playgrounds and similar public purposes, identification of transportation reserves and requirements for lots to be designed not to impede a transportation reserve. Lastly, the final subdivision application should include installing water systems, wastewater facilities, stormwater systems and other services in the land area being subdivided to the standards prescribed by the Municipality.

This development should benefit Council from a tax perspective vs. infrastructure maintenance. When considering proposed community elements, Council may be interested in having staff analyze the potential tax revenue compared to initial costs and ongoing future maintenance considerations. The subdivision by-law through section (8) gives Council the option to recover any cost to the municipality if the applicant implements services exceeding the anticipated requirements of the applicant subdivision and the municipality chooses to reimburse the application for the excess capacity through the same manner as an infrastructure charge.

The Municipal Planning Strategy stresses the importance of efficient and economic extension of utilities, safe movement of pedestrians and cyclists, and safe and central community parks and amenities, all of which should be addressed in the Subdivision Application Phase. The Subdivision By-Law allows staff to request the above items and only approve the application once they meet the standards prescribed by the Town. The By-Law also enables the Town Engineer to approve the Storm Water Management Plan based on criteria specified by the Municipality. This means that staff must be satisfied with the plan, and the feedback from the public during the rezoning phase of the application may be used as reasoning to require alternative management elements.

One of the concerns expressed by residents was how long construction would take place, the impact of construction vehicles on the road, and safety concerns for children in the area. If the Town has access to a By-Law relating to when and how construction may occur, this will provide an option for Council to regulate and reduce the impact on existing properties' quality of life.

The most critical piece to convey is that the Town's Municipal Planning Strategy supports diverse residential developments, and the R5 zoning indicates the intent to permit residential development in this area. For this reason, Council should approve the current application using all available tools to address residents' concerns. Afterwards, it should be considered how to improve their plans, approach, and requirements for future applications.

#### 5.9 Residential Area Design

##### Policy RS-23

*Council shall intend* to encourage and promote the provision of affordable housing units, following the Land Use By-law, within residential areas of the Town by:

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

## STORM WATER MANAGEMENT

The Town may request a stormwater management plan for a rezoning or subdivision application. The developer has offered a net zero stormwater management system.

Policy RSS-23 Provides for the efficient and economic extension of existing water, sewer, and sanitary services (plus other utilities)

Has Council and staff considered what could be included as "other utilities"? I feel strongly that utilities such as grey and green stormwater infrastructure and transportation infrastructure are necessary when ensuring the efficiency and economic extension of existing services. For this reason, there is an argument that this has yet to be satisfied, but it must be defensible to the NSUARB.

There is an opportunity to request more of the stormwater management plan. It's up to the staff if they accept what is provided. With the Brook on-site and the feedback from the community, I would request additional green infrastructure elements.

### **Mitchell Brook Watercourse**

The subject property will require re-grading; how will this impact the Brook? The stormwater management plan should prevent contaminated water from flowing directly into the brook.

Residents have expressed concern about how wet this area can become during different parts of the year. Green solutions to stormwater management would help beautify the site and manage wet ground concerns. Stormwater management plans should consider more than just the engineering and piping solutions.

#### 4.1.4 Alteration of Land

Alteration to the level of land resulting from any excavation or filling activity for the preparation of the land for development or in conjunction with any permitted development which involves the removal or addition of more than 20 yd<sup>2</sup> (15.3 m<sup>2</sup>) of material from the site shall require a Development Permit before commencement and shall comply with the following:

A) All excavation and filling activities for which a Development Permit is required be wholly contained within the property affected;

**B) No alteration in the level of land resulting from any excavation or filling for preparation of land for development for which a Development Permit is required shall cause water to shed to an adjacent property.**

I. Notwithstanding 4.1.4(b), water may be shed to any existing ditch, culvert, watercourse, or stormwater drainage system upon approval from the Town Engineer. and An approved site drainage plan may be required by the Development Officer and approved by the Town Engineer before the granting of a Development Permit.

### SAFE MOVEMENT OF PEDESTRIANS AND CYCLISTS

The Town of Kentville, through Policy RS-23, requires the safe movement of pedestrians and cyclists to be considered; this also applies within the subdivision application. Walking paths, trails, or the park buffer between the two road extensions are worth considering. The Town should be given a right-of-way for this area and even consider owning and maintaining this piece if the Developer considers incorporating it.

Does the Town of Kentville have a cost-sharing policy for community infrastructure like sidewalks? If so, it might be an excellent policy to share with the developer while they are considering the safe movement of pedestrians and cyclists within their subdivision application.

A traffic study recommended a sidewalk linking Acadia Drive with the Donald Hiltz Connector Road. It mentioned that pedestrians are using the grass on the side of the arterial road to access services. TIS states that the proposed density will require no further infrastructure improvements.

At this point, I would not consider the requirement of the LUB/MPS for a traffic study satisfied. They need to show sufficient infrastructure within the subdivision application to ensure the safe movement of pedestrians and cyclists.

### SAFE AND CENTRAL PARKS & COMMUNITY ASSETS

The developer has used their 5% parkland dedication as their required buffering between the low-density and higher-density residential proposals. I recommend that the applicant individually consider the buffering, parkland, and amenity requirements. The parkland dedication piece is immediately crucial because it is part of the subdivision application. The Town policies require that parks and community assets be in safe and central locations; the applicant still needs to meet this requirement.



The proposed parks need to be in safe and central areas. The subdivision application needs to show consideration of this requirement. Instead, they are offered on the side of the development, separating the new from the existing single-family with a green belt.

In response to policy IM-8, the developer has stated that there are considerable recreational amenities in Kentville and chose not to include anything new in their proposal. If this concerns Council, I recommend that staff analyze the existing recreation facilities and the distance between the proposed buildings. Recreation facilities should be within walking distance (2.5 km) of the high-density portion.

## **INTERMEDIATE RESPONSE**

The community is questioning the developer's integrity and ability to build the proposal reasonably. Council and staff must know if the developer plans to build new homes on all the lots or sell them to others for development; also, what portion he will be developing himself. There is time to have more control over how the development will play out after approval, as I anticipate that each lot will submit for a development permit as the owner is prepared to build.

Development permit applications must follow the planning regulations adopted and in place when the application is submitted. Some of the properties will be required to adhere to the existing rules. At the same time, others may wait long enough to submit their applications that they will fall under any new long-term planning regulations that Council may consider and adopt.

Also worth noting is policy GD-5, where if the developer intends to lease the land within the development, then Council may use this option to require the Development to proceed through Development Agreement. Another reason why it is essential to understand the Developer's future intent for the newly subdivided and re-zoned lots.

## **PROPOSED SITE PLAN AMENDMENT (APRIL 2023)**

The proposed site plan criteria should be reviewed and considered critically before passing. My recommendation would be to take your time with this amendment. It appears to be in response to the subdivision and rezoning application. Instead, I would take a long-term response with a Municipal Planning Strategy amendment, analyzing the area as a whole and reassessing Council's priorities for residential development.

## **LONG-TERM RESPONSE**

In agreement with the piece written by Maurice Lloyd, residential development and demand have changed drastically within Nova Scotia. There is a great need for this type of development in the areas surrounding Halifax. This alone is a constructive reason for Council to take the time to re-look at the Town's planning documents and policies related to residential growth.

I'd recommend that the Town consider updating their planning documents. The accountability and concerns of the community could be solved through planning controls that are within the ability of the Town to adopt. There are a few approaches to how this may be done; staff should talk with Council about the vision and move forward with the option they are most in favour of.

I anticipate the developer will be closely following all planning amendments under consideration. I would not recommend moving forward with a Land Use By-Law amendment in response to this development. Instead, Council must consider that area as a whole and their hopes for future residential development. This approach is beneficial because any amendments Council makes to their overall Municipal Planning Strategy are not appealable to the Nova Scotia Utility and Review Board. In contrast, modifications made to the Land Use By-law are appealable.

Although the Developer's application has raised concerns from the public, Council and staff concerning the planning controls for large-scale residential developments, I feel Council must understand that once an application is submitted, the applicant is responsible for complying with the existing regulations. It is impossible to re-write your Planning Documents and have them apply to an already submitted application.

Based on the application, the Developer intends to move forward slowly, potentially selling the smaller building lots and applying for a development permit for the higher-density apartments once the connector road has been completed. As the applications submitted are only for the subdivision and rezoning, the development permit applications will be submitted slowly as development plans are made for each lot. These applications must follow whatever planning rules are adopted and in place at the time of submission. Therefore, there is time for Council to perform a long-term planning exercise.

## **A SECONDARY COMMUNITY PLAN**

It's my understanding that the Town is already in the process of preparing a secondary plan for the other side of the Donald E Hiltz Connector Road. I would expand this plan to include the McDougall Heights community. The secondary plan should be incorporated into the Municipal Planning Strategy with associated regulations adopted into the Land Use By-Law.

## **R5 REZONING**

The R5 Zoning within the Planning Documents should not be permitted as of right. Instead, I expect any developments in this zoning to go through either site plan approval or development agreement at the developer's discretion. The existing policy feels "half-baked." It anticipates that residential development will happen and considers this land for future residential development; however, it doesn't provide a procedure for property owners to advance with development without rezoning.

### **Large Lot Residential (R5) Zone**

There are, at present, several large tracts of land in Kentville, many of which need to be serviced and for which there are no immediate plans for development. Council wishes to encourage the orderly development of these lands to accommodate future growth while avoiding costly extensions to municipal infrastructure and services. At the same time, Council understands that housing needs and preferences are constantly evolving. Because much of this land won't be developed for quite some time, this zone will accommodate a limited range of residential uses. Lands further away from existing

development and services will be discouraged from developing, although limited development will be permitted until such services are available.

## SITE PLAN REQUIREMENTS

The Town requires new structures in the R3 & R4 residential zones that abut an R1 or R2 zone to proceed through Site Plan approval. This requirement means that the Developer must go through Site Plan approval for the high-density elements of their development proposal.

The existing Site Plan Criteria for Development in Residential Zones does provide staff control. Still, it only looks at one property instead of considering the development as a whole. The policy is vague enough in the requirements that the Development Officer should be able to control elements of the apartment building portion of the development in a way that will satisfy neighbours and Council.

Policy 4.13 requires that on-site amenity space be provided for high-density developments. I recommend that Council and staff collaborate in advance and consider what amenities would be needed before a development application is submitted for the proposal. Staff have control to suggest amenities as part of the site-planning process.

Something missing from the site-plan requirements for large-scale residential developments which Council may want to consider are "sustainable transportation" options; I would incorporate this into any site-plan requirements. With the arrival of many new residents, items like transit routes and electric vehicle charging stations will be needed.

Site Plan Approval shall consider the following developments following Sections 231-233 of the Municipal Government Act and Section 5.1.12 of this Bylaw.

**a) New structures or additions in an (R3), (R4), (C1), (C2), (C3), (M1), and (CR) Zone when such developments abut a Single Unit Dwelling (R1) Zone or a One and Two Unit Dwelling (R2) Zone;**

- b) Day Care Centers to a maximum of 14 persons in the (R1), (R2) and (R3) zones; and
- c) Multi-Unit Residential Development over 50 units per acre in the (C1) zone.

### 4.1.3 Amenity Space

a) All new Multi-Unit Developments containing four or more dwelling units shall provide On-Site Amenity Space by the following requirements:

Bachelor and One Bedroom Two bedroom

Three or more bedrooms

200 ft<sup>2</sup> per unit 225 ft<sup>2</sup> per unit 255 ft<sup>2</sup> per unit

18.58 m<sup>2</sup> per unit 20.90 m<sup>2</sup> per unit 23.69 m<sup>2</sup> per unit

**b) Amenity space may include decks, balconies, gardens, landscaped open space, gyms, pools and other**

c) Useable outdoor recreation amenity space shall be in the side or rear yards. The recreation space must be usable, meaning it shall be cleared, levelled, and grassed or otherwise landscaped to create an attractive outdoor recreation space for the amenity of the residents on the lot.

d) Amenity space shall be waived for all residential conversions.

5.1.12 Site Plan Criteria for Development in Residential Zones

The following site plan criteria shall apply to all new development permitted through the site plan approval process. No development permit shall be issued for development that is inconsistent with these criteria, in addition to all applicable zone standards and other requirements of this Bylaw:

- a) the location of new structures (or an addition to an existing structure) is located on the lot to minimize any adverse impacts on the surrounding neighbourhood, including, but not limited to, noise, dust, or lighting;
- b) the location of off-street parking and loading facilities are located and designed to minimize any adverse impact on the surrounding neighbourhood;
- c) the location, number and width of ingress and egress points are designed to prevent traffic congestion, nuisance and inconvenience in the area and minimize any adverse impact on the surrounding neighbourhood;
- d) the type, location and height of walls, hedges, fences, trees, shrubs, groundcover or other landscaping elements are designed and built to protect and minimize any adverse impact on neighbouring properties;
- e) the existing vegetation, where possible and deemed practical, be retained to lessen or reduce any adverse impact on abutting properties or the surrounding neighbourhood;
- f) the location of pedestrian walkways and related infrastructure shall be provided to link public walkways and parking areas to the entrance of the primary building;
- g) the type and location of outdoor lighting is designed to light the structure, driveways and any pedestrian walkways but shall not be directed onto neighbouring properties;
- h) the location of facilities for the storage of solid waste provides for a maximum separation for residential development, public areas, and adjacent properties;
- i) the location of existing easements shall be identified;
- j) the management of storm and surface water is addressed, and the Town Engineer approves associated plans;

- k) the type, location, number and size of signs or sign structures do not negatively alter the appearance of the neighbourhood; and
- l) the above-listed items are maintained in a manner suitable and complementary to the surrounding neighbourhood.

## EVALUATION CRITERIA

### Policy RS-22 Affordable housing units

- Appropriate for the area and in keeping with surrounding development.
- Makes efficient use of existing infrastructure and road networks.
- Is anticipated to impact the housing supply within Kentville positively.

### Policy RS-23 Residential Area Design

- Provide for the efficient use of land.
- Provide for the efficient and economic extension of existing water, sewer, and sanitary services (plus other utilities)

There is a potential argument that this requirement's "other utilities" element must still be met.

- Provides for the efficient and safe movement of pedestrians and cyclists.

Based on the subdivision application, this requirement still needs to be met.

- Provide for parks and other community uses in safe and central locations.

Based on the subdivision application, this requirement still needs to be met.

### Traffic Impact Studies

A significant part of evaluating a development proposal is understanding its potential impact on the existing transportation network. Council feels it is essential to assess this impact early, particularly if development could create or contribute to a need for costly infrastructure improvements such as traffic lights, turning lanes, intersection realignment or other significant changes. To ensure Council has accurate information upon which to base its decision, a traffic impact study will be required as part of the rezoning application; or before tentative subdivision approval where the nature or location of the development warrants such a study.

Generally, the development proponent is financially responsible for transportation system changes required to accommodate the proposal or to mitigate adverse impacts of the proposal. Typically, such changes will be included as conditions of development approval. In cases where improvements are necessary due to several developments, a cost-sharing arrangement may be possible.

### Policy T-8 & T-9

- A Traffic Impact Study may be required to be prepared by a qualified engineer.

Traffic impact studies should consider all types of transport requirements in the area. There is mention of a high volume of pedestrians using the grass on the side of the road to access their destinations. What about cyclists? Is there enough density and traffic to warrant a transit service? Why is a sidewalk recommended over a wide active transportation trail that cyclists and pedestrians could use? Is there enough room for this adjacent to the road?

### Statements of Provincial Interest

Statements of Provincial Interest outline the province's vision for protecting Nova Scotia's land and water resources; and address issues related to the growth of our communities. They are intended to help provincial government departments and municipalities make land use decisions with province-wide implications and support the principles of sustainable development.

Drinking Water: To protect drinking water quality within municipal water supply watersheds.

Council has adopted policies to protect the wellfields and recharge areas that provide the town's water supply. There is a backup water supply within a protected watershed around McGee Lake in the Municipality of the County of Kings. It is unknown whether this water supply will be used in the future. However, Council will encourage the County to limit new development within the watershed.

The water commission has an adequate supply for the proposed development.

Flood Risk Areas: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.

Kentville is not designated as a flood risk area under the Canada-Nova Scotia Flood Damage Reduction Program. However, the Town has identified areas at risk of flooding. These are established as overlay zones within the Zoning Map and have related policies with standards and permitted uses. The Town has adopted policies outlining environmental constraints and how development can be accommodated in flood-risk areas. Kentville has also been proactive with constructing a 10.5 m high dyke along a portion of the Cornwallis River to mitigate anticipated flooding in the future, as identified through the Town's Municipal Climate Change Action Plan (MCCAP).

I don't believe the community concerns have been fully addressed in this requirement. However, the Town's policies are minimal. There may be an argument about protecting neighbouring properties from stormwater runoff from the paving required for the new development. Also, the book on the property would act as a natural flood deterrent. An additional development unaware of the Brook's importance could violate this statement.

Agriculture Land: Protect agricultural land from developing a viable and sustainable agriculture and food industry.

According to Agriculture and Agri-Food Canada, Land Capability for Agriculture has some class 2 and 3 soils; however, most, if not all, have been cleared and urbanized. As an urban settlement, Kentville has limited agricultural potential. Council will support small-scale food production through the Land Use By-law; however, Council believes that concentrating and intensifying development in established settlement areas such as Kentville, Berwick, Wolfville and New Minas, where a wide range of existing urban infrastructure and services exists, is the most sustainable approach to protecting agricultural land in Kings County.

Is the land of the proposed development classes within the 2 & 3 soils? Has this been mapped?

Housing: To provide housing to meet the needs of all Nova Scotians

This Municipal Planning Strategy recognizes the changing demographics, the need for a full range of housing types, and the growing demand for affordable housing. Town Council will support infill housing on undersized lots, reduced parking requirements in the downtown, and increased density where affordable housing is contained.

This development provides diverse housing options. However, I don't believe it has necessarily considered the residents' quality of life. There should be more infrastructure, services, and improved design. However, the Town's planning documents do not do an excellent job of requiring the developer to provide quality.

Has the developer indicated if a percentage of the rental portion of the residential development will be affordable?

Infrastructure: To make efficient use of municipal water supply and municipal wastewater disposal systems

An infrastructure asset management plan has been started to map our assets and record our different system components. A five-year capital plan (with annual adjustments as necessary) has been compiled, which looks to infrastructure renewal and future expansion within the Town of Kentville. The Town's water system extends outside the Town boundaries per the Stead Agreement between the Town and the Municipality of the County of Kings. However, Council believes that concentrating development where a wide range of existing urban infrastructure and services already exists is the most effective way to maximize the life and efficiency of this infrastructure and does not support a further extension of this infrastructure outside its boundaries.

Based on all the reports, the development will not place any additional strain on existing infrastructure, and there are minimal needs for the new buildings and residents. However, active transportation should be more of a consideration.





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Policy Statement G57 Committees of Council**

At the April 11, 2023 meeting of Council Advisory Committee, CAO Troke reviewed the Committees of Council policy, and the need to update committees outlined in this policy, and some minor administrative edits.

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

**That Council review and approve the attached revisions to policy statement G57 to include a section on the Heritage Committee.**

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

**That Council review and approve the attached revisions to policy statement G57 to include a section on the Planning Advisory Committee.**

April 11, 2023

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



## **TOWN OF KENTVILLE POLICY STATEMENT G57 COMMITTEES OF COUNCIL**

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### **1.0 PURPOSE**

The purpose of this policy is to establish the policies and procedure for effective operation of the Committees of Council.

### **2.0 DEFINITIONS**

2.1 Quorum, the minimum number of members of a committee that must be present at any of its meetings to make the proceedings of that meeting valid. In this policy quorum is defined as 50% plus one.

### **3.0 SCOPE**

3.1 This policy is applicable to all committees of Council and all appointed members, which may include Council member and citizen appointees. To include:

- 3.1.1 defining the key areas of responsibility and the duties of each committee;
- 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
- 3.1.3 other terms of reference as required.

3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

### **4.0 PROCEDURES**

4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.

- 4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the Municipality.

- 4.1.2 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.
- 4.1.3 Applications for appointment to the committees shall be invited by public advertisement.
- 4.1.4 All applicants must consent to criminal and background checks.
- 4.1.5 Policy G70 Meetings applies to all committee meetings.
- 4.1.6 Robert's Rules of Order shall apply to all committee meetings.

The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Town's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.

- 4.1.7 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.
- 4.1.8 The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.
- 4.1.9 No committee shall utilize external services, or otherwise commit the Town to money expenditures.
- 4.1.10 All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.
- 4.1.11 All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.
- 4.1.12 Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.
- 4.1.13 Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. If a meeting is rescheduled without advance notice, it will be posted to the town social media stream.

4.1.14 In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the committee's mandate, without awaiting the committee report or recommendation.

4.2 Term: The term of Council appointed chair, Council appointments and citizen appointments shall be for two (2) year term reviewed annually.

4.2.1 Where a Council member is appointed to a committee, board or commission as a representative of the Council, the Council member's appointment ceases when the person ceases to be a Council member.

4.2.2 Except to the extent that committee membership is otherwise determined by Provincial legislation or statute, or a bylaw or policy of the Town of Kentville, committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.

4.2.3 Any citizen member on a committee shall take a leave for one term following two consecutive terms. The following exceptions with approval of Council shall apply:

4.2.3.1 If no applications have been received for the expired term; or

4.2.3.2 If the member has a specialized expertise required for the committee.

4.2.4 The secretary of the board, commission or committee shall immediately notify the Council of a vacancy, and the Council shall fill the vacancy.

4.3 Remuneration

4.3.1 A committee member who is a Council member:

4.3.1.1 is not entitled to additional remuneration for serving on the committee; and

4.3.1.2 may be reimbursed for expenses incurred as a committee member.

4.3.2 A committee member who is not a Council member:

- 4.3.2.1 shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule A; and
- 4.3.2.2 may be reimbursed for expenses incurred as a committee member.

#### 4.4 Membership

- 4.4.1 Committee members should be residents of the Town of Kentville.
- 4.4.2 Any person appointed by Council as a member of a board, commission or committee, pursuant to this policy or any Act of Legislature, who is absent from three consecutive regular meetings ceases to be a member.
- 4.4.3 Committees will be chaired by a seated member of Council unless mandated by a higher legislation. However, if Council does not appoint a chair, the committee shall elect a chair from one of its members. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the powers and responsibilities at committee meetings that are conferred upon the chair at Council meetings, pursuant to the Town of Kentville's bylaws or policies, with any necessary modifications for context
- 4.4.4 Council may appoint an employee of the Town to serve as secretary, with a voice but no vote. If the Chief Administrative Officer, or Council does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.

#### 4.5 Meetings

- 4.5.1 A majority of the members of a committee constitutes a quorum (50%+1).
- 4.5.2 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.
- 4.5.3 Committees may ideally move or cancel a regularly scheduled meeting with three (3) business days' notice to all members, the CAO and the public.

- 4.5.4 Special meetings of a committee may ideally be called by the Chair with three (3) business days' notice to the members and the CAO.
- 4.5.5 Subject to the principles set out in the Municipal Conflict of Interest Act, all voting committee members present including the person presiding shall vote on a question.
- 4.5.6 All meetings of the committee are open to the public.
- 4.5.7 No member of a committee shall give specific direction to any staff member either at any committee meeting or at any other time. The responsibility for giving specific direction to staff shall reside with the CAO.
- 4.5.8 A committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); in either instance, the staff report should always be attached.

#### 4.6 Administration

- 4.6.1 The CAO shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.
- 4.6.2 Meeting agendas shall be prepared by the committee chair and secretary or staff representative and circulated to committee members and ideally posted for the public at least three (3) business days before the scheduled meeting.
- 4.6.3 The secretary shall keep minutes of the committee meetings, in accordance with policies of the Town.
- 4.6.4 The committee secretary shall ensure that the minutes of each previous meeting and meeting packages are forwarded to all members of the committee at least three (3) business days prior to the meeting.
- 4.6.5 The minutes of all committee meetings are to be recorded and reviewed by the committee chair. The minutes shall be approved prior to public distribution and shall be annotated as being approved, once approved at a subsequent meeting.

#### 4.7 Standing Committees

4.7.1 The following Standing Committees shall be appointed by Council:

4.7.1.1 Council Advisory Committee;

4.7.1.2 Audit Committee; and

4.7.1.3 CAO Evaluation Committee.

4.8 Council hereby establishes the **Council Advisory Committee** as a standing Committee of Council.

4.8.1 Membership

4.8.1.1 The chair of the Council Advisory Committee is the Mayor

4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

4.8.1.3 Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.

4.8.2 Mandate:

4.8.2.1 To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, that may come before Council in advance of Council making decisions, or taking action, on such matters, except where Council determines that consideration by this committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council, without having to be forwarded to the Council Advisory Committee for its recommendations:

(a) Correspondence

(b) First or Second Reading of bylaw enactments, amendments or repeals;

(c) Procurement matters;

(d) Emergency or time sensitive requests for decision; and

(e) Matters which are the subject of a statutory hearing by Council.

- 4.8.3 Regularly review and revise Council priorities.
- 4.8.4 Prepare and update (at regular intervals) the Town's strategic plan.
- 4.8.5 Act as an oversight board reviewing and accepting the monthly reports on the Town's operations and services.
- 4.8.6 Review all requests for decision or direction as submitted by, or through, the CAO concerning the administration, plans, policies and programs of the Town, prior to submission to Council.
- 4.8.7 Review the recommendations submitted by the CAO concerning the position the Town should take regarding legislation, government initiatives, inter-municipal relations and other matters which affect public policy.
- 4.8.8 Exercise the authority of Council, pursuant to Part XV – Dangerous or Unightly Premises of the Municipal Government Act that is not delegated to the administrator.
- 4.8.9 Administration and Meetings
  - 4.8.9.1 Unless otherwise specified, regular meetings of Council Advisory Committee shall be held as detailed by Policy G70 Meeting Policy and the annual meeting calendar. However, meetings may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council members and the public, as applies to meetings of Council, with any necessary changes for the context.
  - 4.8.9.2 All minutes of meetings, and records of the Committee shall be open to the public, except as expressly authorized by law. These closed (In Camera) meetings will involve one of the following matters:
    - (a) Acquisition, sale, lease and security of municipal property;



- (b) Setting a minimum price to be accepted by the Municipality at a tax sale;
- (c) Personnel matters;
- (d) Labour negotiations;
- (e) Litigation or potential litigation;
- (f) Legal advice eligible for solicitor-client privilege; and
- (g) Public security.

4.9 Council hereby establishes the **Audit Committee**, as a standing Committee of Council.

4.9.1 Membership

- 4.9.1.1 The Mayor is Chair of the Audit Committee.
- 4.9.1.2 The Audit Committee consists of two (2) additional Council members.
- 4.9.1.3 The Audit Committee consists of two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

4.9.2 Mandate:

- 4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.
- 4.9.2.2 An evaluation of internal control systems and any management letter with the auditor.
- 4.9.2.3 A review of the conduct and adequacy of the audit.
- 4.9.2.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.
- 4.9.2.5 Such other matters as may be determined by the Council to be the duties of an Audit Committee.
- 4.9.2.6 Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

(a) acceptance of the audit;

(b) reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and

(c) reappointment of the two (2) citizen representatives.

#### 4.9.3 Administration and Meeting

4.9.3.1 Unless otherwise specified, regular meetings of the Audit Committee shall be held twice annually. One meeting scheduled prior to the annual audit and a second meeting scheduled following conclusion of the audit.

4.9.3.2 All minutes of meetings, and records of the committee shall be open to the public.

4.10 Council hereby establishes the **CAO Evaluation Committee**, as a standing Committee of Council.

#### 4.10.1 Membership

4.10.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.2 The CAO Evaluation Committee consists of the Mayor and all Council members

#### 4.10.2 Mandate:

4.10.2.1 To provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals. The committee shall lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. The evaluation period is 1 January – 31 December. The debriefing of performance and objectives should be conducted prior to 31 March.

4.10.2.2 Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. The committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to 31 March. The evaluation will be reviewed with the members of Council.

4.10.2.3 Subsequent to the conduct of the CAO appraisal, the CAO Evaluation Committee shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

4.10.2.4

#### 4.10.3 Administration and Meeting

4.10.3.1 Unless otherwise specified, regular meetings of the CAO Evaluation Committee shall be held three times annually. One meeting scheduled prior to the CAO's annual review, one meeting after all input is received and a third meeting scheduled following conclusion of the annual appraisal.

4.10.3.2 All minutes of meetings, and records of the committee shall be closed to the public, under the MGA part 1 paragraph 22(2)(c) personnel matters. One signed copy of the appraisal shall be provided to the CAO and a second signed copy shall be placed in a sealed envelope and placed on the CAO's personnel file.

#### 4.11 Council hereby establishes the **Kentville Inclusion and Access Advisory Committee**, as a standing Committee of Council.

4.11.1 The Kentville Inclusion and Access Advisory Committee advises Council on the elimination of barriers faced by people with disabilities and acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

4.11.2 Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members must be persons with disabilities or representatives from organizations representing persons with disabilities. Two (2) members will be members of Council. The Chair and Vice-Chair will be elected and appointed annually by the committee. In addition to these committee members, a staff Recording Secretary may be appointed as a non-voting member of the committee.

4.11.3 Term: The committee will advise Council in the implementation, evaluation and revision of its Accessibility Plan. Membership will be for a two-year term. The advisory committee meets six times per year or more as needed.

4.12 Council hereby establishes the **Kentville Heritage Committee**, as a standing Committee of Council.

4.12.1 The Heritage Committee has a mandate to create and administer a Town Heritage Bylaw.

4.12.2 Membership: The committee will consist of five (5) voting members. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Officer may be appointed as a non-voting member of the committee.

4.12.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually. Two citizen representatives will be appointed by Council for one-year terms of service and reviewed annually.

4.12.4 During the development of the bylaw, the committee shall meet at least 6 times annually. After the bylaw is created the committee shall meet at least 4 times annually to ensure the bylaw is being implemented effectively.

4.13 Ad Hoc Committees: Council may appoint special ad hoc committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee. Committees will:

4.13.1.1 be determined as issues dictate;

- 4.13.1.2 be provided with clear terms of reference specific to their cause, reporting and completion criteria;
- 4.13.1.3 consist of citizens and/or members of Council, as appointed by Council; and
- 4.13.1.4 report and submit recommendations to Council Advisory Committee.

4.14 Commissions and Exceptions

**4.14.1 Kentville Water Commission**

- 4.14.1.1 The Kentville Water Commission is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:
  - 4.14.1.1.1 Approval of the Capital budget;
  - 4.14.1.1.2 Approval of the Operational budget;
  - 4.14.1.1.3 Review and promulgation of the Annual Report; and
  - 4.14.1.1.4 Review of Water Commission Operations with provincial regulations.
- 4.14.1.2 Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.14.1.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.14.1.4 Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

#### 4.14.2 Kentville Source Water Protection Advisory Group

- 4.14.2.1 The Kentville Source Water Protection Advisory Group is subject to oversight by Nova Scotia Environment for the regulation of water safety issues. Additionally, the SWPAG is responsible for the Land Use Bylaw wellfield protection (para 4-44) of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.
- 4.14.2.2 Membership: The SWPAG is comprised of the Mayor as chairperson, one (1) Councillor, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.
- 4.14.2.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.14.2.4 Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

#### 4.14.3 Investment Advisory Committee

- 4.14.3.1 The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.” Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.
- 4.14.3.2 Membership: The Investment Committee consists of two ( 2) Council members (one of which can be the Mayor) and two (2) citizen appointees, as voting members. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.

- 4.14.3.3 Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a four-year term, reviewed annually.
- 4.14.3.4 Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month's progress and the position of the Fund.

#### **4.14.4 Accessibility Advisory Committee**

4.14.4.1—The Accessibility Advisory Committee (AAC) advises Council on the elimination of Barriers faced by people with Disabilities and acts as a liaison with external bodies on Barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with Disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

4.14.4.2—Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members of the AAC must be persons with Disabilities or representatives from organizations representing persons with Disabilities. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a staff Recording Officer may be appointed as a non-voting member of the committee.

4.14.4.3—Term: The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan, and membership will be for the term required to establish this Plan.

4.14.4.4—The advisory committee meets six times per year or more as needed.

## **5.0 ASSOCIATED DOCUMENTS**

- 5.1 Schedule A – Non-Council Honorariums

5.2 Policy G16 Code of Conduct

5.3 Policy G70 Meeting Policy

5.4 Policy G26 – Investments – Perpetual Reserve Fund Policy

5.5 Policy G4 Travel Meals and Miscellaneous Expenses

## **6.0 POLICY REVISION HISTORY**

Date Created:	September 27, 2010
Revisions:	July 25, 2011
	October 28, 2013
	June 29, 2015
	November 26, 2018
	June 24, 2019
	September 30, 2019
	January 27, 2019

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Chief Administrative Officer, Dan Troke



**SCHEDULE A – NON-COUNCIL HONORARIUMS**

Monthly Meetings	\$400.00 per year
Bi-monthly Meetings	\$200.00 per year
Quarterly Meetings	\$200.00 per year

Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee.

Non-Council Committee Member expenses shall be consistent with Policy G4 "Travel, Meals and Miscellaneous Expenses".



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Chief Administrative Officer  
Dan Troke  
354 Main Street  
Kentville, NS  
B4N 1K6

902-679-2501  
dtroke@kentville.ca

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April 24, 2023

RE: Urban Forest Policy

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A draft of the Urban Forest Policy was brought to Council Advisory Committee on April 11, 2023. The intention was to bring this to Council on April 24, 2023 for review and approval.

Staff have been in discussion with the solicitor about this policy. They have determined that verbiage around urban forests in the existing Municipal Government Act provides sufficient guidance on this matter.

It was determined that a policy is not required on this issue and will not be brought to Council.

Dan Troke  
Town of Kentville



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Heritage Committee Appointment**

At the April 11, 2023 meeting of Council Advisory Committee, CAO Troke explained the vacancy in the Heritage Committee and asked Council for an appointment. Councillor Cathy Maxwell was elected to sit on this committee.

**Council Advisory Committee recommends**

**That Council appoint Councillor Cathy Maxwell to sit on the Heritage Committee.**

April 11, 2023

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



April 11, 2023

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Chief Administrative Officer  
Dan Troke  
354 Main Street  
Kentville, NS  
B4N 1K6

902-679-2501  
dtroke@kentville.ca

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RE: Heritage Committee

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Although Policy Statement G57 "Committees of Council" has not yet been revised to include the terms of reference for the Heritage Committee, it is understood that two members of Council are to sit on this committee. Currently, there is a vacancy on this committee, and Council must appoint an elected official to this group.

Staff recommend that Council discuss and appoint a member to sit on the Heritage Committee.

Dan Troke  
Town of Kentville



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Area Fire Rate**

At the April 11, 2023 meeting of Council Advisory Committee, CAO Troke described the area rate presented by the Kentville Volunteer Fire Department for \$0.0397 per \$100 of assessed value for all occupancies to which the rate applies, compared to last years rate of \$0.0378.

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

**That Council accept the requested area rate for the Kentville Volunteer Fire Department.**

April 11, 2023

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



# KENTVILLE VOLUNTEER FIRE DEPARTMENT

463 Main St., Kentville, N.S. B4N 1K9  
Station: (902) 678-7798 Fax: (902) 679-0790  
Email: [secretary@kentvillefire.ca](mailto:secretary@kentvillefire.ca)

March 21, 2023

Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6

## AREA RATE APPLICATION

This application is our request for an area rate of **\$0.0397 per \$100.00** of assessed value for all occupancies to which this rate applies. This area rate is to support a total budget request of \$684,600 for the fiscal year April 1, 2023 to March 31, 2024. Based on information provided from the financial department at the Town of Kentville; this application requests a total of \$271,600 from taxation and \$6,600 from Grants in Lieu from the Town of Kentville. This includes the 4% municipal administration charge. This area rate shall apply to all properties served by the Kentville Volunteer Fire Department within the boundaries of the Town of Kentville as defined in the assessment role as provided by the Director of Finance for the Town.

In support of this application, we have included:

- Evidence of the organization's incorporation and good standing under the Society's Act
- A budget in support of the proposed area rate
- A declaration setting out the fulfillment of the public notice and public meeting process

Any updates to this request are to the KVFD through Chief Scott Hamilton. We look forward to the implementation of this request.

A handwritten signature in black ink, appearing to read "Scott Hamilton", is written over a horizontal line.

**Scott Hamilton**  
Fire Chief  
Kentville Volunteer Fire Department

# DECLARATION

The Kentville Volunteer Fire Department placed two notices of a public meeting to take place on March 20, 2023 in the Advertiser. The first notice was published at least 14 days prior to the meeting date. The second notice at least 7 days prior to the meeting date was published. The two notices described the communities within the Kentville Volunteer Fire Department district, to which the Area Rate applies. In addition, five notices within the fire district were posted. A copy of our advertisement is included.

A public meeting took place on March 20, 2023 at the Kentville Volunteer Fire Department Auditorium.

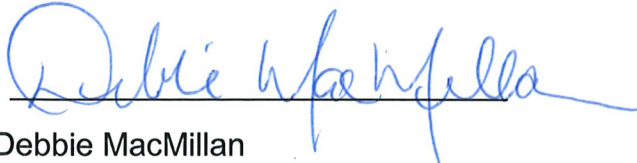
**Twenty-eight** ratepayers signed in at the registration desk. A PowerPoint presentation by Chief Hamilton of the total budget in support of the application occurred. Two votes of the ratepayers attending took place. They were divided by, county and town ratepayers with two different colored cards issued at the registration desk. The votes declared the Area Rate of **\$.0397/\$100.00** accepted. The vote counts were:

<b>COUNTY:</b>	8	In Favour	<b>TOWN:</b>	20	In Favour
	0	Abstention		0	Abstention
	0	Opposed		0	Opposed
	<u>8</u>	<u>Total</u>		<u>28</u>	<u>Total</u>

Therefore the vote was **28** in favour, **0** abstentions, **0** opposed equaling **28** in total.

Declared on the day 21<sup>st</sup> day of March 2023 by  of Kentville.

Scott Hamilton, Chief

Witness:   
Debbie MacMillan



Electronically signed by:  
Office of the Registrar of Joint Stock Companies  
Date: 24 February 2022 13:58 AST  
Location: Nova Scotia, Canada  
Contact: rjsc@novascotia.ca

# Certificate of Status

## Registry ID

1275098

## Name of Society

KENTVILLE VOLUNTEER FIRE DEPARTMENT

I hereby certify that according to the records of this office KENTVILLE VOLUNTEER FIRE DEPARTMENT was incorporated on January 12, 1965 under the Societies Act and is a valid and subsisting society.

I further certify that according to the records of this office, the status of this society is Active.

Registrar of Joint Stock  
Companies

February 24, 2022

Date of Issue





**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.  
AREA RATE  
2023/2024 BUDGET**

	2022/2023 <u>BUDGET</u>	2023/2024 <u>BUDGET</u>	% <u>variance</u>
	\$	\$	
<b>Area Rate revenue</b>			
Municipality- Kentville	225,700	271,600	20.3%
Municipality- Kings	334,300	396,600	18.6%
Grants in lieu- Kentville	6,700	6,600	-1.5%
Grants in lieu- Kings	8,000	9,800	22.5%
Transfer from Area Rate surplus reserve	0	-	0.0%
	<u>574,700</u>	<u>684,600</u>	19.1%
<b>Area Rate expenses</b>			
Capital Loans	194,100	151,000	-22.2%
Area Rate Purchases	190,000	338,100	77.9%
Transfer to Area Rate Reserve	165,000	165,000	0.0%
Area Rate fees	25,200	30,100	19.4%
Bank fees	400	400	0.0%
	<u>574,700</u>	<u>684,600</u>	19.1%
<b>Current Surplus</b>	<u>0</u>	<u>0</u>	
AREA RATE 2022-2023	.0378/\$100		
AREA RATE 2023-2024		0.0397/\$100	

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.  
AREA RATE  
2023/2024 BUDGET**

		<b>EXPENDITURES</b>	
		<b>LOANS</b>	
<b>GENERAL LEDGER #</b>	<b>Description</b>	<b>2022/2023 Budget</b>	<b>2023/2024 Budget</b>
	<b>2010 Pierce</b>		
70-21-25-100	Principal	28,600	0
70-21-25-200	Interest		
	<b>2015 Tanker (\$2,295 per month)</b>		
70-21-26-100	Principal	27,500	27,500
70-21-26-200	Interest		
	<b>2022 Pumper (\$5,926 per month)</b>		
70-21-28-100	Principal	78,000	71,100
70-21-28-200	Interest		
	<b>2022 SCBA Upgrade (\$4,369 per month)</b>		
70-21-29-100	Principal	60,000	52,400
70-21-29-200	Interest		
		<b>194,100</b>	<b>151,000</b>

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.  
AREA RATE  
2023/2024 BUDGET**

<b>EXPENDITURES</b>			
<b>TRANSFERS TO AREA RATE RESERVE</b>			
<b>GENERAL LEDGER #</b>	<b>Description</b>	<b>2022/2023 Budget</b>	<b>2023/2024 Budget</b>
70-25-21-100	<b>Transfer to Area Rate Reserve</b> <b>22/23</b> \$ 16,000 annual transfer \$ 149,000 to reserve for new truck  <b>23/24</b> \$ 16,000 annual transfer \$ 149,000 to reserve for new truck	165,000	<b>165,000</b>
		165,000	<b>165,000</b>



## KENTVILLE VOLUNTEER FIRE DEPARTMENT

463 Main St., Kentville, N.S. B4N 1K9

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### Notice of Public Meeting

The Kentville Volunteer Fire Department is making application to the County of Kings and the Town of Kentville for the fire area rate within the Kentville Fire District.

The Kentville Volunteer Fire Department is requesting an area rate of 0.0378/\$100.00 of assessment. This funding is required for capital expenditures and upgrading to a total of \$574,700.

The area rate applies to all the areas of the Kentville Volunteer Fire Department district including:

Coldbrook	South Alton	Hwy 12 to the	Gibson Woods
Brooklyn Corner	Welton's Corner	County Line	Road
Tupper Lake	West Canaan	Kentville	Northville
Aylesford Lake	Forest Home	North Kentville	Billtown
McGee Lake	Blue Mountain	Aldershot	Lakeville
North River	Murphy Lake	Steam Mill	Meadowview
North Alton	Gaspereau Lake	Centerville	

The ratepayers meeting will be held at the Kentville Volunteer Fire Department's auditorium on Monday, March 7th, 2022 at 7pm.

All ratepayers within the fire district are entitled to vote on this application at the public meeting.

**Proof of vaccination required to attend. All current COVID-19 protocols will be followed.**



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Warranty Deed Amendment**

At the April 11, 2023 meeting of Council Advisory Committee, CAO Troke outlined an application by Bill Denyar for a change to the warranty deed in his Kentville Business Park lot, which would see a slightly smaller building than originally proposed.

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

**That Council approve the consideration in the reduction in building size and pavement area size as outlined in the request from Indoor Air Solutions.**

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Further to this meeting, the property owner has requested a six-month extension on the development on the timeframe to January 29, 2024. See letter, attached.

#### **Recommendation,**

**That Council approve a six-month extension on the development on the timeframe to January 29, 2024.**

April 24, 2023

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



## **GREENFIELDS**

**92 Palmetto Ave.,**

**Kentville, NS B4N 2T3**

April 20, 2023

Town of Kentville

354 Main Street  
Kentville NS B4N 1K6

Attention: Dan Troke

Chief Administration Officer

### **Re: Commercial Lot Chipman Road**

Hello Dan,

Further to my letter dated April 3, 2023, please be advised I am proceeding with development of my lot on Chipman Drive, in fact, work clearing the lot has begun.

While it was my full intention to have a building on the lot within the 24 month time frame of the original agreement, i.e. on or before July 29, 2023, I have run into a potential delay with delivery of a steel building kit. Almost three weeks ago I was told deliveries are now being scheduled into June/July 2023 and of course I cannot order a kit before my development plan and building permit has been approved. These factors can potentially delay construction for a few months. While I hope the delay will be relatively short, I think it prudent to ask the Town for an extension on the original 24 month time frame of the original agreement.

Considering the above, in addition to the amendments requested in my letter dated April 3, 2023, I am asking Council to approve a six month extension on the development time frame to January 29, 2024.

Sincerely,

Bill Denyar

cc. Kirsten Duncan



## **GREENFIELDS**

**92 Palmett Ave.,**

**Kentville, NS B4N 2T3**

April 3, 2023

Town of Kentville

354 Main Street  
Kentville NS B4N 1K6

Attention: Dan Troke

Chief Administration Officer

### **Re: Commercial Lot Chipman Road**

Hello Dan,

In the months since my letter dated October, 7 attached, we have had several telephone conversations in connection with my commercial lot on Chipman Road (PID 55544308). As discussed, the pandemic, higher building costs and interest rates have all negatively impacted my development plans. (Not to mention serious personal health issues, mostly behind me now, also delayed progress).

While these significant issues forced me to re-evaluate the scope and timing of my proposed project, they have not affected my desperate need for proper commercial space to conduct and grow my business in Kentville. I looked at other options, but it is clear to me that the most practical solution is to scale back my project to something affordable, such that I can start this spring. This option would give me the minimum space I need now while maintaining the ability to expand the development as conditions improve in the years ahead.

Considering the above, I am asking that the Town amend Schedule "Z", of the Warranty Deed dated 29 July, 2021, concerning the construction of a 750 square foot building with approximately 5000 square feet of paved parking. It would be most helpful to reduce the scale of construction and development by amending the development requirement to construction of a building of at least 392 square feet (14' x 28') with paved parking of approximately 2500 square feet.

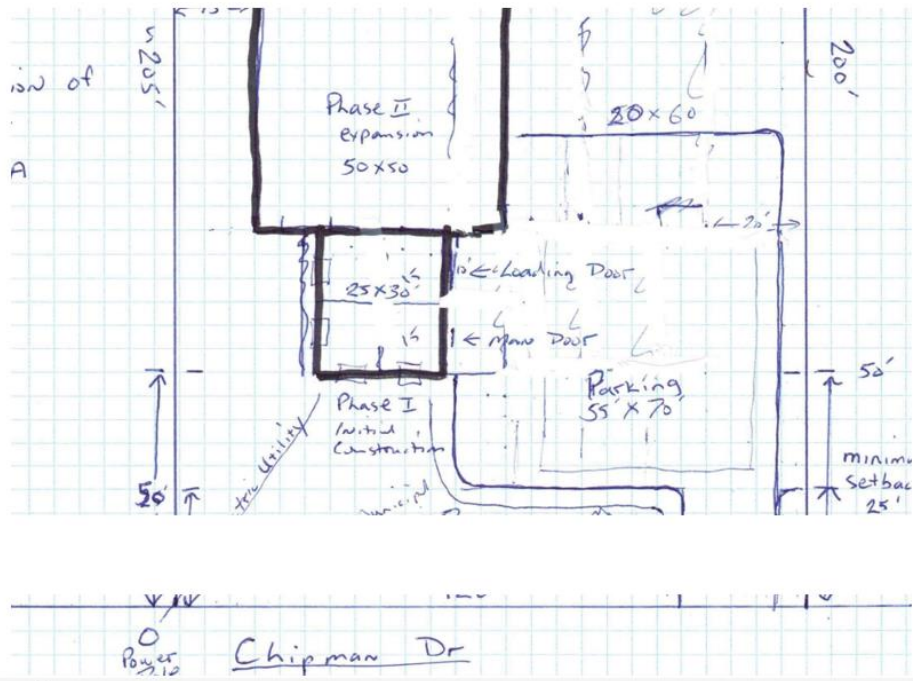
Should the Town agree to my request, it is my full intention to have a building on the lot within the 24 month time frame of the original agreement, i.e. on or before July 29, 2023.

I look forward to your reply.

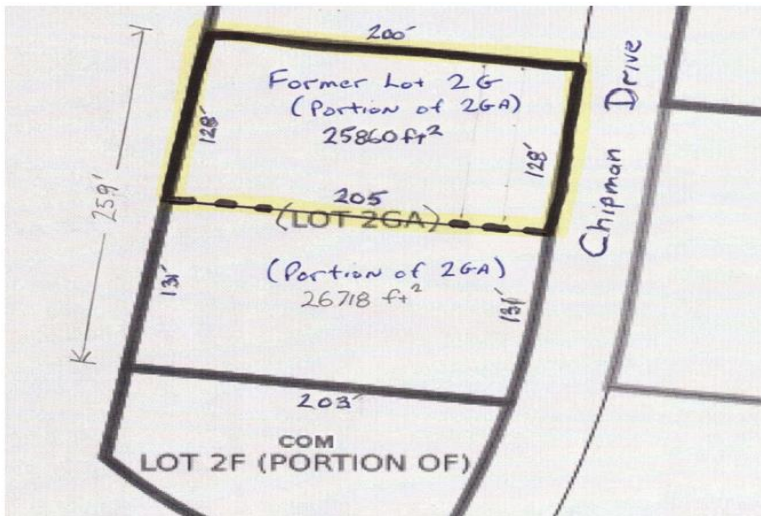
Sincerely,

Bill Denyar

Original Concept



Bill Denyar operates Greenfields Indoor Air Solutions (Greenfields). Two phase development proposed on property. Phase 1 (1 to 2 years) 750 square foot steel building on concrete pad. Phase 2 (3 to 5 years)





# Councilor Report

## Kentville Town Council

**Name:** Craig Gerrard

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**Date:** April 22, 2023

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**Date of Last Council Meeting Attended:** March 27, 2023

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**Date of Last Council Advisory Meeting Attended:** April 11, 2023

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**Date of Last Governance Session Attended:**

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### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 17, 2023	Capital Budget Meeting	

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

### Conference Attendance and Synopsis

Date	Conference	Synopsis



# Councilor Report

## Kentville Town Council


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

Detail	Synopsis		
<b>Committee Name</b>		<b>Meeting Date:</b>	
<b>Meeting Highlights:</b>			
<b>Budget:</b>			
<b>New Projects:</b>			
<b>Policy Changes:</b>			

### Misc Events

Date	Synopsis
<b>April 12, 2023</b>	<b>Received news from John Shanks that in the Awarded Cost of my Conflict of Interest Law suit the town and the towns insurance company were awarded the full amount that we were asking for \$15000. I have attached the judges decision</b>

Justice Gail L. Gatchalian

Phone: (902) 679-6156

Fax: (902) 679-6178

Email:

KentvilleSupreme@courts.ns.ca



[www.courts.ns.ca](http://www.courts.ns.ca)

87 Cornwallis Street  
Kentville, NS B4N 2E5

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April 12, 2023

Richard Norman  
Cox and Palmer  
1500-1625 Grafton Street  
PO Box 2380  
Halifax NS B3J3E5

John Shanks  
Stewart McKelvey  
600-1741 Lower Water Street  
PO Box 997  
Halifax NS B3J0J2

Dear Counsel,

**Re: *Andrew Zebian Vs. Craig Gerrard, Ken No. 512096 - Costs Decision***

The Applicant, Andrew Zebian, filed an Application under the *Municipal Conflict of Interest Act*, R.S.N.S. 1989, c.299 against the Respondent, Craig Gerrard. The half day hearing took place on October 19, 2022. In a decision dated February 9, 2023, I dismissed the Application, with costs to Mr. Gerrard: *Zebian v. Gerrard*, 2023 NSSC 49. The parties were unable to agree on the amount of costs, and filed written submissions. This is my costs decision.

Mr. Gerrard seeks a lump sum award of costs in the amount of \$15,000, plus disbursements in the amount of \$466.79 for discovery expenses. Mr. Gerrard says that Tariff A applies to an Application in Court, but that because there was no "amount involved," a lump sum award of costs is appropriate in this case. Mr. Gerrard says that \$15,000 represents 50% of his actual legal costs, and would therefore substantially indemnify him for legal costs reasonably incurred in the defence of the application.

Mr. Zebian says that an award of costs in the amount of \$2,500 would be reasonable. Mr. Zebian says that the proper approach is to assume an “amount involved” of \$20,000 per day under Tariff A. He says that this would result in an amount involved of \$10,000 in this case, and therefore costs of less than \$4,000 using the basic scale. Mr. Zebian says that this proceeding was more akin to an application in chambers than an application in court, and therefore a tariff amount of \$4,000 is too high. Mr. Zebian also says that approximately half of the cross-examination of Mr. Zebian and half of the parties’ arguments related to Mr. Gerrard’s limitations period argument, which I dismissed. Mr. Zebian also says that a large cost award would have a chilling effect on others availing themselves of the provisions of the Act, which has an important public purpose. Mr. Zebian says that the Application had features of public interest litigation, justifying a lower cost amount.

Civil Procedure Rule 77 sets out the court’s general discretion over costs, giving the judge the power to “at any time, make any order about costs as the judge is satisfied will do justice between the parties”: Civil Procedure Rule 77.02(1).

The general rule is that “[c]osts of a proceeding follow the result, unless a judge orders or a Rule provides otherwise,” meaning that the loser pays: Civil Procedure Rule 77.03(3).

The starting point in determining the amount of costs is the *Tariffs of Costs and Fees* under Civil Procedure Rule 77. Costs for an Application in Court, unless a judge orders otherwise, are assessed in accordance with Tariff A as if the hearing were a trial: Civil Procedure Rule 77.06(2).

A judge “may award lump sum costs instead of tariff costs”: Civil Procedure Rule 77.08. Tariffs are the norm, and there must be a reason to consider a lump sum: *Armoyan v. Armoyan*, 2013 NSCA 136 at paras.14-15. A lump sum may be appropriate where there is no “amount involved,” but there are other important issues at stake: *ibid.*, para.18.

This Application did not have an “amount involved.” Rather, the Application concerned an allegation that Councillor Gerrard had a pecuniary interest in a matter that was the subject of a Council meeting, and that Councillor Gerrard violated s.6(1) of the Act when he participated in the discussion and vote that took place at that meeting. This was an important issue. The purpose of the Act is to maintain public confidence in the electoral process in democratic institutions: see para.16 of my decision on the merits. Mr. Zebian was seeking an order removal Mr. Gerrard from his council seat and disqualifying Mr. Gerrard from holding a council seat for at least three years. The issues in the Application were therefore very important to Mr. Gerrard. In my view, this is an appropriate case to award a lump sum. Use of the Tariff A ranges of costs for an “amount involved” would be artificial: see *Armoyan, supra* at para.18.

The basic principle is that a costs award should afford a substantial contribution to, but not amount to a complete indemnity to, the party's reasonable fees and expenses: *Armoyan, supra* at para.16. Mr. Gerrard relies on the affidavit of his counsel, John Shanks, which establishes that Mr. Gerrard's total legal fees incurred in defence of this Application, excluding HST and disbursements, were \$30,150.00. Having reviewed the detailed invoices, I am satisfied that these fees were reasonably incurred. The proceeding involved discoveries, the filing of affidavits, and cross-examination on the affidavits at the hearing. Moreover, the risks facing Mr. Gerrard should he lose were significant, and justified the legal costs incurred.

A lump sum award of costs in the amount of \$15,000 would represent fifty percent of Mr. Gerrard's reasonable legal costs. Such an award would therefore substantially indemnify him, but at the low end of what the courts consider to be substantial indemnification.

Rule 77.07(2) sets out examples of factors that may be relevant in determining whether an award of costs should be increased or decreased, including the conduct of a party affecting the speed or expense of the proceeding, or a step in the proceeding that is taken unnecessarily.

I do not believe that either of these descriptors applies to the limitation period argument advanced by Mr. Gerrard. I find that the argument was made in good faith, given Mr. Zebian's longstanding knowledge of the property holdings of Mr. Gerrard and his family, Mr. Zebian's knowledge that Mr. Gerrard had previously participated in votes concerning the same subject-matter, and the fact that Mr. Zebian had not previously raised an issue about Mr. Gerrard's participation. In addition, to a large extent, the facts relevant to the timeliness argument were also relevant to the nature of the property interests of Mr. Gerrard and his family members, and relevant to the question of whether Mr. Gerrard had a pecuniary interest that was likely to have influenced him. I am not persuaded that an amount should be subtracted from an otherwise appropriate award of costs because of Mr. Gerrard's pursuit of the limitations period argument.

I do not accept Mr. Zebian's argument that this proceeding was akin to an application in chambers. The proceeding involved discoveries, the filing of affidavits, and cross-examination on the affidavits at the hearing.

Even if I were to assume an artificial "amount involved" in this case, as suggested by Mr. Zebian, I would have found that the tariff amount failed to substantially indemnify Mr. Gerrard, and would have increased the amount accordingly.

I do not accept that a costs award of \$15,000 would have a chilling effect on those who might otherwise file applications under the Act. It is already well-known that the basic principle is that a costs award should afford a substantial contribution to, but not amount to a complete indemnity to, the successful party's reasonable fees and expenses.

I am not persuaded that Mr. Zebian's pursuit of this Application clothed him with sufficient features of a public interest litigant such that a lower cost award is justified. Mr. Zebian had a direct financial interest in the subject-matter of the Application, and is engaged in litigation against the Town with respect to the same subject-matter.

For all of the above reasons, I conclude that an award of costs in the amount of \$15,000 would do justice between the parties.

I am also satisfied that the \$466.79 incurred for discovery examinations was a reasonable and necessary expense related to the Application, and was a disbursement proven by the affidavit of Mr. Shanks.

In conclusion, I order that Mr. Zebian pay Mr. Gerrard costs in the amount of \$15,000 for the Application, plus disbursements in the amount of \$466.79.

I ask that counsel for Mr. Gerrard prepare the draft order arising from this costs decision.

Yours truly,



Justice Gail L. Gatchalian  
Supreme Court of Nova Scotia

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** April 24, 2023

**Date of Last Council Meeting Attended:** March 27, 2023

**Date of Last Council Advisory Meeting Attended:** April 11/23 (reg meeting)

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
March 28/23	<b>Diversity</b>	Info Attached
April 17/23	<b>Kings Remo</b>	Info Attached
April 17/23	<b>Special CAC meeting</b>	Capital budget draft
April 20/23	<b>Water Commission</b>	Cancelled
April /23	<b>Valley REN LOC</b>	Cancelled

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
March 30/23	<b>AVCC Business Awards</b>	Yearly Business award celebration
April 1/23	<b>Dressy Affair Event</b>	Kentville Fire Hall

### MISC EVENTS

Date	Synopsis
March 28/23	Meeting with Brison Developments
March 29/23	St. Fx Coady Institute - Youth Focused Community of practice
March 29 <sup>th</sup>	Climate benefits of heat pumps webinar



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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April 3/23	Rotary Luncheon- Enviro club project
April 17/23	Rotary Luncheon
April 19/23	Community Partners-Social Innovation hosted by Groundworks

### EXPENSES

This month	Year to Date
Not out yet	N/A

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL



**Kings County**  
**Regional Emergency Management Advisory Committee (REMAC)**  
 Monday, April 17, 2023  
 10:00 am – 11:30 am  
 181 Coldbrook Village Park Drive, Coldbrook

### Agenda

- |                                                         |       |
|---------------------------------------------------------|-------|
| 1. Call to Order                                        | Chair |
| 2. Approval of Agenda                                   | Chair |
| 3. Approval of Minutes:                                 | Chair |
| a. Kings County REMAC Meeting, January 16, 2023         |       |
| 4. Presentation:                                        | REMC  |
| a. Canadian Armed Forces – EM Support                   |       |
| 5. New Business:                                        | REMC  |
| a. Nova Scotia Climate Change Risk Report, 2022-12      |       |
| b. Public Health Update (COVID-19, Influenza-RSV, mpox) |       |
| c. Kings REMO Program Update                            |       |
| (1) Regional EM Mutual Aid Agreements – RFA Process     |       |
| (2) Kings REMO – Kings Transit Authority MoA Amendment  |       |
| (3) Kings Regional Emergency Management Plan – Change 2 |       |
| (4) 2023 Wildfire Season                                |       |
| (5) Comfort Centres                                     |       |
| (6) Community Outreach Program                          |       |
| (7) REMO Social Media                                   |       |
| (8) Vulnerable Persons Registry (VPR)                   |       |
| (9) Kings REMO Brochures                                |       |
| (10) Training & Exercises                               |       |
| 6. Roundtable Discussion                                | Chair |

Kings County, Regional Emergency Management Organization (REMO)



- |                         |       |
|-------------------------|-------|
| 7. Next Meeting         | Chair |
| • Monday, July 17, 2023 |       |
| 8. Adjournment          | Chair |

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

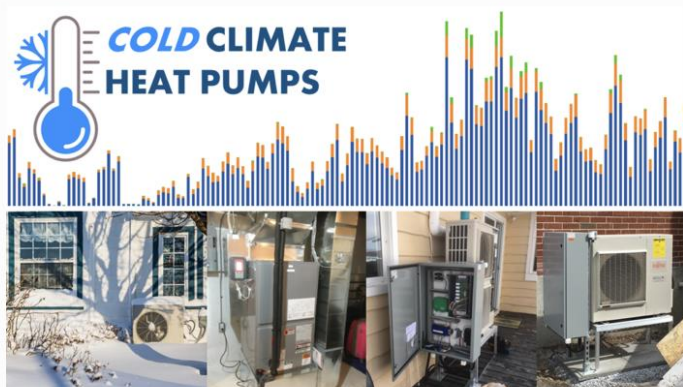
THE MUNICIPALITY OF THE COUNTY OF KINGS  
**DIVERSITY KINGS COUNTY COMMITTEE**  
**AGENDA**

Monday, April 3, 2023  
 6:00p.m. Council Chambers, Coldbrook Municipal Complex  
 and via Microsoft Teams

Description	Required Action	Responsible Leac
Roll Call		Chair
Additions to the Agenda	Decision	Chair
Approval of Agenda	Decision	Chair
Disclosure of Conflict of Interest Issues		All
Chair's Remarks	Remarks	Chair
Approval of Minutes: <ul style="list-style-type: none"> <li>March 6, 2023</li> </ul>	Decision	Chair
Business Arising from Minutes	Discussion	Chair
Business		
Gaelic Nova Scotia Month	Discussion/Debrief	Aly Ahmed & Graysen Parker Diversity Specialists
Asian Heritage Month	Discussion	Aly Ahmed & Graysen Parker Diversity Specialists
Update: Multicultural Festival	Discussion/Decision	All
Other Business		
Public Comments		
Next Meeting: Monday May 1, 2023 at 6pm	Decision	Chair
Adjournment	Decision	Chair

## AEECE Webinar: Cold Climate Heat Pumps: Technology and Application

 April 21, 2022  Andrew Penner



*Written By: Heike Schreiber*

The AEE Canada East chapter was pleased to host a webinar titled 'Cold Weather Heat Pumps: Technology and Application' on March 26, 2022. We would like to thank Shawn Moore of Envari for the informative and encouraging webinar and for an engaging Q&A session afterwards.

While the presentation focused on data of residential installations from Envari's pilot program with cold climate heat pumps, Shawn Moore also shared his experience with commercial applications in the Ottawa area. Some takeaways from the presentation and the following discussion are summarized below:

**Name:** Cathy Maxwell

**Date:** April 19/23

**Date of Last Council Meeting Attended:** April 3/23

**Date of Last Council Advisory Meeting Attended:** March 27/23

**Date of Last Governance Session Attended:**

**Committee Meeting Attendance and Synopsis**

<b>Date</b>	<b>Committee</b>	<b>Synopsis</b>
April 13/23	AVTC	See attached report
April 14/23	Inclusion and Accessibility Committee	See attached report
April 17/23	Capital Budget Meeting	A public meeting where we discussed projects planned for this fiscal calendar year. The meeting can be found on YouTube.

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

<b>Detail</b>	<b>Synopsis</b>		
<b>Committee Name- Annapolis Valley Trails Coalition</b>	Condolences were expressed to the family and friends of long-time board member Bob Connell. The group has approximately \$7,000 in the bank now and that will tide is over until the funding commitments by municipalities and grants from various sources come in. Grants have been applied for to obtain summer students from Canada Summer	<b>Meeting Date:</b>	April 13/23

	<p>Student Jobs which pays for 50% and if we only get 1 student there are plans to approach TCT for the other.</p> <p>There was a lot of discussion concerning maintenance along the trail. One trail group – Kings County Trails has decided to do their own and so our budget was shaved back by \$5000. With the changes we will maintain a balanced budget.</p> <p>The work plan for '23 was looked at and I asked for that to be passed to Craig Langille and Rachel.</p> <p>Unfortunately, a truck drove down our section of the HMT and damaged a gate. This damage is being repaired.</p> <p>The AGM will be held at the Louis Millet Center on June 8/23 at 1pm.</p> <p>International Trail day is June 3/23 and trail users can expect trail cleanups on or around this date along the HMT.</p>		
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**COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY**

<b>Detail</b>	<b>Synopsis</b>
---------------	-----------------

<p><b>Committee Name-</b></p> <p><b>Inclusion and Accessibility Committee</b></p>	<p>The street naming survey for the renaming of Cornwallis Street has input from many sources – VCLA, Soup Kitchen, Susie’s Fitness Group, Schools, The Historical Societies, Annapolis Valley First Nation, and Glooscap First Nation. Approx 107 were conducted face to face and over 300 filled out surveys. A great cross section of the community was represented. The street naming committee will be standing up soon.</p> <p>We looked at the Capital Projects associated with Inclusion and Accessibility. Proposals yet to be confirmed in the budget are, completion of the AT trail connecting the east and west sections of the HMT, Sidewalks on the outside perimeter of the downtown core block, West Main HMT connection, and Klondike entrance to Miners Marsh. These will all allow for more accessibility for all our citizens if approved.</p> <p>Our business community is having a hard time making their buildings accessible due to the present tax increases that will occur with upgrades. A solution</p>	<p><b>Meeting Date:</b></p>	<p>April 14/23</p>
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	<p>is necessary by Council if accessibility is to occur. The Recreation For All policy is being updated as well as new policies for Anti-Racism and Anti-Discrimination.</p>		
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# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cate Savage – Deputy Mayor

**Date:**

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

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

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
April 12 <sup>th</sup>	IAC	<p>Our year to date performance summary is 2% versus the balanced income CAD of 3.68%. It's important to keep in mind that our portfolio is not reacting to the markets quite like personal portfolios due to our IPS. The portfolio stands just shy of 3 million. We have approximately \$800,000 coming due in June and July 2023. We await what market conditions look like at the time. ON March 27<sup>th</sup> we withdrew the \$460,000 to be used for operating.</p>
March 7 <sup>th</sup>	REMO	<ol style="list-style-type: none"> <li>1) CAD Armed forces – EM Support presentation</li> <li>2) NS Climate Change Risk Report – the report indicated that our landscape is changing and that planners et al. should be looking at developments etc. through this lens on a go forward basis when reviewing subdivision developments etc.</li> <li>3) Kings REMO – Kings Transit MOU</li> <li>4) 2023 Wildfire Season</li> <li>5) Comfort Centers</li> <li>6) REMO Social Media</li> <li>7) VPR</li> </ol>



**COUNCILOR REPORT**  
**KENTVILLE TOWN COUNCIL**

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March 30 <sup>th</sup>	AVCC Business Awards Dinner

**EXPENSES**

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

-



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Gillian Yorke

**Date:** April 24th, 2023

**Date of Last Council Meeting Attended:** March 27th, 2023

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

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
March 29 <sup>th</sup> , 2023	<b>Board of Police Commissioners</b>	Monthly meeting, discussing symbols on uniforms. Excellent discussions, and audience feedback.
April 14 <sup>th</sup> , 2023	<b>Kentville Inclusion and Access Committee</b>	Another productive meeting, with plans moving forward from the committee to council soon. It is a pleasure working with this group, and witnessing their passion first hand.
April 17 <sup>th</sup> , 2023	<b>Additional Council: Budget meeting</b>	An ambitious capital budget to meet our goals of investing in the issues citizens are expressed their concerns about: recreation facilities, and sidewalks are stand out examples.
April 20 <sup>th</sup> , 2023	<b>Annapolis Valley Regional Library Board</b>	Our first meeting with the new CEO, and an excellent opportunity to receive the year-in-review, and the plans for moving the AVRL forward.

### Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
April 8 <sup>th</sup>	<b>Easter Egg Hunt</b>	We had a great time searching for the eggs in town- and it seems as though the Rec Department has really been thinking about where to hide them this year! A fun (and tricky!) event. Thanks, Ashley and the Recreation Department.

### Misc Events

Date	Synopsis
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# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

March 27 <sup>th</sup>	Kentville Business Community (KBC) Events Committee meeting
March 30 <sup>th</sup>	Nova Scotia Association of Police Governance (NSAPG) meeting
<b>April 1<sup>st</sup>, 2023</b>	<p><b>Basic Income Guaranteed: Basic Income Nova Scotia conference</b></p> <p>Poverty is a persistent and unnecessary social ill in Nova Scotia that severely impacts the health and well-being of Nova Scotians, this conference explored a basic income and the benefits to our communities.</p> <p><b>*This was a free-to-attend, virtual conference</b></p>

### Expenses

This month	Year to Date
N/A	

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Councilor Andrew Zebian

**Date:** April 17/23

**Date of Last Council Meeting Attended:** March 27/23

**Date of Last Council Advisory Meeting Attended:** April 11/23

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
March 3/23	<b>Heritage Committee.</b>	This newly formed Committee met briefly to get to know one another. I will be chairing this Committee and I am happy to report that Councilor Maxwell will be part of this Committee as well, as it was her idea for this Committee to be created.
April 17/23	<b>Capital Budget Meeting</b>	To discuss capital budget for 23/24

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

### MISC EVENTS

Date	Synopsis



**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:** Sandra Snow

**Date:** 19 April 2023

**Date of Last Council Meeting Attended:** 27 March 2023

**Date of Last Council Advisory Meeting Attended:** 13 March 2023

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
27 Mar 23	NSFM Special Board Meeting	Business with decision making
27 Mar 23	Council Meeting	Sanitary Sewer Depreciation Reserve Withdrawal from Capital Reserve Blanket Withdrawal from Operating Reserve Kentville Business Community Funding Agreement Kings Transit Authority 2023-2024 Operating and Capital Budgets Valley Waste 2023-2024 Operating and Capital Budgets Regional Sewer Committee Update Valley Regional Enterprise Network Proposed Amendments
28 Mar 23	AIM	Planning meeting for the asset management conference in September
13 Apr 23	VREN	Regional Economic Recovery Meeting
17 Apr 23	Special Council Meeting	2023-2024 Capital Investment Plan
19 Apr 23	IMSA Board	Monthly Board meeting with updates from Kings Transit and Valley Waste. Preview of upcoming budgets

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
19 Apr 21	Food bank	Dinner and greeting

### Conference Attendance and Synopsis





# Councilor Report

## Kentville Town Council

Date	Conference	Synopsis
20 Apr 23	Dalhousie	Managing the Grid

### Misc Events

Date	Synopsis
29 Mar 23	Away 29 Mar – 12 Apr 23
19 Apr 23	Mentoring Councillor Huntley

# Memo

To: Dan Troke, CAO  
 From: Wanda Matthews, Director of Finance  
 Date: April 24, 2023  
 Re: **DEBENTURE FUNDING- Spring 2023**

Paul Wills, Director of Municipal Finance for the Province of Nova Scotia, has informed the Town of Kentville that debenture funds will be issued this spring.

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

Resolution #	Purpose	TBR Limit Approved	Funding Requested
TBR-22/23-01	Various	\$1,052,900	\$333,500
TBR-22/23-02	Sanitary Sewer	230,000	230,000
<b>TOTAL</b>		<b>\$1,732,900</b>	<b>\$563,500</b>

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

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 has been sent to the Province, along with a copy of the Temporary Borrowing Resolutions. The Preapproval Resolutions will be forwarded to the Minister once they are ratified by Council.

**RECOMMENDATION**

I recommend to Council that the attached resolutions for ***Pre-approval of Debenture Issuance*** be ratified by Town Council. After ratification, they will be forwarded to the Nova Scotia Department of Finance to complete our debenture issue for Spring 2023.

<b>Resolution #</b>	<b>Purpose</b>	<b>Funding Requested</b>
TBR-22/23-01	Various	\$333,500
TBR-22/23-02	Sanitary Sewer	230,000
Total		<u>\$563,500</u>

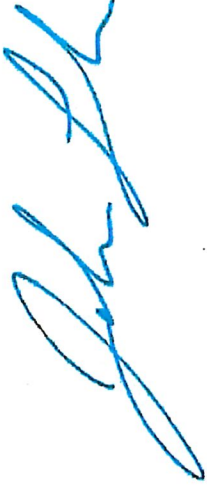
Certificate

**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 27th of \_\_\_\_\_ June, 2022 with a request to borrow a sum or sums not exceeding \_\_\_\_\_ Dollars ( \$ 1,502,900 ) \_\_\_\_\_ One million, five hundred two thousand, nine hundred \_\_\_\_\_ Dollars ( \$ 1,502,900 ) for purposes of capital borrowing related to \_\_\_\_\_ Capital Various \_\_\_\_\_ and under the terms and conditions as set out within the resolution, and for a period not to exceed twelve (12) months from the date of this certificate, is hereby approved.

DATED this 29th day of July, 2022



\_\_\_\_\_  
Honourable John Lohr  
Minister of Municipal Affairs and Housing

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 26th of September, 2022 with a request to borrow a sum or sums not exceeding \_\_\_\_\_ Dollars ( \$ 230,000 ) for purposes of capital borrowing related to Sanitary Sewer and under the terms and conditions as set out within the resolution, and for a period not to exceed twelve (12) months from the date of this certificate, is hereby approved.

DATED this 1 day of November, 2022.



\_\_\_\_\_  
Honourable John Lohr  
Minister of Municipal Affairs and Housing

Name of Unit: Town of Kentville

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

WHEREAS clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND WHEREAS clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

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 *Finance Act*, the mayor or warden 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;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on June 27, 2022.  
(council’s TBR approval date)

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, the

Town of Kentville  
(Name of Unit)

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 333,500 , 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  
(Name of Unit)

in the amount that the mayor or warden 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 6.0%;

**THAT** the debenture be arranged with the Province of Nova Scotia 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.

**For Province use only:**

TBR #: \_\_\_\_\_

Minister  
signed: \_\_\_\_\_

**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

\_\_\_\_\_  
(Name of Unit)

held on the \_\_\_\_\_ day of \_\_\_\_\_ 2023

**GIVEN** under the hands of the Mayor/Warden and the Clerk of the  
Town of Kentville

\_\_\_\_\_  
(Name of Unit)

this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Clerk

Name of Unit: Town of Kentville

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

**WHEREAS** clause 66 (1) of the Municipal Government Act (the “Act”) provides that a municipality may borrow to carry out an authority to expend funds for capital purposes conferred by the Act or another Act of the Legislature;

AND **WHEREAS** clause 91(1)(a) of the Act provides that where a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs and Housing (the “Minister”), that the sum shall be borrowed by the issue and sale of debentures, in one sum or by installments, as determined by the council;

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 *Finance Act*, the mayor or warden 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;

AND WHEREAS the resolution of council to borrow for was approved by the municipal council on September 26, 2022.  
(council’s TBR approval date)

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 91 of the *Municipal Government Act*, the

\_\_\_\_\_   
*Town of Kentville*  
*(Name of Unit)*

borrow by the issue and sale of debentures a sum or sums not exceeding \$ 230,000 , 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*  
*(Name of Unit)*

in the amount that the mayor or warden 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 6.0%;

**THAT** the debenture be arranged with the Province of Nova Scotia 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.

<b>For Province use only:</b>
TBR #: _____
Minister signed: _____

**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

\_\_\_\_\_  
(Name of Unit)

held on the \_\_\_\_\_ day of \_\_\_\_\_ 2023

**GIVEN** under the hands of the Mayor/Warden and the Clerk of the  
Town of Kentville

\_\_\_\_\_  
(Name of Unit)

this \_\_\_\_\_ day of \_\_\_\_\_ 2023

\_\_\_\_\_  
Mayor/Warden

\_\_\_\_\_  
Clerk

# Council Advisory Committee – Request for Decision

## Kentville Town Council

<b>Name:</b>	Sandra Snow		
<b>Date:</b>	28 Mar 23	<b>Date Submitted:</b>	17 Apr 23

### Request for Decision - Initial

Detail	Synopsis		
<b>Decision Requested:</b>	That the council align the Public Comments portion of meetings with the G64 Public Engagement and Participation paragraph 4b and G70 Meetings paragraph 4.28.1.2. Further that council establish rules of engagement to maintain a safe work environment for members of council. Further that the live feed be shut down for comments.		
<b>Background: What? Who? How? When?</b>	<p>The chair has permitted members of the public to speak for 3 minutes, however, this time has been abused by the speakers and not maintained by the chair in all cases. Both policies provide that there be a 10-minute public input at the end of the meeting. It is recommended that the chair follow the policies and restrict the public comments portion to 10 minutes as per policy.</p> <p>The comments at recent meetings have created a hostile work environment, have bordered on harassment and are hurtful to members of staff and members of council. These comments have been personal and not salient to the business of the council. It is recommended that the chair follow policy G64 paragraph 4 and limit the items that are on the agenda.</p> <p>Public input is provided to inform the council it is not a requirement that this portion of the meeting be live streamed. It is recommended that the council restrict the airing of public comments on the livestream.</p>		
<b>Budget:</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Policy:</b> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Desired Outcome:</b>	<p><b>Policy:</b> that the 10-minute public input policy is followed.</p> <p><b>Motion:</b> that Council approve the restricting of public comments on the live feed.</p>		
<b>CAO Comments:</b>			
<b>Recommendation:</b>	<b>Report/Document: Attached</b> <input type="checkbox"/> <b>Available</b> <input type="checkbox"/> <b>Nil</b> <input type="checkbox"/>		

### Request for Decision – Staff Input

Detail	Synopsis
<b>Department:</b>	
<b>Decision Requested:</b>	
<b>Background:</b>	



# Council Advisory Committee – Request for Decision

## Kentville Town Council

<b>Budget:</b>	
<b>Staff Workload:</b>	
<b>Policy:</b>	Follow the current G64 Public Engagement and Participation paragraph 4 and G70 Meetings paragraph 4.28.1.2. Amend policy to restrict live streaming of public comments.
<b>Public Interest:</b>	
<b>Strategic Implication:</b>	
<b>Response Options:</b>	
<b>Preferred Strategy:</b>	
<b>Implications:</b>	<b>General:</b> Consequence to community, overall organization or other agencies
	<b>Organizational:</b> Policy change or staff work load requirements
	<b>Financial:</b> Current and Future Budget implications
	<b>Follow-up Action:</b> Timelines, decision-making milestones and key products
	<b>Communications:</b> Strategy to inform, consult or involve stakeholders
	<b>Other Comments:</b> By others Reviewing this RFB



13 April 2023

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

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

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RE: Change of Date for May Council Meeting

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**May Council Meeting Date – May 29, 2023**

1. The 2023 May Council Meeting date is scheduled for Monday May 29, 2023.
2. Due to scheduling of the Federation of Canadian Municipalities (FCM) annual conference from May 25-29, 2023, attendance by three members of council and return flights.
3. It is recommended that the May Council Meeting be held on Tuesday, May 30, 2023. Further that notice of change be published on the Town of Kentville website.

Respectfully Submitted

Sandra Snow, Mayor  
Town of Kentville