

**DRAFT**



## **TOWN OF KENTVILLE COUNCIL MEETING**

### **Meeting Minutes: February 26, 2024**

**Town Hall, 354 Main Street, Kentville Nova Scotia**

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

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

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

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

#### **REGRETS**

None

#### **DECLARATIONS OF CONFLICT OF INTEREST**

None.

#### **2. APPROVAL OF THE AGENDA**

Addition: 6.b New Business, Coastal Communities

Addition: 6.c G62 Public Participation Policy

Addition: 4.c Kings Transit Budget, Motion to Amend

Addition: In Camera Item, Land

It was moved

**That Council add a discussion about the Pallet Community to the agenda**

#### **MOTION DEFEATED**

*Councillors who voted in favour of this motion:*

*Gerrard, Huntley, and Yorke*

*Councillors who voted against this motion:*

*Maxwell, Snow, Savage and Zebian*

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

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*Pending Approval*

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# DRAFT

**That the agenda of February 26, 2024 be approved as amended.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Gerrard*

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

(a) Council meeting held on January 29, 2024

**It was moved that the minutes of the Council meeting on January 29, 2024 be approved as distributed.**

## **MOTION CARRIED**

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

#### **(a) Municipal Planning Strategy Amendments – Second Reading**

Mayor Snow described the process for reviewing and approving amendments to the Municipal Planning Strategy.

*Report available*

Discussion

- Direction was given to the CAO to inform the County of Kings of this amendment.

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

**That Council give second reading to the Municipal Planning Strategy amendments.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted in favour of this motion:*

*Gerrard*

#### **(b) Valley Waste Change to Motion**

Mayor Snow described the error in the approved motion on January 29, 2024 and gave the corrected financial information relating to the approval of the Valley Waste budgets.

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*Pending Approval*

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# DRAFT

*Report available*

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

**That Council amend the previously adopted motion for the 2024-2025 Valley Waste operational budget as follows**

**In the amount of \$6,859,565**

**And further that Council approve the fiscal 2024-2025 capital budget in the amount of \$2,540,000 for which the Town of Kentville has no requirement for the contribution.**

**And further that Council approve the municipal contribution in the amount of \$6,859,565 the Town of Kentville's 10.33% share is \$708,444**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council amend the previously adopted motion for the 2024-2025 Kings Transit operational budget in the amount of \$3,836,948**

**And further that Council approve the 2024-2025 capital budget in the amount of \$5,630,000**

**And further that Council approve the municipal operating grant in the amount of \$1,729,103 the Town of Kentville's 20% share is \$345,821**

**And further that Council approve the municipal capital grant in the amount of \$80,000 of which Town of Kentville's share is \$16,000**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **5. RECOMMENDATIONS AND REPORTS**

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

None.

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

Reports were received and are part of the meeting record.

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

Councillor Gerrard had no meetings since the January meeting of Council.

*Report available for more information.*

# DRAFT

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

Highlights included Valley Regional Enterprise Network meeting to appoint a new board member, and an info session on women in trades apprenticeship program.

*Report available for more information.*

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

Highlights included Annapolis Valley Trails Coalition, and the opening of the reading room at the Heritage Centre.

*Report available for more information.*

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

Highlights included the regional sewers committee, Kentville Business Community meeting regarding staffing and budget, Investment Advisory Committee, Audit Committee meeting, webinar on housing and homelessness, public meeting at the site of the pallet community and at the fire hall, and the Fire and Ice events.

*Report available for more information.*

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

Highlights included a meeting of the Board of Police Commissioners meeting about correspondence relating to community concerns around the pallet community, Kings Point to Point board meeting, and participation in the Fire and Ice event.

*Report available for more information.*

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

Highlights included a meeting of the audit committee, and the opening of the Heritage Centre reading room.

*Report available for more information.*

Verbal report from CAO Jeff Lawrence with highlights including organizational structure, contract negotiations with the Kentville Police Service, rolling out a new Planning and Development department, and getting to know challenges and opportunities in town hall.

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

Mayor Snow reported on her activities this month with highlights including a meeting of Intermunicipal Services Agreement interim board, Valley Waste is introducing Extended Producer Responsibilities, an Immigration Roundtable

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*Pending Approval*

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# DRAFT

discussion, African Heritage Month celebrations in the County of Kings and community meetings on the pallet community.

*Report available for more information.*

## 6. NEW BUSINESS

### (a) Investment Committee Memo

Deputy Mayor Cate Savage is the Chair of this committee. She outlined the work of the Investment Advisory Committee and the contract with the investment advisor. There is a need to extend the contract in order to overlap with election year, to maintain consistency with the advice of the committee with changing members.

*Report available*

Discussion

- Concerns about the proposed extension to improve consistency of members in the fall of 2024, and to support the transition to adhere to the new investment policy.

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

**That Council approve a one-year extension for the TD Wealth Investment Advisor until September 2025.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

### (b) Coastal Communities

Mayor Sandra Snow shared a provincial announcement involving a plan to reduce coastal flooding and development, instead of enacting a Coastal Protection Act. The Nova Scotia Federation of Municipalities is disappointed with this decision and plans to meet with the province on this matter.

*Report available*

### (c) Policy G62 Public Participation Policy

Mayor Sandra Snow reviewed the request presented by the planning consultant regarding public consultation and introduced the review and amendment of policy statement G62 Public Participation (Planning).

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

**That Council direct the CAO to amend the Policy Statement G62 Public Participation (Planning) as detailed in the Municipal Government Act**

# DRAFT

## MOTION CARRIED

*Councillors who voted in favour of this motion:*

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

## 7. CORRESPONDENCE

- (a) **Janet Specht – Flooding and Property Damage**
- (b) **Bunny Bennett – Flooding and Property Damage**
- (c) **Gary Cleveland – Engineer Stormwater Report**
- (d) **Jenna Gabourie – Homeless Pallet Community**
- (e) **Herb MacIntosh – Housing Crisis**
- (f) **Robert McCullough – Pallet Community**

The flooding report relating to Condon Avenue should be released to the public this week.

## 8. PUBLIC COMMENTS

### (a) **Robert McCollough**

Concerns with the pallet community location, and residents in North Kentville feeling that their concerns have not been taken seriously.

### (b) **Janice Palmer**

Concerns with the pallet community location and not being concerned with the future of housing and homelessness in Kentville.

### (c) **Marcia McNeil**

Concerns with the legal budget for the town relating to the lawsuit around the former Robinson property.

Concerns with the delays around development due to staffing issues.

### (d) **Ruth Dougie**

Concerns about Council's lack of support for residents' concerns around the pallet community. Concerns that there was not a town-led community meeting about the issue. Request that Council show leadership and transparency on the matter.

### (e) **Ron Cousins**

Concerns about homelessness and encampment residents.

### (f) **Fiona vanWilkenburg**

Grateful to Councillors who attended the community meeting. Asks if there is liability to the town for connecting water and sewer services to the pallet community.

## 9. IN CAMERA

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It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

**That Council move into a closed session at 7:09 pm to discuss legal matters.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

**That Council move back into open session at 7:44 pm**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **10. ADJOURNMENT**

It was moved

**That the February 26, 2024 meeting of Council adjourned at 7:44 p.m.**

## **MOTION CARRIED**

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Approved by CAO Jeff Lawrence



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Low Income Tax Exemption**

At the March 11, 2024 meeting of Council Advisory Committee, Director Wanda Matthews presented the calculations for the proposed low-income tax exemption for 2024-2025. She explained the change in threshold levels from previous years to accommodate residents facing financial stress in this difficult economic period.

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

**That Council approve the Low-Income Tax Exemption for the 2024-25 year, and further,**

**That the exemption amount be set between \$385 to \$640, and further,**

**That the income ceiling be set at \$31,732, and further,**

**That the deadline for application be June 28, 2024.**

March 25, 2024

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





# Memo

To: Jeff Lawrence, CAO

From: Wanda Matthews, CPA

Director of Finance

Date: March 7, 2024

Re: **RECOMMENDATION -LOW INCOME TAX EXEMPTION**

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## **BACKGROUND**

Town Council provides a partial tax exemption to individual property owners who meet specified requirements. The value is influenced by the exemption levels and the income ceiling for eligibility. Past practice has set the income ceiling equivalent to the maximum Old Age Security (OAS) and Guaranteed Income Supplement (GIS) paid to a married couple. The Town Operating Budget includes \$ 10,000 for the cost of this exemption along with Section 69 A. Actual cost in 2023-2024 is \$ 11,200 for Section 69 and \$2,152.92 for Section 69A (policy for reduction of taxes where destruction).

## **AUTHORITY**

The authority to grant a tax exemption to any person is found in the Municipal Government Act, Section 69 entitled "**Low income tax exemption policy**". For your reference, this section states:

That "**income**" includes a person's total income from all sources for the calendar year preceding the Town's fiscal year and includes the income from all other members of the same family residing in the same household but does not include an allowance paid pursuant to the *War Veterans' Allowance Act* (Canada) or pension paid pursuant to the *Pension Act* (Canada). (S.69 (1))

That Council may grant an exemption to the extent set out in this resolution for a person whose income is below the amount set out in the policy. (S.69 (2))

That Council may provide that a person applying for an exemption pursuant to this Section shall provide proof confirming the person's income. (S.69 (3))

That the policy to grant an exemption from taxation may:

Specify the exemption extends to persons who are residents of the municipality or property of a ratepayer occupied as the ratepayer's principal residence. (S.69 (4) (a))

Provide that where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person's share of the total assessment for the property. (S.69 (4) (b))

Specify a date, not less than thirty days after the filing of the assessment roll, after which no application for an exemption will be received. (S. 69 (4) (c))

### **ANALYSIS**

Historic exemption, income ceiling and uptake levels are noted below. The value for 2024-2025 customarily increases by the cost-of-living using the CAP as set by Property Valuation Services Corporation. For 2024, the CAP rate is 3.2%.

<b>Taxation Year</b>	<b>Income Ceiling (\$)</b>	<b>Exemption Amount (\$)</b>	<b># Of Taxpayers</b>	<b>Exemption Total Paid (\$)</b>
2023/24	30,118	290 to 620	34	11,210
2022/23	28,436	271 to 575	27	8,065
2021/22	27,971	257 to 546	30	8,773
2020/21	27,619	256 to 544	37	11,334
2019/20	27,048	253 to 539	44	13,052

Income thresholds have remained the same for multiple years. In consideration of the economic climate, high cost of living and strong assessment values, it is recommended that the thresholds rise. A living wage set by the Canada Centre for Policy Alternatives – Nova Scotia Office estimate the rate for Annapolis Valley 2023 as \$25.40 or \$ 46,228 annually. Our ceiling is considerably less. To have an impact on the most financially vulnerable, it is recommended we reduce our exemption levels from four to three as well as increase the income range related to each level. These changes are noted in the attached resolution. Implementing the change would result in all but the two households at the highest level in

2023-2024, moving to a higher level. (29 to 11 at lowest exemption, 3 to 17 at mid exemption and 2 to 6 at highest exemption). The increased costs would be \$5,545 based on prior year uptake. Budgetary impact would be \$ 6,750 to bring budget levels up to expected actual.

Communication of the exemption to residents occurs through multiple avenues including insertion of an application with the tax bills for those who received the exemption in the prior year as well a general notice on the Town's website and social media detailing the particulars of the program.

**RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution for Low Income Tax Exemption for the 2024 - 2025 year be approved and forwarded to Town Council for ratification.

Exemption amount:	\$ 385 to \$ 640
Income ceiling:	\$ 31,732
Deadline for applications:	June 28, 2024

**RESOLUTION**

**LOW INCOME TAX EXEMPTION**

**BE IT RESOLVED** by Council of the Town of Kentville

**THAT** an exemption from taxes for the period **April 1, 2024 to March 31, 2025** be granted pursuant to Section 69 of the MGA, as follows:

<b>Income Range (per annum)</b>	<b>Exemption Amount 2024 - 2025</b>
< \$ 20,000	<b>\$ 640</b>
\$ 20,001 - \$ 25,000	<b>\$ 510</b>
\$ 25,001 – income ceiling	<b>\$ 385</b>

**THAT** the exemption be granted to persons whose total income from all sources (and including the income of all other persons of the same family residing in the same household as the applicant ratepayer) for the year 2023 is equal to or less than **\$ 31,732**. (An allowance paid pursuant to the War Veterans’ Act (Canada) and the Pension Act (Canada) is excluded, as is a tax rebate provided by the Province.)

**THAT** the property must be occupied by the applicant ratepayer.

**THAT** where a property is assessed to more than one person, any of them who is entitled to an exemption may receive only the portion of the exemption equal to that person’s share of the total assessment for the property, but where different interests are not separate, then to that portion determined by the treasurer, whose determination is final.

**THAT** application for an exemption will be considered if made on or before the 28<sup>th</sup> day of June 2024.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the     day of     AD 2024.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this     day of     AD 2024.

\_\_\_\_\_  
Jeff Lawrence, Town Clerk



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Cornwallis Street Sign**

At the March 11, 2024 meeting of Council Advisory Committee, Deputy Clerk Jennifer West presented the report on the loan of the Cornwallis Street sign to the Kentville Historical Society. Council requested that the organizing committee prepare the wording to accompany the sign, and members declined this request. Staff prepared the wording to reflect the name change and reconciliation process.

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

**That Council approve the recommended wording to accompany the Cornwallis Street sign being loaned to the Kentville Historical Society.**

March 25, 2024

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



March 4, 2024

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Jennifer West  
Deputy Clerk  
354 Main Street  
Kentville, NS  
B4N 1K6

902-599-2503  
jwest@kentville.ca

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RE: Cornwallis Street Sign

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On January 29, 2024, Kentville Town Council voted to loan the last remaining Cornwallis Street Sign to the Kentville Historical Society. As part of the approval, Council requested that a note be attached to the sign describing the process of renaming the street.

The CAO was then directed to reach out to the organizing committee of the January 9<sup>th</sup> 2024 Street Renaming and Reconciliation Event and request that the committee prepare the note to accompany the sign. The committee met and responded that it was tasked with organizing this important event and that they have completed this task very successfully. Members are not supportive of turning over the sign to Kentville Historical Society and are not willing to prepare a statement to accompany the sign.

As an alternative, staff have prepared the following wording that is proposed to accompany the loan of the sign.

“On January 8, 2024, Cornwallis Street in Kentville was officially renamed Bridge Street. This street name change came after 4 years of policy development, public engagement and consultation with the First Nation community.

At the Street Renaming and Reconciliation Ceremony on January 9, 2024, residents spoke about the harm and pain caused by Edward Cornwallis against First Nations people, and the desire from Treaty People to move forward together in love and peace.”

Jennifer West  
Deputy Clerk  
Town of Kentville

# Councilor Report

## Kentville Town Council

**Name:** Craig Gerrard

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**Date:** March 25, 2024

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**Date of Last Council Meeting Attended:** January 26, 2024

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**Date of Last Council Advisory Meeting Attended:**

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**Date of Last Governance Session Attended:**

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### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
March 22, 2024	Police Commission	DOJ presentation
March 21, 2024	JFSC	Budget discussions with all Kentville Council
March 20, 2024	Community meeting@ fire hall	

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis



# Councilor Report

## Kentville Town Council

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### Conference Attendance and Synopsis

Date	Conference	Synopsis

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

Detail	Synopsis		
Committee Name		Meeting Date:	
Meeting Highlights:			
Budget:			
New Projects:			
Policy Changes:			

### Misc Events

Date	Synopsis



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** March 2024

**Date of Last Council Meeting Attended:** February 26,2024

**Date of Last Council Advisory Meeting Attended:** March 11,2024

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
	<b>Kings REMO</b>	Quarterly-not due yet
	<b>Valley Regional Enterprise Network</b>	No Meeting
	<b>Kentville Water Commission</b>	Quarterly-not due yet
	<b>Kentville Source Water Protection</b>	Quarterly -not due yet
March 11/24	<b>CAC Meeting</b>	Agenda attached 3.5 hrs

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
March 23/24	<b>New Horizons Pancake Breakfast</b>	350 Main St. 1.0 hour

### OTHER MEETINGS:

Date	Synopsis
March 1/24	Meeting with CEO of Valley REN 1.0 hr
March 1/24	Meeting with Mayor re: NSFM .30 hr
March 1/24	Meeting with FCM- Elections Readiness Working Group (1.5 hrs)
March 4/24	Meeting with Provincial Liberal Leader Zach Churchill-assorted topics 1.0 hour



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

March 5/24	Meeting with FCM-Rural Forum (3 hours)
March 6/24	Council Info Session-Net zero Community Accelerator Program.30 hr
March 6/24	Meeting with FCM-Committee of the Whole (3 hours)
March 6/24	Coastal Protection Meeting with Dept. of Municipal Affairs and Housing /NSFM 1.5 hrs
March 7/24	Divert NS Board -EDI Virtual Training Session (Equity, Diversity & Inclusion) 3.0 hours
March 7/24	FCM Board of Directors meeting (4.5 hours)
March 11/24	Housing Announcement -55 Oakdene Ave. Provincial -Housing Minister John Lohr & Federal MP Kody Blois -1.0 hour
March 13/24	Meeting with Mayor 1.0 hour
March 14/24	Michelin Conference meeting with host Mayor Muttart .30 minutes
March 15/24	Meeting with Provincial Municipal Accessibility Support Coordinator 2.0 hours
March 18/24	Climate Caucus Bi-Monthly Board Meeting 1.0 hour
March 20/24	Council workshop-Future of Town Hall Bldg. 1.0 hour
March 20/24	Climate Caucus Elected officials only call 1.0 hr
March 20/24	Meeting with Valley REN on the Pathways to Apprenticeship Event 1.0
March 21/24	Joint Fire -KVFD Operational budget meeting 1.5 hours
March 14/24	Meeting/Luncheon with Board Member of Apple Blossom 2.0 hrs.
March 28-March 29/24	Invitation from the Status of Women Council in House of Commons to speak as a witness on their study of “Women ‘s Economic Empowerment”. While there also visited the house with Question Period and met several MP’s at the Lobby building.

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

	This trip was an invite and was fully funded by The Status of Women.
March 2024	Pathways to Apprenticeship starts here info Event- I have been working with The Valley REN & NS Apprenticeship Agency on having an info event for Job seekers & Employers about what Apprenticeship is about, the financial benefits for employers and for those who want to be an apprentice. Poster is attached
March 15/24	Through Divert NS board membership I am now a member of the Institute of Corporate Directors-a community of 11 chapters in Canada to learn best practices from Governance experts & share ideas with peers, and opportunity for learnings /courses.
March 1-23/24	Total Hrs. worked for Meetings = 36

### EXPENSES

	Year to Date
N/A	On line.



**Advanced Education**  
**Office of the Minister**

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March 18, 2024

Paula Huntley, Councilor  
[phuntley@kentville.ca](mailto:phuntley@kentville.ca)

Dear Councilor Huntley:

Thank you for your February 23, 2024, email to Premier Tim Houston, Minister Lohr, and myself regarding the Tools for Trade program and sustainability. I am responding on their behalf as the Department of Advanced Education is responsible for overseeing the post-secondary sector.

Firstly, thank you for your contribution in bringing your program, Tools for Trade, to NSCC and allowing them to incorporate this within their Foundations Program for students as part of their College Readiness Fund. I believe that Nova Scotia is at its best when it works together to address complex and important issues.

The Department works closely with the NSCC leadership with respect to program planning, accountability, and sustainability. Further, we continue to work together, collaboratively and strategically, to help advance government priorities such as inclusive economic growth, safe and connected communities, and a healthy population. We are committed to ensuring that Nova Scotia has a strong and financially sustainable post-secondary education system.

I appreciate you bringing your ideas regarding sustainability and a donor program to my attention.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Wong".

Honourable Brian Wong  
Minister



## Pathways to Apprenticeship

**APPRENTICESHIP  
STARTS  
HERE**

APR 5 2024

1:00 PM - 6:00 PM

463 MAIN ST  
KENTVILLE

Christian Maguire  
Christian.Maguire@novascotia.ca

Lynn Silver  
workforce@valleyren.ca



## Pathways to Apprenticeship

The Valley Regional Enterprise Network, in partnership with the Nova Scotia Apprenticeship Agency, are pleased to announce Pathways to Apprenticeship!

**Job Seekers** - Do you see yourself working in the Trades but not sure how to get there? Learn about Direct Entry Apprenticeship and earn while you learn.

**Employers** - Need an easy way to connect to those interested in the Trades or to the NS Apprenticeship Agency experts?

Your Pathway to Apprenticeship Starts Here! A Better Future Starts here.

To book a table or for more information contact:

Lynn Silver at [workforce@valleyren.ca](mailto:workforce@valleyren.ca) or Christian Maguire at [Christian.Maguire@novascotia.ca](mailto:Christian.Maguire@novascotia.ca)



# Tools For Trades



## Where did this idea come from?

The program came from a dream and the passion to find workforce solutions for Nova Scotia's housing crisis...

- How do we remove financial barriers that come with choosing trades programs, for those who require it?
- How do we support those interested in trades while showing them the potential for work within the sector and offering a return-on-investment?

### What's the Goal?

Increase enrollments, and subsequently, the number of certified trades people in Nova Scotia, by removing barriers to participation.

## How will Tools for Trades **ACTUALLY** Help

NSCC will create and administer the "Tools for Trades College Readiness Fund" with help from the NSCC community to build a fund that will *really* make a difference!

Based on financial need, students in the selected housing construction trades programs will be able to apply for funding to cover the costs of tools required by their course. The fund would use a reimbursement model where approved students would be reimbursed for the tools they purchased from the **Tools for Trades College Readiness Fund**.

*\*The reimbursement model is preferred, however we recognize this may add further barriers to participation and NSCC retains the right to address each student's situation individually.*

# Tools For Trades



## How does the community help?

The **Trades for Tools College Readiness Fund** will be funded through the NSCC Foundations, based on donations from community members and businesses like you!

## What's the donation request?

\$1000.00 is the request.

The cost of tools can fluctuate, but a base cost that can cover all the main tool needs would be the amount requested.



**For more information please contact:**

Paula Huntley  
Owner - Huntley Consulting  
Councillor - Town of Kentville

## Who can be a donor?

- Municipal, Provincial & Federal Governments
- Strategic Partners - Regional Networks, Associations, and Chambers of Commerce
- Sector Councils
- Home Improvement Centers

## Did you know....

The Build Force Canada market outlook projects that as many as 7,800 workers, or 24% of the current labour force, will retire from Nova Scotia's construction industry. Coupled with a rise in employment demands, the industry will need to recruit as many as 10,900 workers by 2032.

**The retirement exodus has already begun so we need to start planning proactively not reactively.**



– CONFIDENTIAL –  
**FCM BOARD OF DIRECTORS**  
**Prince George Conference and Civic Centre – Suite 103**  
**Thursday, March 7, 2024**  
**9:30 a.m. to 3:00 p.m. PT**  
**Break: 10:30 a.m. to 10:45 a.m.**  
**Lunch 12:30 p.m. to 1:00 p.m.**  
**Draft Agenda**

**Zoom Link:**

<https://fcm-ca.zoom.us/j/82087599799?pwd=aEhES1lTeElpbmJGSXhZc0dZRWJqUT09>

Meeting ID: 820 8759 9799

Passcode: 672968

Topic	Lead
1. Words of Welcome	FCM President
2. Adoption of Agenda	Board Chair
3. Identification of Conflict of Interest <ul style="list-style-type: none"> <li>• <i>A conflict of interest (potential, perceived, and actual) arises where a member's obligation or duty to act solely in FCM's best interests, and to adhere to their obligations or duties, is compromised or impeded by any other interest, relationship, or duty.</i></li> </ul>	Board Chair
4. Approval of Minutes <ul style="list-style-type: none"> <li>a. November 24, 2023, Board meeting</li> </ul>	Board Chair
5. Ratification of New Board Members since the November 2023 Board Meeting <ul style="list-style-type: none"> <li>• Solomon Awa, President – Nunavut Association of Municipalities</li> <li>• Bernard Gaudreau – Mayor -Ville de Neuville, QC</li> </ul>	Board Chair
6. President's Report [verbal]	FCM President
7. Report of the Chief Executive Officer [verbal]	FCM CEO
8. Finance and Audit Committee <ul style="list-style-type: none"> <li>a. <u>Approval</u>: 2024 - 2025 FCM Budget</li> <li>b. <u>Approval</u>: Risk Appetite Statement &amp; Credit Risk Policy</li> </ul>	FCM 1 <sup>st</sup> VP
9. Human Resources Committee [verbal]	FCM Past President
10. Governance Committee Report <ul style="list-style-type: none"> <li>a. <u>Decision</u>: Approval of Two-Year Terms for Board of Directors</li> </ul>	FCM 2 <sup>nd</sup> Vice President
11. Elections Committee [verbal]	FCM Past President
12. Resolutions <ul style="list-style-type: none"> <li>a. <i>Consent agenda</i> (committee recommendations on new resolutions)</li> </ul>	FCM 3 <sup>rd</sup> Vice President
13. BCMC Update [verbal]	Chair, BCMC
14. Report from Affiliate Members (PTAs) [verbal]	Chair, Affiliate Members
15. Elections Readiness Working Group [verbal]	Chair, ERWG
16. Regional Caucuses [ <i>Verbal</i> ] <ul style="list-style-type: none"> <li>a. British Columbia</li> <li>b. Prairies and Territories</li> <li>c. Quebec</li> <li>d. Ontario</li> <li>e. Atlantic</li> </ul>	Chairs, Regional Caucuses



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Deputy Mayor Cate Savage

**Date:** March 20<sup>th</sup> 2024

**Date of Last Council Meeting Attended:** February 26<sup>th</sup>

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

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	<b>Committee</b>	<b>Synopsis</b>
February 26 <sup>th</sup>	<b>Public Hearing</b>	MPS Amendments
March 7 <sup>th</sup>	<b>RSC</b>	RS proposed operating budget and RS 5 year capital plan – motion to come later in meeting
March 7 <sup>th</sup> and March 20 <sup>th</sup>	<b>Special meeting – KBC and regular board meeting KBC</b>	Discussed letter from business owner  Regular agenda – see attached and see attached minutes from last board meeting.
March 13 <sup>th</sup>	<b>IAC</b>	We are back to a somewhat soft landing in 2024.  Funds in the amount of \$460,000 will be transferred over to the operating budget.  The BOC is being patient and allowing inflation to take it’s time dipping downwards.  The wish is to have a stable inflation rate of 2%. There is a prob of rate cuts in June 2024.  Report from IA indicates a portfolio value of \$13.4M
March 8 <sup>th</sup>	<b>IWD Event</b>	Old Orchard – put on by our very own Paula Huntley
February 22 <sup>nd</sup>	<b>RSC</b>	Budget Deliberations – Capital and Operating – more to come – both budgets are hearty and

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

		we need to get more granular with both budgets to understand the actuals that are required from the respective partners.
March 20 <sup>th</sup>	<b>Special council meeting</b>	Discussions – town hall and accessibility of same – more information to come.

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

	<b>Event/Conference</b>	<b>Synopsis</b>
February 24 <sup>th</sup>	<b>CYOY</b>	Volunteer
February 29 <sup>th</sup>	<b>Pizza and Politics</b>	Thanks to TOK staff for having a great panel with a wealth of information on municipal politics
March 5 <sup>th</sup>	<b>Meeting KBC and CAO</b>	
March 6 <sup>th</sup>	<b>Net Zero Community Accelerator Grants</b>	
March 11 <sup>th</sup>	<b>Announcement – housing</b>	55 Oakdene Ave - 11 new affordable housing units
March 18 <sup>th</sup>	<b>Meeting with Fiona W</b>	
March 20 <sup>th</sup>	<b>Meeting at KVFD Hall</b>	Citizen led meeting – held to present and discuss tiny home location on Exhibition Street – DSC in attendance. Citizens have many questions and concerns.

### MISC EVENTS

<b>Date</b>	<b>Synopsis</b>

# COUNCILOR REPORT KENTVILLE TOWN COUNCIL

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## EXPENSES

This month	Year to Date
NIL	See website



# Kentville Business COMMUNITY

## **KBC Board of Directors Meeting**

Wed March 20<sup>th</sup>, 2024

Board Room at 401 Main Street

4:00pm – 6:00pm

### Agenda

#### Meeting Opening

- Call to order
- Approval of Agenda
- Approval of February 21st, 2024 Board Meeting Minutes
- Business Arising from Minutes

#### President's Report

- Potential Board Members
- Personnel Changes: Hiring Committee

#### Committee Reports

- Treasurer Report
- Façade Program Committee Report
- Promotions Committee Report
- Events Committee Report
  - Apple Blossom report from Juli
- Connections Team Report

#### Executive Director Report

#### Old Business

#### New Business

#### Meeting Closing

- Comments & Announcements
- Next meeting date
- Adjournment



# Kentville Business COMMUNITY

## **KBC Board of Directors Meeting**

Wednesday February 21, 2024

Board Room at 401 Main Street

4:00pm – 6:00pm

### Minutes

*Present: Andrew White, Gary Morse, Genevieve Allen Hearn, Julie Ogilvie, Doug Ralph, Christina Coughlan, Paul Dixon, Carrie May, Lindsay Young (telephone)*

*Regrets: Cate Savage, Darryl Pike*

*Guest: Juli MacHattie*

#### Meeting Opening

- Call to order – Andrew White called the meeting to order at 4:05pm.
- Approval of Agenda – Paul Dixon moved, and Gary Morse seconded the motion to approve the agenda. Motion carried.
- Approval of January 17, 2024 Board Meeting Minutes – Gary Morse moved, and Christina Coughlan seconded. Motion carried.
- Business Arising from Minutes: none.

#### President's Report

- Andrew White asked if anyone would nominate Juli MacHattie to become a board member for the KBC
  - Christina Coughlan made the motion to nominate Julie MacHattie as a board member. Gary Morse seconded the motion. The Motion passed unanimously.
- Personnel changes:
  - Doug will be resigning from the board as of March 31, 2024 at the end of his contract.
  - Discussions happened between the admin to see if there was a way we could keep Genevieve on board as ED.
  - A revised version of the job description for the Executive Director was presented for review and approval by the board. A vote will be taken with the presentation of the budget.

#### Committee Reports:

#### Treasurer Report

- Gary presented statements



# Kentville Business COMMUNITY

- Significant changes in the proposed budget include money budgeted for the Multicultural festival (a decrease here)
- One area that was identified as an area we believe we could look to increase in the next year would be the sponsorship money.
- We're not forecasting to use as much of our reserves as we were planning to use last year.
- Another significant change to the budget is the ED Budget. Annually going forward it will be \$62,500, but in this fiscal year, it'll be \$57,600 since Genevieve will be taking some unpaid vacation time.
- There is also additional money set aside for the Communications role to be added to (at a rate of \$23/hour)
- Swag ideas to replace the We Are Kentville Bags: temporary tattoos or trucker hats with hashtag logo on them
- What would these changes mean for our cash earnings:
  - Retained earnings of \$140,150
  - Fixed assets (parking lot) \$75,476
  - Cash reserves of \$64,674 remaining.
  - We expect to use \$33,3200 of it this year and \$27,000 in the next year
  - At the end of March 2025, we'll be at \$4,500 in the reserves. (essentially depleted.)
  - We reached out to the town of Kentville to ask about funding for future years. We'll have to wait longer to find out if that can be accommodated.
- Genevieve, Doug & Lindsay stepped out of the room to let the board discuss the recommendations.
- Gary Morse made a motion to approve the new ED job description as a full-time position, Paul Dixon seconded. Motion passed.
- Gary Morse made a motion to approve the new Communications & Event Coordinator job description for a half-time position, Carrie May seconded. Motion passed.
- Gary Morse made a motion to engage Genevieve Hearn as full-time Executive Director, Christina Coughlan seconded. Motion carried
- Gary Morse made a motion to approve a 24/25 budget as presented, seconded by Carrie May. Motion carried.
- Carrie is resigning from her position on the board as of April 30, 2024. Darryl Pike will take over chair of the Facade Committee. The board wishes to thank Carrie for all of the work she's done, and the many years of commitment she has made to the KBC. She will be missed.

## Façade Program Committee Report

- The sign got approved for Bridge Beauty
- We've started advertising for the Facade Program for next year.





# Kentville Business COMMUNITY

- Taco Centric will be moving into the Sable building and the facade project that's approved for that building will go through in the spring.

## Promotions Committee Report

- The Promotions Committee will be planning another meeting soon.
- We've extended a contract to Purple Lilac Media to remake the KBC website that has been accepted. We anticipate it to be completed by the beginning of April.
- Doug is creating a document for Genevieve to pass on information about his role after his departure.

## Events Committee Report

- Fire & Ice:
  - Fire & Ice was a great success. We had snow! Well attended with the exception of Friday evening's concert.
    - Music was piloted in 3 locations:
      - Anglican church - Zach Millar & Jessie Potter - 30 people showed up, and it's a large venue, so we think we'll continue in small venues.
      - Public Skate - disco
      - Library - tea & tunes - 40 people came
  - Great weather. Only the fat bike ride needed to postpone.
  - Not sure if it translated to sales – but there seemed to be a lot of people around town and we feel good about the overall impact that it's making on community perception.
- Mural Festival – scheduled for July 20<sup>th</sup>
- Multicultural Festival – scheduled for August 24<sup>th</sup> (Sep 14 as a rain date)
  - MOU was sent out for review to the board.
    - Gary Morse put forward a motion to approve the Miranda of Understanding with the Multicultural Festival which will cover the period of April 1, 2024 - March 31 2027, Christina Coughlan seconded. Motion carried.
- Apple Blossom – will ask Promotions Committee if they want to run a market on the Sunday or Friday in conjunction with a shopping party. Genevieve won't be here.
- Currently writing grants for Mural Festival and Multicultural Festival.

## Connections Committee Report

- The next meeting will be held on Monday Feb 26 at 3pm.



# Kentville Business COMMUNITY

- Carrie presented a map of Kentville so that we can decide how we will segment areas where the committee members will be responsible to visit the business owners.
  - We also need to establish what geographical area we service and some language around how we distinguish who we serve and who we don't.
  - [Kentville zoning Map: C1](#) is our jurisdiction.

## Executive Director Report

- Attended a BID zoom meeting with Maddi Adams, Senior Policy Analyst with the NS Accessibility Directorate.
  - Once the Built Environment Accessibility Standard Regulations are enacted, they become law. It is proposed that these regulations would become effective in 2026. This would allow time for organizations to become aware of the new requirements and to incorporate the requirements into their plans and budgets for infrastructure.
  - Only for new developments or redevelopments.
- Attended the public meeting about the pallet village.
- Bad Eyes Gallery is closing. Exit interview scheduled for tomorrow.
- Sable Shortbread is moving to Windsor. Taco restaurant moving into their space.
- Eco-friendly shopping video set to come out for Earth Day.
- Met with Kori at Home Show – would like support from KBC
- Downtowns Atlantic Conference date has been announced. I won't be here for it – would someone like to go in my place? Moncton May 22 – 24.
- Noticing that some restaurants and cafes are dealing with more indoor loitering this winter. Some of them have had to implement new policies about time limits.
  - Businesses do not want to report this activity to the police, because they don't want to criminalize homelessness.
  - Should I be bringing these observations to the police?

## New Business:

- Lindsay noted: Town council has endorsed to create a job description for a Director of planning who will be an LLP.

## Old Business

- None

## Meeting Closing

- Comments & Announcements:
  - Genevieve will be away from May 4 - May 31, 2024
- Next meeting date
  - Wednesday, March 20th



# Kentville Business COMMUNITY

- Adjournment – Julie motioned to adjourn at 6:04pm.

## Conflict of Interest Disclosure Form

*Policy:* Members shall act in good faith in all contracts, transactions and activities involved in their duties, and they shall not use their positions or knowledge gained in their positions with KBC for personal or professional benefit. To this end Members must put aside the interests of their family, friends, creditors, a political party or other organizations they are associated with, and their business or place of employment. The interests of the organization (KBC) must have the priority in all decisions and actions.

Members must disclose all information that might be perceived as a duality of interest or that might be perceived by others as potentially influencing a Member's objectivity or the way in which they carry out their responsibilities in any KBC matters.

*Disclosure:* This Conflict of Interest Form should indicate whether the Member has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected. The Member should also disclose any personal, business, or volunteer affiliations that may give rise to a real or apparent conflict of interest.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify other non-profit and for-profit boards you (and your partner) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and any businesses you or a family member own and/or manage):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Kentville Business COMMUNITY**

# **Kentville Business Community**

**Strategic Plan**

**2021 - 2025**

**Kentville Business Community  
Strategic Plan  
2021-2025**

Vision Statement:

**Kentville is the vibrant, diverse  
business and professional centre of the Valley.**

Mission Statement:

**KBC works to create a community which is supportive and welcoming to current and future businesses, professionals, and organizations, and to attract people to shop, use services, and spend time in Kentville.**

# Kentville Business Community Strategic Plan 2021-2025

## **KBC Strategic Pillars**

### **Engagement & Communication**

Act as a conduit of information for the business community and engage businesses and organizations in downtown events, activities, and projects

### **Support & Recognition**

Support the growth and synergy of businesses and organizations in Kentville, and celebrate successes

### **Marketing & Promotion**

Promote shopping, using services, and doing business in Kentville

### **Infrastructure & Investment**

Advocate for and assist with development and beautification efforts in the downtown

## **KBC Priorities 2021-2025**

- Increase business engagement in projects and events
- Foster awareness and understanding of KBC
- Attract wider audiences to downtown Kentville
- Improve organizational effectiveness of KBC

# Kentville Business Community Strategic Plan 2021-2025

## **PRIORITY: ENGAGE BUSINESS COMMUNITY**

Goal: An engaged network of businesses and organizations in Kentville that collaborate for more effective business success.

Objectives:

- Offer opportunities for businesses and organizations to participate in town events and programs
- Incentivize beautification efforts for downtown business and organizations
- Encourage communication and feedback on matters that impact businesses and organizations in Kentville
- Encourage volunteering for KBC on a working committee or board of directors

Initiatives:

- Partner with the Town of Kentville and other organizations to include business participation in downtown events.
- Continue and build on micro-grant programs to encourage seasonal décor during high traffic months in Kentville such as Harvest/Pumpkin People Festival, Christmas, and Apple Blossom.
- Leverage tools such as online surveys and polls, as well as hold consultation sessions to obtain feedback on matters that impact businesses and organizations in Kentville
- Establish terms of reference and a recruitment strategy for volunteer committees
- Develop a board recruitment strategy and succession plan

## **PRIORITY: BUILD AWARENESS**

Goal: A high level of trust and interdependence between the business community and KBC

Objectives:

- Improve communication between KBC and the business community, and vice versa
- Provide pertinent information to businesses and organizations on a regular basis
- Celebrate the success of businesses, organizations, and KBC initiatives
- Evaluate the efficacy of programs

Initiatives:

- Ensure registered businesses and organizations in Kentville are on the e-newsletter list
- Improve the open rate of the e-newsletter list



# Kentville Business Community Strategic Plan 2021-2025

- Develop a social media strategy that encourages businesses to watch the newsfeed
- Address communication barriers within membership, particularly those businesses and organizations that do not use social media or the e-newsletters
- Include success stories in promotional materials and media releases
- Use short-term KBC stickers/signage to indicate where grant money is spent (façade program, décor grants, event sponsorship, etc.)
- Distribute a calendar of events to businesses and organizations
- Build an evaluation process into all programs and initiatives
- Develop a more user-friendly and informative website

Goal: A community that is recognized as being a welcoming and supportive environment for new business owners, organizations, and entrepreneurial activity.

## Objectives:

- Ensure new businesses and organizations are informed and included in any KBC communications
- Provide opportunities for new businesses, organizations, and entrepreneurs to benefit from the experience of established businesses and organizations
- Incentivize entrepreneurs to open a business in Kentville

## Initiatives:

- Create and deliver welcome packages that include information about KBC, the Town of Kentville, and other regional economic development organizations to new businesses and organizations
- Develop an online welcome package for home-based businesses
- Work with the Town of Kentville's Community & Economic Development department to create a streamlined start-up package for potential businesses owners and entrepreneurs
- Offer a 'new business' stream under the façade program to assist with initial brick-and-mortar start-up costs for physical assets such as signage, lighting, and paint
- Organize networking events that encourage established businesses and organizations to meet with new, incoming, and potential businesses and organizations
- Offer professional development workshops
- Promote available commercial space and land available for development
- Research successful incentive programs for potential business owners and entrepreneurs



# Kentville Business Community Strategic Plan 2021-2025

- Partner with NSCC on finding ways to welcome students and retain talent (work programs, mentorship programs, town tours)

## **PRIORITY: ATTRACT AUDIENCES**

Goal: Kentville is recognized as one of Nova Scotia's best places to shop, work, and do business.

Objectives:

- Effective promotion of Kentville to target audiences across the province
- Telling the story of Kentville and what makes it unique
- Brand recognition and widespread use of the #wearekentville hashtag

Initiatives:

- Continue the creation of promotional videos, with focus on niche industries and topics of interest in the Town of Kentville
- Develop a social media strategy to attract attention online
- Develop an annual marketing strategy to implement in collaboration with businesses and the Town of Kentville
- Establish KBC brand through #wearekentville marketing initiatives and campaigns
- Develop relationships with media outlets through consistent press releases, communication, and invitations to events and activities

Goal: Kentville is an attractive destination for daycations (one day visits) and staycations (short-stay tourist experiences).

Initiatives:

- In accordance with the recommendations in the KBC Events Strategy, develop and/or improve programming, events, and activities that will draw people downtown
- Advocate for, and assist with, developing infrastructure to attract visitors and large events such as accommodation, accessible parking, and a downtown comfort station (public washrooms, drinking fountain, baby changing station)
- Advocate for, and assist with, the development of cultural infrastructure (outdoor music and theatre venues, cultural hubs, culture walks, etc.)
- Advocate for, and assist with, the revitalization of the Kentville Farmers' Market

## **Kentville Business Community Strategic Plan 2021-2025**

- Investigate available funding from various levels of government that can assist with event and infrastructure development
- Work with the Town of Kentville to activate Centre Square and develop it as a popular outdoor event venue
- Create day itineraries for a variety of tourism experiences (culture tourism, sport tourism, history tourism, arts & entertainment tourism, culinary tourism)
- Invest in beautification projects such as planting apple trees, street post banners, murals, and holiday décor

### **PRIORITY: IMPROVE ORGANIZATIONAL EFFICACY**

Goal: An organization that is run efficiently and effectively.

Objectives:

- Determine a new leadership strategy for KBC
- Develop an updated strategy to support board effectiveness
- Maintain and update current data on businesses and organizations in Kentville

Initiatives:

- Leverage online tools for effective data collection (membership forms, commercial availability, business registry, etc.)
- Review, revise and define staff and board roles and responsibilities, and organizational policies and procedures.
- Audit board development materials to assess gaps and need for additional support materials and updated policies
- Develop new materials and policies as required
- Maximize board member strengths and recruit board members based on skills sets to build board capacity

Goal: Strong relationships with the Town of Kentville and other regional partners (Valley REN, AVCC, CBDC, WBDC, Acadia Entrepreneurship, NSCC, etc.)

Objectives:

- Hone a close, transparent, and mutually beneficial working relationship with the Town of Kentville
- Stay informed of regional projects, grants, and business support programs
- Be an ally for regional partners

**Kentville Business Community  
Strategic Plan  
2021-2025**

- Invite Town of Kentville and regional partners to events, public meetings, and initiatives

Initiatives:

- Celebrate the successes of the Town of Kentville and other regional partners
- Find ways to cross-promote or partner on events/activities with the Town of Kentville and other regional partners
- Seek ways to get involved on task force committees, steering committees, etc.

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Gillian Yorke

**Date:** March 25th, 2024

**Date of Last Council Meeting Attended:** February 26th, 2024

**Date of Last Council Advisory Meeting Attended:** March 11th, 2024

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
February 29 <sup>th</sup> , 2024	Names Committee	Meeting of the Names Committee. Discussion on naming assets in town as a means of community engagement.
March 4 <sup>th</sup> , 2024	Diversity Kings	Meeting held to discuss upcoming events and programs. Public comments expressing frustration around renaming efforts within the County of Kings, offered to provide our process from the Town of Kentville.
March 6 <sup>th</sup> , 2024	Council net zero community accelerator program workshop	Presentation providing information around net zero communities and program information
March 8 <sup>th</sup> , 2024	Names List Committee	Postponed to February 29th
March 20 <sup>th</sup> , 2024	Town Hall Workshop	Workshop about the future of Town Hall and next steps for accessibility.
March 21 <sup>st</sup> , 2024	Recruiting and Retention Meeting	Meeting with Chief Smith and CAO Lawrence about recruitment and retention of police
March 21 <sup>st</sup> , 2024	Joint Fire KVFD Operational budget	Attended the KVFD operational budget debrief meeting



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

March 22 <sup>nd</sup> , 2024	Board of Police Commissioners	Monthly meeting, discussed budget updates and had a presentation from the Department of Justice outlining the roles and responsibilities of boards and the department, and governance.
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### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
March 11 <sup>th</sup> , 2024	Community Housing Announcement	Public housing funding announcement on Oakdene Avenue with MLA John Lohr and MP Kody Blois. 11 new units (ranging from 1 bed to 3 bed) arriving to Kentville.

### Conference Attendance and Synopsis

Date	Conference	Synopsis
n/a	n/a	n/a

### Misc Events

Date	Synopsis
March 7 <sup>th</sup> , 2024	Big Crunch event at KCA. Attended with Mayor Snow and councilor Zebian. An annual event drawing attention to school food programs.
March 18 <sup>th</sup> , 2024	Iftar at Ummah Mosque and Community Centre in Halifax. Celebrated Iftar with the Ummah Mosque community, and enjoyed a beautiful meal with councillor Zebian and his oldest as well as Mr. and Mrs Rafih. Thank you for inviting me.
March 20 <sup>th</sup> , 2024	Community Meeting: Tiny Meadows. Organized by community members from North Kentville with a panel consisting of mayors, staff from Department Community Services
March 21 <sup>st</sup> , 2024	World Down's Syndrome Day flag raising at County of Kings

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Councilor Andrew Zebian

**Date:** March 25<sup>th</sup>, 2024

**Date of Last Council Meeting Attended:** February 26/24

**Date of Last Council Advisory Meeting Attended:** March 11/24

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
March 21/24	<b>KVFD</b>	To discuss budget and how it will impact fire rates.

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
March 6	<b>Net Zero Communities Accelerator Program</b>	Quest Canada is a national Charity that supports communities on their pathway to net-zero by developing tools and resources with the goal enabling communities to contribute to Canada's net-zero goals.

### MISC EVENTS

Date	Synopsis
March 6	I attended one of Kody Blois's Town Hall Meetings at the Kentville Fire Hall. It was well attended and I heard many questions asked to our MP. I spoke at this meeting and while I do agree that we have many issues to deal with in Canada, I can tell you that having lived



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

	in another part of the world, I never take for granted how great this Country . There are many countries that are without proper water, stable electricity, healthcare, unemployment and child benefits, to name a few. At the end of the day, I truly do believe we are lucky to live in the best country in the world.
March 7	Apple Crunch at KCA. I was able to crunch into an apple with the students as it was part of a national event called The Great Big Crunch, which is advocating for federal funding to support a national food program.
March 11	Housing Announcement at 55 Oakdene Avenue. This new structure will have 11 units and will be a mix of 1 to 3 bedroom apartments. The ones on the ground floor will be fully accessible. There are 352 people on the public housing waitlist in Kentville and while 11 units are not enough, it is a step in the right direction.
March 18/24	Council was invited to an Iftar Dinner At Umma Mosque Halifax. Many scholars spoke. I was able to meet to have a chat with the Lieutenant Governor of Nova Scotia, the Honourable Arhtur Leblanc as well as MLA Ali Duale. The speeches given by many were excellent and the meal of course was fantastic!

### EXPENSES

This month	Year to Date
36.51	April 1, 2023 to Feb 28, 2024 Total \$401.53



# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 21 March 2024

**Date of Last Council Meeting Attended:** 26 February 2024

**Date of Last Council Advisory Meeting Attended:** 11 March 2024

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
22 Feb 24	Regional Sewer Meeting	Discussion on 24/25 budget and on-going operations
22 Feb 24	2024 Audit Committee	See below
22 Feb 24	NSFM Executive Meeting	Program administration and on-going business
26 Feb 24	NSFM Meeting	Meeting called by the Province with regards to the Coastal Protection Plan
26 Feb 24	NSFM Board Meeting	Coastal Protection advance notice with Province
26 Feb 24	Public Hearing	Planning hearing for amendments to the MPS and LUB mandated by the Province.
26 Feb 24	Council Meeting	Second Reading: Municipal Planning Strategy Amendments Recommendation from Investment advisory committee
4 Mar 24	NSFM Vice President	Spoke at Law Amendments Committee on behalf of the NSFM in favour of Bill 407 Antigonish Consolidation.
11 Mar 24	CAC	Kentville Business Community Annual Report Community Health Board Staff Reports: Wraparound Services at Tiny Meadows Noting Heritage Elements in Building Permits Review of Batting Cages in Memorial Park Proposal Review of Valley Racquet Centre Proposal

# Councilor Report

## Kentville Town Council

13 Mar 24	Investment Advisory Committee	Update on portfolio Jan 31 Value:\$13,377,410
14 Mar 24	NSFM Executive Meeting	Planning for federal advocacy
20 Mar 24	Council Workshop	Town Hall Accessibility Discussion – details to April CAC
21 Mar 24	Regional Economic Development Taskforce	Kentville, Berwick, Kings, Wolfville, Acadia and NSCC presented updates on economic activities

### Conference Attendance and Synopsis

Date	Conference	Synopsis
27 Feb 24	Research NS	Job Burnout – The Epidemic Following COVID
27 Feb 24	VCLA	Strategic Planning session with VCLA, 33 community members met with the consultants to finalize the work
6 Mar 24	Council	a presentation by Quest Canada about their Net Zero Community Accelerator Program, which Kentville is participating in starting this April
6 Mar 24	Mayors and Wardens	Presentation by the Province on Coastal Protection Plan
12 Mar 24	Statistics Canada	Engagement session gives data users an opportunity to provide feedback regarding the dissemination strategies associated with the 2026 Census of Population product and service line within the Census Program at Statistics Canada
19 Mar 24	FCM	Creative collaboration for climate adaptation: Innovative models for community resilience

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
29 Feb 24	Positive Politics and Pizza	Staff hosted an election event for community members considering running in the October municipal election. Guest speakers included Mayor Pam Mood, Deputy Mayor Emily Lutz and Councillor Mike Butler.

# Councilor Report

## Kentville Town Council

5 Mar 24	Meeting with CAO	Update on KBC
5 Mar 24	Meeting with CAO	Update on RSC
11 Mar 24	Housing Announcement	DMA made a housing announcement at Oakdene, 11 new apartments.
13 Mar 24	Meeting with DMA Minister	CAO and I met with minister Lohr to discuss on-going work in Kentville, including housing, sewer, Donald Hiltz and funding opportunities
20 Mar 24	Gros Morne Institute for Sustainable Tourism	Story telling activity designed to surface the most positive features of our region
20 Mar 24	Tiny Meadows	Citizen led meeting with regards to Tiny Meadows

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

Detail	Synopsis		
<b>Committee Name</b>	<b>2024 Audit Committee</b>	<b>Meeting Date:</b>	22 Feb 24
<b>Meeting Highlights:</b>	Citizen Member Susan MacDougall tendered her resignation. Director Matthews updated the committee on changes to the FRAM which may affect the upcoming audit. However, our processes are in place to ensure the Town meets all regulations. The committee will advertise from Mar 1-31 for a citizen member.		
<b>Budget:</b>	N/A		
<b>New Projects:</b>	The auditor updated members on the audit process		
<b>Policy Changes:</b>	HR policy change to booking of unused vacation, establishing a liability for the payout.		

### Misc Events

Date	Synopsis
22 Feb 24	Jennifer Holliman Book Signing
1 Mar 24	Special announcement by the Federal Government for the NS Wine Industry at Lightfoot & Wolfville Vineyards
9 Mar 24	NSCC World Skill Dinner at Lightfoot & Wolfville Vineyards. A graduate from Culinary Management is travelling to France in September 2024 to



# Councilor Report

## Kentville Town Council

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	participate in the World Skills Competition, and this was a fundraiser to support her trip.
19 Mar 24	Meeting with citizens regards to immigration
21 Mar 24	World Downs Syndrome Day Flag Raising at Kings County



**TO:** Names List Committee

**SUBMITTED BY:** Jennifer West, Deputy Clerk

**DATE:** March 25, 2024

**SUBJECT:** Naming of Kentville New Minas Dog Park, Public Engagement Results

**ORIGIN**

In July of 2023, the Town of Kentville and the Village of New Minas opened the Kentville New Minas Dog Park at Eaves Hollow, 19 Main Street, Kentville. The park is a collaboration between these two communities and will be used by residents of both and by the larger community. This facility was developed and completed by staff in the Kentville Parks and Recreation Department.

Staff in the Parks and Recreation Department made a request to the Names List Committee to help rename this park. In October of 2023, the Names List Committee met to discuss this renaming, and launch the public engagement for a new name.

**DISCUSSION**

Over a one-month period, staff received 136 name suggestions for this park. At the December meeting of the Names List committee, members reviewed names provided by citizens through the engagement process. Members focused on the following potential names for the park: Canine Commons, Central Bark and the Marsh Dog Park. The Committee asked staff to more deeply review each of the three proposed names. A desktop review was completed that examined name origin, prevalence, and legal issues with each name. Members on the committee strongly recommend that signage at the dog park be posted in the most commonly spoken languages in Kentville (English, Mi'kmaw, Spanish, Egyptian Arabic, and Mandarin)

Following the engagement and screening process laid out in the Municipal Asset Naming and Renaming Policy, the Names List Committee recommends to Council that the Kentville New Minas Dog Park be named Marshview Dog Park. Members feel that this reflects the environment of the park and the proximity to Miners Marsh. Although there were many fun and quirky names suggested for the park, members felt strongly that the name be easy to translate into other languages. 'Marshview' is a word that will translate well into many other languages, however names like "Paws-a-While Park" and "Poochie Park" are difficult to translate.

Staff shared this report with the Village of New Minas and the County of Kings who are in support of this name and the naming process.

**RECOMMENDATION**

The Municipal Asset Naming List Committee Recommend  
**That Council formally name the Kentville Dog Park "Marshview Dog Park"**



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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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25 March 2024

RE: Absence from CAC Meeting 8 April 2024

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**TIME AWAY**

1. I am unavailable to attend the April 8, 2024 CAC Meeting due to time away. The meeting chair is delegated to Deputy Mayor Savage.

Respectfully Submitted

Sandra Snow, Mayor  
Town of Kentville



**TO:** Cate Savage, Deputy Mayor  
**SUBMITTED BY:** Dave Bell, Director of Engineering & PW  
**DATE:** March 25, 2024  
**SUBJECT:** Regional Sewer Operating Budget Approval

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**ORIGIN**

The Town of Kentville is one of four partners in the Kings Regional Sewer System which includes two other municipalities, the owner and manager The Municipality of the County of Kings as well as the Village of New Minas. One private industry, PepsiCo Canada situated in New Minas, that operates the Frito-Lay chip plant is also a partner in the Regional Sewer System.

**BACKGROUND**

The four partners begin budget meetings, typically early in the calendar year with proposed Operating and Capital budgets prepared and presented to the Committee by the County of Kings Finance and Operations staff which upon review and input from the partners is typically approved in March so that recommendations can go to the individual partners Council, Commission or Board for approval and acceptance of the new Budget.

**DISCUSSION**

In 2024/25 there is an overall 14.4% increase proposed over last years operating budget with the Town of Kentville’s increase set at 15.2% or \$135,800. The County of Kings and PepsiCo partner contributions are proposed to increase 20.6% and 25.8% respectively and the Village of New Minas shows only a 1.1% increase because they have utilized Gas Tax to fund proposed Regional Capital Projects to help offset an increase that would have been similar to Kentville’s percentage increase.

Maintenance expenditures in the 2023/24 fiscal year are forecast to finish \$242,500 over budget, due mostly to numerous forcemain breaks along the Harvest Moon Trail between Klondyke Street and Eaves Hollow. This section of forcemain is scheduled to be replaced this construction season with an estimated capital cost of \$6,171,500 with up 50% funding jointly applied for under the Municipal Capital Growth Program.

Since the forcemain replacement won’t be completed until late summer or fall of 2024, there is a one-time maintenance budget line for 2024/25 of \$90,000 to offset additional breaks that may occur during that period.

Capital Expenditures are financed through the Operating Budget through long term debt and funding opportunities with the Town’s proposed Capital Contribution for 2024/25 expected to be \$313,100 and increase by 15% each year over the next several years to fund Capital upgrades and finance these large debentures.

The Municipality has restructured their engineering department to now include a second department responsible for Environment and Climate Change. This department is responsible for the treatment plants and



compliance with Nova Scotia Environment and Environment Canada. The original Engineering & Public Works Department is responsible for the linear infrastructure outside of the Treatment Plants. The addition of this Department and the reallocation of Finance & clerical staff out of Support Services results in an increase to the Wages & Benefits line on the operating budget of \$115,900 or 49.8% increase over last year. While this is a substantial change to the budget, upon review it was clarified by County staff that it equates to 0.95% of a full-time position charged to the Regional Sewer System, which considering the size of the Regional Plant is a reasonable allocation.

**POLICY IMPLICATIONS** N/A

**BUDGET IMPLICATION** The Finance and Engineering Departments will bring our own 2024/25 Sanitary Sewer Area Service Budget to Council for approval later this Spring. An increase in sewer rates is expected to keep up with the ongoing increases in the Regional Operating budget and Capital expenditures and our own increasing operating & capital costs to maintain our sanitary sewer system.

**ATTACHMENTS** Proposed 2024/25 Operating Budget with 5-year Capital Plan along with a table that illustrates the Operating and Capital Breakdown in percentages of each partner’s contributions.

**RECOMMENDATION** That Council approve the 2024/25 Regional Sewer Operating Budget in the amount of \$2,000,500. Of which the Kentville share is \$1,031,200; and further broken down by capital contribution at \$313,100 (45.43% of total Capital); and further Operating contribution at \$718,000 or 54.75% of the total Operating Budget.

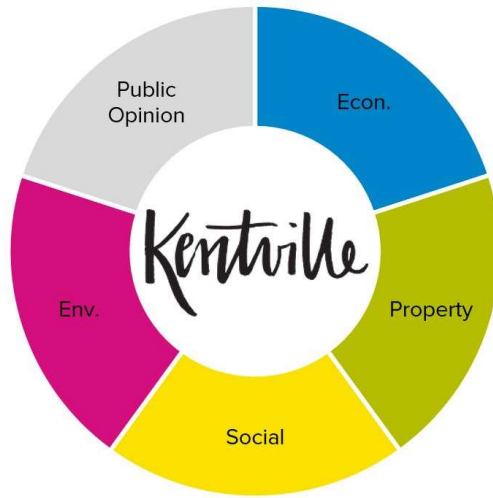
Operating Budget Partner Comparison			Capital Contributions	
	(\$ thousands)	Percentage	(\$ thousands)	Percentage
TOK	718.0	54.75%	313.1	45.43%
VONM	248.2	18.93%	118.5 *	17.19%
PepsiCo	188.4	14.37%	98.1	14.23%
COK	156.7	11.95%	159.5	23.14%
<b>TOTAL</b>	<b>1311.3</b>	<b>100%</b>	<b>689.2</b>	<b>100%</b>

\* reduced due to Gas Tax Contribution





Town of Kentville Decision Wheel:



**Regional Sewer Proposed Operating Budget**

(in thousands) (,000)	2024/25 Budget Breakdown			Draft Budget 2024/25	Forecast 2023/24	Approved Budget 2023/24	2024/25 Budget to Forecast		2024/25 Budget to 2023/24 Budget	
	Capital Total	Operating Collection	Operating Treatment				\$	%	\$	%
<b>Revenue</b>										
Operating										
Town of Kentville	313.1	190.1	527.9	1,031.2	1,031.4	895.4	(0.2)	0.0%	135.8	15.2%
Village of New Minas	118.5	85.9	162.3	366.7	417.8	362.8	(51.1)	(12.2)%	3.9	1.1%
PepsiCo Canada	98.1	27.2	161.2	286.5	262.3	227.7	24.2	9.2%	58.8	25.8%
County of Kings	159.5	48.7	108.0	316.1	302.0	262.2	14.1	4.7%	53.9	20.6%
<b>Total Revenue</b>	<b>689.2</b>	<b>351.9</b>	<b>959.4</b>	<b>2,000.5</b>	<b>2,013.5</b>	<b>1,748.1</b>	<b>(13.0)</b>	<b>(0.6)%</b>	<b>252.4</b>	<b>14.4%</b>
<b>Expenditures</b>										
Operating										
Support Services	-	22.5	45.1	67.6	106.4	106.4	(38.8)	(36.5)%	(38.8)	(36.5)%
Insurance	-	8.7	17.3	26.0	22.3	22.3	3.7	16.6%	3.7	16.6%
Monitoring	-	8.9	4.4	13.3	19.0	7.8	(5.7)	(30.0)%	5.5	70.5%
Laboratory	-	-	5.8	5.8	-	-	5.8	0.0%	5.8	0.0%
Wages	-	98.0	195.9	293.9	232.5	187.8	61.4	26.4%	106.1	56.5%
Benefits	-	18.2	36.5	54.7	44.9	44.9	9.8	21.8%	9.8	21.8%
Power - Pumping	-	72.6	-	72.6	66.8	65.4	5.8	8.7%	7.2	11.0%
Treatment	-	-	72.6	72.6	31.8	83.5	40.8	128.3%	(10.9)	(13.1)%
Power - Treatment	-	-	380.7	380.7	350.8	338.1	29.9	8.5%	42.6	12.6%
Vehicle Expense	-	30.0	15.0	45.0	41.8	37.2	3.2	7.7%	7.8	21.0%
Maintenance	-	93.0	186.1	279.1	427.5	185.0	(148.4)	(34.7)%	94.1	50.9%
<b>Total Operating</b>	<b>-</b>	<b>351.9</b>	<b>959.4</b>	<b>1,311.3</b>	<b>1,343.8</b>	<b>1,078.4</b>	<b>(32.5)</b>	<b>(2.4)%</b>	<b>232.9</b>	<b>21.6%</b>
Non-operating										
Debenture - Interest	175.4	4.1	171.3	175.4	32.6	32.6	142.8	438.0%	142.8	438.0%
Debenture - Principal	249.8	71.0	178.8	249.8	271.0	271.0	(21.2)	(7.8)%	(21.2)	(7.8)%
Transfer to Depreciation Reserves	132.5	38.4	94.1	132.5	215.9	57.7	(83.4)	(38.6)%	74.8	129.6%
Consulting and Study Expense	-	-	-	-	-	170.0	-	0.0%	(170.0)	(100.0)%
Interest on Short-term Debt	131.5	-	131.5	131.5	150.2	138.4	(18.7)	(12.5)%	(6.9)	(5.0)%
<b>Total non-operating</b>	<b>689.2</b>	<b>113.5</b>	<b>575.7</b>	<b>689.2</b>	<b>669.7</b>	<b>669.7</b>	<b>19.5</b>	<b>2.9%</b>	<b>19.5</b>	<b>2.9%</b>
<b>Total Expenditures</b>	<b>689.2</b>	<b>465.4</b>	<b>1,535.1</b>	<b>2,000.5</b>	<b>2,013.5</b>	<b>1,748.1</b>	<b>(13.0)</b>	<b>(0.6)%</b>	<b>252.4</b>	<b>14.4%</b>
<b>Surplus (Deficit)</b>				<b>-</b>	<b>-</b>	<b>-</b>				

Regional Sewer  
Five-year Capital Plan

		Actual		Budget				
		PY	CY	1	2	3	4	5
		2023	2024	2025	2026	2027	2028	2029
		Opening WIP						
<b>Projects</b>								
14-4401	Regional Sewerlines Replacement of sewer force mains from RG5 to Regional Sewer Plant	28,882	16,575	28,500	6,171,500			
23-4403	Regional Lift Station Upgrades Wet Well Wizard Pilot Project (RG3) Wet Well Wizard (RG7) Wet Well Wizard (RG6) Lift Station Upgrades (RG5 and RG6) Generators, Flow Meters, and Security and Monitoring Upgrades				50,000	50,000	50,000	200,000
				150,000	150,000	150,000	200,000	200,000
				215,000				
17-4401	Regional STP Aeration Desludging Cells 3, 4, and 5 Emergency overflow weir & road	28,147	651,171	3,600,000	50,000	1,050,000		
					504,725			
23-4404	Regional STP Upgrades Optimization studies; Pre-treatment Blowers and/or Drum Screen Upgrades UV Light Replacements				150,000		50,000	
					395,000			
23-4401	Regional Equipment Continuous DO meters, Generator, Exhaust Fan				64,000			
23-4402	Regional Consulting & Studies "I and I" Study					70,000		
<b>Total</b>		<b>57,029</b>	<b>667,746</b>	<b>3,628,500</b>	<b>7,750,225</b>	<b>1,320,000</b>	<b>250,000</b>	<b>200,000</b>

**Project Financing**

Capital Reserve	28,882	16,575	28,500	1,095,500	270,000	250,000	200,000	200,000
Grant	-	-	-	3,100,000	-	-	-	-
Debtenture	28,147	651,171	3,600,000	3,554,725	1,050,000	-	-	-
<b>Total</b>	<b>57,029</b>	<b>667,746</b>	<b>3,628,500</b>	<b>7,750,225</b>	<b>1,320,000</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>

**Reserve Continuity**

Opening Balance	673,088	936,173	1,123,583	379,491	318,869	132,671	80,831
Contributions	637,800	669,700	736,670	847,171	974,246	1,120,383	1,288,440
Debt Service	(329,258)	(303,551)	(253,754)	(601,722)	(910,444)	(972,223)	(968,832)
Utilization	(45,457)	(28,500)	(1,095,500)	(270,000)	(250,000)	(200,000)	(200,000)
Bridge Financing	-	(150,239)	(131,509)	(36,070)	-	-	-
<b>Closing Balance</b>	<b>936,173</b>	<b>1,123,583</b>	<b>379,491</b>	<b>318,869</b>	<b>132,671</b>	<b>80,831</b>	<b>200,439</b>

**Regional Sewer Proposed Operating Budget**

(in thousands) (,000)	2024/25 Budget Breakdown			Draft Budget 2024/25	Forecast 2023/24	Approved Budget 2023/24	2024/25 Budget to Forecast		2024/25 Budget to 2023/24 Budget	
	Capital Total	Operating Collection	Operating Treatment				\$	%	\$	%
<b>Revenue</b>										
Operating										
Town of Kentville	293.4	190.1	527.9	1,031.2	1,031.4	895.4	(0.2)	0.0%	135.8	15.2%
Village of New Minas	155.7	85.9	162.3	366.7	417.8	362.8	(51.1)	(12.2)%	3.9	1.1%
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County of Kings	149.2	48.7	108.0	316.1	302.0	262.2	14.1	4.7%	53.9	20.6%
<b>Total Revenue</b>	<b>689.2</b>	<b>351.9</b>	<b>959.4</b>	<b>2,000.5</b>	<b>2,013.5</b>	<b>1,748.1</b>	<b>(13.0)</b>	<b>(0.6)%</b>	<b>252.4</b>	<b>14.4%</b>
<b>Expenditures</b>										
Operating										
Support Services	-	22.5	45.1	67.6	106.4	106.4	(38.8)	(36.5)%	(38.8)	(36.5)%
Insurance	-	8.7	17.3	26.0	22.3	22.3	3.7	16.6%	3.7	16.6%
Monitoring	-	8.9	4.4	13.3	19.0	7.8	(5.7)	(30.0)%	5.5	70.5%
Laboratory	-	-	5.8	5.8	-	-	5.8	0.0%	5.8	0.0%
Wages	-	98.0	195.9	293.9	232.5	187.8	61.4	26.4%	106.1	56.5%
Benefits	-	18.2	36.5	54.7	44.9	44.9	9.8	21.8%	9.8	21.8%
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Maintenance	-	93.0	186.1	279.1	427.5	185.0	(148.4)	(34.7)%	94.1	50.9%
<b>Total Operating</b>	<b>-</b>	<b>351.9</b>	<b>959.4</b>	<b>1,311.3</b>	<b>1,343.8</b>	<b>1,078.4</b>	<b>(32.5)</b>	<b>(2.4)%</b>	<b>232.9</b>	<b>21.6%</b>
Non-operating										
Debenture - Interest	175.4	4.1	171.3	175.4	32.6	32.6	142.8	438.0%	142.8	438.0%
Debenture - Principal	249.8	71.0	178.8	249.8	271.0	271.0	(21.2)	(7.8)%	(21.2)	(7.8)%
Transfer to Depreciation Reserves	132.5	38.4	94.1	132.5	215.9	57.7	(83.4)	(38.6)%	74.8	129.6%
Consulting and Study Expense	-	-	-	-	-	170.0	-	0.0%	(170.0)	(100.0)%
Interest on Short-term Debt	131.5	-	131.5	131.5	150.2	138.4	(18.7)	(12.5)%	(6.9)	(5.0)%
<b>Total non-operating</b>	<b>689.2</b>	<b>113.5</b>	<b>575.7</b>	<b>689.2</b>	<b>669.7</b>	<b>669.7</b>	<b>19.5</b>	<b>2.9%</b>	<b>19.5</b>	<b>2.9%</b>
<b>Total Expenditures</b>	<b>689.2</b>	<b>465.4</b>	<b>1,535.1</b>	<b>2,000.5</b>	<b>2,013.5</b>	<b>1,748.1</b>	<b>(13.0)</b>	<b>(0.6)%</b>	<b>252.4</b>	<b>14.4%</b>
<b>Surplus (Deficit)</b>				<b>-</b>	<b>-</b>	<b>-</b>				

Regional Sewer  
Five-year Capital Plan

		Actual		Budget				
		PY	CY	1	2	3	4	5
		2023	2024	2025	2026	2027	2028	2029
		Opening WIP						
<b>Projects</b>								
14-4401	Regional Sewerlines Replacement of sewer force mains from RG5 to Regional Sewer Plant	28,882	16,575	28,500	6,171,500			
23-4403	Regional Lift Station Upgrades Wet Well Wizard Pilot Project (RG3) Wet Well Wizard (RG7) Wet Well Wizard (RG6) Lift Station Upgrades (RG5 and RG6) Generators, Flow Meters, and Security and Monitoring Upgrades			50,000 150,000 215,000	50,000 150,000	50,000 150,000	200,000	200,000
17-4401	Regional STP Aeration Desludging Cells 3, 4, and 5 Emergency overflow weir & road	28,147	651,171	3,600,000	50,000 504,725	1,050,000		
23-4404	Regional STP Upgrades Optimization studies; Pre-treatment Blowers and/or Drum Screen Upgrades UV Light Replacements			150,000 395,000		50,000		
23-4401	Regional Equipment Continuous DO meters, Generator, Exhaust Fan			64,000				
23-4402	Regional Consulting & Studies "I and I" Study				70,000			
<b>Total</b>		<b>57,029</b>	<b>667,746</b>	<b>3,628,500</b>	<b>7,750,225</b>	<b>1,320,000</b>	<b>250,000</b>	<b>200,000</b>

**Project Financing**

Capital Reserve	28,882	16,575	28,500	1,095,500	270,000	250,000	200,000	200,000
Grant	-	-	926,900	3,100,000	-	-	-	-
Debtenture	28,147	651,171	2,673,100	3,554,725	1,050,000	-	-	-
<b>Total</b>	<b>57,029</b>	<b>667,746</b>	<b>3,628,500</b>	<b>7,750,225</b>	<b>1,320,000</b>	<b>250,000</b>	<b>200,000</b>	<b>200,000</b>

**Reserve Continuity**

Opening Balance	673,088	936,173	1,123,583	331,991	327,164	235,086	329,710
Contributions	637,800	669,700	689,170	827,004	992,405	1,190,886	1,429,063
Debt Service	(329,258)	(303,551)	(253,754)	(525,761)	(834,482)	(896,262)	(892,871)
Utilization	(45,457)	(28,500)	(1,095,500)	(270,000)	(250,000)	(200,000)	(200,000)
Bridge Financing	-	(150,239)	(131,509)	(36,070)	-	-	-
<b>Closing Balance</b>	<b>936,173</b>	<b>1,123,583</b>	<b>331,991</b>	<b>327,164</b>	<b>235,086</b>	<b>329,710</b>	<b>665,903</b>



20 March 2024

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Councillor  
Craig Gerrard  
354 Main Street  
Kentville, NS  
B4N 1K6

902-599-1948  
cgerrard@kentville.ca

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**RE: Recommendation from the Joint Fire Committee**

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1. The Town of Kentville and the Municipality of the County of Kings share a ten-year contract with the Kentville Volunteer Fire Department (KVFD) and are members of the Joint Fire Committee.
2. The current contract with the KVFD expires on 31 March 2025. It is the recommendation of the members of the Joint Fire Committee that the Town of Kentville serve one-year notice to the KVFD that the current contract will not be renewed. Renewal of a new contract should be negotiated and in place to ensure a seamless transition of service.

**Motion:** That Council direct the CAO and Mayor to write a letter of notice to the Kentville Volunteer Fire Department to terminate the current contract on 31 March 2025.

It is further recommended that the council direct the CAO to work with the Kings County CAO, to determine the a path forward.

Respectfully Submitted

Craig Gerrard  
Councillor/ Joint Fire Committee  
Town of Kentville

March 6, 2024

To Town of Kentville Council and Mayor  
Re: Request for Decision CAC Meeting

Thank you for the opportunity to write a letter in support of a Request for Decision to support a motion for providing Staff to source an independent third-party stormwater engineer to undertake an analysis of ongoing stormwater and flooding issues in the west end of Kentville.

Flooding experienced last summer and fall by surrounding neighbours of Mount Vincent Drive, neighbours on more established streets in the subdivision as well as nearby residences on Park Street and into Town of Kentville recreational facilities means that a detailed plan and execution of storm water management needs to be put in place before large scale development in this area of town can move forward causing existing residents anymore undue hardship personally and financially as well as the consideration for today and for the future of an already fragile ecosystem.

On a personal note. We are the owners of a newly constructed home on Mount Vincent Drive. Last January in a winter of very little snow our back yard was a waterfall from up above our property. Even with new topsoil and sod in our back yard in August we continued to have water seep from above us causing our back yard to be a soggy muddy mess. In early fall of 2023 we put a french drain in the back of the property but we cannot control the landscape behind our property.

This fall and winter the amount of snow and rain has surpassed last year. I am concerned that a backyard that was never dry due to the continuous water from above will continue to be the same soggy mess this summer. How many summers will we endure this frustration before a long term solution is established and implemented? I have attached a January 2023 video of the water coming onto our property.

We support an independent third-party study and hope that the process can be facilitated in a timely manner. Thank you for your consideration.

Sincerely;

Kenneth and Jacqueline Swards

72 Mount Vincent Drive [kjbuilders22@gmail.com](mailto:kjbuilders22@gmail.com) 902-679-6977

## **Kings County Tennis Association**

March 6, 2024

Mayor Snow & Members of Council  
Town Of Kentville

Mayor Snow and Members of Council,

We are writing to reiterate our strong support for the construction of an indoor tennis/pickleball facility in the Town of Kentville.

We have made several representations to Council and were pleased to see support building around re-utilizing a portion of the existing soccer field. We believe the new facility will complement the surrounding area and provide all the benefits we have previously shared with Council. Additionally, the Town had conditionally approved the granting of land and a financial contribution towards the constructions of the facility.

We now are aware that staff will not be recommending this as the preferred option to Council. We respectfully disagree. We believe this site to be the appropriate place for the new facility. As we understand staff believe the current facility is being utilized to such an extent that re-purposing even a portion of the field will cause disruption and/or disadvantage those currently using the field. Anecdotally at least we do not believe this is the case.

We have not seen any supporting numbers that would validate such a claim and in fact we believe the field to be underutilized. Additionally there are numerous soccer fields in the area and removing this one from the inventory will not cause undue hardship. Counter that with the tremendous benefits to the town and citizens of having a new indoor facility and we believe the original proposal should be approved. We would welcome a review of usage data as to date none has been produced.

Finally, and most recently, we have been directed to meet with the province to have them donate a portion of the land behind the courthouse. We have investigated this and as many know that portion of town is in an identified flood zone. Climate change will only ensure this worsens in the future. We



have been in touch with insurance and construction professionals who have advised the site is not 'fit for purpose'.

As such this leaves us without an identified parcel of land to construct our facility. It also creates an inability to obtain any funding as securing land is step one in all processes.

Should the soccer field not be deemed a viable option we would welcome the opportunity to meet with you to explore any other land options as we believe Kentville is the ideal location for the facility. If however we cannot identify any options it will force our group to reconsider all potential communities for the facility.

Respectfully,

Kings County Tennis Association

## Sandra Snow

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**From:** Sharon Kehoe <sharonkehoe5@gmail.com>  
**Sent:** Friday, March 15, 2024 8:49 PM  
**To:** CouncilandMayor; Jeff Lawrence  
**Subject:** Little Susie still needs to pee!

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

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Mayor, Councillors and CAO

Spring is less than a week away. Good weather will soon begin and with it comes major events in Centre Square, Apple Blossom, Farmers Market, Music festivals, etc. We need a Comfort Station in Centre Square. Without it Mom and Dad have to leave whatever event and walk several blocks away because little Susie needs to pee. Or end up leaving all together because little Susie can't make it blocks away. We need a Comfort Station in Centre Square. We just do and you know this. Last year KDC secured a grant for I believe \$20k that was targeted for the comfort station that they had to forfeit. Why? Because you refused to move forward with a lease because Councillor Zebian bought the building you were in negotiations to rent. He didn't negotiate the lease the previous owner did before Zebian even approached him looking to buy it. The suspicion was it was simply for vengeance. We lost out on \$20k and the good citizens of Kentville have gone without simply to provide you with some petty payback? Are you really gonna continue this again this year? If my suspicions are unjust please share the wisdom behind why we don't have a comfort station and why your not providing such a much needed addition to Centre Square. Other wise check the vendetta at the door and put in a comfort station in Centre Square before the busy festivities begin. It's the right decision for The Citizens of Kentville.

Respectfully submitted  
Sharon Kehoe

Sent from my iPhone

February 26, 2024

Dear Mayors, Wardens, and Councillors:

Today, February 26, the Government of Nova Scotia announced *The Future of our Coastline: Nova Scotia's plan to protect people, homes, and nature from climate change*.

This plan has 15 actions for property owners, municipalities, and the province to keep coastal homes, communities, and natural areas safer from the impacts of climate change, such as rising sea level and more frequent and intense storms which lead to coastal flooding and erosion. You can read it at [novascotia.ca/coastal-plan](https://novascotia.ca/coastal-plan).

Nova Scotians are a coastal people, and being near the ocean contributes significantly to our quality of life – people want to live by it and enjoy it safely. As the elected representatives of our communities, we all share the same vision – safe, sustainable, healthy, and climate-resilient communities.

Nova Scotians in every part of the province are now experiencing the negative effects of climate change. Last summer's flooding and wildfires were a heartbreaking reminder of that. Our coast is on the front lines of climate change. In response, we are taking action. We are:

- achieving the ambitious targets set out in the *Environmental Goals and Climate Change Reduction Act*,
- providing important climate information to Nova Scotians through the first provincial Climate Risk Assessment developed since 2005,
- making significant progress on achieving the 68 goals in the Climate Change Plan,
- designating new protected areas,
- implementing a new strategy to achieve 20 per cent land and water protection by 2030, and
- introducing a new coastal protection plan that responds to specific concerns related to the impacts of climate change on our coast such as erosion, rising sea levels and coastal flooding.

We developed this plan after listening to Nova Scotians, municipalities, and other stakeholders. We also did thorough and thoughtful analysis of all possible options. It does not involve proclaiming the *Coastal Protection Act*, which was too limiting in that it only applied to new builds.

This plan is broader, more flexible, and comprehensive. It is about empowering coastal property owners to make informed decisions, supporting municipal leadership, and taking provincial action to empower our people and our communities to adapt to the impacts of climate change. It is about giving municipalities, communities and private property owners options, because one size fits all doesn't work.

It is the best and most effective path forward to protect the coast and all homes along it – whether they were built 50 years ago or are being planned for the future.

Municipalities are leaders in climate change adaptation and mitigation, and have been for years. Every day, you are leading the change needed to make sure our communities are climate-resilient. Whether that is installing EV chargers, moving to green energy like wind and solar, greening your municipal fleet, or retrofitting buildings and installing heat pumps, you are helping prepare our province for the future.

As Mayors, Wardens, and Councillors, you are leaders in your communities, and you know them best. At the council table, you navigate difficult decisions regarding land-use planning, zoning, by-laws, policies and permits day-in, day-out. This is why we believe that municipalities are best equipped to take critical action designing and building coastal communities that are safe and resilient to climate change, especially as Nova Scotia is experiencing rapid growth. Your leadership is essential in meeting our goals, and working together we cannot fail.

We know you are working tirelessly to manage many issues and priorities and our aim is that you will see the benefits and embrace the actions in this plan. Our government will support you by:

- investing in more flood line maps for you to use in your zoning and planning work,
- investing in your climate adaptation and mitigation work through funding programs like the Sustainable Communities Challenge Fund and the Community Climate Capacity Program, and
- conducting a province-wide erosion risk assessment, and more.

In the coming months we will continue to thoughtfully engage with municipal leadership through the Nova Scotia Federation of Municipalities, the Association of Municipal Administrators Nova Scotia, and directly with you and your municipality.

By working together, the Province, municipalities and property owners will ensure our coastal communities are designed, planned and built to help protect them from climate change impacts.

With these actions we've set out today, we look forward to continuing to work with you to create thriving, sustainable and resilient communities in Nova Scotia.

Our best regards,



Honourable John A. Lohr  
Minister of Municipal Affairs and Housing



Honourable Timothy Halman  
Minister of Environment and Climate Change

## **Additional Resources:**

Environmental Goals and Climate Change Reduction

Act: <https://nslegislature.ca/sites/default/files/legc/statutes/environmental%20goals%20and%20climate%20change%20reduction.pdf>

Our Climate, Our Future: Nova Scotia's Climate Change Plan for Clean Growth:

<https://climatechange.novascotia.ca/sites/default/files/uploads/ns-climate-change-plan.pdf>

Weathering What's Ahead: Climate Change Risk and Nova Scotia's Well-being:

<https://climatechange.novascotia.ca/climate-impacts>

More information on the Sustainable Communities Challenge Fund is available at:

<https://nschallengefund.ca/>

More information on Community Climate Capacity Program is available at

<https://cleanfoundation.ca/ccp/>



March 12, 2024

Department of Community Services  
5675 Spring Garden Rd  
Halifax, NS  
B3J 1H1

**Re: Provincial Housing Initiative – Kentville/Kings County**

**Attention:** Hon Brendan Maguire, Minister of Community Services

Over the past year, staff and Council have been sharing information about the housing crisis and have been discussing options to help find dignified shelter for those who need it. The Town of Kentville is aware of the need for urgent housing solutions in Nova Scotia, and in the Kentville area specifically.

On October 11<sup>th</sup>, the Provincial Government announced one of the Pallet initiatives was to be located in the Town of Kentville. At the time staff were working to keep the council updated on the project rollout. However, there were many unanswered questions and a growing number of citizens concerned with the project. Members of council expressed their concern through a letter to the Minister of Municipal Affairs and Housing, carbon copying the Minister of Community Services. We were advised in late December that the Pallet initiative would not be located in the Town of Kentville, but rather on Provincial Property in Kings County in a parking lot adjacent to the Town border, across the street from Town residents.

On January 31<sup>st</sup>, the planned service provider Open Arms held two information sessions on site at the proposed location. The meetings were well attended by council members and citizens seeking additional information on the planned implementation. The Minister of Municipal Affairs and Housing was represented at the meeting, however there was no representation or support from Community Services. On February 7<sup>th</sup>, a public led meeting was held at the Kentville Volunteer Fire Department, attended by over 100 concerned citizens, members of both Kings and Kentville councils and the Minister of Municipal Affairs and Housing. Unfortunately, again, there was no representation from Community Services. Minister Lohr was very forthcoming in the provision of the information he had on the project and fielded many questions from the public.

Minister Maguire, it is acknowledged that you are settling into your new role and there are many issues at the forefront of your portfolio, however, we need input from the Department of



Community Services. We are prepared to be part of the team to ensure that this project achieves its aim and goals. It is respectfully requested that you provide follow-up on the questions provided in the November 8, 2023, letter. The questions have been modified to reflect the change of location from the Town to the County. We acknowledge that the County will hold the Memorandum of Understanding (MOU) with the Department, however, we also realize that Town services will be required to support both the County and service provider over the long term. The cost and reimbursement of that service has yet to be identified.

The following details remain unanswered:

1. Does the Province have a plan to reduce homelessness and how does this project support this plan?
2. Most Pallet villages are in large cities. What steps are being taken to ensure success for this project in rural Nova Scotia?
3. Will the Province follow the County and Town Land Use Bylaw and Municipal Planning Strategy?
4. What criteria were used for site selection and were there multiple options in and around the Town of Kentville and area?
5. Which Provincial Departments are involved with this project and which department should we consider our primary contact?
6. What is the Provincial funding model for this project through its life cycle, including operation and maintenance costs? What is the expected life span of this project?
7. When will the MOU be in place with the service provider (Open Arms) and the County of Kings and what will the ask be for the Town?
8. Are there expectations that the Town will be responsible for provision of services and how will the costs be funded? Specifically, water, sewer, and policing, the County of Kings is policed by the RCMP and the Town of Kentville by the Kentville Police Services, will the services of KPS be used to augment the RCMP with community policing?
9. Should the Town not agree to the conditions outlined in the MOU what are the next steps?
10. Open Arms has provided that support staff will be onsite 24/7. However, will the staff augmentation by the department occur before the site is established and who will they report to in the department?
11. When do you expect the Pallet Community to be ready to accept residents?
12. How has the Province considered the safety of both the Pallet Community and the broader community during this implementation process?
13. How will the Province communicate the role-out of the Pallet project?



There is a public meeting planned for March 20<sup>th</sup>, at the Kentville Volunteer Fire Department scheduled from 6:30-9:00 pm. You have received an invitation from the citizen organizer via e-mail. It is my sincere hope that you will attend this meeting and provide the much-needed clarity on this project.

We acknowledge and appreciate the work of all departments and their staff to resolve the housing crisis in our province and municipalities. The Town of Kentville Council recognizes and appreciates the impact of government funding for new housing throughout the housing continuum.

A handwritten signature in black ink that reads "Sandra Snow".

Sandra Snow  
Mayor  
On behalf of Kentville Town Council

Cc: Department of Municipal Affairs and Housing  
NS Public Housing Authority