

# TOWN OF KENTVILLE COUNCIL COVID-19 PROTOCOL AGENDA June 8, 2020 AGENDA

**4:00 p.m.**

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

**2. APPROVAL OF THE AGENDA**

**3. APPROVAL OF THE MINUTES**

- (a) Revised Council Meeting Minutes, April 29, 2019
- (b) Capital Budget Meeting Minutes, May 19, 2020
- (c) Operations Budget Meeting Minutes, May 20, 2020
- (d) Council Meeting Minutes, May 25, 2020

**4. DEPARTMENT REPORTS AND RECOMMENDATIONS**

(a) Finance

- (1) Director's Report

(b) Planning and Development

- (1) Director's Report
- (2) Community Economic Development Coordinator's Report

(c) Parks and Recreation

- (1) Director's Report

(d) Police

- (1) Police Commission Report

(e) Engineering and Public Works

- (1) Director's Report

(f) Administration

- (1) Communications Report
- (2) Chief Administrative Officer's Report

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

- (a) Banning of Municipal Election Signs
- (b) Kentville Historical Society Grant Request

**6. CORRESPONDENCE**

(a)

**7. NEW BUSINESS**

(a) Kentville Historical Society

**8. PUBLIC COMMENTS**

**9. IN-CAMERA**

(a) Legal

**10. ADJOURNMENT**

DRAFT



## **TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL CAPITAL BUDGET 2020-2021 MEETING (1) COVID-19 PROTOCOL**

Meeting Minutes: May 19, 2020

This meeting was held via electronic means in accordance with the Direction from Minister Chuck Porter: "Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting."

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

Mayor Sandra Snow called the meeting to order at 9:00 a.m.

### **PRESENT**

Chief Administrative Office (CAO) Kelly Rice reported that all members of Council were present: Mayor Sandra Snow, Councillor John Andrew, Councillor Eric Bolland, Deputy Mayor Craig Gerrard, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Lynn Pulsifer.

Staff in attendance included Chief Administrative Officer Kelly Rice, Director Debra Crowell, Director Rachel Bedingfield, Director Bev Gentleman, Director Dave Bell, Chief Julia Cecchetto, IT Manager Jason Bethune and Recording Secretary Jennifer West.

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

It was moved by Councillor Cate Savage, and seconded by Councillor Cathy Maxwell

**That the agenda of May 19, 2020 be approved**

### **MOTION CARRIED**

### **3. BUDGET PRESENTATIONS**

#### **(a) Capital Program 2020-2021 Projects**

Director Crowell reviewed the proposed capital budget for the Town of Kentville, inviting questions after each section.

*Report Available*

#### **GAS TAX PROGRAM \$470,600**

**Funding (prior year and current year) from gas tax payments (\$470,600).**

- **Points of Discussion**

- What is the urgency of paving on the East Main Street? Should residential areas be made higher priority? Two of these projects were deferred from last year, could they be deferred again? These areas are major trip hazards and are high priority. The wall and sidewalk on East Main Street require significant repair to maintain stability for this section.

- There is an issue of the sidewalk around the downtown square, this is the first impression for visitors and should be highest priority. This is in the 5-year plan for replacement.
- What is the status of continuing the paving of the AT trail? There is no plan at this time for paving this section. The cost for this section could be around \$30,000.

**ADMINISTRATION \$133,800**

**Funding from capital reserves (\$37,500), borrowing (\$96,300).**

- **Points of Discussion**

- What is the urgency of upgrades to Council Chambers? Over the past 6 months and much longer, there have been issues with the sound system in chambers that have regularly been experienced. As chambers is not in use now, it may be a good time to make these upgrades. It is also a step forward in improving accessibility in Town Hall.

**PROTECTIVE SERVICES \$143,200**

**Funding from operations (\$46,600), proceeds (\$4,000), reserve (\$52,500), and borrowing (\$40,700).**

**TRANSPORTATION (YEARLY PROJECTS) \$110,000**

**Funding from reserves (\$103,000) and proceeds (\$7,000)**

**TRANSPORTATION (Parking Lots) \$0**

**TRANSPORTATION (STREETS) \$97,500**

**Funding from reserves (\$37,500) and borrowing (\$60,000)**

- **Points of Discussion**

- Is this section able to support paving of streets? The gas tax funding has supported this category in the past, but this section can also be allocated for paving.
- There are five streets that seem to be in need of paving which are not in this budget. Some of these subdivisions also need other infrastructure to be considered in addition to surface work.
- Is the carry forward for the bridge the same as last year? The funding amount changes each year based on required work.
- Are there additional costs for the bridge approach? Yes, there is storm sewer work that should be done before the new approach is completed to replace failing infrastructure in that area.
- What is the plan for Lower Prospect Street? This section is included in the 5-year plan and includes infrastructure upgrades.
- With the redevelopment of Chester Avenue, a lot of traffic passed through the McDonald Avenue area and caused additional damage. Will there be patching in that area, if not paving? Is the cost of paving lower right now with the low cost of oil? There is not a noticeable difference in price at this time. Residents in that area are hoping for paving and patching this year.
- In the five-year plan, projects are contingent on natural occurrences like severe storms, Federal and Provincial funding, and strategic projects that address several

- concerns at once. Asset management is a high priority for the Town, as it will give access to grants in the future. Staff have a good grasp on tracking assets at this time.
- How can streets be addressed in sections to appease residents in some neighbourhoods? Large subdivisions are best to be completed in one phase and not in sections. Burke is difficult to phase because of how the infrastructure is laid out.
  - There are opportunities at this time to make major changes to the Town.
  - Tax dollars should be spent to the greatest benefits of the most people.
  - Sidewalks should be considered for several communities such as Bonavista and employees in the industrial park.
  - Spending money on infrastructure may be longer term than spending on short term projects such as recreation which have ongoing costs.

**TRANSPORTATION (FLOOD MITIGATION) \$75,000**

**Funding from reserves (\$75,000).**

**TRANSPORTATION (STORM SEWER) \$286,800**

**Funding from reserves (\$130,400) and borrowing (\$156,400).**

**PLANNING AND ECONOMIC DEVELOPMENT \$80,800**

**Funding from reserves (\$80,800).**

- **Points of Discussion**

- This could be an area to reduce funding and transfer to other projects. Signage could be lower priority than the shade trees.
- Centre Square will be an area that people will gather soon after restrictions are lifted and still have some physical distancing. The area could also be used by local non-profits while no signature events are taking place. There is also an ongoing project for memorial benches at this time.
- The wayfinding signage in the business park is important for that business community, removing this item could have a negative perception. The gateway signage may be an option for deferring.
- Signage at the business park may not be as urgent in this digital age, however signage is important to residents who may not have GPS in their vehicles.

**RECREATION (SOCCER) \$8,000**

**Funding from reserves (\$8,000).**

**RECREATION (GREEN SPACES) \$249,800**

**Funding from own sources (\$20,300), province (\$50,000), and borrowing (\$179,500).**

- **Points of Discussion**

- What is the trail on Webster Street? During consultations, seniors indicated that they need better sidewalk access around Paddy's Pub. Seniors can't use that intersection in its current state. This intersection would be changed to improve accessibility and would include larger bumpouts and wider sidewalks at Paddy's Pub. Light standards will be upgraded in this area as well. This upgrade will smooth out traffic issues as well.

- There are concerns about adding planters around the Town clock which could be distractions to drivers. This will be considered in the Accessibility Plan.

**RECREATION (FACILITIES) \$32,000**  
**Funding from own sources (\$32,000)**

**RECREATION (PARKS AND PLAYGROUNDS) \$386,500**  
**Funding from province (\$10,000), capital contributions (\$40,000), reserves (\$61,400) and borrowing (\$275,100)**

- **Points of Discussion**

- What are the implications of moving the skatepark bowl to the next year? Could some playgrounds be addressed next year if they are closed this summer? What is the location of the proposed dog park?
  - o The skate park was a priority of Council, and staff has been moving this forward. This is a very popular park with youth during social distancing.
  - o Completion of the Memorial Park playground was also a priority for when playgrounds open again. The KCA playground will be expanded and have more features to improve accessibility. The pocket playgrounds around town are an important feature of a community.
  - o The proposed dog park would be on the dykeland near Eaves Hollow and New Minas wants to collaborate on a shared park. New Minas would contribute 50% to this project. The major cost to this project is appropriate fencing.
- The skate park bowl is a large sum of money that could be put toward infrastructure.
- Residents seem to be following physical distancing at the skatepark and this is an important public space during the lifting of restrictions.
- The bowl project is also being delayed due to Department of Environment inquiries regarding environmental assessments.
- Grants built into this budget, are they secured? There are several grants from the province that are not yet confirmed.

*Break from 11:00 a.m. until 11:10 a.m.*

**RECREATION (EQUIPMENT) \$17,500**  
**Funding from reserve (\$17,500)**

- **Points of Discussion**

- There will be larger bike racks in parks, smaller ones downtown. Some racks are more user friendly, and others will have the Kentville logo. Consultation with youth indicated some potential locations.
- How many racks does the Town already have? There are no bike racks waiting to be installed. There are a number of racks around the town currently.

**RECREATION (STUDIES) \$35,000**  
**Funding from reserve (\$35,000)**

**Summary of the Capital Program:**

- **Points of Discussion**

- A motion will be required for reallocating the Skate Park bowl funding into infrastructure.
- Can Council indicate what neighbourhood to direct this funding? Recommend that Council direct funding into projects that are already in the 5-year capital plan. Adding roads that are not in the 5-year plan should be a broader discussion with the Engineering Department.
- Do any of these line items involve collections from Kings County? Not in this Capital Plan budget. Collaborations with the County on capital projects has historically been through shared grants.
- Council wants to divert money into infrastructure, and wants to review the budget after it is revised.
- A reminder that the Capital program is funded through gas tax, reserves and borrowing and is not reflected in the tax rate.
- Reopening Town Hall to the public will also require additional upgrades and these costs are not reflected in this budget. An architect has made some suggestions for security and accessibility at a cost of approximately \$18,000+HST for the design work only (renovation costs are additional). These renovations will be required before Town Hall can open to the public.

#### **RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cate Savage and seconded by Councillor Lynn Pulsifer

**That Council defer the Memorial Park skate park bowl project to the 2021-2022 Capital Budget.**

#### **MOTION CARRIED**

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

- The meeting for the Capital Budget and Operations Budget revisions will be on May 29, 2020 at 9:00 a.m. Staff should have a week to review and revise this budget.
- The budget is a guideline and can be changed. If a grant opportunity occurs, the budget can be revised through Council.

#### **RECOMMENDATION TO COUNCIL**

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

**That Council return the draft 2020-2021 Capital Budget to staff for changes as directed during this meeting. Version 2 of the draft 2020-2021 Capital Budget will be presented to Council at a meeting on May 29, 2020, at 9:00 a.m.**

#### **MOTION CARRIED**

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

#### **(b) Sanitary Sewer Area Service Capital Budget**

Director Bell gives a review of the budget.

Sanitary Sewer: Prospect (\$182,500), Condon Avenue (\$52,800)  
Funding from reserves (\$105,300), operating fund (\$30,000) and long term borrowing (\$100,000).

- **Points of Discussion**

- What is the value of the reserve at this time? The funds in these reserves are restricted and cannot be used for Town of Kentville Capital projects.
- The Burke subdivision project is largely a sewer upgrade project and would benefit from a Build Canada grant.

#### **RECOMMENDATION TO COUNCIL**

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

**That Council recommend approval to the May 25, 2020 Council meeting of the draft 2020-2021 Sanitary Sewer Area Service Capital Budget in the amount of \$235,300 and its funding sources.**

#### **MOTION CARRIED**

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

#### **(b) Grants to Organizations**

Director Crowell gives a review of the grant applications.

- **Points of Discussion**

- Did any councillors sign any of the applications for funding request? If so, they should withdraw from this discussion. CAO indicates that a conflict of interest must be self-declared.
- **Councillor Lynn Pulsifer declares a conflict of interest on this matter.**
- The Autism grant application exceeds the limit, and many of the items in their application are existing town-owned items.
- Funding to AVCC is removed because they are working with other organizations and the funding comes from other Town sources.
- Valley Trail Coalition may have a shared cost amount for each municipal member. It may not be necessary to fund this organization since the Town manages the Trail in Kentville. Alternatively there may be larger benefits to membership in this organization. The Town also works with the Trail coordinator of this organization.
- It may be important to have a seat at the table of this organization.

#### **RECOMMENDATION TO COUNCIL**

It was moved

**That Council support the grant application from the AVTC for \$1500.**

#### **MOTION CARRIED**

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

*Councillors who voted against this motion:* Gerrard

#### **RECOMMENDATION TO COUNCIL**

It was moved

**That Council support the grant application from the Glooscap Curling Club for \$2000.**

#### **MOTION CARRIED**

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



- The Kentville Multicultural Festival was cancelled and grant was not approved.
- Kings County Family Resource Centre offers important services

#### **RECOMMENDATION TO COUNCIL**

It was moved

**That Council support the grant application from the Kings County Family Resource Centre for \$2000.**

#### **MOTION CARRIED**

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

- Kings County Seniors Safety Council seems to be a valuable service organization. The senior population is growing in Kentville. Support funding this grant for \$2500.
- The policy does allow for greater than the \$2000, at Council's discretion.

#### **RECOMMENDATION TO COUNCIL**

It was moved

**That Council support the grant application from the Kings County Seniors Safety Council for \$2500.**

#### **MOTION CARRIED**

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

- Kentville Historical Society has done some good projects. Engagement at Kings Riverside Court has been positive. Previous grants from the Town have not resulted in completion (story boards). Also the Town's grant is more than the operating budget for this organization, which is in violation of the policy. There is activity from this organization that should allow them to be considered for the full grant. Kings and Kentville Historical should receive the same amount. The Town has granted \$3500 to this organization but there is still no storyboard.
- Council can ask the organization for more information, or can make the funds conditional on receiving the information or completing the project. It is also possible for the grant to be placed into the contingency fund until further information is received.

#### **RECOMMENDATION TO COUNCIL**

It was moved

**That Council hold the \$2000 grant from the Kentville Historical Society until further information is received through the CAO.**

#### **MOTION CARRIED**

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

*Councillors who voted against this motion: Snow*

- Kings Historical Society provides a slightly different service than the Kentville Historical Society, including archiving.
- Kentville is trying to create a destination for historical tourism through both of these organizations.

**RECOMMENDATION TO COUNCIL**

It was moved

**That Council support the grant application from the Kings County Historical Society for \$2000.**

**MOTION CARRIED**

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

- Kings Volunteer Resource Centre has higher rent due to a location change.

**RECOMMENDATION TO COUNCIL**

It was moved

**That Council support the grant application from the Kings Volunteer Resource Centre for \$1000.**

**MOTION CARRIED**

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

- New Horizons Seniors Club is an important community and these groups need support.

**RECOMMENDATION TO COUNCIL**

It was moved

**That Council support the grant application from the New Horizons Seniors Club for \$1000.**

**MOTION CARRIED**

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

- The total is \$19,000 going out to organizations with \$7000 being added to the contingent fund.

**It was moved by Councillor Cathy Maxwell and seconded by Councillor Cate Savage**

**That Council approve the 2020-2021 Grants to Organizations in the amount of \$19,000 granted and \$7,000 contingent for inclusion in the Operational Budget which will be presented at the scheduled budget meeting #2 on May 20, 2020.**

**MOTION CARRIED**

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

**4. ADJOURNMENT**

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

**That the May 19, 2020 meeting of Council be adjourned at 12:43 p.m.**

**MOTION CARRIED**

## **TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL OPERATIONS BUDGET 2020-2021 MEETING (2) COVID-19 PROTOCOL**

Meeting Minutes: May 20, 2020

This meeting was held via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting.”

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

Mayor Sandra Snow called the meeting to order at 9:00 a.m.

### **PRESENT**

Chief Administrative Office (CAO) Kelly Rice reported that the following members of Council were present: Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor John Andrew, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Pulsifer.

### **REGRETS**

Councillor Eric Bolland

Staff in attendance included Chief Administrative Officer Kelly Rice, Director Debra Crowell, Director Rachel Bedingfield, Director Bev Gentleman, Director Dave Bell, Chief Julia Cecchetto, IT Manager Jason Bethune and Recording Secretary Jennifer West.

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

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

**That the agenda of May 20, 2020 be approved**

### **MOTION CARRIED**

### **3. BUDGET PRESENTATIONS**

#### **(a) Flood Risk Infrastructure Investment Program – Flood Mitigation Pond**

Director Bell reviewed the provincial grant which could potentially support a flood mitigation project.

*Report Available*

### **RECOMMENDATION TO COUNCIL**

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

**That Council support the grant application to the Flood Risk Infrastructure Investment Program for the “Palmer Subdivision Flood Mitigation Pond Project” at a cost of \$130,360.**

### **MOTION CARRIED**

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

**(b) 2020-2021 Operating Budget**

Director Crowell reviewed the proposed operations budget, inviting questions at each section.

**EXPENDITURES**

The following are mandatory expenditures that the Town is committed to paying annually.

**CAPPED ASSESSMENT**

CAP rate at 1.0%, total capped \$18,663,100

Assessment breakdown: 82% residential, 12% commercial, 6% industrial (Kentville Business Park)

**MANDATORY EXPENDITURES \$1,855,100**

Assessment, Correction, Prosecution, Housing, Library and Education

**JOINT BOARDS AND COMMISSIONS \$1,206,100**

Kentville Volunteer Fire Department, Kings-Inspections/911, Regional Emergency Management Organization, Kings Transit, Kings Point to Point, Valley Waste, Kings-Landfill, and Valley Regional Enterprise Network.

- **Points of Discussion**

- There have been discussions about changing the 911 service into a shared service, these details are not available at this time.

**COMMITMENTS \$397,000**

Reduced tax, Kentville Police Service Dispatch, Custody Services, Economic Development, PACE program, Grant (soccer dome), Library Lease.

**OTHER FIXED EXPENDITURES \$1,996,000**

Debt repayment, allowances, area rates, operating reserve and election.

- **Points of Discussion**

- What are the details for the debt repayment? The total debt is around \$5,000,000, this includes principle and interest.

**REMUNERATION \$5,074,000**

Full time employees, non bargaining, CUPE and APA staff.

- **Points of Discussion**

- How can Council see the individual salaries of all staff? Individual staff salaries are not shared due to privacy and confidentiality laws.
- Will there be a change to staffing due to Covid-19? There will not be a change in staffing during this pandemic.

**SUMMARY OF FIXED EXPENDITURES**

- **Points of Discussion**

- Will the purchase of the dispatch services increase every year? It will increase 4% per year over the life of the contract.

### **LEGISLATIVE \$287,500**

Remunerations, council expense accounts and election.

- **Points of Discussion**

- Conferences have been cancelled and this is a reduction to Council expenses.
- What are Council benefits and generic expenses? These are shared council gatherings such as catering, and group insurance plan.

### **GENERAL ADMINISTRATION AND FINANCE \$1,362,800**

Remunerations, office expenses, information technology, building, grants (Canadian Legion and contingency), assessment services, debt interest/discount, reduced taxes.

- **Points of Discussion**

- What are the insurance increases? There is a contract with the existing insurance provider which expires next year. Municipal insurance is very difficult to obtain across Canada. Catastrophic events have affected insurance globally, and these issues are incorporated into local insurance rates.
- What are the legal costs, and where are they in the budget? Is it possible to have a single line item for legal services? Each department picks up their own legal costs. Is it possible to have a cover page for legal costs which itemizes legal services for each department?

### **PROTECTION – COMMUNITY POLICING \$2,383,900**

Remuneration and benefits, office expenses and uniforms, building, communications and IT, vehicle, custody and detention of prisoners.

- **Points of Discussion**

- Is there a reduced crossing guard position in this budget? The guard at the trail at Gary Pearl Drive reduced position has not been removed from this budget yet. The Police Commission made a recommendation to replace a guard with an education assistant for this location. A suggestion was made that an education assistant from the school could cover this crosswalk.
- Discussion about the transfer of school staffing, commission powers, and school representation.
- The Police Commission was looking for ways to reduce costs and this was a solution to help bring down expenses.
- The crossing guard at this location is responsible for two crosswalks.
- The police also look after this crosswalk- a member or a parent could also be responsible for this location.
- It is likely that 1/3 of the crosswalk budget will be reduced because of the closure of schools.

### **PROTECTION – SALES OF SERVICE \$148,200**

Remuneration and benefits back check.

### **PROTECTION – LAW ENFORCEMENT \$224,600**

Corrections, prosecution, legal, remuneration and benefits, bylaw enforcement.

**PROTECTION – FIRE PROTECTION \$890,300**

Operating, area rate, and hydrant rates.

**PROTECTION – EMERGENCY MEASURE AND OTHER \$176,600**

Debt interest, emergency management organization, 911 system, animal control, building inspection and fire inspection.

- **Points of Discussion**

- Inspection services are billed per case and not at a flat rate.

**TRANSPORTATION – COMMON SERVICES \$965,700**

Remuneration/benefits/IA, office expenses, building vehicle.

**TRANSPORTATION – ROAD TRANSPORT \$789,300**

Street repairs, storm sewer, snow removal, street lighting, parking and traffic services.

- **Points of Discussion**

- What is the expense for a professional engineer? This line item includes legal services, external engineer with specific expertise.
- What are miscellaneous wages? These could be reallocated from common services budget to other cost centres.

**TRANSPORTATION – PUBLIC TRANSIT AND OTHER \$388,600**

Kings Transit, Kings Point to Point and debt interest.

**TRANSPORTATION – ENVIRONMENTAL HEALTH \$659,800**

Solid waste collection, landfill – Kings County, and Valley Waste

**TRANSPORTATION – HOUSING AND OTHER PUBLIC HEALTH \$96,500**

Deficit of Western Region Housing Authority, and public health grants.

**ENVIRONMENTAL DEVELOPMENT – PLANNING \$244,500**

Remuneration/benefits/COL and office expenses

**ENVIRONMENTAL DEVELOPMENT – COMMUNITY DEVELOPMENT \$399,000**

Remuneration/benefits, transfer – Valley REN, Transfer – economic development, community economic development, PACE programme, debt charges, tourism, promotions and the Apple Blossom Festival.

**RECREATION – ADMINISTRATION \$506,400**

Remuneration/benefits, office expenses and vehicle expenses.

**RECREATION – PROGRAMMED \$83,800**

Grants, programmed and parks division.

- **Points of Discussion**

- When there are savings from the operations budget, where does it go? It is placed into operating reserve fund, this is mandated by the Department of Municipal Affairs.
- Has Canada Cup been cancelled? Yes.
- For some events, there is no net savings. For example an event might have revenues and expenses, and the cancellation will reduce both expenditures and revenues.
- Cancelled expenditures are not used.

**RECREATION – FACILITIES \$609,200**

Remuneration/benefits, building/office, parks and other facilities.

**RECREATION – DEBT CHARGES AND CULTURAL \$170,200**

Debt interest, transfer to regional library, grant uncommon common art, and grant Kentville Historical Society.

**EDUCATION \$1,536,000**

Appropriation regional centre for education

**FINANCING AND TRANSFERS – EXPENDITURES \$1,557,200**

Debt charges principle, transfer to reserve, capital paid from operations.

**REVENUE**

**TAXES - OTHER THAN TAXATION \$1,573,800**

Business park commercial, fire area rate, hydrant area rate, economic development levy, frontages, Bell Canada.

**SERVICES PROVIDED \$228,400**

Provincial secondment (KPS), local – recreation, local – County of Kings.

**SALES \$1,108,100**

Own agencies, financial sales, police sales, and street sweeper.

**OTHER REVENUE \$1,168,700**

Fines and fees, rentals, interest, return on investment, other.

**UNCONDITIONAL TRANSFERS \$224,200**

Nova Scotia Power offset, and Nova Scotia Power grant.

**CONDITIONAL TRANSFERS \$125,800**

Federal grants, other – Central Kings Health

**OTHER TRANSFERS – RESERVES \$191,500**

Operating reserve, from prior year surplus, and capital reserve.

**EFFECT OF ASSESSMENT INCREASE**

Recommend no change for the total levy for residential residents (\$1,5370)

Recommend slight decrease for the total levy for commercial residents (\$3,5142)

**SUMMARY OF OPERATING BUDGET**

- **Points of Discussion**

- Appreciation to staff for their hard work.
- Clarification – GIS in the police world represents General Investigation Services.
- Clarification – there are no changes to this budget recommended by Council.

**RECOMMENDATION TO COUNCIL**

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

**That Council recommend approval of the draft 2020-2021 operating budget in the amount of \$13,480,600 to the May 25 meeting of Council.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(b) Sanitary Sewer Area Service Operating Budget 2020-2021**

Director Bell gives a review of the budget.

Revenue – increase of \$500

Expenditures – decrease of \$2,000

Administration – increase of \$1,000

Domestic sewer maintenance – increase of \$1,200

Pumping stations – increase of \$5,100

Treatment and disposal – increase by \$32,200

Fiscal Services – decrease by \$6,500

Capital from revenue – \$30,000

Transfer to reserve – surplus of \$3,700

**RECOMMENDATION TO COUNCIL**

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

**That Council recommend approval of the draft 2020-2021 Sanitary Sewer Area Service Operating Budget in the amount of \$1,285,100 to the May 25, 2020 Council meeting.**



**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**4. ADJOURNMENT**

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

**That the May 20, 2020 meeting of Council be adjourned at 11:27 p.m.**

**MOTION CARRIED**



## TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL COVID-19 PROTOCOL Meeting Minutes: May 25, 2020

This meeting was held via electronic means in accordance with the Direction from Minister Chuck Porter: "Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting."

Town Hall is closed to the public. Council voted by poll.

### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:10 p.m due to technical difficulties getting signed on to Facebook Live.

### PRESENT

Chief Administrative Office (CAO) Kelly Rice reported that all members of Council were present: Mayor Sandra Snow, Councillor John Andrew, Councillor Eric Bolland, Deputy Mayor Craig Gerrard, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Lynn Pulsifer.

Staff in attendance included Chief Administrative Officer Kelly Rice, Solicitor Geoff Muttart, Director Beverly Gentleman, IT Manager Jason Bethune and Recording Secretary Jennifer West.

### REGRETS

### DECLARATIONS OF CONFLICT OF INTEREST

Councillor John Andrew declared a conflict of interest regarding discussion and decisions about 118 Oakdene Avenue.

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

### 2. APPROVAL OF THE AGENDA

**It was moved that the agenda of May 25, 2020 be approved as presented**

**MOTION CARRIED**

### 3. APPROVAL OF THE MINUTES

**(a) Minutes of Council meeting on May 11, 2020**

**It was moved that the minutes of Council meeting on May 11, 2020 be approved as distributed.**

**MOTION CARRIED**

#### 4. PRESENTATION

##### (a) Valley Community Learning Association Request for 118 Oakdene Avenue

Peter Gillis, Executive Director of the Valley Community Learning Association gave a presentation about the interest from his organization in moving their operations to the property at 118 Oakdene Avenue (currently owned by Open Arms Society). Councillor Andrew withdrew from the presentation as a Conflict of Interest, by shutting off his audio and video. He remained present in the Zoom meeting.

*Presentation Available*

- **Points of Discussion**

- What is the funding source for VCLA? 90% government funding.
- Would most of the activities take place during the day or would there be evening traffic? Largely daytime, occasional evening classes.

#### 5. REZONING APPLICATION

##### (a) Stoneridge Properties

Director Gentleman gave a presentation about the request to rezone the Stoneridge Property lands (PID) #55290241 from one and two-unit dwellings (R2) to medium density residential (R3).

*Report Available*

- **Points of Discussion**

- What are the implications to stormwater management? There will be a stormwater management plan developed for this property.
- Is the site plan approval similar to a development agreement? A site plan is developed between owner and staff through the response from the public. A development agreement allows the Town to deal with more issues.
- What is the effect on the condition of Prospect Avenue? Would the street have to be enlarged to accommodate more traffic? This will not change the designation of the street.
- What are the impacts of the density increase in that area? There is room for a sidewalk on one side. This tax base would support new sidewalk infrastructure. The developer will incur the cost of new sewer infrastructure.
- 

#### RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor Lynn Pulsifer

**That Council give first reading of the Stoneridge request for rezoning of PID55290241 from 1- and 2-unit dwellings (R2) to medium density residential (R3) zone, and further that Council hold a virtual public hearing on June 17, 2020 at 4:30pm.**

#### MOTION CARRIED

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

#### 6. COUNCILLORS' REPORTS

##### (a) Councillor's Reports

###### (1) Councillor John Andrew

Councillor Andrew gave a verbal report on his activities over the past month.

###### (2) Deputy Mayor Craig Gerrard

Deputy Mayor Gerrard gave a verbal report - there were no committee meetings scheduled since the last Council meeting.

**(3) Councillor Eric Bolland**

Mayor Snow received Councillor Bolland's report on his activities over the past month. Highlights included Chrysalis House sod turning and Valley Waste. A summer student will be doing research on waste in the Valley.

*Report available*

**(4) Councillor Cathy Maxwell**

Mayor Snow received Councillor Maxwell's report on her activities over the past month. Highlights included an update from the Annapolis Valley Trail Coalition.

*Report available*

**(5) Councillor Lynn Pulsifer**

Mayor Snow received Councillor Pulsifer's report on her activities over the past month. Highlights included meetings with Kings Point to Point, Accessibility Advisory Committee, and Mentoring Plus.

*Report available*

**(6) Councillor Cate Savage**

Mayor Snow received Councillor Savage's report on her activities over the past month. Highlights included meeting with the Investment Advisory Committee, Regional Sewer Committee, and Town budget meetings.

*Report available*

**(c) Mayor Sandra Snow**

Mayor Snow submitted her report on her activities over the past month. Highlights included the weekly Mayors meetings, regional discussions with the Province and Federal Government, and the Kentville Business Community.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cate Savage and seconded by Councillor Lynn Pulsifer

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

**MOTION CARRIED**

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

**7. CORRESPONDENCE**

**(a) Public Garden Request – Joey Murphy – May 20, 2020**

CAO Rice read the letter from local restaurant and café owner Joey Murphy. He is requesting that the Town suspend development of the Public Garden adjacent to his establishment to provide him with more space for outdoor dining and take out during the Covid-19 social distancing protocols.

*Letter available*

- **Points of Discussion**

- Council should consider supporting commercial businesses to succeed through this pandemic.
- Mr. Murphy will take over responsibility for the property.

#### **RECOMMENDATION TO COUNCIL**

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

**That Council approve the concept of use of public space to increase commercial space in principle.**

#### **MOTION CARRIED**

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

### **8. NEW BUSINESS**

#### **(a) Valley Community Learning Association Request**

*Councillor Andrew leaves the meeting due to a stated conflict of interest.* Councillor Andrew withdrew from the discussion as a Conflict of Interest, by shutting off his audio and video, he remained in the Zoom meeting.

Mayor Snow reviewed the letter to Council outlining the VCLA interest in developing the property at 118 Oakdene Avenue in Kentville to support this organizations programs.

*Report Available*

- **Points of Discussion**

- Is this a zoning change or a development agreement? It would be an MPS and LUB site specific amendment. This is not a zoning change, but it would be an agreement with this group.
- The building offers many opportunities for this organization.

#### **RECOMMENDATION TO COUNCIL**

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

**That Council approve consideration and support of the necessary changes to the Land Use Bylaw and the Municipal Planning Strategy to facilitate the Valley Community Learning Association move of the adult learning centre to 118 Oakdene Avenue.**

#### **MOTION CARRIED**

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

*Councillor Andrew returns to the meeting*

#### **(b) Request for Amendment to Special Events Bylaw**

Mayor Snow reviewed the requests to amend the Special Events Bylaw, submitted by Jessica Healey. Ms. Healy would like to add 5 more special events annually (currently the Bylaw permits 15 events). If this is not permitted, she would like to move 5 events cancelled due to COVID-19 from 2020 to 2021. Finally, she would like to notify neighbours once a season rather than each event.

Report Available

#### **RECOMMENDATION TO COUNCIL**

It was moved by Councillor Eric Bolland and seconded by Councillor Lynn Pulsifer

**That Council approve an amendment to the Special Events Bylaw to carry over 5 2020 COVID-19 cancelled events to 2021, And further that Council refer the request to amend the Bylaw for 20 events per year and one notification per season, to staff for a report detailing the effect on the neighbourhood and any remaining concerns.**

- **Points of Discussion**

- What would the “detailed report” include? Noise, traffic, calls to police, and other concerns from the surrounding neighbours. Have these concerns been addressed or are there still concerns in that neighbourhood?
- This is an amendment to a bylaw and must be advertised and given first and second reading. There could be several amendments to this bylaw.
- A public hearing would also be helpful in this request for the community.
- Would there be any impacts from the Stoneridge development to this property? There would be no impacts.
- This bylaw applies to all venues, if any there are any additional venues. Amendment to the bylaw will require first and second reading, public announcement and public hearing.
- The wording of Covid-19 should be used in the preamble but not in the bylaw itself. The bylaw could be amended to show an increase in special events in 2021 and a reduction in number of events thereafter.

#### **AMENDMENT**

It was moved by Councillor Eric Bolland and seconded by Councillor John Andrew

**That Council approve an amendment to the Special Events Bylaw to permit 20 events in 2021. And further that Council refer the request to amend the Bylaw for 20 events per year and one notification per season, to staff for a report detailing the effect on the neighbourhood and any remaining concerns.**

#### **MOTION CARRIED**

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

- The amendment to the bylaw is going to provoke public discussion and engagement.

*Councillor Savage leaves the meeting*

*Councillor Savage returns to the meeting*

- Discussion about 1-2 amendments to the Special Events Bylaw
- Council can make this change but the new Council in October may change it back. It is not a contractual agreement with this property owner. If there are problems in the fall, the new Council could change the bylaw again.

#### **RECOMMENDATION TO COUNCIL**

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

**That Council approve an amendment to the Special Events Bylaw to permit 20 events in 2021. And further that Council refer the request to amend the Bylaw for 20 events per year and one notification per season, to staff for a report detailing the effect on the neighbourhood and any remaining concerns.**

**MOTION CARRIED**

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

**(c) Police Commission 2020-2021 Budget Report**

Deputy Mayor Gerrard presented the Town of Kentville 2020-2021 Police Commission approved budgets and service delivery changes to Council for approval.

*Report Available*

- **Points of Discussion**

- There have been discussions around 2-tier police service, which includes cadets. There are several new officers which are covering services in the short term. This has brought cost savings to the Town and to KPS.

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the addition of one (1) General Investigative Services (GIS) Officer to the Kentville Police Service.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

**That Council approve the reduction of one crossing guard at the Kings County Academy School.**

**MOTION FAILED**

- Councillor Maxwell states that she felt under attack during the Council Operational budget meeting regarding the discussion of this recommendation from the Police Commission. This was upsetting to her and could have been disappointing to Commission members who made this decision.
- There may need to be more discussion to support cost savings for the Police Commission. Discussions with the Police Commissions could result in greater cost savings.

**RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Craig Gerrard and seconded by Councillor Eric Bolland

**That Council approve the Kentville Police Service Capital Budget for 2020-2021.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Craig Gerrard and seconded by Councillor Lynn Pulsifer

**That Council approve the Kentville Police Service Operational Budget for 2020-2021.**

**MOTION CARRIED**

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

**(d) Town of Kentville 2020-2021 Water Commission Budget Report**

Mayor Snow presented the Town of Kentville 2020-2021 Water Commission approved budget report.

*Report Available*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Lynn Pulsifer and seconded by Deputy Mayor Craig Gerrard

**That Council accept the Town of Kentville Water Commission 2020-2021 Budget Report as presented.**

**MOTION CARRIED**

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

**(e) Town of Kentville 2020-2021 Operating Budget Report**

Mayor Snow reviewed the Town of Kentville 2020-2021 Operating Budget report which was initially presented to Council for review and recommendation to Council on May 20, 2020.

*Report Available*

- **Points of Discussion**

- Is it possible to have a legal page included with this budget? This will be included in later drafts.

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the draft 2020-2021 Town of Kentville Operating Budget in the amount of \$13,480,600**

**And further that Council approve the proposed tax rate for 1 April, 2020 to 31 March, 2021 of residential \$1.53 and  $\frac{3}{4}$  cents and the commercial rate of \$3.51 and  $\frac{2}{5}$  cents.**

**MOTION CARRIED**

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

**(f) Town of Kentville Sanitary Sewers 2020-2021 Capital Budget and Operating Budget Reports**

Mayor Snow reviewed the Town of Kentville Sanitary Sewers 2020-2021 Operating and Capital Budget reports. The budgets were initially presented to Council on May 19 and 20, 2020, respectively for review and recommendation to Council.

*Report Available*



- **Points of Discussion**

- If there are changes to the expenditures side, they will be nominal.
- Should there be any increases, additional funds can come from the sewer operating reserve.

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the Kentville Sanitary Sewer Area Service Operating Budget 2020-2021 as follows:**

**Revenue of \$1,285,100 with expenditures of \$1,283,400, leaving a surplus of \$3,700.**

**MOTION CARRIED**

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

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the Kentville Sanitary Sewer Area Service Capital Budget 2020-2021 in the amount of \$235,300 including its funding sources.**

**MOTION CARRIED**

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

**(g) Request for Decision: Downtown Summertime Social Distancing**

Mayor Snow reviewed the request for decision regarding rebalancing the public sidewalks and streets to promote social distancing in the downtown during the summer, from June to October 2020.

*Report Available*

- **Points of Discussion**

- This is progressive a plan that adapts to the new normal. It may be well received by residents and business owners this summer and may be a good idea long term as well.
- A study was completed several years ago to investigate a permanent closure of Aberdeen Street, this should be reviewed by staff.
- There is one business for furniture that may require a curbside drop off and pick up.
- There is a pedestrian only street in Halifax that allows drop offs and pick ups.

**RECOMMENDATION TO COUNCIL**

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

**That Council approve the concept of creating more space principle and refer to staff for a report on implementation in June.**

**MOTION CARRIED**

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

## **9. PUBLIC COMMENTS**

### **(a) Joey Murphy (via email)**

Gratitude for Council decision to expand public space.

## **10. ADJOURNMENT**

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

**That the May 25, 2020 meeting of Council be adjourned at 6:22 p.m.**

**MOTION CARRIED**

## TOWN OF KENTVILLE KENTVILLE TOWN COUNCIL Meeting Minutes: April 29<sup>th</sup>, 2019

The following minutes were corrected on page six and approved by Council on June 8, 2020.

### PRESENT

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

Staff in attendance included Solicitor Geoff Muttart, Chief Administrative Officer (CAO) Mark Phillips and Recording Secretary Jennifer West.

### DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations.

### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 7:00 p.m., and CAO Phillips reported that all members of Council were present.

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

### 2. APPROVAL OF THE AGENDA

It was moved that the agenda of April 29<sup>th</sup>, 2019 be approved as presented.

**MOTION CARRIED**

### 3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting on March 25<sup>th</sup>, 2019

It was moved that the minutes of March 25<sup>th</sup>, 2019 be approved.

**MOTION CARRIED**

### 4. PRESENTATIONS

#### (a) Kentville Historical Society

Carol Goodwin, board member with the Kentville Historical Society, gave a presentation about the need for an agreement between the Town and the Society regarding a green space near the site of the Society on the former AVCC building which is owned by the Town.

- Points of Discussion
  - What is the estimate of cost? Other funding sources and fundraising would support the cost. One estimate is \$40,000 for this project.
  - This project should be in keeping with the upcoming Active Transportation Plan.
  - There are partnership opportunities with the NSCC and Dalhousie horticulture design departments that the Society is willing to explore. Carol has extensive relationships with these departments, and experiences in community green space management and landscape design groups.

Presentation available

It was moved by Councillor Maxwell and seconded by Councillor Bolland  
**To amend the agenda and move the New Business item 8.a regarding the Kentville Historical Society to section 5 in the agenda.**

Members who voted in favour of this motion: Bolland, Maxwell, Pulsifer

Members who voted against this motion: Andrew, Gerrard, Savage and Snow

## **MOTION FAILED**

## **5. UNFINISHED BUSINESS**

### **(a) Update on the Nova Scotia Power Property Easement**

CAO Phillips gave a verbal update on the property easement with Nova Scotia Power, which is in the hands of the legal department of NSPI.

## **6. REPORTS AND RECOMMENDATIONS**

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

Councillor Lynn Pulsifer presented the following recommendations from the Council Advisory Committee:

#### **(1) Recommendation – Withdraw from Capital Reserve**

At the April 8th, 2019 meeting of Council Advisory Committee, Director Crowell presented the report recommending a withdrawal of \$56,125.43 from the Capital Reserve (General Allocation) to fund upgrades to the Visitor Information Centre, the Gorge to support Canada Cup, and administrative projects.

Report available

#### **RECOMMENDATION TO COUNCIL**

It was moved by Councillor Lynn Pulsifer and seconded by Councillor Bolland

**That Council approve the attached resolution for a withdrawal of \$56,125.43 from the Town of Kentville Capital Reserve – General Allocation, to partially fund several capital acquisitions (as listed) during the year 2018-2019.**

#### **MOTION CARRIED**

Members who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow

#### **(2) Recommendation – Debenture Preapproval**

At the April 8th, 2019 meeting of Council Advisory Committee, Director Crowell presented the report outlining the debenture funds which will be issued this Spring by the Nova Scotia Municipal Finance Corporation in the amount of \$731,400.

Report available

#### **RECOMMENDATION TO COUNCIL**

**That Council approve the Resolution TBR-18/19-01 for pre-approval of Debenture Issuance in the amount of \$731,400 and forwarded to a Special Council meeting for ratification.**

**And further, after ratification, it be forwarded to the Nova Scotia Municipal Finance Corporation to complete the Town's debenture issue for Spring 2019.**

***Approved during the Special Meeting of Council on April 8th, following the April Council Advisory Committee meeting.***

**(3) Recommendation – Crescent Avenue Property (Glooscap Curling Club)**

At the April 8th, 2019 meeting of Council Advisory Committee, Director Gentleman presented her report on the request from the Glooscap Curling Club regarding a portion of their parking lot and entrance which is on Town property.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Lynn Pulsifer and seconded by Deputy Mayor Savage

**That Council direct staff to move forward with closing a portion of Crescent Avenue and deed it to the Glooscap Curling Club for the sum of \$1.00.**

**And further, that Glooscap Curling Club pay the first \$5000, with the Town assuming additional costs up to \$5000.**

**And further, that Glooscap Curling Club solicit donations of services from membership to support this transaction.**

**MOTION CARRIED**

*Members who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(4) Recommendation – Smoke Free Public Places Bylaw Revision**

At the April 8th, 2019 meeting of Council Advisory Committee, Chief Cecchetto presented her report on the recommendations provided by the Kentville Police Commission regarding Kentville's Smoke Free Public Places Act. The changes include wording that reflects the national legislation around cannabis.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Lynn Pulsifer and seconded by Deputy Mayor Savage

**It is recommended that the council give First Reading to Chapter 99 Smoke Free Public Places Bylaw with expanded definitions covering Cannabis, public places, smoking and vaping or other methods of inhalation.**

**And further that council rescind Chapter 84 Smoke Free Public Places upon adoption of Chapter 99.**

**MOTION CARRIED**

*Members who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(5) Recommendation – Hardware Gallery Lease Extension**

At the April 8th, 2019 meeting of Council Advisory Committee, Mayor Snow reviewed the support to date provided to the Gallery from Council and outlined the organization's request. The gallery requested an extension to their lease that would allow them to remain in the Calkin Building to the end of September 2019.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That staff negotiate a lease extension with the Hardware Gallery to the end of September 2019.**

**MOTION CARRIED**

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

*Member who voted against this motion:* Snow

**(6) Recommendation – LUB Amendments**

At the April 8th, 2019 meeting of Council Advisory Committee, Zach Best, Development Coordinator with the Kentville Business Community, gave a presentation about recent activities, member survey around signage, and the annual financial status of the organization. KBC has three suggestions for council and staff to consider around signage in the Land Use bylaw.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Lynn Pulsifer and seconded by Deputy Mayor Savage

**That council send the recommendations to amend the Land Use Bylaw around signage to staff for review.**

**MOTION CARRIED**

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

**(7) Recommendation – Student Bursary Council Appointment**

At the April 8th, 2019 meeting of Council Advisory Committee, Mayor Snow reviewed the selection committee that supports Policy Statement G18 Student Bursary. Councillor Maxwell has been appointed to this committee in 2017 and 2018 and is interested in continuing this work.

*Report available*

**RECOMMENDATION TO COUNCIL**

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

**That Councillor Maxwell be appointed to the Student Bursary selection committee for 2019-2020.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(b) Councillor's Reports**

**(1) Councillor John Andrew**

Councillor Andrew presented his report on his activities over the past month. Highlights included an MOU with Acadia students for Kings Transit Authority, and the Joint Fire Services Committee. The Joint Fire Services Committee has identified inaccuracies in the payment of Kings County over the past years.

*Report available*

**(2) Deputy Mayor Cate Savage**

Deputy Mayor Savage presented her report on her activities over the past month. Highlights included the Investment Committee, Vulnerable Persons Registry for the Kings Regional Emergency Management Organization, Valley Waste, the Kentville Leadership Tea, Diversity Kings, the Provincial Volunteer Awards, Budget Lunch and Learns, Strategic Planning Session, and the Recreation Needs Assessment.

*Report available*

**(3) Councillor Eric Bolland**

Councillor Bolland presented his report on his activities over the past month. Highlights included meetings with Valley Waste, and the Kentville Leadership Tea.

*Report available*

**(4) Councillor Cathy Maxwell**

Councillor Maxwell presented her report on her activities over the past month. Highlights included the Parks and Recreation Committee, KCA Parent Teacher Association, Volunteer Brunch, Leadership Tea, Budget Lunch and Learns, and the Active Transportation Plan. KCA Walk and Wheel Days are coming up, and also the Spring Concert, planting dates and meat box fundraisers.

*Report available*

**(5) Councillor Lynn Pulsifer**

Councillor Pulsifer presented her report on her activities over the past month. Highlights included meetings with Kings Point to Point, Recreation Committee meeting, Budget lunch and learns, and Strategic Planning. At the Annapolis Valley Regional Library board meeting on April 11, discussion around reporting, bylaws and funding. Student presentations from the Kentville Historical Society oral history project.

*Report available*

**(6) Councillor Craig Gerrard**

Councillor Gerrard presented his report on his activities over the past month. Highlights included meetings with the Joint Fire Services Committee, Strategic Planning, Budget lunch and learn, Active Transportation Plan and the Needs Assessment.

*Report available*

**(c) Mayor Sandra Snow**

Mayor Snow presented her report on her activities over the past month. Highlights included the second Michelin Cities Conference. The conference focussed on sustainability including brownfields, the 8-80 city, and presentations from the European Green Capital Cities. Recommend that the Town continue to participate in this important conference.

*Report available*

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Pulsifer and seconded by Councillor Andrew

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

**MOTION CARRIED**

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

**7. CORRESPONDENCE**

**(a) Ms. Kellie Best – Dedication to Fire Chief Harmon Illsley – April 11, 2019**

CAO Phillips read a letter from the daughter of the late Fire Chief Harmon Illsley who would like to have a street or other landmark dedicated to her father.

**8. NEW BUSINESS**

**(a) Kentville Historical Society Request for Park**

CAO Phillips reviewed the request from the Kentville Historical Society regarding a space.

**RECOMMENDATION TO COUNCIL**

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

**That council gives the Kentville Historical Society permission to develop the park space.**

**MOTION FAILED**

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

*Councillors who voted against this motion: ~~Andrew, Pulsifer~~*

*Councillors who voted in favour of this motion: Andrew, Pulsifer*

*Councillors who voted against this motion: Bolland, Gerrard, Maxwell, Savage and Snow*

**RECOMMENDATION TO COUNCIL**

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

**That council support the Kentville Historical Society project in principle and that Town staff and members of the society collaborate to provide a report to council within 30 days.**

**MOTION CARRIED**

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



- Points of Discussion
  - Staff would need to consider the impact on traffic, infrastructure, parking dedicated to that building, public place and community destination, social impacts, affiliation with AT plan. Traffic flow and infrastructure impacts and parking are paramount considerations.
  - What would be the impacts of the site in the future- if the Society moves, if the building sells, etc.
  - Fortunate to have someone with such landscape design experience working on this project.
  - Having all the information by May council could allow the project to start this spring.
  - This is a special opportunity for council for downtown sitting space for gathering using citizen engagement and local partnership. Should not wait for the AT study to be completed to start this project.

## 9. PUBLIC COMMENTS

### (a) Carol Goodwin, Deerhaven Drive

Thank you for the opportunity to work with staff on this amazing green space project.

### (b) Seamus McClare, Park Street

- The proposed Kentville Historical Society park plan needs to consider the bus stop and bus traffic in that area.
- Eaves Hollow had a biking accident in that area involving 2 children. Vehicle and pedestrian traffic needs to be assessed in that area, possible related to curbs and steps.
- There is land that can be developed between Prospect and the Gorge. Changing this zoning would be helpful to further developing this area.
- Council can't rezone someone's land, but can be supportive to developers looking to change zoning.

## 10. IN CAMERA

None

## 11. ADJOURNMENT

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

**That the April 29<sup>th</sup> 2019 meeting of Council be adjourned at 8:38 p.m.**

## MOTION CARRIED

Adjourned at 8:38 p.m.



**FINANCE DEPARTMENT  
REPORT TO COUNCIL ADVISORY COMMITTEE  
May 31, 2020**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended May 31, 2020.

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**Finance Department Update**

- ✓ Interim tax bills were issued late April with a due date of June 30, 2020.
  - ✓ The external audit began May 19, 2020. The annual Audit Committee meeting will be held June 29, 2020.
  - ✓ The Town's Operating and Capital budgets were ratified by Council on May 25, 2020 and May 29, 2020, respectively. The Sanitary Sewer Area Service's Operating and Capital budgets were ratified by Council on May 25, 2020. The Kentville Water Utility's Operating and Capital budgets were ratified by the Kentville Water Commission on May 6, 2020.
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**Attachments**

**Schedules A & B** (Revenue and Expenditures) are included for the month ended May 31, 2020.

**Schedule C (and graph)** (Outstanding Taxation) is not attached. The interim billing has been issued, but it is not yet due. Information on the interim billing is included.

**Schedule D** (Sanitary Sewer Area Service) is **not** included. The next report will be after the first quarter is billed in July 2020.

**Schedules E and F** (Perpetual Investment Fund) are included for the month ended April 30, 2020.

**Schedule G** Capital Investment Plan for 2020/2021 is included for information.

**Schedule H** Accounts Receivable- Due from the Municipality of the County of Kings.

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## **Analysis**

### **Revenue (see Schedule A)**

If revenue were averaged evenly over the year, 16.7% of the budget would be consumed. To May 31, 2020, overall revenue exceeds the average at 36.2% recorded. Items worth noting are:

**Taxes-**The interim tax billing was issued in April 2020- approximately 50% of the prior year's levy. The interim levy is due June 30, 2020. The final tax billing will occur later this summer, with a due date of September 30, 2020.

**Payments in Lieu-** The claim for PILT for the Federal property will be prepared by end of July. The Provincial claim will be made when the Statement of Estimates (SOE-A) is tabled with the Province.

**Services to Other Governments-** This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. An invoice for 50% of the County's share of the library lease is recorded along with an invoice to KCA for 25% of its lawn care services provided by the Town.

**Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. One month is currently recorded as revenue. This section also accounts for the sale of financial services to KVFD. Two months of sales are recorded.

**Other Revenue-Own Sources-**This section is reporting fines, rentals, interest and miscellaneous revenue. "Fines, fees, permits" is reporting above the guideline due to the collection of taxi licenses and Provincial court fines. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section.

**Unconditional Transfers** records the annual Power Corporation grant of \$8,390.

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### **Expenditures (see schedule B)**

To date, overall expenditures are under the benchmark at 12.0% expended. Some departments have exceeded the 16.7% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

**General Administration-** slightly exceeds the yardstick as the annual general insurance premium is paid and the first quarter mandatory payment has been issued for assessment services. As well, 50% of tax exemptions for charitable organizations (Section 71) is recorded.

**Transportation Services–Common Services** reports over the benchmark as wage reallocations to other cost centers occurs by journal entry. **Public Transit** is reporting over the guideline, but reflects the billing forwarded by Kings Transit Authority.

**Environmental Development Services** exceed the guideline due to payment of the annual insurance premium.

**Recreation- Administration** exceeds the benchmark due to the payment of the annual insurance premiums for liability and vehicles.

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**Schedule C (Summary of Outstanding Taxes)** is not attached; however,

Interim taxes were billed and are due **this year** on **June 30, 2020**, due to the COVID-19 pandemic. The interim billing was \$4,740,575 (last year-\$ 4,558,229). Total property tax outstanding as at May 31, 2020 is \$3,268,431 (last year-\$469,913- **due date** was **May 31**, 2019). The graph for outstanding taxes will be provided after the due date.

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**Schedules E and F (Perpetual Investment Fund)**

The Investment Advisory Committee (IAC) met virtually on May 14, 2020 to discuss the report for the month ended April 30, 2020.

The *Statement of Financial Position (Schedule E)* for April shows that investments total \$13.3 million (at cost) with the breakdown as follows:

	<b>COST</b>	<b>MARKET</b>
<b>Cash and short-term</b>	\$896,094	\$896,094
<b>Fixed income securities</b>	8,478,984	8,187,310
<b>Equities</b>	<u>3,910,575</u>	<u>3,879,616</u>
<b>Total investments</b>	<b><u>\$13,285,653</u></b>	<b><u>\$12,963,020</u></b>

The *Statement of Reserves (Schedule F)* is also attached. At April 30, 2020, interest paid into the fund is \$NIL, dividends paid into the fund total \$10,440; capital gains are \$NIL (last year-\$148,472). At April 30, management fees totaled \$NIL (last year- \$3,181).

The 2020/21 budget remains identical to last year as follows: Income (interest & dividends) \$430,000; Capital gain withdrawal \$30,000 and Supplemental withdrawal \$70,000 for a total of \$ 530,000. The Supplemental withdrawal will only occur if the Town Operating Fund is in a deficit position at March 31, 2021.

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**Schedules G (Town of Kentville Capital Investment Plan 2020/2021)**

The 2020/2021 capital investment plan is up and running with the passing of the Town's Capital budget last Friday. Section G is attached for Council's information. We are at the very beginning of the program with \$ 110,184 recorded end of May.

Funding sources are detailed at the bottom of the page. Each segment has its own page for more details on this year's program.

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**Schedule H (Accounts Receivable- Due from the Municipality of the County of Kings)**

Schedule H summarizes the outstanding financial receivable matters between the Town and the Municipality of the County of Kings. This report cites the amounts due as at May 31, 2020.

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This concludes the monthly report from the Finance Department for May 31, 2020.

Respectfully submitted,



**Debra Crowell**  
Director of Finance  
*Kentville*

## Town of Kentville Operating Fund

May 31, 2020

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	8,957,200	4,380,188	48.9%
Resource	43,900	21,428	48.8%
Economic development	113,800	47,939	42.1%
	<u>9,114,900</u>	<u>4,449,556</u>	48.8%
<b>Area rates and frontages</b>			
Area rates	694,800	290,670	41.8%
Special assessments	6,800	-	0.0%
	<u>701,600</u>	<u>290,670</u>	
<b>Based on revenue</b>			
Business property	38,500	38,587	100.2%
<b>TOTAL TAXATION</b>	<b><u>9,855,000</u></b>	<b><u>4,778,813</u></b>	<b>48.5%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	396,300	-	0.0%
Provincial and agencies	182,600	-	0.0%
	<u>578,900</u>	<u>-</u>	<b>0.0%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	118,000	-	0.0%
Local government	110,400	20,236	18.3%
	<u>228,400</u>	<u>20,236</u>	<b>8.9%</b>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,108,100</u>	<u>47,185</u>	<b>4.3%</b>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	6,890	18.2%
Rentals	361,800	13,246	3.7%
Interest	95,000	-	0.0%
Return on investments	630,000	-	0.0%
Other	44,100	4,683	10.6%
	<u>1,168,700</u>	<u>24,819</u>	<b>2.1%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b><u>224,200</u></b>	<b><u>8,390</u></b>	<b>3.7%</b>
<b>CONDITIONAL TRANSFERS</b>	<b><u>125,800</u></b>	<b><u>-</u></b>	<b>0.0%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	191,500	-	0.0%
	<u>191,500</u>	<u>-</u>	<b>0.0%</b>
<b>TOTAL REVENUE 2020/2021</b>	<b>13,480,600</b>	<b>4,879,443</b>	<b>36.2%</b>

## Town of Kentville Operating Fund

May 31, 2020

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
<b>GENERAL ADMINISTRATION</b>			
Legislative	287,500	37,118	12.9%
General administration	1,362,800	257,296	18.9%
	<u>1,650,300</u>	<u>294,414</u>	<b>17.8%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,383,900	412,192	17.3%
Police-sales of service	148,200	20,799	14.0%
Law enforcement	224,600	7,378	3.3%
Fire fighting	890,300	48,875	5.5%
Protective service- debt charge	15,300	0	0.0%
Emergency measures and other	161,300	6,285	3.9%
	<u>3,823,600</u>	<u>495,530</u>	<b>13.0%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	965,700	201,332	20.8%
Road transportation	789,300	10,369	1.3%
Public transit	225,500	52,585	23.3%
Transportation- debt charge	66,300	0	0.0%
Other	96,800	0	0.0%
	<u>2,143,600</u>	<u>264,286</u>	<b>12.3%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	659,800	57,525	8.7%
<b>PUBLIC HEALTH</b>			
Public health and housing	96,500	-	0.0%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	244,500	42,223	17.3%
Other community development	399,000	26,134	6.5%
	<u>643,500</u>	<u>68,357</u>	<b>10.6%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	506,400	94,865	18.7%
-Programmes (net)	83,800	5,456	6.5%
-Facilities	609,200	61,205	10.0%
-Debt charge	37,000	0	0.0%
Cultural	133,700	23,058	17.2%
	<u>1,370,100</u>	<u>184,585</u>	<b>13.5%</b>
<b>EDUCATION</b>			
	<u>1,536,000</u>	<u>259,376</u>	<b>16.9%</b>
<b>FINANCING AND TRANSFERS</b>			
Debt charge- principal	928,300	0	0.0%
Transfers to allowances and reserves	628,900	0	0.0%
	<u>1,557,200</u>	<u>0</u>	<b>0.0%</b>
<b>TOTAL EXPENDITURE 2020/2021</b>	<b>13,480,600</b>	<b>1,624,072</b>	<b>12.0%</b>

# Town of Kentville Perpetual Reserve Fund

Month ended April 30, 2020

Statement of Financial Position	2020 Actual \$	2019 Actual \$
<b>FINANCIAL ASSETS</b>		
<b>Cash (at cost)</b>		
Cash and equivalents (net) - (at market- \$896,094)	896,094	1,034,833
<b>Receivables</b>		
Accrued		
Accrued interest and dividends	69,922	61,805
Due from own funds and agencies		
General operating fund	597	
<b>Investments (at cost)</b>		
Long Term		
Fixed income securities (at market- \$8,187,310)	8,478,984	8,244,833
Equities (at market- \$3,879,616)	3,910,575	4,015,898
<b>Total assets</b>	<b>13,356,172</b>	<b>13,357,369</b>
<b>Fund Balance</b>		
<b>Due to Town Operating Reserve</b>		5,897
Reserve	13,356,172	13,351,472
<b>Total fund balance</b>	<b>13,356,172</b>	<b>13,357,369</b>



# Town of Kentville Perpetual Reserve Fund

Month ended April 30, 2020

Statement of Reserves	2020 Actual \$	2019 Actual \$
Balance, beginning of year	<u>13,354,167</u>	<u>13,198,833</u>
<b>Add:</b>		
Interest		
Dividends	10,440	7,348
Accrued interest and dividends		
Capital gains		
Equities		148,472
Fixed income securities		
	<u>10,440</u>	<u>155,820</u>
	<u>13,364,607</u>	<u>13,354,653</u>
<b>Less:</b>		
Management fees (net)		3,181
Return of capital	8,435	
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	<u>8,435</u>	<u>3,181</u>
<b>Balance, end of year</b>	<u><b>13,356,172</b></u>	<u><b>13,351,472</b></u>

March 31, 2021

## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	470,600	5,694	1.2%
General Administration	153,800	0	0.0%
Protection	143,200	0	0.0%
Transportation	768,900	89,287	11.6%
Planning	0	0	0.0%
Development	80,800	2,955	3.7%
Recreation	517,800	12,248	2.4%
Cultural	0	0	0.0%
	<u>2,135,100</u>	<u>110,184</u>	<u>5.2%</u>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal			0.0%
Province of Nova Scotia	60,000	0	0.0%
	<u>60,000</u>	<u>0</u>	<u>0.0%</u>
Capital Contributions			
Betterments			
Contributions	30,000	0	0.0%
Sale of surplus equipment	11,000	0	0.0%
	<u>41,000</u>	<u>0</u>	<u>0.0%</u>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		0	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	470,600	5,694	1.2%
<b>Own Sources</b>			
Equipment Capital	73,000	73,000	100.0%
Town Capital			
General allocation	569,600	19,242	3.4%
Recreation	23,000	0	0.0%
	<u>1,136,200</u>	<u>92,242</u>	<u>8.1%</u>
Operations			
Park fees	5,300		0.0%
Capital from revenue- KPS	46,000	0	0.0%
	<u>51,300</u>	<u>0</u>	<u>0.0%</u>
<b>BORROWING</b>	<b>846,600</b>	<b>12,248</b>	<b>1.4%</b>
	<u>2,135,100</u>	<u>110,184</u>	<u>5.2%</u>

# Town of Kentville Capital Fund

GENERAL LEDGER	<b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget	Actual
	<b>Transportation</b>		
	<b>Sidewalks</b>		
05-35-71-300	Main Street (East End)	85,000	0
	Prospect Avenue sidewalk	35,000	0
05-35-71-250	Park Street West sidewalk/storm sewer Phase 2	120,000	0
	<b>Streets</b>		
	Gladys Porter Drive	55,200	0
	Blair Avenue	45,300	0
05-35-71-440	Condon Ave	130,100	5,694
	<b>PROJECTS</b>	<b>470,600</b>	<b>5,694</b>
	<b>FUNDING</b>		
	Reserve- Gas Tax Interest	3,000	
	Reserve- Gas Tax 19-20	99,200	5,694
	Reserve- Gas Tax Current 2020-2021	368,400	
	Reserve - Town capital		
	Borrowing		
	<b>TOTAL</b>	<b>470,600</b>	<b>5,694</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	3 licenses	20,000	0
	Council Chambers sound system	60,000	0
	<b>TOWN HALL</b>		
	<b>Interior upgrades</b>		
	Council chambers upgrades	10,700	0
	Design work (COVID-19)	20,000	0
	Heat pump	17,500	0
	<b>Exterior upgrades</b>		
05-35-72-260	Brickwork	20,000	0
	Back ramp- accessibility	5,600	0
	<b>PROJECTS</b>	<b>153,800</b>	<b>0</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	57,500	
	Borrowing	96,300	
	<b>TOTAL</b>	<b>153,800</b>	<b>0</b>

# Town of Kentville Capital Fund

SCHEDULE G-3

March 31, 2021

GENERAL LEDGER #	PROTECTIVE SERVICES Description	Budget	Actual
	<b>Police services</b>		
	<b>Police vehicles</b>		
05-35-75-650	Marked car	50,000	0
	<b>Equipment</b>		
05-35-75-700	Body armour	24,500	0
	<b>Building</b>		
05-35-75-600	New Roof	40,700	0
	<b>Information technology</b>		
05-35-75-800	Video upgrades	28,000	0
	<b>PROJECTS</b>	<b>143,200</b>	<b>0</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Capital from revenue	46,000	
	Proceeds on sale	4,000	
	Capital contribution		
	Reserves	52,500	
	Borrowing	40,700	
	<b>TOTAL</b>	<b>143,200</b>	<b>0</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	<b>Equipment</b>	80,000	81,224
05-35-71-450	<b>Public Works building</b>	30,000	8,063
	<b>Downtown improvements</b>		
05-35-71-350	Ornamental lights		
	<b>Flood mitigation</b>		
	River Street dyke	15,000	0
	Flood mitigation study	60,000	0
	<b>Streets</b>		
05-35-71-480	New bridge approaches	97,500	0
	<b>Parking lots</b>		
05-35-71-470	Arena & 6 light standards	165,400	0
	<b>Sidewalks</b>		
	Main Street	16,700	0
	Park Street	17,500	0
	<b>Storm sewer</b>		
	Aberdeen/Cornwallis to bridge	156,400	0
	Palmer subdivision	130,400	0
	<b>PROJECTS</b>	<b>768,900</b>	<b>89,287</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Equipment capital reserve	73,000	73,000
	Proceeds on sale	7,000	
	Capital reserve- general allocation	272,900	16,287
	Borrowing	416,000	
	<b>TOTAL</b>	<b>768,900</b>	<b>89,287</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	<b>PLANNING SERVICES</b>		
#	Description	Budget	Actual
05-35-75-260	IT initiatives		0
	<b>PROJECTS</b>	<b>0</b>	<b>0</b>
	<b>FUNDING</b>		
	Capital Reserve- Town General		
	<b>TOTAL</b>	<b>0</b>	<b>0</b>

# Town of Kentville Capital Fund

SCHEDULE G-6

March 31, 2021

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
	<b>Signage</b>		
05-35-75-400	Rebranding signage (Gateway)	30,000	0
05-35-75-250	Kentville Business Park signage	20,000	0
	<b>Beautification</b>		
	Centre Square (Phase 1)	23,300	0
	<b>PROJECTS</b>	<b>80,800</b>	<b>0</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General	80,800	
	Capital contribution- DMA (Public Garden)		
	Borrowing		
	<b>TOTAL</b>	<b>80,800</b>	<b>0</b>



# Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	0
	<b>Green Spaces</b>		
	Oakdene trail	15,000	0
	Webster Street AT trail	177,300	0
	Belcher Street AT	12,500	0
	Miner's Landing trail	20,000	0
	Gorge trail	10,000	0
05-35-72-350	Clock garden	15,000	12,248
	<b>Recreation Centre</b>		
	Flooring/bathroom	32,000	0
	<b>Parks/Playgrounds</b>		
05-35-72-500	Various playgrounds- Sherry Avenue	10,000	0
05-35-72-550	Oakdene Park- Gazebo	16,000	0
05-35-72-600	Memorial Park- Playground	10,000	0
05-35-74-200	Memorial Park- Fencing	15,000	0
05-35-72-650	Memorial Park- Mosquito ball field	6,500	0
	Memorial Park- Shed and washroom siding	26,000	0
	KCA playground accessible feature	50,000	0
	Dog park- east end	50,000	0
	<b>Equipment</b>	9,500	0
05-35-73-300	Study- Accessibility	35,000	0
	<b>PROJECTS</b>	<b>517,800</b>	<b>12,248</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	TOK- Park Fees (Miner's Landing)	5,300	
	Capital reserve- General allocation	105,900	
	Capital reserve- Recreation	23,000	
	Capital contribution- Province	60,000	
	Capital contribution- others	30,000	
	Borrowing	293,600	12,248
	<b>TOTAL</b>	<b>517,800</b>	<b>12,248</b>

SCHEDULE H

**Town of Kentville**  
Accounts Receivable- Due from the Municipality of the County of Kings  
May 31, 2020

	Town Operating Fund		Town Capital	Kentville Water Utility		TOTAL
	Sanitary Sewer			Hydrant Charge		
	Outstanding Billing	Interest		Outstanding	Interest	
2014/15	45,344	25,028			45,344	25,028
2015/16	59,832	16,759		14,864	83,074	29,101
2016/17	232,836	3,946	54,112	16,905	309,905	1,386
2017/18	247,360	68,267		188,968	504,595	0
<b>Paid- July 9, 2018</b>				<b>(175,571)</b>	<b>(175,571)</b>	
2018/2019	171,500 (status quo)	51,455 (budget \$ 38,000)		188,968	360,468	
<b>Paid- August 13, 2019</b>	<b>(79,080)</b>	<b>(58,422)</b>		<b>(234,134)</b>	<b>(371,636)</b>	
<b>Adjustment- sewer</b>	<b>7,530</b>	<b>51,455 (paid before billing)</b>		<b>7,530</b>	<b>7,530</b>	
2019/2020 billing	178,770 (status quo)	1402,911 (18/19 & 19/20)		188,364	367,134	
<b>Paid- Nov 22, 2019</b>				<b>36,670</b>	<b>36,670</b>	
19/20 Revised billing (Feb/20)				<b>(188,364)</b>	<b>(188,364)</b>	
<b>Paid- February 4, 2020</b>				<b>(56,670)</b>	<b>(56,670)</b>	
<b>Paid March 23, 2020</b>						
	864,092	41,787	54,112	0	942,479	55,515
	(258,122)	(41,787)			(258,122)	(41,787)
	605,970	0	54,112	11,909	684,357	13,728
Written out of ledger due to age (but still collectible)						<b>698,065</b>

**Accounts Receivable- Due to the Municipality of the County of Kings**  
May 31, 2020

	Town Operating Fund		TOTAL DUE COUNTY
	Building & Fire Inspection Disposal site		
	Current Billing	Sewer Connections	
2017/2018			27,218
2018/2019	81,916		819,265
2019/2020	82,250 (120,786)	4 quarters (21,690)	844,651
<b>PAID September 2019</b>			<b>(120,786)</b>
<b>PAID November 2019</b>			<b>(21,690)</b>
<b>PAID January 2020</b>			<b>(703,000)</b>
<b>PAID February 2020</b>			<b>(21,690)</b>
	727,000	0	823,967
			<b>(125,882)</b>
			<b>174,027</b>

NET TOTAL Including sewer write offs  
OR  
NET TOTAL excluding sewer write offs



Programs and Operations		Highlights
Projects	<p>Corvid-19 has certainly slowed down the issuance of permits.</p> <ul style="list-style-type: none"> <li>• 18 Development Permits Issued.</li> <li>• 2 subdivision application</li> </ul> <p>The Curling Club have consolidated their lots (the closed portion of Crescent Ave and their building lot) and are now in the process of building their accessible ramp and renovating parts of the interior.</p> <ul style="list-style-type: none"> <li>• Former KCA Lands. Servicing plans have been received and approved for the Ryan’s Pocket Park portion of Enqore’s development. Site work is expected to begin by July 2020</li> <li>• Chrysalis House have begun construction. A site plan and building profile are attached.</li> <li>• Green Parsons 3<sup>rd</sup> building has been approved. (see attached building plan)</li> <li>• A geotechnical report prepared by Stantec is still under review by a perspective buyer of the Towns land on River Street, adjacent to Shannex.</li> <li>• Council gave first reading for a rezoning application for Stoneridge Properties limited; a 26 acre +/- property off Prospect Ave. A virtual public hearing is scheduled for Wednesday June 17, 2020 at 4:30. Only those Council members who attend the Virtual public hearing will be able to vote on second reading scheduled for June 29, 2020.</li> </ul>	<ul style="list-style-type: none"> <li>• building Valuation of \$12,062, 905 for a year total of \$12,752,505.</li> </ul>

	<ul style="list-style-type: none"> <li>• On May 25<sup>th</sup>, 2020 Council supported Valley Community Learning Association's (VCLA), proposal to amend the Towns planning documents to allow them, a private learning facility, to move into 118 Oakdene Ave. Staff has been working with VCLA on their amendment application. Proposed changes to the Land Use Bylaw to facilitate their request will be going to Council hopefully in June.</li> <li>• Healy Events has requested an amendment to the Special Events Bylaw to increase the number of Special events permitted on their property at 429 Prospect from 15 to 20 annually. A survey has been drafted to gage public input and will be sent out to residents within 500 feet of the subject property, per Section 4.7the Special Events Bylaw (see attached buffer map)</li> <li>• Various mapping and GIS support continues.</li> </ul>	
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Emails – ongoing</li> <li>• Drop Ins – ongoing</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Senior Admin meetings</li> <li>• Zoom Planning Department meeting</li> <li>• Stoneridge Developments</li> <li>• Zoom meeting -Climate Change Strategy</li> <li>• TOK Asset Management Meeting</li> </ul>	

# Activity Report

Planning & Development

May 2020



<i>PERMITS</i>	<i>PERMITS ISSUED</i> MAY 2020		<i>PERMITS ISSUED</i> MAY 2019	
	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>
Number of Permits	18	26	17	55
Total Building Value (\$)	12,062,905	12,752,505	14,324,606	16,678,151
Permit Revenue (\$)	12,117.19	12,978.39	3,530.02	6,892.53

# Permits Report

Planning & Development

May 2020



<b>Permit #: 3732</b>	<b>Permit Date:</b> 05/05/2020
<b>Value of Construction:</b> \$275.00	<b>Fee:</b> \$50.00
Signage – 26” x 26” (4.68 sf) blade sign.	

<b>Permit #: 3733</b>	<b>Permit Date:</b> 05/08/2020
<b>Value of Construction:</b> \$4,400.00	<b>Fee:</b> \$36.32
New Accessory Structure – Constructing a 371 sf deck on the rear of the dwelling.	

<b>Permit #: 3734</b>	<b>Permit Date:</b> 05/11/2020
<b>Value of Construction:</b> \$2,300.00	<b>Fee:</b> \$33.73
New Accessory Structure – Constructing a 311.44 sf deck, beginning at the front and wrapping around the north side of the dwelling.	

<b>Permit #: 3735</b>	<b>Permit Date:</b> 05/11/2020
<b>Value of Construction:</b> \$1,700.00	<b>Fee:</b> \$30.38
New Accessory Structure – Constructing a 236 sf deck, beginning on the side and wrapping around the back of the dwelling.	

<b>Permit #: 3736</b>	<b>Permit Date:</b> 05/12/2020
<b>Value of Construction:</b> \$17,651.00	<b>Fee:</b> \$48.49
New Commercial Structure & Renovations – Constructing a ramp with a 35 sf landing and stairs, replacing the main entrance doors with auto-openers for accessibility.	

<b>Permit #: 3737</b>	<b>Permit Date:</b> 05/12/2020
<b>Value of Construction:</b> \$2,972,979.00	<b>Fee:</b> \$1,620.72
New Construction – Constructing a new Women’s Shelter, 14,552 sf in total area.	

<b>Permit #: 3738</b>	<b>Permit Date:</b> 05/14/2020
<b>Value of Construction:</b> \$500,000.00	<b>Fee:</b> \$212.15
New Residential Construction – Constructing a new Single Family Dwelling, 1,576 sf in total living area, 427 sf in area for the garage.	
<b>Permit #: 3739</b>	<b>Permit Date:</b> 05/15/2020
<b>Value of Construction:</b> \$900.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a 120 sf accessory building in the rear yard.	
<b>Permit #: 3740</b>	<b>Permit Date:</b> 05/21/2020
<b>Value of Construction:</b> \$3,500.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a (mostly) 5 ft fence around the back of the property, will be 4' in some places	
<b>Permit #: 3741</b>	<b>Permit Date:</b> 05/21/2020
<b>Value of Construction:</b> \$2,500.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a 120 sf accessory building in the rear yard.	
<b>Permit #: 3742</b>	<b>Permit Date:</b> 05/25/2020
<b>Value of Construction:</b> \$6,000.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a 6 ft wooden fence along the rear of the property.	
<b>Permit #: 3743</b>	<b>Permit Date:</b> 05/25/2020
<b>Value of Construction:</b> \$1,400.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a 6 ft tall wooden fence, 12 ft in length square, attached to the existing deck, as well as 4 ft high “ranch fencing” along the back and side property lines.	
<b>Permit #: 3744</b>	<b>Permit Date:</b> 05/25/2020
<b>Value of Construction:</b> \$300.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a 6 ft tall fence on the South-West side of the property in the rear yard, 8 ft in length for privacy.	
<b>Permit #: 3745</b>	<b>Permit Date:</b> 05/27/2020
<b>Value of Construction:</b> \$304,000.00	<b>Fee:</b> \$215.71
New Residential Construction – Constructing a new Single Family Dwelling, 1,601 sf in total living area, 445.5 sf in area for the garage.	

<b>Permit #: 3746</b>	<b>Permit Date:</b> 05/27/2020
<b>Value of Construction:</b> \$210,000.00	<b>Fee:</b> \$482.00
Renovations – Façade and Interior renovations	

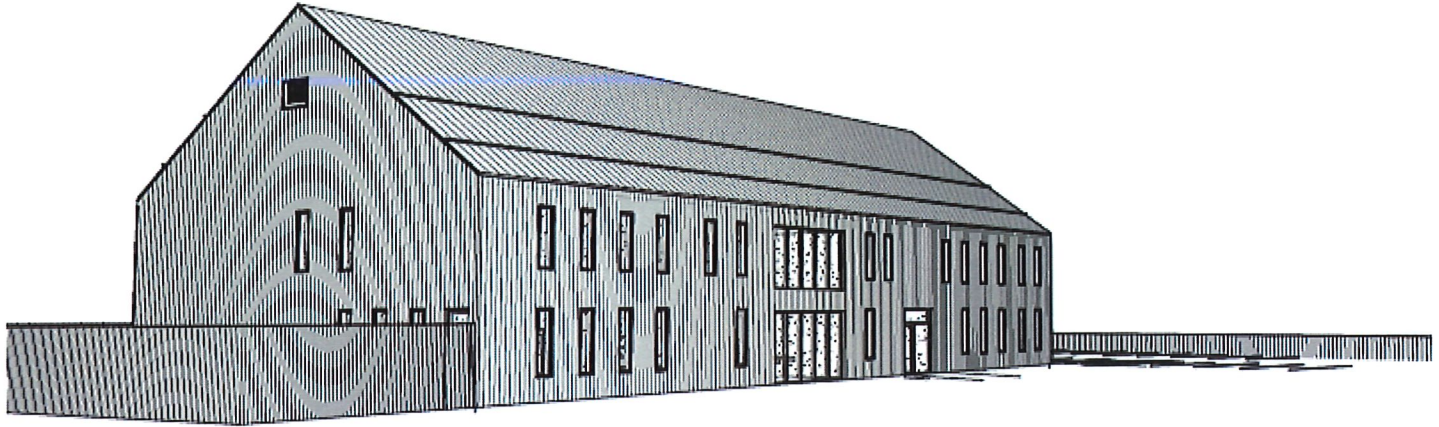
<b>Permit #: 3747</b>	<b>Permit Date:</b> 05/27/2020
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a 200 sf accessory building in the rear yard.	

<b>Permit #: 3749</b>	<b>Permit Date:</b> 05/29/2020
<b>Value of Construction:</b> \$30,000.00	<b>Fee:</b> \$44.64
New Accessory Structure – Constructing a 560 sf accessory building in the rear yard.	

<b>Permit #: 3750</b>	<b>Permit Date:</b> 05/29/2020
<b>Value of Construction:</b> \$8,000,000.00	<b>Fee:</b> \$9,343.05
New Residential Construction – Constructing a 5 level residential apartment building (73,375 sf total), with amenity space (3,680 sf) and underground parking (19,250 sf).	

<b>Total Value of Construction:</b>	\$12,062,905.00	<b>Total Permit Fees:</b>	\$12,117.19
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# Chrysalis House

Kentville, NS

Consultants:  
 State: \_\_\_\_\_  
 Plan No: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_



Project Name: **Chrysalis House**

City: \_\_\_\_\_ Province: \_\_\_\_\_

Client: **Chrysalis House Association**

Date: 2019-05-29  
 Project No.: 2018-TEAL-024  
 Drawn By: WS, JE, BM, JMR  
 Checked By: \_\_\_\_\_  
 Approved By: \_\_\_\_\_  
 Copyright: TEAL Architects 2020  
 Sheet Title: \_\_\_\_\_

DO NOT SCALE DIMENSIONS OR DIMENSIONS TO BE SHOWN IN THIS DRAWING. CONSULT ARCHITECT FOR ALL INFORMATION. ALL DIMENSIONS SHALL BE GOVERNED BY NATIONAL BUILDING CODE AND LOCAL AUTHORITIES. DIMENSIONS SHALL BE GOVERNED BY STANDARD CONTRACT DRAWINGS. DIMENSIONS SHALL BE GOVERNED BY ARCHITECTURAL PRACTICE.

REVISION SCHEDULE	
NO.	DESCRIPTION
1	2020-03-31
	As per No. 21

**SITE LEGEND**

- Wood Fence
- Property Boundary
- Setbacks and Egresses
- Concrete Paving
- Grass
- Asphalt Driveway



Architectural Site Plan  
**A101**  
 Sheet No.: \_\_\_\_\_



Building 'C'  
Miner's Landing



1. Perspective

ARCHITECTURAL PLANS

## Town of Kentville

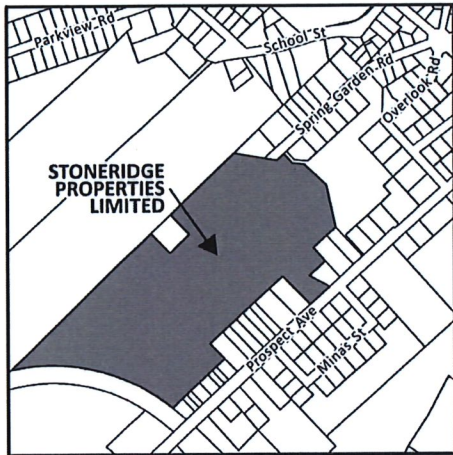
### Public Hearing (ONLINE)

Date/Time: Wednesday June 17, 2020 4:30 PM

Location:

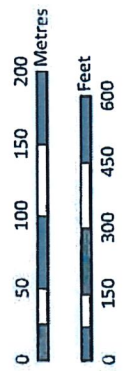
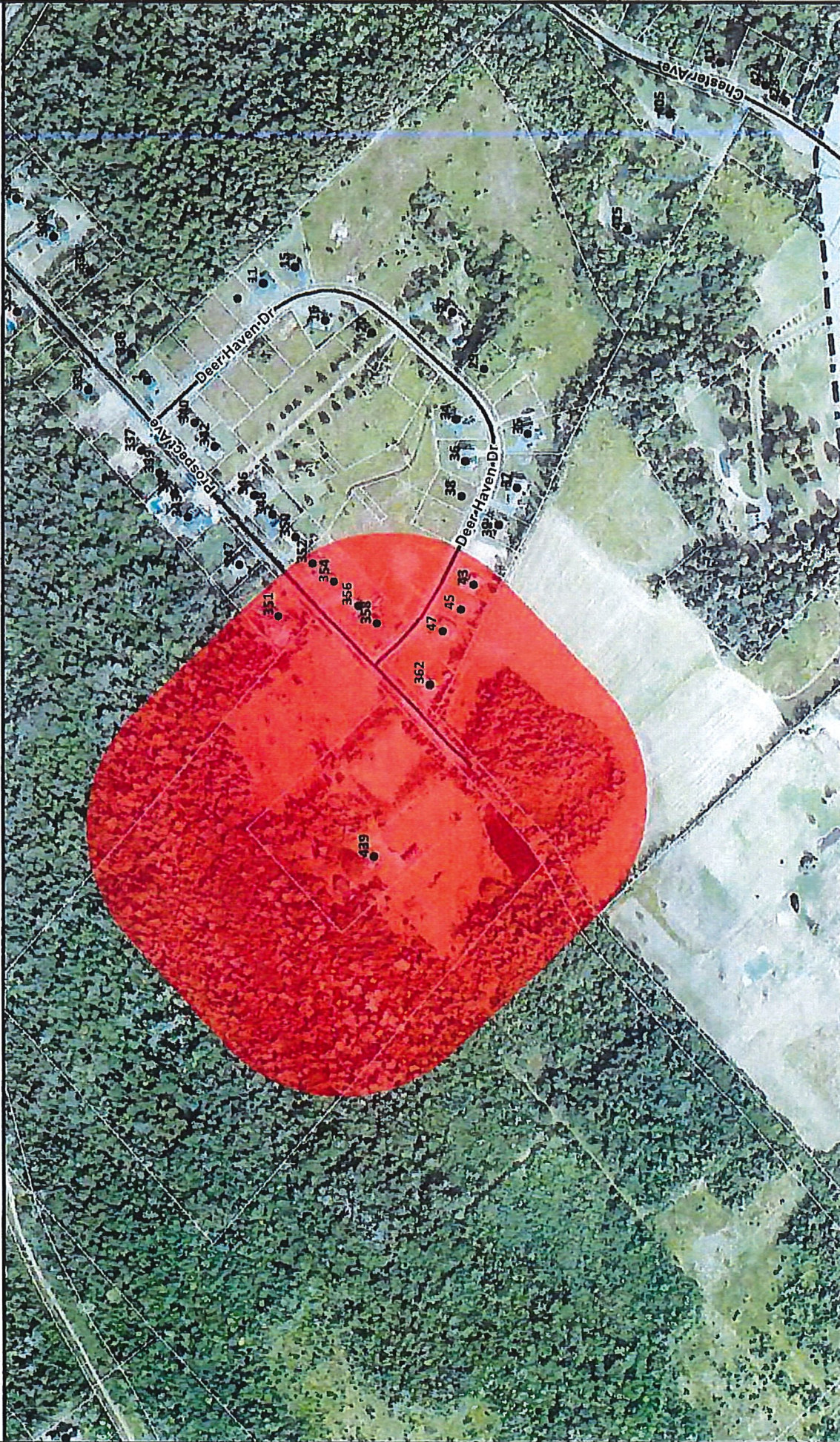
- a. Zoom Webinar (allows for two-way interaction):  
<https://us02web.zoom.us/j/89022213406>
- b. Facebook Live Stream

On May 25, 2020, Kentville Town Council gave notice of its intention to amend the Land Use Bylaw Zoning Map to rezone PID# 55290241 from One-and Two Unit Dwelling (R2) to Medium Density Residential (R3). The amendment will provide an opportunity for a mixed-use residential development on the site.



An online PUBLIC HEARING will be held via Zoom Webinar/Facebook at 4:30 PM on Wednesday June 17, 2020 to consider this matter. Any interested persons are welcome to make their opinions known to Council by submitting either a written submission by 4:30 p.m. on Monday June 17, 2020 or by attending the online meeting via Zoom. (Please note that you may leave comments on Facebook live, or email comments to [krice@kentville.ca](mailto:krice@kentville.ca) during the Public Hearing)

For further information, copies of the proposal, and questions about making a submission please contact Beverly Gentleman, Director of Planning and Development at 902-679-2535, [bgentleman@kentville.ca](mailto:bgentleman@kentville.ca)



- 500ft Buffer
- Town of Kentville Boundary
- Property Lines
- Properties Outside of Town Limits

This map was created or compiled by the Town of Kentville ("Town") with the intent of using the map for local government related activities, and not necessarily with the intent of use of the map recipient ("recipient") in mind. By nature, maps are a graphical representation of real-world conditions, with issues of accuracy, resolution, and the graphic information presented with the map. The Town of Kentville does not warrant that the map strives to maintain an accurate and precise inventory of maps in order to perform government-related tasks, this map may contain errors, may not be current, and may omit important information. This map is solely a representation of real-world conditions and is made available to the recipient for informational purposes only. THE TOWN OF KENTVILLE AND ITS AGENTS, EMPLOYEES, CONTRACTORS, AND VENDORS MAKE NO WARRANTY OR CAPABILITIES OF THE MAP OR THE SUITABILITY OF THE MAP FOR ANY PARTICULAR PURPOSE BEYOND THOSE ORIGINALLY INTENDED BY THE TOWN.



<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>• The CEDC is working with the KBC Special Projects committee on the next installment for Kentville Promo Videos. There are 4 in the series that the team is currently planning for. The next 2 videos in the series will cover “Kentville’s re-opening” and “a little history”. The re-opening video will feature Kentville coming back to life and highlight beautification, businesses opening back up and getting ready, and foot traffic safely maneuvering the downtown. The second video is being produced in partnership with the Kentville Historical Society and will highlight the New Historical Centre which has done a fabulous job getting up and running over the last year, along with other historical amenities that people can explore and see in Kentville.</li> <li>• The Mentoring Pus Program coordinator continues work to build the program. Monthly meetings have now been coordinated for Council and staff representatives to attend so that all parties can stay informed about the progression of the program. We have also created a section on the Kentville website that houses all mentoring plus program information to date.</li> <li>• The Kentville Farmers Market is creating a plan for safe re-opening in Centre Square. The plan is not ready, and a start date has not yet been set. More details to follow.</li> </ul>
<p><b>Projects &amp; Beautification</b></p>	<ul style="list-style-type: none"> <li>○ All project requests for 2020/21 have been submitted. Awaiting capital budget review and approval.</li> <li>○ Streetscaping and beautification grants will be applied for dependant on the allocation of funds in the ratified capital budget document. Eligible projects under the planning section of the budget</li> </ul>

	<p>include the Centre Square tree project and the gateway signage project.</p> <ul style="list-style-type: none"> <li>○ The Facility Manager and the CEDC are working together with a community group + KCA and NKEC on an initiative for Graduate recognition. Grade 8 grads from KCA and grade 12 grads from NKEC will be represented on individual banners featuring their grad photos and names. The banners will be displayed artistically along the big fence in Memorial Park. Grads and their families will be able to walk the “wall of grads” find themselves, take selfies and other photos etc. There will also be a large white space in the middle with “Congrats Grads 2020” where graduates can leave their signatures etc. The project is being led by Jaimie Corbin from Phantom FX with additional support from Tried and Tru digital. The Town is aiding the project by providing logistics and coordination support. We will also be promoting the initiative on our platforms when it is ready. We expect roll out within the next 3 weeks.</li> </ul>
<p><b>Tourism /events</b></p>	<ul style="list-style-type: none"> <li>● Staff have created an operational plan for the VIC so that if/when we feel comfortable to open visitor counselling services this season, we can begin modified operations right away. The plan includes options for phone only service, online counselling, or in person counselling with additional provisions in place to maintain compliance with COVID-19 protocols. Challenges that have been presented for all visitor service operators include access to tourism literature and distribution of that literature to clients.</li> <li>● “Operation Float-by” was by all accounts a huge success. The Kentville float, along with Spike, Mayor Snow, and Lloyd Smith led by the Kentville Police visited the neighborhoods of Kentville on what would have been apple blossom Saturday, May 30<sup>th</sup>. We saw many residents out cheering as we floated past, and the response on social media with a reach of over 10,000 people has been wonderfully positive. We saw residents in jammies, in sock feet, with family members, with pets, with signs, with coffee and with no shirts. We saw more than a few in gardening clothes. Every single person we saw was wearing a smile, so that’s a win for the official record!</li> </ul>

<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• We have continued promoting the Nova Scotia One Garbage Bag Challenge and encouraging Kentville folks who have participated to send in photos of the litter they have collected. This campaign remains successful but is finishing up for us here in Kentville. We are happy to report that a lot of residents from many areas of town took part! Over 60 bags of discarded trash have been collected. Litter in Kentville remains an issue that we receive a significant amount of feedback on through social media each Spring. Staff are thankful to those community volunteers out there who are taking care of their neighbourhoods year after year.</li>   <li>• The KBC Board and its various sub committees continue to work on initiatives and programs that will support businesses through this time and throughout the recovery phase. Businesses are planning for OR are already re-opening with new measures in place. KBC and the CEDC are supporting those operations by sharing resources from Occupational Health and Safety and best practices for operating during the pandemic. We are also staying intimately aware of the efforts of the REN and the Chamber of Commerce and collaborating with both of those organizations and others with regards to recovery efforts specifically for business.</li> </ul>
<p><b>Meetings and Events</b></p>	<ul style="list-style-type: none"> <li>• May 7 – Interview with AVR/Magic re: Appleblossom Radio Tribute</li> <li>• May 7 – Valley REN Economic Recovery Planning zoom</li> <li>• May 11 – STORM</li> <li>• May 12 – Beautification and Streetscaping administrator mtg.</li> <li>• May 12 – Zoom – Destination Acadia</li> <li>• May 13 – Mentoring Plus coordinator team call</li> <li>• May 14 – Initial project discussion KHS</li> <li>• May 14 – Mentoring plus whole team meeting</li> <li>• May 19 – Downtown Promotions Committee zoom call</li> <li>• May 19 – AVH Parking solutions discussion</li> <li>• May 19 – KBC Board meeting</li> <li>• May 20 – Brainstorming session re: tourism operation in NS</li> <li>• May 21 – Litter kit deliveries</li> <li>• May 21 – CED Discussion with New Glasgow</li> <li>• May 21 – STORM Teams meeting</li> <li>• May 22 – VACATION</li> <li>• May 26 – Facetime w/ KHS re video project</li> <li>• May 27 – Economic Development Recovery Task Force</li> <li>• May 27 – KBC Video Marketing team meeting zoom</li> </ul>



	<ul style="list-style-type: none"><li>• May 27 – Mentoring plus coordinator teams meeting</li><li>• May 28 – Float-by media interview</li><li>• May 29 – VACATION</li><li>• May 30 – Operation Float-by</li></ul>
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**Respectfully Submitted,**  
**Lindsay Young,**  
**Community & Economic Development Coordinator**



Presented on June 8<sup>th</sup>, 2020  
Presented by Rachel Bedingfield  
Director of Parks and Recreation

<p><b>Facility Related</b></p>	<p><b>Facility re-opening:</b></p> <ul style="list-style-type: none"> <li>💡 All facilities, excluding the playgrounds, arena and recreation center are open with restriction. Restriction are posted at the various locations, as well as on our website and have been advertised on social media.</li> <li>💡 The batting cage has been re modelled and is available for community use, only within household bubbles.</li> <li>💡 We are working with community sport clubs to support their facility needs as they begin to make plans for returning to field play.</li> <li>💡 We are in the beginning stage of creating a re-opening plan for the Kentville Arena and Recreation Centre.</li> </ul> <p><b>Parks and trails:</b></p> <ul style="list-style-type: none"> <li>💡 Ongoing mowing, clipping, and mulching is taking place throughout our parks and trails.</li> <li>💡 Trail repair, including the boardwalk, is complete at Miners Marsh.</li> </ul>
<p><b>Programs and Operations</b></p>	<p><b>An update of all deliverables can be found in the <b>ATTACHMENT</b> titled <b>Covid-19 Deliverables</b>. Below are a few updates based on the data we have received:</b></p> <ul style="list-style-type: none"> <li>💡 Kentville Play Kits: Responding to a call for support from some of our community partners, our department created the Kentville Play Kits. <b>ATTACHED</b> is a sample of on of the <u>Play Kit Manuals</u> that was created for youth who are struggling. So far, we have orders for 393 kits all of which are paid for by either grant monies or by our partners. Kits include those for seniors, families, and youth. A plan for packing and distributing the kits that follows all public health protocols has been created.</li> <li>💡 Equipment Loan Program: We have been offering the Equipment Loan Program for 6 weeks now. We have provided equipment to 14 families, many of whom have borrowed for multiple weeks in a row. On average each week we deliver between 4-6 deliveries a week. A plan for both disinfection of borrowed items, as well as rules for drop off and pick ups has been created for staff to follow, ensuring that we meet all public health regulation.</li> </ul>

💡 Pop Up Challenges and the Community Art Challenge: These challenges ran for 7 weeks online (over an 8-week span – we skipped the week following the Portapique Tragedy). We gave our 7 x \$25 gift cards, some of which were donated, some of which were purchased by our department. All from local businesses. The following is the breakdown of community participation:

- Week 1 – 17 participants
- Week 2 – 13 participants
- Week 3 – 30 participants
- Week 4 – 3 participants
- Week 5 – 9 participants
- Week 6 – 10 participants
- Week 7 – 27 participants

### **Covid-19 Return to Play**

💡 Our department has created a Return to Play Plan (**ATTACHED**) That we will be using as a way to communicate with the community about what opportunities are permitted and what restriction are in place at both our facilities and our programs. It is a simple, visual resource for folks to be able to print off and have on their refrigerator for quick reference. Currently all our facilities and programs are on level 2. Both facilities and programs can move between levels independently of one-another based on our own ability to comply with public health regulations, and announcements for re-openings from the province. Each facility and program require its own individual plan for usage to ensure both community and staff are kept safe. These plans are created in concert with public health requirements, industry standards, and in some cases individual sport plans. We are working hard to create these plans.

### **Summer Offerings**

💡 This summer we will be offering several opportunities to our community. Programs and opportunities can change throughout the summer, based on Public Health requirements. Our department has planned for the following programs to be available to our community:

- Jiffy Camp (Camps are 3 hours in length and offered twice a day)
- In Person Skill Building Series
- Home Play Leader Support
- Playbourhood Pop-up events

	<ul style="list-style-type: none"> <li>- “In the Park” series (i.e yoga, tai-chi, bingo)</li> <li>- Weekly fitness clubs (i.e. Running, Walking, Plyometrics, Nature Rangers, guided hikes)</li> <li>- Facility Monitors (support for safe facility usage: skatepark, basketball courts, etc.)</li> </ul> <p>Safety protocols are being prepared for each program in alignment with Public Health requirements. In addition to these programs, we will continue offering online opportunity and shared resources. <b>ATTACHED</b> is our 2020 Summer Play Brochure: Covid-19 addition.</p>
<b>Capital Projects</b>	<ul style="list-style-type: none"> <li>🔗 The 20/21 capital budget has recently been ratified and our department is currently in the planning stages of most projects.</li> </ul>
<b>Public Engagement/Community Events</b>	<p><b>Community Surveys</b></p> <ul style="list-style-type: none"> <li>🔗 The <u>community survey results</u> have been compiled and are <b>ATTACHED</b>. We are using the information from these results to help with our future deliverables.</li> </ul> <p><b>Community Events Update:</b></p> <ul style="list-style-type: none"> <li>🔗 Canada Cup has been official cancelled</li> </ul> <p><b>Work with Community Partners</b></p> <ul style="list-style-type: none"> <li>🔗 We continue to work with community organizations to help support their needs.</li> </ul>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>🔗 Regional Recreation Collaboration</li> <li>🔗 Innovative Recreation Research Team</li> <li>🔗 Department Meetings</li> <li>🔗 Senior Management Meetings</li> <li>🔗 Homeless No More</li> <li>🔗 Summer Program Planning</li> <li>🔗 RNS Communications Working Group</li> <li>🔗 Connect 2 grant meeting</li> <li>🔗 Provincial Inclusion and Access Task Team</li> <li>🔗 Regional Environment Working Group</li> <li>🔗 Supporting Seniors</li> <li>🔗 Kings County Recreation Collaboration</li> <li>🔗 Kentville Accessibility Committee</li> </ul>

	<ul style="list-style-type: none"> <li>💡 VRCDA check-in</li> <li>💡 Dr. Strange Recreation Re-opening</li> <li>💡 Operating Budget Meetings</li> <li>💡 Capital Budget Meetings</li> <li>💡 Covid-19 Scenario Planning Provincial - Webinar</li> <li>💡 HNM – Supporting Youth</li> <li>💡 Summer Planning – Covid 19 regulations</li> <li>💡 Strategies for re-opening arenas – Webinar</li> <li>💡 Planning for returning to play in Kentville - a model</li> </ul>
<b>Council Related</b>	<p><b>Council Priorities:</b></p> <ul style="list-style-type: none"> <li>💡 <i>Accessibility Committee:</i> The Accessibility Committee met on May 28<sup>th</sup>. Gerry Post was our guest speaker. Work to create the RFP for planning support is in the beginning stages.</li> <li>💡 <i>Regional Recreation Agreement:</i> There is no update.</li> <li>💡 <i>Active Transportation Plan:</i> Next steps for plan implementation were brought forward to council in the capital and operating budgets. Both budgets have been ratified.</li> <li>💡 <i>Kentville’s Green Plan:</i> Is currently on hold until further direction is received.</li> </ul>

## Town of Kentville COVID-19 Innovation Tracking Sheet

### Recreation provisions for what purpose?

We're after (outcomes)...

- **Health & wellness**—Positively effect citizens physical, emotional, intellectual, social, and wellness.
- **Resilience**—Citizens have more internal resources to draw on (more recognition and awareness of their own skills, strengths, strategies, resources) and awareness and access to external resources that support leisure opportunities.
- **More connectedness, less isolation**—Citizens feel less 'distant' from others and the community and have re-established or strengthened relationships with people of significance in their life and broader social and community networks.

### What beliefs will inform what we design?

We believe that...

- **Equity** should be fundamental to how and what we provided citizens for leisure participation. Not all citizens have equal access to the skills, knowledge and resources to create and participate in leisure. Our provisions should address these inequities. Equity provides individuals with the resources and supports they need to overcome barriers or reach a threshold. It caters for individual need. This is only fair when there are enough resources to go around.
- **Education** is a mechanism in which we can shape the leisure literacy (leisure skills, knowledge, attitudes, and awareness) of our citizens, including partnerships with allied stakeholders.
- **Partnerships** are a resource that can shape what leisure provisions we design but also how we deliver provisions.

Town of Kentville COVID-19 Innovation Tracking Sheet

COVID-19 Innovation Framework for Recreation Services

Innovation	Targeted Population					Design Beliefs				Outcomes Targeted			Delivery of Innovation	Description of Innovation
	Older Adults	Low-income families	Youth	General Public	Etc..	Equity	Community centered	Education	Partnership	Benefits E-emotional S-social P-physical I-Intellectual	Resilience	Connectedness		
Leisure hot line (ongoing)	X	X	X	X			X	X		E	X	X	Phone service with rec staff.	Number that any older adult can call regarding leisure/recreation opportunities, activities, programs , and also to ask any questions.
Leisure Boxes (In process)	X		X			X	X	X	X	P, E	X	X	Boxes are dropped off by recreation staff, but families were identified by Open Arms (partner).	Leisure kits have leisure supplies and resources for play experiences at home. These boxes include equipment and instructions on the activities available in the box.
Online fitness and yoga class (ongoing)				X		X	X	X		P, E	X		Rec staff	Paid staff offer fitness and yoga class online live twice a week through social media outlet.
Equipment Loan Program (ongoing)				X		X	X	X		P, I	X		Equipment is reserved by community member, dropped off, picked up and sanitized by staff.	We will be loaning out equipment ranging from lawn games to scooters, skateboards, helmets etc to those looking for ways to recreate at home.
Pop Up Challenges (ongoing, coming to an end)		X		X		X	X	X		E		X	Information on pop up challenges are promoted via social media.	We provide information on how to participate in the challenge and do our best to think of alternative ways people can participate and take part to promote inclusion.
Spike and Mudley Adventures				X			X		X	E, S		X	Adventures are promoted via social media.	Videos are produced in collaboration with Town of Wolfville using Town Mascots. Videos strive to promote social distancing, support,

Town of Kentville COVID-19 Innovation Tracking Sheet

(ongoing)															connectivity and general well being during this time.
Strategically prioritizing park work (complete)				X			X			E				By Parks and Recreation staff	Ground and area maintenance/beautification in parks and public/recreational areas are being prioritized by which areas are more easily seen from sidewalks and public areas. This helps give residents a sense of hope and excitement for days ahead and shows that we are still here working for when things reopen.
Skill Sharing (in process)				X			X		X	E,P	X	X		Community members share skills in an online forum	Partnered with the Town of Wolfville, these workshops will includes everything from bread making to wood carving.
Day Camp			X			X	X	X		E, S, P, I	X	X		By Summer Staff in open parks and spaces	A modified version of the Kentville day camps will be offered. 3 hour morning and afternoon sessions will be offered to families with children ages 5-12.
Trail Day Scavenger Hunt				X		X	X			P, E		X		By Parks and Recreation Staff	Staff will place a branded logo on the 4 trails in Kentville for citizens to search for on International Trails Day. Everyone who submits photos with the “stickers” will be entered into a draw.
Learn to Skateboard for Females Ages 12-18			X			X		X	X	E, S, P	X	X		Equipment is dropped off to doorsteps by Parks and Rec Staff  The program will be delivered via zoom and in person by Annie	In partnership with Girls On Boards, TOK is offering a free, 3 session introductory skateboarding program for girls. The first session will be held on Zoom, where Annie – an advanced skateboarder and Therapeutic Recreation Grad from Dal - will cover topics such as safety, skateboarding basics, confidence, being a female skateboarder, etc. The second session will be held one week later, with no agenda, and will be an open Q&A session for the girls to ask follow up questions after practicing on their boards. The final session will be held one week later, in person at the Kentville Skatepark.  Prior to the first session, a skateboard will be dropped off at each girl’s home, along with the proper safety equipment. The girls can hold onto the skateboards for the three weeks



Town of Kentville COVID-19 Innovation Tracking Sheet

														and are able to continue to rent the skateboard following the program end via the TOK Equipment loan program.
--	--	--	--	--	--	--	--	--	--	--	--	--	--	---

At all levels, public health regulations must be adhered to. For more information please visit the Town of Kentville (TOK) website at [Kentville.ca](http://Kentville.ca) or call us at 902-679-2539

## Level 1

## Level 2

## Level 3

## Level 4

I want to play!  
What are my options?

*Play in your yard or in your house. Head outside in your neighbourhood and say hi to the people that you see (while physically distancing); participate in TOK online activities or challenges. Sign up for the Equipment Loan Program or look on the Town website for play ideas in the Kentville Plays At Home Kits. Be extra careful so as not to get injured and require medical care. Don't forget to wash your hands (a lot)*

*Enjoy the parks, fields and trails (while following the posted rules around physical distancing) while watching the birds or rolling down a hill. Take part in one of the TOK programs at the parks or on the trails (pre-registration is required). Enjoy TOK online programs and challenges. Sign up for the Equipment Loan Program or look on the Town website for play ideas in the Kentville Plays At Home Kits. Don't forget to wash your hands (a lot).*

*Gather with a group of friends (while following the mandated provincial guidelines) and go for a night hike and star gaze. Make sure you bring a flashlight. Attend a fitness class at the recreation centre, or go for a skate at the arena. Enjoy TOK online programs and challenges. Sign up for the Equipment Loan Program or look on the Town website for play ideas in the Kentville Plays At Home Kits. Don't forget to wash your hands (a lot).*

*Play. Play like you've never played before. Meet all of your friends in a field and play the ultimate game of tag, or maybe a quiet game of cards. Hug all of your loved ones. Walk along the trails holding hands. Slide down the slides and swing on the swings. Attend TOK programs and community events. You should still wash your hands. Welcome back, we missed you.*

What do I need to be aware of?

*All in person programs are cancelled and all facilities are closed to the public. This includes all playgrounds, sport fields, tennis and pickleball courts, the Kentville Skatepark, Miners Marsh, Oakdene Park, the Gorge, the Kentville Ravine, the Kentville Centennial Arena, the Kentville Memorial Pool and the Recreation Centre. If you can walk to the Harvest Moon Trail, you are permitted to use it. Trail head parking lots are closed. The arena and recreation center are also closed to the public. All users are to remain at minimum 2 meters apart, outside of your household unit.*

*Playgrounds remain closed. Public Washroom facilities remain closed, except for those who attend Town of Kentville programs. The Kentville Centennial Arena, the Kentville Memorial Pool and the Kentville Recreation Centre are closed. All other facilities are open but with rules and restrictions (posted at each location). This includes, sport fields, tennis and pickleball courts, the Kentville Skatepark, Miners Marsh, Oakdene Park, the Gorge and the Kentville Ravine. Gatherings of no more than the current provincial guidelines are permitted in each space. All users are to remain at minimum 2 meters apart, outside of household bubbles.*

*Playgrounds remain closed. Public Washroom facilities remain closed, except for those who attend Town of Kentville programs. All other facilities are open but with rules and restrictions (posted at each location). This includes, sport fields, tennis and pickleball courts, the Kentville Skatepark, Miners Marsh, Oakdene Park, the Gorge the Kentville Ravine The Kentville Centennial Arena, and the Kentville Recreation Centre. Gatherings of no more than the current provincial guidelines are permitted in each space. All users are to remain at minimum 2 meters apart, outside of household bubbles.*

*All facilities are open - including playgrounds - with no restriction, other than the regularly posted rules.*

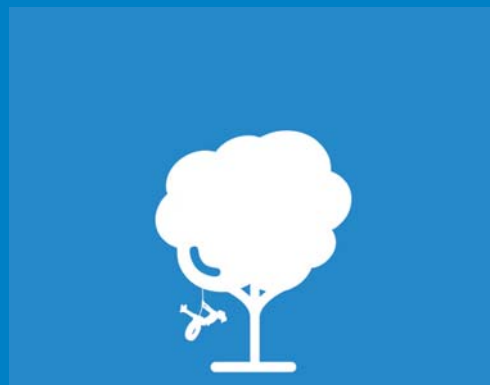
# SURVEY RESULTS

## Recreation Needs during Covid-19

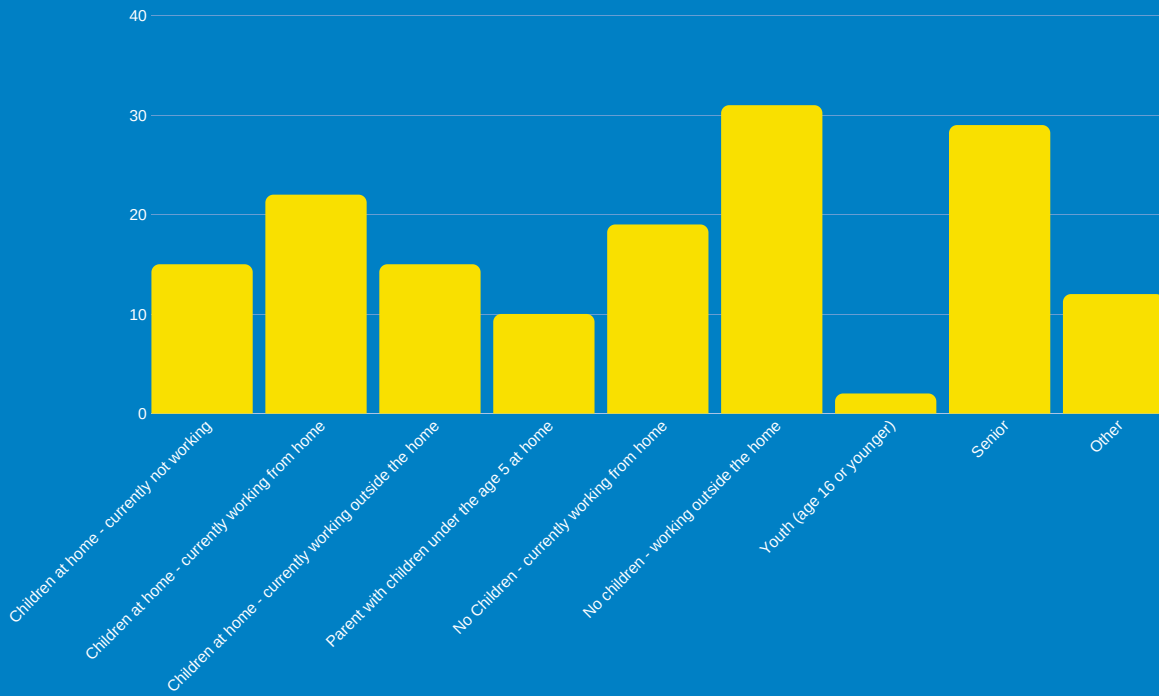


# Recreation Needs during Covid-19

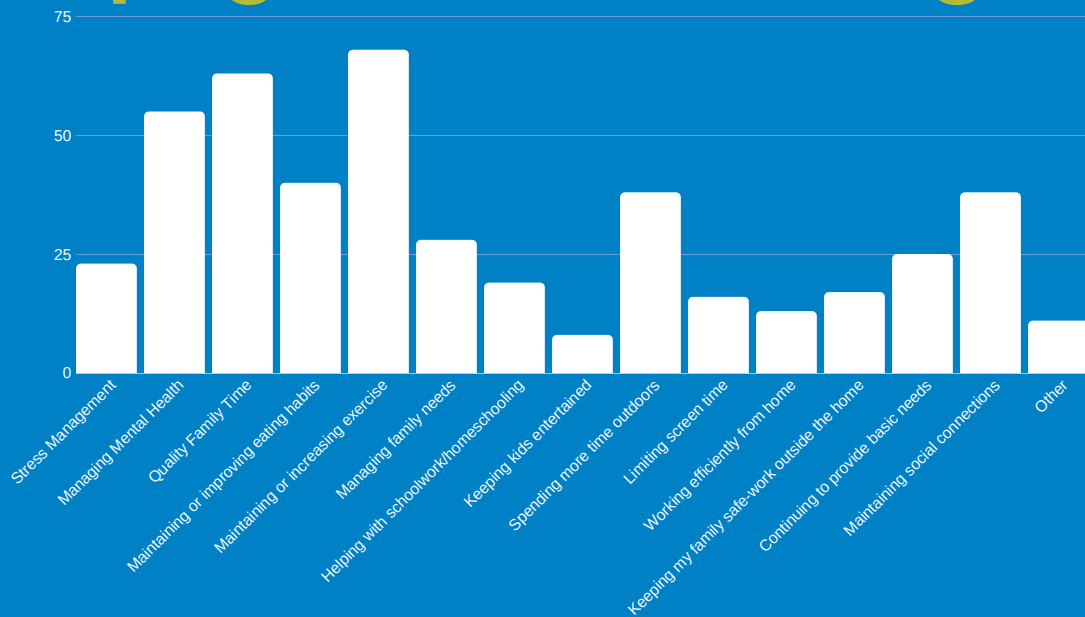
*Surveys were completed between  
May 11th-23rd, 2020  
Total Responses - 145*



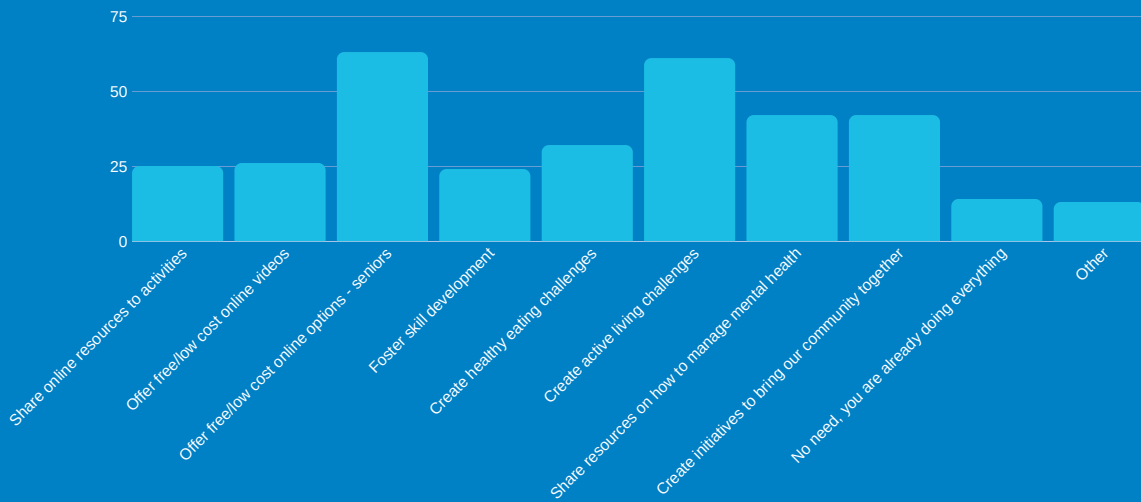
# What best describes you and your home/family structure?



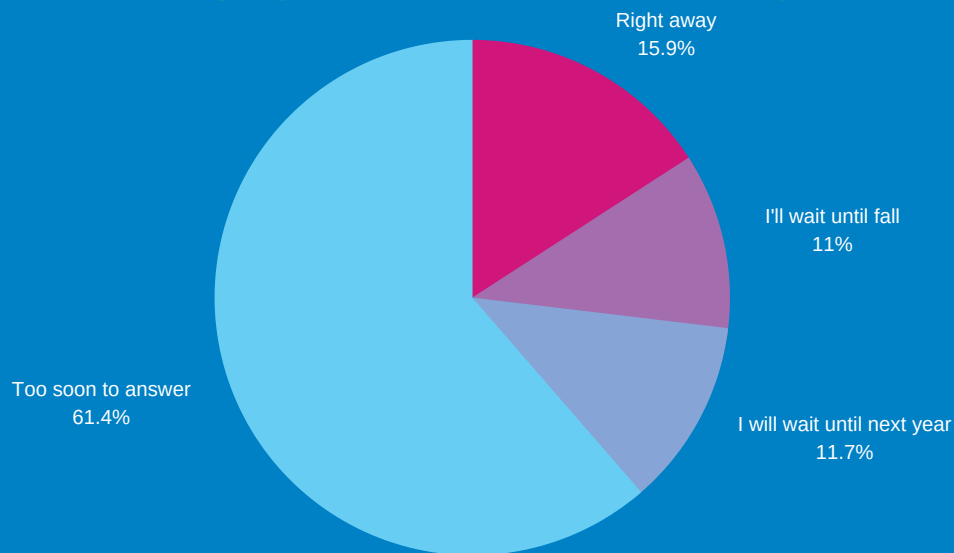
# Please select the top three priorities you have at this time of physical distancing



# What can the Parks and Recreation Department do to help you with the above priorities?



# Once the Province has lifted restrictions on in-person programming, when will you feel comfortable participating yourself, or sending your children again?





## Do you have friends or family who do not have internet access? In your opinion, what recreation supports might they need?

- *Care packages with: word searches, sudokus, newsletter, information, craft kit, things to do, pre-stamped envelopes and cards kits, list of places for volunteering*
- *Drop off brown bag lunches, tub of soup, drink, sandwich*
- *Activity sheets, reading materials, outdoor sports equipment*
- *Walking group for seniors*

## How might we reach them?

- *Phone*
- *Provide free internet to the town*
- *Mailed newsletter (similar to the home schooling packages)*
- *Radio ads*
- *Open the library for internet use and borrowing, safely with physical distancing measure and sanitizers*
- *Newspaper ads*
- *Local TV ads*

**(Most popular answers recorded above)**

# Do you have friends and family who do not participate in recreation opportunities normally? In your opinion, why (cost, transportation, inaccessibility), and what would they need to become more engaged?

## TOP ANSWERS

- Confidence
- Cost
- Transportation
- Not feeling like they belong or are not welcome
- Time
- They are lazy or are not interested in recreation
- Advertise more
- Accessibility issues make participating difficult

## OTHER COMMENTS

- An affordable public gym
- Things for seniors to do
- More programming for adults
- Age - I feel the town does excellent for programs for young children and seniors. We do need more for teens and young adults
- Shading
- Shyness of doing classes with huge street level windows
- I am one of those that does not participate regularly as its intimidating to do something new and further encouragement of taking that first step maybe helpful. As programs run they become routine in a sense but only for those that have participated before making the though to joining and existing group even more intimidating for some.

## Is there anything else you'd like us to know about your recreation experiences living with COVID19, or what we should be thinking about as we emerge from the restrictions and begin to offer direct services again?

- *I enjoyed the online free exercise class*
- *Really glad the trails are reopened!*
- *Encourage and educate on fun and what to expect so people have a good idea walking in the door.*
- *How playgrounds will be managed - outdoor hand sanitizing stations? Equipment regularly wiped down?*
- *We need a Kentville gym with equipment open to everyone.*
- *Cleaning and distancing is essential until a vaccine is available. I will be avoiding any possible group events unless distance is assured, I can wait for safer times. I think your equipment loaner program is awesome for those with kids and need a change of activity, great thinking!!!*
- *Perhaps have hand washing stations at all available activities.*
- *Exercise classes on line would be nice.*
- *Go slow. Keep groups small.*
- *Opening slow is imperative, limiting numbers and keeping safe practices in place.*

## Is there anything else you'd like us to know about your recreation experiences living with COVID19, or what we should be thinking about as we emerge from the restrictions and begin to offer direct services again? (continued)

- *We have been gardening a lot. Tips about gardening in our climate and to keep healthy food on family's tables through gardening would be great.*
- *The online classes are great! So glad the fitness classes continued!*
- *You're doing a great job with what you're doing now.*
- *You are already doing a tremendous job, thank you. Really looking forward to the dog park to enhance my dogs' overall health and wellbeing without having to do a lot of non-essential travel*
- *It would be great to have an off leash dog park!*
- *its not all bad, its slowing people down and spending more time outdoors. Would like to see kid activities of teaching life skills for the outdoors like shelter and fire building, lost in the wood's etc*
- *Scavenger hunt*
- *Not offhand. I would like to say as a long time resident and senior that your department does a great job for the TOK, The amount of work you do is appreciated by taxpayers.*
- *Have a Safety steward at High traffic locations ( Miners Marsh/Play areas)*

PARKS &  
RECREATION

Kentville

Kentville  
PLAYS

# Kentville PLAYS KIT



Youth Kit #1



## Kentville Plays Kit Liability Waiver

The use of recreation equipment and materials, like any recreational activity, has inherent risks.

For example, the risks of using this equipment include, but may not be limited to:

- Feelings of excitement and fun
- Increased physical & mental health, fitness, and physical literacy
- Sounds of excitement and fun
- Bruises and abrasions to the legs, arms and/or hands
- Getting hit by a motor vehicle
- Head, neck, and/or spinal injury
- Death and/or dismemberment

I hereby understand and acknowledge that the use of The Kentville Plays Kit may expose me to many inherent risks, including accidents, injury, illness, or even death. I assume all risk of injuries associated with participation including, but not limited to, falls, contact with other participants, equipment failure, the effects and all other such risks being known and appreciated by me.

I understand that all instructions, laws, and rules for safe participation must be followed and that the **SOLE RESPONSIBILITY FOR ME AND MY FAMILIES PERSONAL SAFETY REMAINS WITH ME**, including our physical and emotional preparation and fitness to participate.

With my and my families participation with the Kentville Plays Kit, I agree, for myself and anyone entitled to act on my behalf, to **HOLD HARMLESS, WAIVE AND RELEASE** the Town of Kentville, its officers, agents, employees, organizers, representatives, and successors from any responsibility, liabilities, demands or claims of any kind arising out of my participation in Town of Kentville use of equipment.

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# Welcome to your Rec Kit!

These items have been selected to help you connect with yourself and your community through activities you can explore and enjoy for life.

Each kit will come with a guide for using your items and finding the resources that are available to you in your community. Each set of instructions can be added to this folder. As your kit grows, you'll be able to use and reuse items from previous kits and find new ways to use what you already have in your home. Some items such as cards and your frisbee can be used endlessly. Other items like your paint set will be used in future kits, so be mindful not to use it all at once!

The first and most important item in this kit is your rec journal.

Each delivery, we will provide you with prompts and questions that will get you thinking about what you most enjoy doing, and how that can help you get through your toughest days. We encourage you to write down how you feel before and after each activity, so you can keep identifying things you like and don't like. Then you'll be able to let us know so we can make each kit better and better. You might be surprised at how much you enjoy an activity you didn't think you were interested in.

It's also totally okay if you don't enjoy every activity that you try or that's included in your kit! Trying different types of activities helps us figure out what we are and aren't interested in. The more you try (and fail!) the better you'll be able to understand and explain to others what you enjoy doing. Try and come up with different ways to use the materials provided! Make your kit your own!

If you have any questions about your kit you can contact the Kentville Recreation team at [recintern@kentville.ca](mailto:recintern@kentville.ca)

## **In this week's kit you'll find:**

- Journal
- Pen and pencil
- Crafting cord
- Scissors
- Acrylic paint
- Paint brushes
- Cards
- A small pot
- Frisbee
- Canvas
- Ruler
- Sand
- Garbage bag
- Gloves

## **Activities include:**

- Journaling
- Erase Your Trace
- Knot tying
- Macramé
- Yoga
- Painting
- Card games
- Fitdeck
- Frisbee golf
- Running
- Zen Garden





# Your Journal

Journaling can be really rewarding, but sometimes it can feel like our thoughts and feelings aren't special enough to write down. Writing down any and everything is the best way to get started, but we have a few prompts written below to help you start breaking down that wall and putting the pen to paper.

Each week we'll try and provide a few more prompts and each activity will have some questions you can answer to better understand where you find the most enjoyment in life.

To start, here are a few ideas you can write down on paper:

**What's something you miss from school/work that you didn't think you would?**

**What is your favorite thing to do after you've had a long day?**

**How does it make you feel better?**

**Why don't you do it more? How can you do it more?**

**What are the things you love best about yourself? What are your best features? When do you feel most connected to your best self?**

**Write a letter to someone, anyone!**

Is there someone you miss in quarantine? Is there someone you miss in general? Is there someone that's helped you cope while you've been isolating that you want to show appreciation for?

You don't have to share it with them unless you want to, but writing it down can help you process your feelings.

## **One-liners**

This one is super fun and easy to do. Just write down random sentences – or parts of sentences – that you think are fun or quotable. Think of some famous movie quotes to get you started. It can be cheesy, funny, insightful, whatever you want.

# Erase Your Trace

Throughout this kit, you are encouraged to go outside, connect with nature, and move your body. The next page provides you with some guidelines on how to enjoy nature without harming it and how to Leave No Trace.

We challenge you not only to minimize your own impact on the environment, but to make a real difference by participating in the Nova Scotia One Bag Challenge. Whether you're just looking for a reason to get outdoors, or if you're already outside participating in one of your many Kentville Plays Kit activities, take the garbage bag and gloves provided along with you and try do your part by picking up any trash you find on your way! If you are using a Kentville trail, you can leave bagged garbage at the trail's entrance/exit on your way out between Monday and Friday. If you are using a trail outside of Kentville please be sure to pack up and dispose of your garbage when you leave.

You can share your results with the **Nova Scotia ONE Garbage Bag Challenge** group on Facebook by taking a photo and uploading it for folks across the province to see!

This is an easy way to make your community a better place, and to get active!

After you've filled your bag think about how you feel.

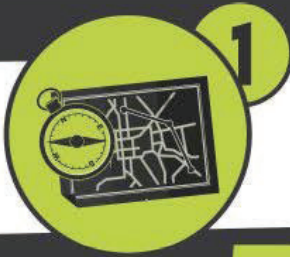
**By being mindful of your surroundings and taking one plastic bag with you, you've:**

- Helped your community
- Helped the environment
- Connected with nature
- Connected with others
- Gotten active

**That's pretty awesome!!**



# THE LEAVE NO TRACE SEVEN PRINCIPLES



## 1 PLAN AHEAD AND PREPARE

Know the regulations and special concerns for the area you'll visit. Prepare for extreme weather, hazards, and emergencies. Schedule your trip to avoid times of high use. Visit in small groups when possible. Consider splitting larger groups into smaller groups. Repackage food to minimize waste. Use a map and compass to eliminate the use of marking paint, rock cairns or flagging.

## 2 TRAVEL AND CAMP ON DURABLE SURFACES

Durable surfaces include established trails and campsites, rock, gravel, dry grasses or snow. Protect riparian areas by camping at least 200 feet from lakes and streams. Good campsites are found, not made. Altering a site is not necessary. In popular areas: Concentrate use on existing trails and campsites. Walk single file in the middle of the trail, even when wet or muddy. Keep campsites small. Focus activity in areas where vegetation is absent. In pristine areas: Disperse use to prevent the creation of campsites and trails. Avoid places where impacts are just beginning.



## 3 DISPOSE OF WASTE PROPERLY

Pack it in, pack it out. Inspect your campsite and rest areas for trash or spilled foods. Pack out all trash, leftover food and litter. Deposit solid human waste in catholes dug 6 to 8 inches deep, at least 200 feet from water, camp and trails. Cover and disguise the cathole when finished. Pack out toilet paper and hygiene products. To wash yourself or your dishes, carry water 200 feet away from streams or lakes and use small amounts of biodegradable soap. Scatter strained dishwater.



## 4 LEAVE WHAT YOU FIND

Preserve the past: examine, but do not touch cultural or historic structures and artifacts. Leave rocks, plants and other natural objects as you find them. Avoid introducing or transporting non-native species. Do not build structures, furniture, or dig trenches.



## 5 MINIMIZE CAMPFIRE IMPACTS

Campfires can cause lasting impacts to the backcountry. Use a lightweight stove for cooking and enjoy a candle lantern for light. Where fires are permitted, use established fire rings, fire pans, or mound fires. Keep fires small. Only use sticks from the ground that can be broken by hand. Burn all wood and coals to ash, put out campfires completely, then scatter cool ashes.



## 6 RESPECT WILDLIFE

Observe wildlife from a distance. Do not follow or approach them. Never feed animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers. Protect wildlife and your food by storing rations and trash securely. Control pets at all times, or leave them at home. Avoid wildlife during sensitive times: mating, nesting, raising young, or winter.



## 7 BE CONSIDERATE OF OTHER VISITORS

Respect other visitors and protect the quality of their experience. Be courteous. Yield to other users on the trail. Step to the downhill side of the trail when encountering pack stock. Take breaks and camp away from trails and other visitors. Let nature's sounds prevail. Avoid loud voices and noises.



# Knot tying

Knot tying is a simple activity that can come in handy whether you're decorating your house, putting on a necktie, or going rock climbing! It's a super versatile activity and will help us out with our next project, macramé. Here are a few knots to get you started. You can find more at [101knots.com](http://101knots.com) or [animatedknots.com](http://animatedknots.com).

- What you'll need:
- Crafting cord
  - Scissors

## FORTY KNOTS

### A VISUAL AID FOR KNOT TYING

**OFFICIAL EQUIPMENT—BOY SCOUTS OF AMERICA**

The Scout Seal is Your Guarantee of Quality, Excellence and Performance

# Macramé

Macramé is a crafting technique that uses different knots to create shapes and patterns. In this example, your creation will be used to hold a planting pot, though it could easily hold a jar or other decoration as well. Your kit includes macramé cord and other items you may need, but if you'd like to explore other variations, you can easily use alternate materials such as string, yarn, or strips of old clothing and fabric if you don't have access to the type of cord provided. We even tried it out with old shoelaces! You can see the result in the pictures alongside each step.

What you'll need:

- Crafting cord
- Scissors
- Your pot

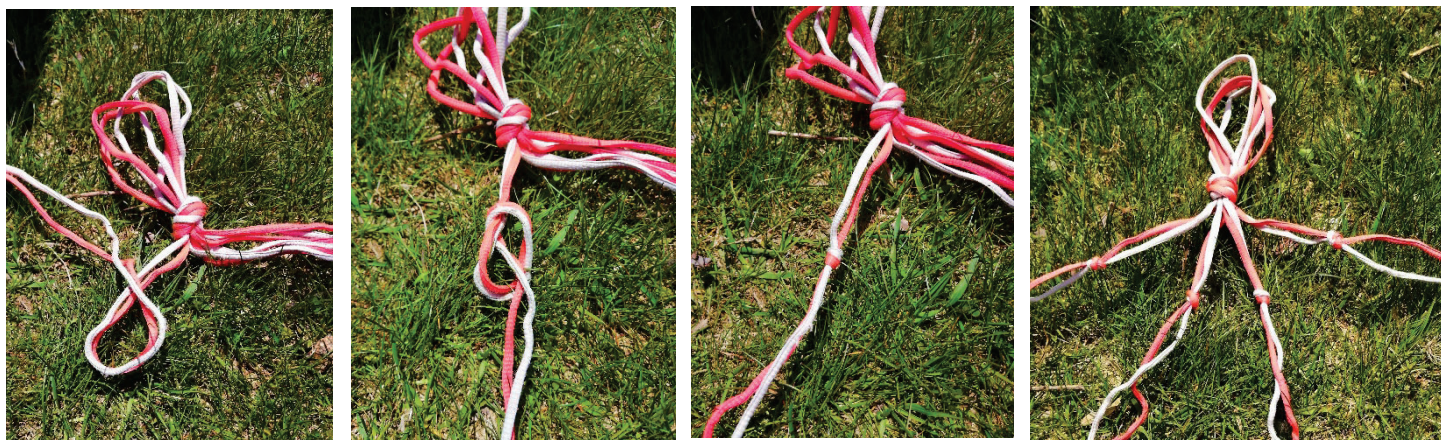
This is a very simple tutorial, but feel free to add more complicated patterns and knots from the last activity if you're up for the challenge!

**Step 1:** Measure out your cording. It's recommended to use 4x the length you would like your hanging to be, but there are tons of other ways to calculate your length. You've been given 10ft of material to work with. It's estimated you'll only need 8ft for your piece, but feel free to use the extra length to get more creative with your knots, or to keep the extra 2ft to keep practicing knots above.

**Step 2:** Cut your cord into four equal pieces (2ft each or 2.5ft if you're using the whole length).

**Step 3:** Fold the cords in half. Tie a knot at the top of the fold. This is what you'll use to hang your piece. Clean up the knot by tugging on the cords so it's nice and neat.

**Step 5:** Take any two cords and tie a knot a little ways down. Do this with each one until you have something like this. Make the knots even all the way around. If it makes it easier, hang it up on something before you start tying – a cabinet knob, a doorknob etc.



# Macramé Continued

**Step 6:** Now take two of the knots you just made and grab one cord from each one of those knots and tie those cords together with another knot. Go all the way around until you have four knots. Make sure they are all equal. This will be your second row of knots and you will see the hanger start forming. This is your light bulb moment!

**Step 7:** Repeat step 6 and make another, third row of knots. With these little jars, I found three rows of knots to be the best.

**Step 8:** Put your pot in there and make sure it fits. If it doesn't, then just adjust your knots a bit or stretch them out as much as you can. If it does fit in there – then just tie all the loose ends at the bottom into a big knot. This big knot will be the bottom of your jar hanger.

**Step 9:** You can trim the excess hanging from the knot or keep it long. Place your pot inside, hang it up and enjoy.



This one was made with old shoelaces! It also only has two sets of knots, so yours may look slightly different. You can really use anything for macramé! If you have a jar, you could put lights or a candle inside for a night light or beautiful outdoor decoration. The examples below show a few different options.



When you're ready, check out the paint your pot activity to decorate it, and be sure to hold onto your piece! In your next kit we'll be planting in your pot, so start thinking of a sunny spot where you can hang your creation.

Use your journal to reflect on your day and this activity a little more. Once you piece together how you feel about this type of activity, let us know by writing to us or filling out the form at the back of this kit. Here are a few more prompts to start you off.

**What senses did you use during this activity?**

**Did the cord have a smell?**

**How did it feel in your hands? Soft? Scratchy?**

**Were you happy with the spot you hung it?**

**What did you enjoy about this activity? Maybe you didn't enjoy it at all!**

**Why? Why not?**



# Fitness

Making sure your body is strong, flexible and mobile is important all throughout life. Working out can seem intimidating at times, and even kind of boring if you're doing it by yourself. Try and find ways to do your workouts outside to get the most out of them. You'll be amazed at how much more you can enjoy the same activity by doing it out in nature instead of cooped up in your house. With that said, these exercises are totally doable indoors on a rainy day too!

Whip out your journal and try and set a goal or two to start moving your body! Getting started is half the battle. Maybe your goal is to do each activity every day, or maybe you just want to try each one over the course of a week, that's awesome! Do whatever feels manageable and motivational for you, and track your progress!

## Here's an example of goals you could make in your journal and how you can keep track of them!

My goal is to improve my fitness by using my fitdeck and going for a walk 5 days this week

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	x		x	x	x	

Make comments on how you're feeling each day. Maybe you're getting too sore and need to stretch out with one of your yoga workouts. Maybe it was super rainy and that ruined your plans. Don't feel like missing your target means you've failed, it just means maybe you need to try something different and mix it up, or maybe your body is telling you that you need rest. Maybe you need to focus on another activity that uses your hands or gets you thinking so that you can stay fresh for your next workout. Find YOUR fitness routine, whether it's running around a soccer field, walking your dog or a funky dance routine with your friends. Movement is medicine!

## A Note on Body Positivity

Living an active and healthy lifestyle is important regardless of your unique and individual fitness goals. The activities in this kit are meant to offer you a starting point to develop an understanding of your own interests around physical activity. Being active doesn't always mean doing what you're doing as fast as possible. It can be easy to get down on ourselves when we're not progressing as quickly as we'd like. Start by getting to know your body and getting in the habit of thanking it (in your head or on paper) for how much it does for you each day. Have fun, and be kind to yourself!

# Running

How could you forget running! Even if you're someone that hates running (many of us do!), it's such an important part of almost every sport or activity you can think of. Although you might not think running is pretty easy as far as instructions go, making sure you're thinking about your form and technique can prevent injuries to your lower back, knees, legs and more.

Running is also an activity where we can sometimes overdo it. It's much better (especially when just starting out) to try and run every second day rather than 4 days in a row and hurt yourself or feel too tired to go again for the rest of the week or longer. Once again, make your goals manageable for where you're at right now, rather than where you want to be. Start off by walking for 30 minutes, then maybe you can run for 5 minutes and walk for 10. Then run for 10 and walk for 5! You'll gradually find yourself running longer and longer without breaks (but remember to still take breaks when you need them!)

The next few pages will provide you with running tips from Kids Run Club's Running Handbook. These will help with your running technique and show you how to warm up, cool down and stretches to prevent injury. Plus, more reasons why staying active matters!

You can register and find their full handbook at <https://kidsrunclub.ca/program-resources>.

# BENEFITS OF PHYSICAL ACTIVITY

Being active everyday can improve your health by:

- making you **STRONGER**
- helping you **ACHIEVE A HEALTHY WEIGHT**
- providing chances to **MEET NEW FRIENDS**
- improving your **SELF-ESTEEM**
- **RELIEVING STRESS** and helping you relax
- helping you **GROW**
- strengthening **YOUR HEART**
- **FIGHTING OFF ILLNESS** and disease
- making you **STAND TALL**, have good balance and be more flexible

## FUNDAMENTAL MOVEMENT SKILLS

Did you know you need to **learn how to move?**

Being active when you're young is important not just to develop strong, healthy bodies, but to teach your body how to do things like run, jump, and throw. Just as you need to learn about the letters of the alphabet before learning to read a book, you need to learn how to balance on one foot, jump off one foot and land on the other and kick a ball before playing soccer. That's why Doctors Nova Scotia wants you to be active every day, in a whole bunch of ways! For more information about Fundamental Movement Skills, check out [www.activeforlife.com](http://www.activeforlife.com)

**PHYSICAL ACTIVITY MAY HELP YOU LIVE LONGER!**

## STAND WHEN YOU CAN!

Canadian kids spend about 65% of their day not moving. You need to limit your down time, so **stand when you can!**

- Stand while talking on the phone or doing homework
- Stand up and move around during tv commercials
- Speak to your teacher about standing in class
- Stand up and move around once per hour whenever you can

# HELPING YOUR FAMILY BE HEALTHY

>>> Did you know that as a kid you can help the rest of your family to live healthier? It's true. Before kids took charge, few people recycled. Kids educated their parents on how to look after the environment. Now most families recycle and compost. It's your turn to teach your family how to take care of their bodies.

Try these ways to make healthy living part of your everyday lives:

- **GET THE WHOLE FAMILY OUTSIDE**—we tend to be more active outside
- **CREATE GAMES** where everyone must be moving
- **REPLACE TV AND VIDEO GAMES** with an hour of active family time
- **GO GROCERY SHOPPING** with your parents and pick out some healthy foods together
- Suggest that you park the car and **WALK OR BIKE TO SCHOOL**, the store or the park
- **HELP PLAN THE WEEK'S MENU** in advance to **AVOID LAST MINUTE "FAST" FOOD**
- Challenge your parents, brothers or sisters to **TRAIN FOR A FUN RUN** or 5K and do it together
- **STICK WITH WATER**, as your main drink when thirsty
- **EAT MEALS AT THE TABLE** with your family
- **LEARN HOW TO READ NUTRITION LABELS** see page 36
- **LEARN HOW TO READ NUTRITION LABELS** see page 36
- **GET YOUR WHOLE FAMILY TO DO THE HEALTHY LIVING CHALLENGE** on page 34
- **CHALLENGE YOUR PARENTS, BROTHERS OR SISTERS TO TRAIN FOR A FUN RUN** or 5K and do it together
- **FOR BIRTHDAYS AND SPECIAL OCCASIONS ASK FOR GIFTS THAT MAKE YOU ACTIVE**



# ⚡ GET READY TO RUN



## SAFETY TIPS

Staying safe while running is really important so here are some tips to help keep you safe:

- **BE AWARE** of what's going on around you
- **RUN WITH A FRIEND** if possible
- **TELL SOMEONE** where you're running and how long you'll be gone
- **RUN ON SIDEWALKS** or grass
- When on the road, **RUN FACING THE TRAFFIC** and stay in single file
- **NEVER RUN** through wooded areas **ALONE**
- **WEAR BRIGHT, REFLECTIVE CLOTHING**, especially at dusk or in the dark
- When crossing streets at intersections, **MAKE SURE CARS HAVE STOPPED** and walk, rather than run, across the street
- If you wear headphones, **KEEP THE VOLUME LOW** and use only one ear-piece
- Take a **WALKIE-TALKIE OR A CELL PHONE** if you have one
- **BE SUN SAFE**. Use sunscreen & lip balm (SPF30+), wear a hat & sunglasses and keep shoulders covered

## WHAT TO WEAR WHEN RUNNING

### CLOTHING

You don't need special running clothes to participate in Kids Run Club. Here's all you need to know about running clothing:

- Wear something comfortable that isn't too tight or too loose
- Dress to stay cool in the heat and warm in the cold
- Dress in layers
- Don't overdress, under dress by a little and you'll be just right
- Have a change of clothes and footwear at school for wet weather days



### SHOES

Although proper running shoes are best for running, any kind of sneaker will do for this program. Here's all you need to know about running shoes:

- Use sneakers, not boots, sandals or shoes with raised heels
- Make sure they fit properly (a thumbnail's space between big toe and end of shoe)
- Tie your shoes properly - not too tight, not too loose
- Wear socks that will not fall down, wrinkle and cause blisters
- To dry wet shoes, stuff them with newspaper and leave them in a warm place



# RUNNING TECHNIQUE



## HEAD-TO-TOE RUNNING FORM CHECKLIST

Using proper running technique can help you run better and avoid injury. Go through this head-to-toe checklist several times while you run.

### WHERE SHOULD YOUR FOOT LAND:

Good running form includes having your foot land below your body, not in front. Most new runners overstride and reach in front of their bodies landing on their heels. If you start taking quicker steps, your foot will land more under your body and result in your landing on the ball of your foot and rolling off your toes.

## TRUNK & ARMS

- Stay relaxed without being sloppy
- Don't arch your back
- Bend your arms at a 90-degree angle and swing them from front to back, not side to side
- Keep your hands cupped loosely, not in a fist
- Don't bend forward at your waist

**BEND ARMS  
90-DEGREE ANGLE**

**STAY RELAXED**

**CUP HANDS  
LOOSELY**



**DON'T ARCH BACK**

## HEAD & SHOULDERS

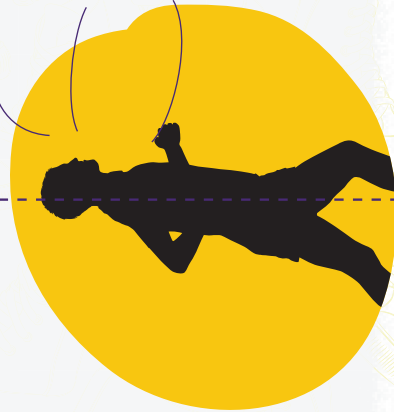
- Stay upright and "run tall"
- Look about 20 feet ahead of you
- Keep head, shoulders and hips lined up over your feet
- Keep your shoulders relaxed not bunched up towards your ears

**KEEP HEAD, SHOULDERS AND  
HIPS LINED UP OVER YOUR FEET**

**RUN TALL**

**LOOK 20 FEET  
AHEAD**

**SHOULDERS  
RELAXED**



## LEGS & FEET

- Don't bounce - think of going forward not up
- Run quietly without pounding or slapping the ground as you run
- Take quick steps, about 180 per minute (count each step in 30 seconds and multiply by two)

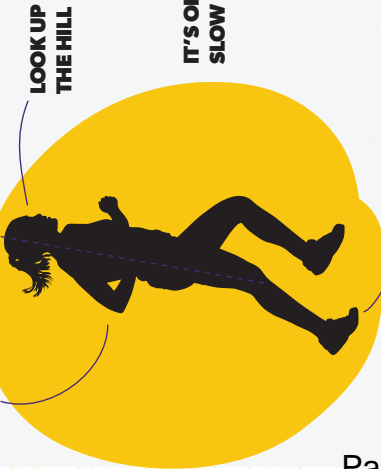
**DON'T  
BOUNCE**

**RUN QUIETLY**

**TAKE QUICK  
STEPS**



## RUNNING UPHILL



- Lean forward slightly without hunching over
- Keep your back straight
- Pump your arms hard
- Shorten your steps slightly
- Look part way up the hill, not at your feet
- Land on your toes or balls of your feet rather than your heels
- It's ok to slow down a bit, especially on steep hills

### IT'S OK TO SLOW DOWN

## RUNNING DOWNHILL



- Lean forward slightly
- Run quietly, no pounding!
- Let your arms relax and lower a bit
- Land on your heels keeping your knees bent
- Take quick short steps

## BREATHING

- Your body needs oxygen to run so breathe in and out through your mouth
- Expect to breathe the heavily when you run
- If you're breathing so hard you can't talk, you are running too fast
- Expect to breathe more heavily when going up hills or against the wind



## GETTING RID OF A SIDE-STITCH

(A SHARP PAIN IN YOUR SIDE, NOT A TUMMY-ACHE FROM RUNNING AFTER EATING)

- Slow down a bit but keep running
- Breathe in through your nose and blow out hard through your mouth for 30 seconds or until the stitch goes away
- If you feel the stitch coming back, repeat
- If this doesn't work, you may want to walk and continue with nose-mouth breathing until the stitch goes away. Start running again slowly once the pain has gone away.



# STRETCHING

Stretching is an important part of your running routine.

Stretching helps prevent injuries, stiffness and leaves your muscles relaxed. You should stretch once your muscles are warm, not before exercising when your muscles are cold.

The stretches listed in this handbook are related to running but there are lots more stretches you can do. Ask your gym teacher or running coach to show you more if you're interested.

KEEP THE FOLLOWING TIPS IN MIND WHEN STRETCHING

- **DON'T BOUNCE**
- **BREATHE** and stay relaxed
- Hold all stretches for **15-30 SECONDS**
- **REPEAT** all stretches two or three times
- **SHAKE LEGS** out between stretches
- **STRETCHING SHOULDN'T HURT**, but you should feel your muscles pulling then relaxing
- **DON'T STRETCH AN INJURED MUSCLE** unless a medical professional has told you to
- **STRETCH BOTH SIDES** of your body evenly

## QUADRICEPS (the front of your thigh)

- Hold something for balance (a wall or partner's shoulder)
- Bend left leg and hold with left hand
- Keep right leg slightly bent
- Keep knees together
- Stand up straight
- Gently press left hip forward
- You should feel the stretch in your left thigh and hip
- Repeat the stretch with right leg

## CALVES (the back of your lower leg)

- Take a big step forward
- Keep both feet pointed forward
- Bend front leg forward without letting knee go past toes
- Keep the heel of your back foot on the ground
- Keep upper body straight, don't lean forward
- You should feel the stretch in the calf of your back leg
- Switch legs and repeat

## HAMSTRINGS (the back of your thighs)

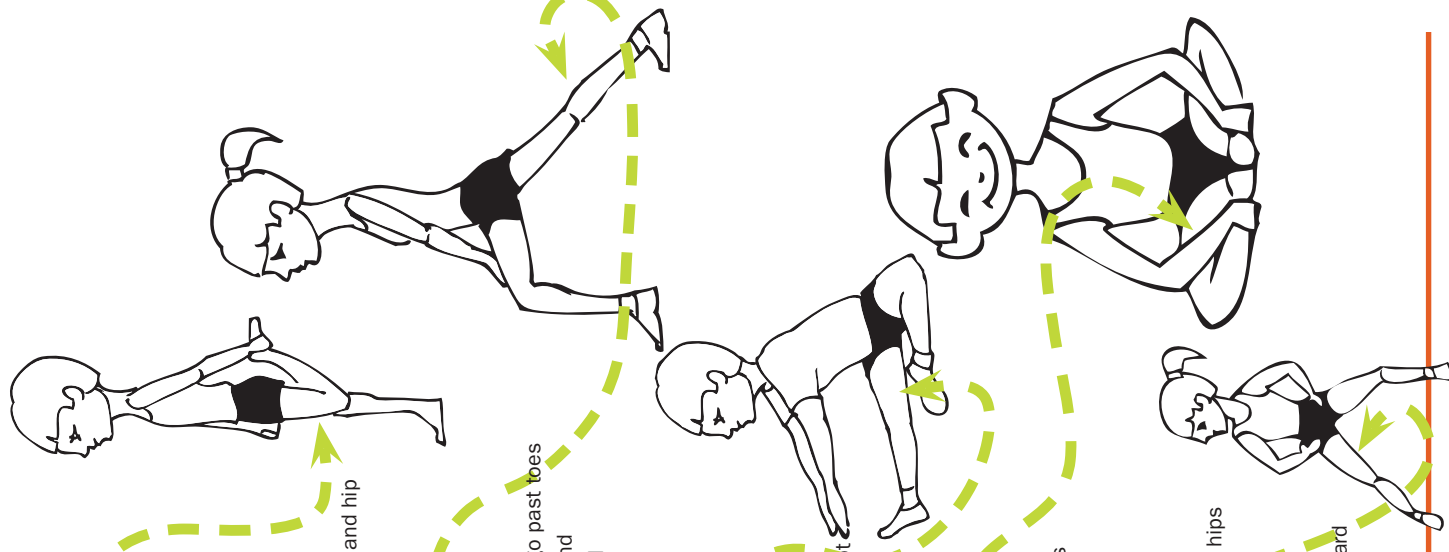
- Sit on the floor with one leg out straight and the other tucked in towards your body
- Keep back straight and lean towards the foot that is extended
- Switch legs and repeat

## INNER THIGHS (seated stretch)

- Sit on the ground with feet pulled up towards you, knees out to the side
- Place hands on ankles and elbows on knees
- Keep back straight and bend forward, pressing knees gently with elbows

## INNER THIGHS (standing stretch)

- Stand with feet spread fairly wide, hands on hips
- Keep feet pointed forward
- Bend left knee, bringing your weight over to that side
- Keep right leg straight with knee facing forward
- Switch sides and repeat





## INJURY PREVENTION AND TREATMENT

### INJURY PREVENTION

Getting injured while running can be a real drag so try to prevent getting hurt by following these tips:

- **ALWAYS WARM UP** before running by walking or jogging slowly
- **TRY TO IMPROVE** your running technique
- Wear **SNEAKERS THAT FIT** properly and are tied
- **AVOID THE TERRIBLE TOOS** - doing too much, too soon, too fast
- Increase your running distance and speed **GRADUALLY**
- **BE CAREFUL** when running on uneven ground to avoid spraining an ankle
- **STRETCH** after every run

### INJURY TREATMENT

When you begin running, you may have some aches and pains. Part of this may be your body getting used to running. You'll be able to deal with these issues by stretching, staying active and continuing with your running. Other aches and pains, especially ones that are sharp and don't go away, may need more attention, possibly from your doctor.

Most common running injuries like muscle strains and sprained ankles can be treated at home with your parent's help. Treat these injuries using the **R.I.C.E.** method:

## R I C E

**REST:** Take a few days off from running or any activity that hurts

**ICE:** For the first 48 hours after the injury, ice the sore area for 15 to 20 minutes, three or four times a day. Use a bag of frozen peas, corn or crushed ice. To protect your skin from the cold, place a thin cloth under the ice

**COMPRESSION:** Have an adult apply a wrap to the area to prevent swelling. It should be snug but not so tight that the area becomes cold or falls asleep

**ELEVATE:** Keep the injured area up on a pillow (elevated above your heart) as much as possible to prevent further swelling

>>> If you get a sharp pain while running, slow down or walk for a while to see if the pain goes away. If it doesn't go away, tell your parent or coach about it. It's important to see your doctor if you have pain that won't go away, especially if it hasn't improved after using the R.I.C.E. method.

# HEALTHY LIVING CHALLENGE

Leading a healthy life isn't as hard as you think.

Your goal is to get 90 minutes of physical activity, replace an unhealthy food or drink with something healthy and spend at least 1 hour less in front of a screen everyday for five days. Encourage your family to take on the Challenge with you. Plan a family event like going bowling or for a hike to celebrate having completed the Challenge.

HERE'S A CHANCE TO GIVE IT A TRY.

1

### PHYSICAL ACTIVITY

>> Colour in one bar for every 10 minutes of activity you do

2

### HEALTHY EATING

>> Choose healthy foods and drinks often.

3

### SCREEN TIME

>> Reduce your screen time by at least one hour.

DAY 1



My favourite activity

Today I ate/drank

(something healthy)

instead of

(something unhealthy)

I reduced my screen time by 1 hour today



What I did instead:

DAY 2



My favourite activity

Today I ate/drank

(something healthy)

instead of

(something unhealthy)

I reduced my screen time by 1 hour today



What I did instead:

DAY 3



My favourite activity

Today I ate/drank

(something healthy)

instead of

(something unhealthy)

I reduced my screen time by 1 hour today



What I did instead:

DAY 4



My favourite activity

Today I ate/drank

(something healthy)

instead of

(something unhealthy)

I reduced my screen time by 1 hour today



What I did instead:

DAY 5



My favourite activity

Today I ate/drank

(something healthy)

instead of

(something unhealthy)

I reduced my screen time by 1 hour today



What I did instead:



# Running Log

DATE	DISTANCE KMS	DURATION MIN	COMMENTS	DISTANCE TO DATE

DATE	DISTANCE KMS	DURATION MIN	COMMENTS	DISTANCE TO DATE
MARCH 2	2 KMS	25 MIN	WOODHOLE   RAN 2 KMS!	2 KMS!

## Fit Deck

Ever think of a deck of cards as being a workout tool? This deck of cards can be used for fun with others, or as a fitness deck to get a full body workout in no time at all.

**Draw a card and complete the task associated with the suit/number:**

♣ = pushups    ♥ = squats    ♠ = crunches    ♦ = jumping jacks

Shuffle up your deck, draw a card, and do the corresponding number of that suit's exercise.

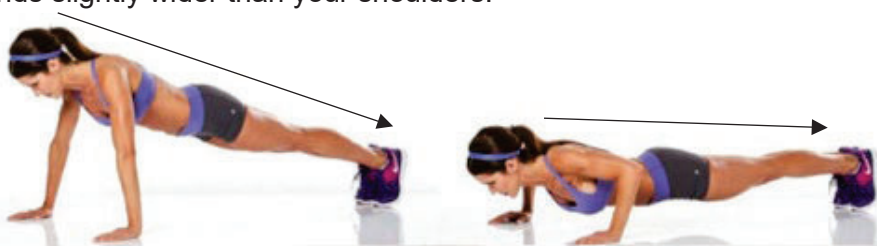
**Example:** If you drew a 2 of clubs, you'd do 2 pushups!

Note: Jack, Queen, King, Ace = 10

The exercises shared with you were selected because they strengthen different parts of your body.

**Pushups** are an awesome way to build upper body strength. The three major areas they build strength in are your **chest (pecs)**, **shoulders** and **triceps**, but by engaging your core and using proper form you can build those **ab muscles** and strengthen your **lower back** too!

1. Get down on all fours, placing your hands slightly wider than your shoulders.
2. Straighten your arms and legs.
3. Lower your body until your chest nearly touches the floor.
4. Pause, then push yourself back up.
5. Repeat.

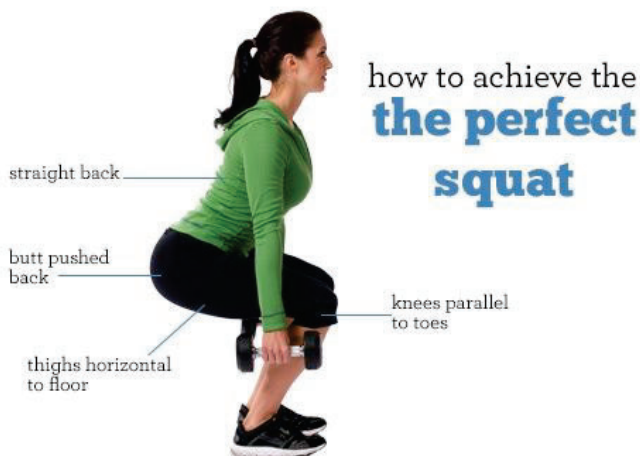


Although these instructions seem simple, it's very important to make sure your **core** stays tight and your back stays straight. Think about pulling your bellybutton in. You should be able to draw a straight line from your neck to your tailbone like the woman pictured. If you're collapsing your core, **it's much better to do a modified pushup on your knees** or against a bench or wall like the man to the right. Focus on being able to keep your back straight and core tight. Otherwise you may injure your back.



**Squats** are great for working your lower body, including your hips, legs, glutes, abs, shoulders, and back. There are also many variations that allow you to focus more specific areas. Strengthening these muscles can help make sure your joints and ligaments are safe from injury when playing sports or doing more aerobic or high impact workouts.

1. Stand up straight, with your chest up and feet shoulder width apart.
2. Engage that core! Notice a pattern?
3. Start to squat by bending at the knees, pushing back your butt
4. Move slowly until your knees and toes are parallel. Don't go any lower than parallel to the floor!
5. On the way back up, keep moving slowly, make sure you don't lock your knee in once you get to the top! There should always be a little bit of bend.



Keep your core and upper body engaged. As you progress, you can make it more challenging by grabbing a weight of some sort. Hold onto a book or even your pet! Just make sure you're still doing it correctly.



**Crunches** work that core core core! As you move through or build your exercise capacity, you'll find that a strong core is mentioned in almost everything you do. It makes sense, right? The core of something keeps it from crumbling, and making sure yours is strong will help you in everything from sitting in class, going for a light run and any other sport or activity you find yourself taking part in.

1. Lie down on your back.
2. Bend your legs and stabilize your lower body.
3. Cross your hands to opposite shoulders, or place them behind your ears without pulling on your neck.
4. Lift your head *and* shoulder blades from the ground. Exhale as you rise.
5. Lower, returning to your starting point. Inhale as you lower.



**Jumping Jacks** will get your heart rate up! It's important to make sure you're including activities that focus on keeping your heart healthy. This will make getting up that pesky hill (or set of stairs) much easier in daily life by improving your energy levels and will go a long way as you look to advance in sports or your own physical activity goals.

1. Stand upright with your legs together, arms at your sides.
2. Bend your knees slightly, and jump into the air.
3. As you jump, spread your legs to be about shoulder-width apart. Stretch your arms out and over your head.
4. Jump back to starting position.
5. Repeat.



This exercise involves more impact on your joints as you jump so it's even *more* important to make sure you have good posture and are keeping your back straight and core tight.

Each day try and draw 10 cards. After your workout you can track it in your journal! It can be as simple as writing or drawing what cards you picked and how tired or energized you felt afterwards. If you're someone that likes having a friend to exercise with, pair up over zoom or get outside and have a socially distant work out with your neighbour. Set yourselves a routine so you can look forward to it together and keep each other accountable and motivated!

If you have other exercises you'd like to assign to each card, go for it! We'll be providing some new ones in your kits. At the end of each week take a look at your results so far. Have you noticed a difference in your ability to complete different numbers or exercises?

# Yoga

Yoga offers so many benefits. If you prefer slower, focused activities that strengthen and enhance flexibility, yoga is great for a lower-intensity workout focused on mindfulness and breathing patterns. For people who like a more extreme workout, yoga will keep you strong and safe from injury, offering an active way for you to rest and recover.

Transition slowly between the poses below.

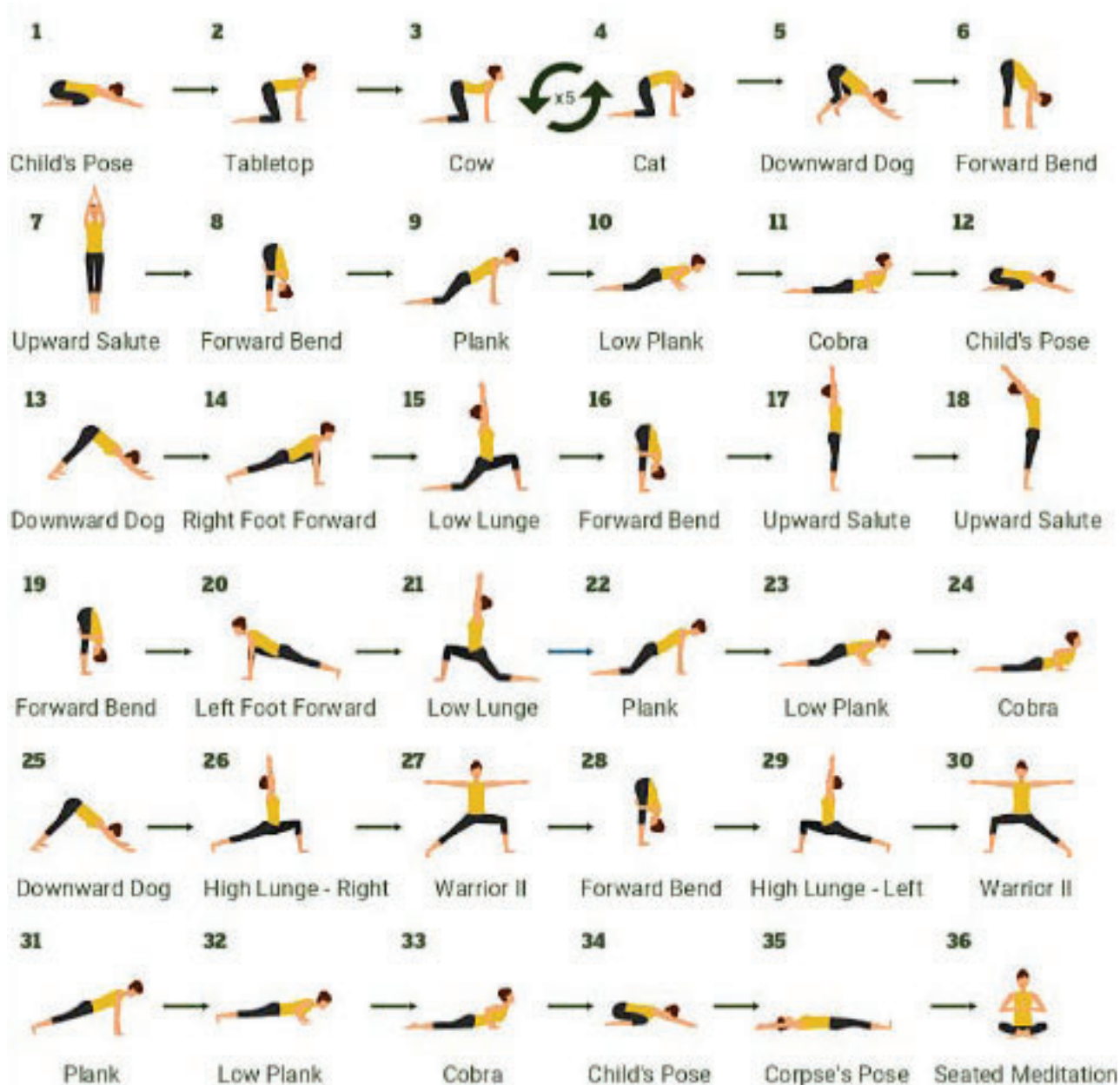
Focus on your breathing, taking air **in through your nose** and **out through your mouth**.

Try and inhale over 5 seconds, feeling your chest and lungs inflate.

Breathe out as long as it takes for your lungs to empty again.

Hold each pose between 10 and 30 seconds, using your breath as a measure.

When transitioning between poses, move slowly to the next pose while you breathe **out**.

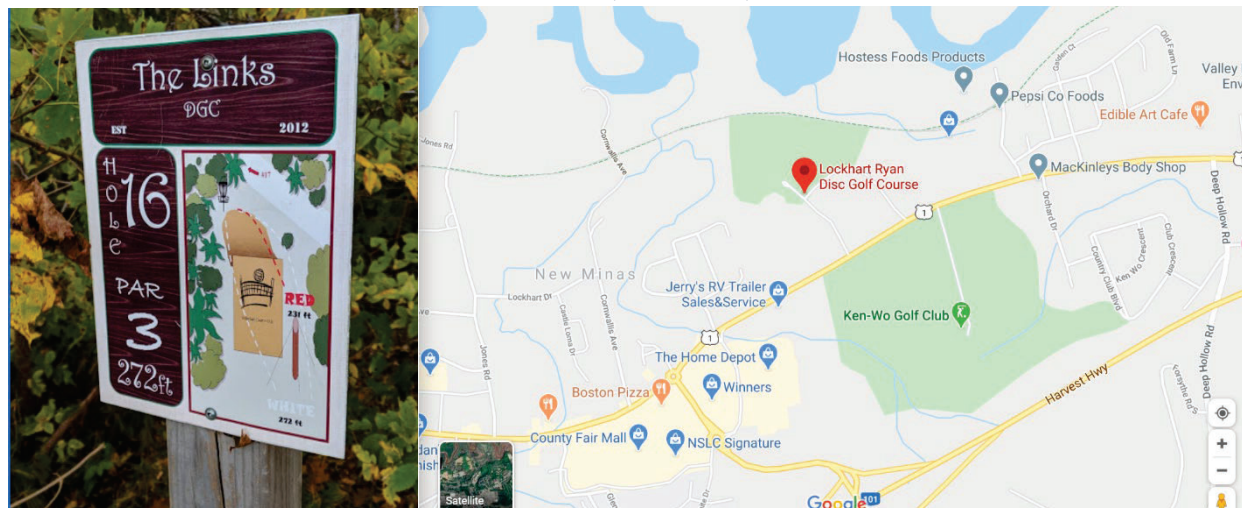


If you find yourself getting distracted, hold the pose you're in and reconnect to your breathing, holding it for 5 inhales and exhales before you move on in your practice.

# Frisbee Golf

Aside from your typical family game of catch or ultimate frisbee, you can use your frisbee to play Frisbee Golf, aka Disc Golf. This is something you can do on your own, or from a distance with others. If you're in New Minas, you can check out the Lockhart Ryan Disc Golf Course for free! Otherwise, you'll most likely be creating your own course or picking targets to challenge yourself and friends.

*The Links at Lockhart Ryan Disc Golf Course  
9443 Commercial St, New Minas, NS B4N 3G3*



## Frisbee or Disc Golf

Disc golf is played a lot like traditional golf. Instead of a ball and clubs, players use a disc or frisbee instead. The sport was invented in the 1970's, and shares with normal golf the goal of completing each hole in the fewest number of strokes or throws. A golf disc is thrown from a tee area to a target which is the "hole". The hole can be one of a number of disc golf targets; the most common is called a Disc Catcher, an elevated metal basket. As a player throws down the fairway, they must make their next shot from the spot where the previous throw has landed. The trees and other natural landmarks located in and around the fairways make the game more challenging with obstacles for the disc golfer. Lastly the putt lands in the basket or chains and the hole is completed. Disc golf has its fair share of joys and frustrations that come with playing the game, but the more you practice, the more fun you'll have!

*Disc Catcher Basket and Cage*

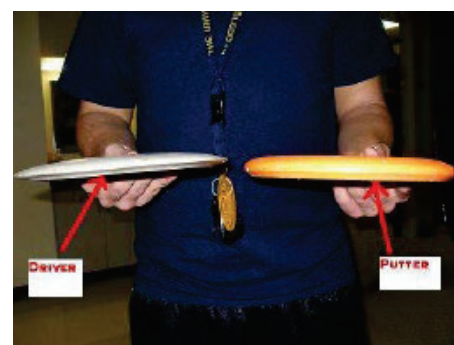


## Choosing a Disc

The ideal disc for a beginner is a mid-range disc or a slow driver. Drivers have sharper edges that allow them to cut through the air more easily. The mid-range discs and putters have thick edges that focus on precision (going straight) rather than distance. You have been provided with a disc to start out, but feel free to explore other options as you become more confident!

## Lost Discs

Write your name and phone number on the back side of the disc with a permanent marker so if you misplace it someone can return it!



## The Backhand Throw

Although there are several different ways to throw a frisbee, the easiest way to start for beginners is with the backhand throw. Here are some instructions on how to throw a frisbee backhanded.

### Positioning Yourself and The Frisbee

When throwing a frisbee, it's best to use your dominant hand. We will refer to the dominant side as the right side; if your left hand is dominant insert 'left' where it says 'right'.

Grab the frisbee with your right hand. Place your thumb on the top of the frisbee and your other four fingers on the bottom. The "bowl" of the frisbee should be facing down when your arm is parallel to the ground and your thumb is facing the sky.

Pick a target/destination for your frisbee to be thrown.

Stand with your feet shoulder-width apart and turn the toe of your left foot out slightly (no more than 45 degrees from your other foot) and move it back half a step. With your right foot, take a medium sized step forward keeping your right leg facing your target. Your feet will be slightly more than a step apart and your weight should be slightly more on your left foot.

Curl your right arm into your chest while holding the frisbee level. Depending on how long your arms are, the frisbee will be approximately halfway up your rib cage and in the middle of your body or a little more to the left side of your rib cage. This position should not apply too much pressure on your joints. Your wrist can curl slightly, but if it's too curled it may become painful after a while.



### Throwing the Frisbee: Motion and Release

In one smooth, fluid motion, uncurl your arm, releasing the frisbee so that your right arm points directly at your target as you look straight down your arm. Another tip when aiming is to point your elbow at your target.

As you are uncurling your arm, shift your weight to your right foot so that when you release the frisbee the majority of your weight is resting on your right foot.

Keep the frisbee as level as possible. Jerky, uneven movements (including the release) will create a large amount of wobble in the frisbee as it flies. Notice the positioning of the woman's feet, and elbow in the picture below. This is a great and level throw!

As you grow accustomed to throwing a frisbee you may try taking a step with your right foot. This may be done by picking up your right foot as you curl your arm into your chest and stepping forward toward your target as you release the frisbee. This can give you a more powerful throw as you progress through the basic motions.

Those are the basics of throwing a frisbee. Now get outside and start throwing!





## Painting

Painting can be a great therapeutic activity when you're stuck inside on a rainy day, or if you want something to do while you're enjoying nature and want to capture the scene. Can't bring yourself to leave the tv screen? No problem! Painting is awesome because it's something you can do while you're listening to music, talking to your friends over zoom, or watching Netflix. Call up your friends for a paint night focused on one of the following activities, or take some time for yourself away from family and housemates and make something.

Maybe you enjoy painting more when it's for something or someone. Maybe you enjoy painting just for the activity itself! See what you enjoy the most about painting as you go through these activities.

### Before you start

Before getting started with your painting activities, make sure you find a nice flat surface. Be sure to lay down newspapers, garbage bags, or whatever you have available to prevent paint from leaking through your work or spilling. You'll also want to get yourself a dish of warm water to rinse your brushes between colors, and some paper towel or a cloth to dab away any mistakes you make (or to catch any of the previously mentioned spills!). Try not to wear anything you'd be upset to get some paint on.

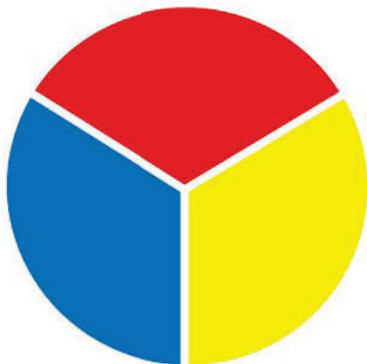
Your paint set includes your primary colors (blue, red and yellow). This lets you get started by mixing your own shades without being wasteful. The next page gives you a mixing chart for finding the colors you'd like to use. Test with as **little paint as possible** so you don't end up with too much, or run out of paint early! You can always add more if you need to. You can use paper, a dish or even your frisbee as a paint palette.

The color wheel will show you how to create different colors from the ones you've been provided. As you begin painting, you'll notice different tones and shades. Your first painting activity includes some tips for painting with acrylic paint and working on canvas.

# The Color Wheel



**Primary Colors**



**Secondary Colors**



**Tertiary Colors**



# Paint your place

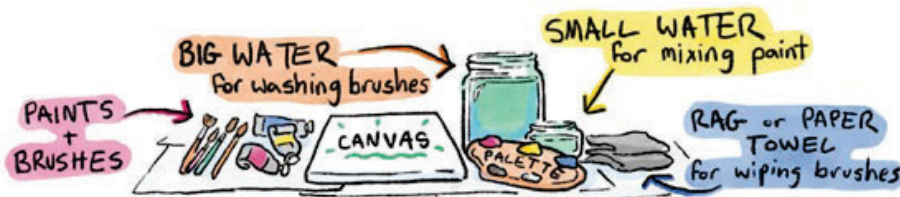
We've provided you with a canvas, paint and paint brushes. Not sure what to paint? Go for a walk to your favorite place in the neighborhood. Find an angle you enjoy, set up your painting station, and get painting. You can also take a picture to reference and make sure your angle stays the same while you work.



## Tips from artist Sam Hall on getting started with your painting:

**A little about the paints:** Acrylic paint is inexpensive, versatile, and dries very quickly, so you can paint over mistakes almost immediately. It will wash off your hands but may stain clothes and surfaces. You may want to place a newspaper or a garbage bag below your canvas while you work!

**Setup:** big cleaning water, small mixing water, rag for wiping, brush  
Place your palette, water, and a rag on the side you write with, so you won't be reaching across yourself every time. Place your brushes and paints on the other side.



Acrylic dries fast, but you can spray your palette with water now and then to keep the paint usable for longer periods. Don't leave your brushes standing in the water, as long periods of soaking will damage them. Make sure to clean them right away so that paint doesn't dry in the bristles.

## Starting Your Painting!

If you'd like, find a photo or still life to work from. You may find it helpful to try some practice sketches on paper before you begin painting.



Start by mixing some **very thin paint**, by loading up your brush with clean water and mixing a little paint into it. Begin with your *underpainting*- the rough sketch that will be your blueprint as you paint.

Focus on really getting the big shapes down how you want them- don't worry about detail yet.



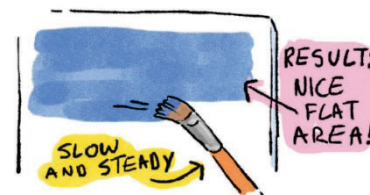
Don't worry if you make a mistake, as you'll be painting over most of this- although you can leave parts of the underpainting visible if you'd like!

When you're happy with the underpainting, you can start layering more paint in! **Let each layer dry before you paint over the area.** Again, try to start with the biggest and most general areas, then work towards getting more specific and detailed. Use your bigger brushes for as long as possible, so as to not get bogged down in detail too early. Try experimenting with different kinds of brushstrokes and mark making!



You can thin acrylic paint with water to use it like watercolour! With your canvas lying flat, mix clean water with a little paint. Load your brush and paint a broad, straight stroke across the canvas. Working quickly, reload your

brush and paint the next stroke just below (barely touching) the first, so that they flow into each other. Try not to go back over these areas until they're dry. You can layer washes like this over and over each other to create some beautiful colours and textures.





## Paint your pot

Remember the pot we had in our macramé creation? Before you plant in it, get out your paint supplies and get decorating!

You can paint whatever design you want, but here are a few ideas:

- Paint the sky! As you paint around your pot, transition from day to night or vice versa for a beautiful scene to hang in your home or outside.
- Use tape to create layers of geometric patterns all around your pot! Use whatever colors go best with your surroundings.

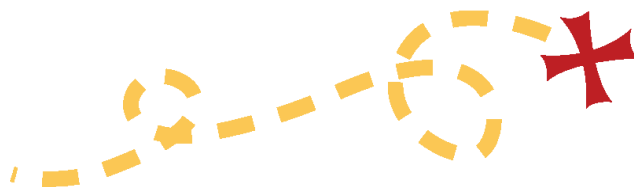


## Paint your path

Some of us enjoy making art more when we have a goal or purpose in mind. Whether that means making a gift for someone else, or making a room more colorful, it can be a great way to motivate yourself on a rainy day.

For this activity, you'll be painting messages to the community and making them a map to solve your puzzle. This activity is great because you can work on different parts of it depending on the weather.

- 1) On a nice day, go out and collect 20 perfect rocks
- 2) On a rainy day,
  - a. Write a 20-word story, joke or message for friends or neighbours to enjoy (feel free to use more words if you collect enough rocks!)
  - b. Paint each of your rocks the same color or design and choose a word from your story for each one.
  - c. Design your map and decide where around your neighbourhood you would like to plant them for community members to find. Mark each spot on the map (in order).



- 3) On a sunny day, go out and place your story around the neighbourhood!
- 4) Share your map on our page or with friends. If you want to make it extra challenging, you can mark the map randomly and challenge others to figure out the order.

As you complete the steps in this activity, think about how you feel or what you achieve with each one. Get out your journal and answer this question.

### What parts of this activity did you like best?

- Getting outside
- Painting on your own
- Exploring your community
- Making and marking a route on your map
- Having something to share with people you haven't been able to see.

Maybe it was something completely different. That's great! Write it down. Think about how you can explore the parts you liked best more throughout your day. See what you come up with!

# Zen Garden

Zen gardens are soothing tools that let us connect with nature when we can't be outdoors. They are filled with sand and decorated with various objects, creating designs can help ease stress and anxiety. This activity is brought to you by Flying Squirrel Adventures!

**Step 1:** Find a box or container in your home, ideally one that you enjoy looking at or is special to you. Make sure the box is tall enough for your sand but small enough that sand can completely cover the bottom.

**Step 2:** Fill the bottom of the container with the sand from your kit.

**Step 3:** Explore your home, yard, or a space nearby. Collect items that are special to you, or that catch your eye. This could include small household objects, shells from a beach, or twigs from a trail. Not sure what trails are nearby? Check out the Kentville Parks and Recreation map attached at the back of this guide.

**Step 4:** Add contents to the box, wherever feels right! Use a fork or a pencil to design patterns in the sand.

**Step 5:** Leave your box somewhere that you spend a lot of time (and that's safe from being knocked over!), and redesign it and add to it whenever you please!

If you don't find the zen garden relaxing yourself, maybe there's someone else in your life that would enjoy it, like a neighbour or grandparent!



Flying Squirrel Adventures is a free nature program for young and old in the heart of the Valley. We help people connect to the natural world through outdoor events and nature activities. Sometimes it's not possible to get outside so we created this activity kit to bring nature into your home. We hope you enjoy it!

**We would love to see your creations and get your feedback on this activity kit.**



[valleyflyingsquirrels@gmail.com](mailto:valleyflyingsquirrels@gmail.com)



[@flyingsquirreladventures](https://www.facebook.com/flyingsquirreladventures)



# More Games and Activities

## Solitaire

The objective of Solitaire is to organize a shuffled deck of cards into 4 stacks (one for each suit) in ascending order (Ace to King).

### Set Up

In Solitaire, there are 4 types of piles: The Tableau, The Stock, The Talon, and The Foundations.

### The Tableau

The Tableau consists of 7 piles. The first pile has 1 card. The second pile has 2 cards. The third pile has 3 cards and so on until there are 7 piles. Only the top card in each pile is faced up.

### The Stock

The remaining cards after building the Tableau are called the Stock

### The Talon

The Talon is a pile of 3 cards from the Stock. In the Talon, only the top card is faced up.

### The Foundations

The Foundations consist of 4 stacks of cards (one for each suit) in ascending order (Ace to King). At the beginning of the game, The Foundations is empty.

### How to Play

Within the Tableau, faced up cards are transferred in descending order (King to Ace) and in alternating color. The player may transfer the top card or stack of faced up cards to any of the piles in an attempt to create the sequence of descending value and alternating color. An empty spot in the Tableau may be filled with a king. If the player cannot move any cards within the Tableau, 3 cards are selected from the top of the Stock pile to form the Talon. If the first card in the Talon cannot be played, 3 more cards are selected from the Stock. When and if the Stock runs out, the Talon is reshuffled to form a new Stock and the process continues.

While the player is sequencing the Tableau, the player is also trying to build up the Foundations stacks. The top card from the Talon or the Tableau stacks may be transferred to the Foundations. When all cards have been transferred in ascending order (Ace to King) to the Foundations, the game is won. If no more moves can be made and the Foundations is incomplete, the game is lost.

## Chess.com

Sign up, learn how to play chess, challenge your friends!

# Sudoku

**Sudoku.com** – Learn how to play. They have an app for your phone or tablet too!

The goal of Sudoku is to fill in a 9×9 grid with digits so that each column, row, and 3×3 section contain the numbers between 1 to 9. At the beginning of the game, the 9×9 grid will have some of the squares filled in. Your job is to use logic to fill in the missing digits and complete the grid. Don't forget, a move is incorrect if:

- Any row contains more than one of the same number from 1 to 9
- Any column contains more than one of the same number from 1 to 9
- Any 3×3 grid contains more than one of the same number from 1 to 9

## Sudoku Tips

Sudoku is a fun puzzle game once you get the hang of it. At the same time, learning to play Sudoku can be a bit intimidating for beginners. So, if you are a complete beginner, here are a few Sudoku tips that you can use to improve your Sudoku skills.

**Tip 1:** Look for rows, columns or 3×3 sections that contain 5 or more numbers. Work through the remaining empty cells, trying the numbers that have not been used. In many cases, you will find numbers that can only be placed in one position considering the other numbers that are already in its row, column, and 3×3 grid.

**Tip 2:** Break the grid up visually into 3 columns and 3 rows. Each large column will have 3, 3×3 grids and each row will have 3, 3×3 grids. Now, look for columns or grids that have 2 of the same number. Logically, there must be a 3rd copy of the same number in the only remaining 9-cell section. Look at each of the remaining 9 positions and see if you can find the location of the missing number.

Now try it out! Solutions can be found on the back of the next page.

1 (easy)

		5 8	2	4
3		6 2		1
9			4	
	6 8			5
			3	1
7	2 9			
	4 3 1 9			
8	7			
5 1			6	3

2 (easy)

	8		1		2
			4		1
	2 3		6 8	7	
					7
7			3	1	4
	6			9	3
2	6				3
		2	7		
5	6			9	

3 (medium)

	6	2		
8	9		6	5
	4		8	7
				9
6 7	8	9		
		4	2	
3 7				
5		3	1	9
		5		2

4 (medium)

	4	9	6	3
		7 1		
			8 9	6
2 8			5	
3 9			4	2
			6 8	7
				8 2
	3 5			

5 (hard)

4 1		3 6		
	7		8 5	
6				
	9		2	
	6	7		8
				9 1
	2	1 4		
			3	
7 4		8 5	9	

6 (hard)

		2	8	
7				
6		9	7	5
1		8 6	2	
		3 4		
9				1
	2	5		
7	9			3
8		1	2	

Solution 1

6	7	1	5	8	3	2	9	4
3	8	4	6	2	9	5	1	7
9	2	5	7	1	4	3	6	8
1	3	6	8	4	7	9	2	5
4	9	8	2	3	5	6	7	1
7	5	2	9	6	1	4	8	3
2	4	3	1	9	8	7	5	6
8	6	7	3	5	2	1	4	9
5	1	9	4	7	6	8	3	2

Solution 4

5	4	8	9	2	6	1	3	7
1	6	3	8	4	7	9	2	5
9	2	7	1	3	5	8	4	6
7	5	4	2	8	9	3	6	1
2	8	6	3	5	1	4	7	9
3	9	1	6	7	4	2	5	8
4	1	2	5	6	8	7	9	3
6	7	9	4	1	3	5	8	2
8	3	5	7	9	2	6	1	4

Solution 2

6	8	4	7	9	1	3	5	2
5	7	9	3	2	4	6	8	1
1	2	3	5	6	8	7	4	9
3	4	2	1	5	6	8	9	7
7	9	5	8	3	2	1	6	4
8	6	1	4	7	9	2	3	5
2	1	6	9	8	5	4	7	3
9	3	8	2	4	7	5	1	6
4	5	7	6	1	3	9	2	8

Solution 5

4	1	5	8	3	6	9	2	7
2	3	7	1	4	9	8	5	6
6	8	9	2	5	7	1	3	4
3	9	8	4	6	1	2	7	5
1	2	6	9	7	5	3	4	8
5	7	4	3	8	2	6	9	1
9	6	2	5	1	4	7	8	3
8	5	1	7	9	3	4	6	2
7	4	3	6	2	8	5	1	9

Solution 3

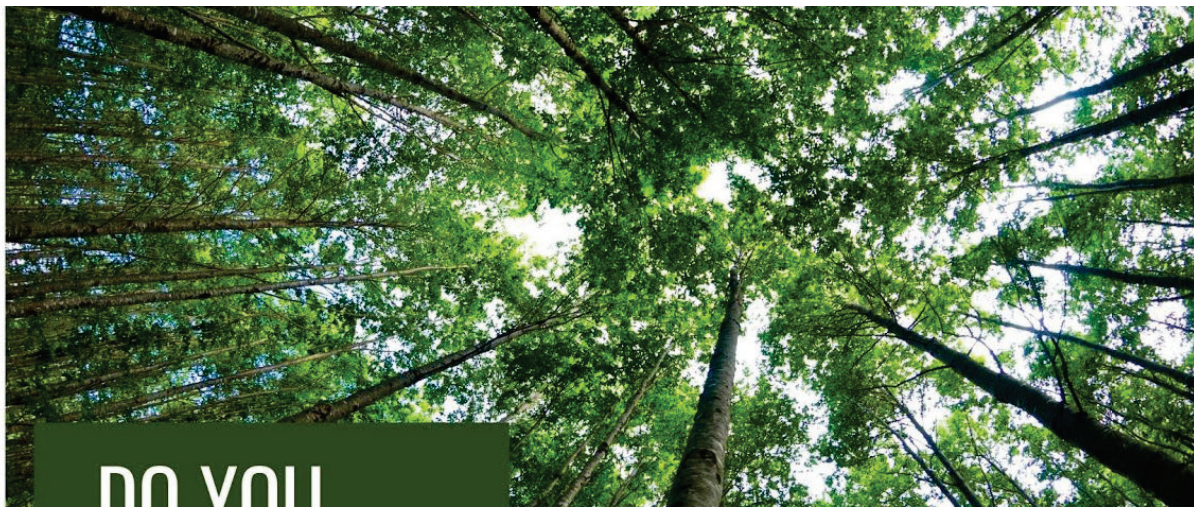
5	1	6	3	2	7	9	4	8
7	8	3	9	1	4	6	2	5
9	2	4	5	6	8	7	3	1
1	4	5	2	7	6	8	9	3
2	6	7	8	3	9	1	5	4
8	3	9	1	4	5	2	6	7
3	7	1	4	9	2	5	8	6
6	5	2	7	8	3	4	1	9
4	9	8	6	5	1	3	7	2

Solution 6

5	9	1	4	7	2	6	8	3
4	7	8	6	3	5	1	9	2
2	6	3	8	9	1	7	4	5
1	4	5	9	8	6	3	2	7
6	8	7	1	2	3	4	5	9
9	3	2	5	4	7	8	1	6
3	2	4	7	5	8	9	6	1
7	1	9	2	6	4	5	3	8
8	5	6	3	1	9	2	7	4

# Community Resources

The following pages include very resources and contact information for you to access. Reach out to your designated Parks & Recreation Department below if you have any questions!



**DO YOU  
HAVE ANY  
PARKS AND  
RECREATION  
RELATED  
QUESTIONS?**

**We are here to help!  
Reach out to a Parks and Recreation  
Department near you!**



Town of Kentville  
902-679-2539  
recreation@kentville.ca

Canning and District  
902-300-4140  
director@canningrecreation.com

Village of New Minas  
902-681-6577  
johna@newminas.com

Port Williams  
902-698-9086  
pwrecreation@ns

Municipality of Kings  
902-690-6190  
recreation@countyofkings.ca

# MENTAL HEALTH RESOURCES

Where to Get Support in Nova Scotia during COVID-19



**1 MENTAL HEALTH MOBILE CRISIS TEAM**  
**902-429-8167 or 1-888-429-8167 (Toll Free)**

The Mental Health Mobile Crisis Team provides crisis support for children, youth and adults experiencing a mental health crisis by phone 24/7 anywhere in Nova Scotia and a Mobile Response from 1 pm to 1 am to most Halifax area communities.



**2 KIDS HELP PHONE**  
**1-800-668-6868 or text CONNECT to 686868**

Kids Help Phone is always there for you. No matter what you want to talk about. No judgment. totally private. 24/7. Live Chat is currently open daily from 1 am to 8 am to provide more timely access to support through their other services.



**3 MENTAL HEALTH AND ADDICTIONS INTAKE SERVICE**  
**1-855-922-1122**

If you need help with a mental health and addictions concern, Nova Scotia Mental Health and Addictions team can help. They're available to take your call Monday to Friday, 8:30 am to 4 pm. The line is voicemail-only evenings, weekends and holidays.



**4 CMHA NOVA SCOTIA**  
**1-877-466-6606 (Toll Free)**

CMHANS continues to provide non-clinical mental health psycho-social support throughout COVID-19. They are committed to keeping communities and clients safe and their services supportive and welcoming. Visit [novascotia.cmha.ca](http://novascotia.cmha.ca).



**5 HEALTHY MINDS PATIENT NAVIGATOR**  
**902-404-3504**

Healthy Minds Cooperative is an innovative mental health cooperative providing a variety of peer-based services to people with lived experience of mental health issues and their families. HMC is available 9-5 Monday-Friday by phone and email.



**6 STRONGEST FAMILIES I-CAN ANXIETY PROGRAM**  
**1-866-470-7111 (Toll Free)**

This program educates and teaches adults 18+ skills to overcome their anxiety, excessive worry, and learn how to cope with major life stressors. Participants are provided with access to a secure website, programming, and weekly phone support. Visit [strongestfamilies.com](http://strongestfamilies.com).



**7 211 NOVA SCOTIA**

211 Nova Scotia is a free helpline that connects you with community groups, social services and government programs in your area 24/7. Support is available in over 150 languages. Call or visit [ns.211.ca](http://ns.211.ca)



# Equipment Loan Program

We have the following items available for borrowing:

- Washer Toss Games
- Boche Ball set
- Croquet set
- Scooters
- Skateboards
- Soccer Balls
- Skipping ropes
- Indoor Shuffleboard
- Horseshoe set
- Yoga mats
- Hula Hoops
- Binoculars
- Pylon
- Scoop ball
- Sidewalk chalk
- Frisbee
- Volleyballs
- Helmets
- Walking poles
- Yardzee



A Parks and Rec representative will be dropping off reserved borrowed equipment to doorsteps on Tuesday afternoons. Items will be picked back up the following Monday morning. All items will be cleaned and sanitized in between uses.

If interested in borrowing any of the items above, please call Ashley at 902-679-2539 or email at [recreation@kentville.ca](mailto:recreation@kentville.ca).

*\*Drop offs must be within Town of Kentville limits. A drivers license master number will be required at booking.*

# Kentville Parks, Trails & Destinations

**Routes for walking, biking & hiking**  
 Bike Route Eastbound through Downtown

**Recreational Trails**

- Washrooms
- All Day Parking
- Bicycle Repair
- Playground
- Wheelchair Accessible
- Dog Friendly
- Police
- Soccer
- Tennis
- Baseball
- Hiking
- Swimming
- Splash Pad
- Mountain Biking
- Biking
- Skateboarding
- Running Track
- Basketball
- Bird Watching
- Boat Launch
- Community Theatre
- Community Garden
- Snowshoeing
- Stedding
- Cross-Country Skiing
- Skating
- Concerts/Events

**1** Centre Square  
**2** Centennial Arena  
**3** Kings County Museum  
**4** Library  
**5** Recreation Centre  
**6** Town Hall  
**7** CentreStage Theatre  
**8** Glooscap Curling Club  
**9** Miners Marsh  
**10** Farmers Market / Hardware Art Gallery  
**11** KCA School  
**12** Credit Union Rec Complex / Kings County Squash Club  
**13** Kentville Memorial Pool / Splash Pad

## DOWNTOWN

## EASTERN ANNAPOLIS VALLEY

20 kms to Berwick  
97 kms to Annapolis Royal

12 kms to Wolfville  
16 kms to Grand Pré

### Memorial Park

Park Street  
Ball fields, soccer fields, splash pad, outdoor swimming pool, tennis courts, and a popular place for sledding in the winter.

### Centennial Arena

120 Webster Street  
An all-season facility that hosts various events such as hockey, figure skating, Home Shows, promotional events, and concerts.

### Oakdene Park

46 Campbell Road  
Soccer fields, natural playground, sledding in the winter, and outdoor theatre in the summer.

### Recreation Hub

Memorial Park, 800 West Main St.  
Soccer fields, playground, Kentville Trail access, skate park, and a community room to warm up in the winter.

### Miners Marsh

81 Cornwalls Street  
A protected area to enjoy bird watching, picnicking, hiking, and walking a dog on a leash.

### Eaves Hollow

19 Main Street  
Trailhead access to the Kentville Trail and a popular spot to take a rest and enjoy a picnic.

### Burgher Hill

96 Main Street  
4x Downhill Bike Course and a popular spot for sledding in the winter.

### The Gorge

53 Gladys Porter Drive  
A popular destination for mountain biking, snowshoeing, hiking, and walking a dog on a leash.

### Kentville Ravine Trail

32 Main Street  
Woodland trails for hiking and walking a dog on a leash.

[www.kentville.ca](http://www.kentville.ca)  
 Call Parks and Recreation with any questions or to report any issues:  
 902-679-2540. Call 9-1-1 for emergency services.  
 All trails are for non-motorized use.  
 Dogs must be kept on leash at all times.

North  
 0 KMS 1 2 3 kms



# We Need Your Feedback!

To make sure we're meeting your needs please fill out this form to return to your kit provider during the next drop off. This will help us identify what folks are most interested in. Feel free to use the back of this page if you need more room.

Look back through your journal when thinking about your answers!

If you have online access and prefer to submit electronically, you can contact [recreation@kentville.ca](mailto:recreation@kentville.ca) for a link to the form.

## Do you have regular/home access to:

Phone	yes / no
Computer	yes / no
Internet/data	yes / no
Smartphone or tablet	yes / no

1. What was your favorite activity in this kit?
2. What was your least favorite activity in this kit (that you participated in)?
3. Were there any activities you chose not to participate in?
4. If yes, which ones? Why did you choose not to try that activity?
5. Are there any items you did not use in this kit?
6. Since receiving your kit, have you found any other uses for the items provided?
7. When using your kit, did you run out of any of the supplies **before** completing any activity?
8. Were there any activities you would like to see included again?
9. Overall, do you feel equipped to repeat the activities in this kit on your own moving forward?
10. Have you found any new interests or hobbies since receiving your kit?
11. Was there anything that made it particularly easy or difficult to use your kit regularly?

Town of Kentville

Office of the Chief of Police

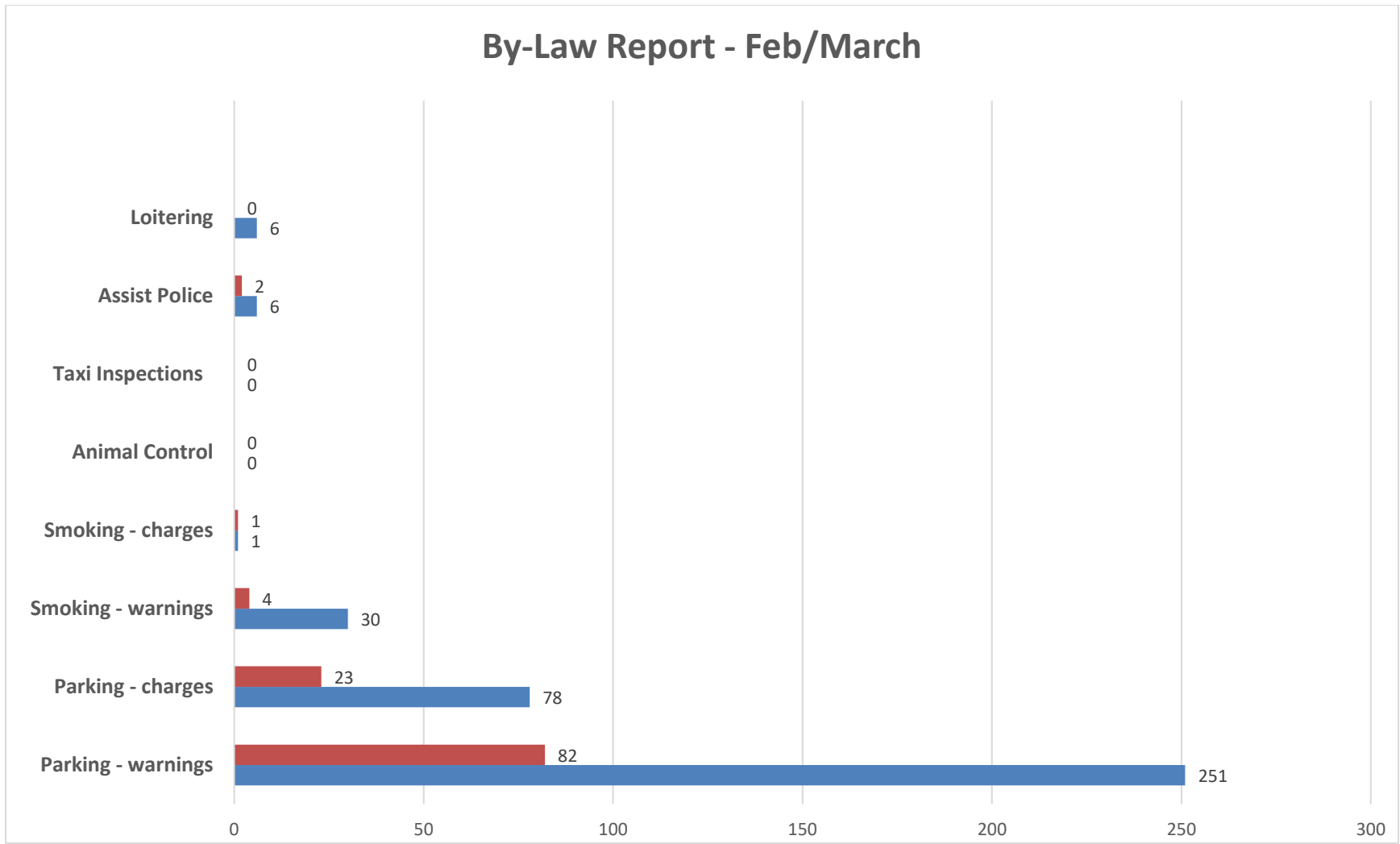
Report to BOPC – April 17, 2020



Administration	Time	February	March
	Auxiliary off. hours	50.5	0
	Training hours		
	Veh. Cks 38's	288	143
	Warning tickets	72	38
	SOT Tickets	74	52
	Foot Patrol Hours	140	91.5
	CC Charges	11	8
	Calls for service	335	279
<b>Training</b>	<ul style="list-style-type: none"> <li>All training has been cancelled due to Covid.</li> </ul>		
<b>Notable</b>	<ul style="list-style-type: none"> <li>A competition was held for the Deputy Chief Position.</li> <li></li> </ul>		
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Countless Covid 19 calls – with TOK, DOJ and NS Chiefs of Police</li> </ul>		



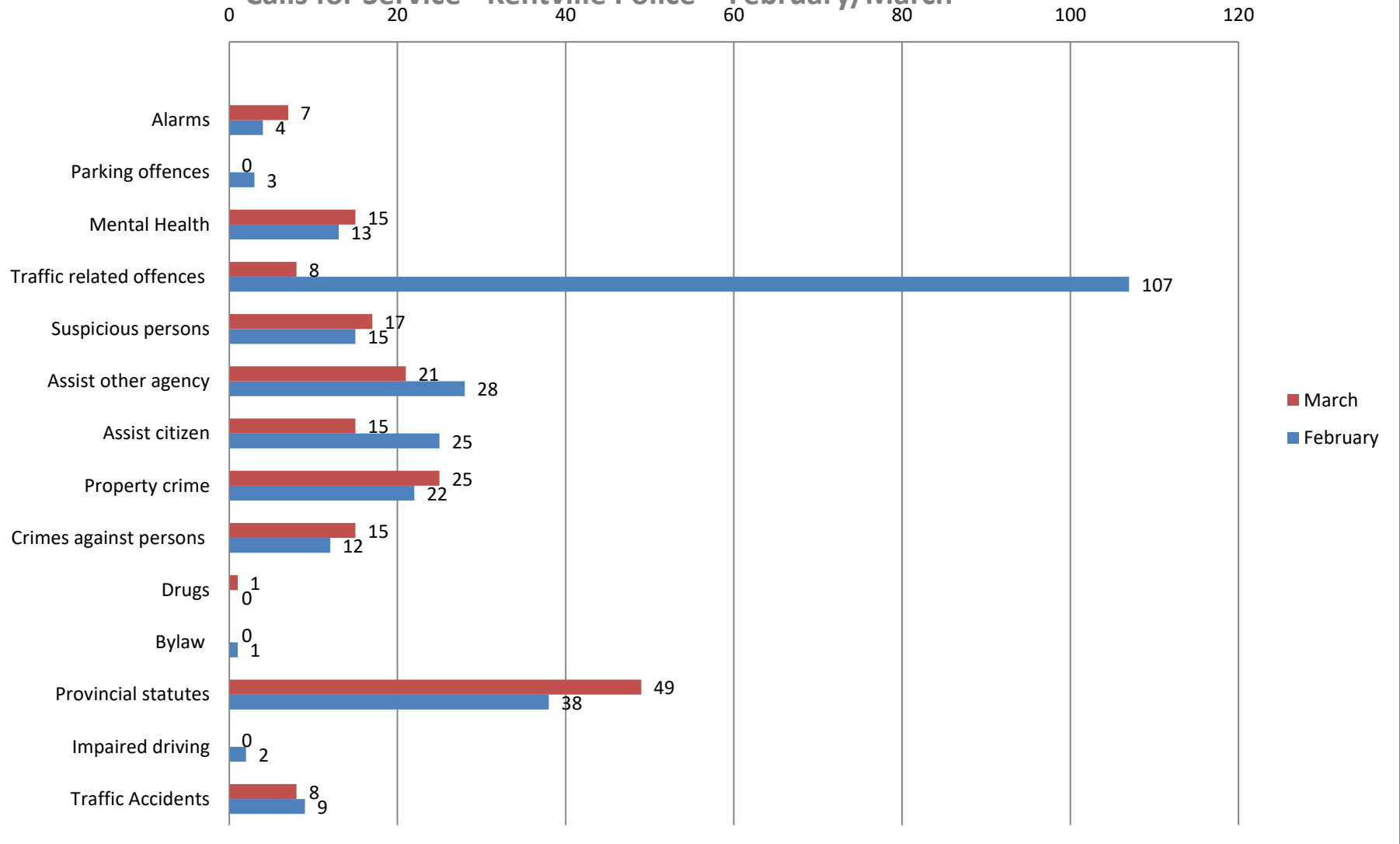
# By-Law Report - Feb/March



February

March

### Calls for Service - Kentville Police - February/March



February 335

March 279

Town of Kentville

Department of Engineering & Public Works

Report to CAC – June 8, 2020

Submitted by: Dave Bell, Director of Engineering & Public Works



<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>Meet weekly with Public Works crew to discuss ongoing works &amp; maintenance issues and talk daily with PW foremen to inform them of resident calls or complaints.</li> </ul>	<p><b>Highlights</b></p>
<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>Dexter Construction was awarded the patch paving contract for this year and will start patch paving our roads &amp; parking lots within the next two weeks.</li> </ul>	<p><b>Highlights</b> <b>2020/21 Budgets</b></p>
<p><b>Projects</b></p>	<p><b>Public Works</b></p> <ul style="list-style-type: none"> <li>PW crews are underway with spring road maintenance including street cleaning, painting, curb &amp; catch basin repairs, and storm sewer &amp; ditch maintenance.</li> </ul> <p><b>Kentville Water Commission</b></p> <ul style="list-style-type: none"> <li>Currently preparing for an upgrade of the internal and external piping at the Prospect Water Treatment Building as part of this year’s Capital Water works.</li> </ul> <p><b>Sanitary Sewer Utility</b></p> <ul style="list-style-type: none"> <li>The Kentville Area Sewer Service set its Operating and Capital Budgets in late May and with Capital projects including sanitary sewer replacements on both Prospect Avenue and Condon Avenue.</li> </ul>	<p><b>Highlights</b></p> <p><b>Spring Maintenance</b></p> <p><b>Upgrades to Prospect Water Treatment Building</b></p> <p><b>Upgrades to Prospect &amp; Condon Sanitary Sewer System</b></p>



	<ul style="list-style-type: none"> <li>• A Regional Sewer Technical Committee meeting is scheduled for June 11<sup>th</sup> to discuss new sample locations in Town to identify high strength wastewater users (industrial, institutional, medical) and encourage them to either reduce the strength of their waste or start receiving surcharges on their utility bills.</li> </ul>	<b>Sewer Samples</b>
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Frequent phone calls and site visits.</li> <li>• Drop-ins – Currently not allowed</li> <li>• Letter correspondence – as needed</li> </ul>	<b>Highlights</b>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Senior Staff meetings every Tuesday.</li> <li>• Capital &amp; Operating Budget Meetings (Zoom)</li> <li>• Regional Sewer Committee (Webex)</li> </ul>	<b>Highlights</b>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>• Open for questions or concerns from Mayor &amp; Council.</li> </ul>	<b>Highlights</b>



**TO:** Mayor and Council

**SUBMITTED BY:** Communications Team

**DATE:** June 8, 2020

**SUBJECT:** Monthly Communications Report

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**ORIGIN**

This Communications Report includes

1. Summary of strategic support issues and challenges that the Strategic Operations Relating to Media team (STORM) is working on; and
2. Events and activities table showing the tools used to promote and share each item.

**DISCUSSION**

- The communications team has been working steadily to
  - Provide appropriate Covid-19 resources to residents
  - Direct residents and businesses to support services
  - Communicate which services and programs are running and which are cancelled
  - Updated website and Facebook information to show cancellations and closures
  - Posters and signage on trails, parks, facilities
- Analytics from the website were collected from May 1 to May 31, 2020. The news article announcing the opening of trails and parks received the most traffic this month. Pageviews for the site increased in May compared to April.
- The Facebook Page continues to grow at around 100 new likes per month, with 6772 total number of Likes. The Town's most popular post this month was the livestreamed float-by and the float-by event.

**POLICY IMPLICATIONS**

None

**BUDGET IMPLICATION**

None

**ATTACHMENTS**

None

**RECOMMENDATION**

None



Administration		Highlights
	<ul style="list-style-type: none"><li>• Valley Waste Resource Management – Waiting on Kings County comments before we can move forward with the bylaw amendments. Notified on May 27<sup>th</sup> that we should be getting something soon.</li><li>• Kings Transit – Service remains suspended due to Covid-19 protocols.</li><li>• Police Commission – Attended April 17<sup>th</sup> meeting, budget was approved and forwarded to Council for their final approval.</li><li>• Union Negotiations – Ongoing</li><li>• The amended Board of Police Commissioners Bylaw is still awaiting approval by the Dept. of Justice, contacted them and expect a response within the next 30 days.</li><li>• Weekly Directors meetings continue.</li><li>• Town Hall remains closed to the public as per Provincial protocols.</li><li>• Staff are still working as per normal at this point with some changes. Only 2 staff remain working from home.</li><li>• Town Hall building has been completely cleaned and disinfected as per COVID-19 protocols.</li><li>• Assessment being conducted at Town Hall to prepare for the opening to the public. An estimate was approved by Council for design work to be completed to prepare Town Hall’s opening to the public. Work will begin on June 1<sup>st</sup>.</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>



<p><b>Projects and Programs</b></p>	<ul style="list-style-type: none"> <li>• Kentville Business Park – The Business Park continues to attract interest from businesses looking to relocate. We have had offers and subsequent sale of 3 properties in the Business Park.</li> <li>• Calkin Building – The building remains “for sale” with 1 recent request for viewing.</li> <li>• The Mentoring Plus Program continues to move forward.</li> <li>• Reviewing and updating the Noise Bylaw is ongoing. This review has proven to be more complicated than first anticipated but thorough research is being done and a re-write will be provided at the April CAC. <b>THIS HAS BEEN DEFERRED AS PER COVID-19 PROTOCOLS.</b></li> <li>• Review of the Code of Conduct processes – ongoing however, waiting for Provincial document release</li> <li>• Have begun working with the other Kings County municipal units looking at a regional recreation strategy. A committee was formed to look at and develop a draft Terms of Reference and I am pleased to say that Director Bedingfield and myself are on the Committee – ongoing.</li> <li>• Work on the regional sewer issue is ongoing. Kings Co. CAO and their Legal met with myself and our Legal (John Shanks) to discuss and review the ongoing unresolved costs and as well, our staff (Engineer, CAO, Director Finance and John Shanks) met to review the proposed spreadsheets by Kings County. John Shanks was to check on some case law and look at potential Arbitrators and get back to us.</li> <li>• Reviewing our options for Fire and Building Services - ongoing</li> <li>• Working with staff on numerous projects that are just beginning or ongoing.</li> <li>• PACE Program – work is ongoing</li> <li>• Now the Capital budgets have been approved, work is beginning to make sure these projects move forward.</li> <li>• Working with staff on the re-opening processes required to accommodate social distancing and all Provincial Public Health protocols.</li> </ul>	<p><b>Highlights</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
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<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Emails- experiencing extremely high volumes mostly COVID-19 related.</li> <li>• Drop Ins – none since March 16<sup>th</sup></li> <li>• Phone messages-on going with extremely high volumes</li> <li>• Social Media – ongoing with extremely high interactions mostly COVID-19 related.</li> <li>• YouTube / Videos -Continuing the normal information but have set up new sections that are addressing COVID-19 protocol information and video updates from the Mayor to the public weekly or as required.</li> <li>• As per COVID-19 protocols, all meetings are now being conducted by virtual means.</li> </ul>	<b>Highlights</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<b>Highlights</b> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• May Regular Council meetings (2)virtual</li> <li>• Budget Meetings (3)</li> <li>• Met with Solicitors on Legal matters (4)virtual</li> <li>• Weekly Directors meetings (5)</li> <li>• Investment Advisory Committee meeting virtual</li> <li>• NSFM Mayor/Warden/CAO meetings (4)virtual</li> <li>• AMANS Meetings (2) virtual</li> <li>• Numerous virtual meetings re: COVID -19 Pandemic</li> <li>• PACE Meetings (2)virtual</li> <li>• Kings County Towns CAO's (3)</li> <li>• Dept. Staff Meetings (6)</li> <li>• Asset Management Co-hort Meeting</li> <li>• Kings County Mayors &amp; CAO's Meeting</li> <li>• MFC, MA, &amp; CAO'S (B K W)</li> <li>• Historical Society Meeting</li> <li>• Communications Team Meeting</li> </ul> <p><b>IT IS WITH DEEP REGRET AND AS THE UN-ENDING UNFORTUNATE CIRCUMSTANCES OF COVID-19, ALL OF THE TOWN OF KENTVILLE'S EVENTS AND PROGRAMMING HAVE BEEN CANCELLED UNTIL THE END</b></p>	<b>Highlights</b>

	<p><b>OF JUNE. BASED ON THE PROVINCIAL PROTOCOLS, THIS WILL BE RE-ASSESSSED AT THAT TIME.</b></p> <p><b>Staff have been adjusting daily to cope with these circumstances and to ensure that all the essential services of the Town are still being provided. There have been some really hard and heart-breaking decisions made that were in the best interest of the safety of our residents and we appreciate Council's support during these difficult times!</b></p> <p><b>I would like to take this opportunity to thank all staff members of the Town of Kentville for their dedication and loyalty!</b></p>	
<b>Council Related</b>	The continual relaxing of some of the Provincial COVID-19 restrictions are ongoing and Staff are making every effort to make sure changes go as smoothly as possible.	



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**TO:** COUNCIL

**SUBMITTED BY:** CAO at the Request of Councillor Bolland

**DATE:** June 3, 2020

**SUBJECT:** Amendment to the Town of Kentville LUB for the Banning of Municipal Election Signs

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**ORIGIN** Environmental concerns brought forward by Councillor Bolland

**BACKGROUND** Concern over the environmental impact of signs that cannot be recycled and the extreme costs to candidates. The desire to end “sign wars”, the visual impact within our borders the signs have, the improper placement of the signs and the stress of enforcement of the placing of signs are other reasons for look at the banning of Municipal Election signs in our community.

**DISCUSSION** Would Council be willing to support this request and amend the Land Use Bylaw to reflect this change.

**POLICY IMPLICATIONS** N/A

**BUDGET IMPLICATION** N/A

**ATTACHMENTS** Samples from the Town of Yarmouth

**RECOMMENDATION** That Council approve the banning of Municipal Election signage in the Town of Kentville and direct staff to move forward with the required amendments to the Land Use Bylaw.

Town of Kentville Decision Wheel:

**At the January 9, 2020 meeting of Yarmouth Town Council, Council approved the following motion:**

COU-2020-01-09-004 Whereas, 2020 is a Municipal election year, which will be followed by a Provincial election as early as next year, and yet another, inevitable, Federal election;

And whereas, this means thousands of plastic lawn signs will be produced at great personal expense to the candidates and their supporters, with the majority being discarded following the election;

And whereas, while election signs are an important source of revenue for some local sign-making businesses, it should be noted that many signs are produced elsewhere, and discarded signs are a risk for adding dangerous plastics to our oceans from which many more local citizens make a living;

Whereas, putting an end to the election “sign war” would help level the playing-field for all candidates regardless of financial means, and help voters and candidates focus on real issues, not who has the most signs, all with the added benefit of preventing more plastics from entering our environment, waterways and oceans;

Therefore be it resolved, that just as the Town of Yarmouth is already a leader in increasing voter engagement through electronic voting, we should join with many other municipal units across Canada and ban the display of all campaign lawn signs during elections.

**Amend the Land Use By-law of the Town of Yarmouth**  
(additions are shown in green and deletions in red)

**In particular Part 37 – Definitions as follows:**

Add paragraphs

20A “Candidate” means a person who has been nominated to run in a municipal, provincial or federal Election.

44A “Election Sign” means any image, words, sign, picture, device, notice or visual medium, or any combination thereof, including, without limitation, any poster, placard, bulletin and banner which: (i) advertises, promotes, opposes or takes a position with respect to any Candidate or political party in a federal, provincial or municipal Election or By-Election, including an Election of a Local Board or commission; or (ii) is intended to influence electors to vote for or against an issue associated with a Candidate or political party in a federal, provincial or municipal Election or By-Election; or (iii) is intended to influence electors to vote for or against any Candidate or any question, law or by-law submitted to the electors.

117A “Place” means to attach, install, erect, build, construct, reconstruct, move, display or affix. Placed, Placement and Placing shall have a similar meaning.

**In particular Part 6 - Signs as follows:**

Delete paragraph 6.2(7)

And add paragraph 6.12 Election Signs

6.12 For the purposes of this Section, the Candidate to whom an Election Sign relates shall be deemed to have placed the Election Sign.

6.13 No Person shall Place or permit to be placed an Election Sign within the limits of the Town.

6.14 Every Person who contravenes the provisions of part 6.13 of this By-law is guilty of an offence and upon conviction is liable to a fine of not more than One Thousand Dollars (\$1,000) for a first offence and not more than Two Thousand, Five Hundred Dollars (\$2,500) for any subsequent offence.



Take notice that the Council of the Town of Yarmouth will hold a digital public hearing regarding the following matter on Thursday June 11, 2020, starting at 3:30 p.m.:


**PUBLIC HEARING ON LAND USE BY-LAW AMENDMENTS TO BAN ELECTION SIGNS**

The public may make formal submissions to Council on the proposal.

- Written submissions will be received until 8:00 a.m. on Monday June 8, 2020 to [admin@townofyarmouth.ca](mailto:admin@townofyarmouth.ca).
- Verbal submissions will be received at the time of the Public Hearing by registering to call in. Speakers must register by 4:30 p.m. on Wednesday June 10, 2020 by emailing [admin@townofyarmouth.ca](mailto:admin@townofyarmouth.ca) or by calling 902.742.8565. Due to the possibility of technical issues, written submissions are preferred.

The proposed amendments are to ban election signs, including signs advertising positions for by-elections, political parties and plebiscites.

To view the report visit [townofyarmouth.ca/current-applications.html](http://townofyarmouth.ca/current-applications.html), or for more information, contact [planningadmin@townofyarmouth.ca](mailto:planningadmin@townofyarmouth.ca)





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**TO:** COUNCIL

**SUBMITTED BY:** CAO on Behalf of Kentville Historical Society

**DATE:** June 4, 2020

**SUBJECT:** Grants to Organizations – Kentville Historical Society

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**ORIGIN** At the time Council was reviewing the Grants to Organizations, there was a request for further financial details from the Kentville Historical Society.

**BACKGROUND** Traditionally, Council have, and do in different ways, support the Kentville Historical Society.

**DISCUSSION** There was some confusion that the submitted documents were not detailed enough for Council to fully understand how or where the funding would be utilized.

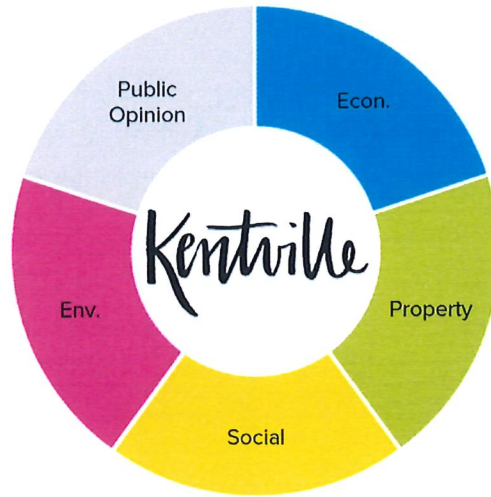
**POLICY IMPLICATIONS** N/A

**BUDGET IMPLICATION** \$2,000 from the Grants to Organizations Contingency Fund

**ATTACHMENTS** Revised 2019/2020 Final Financial Report and 2020/2021 Budget Report

**RECOMMENDATION** That based on the submitted revised reports that Council release the funding requested by Kentville Historical Society.

## Town of Kentville Decision Wheel:



**KENTVILLE HISTORICAL SOCIETY  
FINAL FINANCIAL REPORT 2019/2020**

**INCOME:**

Membership		\$ 620.00
Donations		\$ 500.00
Sales (Historic Postcards)		\$ 240.00
Donations (Heritage Centre)		\$ 282.00
Town of Kentville Grant		\$ 1500.00
		<hr/>
		\$3,142.00

**EXPENSES:**

Lease	-	\$1,500.00
HST	-	\$ 225.00
Insurances	-	\$ 545.00
NS Museums	-	\$ 50.00
Joint Stocks Registry	-	\$ 31.00
Museum Expenses	-	\$ 535.00
(frames, scanning, printing)		
3 Story Boards SpeedPro		\$ 812.00
		<hr/>
TOTAL EXPENSES:		\$3,698.00

**SURPLUS                      \$556.00**

**KENTVILLE HISTORICAL SOCIETY**

**BUDGET 2020/2021**

**REVENUE**

Fundraising	\$ 2,500.00
Cash on Hand	556.00
Membership Fees	600.00
Donations	500.00
Misc. Sales	200.00
Town of Kentville	2,000.00
<b>TOTAL REVENUE</b>	<b>\$ 6,356.00</b>

**EXPENSES**

Lease incl. HST	\$1,725.00
Insurance	545.00
NS Museums/Registry Joint Stocks	81.00
Website Development	\$1,500.00
Rack Cards	200.00
Posters for Windows	75.00
COVID Expenses (sanitizer, wipes, etc.)	100.00
Computer Monitor	150.00
Special Acid Free Envelopes	75.00
Misc. Expenses	300.00
Calendars	721.00
2 Storey Boards (incl. installation)	1,235.00
<b>TOTAL EXPENSES</b>	<b>\$ 6,707.00</b>

**Projected Shortfall            \$351.00**

7 Glenview Avenue  
Kentville, N.S.  
June 2, 2020

Mayor, CAO and Council  
Town of Kentville  
Main Street  
Kentville, N.S.

Dear Mayor, CAO and Council:

The Kentville Historical Society is writing to the Town of Kentville with a request to begin moving forward on Phase I of a proposal that was brought before Council back on May 27, 2019. At that time, the Society was looking to develop a green space to the west of the Via Station and remove the driveway into the north parking lot. After various studies were conducted to determine if there were any impediments or impacts to our request, Mark Phillips, former CAO, recommended that **“should Council decide to support the request and grant permission to the group to develop the space there are no known concerns that would restrict the development of the space as proposed”**. Unfortunately this development didn't proceed as we did not receive the anticipated funding.

We are here today for a similar ask, but on a smaller scope. The 1<sup>st</sup> Masonic Lodge #58 of Kentville is celebrating their 150<sup>th</sup> Anniversary this year and they wish to recognize this milestone with a “legacy” plaque and tree to be placed in the town of Kentville. The plaque would acknowledge the Mason's contribution to the history and development in the Town and contain a historical recognition that the rail yard was the site of the 1<sup>st</sup> Masonic Lodge #58.

They have reached out to the Kentville Historical Society requesting us to be a partner in this milestone celebration by creating a Legacy Green Space beside the Via Station where we currently operate a Heritage Centre portraying Kentville's history. They will make a contribution of \$5,000 for the creation of this space, which will involve the planting of a tree of some substance, along with a plaque to

be placed in the proposed green space. This tree and plaque will represent a long-term assurance of the Mason's legacy within the Town of Kentville.

Our proposal involves using the three parking spaces which currently belong to the Heritage Centre, as the green space. The plan would be to remove the hard surface of the three parking spaces, and the area surrounding the flagpole which in total measures 20 x 40 feet. The space will include some topsoil and decorative stone to be added, three planters with flowers, several benches and the commemorative tree and plaque. Maintenance would be minimal by using decorative stone (pea gravel), and the Historical Society would ensure the tree would be a perpetual legacy to the Mason's.

This new plan, Phase I, will not involve removal of the driveway. There would not be any disturbance of the underground infrastructure as proposed in our original green space plan back in 2019. The costs associated with this project, including planning, design, and development of the space would be the responsibility of the Kentville Historical Society, in collaboration with the Mason's by their contribution to us of \$5,000. In the future, pending approvals, we hope to be able to complete Phase 2.

The Historical Society feels this is a worthwhile community collaboration. We are two non-profit organizations joining together to honor Kentville's heritage. It provides another green space/small park setting in Kentville's downtown, and as well, celebrates the Town's history. There will also be five strategically placed Interpretative Boards in the same general area of the Heritage Centre. There is no anticipated cost to the Town of Kentville.

BUDGET:

Removal of hard-surface	\$1,000
Topsoil, decorative stone, plants, shrubs	\$1,500
Three planters	\$1,000
Tree, plaque and rock	\$1,500
	<hr/>
	\$5,000

Both organizations are looking forward to begin work on this project as soon as Council gives their approval.

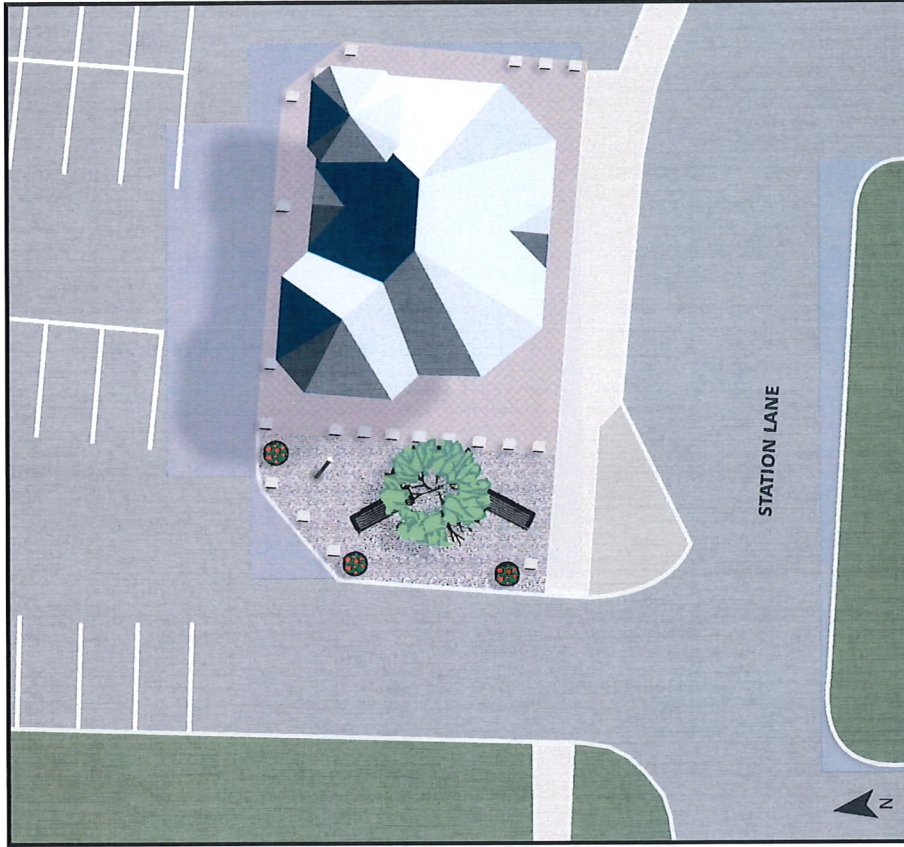
Sincerely,

A handwritten signature in blue ink, appearing to read "Stephen Pearl", with a horizontal line extending to the right from the end of the signature.

Stephen Pearl,  
Co-Chair, Kentville Historical Society  
sapearl@ns.sympatico.ca  
(902)-680-5527



**PROPOSED**



**CURRENT**

