



TOWN OF KENTVILLE COUNCIL COVID-19 PROTOCOL AGENDA January 25, 2021 AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council meeting minutes, November 30, 2020
 - (b) Special meeting of Council, December 14, 2020
 - (c) Special meeting of Council, December 22, 2020
 - (d) Special meeting of Council, January 11, 2021
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Second Reading – Special Events Bylaw Revision, COVID-19
 - (b) Second Reading – Valley Waste Bylaw Revision
- 5. RECOMMENDATIONS AND REPORTS**
 - (a) Council Advisory Committee – Councillor Paula Huntley
 - (1) Withdrawal of Funds from Town Capital Equipment Reserve
 - (2) Withdrawal of Funds from Town Capital Reserve #1
 - (3) Regional Climate Action Plan
 - (4) First Reading – Noise Bylaw Revision
 - (5) Long Service Award Policy Revision
 - (6) Municipal Energy Learning Group Recommendations to Province
 - (7) Catalyst Consulting Request – Public Participation
 - (8) Review of Intermunicipal Service Agreements
 - (9) Kentville Historical Society Lease Extension
 - (b) Councillors' and Mayor Reports
 - (1) Councillor Gerrard
 - a. Board of Police Commissioners
 - b. Joint Fire Services Committee
 - c. Valley Waste Resource Management Authority
 - (2) Councillor Huntley
 - a. Accessibility Committee
 - b. Kings Regional Transit Authority
 - c. Diversity Kings
 - d. Kings Point to Point
 - (3) Councillor Maxwell



- a. Accessibility Committee
- b. Annapolis Valley Trails Coalition

(4) Deputy Mayor Savage

- a. Kings Regional Sewer
- b. Investment Advisory Committee

(5) Councillor Yorke

- a. Board of Police Commissioners
- b. Annapolis Valley Regional Library
- c. Kings County Academy Parent Teacher Association

(6) Councillor Zebian

(c) Mayor Sandra Snow

- a. Kings Regional Emergency Management Organization
- b. Source Water Protection Advisory Committee
- c. Water Commission
- d. Valley Regional Enterprise Network, Liaison and Oversight Committee
- e. Audit Committee

6. NEW BUSINESS

- (a) Active Transportation Project Update
- (b) Special Perpetual Investment Policy Revision
- (c) Resolution – African Heritage Month
- (d) Resolution – 2021 Census
- (e) Welcome to Chief Administrative Officer Dan Troke

7. CORRESPONDENCE

- (a) Pauline Barnes – Healy Property
- (b) Karen and Mike Adamson – Healy Property
- (c) Department of Justice – Extension of Accessibility Plan Deadline

8. PUBLIC COMMENTS

9. IN CAMERA

- (a) Property Matter – Lot 2F
- (b) Property Matter – Robinson Property

10. ADJOURNMENT

TOWN OF KENTVILLE COUNCIL MEETING COVID-19 PROTOCOL Meeting Minutes: November 30, 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 6:00 p.m.

PRESENT

Interim Chief Administrative Office (CAO) Brian Smith reported that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Interim Chief Administrative Officer Brian Smith, Solicitor Geoff Muttart (joined later), Police Chief Julia Cecchetto, IT Manager Jason Bethune and Recording Secretary Jennifer West.

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Cate Savage declared a conflict of interest with item 6.3, Special Events Bylaw Additional Events

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 by Councillor Cate Savage, and seconded by Councillor Gillian Yorke

That the agenda of November 30, 2020 be approved with the following additions

- Addition – 8.e Correspondence
- Change of order – in camera order. Property will become item b, legal matters item a, approval of minutes item c.

MOTION CARRIED

3. SPECIAL PRESENTATION

Mayor Sandra Snow presented Kentville Police Chief Julia Cecchetto with a certificate associated with her 30-year Police Exemplary Service Medal. This is a follow up from the presentation of her medal in August.

4. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting held on October 28, 2020

It was moved that the minutes of the Council meeting on October 28, 2020 be approved as distributed.

MOTION CARRIED

(b) Minutes of the Special Council meeting held on November 9, 2020

It was moved that the minutes of the Council meeting on November 9, 2020 be approved as distributed.

MOTION CARRIED

5. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Election of Deputy Mayor

Mayor Snow reviewed how the election process was deferred from the October 28, 2020 meeting of Council. Mayor Snow reported that according to Policy Statement G19 "Appointment of Deputy Mayor" and in accordance with the Municipal Government Act (S. 16), a Council member was required to be selected by Council as Deputy Mayor.

It was moved by Councillor Cathy Maxwell and was seconded by Councillor Gillian Yorke

That Council adopt a Zoom poll for the election of the Deputy Mayor.

MOTION CARRIED

- Discussion
 - Nominees should take a couple of minutes to share why they want to be Deputy Mayor. This will occur this evening.
 - Mayor Snow called for nominations for the position of Deputy Mayor.
 - Councillor Zebian nominated himself for the position of Deputy Mayor.
 - Councillor Savage nominated Savage for the position of Deputy Mayor.
 - Councillors voted by poll online.

The Deputy Mayor from November 2020 to November 2021 is Councillor Cate Savage. She will serve for a one-year term until October 25, 2021.

6. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee – Presented by Councillor Craig Gerrard

1. General Insurance Recommendation

At the November 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the contract term for the Town's general insurance and risk management services, and the benefits of extending this contract by one year.

Report available for more information.

RECOMMENDATION TO COUNCIL

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

That Council extend its relationship with BFL Canada for General Insurance and Risk Management Services for one year – April 1, 2021 to March 31, 2022.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

2. Special Events Bylaw – Covid-19 Adjustments

At the November 9, 2020 meeting of Council Advisory Committee, Director Gentleman presented her report outlining the need for a new Bylaw (Chapter 101) that would address changes approved by Council in May 2020. These changes would accommodate 5 additional special events in 2021 at the Healy property on Prospect Road which could not happen in 2020 due to the Covid-19 pandemic.

Report available for more information.

• Points of Discussion

- The public will be able to comment on this proposed bylaw until second reading on January 30, 2021.

RECOMMENDATION TO COUNCIL

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

That Council approve First Reading of the resolution and special events Covid-19 amending the Special Events Bylaw to carry over 5 events from 2020 to 2021 Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Gerrard, Savage, Snow, Yorke and Zebian

Councillors who voted against this motion:

Maxwell

Deputy Mayor Savage mutes her audio and turns off her video due to a conflict of interest with the next item.

3. Special Events Bylaw – Additional Events

At the November 9, 2020 meeting of Council Advisory Committee, Director Gentleman presented her report outlining the process of reviewing events at the

Healy property, and the request to increase the maximum number of events from 15 to 20 annually.

Report available for more information.

- **Points of Discussion**

- The property is in a residential zone and has been having a significant impact on the community.
- This is a beautiful property and business, but is in a challenging location.

RECOMMENDATION TO COUNCIL

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

That Council approve First Reading of the proposed amendment to increase the number of events to 20 per year to the Special Events Bylaw.

MOTION FAILED

Councillors who voted against this motion:

Huntley, Gerrard, Maxwell, Snow, Yorke and Zebian

Deputy Mayor Savage returns to the virtual meeting.

4. Valley Waste Bylaw

At the November 9, 2020 meeting of Council Advisory Committee, CAO Smith reviewed the existing Valley Waste Bylaw and the need to repeal the document and create a new bylaw that better reflects current directives, appointment of enforcement, and schedules.

Report available for more information.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Craig Gerrard and seconded by Councillor Andrew Zebian

That Council approve First Reading of the proposed Valley Waste bylaw to Council and further that Second Reading be scheduled for January 30, 2021, and further that existing Bylaw Chapter 92 be repealed upon adoption date of the new Bylaw.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

5. Fire Inspection Services

At the November 9, 2020 meeting of Council Advisory Committee, CAO Smith reviewed the existing service agreement for fire inspection services and the need for an updated agreement document between partners.

Report available for more information.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Craig Gerrard and seconded by Councillor Cathy Maxwell

That Council approve the Kentville Fire Inspection Agreement with Kings County for signature by the CAO and authorization by the Mayor and Town Clerk.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Councillors' and Mayor's Reports

1. Councillor Craig Gerrard

Mayor Snow received Councillor Gerrard's report on his activities over the past month. Highlights included a school presentation about local politics, and NSAPG meeting.

Report available for more information.

2. Councillor Paula Huntley

Mayor Snow received Councillor Huntley's report on her activities over the past month. Highlights included council orientation from the Town and from the province, the Holly Days event, Kings Point to Point committee, conversation with Dr. Strang, and Feed Nova Scotia.

Report available for more information.

3. Councillor Cathy Maxwell

Mayor Snow received Councillor Maxwell's report on her activities over the past month. Highlights included an orientation to the accessibility committee, walk and roll accessibility engagement event, and Nova Scotia Trails Coalition meetings.

Report available for more information.

4. Deputy Mayor Cate Savage

Mayor Snow received Councillor Savage's report on her activities over the past month. Highlights included investment advisory committee, Holly Days event, and the asset management conference.

Report available for more information.

5. Councillor Gillian Yorke

Mayor Snow received Councillor Yorke's report on her activities over the past month. Highlights included CAC and council meetings, orientation sessions, KCA PTA committee, regional library meeting, and the Holly Days event.

Report available for more information.

6. Councillor Andrew Zebian

Mayor Snow received Councillor Zebian's report on his activities over the past month. Highlights included council orientation, CAO selection committee, investment advisory committee, and Holly Days

Report available for more information.

(c) Mayor Sandra Snow

Mayor Snow submitted her report on her activities over the past month. Highlights included the Valley REN, Kings Mayors and CAOs meeting, the annual pumpkin drop, Remembrance Day, Holly Days event, asset management conference,

Report available for more information.

RECOMMENDATION TO COUNCIL

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

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

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. NEW BUSINESS

(a) 2021 Calendar of Council and Council Advisory Committee Meetings

Mayor Snow reviewed the proposed calendar of meeting dates.

RECOMMENDATION TO COUNCIL

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

That the calendar of meeting dates be accepted as presented.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

8. CORRESPONDENCE

(a) Carol Goodwin – November 9, 2020

Ms. Goodwin outlined her concerns about the proposed changes to the Special Events Bylaw (Additional Events) and asked that Council not approve the request for more events.

Letter available for more information.

(b) Karen Peckford – November 9, 2020

Ms. Peckford outlined her concerns about the proposed changes to the Special Events Bylaw (Additional Events).

Letter available for more information.

(c) Chuck Mader – November 20, 2020

Mr. Mader outlined his concerns about the proposed changes to the Special Events Bylaw (Additional Events) and asked that Council not approve the request for more events.

Letter available for more information.

(d) Kentville New Horizons Seniors Club – November 19, 2020

Ms. Ellen Dempsey wrote to thank Council for providing a grant to her organization in the amount of \$625.

Letter available for more information.

(e) Linda Durling – November 27, 2020

Ms. Durling outlined her concerns about the proposed changes to the Special Events Bylaw (Additional Events) and asked that Council not approve the request for more events.

Letter available for more information.

9. PUBLIC COMMENTS

None.

10. IN CAMERA

It was moved by Councillor Cathy Maxwell and seconded by Councillor Craig Gerrard

That Council proceed to a closed session at 6:54 pm to discuss legal and property matters.

MOTION CARRIED

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

It was moved by Councillor Yorke and seconded by Councillor Huntley

That Council return to open session at 8:00 pm

MOTION CARRIED

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

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

That Council direct the CAO to carry out direction provided in-camera.

MOTION CARRIED

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

10. ADJOURNMENT

It was moved by Councillor Maxwell

That the November 30, 2020 meeting of Council be adjourned at 8:02 p.m.

MOTION CARRIED

TOWN OF KENTVILLE COUNCIL MEETING

Meeting Minutes: December 14, 2020

1. ROLL CALL

Mayor Snow called the meeting to order at 9:40 p.m., and Interim Chief Administrative Officer (CAO) Brian Smith reported the following members of Council and staff were present:

PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian

Staff:

- Brian Smith, Interim Chief Administrative Officer
- Geoff Muttart, Solicitor

2. APPROVAL OF AGENDA

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

That the agenda of the Special Meeting of Council on December 14, 2020 be approved as presented.

MOTION CARRIED

3. NEW BUSINESS

(a) River Street Purchase Extension

Recommendation from the December 14, CAC meeting

“that Council approve the extension for the River Street Property purchase due diligence to March 31, 2021 and closing date to April 30, 2021 to Council at a Special Council meeting 14 December 2020”

It was moved by Councillor Gerrard and seconded by Councillor Maxwell

That Council approve the extension for the River Street Property purchase due diligence to March 31, 2021 and closing date to April 30, 2021; and further authorize the CAO to execute the amending agreement.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Deputy Mayor Savage and seconded by Councillor Yorke

That Council amend the agenda to include the downtown infrastructure proposal.

MOTION CARRIED

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

(b) Downtown Infrastructure Proposal

Recommendation from the December 14, CAC meeting

“that the Town is not in a position to move forward with the concept at this time.”

It was moved by Councillor Zebian and seconded by Councillor Gerrard

That Council direct the CAO to respond to KBC that the Town is not in a position to move forward with the concept at this time.

MOTION CARRIED

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

Councillor Zebian declared a conflict of interest and recused himself at 9:46pm and did not return to the meeting.

(c) Mike’s Clothing

Recommendation from the December 14, CAC meeting

“that Council direct the CAO and Solicitor to carry out the property matter – Mikes Clothing action as discussed in camera.”

It was moved by Councillor Gerrard and seconded by Councillor Huntley

That Council direct the CAO and Solicitor to carry out the property matter – Mikes Clothing action as discussed in camera.

MOTION CARRIED

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

2. ADJOURNMENT

It was moved by Deputy Mayor Savage

That the December 14, 2020 Special Meeting of Council be adjourned at 9:48 p.m.

MOTION CARRIED

TOWN OF KENTVILLE SPECIAL COUNCIL MEETING COVID-19 PROTOCOL Meeting Minutes: December 22, 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 7:35 p.m.

PRESENT

Interim Chief Administrative Office (CAO) Brian Smith reported that all members of Council were present: Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Interim CAO Brian Smith, Solicitor Geoff Muttart.

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

None.

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

2. APPROVAL OF THE AGENDA

RECOMMENDATION TO COUNCIL

It was moved by Councillor Huntley and seconded by Councillor Yorke

That Council approve the agenda.

MOTION CARRIED

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

3. NEW BUSINESS

Recommendation from the CAO Selection Committee

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

That Council move to a closed session at 7:35 pm to discuss a personnel matter.

MOTION CARRIED

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

It was moved by Councillor Zebian and seconded by Councillor Yorke

That Council retire from the closed session and return to open session at 9:11 pm

MOTION CARRIED

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

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

That Council hire the CAO as endorsed in the closed session.

MOTION CARRIED

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

It was moved by Councillor Huntley and seconded by Councillor Maxwell

That Council approve the CAO performance review committee composed of the Mayor, Deputy Maor, Councillors Maxwell and Zebian.

MOTION CARRIED

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

4. ADJOURNMENT

It was moved by Councillor Yorke

That the December 22, 2020 meeting of Council be adjourned at 9:14 p.m.

MOTION CARRIED

TOWN OF KENTVILLE SPECIAL COUNCIL MEETING COVID-19 PROTOCOL

Meeting Minutes: January 11, 2021

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 9:31 p.m.

PRESENT

Interim Chief Administrative Office (CAO) Brian Smith reported that all members of Council were present except Councillor Andrew Zebian: Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, and Councillor Gillian Yorke.

Staff in attendance included Interim CAO Brian Smith, Solicitor Geoff Muttart.

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Andrew Zebian declared a conflict of interest with this matter and was not 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

RECOMMENDATION TO COUNCIL

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

That Council approve the agenda.

MOTION CARRIED

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

3. NEW BUSINESS

Recommendation from the CAC meeting, January 11 2021.

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

That Council direct the Chief Administrative Officer and the Solicitor to carry out the action regarding the Mike’s Clothing property matter as discussed in camera on January 11, 2021.

MOTION CARRIED

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

4. ADJOURNMENT

It was moved by Councillor Craig Gerrard

That the January 11, 2021 meeting of Council be adjourned at 9:33 p.m.

MOTION CARRIED

DRAFT



TO: Council

SUBMITTED BY: Brian T. Smith, Interim Chief Administrative Officer

DATE: January 25, 2021

SUBJECT: Special Events Covid-19 Bylaw – Second Reading

ORIGIN

The property at 439 Prospect Avenue is used to rent for special events such as weddings and private gatherings under the provisions of the Special Events bylaw 96 since 2016. One of the condition of the Bylaw limits the number of events on this property to 15 per year.

BACKGROUND

During eth summer of 2020, many of the events scheduled for this year at the Healy property were cancelled or postponed. In May 2020, the owners requested that Council approve an additional 5 events for the 2021 year due to loss of available dates during the 2020 pandemic summer.

DISCUSSION

At the November 30 2020 meeting of Council, First Reading of this bylaw passed with a motion to have second reading on January 25, 2021.

POLICY IMPLICATIONS

Administrative requirements to update the Town Bylaw.

BUDGET IMPLICATION

No financial impacts from the proposed revisions.

ATTACHMENTS

Draft, Special Events Covid-19 Amending Bylaw, Chapter 101

RECOMMENDATION

That Council give Second Reading to and adopt the Special Events Covid-19 Amending Bylaw Chapter 101.

Town of Kentville Decision Wheel:





TO: Council Advisory Committee
FROM: Beverly Gentleman, Director of Planning and Development
DATE: November 9, 2020
SUBJECT: Special Events COVID-19 Amending Bylaw

ORIGIN

Jess Healy has been promoting their family property at 439 Prospect Ave as a place to rent for special events such as weddings and other similar private gatherings, under the provisions of the Special Events Bylaw, Chapter 96 since 2016. One of the conditions of the Bylaw is limiting the use of the property to a maximum of 15 events per year.

COVID-19 put an incredible stain on the wedding industry and other special events and gatherings during the peak season of 2020. As a result, Healy Events have had to cancel most of their weddings during this time. In May 2020 Jess Healy submitted a letter requesting that Council approve adding 5 additional events for the 2021 year due to their loss of available dates during the 2020 year of COVID-19. Council did approve that her request, and now a bylaw amendment is required to confirm that decision (Please note there were other requests outlined in the letter that will be addressed in a separate report)

ATTACHMENTS

- Council meeting minutes May 25, 2020
- Letter of request from Healy Farms
- Resolution and Special Events Covid-19 Amending Bylaw

DISCUSSION

To facilitate this request, a new Bylaw is recommended that address the additional 5 events for the year 2021

RECOMMENDATION

I recommend that CAC forward the proposed Resolution and Special Events COVID-19 Amending Bylaw Chapter 101 to Council for First Reading.

- **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



354 Main Street
Kentville, NS
B4N 1K6

May 18, 2020

Good morning Mayor Snow and Town Council,

First of all and most importantly, I hope this letter finds you all safe and healthy during the ongoing global health crisis.

As mentioned in my previous email, I would like to have the Special Amendment bylaw reassessed and the following applied:

1. Special Amendments to allow an additional 5 weddings totalling 20 weddings per year.
2. Notify the neighbours of events at the beginning of the year instead of 7 days prior to every wedding.

In 2016, I requested an amendment to the Special Event bylaw. At that time I asked for a total of 30 events per year. I have listened to the neighbour's concerns and reduced that amount to an additional 5 weddings per season totalling 20 events per year.

If this request cannot be considered by the council on a permanent basis for the years moving forward, I would like to request a temporary amendment to the bylaw for the 2021 season. As mentioned previously, Healy farms and our clients have been affected by the COVID-19 pandemic. If passed by council, I will have the ability to carry over any cancelled dates due to the ongoing pandemic.

In the past there were concerns regarding noise levels, traffic and property values. Since our last meeting in 2016 I have worked to meet these concerns and incorporate a solution into my business plan.

I work closely with my clients to monitor noise levels prior to and during weddings. Every couple signs a contract agreeing that sound levels will not exceed 55 decibels. At each event I monitor and record sound readings with a sound decibel reader. I keep a record of all readings in an effort to demonstrate to the town and neighbours that we are within reasonable sound levels. In the past two years there have been two instances where the sound levels were slightly above the limit listed in our contract. In both instances our on site commissioner and/or myself addressed the issue immediately by working with the DJs to bring the sound and bass levels down.

Regarding traffic, I have encouraged my clients to use a transit system (such as renting a bus or shuttle service) to transport their guests to and from accommodations in the valley. While not every couple has chosen to use this recommendation, last year 46% of our weddings chose to use this type of transportation.

Finally, if you take a drive up Prospect Ave and around the Deerhaven subdivision, you will notice many new builds and sold properties from over the past few years. This is an indirect measure of property value but it does show the demand to live and build in this desirable neighbourhood remains strong. One might argue that a beautifully maintained farm in the heart of Kentville has had an uplifting effect on the curb appeal of the surrounding area.

Prior to every event, I give advance notice to neighbours within 500 feet of the property. My interactions with these neighbours have been overwhelmingly positive. Many have praised the above changes and have expressed that they have no ongoing issues with my business.

I have made it my top priority as a business owner to ease the concerns of the neighbours and will continue to work hard to co-exist peacefully moving forward.

Thank you for your time and stay safe.

Jessica Healy

Kentville

RESOLUTION RE: THE ADOPTION OF THE SPECIAL EVENTS COVID-19 AMENDING BYLAW TO ALLOW FIVE (5) ADDITIONAL SPECIAL EVENTS PER PROPERTY IN 2021

WHEREAS the COVID-19 pandemic has significantly curtailed the opportunity for Special Events in the year 2020;

AND WHEREAS the Special Events Bylaw limits to 15 the total number of Special Events per year per property;

AND WHEREAS Council wishes to minimize the negative commercial effects of the pandemic;

THEREFORE BE IT RESOLVED THAT the Special Events Bylaw be amended by adopting the attached Special Events COVID-19 Amending By-law, Chapter 101

I hereby certify that this Resolution
was adopted by Kentville Town Council on
2021

Town Clerk



**TOWN OF KENTVILLE BY-LAW
CHAPTER 101
SPECIAL EVENTS COVID-19 AMENDING BYLAW**

1.0 TITLE

This by-law may be cited as the Special Events COVID-19 Amending By-law.

2.0 AMENDMENT

The Special Events By-Law is amended by inserting the following clause immediately following clause 5.9:

5.9A Notwithstanding clause 5.9, no more than 20 Special Events per property shall be permitted in the year 2021

3.0 EFFECTIVE DATE

This Bylaw will become effective upon publication.

CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

Date of mailing to Minister a certified copy of By-Law:

I certify that this Special Events Bylaw Covid-19 Amending Bylaw, Chapter 101 was adopted by Council and published as indicated above.

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

TO: Council

SUBMITTED BY: Brian T. Smith, Interim Chief Administrative Officer

DATE: January 25, 2021

SUBJECT: Valley Waste Bylaw – Second Reading

ORIGIN

Section 325 of the *Municipal Government Act* authorizes municipalities to adopt a solid waste bylaw. The Town of Kentville has a bylaw for solid waste dated February 15, 2012. All parties in Valley Waste are required to have common Bylaws.

BACKGROUND

The County of Kings review of the Bylaw identified three specific areas that require the Town to repeal and replace our existing Bylaw with the attached. The changes to the Bylaw would streamline processes and clarify Valley Waste’s role in regional solid waste management. The draft Town Bylaw has Valley Waste:

- **Recommending Directives for Council approval;**
- **Recommending to the Town the Bylaw Enforcement Officer(a) to be appointed by Town Council;**
- **Setting out Schedules 1(a) and 1(b) of the draft Bylaw as delegated authority to Valley Waste.**

DISCUSSION

At the November 30 2020 meeting of Council, First Reading of this bylaw passed with a motion to have second reading on January 25, 2021.

POLICY IMPLICATIONS

Administrative requirements to update the Town Bylaw, and echo similar Bylaws for all municipal partners in Valley Waste.

BUDGET IMPLICATION

No financial impacts from the proposed revisions.

ATTACHMENTS

Draft, Valley Waste Solid Resource Waste Management Bylaw 102

RECOMMENDATION

That Council give Second Reading to and adopt the Valley Waste Solid Resource Waste Management Bylaw Chapter 102.

Town of Kentville Decision Wheel:





Town of Kentville By-Law Chapter 102 Solid Waste Resource By-Law

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WHEREAS section 325 *Municipal Government Act, 1995 R.S.N.S. c. 18*, as amended (*MGA*), enables Council to make by-laws pertaining to solid waste; and

WHEREAS the Town of Kentville is party to an Agreement under section 60 *MGA*, that created the Valley Region Solid Waste-Resource Management Authority as a municipally owned body corporate;

NOW THEREFORE BE IT RESOLVED THAT the Town of Kentville hereby enacts as follows:

1 Repeal

Municipal By-Law # 92 Valley Region Solid Waste-Resource Management By-Law is hereby repealed.

2 Definitions

In this By-law:

- 2.1 “Authority” means the *Solid Waste-Resource Management Authority* as defined in provision 2.1 herein;
- 2.2 “Authority Collection” means collection of Solid Waste by or on behalf of the Authority from waste generators pursuant to this By-law and any issued Directives;
- 2.3 “Boxboard” means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or like items, with plastics removed;
- 2.4 “Bulky Items” means large items of a household nature including, without limitation, furniture, stoves, fridges with “CFC-free” sticker on, mattresses, bed springs, barrels, water tanks, dishwashers, Oil Tanks, and pieces of fencing;
- 2.5 “By-law Enforcement Officer” means a person with Special Constable Designation per ss 89 and 90 *Police Act*, employed by the Authority to administer and enforce this By-law;
- 2.6 “Collection Cart” or “Cart” means a cart supplied by the Authority for the Storage of Source-Separated Solid Waste such as an aerated cart for the collection of organic materials;
- 2.7 “Collection Containers” means bags, garbage cans or other containers approved in any Directive;
- 2.8 “Compostable Organics” or “Organics” or Compostables means Food Waste, Leaf and

Yard Waste, Soiled and Non-Recyclable Paper, branches and bushes, natural Christmas trees without decorations and stands and other material of plant or animal origin as set out in any Directive, but does not include whole companion animal or livestock carcasses or parts thereof that may create hazards or nuisance except as approved by the General Manager or designate;

- 2.9 “Construction and Demolition Waste” or “C&D” means materials normally used in the construction of buildings, structures, roadways, walls and other landscaping material, and includes, without limitation, soil, asphalt, brick, mortar, concrete, drywall, plaster, cellulose, fibreglass fibres, lumber, wood, asphalt shingles, and metals;
- 2.10 “Directive” means a provision recommended by the Authority and adopted by the Municipality and as set out in a Schedule to this By-law;
- 2.11 “Dispose” means the actions of dumping, abandoning, placing or leaving or the causing or permitting of any of these actions with respect to any Solid Waste on any property within the jurisdiction of this By-law;
- 2.13 “Dwelling Unit” means a building or a unit with a separate entrance, kitchen, and sanitary facilities in a building, occupied or intended to be occupied as a home or residence by one or more persons but does not include a hotel, motel, guesthouse, inn, or travel trailer;
- 2.12 “Eligible Premises” means those properties within the jurisdiction of the Authority, which are eligible for Authority Collection as set out in any Directive;
- 2.14 “Food Waste” means, without limitation, fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other like items;
- 2.15 “General Manager” means the General Manager of the Authority, the successor to such position, or a designate;
- 2.16 “Hazardous Waste” means solid or liquid waste that may be harmful to humans, animals, plant life or natural resources including, without limitation, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid and pesticides;
- 2.17 “Household Hazardous Waste” or “HHW” means Hazardous Waste generated in households including, without limitation, solvents, glues, cleaners, paints and finishes, asphalt sealers, gasoline, diesel, kerosene, pesticides, lawn and garden chemicals, poisons, propane tanks, roofing tar, pool chemicals, lubricating oil, batteries, and automotive fluids. For the purposes of this By-law, Household Hazardous Waste does not include PCBs, radioactive materials, explosives, fireworks, pathological wastes, and ammunition;
- 2.18 “IC&I Waste” means Solid Waste generated by, from or within any Industrial/Commercial/Institutional Premises.

- 2.19 “IC&I Premises” means a lot of land occupied by one or more industrial, commercial or institutional establishments;
- 2.20 “Litter” means loose Solid Waste items, usually smaller in size, that are distributed over a distance or area, including, without limitation, disposable drink cups, beverage bottles and containers, cigarette boxes, cigarette butts, potato chip bags, and food and candy wrappers;
- 2.21 “Leaf and Yard Waste” means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings and other like items;
- 2.22 “Multi-Unit Residential Building” means a dwelling containing three or more residential Dwelling Units and may include condominiums;
- 2.23 “Mini-bin” means a small container supplied to Eligible Premises by the Authority for the collection of organic materials prior to deposit in an Organics Collection Cart;
- 2.24 “Notice of Violation or Summary Offence Ticket” means an administrative monetary penalty issued by the Municipality for violating the By-law which, if paid as required, will result in no prosecution for the offence being commenced by the Municipality;
- 2.25 “Occupant” means any person who occupies property, including lands or buildings, and includes a tenant, lessee, roomer, subtenant, under-tenant or co-tenant, or who otherwise occupies or has occupied land or buildings and heirs, assigns and legal representatives;
- 2.26 “Oil Tanks” means residential oil tanks, cleaned and emptied of all liquids that hold a maximum volume of 900 litres;
- 2.27 “Order” means a written direction requiring any person to comply with a provision of this By-law;
- 2.28 “Property Owner” or “Owner” has the same meaning as “Owner” in the *Municipal Government Act* and, for greater clarity, includes a landlord, a lessor, an Owner, the person giving or permitting the occupation of premises, heirs and assigns and legal representatives and, in the case of a corporation, the officers and directors;
- 2.29 “Public Waste” means Solid Waste generated in or on premises where the public is or would normally be responsible for disposing of waste including, without limitation, enclosed or exterior shopping centres, malls, food courts, quick-service or counter-service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and inside or outside public event venues;
- 2.30 “Recyclable Materials” or “Recyclables” means newsprint, corrugated cardboard, Boxboard and other paper products, redeemable beverage containers, milk cartons, glass bottles and jars, steel/tin food cans, aluminum cans, aluminum foil plates, trays and wrap, high-density polyethylene plastic containers (HDPE #2), low-density polyethylene plastic containers (LDPE #4), and polyethylene terephthalate plastic bottles (PET #1), plastic bags (#2 and #4), stretch wrap (pallet wrap) or other items set out in any Directive;

- 2.31 “Residential Premises” means any house, dwelling, apartment, condominium, flat, tenement, mini-home, mobile home, mobile home park, mobile home space or any property that is occupied or may be occupied by an individual as a residence or that part of any such place, and includes any such property or premises occupied by an Owner and family;
- 2.32 “Residual Waste” means any Solid Waste remaining after diversion of Recyclables, Organics and Hazardous Waste or Household Hazardous Waste, tires, and electronics;
- 2.33 “Soiled and Non-Recyclable Paper” means dinner napkins, paper towels and fast food wrappers, wax paper, wrapping paper, soiled pizza boxes, paper plates and cups, damp and soiled newspaper and flyers, sugar, flour and potato paper bags or other like items or such other items that may be set out in any Directive;
- 2.34 “Solid Waste” means Residual Waste, Recyclables, Organics, Compostable Organics, construction and demolition debris, and other discarded materials resulting from residential, commercial, institutional and industrial activities that are commonly accepted at a municipal Solid Waste management facility, but excludes wastes from industrial activities regulated by an approval issued pursuant to the *Environment Act*;
- 2.35 “Source-Separated Solid Waste” means Solid Waste that has been sorted and separated at the point of origin, to facilitate its reuse, recycling, composting or disposal; for greater clarity, references to ‘source separation’ and ‘source separation of Solid Waste’ have the same meaning;
- 2.36 “Special Collection” means an Authority Collection for Bulky Items and such other materials as may be set out in any Directive;
- 2.37 “Storage Facility” or “Storage” means any container, Collection Cart, receptacle, building, structure, enclosure or other facility capable of, or intended to be used for, the temporary holding or storage of Solid Waste;
- 2.38 “Unsorted Solid Waste” means any Solid Waste that is not sorted and separated and contains materials banned from landfill as Directives;
- 2.39 “Valley Region” or “Region” means the Valley Region as defined in the Nova Scotia Solid Waste-Resource Management Regulations and any amendments thereto;
- 2.40 “Warning” means written notice by a By-law Enforcement Officer of contravention or failure to comply with any provision of this By-law, but which is not subject to section 8.0 -Offence Enforcement and Penalties whereby proceedings are instituted; and
- 2.41 “Waste-Resource Management Centre” means a facility operated by the Authority for receiving, storing, sorting and shipping Solid Waste.

3 Valley Region Solid Waste-Resource Management Authority

- 3.1 The *Valley Region Solid Waste-Resource Management Authority*, referenced herein as the Authority, is a body corporate established pursuant to an Intermunicipal Services

Agreement (IMSA) to which this Municipality is party. The municipal parties thereto have delegated responsibility for the management of Solid Waste within their respective jurisdictions, pursuant to section 60 *Municipal Government Act* and the Solid Waste-Resource Management Regulations enabled by the *Environment Act* to the Authority.

- 3.2 Pursuant to the IMSA, it is agreed that each party shall establish and maintain a complementary Solid Waste-Resource Management By-law for the efficient and consistent execution of the Authority mandate throughout the jurisdiction of the municipal parties. Accordingly, this By-law may reference places or facilities within the Region that are beyond the geographical boundaries of this Municipality and it is intended that any such references in this By-law be construed and applied in a manner consistent with the provincially-mandated regional approach to Solid Waste-Resource management.
- 3.3 The General Manager is the chief administrator of and is responsible to the Authority for its proper administration in accordance with provincial legislation and regulations, any Directive, and plans approved and established by the Authority. The General Manager shall be responsible for the administration and enforcement of this By-law.
- 3.4 Directives to supplement and assist with the administration and enforcement of this By-law may be adopted and included as a Schedule hereto, and shall form part of this By-law and shall be subject to the penalty provisions herein.
- 3.5 The Authority shall recommend to the Municipality the appointment of a By-law Enforcement Officer to assist with the administration and enforcement of this By-law. Municipal Council shall consider the recommendation and may approve the appointment by resolution.
- 3.6 For the purpose of administration of this By-law, the General Manager or the By-law Enforcement Officer, or an agent or employee of the Authority so designated by either, may, at any reasonable time, enter and inspect any land or premises, other than a dwelling or a room being used as a dwelling, to verify compliance with this By-law and Directives, and may inspect Solid Waste and any Storage Facility.
- 3.7 The General Manager or the By-law Enforcement Officer may issue an Order directing any person to comply with the provisions of this By-law, including any Directive, in the manner and within the time specified therein.
- 3.8 Any Order or other written direction pursuant to section 3.7 signed by the General Manager or By-law Enforcement Officer, is effective if delivered personally to the person named therein or posted on the premises or if sent by prepaid post or facsimile or email transmission to the most recent known address of the person named and shall be deemed to have been received by such person, in the case of facsimile or e-mail transmission on the day after it was sent and in the case of prepaid post, on the third day after it was sent where receipt is not acknowledged, in the case of posting on the premises, on the day thereof.
- 3.9 It shall be an offence for any person to fail or refuse to comply with an Order signed by either the General Manager or Bylaw Enforcement Officer pursuant to this By-law.

4 Prohibitions

4.1 Illegal Dumping of Solid Waste

4.1.1 No person shall Dispose of or permit the Disposal of, dump, place, leave, abandon, or deposit Solid Waste at any public or private place within the Municipality unless that place is duly licensed to receive and Dispose of that particular category or item of Solid Waste.

4.1.2 Litter is not illegal dumping, and therefore is not within the jurisdiction of this By-law.

4.2 Illegal Dumping of Solid Waste at Authority Waste Facility

No person shall Dispose of Residual Waste or Solid Waste on the lands of a Waste-Resource Management Centre or any other facility licensed to receive any category of waste except during operational hours and only where directed by the Centre or facility.

4.3 Illegal Burning of Solid Waste

No person shall burn Solid Waste in the Municipality in a barrel, stove or other device or in the open as a method of Solid Waste disposal, excepting brush, tree limbs and milled wood that is free from adhesives, coatings and preservatives and, with respect to such products, only where such burning is permitted by law.

4.4 Disposal of Banned Materials

No person shall Dispose of the following materials at any licensed Solid Waste management facility, or Dispose of any such materials in a Storage area, Storage Facility, or collection container intended for Residual Waste disposal in an incinerator or landfill, namely:

4.4.1 Banned by Provincial Regulation

Materials banned from Disposal by provincial regulation, including those materials listed in Schedule B of the Nova Scotia Solid Waste-Resource Management Regulations as amended from time to time;

4.4.2 Banned by the Authority

Materials banned from time to time by this By-law.

4.5 Flow Control

No person shall export or remove from the Municipality Residual Waste, Construction and Demolition Waste, or Unsorted Solid Waste generated within the Municipality unless permitted otherwise by the General Manager or designate, and without limiting the foregoing, transport is permitted only to Waste-Resource Management Centres authorized by the Authority.

4.6 Notwithstanding section 4.5, the Authority may export Residual Waste, Construction and Demolition Waste or Unsorted Solid Waste to approved facilities beyond the jurisdiction of the Municipality.

4.7 Waste Accumulation

No Occupant or Owner of property in the Municipality shall allow, permit or authorize the accumulation of Solid Waste on or around property owned or occupied by them or allow, permit or authorize any uncollected Solid Waste to remain on or around property owned or occupied by them other than in a Storage Facility as approved in this By-law or in any Directive.

4.8 No person shall leave the lid or door of the Storage Facility open except during loading or unloading.

4.9 No person shall place any Solid Waste for collection on a property other than a property owned or occupied by that person, except as permitted by the General Manager or designate.

5 Source Separation Requirements

5.1 It shall be an offence of this By-law to fail to comply with any Directive pertaining to source separation of Solid Waste.

5.2 All Solid Waste being generated by or from any Residential Premises or any IC&I Premises shall be source-separated and packaged in accordance with any issued Directive and shall also comply with this By-law.

5.3 Public Waste

The Property Owner and the Occupant of any premises where Public Waste is generated shall provide common area containers designed to receive and accommodate the quantities of Source-Separated Solid Waste generated on that site, as required by this By-law or any Directive, and shall ensure that such containers are clearly labeled and are accessible to the public, tenants, employees, visitors and Occupants of such premises.

6 Authority Collection

Solid Waste to be collected by or on behalf of the Authority must comply with the provisions of this section.

6.1 Collection Container Placement

6.1.1 Except as otherwise permitted by this By-law, or by the General Manager, Collection Containers shall be placed roadside for collection as close as practicable to the edge of the street or roadway, and no further than five (5) meters from the travelled portion of the street or roadway to facilitate efficient unobstructed collection, accounting for factors such as urban versus rural setting, winter snow clearing operations, ditches, brush, and the like.

6.1.2 All Solid Waste placed for collection shall be in front of and on the same side

of the street or roadway as the Eligible Premises from which it has been generated.

6.1.3 Collection Carts shall be placed roadside in an upright position with the lid closed.

6.1.4 In the case of Multi-Unit Residential Buildings, the Owner shall provide a Storage Facility for Source-Separated Solid Waste in an easily accessible location on the building property in accordance with this By-law, any issued Directive and other applicable municipal requirements. Any collection contractor engaged by the Authority will collect Solid Waste from this location in accordance with source-separation and collection Directives provided it is accessible when the collection truck arrives, and otherwise shall be placed roadside for collection.

6.1.5 Collection will occur on public streets and roads only, except for: private roads identified by the Authority; roads on federal lands in cases where the cost of collection has been paid for by a grant in lieu of taxes or other means; or other roads as designated from time to time by the Authority, provided that all such roads must be in acceptable condition for the collection vehicles.

6.1.6 For all roads not otherwise addressed, collection will occur at the nearest intersection with a public street or road. Source-Separated Solid Waste must be brought to the intersection and placed in accordance with section 6.2 Set-out Times of this By-law; otherwise placement must be in the Solid Waste generator's own permanent Storage Facility or in the closest Storage Facility provided by the Authority for that purpose.

Any such Storage Facility must be in compliance with Storage requirements set out in clause 6.5 Solid Waste Storage.

6.2 Set-out Times

6.2.1 Solid Waste shall be set out for collection only between 7:00 pm the night before and 7:00 am on collection day. In the event of conditions preventing collection, the Property Owner shall remove prior to the end of collection day all Solid Waste not collected and set it out again on the scheduled alternative collection day or the next regularly scheduled collection day.

6.2.2 For Special Collections (Spring and Fall cleanups) Solid Waste for roadside collection shall be set out no earlier than the weekend immediately before the scheduled Special Collection week.

6.3 Removal of Collection Containers and Uncollected Material from Roadside

6.3.1 Removal of Collection Containers

Solid Waste Collection Containers shall be removed or caused to be removed by the Property Owner from roadside by the end of collection day excepting

permanent Solid Waste Storage facilities. Permanent Storage facilities shall comply with this By-law and any issued Directives. Collection Carts shall be removed from roadside and stored on the premises.

6.3.2 Removal of Uncollected Solid Waste

Any Solid Waste not collected for any reason, including, without limitation, Litter in or around any Storage Facility, shall be removed or caused to be removed by the Property Owner by end of collection day and properly sorted, contained, stored and Disposed of in accordance with this By-law.

Where uncollected Solid Waste has not been removed from roadside within 24 hours of collection day's end, and in cases where Solid Waste has been placed roadside outside the permitted time, the General Manager may arrange for the removal and Disposal of such waste and invoice the Property Owner for associated costs. For the purposes of this section and section 507 *Municipal Government Act*, the General Manager shall be deemed to be an employee of the Municipality.

6.4 Directives

The Municipality may adopt as part of this By-law Directives recommended by the Authority respecting the collection of Solid Waste, including, without limitation, the contents, type, nature, location and weight of Collection Containers or Storage facilities. The Directives, if adopted by the Municipality, shall form a part of this Bylaw and it shall be an offence to fail to comply with any such Directive.

6.5 Solid Waste Storage

Solid Waste Storage facilities shall be:

- 6.5.1 Weather-tight and animal-proof with the lid or door maintained in a closed position except during loading or unloading;
- 6.5.2 Capable of accommodating the quantities of Source-Separated Solid Waste generated between collections at that location;
- 6.5.3 Designed and constructed such that Solid Waste remains in a source-separated condition;
- 6.5.4 Easily accessible to all users and easily serviced by the collector;
- 6.5.5 Safe for their intended users; and
- 6.5.6 In cases where Authority Collection is provided at the Storage location, placed to provide unobstructed access over clear ground free of snow, ditches, brush or other obstacles to the Authority Collection truck within five (5) meters of the loading hopper.

6.6 Owner and Occupant Responsibilities for Solid Waste Management

The responsibility for management of Solid Waste in Residential Premises and IC&I Premises is shared by each Property Owner, jointly and severally, and each Occupant, jointly and severally, as follows:

6.6.1 Property Owner Responsibilities

The Property Owner shall:

6.6.1.1 Provide Solid Waste Storage facilities as set out in section 6.5;

6.6.1.2 Where any Storage Facility is inaccessible to the collection truck as required in section 5.5.6 on regular or Special Collection days, ensure that Solid Waste is set roadside in accordance with section 6.2;

6.6.1.3 Maintain any Solid Waste Storage facilities in good repair and in a clean, tidy, and sanitary condition at all times, both inside and outside, including the immediate surroundings; and

6.6.1.4 Ensure that Collection Containers, Storage facilities and uncollected Solid Waste, including Litter produced or resulting from set-out Solid Waste by pests, weather conditions or otherwise, are removed by the end of collection day.

6.6.2 Occupant Responsibilities

The Occupant shall:

6.6.2.1 Source-separate and package all Solid Waste generated in the Occupant's premises as per section 5 of this By-law and issued Directives; and

6.6.2.2 Between collections, place sorted and packaged Solid Waste in the Storage Facility provided by the Property Owner or in their own Storage Facility, as the case may be.

6.7 Inspection and Rejection Guidelines

Solid Waste set out for Authority Collection shall be subject to inspection by the collection contractor or by Authority staff. Solid Waste not in compliance with this By-law or any Directive may be rejected.

6.8 Authority Collection Prohibitions

No person shall:

6.8.1 Pick over, remove, disturb or otherwise interfere with any Solid Waste that has

been set out for Authority Collection except that Solid Waste set out for Special Collections may be removed for salvage or reuse providing that the set-out location must be left in a clean and tidy condition;

6.8.2 Collect Solid Waste placed for collection by the Authority; or

6.8.3 Remove a collection container placed roadside.

These prohibitions do not apply to the person who placed the waste for collection, to the Authority, or to its contractors.

6.9 Suspension of Collection

The General Manager may suspend Authority Collection, upon written notice, at any Eligible Premises where one of the following deficiencies develops until corrected to the General Manager's satisfaction, namely:

6.9.1 An unsafe or potentially unhealthy condition or a nuisance or a potential nuisance related to Storage or collection of Solid Waste;

6.9.2 Persistent violation of any provision of this By-law or any Directives, Orders or other written notice issued pursuant to this By-law; or

6.9.3 Road conditions are unsafe for collection.

7 Non-Authority Collection and Disposal of Solid Waste

The provisions of this section apply to all residential and IC&I Premises generating waste that is unacceptable for Authority Collection or exceeds allowable limits of Authority Collection or which for any other reason is not placed for Authority Collection by the Owner or Occupant, and is managed either by the Owner or Occupant or by another person or corporation for or on behalf of the Owner or the Occupant.

7.1 Solid Waste Removal

The Property Owner or Occupant of premises shall promptly remove and Dispose of all Solid Waste not collected by Authority Collection.

7.2 Solid Waste Storage

7.2.1 The Owner of any premises housing a Storage Facility, or the Owner or user thereof shall each ensure that such Storage Facility is:

7.2.1.1 weather-tight and animal-proof with the lid or door maintained in a closed position except during loading and unloading;

7.2.1.2 capable of accommodating the quantities of Source-Separated Solid Waste

generated between collections at that location;

7.2.1.3 designed and constructed such that Solid Waste remains in a source-separated condition;

7.2.1.4 emptied and cleaned regularly;

7.2.1.5 maintained in good repair and in a clean and tidy condition at all times, both inside and outside, including the immediate surroundings; and

7.2.1.6 clearly labelled with signage for source-separated waste streams.

7.3 No person shall place Solid Waste in any Storage Facility without permission of the Owner of the premises or the Owner or renter of the Storage Facility.

7.4 All Storage facilities are subject to inspection per this By-law.

7.5 The Owner of the premises or the Owner or renter or user of any Storage Facility shall each ensure that all Solid Waste placed in such Storage Facility is source-separated and packaged in accordance with this By-law and any issued Directive.

7.6 Any person collecting, transporting or hauling Solid Waste or any Storage Facility shall ensure that all Solid Waste contained within such vehicle or Storage Facility is delivered to the Waste-Resource Management Centre in a source-separated condition and deposited at the Waste-Resource Management Centre in the designated locations for each type of Source-Separated Solid Waste.

7.7 It is an offense to haul Unsorted Solid Waste to the Waste-Resource Management Centre for Disposal or to fail to deposit each type of Source-Separated Solid Waste in designated locations at the Waste-Resource Management Centre.

8 Waste-Resource Management Centres

8.1 The Municipality delegates its authority as enabled under section 60 *MGA* to the Authority relative to the operation of Waste-Resource Management Centres and related tip fees as depicted in Schedules 1(a) and 1(b) of this By-law, as may be amended from time to time, by the Authority.

8.2 The Authority may recommend Directives to be adopted by the Municipality respecting the efficient, safe and environmentally-sound operation of Waste-Resource Management Centres in the Region and it shall be an offence to fail to comply with any such Directive.

8.3 Inspection and Enforcement

All loads entering the Waste-Resource Management Centre are subject to inspection and enforcement by the General Manager or designate. The General Manager or designate may issue warnings, charge increased tipping fees, impose administrative

fees or revoke privileges of site users for non-compliance with this By-law or any issued Directive.

8.4 No person shall remove Solid Waste from a Waste-Resource Management Centre except as authorized by the General Manager or designate.

8.5 The operator of every commercial collection vehicle entering the Waste-Resource Management Centre site shall produce, upon request of the General Manager or designate, a manifest comprising a customer list whose Solid Waste is on board the vehicle.

9 Offence Enforcement and Penalties

9.1 No person shall contravene or fail to comply with any provision of this By-law.

9.2 This By-law may be enforced, at the discretion of the Municipality, by any peace officer or By-law Enforcement Officer, in accordance with the procedures set out in the *Municipal Government Act* or by means of a Summary Offence Ticket per the *Municipal Government Act* or *Summary Proceedings Act*.

9.3 The *Summary Proceedings Act*, where applicable, shall apply to proceedings under this By-law.

9.4 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:

9.4.1 Section 4.8 (failing to close the lid or door of Storage)

9.4.2 Section 4.9 (unauthorized placing of waste for curbside collection)

9.4.3 Section 6.1 (improper collection container placement)

9.4.4 Section 6.2 (improper set-out time)

9.4.5 Section 6.8.1 (interfering with Solid Waste set out for collection)

- a. for the first offence to a penalty of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00) or imprisonment for a period of not more than fourteen (14) days or both;
- b. for the second offence to a penalty of not less than two hundred dollars (\$200.00) and not more than seven hundred and fifty (\$750.00) or imprisonment for a period of not more than thirty (30) days or both;
- c. for the third offence to a penalty of not less than four hundred dollars (\$400.00) and not more than one thousand dollars (\$1000.00) or imprisonment for a period of not more than sixty (60) days or both.

9.5 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:

- 9.5.1 Section 3.4 (failure to comply with a Directive)
- 9.5.2 Section 3.9 (failure to obey a Warning or other written notice)
- 9.5.3 Section 4.1 (illegal dumping)
- 9.5.4 Section 4.2 (illegal disposal at licensed facility)
- 9.5.5 Section 4.3 (illegal burning)
- 9.5.6 Section 4.4 (disposing of banned Solid Waste)
- 9.5.7 Section 4.5 (removing or exporting Residual Waste or Unsorted Solid Waste)
- 9.5.8 Section 4.7 (accumulating of Solid Waste)
- 9.5.9 Section 5.2 (failure to source-separate solid waste)
- 9.5.10 Section 5.3 (failure to provide for source-separation of Public Waste or label containers)
- 9.5.11 Section 6.3 (failure to remove uncollected containers or waste from roadside)
- 9.5.12 Section 6.6.1 (failure to fulfill Owner Property Owner's responsibilities)
- 9.5.13 Section 6.6.2 (failure to fulfill Occupant's responsibilities)
- 9.5.14 Section 6.8.2 (illegally collecting Solid Waste set out for Authority Collection)
- 9.5.15 Section 6.8.3 (illegally removing Collection Containers)
- 9.5.16 Section 7.1 (failure to promptly remove Solid Waste from premises)
- 9.5.17 Section 7.2 (failure to provide proper waste Storage for non-Authority Collection)
- 9.5.18 Section 7.3 (unauthorized use of Solid Waste Storage)
- 9.5.19 Section 7.5 (Owner's or renters of Storage Facility failure to ensure Solid Waste in Storage Facility is source separated and packaged)
- 9.5.20 Section 7.6 (hauler's failure to keep hauled Solid Waste source separated and packaged)
- 9.5.21 Section 7.7 (hauling Unsorted Solid Waste or failure to deposit Solid Waste in designated locations at Management Centre)
- 9.5.22 Section 8.5 (hauler's failure to provide a manifest)
 - a. for the first offence to a penalty of not less than five hundred dollars (\$500) and not more than five thousand dollars (\$5,000) or imprisonment for a period of not more than thirty (30) days or both;
 - b. for the second offence to a penalty of not less than one thousand dollars (\$1,000) and not more than seven thousand dollars (\$7,000) or imprisonment for a period of not more than forty-five (45) days or both;
 - c. for the third offence to a penalty of not less than two thousand dollars (\$2,000) and not more than ten thousand dollars (\$10,000) or imprisonment for a period of not more than sixty (60) days or both.

9.6 Any person who violates any other provision of this By-law is guilty of a summary offense

and liable to a fine of not less than two hundred and fifty dollars (\$250) and not more than five thousand dollars (\$5,000) or to imprisonment for a period of not more than thirty (30) days or both.

9.7 In any prosecution for an offence under this By-law, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for the offence, unless the accused establishes that the offence was committed without the knowledge or consent of the accused.

9.8 Where a corporation commits an offence under this By-law, any officer or director of the corporation who directed, authorized, assented to, acquiesced in or participated in the violation of this By-law is guilty of the offence and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted.

9.9 In lieu of prosecution under this By-law, the General Manager or his delegate may, in his sole and absolute discretion, issue to any person he believes upon reasonable grounds has committed an offence under this By-law a Notice of Violation (By-law Ticket), which Notice shall require the person to whom it is directed to pay to the Authority within fourteen (14) days of the issuance of the Notice the sum of one hundred and twenty-five dollars (\$125) for offences listed in section 9.4 and one hundred and seventy five dollars (\$175) for offences listed in section 9.5; and one hundred and twenty-five dollars (\$125) for offences covered by section 9.6. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this By-law requires the General Manager or designate to issue a Notice of Violation before initiating a prosecution.

9.10 Every day during which an offence pursuant to section 9.4, 9.5, or 9.6 continues is a separate offence.

9.11 Proof that Solid Waste that is Disposed of anywhere in contravention of this By-law originated from a particular person, from a residence of a particular person, from a particular premises or from a particular vehicle shall be evidence that the person, the Owner, or the current Occupant of said premises or the Owner of the vehicle so Disposed of it in the absence of evidence to the contrary.

When a person is identified as owner of Solid Waste deposited or dumped on a premises in violation of this By-law, the owner, on request of the By-law Enforcement Officer shall, within 48 hours of the request, supply the name and address of the person(s) responsible for the dumping. An owner of Solid Waste deposited or dumped on a premises in violation of this By-law who fails, to supply the requested information shall be guilty of an offense under this By-law.

10 Clerk's Annotation For Official By-Law Book

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

Date of mailing to Minister a certified copy of By-Law:

I certify that this Boundaries Bylaw – Chapter 2 was adopted by Council and published as indicated above.

Clerk

Date

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

Schedule "A" DIRECTIVES

SOLID WASTE-RESOURCE MANAGEMENT BY-LAW DIRECTIVES

**Pursuant to the
Solid Waste-Resource Management By-law**

Enabled by section 2.4 of the By-law

Approved by Council:

**Solid Waste-Resource Management
By-law Directives**

**Enabled by
Solid Waste-Resource Management By-law**

Introduction

The Solid Waste-Resource Management By-law (By-law) authorizes the Authority to apply and enforce Directives for the effective and efficient management of Solid Waste within the jurisdictions of the municipal unit parties to the *Valley Region Solid Waste-Resource Management Intermunicipal Services Agreement* or *IMSA* (i.e. the Municipality of the County of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville (collectively, the parties), or any other municipality who enters the IMSA to contract or designate the Authority to enforce their Solid Waste By-law and Directives.

These Directives are a Schedule to the By-law, forming part of the By-law that is in force and effect.

Section 2.4 of the By-law reads as follows:

2.4 Directives to supplement and assist with the administration and enforcement of this By-law may be adopted and included as a Schedule hereto, and shall form part of this By-law and shall be subject to the penalty provisions herein.

The Directives in this Schedule have been recommended by the Authority pursuant to section 3.4 of the By-law and adopted by the Municipality and may be amended from time to time.

1.0 Banned Materials

Materials Banned from Disposal

Section 4.4 Solid Waste Resource Management By-law names two classes of materials that are banned from disposal in landfill: 1.1 materials banned by Provincial Regulation; and 1.2 materials banned by the Authority. Banned items may be managed as Recyclables, Compostable Organics, Household Hazardous Waste, Hazardous Waste, tires, electronics, or by other means appropriate to the material. Disposal bans are in effect at Authority facilities for the materials listed below.

Materials on the list that are accepted at the Waste-Resource Management Centres must be delivered separated from other garbage. Questions about how to handle specific items should be directed to the Authority at 902-679-1325 or toll free at 1-877-927-8300.

- 1.1 Materials banned from landfill disposal by the provincial Solid Waste-Resource Management Regulations and accepted at the Solid Waste-Resource Management Centres:

- Beverage containers
- Corrugated cardboard
- Newsprint
- Steel/tin food containers
- Glass food containers
- Low Density Polyethylene (LDPE #4) bags and packaging including industrial/commercial/institutional stretch wrap (pallet wrap)

High Density Polyethylene (HDPE #2) non-hazardous containers and packaging such as food containers, detergent containers, shampoo containers, jugs, pails and lids, windshield washer containers, non-hazardous cleaner containers, etc.
 Compostable organic material (food waste, yard waste, Soiled and Non-Recyclable Paper)
 Lead-acid automotive batteries
 Waste paint & their containers
 Ethylene glycol (automotive antifreeze)
 Used glycol
 Glycol containers
 Used oil
 Used oil filters
 Oil containers
 Electronic products specified by the Province

In the event of conflict with the above itemized list and the current policy of Nova Scotia Environment [NSE], NSE governs. Refer to Schedule "B" — Designated Materials Banned from Destruction or Disposal in Landfills and Incinerators in the Nova Scotia Solid Waste-Resource Management Regulations.

1.2 Materials banned from landfill disposal by the Authority and accepted at the Waste-Resource Management Centres:

Polycoat or gable top cartons (milk, juice, soy, rice, etc.) and aseptic cartons (Tetra Pak®)
 All non-hazardous plastic bottles and containers Glossy paper, office paper, and other recyclable and compostable paper products
 Boxboard
 Household Hazardous Waste (HHW)
 Propane tanks
 Expanded polystyrene foam (beaded Styrofoam®)

1.3 Materials banned federally, provincially, or by the Authority and not accepted at the Waste-Resource Management Centres:

Industrial, Commercial, Institutional Hazardous Waste
 Liquid Waste, or Solid Waste saturated to a fluid consistency, which is not part of the HHW program
 Highly combustible or explosive materials, such as celluloid cuttings, motion picture film, gasoline or solvent soaked rags or other combustible residues, ammunition, dynamite, or other similar material
 Medical material that is considered pathogenic or biomedical including anatomical waste, saturated blood-soaked dressings, infected material, and hypodermic needles from physicians, surgeons, dentists or veterinarians
 Whole carcasses of any animal or parts thereof that may create hazards or nuisance except as authorized by the General Manager or designate, except for the bodies of companion animals delivered to the Waste-Resource Management Centre by a municipal animal control officer
 Waste listed or characterized as hazardous by federal or provincial law

- Large pieces of sheet iron, scrap metal or machine parts, automobile bodies and fuel tanks
- Septic tank pumpings, raw sewage or industrial sludge
- Radioactive materials
- Soil and rock, and tree branches and stumps exceeding 15 cm (6 in) in diameter, unless approved by the General Manager or designate
- Manure, kennel waste, excreta, fish processing waste
- Asbestos
- Fuel tanks exceeding 2250 litre (500 gal) capacity
- Hot ashes or cinders
- Used Tires (rim size 24.5 inches or less)
- Specified Risk Materials (SRM) - the skull, brain, trigeminal ganglia, eyes, palatine tonsils, spinal cord and dorsal root ganglia (DRG) of cattle aged 30 months or older, as well as the distal ileum of cattle of all ages. In cattle infected with Bovine Spongiform Encephalopathy (BSE), these tissues contain the BSE agent and may transmit the disease

2.0 Source-Separation

To facilitate recycling and composting of banned materials, all persons in the Valley Region are required to source-separate the waste they generate at permanent, seasonal or temporary Residential Premises, at Industrial, Commercial, and Institutional premises, in public places, and at events held in public places, commercial premises, and other public event venues. Waste must be separated into the following categories: Compostable Organics, Recyclables, Residual Waste, Hazardous Waste, tires, and electronics. The items that compose each of these categories are listed below. For up-to-date sorting information, including proper preparation, see current the Authority sorting lists in the annual calendar on the Authority website (www.vwrm.com), a free Recycle Coach app, or call the Authority office at 1-902-679-1325 or toll free at 1-877-927-8300.

2.1 Organics/Compostable Organics

Food Waste including fruits and vegetables and peelings, table scraps, meat, poultry and fish, bones, shellfish (including shells), dairy products, egg shells, cheese, cooking oil, grease and fat, bread, grain, rice and pasta, coffee grounds and filters, tea leaves and bags, and other similar items

Leaf and Yard Waste including grass clippings, leaves, brush, twigs, house and garden plants, waste potting soil, sawdust, and wood shavings
 soiled Boxboard with all plastics, foil and metal fasteners removed (unless soiled with HHW, paint, petroleum products, etc.) including cereal, shoe, tissue, cracker, cookie, baking product and frozen food boxes (not coated with plastic), paper towel and toilet paper rolls, soiled pizza boxes and waxed corrugated cardboard

Soiled and Non-Recyclable Paper products (unless soiled with petroleum products)

branches and prunings tied in bundles no longer than four (4) feet

Christmas trees with decorations and stands removed; and

Other materials of plant or animal origin, including cat litter (optional), except for whole companion animal or livestock carcasses or parts thereof and Specified Risk Materials (see section 1.0).

2.2 Recyclables

Recyclable Paper

phone books
paper egg cartons and other molded paper products
newspaper
file folders
office paper including shredded paper (bond paper, computer paper, envelopes)
paperback books
cereal boxes and other Boxboard packaging
flyers and magazines
non-waxed corrugated cardboard

Recyclable Containers

milk and juice containers (no caps)
beverage containers (soft drinks, beer, liquor may also be returned to an Enviro-Depot for refund)
tin/steel food cans
aluminum foil plates, trays and wrap
glass bottles and jars (remove lids)
clean and empty plastic bags
all plastic bottles and containers
stretch wrap (pallet wrap)

2.3 Household Hazardous Waste (HHW)

HHW to be delivered at no charge to the HHW Depot at one of the Waste-Resource Management Centres. In general, material with hazardous symbols on the packaging illustrated below shall be considered hazardous.



Toxic



Corrosive



Flammable



Explosive

Examples of Household Hazardous Waste include:

batteries
propane tanks
fluorescent light bulbs
paint, stain, finishes, sealers
motor oil
household cleaners
pool chemicals
pesticides
needles and lancets

2.4 Residual Waste

Examples of Residual Waste include:

- chip bags and candy wrappers
- toothpaste tubes, tooth brushes and floss
- disposable drink cups
- diapers
- toys, clothing and footwear
- incandescent light bulbs, empty spray cans
- feminine hygiene products
- oil and antifreeze containers
- cat litter (optional)
- dog feces
- broken glass
- appliances not considered part of the electronics program
- furniture
- carpet
- Construction and Demolition (C&D) materials
- permitted medical Solid Waste*
- and other items not listed as compostable or Recyclables or as Hazardous Waste

* Permitted medical waste means medical waste that is not medical waste listed in section 1.3 of the Directives.

3.0 Authority Collection

The Authority provides a roadside waste collection program servicing all residential and IC&I Premises within the jurisdictions of the municipal unit parties to the *Solid Waste-Resource Management Intermunicipal Services Agreement*, i.e. the Municipality of the County of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville. Solid Waste is collected through the Authority Collection program provided it is source-separated and set out according to the By-law and these By-law Directives.

All Eligible Premises are subject to the same source-separation requirements, set-out limits, and Collection Container requirements. It is the responsibility of the Owner or Occupant to provide for collection and disposal of materials which are not eligible for Authority Collection or which exceed the allowable limits.

3.1 Eligible Premises

The basic unit of Authority Collection is a property, or Eligible Premises. To be deemed an Eligible Premises, a premises must be in compliance with applicable municipal zoning and development requirements, and property taxes levied to date must be paid. In the case of federal lands for which property taxes are not paid, premises may be deemed Eligible Premises if an agreement is in effect to provide waste management services on those lands.

Residential Premises eligible for Authority Collection include self-contained long-term living accommodations containing kitchen facilities in which the Occupant(s) sleep, cook, and eat meals. Each such unit is one Eligible Premises.

Industrial Commercial and Institutional (IC&I) Eligible Premises may include a variety of industrial, commercial or institutional enterprises or organizations including home occupation businesses. An IC&I serviced unit must:

- conform to municipal zoning by-law requirements;
- comprise the entire building, or form a separate business unit within a building containing two or more separate units;
- be an operating business generating waste through activities of that business; and
- be assessed as commercial, resource farm, or another designation excepting residential, or resource forest.

The Owner or Occupant of any Eligible Premises generating waste in excess of the standard collection limits must make arrangements, either through private service providers or using their own resources, to remove and Dispose of their waste materials in compliance with the By-law.

Examples of residential and IC&I Eligible Premises include:

- single detached residential dwellings including mobile homes
- each individual unit in a duplex or semi-detached residential dwelling (under-and-over and side-by-side)
- each individual unit in a Multi-Unit Residential Building (e.g. apartments and condominiums) or in a multi-unit ICI building or in a multi-unit mixed use building
- each individual unit in a row house or townhouse dwelling
- an individual unit in an industrial, commercial or institutional building as defined above
- seasonal residential dwellings (e.g. a cottage)
- church halls, community halls, fire halls, service club halls, and other similar public buildings
- residential dwellings and IC&I Premises on private roads providing that properly sorted and contained waste materials shall be deposited in a drop-off depot designated by Authority for the purpose, or, in the absence of a drop-off depot, placed at the nearest intersection with a public road at the set-out times specified in section 5.2 of the By-law
- public wharves: a wharf is one Eligible Premises
- cemeteries: a cemetery is one Eligible Premises
- seasonal agricultural worker accommodations where Occupants eat, sleep and prepare their meals

3.2 Green Carts and Mini-bins

3.2.1 Cart Distribution

The Authority provides aerated Organics Collection Carts (Green Carts) and kitchen Mini-bins for each Eligible Premises. Green Carts and Mini-bins are assigned to a given Eligible Premises and remain the property of the Authority. In all cases, the Authority supplies the Green Cart and Mini-bin only for the Storage and collection of Compostable Organics from the premises. Green Carts and Mini-bins are assigned as detailed below:

- a single detached permanent, residential dwelling including a mobile home, individual row house, and individual unit in a semi-detached dwelling - one Green Cart and one Mini-bin will be assigned automatically to the property;

each single Industrial, Commercial, or Institutional premises - one Green Cart and Mini-bin will be supplied;
a Multi-Unit Residential Building or condominium building - a sufficient number of Green Carts will be assigned to provide Storage for the amount of Organics generated between collections by all the building's units combined -usually that means one Green Cart for every four units;
A Mini-bin will be provided to each individual apartment unit;
duplexes (side by side or over and under) - one Green Cart will be assigned to each unit;
seasonal homes on private roads - one Mini-bin will be provided to each unit; a Green Cart will only be provided if there is no seasonal waste drop-off depot in the area and the resident places the Green Cart at a public road for collection; and
church halls, community halls, fire halls, service club halls and other similar buildings - one Green Cart and one Mini-bin will be provided on request to each unit

3.2.2 Green Cart Ownership

Green Carts and Mini-bins are and remain the property of the Valley Region Solid Waste-Resource Management Authority. The Green Cart and Mini-bin are registered to the residential or IC&I property, and are assigned to the property. When a property is sold, the Green Cart and Mini-bin shall remain on the property.

3.2.3 Green Cart Exchange

The Authority may from time to time offer more than one size Green Cart to accommodate the varying needs of residents. The standard Green Cart size has a nominal volume of 240 liters. When other Green Cart sizes are available, the current one may be exchanged for one of more suitable size. There is no service fee for this exchange. Green Carts will not be exchanged due to uncleanliness or design preference.

3.2.4 Lost, Stolen or Damaged Green Carts or Mini-bins

If a Green Cart is lost, stolen or damaged, except through normal use, it is the Property Owner's responsibility, subject to the General Manager's discretion, to pay the Authority the replacement cost. If damaged or stolen due to negligence of the collection contractor, it will be the contractor's responsibility to purchase a new Green Cart.

The Authority will replace Green Carts rendered unusable through normal use at no cost.

It is the Property Owner's responsibility to replace lost or broken Mini-bins, except that when a property is sold, the Authority will replace missing or destroyed Mini-bins free of charge at the Owner's request.

3.2.5 Sale of Property

Green Carts are the property of the Authority. Upon the sale of a property, the Green Cart shall remain with the property. The new Owner is responsible for making new Green Cart arrangements with the Authority if necessary.

3.3 Non-Collectable Materials

In addition to all materials detailed in **Section 1.0 Banned Materials**, subsection iii, the Authority will not collect the following materials curbside through the Authority Collection program:

- Solid Waste produced outside the jurisdictions administered by the Authority
- any materials not meeting collection requirements
- items banned by the province from landfill disposal, as per Schedule B of Solid Waste-Resource Regulations; e.g. electronics
- large windows or large glass doors
- items covered under the Authority's Household Hazardous Waste program

3.4 Collection Containers

Waste shall be set out for Authority Collection in the containers and quantities set out below.

Collection Containers must be designed to allow for safe and efficient collection. Collection Containers that do not allow the collector to remove waste in an ergonomically-acceptable manner may be rejected roadside provided the collector affixes a rejection sticker explaining the reason.

3.4.1 Acceptable Collection Containers for Authority Collection

Acceptable Collection Containers for Recyclable Materials shall be:

- Transparent blue plastic bags weighing no more than 15 kg (33 lb.) when full; no wider than 0.8 m (30 inches), and no longer than 1 m (39 inches) when flat
- Bundles of corrugated cardboard: flattened and securely tied or otherwise bound together, weighing no more than 15 kg (33 lb.) and measuring no more than 30 cm by 60 cm by 90 cm (1 foot by 2 feet by 3 feet)

Acceptable Collection Containers for Compostable Organics shall be:

- Organics Collection Carts as assigned to properties by the Authority weighing no more than 100 kg (220 lb.) when full
- Bundles of brush, no more than 60 cm (2 feet) in diameter, securely tied, and weighing no more than 15 kg (33 lb.) with no individual piece of material being more than 5 cm (2 inches) in diameter or longer than 1.2 m (4 feet)

Acceptable Collection Containers for Residual Waste shall be:

Clear Transparent Plastic Bags:

- a. Securely tied and watertight
- b. No wider than 0.8 m (30 inches) , and no longer than 1 m (39 inches) when flat; and
- c. Weighing no more than 15 kg (33 lb.) when full

Each serviced unit may set out one (1) solid-coloured regular plastic garbage bag (e.g. black, green, brown, white, etc.) as a "privacy bag" each collection cycle, to contain private items such as permitted medical waste and other Residual Waste. A clear bag filled with smaller opaque bags is considered one solid-coloured "privacy bag". The privacy bag counts as one Residual Waste container and is subject to inspection for proper source-separation like any other Residual Waste container.

Broken glass shall be safely boxed or wrapped to prevent injury

To prevent Litter created by pests, snow plows, etc., acceptable Residual Waste bags may be set out for collection inside water tight metal or plastic garbage cans which are:

- a. constructed of durable metal, plastic or other impermeable material designed for containment of waste;
- b. equipped with a tight fitting impermeable cover;
- c. equipped with handles in good repair; and
- d. as large as or larger in diameter at the top than at the bottom.

NOTE: The basic Collection Container unit remains the plastic bag (clear or solid-coloured) regardless whether the bag is set out on its own, in a garbage can, or in a Storage bin roadside.

3.4.2 Allowable Number of Collection Containers

The number of Collection Containers allowed per serviced unit per collection is as follows:

1. A total of eight bags of Recyclables and Residual Waste combined;
 - a. Up to eight bags may be Recyclable Materials (in blue bags)
 - b. No more than four bags may be Residual Waste (in clear bags)
 - c. One clear bag may be replaced with a solid-coloured privacy bag – see section 3.4.1, Acceptable Collection Containers for Residual Waste, ii.
2. One Green Cart; except in the case of a Multi-Unit Residential Building where the number of Green Carts allowed shall be the number issued by the Authority to the building in accordance with section 3.2.1 of the Directives;
3. Two bundles of brush; and
4. Two bundles of corrugated cardboard

3.5 Exemptions from Collection Rules

Occasionally, the Occupant(s) of a serviced unit may be unable to comply with Authority Collection rules, for medical or similar reasons. In such cases, after verifying the reasons for the inability to comply, and after confirming that the Occupants are aware of their responsibilities and are complying with the best of their ability, Authority staff may grant an exemption to the normal collection rules.

Staff shall maintain a list of civic addresses where exemptions have been granted and the reasons for the exemptions. The civic address list shall be provided to the Authority Collection Contractor to ensure that collection at exempted address is carried out consistent with the exemptions.

3.6 Curbside Inspection of Solid Waste Setouts

Inspection Guidelines

Authority staff regularly inspect waste materials set out for collection as a means of assessing compliance with the By-law and the source-separation and waste container Directives.

When the Inspector finds improperly sorted or packaged material set out for collection, the inspector may respond with educational tools including leaving the waste with an information sticker, and follow-up communication with the Occupant or Owner of the property.

Repeated subsequent violations, depending on their severity, may result in a more serious penalty as set out in the By-law, such a By-law Ticket or the suspension of the collection service.

3.7 Special Collections

3.7.1 Spring and Fall Clean-up

Bulky Items such as furniture, stoves, mattresses, scrap metal, bed springs, barrels, water tanks, dishwashers, clothes, washers and dryers, pieces of fencing, refrigerators, freezers, air conditioners (with a "CFC refrigerant-free" sticker) and debris from home renovations are not collected roadside during regular Authority Collection days.

The Authority provides Special Collections for Bulky Items. The dates, schedules, and rules for these collections appear on the annual Authority calendar distributed through the jurisdiction of municipal partners and on the Authority website.

Rules for Spring and Fall Cleanup are as follows:

- cleanups are intended for large, bulky and excess Residual Waste only.
- Recyclable Materials and Compostable Organics will not be collected by the clean-up trucks.
- items may be set out for clean-up no earlier than the weekend before the scheduled collection day
- all items must be set out for collection in front of the property where they were generated
- a maximum of 20 items will be collected from each serviced unit
- an item means a single object, bag, container, or securely tied bundle
- a bundle shall measure no more than 120 cm (4 feet) in length
- bagged waste must be placed in clear bags
- corrugated cardboard Cartons are banned from landfill in Nova Scotia and collection crews will empty and leave them for the Owner or Occupant of the serviced unit to recycle
- no more than two of any one appliance type will be collected from any one serviced unit
- items shall weigh no more than 34 kg (75 lb.) each
- certain large items such as furniture and appliances may weigh up to 91 kg (200 lb.)
- items weighing more than 91 kg (200 lb.) will not be collected
- large windows and glass doors may not be collected because of the potential danger to the collection crew if the glass shatters when compacted in the collection truck
- items not collected are the responsibility of the Owner or Occupant and must be removed from roadside at the end of the collection day

3.7.2 Other Special Collections

The General Manager may schedule other Special Collections as approved by the Authority.

3.8 Collection Schedule

Regular roadside Authority Collection of Recyclable Materials, Compostable Organics, and Residual Waste occurs every second week. Details of collection routes are available in the annual Authority Calendar, online at www.vwrm.com, or by phone through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

Collection will start no earlier than 7:00 a.m. on any collection day, unless otherwise specified.

3.9 Holidays

There shall be no collection on the following designated holidays:

- New Year's Day
- Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

The General Manager will notify the public, in advance, of the designated alternate collection day for each Holiday, normally through the annual calendar. Information is also available online at www.vwrm.com or through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

3.10 Storm Day Collection

If Authority Collection is cancelled because of a storm, the collection contractor will collect the route the following Monday. If that Monday is a holiday or already scheduled for collection, the General Manager will designate another day.

If the collection contractor begins the day's routes but is called off the road due to inclement weather before completing the routes, no alternate collection day will be scheduled. Collection stops missed due to the cancellation will be granted double collection limits for the next regularly scheduled collection day.

4.0 Hazardous Waste

The Authority Collection program is not designed to collect Hazardous Waste. Residents shall Dispose of Household Hazardous Waste through the Household Hazardous Waste (HHW) Depots operated by the Authority at the Eastern Management Centre or the Western Management Centre.

The Management Centres are not permitted by the Province to accept Hazardous Waste generated in the Industrial, Commercial and Institutional sector. It is the responsibility of the IC&I sector to ensure that their Hazardous Waste is Disposed of in accordance with provincial regulations.

5.0 Public Waste and Special Events

The By-law requires the generator to source-separate their waste. There is no exception for waste generated at a public event where Public Waste is generated, or a private event such as a wedding, family reunion or other such gathering at a home, or other public or private venue.

The By-law defines Public Waste as:

Public Waste means Solid Waste generated in or on premises where the public is or would normally be responsible for Disposing of waste including, without limitation, enclosed or exterior shopping centres, malls, food courts, quick-service or counter-service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and inside or outside public event venues;

It is challenging for businesses or special event managers to control the actions of the public or invited guests who use their facilities or attend their events. Public education and cooperation between the public, guests, the manager, staff, the waste hauler and the Authority key to successfully managing Public Waste. Similar guidelines apply also to operators of private events such as private parties, family events and the like.

Event organizers may contact the Authority for information and borrow sorting stations. It is the responsibility of event operators to Dispose of materials collected in borrowed sorting stations. The event organizer is also responsible for picking up, cleaning and returning borrowed sorting stations.

Guidelines for Managing Public Waste

in any staff-controlled area all waste shall be source-separated
where waste is not under staff control, the business or event manager shall exercise due diligence to provide the public with conveniently located Source-Separation containers
Labels and signage shall be posted indicating what materials should be placed in each container to help the public know where to correctly place their waste
public washroom waste is considered Residual Waste and there is no requirement to sort it
all waste delivered to Management Centres is subject to inspection and compliance measures
The Authority staff are available to provide advice on setting up a Public Waste sorting system
on request, the Authority lends sorting stations to event organizers

6.0 Management Centres

The Authority operates two Waste Management Centres, one at 100 Donald E. Hiltz Connector Road, in Kentville and one at 343 Elliot Road, south of Exit 19 off Highway 101 near the Village of Lawrencetown. The Management Centres are approved by the Minister of the Environment to accept Source-Separated Solid Waste from the general public and the IC&I sector. The various streams of Solid Waste are transferred off site to approved processing or disposal locations.

6.1 Hours of Public Operation

The Eastern Management Centre in Kentville is open to the public from 8:00 am to 4:00 pm from Monday to Friday inclusive and from 8:00 am to 12:00 noon on Saturdays. The Western

Management Centre in Lawrencetown is open 8:00 am to 4:00 pm on Tuesday, Wednesday, and Friday and from 8:00 am to 12:00 pm on Saturdays.

6.2 Materials Not Acceptable as Residual Waste

See *Section 1.0 Banned Materials* for information on what can be delivered to the Waste-Resource Management Centres.

6.3 Waste Disposal Fee Structure

The following provisions apply to the waste disposal fee structure:

The Authority shall stipulate the fees and charges for disposing materials at its waste management facilities. These fees shall be set from time to time by the Authority and displayed in a Fee Schedule (see attached sample in Schedule 1 (a));

The applicable disposal fee shall be paid by the hauler who delivers the waste to the Waste-Resource Management Centre;

Haulers or waste generators wishing to Dispose of materials requiring special handling or disposal techniques shall give the Authority 48 hours' notice requesting permission to deposit such special wastes, stating the properties, characteristics, origins and amounts of the waste. Authority staff shall advise the hauler whether the waste is acceptable and, if so, under what conditions; and

No waste disposal fees shall apply to waste collected from Eligible Premises by the collection contractor(s) engaged by the Authority to undertake the Authority Collection program.

6.4 Haulage Vehicle Registration

Commercial haulers using the Authority's Waste-Resource Management Centres may be required to comply with the registration requirements of the Authority including vehicle registration for such haulers.

The following provisions may apply to vehicle registration for haulers using the Authority's Waste-Resource Management Centres:

- a. Haulers using the Authority's waste management facilities shall pre-register identifying information and the tare weight of each vehicle as required by the Authority from time to time, and separately identify those vehicles to be used in contracted Authority Collection services operated on behalf of the Authority (if the hauler is also a commercial collection contractor);
- b. Haulers who wish to be granted credit privileges with the Authority must register adequate information with the Authority. Each hauler will be assigned an account number and each vehicle may be assigned a unique identification number that shall be displayed on the left front of the vehicle in a location, size and format specified by the Manager; and
- c. The driver of each registered vehicle must present the assigned account number to the scale operator upon entering the facility. The hauler in whose name the account is registered will be invoiced for materials delivered under that account.

6.5 Waste packaging and placement requirements

Waste materials may be brought to the Waste-Resource Management Centre either bagged, bundled or loose. For bagged materials, Recyclables must be in blue or clear bags,

compostables in Green Carts or compostable bags for Organics, and Residual Waste in clear bags. In case of Recyclables or Residual Waste brought in cardboard boxes, the boxes must be emptied by the user.

All Solid Waste shall be placed in appropriate designated locations for each type of Source-Separated Solid waste. Failing to do so is an offence contrary to section 6.8 of the By-law.

6.6 Fee Payment

Haulers who transport acceptable material to a facility operated by the Authority, either with his/her own vehicles, or through his/her contractors or agents shall pay tipping fee charges in cash, by credit card, or by current electronic payment technology available at the site or, if they have been granted credit privileges, upon invoice in accordance with sections a, b, and c below:

- a. When both inbound and outbound scales are operating, the vehicle will be weighed upon entering the facility and shall be weighed again upon leaving. The hauler will pay the fee in accordance with the current fee structure prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges;
- b. When only one scale is in operation and the tare weight of a vehicle transporting materials has been predetermined, payment in accordance with the fee structure is required upon being weighed prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges; and
- c. When only one scale is in operation and the tare weight of a vehicle transporting materials for disposal has not been predetermined, the vehicle will be weighed upon entering the facility and again upon leaving. The hauler will then pay the tipping fee in accordance with the fee structure set from time to time by the Authority prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.

Haulers who have been granted credit privileges are subject to the current Overdue Account Collection Policy.

6.7 Volume Based Tipping Fees

The General Manager shall set per cubic-meter rates payable by the haulers to be used when the weigh scales at the Waste-Resource Management Centres become inoperative. These shall be applied based on the capacity of the vehicle and the volume of the material in the vehicle as estimated by the scale operator, and shall be based on material weights displayed in Schedule 1(b) Volume-based Tipping Fee Calculation.

6.8 Inspection and Compliance Guidelines

Waste at the Waste-Resource Management Centres may be inspected to ensure compliance with the source-separation and waste packaging requirements established by provincial regulation, the By-law, and operational rules of the Waste-Resource Management Centres.

Based on a visual inspection, random selection or other factors, Waste-Resource Management Centre staff may choose a load for thorough screening. Waste screening normally means removing bagged waste or individual items from a load for careful examination to assess compliance and to identify the waste generator(s).

As provided in section 7.4 of the By-law, inspection staff have the authority to request the names of all customers whose waste is contained in commercial loads being inspected.

Non-compliant materials located in a load are communicated to the hauler, customer or generator of the waste.

Non-compliant materials located in a load may also result in any penalty detailed in the By-law, including without limitation, a Warning, a By-law Ticket, a double tipping fee, or rejection of the load and sending it back to the generator for corrective action before it can be accepted at the Waste-Resource Management Centre.

7.0 By-law Enforcement

7.1 Compliance Philosophy

Authority staff use a balance of education and enforcement strategies to improve compliance with municipal By-laws and provincial regulations. Providing information and assistance to citizens and businesses is the first step in achieving compliance, followed if necessary by progressive enforcement action such as written notice, Warnings, fines and charges laid by investigators to be dealt with according to law in Provincial or Supreme Court.

7.2 Enforcement Tools and Procedures

The graduated enforcement response has been developed to address cases of failure to comply with the requirements of the By-law and Directives.

The tools used by enforcement staff range from verbal communication, written notice with specific deadlines, Warnings, suspension of curbside waste collection, Notices of Violation providing for an administrative out-of-court settlement (By-law Tickets), Summary Offence Tickets (SOTs) and Long Form Information charges in Provincial Court.

The enforcement tools are chosen based on the type and severity of offence and are at the discretion of the enforcement staff and in accordance with the Offence Enforcement and Penalties provisions of this By-law.

7.3 Investigation

All complaints and information concerning alleged violations of the By-law received are prioritized and investigated as quickly as resources allow. As needed, during the investigation, enforcement staff will work closely with other Authority staff, municipal staff, Nova Scotia Environment Inspectors, and with the local police agencies.

The By-law Enforcement Officer shall be qualified as a Special Constable under the Nova Scotia Police Act, be a member of the Atlantic Bylaw Officers Association (ABOA) and shall participate in enforcement and compliance training opportunities.

Schedule 1(a) – Fee Schedule

Current April 1, 2020



Waste Category	Price Per Tonne	
	Authority Members	Non-members
Recyclables	\$97	\$129
Organics		
Food Waste	\$97	\$129
Brush, Grass Clippings, Pine Needles	\$97	\$129
Leaves	No Charge	
Garbage	\$121	\$161
Construction & Demolition Debris – Sorted	\$57	\$76
Brick, block, concrete, Asphalt	Asphalt shingles	
	Drywall	
Construction & Demolition Debris – Mixed	\$121	\$161
Scrap Metals and White Goods One free appliance per day	\$57	\$76
Minimum Fee	\$5	\$10
Penalty Fee	\$242	\$322
Other Services		
CFC Removal from Refrigeration Units	\$20/unit	\$20/unit
Household Hazardous Waste	No Fee	No Fee
Contaminated Soil: Contact the Authority for disposal locations.	Dependent on disposal location	Dependent on disposal location
Other Special Wastes: Generator must give the Authority 48 hours' notice to make special arrangements.	To be arranged	To be arranged
Weighscale usage (loaded weight and tare weight)	\$10.00 per load	
Used wood pallets (for sale)	\$2.00 each	

Hours of Operation:

Kentville: Mon – Fri 8am-4pm. Saturday 8am-12noon

Lawrencetown: Tues, Wed, Fri 8am – 4pm. Saturday 8 am-12 noon

Note 1: The minimum fee applies to the following: 41kg and less for garbage, 50 kg and less for Organics, 50 kg and less for Recyclables or 90 kg and less for sorted construction & demolition debris and scrap metal.

Note 2: The term **Authority Members** applies to anyone bringing a load generated in the Municipality of the County of Kings, the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, and the First Nations communities of Annapolis Valley, Bear River, and Glooscap. Loads originating outside these areas are considered **non-members**.

Schedule 1(b)
Volume Based Tipping Fee Calculation

It may be necessary at times to operate one or both of the Waste-Resource Management Centres with inoperable scales – for example, during an emergency such as a major power failure. In such a circumstance it would be impossible to charge tipping fees based on incoming weights. Volume-based fees are one option.

The following table details conversion factors that the scale operator can use to calculate fees based on the type and volume of the material on the delivery truck.

Volume Based Weights

MSW	lb./cu yd.	kg/cu yd.	kg/cu m
Non-compacted	225	102	134
Compacted	750	341	446
C&D			
Loose Mixed	560	255	333
Wood	169	77	100
Roofing	731	332	434
Concrete	860	391	511
Organics			
Food Waste	1,070	486	635
Leaves	225	102	134
Brush	300	136	178
Grass	400	182	238
Recyclables			
Paper Mixed Loose	875	398	520
Containers Mixed Loose	35	16	21

Information from various sources including

National Recycling Coalition Measurement Standards and Reporting Guidelines; EPA; FEECO; CIWMB 2006

Conversions: 1 kg = 2.2 lb.; 1 cu yd. = .765 cu meter



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Withdrawal of Funds from the Town Capital Equipment Reserve

At the December 14, 2020 meeting of Council Advisory Committee, Director Crowell presented her report requesting a withdrawal of \$73,000 for the purchase of trucks earlier in the year.

Council Advisory Committee recommends

That Council approve the withdrawal of \$73,000 from the Town's Capital Equipment Reserve to fund 2020-2021 transportation equipment acquisitions.



Memo

To: Brian Smith, Interim CAO

From: Debra Crowell, Director of Finance

Date: November 27, 2020

Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL EQUIPMENT RESERVE

The 2020/2021 Town of Kentville capital budget provides for funding of capital equipment acquisitions from the Town's Capital Equipment Reserve fund. The details for the Capital Reserve are as follows:

<i>TRANSPORTATION PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>RESERVE FUND Draw # 1</i>
	\$	\$
Equipment- trucks	73,000	73,000

The Town of Kentville Capital Equipment Reserve contains **\$172,920** and after the withdrawal, it will contain **\$99,920**.

RECOMMENDATION:

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$ 73,000.00** from the Town of Kentville Capital Equipment Reserve to fund 2020/21 transportation equipment acquisitions. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



RESOLUTION

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL EQUIPMENT
RESERVE**

- 2020/2021 CAPITAL PROJECT

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

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Equipment Reserve is authorized in the amount of **\$73,000.00** to fund capital equipment acquisitions for the year 2020/2021.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of
AD 2021.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2021.

Brian Smith, Interim Town Clerk



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Withdrawal of Funds from the Town Capital Reserve #1

At the December 14, 2020 meeting of Council Advisory Committee, Director Crowell presented her report requesting a withdrawal of \$207,396.16 from the Town's Capital Reserve fund for a number of projects in administration, protective services, transportation, recreation and economic development.

Council Advisory Committee recommends

That Council approve the withdrawal of \$207,396.16 from the following reserves:

-	Town of Kentville Capital Reserve – General Allocation	\$200,960.01
-	Town of Kentville Capital Reserve Recreation	\$ 6,436.15

to partially fund capital acquisitions during the year 2020-2021.



Memo

To: Brian Smith, Interim CAO

From: Debra Crowell, Director of Finance

Date: November 27, 2020

Re: **RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 1**

The 2020/2021 capital budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Several projects are complete or partially complete and require a resolution of Council to withdraw funds. The details for the Capital Reserve are as follows:

	<i>PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>DRAW #1</i>
		\$	\$
Administration	20/21 IT Projects	20,000	14,875.27
	Town Hall - Heat pump	17,500	-
	Town Hall- Design work COVID/Safety	20,000	18,456.88
Protective Services	Equipment	24,500	9,788.24
	Technology upgrades	28,000	1,770.91
Transportation	Streets-Bridge	37,500	-
	Storm sewer-Aberdeen & Palmeto	130,400	33,418.59
	River Street dyke	15,000	-
	Flood mitigation study	60,000	5,694.43
	Public Works building	30,000	8,062.74
Recreation	Green Spaces- various	15,000	-
	Playground- Sherry Ave	10,000	-
	Studies- Assessibility	35,000	25,549.82
	Soccer	8,000	6,436.15
	MP- Shed siding	18,900	18,900.00
	MP-Fencing	15,000	14,850.18
	MP- Mosquito ball field	6,500	5,828.30
	Oakdene Park- Gazebo/Trail	11,000	4,692.82
	Equipment	9,500	2,639.21
Economic	Downtown betterments-lighting	7,500	10,532.93
	Signage- Gateway	30,000	11,374.81
	Signage- Kentville Business Park	20,000	-
	Centre Square beautification	23,300	14,524.88
Total		592,600	207,396.16

The Town of Kentville Capital Reserve- General Allocation contains **\$1,564,658** and after the withdrawal, it will contain **\$1,363,698**.

The Town of Kentville Capital Reserve- Recreation contains **\$39,411** and after withdrawal, it will contain **\$32,975**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$207,396.16** from the following reserves:

- Town of Kentville Capital Reserve- General Allocation- \$200,960.01
- Town of Kentville Capital Reserve Recreation-\$6,436.15

These transfers will partially fund several capital acquisitions during the year 2020/2021. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE

- 2020/2021 CAPITAL PROJECTS

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

THEREFORE, BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$207,396.16** to partially fund capital acquisitions and an addition for the 2020/2021 capital program.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2021.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2021.

Brian Smith, Interim Town Clerk



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Regional Climate Action Plan

At the December 14, 2020 meeting of Council Advisory Committee, CAO Smith reviewed the staff report which describes the development of the Kings County Climate Change Mitigation and Adaptation Working Group, which asks Council to participate in the Federation of Canadian Municipalities “Partners in Climate Protection” project as the first step toward a regional climate action plan.

Council Advisory Committee recommends for approval

That Council adopt and sign the Federation of Canadian Municipalities Joining Resolution for Partners for Climate Protection Program.

Council Advisory Committee Recommend

That Council pre-approve a \$5,000 line item in the 2021-2022 budget, Kentville’s share in support of FCM Partners for Climate Protection Program \$60,000 grant to Council at the January 25, 2021 meeting of Council.

TO: Council Advisory Committee

SUBMITTED BY: **Brian Smith, Interim Chief Administrative Officer**
Jennifer West, Executive Assistant

DATE: December 14, 2020

SUBJECT: **Project Update: Regional Climate Action Plan**

ORIGIN

Municipal governments are on the front lines of responding to severe weather events and other impacts of climate change. They also influence or control half the sources of Canada's greenhouse gas (GHG) emissions. In January 2020, staff from the Towns of Berwick, Kentville, and Wolfville, and the Municipality of the County of Kings, met to explore opportunities for meaningful regional climate action. Together, they identified a set of shared/regional priorities, addressing the risks and hazards of climate change they face together (adaptation) and opportunities to reduce emissions (mitigation). This group aims to develop a regional Municipal Climate Change Action Plan: a collaborative response to the climate crisis by the participating municipalities. The goal is to develop a clear, evidence-based regional plan for Greenhouse Gas emission reduction, based on local circumstances and best practices, and endorsed by all municipal Councils.

In September 2020, the Kings County Climate Change Mitigation and Adaptation Working group applied for a grant through the provincial Low Carbon Communities funding stream, and this grant was recently accepted. The grant has a value of \$60,000, with \$5,000 cash contribution from Kentville and a shared \$22,500 in kind contribution from all the partners. This grant will see the member municipalities develop a Regional Climate Change Mitigation Plan. Specifically, the project will

- (1) identify sources of GHG emissions in King's County,
- (2) explore and develop individual and joint emissions reduction opportunities, and
- (3) produce a plan for consideration and adoption by the participating Municipalities.

The first step in moving forward with this project is formal participation in the Federation of Canadian Municipalities Partners for Climate Progress project.

BACKGROUND

The Partners for Climate Progress (PCP) program, from ICLEI — Local Governments for Sustainability (ICLEI Canada) and FCM, helps municipalities prepare for and respond to climate change impacts. PCP membership is free and gives access to tools, case studies, and other informational resources, as well as support from the PCP Secretariat and Regional Climate Advisors. The program consists of a five-step Milestone Framework that guides member municipalities through planning, mitigation and adaptation to climate change by reducing emissions. Municipalities that move through the Milestone Framework see lasting and environmentally sustainable changes in their municipality.

Membership is rewarding and entirely free. PCP asks that members do the following:

1. Move through the Milestone Framework within 10 years of joining
2. Report on progress at least once every two years, with our support
3. Email us if your contact information changes
4. Actively participate in program activities and share your experience with other network members

DISCUSSION

To join this program, council must adopt and sign FCM's Joining Resolution:

WHEREAS The Federation of Canadian Municipalities (FCM) and ICLEI–Local Governments for Sustainability (ICLEI Canada) have established the Partners for Climate Protection (PCP) program to provide a forum for municipal governments to share their knowledge and experience with other municipal governments on how to reduce GHG emissions;

WHEREAS over 350 municipal governments across Canada representing more than 65 per cent of the population have already committed to reducing corporate and community GHG emissions through the PCP program since its inception in 1994;

WHEREAS the PCP program is based on a five-milestone framework that involves completing a GHG inventory and forecast, setting a GHG reduction target, developing a local action plan, implementing the plan, and monitoring progress and reporting results;

BE IT RESOLVED that the municipality of the Town of Kentville review the guidelines on PCP Member Benefits and Responsibilities and then communicate to FCM and ICLEI Canada its participation in the PCP program and its commitment to achieving the milestones set out in the PCP five-milestone framework;

BE IT FURTHER RESOLVED that the municipality of the Town of Kentville appoint the following:

a) Corporate staff person: Rachel Bedingfield
Director of Parks and Recreation

b) Elected official: (Name)

to oversee implementation of the PCP milestones and be the points of contact for the PCP program within the municipality.

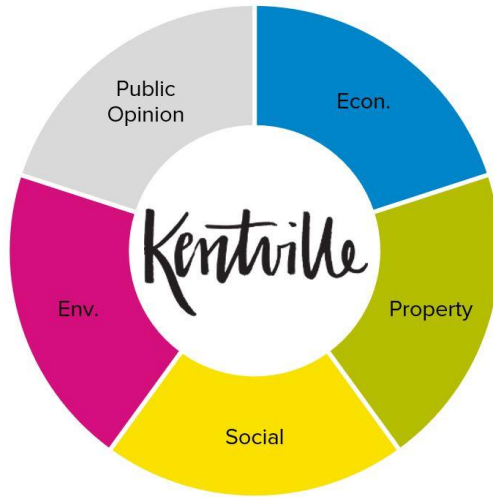
BUDGET

The grant was approved for \$60,000, with Kentville's share being \$5,000 cash. This amount is subject to the 2021-2022 Operating Budget. Participation in the Partners for Climate Progress has no budget implication.

RECOMMENDATION

That the Town of Kentville approve the joining resolution for the Federation of Canadian Municipalities Partners for Climate Progress initiative.

Town of Kentville Decision Wheel:





Re. a project to develop a Regional Climate Change Mitigation Plan

This collaborative project would develop a Regional Climate Change Mitigation Plan (RCCMP) for King's County. Specifically, the project would identify sources of GHG emissions in King's County, explore and develop individual and joint emissions reduction opportunities, and produce a plan for consideration and adoption by the participating Municipalities.

Overview

In January 2020, staff from the 4 municipalities in Kings County (Towns of Berwick, Kentville, and Wolfville; and Municipality of the County of kings) met to explore opportunities for meaningful regional climate action. Together, we identified a set of shared/regional priorities, addressing the risks and hazards of climate change we faced together (adaptation) and opportunities to reduce emissions (mitigation).

This project, building off work begun in the development of "Kings 2050", the regional Municipal Climate Change Action Plan, represents an updated and collaborative response to the climate crisis by the participating municipalities. The goal is to develop a clear, evidence-based regional plan for Greenhouse Gas emission reduction, based on local circumstances and best practices, and endorsed by all municipal Councils.

To start, the 4 municipalities will develop GHG emissions inventories using the most recent census year in order to identify the major sources of GHG emissions within their communities. Next, the parties will model these inventories, based on conditions and policies currently in place, to project emissions over the next 30 years in a "business as usual" scenario that will help to determine the extent of the change and work needed in the region.

Finally, using applicable best practices and identifying both individual (municipal) and collective (regional) solutions, the working group will develop a Regional Climate Change Mitigation Plan. The RCCMP will lay out how Kings County can achieve emission-reduction targets in line with the Provincial goals legislated in the Nova Scotia Sustainable Development Goals Act and the recommendations of the Intergovernmental Panel on Climate Change.

The RCCMP will be outcome-oriented, seeking to identify the changes and shifts required by each community and collectively to meet the targets outline above. It will inform the next stage of the project, providing impetus and guidance for development of



local and regional action and implementation plans that include specific policy, regulatory, program and infrastructure related actions needed to achieve the goals of the RCCMP.

In tandem with this planning exercise, the parties will develop and implement an online community engagement strategy on climate action. This will take the form of a web-based platform for data collection, participatory planning, and information dissemination. The platform will be used to inform and shape the development of the regional climate change mitigation plan, and communicate the outcomes of the planning process.

Deliverables

1. GHG emissions inventories for all municipalities in the County
2. Business-as-usual and low-carbon scenarios modelled for all municipalities
3. A Regional Climate Change Mitigation Plan

Project Team

This would be a project of the recently formed Kings County Climate Change Mitigation and Adaptation Working group, which includes staff representation from all 4 of the municipalities in the County. Additional project support will be provided by planning staff from the Town of Wolfville and consultants, as needed.

Budget

The Town of Wolfville, on behalf of the Kings County Climate Change Mitigation and Adaptation Working Group, is proposing to apply for \$75,000 in funding to support this project through the Province's Low Carbon Communities funding program. Additionally, the Town of Wolfville is committing in-kind staff resources, with an estimated value of \$10,000, towards GHG emissions inventory development and scenario modelling components of this project. It is requested that the towns of Kentville and Berwick, and the Municipality of the County of King's contribute \$5,000, pending a successful application to the Province's Low Carbon Communities funding program, to this project.



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Noise Bylaw Revision

At the January 11, 2021 meeting of Council Advisory Committee, CAO Smith reviewed the purpose of this bylaw, which is to better define and control unwanted noise within Town limits. Revisions to this bylaw should be changed to improve the application process for an exemption to this bylaw.

Council Advisory Committee recommend

That Council approve the suggested changes to Bylaw Chapter 104 Noise Bylaw as presented and give First Reading to the Bylaw on January 25, 2021 meeting of Council and giving Second Reading to the Bylaw on February 22, 2021.



TO: Council

SUBMITTED BY: Brian T. Smith, Interim Chief Administrative Officer

DATE: January 11, 2021

SUBJECT: Revisions to Noise Bylaw

ORIGIN

On October 28, 2020, Kentville Town Council gave second reading to the revised Noise Bylaw, which has been used to better define and control unwanted noise within Town limits. Early experience of this new bylaw has allowed staff to identify a section of the Bylaw which should be changed to improve the application process for an exemption to this bylaw.

DISCUSSION

In the original wording of this Bylaw, the process of applying for an exemption is unfair to the applicant and is unreasonable for staff and Council to execute. Section 6.3, 6.7, 6.8 and 6.9 define a process for appealing an application for exemption to the Noise Bylaw. This process is restrictive and not productive to noise associated with normal and reasonable work within Town limits. For example, road and building construction is associated with noise that can not be reduced or restricted by neighbouring residents.

In the proposed revision of the Noise Bylaw, staff have highlighted the removal 6.3, and 6.7-6.9 which outline an appeal process.

It is not reasonable for residents to appeal to the CAO and Council to restrict noise from some activities, especially those which are time sensitive (to the summer construction season for example). Allowing the public to appeal to the CAO, and to be heard at a Council meeting also presents a challenge- Council meetings take time to arrange and may not be possible to set up before the noise activity occurs. This bylaw currently states that staff must notify residents of an appeal within 7 days, and that Council must convene within 3 days of hearing an appeal.

Residents always have the opportunity to question a staff decision through the Council Advisory Committee meetings, or Council meetings presentation or correspondence. Responding to residents' concerns are clearly addressed in sections 6.4 and 6.5: "*The CAO may refuse to grant any exemption.*" and "*If the CAO determines that a breach of an exemption has taken place, the CAO may revoke the exemption.*" As with any policy or bylaw, residents' concerns will be taken into consideration for any applications for exemption to this Bylaw.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

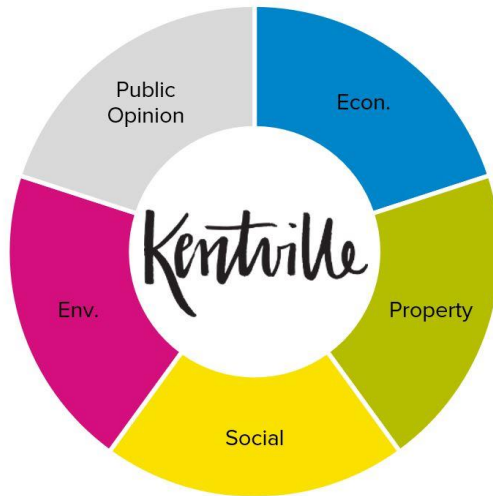
ATTACHMENTS

Revised Noise Bylaw Chapter 104

RECOMMENDATION

That Council approve the suggested changes to Bylaw Chapter 104 Noise Bylaw as presented and give First Reading to the Bylaw on January 25, 2021, and giving Second Reading to the Bylaw on February 22, 2021.

Town of Kentville Decision Wheel:





TOWN OF KENTVILLE BY-LAW CHAPTER 104 NOISE BY-LAW

1.0 PURPOSE

This Bylaw is entitled the "Noise By-Law".

2.0 DEFINITIONS

- 2.1. "A-weighted sound level" shall mean the sound pressure level in decibels (dBAs) as measured with a sound level meter using the A-weighted filter network (scale) at slow response and at a pressure of twenty (20) micropascals. The A-weighted filter de-emphasizes the very low and very high frequency components of sound in a manner similar to the response of the human ear and is a numerical method of rating human judgement of loudness.
- 2.2. CAO means the Chief Administrative Officer of the Town of Kentville;
- 2.3. Construction includes erection, alteration, repair, dismantling and demolition of structures and includes structural maintenance, hammering, land clearing, moving of earth, rock or felled trees, rock breaking, grading, excavating, the laying of pipe or conduit whether above or below ground level, working with concrete, alteration or installation of any equipment, the structural installation of construction components or materials in any form whatsoever, the placing or removing of any construction related materials and includes any related work, but does not include blasting;
- 2.4. Construction equipment means any equipment or device designed and intended for use in construction or material handling including but not limited to air compressors, air tracks, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, backhoes, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders and other material handling equipment;
- 2.5. Council means the Council of the Town of Kentville;
- 2.6. Dwelling Unit means living quarters, accessible from a private entrance either outside a building or in a common area within a building, that are occupied or, if unoccupied, are reasonably fit for occupancy, and that:

- 2.6.1. contain kitchen facilities within the unit; and
- 2.6.2. have toilet facilities that are not shared with the occupants of other dwelling units;
- 2.7. Emergency Response Personnel includes police, fire departments or brigades, registered emergency services providers, search and rescue personnel, provincial, regional or municipal Emergency Measures Organizations, ambulance or emergency health services providers and includes volunteer or military personnel responding to an apparent condition of emergency;
- 2.8. Enforcement Officer includes a By-law Officer, Compliance Officer, Dog Control Officer or any other person appointed by the CAO or empowered by legislation to enforce this By-law;
- 2.9. Motor Vehicle includes an automobile, motorcycle, farm tractor or a self-propelled implement of husbandry, an off-highway vehicle as defined in the Off-Highway Vehicle Act, and any other vehicle propelled or driven otherwise than by muscular, gravitational or wind power, except a motorized wheelchair;
- 2.10. Occupier means:
 - 2.10.1. A person who is a tenant of a dwelling unit, or
 - 2.10.2. A person who has responsibility for, or control over, a dwelling unit or the activities there carried on.
 - 2.10.3. For greater certainty, there may be more than one occupier of a dwelling unit.
- 2.11. Owner means a person or entity who actually owns the dwelling unit and to whom the property is deeded;
- 2.12. Police Officer means a member of the Kentville Police Service or municipal police force lawfully employed in the Province of Nova Scotia;
- 2.13. Private Property means real property upon which a dwelling unit is located, including driveways, lawns, yards and surrounding areas;
- 2.14. Sound System include a public address system, radio, compact disc player, computer or computer accessory, loudspeaker, microphone, or any other device or apparatus, whether operated electrically, mechanically or in any other way whatsoever, whether moveable or stationary, whether located inside or outside a dwelling unit or motor vehicle, that reproduces, amplifies, emits, or transmits sounds;
- 2.15. Town means the Town of Kentville

3.0 SCOPE

- 3.1. The following acts, among others, are hereby declared to be noises which disturb *continuously* or tend to disturb the peace and tranquility of any person located within the boundaries of the Town of Kentville or any portion of it:
 - 3.1.1. Making any noise or combination of noises which, when measured on any property on which the noise is heard or the noises are heard, exceeds the applicable A-weighted continuous noise level as follows:

7:00 am - 10:00 pm

90 dBA

10:00 pm - 7:00 am

55 dBA

3.1.2. The operation of any noise-creating blower power fan or any internal combustion engine, the operation of which causes noise due to the explosion of operation gases or fluids, unless the noise from such blower or fan is muffled and such engine is equipped with a muffler device sufficient to attenuate excessive noise.

4.0 OTHER PROHIBITIONS

4.1. No person shall engage in any noise-making activity that unreasonably disturbs or tends to disturb the peace and tranquility of any person located within the boundaries of the Town of Kentville;

4.2. No person shall operate or cause or permit to be operated any sound system at such a level that the resulting sound is heard in a dwelling unit, other than the dwelling unit in which the sound system in question is located

4.3. No person who is in a dwelling unit shall be:

4.3.1. fighting,

4.3.2. screaming

4.3.3. shouting, or

4.3.4. singing

and thereby cause any loud and unnecessary noise heard on another property or at a boundary line of the other property, or in a dwelling unit other than the dwelling unit in which the noise is generated;

4.4. No occupier shall allow or permit to occur in the dwelling unit of which that person is the occupier, any activity prohibited as outlined under Section 4(4) above;

4.5. No occupier or owner shall engage in or permit any activity in a dwelling unit which unreasonably disturbs the peace and tranquility of the Town or any portion of it.

5.0 EXEMPTIONS

This By-Law does not apply to:

5.1. Employees of the Town of Kentville, the Province of Nova Scotia, the Government of Canada, Nova Scotia Power Incorporated, and any regulated utility when these employees are acting in the ordinary course of their duties;

5.2. Noises emitted by machinery or equipment when used under the provisions of (1) above;

5.3. A person or a corporation, or an employee of such person or organization, reasonably performing work at the request of any party described in (1) above;

5.4. Noise emitted by machinery or equipment used in snow removal and snow clearing operations.

5.5. Noises in connection with athletic, recreational or school activities in arenas, playing fields, courts, school grounds or Town park areas between the hours of 7:00 am and 11:00 pm;

- 5.6. Noises in relation to religious activities between the hours of 7:00 am and 11:00 pm;
- 5.7. Noises in relation to parades, street dances, or other community activities between the hours of 7:00 am and 11:00 pm subject to permission having been granted under Section 6 of this By-law;
- 5.8. Noises in connection with the Apple Blossom Festival and any event organized by the Town of Kentville that occurs between 7:00 am and 11:00 pm;
- 5.9. Notwithstanding any other provisions of this By-law, it is lawful to emit or cause or permit the emission of noise in conjunction with:
 - 5.9.1. Emergency Response Personnel services undertaken for the immediate health, safety and welfare of any person;
 - 5.9.2. Emergency Measures Response Personnel services undertaken for the preservation of property; and
 - 5.9.3. Emergency Response Personnel services undertaken for the purpose of training exercises;
- 5.10. Construction and construction equipment activities between the hours of 7:00 am and 8:00 pm.
- 5.11. Noises generated as part of normal industrial and commercial operations within the Kentville Industrial Park (Shiloh Drive to Town limits) and the lands zoned Highway Commercial on the west end of Kentville.

6.0 GRANT OF EXEMPTIONS

An exemption from the application of this By-Law may be granted by the CAO upon receipt of a completed "Temporary Noise Permit Exemption Application" at least 10 days before the activity which may violate this By-Law. The request for an exemption may be in the form in Schedule 1, under the following terms:

- 6.1. In deciding whether or not to grant an exemption, the CAO shall give consideration to the social or commercial benefit of the proposed activity to the Town, the views of any residents of the Town which may be known to the CAO, the proposed hours of operation of the proposed noise making activity, the impact on residents, and the proposed duration of the subject activity;
- 6.2. Any exemption granted shall specify the time period, not in excess of six months, during which the exemption shall be effective and the exemption shall be in written form and shall include such terms and conditions as the CAO deems appropriate;

~~6.3. In deciding whether or not to grant an exemption, the CAO shall give the applicant and any person or persons who may be affected by the proposed activity an opportunity to be heard. The CAO shall notify, by regular mail, all property owners within 100 meters, advising that an application for an exemption has been received, and the CAO shall invite comment about the request for an exemption. Said notification shall be in Form 2, Noise Exemption Permit Application Notification.~~

~~6.4.6.3.~~ The CAO may refuse to grant any exemption.

~~6.5.6.4.~~ If the CAO determines that a breach of an exemption has taken place the CAO may revoke the exemption.

~~6.6.6.5.~~ Upon the granting of an exemption by the CAO, the CAO shall deliver, by ordinary mail, to all property owners within 100 meters of the location of the exempt activity, notification of the exemption and information respecting an appeal. This notification shall be in the form of Schedule 2: Noise Exemption Permit Application Notification.

~~6.7.-The decision of the CAO may be appealed by any person to Council. The grounds of appeal are limited to:~~

~~6.7.1.-a refusal by the CAO to grant an exemption; or~~

~~6.7.2.-the terms or condition of an exemption granted by the CAO.~~

~~6.8.-Such an appeal must be initiated by notice in writing by any person to Council and received by the Municipal Clerk of the Town within seven business (7) days of the mailing date of Schedule 2: Noise Exemption Permit Application Notification.~~

~~6.9.-Upon notification of an appeal, Council shall convene to hear the appeal within three (3) business days. The appellant or appellants shall have an opportunity to address Council before a decision is rendered. The decision of Council shall be final and take effect immediately.~~

~~6.10.6.6.~~ An applicant who is granted an exemption to this By-Law by the CAO or Council shall sign and abide by all of the Terms and Conditions in Schedule 3.

7.0 PENALTY AND ENFORCEMENT

7.1. Any Enforcement Officer or Police Officer may enter upon private property for the purpose of investigation and enforcement of this By-law;

7.2. In a prosecution for a violation of this By-law, evidence that one person, including a Police Officer or Enforcement Officer, is unreasonably disturbed by a prohibited activity is prima facie evidence that the peace and tranquility of the Town or any portion of it is unreasonably disturbed;

7.3. Any Police Officer or Enforcement Officer who believes on reasonable and probable grounds that there has been a violation of this by-law may issue a Summary Offence Ticket;

7.4. Every person who contravenes or fails to comply with any of the provisions of this By-Law shall be liable to a penalty of not less than two hundred dollars (\$200.00) for a first offence, not less than four hundred dollars (\$400.00) for a second offence, and not less nine hundred dollars (\$900.00) for a third and any subsequent offence.

7.5. Any person, upon conviction or upon a guilty plea, who does not pay his or her penalty within the time specified by the Court, shall be liable to imprisonment for a period of time to be determined by the Court.

8.0 REPEAL

8.1. Any previous Noise Control By-laws and amendments thereto are repealed upon coming into force of this By-law.

9.0 CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Town of Kentville, By Law Chapter 104: Noise By-Law

Date of advertisement of Notice of Intent to Consider:	October 5, 2020
Date of second reading:	October 28, 2020
*Date of advertisement of Passage of By-law:	November 3, 2020
Date of mailing to Minister a certified copy of By-law:	November 3, 2020

I certify that this Noise By-Law – Chapter 100, was adopted by Council and published as indicated above

Clerk

Date

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

DRAFT

Schedule 1. Temporary Noise Exemption Permit Application

The Town of Kentville's Prevention of Excessive Noise By-law No. 64 allows a person to apply for a permit to engage in any activity that creates a noise that is otherwise prohibited by this by-law. The application must be received in writing at least ten (10) calendar days prior to the requested issuance date and time of the noise for which an exemption is sought.

Submit form(s) to the CAO, Town of Kentville, 354 Main Street, Kentville, N.S. B4N 1K6

Location of noise activity: _____

Type of noise (music, construction, etc.): _____

Reason for request (exceeds noise levels, exceeds hours allowed, etc.):

Estimated time of events (example 5am-10am): _____

Any other information the applicant wishes to submit (attach a separate sheet of paper).

Date(s) of event: _____

Applicant Name: _____

Print Name: _____

Applicant Mailing Address: _____

Phone: Daytime: _____ Cell: _____

Email: _____

Property Owner Name if different from Applicant: _____

Note: If different, applicant must attach letter from property owner authorizing use.

Address: _____

If application is denied or modified, applicant may appeal to Town Council.

Applicant Signature: _____

Print Name: _____

Date: _____

Town of Kentville, By Law Chapter 100: Noise By-Law

OFFICE USE (TOWN OF KENTVILLE)

Application is: Approved Modified Denied

By: _____ Date: _____

Applicant notified: Mail Fax Email Telephone

By: _____ Date: _____

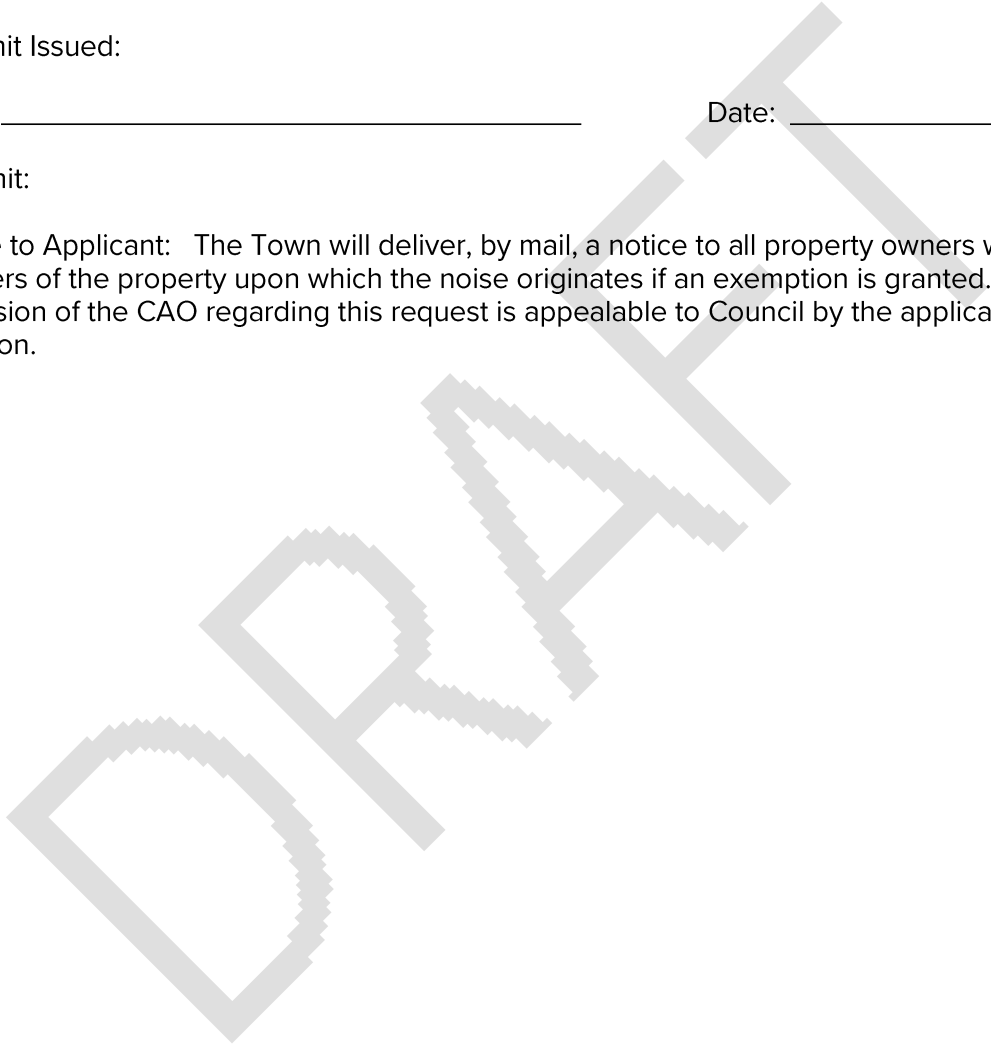
Appeal decision:

Permit Issued:

By: _____ Date: _____

Permit:

Note to Applicant: The Town will deliver, by mail, a notice to all property owners within 100 meters of the property upon which the noise originates if an exemption is granted. The decision of the CAO regarding this request is appealable to Council by the applicant or any person.



Schedule 2: Noise Exemption Permit Application Notification

Name of Property Owner

Address of Property Owner

Dear Resident or Business Occupant,

In accordance with the Town of Kentville's Prevention of Excessive Noise Bylaw, you are being notified that an application has been submitted to the Town of Kentville requesting a permit for a temporary exemption to the provisions of the Prevention of Excessive Noise Bylaw for the purpose of (type of noise)

The requested dates/times are (month, date, year, times)

Pursuant to this By-Law, the Chief Administrator Officer (CAO) of the Town of Kentville has the discretion to grant or refuse to grant an exemption. The decision of the CAO may be appealed to Town Council.

If you wish your views on this application to be known to the CAO, you should immediately contact the CAO in writing at 354 Main Street, Kentville, or by calling 902-679-2503 or by email at CAO@Kentville.ca.

Respectfully,

Signature
Name
Title

Schedule 3, Terms & Conditions

The applicant agrees to abide by the following terms and conditions:

Individuals in attendance are expected to abide by all posted parking signage. On-street parking is restricted to a maximum that is indicated.

If the applicant is not the owner of the property for which the exemption is requested, the applicant shall provide a letter of approval granting the applicant permission to apply for a noise exemption. Where the property owner is a professional entertainment or event venue, no letter of approval is required.

The applicant shall post in a conspicuous location the letter of approval for the requested noise exemption and shall be able to produce a copy of the letter during the event if requested by a law enforcement official.

The applicant will abide by any additional terms and conditions identified by the CAO and set out in the letter of approval granting the requested noise exemption

Issued permits may be revoked at the sole discretion of the CAO.

Failure to comply with any terms and conditions of the noise exemption may be considered by the CAO in any future requests for an exemption from this bylaw.

Agreement & Signature

Applicant's Signature

Date

Town of Kentville Office Use Only

The above exemption to the Town of Kentville's Noise Bylaw is:

Approved: []

Approved, but with the following conditions: []

Not Approved: []

Town of Kentville, CAO

Date



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Long Service Awards Policy Revision

At the January 11, 2021 meeting of Council Advisory Committee, CAO Smith reviewed the purpose of this policy which is to celebrate the service of Councillors and staff. This proposed revision will remove elected officials from this policy.

Council Advisory Committee recommend

That Council approve the suggested changes to policies G39 "Council and Staff Long Service Awards" as presented.



TO: Council

SUBMITTED BY: Brian T. Smith, Interim Chief Administrative Officer

DATE: January 11, 2021

SUBJECT: Policy Revisions to Long Service Awards

ORIGIN

The current long service award policy includes elected officials and there has been a suggestion that it should pertain only to staff.

DISCUSSION

This policy is meant to celebrate staff and Council who have served the Town of Kentville, and to provide them with a gift or cheque in appreciation of their service. Most municipalities in Nova Scotia have a policy that celebrates the service of municipal staff, and these policies typically do not include Council members' service. Elected officials service awards are given out by the Nova Scotia Federation of Municipalities, which is an organization of and for elected officials.

Suggested wording:

- Change the title from "Council and Staff Long Service Awards" to "Staff Long Service Awards".
- Remove any mention of Councillors as recipients or potential of a long service award.

POLICY IMPLICATIONS

Updated policies G39.

BUDGET IMPLICATION

None.

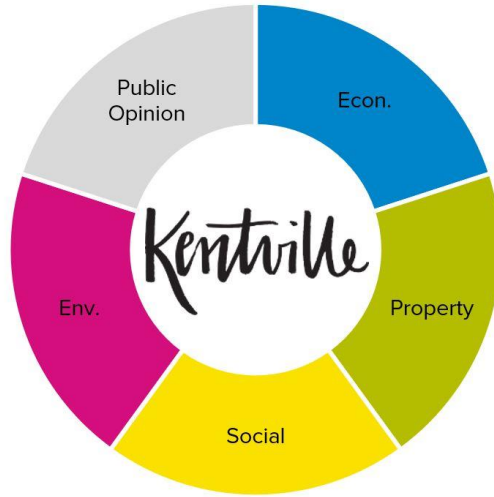
ATTACHMENTS

Revised - G39 Council and Staff Long Service Awards

RECOMMENDATION

That Council approve the suggested changes to policies G39 "Council and Staff Long Service Awards" as presented.

Town of Kentville Decision Wheel:





TOWN OF KENTVILLE POLICY STATEMENT G39 ~~COUNCIL AND~~ STAFF LONG SERVICE AWARDS

1.0 PURPOSE

To provide a policy which will provide recognition and appreciation of long-serving ~~council and~~ staff members of the Town of Kentville.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

As the Town of Kentville is appreciative of the loyalty and faithful service of its ~~council members and~~ employees, each shall be recognized following the completion of specific milestones of his or her career.

Such annual presentations will be made by the Mayor (or designate), on behalf of the Town, and when possible will be done at a social gathering of peers.

- A certificate will be awarded for every five years of completed service.
- Following 10 years of completed service, a gift will also be presented for each 5 year increment.
- Employees ~~and council members~~ will have the option of receiving either a specific gift or a cash gift.
- The value of this gift will represent \$10 per year of service, as indicated below

Completed years of Service	Service Award
5 years	A framed certificate
10 years	Cash or gift valued at \$100
15 years	Cash or gift valued at \$150
20 years	Cash or gift valued at \$200
25 years	Cash or gift valued at \$250
30 years	Cash or gift valued at \$300
35 years	Cash or gift valued at \$350
40 years	Cash or gift valued at \$400

Upon the retirement of an employee ~~or council member~~, that individual will receive a gift (or cash) valued in accordance with the above schedule.

Although the retiree may opt to receive a cash retirement gift, any required deductions will be applied, as per CRA specifications.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created:	October 11, 2006
Revisions:	April 22, 2014
	January 2017. Reformatted





COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Municipal Energy Learning Group Recommendations to Province

At the January 11, 2021 meeting of Council Advisory Committee, CAO Smith reviewed the report on the Municipal Energy Leaders Group (MELG) and gave a review of the recommendations being forwarded to the Province. Council has reviewed the 14 issues in this report and supports them in principle.

Council Advisory Committee recommend

That Council support, in principle, the 14 Quest recommendations from the Municipal Leaders Group to the Provincial government around climate action in Nova Scotia in the attached policy brief dated July 10 2020;

And further that these recommendations are included in policy and decision making for the Town of Kentville where appropriate;

And further that Council follow up with a letter of support to the Province.



TO: Council

SUBMITTED BY: Brian T. Smith, Interim Chief Administrative Officer

DATE: January 11, 2021

SUBJECT: Municipal Sustainability and Climate Action Recommendations to the Provincial Government

ORIGIN

The Municipal Energy Learning Group (MELG) is a province-wide network of municipal staff and elected officials who are engaged in greenhouse gas (GHG) emissions reductions, community energy leadership, and climate action. The province of Nova Scotia supports this working group through the funding for an independent organization which manages meetings, workshops and helps compose policy briefs on behalf of the group. Quest is the organization contracted by the Province to host and administer these meetings.

DISCUSSION

In 2019, the province announced plans to release a provincial climate action plan. In early 2020, the provincial government asked Quest to reach out to the MELG as part of community consultation for the development of this plan. From January to June, MELG shared priorities and ideas and developed a list of 70 recommendations for the province, which were reduced to 14 highest priority issues. In November 2020, Quest developed a report which outlines the highest priority municipal issues associated with climate action and community energy.

Quest has asked municipal Councils to review this document and give support for the 14 issues.

POLICY IMPLICATIONS

None at this time.

BUDGET IMPLICATION

None.

ATTACHMENTS

Quest Policy Brief, dated July 10, 2020 (released November 18, 2020).

RECOMMENDATION

That Council support, in principle, the 14 Quest recommendations to the Provincial government in pages 5-7 in the attached policy brief dated July 10, 2020.

Town of Kentville Decision Wheel:



Policy Brief

Enabling Meaningful Local Climate Action Across Nova Scotia

Presented to Nova Scotia’s Department of Environment and the Department of Energy and Mines

The Municipal Energy Learning Group (MELG) is a province-wide network of N.S. municipal staff and elected officials that are engaged in community energy leadership, GHG emission reductions, and climate change action. As a group, they are suggesting provincial policy changes that would enable the development of Smart Energy Communities across the province. We appreciate the opportunity that the Department of Environment has given us to provide input to their climate strategy.

Methodology

QUEST coordinated the collection of policy recommendation ideas from MELG. The first step that QUEST took to collect ideas was to email each municipality in MELG and ask them for a list of recommended actions the provincial government could take to enable smart energy communities in NS. Follow up phone conversations with municipalities were then had to better understand their challenges and suggestions. We talked to 11 of the municipalities over the phone or by video chat.

Using the feedback from the emails, and phone and video calls, QUEST created a list of 70 ideas for recommendations to the provincial government [Appendix A]. The list of 70 recommendations was broken down into 10 categories [Table A], with the prioritized recommendation categories represented in Figure A.

Figure A: Recommendation Topics

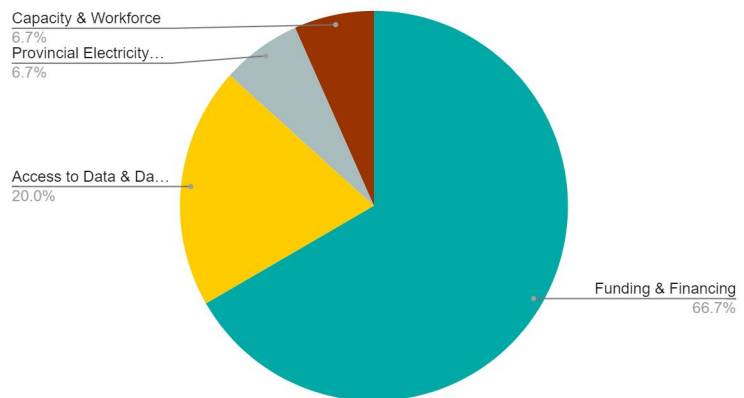


Table A: Category Tags			
1	Access to Data & Data Tracking	6	Land Use
2	Bureaucracy/Communication	7	Provincial Electricity Planning
3	Community Energy Generation	8	Standards and Quality Assurance
4	Education & Training	9	Transportation
5	Financing & Funding	10	Workforce Capacity

The total list of recommendations was circulated prior to a MELG meeting held on April 30th, 2020 so that feedback and comments could be collected. In attendance were 37 parties representing 14 municipalities, one Mi'kmaw association, the NS Department of Energy, and Clean Foundation.

Subsequently, the 70 recommendations went out to the municipalities in the form of a survey, and they were asked to rank their top 10. A total of 13 survey responses and 2 rankings via email were compiled to create a list of the top 14 priorities. The list has received general approval from the municipalities who participated in the MELG meeting with the caveat that a much deeper discussion about the prioritized recommendations is necessary. The municipal representatives in MELG prioritized their top 14 recommendations as listed in Table B.

Limitations

Firstly, we asked municipalities to consider limitations that they have encountered in their own work. Therefore, we did not draw on examples of community energy planning from jurisdictions around the world to inspire conversation. Further, as this is a MELG initiative, only a fraction of the municipalities in the province have been included in the development of the list.

In addition, each municipality consulted is at a different stage of their climate or energy plan implementation. While some have been working on their climate plans for quite some time, others have only recently started to write their climate plans. Some municipalities have targets for greenhouse gas emissions reductions that cannot be reached without action from the Province.

Furthermore, the list of 70 recommendations was challenging to present in a survey since the tool used (SurveyMonkey) had its own limitations. Thus, some municipalities opted to respond using email since they found that the survey used for collecting responses was difficult to use. It is unclear whether the challenge of using the survey changed responses, but it is a possibility. It is for this reason that the document was circulated to municipalities to review twice before sending it to the Department of Environment.

Recommendation

We would like to make a formal request to the Province to have a follow up meeting with MELG about the recommendations below to explore each one more thoroughly. There are other stakeholders that may have input into this policy that can support municipal climate planning, especially energy and climate planning consultants like the Sustainability Solutions Group.

All in all, this is a report of surface-level recommendations intended to start a lasting and generative conversation. Municipalities face unique circumstances in their ability to reduce the province's greenhouse gas emissions. The conversation needs to continue to maintain regular engagement in community energy leadership, GHG emissions reductions, and climate change action.

	Table B: Policy Recommendation	Reasoning
1	Funding and Financing: Exclude secure energy-related municipal borrowing (including Property Assessed Clean Energy financing - PACE) from the calculation of municipal Debt Service Coverage Ratios (DSCR)	Municipal financing is essential for citizens and businesses to reduce their carbon footprint. Currently, this financing has a negative impact on the calculation of the municipality's Debt Service Coverage Ratios, which constrains their ability to fund other capital projects and essential services as these almost always take priority over energy projects.
2	Funding and Financing: More funding and financing for basic, "tried and true" climate action that is not based on innovation.	This will allow for municipalities to develop more of the basic Smart Energy Community programs and policies such as LED street lights and active transportation.
3	Funding and Financing: Enable municipalities to borrow from private & non-profit sources to capitalize on transformative energy & infrastructure solutions. Offer financing tools for climate action through the Municipal Finance Corp – green bonds, catastrophe bonds, green banks and allow municipalities to offer these financial mechanisms to be able to fund municipal projects.	There are billions of dollars available for investment in energy and climate solutions. Due to regulations, municipalities cannot currently access any of this investment capital. Currently, municipalities can only accept financing through the Municipal Finance Corporation of Nova Scotia. It would be beneficial for the MFC to develop climate-focused financing tools.
4	Funding and Financing: Develop a carbon budget for the province, and then require that provincially-supported infrastructure projects complete emission modeling and accounting	This would ensure that the province's funding and financing are directed towards projects that enable the energy transition and smart energy communities.
5	Funding and Financing: Allow municipalities to provide tax exemptions or reductions for property owners that make energy efficiency upgrades or meet a certain standard of energy efficiency.	This helps to target the split-incentive issue faced by landlords and tenants. Measures will have to be taken to ensure that the tenants also benefit from the energy efficiency upgrades, as per the design of the Efficiency Nova Scotia program.
6	Funding and Financing: Have set-asides in funding programs for small municipalities	The smaller municipalities have fewer resources to write grant applications. Set-asides in funding programs for smaller municipalities will more equitably distribute financial resources.

7	Funding and Financing: Integrate existing Federal & Provincial funding programs to enable deep energy retrofits to existing housing stock (low-income in particular).	Essential solution to support mass retrofits for housing stock and upgrading living conditions to lift residents out of energy poverty
8	Funding and Financing: For the purpose of financing energy and infrastructure projects that support local priorities, maintain the Community Economic Development Investment Fund (CEDIF) equity tax credit program and reduce restrictions on partnerships between municipalities and CEDIFs	<p>More freedom for municipalities and residents to receive investments for smart energy and sustainable infrastructure developments. Local community investment has significant social and economic benefits.</p> <p>** While this recommendation made it into the top ten list, we have received many expressions of concern about the social equity implications of the CEDIF program.</p>
9	Funding and Financing: Allow municipalities to lend to private businesses – this will allow PACE financing to be expanded to commercial and industrial participants.	Many municipalities do not know that this is an option. PACE financing options need to be clarified.
10	Access to Data & Data Tracking: Access to Efficiency NS and NS Power data allowing for better and more reliable data collection and efficiency of data collection. Useful data includes electricity demand in each community, program participation data, and program impact data (with respect to energy savings and GHG emission reduction).	Access to consistently collected and good quality data is essential to inform community-led initiatives. There is currently some frustration being expressed by Climate Change Coordinators about the lack of access to high quality data when creating municipal GHG emission inventories. BC has set a good example of how the province can administer energy data. Please also see QUEST’s Energy Data Roadmap.
11	Access to Data & Data Tracking: Require private firms to give up sales data, e.g. gasoline and heating oil sales, for the purposes of GHG emission inventory development.	Greater pool of data would allow for more reliable GHG emissions reduction planning and target setting
12	Access to Data & Data Tracking: Support from the province to municipalities in creating a databank of municipal GHG emissions information, specifically for community GHG emissions inventories. Municipalities would report on four primary sectors (buildings, on-road transportation, solid waste, and land-use change from deforestation) and seven supporting indicators (housing type, residential	The smaller municipalities have fewer resources, and standardized data would allow for more reliable GHG emission reduction planning and target setting. A databank of municipal energy information would ease data collection activities from municipal climate change coordinators. BC has set a good example of how the province can administer energy data. Please also see QUEST’s Energy

	density, commute by mode, green space, floor area, walk score, proximity to transit).	Data Roadmap.
13	Provincial Electricity Planning: Change the UARB criteria for regulating NSP to encourage the corporation to accelerate the transition to renewable energy sources.	Some municipalities will not be able to meet their climate targets unless Nova Scotia Power (NSP) significantly lowers the carbon intensity of its electricity. Collaboration between municipalities and NSP on community-scale clean energy projects is beginning and should also be encouraged and supported.
14	Capacity and Workforce: Bolster trade sector capacity and training to undertake the required energy efficiency and renewable energy work	Essential solution to support energy transition activity as there are a lack of technical skilled workers in the workforce to complete the required and forecasted work.

Appendix A: Full List of Policy Recommendation Ideas

The following is the full list of recommendations that municipalities were asked to prioritize. At this time, we are not asking for follow through on all 70 recommendations. This list of all policy recommendation ideas is provided for context. Not all recommendations on this list are achievable, under provincial jurisdiction, or are necessarily effective.

1. Funding and financing: Enable municipalities to borrow from private & non-profit sources to capitalize on transformative energy & infrastructure solutions
2. Funding and financing: Offer financing tools for climate action through the Municipal Finance Corp – green bonds, catastrophe bonds, green banks and allow municipalities to offer these financial mechanisms to be able to fund municipal projects.
3. Funding and financing: Exclude secure energy-related municipal borrowing (including Property Assessed Clean Energy financing - PACE) from the calculation of municipal Debt Service Coverage Ratios (DSCR)
4. Funding and financing: Allow municipalities to lend to private businesses – this will allow PACE financing to be expanded to commercial and industrial participants.
5. Funding and financing: More funding and financing for basic, “tried and true” climate action that is not based on innovation.
6. Funding and financing: Have set-asides in funding programs for small municipalities
7. Funding and financing: Integrate existing Federal & Provincial funding programs to enable deep energy retrofits to existing housing stock (low-income in particular).
8. Funding and financing: Integrate capital and operating funds to achieve the best long-term value
9. Funding and financing: Incentivize energy efficiency upgrades in rental housing by providing tax exemptions or reductions and/or authorize property tax exemptions or reductions for rental housing owners who increase the energy efficiency of properties or meet certain standards of energy efficiency
10. Funding and financing: Develop a carbon budget for the province then require that provincially-supported infrastructure projects complete emission modeling and accounting
11. Funding and financing: For the purpose of financing energy and infrastructure projects that support local priorities, maintain the Community Economic Development Investment Fund (CEDIF) equity tax credit program and reduce restrictions on partnerships between municipalities and CEDIFs
12. Funding and financing: Support of initial start-up of retrofit programs – support for studies, funding to help leverage private and federal capital
13. Access to Data & Data Tracking: Access to Efficiency NS and NS Power data allowing for better and more reliable data collection and efficiency of data collection. Useful data includes electricity demand in each community, program participation data, and program impact data (with respect to energy savings and GHG emission reduction).
14. Access to Data & Data Tracking: Open source GHG emissions measurement tools (these tools should not be locked up or behind financial barriers)

15. Access to Data & Data Tracking: Support from the province to municipalities in creating a databank of municipal GHG emission information, specifically for community GHG emission inventories. Municipalities would report on four primary sectors (buildings, on-road transportation, solid waste, and land-use change from deforestation) and seven supporting indicators(housing type, residential density, commute by mode, green space, floor area, walk score, proximity to transit).
16. Access to Data & Data Tracking: Require private firms to give up sales data, e.g. gasoline and heating oil sales, for the purposes of GHG emission inventory development
17. Access to Data & Data Tracking: Support communities in collecting public health, environmental, social and economic data and indicators related to their climate action plans
18. Access to Data & Data Tracking: A repository of municipal GHG emission inventories from the province so that conclusions can be drawn as to what the largest contribution to GHG emissions are in municipalities, and therefore have a clear idea of the most impactful actions
19. Standards & Quality Assurance: Standards for energy-related engineering and assessment work. For example, all energy assessments and audits to conform to standard 'x,y,z'.
20. Standards & Quality Assurance: Standards for government-based procurement activities. For example, energy performance standards for equipment contracts / construction to conform to standard 'x,y,z'
21. Standards & Quality Assurance: Provincial or National certification requirements for energy-related work and government/UARB maintenance of those certifications.
22. Standards & Quality Assurance: Where municipalities rely on codes and standards developed by the Province, update these to reflect the changing climate. Low-carbon and resilient infrastructure standards should be updated frequently as new knowledge about climate develops.
23. Buildings: Institute an energy consumption cap for new construction
24. Buildings: Develop minimum energy performance standards and requirements for existing building(s) undergoing renovations, including large, commercial and MURBS
25. Buildings: Adopt a step code and allow municipalities to lead and require buildings within its jurisdiction to be at a higher tier in the code.
26. Buildings: Develop and adopt a net-zero and climate-resilient building code that scales up over time so that all new construction is net-zero by 2030.
27. Buildings: Allow municipalities to develop and enforce their own "stretch" building codes if they are more environmentally stringent than the Provincial code.
28. Capacity and Workforce: Permanent climate change coordinator in each municipality
29. Capacity and Workforce: Permanent climate change coordinator in each county
30. Capacity and Workforce: Bolster trade sector capacity and training to undertake the required energy efficiency and renewable energy work
31. Capacity and Workforce: Collaborating with students from Universities and NSCC to help with the environmental planning
32. Education and Training: Mandate and invest in comprehensive in-school climate change education
33. Education and Training: Providing courses/seminars about energy planning / Climate action plan tools for municipal staff
34. Community Energy Generation: Bring back Community Feed-In Tariff (ComFIT) program or some type of community-based Power Purchase Agreement (PPA)

35. Community Energy Generation: Eliminate or reduce the feed-in tariff for the renewable to retail program.
36. Community Energy Generation: Policy (or specific program under the Electricity Act) to enable community-scale virtual net metering (e.g. Solar Garden)
37. Community Energy Generation: Legislation to enable Combined Heat & Power (CHP) systems
38. Community Energy Generation: Public Utilities Act should be amended to not include thermal energy. This would encourage district energy. Municipalities should be allowed to sell excess energy
39. Community Energy Generation: Policy and legislation to support the establishment of Municipal Energy Utilities (not explicitly prohibited currently, but certainly not supported)
40. Community Energy Generation: Eliminate or raise the maximum amount of renewable energy that can be generated by grid-tied renewable energy generation systems
41. Community Energy Generation: Remove barriers around distribution zones in the Enhanced Net Metering Program.
42. Provincial Electricity Planning: Cancel the coal phase-out exemption, eliminating or upgrading coal-fired power plants to meet the Federal 2030 targets.
43. Provincial Electricity Planning: Change the UARB criteria for regulating NSP to encourage the corporation to accelerate the transition to renewable energy sources.
44. Provincial Electricity Planning: Continue to decarbonize the provincial electricity grid
45. Provincial Electricity Planning: Allow mandatory connection for all distributed energy projects in the future – it is difficult to go through the charter amendment process for each project and this would allow distributed energy to be integrated into land-use bylaws.
46. Transportation: Give municipalities the authority to mandate for EV chargers in new buildings
47. Transportation: Provide support for greening fleets and transit systems.
48. Transportation: Mandate minimum EV stock for dealerships.
49. Transportation: Increase provincial budget for active transportation
50. Transportation: Institute carbon emission-based vehicle registration fees or use charges
51. Transportation: Enable communities to reduce speed limits outside of school zones to encourage walking and cycling.
52. Transportation: Allowing municipalities to have more control over their public transportation routes, especially those routes that extend beyond municipal boundaries which are currently controlled by UARB.
53. Transportation: Require that all land use plans include provisions for non-motorized transportation as part of any development beyond a specific density threshold.
54. Transportation: Amend the Rideshare Act to support sustainable transportation
55. Transportation: All three levels of government making substantial investment in public transit– with a focus on electrified public transportation.
56. Transportation: Allow municipalities to have more control over what happens on the streets in their communities as many are provincially owned within municipal boundaries and allow for more ability to pilot ideas to improve safety.
57. Transportation: Lower speed limits, add traffic calming, bike and pedestrian infrastructure (advisory bike lanes, bike signals, etc.)

58. Land Use: Amend the legislation regarding voting numbers for the Agricultural Marshland Conservation Act, that states in order to make changes to any marsh body, all owners have to vote - in person! Amend the legislation so that it's easier to hold a vote.
59. Land Use: Adaptation funding should also protect homes and businesses/infrastructure, not just agricultural land.
60. Land Use: Major adaptation infrastructure investment must have support from surrounding communities
61. Land Use: In order to support densification, eliminate R-1 zoning.
62. Land Use: Require that all land use plans in NS include provisions for the inclusion of commercial (e.g. large scale wind), district (e.g. energy from waste on farms), and micro renewable energy systems (e.g. neighbourhood solar gardens or home-based systems).
63. Land Use: Continue to coordinate with municipalities on the development of the regulations, the timing of regulations, data input decisions for flood risk assessment, and the model for co-administration.
64. Bureaucracy/Communications: Seems that a lot of municipalities are doing the same types of activities/projects for their environment and climate. How can municipalities not have to each forge their own way?
65. Bureaucracy/Communications: Host a process with municipalities, contractors, and developers about improving Efficiency NS programs
66. Bureaucracy/Communications: Clarity of contact to liaise with government and navigate the systems
67. Bureaucracy/Communications: Consult with municipalities about changes to the Electricity Act
68. Bureaucracy/Communications: Integrate climate mitigation and adaptation at the provincial level so that there can be a holistic approach to projects, plans, and communication
69. Miscellaneous: Commission 3rd party evaluation of environmental impacts of social programs, e.g. Community Transportation Assistance Program
70. Miscellaneous: Begin piloting and incentivizing the use of batteries and storage in clean energy projects through funding and research.



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Catalyst Consulting Request

At the January 11, 2021 meeting of Council Advisory Committee, Director Gentleman reviewed the staff report which describes a rezoning application. The area of concern is at the southwest corner of Park Street and Shylah Drive near the Kentville Business Park. The request is a concurrent amendment of the Municipal Planning Strategy and the Land Use Bylaw, which would change the Future Land Use Designation from Commercial to Residential, and Highway Commercial to Residential High Density (R4) for 3 acres in this area.

Also during this meeting, Andrew Amos and Jason White from Catalyst Consulting gave a presentation about the aging population in Nova Scotia, and the opportunity for providing senior housing in Kentville at the proposed location.

Council Advisory Committee recommend

That CAC direct staff to conduct a public participation meeting about this proposal and report back to Council for their consideration in terms of the request for an amendment to the Municipal Planning Strategy and the Land Use Bylaw.



TO: Council Advisory Committee

SUBMITTED BY: Beverly Gentleman, Director of Planning and Development

DATE: Monday January 11, 2021

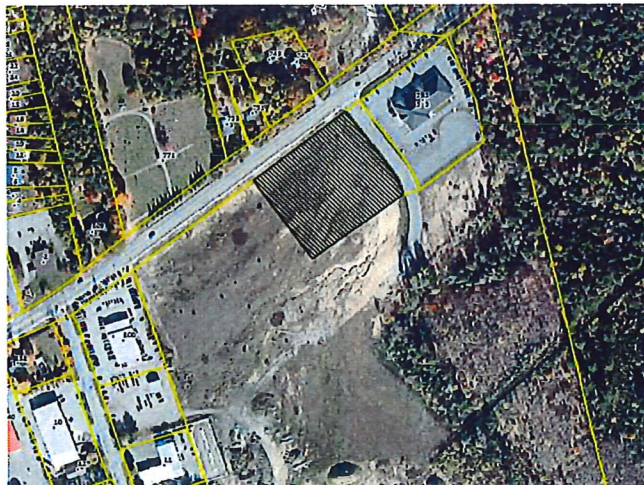
SUBJECT: Requested concurrent Municipal Planning Strategy and Land Use Bylaw Amendment to change the Future Land Use Designation from Commercial (C) to Residential (R) and Rezone from Highway Commercial (HC) to Residential High Density (R-4) for 3 acres on PID # 55264105 to allow for a Retirement Home.

PROPERTY OWNER
Parsons Investments

APPLICANT
Connor Wallace, Zzap
Architecture + Planning
Consultants; and
Andrew Amos, Catalyst
Consulting Engineers

PROPERTY LOCATION

The subject property is located on the southwest corner of Park Street and Shylah Drive.



CURRENT USE

The property is vacant and would be subdivided from the 79-acre parent parcel.

ORIGIN

ZZap, an Architecture and Planning consulting company, have on behalf of Nova Scotia Retirement Living Inc, applied for a concurrent amendment to the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) to change the Future Land Use Designation from Commercial (C) to Residential (R); and rezone from Highway Commercial (HC) to Residential High Density (R4) 3 acres on PID # 55264105 to allow for a Retirement Home. (For clarification, a Residential Zone can only be applied to a property that has a Residential Designation.)

BACKGROUND

In April 2020 ZZap contacted the Planning Department to discuss an opportunity to build a retirement home on a property in easy walking distance to downtown Kentville, a project that would have fit nicely into that zone. Unfortunately, the subject property could not be acquired and communication with the consultants ceased until early August 2020.

In August 2020 another consulting company, Catalyst Consulting Engineers, contacted the planning department to discuss the option of rezoning property on Park Street in the Business/Industrial Park from Highway Commercial (C-2) to Residential High Density (R4) for a retirement home. Staff at that time provided their initial concerns regarding that location for a senior retirement home and the potential land use conflicts the proposal would encounter adjacent to the Industrial lands: and that the proposal was contrary to the policies and intent of the MPS and LUB. Nonetheless, the group requested an opportunity to present their proposal to Council. Council, upon receipt of their letter of request, invited them to their September 14th, 2020 zoom CAC meeting. (letter attached). This presentation can be viewed on the Town's Website and Facebook page. CAC did not take any position on the proposal but asked questions of the proponents to gain a better understanding of it pending an actual MPS/LUB amendment request.

On November 26, 2020 staff received the application for a concurrent amendment to the MPS and LUB; and a request for a variance from the required minimum lot size for the proposed development. Staff informed the applicant that the variance could not be considered concurrent with the plan amendments and that they would have to request the variance later if the MPS/LUB amendments are approved.

THE PROPOSAL

The proposed development is much like Kings Riverside Court retirement living model. The 157-unit retirement home includes living units without full kitchens and various amenity/support services such as a dining room, bar, hair salon, medical offices, spa, and theater to name a few. Some of these amenity spaces, such as the hair salon and conceivably the health offices, will be open to the public. These commercial spaces are typically rented by the service providers and the staff are generally not employees of the retirement home. The building design further provides independent entrances and 15

parking spaces to the hair salon and health offices so that the public does not have to access these services by entering the main residence.

DISCUSSION

The property is located on the corner of Park Street and Shylah Drive with the Highway Commercial (HC) Zone to the north, west and east of the property, and an Industrial Zone to the south.

As stated earlier the application is to amend the Municipal Planning Strategy's Future Land Use Map to change the designation from Commercial to Residential in order to rezone from Highway Commercial (C-2) to High Density Residential (R-4).

There are four concerns with this proposal:

1) The requested zone is inconsistent with the Municipal Planning Strategy

The current zone on the property is Highway Commercial (HC). The HC zone has been applied to properties on major transportation routes that serve the traveling public by automobile for large scale land intensive uses such as hotels, car dealerships or moving and storage depots. Section 7.2.2.2 of the MPS states in part *"The Highway Commercial (C2) zone will be applied to existing highway commercial uses, outside of the downtown, which are located on arterial roads, including sections of Park Street and Belcher Street. Due to the high-traffic commercial character of these areas, the quality of the environment is not conducive to residential living. As a result, residential development in any form will not be permitted in this zone."*

This intention of limiting residential uses within the Highway Commercial Zone is reinforced by Policy C-8 of the MPS:

It shall be the intention of Council to include in the Land Use Bylaw a Highway Commercial Zone as shown on the Zoning Map. This zone shall be applied to existing highway commercial areas on Park Street and Belcher. This zone shall permit a range of commercial uses as appropriate to vehicle oriented commercial areas.

Policy C-8 is further supported by Part 6.3.1 of the Land Use Bylaw which lists the allowable/permitted uses within the Highway Commercial Zone. Only existing residential uses is permitted.

Section 7.2.2.2 and Policy C-8 of the MPS and Part 6.3.1 of the LUB clearly recognizes that the subject property is intended for high traffic oriented commercial

uses; not residential. Rezoning the property would be inconsistent with the intent of the MPS and LUB.

2) The concerns regarding “Spot Zoning”

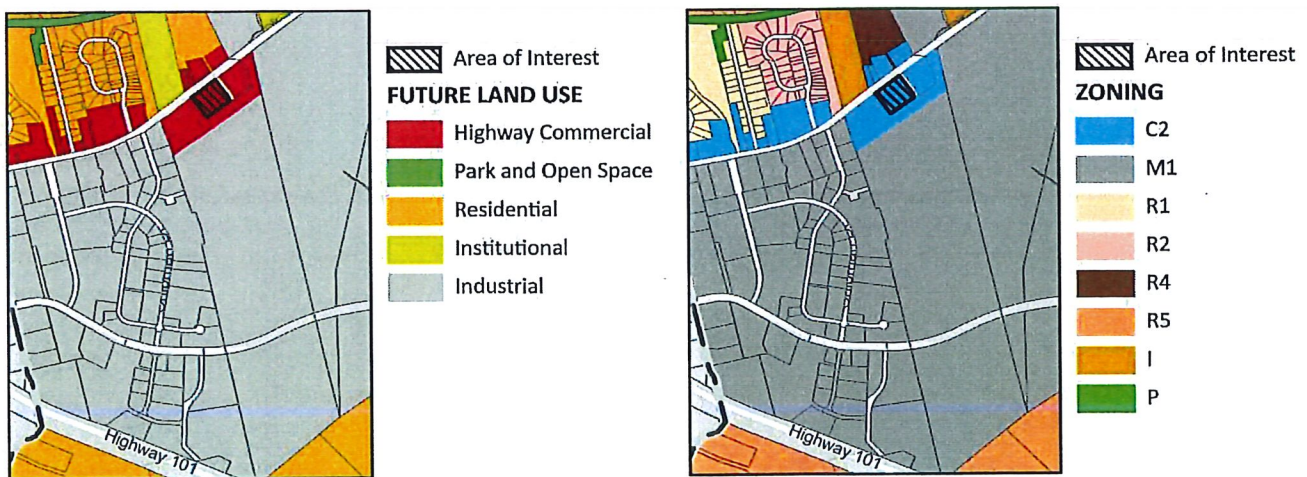
“Spot Zoning” is the practice of rezoning a single property to a zone that is very different from the surrounding area and is at odds with a Municipal Planning Strategy and Land Use Bylaw. The classic definition of spot zoning is the process of singling out a parcel of land for a use classification totally different from that of the surrounding area for the benefit of the owner of such property and to the detriment of other owners. This rezoning may be seen as providing special treatment that benefits a particular property owner, while undermining the existing rights and uses of adjacent property owners. In this case, a residential use surrounded by highway commercial and future industrial uses is distinctly incompatible.

3) Aspects of the proposed development is not permitted within the requested High Density Residential (R4) Zone

The High-Density Residential Zone (R4) does not allow for the commercial uses proposed. Specifically, the hair salon and potentially the health offices are commercial uses not permitted within the R4 residential zone.

4) Further reduction of Commercial Land within the Town

There are very few vacant commercial lots remaining in Kentville. To ensure continued economic growth and stability these commercial areas must be preserved.



POLICY ANALYSIS

Chapter 15 of the MPS outlines the implementation process and how policies and procedures contained within the MPS are to be carried out by Town Council, including amendments to the MPS. When considering amendments to the planning documents Council has set limits as to when and what amendments should be considered.

Section 15.3 Municipal Planning Strategy Amendments states

15.3 Municipal Planning Strategy Amendments

The Town's Municipal Planning Strategy (MPS) is intended to guide development within the community. The goals outlined in the MPS are meant to work in conjunction with each other and the document is intended to be implemented as a whole. To ensure the integrity and intent of the MPS are maintained Council shall only consider amending the plan when it can be demonstrated to Council's satisfaction that the current planning policies need to be reevaluated.

However, Policy IM-1 acknowledges that certain circumstances may require Council to consider amendments to the MPS. These circumstances and concerns are as follows:

Policy IM-1 of the MPS states:

Policy IM-1 *It shall be the intention of Council* to consider amendments to the Municipal Planning Strategy when:

- a) an adjustment is necessitated due to changing circumstances; or
 - o **changing demographics and the need for additional senior housing is widely accepted; however, amending the strategy to spot zone land for additional housing is not a recommended practice.**
- b) additional information is identified, or studies have been undertaken which identify the need for change that should be incorporated into the strategy or which recommend an amendment to the strategy; or
 - o **not applicable**
- c) a Provincial Policy change requires a change in policy by the Town.
 - o **not applicable**

The MPS further establishes general criteria for rezoning applications. Although this is a concurrent MPS and LUB (rezoning) application the criteria for review still applies. The general criteria are outlined below:

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

ISSUE	RESPONSE
a) Compatibility of the proposed land use with adjacent uses	The proposed use and zone are not compatible with the adjacent uses or zoning. Most uses permitted on the vacant commercial land (i.e., car dealerships) to the west and Industrial land (i.e., warehousing establishments) to the south would be incompatible.
b) Compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk:	Would be determined during development review
c) That the proposed development resolves any potential compatibility issues with nearby land uses resulting from lighting, signage, outdoor display, outdoor storage, traffic, vehicle headlights, and noise through appropriate site design, landscaping, buffering and fencing:	Since it was never the intent to allow residential uses within the Highway Commercial zone, no regulations have been adopted to protect residential uses from the various highway commercial and Industrial uses.
d) The adequacy of sewer services, water services, waste management services and storm water management services	Would be determined during development review.
e) That the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure.	Not applicable
f) The adequacy and proximity of schools;	Not applicable.
g) The adequacy and proximity of recreation and community facilities;	There are limited recreational opportunities for the residents of the retirement home.
h) the adequacy of the road network in, adjacent to, or leading to the development;	Road capacity is adequate. The proposed facility is on the corner of a major collector and minor collector.

i) Suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs	Stormwater will be managed on site through storm water infrastructure.
j) Environmental impacts such as air and water pollution and soil contamination.	None known
k) Previous uses of the site which may have caused soil or groundwater contamination	Not aware of any such previous use.
l) Suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs:	Site is suitable in terms of the site conditions.
m) The ability of emergency services to respond to an emergency at the location of the proposed development;	No know issues.
n) That the proposal is in conformance with the intent of this strategy and with the requirements of all other Town Bylaws and regulations	The proposal is not in compliance with the intent of the Strategy or Land Use Bylaw.
o) Development can be regulated in such a way as to meet or exceed the guidelines established in the Kentville Water Commission Source Water Protection Plan	No issues with the Source Water Protection Plan
p) The financial ability of the Town to absorb any costs relating to the amendment	No new infrastructure required.

One last consideration is that while a rezoning application must be accompanied by a clear development proposal there is no legal agreement which requires the landowner to conform to the proposal as presented. This is clearly stated in Policy IM-9 of the MPS.

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

The R4 Zone permits single unit dwellings, two-unit dwellings and other multi-family dwellings where various age groups could be living including young children.

BUDGET IMPLICATION

The development of the subject property, in general, would provide additional tax revenue.

ATTACHMENTS

Letter to Council August 25, 2020

Letter of Application November 26, 2020

Applicant's email request to expediate the amendment process November 30, 2020

MPS/LUB Amendment timeline

SUMMARY

In summary, the proposed amendment is contrary to the objectives of the Municipal Planning Strategy regarding the intended use of the Highway Commercial (HC) Zone, appropriate locations for new housing, the need for the amendments; and the proposed use is not permitted within the requested Residential High Density (R-4) Zone.

CAC OPTIONS

1. CAC recommends Council take no further action on this request for an amendment to the Municipal Planning Strategy and Land Use Bylaw (Recommended)
2. CAC direct staff to conduct a public participation meeting about this proposal and report back to Council for their consideration in terms of the request for an amendment to the MPS and LUB.
3. CAC refer the requested amendment back to staff for further analysis.

RECOMMENDATION

It is the recommendation of staff that CAC recommend Council deny the requested concurrent amendment to change the Future Land Use Designation from Commercial (C) to Residential (R) and Rezone from Highway Commercial (HC) to Residential High Density (R-4) for 3 acres on PID # 55264105 to allow for a Retirement Home.

August 25, 2020



Mayor and Council
Town of Kentville, NS

Re: Proposed Retirement Living Complex in Kentville, NS

Dear Mayor & Council,

I am representing Stonemont Retirement Living and am contacting you in regards to a proposed development they are anxious to bring to Kentville. Stonemont is currently moving forward with a project in Bridgewater which will see a 110,000 ft² retirement living complex constructed which will include 160 independent living units and a host of amenity spaces including a full service dining room, laundry facilities, bar / lounge, fitness room, theatre / chapel and a variety of program spaces. Stonemont's development plan has been to start our Bridgewater facility and immediately move to start a sister facility in Kentville which has a similar demographic profile relative to a demonstrated need for independent retirement living. Accordingly, we have been actively looking for a suitable site in the Kentville area to develop. After over 6 months of searching and a number of leads which didn't pan out we found what we feel to be a perfect site – specifically a 3 acre parcel at the corner of Park and Shylah Streets. This site meets our size, location, servicing and visibility requirements and is our last hope for a viable site in Kentville.

Unfortunately we have come to find out this site is currently zoned C-2 (Highway Commercial) whereas we would require a R4 (High Density Residential). While this typically wouldn't be a huge issue and we would proceed to go through the lengthy process to seek a re-zoning, we have significant timing pressures and need to resolve this in a relatively short period of time. As such and recognizing that the next Council meeting isn't currently scheduled until the middle of next month, we would like to respectfully request a "special council meeting" at your earliest convenience to discuss what we are proposing and to see if Council is open / anxious to see this significant development and long term employment opportunity (approx. 50 positions) come to Kentville at this proposed site.



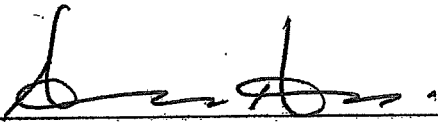
Project Management & Owner's Representative Services

As time is of the essence, we are available anytime (day, evening, weekend) to meet in person or by videoconference to further explain this proposed development and answer any questions you may have – and for us, it will allow us to informally gauge the interest / desire of Council to rezone this property or whether we need to start looking to another community for the next development.

Thank you in advance for your consideration of this matter and we look forward to speaking with you at your earliest convenience.

Regards,

CATALYST CONSULTING ENGINEERS INC.

A handwritten signature in black ink, appearing to read 'Andrew Amos', is written over a horizontal line.

Andrew Amos, P.Eng.

Project Manager for Stonemont



Zwicker Zareski Architecture + Planning

1 Canal Street, Dartmouth NS B2Y 2W1 | 902 266 5481 | connor@zzap.ca

November 26, 2020

Beverly Gentleman
Director of Planning & Development
Town of Kentville
354 Main Street
Kentville, NS B4N 1K6

**Re: Municipal Planning Strategy and Land Use By-law Amendment Application
Park Street, Kentville (PID: 55264105)**

Beverly,

On behalf of our client, Nova Scotia Retirement Living Inc., we are pleased to submit this application requesting the following amendments to the Town of Kentville Municipal Planning Strategy (MPS) and Land Use By-law (LUB).

1. Amend Future Land Use Map #1 within the MPS by changing the designation of a portion of PID: 55264105 from Highway Commercial to Residential
2. Amend Appendix A: Zoning Map within the LUB by changing the zone of a portion of PID: 55264105 from C-2 Highway Commercial to R-4

To support this application, the following documents are included as attachments:

- Attachment A: Application Form
- Attachment B: Site Plan and Building Drawings
- Attachment C: Landowner Authorization Letter

Site Description and Location

The proposed development site is located within the Town of Kentville and has direct frontage on Park Street and Shylah Drive. The proposed site consists of a portion of PID: 55264105, which is proposed to be subdivided.

The proposed site has a total area of 3 acres. Please refer to Figure 1 that outlines the approximate proposed lot dimensions, width, depth, and street frontages.

The proposed development site is currently designated Highway Commercial within the Town of Kentville MPS and is zoned C-2 (Highway Commercial) within the LUB.

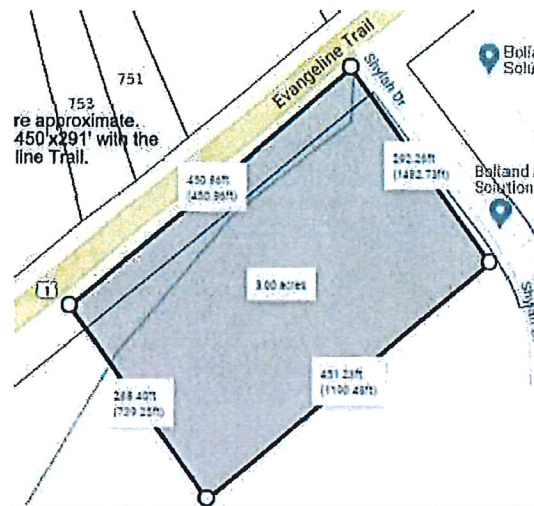


Figure 1: Proposed Development Site

Summary of Development Proposal

Our client is seeking to develop a 4-storey wood frame retirement living complex on the proposed site. The proposed development, as illustrated in Appendix B, includes a total of 157 independent living suites as well as numerous amenity / support spaces (dining room, bar, hair salon, medical offices, spa, theatre, chapel, common rooms and fitness room). The proposed development includes two separate driveway entrances. One entrance is from Park Street, and provides access to a front entrance and drop off loop, as well as 7 surface parking stalls for visitors. The second entrance is from Shylah Drive and provides access to a rear entrance and drop off loop and two separate surface parking areas. One surface parking area is located within the rear yard and contains 43 surface parking stalls. The second surface parking area is in the flanking yard and contains 15 surface parking stalls adjacent to the salon and health entrances.

Rationale for Application Request

As outlined in Section 15.3 of the Municipal Planning Strategy we recognize that it must be demonstrated to council that the current policies or designations need to be reevaluated. In this case, we are requesting a change in the land's designation necessitated due to changing circumstance.

As of 2016 in Canada, there are more people over the age of 64 than children under 15 for the first time in history. It is projected that by 2031, close to one in four Canadians will be 65 years or older. These numbers are projected to be even higher in Nova Scotia.

Nova Scotia Retirement Living Inc. desires to create a development that is inclusive and accommodating to this aging population. Currently, the Town of Kentville and surrounding region offers limited options for older adults looking to 'downsize' and stay within their community. The intent of proposed retirement living complex is to introduce

a new housing stock that is currently missing in the community. The multi-unit development is intended to cater to older adults at a stage of their lives where they are looking to downsize, but do not require provincially regulated assisted living facility. By providing apartment options and supporting amenities aiming to accommodate the active older adult demographics, more residents have an opportunity stay in the community they are familiar with, close to their friends, family and existing social support systems. This will help to maintain those residents' social participation and inclusion. Furthermore, retaining older adults who might otherwise leave a community can be an important part of an overall economic success for a region.

We feel that the proposed amendments do not compromise the overall intent of creating a highway commercial area along Park Street. The application is requesting to rezone a portion of the lands within PID 55264105 to R-4, however a remaining portion of C-2 land that is approximately 3 acres in size will remain as Highway Commercial. Additionally, a significant number of properties in the immediate area are zoned C-2, ensuring continued opportunity for commercial development in the area.

Variance Associated with Proposed Lot Area

Should Council approve the proposed amendments, and the R-4 zone is applied to the subject site, we understand that a variance to the minimum lot area would be required for the proposed 157-unit development.

The R-4 zone requires a minimum lot size of 7,000 ft² for the first 5 units and 1,000 ft² for every additional unit. The proposed development includes 157 units which would translate into a minimum lot size of approx. 159,000 ft² which is roughly 3.65 acres. The proposed development site is approximately 3 acres.

As such, we are seeking a variance to the minimum lot area. If possible, we request that this variance be considered in conjunction with the proposed amendments to the MPS and LUB.

Closing

Based on the rationale outlined in this letter, we request that Council approve the proposed MPS and LUB amendments to allow for the construction of a multi-unit retirement living residence at the subject site as illustrated in Attachment B.

We trust that the enclosed materials satisfy the application requirements. Should you have any questions, comments or concerns with regards to this application, please do not hesitate to contact the undersigned.

Sincerely,

Connor Wallace

Connor Wallace, MCIP, LPP

Principal

ZZap Consulting Inc. | 902-266-5481 | connor@zzap.ca



APPLICATION FOR LAND USE BY-LAW AND/OR MUNICIPAL PLANNING STRATEGY AMENDMENT AND DEVELOPMENT AGREEMENT

- Development Agreement
- Development Agreement Amendment
- Map/Text Amendment to the Land Use By-law and/or Municipal Planning Strategy

Name of Applicant: ZZap Consulting Inc.

Mailing Address: 1 Canal Street, Dartmouth, NS, B2Y 2W1

Phone: 902 266 5481 Alternate Phone:

Email: connor@zzap.ca

Name of Property Owner: Parsons Investments Limited

Mailing Address: PO Box 24, Kingston, NS, B0P 1R0

Phone: 902 765 6312 Alternate Phone:

If the applicant is not the owner of all lands involved in the application, then please have the owner(s) complete the following authorization:

I (We) See Appendix C of this application (Landowner Authorization Letter)

The owner(s) of the property known as (civic address or lot number and PID, if available):

hereby authorize

to make application on my (our) behalf to the Town of Kentville for a Land Use By-law Amendment/ Development Agreement as set out in this application.

Signature(s):

The subject property is located at (civic address or lot number and PID, if available):
A Portion of PID: 55264105
(If the property does not have a designated civic address, please attach a plot plan to indicate the location of the property.)

Existing use(s) of subject property: Vacant

Existing use(s) of abutting properties: Commercial

Are municipal services available? (check all that apply)

- Water
- Sanitary Sewer
- Storm Sewer
- Connected
- Connected

If municipal water supply and sanitary sewer services are not available has the subject property been approved by Nova Scotia Environment for an on-site disposal system? Yes No

Does the subject property abut a public street? Yes No



APPLICATION FOR LAND USE BY-LAW AND/OR MUNICIPAL PLANNING STRATEGY AMENDMENT AND DEVELOPMENT AGREEMENT

Existing Land Use By-law zoning of the subject property:

Proposed Land Use By-law zoning of the subject property:

Existing General Future Land Use designation of the subject property:

Please give a general explanation of the proposal:

See attached Planning Application Letter

(Attach additional pages if more space is required)

Additional Submissions

The following information may be required to complete your application. Please consult with the Planning and Development Department to determine which, if any, of the following items should be submitted:

- Site Plan, drawn to scale, showing the area and dimensions of the property, the location and dimensions of existing and proposed buildings, driveways, parking areas, landscaping, etc.
- Plan of Subdivision.
- Building plans and architectural elevation drawings of any proposed structure.
- Legal description of the subject property (required for Development Agreement application).
- Advertising Fee (\$700.00)

Declaration

I certify that all the above statements and attachments are true and accurate.

Connor Digitally signed by Connor
Date: 2020.11.26 09:33:38
-04'00'

Applicant Signature

November 26, 2020

Date

General Notes:
1. All work shall be done in accordance with the applicable codes and regulations of the State of North Carolina, and any other applicable laws, rules, regulations, codes, standards, specifications, and requirements of the local jurisdiction.
2. The contractor shall be responsible for obtaining all necessary permits and approvals from the local jurisdiction.
3. All work shall be done in accordance with the contract documents and the applicable codes and regulations of the local jurisdiction.
4. The contractor shall be responsible for obtaining all necessary permits and approvals from the local jurisdiction.
5. The contractor shall be responsible for obtaining all necessary permits and approvals from the local jurisdiction.
6. The contractor shall be responsible for obtaining all necessary permits and approvals from the local jurisdiction.
7. The contractor shall be responsible for obtaining all necessary permits and approvals from the local jurisdiction.
8. The contractor shall be responsible for obtaining all necessary permits and approvals from the local jurisdiction.
9. The contractor shall be responsible for obtaining all necessary permits and approvals from the local jurisdiction.
10. The contractor shall be responsible for obtaining all necessary permits and approvals from the local jurisdiction.



NO.	DESCRIPTION	DATE
1.	CONCEPT REVIEW	07/25/2020
2.	REVISIONS	

NOT FOR CONSTRUCTION



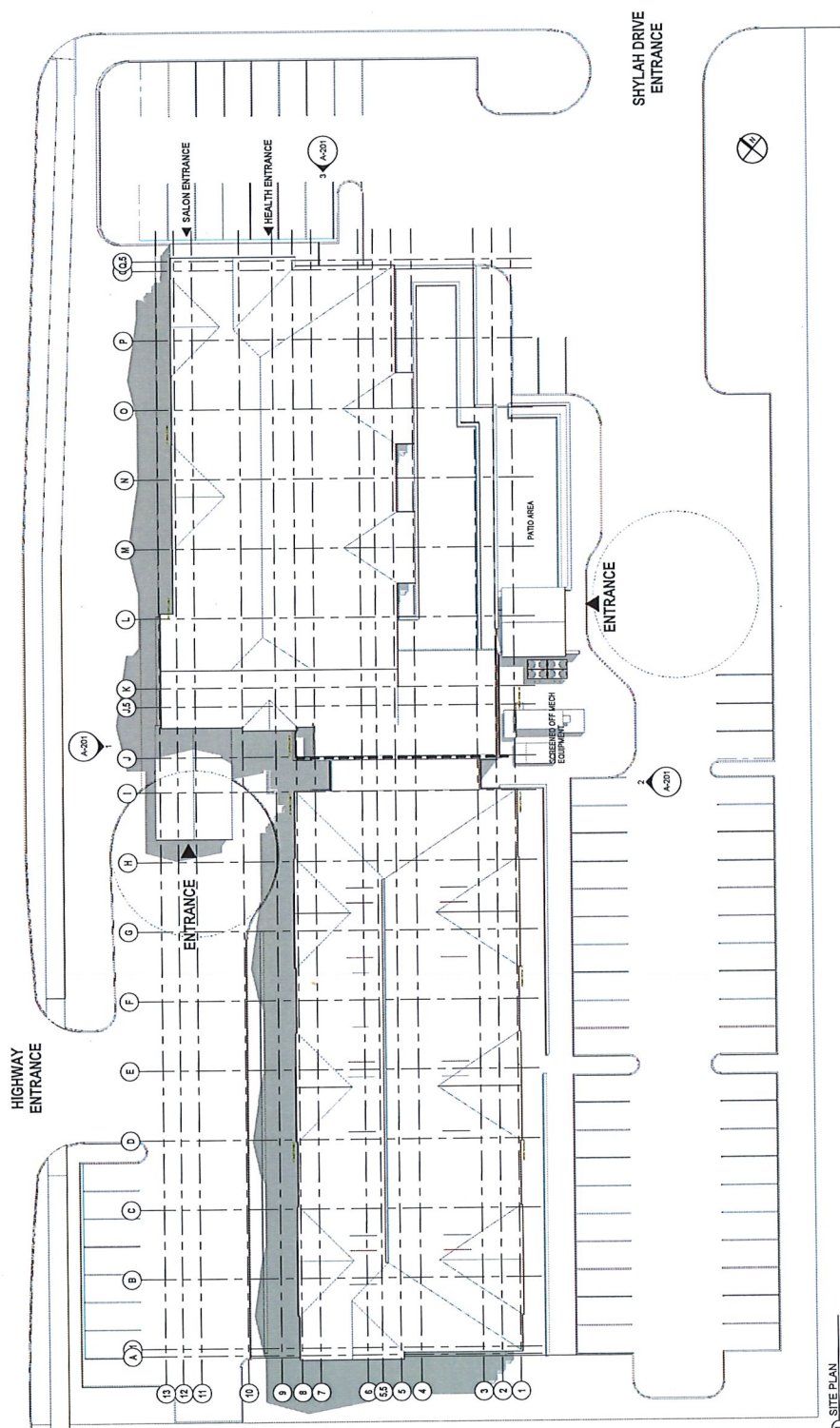
7012 Bayview Rd, Suite 300A
Kulikova, NC 28112, NC
Phone: (803) 444-9555
Fax: (803) 444-7322

STONEMONT RETIREMENT LIVING	
Project Number	20030
Date	2020.06.10
Drawn By	Author
Checked By	Checker

SITE PLAN

A-050

Scale 1:250



1 SITE PLAN
1:250

NOTE: SITE DIMENSIONS & BUILDING LOCATION TBC WITH CORRECT SITE SURVEY

TYPE	COUNT	DESCRIPTION	AREA (sq)	AREA (sq)
BT	8	STANDARD TWIN	201 sq'	372 sq'
BA	12	STANDARD QUEEN	301 sq'	361 sq'
BB	24	STANDARD TWIN	201 sq'	361 sq'
BC	7	STANDARD QUEEN	301 sq'	417 sq'
BD	22	1 BED	81 sq'	652 sq'
BE	4	1 BED	81 sq'	735 sq'
BF	3	1 BED	81 sq'	652 sq'
BG	1	1 BED	81 sq'	735 sq'
BH	2	1 BED	81 sq'	652 sq'
BI	1	1 BED	81 sq'	652 sq'
BJ	1	1 BED	81 sq'	652 sq'
TOTAL: 131				

LEVEL	LOCATION	AREA (sq)	AREA (sq)
LEVEL 01	EAST	211 sq'	2268 sq'
LEVEL 02	EAST	772 sq'	1652 sq'
LEVEL 03	WEST	1347 sq'	1462 sq'
LEVEL 04	WEST	201 sq'	2008 sq'
LEVEL 05	EAST	1262 sq'	1728 sq'
LEVEL 06	WEST	206 sq'	2428 sq'
LEVEL 07	EAST	1057 sq'	1893 sq'
LEVEL 08	WEST	2826 sq'	2830 sq'
LEVEL 09	EAST	1057 sq'	1893 sq'
LEVEL 10	WEST	1347 sq'	1462 sq'
LEVEL 11	WEST	2636 sq'	2636 sq'
BUILDING TOTAL		11173 sq'	12258 sq'

LEVEL	ELEVATION	FLOOR HEIGHT	ELEVATION FT
LEVEL 01	3.52' m	3.52' m	11'-5"
LEVEL 02	4.57' m	4.57' m	15'-0"
LEVEL 03	5.62' m	5.62' m	18'-5"
LEVEL 04	6.67' m	6.67' m	21'-9"
LEVEL 05	7.72' m	7.72' m	25'-4"
LEVEL 06	8.77' m	8.77' m	28'-9"
LEVEL 07	9.82' m	9.82' m	32'-3"
LEVEL 08	10.87' m	10.87' m	35'-8"
LEVEL 09	11.92' m	11.92' m	39'-3"
LEVEL 10	12.97' m	12.97' m	42'-8"
LEVEL 11	14.02' m	14.02' m	46'-3"



Stonemont
Retirement Living

General Notes:
1. All work shall be in accordance with the applicable codes and standards for the jurisdiction and any applicable laws, rules, regulations, codes, standards, and specifications.
2. All work shall be in accordance with the applicable codes and standards for the jurisdiction and any applicable laws, rules, regulations, codes, standards, and specifications.
3. All work shall be in accordance with the applicable codes and standards for the jurisdiction and any applicable laws, rules, regulations, codes, standards, and specifications.
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10. All work shall be in accordance with the applicable codes and standards for the jurisdiction and any applicable laws, rules, regulations, codes, standards, and specifications.



NO.	CONCEPT REVIEW	DATE
1	CONCEPT REVIEW	2020.05.02
2	DESCRIPTION	DATE

REVISIONS

NOT FOR CONSTRUCTION



2015 Levens Rd, Suite 2004
Huller, NC 28131, 3C2
Phone: (803) 444-0555
Fax: (803) 444-7522

harveyARCHITECTURE

STONEMONT RETIREMENT LIVING
KENTVILLE RETIREMENT LIVING

Shylah Drive, Kentville, NS

Project Number	200300
Date	2020.05.10
Drawn By	Author
Checked By	Checker

RENDER - REAR
AERIAL

A-704

Scale

STONEMONT RETIREMENT LIVING IS THE TRADEMARK OF HARVEY ARCHITECTURE. ALL RIGHTS RESERVED. THIS DRAWING IS THE PROPERTY OF HARVEY ARCHITECTURE AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF HARVEY ARCHITECTURE. ANY REPRODUCTION OR TRANSMISSION OF THIS DRAWING WITHOUT THE WRITTEN PERMISSION OF HARVEY ARCHITECTURE IS STRICTLY PROHIBITED. HARVEY ARCHITECTURE ASSUMES NO LIABILITY FOR ANY DAMAGE OR LOSS OF PROFITS, BUSINESS, OR REPUTATION, OR FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, ARISING OUT OF OR IN CONNECTION WITH THE USE OF THIS DRAWING. THE INFORMATION CONTAINED HEREIN IS FOR GENERAL INFORMATION ONLY AND DOES NOT CONSTITUTE AN OFFER OF ANY FINANCIAL PRODUCT OR SERVICE. PLEASE CONSULT YOUR FINANCIAL ADVISOR FOR MORE INFORMATION.



NO. _____	CONCEPT REVIEW	DATE 05/20/2020
BY _____	BY _____	DATE _____
REVISIONS		

NOT FOR CONSTRUCTION



7011 Lyburne Rd, Suite 2004
Hull, VA 24181, USA
Phone: (802) 444-8555
Fax: (802) 444-7527

STONEMONT RETIREMENT LIVING	
KENTVILLE RETIREMENT LIVING	
Shylah Drive, Kentville, NS	
Project Number	20030
Date	2020.05.10
Drawn By	Author
Checked By	Checker
RENDER - NORTH EAST CORNER	
A-701	
Scale	



PARSONS

INVESTMENTS LTD

16 November 2020

Re: Zoning Section of 750 Park Street PID 55264105

To Whom it may concern

This letter is to confirm that we agree to grant Nova Scotia Retirement Living inc the right to rezone the section of our property outlined in Schedule A to R4.

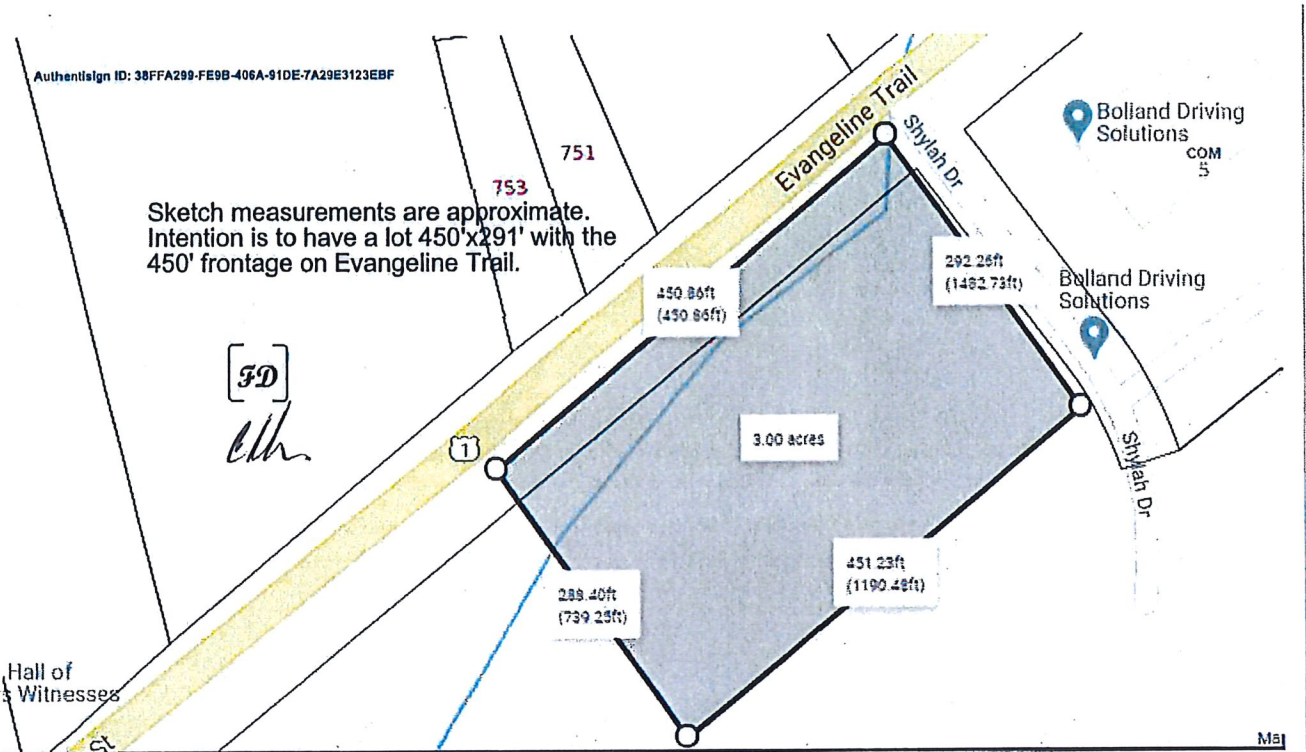
Please feel free to contact me if you have any questions or concerns,

Scott Hearn



PARSONS INVESTMENTS LIMITED
Vice President Real Estate & Development

Schedule A



Brian Smith

From: Catalyst Consulting Engineers <Catalyst@eastlink.ca>
Sent: Monday, November 30, 2020 10:36 AM
To: Brian Smith; Sandra Snow
Cc: Jason White
Subject: Fwd: FW: Message from "RNP002673DEBD86"
Attachments: Variance Application Form.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi folks,

Further to our zoom call in September, we have now made formal application for a Rezoning for the property we discussed- see below as recently received from Ms. Gentlemen.

We are reaching out to you today to personally advise that this is now in the works and we want to commence a dialogue on the process and how we can fast track it. As we mentioned when we spoke in September, we have made the business decision to continue forward with the design of our facility concurrent with the hopeful approval of the rezoning application as we are under tight timelines for the project and its sister project in Bridgewater which we need to run concurrently.

As such, we would like to commence a dialogue with you both on how we can accomplish both the rezoning as requested as well as the requested variance **prior to the end of February 2021**. It is essential for us to proceed with this site with a construction start date of April 1, 2021 at the absolute latest.

Once you have had an opportunity to discuss internally, we would appreciate the opportunity to have another zoom call to discuss this project in further detail. This project remains very exciting for us and we look forward to providing this essential service to the residents of your Town and to provide a large number of well paying, stable, long term jobs.

We remain available at your convenience to move this discussion forward and thanks in advance.

Regards,

Andrew Amos, P.Eng.
Senior Partner
(902) 802-0306

----- Forwarded Message -----

Subject:FW: Message from "RNP002673DEBD86"
Date:Mon, 30 Nov 2020 13:30:45 +0000
From:Connor Wallace <connor@zzap.ca>
To:Catalyst Consulting Engineers <catalyst@eastlink.ca>
CC:Jason White <jwhite83ns@gmail.com>

MPS/LUB Amendment Process

Council Advisory Committee	Initial report /recommendation	January 11, 2021
Council	1 st Reading	January 25, 2021
Public Participation Meeting per Policy G62	Date and Time of the meeting to be advertised in the local paper once a week for 2 consecutive weeks, the first ad to appear at least 14 days prior to the meeting	January 28, 2021 if the ad can be placed in the local paper on January 14, 2021
Public Hearing	Date and Time of the meeting to be advertised in the local paper once a week for 2 consecutive weeks, the first ad to appear at least 14 days prior to the meeting	February 18, 2021 if the ad can be placed in the local paper on February 4, 2021
Council	2 nd reading	February 22, 2021
Certified Copies sent to the Minister	We are assuming Ministerial approval is not required; Provincial Planning Director has 30 days to review the certified copies of the amendment	March 25, 2021
Provincial Planning Director gives ok	Clerk gives notice of adoption in newspaper. Documents come into effect on the day the notice is published	March 31, 2021



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Intermunicipal Service Agreements

At the January 11, 2021 meeting of Council Advisory Committee, CAO Smith reviewed his report which outlines the existing shared services for regional municipalities in the Valley. Regional municipal partners have renewed their commitment to more consistent shared service agreements in this revised Memorandum of Understanding document.

Council Advisory Committee recommend

That Council approve the attached Memorandum of Understanding (MOU) with our local municipal governments outlining the organization of work programs for a joint review of intermunicipal service agreements,

And further, authorize the MOU with the signatures of the Mayor and CAO.



Council Advisory Committee

TO: Town Council, Council Advisory Committee

SUBMITTED BY: Brian T. Smith, Interim CAO

DATE: January 6, 2021

SUBJECT: Review of Intermunicipal Service Agreements (IMSA's)

ORIGIN

In 2018, the municipal partners (parties) in several intermunicipal service agreement for things like public transit, solid waste and community fibre agreed to complete a number of initiatives:

- Assist Kings Transit with accounting procedures and year end processing (complete).
- Assist Valley Waste Resources with accounting procedures and year end processing (complete).
- Develop business/transitional plans for the Valley Community Fibre Network (business plan complete, transition plan on-going).
- Update the structure of sharing agreements and incorporation documents – the origin of this report and recommended Memorandum of Understanding.

BACKGROUND

The Municipal Government Act provides several different mechanisms for the sharing of municipal services among separate municipal units, and various arrangements and Intermunicipal Service Agreements (IMSA's) are in place for the four units within Kings County and their municipal partners beyond the County boundaries. When the Valley REN is included, there is another important partner, the Glooscap First Nation.

As was identified in 2018, and is still the case today, the original agreements for IMSA's provide a complex mix of governance, administration and financial arrangements that could benefit from a fresh review by the parties involved.

DISCUSSION

In developing a Presentation to a Joint Councils Meeting held in December, the Kings CAO's group has identified several issues that could form part of a comprehensive review of the existing IMSA's. These include:

- Situations where Council representatives vote on an IMSA proposed budget and then have to consider it as a component of their overall municipal budget.
- IMSA corporations can be very large but as a single purpose organization they may lack the human resources, financial and communications support in a typical municipal unit.
- The IMSA financial statements, through consolidation with municipal financial statements if required, may impact municipal borrowing capacity.
- Similarly, municipal partners are required to guarantee the long-term debt of IMSA corporations, and this could also impact municipal borrowing capacity.
- Fresh off the experience with the withdrawal of Annapolis County from VWRM, it is apparent that different IMSA's have different dispute resolution provisions.

To provide a mechanism to review and update the IMSA's collectively, the Joint Councils meeting of December 15, 2020 provided guidance to the individual Chief Administrative Officers of the units



Council Advisory Committee

~~in attendance at that meeting to come back to Councils, including those Councils outside of Kings County, with a draft Memorandum of Understanding to organize and commence a review. This Memorandum of Understanding would create a Working Group of Mayors and CAO's and follow the work program outlined in the MOU to complete a review of the IMSA's by June of 2021.~~

BUDGET IMPLICATIONS

As part of the research into this issue, the Kings CAO's determined that funds already collected of the list of initiatives identified in 2018 remain in part, in sufficient quantity to allow this process to begin without additional funding requests to the municipal partners.

Recommendation:

Recommended that: 1) That Council approve the enclosed Memorandum of Understanding outlining the organization and work program for a joint review of Intermunicipal Service Agreements and authorise its signature by the Mayor and Chief Administrative Officer.

Attachments:
Memorandum of Understanding

IMSA MEMORANDUM OF UNDERSTANDING

This MOU dated the _____ day of _____, 20____

Between:

TOWN OF ANNAPOLIS ROYAL

and

TOWN OF BERWICK

and

TOWN OF KENTVILLE

and

MUNICIPALITY OF THE COUNTY OF KINGS

and

TOWN OF MIDDLETON

and

WEST HANTS REGIONAL MUNICIPALITY

and

TOWN OF WOLFVILLE

and

GLOOSCAP FIRST NATION

Collectively the Parties

WHEREAS the Parties have received and reviewed a presentation dated December 15, 2020 entitled “Updating of Shared Service Agreements and Municipal Corporations” (the “Presentation”) *and* wish to implement the work plan as outlined in the Presentation.

The Parties agree as follows:

1. Each party agrees in principle to the recommendations contained within the Presentation.
2. The Parties agree to form a Working Group, comprising the Mayors and the Chief (or designates) of the Parties, and the CAOs, Band Manager (or their designates).
3. The Working Group will review the existing Intermunicipal Service Agreements (IMSAs) referenced in the Presentation and, for each IMSA, prepare either recommended amendments to the IMSA or a new draft ISMA to replace the existing ISMA.
4. In addition to the existing IMSAs, the Working Group will also prepare IMSAs for only additional services that may be offered by shared service organizations composed of some or all of the parties, including but not limited to IMSAs for climate change and diversity.
5. The recommendations of the Working Group will include standard provisions to be common to all IMSAs and IMSA provisions specific to the individual IMSAs under consideration.
6. The Working Group will provide recommendations for incremental supports to the shared service organizations referenced in the Presentation.
7. The Working Group may authorize one the Parties to contract on its behalf for services described in provision 8 of this Memorandum.
8. The Working Group is authorized to retain legal counsel and any other third-party resources as the Working Group considers necessary to complete its work.
9. The parties agree that the costs incurred by the Working Group will be paid from funds held by the Municipality of the County of Kings that are related to a modernization initiative entered into by the parties to this MOU in March of 2018.
10. The Working Group will complete its work and have updated IMSAs prepared for the parties' review and consideration by June 30, 2021, or such later date as the Working Group considers necessary in order to properly complete its work.
11. This MOU may be signed in counterpart by the parties.

Signed, sealed and delivered
in the presence of

) **TOWN OF ANNAPOLIS ROYAL**
)
)
) _____
) Mayor
)
) _____
) CAO

Signed, sealed and delivered
in the presence of

)

TOWN OF BERWICK

)

)

)

Mayor

)

)

CAO

)

Signed, sealed and delivered
in the presence of

)

TOWN OF KENTVILLE

)

)

)

Mayor

)

)

CAO

)

Signed, sealed and delivered
in the presence of

)

**MUNICIPALITY OF THE COUNTY
OF KINGS**

)

)

)

Mayor

)

)

CAO

)

Signed, sealed and delivered
in the presence of

)

TOWN OF MIDDLETON

)

)

)

Mayor

)

)

CAO

)

Signed, sealed and delivered
in the presence of

**WEST HANTS REGIONAL
MUNICIPALITY**

)

)

_____) Mayor
)
) _____
) CAO
)

Signed, sealed and delivered) **TOWN OF WOLFVILLE**
 in the presence of)
)
) _____
) Mayor
)
) _____
) CAO
)

Signed, sealed and delivered) **GLOOSCAP FIRST NATION**
 in the presence of)
)
) _____
) Chief
)
) _____
) Band Manager
)



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Kentville Historical Society Lease

At the January 11, 2021 meeting of Council Advisory Committee, Council met in camera to discuss a request to extend the lease agreement between the Town of Kentville and the Kentville Historical Society. After this in camera session, Council made the following motion in the public session:

Council Advisory Committee recommend

That Council extend the current lease with the Kentville Historical Society for an additional five (5) years ending on December 31, 2025 at the existing annual lease of \$1,500.00 plus HST;

And further, release the report publicly.

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Craig Gerrard

Date: January 21, 2021

Date of Last Council Meeting Attended: November 30, 2021

Date of Last Council Advisory Meeting Attended: January 11, 2021

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
December 7, 2020	NSAPG Executive Meeting	
December 8, 2020	CAO Interviews	
December 10, 2020	Joint Council Meeting REMO / NS EMO	
December 11, 2020	CAO Selection Committee	
December 15, 2020	CAO Selection	
December 16, 2020	Valley Waste	Attached is the agenda
December 17, 2020	CAO Selection Committee	
December 22, 2020	CAO Selection Committee	
January 13, 2021	Valley Waste Orientation meeting	Tour of the facility in Kentville Business Park and the Scotia Recycling facility adjacent

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Conference Attendance and Synopsis

Date	Conference	Synopsis

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name	Kentville Police Commission	Meeting Date:	December 4, 2020
Meeting Highlights:	DOJ Presentation – Haley Crichton – Roles and responsibilities of Police Boards, Presentation by Kentville By-Laws Officer Harlon Wood) Election of board chair and vice chair (Chair Myself, vice chair – Steven Pearl)		
Budget:			
New Projects:			
Policy Changes:			

Misc Events

Date	Synopsis



COUNCILOR REPORT
KENTVILLE TOWN COUNCIL

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Paula Huntley

Date: December 28, 2020

Date of Last Council Meeting Attended: November 30, 2020

Date of Last Council Advisory Meeting Attended:

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Dec 8th	CAO selection meeting	
Dec 14th	CAC meeting	
Dec 15 th	CAO selection meeting	
Dec 17th	CAC selection meeting	
Dec 23rd	CAO selection/council meeting	
Jan 4th	Kings Transit Diversity meeting	Election of chair & vice chair, booking date for board orientation *Action plan update, moose hide campaign, vansda training, & discussion on meeting time change



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

<p>Jan 8th</p>	<p>Valley REN</p>	<p>*Guest speaker Viola Robinson spoke on Mi'Kmaq people/ topics of interest and it was fabulous learning</p> <p>Have become a member of the Connector Program following our mandate of relationship building and mentorship with local businesses</p>
----------------	-------------------	--

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
Dec 12	Kentville Lions Breakfast	Christmas togetherness/COVID-19 Setup
Dec 18th	Town Sing a long	Centre square 6:30 -8pm



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Conference Attendance and Synopsis

Date	Conference	Synopsis

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name	Diversity Kings County	Meeting Date:	Dec 7th
Meeting Highlights:	Introduction to members, discussion on Diversity action plan, name for plan discussed and needed suggestions for next meeting Jan 4,2021		
Budget:	n/a		
New Projects:			
Policy Changes:			

Misc Events

Date	Synopsis
Dec 1	Senior Safety discussion with Michelle Parker –Wolfville police station
Dec 2	NSFM AGM/ voting on election of caucus
Dec 2	Future of Farming virtual learning /Dalhousie University
Dec 4	Police Committee –board responsibilities/role review for interested council
Dec 4	Meeting with Police Chief Julia Cecchetto re: Fidget blanket donation/senior safety
Dec 9th	AVCC Quarterly update
Dec 10	REMO meeting –review on emergency measures & any updates

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Dec 18th	Joint council workshop –virtual 1–3pm
Jan 6 th	Virtual Indigenous series with Acadia & Glooscap First nations-part of diversity learning- Netukulimk & Two-Eyed Seeing
Jan 7th	Virtual Indigenous series with Acadia & Glooscap First nations- Pow wow Protocol & Regalia
Jan 11 th	Meeting with Director of Parks & Rec on Accessibility Plan Ideas
Jan 12th	Virtual Indigenous Series with Acadia & Glooscap First Nations-Landscape & Place names
Jan 20	Meeting with Economic Development Coordinator & Meeting with Communication team
Jan 21 st	Webinar – Quality of life seminar offered by Nova Scotia Federation of Municipalities
Jan 22 nd	Kings Transit Board Meeting Orientation

APPENDIX A: COUNCIL COMMITTEE AND ATTENDANCE REPORT

Name: _____

Date: _____

Date of Last Council Meeting Attended: _____

Date of Last Council Advisory Meeting Attended: _____

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis

CONFERENCE AND TRIP ATTENDANCE AND SYNOPSIS

Date	Conference/Travel	Synopsis

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event	Synopsis

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

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

MISC EVENTS

Date	Synopsis

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage

Date: January 20th 2021

Date of Last Council Meeting Attended: November 30th 2020

Date of Last Council Advisory Meeting Attended: January 11th 2021

Date of Last Governance Session Attended: N/A

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
December 9 th	IAC	Reports and Recommendations – North of 14 million – YTD return 3.97% Continued discussions around the revised IPS. In light of how COVID is changing markets (low interest rates) its important for us to pivot.
December 10 th	JFSC	Election of chair and vice chair – C Gerrard and DM Savage. Main discussion around the 1987 agreement with Aldershot and the funds that have been since collected after a considerable amount of time. The lapse was due to the KVFD establishing it's own entity and no new agreement was since put in place. Funds paid are north of \$63,000 discussions had as to where the funds should be directed. Some discussion around the various budget items. Chair Gerrard to present the budgets to council.
December 18th	Council meeting	In camera

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

December 22	CAO recruitment discussions	
January 14 th	Regional Sewer Meeting	Reports on capital and operations. Possible shortfall in the County operating budget that may need to be shared between the partners – our portion would be 51%. The proposed deficit would be in the amount of \$30,000. Discussed the meanings of TSS and BOD.
January 18 th	REMO	IMSA review process – Mayor Snow elected chair. Reports from Dan Stovel

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
December 18 th	Meeting with Mayor Snow	Discussed S/P plus the years in review....some delving into the proposed IMSA revised.

Conference Attendance and Synopsis

Date	Conference	Synopsis
November 2 nd	NSFM AGM and Town Caucus Meeting	
November 4 th	Police Commission Meeting	
December 10 th	REMO joint council EM presentation	CAO's have met ...building upon shared services. Look at the best practices amongst the current agreements.

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name	IAC	Meeting Date:	Jan 13 th
Meeting Highlights:	All asset classes are pushing forward – low interest rates and fiscal stimulus. US politics – green plan – what is the new presidents platform. The intent is to shift slowly into the new IPS should same be approved at tonight’s meeting. We are north of 14 million as of mid Jan 2021. 4.47% is the current rate of return which fits nicely with the time weighted benchmark.		
Budget:	N/A		
New Projects:			
Policy Changes:	IPS forthcoming at this meeting with proposed changes		

Misc Events

Date	Synopsis

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Gillian Yorke

Date: January 20, 2021

Date of Last Council Meeting Attended: November 30, 2020

Date of Last Council Advisory Meeting Attended: January 8, 2021

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
December 4 th	Police Commission	Presentation given from Province, introduction to the commission
January 4 th	Kings Transit	Introduction to the board, setting dates for future orientation and information sessions
January 19 th	KCA PTA	Updated information on fundraisers, cafeteria and how the COVID restrictions are working within the school
January 22 nd	Kings Transit	Orientation session
December 14 th January 11 th	CAC	CAC meeting via Zoom
December 22 nd	Special Council Meeting	Special Council Meeting via Zoom

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

MISC EVENTS

Date	Synopsis
December 4 th	Town Caucus virtual meeting through NSFM. Electing new representation at Town and County levels
December 18 th	Joint Council session (Kings County, Wolfville, Kentville, Berwick)



COUNCILOR REPORT
KENTVILLE TOWN COUNCIL

EXPENSES

This month	Year to Date
N/A	N/A



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Andrew Zebian

Date: January 19th, 2020

Date of Last Council Meeting Attended: November 30th, 2019

Date of Last Council Advisory Meeting Attended: January 11th 2020

COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
December 3 rd 8 th 11 th 17 th	CAO SELECTION	Several meetings to interview candidates for CAO position.
December 9th	Investment Advisory Committee	

TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
Dec 22	Special Council Meeting	

MISC EVENTS

Date	Synopsis



**COUNCILOR REPORT
KENTVILLE TOWN COUNCIL**

EXPENSES

This month	Year to Date



Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 25 January 2021

Date of Last Council Meeting Attended: 30 November 2020

Date of Last Council Advisory Meeting Attended: 11 January 2021

Date of Last Governance Session Attended: N/A

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
26 Nov 20	Valley Region REAP	The Valley Region Regional Entrepreneurship Acceleration Program (REAP) met for initial introductions, the team is composed of Lisa Jenereaux, Louis Coutinho, Andrew Schnare, Burnell Lyons, Jason Clarke, Dale Keefe, Stephen Shaw, Lens Ells, Sandra Snow and Richelle Brown-Redden
26 Nov 20	MFC	Municipal Finance Corporation Board Meeting
26 Nov 20	VREN Taskforce	Valley Regional Enterprise Regional Economic Taskforce – Act LOCAL initiative has been launched
26 Nov 20	VREN Board Meeting	VREN Monthly Board Meeting
30 Nov 20	MIT REAP Nova Scotia	All teams meeting
30 Nov 20	Council Meeting	Recommendations from CAC: General Insurance Recommendation; Special Events Bylaw – Covid-19 Adjustments; Special Events Bylaw – Increased Events Valley Waste Bylaw; and Fire Inspection Service Agreement with County of Kings. New Business: 2021 Calendar of Council and CAC Meetings.
3 Dec 20	CAO Selection Committee	First interview with candidates
4 Dec 20	Police Commission	Special presentation by the Dept Justice on the role of the Police Commission.

Councilor Report

Kentville Town Council

7 Dec 20	NSFM Board	Initial meeting of the newly elected NSFM Board of Directors
8 Dec 20	CAO Selection Committee	Second interview with candidates
10 Dec 20	Kings Regional Emergency Measures Organization	REMO presentation to new members of council. Included a briefing from Provincial representative.
10 Dec 20	VREN Taskforce	Valley Regional Enterprise Regional Economic Taskforce – Act LOCAL initiative update
10 Dec 20	Kings County Mayors	Update from the president of Acadia University.
11 Dec 20	CAO Selection Committee	Candidate offer preview
14 Dec 20	Kings County Mayors	Initial IMSA Meeting
14 Dec 20	Council Advisory Committee	Two presentations: Valley Regional Enterprise Network Quarterly Report and Kentville Historical Society New Business: Municipal Energy Learning Group Recommendations Regional Climate Action Plan – Partners in Climate Progress
16 Dec 20	Valley Waste Committee	Budget discussion
17 Dec 20	CAO Selection Committee	Candidate offer discussion
18 Dec 20	Kings County Joint Council Meeting	Four councils met to discuss IMSA
22 Dec 20	Asset Management	Final cohort meeting for the Asset Management program
22 Dec 20	Special Council Meeting	Meet the candidate
4 Jan 21	NSFM Board	Special Meeting to discuss the Affordable Housing Commission
6 Jan 21	Quality of Life LLT	Launch of Me to You initiative – sending notes to friends and neighbours to get through the winter. (see attached)

Councilor Report

Kentville Town Council

11 Jan 21	CAC Meeting Review	CAO-Mayor review of agenda and meeting flow
11 Jan 21	CAC Meeting	Unfinished business: Bylaw Revision - Noise Bylaw; Policy Revision - G39 Council and Staff Long Service Awards Policy; and Municipal Energy Leaders Group Recommendations to the Province. New Business: Catalyst Consulting Engineers Rezoning Application; and Intermunicipal Service Agreement Review, Memorandum of Understanding. In-Camera: two property matters.
14 Jan 21	VREN LOC Chair	Meeting with Acadia University between LOC Chair, VREN Board Chair, VREN CEO and Acadia U chair and communications with regards to how we can collaborate on economic growth in our area
14 Jan 21	VREN Taskforce	Discussion on holiday retail in the area and the impact of the COVID cases in Berwick
18 Jan 21	Kings REMO	Quarterly update and election of Chair
20 Jan 21	Valley Waste	Monthly Board Meeting - alternate

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
12 Dec 20	Lions Breakfast	Well attended despite the COVID 19 limitations. Full precautions were in effect. Both our local MP and MLA were on hand.

Conference Attendance and Synopsis

Date	Conference	Synopsis
2 Dec 20	NSFM AGM 2020	Meeting was held virtually with a fair turnout.
2 Dec 20	NSFM Town Caucus Meeting	Virtual election of caucus, I am one of the Town Representatives on the NSFM Board
13 Jan 21	Valley Waste Orientation	Morning tour of the Valley Waste facility including Scotia Recycling, afternoon

Councilor Report

Kentville Town Council

		presentations at the Al Whittle Theatre on the operation
14 Jan 21	MIT REAP Program	Program Launch including registration with MIT and pre-launch homework and video

Misc Events

Date	Synopsis
27 Nov 20	Met with Noel Tianney at the Miners Landing site
27 Nov 20	Attended the virtual launch of the Flower Cart Group's Building Opportunities fundraising campaign
18 Dec 20	Breakfast Meeting with Deputy Mayor
21 Dec 20	AIM Network Asset Management Interview with Donna Chiarelli from Planet A Consulting (see attached)
24 Dec 20	Out of Office until 4 January 2021
7 Jan 21	Conversation with Jeremy Lutes energy efficiency
11 Jan 21	New computer and phone upgrade
15 Jan 21	Interview with Connie Boland of Saltwire
19 Jan 21	Attend NKEC Grade 9 Citizenship Class via zoom – Municipal Government presentation
19 Jan 21	Conversation with Jason White re: Stonemont application



The Toolkit

Thank you for being a part of *From Me to You*. This Toolkit will give you everything you need to participate in, or tell people about, the initiative. Through your efforts and many others across the province, the momentum for this initiative will continue to grow.

What is *From Me to You*?: *From Me to You* is a chance to build connections this winter. It is a provincewide initiative that invites any person or organization to take part by writing or drawing a note to someone in their community - a person they know or haven't met yet - and to leave that note somewhere to be found, like on a doorstep, at a coffee shop, or on the bus.

Timeline: From now until the snow melts (in general), but it will continue for as long as people are writing and drawing notes to one another.

How to use The Toolkit:

Incorporate *From Me to You* as part of the work that you're already doing. Draw on what to include in social media posts to create your own. Include the newsletter blurb in your next newsletter to your network. Check out the folder on Google Drive that has graphics ready for social media platforms as well as the building blocks to make your own (e.g., a graphic of what a note can say that you fill in).

How to participate in *From Me to You*:

- Send a note card:
 - Print them from our website, ask us to send you ones that we've designed and printed, or use your own and what you have on hand.
 - Make it a team-building activity with your co-workers, do it with a group of people you know, or through a volunteer organization.
- Spread the word:
 - Share the initiative on social media
 - Talk to the people in your life about it
 - Email your networks
- Partner with us:
 - Please talk with us about how your business or organization would like to take part beyond sharing the initiative with your networks and on social media.

What to include in social media posts:

- Write or draw a note to someone in your community – someone you know or haven't met yet
- Share the note – [insert ideas for places e.g., on a doorstep, with your neighbour, at the coffee shop, on a bus]
- Ask Engage to get note cards to you, download them online, or use what you have on hand
- We can never know the impacts that small gestures of thoughtfulness can have on any given day
- *From Me to You* is an opportunity for each of us to uplift someone else – and to do it altogether
- Any person or organization across the province can take part by writing or drawing note cards
- Social connections are important for our wellbeing
- Isolation since COVID-19 has been difficult and the winter months can be particularly challenging for peoples' mental health

The 'call to action,' or what we're asking followers to do, is send a note card by using the language of 'Send your own.' On platforms that use hashtags, we encourage: #FromMeToYou and #SendYourOwn. Consider sharing photos of you preparing a note or a picture of one you received. If sharing photos on Instagram, please consider using image descriptions in the captions.

Social media graphics and other materials: We've included samples and building blocks of social media graphics for Instagram, Twitter, Facebook, and LinkedIn platforms in this [Google Drive folder](#). The folder also includes other materials that are accessible from the *From Me to You* webpage, like the poster and note cards you can print yourself. Let us know if you would like to receive posters and note cards that we've printed - just tell us how many and we'll get them to you.

What to include in a newsletter:

Engage Nova Scotia invites you to take part in *From Me to You* this winter by writing or drawing a note of appreciation to someone in your community – someone you know or haven't met yet. Get a note card from Engage or use what you have on hand and then leave the note somewhere – a doorstep, coffee shop, bus, windshield... If your business or organization is interested in supporting *From Me to You*, please let us know how you'd like to do that - visit www.engagenovascotia.ca.

What else?: If there are assets for social media you'd like us to make or any ideas you have to improve this toolkit, please email: chart@engagenovascotia.ca and we'll include them here.

Contact information:

Catherine Hart

Communications and Project Specialist

Engage Nova Scotia

chart@engagenovascotia.ca

902-809-9947





THE TOWN OF *Holyrood's* ASSET MANAGEMENT CHAMPION IS JUST WHAT THE DOCTOR ORDERED

If you asked Robert Stacey five years ago whether he would eventually be working for the small Town of Holyrood, Newfoundland, he would have looked at you in disbelief and wondered where the question was coming from. Until just a couple of years ago, Stacey had spent 23 years working as a production manager in the fast-paced environment of the private sector at a structural steel fabrication facility called Metal World. A civil engineering technologist by training, he was responsible for ensuring that the factory was running smoothly to keep a steady stream of projects coming off the line.

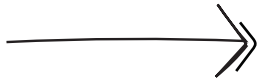
Stacey thought for sure he would retire at Metal World, but his life changed unexpectedly when he and the whole management team was shuffled out the door after it was bought out by a larger company. Never in his wildest dreams had he imagined moving to a job in local government.

Stacey's initial misfortune from losing his job at Metal World may be one of the best things that could have happened to the Town of

Holyrood, because he joined them in a new role for the Town as its director of Infrastructure and Public Works. Since he arrived on the scene he's been using his skills to drive change for the better in how the Town operates, and he has become a champion of the Town's formalization of asset management.

Holyrood is a small community of 2,400 residents located about a 25-minute drive away from St. John's and like most small communities in the province, it didn't have a formal asset management system in place before Stacey came on board. At that time, the Public Works department focused mostly on day-to-day work and was quite reactive in its approach. The Town then changed the focus of the role of the director of Infrastructure and Public Works when Stacey was hired because senior management recognized the need for more proactive planning. Stacey spends 90% of his time in the office doing just that.

Stacey's recommendation to Council that the Town join AIM Network's asset management cohort program came from his insight and experience as the plant manager for Metal World. While there he had managed all the assets in the facility, including the equipment, tools and the building itself. Over the years he had put in place a preventive maintenance program for their assets that examined when it was appropriate to repair or replace them. The process didn't happen overnight, and he understood that this approach was exactly what the Town was missing in managing its own assets.



THE TOWN OF HOLYROOD'S BEAUTIFUL COASTAL BEACH

(Source: Town of Holyrood)

»»» Stacey is now putting the same systems in place that he used at Metal World. When he started working for the Town there was no formal documentation system or process to manage the assets' condition or work history. He spent the bulk of last winter pulling data together and organizing it into a useable format. Even before joining the cohort program, Stacey worked with the Finance department to revamp the Town's purchase order system for their vehicle fleet so that the work done on every vehicle was documented. They can now see more clearly when it's time to replace as opposed to repair. For example, they can now see if they have a vehicle with a book value of only \$5,000 that needs \$10,000 a year to be kept on the road, which may not be the best value for the community.

Stacey knows that asset management is an ongoing process and it takes many years to implement a fully functional system. He felt that a good place to start in Holyrood was with their water system, which he sees as their biggest challenge. The public works department has been continuously chasing water leaks and last summer they were on the cusp of having a water shortage. Stacey light-heartedly admits that like him, the system is starting to get a little grey around the edges as most of it was put in the ground around 1970. He wanted to be able to be more proactive about how to maintain and rehabilitate the system.

The Town has now completed the cohort program and they have a good sense of the actions that will be needed over the next couple of decades to sustain their water service delivery. The big shock came when they put all the data together and looked at the risks to the system. It has become apparent that the largest section of the system will need to be replaced within the

next 10 to 20 years at a cost of about \$40M. That's a lot of cash for a small community. The AIM Network technical staff concluded that they should be setting aside \$350,000 a year in reserves to stay on top of the system. Stacey thought to himself that this would be impossible. The total annual budget for the Town is only \$4.2M and this was only one of the services they need to sustain. Stacey knows the problem is real though, and he's taking the approach that he's going to have to think very strategically so that he can move forward in increments, taking advantage of every possible provincial and federal funding source.

Fortunately, the Holyrood Town Council has known for awhile that a forensic investigation of their infrastructure needed to be done but until Stacey joined the team there was no one to lead the process. Council has welcomed with open arms the work they are doing on asset management and are prepared to develop a long-term plan. Stacey's top recommendation will be for Council to focus on maintaining the infrastructure they already have. Because the Town has been growing modestly and is an expansive community with a large land

base, they had already completed two watermain extensions before Stacey arrived.

What Stacey likes the most about his move from the private sector to local government is that he gets the sense that he's helping to improve the lives of the people of Holyrood every day. He also appreciates the more relaxed environment and the fact that he has the time to schedule, plan and think about asset management and where they need to be 20 years from now. The Town is not going anywhere, and lucky for Council, neither is he.



**ROBERT STACEY,
DIRECTOR OF INFRASTRUCTURE AND PUBLIC WORKS,
TOWN OF HOLYROOD**

IN
THIS
ISSUE

- 3 → The Town of Kentville Learns that Borrowing is Less Scary with Asset Management
- 5 → Apply Now for AIM Network's Asset Management Program for New Brunswick
- 7 → Are you Ready for Asset Management? Apply for Direct Funding from the Federation of Canadian Municipalities Municipal Asset Management Program

THE TOWN OF *Kentville* HAS LEARNED THAT BORROWING IS LESS SCARY WITH ASSET MANAGEMENT

The Town of Kentville is a prosperous community nestled in the Annapolis Valley. Located in the heart of Nova Scotia's flourishing wine producing region, it has a small but growing population of 6,271 according to 2016 census data. Mayor Sandra Snow is curious to learn exactly how much growth the 2020 census will reveal. She thinks it's significant.

Snow beams with pride as she chats about the good fortune of her town. Recently elected to her second term as mayor last October, she comes across as a leader with vision combined with good sense and a genuine caring for her community. One of her goals is to be able to say with confidence to the Town's biggest demographic, the 25-30-year olds, that there will be financial stability there when they retire, that property taxes rates won't get out of control. What is giving Snow that confidence is asset management. The progress they're making with the support of AIM Network's cohort program is helping Council and staff to plan and manage its finances in a way that will not lead to any long-term debt, even if that means borrowing now to save money in the long run.

Kentville Council made some savvy financial and planning decisions before they started to formally adopt an asset management program, so the Town is starting its asset management journey on solid financial ground. One of those decisions was to change the zoning of a four-acre parcel of land on the east side of town to allow for the construction of four new rental apartment buildings. Kentville simply had no other housing options besides the standard single-family homes that characterize small town, rural living. The new apartments are adding

flexibility to their housing market, serving a good cross section of people ranging from the older generation wanting to downsize in town, to younger people not interested in buying or ready to buy a home. The development will have around 200 units when completed and demand is already meeting or outpacing the supply. The beautiful location beside a trail system and natural area no doubt adds to the appeal.

What Snow is most proud of about this planning decision is that at the end of the day, it was a pure tax gain for the town because the Town is not required to pay for or maintain any new infrastructure associated with the development. It was built with a private entrance and the Town provided the lateral system off the Town water and sanitary sewer systems. Those systems and the road entrance will be required to be maintained by the developer. With only the first building built so far, last year the Town's tax base increased by 5% with no tax rate increase for residents. It was a net win for the town. It was also a win for pension plan investors, who invested in this development for the likely reason that it meets the social, environmental and governance goals of the fund's investments.

On the finance side, Kentville's wisdom came from selling its electric utility to Nova Scotia power back in the 1990s, leaving the Town with \$10M in capital that by legislation has to be kept

in the bank to work for them. The annual interest and dividends from the capital lowers the tax rate they would otherwise need to charge by 10 cents. The Town also has good reserves. For example, they already have over \$700,000 in reserve for their water



KENTVILLE'S CENTRE SQUARE IS A FOCAL POINT WHERE PEOPLE GATHER FOR EVENTS AND THE LOCAL FARMER'S MARKET.

(Source: Town of Kentville)

»»» (Continued from Page 3) system alone. Their goal is to keep their borrowing under 10% of the annual operating revenue.

When asked whether the work the Town is doing on asset management is worth the resources, time and effort given the Town is already doing quite well, Snow's answer was a resounding yes.

She and staff completed the cohort program in December, which she says has validated all the decisions they've made while also showing them how to do better. Perhaps that biggest insight she's gained is that she'll have the knowledge needed to inform when and why to support borrowing funds, a decision Council would have avoided whenever possible before asset management.

She gave the example of a decision about renewing the water infrastructure in one of their sub-divisions that was built in the 1930s. They had had several watermain breaks there and their five-year plan called for \$2M worth of infrastructure upgrades in 2017. At that time they were waiting for funding from the federal government that didn't arrive. When the money did become available in 2018, the province didn't have its share ready so the federal government couldn't release its funds. Without the funding in hand, Council deferred the project both times.

Snow says that asset management is now showing them clearly that there's a significant cost to deferral. With more insight about the age, condition of and risks to their infrastructure, they can see how much money they'll need over the next 25 years to fix the things that need to be fixed at the right time. As a Council, they'll have the confidence to be able to say when it's the year they need to borrow \$2M if they have the capacity to do it, knowing it's an investment in the future that will save residents money in the long run. That's a huge eye opener and very empowering. Snow jokes that of course they still want and need the money from the federal and provincial governments to better serve the community, but asset

management is demonstrating when it's wise to proceed with some projects even if that money isn't forthcoming.

Snow says that significant investment is needed to get their transportation system where they want it to be, because they need to fix and upgrade roads, sidewalks and active transportation infrastructure and ensure that the work meets today's accessibility standards. They need a plan for that too. She is now working with a new Council elected in October 2020 that has three new councillors out of a total of seven. She aims to be the asset management champion that will get the rest of Council on board at a strategic level related to the Town's capital expenditure plan. Kentville's new engineering director is the staff champion of all this work and together they are building a solid team.

Snow's final comment is that to her, asset management is very exciting. The community understands that there's a cost to infrastructure but it's Council's job to inform the public about what that means. She envisions the Town doing lunch and learns for people to learn about this and sees strong linkages with other strategic objectives, like environmental stewardship. The day of her interview for this newsletter, the cover story in her morning newspaper focused on what the pandemic relief spending was going to cost a newborn, and it was a pretty penny. It motivates her to steer the Town in the right direction towards ensuring that its decisions won't be adding any unnecessary debt to future generations.

**SANDRA SNOW,
MAYOR OF KENTVILLE, NS**



ASSET MANAGEMENT PROGRAM FOR NEW BRUNSWICK

• Module 1 •

 **APPLY BY JANUARY 25TH** 
(WWW.AIMNETWORK.CA/INTEREST)

The Province of New Brunswick is expected to issue Phase 2 Asset Management Requirements for municipalities soon. It is anticipated Phase 2 requirements will include the following outcomes:

- (a) Establish link between Asset management policy and other organizational governing documents
- (b) Council endorsement of AM Policy and maintaining currency
- (c) Linking asset management planning and budgets
- (d) Defining acceptable levels of service delivery
- (e) Identifying performance measures
- (f) Climate Change: Evaluating climate change vulnerabilities
- (g) Identifying GHG reduction opportunities
- (h) Condition assessment policy
- (i) Risk evaluation process
- (j) Risk mitigation and adaptation strategies for high risk assets
- (k) State of infrastructure based on condition and performance
- (l) Cost analysis for existing and planned assets over 50 years
- (m) Cash flow forecast for all assets
- (n) Identify funding sources (10-year focus)
- (o) Cashflow forecast assumptions
- (p) Strategy for managing funding gaps
- (q) Prioritization of investments through good asset management practices

AIM Network is offering a series of online workshops to address the expected outcomes of the Phase 2 requirements. Workshops in this offering (Module One) addresses Outcomes **a - j** on the above list and will take place **February - June 2021**. (Module Two addresses Outcomes **k - q** above and will be a separate offering planned for Fall 2021 - June 2022.)

If your municipality is interested in participating in the program, please complete the linked Expression of Interest form above and return it to dfoster@aimnetwork.ca before January 25, 2021 or contact **Daisy Foster** at (902) 412-3328 or by email to dfoster@aimnetwork.ca.

OUR APPROACH

Participating municipalities will learn and 'do' asset management using their own data and information. Qualified facilitators will lead the workshops. See Page 2 for a description of each workshop and deliverables.

Worksheets and templates will be provided for all activities. The activities completed through each workshop are designed to align with the Province of New Brunswick expected outcomes.

A municipality is encouraged to include multiple participants in each workshop to ensure learning and participation takes place across the organization.

A municipality may register for any of or all 5 workshops. (**Note: Municipalities participating in the full Program will benefit from up to 10 hours of additional technical support at no additional cost as well as continuity, consistency and integration within their AM program activities.**) Capacity for each workshop will be limited with priority given to those registering for the complete program.

WORKSHOP TOPICS AND DATES

WORKSHOP	SERIES A	SERIES B
1. Levels of Service Part 1	February 19, 2021	February 24, 2021
2. Levels of Service Part 2	March 19, 2021	March 24, 2021
3. Climate Adaptation in Asset Management	April 16, 2021	April 28, 2021
4. Climate Mitigation in Asset Management	May 21, 2021	May 26, 2021
5. Prioritizing by Risk	June 4, 2021	June 11, 2021

REGISTRATION FEE / MUNICIPALITY

TOTAL PROGRAM: \$1,900 + HST **PER WORKSHOP: \$395 + HST**

- Unlimited participants per municipality
- Workshop materials, templates, and tools.
- For municipalities participating in all 5 workshops: Individual municipality technical support following workshops to assist with completing workshop activities (up to 2 hrs. per w/s).

Note: Municipalities may use their Gas Tax Funds for this Program.

(Continued on Next Page >>>)

WHAT WILL YOUR MUNICIPALITY LEARN AND DO THROUGH MODULE 1?

Policy, Services, Climate Change and Risk

Current Offering: February – June 2021

Workshop 1 : Levels of Service Part 1

Review/update AM Policy; Align Organizational Guidance Objectives to Asset Management and Budgeting; Document services provided with a direct link between service and key infrastructure/assets.

Deliverables: Each municipality will produce:

- A new or updated AM Policy for your municipality
- A flow chart linking processes within your municipality from Asset Management Policy through to budgeting.
- A list of services currently provided by your municipality linked to the infrastructure relied on to provide each service.

Workshop 2 : Levels of Service Part 2

Review and refine performance measures for all services provided by your municipality; Define acceptable level of service for each service your municipality provides; Identify gaps in service levels; Integrate Climate change considerations as sustainability gaps with timeframes and life cycle costs; Summarize and prioritize service gaps.

Deliverables - Each municipality will produce:

- Level of Service report with defined performance measures and indicators, target levels of service and gaps, action plan to address current and future gaps.

Workshop 3 : Integrating Climate Adaptation

Assess services and infrastructure for climate vulnerability; Prioritize and document adaptation options using risk, level of service, cost of doing nothing and adaptation cost using a climate adaptation worksheet.

Deliverables - Each municipality will provide a summary of:

- Climate change effects and impacts.
- At-risk services and infrastructure.
- Prioritized list of adaptation projects.

Workshop 4 : Integrating Climate Mitigation

Outline benefits of reducing GHG emissions; Identify current direct GHG emission sources; Identify reduction targets and opportunities; Prioritize mitigation opportunities.

Deliverables - Each municipality will produce a summary of:

- Mitigation targets and opportunities
- Action plan for implementing mitigation activities

Workshop 5 : Risk and Prioritization

Understanding risk; Risk assessment process; Impacts of probability and consequence of failure (PoF and CoF) on asset management; Incorporating risk into capital decisions; Case studies on risk impacts on planning and budgeting

Deliverables - Each municipality will develop:

- Consequence of Failure assessment matrix
- Risk tolerance profile and policy statement
- Documented risk evaluation process

Are you Ready for Asset Management?

AIM NETWORK CAN HELP YOU!

FCM Accepting Applications in January 2021

The Federation of Canadian Municipalities Municipal Asset Management Program provides grants of up to \$50,000 to municipalities to cover 80 – 90% of eligible costs for an Asset Management Program: <https://fcm.ca/en/programs/municipal-asset-management-program>

Now is the time to prepare an application to take advantage of this wonderful opportunity to make progress, whether that is by preparing an inventory of your assets or by getting started on long-term capital planning.

Don't let these common barriers hold your municipality back:

1. We do not have a good understanding of where to start with an asset management program; or
2. Our staff just do not have time to work through the application process.

** Our sole mandate is to support municipalities in Atlantic Canada with asset management. **

AIM Network has assisted more than 50 municipalities in Atlantic Canada to prepare and submit successful applications to build capacity within their organization to develop an asset management program aligned with their municipality's goals for its services and infrastructure.

How do I start?

Simply send an email with your contact information to dfoster@aimnetwork.ca with **Expression of Interest in Asset Management** in the subject line and we'll start the conversation there.

Our Services:

- Assist with drafting the application and supporting documents
- Support with program execution from kickoff through to drafting the final report for submission to FCM at the end of the project
- Help tailor your program to what you need so that follow up activities are defined to fit your priority areas of asset management planning

Typical Workplan for a Municipality Getting Started

Step 1

Introduction to Asset Management and Prepare an AM Policy: AIM Network will facilitate a workshop for Council and senior staff that provides an overview of asset management and how it will benefit the Town. At this introductory session, you will prepare an Asset Management Policy using AIMNet templates to guide decision-making on municipal services and infrastructure renewal and replacement.

Then we will get started on your infrastructure planning.

Step 2

Complete an inventory of all major assets including sewer, roads, storm, trails, parks and municipal-owned buildings and structures in spreadsheet and GIS

- (A)** Obtain data, capture and verify linear assets (roads, sewer, storm and trails) and provide data in Excel spreadsheet format.
(B) AIM Network can manage data collection and provide quality control and quality assurance on the data if you have existing data or have a data collection contractor you would like to work with. Alternately, AIM Network can manage the data collection from start to finish by one of our associated data collection contractors familiar with the AIMNet Solution.
(C) Set up datasets in GIS system including base maps and asset layers for linear assets. Provide all data in an easy-to-use format to enable town staff to view and query.

Step 3

Undertake Condition Assessments on all Town Infrastructure.

- (A)** Calculate remaining life, condition and replacement cost for linear assets based on age using the standard costs and expected useful life in the AIMNet Solution toolkit.
(B) Undertake a condition assessment of all major buildings and structures to calculate remaining life, condition and replacement cost using the AIMNet Solution facility inventory tool.

(Continued on Next Page) **7**

Step 4

Town staff undertake a training session that familiarizes them with their own data and information contained in the Excel spreadsheets and the GIS system. This will enable them to update and maintain it following the project as capital projects are completed and infrastructure is added or decommissioned.

Step 5

Prepare State of Infrastructure Reports and a Preliminary Capital Program

- (A) A Preliminary State of Infrastructure Report (P-SOIR) with condition, remaining useful life expectancy, replacement cost and reserve requirements will be generated for each major asset group. This P-SOIR will present information in table and graph formats summarizing the Town's major assets in a format that can be easily understood.
- (B) Prioritize projects based on risk and level of service with input from Council and Staff to generate a Refined State of Infrastructure Report to support capital planning budgets
- (C) Prepare a Preliminary 5-year Capital Program including individual projects for Council consideration.
- (D) Prepare 20-year projections based on estimated annual capital requirements for infrastructure renewal and replacement.

Step 6

Conduct a Project Wrap-up Workshop for Council to present the project deliverables and to discuss findings and next steps in asset management planning.

The Deliverables

At the end of the process, you will have:

1. A sound grounding in principles of asset management planning.
2. Tools, graphs, and data to educate elected officials and residents on the challenges and solutions with service delivery in your municipality.
3. GIS Maps of linear assets showing infrastructure location, probability of failure, consequence of failure and risk.
4. A spreadsheet catalogue of facilities containing all major building components.
5. An Asset Management Policy ready for Council ratification.
6. A level of service report showing current and future gaps in community service levels along with a scheduled plan to address those gaps,
7. A prioritized list of infrastructure renewal and replacement projects based on policy, service levels, interaction of assets with one another, climate vulnerability and risk.
8. A 5-year capital program based on 20-year annualized infrastructure demands with specific projects, rationale for selecting these projects, assessment of potential funding opportunities and a pro-forma budget basis for the Program.
9. A collated Asset Management Program with all Project deliverables and mapping.

\$\$ How Much Will This Cost Our Town?

This varies by size of municipality and amount of infrastructure. Typical direct costs to municipalities are:

\$5000 or less: For municipalities with populations less than 1000 or those collaborating with another town in your region. The FCM grant provides 90% of total project costs up to a maximum of \$50,000.

\$8000-\$10000: For municipalities with populations greater than 1000 and not participating in a collaborative application process. In this case, the FCM grant covers 80% of total project costs up to a maximum of \$50,000.

Contact Daisy Foster, Managing Director of AIM Network at dfoster@aimnetwork.ca with **Expression of Interest in Asset Management** in the subject line to get started.

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TO: Council Meeting

SUBMITTED BY: Rachel Bedingfield, Director of Parks and Recreation

DATE: January 25th, 2021

SUBJECT: Investing in Canada's Infrastructure Grant – Green Infrastructure

ORIGIN

The Investing in Canada Infrastructure Program (ICIP) is a Government of Canada initiative that is delivering funding to communities through the Investing in Canada Plan. Under the program, over \$33-billion in funding is being delivered through bilateral agreements between Infrastructure Canada and each of the provinces and territories. Investments in infrastructure are being made through the following targeted funding streams.

- Public transit;
- Green infrastructure;
- Community, culture, and recreation infrastructure; and
- Rural and northern communities.

On April 10, 2018, a bilateral agreement was signed between Canada and Nova Scotia for long-term infrastructure projects. This agreement will provide more than \$828 million over the next decade in federal funding under the *Investing in Canada* plan. The projects supported through this agreement will be cost-shared with the Nova Scotia government, municipalities, and other partners.

BACKGROUND

Active transportation has steadily been gaining popularity across the continent because of the health, social, environmental, economic and tourism benefits. There is clear evidence of the advantages associated with designing cycling and pedestrian friendly communities which enable and encourage residents to be more active and connected by walking and biking for both recreational and utilitarian purposes. Investing in active transportation infrastructure also increases a community's accessibility, ensuring that more community members can access the services they desire.

At the June 10th, 2019 Council Advisory Meeting, Council approved the following motion:

"That Council accept the Kentville Moves: Active Transportation Plan, and approve in principle, the projects contained within; and further, Council and staff commit to a detailed review of the strategy and the implementation of policy and projects."

Following this motion there was a meeting held to review in detail the Active Transportation plan Staff were then given direction to move forward with the implementation of the Kentville Move's Active Transportation Plan, pending annual approval of the capital budgets.

In 2020, Kentville was asked to submit an early application to the ICIP. An application was submitted under Green Infrastructure stream. Through three targeted sub-streams, investments

under the Green Infrastructure stream will support green infrastructure projects with outcomes across three crucial areas:

- **Climate Change Mitigation:**
 - Better capacity to manage more renewable energy;
 - Improved access to clean energy transportation;
 - More energy efficient buildings; and
 - Improved production of clean energy.
- **Adaptation, Resilience and Disaster Mitigation:**
 - Increased structural or natural capacity to adapt to climate change impacts, natural disasters, or extreme weather events.
- **Environmental Quality:**
 - Upgraded wastewater treatment or collection infrastructure;
 - Upgraded drinking water treatment and distribution infrastructure; and
 - Better capacity to reduce or address soil or air pollutants.

There are two phases of the grant process, the first being provincial, the second federal. The Town of Kentville has been selected to move forward to the second phase of the grant process and complete the federal application. If awarded the grant monies the entire Active Transportation network, as outlined in the Active Transportation plan will be funded. To be included in the Federal application is a motion from the Town of Kentville Town Council solidifying the Town’s commitment to the project.

DISCUSSION

The completed active transportation grid will total \$3,539,000 and will expand over a seven-year period (2021/22 - 2027/28). It will add at least an additional 18,380m of active transportation infrastructure to the Town’s assets, as well as replace or repair a large portion of the Town’s downtown sidewalks to support accessibility needs. This outcome will also support the early recommendations made within the Town of Kentville’s Accessibility Plan.

POLICY IMPLICATIONS

N/A

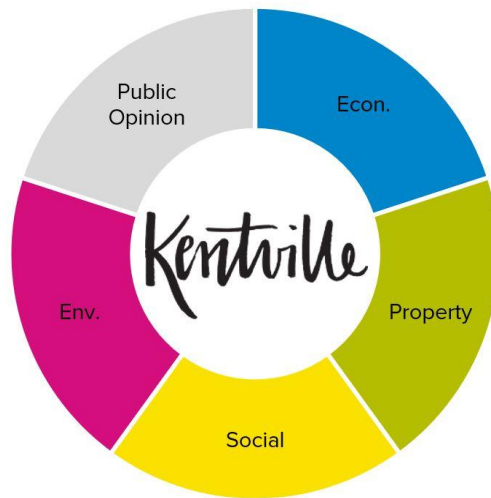
BUDGET IMPLICATION

The funding breakdown for the grant is as follows:

Federal 40%
Provincial 33.33%
TOK 26.67%

That capital expenditures for this Active Transportation project for the 2021-22 fiscal year, totaling \$175,000, \$46,672 of which is the responsibility of the Town of Kentville, be preapproved ahead of the 2021-22 capital budget process so that the completed application may be submitted to the ICIP grant program.

Town of Kentville Decision Wheel:



Project #	Project Title	Description
1	Improve Harvest Moon Trailway road crossing at West Main Street	A short separated multi-use pathway along the north-east side of West Main Street featuring a painted centerline will help improve the logic of this road crossing.
2	Kentville Bridge Bike Lane	Continuing off the paved bike lanes constructed on the new Kentville Bridge, the bike lanes will continue north on Route 341 and east via Belcher Street.
2	Main Street Signed Bike Route	A one-way signed bike route on Main Street, running eastbound between Webster Street and Prospect Avenue.
3	Leverette Avenue Signed Bike Route	A one-way signed bike route on Main Street, running eastbound between Webster Street and Prospect Avenue.
4	Belcher Street Bike Lane	The curb-to-curb roadway is quite wide throughout most of Belcher Street and features paved shoulders on both sides of the road between Oakdene Avenue and Apple Tree Lane. These spaces will be converted into a bicycle lane.
5	Route 341/359 Bike Lane	A bike lane will be built between the Kentville Bridge and Aldershot Elementary School/McKittrick Road (just north of the Town boundary). Between the Kentville Bridge and Exhibition Road the Town will designate this section as a Signed Bike Route until bike lanes are possible.
6	Oakdene Avenue Signed Bike Route	The street will become a signed bike route, as it features low traffic volume and provides access to many residential homes.
4	Exhibition Street/Sanford Rd Signed Bike Route	The street will become a signed bike route, as it features low traffic volume, provides access to residential homes, and a hospital.
5	Aldershot Rail Trail	This project requires bridge replacements and gravel trail surfacing.
6	Main Street Bike Lane	The paved shoulders will be converted into a bicycle lane by painting bike symbols on the paved shoulders.

7	MacDonald/ Highland Ave Signage Bike Route	A signed bike route on MacDonald and Highland Avenue, which will take cyclists through a local, residential road with low traffic volume will be signed. Lines will be added to the Chester Avenue Multi-purpose sidewalk.
8	Academy School/ Elizabeth Signed Bike Routes	A signed bike route will help connect cyclists from the residential area into the downtown or to connect onto the Harvest Moon Trailway.
9	Signed Bike Routes on MacDonald Park/Grant/Palmer and Alicia/Duncan	Two signed bike routes will be built for this neighbourhood. One in the western side of the area, beginning on MacDonald Park Road, continuing north on Grant Street, and finishing on Palmeto Avenue before reaching Park Street. Another signed bike route on the western side of the neighbourhood, beginning on Alicia Boulevard and turning onto Duncan Street until it reaches Park Street.
10	Signed Bike Route on Roscoe Drive/Mitchell Avenue	A signed bike on Roscoe Drive between the Active Transportation Connector and Trunk 1.

Memo

To: Brian Smith, Interim CAO

From: Debra Crowell, Director of Finance, On Behalf of the Investment Advisory Committee

Date: January 25, 2021

Re: REVISIONS TO SPECIAL PERPETUAL RESERVE FUND INVESTMENT POLICY

BACKGROUND

The *Special Perpetual Fund* is guided by *Policy Statement G26* and it is overseen by an Investment Advisory Committee (IAC) comprised of Council members, citizen appointees and staff. The *Investment Policy Statement* was first developed in 1999 by IAC members with input from Department of Municipal Affairs and Nova Scotia Municipal Finance Corporation. Once complete, it was ratified by Town Council and approved by the Minister for Municipal Affairs for the Province of Nova Scotia.

The *Investment Policy Statement* (IPS) provides guidelines and restrictions on what can and cannot be done in relation to market investment. More importantly, it reflects the goals of the fund and how they are to be achieved in a responsible manner. Over the natural course of time, markets evolve, and periodically, the IPS must evolve with them. Now is one of those times.

The current IPS has placed significant emphasis on fixed income investments with an original goal of limiting equity market exposure. This was quite appropriate when interest rates were high enough to meet our goals. However, interest rates have declined considerably and are not likely to meaningfully increase for quite some time.

Therefore, the Investment Advisory Committee is proposing amendments to the IPS to

- 1) reduce the maximum amount of fixed income required
- 2) provide for greater flexibility across stocks and bonds and
- 3) encourage greater diversification in order to mitigate risk.

It may be important to note that the goals for the **Special Perpetual Reserve Fund** are **NOT** changing. They are ranked in order of importance:

1. Preservation of capital
2. Liquidity
3. Competitive return on investments

Attached to this memo is a draft of the suggest changes to ***the Investment Policy Statement***. Items in highlighted in red are to be removed while items highlighted in yellow are the additions to the policy statement.

The Investment Advisory Committee met on December 9, 2020 and reviewed these changes with the Fund Manager. At this meeting, a motion was carried by IAC members to present the changes to Town Council for its approval and ratification. Once approved by Council, the IPS must be forwarded to the Department of Municipal Affairs for ministerial consent.

RECOMMENDATION

On behalf of the Investment Advisory Committee, I bring forward a recommendation to Town Council that the revisions to ***Policy Number G 26 Special Perpetual Reserve Fund Investment Policy*** (as attached) is ratified. Once approved by Town Council, the revision will be forwarded to the Province for ministerial consent.



TOWN OF KENTVILLE POLICY STATEMENT G26 SPECIAL PERPETUAL RESERVE FUND INVESTMENT POLICY

1.0 PURPOSE

The purpose of this policy is to guide the investment and management of the Town of Kentville Special Perpetual Reserve Fund and the capital-reserve section of its special reserve fund by:

- 1.1 establishing a clear understanding of the investment goals and objectives of the Town of Kentville;
- 1.2 offering guidance and limitations for the investment of the fund; and
- 1.3 ensuring the integrity of the investment management process.

2.0 DEFINITIONS

- 2.1 Act: Bill No. 20 - The Town of Kentville and Kentville Electric Commission Sale of Assets Act, dated June 29,1998.
- 2.2 Capital gains (losses): Gains or losses on the sale of investment instruments.
- 2.3 Cash & equivalents: Cash, money market, Treasury bill and any fixed income investment maturing within one year, including managed products (i.e. mutual funds and exchange-traded-funds).
- 2.4 Cost: Cash, cash equivalents and fixed income securities are recorded at purchase price. Equity instruments are recorded at average cost-purchase price plus brokerage fee. PSAB 3041
- 2.5 Council: Governing body of the Town of Kentville, consisting of an elected mayor and six councillors (elected at large).
- 2.6 Covered Call Writing: Selling a call on an stock that is already owned.
- 2.7 International Equity: Common stocks from non-Canadian corporations, including managed products (i.e. mutual funds and exchange-traded-funds).
- 2.8 Canadian Equity: Common stocks of Canadian corporations, including managed products (i.e. mutual funds and exchange-traded-funds).

- 2.9 Fixed Income Securities: Fixed income obligation of any Canadian government or corporation with a maturity of more than one year, including managed products (i.e. mutual funds and exchange-traded-funds).
- 2.10 Fixed Income Alternatives: Managed fixed income alternative products may hold securities other than fixed income to enhance yield and/or reduce different risk exposures.
- 2.11 Illiquid investments are securities or assets that cannot be easily sold or exchanged for cash without a risk of loss of value. Illiquid investments cannot be sold quickly, because of a lack of ready and willing investors to purchase the assets or securities, i.e. real estate.
- 2.12 Fund: Special Perpetual Reserve Fund.
- 2.13 Investment Committee: Appointed body that monitors investment portfolio and investment activities pursuant to this policy. The Investment committee consists of a Council member and two (2) citizen appointees, as voting members. A Council alternate, with the Director of Finance and Chief Administrative Officer will sit ex officio.
- 2.14 Investment Income: Interest earned and dividends declared and paid.
- 2.15 Policy: Special Perpetual Reserve Fund Investment Policy
- 2.16 Prudent Investment Policy: Nova Scotia Trustee Act provisions requiring prudent investment policy as follows:
- 2.16.1 A trustee may invest trust property in any form of property or security in which a prudent investor might invest, including a security issued by a mutual fund as defined in the Securities Act.
 - 2.16.2 Subsection 2.16.1 does not authorize a trustee to invest in a manner that is inconsistent with the trust.
 - 2.16.3 A trustee may have regard to the following criteria in planning the investment of trust property, in addition to any others that are relevant to the circumstances:
 - 2.16.3.1 general economic conditions;
 - 2.16.3.2 the possible effect of inflation or deflation;
 - 2.16.3.3 the expected tax consequences of investment decisions or strategies;

- 2.16.3.4 the role that each investment or course of action plays within the overall trust portfolio;
 - 2.16.3.5 the expected total return from income and the appreciation of capital;
 - 2.16.3.6 other resources of the beneficiaries;
 - 2.16.3.7 needs for liquidity, regularity of income and preservation or appreciation of capital;
 - 2.16.3.8 an asset's special relationship or special value, if any, to the purposes of the trust or to one or more of the beneficiaries. 2002, c. 10, s. 45.
- 2.17 Prudent Investor: In investing trust property, a trustee must exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments. 2002, c. 10, s. 45.
- 2.18 Trustee Diversification: A trustee must diversify the investment of trust property to an extent that is appropriate having regard to:
- 2.18.1 the requirements of the trust; and
 - 2.18.2 general economic and investment market conditions. 2002, c. 10, s. 45.
- 2.19 Trustee Liability: A trustee is not liable for a loss to the trust arising from the investment of trust property if the conduct of the trustee that led to the loss conformed to a plan or strategy for the investment of the trust property, comprising reasonable assessments of risk and return, that a prudent investor could adopt under comparable circumstances. 2002, c. 10, s. 45.
- 2.20 Trustee Advice:
- 2.20.1.1 A trustee may obtain advice in relation to the investment of trust property.
 - 2.20.1.2 It is not a breach of trust for a trustee to rely upon advice obtained under subsection 2.20.1.1 if a prudent investor would rely upon the advice under comparable circumstances. 2002, c. 10, s. 45.
- 2.21 Trustee Delegation:
- 2.21.1 In this Section, "agent" includes a stockbroker, investment dealer, investment counsel and any other person to whom investment responsibility is delegated by a trustee.

- 2.21.2 A trustee may delegate to an agent the degree of authority with respect to the investment of trust property that a prudent investor might delegate in accordance with ordinary business practice.
- 2.21.3 A trustee who delegates authority under subsection 2.21.2 must exercise prudence in
 - 2.21.3.1 selecting the agent;
 - 2.21.3.2 establishing the terms of the authority delegated; and
 - 2.21.3.3 monitoring the performance of the agent to ensure compliance with the terms of the delegation.
- 2.21.4 In performing a delegated function, an agent owes a duty to the trust to exercise reasonable care to comply with the terms of the delegation.
- 2.21.5 A trustee who complies with the requirements of subsection 2.21.3 is not liable to the beneficiaries or to the trust for the decisions or actions of the agent to whom the function was delegated.
- 2.21.6 This Section does not authorize a trustee to delegate authority under circumstances in which the trust requires the trustee to act personally.
- 2.21.7 Investment in a security issued by a mutual fund as defined in the Securities Act or in a similar investment is not a delegation of authority with respect to the investment of trust property. 2002, c. 10, s. 45.
- 2.22 Prohibited investments: Nothing above permits a trustee to invest in investments that are expressly forbidden by the instrument, if any, creating the trust. 1994-95, c. 19, s. 1.

3.0 SCOPE

- 3.1 This policy applies to the financial assets of the fund under the jurisdiction and control of the Town of Kentville and as detailed in Bill No. 20 Town of Kentville and Kentville Electric Commission Sale of Assets Act, assented to June 29, 1998: The Special Perpetual Reserve Fund and the capital-reserve section of its special reserve fund and are subject to the Municipal Government Act and the NS Trustee Act.

4.0 PROCEDURES

4.1 Objectives

4.1.1 Legality

4.1.1.1 The Municipal Government Act, 1998, c.18, s.100, NS Trustee Act and the Investment Policy shall govern all of the Town of Kentville investments.

4.1.1.2 Investment activity will be conducted in accordance with all Provincial legislation and regulations and in accordance with the Investment Policy.

4.1.2 Preservation of Capital

4.1.2.1 The investment of funds on behalf of the Town of Kentville shall be conducted in a manner that preserves capital in the portfolio. This policy prohibits the purchase of investments which are determined to be inconsistent with the objective of preserving and protecting capital.

4.1.2.2 When assessing the suitability of an investment, greater emphasis shall be placed on the preservation of capital than on liquidity or investment returns.

4.1.2.3 The investment portfolio shall be diversified both as to fixed income and equity holdings. The purpose of diversification is to provide reasonable assurance that no single security or class of securities will have a disproportionate or significant impact on the total portfolio.

4.1.3 Liquidity

4.1.3.1 The investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements and eliminate the need for temporary borrowing. This shall be accomplished where possible by structuring investment maturities with anticipated cash demands, and have the ability to readily be converted to cash with minimal price impact to meet unanticipated cash requirements.

4.1.3.2 Illiquid investments without a daily mark-to-market, such as private debt and private equity, may be purchased to a maximum of 10% of the

overall portfolio, based on the original investment price.

4.1.4 Competitive Return on Investments

4.1.4.1 The investment portfolio shall be designed with the objective of attaining a competitive and reasonable market rate of return in the context of financial market conditions prevailing in Canada. Maintaining a return on investment is secondary in importance to legality, preservation of capital, and liquidity requirements.

4.2 Standards of Care

4.2.1 Prudence

4.2.1.1 Investments shall be made with judgement and care, under circumstances then prevailing, which a person of prudence, discretion and intelligence exercises in the management of their personal investments, considering the necessity of capital safety and liquidity.

4.2.1.2 The standard to be used by investment officials shall be the “prudent person” as outlined in the Trustee Act, PNS R.S., C497, and shall be applied in the context of managing the portfolio.

4.2.2 Ethics and Conflict of Interest

4.2.2.1 A conflict of interest occurs when an individual has a private or personal interest sufficient to appear to influence the objective exercise of their official duties as an investment officer or employee of the Town of Kentville.

4.2.2.2 Investment officers and employees shall refrain from personal business activity that may conflict, or have the appearance of conflict, with the proper execution of the investment program, or which could impair their ability to make investment decisions.

4.2.2.3 Conflicts of interest shall be disclosed immediately to the employee’s superiors who in turn shall notify the Director of Finance. Any conflicts of interest noted by the Director of Finance shall be disclosed to the Chief

Administrative Officer. A party with a conflict of interest shall abstain from decision making with respect to the area of conflict. The Treasurer shall maintain a written record of the conflict.

4.2.2.4 Academic research supports the practice of incorporating environmental, social, and governance ("ESG") factors with other conventional financial analytical tools when evaluating investment opportunities. Responsible investing focuses on improving long-term, risk-adjusted returns of the portfolio. ESG factors may help identify potential opportunities and risks which conventional tools miss. The Town of Kentville Special Perpetual Reserve Fund encourages its managers to include ESG factors in their analytical processes. ESG considerations are a factor in the analysis and should not be used as exclusionary screens to eliminate specific companies or sectors from consideration. Relevant ESG factors will vary by industry and should be applied appropriately to help assess risk and return.

4.2.3 Delegation and Authority

4.2.3.1 The Council of the Town of Kentville shall be responsible for the approval of the Investment Policy.

4.2.3.2 The Finance Director shall be responsible for compliance with the investment policy, internal controls and maintenance of all related documentation and auditing requirements.

4.2.3.3 Overall management of the portfolio shall be delegated to the Investment Committee. The Investment Committee may delegate investment decisions to a professional investment manager/advisor, with such appointment to be approved by Council.

4.2.4 The Finance Director is responsible:

4.2.4.1 to develop and maintain all operating procedures for the control and management of investment functions. Such internal controls shall provide reasonable assurance that the Town of Kentville investments are properly managed and adequately protected from theft and fraud.

4.2.4.2 to prepare an agenda and minutes for each meeting.

4.2.4.3 to present, at a minimum, a quarterly report to the Council Advisory Committee meeting.

4.2.4.4 to reconcile investment reports with town records and presents internal reports to the committee.

4.2.5 The Investment Committee is responsible to Council for:

4.2.5.1 the creation of and recommending amendments to the Investment Policy on an annual basis;

4.2.5.2 monitoring the investment portfolio;

4.2.5.3 review on an annual basis the compliance of investment practices and procedures with this policy; and

4.2.5.4 consult and give advice to the Council on matters concerning the Town of Kentville's investments.

4.2.6 The Investment Committee is responsible for:

4.2.6.1 monitoring the performance of the fund on a monthly basis.

4.2.6.2 reviewing the monthly investment statements prepared by the investment manager/advisor.

4.2.6.3 approving all purchases and sales of investments based on the advice of the Investment Manager/Advisor. The majority of the voting members will rule. Any committee member having knowledge or concern of investment advice may present information to members of committee without prejudice.

4.2.6.4 monitoring the advisory fees to ensure they are reasonable and within the established parameters of the contract.

4.2.6.5 reviewing the investment account annual rate of return in consultation with the investment manager/advisor.

4.2.6.6 evaluating the performance of the investment manager/advisor, annually and recommend to council annual approval of the four year contract.

4.2.6.7 reviewing the goals of the fund annually.

4.2.7 Safekeeping and Custody

4.2.7.1 Investment transactions shall be in the name of the Town of Kentville and registered securities shall bear the name of the Town of Kentville.

4.2.7.2 The Director of Finance will ensure that accurate systems and accounts are maintained for investments.

4.3 Investment Manager/Advisor

4.3.1 The Investment Committee will review the performance of the investment manager/advisor annually.

4.3.2 At least every four years, and earlier if the Investment Committee deems it appropriate to change investment managers/advisors, will call for a Request for Proposal (RFP) for investment services.

4.3.3 The tender will be limited to Canadian bank-owned investment firms with physical offices located within the Valley area.

4.3.4 The Investment Committee will make a recommendation for approval by the Council for the appointment of the investment manager/advisor.

4.4 Accounting Methods

4.4.1 All investment instruments shall be recorded at cost in the Fund from which the monies were invested and reported at average cost in the case of equities, as per generally accepted accounting principles (PSAB 3041). Investment income shall be recorded as received and accrued yearly.

4.5 Investment Income

4.5.1 Investment income shall include interest earned and dividends declared and paid.

4.6 Capital gains (losses) shall not be deemed investment income, as defined in the Act and the Policy. Capital gains (losses) shall be held within the Fund itself, subject to complete or partial withdrawal at the Committee's recommendation to Council or Council's recommendation to the Committee. The goal shall be to build against inflation and shall be reviewed annually.

5.0 ASSOCIATED DOCUMENTS

5.1 Bill No. 20 Town of Kentville and Kentville Electric Commission Sale of Assets Act, assented to June 29, 1998

5.2 Municipal Government Act, November 10, 2016, Part IV, Paragraph 100 Investment of Funds

5.3 Nova Scotia Trustee Act, 2002

Appendix A: Portfolio Diversification

Appendix C:

6.0 POLICY REVISION HISTORY

Date Created: December 14, 2020

Revisions:

Interim Chief Administrative Officer, Brian T. Smith

Appendix A: Portfolio Diversification

This portfolio diversification requirement was developed through a review of various municipal portfolios throughout Nova Scotia, Ontario, Alberta and British Columbia.

The Town of Kentville’s portfolio shall be diversified in accordance with the following requirements: see Appendix B for Approved Investment Institutions and Instruments and Appendix C for Clarification of credit rating limits.

Issuer	Portfolio Limit	Individual Issuer Limit	Credit Rating Limit
Cash & Equivalents			
Money Market			DBRS of R1
Existing Bonds Maturing >1 Year			N/A
Fixed Income	Minimum of 50%		
Gov't of Canada Bonds	Maximum of 100%		
Provincial Bonds	Maximum of 50%		
Bonds	Minimum of 25%	5%	AA
Bonds	Minimum of 80%	5%	A (Low)
Bonds	Maximum of 20%	5%	BBB (Low)
BB Bonds and Below	0%		
Mutual Funds & ETFs	Maximum of 75%	15%	Low
Alternative Debt	Maximum of 10%	5%	Medium
Equities	Maximum of 50%	4%	Med/High
Canadian Investments	Maximum of 100%	4%	Med/High
Non-Canadian Investments	Maximum of 50%	4%	Med/High
Mutual funds & ETFs	Maximum of 50%	10%	Med/High
Alternative Equities	Maximum of 10%	5%	Med/High
Options	Covered Calls	4%	

Notes:

- Cash & Equivalents, on average, represent a small portion of the overall portfolio (typically 10%); however, a maximum of 100% could be held under extraordinary circumstances.
- Equity investments of any industry not to exceed 10%.
- Equity investments must have had a consistent dividend payout over the last three years.
- Equity investments must have a share price exceeding \$5.00 per share and a market capitalization of at least \$100,000,000.00.
- Equity investments must have a maximum risk rating of Med/High, consisting of a maximum Beta of 1.2 (5-year, from Thompson One) and

30-day average daily value of trading (Average volume x closing share price).

- Equity investments in managed money may have a maximum risk rating of Med/High.
- Portfolio limits and individual issuer limits are in place to limit concentration risk and promote diversification. They are set as original purchase price so not to impede successful investments. If appropriate during market declines, additional purchases may be made up to the limits, regardless of original purchase price.

DRAFT

- **Appendix C: Clarification of Credit Rating Limits**

- **Credit Rating System for Individual Fixed income Securities**

Investments with a credit rating of BBB – or higher are considered to be investment grade whereas investments with credit ratings below BBB- are considered speculative (junk).

Long Term Debt Credit Rating Systems Investment Quality	Moody's	Standard and Poor's	DBRS	Fitch
Highest Quality	Aaa	AAA	AAA	AAA
Substantial Payment Capacity	Aa1	AA+	AA(High)	AA+
	Aa2	AA	AA(Middle)	AA
	Aa3	AA-	AA(Low)	AA-
High Payment Capacity	A1	A+	A(High)	A+
	A2	A	A(Middle)	A
	A3	A-	A(Low)	A-
Adequate Payment Capacity	Baa1	BBB+	BBB(High)	BBB+
	Baa2	BBB	BBB(Middle)	BBB
	Baa3	BBB-	BBB(Low)	BBB-

- **Risk Rating for Managed Fixed Income & Fixed Income Alternatives**

Managed products for fixed income and fixed income alternatives may include individual securities with risk ratings lower than itemized above in Appendix C, but must have an overall risk rating of LOW.

Alternative Debt, i.e. private debt, may have a maximum risk rating of medium (MED), but must adhere to the portfolio limits and individual issuer limits in appendix A.



Mayor
Sandra Snow
354 Main Street
Kentville, NS
B4N 1K6

902-679-2502
902-599-1317 (C)
ssnow@kentville.ca

18 January 2021

RE: 2021 African Heritage Month – E-mail Update and Resolution

Background:

As February is African Heritage Month it is marked with a provincial proclamation and produce an educational poster that is distributed and displayed in community gathering centers, schools, churches, government offices, and businesses.

In these times of heightened awareness of race-based issues, having a unified provincial launch will make a bold statement.

The 2021 African Heritage Month provincial theme, ***Black History Matters: Listen, Learn, Share and Act***, recognizes the important legacy of people of African Descent and the long-standing history in the development of Canada. This theme brings focus and increased awareness of racialized issues of a community that has overcome great adversity for inclusion in all aspects of Society. It further calls on us to listen, learn, share and act to make society a better place. The theme also aligns with the United Nations’ International Decade for People of African Descent (DPAD) 2015-2024. The goal of DPAD is to strengthen global cooperation in support of people of African descent, increase awareness, and the passage towards a presence in all aspects of society.

Nova Scotia has over 50 historic African Nova Scotian communities with a long, deep, and complex history dating back over 200 years. African Heritage Month provides us with another opportunity to celebrate our culture, legacy, achievements, and contributions of our people – past and present.

Resolution:

Be it resolved that:

WHEREAS February is recognized internationally as African Heritage Month -a time to recognize and salute the many

contributions and ongoing achievements of people of African Descent all over the world and here in: Town of Kentville in the Province of Nova Scotia, we celebrate a time of greater understanding.

WHEREAS we are in the 7th year of the International Decade for People of African Descent

WHEREAS this year's theme: "Black History Matters: Listen, Learn, Share and Act", recognizes the important legacy of people of African Descent and the long-standing history in the development of Canada. This theme brings focus and increased awareness of racialized issues of a community that has overcome great adversity for inclusion in all aspects of Society.

THEREFORE, be it resolved that I, Mayor Sandra Snow do hereby proclaim the month of February to be African Heritage Month. I encourage residents, businesses, and community groups to participate in the activities and celebrations and to take the opportunity to reflect on the story of Nova Scotia's vibrant African Nova Scotian Community.

Kindest Regards



Sandra Snow, Mayor
Town of Kentville



Mayor
Sandra Snow
354 Main Street
Kentville, NS
B4N 1K6

902-679-2502
902-599-1317 (C)
ssnow@kentville.ca

18 January 2021

RE: 2021 Census – E-mail Update and Resolution

Background:

The next census will take place in May 2021. Council’s support is solicited to increase awareness of the census in Kentville.

Canadians have relied on census data to tell them about how their country is changing and providing socioeconomic trends and census analysis to make important decisions that have a direct impact on our families, neighbourhoods and businesses.

Statistics Canada will be [hiring approximately 32,000 people](#) across the country to assist with census collection. Furthermore, your support in encouraging your residents to complete the census will have a direct impact on gathering the data needed to plan, develop and evaluate programs and services such as schools, daycare, family services, housing, emergency services, roads, public transportation and skills training for employment.

Resolution:

Be it resolved that:

The Town of Kentville Council supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

Kindest Regards

Sandra Snow, Mayor
Town of Kentville

Appointment of Dan Troke as Chief Administrative Officer for the Town of Kentville

January 5, 2021

Mayor Sandra Snow of Kentville has announced the appointment of Dan Troke as the Chief Administrative Officer (CAO) for the Town of Kentville. Mr. Troke is currently working as the CAO for the Town of Pictou, and has over 25 years of experience in provincial, regional and municipal governments in Nova Scotia and Ontario. Mayor Snow said that Council and staff of the Town are looking forward to the arrival of Mr. Troke later in January, “Dan will bring a depth of experience from across a variety of government organizations that will help us move our organization forward. His knowledge of housing and development issues is of particular interest to Council as we look for better ways to grow the Town and its services.”



As the CAO for the Town of Pictou, Dan has led significant growth in the Town’s commercial tax base through land sales, policy changes and new approaches to doing business with the private sector. Dan has brought about significant change to the organization’s efficiency such that the Province’s Fiscal Indicators have improved in all areas. Mayor Jim Ryan said the Town appreciates everything Dan has brought to the Town in his short time there: “Dan has built strong relationships within the Town and beyond, and he has been a valuable supporter of regional services such as the Pictou County Wellness Centre. We will miss him in Town, but we wish him well as he moves to a larger organization.”



Jan. 11, 2021
362 Prospect ave.
Kentville, N.S. B4N5R6
902-678-9172

Mayor Sandra Snow
and Town Councillors

Re: Healy Events & Weddings

I understand that Council has been asked to allow this business to have 5 (one time only) extra events in 2021. When this request was made, it looked like everything would be shut down for the entire year and all of their events would be cancelled. This business is very different from other small businesses as there is no inventory waiting to be sold. Has the town offered to help the other businesses that suffered losses? The Federal Gov. helped most small businesses by way of Grants, etc. that were eligible. Just food for thought.

There were 10 events held at the Healy Farm Property in 2020 - 2 Weddings - Aug. 29 + Sept. 5

8 Wreath Building Workshops (2 sessions per day)

Nov. 21 - 11 AM + 2 pm

Nov. 22 - 11 AM + 2 pm

Nov. 28 - 11 AM + 2 pm

Nov. 29 - 11 AM + 2 pm

If these 5 extra events are allowed, this means that for 5 months or 20 weekends this year there will be 4 days per event of delivery trucks and participant traffic, loud music, cheering etc. We all moved to this area because it was quiet and a beautiful area to live in. Our taxes reflect that.

Pauine Barnes

On 2021-01-14, 2:41 PM, "Karen Adamson" <Adamson.karen@outlook.com> wrote:

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

We are writing in regards to learning about a request by Stephen Healy for a special 5 events for this calendar year. We believe this request is to be in addition to their usual count for events and is being made in response to a decrease in their usual business for these events. Covid was an enormous disrupter to everyone's lives and most person's livelihoods in this last year. The Healy's were still able to hold a number of events over the Summer which included multiple wreath making events this late Fall. Our federal government was quick to implement financial programs to help mitigate the effects of this ongoing pandemic. This, we feel, is the appropriate place to be applying for help if a business has the need. Unless our local town government is proceeding with a program to help all other local businesses that have been affected by a downturn in their business, we fail to understand why it should entertain this application.

In addition to these observations, if granted, this would allow the Healys the ability to hold 20 events over the course of this next year. If these events happen to be held during our fairest weather months, this would have the potential for them happen over most every, if not every weekend of our normal Summer. This would create the usually protracted accompanying disruption to the locals' Summer enjoyment for a potentially increased number of times. So We write to voice our objection to this request.

Karen and Mike Adamson
Sent from my iPad



**Attorney General
Justice
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 2L6 • Telephone 902 424-4044 Fax 902 424-0510 • novascotia.ca

January 19, 2021

Mayor Sandra Snow
Town of Kentville
354 Main St
Kentville NS B4N 1K6

Dear Mayor Snow:

On December 3rd, 2019, the Government of Nova Scotia announced that the Town of Kentville will be prescribed as a public sector body under the *Accessibility Act* as of April 1st, 2020.

Last spring, some public sector bodies shared concerns about capacity to meet their obligations under the Act, given the impact of Covid-19. I recognize the unprecedented challenges facing all Nova Scotians, and I committed to adjusting the timelines to ensure there is sufficient time and capacity to support the development of your accessibility plan.

I am pleased to announce a one-year extension to the prescription deadline. This means that the Town of Kentville will be prescribed as a public sector body under the Act as of April 1st, 2021. The Town of Kentville must form an accessibility advisory committee and have an accessibility plan in place by April 1st, 2022. Despite this extension, I encourage you to continue progressing with your accessibility planning.

The Accessibility Directorate has developed several resources to assist you in meeting your obligations under the *Accessibility Act*, including Accessibility Planning Toolkit for Prescribed Public Sector Bodies, the Accessibility Planning Toolkit for Municipalities, and the Interim Accessibility Guidelines for Indoor and Outdoor Spaces. These resources are all available online at novascotia.ca/accessibility. In addition, the Accessibility Directorate is developing a series of webinars, which will be available soon to further guide our collaborative efforts.

Work is well underway across the province, as accessibility advisory committees are being established and the development of accessibility plans are beginning. Some prescribed bodies have formed a joint accessibility advisory committee and are developing a joint accessibility plan with other prescribed public sector bodies that share similar interests, as this is permitted under the Act.

We look forward to continuing to support you in this important work. For assistance to further information, please contact Carla Bezanson at 902-440-5007 or Carla.bezanson@novascotia.ca.

Thank you for your continued commitment to building an inclusive province for all Nova Scotians.

Yours truly,

A handwritten signature in blue ink, appearing to read "Mark Furey". The signature is fluid and cursive, with the first name "Mark" being more prominent than the last name "Furey".

Mark Furey

From: Linda Durling <lindaddurling@hotmail.com>
Sent: Thursday, January 21, 2021 8:38 PM
To: Jennifer West <jwest@kentville.ca>
Subject: For Council Meeting ,Jan 25th, 2021

Hi, Please forward to Mayor Snow, Council and relevant Staff members

TO: Mayor Snow and Town of Kentville Council and relevant Administration Staff

FROM: Wayne and Linda Durling, 34 Deer Haven Drive, Kentville

Thank you for the opportunity to send my letter to you, a follow-up to my letter submitted to the last council meeting, in opposition to the Special Events By-Law affecting the Healy property.

This council meeting is to decide whether to allow the Healy's a special Covid 19 extension for the 2021 year for 5 extra events in 2021. In 2020 they had 10 events at the property, only 5 less than the by-law allows for. In this Covid world, 10 events out of 15 does not seem too bad. As a small business they had the ability to access a small business grant offered to all small businesses. Their business brought in income during the 2020 year. In 2021 they will have the ability to hold 15 events and by allowing an extra 5 events that means, we as a quiet residential community, will have during each week for 5 (five) months, disrupting activity in our area – traffic and noise disturbing our quiet, peaceful surroundings.

You have our letter submitted to the last council meeting, sent in opposition to the Healy's request for an additional 5 activities per year, annually, and which said request was defeated. All of our comments made at that time are still relevant.

Thank you, Linda and Wayne