

# COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL January 11, 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 Advisory Committee, December 12, 2021
4. DEPARTMENT REPORTS AND RECOMMENDATIONS
  - (a) Finance
    - (1) Director's Report
    - (2) Projection Report
  - (b) Planning and Development
    - (1) Director's Report
    - (2) Community Economic Development Coordinator's Report
  - (c) Parks and Recreation
    - (1) Director's Report
  - (d) Police
    - (1) Chief's Report
  - (e) Engineering and Public Works
    - (1) Director's Report
    - (2) December Council Advisory Committee Items
  - (f) Administration
    - (1) Communications Report
    - (2) Chief Administrative Officer's Report
5. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS
  - (a) Bylaw Revision - Noise Bylaw
  - (b) Policy Revision - G39 Council and Staff Long Service Awards Policy
  - (c) Municipal Energy Leaders Group Recommendations to the Province
6. CORRESPONDENCE

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(a) Central Kings Community Health Board

**7. NEW BUSINESS**

- (a) Catalyst Consulting Engineers Rezoning Application
- (b) Intermunicipal Service Agreement Review, Memorandum of Understanding

**8. PUBLIC COMMENTS**

**9. IN-CAMERA**

- (a) Property Matter – Kentville Historical Society Lease
- (b) Property Matter – Robinson Property / Mike's Clothing

**10. ADJOURNMENT**

DRAFT

## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL

### Meeting Minutes: December 14, 2020

Town Hall, 354 Main Street, Kentville Nova Scotia

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

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

Mayor Snow called the meeting to order at 6:00 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
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Jason Bethune, IT Manager
- Julia Cecchetto, Chief of Police
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
- Jennifer West, Recording Secretary

Presenters: Jennifer Tufts (CEO, Valley Regional Enterprise Network), Gerard d’Entremont (Board Chair, Valley Regional Enterprise Network), and Carol Goodwin (Kentville Historical Society).

##### REGRETS

None

##### DECLARATIONS OF CONFLICT OF INTEREST

None

Note: “Points from Discussion” below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group.

#### 2. APPROVAL OF THE AGENDA

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

**that the agenda for the Council Advisory Committee meeting of December 14, 2020 be approved with the following changes:**

- Reorder of In Camera items:
  - o 10.a Personnel Matter – CAO Recruitment
  - o 10.b Property – River Street Property Purchase Extension
  - o 10.c Property – Downtown Infrastructure Proposal
  - o 10.d Property – Mike’s Clothing
- Deletion, item 5.a.3 Revision to Policy Statement G26. This item was added to the agenda of the January 25, 2021 meeting of Council.

### **MOTION CARRIED**

All members voted in favour.

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

(a) Council Advisory Committee, Meeting Minutes, November 9, 2020

It was moved that the minutes from the Council Advisory Committee meeting held on November 9, 2020 be approved with the following changes:

- Change – Page 1. Present: Councillor Craig Gerrard not Deputy Mayor
- Change – Page 1. Declaration of Conflict of Interest – Councillor Savage recused herself from item 5b not 5a.
- Change – Page 4. Motion to *accept* reports not *receive*.
- Change – Page 5. Correspondence, direction was provided to the CAO that staff review and provide a report to Council at a future CAC meeting about all issues of correspondence.
- Change – Page 7. The motion to move to recess it was moved by Councillor Maxwell and seconded by Councillor Yorke.
- Delete – Page 7. The motion to adjourn the Special Council Meeting does not belong in these minutes.
- Change – Page 8. Motion to adjourn was at was moved by Councillor Savage at 9:05pm not 7:32

### **MOTION CARRIED**

### **4. PRESENTATIONS**

#### **(a) Valley Regional Enterprise Network Quarterly Report**

Executive Director Jennifer Tufts gave an overview of the role of the Valley REN, and presented the programs, activities and financial conditions for the Valley Regional Enterprise Network.

*See presentation for more information*

- Points of Discussion:
  - Why is Wolfville not a partner? The Town of Wolfville left the REN in 2019-2020.
  - What is the contribution of each municipal member? The contribution formula is based on a number of parameters and calculations.
  - About the Connector Program- are the new jobs entry level? A wide range of jobs based on skills of connectees, not only entry level. The REN is matching based on skillsets.

#### **(b) Kentville Historical Society**

Director Carol Goodwin presented the programs and activities for the Kentville Historical Society and requested an extension of their lease.

*See presentation for more information*

- Points of Discussion:
  - Has the KHS reached out to the Kings County Academy social studies group? They are just starting to reach out, Covid changed the plan.
  - Appreciation to KHS board for all their work.
  - Regarding the Voices of Kentville, will there be more interviews? Yes- these were audio recordings of elderly residents and there are plans to continue this project.
  - **Staff plans to bring the lease to the January Council Advisory Committee meeting for review.**

## 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

### (a) Finance

#### (1) Director's Report

Director Crowell presented her report for the period ending November 30, 2020. To this date, overall revenue exceeds the average at 89.7%. To date, overall expenditures are above the benchmark at 70.1% expended. Outstanding taxes at 98.6% collected.

*See report for more information*

#### (2) Projection Report

Director Crowell presented her projection report for the period ending November 30, 2020. The projection of a year-end is for a surplus of \$35,900.

*See report for more information*

- Points of Discussion:
  - Under general administration, legal expenses were incurred in the administration department relating to personnel issues.

#### (3) Removed from the agenda

#### (4) Withdrawal of funds from the Town Capital Equipment Reserve

Director Crowell presented her report requesting a withdrawal of \$73,000 for the purchase of trucks earlier in the year.

*See report for more information*

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

#### **That Council Advisory Committee Recommend**

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

*To be approved at the January 25, 2021 Meeting of Council.*

**MOTION CARRIED**

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

**(5) Resolution – Withdrawal of funds from the Town Capital Reserve (#1)**

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.

*See report for more information*

- Points of Discussion:
  - Is the accessibility plan part of this funding? Yes and will be included in a second request for withdrawal from reserves at a later date.

It was moved by Councillor Gillian Yorke and seconded by Councillor Paula Huntley

**That Council Advisory Committee Recommend**

**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.**

*To be approved at the January 25, 2021 Meeting of Council.*

**MOTION CARRIED**

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

**(b) Planning and Development**

**(1) Director’s Report**

Director Gentleman reviewed her report for November 2020. Highlights included a building valuation of \$325,300 for a year total of \$20,985,305. The report also included project updates about Ryan’s Park, Chrysalis House, Miners Landing, Stonemount Properties and the River Street lands.

*See report for more information*

- Points of Discussion:
  - Regarding the Special Events Permit- what is the criteria that constitutes a single event? Wedding events typically start on Thursday and end on Sunday. For one particular event there were few guests and the Town combined two events into one event.
  - What is the update for the property across from the Fire Hall? This will be a beautiful building built for office space for Maynard, Bent and Fagan.
  - When will the third building for Miners Landing be completed? Not likely until the Spring.

*Kentville Police Chief Julia Cecchetto joined the meeting*

**(2) Community Economic Development Coordinator's Report**

CAO Smith presented the report for CEDC Young for November 2020. Highlights included links to the Valley REN, gateway signs, staffing for the Mentoring Plus project, Valley Regional Hospital Foundation, and the Industrial Park land sales.

*See report for more information*

**(c) Parks and Recreation**

**(1) Director's Report**

Director Bedingfield reviewed her report for November 2020. Some of the highlights included updates on the Kentville Trail, facilities, programs and operations, capital projects, and public engagement. She also presented the 2020 Community Partner Feedback Session and the Valley Connect monthly reports for July and September.

*See report for more information*

- Points of Discussion:
  - The warming hut initiative started from a group in Halifax to encourage active transportation. The hut will be placed on the trail and will not be funded by the Town.
  - What is the update on the dog park? Work has started on the land behind Eaves Hollow, and phase 2 will include a shelter of some kind. Fencing will be a significant cost to separate small dog side and large dog side.
  - Is there an increase in online traffic for all Valley Connect partners or just for Kentville? During Covid people were looking for new opportunities. Kentville is often on the higher side of clicks and visits in Valley Connect.

**(d) Police Report**

**(1) Chief's Report**

Chief Cecchetto reviewed the police report for November 2020. The Board of Police Commissioners met on December 4, 2020. Calls to the police department are steady month-to-month. Vehicle checkpoints will begin in the coming weeks for drugs and alcohol. Kentville residents have been quite good at following Covid guidelines.

*See report for more information*

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Bell presented his report for November 2020. Some of the highlights included updates on the bridge completion, East Main Street construction, water commission and winter works.

*See report for more information*

- Points of Discussion
  - The corner at Webster and Aberdeen - is it a difficult corner for buses? Yes. The corner is being assessed with Kings Transit in the new year. If parking spaces need to be moved ahead, that could easily be done. For now, the route will be changed to go around River Street.

- Parking restrictions are being considered for this intersection to facilitate loading and unloading at Paddy's and Rosie's Restaurant.
- The Town has a number of years to complete the asset management plan. The first phase was the water system and next phases will be stormwater management.
- Upgrades to crosswalk poles will include arrows indicating which buttons are for which lights. Some buttons are difficult to find around the poles.
- There is a lack of lighting on the new bridge. Would the province consider adding lights to this structure? Some lights were cut from the project but the Town will consider this concern. The need for lighting may be addressed through the accessibility plan project.

**(f) Administration**

**(1) Chief Administrative Officer's Report**

CAO Smith presented his report for November 2020. Some of the highlights included staff meetings, CAO recruitment, review of the draft Accessibility Plan and orientation workshops for Council.

*See report for more information*

- Points of Discussion
  - Follow up from the correspondence from Mitchell avenue- when will residents hear back about this issue? Staff will address this at the January CAC meeting.

**(2) Communication Report**

Mayor Snow received the report for November 2020.

*See report for more information*

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

**That the reports from the directors be accepted as presented.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**(a) None**

**7. CORRESPONDENCE**

**(a) Annapolis Valley Community Alcohol Partnership – November 24, 2020**

CAO Smith reviewed the letter inviting Council to receive a presentation or attend an online meeting of this organization. Staff invite CAP to make a presentation to Council in the new year.

*See letter for more information*

**(b) Residents of Mitchell Avenue – November 28, 2020**

CAO Smith reviewed the letter on behalf of residents of Mitchell Avenue, and their concerns about safety and egress on their street. **Staff plan to bring a report on this issue back to Council.**



See letter for more information

- Points of Discussion
  - Could the Regional Emergency Management Organization give feedback on this issue? The first step would be to approach the Kentville Volunteer Fire Department, but REMO can also be approached.
  - It is possible that the storage at this site has increased over time and is increasing risk to this neighbourhood.

**(c) Emma Norton, Quest Canada – November 18, 2020**

CAO Smith reviewed the letter from Emma Norton, Regional Coordinator at Quest, outlining municipal recommendations for a provincial climate action plan. The letter asks Council to consider endorsing these recommendations. **Council has directed the CAO to provide a staff report on these recommendations.**

See letter for more information

**8. NEW BUSINESS**

**(a) Regional Climate Action Plan – Partners in Climate Protection**

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.

Report is available

- Points of Discussion
  - Is the \$5000 the contribution for all members? Most members will pay this amount.

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

**That Council Advisory Committee Recommend**

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

*To be approved at the January 25, 2021 Meeting of Council.*

**MOTION CARRIED**

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

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

**That 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 be approved at the January 25, 2021 Meeting of Council.*

**MOTION CARRIED**

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

## 9. IN CAMERA - PROPERTY

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

**That Council move into a closed session at 8:01 pm to discuss property and personnel matters.**

### **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 Gerrard

**That Council return to open session at 9:30 pm**

### **MOTION CARRIED**

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

It was moved by Councillor Gerrard and seconded by Councillor Zebian

**That Council Advisory Committee Recommend**

**That Council direct the interim CAO to proceed with the recommendation of the CAO Selection Committee as discussed in camera.**

*To be approved at the January 25, 2021 Meeting of Council.*

### **MOTION CARRIED**

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

It was moved by Councillor Huntley and seconded by Councillor Maxwell

**That Council Advisory Committee Recommend**

**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 the Special Council meeting 14 December 2020.**

*To be approved at the December 14, 2020 Special Meeting of Council.*

### **MOTION CARRIED**

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

Regarding the downtown infrastructure proposal:

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

**That Council Advisory Committee Recommend**

**That the Town is not in a position to move ahead with the concept at this time.**

*To be approved at the December 14, 2020 Meeting of Council.*

**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 9:37pm.

It was moved by Councillor Gerrard and seconded by Councillor Huntley

**That Council Advisory Committee Recommend**

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

*To be approved at the December 14, 2020 Special Meeting of Council.*

**MOTION CARRIED**

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

Councillor Zebian returned to the meeting at 9:38pm

**10. ADJOURNMENT**

It was moved by Councillor Zebian

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

**Adjournment at 9:39 p.m.**

DRAFT



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

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

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**Finance Department Update**

- ✓ The Investment Advisory Committee met on December 9, 2020 to hear the presentation for the month ended November 30, 2020.
  - ✓ Many Finance personnel enjoyed vacation days at the end of December.
  - ✓ Renovations in the Finance Department are nearing completion.
  - ✓ Various upgrades were made to the Finance system over the holiday season. Thanks to Wanda and Jason for ensuring our payroll and technology systems are up to date.
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**Attachments**

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

**Schedule C (and graph)** (Outstanding Taxation) is attached for the month ended December 31, 2020.

**Schedule D** (Sanitary Sewer Area Service) is **not** included. The next report will be tabled after the third quarter billing which takes place after December 31.

**Schedules E and F** (Perpetual Investment Fund) are not included. The IAC will meet January 13 to hear the report for the month ended December 31, 2020.

**Schedules G** (Town of Kentville Capital Investment Plan-2020-2021) are included to end of December.

**Schedule H** (Account Receivable- Due from the Municipality of the County of Kings) is included for the month ended December 31, 2020.

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## **Analysis**

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

If revenue were averaged evenly over the year, 75% of the budget would be consumed. To December 31, 2020, overall revenue exceeds the average at 90.2% recorded. Items worth noting are:

**Taxes-** Total taxation is currently reporting at 100.0%. More assessment changes arrived in December, which slightly adjusted the current tax revenue.

**Payments in Lieu-** The Federal PILT for the Federal property arrived end of September \$21,700 over budget. The Provincial claim was submitted with the Statement of Estimates (SOE) in June. After inquiry, the Provincial PILT will be paid in early 2021.

**Services to Other Governments-** This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. One half of the KPS secondment is recorded along with 50% of the County's share of the library lease.

**Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Eight months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Nine months of sales are recorded. 75% has been billed to KCA for landscaping services.

**Other Revenue-Own Sources-** This section is reporting fines, rentals, interest and miscellaneous revenue. "Fines, fees, permits" is reporting below the guideline as the collection of animal licenses was postponed until July 1, due to the pandemic. Also, the issuance of parking fines was cancelled until October 1, due to the pandemic. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section. Other facilities have re-opened in a restricted capacity, due to pandemic limitations. Interest falls under the benchmark, as interest was not charged on outstanding taxes and utilities for the first quarter, due to the pandemic.

**Unconditional Transfers-** The Province has forwarded one half of the 20/21 Equalization payment, along with the annual Power Corporation grant. The HST Offset payment is also recorded.

**Conditional Transfers-** The Federal government contribution for *Canada Summer Jobs* program arrived in October-\$ 10,542. The *Federal Parks & Recreation Association* forwarded \$800 for Recreation programming. The Province forwarded \$189,973 for *Safe Restart Municipal 20-21*, which will help to offset losses in revenue and expenditures incurred due to the COVID-19 pandemic. One half of the Provincial Additional Officer Program is recorded. 80% funding for the Active Living Coordinator has been received from the Province. Efficiency Nova Scotia forwarded \$ 15,000 to offset PACE expenditures incurred. The Province forwarded \$83,200 for *Safe Restart Transit 20-21*, which is for loss of revenue and expenditures incurred due to COVID-19 by Kings Transit Authority.

These funds will be transferred to a Kings Transit Authority operating reserve. The Province also forwarded \$1,352 (in total) for a variety of Recreation outreach programs.

**Financing and Transfers (Revenue)-** Budgeted transfers from the Town's Operating Reserve were transacted for the year, as was the transfer from Operating Reserve regarding retroactive pay which fell out of the APA collective agreement.

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**Expenditures (see schedule B)**

To date, overall expenditures are slightly above the benchmark at 76.6% expended. Some segments have exceeded the 75% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

**General Administration-** exceeds the yardstick as 75% of the mandatory payment has been issued for assessment services. 100% of low-income tax relief (Section 69) and 100% of charitable organizations exemptions (Section 71) are recorded. 100% of the general insurance premium is paid.

**Protective Services- Firefighting** exceeds the guideline as 100% of the Hydrant charge has been forwarded to the Kentville Water Utility, 100% of the Fire Area Rate and 100% of the Operating charge has been paid to Kentville Volunteer Fire Department, as per Joint Fire Services agreement. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.

**Transportation Services--Public Transit** exceeds the benchmark and reflects not only the invoicing for the service but also a portion of the prior year deficit. We accrued \$ 7,200 earlier this year; however, after their audit, our share of KTA's 19/20 deficit totaled \$ 9,275. The difference of \$2,075 had to be expensed. In addition, an invoice from the Municipality of Kings dated March 31, **2019** surfaced related to our share of municipal modernization funding related to KTA and Valley Waste. That (lost & very late) invoice was split equally between those two entities-with KTA picking up \$ 5,985. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.

**Public Health and Housing** is reporting under the guideline as the 19/20 accrual exceeded the invoice received from Housing NS in June. The residual has been taken into operations.

**Environmental Development** -Other community development slightly exceeds the guideline as 100% has been transferred to Kentville Business Community, as per agreement. As well, 50% funding was forwarded to the Valley REN.

**Recreation- Programmes** exceeds the benchmark, as summer programs are completed for the year. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.

**Financing and transfers- Expenditures- Debt Charge- principal** exceeds the benchmark but accurately reflects the debt repayment schedule. **Transfers to**

**allowances and reserves** exceed the guideline as transfers to the town's various operating and capital reserves are complete.

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**Summary of Outstanding Taxes (see Schedule C)**

As at December 31, 2020, 99.6% of the 20/21 levy is collected (last year-97.3%). Total property tax outstanding as at December 31, 2020 is \$53,245 (last year-\$261,862). This equates to 99.4% collected in total (last year- 97.2%).

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**Town of Kentville Capital Investment Plan- 2020-2021**

Information on the 2020/2021 Town of Kentville capital program is updated. The program has been progressing with \$ 1,167,302 recorded at December 31 (54.7%). Specific departmental details are found on pages G-1 to G-7.

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

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

The total due from the County is offset by amounts due to the County.

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

Respectfully submitted,

  
Debra Crowell  
Director of Finance  
Kentville

## Town of Kentville Operating Fund

December 31, 2020

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	8,957,200	8,942,807	99.8%
Resource	43,900	43,975	100.2%
Economic development	113,800	109,118	95.9%
	<u>9,114,900</u>	<u>9,095,900</u>	<u>99.8%</u>
<b>Area rates and frontages</b>			
Area rates	694,800	699,614	100.7%
Special assessments	6,800	19,134	281.4%
	<u>701,600</u>	<u>718,748</u>	
<b>Based on revenue</b>			
Business property	38,500	38,587	100.2%
<b>TOTAL TAXATION</b>	<b><u>9,855,000</u></b>	<b><u>9,853,235</u></b>	<b><u>100.0%</u></b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	396,300	418,029	105.5%
Provincial and agencies	182,600	-	0.0%
	<u>578,900</u>	<u>418,029</u>	<u>72.2%</u>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	118,000	59,619	50.5%
Local government	110,400	40,789	36.9%
	<u>228,400</u>	<u>100,408</u>	<u>44.0%</u>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,108,100</u>	<u>663,157</u>	<u>59.8%</u>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	19,411	51.4%
Rentals	361,800	182,375	50.4%
Interest	95,000	46,080	48.5%
Return on investments	630,000	100,000	15.9%
Other	44,100	34,062	77.2%
	<u>1,168,700</u>	<u>381,927</u>	<u>32.7%</u>
<b>UNCONDITIONAL TRANSFERS</b>	<b><u>224,200</u></b>	<b><u>138,874</u></b>	<b><u>61.9%</u></b>
<b>CONDITIONAL TRANSFERS</b>	<b><u>125,800</u></b>	<b><u>370,867</u></b>	<b><u>294.8%</u></b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	191,500	239,078	124.8%
	<u>191,500</u>	<u>239,078</u>	<u>124.8%</u>
<b>TOTAL REVENUE 2020/2021</b>	<b><u>13,480,600</u></b>	<b><u>12,165,576</u></b>	<b><u>90.2%</u></b>



December 31, 2020

## Town of Kentville Operating Fund

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
<b>GENERAL ADMINISTRATION</b>			
Legislative	287,500	200,856	69.9%
General administration	1,362,800	1,089,149	79.9%
	<u>1,650,300</u>	<u>1,290,005</u>	<b>78.2%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,383,900	1,781,044	74.7%
Police-sales of service	148,200	88,213	59.5%
Law enforcement	224,600	139,135	61.9%
Fire fighting	890,300	864,076	97.1%
Protective service- debt charge	15,300	19,120	125.0%
Emergency measures and other	161,300	88,904	55.1%
	<u>3,823,600</u>	<u>2,980,491</u>	<b>77.9%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	965,700	710,420	73.6%
Road transportation	789,300	362,085	45.9%
Public transit	225,500	180,911	80.2%
Transportation- debt charge	66,300	61,876	93.3%
Other	96,800	70,921	73.3%
	<u>2,143,600</u>	<u>1,386,214</u>	<b>64.7%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	659,800	482,051	73.1%
<b>PUBLIC HEALTH</b>			
Public health and housing	96,500	(9,774)	-10.1%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	244,500	175,746	71.9%
Other community development	399,000	312,687	78.4%
	<u>643,500</u>	<u>488,433</u>	<b>75.9%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	506,400	361,215	71.3%
-Programmes (net)	83,800	65,941	78.7%
-Facilities	609,200	441,585	72.5%
-Debt charge	37,000	28,645	77.4%
Cultural	133,700	94,456	70.6%
	<u>1,370,100</u>	<u>991,842</u>	<b>72.4%</b>
<b>EDUCATION</b>			
	<u>1,536,000</u>	<u>1,151,856</u>	<b>75.0%</b>
<b>FINANCING AND TRANSFERS</b>			
Debt charge- principal	928,300	928,270	100.0%
Transfers to allowances and reserves	628,900	641,858	102.1%
	<u>1,557,200</u>	<u>1,570,128</u>	<b>100.8%</b>
<b>TOTAL EXPENDITURE 2020/2021</b>	<b>13,480,600</b>	<b>10,331,246</b>	<b>76.6%</b>

# Town of Kentville Operating Fund

SCHEDULE C

December 31, 2020

## Summary of Taxes Collected & Outstanding

This report provides information for Council's perusal concerning outstanding taxes.

	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL OUTSTANDING</u>
	\$	\$	\$	\$
Balance, April 1, 2020	(212,804)	92,212	236	(120,356)
Billed 2020	9,827,945	0	0	9,827,945
20/21 net adjustments	<u>(31,034)</u>	<u>0</u>	<u>0</u>	<u>(31,034)</u>
Total collectible	9,584,107	92,212	236	9,676,555
Total collected	<u>9,544,419</u>	<u>78,891</u>	<u>0</u>	<u>9,623,310</u>
Outstanding	<u>39,688</u>	<u>13,321</u>	<u>236</u>	<u>53,245</u>
Percentage collected 20/21	99.6%	85.6%	0.0%	99.4%
Percentage collected 19/20	97.3%	85.4%	67.7%	97.2%

# Town of Kentville Outstanding Taxes as at December 31, 2020



## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	470,600	225,145	47.8%
General Administration	153,800	122,888	79.9%
Protection	143,200	108,521	75.8%
Transportation	768,900	490,222	63.8%
Planning	0	0	0.0%
Development	80,800	58,703	72.7%
Recreation	517,800	161,823	31.3%
	<b>2,135,100</b>	<b>1,167,302</b>	<b>54.7%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal			0.0%
Province of Nova Scotia	60,000	31,516	52.5%
	<b>60,000</b>	<b>31,516</b>	<b>52.5%</b>
Capital Contributions			
Betterments			
Contributions	30,000	0	0.0%
Sale of surplus equipment	11,000	5,000	45.5%
	<b>41,000</b>	<b>5,000</b>	<b>12.2%</b>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		79,699	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	470,600	225,145	47.8%
<b>Own Sources</b>			
Equipment Capital	73,000	73,000	100.0%
Town Capital			
General allocation	569,600	214,979	37.7%
Recreation	23,000	6,436	28.0%
	<b>1,136,200</b>	<b>294,415</b>	<b>25.9%</b>
Operations			
Park fees	5,300		0.0%
Capital from revenue- KPS	46,000	51,152	111.2%
	<b>51,300</b>	<b>51,152</b>	<b>99.7%</b>
<b>BORROWING</b>			
	<b>846,600</b>	<b>480,375</b>	<b>56.7%</b>
	<b>2,135,100</b>	<b>1,167,302</b>	<b>54.7%</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	<b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget	Actual
	<b>Transportation</b>		
	<b>Sidewalks</b>		
05-35-71-300	Main Street (East End)	85,000	556
05-35-71-340	Prospect Avenue sidewalk	35,000	0
05-35-71-250	Park Street West sidewalk/storm sewer Phase 2	120,000	101,819
	<b>Streets</b>		
05-35-71-200	Gladys Porter Drive-\$55,200 Blair Avenue-\$45,300 Condon Ave-\$130,100	230,600	122,770
	<b>PROJECTS</b>	<b>470,600</b>	<b>225,145</b>
	<b>FUNDING</b>		
	Reserve- Gas Tax Interest	3,000	1,530
	Reserve- Gas Tax 19-20	99,200	99,525
	Reserve- Gas Tax Current 2020-2021	368,400	124,090
	Reserve - Town capital		
	Borrowing		
	<b>TOTAL</b>	<b>470,600</b>	<b>225,145</b>

# Town of Kentville Capital Fund

SCHEDULE G-2

March 31, 2021

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	IT projects 3 licenses-\$20,000 Council Chambers sound system- \$60,000	80,000	66,875
	<b>TOWN HALL</b>		
	<b>Interior upgrades</b>		
05-35-72-260	Council chambers upgrades	10,700	11,564
05-35-72-300	Design work (COVID-19)	20,000	18,457
05-35-72-280	Downstairs renovations	0	20,141
05-35-72-250	Heat pump	17,500	0
	<b>Exterior upgrades</b>		
05-35-72-100	Brickwork	20,000	0
05-35-72-150	Back ramp- accessibility	5,600	5,851
	<b>PROJECTS</b>	<b>153,800</b>	<b>122,888</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	57,500	53,473
	Borrowing	96,300	69,415
	<b>TOTAL</b>	<b>153,800</b>	<b>122,888</b>

# Town of Kentville Capital Fund

SCHEDULE G-3

March 31, 2021

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	<b>Police services</b>		
	<b>Police vehicles</b>		
05-35-75-650	Marked car	50,000	56,152
	<b>Equipment</b>		
05-35-75-700	Body armour	24,500	9,788
	<b>Building</b>		
05-35-75-600	New Roof	40,700	40,810
	<b>Information technology</b>		
05-35-75-800	Video upgrades	28,000	1,771
	<b>PROJECTS</b>	<b>143,200</b>	<b>108,521</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Capital from revenue	46,000	51,152
	Proceeds on sale	4,000	5,000
	Capital contribution		
	Reserves	52,500	11,669
	Borrowing	40,700	40,700
	<b>TOTAL</b>	<b>143,200</b>	<b>108,521</b>

March 31, 2021

## Town of Kentville Capital Fund

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	Equipment	80,000	107,239
05-35-71-450	Public Works building	30,000	8,063
	<b>Downtown improvements</b>		
05-35-71-350	Ornamental lights		
	<b>Flood mitigation</b>		
05-35-71-400	River Street dyke	15,000	0
05-35-71-440	Flood mitigation study	60,000	5,694
	<b>Streets</b>		
05-35-71-480	New bridge approaches	97,500	0
05-35-71-520	Prospect Ave (ADDED)	-	16,790
	<b>Parking lots</b>		
05-35-71-470	Arena & 6 light standards	165,400	129,072
	<b>Sidewalks</b>		
05-35-71-490	Main Street- \$16,700	34,200	0
	Park Street- \$17,500		
05-35-71-510	Academy Street- \$0		1,869
05-35-71-530	Miner's Landing sidewalk/Trail (from Recreation)		4,584
	<b>Storm sewer</b>		
05-35-71-500	Aberdeen/Cornwallis to bridge-\$156,400	286,800	190,110
	Palmeto subdivision-\$130,400		
05-35-71-550	Prospect Ave (ADDED)	-	26,801
	<b>PROJECTS</b>	<b>768,900</b>	<b>490,222</b>
	<b>FUNDING</b>		
	<b>Cash</b>		<b>79,699</b>
	Equipment capital reserve	73,000	73,000
	Proceeds on sale	7,000	
	Capital reserve- general allocation	272,900	47,467
	Borrowing	416,000	290,056
	<b>TOTAL</b>	<b>768,900</b>	<b>490,222</b>





# Town of Kentville Capital Fund

SCHEDULE G-6

March 31, 2021

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$7,500	7,500	10,533
	<b>Signage</b>		
05-35-75-400	Rebranding signage (Gateway)	30,000	24,125
05-35-75-250	Kentville Business Park signage	20,000	0
	<b>Beautification</b>		
05-35-75-300	Centre Square (Phase 1)	23,300	24,045
	<b>PROJECTS</b>	<b>80,800</b>	<b>58,703</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General	80,800	36,433
	Capital contribution- Province		22,270
	Borrowing		
	<b>TOTAL</b>	<b>80,800</b>	<b>58,703</b>

# Town of Kentville Capital Fund

March 31, 2021

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	6,436
	<b>Green Spaces</b>		
05-35-72-350	Oakdene trail-\$15,000	249,800	44,636
	Webster Street AT trail-\$177,300		0
	Belcher Street AT -\$12,500		0
	Miner's Landing trail-\$20,000		0
	Gorge trail-\$10,000		0
	Clock garden-\$15,000		0
	<b>Recreation Centre</b>		
05-35-72-400	Flooring/bathroom	32,000	18,468
	<b>Parks/Playgrounds</b>		
05-35-72-500	Various playgrounds- Sherry Avenue	10,000	0
05-35-72-550	Oakdene Park- Gazebo	16,000	4,693
05-35-72-600	Memorial Park- Playground	10,000	9,024
05-35-74-200	Memorial Park- Fencing	15,000	14,850
05-35-72-650	Memorial Park- Mosquito ball field	6,500	5,828
05-35-73-250	Memorial Park- Shed and washroom siding	26,000	19,787
05-35-73-100	KCA playground accessible feature	50,000	9,246
05-35-73-150	Dog park- east end	50,000	0
	<b>Equipment</b>		
05-35-74-700		9,500	3,305
05-35-73-300	<b>Study- Accessibility</b>	35,000	25,550
	<b>PROJECTS</b>	<b>517,800</b>	<b>161,823</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	TOK- Park Fees	5,300	
	Capital reserve- General allocation	105,900	65,937
	Capital reserve- Recreation	23,000	6,436
	Capital contribution- Province	60,000	9,246
	Capital contribution- others	30,000	
	Borrowing	293,600	80,204
	<b>TOTAL</b>	<b>517,800</b>	<b>161,823</b>

# Town of Kentville

Accounts Receivable- Due from the Municipality of the County of Kings  
December 31, 2020

	Sanitary Sewer		Town Operating Fund		Town Capital	Kentville Water Utility		TOTAL
	Outstanding Billing	Interest	Recreation	Other		Hydrant Charge	Interest	
2014/15	45,344	25,028						45,344
2015/16	59,832	16,759	8,378	1,819		14,864	10,523	83,074
2016/17	232,836		3,946	2,106 *	54,112	16,905	1,386	309,905
2017/18	247,360		68,267			188,968		504,595
<b>Paid- July 9, 2018</b>						<b>(175,571)</b>		<b>(175,571)</b>
2018/2019	171,500 (status quo)		38,000 (Budget \$ 38,000)			188,968		398,468
<b>Paid- August 13, 2019</b>	<b>(79,080)</b>		<b>(58,422)</b> (for 17/18)			<b>(234,134)</b>		<b>(371,636)</b>
Adjustment- sewer	7,530		51,455 (paid before billing)			188,364		418,589
2019/2020 billing	178,770 (status quo)		102,911 (19/20)			36,670		(102,911)
<b>Paid- Nov 22, 2019</b>						<b>(188,364)</b>		<b>(188,364)</b>
19/20 Revised billing (Feb/20)						36,670		36,670
<b>Paid- February 4, 2020</b>						<b>(36,670)</b>		<b>(36,670)</b>
<b>Paid March 23, 2020</b>								
2020/2021 billing	864,092	41,787	8,713	1,819	54,112	214,660	11,909	1,143,883
	(258,122)	(41,787)						(258,122)
Written out of ledger due to age (but still collectible)	605,970	0	8,713	1,819	54,112	214,660	11,909	885,561
			10,532	2,106		226,569		13,728
				* (Invoice #17591)				<b>899,289</b>

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

	Town Operating Fund		Sewer Connections	TOTAL DUE COUNTY
	Regional Sewer Current Billing 4 quarters	Building & Fire Inspection Disposal site Current Billing		
2017/2018			27,218	27,218
2018/2019	703,000	81,916	34,349	819,265
2019/2020	727,000	82,250	35,401	844,651
<b>PAID September 2019</b>		<b>(120,786)</b>		<b>(120,786)</b>
<b>PAID November 2019</b>		<b>(21,690)</b>		<b>(21,690)</b>
<b>PAID January 2020</b>		<b>(703,000)</b>		<b>(703,000)</b>
<b>PAID February 2020</b>		<b>(21,690)</b>		<b>(21,690)</b>
<b>PAID June 2020</b>		<b>(727,000)</b>		<b>(727,000)</b>
2020/2021	567,825	66,569	35,401	669,795
<b>PAID July 2020</b>		<b>(43,519)</b>		<b>(43,519)</b>
<b>PAID August 2020</b>		<b>(378,550)</b>		<b>(378,550)</b>
<b>PAID Nov 2020</b>		<b>(189,275)</b>		<b>(189,275)</b>
	0	0	132,368	132,368

NET TOTAL **766,971**  
Including sewer write offs  
OR  
NET TOTAL **1,066,830**  
excluding sewer write offs



# Memo

To: Brian Smith, Interim Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: January 7, 2021

Re: **PROJECTION REPORT- March 31, 2021 as at December 31, 2020**

The fourth projection report to March 31, 2021 (as at December 31, 2020) is attached to this memo.

In this report, the Town of Kentville is projecting a surplus position of **\$13,800** (last month surplus \$35,900).

We have captured everything known to date in this report.



**TOWN OF KENTVILLE OPERATING FUND  
PROJECTIONS TO MARCH 31, 2021  
As at December 31, 2020**

**REVENUE**

Overall, actual revenue is projected to end the year over budget **\$132,800**. The particulars are as follows:

**2 TAXES** (budget \$9,855,000; projected \$9,813,800; **UNDER BUDGET \$41,200**)

- Taxation is **under budget \$(14,200)**. Several assessment changes arrived in December & affected net tax revenue.
- Hydrant Area Rate falls **under budget \$(25,200)** due to the final calculation provided by URB. Effect to Town NIL, as this is paid to Kentville Water Commission (see Section 12).
- Curb frontage (interest) is **under budget \$(1,900)** due to properties selling and curb frontage paid out.
- Taxes- Business property **exceeds budget \$ 100** as the Farm Acreage payment arrived over budget.

**3 PAYMENTS IN LIEU** (budget \$578,900; projected \$600,600; **OVER BUDGET \$21,700**)

**Payments in Lieu of Taxation will exceed budget by 3.7%.**

- Federal Payment in Lieu re: the Federal Research Farm arrived **\$21,700 over budget**.

**4 SERVICES PROVIDED TO OTHER GOVERNMENTS** (budget \$228,400; projected \$208,900; **UNDER BUDGET \$19,500**)

**This section should fall under its budget by -8.5%.**

- Local- Transportation **will not meet budget \$(19,500)**, as the Town cannot plow Kings County sidewalks this coming winter for several reasons. COVID-19 and a possible second wave could affect availability of the Town's operators and the County has significantly increased its length of sidewalks over the past year, as has Kentville.

**5 SALES OF SERVICE** (budget \$1,108,100; projected \$1,036,300; **UNDER BUDGET \$71,800**)

**This section is expected to fall under its budget by -6.5%.**

- Protection- Police- Back check services is expected to **fall under its budget by \$(84,500)**, mainly due to COVID-19's effect on the Canadian economy.
- Public works- Street Sweeper **provides \$7,100** this year as the equipment was rented by other municipalities.
- Recreation- Capital records **\$5,600** which reflects reallocation of Recreation staff to capital works projects.

**6 REVENUE-OWN SOURCES** (budget \$1,168,700; projected \$1,065,800; **UNDER BUDGET \$102,900**)

**Own source revenue is projected to be under budget by -8.8%.**

- Fines, Licenses and Permits is projected to be **under budget \$(5,700)** due to reduced parking ticket revenue (effect of COVID-19) and animal licenses (licensing postponed until after July 1 due to COVID-19).
- Rentals Parking spaces will **exceed budget by \$4,700**.
- Rentals- Calkin building **falls short of budget by \$(20,400)**, as two tenants terminated their leases due to COVID-19 mandated closures.
- Rentals- Fields **falls under budget \$(7,100)**, due to COVID-19 gathering protocols.
- Rentals- Recreation centre will end the year **under budget \$(300)**, due to COVID-19 gathering/cleaning protocols.
- Rentals- Pool falls **short of budget \$ (400)**. The pool did not open this summer.
- Rentals- Hub records no rentals **\$(100)**.
- Rentals- Arena falls **short of budget \$(72,500)**. Rink is opened; however, budget is unlikely to be met due to gathering and cleaning protocols for COVID-19.
- Interest falls **short of budget by \$(10,000)**. Interest was not charged to outstanding accounts from April 1 to June 30, 2020, due to COVID-19.
- Miscellaneous revenue- Recreation **records \$8,900** in sale of equipment, most of which is transferred to Recreations Operating Reserve.

**7 UNCONDITIONAL TRANSFERS** (budget \$224,200; projected \$222,800; **UNDER BUDGET \$1,400**)

- NS Power Inc. (HST rebate) falls **below budget by \$(1,400)**.

**8 CONDITIONAL TRANSFERS** (budget \$125,800; projected \$425,900; **OVER BUDGET \$300,100**)

**This section will be over budget by 238.6%.**

- Federal- Canada Summer Jobs provided unexpected funds this summer. The Town received **\$10,500**.
- Province- Safe Restart Municipal 20-21 arrived in November approximately **\$190,000**. This is much needed support for the Town due to loss of revenue streams, increased operating costs, to implement control protocols required to operate facilities and public spaces to effectively deliver services to citizens and to acquire PPE. A portion of these funds will be used to offset COVID-required renovations in the Town Hall. The amount to be transferred to the Capital Fund is not known at this time.
- Province- Efficiency Nova Scotia provided \$ **15,000** too assist in offsetting expenditures incurred re: PACE application.
- Province – Safe Restart Transit 20-21 provides \$ **83,200** to support safe transit operations and innovative solutions required to adjust to modified capacity. (This will be transferred to a Kings Transit Operating reserve- NIL effect to the Town.)
- Province- Department of Communities, Culture, Heritage is **providing \$1,400** for a variety of Recreation programmes.

**24 FINANCING AND TRANSFERS (revenue portion)** (budget \$191,500; projected \$239,300; **OVER BUDGET \$47,800**)

**This section is projected to exceed its budget by 25%.**

- Transfer from operating reserve will **exceed budget by \$47,800**. This reflects the transfer of funding to offset the retroactive remuneration due the APA members as cited in the recently ratified collective agreement with that union.

**EXPENDITURES**

Overall, expenditures are projected to be **over budget by \$119,000**. The Town Operating Fund is projecting **a surplus of \$13,800**. The particulars are as follows:

**9 LEGISLATIVE** (budget \$287,500; projected \$261,100; **UNDER BUDGET \$26,400**)

- Mayor expenses fall **under budget \$5,500**, due to decreased travel/conferences (COVID-19).
- Council expenses will end the year **under budget \$15,900**, due to decreased travel/conferences (COVID-19).
- Election expenses fall **under budget \$ 5,000**.

**10 GENERAL ADMINISTRATION** (budget \$1,362,800; projected \$1,490,100; **OVER BUDGET \$127,300**)

**This department is projected to end the year over budget by 9.3%.**

- Remuneration will **fall under budget \$1,900** due to changes in staff complement.



- Office expenses are projecting **over budget by \$131,500**. To date, additional legal expense has pushed the *Legal/audit account* over budget \$66,300. The Town will incur unbudgeted Consulting services of approximately \$73,000. Expenses-CAO fall under budget \$8,000.
- Programmes **provides savings of \$2,300** due to a decrease in Reduced taxes Section 69 and further savings in Reduced taxes Section 71.

**11 12 13 PROTECTIVE SERVICES** (budget \$3,823,600; projected \$3,783,400; **UNDER BUDGET \$40,200**)

**Police Protection- core program** is projecting to be **over budget \$26,800**.

- Remuneration is projecting over budget \$ 36,600. Remuneration Administration exceeds budget \$11,500, due to staffing changes. Remuneration- Sergeants exceeds budget \$9,700, due retroactive pay offset by changes in staffing. Remuneration -Constables exceeds budget \$2,600 due to changes in police personnel and retroactive pay. Overtime-Constables will exceed budget \$10,000. Remuneration- Secondment exceeds budget \$2,800 due to retroactive remuneration.
- Office expenditures provide savings of \$3,800. While savings are found in Meeting – Commission, Chief’s & Deputy’s expenses and Insurance exceed budget.
- Operations- Programmes provide savings of \$6,000 in Custody & detention of prisoners - \$1,000 in Community relations and \$5,000 in lock up expenditures.

**Sales of Service- KPS**

This section is projected to be **under budget \$21,000**.

- Remuneration will be under budget due to savings in Part time remuneration and benefits coupled with reallocations of Back Check wages to other parts of the budget.

**Law Enforcement**

- **Savings of \$24,000** will be found in Law Enforcement- \$2,500 in Prosecution expenditures & \$12,000 in the Legal account. Crossing guards will fall short of budget \$5,400, because schools closed March to end of June due to COVID-19. Savings will be found in Parking enforcement \$4,100 sector.

**Fire Protection**

This section is projected to fall below its budget by **\$25,200** or 2.8%.

- Water supply and hydrants will fall below its budget by \$25,200, related to the hydrant charge paid to the Kentville Water Commission. The URB calculation end-of-year falls below the budget figure. NIL effect to the Town, as HAR revenue contains the offset.

**Emergency Measures/Other Protection.**

This section is projected to **exceed its budget by \$3,200**.

- Emergency measures- wages are projected over budget \$900 due to expenditures preparing for heavy rainfall in the summer.
- Emergency measures- materials & supplies is projected to be over budget \$2,300 due to clean up of the Gorge from Hurricane Dorian.

**14, 15 TRANSPORTATION SERVICES** (budget \$2,143,600; projected \$2,176,300; **OVER BUDGET \$32,700**)

**Transportation Services is projecting to end the year over budget 1.5%.**

- **Common Services** is projecting to be **over budget \$17,000**. Office expenditures will exceed budget \$16,500 in total due Legal and insurance expenditures exceeding budget offset by savings in Director's expenditure. Communication will exceed budget by \$ 500.
- **Road transport programmes** will **exceed budget by \$7,700**. Overage occurs in Street repairs-\$12,700 offset by projected savings in Sidewalk repairs- \$5,000.
- **Public transit** will **exceed budget by \$8,000**, due to Kings Transit Authority 19/20 deficit of which \$2,100 had to be expensed coupled with a late invoice from County of Kings related to municipal modernization for \$5,900.

**16 ENVIRONMENTAL HEALTH SERVICES** (budget \$659,800; projected \$666,700; **OVER BUDGET- \$6,900**)

**This section is projected to exceed its budget by 1.0%.**

- **Solid waste collection- Valley Region Solid Waste-Resource Management Authority** will exceed budget by \$8,400, due to its share of the municipal modernization billing from the County of Kings along with interest charges and legal fees incurred by the Authority.
- **Other air pollution** will not be expended providing savings of \$ 1,500.

**17 PUBLIC HEALTH AND HOUSING** (budget \$96,500; projected \$80,200; **UNDER BUDGET \$16,300**)

- This section is projected to end the year **under budget \$16,300**, as accrual for the prior year exceeded the actual prior year's invoicing from the Province.

**18, 19 ENVIRONMENTAL DEVELOPMENT** (budget \$643,500; projected \$637,900; **UNDER BUDGET \$5,600**)

**Environmental Development expects to fall slightly under its budget.**

- **Planning & zoning** is **decreased \$9,400**. Remuneration provides savings of \$5,700, as the Planning student was not hired this year. Office expenditures fall under budget \$3,700. Legal expenditures exceed budget by \$2,000 but is offset by \$4,800 in savings in Training, Supplies and Research drafting.

- **Environmental development- Community development section** will exceed budget by **\$16,800** mainly due to survey costs and PACE application expenditures.
- **Other Economic Development** will provide savings of **\$13,000** in the Tourism category (VIC savings due to COVID-19) and in Apple Blossom Festival account, as the Festival was cancelled this year due to COVID-19.

**20, 21, 22 RECREATION & CULTURAL** (budget \$1,370,100; projected \$1,319,700; **UNDER BUDGET \$50,400**)

**This department is projected to be under budget by -3.7%.**

- Administration – office expenditure is projecting **savings of \$14,000** in various office accounts, mainly due to the COVID-19 pandemic affecting meetings and training opportunities.
- “Programmes” are projected **exceed budget by \$16,700**. Savings are found in Community events & Canada Cup event accounts offset by increases in Pool, Day camp and Multi-sport camp. (Federal funding is recorded in Conditional transfers to offset summer staff wages - \$10,500).
- “Other- Parks Division” will provide **savings of \$15,000** as the horticulturalist was not on staff and “Tree plantings” account has not been expended this year.
- “Recreation Facilities” (overall) are projected **under budget by \$29,000**. Segments under budget include Recreation centre, Swimming pool, Tennis Courts and several other parks accounts, due to COVID-19 gathering protocols.
- Cultural provides **savings of \$9,100**. Library operations falls short of budget by \$3,200, as the Kentville Library was closed during the first wave of the pandemic. Branch-regional library provides savings of \$5,900, as the Regional Library did not bill out its proposed increase.

**23 EDUCATION** (budget \$1,536,000; projected \$1,536,000)

This section is expected to meet its budget.

**24 FINANCING AND TRANSFERS (expenditure portion)** (budget \$1,557,200; projected \$1,648,200; **OVER BUDGET \$91,000**)

This section is expected to exceed its budget by 5.8%.

- Transfer to Operating Reserve is **increased \$91,000**, as \$7,800 of surplus monies related to sale of Recreation equipment are transferred to reserve along with the *Safe Restart Transit* funding of \$ 83,200 received from the Province for transit purposes. All partners of KTA agree that safeguarding the funding in reserve is the best option at this time.

# Town of Kentville Operating Fund -20/21

December 31, 2020

Revenue	Budget Amount	Projected	% over (under)
<b>2 TAXES</b>			
Assessable Property	9,809,700	9,770,300	-0.4%
Special Assessments	6,800	4,900	-27.9%
Business Property	38,500	38,600	0.3%
Other	-	-	0.0%
	<u>9,855,000</u>	<u>9,813,800</u>	-0.4%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
Federal and Agencies	396,300	418,000	5.5%
Provincial and Agencies	182,600	182,600	0.0%
	<u>578,900</u>	<u>600,600</u>	3.7%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
Provincial government	118,000	118,000	0.0%
Local government	110,400	90,900	-17.7%
	<u>228,400</u>	<u>208,900</u>	-8.5%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,108,100</u>	<u>1,036,300</u>	-6.5%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	32,100	-15.1%
Rentals	361,800	265,700	-26.6%
Interest	95,000	85,000	-10.5%
Return on investment	630,000	630,000	0.0%
Other	44,100	53,000	20.2%
	<u>1,168,700</u>	<u>1,065,800</u>	-8.8%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>224,200</u>	<u>222,800</u>	-0.6%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>125,800</u>	<u>425,900</u>	238.6%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	191,500	239,300	25.0%
	<u>191,500</u>	<u>239,300</u>	25.0%
<b>TOTAL REVENUE</b>	<u>13,480,600</u>	<u>13,613,400</u>	1.0%

# Town of Kentville Operating Fund -20/21

December 31, 2020

Expenditures		Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>				
9	Legislative	287,500	261,100	-9.2%
10	General Administration	1,362,800	1,490,100	9.3%
		<u>1,650,300</u>	<u>1,751,200</u>	6.1%
<b>PROTECTIVE SERVICES</b>				
11	Police- Core program	2,383,900	2,410,700	1.1%
11-1	Police- Sales of service	148,200	127,200	-14.2%
11-2	Law enforcement	224,600	200,600	-10.7%
12	Fire protection	890,300	865,100	-2.8%
13	Protective services- debt charge	15,300	15,300	0.0%
13	Emergency measures & other	161,300	164,500	2.0%
		<u>3,823,600</u>	<u>3,783,400</u>	-1.1%
<b>TRANSPORTATION SERVICES</b>				
14	Common services	965,700	982,700	1.8%
15	Road transportation	789,300	797,000	1.0%
15	Public transit	225,500	233,500	3.5%
15	Transport- debt charges	66,300	66,300	0.0%
15	Other transportation	96,800	96,800	0.0%
		<u>2,143,600</u>	<u>2,176,300</u>	1.5%
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
16	Solid waste collection and recycling	659,800	666,700	1.0%
<b>PUBLIC HEALTH</b>				
17	Public health and housing	96,500	80,200	-16.9%
<b>ENVIRONMENTAL DEVELOPMENT</b>				
18	Planning and zoning	244,500	235,100	-3.8%
19	Other community development	399,000	402,800	1.0%
		<u>643,500</u>	<u>637,900</u>	-0.9%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	506,400	492,400	-2.8%
21	-Programmes & other	83,800	85,500	2.0%
22	-Facilities	609,200	580,200	-4.8%
22	-Recreation- Debt charges	37,000	37,000	0.0%
22	Cultural	133,700	124,600	-6.8%
		<u>1,370,100</u>	<u>1,319,700</u>	-3.7%
23	<b>EDUCATION</b>	<u>1,536,000</u>	<u>1,536,000</u>	0.0%
<b>FINANCING AND TRANSFERS</b>				
24	Debt charges (principal)	928,300	928,300	0.0%
24	Transfers to allowances and reserves	628,900	719,900	14.5%
		<u>1,557,200</u>	<u>1,648,200</u>	5.8%
<b>TOTAL EXPENDITURE</b>		<u>13,480,600</u>	<u>13,599,600</u>	0.9%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>13,800</u>	0.1%

# Town of Kentville Operating Fund -20/21

December 31, 2020

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
Residential	6,170,900	6,142,500
Commercial property	2,066,400	2,052,900
Commercial-Industrial Park	719,800	747,500
Resource-Taxable assessments	43,900	43,900
Resource-Forest under 50,000 acres	100	100
	<u>9,001,100</u>	<u>8,986,900</u>
Fire Area Rate (KVFD)	198,400	198,400
Fire Protection Area Rate (Hydrant)	496,400	471,200
	<u>694,800</u>	<u>669,600</u>
Economic development levy	113,800	113,800
	<u>9,809,700</u>	<u>9,770,300</u>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	6,800	4,900
	<u>6,800</u>	<u>4,900</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	38,000	38,000
Assessment Act- Farm property acreage	500	600
	<u>38,500</u>	<u>38,600</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,855,000</u>	<u>9,813,800</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(41,200)</u>

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Revenue	Budget Amount	Projected
<b>PAYMENTS IN LIEU OF TAXES</b>		
<b>Federal Government- R</b>	396,300	418,000
<b>Province</b>		
Province- Research Station R	16,600	16,600
Province- River Street R	37,000	37,000
Province- Cornwallis Street R	2,900	2,900
Province- 77 Cornwallis Street R	126,100	126,100
	182,600	182,600
	578,900	600,600
<b>OVER BUDGET (UNDER BUDGET)</b>		21,700

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Revenue	Budget Amount	Projected
<b>SERVICES PROVIDED TO OTHER GOVERNMENTS</b>		
<b>Provincial government</b>		
Protective services-secondment	118,000	118,000
<b>Local government</b>		
Kings County- Recreation	50,000	50,000
Kings County- Transportation	19,900	400
Kings County-Cultural	40,500	40,500
	110,400	90,900
	228,400	208,900
<b>OVER BUDGET (UNDER BUDGET)</b>		(19,500)



# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Revenue	Budget Amount	Projected
<b>SALES OF SERVICES</b>		
Own agencies and property owner		
General Administration	119,200	119,200
General Administration- Finance	38,500	38,500
Protection-Police	575,000	490,500
Public works- Administration	140,000	140,000
- Operations	25,000	25,000
- Water	120,000	120,000
- Sanitary Sewer	80,000	80,000
- Capital	6,000	6,000
- Street Sweeper	-	7,100
Recreation- capital	-	5,600
Recreation- sales	4,400	4,400
	<b>1,108,100</b>	<b>1,036,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(71,800)</b>

Town of Kentville Operating  
Fund -20/21

December 31, 2020

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	100
Police		
Fines- Provincial Court	25,000	25,000
Law enforcement		
Licenses	2,000	2,000
Parking tickets	8,000	2,900
Emergency Measures		
Animal licenses	1,700	1,000
Planning		
Permits	1,000	1,100
	<u>37,800</u>	<u>32,100</u>
<b>Rentals</b>		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,400	5,400
Cell Tower- Eastlink	5,000	5,000
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	10,000	14,700
Rental- VIA Rail building	1,000	1,000
Rental- Calkin building	34,400	14,000
Rental-Lions Club building	6,000	6,000
Recreation		
Fields	10,000	2,900
Recreation Centre	5,000	4,700
Pool	400	-
HUB building	100	-
Arena	272,500	200,000
	<u>361,800</u>	<u>265,700</u>
Interest	95,000	85,000
Return on investments	630,000	630,000
Miscellaneous-General	44,100	44,100
Miscellaneous-Police		8,900
Miscellaneous- Recreation	-	
	<u>1,168,700</u>	<u>1,065,800</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(102,900)</u>

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Revenue	Budget Amount	Projected
<b>UNCONDITIONAL TRANSFERS</b>		
<b>Province</b>		
Department of Municipal Affairs		
Municipal Finance Capacity Grant	167,800	167,800
NS Power Inc. (HST rebate)	48,000	46,600
NS Power Inc. grant	8,400	8,400
	<hr/>	<hr/>
	224,200	222,800
	<hr/>	<hr/>
<b>OVER BUDGET (UNDER BUDGET)</b>		(1,400)

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Revenue	Budget Amount	Projected
<b>CONDITIONAL TRANSFERS</b>		
<b>Federal</b>		
Canada Summer Jobs	-	10,500
Canadian Parks & Recreation Assoc.	800	800
	<u>800</u>	<u>11,300</u>
<b>Province</b>		
Province- Safe Restart Municipal 20-21		190,000
Province- Law enforcement	100,000	100,000
Province- Department of Justice		15,000
Province- Efficiency Nova Scotia		83,200
Province- Safe Restart Transit 20-21		25,000
Province- Recreation	25,000	1,400
Province- Dept of Communities, Culture, Heritage		
<b>Other</b>		
Recreation Nova Scotia		-
TIANS (re VIC)		-
	<u>125,000</u>	<u>414,600</u>
	<u>125,800</u>	<u>425,900</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>300,100</u>

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>LEGISLATIVE</b>		
<b>Mayor</b>		
Remuneration	47,000	47,000
Expenses	7,000	1,500
<b>Legislative benefits</b>		
CPP	8,100	8,100
Group insurance	3,700	3,700
<b>Council</b>		
Remuneration	155,400	155,400
Expenses	6,300	2,000
Expenses- Andrew	3,000	300
Expenses- Bolland	3,000	(200)
Expenses- Gerrard	3,000	1,000
Expenses- Maxwell	3,000	1,000
Expenses- Pulsifer	3,000	300
Expenses- Savage	3,000	1,000
Expenses-Huntley	-	1,000
Expenses-Yorke	-	1,000
Expenses- Zebian	-	1,000
<b>Other</b>		
Other meeting expenditures	2,000	2,000
Election	40,000	35,000
	<u>287,500</u>	<u>261,100</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(26,400)</b>

# Town of Kentville Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	532,900	531,000
Benefits 121-22-02X	95,200	95,200
<b>Office Expenditures</b>		
Legal and audit	23,700	90,000
Consulting	-	73,000
Advertising and promotion	5,600	5,600
Expenses- CAO	10,000	2,000
Convention and travel	5,000	5,000
Training	2,000	2,000
Dues and fees	8,000	8,000
Insurance	20,600	20,600
Postage	11,000	11,000
Stationery and office supplies	16,000	16,000
Communications	23,000	23,000
Equipment lease	4,000	4,000
External collection expenditure	500	700
Other administration	20,000	20,000
Bank charges	9,000	9,000
	158,400	289,900
<b>Information Technology</b>		
Administration	86,100	86,100
Operations	95,900	95,900
Special projects	26,500	26,500
	208,500	208,500

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-0XX	101,500	101,500
Various building 121-26..27-0XX	24,200	24,200
	125,700	125,700
<b>Debt Charges</b>		
Debenture interest	4,200	4,200
Term loan interest	-	-
Debenture discount	6,200	6,200
	10,400	10,400
<b>Programmes</b>		
Reduced taxes- Section 69/69A	13,300	11,300
Reduced taxes- Section 71	53,000	52,700
Grant - Contingency	7,000	7,000
Assessment Services	91,200	91,200
	164,500	162,200
<b>Valuation Allowances</b>		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	67,200	67,200
<b>TOTAL GENERAL ADMINISTRATION</b>	1,362,800	1,490,100
<b>OVER BUDGET (UNDER BUDGET)</b>		127,300

Town of Kentville  
Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
Remuneration- Administration	336,100	347,600
Remuneration- Sergeant	373,100	382,800
Remuneration-Constable	802,400	805,000
"Stat" pay	33,000	33,000
"M" time pay	5,000	5,000
Overtime-Sergeant	16,000	16,000
Overtime-Constable	35,000	45,000
Secondment	99,400	102,200
	1,700,000	1,736,600
<b>Benefits 122-12-02X</b>	291,600	291,600
<b>Internal allocation 122-13-010</b>	-	-
<b>Office Expenditures</b>		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,500	1,000
Chief's expenses	9,500	7,500
Deputy Chief's expenses	1,500	500
Training	20,000	20,000
Auxiliary program	3,000	3,000
Insurance-liability/E&O	27,700	28,400
Office expense & supplies	12,000	12,000
Telephone	26,000	26,000
Equipment rental	4,000	4,000
Other expenditure	12,000	12,000
	119,400	115,600
<b>Occupancy-Police Building</b>		
Insurance	1,800	1,800
Heat	7,500	7,500
Electricity	12,000	12,000
Water/sewer	2,200	2,200
Maintenance- Other costs	30,000	30,000
	53,500	53,500
<b>Operations-Communication</b>		
Communications	86,000	86,000
Radio license	3,600	3,600
Maintenance	3,000	3,000
	92,600	92,600



# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	22,500	22,500
<b>Operations-Vehicle</b>		
Insurance	7,800	7,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	20,000
	55,800	55,800
<b>Operations-Programmes</b>		
Special projects	5,000	5,000
Crime prevention/community relations	3,500	2,500
Custody and detention of prisoners	40,000	35,000
	48,500	42,500
<b>TOTAL POLICE PROTECTION</b>	2,383,900	2,410,700
<b>OVER BUDGET (UNDER BUDGET)</b>		26,800
<b>TOTAL POLICE PROTECTION (carried forward)</b>	2,383,900	2,410,700
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	118,000	118,000
Fines and fees- Province	25,000	25,000
Law enforcement- Province	100,000	100,000
Transfer from Operating Reserve- APA	-	47,600
<b>TOTAL POLICE PROTECTION REVENUE</b>	243,000	290,600
<b>NET POLICE PROTECTION</b>	2,140,900	2,120,100
<b>SALES OF SERVICE EXPENSE</b>		
Remuneration	79,500	79,500
Remuneration Part time	48,000	35,000
Benefits	20,700	18,000
Internal allocation		(5,300)
	148,200	127,200
<b>NET SALES OF SERVICES</b>		(21,000)
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	575,000	490,500
<b>NET SALES OF SERVICES</b>		(363,300)

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	84,900	84,900
<b>OTHER</b>		
Prosecution	10,200	7,700
Legal	40,000	28,000
Other-Crossing guards	25,400	20,000
Parking enforcement officer	64,100	60,000
	139,700	115,700
<b>TOTAL LAW ENFORCEMENT</b>	224,600	200,600
<b>OVER BUDGET (UNDER BUDGET)</b>		(24,000)
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	2,000	2,000
Parking Tickets	8,000	2,900
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	10,000	4,900
<b>NET LAW ENFORCEMENT</b>	214,600	195,700

# Town of Kentville Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>FIRE PROTECTION</b>		
<b>FIRE FIGHTING</b>		
Transfer to KVFD- Area rate	198,400	198,400
Transfer to KVFD-Operating	195,500	195,500
<b>TOTAL FIRE FIGHTING</b>	<b>393,900</b>	<b>393,900</b>
<b>SURPLUS (DEFICIT)</b>		-
<b>WATER SUPPLY AND HYDRANTS</b>		
Water supply & hydrants	496,400	471,200
<b>SURPLUS (DEFICIT)</b>		(25,200)
<b>TOTAL FIRE PROTECTION</b>	<b>890,300</b>	<b>865,100</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		(25,200)
	40,000	

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debt interest	15,300	15,300
Term loan interest	-	-
<b>TOTAL DEBT CHARGES</b>	<b>15,300</b>	<b>15,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>EMERGENCY MEASURES</b>		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,000
Emergency control-wages	300	1,200
Emergency control-M & S	100	2,400
911 System	18,000	18,000
	<b>32,300</b>	<b>35,500</b>
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	12,000
Building inspection	48,500	48,500
Occupational Health & Safety	10,000	10,000
Fire inspection	58,500	58,500
	<b>129,000</b>	<b>129,000</b>
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	<b>161,300</b>	<b>164,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>3,200</b>

# Town of Kentville Operating Fund - 20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
Administrative	241,700	255,000
Work crew	486,500	473,200
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	840,200	840,200
<b>Benefits 123-12-02X</b>	214,200	214,200
<b>Internal allocation 123-13-010</b>	(505,700)	(505,700)
<b>Office Expenditures</b>		
Professional/engineering	-	15,000
Professional studies	5,000	5,000
Director's Expenditure	5,000	2,400
Training	10,000	10,000
Insurance-liability/ E & O	26,400	30,500
Office supplies	2,800	2,800
Telephone	7,000	7,000
Other administration	1,700	1,700
	57,900	74,400
<b>Occupancy-Public Works building 123-15-0XX</b>	39,600	39,600
<b>Operations-Communications</b>		
Communication	3,500	4,000
<b>Operations-Vehicles and equipment</b>		
Wages-repairs	60,000	60,000
Insurance	10,000	10,000
Lease of equipment	50,500	50,500
Gasoline/diesel	55,000	55,000
External equipment repairs	32,000	32,000
Equipment parts	75,000	75,000
Equipment supplies	25,000	25,000
Small tools and equipment	8,500	8,500
	316,000	316,000
<b>TOTAL COMMON SERVICES</b>	965,700	982,700
<b>OVER BUDGET (UNDER BUDGET)</b>		17,000

# Town of Kentville Operating Fund - 20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
Street repairs	110,000	122,700
Sidewalk repairs	15,000	10,000
Storm sewer maintenance	75,000	75,000
Street cleaning	27,000	27,000
Snow and ice removal	295,000	295,000
Street lighting	156,000	156,000
Traffic services	59,800	59,800
Parking and other	51,500	51,500
<b>TOTAL ROAD TRANSPORTATION</b>	<b>789,300</b>	<b>797,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>7,700</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	210,300	218,400
Kings Point to Point	15,200	15,100
<b>TOTAL PUBLIC TRANSIT</b>	<b>225,500</b>	<b>233,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>8,000</b>
<b>DEBT CHARGES</b>		
	66,300	66,300
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	25,000	25,000
Outside work-KWC	71,800	71,800
<b>TOTAL OTHER TRANSPORT</b>	<b>96,800</b>	<b>96,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL HEALTH SERVICES</b>		
<b>SEWAGE COLLECTION AND DISPOSAL</b>		
Cost recovered by user fee based on consumption or contract. Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
<b>SOLID WASTE COLLECTION &amp; DISPOSAL</b>		
Collection		
Wages	30,800	30,800
Tipping fees	6,300	6,300
Material and supplies	2,000	2,000
	39,100	39,100
Landfill		
Landfill contract-Kings Co.	8,000	8,000
Valley Region Solid Waste-Resource Management Authority	611,200	619,600
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	658,300	666,700
<b>OTHER AIR POLLUTION</b>		
Other air pollution	1,500	-
<b>TOTAL</b>	659,800	666,700
<b>OVER BUDGET (UNDER BUDGET)</b>		6,900

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>PUBLIC HEALTH AND WELFARE</b>		
<b>Provincial Housing</b>		
Deficit of Housing Nova Scotia	90,000	73,700
<b>OTHER PUBLIC HEALTH</b>		
Chrysalis House	-	-
Kings Volunteer Resource Centre	1,000	1,000
Canadian Mental Health Association	-	-
Kings County Family Resource Centre	2,000	2,000
Kings County Senior Safety Council	2,500	2,500
New Horizon's Seniors Club	1,000	1,000
	6,500	6,500
<b>TOTAL PUBLIC HEALTH</b>	<b>96,500</b>	<b>80,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(16,300)</b>



# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration		
Administrative	179,600	173,900
<b>Benefits 126-12-02X</b>	25,700	25,700
<b>Office Expenditures</b>		
Legal	10,000	12,000
Committee honoraria		-
Committee meeting expenditure	100	-
Advertising and promotion	700	700
Expenditures-Director	4,500	3,600
Training and development	4,000	800
Insurance	7,300	7,300
Office supplies	3,000	2,500
Telephone	2,500	2,500
Equipment lease	1,000	1,000
Research drafting, mapping and GIS	5,000	4,000
Registration legal documents	100	100
Miscellaneous	1,000	1,000
	39,200	35,500
<b>TOTAL PLANNING AND ZONING</b>	244,500	235,100
<b>OVER BUDGET (UNDER BUDGET)</b>		(9,400)

# Town of Kentville Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	29,000	29,000
<b>Transfer for economic development</b>	88,800	88,800
Community economic development	4,300	5,100
Development studies	3,000	1,000
Survey costs	1,000	2,500
PACE expenditure	5,000	20,900
Kentville Futures & Lions Club operating costs	11,500	12,100
	24,800	41,600
	142,600	159,400
<b>OVER BUDGET (UNDER BUDGET)</b>		16,800
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	6,500
<b>DEBT CHARGES</b>	36,900	36,900
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	75,200	75,200
CED Office	8,000	8,000
	83,200	83,200
<b>Tourism</b>		
Tourism	26,800	15,300
<b>Promotions</b>		
Promotions	101,000	101,000
<b>Other</b>		
Apple Blossom Festival	2,000	500
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	213,000	200,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(13,000)

# Town of Kentville Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
Remuneration		
Salaries	351,500	351,500
Benefits 127-12-02X	80,200	80,200
Internal allocation 127-13-010	(48,800)	(48,800)
<b>Office Expenditures</b>		
Legal fees	4,000	3,000
Professional fees	5,000	3,000
Committee meeting expenditure	4,000	2,000
Promotion and publicity	4,000	3,000
Expenses-Director	6,500	5,000
Training	10,500	5,500
Insurance	12,800	12,800
Office supplies	4,000	2,500
Materials and supplies	2,500	2,500
Communication	12,000	12,000
Equipment lease	3,000	3,000
Other	7,500	7,500
	<u>75,800</u>	<u>61,800</u>
<b>Vehicles and equipment</b>		
Insurance	5,800	5,800
Lease of equipment	14,600	14,600
Gasoline	8,300	8,300
Operations and maintenance	19,000	19,000
	<u>47,700</u>	<u>47,700</u>
<b>TOTAL ADMINISTRATION-RECREATION</b>	<u>506,400</u>	<u>492,400</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(14,000)</u>

# Town of Kentville

## Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	8,500	8,500
Swimming pool 127-22-0XX	-	300
Day camp 127-23-0XX	5,500	18,700
Multi-sport camp 127-24-0XX	1,800	12,500
Other programmes 127-25-0XX	10,000	10,000
Community events 127-26-0XX	13,000	8,000
Canada Cup event 127-26-XXX	5,000	2,500
Spike fund 127-28-0XX	-	
<b>TOTAL RECREATION PROGRAMMES</b>	<b>43,800</b>	<b>60,500</b>
<b>OTHER</b>		
Parks division and trees 127-43-0XX	40,000	25,000
<b>TOTAL OTHER RECREATION</b>	<b>83,800</b>	<b>85,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>1,700</b>

# Town of Kentville Operating Fund -11/12

December 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
Recreation centre 127-41-0XX	45,400	30,000
Swimming pool 127-42-0XX	9,500	5,000
Hub building 127-42-070	-	-
Tennis courts 127-45-0XX	1,500	1,000
Other facility maintenance 127-46-065	15,600	15,000
Kentville arena 127-52-XXX	362,500	362,500
Parks and playgrounds - general 127-61-0XX	81,200	86,200
Memorial Park 127-62-0XX	51,000	50,000
Oakdene Park 127-63-0XX	1,000	1,000
Other parks (Park Division Spaces) 127-65-0XX	33,500	25,000
Other playgrounds 127-67-0XX	3,000	2,000
Rail corridor maintenance 127-69-0XX	5,000	2,500
<b>TOTAL RECREATION FACILITIES</b>	<b>609,200</b>	<b>580,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(29,000)</b>
<b>TOTAL DEBT CHARGES</b>	<b>37,000</b>	<b>37,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
Library - operations	86,900	83,700
Branch library 127-93-100	42,800	36,900
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant-Kentville Historical Society	2,000	2,000
<b>TOTAL CULTURAL</b>	<b>133,700</b>	<b>124,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(9,100)</b>

Town of Kentville  
Operating Fund -20/21

December 31, 2020

Expenditure	Budget Amount	Projected
<b>EDUCATION</b>		
Appropriation to Regional School Board	<u>1,536,000</u>	<u>1,536,000</u>
TOTAL APPROPRIATION	<u>1,536,000</u>	<u>1,536,000</u>
OVER BUDGET (UNDER BUDGET)		<u>-</u>

# Town of Kentville Operating Fund -20/21

December 31, 2020

Expenditures	Budget Amount	Projected
<b>FINANCING AND TRANSFERS</b>		
<b>PRINCIAL INSTALLMENT REQUIREMENTS</b>		
Debenture principal	928,300	928,300
Temporary financing- principal	-	-
	928,300	928,300
<b>TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES</b>		
To Operating reserve	99,800	190,800
To Capital Reserve fund	483,100	483,100
	582,900	673,900
To Capital fund- from operations	46,000	46,000
Total transfers to other funds	628,900	719,900
<b>TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES</b>		
From Operating reserve	(191,500)	(239,300)
From Capital Reserve fund	(191,500)	(239,300)
	(191,500)	(239,300)
<b>NET FINANCING AND TRANSFERS</b>	1,365,700	1,408,900
<b>OVER BUDGET (UNDER BUDGET)</b>		43,200



Programs and Operations		Highlights
Projects	<ul style="list-style-type: none"> <li>• 4 Development Permits Issued.</li>   <li>• 2 Subdivision applications</li> </ul> <ul style="list-style-type: none"> <li>• <b><u>Ryan’s Park</u></b>. The development is footing(s) ready. This time of year construction slows down, but we will see more activity in early spring. Staff are reviewing subdivision plans for the projects financing.</li>   <li>• <b><u>Chrysalis House</u></b> is progressing well.</li>   <li>• <b><u>Miners Landing</u></b> development is progressing well. Due to limited accessible pedestrian access for residents to leave the property and walk to the crosswalk adjacent to Eves Hollow Park, a sidewalk has been installed.</li>   <li>• <b><u>River Street Lands</u></b> The potential buyers of the River street property adjacent to Shannex remain committed to the site; and continue with their due diligence which they hope to complete at the end of March.</li>   <li>• <b><u>Stonemount Retirement</u></b>. Stonemount Retirement Living representatives and their consultants have applied for a concurrent Planning Strategy and Land Use Bylaw amendment. A staff report will be presented later in the meeting.</li>   <li>• <b><u>MacDougal Heights</u></b>. Staff are still waiting on the final plan of subdivision and other documentation for Parsons proposed 26 lot subdivision off Acadia Drive.</li> </ul>	<ul style="list-style-type: none"> <li>• building Valuation of \$304,000 a final year total of \$21,289,305. This is up slightly from 2019 year total of \$19,165,590</li> </ul>



	<ul style="list-style-type: none"> <li>• Various mapping and GIS support continues for Community Development, Park and Recreation and Engineering Departments.</li> </ul>	
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Emails – ongoing</li> <li>• Drop Ins – none due to Covid-19</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Senior Admin meetings</li> <li>• Zoom meeting -CAC</li> <li>• Zoom - Stonemont Retirement</li> <li>• Planning department meeting</li> </ul>	

# Activity Report

Planning & Development

December 2020



<i>PERMITS</i>	<i>PERMITS ISSUED DECEMBER 2020</i>		<i>PERMITS ISSUED DECEMBER 2019</i>	
	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>
Number of Permits	4	109	4	105
Total Building Value (\$)	304,000	21,289,305	2,000	19,165,590
Permit Revenue (\$)	658.37	24,505.91	50.00	25,051.06

## Year End Building Values *(Past 5 Consecutive Years)*

Year	<b>2020</b>	2019	2018	2017	2016
Total Building Values (\$)	<b>21,289,305</b>	19,165,590	5,576,950	17,256,065	10,710,750

# Permits Report

Planning & Development

December 2020



<b>Permit #: 3831</b>	<b>Permit Date:</b> 12/02/2020
<b>Value of Construction:</b> \$65,000.00	<b>Fee:</b> \$163.00
Renovations – Repairing water damage, replacing 6 windows and renovating the kitchen.	

<b>Permit #: 3832</b>	<b>Permit Date:</b> 12/15/2020
<b>Value of Construction:</b> \$39,000.00	<b>Fee:</b> \$50.00
Renovation – Installing Solar Panels	

<b>Permit #: 3833</b>	<b>Permit Date:</b> 12/15/2020
<b>Value of Construction:</b> \$60,000.00	<b>Fee:</b> \$117.37
Renovations – Constructing two new exits on the rear of the dwelling and reconfiguring walls inside the dwelling units.	

<b>Permit #: 3834</b>	<b>Permit Date:</b> 12/15/2020
<b>Value of Construction:</b> \$140,000.00	<b>Fee:</b> \$328.00
Renovations – Expanding operatory rooms in a dental office and constructing a new staff room.	

<b>Total Value of Construction:</b>	<b>\$304,000.00</b>	<b>Total Permit Fees:</b>	<b>\$658.37</b>
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**Town of Kentville**

**Community & Economic Development (CEDC)**

**Report to CAC – January 11<sup>th</sup>, 2021**

Submitted January 6<sup>th</sup>, 2021



<b>Programs and Operations</b>	<ul style="list-style-type: none"><li>• We are looking ahead to the tourism season for 2021 and planning marketing initiatives tentatively and cautiously. The Doers and Dreamers guide will be published online only this year, but there is a local group of Economic Developers and Tourism Operators from across the Valley Region meeting this week to discuss the potential of producing our own print visitors guide for 2021.</li><li>• Initial discussions are happening now as we look ahead to program planning for Centre Square this summer. We anticipate that as restrictions ease because of vaccine roll-out we will be able to expand the offerings in that space both in type and frequency.</li></ul>
<b>Projects &amp; Beautification</b>	<ul style="list-style-type: none"><li>• Gateway signs have been installed at 4 new locations heading into downtown Kentville. Nichols Ave, Chester/Main, Park Street West and NSCC on Belcher all have spiffy new Kentville signs. Landscaping work and beautification of the areas surrounding the signs will happen in the Spring, with the exception of the NSCC location which has been taken care of by the faculty and students. We thank Bonnie Levy from the NSCC faculty for helping us out!</li><li>• Holiday Beautification is packed away until next year and plans for spring beautification projects are starting to come together, subject to budget process of course.</li><li>• We have collected a number of artificial holiday trees from citizens who donated to our secret project for November 2021. Thank you to everyone who donated! Those trees will be kept out of the landfill, enjoy a brand-new purpose, and hopefully bring joy to all who visit downtown Kentville next holiday season!</li><li>• The remainder of the grant money the Town received for the Centre Square Activation Project is being spent on new purchases for install in the Spring.</li></ul>

<b>Tourism /events</b>	<ul style="list-style-type: none"> <li>• The CEDC and Manager of Visitor Services for the Visitor Centre met over the break to discuss VIC Operations. If budget allows, we plan to open the VIC for a full season this year and add a few smaller scale events that can be hosted by/at the Centre. Plans are still preliminary.</li> <li>• We remain attentive to event groups like Apple Blossom and Multicultural Fest. As the year unfolds and organizations start to re-group and/or potentially mobilize the Town will respond accordingly. It is still unclear at this early juncture if any of the regular larger scale events will be possible in 2021 with modifications or at all. We will stay tuned.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• The vacant Mentoring Plus program coordinator position has been short listed and interviews are being conducted this week. The position should be filled by the end of the month if not before.</li> <li>• The Kentville Business Community Board is working on a draft proposal and funding agreement for Council's review in February. The Board meets on January 13<sup>th</sup> to finalize and approve the draft.</li> </ul>
<b>Meetings and Events</b>	<p><b>DEC</b></p> <ul style="list-style-type: none"> <li>1 – Private consultation: land sales business park</li> <li>1 – KBC Board</li> <li>2 – STORM</li> <li>3 – Holly Days Debrief: Planning Team</li> <li>4 – Canada Cup Organizing Committee</li> <li>7 – KBC / TOK potential project meeting: initial discussion</li> <li>8 – Internal town hall team: Business Park land discussion</li> <li>15 – Regular AVR Radio Spot</li> <li>16 – Visitor Services Planning mtg.</li> <li>16 – CAO + KBC + CEDC</li> <li>16 – KBC Board Planning session</li> <li>17 – Random Acts of PIE-ness (Annual STORM team Initiative)</li> <li>22 – Regular AVR Radio Spot</li> <li>23 – STORM</li> <li>29 – Regular AVR Radio Spot</li> </ul>

**Respectfully Submitted,**  
**Lindsay Young,**  
**Community & Economic Development Coordinator**



Presented on January 11<sup>th</sup>, 2020  
Submitted by Rachel Bedingfield  
Director of Parks and Recreation

**Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community wellbeing.**

- National Framework for Recreation in Canada

<p><b>Facility Related</b></p>	<p><b>Kentville Trails</b></p> <ul style="list-style-type: none"> <li>💡 Thanks to the colder weather, we are back to grooming trails. Miners Marsh, the Kentville section of the Harvest Moon Trails, the Gorge and the running track are all groomed within 24h after an adequate snow fall (we do not have park staff working weekends). This allows users to walk, snowshoe, classic ski, or skate ski on our trails. Already we have received much interest from community members in and around our region.</li> </ul> <p><b>The Kentville Centennial Arena</b></p> <ul style="list-style-type: none"> <li>💡 The arena continues to support bookings, and our department continues to adjust based on changing COVID restrictions. The restrictions that were put in place just before the holiday season meant that several of our bookings were unable to happen. As well, our public skate numbers were drastically reduced. Unfortunately, this meant several people did not get to skate and were left disappointed when they arrived at the arena.</li> </ul> <p><b>The Kentville Recreation Center</b></p> <ul style="list-style-type: none"> <li>💡 The Recreation Center continues to accept bookings, and we continue to adjust based on the current Public Health restrictions.</li> </ul>
<p><b>Programs and Operations</b></p>	<p><b>COVID Response</b></p> <ul style="list-style-type: none"> <li>💡 Our Department continues to make the necessary adjustments to all programs when COVID restrictions are updated. We work closely with the province, Recreation Nova Scotia, the Recreation Facility Association of Nova Scotia, and other Municipal units to</li> </ul>

ensure that we are following and interpreting protocols correctly while meeting regional industry standard.

**Programs:**

- ♀ We have had a lot of interest in our “Try It Pickleball” night for January 11 and 18<sup>th</sup>, including from both youth and seniors. Pickleball continues to be one of our more popular programs.
- ♀ Our adult fitness classes continue to run at capacity.
- ♀ 5 Community skates were held over the holidays. Capacity for the skates was limited to 25 in total, as per Public Health restrictions.
- ♀ New sessions of Chair Yoga are being offered. We have had to add an extra session due to the popularity of this program.
- ♀ Nature Hike & Play was held at the Gorge on December 12<sup>th</sup> and 13<sup>th</sup>, in partnership with our friends at Flying Squirrel Adventures.
- ♀ Indoor walking continues to happen Monday to Friday Approx. Masks are now mandatory for this program.
- ♀ In partnership with the Town of Wolfville, a Girls and Guitars online session was held on December 23<sup>rd</sup> via an online Zoom program.
- ♀ In partnership with KCA school we hosted a scavenger hunt for students that was completed by classes and by individual students.

**Up and coming**

- ♀ Boys, girls and non-binary youth, Winter Adventure Club will be starting on January 12<sup>th</sup>.
- ♀ Cross Country Skiing Workshop is scheduled to take place on January 16<sup>th</sup>.
- ♀ In partnership with Hike Nova Scotia, we will be offering a guided hike on January 30<sup>th</sup>.
- ♀ We are continuing to plan programs for the new year including Little Riders, Ice Safety Workshop, and other sample

	<p>sessions/play days. Details will be released when they are finalized.</p>
<b>Capital Projects</b>	<p><b>Shade Sails</b></p> <ul style="list-style-type: none"> <li>♀ Shade sails have been purchased and will be installed in the Spring. This addition to the splash pad will allow for families to enjoy this facility while also practicing sun safety.</li> </ul>
<b>Public Engagement/Community Events</b>	<p><b>Community Events:</b></p> <ul style="list-style-type: none"> <li>♀ Our first community Sing-along in Centre Square happened on December 18<sup>th</sup>, 2020</li> <li>♀ Over the holidays, pop-up challenges were offered to engage residence and keep folks active and practice mindfulness, along with a trail scavenger hunt in the Gorge, Harvest Moon, Miners Marsh, and the Kentville Ravine.</li> </ul>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>♀ Senior Advisory Meetings</li> <li>♀ Department Meetings</li> <li>♀ Accessibility Plan</li> <li>♀ Accessibility Committee</li> <li>♀ Nature Based Learning Webinar</li> <li>♀ Kings County Youth Meeting</li> <li>♀ Capstone Group Work (CPCIL Course)</li> <li>♀ Canada Cup</li> <li>♀ Multi-Purpose Facility Meeting</li> <li>♀ Shared Strategy for Recreation/Province</li> <li>♀ Develop NS Waterfront Support</li> <li>♀ Community Advisory Committee</li> <li>♀ Warming Hut</li> <li>♀ Community Sing-along</li> </ul>
<b>Council Related</b>	<p><b>Council Priorities:</b></p> <ul style="list-style-type: none"> <li>♀ <i>Accessibility Committee:</i> The committee is waiting to receive the final DRAFT copy of the plan to review and provide feedback. Once this is complete, the document will be recommended to council for approval.</li> </ul>



Town of Kentville

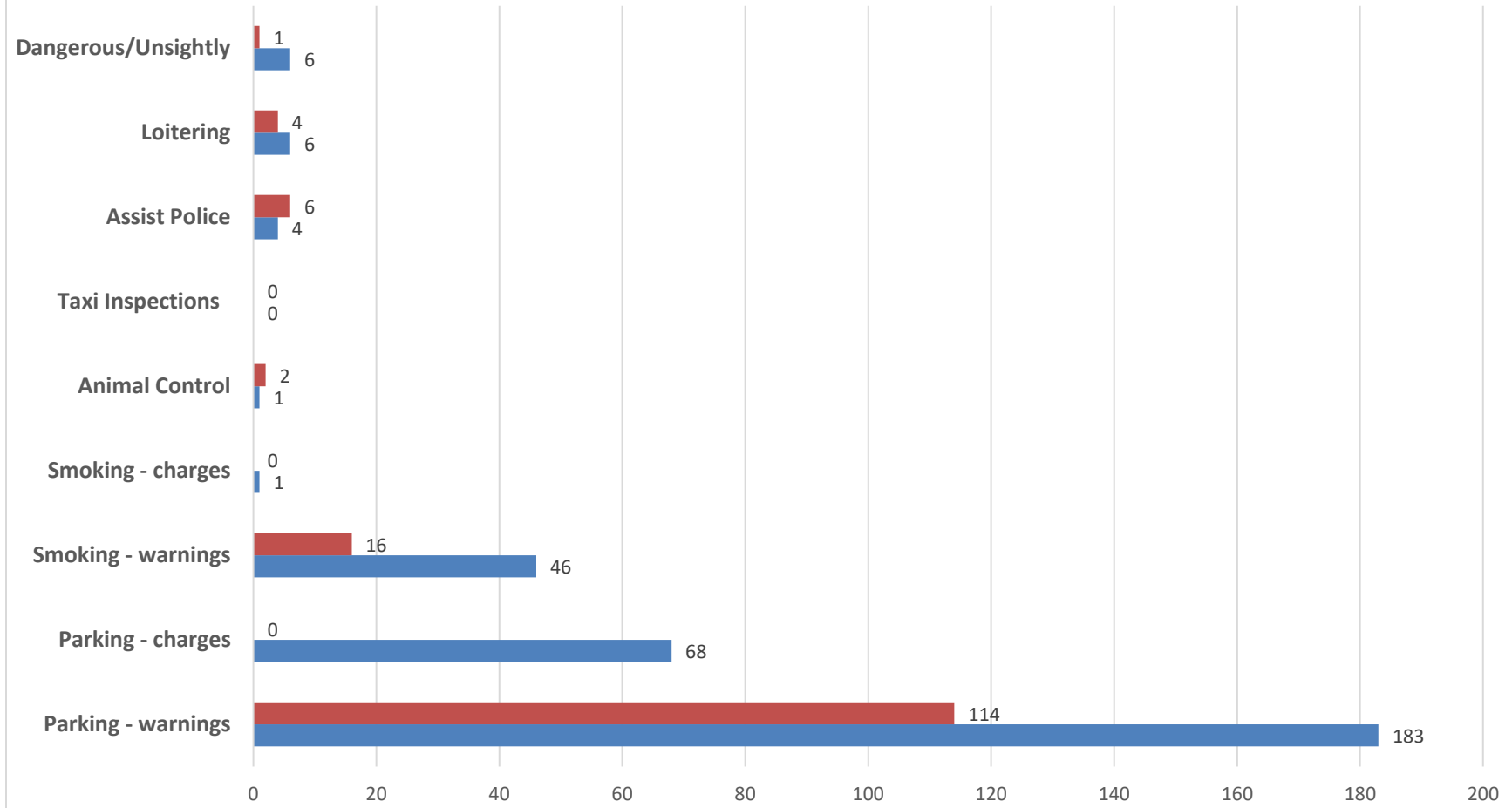
Office of the Chief of Police

Jan 11, 2021



Administration	Time	Nov	Dec
	Auxiliary off. hours	32	62.5
	Training hours	182	0
	Veh. Cks 38's	110	146
	Warning tickets	19	34
	SOT Tickets	27	38
	Foot Patrol Hours	59.5	70.5
	CC Charges	13	13
	Calls for service	278	273
Training	<ul style="list-style-type: none"> <li>•</li> </ul>		
Meetings	<ul style="list-style-type: none"> <li>• Dec 1 – High Risk Domestic protocol – Kings County</li> <li>• Dec 3 – Alert Ready</li> <li>• Dec 4 – BOPC</li> <li>• Dec 7 – Homeless No more</li> <li>• Dec 9 – Kings County Seniors Safety</li> <li>• Dec 9 – Sterling Backcheck</li> <li>• Dec 18 – NS Chiefs – Diversity subcommittee</li> </ul>		
Staffing	<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>		

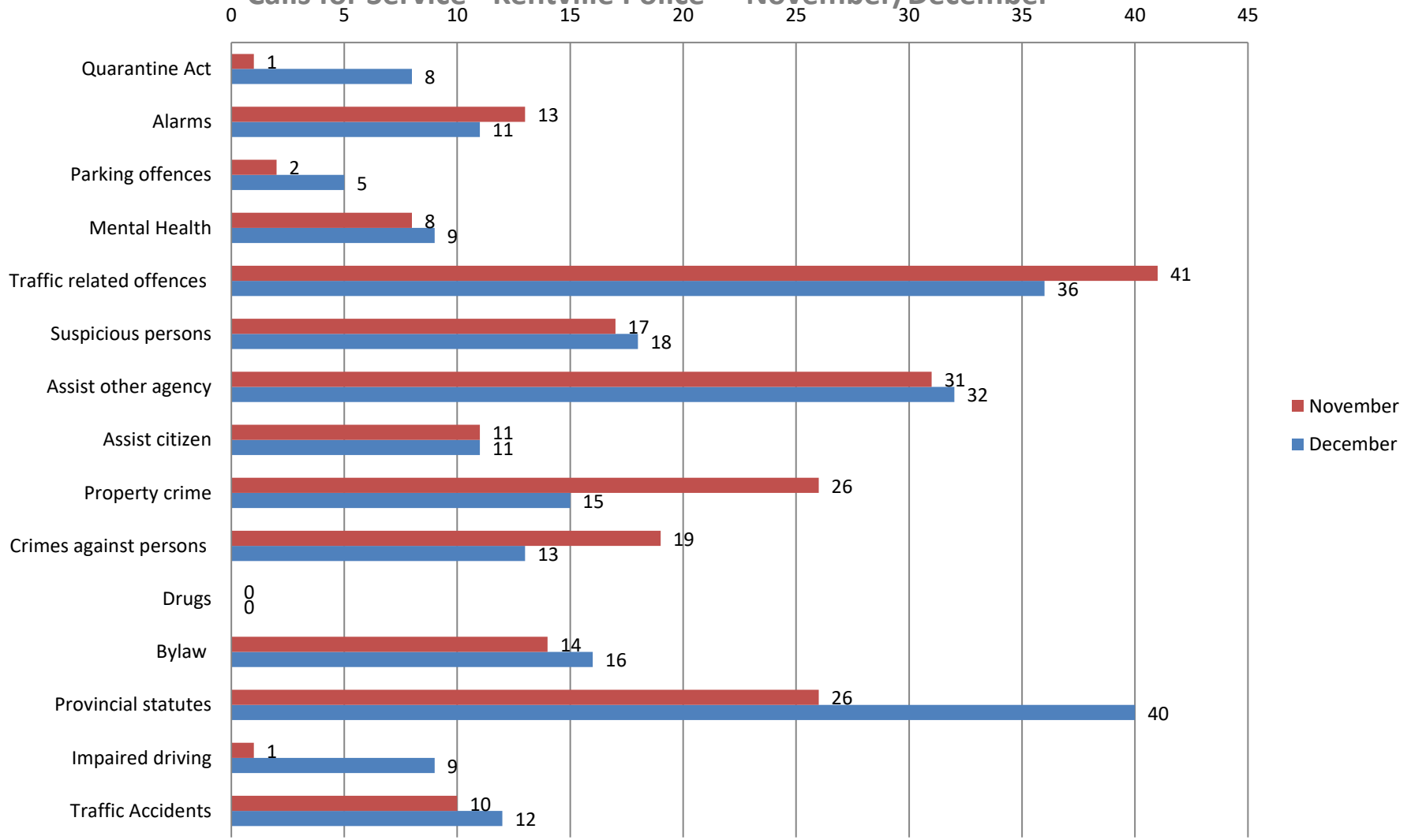
## By-Law Report - Nov/Dec



December

November

### Calls for Service - Kentville Police - November/December



*November 278*

*December 273*

Town of Kentville

Department of Engineering & Public Works

Report to CAC – January 11, 2021

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



<b>Administration</b>	<ul style="list-style-type: none"><li>Meet weekly with Public Works crew to discuss ongoing works &amp; maintenance issues and talk daily with PW foremen to inform them of resident calls, concerns, or complaints.</li></ul>	<b>Highlights</b>
<b>Programs and Operations</b>	<ul style="list-style-type: none"><li>Begun working on 2020/21 Capital projects priority lists in preparation for first budget meetings.</li></ul>	<b>Highlights</b> <b>2021/22 Budgets</b>
<b>Projects</b>	<p><b>Finance &amp; Recreation Reception Improvements</b></p> <ul style="list-style-type: none"><li>The security and COVID renovations for the Finance and Recreation departments are nearly complete. A few pieces of the tempered glass for the desks have yet to arrive and Valley Alarms will soon complete the access card system replacing the need for keys to access main exterior and limited access interior doors in the Town Hall.</li></ul> <p><b>Kentville Water Commission</b></p> <ul style="list-style-type: none"><li>NSE approved our 2021 water sampling plan which includes our regular quarterly sampling and bi-annual sampling of all wells and reservoirs.</li><li>A minor watermain break was detected on December 24, 2020 on Mee Road and was repaired on December 27, 2020.</li></ul> <p><b>Sanitary Sewer Utility</b></p> <ul style="list-style-type: none"><li>Everything is operating normally with no events to report.</li></ul>	<b>Highlights</b> <b>Town Hall Reception Renovations</b>

	<p><b>Winter Works</b></p> <p>December 2020 only saw one snowstorm with a few other days that required ice control – it is too early to declare an open winter yet but we are hopeful.</p>	
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Frequent phone calls and site visits.</li> <li>• Drop-ins – Currently not permitted</li> <li>• Letter &amp; email correspondence – as needed</li> </ul>	<b>Highlights</b>
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Senior Staff meetings every Tuesday</li> <li>• December 2<sup>nd</sup> OHS Meeting</li> <li>• December 14<sup>th</sup> CAC via Zoom</li> <li>• December 15<sup>th</sup> &amp; 22<sup>nd</sup> AIM Network (Atlantic Infrastructure Management Network), via Zoom</li> </ul>	<b>Highlights</b>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>• Open for questions or concerns from Mayor &amp; Council.</li> </ul>	<b>Highlights</b>

**(a) Sandi and Pete Connelly – Various issues**

- i. Belcher Street Sidewalk – asphalt vs. concrete  
There are pros and cons to both types of sidewalk construction materials; concrete generally has a longer lifespan than asphalt but costs nearly double per metre to install so when replacing an existing sidewalk, a budgeted amount of money can replace about twice as much sidewalk. Asphalt sidewalks are still used in areas with steeper grades throughout Town: Canaan Avenue, Prospect Avenue, Masters Avenue, School Street, Academy Street, Church Avenue, Cornwallis Street (Gallows Hill portion) and others because ice control is more effective since it can be salted heavier without damage to the surface and ice typically melts quicker due to the asphalt's heat absorption properties.
- ii. Water & Sewer pipe condition in Burke Subdivision  
Design work has been completed and is ready to be built when it is approved in a future Capital budget.
- iii. Storm Sewer from Colonial & Fairview to Miners Marsh  
Same as above, engineered drawings have been completed to replace the storm sewer throughout the Burke Subdivision including the outlet down over the bank to Miners Marsh.

**(b) Julie Benson and Philip Longmire – Forest Hill Road**

- i. Excessive Speeds
- ii. Erosion

**(c) James and Tracy Churchill – Forest Hill Road**

- i. Road width
- ii. Excessive Speeds
- iii. Lack of sidewalk

**(d) Grant MacQuarrie and Roger Wells – Forest Hill Road**

- i. Speed bumps
- ii. One Way Traffic Option
- iii. 25 km speed limit
- iv. Erosion

There is no question that Forest Hill is a narrow little lane with twists and turns and grade challenges that do not meet any road design standards. We can post additional speed limit and slow down signs, but it is doubtful that signage will deter the folks that do not live there from using Forrest Hill as a short cut between Chester Avenue and Prospect Avenue. Changing it to "One-way" would likely only increase the speeds as the risk of meeting oncoming traffic would be eliminated.

The other issue that exists and will take more time to research is the actual ownership of Forest Hill. It originally was and may still be a private road across a narrow 25 to 30 feet wide right of way. The Town does provide snow and ice control for the road, but that does not necessarily determine ownership. We will ask our solicitor to research the ownership of Forest Hill and provide further comments in response to the residents' correspondence.

**(e) Pat and Jessica Van Luxemborg – Carmen Drive**

- i. Daylight Triangle – hedge at Carmen and Duncan

Staff have worked with a representative of the property owner at this corner to determine the dimensions of the required daylight triangle and to have the shrubs trimmed as required.



**TO:** Mayor and Council

**SUBMITTED BY:** Communications Team

**DATE:** January 11, 2021

**SUBJECT:** Monthly Communications Report

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### **BACKGROUND**

This Communications Report is a summary of strategic support issues and challenges that the Strategic Operations Relating to Media team (STORM) is working on; and a review of website activity and social media over the previous month.

### **DISCUSSION**

- The communications team has been working on promotion of winter activities and programs including a holiday scavenger hunt.
- Analytics from the website were collected from December 1 to December 31, 2020. Website activity was much lower compared to November. The most popular pages on the website were the What's Happening Page, the Centennial Arena page and the Employment Opportunities page. It is also interesting that the Shopping page of the website is getting a lot of traffic, showing that this section of the website is being noticed and used by the community.
- The Facebook page grew by 30 likes this month, likely reflecting that people were home for the holidays. The Town's most popular posts were related to the destruction of the old Kentville Bridge, and the holiday scavenger hunt activities..
- The Town Instagram page (thereal\_tok) has 20 more followers than last month, for a total of 1710.





**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.

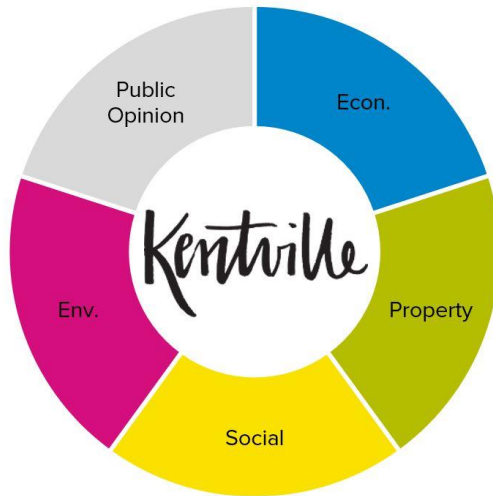
**ATTACHMENTS**

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**

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### **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**

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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**

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OFFICE USE (TOWN OF KENTVILLE)

Application is:         Approved         Modified         Denied

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

Applicant notified:     Mail         Fax         Email         Telephone

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

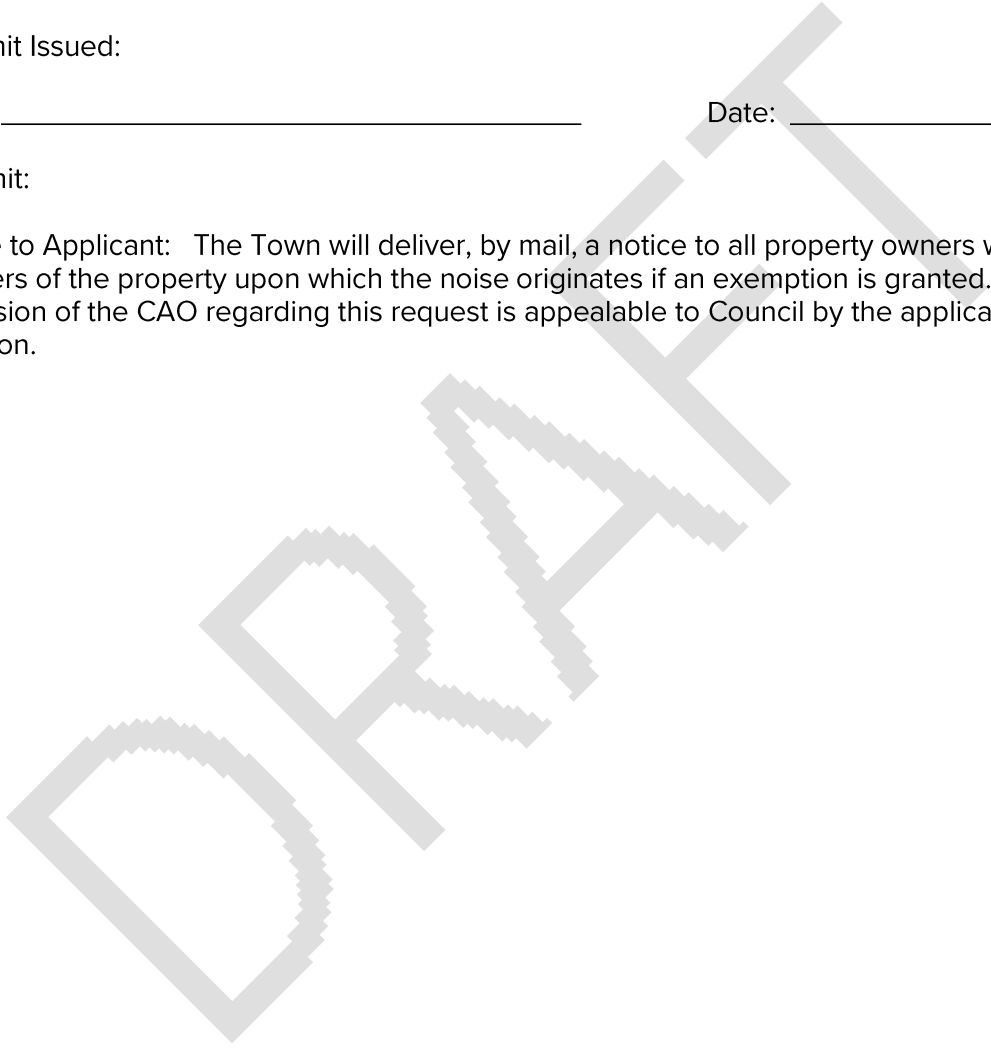
Appeal decision:

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](mailto: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



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**TO:** Council

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

**DATE:** January 11, 2021

**SUBJECT:** Policy Revisions to Long Service Awards

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**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.

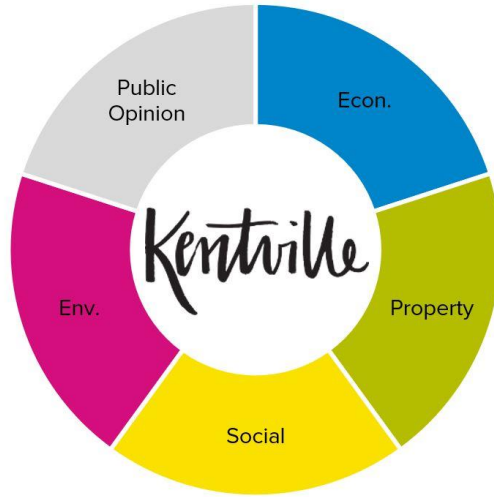
**ATTACHMENTS**

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

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### 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.

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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







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**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

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**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.

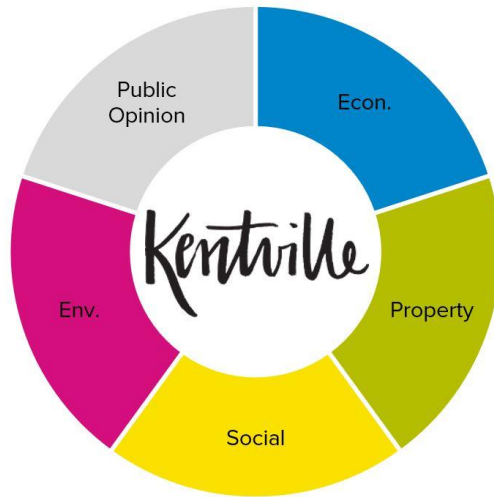
**ATTACHMENTS**

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

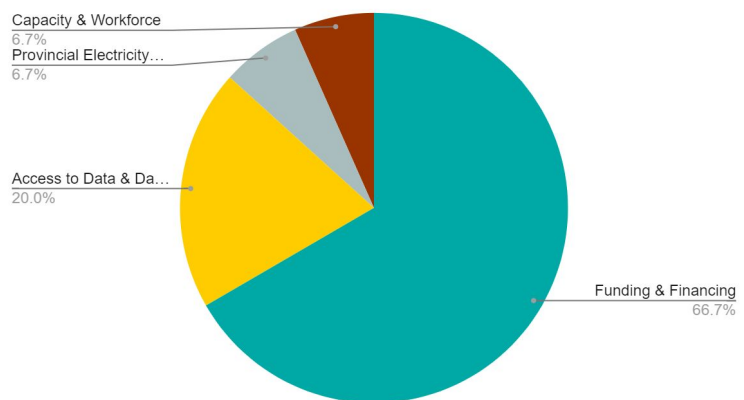


Table A: Category Tags			
1	Access to Data & Data Tracking	6	Land Use
2	Bureaucracy/Communication	7	Provincial Electricity Planning
3	Community Energy Generation	8	Standards and Quality Assurance
4	Education & Training	9	Transportation
5	Financing & Funding	10	Workforce Capacity

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	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.  ** 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.
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.



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Mayor & Council  
354 Main Street  
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December 16, 2020

Dear Town of Kentville Mayor and Council,

COVID-19 has made all of us keenly aware of the importance of internet availability and affordability for all residents of Nova Scotia. The Central Kings Community Health Board is committed to supporting our communities. Inequitable internet access is a population health issue, as it creates inequities for work and educational opportunities, increases social isolation, and poses barriers to community services and health care.

“Sense of belonging” is measured by the Nova Scotia Health Profile 2015 because having community connections impacts health, and by extension health costs. We know from this same document that sense of belonging is strong in Nova Scotia compared with the rest of Canada. Yet this strength of our province is severely impacted by the social isolation which is not only pronounced during the pandemic, but often ongoing for rural people and people with mobility issues. Internet access is crucial for Nova Scotia residents to stay connected with their communities and with needed services, particularly so in rural areas.

Small business, self-employed people, and the increasing numbers of people who work from home for reasons both pandemic-related and not all depend upon reliable high-speed internet to function. Meeting their needs carries enormous potential economic benefit for Nova Scotia, including the ability to attract vibrant populations and accompanying strong tax bases. Conversely, we see the lack of internet services contributing to job loss and population loss in underserved areas. The time to turn the tide is now.

We are cognizant of the initiatives to extend high speed internet that are taking place in rural areas throughout the province. While rural residents wait for access, however, we see several ways in which the municipality can support the needs of community members. These steps address the urgent needs of residents during regular times as well as the heightened needs demonstrated by COVID-19 restrictions. They include:

- The timely establishment of community Wi-Fi access points (such as fire halls and community centres) that can serve all residents without high-speed internet and can continue to serve low-income residents after the establishment of service
- Ensuring that you are taking full advantage of programs such as Universal Broadband Fund and CRTC Broadband Fund;



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- The development and publicization of detailed plans for internet parity with timelines, including measures to ensure affordability of both internet access and devices for low-income residents

We appreciate your focus on this essential service and meeting the needs of all Canadians. In conclusion, we ask that you include the Community Health Boards in any consultation processes and work with us to identify opportunities for mutual support to best serve our communities and create equality for services and opportunities for all residents of the Town of Kentville.

Sincerely yours,

*Penni Burrell Tracy Matheson*

Penni Burrell & Tracy Matheson  
Co-Chairs, Central Kings Community Health Board



**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.

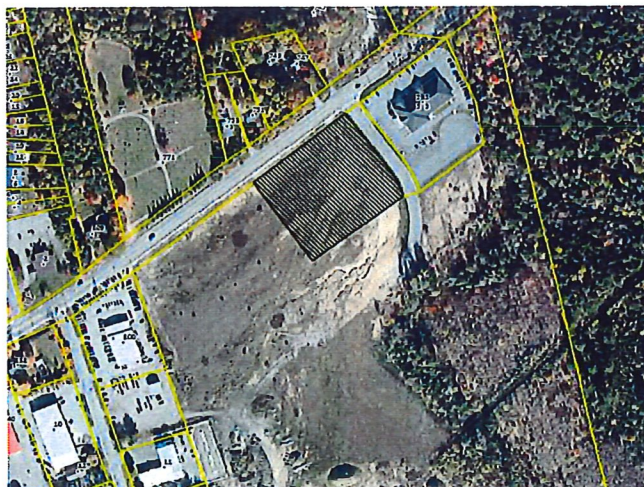
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**PROPERTY OWNER**  
Parsons Investments

**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 14<sup>th</sup>, 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”**

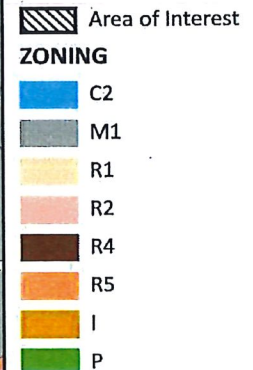
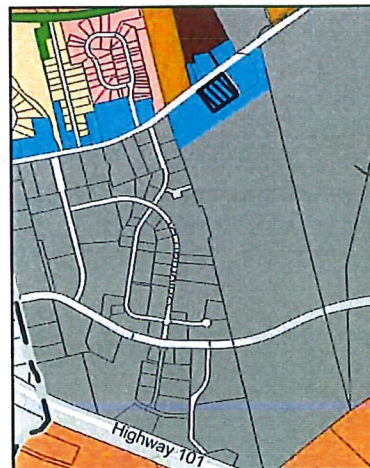
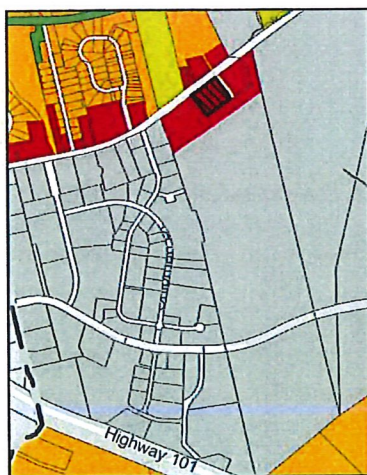
“Spot Zoning” is the practice of rezoning a single property to a zone that is very different from the surrounding area and is at odds with a Municipal Planning Strategy and Land Use Bylaw. The classic definition of spot zoning is the process of singling out a parcel of land for a use classification totally 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 ft<sup>2</sup> 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.



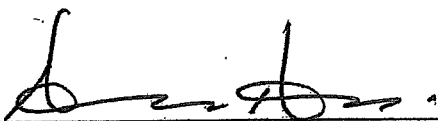
**Project Management & Owner's Representative Services**

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', 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.

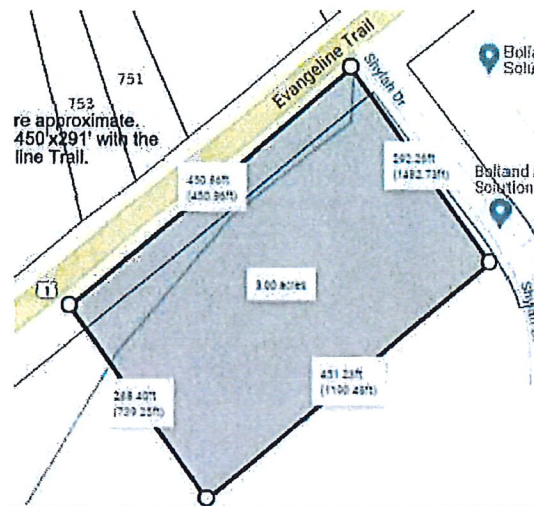


Figure 1: Proposed Development Site

## 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 ft<sup>2</sup> for the first 5 units and 1,000 ft<sup>2</sup> for every additional unit. The proposed development includes 157 units which would translate into a minimum lot size of approx. 159,000 ft<sup>2</sup> 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 in accordance with the contract documents, including but not limited to the specifications, drawings, and any addenda.  
2. The contractor shall be responsible for obtaining all necessary permits and approvals from the appropriate authorities.  
3. The contractor shall maintain access to all existing utilities and structures on the site.  
4. The contractor shall be responsible for protecting all existing structures and utilities on the site.  
5. The contractor shall be responsible for maintaining the site in a safe and secure condition at all times.  
6. The contractor shall be responsible for maintaining the site in a clean and orderly condition at all times.  
7. The contractor shall be responsible for maintaining the site in a safe and secure condition at all times.  
8. The contractor shall be responsible for maintaining the site in a clean and orderly condition at all times.  
9. The contractor shall be responsible for maintaining the site in a safe and secure condition at all times.  
10. The contractor shall be responsible for maintaining the site in a clean and orderly condition at all times.



NO.	CONCEPT REVIEW	DATE
1.	REVISIONS	DATE

NOT FOR CONSTRUCTION



7012 Bayview Rd, Suite 3004  
Kulim, Kedah, Malaysia  
Phone: (603) 444-9555  
Fax: (603) 444-7322

STONEMONT RETIREMENT LIVING  
KENTVILLE RETIREMENT LIVING

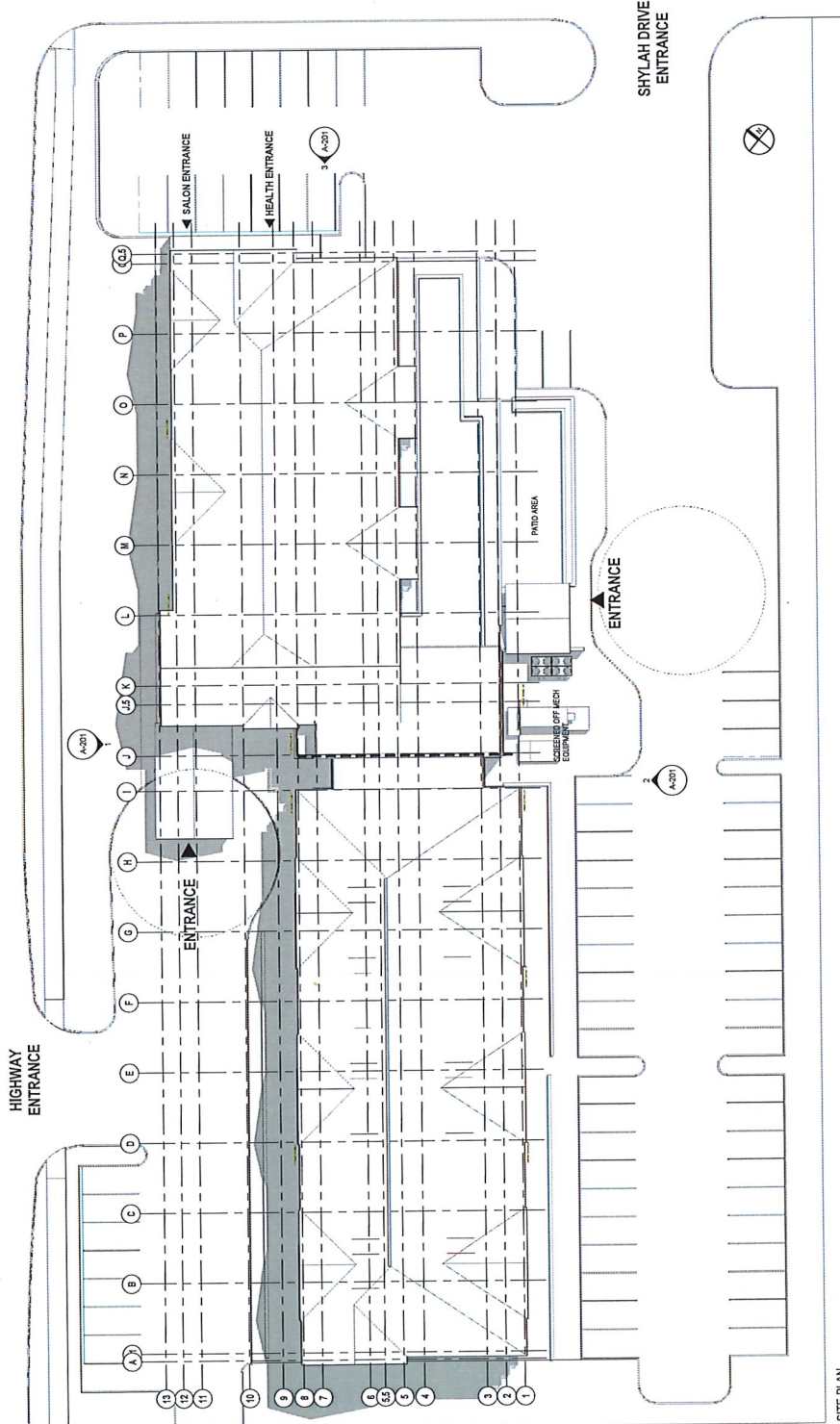
Shylah Drive, Kentville, NS

Project Number: 20030  
Date: 2020.06.10  
Author:  
Checked By:

SITE PLAN

A-050

Scale: 1:250



1 SITE PLAN  
1:250

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

LEVELS		BUILDING AREA		SUITE COUNT				
NAME	ELEVATION	FLOOR TO	ELEVATION FT	TYPE	COUNT	DESCRIPTION	AREA SQ	AREA SF
LEVEL 001	-3.52m	2.500m	8.200	BT	8	STILLOD TWIN	201m <sup>2</sup>	372 SF
LEVEL 002	-3.52m	2.500m	8.200	BT	12	STILLOD TWIN	301m <sup>2</sup>	552 SF
LEVEL 003	-3.52m	2.500m	8.200	BT	12	STILLOD TWIN	301m <sup>2</sup>	552 SF
LEVEL 004	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 005	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 006	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 007	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 008	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 009	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 010	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
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LEVEL 076	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 077	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 078	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 079	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 080	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 081	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 082	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 083	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 084	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 085	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 086	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 087	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 088	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 089	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 090	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 091	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 092	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 093	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 094	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 095	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 096	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 097	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 098	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 099	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 100	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 101	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 102	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 103	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF
LEVEL 104	-3.52m	2.500m	8.200	BT	24	STILLOD TWIN	602m <sup>2</sup>	1104 SF



**Stonemont**  
Retirement Living

General Notes:  
1. All work shall be in accordance with the applicable codes and standards for the jurisdiction, and any amendments thereto.  
2. All work shall be in accordance with the applicable codes and standards for the jurisdiction, and any amendments thereto.  
3. All work shall be in accordance with the applicable codes and standards for the jurisdiction, and any amendments thereto.  
4. All work shall be in accordance with the applicable codes and standards for the jurisdiction, and any amendments thereto.  
5. All work shall be in accordance with the applicable codes and standards for the jurisdiction, and any amendments thereto.  
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8. All work shall be in accordance with the applicable codes and standards for the jurisdiction, and any amendments thereto.  
9. All work shall be in accordance with the applicable codes and standards for the jurisdiction, and any amendments thereto.  
10. All work shall be in accordance with the applicable codes and standards for the jurisdiction, and any amendments thereto.



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

REVISIONS

NOT FOR CONSTRUCTION



2015 Leaven Rd, Suite 2004  
Huller, NC 28131, USA  
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



# 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,

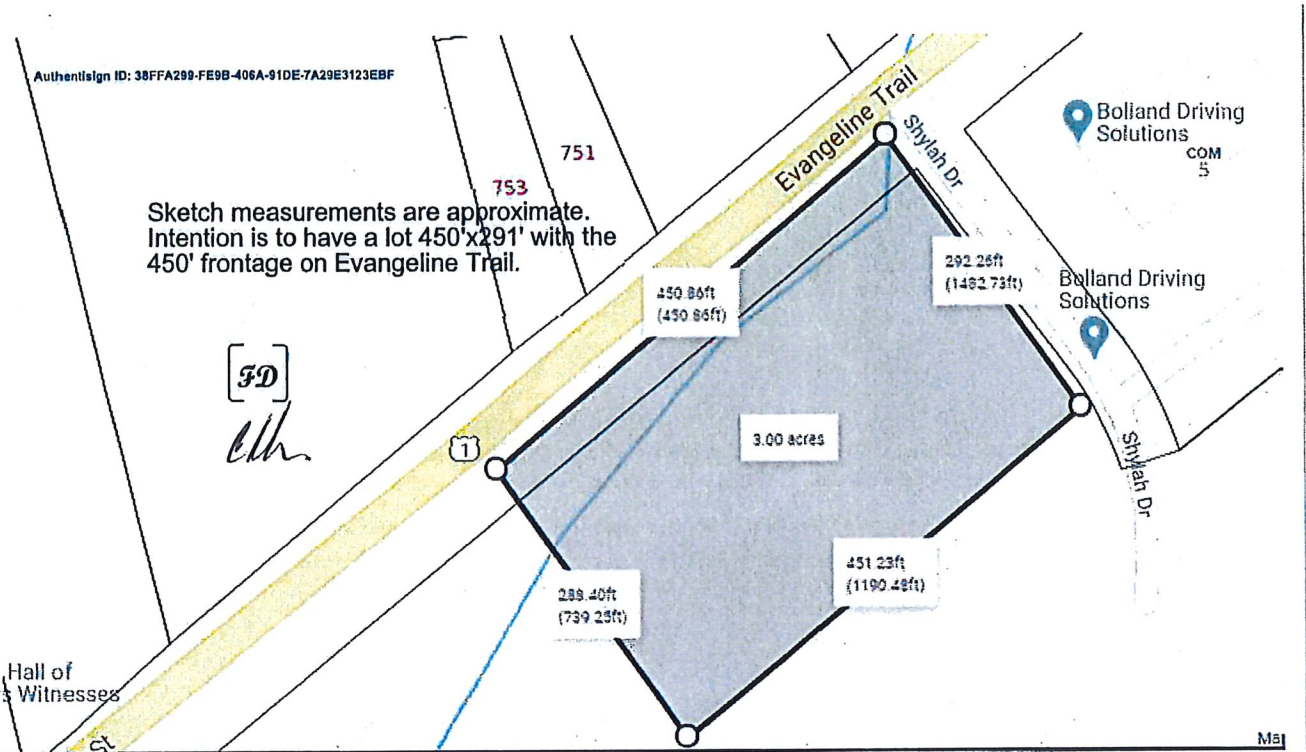
Scott Hearn



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](mailto:connor@zzap.ca)>  
**To:**Catalyst Consulting Engineers <[catalyst@eastlink.ca](mailto:catalyst@eastlink.ca)>  
**CC:**Jason White <[jwhite83ns@gmail.com](mailto:jwhite83ns@gmail.com)>

## MPS/LUB Amendment Process

Council Advisory Committee	Initial report /recommendation	January 11, 2021
Council	1 <sup>st</sup> 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 <sup>nd</sup> 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



# STONEMONT

RETIREMENT LIVING

*In the Valley*

**Presentation to Kentville Council Advisory Committee**

**January 11, 2021**

# For Your Consideration

Thank you for taking the time to hear our request today.  
We greatly appreciate the effort made to consider our position.

We are formally submitting our re-zoning application for the property PID 55264105 on the corner of Park St. and Shylah Dr. Our intention is to design and construct a 157-suite retirement residence for the

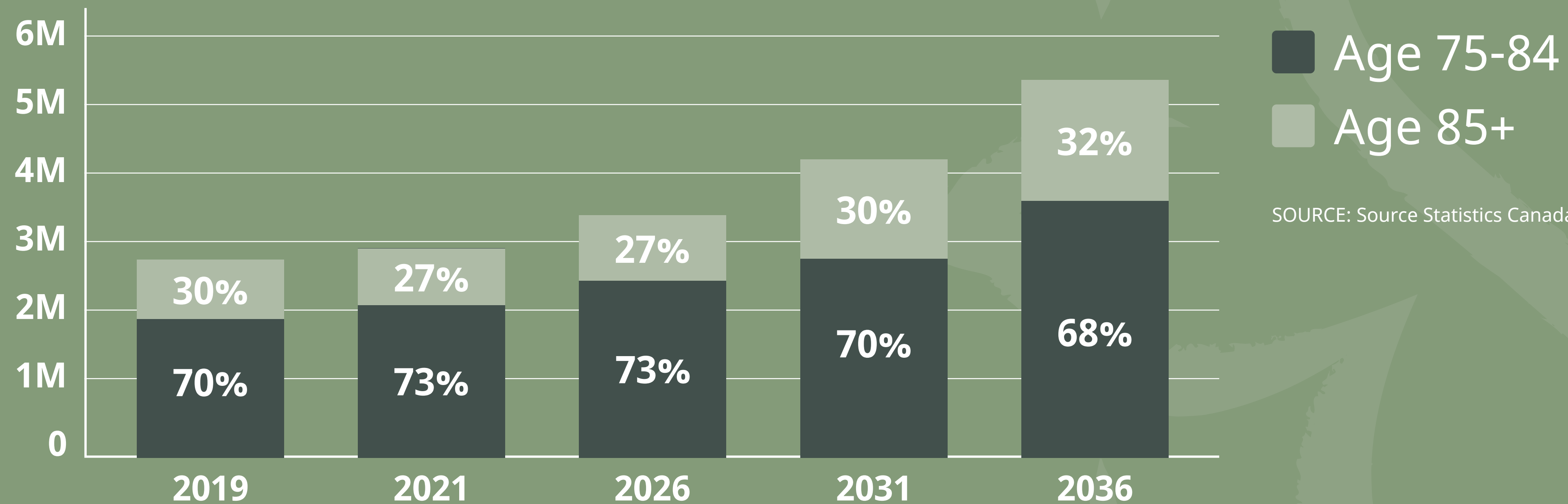
enjoyment of Kentville seniors. We feel that our presence would have a significant positive impact for Kentville and all its residents.

# Retirement Residences in Canada



# Canada's Aging Population

As we all know, we are facing an unprecedented demographic shift in Canada.

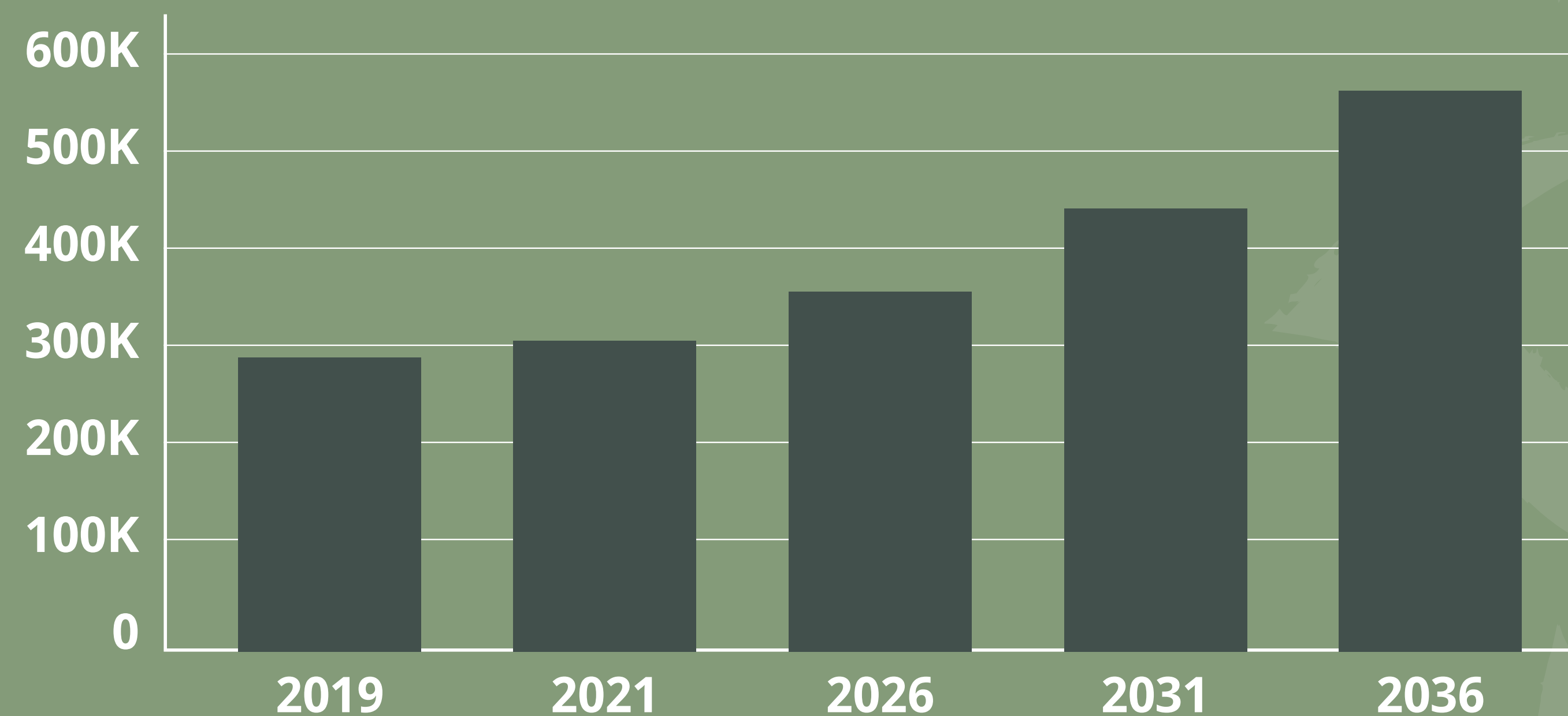


SOURCE: Source Statistics Canada

# Retirement Residence Supply

As a result of this shift, Canada does not have enough senior residences to meet the current or future demand.

TOTAL SUPPLY



Current supply is 255,000.  
250,000 new suites required  
as estimated by Chartwell.

Retirement demand is estimated by applying the current national capture rate of 8.98% (CMHC Seniors Housing Report Canada) to 75+ population as reported by Statistics Canada.



# The Nova Scotia Perspective

We expect this trend to be even more prominent in Nova Scotia based on the following specific factors:

- Our aging profile is the most accelerated of any province, having the higher proportion of seniors.
- Our Long-Term Care system is under severe pressure with no scalable solution in sight.
- Our Care-at-Home strategy faces scalability challenges based on our geographic profile and by availability of skilled labour.
- Our province is currently underserved with retirement residences and has the fewest retirement suites per capita of any province in Canada.

# The Nova Scotia Perspective

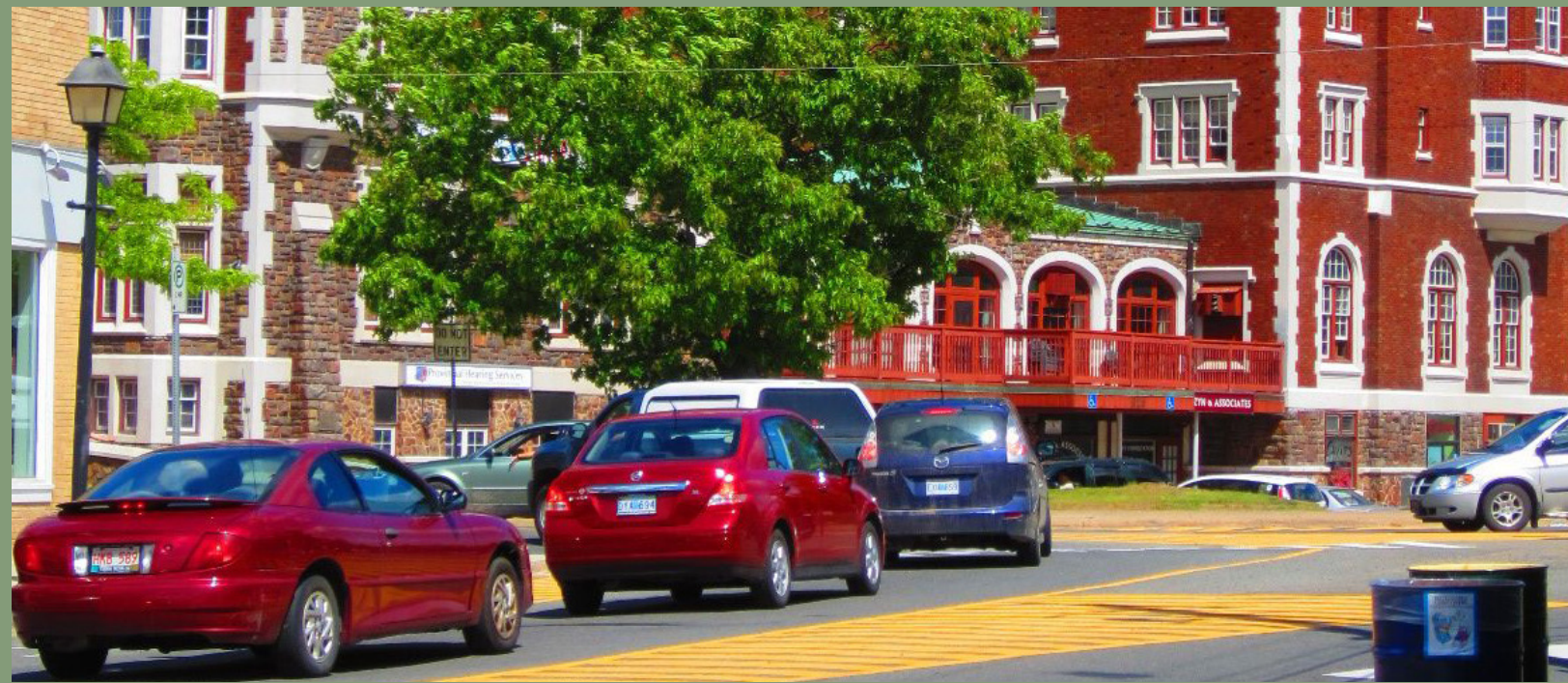
Nova Scotia has the fewest retirement suites per capita of any province by a significant margin.

PROVINCE	NUMBER OF RESIDENCES	NUMBER OF SPACES	ESTIMATED 75+ POPULATION	CAPTURE RATE
Quebec	1,259	123,563	696,330	18.4%
Prince Edward Island	31	1,305	11,931	10.5%
Saskatchewan	183	7,590	81,180	8.7%
Newfoundland & Labrador	69	3,801	39,801	8.5%
British Columbia	366	31,779	408,727	8.0%
Manitoba	51	5,050	92,300	5.9%
Alberta	127	14,248	236,900	5.7%
New Brunswick	63	3,740	64,617	5.6%
Ontario	731	62,633	1,110,591	5.5%
<b>Nova Scotia</b>	<b>38</b>	<b>1,586</b>	<b>79,671</b>	<b>1.9%</b>
<b>TOTAL</b>	<b>2,918</b>	<b>255,295</b>	<b>2,822,048</b>	<b>9.1%</b>

# Our Vision



# Our Offering in Kentville



We plan to bring our proven and successful multi-tiered offering to Kentville, at affordable rates. We offer a robust basic independent lifestyle package, but we can also arrange for additional care and services options that allow our residents to customize

their retirement experience. This provides the opportunity for our residents to maintain their independence and dignity no matter what their needs may be. We will continue to adjust our already flexible options to meet the needs of seniors today and into the future.

# Our Offering in Kentville

## Basic Package Services

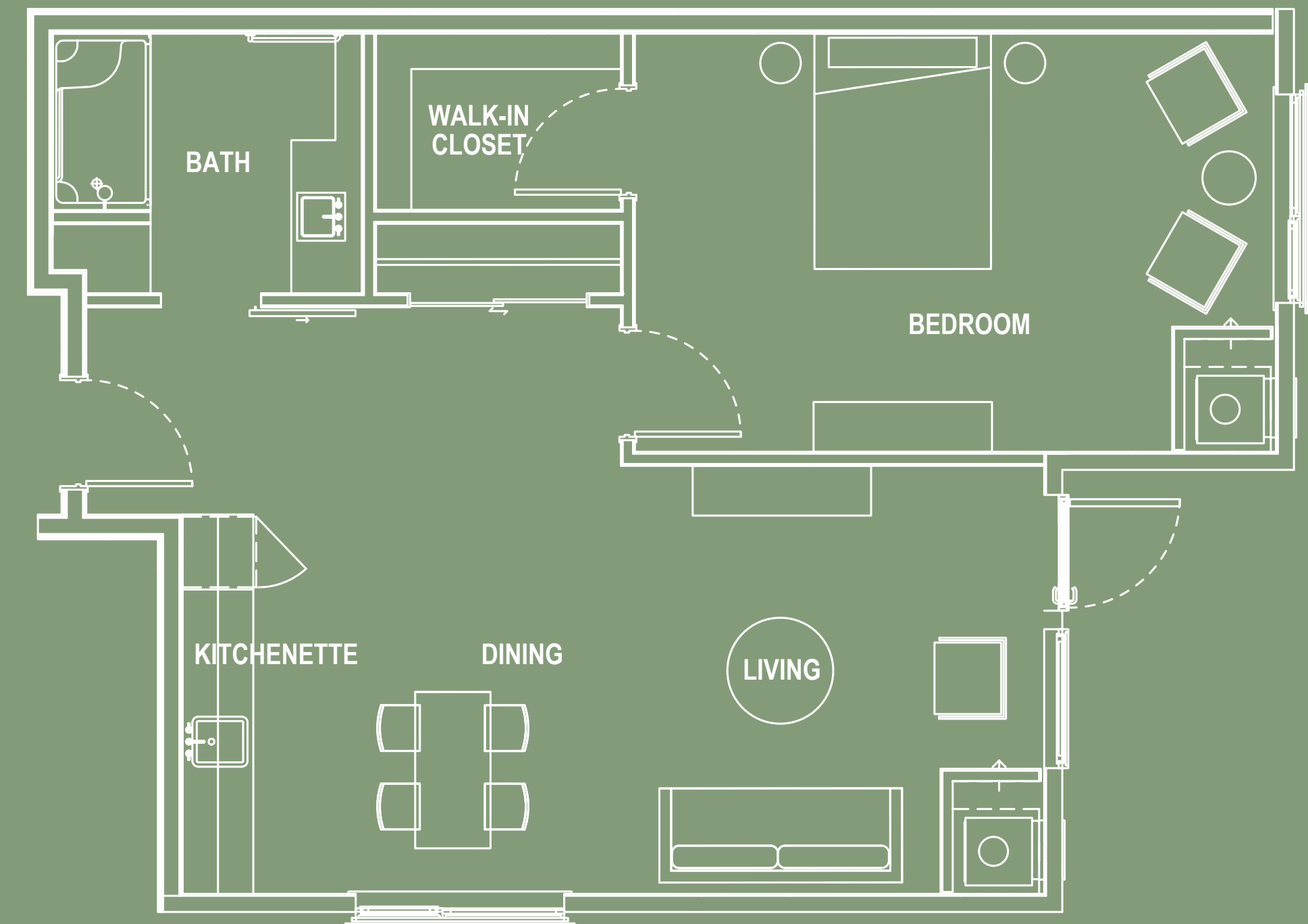
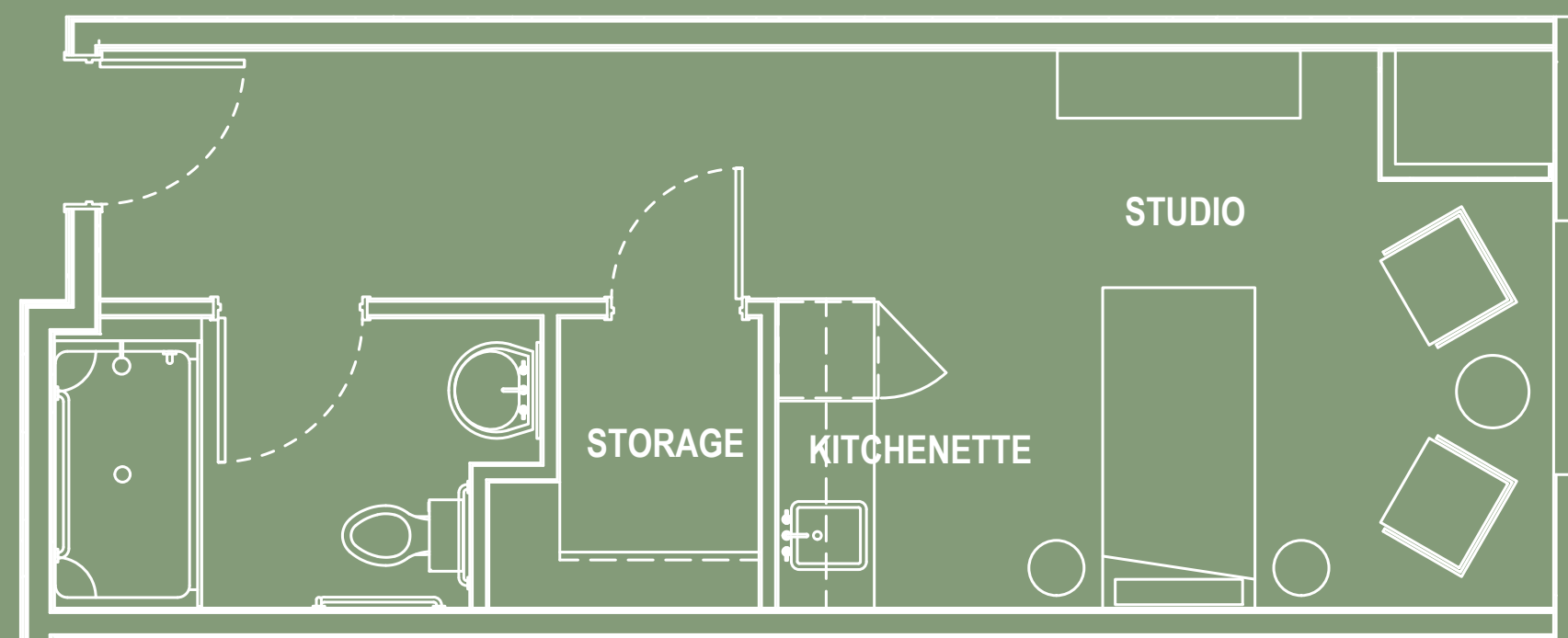
- Three healthy and delicious meals each day
- Housekeeping and personal laundry service options
- Daily recreation, activity & social calendar
- Transportation options for outings & appointments
- Concierge service 7 days a week
- Daily presence & well-being monitoring
- Monthly health care monitoring
- 24-hour emergency response
- Personal assistance with daily activities
- Daily medication administration
- Temporary Respite Stays

Suite rates starting from \$2,295 / month, with many size and feature options available.

# Suite Features

## Typical Studio and One Bedroom Layouts

All suites are outfitted with electronic access, individualized heating and cooling, walk-in showers, and include kitchenettes.



# Building Features

Our planned residence for Kentville incorporates design aesthetic matching the high end finishes and attention to detail of the Kentville and Valley area and includes many state-of-the-art amenities such as;



- Spacious common & private dining room
- Recreation & Community room
- Fitness Center & Spa
- Theatre
- On-site pub
- Library & computer room
- Laundry facilities
- Beauty salon
- Health Center
- Outdoor patio
- Beautifully landscaped grounds



# STONEMONT

RETIREMENT LIVING

*In the Valley*







# STONEMONT

RETIREMENT LIVING

*In the Valley*



**STONEMONT**

RETIREMENT LIVING

*In the Valley*

# Site Selection

In our process for site selection, our focus was to locate a development-friendly serviced site of 3-5 acres with direct visibility from the Evangeline Trail. This direct visibility is important for two main reasons.

1. In our experience our residents need to feel that they are still part of the community where they can visibly see things happening every day. They don't want to feel they are located "out of sight"

2. Our business model works better in sites that are not "destinations" - ie in locations which have decent traffic flows.

Of the potential properties we came across in the Kentville town limits, we made every effort to explore the ones already zoned residential first. However, the property in question was our last effort to secure a property in a desirable location knowing this would mean our focus would shift to working with the town on a potential re-zoning effort.

# Site Features

- Limited access from the main highway: all staff, tenant and service vehicle access from the adjacent side street
- Ample parking provided
- Landscaping to create a high quality look
- Outdoor amenity space provided and significant green area for tenants

PARK STREET

~150M

SHYLAH DRIVE

~80M

Area:  
~2.9 acres

~80M

~147M



STONEMONT

RETIREMENT LIVING

*In the Valley*

# Development Benefits

Based on our experience with similar developments in other markets, the town of Kentville will benefit from our proposed retirement residence in many ways:

- Significant annual property and service taxes in perpetuity on a \$20M development
- Creation of 40+ full-time and part-time employment opportunities
- Creation of significant “spin-off” value for other local businesses
- Another quality senior housing solution for Kentville’s seniors and their loved ones
- Another quality amenity for Kentville to promote as a top tier lifestyle destination
- A family focused business with many opportunities for community integration

Thank You  
for your consideration



STONEMONT

RETIREMENT LIVING

*In the Valley*

# Contacts

**Jason White**

Stonemont Co-Owner

902 318 1072

**Andrew Amos**

Stonemont Project Manager

902 802 0306



## Council Advisory Committee

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**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  
 )