



# **TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE May 9, 2022 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, April 11, 2021
- 4. PRESENTATIONS**
  - (a) None
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance
    1. Director's Report
  - (b) Planning and Development
    1. Director's Report
    2. Community Economic Development Coordinator's Report
  - (c) Parks and Recreation
    1. Director's Report
    2. Active Transportation Presentation, Ahmad El-kadri
  - (d) Police
    1. Chief's Report
  - (e) Engineering and Public Works
    1. Director's Report
  - (f) Administration
    1. Chief Administrative Officer's Report

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

- (a) Mentoring Plus Quarterly Report

**7. CORRESPONDENCE**

- (a) None

**8. NEW BUSINESS**

- (a) Municipal Boundary Review
- (b) Request for Decision
  - a. Noise Bylaw
  - b. Heritage Bylaw
  - c. Youth Committee
  - d. Planning for Sustainability Advisory Committee
- (c) High Gate Plow report
- (d) PACE Update

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

- (a) Legal Land Matter
- (b) Personnel – CAO Appraisal

**11. ADJOURNMENT**



DRAFT



**TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: April 11, 2022  
Town Hall, 354 Main Street, Kentville Nova Scotia**

This meeting was held in person in Town Hall and was posted to YouTube with closed captioning after the meeting.

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Dan Troke reported the following members of Council and staff were present:

**1. 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:**

- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- James Butler, Kentville Police Service
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverley Gentleman, Director of Planning
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

**Guests:**

- Breanna Hall – Annapolis Valley Physician Navigator Program

**REGRETS**

None.

**DECLARATIONS OF CONFLICT OF INTEREST**

Deputy Mayor Cate Savage declared a conflict with item 8.c. “Video World Request”.

**2. APPROVAL OF THE AGENDA**

# DRAFT

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

**That the agenda for the Council Advisory Committee meeting of April 11, 2022 be approved as presented.**

## **MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, March 14, 2022.

**It was moved that the minutes from the Council Advisory Committee meeting held on March 14, 2022 be approved.**

## **MOTION CARRIED**

### **4. PRESENTATION**

#### **(a) Physician Navigator Program – Breanna Hall**

Breanna Hall, AV Navigator Coordinator, gave her annual report on the successful recruitment of doctors to the Annapolis Valley. Ms. Hall requested \$8,000 to support this program.

*Presentation available for more information*

**The Chair asks that staff review this request and bring a report back to Council.**

### **5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

#### **(a) Finance**

##### **(1) Directors Report**

Director Deb Crowell submitted her report for the period ending March 31, 2022. This month's report is an annual end-of-year report.

*See report for more information.*

##### **(2) Projection Report**

Director Deb Crowell submitted the projection report for the period ending March 31, 2022. In this report, the Town is projecting a surplus position of \$67,800.

*See report for more information.*

##### **(3) Withdrawal from Capital Reserves #3**

Director Deb Crowell submitted the request to withdraw \$5,833.68 from the Capital Reserves – General Allocation for equipment for the Kentville Police Service.

*See report for more information.*

# DRAFT

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

**That Council Advisory Committee Recommend**

Approval to the April 25, 2022 meeting of Council

**To withdraw \$5,833.68 from the Town of Kentville Capital Reserve – General Allocation to partially fund the budgeted 2021-2022 projects as detailed in the attached report.**

**MOTION CARRIED**

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

**(4) Withdrawal from Capital Reserves**

Director Deb Crowell submitted the request for a withdraw from capital reserves in the amount of \$88,642.67 for costs associated with the Kentville Bridge.

*See report for more information.*

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

**That Council Advisory Committee Recommend**

Approval to the April 25, 2022 meeting of Council

**To withdraw \$88,642.67 from the Town of Kentville Capital Reserves to satisfy Nova Scotia Transportation and Infrastructure Renewal Agreement 2016-004 between the Town of Kentville and Province of Nova Scotia Transportation and Infrastructure Renewal regarding the street approaches to the recently constructed Kentville Bridge.**

**MOTION CARRIED**

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

**(5) Withdrawal from Sanitary Sewer Area Service**

Director Deb Crowell submitted the request for a withdrawal from the Sanitary Sewer Depreciation Reserve to fund two projects which were over budget – the arena pumping station and the Burke subdivision sanitary sewer.

*See report for more information.*

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

# DRAFT

**That Council Advisory Committee Recommend**  
Approval to the April 25, 2022 meeting of Council

**To withdraw \$44,764.97 from the Sanitary Sewer Area Service Depreciation Reserve to partially fund the budgeted capital acquisition completed in 2021-2022.**

**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 Bev Gentleman submitted her report for March 2022. Highlights included a building valuation of \$10,685,930 for the year thus far. The report also included project updates about municipal flood line mapping project, Ryan’s Park and amendments to the land use bylaw.

*See report for more information.*

**(2) Community and Economic Development Report**

CAO Troke submitted this report for March 2022. Highlights included preparations and coordination for the 2022 Apple Blossom Festival, Centre Square leases, and summer planning Under the Gazebo.

*See report for more information.*

**(c) Parks and Recreation**

**(1) Director’s Report**

CAO Troke presented Director Bedingfield’s report for March 2022. Some of the highlights included welcoming Craig Langille, Facility Manager, Kentville Ravine advisory group, and Miners Marsh trail repairs.

*See report for more information.*

**(d) Police Report**

**(1) Chief’s Report**

The Police Commission submitted their report with a listing of calls for service, activities, training and meetings, and the upcoming Community Navigator position.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director’s Report**

# DRAFT

Director Dave Bell submitted his report for March 2022. Some of the highlights included water commission billing quarter, sanitary sewer activity and road and storm sewer maintenance. Director Bell welcomed new staff Justin Garant, Custodian at Town Hall, Kentville Police and the Public Works building.

**Director Bell will bring a report about high gate plows to the next CAC meeting.**

*See report for more information.*

## **(f) Administration**

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

CAO Troke submitted his report for March 2022 and began by thanking directors for their work on preparing the budgets. Some of the highlights included budget preparation, Donald Hiltz grant application, and the town public forum. CAO Troke has been interviewing legal personnel to find someone to help with the investigation.

*See report for more information.*

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

### **(a) Noise Bylaw Review**

CAO Troke gave his report on the Noise Bylaw and the suggested mechanisms to improve this bylaw for staff and residents. The new bylaw is a hybrid between a strict measurement protocol and preventing hearing damage.

*See report for more information.*

Discussion

- Consensus that "point of reception" be added to section 3.1.1, that measurement include a consistent 6' measurement distance from a building, that exceptions for generators during power outages be included, and that summer equipment be listed in exemptions, not just winter equipment. There was some consensus around the noise limit of 70 dB.

- **Staff to revise the bylaw to include these changes and bring it back to the May 9 CAC meeting.**

## **7. CORRESPONDENCE**

### **(a) None.**

## **8. NEW BUSINESS**

### **(a) Rezoning in the Commercial Zone**

# DRAFT

Director Gentleman presented the planning report regarding a rezoning application at 294 and 288 Main Street, the Sand and Sea Shop, and part of the adjacent Town-owned park. The applicant requests a change from Commercial C1 to Residential R2, to revert to a residential dwelling. The public hearing associated with this amendment will be held on May 30, 2022.

*See report for more information.*

It was moved by Councillor Craig Gerrard and Councillor Andrew Zebian

**That Council Advisory Committee Recommend**  
Approval to the April 25, 2022 meeting of Council

**To rezone PID 5526044 and 55246813 from General Commercial C1 to One- and Two- Unit Dwellings R2.**

**MOTION CARRIED**

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

- (b) Investing in Canada Infrastructure Program Grant Resolution**  
CAO Troke described the grant application to support the Donald Hiltz extension project, and the requirement for a Council Resolution relating to this grant.

*See report for more information.*

It was moved by Councillor Paula Huntley and Councillor Cathy Maxwell

**That Council Advisory Committee Recommend**  
Approval to the April 25, 2022 meeting of Council

**That Council approve the resolution for staff to submit the project titled “Completion of the Donald E. Hiltz Connector Road” for funding through the Investing in Canada Infrastructure Program – Green: Environmental Quality stream; and further**  
**That Council support the project and commits to provide its share, \$2,595,655, toward the \$9,732,488 project cost.**

**MOTION CARRIED**

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

- (c) Sale Amendment – Video World**  
*Deputy Mayor Savage leaves her chair due to a conflict of interest at 8:40pm.*

# DRAFT

CAO Troke described the request by Video World to amend their purchase and sale agreement to allow for a smaller building on the lot. Video World bought the lot last year with the intent to construct an 8000 square foot structure. Due to building material cost increases, want to build a warehouse that is 5000 square feet.

*See report for more information.*

It was moved by Councillor Craig Gerrard and Councillor Andrew Zebian

**That Council Advisory Committee Recommend**  
Approval to the April 25, 2022 meeting of Council

**To revise the building size from 8000 square feet to 5000 square feet.**

**MOTION CARRIED**

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

*Deputy Mayor returns to her seat at 8:43 p.m.*

**(d) Mentoring Plus Quarterly Report**

**There was consensus that the Mentoring Plus report be tabled to the May meeting of Council Advisory Committee.**

**9. IN PUBLIC COMMENTS**

**(a) Peter Hoebbers, regarding noise bylaw**

Mr. Hoebbers has the following concerns:  
Mr. Hoebbers supported the staff report toward a more acceptable noise bylaw. He supported a good bylaw for all residents. Mr. Hoebbers described noise pollution as a health hazard for physical and mental health and well being.

**10. ADJOURNMENT**

There being no further business to discuss,  
**Council Advisory Committee adjourned at 8:50 p.m.**

**MOTION CARRIED**



# **Town of Kentville**

## **Staff Report to Council Advisory Committee**

### **Department of Finance**

#### **APRIL 30, 2022**

#### **Summary:**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended April 30, 2022.

- Fourth quarter utility bills were sent in mid-April with a due date of May 24, 2022.
- Interim tax bills were also released in mid-April with a due date of May 31, 2022.
- The Investment Advisory Committee met on April 20, 2022 to hear the details of the year ended March 31, 2022.
- The Town's 2022/23 Operating budget and Capital Investment Plan were both ratified at the Council meeting April 25, 2022.
- The Kentville Water Commission met on April 27, 2022 and ratified both its 2022/23 Operating budget and Capital Investment Plan.
- The external audit begins May 24, 2022. The financial position of the Town and its funds are not finalized at date of writing.

#### **Attachments**

- Schedules A & B (Revenue and Expenditures) are included for the month ended April 30, 2022,
- Schedule C (Outstanding Taxation) is not attached. The interim billing has been issued but it is not due. Information on the interim billing is included.
- Schedule D (Sanitary Sewer Area Service) is included for the year ended March 31, 2022.
- Schedules E and F (Perpetual Investment Fund) are included for the year ended March 31, 2022.
- Schedule G - Capital Investment Plan for 2022/2023 is included for the year ended March 31, 2023.



## Analysis

### Revenue (see Schedule A)

If revenue were averaged evenly over the year, 8.3% of the budget would be received. To April 30, 2022, overall revenue exceeds the average at 34.6% recorded. Items worth noting are:

- **Taxes-** Total taxation is currently reporting at 46.0%. The interim tax bills were released late April with a due date of May 31, 2022.
- **Payments in Lieu-** The PILT related to Federal property will be crafted in May. The PILT related to Provincial property is filed in the SOE-A, which has not been released by the Province at this time.
- **Services to other Governments-** One half of library funding has been forwarded to the Municipality of Kings.
- **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. Local sales are recorded for April. This section also accounts for the sale of financial services to KVFD.
- **Other Revenue-Own Sources-** This section is reporting fines, rentals, interest and miscellaneous revenue. "Fines, fees, and permits" are reporting above the guideline due to receipt of Provincial fines. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section. Parking space rentals are recorded.

### Expenditures (see schedule B)

To date, overall expenditures are slightly below the benchmark at 8.0% expended. Some segments have exceeded the 8.3% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

- **General Administration-** exceeds the yardstick as 100% of the general insurance premium is paid. Reallocations to other departments and funds will occur after the premium breakdown is received.
- **Protective Services- Police core program-** exceeds the guideline slightly, as the first quarter payment has been made for answering services.
- **Transportation Services- Public Transit** exceeds the benchmark and reflects the first quarterly invoice for the service.
- **Recreation- Cultural-** exceeds the benchmark as the first quarterly payment was made to the Annapolis Valley Regional Library.

### Summary of Outstanding Taxes

Interim taxes were billed and are due May 31, 2022. The interim billing is \$4,997,398 (last year- \$4,885,245). Property tax outstanding at April 30, 2022 is \$4,665,770 (last year- \$4,637,902). More information will be provided after the due date.

**Sanitary Sewer Area Service (see Schedule D)**

The report from the Sanitary Sewer Area Service is attached for the year ended March 31, 2022. If revenue and expenses were averaged equally, 100% of the budget would be consumed.

**Revenue**

Overall, revenue is above its target, reporting at 102.3%. Sewer charges are slightly under budget at 98.8%. Interest charged on outstanding accounts fell short of budget at 69.3%. Permits for sewer connections exceeded its budget by \$1,975. Also, miscellaneous revenue is recorded, which was not budgeted. These funds fell out of the finalization of the arbitration process.

**Expenditures**

On the expenditure side of the ledger, total expenditures are at budget at 100.3% expended. Administration expenditures exceeded budget reporting at 106.2%. Legal expenditures are over budget due to the finalization of the arbitration process. Domestic Sewer Maintenance and Pumping Stations segments fall under budget due to lower maintenance of this infrastructure.

The Sanitary Sewer Area Service reports a current surplus of \$27,723. This figure is not final for 21/22. There are several outstanding entries to be recorded. Any final surplus must be transferred into the Sanitary Sewer Operating Reserve, per legislation. The Sanitary Sewer Area Service will report a NIL balance end of year.

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

The Investment Advisory Committee (IAC) met on April 20, 2022 to discuss the report for the year ended March 31, 2022.

The Statement of Financial Position (Schedule E) for March shows investments totaling \$13.2 million (at cost) with the breakdown as follows:

	<b>COST</b>	<b>MARKET</b>
<b>Cash and short-term</b>	\$1,325,205	\$1,322,196
<b>Fixed income securities</b>	7,415,763	7,142,116
<b>Common shares</b>	<u>4,442,426</u>	<u>5,723,486</u>
<b>Total investments</b>	<b><u>\$13,183,394</u></b>	<b><u>\$14,187,798</u></b>

The *Statement of Reserves (Schedule F)* is also attached. At March 31, 2022, interest paid into the fund is \$137,421, dividends paid into the fund total \$231,352; capital losses are \$14,121 (last year loss-\$6,759). At March 31, management fees totaled \$37,409 (last year- \$35,391).

The annual withdrawal arrived on March 23, 2022 for \$ 460,000 and was deposited to the Town of Kentville Operating fund, as per legislation.

**Town of Kentville Capital Investment Plan 2022/2023 (see Schedule G)**

The 2022/2023 capital investment plan is disclosed in Section G. Projects are budgeted at \$4.5 million. To date of writing, \$69,592 (1.5%) has been expended.

This concludes the monthly report from the Finance Department for April 30, 2022.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Debra Crowell". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Debra Crowell  
Director of Finance

## Town of Kentville Operating Fund

April 30, 2022

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	9,983,000	4,563,298	45.7%
Resource	48,800	22,626	46.4%
Economic development	120,300	47,869	39.8%
	<u>10,152,100</u>	<u>4,633,794</u>	<u>45.6%</u>
<b>Area rates and frontages</b>			
Area rates	661,100	363,084	54.9%
Special assessments	3,000	-	0.0%
	<u>664,100</u>	<u>363,084</u>	
<b>Based on revenue</b>			
Business property	35,500	-	0.0%
<b>TOTAL TAXATION</b>	<b><u>10,851,700</u></b>	<b><u>4,996,878</u></b>	<b>46.0%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	387,900	-	0.0%
Provincial and agencies	164,800	-	0.0%
	<u>552,700</u>	<u>-</u>	<b>0.0%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	136,600	-	0.0%
Local government	93,300	21,646	23.2%
	<u>229,900</u>	<u>21,646</u>	<b>9.4%</b>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,040,900</u>	<u>1,596</u>	<b>0.2%</b>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	30,100	2,935	9.8%
Rentals	405,300	7,272	1.8%
Interest	92,000	-	0.0%
Return on investments	630,000	-	0.0%
Other	46,400	993	2.1%
	<u>1,203,800</u>	<u>11,200</u>	<b>0.9%</b>
<b>UNCONDITIONAL TRANSFERS</b>			
	<u>220,900</u>	<u>-</u>	<b>0.0%</b>
<b>CONDITIONAL TRANSFERS</b>			
	<u>170,400</u>	<u>-</u>	<b>0.0%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	280,300	-	0.0%
	<u>280,300</u>	<u>-</u>	<b>0.0%</b>
<b>TOTAL REVENUE 2022/2023</b>	<b><u>14,550,600</u></b>	<b><u>5,031,319</u></b>	<b>34.6%</b>



April 30, 2022

## Town of Kentville Operating Fund

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
<b>GENERAL ADMINISTRATION</b>			
Legislative	272,400	22,567	8.3%
General administration	1,523,700	411,747	27.0%
	<u>1,796,100</u>	<u>434,314</u>	<b>24.2%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,784,400	241,830	8.7%
Police-sales of service	171,600	8,517	5.0%
Law enforcement	205,600	9,108	4.4%
Fire fighting	861,100	0	0.0%
Protective service- debt charge	4,200	0	0.0%
Emergency measures and other	143,200	2,090	1.5%
	<u>4,170,100</u>	<u>261,545</u>	<b>6.3%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	1,170,200	109,455	9.4%
Road transportation	774,300	13,471	1.7%
Public transit	300,600	67,580	22.5%
Transportation- debt charge	51,800	0	0.0%
Other	94,000	0	0.0%
	<u>2,390,900</u>	<u>190,506</u>	<b>8.0%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	709,200	0	0.0%
<b>PUBLIC HEALTH</b>			
Public health and housing	90,000	-	0.0%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	240,200	22,031	9.2%
Other community development	442,300	16,840	3.8%
	<u>682,500</u>	<u>38,871</u>	<b>5.7%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	546,300	48,609	8.9%
-Programmes (net)	163,100	3,735	2.3%
-Facilities	668,000	27,194	4.1%
-Debt charge	29,500	0	0.0%
Cultural	134,700	18,034	13.4%
	<u>1,541,600</u>	<u>97,572</u>	<b>6.3%</b>
<b>EDUCATION</b>			
	<u>1,622,000</u>	<u>134,157</u>	<b>8.3%</b>
<b>FINANCING AND TRANSFERS</b>			
Debt charge- principal	833,100	0	0.0%
Transfers to allowances and reserves	715,100	0	0.0%
	<u>1,548,200</u>	<u>0</u>	<b>0.0%</b>
<b>TOTAL EXPENDITURE 2022/2023</b>	<b>14,550,600</b>	<b>1,156,966</b>	<b>8.0%</b>



## Town of Kentville Operating Fund

Sanitary Sewer Area Service	Budget	Year to Date	% consumed
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>	
Sanitary sewer charges	1,300,000	1,284,173	98.8%
Interest	4,000	2,771	69.3%
Permits- sewer connections	2,000	3,975	198.8%
Miscellaneous revenue	-	45,168	0.0%
<b>TOTAL REVENUE</b>	<b>1,306,000</b>	<b>1,336,086</b>	<b>102.3%</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Administration	93,400	93,631	100.2%
Legal	0	9,473	0.0%
Audit	2,300	0	0.0%
Office	2,300	3,428	149.0%
Common service charge	30,000	30,000	100.0%
Vehicle expense	1,000	619	61.9%
Allowance for uncollectibles		7,530	0.0%
Other collection expense	100	0	0.0%
Lease of equipment	1,000	1,027	102.7%
Interest on customers' deposits	100	75	74.8%
Professional studies	0	1,760	0.0%
Dues & fees	100	556	555.9%
Training	1,000	308	30.8%
Depreciation	142,600	142,600	100.0%
	<b>273,900</b>	<b>291,007</b>	<b>106.2%</b>
<b>Domestic Sewer Maintenance</b>			
Domestic sewer mtnc-wages	27,000	22,003	81.5%
Domestic sewer-mat & supplies	38,000	34,100	89.7%
	<b>65,000</b>	<b>56,103</b>	<b>86.3%</b>
<b>Pumping Stations</b>			
Pumping stations-wages	15,000	13,781	91.9%
Pumping stations-insurance	14,600	12,878	88.2%
Pumping stations-operating	19,000	26,103	137.4%
Pumping stations-mtnc	12,000	4,338	36.1%
	<b>60,600</b>	<b>57,099</b>	<b>94.2%</b>
<b>Treatment &amp; Disposal</b>			
Agreement-Co. of Kings	<b>815,300</b>	<b>813,209</b>	<b>99.7%</b>
<b>Fiscal Services</b>			
Interest - S/T & L/T	4,400	5,605	127.4%
Principal	45,300	45,340	100.1%
Discount		0	
	<b>49,700</b>	<b>50,945</b>	<b>102.5%</b>
<b>Capital from Revenue</b>	<b>40,000</b>	<b>40,000</b>	<b>100.0%</b>
<b>Transfer to Reserve</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL EXPENSE</b>	<b>1,304,500</b>	<b>1,308,364</b>	<b>100.3%</b>
<b>SURPLUS (DEFICIT)</b>	<b>1,500</b>	<b>27,723</b>	

# Town of Kentville Perpetual Reserve Fund

Year ended March 31, 2022

Statement of Financial Position	2022	2021
	Actual	Actual
	\$	\$
<b>FINANCIAL ASSETS</b>		
<b>Cash (at cost)</b>		
Cash and equivalents (net) - (at market- \$1,322,196)	1,325,205	2,012,228
<b>Receivables</b>		
Accrued		
Accrued interest and dividends	62,008	76,780
Due from own funds and agencies		
General operating fund	1,292	1,257
<b>Investments (at cost)</b>		
Long Term		
Fixed income securities (at market- \$7,142,116)	7,415,763	6,475,628
Equities (at market- \$5,723,486)	4,442,426	4,766,933
<b>Total assets</b>	<b>13,246,694</b>	<b>13,332,826</b>
<b>Fund Balance</b>		
Due to Town Operating Reserve		4,383
Reserve	13,246,694	13,327,443
<b>Total fund balance</b>	<b>13,246,694</b>	<b>13,331,826</b>



# Town of Kentville Perpetual Reserve Fund

Year ended March 31, 2022

Statement of Reserves	2022	2021
	Actual	Actual
	\$	\$
Balance, beginning of year	13,327,443	13,354,167
<b>Add:</b>		
Interest	137,421	193,151
Dividends	229,250	219,313
Capital dividend	2,102	
Accrued interest and dividends	62,008	76,780
Capital gains		
Equities	(536)	(437)
Fixed income securities	(13,585)	(6,322)
	416,660	482,485
	13,744,103	13,836,652
<b>Less:</b>		
Management fees (net)	37,409	35,391
Return of capital		8,435
Due to Town of Kentville operating fund		5,383
Transfer to Town of Kentville operating fund	460,000	460,000
	497,409	509,209
<b>Balance, end of year</b>	<b>13,246,694</b>	<b>13,327,443</b>



## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	976,800	0	0.0%
Green Infrastructure Fund	1,280,100	0	0.0%
General Administration	20,000	0	0.0%
Protection	206,000	69,592	33.8%
Transportation	850,500	0	0.0%
Planning/Development	285,000	0	0.0%
Recreation	926,200	0	0.0%
	<b>4,544,600</b>	<b>69,592</b>	<b>1.5%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal- Green Infrastructure Funds	512,000	0	0.0%
Provincial- Green Infrastructure Funds	426,700	0	0.0%
Province of Nova Scotia	180,000	0	0.0%
	<b>1,118,700</b>	<b>0</b>	<b>0.0%</b>
Capital Contributions			
Contributions	114,500		
Proceeds	4,000	0	0.0%
	<b>118,500</b>	<b>0</b>	<b>0.0%</b>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		0	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	976,800	0	0.0%
<b>Own Sources</b>			
Equipment Capital	50,000	0	0.0%
Town Capital			
General allocation	688,400	69,592	10.1%
Recreation	18,000	0	0.0%
	<b>1,733,200</b>	<b>69,592</b>	<b>4.0%</b>
Operations			
Operations	5,300		0.0%
Capital from revenue- KPS	66,000	0	0.0%
	<b>71,300</b>	<b>0</b>	<b>0.0%</b>
<b>BORROWING</b>			
	<b>1,502,900</b>	<b>0</b>	<b>0.0%</b>
	<b>4,544,600</b>	<b>69,592</b>	<b>1.5%</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	CANADA COMMUNITY-BUILDING FUND GAS TAX INFRASTRUCTURE			
#	Description	Budget		Actual
	Transportation			
	Local Roads- Paving projects			
05-35-71-200	Macdonald Avenue Subdivision	976,800		0
	Paving-\$693,500			
	Storm Sewer-\$283,300			
	<b>PROJECTS</b>	<b>976,800</b>		<b>0</b>
	<b>FUNDING</b>			
	<b>CASH</b>			
	Reserve- Gas Tax Interest	1,200		
	Reserve- Gas Tax 21-22	596,900		
	Reserve- Gas Tax Current 2022-2023	378,700		0
	<b>TOTAL</b>	<b>976,800</b>		<b>0</b>



# Town of Kentville Capital Fund

March 31, 2023

GENERAL LEDGER	<b>GREEN INFRASTRUCTURE GRANT</b>		
#	Description	Budget	Actual
05-35-71-250	<b>West Main Street Pathway</b>	40,000	0
05-35-71-300	<b>Aldershot Rail Trail</b>	150,000	0
05-35-71-330	<b>Signs, line painting (13 locations)</b> Kentville bridge, Main Street, Leverette Ave, Belscher Street, Route 341/359, Oakdened Ave, Exhibition Street, Main Street, Macdonald/Highland Ave, Prospect Ave, Academy/School, Elizabeth, Macdonald Park/Grant/alicia, Roscoe Drive, Mitchell Ave.	55,100	0
	<b>Harvest Moon Trail Connector</b>	1,000,000	0
	<b>Miner's Marsh Trail</b>	35,000	
	<b>PROJECTS</b>	<b>1,280,100</b>	<b>0</b>
	<b>FUNDING</b>		
	Green Infrastructure Fund (Federal)	512,000	
	Green Infrastructure Fund (Provincial)	426,700	
	Borrowing	341,400	
	<b>TOTAL</b>	<b>1,280,100</b>	<b>0</b>





# Town of Kentville Capital Fund

March 31, 2023

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	<b>Police services</b>		
	<b>Police vehicles</b>		
05-35-75-650	Vehicles	132,000	69,592
	<b>Technology</b>		
05-35-75-700	TMR Radios	49,000	0
	<b>Building</b>		
05-35-75-600	Building upgrades	25,000	0
	<b>PROJECTS</b>	<b>206,000</b>	<b>69,592</b>
	<b>FUNDING</b>		
	<b>Cash</b>		
	Capital from revenue	66,000	0
	Proceeds on sale		
	Capital contribution		
	Reserves	66,000	69,592
	Borrowing	74,000	
	<b>TOTAL</b>	<b>206,000</b>	<b>69,592</b>

# Town of Kentville Capital Fund

March 31, 2023

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	<b>Equipment</b>	<b>350,000</b>	0
05-35-71-450	<b>Public Works building</b>	<b>58,000</b>	0
	<b>Downtown improvements</b>		
05-35-71-350	Belcher Street street lights	10,000	0
	<b>Flood mitigation</b>		
05-35-71-400	Palmeto S/D- \$40,000 Condon Ave- \$15,000	55,000	0
05-35-71-340	<b>Bridge- Pre-Cast Bridge- Meadowview</b>	<b>115,000</b>	0
	<b>Sidewalks</b>	<b>125,000</b>	
05-35-71-490	Park Street		0
05-35-71-500	Prospect Avenue		0
	<b>Streets</b>	<b>110,000</b>	
	Burke top lift- \$90,000		
	Carmen & Alicia curbing- \$20,000		0
05-35-71-580	<b>Study- Asset Management Storm Sewer CWIP</b>	<b>27,500</b>	0
	<b>PROJECTS</b>	<b>850,500</b>	<b>0</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Equipment capital reserve	50,000	
	Capital reserve- general allocation	146,000	
	Contributions	114,500	
	Borrowing	540,000	
	<b>TOTAL</b>	<b>850,500</b>	<b>0</b>



# Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	Municipal Flood Line Mapping Project	180,000	
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$8,000	8,000	0
05-35-75-450	Bike racks	5,000	0
	<b>Signage</b>		
05-35-75-400	Gateway signage- green spaces	15,000	0
	<b>Beautification</b>		
05-35-75-300	Centre Square (Phase 2)	12,000	0
05-35-75-260	Public art display areas	15,000	0
	<b>Buildings</b>		
05-35-75-250	VIC- \$30,000 66 Station Lane- \$20,000	50,000	0
	<b>PROJECTS</b>	<b>285,000</b>	<b>0</b>
	<b>FUNDING</b>		
	Capital Reserve- Town General	105,000	
	Capital contribution- Province	180,000	
	Borrowing		
	<b>TOTAL</b>	<b>285,000</b>	<b>0</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	0
05-35-72-350	<b>Green Places</b>	92,200	0
	Gorge survey/trails \$17,200		
	Kentville Trail bridge- \$25,000		
	Miner's Landing trail- \$30,000		
	Miner's Marsh trail- \$20,000		
	<b>Arena</b>		
05-35-72-500	Drain, rubber flooring	20,000	0
05-35-72-550	Arena canteen upgrade	6,000	0
	Condensor	135,000	0
	<b>Parks/Playgrounds</b>		
	Oakdene Park- Irrigation	20,000	0
05-35-72-600	Memorial Park- Grandstands	350,000	0
05-35-73-200	Memorial Park- Softball field irrigation	20,000	0
05-35-74-400	Memorial Park-Fencing	15,000	0
05-35-73-400	HUB building- Washroom	10,000	0
05-35-73-150	Dog park- east end (CWIP)	125,000	0
05-35-74-700	<b>Equipment- 2 pickups</b>	100,000	0
	<b>Pool</b>	25,000	0
	<b>PROJECTS</b>	<b>926,200</b>	<b>0</b>
	<b>FUNDING</b>		
	Proceeds	4,000	
	Operating fund- Park fees	5,300	
	Capital reserve- General allocation	351,400	
	Capital reserve- Recreation	18,000	
	Borrowing	547,500	
	<b>TOTAL</b>	<b>926,200</b>	<b>0</b>





## **Town of Kentville - Staff Report to Council Advisory Committee**

**Department of Planning and Development May 9, 2022 for April 2022.**

### **Activity Report and Permits Report, attached**

#### **Programs and Operations**

- 24 Permits Issued: Building valuation of \$3,617,310 for a year total of \$14,303,240

#### **Projects**

- Municipal Flood Line Mapping Project – Staff had their first meeting with the committee. The Municipal Flood Line Mapping (MFLM) Project endeavours to create a set of standards that will apply across the entire province, creating consistency in how flood line mapping is carried out. It is structured to provide guidance to municipalities as they engage consultants to carry out the work, while providing specific technical specification that consultants will follow. Its end goal is to ensure that all municipalities are applying the SPI on Flood Risk to areas in their jurisdiction that are likely to flood.
- Hobou Court development is moving along nicely. The second building is well underway.
- Heritage Bylaw Review
- Rezoning. Staff are reviewing a couple of rezoning applications and requests. One application will come to CAC later in the meeting.
- **Public Engagement**
- Ongoing

#### **Meetings and Events**

- CAC
- Senior Management
- Homeless no more
- Department of Municipal Affairs and Housing
- Internal Active Transportation/Accessibility Committee
- West Nova Propane
- Vida Living

- PVSC -Permit Data eXchange (PDX) Portal workshop
- Source Water Protection Committee

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be 'B. Gentleman', written over the text 'Respectfully Submitted,'.

Beverly Gentleman, Director of Planning and Development.

# Activity Report

Planning & Development

April 2022



<i>PERMITS</i>	<i>PERMITS ISSUED</i> APRIL 2022		<i>PERMITS ISSUED</i> APRIL 2021	
	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>
<b>Number of Permits</b>	24	46	17	51
<b>Total Building Value (\$)</b>	3,617,310	14,303,240	10,995,250	16,892,719
<b>Permit Revenue (\$)</b>	3,621.05	11,106.88	5,465.81	14,147.50

# Permits Report

Planning & Development

April 2022



<b>Permit #: 4008</b>	<b>Permit Date:</b> 04/06/2022
<b>Value of Construction:</b> \$4,500.00	<b>Fee:</b> \$0.00
New Accessory Construction – Constructing a 5' chainlink fence in the rear of the property.	

<b>Permit #: 4009</b>	<b>Permit Date:</b> 04/06/2022
<b>Value of Construction:</b> \$1,000.00	<b>Fee:</b> \$0.00
New Accessory Construction – Constructing a 10' x 10' (100 sq ft) shed in the rear yard.	

<b>Permit #: 4005</b>	<b>Permit Date:</b> 04/06/2022
<b>Value of Construction:</b> \$380,000.00	<b>Fee:</b> \$206.12
New Residential Construction – Constructing a new Single Family Dwelling, residential space is 1,500 sq ft and garage space is 480 sq ft.	

<b>Permit #: 4006</b>	<b>Permit Date:</b> 04/06/2022
<b>Value of Construction:</b> \$400,000.00	<b>Fee:</b> \$302.74
New Residential Construction – Constructing a new Single Family Dwelling, residential space is 2,464 sq ft and garage space is 266 sq ft.	

<b>Permit #: 4004</b>	<b>Permit Date:</b> 04/07/2022
<b>Value of Construction:</b> \$1,200.00	<b>Fee:</b> \$22.64
Renovations – Replacing a window in the basement with a new, larger window.	

<b>Permit #: 4011</b>	<b>Permit Date:</b> 04/08/2022
<b>Value of Construction:</b> \$9,000.00	<b>Fee:</b> \$0.00
New Accessory Structure – Placing a 10' x 16' (160 sq ft) shed in the rear yard.	

<b>Permit #: 4012</b>	<b>Permit Date:</b> 04/08/2022
<b>Value of Construction:</b> \$4,500.00	<b>Fee:</b> \$0.00
New Accessory Construction – Constructing a 6' wooden fence in the rear of the property.	

<b>Permit #: 4003</b>	<b>Permit Date:</b> 04/11/2022
<b>Value of Construction:</b> \$16,000.00	<b>Fee:</b> \$37.60
New Accessory Construction – Constructing an outdoor classroom, approx. 20' x 20' in area.	

<b>Permit #: 4001</b>	<b>Permit Date:</b> 04/12/2022
<b>Value of Construction:</b> \$50,000.00	<b>Fee:</b> \$130.00
Renovations – Renovating a commercial property to accommodate a retail space.	

<b>Permit #: 4002</b>	<b>Permit Date:</b> 04/12/2022
<b>Value of Construction:</b> \$26,910.00	<b>Fee:</b> \$50.00
Solar Panels – Installing 23 solar panels on the roof of a residential structure.	

<b>Permit #: 4013</b>	<b>Permit Date:</b> 04/13/2022
<b>Value of Construction:</b> \$750,000.00	<b>Fee:</b> \$1,670.00
Renovations – Renovating the interior and exterior of a Car Dealership.	

<b>Permit #: 4010</b>	<b>Permit Date:</b> 04/14/2022
<b>Value of Construction:</b> \$400,000.00	<b>Fee:</b> \$234.19
New Residential Construction – Constructing a new Single Family Dwelling, residential space is 1,746 sq ft and garage space is 503 sq ft.	

<b>Permit #: 4014</b>	<b>Permit Date:</b> 04/14/2022
<b>Value of Construction:</b> \$950,000.00	<b>Fee:</b> \$428.43
New Residential Construction – Constructing a new Single Family Dwelling, residential space is 3,325 sq ft and garage space is 970 sq ft.	

<b>Permit #: 4016</b>	<b>Permit Date:</b> 04/20/2022
<b>Value of Construction:</b> \$2,000.00	<b>Fee:</b> \$0.00
Alter Accessory Structure – Moving the fence line 20' south to accommodate the required 30' rear yard setback.	



<b>Permit #: 4017</b>	<b>Permit Date:</b> 04/20/2022
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$37.60
Accessory Structure Addition – Constructing a 20' x 20' (400 sq ft) addition on an existing 12' x 16' shed. Completed overall structure size will be 592 sq ft.	

<b>Permit #: 4015</b>	<b>Permit Date:</b> 04/20/2022
<b>Value of Construction:</b> \$550,000.00	<b>Fee:</b> \$252.98
New Residential Construction – Constructing a new Single Family Dwelling, residential space is 1,650 sq ft and garage space is 1,170 sq ft.	

<b>Permit #: 4019</b>	<b>Permit Date:</b> 04/21/2022
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
Signage – Placing a temporary, portable sign on a property advertising a Special Event.	

<b>Permit #: 4025</b>	<b>Permit Date:</b> 04/28/2022
<b>Value of Construction:</b> \$15,000.00	<b>Fee:</b> \$53.00
Renovations – Finishing the basement of a Single Family Dwelling to make it usable and more energy efficient.	

<b>Permit #: 4026</b>	<b>Permit Date:</b> 04/28/2022
<b>Value of Construction:</b> \$25,000.00	<b>Fee:</b> \$35.77
New Accessory Construction – Removing the existing rotten back deck and constructing a new, smaller back deck in its place (358.3 sq ft in area)	

<b>Permit #: 4023</b>	<b>Permit Date:</b> 04/26/2022
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$35.40
New Accessory Construction – Constructing a new 17.5' x 20' (350 sq ft) deck on the front of the dwelling	

<b>Permit #: 4018</b>	<b>Permit Date:</b> 04/26/2022
<b>Value of Construction:</b> \$9,000.00	<b>Fee:</b> \$39.80
Renovations – Renovating the kitchen and livingroom of a Single Family Dwelling, moving the location of the dishwasher and installing a garburator, and moving the location of the gas cookstove and gas fireplace.	

<b>Permit #: 4020</b>	<b>Permit Date:</b> 04/29/2022
<b>Value of Construction:</b> \$5,700.00	<b>Fee:</b> \$50.00
Swimming Pool – Installing an 18’ x 32’ semi above ground/semi below ground swimming pool	

<b>Permit #: 4021</b>	<b>Permit Date:</b> 04/29/2022
<b>Value of Construction:</b> \$4,200.00	<b>Fee:</b> \$0.00
New Accessory Structure – Constructing a 6’ wooden fence to enclose a swimming pool.	

<b>Permit #: 4022</b>	<b>Permit Date:</b> 04/29/2022
<b>Value of Construction:</b> \$3,300.00	<b>Fee:</b> \$34.78
New Accessory Structure – Constructing a 336 sq ft deck around the swimming pool.	

<b>Total Value of Construction:</b>	\$3,617,310.00	<b>Total Permit Fees:</b>	\$3,621.05
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## **Town of Kentville**

# **Staff Report to Council Advisory Committee**

## **Community and Economic Development Coordinator**

### **May 2022**

#### **Programs and Operations**

- Planning for Spring/Summer is ongoing including preparations and info gathering for upcoming capital projects, programming, and special events.
- Content for seasonal and tourism marketing has been created and sent out to most of our typical major tourism publications. We have included print ads and digital content again this year. Our tourism marketing for 2022 is an updated continuation of the "Find Your Fresh" campaign, with new colours and layouts to keep things for the campaign "fresh" also. New this year, Kentville will be featured in the International Tattoo program guide, and we have also taken over the "Live from Downtown Kentville" radio campaign with AVR/Magic previously sponsored by Valley Ford, and broadcast live during the Apple Blossom Festival on parade day.
- We are currently in the lease negotiation phase with a local property owner about a space for the comfort station. We hope to have that process completed before the June CAC, but that will depend on how things unfold.

#### **Tourism /Special events**

- Staff hiring for the Visitor Centre is complete, and we are happy to be adding Makayla Boutilier to our team this season. Makayla will join us part time and be learning from expert manager, Susan Carey. We also have a volunteer person who has signed on for additional support. There are some new things planned for the Centre this season, and we look forward to opening in the third week of May.
- Logistics planning and coordination for the Apple Blossom Festival is ongoing for Public Works, Police and Recreation. Currently, we are awaiting the logistics support requests from the ABF group so that we can confirm our capacity and



allocate the required TOK staff resources. Plans will be completed, and permits issued once this information is received from the festival and reviewed by our team. It's shaping up to be a big weekend in Kentville as usual, people should expect plenty of activity and traffic in town.

- The Blk Women in Excellence business pop up event in Centre Square is confirmed for Apple Blossom Saturday, May 28<sup>th</sup>, all day in Centre Square. There will be more than 20 vendors on site representing businesses owned and operated by black women, and we are very excited to be supporting this initiative being run by Tia Upshaw, founder of the **Blk Women in Excellence** organization. Council has been sent the event poster with details. Please drop in on this event during parade day and help spread the word to others if you are able.
- The Bryan Gibson Mural Ceremony is also happening during Festival week, on Friday, May 27<sup>th</sup> in the Public Garden Space. This mural project, and the public event to celebrate Bryan Gibson, are completely community driven with support from the Town of Kentville and a variety of other partner groups. Council has been sent the event promo poster directly. Please attend and help spread the word to others who may want to also attend.

## **Projects & Beautification**

- Design Plans for the Nichols Avenue Gateway pocket park have been completed. Recreation Staff will execute the work with direction from the CEDC. Plans for that space include new beds, a walking path, benches, and some tall colorful foliage. It will certainly be a great place to get a "Breath of Fresh Air" in the north end of Town once completed. Timeline for completion is not clear yet, once budget is ratified, we can confirm supply orders and get started.

Respectfully Submitted,

Lindsay Young  
Community & Economic Development Coordinator



**Town of Kentville  
Staff Report to Council Advisory Committee  
For the Month of April 2022  
DEPARTMENT OF PARKS AND RECREATION  
PRESENTED ON MAY 9<sup>TH</sup>, 2022**

**Facilities and Operations**

- Operations
  - Park staff are now working on cleaning up and maintaining the fields, parks, and trails. The Kentville centennial Arena is down to have one full time employee.
  - Beginning May 2<sup>nd</sup> the first of our seasonal staff began. In total we now have six staff at the parks who oversee the maintenance all fields, playgrounds, parks and trails, with more summer staff to start in the coming months.
- Parks and Trails
  - Kentville Ravine remains closed to the public due to unsafe conditions. Our department continues to work with staff at the Research Station to stay abreast of all updates. The Federal Government is taking the lead on all remediation.
  - The invasive Hemlock Woolly Adelgid has been discovered at the Gorge. We are working with Invasive Species Nova Scotia, as well as an advisory committee, to support community awareness about minimizing the spread. Fundraising efforts will begin again to support the purchase of injections to save the hemlocks found in Kentville. Boot cleaning stations and signs will be installed at both the Gorge and Miners Marsh.

**Programs and Operations**

- Operations
  - All summer positions have been filled, with a few remaining lifeguarding opportunities available.
  - We received funding support from the Federal Summer Jobs Employment Program totaling \$18,704 which will help offset our summer staffing costs and support our efforts to keep our programming rates low this summer.

- Our department was also successful in receiving a grant of up to \$14,000 through the Canadian Parks and Recreation Youth Employment Experience to support a new position that we created this year: Youth Summer Intern. This position will help ensure youth are more engaged in our community through recreation. As well, Ryleigh Lake, our successful candidate, will receive many mentorship and professional development opportunities during her time with our department. We are excited to be able to offer this opportunity, and to work with Ryliegh who is a proud Kentville resident.
- Grayson Titcombe Has been hired as this year's Summer Recreation Manager. Grayson is well known in the region as a hard worker who is passionate about recreation and ensuring everyone feels welcomed and has access. Recently Grayson developed an Inclusive Language Resource that he has turned into a training opportunity. We are excited to have Grayson join our team.
- Programs
  - Summer camp registration opened on May 2<sup>nd</sup>, and all 320 spots were filled within the day.
  - Still to come for the community this summer is programming and camps for youth, swimming lessons, workshops and additional events.
  - Our department continues to work with community partners and other organizations to offer walking initiatives, all of which have been extremely popular.
  - Indoor walking at the Credit Union Rec Complex has ended for the season. We handed out over 150 walking passes this year.
  - The Nature for Newcomers Celebration of Spring Trail Party on April 16 was very well attended. Future events within this program include learn to fishing, orienteering, and a big summer celebration is planned for mid-summer. This program continues to attract more people who are looking to connect with folks who are new to the area.
  - We are working on re-instating the community garden's at Oakdene, starting with a community consultation session that was held in April. This project is part of a partnership with the Valley Community Learning Association (VCLA).
  - Up and Coming Community Programs:
    - Noodlefit With Emily
    - Fitness with Suzie

- Hike Series for Women and Non-Binary Adults
- Hike Series
- Afterschool Art program
- Afterschool ukulele program

### **Community Outreach**

- Events
  - The Kentville Home Show was well attended with over 70 exhibitors present. We are still waiting for the final breakdown of revenue and costs from Darwin Event group. Traditionally, the Kentville home Show has been used as a way for the Kentville Centennial Arena to increase its revenue to keep costs low for users.

### **Capital Projects**

- Splash Pad
  - With the help of Public Works, we have been able to isolate the issues at the splash pad. We are still on schedule to open in time for the summer splashpad season.
- Arena Condenser
  - A new condenser for the arena has been ordered. We are hopeful that it will be installed before the Fall ice season.

### **Council Related**

- Kentville's Accessibility Action Plan
  - *Kentville Access and Advisory Committee (KIAAC)*: This committee continues to meet regularly. The public is encouraged to contact members of KIAAC with any concerns, suggestions and queries: [accessibility@kentville.ca](mailto:accessibility@kentville.ca), or visit our website at [www.kentville.ca/accessibility](http://www.kentville.ca/accessibility) for more information.
  - The Planning Department's Kirsten Duncan successfully completed her Rick Hansen Certification. This certification offers a comprehensive rating system that evaluates the accessibility of buildings and sites through the adoption of Universal Design principles. It is also Canada's only recognized rating system that identifies and certifies the accessibility of the built environment with consistent methodology. Congratulations Kirsten!
- Kentville's Active Transportation Plan
  - The detailed documents for the proposed 2022/23 capital year have been completed.

- The Town of Kentville agreed to be a part of a “before” and “after” project. An official photographer with the province visited Kentville on May 3<sup>rd</sup> to take pictures of the sites where some of the projects laid out in the Active Transportation plan will be installed. The purpose of the project is to showcase the changes that take place after new infrastructure has been added, thus demonstrating the benefit of investing in Active Transportation and Accessibility.
- Regional Recreation Complex:
  - The committee met on April 12<sup>th</sup> to discuss the draft document. We hope to receive the completed document by the end of May with a follow-up meeting scheduled for June.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Rachel Bedingfield". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Rachel Bedingfield  
Director of Parks and Recreation

ACTIVE  
TRANSPORTATION  
PLAN

DOWNTOWN MULTI-USE  
TRAIL



Kentville





# EXISTING

Justice way is a unique street that connects the harvest moon trail to downtown Kentville. Having a 3m wide multi use trail connecting harvest moon from one side to another going through downtown.





Station Ln.

Aberdeen St.





Webster St.





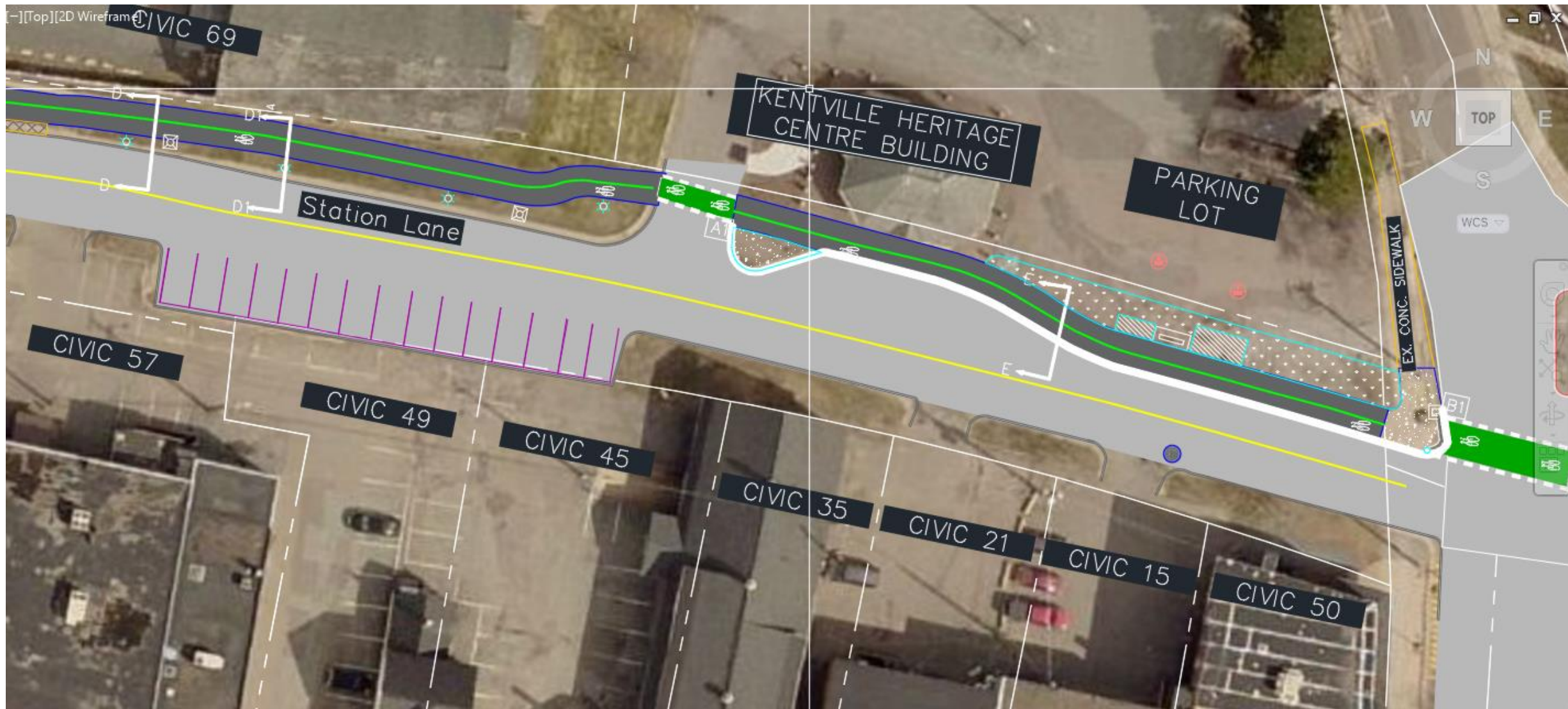
# CONCEPT PLAN



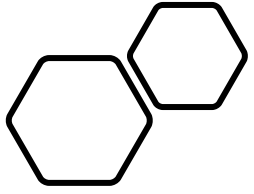
# PROPOSED PARKING LOT











# BICYCLE SHELTER

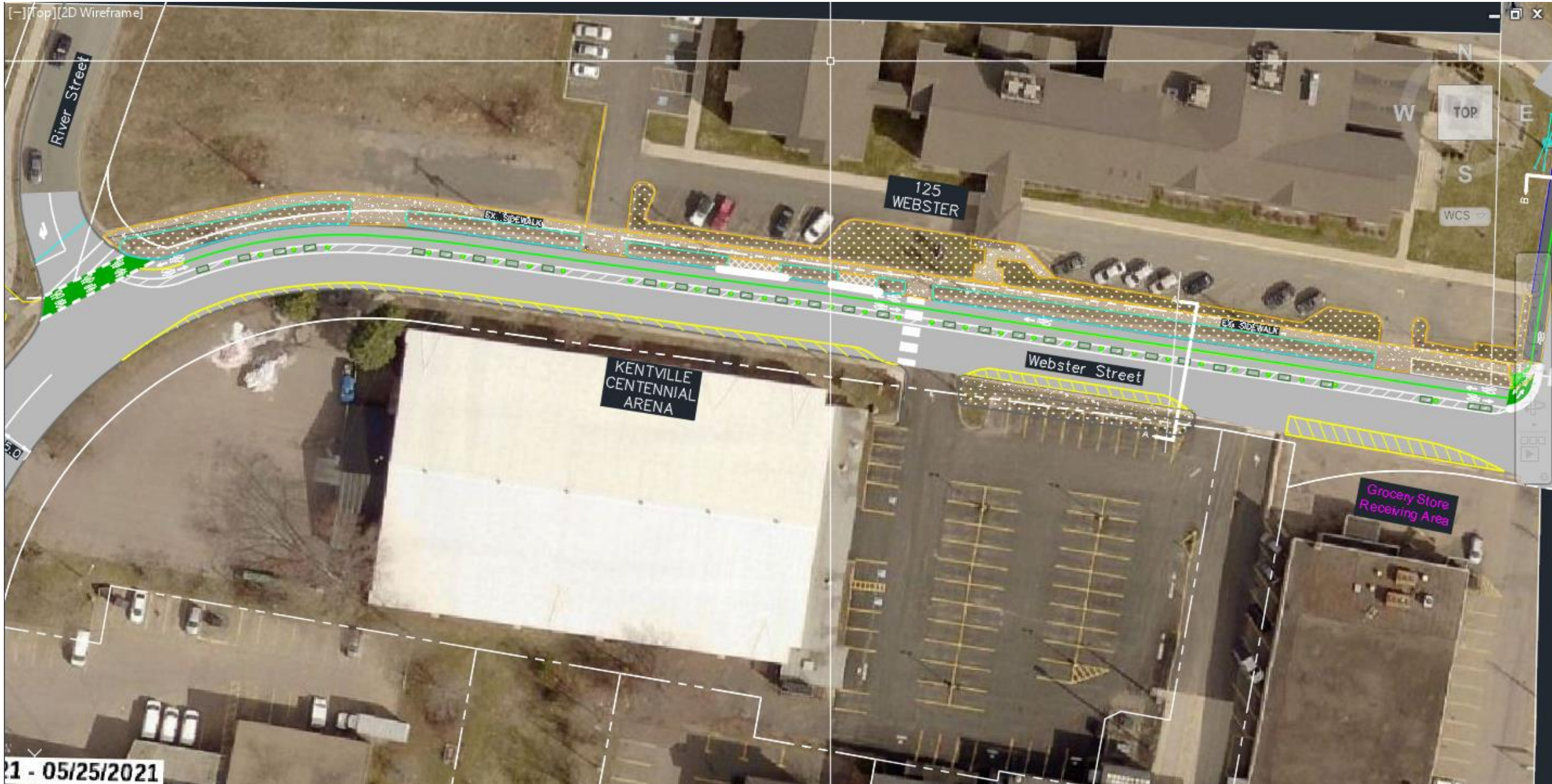








[ - ] Top [ 2D Wireframe ]





# WSP CONSPECT PLAN

## CONCEPT PLAN

**PRELIMINARY**



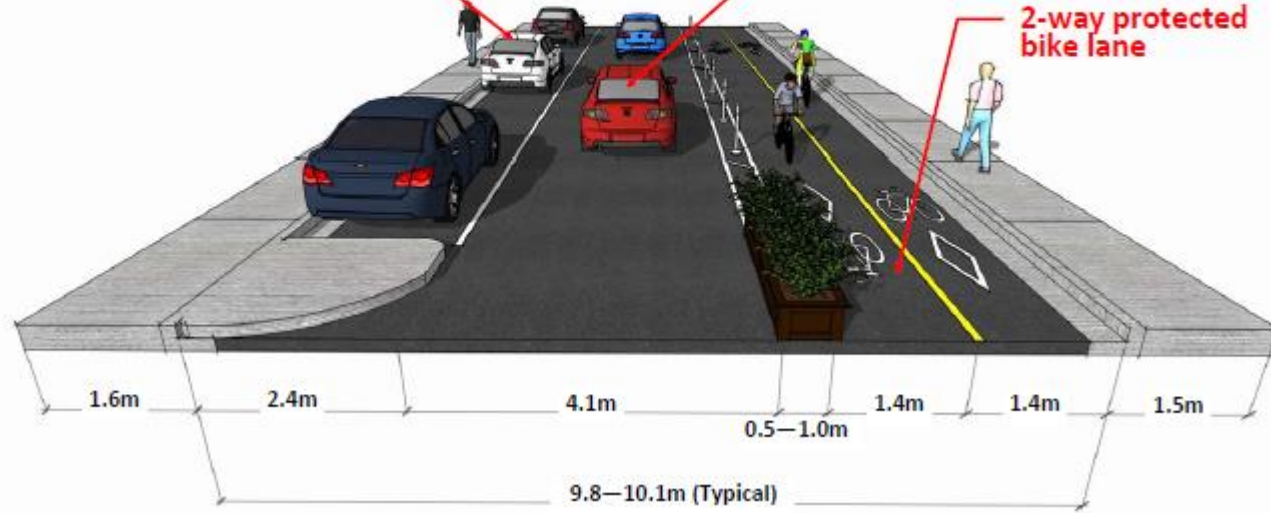


## Proposed Cross Section

On-street parking added on the west side

Reduced to one westbound traffic lane

2-way protected bike lane



Option 1



Option 2



# WEST MAIN STREET CONCEPT



# Kentville

A BREATH OF FRESH AIR



**Town of Kentville**

**Office of the Chief of Police**

April 1st, 2022 for March 2022



<b>Administration</b>	<b>Time</b>	<b>February 2022</b>	<b>March 2022</b>
	<b>Plate queries</b>	1572	1700
	<b>Training hours</b>	72	60
	<b>Veh. Cks 38's</b>	102	101
	<b>Warning tickets</b>	3	1
	<b>SOT Tickets</b>	37	27
	<b>Foot Patrol Hours</b>	92	97.5
	<b>CC Charges</b>	18	6
	<b>Calls for service</b>	205	183
<b>Training</b>	<ul style="list-style-type: none"> <li>• DRE in March</li> </ul>		
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Active Transportation/Accessibility</li> <li>• CAC</li> <li>• PIMA</li> <li>• KCSS</li> <li>• Downtown Business association KBC</li> <li>• Multiple In-house meetings</li> </ul>		
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Injuries of officers- NA</li> <li>• COVID impacts on 3 staff members</li> </ul>		



## Kentville Police Service Bylaw Report March 2022

<b>Municipal Bylaw Investigations</b>	<b>5</b>
<b>Loitering -Warnings</b>	<b>3</b>
<b>Assist Police</b>	<b>1</b>
<b>Taxi Inspections</b>	<b>25</b>
<b>Animal Control</b>	<b>1</b>
<b>Smoking-Charges</b>	<b>13</b>
<b>Smoking-Warnings</b>	<b>0</b>
<b>Parking-Charges</b>	<b>64</b>
<b>Parking- Warnings</b>	<b>71</b>



TOWN OF KENTVILLE  
2021/2022 OPERATING EXPENDITURE  
POLICE PROTECTION

		2021/2022	March 31	%	OVER (UNDER)
		BUDGET	2022	CONSUMED	BUDGET
			ACTUAL		
<b>Remuneration</b>					
122-11-011	Remuneration- Administration	351,900	358,641	101.9%	1.9%
122-11-012	Remuneration- Sergeant	403,400	395,568	98.1%	-1.9%
122-11-013	Remuneration-Constable	817,700	789,864	96.6%	-3.4%
122-11-014	"Stat" pay	40,000	50,850	127.1%	27.1%
122-11-015	Overtime-Sergeant	16,000	13,776	86.1%	-13.9%
122-11-016	Overtime-Constable	40,000	45,632	114.1%	14.1%
122-11-017	Secondment	107,100	122,482	114.4%	14.4%
122-11-018	M time	5,000	705	14.1%	-85.9%
		<u>1,781,100</u>	<u>1,777,518</u>	<b>99.8%</b>	<b>-0.2%</b>
<b>Benefits 122-12-02X</b>		<u>314,900</u>	<u>321,775</u>	<b>102.2%</b>	<b>2.2%</b>
<b>Internal Allocation 122-13-010</b>		<u>-</u>	<u>-</u>	0.0%	0.0%
<b>Office Expenses</b>					
122-14-032	Professional expense	-	-	0.0%	0.0%
122-14-033	Honoraria-Commission	1,200	1,200	100.0%	0.0%
122-14-034	Meeting-Commission	2,000	106	5.3%	-94.7%
122-14-036	Director's expense	7,000	4,441	63.4%	-36.6%
122-14-037	Inspector's expense	3,000	1,348	44.9%	-55.1%
122-14-039	Training	20,000	13,955	69.8%	-30.2%
122-14-041	Auxiliary program	4,500	4,017	89.3%	-10.7%
122-14-042	Insurance-liability/E&O	31,900	34,629	108.6%	8.6%
122-14-045	Office expense & supplies	10,000	7,385	73.9%	-26.1%
122-14-048	Telephone	26,000	27,139	104.4%	4.4%
122-14-051	Equipment rental	3,000	2,854	95.1%	-4.9%
122-14-058	Other expense	17,000	16,622	97.8%	-2.2%
		<u>125,600</u>	<u>113,697</u>	<b>90.5%</b>	<b>-9.5%</b>
<b>Occupancy-Police Building</b>					
122-15-042	Insurance	2,000	2,205	110.3%	10.3%
122-15-060	Heat	6,500	7,582	116.6%	16.6%
122-15-061	Electricity	12,000	10,585	88.2%	-11.8%
122-15-062	Water/sewer	2,200	2,340	106.4%	6.4%
122-15-068	Maintenance- Other costs	28,000	37,066	132.4%	32.4%
		<u>50,700</u>	<u>59,778</u>	<b>117.9%</b>	<b>17.9%</b>
<b>Operations-Communication</b>					
122-16-048	Communications	88,400	74,318	84.1%	-15.9%
122-16-051	Radio license	3,600	1,995	55.4%	-44.6%
122-16-053	Maintenance	3,000	300	10.0%	-90.0%
		<u>95,000</u>	<u>76,614</u>	<b>80.6%</b>	<b>-19.4%</b>





TOWN OF KENTVILLE  
2021/2022 OPERATING EXPENDITURE  
POLICE PROTECTION

	2021/2022 BUDGET	March 31 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
<b>Operations-Technology (122-16-148)</b>	<u>23,500</u>	<u>22,014</u>	<b>93.7%</b>	<b>-6.3%</b>
<b>Operations-Vehicle</b>				
122-17-042 Insurance	10,900	6,968	63.9%	-36.1%
122-17-070 Gasoline	28,000	21,700	77.5%	-22.5%
122-17-071 Operations & maintenance	20,000	26,723	133.6%	33.6%
	<u>58,900</u>	<u>55,391</u>	<b>94.0%</b>	<b>-6.0%</b>
<b>Operations-Programmes</b>				
122-18-080 Special projects	22,000	1,299	5.9%	-94.1%
122-18-082 Crime prevention/community relations	2,500	3,323	132.9%	32.9%
122-18-085 Custody and detention of prisoners	35,000	44,206	126.3%	26.3%
	<u>59,500</u>	<u>48,828</u>	<b>82.1%</b>	<b>-17.9%</b>
<b>TOTAL POLICE PROTECTION</b>	<u>2,509,200</u>	<u>2,475,615</u>	<b>98.7%</b>	<b>-1.3%</b>
<b>VARIANCE</b>		<u>33,585</u>		
<b>TOTAL POLICE PROTECTION (carried forward)</b>	<u>2,509,200</u>	<u>2,475,615</u>		
<b>LESS: POLICE PROTECTION REVENUE</b>				
Secondment- Province	120,000	137,515	114.6%	14.6%
Fines and fees- Province	25,000	15,904	63.6%	-36.4%
Police Miscellaneous		2,336	0.0%	0.0%
Department of Justice		7,363	0.0%	
Efficiency Nova Scotia		9,005	0.0%	
Law enforcement- Province	100,000	100,000	100.0%	0.0%
<b>TOTAL POLICE PROTECTION REVENUE</b>	<u>245,000</u>	<u>272,124</u>	111.1%	11.1%
<b>NET POLICE PROTECTION</b>	<u>2,264,200</u>	<u>2,203,491</u>	97.3%	-2.7%
<b>SALES OF SERVICE EXPENDITURE</b>				
Remuneration	131,300	90,336	68.8%	-31.2%
Benefits	21,700	12,504	57.6%	-42.4%
<b>TOTAL SALES OF SERVICE</b>	<u>153,000</u>	<u>102,839</u>	<b>67.2%</b>	<b>-32.8%</b>
<b>LESS: SALES OF SERVICE REVENUE</b>				
Sales of service- Police	<u>480,000</u>	<u>457,686</u>	95.4%	-4.6%
<b>NET SALES OF SERVICES (EXCESS REVENUE OVER EXPENDITURE)</b>	<u>(327,000)</u>	<u>(354,846)</u>		



TOWN OF KENTVILLE  
2021/2022 OPERATING EXPENDITURE  
POLICE PROTECTION

	2021/2022 BUDGET	March 31 2022 ACTUAL	% CONSUMED	OVER (UNDER) BUDGET
<b>LAW ENFORCEMENT</b>				
<b>PROVINCIAL MANDATORY</b>				
122-22-200 Transfers to Correctional Services	84,900	86,599	102.0%	2.0%
<b>OTHER</b>				
122-31-080 Prosecution	10,200	3,413	33.5%	-66.5%
122-31-082 Legal	10,000	3,265	32.7%	-67.3%
122-31-084 Other-Crossing guards	27,100	19,728	72.8%	-27.2%
122-31-085 Parking/By law enforcement officer	58,900	58,448	99.2%	-0.8%
122-31-086 Benefits	5,400	5,496	0.0%	0.0%
	111,600	90,351	81.0%	-19.0%
<b>TOTAL LAW ENFORCEMENT</b>	<b>196,500</b>	<b>176,949</b>	<b>90.1%</b>	<b>-9.9%</b>
<b>VARIANCE</b>		<b>(19,551)</b>		
<b>LESS: LAW ENFORCEMENT REVENUE</b>				
Taxi Licenses	2,000	3,096	154.8%	54.8%
Parking Tickets	8,000	9,626	120.3%	20.3%
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	<b>10,000</b>	<b>12,722</b>	<b>127.2%</b>	<b>27.2%</b>
<b>NET LAW ENFORCEMENT</b>	<b>186,500</b>	<b>164,227</b>	<b>88.1%</b>	<b>-11.9%</b>

### Occurrence Stats (All Violations)

Violation group - Unknown				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9910 0020 Roadside Suspensions - alcohol related	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Violation group - Traffic Offences - Traffic Accidents				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9930 0020 Traffic Collision(s) - Non - Fatal Injury	1	0	1	0	0	0.0%
9930 0030 Traffic Collision(s) - Property Damage - Reportable	6	0	6	1	0	16.7%
9930 0040 Traffic Collision(s) - Property Damage - Non - Reportable	7	0	7	0	0	0.0%
	14	0	14	1	0	7.1%

Violation group - Traffic Offences - Provincial Traffic Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9900 0020 Moving Traffic - Intersection Related Violations - Provincial/Territorial	7	0	7	1	2	42.9%
9900 0030 Moving Traffic - Speeding Violations - Provincial/Territorial	1	0	1	0	1	100.0%
9900 0040 Other Moving Traffic Violations - Provincial/Territorial	5	1	4	0	1	25.0%
9900 0050 Motor Vehicle Insurance Coverage Violations-Provincial/Territorial	5	0	5	5	0	100.0%
9900 0070 Other Non-Moving Traffic - Provincial/Territorial	21	0	21	16	1	81.0%
9900 0120 Driving While Disqualified or License Suspension (Provincial/Territorial)	1	0	1	1	0	100.0%
	40	1	39	23	5	71.8%

Violation group - Traffic Offences - Other Traffic Related Duties				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0386 Motor Vehicle Act - Other Activities (except traffic warnings)	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Violation group - Traffic offences - Impaired Operation Related Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9235 0070 Operation while impaired (drug) of Motor Vehicle	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%



### Occurrence Stats (All Violations)

Violation group - Technical Operations - VIP Visits				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8640 0040 Demonstrations/Protests	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Violation group - Provincial Statutes {except traffic}				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
7100 0012 Liquor Act (Provincial/Territorial) - Offences Only	1	0	1	0	1	100.0%
7300 0110 911 Act - Offences Only	3	3	0	0	0	0.0%
7300 0900 Other Provincial/Territorial Statutes (not otherwise specified) - Offences Only	1	0	1	1	0	100.0%
8840 0281 Liquor Act (Provincial/Territorial) - Other Activities	3	0	3	0	0	0.0%
8840 0306 Family Law Act – Other Activities	2	0	2	0	0	0.0%
8840 0336 Mental Health Act - Other Activities	16	0	16	0	0	0.0%
8840 0341 911 Act - Other Activities	1	0	1	0	0	0.0%
8840 0376 Trespass Act - Provincial/Territorial - Other Activities	7	0	7	0	0	0.0%
8840 0381 Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities	10	0	10	0	0	0.0%
	44	3	41	1	1	4.9%

Violation group - Provincial Statutes - Municipal By-laws				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
9955 0010 Municipal Bylaws - Other	6	0	6	0	0	0.0%
	6	0	6	0	0	0.0%

Violation group - Other Criminal Code - Other Criminal Code				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
3410 0050 Failure to comply with undertaking	2	0	2	1	0	50.0%
3410 0060 Failure to comply with order	1	0	1	0	1	100.0%
3430 0010 Disturbing the peace/Causing a disturbance	3	0	3	0	0	0.0%
3510 0020 Failure to attend court or surrender	1	0	1	1	0	100.0%
	7	0	7	2	1	42.9%

### Occurrence Stats (All Violations)

Violation group - National Survey Codes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8999 3038 Request for service of legal document-summons, subpoena, other docs-CC	3	0	3	0	0	0.0%
8999 3057 Prisoners Held	4	0	4	1	1	50.0%
	7	0	7	1	1	28.6%
Violation group - FES - Other FES Statutes				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0121 Corrections & Conditional Release Act - Other Activities (including Parole Violations)	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Drug Enforcement - Drug Enforcement Other				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8840 0001 Controlled Drugs & Substance Act - Other Activities	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%
Violation group - Crimes Against the Person - Sexual Offences				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1330 0010 Sexual Assault	3	1	2	1	1	100.0%
	3	1	2	1	1	100.0%
Violation group - Crimes Against the Person - Robbery/Extortion/Harassment/Threats				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1625 0010 Criminal Harassment	1	0	1	0	0	0.0%
1626 0040 Harassing communications	2	0	2	0	0	0.0%
1627 0010 Uttering threats against a person	1	1	0	0	0	0.0%
	4	1	3	0	0	0.0%
Violation group - Crimes Against the Person - Assaults {excluding sexual assaults}				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
1430 0010 Assault	4	0	4	1	3	100.0%
	4	0	4	1	3	100.0%

### Occurrence Stats (All Violations)

Violation group - Crimes Against Property - Theft under \$5000.00				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2140 0011 Other theft under \$5000	3	0	3	0	2	66.7%
2140 0120 Theft from mail under \$5000 356(1) CC	1	1	0	0	0	0.0%
2143 0010 Theft under or equal to \$5000 - Shoplifting	0	0	0	1	1	0.0%
	4	1	3	1	3	133.3%

Violation group - Crimes Against Property - Fraud				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2160 0075 Fraud (money/property/security) less than or equal to \$5000	7	1	6	0	0	0.0%
	7	1	6	0	0	0.0%

Violation group - Crimes Against Property - Break and Enter				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
2120 0010 Break and Enter - Business	1	0	1	0	0	0.0%
	1	0	1	0	0	0.0%

Violation group - Common Police Activities - Related Police Activities				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8500 0110 Offender Management	1	0	1	0	0	0.0%
8550 0020 Abandoned Vehicles	1	0	1	0	0	0.0%
8550 0030 Suspicious Person/ Vehicle/ Property	8	0	8	0	0	0.0%
8550 0040 Animal Calls	3	0	3	0	0	0.0%
8550 0050 False Alarms	11	0	11	0	0	0.0%
8550 0060 Items Lost/Found - except passports	10	0	10	0	0	0.0%
8550 0071 Passports Lost/Found (excluding Canadian passports lost in Canada)	1	0	1	0	0	0.0%
8550 0140 Breach of Peace	8	1	7	0	0	0.0%
	43	1	42	0	0	0.0%

Violation group - Common Police Activities - Assistance to General Public				Clearance		
	Reported	Unfounded	Actual	By Charge	Otherwise	Rate
8545 0130 Assistance to General Public	4	1	3	0	0	0.0%
8550 0121 Peace Bonds	1	0	1	0	0	0.0%



Special unit: 30026  
 All codes

### Occurrence Stats (All Violations)

Violation group - Common Police Activities - Assistance to General Public	Reported	Unfounded	Actual	Clearance		
				By Charge	Otherwise	Rate
8550 0190 Wellbeing Check	6	0	6	0	0	0.0%
	11	1	10	0	0	0.0%
<b>Totals</b>	201	10	191	31	15	24.1%

**Kentville Police Service**  
**At March 31, 2022**  
**"Other Expense" account 01-22-14-058**

<b>BUDGET</b>	<b><u>\$17,000</u></b>
	<b>\$</b>
Tax payments	1,073.59
Breathalyzer supplies	915.62
Annual inspection	134.53
Accessories	351.64
Guth machine calibration	134.53
Radio install	316.62
Axon annual fees & maintenance	5,916.27
Bike tune up	141.70
Bike Jacket	235.25
Gas adapter	362.34
AED charge pads	133.48
DNA billing	4,774.28
Door repairs	919.30
Locksmith	108.81
Advertising	258.44
Flags	137.58
Taser	415.19
Miscellaneous	292.36
	<b><u>16,621.53</u></b>



## Town of Kentville

### Staff Report to Council Advisory Committee

### Department of Engineering and Public Works

### May 9, 2022

#### Programs and Operations

- **Kentville Water Commission:** At the April 27<sup>th</sup> meeting the KWC Operating and Capital budgets were presented and passed. Projects include upgrading watermains and services in the MacDonald, Henry & Braeside Subdivision, upgrading the Prospect Water Treatment Plant, developing a new well in the west end wellfield and upgrading the Prospect Overlook Booster Station.

- **Sanitary Sewer Area Service:** Sanitary sewer laterals continue to fail on many of our older streets. The Town's policy is that property owners are responsible for the maintenance and replacement of the sanitary sewer lateral on the private side of the property line and to keep the line clear and flowing all the way to the sewer main in the street. If the section of the lateral has failed structurally on the Town's side of the street limit, the Town is responsible for the replacement of this section – to my knowledge we are one of the only NS municipal units that provides this service.

The sanitary sewer Operating and Capital budgets will be presented to Council at a future council meeting.

- **Public Works:** This year's patch paving contract was tendered and closed in late April. The successful paving contractor was Howard Little Excavating, and we can expect the start of downtown patch paving within the next two weeks once their asphalt plant is opened. Now that the weather has improved, Public Works Crews are out refreshing the line painting on the streets.
- **Traffic Authority:** Nothing to report.



## **Projects**

- Design work is well underway for the Capital Investment Projects approved at last month's Council meeting. The first project planned to be tendered is the MacDonald Avenue S/D rebuild with other projects tendered shortly thereafter.

## **Public Engagement**

- Frequent phone calls and site visits.
- Appointments are now being accepted for in person meetings.
- Letter & email correspondence – As required.

## **Meetings and Events**

- Senior Staff meetings every Tuesday
- April 6<sup>th</sup> Occupational Health & Safety Meeting
- April 21<sup>st</sup> Apple Blossom Festival – Logistics Meeting
- April 27<sup>th</sup> Source Water Protection Advisory Group
- April 27<sup>th</sup> KWC – Regular & Budget Meeting

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



**Town of Kentville**  
**CAO to Council Advisory Committee**  
**MAY 9, 2022**

Budget: Operational and Capital Budgets passed by Council. Water Commission budget passed at Water Commission meeting. Staff applying for multiple grants for the summer construction season.

Inter Municipal Service Agreements (IMSA): Meetings with the CAO's are ongoing.

Boundary Review: Staff will begin the boundary review work. Previously the Town conducted its own review and it is not felt a consultant would be needed to complete the consultation work required by the Utility Review Board.

Development: On going meetings with developers looking at land and future development.

Meetings: NSFAM conference call property taxation, Active Transportation Planning, Valley REN LOC, and Apple Blossom logistics.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

## Mentoring Plus Strategy

**Quarterly Report** January to March 2022 – Town of Kentville

Submitted April 11, 2022

Thank you to all Kentville Council and staff who have supported the ongoing development efforts of the Mentoring Plus Strategy in the Valley.

The New Year 2022 started with the Omicron variant causing significant disruptions to the high school schedule and an understandable increased hesitancy from older adults for face-to-face activity. The temporary suspension of current program plans gave the opportunity to focus on the MPS evaluation plan. ***The Evaluation Team has conducted a series of key informant interviews*** with the host municipality as well as prepared for focus groups with schools, mentors, and agencies in the Valley for early spring 2022.

The remainder of this narrative report provides details on the MPS Kentville activities and upcoming knowledge exchange initiatives, divided into the four streams of influence of the Mentoring Plus Strategy: Social Inclusion; Career Exploration; Future of Work; and Stronger Communities. Please feel free to reach out the MPS Coordinator, Julianne Misner to express interest, curiosity, or suggestion on any of the topics shared here. We appreciate your ongoing support

~Julianne Misner

MPS Coordinator – Kentville

## **Mentoring Plus Strategy Quarterly Report** January to March 2022 – Town of Kentville

### **Social Inclusion for Seniors:**

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#### Activity Report

- **Peer Mentoring Open Book Club** Eager to remain social and engaged, despite the winter ‘shut down’, a number of active mentors asked for a virtual space to continue their mentoring development together. In response, MPS Kentville hosted ***four peer to peer Mentoring sessions*** with community guest speakers who spoke to the group about community health board participation, older adult podcasting initiatives, and online mentoring strategies. This strategy helped maintain momentum and provided a place for new mentors to get engaged.
- **Seniors see “Second Acts”** When restrictions lifted in March, mentors eagerly meet for a ***social outing aimed to highlight ‘second acts’ in career and community***. The event included a tour of the Canning community, a behind the scenes tour of the Art Can Gallery with owner/artist Ron Hays, and special access to North’s Gym and Autobody car collection - a post retirement project of one of our main mentors.
- **Happy Community Builders** Through networking with Community Links and aging well together coalition, discussions with a Windsor area senior provided MPS access to a new online platform to host future intergenerational conversations with local and provincial community members eager to participate in knowledge exchanges. See <https://happy-community-project.mn.co/>



## Upcoming Initiatives

- **Me? A Mentor?** Feedback from active mentors and recruitment efforts in the region, have lead us to believe that older adults feel hesitant to self-identify as a “mentor” if their career didn’t use that language to describe their role. We have ***found introducing intergenerational relationships*** and knowledge exchanges through participation in informal initiatives has helped with recruitment efforts. Further activity and upcoming marketing reflects this finding.
- **Informal Knowledge Exchange** In the spring MPS Kentville will re-establish the ***“Life Lounge” initiative in three locations*** throughout the valley. This provides a space for those of all ages to meet and discuss how mentoring helps with career path finding and supports both young and older adults in the development of these meaningful relationships.
- **Pointing out Potential** MPS Kentville is also in planning stages with Active Living Coordinators in two municipal Recreation departments to help ***highlight and nurture intergenerational knowledge exchange at upcoming community events.***

## Career Exploration Knowledge Exchanges:

---

### High Schools-

#### Activity Report

- **Mentors in the Mix** In January collaborations with the local high school, North Kings Education Centre, offered an innovative response to the locking down of access to the public schools. With an openness to try something new, the ***grade 11/12 Business Management class and MPS Kentville successfully launched a hybrid mentoring program.*** This Mentors in the Mix Knowledge Exchange initiative brings 9 mentors with business experience into the classroom via google meets with 15+ students twice a week for the semester.

#### Upcoming Initiatives:

- The success of this hybrid new group mentoring strategy has provided a chance for deeper mentoring relationships to grow, a sense of intergenerational community integration to evolve, and a space for new opportunities to incubate. The hosting teacher at NKEC has spoken to the whole school staff about the program and ***MPS will host further program development collaborative discussions with the local high schools*** this spring.

## Community Learning Agencies:

#### Activity Report

- **YREACH** asked MPS for ***mentors to help support newcomers*** as part of their latest workshop supporting immigrants with bringing their international cuisine to the local markets. One Knowledge Exchange session was held at the end of March where YREACH participants shared their market plans and received cultural feedback from participating mentors.
- **Junior Achievement** invited MPS to co-host an online #Adulting workshop session with a group of university students. MPS Coordinator and a Mentor who specialized in HR spoke to 20 students about job searching, resumes, interview prep.

## Upcoming Initiatives

- **CORNERSTONE** at VCLA asked MPS for mentors to share insights on intergenerational relationships with participants in their long term care worker training program. Mentors will provide insights on working in the field and supporting older adults as well as provide feedback to learners through a moc interview session later this spring.

## Future of Work:

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### Activity Report

#### Financial Literacy

- **Finances for the Future** a Mentor lead initiative to bring an intergenerational group together to discuss the need for core financial literacy training in the school system. A key group of ***older adults, with invested interest in financial literacy and policy change***, have been invited by a MPS mentor to join a round table discussion to amplify their voice and collaborate on a solution for the future.
- **Knowledge Exchange Materials** Junior Achievement NS offered access to their online program materials to support any MPS and community business and financial literacy skill development initiatives. MPS has extended invites to local agencies including VCLA and Open Arms to take advantage of the opportunity.

## Upcoming Initiatives

### Health Sector

- **Mixer – Mentors at the Movies** Mentoring Plus, in collaboration with Valley REN Connector program and Chamber of Commerce Physician Navigator are planning a summer movie showing of the Grand Seduction to bring together local medical residents, Connector program recent graduates and MPS mentors for a community conversation facilitated through a movie plot. Community Links, Community Health Board, VCLA connector program, Women in Business, and other community partners and agencies will be added to the guest list to expand the conversation about how community can work together to improve the health care sector across all its members.
- **Aging Well Together** as an active coalition Member MPS is participating in conversations about how to provide further information to the community about services programs and initiatives that support intergenerational relations, healthy aging, and 'tools for life'. A sub committee is in discussions and MPS is part of that committee.

## Stronger Communities

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### Activity Report

- **Community Suppers** Despite not being successful recipient of the community grant, MPS continues to offer partner collaboration with Flying Squirrel; VCLA; YREACH; Kids Action Plan to host community suppers starting April 12 2022. MPS will help highlight and facilitate

intergenerational knowledge exchanges and encourage everyday people to believe that their knowledge is worth sharing and that they have the makings for a great mentor!

#### Upcoming Initiatives

- **Kentville Home Show** As a recruitment and awareness effort MPS will have a booth at the upcoming Home Show April 22<sup>nd</sup>-24<sup>th</sup>. Join us there for a chance to 'show up, sit down, and share'. Prompting questions provided by MPS will invite tradeshow participants to take a seat at our Life Lounge inspired booth and discuss career paths and life decisions that lead to home ownership, a career in the industry, and networking opportunities for future adventures.

-

***Mentoring Plus Strategy - Kentville & Kings County  
Statistics Summary***

<i>Activity</i>	<i>Quarterly Oct-Dec 2021</i>	<i>Quarterly Jan- Mar 2022</i>
# of New Seniors Reached	13	8
# of New Mentors Engaged	5	4
# of New Mentees Engaged	60	47
# of New Agencies/Organizations Reached	21	13
# of Agencies/Organizations Engaged	24	9
# of Mentoring Sessions (knowledge exchange)	7	29
# of Orientation Sessions held for Mentors/Mentees	2	5
# of Mentor Social Events	2	5
# of Mentors Regular Meetings (weekly, monthly)	5	12



**TO:** Council

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** May 9, 2022

**SUBJECT:** Council Size and Municipal Electoral Boundary Review Process

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### **ORIGIN**

Every 8 years, in accordance with the Municipal Government Act, municipalities are required to review their electoral boundaries and size of Council. All municipalities in Nova Scotia do these reviews in the same year. Council's recommendation to maintain status quo or to initiate a change to the size of Council, will be examined by the Nova Scotia Utility and Review Board (UARB) who will confirm or deny the recommendation.

### **BACKGROUND**

The last review in Kentville was completed in 2014 and was completed by staff in Town Hall.

#### **Boundary Review**

In 2014, the Town of Kentville applied to the UARB to maintain the number and boundaries of the polling districts because "it was not a financial nor a political priority to expand Kentville boundaries to include populated areas on its borders".

#### **Size of Council Review**

In the 2014 review, the Town of Kentville suggested that the number of elected officials should remain the same for the following reasons:

- The current number provides opportunities for diversity.
- The current number provides sufficient attention to council-related committee work.
- Additional project and committees can be added to current council workload as required.
- The Town can afford the current number of council members (6+Mayor).

#### **Public Engagement**

Public engagement is an important aspect of this review process and weighed heavily by the UARB in their review and approval. At the 2014 review, the following methods were used to gather feedback from residents using an online survey:

- Posters in Town Hall
- Notices in the local newspapers
- Notices on social media platforms
- Information page on the town website
- Notice in the Town newsletter
- Reports to Council at several meetings of Council and Council Advisory Committee
- Mention of the review on local radio discussions with staff

#### **Results**

The UARB found the Town's public engagement for this review to be organized, thorough and well-advertised. The survey collected 30 responses with the following results:

- 63% supported keeping 6 Councillors
- 34% supported removing 2 Councillors
- 3% supported an increase by 2 Councillors

At their October 2014 meeting, Council voted to maintain the status quo of 6 elected official (plus Mayor).

**DISCUSSION**

Staff have reviewed the activities of the previous review and have consulted with other municipalities about how they will approach the 2022 Review. Across the province, municipalities of all sizes and types are choosing both options – consultants and existing staff – to perform this review. The Municipality of the County of Kings is engaging a consultant to manage their review. The Town of Wolfville and East Hants are both using existing staff to manage their review.

This review can be done in Kentville effectively and professionally by existing staff and the communications team. Staff have the capacity to do public engagement around this review from June to August 2022 through multiple platforms. Updates on this review will be provided at Council Advisory Committee meetings and a final report will be provided at the October meeting of CAC.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None. Staff can coordinate this review with no additional budget implications.

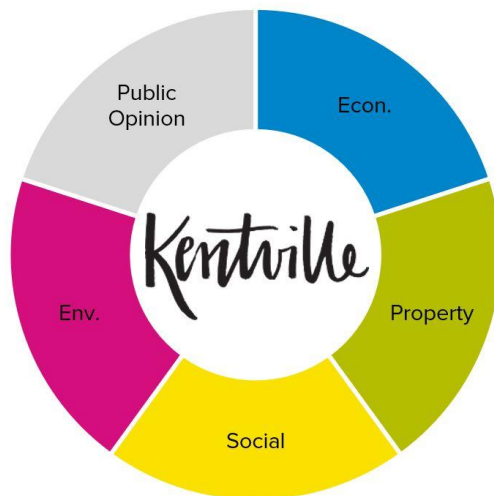
**ATTACHMENTS**

2014 UARB Report on Kentville Size of Council

**RECOMMENDATION**

That staff coordinate the 2022 Municipal Boundary Review process and bring a report to Council at the October 2022 meeting of Council Advisory Committee.

Town of Kentville Decision Wheel:



DECISION

2014 NSUARB 215  
M06509

NOVA SCOTIA UTILITY AND REVIEW BOARD



IN THE MATTER OF THE MUNICIPAL GOVERNMENT ACT

- and -

IN THE MATTER OF AN APPLICATION by the TOWN OF KENTVILLE to confirm the number of councillors

**BEFORE:** Murray E. Doehler, CA, P.Eng., Member

**APPLICANT:** TOWN OF KENTVILLE  
Carol A. Harnes, Town Clerk

**HEARING DATE:** December 2, 2014

**DECISION DATE:** December 17, 2014

**DECISION:** Application approved.

## I INTRODUCTION

[1] The *Municipal Government Act*, S.N.S. 1998, c. 18 (“*Act*”) requires the council of every municipality to conduct a study and make an application to the Nova Scotia Utility and Review Board (“Board”) to confirm or alter the number of councillors and the boundaries of the polling districts. Section 369 states:

369 (1) In the year 1999, and in the years 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.

(2) After the study is completed, and before the end of the year in which the study was conducted, the council shall apply to the Board to confirm or to alter the number and boundaries of polling districts and the number of councillors.

[2] The Town of Kentville (“Town”) applied to the Board to confirm the number of councillors. The Notice of Hearing was advertised in the Kentville Advertiser on November 18 and 25, 2014, and the Kings County Reporter on November 20 and 27, 2014. The Notice invited members of the public to advise the Board of their comments in advance of the hearing. The Board did not receive any objections or letters of support. The hearing was held on December 2, 2014, at the Town Council Chambers. No members of the public were present during the hearing. A number of municipal councillors and staff were present during the hearing.

[3] Carol Harmes, Town Clerk, presented the application on behalf of the Town. In addition to the mayor, six councillors are elected at large. The geographic size of the Town is 30± sq. km. The 2011 Census showed a population of 6,094. The number of electors for the last municipal election in October 2012 was 4,089.



[4] The reasons given in the application for confirming the existing number of councillors are:

(a) current number provides opportunities for diversity and (b) attention to council-related and committee work. (c) addition[a] committees and projects can be added to current council workload. (d) Kentville can afford 6 councillors

[Exhibit K-1, p. 1]

[5] The review was started by Council at its May 26, 2014, meeting when it decided to follow Citizen Engagement Program #1. This program is:

- Advertisements in local papers. (Kentville Advertiser and Valley Herald)
- Advertisement on social media (Facebook, Twitter)
- Advertisement on website
- Repeat message (and provide opportunity for public feedback) as an agenda item at upcoming CAC and Council Meetings.
- Offer a public meeting opportunity (prior to a Council meeting) to discuss options and facts, and to record public opinion.

[Exhibit K-1, p. 51]

[6] A report to the September 8, 2014, Council meeting outlined the steps undertaken to date:

1. In the local newspapers:
  - a. a news article prepared by Wendy Elliott was published in the August 26<sup>th</sup> publication of the Advertiser.
  - b. notices in the Advertiser of Council and CAC meetings (published on September 16<sup>th</sup> and 23<sup>rd</sup>) will include the public opportunity to discuss council size at a September 29<sup>th</sup> Public Meeting.
  - c. A notice in the Advertiser (re: Public Meeting) will be published on September 23<sup>rd</sup>.
  - d. A notice regarding this public meeting will be published by the Valley Herald on September 12.
2. With social media:
  - a. Information has been placed on facebook with a link to a questionnaire on "survey monkey."
  - b. A notice has also been pasted to the wall on Twitter for tweets. (This information will be removed on October 14<sup>th</sup>, following which it will be tallied and form part of a report to Council.)
  - c. A link to information and "survey monkey" has been created on the AVR/Magic 97 Radio website.
3. E-information has been made available:
  - a. On the Town's website ([www.kentville.ca](http://www.kentville.ca)) since June, with a link to "survey monkey."
  - b. In the e-newsletter (Keeping Kentville Connected) during the months of August and September.
  - c. Through email correspondence to the Clerk's office.

4. Other promotion of the Council size review and public meeting has/or will be done:
  - a. On Council and Council Advisory Committee agendas since June.
  - b. On the Town's weekly Radio Program (AVR/Magic 97),
5. A public meeting has been scheduled for September 29th (6:00 to 7:00p.m.) in the Council Chambers and has been advertised:
  - a. in the Advertiser as part of the Council meeting notice,
  - b. in the Advertiser as a Special Public Meeting (September 23 publication),
  - c. in the Valley Herald (publication of September 12),
  - d. on the Town's website;
  - e. on the radio program at AVR.

[Exhibit K-1, pp. 14-15]

[7] At the September 29, 2014, meeting only three people came out, all of whom supported the status quo. The results of "survey monkey" were 19 to maintain status quo, one to increase by two, and 10 to decrease by two.

[8] Council, at its October 27, 2014, meeting considered a report and recommendation from the October 14, 2014, meeting of the Council Advisory Committee. Council decided to maintain the status quo of six councillors and the Mayor.

## II FINDINGS

[9] Section 368(5) of the *Act* sets out the criteria for the Board to consider:

368(5) In determining the number of councillors for a town, the Board shall consider the population and geographic size of the town.

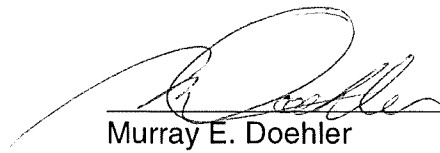
[10] For the purposes of the *Act*, the position of mayor is not included in the number of councillors and, accordingly, does not fall within the scope of this review conducted by the Board.

[11] The Board wishes to commend Council and staff on the thorough approach they had undertaken with this review. The background papers and studies prepared by staff were helpful to solicit input at the well-advertised Public Meeting and through social media.

[12] There was no objection made at the hearing to the Town's application to confirm six councillors, elected at large. The Board accepts the reasons advanced by the Town of Kentville for confirming the existing number of councillors. The Board approves the application.

[13] An Order will issue accordingly.

**DATED** at Halifax, Nova Scotia, this 17<sup>th</sup> day of December, 2014.



Murray E. Doehler





NOVA SCOTIA UTILITY AND REVIEW BOARD

IN THE MATTER OF: An APPLICATION pursuant to section 368 or 369 of the MUNICIPAL GOVERNMENT ACT for use by TOWNS which do not have polling districts or wards

The Council of the Town of Kentville makes application to the Nova Scotia Utility and Review Board to:

- confirm the number of councillors
- alter the number of councillors

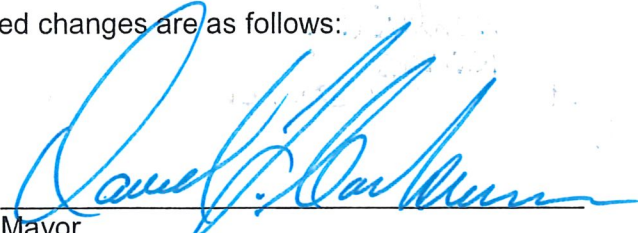
1. There are at present 6 Councillors in the town.
2. The geographic size of the town is 30 k<sup>2</sup> ±
3. The latest population statistics for the town are 6,094
4. The number of electors from the last municipal election which was held on Oct. 20 2012 are 4,089 month / day/ year


5. The number of councillors elected should be confirmed for the following reasons:  
 (a) current number provides opportunities for diversity and (b) attention to council-related and committee work.  
OR (c) Additional committees and projects can be added to current Council workload. (b) Kentville can afford 6 councilors

5. a) The following changes to the number of councillors to be elected are proposed:

b) The reasons for these proposed changes are as follows:

DATED at Kentville )  
 County of Kings )  
 this 29 day of October )  
 20 14 )  
 )  
 )  
 )  
 )

  
 Mayor

  
 Clerk



5. The number and boundaries of the polling districts and the number of councillors elected therefrom should be confirmed for the following reasons:

*Status quo - not a financial nor political priority at this time to expand Kentville boundaries to include populated areas on its borders.*

OR

5. a) The following changes to the number and boundaries of the polling districts and the number of councillors to be elected therefrom are proposed:

b) The reasons for these proposed changes are as follows:

c) The following table shows an estimate of the voter statistics which will result if the changes are approved by the Board:


Polling District	Number of Electors	% of Total Electors	Variation from the Average Number of Voters	
			#	%

Total Number of Electors:

Total Number of Councillors:

Average Number of Electors per Councillor:

DATED at Kentville )  
County of Kings )  
this 29 day of October )  
20 14 )

  
\_\_\_\_\_  
Mayor/Warden

  
\_\_\_\_\_  
Clerk





**RESOLUTION  
of  
Kentville Town Council**

**RECEIVED**  
NOV 14 2014  
Nova Scotia  
Utility and Review Board

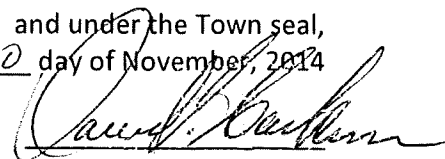
**WHEREAS**, the Town of Kentville is legislated through Part XVI, Section 369, of the *Municipal Government Act* to conduct a review to study the fairness and reasonableness of the size of the Council; and

**WHEREAS**, the Town held a Public Meeting on Monday, September 29<sup>th</sup>, 2014, duly advertised in local newspapers on September 12<sup>th</sup>, September 16<sup>th</sup> and September 23 and on the Town's website and in the Town's E-newsletter from June onward to October 14<sup>th</sup>, regarding the review and public opportunities being provided for input;

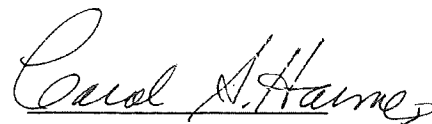
**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that Mayor David L. Corkum and Town Clerk Carol Harmes sign the application to the Nova Scotia Utility and Review Board to have the number of councilors within the Town of Kentville remain at six (6).

**THIS IS THE CERTIFY** that the foregoing is a true copy of a resolution duly passed by the Town Council of the Town of Kentville at a duly called meeting held on October 27, 2014.

**GIVEN** under the hand of the Mayor and Town Clerk of the Town of Kentville and under the Town seal, this 14 day of November, 2014



David L. Corkum  
Mayor



Carol A. Harmes  
Town Clerk



## Carol Harmes

---

**From:** Jefferson, Crystal D <Crystal.Jefferson@novascotia.ca>  
**Sent:** October-30-14 11:01 AM  
**To:** Carol Harmes  
**Subject:** RE: Town of Kentville Council Size Review Process

Hi Carol,

You can send it to the attention of:

Elaine Wagner  
Chief Clerk of the Board  
1601 Lower Water Street  
PO Box 1692, Unit "M"  
Halifax NS B3J 3S3

Thank you,

Crystal Jefferson

---

**From:** Carol Harmes [mailto:carolh@kentville.ca]  
**Sent:** Thursday, October 30, 2014 10:49 AM  
**To:** Jefferson, Crystal D  
**Subject:** RE: Town of Kentville Council Size Review Process

Good morning Crystal,

The Town of Kentville has completed its review of council size and boundaries and I have a rather large package of information to send to UARB.

Would you kindly let me know to whom and at what mailing address this should be sent.

Also, if there are any questions please let me know.

Yours truly,

Carol Harmes

---

**From:** Jefferson, Crystal D [mailto:JEFFERCD@gov.ns.ca]  
**Sent:** September-03-14 9:42 AM  
**To:** Carol Harmes  
**Cc:** Wagner, Elaine  
**Subject:** Town of Kentville Council Size Review Process

Good morning Ms. Harmes;

As per our telephone conversation please find attached a copy of the Nova Scotia Utility and Review Board Rules of Practice and Procedure Respecting *Municipal Government Act* Proceedings.

The section regarding Municipal Boundaries begins on page 16 (Section 27).

Section 28 describes the requirements for the application for a town that has not been divided into wards or polling districts. I have pasted an excerpt below. There is a Form D at the end of the document for you to input the required information.

28 (1) An application under Section 368 or 369 of the Act by a town which has not been divided into wards or polling districts shall contain the following information:

- (a) the number of councillors;
- (b) the geographic size of the town;
- (c) the latest available population statistics for the town;
- (d) the total number of electors in the most recent municipal election:

(2) Where the application is to confirm the number of councillors, it shall contain the reasons why the status quo should continue.

(3) Where the application is to change the number of councillors, it shall contain an outline of the proposed changes and the reasons for the proposed changes.

(4) The application shall be signed by the mayor and the clerk of the town and shall be accompanied by a copy of the resolution of council authorizing or directing the making of the application, certified by the Clerk of the town to be a true copy of the resolution.

(5) An application may be in Form D.

29 (1) Every application shall be accompanied by:

- (a) a copy of any advertisement soliciting input from the public in conducting the study;
- (b) a copy of the Minutes of any council meeting and public hearing respecting the study or application;
- (c) a map showing the boundaries of the existing polling districts;
- (d) a description of the boundaries of the existing polling districts;
- (e) where the application is to change the number or boundaries of the polling districts, a map showing the boundaries of the proposed polling districts and a description of the boundaries of the proposed polling districts;
- (f) such additional information as Council determines.

As per our discussion, the Board does not need to be at public meetings held by the town prior to the application being submitted. The Board has a requirement, as outlined above, that a copy of any



advertisement soliciting input from the public in conducting a study must be submitted with the Town's application. The Board will hold a public hearing on the application, either by Telephone Conference, or in the applicable Town after receipt of the application. If you require anything further, please let me know.

Warm regards,

*Crystal Jefferson*

**Administrative Assistant**

**Nova Scotia Utility and Review Board**

**3<sup>rd</sup> Floor, 1601 Lower Water Street**

**Box 1692, Unit "M"**

**Halifax, NS B3J 3S3**

**Phone: (902) 424-4448 ex. 223**

**Fax: (902) 424-3919**

**Email: [jeffercd@gov.ns.ca](mailto:jeffercd@gov.ns.ca)**





## Nova Scotia Utility and Review Board

*Mailing address*

PO Box 1692, Unit "M"  
Halifax, Nova Scotia  
B3J 3S3  
uarb.board@gov.ns.ca  
Web www.nsuarb.ca

*Office*

3rd Floor  
1601 Lower Water Street  
Halifax, Nova Scotia B3J 3P6  
902 424-4448 t  
902 424-3919 f

November 17, 2014

Email: [carolh@kentville.ca](mailto:carolh@kentville.ca)

Carol A. Harmes  
Town Clerk, Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6

Dear Ms. Harmes:

**M06509 - Town of Kentville - Application to confirm the number of councillors (s. 369 of the MGA) MB-14-17**

---

Receipt is acknowledged of a certified copy of the Resolution passed by Council on October 27, 2014, received by the Board on November 14, 2014.

This document has been marked as Exhibit K-2 and posted to the Board's website.

Yours very truly

*for* Elaine Wagner  
Chief Clerk of the Board

c: The Honourable Mark Furey  
Minister of Municipal Affairs







## Nova Scotia Utility and Review Board

*Mailing address*

PO Box 1692, Unit "M"  
Halifax, Nova Scotia  
B3J 3S3  
uarb.board@gov.ns.ca  
Web www.nsuarb.ca

*Office*

3rd Floor  
1601 Lower Water Street  
Halifax, Nova Scotia B3J 3P6  
902 424-4448 t  
902 424-3919 f

November 7, 2014

Email: [carolh@kentville.ca](mailto:carolh@kentville.ca)

Carol A. Harmes  
Town Clerk, Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6

Dear Ms. Harmes:

**M06509 - Town of Kentville - Application to confirm the number of councillors (s. 369 of the MGA) MB-14-17**

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This will confirm that the Board has scheduled the hearing for the above-noted application for Tuesday, December 2, 2014 at 11:00 a.m. at the Kentville Town Council Chambers. Enclosed is a Notice of Public Hearing.

The *Kentville Advertiser* has been instructed to advertise the Notice of Hearing on Tuesday, November 18 and Tuesday, November 25, 2014; and the *Kings County Registrar* has been instructed to advertise the Notice on Thursday, November 20 and Thursday, November 27, 2014. The Town will be invoiced directly in accordance with Regulation 3(2) of the *Utility and Review Board Regulations*.

Yours very truly,

Elaine Wagner  
Chief Clerk of the Board

Enclosure

c: Honourable Mark Furey  
Minister of Municipal Affairs





**NOVA SCOTIA UTILITY AND REVIEW BOARD**

**NOTICE OF PUBLIC HEARING  
RE NUMBER OF COUNCILLORS**

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**THE TOWN OF KENTVILLE** has made application to the Board under section 369 of the *Municipal Government Act* to confirm the number of councillors to be elected in October 2016. The hearing has been scheduled as follows:

**COMMENCING:**            **Tuesday, December 2, 2014 at 11:00 a.m.**

**PLACE:**                    Kentville Town Council Chambers  
354 Main Street  
Kentville, NS

**EVERYONE** is entitled to attend the hearing.

**NOW THEREFORE TAKE NOTICE** that any persons wishing to comment on the application may also provide comments to the Board no later than **Thursday, November 27, 2014** by forwarding a letter to the Clerk of the Board at PO Box 1692, Unit "M", Halifax, Nova Scotia, B3J 3S3, or by email at [board@novascotia.ca](mailto:board@novascotia.ca) or Fax: (902) 424-3919, or by calling the Clerk at 1-855-442-4448.

A copy of the application is available for inspection during regular business hours at the Town Office, 354 Main Street, Kentville, Nova Scotia, and at the offices of the Board, Summit Place, 3<sup>rd</sup> Floor, 1601 Lower Water Street, Halifax Nova Scotia or on the Board's website at <http://nsuarb.novascotia.ca/>, by clicking on "Cases & Evidence", Find Cases by Case Number" and insert in "Search Term" Matter ID M06509.







## Nova Scotia Utility and Review Board

*Mailing address*

PO Box 1692, Unit "M"  
Halifax, Nova Scotia  
B3J 3S3  
uarb.board@gov.ns.ca  
Web www.nsuarb.ca

*Office*

3rd Floor  
1601 Lower Water Street  
Halifax, Nova Scotia B3J 3P6  
902 424-4448 t  
902 424-3919 f

November 7, 2014

Email: [carolh@kentville.ca](mailto:carolh@kentville.ca)

Carol A. Harmes  
Town Clerk, Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6

Dear Ms. Harmes:

**M06509 - Town of Kentville - Application to confirm the number of councillors (s. 369 of the MGA) MB-14-17**

---

This will confirm that the Board has scheduled the hearing for the above-noted application for Tuesday, December 2, 2014 at 11:00 a.m. at the Kentville Town Council Chambers. Enclosed is a Notice of Public Hearing.

The *Kentville Advertiser* has been instructed to advertise the Notice of Hearing on Tuesday, November 18 and Tuesday, November 25, 2014; and the *Kings County Registrar* has been instructed to advertise the Notice on Thursday, November 13 and Thursday, November 20, 2014. The Town will be invoiced directly in accordance with Regulation 3(2) of the *Utility and Review Board Regulations*.

Yours very truly,

Elaine Wagner  
Chief Clerk of the Board

Enclosure

c: Honourable Mark Furey  
Minister of Municipal Affairs



**RESOLUTION  
of  
Kentville Town Council**

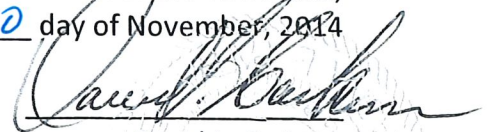
**WHEREAS**, the Town of Kentville is legislated through Part XVI, Section 369, of the *Municipal Government Act* to conduct a review to study the fairness and reasonableness of the size of the Council; and

**WHEREAS**, the Town held a Public Meeting on Monday, September 29<sup>th</sup>, 2014, duly advertised in local newspapers on September 12<sup>th</sup>, September 16<sup>th</sup> and September 23 and on the Town's website and in the Town's E-newsletter from June onward to October 14<sup>th</sup>, regarding the review and public opportunities being provided for input;

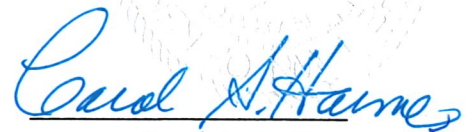
**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that Mayor David L. Corkum and Town Clerk Carol Harmes sign the application to the Nova Scotia Utility and Review Board to have the number of councilors within the Town of Kentville remain at six (6).

**THIS IS THE CERTIFY** that the foregoing is a true copy of a resolution duly passed by the Town Council of the Town of Kentville at a duly called meeting held on October 27, 2014.

**GIVEN** under the hand of the Mayor and Town Clerk of the Town of Kentville and under the Town seal, this 20 day of November, 2014



David L. Corkum  
Mayor



Carol A. Harmes  
Town Clerk





## Nova Scotia Utility and Review Board

*Mailing address*

PO Box 1692, Unit "M"  
Halifax, Nova Scotia  
B3J 3S3  
uarb.board@gov.ns.ca  
Web www.nsuarb.ca

*Office*

3rd Floor  
1601 Lower Water Street  
Halifax, Nova Scotia B3J 3P6  
902 424-4448 t  
902 424-3919 f

November 6, 2014

Email: [carolh@kentville.ca](mailto:carolh@kentville.ca)

Carol A. Harmes  
Town Clerk, Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6

Dear Ms. Harmes:

**M06509 - Town of Kentville - Application to confirm the number of councillors (s. 369 of the MGA) MB-14-17**

---

Receipt is acknowledged on November 4, 2014, of the Application by the Town of Kentville pursuant to s. 369 of the *Municipal Government Act*, to confirm the number of councillors for the Town at six. Receipt is also acknowledged of other supporting documentation.

Murray E. Doehler, CA, P. Eng., Member, has been assigned to this matter.

Pursuant to s. 28(4) of the Board's *Municipal Government Act Rules*, please provide a copy of the Resolution of Council:

*28(4) The application shall be signed by the mayor and the clerk of the town and shall be accompanied by a copy of the resolution of council authorizing or directing the making of the application, certified by the Clerk of the town to be a true copy of the resolution.*

Yours very truly,

Elaine Wagner  
Chief Clerk of the Board

c: The Honourable Mark Furey  
Minister of Municipal Affairs





ORDER

M06509

NOVA SCOTIA UTILITY AND REVIEW BOARD

IN THE MATTER OF THE MUNICIPAL GOVERNMENT ACT

- and -


IN THE MATTER OF AN APPLICATION by the TOWN OF KENTVILLE to confirm the number of councillors

BEFORE:  Murray E. Doehler, CA, P.Eng., Member

An Application having been made by the Town of Kentville pursuant to s. 369 of the *Municipal Government Act* and the Board having issued its Decision on December 17, 2014;

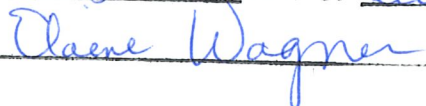
IT IS HEREBY ORDERED that the number of councillors for the Town of Kentville is confirmed at six, to be elected at large.

DATED at Halifax, Nova Scotia this 18<sup>th</sup> day of December, 2014.

  
Clerk of the Board

I CERTIFY THAT THE WITHIN IS A TRUE AND CORRECT COPY OF THE ORIGINAL

DATED THIS 22<sup>nd</sup> DAY OF Dec, 2014

  
\_\_\_\_\_



DECISION

2014 NSUARB 215  
M06509

NOVA SCOTIA UTILITY AND REVIEW BOARD

*M*

IN THE MATTER OF THE MUNICIPAL GOVERNMENT ACT

- and -

IN THE MATTER OF AN APPLICATION by the TOWN OF KENTVILLE to confirm the number of councillors

**BEFORE:** Murray E. Doehler, CA, P.Eng., Member

**APPLICANT:** TOWN OF KENTVILLE  
Carol A. Harmes, Town Clerk

**HEARING DATE:** December 2, 2014

**DECISION DATE:** December 17, 2014

**DECISION:** Application approved.

I CERTIFY THAT THE WITHIN IS A  
TRUE AND CORRECT COPY OF THE  
ORIGINAL DECISION OF THE BOARD  
DATED THIS 22<sup>nd</sup> DAY OF Dec, 2014  
*Clare Wagner*  
CLERK





## I INTRODUCTION

[1] The *Municipal Government Act*, S.N.S. 1998, c. 18 ("Act") requires the council of every municipality to conduct a study and make an application to the Nova Scotia Utility and Review Board ("Board") to confirm or alter the number of councillors and the boundaries of the polling districts. Section 369 states:

369 (1) In the year 1999, and in the years 2006 and every eighth year thereafter the council shall conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness and the number of councillors.

(2) After the study is completed, and before the end of the year in which the study was conducted, the council shall apply to the Board to confirm or to alter the number and boundaries of polling districts and the number of councillors.

[2] The Town of Kentville ("Town") applied to the Board to confirm the number of councillors. The Notice of Hearing was advertised in the Kentville Advertiser on November 18 and 25, 2014, and the Kings County Reporter on November 20 and 27, 2014. The Notice invited members of the public to advise the Board of their comments in advance of the hearing. The Board did not receive any objections or letters of support. The hearing was held on December 2, 2014, at the Town Council Chambers. No members of the public were present during the hearing. A number of municipal councillors and staff were present during the hearing.

[3] Carol Harmes, Town Clerk, presented the application on behalf of the Town. In addition to the mayor, six councillors are elected at large. The geographic size of the Town is 30± sq. km. The 2011 Census showed a population of 6,094. The number of electors for the last municipal election in October 2012 was 4,089.



[4] The reasons given in the application for confirming the existing number of councillors are:

- (a) current number provides opportunities for diversity and (b) attention to council-related and committee work. (c) addition[al] committees and projects can be added to current council workload. (d) Kentville can afford 6 councillors

[Exhibit K-1, p. 1]

[5] The review was started by Council at its May 26, 2014, meeting when it decided to follow Citizen Engagement Program #1. This program is:

- Advertisements in local papers. (Kentville Advertiser and Valley Herald)
- Advertisement on social media (Facebook, Twitter)
- Advertisement on website
- Repeat message (and provide opportunity for public feedback) as an agenda item at upcoming CAC and Council Meetings.
- Offer a public meeting opportunity (prior to a Council meeting) to discuss options and facts, and to record public opinion.

[Exhibit K-1, p. 51]

[6] A report to the September 8, 2014, Council meeting outlined the steps undertaken to date:

1. In the local newspapers:

- a. a news article prepared by Wendy Elliott was published in the August 26<sup>th</sup> publication of the Advertiser.
- b. notices in the Advertiser of Council and CAC meetings (published on September 16<sup>th</sup> and 23<sup>rd</sup>) will include the public opportunity to discuss council size at a September 29<sup>th</sup> Public Meeting.
- c. A notice in the Advertiser (re: Public Meeting) will be published on September 23<sup>rd</sup>.
- d. A notice regarding this public meeting will be published by the Valley Herald on September 12.

2. With social media:

- a. Information has been placed on facebook with a link to a questionnaire on "survey monkey."
- b. A notice has also been pasted to the wall on Twitter for tweets. (This information will be removed on October 14<sup>th</sup>, following which it will be tallied and form part of a report to Council.)
- c. A link to information and "survey monkey" has been created on the AVR/Magic 97 Radio website.

3. E-information has been made available:

- a. On the Town's website ([www.kentville.ca](http://www.kentville.ca)) since June, with a link to "survey monkey."
- b. In the e-newsletter (Keeping Kentville Connected) during the months of August and September.
- c. Through email correspondence to the Clerk's office.



4. Other promotion of the Council size review and public meeting has/or will be done:
  - a. On Council and Council Advisory Committee agendas since June.
  - b. On the Town's weekly Radio Program (AVR/Magic 97),
5. A public meeting has been scheduled for September 29th (6:00 to 7:00p.m.) in the Council Chambers and has been advertised:
  - a. in the Advertiser as part of the Council meeting notice,
  - b. in the Advertiser as a Special Public Meeting (September 23 publication),
  - c. in the Valley Herald (publication of September 12),
  - d. on the Town's website;
  - e. on the radio program at AVR.

[Exhibit K-1, pp. 14-15]

[7] At the September 29, 2014, meeting only three people came out, all of whom supported the status quo. The results of "survey monkey" were 19 to maintain status quo, one to increase by two, and 10 to decrease by two.

[8] Council, at its October 27, 2014, meeting considered a report and recommendation from the October 14, 2014, meeting of the Council Advisory Committee. Council decided to maintain the status quo of six councillors and the Mayor.

## II FINDINGS

[9] Section 368(5) of the *Act* sets out the criteria for the Board to consider:

368(5) In determining the number of councillors for a town, the Board shall consider the population and geographic size of the town.

[10] For the purposes of the *Act*, the position of mayor is not included in the number of councillors and, accordingly, does not fall within the scope of this review conducted by the Board.

[11] The Board wishes to commend Council and staff on the thorough approach they had undertaken with this review. The background papers and studies prepared by staff were helpful to solicit input at the well-advertised Public Meeting and through social media.

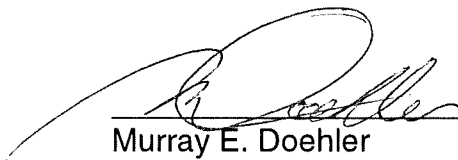




[12] There was no objection made at the hearing to the Town's application to confirm six councillors, elected at large. The Board accepts the reasons advanced by the Town of Kentville for confirming the existing number of councillors. The Board approves the application.

[13] An Order will issue accordingly.

**DATED** at Halifax, Nova Scotia, this 17<sup>th</sup> day of December, 2014.



Murray E. Doehler



**NOVA SCOTIA UTILITY AND REVIEW BOARD**

**IN THE MATTER OF:** An **APPLICATION** pursuant to **section 368 or 369** of the **MUNICIPAL GOVERNMENT ACT** for use by TOWNS which do not have polling districts or wards

The Council of the Town of           **kentville**           makes application to the Nova Scotia Utility and Review Board to:

- confirm the number of councillors
- alter the number of councillors

1. There are at present           **6**           Councillors in the town.
2. The geographic size of the town is           **30 k<sup>2</sup> ±**
3. The latest population statistics for the town are           **6,094**
4. The number of electors from the last municipal election which was held on           **Oct. 20 2012**           are           **4,089**           month / day/ year

5. The number of councillors elected should be confirmed for the following reasons:  
 (a) *current number provides opportunities for diversity and (b) attention to council-related and committee work.*  
**OR** (c) *Additional committees and projects can be added to current Council workload. (b) kentville can afford 6 councilors*

5. a) The following changes to the number of councillors to be elected are proposed:
  
- b) The reasons for these proposed changes are as follows:

DATED at           **Kentville**           )  
 County of           **Kings**           )  
 this           **29**           day of           **October**           )  
 20           **14**           )  
 )  
 )  
 )  
 )

          *Carol A. Barnes*            
 Mayor

          *Carol A. Barnes*            
 Clerk

5. The number and boundaries of the polling districts and the number of councillors elected therefrom should be confirmed for the following reasons:

*Status quo - not a financial nor political priority at this time to expand Kentville boundaries to include populated areas on its borders.*

OR

5. a) The following changes to the number and boundaries of the polling districts and the number of councillors to be elected therefrom are proposed:


b) The reasons for these proposed changes are as follows:


c) The following table shows an estimate of the voter statistics which will result if the changes are approved by the Board:

Polling District	Number of Electors	% of Total Electors	Variation from the Average Number of Voters	
			#	%

Total Number of Electors:  
Total Number of Councillors:  
Average Number of Electors per Councillor:

DATED at Kentville )  
County of Kings )  
this 29 day of October )  
20 14 )  
)  
)  
)  
)

  
\_\_\_\_\_  
Mayor/Warden

  
\_\_\_\_\_  
Clerk





# Council Advisory Committee

## Re: Council Size and Boundary Review

*(Municipal Government Act – Section 369)*

**October 14, 2014**

### **Purpose**

This report is intended to provide guidance to Council in responding to UARB's request to "conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness, and the number of Councilors."

### **Boundary Review**

Council has previously recommended that the boundaries of Kentville remain the same and therefore, a motion to that effect will be requested at the end of this report.

### **Council Size Review**

As of noon today, the public engagement part of the Council Size Review process is over. Three options were made available to the public for its consideration and input:

- Increase Council Size by 2 members (8 councilors and the Mayor)
- Decrease Council Size by 2 members (4 councilors and the Mayor)
- Maintain the Status Quo (6 councilors and the Mayor).

Since mid-July, opportunities have existed for the public to register their opinions, through one of the following methods:

- Telephoning the Administration Office (902-679-2503)
- Online, using [surveymonkey.com](http://surveymonkey.com) (linked to the Town's E-newsletter and website)
- By e-mail - [carolh@kentville.ca](mailto:carolh@kentville.ca)
- Canada Post
- In person at the Town Hall
- At the Public Engagement Session (September 29, 2014 – 6:00 to 7:00 p.m.)

Awareness of this municipal requirement (*MGA.s369*), along with the invitation to participate, were made available through the following methods:

- Local newspapers (Kings County Advertiser, Kings County Register, and Annapolis Valley Herald);
- Social media (facebook, twitter) – followers of 1200 and 1300 respectively;
- Town's website – [www.kentville.ca](http://www.kentville.ca) ;
- Town's E-Newsletter – Distribution list of 445;
- Local radio station – AVR/Magic 97 – weekly show;
- Agenda Item - CAC and Council meetings;
- Public Engagement Session;

## Statistics from Public Input

Social media response:	1 (status quo)	0 (increase by 2)	0 (decrease by 2)
Public Engagement Session:	2 (status quo)	0 (increase by 2)	0 (decrease by 2)
Other Sources:	19 (status quo)	1 (increase by 2)	10 (decrease by 2)
<b>Totals</b>	<b>22 (status quo)</b>	<b>1 (increase by 2)</b>	<b>10 (decrease by 2)</b>

## Decisions Required

As was requested of the public, Council must now reflect on the four considerations relating to the issue of Council size:

- Is the workload and time commitment required, in balance with the number of councilors?
- Does the number of councilors allow for diversity?
- Does the number of councilors allow for future participation on additional committees and projects?
- What can Kentville afford?

You are now required to make 2 recommendations to Council, which will then become part of the submission to UARB.

- Town Boundary
- Appropriate Council Size

Respectfully submitted,

Carol Harmes, Town Clerk

# COUNCIL ADVISORY COMMITTEE

## RECOMMENDATION TO COUNCIL

### Re: Kentville Town Boundary Review

At the October 14, 2014 meeting of Council Advisory Committee, Town Clerk Carol Harmes reiterated that UARB requests each municipality (every 8 years) to “conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness, and the number of Councilors.” As this request deals with two separate issues – one on boundaries and another on Council size - each was discussed separately.

At first consideration, it would seem logical that a boundary review would not be a part of this process, as the Town of Kentville does not have “ward” divisions as found in larger municipal units. In these cases, changing populations in some wards could affect voter representation by Council and could trigger the need for a boundary change. However, the *Municipal Government Act, s.357 and 358* also allows boundary changes in cases of annexation with neighbouring municipalities, where boundary expansions would be considered logical to incorporate peripheral populations. However, as such changes in the Town of Kentville and County of Kings boundaries would require a financial and political commitment by both municipalities, this would not appear to be a priority at this point in time.

Therefore, Council Advisory Committee recommended

**that Town Council submit an application to the Utility and Review Board asking for consideration that the Town boundaries remain the same.**

Approved  
Oct. 27, 2014





# COUNCIL ADVISORY COMMITTEE

## RECOMMENDATION TO COUNCIL

### Re: Kentville Town Council Size Review

At the October 14, 2014 meeting of Council Advisory Committee, Town Clerk Carol Harnes reiterated that UARB requests each municipality (every 8 years) to “conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness, and the number of Councilors.” As this request deals with two separate issues – one on boundaries and another on Council size - each was discussed separately.

Following a review of the number of councilors at municipal units of similar size and services, and considering the public input received, Council was asked to consider four issues prior to supporting either an increase in council numbers, a decrease in council numbers or in maintaining the status quo. These considerations were:

- Is the workload and time commitment required, in balance with the number of councilors?
- Does the number of councilors allow for diversity?
- Does the number of councilors allow for future participation on additional committees and projects?
- What can Kentville afford?

Following this, Council Advisory Committee recommended

**that Town Council submit an application to the Utility and Review Board asking for consideration that the Town maintains the status quo of 6 councilors and the Mayor.**

*Approved  
Oct. 27, 2014*





# KENTVILLE TOWN COUNCIL

## MINUTES

### October 27, 2014

#### PRESENT

Mayor David Corkum, Deputy Mayor Mark Pearl, Councilor Nola Folker-Hill, Councilor Bill Boyd, Councilor Bernie Cooper, Councilor Eric Bolland, Councilor Tony Bentley, Solicitor Cris Shirrett, CAO Mark Phillips and Clerk Carol Harmes.

#### CALL TO ORDER AND ROLL CALL

Mayor David Corkum called the meeting to order at 7:00 p.m., and CAO Phillips reported that all members of Council were present, along with the solicitor, the Town Clerk and himself as CAO.

#### APPROVAL OF THE AGENDA

It was moved by Councilor Eric Bolland and seconded by Councilor Bernie Cooper

**that the agenda be approved with the addition of**  
**8(a) Canadian Federation of New Business**  
**6 (a) 5 - Kings Partnership Steering Committee – Meeting Dates**

**MOTION CARRIED**

#### PRESENTATIONS

(a) none

#### APPROVAL OF THE MINUTES

(a) **September 29, 2014**

It was moved by Councilor Bill Boyd and seconded by Councilor Tony Bentley

**that the minutes of September 29, 2014 be approved, as circulated.**

**MOTION CARRIED**

#### BUSINESS ARISING FROM THE MINUTES

(a) none

#### RECOMMENDATIONS AND REPORTS

**Council Advisory Committee**  
**(1) Partial Tax Exemption**

Deputy Mayor Mark Pearl reported that at the October 14, 2014 meeting of Council Advisory Committee, CAO Phillips reported that the Open Arms is a non-profit organization, owning property in Kentville, and has applied for consideration of a partial tax exemption, as per the Town's bylaw – Chapter 87 – Partial Tax Exemption.

To ensure fairness and equitable treatment of all applications for funding, this bylaw was reviewed, along with policy G28 – Requests

for Funding from Organizations. Following this, the CAO reported that in his opinion the bylaw for partial Tax Exemption is the proper document to respond to the request from Open Arms, and therefore, added that the current commercial taxes are \$4,584.92, whereas, residential taxes are \$1,926.87. With consideration of a 100% usage for the building, the residential rate would apply, resulting in a savings to Open Arms of \$2,658.05.

Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper

**that Open Arms Resource Centre Society be granted a partial tax exemption which, based on 100% of the whole, would equal \$2,658.05 in the current year, in accordance with Chapter 87 – Partial Tax Exemption Bylaw, effective April 1, 2014**

And further,

**that a recommendation be made to Town Council that the amendment of Chapter 87 – Partial Tax Exemption Bylaw and Schedule A be made to reflect the inclusion of the Open Arms Resource Centre Society.**

**MOTION CARRIED**

**(2) G67-Recognition of Community Contributions Policy**

Deputy Mayor Mark Pearl reported that at the October 14, 2014 meeting of Council Advisory Committee, Town Clerk Carol Harnes submitted a Policy Statement that related to public recognition of the contributions made by citizens (either individually or as a group) towards the programs, special events, facilities and well-being of the Town, and further, that equity and fairness be ensured during the selection process.

As members agreed that the policy provided a good balance between specific guidelines and flexibility, it was moved by Councilor Eric Bolland and seconded by Councilor Tony Bentley

**that Policy Statement G67 Recognition of Community Contributions Policy be adopted.**

**MOTION CARRIED**

**(3) Kentville Town Council Size Review**

Deputy Mayor Mark Pearl reported that at the October 14, 2014 meeting of Council Advisory Committee, Town Clerk Carol Harnes reiterated that UARB requests each municipality (every 8 years) to “conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness, and the number of



Councilors.” As this request deals with two separate issues – one on boundaries and another on Council size - each was discussed separately.

Following a review of the number of councilors at municipal units of similar size and services, and considering the public input received, Council was asked to consider four issues prior to supporting either an increase in council numbers, a decrease in council numbers or in maintaining the status quo. These considerations were:

- Is the workload and time commitment required in balance with the number of councilors?
- Does the number of councilors allow for diversity?
- Does the number of councilors allow for future participation on additional committees and projects?
- What can Kentville afford?

Following this, it was moved by Councilor Bernie Cooper and seconded by Councilor Nola Folker-Hill

**that Town Council submit an application to the Utility and Review Board asking for consideration that the Town maintains the status quo of 6 councilors and the Mayor.**

**MOTION CARRIED**

#### **(4) Kentville Town Boundary Review**

Deputy Mayor Mark Pearl reported that at the October 14, 2014 meeting of Council Advisory Committee, Town Clerk Carol Harmes reiterated that UARB requests each municipality (every 8 years) to “conduct a study of the number and boundaries of polling districts in the municipality, their fairness and reasonableness, and the number of Councilors.” As this request deals with two separate issues – one on boundaries and another on Council size - each was discussed separately.

At first consideration, it would seem logical that a boundary review would not be a part of this process, as the Town of Kentville does not have “ward” divisions as found in larger municipal units. In these cases, changing populations in some wards could affect voter representation by Council and could trigger the need for a boundary change. However, the *Municipal Government Act, s.357 and 358* also allows boundary changes in cases of annexation with neighbouring municipalities, where boundary expansions would be considered logical to incorporate peripheral populations. However, as such changes in the Town of Kentville and County of Kings boundaries

would require a financial and political commitment by both municipalities, this would not appear to be a priority at this point in time.

Therefore, it was moved by Councilor Bill Boyd and seconded by Councilor Bernie Cooper

**that Town Council submit an application to the Utility and Review Board asking for consideration that the Town boundaries remain the same.**

**MOTION CARRIED**

**(5) Kings Partnership Steering Committee – Meeting Dates**

Councilor Bill Boyd noted that he has been contacting members of KPSC to coordinate a date for a Joint Council KPSC meeting at which Gordon MacIntosh could facilitate. He added that Mr. MacIntosh is heavily scheduled, however, could be available in April 2015.

**b) Fire**

**(i) Chief's Report**

CAO Phillips reported that there is no written report, however, he added that the statistics are being sent to the Town, although the breakdown is not similar to previous reports. Whereas, Ryan MacEachern is a part time chief and a new employee has taken on an administrative role, the reports have not been generated routinely for Council's use. He assured Council that the statistics are being examined and any queries explored.

Points from Discussion

- The financial aspects of the KVFD are handled through the Town's Finance Department, and it might be possible to include some financial information through the Joint Fire Services Report.
- The Town is keeping abreast with the ongoing situation at that Department.
- Any boundary changes for the fire districts may affect the Town only in response issues, as boundary issues seem to relate to New Minas/Greenwich area.

**(ii) Joint Fire Services Committee Report**

Councilor Bill Boyd noted that this group will meet on October 30<sup>th</sup> at the Fire Hall. He added that the Director of Finance comes to these meetings and gives a very comprehensive report.

Matt Boates has returned to the administrative position with the fire





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**TO:** Council Advisory Committee (CAC)

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer (CAO)

**DATE:** May 9, 2022

**SUBJECT:** Briefing Note: Noise By-Law

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### **ORIGIN**

At the April 11, 2022, CAC meeting direction was provided to the CAO regarding some consideration for a revised Noise By Law for the Town of Kentville. These included considering the Town Noise By Law include and define “point of reception”, adjusting the day time decibel limit to seventy (70) and measurement of noise be conducted by standing at least six (6) feet from large structures such as a house.

### **BACKGROUND**

As part of the original briefing note to CAC other jurisdictions were reviewed. Many focused on the disturbance rather than the noise level. For those that focused on the noise level measurement was done through various tools and approaches.

Section 172 of the Municipal Government Act (MGA) gives municipalities the power to establish By Laws. In this case 172 (d) focuses on by laws which “nuisances, activities and things that, in the opinion of the council, may be or may cause nuisances, including noise, weeds, burning, odours, fumes and vibrations and, without limiting the generality of the foregoing, by-laws”.

Setting an objective stand like a daytime or nighttime decibel level is important for enforcement but does not get to the heart of the purpose of the by law.

1. What does council see as a nuisance? Some communities focus on noise from partying students while others around industrial equipment or machinery.
2. Is the nuisance measurable and penalties enforceable? If brought before a court would a judge uphold the by law?
3. Is the by law preventing the nuisance council wants to prevent? Does it stop late night parties or machinery from waking up neighbours.

In reviewing other municipal by laws for noise, Halifax Regional Municipality points to community-based objective standards or the standard one reasonably expected to hear in a given community. This really attempts to be an objective standard on a subjective interaction. Does a police officer or by law enforcement officer believes there is an infraction? While the current Kentville By Law references “no person shall engage in any noise- making activity that unreasonably disturbs or tends to disturb the peace and tranquility of a person located within the boundaries of the Town of Kentville”, it does not consider some noises are more likely to and should be expected to occur in some areas versus others. The industrial park which has an exemption, will likely have larger refrigeration and mechanical devices on buildings or warehouses that will be louder that what might be heard in a residential neighbourhood.

Likewise in summer months portable air conditioning units are more likely to be heard running in residential areas than in colder seasons.

In addition, and not previously discussed, consideration should be given to changing the timing and notification process when an exemption is requested particularly for construction purposes. Currently the exemption request asks for ten (10) days notice and the Town mail the notice to residents within one hundred (100) meters. This proves problematic as concrete pours or late delivery of materials rarely provide for ten (10) days notice and ordinary mail even at ten (10) days may not arrive.

Consideration to change, for construction purposes, the temporary exemption to forty-eight (48) hours notice to the Town and signed off by the planning department with hand delivered notices by the contractor to all adjacent residents and businesses. For events or planned disruptions, the existing notice process could be maintained.

The above items are components of a larger discussion around intent of the by law and enforcement. What is council looking to enforce, is it enforceable and does it prevent what is hoped to be prevented? After further direction from council a revised Noise By Law will return to council for consideration.

#### **CLARIFICATION FROM COUNCIL**

Should Council consider the larger issue looking at what the Town is wanting to enforce? Are there specific issues at large? or more specific to certain areas?

Town of Kentville Decision Wheel:





TO: CAC  
FROM: Beverly Gentleman, Director of Planning and Development  
Date: May 9, 2022  
RE: Heritage Bylaw

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At the April 25<sup>th</sup>, 2022, Council meeting Councilor Maxwell submitted a request for decision to direct staff to draft a heritage bylaw for the June 2022 Council meeting. At the end of Council deliberations staff were directed to provide a general overview of the Heritage Property Act for CAC's review at their May 2022 meeting.

The Heritage Property Act was passed in 1980 – its purpose is to identify and protect built heritage – buildings, structures, and districts that have historical, cultural or architectural values. The Act authorizes municipalities to establish a registry of locally significant heritage properties through the adoption of a heritage bylaw. Properties are registered by Council on the recommendation of a Heritage Advisory Committee. Once a property is registered, any substantial alterations, including demolition must be approved by Council. If Council refuses, the applicant may wait one year and then undertake the alterations without penalty.

The Government of Nova Scotia's [Heritage Property Act](#) allows for different types of property registration based upon the property's historical associations.

For example, if a local business and its owner are known for contributing to the establishment of a town's economy, the property may have heritage value as a registered municipal heritage property. However, if the same property affected the industrial economy of the province, it may also have strong heritage value as a registered provincial heritage property.

In either case, the property's historical associations help determine its designation once registered under the act. It should be noted that the different designations do not represent different levels of heritage value.

## **Types of Municipal Heritage Registration:**

**Individual registered municipal heritage properties** can occur when properties are deemed to have a local or community level of heritage value. Heritage value may include architecture, historical associations, or settings and provide important representations of municipality's history.

**A registered municipal streetscape** can occur when a grouping of properties (collectively) is deemed to have local or community heritage value. These properties must all be visible from one vantage point.

**A registered municipal heritage conservation district** can occur when a large area of urban or rural properties (collectively) is deemed to have a local or community level of heritage value. The properties contained within the district's boundaries typically cannot be entirely seen from one vantage point. All districts are developed by the community for the community and have their own bylaw and plan for administrations.

**A registered municipal public-building interior** can occur when the character-defining elements of a publicly accessible building interior owned by the municipality is deemed to have municipal heritage value.

**A municipal cultural landscape** can occur when a distinct geographical area or property uniquely representing the combined work of nature and of people is deemed to have municipal heritage value.

A review of other municipalities who have Heritage Bylaws ensure that the designation of properties is voluntary. Though many municipalities do not provide specific financial incentives there are provincial moneys available for exterior renovations in the form of grants or GHT rebates. The province offers a full rebate on the provincial sales tax paid for material used on the exterior of the buildings. Municipalities that to do provide financial incentives range any were from \$2,000.00 (Yarmouth) to \$15,000 (Halifax) subject to varying criteria.

Additional considerations suggested by municipalities with Heritage Bylaws:

- Ensure designations are voluntary;
- Establish a Heritage Committee which consists of historians and architects.
- A property with a heritage designation is generally more expensive to ensure because the replacement cost for approve material is more expensive. Some insurance companies have refused to ensure properties with a heritage designation.

Attachments:

- Insurance Bureau of Canada – Insuring heritage homes
- Examples of Bylaws for Kings County, Town of Yarmouth, and West Hants



# Insuring your heritage home

INSURANCE  
BUREAU  
OF CANADA



BUREAU  
D'ASSURANCE  
DU CANADA



## It's all about risk.

But in other ways your home *is* just like a "regular," older home. It's inherently risky for an insurance company to insure an older home, because there are so many unknowns. That's why insurance companies may ask for proof of updates. For example, some insurance companies want some kind of guarantee that any home, whether heritage or not, and designated or not, does not have knob-and-tube wiring (which can increase the chance of a fire if the wiring has deteriorated or has been damaged during renovations). Also, the roof must have been updated, normally within the previous twenty years. The plumbing may have to be upgraded to copper or plastic and the heating system may have to be upgraded to an acceptable heat source (e.g., a forced air gas furnace or electric heat) or be inspected by a qualified heating specialist. For a row house or a semi-detached home of any age or designation, your insurance company may also be interested in proof of an adequate fire-break between the homes.

The age of any home creates a higher number of maintenance issues due to wear and tear over the years. Insurers are looking for well-maintained, quality homes with good claims records.

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If you have any specific questions about insurance for your heritage home, do not hesitate to contact one of Insurance Bureau of Canada's regional consumer centres.

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Here are just a few examples of how your home may be more expensive to replace than a "regular" house:

- **Plaster mouldings, specially milled baseboards:**

The contractor cannot simply go to the local building centre and pick up the required materials. Often, special craftspersons must be brought into the rebuilding project. Depending on where you live, the right people may be more difficult to find. The cost to rebuild your home may also change over time as some of the unique features become more difficult to replace due to changes in the availability of the required materials and specialty contractors.

- **Planning approvals:** There are often more layers of bureaucracy involved in repairing or rebuilding a heritage home. In addition to the costs incurred in seeking these approvals, insurers must also pay for your temporary living arrangements for a longer period of time than would be the case with a "regular" house.

- **Claims settlement costs:** The extra time required for approvals and repairs also means that a heritage home claim can be open on an insurance company's books for a longer period of time. When insuring a heritage home, an insurance company must be willing to take on the added costs of managing a lengthy claim.

- **Insurer expertise:** In order to adequately assess your home, insurers must have appraisals done by qualified professionals with expertise in evaluating heritage homes.

- **By-laws:** In some jurisdictions there are special by-laws that affect how your home is rebuilt. It is generally a requirement that all heritage homes be rebuilt on the original site, to the original occupancy, using materials similar to the like and kind that existed at the time it was built. These requirements must be factored into the insurance company's estimate of the cost to rebuild your home. By-laws also change over time and may affect the replacement cost of your home. This unknown needs to be factored into the pricing structure so your insurer collects enough in premiums from all of the risks it insures to pay for the cost of rebuilding your home.

Also, if your home is made with what are now known to be contaminants (such as asbestos), special disposal must be arranged, and this also adds to the cost of a claim.



# Insurance and Heritage Properties

In the past year, the National Trust has received numerous reports of insurance policies on heritage properties are being cancelled with 24-hour notice, not being renewed, or being rejected with no clear rationale. This is putting buildings at risk and putting inappropriately large financial burden on the owners of these buildings. Why is this happening, and what can be done?

The bigger picture is that the Canadian insurance industry is in near-crisis mode, and heritage properties are playing a small but significant role in the turmoil. As in the mid-2000s when there were similar insurance pressures, the industry is currently in a very "hard" market: it is having to pay out massive claims due to extreme weather events and is now going to great lengths to minimize any other risks it can. The result is that any property that has unknown factors or risks – whether real, perceived or misunderstood – are being questioned or rejected. Older buildings, especially designated heritage buildings, appear to have become a target of this approach.

[Insurance Survey pdf](#)



## MUNICIPALITY OF THE COUNTY OF KINGS

### HERITAGE PROPERTY EVALUATION CRITERIA APPROVED MARCH 4 2014

The following criteria will be used by the Kings County Heritage Advisory Committee in recommending inclusion of a property in the municipal heritage registry. Points will be awarded as noted below.

#### BUILDINGS AND STRUCTURES

##### HISTORY & CULTURE

###### Period

Building or structure date from:

1675-1755 Acadian (automatically eligible for designation)		
1756-1800 New England Planter/United Empire Loyalist migration	15	
1801-1840 General development of education & transportation	12	
1841-1890 Age of Sail – rise of coastal communities	10	
1891-1914 Kings Co. becoming 'Orchard of the Empire'	7	
1915-1939 WWI – Interwar	5	
1940+ WWII to present	0	

###### Association

Association with the life or activities of a person, group, organization, institution or event that has made a significant contribution to the community, province or nation.

Building or structure is intimately connected to a person, group event, etc. of primary importance	25	
Building or structure is loosely connected to a person, group, event, etc. of primary importance.	20	
Building or structure Building is intimately connected to a person, group, -or event , etc of secondary importance	15	
Building or structure is loosely connected to a person, group, event, etc. of secondary importance.	10	
Building or structure has no known connection to a person, group, event, etc. of importance.	0	

###### Continuity of Ownership

Building or structure is owned, occupied or cared for by descendents of original developer.	10	
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## ARCHITECTURE

### Style

In comparison to recognized historical building styles the style is considered a:

Very rare example or contains a very rare element	10	
Rare example or contains a rare element	7	
Common example	5	
Very common example	0	

### Construction type/building technology

The type of construction or building technology used is considered:

Very rare or early example	10	
Rare or fairly early example	7	
Common example	5	
Very common example	0	

*\* additional points may be awarded for uncommon technology*

### Architect/builder

The property is an example of an architect/builder's work that is considered:

Very rare or work from an architect/builder of exceptional interest	20	
Rare or work from an architect/builder of special interest	15	
Common or architect/builder of little interest	5	
Very common or architect/builder of no interest or unknown	0	

### Condition

The building's structural condition and state of repair is:

Excellent	10	
Very good	7	
Fair	5	
Poor	0	

*\* additional points may be awarded if owner has made a commitment to restoration*

## CONTEXT/ENVIRONMENT

### Landmark

Importance of building as a visual landmark:

Symbol of provincial importance	15	
Symbol of county or regional importance	15	
Symbol of community importance	15	
Little or no symbolic value	0	



Environment

The extent to which the building or structure contributes to the historical/architectural character of the area:

Essential to maintaining the dominant character	15	
Important to maintaining the dominant character	10	
Compatible with the dominant character	5	
Incompatible with the dominant character	0	

Integrity

Building or structure is on its original site with few or minor exterior alterations	10	
Building or structure is on its original site with major exterior alterations	7	
Building or structure has been relocated and has minor exterior alterations	5	
Building or structure has been relocated and has major exterior alterations	0	

*\* additional points may be awarded if owner has made commitment to restoration or to removal of incompatible elements*

**SCORING**

<b>Total Score</b>		
<b>Recommended for Designation</b>	<b>YES</b>	<b>NO</b>

Properties scoring more than 100 points will be given the highest priority for designation; properties scoring between 75-100 points will be given second priority for designation; and properties scoring between 50-74 points will be given third priority for designation.

Property Name, address and PID:

Scored By:

Date:

## STREETSCAPES, CULTURAL LANDSCAPES and AREAS

### HISTORY & CULTURE

#### Period

The streetscape, cultural landscape or area dates from:

1675-1755 Acadian (automatically eligible for designation)		
1756-1800 New England Planter/United Empire Loyalist migration	15	
1801-1840 General development of education & transportation	12	
1841-1890 Age of Sail – rise of coastal communities	10	
1891-1914 Kings Co. becoming 'Orchard of the Empire'	7	
1915-1939 WWI – Interwar	5	
1940+ WWII to present	0	

#### Association

Association with the life or activities of a person, group, organization, institution or event that has made a significant contribution to the community, province or nation.

The streetscape, cultural landscape or area is:

intimately connected to a person, group event, etc. of primary importance	25	
loosely connected to a person, group, event, etc. of primary importance.	20	
intimately connected to a person, group, event , etc of secondary importance	15	
loosely connected to a person, group, event, etc. of secondary importance	10	
not known connected to a person, group, event, etc. of importance.	0	

#### Continuity of Ownership

The streetscape, cultural landscape or area is owned, occupied or cared for by descendents of persons originally associated with the property.	10	
--	----	--

#### Condition

The structural condition and state of repair of the streetscape, cultural landscape or area is:

Excellent	10	
Very good	7	
Fair	5	
Poor	0	

*\* additional points may be awarded if owner has made commitment to restoration*

## CONTEXT/ENVIRONMENT

### Landmark

Importance of the streetscape, cultural landscape or area as a visual landmark:

Symbol of provincial importance	15	
Symbol of county or regional importance	15	
Symbol of community importance	15	
Little or no symbolic value	0	

### Environment

The extent to which the streetscape, cultural landscape or area contributes to the historical/architectural character of the area:

Essential to maintaining the dominant character	15	
Important to maintaining the dominant character	10	
Compatible with the dominant character	5	
Incompatible to the dominant character	0	

### Integrity

authenticity and integrity of the site are evident despite major changes to the streetscape, cultural landscape or area	15	
few or minor exterior alterations have been made to the streetscape, cultural landscape or area	10	
major alterations have been made to the streetscape, cultural landscape or area	7	
artifacts from the original use are present		

## SCORING

<b>Total Score</b>		
<b>Recommended for Designation</b>	<b>YES</b>	<b>NO</b>

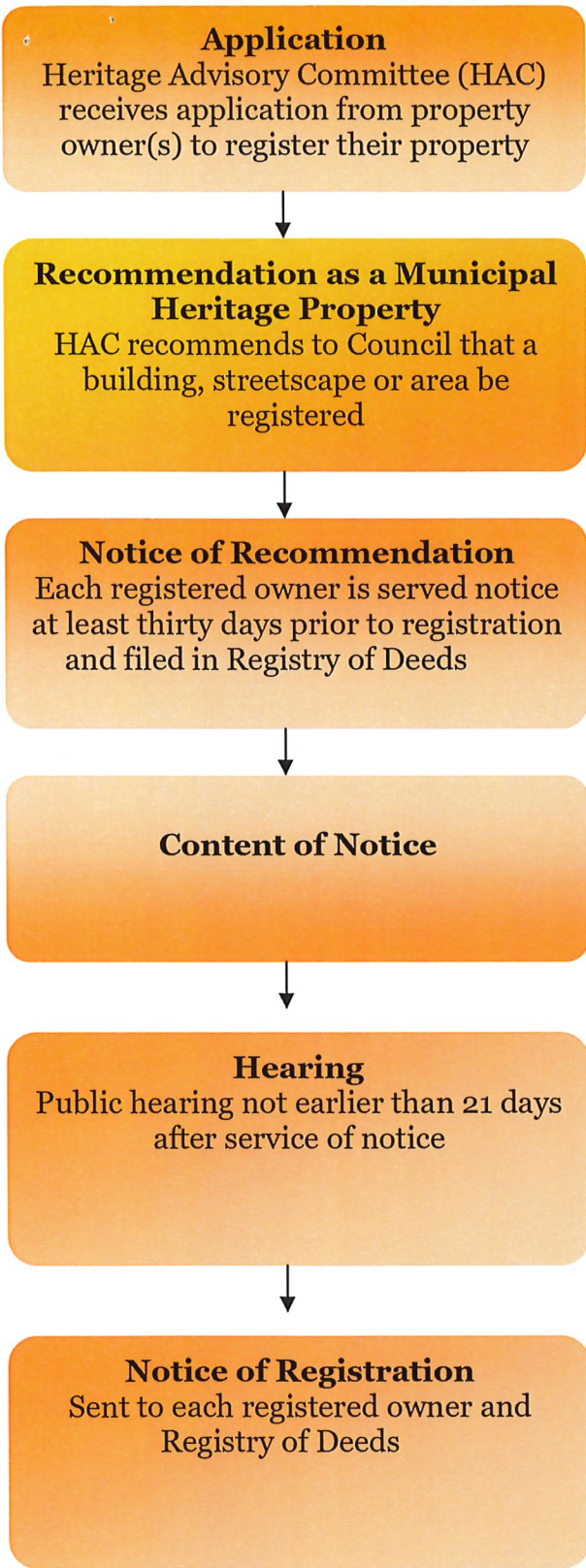
Streetscapes, cultural landscapes or areas scoring more than 100 points will be given the highest priority for designation; those scoring between 75-100 points will be given second priority for designation; and those scoring between 50-74 points will be given third priority for designation. Those not achieving a score of fifty may not be registered unless they are scored as "1675-1755" Acadian which are automatically eligible for registration.

Property Name, address and PID:

Scored By:

Date:

# PROCESS FOR REGISTERING A MUNICIPAL HERITAGE PROPERTY



- The mentioned property has been recommended for registration
- Statement of the reasons for the recommendation
- Notification of the owner to be heard and of the time and place for the hearing
- Summary of the consequences of registration
- No alteration to the exterior appearance of or demolish for one hundred and twenty days after the notice is served





# Heritage Property Registration

[Print \(/registration/print.html\)](/registration/print.html)

[Email \(/component/com\\_mailto/link,5eb17fc99a818560db11b252333cbb9aa5642a69/template,urbanus/tmpl,component/\)](/component/com_mailto/link,5eb17fc99a818560db11b252333cbb9aa5642a69/template,urbanus/tmpl,component/)



Heritage property registration is a form of protection for our built heritage, which limits the changes which can be made to the exterior of a building but places no restrictions on the interior of the building. It also allows for a delay period of one year before a building can be demolished or substantially altered, to allow for better alternatives to be explored.

By applying for heritage property status, you'll be preserving your property for future generations and be recognized with a special plaque that signals your home's role in our shared cultural heritage. **Here's a list of all currently registered properties. (/heritage-properties.html)**

## Eligibility

To be eligible for Municipal Heritage Property registration, a building, site, or monument must first qualify by meeting one or more of the following criteria:

- associated with one or more persons of local significance
- associated with groups, organizations or institutions of local significance

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- associated with a theme or event in local history or is typical of an era
- provides an example of a particular architectural style or building technique
- associated with a notable architect, master builder, or engineer
- an outstanding landmark fundamentally inseparable from the public's perception of Yarmouth's heritage



While any building regardless of age can be considered for registration, sites whose construction predates 1914 (including buildings, monuments, or burial grounds) are eligible. However, any building, regardless of its age, can be considered for registration. Note that a property may be considered worthy of registration even though it does not meet the above selection criteria.

## The Registration Process

Registration is overseen by the **Heritage Advisory Committee** (</directory-of-committees.html>), which:

- Receives applications for registration
- Oversees the necessary research
- Makes recommendations to Town Council

## Heritage Incentive Program ›

The Town of Yarmouth has a Heritage Incentive Program, in which municipally registered Heritage Properties located within the Town of Yarmouth are eligible for matched financial support for exterior conservation work! This is an annual program in which owners of such properties may apply for 50% cost sharing support from the Town to aide in exterior renovations to their property, to an annual maximum of \$2,000. **Learn more.** (</heritage-properties-incentive-program.html>)

For more information about heritage property registration, please contact the **Heritage Coordinator** at:

Town Hall  
400 Main St.  
Yarmouth, NS B5A 1G2  
Phone: (902) 742-2521

[ap@townofyarmouth.ca](mailto:ap@townofyarmouth.ca) (<mailto:planning@townofyarmouth.ca>)

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## **TOWN OF YARMOUTH HERITAGE INCENTIVE PROGRAM**

### **Program**

The Town of Yarmouth Heritage Incentives Program is administered by the Heritage Advisory Committee to encourage the conservation of Registered Heritage Properties and those properties located within a Heritage Conservation District. This program is intended solely for non-income generating residential properties and shall exclude any Bed and Breakfast operations, in whole or in part; any rental properties, in whole or in part (including boarders and Boarding and Rooming houses); and, any other type of business operation, in whole or in part (including Home Based Businesses).

Within the limits of the annual budget, the Heritage Incentives Program provides a grant approved pursuant to this program up to a maximum of \$2,000 for eligible exterior conservation work.

### **Operational Criteria**

- The Heritage Incentives Program operates on a fiscal year basis from April 1<sup>st</sup> to March 31<sup>st</sup>.
- A maximum of five (5) approved applications will be considered on an annual basis. (Maximum Annual Budget, \$10,000). Subject to Councils' approval on an annual basis, per fiscal year.

### **Application Requirements**

- Applications may be submitted to:  
Town of Yarmouth  
400 Main Street  
Yarmouth, NS  
B5A 1G2
- Email or faxed applications will not be accepted.
- Late or incomplete applications will not be reviewed.

### **Applications must include:**

- A completed application form.
- Recent photographs of all sides of the building, with close-ups of the areas of work for which the incentive is applied for.
- One contractor estimate for the proposed work.

### **Eligibility of Property**

- Property must be located in the Town of Yarmouth.
- Property must be non-government (Municipal, Provincial or Federal) owned and registered as a Heritage Property or is located within a Heritage Conservation District pursuant to the Heritage Property Act.
- Property must be a non-income generated residential property which excludes any Bed and Breakfast operations, in whole or in part; any rental properties, in whole or in part (including boarders); or, any other type of business operation, in whole or in part

(including Home Based Businesses).

- Property owner must be in good standing with the Town of Yarmouth.

### **Eligible Work & Materials**

Projects which restore exterior architectural elements significant to the heritage character of the Registered Heritage Property, including any of the following:

- **Preservation** of existing exterior architectural elements. This includes, for example, repair of deteriorated windows and doors, cladding, roofing, foundation, cornices, moldings, architectural trim and other significant features.
- **Replacement** of architectural exterior features which still exist but which are beyond preservation or repair. This includes replacement in kind of deteriorated doors and windows, cladding, roofing, cornices, moldings, architectural trim, and other significant features, using accurate reconstruction and materials, sizes, and configurations that match the original.
- **Restoration** of significant architectural exterior features which have been lost but for which the appearance can be clearly determined from physical evidence or documentary sources such as historic drawings or photographs.
- Projects must use traditional materials (wood, stone, brick, etc.) and traditional designs.

### **Ineligible Work & Materials**

- Modern materials such as vinyl or aluminum clad windows, steel doors, vinyl siding, or EIFS (synthetic stucco) cladding.
- Short-term, routine maintenance, including minor repairs to non-original siding or roofing.
- Landscaping features and repairs to minor structures such as fences and retaining walls.
- Poor or defective work.
- Work carried out prior to submission of the application.
- Owner's labour.

### **Project Evaluation**

Projects will be evaluated using *Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada*.

### **Priority Criteria**

- Preference given to first-time applications.
- Higher priority given to preservation and restoration of historic structural and weatherproofing elements than to cosmetic improvements.
- Preference given to restoration of publicly visible features, e.g., an application for restoration of a front porch would have higher priority than a back porch restoration.
- Preference given to applications supported by a Building Conservation Plan prepared by an Architect, Building Inspector, Engineer, or other qualified restoration professional. The Building Conservation Plan may be a drawing or a report which reasonably illustrates all work pursuant to the application.

## **Application Review Process**

- Applications will be screened for basic eligibility as they are received. Applicants will be notified if their application is ineligible.
- Eligible applications will be reviewed and evaluated by the Heritage Coordinator in consultation with the Heritage Advisory Committee.
- Notification of approval or rejection will be mailed to applicants.
- Approval will be conditional on approval of program budget and available funds.
- Due to limited funds, not all eligible applications may receive approval.

## **Maximum & Minimum Incentives & Multiple Applications**

- Incentives are awarded on a 50% cost-sharing, matching basis.
- The maximum annual incentive is \$2,000 per property.
- The minimum annual incentive is \$500.
- The number of incentives per property is limited to one (1) per year and two (2) in any five (5) year period.

## **Conditions of Approval & Payment of Incentive on Following Year's Taxes**

- Projects must be completed within the fiscal year for which they are approved.
- Incentive is conditional on satisfactory completion of approved work, photographic documentation of completed work, and submission of receipts and paid invoices.
- Deadline for submission of receipts and paid invoices is August 12<sup>th</sup>.
- Incentives for projects not completed by the end of the fiscal year will be forfeited except in exceptional circumstances.
- Incentives are tied to specific approved work. Additional work beyond what is budgeted for and approved will not be funded.
- The applicant shall notify the Town of Yarmouth of any changes to the approved work prior to it being undertaken and shall not proceed with the work without supplementary approval by the Heritage Advisory Committee. Work that deviates from the approved work without a supplementary approval may not be eligible and, at the discretion of the Town of Yarmouth; such incentive may be withheld and reallocated to another Heritage Property.

<b>Name:</b>	Cathy Maxwell		
<b>Date:</b>	April 14, 2022	<b>Date Submitted to CAO:</b>	April 14, 2022

**Request for Decision – Initial – to be completed by Council Member**

<b>Detail</b>	<b>Synopsis</b>				
<b>Decision Requested:</b>	I would like Council to consider developing a Heritage Building Bylaw.				
<b>Background: What? Who? How? When?</b>	<b>Property</b> <input checked="" type="checkbox"/>	<b>Public Opinion</b> <input type="checkbox"/>	<b>Environment</b> <input type="checkbox"/>	<b>Social</b> <input type="checkbox"/>	<b>Economic</b> <input checked="" type="checkbox"/>
	I have had several citizens contact me today about the recent sale of the old Cornwallis Inn Building/ Main Street Station. During one of these discussions, it was pointed out to me that the Town of Kentville does not have a Heritage Building Bylaw, and many are afraid of more historical buildings in Kentville being destroyed. I realize a new bylaw would not be applied to this sale, but I feel it is beyond time such a bylaw was developed.				
<b>Strategic Implication: with Dashboard</b>	<b>Current</b> <input checked="" type="checkbox"/>		<b>Short Term</b> <input type="checkbox"/>		<b>Long Term</b> <input type="checkbox"/>
<b>Budget:</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		<b>Policy: Bylaw</b>		<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
<b>Desired Outcome:</b>	The desired outcome is that we develop a Heritage Building Bylaw in the Town of Kentville.				
<b>Recommendation:</b>	<b>I would like to recommend that we send this to staff for investigation and development.</b>				

**Request for Decision – CAO Initial Review**

<b>Detail</b>	<b>Synopsis</b>
<b>Department:</b> select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
<b>Decision Requested:</b>	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>



<b>Background:</b>	
<b>Budget:</b>	
<b>Staff Workload:</b>	
<b>Policy:</b>	
<b>Response Options:</b>	
<b>Preferred Strategy:</b>	
<b>CAO Comments:</b>	



## West Hants Regional Municipality Heritage Property By-law

### 1.0 Title and Definitions

- 1.1 This By-law is made pursuant to the Heritage Property Act, R.S.N.S. 1989, Chapter 199 as amended from time to time, hereinafter referred to as the "Act", and shall be known and may be cited as the "Heritage Property By-law".
- 1.2 This By-law shall be administered in accordance with the Heritage Property Act, R.S.N.S. 1989.
- 1.3 In this By-law:
- (a) "Act" means the Heritage Property Act;
  - (b) "Area" includes such physical features as cemeteries, historical gardens, statues and monuments;
  - (c) "Council" means the Municipal Council of West Hants Regional Municipality;
  - (d) "Committee" means the Heritage Advisory Committee established pursuant to this By-law;
  - (e) "Municipality" means West Hants Regional Municipality;
  - (f) "Municipal Heritage Property" means a building, public-building interior, streetscape, cultural landscape or area registered in the West Hants Regional Municipality Registry of Heritage Property;
  - (g) "Registered Owner" means an owner of land whose interest in the land is defined and whose name is specified in an instrument in the Land Registry Office, and includes a person assessed with respect to the occupancy of the land;
  - (h) "Registry" means the Municipal Registry of Heritage Property of the Municipality;
  - (i) "Substantial Alteration" means any action that affects or alters the character-defining elements of a property.



## **2.0 Registry**

- 2.1 The Municipality shall establish and maintain a Municipal Registry of Heritage Property where all prescribed documents relating to the registration of Municipal Heritage Property pursuant to the Act or this By-law shall be filed.
- 2.2 The Registry shall contain information with respect to recommendations, registrations and deregistrations, recording particulars of documents required to be lodged at the Land Registry Offices, and true copies of all notices required by the Act.
- 2.3 The Registry shall be accessible to the public at no charge during regular business hours of the Municipality.

## **3.0 Heritage Advisory Committee**

- 3.1 Council shall appoint the Planning Advisory Committee as the Heritage Advisory Committee.
- 3.2 The Heritage Advisory Committee shall be governed, where not inconsistent with the Act or this By-law, by the general rules of procedure applicable to Committees contained in the Council Meeting and Procedural Policy.
- 3.3 The Committee may advise Council respecting:
  - (a) the inclusion of buildings, public-building interiors, streetscapes, cultural landscapes or areas in the Registry;
  - (b) an application for permission to substantially alter or demolish a Municipal Heritage Property;
  - (c) the preparation, amendment, revision or repeal of a Conservation Plan and Conservation By-law;
  - (d) the administration of Heritage Conservation Districts pursuant to the provisions of the Act;
  - (e) an application for a certificate that is required by this Act or the referral of a Conservation Plan and Conservation By-law to Council for a public hearing; and





- (f) any other matters conducive to the effective carrying out of the intent and purpose of this By-law and the Act.

#### **4.0 Notice of Recommendation**

4.1 The Municipality shall cause the Notice of Recommendation to be served upon each registered owner of the building, public-building interior, streetscape, cultural landscape or area that is the subject of the recommendation at least thirty (30) days prior to registration of the building, streetscape or area in the Municipal Registry of Heritage Properties.

One copy of the Notice of Recommendation shall be deposited in the Land Registry Office and one copy of the registration shall be filed in the Municipal Registry of Heritage Property.

4.2 The notice shall contain:

- (a) a statement that the building, public-building interior, streetscape, cultural landscape or area described in the notice has been recommended for registration in the Registry;
- (b) a brief statement of the reasons for the recommendation;
- (c) a summary of the consequences of registration;
- (d) a statement that no person shall demolish or substantially alter the appearance of: a building; a public-building interior; a streetscape; a cultural landscape; or an area, for one hundred and twenty (120) days after the notice is served unless the Municipality sooner refuses to register the property;
- (e) the location of the property and the extent of the recommendation;  
and
- (f) notification of the right of the owner to be heard and of the date, time and place where they may be heard.



## **5.0 Registration and Notification**

- 5.1 Council may register a building, public-building interior, streetscape, cultural landscape or area as a Municipal Heritage Property in accordance with the provisions of the Act and notice of the registration shall include all of the information set out in Section 4.2 above.
- 5.2 Notice of such registration shall be:
- (a) served upon each registered owner;
  - (b) deposited with the Land Registry Office; and
  - (c) filed in the Municipal Registry of Heritage Property.
- 5.3 The Municipality may register the building, public-building interior, streetscape, cultural landscape or area in the Registry at any time not less than thirty (30) days nor more than one hundred and twenty (120) days after the service of the notice required by Section 5.2 above.
- 5.4 No registration pursuant to Section 5.1 shall take place until Council has given the owner of the property an opportunity to be heard and such opportunity shall be given not earlier than three (3) weeks after the service of the notice required by Section 5.2.

## **6.0 Deregistration**

- 6.1 The owner of a Municipal Heritage Property may apply to, or the Municipality on its own motion may, deregister a Municipal Heritage Property after holding a public hearing to consider the proposed deregistration where:
- (a) the property has been destroyed or damaged by any cause; or
  - (b) the continued registration of the property appears to the Council to be inappropriate as a result of the loss of the property's heritage value as identified in the notice of recommendation, unless the loss of the heritage value was caused by neglect, abandonment or other action or inaction of the owner.
- 6.2 Such public hearing shall be held not less than thirty (30) days after notice of the hearing is served on the registered owner of the Municipal Heritage Property and published in a newspaper circulating in the area.





- 6.3 Where a Municipal Heritage Property is deregistered, the Council shall cause notice of the deregistration to be sent to the registered owner of the property and a copy thereof to be deposited at the Land Registry Office.

## **7.0 Alteration or Demolition**

- 7.1 A Municipal Heritage Property shall not be substantially altered in appearance or demolished without the approval of the Municipality.
- 7.2 An application for permission to demolish or substantially alter the appearance of: a building; a public-building interior; a streetscape; a cultural landscape; or an area, which is entered in the Municipal Heritage Registry shall be made in writing to the Municipality.
- 7.3 The application shall be reviewed by staff and a report prepared for the Heritage Advisory Committee for recommendation to Council.
- 7.4 Within thirty (30) days after receiving a report, the Heritage Advisory Committee shall submit a written report and recommendation to Council respecting the application.
- 7.5 The Municipality may take up to three (3) years to consider an application and may require public notice of the application and information meetings respecting the application.
- 7.6 Council may grant the heritage permit either with or without conditions or may refuse the permit, and the Municipality shall advise the applicant of its determination.
- 7.7 Where the owner of a building, public-building interior, streetscape, cultural landscape or area which is entered in the Registry has made application for permission to substantially alter the appearance of or demolish the property and the permission is not received, the owner may make the alteration or carry out the demolition at any time after three (3) years from the date of the application, provided that the alteration or demolition shall not be undertaken more than four (4) years after the date of the application.

## **8.0 Acquisition**

- 8.1 The Municipality may acquire a building, public-building interior, streetscape, cultural landscape or area which is entered in the Municipal Heritage Registry or any right therein.



## **9.0 General**

- 9.1 The Municipality may cause a sign, plaque or other marker to be placed on a Municipal Heritage Property indicating the significance of that property.
- 9.2 Service of any notice required to be made by this By-law shall be sufficient if served upon the person by registered mail at their last known address.
- 9.3 Where a person upon whom service should be made cannot be identified or their address is not known, service shall be sufficient if the notice is affixed in a conspicuous place on the building, public-building interior, streetscape, cultural landscape or area and a copy is delivered to any occupant of the property.

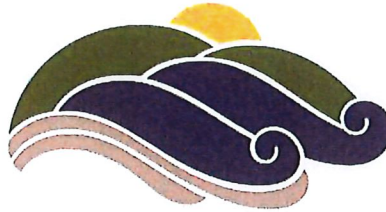
## **10.0 Repeal**

- 10.1 The Heritage Property By-law dated September 18, 2018, of the former Municipality of the District of West Hants, the Heritage Property By-law dated April 13, 1994, of the former Town of Windsor as amended and any other earlier Windsor By-laws related to Heritage Property are hereby repealed.

I, Shelleena Thornton, Municipal Clerk of West Hants Regional Municipality, the Province of Nova Scotia, do hereby certify that this is a true copy of the By-law as adopted by the Council of the Region of Windsor and West Hants Municipality at a meeting duly called and held on the 26th day of January, 2021.

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S. Thornton  
Municipal Clerk



## WEST HANTS

NOVA SCOTIA

### THE MUNICIPALITY OF THE DISTRICT OF WEST HANTS

#### Conservation Work - Municipal Heritage Property

#### GRANT APPLICATION

#### APPLICANT INFORMATION

Name of Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ (work) \_\_\_\_\_ (home)

#### PROPERTY INFORMATION

Name of Registered Property \_\_\_\_\_

Address of Registered Property \_\_\_\_\_

Property Identification Number (PID) \_\_\_\_\_

Is your property a registered provincial heritage property?  Yes  No

Is your property a registered municipal heritage property?  Yes  No

If yes, you must provide a copy of the Notice of Registration.

What is the property used for:

- Single Unit Dwelling
- Multiple Unit Dwelling
- Commercial
- Other: \_\_\_\_\_



Is your property in good standing with the Municipality of the West Hants?

- Yes       No

**PROJECT INFORMATION**

Does the proposed work include preservation of the following elements? *(check all that apply)*

- Deteriorating Windows & Doors
- Cladding
- Roofing
- Foundation
- Cornices
- Moldings
- Architectural Trim
- Other significant Features \_\_\_\_\_

Does the proposed work include replacement of features that are beyond repair for the following elements? *(check all that apply)*

- Architectural Features
- Deteriorating Windows & Doors
- Cladding
- Roofing
- Cornices
- Moldings
- Architectural Trim
- Other significant Features \_\_\_\_\_

Does the proposed work include restoration of features which have been lost but which the appearance can clearly be determined from physical evidence such as photographs or drawings for any of the following elements? *(check all that apply)*

- Architectural Features
- Bay Windows
- Cornices
- Dormers
- Towers
- Other significant Features \_\_\_\_\_

Briefly describe the scope of work proposed for your registered heritage property:

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Pictures of the property and areas of proposed work can be found attached to this application.  Yes  No

A concept sketch of the proposed conservation work can be found attached to this application.  Yes  No

If this work might be considered a substantial alteration to your municipal heritage property, approval by West Hants Council will be required. Please contact the Planning Department for further information.

Have you identified a proposed contractor?  Yes  No

If no, when do you anticipate this can be provided: \_\_\_\_\_

If yes, please provide the name of the contractor: \_\_\_\_\_

Does this contractor have experience with conservation work?  Yes  No

What is the anticipated cost for materials: \$ \_\_\_\_\_

What is the anticipated cost for labour: \$ \_\_\_\_\_

What is the anticipated cost for this project: \$ \_\_\_\_\_

**Please note the conservation work grant is based on the total anticipated costs to the complete the project.**



Have you attached a copy of the contractor's quote/estimate or a detailed breakdown of anticipated project costs:  Yes  No

If no, when do you anticipate this can be provided: \_\_\_\_\_

When will the work begin \_\_\_\_\_

When is the expected completion date: \_\_\_\_\_

**OTHER SUPPORT**

Are you applying for other support to complete this project  Yes  No

Amount of support anticipated \$ \_\_\_\_\_

Do you anticipate any donated materials to complete the project?  Yes  No

Do you anticipate any in-kind labour to complete this project?  Yes  No

**The maximum grant that will be awarded per calendar year is \$5,000 for a registered municipal heritage property that is privately owned.**

**All applications for funding will be accepted at any time throughout the calendar year. Allocation of the funds will be on a first come, first served basis until such time as the funding is completely dispersed.**

**Approval of the funding must be complete before any work is to be done. All work done prior to the approval is ineligible for funding.**

Send application to:

Heritage Advisory Committee  
c/o West Hants Planning Department  
Municipality of the District of West Hants  
76 Morison Drive, PO Box 3000  
Windsor, NS B0N 2T0

For further information, contact the Planning Department at (902)798-6900.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

*CRITERIA FOR THE INCLUSION IN THE MUNICIPAL REGISTRY OF HERITAGE  
PROPERTIES*

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**Period**

Building, structure or evident relationship dates from:

(automatic) Mi'kmaq

(automatic) 1675-1755

Acadian

(15) 1756-1800 New England Planter/United Empire Loyalist migration

(12) 1801-1840 General development of education & transportation

(10) 1841-1900 Age of Sail – rise of coastal communities

(7) 1901-1914 Economic development and prosperity

(5) 1915-1939 WWI – Interwar

(5) 1940+ WWII to present

**Association**

Association with the life or activities of a person, group, organization, institution or event that has made a significant contribution to the community, province or nation.

(25) Intimately connected to a person, group, event, etc. of primary importance

(20) Loosely connected to a person, group, event, etc. of primary importance

(15) Intimately connected to a person, group, event, etc. of secondary importance

(10) Loosely connected to a person, group, event, etc. of secondary importance

(0) No known connection to a person, group, event, etc. of importance

**ARCHITECTURE****Style**

In comparison to recognized historical building styles the style is considered a:

(10) Very rare example or contains a very rare element

(7) Rare example or contains a rare element

(5) Common example

(0) Very common example

**Construction type/building technology**

The type of construction or building technology used is considered:

(10) Very rare or early example

(7) Rare or fairly early example

(5) Common example

(0) Very common example

*CRITERIA FOR THE INCLUSION IN THE MUNICIPAL REGISTRY OF HERITAGE  
PROPERTIES*

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The following criteria will be used by the Heritage Advisory Committee of West Hants Regional Municipality in recommending inclusion of a property in the Municipal Heritage Register. Points will be awarded as noted below.

Property Name, address and PID:

Initial Scoring By:

Date:

### **CONTEXT/ENVIRONMENT**

#### **Landmark**

Importance as a visual landmark:

- (15) Symbol of provincial importance
- (10) Symbol of county or regional importance
- (5) Symbol of community importance
- (0) Little or no symbolic value

#### **Environment**

The extent the property contributes to the historical/architectural character of the area:

- (15) Essential to maintaining the dominant character
- (10) Important to maintaining the dominant character
- (5) Compatible with the dominant character
- (0) Incompatible with the dominant character

#### **Integrity**

- (10) On the original site with few or minor exterior alterations
- (7) On the original site with major exterior alterations
- (5) Building or structure has been relocated and has minor exterior alterations
- (0) Building or structure has been relocated and has major exterior alterations

### **HISTORY & CULTURE**

#### **Continuity**

- (10) Owned, occupied or cared for by descendants of original owner or developer



**WEST HANTS REGIONAL MUNICIPALITY**  
 P.O. Box 3000, 76 Morison Drive, Windsor, NS B0N 2T0  
**Planning and Development Department**  
 Phone: 902-798-8391 Ext. 115      Email: cmerry@westhants.ca

**PROPERTY INFORMATION**

Please include photographs (especially from an earlier era) or other documentation

*Please note: All information provided is public once a report is prepared.*

Information Completed By: _____		Date: _____	
Location:	Civic Address:		
PID:	Name of Property (if any):		
Age:	Source Information:		
Name of Architect:	Name of Builder:		

**PROPERTY INFORMATION**

<b>Type of "Property" (check one)</b> <input type="checkbox"/> Building <input type="checkbox"/> Cultural Landscape <input type="checkbox"/> Structure <input type="checkbox"/> Streetscape <input type="checkbox"/> Cemetery <input type="checkbox"/> Area	<b>What condition is the property in?</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Poor</td> <td style="width: 50%; padding: 5px;"><input type="checkbox"/> Good</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Fair</td> <td style="padding: 5px;"><input type="checkbox"/> Excellent</td> </tr> </table>	<input type="checkbox"/> Poor	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Excellent
<input type="checkbox"/> Poor	<input type="checkbox"/> Good				
<input type="checkbox"/> Fair	<input type="checkbox"/> Excellent				
<b>What condition is the property in?</b> <input type="checkbox"/> Poor <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Excellent	<b>Is the property associated with a person, group, organization, or event which made a significant contribution to the community, Nova Scotia, or Canada?</b> <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, please provide details on a separate sheet.</i>				
<b>Are there any unusual or unique architectural features?</b> <input type="checkbox"/> yes <input type="checkbox"/> no <i>If yes, please describe them on a separate sheet.</i>	<b>Does the property include a distinct design unique to the local area?</b> <input type="checkbox"/> yes <input type="checkbox"/> no				

<p><b>What type of construction is the building or structure?</b></p> <p><input type="checkbox"/> wood frame                      <input type="checkbox"/> other</p> <p><input type="checkbox"/> brick                                      <input type="checkbox"/> n/a</p>	<p><b>Do you think the building / property serves as a visual landmark for Nova Scotia, or the community?</b></p> <p><input type="checkbox"/> yes</p> <p><input type="checkbox"/> no</p>
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**Are there interesting construction techniques or technologies (i.e., wooden pegs, mortise and tenon, etc.?)**

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**Style of building:**

*Refer to Allen Penny's (1989) "Houses of Nova Scotia" and the Nova Scotia Communities, Culture and Heritage Department's "A Nova Scotian's Guide to Built Heritage, Architectural Styles 1604-1930" for architectural information.*

- |   |   |
|---|---|
| <input type="checkbox"/> French Colonial      | <input type="checkbox"/> Greek Revival      |
| <input type="checkbox"/> Dutch Colonial       | <input type="checkbox"/> Modified Gothic    |
| <input type="checkbox"/> New England Colonial | <input type="checkbox"/> Picturesque        |
| <input type="checkbox"/> Vernacular           | <input type="checkbox"/> Italiante          |
| <input type="checkbox"/> Georgian             | <input type="checkbox"/> Second Empire      |
| <input type="checkbox"/> Federal              | <input type="checkbox"/> Queen Anne Revival |
| <input type="checkbox"/> Gothic Revival       | <input type="checkbox"/> Four Square        |
| <input type="checkbox"/> Regency              | <input type="checkbox"/> other              |

**Has the appearance of the outside of the building/property been changed since it was built?**

yes                       no                      *If yes, indicate which things have been changed.*

- |   |   |
|---|---|
| <input type="checkbox"/> cladding       | <input type="checkbox"/> doors                  |
| <input type="checkbox"/> roof shape     | <input type="checkbox"/> windows                |
| <input type="checkbox"/> roof materials | <input type="checkbox"/> building size or shape |
| <input type="checkbox"/> dormers        | <input type="checkbox"/> chimneys               |
| <input type="checkbox"/> trim           |   |

**Has the building/structure been rebuilt or restored?**

- yes
- no

**Was the building/structure built on this property?**

- yes
- no

*If no, please provide details on a separate sheet.*



*CRITERIA FOR THE INCLUSION IN THE MUNICIPAL REGISTRY OF HERITAGE  
PROPERTIES*

**Architect/builder**

The property is an example of an architect/builder's work that is considered:

- (20) Very rare or work from an architect/builder of exceptional interest
- (15) Rare or work from an architect/builder of special interest
- (5) Common or architect/builder of little interest
- (0) Very common or architect/builder of no interest or unknown

**Condition**

The building's structural condition and state of repair is:

- (10) Excellent
- (7) Very good
- (5) Fair
- (0) Poor

Additional points may be assigned if there is a commitment to repair.

\_\_\_\_\_ TOTAL

I, Rhonda Brown, Municipal Clerk of the West Hants Regional Municipality, in the Province of Nova Scotia, do hereby certify that this is a true copy of the Policy as adopted by the Council of the West Hants Regional Municipality at a meeting duly called and held on the **24<sup>th</sup>** day of **November, 2020**.



R. N. Brown  
Municipal Clerk

<i>Adoption</i>	
<i>Notice to Council:</i>	November 13, 2020
<i>Approval:</i>	November 24, 2020
<i>Description:</i> Initial approval of the Criteria for Inclusion in the Municipal Registry of Heritage Properties, RCOPL-004.00.	



**FORM "A"**  
**WEST HANTS REGIONAL MUNICIPALITY**  
**NOTICE OF RECOMMENDATION**  
**TO REGISTER AS A MUNICIPAL HERITAGE PROPERTY**

1. Under the Heritage Property By-law, West Hants Regional Municipality hereby gives notice that the property of (insert name of owner) located at (insert brief description and address) has been recommended for registration in the Municipal Registry of Heritage Property for West Hants Regional Municipality.
2. The property has been recommended for registration for the following reasons: (describe reasons for recommendation)
3. The Heritage Property By-law provides that no person shall substantially alter the appearance of or demolish a building, public-building interior, streetscape, cultural landscape or area for 120 days from the date of service of this notice upon you, unless the Municipal Council sooner refuses to register the property.
4. Take notice that you have the right to be heard concerning the recommended registration, and you shall be heard at the Sanford Council Chambers, Municipal Building, 76 Morison Drive, Windsor, Nova Scotia on (insert date) at the hour of (insert time). You may make submissions orally or in writing and a written submission by you may be presented at any time prior to the hearing.
5. The Heritage Property By-law provides that if a property is registered as a Municipal Heritage Property:
  - (a) the property shall not be substantially altered in appearance or be demolished without the approval of the Municipality;
  - (b) an application for permission to substantially alter the appearance or to demolish a property may be made to the Municipality;
  - (c) the Heritage Advisory Committee shall be given an opportunity to comment on any application;
  - (d) the Municipality may grant or refuse permission or attach conditions;
  - (e) if the application is not approved, the alteration or demolition may take place at least three (3) years but not more than four (4) years



By-Law Adoption	
First Reading:	November 24, 2020
Notice Published:	January 5, 2021
Second Reading & Approval	January 26, 2021
Final Publication	June 29, 2021
Notice to Municipal Affairs	January 28, 2021
Description: Initial approval of the Heritage Property By-law which repeals the Windsor Heritage Property By-law dated April 13, 1994, as amended and West Hants Heritage Property By-law dated September 18, 2018.	

**NOTE: A and B forms (following) are not part of the  
By-law but will be used as templates.**





**FORM "B"**  
**WEST HANTS REGIONAL MUNICIPALITY**  
**NOTICE OF REGISTRATION OF MUNICIPAL HERITAGE PROPERTY**

1. Under Section 5 of the Heritage Property By-law, West Hants Regional Municipality hereby gives notice that the property of (insert name of owner), located at (insert brief description and address), has been registered in the Municipal Registry of Heritage Property for West Hants Regional Municipality.
  
2. The Heritage Property By-law provides that where a property is registered as Municipal Heritage Property:
  - (a) the property shall not be substantially altered in appearance or be demolished without the approval of the Municipality;
  
  - (b) an application for permission to substantially alter the appearance or to demolish the property may be made to the Municipality;
  
  - (c) the Heritage Advisory Committee shall be given an opportunity to comment on any application to substantially alter the property;
  
  - (d) the Municipality may grant or refuse permission or attach conditions;
  
  - (e) if the application is not approved, the alteration or demolition may take place at least three (3) years but not more than four (4) years after the date of the application;
  
  - (f) penalties for violation of the By-law are a maximum fine of \$10,000.00 and in default of payment thereof to imprisonment for a term not exceeding six months for individuals and \$250,000.00 for corporations; and
  
  - (g) the Municipality has the further right to apply for a Supreme Court Order restraining the continuance or repetition of any contravention of the By-law or for an Order directing the restoration of the property or for any other Order to enforce the provisions of this By-law and as to costs and the recovery of expenses.
  
3. A copy of this notice has been registered at the Land Registry Office.



- after the date of the application;
- (f) penalties for violation of the By-law are a maximum fine of \$10,000.00 and in default of payment thereof to imprisonment for a term not exceeding six months for individuals and \$250,000.00 for corporations;
- (g) the Municipality has the further right to apply for a Supreme Court Order restraining the continuance or repetition of any contravention of the By-law, or for an Order directing the restoration of the property or for any other Order to enforce the provisions of the By-law and as to costs and the recovery of expenses; and
- (h) a copy of this notice has been recorded at the Land Registry Office.



**Appendix B: Request for Decision Form**

Name:	Gillian Yorke, Councillor		
Date:	April 20 <sup>th</sup> , 2022	Date Submitted to CAO:	April 21 <sup>st</sup> , 2022

Request for Decision – Initial – to be completed by Council Member

Detail	Synopsis				
Decision Requested:	Council's approval of a Youth Committee				
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>
	<p>From municipal to federal, governments across Canada are making decisions that have generational impacts without seeking the input of those who will bear the consequences of those decisions in the future. There are issues facing youth today that have failed to be adequately addressed in the past and problems created today, and when asked, overwhelming youth state: youth engagement, climate change and environmental justice, youth employment, substance use and health, equity, equality and discrimination, mental health, transportation, and access to quality education as chief among their concerns.</p> <p>A Youth Council that would report to Council directly would provide strategic advice and direction to Council; besides being a voice for youth in our community, a youth council could also actively organize and plan events in our region.</p>				
Strategic Implication: with Dashboard	Current <input type="checkbox"/>		Short Term <input checked="" type="checkbox"/>		Long Term <input checked="" type="checkbox"/>
Budget:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Policy:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Desired Outcome:	Council approve and establish a Youth Committee				
Recommendation:	Report/Document: Attached <input checked="" type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>				

**Town of Kentville, Policy G69: Council Reports Policy**

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Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	
Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	

With a dedicated platform and social media presence to engage with more youth, a Youth Council will be of incredible value to our community. While the Youth Council would create their specific goals and mandates in their terms of reference, it intends for a Youth Council to be an advisory group for Kentville Town Council. By focusing their efforts on issues currently identified as a top priority for youth and part of the municipal government mandates, this committee will ensure a healthier, happier community. A complete toolkit is available through the Federation of Canadian Municipalities (FCM) *Jack Layton Fellows* that would assist in creating, planning, and implementing a Youth Committee. A link is attached here:

[bit.ly/3rGEvYT](http://bit.ly/3rGEvYT)

A committee that mirrors our Council, consisting of seven voting members with guidance from a sitting council member and the Mayor, will allow the committee to be true co-designers of our Town's future and work in an environment that allows for additional support and learning opportunities.

Seven youth members: in grades 8 through 12, voting members

Councillor: Two-year term, non-voting

Mayor: non-voting

# Council Advisory Committee – Request for Decision

## Kentville Town Council

<b>Name:</b>	Mayor Sandra Snow		
<b>Date:</b>	7 April 2022	<b>Date Submitted:</b>	21 April 2022

### Request for Decision - Initial

Detail	Synopsis		
<b>Decision Requested:</b>	Council's approval of a Community Planning, Sustainability and Resilience Advisory Committee.		
<b>Background: What? Who? How? When?</b>	<p>Many towns and municipalities in NS have Planning Advisory Committees (PAC). The PAC is established under the MGA Part VIII paragraph 200. The requested committee is more than strictly a planning committee and would look at community growth, economic growth, sustainability, and resilience. Planning recommendations (decisions) would be made using comprehensive lenses that ensure smart and sustainable growth. The committee would only review and make recommendation to council on planning matters which are within the purview of the council. The committee would not review matters which are the sole purview of the planning department. The committee would report and make recommendation directly to council (not CAC). The committee would consider the Active Transportation Plan and the Accessibility Plan in decision making.</p> <p>One of the first tasks of the committee would be to expand the current use of Development Agreements in the Town of Kentville. There is currently a province wide housing crisis and Kentville is one of the few fully serviced communities that can and will grow.</p> <p>Second item would be a tree policy for existing old growth and tree planting within the current established area of the Town and a further a policy to protect trees in areas of new development.</p>		
<b>Budget:</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>Policy:</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Desired Outcome:</b>	Council approves and establishes a Community Planning, Sustainability and Resilience Advisory Committee		
<b>CAO Comments:</b>			
<b>Recommendation:</b>	<b>Report/Document: Attached</b> <input checked="" type="checkbox"/> <b>Available</b> <input type="checkbox"/> <b>Nil</b> <input type="checkbox"/>		

### Request for Decision – Staff Input

Detail	Synopsis
<b>Department:</b>	How many Towns and Municipalities are currently utilizing a PAC?
<b>Decision Requested:</b>	

# Council Advisory Committee – Request for Decision Kentville Town Council

<b>Background:</b>	
<b>Budget:</b>	
<b>Staff Workload:</b>	
<b>Policy:</b>	
<b>Public Interest:</b>	
<b>Strategic Implication:</b>	
<b>Response Options:</b>	
<b>Preferred Strategy:</b>	
<b>Implications:</b>	<b>General:</b> Consequence to community, overall organization or other agencies
	<b>Organizational:</b> Policy change or staff work load requirements
	<b>Financial:</b> Current and Future Budget implications
	<b>Follow-up Action:</b> Timelines, decision-making milestones and key products
	<b>Communications:</b> Strategy to inform, consult or involve stakeholders
	<b>Other Comments:</b> By others Reviewing this RFD





## **COMMUNITY PLANNING, SUSTAINABILITY AND RESILIENCE ADVISORY COMMITTEE**

Kentville is in a growth stage, in the same space is a housing deficit across our province. Kentville is one of the few fully serviced municipalities in the province which has the land and the capacity for growth. What does this mean for the future of our Town? Planning can influence economic development, housing development and design, parks and recreation program provision, public transportation, the design and maintenance of public facilities, as well as the management of programs that local government is responsible for. Planning can ensure ongoing attention and consideration to sustainability, resilience, safety and social objectives. It can enhance the ability of citizens to gain better access to decision making systems and to have their concerns heard to involve all sectors of the community in the work for change. The Municipal Planning Strategy and Land Use Bylaw are established policy for the management of land uses, healthy growth and community development, and the provision of public services and facilities. The Municipal Planning Strategy and Land Use Bylaw will provide foundational guidance to the committee for all decision making.

The mandate of the Committee is:

1. to support growth and prosperity;
2. to advise and make recommendations to Council concerning planning, sustainability and resilience in development as they relate to the Town of Kentville;
3. to gather information on matters affecting community planning, development, resilience, and sustainability;
4. to advise Council respecting the preparation or amendment of planning documents and respecting matters as are lawfully delegated to it by statute or by Council; and
5. to provide a forum to hear and consider representation from any individual, organization or delegation with respect to community planning, development, resilience, and sustainability.

The guiding principles of the Committee are:

1. The Town of Kentville Accessibility Plan must be a consideration of all development.
2. The Town of Kentville Active Transportation Plan must be a consideration of all development.
3. The Town of Kentville Asset Management Plan must be a consideration of all development.
4. Economic growth, tax base and service provision must be a consideration of all development.
5. New development should enhance the quality of life of residents.
6. New development should be encouraged within areas of the Town that are currently serviced with municipal sewer and water.

7. Mixed-Use designs within new subdivisions that result in walkable neighbourhoods designed for people, not just cars.
8. Variety of housing designs in new subdivisions ("no more fields of beige bungalows").
9. The concept of Development Agreement ensure that development is not stymied by red tape and to meet strategic goals. MGA Part VIII paragraphs 225, 226, and 227, 228, 229, and 230.
10. The concept of new development "paying its own way" through the use of Development Charges.
11. Creation of green spaces and recreational trails in new development areas should be consistent with the Active Transportation Plan. Cash in lieu of green spaces should be a last resort consideration.

The Committee supports proper environmental and land use planning to encourage development that recognizes, protects, and enhances the natural environment of the Town, and the following:

1. Consideration of overland water, storm drainage and use of water in all new developments.
2. Maximizing the retention and protection of existing trees and vegetation in all new developments.
3. Consideration by the Town of a Tree Preservation By-Law. Tree Policy to protect trees in current developed areas of the Town, consistent with the inventory.
4. Protecting current open green spaces.
5. Encourage open green spaces, including natural corridors of native vegetation in new development.
6. Consideration of the GHG report in all new developments to:
  - Improve energy consumption
  - Reduce costs
  - Optimize capital investment for energy efficiency
  - Reduce environmental and greenhouse gas emissions
  - Conserve natural resources

### **Membership**

The committee shall include:

- a. three (3) members of Town Council (voting);
- b. three (3) members of the public who are residents of the Town of Kentville (voting);
- c. the mayor (ex officio);
- d. a local developer (ex officio); and
- e. one KBC representative (ex officio);
- f. one Provincial Housing representative (ex officio); and
- g. one CMHC representative (ex officio).

**The term for members shall be:**

- a. Citizen Members and ex officio members – Two (2) year term;
- b. Council Members – One (1) year term.





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**TO:** COUNCIL

**SUBMITTED BY:** Dave Bell, Director of Engineering & PW

**DATE:** May 9, 2022

**SUBJECT:** Snow Gate Feasibility

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**ORIGIN**

A request was made to investigate the feasibility of the Town of Kentville Public Works Department purchasing and using Snow Gates (also know as Hi Gates or End Gates by various manufacturers) to temporarily interrupt and carry the snow across driveways and intersections lessening the ridge or windrow of snow left behind.

**BACKGROUND**

The Snow Gate concept in one form or another has been around for decades. A hydraulically controlled attachment is added to the end of a snow blade on a loader or grader and is meant to temporarily interrupt and carry the snow across driveways and intersections lessening the ridge or windrow of snow left behind. The Town of Kentville only owns one loader and does not own or lease a grader. An estimated 75% of the Town’s streets are cleared with plow (salt) trucks on which snow gates are incompatible. If snow gates are to be considered the Town would need to purchase additional loaders and / or graders – but that equipment cannot simultaneously spread salt like our plow trucks can.

**DISCUSSION**

After researching the use of Snow Gates in the Atlantic provinces I have only found one Town that uses them, Oromocto New Brunswick. Supervisor of Roads and Grounds for Oromocto, Scott Brewer said “The gates aren’t effective after more than five centimetres (2 inches) of snow falls or if a driveway is wide. The snow will spill out over the top and side if there’s too much”.

The City of Sault Ste. Marie, Ontario investigated the use of the Snow Gates prior to the winter of 2021/22 and originally liked the idea but realized in an urban setting with driveways close together, the first couple of driveways fair out quite well but by the time you are 10+ houses down the road that homeowner is going to end up with an even larger pile of snow in their driveway and higher banks along the length of their property. “In a rural area, where you could be 500 to a thousand feet from driveway to driveway, it would work. But we don’t have issues in the rural areas because they’re ditched and we can put all of the snow in the ditches. Those are reasons why we haven’t entertained the gate”

The other issue is narrowing of the roads. With each subsequent snow like we had this winter, the streets will continue to get narrower with the use of a Snow Gate.

The next and perhaps greatest concern that the Public Works Department has in utilizing Snow Gates is the time required to remove snow and maintain clear roads during a snow event. Communities that have used Snow Gates report a 2 to 3 times increase in the time required to clear the roads. If this is accurate and even if you use a 2X factor then two things would need to be considered: live with a 50% slower snow clearing time frame (i.e., snow cleared within 12 hours of a snow event would now be 24+ hours) or hire additional seasonal staff to increase the winter snow crew compliment from 9 to 18 employees.



If this timeline doubles, the other concern is access to properties through the Town streets by first responders (fire, police, and ambulance)

**POLICY IMPLICATIONS**

N/A

**BUDGET IMPLICATION**

The capital cost of the actual snow gate isn't that high: approximately \$15,000 each, but the larger issue is additional heavy equipment would be required to install the Snow Gates on: graders or loaders, at approximately \$350,000 each as well as additional staff to run them. Plus, the ever-increasing cost of diesel fuel.

**ATTACHMENTS**

See page 3 of this report for a picture of a typical Snow Gate attached to a loader.

**RECOMMENDATION**

That based on the above research and findings that the Town of Kentville should not use Snow Gates as part of our snow and ice control plan.

Town of Kentville Decision Wheel:

