



# **TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE September 12, 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, July 11, 2021**
- 4. PRESENTATIONS**
  - (a) Kentville Housing Action Plan –  
Kentville Portal Youth Outreach Association and Canadian Mental Health  
Association**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance**
    - 1. Director’s Report**
    - 2. Temporary Borrowing Resolution – Sanitary Sewer, Capital**
  - (b) Planning and Development**
    - 1. Director’s Report**
    - 2. Community Economic Development Coordinator’s Report**
  - (c) Parks and Recreation**
    - 1. Director’s Report**
  - (d) Police**
    - 1. Chief’s Report**
  - (e) Engineering and Public Works**
    - 1. Director’s Report**
  - (f) Administration**

1. Chief Administrative Officer's Report
2. Mentoring Plus Report

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

- (a) Animal Control Bylaw
- (b) Municipal Boundary Report
- (c) Tidal Power Proposal, Update

## 7. CORRESPONDENCE

- (a) Kings County Community Food Council  
Presentation at Conference
- (b) Agriculture and Agri-Food Canada  
Update on Kentville Ravine Clean Up
- (c) Ms. Susan McDougall  
Councillors' Conduct
- (d) Multiple authors  
Correspondence relating to backyard chickens
- (e) John Andrew  
Council Conduct

## 8. NEW BUSINESS

- (a) Recommendations for Grants to Organizations
- (b) Investment Services
- (c) PACE Bylaw Amendment
- (d) Maintenance Issues
- (e) Release of the Public Statement
- (f) Investigation of Mayor Sandra Snow

## 9. PUBLIC COMMENTS

## 10. IN-CAMERA

- (a) None

## 11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: July 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
- Jason Bethune, Recording Secretary
- Geoff Muttart, Solicitor

**Presenters:**

Elizabeth Patillo and Heather Stilwell, Annapolis Valley Trails Coalition  
Becca Green-LaPierre and Heather Morse, Kings County Community Food Council

**REGRETS**

None.

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

**2. APPROVAL OF THE AGENDA**

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

# DRAFT

- Addition: Public comments and Correspondence (Councillor Zebian)
- This addition was not supported by Council.

**That the agenda for the Council Advisory Committee meeting of July 11, 2022 be approved with this addition.**

## **MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, June 13, 2022.

**It was moved that the minutes from the Council Advisory Committee meeting held on June 13, 2022 be approved.**

## **MOTION CARRIED**

### **4. PRESENTATION**

#### **(a) Annapolis Valley Trails Coalition**

Elizabeth Patillo and Heather Stilwell gave an update from the Coalition including trail usage and economic impacts from trail users.

*Presentation available*

#### **(b) Kings County Community Food Council**

Becca Green-LaPierre and Heather Morse introduced the Food Council activities and goal to make school food affordable and locally sourced. The project is also bringing vertical gardening to grow and cook food directly in the school. The group requested that Council make a motion to endorse the Coalition for Health School Food.

*Presentation available*

Discussion

- Council will consider this motion at the July meeting of Council.

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

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

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

Director Deb Crowell submitted her report for the period ending June 30, 2022. To this date, overall revenue exceeds the benchmark (25%) at 36.1% and overall expenditures are slightly above the benchmark at 27.4%.

*See report for more information.*

#### **(b) Planning and Development**

##### **(1) Director's Report**

*CAC Minutes – July 11, 2022*

*Pending Approval*

*Page 2*

# DRAFT

Director Bev Gentleman submitted her report for June 2022. Highlights included a building valuation of \$16,972,526 for the year thus far. The report also included project updates about the Ryan's Park development and the municipal flood line mapping project.

*See report for more information.*

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

CAO Troke submitted this report for June 2022. Highlights included upgrades to the Visitor Information Centre, launch of a TikTok account and a video called "Historic Kentville".

*See report for more information.*

## **(c) Parks and Recreation**

### **(1) Director's Report**

Director Bedingfield presented her report for June 2022. Some of the highlights included painting the scoreboard, the splashpad, the aging infrastructure for the pool, and the hiring of the Community Sport coordinator (welcome Grayson Titcomb).

*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 a financial update.

*See report for more information.*

## **(e) Engineering and Public Works**

### **(1) Director's Report**

Director Dave Bell submitted his report for June 2022. Some of the highlights included water main breaks in June, sanitary sewer rate study, MacDonald Avenue subdivision upgrades, replacing the Meadowview trail bridge. Director Bell gave an update on the town's asset management plan which is being finalized this fall.

*See report for more information.*

## **(f) Administration**

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

CAO Troke submitted a short verbal report for June 2022 and highlights included regional meetings on the housing crisis.

# DRAFT

## Discussion

- Staff clarified the different rules around the keeping of chickens within town boundaries and will review the animal control bylaw for further details.

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

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

CAO Troke gave a verbal update on the Noise Bylaw. The Solicitor and CAO are still meeting on this bylaw and its enforcement. This will come back to the July 25 meeting of Council for First Reading if Council approves the draft.

### **(b) Heritage Bylaw**

CAO Troke presented a draft of the Heritage Bylaw which includes the terms of reference for a Heritage Bylaw Advisory Committee to manage and provide oversight for this work. Councillors should provide feedback about this bylaw to the CAO or Deputy Clerk by July 20 for the July 25 meeting of Council. Members should be specific about including residential properties and landmarks in addition to commercial properties.

*See report for more information.*

### **(c) Electric Vehicle (EV) Charging Station Backgrounder**

CAO Troke presented this information to Council to support the purchase and installation of a charging station in the Town Hall parking lot. Members had some concerns about the charging rate, fairness to all residents regardless of vehicle, and the economic advantages.

Councillor Maxwell called a Point of Order on Councillor Gerrard, indicating he was attempting to discredit her.

*See report for more information.*

### **(d) Policy Statement G70 Council Meeting Policy**

CAO Troke presented a revised Council Meeting Policy with processes and rules for public meetings of Council. Members expressed concern about letters of correspondence and public comments.

*See report for more information.*

## Discussion

- Staff were asked to arrange a special meeting for Council to work on this policy.
- Council should make notes about broad and general priorities for this policy. Council should also include their own definitions of correspondence and communication.

# DRAFT

**(e) Annapolis Royal Tidal Power Proposal**

CAO Troke gave a verbal update about exploring this opportunity and seeking more information from the Town of Annapolis Royal on this project.

**(f) Street Naming and Renaming Policy**

Mayor Snow presented the Street Naming and Renaming Policy, and discussed feedback and edits received on this document. Council was asked to provide comments on this proposal by July 21, 2022.

**7. CORRESPONDENCE**

**(a) None.**

**8. NEW BUSINESS**

**(a) Community Grants Applications**

CAO Troke gave options for Council to review and approve applications to the Grants to Community: providing funds to all applicants equally, or reviewing each application and determining amounts for each individual group. Council members chose to meet in person to review all applications. Staff asked Council to provide some guidance around financial requests that come in outside of the grant process.

*See report for more information.*

**(b) Mentoring Plus Quarterly Report**

Mayor Snow received the Mentoring Plus quarterly report.

*See report for more information.*

**(c) September 2022 meeting of Council Advisory Committee**

Mayor Snow presented a letter indicating that she will be attending a conference on September 12, 2022 and will not be attending the CAC meeting. Deputy Mayor Cate Savage will chair that meeting.

*See memo for more information.*

**9. PUBLIC COMMENTS**

**(a) Gerald MacPherson, West Main Street**

Concerned about the lack of a commitment for a process for a name change for Cornwallis Street, and influencing names of future streets and municipal assets.

**10. ADJOURNMENT**

There being no further business to discuss,  
**Council Advisory Committee adjourned at 9:01 p.m.**

**MOTION CARRIED**

# DRAFT

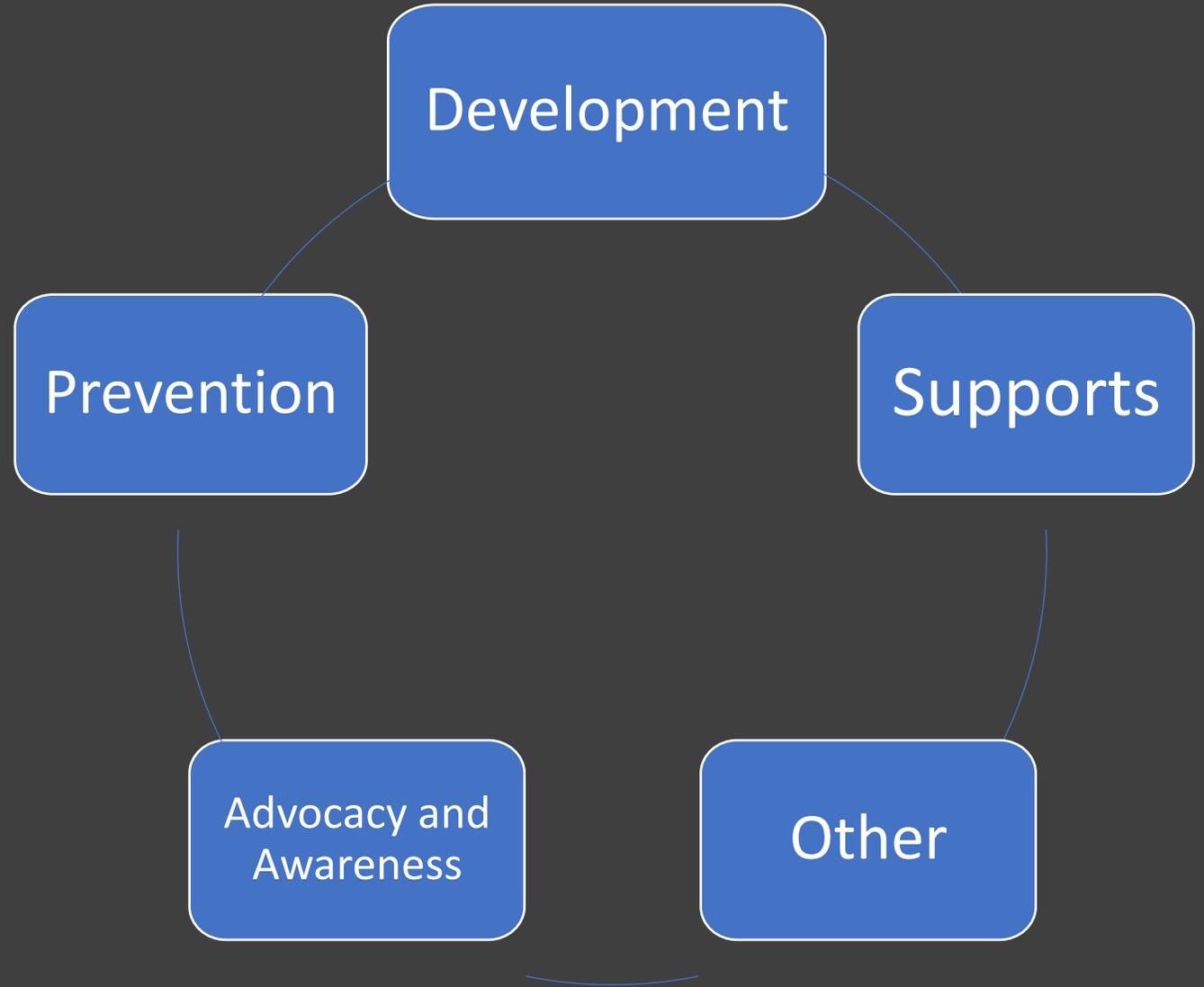
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Minutes Approved by Town Clerk  
Dan Troke



# Kentville Housing Action Plan

# TOKHAP: Four Baskets for Action



# Development

- Land identification where development can happen ahead of developers.
- Support for NFP tax reduction
- More units means more options
- Affordable units, bonusing consideration
- Alternatives: Thinking outside the box
- Zoning and permissible uses – development agreements





# Supports

- Emergency shelters as pathway to permanent housing
- New Challenges: working but no enough income
- No supports through government: one time assistance
- Housing support workers are needed to keep people housed
- Emergency vs ongoing support

# Prevention

- Keeping people housed
- Other challenges that risk people losing their homes
- Mental health
- Providing safe spaces throughout the town
- Connected and resilient social network that individuals and families can rely up for support
- Access to healthy foods
- Landlord relationships



# Advocacy and Awareness

- Advocacy for housing agencies
- Residential treatment for drug and alcohol addictions
- Better awareness of issues of homelessness
- Data that demonstrates numbers and demographics.



Other



Food  
insecurity



Transportation



Utility Costs  
(heat, lights)



Basics



## Town of Kentville

### Staff Report to Council Advisory Committee

#### Department of Finance

AUGUST 31, 2022

#### Summary:

I am pleased to report from the Finance Department of the Town of Kentville for the month ended August 31, 2022.

- The final tax levy bills were generated in late August and delivered to residential and corporate citizens. The **due date** this year is **October 3, 2022**.
- The audited, consolidated Financial Statements for the year ended March 31, 2022 were ratified at the Council meeting held July 25, 2022.
- The Financial Statements and Annual Report are digitized and can be found on the Town's website.
- The required reporting to the Province of Nova Scotia for the year ended March 31, 2022 is complete. The reports tabled are: Financial Information Return, Audited Consolidated Financial Statements, (Internal) Non-Consolidated Financial Statements, Management letter for the year ended March 31, 2022, Statement of Estimates- Assessment, Statement of Estimates- Budget, Capital Investment Plan and Annual Expenditure Return (re: Canada Community Building Fund).
- All required reporting to the Nova Scotia Utility and Review Board is complete for the year. This includes the three-year Operating Budget, the three-year Capital Budget, the Audited Non-consolidated Financial Statements for Kentville Water Utility as at March 31, 2022 and the Annual Operations Compliance Certificate.
- The 21/22 Audited Financial Statements were also shared with the Town's financial institution, as required.
- Year-end work is complete for the Kentville Volunteer Fire Department. All files are with the auditor.
- Both upper levels of government are in possession of the Town's application for Grants in Lieu of Tax. To date, no funds have been received.
- The Investment Advisory Committee met on July 13, 2022 to hear the details of the month ended June 30, 2022.

- The Temporary Borrowing Requirement related to Sanitary Sewer for 22/23 was requested from DMA and is part of this CAC docket.
- Finance personnel have enjoyed their summer vacations over the past 2 months.

## Attachments

- Schedules A & B (Revenue and Expenditures) are included for the month ended August 31, 2022.
- Schedule C (Outstanding Taxation) is attached for the month ended August 31, 2022.
- Schedule D (Sanitary Sewer Area Service) is included and reports on the first quarter billing for 2022/2023- June 30, 2022.
- Schedules E and F (Perpetual Investment Fund) are not included for the month ended August 31, 2022. The Investment Advisory Committee meets September 13, 2022 to hear the details of the month ended August 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, 41.7% of the budget would be recorded. To August 31, 2022, overall revenue exceeds the average at 79.1% recorded. Items worth noting are:

- **Taxes-** Total taxation is currently reporting at 100.0%. The final tax levy is now released with a due date of October 3, 2022.
- **Payments in Lieu-** The PILT related to Federal property was sent in early June. The PILT related to Provincial property was filed with the Statement of Estimates-Assessments. To date, no payments have arrived.
- **Services to other Governments-** Invoicing to the Province for a KPS seconded officer is recorded. One half of the annual 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. Four months external sales along with five months of local sales are recorded. This section also accounts for the sale of financial services to KVFD. Five months are recorded.
- **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, parking tickets and various fees. "Rentals" will report below the guideline as arena ice rentals account for the larger

portion of this section. Interest on deposits and outstanding receivables exceeds the guideline.

- **Unconditional Transfers** records the first quarter of the Municipal Financial Capacity Grant, the annual N S Power Corporation grant along with the Power Corporation HST rebate, which arrived over budget \$11,324.
- **Conditional Transfers** report one quarter of the Provincial Additional Officer Programme along with Provincial reimbursement for police training. Sport NS forwarded \$ 1,725 for the purchase tennis racquets, as part of Recreation's equipment loan programme.

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

To date, overall expenditures are at the benchmark at 41.5% expended. Some segments have exceeded the 41.7% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

- **General Administration-** exceeds the benchmark due to several office expenditure accounts, the recording of Section 69 (low income) & 71 (charitable organization) expenditures and payment of the 2<sup>nd</sup> quarter to Property Valuation Services Corp..
- **Protective Services- Police core program-** exceeds the guideline, 100% of the general insurance premium has been paid, the annual payment for PROS was satisfied, as well as three quarters payments have been made for answering services (one missed payment from last fiscal- 3<sup>rd</sup> quarter). **Debt charge** exceeds the benchmark but reflects the debt repayment schedule.
- **Transportation Services– Common Services** exceeds the benchmark due to payment of the general insurance premium. In addition, reallocation of wages to other cost centres has yet to be recorded. **Public Transit** exceeds the benchmark reflecting one half of the annual payment for the service regarding Kings Transit and 100% payment to Kings Point to Point. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.
- **Environmental Health Services-** exceeds the threshold but reflects the invoicing from Valley Waste Resource Management Authority.
- **Environmental Development- Planning** exceeds the guideline due to payment of the annual insurance premium and attendances at the Spring Planning conference. **Other Community Development** exceeds the standard as 50% payments were made to the Valley REN and to Kentville Business Community.
- **Recreation- Administration** exceeds the guideline due to payment of the annual insurance premiums. **Programmes-** is reporting over the benchmark because many programmes are summer-based. **Debt charge** also exceeds the guideline but reflects the debt repayment schedule. Cultural reports more than the threshold because two quarterly payments have been invoiced by the Annapolis Valley Library.

- **Financing and Transfers- Debt Charge** principal exceeds the threshold but reflects the debt repayment schedule. Principal debt repayments are complete for the year.

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

The final tax levy was dispatched in late August with a due date of October 3, 2022. Current tax levy outstanding at August 31, 2022 is \$5,358,620 (49.0% collected) (last year- \$4,666,726 (52.3% collected)). Total property tax outstanding at August 31, 2022 is \$5,375,913 (49.0% collected) (last year \$4,674,449 – 52.6% collected).

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

The report from the Sanitary Sewer Area Service is attached for the quarter ended June 30, 2022. If revenue and expenses were averaged equally, 25% of the budget would be consumed.

#### **Revenue**

- Overall, revenue falls short of the benchmark reporting at 22.4%. The first quarter of the 22/23 residential billing is recorded along with 3 months Industrial charges. One sewer billing occurs annually and, therefore, skews the percentages.

#### **Expenditures**

- On the expenditure side of the ledger, total expenditures are slightly below the threshold at 24.4%. "Pumping stations" exceeds the benchmark due to the annual insurance premium payment. "Agreement- Co. of Kings" reports at the guideline at 25.8%. "Fiscal services" is reporting at 95.8% and accurately reflects the debt repayment schedule. All other segments fall under the benchmark.

At June 30, 2022, the Sanitary Sewer Area Service reports a current operating deficit position of \$25,024.

### **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, \$358,184 (7.9%) has been expended.

This concludes the monthly report from the Finance Department for August 31, 2022.

Respectfully Submitted,



Debra Crowell  
Director of Finance

## Town of Kentville Operating Fund

August 31, 2022

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	9,983,000	9,983,606	100.0%
Resource	48,800	48,896	100.2%
Economic development	120,300	101,692	84.5%
	<u>10,152,100</u>	<u>10,134,195</u>	99.8%
<b>Area rates and frontages</b>			
Area rates	661,100	668,547	101.1%
Special assessments	3,000	11,920	397.3%
	<u>664,100</u>	<u>680,467</u>	
<b>Based on revenue</b>			
Business property	35,500	34,307	96.6%
<b>TOTAL TAXATION</b>	<b><u>10,851,700</u></b>	<b><u>10,848,968</u></b>	<b>100.0%</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	31,534	23.1%
Local government	93,300	21,646	23.2%
	<u>229,900</u>	<u>53,180</u>	<b>23.1%</b>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,040,900</u>	<u>345,574</u>	<b>33.2%</b>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	30,100	17,319	57.5%
Rentals	405,300	39,730	9.8%
Interest	92,000	43,840	47.7%
Return on investments	630,000	-	0.0%
Other	46,400	16,356	35.3%
	<u>1,203,800</u>	<u>117,245</u>	<b>9.7%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b><u>220,900</u></b>	<b><u>106,895</u></b>	<b>48.4%</b>
<b>CONDITIONAL TRANSFERS</b>	<b><u>170,400</u></b>	<b><u>35,623</u></b>	<b>20.9%</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>14,550,600</b>	<b>11,507,484</b>	<b>79.1%</b>

August 31, 2022

## Town of Kentville Operating Fund

<b>Expenditures</b>	<b>Budget Amount \$</b>	<b>Year to Date Amount \$</b>	<b>% consumed</b>
<b>GENERAL ADMINISTRATION</b>			
Legislative	272,400	109,466	40.2%
General administration	1,523,700	667,021	43.8%
	<u>1,796,100</u>	<u>776,487</u>	<b>43.2%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,784,400	1,204,099	43.2%
Police-sales of service	171,600	39,408	23.0%
Law enforcement	205,600	59,491	28.9%
Fire fighting	861,100	211,600	24.6%
Protective service- debt charge	4,200	2,303	54.8%
Emergency measures and other	143,200	16,471	11.5%
	<u>4,170,100</u>	<u>1,533,373</u>	<b>36.8%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	1,170,200	539,935	46.1%
Road transportation	774,300	96,228	12.4%
Public transit	300,600	164,899	54.9%
Transportation- debt charge	51,800	25,990	50.2%
Other	94,000	25,630	27.3%
	<u>2,390,900</u>	<u>852,683</u>	<b>35.7%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	709,200	386,683	54.5%
<b>PUBLIC HEALTH</b>			
Public health and housing	90,000	-	0.0%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	240,200	104,264	43.4%
Other community development	442,300	190,651	43.1%
	<u>682,500</u>	<u>294,915</u>	<b>43.2%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	546,300	254,136	46.5%
-Programmes (net)	163,100	72,311	44.3%
-Facilities	668,000	285,229	42.7%
-Debt charge	29,500	14,539	49.3%
Cultural	134,700	58,537	43.5%
	<u>1,541,600</u>	<u>684,752</u>	<b>44.4%</b>
<b>EDUCATION</b>	<u>1,622,000</u>	<u>670,785</u>	<b>41.4%</b>
<b>FINANCING AND TRANSFERS</b>			
Debt charge- principal	833,100	833,060	100.0%
Transfers to allowances and reserves	715,100	0	0.0%
	<u>1,548,200</u>	<u>833,060</u>	<b>53.8%</b>
<b>TOTAL EXPENDITURE 2022/2023</b>	<b>14,550,600</b>	<b>6,032,738</b>	<b>41.5%</b>

# Town of Kentville Operating Fund

SCHEDULE C  
August 31, 2022

## Summary of Taxes Collected & Outstanding

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

	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL</u> <u>OUTSTANDING</u>
	\$	\$	\$	\$
Balance, April 1, 2022	(316,849)	40,082	1,492	(275,275)
Billed 2022	10,817,586	0	0	10,817,586
22/23 net adjustments	<u>(2,925)</u>	<u>0</u>	<u>0</u>	<u>(2,925)</u>
Total collectible	10,497,812	40,082	1,492	10,539,386
Total collected	<u>5,139,192</u>	<u>22,789</u>	<u>1,492</u>	<u>5,163,473</u>
Outstanding	<u>5,358,620</u>	<u>17,293</u>	<u>0</u>	<u>5,375,913</u>
Percentage collected 22/23	49.0%	56.9%	100.0%	49.0%
Percentage collected 21/22	52.3%	90.0%	87.0%	52.6%

June 30, 2022

## 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	290,923	22.4%
Interest	4,000	1,065	26.6%
Permits- sewer connections	2,000	675	33.8%
Miscellaneous revenue	-	0	0.0%
<b>TOTAL REVENUE</b>	<b>1,306,000</b>	<b>292,663</b>	<b>22.4%</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Administration	93,400	24,234	25.9%
Legal	0	0	0.0%
Audit	2,300	0	0.0%
Office	2,300	452	19.6%
Common service charge	30,000	0	0.0%
Vehicle expense	1,000	0	0.0%
Allowance for uncollectibles		0	0.0%
Other collection expense	100	0	0.0%
Lease of equipment	1,000	313	31.3%
Interest on customers' deposits	100	17	17.1%
Professional studies	0	0	0.0%
Dues & fees	100	0	0.0%
Training	1,000	0	0.0%
Depreciation	142,600	0	0.0%
	<b>273,900</b>	<b>25,016</b>	<b>9.1%</b>
<b>Domestic Sewer Maintenance</b>			
Domestic sewer mtnc-wages	27,000	4,452	16.5%
Domestic sewer-mat & supplies	38,000	5,293	13.9%
	<b>65,000</b>	<b>9,745</b>	<b>15.0%</b>
<b>Pumping Stations</b>			
Pumping stations-wages	15,000	3,908	26.1%
Pumping stations-insurance	14,600	16,163	110.7%
Pumping stations-operating	19,000	3,396	17.9%
Pumping stations-mtnce	12,000	1,411	11.8%
	<b>60,600</b>	<b>24,877</b>	<b>41.1%</b>
<b>Treatment &amp; Disposal</b>			
Agreement-Co. of Kings	815,300	210,450	25.8%
<b>Fiscal Services</b>			
Interest - S/T & L/T	4,400	3,382	76.9%
Principal	45,300	42,600	94.0%
Discount		1,616	
	<b>49,700</b>	<b>47,598</b>	<b>95.8%</b>
<b>Capital from Revenue</b>	<b>40,000</b>	<b>0</b>	<b>0.0%</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>317,686</b>	<b>24.4%</b>
<b>SURPLUS (DEFICIT)</b>	<b>1,500</b>	<b>(25,024)</b>	

March 31, 2023

## 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	4,407	22.0%
Protection	206,000	69,592	33.8%
Transportation	850,500	145,987	17.2%
Planning/Development	285,000	7,393	2.6%
Recreation	926,200	130,805	14.1%
	<b>4,544,600</b>	<b>358,184</b>	<b>7.9%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal- Green Infrastructure Funds	512,000	0	0.0%
FCM- Municipal Asset Management Programme	24,500	49,000	0.0%
Provincial- Green Infrastructure Funds	426,700	0	0.0%
Province of Nova Scotia	180,000	540	0.3%
	<b>1,143,200</b>	<b>49,540</b>	<b>4.3%</b>
Capital Contributions			
Contributions	90,000	40,618	45.1%
Proceeds	4,000	0	0.0%
	<b>94,000</b>	<b>40,618</b>	<b>43.2%</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	156,437	22.7%
Recreation	18,000	0	0.0%
	<b>1,733,200</b>	<b>156,437</b>	<b>9.0%</b>
Operations			
Operations	5,300		0.0%
Capital from revenue- KPS	66,000	69,592	105.4%
	<b>71,300</b>	<b>69,592</b>	<b>97.6%</b>
<b>BORROWING</b>			
	<b>1,502,900</b>	<b>41,997</b>	<b>2.8%</b>
	<b>4,544,600</b>	<b>358,184</b>	<b>7.9%</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	CANADA COMMUNITY-BUILDING FUND <b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget	Actual
	<b>Transportation</b>		
	Local Roads- Paving projects		
05-35-71-470	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

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 (Meadowview) 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
15-35-71-340	<b>Harvest Moon Trail Connector</b>	1,000,000	0
05-35-71-200	<b>Miner's Marsh Trail</b>	35,000	0
	<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	
	Province of Nova Scotia		
	Borrowing	341,400	
	<b>TOTAL</b>	<b>1,280,100</b>	<b>0</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	IT projects 2022-23 IT HRIS My Way	20,000	0
05-35-72-250	Electric vehicle charging stations	0	4,407
	<b>PROJECTS</b>	<b>20,000</b>	<b>4,407</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	20,000	500
	Capital contribution- Clean Nova Scotia Foundation		3,907
	Borrowing		
	<b>TOTAL</b>	<b>20,000</b>	<b>4,407</b>

# Town of Kentville Capital Fund

SCHEDULE G-4

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	69,592
	Proceeds on sale		
	Capital contribution		
	Reserves	66,000	
	Borrowing	74,000	0
	<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>	37,760
	<b>Downtown improvements</b>		
05-35-71-350	Belcher Street street lights	<b>10,000</b>	0
	<b>Flood mitigation</b>		
05-35-71-490	Palmer S/D- \$40,000 Condon Ave- \$15,000	<b>55,000</b>	0
05-35-71-440	<b>Bridge- Pre-Cast Bridge- Meadowview</b>	<b>115,000</b>	51,392
05-35-71-500	<b>Sidewalks</b> Park Street Prospect Avenue	<b>125,000</b>	0
05-35-71-400	<b>Streets</b> Burke top lift- \$90,000 Carmen & Alicia curbing- \$20,000	<b>110,000</b>	0
05-35-71-580	<b>Study- Asset Management Storm Sewer CWIP</b>	<b>27,500</b>	56,836
	<b>PROJECTS</b>	<b>850,500</b>	<b>145,987</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Equipment capital reserve	<b>50,000</b>	
	Capital reserve- general allocation	<b>146,000</b>	70,596
	FCM MAMP	<b>24,500</b>	49,000
	Contributions	<b>90,000</b>	26,391
	Borrowing	<b>540,000</b>	
	<b>TOTAL</b>	<b>850,500</b>	<b>145,987</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
05-35-75-250	Municipal Flood Line Mapping Project	180,000	540
	<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	1,593
	<b>Beautification</b>		
05-35-75-300	Centre Square (Phase 2)	12,000	0
05-35-75-260	Public art display areas	15,000	5,260
	<b>Buildings</b>		
05-35-75-200	VIC- \$30,000	30,000	0
05-35-75-170	66 Station Lane- \$20,000	20,000	0
	<b>PROJECTS</b>	<b>285,000</b>	<b>7,393</b>
	<b>FUNDING</b>		
	Capital Reserve- Town General	105,000	6,853
	Capital contribution- Province	180,000	540
	Borrowing		
	<b>TOTAL</b>	<b>285,000</b>	<b>7,393</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	0
	<b>Green Places</b>		
05-35-74-200	Gorge survey/trails \$17,200	17,200	25,977
05-35-73-300	Kentville Trail bridge- \$25,000	25,000	0
05-35-73-400	Miner's Landing trail- \$30,000	30,000	0
05-35-73-500	Miner's Marsh trail- \$20,000	20,000	5,244
	<b>Arena</b>		
05-35-72-500	Drain, rubber flooring	20,000	0
05-35-72-550	Arena canteen upgrade	6,000	0
05-35-72-600	Condensor	135,000	41,997
	<b>Parks/Playgrounds</b>		
05-35-74-500	Oakdene Park- Irrigation	20,000	0
05-35-73-200	Memorial Park- Grandstands	350,000	0
05-35-73-100	Memorial Park- Softball field irrigation	20,000	0
05-35-74-100	Memorial Park-Fencing	15,000	0
05-35-73-250	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	56,153
05-35-72-400	<b>Pool/Splashpad</b>	25,000	1,434
	<b>PROJECTS</b>	<b>926,200</b>	<b>130,805</b>
	<b>FUNDING</b>		
	Proceeds	4,000	
	Contribution		10,320
	Operating fund- Park fees	5,300	
	Capital reserve- General allocation	351,400	78,488
	Capital reserve- Recreation	18,000	
	Borrowing	547,500	41,997
	<b>TOTAL</b>	<b>926,200</b>	<b>130,805</b>

# Memo

To: Dan Troke, CAO  
From: Debra Crowell, Director of Finance  
Date: August 12, 2022  
Re: **Temporary Borrowing Resolution-Sanitary Sewer Area Service- 22/23**

---

## **BACKGROUND**

The attached temporary borrowing resolution (from Department of Municipal Affairs and Housing) relates to the Sanitary Sewer Area Service's 2022/2023 capital program. This resolution requires Council's authorization before I forward it to the Minister of Department of Municipal Affairs and Housing for ministerial consent.

Once all approvals are in place, funds can be drawn down, as required, to finance (on a temporary basis) the 2022/2023 capital acquisitions for the Sanitary Sewer Area Service.

## **RECOMMENDATION**

I recommend to Council Advisory Committee that it authorizes the temporary borrowing resolution noted below and then forwards this resolution to the next meeting of Town Council for ratification. Following this event, the document will be sent to the Minister of the Department of Municipal Affairs and Housing for Provincial authorization.

ISSUE	PURPOSE	AMOUNT
TBR 22/23-2	Sanitary Sewer- MacDonald S/D	\$230,000

**MUNICIPAL COUNCIL OF THE  
TOWN OF KENTVILLE  
TEMPORARY BORROWING RESOLUTION**

Amount: \$ 230,000

Purpose: Sanitary Sewer Renewals- MacDonald Ave, Braeside, Henry

**WHEREAS** Section 66 of the Municipal Government Act provides that the Council of the Town of Kentville, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose as authorized by statute;

**WHEREAS** the Council of the Town of Kentville has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for a capital purpose as identified in their capital budget; and

**WHEREAS** the Council of the Town of Kentville has determined to borrow for the purposes of Sanitary Sewer Renewals- MacDonald Ave, Braeside, Henry;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of Section 66 of the Municipal Government Act, the Council of the Town of Kentville borrow a sum or sums not exceeding Two Hundred and Thirty Thousand Dollars (\$ 230,000 ) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

**THAT** the sum be borrowed by the issue and sale of debentures of the Council of the Town of Kentville to such an amount as the Council deems necessary;

**THAT** the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Council borrow from time to time a sum or sums not exceeding Two Hundred and Thirty Thousand Dollars (\$ 230,000 ) in total from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Kentville held on the \_\_\_\_ day of \_\_\_\_\_, 2022.

**GIVEN** under the hands of the Clerk and under the seal of the Town of Kentville this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Clerk

**TOWN OF KENTVILLE  
SANITARY SEWER AREA SERVICE  
CAPITAL INVESTMENT PLAN  
YEARS 2022/23 TO 2026/27  
SUMMARY**

	<u>2022/2023</u> <u>BUDGET</u>	<u>2023/2024</u> <u>BUDGET</u>	<u>2024/2025</u> <u>BUDGET</u>	<u>2025/2026</u> <u>BUDGET</u>	<u>2026/2027</u> <u>BUDGET</u>
<b>PROJECTS</b>					
<b>Other sanitary sewer projects</b>					
Braeside/MacDonald Avenue	330,000				
Business Park laterals	30,000				
Klondyke Forcemain (COK tender)	30,000				
Southview/Lavinia		320,000			
Mill Run pumping station upgrades		50,000			
Elm Street			300,000		
Cornwallis Street				250,000	
	<u>390,000</u>	<u>320,000</u>	<u>300,000</u>	<u>250,000</u>	<u>-</u>
<b>Equipment</b>					
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL CAPITAL ADDITIONS</b>					
	<u>390,000</u>	<u>320,000</u>	<u>300,000</u>	<u>250,000</u>	<u>-</u>
<b>FUNDING</b>					
<b>OUTSIDE SOURCES</b>					
Other governments					
Other	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Proceeds					
<b>INTERNAL SOURCES</b>					
Reserves					
Sanitary Sewer Capital (Restricted)					
General allocation	60,000	50,000	30,000		
Depreciation	100,000	170,000	150,000	100,000	
	<u>160,000</u>	<u>220,000</u>	<u>180,000</u>	<u>100,000</u>	<u>-</u>
Operations					
Capital from revenue- San Sewer	-	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>BORROWING</b>	<u>230,000</u>	<u>100,000</u>	<u>120,000</u>	<u>150,000</u>	<u>-</u>
	<u>390,000</u>	<u>320,000</u>	<u>300,000</u>	<u>250,000</u>	<u>-</u>

Ratified by Town Council May 30, 2022



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

**Department of Planning and Development September 12 for July and August t2022.**

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

#### **Programs and Operations**

- 15 Permits Issued: Building valuation of \$1,130,426 for a year total of \$18,102,952

#### **Projects**

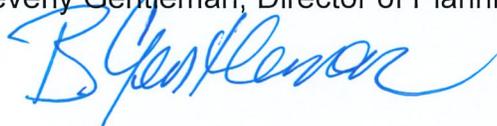
- Municipal Flood Line Mapping Project – The RFP has been awarded Dillon Consultants and are in the process of engaging First nations and reviewing various background information.
- Hobou Court development is moving along nicely. Discussions are underway for the second phase which will include several open space amenities.
- VIDI Living is the proposed development off Harlan Count. Site plans and design work for the development are under review both planning and engineering departments within the Town of Kentville and the County of Kings.
- Brison Rezoning. Staff are working with a planning consultant for Brison Developments to rezone approximalyt 40+/- acres along Acadia Drive, north of the Donald Hiltz Collector. The proposal is a mix of single family, semi-detached and multi-unit dwellings. A public Information meeting is schedule for 6PM Tuesday September 27, 2022.
- Enqore – working with the developers of Ryan’s Park at a redesign of their second phase. Staff are waiting for updated plans to review and comment on.
- Planning and Engineering departments continue to work with a developer who owns land on Chester Ave.
- **Public Engagement**
- Ongoing

#### **Meetings and Events**

- CAC

- Senior Management
- Department of Municipal Affairs and Housing
- Vida Living
- Brison/Brighter Communities Planning Consulting.
- Rodger Cameron – Chester Ave development

Respectfully Submitted,  
Beverly Gentleman, Director of Planning and Development.

A handwritten signature in blue ink, appearing to read "B. Gentleman", is written over the typed name. The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

# Activity Report

Planning & Development  
July & August 2022



<i>PERMITS</i>	<i>PERMITS ISSUED</i> July 2022		<i>PERMITS ISSUED</i> July 2021	
	Month Total	Year Total	Month Total	Year Total
Number of Permits	6	91	12	94
Total Building Value	\$ 74,526.00	\$ 17,047,052.00	\$ 490,250.00	\$ 21,258,349.00
Permit Revenue	\$ 116.90	\$ 13,623.34	\$ 689.58	\$ 24,550.90

<i>PERMITS</i>	<i>PERMITS ISSUED</i> August 2022		<i>PERMITS ISSUED</i> August 2021	
	Month Total	Year Total	Month Total	Year Total
Number of Permits	9	100	13	107
Total Building Value	\$ 1,055,900.00	\$ 18,102,952.00	\$ 1,079,100.00	\$ 22,337,449.00
Permit Revenue	\$ 2,507.66	\$ 16,131.00	\$ 4,393.82	\$ 28,944.72

# Permit Report

Planning & Development  
July & August 2022



<b>Permit #:</b> 4064	<b>Permit Date:</b> 2022-07-08
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$30.00
Demolition - Demolishing a derelict house	

<b>Permit #:</b> 4065	<b>Permit Date:</b> 2022-07-14
<b>Value of Construction:</b> \$26,026.00	<b>Fee:</b> \$50.00
Solar Panel - Installing 22 Solar Panels on the roof of the existing single family dwelling	

<b>Permit #:</b> 4066	<b>Permit Date:</b> 2022-07-05
<b>Value of Construction:</b> \$4,000.00	<b>Fee:</b> \$0.00
New Accessory Construction - Installing a 6' tall chainlink fence with privacy panels to enclose a swimming pool	

<b>Permit #:</b> 4067	<b>Permit Date:</b> 2022-07-14
<b>Value of Construction:</b> \$40,000.00	<b>Fee:</b> \$36.90
New Accessory Construction - Constructing a new 24' x 16' (386 sq ft) garage in the rear yard	

<b>Permit #:</b> 4068	<b>Permit Date:</b> 2022-07-14
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
Temporary Sign - Installing public event signage for the mural festival at 3 locations	

<b>Permit #:</b> 4069	<b>Permit Date:</b> 2022-07-25
<b>Value of Construction:</b> \$4,500.00	<b>Fee:</b> \$0.00
New Accessory Construction - Constructing a 10' x 10' (100 sq ft) accessory building in the rear yard	

<b>Permit #:</b> 4071	<b>Permit Date:</b> 2022-08-08
<b>Value of Construction:</b> \$300.00	<b>Fee:</b> \$20.66
Renovation - Installing an interior door to create an ancillary dwelling unit	

<b>Permit #:</b> 4072	<b>Permit Date:</b> 2022-08-15
<b>Value of Construction:</b> \$1,000,000.00	<b>Fee:</b> \$2,220.00
Renovation - Renovating the interior of an Industrial building to retrofit for a new use	

<b>Permit #:</b> 4073	<b>Permit Date:</b> 2022-08-08
<b>Value of Construction:</b> \$4,000.00	<b>Fee:</b> \$50.00
Swimming Pool - Installing a 25' x 18' above ground swimming pool	

<b>Permit #:</b> 4074	<b>Permit Date:</b> 2022-08-08
<b>Value of Construction:</b> \$600.00	<b>Fee:</b> \$50.00
Swimming Pool - Installing a 15' round swimming pool	

<b>Permit #:</b> 4075	<b>Permit Date:</b> 2022-08-05
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$0.00
New Accessory Construction - Constructing a 14' x 15' (210 sq ft) accessory building in the rear yard	

<b>Permit #:</b> 4076	<b>Permit Date:</b> 2022-08-22
<b>Value of Construction:</b> \$1,000.00	<b>Fee:</b> \$0.00
Change of Tenant - Expanding the use of a neighbouring business	

<b>Permit #:</b> 4077	<b>Permit Date:</b> 2022-08-12
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$50.00
Swimming Pool - Installing a 24' above ground swimming pool	

<b>Permit #:</b> 4078	<b>Permit Date:</b> 2022-08-22
<b>Value of Construction:</b> \$30,000.00	<b>Fee:</b> \$86.00
Renovation - Renovating a kitchen to expand the area and adding a new sink	

<b>Permit #:</b> 4079	<b>Permit Date:</b> 2022-08-23
<b>Value of Construction:</b> \$10,000.00	<b>Fee:</b> \$31.00
New Accessory Construction - Constructing a 250 sq ft back deck addition around an above ground pool	



# **Town of Kentville**

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

### **Community and Economic Development Coordinator**

**July 2022**

#### **Programs and Operations**

- The Historic Kentville video project has started shooting and is on a revised timeline to accommodate vendor schedules and other required resources. We are working with two local vendors on this project and the video will cover a variety of assets in Kentville that will aim to draw the “cultural enthusiast” category of visitor which makes up about 1/3 of the total number of visitors that NS welcomes each year. The video production will be spread out a little more than originally planned, but we will have a product to share before year end.
- We continue to explore options for the comfort station project that will see public bathrooms created downtown. Three alternative locations have been explored over the summer, but availability and required retrofits are both barriers we are facing. It’s a great thing that our downtown spaces are filling up, but our options are limited. In the meantime, the Develop Nova Scotia funding and other grant monies received by KBC for the Comfort Station project are being directed into placemaking initiatives for Centre Square activation, with the endorsement of Develop NS.
- KBC held a public engagement session in Centre Square on Sept 6<sup>th</sup> for stakeholders and interested parties to provide feedback and ideas about Centre Square. This meeting was well attended and had representatives from multiple community organizations as well as Town Council and Staff. The session feedback will inform some of the project work carried out over the next few weeks in that space. Stay tuned, it’s going to be spectacular!

## **Tourism /Special events**

- The KBC Mural Fest was a great success again this year. Although the temperatures played a role in reduced spectator numbers, the art pieces are beautiful, and the artists showed great dedication painting through the heat wave. We received a lot of attention online and continue to field questions from other communities about how it's run and how they could start their own. A Public Art map is being created now and will be available online as additional promo for the festival, but also to draw people to town any time for mural viewing.
- The Kentville Pumpkin People Festival is on as usual in October. This year's Pumpkin People theme is "Animal Kingdom" and we have been working hard on props and marketing content thus far. Supply issues are being worked out, and while we may be a little behind on execution from previous years, the team is confident that everything will come together as always. We have found new clothing suppliers and are working out the logistics of sorting and pick-up. We want to sincerely thank Open Arms as well as Carlton Road Industries for reaching out to us with solutions.
- Events related to Pumpkin People are still in late planning stages, but schedules, maps and other promo items are trickling out now. People can find basic info on the Kentville website now, and we will continue to add materials as they become available.
- KBC has scheduled the Under the Gazebo series programming and the line -up looks great this year! A new addition to this line up is the community supper on Sept 29<sup>th</sup>. Please check out the promo for these events and be aware of additional events and placemaking initiatives that will be implemented in Centre Square during Sept/October. In addition to the Harvest Fest, we are looking at movie nights, live music events, and a few other surprises.

## **Projects & Beautification**

- New Beautification items are forthcoming for Centre Square and will start to be visible between now and October. Some items are being supported by the Develop NS placemaking initiative through KBC, and some are TOK Capital Purchases. Folks can expect to see benches, new tables, single chairs, festival lights and more art.

- New Holiday Beautification décor has been ordered for downtown this year and includes new items for Centre Square. The fabric banners are not always robust enough to withstand winter weather, so we have changed it up and ordered LED Pole Mounts in lieu of winter banners. We are crossing our fingers that the order will arrive in time for Holly Days!
- The landscaping work for the greenspace near the Siliboy Mural is still outstanding. It may need to be pushed to the next fiscal year, and we will likely need to contract that work out. The plan involves repurposing existing hardscape materials and planting of new materials like native grasses and shrubs.

Respectfully Submitted,  
Lindsay Young  
Community & Economic Development Coordinator



**Town of Kentville  
Staff Report to Council Advisory Committee  
For the Month of July and August 2022  
DEPARTMENT OF PARKS AND RECREATION  
PRESENTED ON SEPTEMBER 12<sup>TH</sup>, 2022**

**Administration and Operations**

- Operations
  - The Active Living Community Coordinator position is currently vacant. We are hoping to fill this position by the end of October. This position will be advertised in the coming weeks. Until this position is filled residents may notice a decrease in offerings.
  
  - We are happy to welcome Grayson Titcomb into the role of Community Sport EDI Navigator. This is a fully funded, 3-year position in partnership with Sport Nova Scotia that will work with our department to create more equitable, safe and welcoming sporting opportunities for residents of Kings County.
  
- Administrative
  - The Valley Homeless No More committee is hosting an event for field experts on September 26<sup>th</sup> and will be held Berwick. The goal of this event is to understand the successes and challenges of our collective work over the past five years and identify key strategies for expanding the Homeless No More mandate to work across the lifespan.
  
  - A committee has been struck to support Acadia University in the development of the second rendition of the Community-Support and Service based count. This count will act as a place in time count on Homelessness from West Hants to Digby. With this information we will be able to analyze the data to help us understand the demographics of homelessness in our communities. A large component of this work is prevention, including connection to community. This survey will also provide insight into community connectivity and how it relates to homelessness. This information we will help guide the allocation of recreation resources in the Annapolis Valley.

- Kentville will be represented at an up and coming NSFM webinar happening on September 14<sup>th</sup>. The title of this webinar is “Reimagining Municipal Recreation Services for Rural Low-Income Families”.
- The morning of October 21<sup>st</sup> in Dartmouth, our research team will be running a 3-hour workshop for recreation practitioners as part of the annual Recreation Nova Scotia conference. The title of this workshop is “Creating Vibrant Communities Through Designing Resilient Recreation and Park Provisions”

## **Facilities and Operations**

- Operations
  - The majority of our parks summer staff team have completed their term and we want to thank them for their commitment to our parks and trails this summer, without our summer staff we wouldn't be able to keep our parks and trails maintained to the standard our community has come to expect.
  - We currently have two vacant positions in our Parks Department. We will be hiring for the Arena/Park attendant position in the coming weeks. The vacant Horticulturalist position will be advertised in the new year in time for the Spring growing season.
  - Homelessness continues to impact our parks. Individuals or families who are unsheltered often use our parks and facilities as a safe place to shelter for the evening, or to get out of the heat during the day.
- Arena
  - As we finish up with installation of the compressor we are aiming to have the arena open by September 20<sup>th</sup>.
- Parks and Trails
  - The Kentville Ravine: Kentville Ravine remains closed to the public due to unsafe conditions. Agriculture and Agri Food Canada (Government of Canada) has been working to remediate the situation. A meeting is planned for late September to give a more thorough update.
  - The Gorge: This summer the Gorge received some trail upgrades. We will also be continuing with work at the Gorge after a recent survey found that some of the original trails fall outside of Town property.
  - Miners Marsh: Working with an ecological advisory committee that includes Ducks Unlimited and local experts, we are working to support the continued development of a nature reserve, while also accommodating the

ever-increasing number of park users. This means protecting habitat while also insuring accessibility. This work is ongoing.

- Hemlock Woolly Adelgid: a proposal has been created recommending ways on how to proceed with addressing the Woolly Adelgid at both the Gorge and the Kentville Ravine.
- Pool and Splashpad
  - We are still waiting on a part for the Kentville Splashpad. The delays have caused the Splashpad to remain closed.
  - The Kentville Memorial Pool continued to lose water throughout the summer. We will be doing some exploratory work in the Fall to help with capital planning for the 2022-20223 fiscal.

## **Programs and Operations**

- Operations
  - Our summer program staff have completed their summer work terms and we are extremely thankful for all of their hard work and dedication in making this summer a great one for the Town of Kentville.
  - This summer the Kentville Spike Fund has received 20 applications, totaling \$2365. This is an increase from last year which had a total of 9 applications over the entire year totaling \$1317.99.
- Programs
  - Summer programs have come to an end after another successful summer. The numbers are broken down as follows:
    - Day Camp – 277
    - Adult Beginner Ballet – 9
    - AquaFit – 20
    - AquaGo – 31
    - Kids Cooking Class – 8
    - Swimming lessons – 214
    - Tennis lessons – 66
    - Youth Leadership Program – 10
    - Youth Tennis Camp – 22
  - In total, 657 different opportunities for recreation programs were filled in Kentville this summer, providing lasting memories and new opportunities for skill development.

## **Community Outreach**

- Events

- The End of Summer Celebration was held on Friday August 26<sup>th</sup> at Oakdene Park. Thank you to the Kentville Rotary Club for supporting this event with their BBQ. This event also included entertainment from the Travelling Trunk Theatre Troupe and a soap slide.
- Kentville hosted it's first tennis tournament in many years, thanks to our summer Tennis Coordinator. We hope to continue to grow this event.
- Our Summer Junior Recreation Intern planned and hosted our first ever Accessible Prom. The evening was a great success and offered an opportunity for folks who were not able to access their own proms due to a lack of access a chance to celebrate and dance the night away.
- On July 16<sup>th</sup>, the Halifax Mermaids visited us for another magical day at the Kentville Memorial Pool. We hosted over 50 participants with all proceeds going to the Kentville Spike Fund.
- Our Summer Outreach Coordinators hosted many small events this summer including Try Archery, Try Lacrosse, Art Workshops, Senior Kite Flying, Kids Baking, Pop up events (Play, Building, Art, Crafts), Day of Dance. These positions are used to take a decentralized approach to recreation, creating a more accessible environment for folks to participate in different types of recreation opportunities. Its also an opportunity for our department to engage in learning conversations, allowing us to better understand the needs of our community.
- The Kentville Canada Cup was held on August 12-14<sup>th</sup>. Over 150 athletes attended. Work has already begun to plan for next year when the Gorge will host the National Mountain Biking and Short Track Championships.

### **Capital Projects**

- Splash Pad: Repairs are completed. A problem with the switch is preventing it from opening.
- Arena Condenser: A new condenser for the arena has been installed.
- Miners Marsh: Work to repair the trail after the extensive damage done by the Spring floods has been completed.
- Memorial Pool: Project is almost completed with the staff showers left.

- Dog Park: Work is scheduled to begin the end of September. This will include groundwork and fencing installation. The park is planned to be open in the Spring of 2023.
- Truck: We were able to purchase one new truck to add to our fleet.
- Memorial Park: We are currently looking into options to remove the concrete bleachers and level out the retaining wall. Aluminum bleachers will replace the existing structure and will be fully accessible. Fencing replacement has been completed. A tender will be released on the coming weeks to complete the irrigation work.

### **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.
  - This committee took a break for the month of August and reconvened on Friday, September 9<sup>th</sup>, 2022. At this meeting a new Chair was elected (at the time of report submission, the results of the election were not known) as Spencer Laing, the previous Chair, had to step down due to competing priorities. The committee wishes to thank Spencer for his commitment to this work, as well as his excellent leadership.
- Kentville's Active Transportation Plan
  - Staff continue to update and present on the proposed Active Transportation projects for this fiscal.
  - Director Bell has awarded the tender and work on the multi-use trail will begin in September.
  - We are working on planning for next year's capital, which includes consultations with the accessibility committee, KBC, each department, and other key stakeholders.
- Regional Recreation Complex:
  - There is no update at this time.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Rachel Bedingfield". The signature is written in a cursive, flowing style.

Rachel Bedingfield  
Director of Parks and Recreation



# Town of Kentville

## Staff Report to Council Advisory Committee

### Department of Engineering and Public Works

September 12, 2022

#### Programs and Operations

- **Kentville Water Commission:** As usual with the summer season, water consumption was at its highest averaging around 1.2 million gallons per day. During this peak period, we had one of our five wells that pump into Town out of service with a pump failure (we actually have seven wells, but two of these pump to the Business Park Tank that services the Park and the west end of Town). With only four pumps operating, we are able to keep up with the peak demand but should another pump or well fail during this time, three wells wouldn't be able to meet the supply needs. During these recent times with supply chain issues affecting virtually all industries it is essential to have a complete pump and motor "on the shelf" so that multiple weeks or even months delivery wait time can be avoided. The replacement pump and extra "shelf pump & motor" are scheduled to arrive this week and will be installed in the coming days. A new 6<sup>th</sup> (eight overall) well is scheduled to be drilled this fall along the Harvest Moon Trail to help with both mechanical redundancy and future growth demands.
- **Sanitary Sewer Area Service:** Mayor Snow, CAO Troke & I attended a special Regional Sewer Committee (RSC) meeting on August 31<sup>st</sup> to discuss the potential award of RSC Capital project to replace a section of the large diameter forcemain from the Kentville Justice Centre through Klondyke Street to the Glooscap Curling Club. Like many projects of late, this one came in about 80% over budget. It was decided to not award the contract this year and to combine it with the next phase from the Curling Club to Eaves Hollow and tender it earlier in the year with hopes of obtaining better pricing. The availability of infrastructure grants to assist in the project will also be investigated.

Director Crowell has prepared a draft Sanitary Sewer Area Rate Study and we will present this to Council later this Fall.

## Projects

- **MacDonald Avenue Subdivision Upgrades** – Although the project got off to a slow start, the contractor has been on-site since late August and the project is underway. Construction of Phase 1 will focus on Macdonald Avenue and the lower section of Henry Street with the remainder of Henry Street and Braeside Drive completed next summer as Phase 2.
- **Meadowview Bridge Replacement** – The new Kentville to Meadowview bridge that was destroyed by fire in 2021 has been replaced with a low maintenance precast concrete bridge and has been in service since July 15<sup>th</sup>.
- **AT Project** – The first phase of the AT Project was tendered in July and closed August 9<sup>th</sup>. Unlike most projects that have a large plastic pipe and excavation component to them, this project is mostly asphalt & concrete and came in under budget. Other Kentville Capital projects that were piggybacked on this phase of the AT tender include: the top lift of asphalt in Burke Subdivision, sidewalk repairs and replacements on Park Street and upgrades to the curb & sidewalk where West Main meets Main Street.
- **Kentville Heritage Centre** – The replacement of the roof at 66 Station Lane has been tendered and awarded to Acadia Roofing & Contracting Limited and will be completed this fall.

## 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
- July 11<sup>th</sup> CAC
- July 13<sup>th</sup> & August 3<sup>rd</sup> OHS Meetings
- June 28<sup>th</sup> Hurricane ECC Activation – MCK
- August 31<sup>st</sup> Special Regional Sewer Committee Meeting

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works





**Town of Kentville**  
**CAO to Council Advisory Committee**  
**SEPTEMBER 12, 2022**

Budget: Meetings with Kings regarding future pressures on Regional Sewer Pumping Stations in Kentville due to new developments.

Training: Regional Emergency Measures training continues.

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

Boundary Review: Good responses to the survey, overview provided to Committee tonight.

Policy & By Law: Working with community new approaches to housing/ affordability. Presentation tonight, Kentville Housing Action Plan.

Meetings: PACE program executive, Regional Sewer, REMO, and meetings regarding Animal Control.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

## The Mentoring Plus Strategy – Summer 2022 – Valley Region

As summer comes to a close, and we are in full swing preparing for our Fall activities. It has been fun reflecting on the valuable connections and socially inclusive activities that the Mentoring Plus Strategy has offered our local community. Strengthening community partnerships and engagement has been a priority this past year and we are honored to have built strong relationships with all of you!



(Photo: A group of mentors who contributed their time to our first in-class mentoring initiative at NKEC in spring 2022, pose together outside the local high school. From right to left: back row - Ralph, Ted, Matt; front row – Candace; Tracy; Karen. Missing from the photo: Paula, Belinda)

We all know, **momentum grows where trust flows**...isn't that why Mentoring relationships are so valuable? In rural NS it is no secret that relationships are at the heart of community engagement and economic development. This is proven daily in the development efforts of the Mentoring Plus Program where the nurturing of new relationships and the maintenance of established ones keeps momentum building and partnerships exponentially expanding. This is true for the community partners, and the older adult volunteer mentors alike. Mentors repeatedly provide feedback that they get as much out of the group mentoring and intergenerational knowledge exchanges as the 'mentees', and regularly ask for additional opportunities to connect as a group to learn together and grow their mentoring skills through peer-to-peer discussions. A sure sign that trust-filled relationships are growing, and social inclusion is being felt by all! It is a joy to work with you all! – *Julianne (Coordinator MPS Valley Region)*

**Mentoring Plus is excited to now be co-located with community partners at the Valley Business HUB.  
Find us at 448 Main Street in Kentville!**

### In this Issue:

Pg 2: Fall High School Sessions Starting soon  
Pg 3: Bi-Weekly Mentoring Lounges  
Pg 3: Community Suppers Continue  
Pg 4: Mentoring Opportunities Business & Health

### Save these dates (see page 5)

Sept 4<sup>th</sup> Kidtrepreneur Business Fair 10-4pm  
Sept 14<sup>th</sup> – Mentor Reconnect 11-2pm  
October 4<sup>th</sup> – New Mentor Onboarding Session

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## Getting Ready for Back to School: Mentoring in the Local High Schools 2022

In the spring we wrapped a Mentoring project where a multidisciplinary group of 8 Mentors integrated into a grade 12 Business Management class at NKEC with 15 students. Mentors joined the class 1-2x a week all semester to provide industry knowledge and life experience to case studies and group discussions. Mentors even had the privilege of watching the student groups present their business pitches for final exams.

Another team of Mentors, passionate about Financial Literacy held a group discussion on money, jobs, and financial management with a Career Access class. ***One instructor provided this heartfelt feedback: "That was nothing like I had planned, and 100 times better than I could have imagined! The way the mentors showed interest in these kids ... some of these students never get listened to."***

### Ready to get involved?

For the 2022-2023 School year we already have teachers in program planning stages contacting us to request mentoring teams for their classrooms this semester! We'd love to have you join us!



(Photo: Mentor Ralph H. discusses a case study with students)

To wrap up the school year, a group of 6 career development teachers and counseling staff worked together to host a Mentoring Plus "Career Share" in the school Library. The event showcased 8 Mentors from various careers and industry sectors who met and spoke with 65+ Students from all four high school grades. Each class spent a period with the mentors for a chance to broaden their perspective on the career options, job titles, and opportunities that are available to them.



(Photo: Mentor Paula H, talks to group of students at NKEC Career Share)

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***"I enjoyed it, and I loved the casual feel of it, and that you can develop a connection with them – even in just the span of 6 minutes"***

***–Career Share, high school participant.***

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Based on the feedback we received, over **80% of high school respondents who participated in the High School initiatives this year said the mentoring sessions were 'very good' to 'excellent'**. 85% felt strongly that the mentor's knowledge and life experience was valuable to their learning. 68% responded with favorable interest in having follow-up conversations with a Mentor.



(Photo: Group of 10 mentors pose at NKEC Career Share)

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## Bi-Weekly Mentor Lounge Sessions: “Show Up. Sit Down. And Share.”

### Community Learning @ VCLA HUB

The Mentor Lounge offers a regular activity for Mentor engagement and a place to **share your stories**.

For the past year, we have hosted this informal peer-to-peer mentor knowledge exchange activity at the Valley Community Learning Association (VCLA) in Kentville. With a variety of adult education and pre/employment programming running at this community learning HUB, staff and participants are invited to join our conversations about way-finding and in turn, **everyone learns from each other. Join us every other Thursday.**



**Stay tuned for our Mentor Lounge fall schedule – Happening in Kentville & Middleton!**

### On site at NSCC Middleton with Farm Cafe

In the fall we will be starting another bi-weekly **Mentoring Lounge** on Wednesday's at the Farm Café at the NSCC campus in Middleton. This site is host to a variety of community lead programs, in addition to CORAH (Centre of Rural Aging and Health), the Farm Café runs out of the campus cafeteria and supports community members in need, with fresh food solutions. NSCC campus principal and the Director of Campus and Community are looking at partnering opportunities for the fall 2022 when students are able to return to on site activities and knowledge exchanges can be offered to the college students. Mentoring Plus and our collaborating community partners will co-facilitate informal and intergenerational conversations to help engage seniors and share stories.

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## Community Suppers: Intergenerational Food for Thought



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### See you on Tuesdays!

We are excited to announce that we will continue this partnership and the community suppers will continue this fall. The intergenerational knowledge exchanges around the dinner tables are always a great informal place to connect with others! All are welcome and the food is amazing!! Watch Face Book for the menu weekly:

<https://www.facebook.com/search/top?q=flying%20squirrel%20adventures>

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The Mentoring Plus Strategy is fully engaged in local Community Suppers on Tuesday evenings also located at the VCLA HUB. Partnered with Flying Squirrel Adventures; Kids Action Program; YReach; VCLA; 2nd Harvest to co-host an Intergenerational Community Supper has been a wonderful example of collective impact. Each week Mentors have joined the suppers to help promote intergenerational conversations. Suppers draw in over 65 guests weekly - a wide variety of community members who gain social engagement. From here, new seniors have signed up to become active mentors with MPS.

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## Find your Focus – Mentors: What Motivates you?

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### Financial Literacy and the Future of Work

A focused group of Mentors, financial advisors, high school and post-secondary faculty and administration, together with recent graduates gathered for a discussion about the opportunity retirees and mentors have to help improve financial literacy for students graduating into the world of work. Interested in participating in these discussions? Contact us to learn more!



Helping youth prepare for a world of work...In the Valley region we continue to work with Career Connections and Department of Community Services including the Career Rising program. We hosted a successful session together with a group of Mentors this summer. Mentees sparked great conversation by asking the Mentors questions like: "What were your greatest successes and regrets?"

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### Mentoring for Community Health

***Mentoring Plus recognizes that our older adults want to help address our community health care needs!***

In the spring of 2022 a group of 6 older adults with an interest in community health and aging well together participated in a focus group to discuss health literacy opportunities for seniors.



Additionally, MPS supported VCLA's Cornerstone program helping prepare people for employment in the Long Term Care Sector. A multidisciplinary team of 5 Mentors with experience in the health and wellness sector joined a class of 13 learners for a conversation about understanding intergenerational client care early spring and it was a great success. Later a group of Mentors with HR experience spent the morning with the 13 learners helping them practice interview skills and providing constructive feedback.

The success of this collaboration has showcased the potential to further involve Mentors in helping respond to a growing demand for Community Health Care. Mentoring Plus is excited to be working with VCLA and local community health stakeholders to develop new initiatives this fall.

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### Mentoring for Business Development

Through our business development mentorship, a series of intergenerational knowledge exchanges have taken place with groups of mentors and mentees from multidisciplinary perspectives. Mentoring groups, with common passions, come together to support younger professionals with business and community development. This model will be further developed with the Valley REN Business NOW program.

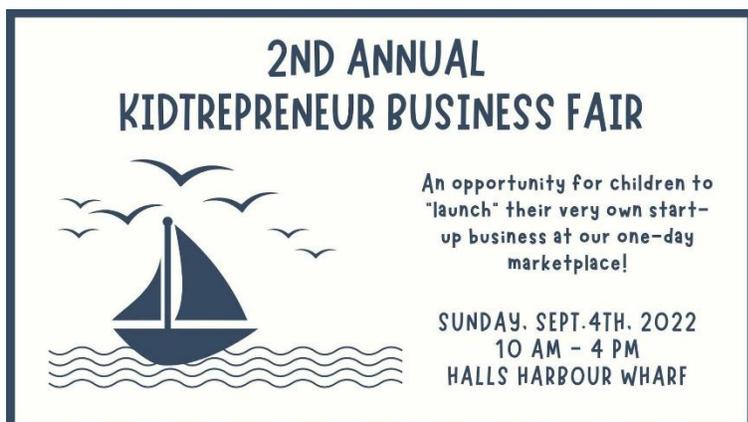
We have also met with CBDC Hants Kings ED and staff team to discuss a partnership with the Mentoring Plus Strategy to provide retirees as mentors to entrepreneurs in their small business development programs. We are excited to continue our planning this fall. *Join us for group mentoring sessions on a variety of shared-interest topics -*

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## Check your Calendar: Coming Right Up!

Join Mentoring Plus and one of our mentors, Madonna Spinazola in Halls Harbour September 4<sup>th</sup>



Mentoring Plus is excited to support the second annual "Kidtrapranure" event - where local young entrepreneurs will set up on the harbour front to sell their products. Mentors are invited to attend and are welcome to participate by offering encouragement and tips for the youth on setting up their displays, talking with customers, selling their products, and developing as business owners!

More info: <https://www.childrensbusinessfair.org/hallsharbour-canada>

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### Save these dates...

We look forward to connecting and collaborating with all of you.

**Wednesday September 21<sup>st</sup> Mentors Re-connect: Returning Mentors gather to gear back up for fall!**

We encourage you to invite retirees in your circle to consider themselves as Mentors with a story to share!

**Tuesday October 4<sup>th</sup> Mentors Plus One: New Mentors are invited to a group on-boarding session!**

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### Let's Stay in Touch!

This summer the Mentoring Plus staff and leadership team from our three regions have collaborated to bring together lessons from our local successes to build even greater momentum for the year ahead. Thanks to our stakeholder's participation, we have received and reviewed our interim program evaluation and are looking forward to implementing the feedback we received as we continue to build, direct, and grow the Mentoring Plus Strategy.

As a key component and response to the feedback we received, we are refining our communication efforts in order to keep our mentors, mentees, and community partners regularly informed about our intergenerational activity. By showcasing our Mentoring initiatives, in both formal and informal settings, we look forward to sharing how these relationships have truly contributed to meaningful and collective impact.

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Julianne Misner (she/her)  
Mentoring Plus Coordinator

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a: 448 Main Street, Kentville, B4N 1K6



See something here that interests you?

**Contact us to get involved!**

Keep up on our activities by following us on social media:

@ The Mentoring Plus Strategy

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**Remember: Knowledge is Infinite, Share yours!**

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**TO:** Council Advisory Committee

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

**DATE:** September 12, 2022

**SUBJECT:** Animal Control Bylaw

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**ORIGIN**

At the July 11, 2022 meeting of the Council Advisory Committee, Council asked staff to review the policies addressing the keeping of chickens in the Town of Kentville. Staff submitted a report to the July 25, 2022 meeting of Council with information about backyard chickens in the town's Animal Control Bylaw, and with examples of legislation from the Halifax Regional Municipality.

**DISCUSSION**

At the July 25, 2022 meeting of Council, members of Council discussed several aspects of keeping chickens to be included in a revised Animal Control Bylaw, including:

1. Should there be a registration for keeping chickens (similar to keeping dogs)?
2. Should there be a fee associated with a Chicken License?
3. What size of flock would be appropriate for backyard chicken keeping in Kentville?

Council gave feedback about these issues- they did not support registration or a fee for a chicken license. In Halifax, the keeping of chickens does not require registration but is encouraged in order to keep track of number of hens, facilitate information exchange and inform future By-law amendments on this issue.

**POLICY IMPLICATIONS**

Staff present the attached revised Animal Control Bylaw with changes specific to the keeping of chickens. These revisions support the keeping of backyard chickens with no mandatory registration or fee, with the size of a flock based on a sliding scale depending on property size. This bylaw will not apply to existing flocks of backyard chickens, but to any future flocks.

The bylaw is also being reviewed by Kentville Police to improve some language around enforcement of all sections by the Bylaw Officer or a third party, for example the Society for the Prevention of Cruelty to Animals (SPCA).

**BUDGET IMPLICATION**

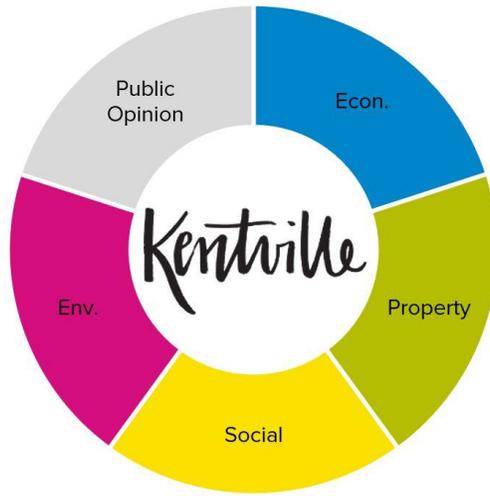
None.

**ATTACHMENTS**

Animal Control Bylaw

**RECOMMENDATION**

**That Council give First Reading to the Animal Control Bylaw at the September 26, 2022 meeting of Council.**





## TOWN OF KENTVILLE BY-LAW CHAPTER 70 ANIMAL CONTROL

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1. This By-law is entitled the "Animal Control By-law" and is intended to outline the control of animals in the Town of Kentville.

### DEFINITIONS

2. In this By-Law:
  - 1) "Animal Control Officer" means a special constable or by-law enforcement officer appointed pursuant to the Police Act or similar legislation and empowered by such appointment to enforce this By-law, or a police officer for the Town, and an Animal Control Officer is not an Owner of any animals seized by him as Animal Control Officer;
  - 2) "Cat" means a feline of any breed of domesticated cat or crossbreed domesticated cat;
  - 3) "Chicken License" means a license issued by the Chief Administrative Officer pursuant to this Bylaw authorizing the license holder to have chickens on a specific property within the Town;
  - 3)4) "Chief Administrative Officer" means the Chief Administrative Officer for the Town;
  - 5) "Coop" means a fully enclosed weather-proof structure and attached outdoor enclosure used for the keeping of chickens, that is no larger than 10 square metres in floor area, and no more than 2.4 metres in height;
  - 4)6) "Council" means the Council of the Town;
  - 5)7) "destroy" means kill;
  - 6)8) "Director of Finance" means the Director of Finance for the Town;
  - 7)9) "Dog" means any dog, male or female, or an animal that is the result of the breeding of a dog and any other animal;
  - 8)10) "Dog Registration Fee" means such fee as is set out in Schedule "B" attached to and forming a part of this By-law, or such other fee as is set by Policy of Council, for registering a dog, such fee to be set considering the cost of maintaining and improving a registry system for Dogs and enforcing this By-law, and the Fee may:
    - a. be greater for female Dogs than for male Dogs;
    - b. be greater for unspayed or unneutered Dogs than for spayed or neutered Dogs; and
    - c. be less for initial registration of a Dog where such registration by the Owner was not required prior to September 30th of the year of registration;

- 9)11) "Extraordinary Expense" means any expense incurred by Staff in relation to an animal except for provision of food and shelter;
- 12) "Hen" means a female chicken;
- 10)13) "Impounding Fees" mean such fees as are set out in Schedule "B" for the cost of impounding an animal by the Animal Control Officer, and the Fees may differ for different types of animals;
- 11)14) "Owner" of an animal includes any person who possesses, has the care of, has the control of, or harbours an animal and, where the person is a minor, includes a person with custody of the minor;
- 12)15) "Pound Fees" means such fees as are set out in Schedule "B" for the provision of food and shelter to animals harboured at the pound, and such Fees may differ for different types of animals.
- 13)16) "Pound Keeper" means a person appointed by Council or the Chief Administrative Officer as Pound Keeper, and a Pound Keeper is not an Owner with respect to any animals kept by him as Pound Keeper;
- 14)17) "Redemption Period" means that period of time which commences with the possession of an animal by the Pound Keeper and expires 72 hours later, except where the period expires when the pound is closed the period shall be extended to the expiry of the next business day;
- 15)18) "Registration Tag" means a tag bearing a serial number and the year in which it is issued by Staff to the Owner of a Dog upon registration of the Dog to identify the Dog, and includes a Replacement Tag issued to replace a missing tag;
- 16)19) "Replacement Tag Fee" means such fee as is set out in Schedule "B" for providing a Replacement Tag to an Owner of a Dog when a Registration Tag is lost;
- 20) "Rooster" means a male chicken;
- 17)21) "Staff" means those persons assigned by Council or the Chief Administrative Officer to administer the provisions of this By-law, and for the purposes of this By-law shall also include individuals at locations other than the Town Hall in Kentville who are authorized by Council or the Chief Administrative Officer to register Dogs or issue Registration Tags, and shall also include the Pound Keeper;
- 18)22) "Town" means the Town of Kentville.

### DOG REGISTRATION

3. (1) Every Owner of a Dog shall register such Dog with Staff within 10 days of becoming the Owner and annually thereafter on or before the 31st day of March in each year and shall pay a Dog Registration Fee to the Town for each Dog.
- (2) The following persons are exempt from registering a Dog and paying a Dog Registration Fee, although they may choose to do so:
- a veterinarian who temporarily harbours a Dog for the sole purpose of providing it with medical care;
  - an Owner of a Dog that is trained to assist and assists the Owner with a disability, and such an Owner is exempt from the payment of

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- a Dog Registration Fee for such Dog if the Owner chooses to register the Dog;
- c. an Owner of a Dog that is less than 3 months old;
- d. a person who harbours a stray Dog for less than 7 days; and
- e. an agent for the Society for the Prevention of Cruelty - Kings Branch who temporarily harbours a Dog in the care of the Society; and the onus is on such persons to prove the exemption.

#### **REGISTRATION PROCESS**

4. To register a Dog, the Owner shall provide to Staff the following:
  - 1) name, civic address, mailing address and telephone number of the Owner;
  - 2) name and breed of the Dog;
  - 3) description of the Dog including the breed, whether the Dog is male or female, any identifying characteristics including micro-chip implants, tattoos or special markings, and, when applicable, proof that the Dog has been spayed or neutered; and
  - 4) applicable Dog Registration Fee.The Owner may also provide any other information that may assist in identifying the Dog.
5. Staff shall keep a record of every Dog registered, recording the following information:
  - 1) registration date;
  - 2) registration number;
  - 3) name of Dog;
  - 4) description of the Breed of the Dog and any identifying characteristics;
  - 5) name, civic address, mailing address, and telephone number of the Owner; and
  - 6) any other information provided by the Owner that may assist in identifying the Dog;and shall issue to the Owner a Registration Tag.
6. Where a Registration Tag issued by Staff to an Owner of a Dog becomes lost, the Owner shall obtain a Replacement Tag from Staff upon payment of a Replacement Tag Fee.
7. The Owner of every Dog shall keep on the Dog a collar with the Registration Tag issued for that Dog at the time of registration or a Replacement Tag, and the Tag shall be kept securely fixed on the Dog at all times during the year.
8. Where an Owner has registered a Dog and subsequently ceases to be the Owner of the Dog as a result of death, sale or transfer of the Dog, the Owner shall provide to Staff within 30 days of ceasing to be the Owner of the Dog written notice of:
  - 1) the name, civic address, mailing address, and telephone number of the person to whom the Dog was sold or transferred;
  - 2) the Dog's name and description;

**Town of Kentville, By Law Chapter 70: Animal Control**

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- 3) the Dog's registration number; and
- 4) the reason for ceasing to be the Owner of the Dog.
- 9. The Owner of a Dog shall deliver in writing to Staff a statement of the number of Dogs owned, harboured, or that are habitually kept upon the premises occupied by the Owner, within 10 days after receiving notice from Staff requiring such information to be provided.
- 10. No more than three Dogs may be kept on any property.
- 11. Any person resident within the Town who purchases a Dog from the Pound Keeper shall register the Dog, pay the appropriate fee, and obtain a Registration Tag for such Dog before taking it from the pound.

**CHICKENS**

- 12. A Person may apply to keep Chickens and Hens but not Roosters in the Town of Kentville by submitting a completed Chicken License Application ("Schedule B").
- 13. A permit or license is not required to keep chickens, but the Town encourages voluntarily registration of backyard chickens.
- 14. Where permitted, the keeping of chickens shall be subject to the following conditions:
  - a. The maximum number of hens permitted is based on lot area as follows:
    - i. a maximum of 10 hens on lots less than 4,000 square metres in size;
    - ii. a maximum of 15 hens on lots 4,000 square metres and over but less than 6,000 square metres in size;
    - iii. a maximum of 20 hens on lots 6,000 square metres and over but less than 10,000 square metres in size;
    - iv. a maximum of 25 hens on lots 10,000 square metres or greater in size;
  - b. Hens must always be contained within a coop or fence;
  - c. The coop or fence must be
    - i. located in a rear yard;
    - ii. setback a minimum of 20 metres from watercourses;
    - iii. setback a minimum of 1 metre from property lines;
    - iv. meet any other regulations for accessory structures in the local land use by-law
  - d. Roosters and other types of birds are not permitted
- 15. No person who keeps Chickens shall slaughter a chicken on the property.
- 16. Chickens may be permitted only where the use is accessory to either a one unit or two-unit dwelling and shall be located on and contained within the same lot as the owner.
- 17. At the time of passing this Bylaw regarding Chickens, existing backyard flocks which exceed the numbers outlined in 14.a.i-iv will not be subject to this Bylaw.

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## ENFORCEMENT AND OFFENCES

~~12-18.~~ The Animal Control Officer shall enforce this By-Law.

~~13-19.~~ An animal runs at large in the Town when:

- 1) the animal is off the property owned or occupied by the animal's Owner without the animal being under the apparent restraint or control of some person;
- 2) the animal is tethered on a tether of sufficient length to permit the animal to leave the property owned or occupied by the animal's Owner;
- 3) the animal is on property not owned by the animal's Owner where a sign has been erected prohibiting such an animal from being on the property; or
- 4) the animal is on property not owned by the animal's Owner where a sign has been erected requiring such an animal to be under the control of some person by means of a harness or leash while on the property, and the animal is not under such control.

~~14-20.~~ A Dog is fierce or dangerous if:

- 1) the Dog has bitten a person or domestic animal;
- 2) the Dog, when either unmuzzled or unleashed, has approached any person in a vicious or terrorizing manner in an apparent attitude of attack at any place other than the property owned or occupied by the Dog's Owner;
- 3) the Dog has a known propensity, tendency or disposition to attack, to cause injury to, or otherwise endanger the safety of human beings or domestic animals;
- 4) the Dog is owned or harboured in whole or in part for the purpose of dog fighting; or
- 5) the Dog is trained for dog fighting.

~~15-21.~~ Evidence that one person is unreasonably disturbed by a Dog barking, howling or otherwise is prima facie evidence that the quiet of the neighbourhood is disturbed.

~~16-22.~~ Every Owner of a Dog:

- 1) whose Dog is not registered pursuant to this By-law;
  - 2) whose Dog is not wearing a Registration Tag pursuant to this By-law;
  - 3) who fails to notify Staff of cessation of ownership of a Dog pursuant to this By-law;
  - 4) who neglects or refuses to provide a written statement required by this By-law;
  - 5) whose Dog runs at large in the Town;
  - 6) whose Dog persistently disturbs the quiet of a neighbourhood by barking, howling or otherwise, or unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood;
  - 7) who harbours, keeps, or has under care, control or direction a Dog that is fierce or dangerous; or
  - 8) who fails to remove the Dog's feces from public property or private property other than the Owner's;
- is guilty of an offence.

~~17-23.~~ (1) It shall be a defense to a charge under subsection 16(5) of this By-law that at the time of running at large the Dog is:

- a. participating in a dog exhibition event;
- b. participating in a search and rescue operation or law-enforcement operation;
- c. or assisting a person with a disability, provided the dog is trained for such purpose.

(2) It shall be a defense to a charge under subsection 16(7) of this By-law that at the time of an attack or a biting:

- a. the Dog was being tormented or abused by the person or domestic animal attacked or bitten;
- b. the Dog was acting in defense of itself or a person;
- c. the Dog was acting as a professionally trained guard dog while lawfully engaged for law enforcement or guard duties; or
- d. the attack or bite was inflicted upon or sustained by a person who was committing one or more of the following:
  - i. willful trespass or other tort;
  - ii. a criminal act upon premises owned or occupied by the Owner of the Dog; or
  - iii. a trespass contrary to Provincial or Federal Legislation.

(3) It shall be a defence to a charge under subsection 16(8) of this By-law that, at the time of the failure to remove the Dog's feces, the Owner had a disability that prevented the Owner from complying with the subsection and the Dog was trained to assist a person with such a disability and the Dog was assisting the Owner with such a disability.

~~18-24.~~ Every owner of a cat, snake, lizard, or other reptile, horse, colt, ass, mule, ox, cow, or other cattle, pig, skunk, ferret, monkey, rabbit, rodent, sheep, goat, goose, turkey, or other fowl who allows such an animal to run at large in the Town is guilty of an offence.

~~19-25.~~ (1) Every person who keeps more than three Dogs on any property contrary to this By-law is guilty of an offence.

(2) It shall be a defence to a charge under this section that the property on which the Dogs are kept is a veterinary hospital and the Dogs are present for the purpose of receiving medical care.

(3) It shall be a defence to a charge under this section that the Dogs are kept more than 300 feet from neighbouring residential property boundaries.

(4) It shall be a defence to a charge under this section that the property on which the Dogs are kept is a temporary shelter for Dogs and is approved by the Board of Directors of the Society for the Prevention of Cruelty - Kings Branch ("SPCA"), the shelter is in good standing with the SPCA, and any Dogs in excess of the three permitted Dogs are kept on the property on behalf of, and at the written request of, the SPCA, and the person shall produce written proof of such request from the SPCA upon demand of the Animal Control Officer, which request shall specifically identify the Dogs.

~~20:26.~~ Staff shall apply to the Governor in Council pursuant to the Summary Proceedings Act, R.S.N.S. 1989, c.450, as amended, to have the offences under this By-law designated by the Summary Offence Ticket Regulations to permit the use of summary offence tickets for prosecuting such offences in appropriate circumstances.

## IMPOUNDING

~~21:27.~~ An Animal Control Officer may, without notice to or complaint against the Owner, impound any animal that:

- 1) runs at large in the Town;
- 2) is not registered or not wearing a Registration Tag required by this By-Law;
- 3) is fierce or dangerous;
- 4) is rabid or appears to be rabid or exhibits symptoms of canine madness; or
- 5) persistently disturbs the quiet of the neighbourhood by barking, howling or otherwise;

and deliver the animal to the Pound Keeper

~~22:28.~~ The Pound Keeper shall:

- 1) provide adequate facilities for the keeping of such animals as may be seized by the Animal Control Officer;
- 2) collect Impounding Fees, Pound Fees and any other charges as provided in this By-Law and forward such funds to the Director of Finance; and
- 3) be responsible for the operation of the pound, including providing adequate food and water to impounded animals, maintaining the pound in a reasonable state of cleanliness, and keeping the pound premises neat and tidy in appearance.

~~23:29.~~ (1) An animal must be redeemed by its Owner within the Redemption Period or the animal may be sold or destroyed by the Pound Keeper.

(2) If an impounded Dog has a Registration Tag fixed to it, the Pound Keeper shall attempt to contact the registered Owner using the records associated with the Registration Tag. If an impounded animal other than a Dog has the name and telephone number of its Owner attached to it, the Pound Keeper shall attempt to contact the Owner. The onus is on the Owner, however, to ascertain within the Redemption Period whether the animal has been impounded, and neither the Pound

Keeper nor the Town shall incur liability in the event of failure to contact the Owner.

**24:30.** No Dog may be redeemed by its Owner or sold by the Pound Keeper if the Dog:

- 1) is fierce or dangerous;
- 2) is rabid or appears to be rabid; or
- 3) exhibits symptoms of canine madness;

and the Dog shall be destroyed by the Pound Keeper.

**25:31.** (1) An animal cannot be redeemed by its Owner until proof of ownership of the animal is provided to the Pound Keeper by the Owner, Impounding Fees, Pound Fees, and any Extraordinary Expense are paid by the Owner to the Pound Keeper, and, where applicable, the Dog is registered and a Registration Tag is fixed to the Dog.

- (2) Notwithstanding subsection (1), a Cat cannot be redeemed by its Owner if the Cat was impounded for running at large for the third time within a period of 24 months, and the Pound Keeper shall dispose of the Cat as if the Redemption Period had expired.
- (3) Notwithstanding subsection (1), a Cat cannot be redeemed by its Owner if the Owner has been convicted of three offences pursuant to section 18 within a period of 24 months and the Pound Keeper shall dispose of the Cat as if the Redemption Period had expired.
- (4) Notwithstanding subsection (1), a Dog cannot be redeemed by its Owner if the Dog was impounded for:
  - a. running at large; or
  - b. persistently disturbing the quiet of the neighbourhood by barking, howling or otherwise, or unreasonably disturbs or tends to disturb the peace and tranquility of a neighbourhood;for the third time within a period of 24 months, and the Pound Keeper shall dispose of the Dog as if the Redemption Period had expired.
- (5) Notwithstanding subsection (1), a Dog cannot be redeemed by its Owner if the Owner has been convicted of three offences pursuant to subsections 16(5), 16(6), 16(7), or subsection 21(1) of this By-law, or any combination thereof, within a period of 24 months, and the Pound Keeper shall dispose of the Dog as if the Redemption Period had expired.

**26:32.** (1) Upon the expiry of the Redemption Period for an animal, the Pound Keeper may sell any animal eligible to be sold for the best price reasonably obtainable.

(2) If an animal cannot be sold by the Pound Keeper within a reasonable period of time, the Pound Keeper shall destroy the animal.

**27:33.** An Animal Control Officer may without notice to or complaint against the Owner, kill on sight any animal that:

- (1) is fierce or dangerous or appears to be fierce or dangerous;
- (2) is rabid or appears to be rabid;
- (3) exhibits symptoms of canine madness;
- (4) is running at large and eludes capture by the Officer; or

- (5) is running at large and which the Officer believes to pose a danger to a person or a domestic animal or to property of persons other than the Owner.

#### **PENALTIES AND ANIMAL OWNER LIABILITY**

~~28-34.~~ (1) Any person who contravenes section 16(1), 16(2), 16(3), 16(4), 16(5), 16(6), 16(8), 18 or 19(1) of this By-law is punishable on summary conviction by a fine of not less than \$150.00 and not more than \$10,000.00, plus any Impounding Fees, Pound Fees, and Extraordinary Expense associated with the conduct that gives rise to the offence, and in default of payment to imprisonment for a period not exceeding one year.

(2) Any person who contravenes subsection 16(7) of this By-law is punishable on summary conviction by a fine of not less than \$350.00 and not more than \$10,000.00, plus any Impounding Fees, Pound Fees, and Extraordinary Expense associated with the conduct that gives rise to the offence, and in default of payment to imprisonment for a period not exceeding one year.

~~29-35.~~ Any person who contravenes section 16,17,18 or 19 of this By-law and who is given notice of the contravention may pay to the Town, at the place specified in the notice, the sum shown in Schedule "A" attached hereto and forming part of this By-law, plus any Impounding Fees, Pound Fees, and Extraordinary Expense as stated in the notice, within 14 days of the date of the notice and shall thereby avoid prosecution for that contravention.

~~30-36.~~ Any Owner of an animal that is impounded is liable for any Impounding Fees, Pound Fees, and Extraordinary Expense despite the failure of the Owner to redeem the animal and regardless of whether the owner is convicted of an offence pursuant to this By-law.

#### **REPEAL**

~~31-37.~~ Chapter 68 of the Town By-laws entitled Animal Control Bylaw is hereby repealed.

#### **EFFECTIVE**

~~32-38.~~ This By-law is effective upon publication.

**Town of Kentville, By Law Chapter 70: Animal Control**

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Date of first reading:	November 9, 2005
Date of advertisement of Notice of Intent to Consider:	November 22, 2005 November 25, 2005 November 29, 2005 December 2, 2005 December 6, 2005 December 9, 2005
Date of second reading:	December 13, 2005
*Date of advertisement of Passage of By-Law:	January 3, 6, 2006
Date of mailing to Minister a certified copy of By-Law:	June 6, 2006

I certify that this Animal Control Bylaw – Chapter 70 was adopted by Council and published as indicated above.

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

Schedule B  
Town of Kentville  
**Chicken Coop License Application**

Property Owner Information: \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Civic Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Number of Chickens \_\_\_\_\_

Description of flock  
\_\_\_\_\_

Description of coop  
\_\_\_\_\_

Purpose of Chickens  
\_\_\_\_\_

Other Information  
\_\_\_\_\_  
\_\_\_\_\_

**TO:** Council

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

**DATE:** September 12, 2022

**SUBJECT:** Town of Kentville Municipal Boundary Review

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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.

The last review in Kentville was completed in 2014 and was completed by staff in Town Hall. Total number of surveys completed in 2014 was 30. 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).

**BACKGROUND**

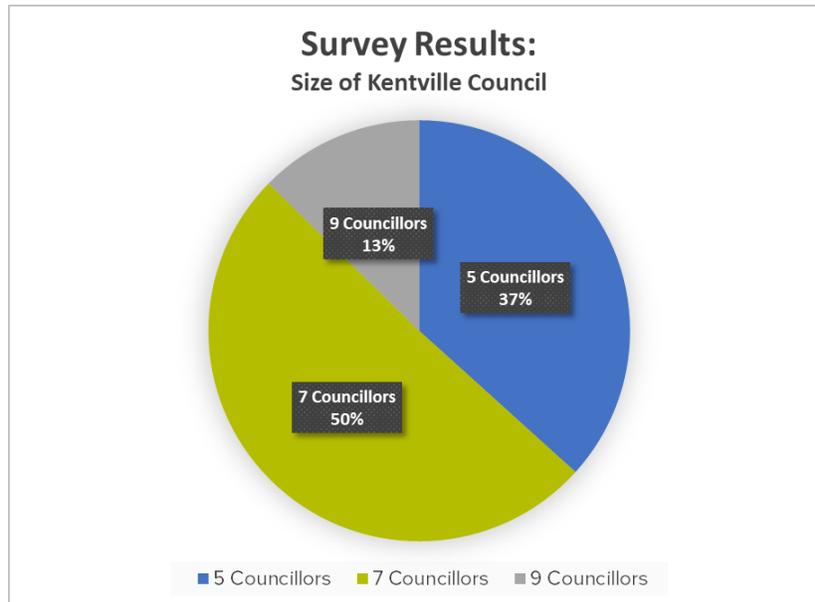
Staff created a short survey asking residents about their preference for the size of Council: 5, 7 or 9 elected officials. From June to August, staff promoted this survey on social media, in local newspapers, newsletters and at Council meetings and Council Advisory Committee meetings.

In consideration of the number of Councillors, the Municipal Government Act states that "In determining the number of councillors for a town, the Board shall consider the population and geographic size of the town" (MGA 368 (5)).

In consideration of the number of polling districts in the Town (one, as in Kentville, or several as in the County of Kings), the MGA states that "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" (MGA 369 (1)).

The results of the 2022 survey are as follows:

- 84 responses
- 79 valid responses (residents of Kentville)
- 29 (37%) voted for 5 elected officials
- 40 (50%) voted for 7 elected officials
- 10 (13%) voted for 9 elected officials



## **DISCUSSION**

### **Size of Council:**

Based on the number of votes, residents have indicated that they are comfortable with the current size of Council. It is up to Council to maintain the current number of elected officials, or consider decreasing the size of Council to 5 elected officials.

### **Municipal Boundaries of Electoral Districts:**

Determining the size of Council depends on Council's desire for the style and governance structure of Council. Specifically, there is the option to change to a ward system of electoral districts, not unlike the County of Kings, which should be considered as part of this review process. In determining the number of polling districts, the MGA states that Council should consider "number of electors, relative parity of voting power, population density, community of interest and geographic size" (MGA (4)).

There are no significant changes in these factors to increase the number of electoral districts. Should Council wish to investigate this further, staff are willing to gather more information to support this assertion. If there are no concerns about the number of electoral districts, Council should recommend that Kentville maintain a single electoral district.

## **POLICY IMPLICATIONS**

None at this time.

## **BUDGET IMPLICATION**

None at this time.

## **ATTACHMENTS**

None.

## **RECOMMENDATIONS**

With public support from survey results,

- 1. That Council recommend maintaining the size of Council at 7 elected officials.**

2. That Council maintain the current electoral system of 1 electoral district and use the at-large voting system.

Town of Kentville Decision Wheel:



DRAFT



**TO:** Dan Troke, CAO  
**SUBMITTED BY:** Dave Bell, Director of Engineering & PW  
**DATE:** September 8, 2022  
**SUBJECT:** Review of Annapolis Royal Tidal Power Pilot Project

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**ORIGIN** The Town of Annapolis Royal is seeking partners to invest with them in a new Tidal Power technology: Vertical Axis Turbines.

**BACKGROUND** Between 2013-2015 Dalhousie University Faculty of Engineering, NSCC and Soluna Energy conducted prototype testing on vertical axis turbines to determine the best configuration and scale of a future “real life” pilot project in Annapolis Royal. The Town of Annapolis Royal contacted the towns of Middleton and Kentville to invest in a 2-year pilot project partnership each investing a \$22,300 over the 2-year pilot project (2023-2025). During this pilot phase revenue projections will be completed for post pilot and any considerations to scale the project up would be discussed amongst the partners.

**DISCUSSION** The pilot project proposes to construct 5 – 7 vertical axis turbines with the potential to produce 20 kW or more. Vertical axis turbines have several potential advantages over the more traditionally used horizontal axis turbines including greater efficiency, reduced maintenance and lower fish mortality rates. Actual power generation won’t occur until the second phase when the generator is expected to be built.

The project is currently listed in Step 4 of 7 on the FCM funding application process with the potential for up to 90% project funding.

These “green” power projects will sell their generated power to Nova Scotia Power for a guaranteed rate of \$0.53 per kWh. Partners that commit to the pilot project will be first in line to invest in future phases as the project “scales up” to more turbines, greater power output and revenue generated.

**POLICY IMPLICATIONS** N/A

**BUDGET IMPLICATION** This invitation to participate in Annapolis Royal’s Tidal Power Pilot Project came after our budget meetings, so there is not a budget line item for this project.

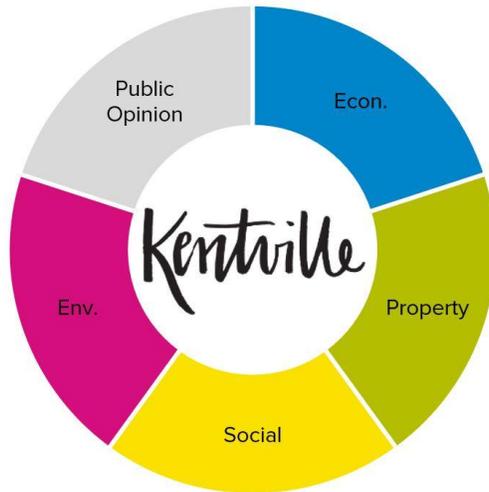
**ATTACHMENTS** N/A



**RECOMMENDATION**

That Kentville Town Council provide a “Letter of Support” to the Town of Annapolis Royal as a one-third partner in the Vertical Axis Turbine Tidal Power Pilot Project with the understanding that the pilot project will only proceed with FCM funding.

Town of Kentville Decision Wheel:





Aug 8, 2022

Dear Mayor Snow and Kentville Town Councillors,

On behalf of the Kings County Community Food Council, we would like to sincerely thank you for passing the motion to become Endorsers of the Coalition for Healthy School Food at the July 2022 Council meeting. The Coalition, with member organizations in every province and territory across Canada, is working hard to advocate for a universal, cost-shared healthy school food program. Research and best practice have established eight guiding principles to inform what this school food program should look like, allowing flexibility for local and cultural adaptations.

A universal, cost-shared healthy school food program is imperative to help students reach their full potential in the classroom and in life, curb rising rates of chronic disease, and support the local economy.

Unfortunately, Canada is the only G7 country without a national school food program, so we thank you for adding your voice, so politicians and decision makers understand how important this issue is to Canadians.

After our presentation at the July Committee of the Whole meeting, Mayor Snow suggested a presentation at the NS Federation of Municipalities Fall Conference might be appropriate. We'd welcome the opportunity to meet with Mayor Snow to discuss this possibility and/or benefit from an introduction to a member of the NSFPM Fall Conference planning committee. The comments and questions from Mayor Snow and all the Town Councillors were incredibly encouraging and we're grateful for the support.

Sincerely,

A handwritten signature in blue ink that reads "Becca Green-LaPierre &amp; Heather Morse".

Becca Green-LaPierre & Heather Morse

*Our Vision is to have a sustainable, local food system in Kings County, where everyone has access to enough nutritious, safe, ecological and culturally appropriate food.*



August 5, 2022

Her Worship Sandra Snow,  
Mayor, Town of Kentville  
Kentville Town Hall  
354 Main Street  
Kentville, NS  
B4N 1K9

Dear Mayor Snow and Members of Kentville Town Council,

We wanted to take this opportunity to reach out to you regarding events that have impacted the community's use of the Kentville Ravine at the Agriculture and Agri-Food Canada (AAFC) Kentville Research and Development Centre, and to provide you with an update of our response to the events.

As you are aware, the Kentville Ravine area was damaged as a result of severe weather conditions in late February 2022. These rain and snowmelt conditions caused a landslide to the ravine wall and to the upper portion of the property.

The landslide resulted in a great deal of material, including soil and waste debris, being deposited into the Kentville Ravine Park. This created hazardous conditions, and, as a result, the ravine park has been closed to the public since that time, with signage and fencing in place at all access points.

AAFC takes this situation seriously and has been working to address it. With support from Public Services and Procurement Canada, AAFC has engaged a third-party consulting firm to complete a geotechnical and environmental assessment of the site in order to address the structural integrity of the ravine wall and the debris that fell into the ravine area.

Recognizing the unique ecosystem in the ravine park, the firm first prepared a preliminary work plan that was reviewed by related authorities (Environment and Climate Change Canada, Department of Fisheries and Oceans, and Nova Scotia Department of Environment and Climate Change) to address the immediate debris field. They are also developing options to stabilize the slope and to address other impacts of the landslide, including cleanup of the extended affected portions of the stream beyond the immediate debris field.

Work on the access route to the ravine was also completed in early May, which enabled access for heavy machinery to begin initial debris removal in June. Since then, significant progress has been made, including the following:

- Removal of soil and debris using heavy machinery has commenced from the ravine bottom with monitoring and oversight by the third party consulting firm, and stockpiled until final disposal. At this time, the vast majority of the soil and debris has been removed from the immediate debris field.



- Temporary diversion ditching and sediment fencing arrangements have been installed to ensure effective drainage of the flooded area and to allow for the removal of the debris in the water course of immediate debris field.
- Specific attention was paid to establishing adequate drainage around the old growth hemlocks.

We anticipate work to continue in the immediate debris field for several months, with longer-term work required beyond that, and we will keep you updated on progress and the plan ahead. If you have specific questions about the work taking place, please feel free to reach out to us.

In addition, we will be holding an in-person update and consultation in September and we will be in touch with you soon to confirm your availability.

The Kentville Ravine Park is special to the Kentville community, and AAFC is committed to making it safe once again so that the community can continue to enjoy it.

Sincerely,

Karen Durnford-McIntosh  
Director General, Real Property and Asset Management & CSO  
Agriculture and Agri-Food Canada / Government of Canada  
karen.durnford-mcintosh@agr.gc.ca  
Tel: 343-543-3692

Crista-lynn Ferguson  
Director General, Integrated Services  
Corporate Management Branch  
Agriculture and Agri-Food Canada / Government of Canada  
crista-lynn.ferguson@agr.gc.ca  
Tel. : 343-999-3241

Benoit Girard  
Director General, Coastal Region  
Science and Technology Branch  
Agriculture and Agri-Food Canada / Government of Canada  
benoit.girard@canada.ca  
Tel: 902-365-8514

Mayor & Council  
Town of Kentville

August 3, 2022

Dear Mayor Snow and Councilors;

I write this letter as a citizen who is extremely concerned for the reputational risk of our beautiful town. Kentville is the best place I have ever lived. I am always in awe of our facilities, our engaged business community and have immense pride in how we conduct ourselves, until that of late.

As a citizen, I have expectations. I expect those who are elected, who took an oath, to conduct themselves in a productive and responsible manner. Like any team that comes together to uphold and advance a strategy and a Vision, there are ways to do it in a manner that embraces diversity of thought and experience, in a way that enriches the process and the outcomes. As someone who subscribes to this, it is very disheartening to see an elected official purposefully and willfully engage in name-calling, and one-sided banter that incites others to maliciously attack those who are serving our community. Quite honestly, I am left so disappointed.

This by no means negates the fact that there may be serious matters to attend to, but these concerns, which could be dealt with through a formal and structured process, are now lost in the ill-informed judgements and accusations of those few who are looking to bypass appropriate process, confusing transparency of process with breach of privacy.

Being an elected representative does not mean you are privy to every conversation or detail that came before you in a protected manner. It does not mean you have the right to share another's personal and confidential information. The appropriate use of in-camera sessions is to protect those sensitive matters. If that cannot be respected, then how can we as citizens, expect you to represent us in a professional and trustworthy manner. Your role is to ensure there are processes in place for any staff concern to be brought forward to the CAO or alternate. Your role is to ensure a whistleblower policy exists, and it does.

I am asking all of Council to pause and reflect on why you took this role on. I am asking that those who wish to disrespect the rules of order to think for one minute of the harm you are causing. It doesn't mean you do not have questions that may require dialogue, but understand that not all conversations are for public consumption, and certainly not matters of Human Resources or legal. That is basic.

Dividing your fellow colleagues, belittling your leader publicly...this is not what I expect as a citizen, nor will it do any good for the broader community. I ask you to please consider your behavior and respect the oath you took. If it causes you such stress and incapacitates your ability to respect the oath you took and the necessary trust in your colleagues to move the strategy forward, please step aside gracefully and with dignity.

With respect,

*Susan MacDougall*

Susan MacDougall  
256 Park Street, Kentville

## Jennifer West

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**From:** John Andrew <johnandrew@live.ca>  
**Sent:** July 25, 2022 7:22 PM  
**To:** Jennifer West; Dan Troke  
**Subject:** Chickens ;)

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

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Mayor Snow and Councillors,

While I have no idea which Councillor/s are concerned about chickens, but I believe attempts to control, regulate and profit from food resiliency beyond the absolute minimum necessary is an untimely error.

Six years ago there was talk of stepping back red tape in Nova Scotia's Municipalities, but that has proven to have been little more than a catchy 'conference theme'. Surely our citizens could suggest a wide array of more relevant topics and most would prefer to hear far less from this Council on matters which are already regulated and for which town staff are more than capable of handling.

More importantly, rising inflation and increased cost of living is contributing to a growing desire for less government involvement in our day to day lives and certainly our pocket books.

Chickens are but a small piece of the broader need for urban agriculture, but there are multiple reasons why backyard chickens should be encouraged:

- There is cause for significant concern around food residency given predictions of reduced wheat production for 2022/2023. This will undoubtedly impact food prices and availability of many food items we currently enjoy.
- Strategizing around food resilience / security includes all aspects of urban agriculture - including the ability to produce eggs at our home. Eggs combined with home based vegetable growing has the potential to help meet dietary needs.

The Mississauga Urban Agriculture Strategy sums up the benefits as follows:

Environmental

- Reducing food miles
- Improving soil health
- Supporting biodiversity and pollinator habitat

Social

- Improving food security
- Providing educational opportunities to increase food literacy for all ages
- Providing opportunities to grow culturally diverse food

Economic

- Supporting local food entrepreneurship
- Growing food at home or in the city can mean less money spent at the grocery store

Health

- Eating more nutritious foods like fruits and vegetables
- Participating in gardening can benefit physical and mental health

There are many ways urban agriculture and climate change are connected. Some include:

- Growing food in the city helps to reduce food miles travelled, shortening the travel time from farm to plate, and helps to reduce greenhouse gas emissions.
- More green spaces can help biodiversity, pollinators and reduce urban heat island effect.
- By growing organically and using sustainable methods reduces the need for fertilizers and pesticides, helping improve soil health.

<https://yoursay.mississauga.ca/urban-agriculture-strategy>

#### Human Rights > Control

While some regulations around setbacks, number of chickens, etc. are reasonable, a licensing fee should be discouraged as it risks creating barriers and treading on protected Human Rights around food production. Given the many benefits of this practice and as a gesture of goodwill, I suggest Kentville consider a voluntary program with built in incentives such as:

- Teaching / info sessions for which participants can purchase necessary building materials at a reduced cost (Perhaps Home Hardware or Frasers would be able to facilitate this).
- This is very normal practice for some of our immigrant families - what a great chance to invite them to teach us.
- Provide grants for to include lower income individuals and families.

Encourage 'buy-in' & build community!

<https://www.backyardchickencoops.com.au/blogs/learning-centre/why-raising-chickens-is-great-for-the-environment>

<https://www.environment911.org/Why-Everyone-Should-Keep-Backyard-Chickens>

## Jason Bethune

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**From:** Evan Pushie <evanpushie@gmail.com>  
**Sent:** July 24, 2022 10:54 PM  
**To:** Sandra Snow; Cate Savage; Craig Gerrard; Cathy Maxwell; Andrew Zebian; Paula Huntley; Gillian Yorke  
**Subject:** By-law on chickens

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Good day Counselors of Kentville,

I am emailing all of you to request that you all do not vote in favour of the new bylaw purposed on keeping chickens in Kentville.

Thank-you

Evan Pushie  
47 wade st

## Jason Bethune

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**From:** Fiona vanWilgenburg <vanwilgenburgfiona@gmail.com>  
**Sent:** July 25, 2022 9:47 AM  
**To:** Sandra Snow  
**Subject:** Chicken bylaw

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Good morning Mayor Snow,

I just wanted to email you to ask that you do not vote in favour of the proposed bylaw on keeping chickens. I think it will only negatively affect the average constituent.

Thank-you,

Fiona vanWilgenburg  
47 Wade St Kentville

## Jason Bethune

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**From:** Reb <rebeccamahaney@gmail.com>  
**Sent:** July 25, 2022 1:31 PM  
**To:** vanwilgenburgfiona@gmail.com; Cate Savage; Sandra Snow; Craig Gerrard; Cathy Maxwell; Andrew Zebian; Paula Huntley; Gillian Yorke  
**Subject:** Proposed Chicken Bylaws

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

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Good day members of town council, I have included as many of you as I could find email addresses for.

The following are my concerns regarding the proposed by-laws towards urban chickens in Kentville:

**Definition 5) "Coop" means a fully enclosed weatherproof structure and attached outdoor enclosure used for the keeping of chickens, that is no larger than 10m<sup>2</sup> in the floor area and no more than 2.4 meters in height.**

Why is there a need to restrict the size of the chicken coop and run? Why would the restrictions not fall under the regulations already in place for an outbuilding that does not need inspections or to be up to code such as being under 215 square feet?

Why would residents of Kentville not just apply to build a chicken coop under the current development permit system that is already in place and have the chicken coop classified as one of the two outbuildings they would be allowed on their property?

What happens to chicken owners who already have a run in place that does not meet the proposed restrictions? Having to alter / change current enclosures could cost owners unneeded expense / labour. Times are hard enough already, the town does not need to incur unnecessary cost onto its residents.

**14.3 iii. A chicken coop shall not be located closer than three meters from the side of the property line**

Would a chicken coop not fall under the designation of an outbuilding and therefore fall under the regulations for an outbuilding? These regulations state that an outbuilding must not be any less than FOUR feet from the property line, why would a chicken coop need to be further from the property line than any other structure / building on the property?

Current Kings County bylaws have no size limits listed (or if there are I cannot find them) on chicken coops and no limits on where the chicken coop must be on the property. I think it is reasonable that chicken coops should therefore fall under the outbuilding bylaws and have to be 4 feet from the property line and under 215 square feet in size.

### Registering chickens

The proposed registration fee for chickens is listed in this document as 30 dollars, why would the registration fee for chickens be more than the registration fee for dogs which is only 15 dollars as outlined in "Town of Kentville Policy statement G33 Animal Control By-law Fees Policy"?

I can find nothing in dog owner registration policies that states that they must pay a fee each year to re-register the dog so why should that be the case for chickens?

Why should chickens have to be registered in the first place? If residents are applying with a development permit to build a chicken coop and paying the fee for the development permit / stating on the permit application that the outbuilding will be intended for chickens, that is ample enough information to tell the town that there will be chickens on that property.

### **Chicken Limit**

Why set a limit on chickens at 2-4 per household? If a family is keeping chickens for eggs for their own household, a family of four if they each eat 2 eggs a day would need 8 chickens to feed themselves, and a chicken does not always lay an egg every day so therefore they would not get enough eggs each time to meet their 8 egg a day need. on top of this if they are going to do any baking of any sort they would also need more eggs.

Also, although I disagree with the town's proposed size limit of 10 square meters for a chicken run, this is enough space, if you are housing large breed only, to have 7 hens as a large breed is suggested to have 1.39 square meters per chicken and if you are housing small breeds it is recommended they have 0.93 square meters per chicken therefore the run could safely house 10 hens.

However, bigger is always better to keep chickens healthy / happy which is why chicken enclosures if anything should fall under the current outbuilding bylaws and be no more than 215 square feet.

It would be my suggestion that the chicken limit be set at no more than 10 hens, which I think would be reasonable to meet the needs of a family of 4 for eating and baking with eggs. If ownership were set at a limit of 10 chickens with recommended 1.39 square meters per large breed chicken, the run could theoretically be a maximum of 14 square meters, however I stand by my previous statement that bigger is always better for healthy and happy chickens!

### **Opinion**

Do citizens of Kentville who are just looking to cut down on their grocery bill or add enjoyment to their lives through the keeping of chickens really need one more fee to pay? Kentville tax rates are already high, and the current animal control bylaws in place are already not enforced, cats roam at large in my neighbourhood daily, and dogs are a frequent disturbance. Therefore why add more to these laws that are already ignored?

It is also my belief that chickens are being singled out because they are not everyone's ideal cute and cuddly pet like a cat or a dog.

By the way, none of you email hyperlinks on the Kentville webpage for any of the councillors are functional

Respectfully yours,  
Rebecca

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*Reb*

## Jennifer West

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**From:** John Andrew <johnandrew@live.ca>  
**Sent:** July 26, 2022 11:56 AM  
**To:** Dan Troke; Sandra Snow; Cate Savage  
**Subject:** Complaint

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Dear CAO Troke, Mayor Snow and Deputy Mayor Savage,  
It seems to me that Mayor Snow continues to tolerate far more than should be in meetings intended for Town business and also that follow-up is warranted with regard to behaviour exhibited by each Councillor Zebian and Maxwell during last evening's (July 25, 2022) Meeting of Council.

- While I will not comment on the merits of concerns cited by Councillor Zebian that relate to protected documents and Agreements. As much as they relate to accusations and concerns relating to CAO Rice and the grievances documented by senior Town staff, I feel for him regarding the ineffectiveness of Municipal Affairs. My concern is that the Councillor with the lightest work load would use his reporting time for whining about person matters [yet again] when he should be giving account for his compensated activities. While he used the *words* of apology when Point Of Order was called, he stayed the course with this whining and personal attacks following each pause. I believe he should have been removed from Council Chambers for such behaviour and self-indulgence, but a reprimand is most certainly warranted.
- Councillor Maxwell owes the citizens of Kentville and especially the citizen she rudely interrupted and challenged a robust apology. It is baffling to see that she has not learned the *Rules of Order* in six years of this work? She 'spoke over' and challenged a citizen and thereby communicated that it is not safe for citizens to bravely bring forward their queries and concerns. When I brought forward similar thoughts earlier in the meeting I did not know the source of grave concerns over chickens, but Council Maxwell's sighing and low grunting noise was distracting and made it apparent I had struck a nerve. It might be a good idea to have her sit away from *the presentation podium* if she is unable to control herself. I request that this Councillor also be addressed formally.

Have a joyful Summer,  
John Andrew  
Citizen of Kentville



September 12, 2022

Chief Administrative Officer  
 Dan Troke  
 354 Main Street  
 Kentville, NS  
 B4N 1K6

902-679-2501  
 dtroke@kentville.ca

RE: Community Grants to Organizations

At the July 11 meeting of Council, staff were asked to schedule a meeting for Council to review all applications to the Grants to Organization program. Due to scheduling conflicts, Council performed an online review of all 13 applications during August. Council thanks all groups that applied for a grant and sends best wishes to all groups for their work to make Kentville even better.

The following table describes the requests, the average of Councillor survey responses supporting each request, the most common amount supported by Councillors, and staff recommendation of award amount.

Organization	Request	Avg	Most Common Amount	Recommended Award
Frugal Moms Society	\$ 2,000	\$ 429	\$ -	\$ -
Glooscap Curling Club	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Silver Gliders Skating Club	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Valley Community Learning Association	\$ 2,000	\$ 1,893	\$ 2,000	\$ 2,000
Annapolis Valley Trails Association	\$ 2,000	\$ 1,893	\$ 2,000	\$ 2,000
Scotia Cross Country*	\$ 2,000	\$ 1,286	\$ 1,000	\$ 1,000
Kings Volunteer Resource Centre*	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
AV Navigator - Autism	\$ 5,000	\$ 3,857	\$ 4,000	\$ 4,000
New Horizons	\$ 2,000	\$ 1,931	\$ 2,000	\$ 2,000
Valley Doulas	\$ 2,000	\$ 429	\$ -	\$ -
Flying Squirrel Adventures	\$ 1,980	\$ 1,426	\$ 1,500	\$ 1,500
St Josephs Stage Prophets*	\$ 2,000	\$ 571	\$ -	\$ -
Kings Historical Society	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Kings Seniors Safety Society	\$ 5,000	\$ 4,571	\$ 5,000	\$ 5,000
		\$26,286	\$ 25,500	\$ 25,500
Total Requested Grants	\$ 33,980			
Total Budgeted Grants	\$26,000			

For all applications, there was a “most popular amount” for each grant request. For example, for one application, 5 Councillors voted for \$2,000 and 2 Councillors voted for \$1000, resulting in a “Most Common Amount” of \$2,000. Staff recommends this method over taking an average because it satisfies the most Councillors, and provides the most applicants with the largest grant amount. Using the method of “Average of all Councillor’s support for grant applications” would result in (a) exceeding the town’s budget and (b) providing smaller grants to groups who have made larger requests to support their work.

The results of this survey, using the “most common amount” method suggest 11 organizations can receive grants for a total of \$25,500.

Staff wish to confirm Council’s selection for the Grants to Organization, based on this survey.

Dan Troke  
Chief Administrative Officer  
Town of Kentville



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Chief Administrative Officer  
Dan Troke  
354 Main Street  
Kentville, NS  
B4N 1K6

902-679-2501  
dtroke@kentville.ca

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September 12, 2022

RE: Investment Advisory Services

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The Investment Advisory Committee has voted to extend the services of the investment advisor for one year. The Committee has the option to tender services each year, however members have voted to retain TD Wealth Management until 2023.

The chair of this committee, Deputy Mayor Cate Savage, requests that Council approve an extension of services by TD Wealth Management for the Investment Advisory Committee until August 2023.

Dan Troke  
Chief Administrative Officer  
Town of Kentville



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Chief Administrative Officer  
Dan Troke  
354 Main Street  
Kentville, NS  
B4N 1K6

902-679-2501  
dtroke@kentville.ca

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September 12, 2022

RE: Property Assessed Community Energy (PACE)  
Program

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At the June 27, 2022 meeting of Council, a motion was made to approve a joint application to the Federation of Canadian Municipalities 'Community Efficiency Financing Program for Feasibility' with the Municipality of West Hants. Since that time, staff from West Hants and from PACE Atlantic have been working on the application.

The Town's existing PACE bylaw was created in July 2016 to facilitate this kind of program. During the recent application process, PACE Atlantic identified some area of the bylaw which need to be amended to reflect best practices. Suggested changes to the bylaw are attached.

Staff recommend that Council consider giving this bylaw First Reading at the September 26, 2022 meeting of Council.

Dan Troke  
Chief Administrative Officer  
Town of Kentville



## TOWN OF KENTVILLE BY-LAW CHAPTER 97 PROPERTY ASSESSED CLEAN ENERGY PROGRAM

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### AUTHORITY

1. Section 65 (aca) of the Municipal Government Act provides municipalities with the power to make bylaws providing for financing and installing energy-efficiency equipment on private property with the consent of the owner.

### TITLE

2. This by-law may be cited as the Property Assessed Clean Energy Program By-Law and may be referred to as the PACE By-law.

### DEFINITIONS

3. In this by-law
  - a. "CAO" means the Chief Administrative Officer for the Town, or his or her designate for the purposes of implementing this Bylaw;
  - b. "Certificate of Completion" means a form issued by the Program Administrator, completed and signed by the Contractor and counter-signed by the property owner, stating that the Greening Building Upgrade has been completed on the property.
  - c. "Director of Finance" means the Director of Finance for the Town, or his or her designate;
  - d. "**Installation**" means equipment that is affixed to a Qualifying Property and which
    - i. will result in substantially improved energy efficiency, the generation of renewable energy, **reduced water consumption** or reduced greenhouse gas emissions;
    - ii. involves building envelope upgrades such as caulking and weather stripping, duct/air sealing, insulating, or energy efficient windows and doors; building heating, ventilation and air conditioning system upgrades such as heat pumps, wood or pellet stoves, or furnaces or boilers; renewable energy upgrades such as solar thermal panels,

- solar photovoltaic panels, or wind turbines; or such other clean energy upgrades as are approved and agreed in writing by the Municipality;
- iii. is identified as an eligible upgrade in the PACE Program Standards Policy, and meets or exceeds applicable energy efficiency standards as defined in that Policy; and
- e. "Owner" means a registered owner of real property in accordance with the records on file at the Province of Nova Scotia's land registry office.
- f. "PACE Charge" means the charge for reimbursement for costs incurred by the Town for the Installation pursuant to this by-law;
- g. "PACE Program" means a program established by the Town under which an owner of a Qualifying Property may obtain a Installation Upgrade;
- h. "Participation Agreement" means the Property Assessed Clean Energy Program Customer Agreement between the owner of a Qualifying Property and the Town for a Clean Energy Upgrade;
- i. "Program Administrator" means the City staff person, or third party that is contracted by the City, to develop and implement the PACE Program.
- j. "Qualifying Property" means a property located within the Town and with respect to which no property taxes, rates or charges are outstanding, subject to CAO approval;
- k. "Town" means the Town of Kentville; and
- l. "Treasurer" means the treasurer for the Town.

#### **APPLICATION AND APPROVAL**

4. Council will annually, through the municipal budgeting process, establish the amount of funds that are available for the PACE Program.
5. An Owner of a Qualifying Property may apply to the Town to finance an Installation to a maximum value subject to the dollar value limit established in the PACE Program policy and the available budget funds.
6. Financing of an Installation shall be subject to obtaining the written approval of the Chief Administrative Officer, or designate, on behalf of the Town, and the execution of the Participation Agreement by the Owner of the Qualifying Property.
7. The following conditions must be met in order for the Chief Administrative Officer, or designate, to grant approval:
  - i. The Owner of the Qualifying Property must not be in arrears in any property taxes, water and sewer charges or other Town fees and charges.

- ii. The Installation must strive to achieve an overall savings-to-debt ratio for the Owner of the Qualifying Property equal to or greater than 1:1, as specified in the Participation Agreement.

### **PAYMENT OF CHARGE**

8. The PACE Charge shall be payable 30 days following completion of Installation of the in accordance with the Participation Agreement.
9. The PACE Charge shall consist of:
  - a. the cost of the Installation, including all labour costs, permitting fees, and applicable taxes;
  - b. applicable PACE Program service fees; and
  - c. **Interest accrued on the Charge including any additional interest arising due to any default of payment.**
10. The owner of a Qualified Property may pay the PACE Charge by equal installments amortized over a period of not more than **15** years.
11. The Treasurer and Program Administrator shall maintain a separate account of all monies due for PACE Charges, identifying:
  - a. the names of the property owners, assessment numbers, Property Identification (PID) numbers, and civic address;
  - b. the amount of the PACE Charge; and
  - c. the amount paid on the PACE Charge.

### **LIEN**

12. On completion of the Installation pursuant to a Participation Agreement, the Charge shall be levied against the Qualifying Property.
13. The Charge imposed pursuant to this Bylaw constitutes a lien on the Qualifying Property in accordance with the *Municipal Government Act* and may be collected in the same manner as other City charges and levies.
14. The lien shall become effective when the Certificate of Completion has been issued by the Program Administrator.
15. The lien shall remain in effect until the total Charge, plus interest, has been paid in full.

### **MUNICIPAL LIABILITY**

16. The town is not responsible for the quality of the equipment or of the work carried out by the Contractor, or for guaranteeing any energy savings, water savings or renewable energy production, and as a result, the Town shall not be liable for any damage, direct or consequential, loss or liability or injury caused by the supply of equipment, its

installation, or use by the owner

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

\*Date of advertisement of Passage of By-Law:

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

I certify that this PACE Program Bylaw – Chapter XX was adopted by Council and published as indicated above.

\_\_\_\_\_  
Town Clerk, Dan Troke

\_\_\_\_\_  
Date

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