



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE March 13, 2023 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, February 13, 2023**
 - (b) Council Advisory Committee – Capital Plan Presentation, February 21, 2023**
- 4. PRESENTATIONS**
 - (a) Mentoring Plus Strategy**
 - (b) Homeless No More Data Report**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance**
 - 1. Director’s Report**
 - 2. Projection Report**
 - 3. Sanitary Sewer Depreciation Reserve**
 - 4. Withdrawal from Capital Reserve**
 - 5. Withdrawal from Operating Reserve**
 - (b) Planning and Development**
 - 1. Planning and Development 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 update**

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- (a) Kentville Business Community Funding Agreement**
- (b) Regional Recreation Facility Update**

7. CORRESPONDENCE

- (a) None.**

8. NEW BUSINESS

- (a) Application for Land Use Bylaw Zoning Map Amendment**
- (b) Urban Forest Bylaw**
- (c) Request for Decision – Policy G21 Conference Attendance**
- (d) Request for Decision – Council Definitions**

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a) None.**

11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: February 13, 2023
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
- David Bell, Director of Engineering
- Jennifer West, Recording Secretary

REGRETS

Geoff Muttart, Solicitor

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Addition: In Camera 10.b Legal, land

It was moved that the agenda for the Council Advisory Committee meeting of February 13, 2023 be approved as amended.

MOTION CARRIED

DRAFT

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, January 9, 2023.

It was moved that the minutes from the Council Advisory Committee meeting held on January 9, 2023 be approved.

MOTION CARRIED

4. PRESENTATIONS

(a) Kentville Business Community Annual Report

Executive Director Genevieve Allen Hearn and President Paul Dixon presented the annual report for the KBC, including a review of events, downtown activities and personnel. The 2023-2024 budget was presented and reviewed. Some highlights for 2023-2024 include the Changemakers campaign, the public washroom project, and the multicultural festival.

Presentation available

(b) Building Assessment Services

Paul Beazley gave a presentation on the provincial property valuation and assessment model with Property Valuation Services Corporation. Mr. Beazley described what PVSC does and doesn't do, and gave an outline of the assessment act, data insights, and market trends. The process of appealing was described- 25-30% of appeals are accepted.

Presentation available

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

CAO Troke presented the report for the period ending January 31, 2023. To this date, overall revenue exceeds the benchmark (83.3%) at 92.3% and overall expenditures are slightly above the benchmark at 87.2%. The projected surplus is \$28,400 due to projected snow removal, fuel, and vehicle maintenance. There was a suggestion to make the budget more accessible to a general audience. The budgets can be presented in two forms- in a more general way with less detail and more description, and in a more detailed way with finer detail around each account. The auditor will be making some suggestions around reporting.

See report for more information.

(b) Planning and Development

(1) Department Report

CAO Troke presented the planning report for January 2023. Highlights included a building valuation of \$498,739 for the year thus far, VIDA Living,

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MacDougall Heights, Enqore updates, and the Municipal Floodline Mapping Project. Stormwater management on development projects is determined and approved at the design phase. The MacDougall Heights development project process was described by CAO Troke: currently the sewer assessment is being completed, next the council package will be presented to Council including revised drawings, traffic studies and staff reports, then a public hearing will be held, following that a presentation to Council for review and approval.

See report for more information.

(2) Community and Economic Development Report

CAO Troke submitted this report for January 2023. Highlights included budget and marketing preparation for 2023, mapping project for the Kentville Business Park, and supporting businesses who want to move to town.

See report for more information.

(c) Parks and Recreation

(1) Director’s Report

Director Bedingfield presented her report for January 2023. Some of the highlights included updates from the Homeless No More working group, and emergency warming centres during the January cold, and updates on the Spike Fund.

See report for more information.

Discussion

- Concerns about the green space in the Deerhaven community. Staff are working closely with that community to better understand the issue and to develop a solution for this pocket park.

(d) Police Report

(1) Chief’s Report

Board Chair Gillian Yorke presented the police commission report, which included discussion about human trafficking, Board of Police Commissioners meeting, and meetings with the Atlantic Police Association union.

See report for more information.

(e) Engineering and Public Works

(1) Director’s Report

Director Bell submitted his report for January 2023. Some of the highlights included meetings with the Kentville Water Commission, and rainfall

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considerations instead of snow removal. Support for the guardrail which was installed along the bank by Kings County Academy.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Dan Troke submitted his report for January 2023. Highlights included capital and operating budget meetings with staff, interviews for the Director of Finance position, and coordination of the recreation centre as a warming centre.

See report for more information.

Discussion

- Request that staff who are in director roles should be invited to present their reports to Council.
- Concern about advertising for a Planning Advisory Committee.

Point of Order, called by Councillor Paula Huntley on Councillor Andrew Zebian. The topic under discussion (Planning Advisory Committee member recruitment) was not on the agenda. The minutes from a previous meeting show that Council gave consensus to begin recruiting for a Planning Advisory Committee.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) None.

CAO Troke indicated that a possible date for the draft Capital Budget presentation would be confirmed by end of day February 14, 2023. If any other topic should be added to the February 20th agenda, members should give indication to the CAO by end of day on Wednesday February 15, 2023.

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) None.

9. PUBLIC COMMENTS

(a) Sharon Kehoe

Concerns with the Robinson property sale and in delays in construction for the Enqore development.

(b) Dennis Kehoe

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Concerns about correspondence not being brought to Council, and the lack of a policy on this issue.

(c) Marcia McNeil

Concerns about the Robinson property owner not being accepted by Council.

10. IN CAMERA –Personnel

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

That Council move into a closed session at 7:37 pm to discuss confidential matters relating to personnel.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council return to open session at 8:27 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

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

11. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 8:28 p.m.

MOTION CARRIED

Minutes Approved by Town Clerk
Dan Troke



**TOWN OF KENTVILLE
SPECIAL MEETING OF
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: February 21, 2023
Town Hall, 354 Main Street, Kentville Nova Scotia**

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

Mayor Sandra Snow called the meeting to order at 5:00 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
- Craig Langille, Manager of Parks and Recreation Facilities
- David Bell, Director of Engineering
- Marty Smith, Deputy Chief of Police
- Jennifer West, Recording Secretary

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

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

2. APPROVAL OF THE AGENDA

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Paula Huntley
*Special Council Meeting Minutes, Capital Plan – February 21, 2023
Pending Approval
Page 1*

That the agenda for the Special Council Advisory Committee meeting of February 21, 2023 be approved.

MOTION CARRIED

3. BUDGET PRESENTATIONS

(a) 2023-2024 Capital Plan

CAO Troke presented the proposed 2023-2024 Town of Kentville Capital Plan. He reviewed the process of presenting the draft outline of the capital budget. CAO Troke presented each department's proposed capital budget.

See report for more information.

Suggested changes:

- **Building and major projects:** Recommendation to increase the sidewalks allocation from \$150,000 to address a sidewalk renovation for Main Street near Main Street Station, on both sides of the street.
- **Development:** Recommendation to increase the budget to include touch ups along the facia at the Kentville Historical Society, to compliment the roof replacement.
- **Memorial Park:** Recommendation to explore an assessment of integrity of the light ballasts at the main ballfield.

RECOMMENDATION TO COUNCIL

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

That CAC return the draft 2023-2028 Capital Investment Plan to staff for changes as directed during this meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

4. ADJOURNMENT

That the February 21, 2023 Special Meeting of Council be adjourned at 5:14 p.m.

MOTION CARRIED

Approved by CAO and Clerk Dan Troke



2022 Community Support and Service-Based Count on Homelessness

Kentville Data Presentation, March 13th, 2023

Mary Sweatman and Alisha Christie

Land Acknowledgement

Homeless No More is located and operates
in Mi'kma'ki the ancestral and unceded
territory of the Mi'kmaq People.

Wela'lin



**When we speak to rural
homelessness, we are speaking of all
the interconnected factors that
contribute to experiencing
precarious housing and
homelessness**



Full Count Region

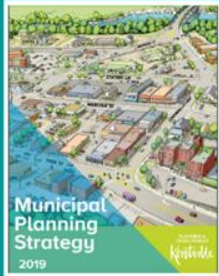


Kings County

Town of Kentville



What TOK is already doing



Policy RS-22 to encourage and promote the provision of affordable housing units



First-voice lived experience to inform planning, strategic goals and direction

Kentville Moves
ACTIVE TRANSPORTATION PLAN

Routes to school and employment hubs within the Town

Process and Statistics



What is a Community-Support and Service-Based count?



The Count offers a best practice estimation of homelessness by collecting information from knowledgeable service providers and key community informants on the number of people experiencing homelessness and accessing services in a given area within a set time frame.

Controls: time and area

Location: an individual must access a service or be known to an organization



How does it work?

An overview of the Count data collection process

- **Connect** with organizations
- **Prepare** count participants
- **Administer** online survey
- **Analyze data** and create reports
- **Data sharing** with participants then communities and partners



Client Screening Process

The client is located or residing within the study site

Client is 16 years or older

Client fits at least one of the categories of homelessness



Definition of Homelessness from the Canadian Observatory on Homelessness

- **Unsheltered**, living on the streets or in places not intended for human habitation
- **Emergency Sheltered**, including those staying in overnight shelters for people who are homeless, as well as shelters for those impacted by family violence
- **Provisionally Accommodated** refers to those whose accommodation is temporary or lacks the security of tenure
- **At Risk of Homelessness** refers to people who are not homeless but whose current economic and/ or housing situation is precarious or does not meet public health and safety standards. It should be noted that for many people, homelessness is not a static state but rather a fluid experience, where one's shelter circumstances and options may shift and change quite dramatically and with frequency

**Let's review
the data!**



Community Support and Service-Based Count 2022

231

Individuals are known to be experiencing homelessness between West Hants to Digby, NS

Among them, there are an additional 124 known children



Average age

28

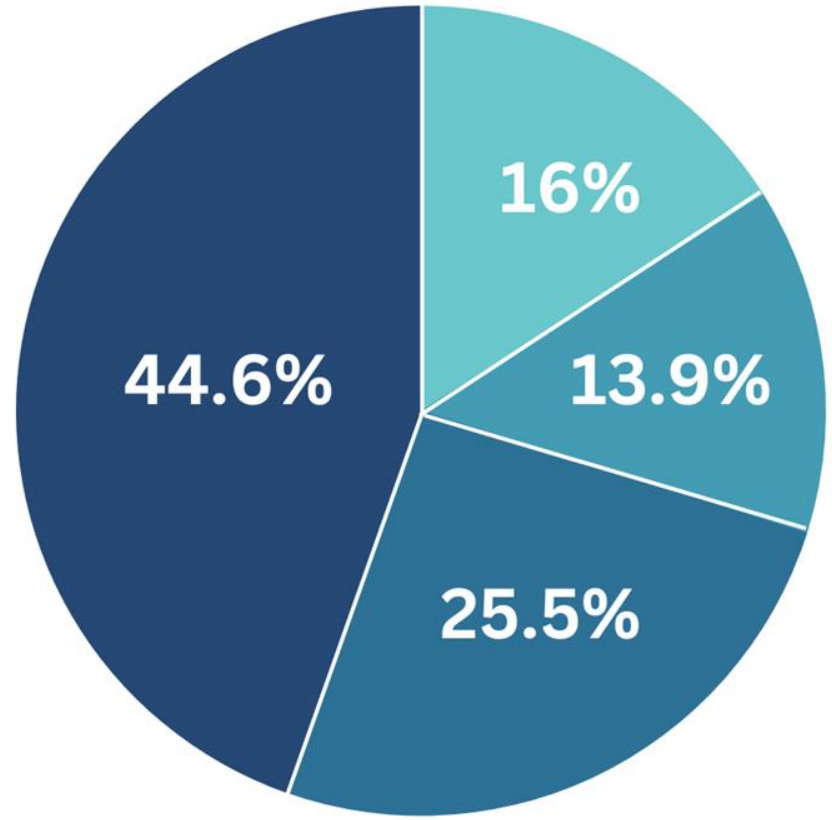
With the two highest age groups being 20-29 and 30-39



Of the 231 individuals, 46.3% identify as male and 53.7% female

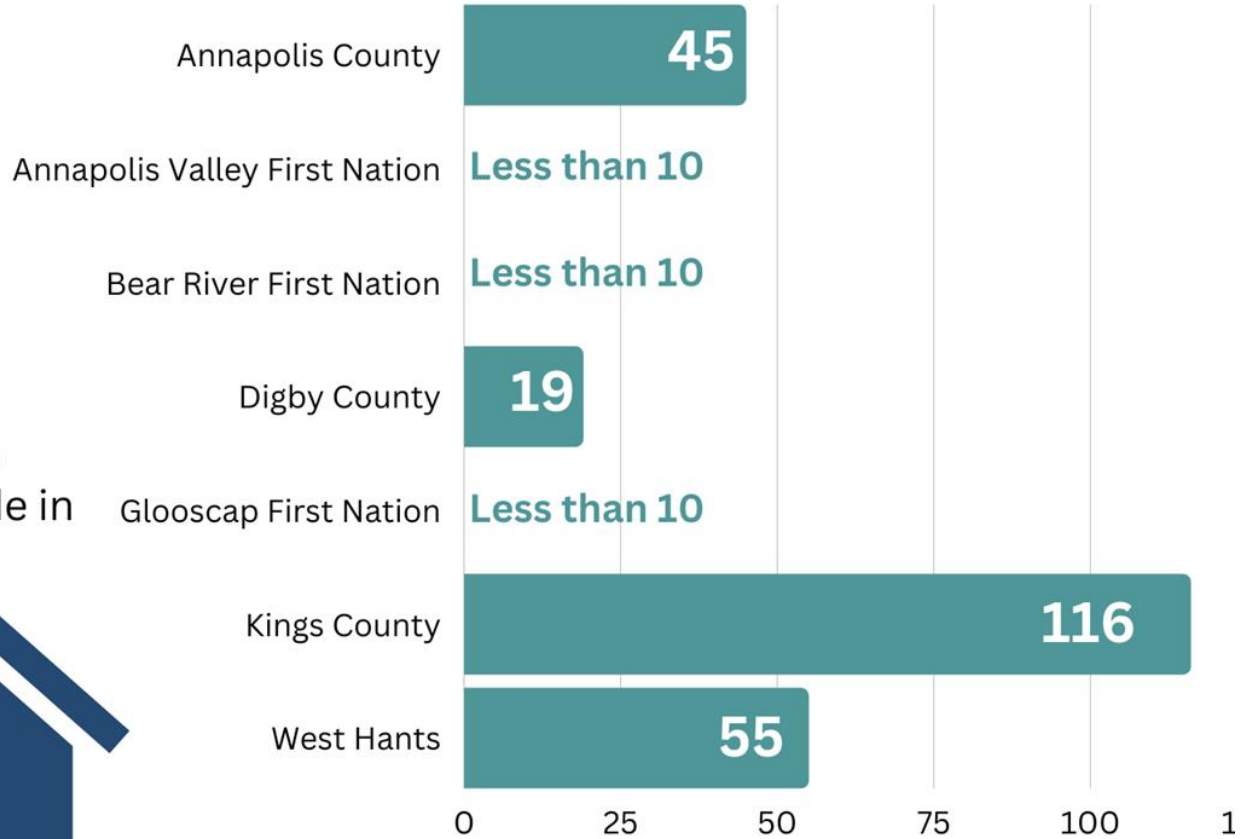
Regional Housing Situation

- Provisionally Accommodated 44.6%
- At Risk of Homelessness 25.5%
- Unsheltered 16%
- Emergency Sheltered 13.9%



Where clients reside between West Hants to Digby, NS

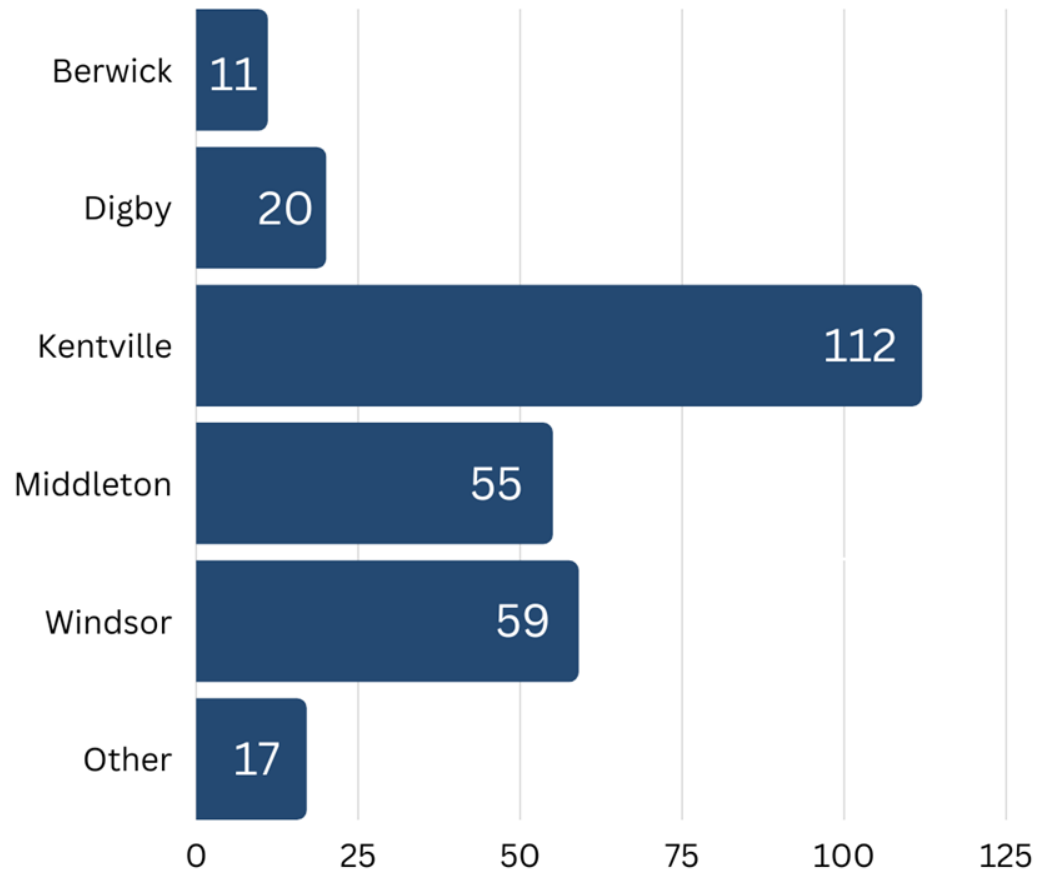
45% of the clients in Kings County are known to reside in Kentville, NS.





Where clients are accessing supports

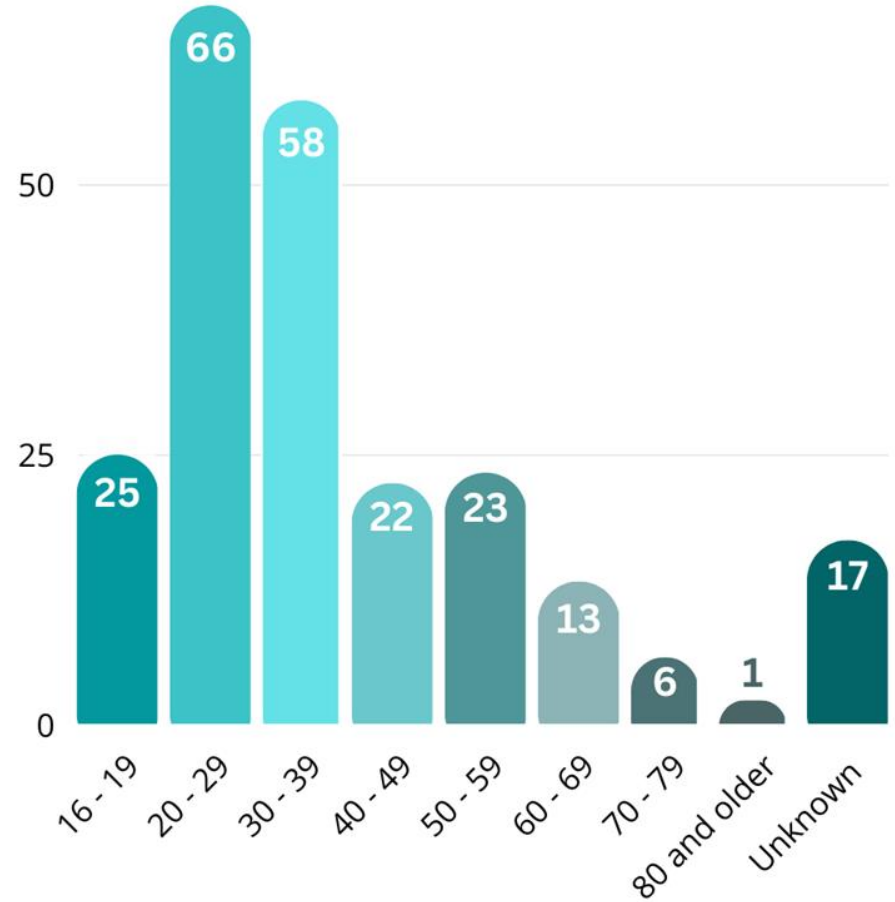
Annapolis Royal, Annapolis Valley First Nation, Bear River First Nation, Bridgetown, Glooscap First Nation, Hantsport and Wolfville all less than 10.



Age of Individuals

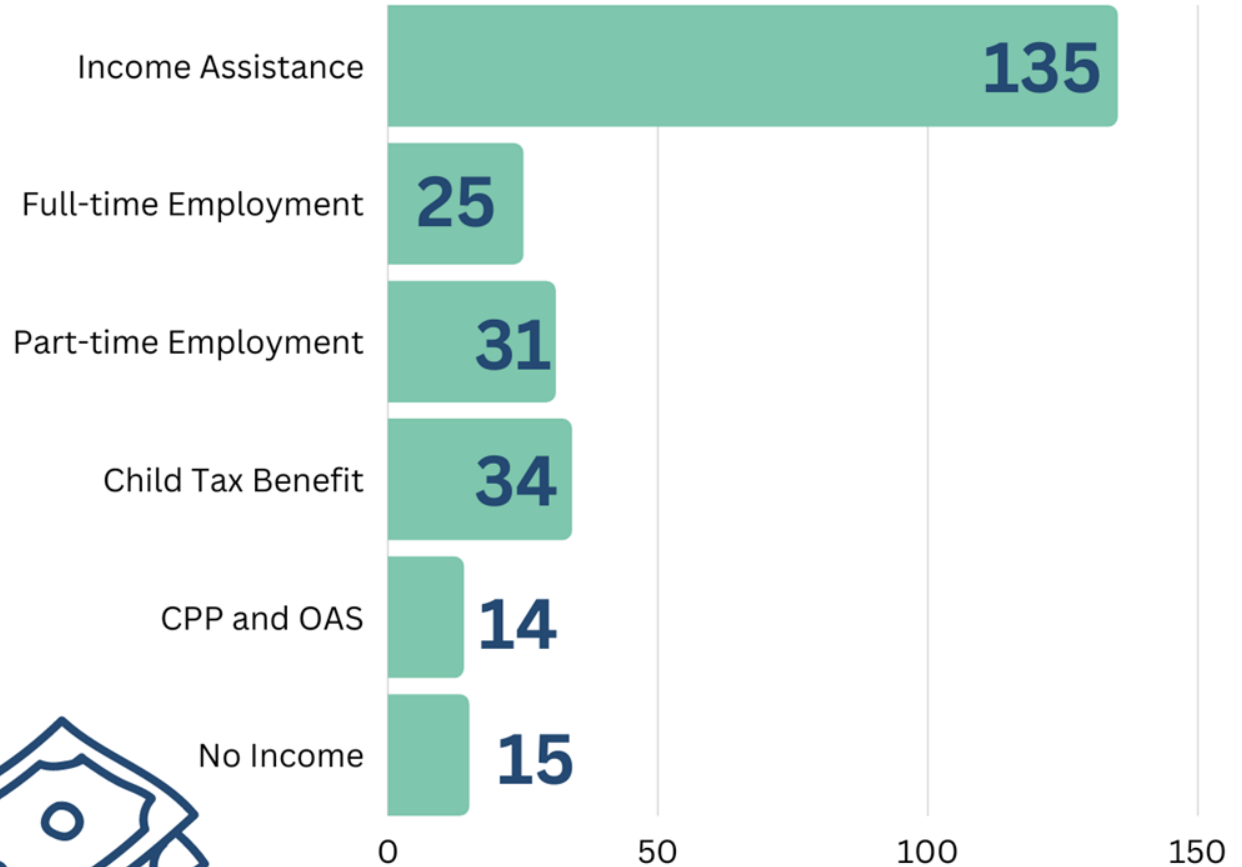
Of the known individuals 58% of are between the age of 20 to 39.

20-29 and 30-39 are the largest age groups for individuals experiencing homelessness between West Hants to Digby, NS. With 28 as the average age.



Where does the client obtain their income? Check all that apply

Other forms of income came from Disability Benefit, informal employment, sale of property, etc.



Has the client been compromised?



In or returning to an abusive relationship

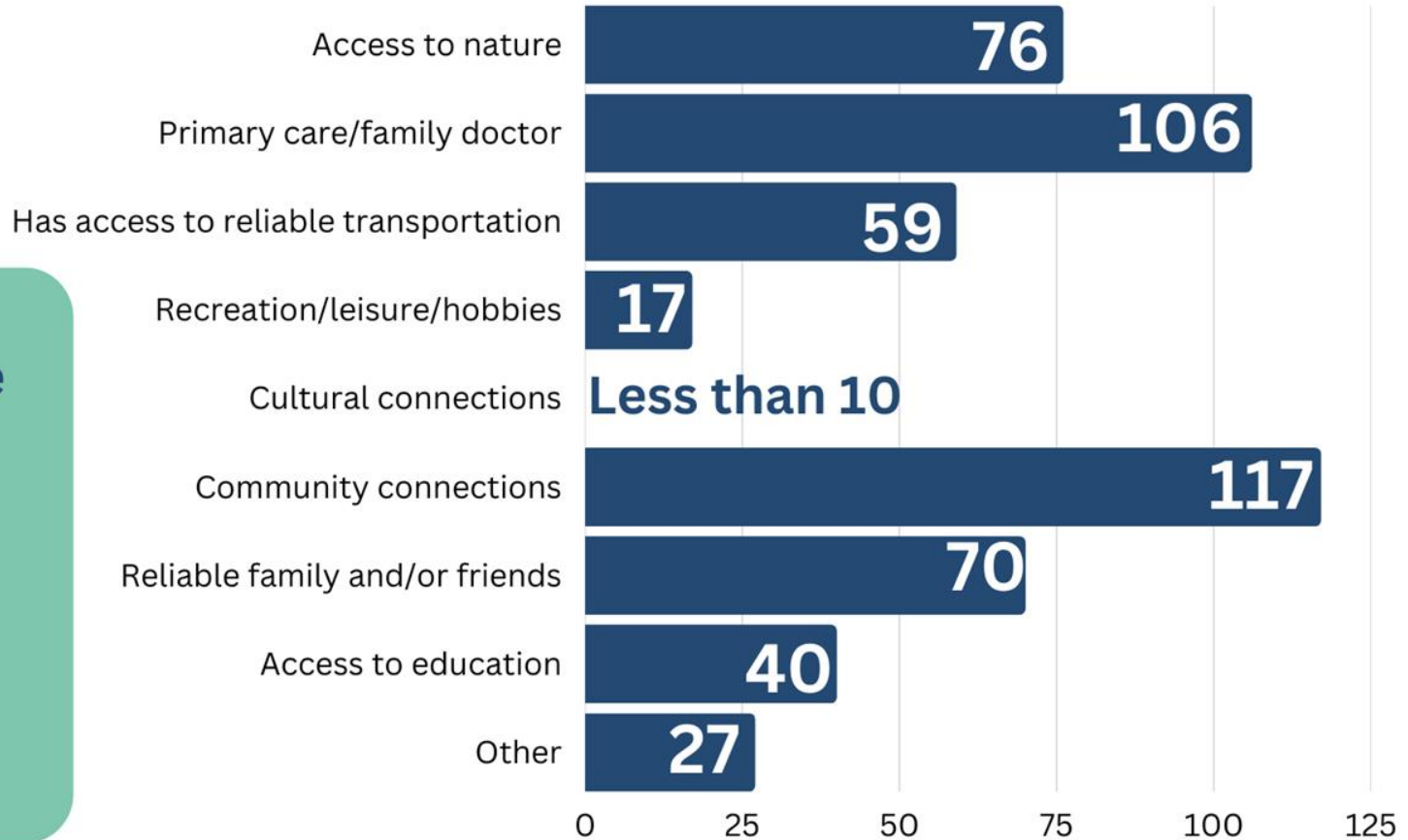


Based on your knowledge of the client, what is keeping them from finding a place on their own?
Check all that apply.





What are some of the assets and supports the client has in their community?



How long has the client been experiencing or at risk of homelessness?

- 40 1 to 6 months
- 25 6 months to a year
- 32 1 to 2 years
- 54 2 years +



In the Town of Kentville

Less than five months was the most common length of time, followed by more than 2 years

'A person experiences chronic homelessness when they have been continuously homeless for at least one year or have had at least four episodes of homelessness in the past three years.'

- Calgary Homelessness foundation

Kentville

A BREATH OF FRESH AIR



Town of Kentville

Of the 116 documented for Kings county

52 Reside in the
Town of Kentville

All of which are accessing support in Kentville, with less than
15 accessing supports in other communities

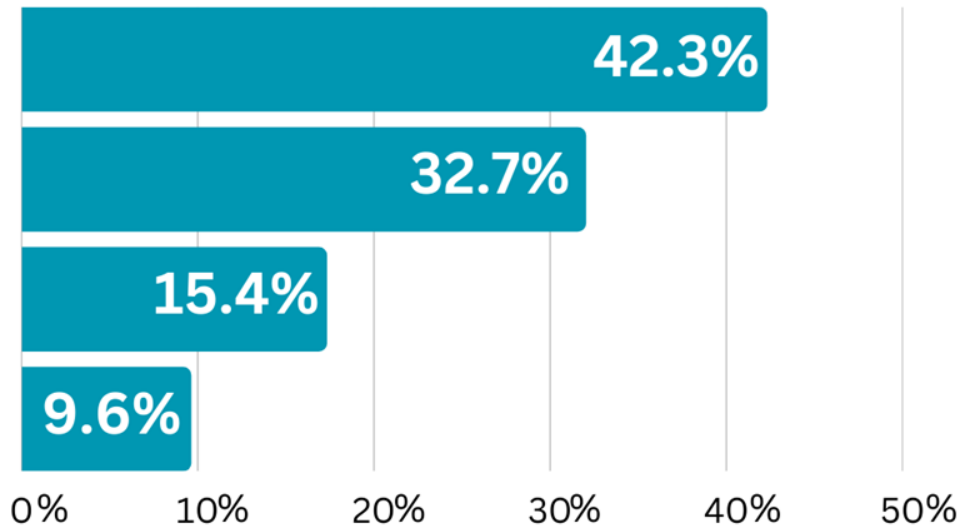
Current Housing Situation | Kentville, NS

Emergency Sheltered

Provisionally Accommodated

At Risk of homelessness

Unsheltered

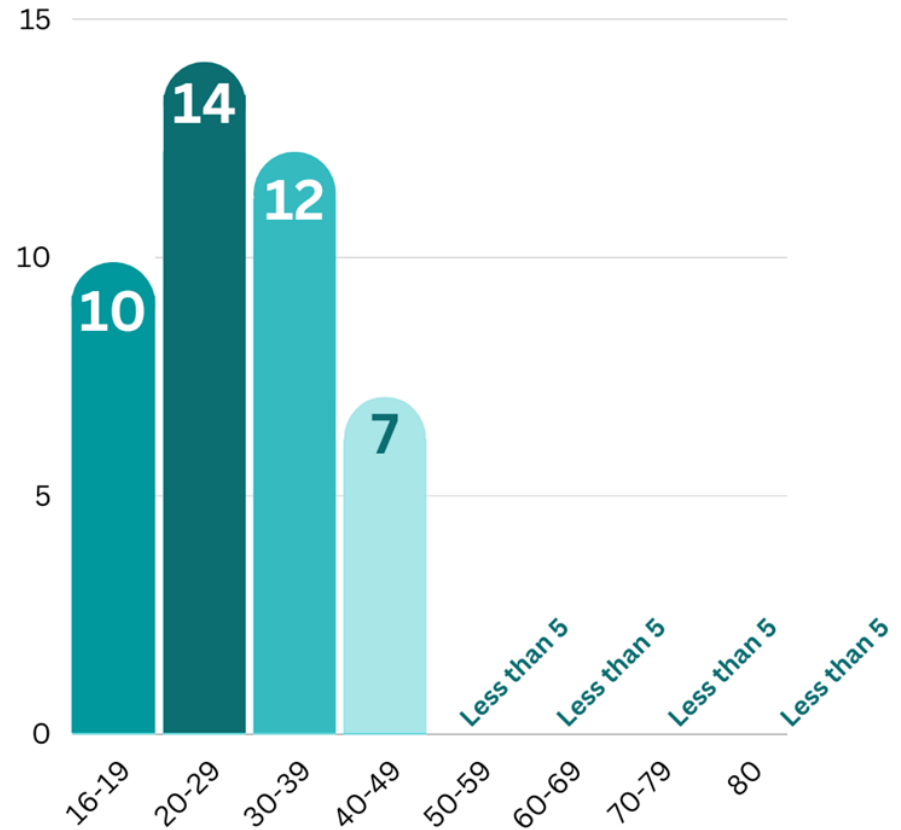


Age of Individuals

Kentville

Based on the best available data, in 2022, **46%** of individuals experiencing homelessness in Kentville are under the age of 30.

Among them, **70%** are either at risk of homelessness or provisionally accommodated.





19 have children

Among them,

there are **26**

under the age of 18

Town of Kentville

Where does the client obtain their income?

30 individuals are receiving Income Assistance, while all other forms of income were listed with less than 10



Town of Kentville

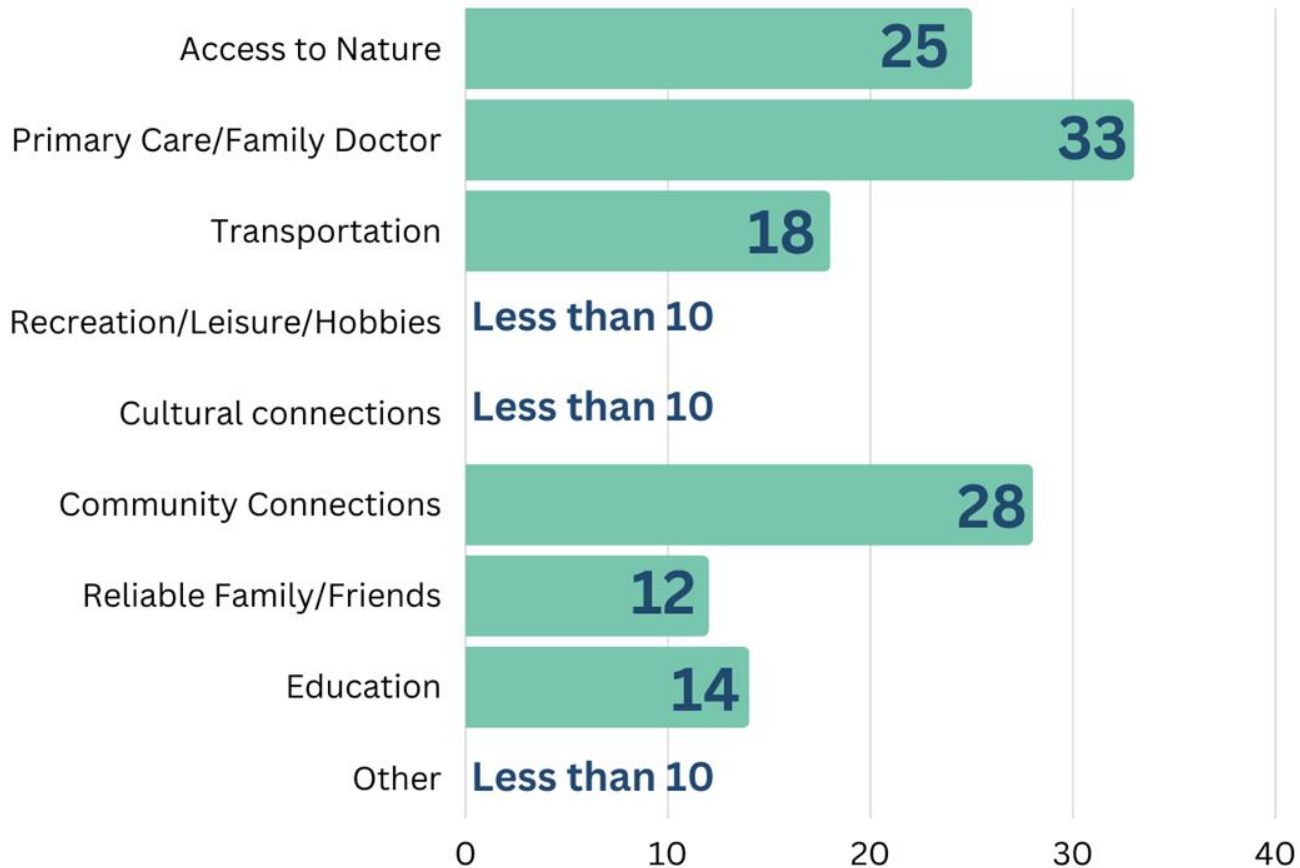
What is keeping them from finding a place of their own?





What are some assets and supports the individuals has in their community?

Town of Kentville

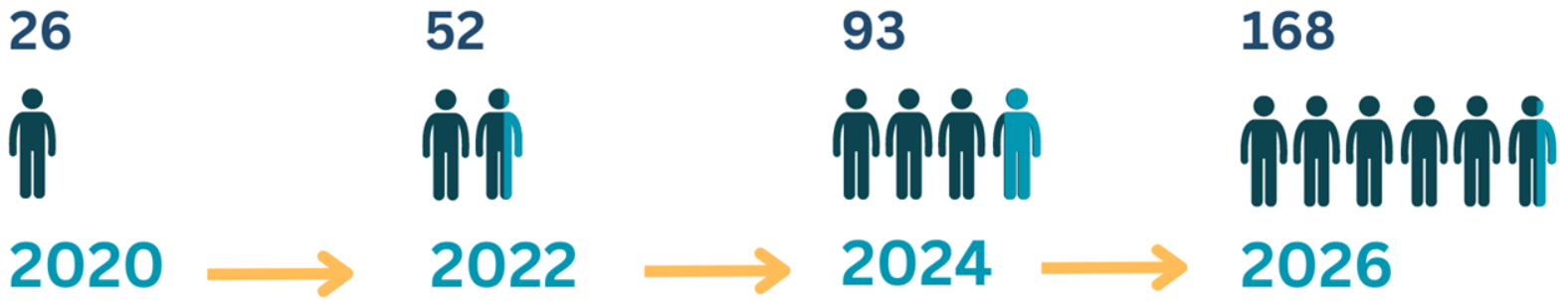


**This data is a tool
to better understand what is
happening regarding rural
homelessness in the
Annapolis Valley**



The most recent 2022 estimate puts homelessness in Kentville at **1.8 times higher** than in 2020

When we use the data as a tool for projection:



How to hear more of the data or stay involved

Contact Mary Sweatman and
Alisha Christie

Email: alishaechristie@gmail.com

Phone: 902-694-3057

Wela'lin | Merci | Thank you



**Backup slides for
context and
question period**



What is keeping the client from finding a place on their own?

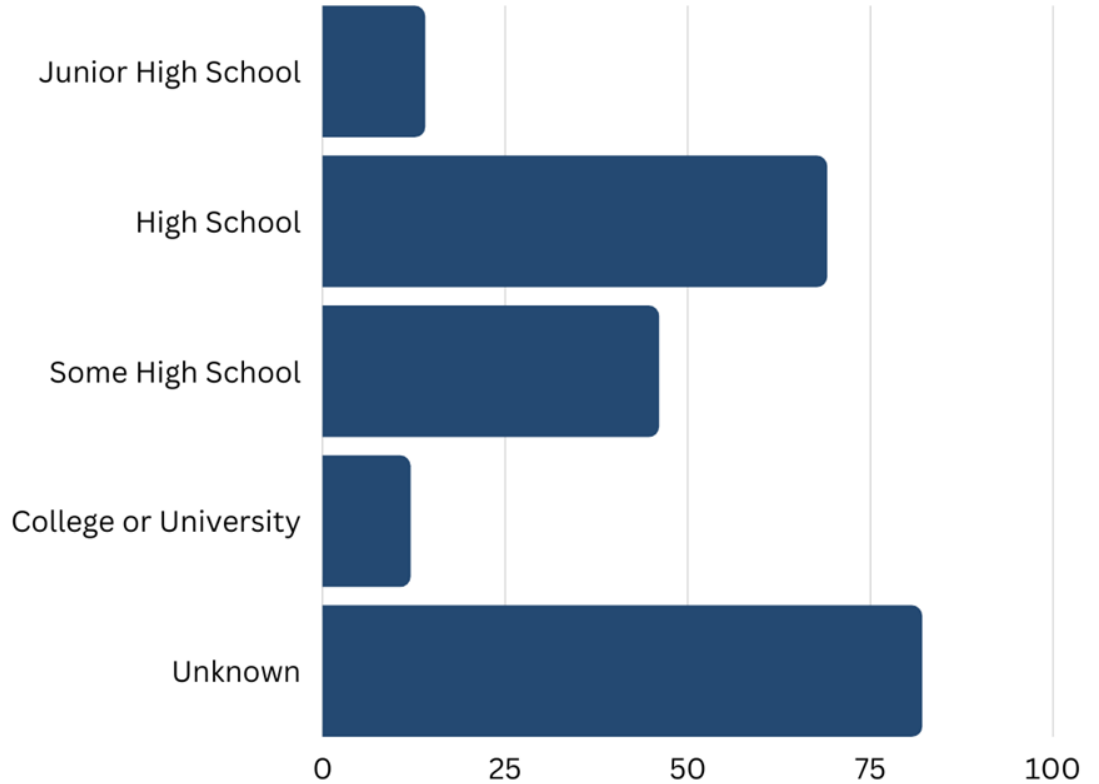
Lack of affordable housing

Children, substance use, mental health, accessibility, criminal records and pets



What is the highest level of education the client has attained?

Both Junior High School and some university or college were under 10.



If known, how did the client become homeless?

Family
Conflict



High cost of rent
or rent increase



As result of an abusive
relationship



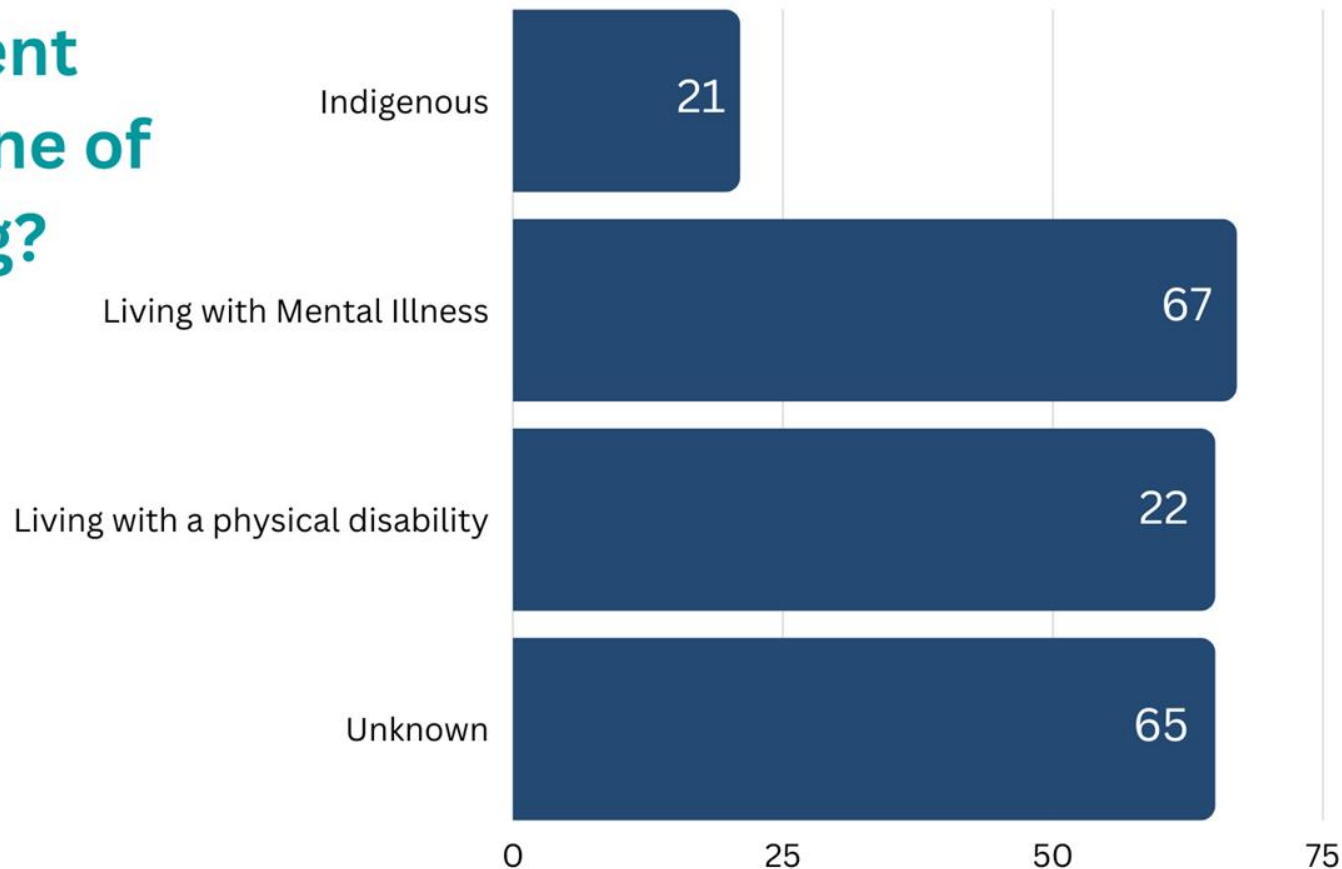
Evicted - 19

Renovicted - 11



Does the client identify as one of the following?

African Nova Scotian or Black, Recent Immigrant, 2SLGBTQIAA+ does not identify/not displayed were all under 10.



If there are children under the age of 18 years old, what is the current care arrangement for the children?

42 are under full time of the individual

20 are under of family or other people

12 are in part-time care of the individual

12 under the care of Childwelfare





Town of Kentville
Staff Report to Council Advisory Committee
Department of Finance
FEBRUARY 28, 2023

Attachments

- Schedules A & B (Revenue and Expenditures) are included for the month ended February 28, 2023.
- Schedule C (Outstanding Taxation) is attached for the month ended February 28, 2023.
- 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 91.7% of the budget would be recorded. To February 28, 2023, overall revenue exceeds the average at 95.2% recorded.

Expenditures (see schedule B)

To date, overall expenditures exceed the benchmark at 93.4% expended. Some segments have exceeded the 91.7% guideline due to annual payments and bulk ordering of supplies.

Summary of Outstanding Taxes (see Schedule C)

Current tax levy outstanding at February 28, 2023 is \$143,208 in excess of the taxes levied (101.4% collected) (last year- 102.0% collected). Total property tax outstanding at February 28, 2023 is \$139,453 in excess of the amounts levied (101.3% collected) (last year-101.9% collected). Over collection of property tax levies is a result of rate payers making prepayments against their 2023/2024 levy.

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, \$2,140,957 (47.1%) has been expended.

This concludes the monthly report from the Finance Department for February 28, 2023.

Respectfully Submitted,

Robin Paish
Acting Director of Finance

TOWN OF KENTVILLE OPERATING FUND
February 28, 2023

	2022/23	2022/23	%
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>CONSUMED</u>
TAXES (Including Industrial Park)			
Assessable Property	9,983,000	9,978,283	100.0%
Resource	48,800	48,823	100.0%
Economic development	120,300	113,900	94.7%
	<u>10,152,100</u>	<u>10,141,006</u>	99.9%
AREA RATES AND FRONTAGES			
Area Rates	661,100	672,392	101.7%
Special Assessments	3,000	2,176	72.5%
	<u>664,100</u>	<u>674,567</u>	101.6%
BASED ON REVENUE			
Business property	35,500	34,307	96.6%
TOTAL TAXATION	<u>10,851,700</u>	<u>10,849,881</u>	100.0%
PAYMENTS IN LIEU OF TAXES			
Federal and Agencies	387,900	379,258	97.8%
Provincial and Agencies	164,800	175,029	106.2%
	<u>552,700</u>	<u>554,287</u>	100.3%
SERVICES PROVIDED			
Provincial government	136,600	94,607	69.3%
Local government - Recreation	93,300	53,291	57.1%
	<u>229,900</u>	<u>147,898</u>	
SALES OF SERVICES			
Agencies	<u>1,040,900</u>	<u>936,712</u>	90.0%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	30,100	42,039	139.7%
Rentals	405,300	313,356	77.3%
Interest and penalties	92,000	212,207	230.7%
Return on investment	630,000	100,000	15.9%
Other	46,400	39,036	84.1%
	<u>1,203,800</u>	<u>706,638</u>	58.7%
UNCONDITIONAL TRANSFERS-PROVINCE	<u>220,900</u>	<u>190,821</u>	86.4%
CONDITIONAL TRANSFERS			
Federal	10,000	18,537	185.4%
Province	160,400	155,703	97.1%
Other	0	5,854	0.0%
	<u>170,400</u>	<u>180,094</u>	105.7%
FINANCING AND TRANSFERS			
From reserves	280,300	280,300	
	<u>280,300</u>	<u>280,300</u>	100.0%
TOTAL REVENUE 2022/2023	14,550,600	13,846,630	95.2%

SCHEDULE B

TOWN OF KENTVILLE OPERATING FUND
February 28, 2023

	<u>2022/23</u> <u>BUDGET</u>	<u>2022/23</u> <u>ACTUAL</u>	<u>%</u> <u>CONSUMED</u>
GENERAL ADMINISTRATION			
Legislative	272,400	235,765	86.6%
General Administration	1,523,700	1,461,519	95.9%
	<u>1,796,100</u>	<u>1,697,284</u>	94.5%
PROTECTIVE SERVICES			
Police - Core program	2,784,400	2,556,287	91.8%
Police - Sales of Service	171,600	113,785	66.3%
Law enforcement	205,600	173,984	84.6%
Fire fighting	861,100	859,473	99.8%
Protective services - debt charge	4,200	4,180	99.5%
Emergency measures & other	143,200	121,951	85.2%
	<u>4,170,100</u>	<u>3,829,660</u>	91.8%
TRANSPORTATION SERVICES			
Common services	1,170,200	1,059,493	90.5%
Road transportation	774,300	786,054	101.5%
Public transit	300,600	283,751	94.4%
Transport - debt charge	51,800	57,436	110.9%
Other transportation	94,000	94,661	100.7%
	<u>2,390,900</u>	<u>2,281,393</u>	95.4%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	<u>709,200</u>	<u>707,747</u>	99.8%
PUBLIC HEALTH AND WELFARE			
Public health and housing	<u>90,000</u>	<u>(10,151)</u>	-11.3%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	240,200	173,269	72.1%
Other community development	442,300	445,459	100.7%
	<u>682,500</u>	<u>618,728</u>	90.7%
RECREATION AND CULTURAL			
Recreation-Administration	546,300	502,623	92.0%
-Programmes (net)	163,100	111,439	68.3%
-Facilities	668,000	665,438	99.6%
-Recreation debt charges	29,500	31,870	108.0%
Cultural	134,700	124,496	92.4%
	<u>1,541,600</u>	<u>1,435,865</u>	93.1%
EDUCATION			
	<u>1,622,000</u>	<u>1,488,020</u>	91.7%
FINANCING AND TRANSFERS			
Debt charges (principal)	833,100	833,060	100.0%
Transfers to allowances and reserves	715,100	715,100	100.0%
	<u>1,548,200</u>	<u>1,548,160</u>	100.0%
TOTAL EXPENDITURE 2022/2023	<u>14,550,600</u>	<u>13,596,707</u>	93.4%

SUMMARY OF TAXES

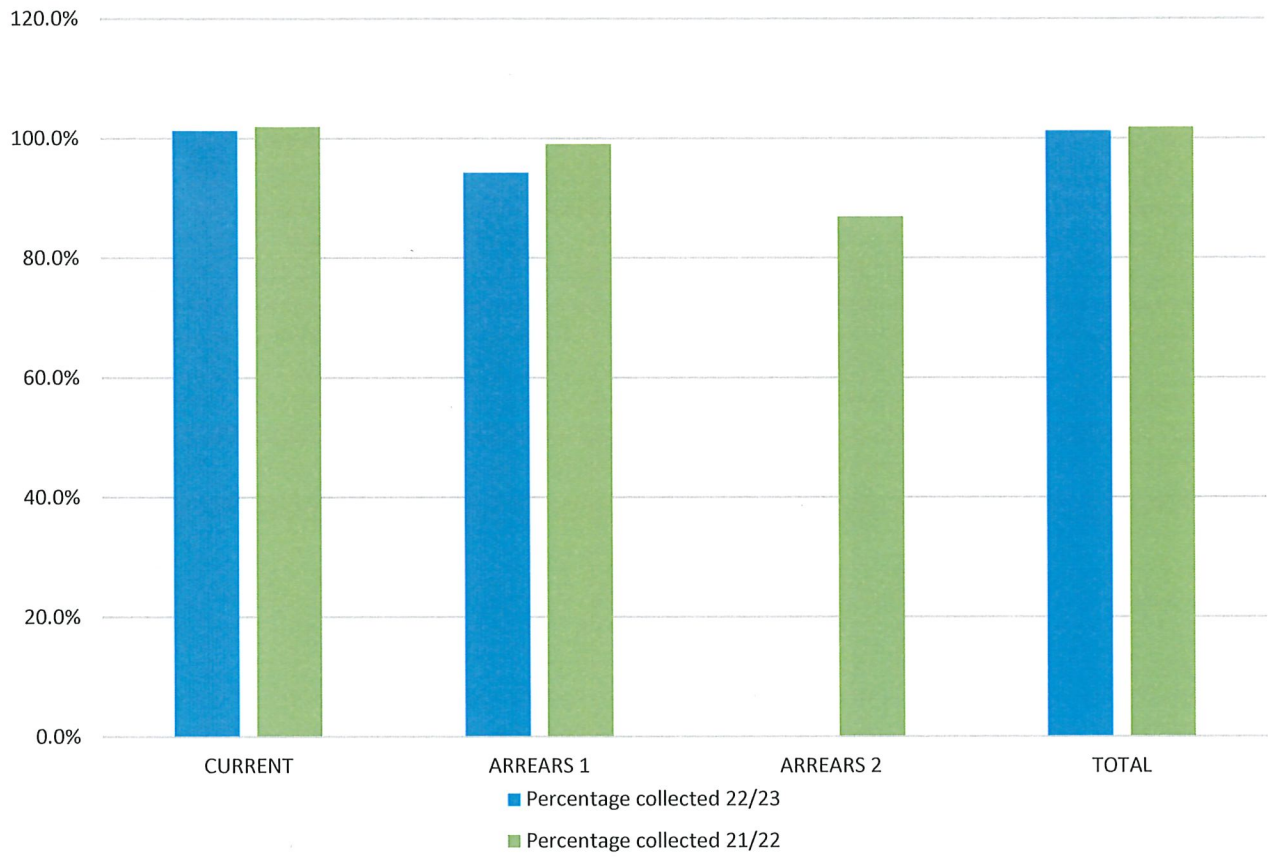
COLLECTED AND OUTSTANDING

FEBRUARY 28, 2023

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

	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL OUTSTANDING</u>
Balance, April 1/22	(316,849)	40,082	1,492	(275,275)
Billed 2022	10,817,586	0	0	10,817,586
22/23 net adjustments	(8,793)	0	0	(8,793)
Total collectible	10,491,944	40,082	1,492	10,533,518
Total collected	10,635,152	37,819	0	10,672,971
Outstanding	(143,208)	2,263	1,492	(139,453)
	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL</u>
Percentage collected 22/23	101.4%	94.4%	0.0%	101.3%
Percentage collected 21/22	102.0%	99.1%	87.0%	101.9%

Town of Kentville Outstanding Taxes as at February 28, 2023



TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
YEAR 2022/23
SUMMARY

	2022/2023 BUDGET	2022/2023 ACTUAL
	\$	\$
PROJECTS		
Gas Tax Infrastructure	976,800	832,286
Green Infrastructure Grant	1,280,100	146,401
General Administration	20,000	11,905
Protection	206,000	135,568
Transportation	850,500	467,473
Development	285,000	165,450
Recreation	926,200	381,873
GRAND TOTAL PROJECTS	4,544,600	2,140,957
FUNDING		
OUTSIDE SOURCES		
Other governments		
Federal- Green Infrastructure Funds	512,000	-
FCM- Municipal Asset Management Programme	24,500	49,050
Provincial - Green Infrastructure Funds	426,700	-
Province of Nova Scotia- DMHA	180,000	104,134
	1,143,200	153,184
Capital Contributions		
Contribution	90,000	139,260
Proceeds	4,000	8,500
	94,000	147,760
INTERNAL SOURCES		
CASH		
Cash		162,290
Reserves- restricted		
Gas Tax Funds	976,800	832,286
Own source reserves		
Equipment Capital	50,000	-
Town Capital		
General allocation	688,400	453,450
Recreation	18,000	-
	1,733,200	1,285,736
Operations		
Park fees	5,300	-
Capital from revenue- KPS	66,000	66,000
	71,300	66,000
BORROWING (per budget)	1,502,900	325,987
	1,502,900	325,987
TOTAL FUNDING	4,544,600	2,140,957

**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
March 31, 2023**

GENERAL LEDGER	CANADA COMMUNITY BUILDING FUND GAS TAX INFRASTRUCTURE	2022/2023	2022/2023
#	Description	Budget	Actual
	Transportation		
	Local Roads- Paving Projects		
05-35-71-470	Macdonald Avenue subdivision renewal Streets- \$693,500 Storm sewer- \$283,300	976,800	832,286
			-
			-
	PROJECTS	976,800	832,286
	FUNDING CASH		
	Gas Tax Interest	1,200	
	Gas Tax Residual-2021-2022	596,900	832,286
	Gas Tax Current- 2022-2023	378,700	
	Reserve- Town Capital		
	TOTAL	976,800	832,286

3/08/23

SCHEDULE G-2

**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
March 31, 2023**

GENERAL LEDGER	GREEN INFRASTRUCTURE FUND	2022/2023	2022/2023
#	Description	Budget	Actual
	Active Transportation Plan		
05-35-71-250	West Main Street pathway	40,000	-
05-35-71-300	Aldershot (Meadowview) Rail Trail	150,000	21,160
05-35-71-330	Signs, line painting- 13 locations	55,100	13,526
05-35-71-340	Harvest Moon Trail Connector	1,000,000	111,715
05-35-71-200	Miners' Marsh Trail	35,000	-
	PROJECTS	1,280,100	146,401
	FUNDING		
	Cash		
	Green Infrastructure- Federal (40%)	512,000	-
	Green Infrastructure- Provincial (33.33%)	426,700	-
	Province of NS CCTH	-	-
	Borrowing (26.67%)	341,400	-
	TOTAL	1,280,100	-

3/08/23

SCHEDULE G-3

**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
March 31, 2023**

GENERAL LEDGER	GENERAL ADMINISTRATION	2022/2023	2022/2023
#	Description	Budget	Actual
	IT INITIATIVE ANNUAL		
05-35-72-200	IT- 2022-2023	20,000	3,402
05-35-72-250	Electric vehicle booster stations	-	8,503
	PROJECTS	20,000	11,905
	FUNDING		
	Cash		
	Capital Reserve- General allocation	20,000	500
	Capital contribution-Clean Nova Scotia Foundation		
	Borrowing		-
	TOTAL	20,000	500

3/08/23

SCHEDULE G-4

**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
March 31, 2023**

GENERAL LEDGER	PROTECTION	2022/2023	2022/2023
#	Description	Budget	Actual
05-35-75-600	Police services Building Accessibility upgrades	25,000	-
05-35-75-650	Vehicles Marked- \$66,000 X 2	132,000	135,568
05-35-75-700	Technology TMR radios	49,000	-
	PROJECTS	206,000	135,568
	FUNDING		
	CASH		
	Capital from revenue	66,000	66,000
	Proceeds on sale	-	8,500
	Capital Contribution		
	Reserves	66,000	61,068
	Borrowing	74,000	-
	TOTAL	206,000	135,568

3/08/23

SCHEDULE G-5

**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
March 31, 2023**

GENERAL LEDGER	TRANSPORTATION	2022/2023	2022/2023
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	350,000	-
05-35-71-350	Downtown improvements - Belcher Street Lights	10,000	6,416
05-35-71-450	Public Works building	58,000	48,952
05-35-71-440	Bridge Pre cast bridge - Meadowview	115,000	153,962
05-35-71-400	Streets	110,000	150,059
	Burke top lift		-
	Carmen & Alicia curbing		-
			-
	Sidewalks		
05-35-71-500	Park Street & Prospect Street	125,000	21,066
05-35-71-510	Klondyke Street		20,544
	Flood mitigation		
05-35-71-490	Condon Ave & Palmeto Subdivision	55,000	9,640
	Study		
05-35-71-580	Asset management plan- storm sewer	27,500	56,836
	PROJECTS	850,500	467,473
	FUNDING		
	Equipment capital reserve	50,000	
	Proceeds on sale		
	Capital reserve- general allocation	146,000	148,779
	Contributions	90,000	128,940
	FCM- Municipal Asset Management Programme (MAMP)	24,500	49,050
	Borrowing	540,000	140,705
	TOTAL	850,500	467,473

3/08/23

SCHEDULE G-6

**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
March 31, 2023**

GENERAL LEDGER	PLANNING/ECONOMIC DEVELOPMENT	2022/2023	2022/2023
#	Description	Budget	Actual
	PLANNING		
05-35-75-250	Municipal Flood Line Mapping Project	180,000	104,134
	ECONOMIC DEVELOPMENT		
	Downtown betterments		
05-35-75-500	Seasonal lighting	8,000	19,526
05-35-75-450	Bike racks	5,000	-
05-35-75-400	Gateway sign greenspace	15,000	-
	Beautification		
05-35-75-300	Centre Square Phase 2	12,000	-
05-35-75-260	Public Art displays	15,000	5,800
	Buildings		
05-35-75-200	VIC	30,000	5,584
05-35-75-170	66 Station Lane	20,000	30,404
	PROJECTS	285,000	165,450
	FUNDING		
	Province of Nova Scotia	180,000	104,134
	Capital reserve	105,000	61,315
	Borrowing		
	TOTAL	285,000	165,450

**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
March 31, 2023**

GENERAL LEDGER	RECREATION	2022/2023	2022/2023
#	Description	Budget	Actual
05-35-74-300	Soccer	8,000	-
	Green Spaces		
05-35-74-200	Gorge survey & upgrades	17,200	27,604
05-35-73-500	Miner's Marsh trail	20,000	-
05-35-73-400	Miner's Landing trail	30,000	-
05-35-73-300	Kentville Trail bridge replacement (2nd bridge added)	25,000	-
	Arena		-
05-35-72-500	Drain	10,000	-
05-35-72-650	Rubber flooring	10,000	-
05-35-72-600	Condensor	135,000	122,782
05-35-72-550	Canteen upgrades	6,000	-
	Parks/Playgrounds		
05-35-74-500	Oakdene Park irrigation	20,000	-
05-35-73-200	Memorial Park grandstands	350,000	-
05-35-73-100	Memorial Park- Ballfield irrigation	20,000	15,638
05-35-74-100	Memorial Park- Fencing	15,000	12,843
05-35-73-250	HUB building	10,000	631
05-35-73-150	Dog Park	125,000	67,328
05-35-74-700	Recreation Equipment	100,000	115,406
	Trucks - 2		
05-35-72-400	Pool/Splashpad	25,000	19,642
	PROJECTS	926,200	381,873
	FUNDING		
	Proceeds	4,000	
	Town Operating (park fees)	5,300	
	Capital reserve- General allocation	351,400	181,788
	Capital reserve- Recreation	18,000	
	Contributions	-	10,320
	Borrowing	547,500	185,282
	TOTAL	926,200	377,389



Memo

To: Dan Troke, Chief Administrative Officer

From: Robin Paish, Acting Director of Finance

Date: March 8, 2023

Re: **PROJECTION REPORT- March 31, 2023 as at February 28, 2023**

The Sixth projection report to March 31, 2023 (as at February 28, 2023) is attached to this memo.

In this report, the Town of Kentville is projecting a deficit position of **\$64,300** (last month surplus \$28,400).

Everything known to date is captured in this report.

Town of Kentville Operating Fund -22/23

February 28, 2023

Revenue	Budget Amount	Projected	% over (under)
2 TAXES			
Assessable Property	10,813,200	10,805,200	-0.1%
Special Assessments	3,000	2,500	-16.7%
Business Property	35,500	34,300	-3.4%
Other	-	-	0.0%
	<u>10,851,700</u>	<u>10,842,000</u>	-0.1%
3 PAYMENTS IN LIEU OF TAXES			
Federal and Agencies	387,900	379,200	-2.2%
Provincial and Agencies	164,800	175,000	6.2%
	<u>552,700</u>	<u>554,200</u>	0.3%
4 SERVICES PROVIDED			
To other governments			
Provincial government	136,600	136,600	0.0%
Local government	93,300	93,300	0.0%
	<u>229,900</u>	<u>229,900</u>	0.0%
5 SALES OF SERVICES			
Agencies	<u>1,040,900</u>	<u>1,072,900</u>	3.1%
6 OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	30,100	46,400	54.2%
Rentals	405,300	359,900	-11.2%
Interest	92,000	230,000	150.0%
Return on investment	630,000	630,000	0.0%
Other	46,400	46,500	0.2%
	<u>1,203,800</u>	<u>1,312,800</u>	9.1%
7 UNCONDITIONAL TRANSFERS	<u>220,900</u>	<u>232,700</u>	5.3%
8 CONDITIONAL TRANSFERS			
Other governments	<u>170,400</u>	<u>220,100</u>	29.2%
FINANCING AND TRANSFERS			
24 From reserves	280,300	280,300	0.0%
	<u>280,300</u>	<u>280,300</u>	0.0%
TOTAL REVENUE	<u>14,550,600</u>	<u>14,744,900</u>	1.3%

Town of Kentville Operating Fund -22/23

February 28, 2023

Expenditures		Budget Amount	Projected	% over (under)
GENERAL ADMINISTRATION				
9	Legislative	272,400	262,100	-3.8%
10	General Administration	1,523,700	1,616,700	6.1%
		<u>1,796,100</u>	<u>1,878,800</u>	4.6%
PROTECTIVE SERVICES				
11	Police- Core program	2,784,400	2,855,300	2.5%
11-1	Police- Sales of service	171,600	171,600	0.0%
11-2	Law enforcement	205,600	199,300	-3.1%
12	Fire protection	861,100	861,100	0.0%
13	Protective services- debt charge	4,200	4,200	0.0%
13	Emergency measures & other	143,200	149,200	4.2%
		<u>4,170,100</u>	<u>4,240,700</u>	1.7%
TRANSPORTATION SERVICES				
14	Common services	1,170,200	1,209,500	3.4%
15	Road transportation	774,300	862,800	11.4%
15	Public transit	300,600	293,200	-2.5%
15	Transport- debt charges	51,800	57,500	11.0%
15	Other transportation	94,000	101,000	7.4%
		<u>2,390,900</u>	<u>2,524,000</u>	5.6%
ENVIRONMENTAL HEALTH SERVICES				
16	Solid waste collection and recycling	709,200	711,000	0.3%
PUBLIC HEALTH				
17	Public health and housing	90,000	65,300	-27.4%
ENVIRONMENTAL DEVELOPMENT				
18	Planning and zoning	240,200	190,700	-20.6%
19	Other community development	442,300	470,800	6.4%
		<u>682,500</u>	<u>661,500</u>	-3.1%
RECREATION AND CULTURAL				
20	Recreation-Administration	546,300	565,600	3.5%
21	-Programmes & other	163,100	129,600	-20.5%
22	-Facilities	668,000	694,500	4.0%
22	-Recreation- Debt charges	29,500	32,000	8.5%
22	Cultural	134,700	134,700	0.0%
		<u>1,541,600</u>	<u>1,556,400</u>	1.0%
23	EDUCATION	<u>1,622,000</u>	<u>1,623,300</u>	0.1%
FINANCING AND TRANSFERS				
24	Debt charges (principal)	833,100	833,100	0.0%
24	Transfers to allowances and reserves	715,100	715,100	0.0%
		<u>1,548,200</u>	<u>1,548,200</u>	0.0%
TOTAL EXPENDITURE		<u>14,550,600</u>	<u>14,809,200</u>	1.8%
PROJECTED SURPLUS (DEFICIT)			<u>(64,300)</u>	-0.4%

Town of Kentville Operating Fund -22/23

February 28, 2023

Revenue	Budget Amount	Projected
TAXES-ASSESSABLE PROPERTY		
Residential	7,070,800	7,084,500
Commercial property	2,143,900	2,114,200
Commercial-Industrial Park	768,200	779,500
Resource-Taxable assessments	48,800	48,800
Resource-Forest under 50,000 acres	100	100
	<u>10,031,800</u>	<u>10,027,100</u>
		-
Fire Area Rate (KVFD)	222,200	222,200
Fire Protection Area Rate (Hydrant)	438,900	442,000
	<u>661,100</u>	<u>664,200</u>
Economic development levy	120,300	113,900
	<u>10,813,200</u>	<u>10,805,200</u>
TAXES-SPECIAL ASSESSMENTS		
Curb frontage	3,000	2,500
	<u>3,000</u>	<u>2,500</u>
TAXES-BUSINESS PROPERTY		
Based on revenue (Aliant)	35,000	33,700
Assessment Act- Farm property acreage	500	600
	<u>35,500</u>	<u>34,300</u>
TAXES-OTHER		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>10,851,700</u>	<u>10,842,000</u>
OVER BUDGET (UNDER BUDGET)		<u>(9,700)</u>

Town of Kentville Operating Fund -22/23

February 28, 2023

Revenue	Budget Amount	Projected
PAYMENTS IN LIEU OF TAXES		
Federal Government- R	387,900	379,200
Province		
Province- Research Station R	1,300	11,500
Province- River Street R	34,500	34,500
Province- Cornwallis Street R	3,000	3,000
Province- 77 Cornwallis Street R	126,000	126,000
	164,800	175,000
	552,700	554,200
OVER BUDGET (UNDER BUDGET)		1,500

Town of Kentville

Operating Fund -22/23

February 28, 2023

Revenue	Budget Amount	Projected
SERVICES PROVIDED TO OTHER GOVERNMENTS		
Provincial government		
Protective services-secondment	136,600	136,600
Local government		
Kings County- Recreation	50,000	50,000
Kings County-Cultural	43,300	43,300
	93,300	93,300
	229,900	229,900
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -22/23

February 28, 2023

Revenue	Budget Amount	Projected
SALES OF SERVICES		
Own agencies and property owner		
General Administration	140,900	140,900
General Administration- Finance	40,200	40,200
Protection-Police	480,000	480,000
Public works- Administration	153,300	153,300
- Operations	25,000	25,000
- Water	120,000	120,000
- Sanitary Sewer	75,000	107,000
- Capital	5,000	5,000
- Street Sweeper	1,500	1,500
Recreation- capital	-	-
	1,040,900	1,072,900
OVER BUDGET (UNDER BUDGET)		32,000

Town of Kentville Operating Fund -22/23

February 28, 2023

Revenue	Budget Amount	Projected
OTHER REVENUE-OWN SOURCES		
Fines, Licenses, Permits		
Administration		
Permits	100	200
Police		
Fines- Provincial Court	15,000	27,000
Law enforcement		
Licenses	2,700	1,200
Parking tickets	9,000	14,000
Emergency Measures		
Animal licenses	1,500	1,200
Planning		
Permits	1,800	2,800
	30,100	46,400
Rentals		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,600	5,600
Cell Tower- Eastlink	5,400	5,400
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	16,200	15,000
Rental- VIA Rail building	1,500	1,200
Rental- Calkin building	-	-
Rental-Lions Club building	6,100	6,400
Recreation		
Tennis court	500	-
Fields	20,000	19,000
Recreation Centre	13,000	14,500
Pool	1,000	800
HUB building	500	-
Arena	323,500	280,000
	405,300	359,900
Interest	92,000	230,000
Return on investments	630,000	630,000
Miscellaneous-General	46,400	46,400
Miscellaneous-Police		100
Miscellaneous- Recreation	-	-
	1,203,800	1,312,800
OVER BUDGET (UNDER BUDGET)		109,000

Town of Kentville

Operating Fund -22/23

February 28, 2023

Revenue	Budget Amount	Projected
UNCONDITIONAL TRANSFERS		
Province		
Department of Municipal Affairs		
Municipal Finance Capacity Grant	167,800	167,800
NS Power Inc. (HST rebate)	45,000	56,300
NS Power Inc. grant	8,100	8,600
	<hr/>	<hr/>
	220,900	232,700
OVER BUDGET (UNDER BUDGET)		<u>11,800</u>

Town of Kentville

Operating Fund -22/23

February 28, 2023

Revenue	Budget Amount	Projected
CONDITIONAL TRANSFERS		
Federal		
Canada Summer Jobs	-	18,500
Canadian Parks & Recreation Assoc.	10,000	10,000
	<u>10,000</u>	<u>28,500</u>
Province		
Province- Safe Restart Municipal 20-21		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		6,300
Province- Crisis Navigation Project	35,400	35,400
Province- Safe Restart Transit 20-21		
Province- Recreation	25,000	25,000
Province- Dept of Communities, Culture, Heritage		14,600
Province- After the Bell		
Other		
Trans Canada Trail		
Sport Nova Scotia		5,800
TIANS (re VIC)		4,500
	<u>160,400</u>	<u>191,600</u>
	<u>170,400</u>	<u>220,100</u>
OVER BUDGET (UNDER BUDGET)		<u>49,700</u>

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
LEGISLATIVE		
Mayor		
Remuneration	49,700	49,700
Expenses	9,100	9,200
Legislative benefits		
CPP	10,800	10,800
Group insurance	6,300	6,300
Council		
Remuneration	164,200	164,200
Expenses	6,300	5,000
Expenses- Gerrard	3,000	1,200
Expenses- Maxwell	3,000	1,200
Expenses- Savage	3,000	2,500
Expenses-Huntley	6,000	6,000
Expenses-Yorke	3,000	1,400
Expenses- Zebian	3,000	1,200
Other		
Other meeting expenditures	2,000	2,000
Training	3,000	1,400
	<u>272,400</u>	<u>262,100</u>
OVER BUDGET (UNDER BUDGET)		(10,300)

Town of Kentville Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Remuneration		
Full Time	614,900	614,900
Benefits 121-22-02X	125,700	125,700
Office Expenditures		
Legal and audit	60,000	135,000
Advertising and promotion	4,000	7,400
Expenses- CAO	6,000	5,000
Convention and travel	3,800	6,000
Training	5,000	4,500
Dues and fees	9,000	12,000
Insurance	25,300	32,000
Postage	10,000	10,000
Stationery and office supplies	12,800	12,800
Communications	24,500	24,500
Equipment lease	5,100	5,100
External collection expenditure	400	400
Other administration	23,000	21,000
Bank charges	10,400	10,400
	199,300	286,100
Information Technology		
Administration	91,000	91,000
Operations	111,000	111,000
Special projects	20,500	20,500
	222,500	222,500

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Common Services (Buildings)		
Town Hall 121-25-0XX	118,100	120,000
Various building 121-26..27-0XX	5,000	5,000
	123,100	125,000
Debt Charges		
Debenture interest	3,800	3,800
Term loan interest	-	-
Debenture discount	6,000	5,000
	9,800	8,800
Programmes		
Reduced taxes- Section 69/69A	9,300	8,100
Reduced taxes- Section 71	50,000	50,000
Grant - Contingency	26,000	32,500
Grant-Kentville Lions Club		-
Assessment Services	90,100	90,100
	175,400	180,700
Valuation Allowances		
Accrued sick leave	50,000	50,000
Other doubtful A/R	3,000	3,000
	53,000	53,000
TOTAL GENERAL ADMINISTRATION	1,523,700	1,616,700
OVER BUDGET (UNDER BUDGET)		93,000

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
POLICE PROTECTION		
Remuneration		
Remuneration- Administration	363,500	363,500
Remuneration- Sergeant	511,100	511,100
Remuneration-Constable	830,600	830,600
"Stat" pay	40,000	60,000
"M" time pay	5,000	500
Overtime-Sergeant	16,000	38,000
Overtime-Constable	40,000	69,000
Special event overtime- Sergeants & Constables	-	7,200
Secondment	108,600	106,000
	1,914,800	1,985,900
Benefits 122-12-02X	394,500	394,500
Internal allocation 122-13-010	-	(7,200)
Office Expenditures		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,000	1,000
Chief's expenses	7,000	6,000
Deputy Chief's expenses	3,000	1,000
Training	20,000	20,000
Auxiliary program	4,500	4,800
Insurance-liability/E&O	35,000	39,700
Office expense & supplies	15,000	15,000
Telephone	26,000	27,000
Equipment rental	3,000	4,100
Other expenditure	17,000	20,000
	133,700	139,800
Occupancy-Police Building		
Custodial	8,100	8,100
Insurance	2,200	2,800
Heat	6,500	8,500
Electricity	12,000	11,000
Water/sewer	2,400	2,400
Maintenance- Other costs	19,900	19,900
	51,100	52,700
Operations-Communication		
Communications	91,900	110,000
Radio license	3,600	3,600
Maintenance	3,000	1,000
	98,500	114,600

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
Operations-Technology (122-16-148)	28,000	28,000
Operations-Vehicle		
Insurance	10,900	14,300
Gasoline	28,000	28,000
Operations & maintenance	20,000	18,500
	58,900	60,800
Operations-Programmes		
Special projects	22,000	2,000
Community Crisis Navigator project	35,400	41,000
Crime prevention/community relations	2,500	1,700
Custody and detention of prisoners	45,000	41,500
	104,900	86,200
TOTAL POLICE PROTECTION	2,784,400	2,855,300
OVER BUDGET (UNDER BUDGET)		70,900
	-	
TOTAL POLICE PROTECTION (carried forward)	2,784,400	2,855,300
POLICE PROTECTION REVENUE		
Secondment- Province	136,600	136,600
Fines and fees- Province	15,000	25,000
Miscellaneous revenue		100
Law enforcement- Province	100,000	100,000
Department of Justice-Province		6,300
Community Crisis Navigator Project- Province	35,400	35,400
TOTAL POLICE PROTECTION REVENUE	287,000	303,400
NET POLICE PROTECTION	2,497,400	2,551,900
SALES OF SERVICE EXPENSE		
Remuneration	99,400	99,400
Remuneration Part time	48,000	48,000
Benefits	24,200	24,200
Internal allocation		-
	171,600	171,600
NET SALES OF SERVICES		-
SALES OF SERVICE REVENUE		
Sales of service- Police	480,000	480,000
NET SALES OF SERVICES		(308,400)

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
LAW ENFORCEMENT		
PROVINCIAL		
Transfers to Correctional Services	86,600	87,300
OTHER		
Prosecution	8,500	6,500
Legal	10,000	5,000
Other-Crossing guards	30,000	30,000
Parking enforcement officer	70,500	70,500
	119,000	112,000
TOTAL LAW ENFORCEMENT	205,600	199,300
OVER BUDGET (UNDER BUDGET)		(6,300)
LAW ENFORCEMENT REVENUE		
Taxi Licenses	2,700	1,200
Parking Tickets	9,000	13,000
TOTAL LAW ENFORCEMENT REVENUE	11,700	14,200
NET LAW ENFORCEMENT	193,900	185,100

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
FIRE PROTECTION		
FIRE FIGHTING		
Transfer to KVFD- Area rate	222,200	222,200
Transfer to KVFD-Operating	200,000	200,000
TOTAL FIRE FIGHTING	422,200	422,200
SURPLUS (DEFICIT)		-
WATER SUPPLY AND HYDRANTS		
Water supply & hydrants	438,900	438,900
SURPLUS (DEFICIT)		-
TOTAL FIRE PROTECTION	861,100	861,100
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION		
DEBT CHARGES		
Debt interest	4,200	4,200
Term loan interest	-	-
TOTAL DEBT CHARGES	4,200	4,200
OVER BUDGET (UNDER BUDGET)		-
EMERGENCY MEASURES		
Emergency measures organization	12,900	12,900
EMO Communications	1,500	1,800
Emergency control-wages	300	300
Emergency control-M & S	100	100
911 System	17,400	17,400
	32,200	32,500
OTHER PROTECTIVE SERVICES		
Animal control	12,000	3,000
Building inspection	38,900	50,000
Occupational Health & Safety	15,000	18,500
Fire inspection	45,100	45,200
	111,000	116,700
TOTAL EMERGENCY MEASURES AND OTHER	143,200	149,200
OVER BUDGET (UNDER BUDGET)		6,000

Town of Kentville Operating Fund - 22/23

February 28, 2023

Expenditure	Budget Amount	Projected
TRANSPORTATION SERVICES		
COMMON SERVICES		
Remuneration		
Administrative	310,600	310,600
Work crew	534,900	534,900
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	<u>957,500</u>	<u>957,500</u>
Benefits 123-12-02X	<u>270,700</u>	<u>285,000</u>
Internal allocation 123-13-010	<u>(501,300)</u>	<u>(501,300)</u>
Office Expenditures		
Professional/engineering	5,000	5,000
Professional studies	-	-
Director's Expenditure	3,600	3,600
Training	10,000	7,000
Insurance-liability/ E & O	36,000	37,600
Office supplies	3,000	4,400
Telephone	7,000	7,000
Other administration	1,700	1,000
	<u>66,300</u>	<u>65,600</u>
Occupancy-Public Works building 123-15-0XX	<u>57,000</u>	<u>57,000</u>
Operations-Communications		
Communication	<u>4,000</u>	<u>4,000</u>
Operations-Vehicles and equipment		
Wages-repairs	65,000	70,000
Insurance	15,000	13,200
Lease of equipment	25,000	25,000
Gasoline/diesel	60,000	60,000
External equipment repairs	45,000	63,000
Equipment parts	75,000	70,000
Equipment supplies	22,500	32,000
Small tools and equipment	8,500	8,500
	<u>316,000</u>	<u>341,700</u>
TOTAL COMMON SERVICES	<u>1,170,200</u>	<u>1,209,500</u>
OVER BUDGET (UNDER BUDGET)		<u>39,300</u>

Town of Kentville Operating Fund - 22/23

February 28, 2023

Expenditure	Budget Amount	Projected
ROAD TRANSPORT PROGRAMMES		
Street repairs	120,000	190,000
Sidewalk repairs	5,000	8,100
Storm sewer maintenance	65,000	59,000
Street cleaning	30,000	38,000
Snow and ice removal	285,000	250,000
Street lighting	160,000	196,700
Traffic services	62,000	78,000
Parking and other	47,300	43,000
TOTAL ROAD TRANSPORTATION	774,300	862,800
OVER BUDGET (UNDER BUDGET)		88,500
PUBLIC TRANSIT		
Kings Transit Authority	288,000	280,900
Kings Point to Point	12,600	12,300
TOTAL PUBLIC TRANSIT	300,600	293,200
OVER BUDGET (UNDER BUDGET)		(7,400)
DEBT CHARGES	51,800	57,500
OVER BUDGET (UNDER BUDGET)		5,700
OTHER TRANSPORTATION		
Outside work-property owner	20,000	15,000
Outside work-KWC	74,000	86,000
TOTAL OTHER TRANSPORT	94,000	101,000
OVER BUDGET (UNDER BUDGET)		7,000

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
ENVIRONMENTAL HEALTH SERVICES		
SEWAGE COLLECTION AND DISPOSAL		
Cost recovered by user fee based on consumption or contract. Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
SOLID WASTE COLLECTION & DISPOSAL		
Collection		
Wages	30,000	32,000
Tipping fees	6,000	6,000
Material and supplies	1,000	800
	37,000	38,800
Landfill		
Landfill contract-Kings Co.	5,600	5,600
Valley Region Solid Waste-Resource Management Authority	666,600	666,600
TOTAL GARBAGE AND WASTE COLLECTION	709,200	711,000
OTHER AIR POLLUTION		
Other air pollution	-	-
TOTAL	709,200	711,000
OVER BUDGET (UNDER BUDGET)		1,800

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
PUBLIC HEALTH AND WELFARE		
Provincial		
Housing		
Deficit of Housing Nova Scotia	90,000	65,300
OTHER PUBLIC HEALTH		
Open Arms Society	-	-
Kings Volunteer Resource Centre	-	-
Kings County Family Resource Centre	-	-
Kings County Senior Safety Council	-	-
New Horizon's Seniors Club	-	-
	-	-
TOTAL PUBLIC HEALTH	90,000	65,300
OVER BUDGET (UNDER BUDGET)		(24,700)

Town of Kentville Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
PLANNING AND ZONING		
Remuneration Administrative	169,500	130,500
Benefits 126-12-02X	30,900	28,000
Office Expenditures		
Legal	10,000	5,000
Committee meeting expenditure	100	100
Advertising and promotion	1,500	1,500
Expenditures-Director	4,500	4,000
Training and development	3,000	3,000
Insurance	9,700	9,000
Office supplies	2,000	1,100
Telephone	1,700	1,700
Equipment lease	800	800
Research drafting, mapping and GIS	5,000	5,000
Registration legal documents	500	500
Miscellaneous	1,000	500
	39,800	32,200
TOTAL PLANNING AND ZONING	240,200	190,700
OVER BUDGET (UNDER BUDGET)		(49,500)

Town of Kentville Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
COMMUNITY DEVELOPMENT		
Transfer to Valley REN	29,000	29,000
Transfer for economic development	95,300	95,300
Community economic development	4,300	4,300
Development studies	4,000	2,000
Survey costs	1,000	2,600
Climate change action plan	10,000	10,000
Kentville Futures & Lions Club operating costs	13,000	14,500
	32,300	33,400
	156,600	157,700
OVER BUDGET (UNDER BUDGET)		1,100
NATURAL RESOURCES DEVELOPMENT		
Shade trees	6,500	7,000
DEBT CHARGES	27,800	27,800
OTHER ECONOMIC DEVELOPMENT		
CED Office		
Remuneration & benefits	81,800	81,800
CED Office	7,000	5,000
	88,800	86,800
Tourism		
Tourism	20,500	20,500
Promotions		
Promotions	125,100	158,000
Other		
Apple Blossom Festival	17,000	13,000
TOTAL OTHER ECONOMIC DEVELOPMENT	251,400	278,300
OVER BUDGET (UNDER BUDGET)		27,400

Town of Kentville Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
RECREATION AND CULTURAL SERVICES		
ADMINISTRATION		
Remuneration		
Salaries	387,300	387,300
Benefits 127-12-02X	84,600	84,600
Internal allocation 127-13-010	(52,200)	(52,200)
Office Expenditures		
Legal fees	500	2,000
Professional fees	500	8,000
Committee meeting expenditure	3,000	3,300
Promotion and publicity	2,500	1,000
Expenses-Director	5,000	4,500
Training	6,500	10,000
Insurance	16,000	18,000
Office supplies	3,000	6,500
Materials and supplies	2,500	500
Communication	12,000	17,500
Equipment lease	2,000	1,900
Other	10,600	13,000
	<u>64,100</u>	<u>86,200</u>
Vehicles and equipment		
Insurance	9,000	8,200
Lease of equipment	17,500	17,500
Gasoline	11,000	14,000
Operations and maintenance	25,000	20,000
	<u>62,500</u>	<u>59,700</u>
TOTAL ADMINISTRATION-RECREATION	<u>546,300</u>	<u>565,600</u>
OVER BUDGET (UNDER BUDGET)		<u>19,300</u>

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
RECREATION PROGRAMMES		
Grants 127-21-010	-	-
Swimming pool 127-22-0XX	29,700	16,000
Day camp 127-23-0XX	19,100	19,000
Multi-sport camp 127-24-0XX	15,300	14,600
Other programmes 127-25-0XX	10,000	18,000
Community events 127-26-0XX	13,000	13,000
Canada Cup event 127-26-XXX	5,000	19,000
Spike fund 127-28-0XX	-	-
TOTAL RECREATION PROGRAMMES	92,100	99,600
OTHER		
Parks division and trees 127-43-0XX	71,000	30,000
TOTAL OTHER RECREATION	163,100	129,600
OVER BUDGET (UNDER BUDGET)		(33,500)

Town of Kentville Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
RECREATION FACILITIES		
Recreation centre 127-41-0XX	47,100	40,000
Swimming pool 127-42-0XX	19,600	26,000
Hub building 127-42-070	-	-
Tennis courts 127-45-0XX	3,000	1,000
Other facility maintenance 127-46-065	16,600	16,000
Kentville arena 127-52-XXX	385,600	400,000
Parks and playgrounds - general 127-61-0XX	102,000	120,000
Memorial Park 127-62-0XX	53,000	48,000
Oakdene Park 127-63-0XX	1,000	500
Other parks (Park Division Spaces) 127-65-0XX	36,100	35,000
Other playgrounds 127-67-0XX	2,000	1,500
Rail corridor maintenance 127-69-0XX	2,000	6,500
TOTAL RECREATION FACILITIES	668,000	694,500
OVER BUDGET (UNDER BUDGET)		26,500
TOTAL DEBT CHARGES	29,500	32,000
OVER BUDGET (UNDER BUDGET)		2,500
CULTURAL BUILDINGS AND FACILITIES		
Cultural		
Library - operations	91,900	91,900
Branch library 127-93-100	42,800	42,800
Grant-Kings Historical Society 127-91-071	-	-
Grant-Kentville Historical Society	-	-
TOTAL CULTURAL	134,700	134,700
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville Operating Fund -22/23

February 28, 2023

Expenditure	Budget Amount	Projected
EDUCATION		
Appropriation to Regional School Board	<u>1,622,000</u>	<u>1,623,300</u>
TOTAL APPROPRIATION	<u>1,622,000</u>	<u>1,623,300</u>
OVER BUDGET (UNDER BUDGET)		<u>1,300</u>

Town of Kentville

Operating Fund -22/23

February 28, 2023

Expenditures	Budget Amount	Projected
FINANCING AND TRANSFERS		
PRINCIAL INSTALLMENT REQUIREMENTS		
Debenture principal	833,100	833,100
Temporary financing- principal	-	-
	833,100	833,100
TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES		
To Operating reserve	166,000	166,000
To Capital Reserve fund	483,100	483,100
	649,100	649,100
To Capital fund- from operations	66,000	66,000
	715,100	715,100
TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES		
From Operating reserve	(280,300)	(280,300)
From Capital Reserve fund		
	(280,300)	(280,300)
NET FINANCING AND TRANSFERS		
	1,267,900	1,267,900
OVER BUDGET (UNDER BUDGET)		
		-



Memo

To: Dan Troke, CAO
 From: Robin Paish, Acting Director of Finance
 Date: March 8, 2023

Re: RESOLUTION- WITHDRAWAL- SAN SEWER DEPRECIATION RESERVE

The 2022/23 Sanitary Sewer Capital Budget provides for partial funding of capital acquisitions from the Sanitary Sewer Depreciation Reserve fund. One of the Capital Projects ran over the budgeted allocation requiring funding as noted below. In addition, a project was added as necessary equipment needed to be purchased. The details for the San Sewer Depreciation Reserve are as follows:

	PROJECT	BUDGET FROM SAN SEWER DEPRECIATION RESERVE	DRAWN	CURRENT DRAW
		\$	\$	\$
Sanitary Sewer	Braeside/MacDonald	100,000	100,000	11,840.16
	Pumps	-	-	9,112.40
			Total	<u>20,952.56</u>

The Sanitary Sewer Depreciation Reserve contains **\$191,209** and after the withdrawal, it will contain **\$170,256**.

RECOMMENDATION

I recommend to Council Advisory Committee that \$20,952.56 be withdrawn from the Sanitary Sewer Depreciation Reserve.



Memo

To: Dan Troke, CAO
 From: Robin Paish, Acting Director of Finance
 Date: March 8, 2023
 Re: **RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 3**

The 2022/23 Town Capital Budget provides for partial funding of capital acquisitions from the Town’s Capital Reserve fund. Some of the Capital Projects ran over the budget allocations requiring funding as noted below. A resolution of Council to withdraw funds is requested. The details for the Capital Reserve are as follows:

	PROJECT	BUDGET FROM CAPITAL RESERVE	DRAWN	DRAW #3
		\$	\$	\$
Transportation	Streets – Various	-	-	40,058.88
	Asset Management plan		3,000	4,785.60
Recreation	Equipment	96,000	96,000	19,406.19
Economic Development	Buildings – 66 Station Lane	20,000	20,000	10,404.29
	Downtown Lighting	8,000	8,000	11,526.38
			Total Draw #3	<u>86,181.34</u>

The Town of Kentville Capital Reserve- General Allocation contains **\$1,683,560** and after the withdrawal, it will contain **\$1,597,379**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of \$86,181.34 from the Town of Kentville Capital Reserve- General Allocation.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE

- 2022/2023 CAPITAL ACQUISITIONS

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

THEREFORE, BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$86,181.34** to fund capital acquisitions for the 2022/2023 capital program.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2023.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2023.

Dan Troke, Town Clerk



Memo

To: Dan Troke, CAO

From: Robin Paish, Acting Director of Finance

Date: March 8, 2023

Re: **RESOLUTION- WITHDRAWAL- TOWN OF KENTVILLE OPERATING RESERVE**

This request is made to mitigate any Town of Kentville operating deficit position as at March 31, 2023. Finance is at the very beginning of the year-end process quantifying accruals and deferrals as they arrive. However, the final position of the Town Operating Fund will not be assured until early-to-mid June 2023.

If the Town Operating Fund is in a deficit position after the completion of the year-end process, this deficit figure must be the first line item in the 2023/2024 Town of Kentville Operating Budget, as municipalities are not permitted to carry deficit positions. An operating deficit position will also affect the Town's Financial Condition Index for the 2022/2023 year.

The Town can eliminate a potential year-end deficit by the passage of a "blanket" resolution which permits transfer of funds from the Town's Operating Reserve to offset a shortfall.

The Town's Operating Reserve Fund- General Allocation contains \$481,285 as at March 8, 2023.

RECOMMENDATION

I recommend to Council Advisory Committee to approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2023, after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end-of-year.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE OPERATING RESERVE

2022/2023

WHEREAS S.99 (6) of the *Municipal Government Act* allows a municipality to maintain other reserve funds for purposes as the council may determine and withdrawals from the Town of Kentville Operating Reserve are authorized by a resolution of Council;

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the *Town of Kentville Operating Reserve* be authorized in the amount of **a current operating deficit**. This withdrawal will occur only if the Town is in an operating deficit position as at March 31, 2023, after all year-end transactions are quantified.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2023.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2023.

Dan Troke, Town Clerk



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

March 2023

Programs and Operations

- Budget planning is ongoing and capital numbers for intended 23/24 projects have been submitted to finance. Operating budget numbers are being reviewed now as we continue to plan our work for the upcoming year.
- Development Permits: 3 Development Permits were issued in the month of February, with a total building valuation of \$214,275. Activity & Development Permit Report is attached.
- Subdivision Applications: 1 new file has been submitted and sent for final registration this month. This office has 2 Subdivision files from earlier months that are still awaiting deed submissions before they can be submitted for final registration.
- Tourism marketing content for 23/24 is being tentatively booked and content and campaigns planned. Canada Cup marketing content material is being selected now for the development of our digital campaign that will roll out in early April.
- The Planning Department is supporting first year Acadia Community Development Students in their "First Year Experience" project work. Students will be in Kentville March 10th conducting interviews with various business/non-profit related contacts as well as participating in other activities to collect data related to programs and services that may assist young entrepreneurs.
- The Planning Department continues to field a high volume of inquiries from parties interested in relocating or opening new businesses in Town. The Department is currently assisting multiple groups with inquiries about available space, permit requirements and other start up related items.
- Hiring for summer VIC staff will take place over the next few weeks. This is potentially the last season for our long-time manager, Susan. This summer we

will look to hire an assistant manager (manager in training) in addition to our part time counsellor position to prepare for succession.

- The Lease agreement between Kentville Lions and the Town of Kentville for use of the hall on River is up for renewal. The draft is currently with the Lions executive group and once ready will come to Council for review and approval.
- The Planning Dept. is reviewing the current patio and sidewalk café policy. Intentions are to update the language and bring the policy into alignment with our current priorities (accessibility is one example) and into alignment with what businesses are typically looking to do. An updated policy will also likely provide more options for businesses who are looking to utilize sidewalk space for dining during the tourism and shoulder seasons.

Tourism & Special events

- The Events Committee was pleased with the Fire and Ice festival this year. Some events were cancelled due to lack of snow, and others were very well attended and garnered great feedback.
- The Multicultural Festival is back! KBC is supporting a new Kentville Multicultural Festival Committee and that group is getting started with planning for this summer. The committee will be focusing on fundraising and generating sponsorships as they plan this year's highly anticipated return of the downtown celebration.
- We continue to stay in touch with Apple Blossom Festival (ABF) Board members as they roll out their plans for this upcoming festival. The draft agreement has been sent to the organization for review and signature. 2023 forms are now available through ABF so folks looking to become vendors or enter floats into the parade can now apply.
- The Town of Kentville will again be facilitating a Black Owned Business Pop Up event on Apple Blossom Saturday in Centre Square. The event was a great success in 2022 and the CEDC met with Tia Upshaw from Black Women in Excellence last week to discuss a possible expansion to the event for 2023. More details to come.

Projects

- VIDA Living: Ongoing. Developers have not yet submitted any applications for Development Permits as of the submission of this report.

- McDougall Heights Rezoning: Staff have received all additional information as requested and have been working diligently on the report for the first reading of this rezoning. The full report is available later in this meeting.
- Enquire: Ongoing. Staff are waiting for the developer to submit a revised Site Plan Approval package to be circulated to all property owners within 30 metres of the subject property.
- Municipal Flood Line Mapping Project: A draft report and associated maps have started to filter in. The project is moving along and is meeting its expected deliverable schedule. The project is anticipated to be wrapped up by the end of March 2023.
- Site Plan Approval Amendments: Staff have started drafting amendments to the Site Plan Approval section of our Planning Documents. These amendments should be compiled in a report for April CAC for Council to review.

Beautification

- Beautification for the winter will be minimal this season but plans for spring programs are in place ready for warmer weather. Quotes are in for new banners, more benches, new branded bike racks, and a few specialty items as we await capital budget approval.

Meetings/Training

- First Aid Training
- Weekly Staff Meetings
- MDOANS Conference Planning
- Meeting with multiple property owners and business liaisons regarding development opportunities and upcoming projects in the Town
- Apple Blossom Directors Meetings (ongoing March-May)
- NKEC Student Group
- Acadia University Launchbox Event Team
- Kentville Business Community Board of Directors (monthly)
- Valley REN Business Response Team (monthly)
- Annapolis Valley Chamber of Commerce AGM Breakfast
- Canada Cup Committee monthly planning meeting
- Digital Marketing planning meeting
- "My Home Now" event planning meeting
- Valley Community Learning Association Community Supper

Public Engagement

- Frequent phone calls and email correspondence
- Appointments are encouraged with staff for those looking for support with Development Permit Applications and Subdivision Applications
- Saltwire Network is producing a story about the Visitor Centre's Rainbow Registration status.
- E-newsletter subscriptions and readership rates are up this month.
- Acadia university First Year experience data collection related to entrepreneurship, accessibility, and the Kentville business support networks/systems.
- Presentation re: Centre Square Activation Project to Acadia Community development class.

Respectfully Submitted,

Lindsay Young
Community & Economic Development Coordinator

Kirsten Duncan
Planning Technician/Acting Development Officer

Activity Report

Planning & Development
February 2023



<i>PERMITS</i>	<i>PERMITS ISSUED</i> February 2023		<i>PERMITS ISSUED</i> February 2022	
	Month Total	Year Total	Month Total	Year Total
Number of Permits	3	8	6	14
Total Building Value	\$ 214,275.00	\$ 713,014.00	\$ 1,383,105.00	\$ 10,110,930.00
Permit Revenue	\$ 521.51	\$ 1,665.99	\$ 574.93	\$ 6,867.72

Permit Report

Planning & Development
February 2023



Permit #:	4095	Permit Date:	2023-02-01
Value of Construction:	\$4,000.00	Fee:	\$24.51
Change of Tenant/Renovations - *Amended* Change of Tenant in Unit C, from a Personal Service Business to a Retail use. Renovations required for upgrades due to change of use.			

Permit #:	4119	Permit Date:	2023-02-02
Value of Construction:	\$275.00	Fee:	\$15.00
Signage - Installing a wall sign, measuring 23.8" x 77.6" (12.87 sq ft).			

Permit #:	4124	Permit Date:	2023-02-22
Value of Construction:	\$210,000.00	Fee:	\$482.00
Renovations - Renovations to the second floor following water damage. Replacing all windows on the second floor and upgrading the heating system.			



**Town of Kentville
Staff Report to Council Advisory Committee
For the Month of February 2023
DEPARTMENT OF PARKS AND RECREATION
PRESENTED ON MARCH 13TH, 2023**

Administration and Operations

- Homeless No More (HNM)
 - Staff continue to work with the community, and the HNM committee, to support initiatives that target vulnerable persons in our community.
 - The HNM group committee has scheduled a tentative date for a political engagement session. Thursday, May 25th a presentation will be held for decision makers that focusses on solutions to address homelessness in the Annapolis Valley.
 - The HNM initiative has funding until the end of March, at which point there will be not dedicated staff supporting this initiative.

- Spike Fund
 - Requests for funding support through the Town’s Spike Fund continue to come in. Staff works with each applicant to ensure that they find support, either through this program or other existing funding programs that may better suite their needs.

Facilities and Operations

- Arena
 - The arena continues to operate at capacity.
 - Staff are now booking for off season rentals.
 - Preparation and promotion of the Kentville Home Show has begun. This is major revenue stream to help offset costs at the Kentville arena.

- Parks and Trails

- Our trails remain open and are groomed, depending on the amount of snow that has fallen.
- Our parks continue to be used as sledding destinations, especially now that we have had some excellent snowfall.
- Invasive species, including the HWA, continue to be an ongoing concern in our parks. Staff have been exploring grant opportunities and will continue to work with community groups to seek out additional funding opportunities that support efforts to address the issue of forest depletion.
- Recreation Center
 - Bookings continue to increase as more and more people seek access to indoor recreation spaces. Signage for additional accessible parking has been requested in order to support the needs of community members accessing the Lower Recreation center and the New Horizons Club center.

Programs and Operations

- Operations:
 - Summer Hiring: We continue to hire for our summer staff positions.
 - Summer Offerings: Communications will be coming out to the public with regards to our summer programming line-up. We will have less day camp opportunities, but will also be offering daily child care services offered by EC trained staff. This will take place in partnership with the Kings County Family Resource Centre out of the Recreation HUB.
 - Kentville Rec Text is continuing to grow in popularity. This program was created in response to community requests asking for a more accessible and direct way to receive information from our department. Text “Rec” to 855-939-9625 to receive text from Ashley about upcoming activities and events.
- Programs
 - Regular programs continue as usual.
 - We are currently advertising for our March Break programs and initiatives.
 - Our Equipment Program has received an extra boost thanks to the snow. Equipment is free for the community to borrow, including our cross-country skis and snowshoes.
 - Memory café: This program supports those who are dealing with various stages of memory loss, along with their caregivers was recently given

National Recognition after being awarded the Dementia Friendly Communities Award given out by the Dementia Friendly Canada project.

- Our first dog mushing workshop was held on February 11th at KCA school. We were proud to have Matilda Jararuse join the event and share with her Inuit culture. Matilda is from the community of Nuntsiavut.

Community Outreach and Events

- Canada Cup
 - The organizing committee continues to bring in sponsors for the Kentville Canada Cup event happening this summer.
 - Discussion are in place as to how to pull this event to the Down Town so that businesses and community can take advantage of the additional visitors to the Town.

Capital Projects

- We are nearing completion of the winterization of the Recreation Hub, this will provide us with additional indoor winter programming space, as well as seasonal public washrooms.
- No other project updates at this time.

Council Related

- Kentville's Accessibility Action Plan
 - *Kentville Access and Advisory Committee (KIAAC)*: This committee continues to meet. The public is encouraged to contact members of KIAAC with any concerns, suggestions and queries: accessibility@kentville.ca, or visit our website at www.kentville.ca/accessibility for more information.
 - A KIAAC meeting was held on March 10th where the committee received anti-racism training.
- Kentville's Active Transportation Plan
 - Staff continue to work on the implementation plans required for the 2023/2024 project line-up. Targeted engagement sessions will be held.
- Regional Recreation Complex:
 - A joint council meeting was held on March 7th. All three councils (Kings County Council, Wolfville Town Council and Kentville Town Council, formally received the feasibility report that was presented. A joint

communications piece will be coming out about the study, along with an opportunity for public input.

Respectfully Submitted,

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

Rachel Bedingfield
Director of Parks and Recreation

Town of Kentville

Office of the Chief of Police

February 2023



Administration	Time	January 2022	2023
	Plate queries	870	747
	Training hours	80	80
	Veh. Cks 38's	75	78
	Warning tickets	0	2
	SOT Tickets	29	39
	Foot Patrol Hours	76	94
	CC Charges	29	7
	Calls for service	224	195
Training	<ul style="list-style-type: none"> • Search warrant • Critical Incident Commander 		
Meetings	<ul style="list-style-type: none"> • Human Trafficking discussions • CAC • NS Chiefs • Multiple In-house meetings • Shift meetings • BoPC meeting • SCEU Prioritization meeting • Vacation • DOJ • Body Worn Video webinar with Privacy Office 		
Staffing	<ul style="list-style-type: none"> • 2 officers off sick for more than one cycle 		

- | | |
|--|--|
| | <ul style="list-style-type: none">• Term hire started on Feb 17th |
|--|--|



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

March 13, 2023

Programs and Operations

- **Kentville Water Commission:** In February we had a couple of water breaks which is typical during the winter months even though this hasn't been a typical winter. Otherwise, the month of February was operationally uneventful for the KWC with a few new residential service connections.
- **Sanitary Sewer Area Service:** Operationally there were no issues with the Kentville Sanitary Sewer Service.
- **Public Works:** The month of February and so far in March, our Public Works crew has had a bit more winter weather to contend with than in the first half of the snow and ice season. We still expect a small surplus in our snow & ice budget due to the late start of winter, but this will be offset by extra expense incurred for maintenance & repair of our aging fleet of vehicles and equipment. That segues into an update on the tendering of the replacement of our oldest salt/plow truck and associated dump body, plow and wing gear that was pre-approved to order by Council back in the fall: we have two tenders out now, one closing later this week and the other next week. Assuming these come in within budget, the delivery is still 6+ months from the time of order depending on availability.

Canaan Avenue Update: A section of Canaan Avenue has been closed since mid January due to a slope failure losing a section of sidewalk & guardrail and making that section unsafe to vehicle traffic. A geotechnical and engineering investigation is scheduled for later this month with recommendations that I will bring to next month's CAC.

- **Traffic Authority:** Nothing to report this month.

Projects

- As mentioned last month, field survey work and preliminary design is now underway on 2023/24 Capital projects to be ready for the upcoming construction season.

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
- February 13th CAC
- February 2nd & 16th Regional Sewer Committee

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



Town of Kentville
CAO to Council Advisory Committee
MARCH 13, 2023

Property Assessed Clean Energy (PACE): Kentville/ West Hants application to the Federation of Canadian Municipalities (FCM) to fund the development and training of a PACE program has been successful.

Human Resources: Letter of offer made to top candidate for the Director of Finance Position, legal has supplied a contract for consideration.

Policy: Staff have brought forward the Urban Forest by law report, working on considerations for council for G70.

Regional Facility: Joint council meeting provided an overview of work.

Regional Sewer: Joint working group being formed around the allocation of new assets. In addition work around sewer capacity long term is being explored with the County of Kings. This focuses primarily on the distribution system from Coldbrook through Kentville to the plant.

Inter Municipal Service Agreement (IMSA): Ongoing work with CAO's.

Meetings: REN audit committee, a number of citizen meetings and joint council.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

The Mentoring Plus Strategy Regional Quarterly Report
Quarter: October to December 2022
Submitted by Coordinator Julianne Misner

At a Glance:

Activity (Valley Region)	Quarterly OCT DEC 2022
Social Inclusion	
• # Of Seniors Reached	145
• # Of New Mentors Engaged	8
• # Of Mentees Engaged	337
Future of Work	
• # Of New Agencies/Organizations Reached	55
• # Of Agencies/Organizations Engaged	21
Knowledge Exchanges	
• # Of Mentoring Sessions	23
• # Of Mentor Orientation Sessions	3
Stronger Communities	
• # Of Mentor Social Events	10
• # Of Mentor Regular Meetings (weekly, monthly)	14



Community Outreach: Co-Hosted Seniors Wellness Day with Community Links Coalition @ Superstore

Sharing the Strategy: conversations with over 145 seniors and 55 community organizations

Knowledge Exchange: 7 mentoring lounges in community-education settings @ NSCC & VCLA

Senior Engagement: 8 new volunteers joined the mentoring team

Future of Work: 20 Mentoring Events for 13 groups @ 3 high school & 3 post secondary institutions

145 SENIOR ENGAGEMENT HOURS
AND OVER 330 MENTEEES SERVED

The Mentoring Plus Strategy
Knowledge is infinite...share yours.

MENTORING PLUS VALLEY REGION - QUARTERLY REPORT - FALL 2022

Dalhousie University - Faculty of Open Learning & Career Development provides support and guidance as the Backbone Organization for The Mentoring Plus Strategy.

Funded by the Government of Canada's New Horizons for Seniors Program

The Mentoring Plus Strategy Regional Quarterly Report
Quarter: October to December 2022
Submitted by Coordinator Julianne Misner

Valley Region Quarterly Activity

Regional Mentoring Plus Activity based on MPS 4 Pillars:

Pillar 1: SOCIAL ENGAGEMENT OF SENIORS

Sharing Success:

- This quarter 4 mentors have extended their volunteer participation offering to step in as school ambassadors and liaisons. Mentors have met with the leadership, administration, and planning teams at the schools, helped coordinate schedules and events, and even have helped facilitate the high school career shares when the regional coordinator was not able to attend. Feedback from these mentors has been very positive, as they describe the experience as rewarding, engaging, and fun. **Many seniors credit this involvement as also providing them a confidence boost.**

Activities:

- Over the last 3 months, **8 seniors signed on as active Mentors**. Additionally, our community engagement has **reached approximately 145 seniors** in this quarter.

Partners:

Wellness Day: Community Wellness Day November 29th.

- Collaborated to co-host a Seniors Wellness Day initiative with members of the Aging Well Together coalition and local businesses (Community Links, Seniors Safety, Groundworks, and Superstore). The event brought **15 senior serving organizations together** to share information and resources. By hosting this event within the grocery store the initiative brought community resources directly to older adults. Mentoring Plus provided seniors and senior serving organizations an opportunity to socialize and exchange knowledge at a lounge set up in the store's community room where **over 30 guests** visited throughout the day. The regional success of this event has resulted in collaboration between MPS and Community Links in the Truro region to plan a similar event in their area in the coming months.

Community:

- Positive feedback and complements received from the co-hosts of the now well-established community suppers. This quarter a handful of **5+ dedicated mentors volunteer weekly** to help host, serve, and **socialize with the over 80 community members**, of all ages, in attendance weekly.

Dalhousie University - Faculty of Open Learning & Career Development provides support and guidance as the Backbone Organization for The Mentoring Plus Strategy.

Funded by the Government of Canada's New Horizons for Seniors Program

Pillar 2: INTERGENERATIONAL KNOWLEDGE EXCHANGE for Career Development

Sharing Success:

- In the Valley Region we have established a strong presence with our partners in education. This quarter we hosted a total of **7 in school group mentoring sessions, 7 community education based mentoring lounges, and an additional 4 sessions with college and university programs**. This resulted in significant social inclusion of seniors in the Valley, with **a total of 146 mentor hours spent with over 330 mentee** participants engaged in intergenerational knowledge exchanges.

Activities:

High School Strategy:

@ Avon View

Career Share: In December, **6 mentors participated in a career share session with 35 Options and Opportunity students** at Avon View. The teachers are so pleased with the Mentoring Plus Strategy they have scheduled Mentors to return once a month for the remainder of the school year. This will build relationships with the mentors and engage students in intergenerational knowledge exchanges related to their programming.

@ Horton

Preparing Grade 12's 10 mentors participated in a day of story telling and career sharing. Mentor panels were hosted **for 120 grade 12 students** at Horton High School's LAUNCH day. Based on this Mentoring Plus is discussing opportunities with the Nova Scotia Works School Liaison, to provide in-school mentoring sessions for second semester.

@ NKEC

Financial Literacy Month: NKEC Math and Career Access teachers, keen on integrating mentoring sessions into their classes, held **a series of 3 sessions with 3 classes on the topic of financial literacy. Over 30 students participated with a group of 3 mentors** from corporate business, local entrepreneurship, and the finance industry. The sessions were breaking taboos about money by sharing knowledge on credit cards, savings strategies, income taxes, and ways to "make your money work for you". Students, teachers, and mentors alike, all reported learning valuable tips through this process.

Partners:

Department Of Community Services – Youth caseload

DCS case manager for youth on income assistance has reached out to collaborate on innovative ways to support youth with ongoing mentorship. Plans are in the works to create a network of support. This **request from DCS came following success from the Mentoring session held in summer 2022**, with youth in the DCS-supported Career Rising program.

Community:

Adult High School – New Minas:

Collaboration with the Adult learning regional planning team has introduced the Mentoring Plus Strategy to lifelong learning programs across the Valley. MPS was invited to the Adult High School to plan Mentoring sessions that fit their curriculum for next semester.

Dalhousie University - Faculty of Open Learning & Career Development provides support and guidance as the Backbone Organization for The Mentoring Plus Strategy.

Pillar 3: FUTURE OF WORK

Sharing Success

- A growing group of seniors in the Valley region have volunteered their time to offer feedback on possible programming and opportunities for the Mentoring Plus Strategy to grow and have further community impact. Many seniors take this initial one-one conversation as their first step into mentorship. Offering their life experience and valued perspective and being met with open receptivity by the regional coordinator, has proven to be **a significant confidence booster for many seniors** who have gotten out of the habit of contributing their ideas in this way

Activities

- Mentoring ‘think tank’ sessions have emerged as a new knowledge exchange model based on a response to the needs identified by mentees and community partners in the Valley Region. This **interdisciplinary approach brings a cross section of likeminded mentors** together at one table for collaborative discussions to support budding entrepreneurs, students, innovative business owners, and individuals doing business ‘for more than profit’. Reflecting on the past, sharing knowledge of the intricacies of social and economic systems, and discussing innovative solutions has provided mentors a chance to contribute their wisdom to conversations with the next generation. Topics being addressed through this community education model include Food Sovereignty; Affordable Housing; Community Health Care; and the future of Technology in Agriculture.

Partners

YESS project – intern

- Peer Mentoring Development—This quarter MPS has had the opportunity to work with a youth intern with recent education in social services. Alex Henshaw has brought **a focus on peer mentoring to the program** and has been developing tools and resources to give volunteer Mentors the opportunity to share and learn from and with each other. Alex has worked on a **series of surveys that will help collect data on the mentors** and mentees experience participating in the program. Alex is also taking the lead on **working with community partners to explore a community podcasting project.**

Community

- Business Mentor Development
 - In the Valley Region the Business Mentoring Facilitator has spent the quarter developing relationships and networking in the business community. As a result they have **networked with 31 organizations and reached 80 seniors**. Onboarding business mentors have indicated an interest in hosting monthly meetings to maintain connection with other mentors.
- The Valley Business Mentor Facilitator continued to network as an ambassador of Mentoring Plus while attending the Confederation of Canadian Municipalities in Ottawa on behalf of her work on town council. during this time she was introduced to started conversations with the **Shadow Minister of Seniors – Anna Roberts**. This connection will be further nurtured during planned conversations in the new year.

Dalhousie University - Faculty of Open Learning & Career Development provides support and guidance as the Backbone Organization for The Mentoring Plus Strategy.

Pillar 4: MENTORING FOR STRONGER COMMUNITIES

Sharing Success:

- MPS attended the Valley Regional Economic Network MIT Project announcement as invited guests. During the presentation Mentoring Plus was directly identified as **a key community partner supporting the initiative**. MPS regional coordinator was credited with offering an understanding of the 'community education' model that was adopted for the format needed to rollout the next phase of their **Agri Tech Accelerator** project. Mentoring is explicitly identified in their project plan as a strategy to achieving their innovative goals.

Activity

Youth Expo

- We participated in and presented a **keynote address at the Autism Nova Scotia Youth Expo held at NSCC Kingstec campus** in early December. In attendance were 15 other community organizations with programming that serves and supports youth and people with various exceptionalities. The event was a strong networking opportunity leading to a student initiating contact with the Adult High School to plan a mentoring session with them in January

Partners

Collective Impact Approach

- Having established MPS as a collective impact partner, the coordinator in the Valley Region is now an active member at many **regional partner meetings for intersectoral networking**. This has built strong relationships of trust and provided important learning. Emerging from this is a recognition of room for more cross sector collaboration and opportunities for greater collective impact planning. There is receptivity from the coordinators who hosts these partner meetings in the Valley Region to collaborate toward the aim of more purpose driven knowledge and resource sharing.

Community:

Presenting to Municipality County of Kings

- Towards becoming a Culturally responsive organization, MPS was invited to present to the Municipality of the County of Kings Council and again to their Diversity Committee. As a result, valley regional coordinator has continued to attend meetings with indigenous elders and knowledge keepers, and prominent leaders in the black community to learn of opportunities to be invited into conversations with those who have a long history of intergenerational knowledge exchange rooted in their culture. More work is needed in this area and further discussions are planned for the new year.

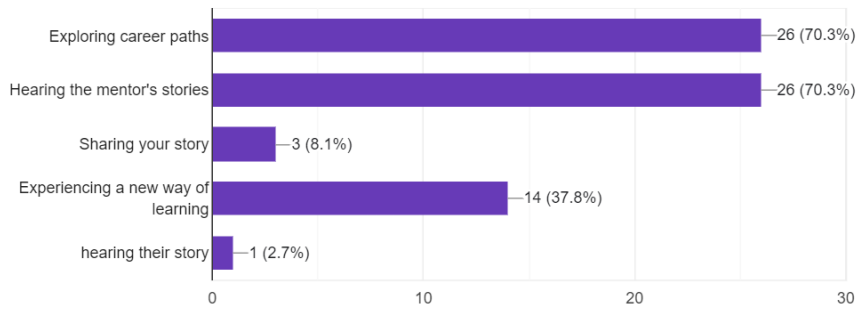
Mentoring Plus Strategy
Survey Results from Avon View High School
December 2022 - O2 class

The following data is compiled using a pilot survey. The refinement of this survey tool will continue based on feedback from teachers, students, mentors, and staff. This sample set is based on the answers from 35 students who participated in a mentoring session through the Options and Opportunities program. Students were asked to complete the survey before and after a mentoring session held in December 2022.

What interests you about the upcoming knowledge exchange?
(check all that apply)

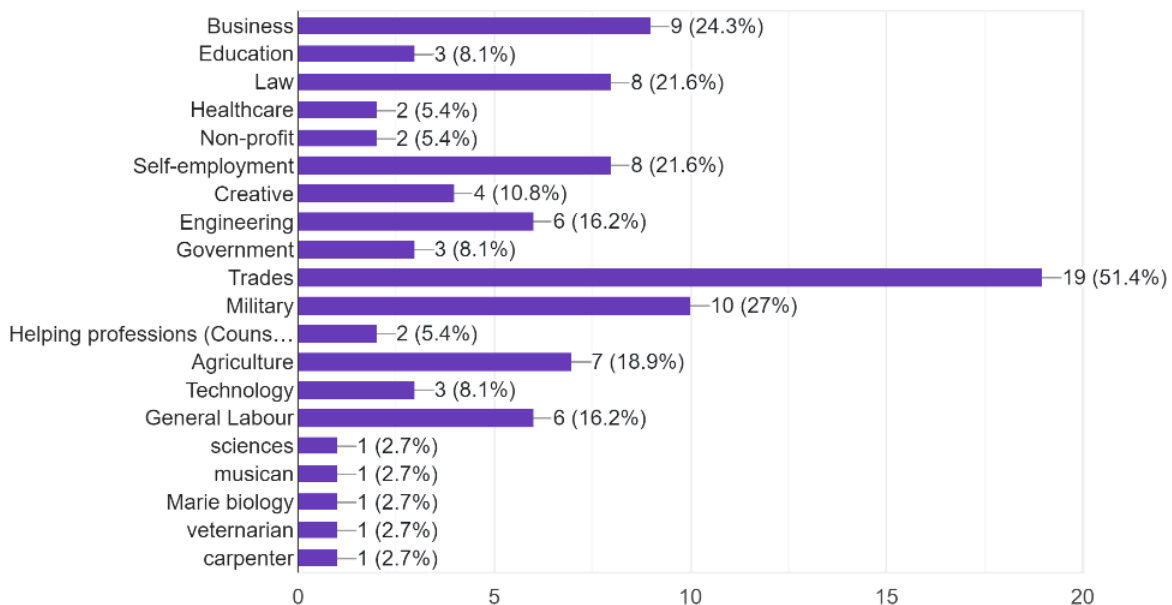


37 responses



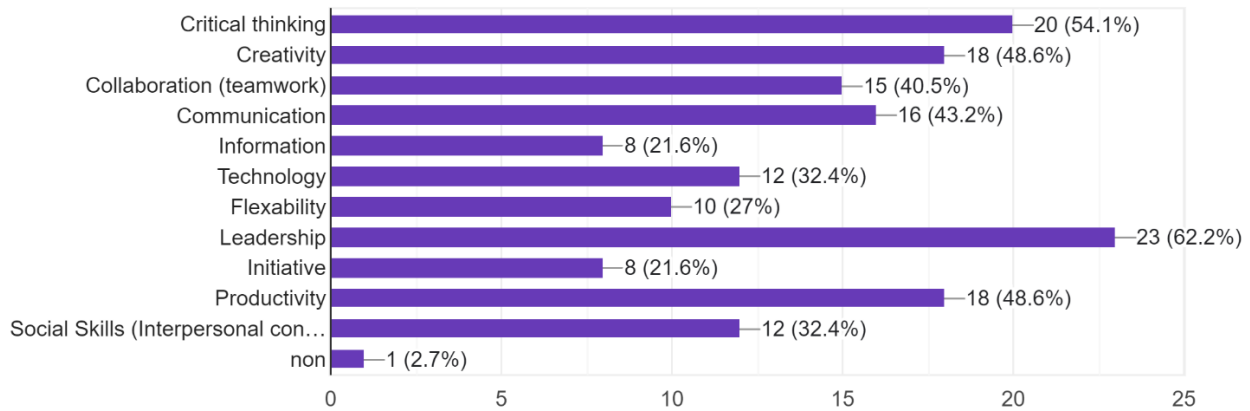
What career paths are you currently interested in? (check all that apply)

37 responses



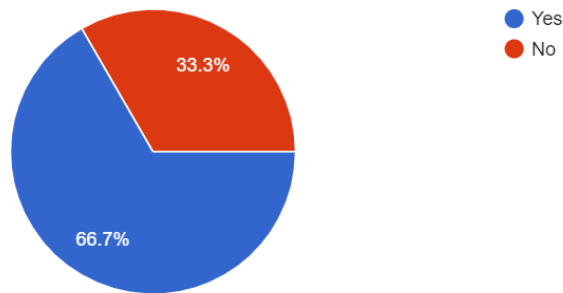
What skill areas are you interested in developing?

37 responses



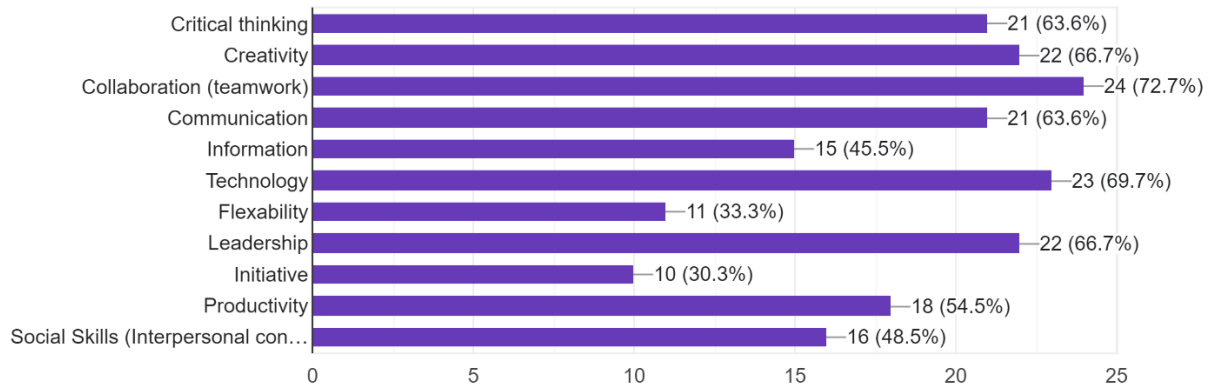
Did you learn about career options that you were not aware existed?

33 responses



What skill areas were discussed and/or in today's session? (check all that apply)

33 responses





The following survey results provide Mentoring Plus Strategy with feedback that is being used to debrief with the mentors, staff, and school liaison to inform our programming and enhance future sessions with the group of students.*

<u>What was something you learned after your time with the mentor(s)?</u>
*Unabridged survey answers provided directly from students short-answer responses
I learned more about the apprenticeship of trades.
there wise
To make sure you get a career that you enjoy
That it's okay to not know what you want to do right away because things always end up changing and you will find what you love to do.
I learned a lot about pharmacology
To work the hardest at what you want to do in your life.
many woman are wanted in the trades
many woman are waited for trades
We were not the only ones exited to talk to a different generation
I learned a lot about the trades
comunication
i learned that all careers are looking for people to fill into positions.
there was this guy that made a medicine pill
Direct entry is hard
sometimes you start off with one job and end up not liking it so you can switch to a different job
i learned about redseal
one of the girls, Karen, knows a lot about buisness and she knew soe stuff about fashion.
To complete High school mand not drop out into the work force.
Early choices in education really don't affect your oppotunities for later in life.
perseverance is a huge element in your career path.
That you don't need to know what you want
Bud knew my dad
i learned that its easy to get into mechnic
that it is important to stay in school
if you love your job, you will want to work more, working more makes you more money
Dedication
mentorship plus has a variety of career paths to learn from and Henry was on the team of people that made the original smart phone
Sometimes you don't know what you want to do until you do it.
the difference bетен an intelectual engine and an abacus
that learning about drugs and examining them was a career path

What can we do to improve the mentoring experience?

*Unabridged survey answers provided directly from students short-answer responses

Maybe a little more time like another period with them.

more old people

Try to get them to engage more with the class

more time with each one and more variety

More time to talk

Be prepared if we have no questions

be prepared when we dont have questions

Different career options

nothing

picking people that are not just in the trades

make the timer longer

More time to discuss with mentors and smaller groups

more time to talk to them

try to get more of an actual conersation going but thats half the students fault

Maybe had a bit more time

Maybe more varitiy but their was stil a bunch of diffeent jobs to explore.

I thought it was fine.

More time to spread everything said out.

More of options maybe less trades

nothing i enjoined it how it was

More time

nothing

mabye make a mre diverse conversation. it was a great group, but i found that they al worked in hands on job.

Nothing really, maybe just bringing in more mentors with different career paths

more time

all good

more time to hear about different careers

Have more time.

maybe provide more time with the mentors?

try to find a little more mentors that have a little bit of a different career experience or different careers in general.

The Strategy Kentville Region



The **Mentoring Plus Strategy**

Knowledge is infinite...share yours.

Gordon Michael

Executive Director, The Mentoring Plus
Strategy

3/13/2023

Background:

In Atlantic Canada, there are more seniors than youth. It is anticipated that by 2040, there will be three seniors for every two young people. In that same time frame, the percentage of seniors aged 75 – 84 years will increase from 29% to 39%. Seniors volunteer over 200 hours/year, 50% more than the rest of the population (APEC Bulletin 2, January 2021).

The Mentoring Plus Strategy was designed to utilize the acquired knowledge, skills and community understanding that all seniors have acquired throughout their life. The Strategy is intended to reduce isolation of seniors and to help the senior population to become involved in their communities and to contribute their knowledge in a variety of ways.

Having developed pilot initiatives in the communities of New Glasgow, Truro and Kentville a proposal was submitted to the Federal Department of Seniors under the Pan Canadian Stream in 2019. The purpose of the proposal call was to develop and implement Collective Impact Plans (CIP) to increase inclusion of seniors within their communities.

To achieve the objectives of the Pan Canadian Stream (PCS), the concept of having retirees' mentor through Knowledge Exchanges was introduced into the 3 regions as the **First Phase** of the Mentoring Plus Strategy.

Through the mentoring process, the engagement of many sectors of the communities served has resulted in the willingness of many to come together under a Collective Impact Plan, the **Second Phase** of the PCS proposal.

Phase One

The Mentoring Plus Strategy – Knowledge Exchanges

The Mentoring Plus Strategy draws upon the knowledge, experience, and skills of the retired and near retired (55+) population, to help support individuals (16+) with personal growth, career exploration and economic development through a variety of Knowledge Exchange initiatives.

The Mentoring Plus Question:

To what extent does the Mentoring Plus Strategy contribute to strengthening social inclusion of seniors?

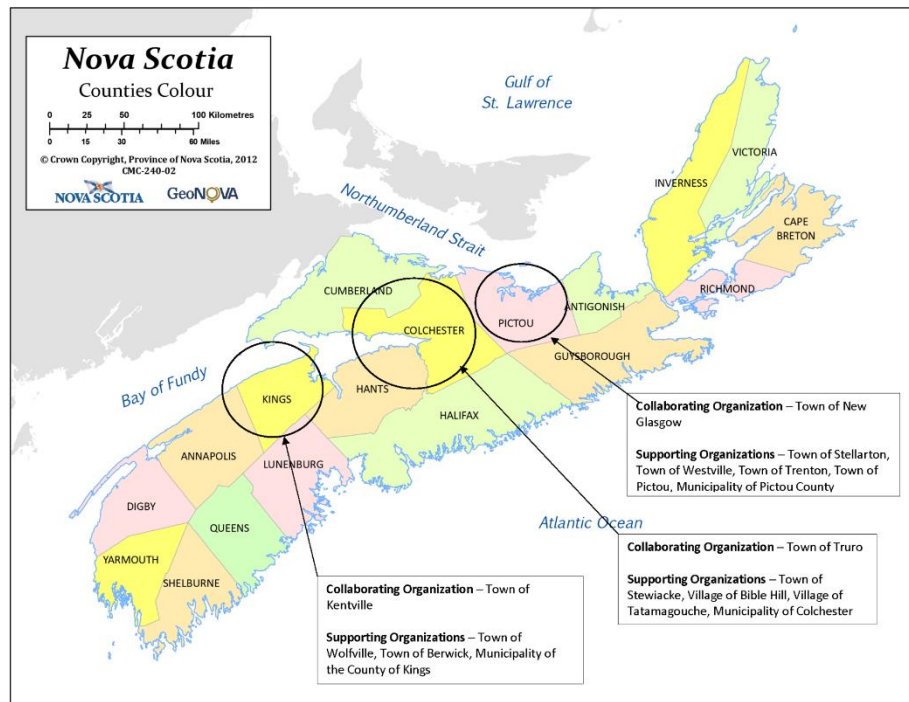
The Mentoring Plus Strategy Directive:

Knowledge Exchange activities that focus and relate back to career, whether that be within education, business and/or personal development models.

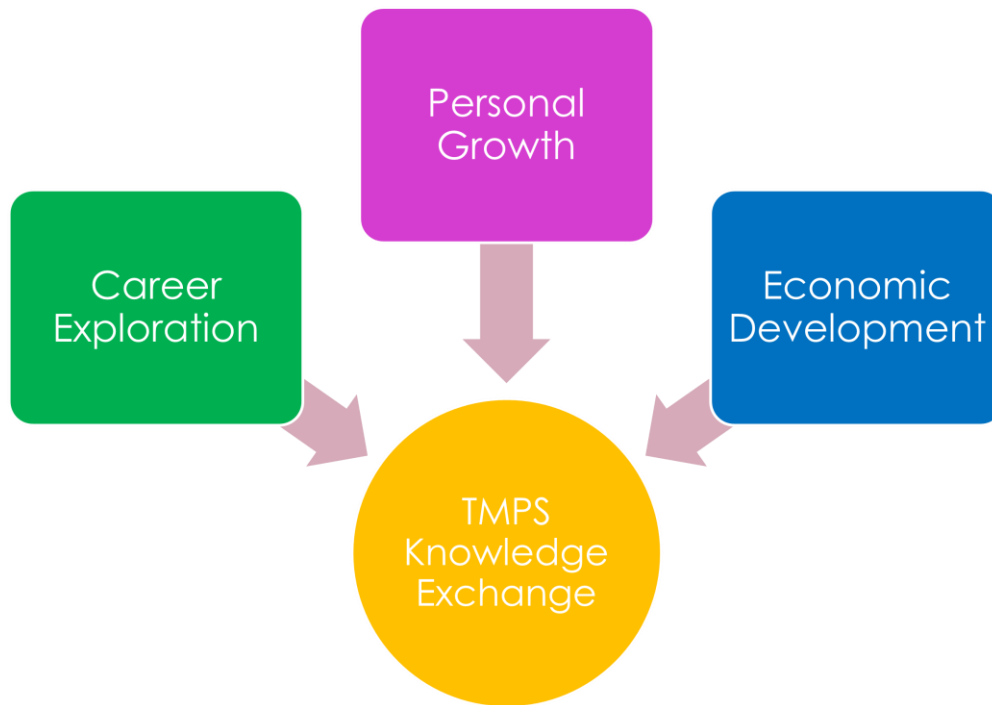
Program Description:

The Strategy is structured with three sites – Kentville, Truro and New Glasgow (and surrounding areas)– with Dalhousie University -Faculty of Open Learning and Career Development as the backbone organization. There is a coordinator and a program assistant in each site who works with the local communities and seniors in implementing the Strategy. To support the work as it pertains to the knowledge exchange model additional support staff have been hired in each region; facilitator, business mentoring, social justice mentoring, mentoring plus ambassadors, and additional contract staff to assist with communications and marketing. The backbone organization provides support and resources for the development and implementation of the Strategy.

Agreements with each of the collaborating organizations; Town of New Glasgow, Town of Truro, and Town of Kentville have been signed for the 4-year term of this strategy.



The Mentoring Plus Strategy – Knowledge Exchange Pillars



Where Knowledge Exchange Happens:



Example of Knowledge Exchange opportunities but not limited to:

- Guest Mentoring in Class
- Panel Discussion with Students
- Tailored Group Mentoring Sessions
- One-on-one Mentoring Sessions
- Social mixers with mentees and mentors (interprofessional team)
- Speed Mentoring
- Informal Mentoring Plus Lounge Visits (for mentee and mentors in public schools, university, community college and community centres)

VALLEY REGION – Events, Activities, and Partnerships

Knowledge Exchange Activities:

Education – High Schools

Northeast Kings Educational Centre

- Mentors in the Classroom - Career Access (grade 9 and up), O2, Discovering Opportunities (DO), Design and other business specific classes
 - Coordinating with individual teachers, admin, and NS Liaison
- Career Shares 2-3 times a year to specific classes, all HS grades or other cohorts
- Developing working relationship with new NS Works School Liaison appointed in late 2022

Horton High School

- Working with the NS Works School Liaison
- Launch Day Nov 2022 - Mentor panel presentation to all grade 12 students
- Planning sessions with Guidance counsellors, school leadership, and staff teams
- Weekly lunch n learn sessions (follow up to Career Share event) Starting March 2023

Avon View High School

- Working with the NS Works School Liaison
- Career Shares & Mentors in the Classroom - Career Access (grade 9 and up), O2,
- Mentor Lounges within the NS Liaison space on a recurring monthly schedule

Central Kings Rural High School

- Working with the NS Works School Liaison
- Career Shares: Introducing Mentors to all Grade 12 students February 2023
- Mentors in the Classroom & Mentor Lounge planned to provide follow up connections.

See attached document that highlights the survey results of the mentoring activities within the high schools.

Post Secondary:

NSCC Middleton Campus

- Hosting bi-weekly/monthly Mentor Lounges with different topics in relation to community development and/or food sovereignty
 - Schedule: Second Wednesday of each month
- Planning with Community Roots Coordinator to provide mentoring to program participants in coming months

Acadian University

- Partnering with The Path to provide Mentors to support their student focused programming
 - Mentors have participated in two sessions with the PATH where Mentors are scheduled to meet with teams of Entrepreneurial students to pitch their ideas
 - Event dates: Fall 2022, February 2023, March 2023
- Attended a community partners tour of the new STEAM Maker Space on campus to support cross collaboration opportunities. February 2023
- Connected with new Career Services director to discuss collaborations including supporting their job fairs and complementing their existing mentor programs for students. February 2023

Community / Employment Agencies:

VCLA & Community HUB

- VCLA was host to the first, and ongoing, monthly Mentor Lounge. Created to support mentor recruitment, retention and connection. Topics at this lounge focus on skills and opportunities for intergenerational conversations.
 - Schedule: First Thursday of each month
- Spring 2022 - provided Mentoring sessions for Cornerstone - Long Term Care Learners. Collaboration initiated dialogs with organization leadership and local health professionals about developing mentoring initiatives for community health. (See section below for more details)
- MPS is collaborating with VCLA, Family Literacy NS, NS Works School Liaison, Community Links, GroundWork and others on a community podcast empowering knowledge exchange through courageous conversations.
- MPS now has an office space at VCLA where we can be available to support knowledge exchanges that can occur as part of the community space

Flying Squirrel Adventures (Blomidon Naturalist Society)

- Collaborated with community partners to develop concept of Community Suppers that would be hosted at the VCLA Community Hub and implemented through second harvest funding in early 2022. Community Suppers continue to be a place for communities to gather and share in knowledge exchange and delicious cultural foods. Mentors are encouraged to attend and join the community space.
 - We have had many mentors become a member of the team that helps host this event weekly.

- Another MPS Mentor has volunteered to Mentor the newly funded paid position for the Community Supper Kitchen Coordinator.
- Schedule: Weekly - every Tuesday evening
- Fall 2022 Provided a letter of support to help Flying Squirrel Adventures apply to become a host for the Duke of Edinburgh youth civic engagement program. Program facilitators reach out to MPS when in need of mentors with specific backgrounds to support individuals' program needs.

YESS project - Intern: Peer Mentoring Development

- MPS has hosted a program participant as an intern placement since Fall 2022. Alex Henshaw now provides data collection and management support and documentation to develop peer mentoring materials.
 - February 2023, in acknowledgment of his valuable contributions, started a wage subsidy agreement so Alex can further his career development as a payroll employee with MPS
- Alex has partnered with active mentors to provide multi-generational and peer mentoring to other YESS program participants interested in starting community engagement activities.

Economic Development/Business:

- Facilitator, Business Mentoring – Paula Huntley
 - Promotion of Mentoring Plus Strategy at service clubs and networking groups

Valley Business HUB

- Business Mentoring Lounges are hosted monthly at the business hub in partnership with the CBDC and the Valley REN
- TMPS has an office space and hosts many community meetings at the local Business HUB where the CBDC and Valley REN are located.

Valley REN

- The Valley REN Senior Strategic Economic Development Officer is a community partner of TMPS in Kentville and is a part of the core Joint Planning and Implementation working group. This has also resulted in MPS and our volunteer Mentors becoming involved in their REN initiatives:
 - STAR Strategy - Seniors Voice at community engagement sessions for strategic tourism plans
 - MIT REAP Project - Community Education model and mentorship written into the project proposal for next phase of implementation.

Kings-Hants CBDC

- Partnership in development with the
 - Schedule: Fourth Friday of every month
- Opportunities for One-on-One mentoring sessions between mentors and mentees are being developed and preliminary matching has taken place on an ad hoc basis since spring 2022.

- Speed Networking sessions for groups of entrepreneurs to meet a cross section of Mentors are scheduled to start in March 2023

Community Health & Wellness:

- Collaborating with approx. 20 community organizations (advisory committee) on how the Mentoring Plus Strategy knowledge exchange activities can be integrated into the services they are currently providing.
- Knowledge Exchange activities will have an employment-based directive.
- One organization will be selected for a trail – opportunity to test group mentoring in a controlled environment to allow for change and adaptation.
- MPS is working with Valley Community Learning Association Executive Director and Senior Manager, Microcredentialing to develop a microcredential for VCLA's Cornerstone entry level health care curriculum.

Community Links

- The Community Links Regional Coordinator has become a Mentor with Mentoring Plus
- Nov 2022 Partnered on Community Wellness Day at Superstore with Community Links, Kings County Seniors Safety, and GroundWork.
 - Over 14 community agencies that provide services to older adults and their families provided information and resources to the community at large at Superstore.
 - MPS hosted a mentoring lounge at the event with opportunities for knowledge exchange in their Community Room.
 - This concept was then used for the Truro Aging Well Together Day at the Truro Superstore.

Seniors Safety Society

- Special Project Coordinator volunteered for our MPS **Joint Planning and Implementation team** to support the MPS Collective Impact Plan for the Valley Region
- MPS is actively contributing to plans for **Senior Serving Info video series**, introducing two previous mentees to the Project Coordinator to provide contract services to support their initiative.
- MPS is collaborating with Seniors Safety in March as they host a **tech support workshop** for seniors and community champions to help them promote their rural area programs and social initiatives.
 - Schedule: March 24, 2023

Mentor Development:

Lifelong Learning:

- To support the development and growth of our mentors as they establish themselves as mentors we have developed “Mentor Lounges”. Hosted by various partners throughout the region, these are safe spaces for our mentors to gather (weekly, monthly, quarterly) to socialize, share information, ask questions, and have open discussion on topics they would like to learn more about.

Volunteer Feedback Survey:

- To gather feedback from volunteer mentors on their experience and what they would like further development in, we have developed a survey to gather information from active participants.

Resource Guide:

- Based on needs identified by the mentors, a Mentors’ Development Guide is being created as a tool kit that can help facilitate additional skill building for mentors.

Community Partnerships:

Through the work that is being completed throughout the Kentville & Kings County the region the following partnerships have been formed or are in the development stages.

MOU Partners -CBDC, Valley REN, VCLA etc

Workforce Development

- The Mentoring Plus Strategy is also a participating member of the **Valley REN Workforce Development Task Force and Partners group** that focuses on collaborative response to employment and economic demands in the community. Through this group the Mentoring Plus Strategy has been able to connect with the following:
 - YREACH
 - NSCC
 - NS Works
 - Greenwood Family Resource Centre
 - Acadia Career Centre
 - etc

Department of Skills Labour and Immigration, Adult Education

- The Mentoring Plus Strategy is also a participating member of the **Regional Planning Team for the Department of Skills Labour and Immigration, Adult Education Division**. Through this group the Mentoring Plus Strategy has been able to connect with organizations including but not limited to:
 - Annapolis Valley First Nations

- Department of Community Services - Employment Support Services
- Adult High School

Community Health Board

- The Mentoring Plus Strategy is also a participating member of the **Community Health Board bi-monthly Community Conversations**. Through this group the Mentoring Plus Strategy has been able to connect organizations including but not limited to:
 - Schools Plus
 - Barrington & North Mountain seniors social group
 - Autism Society

Aging Well Together Coalition

- The Mentoring Plus Strategy is also a participating member of the **Community Links Aging Well Together Coalition**. Through this group the Mentoring Plus Strategy has been able to connect with organizations including but not limited to:
 - Seniors Safety
 - Taking Care of the Valley
 - Alzheimer's Society

Cross Collaborations:

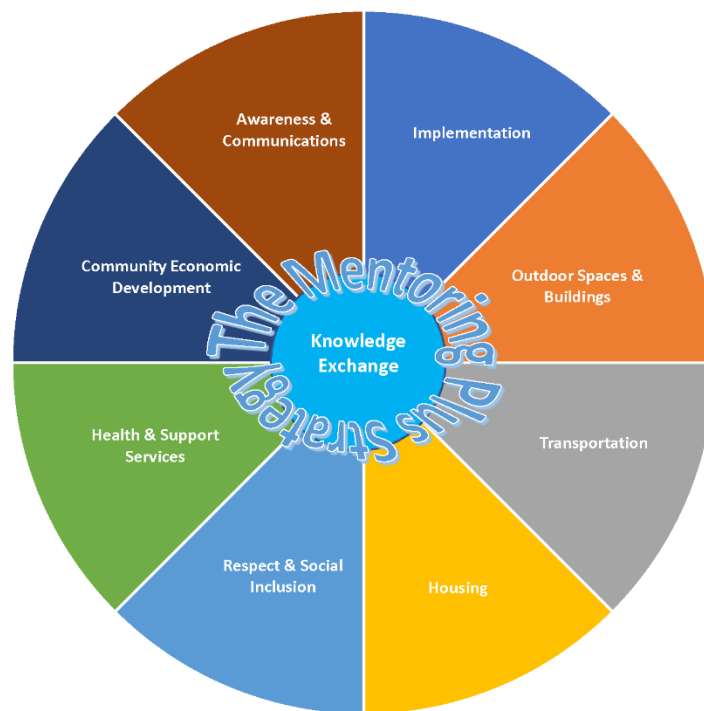
- MPS is collaborating with VCLA, Community Links, Farm Cafe, NSWorks, GroundWork and others on a community podcast empowering intergenerational knowledge exchange through courageous conversations. An initial pilot group will explore a recording effort in Spring 2023.

Phase Two

The Mentoring Plus Strategy - Collective Impact Plan:

A Collective Impact Plan is a collaborative, multi-partner approach to measurably increase the social inclusion of seniors with a specific target population, in a specific geographic community.

In each of the 3 regions where The Mentoring Plus Strategy (TMPS) is being implemented, a process has been put in place to develop and implement the Collective Impact Plan (approach). Utilizing the framework outlined by the World Health Organization for an Age Friendly Community it incorporates eight domains. A ninth domain Knowledge Exchanges (The Mentoring Plus Strategy) was added. (See graphic below)



Pictou County	Kings County	Colchester County
Town of New Glasgow	Town of Kentville	Town of Truro
Town of Trenton	Town of Wolfville	Village of Bible Hill
Town of Westville	Town of Berwick	Village of Stewiacke
Town of Pictou	Municipality County of Kings	Municipality of Colchester County
Town of Stellarton	Annapolis Valley First Nations	Millbrook First Nation
Municipality of the County of Pictou		

Phase Three

Sustainability

The Mentoring Plus Strategy incorporates several aspects as it attempts to reduce social isolation among seniors. Our evaluation has shown us that the various sectors of our communities including mentors, mentees, partner organizations providing mentees, other providers of senior services, the business community, municipal government, and others have identified the benefits for the communities.

As we plan to go forward, we will be in discussion with several government departments who are benefiting from our activities to date. In addition, a strategy is being explored to assist us in approaching the private sector for support.

Appendix A

2021 Census Population Stats:

Population Age 55 and Over				
	Nova Scotia	Kings	Colchester	Pictou
2017	35.80%	37.40%	37.60%	40.20%
2018	36.30%	38.10%	38.40%	40.90%
2019	36.70%	39.10%	39.10%	41.50%
2020	37.10%	39.90%	39.70%	42.00%
2021	38.10%	40.30%	40.60%	43.40%
Population Age 65 and Over				
	Nova Scotia	Kings	Colchester	Pictou
2017	19.90%	21.10%	21.50%	22.90%
2018	20.40%	21.70%	22.00%	23.60%
2019	20.80%	22.50%	22.60%	24.50%
2020	21.30%	23.20%	23.30%	25.30%
2021	22.20%	23.70%	24.20%	26.20%

Appendix B

The Mentoring Plus Strategy Evaluation – Summary Report



Acrobat Document

Appendix C
Promotional Material

High School Mentoring Document



The Mentoring Plus Strategy

The Mentoring Plus Strategy

Supports career exploration in high school, post-secondary & community learning by introducing students to Mentors with diverse skills, career & life experiences.

Instructors can use Mentors to contribute to the educational experience of students as they work towards their career goals.

Mentors share with students a variety of careers, sectors, skill applications and options they may not have otherwise considered; they can even help students find ways to turn their personal interests into viable career options.

Mentors can support learning in many ways in person or virtually, including:

- Guest Mentoring Series
- Panel Discussions Events
- Group Mentoring Sessions
- Informal Mentoring Lounges

To learn more about The Mentoring Plus Strategy and how it can support your instructors and students, please contact us:
e-mail - info@mentoringplus.ca
Telephone - 902-921-3094



#KnowledgeExchange

Business Advisory Rack Card

YOUR SUCCESS COMES EASIER



WITH A MENTOR

An Invaluable Relationship
Our mentors *freely share* their extensive knowledge, networks and experience to help bring your business to the next level. Address problems before they arise; prepare for critical meetings, and navigate the unknowns with an experienced guide. Your mentor will be an invaluable asset for building your confidence, skills and knowledge base. The only cost to you is your time and commitment.

 **The Mentoring Plus Strategy**

www.mentoringplus.ca   

Get Answers and Advice
The biggest benefit of having a business mentor is having someone you can ask questions and get advice knowing all conversations remain confidential.

Gain a Different Perspective
Business mentors can help you look at problems and situations from perspectives that you may not have thought of on your own.

Improve Key Skills
Business mentors can help you develop your business and communication skills.

Vent (Talk) with Someone You Trust
Owning a business can be stressful and frustrating. As a business owner you'll often need to vent with someone you trust.

Learn Methods and Strategies
In addition to simply giving advice and helping improve your personal business skills, business mentors can prepare you with a library of methods and strategies that you can pull from throughout your career as a business owner.

Make Decisions with Confidence
Knowing that you have a credible mentor to turn to can give you confidence when facing difficult business situations.

Move Beyond Fear
Being in business is difficult, and many business owners face challenges early in the process. Hearing first-hand from your mentor about their experiences will help you realize that the struggles you are going through now will prepare you to be a better business person in the future.

.....

"Having Mentoring Plus support us on our business journey has been invaluable. We operate 2 small businesses and have seen significant growth over the last year. With growth came new challenges and navigating the ins and outs of the business is often difficult as an entrepreneur. Mentors have helped us navigate through roadblocks and have been teaching us along the way. Thank you so much to the Mentoring Plus Team!"

Lydia Sayeau, Co-Founder/COO
New Brooklyn Media Inc. & 360LAB Inc.


New Glasgow flourish

Contact:
businessadvisory@mentoringplus.ca
902-759-4255
www.mentoringplus.ca


DALHOUSIE UNIVERSITY
SCHOOL OF SMALL BUSINESS & CAREER DEVELOPMENT



3/9/2023

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

902-679-2501
902-679-2375 (F)
dtroke@kentville.ca

RE: Kentville Business Community – Historical Funding Contributions

At a recent meeting of Town Council, Council requested that staff bring back a draft funding agreement for consideration, for the continued operation of Kentville Business Community (KBC).

This draft was created using previous agreements as a guide. The terms and language have been updated to align with the current priorities, deliverables, and programs of KBC as found in their strategic plan. This draft was created considering previous Council discussions and comments around reporting and financials, the addition of a council representative on the KBC board, and length of term.

The document looks at a three-year funding envelope, and includes at Councils request the provision of an additional one time payment on the front end to cover an amount owed (budgeted for but not dispersed) from a previous fiscal year. This agreement could be effective April 1, 2023, upon councils approval, and subject also to budget approval. It should be noted that Council may approve the agreement as a form, and approve the funding amounts separately as part of the budget process.

Respectfully Submitted,

Dan Troke

TOWN OF KENTVILLE – KENTVILLE DEVELOPMENT CORPORATION LTD.

FUNDING CONTRIBUTION AGREEMENT

2023-2024 / 2024-2025 / 2025-2026

THIS FUNDING CONTRIBUTION AGREEMENT is made as of this _____ day of March, 2023

BETWEEN: **TOWN OF KENTVILLE**
 (the “Town”)

AND: **KENTVILLE DEVELOPMENT CORPORATION LTD.**
 (“KDCL”)

Each is hereinafter individually referred to as a “Party” and collectively referred to as the “Parties”

WHEREAS KDCL’s mission is to promote the growth and prosperity of the Town of Kentville so that it remains a growing, prosperous community with a vibrant business sector;

AND WHEREAS the Town wishes to support KDCL in the implementation and execution of its mission to preserve and grow the prosperity of the Town’s businesses and its residents;

AND WHEREAS the Town has agreed to allocate public funds to KDCL;

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

1. INTERPRETATION

1.1 Definitions

In addition to the terms defined in the recitals and elsewhere in this Agreement, a capitalized term has the meaning given to it in this Section.

- (a) **“Agreement”** means this funding contribution agreement, including schedules, as may be amended from time to time.
- (b) **“Contract”** means an agreement between the KDCL and a Third Party whereby the latter agrees to supply a product or service to support KDCL’s undertaking of the Services in return for financial consideration.
- (c) **“Fiscal Year”** means the period beginning April 1 of a year and ending March 31 of the following year.
- (d) **“Services”** means the business improvement services, and all ancillary services related thereto, to be undertaken by KDCL in order to achieve its mission to promote the growth and prosperity in Kentville through business expansion, retention, and attraction, as more particularly described in **Schedule A**.

- (e) “**Term**” means the duration of this Agreement as set out in s. 1.3.
- (f) “**Third Party**” means any person or legal entity, other than a Party, who provides a product or service to KDCL in support of the implementation of the Services.

1.2 *Entire Agreement*

This Agreement comprises the entire agreement between the Town and KDCL. No prior document, negotiation, provision, undertaking or agreement in relation to the subject of the Agreement between the Town and KDCL has legal effect. No representation or warranty express, implied or otherwise, is made by the Town to KDCL except as expressly set out in this Agreement.

1.3 *Duration of Agreement*

This Agreement will be effective as of the date this Agreement is signed by the Parties (the “**Effective Date**”) and shall terminate on **March 31, 2026**, unless subject to early termination in accordance with the terms of this Agreement.

1.4 *Survival*

Despite Section 1.3, the Parties’ rights and obligations under Section 5.1 (Dispute Resolution); Section 8 (General); Section 6 (Reporting, Auditing and Evaluation) and Section 7 (Indemnification) and any other Section which is required to give effect to the termination or to its consequences will survive the expiry or early termination of this Agreement.

1.5 *Accounting Principles*

All accounting terms will have the meanings assigned to them, all calculations will be made and all financial data to be submitted will be prepared, in accordance with the Generally Accepted Accounting Principles (GAAP) in effect in Canada.

2. PURPOSE OF CONTRIBUTION

2.1 *Purpose*

The purpose of the Town’s contribution to KDCL is to provide funding to enable KDCL to provide the Services. No portion of the Funding Contribution (as defined herein) shall be used for any purpose other than the provision of the Services, as contemplated by this Agreement.

The Town hereby expressly acknowledges that KDCL may seek and obtain funding from Third Parties for projects that fall outside the scope of the Services.

3. OBLIGATIONS OF THE PARTIES

3.1 *Contribution by the Town*

- (a) The Town agrees, subject to the terms and conditions of this Agreement, to pay a

contribution to KDCL of **\$135,000.00** per Fiscal Year, subject to the adjustments contained in s.3.1(c) and s.3.1(f) hereunder (the “**Funding Contribution**”), during each of the three Fiscal Years commencing April 1, 2023 and ending March 31, 2026.

- (b) The Town agrees to remit the Funding Contribution to KDCL in two equal instalments per Fiscal Year:
 - (i) The first instalment shall be remitted no later than April 30 of each Fiscal Year (the “**First Instalment Date**”) and shall equal 50% of the Funding Contribution for that Fiscal Year.
 - (ii) The second instalment shall be remitted no later than October 30 of each Fiscal Year (the “**Second Instalment Date**”) and shall equal the remaining 50% of the confirmed Funding Contribution for that Fiscal Year.
- (c) The Funding Contribution shall increase by 2.5% in each Fiscal Year.
- (d) The Parties hereby acknowledge that the Funding Contribution may be derived from specific tax levies set by the Town, in its sole discretion.
- (e) Notwithstanding any other terms or provisions of this Agreement, the Town will not be required to disburse the Funding Contribution to KDCL in any Fiscal Year until 30 days following receipt by the Town of the Annual Progress Report required pursuant to subsection 6.1.
- (f) Notwithstanding clause 3.1(a), the Funding Contribution for Fiscal Year 2023-2024 shall be increased by **\$25,000.00** to a total of **\$160,000.00**. Notwithstanding clause 3.1(b), the first instalment paid for Fiscal Year 2023-2024 shall be in the amount of **\$92,500.00** and remitted by the Town to KDCL within fourteen (14) business days of the Effective Date of this Agreement; and the second instalment shall be in the amount of **\$67,500.00**.

3.2 Commitments by KDCL

- (a) KDCL agrees to coordinate with the Town to implement KDCL’s respective economic development initiatives.
- (b) KDCL agrees to perform the Services in a diligent, timely and professional manner and agrees that it shall not focus its resources on anything that is not directed at the execution of these Services without obtaining prior written consent from the Town.
- (c) KDCL agrees to perform the Services in order to provide economic leadership and deliver services that are intended to benefit business operators in the Town of Kentville. It hereby acknowledges that KDCL has no mandate in the areas of parks and recreation, municipal infrastructure, or community development and will not undertake initiatives targeted at those service areas unless permitted by the Town. For greater clarity, the Parties acknowledge that KDCL may partner with the Town in providing Services in the areas of parks and recreation, municipal infrastructure, or community development, but KDCL shall not take a leading role in providing Services in the foregoing stated areas unless consented to in writing by the Town.
- (d) KDCL agrees to permit a Town Councillor appointed by Council and a staff member appointed by the CAO to attend open meetings of KDCL’s Board of Directors to act as a conduit of information between the Town and KDCL, and to act as a resource in the hiring of KDCL’s staff.

3.3 *Protection Against Budget Discrepancies*

If, at any time during the Term of this Agreement, KDCL determines that it will not be possible to undertake the Services in a diligent, timely and professional manner unless it expends amounts in excess of the funding available to it, KDCL will immediately notify the Town of that determination.

If KDCL so notifies, KDCL will, within thirty (30) days of a request from the Town, provide a summary of the measures that KDCL proposes to remedy the shortfall. If the Town is not satisfied that the measures proposed will be adequate to remedy the shortfall, no further Funding Contributions shall be payable by the Town to KDCL until measures are proposed that, in the Town's sole discretion, will be adequate to remedy the shortfall.

3.4 *Decision-Making*

The Parties acknowledge that the Town's involvement with KDCL is limited to the obligations set out in this Agreement. The Town is neither a decision maker nor an advisor to KDCL.

4. TERMINATION

4.1 *Termination without Cause*

Notwithstanding s. 1.3 of this Agreement, either Party may terminate the Agreement prior to the expiry of the Term without cause upon twelve (12) months' written notice to the other Party.

4.2 *Termination with Cause*

In addition to each Party's right to terminate the Agreement under s. 4.1, the Town shall have the right to terminate the Agreement immediately upon serving a written declaration on KDCL that an Event of Default has occurred.

4.3 *Events of Default*

An Event of Default occurs if KDCL:

- (a) has submitted false or misleading information to the Town or made a false or misleading representation, except for an error in good faith, demonstration of which is incumbent on KDCL to the Town's satisfaction;
- (b) has not complied with any condition, undertaking or material term of this Agreement and written notice of the lack of compliance has been delivered by the Town to KDCL and:
 - (i) the noncompliance is not remedied within fifteen (15) days following the date the notice is received by KDCL; or
 - (ii) KDCL has not demonstrated to the Town's satisfaction that KDCL has taken such steps as are necessary to correct the noncompliance; or
 - (iii) KDCL does not provide a plan to the Town within fifteen (15) days following receipt of the notice of the lack of compliance, outlining how the noncompliance will be remedied as soon as is practicable and the Town does not confirm its

satisfaction (acting reasonably) with the plan within 15 days following receipt of the plan;

- (c) becomes insolvent, commits an act of bankruptcy, takes the benefit of any statute relating to bankrupt and insolvent debtors, or goes into receivership or bankruptcy;
- (d) is wound up or dissolved; or
- (e) ceases *bona fide* operation for a period of ninety (90) consecutive days.

4.4 Remedies on Default

If the Town declares that an Event of Default has occurred, as an alternative to termination pursuant to subsection 4.2, the Town may exercise one or more of the following remedies:

- (a) suspend any obligation by the Town to contribute or continue to contribute funds to KDCL including any obligation to pay an amount owing prior to the date of such suspension to the extent that it relates to the Event of Default; and
- (b) require KDCL to reimburse the Town all or part of the contribution paid by the Town to KDCL to the extent that it relates to the Event of Default.

5. WAIVER

5.1 Waiver

A Party may waive any of its rights under this Agreement only in writing, and any tolerance or indulgence demonstrated by the Party will not constitute a waiver. Unless a waiver is executed in writing, the Party will be entitled to seek any remedy available under this Agreement or otherwise at law.

6. REPORTING

6.1 Reporting Procedures

KDCL shall provide an Annual Progress Report to the Town no later than March 31 of each year of this Agreement after 2023. The Annual Progress Report shall include the information described in **Schedule B** of this Agreement.

7. INDEMNIFICATION

7.1 KDCL Indemnification

KDCL agrees at all times to indemnify and save harmless the Town, its officers, servants, employees or agents, from and against all claims and demands, losses, costs, damages, actions, suits or other proceedings by whomsoever brought or prosecuted in any manner based upon, or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- (a) the performance of this Agreement or the breach of any term or condition of this Agreement by KDCL, its officers, employees and agents, or by a Third Party, its

- officers, employees, or agents;
- (b) any omission or other wilful or negligent act of KDCL or Third Party and their respective employees, officers, or agents, except to the extent to which such claims and demands, losses, costs, damages, actions, suits, or other proceedings relate to the act or negligence of an officer, employee, or agent of the Town in the performance of his or her duties; and
 - (c) the entering into by KDCL or its servants, employees and agents of a loan, capital lease or other long-term obligation in relation to the Services subject to this Agreement;

7.2 *KDCL Representations and Warranties*

KDCL represents and warrants to the Town that:

- (a) KDCL is in good standing under the laws of the jurisdiction in which it is required to be registered;
- (b) KDCL has the requisite power (corporate and other) to own its assets and to carry on the activities as contemplated by the Agreement;
- (c) the execution and delivery of this Agreement by KDCL, and the carrying out by it of all of the activities as contemplated hereby by KDCL, have been duly authorized by all requisite corporate action;
- (d) KDCL has full power to execute and deliver this Agreement and to perform its obligations hereunder;
- (e) this Agreement constitutes a legally binding obligation of KDCL, enforceable against it in accordance with its terms, subject as to enforcement of remedies to applicable bankruptcy, insolvency, reorganization and other laws affecting generally the enforcement of the rights of creditors and subject to a court's discretionary authority with respect to the granting of a decree ordering specific performance or other equitable remedies;
- (f) the execution and delivery of this Agreement and the performance by KDCL of its obligations hereunder will not, with or without the giving of notice or the passage of time or both:
 - (i) violate the provisions of KDCL's by-laws, any other corporate governance document subscribed to by KDCL or any resolution of KDCL;
 - (ii) violate any judgment, decree, order or award of any court, government agency, regulatory authority or arbitrator; or
 - (iii) conflict with or result in the breach or termination of any material term or provision of, or constitute a default under, or cause any acceleration under, any license, permit, concession, franchise, indenture, mortgage, lease, equipment lease, contract, permit, deed of trust or any other instrument or agreement by which KDCL is bound;
- (g) there are no actions, suits, investigations or other proceedings pending or, to the knowledge of KDCL, threatened and there is no order, judgment or decree of any court or governmental agency which could materially and adversely affect KDCL's ability to carry out the activities contemplated by this Agreement; and
- (h) that all information submitted to the Town by KDCL as set out in this Agreement is

true, accurate and was prepared in good faith and to the best of its ability, skill and judgment.

8. GENERAL

8.1 *No Agency*

No provision of this Agreement and no action by the Parties will establish or be deemed to establish a partnership, joint venture, principal-agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between the Town and KDCL or between any Party and a Third Party.

8.2 *Assignment*

KDCL will not transfer or assign its rights or obligations under this Agreement without the prior written consent of the Town. Any attempt by KDCL to assign any of the rights, duties or obligations of this Agreement without the Town's express written consent is void.

8.3 *Counterpart Signature*

This Agreement may be signed in counterpart, and the signed copies will, when attached, constitute an original agreement.

8.4 *Values and Ethics*

No person employed by the Town, a member of Town Council, or a member of the Board of KDCL, shall derive a direct benefit from this Agreement unless it is mutually agreed to by the Parties.

8.5 *Severability*

If for any reason a provision of this Agreement that is not a fundamental term of this Agreement between the Parties is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.

8.6 *Amendments*

This Agreement can only be amended in writing by the Parties.

8.7 *Notice Deemed Given*

Any notice, information or document provided for under this Agreement may be delivered or sent by letter, postage or other charges prepaid and will be deemed to have been delivered on receipt. A Party may change the address below by notifying the other Party in writing.

Any notice to the Town must be sent to:

Town of Kentville
Attn: Chief Administrative Officer
354 Main Street
Kentville, NS B4N 1K6

Any notice to KDCL must be sent to:

Kentville Development Corporation Ltd.
Attn: President / Chairperson
Registered Office, as it appears in the records of the Registry of Joint Stock Companies

Each Party may change the address that it has stipulated by notifying the other Party of the new address in writing.

8.8 *Governing Law*

This Agreement is governed by the laws applicable in the Province of Nova Scotia.

8.9 *Successors*

This Agreement is binding upon the Parties and their respective administrators and successors.

[Signature page follows]

SIGNATURES

This Agreement has been executed on behalf of the Town of Kentville by the Mayor and Chief Administrator Officer and on behalf of the Kentville Development Corporation Ltd. by its President.

TOWN OF KENTVILLE

KENTVILLE DEVELOPMENT CORPORATION LTD.

Name: Sandra Snow
Title: Mayor

Per: _____
Name:
Title:

I have authority to bind the corporation.

Name: Dan Troke
Title: Chief Administrative Officer

SCHEDULE A – SERVICES

1. Creating and implementing communication, advocacy and outreach programs so that KDCL may act as a conduit and representative for the Town's business community.
2. Providing assistance to the Town in creating better solutions for service delivery to local business providers.
3. Providing local area business marketing and promotion services.
4. Providing input to assist the Town in identifying priorities during the annual budget process.
5. Maintaining regular communications with the Town's Community Development Coordinator and Chief Administrative Officer on the status of KDCL's activity plans.
6. Updating and ongoing management of KDCL's strategic plan.
7. Collaborating with the Town on specific projects, as requested.
8. Partner with the Town to collect baseline data to better position KDCL and the Town to capitalize on opportunities and mitigate challenges.
9. Managing and maintaining a current website for KDCL.

SCHEDULE B – ANNUAL PROGRESS REPORT

The Annual Progress Report shall include:

- a. An introduction providing a general description of major achievements accomplished by KDCL to-date.
- b. KDCL's strategic plan.
- c. Detailed summary information on KDCL's progress, including status reports on all tasks and actions in KDCL's strategic plan.
- d. An update of qualitative and quantitative benefits along with results or successes achieved during the prior calendar year*.
- e. Any areas of concern or risk factors and proposed mitigation strategies affecting the schedule or the budget required by KDCL to undertake the Services.
- f. Board-approved annual financial statements for the preceding financial year.
- g. Board-approved budget for the current financial year.

*KDCL will ensure that appropriate data collection processes are in place to enable the capture and reporting of benefits;

Kings County Regional Recreational Centre Feasibility Study Phase 1

Presentation to
Municipal Councils
March 7th, 2023



Outline



- Summary of Project to Date
- Purpose / Assessment of the Project
- Needs Analysis
- Concept Development and Costing
- Location Considerations
- Operations and Governance
- Next Steps
- Timelines
- Questions

Summary of Project to Date 1/2

- Spring 2021 – Town of Wolfville, Town of Kentville, and the Municipality of the County of Kings agreed to proceed with a study to look at the Feasibility of a Regional Recreation Complex
- Summer 2021 – RFP was released to hire consultant
- Fall of 2021 – RFP was awarded to Sierra Planning and Management, and partners
- Fall 2021/ Winter 2022 – Consultation and Research occurred

Summary of Project to Date 2/2

- Summer 2022 – Draft report received by Working Group
- Fall 2022 – Full draft report (including site information) presented in-camera to all three partnering Municipal units
- November 2022 – Three partners agreed to proceed to further investigation, consultation, discussion
- March 2023 – Presentation to Joint Council to receive Public version (location information removed) of Feasibility Report

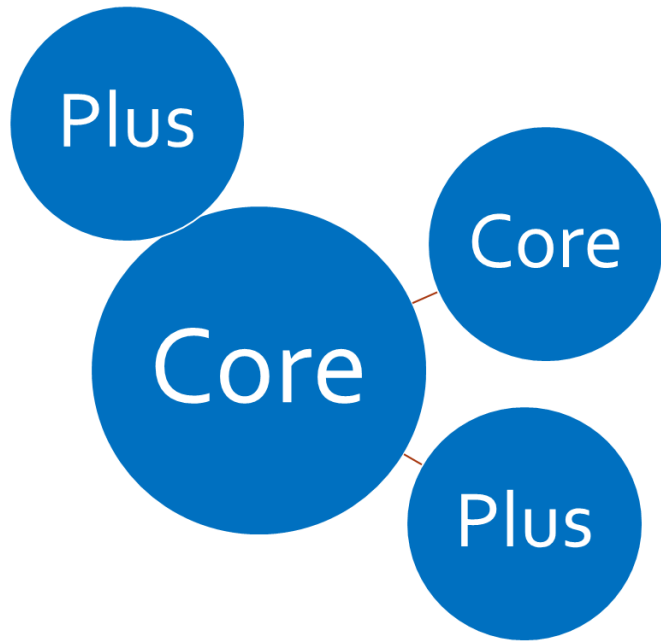
Purpose of Report

- To assess the potential of a Regional Recreation Facility
 - Propose appropriate range of options for governance and operations
- Including:
 - Concept Identification
 - Locational analysis
 - Capital Costs
 - Economic impact potential, operational model(s)

Assessment

- Review of previous local recreation information
 - Including: Previous Recreation Needs Assessment, Report Completed with Acadia and Town of Wolfville, other related recreation information
- Engagement
 - Discussions with current facilities
 - Discussions with user groups
 - Further engagement will occur now that general recommendations have been determined
- Review of comparable areas and general recreation service standards

Concept Development



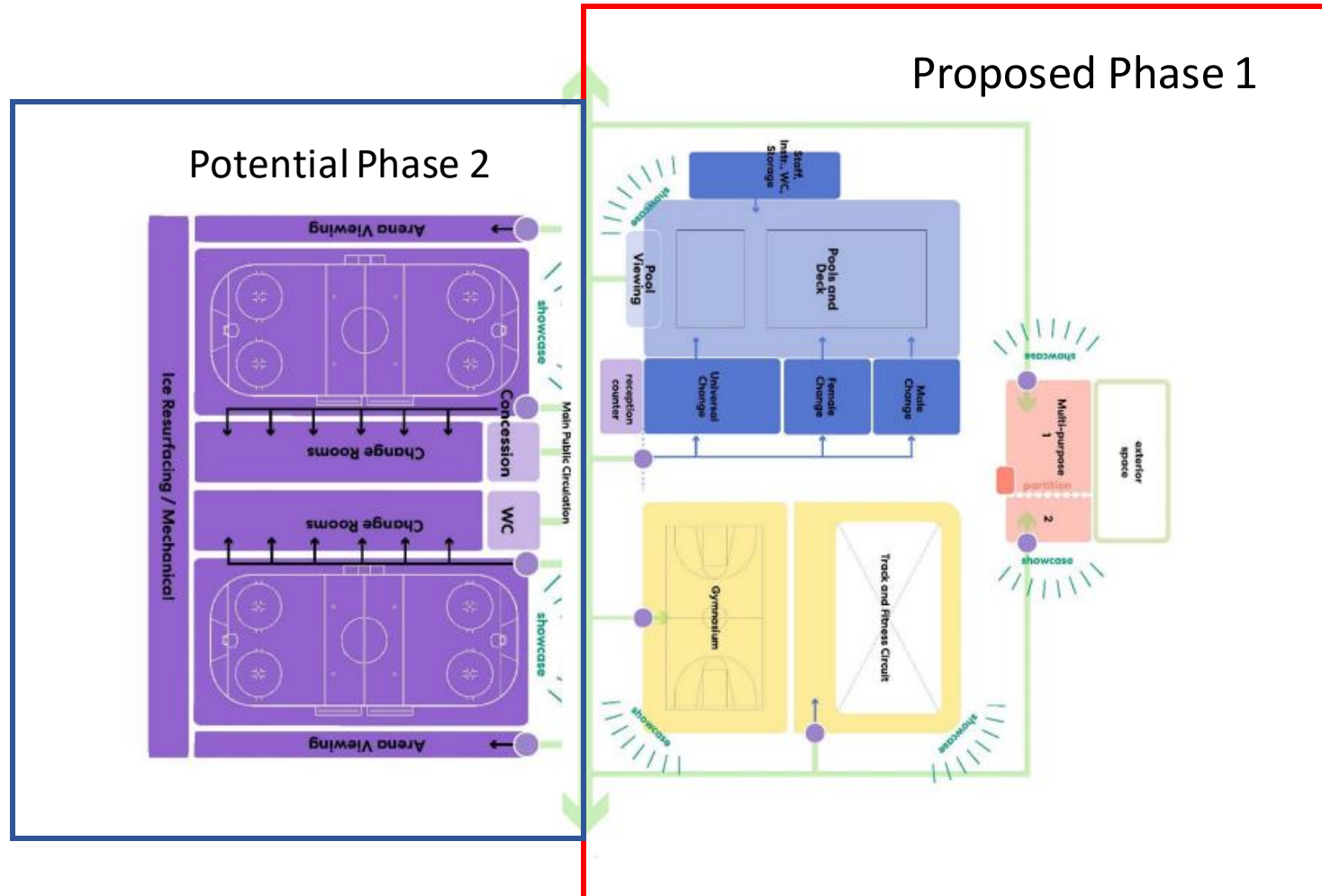
- Aquatics
- Gymnasium and Track
- Multi-purpose space
- Support and amenities
- Future potential opportunities

Concept Development



Component	Net area sf	Gross Floor Area sf	Comments
Aquatics	28,471	39,514	8 lane pool leisure pool / therapy pool
Gymnasium and Track	15,860	18,537	Double Gym 3 lane track
Multi Purpose	4,097	4,720	4 multi purpose rooms Various sizes
Support and Amenity Spaces	11,478	11,865	Public assembly space Administration
Totals	60,156	74,637	

Concept Development



Costing

- Many considerations that will ultimately determine costing
 - Exact location (cost of land, cost to develop land, connections to land, etc.)
 - Exact amenities
 - Final design
- Estimated cost of Phase 1 (Core Program) is \$58 M (based on one site)

Considerations of Funding

- Some considerations for funding will include:
 - Cost sharing agreement from Municipal partners
 - External funding sources
 - Interest rates
 - Operational models

Location Considerations

- Location analysis was based on:
 - Current and future population in the County;
 - Proximity to existing recreation centres;
 - Anticipated changes in access to recreation as a result of closures or future decommissioning of facilities;
 - Drive-time considerations and identification of sites that are within a reasonable drive time of a majority of County residents;
 - Specific considerations as discussed in committee.

Additional Location Considerations

- General recommendation is that a future facility would be located between Coldbrook and Wolfville, with the greater New Minas area being the preferred location
- Further work needs to occur on specific location information
 - Availability of sites
 - Additional potential sites
 - Costs of sites
 - Costs of development of sites
 - Potential for growth on the site, and in the area of a site

Operations and Governance

- Operating and Governance Scenarios
 - Inter-Municipal Service Agreement
 - Non-Arms Length Municipal Agency Operation
 - Public/ Not-for-Profit Partner for Operation

Next Steps

- First phase of the project was to receive the completed feasibility report, which is being done publicly by each municipal unit today
- Working group has identified a need to complete additional work, gather further information before final decisions on proceeding with construction
- Calling this Project Phase 1.5

Project Phase 1.5

- With the receipt of the public report today it will be shared by each Municipal unit
- Wolfville Blooms will be used to collect initial public thoughts
- Engagement plans will be finalized
- Additional information is being gathered on location, governance, etc. by the Working Group
- Funding considerations are occurring

Timelines

- Project Phase 1.5 is planned to occur this Spring
- Funding considerations may take a year cycle depending on programs available
- Public Engagement will need to occur once more info is finalized
- Municipal Units will need to decide to proceed to construction (within 1-2 years)
- Design-Bid-Build, or Design-Build RFPs would need to be developed (1-2 years)
- Contracts awarded
- Construction (1-2 years)
- Estimating this is a 5-7 year project

Recommendation

- That Municipal (Town) Council receive for information the public version of the Regional Recreational Centre Feasibility Study.





Questions

TO: Council Advisory Committee
FROM: Dan Troke, Chief Administrative Officer
DATE: March 2023
SUBJECT: Application for Land Use Bylaw Zoning Map Amendment (Rezoning) of PID 55247761



BACKGROUND

The Town of Kentville has received an application from Brighter Community Planning & Consulting (“the applicant”) on behalf of the property owner Mitch Brison of Brison Developments Limited. The submitted application is to consider amending the Zoning Map of the Kentville Land Use Bylaw to rezone a vacant parcel of land identified as PID 55247761 (“the subject property”) to Single Unit Dwelling (R1), One and Two Unit Dwelling (R2), and High Density Residential (R4). The subject property is currently zoned Large Lot Residential (R5).

SITE CONTEXT

The subject property, as identified on the context map to the right, is a 43.2 acre (174,824.2 sq m) parcel of land that is located southeast of Acadia Drive and north of the proposed Donald E Hiltz Connector Road. The property is currently vacant and includes a portion of the Mitchell Brook watercourse on the west side. The surrounding land uses include existing single unit dwellings, parkland, and bulk vacant lands designated for residential development.

An arterial road is proposed along the south boundary of the subject property, known as the Donald E Hiltz Connector Road. This arterial road will be a high volume street which will connect the Kentville Business Park to Prospect Avenue and eventually, Chester Avenue.



Figure 1 Context Map

DEVELOPMENT PROPOSAL

The applicant is requesting to rezone the subject property from Large Lot Residential (R5) to a mix of Single Unit Dwelling (R1), One and Two Unit Dwelling (R2), and High Density Residential (R4). The requested zones will allow for residential development with a mixture of low, medium, and high-density buildings. The applicant has stated that the developer is committed to placing new single unit lots next to the existing single unit development to address any compatibility concerns that residents of the area may have.

The concept plan for the proposal shows a combination of R1 and R2 zoned lots along the extensions of Acadia Drive and Mount Vincent Drive. An unnamed street, lined with R2 zoned properties buffered by existing dedicated parkland is proposed to connect the two road extensions. A short, 400m cul-de-sac is proposed to intersect with Carleton Drive, providing access to more R2 zoned properties. South of the extension of Acadia Drive, the applicant is requesting R4 zoning for the remaining 18.8 acres (76,080.9 sq m) of vacant land that borders the proposed arterial road, the Donald E Hiltz Connector. Three multi-unit buildings are shown on the concept plan, with area left for possible future development. The applicant is proposing 32 - R1 lots (32 units total), 56 - R2 lots (112 units total), and R4 zoning to accommodate multi-unit apartment buildings.

Under the Subdivision Bylaw, the subdivider will be required to reserve and convey either an area of usable land or a sum of money, equal to 5% of the proposed development, exclusive of streets and any proposed walkways. In addition to the Subdivision Bylaw's parkland dedication requirements, the developer will be required to provide on-site amenity space for any buildings containing four or more dwelling units on the R4 zoned property.

DISCUSSION

A Public Information Meeting was held on September 27th, 2022. Public comments have been received with concerns of traffic, water pressure, stormwater management, and lack of sidewalks and greenspaces.

On November 9th, 2022, staff from different departments came together to review and discuss the application and the potential impact on the community. On December 15th, 2022, staff delivered formal comments to the applicant requesting further information relating to the proposed development and rezoning application.

Between February 22nd and February 27th, 2023, the applicant submitted a revised concept plan for the rezoning as well as supplementary information regarding sanitary capacity and stormwater management.

Municipal Planning Strategy Document Review

The subject property is designated Residential on the Future Land Use Map as shown on that attachment, Map 1, which indicates Council's long term intention for the lands is to be residential in nature.

Chapter 5 - Residential, of the Municipal Planning Strategy outlines the objectives and goals for Kentville ensuring that development is occurring in a manner that meets the needs of all residents. One of the objectives outlined in the Strategy is to provide a variety of housing types to accommodate the various needs and desires of Town residents. The province is currently experiencing a housing shortage, which is currently impacting the existing housing market, increasing the price of an average single unit home beyond what the average household income can afford.

As housing prices for new development are heavily influenced by construction costs, including water and sewer infrastructure, streets, and environmental design considerations, it is imperative that the Town considers and encourages alternative residential development forms apart from the standard Single Unit Dwelling. As of the 2021 Canadian Census, Kentville has a housing stock that consists roughly of 58% single unit dwellings, 27% apartment buildings, 7% semi-detached, 6% duplex and 2% row houses.¹

A presentation by Chrystal Fuller and Gary Morse to Council Advisory Committee (CAC) in December of 2022 outlined the importance of different residential building forms that fall between single unit dwellings and large apartment complexes, calling it "the missing middle", explaining how having adequate variety of housing stock can help balance the demands in the housing market. The R2 and R4 zoning that is being requested in this application will provide an opportunity for a greater variety of housing types to help meet the needs of our current and future residents.

Policy IM-8 and IM-9 provide the criteria that must be evaluated for all rezoning requests. A detailed analysis of these policies is included with this report in Schedule B, Evaluative Criteria for Rezonings.

In Summary:

- The proposal is appropriate for the area and is in keeping with the surrounding development;
- makes efficient use of existing infrastructure and road networks; and
- is anticipated to have a positive impact on the housing supply within Kentville.

In addition to Policy IM-8 and IM-9, other policies of particular importance to this application are:

¹ Source: Statistics Canada. (2021) *Table 98-10-0240-01 Structural type of dwelling by tenure: Canada, provinces and territories, census divisions and census subdivisions.*

Policy RS-22 *It shall be the intention of Council* to encourage and promote the provision of affordable housing units, in accordance with the Land Use By-law, within residential areas of the Town by:

- a) Encouraging a mix of housing types and densities;
- b) Permitting ancillary dwelling units in single family dwellings;
- c) Permitting a secondary residential structure (Garden Suite) on a lot; and
- d) Reduce parking requirements.

COMMENT

This application will allow for the creation of a greater variety of housing types to help meet the needs of our residents.

Policy RS-23 *It shall be the intention of Council* to ensure that new residential areas:

- a) Provide for the efficient use of land;
- b) Provide for the efficient and economic extension of existing water, storm sewer and sanitary sewer systems and other utilities;
- c) Provides for the efficient and safe movement of pedestrians and cyclists; and
- d) Provides for parks and other community uses in safe and central locations.

COMMENT

By considering alternative build forms such as two unit dwellings and multi-unit buildings, the proposed development will be considered an efficient use of land and existing infrastructure. Parkland dedication will be negotiated at the subdivision stage and staff are committed to ensuring there is adequate greenspace in a safe and central location.

Policy T-8 *It shall be the intention of Council* that a Traffic Impact Study (TIS) may be required as part of a rezoning application or prior to tentative subdivision approval where the nature, or location of the development warrants such a study. A TIS will generally be required if the development is expected to generate 100 or more two-way trips at the site entrance(s) during peak hours. A TIS may be required for other factors or fewer than 100 two way-trips at the site entrance(s) during peak hours if warranted.

Policy T-9 *It shall be the intention of Council* that the traffic impact study shall be prepared by a qualified engineer registered with the Association of Professional Engineers of Nova Scotia.

COMMENT

A Traffic Impact Study (TIS) was requested as part of the rezoning application and the applicant engaged GAALCO Traffic Engineering to complete the study. The study found that the proposed development of the R1 and R2 zoned properties and the construction of two apartment buildings will not require any further infrastructure improvements, other than a 15-metre left turning lane on Park Street at the Acadia Drive intersection. It should be noted that the current traffic counts at this intersection warrant installing the turning lane regardless of the proposed development moving forward.

It is recommended that the construction of any additional apartment buildings is delayed until after the construction of the proposed Donald E Hiltz Connector Road.

It is also recommended that the 'new' section of Acadia Drive include the construction of a sidewalk to provide a connection for the entire area to the proposed Connector Road.

A full Executive Summary of the Traffic Impact Study findings can be found within Schedule D of this report.

Other Studies

In addition to the Traffic Impact Study (TIS), staff requested that the applicant demonstrate that there is capacity within the existing sanitary sewer system on Acadia Drive to handle the increased load from the proposed units. The applicant engaged DesignPoint Engineering & Surveying Ltd. to complete a Sewer Capacity Study to support the rezoning application. The study found that the existing sanitary sewer system has capacity to accommodate 210 multi-unit dwellings and 144 detached homes before upgrades, at the cost of the developer, are required.

A summary of the Downstream Sanitary Analysis can be found within Schedule F of this report.

Statements of Provincial Interest

The Province of Nova Scotia has six Statements of Provincial Interest which outline the province's vision for protecting Nova Scotia's land and water resources, as well as addressing issues related to the growth of our communities. The Statements are intended to help provincial government departments and municipalities make land use decisions that have province-wide implications and support the principles of sustainable development. Municipalities must take the statements into account when creating or reviewing land use planning policies and regulations.

Housing

Goal: To provide housing opportunities to meet the needs of all Nova Scotians

This Statement declares that "Adequate shelter is a fundamental requirement for all Nova Scotians" and furthermore that "A wide range of housing types is necessary to meet the needs of Nova Scotians". The Statement also notes that "Depending upon the community and the housing supply and need, the measures that should be considered in planning documents include: enabling higher densities, smaller lot sizes and reduced yard requirements that encourage a range of housing types." By Council considering this rezoning application for R1, R2 and R4 development, higher densities of residential development will be able to be permitted which will enable a greater range of housing types.

Infrastructure

Goal: To make efficient use of municipal water supply and municipal wastewater disposal systems

This Statement outlines that "Unplanned and uncoordinated development increases the demand for costly conventional infrastructure". It states that planning documents must consider

“encouraging maximum use of existing infrastructure by enabling infill development on vacant land and higher density development” and advises “directing community growth that will require the extension of infrastructure to areas where servicing costs will be minimized”. This development proposal intends to make use of existing infrastructure that has been invested in and extended over the past 35 years, making efficient use of our existing services and allowing expansion where deemed reasonable.

NEXT STEPS



FINANCIAL IMPLICATIONS

The traffic impact study completed by GAALCO Traffic Engineering has recommended:

- the addition of a left turning lane from Park Street onto Acadia Drive; and
- the construction of a sidewalk on one side of Acadia Drive linking to the proposed Donald E Hiltz Connector Road for this next phase of development. (Sidewalk to be installed at the cost of the developer.)

Council should consider the financial implications of continuing the construction of sidewalks along Acadia Drive from this proposed phase to Park Street to ensure pedestrians have access to safe active transportation routes and to help with connectivity throughout the community along the minor collector road.

ATTACHMENTS

Map 1	Generalized Future Land Use Map
Map 2	Zoning Map
Schedule A	Conceptual Design and Proposed Zoning Map
Schedule B	Evaluative Criteria for Rezoning's
Schedule C	Public Information Meeting Notes
Schedule D	Executive Summary of Traffic Impact Study
Schedule E	Stormwater Management Acknowledgement Letter
Schedule F	Downstream Sanitary Capacity Analysis

RECOMMENDATION OPTIONS

Staff recommend that Council:

- give First Reading to the proposed map amendment of the Land Use Bylaw as contained in Schedule A and schedule a Public Hearing; or

- provide alternative direction such as requesting further information on a specific topic;
or
- refuse the proposed map amendment to the Land Use Bylaw.

Decisions of Council to either approve or refuse the proposed amendment are appealable to the Nova Scotia Utility & Review Board within 14 days.

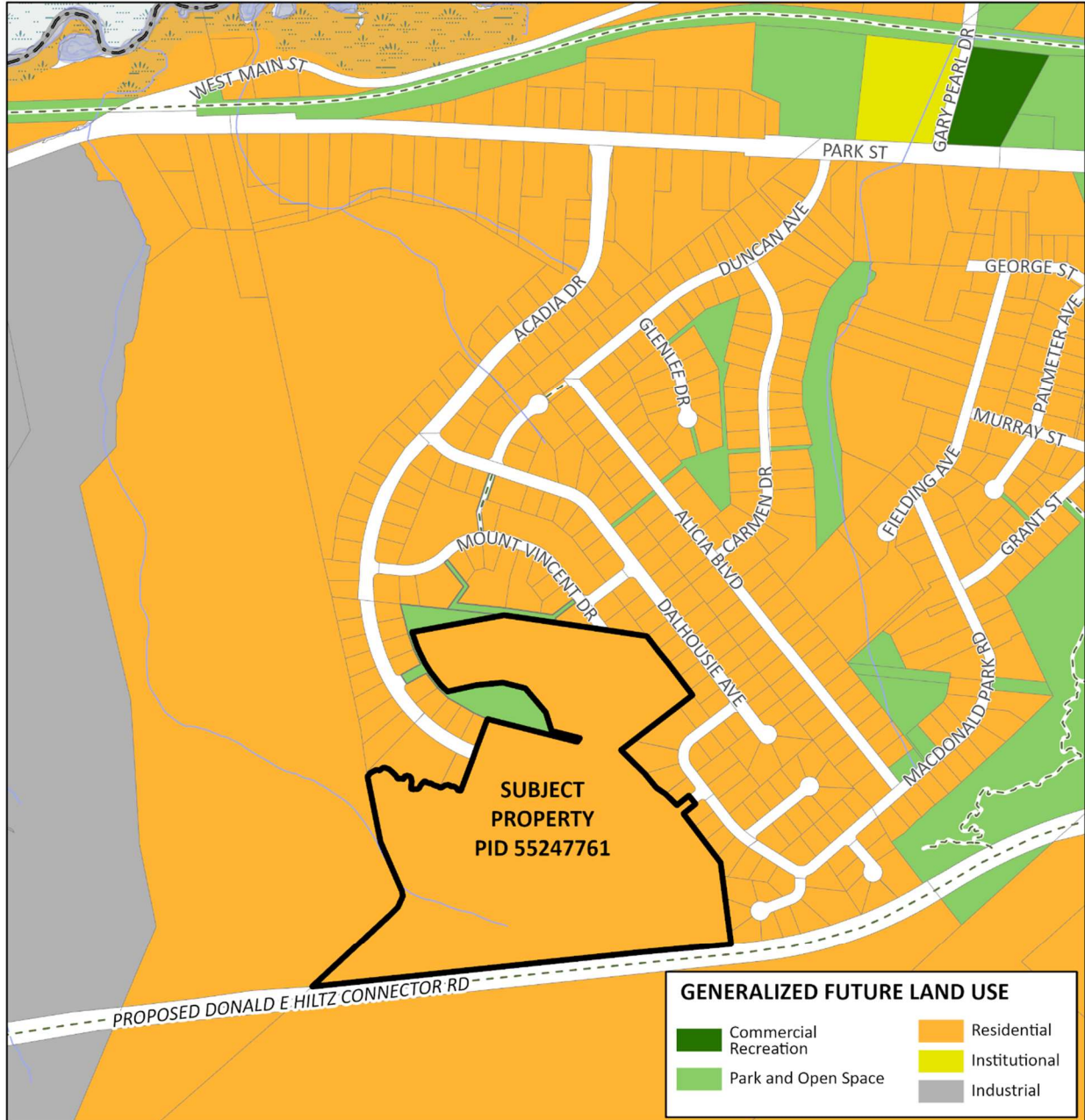
MAP 1

Generalized Future Land Use Map

PID 55247761 McDougall Heights Generalized Future Land Use Map



Scale: 1:8,000



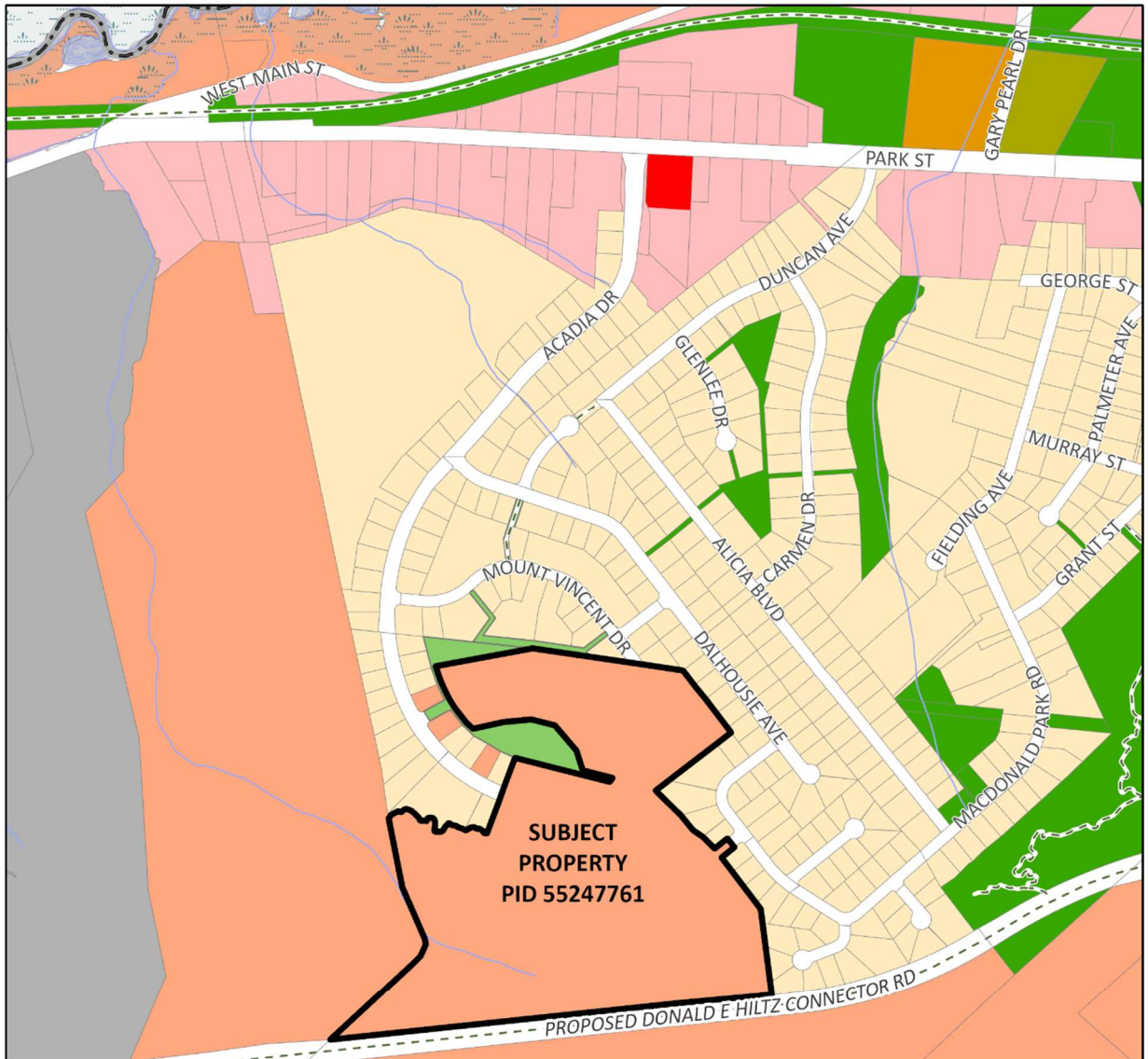
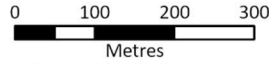
This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquires may be made to the Town of Kentville's Planning and Development Department.

Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada

MAP 2

Zoning Map

PID 55247761 McDougall Heights Current Zoning Map



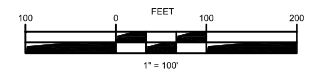
ZONING		
Industrial (M1)	Park and Open Space (P)	One and Two Unit Dwelling Residential (R2)
Commercial Recreation (CR)	Single Unit Dwelling Residential (R1)	Medium Density Residential (R3)
Institutional (I)	Large Lot Residential (R5)	

This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquiries may be made to the Town of Kentville's Planning and Development Department.

Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst Nova Scotia, Canada



PRELIMINARY
Feb. 22, 2023



NOTES:

LOT SUMMARY				
ZONE	UNIT TYPE	AREA	LOTS	UNITS
R1	SINGLE FAMILY	7.73 ACRES	32	32
R2	SEMI-DETACHED	12.91 ACRES	56	112
R4	MULTI-UNIT	18.78 ACRES	1	256
PARK	PARK LAND	2.58 ACRES	n/a	n/a
TOTAL		42 ACRES	89	400

PREPARED FOR

BRISON DEVELOPMENTS

PREPARED BY

DESIGNPOINT
engineering • surveying • solutions

902.832.5597 designpoint.ca

PROJECT

**ACADIA DRIVE
CONCEPT PLAN**

KENTVILLE, NOVA SCOTIA

Engineer G.WOODFORD	Drawn J.KEEPING
Scale 1"=100'	Date FEB. 22, 2023
Project No. 22-151	Drawing No. C-01
Filename 22-151_C.dwg	01 OF 01

SCHEDULE B

Evaluative Criteria for Rezoning's

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

POLICY	COMMENT
<i>(a) compatibility of the proposed land use with adjacent land uses;</i>	R1 lots are proposed to be located abutting existing residential development with a gradual transition to R2 along this new phase. R4 development will buffer the lower density and the proposed arterial road (Donald E Hiltz Connector Road).
<i>(b) compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk;</i>	The bulk and size of the proposed buildings are regulated by the Land Use Bylaw. The R4 buildings will require Site Plan Approval as they abut R1 and R2 properties.
<i>(c) that the proposed development resolves any potential compatibility issues with nearby land uses resulting from lighting, signage, outdoor display, outdoor storage, traffic, vehicle headlights, and noise through appropriate site design, landscaping, buffering and fencing;</i>	The apartment buildings will be regulated during site plan approval, where parking, landscaping, lighting, buffering and fencing will be addressed. The connection to the proposed Donald E Hiltz Connector Road will help mitigate traffic issues.
<i>(d) the adequacy of sewer services, water services, waste management services and storm water management services;</i>	Kentville Water Commission has adequate supply for the proposed development. Applicant has committed to designing a net zero stormwater management system. A downstream sanitary capacity analysis was completed and determined that the existing infrastructure on Acadia Drive has capacity to accommodate 210 multi-unit dwellings and 144 detached homes before upgrades to the system are required.
<i>(e) that the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure;</i>	The proposed development will create a significant number of new dwelling units with minimal new roads and infrastructure. The proposed density will create efficient land use patterns.
<i>(f) the adequacy and proximity of schools;</i>	No impact on school facilities is anticipated.
<i>(g) the adequacy and proximity of recreation and community facilities;</i>	Kentville has considerable recreational amenities. In addition, 5% parkland dedication will be required for all lots subdivided and multi-unit buildings with four or more units in the R4 zone require on-site amenity space.

<p><i>(h) the adequacy of the road network in, adjacent to, or leading to the development;</i></p>	<p>Acadia Drive, the main road leading to this development, is classified as a Minor Collector road (Map #2 of the MPS) and has been planned to be the main connector from Park St to the proposed Donald E Hiltz Connector Road.</p> <p>The TIS by GAALCO Traffic Engineering found that the proposed development of the R1 and R2 zoned properties and the construction of two apartment buildings will not require any further infrastructure improvements, other than a 15-metre left turning lane on Park Street at the Acadia Drive intersection, which is warranted by the existing traffic in 2022.</p> <p>It is recommended that the construction of any additional apartment buildings is delayed until after the construction of the Donald E Hiltz Connector Road.</p> <p>It is also recommended that the 'new' section of Acadia Drive include the construction of a sidewalk to provide a connection for the entire area to the proposed Connector Road.</p>
<p><i>(i) the potential for erosion or for the contamination or sedimentation of watercourses;</i></p>	<p>Stormwater will be managed on site through stormwater management.</p> <p>All construction will need to comply with the NS Erosion and Sedimentation Guidelines.</p>
<p><i>(j) environmental impacts such as air and water pollution and soil contamination;</i></p>	<p>None.</p>
<p><i>(k) previous uses of the site which may have caused soil or groundwater contamination;</i></p>	<p>Not aware of any such use.</p>
<p><i>(l) suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs;</i></p>	<p>Site has some areas of steep grade along with flatter areas. Detailed site design will occur as part of site plan approval and address grade issues. There is a portion of the Mitchell Brook watercourse along the west side of the property.</p>
<p><i>(m) the ability of emergency services to respond to an emergency at the location of the proposed development;</i></p>	<p>The Town's Subdivision Bylaw sets out standards for maximum lengths of cul-de-sacs without emergency exits. Appropriate civic addressing of the subject property will ensure no delay of response of emergency services.</p>
<p><i>(n) that the proposal is in conformance with the intent of this strategy and with the requirements of all other Town By-laws and regulations;</i></p>	<p>Proposal complies with the intent of this strategy and complies with the relevant statements of provincial interest.</p>

<i>(o) development can be regulated in such a way as to meet or exceed the guidelines established in the Kentville Water Commission Source Water Protection Plan (SWPP)and</i>	The subject property is located within Wellfield Zone D and is a permitted use within the zone.
<i>(p) the financial ability of the Town to absorb any costs relating to the amendment.</i>	New roads will be transferred to the Town through the Subdivision Bylaw upon completion and acceptance by our Town Engineer.

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

COMMENT

Although the conceptual plan submitted by the applicant outlines the developer’s current intention for the property, Council should consider what other potential development scenarios could take place. Building forms could change from Multi-Unit Apartment buildings to Townhouses, Multi-Unit Apartment buildings could be increased in the number of units, and Single Unit Dwellings could each contain an Ancillary Dwelling Unit within their properties.

On the R4 lot, the Kentville Land Use Bylaw currently permits multi-unit dwellings and regulates the maximum number of units based on the area of the property parcel. The Bylaw reads:

Minimum Lot Area

Multi- Unit Dwelling (five or more units), 7000 ft² first five units + 1000 ft²/unit

Based on this math, and the size of the requested R4 property being 18.78 acres in total, the maximum number of units permitted on this lot would be 816 units.

$$18.78 \text{ acres} = 818\,056 \text{ ft}^2$$

$$818\,056 \text{ ft}^2 - 7\,000 \text{ ft}^2 = 811\,056 \text{ ft}^2 \text{ (first five units)}$$

$$811\,056 \text{ ft}^2 / 1\,000 \text{ ft}^2 = 811.06$$

$$811 + 5 = 816 \text{ units total}$$

With that total number of units in mind, the developer would also be required to provide on-site amenity space which could take form of a combination of balconies, gardens, landscaped open space, gyms, pools, etc. The on-site amenity space requirements outlined in the Bylaw is as followed:

Amenity Space Requirements

- Bachelor and one bedroom 200 ft² per unit
- Two bedroom 225 ft² per unit
- Three or more bedrooms 255 ft² per unit

The provision of requiring this space on site with the added obligations of parking and building setbacks, could influence the overall feasible density of this site. Regardless of whatever build form this site is developed to be, it will be required to go through the Site Plan Approval process.



TOWN OF KENTVILLE

Public Information Meeting

Meeting Notes: September 27, 2022

Town Hall, 354 Main Street, Kentville Nova Scotia

Town Hall was open to the public in limited capacity.

PRESENT

Staff in attendance included Director Bev Gentleman and Recording Secretary Jennifer West.

Also in attendance is consultant Crystal Fuller with brighter Communities Planning Consulting.

Director Gentleman provided an overview of the proposed application

OVERVIEW OF PROPOSAL

Crystal Fuller gives a presentation about this proposed rezoning.

PRESENTATION

PUBLIC COMMENTS

Mike Peckford, 351 Prospect Ave. Concerns about a transportation study and flow of traffic.

Staff/Consultant - Yes, there is a traffic plan completed 8-9 years ago.

Will Eason, 58 Acadia Drive. Concerns about existing speed limits and increased traffic at the end of Acadia with no throughfare. The development is a separate process from the development of the Donald E. Hiltz Connector. There are some assurances that increasing numbers of houses must have increasing road networks. Brison had ensured existing homeowners that future development would be single family homes and would be many years in the future.

Jeff Pope, 32 Acadia Drive. How will the construction traffic be accommodated over the next 10 years while this rolls out? The housing market has likely sped up the development of this area. Heavier vehicles will be present during home construction and road building.

DRAFT

Megan Sabeau, 78 Acadia Drive. Concerns about the near-term future of the community. Concerns about low water pressure now and even lower water pressure in the future. Has the Town considered a buffer of building sizes so the area ramps up reasonably (gradation of density). Additional concerns about the need for public transit, they do not want buses. Concerns about Brison's already doing work on private land without consent.

Staff/ Consultant - The Town zones for buildings and not for tenureship. The subdivision bylaw outlines the expectations on a developer for upgrading infrastructure. The purpose is to have a mixture of singles and semis.

Corine Hoebbers, 85 MacDonald Park Road. What is the timeline for development of cleared land two years ago. Will cleared land result in flooding, if construction takes more time? There is a responsibility of the developer to manage their own stormwater with a stormwater management plan.

Leslie Ribeiro, 39 Acadia Drive. Does the traffic assessment take into consideration pedestrian activity to school? Who is responsible for flooding at the bottom of Acadia?

Staff Consultant / - The route is intended to have traffic calming, active transportation and sidewalks. Part of this process is to amend the subdivision bylaw to include sidewalks. The town is planning a second lift on Mount Vincent Drive soon.

Danny Smith, 68 Acadia Drive. Concerns about the developer breaking promises, and the inability of the Town to hold the developer to task.

Jennifer Curry, 4 Acadia Drive. Concerns about small children and large trucks along Acadia Drive. Road maintenance is a concern because some winter days kids are walking on ice on the road. What is the plan for adding more students to KCA which is already at capacity? This is beyond the developer, but it is an opportunity for conversation between the town and education centres.

Staff Consultant / - To require sidewalks, changes would need to be made to the subdivision bylaw to require sidewalks on ne applicable roads

Jonathan Harlund, Acadia. Brison's vision is great, but his vision did not occur. He already hasn't delivered, and residents have little faith that he will deliver.

Nancy Acker, 44 Mount Vincent Drive. Been a resident for over 20 years. Concerns about holding the developer accountable, especially around greenspace. Support for growth and greenspaces, but not for this developer. The upper part of this area is very wet all summer long, and very icy all winter. Water concerns are very significant. Unclear about who is responsible for stormwater management. Water infrastructure is not being installed or maintained. Governments do not build for future populations; they build for small increases in 5 year increments. Kentville has had an increasing population for several years. The community will inevitably include families.

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Xin Xin, 47 Acadia Drive. Concerns about density, is the town ready for this kind of growth? Is the school ready for this kind of growth? This development should include a community centre, a park, facilities. Brison has not completed many of its commitments, there is little assurance about new commitments.

Erin Carter, 48 Acadia Drive. Concerns about the connector road. There are kids everywhere on Acadia Drive. Precedent in that community is that it is a family community- now the town is saying that the law is more important than precedent. Now that kids play on road, precedent has been set and therefore the road should be considered a local road and not a collector road. There is a huge demand for single family homes in that community Density is the major concern. Long term planning needs to be a high priority for the Town.

Concerns that mixed housing communities are not as family friendly as single-family home communities.

Staff/Consultant- It is important to have a variety of housing stock. Minor increases in density is good for walkability, transit and other aspects. Offering a variety of price points is important. Variety of housing is important- people want to be able to stay in their community and have options for larger or smaller homes through their lifetime. Mixed housing is important socially and environmentally. It is possible to have high quality duplexes with single family homes. R1 zones are being removed across the County- they are sometimes considered exclusionary.

Sandra Snow, 330 Cornwallis Ave. Has the developer considered rain gardens? Many water issues come from forcing stormwater into drains and pipes. Can we consider sustainability and alternatives? Don't put stormwater into the sewer system. Developers develop to municipal specifications. Rain gardens may not be allowed in the town.

Danny Smith, Acadia Drive. Was there thought given to another access road? This amount of density is too much for Acadia Drive. There is land for sale near by and the developer could buy this and make it a better access road. Access through the industrial park is not a solution, this area already has too much traffic.

Staff/Consultant - Mitch Brison doesn't own that stretch of land. This whole area is ready to be developed. If the adjacent property is developed it would require additional infrastructure.

Andrew Balsor, 31 Acadia Drive. Will taxes increase or be lowered?

Staff/Consultant - The more development in town could allow Council to consider lower taxes during budget deliberations. With a larger tax base there is opportunity for more infrastructure investment.

Erin Maskens, 46 Acadia Drive. We are new resident to Kentville. Concerns about growth, vision and perception of the character of the neighbourhood. Concerns about

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DRAFT

the safety of the kids playing in the street. If sidewalks go in will that take away from private property? Did the town go to the developer in 2018 to rezone? .

Staff/Consultant – The road is a collector road as identified in the planning documents. Sidewalks would be place in the street ROW- which is approximately 10 feet past the street curb. (Many residents think that is their land, but is in fact part of the Street Right-of-Way)

The Town did approach vacant property owners in the area as part of the Municipal Plan Strategy review, and included rezoning lands to R-2 in some areas. This time, Brison has come to the Town to ask for rezoning

Cate Savage, 11 Oakdene Terrace . Looking at the Hiltz Connector, could there be more connectors? This is an arterial road, there won't be driveways off the DHC. If the adjacent road was developed, it would need a connector to the DHC. Would this feel like separate regions or communities? It would feel different where there are apartment buildings. Is it going to look and feel different? Concerns about the one way in and out. This development is only viable with the development of the Collector Road.

Darryl McMiller. Resident of an area of a proposed road. Concerns about narrow roads, steepness and fast traffic. Is the traffic study open and transparent? What is the status of funding for the DHC? Part of the traffic is going to take that road into consideration. If the traffic study shows that service levels will decrease, the developer will need to put forth infrastructure to make improvements, or the development will be reduced. Is it a conflict of interest for Brison to be conducting the traffic study? If the R2 R4 goes through, and the DHC doesn't happen, is that possible? What is the scope of the traffic study? This meeting is about listening to residents' concerns.

Staff/Consultant- Brison is responsible for the traffic study. This is expected to be done the end of October. It is a technical exercise, that will be given to the town for their review and may be part of the final report. It is not an engagement process; it is a technical process. The Traffic Study is conducted by a professional traffic engineer and is reviewed by the town engineer. A Traffic impact assessment is smaller, where a traffic study which is larger. There is a manual that is followed and used for this determination. This may be available to the public.

Will new sidewalks take away from private property? Acadia is very wide, wider than normal roads. The power boxes are also in the way.

Do the traffic impact study on a narrow road to reflect future sidewalks.

Is the cost to the Town factored into the town decision? If Council wants to include sidewalks as part of the capital budget, it would be included.

Brison is a developer and builder, he will have models to choose from.

DRAFT

What about the turn lane at the bottom of Acadia? Who will put in stop signs at every street along Acadia? The traffic study will offer recommendations like this. The existing turning area from Park to Acadia has room to expand.

The presentation will be available on the website.

David Acker, 44 Mount Vincent. Concerns about the traffic study. Lack of green spaces. Every time there is a development or road change, there are major water issues and the Town is not helping or finding solutions. Every time there is a chance to resolve water issues, the changes are not sufficient. What is the process for addressing water issues? Where is the accountability? Before the development and during the construction. These are legitimate concerns. There is no accountability for the water issues that are there now. The town needs to hold developers to account.

Gary Cleveland, 25 Drive. Concerns about high speed traffic. Don't want this neighbourhood to be high density. It wasn't proposed this way.

Blair Fraser, 10 Queen's Court. The town ensured that this would not be developed for 15-20 years. Concerns about trust and accountability. If the connector goes to the number 12 highway, this area will become a town bypass. The access to Valley Waste will make the connector an industrial bypass. We want to keep this community as a single-family dwelling community. What are the environmental impacts on the streams, what is the impact on natural drainage? Families were out this year together working to clear the drains. This is an area that has less watercourse, wetland or gorge compared to other properties.

Michelle Byers, Queen's Court. Thanks to municipal staff and the consultant.

Staff/Consultant - Hope to have the traffic study by the end of October.

ADJOURNMENT

8:23 pm

SCHEDULE D

Acadia Drive : Executive Summary

Acadia Drive is *Brisson Developments Ltd's* planned residential development in Kentville and will be accessed by Acadia Drive, a collector street which intersects Park Street (Trunk 1) and will ultimately intersect the Donald E Hiltz connector, which will provide a second east / west access to the area. The proposed development is ultimately planned to include:

- 43 single family dwellings, planned for completion in five years;
- 84 R-2 dwellings, planned for completion in five years; and
- five apartment buildings with 320 apartments, planned for completion in ten years.

The proposed development will be part of a large existing residential development which is accessed by Acadia Drive and two other streets, Duncan Avenue and Palmeto Avenue, both of which intersect Park Street but which are not planned to intersect the Donald E Hiltz connector when it is constructed. Although only Acadia Drive is classified as a 'collector' street and has additional right of way width, it is the only one of the three that does not have a left turn lane on Park Street - although a 15 meter lane is warranted by the existing traffic in 2022. None of the three intersections warrant traffic control signals or right turn lanes.

Five development scenarios were considered, of which two are viable until the Donald E Hiltz connector is constructed:

- construction of only the R-1 and R-2 units; and
- construction of the R-1 and R-2 units and two apartment buildings of 64 units each.

Construction of more apartments is, of course, possible, but would require significant infrastructure improvements. A left turn lane at the Acadia Drive with Park Street intersection is warranted by present traffic conditions, and a lane remains warranted in any of the development scenarios.

Construction of the Donald E Hiltz connector will preclude further major infrastructure improvements for the proposed development.

There were a significant number of pedestrians, both adult and children, walking on the south leg of both the Duncan Avenue and Palmeto Avenue intersections; fewer on Acadia Drive. As there are no sidewalks, most pedestrians walked on the grassed shoulder of the street, although a few did walk on the pavement, as they doubtless have to do in winter.

Based on this study it is evident that *Brisson Developments Ltd.'s* planned development of the R-1 and R-2 units and two apartment buildings will not require any further infrastructure improvements other than the eventual construction of a left turn lane as the project develops.

Construction of the remaining three apartment buildings should be delayed until after the Donald E Hiltz Connector is constructed.

The 'new' section of Acadia Drive being built to facilitate this development, and ultimately to provide a connection for the entire area to the Donald E. Hiltz Connector should be provided with sidewalks.

February 22, 2023

Town of Kentville

354 Main Street

Kentville, NS B4N 1K6

Attention: Kirsten Duncan, Planner

RE: MacDougall Heights – Stormwater Management

DP Project #: 22-151

MacDougall Heights, located off Acadia Drive in Kentville, NS, is a proposed residential development that is within the Town limits and will be fully serviced with sewer, water, and a piped storm drainage system. The total site is approximately 42 acres and there is a natural watercourse on the southwest corner and a storm drainage pipe on Acadia Drive. The proposed development includes single family homes, R2 homes, and multi-unit apartment buildings (see attached concept plan).

The Nova Scotia Provincial regulations require that when developing land with storm sewers, the post development storm drainage flows for both the 1 in 5 year storm and the 1 in 100 year storm must be balanced with the pre-development flows. This is because when land is changed from forest to urban surfaces such as roofs, lawns, roads, and driveways the stormwater flows increase dramatically due to the reduced infiltration and depression storage. To balance the pre and post development flows on site, storage is typically used in the form of stormwater detention ponds or underground storage such as oversized pipes.

For this project, we confirm that when the detail design is done, we will incorporate on site storage to balance the pre-and post development flows.

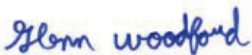
Our team of engineers and technicians at DesignPoint are very familiar with the Nova Scotia Department of Environment and Climate Change (NSECC) regulations for stormwater and we can confirm that this site can have the storm drainage system design with balancing of pre and post development flows using on site storage.

During the detail design we will prepare the storm drainage analysis to calculate pre and post development flows along with design of the stormwater storage facilities required.

If you have any questions or require additional information, please feel free to contact us.

Thank you,

DesignPoint Engineering & Surveying Ltd.



Glenn Woodford, P.Eng.

Senior Civil Engineer & Principal

GSW/alc

Enclosures: Concept Plan

Date: February 22, 2023

Town of Kentville

354 Main Street,
Kentville, NS B4N 1K6

Attention: David Bell, P.Eng. – Director of Engineering & Public Works (dbell@kentville.ca)

Cc: Chrystal Fuller (chrystal@brighterplanning.ca)

Mitch Brison (mbrison@eastlink.ca)

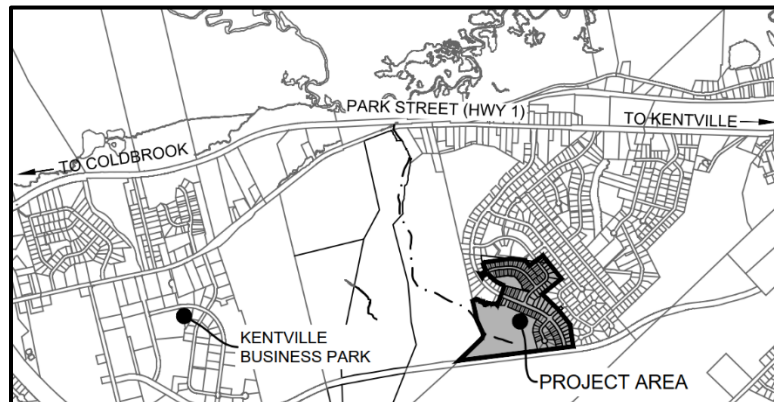
RE: MacDougall Heights

DesignPoint Project #: 22-151

Introduction

To support the rezoning of PID: 55247761 located at the end of Acadia Drive in Kentville, Nova Scotia; DesignPoint Engineering & Surveying Limited has prepared the following report for the existing sanitary sewer's capacity downstream of the proposed development.

The proposed development involves the construction of 4 multi-unit buildings with a total of 256 units and 144 detached homes. The development is approximately 43 acres. The site is anticipated to drain by gravity to the existing sanitary sewer on Acadia Drive before connecting to the sanitary main on Park Street (Highway 1). The existing pipes within Acadia Drive are 200 mm in diameter before reaching Highway 1, as shown in the attached Downstream Wastewater Capacity Analysis.



Wastewater Servicing

Using record drawings provided by the Town of Kentville and field measurements the downstream study area was identified and is shown on the attached drawing. The existing sanitary sewer has not been inspected by CCTV and this analysis assumes that the existing sewer pipes are in working condition. The attached table use the following criteria to evaluate the projected sewage flows from the proposed development:

The Town of Kentville Subdivision Bylaw (2002) have been referenced, unless otherwise specified:

- Sewage generation rate 340 L/day/cap;
- Infiltration and inflow allowance of 12 m³/day/ha (0.14 L/s/ha);
- Peaking based on Harmon Peaking Factor; and
- Total area for sewage calculation of 46.04 ha (113.8 acres);

Based on the calculations completed for this development using unit counts from the latest plan, the estimated percent full for the existing pipe system reviewed including the proposed development range from 13% to 102% as shown in the attached table. Upgrades to the existing wastewater system analyzed will be needed to convey the full flow from the proposed development. The upgrades to the existing system required are between manholes MH4- MH1 (Acadia Drive). These pipes however do not need to be upgraded at the beginning of the project. The existing pipe system has the capacity for an additional 16.6 L/s before reaching maximum capacity. The existing sanitary sewer system has capacity to accommodate 210 multi-unit dwellings and 144 detached homes before upgrades are required.

Closing

We trust this information is satisfactory. Please feel free to contact us should you have any questions.

Thank you,

DesignPoint Engineering & Surveying Ltd.



Glenn Woodford, P.Eng.
Senior Engineer

Enclosures (2): Wastewater System Review Table; Downstream Sanitary System Analysis (SA-01)

TO: Council Advisory Committee

SUBMITTED BY: Chief Administrative Officer Dan Troke

DATE: March 13, 2023

SUBJECT: Proposed Bylaw – Urban Forest Management

ORIGIN

In 2022 the Town completed an assessment which quantified and modeled greenhouse gases to identify the most significant sources of emissions. The Town of Kentville is committed reducing greenhouse gas emissions which contribute to climate change and is creating a strategy to reduce emissions. Although this work is important, it is also important to maintain the natural infrastructure which removes greenhouse gases from the atmosphere every day, at no cost to the Town: this natural infrastructure is trees – the Urban Forest.

“Urban forests benefit us socially, environmentally, and economically” (Tree Canada). There is much research¹ to support the care and maintenance of urban trees. For example, a healthy urban forest contributes to:

- Increased physical activity by providing a comfortable space for physical activity;
- Reduced stress, heart rate and blood pressure, incidence of obesity and asthma;
- Increased social interaction and sense of community;
- Reduced heat island effect during summers;
- Reduced energy costs of adjacent buildings;
- Improved water filtration and improved stormwater runoff;
- Added value for every dollar spent on maintaining them;
- Increased property values;
- Improved visitors’ impressions of the Town.

The stewardship of trees on Town property is an investment in all of the above and more. The foundation of urban forest stewardship is a bylaw to support long-living, healthy trees within town limits.

BACKGROUND

Currently the Town of Kentville has an outdated inventory of public trees, and this inventory is being maintained annually by summer students and summer interns, and by staff, when budgets allow. In addition to maintaining a database of known trees and their species, age, diameter, condition and status, a bylaw is needed to give residents a clear outline of how public trees are maintained by the Town.

Given the ongoing expansion of invasive species which destroy tree such as elms (Dutch Elm disease), hemlocks (Woolly Adelgid) and ash (Emerald Ash Borer), staff have been more actively

¹ Tree Canada: Benefits of Urban Forests. Accessed March 18, 2021. [Link](#).

involved in discussions with regional and provincial experts on forest stewardship. Staff are implementing best practices for the Gorge, Ravine, Miners Marsh, the Harvest Moon Trail, to support a long term, healthy, urban forest of public trees in parks, on trails, and along roads, easements, and in the downtown.

DISCUSSION

Halifax has a Bylaw Respecting Trees and this was used as the foundation for the attached Urban Forest on Public Lands Bylaw for the Town of Kentville. Halifax maintains 190,000 public trees, and plants 1500 to 2000 trees annually, which accounts for more than \$2,000,000 in their annual budget². The Town of Truro has an active Tree Committee which “oversees the management of the community’s urban forest resource, and forested watershed lands, on behalf of Truro Town Council and their citizens.” The Tree committee is made up of six citizen volunteers; the Director of Public Works; a member of Town Council, and a full time Urban Forestry Coordinator employed by the Town, as dictated by the Town’s Tree Policy³. The Town of New Glasgow also has a Tree Committee Bylaw⁴.

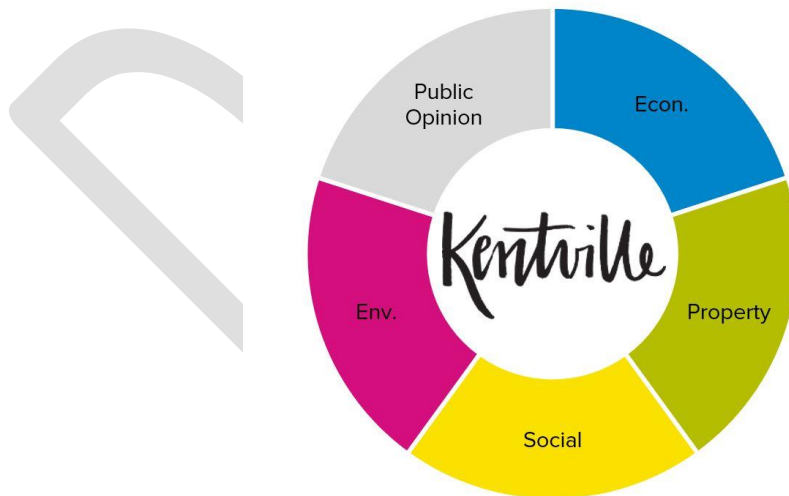
ATTACHMENT

Proposed draft, Urban Forest on Public Lands Bylaw

RECOMMENDATION

That Council review and adopt the attached Urban Forest on Public Lands Bylaw.

Town of Kentville Decision Wheel:



² Halifax Budget Document, 2019-2020. Page J18, R845. [Link](#).

³ Town of Truro Tree Policy. [Link](#).

⁴ Town of New Glasgow Tree Committee Bylaw. [Link](#).

TOWN OF KENTVILLE BY-LAW CHAPTER X

URBAN FOREST



1.0 PURPOSE

This By-Law shall be known as By-Law Number X and may be cited as the Urban Forest By-Law.

2.0 DEFINITIONS

- 2.1 “Abutter” means the owner, lessee, or occupier of any premises or lot in the Town which abuts a street or any other Town property;
- 2.2 “Applicant” means the person or persons making an application to the Town of Kentville for a Tree Permit;
- 2.3 “Barrier” includes any fence, box, frame, guard or other device placed on, around or near a tree for the purpose of protecting it from injury or harm;
- 2.4 “Core Area” means that portion of the Town of Kentville for which the Town has assumed responsibility for maintenance of public streets;
- 2.5 “Contractor” includes the person in charge of a construction project and includes the person who applied for any permit related to the said construction;
- 2.6 “Council” means the Council of the Town of Kentville;
- 2.7 “Deposit” means a sum of money placed or kept in a bank account with the town, for the purpose of securing payment for a service
- 2.8 “Director” means the Director of Parks and Recreation or their designate;
- 2.9 “Engineer” means the Engineer of the Town of Kentville and includes a person acting under the supervision and direction of the Engineer;
- 2.10 “Public Land” means any park, street, highway, and any other land owned, leased, or controlled by the Town of Kentville;
- 2.11 “Public Tree” means a tree of which the majority of the trunk is on public land within the Town;
- 2.12 “Qualified Persons” shall be determined by the Director or his/her designate as those persons qualified to work on public trees;
- 2.13 “Town” means the Town of Kentville;
- 2.14 “Tree” includes a tree, bush, shrub or hedge
- 2.15 “Utility” includes any corporation that provides water, electric power, telecommunication services, natural gas or other gas intended for use as fuel;

3.0 SCOPE

This bylaw applies to Public Trees on Public Land.

4.0 BY-LAW

Tree Permit

- 4.1 No person shall do or cause or permit any of the following (Municipal Government Act, 3 (cc)) without first obtaining written consent or permission from the Director, through an application (Schedule A):
- 4.1.1 take down, remove, spray, fertilize, disturb, or cut below ground any public tree;
 - 4.1.2 deposit, place or store on public land any material that may impede the free passage of water, air or other nutrients to the roots of any public tree;
 - 4.1.3 mark, break, remove bark from or deface any public tree;
 - 4.1.4 fasten any sign, bill, notice, wire, rope, nail, or other thing to or around any public tree;
 - 4.1.5 cause or permit any gas, liquid or solid which is harmful to trees to come into contact with a public tree;
 - 4.1.6 damage any public tree by fire;
 - 4.1.7 change any grade or alter a drainage pattern in a manner which may interfere with access to water, air or other nutrients by public trees;
 - 4.1.8 attach or lean anything to or against a public tree in conjunction with a construction project;
 - 4.1.9 remove or otherwise interfere with a barrier designed to protect a public tree;
 - 4.1.10 close, cover, obstruct, or otherwise interfere with any open space within a public tree barrier;
 - 4.1.11 excavate or disturb the soil within the drip line of any public tree;
 - 4.1.12 permit any electric current to come into contact with a public tree; or
 - 4.1.13 plant a tree or shrub on public land.

Revocation of Permits

- 4.2 The Director may cancel, revoke or suspend any permission where there is a violation of this By-Law and any condition of any permission issued under the authority of this By-Law;

Appeal Procedure

- 4.3 Any person who has been refused permission or whose permit has been revoked pursuant to the exercise of any discretion by the Director may appeal to the Chief Administrative Officer;
- 4.4 All appeals shall be in writing, in the form of a notice, and given to the Chief Administrative Officer within 15 days of the refusal or revocation and shall clearly state the grounds for the appeal;
- 4.5 The Chief Administrative Officer shall choose to:
- 4.5.1 hear the appeal at a time and place as it determines, and may confirm the refusal or revocation by the Director or;
 - 4.5.2 direct the immediate issuance or re-issuance of the permission by the Director.

Penalty

4.6 Every person who violates or fails to comply with any of the provisions of this By-Law or the conditions of any permit or order issued under this By-Law is guilty of an offence and is liable on summary conviction to a penalty of not less than \$100.00 and not exceeding \$5,000.00, or in default of payment, to imprisonment for a term not exceeding six months. Each day that the offence continues constitutes a fresh offence.

5.0 ASSOCIATED DOCUMENTS

Schedule A: Application for a Change to a Public Tree

6.0 CLERK’S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

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

I certify that this Bylaw – Chapter X - A Bylaw Urban Forest on Public Lands was adopted by Council and published as indicated above.

Dan Troke, Clerk

Date

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

Schedule A: Application to Remove or Alter a Public Tree

Step 1: Resident submits written request to the Town of Kentville of the proposed activity.

Step 2: Town staff review application.

- a. Staff denies application, and provides feedback to applicant, or
- b. Staff sends the application to an arborist for assessment prior to approval

Step 3: Arborist provides an assessment and estimate of proposed work. If the arborist deems it necessary to remove tree(s), and if the arborist needs to access private property to remove tree, the arborist schedules a date and time with the applicant for tree removal. If arborist does not deem it necessary to remove tree(s), application will be denied.

Application:

Name: _____ Date: _____

Address or location of tree:

Proposed removal or alteration to this tree:

Justification for removal or alteration:

Name:	Councilor Andrew Zebian		
Date:	March 2/23	Date Submitted to CAO:	March 2/23

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

Detail	Synopsis				
Decision Requested:	I would like to discuss Policy G21				
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input checked="" type="checkbox"/>
Strategic Implication: with Dashboard	Current <input type="checkbox"/>		Short Term <input type="checkbox"/>		Long Term <input checked="" type="checkbox"/>
Budget:	Yes <input checked="" type="checkbox"/>	No <input checked="" type="checkbox"/>	Policy:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Desired Outcome:	I would like to review Policy G21 and make changes to this policy.				
Recommendation:					

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	At the February 27 th , 2023 Council Meeting, Mayor Snow said that typically the Mayor and 2 Councilors could travel to the FCM (Federation of Canadian Municipalities). A poll was conducted and at the time, the following members said they would be attending this conference; Mayor Snow, Deputy Mayor Catherine Savage and Councilor Paula Huntley. The language in Policy G21 (see Policy G21 attached) states that the Mayor and CAO will be given the opportunity to attend and encouraged to attend this

conference annually. Policy G21 further reads that a maximum of 3 Councillors can attend annually.

Further to that, at the September 26th, 2022 Council Meeting, Council agreed to incur costs for Councilor Huntley, specifically, who applied to sit on FCM standing Committees. Council (with the exception of Councilor Zebian and Councilor Maxwell) voted to incur all costs related to Councilor Huntley's travel to FCM Conferences during her time as a member on FCM Committee (multiple trips per year). See the meeting minutes of the September 26th, 2022 meeting attached stating the Town would incur travel costs associated with Councilor Huntley and the FCM Committee.

I have reached out to other Towns, similar in size to Kentville and many do not send any members and some felt that it was a trip filled with perks, rather than a trip that provided a lot of value to their Town/Municipality. I also reached out to a few larger units and many also do not partake in the FCM Conference. As for applying for grants through FCM, you do not have to attend this conference to be eligible for grants. (see attached FCM GRANTS, many of these units do NOT send any members of their Council to the FCM Conference and they still received grant funding).

In conclusion, this means that potentially 6 bodies from the Town of Kentville could be attending FCM. These conferences are in a different province annually. This year it is in Toronto and last year it was in Regina. The Conference Fee itself this year is \$1,161 if you book your seat before April 21 and after that, it is \$1,365. This fee is per person and this is just the cost to attend. You will also have to account for other costs including but not limited to, airfare, accommodations, and meals. The cost per person to attend could potentially be quite a large number and very expensive to Kentville tax payers.

I would also like to note that this FCM Conference always coincides with Apple Blossom Weekend and we are the Shire Town. If the Mayor and Deputy Mayor attend, who will represent the Town? I believe it is a mistake for the Mayor and the Town to not attend this great event.

Since Councilor Huntley is already attending FCM Conference and this will incur costs to the Town, I believe that we should limit the FCM travel to one member of Council. This is not to say that other members of Council or the

	<p>CAO cannot attend. It is only to say that if they choose to attend, the costs would NOT be incurred by the Town of Kentville. Also, this Conference</p> <p>I would move that we review POLICY G21 prior to the FCM May 2023 Conference and that one member of Council has the opportunity to attend the the FCM Conference annually and that this member may or may not be the Mayor and that if more than 1 member wishes to partake in this trip, the names will be drawn from a hat. It is preferred, that a different member attend each year and if more than one person wishes to attend, anyone who previously attended will not be able to put their name forward. The member who is selected to go must return with a detailed report and prepare a presentation during a Council meeting, to Council and the Public, their findings from FCM so Council and the Citizens can see the value in the travel expenses incurred to the Town.</p>
Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	



TOWN OF KENTVILLE POLICY STATEMENT G21 FCM CONFERENCE ATTENDANCE

1.0 PURPOSE

To provide a procedure, under which the Town of Kentville will be properly represented at this conference, and to allow a fair schedule for attendance by the Mayor, Council members and the CAO.

2.0 DEFINITIONS

The Annual Federation of Canadian Municipalities' Conference is nationally recognized as a valuable opportunity for the sharing of information and for networking. The location of this event is scheduled on a rotating basis - from the West coast, to central Canada, to the East Coast.

3.0 SCOPE

The Annual Federation of Canadian Municipalities' Conference is nationally recognized as a valuable opportunity for the sharing of information and for networking. The location of this event is scheduled on a rotating basis - from the West coast, to central Canada, to the East Coast.

4.0 PROCEDURES

The CAO and the Mayor will be given the opportunity, and will be encouraged, to attend the annual conference of the Federation of Canadian Municipalities each year.

Each Councilor will be given the opportunity to attend a conference during the duration of his/her term of office in council. (4 years)

A schedule will be established for attendance, and a maximum of 3 Councilors will be eligible to attend each year.

The exception to the number of Councilors permitted to attend, will be that if the conference is held in the Maritime Provinces, in which case additional representatives may be eligible to attend.

If a Councilor is unable to attend his or her scheduled conference, he or she will be eligible for a future conference, only if a vacancy allows.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: February 14, 2001
January 2017. Reformatted



CAO Mark Phillips

Name:	Cathy Maxwell		
Date:	March 8/23	Date Submitted to CAO:	March 9/23

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

Detail	Synopsis			
Decision Requested:	That the CAO direct staff to develop a sheet addressing several definitions that this council uses regularly but sometimes in the wrong context.			
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>
	<p>It became obvious at the Feb 28/23 meeting that several terms used by Council members were not fully understood. At the 1:36 mark Deputy Mayor calls a point of order on Councilor Zebian because she objected to what he was saying, in fact this should have been a point of privilege. At approximately 21:30 Councilor Yorke calls Councilor Zebian on a Conflict of Interest which was taken; however, he clearly has no Conflict in this instance. As well at 1:38.56 there was disagreement between Laying on the Table and Postponement, and we have also had disagreement and confusion over Consensus and Consent beginning at the 1:00 mark and continuing to the 58.06 where the Mayor indicates she meant to say consent. Unless we are all on the same page with these terms serious actions could be taken by mistake – for example removing a councilor on a point of order when it really should be a point of privilege and thus no removal should be taken.</p> <p>Please note these times on the video were taken from my cell phone and not the computer.</p>			
Strategic Implication: with Dashboard	Current <input checked="" type="checkbox"/>		Short Term <input checked="" type="checkbox"/>	
	Long Term <input checked="" type="checkbox"/>			
Budget:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Policy:	Yes <input type="checkbox"/>
	No <input type="checkbox"/>			
Desired Outcome:	All councilors on the same page with frequently used terms.			
Recommendation:	I move that we direct the CAO to have staff develop a simple sheet of definitions frequently used during meetings including the ones in bold mentioned in the RFD.			

Request for Decision – CAO Initial Review

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