



# TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE April 11, 2023 AGENDA

6:00 p.m.

1. LAND ACKNOWLEDGEMENT
2. CALL MEETING TO ORDER AND ROLL CALL
3. APPROVAL OF THE AGENDA
4. APPROVAL OF THE MINUTES
  - (a) Council Advisory Committee, March 13, 2023
5. PRESENTATIONS
  - (a) Annapolis Valley Regional Library – New ED Julia Merritt
  - (b) Community Suppers, VCLA – Judy Lipp
6. DEPARTMENT REPORTS AND RECOMMENDATIONS
  - (a) Finance
    1. Director’s Report
  - (b) Planning and Development
    1. Staff Report
    - 2.—Proposed change to the Land Use Bylaw
    3. Rezoning Application Update
  - (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. Communications Team, Live-Streaming Memo**

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

- (a) Committees of Council Policy Revision**
- (b) Heritage Committee Council Appointment**

**8. CORRESPONDENCE**

- (a) None**

**9. NEW BUSINESS**

- (a) Physician Community Navigation Annual Report**
- (b) Kentville Volunteer Fire Service Area Rate**
- (c) Request for Decision – Amenity Space**
- (d) Request for Decision – Kentville Recreation Complex**
- (e) Request for Warranty Deed Amendment**

**10. PUBLIC COMMENTS**

**11. IN-CAMERA**

**12. ADJOURNMENT**



# DRAFT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: March 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
- Craig Langille, Manager of Parks and Recreation Facilities
- David Bell, Director of Engineering
- Jim Butler, Chief of Police
- Kirsten Duncan, Planning Technician
- Jason Bethune, Technology
- Geoff Muttart, Solicitor

**REGRETS**

None.

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

**2. APPROVAL OF THE AGENDA**

**It was moved that the agenda for the Council Advisory Committee meeting of March 13, 2023 be approved.**

**MOTION CARRIED**

**3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, Meeting Minutes, February 13, 2023.

*CAC Minutes – March 13, 2023*  
*Pending Approval*  
*Page 1*

# DRAFT

**It was moved that the minutes from the Council Advisory Committee meeting held on February 13, 2023 be approved with an amendment on page 4.**

**MOTION CARRIED**

(b) Council Advisory Committee, Capital Plan Presentation, Meeting Minutes, February 21, 2023.

**It was moved that the minutes from the Council Advisory Committee meeting held on February 21, 2023 be approved.**

**MOTION CARRIED**

**4. PRESENTATIONS**

**(a) Mentoring Plus Strategy**

Executive Director Gordon Michaels gave a presentation on the ongoing progress of the Mentoring Plus Strategy. The program has a focus on knowledge sharing between retired persons and youth entering the workforce to reduce social isolation among seniors.

*Presentation available*

**(b) Homeless No More Data Report**

Alisha Christie gave a presentation on the community-based service-based count on homelessness. The research presented was based on West Hants to Digby, with a focus on Kings County and Kentville.

*Presentation available*

**5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

**(a) Finance**

**(1) Directors Report and Projection Report**

CAO Troke presented the report for the period ending February 28, 2023. To this date, overall revenue exceeds the benchmark (95.2%) at 91.7% and overall expenditures are slightly above the benchmark at 93.4%. The projected surplus is \$64,300 due to additional spending, but this will come from reserves after March 31. The Town also received a bill from streetlights from Nova Scotia Power for around \$30,000 and a bill for police dispatch from 21-22 for around \$21,000.

*See report for more information.*

Discussion:

- Council requested clarity on the increased expenses in the General Administration – Administration budget.

# DRAFT

- (2) Withdrawal, Sanitary Sewer Depreciation Reserve**  
CAO Troke presented a request from the finance department that \$20,952.56 be withdrawn from the Sanitary Sewer Depreciation Reserve to support necessary equipment for the Braeside and MacDonald subdivision repair work.

*See report for more information.*

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

**That Council Advisory Committee recommend**  
To the March 27, 2023 meeting of Council

**That Council approve a withdrawal of \$20,952.56 from the Town of Kentville Sanitary Sewer Depreciation Reserve.**

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

- (3) Withdrawal, Capital Reserve**  
CAO Troke presented a request from the finance department that \$86,181.34 be withdrawn from the Capital Reserve to support necessary equipment for Recreation, Transportation and Economic Development.

*See report for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

**That Council Advisory Committee recommend**  
To the March 27, 2023 meeting of Council

**That Council approve a withdrawal of \$86,181.34 from the Town of Kentville Capital Reserve – General Allocation.**

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

- (4) Blanket Withdrawal, Operating Reserve**  
CAO Troke presented a request from the finance department that Council pre-approve a blanket resolution for a possible withdrawal from the Town’s Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2023.

*See report for more information.*

# DRAFT

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

**That Council Advisory Committee recommend**

To the March 27, 2023 meeting of Council

**That Council 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.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Planning and Development**

**(1) Department Report**

CAO Troke presented the planning report for February 2023. Highlights included a building valuation of \$713,014 for the year thus far, tourism marketing, inquiries about starting a business, the Visitor Information Centre, and the return of the Multicultural Festival. Staff gave an update on the development of the Enqore development project.

*See report for more information.*

**(c) Parks and Recreation**

**(1) Director’s Report**

Director Bedingfield presented her report for February 2023. Some of the highlights included Homeless No Mare meetings, bookings at the arena, trail grooming, and bookings at the Recreation Centre.

*See report for more information.*

Discussion

- Council requested clarity about a deficit in the Recreation operating budget from \$500 to \$8,000 for professional fees.

**(d) Police Report**

**(1) Chief’s Report**

Police Chief Jim Butler 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.*

# DRAFT

**(e) Engineering and Public Works**

**(1) Director’s Report**

Director Bell submitted his report for February 2023. Some of the highlights included water breaks, equipment upgrades, and Canaan Avenue. Council is interested in more reflective material to mark crosswalks.

*See report for more information.*

**(f) Administration**

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

CAO Dan Troke submitted his report for February 2023. Highlights included the approval of the Property Assessed Clean Energy funding application, update on the incoming Director of Finance, and discussions about the regional recreation facility. The CAO updated Council on the tidal power project- which was declined by the Federation of Canadian Municipalities. The CAO also described some changes to promotions for events.

*See report for more information.*

Discussion

- Council requested more information about changes in funding for the Apple Blossom Festival.
- Confirmation for a CAC meeting on March 21 will be made by March 15.

**(2) Mentoring Plus Strategy Annual Report**

CAO Dan Troke reviewed the report from the Mentoring Plus Strategy.

*See report for more information.*

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

**(a) Kentville Business Community Funding Agreement**

CAO Troke reviewed the updated KBC funding agreement and the changes presented in this new version. This document will provide stable and predictable funding for this organization.

*See report for more information.*

Discussion

- Council asked staff to provide a breakdown of façade funding spending.

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

**That Council Advisory Committee recommend**

# DRAFT

To the March 27, 2023 meeting of Council

**That Council approve the three-year Kentville Business Community funding agreement as detailed in the attached funding agreement  
And further, annual funding amounts will be established at the meeting of Council.**

Amendment:  
It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

**In years that the assessment is flat, there would be no 2.5% increase to the contribution in that year.**

**AMENDMENT FAILED**

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

Amendment:  
It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

**That the KDCL agreement be modified to be an annual agreement.**

**AMENDMENT FAILED**

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

**MOTION CARRIED**

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

- (b) Regional Recreational Centre Feasibility Study**  
CAO Troke presented an update on the feasibility study for a regional recreational facility.

*See report for more information.*

**7. CORRESPONDENCE**

- (a) None.**

**8. NEW BUSINESS**

- (a) Application for Land Use Bylaw Zoning Map Amendment**

*CAC Minutes – March 13, 2023  
Pending Approval  
Page 6*

# DRAFT

CAO Troke reviewed the application for rezoning on behalf of the property owner Mitch Brison for the subject property near Acadia Drive and MacDonald Park Road. CAO Troke also gave an outline of the process moving forward to review and consider approval of the proposal.

*See report for more information.*

### Discussion

- Council asked if there will be an entrance onto this property from MacDonald Park Road?
- Council asked if there could be more R1 lots abutting the exiting single use dwellings to make a better transition?
- Council would like more information about the net zero stormwater management system.
- Council would like to know the timeline on gradual density increase.
- Council asked about the use of development agreements (D.A.s) for controlling larger dwellings in this proposal.
- Council asked to find out if there are any outstanding work or commitments from when the original lots were sold.
- Council wants to know how to hold the development accountable for items like construction of sidewalks.
- Clarification of “proposed R4 zone” on the land use map is no longer relevant.
- Council would like more information about impact of this development on schools.
- Council asked if there can be a plan for when residents have concerns about water or stormwater, and that they not be directed to contact the developer.
  
- Consent was obtained to change the motion to the second recommendation in the staff report, in order to provide alternate direction and additional information.

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

**That Council Advisory Committee recommend**

**That Council return this document to staff to provide alternative direction.**

**MOTION CARRIED**

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

### **(b) Urban Forest Bylaw**

# DRAFT

CAO Troke presented a draft Urban Forest Bylaw which will help with the management of mature trees on public property within town limits. Council was asked to provide feedback about this bylaw.

*See report for more information.*

**(c) Request for Decision – Policy G21**

Councillor Andrew Zebian presented his concerns with Policy Statement G21, Federation of Canadian Municipalities Conference Attendance. Specifically, he recommends that Council reduce the number of members attending this conference from 4 to 1.

*See report for more information.*

Discussion

- Councillor Maxwell called a Point of privilege on Deputy Mayor Savage regarding her comment on who follows Councillor Zebian’s Facebook page.

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

**That Council Advisory Committee recommend**

To the March 27, 2023 meeting of Council

**That Council review policy G21 to reduce the number of members who attend the Federation of Canadian Municipalities conference.**

**MOTION FAILED**

*Councillors who voted in favour of this motion:*

*Maxwell and Zebian*

*Councillors who voted against this motion:*

*Gerrard, Huntley, Savage, Snow and Yorke*

**(d) Request for Decision – Definitions**

Councillor Cathy Maxwell presented her concerns around the use of Point of Privilege, Point of Order and Conflict of interest during public meetings. CAO Troke suggested that Council review the orientation package which contained information about parliamentary procedure. The Chair described this RFD as an inappropriate use of the form and did not permit further discussion on the matter.

*See report for more information.*

**9. PUBLIC COMMENTS**

**(a) Dennis Kehoe**

Concerns with the comfort station, especially regarding the process of securing a lease.



# DRAFT

- (b) Sharon Kehoe**  
Concerns with the comfort station and the Chief Administrative Officer.
- (c) Matt Sabeau**  
Concerns about the proposed land use rezoning application.
- (d) Pat Norton**  
Supportive of the 15-minute city concept and hopes that Kentville will adopt this.
- (e) Cate Smith**  
Concerns about professionalism, transparency and integrity in elected officials.
- (f) Leanne Jennings**  
Concerns about the land use bylaw amendment proposal, and the lack of a licensed planner on staff currently and over the past few years.
- (g) Benjamin Cortens**  
Concerns about the land use bylaw amendment proposal.
- (h) Nancy Acker**  
Concerns about stormwater management in the MacDougall Heights neighbourhood. Concerns about responsibility of the town and the developer.

**10. ADJOURNMENT**

There being no further business to discuss,  
**Council Advisory Committee adjourned at 9:29 p.m.**

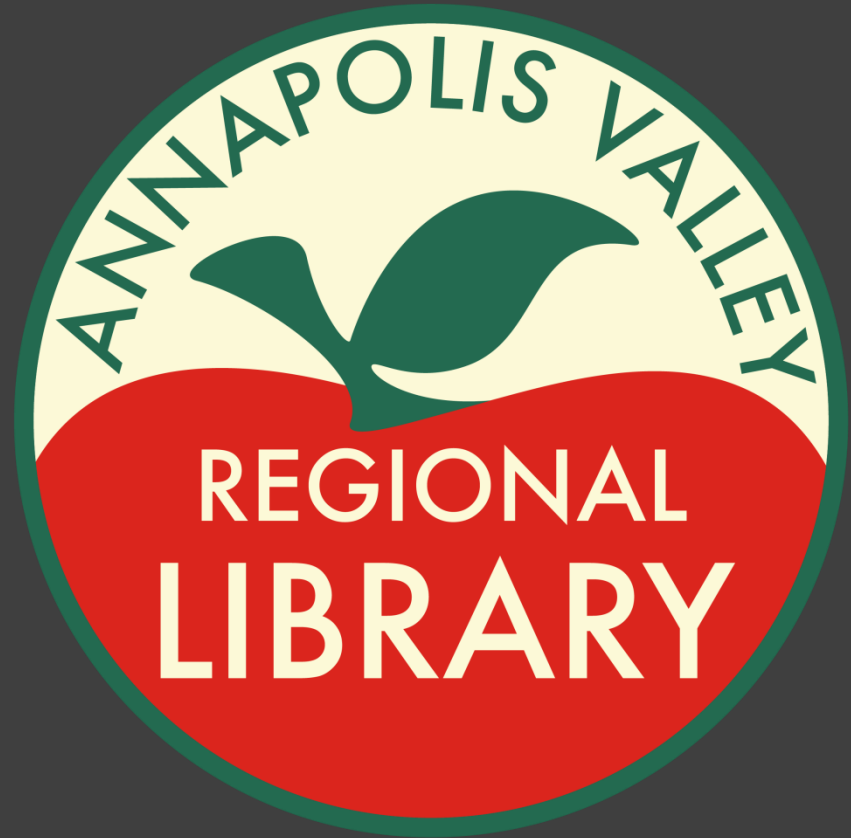
**MOTION CARRIED**

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Minutes Approved by Town Clerk  
Dan Troke

# Annapolis Valley Regional Library

New CEO Introduction &  
2022-23 Update



**Serving just over 103,000  
people in Annapolis County,  
Kings County, and the West  
Hants Regional Municipality.**



**ELEVEN BRANCH  
LIBRARIES**



**DOWNLOADABLE  
EBOOK AND  
AUDIOBOOKS**



**1 PROVINCE  
1 CARD**



# SamePage.

**8**

 Partner Regions

**1,000,000+**

 Items to Borrow

**1**

 Library Card

- Launched April 2022
- Fast service
- Increased breadth and depth of collections
- More effective use of resources
- # of items checked out has increased 44% YTD over 2021-2022



**RENEW**  
YOUR  
CURIOSITY

TRANSIT 250  
Are you following us?  
[www.valleylibrary.ca](http://www.valleylibrary.ca)

**Thank you!**



# KENTVILLE COMMUNITY SUPPERS

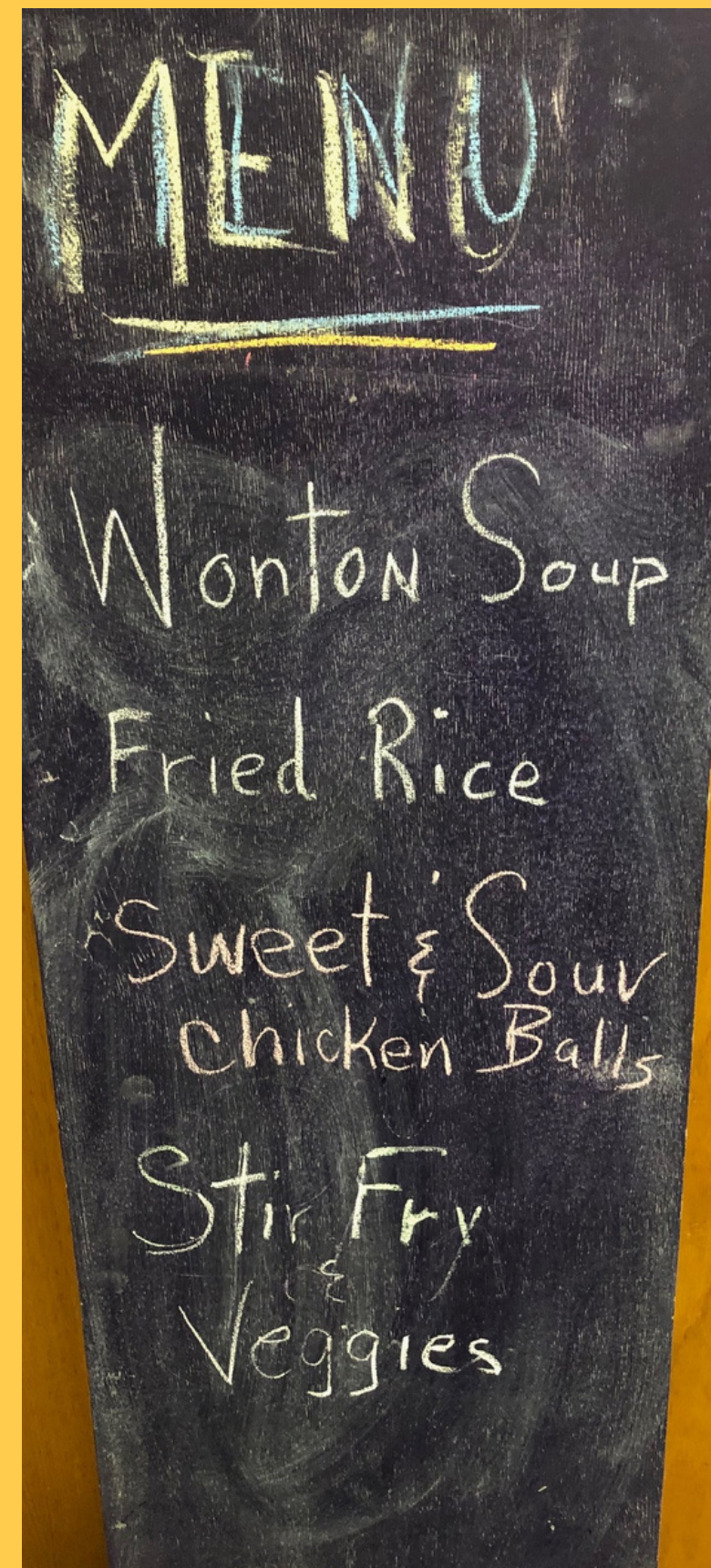






# Community Suppers: a place for everyone...

...where all are welcome, where conversation and connection is fostered, where children are celebrated, seniors venerated and adults validated.





# So much more than a food security program...

A place for:

Meeting friends old and new

Eating healthy, locally sourced food

Sharing culture, ideas and inspiration

Enjoying conversation and relaxing activity

Celebrating and collaborating

Building connections

Growing community



Fostering community connections



# COMMUNITY SUPPERS IN NUMBERS (YEAR 1)

## Weekly participants

On average, but we've served as many as 123 people in one night

72

## No. of cultures represented

Canada, Iran, Mexico, Indonesia, Somalia, Brazil, Germany, China, Hong Kong, Uzbekistan, Vietnam, Syria, India, Ukraine, Nepal, Korea, USA, Greece, Mi'kma'ki, Acadia, Austria

21

## Total people served

Almost 80 people show up every week - people from all walks of life

3389

## No. of weeks operating

We serve every week - starting April 2022 with a short holiday & reno break in Dec.

48

## No of volunteers engaged

From age 5 to 81 each with their own unique contribution: cooking, cleaning, hosting, desserts, art table, music, etc.

53

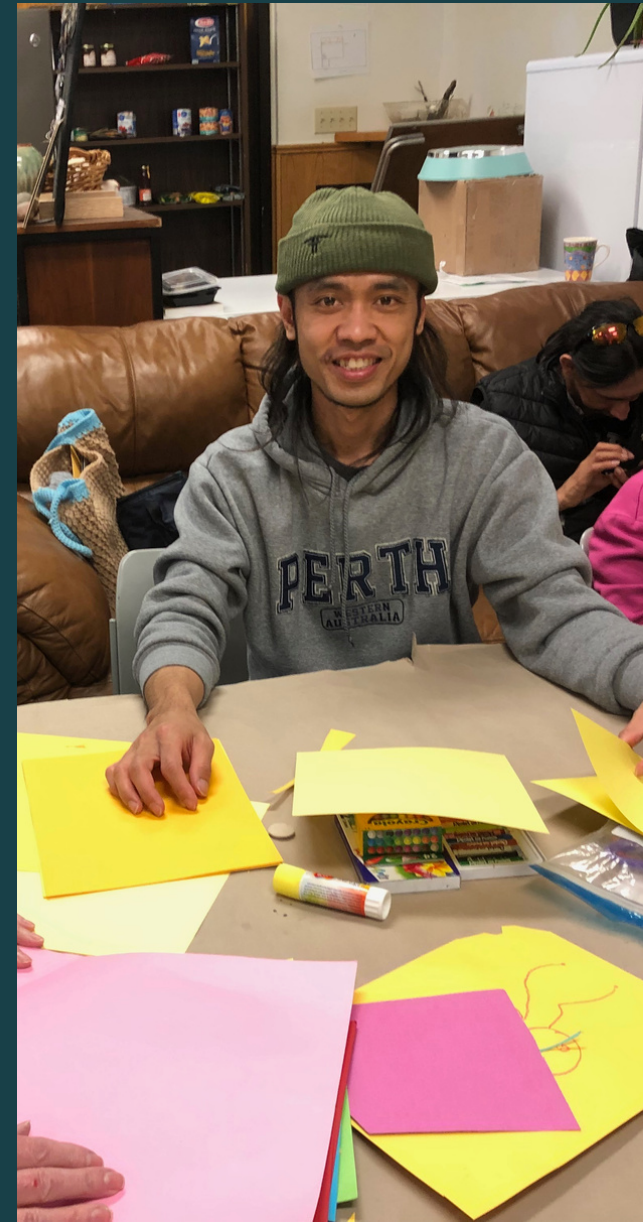
## Total meals prepared

Each week we prepare about 90 meals - surplus feeds VCLA learners

3836

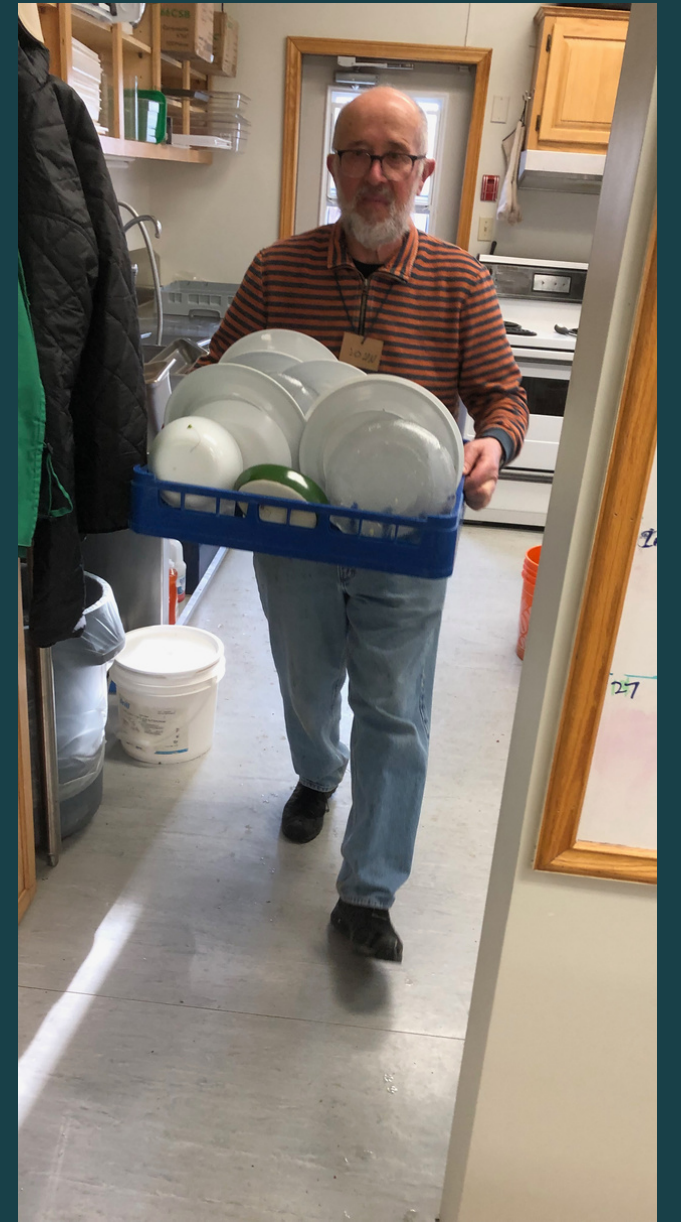
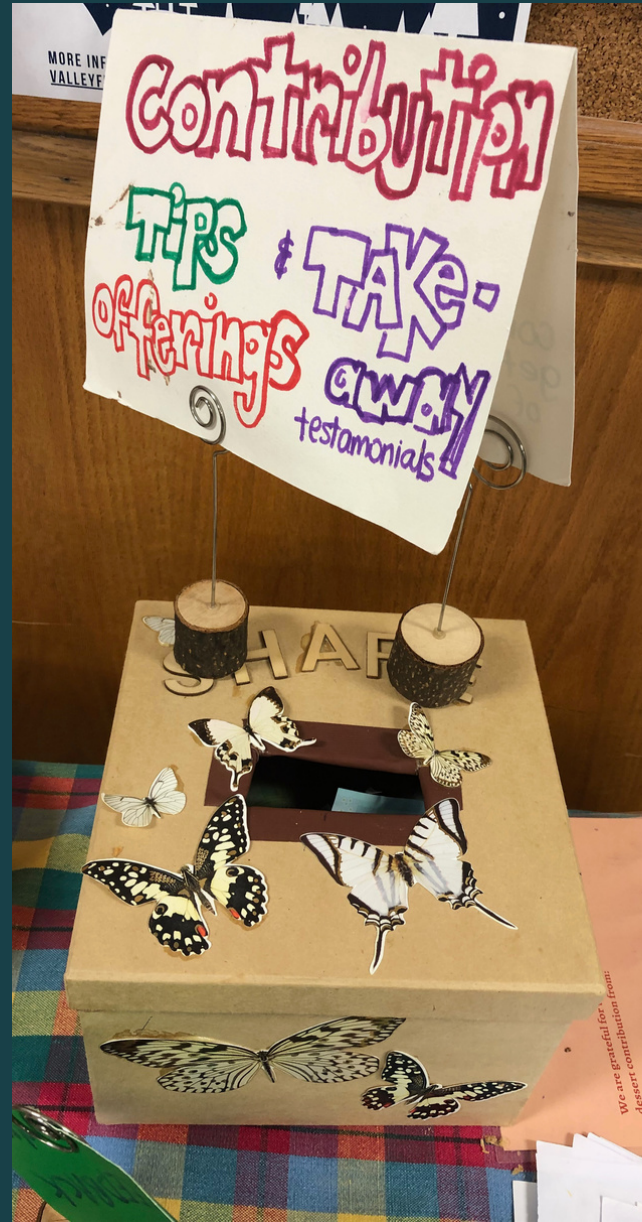






Meet (some of) the makers, givers & doers...



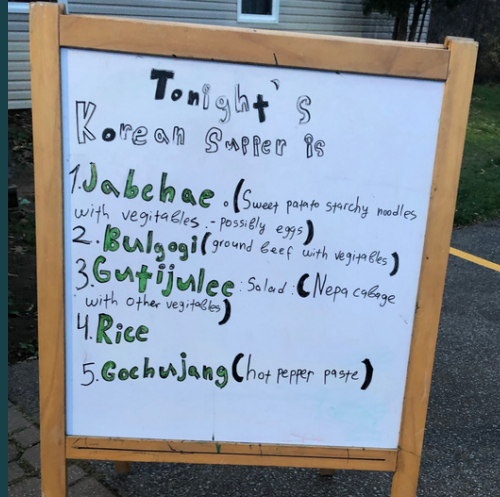


Everyone has something to contribute...



# Culinary cultures represente

Canadian, Brazilian, Chinese, French, German, Greek, Indian, Italian, Korean, Mexican, Persian, Ukrainian, Uzbekistani, Vietnamese



Everyone welcome!

**MENU FOR: MARCH 7**

**HOLI FESTIVAL OF COLOUR**  
HANNA MASALA, BASMATI RICE  
PIE, ROASTED VEG, NAAN

Dessert contributions w



# Sharing food and food traditions...





I want to  
Volunteer *Help*  
call or text  
819-665-6829



Plenty of food  
to go around. Thank  
you cooks! our bellies  
& hearts are very full!

# Everyone is welcome, please join us at Kentville Community Suppers

(every Tuesday from 5 pm at 118 Oakdene Ave - site of the Valley Community Learning Association)







**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**Department of Finance**  
**MARCH 31, 2023**

**Attachments**

- Schedules A & B (Revenue and Expenditures) are included for the month ended March 31, 2023.
- Schedule G - Capital Investment Plan for 2022/2023 is included for the year ended March 31, 2023.

**Analysis**

**Revenue (see Schedule A)**

To March 31, 2023, 100% of the budget should be recorded. Currently, overall revenue marginally exceeds the average at 100.1% recorded.

**Expenditures (see schedule B)**

To date, overall expenditures are slightly under budget at 99.3% expended.

**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, \$2,298,145 (50.6%) has been expended.

This concludes the monthly report from the Finance Department for March 31, 2023.

Respectfully Submitted,

Robin Paish  
Accountant

**TOWN OF KENTVILLE OPERATING FUND**  
**March 31, 2023**

	<b>2022/23</b>	<b>2022/23</b>	<b>%</b>
	<b><u>BUDGET</u></b>	<b><u>ACTUAL</u></b>	<b><u>CONSUMED</u></b>
<b>TAXES (Including Industrial Park)</b>			
Assessable Property	9,983,000	9,978,283	100.0%
Resource	48,800	48,823	100.0%
Economic development	120,300	119,632	99.4%
	<b><u>10,152,100</u></b>	<b><u>10,146,738</u></b>	<b>99.9%</b>
<b>AREA RATES AND FRONTAGES</b>			
Area Rates	661,100	663,900	100.4%
Special Assessments	3,000	2,176	72.5%
	<b><u>664,100</u></b>	<b><u>666,076</u></b>	<b>100.3%</b>
<b>BASED ON REVENUE</b>			
Business property	35,500	34,307	96.6%
<b>TOTAL TAXATION</b>	<b><u>10,851,700</u></b>	<b><u>10,847,121</u></b>	<b>100.0%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and Agencies	387,900	379,258	97.8%
Provincial and Agencies	164,800	174,267	105.7%
	<b><u>552,700</u></b>	<b><u>553,525</u></b>	<b>100.1%</b>
<b>SERVICES PROVIDED</b>			
Provincial government	136,600	126,394	92.5%
Local government - Recreation	93,300	93,837	100.6%
	<b><u>229,900</u></b>	<b><u>220,232</u></b>	
<b>SALES OF SERVICES</b>			
Agencies	<b><u>1,040,900</u></b>	<b><u>1,001,004</u></b>	<b>96.2%</b>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	30,100	45,871	152.4%
Rentals	405,300	352,561	87.0%
Interest and penalties	92,000	214,021	232.6%
Return on investment	630,000	560,000	88.9%
Other	46,400	53,093	114.4%
	<b><u>1,203,800</u></b>	<b><u>1,225,547</u></b>	<b>101.8%</b>
<b>UNCONDITIONAL TRANSFERS-PROVINCE</b>	<b><u>220,900</u></b>	<b><u>232,782</u></b>	<b>105.4%</b>
<b>CONDITIONAL TRANSFERS</b>			
Federal	10,000	18,537	185.4%
Province	160,400	180,703	112.7%
Other	0	5,854	0.0%
	<b><u>170,400</u></b>	<b><u>205,094</u></b>	<b>120.4%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	280,300	280,300	
	<b><u>280,300</u></b>	<b><u>280,300</u></b>	<b>100.0%</b>
<b>TOTAL REVENUE 2022/2023</b>	<b>14,550,600</b>	<b>14,565,604</b>	<b>100.1%</b>

**TOWN OF KENTVILLE OPERATING FUND**  
**March 31, 2023**

	<b>2022/23 BUDGET</b>	<b>2022/23 ACTUAL</b>	<b>% CONSUMED</b>
<b>GENERAL ADMINISTRATION</b>			
Legislative	272,400	258,668	95.0%
General Administration	1,523,700	1,560,999	102.4%
	<u>1,796,100</u>	<u>1,819,667</u>	101.3%
<b>PROTECTIVE SERVICES</b>			
Police - Core program	2,784,400	2,806,960	100.8%
Police - Sales of Service	171,600	128,263	74.7%
Law enforcement	205,600	188,571	91.7%
Fire fighting	861,100	855,729	99.4%
Protective services - debt charge	4,200	4,180	99.5%
Emergency measures & other	143,200	124,808	87.2%
	<u>4,170,100</u>	<u>4,108,510</u>	98.5%
<b>TRANSPORTATION SERVICES</b>			
Common services	1,170,200	1,153,536	98.6%
Road transportation	774,300	869,381	112.3%
Public transit	300,600	283,751	94.4%
Transport - debt charge	51,800	57,436	110.9%
Other transportation	94,000	103,118	109.7%
	<u>2,390,900</u>	<u>2,467,221</u>	103.2%
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	709,200	710,644	100.2%
<b>PUBLIC HEALTH AND WELFARE</b>			
Public health and housing	90,000	(10,151)	-11.3%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	240,200	182,180	75.8%
Other community development	442,300	457,523	103.4%
	<u>682,500</u>	<u>639,703</u>	93.7%
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	546,300	546,142	100.0%
-Programmes (net)	163,100	116,325	71.3%
-Facilities	668,000	713,945	106.9%
-Recreation debt charges	29,500	31,870	108.0%
Cultural	134,700	131,858	97.9%
	<u>1,541,600</u>	<u>1,540,139</u>	99.9%
<b>EDUCATION</b>			
	<u>1,622,000</u>	<u>1,623,294</u>	100.1%
<b>FINANCING AND TRANSFERS</b>			
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%
<b>TOTAL EXPENDITURE 2022/2023</b>	<u>14,550,600</u>	<u>14,447,188</u>	99.3%



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
YEAR 2022/23  
SUMMARY**

	<b>2022/2023 BUDGET</b>	<b>2022/2023 ACTUAL</b>
	\$	\$
<b>PROJECTS</b>		
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	279,746
Recreation	926,200	424,765
<b>GRAND TOTAL PROJECTS</b>	<b>4,544,600</b>	<b>2,298,145</b>
<b>FUNDING</b>		
<b>OUTSIDE SOURCES</b>		
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	218,455
	<u>1,143,200</u>	<u>267,505</u>
Capital Contributions		
Contribution	90,000	139,260
Proceeds	4,000	8,500
	<u>94,000</u>	<u>147,760</u>
<b>INTERNAL SOURCES</b>		
<b>CASH</b>		
Cash		<u>200,431</u>
Reserves- restricted		
Gas Tax Funds	976,800	832,286
Own source reserves		
Equipment Capital	50,000	-
Town Capital		
General allocation	688,400	458,177
Recreation	18,000	-
	<u>1,733,200</u>	<u>1,290,462</u>
Operations		
Park fees	5,300	-
Capital from revenue- KPS	66,000	66,000
	<u>71,300</u>	<u>66,000</u>
<b>BORROWING (per budget)</b>	<b>1,502,900</b>	<b>325,987</b>
	<u>1,502,900</u>	<u>325,987</u>
<b>TOTAL FUNDING</b>	<b>4,544,600</b>	<b>2,298,145</b>
	<u>4,544,600</u>	<u>2,298,145</u>

**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
	<b>Transportation</b>		
	<b>Local Roads- Paving Projects</b>		
05-35-71-470	Macdonald Avenue subdivision renewal Streets- \$693,500 Storm sewer- \$283,300	<b>976,800</b>	832,286
			-
			-
	<b>PROJECTS</b>	<b>976,800</b>	<b>832,286</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Gas Tax Interest	1,200	
	Gas Tax Residual-2021-2022	596,900	832,286
	Gas Tax Current- 2022-2023	378,700	
	Reserve- Town Capital		
	<b>TOTAL</b>	<b>976,800</b>	<b>832,286</b>

4/05/23

SCHEDULE G-2

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

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

4/05/23

SCHEDULE G-3

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

GENERAL LEDGER	GENERAL ADMINISTRATION	2022/2023	2022/2023
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	IT- 2022-2023	20,000	3,402
05-35-72-250	Electric vehicle booster stations	-	8,503
	<b>PROJECTS</b>	<b>20,000</b>	<b>11,905</b>
	<b>FUNDING</b>		
	Cash		11,405
	Capital Reserve- General allocation	20,000	500
	Capital contribution-Clean Nova Scotia Foundation		
	Borrowing		-
	<b>TOTAL</b>	<b>20,000</b>	<b>11,905</b>

4/05/23

SCHEDULE G-4

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

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

4/05/23

SCHEDULE G-5

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

GENERAL LEDGER	TRANSPORTATION	2022/2023	2022/2023
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
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	<b>Streets</b>	110,000	150,059
	Burke top lift		-
	Carmen & Alicia curbing		-
			-
	<b>Sidewalks</b>		
05-35-71-500	Park Street & Prospect Street	125,000	21,066
05-35-71-510	Klondyke Street		20,544
	<b>Flood mitigation</b>		
05-35-71-490	Condon Ave & Palmeto Subdivision	55,000	9,640
	<b>Study</b>		
05-35-71-580	Asset management plan- storm sewer	27,500	56,836
	<b>PROJECTS</b>	<b>850,500</b>	<b>467,473</b>
	<b>FUNDING</b>		
	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
	<b>TOTAL</b>	<b>850,500</b>	<b>467,473</b>

4/05/23

SCHEDULE G-6

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

GENERAL LEDGER	PLANNING/ECONOMIC DEVELOPMENT	2022/2023	2022/2023
#	Description	Budget	Actual
	<b>PLANNING</b>		
05-35-75-250	Municipal Flood Line Mapping Project	180,000	218,431
	<b>ECONOMIC DEVELOPMENT</b>		
	<b>Downtown betterments</b>		
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	-
	<b>Beautification</b>		
05-35-75-300	Centre Square Phase 2	12,000	-
05-35-75-260	Public Art displays	15,000	5,800
	<b>Buildings</b>		
05-35-75-200	VIC	30,000	5,584
05-35-75-170	66 Station Lane	20,000	30,404
	<b>PROJECTS</b>	<b>285,000</b>	<b>279,746</b>
	<b>FUNDING</b>		
	Cash		(24)
	Province of Nova Scotia	180,000	218,455
	Capital reserve	105,000	61,315
	Borrowing		
	<b>TOTAL</b>	<b>285,000</b>	<b>279,746</b>

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

GENERAL LEDGER	RECREATION	2022/2023	2022/2023
#	Description	Budget	Actual
05-35-74-300	<b>Soccer</b>	8,000	-
	<b>Green Spaces</b>		
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	34,788
	<b>Arena</b>		-
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	-
	<b>Parks/Playgrounds</b>		
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	386
05-35-73-150	Dog Park	125,000	67,328
05-35-74-700	<b>Recreation Equipment</b>	100,000	115,406
	Trucks - 2		
05-35-72-400	<b>Pool/Splashpad</b>	25,000	27,991
	<b>PROJECTS</b>	<b>926,200</b>	<b>424,765</b>
	<b>FUNDING</b>		
	Cash		42,649
	Proceeds	4,000	
	Town Operating (park fees)	5,300	
	Capital reserve- General allocation	351,400	186,514
	Capital reserve- Recreation	18,000	
	Contributions	-	10,320
	Borrowing	547,500	185,282
	<b>TOTAL</b>	<b>926,200</b>	<b>424,765</b>





# Memo

To: Dan Troke, Chief Administrative Officer

From: Robin Paish, Accountant

Date: April 5, 2023

Re: **PROJECTION REPORT- March 31, 2023**

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The seventh projection report to March 31, 2023 is attached to this memo.

In this report, the Town of Kentville is projecting a deficit position of **\$64,800** (last month \$64,300).

Everything known to date is captured in this report.

# Town of Kentville Operating Fund -22/23

March 31, 2023

Revenue	Budget Amount	Projected	% over (under)
<b>2 TAXES</b>			
Assessable Property	10,813,200	10,810,900	0.0%
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>10,847,700</u>	0.0%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
Federal and Agencies	387,900	379,200	-2.2%
Provincial and Agencies	164,800	174,300	5.8%
	<u>552,700</u>	<u>553,500</u>	0.1%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
Provincial government	136,600	136,600	0.0%
Local government	93,300	93,800	0.5%
	<u>229,900</u>	<u>230,400</u>	0.2%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,040,900</u>	<u>1,069,900</u>	2.8%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	30,100	45,400	50.8%
Rentals	405,300	352,300	-13.1%
Interest	92,000	257,000	179.3%
Return on investment	630,000	560,000	-11.1%
Other	46,400	55,600	19.8%
	<u>1,203,800</u>	<u>1,270,300</u>	5.5%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>220,900</u>	<u>232,700</u>	5.3%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>170,400</u>	<u>210,100</u>	23.3%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	280,300	280,300	0.0%
	<u>280,300</u>	<u>280,300</u>	0.0%
<b>TOTAL REVENUE</b>	<u>14,550,600</u>	<u>14,694,900</u>	1.0%

# Town of Kentville Operating Fund -22/23

March 31, 2023

Expenditures		Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>				
9	Legislative	272,400	261,800	-3.9%
10	General Administration	1,523,700	1,622,600	6.5%
		<u>1,796,100</u>	<u>1,884,400</u>	4.9%
<b>PROTECTIVE SERVICES</b>				
11	Police- Core program	2,784,400	2,875,000	3.3%
11-1	Police- Sales of service	171,600	130,500	-24.0%
11-2	Law enforcement	205,600	196,300	-4.5%
12	Fire protection	861,100	858,500	-0.3%
13	Protective services- debt charge	4,200	4,200	0.0%
13	Emergency measures & other	143,200	132,300	-7.6%
		<u>4,170,100</u>	<u>4,196,800</u>	0.6%
<b>TRANSPORTATION SERVICES</b>				
14	Common services	1,170,200	1,150,600	-1.7%
15	Road transportation	774,300	883,300	14.1%
15	Public transit	300,600	293,200	-2.5%
15	Transport- debt charges	51,800	57,500	11.0%
15	Other transportation	94,000	108,000	14.9%
		<u>2,390,900</u>	<u>2,492,600</u>	4.3%
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
16	Solid waste collection and recycling	709,200	711,600	0.3%
<b>PUBLIC HEALTH</b>				
17	Public health and housing	90,000	86,000	-4.4%
<b>ENVIRONMENTAL DEVELOPMENT</b>				
18	Planning and zoning	240,200	188,200	-21.6%
19	Other community development	442,300	464,500	5.0%
		<u>682,500</u>	<u>652,700</u>	-4.4%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	546,300	553,300	1.3%
21	-Programmes & other	163,100	118,900	-27.1%
22	-Facilities	668,000	725,200	8.6%
22	-Recreation- Debt charges	29,500	32,000	8.5%
22	Cultural	134,700	134,700	0.0%
		<u>1,541,600</u>	<u>1,564,100</u>	1.5%
23	<b>EDUCATION</b>	<u>1,622,000</u>	<u>1,623,300</u>	0.1%
<b>FINANCING AND TRANSFERS</b>				
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%
<b>TOTAL EXPENDITURE</b>		<u>14,550,600</u>	<u>14,759,700</u>	1.4%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>(64,800)</u>	-0.4%

# Town of Kentville Operating Fund -22/23

March 31, 2023

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
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	119,600
	<u>10,813,200</u>	<u>10,810,900</u>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	3,000	2,500
	<u>3,000</u>	<u>2,500</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	35,000	33,700
Assessment Act- Farm property acreage	500	600
	<u>35,500</u>	<u>34,300</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>10,851,700</u>	<u>10,847,700</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(4,000)</u>



# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Revenue	Budget Amount	Projected
<b>PAYMENTS IN LIEU OF TAXES</b>		
<b>Federal Government- R</b>	<u>387,900</u>	<u>379,200</u>
<b>Province</b>		
Province- Research Station R	1,300	1,400
Province- River Street R	34,500	34,500
Province- Cornwallis Street R	3,000	3,000
Province- 77 Cornwallis Street R	<u>126,000</u>	<u>135,400</u>
	<u>164,800</u>	<u>174,300</u>
	<u>552,700</u>	<u>553,500</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>800</u>

# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Revenue	Budget Amount	Projected
<b>SERVICES PROVIDED TO OTHER GOVERNMENTS</b>		
<b>Provincial government</b>		
Protective services-secondment	136,600	136,600
<b>Local government</b>		
Kings County- Recreation	50,000	50,500
Kings County-Cultural	43,300	43,300
	93,300	93,800
	229,900	230,400
<b>OVER BUDGET (UNDER BUDGET)</b>		500

# Town of Kentville Operating Fund -22/23

March 31, 2023

Revenue	Budget Amount	Projected
<b>SALES OF SERVICES</b>		
Own agencies and property owner		
General Administration	140,900	140,900
General Administration- Finance	40,200	40,400
Protection-Police	480,000	481,800
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	-
- Street Sweeper	1,500	1,500
Recreation- capital	-	-
	<b>1,040,900</b>	<b>1,069,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>29,000</b>

Town of Kentville Operating  
Fund -22/23

March 31, 2023

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	200
Police		
Fines- Provincial Court	15,000	26,000
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
	<u>30,100</u>	<u>45,400</u>
<b>Rentals</b>		
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	14,000
Rental- VIA Rail building	1,500	1,100
Rental- Calkin building	-	-
Rental-Lions Club building	6,100	6,400
Recreation		
Tennis court	500	-
Fields	20,000	18,000
Recreation Centre	13,000	14,000
Pool	1,000	800
HUB building	500	-
Arena	323,500	275,000
	<u>405,300</u>	<u>352,300</u>
Interest	92,000	257,000
Return on investments	630,000	560,000
Miscellaneous-General	46,400	53,000
Miscellaneous-Police		100
Miscellaneous- Recreation		2,500
	<u>1,203,800</u>	<u>1,270,300</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>66,500</u>



# Town of Kentville

## Operating Fund -22/23

March 31, 2023

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

# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Revenue	Budget Amount	Projected
<b>CONDITIONAL TRANSFERS</b>		
<b>Federal</b>		
Canada Summer Jobs	-	18,500
Canadian Parks & Recreation Assoc.	10,000	-
	10,000	18,500
<b>Province</b>		
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		
<b>Other</b>		
Trans Canada Trail		
Sport Nova Scotia		5,800
TIANS (re VIC)		4,500
	160,400	191,600
	170,400	210,100
<b>OVER BUDGET (UNDER BUDGET)</b>		39,700

# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>LEGISLATIVE</b>		
<b>Mayor</b>		
Remuneration	49,700	50,600
Expenses	9,100	9,200
<b>Legislative benefits</b>		
CPP	10,800	11,100
Group insurance	6,300	6,400
<b>Council</b>		
Remuneration	164,200	167,300
Expenses	6,300	2,500
Expenses- Gerrard	3,000	1,000
Expenses- Maxwell	3,000	500
Expenses- Savage	3,000	2,100
Expenses-Huntley	6,000	6,000
Expenses-Yorke	3,000	1,200
Expenses- Zebian	3,000	1,000
<b>Other</b>		
Other meeting expenditures	2,000	2,400
Training	3,000	500
	272,400	261,800
<b>OVER BUDGET (UNDER BUDGET)</b>		(10,600)



# Town of Kentville Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	614,900	606,000
Benefits 121-22-02X	125,700	126,600
<b>Office Expenditures</b>		
Legal and audit	60,000	137,000
Advertising and promotion	4,000	7,300
Expenses- CAO	6,000	5,000
Convention and travel	3,800	6,000
Training	5,000	4,500
Dues and fees	9,000	13,000
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	5,200
External collection expenditure	400	100
Other administration	23,000	16,500
Bank charges	10,400	10,400
	<b>199,300</b>	<b>284,300</b>
<b>Information Technology</b>		
Administration	91,000	93,000
Operations	111,000	111,000
Special projects	20,500	18,000
	<b>222,500</b>	<b>222,000</b>

# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-0XX	118,100	136,000
Various building 121-26..27-0XX	5,000	5,200
	123,100	141,200
<b>Debt Charges</b>		
Debenture interest	3,800	3,800
Term loan interest	-	-
Debenture discount	6,000	5,000
	9,800	8,800
<b>Programmes</b>		
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
<b>Valuation Allowances</b>		
Accrued sick leave	50,000	50,000
Other doubtful A/R	3,000	3,000
	53,000	53,000
<b>TOTAL GENERAL ADMINISTRATION</b>	1,523,700	1,622,600
<b>OVER BUDGET (UNDER BUDGET)</b>		98,900

Town of Kentville  
Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
Remuneration- Administration	363,500	366,500
Remuneration- Sergeant	511,100	526,900
Remuneration-Constable	830,600	807,000
"Stat" pay	40,000	60,500
"M" time pay	5,000	300
Overtime-Sergeant	16,000	38,000
Overtime-Constable	40,000	76,200
Special event overtime- Sergeants & Constables	-	7,200
Secondment	108,600	109,000
	<u>1,914,800</u>	<u>1,991,600</u>
<b>Benefits 122-12-02X</b>	<u>394,500</u>	<u>406,000</u>
<b>Internal allocation 122-13-010</b>	<u>-</u>	<u>(7,200)</u>
<b>Office Expenditures</b>		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,000	1,000
Chief's expenses	7,000	5,000
Deputy Chief's expenses	3,000	500
Training	20,000	20,000
Auxiliary program	4,500	4,600
Insurance-liability/E&O	35,000	39,700
Office expense & supplies	15,000	13,000
Telephone	26,000	27,000
Equipment rental	3,000	4,100
Other expenditure	17,000	20,000
	<u>133,700</u>	<u>136,100</u>
<b>Occupancy-Police Building</b>		
Custodial	8,100	8,100
Insurance	2,200	2,800
Heat	6,500	9,000
Electricity	12,000	12,000
Water/sewer	2,400	2,400
Maintenance- Other costs	19,900	19,900
	<u>51,100</u>	<u>54,200</u>
<b>Operations-Communication</b>		
Communications	91,900	115,000
Radio license	3,600	2,500
Maintenance	3,000	1,000
	<u>98,500</u>	<u>118,500</u>



# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	28,000	28,000
<b>Operations-Vehicle</b>		
Insurance	10,900	14,300
Gasoline	28,000	28,000
Operations & maintenance	20,000	17,500
	58,900	59,800
<b>Operations-Programmes</b>		
Special projects	22,000	2,000
Community Crisis Navigator project	35,400	43,500
Crime prevention/community relations	2,500	1,000
Custody and detention of prisoners	45,000	41,500
	104,900	88,000
<b>TOTAL POLICE PROTECTION</b>	2,784,400	2,875,000
<b>OVER BUDGET (UNDER BUDGET)</b>		90,600
<b>TOTAL POLICE PROTECTION (carried forward)</b>	2,784,400	2,875,000
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	136,600	136,600
Fines and fees- Province	15,000	27,000
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
<b>TOTAL POLICE PROTECTION REVENUE</b>	287,000	305,400
<b>NET POLICE PROTECTION</b>	2,497,400	2,569,600
<b>SALES OF SERVICE EXPENSE</b>		
Remuneration	99,400	77,000
Remuneration Part time	48,000	38,000
Benefits	24,200	15,500
Internal allocation		-
	171,600	130,500
<b>NET SALES OF SERVICES</b>		(41,100)
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	480,000	490,000
<b>NET SALES OF SERVICES</b>		(359,500)

# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	86,600	87,300
<b>OTHER</b>		
Prosecution	8,500	12,000
Legal	10,000	5,000
Other-Crossing guards	30,000	26,000
Parking enforcement officer	70,500	66,000
	119,000	109,000
<b>TOTAL LAW ENFORCEMENT</b>	205,600	196,300
<b>OVER BUDGET (UNDER BUDGET)</b>		(9,300)
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	2,700	2,400
Parking Tickets	9,000	13,500
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	11,700	15,900
<b>NET LAW ENFORCEMENT</b>	193,900	180,400

# Town of Kentville Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>FIRE PROTECTION</b>		
<b>FIRE FIGHTING</b>		
Transfer to KVFD- Area rate	222,200	222,200
Transfer to KVFD-Operating	200,000	200,000
<b>TOTAL FIRE FIGHTING</b>	<b>422,200</b>	<b>422,200</b>
<b>SURPLUS (DEFICIT)</b>		<b>-</b>
<b>WATER SUPPLY AND HYDRANTS</b>		
Water supply & hydrants	438,900	436,300
<b>SURPLUS (DEFICIT)</b>		<b>(2,600)</b>
<b>TOTAL FIRE PROTECTION</b>	<b>861,100</b>	<b>858,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(2,600)</b>



# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debenture interest	4,200	4,200
Term loan interest	-	-
<b>TOTAL DEBT CHARGES</b>	<b>4,200</b>	<b>4,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		-
<b>EMERGENCY MEASURES</b>		
Emergency measures organization	12,900	10,000
EMO Communications	1,500	1,800
Emergency control-wages	300	-
Emergency control-M & S	100	100
911 System	17,400	17,400
	<b>32,200</b>	<b>29,300</b>
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	3,000
Building inspection	38,900	46,000
Occupational Health & Safety	15,000	19,000
Fire inspection	45,100	35,000
	<b>111,000</b>	<b>103,000</b>
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	<b>143,200</b>	<b>132,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(10,900)</b>

# Town of Kentville Operating Fund - 22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
Administrative	310,600	290,000
Work crew	534,900	546,000
Overtime- Administrative	32,000	25,500
Overtime- Work crew	80,000	61,000
	<u>957,500</u>	<u>922,500</u>
<b>Benefits 123-12-02X</b>	<u>270,700</u>	<u>314,000</u>
<b>Internal allocation 123-13-010</b>	<u>(501,300)</u>	<u>(561,000)</u>
<b>Office Expenditures</b>		
Professional/engineering	5,000	4,000
Professional studies	-	-
Director's Expenditure	3,600	2,400
Training	10,000	4,500
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>60,900</u>
<b>Occupancy-Public Works building 123-15-0XX</b>	<u>57,000</u>	<u>59,000</u>
<b>Operations-Communications</b>		
Communication	<u>4,000</u>	<u>4,000</u>
<b>Operations-Vehicles and equipment</b>		
Wages-repairs	65,000	74,000
Insurance	15,000	13,200
Lease of equipment	25,000	25,000
Gasoline/diesel	60,000	70,000
External equipment repairs	45,000	63,000
Equipment parts	75,000	65,000
Equipment supplies	22,500	32,500
Small tools and equipment	8,500	8,500
	<u>316,000</u>	<u>351,200</u>
<b>TOTAL COMMON SERVICES</b>	<u>1,170,200</u>	<u>1,150,600</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(19,600)</u>

# Town of Kentville Operating Fund - 22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
Street repairs	120,000	220,000
Sidewalk repairs	5,000	8,100
Storm sewer maintenance	65,000	58,000
Street cleaning	30,000	37,000
Snow and ice removal	285,000	250,000
Street lighting	160,000	196,700
Traffic services	62,000	77,500
Parking and other	47,300	36,000
<b>TOTAL ROAD TRANSPORTATION</b>	<b>774,300</b>	<b>883,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>109,000</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	288,000	280,900
Kings Point to Point	12,600	12,300
<b>TOTAL PUBLIC TRANSIT</b>	<b>300,600</b>	<b>293,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(7,400)</b>
<b>DEBT CHARGES</b>	<b>51,800</b>	<b>57,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>5,700</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	20,000	13,000
Outside work-KWC	74,000	95,000
<b>TOTAL OTHER TRANSPORT</b>	<b>94,000</b>	<b>108,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>14,000</b>



# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL HEALTH SERVICES</b>		
<b>SEWAGE COLLECTION AND DISPOSAL</b>		
Cost recovered by user fee based on consumption or contract. Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
<b>SOLID WASTE COLLECTION &amp; DISPOSAL</b>		
Collection		
Wages	30,000	33,500
Tipping fees	6,000	6,000
Material and supplies	1,000	500
	<u>37,000</u>	<u>40,000</u>
Landfill		
Landfill contract-Kings Co.	<u>5,600</u>	<u>5,000</u>
Valley Region Solid Waste-Resource Management Authority	<u>666,600</u>	<u>666,600</u>
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	<u>709,200</u>	<u>711,600</u>
<b>OTHER AIR POLLUTION</b>		
Other air pollution	<u>-</u>	<u>-</u>
<b>TOTAL</b>	<u>709,200</u>	<u>711,600</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>2,400</u>

# Town of Kentville Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>PUBLIC HEALTH AND WELFARE</b>		
<b>Provincial Housing</b>		
Deficit of Housing Nova Scotia	90,000	86,000
<b>OTHER PUBLIC HEALTH</b>		
Open Arms Society	-	-
Kings Volunteer Resource Centre	-	-
Kings County Family Resource Centre	-	-
Kings County Senior Safety Council	-	-
New Horizon's Seniors Club	-	-
	-	-
<b>TOTAL PUBLIC HEALTH</b>	90,000	86,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(4,000)

# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration Administrative	169,500	132,000
<b>Benefits 126-12-02X</b>	30,900	28,000
<b>Office Expenditures</b>		
Legal	10,000	3,000
Committee meeting expenditure	100	100
Advertising and promotion	1,500	1,000
Expenditures-Director	4,500	3,500
Training and development	3,000	2,000
Insurance	9,700	9,000
Office supplies	2,000	1,100
Telephone	1,700	1,700
Equipment lease	800	1,000
Research drafting, mapping and GIS	5,000	5,000
Registration legal documents	500	300
Miscellaneous	1,000	500
	39,800	28,200
<b>TOTAL PLANNING AND ZONING</b>	240,200	188,200
<b>OVER BUDGET (UNDER BUDGET)</b>		(52,000)



# Town of Kentville Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	29,000	29,000
Transfer for economic development	95,300	93,000
Community economic development	4,300	2,500
Development studies	4,000	1,000
Survey costs	1,000	2,600
Climate change action plan	10,000	6,700
Kentville Futures & Lions Club operating costs	13,000	14,500
	32,300	27,300
	156,600	149,300
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(7,300)</b>
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	6,900
<b>DEBT CHARGES</b>	27,800	27,800
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	81,800	86,500
CED Office	7,000	3,500
	88,800	90,000
<b>Tourism</b>		
Tourism	20,500	21,000
<b>Promotions</b>		
Promotions	125,100	158,000
<b>Other</b>		
Apple Blossom Festival	17,000	11,500
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	251,400	280,500
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>29,500</b>

# Town of Kentville Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
<b>Remuneration</b>		
Salaries	387,300	379,000
Benefits 127-12-02X	84,600	84,900
Internal allocation 127-13-010	(52,200)	(52,500)
<b>Office Expenditures</b>		
Legal fees	500	2,000
Professional fees	500	8,000
Committee meeting expenditure	3,000	4,100
Promotion and publicity	2,500	900
Expenses-Director	5,000	4,700
Training	6,500	9,500
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	2,000
Other	10,600	13,500
	64,100	87,200
<b>Vehicles and equipment</b>		
Insurance	9,000	8,200
Lease of equipment	17,500	17,500
Gasoline	11,000	15,000
Operations and maintenance	25,000	14,000
	62,500	54,700
<b>TOTAL ADMINISTRATION-RECREATION</b>	<b>546,300</b>	<b>553,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>7,000</b>

# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	-	-
Swimming pool 127-22-0XX	29,700	15,500
Day camp 127-23-0XX	19,100	18,500
Multi-sport camp 127-24-0XX	15,300	14,600
Other programmes 127-25-0XX	10,000	20,000
Community events 127-26-0XX	13,000	10,000
Canada Cup event 127-26-XXX	5,000	18,000
Spike fund 127-28-0XX	-	(5,700)
<b>TOTAL RECREATION PROGRAMMES</b>	<b>92,100</b>	<b>90,900</b>
<b>OTHER</b>		
Parks division and trees 127-43-0XX	71,000	28,000
<b>TOTAL OTHER RECREATION</b>	<b>163,100</b>	<b>118,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(44,200)</b>



# Town of Kentville Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
Recreation centre 127-41-0XX	47,100	40,000
Swimming pool 127-42-0XX	19,600	32,000
Hub building 127-42-070	-	-
Tennis courts 127-45-0XX	3,000	1,000
Other facility maintenance 127-46-065	16,600	16,700
Kentville arena 127-52-XXX	385,600	424,000
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
<b>TOTAL RECREATION FACILITIES</b>	<b>668,000</b>	<b>725,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>57,200</b>
<b>TOTAL DEBT CHARGES</b>	<b>29,500</b>	<b>32,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>2,500</b>
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
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	-	-
<b>TOTAL CULTURAL</b>	<b>134,700</b>	<b>134,700</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville Operating Fund -22/23

March 31, 2023

Expenditure	Budget Amount	Projected
<b>EDUCATION</b>		
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>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>1,300</u>

# Town of Kentville

## Operating Fund -22/23

March 31, 2023

Expenditures	Budget Amount	Projected
<b>FINANCING AND TRANSFERS</b>		
<b>PRINCIPAL INSTALLMENT REQUIREMENTS</b>		
Debtenture principal	833,100	833,100
Temporary financing- principal	-	-
	833,100	833,100
<b>TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES</b>		
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
Total transfers to other funds	715,100	715,100
<b>TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES</b>		
From Operating reserve	(280,300)	(280,300)
From Capital Reserve fund	(280,300)	(280,300)
	(280,300)	(280,300)
<b>NET FINANCING AND TRANSFERS</b>	<b>1,267,900</b>	<b>1,267,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>





# Town of Kentville

## Staff Report to Council Advisory Committee

### Planning & Development

#### March 2023

#### Programs and Operations

- Budget planning is ongoing and operational numbers for intended 23/24 programs have been submitted to finance. Planning has some exciting things on the horizon under both the development and tourism umbrellas and staff are looking forward to a busy event and construction season.
- Development Permits: 9 Development Permits were issued in the month of March, with a total building valuation of \$3,018,660. Activity & Development Permit Report is attached.
- Subdivision Applications: 1 new file has been submitted for approval this month.
- The Canada Cup rider recruitment web campaign has been launched across Atlantic Canada and aims to increase rider participation in the upcoming National Canadian Championship event this summer. A reminder that the event is not just for professional level riders, so local bike enthusiasts of all skill levels are encouraged to check it out and get the kids involved too.
- Tourism marketing content is still being created with some print guides starting to roll out now.
- The Planning Department supported the first year Acadia Community Development Students in their "First Year Experience" project work. Students were in Kentville March 10<sup>th</sup> 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. Info from the project will be shared with staff once ready.
- 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. Anyone with

commercial space to fill is encouraged to contact the CEDC and put their info on a list that is passed along to space seekers through the planning office.

- Hiring for summer VIC staff will be taking place over the next few weeks. The job ads were posted earlier this week. 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.

## **Tourism & Special events**

- The Events Committee met for seasonal planning and are excited to roll out some expansions to existing events. Some modifications are also being made to create more efficiencies around event management as well.
- 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 agreement has been approved by both organizations and is ready for signature. 2023 forms are now available through ABF so folks looking to become vendors or enter floats into the parade can now apply. Next step in planning is the emergency services/logistics meeting and we hope that have that done early this month.
- 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**

- Site Plan Approval Amendments: Staff have drafted amendments to the Site Plan Approval section of our Planning Documents. These amendments are compiled in a report for Council to review later this meeting.
- McDougall Heights Rezoning: Staff have compiled further information as requested by Council at the March CAC. The supplemental report is available later in this meeting.

- Municipal Flood Line Mapping Project: The Final report and associated maps have been submitted. Dillon Consulting Limited will be presenting the findings to the project stakeholders soon and staff will have an opportunity to ask further clarifying questions about the results of the study.

## **Beautification**

- Beautification plans for spring are in place and ready for installation over the next couple of weeks. Centre Square Activation will begin as soon as possible based on staff availability and weather.

## **Meetings/Training**

- Weekly Staff Meetings
- MDOANS Conference Planning
- Meeting with multiple property owners and business liaisons regarding development opportunities in the Town
- Apple Blossom Directors Meetings (ongoing March-May)
- NKEC Grad/Prom meeting
- Communications plan review
- Anti-racism training ½ day workshop
- Kentville Business Community Board of Directors (monthly)
- Valley REN Business Response Team (monthly)
- Annapolis Valley Chamber of Commerce Business Awards
- Canada Cup Committee monthly planning meeting
- Digital Marketing follow up meeting
- Kentville Business Community Board of Directors
- STORM (strategic operations related to media)
- Façade Program brainstorming session and research review

## **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
- E-newsletter subscriptions increased by 60 this month! (That's incredible)
- Acadia university experience / data collection related to entrepreneurship, accessibility, and the Kentville business support networks/systems.
- Coached 4 individual Acadia Students in business model creation and presentation delivery to assist participants in the Launchbox Pitch Competition.



Respectfully Submitted,

Lindsay Young  
Community & Economic Development Coordinator

Kirsten Duncan  
Planning Technician/Acting Development Officer

# Activity Report

Planning & Development  
March 2023



<i>PERMITS</i>	<i>PERMITS ISSUED</i> March 2023		<i>PERMITS ISSUED</i> March 2022	
	Month Total	Year Total	Month Total	Year Total
<b>Number of Permits</b>	9	17	8	22
<b>Total Building Value</b>	\$ 3,018,660.00	\$ 3,731,674.00	\$ 575,000.00	\$ 10,685,930.00
<b>Permit Revenue</b>	\$ 5,555.32	\$ 7,221.31	\$ 618.11	\$ 7,485.83

# Permit Report

Planning & Development

March 2023



<b>Permit #:</b>	<b>4120</b>	<b>Permit Date:</b>	2023-03-01
<b>Value of Construction:</b>	\$25,000.00	<b>Fee:</b>	\$60.00
Signage - Installing 4 wall signs, totalling 322.23 sq ft of sign area			

<b>Permit #:</b>	<b>4121</b>	<b>Permit Date:</b>	2023-03-01
<b>Value of Construction:</b>	\$65,000.00	<b>Fee:</b>	\$15.00
Signage - Installing a 25' ground sign, copy area of the sign is 68.98 sq ft.			

<b>Permit #:</b>	<b>4123</b>	<b>Permit Date:</b>	2023-03-01
<b>Value of Construction:</b>	\$500,000.00	<b>Fee:</b>	\$307.29
New Residential Construction - Constructing a Single Family Dwelling, residential space is 1,974.15 sq ft and garage space is 933.8 sq ft.			

<b>Permit #:</b>	<b>4127</b>	<b>Permit Date:</b>	2023-03-01
<b>Value of Construction:</b>	\$0.00	<b>Fee:</b>	\$30.00
Demolition - Demoliting an accessory building in a rear yard.			

<b>Permit #:</b>	<b>4122</b>	<b>Permit Date:</b>	2023-03-02
<b>Value of Construction:</b>	\$100,000.00	<b>Fee:</b>	\$48.03
New Accessory Construction - Constructing a fire escape on the rear of an apartment building.			

<b>Permit #:</b>	<b>4080</b>	<b>Permit Date:</b>	2023-03-16
<b>Value of Construction:</b>	\$2,250,000.00	<b>Fee:</b>	\$4,970.00
Renovations - *Amended* Renovating the bulk of the interior of a commercial property post-fire damage.			

<b>Permit #:</b>	<b>4128</b>	<b>Permit Date:</b>	2023-03-16
<b>Value of Construction:</b>	\$0.00	<b>Fee:</b>	\$0.00
Signage - Permit to allow for Public Event Signage. Sign will be placed two weeks prior to the event, and must be removed within 4 days of the event ending.			

<b>Permit #:</b>	<b>4126</b>	<b>Permit Date:</b>	2023-03-20
<b>Value of Construction:</b>	\$53,660.00	<b>Fee:</b>	\$50.00
Solar Panels - Installing 37 Solar Panels on the roof of a dwelling.			



<b>Permit #:</b>	<b>4129</b>	<b>Permit Date:</b>	2023-03-20
<b>Value of Construction:</b>	\$25,000.00	<b>Fee:</b>	\$75.00
Renovations - Renovating a recreation facility to incorporate the existing canteen with the squash courts.			

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**TO:** Council Advisory Committee  
**FROM:** Kirsten Duncan, Acting Development Officer and Planning Technician



**DATE:** April 2023

**SUBJECT:** Supplemental information for the Application for Land Use Bylaw Zoning Map Amendment (Rezoning) of PID 55247761

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## BACKGROUND

Staff brought a report forward to March CAC outlining an application received from Brighter Community Planning & Consulting on behalf of the property owner Mitch Brison of Brison Developments Limited to rezone a vacant parcel of land identified as PID 55247761.

After review of the report and presentation by CAO Dan Troke, Council had a number of outstanding questions and concerns surrounding the proposed development. The intention of this report is to provide further information to Council around those questions and concerns.

As an addition to the staff reports that have been brought to Council to date, the Town has engaged C + D Community Design to review the compiled information and provide a professional opinion on the proposed development from the standpoint of a Licensed Professional Planner. The analysis can be found in Appendix B of this report.

## DISCUSSION

Questions have been posed about whether the Town's Municipal Planning Strategy has policies enabling the consideration of rezonings. Staff would like to take this opportunity to outline specific sections and policies within the planning documents that were not addressed in the March CAC report:

### **15.6 Municipal Planning Strategy Amendment Not Required**

The Generalized Future Land Use Map designates the overall general land uses that are permitted in various areas throughout Town. Residential rezoning's, for example, will only be considered by Council if the property in question is within the area designated residential on the GFLUM. In order for Council to approve a rezoning that does not fall within the appropriate designation, the property owner would have to propose a concurrent amendment to both the MPS and LUB.

However, where a property borders on two or more land use designations, Council may consider a rezoning of the property as if it were wholly contained within one or the other designations. This will not require an amendment to the MPS.

**Policy IM-4** *It shall be the intention of Council* to consider applications to amend the Land Use By-law Zoning Map and rezone lands abutting a given designation on the Future Land Use Map to a zone supported by that designation, without requiring a Municipal Planning Strategy amendment, provided such an application is consistent with other polices in this Strategy.

### **15.9.2** **Rezoning's**

A rezoning or map amendment involves the rezoning of a particular property to another zone; usually in order to allow the property to develop to a more intensive use. This type of amendment may substantially alter the type of development and uses which may be permitted on that site. Because this type of amendment may involve a specific property and include a detailed development proposal, there is an opportunity for Council to assess the land use impacts of the proposed development as part of the rezoning application. Council will, therefore, undertake a detailed evaluation of the proposed development prior to making a decision concerning a rezoning application. This detailed assessment will require that the applicant submit a conceptual development plan and details with respect to servicing, stormwater drainage, traffic management, landscaping, and other design elements. To ensure that all potential land use impacts are considered, Council will adopt evaluative criteria that is specifically designed to assess rezoning applications.

#### **15.9.2.1** *Rezoning Application Requirements*

Council requires that a request to rezone a property must be submitted in writing to the Town's Planning & Development Services Department. The application must include a written description of any related development proposal along with detailed plans with respect to servicing, stormwater drainage, traffic management, landscaping, and other design elements. All amendment applications must also include payment of an advertising deposit to cover the costs of any required public participation notification including newspaper ads and mail outs. By requiring a detailed development proposal, Council, Staff, the Planning Advisory Committee and the public will be able to examine the application more precisely. Where such a proposal involves dimensional or aesthetic issues, it shall also include a professionally prepared graphic representation. Council is aware that there is no legal agreement binding the developer to a proposal submitted as part of rezoning application, but this exercise will help Council evaluate potential land use impacts related to the rezoning request.

**Policy IM-7** *It shall be the intention of Council* to require the submission of a detailed proposal as part of any rezoning application or amendment application that affects a specific property or properties. Where such a proposal involves dimensional or aesthetic issues, it shall include both a written and a professionally prepared site plan and graphic representations that are drawn to scale. Such graphic proposal must clearly indicate the following;

- a) the location, area, and dimensions of the subject property;
- b) the proposed location, dimensions, height, and proposed use of all buildings;
- c) the means by which the site is to be serviced by sanitary and storm sewers, water, electrical service and other utilities;
- d) the location of any parking stalls, driveways, walkways, lighting, fencing, refuse containers, and snow storage;



- e) landscaping elements including existing and proposed shrubs and trees; and
- f) architectural features where such features are regulated by the planning document.

Further questions have been asked about commitments from the Developer when the original lots were sold. The Town is not at liberty to uphold any commitments made by the developer to individual property owners. Additionally, any covenants put in place by the Developer are not enforced by the Town. Covenants are a binding agreement that runs with the property, regardless of ownership, and if not followed can result in complaints and legal action against the owner of the property. Covenants are to be enforced by the Developer.

Staff understand the concerns of residents as it pertains to the addition of multi-unit buildings within the subdivision, however as the demand for housing changes, it is important that the Town remains responsive to the needs of our community. With the Provincial Government's goal to grow the population of our province to 2 million by 2060, the most cost-effective way that we can help our community with this goal is by enabling high density development.

### **Development Process**

The process of development from conceptual plan to a developed subdivision has many moving parts, can take multiple years, involves various departments and can be complex. Staff have created the following general timeline of events to provide some clarity on the overall process and when specific technical elements are required to be submitted for review.

#### **Tentative subdivision plan submitted:**

- *review of the proposal in a more detailed form,*
- *5% parkland requirement is negotiated,*
- *approved road layout,*
- *exact pipe dimension and elevations agreed upon,*
- *detailed stormwater management plans approved,*
- *lot areas, dimensions are reviewed for compliance with the LUB zone requirements, etc.*

Which, when successful, ends with an **approved tentative subdivision plan** which is valid for a length of two years. Then, the placement of infrastructure and **construction of the road** begins:

- *developer works with a site inspector to ensure the project is adhering to the plan approved by the Town, and*
- *ensure at this time that any as-built record information is captured to convey to the Town for asset management purposes*

Once construction of the road is complete, the Town and Developer enter into a **Subdivision Agreement process**. As a result of this process, the Town will receive:

- *any as-built record drawings for the new roads,*
- *the deeds for the roads and parkland, and*

- *a final plan of subdivision for the roads, parkland and individual lots to be created*

The Developer will then request for individual lots to be subdivided with a **Final Plan of Subdivision**. Once lots are approved and registered with the Land Registry Office **Development Permits** can be applied for to begin the construction of individual dwellings.

### **Site Development**

To provide a clearer understanding of the site as it relates to the existing subdivision, staff have compiled an additional map to help clarify which can be found at the end of this report.

There will be entrances to this development from the following existing roads:

- from MacDonald Park Road, through Carleton Drive;
- from Mount Vincent Drive;
- from Acadia Drive;
- from Acadia Drive, through a new unnamed street identified as Street A on the conceptual plan; and,
- eventually from the proposed Donald E Hiltz Connector Road, once it is constructed.

Staff have worked with the applicant to encourage the use of Single Unit Dwelling (R1) Zone properties adjacent to existing Single Unit Dwelling (R1) Zone properties to ensure compatibility with the existing neighbourhood. The applicant and developer have been receptive to these requests and have worked with the Planning Department to get to a point where we believe there are ample R1 zoned lots in this proposal. Staff would also like to acknowledge that Single Unit Dwellings are a permitted use within the One and Two Unit Dwelling (R2) Zone.

### **Steep Slopes**

There was concern expressed around the proposed development and the Steep Slopes (25%+) identified on the Environmental Constraints Overlay Map (Map #3) of the Municipal Planning Strategy. To provide a clearer understanding of how these identified slopes relate to the proposed development, staff have compiled an additional map with the conceptual plan georeferenced to PID 55247761 with the 25% slope overlay zones layer. It can be found at the end of this report.

### **Sidewalks & Connectivity**

As a result of an amendment supported by Town Council in 2008, the Kentville Subdivision Bylaw only requires the construction of sidewalks on new arterial roads. However, the Traffic Impact Study (TIS) provided by GAALCO Traffic Engineering does recommend the construction of a sidewalk from this phase of the Acadia Drive road to the proposed Donald E Hiltz Connector Road at the cost of the Developer.

Furthermore, it is worthwhile for Council to note that the Active Transportation Plan, prepared by Upland Planning in 2019 recommend an amendment to our Subdivision Bylaw to add a

requirement for sidewalks on new collector roads, which Acadia Drive has been designated as since it's inception.

Staff would also like to note that the Town's priority for parkland dedication throughout the past several years has been to ensure connectivity between roads in subdivisions in the absence of sidewalks on local roads.

### **Stormwater Management**

Questions relating to stormwater management were also brought up during the March CAC meeting. For further clarity, NS Environment (NSE) requires all new developments to limit the impact on the downstream infrastructure with a net zero increase in the amount of stormwater run-off. This can be accomplished using several methods such as above/below ground parking lot stormwater storage, site specific storage ponds, flow control roof drains, etc.

During construction, it is the responsibility of the developer to predict the direction of water flow and associated volumes, and to ensure that minimum grading standards are employed in lot drainage design. Responsibility to construct the required grades on each lot rests with the lot builder. Furthermore, lot builders need to ensure that water is directed toward the street or the rear lot line and that no building line grade shall be lower than the street grades designed.

As always, if residents are unclear who to contact regarding stormwater issues, they are encouraged to reach out to the Town to get clarification. Essentially:

- if there is an issue between two private properties, it becomes a civil matter between those two parties;
- if there is an issue between the public right of way or town properties and a private property, then the property owner is encouraged to reach out to the Town to let us know of the issue so Staff can work towards a resolution.

### **Development Agreements**

Policy GD-5 of the Municipal Planning Strategy outlines the specific circumstances where Staff can consider Development Agreements:

**Policy GD-5** *It shall be the intention of Council* that the following uses be permitted only by Development Agreement in accordance with the Municipal Government Act and Policies IM-10 and IM-11:

- a) Mini Home Parks/Land Leased Communities in the Large Lot Residential (R5) Zone;
- b) The change in use of a non-conforming use of land or a non-conforming use in a structure, to another non-conforming use; and
- c) The expansion, enlargement or alteration of a non-conforming structure.

At this moment in time there is no supporting language to consider Multi-Unit Dwellings by Development Agreement.



## **AVRCE**

Staff have engaged the Director of Operations for AVRCE and have received a comment regarding the proposed development. The Director of Operations has stated that “Projected student enrollment data through 2027 indicates near capacity enrollment for KCA, with available capacity at NKEC. However, AVRCE is confident that they can respond to potential enrollment increases associated with the subject application for rezoning and potential future development. This includes school capacity as well as student transportation. At this time AVRCE has no other concerns or comments related to this rezoning application.”

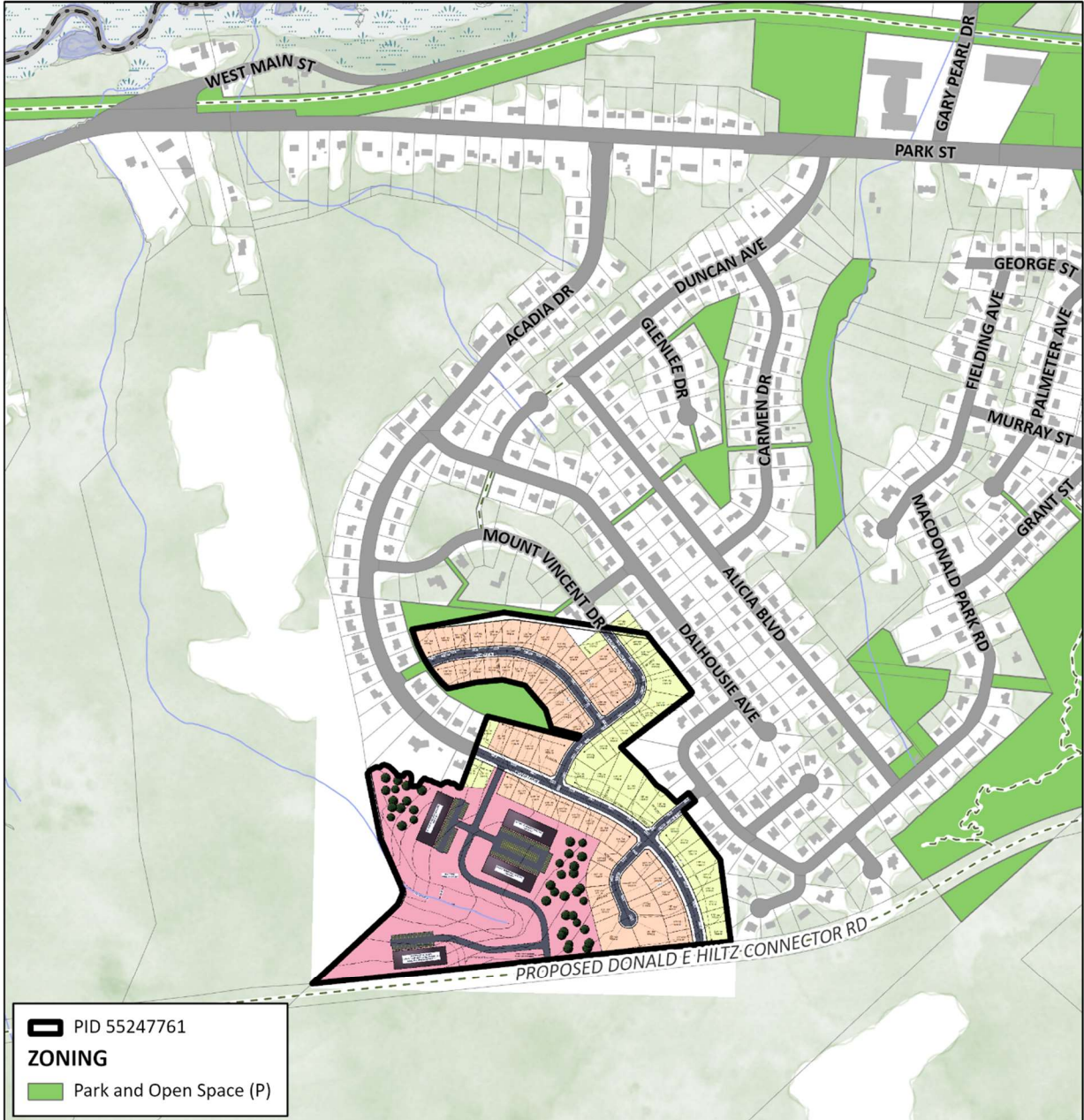
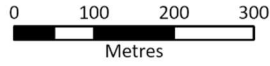
Should Council wish to be proactive with the future planning for schools within the area, Staff recommend considering zoning an area of land as “institutional” for additional educational facilities when the Town eventually enters into a Secondary Planning Strategy process.

## **ATTACHMENTS**

Map 1	Location Map
Map 2	Slope Map
Appendix A	Letter from AVRCE
Appendix B	C + D Community Design Review of Rezoning Application for PID 55247761

# MAP 1

## PID 55247761 McDougall Heights Location Map



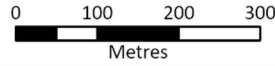
This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document 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

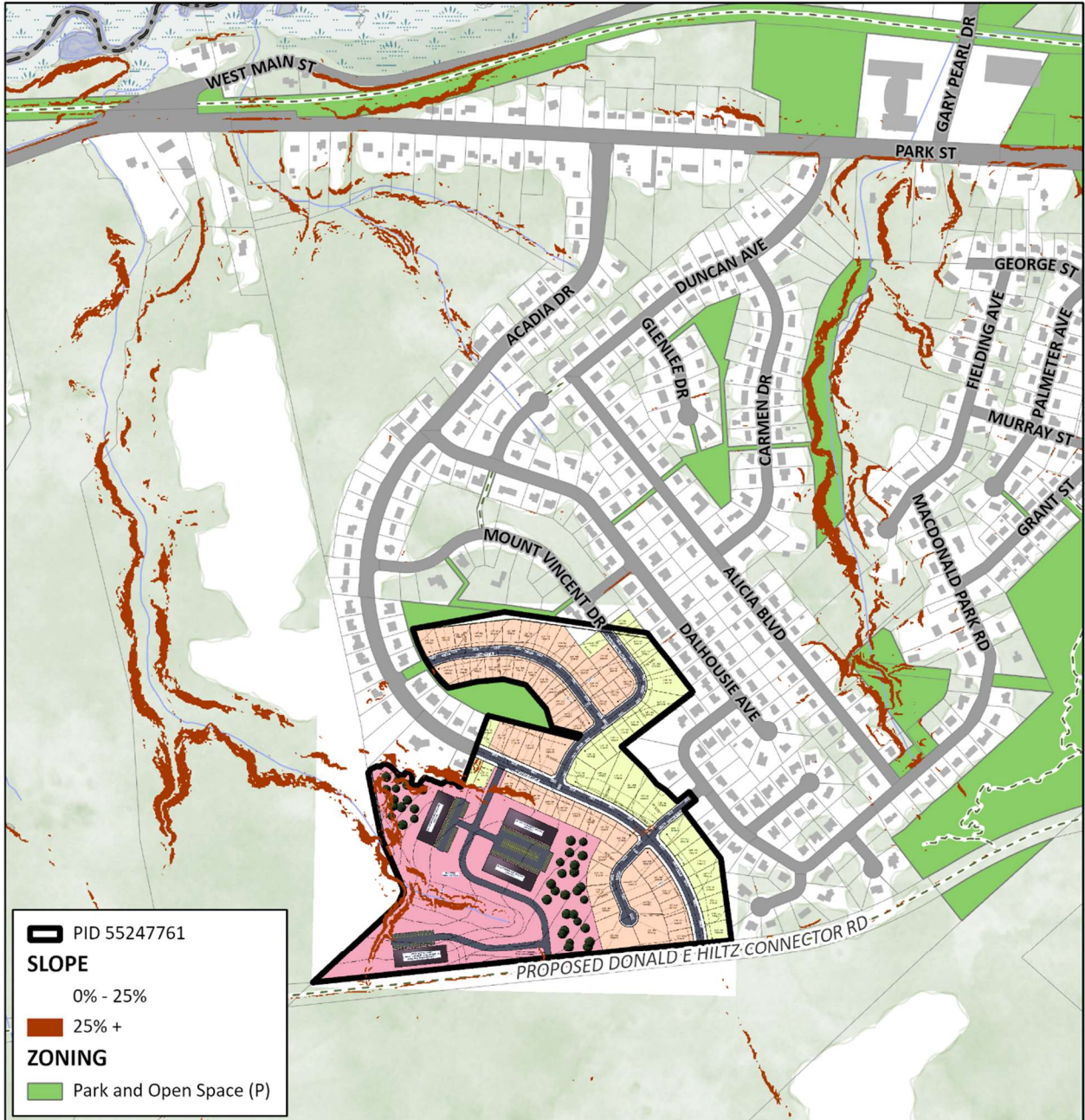


## MAP 2

# PID 55247761 McDougall Heights Slope 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 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



6 April 2023

BY E-MAIL

Kirsten Duncan  
Planning Technician  
Town of Kentville  
354 Main Street, Kentville, NS  
B4N 1K6

Dear Kirsten:

Request for Comment on Rezoning Application for Acadia Drive Development (Brisson Developments).

In reference to your e-mail of 3 April 2023, the Annapolis Valley Regional Centre for Education (AVRCE) has reviewed the rezoning application for the proposed development south of Acadia Drive and MacDonald Park Road in Kentville NS, ref Project No. 22-151, Drawing C-01, dated 22 February 2023 for Brisson Developments.

The proposed development of single family, semi-detached and multi-unit residential dwellings at this location may impact the enrollment at schools within the respective catchment(s). They include Kings County Academy (KCA) and Northeast Kings Education Centre (NKEC). Projected student enrollment data through 2027 indicates near capacity enrollment for KCA, with available capacity at NKEC. However, AVRCE is confident that we can respond to potential enrollment increases associated with the subject application for rezoning and potential future development. This includes school capacity as well as student transportation.

At this time AVRCE has no other concerns or comments related to this rezoning application. Thank you for bringing this matter to the attention of AVRCE.

Regards,

Paul Lincoln, P.Eng.  
Director of Operations

cc: Dave Jones - Regional Executive Director, AVRCE





## APPENDIX B

[REDACTED]

April 7, 2023

Re: Subdivision Application for PID 55247761 Kentville

[REDACTED]

As you know, [REDACTED] asked me to review the documents related to a concurrent subdivision and rezoning application in the Town of Kentville and provide my opinion on how these relate to their Planning Documents. I checked all the records provided, put together some questions and thoughts and then met with you to discuss further. Based on our conversation, the following approach is best for the Town of Kentville.

### Immediate Response:

Consider requesting the following from the Developer grounded in the Town's existing policies for subdivision and rezoning applications:

- Request further information be included within the Stormwater Management Plan to address concerns raised by residents.
- Request that traffic calming and the efficient, safe movement of pedestrians and cyclists be incorporated into the traffic study.
- Request that parks and other community assets be safe and central.

### Intermediate Response:

My recommendation would be that Council approve the rezoning and subdivision applications. The Municipal Planning Strategy supports diverse residential developments, and the R5 zoning indicates the intent to permit residential development in this area.

### Long-Term Response:

Council should consider improving their plans, approach, and requirements for future residential applications. Many options and planning tools should be considered and could be adapted to satisfy the concerns raised by residents and Council.

Caroline  
Robertson, MPS BCD  
HONOURS

MCIP, LPP

Phone:

(902)742-5300

Email:

Caroline@CDCom  
munityDesign.CA



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[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

April 7, 2023

Re: Subdivision Application for PID 55247761 Kentville

I've outlined each of these responses further in the attached report.

I will set up a Teams meeting for early next week to discuss this; you may invite the staff from the Town of Kentville for our discussion.

Thank you for clarifying C + D Community Designs' role in this application. We will be happy to enter contract discussions with the Town of Kentville to lead this project while continuing to work with you and your company.

All my best,

Caroline

# TABLE OF CONTENTS

- Subdivision Application pid 55247761 .....4
- Immediate Response .....4**
  - Storm Water Management .....5
  - Mitchell Brook Watercourse ..... 5
  - Safe Movement of Pedestrians and Cyclists .....6
  - Safe and Central Parks & Community Assets .....6
- Intermediate Response .....7**
  - Proposed Site Plan Amendment (April 2023) .....7
- Long-Term Response.....7**
  - A Secondary Community Plan .....8
  - R5 Rezoning .....8
  - Site Plan Requirements .....9
  - Evaluation CRITERIA .....12**
    - Policy RS-22 Affordable housing units ..... 12
    - Policy RS-23 Residential Area Design ..... 12
    - Traffic Impact Studies..... 12
    - Policy T-8 & T-9..... 12
    - Statements of Provincial Interest..... 13

## SUBDIVISION APPLICATION PID 55247761

The Town of Kentville has received an application to Re-Zone PID 55247761 from Brighter Community Planning & Consulting on behalf of Brison Developments. The application seeks zoning changes for a mixed-density development near Acadia Drive.

## IMMEDIATE RESPONSE

I have reviewed the request sent by the Town to the Developer for more information. How it has been worded makes it challenging to interpret the policies slightly differently and request additional elements. This may limit other options for requests. I also reviewed the developer's response and their persistence that the site plan is only for example purposes. However, this project's subdivision application portion requires that they provide tangible strategies for specific elements, such as the stormwater infrastructure, parkland and safe pedestrian and cyclist flow. The application should incorporate these elements as the Town may need to accept ownership and right-a-ways.

Although the Town of Kentville Subdivision By-Law appears to be copied directly from the Municipal Government Act, it does give staff much control when considering applications. The by-law allows the Development Officer to request concept plans, lot access, shapes of lots, and requirements for the design and construction of streets, private roads, wastewater facilities, stormwater systems, water systems and other services. Trees, highways, bus bays, sidewalks, pathways, layout, and construction plant, should be outlined. Also included are requirements for transferring useable land or equal value for parks, playgrounds and similar public purposes, identification of transportation reserves and requirements for lots to be designed not to impede a transportation reserve. Lastly, the final subdivision application should include installing water systems, wastewater facilities, stormwater systems and other services in the land area being subdivided to the standards prescribed by the Municipality.

This development should benefit Council from a tax perspective vs. infrastructure maintenance. When considering proposed community elements, Council may be interested in having staff analyze the potential tax revenue compared to initial costs and ongoing future maintenance considerations. The subdivision by-law through section (8) gives Council the option to recover any cost to the municipality if the applicant implements services exceeding the anticipated requirements of the applicant subdivision and the municipality chooses to reimburse the application for the excess capacity through the same manner as an infrastructure charge.

The Municipal Planning Strategy stresses the importance of efficient and economic extension of utilities, safe movement of pedestrians and cyclists, and safe and central community parks and amenities, all of which should be addressed in the Subdivision Application Phase. The Subdivision By-Law allows staff to request the above items and only approve the application once they meet the standards prescribed by the Town. The By-Law also enables the Town Engineer to approve the Storm Water Management Plan based on criteria specified by the Municipality. This means that staff must be satisfied with the plan, and the feedback from the public during the rezoning phase of the application may be used as reasoning to require alternative management elements.

One of the concerns expressed by residents was how long construction would take place, the impact of construction vehicles on the road, and safety concerns for children in the area. If the Town has access to a By-Law relating to when and how construction may occur, this will provide an option for Council to regulate and reduce the impact on existing properties' quality of life.



The most critical piece to convey is that the Town's Municipal Planning Strategy supports diverse residential developments, and the R5 zoning indicates the intent to permit residential development in this area. For this reason, Council should approve the current application using all available tools to address residents' concerns. Afterwards, it should be considered how to improve their plans, approach, and requirements for future applications.

#### 5.9 Residential Area Design

##### Policy RS-23

*Council shall intend* to encourage and promote the provision of affordable housing units, following the Land Use By-law, within residential areas of the Town by:

- 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.

## STORM WATER MANAGEMENT

The Town may request a stormwater management plan for a rezoning or subdivision application. The developer has offered a net zero stormwater management system.

Policy RSS-23 Provides for the efficient and economic extension of existing water, sewer, and sanitary services (plus other utilities)

Has Council and staff considered what could be included as "other utilities"? I feel strongly that utilities such as grey and green stormwater infrastructure and transportation infrastructure are necessary when ensuring the efficiency and economic extension of existing services. For this reason, there is an argument that this has yet to be satisfied, but it must be defensible to the NSUARB.

There is an opportunity to request more of the stormwater management plan. It's up to the staff if they accept what is provided. With the Brook on-site and the feedback from the community, I would request additional green infrastructure elements.

### **Mitchell Brook Watercourse**

The subject property will require re-grading; how will this impact the Brook? The stormwater management plan should prevent contaminated water from flowing directly into the brook.

Residents have expressed concern about how wet this area can become during different parts of the year. Green solutions to stormwater management would help beautify the site and manage wet ground concerns. Stormwater management plans should consider more than just the engineering and piping solutions.

#### 4.1.4 Alteration of Land

Alteration to the level of land resulting from any excavation or filling activity for the preparation of the land for development or in conjunction with any permitted development which involves the removal or addition of more than 20 yd<sup>2</sup> (15.3 m<sup>2</sup>) of material from the site shall require a Development Permit before commencement and shall comply with the following:

A) All excavation and filling activities for which a Development Permit is required be wholly contained within the property affected;

**B) No alteration in the level of land resulting from any excavation or filling for preparation of land for development for which a Development Permit is required shall cause water to shed to an adjacent property.**

I. Notwithstanding 4.1.4(b), water may be shed to any existing ditch, culvert, watercourse, or stormwater drainage system upon approval from the Town Engineer. and An approved site drainage plan may be required by the Development Officer and approved by the Town Engineer before the granting of a Development Permit.

### SAFE MOVEMENT OF PEDESTRIANS AND CYCLISTS

The Town of Kentville, through Policy RS-23, requires the safe movement of pedestrians and cyclists to be considered; this also applies within the subdivision application. Walking paths, trails, or the park buffer between the two road extensions are worth considering. The Town should be given a right-of-way for this area and even consider owning and maintaining this piece if the Developer considers incorporating it.

Does the Town of Kentville have a cost-sharing policy for community infrastructure like sidewalks? If so, it might be an excellent policy to share with the developer while they are considering the safe movement of pedestrians and cyclists within their subdivision application.

A traffic study recommended a sidewalk linking Acadia Drive with the Donald Hiltz Connector Road. It mentioned that pedestrians are using the grass on the side of the arterial road to access services. TIS states that the proposed density will require no further infrastructure improvements.

At this point, I would not consider the requirement of the LUB/MPS for a traffic study satisfied. They need to show sufficient infrastructure within the subdivision application to ensure the safe movement of pedestrians and cyclists.

### SAFE AND CENTRAL PARKS & COMMUNITY ASSETS

The developer has used their 5% parkland dedication as their required buffering between the low-density and higher-density residential proposals. I recommend that the applicant individually consider the buffering, parkland, and amenity requirements. The parkland dedication piece is immediately crucial because it is part of the subdivision application. The Town policies require that parks and community assets be in safe and central locations; the applicant still needs to meet this requirement.

The proposed parks need to be in safe and central areas. The subdivision application needs to show consideration of this requirement. Instead, they are offered on the side of the development, separating the new from the existing single-family with a green belt.

In response to policy IM-8, the developer has stated that there are considerable recreational amenities in Kentville and chose not to include anything new in their proposal. If this concerns Council, I recommend that staff analyze the existing recreation facilities and the distance between the proposed buildings. Recreation facilities should be within walking distance (2.5 km) of the high-density portion.

## **INTERMEDIATE RESPONSE**

The community is questioning the developer's integrity and ability to build the proposal reasonably. Council and staff must know if the developer plans to build new homes on all the lots or sell them to others for development; also, what portion he will be developing himself. There is time to have more control over how the development will play out after approval, as I anticipate that each lot will submit for a development permit as the owner is prepared to build.

Development permit applications must follow the planning regulations adopted and in place when the application is submitted. Some of the properties will be required to adhere to the existing rules. At the same time, others may wait long enough to submit their applications that they will fall under any new long-term planning regulations that Council may consider and adopt.

Also worth noting is policy GD-5, where if the developer intends to lease the land within the development, then Council may use this option to require the Development to proceed through Development Agreement. Another reason why it is essential to understand the Developer's future intent for the newly subdivided and re-zoned lots.

## **PROPOSED SITE PLAN AMENDMENT (APRIL 2023)**

The proposed site plan criteria should be reviewed and considered critically before passing. My recommendation would be to take your time with this amendment. It appears to be in response to the subdivision and rezoning application. Instead, I would take a long-term response with a Municipal Planning Strategy amendment, analyzing the area as a whole and reassessing Council's priorities for residential development.

## **LONG-TERM RESPONSE**

In agreement with the piece written by Maurice Lloyd, residential development and demand have changed drastically within Nova Scotia. There is a great need for this type of development in the areas surrounding Halifax. This alone is a constructive reason for Council to take the time to re-look at the Town's planning documents and policies related to residential growth.

I'd recommend that the Town consider updating their planning documents. The accountability and concerns of the community could be solved through planning controls that are within the ability of the Town to adopt. There are a few approaches to how this may be done; staff should talk with Council about the vision and move forward with the option they are most in favour of.

I anticipate the developer will be closely following all planning amendments under consideration. I would not recommend moving forward with a Land Use By-Law amendment in response to this development. Instead, Council must consider that area as a whole and their hopes for future residential development. This approach is beneficial because any amendments Council makes to their overall Municipal Planning Strategy are not appealable to the Nova Scotia Utility and Review Board. In contrast, modifications made to the Land Use By-law are appealable.

Although the Developer's application has raised concerns from the public, Council and staff concerning the planning controls for large-scale residential developments, I feel Council must understand that once an application is submitted, the applicant is responsible for complying with the existing regulations. It is impossible to re-write your Planning Documents and have them apply to an already submitted application.

Based on the application, the Developer intends to move forward slowly, potentially selling the smaller building lots and applying for a development permit for the higher-density apartments once the connector road has been completed. As the applications submitted are only for the subdivision and rezoning, the development permit applications will be submitted slowly as development plans are made for each lot. These applications must follow whatever planning rules are adopted and in place at the time of submission. Therefore, there is time for Council to perform a long-term planning exercise.

## **A SECONDARY COMMUNITY PLAN**

It's my understanding that the Town is already in the process of preparing a secondary plan for the other side of the Donald E Hiltz Connector Road. I would expand this plan to include the McDougall Heights community. The secondary plan should be incorporated into the Municipal Planning Strategy with associated regulations adopted into the Land Use By-Law.

## **R5 REZONING**

The R5 Zoning within the Planning Documents should not be permitted as of right. Instead, I expect any developments in this zoning to go through either site plan approval or development agreement at the developer's discretion. The existing policy feels "half-baked." It anticipates that residential development will happen and considers this land for future residential development; however, it doesn't provide a procedure for property owners to advance with development without rezoning.

### **Large Lot Residential (R5) Zone**

There are, at present, several large tracts of land in Kentville, many of which need to be serviced and for which there are no immediate plans for development. Council wishes to encourage the orderly development of these lands to accommodate future growth while avoiding costly extensions to municipal infrastructure and services. At the same time, Council understands that housing needs and preferences are constantly evolving. Because much of this land won't be developed for quite some time, this zone will accommodate a limited range of residential uses. Lands further away from existing



development and services will be discouraged from developing, although limited development will be permitted until such services are available.

## SITE PLAN REQUIREMENTS

The Town requires new structures in the R3 & R4 residential zones that abut an R1 or R2 zone to proceed through Site Plan approval. This requirement means that the Developer must go through Site Plan approval for the high-density elements of their development proposal.

The existing Site Plan Criteria for Development in Residential Zones does provide staff control. Still, it only looks at one property instead of considering the development as a whole. The policy is vague enough in the requirements that the Development Officer should be able to control elements of the apartment building portion of the development in a way that will satisfy neighbours and Council.

Policy 4.13 requires that on-site amenity space be provided for high-density developments. I recommend that Council and staff collaborate in advance and consider what amenities would be needed before a development application is submitted for the proposal. Staff have control to suggest amenities as part of the site-planning process.

Something missing from the site-plan requirements for large-scale residential developments which Council may want to consider are "sustainable transportation" options; I would incorporate this into any site-plan requirements. With the arrival of many new residents, items like transit routes and electric vehicle charging stations will be needed.

Site Plan Approval shall consider the following developments following Sections 231-233 of the Municipal Government Act and Section 5.1.12 of this Bylaw.

**a) New structures or additions in an (R3), (R4), (C1), (C2), (C3), (M1), and (CR) Zone when such developments abut a Single Unit Dwelling (R1) Zone or a One and Two Unit Dwelling (R2) Zone;**

- b) Day Care Centers to a maximum of 14 persons in the (R1), (R2) and (R3) zones; and
- c) Multi-Unit Residential Development over 50 units per acre in the (C1) zone.

### 4.1.3 Amenity Space

a) All new Multi-Unit Developments containing four or more dwelling units shall provide On-Site Amenity Space by the following requirements:

Bachelor and One Bedroom Two bedroom  
Three or more bedrooms

200 ft<sup>2</sup> per unit 225 ft<sup>2</sup> per unit 255 ft<sup>2</sup> per unit

18.58 m<sup>2</sup> per unit 20.90 m<sup>2</sup> per unit 23.69 m<sup>2</sup> per unit

**b) Amenity space may include decks, balconies, gardens, landscaped open space, gyms, pools and other**

c) Useable outdoor recreation amenity space shall be in the side or rear yards. The recreation space must be usable, meaning it shall be cleared, levelled, and grassed or otherwise landscaped to create an attractive outdoor recreation space for the amenity of the residents on the lot.

d) Amenity space shall be waived for all residential conversions.

**5.1.12 Site Plan Criteria for Development in Residential Zones**

The following site plan criteria shall apply to all new development permitted through the site plan approval process. No development permit shall be issued for development that is inconsistent with these criteria, in addition to all applicable zone standards and other requirements of this Bylaw:

- a) the location of new structures (or an addition to an existing structure) is located on the lot to minimize any adverse impacts on the surrounding neighbourhood, including, but not limited to, noise, dust, or lighting;
- b) the location of off-street parking and loading facilities are located and designed to minimize any adverse impact on the surrounding neighbourhood;
- c) the location, number and width of ingress and egress points are designed to prevent traffic congestion, nuisance and inconvenience in the area and minimize any adverse impact on the surrounding neighbourhood;
- d) the type, location and height of walls, hedges, fences, trees, shrubs, groundcover or other landscaping elements are designed and built to protect and minimize any adverse impact on neighbouring properties;
- e) the existing vegetation, where possible and deemed practical, be retained to lessen or reduce any adverse impact on abutting properties or the surrounding neighbourhood;
- f) the location of pedestrian walkways and related infrastructure shall be provided to link public walkways and parking areas to the entrance of the primary building;
- g) the type and location of outdoor lighting is designed to light the structure, driveways and any pedestrian walkways but shall not be directed onto neighbouring properties;
- h) the location of facilities for the storage of solid waste provides for a maximum separation for residential development, public areas, and adjacent properties;
- i) the location of existing easements shall be identified;
- j) the management of storm and surface water is addressed, and the Town Engineer approves associated plans;

- k) the type, location, number and size of signs or sign structures do not negatively alter the appearance of the neighbourhood; and
- l) the above-listed items are maintained in a manner suitable and complementary to the surrounding neighbourhood.

## EVALUATION CRITERIA

### Policy RS-22 Affordable housing units

- Appropriate for the area and in keeping with surrounding development.
- Makes efficient use of existing infrastructure and road networks.
- Is anticipated to impact the housing supply within Kentville positively.

### Policy RS-23 Residential Area Design

- Provide for the efficient use of land.
- Provide for the efficient and economic extension of existing water, sewer, and sanitary services (plus other utilities)

There is a potential argument that this requirement's "other utilities" element must still be met.

- Provides for the efficient and safe movement of pedestrians and cyclists.

Based on the subdivision application, this requirement still needs to be met.

- Provide for parks and other community uses in safe and central locations.

Based on the subdivision application, this requirement still needs to be met.

### Traffic Impact Studies

A significant part of evaluating a development proposal is understanding its potential impact on the existing transportation network. Council feels it is essential to assess this impact early, particularly if development could create or contribute to a need for costly infrastructure improvements such as traffic lights, turning lanes, intersection realignment or other significant changes. To ensure Council has accurate information upon which to base its decision, a traffic impact study will be required as part of the rezoning application; or before tentative subdivision approval where the nature or location of the development warrants such a study.

Generally, the development proponent is financially responsible for transportation system changes required to accommodate the proposal or to mitigate adverse impacts of the proposal. Typically, such changes will be included as conditions of development approval. In cases where improvements are necessary due to several developments, a cost-sharing arrangement may be possible.

### Policy T-8 & T-9

- A Traffic Impact Study may be required to be prepared by a qualified engineer.

Traffic impact studies should consider all types of transport requirements in the area. There is mention of a high volume of pedestrians using the grass on the side of the road to access their destinations. What about cyclists? Is there enough density and traffic to warrant a transit service? Why is a sidewalk recommended over a wide active transportation trail that cyclists and pedestrians could use? Is there enough room for this adjacent to the road?



### Statements of Provincial Interest

Statements of Provincial Interest outline the province's vision for protecting Nova Scotia's land and water resources; and address issues related to the growth of our communities. They are intended to help provincial government departments and municipalities make land use decisions with province-wide implications and support the principles of sustainable development.

Drinking Water: To protect drinking water quality within municipal water supply watersheds.

Council has adopted policies to protect the wellfields and recharge areas that provide the town's water supply. There is a backup water supply within a protected watershed around McGee Lake in the Municipality of the County of Kings. It is unknown whether this water supply will be used in the future. However, Council will encourage the County to limit new development within the watershed.

The water commission has an adequate supply for the proposed development.

Flood Risk Areas: To protect public safety and property and to reduce the requirement for flood control works and flood damage restoration in floodplains.

Kentville is not designated as a flood risk area under the Canada-Nova Scotia Flood Damage Reduction Program. However, the Town has identified areas at risk of flooding. These are established as overlay zones within the Zoning Map and have related policies with standards and permitted uses. The Town has adopted policies outlining environmental constraints and how development can be accommodated in flood-risk areas. Kentville has also been proactive with constructing a 10.5 m high dyke along a portion of the Cornwallis River to mitigate anticipated flooding in the future, as identified through the Town's Municipal Climate Change Action Plan (MCCAP).

I don't believe the community concerns have been fully addressed in this requirement. However, the Town's policies are minimal. There may be an argument about protecting neighbouring properties from stormwater runoff from the paving required for the new development. Also, the book on the property would act as a natural flood deterrent. An additional development unaware of the Brook's importance could violate this statement.

Agriculture Land: Protect agricultural land from developing a viable and sustainable agriculture and food industry.

According to Agriculture and Agri-Food Canada, Land Capability for Agriculture has some class 2 and 3 soils; however, most, if not all, have been cleared and urbanized. As an urban settlement, Kentville has limited agricultural potential. Council will support small-scale food production through the Land Use By-law; however, Council believes that concentrating and intensifying development in established settlement areas such as Kentville, Berwick, Wolfville and New Minas, where a wide range of existing urban infrastructure and services exists, is the most sustainable approach to protecting agricultural land in Kings County.

Is the land of the proposed development classes within the 2 & 3 soils? Has this been mapped?

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

This Municipal Planning Strategy recognizes the changing demographics, the need for a full range of housing types, and the growing demand for affordable housing. Town Council will support infill housing on undersized lots, reduced parking requirements in the downtown, and increased density where affordable housing is contained.

This development provides diverse housing options. However, I don't believe it has necessarily considered the residents' quality of life. There should be more infrastructure, services, and improved design. However, the Town's planning documents do not do an excellent job of requiring the developer to provide quality.

Has the developer indicated if a percentage of the rental portion of the residential development will be affordable?

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

An infrastructure asset management plan has been started to map our assets and record our different system components. A five-year capital plan (with annual adjustments as necessary) has been compiled, which looks to infrastructure renewal and future expansion within the Town of Kentville. The Town's water system extends outside the Town boundaries per the Stead Agreement between the Town and the Municipality of the County of Kings. However, Council believes that concentrating development where a wide range of existing urban infrastructure and services already exists is the most effective way to maximize the life and efficiency of this infrastructure and does not support a further extension of this infrastructure outside its boundaries.

Based on all the reports, the development will not place any additional strain on existing infrastructure, and there are minimal needs for the new buildings and residents. However, active transportation should be more of a consideration.



**Town of Kentville  
Staff Report to Council Advisory Committee  
For the Month of March 2023  
DEPARTMENT OF PARKS AND RECREATION  
PRESENTED ON APRIL 11<sup>TH</sup>, 2023**

**Administration and Operations**

- Homeless No More (HNM)
  - On May 25<sup>th</sup> the Homeless No More (HNM) initiative will host a follow-up conversation for decision makers to present the recent data and proposed actions moving forward. The “Homeless No More Calls To Action” event will focus on sharing a point in time glimpse of rural homelessness and precarious housing across our region, that takes a look at the best available data that exists between West Hants – Digby County. Presented will also be the calls to action for policy and decision makers as determined through engagement with community and community organizations.
  
- Spike Fund
  - Spike Fund – 31 fully processed applications for 2022/2023 with a total of \$3875.19 in funding given out. There are an addition 10 applications that have been received and are in process of being reviewed. That makes a total of 41 applications for 2022/2023 compared to the 9 applications received in 2021/2022. Staff are working on fundraising opportunities to help ensure that we can meet the continued need.
  
  - Staff are in the process of updating the application form to better insure it is accessible and inclusive to our community members. Multiple edits have been made, including adding demographic information so that we can better understand who is accessing the fund, and who is not.
  
- Anti-Discrimination Policy Development
  - Staff have been working on the development of an anti-discrimination policy that includes an anti-racism category. These policies will be added to our HR manual and will support our commitment to the signing of the Recreation Nova Scotia Anti-Racism Charter.
  
- Recreation For All Policy Update

- Staff are currently making edits to the Recreation for All policy. These changes were requested by Kentville's Inclusions and Access Advisory Committee (KIAAC) with the aim of being more reflective of the intersectionality within Kentville. We are aiming to define intersectionality and what an equitable recreation sector looks like for the town of Kentville. Once completed, this policy will be brought back to the KIAAC table. With their endorsement it will then be brought to council for ratification.

## **Facilities and Operations**

### OPERATIONS:

- To support council in making future decisions with regards to investment in our facilities, staff are working on a report that will be brought to the next council meeting that takes a broad look at the current conditions of our facilities and where future opportunities exist.

### FACILITIES:

- Arena
  - The ice has been taken out of the arena.
- Parks and Trails
  - Trails remain open (with the exception of the Kentville Ravine Trail). Expect spring conditions that include mud and soft sections.
  - 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.

## **Programs and Operations**

- Operations:
  - Summer Hiring: We continue to hire for our summer staff positions.
  - 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.



- Recently we were awarded a grant of \$7,500 to put toward our equipment loan program. This is part of a new grant program through Recreation Nova Scotia.
- Programs
  - Regular programs continue as usual.
  - In partnership with the Flower Cart Group, we have offered use of the Credit Union Sports Complex with our allocated hours. The program time has been a great success and has also included students from Horton, NKEC, Larche Community. The aim of this program is focussed on getting participants to be physically active, and also providing social connection as well. The program has been extended to last till the end of April.
  - The Valley Community Learning Association, YREACH, and Town of Kentville have collaborated to offer a weekly speaker series on the topic of Gardening. Speakers are volunteer experts from the Annapolis Valley who have a passion for sharing and teaching gardening skills. The series has been massively popular with a steady average of 20 attendees each session.
  - Our ParaSport multi-sport program registration has been extended. This program is available for two different age groups (Ages 8-15 and Ages 16+) and for individuals living with and without a disability.

## **Community Outreach and Events**

- 2023 National Mountain Biking Championships Taking Place July 20<sup>th</sup>-23<sup>rd</sup>
  - Current grants have been submitted for the following funding opportunities:
    - Sport Nova Scotia
    - ACOA Funding
    - Community Festivals and Special Events – Municipality of the County of Kings
  - Registration for athletes open April 3
  - Sponsorship
    - (14) total sponsors committed for 2023 thus far and (6) total sponsors confirmed for the 2024 National Championship
    - Sponsorship ranges from \$500 to \$10,000 and either in-kind or financial contribution
  - Volunteers
    - The committee is looking to recruit up to 100 volunteers.

## Capital Projects

- No 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](mailto:accessibility@kentville.ca), or visit our website at [www.kentville.ca/accessibility](http://www.kentville.ca/accessibility) for more information.
  - A KIAAC meeting was held on March 10<sup>th</sup> 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. This construction year will see the completion of the multi-use pathway through the down town, the outer section of the side way and crossing replaced around the down town square, and the intersection of Main St. and West Main updated. Other sections include the Klondyke entrance to Miners Marsh, the crossing of the multi-use trail on West Main St., and the addition of on street signage and line painting. A completed project outline will be included in the next council package.
- Regional Recreation Complex:
  - No updates at this time.

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
<b>Training</b>	<ul style="list-style-type: none"> <li>• Search warrant</li> <li>• Critical Incident Commander</li> </ul>		
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Human Trafficking discussions</li> <li>• CAC</li> <li>• NS Chiefs</li> <li>• Multiple In-house meetings</li> <li>• Shift meetings</li> <li>• BoPC meeting</li> <li>• SCEU Prioritization meeting</li> <li>• Vacation</li> <li>• DOJ</li> <li>• Body Worn Video webinar with Privacy Office</li> </ul>		
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• 2 officers off sick for more than one cycle</li> <li>• Term hire started on Feb 17<sup>th</sup></li> </ul>		







## Town of Kentville

### Staff Report to Council Advisory Committee

### Department of Engineering and Public Works

### April 11, 2023

#### Programs and Operations

- **Kentville Water Commission:** Later this month the Kentville Water Commission will have both our regular quarterly meeting and a special budget meet to present the Operating and Capital KWC budgets. Operationally in March there were no issues with the Water Commission.
- **Sanitary Sewer Area Service:** Similarly, there were no issues with the Kentville Sanitary Sewer Service.
- **Public Works:** The month of March had higher than average snow and ice accumulation and used up a good portion of the previously forecast surplus of the Snow & Ice portion of the Operating budget.

On March 21<sup>st</sup> a geotechnical firm along with a drilling company completed three boreholes in the road adjacent to the slope failure on Canaan Avenue that has kept a section of the street closed since mid January. Although we haven't received the report yet, I was present for the geotechnical investigation and the roadbed itself appears to be in good condition and the failure looks to be localized to the sidewalk area. Once we receive the report and recommendations, we will better know the best method of repair and will then work on an appropriate design.

Much of my month of March was spent working on both Capital and Operating budgets. The Finance department has been busy compiling the data submitted from the various Town departments to complete the 2023/24 Operating Budget which will be presented to Council at an upcoming special CAC meeting.

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

## **Projects**

- The next phases of both the MacDonald Avenue Subdivision Rebuild and the section of last year's uncompleted AT Project through Station Lane are both set to resume in the coming weeks. The Communication team will post updates on our Facebook and webpage as we receive updated schedules from the contractors.

Preliminary design is now underway on some upcoming Capital projects that we have outlined in our Capital budget meetings.

Tenders recently closed for the previously approved Single Axle Plow & Salt Truck and the complete assembled and outfitted package came in under the budgeted \$400,000.

## **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
- March 1<sup>st</sup> OHS Meeting
- March 13<sup>th</sup> CAC

Respectfully Submitted,

David Bell, P. Eng.  
Director of Engineering and Public Works



**Town of Kentville**  
**CAO to Council Advisory Committee**  
**April 11, 2023**

Property Assessed Clean Energy (PACE): A Kentville specific program is being developed “Kentville Switch” for Councils consideration.

Engagement: Staff are completing an engagement process plan which will create a consistent approach to all engagement for new or emerging items.

Renaming Committee: We are at a point where the public consultation about street renaming has provided significant feedback and a renaming committee, as per policy, will need to be created.

Community Grants: Submissions received and following the operational budget the grant process will go to council.

Human Resources: Completed several job descriptions for new positions which will come forward in the 2023/24 budget.

Meetings: Heritage Committee initial meeting and CUPE.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville



4/3/2023

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Chief Administrative Officer  
Dan Troke  
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dtroke@kentville.ca

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RE: Communications Change to Council Streaming

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The communications team is making a change to live streaming protocols to increase accessibility and efficiency, and better align with current best practices being followed by other units in the province. The live streaming of Council meetings will move exclusively to the YouTube platform beginning in the month of April with the meeting of Council on April 24<sup>th</sup>.

The communications team considered staff capacity, current audiences and how they most commonly choose to interact, and examined what platforms work best for specific types of content. The decision process also included collecting input from senior managers across all departments and looked at things like video resolution, streaming quality, viewer accessibility, management efficiencies, technical requirements, and general best practices as followed by other municipal units. This change was unanimously supported by the comms team after an internal evaluation of the communications plan and thorough discussions around the purpose, intent, future goals, and value of each TOK platform.

It is the constant aim of the Communications Team to improve our protocols and practices so that we can better engage in the ways that our audiences find accessible while sticking to our principles around creating meaningful, safe, and inclusive spaces online.

Respectfully Submitted,

Dan Troke  
Chief Administrative Officer



## Appendix A

Number of Municipal Units streaming meetings live: 26

Municipal Units not streaming meetings: 17

Municipal Units using Facebook to stream: 9

Municipal Units using YouTube to Stream: 18

Municipal Units using an alternative to stream: 3

Note: Some municipalities are only streaming audio without video.

Note: Many units leave comments turned off regardless of what platform they are using to stream live meetings.

**TO:** Council Advisory Committee

**SUBMITTED BY:** Jennifer West, Deputy Clerk

**DATE:** April 11, 2023

**SUBJECT:** Policy Statement G57 Committees of Council, Revisions

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**ORIGIN**

The Committees of Council Policy outlines the procedures for effective operation of committees of Council. It was last revised in 2019 with the inclusion of the ad-hoc (temporary) Accessibility Advisory Committee.

**BACKGROUND**

This policy needs revision to resolve a number of issues:

- Inclusion of the Student Bursary Selection Committee. This committee has been existence possibly since 2003 when the Grants to Organization Policy was created, however this selection committee has never been defined or formalized in the Committees policy.
- Inclusion of the Heritage Committee. This committee formed in 2023 and is not reflected in this policy.
- Inclusion of the Planning Advisory Committee. This committee will be launched in 2023.
- Removal of the ad hoc Accessibility Advisory Committee. The mandate for this group has been completed (creation of the Accessibility Plan) and a standing committee has been formed to continue this work.
- Administrative updates and revisions.

**DISCUSSION**

The following additions are recommend to address these issues:

1. Student Bursary Selection Committee

The Student Bursary Selection Committee reviews bursary applications and selects bursary recipients based on Policy Statement G18 Student Bursary Policy.

Membership: The committee will consist of three (3) voting members are entitled to honoraria. One (1) member will be a member of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Secretary may be appointed as a non-voting member of the committee.

Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually. One citizen representative will be appointed by Council for a one-year term of service and reviewed annually.

The advisory committee meets annually to review and select the bursary recipients.

2. Heritage Committee

The Heritage Committee has a mandate to create and administer a Town Heritage Bylaw.

Membership: The committee will consist of three five (5) voting members who are entitled to honoraria. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Secretary may be appointed as a non-voting member of the committee.

Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually. Two citizen representatives will be appointed by Council for one-year terms of service and reviewed annually.

During the development of the bylaw, the committee shall meet at least 6 times annually. After the bylaw is created the committee shall meet at least 4 times annually to ensure the bylaw is being implemented effectively.

### 3. Planning Advisory Committee

The Planning Committee has a mandate to advise Council respecting the preparation or amendment of planning documents and respecting planning matters generally (Municipal Government Act 280(1)).

Membership: The committee will consist of five (5) voting members who are entitled to honoraria. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a Recording Secretary may be appointed as a non-voting member of the committee.

Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually. Two citizen representatives will be appointed by Council for one-year terms of service and reviewed annually.

The committee shall meet at least 6 times annually.

Administrative edits are included in the attached document.

### **POLICY IMPLICATIONS**

Policy Statement G57 Committees of Council

### **BUDGET IMPLICATION**

New citizen representatives on committees are eligible for remuneration.

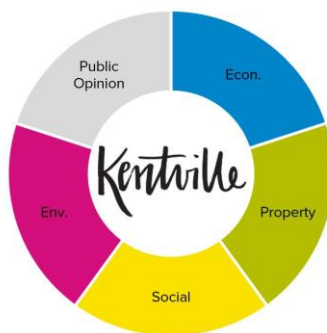
### **ATTACHMENTS**

Draft Policy Statement G57 Committees of Council

### **RECOMMENDATION**

**That Council review and approve the attached revisions to Policy Statement G57, Committees of Council, to include sections on the Heritage Committee, Student Bursary Committee and Planning Advisory Committee.**

Town of Kentville Decision Wheel:





April 11, 2023

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Chief Administrative Officer  
Dan Troke  
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RE: Heritage Committee

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Although Policy Statement G57 "Committees of Council" has not yet been revised to include the terms of reference for the Heritage Committee, it is understood that two members of Council are to sit on this committee. Currently, there is a vacancy on this committee, and Council must appoint an elected official to this group.

Staff recommend that Council discuss and appoint a member to sit on the Heritage Committee.

Dan Troke  
Town of Kentville



Q1 APRIL 2023



Physician  
Community  
Navigation

# PCN REPORT

**PREPARED BY:**

Breanna Sangster  
Physician Community Navigator

# WHAT'S NEW?

## COMMUNITY TOURS

Since January we've toured 3 physicians and their families throughout the Annapolis Valley showing them amenities, and talking about activities, social groups, and local resources that suit their lifestyles. Wow, we're off to a great start this year!

## NEW FUNDING PARTNERSHIP

The Office of Healthcare Professionals Recruitment (OHPR) approved our funding ask of \$77,105 for the full amount. 28 other applicants were successful in the province, 3 of those here in our region. We're in the planning stages of rolling out our big and small projects for the year. We cannot wait to show you what we've got up our sleeve!

## NS COMMUNITY NAVIGATOR NETWORK ANNUAL CONFERENCE

Physician Community Navigation attended the NS Community Navigator Network's annual conference in Tantallon, Nova Scotia. Over 3 days we learned from each other and brainstormed new innovative ideas to improve the recruitment and retention of medical professionals in our rural communities. The Network also welcomed guest speakers from NS Practice Ready Assessment Program, Doctors Nova Scotia and the Office of Healthcare Professionals Recruitment.

## WINTER SLEIGH RIDE EVENT

All the snow in March had us dreaming of a Winter Sleigh Ride. Medical Professionals in the Annapolis Valley region were invited to an afternoon of horse-drawn sleigh rides in Berwick. Hot chocolate and cookies were on the menu to keep us warm. Unfortunately in true Nova Scotian fashion, the unpredictable amount of rain the evening before washed away the snow leaving us with no choice but to cancel.







## WELCOME TO THE COMMUNITY!

We welcomed Dr. Andrew Kilpatrick, Captin at 26 Canadian Forces Health Services Centre (CF H Svcs C), 14 Wing, to the Annapolis Valley with a beautiful apple bushel filled with local products. We're so happy he's here!





# WELCOME TO THE COMMUNITY!

Welcome to Dr. Ebikiye Angaye, Dr. Frank- Nwoye Ifeoma Goodness, and Dr. Anenechi Azuibuike to the Annapolis Valley. These international physicians are training in our communities through the Nova Scotia Practice Ready Assessment Program. They will be visiting the Annapolis Valley for 6 weeks until they move on to their next assessment in the province. Wishing them all the best as they work towards Canadian licensure!



# RETENTION & APPRECIATION

## Pizza, Puzzle, and Pitcher Night!

The family medicine residents were challenged on February 22nd at the Annapolis Valley Chamber of Commerce's Pizza, Puzzle, and Pitcher Night. We had 2 hours to finish our pizza, beverages, and puzzle to win the challenge. We may not have taken home the pizza trophy but we had some great laughs. "Pass the flesh-colored puzzle piece, please".

## Family Physician Appreciation Outreach Program

Who doesn't like coffee and muffins?  
Quarterly, Physician Community

Navigation visits 19 primary care clinics and family practices in Annapolis and Kings Counties. At each location, we surprised the staff with fresh coffee and muffins.

## Valley Social Network

We're so excited to see the Annapolis Valley Chamber of Commerce bringing back social networking opportunities and events that encourage young business leaders in the community to come together. It was so nice to see many medical professionals in attendance!



You deserve a  
break. Enjoy  
coffee and  
muffins on us!





# WHAT'S NEXT?

## Doctors' Day

May 1st is Doctors Day. Join us in celebrating our province's dedicated physicians. Physician Community Navigation is thankful for the important work they do to improve the lives of Nova Scotians.

Be sure to tune into our local radio stations AVR 97.7 and Rewind 89.3 the last week of April to hear our PSA.

As a way for you to show appreciation and say 'thanks doc' to a physician who made a difference in your life, visit: <https://tinyurl.com/DrsDay2023>

## Rural Week

Rural Week is on our radar! Next Month, 1st-year medicine students are training and visiting various rural communities throughout the province to experience firsthand what practicing rural medicine is like. We cannot wait to show this cohort of students the wonders of the Annapolis Valley.

Physician Community Navigation is working closely with NSH and other allied healthcare partners to plan unique events that highlight the beautiful Annapolis Valley.





# KENTVILLE VOLUNTEER FIRE DEPARTMENT

463 Main St., Kentville, N.S. B4N 1K9  
Station: (902) 678-7798 Fax: (902) 679-0790  
Email: [secretary@kentvillefire.ca](mailto:secretary@kentvillefire.ca)

March 21, 2023

Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6

## AREA RATE APPLICATION

This application is our request for an area rate of **\$0.0397 per \$100.00** of assessed value for all occupancies to which this rate applies. This area rate is to support a total budget request of \$684,600 for the fiscal year April 1, 2023 to March 31, 2024. Based on information provided from the financial department at the Town of Kentville; this application requests a total of \$271,600 from taxation and \$6,600 from Grants in Lieu from the Town of Kentville. This includes the 4% municipal administration charge. This area rate shall apply to all properties served by the Kentville Volunteer Fire Department within the boundaries of the Town of Kentville as defined in the assessment role as provided by the Director of Finance for the Town.

In support of this application, we have included:

- Evidence of the organization's incorporation and good standing under the Society's Act
- A budget in support of the proposed area rate
- A declaration setting out the fulfillment of the public notice and public meeting process

Any updates to this request are to the KVFD through Chief Scott Hamilton. We look forward to the implementation of this request.

A handwritten signature in black ink, appearing to read "Scott Hamilton", is written over a horizontal line.

**Scott Hamilton**  
Fire Chief  
Kentville Volunteer Fire Department



# DECLARATION

The Kentville Volunteer Fire Department placed two notices of a public meeting to take place on March 20, 2023 in the Advertiser. The first notice was published at least 14 days prior to the meeting date. The second notice at least 7 days prior to the meeting date was published. The two notices described the communities within the Kentville Volunteer Fire Department district, to which the Area Rate applies. In addition, five notices within the fire district were posted. A copy of our advertisement is included.

A public meeting took place on March 20, 2023 at the Kentville Volunteer Fire Department Auditorium.

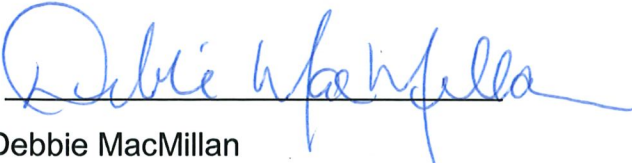
**Twenty-eight** ratepayers signed in at the registration desk. A PowerPoint presentation by Chief Hamilton of the total budget in support of the application occurred. Two votes of the ratepayers attending took place. They were divided by, county and town ratepayers with two different colored cards issued at the registration desk. The votes declared the Area Rate of **\$.0397/\$100.00** accepted. The vote counts were:

<b>COUNTY:</b>	8	In Favour	<b>TOWN:</b>	20	In Favour
	0	Abstention		0	Abstention
	0	Opposed		0	Opposed
	<u>8</u>	<u>Total</u>		<u>28</u>	<u>Total</u>

Therefore the vote was **28** in favour, **0** abstentions, **0** opposed equaling **28** in total.

Declared on the day 21<sup>st</sup> day of March 2023 by  of Kentville.

Scott Hamilton, Chief

Witness:   
Debbie MacMillan





Electronically signed by:  
Office of the Registrar of Joint Stock Companies  
Date: 24 February 2022 13:58 AST  
Location: Nova Scotia, Canada  
Contact: rjsc@novascotia.ca

# Certificate of Status

## Registry ID

1275098

## Name of Society

KENTVILLE VOLUNTEER FIRE DEPARTMENT

I hereby certify that according to the records of this office KENTVILLE VOLUNTEER FIRE DEPARTMENT was incorporated on January 12, 1965 under the Societies Act and is a valid and subsisting society.

I further certify that according to the records of this office, the status of this society is Active.

Registrar of Joint Stock  
Companies

February 24, 2022

Date of Issue



**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.  
AREA RATE  
2023/2024 BUDGET**

	2022/2023 <u>BUDGET</u>	2023/2024 <u>BUDGET</u>	% <u>variance</u>
	\$	\$	
<b>Area Rate revenue</b>			
Municipality- Kentville	225,700	271,600	20.3%
Municipality- Kings	334,300	396,600	18.6%
Grants in lieu- Kentville	6,700	6,600	-1.5%
Grants in lieu- Kings	8,000	9,800	22.5%
Transfer from Area Rate surplus reserve	0	-	0.0%
	<u>574,700</u>	<u>684,600</u>	19.1%
<b>Area Rate expenses</b>			
Capital Loans	194,100	151,000	-22.2%
Area Rate Purchases	190,000	338,100	77.9%
Transfer to Area Rate Reserve	165,000	165,000	0.0%
Area Rate fees	25,200	30,100	19.4%
Bank fees	400	400	0.0%
	<u>574,700</u>	<u>684,600</u>	19.1%
<b>Current Surplus</b>	<u>0</u>	<u>0</u>	
AREA RATE 2022-2023	.0378/\$100		
AREA RATE 2023-2024		0.0397/\$100	

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.  
AREA RATE  
2023/2024 BUDGET**

		<b>EXPENDITURES</b>	
		<b>LOANS</b>	
<b>GENERAL LEDGER #</b>	<b>Description</b>	<b>2022/2023 Budget</b>	<b>2023/2024 Budget</b>
	<b>2010 Pierce</b>		
70-21-25-100	Principal	28,600	0
70-21-25-200	Interest		
	<b>2015 Tanker (\$2,295 per month)</b>		
70-21-26-100	Principal	27,500	27,500
70-21-26-200	Interest		
	<b>2022 Pumper (\$5,926 per month)</b>		
70-21-28-100	Principal	78,000	71,100
70-21-28-200	Interest		
	<b>2022 SCBA Upgrade (\$4,369 per month)</b>		
70-21-29-100	Principal	60,000	52,400
70-21-29-200	Interest		
		<b>194,100</b>	<b>151,000</b>

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.  
AREA RATE  
2023/2024 BUDGET**

		<b>EXPENDITURES</b>	
		<b>TRANSFERS TO AREA RATE RESERVE</b>	
<b>GENERAL LEDGER #</b>	<b>Description</b>	<b>2022/2023 Budget</b>	<b>2023/2024 Budget</b>
70-25-21-100	<b>Transfer to Area Rate Reserve</b> <b>22/23</b> \$ 16,000 annual transfer \$ 149,000 to reserve for new truck  <b>23/24</b> \$ 16,000 annual transfer \$ 149,000 to reserve for new truck	165,000	<b>165,000</b>
		165,000	<b>165,000</b>





**KENTVILLE VOLUNTEER FIRE DEPARTMENT**  
463 Main St., Kentville, N.S. B4N 1K9

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## **Notice of Public Meeting**

The Kentville Volunteer Fire Department is making application to the County of Kings and the Town of Kentville for the fire area rate within the Kentville Fire District.

The Kentville Volunteer Fire Department is requesting an area rate of 0.0378/\$100.00 of assessment. This funding is required for capital expenditures and upgrading to a total of \$574,700.

The area rate applies to all the areas of the Kentville Volunteer Fire Department district including:

Coldbrook	South Alton	Hwy 12 to the	Gibson Woods
Brooklyn Corner	Welton's Corner	County Line	Road
Tupper Lake	West Canaan	Kentville	Northville
Aylesford Lake	Forest Home	North Kentville	Billtown
McGee Lake	Blue Mountain	Aldershot	Lakeville
North River	Murphy Lake	Steam Mill	Meadowview
North Alton	Gaspereau Lake	Centerville	

The ratepayers meeting will be held at the Kentville Volunteer Fire Department's auditorium on Monday, March 7th, 2022 at 7pm.

All ratepayers within the fire district are entitled to vote on this application at the public meeting.

**Proof of vaccination required to attend. All current COVID-19 protocols will be followed.**

<b>Name:</b>	Councilor Andrew Zebian		
<b>Date:</b>	March 10/23	<b>Date Submitted to CAO:</b>	April 1/23

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

<b>Detail</b>	<b>Synopsis</b>			
<b>Decision Requested:</b>	I would like to Council to review 4.1.3 in the Land Use Bylaw.  And further propose an amendment.			
<b>Background: What? Who? How? When?</b>	<b>Property</b> <input type="checkbox"/>	<b>Public Opinion</b> <input type="checkbox"/>	<b>Environment</b> <input type="checkbox"/>	<b>Social</b> <input type="checkbox"/>
	<b>Economic</b> <input checked="" type="checkbox"/>			
	<p>Like everywhere else, we are experiencing a housing shortage. 4.1.3 (see attached) in the Land Use Bylaw states that all new multi-unit development containing 4 or more dwelling units shall provide On-Site Amenity Space.</p> <p>This works fine with newer buildings or any buildings with land. However, many of the buildings in our Downtown Core are older and do not have any land with them. If a landlord wanted to add more than 3 residential units to a building Downtown and didn't have land, they would have to sacrifice between 200 and 255 square feet per unit to be used as an amenity space. If a Developer wanted to construct 5 residential 1 bedroom apartments, they would have to give up 1000 square feet of space to accommodate this bylaw. This would mean that you could be losing the possibility of 2 extra residential units by giving up this space.</p> <p>With this housing crisis, we shouldn't be turning Developers away. We know that our Downtown is very quiet after 5 pm and it would be great to see more activity in the evenings with more people living Downtown. With the prospect of more people living Downtown, it will feel safer and we will be doing our part in helping with the housing shortage. Why would we ever want to discourage development?</p>			
<b>Strategic Implication: with Dashboard</b>	<b>Current</b> <input type="checkbox"/>		<b>Short Term</b> <input type="checkbox"/>	
	<b>Long Term</b> <input checked="" type="checkbox"/>			
<b>Budget:</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	<b>Policy:</b>		<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>Desired Outcome:</b>	
<b>Recommendation:</b>	<b>I recommend that we amend this bylaw so that it does not apply to pre-existing buildings in the Downtown Core. This will allow any potential Developers to convert some of the upper levels of these older buildings into more residential units.</b>

**Request for Decision – CAO Initial Review**

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

<b>Name:</b>	Councilor Andrew Zebian		
<b>Date:</b>	April 4/23	<b>Date Submitted to CAO:</b>	April 4/23

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

<b>Detail</b>	<b>I would like Council to have a discussion on erecting a new recreational center within the Town.</b>				
<b>Decision Requested:</b>	<p>For the last 2 years, Kentville has been part of the Regional Recreation Facility Feasibility Study, partnering with the County of Kings and Wolfville. If this project ever becomes a reality it will be years away and most probably, this proposed complex will not be located in Kentville. We will be investing millions and millions of dollars into a facility that will not be in Kentville. Meanwhile, we have a 50 year old rink here. While it has suited the needs of many, for decades, I believe it's time to start planning for the future.</p> <p>I believe it's time for us to look at the possibility of Kentville erecting their own complex within the Town. This complex could be composed of a number of things, including a new rink, running/walking track, family friendly gym, indoor court for tennis/pickle ball and basketball. There are many opportunities here and it would bring many people to Kentville.</p> <p>I think it's time we engaged in conversation about this and next steps exploring this before we commit to a joint project.</p>				
<b>Background: What? Who? How? When?</b>	<b>Property</b> <input type="checkbox"/>	<b>Public Opinion</b> <input type="checkbox"/>	<b>Environment</b> <input type="checkbox"/>	<b>Social</b> <input type="checkbox"/>	<b>Economic</b> <input checked="" type="checkbox"/>
<b>Strategic Implication: with Dashboard</b>	<b>Current</b> <input type="checkbox"/>		<b>Short Term</b> <input type="checkbox"/>		<b>Long Term</b> <input checked="" type="checkbox"/>
<b>Budget:</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>	<b>Policy:</b>		<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>	
<b>Desired Outcome:</b>					
<b>Recommendation:</b>					

**Request for Decision – CAO Initial Review**

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



## **GREENFIELDS**

**92 Palmetto Ave.,**

**Kentville, NS B4N 2T3**

April 3, 2023

Town of Kentville

354 Main Street  
Kentville NS B4N 1K6

Attention: Dan Troke

Chief Administration Officer

### **Re: Commercial Lot Chipman Road**

Hello Dan,

In the months since my letter dated October, 7 attached, we have had several telephone conversations in connection with my commercial lot on Chipman Road (PID 55544308). As discussed, the pandemic, higher building costs and interest rates have all negatively impacted my development plans. (Not to mention serious personal health issues, mostly behind me now, also delayed progress).

While these significant issues forced me to re-evaluate the scope and timing of my proposed project, they have not affected my desperate need for proper commercial space to conduct and grow my business in Kentville. I looked at other options, but it is clear to me that the most practical solution is to scale back my project to something affordable, such that I can start this spring. This option would give me the minimum space I need now while maintaining the ability to expand the development as conditions improve in the years ahead.

Considering the above, I am asking that the Town amend Schedule "Z", of the Warranty Deed dated 29 July, 2021, concerning the construction of a 750 square foot building with approximately 5000 square feet of paved parking. It would be most helpful to reduce the scale of construction and development by amending the development requirement to construction of a building of at least 392 square feet (14' x 28') with paved parking of approximately 2500 square feet.

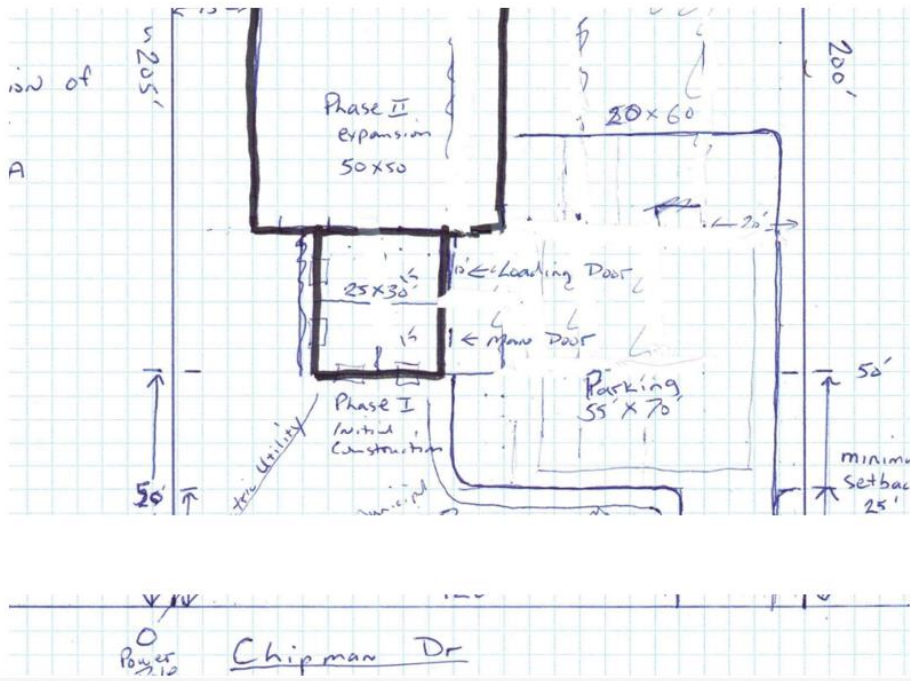
Should the Town agree to my request, it is my full intention to have a building on the lot within the 24 month time frame of the original agreement, i.e. on or before July 29, 2023.

I look forward to your reply.

Sincerely,

Bill Denyar

Original Concept



Bill Denyar operates Greenfields Indoor Air Solutions (Greenfields). Two phase development proposed on property. Phase 1 (1 to 2 years) 750 square foot steel building on concrete pad. Phase 2 (3 to 5 years)

