



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE June 12, 2023 AGENDA

6:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - (a) ~~Special Council Advisory Committee meeting (Operating Budget), April 24, 2023~~
 - (b) Council Advisory Committee meeting, May 8, 2023
 - (c) Council Advisory Committee meeting (Grants to Organizations), May 15, 2023
4. PRESENTATIONS
 - (a) Proposed Kentville Tennis Facility – Paul Morgan
5. DEPARTMENT REPORTS AND RECOMMENDATIONS
 - (a) Finance
 1. Director's Report
 2. Withdrawal from Kentville Sanitary Sewer Operating Reserve
 3. Asset Retirement Policy
 - (b) Planning and Development
 1. Department Report
 2. MacDougall Heights Rezoning, Supplemental Information
 - (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. Joint Regional Transportation Agency**

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- (a) None.**

7. CORRESPONDENCE

- (a) Coastal Protection Act Joint Letter**

8. NEW BUSINESS

- (a) Kentville Tennis Facility Proposal**

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a) None.**

11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE MEETING

Meeting Minutes: April 24, 2023

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Town Hall and was livestreamed on YouTube.

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 5:00 p.m. and that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Dan Troke, Police Chief Jim Butler, Director of Public Works and Engineering Dave Bell, Director of Parks and Recreation Rachel Bedingfield, Director of Finance Wanda Matthews and Recording Secretary Jennifer West.

REGRETS

Councillor Cathy Maxwell

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

- a. Approval of Agenda

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

That the agenda of April 24, 2023 be approved.

MOTION CARRIED

3. NEW BUSINESS

- a. **Draft Town of Kentville 2023-2024 Operating Budget**

DRAFT

Director of Finance Wanda Matthews presented the proposed 2023-2024 Town of Kentville Operating Budget. Some members suggested that they have more time to review this data. The Chair asked for consent to table the motion until a Special Council Meeting to be held at 4:00pm on May 1, 2023.

Discussion

- Request that staff calculate the percentage of discretionary funds in this budget.

RECOMMENDATION TO COUNCIL

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

That Council approve the 2023-2024 Operating Budget in the amount of \$15,924,200

And further that there is no tax rate increase,

The residential tax rate will be 1.5262

And the commercial tax rate will be 3.5034

MOTION TABLED

By consent

9. ADJOURNMENT

The April 24, 2023 meeting of Council adjourned at 6:02 p.m.

MOTION CARRIED

Approved by CAO and Clerk Dan Troke

DRAFT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: May 8, 2023
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in person in Town Hall and was livestreamed to YouTube with closed captioning.

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 Andrew Zebian

Staff:

- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Kirsten Duncan, Planning Technician
- Lindsay Young, Community and Economic Development Coordinator
- Wanda Matthews, Director of Finance
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

REGRETS

Councillor Gillian Yorke

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Addition, item 10.a In Camera, Human Resources Matter
Removal, item 3.b Minutes approval, Special Council Meeting Minutes

DRAFT

It was moved that the agenda for the Council Advisory Committee meeting of May 8, 2023 as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, April 11, 2023.

It was moved that the minutes from the Council Advisory Committee meeting held on April 11, 2023 be approved.

MOTION CARRIED

4. PRESENTATIONS

(a) NKEC Parents Promenade (Prom) Event – Appeal

Kathy Boutilier represented the parents of the NKEC prom committee and the class of 2023 to appeal the decision of staff for a promenade. Ms. Boutilier gave a description of their desired event, and the group's application process. They assured Council that they could prepare the event in short notice and keep the road closure to 2 hours.

Presentation available

(b) Clean Nova Scotia – Electric Vehicles

Colin Robar from Next Ride and the Clean Foundation gave a presentation on this program. Their goal is to help the general public understand the transition to electrification. Highlights included benefits of electric vehicles, energy efficiency, public charging, and price for public charging. Rates of recycling batteries has been low because battery life has exceeded expectations.

Presentation available

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report and Projection Report

Director Wanda Matthews presented the report for the period ending April 30, 2023. Town budgets have been completed and staff are working on water commission and other budgets. Audit work has begun and the committee will launch in the coming weeks.

See report for more information.

(b) Planning and Development

(1) Staff Report

Economic Development and Community Development Coordinator Lindsay Young presented the planning report for April 2023. Highlights included a building valuation of \$5,520,881 for the year thus far, development permits,

Council Advisory Committee Minutes – May 8, 2023

Pending Approval

Page 2

DRAFT

subdivision applications, Canada Cup preparation, tourism marketing, Centre Square activation, Kings Transit and hiring for the VIC positions. Ms. Young also gave an update on the public washrooms project. The location of the bike shelter and public washrooms will be near the Kentville Historical Society building at Cornwallis and Station Lane.

See report for more information.

(2) Proposed Subdivision Bylaw Amendments

Planning Technician Kirsten Duncan presented the report outlining changes to the Town’s subdivision bylaw relating to sidewalks along connector roads and arterial roads. The recommendation is to keep sidewalks on one side of collector roads.

See report for more information.

It was moved by Councillor Paula Huntley and Councillor Cathy Maxwell

That Council Advisory Committee recommend
To the May 29, 2023 meeting of Council

That Council recommends First Reading to amend the Subdivision Bylaw And further, to direct the CAO to schedule a public participation meeting in advance of First Reading.

And further to direct the CAO to prepare a public information meeting.

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

(c) Parks and Recreation

(1) Director’s Report

Director Bedingfield presented her report for April 2023. Some of the highlights included Homeless No More initiative on May 25 in Middleton, new staff for summer fun management, the Memory Café with Doctor’s Nova Scotia and the Town of Wolfville, the growing Kentville Home Show, and the Kentville Inclusion and Access Advisory Committee. The Home Show is run by an event company and the remainder can offset costs of operations of the arena. Ms. Bedingfield provided an update on the Canada Cup National Event.

See report for more information.

(2) Facilities Condition Report

DRAFT

Director Bedingfield presented her report on the condition of all recreation facilities, and the cost and resources needed to improve them in the coming years. She spent time describing the conditions at each facility and future investment needed for each.

Councillor Maxwell left chambers at 6:10pm and returned at 6:11pm.

See report for more information.

(d) Police Report

(1) Chief's Report

Police Chief Jim Butler presented the police commission report, which included a Board of Police Commissioners meeting and a public engagement meeting with the Board of Police. Chief Butler described the ongoing review of bylaws by the Bylaw Officer, particularly the Animal Control Bylaw, Parking Bylaw, and Unsightly Premises. Staff has discussed time limits for parking, and the availability of free parking spaces. Chief gave an update on the Community Crisis Navigator position being fully funded by the town as of April 1, 2023.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Bell submitted his report for April 2023. Some of the highlights included water commission budgets, sanitary sewer meetings, and Canaan Avenue updates. Mr. Bell gave an update on lights coming to ends of the Kentville Bridge this summer. Council have heard concerns from residents on Apple Tree Lane around drainage and flooding. Mr. Bell gave an update on the smells from the Kings County Sewage Facility in New Minas and the work underway to remedy this. Mr. Bell gave clarification that the inner loop of the downtown will have sidewalk replacement this summer.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Dan Troke submitted his report for April 2023. Highlights included the community grants, job postings, Freedom of Information Requests, and performance reviews.

See report for more information.

(2) Mentoring Plus Quarterly Report

Mayor Sandra Snow received the Mentoring Plus Quarterly Report.

DRAFT

See report for more information.

Mayor Snow indicated that a Special Council meeting on May 15th to review Grants to Organizations. The Heritage Committee meets at that time and needs to be rescheduled again.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) MacDougall Heights Rezoning Application

Development Officer Kirsten Duncan reviewed the staff report with additional information from staff, the planner and the applicant.

See report for more information.

Discussion

- Concerns about who will be responsible for ensure green space and stormwater management. These issues are usually resolved at the subdivision planning phase of development. Stormwater issues are mandated by the provincial government.
- Request that the CAO send the original letter from C+D without redactions.

It was moved by Councillor Paula Huntley and Councillor Craig Gerrard

That Council Advisory Committee recommend
To the May 29, 2023 meeting of Council

That Council give First Reading to the rezoning application at the May 30, 2023 meeting of Council.

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

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) NKEC Prom Event Request

CAO Troke reviewed the events application process and addressed the request of the appeal for this application. The applicants wanted a promenade down Webster Street from Miners Marsh to Centre Square however a compromise was to keep the event localized in the free pavilion in Centre Square. During this process, staff encouraged applicants to use options that will not result in a road closure. CAO Troke described the road closure and the additional staffing required for the Webster Street version of this event.

DRAFT

See report for more information.

It was moved by Councillor Craig Gerrard and Councillor Andrew Zebian

That Council Advisory Committee recommend
To the May 30, 2023 meeting of Council, or to the May 15 meeting of Council

That Council approve the closure of Webster Street to support the NKEC graduating class promenade.

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

(b) Kentville Lions Club Lease

CAO Troke outlined the lease agreement and the proposed lease for the Kentville Lions Club in the town-owned facility. This lease relationship has the tenant paying \$1 per month, and covering all utilities, taxes, and repairs. Another town-owned building on Station Lane has a different relationship with the tenant, however these tenants focus on different activities (history vs. fundraising).

See report for more information.

Discussion

- Council requests that staff review and revise a past report which calculates the value of different town-owned properties.
-

It was moved by Councillor Andrew Zebian and Deputy Mayor Cate Savage

That Council Advisory Committee recommend
To the May 29, 2023 meeting of Council

That Council approve the proposed lease between the Town and the Kentville Lions Club.

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

9. PUBLIC COMMENTS

(a) Marcia McNeil

Concerns about staff not letting students have a grad promenade.

(b) Jennifer Curry

DRAFT

Concerns about staff not letting students have a grad promenade on Webster Street.

(c) Donna Conrad

Support for the promenade event, and for parents who have supported her Stocking Stuffer campaign each year.

(d) Meghan Sabean

Support for following policies but also for making exceptions to support people and community in some rare cases.

10. IN CAMERA

It was moved by Councillor Craig Gerrard and Councillor Paula Huntley
That Council move into a closed session at 8:55 pm to discuss a personnel matter.
MOTION CARRIED
*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, and Zebian*

It was moved Deputy Mayor Savage and seconded by Councillor Gerrard
That Council return to open session at 9:02 pm
MOTION CARRIED
*Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, and Zebian*

11. ADJOURNMENT

There being no further business to discuss,
Council Advisory Committee adjourned at 9:03 p.m.

MOTION CARRIED

Minutes Approved by Town Clerk
Dan Troke



TOWN OF KENTVILLE
SPECIAL COUNCIL ADVISORY COMMITTEE MEETING - GRANTS
Meeting Minutes: May 15, 2023

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 4:01 p.m.

PRESENT

Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Acting Chief Administrative Officer Rachel Bedingfield.

REGRETS

Chief Administrative Officer Dan Troke and Deputy Mayor Cate Savage

2. APPROVAL OF THE AGENDA

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

That the agenda of May 15, 2023 be approved

MOTION CARRIED

3. BUSINESS

(a) Recommendation: Director Bedingfield provided Council with the list of grant applicants, including additional comments and instructions for council.

Report attached

RECOMMENDATION TO COUNCIL

It was moved by Councillor Huntley and seconded by Councillor Yorke

That CAC recommend to council approval of the grants to Organizations in the amount of \$21,325 as discussed for inclusion in the 2023-2024 Operational Budget at the May 31 Meeting of Council.

MOTION CARRIED

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

RECOMMENDATION TO COUNCIL

It was discussed and moved by consent:

That CAC recommend to council approval of the allocation of the King's Senior Safety Society annual funding in the amount of \$5,000 to the Kentville Police Service operational budget beginning in 2024-25 budget year. at the May 31 Meeting of Council.

Special CAC Meeting Minutes

May 15, 2023

Pending Approval

CARRIED WITHOUT OBJECTION

RECOMMENDATION TO COUNCIL

It was discussed and moved by consent:

That CAC recommend to council approval of the amendment to G28 Request for Funding from Organizations (grants) to allocate year end funds to the Spike Fund. at the May 31 Meeting of Council.

CARRIED WITHOUT OBJECTION

(b) Follow-up to Applicants

- **Points of Discussion**

- Applicants who received a grant in 2022/23 must submit a final report, otherwise the 2023/24 grant will not be processed.

4. ADJOURNMENT

That the May 15, 2023 Special Meeting of Council be adjourned at 4:36 p.m. as all business is complete.



Proposed Valley Racquet Center

Presentation to Kentville Town Council

June 2023

Agenda

- ▶ Overview of Project
- ▶ Need/Demand for a new facility
- ▶ Benefits of a Valley Racquet Center
- ▶ Support for a Valley Racquet Center
- ▶ Costs
- ▶ Proposed Timelines
- ▶ Request for Kentville Town Council
- ▶ Questions

Overview

- ▶ The plan is to build an **indoor year-round accessible racquet center** suitable for all **ages, genders, as well as physical and financial abilities.**
- ▶ The proposed center would be located at 125 Park Street in Kentville.
- ▶ This 2.3 acre site is adjacent to Kings County Academy School and The Credit Union Rec Complex.
- ▶ The center will be built according to a model recommended by Tennis Canada and will contain **4 tennis courts and 8 pickleball courts.**

Need/demand for a facility

- ▶ Across Canada, Tennis is experiencing **growth** in both players and viewing interest. It is ranked 5th out of 14 sports in fan interest. In particular, Junior Tennis is growing across Canada. (Tennis Canada). In Nova Scotia, several players are ranked nationally, due in part to the ability to play indoors, year-round at The Atlantic Tennis Center (ATC).
- ▶ Deemed the **fastest growing sport** in North America, more than 1.4 million Canadians play pickleball at least once per month, with more than half playing at least 4 x a week. (Pickleball Canada)
- ▶ A lack of **dedicated facilities** is limiting the growth of these sports in the Valley.
- ▶ Currently there are 4 tennis clubs (Windsor, Wolfville, Kentville and Berwick) with **300 members** playing on outdoor courts that are only accessible during the summer and are weather dependent for usage.
- ▶ There are also over **600 pickleball players** without dedicated facilities playing 1-3x/week at schools and recreational centers that aren't purpose built and serve multiple interests and sports. Courts for pickleball use are in such high demand that waiting lists to play are common.

Benefits of a Valley Racquet Center

- ▶ Regular exercise and play are essential to **healthy living**, enhancing physical, mental and social health.
- ▶ The Racquet Center will provide a **venue** to support and promote active living for people aged 5-80+
- ▶ The center will also support **Wheelchair Tennis**, which is a growing sport that provides an active living outlet for people with mobility issues.
- ▶ Pickleball is particularly popular with **seniors** as it is very easy to learn and can be played by people with different levels of skill and fitness.
- ▶ The Racquet Center would also provide **economic spin offs** for local business by hosting tournaments, programs and events. Pickleball NS currently organizes 5 tournaments per year which contribute financial benefits to the area where the event is held.
- ▶ Ability to use the facility for **community events** or for an **emergency comfort/evacuation center**.

Support for a Valley Racquet Center

- ▶ Tennis Canada /Rogers Canada announced a plan to build 160 new year-round courts at up to 30 facilities across Canada by 2029. **The Valley Racquet Center has been earmarked as one of five (5) that Tennis Canada/Rogers will support for construction in 2024.**
- ▶ Currently there is support from Federal and Provincial levels of government.
- ▶ Funding sources pursued include:
 - ▶ Tennis Canada/Rogers \$200,000 (approved)
 - ▶ Kings County Vision Grant \$600,000
 - ▶ Sport Nova Scotia \$150,000
 - ▶ Department of Community Culture Tourism and Heritage \$150,000
 - ▶ Federal and Provincial Direct Grants
 - ▶ Community Organizations (Wolfville Rotary)
 - ▶ Corporate and Community Support

Costs

- ▶ Tennis Canada has provided cost model(s) to build the structure as well as projected operating budget models.
- ▶ 5 construction bids have been received to help prepare initial budget estimates.
- ▶ Preliminary estimates to date range between \$2.5 million for a bubble and \$5 million for a hard structure.

Proposed Timelines

- ▶ 2023 secure land
- ▶ Acquire architectural drawings
- ▶ Request for tenders to obtain construction bids and evaluate
- ▶ Secure funds
- ▶ 2024 start construction

Request for Kentville Town Council

- ▶ Long term lease of land for \$1.00/year
- ▶ Kentville Town Council Grant
- ▶ and other contributions to be determined.

Thank you

- ▶ Paul Morgan, Director 902.691.3878
- ▶ Richard Galpin, Co-Lead 902.670.5959
- ▶ David Lang, Co-Lead 902.690.7595
- ▶ Don Forgeron, Co-Lead 647.328.5579
- ▶ Ashley Sheffield, Annapolis Valley Pickleball
- ▶ Brad Lawlor, Co-Lead Tennis Nova Scotia
- ▶ Janet Hawley, Co-Lead



TOWN OF KENTVILLE

Staff Report to Council Advisory Committee

For the Month of May 2023

DEPARTMENT- FINANCE

Operations

- 86% of Q4 utility bills were paid by May 31, 2023.
- Outstanding value for tax accounts as at May 31, 2023 is \$545,574.
- Staff preparation for the 2022-2023 financial audit continues. Kent & Duffett are scheduled to begin their audit work on June 19, 2023.
- PACE Atlantic provided comprehensive information sessions with Finance and Administration. Finance team members participated and were able to receive sufficient information to plan for implementation and funding of this Council initiative.
- Recruitment for Finance's Accountant position is underway.

Financial

- Engineering and Public Works along with Finance developed Town of Kentville Water Commission draft three- year operating and capital budgets. They were presented and ratified at the May 10th meeting of the Commission.
- The Investment Advisory Committee (IAC) met on May 10, 2023. TD Wealth provided an annual review of our fee structure, asset composition and compliance with our investment policy.
- Perpetual fund investment values as at April 28, 2023 were \$13.192 M at cost (\$13.135 M market value) spread across cash and cash equivalents, fixed income securities and common shares.
- March 31st, 2023 unaudited Perpetual Capital Reserve Fund Statement identifies interest, dividends, capital gain (losses), management fees, return of capital and transfers to/from Town of Kentville Operating Fund (Appendix A).
- Preliminary unaudited fiscal 2023 consolidated results indicate a surplus position. Recommendations have been put forward to Council for transfers to/from operating reserves to ensure a balanced budget position.
- Recommendation to come forward regarding transfer of sanitary sewer operating reserves to offset unaudited fiscal 2023 deficit.
- Uploading of the 2023-2024 ratified budget into the financial system is in progress. April and May 2023 financial results are incomplete. No extraordinary expenses noted.

Respectfully submitted,

A handwritten signature in blue ink that reads "Wanda Matthews".

Wanda Matthews, CPA, CA

Director of Finance

The logo for the Town of Kentville, featuring the word "Kentville" in a blue, cursive script font.

Town of Kentville
Perpetual Capital Reserve Fund
Statement of Reserves

March 31
2023

March 31
2022

| | | |
|--|-------------------|------------|
| Balance, beginning of year | 13,246,694 | 13,327,443 |
| Add: | | |
| Interest | 107,856 | 137,421 |
| Dividends | 407,233 | 229,250 |
| Accrued interest and dividends | 56,577 | 62,008 |
| Return of capital -capital dividend | | 2,102 |
| Capital gains | | |
| Equities | | (536) |
| Fixed income securities | | (13,585) |
| | 571,666 | 416,660 |
| | 13,818,360 | 13,744,103 |
| Less: | | |
| Management fees (net) | 35,040 | 37,409 |
| Return of capital | 20,148 | - |
| Capital Loss | | |
| Equities | 79,039 | |
| Fixed income securities | 15,815 | |
| Due to Town of Kentville operating fund | | - |
| Transfer to Town of Kentville operating fund | 460,000 | 460,000 |
| | 610,043 | 497,409 |
| Balance, end of year | 13,208,317 | 13,246,694 |



Memo

To: Dan Troke, CAO

From: Wanda Matthews, Director of Finance

Date: June 7, 2023

Re: Resolution- 2022/23 Withdrawal from Town of Kentville Sanitary Sewer Operating Reserve

The Town of Kentville Sanitary Sewer Fund's March 31, 2023, unaudited results show a deficit of \$33,057. Additional entries at the time of auditor review are not expected.

Municipalities are not allowed to carry a year-end deficit position. A year-end deficit position transfers into the following year as a charge against the Town of Kentville Sanitary Sewer operating budget. In addition, a year-end deficit position negatively affects the Town's financial condition indices for the fiscal year.

To mitigate, the Town can access Sanitary Sewer operating reserves to offset a shortfall. The sanitary sewer operating reserve fund holds \$539,797 as at March 31, 2023.

RECOMMENDATION

It is recommended to the Council Advisory Committee that the value of the Sanitary Sewer operating deficit be withdrawn from the Town of Kentville Sanitary Sewer operating reserve.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE SANITARY SEWER OPERATING RESERVE

2022/2023

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

THEREFORE, BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the *Town of Kentville Sanitary Sewer operating reserve* be authorized in the amount of **the 2022/23 fiscal year operating deficit.**

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

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

Dan Troke, Town Clerk



TO: Council

SUBMITTED BY: Chief Administrative Officer Dan Troke

DATE: June 12, 2023

SUBJECT: Asset Retirement Obligation Policy

ORIGIN

Effective April 1, 2022, Public Sector Accounting Board Handbook section 3280 – Asset Retirement Obligations (ARO) came into effect. This standard forms part of evolving accounting standards on environmental matters and is a key linkage to the next step in sustainability reporting.

BACKGROUND

Many municipalities have assets which have complex regulations and legislation defining asset retirement obligations. Each department is responsible for reviewing existing assets along with newly acquired assets to determine the possibility of legal obligations at the time of retirement. Asset examples- a municipality’s sewage treatment plant, water tower or buildings.

Finance has drafted a policy clarifying the requirements within the ARO standard 3280 and the responsibilities of Town staff.

COST

Cost has not yet been calculated for asset retirement obligations. At a future time, expert opinion and costing may be required and would be embedded within budget for Council approval. The purpose of the policy is to ensure the Town recognizes its asset retirement liabilities and has sufficient funds available to retire significant assets.

ATTACHMENT

Draft Asset Retirement Obligation Policy Statement

RECOMMENDATION

That Council review and approve, effective April 1, 2022, the attached Asset Retirement Obligation policy statement, for approval at the June 26, 2023 meeting of Council.



TOWN OF KENTVILLE POLICY STATEMENT GX

ASSET RETIREMENT OBLIGATIONS POLICY

1.0 Policy Statement

1.1 The Town of Kentville (Town) shall account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

2.0 Purpose

2.1 The objective of this Policy is to stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about these assets, and their end-of-life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

3.0 Definitions

3.1 Accretion Expenses: The increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.

3.2 Asset Retirement Activities: All activities related to an asset retirement obligation. These may include, but are not limited to:

- 3.2.1 decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased;
- 3.2.2 remediation of contamination of a tangible capital asset created by its normal use;
- 3.2.3 post-retirement activities such as monitoring; and
- 3.2.4 constructing other tangible capital assets to perform post-retirement activities.

3.3 Asset Retirement Cost: The estimated amount required to retire a tangible capital asset.

3.4 Asset Retirement Obligation: Legal obligation associated with the retirement of a tangible capital asset.

3.5 Retirement of Asset: Retirement of a tangible capital asset is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment or disposal in some other manner but not its temporary idling.

3.6 Tangible Capital Assets: Tangible capital assets are non-financial assets having physical substance that:

- 3.6.1 are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Town tangible capital assets;
- 3.6.2 have useful economic lives extending beyond an accounting period;

- 3.6.3 are to be used on a continuing basis in Town's operations; and
- 3.6.4 are not for sale in the ordinary course of operations.

4.0 Scope

4.1 All full-time and part-time Town employees who manage the Town assets shall fall within the scope of this policy and must adhere to the policy statements contained within this document.

4.2 Roles and Responsibilities

4.2.1 **Departments:** Departments are required to:

- 4.2.1.1 Communicate with Finance on retirement obligations, and any changes in asset condition or retirement timelines.
- 4.2.1.2 Assist in the preparation of cost estimates for retirement obligations.
- 4.2.1.3 Inform Finance of any legal or contractual obligations at inception of any such obligation.

4.2.2 **Finance:** Finance is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:

- 4.2.2.1 Reporting asset retirement obligations in the financial statements of the Town and other statutory financial documents
- 4.2.2.2 Monitoring the application of this Policy
- 4.2.2.3 Managing processes within the Town's accounting module
- 4.2.2.4 Investigating issues and working with asset owners to resolve issues.

4.2.3 **Town Clerk:** The Town Clerk will:

- 4.2.3.1 Facilitate an annual Policy Review; and,
- 4.2.3.2 Ensure final approved policies are maintained, stored and posted where appropriate.

5.0 Requirements

Recognition

5.1 A liability should be recognized when, as at the financial reporting date:

- 5.1.1 There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
 - 5.1.2 The past transaction or event giving rise to the liability has occurred;
 - 5.1.3 It is expected that future economic benefits will be given up; and
 - 5.1.4 A reasonable estimate of the amount can be made.
- 5.2 A liability for an asset retirement obligation cannot be recognized unless all of the criteria in section 4.2 are satisfied.
- 5.3 The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.
- 5.4 The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.
- 5.5 Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.
- 5.6 Upon initial recognition of a liability for an ARO, the Town will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Town as an asset, the obligation is expensed upon recognition.
- 5.7 The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

Subsequent Measurement

- 5.8 The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset.
- 5.9 The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.
- 5.10 On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

Presentation and Disclosure

5.11The liability for asset retirement obligations will be disclosed in the financial statements.

6.0 Associated Documents

- 6.1 Public Sector Accounting Standards, Section 3280
- 6.2 Financial Reporting & Accounting Manual
- 6.3 Municipal Government Act
- 6.4 Tangible Capital Asset Policy Statement
- 6.5 NS Utility & Review Board Accounting & Reporting Handbook
- 6.6 Appendix A: Flow Chart for Assessing Assets

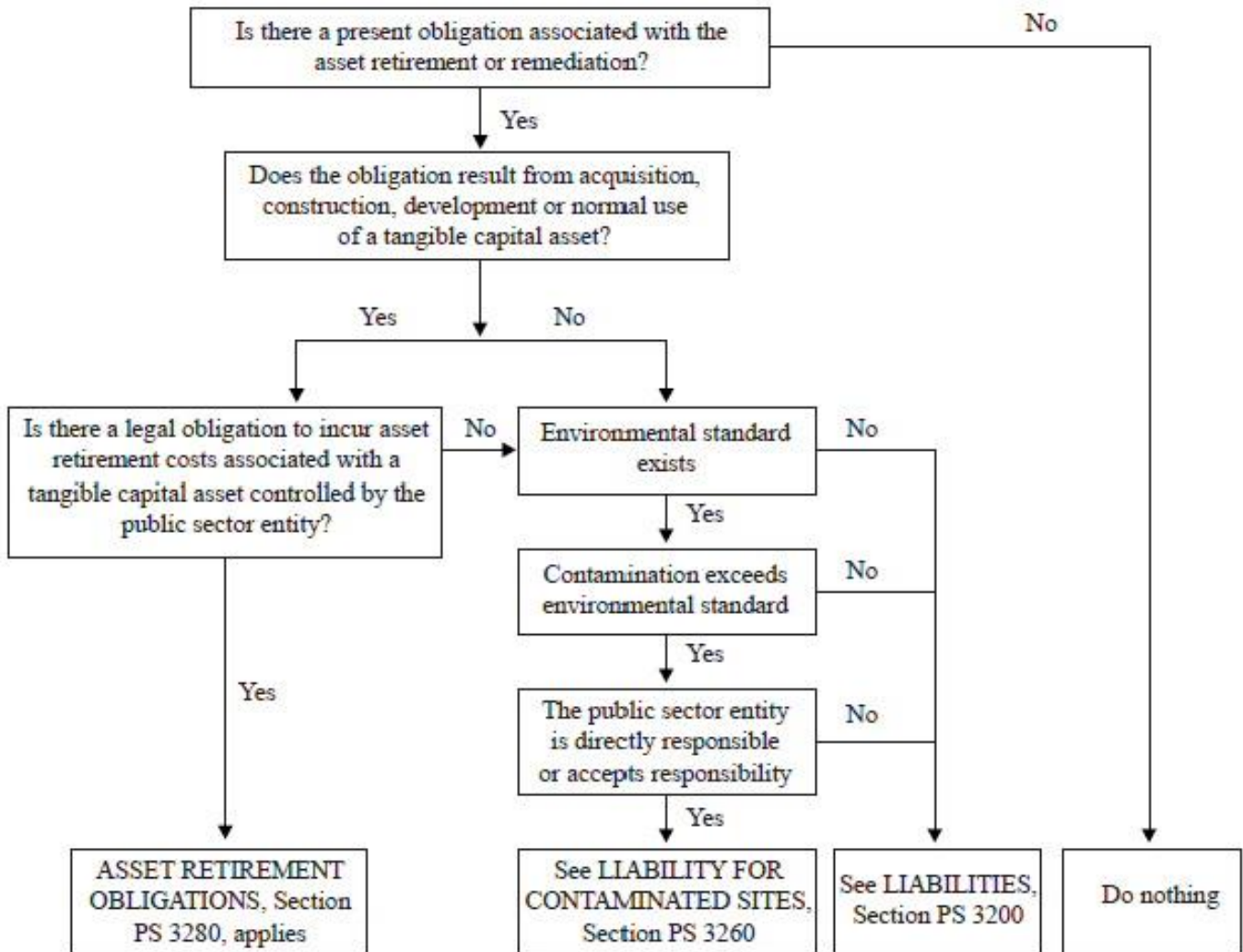
7.0 Policy Revision History

Date Created:

Revisions:

Chief Administrative Officer, Dan Troke

Appendix A: Flow Chart for Assessing Municipal Assets





Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

June 2023

Programs and Operations

- **Development Permits:** 16 Development Permits were issued in the month of April, with a total building valuation of \$2,299,966.00. Activity & Development Permit Report is attached.
- **Subdivision Applications:** No new files have been submitted for final registration this month.
- The Planning Department had some more great student help from Highbury Education Center Students putting out Apple Blossom Décor and cleaning up the Public Garden space before the festival. Kentville Business Community has also unveiled their banner installation for the “Makers and Changemakers” campaign which look really sharp.
- Town of Kentville is partnering with Blk Women in Excellence and the Portal on an entrepreneurship program for black youth. The 8-week workshop will run mostly out of the Kentville Recreation Centre this summer and registration is open now, we are encouraging participation and the program is free to participants.
- The Planning Department continues to field a high volume of inquiries from parties interested in relocating or opening new businesses in Town. We remind people that obtaining permits (or checking into whether you need them) is an important step in the process of opening a business in town and we remind people to please check in with planning before erecting signs and/or opening for business.
- Hiring for summer VIC staff is complete and we are thrilled to welcome Cathy Whynot to the VIC management team as the Assistant Manager for 2023. Cathy will be training with Susan to take over as Manager in future seasons. A big thank you to the VIC staff for their support in preparing for the season opening and bench unveiling event last week.

Tourism & Special events

- The Apple Blossom Festival went off without a hitch over the May 27th weekend in Kentville. Fireworks crowds seemed back to regular numbers and both parades were also well attended and well organized. The BLK Women in Excellence Group was thrilled about the reception in Centre Square, many of the vendors reported selling out. Kids from Hope Blooms were delighted to ride on the Kentville community float, which earned honorable mention for it's design and décor!
- The Historic Kentville video is still in editing and is expected to be ready for release in early-mid June.
- Please note the following upcoming dates for special and signature events in Kentville:
 - ~~Apple Blossom Festival: May 25-27 (Kentville)~~
 - Devil's Half Acre Motorcycle Rally: June 25-26
 - Kentville Mural Festival: July 14-16
 - Canada Cup Mountain Bike Nationals: July 20-23
 - Kentville Multicultural Festival: September 9
 - Pumpkin People Festival: October 7-29
 - Kentville Harvest Festival: October 7

Projects

- **McDougall Heights Rezoning:** First Reading for the rezoning was held at Council on May 30th. Staff are preparing for the Public Hearing that is set for June 21st at 6pm at the Kentville Fire Hall.
- **Subdivision Bylaw Amendments:** Staff held a Public Participation Meeting on May 25th where 3 people were in attendance in person and 2 people were in attendance via Zoom. Staff are preparing for the Public Hearing which is set for June 20th at 6pm in Council Chambers.

Meetings/Training

- MDOANS Conference 2023
- Staff Meetings
- JRTA Meeting
- Meeting with multiple property owners and business liaisons regarding development opportunities in the Town
- Meeting with PVSC re: PDX
- Rainbow Registered Program Coordinator / KBC
- Owners Guide to Procurement seminar

Public Engagement

- Public Participation Meeting regarding Subdivision Bylaw amendments, May 25th
- Frequent phone calls and email correspondence
- Appointments are encouraged with staff for those who wish to have support with Development Permit Applications and Subdivision Applications
- Highbury Student group outdoor work experience

Respectfully Submitted,

Kirsten Duncan

Planning Technician/Acting Development Officer

Lindsay Young

Community & Economic Development Coordinator

Supplementary Staff Report – Engineering
McDougall Heights – Rezoning Application
June 9, 2023



Council is aware of concerns about the adequacy of infrastructure to support development permitted by the proposed rezoning of lands, particularly the R4 zone and the multi-unit dwellings that will be able to be constructed on those lands. Storm water (drainage), sanitary sewer capacity, and traffic management are all issues for Council to consider when determining whether to approve the Application to rezone the lands. This Report provides additional information for Council's consideration.

Stormwater management in the Town of Kentville is regulated pursuant to the rules adopted by NS Environment and Climate Change (NSECC) and the Town's Subdivision Bylaw. NSECC regulations require balancing of pre- and post-development flows. Those rules apply where storm drainage works are being constructed to manage the stormwater, but do not apply to the flow of stormwater from one residential lot over another lower-lying lot because of construction on the higher lot, for example. The developer must provide a detailed storm drainage system design at the subdivision stage of the development, and staff is satisfied that sufficient information has been provided to evaluate the current Application for the purposes of rezoning. The Subdivision Bylaw requires lots to be graded so that water flows toward the street or the rear lot line to help alleviate flow towards houses on adjacent lots. The Bylaw is enforced at the time of construction.

The Executive Summary of the **Traffic Study** notes that Park Street needs a left-turn lane onto Acadia Drive now, without the proposed development. The cost to install this turning lane will be incurred by the Town. Sidewalks are recommended on the 'new' section of Acadia Drive, and Council is considering a Subdivision Bylaw amendment to require that a sidewalk be constructed as part of new roads classified as collector roads. Extension of the sidewalk northerly to Park Street is something Council can consider as a future capital project. The Study also states that development of more than two apartment buildings of 64 units each will require significant infrastructure improvements, although construction of the Donald E. Hiltz Connector Road will preclude this. The recent announcement of construction of the Donald E. Hiltz Connector Road and associated infrastructure is important in this context. C+D Community Design has recommended the safe movement of pedestrians and cyclists be addressed as part of the Traffic Study, but staff suggest this be considered at the design phase.

DesignPoint Engineering provided a report on behalf of the developer addressing **sanitary sewer capacity**. That report concludes the existing system has capacity to accommodate 210 multi-unit dwellings and 144 detached homes, but that upgrades are required to the existing sanitary sewer system to accommodate the planned 256 multi-unit dwellings. This essentially allows all of the detached homes and 3 of the 4 proposed multi-unit buildings to be constructed without any upgrades to the existing sanitary sewer system. The most practical solution to service the proposed 4th (south) building would be for it to connect to infrastructure on the Donald E. Hiltz Connector Road once it is built.

As it considers whether to approve the Application to rezone the lands, Council will evaluate the issues raised by staff, various reports, and the public in the context of the Policies contained in the MPS. Each Councillor will have their own rationale for their decision and may place more emphasis on some issues than others. Ultimately, Council decides whether the application is consistent with the intent of the MPS. It is the opinion of staff that the Application is consistent with the intent of the MPS, but Council may reasonably reach their own conclusion.

Respectfully Submitted,

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



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of May 2023
DEPARTMENT OF PARKS AND RECREATION
PRESENTED ON JUNE 12TH, 2023

Administration and Operations

- Homeless No More (HNM)
 - The May 25th Homeless No More: Calls to Action Event brought together nearly 100 individuals from the community and support sector, Municipal and Provincial government to discuss and commit to responding to rural homelessness between West Hants to Digby, NS. The event called for immediate and collective action and offered a variety of policy priorities for all levels of government informed by the best available data and informed by community organizations. Staff are working on completing a video recording of the event.
 - Staff are working to prepare an application for the CMHC Housing Accelerator Fund to support the Town of Kentville Housing Action Plan development and implementation. The plan aims increase the affordable and equitable housing stock within TOK. The funding application will open in the summer of 2023, with approvals occur in fall of 2023 and contribution agreements signed by winter of 2023.
- Spike Fund
 - The Spike fund has received a total of \$721 in donations this fiscal and have received over \$1,600 in requests.
 - Local pickleball players have been hosting clinics, mini tournaments and other events with all monies raised donated to the SPIKE fund. So far this fiscal, they've raised \$326 to donate to the Spike Fund with a larger tournament planned for this coming summer/fall.
 - Staff are working on a new “Play it Forward” social media campaign to help bump awareness of the Spike fund.

Facilities and Operations

OPERATIONS:

- The following positions have been filled:
 - Supervisor, Facility Operations: Nick Gerrard
 - Full Time, Arena Attendant Hired: Eugene Forbs
- Facility Allocation Policy
 - Staff have met with the following local sport groups; Kentville Minor Baseball, Minor Soccer, Kentville Silver Gliders, Kentville Minor Hockey
 - We have received full support from the policy.
 - We met to discuss policy with groups and then received feedback to add to policy to ensure each group has been consulted with the changes.
 - Editing will occur and final revisions prior to council presentation.
 - Goal is to launch for Summer 2024.
- Park Maintenance Plan
 - This is currently being developed by staff.
 - Focus will be on Town park maintenance priorities (grass cutting, trimming, fertilizing, etc) and staff delegation to complete work.

FACILITIES:

- Arena
 - The arena continues to receive bookings for summer events. These events support the overall revenue for the operations of the arena.
- Parks and Trails
 - Miners Marsh
 - The first pond of the Miners Marsh has been experiencing some drought. Ducks Unlimited was able to come in and assess that further exploration is needed with external expertise being brought in. More than likely major work will need to take place to rectify the situation.

Programs and Operations

OPERATIONS:

- July K-Town Adventure Krew and all other summer programming opened in May. August registration for the K-Town Adventure Krew will open on Monday May 12th at 9am.
- All summer programming information can be found here: www.kentville.ca/Summer2023

PROGRAMS

- Our staff are working to get the pool open for the summer season, along with working to develop a more inclusive aquatics community. This year there will be dedicated swim times to those who have sensory requirements in partnership with Autism Nova Scotia. There will also be dedicated time slots for those who are members of the 2SLGBTQIA+ community.
- Outside Tennis and Pickleball programming will be starting in June.

Community Outreach and Events

- 2023 National Mountain Biking Championships Taking Place July 20th-23rd
 - Volunteers: the committee is still looking to recruit up to 100 volunteers.
- Swim with the Mermaids is back. Tickets go on sale Tuesday June 13th at 8:30am. Monies from this event will be put towards the Spike Fund.
- On June 7th our summer staff supported a community partner gathering where discussion was held on ways we can better serve our equity seeking community members and stakeholders.

CAPITAL PROJECTS

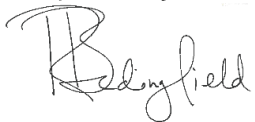
- Memorial Park Fencing: This work has been completed and includes the tennis court extension and the mosquito baseball field fence replacement.
- Grandstands:
 - The RFP has been Awarded to Roscoe Construction.
- Aluminum Bleachers:
 - Purchased and Delivered
- Bantam Field Irrigation Tender
 - Awarded to Rousseau Irrigation
- Burgher Hill Bike Park Project
 - Bike Park Completed and is no open to the public for use.
- Arena Rubber Flooring Replacement
 - Awarded to Commercial Flooring Group
- Gorge Park Trail Upgrades
 - Work has begun and will be completed by the end of May.

Council Related

- Kentville's Accessibility Action Plan

- *Kentville Access and Advisory Committee (KIAAC)*: This committee continues to meet. The public is encouraged to contact members of KIAAC with any concerns, suggestions and queries: accessibility@kentville.ca, or visit our website at www.kentville.ca/accessibility for more information.
- The May meeting of the KIAAC committee was cancelled due to both the Chair and Co-Chair being unavailable.
- Topics of importance for committee have included sidewalks, active transportation implementation, and review and update of the Accessibility Action Plan.
- The Chair of the committee has submitted her resignation as she is moving out of Kentville.
- As per council direction, staff continue to work on staff reports to be brought forward at the July CAC in response to the committee presented memos.
- Kentville's Active Transportation Plan
 - Staff continue to work on the implementation plans required for the 2023/2024 project line-up. There is no project update at this time.
- 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 | March 2022 | April 2023 |
|----------------|---|------------|------------|
| | Plate queries | 1219 | 1298 |
| | Training hours | 204 | 264 |
| | Veh. Cks 38's | 136 | 73 |
| | Warning tickets | 0 | 0 |
| | SOT Tickets | 50 | 18 |
| | Foot Patrol Hours | 104 | 67 |
| | CC Charges | 22 | 31 |
| | Calls for service | 246 | 240 |
| Training | <ul style="list-style-type: none"> • Use of Force • CIC | | |
| Meetings | <ul style="list-style-type: none"> • Human Trafficking discussions • CAC • NS Chiefs Spring Meeting-Truro • Multiple In-house meetings • BoPC meeting • DOJ • Race based data- StatsCan • Code plug sign off meetings-TMR2 • Special meetings- Council-budget • Wellness Court Symposium- Presenter | | |
| Staffing | <ul style="list-style-type: none"> • Officer RTW from long term illness • Posting for new officers | | |



Kentville Police Service Bylaw Report April 2023

| | |
|---------------------------------------|-----------|
| Municipal Bylaw Investigations | 4 |
| Loitering -Warnings | 5 |
| Assist Police | 3 |
| Taxi Inspections | 0 |
| Animal Control | 0 |
| Smoking-Charges | 10 |
| Smoking-Warnings | 0 |
| Parking-Charges | 55 |
| Parking- Warnings | 46 |



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

June 12, 2023

Programs and Operations

- **Kentville Water Commission:** At the May KWC meeting, the Commission approved the Operating and Capital budgets for 2023/24. It was reported to the Commission that our current water rates are no longer sustainable due to increased operating costs, so a water rate study was approved and will be conducted this year.

Operationally in May there were no issues with the Water Commission.

- **Sanitary Sewer Area Service:** Similarly, there were no operational issues with the Kentville Sanitary Sewer Service.
- **Public Works:** The month of May means patch paving and line painting month. Most of the line painting around Town have been refreshed and have things looking fresh and the first round of patch paving has been completed with more to come later this month.

Canaan Avenue Update: We have received the geotechnical report for the slope failure on Canaan Avenue. To summarize the report, the road itself is not compromised, but the outer slope that has failed will require slope remediation in the form of either a rockfill berm or a retaining wall. Since it is preferable to re-establish a sidewalk and guardrail as was there before the failure, a retaining wall is the more practical solution. We are working with a consultant on a retaining wall design and tender now and expect construction to be completed this summer.

- **Traffic Authority:** We have had additional communication with NSPW (Transportation) regarding the location of the lighting for the Bridge and we are assisting the Department with locations that won't interfere with underground infrastructure.

Projects

- Work continues on curb & sidewalk improvements and replacements around Town. We are awaiting a project schedule for the next phase of the MacDonald Avenue Subdivision rebuild and will be notifying residents as soon as we have something in writing. The design is nearly complete for the next phase of the Active Transportation Network project which includes Downtown curb & sidewalk replacement as well as a section of sidewalk along the north side of Main Street between Leverett and Cornwallis Streets.

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
- May 5th Regional Sewer Committee Meeting
- May 10th KWC and SWPP Meetings
- May 23rd CUPE Contract Negotiations
- CUPE Contract Negotiations over several days

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



Town of Kentville
CAO to Council Advisory Committee
JUNE 12, 2023

Finance and Budget: Finance is completing year-end work, Public Sector Accounting Board (PSAB) policy changes discussed with staff and 2023-24 budget being loaded into the financial system. Various grant applications are being completed to leverage existing budgets in 2023-24. The Valley Regional Enterprise Network (REN) audit committee met June 6th and approved year end statements.

Human Resources: Job postings for several positions have gone live and interviews are being conducted as resumes come in.

Heritage Committee: The Committee is reviewing other municipal by laws and developing scope for considering properties for town heritage designation.

Joint Regional Transportation Agency (JRTA): Council received a letter from the newly formed agency outlining the intended work and terms of reference. The request has been made that each municipal unit appoint their CAO and an alternate while the work is launched over the coming year. (See documents attached).

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

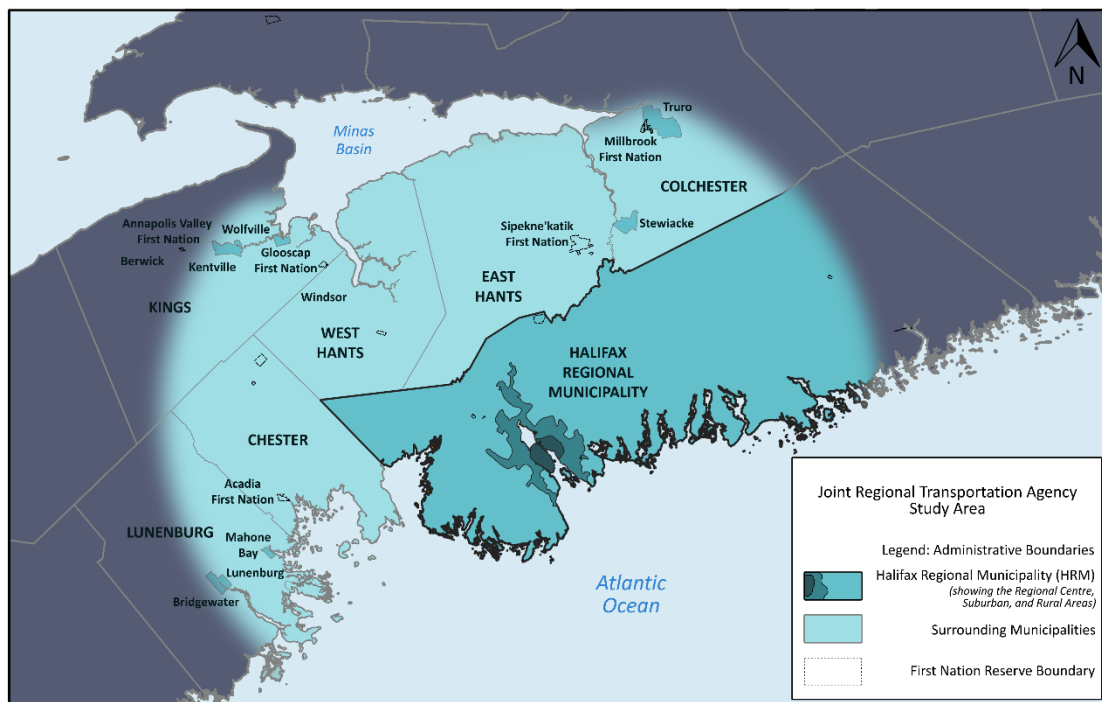
Town of Kentville
Mayor and Council
354 Main Street
Kentville NS B4N1K6

June 12, 2023

To Mayor and Members of Council,

The Joint Regional Transportation Agency (JRTA) is a provincial Crown Corporation created by the Government of Nova Scotia (Bill No. 61) in 2021 that reports to the Minister of Public Works. The mandate of the JRTA is to plan for all modes of transportation consistent with the region's growth and development to ensure the safe, efficient, and coordinated movement of people (walking/rolling, cycling, buses, ferries, trains, vehicles), goods (trucks, trains, ships, planes), and the necessary infrastructure (streets, transportation facilities, highways, bridges, rail corridors, ports – marine, ground, air).

To carry out this mandate, the JRTA is committed to collaborating with key partners to create a Regional Transportation Plan to ensure the transportation system is prepared for a period of unprecedented growth. The Regional Transportation Plan's study area includes the Halifax Regional Municipality and surrounding communities within an approximate one-hour travel time from Halifax (see map of study area below).



More information on the JRTA can be found here: jrta.ca.

The JRTA sits in a unique position to work across jurisdictions and all levels of government to promote collaboration. This provides a long-range lens for the regional transportation system to help maximize the impact of investments and cost-shared funding opportunities. Enacted in legislation, the JRTA works with a Transportation Advisory Board of six core partners:

- Halifax Regional Municipality
- Nova Scotia Department of Public Works
- Halifax Harbour Bridges
- Halifax Port Authority
- Halifax International Airport Authority
- Atlantic Canada Opportunities Agency

In addition to these core partners, the JRTA has begun to engage various provincial departments and the 15 municipalities within the study area. We recognize that municipalities have a wealth of transportation planning knowledge and experience and have existing plans, strategies, studies, and projects that are important to, dependant on, or that will inform the Regional Transportation Plan. Based on this and our initial meetings with the 15 municipalities, I would like to formally invite a member of your staff and an alternate (E.g. Chief Administrative Officer, Director of Planning) to join a Municipal Working Group. The Terms of Reference are attached to this letter to provide additional clarity on the roles and responsibilities of the working group. The focus of this collaboration is a multi-purpose approach to planning and infrastructure decision-making that will ultimately drive sustainable growth and enhance the well-being of Nova Scotians.

In order for your municipality to participate on the Municipal Working Group, please submit one name to be the primary Working Group Member and one alternate before June 16, 2023.

If you have any questions, please don't hesitate to reach out.

Sincerely,

Mark A. Peck
CEO, Joint Regional Transportation Agency

Attachment: Terms of Reference, JRTA Municipal Working Group

Regional Transportation Plan Engagement

The Joint Regional Transportation Agency (JRTA) is a new provincial Crown Corporation tasked with addressing transportation issues associated with rapid growth in Halifax and surrounding communities (approximately a one-hour travel time from Halifax). To carry out this mandate, the JRTA is developing a Regional Transportation Plan. Stage 1 of engagement on the plan will start in late May, 2023.

Pop-ups

The JRTA will be hosting pop-ups. The flexible locations and relaxed setting allow the public to visit at their convenience, participate in a brief activity, ask questions and learn about the JRTA and the Regional Transportation Plan:

New Minas

May 29 from 12-3 p.m.
Louis Millet Centre Community Complex

Elmsdale

June 14 from 10 a.m.-12 p.m.
Lloyd E Matheson Centre

Windsor

June 4 from 9:30 a.m.-2 p.m.
Avon Farmers' Market

Tantallon

June 15 from 1-4 p.m.
Tantallon Public Library

Lower Sackville

June 5 from 4-7 p.m.
Sackville Sports Stadium

Halifax

June 16 from 9:30 a.m.-12:30 p.m.
Halifax Central Library

Clayton Park

June 6 from 10 a.m.-1 p.m.
Keshen Goodman Public Library

Stewiacke

June 16 from 2-5 p.m.
Foodland

Cole Harbour

June 8 from 5-8 p.m.
Cole Harbour Place

Dartmouth

June 17 from 8-11 a.m.
Alderney Landing Farmers' Market

Chester

June 13 from 9:30-12:30 p.m..
Foodland

Truro

June 19 from 2-5 p.m.
Rath Eastlink Community Centre

Bridgewater

June 13 from 2-5 p.m.
South Shore Centre

Kentville

June 20 from 4:30-7:30 p.m.
Valley Community Learning Association Community Dinner

Online Participation

Visit our website to give input and learn more: engage.jrta.ca

The website will be used through the plan's development to share updates and future engagements.

Municipal Working Group Terms of Reference

Date: May 18, 2023

1. Overview

The Government of Nova Scotia established the Joint Regional Transportation Agency (JRTA) in the fall of 2021 as a new crown corporation under [Bill No. 61](#) to address the challenges associated with a multi-jurisdictional transportation system. The primary mandate of the JRTA is to conduct long-range strategic transportation planning, including the development and implementation of a Regional Transportation Plan (RTP). The RTP will provide a coordinated strategic vision for the regional transportation system that guides transportation and land use decision making and associated infrastructure investments across jurisdictional boundaries.

The vision, mission, and mandate of the JRTA are summarized below:

Vision

A safe, efficient, equitable and resilient regional transportation system that delivers sustainable economic growth by connecting communities.

Mission

Championing regional collaboration to advance transportation solutions through joint planning, partnerships, data driven analysis, and strategic investments.

Mandate

Plan for all modes of transportation consistent with the region's growth and development to ensure the safe, efficient, and coordinated movement of people and goods.

The Municipal Working Group is made up of representatives from the 15 municipalities within the [JRTA study area](#). This includes:

Halifax Regional Municipality (HRM)

Municipality of the County of Colchester

Municipality of the County of Kings

Municipality of the District of Chester

Municipality of the District of Lunenburg

Municipality of the District of West Hants

Municipality of East Hants

Town of Berwick

Town of Bridgewater

Town of Kentville

Town of Lunenburg

Town of Mahone Bay

Town of Stewiacke

Town of Truro

Town of Wolfville

2. Purpose

The primary focus of the Municipal Working Group is to work in collaboration with the JRTA staff and in parallel with other JRTA working groups to support the development of the RTP that will enable growth, and the safe, efficient, and coordinated movement of people and goods within the Halifax Regional Municipality and surrounding areas.

The Municipal Working Group Members are key representatives and liaisons between their Municipality and the JRTA and are required to:

- facilitate the sharing of information between their respective municipality and the JRTA;
- provide insight and expertise from their municipality and associated subject matter expertise throughout the development of the RTP;
- review key deliverables from the JRTA and its consultants;
- identify opportunities, and potential projects and policies that align with or relate to the JRTA mandate and RTP;
- help to strengthen the integration of long-term transportation and land use planning across the study area;
- work collaboratively to resolve any concerns, conflicts or challenges related to joint transportation planning and implement regional transportation solutions; and,
- brief key stakeholders within their municipality (e.g., councils, staff, etc.) to keep them informed on the status and progress of various JRTA initiatives.

3. Membership

3.1 General Composition

The Municipal Working Group is made up of representatives from the 15 municipalities within the JRTA study area. Members are expected to provide technical input and expertise as it relates to the regional interests of their municipality within the RTP. It is understood that based on expertise required, additional members from the 15 municipalities may be brought in to provide insight. Additionally, depending on availability, members may designate a temporary proxy to serve as the representative from their organization if they are unable. This should be discussed with the JRTA prior to assignment. This flexibility in membership is intended to allow for continuous communications between the JRTA and the municipalities within the JRTA study area.

3.2 Representatives

To be confirmed

| Municipality | Title | Member Name |
|--------------|-------|-------------|
| | | |
| | | |
| | | |

3.3 Anticipated Commitment & Communication

The development of the RTP requires efficient and timely engagement. It is recognized that members of the Municipal Working Group will be providing support and insight in the development of the RTP in parallel to their core roles and responsibilities within their respective organizations.

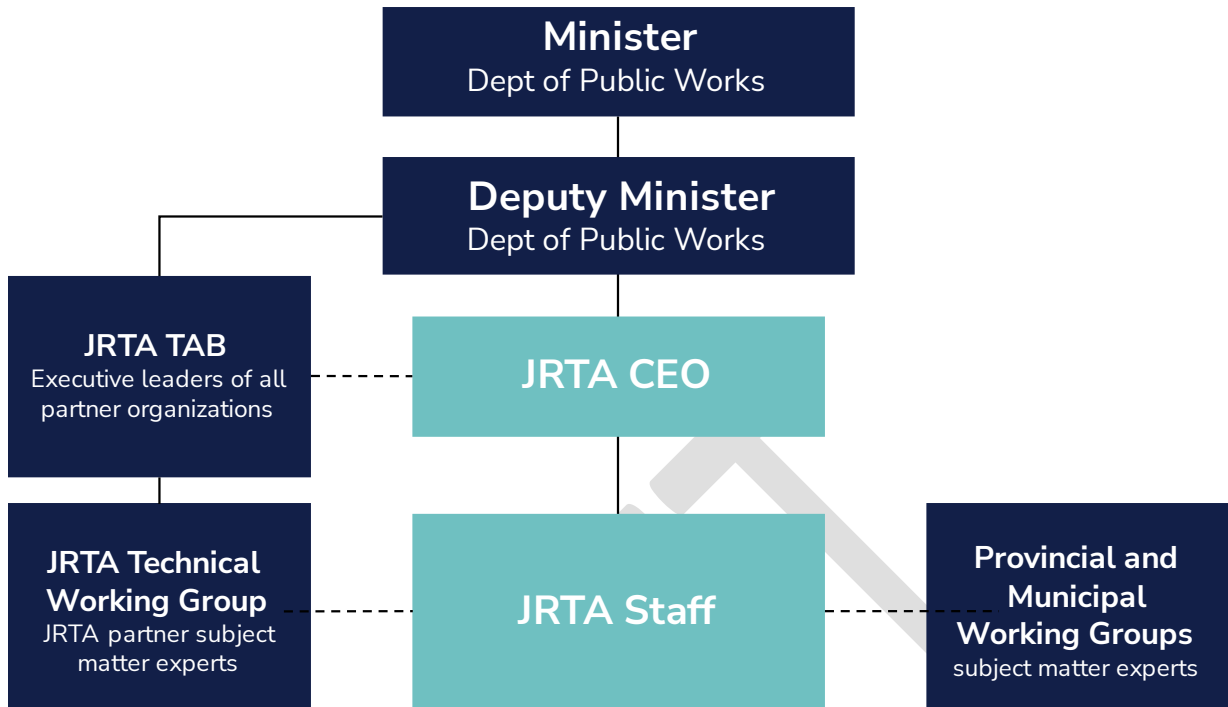
Based on the Communications and Engagement Request for Proposal, three stages of engagement have been identified thus far (during visioning, scenario planning, and finalization of RTP). Municipal Working Group meetings are anticipated to be held in conjunction with those three stages of engagement with the majority of the effort to be focused during the scenario planning phase (Fall-Winter 2023). The JRTA and its consultants will work to provide adequate notice of any additional meetings and periods that will require a greater amount of effort from the Municipal Working Group.

Meetings will be organized to have a clear purpose to efficiently use the time allotted. The circulation of materials for review will occur outside of the meetings, the meetings will primarily serve as workshops and time to present and discuss, consider, and evaluate ideas that will contribute to the development of the RTP. The JRTA will provide regular updates to ensure that the municipalities are aware of the current stage of the project.

In person attendance for meetings is encouraged and will typically occur when the consultant teams are in Nova Scotia for engagement initiatives. Other meetings may be held virtually with the option to attend in person.

4. Relationship to other Committees and Working Groups

The governance of the JRTA involves relationships with several key groups or committees. The figure below illustrates the current governance and associated relationship between the JRTA, TAB, and other working groups.



The table below identifies and further describes the other committees, key teams and working groups that the JRTA is engaging with in the development of the RTP.

| Team / Working Group | Description |
|---|---|
| Technical Advisory Board (TAB) | <ul style="list-style-type: none"> Executive leaders from the core JRTA Partners The TAB provides strategic guidance to JRTA The TAB will make recommendations to the Deputy Minister of Public Works and the Minister of Public Works as necessary |
| JRTA Technical Working Group (TWG) | <ul style="list-style-type: none"> Subject matter experts (SME's) from each of the core partner organizations. Members provide technical input and expertise as it relates to the interests of each of their organizations. The TWG supports the development of strategic plans, such as the RTP. Members facilitate the sharing of information between respective organizations. The group helps identify opportunities, potential projects, and policies that align with or relate to the JRTA mandate, core partner projects and RTP. Members will work collaboratively to resolve any concerns, conflicts or challenges related to joint transportation planning and implement regional transportation solutions. |

| | |
|---|---|
| | <ul style="list-style-type: none"> • Responsible to brief senior leaders within respective organizations to keep them informed on the status and progress of JRTA initiatives. |
| <p>Province of Nova Scotia Network / Working Group</p> | <ul style="list-style-type: none"> • The JRTA is working with provincial departments to establish a collaborative network that can be engaged to gain insight from diverse organizational perspectives. • The intent of this network is to create alignment across provincial departments beyond the JRTA partners to establish mutually supportive plans, strategies, and initiatives. • This network may influence areas that are outside the scope of the RTP but will contribute to or dictate the plan's success (e.g., institutional investments, infrastructure location and investment, etc.). • This network will also ensure the RTP accounts for and includes requirements or assumptions from other plans, strategies, and initiatives. |

5. Review

The Terms of Reference will be reviewed annually and updated as needed.



Dear Minister Halman:

We the undersigned Municipalities of Nova Scotia are writing to express our deep disappointment over your decision to indefinitely delay regulations for the Coastal Protection Act. We are calling for the immediate release and implementation of the regulations before any more reckless development puts our communities and ecosystems further at risk.

The province must step up and act on behalf of all Nova Scotians. We are in a climate emergency, and this delay is irresponsible and unacceptable. Our coasts are an integral part of our economy and our identity as a province, and we urge you to do the right thing and act to protect them immediately.

A vast majority of Nova Scotia's coast has no significant development regulation. The Province's continued delay of the regulations is an unfair offloading of labour and costs onto Municipalities, leaving them to either pass their own bylaws, or continue to suffer degradation of our coastal communities and environment.

The Coastal Protection Act was passed in 2019. Extensive consultation since then has shown that Nova Scotians and municipalities support strong protective measures along our coasts. In response to more than \$385 million in damage from Hurricane Fiona, you pledged in the fall of 2022 that Coastal Protection Act regulations would come into effect in the first half of this year. This delay breaks your promise to communities and represents a failure to protect Nova Scotians from sea level rise.