



# TOWN OF KENTVILLE COUNCIL

## June 26, 2023

### AGENDA

6:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
  - (a) Remote Participation
3. APPROVAL OF THE MINUTES
  - (a) Council meeting minutes, May 30, 2023
  - (b) Special Council meeting minutes, June 19, 2023
  - (c) Public Hearing meeting minutes, June 21, 2023
4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS
  - (a) Second Reading, Rezoning Application
  - (b) Grant Request, Kentville Lions Club
  - (c) Request for Decision – Sanction of Councillor Andrew Zebian
5. RECOMMENDATIONS AND REPORTS
  - (a) Council Advisory Committee – Councillor Cathy Maxwell
    - (1) Withdrawal from Sanitary Sewer Operating Reserve
    - (2) Asset Retirement Obligation Policy
    - (3) Appointment to Joint Regional Transportation Agency
  - (b) Councillors’ and Mayor Reports
    - (1) Councillor Gerrard
      - a. Joint Fire Services Committee
      - b. Kings Point to Point Transit
      - c. Kentville Water Commission
      - d. Board of Police Commissioners
    - (2) Councillor Huntley
      - a. Kentville Water Commission
      - b. Kings Regional Emergency Management Organization
      - c. Valley Regional Enterprise Network, Liaison and Oversight Committee
      - d. Diversity Kings
      - e. Annapolis Valley Physician Recruitment Board
    - (3) Councillor Maxwell

- a. Annapolis Valley Trails Coalition
- b. Kentville Inclusion and Accessibility Advisory Committee
- c. Student Bursary Selection Committee

**(4) Deputy Mayor Savage**

- a. Audit Committee
- b. Investment Advisory Committee
- c. Kentville Business Community Board
- d. Kings Regional Sewer
- e. Kings Regional Emergency Management Organization

**(5) Councillor Yorke**

- a. Source Water Advisory Committee
- b. Board of Police Commissioners
- c. Multi Purpose Facility Feasibility Study Committee
- d. Kentville Inclusion and Accessibility Advisory Committee
- e. Annapolis Valley Regional Library

**(6) Councillor Zebian**

- a. Joint Fire Services
- b. Audit Committee
- c. Kentville Water Commission

**(c) Mayor Sandra Snow**

- a. Intermunicipal Services Agreement Interim Board
- b. Kentville Investment Advisory Committee
- c. Audit Committee
- d. Water Commission
- e. Source Water Protection Advisory Committee

**6. NEW BUSINESS**

- (a) Request for Decision – Recording In Camera Meetings
- (b) Request for Tax Reduction

**7. CORRESPONDENCE**

- (a) John Lohr – Minister of Municipal Affairs and Housing

**8. PUBLIC COMMENTS**

**9. IN CAMERA**

- (a) Contract
- (b) Personnel
- ~~(c) Legal~~
- (d) Legal

**10. ADJOURNMENT**

DRAFT



## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: May 30, 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 6:00 p.m. and that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Dan Troke, Solicitor Geoff Muttart, and Recording Secretary Jennifer West.

#### REGRETS

None.

#### DECLARATIONS OF CONFLICT OF INTEREST

None.

#### 2. APPROVAL OF THE AGENDA

- a. Approval of Agenda

Addition: 9.c In Camera, Personnel

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

**That the amended agenda of May 30, 2023 be approved.**

**MOTION CARRIED**

#### 3. APPROVAL OF THE MINUTES

- a. Council meeting held on April 24, 2023

New Business, 6.d: the minutes should reflect that Councillor Andrew Zebian voted against this motion.

*Council Meeting Minutes, May 30, 2023*

*Pending Approval*

*Page 1*

# DRAFT

**It was moved that the minutes of the Council meeting on April 24, 2023 be approved.**

## **MOTION CARRIED**

b. Special Council meeting held on May 1, 2023

**It was moved that the minutes of the Special Council meeting on May 1, 2023 be approved as amended.**

## **MOTION CARRIED**

c. Special Council meeting held on May 8, 2023

**It was moved that the minutes of the Special Council meeting on May 8, 2023 be approved as amended.**

## **MOTION CARRIED**

d. Special Council meeting held on May 15, 2023

**It was moved that the minutes of the Special Council meeting on May 15, 2023 be approved as amended.**

## **MOTION CARRIED**

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

a. None.

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

##### **(a) Council Advisory Committee Reports**

##### **(1) Subdivision Bylaw Amendment**

At the May 8, 2023 meeting of Council Advisory Committee, 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.

*Report available*

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

**Council Advisory Committee recommends**

**That Council recommends First Reading to amend the Subdivision Bylaw**

**And further, hold a public hearing in advance of Second Reading.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(2) Rezoning Application**

At the May 8, 2023 meeting of Council Advisory Committee, Development Officer Kirsten Duncan reviewed the staff report with additional information from staff, the planner and the applicant. Council reviewed the process of reviewing and approving this application.

*Report available*

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

**Council Advisory Committee recommends**

**That Council approve First Reading to the rezoning application and further hold a public hearing prior to Second Reading.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Zebian*

**(3) Lions Club Lease**

At the May 8, 2023 meeting of Council Advisory Committee, CAO Troke outlined the lease agreement and the proposed lease for the Kentville Lions Club in the town-owned facility.

Discussion

- Suggestion that Council support cost sharing for painting the exterior of the building.

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

**Council Advisory Committee recommends**

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

Discussion

- The CAO will direct staff to visit the site to make an estimate of the cost of the paint and provide a purchase order to a maximum amount, determined by staff.
- Concerns about providing grants to groups without an application, outside of the grants to organizations policy.
- Suggestion that this group make an application through the grants to organizations policy.

It was moved by Councillor Andrew Zebian and Councillor Cathy Maxwell

**That Council approve the funding of paint for the Kentville Lions Club, and further that the cost be added to the current 2023-2024 operating budget.**

**MOTION FAILED**

*Councillors who voted in favour of this motion:  
Zebian*

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

**(4) Grants to Organization Awards**

At the May 15, 2023 meeting of Special Council Advisory Committee, Council reviewed the list of grant applications and selected recipients and amounts based on the policy and the needs of the organizations. Acting CAO Rachel Bedingfield recorded a detailed account of the grant amounts for each organization.

*Report available*

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

**That Council approve the grants to organizations in the amount of \$21,325 as discussed for inclusion in the 2023-2024 Operating Budget.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(5) Kings County Seniors Safety Society**

# DRAFT

At the May 15, 2023 meeting of Special Council Advisory Committee, CAC reviewed the list of grant applicants and selected recipients and amounts based on the policy. The policy limits the grants to \$2,000 per recipient and not to be used for operational purposes. Annually an application is received by the King's Senior Safety Society for \$5,000. The work of this group is crucial to a number of our seniors. The committee determined that this request would best be served as a budget line item rather than a grant request. Starting in budget year 2024-25, the \$5,000 should be allocated under the Kentville Police Service budget, as the service to Seniors is delivered through the KPS.

*Report available*

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

**That Council approve the allocation of the Kings Seniors Safety Society annual funding in the amount of \$5,000 to the Kentville Police Service operating budget beginning in the 2024-2025 budget year.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **(6) G28 Grants Policy Amendment – Year End Allocation**

At the May 15, 2023 meeting of Special Council Advisory Committee, the committee was provided with a budget of \$26,000 to allocate to the applicants. Funds which are not allocated during the first review are held in account for applications that come out of sequence as per paragraph 4.2 of the policy. The committee discussed the allocation of remaining funds at the end of the fiscal year (31 March) and determined that the best use of the funds would be to the Spike Fund. The following amendment is recommended: Para 4.13 Funds remaining in the Operational Budget under the grants contingency (GL 121-28-084) at the end of the fiscal year (31 March) shall be allocated to the Spike Fund to support Recreation for All. Another option for this leftover funds in to move the funds into operating reserves.

*Report available*

It was moved by Councillor Paula Huntley and Councillor Cathy Maxwell

**That Council approve the amendment of Policy Statement G28 Grants to Organizations to allocate year-end funds to the Spike Fund.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Councillors' and Mayor's Reports**

Reports were received and are part of the meeting record.

**(1) Councillor Craig Gerrard**

Highlights included meetings of Board of Police Commissioners, Water Commissioners, and Kings Point to Point.

*Report available for more information.*

**(2) Councillor Paula Huntley**

Highlights included a presentation from Open Arms at the Kentville Rotary, Kentville Board of Police Commissioners public engagement session, Apple Blossom Festival kick off meeting, and the Women of Excellence judging panel.

*Report available for more information.*

**(3) Councillor Cathy Maxwell**

Highlights included operating budget meeting, CAO evaluation meeting, discussion and meeting about the Northeast Kings Prom parade request, and the kickoff event for the Apple Blossom Festival.

*Report available for more information.*

**(4) Deputy Mayor Cate Savage**

Highlights included Kings Regional Sewer meetings, an Investment Advisory Committee meeting, budget meetings, CAO evaluation meeting, Board of Police Commissioner public engagement meeting, My Valley Home launch event, announcement of Donald E. Hiltz Connector. Deputy Mayor Savage promoted subscription to the Kings Region Vulnerable Person registry.

*Report available for more information.*

**(5) Councillor Gillian Yorke**

Highlights included attending the How to be an Ally workshop, Nova Scotia Federation of Municipalities conference, Board of Police Commissioners public engagement event, Board of Police Commissioners meeting, and Apple Blossom Festival.

*Report available for more information.*

**(6) Councillor Andrew Zebian**



# DRAFT

Highlights included Kentville Water Commission, Donald E. Hiltz Connector announcement event, and the Apple Blossom Festival parade.

*Report available for more information.*

## **CAO Update**

CAO Dan Troke gave an update on operations including the Homeless No More workshop in Middleton, Donald E. Hiltz Connector announcement and development, and year end audit with public sector accounting rules around end of life assets.

## **(c) Mayor Sandra Snow**

The mayor reported on her activities this month with highlights including grants to organizations review meeting, Kentville Lions Club breakfast, electric vehicle test drive, Kentville Business Community Makers event, tour of Andritz plant, funding announcement for the Donald E. Hiltz Connector, Apple Blossom Festival, Mentoring Plus symposium, Sourcewater Protection Advisory Committee, the Nova Scotia Federation of Municipalities spring conference.

*Report available for more information.*

## **6. NEW BUSINESS**

### **a. Memos from the Kentville Inclusion and Access Advisory Committee**

CAO Troke highlighted discussions around each of the issues. CAO Troke suggested that each letter be addressed by staff in a more detailed report. Councillors raised concerns about implementation of the active transportation plan – following guidelines and working with non-optimal barriers. Staff can identify ways to address concerns.

*Letters available for more information.*

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

**That Council direct the CAO to prepare a staff report in collaboration with the KIAAC in response to the issues in these letters.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **7. CORRESPONDENCE**

### **a. Nova Scotia Federation of Municipalities, 12-month notice letter**

CAO Troke outlined some of the issues brought up in this letter, especially those which may affect revenue to municipalities.

# DRAFT

## 8. PUBLIC COMMENTS

### a. Gary Randall, School Street

Concerns about expropriation of neighbours property (Ron Cousins). Mr. Randall talked about how Mr. Cousins is an exceptional resident and landowner. He has a concern that Council did not vote to approve this action against Mr. Cousins.

Mr. Randall also has concerns about removing this 27 acres of green space and it being open for development.

### b. Meghan Sabean, MacDonald Park

Appreciation to staff regarding the subdivision bylaw public meeting.

### c. Ron Cousins

Statement that he will leave his land to be conserved.

## 9. IN CAMERA – Contract and Personnel

It was moved by Councillor Andrew Zebian and seconded by Councillor Paula Huntley

**That Council move into a closed session at 7:36 pm to discuss legal and personnel matters.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Gillian Yorke and Councillor Craig Gerrard

**That Council return to open session at 9:14 pm.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 9. ADJOURNMENT

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

**The May 30, 2023 meeting of Council adjourned at 9:15 p.m.**

### **MOTION CARRIED**

---

Approved by CAO and Clerk Dan Troke

## **TOWN OF KENTVILLE**

### **SPECIAL COUNCIL MEETING - LEGAL**

#### **Meeting Minutes: June 19, 2023**

#### **1. CALL TO ORDER AND ROLL CALL**

Mayor Sandra Snow called the meeting to order at 5:54 p.m. The Chair noted that the meeting had quorum.

#### **PRESENT**

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

Solicitor Rick Dunlop and Solicitor Geoff Muttart.

Councillor Yorke acted as scribe for the meeting without objection.

#### **2. APPROVAL OF THE AGENDA**

**It was moved that the agenda of June 19, 2023 be approved**

#### **MOTION CARRIED**

Moved by Deputy Mayor Savage and seconded by Councillor Craig Gerrard

#### **3. IN CAMERA**

It was moved by Councillor Paula Huntley and seconded by Councillor Craig Gerrard

**That Council proceed to a closed session at 5:55 pm to discuss a legal matter.**

#### **MOTION CARRIED**

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

#### **4. IN CAMERA**

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

**That Council proceed to the regular Council Meeting at 7:38 pm.**

#### **MOTION CARRIED**

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

#### **5. NEW BUSINESS**

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

**That council direct the solicitors to draft a Code of Conduct Policy, including Respectful Workplace, Social Media, and procedure.**

#### **MOTION CARRIED**

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



#### **4. ADJOURNMENT**

**That the June 19, 2023 Special Meeting of Council be adjourned at 7:49 p.m. as all business is complete.**

DRAFT



# **TOWN OF KENTVILLE**

## **Public Hearing Meeting**

### **June 21, 2023**

### **Meeting Minutes**

**Kentville Volunteer Fire Hall, 463 Main Street, Kentville Nova Scotia**

Town Hall was open to the public and the meeting was livestreamed to YouTube.

#### **PRESENT**

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

Staff in attendance included Chief Administrative Officer Dan Troke, Director of Engineering and Public Works Dave Bell, Acting Development Officer Kirsten Duncan, Community and Economic Development Officer Lindsay Young and Recording Secretary Jennifer West.

#### **1.0 MEETING OPENING**

Mayor Sandra Snow called the Public Meeting to order at 6:00 p.m. and noted that all Council members were in attendance.

#### **2.0 PUBLIC HEARING**

##### **a. STAFF PRESENTATION**

Acting Development Officer Kirsten Duncan presented an overview of the application to rezone Property Online Identification (PID) number 55247761 from Large Lot Residential (R5) to Single Unit Dwelling (R1), One and Two Unit Dwelling (R2) and High Density Residential (R4).

##### **b. APPLICANT PRESENTATION**

The developer's representative Crystal Fuller gave a presentation on the rezoning application with highlights including the approval and development process, market influences, provincial regulations, and the housing crisis.

##### **c. PUBLIC COMMENTS**

Registered comments:

*Public Hearing Meeting Minutes, June 21, 2023*  
*Pending Approval*  
*Page 1*

## *DRAFT*

**Mike Carter.** Concerns about the Mitchell Brook watercourse, traffic study, green space and parks.

**Susan Bowser.** Concerns about the rapid increase in density for the community, stormwater management and traffic.

**Leanne Jennings.** Concerns about planning, municipal planning strategy, planning development objectives, and community character.

**Kait Bowser.** Concerns with application meeting planning policies for pedestrians, cyclists, children and wheelchair users.

### Written Comments:

Chief Administrative Officer Dan Troke provided a review of the 54 written comments received by the Mayor and Councillors to date on this proposal.

### Open Public Comments:

**Wayne Smith.** Concerns with the traffic study, traffic issues, and cut-throughs.

**Kim Longaphy.** Concerns with stormwater management, expansion of infrastructure, safety of children, and traffic calming.

**Nancy Acker.** Concerns with rezoning, old growth forest destruction, stormwater management, and stress on infrastructure.

**Bill Ballagdon.** Concerns with traffic and safety of children.

**Sherry Donovan.** Concerns with wildfire evacuation in subdivisions, infrastructure and amenities, safe movement of pedestrians and cyclists.

**Gordon Lindy.** Concerns with infrastructure, water supply and the Donald Hiltz Connector. Zoning issues and subdivision issues.

**Erin Maskins.** Concerns with rezoning, traffic, density and proper planning practices.

**Gary Cleveland.** Concerns with infrastructure expansion, stormwater management and clear cutting.

**Ian Stewart.** Concerns with traffic increases, safety of pedestrians, density of people and cars.

**Ben Cortens.** Concerns with bylaws and rezoning.

## *DRAFT*

**Kate.** Concerns with safe travel, density of residents and cars, water and stormwater.

Recess

**Jessica Van Luxemborg.** Concerns with traffic, safety and density.

**Ed Hinsel.** Concerns with developer.

**Bruce Blakeney.** Concerns with Donald Hiltz Connector distributing traffic and sidewalks.

**Meghan Sabean.** Concerns with planning process, public engagement process, and long term planning of the town.

**Jennifer Currie.** Concerns with extension of infrastructure, safe movement of pedestrians and cars, and parks and green space.

**Elanor Church.** Concerns with high density, quality of life, long term planning, and staff expertise.

**David Acker.** Concerns with lack of professional planner on staff.

**Bunny Bennett.** Concerns about water, stormwater, and green space.

**Gary Randall.** Concerns about Donald Hiltz Connector.

**Julia Russell.** Concerns about rezoning, higher density, proximity to apartment buildings, and flooding.

**Ron Cousins.** Concerns about clear cutting and flooding.

**Gordon Roussel.** Concerns about sidewalks, traffic calming, and short cutting.

**Patricia.** Concerns about development in appropriate locations and comprehensive planning.

Final Comment from Planner/Developer:

**Crystal Fuller.** Appreciation for respectful comments. Clarification of planner support for this rezoning. Clarification of Council consideration of a zoning request.

*DRAFT*

**There being no further business to discuss,**

It was moved

That the public hearing adjourn at 8:45pm.

**ADJOURNMENT**

**8:45 pm**



---

**TO:** Council

**FROM:** David Bell, P.Eng, Director of Engineering & Public Works

**DATE:** May 2023

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



---

## BACKGROUND

An application was received from Brighter Community Planning & Consulting on behalf of property owner, Mitch Brison of Brison Developments Limited to rezone a vacant parcel of land identified as PID 55247761. The submitted application is to consider amending the Zoning Map of the Kentville Land Use Bylaw to rezone a vacant parcel of land identified as PID 55247761 (“the subject property”) to Single Unit Dwelling (R1), One and Two Unit Dwelling (R2), and High Density Residential (R4). The subject property is currently zoned Large Lot Residential (R5). The application was deemed to be complete on February 22, 2023.

## DISCUSSION

Staff reports were compiled for March, April, and May CAC, providing information for Council’s consideration as it relates to the rezoning application for PID 55247761 in the McDougall Heights subdivision. Staff are confident that the necessary information has been provided to satisfy Policy IM-8 of the Municipal Planning Strategy. The above noted staff reports can be found at the end of this report.

## FINANCIAL IMPLICATIONS

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

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

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

## **ATTACHMENTS**

Appendix A	March 2023 Staff Report to CAC for McDougall Heights Rezoning
Appendix B	April 2023 Staff Report to CAC for McDougall Heights Rezoning
Appendix C	May 2023 Staff Report to CAC for McDougall Heights Rezoning

## **RECOMMENDATION**

Staff recommend that Council give First Reading to the proposed map amendment of the Land Use Bylaw as contained in Schedule A and schedule a Public Hearing on June 21, 2023 at 6pm.

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

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



## BACKGROUND

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

## SITE CONTEXT

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

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



Figure 1 Context Map

## **DEVELOPMENT PROPOSAL**

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

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

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

## **DISCUSSION**

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

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

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

## ***Municipal Planning Strategy Document Review***

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

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

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

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

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

In Summary:

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

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

---

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

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

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

**COMMENT**

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

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

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

**COMMENT**

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

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

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

**COMMENT**

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

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

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

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

### ***Other Studies***

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

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

### ***Statements of Provincial Interest***

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

### **Housing**

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

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

### **Infrastructure**

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

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

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

## NEXT STEPS



## FINANCIAL IMPLICATIONS

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

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

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

## ATTACHMENTS

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

## RECOMMENDATION OPTIONS

Staff recommend that Council:

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



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

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

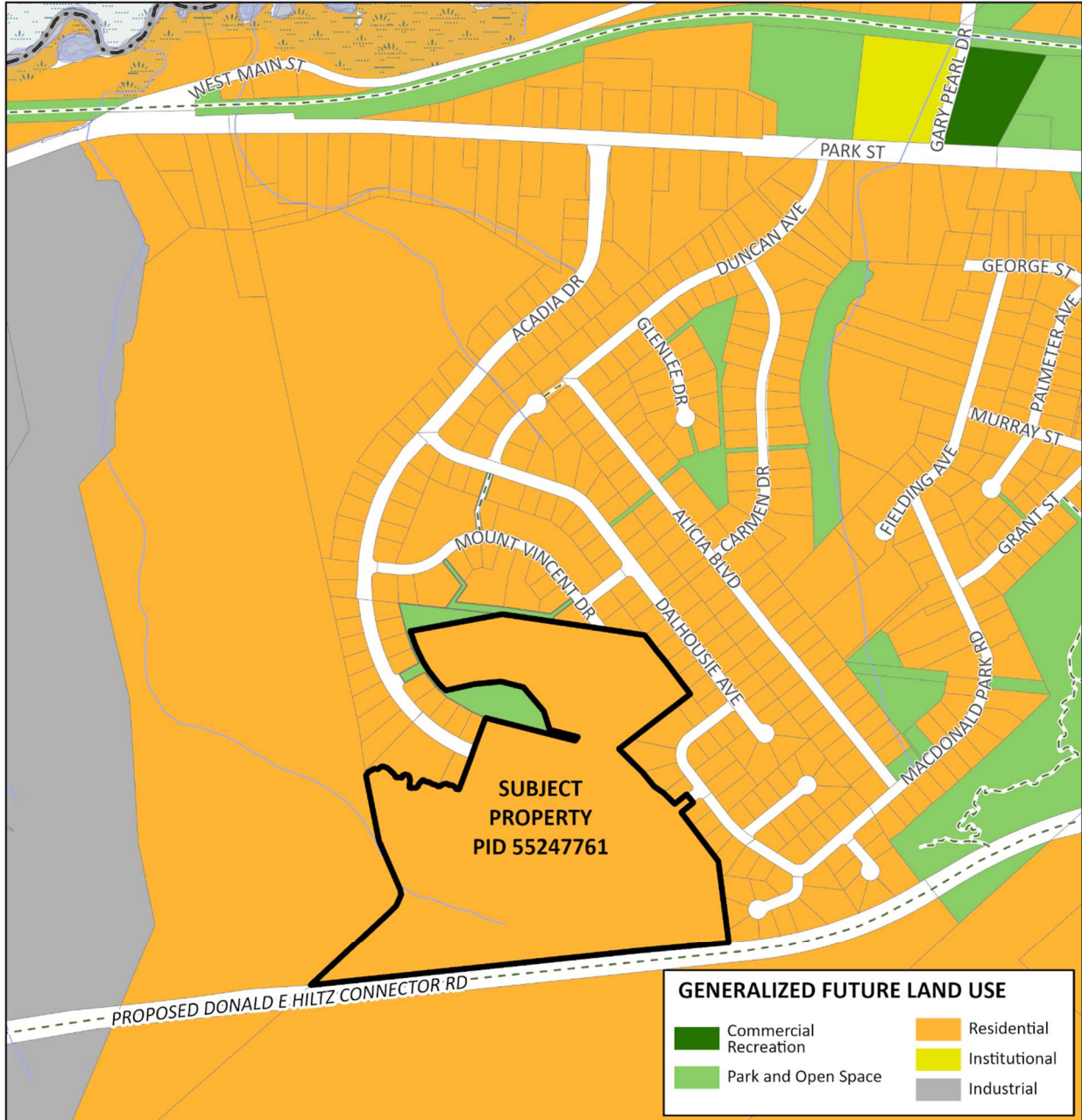
# MAP 1

## Generalized Future Land Use Map

### PID 55247761 McDougall Heights Generalized Future Land Use Map



Scale: 1:8,000



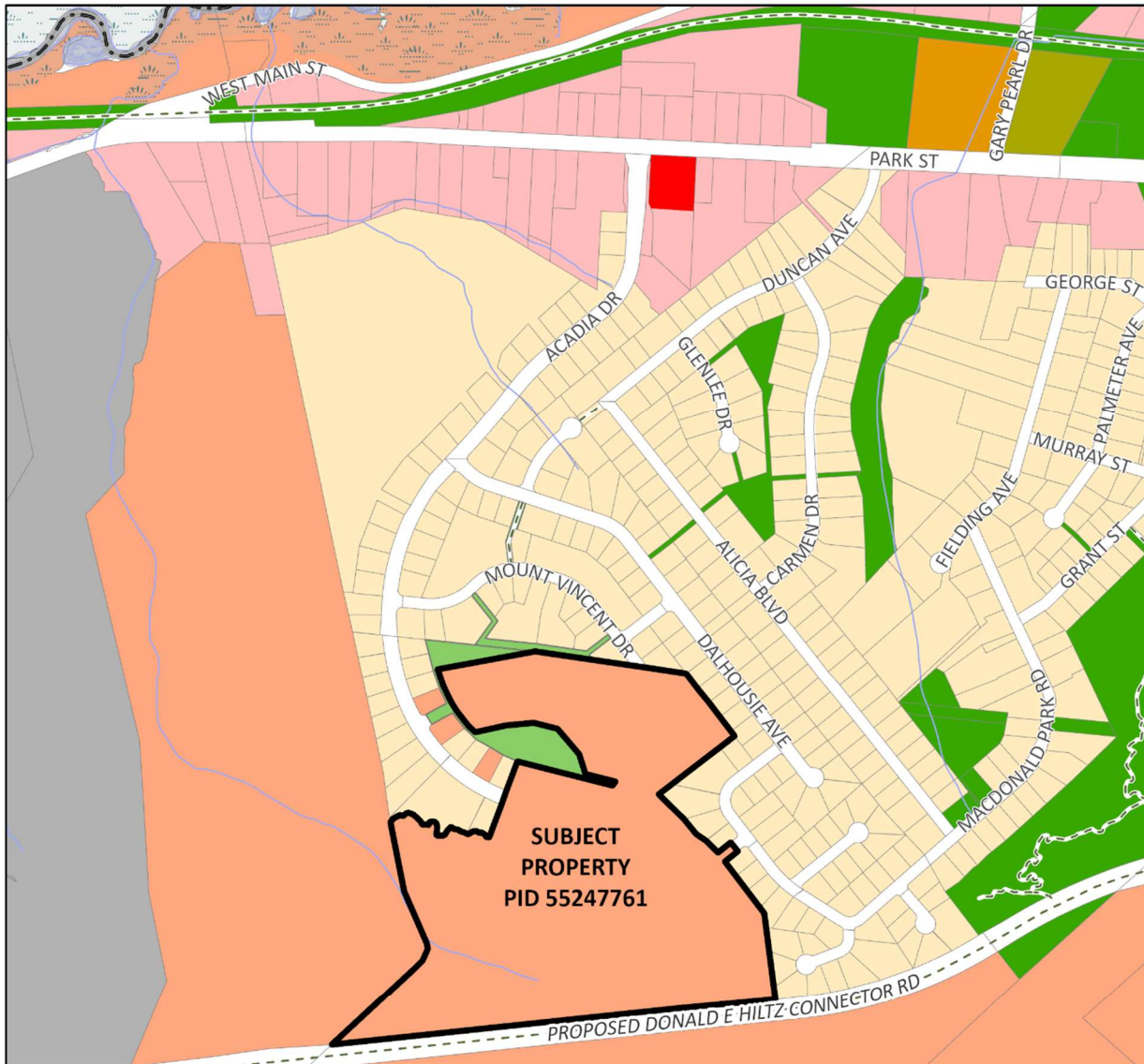
This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document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

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

# MAP 2

## Zoning Map

### PID 55247761 McDougall Heights Current Zoning Map



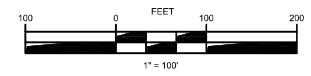
ZONING		
Industrial (M1)	Park and Open Space (P)	One and Two Unit Dwelling Residential (R2)
Commercial Recreation (CR)	Single Unit Dwelling Residential (R1)	Medium Density Residential (R3)
Institutional (I)	Large Lot Residential (R5)	

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

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



**PRELIMINARY**  
Feb. 22, 2023



NOTES:

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

PREPARED FOR

BRISON DEVELOPMENTS

PREPARED BY

DESIGNPOINT  
engineering • surveying • solutions

902.832.5597      designpoint.ca

PROJECT

**ACADIA DRIVE  
CONCEPT PLAN**

KENTVILLE, NOVA SCOTIA

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

## SCHEDULE B

### Evaluative Criteria for Rezoning's

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

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

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

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

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

#### COMMENT

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

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

Minimum Lot Area

Multi- Unit Dwelling (five or more units), 7000 ft<sup>2</sup> first five units + 1000 ft<sup>2</sup>/unit

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

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

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

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

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

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

Amenity Space Requirements

Bachelor and one bedroom 200 ft<sup>2</sup> per unit

Two bedroom 225 ft<sup>2</sup> per unit

Three or more bedrooms 255 ft<sup>2</sup> per unit

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



## TOWN OF KENTVILLE

### Public Information Meeting

### Meeting Notes: September 27, 2022

Town Hall, 354 Main Street, Kentville Nova Scotia

Town Hall was open to the public in limited capacity.

#### PRESENT

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

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

Director Gentleman provided an overview of the proposed application

#### OVERVIEW OF PROPOSAL

Crystal Fuller gives a presentation about this proposed rezoning.

#### PRESENTATION

##### PUBLIC COMMENTS

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

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

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

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



## *DRAFT*

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

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

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

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

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

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

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

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

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

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

*Public Information Meeting Minutes, September 27, 2022*

*Pending Approval*

*Page 2*

## *DRAFT*

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

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

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

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

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

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

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

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

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

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

*Public Information Meeting Minutes, September 27, 2022*

*Pending Approval*

*Page 3*

## *DRAFT*

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

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

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

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

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

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

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

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

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

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

## *DRAFT*

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

The presentation will be available on the website.

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

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

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

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

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

## **ADJOURNMENT**

**8:23 pm**

## SCHEDULE D

### ***Acadia Drive : Executive Summary***

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

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

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

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

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

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

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

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

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

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

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

February 22, 2023

**Town of Kentville**

354 Main Street

Kentville, NS B4N 1K6

Attention: Kirsten Duncan, Planner

**RE: MacDougall Heights – Stormwater Management**

DP Project #: 22-151

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

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

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

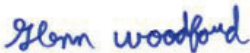
Our team of engineers and technicians at DesignPoint are very familiar with the Nova Scotia Department of Environment and Climate Change (NSECC) regulations for stormwater and we can confirm that this site can have the storm drainage system design with balancing of pre and post development flows using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

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

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

Thank you,

**DesignPoint Engineering & Surveying Ltd.**



Glenn Woodford, P.Eng.

Senior Civil Engineer & Principal

GSW/alc

Enclosures:      Concept Plan

Date: February 22, 2023

**Town of Kentville**

354 Main Street,  
Kentville, NS B4N 1K6

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

Cc: Chrystal Fuller (chrystal@brighterplanning.ca)

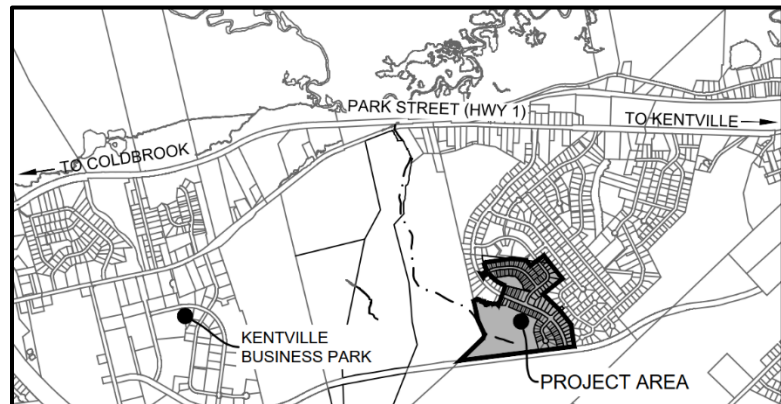
Mitch Brison (mbrison@eastlink.ca)

**RE: MacDougall Heights**  
DesignPoint Project #: 22-151

## Introduction

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

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



## Wastewater Servicing

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

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

- Sewage generation rate 340 L/day/cap;
- Infiltration and inflow allowance of 12 m<sup>3</sup>/day/ha (0.14 L/s/ha);
- Peaking based on Harmon Peaking Factor; and
- Total area for sewage calculation of 46.04 ha (113.8 acres);

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

### Closing

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

Thank you,

**DesignPoint Engineering & Surveying Ltd.**



Glenn Woodford, P.Eng.  
Senior Engineer

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



---

**TO:** Council Advisory Committee  
**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

---

## **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.”

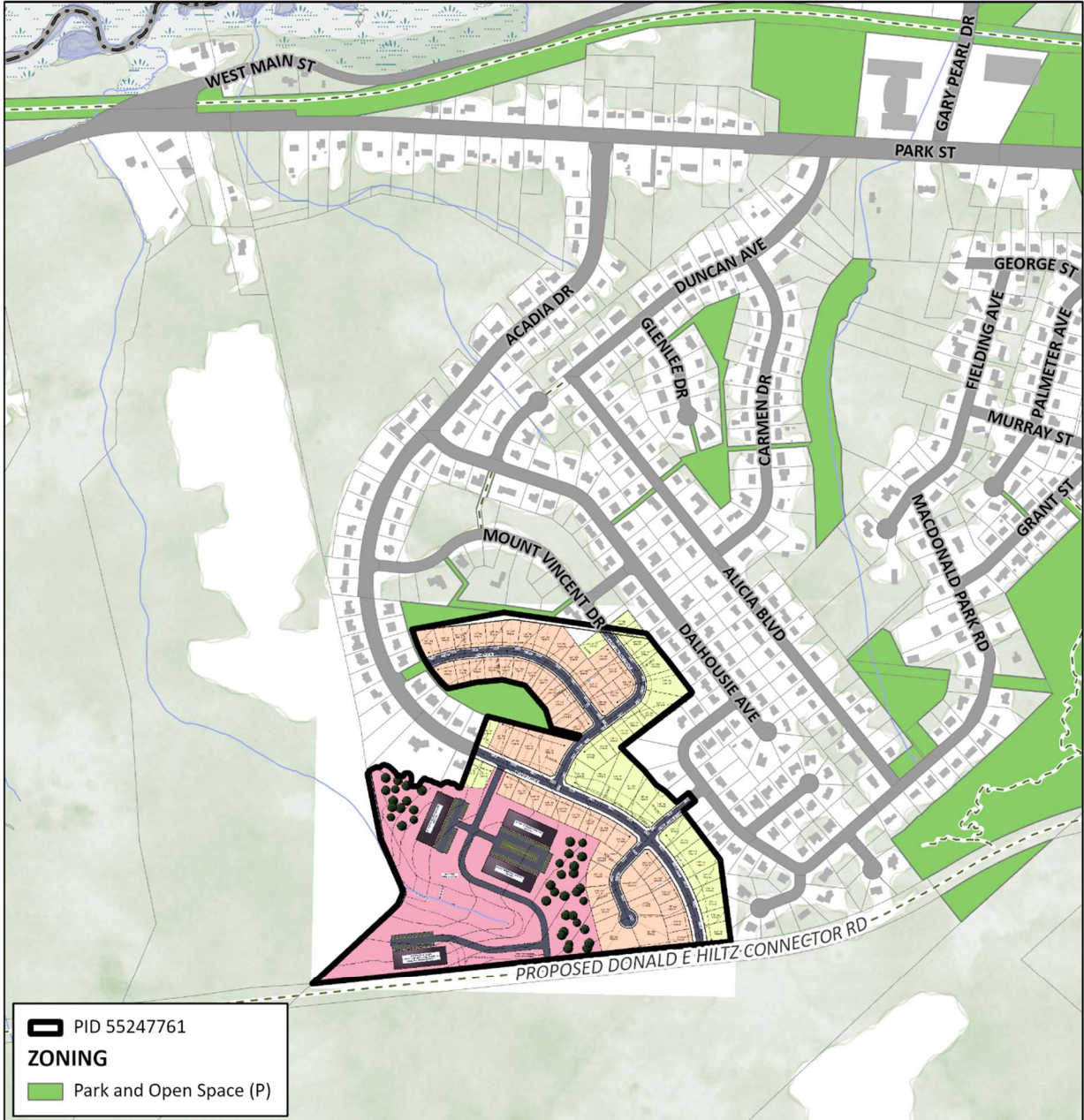
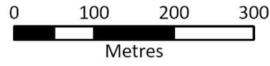
Should Council wish to be proactive with the future planning for schools within the area, Staff recommend considering zoning an area of land as “institutional” for additional educational facilities when the Town eventually enters into a Secondary Planning Strategy process.

## **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

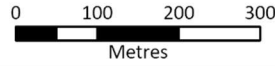


This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document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

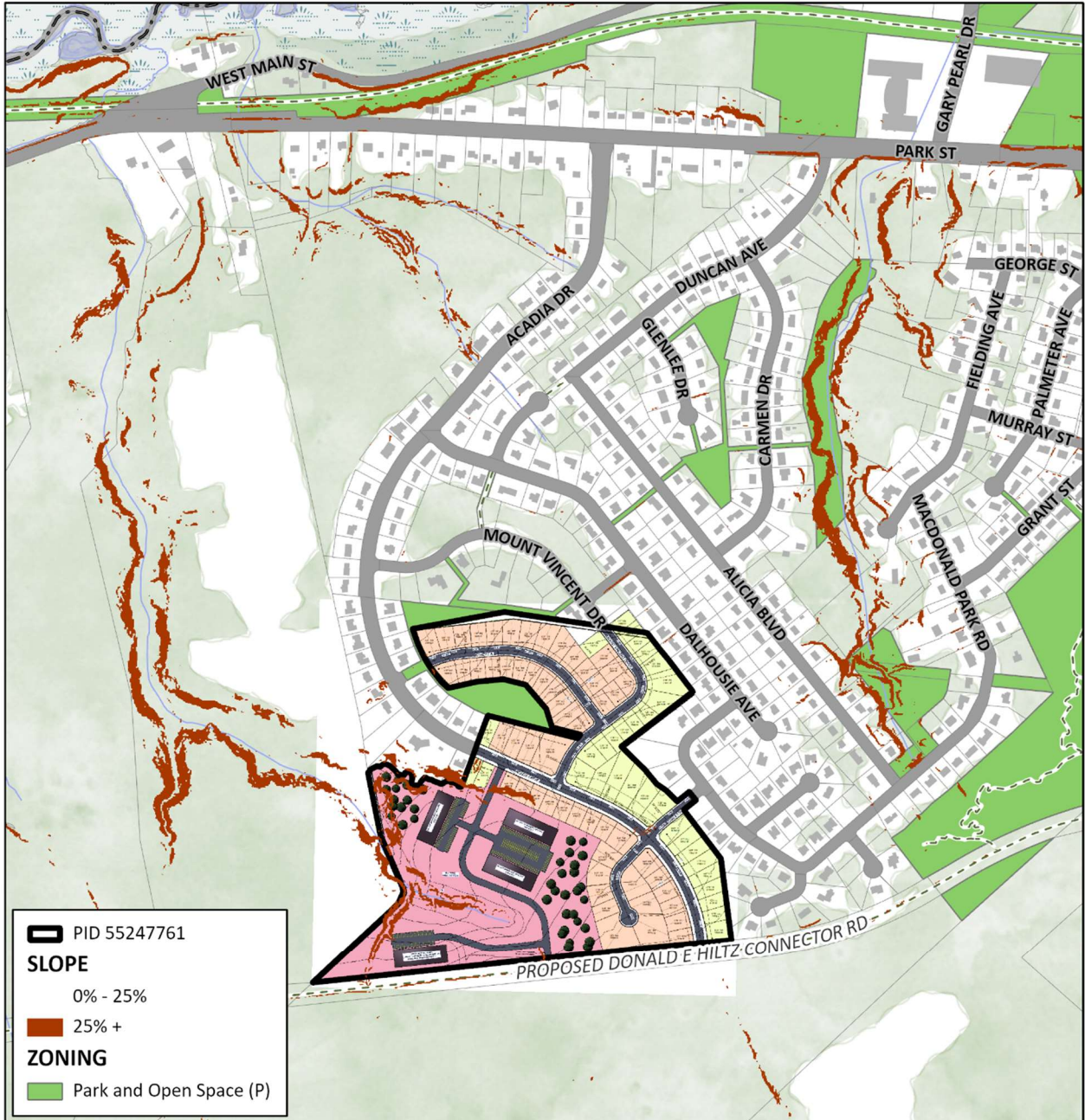
Property Source: Nova Scotia Property Records Database (NSPRD), Compliments of the Nova Scotia Geomatics Centre (NSGC), Service Nova Scotia and Municipal Relations, 160 Willow Street, Amherst, Nova Scotia, Canada

# 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



Caroline  
Robertson, MPS BCD  
HONOURS

MCIP, LPP

Phone:

(902)742-5300

Email:

Caroline@CDCom  
munityDesign.CA

[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.

---

**TO:** Council Advisory Committee

**FROM:** Kirsten Duncan, Acting Development Officer and Planning Technician

**DATE:** May 2023

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

---



## BACKGROUND

An application was 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. The submitted application is to consider amending the Zoning Map of the Kentville Land Use Bylaw to rezone a vacant parcel of land identified as PID 55247761 (“the subject property”) to Single Unit Dwelling (R1), One and Two Unit Dwelling (R2), and High Density Residential (R4). The subject property is currently zoned Large Lot Residential (R5). Staff reports were compiled for March and April CAC providing information regarding this file. The intention of this report is to provide further information to Council around the rezoning application so that it can be considered for first reading at the end of the month.

## DISCUSSION

Staff have been working diligently over the past few months compiling information for Council’s consideration as it relates to the rezoning application for PID 55247761 in the McDougall Heights subdivision. The Town engaged C + D Community Design to provide an opinion on the content of the rezoning application from the standpoint of a Licensed Professional Planner, the analysis can be found at the end of this report in Appendix B. Staff appreciate the effort put into the review from C + D Community Design. There were some pieces of information that were recommended to be submitted during the planners review, however staff are confident that we are able to work with the applicant and developer throughout the Subdivision process to satisfy these items.

## ATTACHMENTS

Appendix A	Memo from Director of Public Works and Engineering
Appendix B	Letter from C + D Community Design, Review of Rezoning Application for PID 55247761
Appendix C	Letter from Brighter Community Planning & Consulting, on behalf of Brison Developments Limited



APPENDIX A



Telephone (902) 679-2521  
Fax (902) 679-2375  
354 Main Street  
Kentville, Nova Scotia  
B4N 1K6

**INTER OFFICE MEMO**

**To:** Kirsten Duncan, Development Officer  
**From:** Dave Bell, Director of Engineering & Public Works  
**Date:** May 4, 2023  
**Subject:** Rezoning of PID 55247761, Brison Developments Limited, Kentville  
.....

Hi Kirsten,

The Engineering & Public Works Department has received sufficient information from Brison Development's engineering consultant with respect to the balancing of pre-development and post-development storm water flows for the rezoning stage. Detailed engineering plans for all aspects of water, sewer, storm and street & sidewalk design will be required at the Tentative Subdivision application stage should the rezoning application be successful.

Yours truly,

A handwritten signature in blue ink that reads "Dave Bell".

Dave Bell, P. Eng.  
Director of Engineering & Public Works



Dan Troke, CAO

APPENDIX B

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

April 20, 2023

Caroline  
Robertson, MPS  
BCD HONOURS

MCIP, LPP

Phone:

(902)742-5300

Email:

Caroline@CDCo  
mmunityDesign  
.CA

Re: Rezoning Application for PID 55247761 Kentville

Dear Mr. Troke,

As you know, Maurice Lloyd and Peter Connor engaged C+D Community Design to review the documents related to a rezoning application in the Town of Kentville and provide my opinion on how these relate to your Planning Documents. I checked all the records provided and discussed them with the above-noted Planners. Based on our conversation and a phone chat with you on April 12<sup>th</sup>, 2023. I'd recommend the following approach for processing the rezoning application.

Based on Policy RS-23 of the Town's Municipal Planning Strategy, I believe the application received is incomplete. The application was received in Sept 2022, and the Developer has yet to provide all the relevant information. The Municipal Government Act through Policy 210 states that where Council has not, within 120 days of receipt of a complete application, commenced the procedure required for amending the land use by-law through the publishing of the required public hearing, the application is then deemed to have been refused.

For the application to be complete, the applicant must consider the Town's vision for residential development outlined within the Municipal Planning Strategy. For this reason, it is reasonable for Council to request further information:

- The Stormwater Management Plan includes grey and green infrastructure elements to address concerns raised by residents at the recent public discussion held at the Council Advisory Committee.
  - In addition, extra consideration should be given to the Mitchell Brook Watercourse System. How the construction process and overall development are approached will impact the flow and quality of the watercourse, affecting the neighbouring properties.



## Dan Troke, CAO

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

April 20, 2023

Caroline  
Robertson, MPS  
BCD HONOURS

MCIP, LPP

Phone:

(902)742-5300

Email:

Caroline@CDCommunityDesign  
.CA

Re: Rezoning Application for PID 55247761 Kentville

- The transportation infrastructure plan considers traffic calming and the efficient, safe movement of pedestrians and cyclists. To prevent the “sidewalk to nowhere” or infrastructure choices that are not the most appropriate for this community, Council may wish to consider working with the developer to extend infrastructure outside the demands of the new development.
- The parks and other community assets required under Policy P-10 for this development should be included in the rezoning and indicated as allocated for Parks and Open Space. These allocated spaces must be in safe and central lots approved by the Town’s Recreation Department.

Should the applicant provide the above information to the satisfaction of the Council, I recommend Council approve the rezoning application. The Municipal Planning Strategy supports diverse residential developments, and the R5 zoning indicates the intent to permit residential development in this area.

I should note that generally, large lots are only split-zoned into multiple zones with a concurrent subdivision application. The approach of processing the rezoning first has made the application difficult for the community and staff to process. However, due to time constraints, I would continue to process this application with the subdivision after the rezoning to avoid extending the administration unnecessarily.

All my best,

Caroline

# TABLE OF CONTENTS

- Subdivision Application pid 55247761.....4**
- Timeline* ..... 4**
- Municipal Government Act.....4**
- Public Participation Program Policy .....5**
- Response* ..... 6**
- Storm Water Management .....7**
  - Mitchell Brook Watercourse ..... 8
- Safe Movement of Pedestrians and Cyclists .....9**
- Safe and Central Parks & Community Assets .....9**
- Evaluation CRITERIA .....10**
  - Policy RS-22 Affordable housing units .....10
  - Policy RS-23 Residential Area Design.....10
  - 10.2.6 Open Space for New Subdivisions .....10
  - Traffic Impact Studies .....10
  - Policy T-8 & T-9.....11
  - Statements of Provincial Interest.....11

## 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.

## TIMELINE

The Town has been considering this application for some time, as it was initially received in September 2022.

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 diverse residential types surrounding Halifax. The regions selected for residential growth within the Town of Kentville have been chosen to concentrate and intensify development in established settlement areas such as Kentville, Berwick, Wolfville and New Minas, where a wide range of existing urban infrastructure and services already exist. This approach is intended to protect the existing agricultural land in Kings County. The Town of Kentville's policy is to direct residential development to Residential Designation areas on the future designated land use map.

The subject property is currently zoned Large Lot Residential R5. This land is projected as residential by Policy RS-14 & RS-15, per the Developer's application. Council and Staff should do their best to consider the application and decide quickly while ensuring the best possible development for new and existing residents.

## MUNICIPAL GOVERNMENT ACT

The Municipal Government Act provides Council with 120 days after receiving a completed land use by-law amendment application to respond; if no response is given, the application shall be considered refused.

The Municipal Government Act also outlines how Council may consider a land use by-law amendment. Council is provided with the discretion to adopt a public participation program. The Town of Kentville has adopted a Public Participation Program policy that outlines how public engagement will be handled for amendments to their planning documents.

### 210 Amendment of Land Use By-Law

(2) the procedure for adopting an amendment to a land use by-law is the same as for adopting planning documents. Still, a public participation program is at the council's discretion, and the amendment may be adopted. The amendment may be approved or refused by a majority of vote of the Council members at the public hearing.

(6) where the Council has not, within one hundred and twenty days after receipt of a completed application to amend a land-use bylaw referred to in subsection (1), commenced the procedure required for amending the land-use by-law by

publishing the required notice of public hearing, the application is deemed to have been refused.

Appeals to the Boards (247) of the Municipal Government Act

An appeal shall be served on the board within fourteen days after the date of either the publication notices of the adoption or of written notice of the Council's decision refusing.

## **PUBLIC PARTICIPATION PROGRAM POLICY**

The Town of Kentville Policy Statement G62 Public Participation Policy (Planning) outlines that Council does not intend to implement a Public Participation Program for land use by-law amendments that do not correspond with a Municipal Planning Strategy or Subdivision By-Law amendment.

For this reason, the application is required to adhere to the following process:

1. First Reading at Council
2. Public Hearing (Council)
3. Second Reading at Council
  - A. Approval
  - B. Refusal

\*\*\*\* As Council does not have a Planning Advisory Committee, they are permitted to consider an application at a meeting of the Council Advisory Committee that is open to the public.

The Town Clerk has seven (7) days to notify the applicant of the Council's decision.

Upon adopting an amendment to the land-use by-law, the Town Clerk will place a notice in the newspaper circulating within the Municipality stating that the amendment has been adopted and setting out the right to appeal.

## RESPONSE

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 rezoning and subdivision application phases. The rezoning application should incorporate these elements to the best of the Developers ability, as the Town may need to plan to accept ownership of land and right-a-ways. Clearly outlining these pieces may also support the public with their concerns expressed during the Council Advisory Committee session.

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. The Municipal Government Act allows Council to adopt a By-Law related to when and how construction may occur; this could 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. Council should approve the current application using all available tools to address residents' concerns.

### 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 RS-23 Provides for the efficient and economic extension of existing water, sewer, and sanitary services (plus 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.

The green infrastructure approach to stormwater management relies on source control runoff. To employ source controls, the developer must use existing means to hold and infiltrate stormwater or create them. The most successful source control measures are infiltrations such as garden beds and grass-lined swales combined with current opportunities such as permeable soils with grading, soil treatments and planting schemes as part of site planning and design. There is an opportunity to ask more about the stormwater management plan. With the Brook on-site and the recent feedback from the community, I recommend Council request additional green infrastructure elements. It's up to the Town Engineer and other development staff if they accept what is provided.

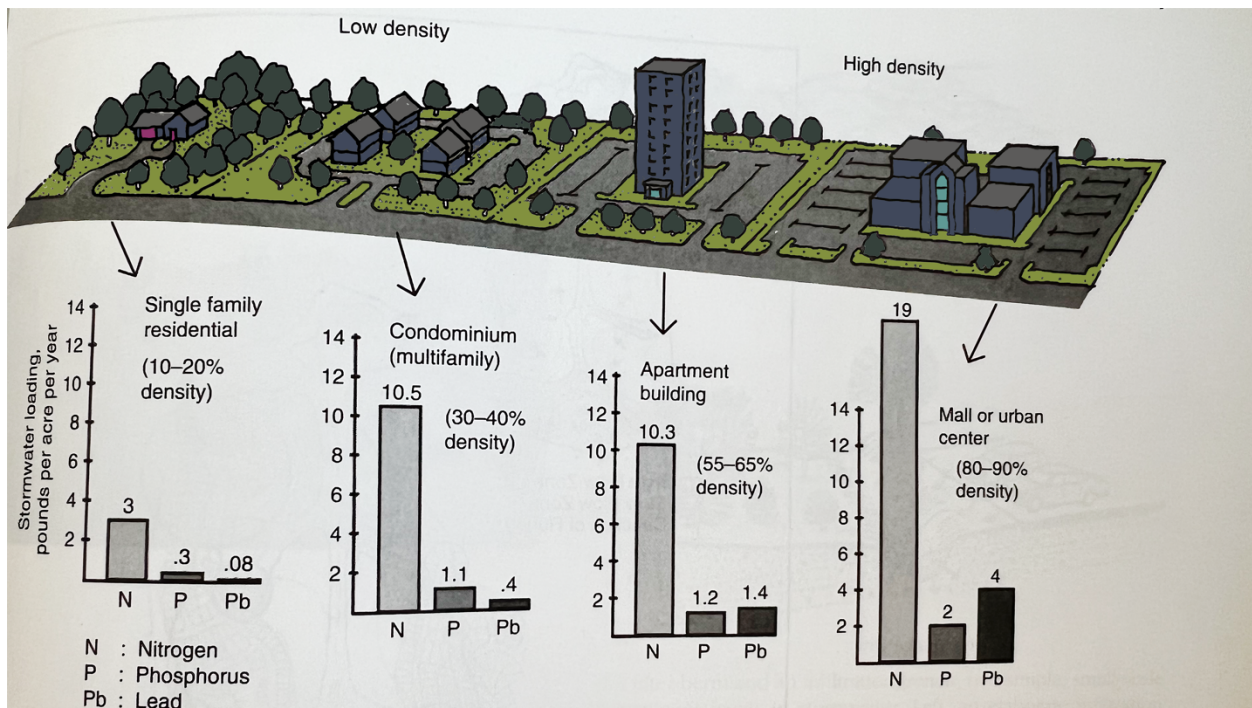


Figure 1 Contamination by Density Level



### Mitchell Brook Watercourse

The subject property will require re-grading; the developer must provide detailed reports on how this will impact the Brook. Understanding the hydraulic behaviour of the brook will involve measuring the velocity of the water flow, taking slope, depth of water and roughness of the channel into consideration. If sediment from the proposed development is transported into the brook, it could cause bed shear stress, requiring the areas to be scoured, or another method must be taken to dissolve the load. Removing existing vegetation, re-grading the property and paving all create storm water run-off that could impact the brook's natural path and result in flooding. 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. The first step is to survey the watershed and record its hydrological systems and essential biophysical features. Land use planning and design should honour these watershed attributes and integrate them functionally, seeking balance with predevelopment performance levels. It should work with the watershed and not rely solely on engineering features. Most small watersheds function as partial area systems receiving much less stormwater than rainfall produces, therefore directing large flows into these systems from development can disrupt the overall system leading to consequences for adjacent properties.

Policy 4.1.4 Alteration of Land shall apply to this development at the process's Development Permit and Site Planning portion. However, it would be good for the developer to consider this requirement early and include as many measures as possible in the stormwater management plan.

#### 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 with a residential rezoning application; this also applies within the subdivision application. Walking paths, trails, and 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.

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. The Development application must show sufficient infrastructure within the subdivision application to ensure the safe movement of pedestrians and cyclists.

## SAFE AND CENTRAL PARKS & COMMUNITY ASSETS

The parkland dedication piece is not immediately crucial because it is a requirement of the subdivision application. However, The Town's policies require that parks and community assets be in safe and central locations when considering a rezoning; the applicant still needs to meet this requirement.

The proposed parks must be in safe and central areas. Council can ask that the proposed parkland and open space be indicated as part of the rezoning process to ensure it meets the central and safe requirement.

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.

## 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.

### 10.2.6 Open Space for New Subdivisions

To ensure that Kentville's open spaces and trail networks are extended into newly developed areas, Council shall require the developer subdividing land to dedicate a portion of that land to the Town as open space. The Development Officer shall ensure that the dedicated land meets the Town's minimum requirements for usable open space as defined in the Subdivision By-law. Suppose the available land doesn't satisfy those minimum requirements. In that case, the Town shall require cash-in-lieu of parkland of equivalent value or an acceptable combination of cash-in-lieu and open space.

### 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. Council may request more information regarding the needs of cyclists, traffic calming, transit needs, separation of pedestrians from traffic, etc.

### 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. A stormwater management plan aims to protect 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.

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.

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.

2023-05-02

Kirsten Duncan  
Acting Development Officer  
Town of Kentville

**Re: Response to request for additional information for rezoning application - McDougall Heights**

---

Dear Kirsten,

The Town of Kentville has identified three issues where additional information or commentary is required regarding the rezoning application submitted by Brison Developments ("Applicant") for McDougall Heights. As we understand it, once the Town receives this additional information then the application will be complete and Council will consider the rezoning request for First Reading.

The three issues identified are:

1. Stormwater management;
2. Transportation infrastructure; and
3. Park land.

We understand that these requests for additional information arose based on a reconsideration of MPS Policy RS-23, which states:

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

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

In my opinion, Policy RS-23 establishes broad general policies with which the more specific policies criteria should align. The more specific policies contained in policy IM-8 are the evaluative criteria that are the most relevant for Council's consideration.

The Town has asked for plans to support the rezoning application, which have been previously provided. The Town, in its MPS, states that it understands that any plans that are reviewed as part of the rezoning application are conceptual and subject to change. The MPS does indicate a preference for detailed plans as part of the rezoning process, and Policy IM-7 states what is required.:

- 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.*

IM-7 does not required detailed stormwater calculations, identification of parkland or road construction details (including sidewalks and bike lanes).

To assist Council, we have responded to each item identified by the Town in its letter dated May 1, 2023. For ease of reference, I have quoted the Town's request (*shown in italics*) and included a response below:

## Stormwater Management:

### The Town's Request:

*Greater detail of your anticipated Stormwater Management Plan is requested utilizing both engineered and "green infrastructure" elements, where possible. Additionally, whereas the Mitchell Brook watercourse is present on the property, it would be beneficial for your application to address and acknowledge the responsibility to protect this watercourse and detail your anticipated plans to adhere to the Subdivision Bylaw, Appendix B – Municipal Services Standards and Specifications, Part 12 – Erosion Control Measures.*

### Applicant's Response:

We note that the MPS does not have any specific stormwater management policies. Section 11.2.4 provides a general discussion of stormwater but no policies to guide Council's consideration of stormwater. Policy IM-8 establishes the evaluation criteria for rezoning and does require Council to "have regard for" the adequacy of stormwater management. Section 15.9.2 again provides text about requiring conceptual plans but no policies that require detailed

submissions and defers to the policy in IM-8. In my opinion, Council has no requirement to consider detailed stormwater plans at this time. Recognizing that a development plan/site plan submitted for subdivision approval will change in response to more detailed engineering studies and market condition, the provision of detailed stormwater plans at this stage is unnecessary.

It is my opinion that the letter from DesignPoint on February 22, 2023 confirming that the applicant, "will incorporate on site storage to balance the pre-and post development flows" is sufficient to evaluate the rezoning request under IM-8. However, to further understand your stormwater comments, I have undertaken a review of the Municipal Planning Strategy and Subdivision By-law to seek guidance regarding "green infrastructure" and what exactly that will entail. I was unable to find any specific reference. If the Municipal Specifications has requirements or suggestions that can be considered during detailed design, please provide these to the applicant for their engineering team to consider.

For larger developments such as this, especially where market conditions may alter the detailed site designs, requiring a developer to spend many thousands of dollars for detailed stormwater calculations adds to the cost of the development, which is passed on to purchasers if the rezoning is approved. We acknowledge the importance of managing stormwater and have repeatedly stated the applicant's intention to comply with all provincial and municipal regulations. Requiring developers to prepare plans which are likely to be changed during subdivision only adds to the costs of housing. This is not in the public interest.

The Town is also requesting erosion and sedimentation information at this stage. Erosion and sedimentation plans will be provided to the Town at the time of tentative subdivision when the specific lot configuration and road alignment will be reviewed by the Town for approval. It is only at this point that specific information about how stormwater will be managed in relation to Mitchell Brook will be reviewed by the Town's Engineer. The applicant fully intends to comply with the regulations Nova Scotia Environment and Climate Control and the Town have at the time the application is made for tentative approval.

## Transportation Infrastructure

### Town Request:

*After a preliminary review with the Town's Engineer, it has been agreed that the optimal location for the addition of a sidewalk to the existing Acadia Drive would be on the westside of the road. A 1.5-metre wide bike lane on both the north bound and south-bound lanes of the existing road will be painted to provide efficient and safe movement of cyclists. The developer should submit a plan showing the intention to continue these pieces of transportation infrastructure in your application.*



**Applicant Response:**

The applicant is open to the approach suggested above and understand that they are responsible for the costs of sidewalks and bike lanes within the new development area. Since the site plans submitted as part of a rezoning request have no regulatory enforceability, the bike lane and sidewalk location will be included as part of any tentative subdivision application if the above request continues to be the Town's position. We understand that the Donald Hiltz Collector is still in the planning stages and acknowledge that the Town's position on sidewalks and bike lanes may change as the future collector road is constructed and opened for public usage. Depending on the timing of this development, we further understand that the Municipal Specifications in place at the time of subdivision will be the final determinant of the Town's requirement for sidewalks and bike lanes.

**Parkland**

Town Request:

*The Director of Parks and Recreation has expressed interest in an area of land between the existing Acadia Drive and this new proposed phase, on both sides of the road and abutting existing parkland (PID 55540959) to satisfy the "safe and central lots" aspect of Policy RS-23 in the MPS. Using the concept plan to obtain tentative figures for parkland purposes, I've calculated the developable area, exclusive of streets, to be 39.138 acres. A further 5% calculation of that would bring us to 1.957 acres or 85,246.92 sq ft of parkland. We recognize this is a significant area of land and would like to discuss the opportunity to consider a combination of land and a sum of money to satisfy the 5% parkland dedication requirement.*

**Applicant Response:**

The applicant is open to this approach and has invested heavily in parkland development in many other developments outside of Kentville. The applicant understands that park space, trails, and AT links are part of what makes development attractive and is important to supporting a vibrant community where people want to live.

Detailed discussions regarding parkland are not typically part of rezoning applications and at this point, there are no locations for parks specified on the site plan. I draw your attention to the specific evaluative criteria for rezonings. The policy referred to in Policy RS-23 is a general enabling policy that guides development. Since this is a rezoning request not a development agreement, there is no requirement at this stage to determine the exact parkland contribution approach.

Policy P-10 clearly establishes the Subdivision By-law as the method through which parkland is conveyed, either through cash in lieu, land, or a combination of both.

Transportation Policies T-4, T-5, T-6, and T-7 establish the general policy approach for active transportation, including pedestrian pathways and non-motorized trails. Since there is no ability

to regulate trails, parks, and pathways through a rezoning process, these policies will help inform staff during the subdivision process.

I further caution that any calculations prepared by the Town regarding parkland is premature, as the site plan submitted as part of the rezoning request is conceptual in nature. Detailed engineering and market conditions will likely require adjustment to the development plan and the parkland calculations.

In my opinion, it may be best to consider open space, pedestrian pathways and other similar park land requirements within the context of a broader planning process for the large undeveloped area around the new collector road. As I understand it, Council is considering a Secondary Planning process to guide development for this area and open space planning is normally done during this time. The applicant is very interested in supporting recreational and open space planning that protects Mitchell Brook and the ecosystems that surround it.

## Summary

The Town provided a positive staff report to CAC in March 2023 indicating the rezoning is generally consistent with the MPS; however, the Town has now interpreted Policy RS-23 as specific criteria for the evaluation of the rezoning and has requested additional information. In my opinion, Policy RS-23 is about the general intent of the MPS which informs how development is to occur in the Town. The specific criteria of IM-8 guide Council's decisions on rezoning applications which should be informed by Policy RS-23's intent. Other by-laws and plans, such as the LUB and Subdivision by-laws are also guided by the general policy intent of the MPS. In fact, these by-laws have specific regulations that are intended to carry out the policy directions of the MPS.

The Town of Kentville has indicated that a secondary planning process may commence in the near term for the lands surrounding the Donald Hiltz Collector road. The Town's positions on stormwater, parks and transportation will be informed by the SPS policies and plans once adopted by Council, the input and consultation with the public who will contribute to the final SPS, and the technical studies that are required for the creation of the SPS. Creating specific stormwater, park and street plans at this time when the detailed planning and engineering for the larger area has yet to really begin is unnecessary.

With this additional information and policy analysis we believe the application is complete. The applicant requests that this application be forwarded to first reading at the next Council meeting, and if supported by Council, to a public hearing.

The applicant is available to attend the next CAC and answer any questions that Council or staff may have. We hope this satisfies the Town's request for further information.



Respectfully,

A handwritten signature in blue ink that reads "Chr Fuller".

Chrystal Fuller, LPP, MCIP

**Brighter Community Planning & Consulting**

cc: Dan Troke, CAO - Town of Kentville  
David Bell (P. Eng) - Engineer - Town of Kentville  
Mitchell Brison - Brison Developments  
Glenn Woodford (P. Eng) - DesignPoint Engineering



**TO:** Council

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

**DATE:** June 26, 2023

**SUBJECT:** Lions Club Grant Request

**ORIGIN**

At the May 30 2023 meeting of Council, members approved the lease renewal between the Town of Kentville and the Kentville Lions Club. At this meeting, members also discussed supporting the Kentville Lions Club with the cost of painting the exterior of their building.

**DISCUSSION**

Following this meeting, staff reached out to the Lions Club requesting more information about the support they need for their painting project. The Lions Club submitted a grant application to the town with details of the work and cost.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

The Lions Club is requesting \$8,000 for this work.

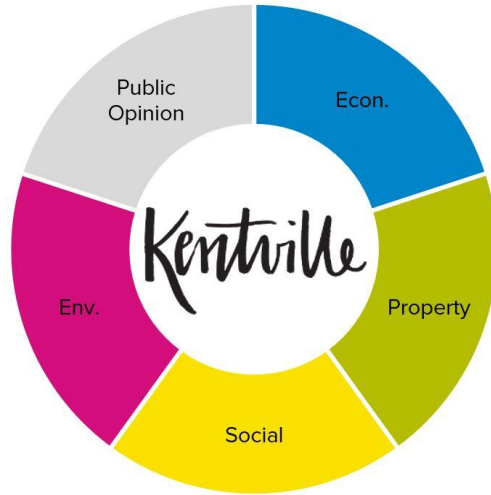
**ASSOCIATED DOCUMENTS**

Grant application.

**RECOMMENDATIONS**

**That Council approve the request for a grant of \$8,000 by the Kentville Lions Club.**

Town of Kentville Decision Wheel:



**APPENDIX A: FUNDING APPLICATION FORM**

<b>Name of Organization:</b>	THE KENTVILLE LIONS CLUB	
<b>Type of Organization:</b>	Charitable <input type="checkbox"/>	CRA Charitable Status #:
	Non-Profit <input checked="" type="checkbox"/>	Business Number: 902:679-2367
	Other <input type="checkbox"/>	
	Is your organization registered with Joint Stocks? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
<b>Type of Grant:</b>	Community Benefit <input checked="" type="checkbox"/>	Active Living <input type="checkbox"/>
	Heritage and Art <input type="checkbox"/>	Emergency Funding <input checked="" type="checkbox"/>
	Amount of Grant Requested:	\$ 8,000 Eight Thousand
	Did your group receive funding last year from Town of Kentville? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Contact Person:</b>	MYRNA HARNUM	
<b>Mailing Address/PO Box:</b>	11 MINAS STREET	
<b>Town: (Postal Code)</b>	KENTVILLE N.S. BAN 2N9	
<b>E-mail Address:</b>	myrna_pleasant70@outlook.com	
<b>Telephone:</b>	902:679-8530	
<b>Website Address: Social Media Contact:</b>		
<b>Application</b>	<p>The following documentation is required for the completed application form:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Proposed budget for event or program</li> <li><input type="checkbox"/> Previous year's financial statements if applicable</li> <li><input type="checkbox"/> Letters of support from partners (if applicable)</li> <li><input type="checkbox"/> Proof of charitable status (if applicable)</li> <li><input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable)</li> <li><input type="checkbox"/> Proof of non-profit status (if applicable)</li> <li><input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable)</li> <li><input type="checkbox"/> Final report from the previous year (if applicable)</li> </ul>	
<b>Location of Project</b>	48 RIVER STREET KENTVILLE N.S.	
<b>Project Timelines</b>		

Town of Kentville, Policy G28: Request for Funding From Organizations


<p><b>Purpose of the Project</b></p>	<p>To improve the look of the outside of building</p>
<p><b>Description of the Project</b></p>	<p>To have the outside of building scraped and painted, repair rotten shingles and repair rotten soffit boards. Building to be painted blue and white.</p>
<p><b>Target Demographic Served</b></p>	<p>geographic location Kentville &amp; surrounding areas would include all</p>

<p><b>Certification</b></p>	<p>I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.</p>		
	<p>Name</p>	<p>MYRNA HARRIM</p>	<p>Title President</p>
	<p>Signature</p>	<p><i>Myrna Harrim</i></p>	<p>Date</p>

**The Town of Kentville Grant Program**

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.
- The maximum amount available through emergency funding is \$500 per fiscal year.

**APPENDIX B: BUDGET FORM**

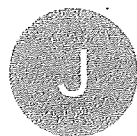
Name of Organization:		THE KENTVILLE LIONS CLUB		
Contact Person:		MYRNA HARNUM		
Total Cost of Project/Activity:		\$7,900.00	Request from Kentville:	
Funding of Project		Applicant		
Contribution	Source	Amount	Approved	Not Approved
Fundraising		\$		
Cash on Hand		\$		
Bank Loans		\$		
Donated Material		\$		
Donated Labour		\$		
Donated Equipment		\$		
		\$		
		\$		
Federal		\$		
Provincial		\$		
Municipal		\$		
Municipal		\$		
Municipal		\$		
Other (Specify)		\$		
Other (Specify)		\$		
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.			
	Name	MYRNA HARNUM	Title	President
	Signature		Date	June 5 2023





Myrna Harnum Aug. 31

Hello John The quote for the lions could you please put on



john Spen... 2 days ago



to me ▾

Lions hall goute  
Painting an scraping of  
building.  
Repair rotten shingkes and  
board. Those materials  
included. All labour included.  
\$6400 taxes in. Paint not  
included  
Thank you  
John spencer  
902 670-7431

Show quoted text



**June 5 2023**

**Project painting fixing outside of Lions building at 78 River Street  
Kentville**

**BUILDING BELONGS TO TOWN OF KENTVILLE**

**RENTED BY THE KENTVILLE LIONS**

To have the outside of the building scraped and painted repair rotten shingles and repair soffit boards .Building to be painted blue and white. We would like to get this building painted but we are a non-profit organization with next to no funds our monies go to upkeep of inside of building, paying bills ,taxes and helping the community, we are looking for funding to paint and fix outside of building maybe a NO INTRESS LOAN , maybe you could come meet your Lions .

Sincerely

Myrna Harnum

President Kentville Lions

**June 5 2023**

**Project painting fixing outside of Lions building at 78 River Street  
Kentville**

To have the outside of the building scraped and painted repair rotten shingles and repair soffit boards .Building to be painted blue and white.

KENTVILLE LIONS

YOUR KENTVILLE LIONS ARE A GROUP OF VOLUNTEERS WE ARE A GROUP OF <sup>9</sup> MEMBERS, BETWEEN THE AGES OF 50 TO 80. AS LIONS WE DO DIFFERENT PROJECTS TO RAISE MONEY ,THE MONEY GOES BACK INTO HELPING MEMBERS OF KENTVILLE, : AND SURROUNDING COMMUNITIES.

KENTVILLE LIONS GETS VERY LITTLE SUPPORT FROM BUSINESSES IN OUR COMMUNITY,WE ARE THERE TO HELP PEOPLE AND ARE LOOKING FOR SUPPORT FROM THE BUSINESSES AND THE PEOPLE IN THE COMMUNITIES. WE ARE ACTIVELY LOOKING FOR NEW MEMBERS ANYONE BETWEEN THE AGES OF 19 PLUS AND UP CAN BECOME A LION, WE MEET TWICE A MONTH SECOND AND FOURTH THURSDAYS @6:30 PM SOME OF THE PROJECT WE DO AS LION MEMBERS ARE : MONTHLY BREAKFAST THE FIRST SATURDAY OF EACH MONTH , A WEEKLY JAM SESSION ON WEDNESDAY EVENINGS, WEEKLY BBQ 'S IN THE SUMMER MONTHS WEEKLY RADIO BINGO MONDAY NIGHTS , KENTVILLE LIONS ARE GOING TO TRY A MONTHLY DANCE . - *Dances didn't work*

OUR LIONS HALL HAS NEW UPDATE S WE HAVE NEW FLOORS THROUGHOUT, HEAT PUMPS, WALLS HAVE BEEN PAINTED , THE HALL IS AVAILABLE FOR RENT .

WE ARE LOOKING FOR SUPPORT FROM OUR COMMUNITY AND SURROUNDING BUSINESSES, WE HOPE YOU WILL ATTEND OUR JAM SESSIONS OUR BREAKFASTS AND OTHER PROJECTS WE DO .WE ARE LOOKING FOR SUGGESTIONS AS WHAT WE CAN DO AS A GROUP TO DRAW PEOPLE TO OUR CLUB TO SUPPORT US AS WE HELP OUR THE COMMUNITY.

COME MEET YOUR LOCAL LIONS PLEASE THINK ABOUT JOINING OUR TEAM.

KENTVILLE LIONS

78 RIVER STREET

<b>Name:</b>	Councilor Andrew Zebian		
<b>Date:</b>	June 12/ 23	<b>Date Submitted to Mayor:</b>	Jun 6/23

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

<b>Detail</b>	<b>Synopsis</b>				
<b>Decision Requested:</b>	To discuss the sanction imposed on Councilor Zebian and show how it was a legal motion.				
<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>On March 27<sup>th</sup>, Council voted in favour sanctioning myself (Councilor Zebian) from any and all contact with our CAO. The sanction reads as follows;</p> <p><b><i>That Council sanction Councillor Zebian as follows. Councillor Zebian is prohibited from all direct and indirect communication with CAO Troke in any manner, except for appropriate communication with CAO Troke in the following two circumstances:</i></b></p> <p style="padding-left: 40px;"><b><i>(i) in CAO Troke’s role as the Responsible Officer pursuant to Part 20 of the MGA (FOIPOP); and</i></b></p> <p style="padding-left: 40px;"><b><i>(ii) at any meetings attended by CAO Troke at which Councillor Zebian is present which meetings pertain to a development application Councillor Zebian or a company controlled by him may have with the Town. If Councillor Zebian wants information from the Town (other than information from the Planning Department related to a development application from Councillor Zebian or a company controlled by him), he shall direct his queries to the Deputy Mayor who will make inquiries of Town staff on behalf of Councillor Zebian and relay the staff response to Councillor Zebian. This sanction shall have immediate effect and will continue until September 30<sup>th</sup>, 2023.</i></b></p> <p><b><i>I’ve had conversations many Officials and they question this sanction and how it can be legal without any authority in the MGA.</i></b></p> <p>According to the MGA;</p> <p><i>Section 30 is the primary source of the Council and CAO relationship. Any further refinements adopted by municipal units though By-law, Policy, or Resolution would need to be founded on an authority granted within the MGA</i></p> <p>I have asked the Solicitor how this sanction is legal and I was told that I would need the question to be raised by all of Council. I have also contacted Municipal Affairs with the same question and I was told to ask my question to Council and our Solicitor. I am formally asking the following;</p> <p><b>What/Where in the MGA is authority granted to sanction a Councilor from having contact with their CAO? Where in the MGA would support this sanction changing the relationship between Council and CAO?</b></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>			

**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>	
----------------------	--



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Withdrawal from Sanitary Sewer Operating Reserve**

At the June 12, 2023 meeting of Council Advisory Committee, Director Matthews presented a request from the finance department that \$33,057 be withdrawn from the Sanitary Sewer Operating Reserve to support a shortfall caused by a charge against the Sanitary Sewer operating budget. The sanitary sewer operating reserve fund holds \$539,797.

#### **Council Advisory Committee recommends**

**That Council approve a withdrawal of \$33,057.56 from the Town of Kentville Sanitary Sewer Operating Reserve to offset the shortfall.**

June 12, 2023

This recommendation is based on discussion and or reports which are attached.





# 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



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Asset Retirement Obligations Policy**

At the June 12, 2023 meeting of Council Advisory Committee, Director Matthews explained the background around asset retirement obligations for the town, and introduced the draft policy which will better coordinate this annual task to adhere to new public accounting legislation. The proposed policy is closely aligned with the public accounting handbook.

#### **Council Advisory Committee recommends**

**That Council approve the Asset Retirement Obligation Policy backdated to April 1 2022.**

June 12, 2023

This recommendation is based on discussion and or reports which are attached.



---

**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:

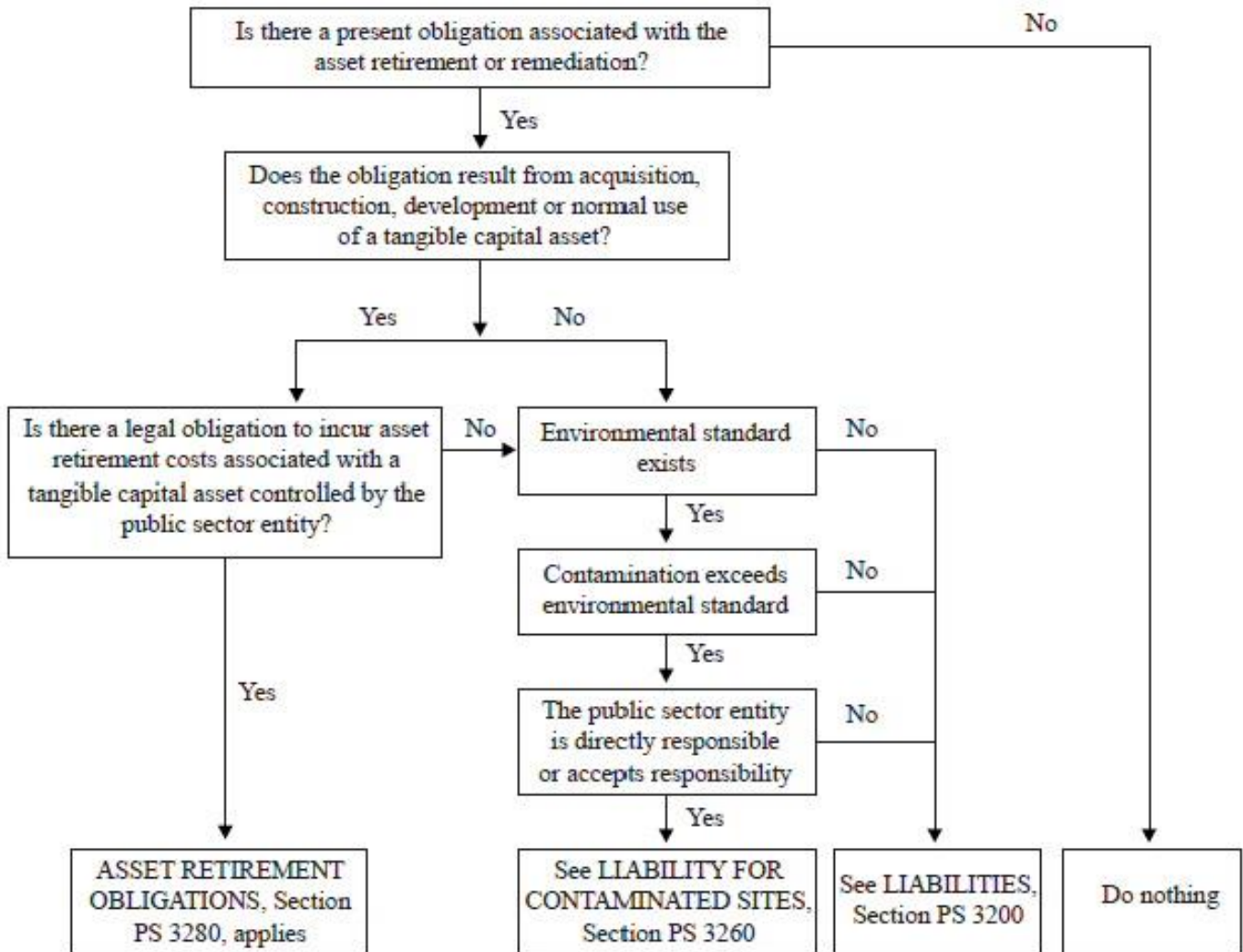
Revisions:

---

Chief Administrative Officer, Dan Troke



## Appendix A: Flow Chart for Assessing Municipal Assets





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Joint Regional Transportation Agency**

At the June 12, 2023 meeting of Council Advisory Committee, CAO Dan Troke introduced the Joint Regional Transportation Agency, which will focus on improving transportation issues around a perimeter of the Halifax region. As the province is expected to double in size, these service hubs need to become effective and efficient conduits moving people in and out of the city.

#### **Council Advisory Committee recommends**

**That Council approve the appointment of the Town of Kentville Chief Administrative Officer CAO and as an alternate the Director of Engineering for the Joint Regional Transportation Agency working group.**

June 12, 2023

This recommendation is based on discussion and or reports which are attached.

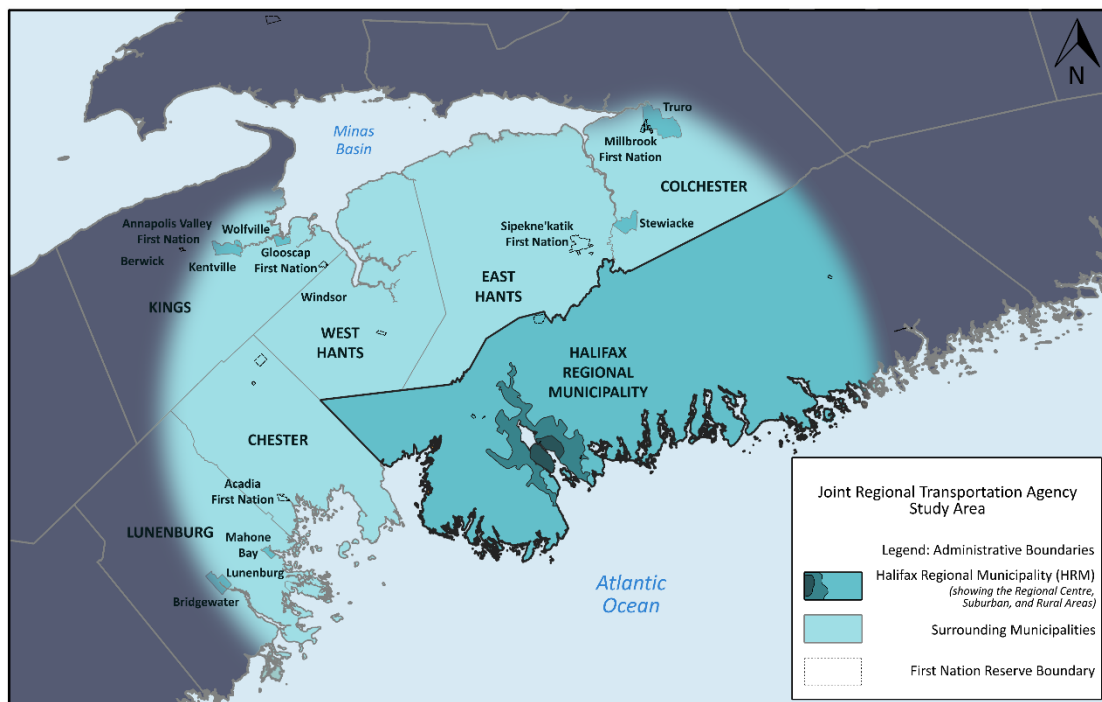
Town of Kentville  
Mayor and Council  
354 Main Street  
Kentville NS B4N1K6

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](http://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](https://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.

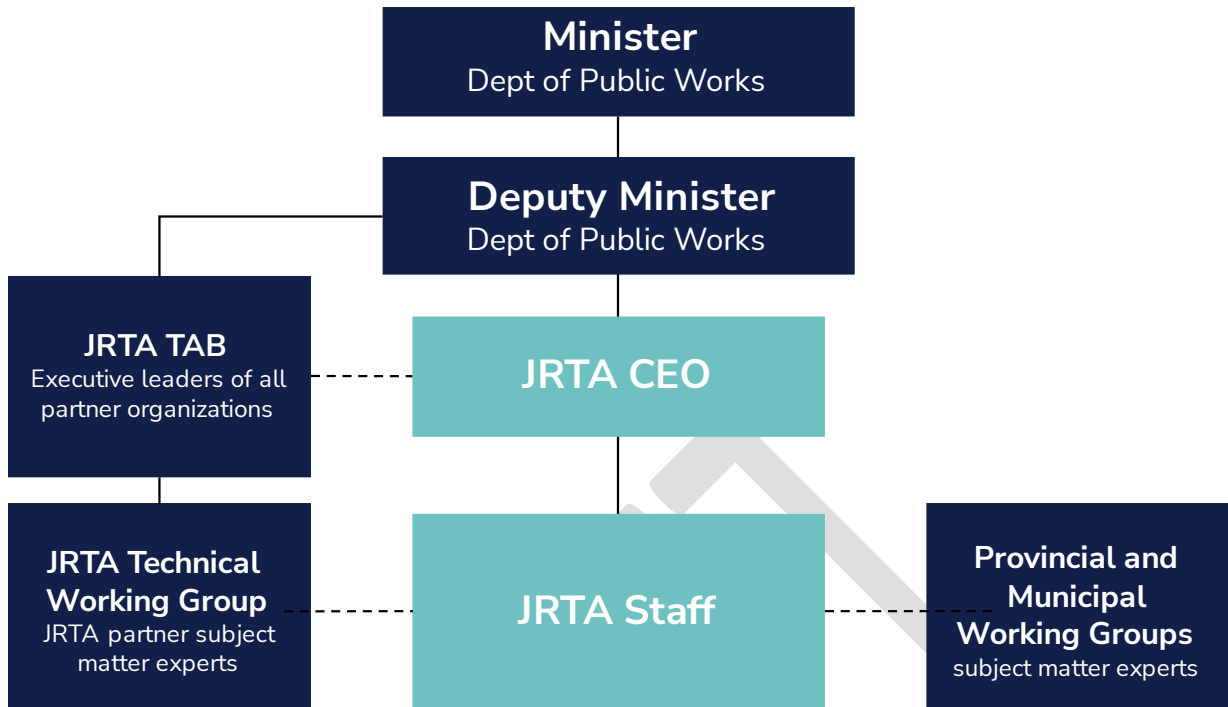
Meetings will be organized to have a clear purpose to efficiently use the time allotted. The circulation of materials for review will occur outside of the meetings, the meetings will primarily serve as workshops and time to present and discuss, consider, and evaluate ideas that will contribute to the 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
<b>Technical Advisory Board (TAB)</b>	<ul style="list-style-type: none"> <li>Executive leaders from the core JRTA Partners</li> <li>The TAB provides strategic guidance to JRTA</li> <li>The TAB will make recommendations to the Deputy Minister of Public Works and the Minister of Public Works as necessary</li> </ul>
<b>JRTA Technical Working Group (TWG)</b>	<ul style="list-style-type: none"> <li>Subject matter experts (SME's) from each of the core partner organizations.</li> <li>Members provide technical input and expertise as it relates to the interests of each of their organizations.</li> <li>The TWG supports the development of strategic plans, such as the RTP.</li> <li>Members facilitate the sharing of information between respective organizations.</li> <li>The group helps identify opportunities, potential projects, and policies that align with or relate to the JRTA mandate, core partner projects and RTP.</li> <li>Members will work collaboratively to resolve any concerns, conflicts or challenges related to joint transportation planning and implement regional transportation solutions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible to brief senior leaders within respective organizations to keep them informed on the status and progress of JRTA initiatives.</li> </ul>
<p><b>Province of Nova Scotia Network / Working Group</b></p>	<ul style="list-style-type: none"> <li>• The JRTA is working with provincial departments to establish a collaborative network that can be engaged to gain insight from diverse organizational perspectives.</li> <li>• The intent of this network is to create alignment across provincial departments beyond the JRTA partners to establish mutually supportive plans, strategies, and initiatives.</li> <li>• 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.).</li> <li>• This network will also ensure the RTP accounts for and includes requirements or assumptions from other plans, strategies, and initiatives.</li> </ul>

## 5. Review

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

# Councilor Report

## Kentville Town Council

**Name:** Craig Gerrard

---

**Date:** June 24, 2023

---

**Date of Last Council Meeting Attended:** May 30, 2023

---

**Date of Last Council Advisory Meeting Attended:** June 12, 2023

---

**Date of Last Governance Session Attended:**

---



---



---

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
May 31, 2023	CAO Evaluation	
June 19, 2023	Special meeting	Personnel
June 21, 2023	Public meeting	Subdivision bylaw
June 22, 2023	Public Meeting	MacDougall Heights rezoning

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

### Conference Attendance and Synopsis

Date	Conference	Synopsis



# Councilor Report

## Kentville Town Council


### Committee Meeting Synopsis – Completed by Committee Representative only

<b>Detail</b>	<b>Synopsis</b>		
<b>Committee Name</b>		<b>Meeting Date:</b>	
<b>Meeting Highlights:</b>			
<b>Budget:</b>			
<b>New Projects:</b>			
<b>Policy Changes:</b>			

### Misc Events

<b>Date</b>	<b>Synopsis</b>

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** June 2023

**Date of Last Council Meeting Attended:** May 30/23

**Date of Last Council Advisory Meeting Attended:** June 12/23

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
June 1/23	<b>Partners for Climate Protection</b>	Monthly review -Guest Speaker Charles
June 5/23	<b>Diversity Kings County</b>	Continued Discussion on Terms of Reference (discussion on growth & changes we would like to see with the committee). Also- upcoming Pride Launch for June 15/23

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
June 2/23	<b>VIC-Visitors Info Centre</b>	Celebration for the Sit & Chat bench with the Assoc. of Psychologists of NS
June 3/23	<b>Lions Breakfast</b>	
June 5/23	<b>Rotary Luncheon</b>	
June 9/23	<b>Women of Excellence Awards</b>	Wolfville Theatre -Chamber of Commerce



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

June 10/23	<b>Literacy Mile</b>	Held at VCLA on Oakdene Ave- Celebration for clients /newcomers etc. Barbecue, Kids games etc.
June 10/23	<b>NKEC Grad Walk</b>	WOW....so proud of all involved
June 11/23	<b>Physician Recruitment Event</b>	Docs without Gravity in Greenwood- showing them the beauty of the Annapolis Valley
June 12/23	<b>Rotary Luncheon</b>	Guest Speakers from Halls Harbor Economic Development
June 14/23	<b>Valley REN -regional Economic network</b>	AGM in Wolfville
June 15/23	<b>Pride Launch event</b>	Kings County Municipal bldg..
June 16/23	<b>Chrysalis House</b>	AGM Meeting
June 20/23	<b>Public Hearing</b>	Subdivision bylaw
June 21/23	<b>Public Hearing</b>	Rezoning / TOK Fire Hall
June 17/23	<b>Invited to a group meeting with the Minister of Intergovernmental Affairs of Canada Domonic LeBlanc</b>	It was a great discussion, and all parties were invited to talk about something that they wanted added for discussion.
June 6/23	<b>Equal Voice on -line course</b>	Getting Started in Politics ( its for women in politics, women thinking of going into politics and at what level, or women not going into politics but who may want to help with Campaigns)

### CONFERENCES

Date	Synopsis
May 25/23	FCM Conference Toronto-Arrived

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

May 26/23	FCM Conference Toronto- report attached
May 27/23 May 28/23	FCM Conference Toronto
NOTES:	
May 28/23	Was voted in as a NS Representative for the FCM Board of Directors for 2023/2024 Approx. 74 Members from across Canada sit in this board
May 3/23	Was accepted as the NSFAM representative for the AMANS Accessibility Steering Committee (Association of Municipal Administrators) June 6/23- 1 <sup>st</sup> meeting Topics discussed: Committee Terms of Reference Support Needs Survey Findings Report Municipal Accessibility Program Overview
June 6/23	Discussions are now started with The Shadow Minister of Seniors coming in July. Sessions are being planned in multiple places so they can spend the day with us and updates will be given as bookings and plans progress. I have met with Community groups for Seniors voices to represented, Seniors long term care homes as well.
June 19/23	I am in discussions with The Minister of Municipal Affairs & Housing John Lohr & team to hold a Housing update meeting so we can see how we are doing since our first housing meeting in Sept 2022, ( they are very positive on this idea so stay tuned to progress) dates I have asked about will happen in September if all calendars work together).

June 26,2023

Council Report for FCM Conference May 25-28/2023

## INTRODUCTION

I attended the FCM Conference hosted by FCM & THE City of Toronto with approximately 2900 in attendance including volunteers, Municipal leaders & vendors. (52 Municipal leaders from NS attended)

Over the 4-day period there were many meetings, Elections of the Atlantic Caucus, breakfast & lunch opportunities to meet with Municipal leaders from across Canada.

Political Speakers met with over the course of our 4 days including:

Prime Minister Justin Trudeau

NDP Leader Jagmeet Singh

Green Party Leader Elizabeth May

Deputy Leader of the Conservative Party MP Melissa Lantsman

## CONFERENCE CONTENT

Hotel booking was convenient as it was close to conference venue so we could walk most days except for events off site where we were given by the city of Toronto Subway passes to use.

All sessions I attended were in the conference bldg. so very convenience for attending delegates.

Lots of convenience for on- line information for your next meetings etc.

I attended the following briefing:

\*Opening Forum

\*Trade show

\*Political Keynote

\*President's Forum-Building Welcoming Communities for a Growing Canada

\*\*\*Becoming Asset Managers Building team & self-resilience (Presented by Mental Health Commission of Canada) This needs to be presented to Kings County REMO

\*\*\*How to build great public spaces -ideas need to be discussed with Economic Dev. Dept

\*Resolutions Plenary



\*Rural Plenary -Successful storytelling & advocating for Rural Communities (4-member Panel of Municipal Leaders)

\*Think Globally, act locally: Municipalities & global challenges

\*Plenary-A new Fiscal Framework for Municipalities

\*From National Adaptation Strategy to local climate resilience

\*Elections of Regional Caucus Chairs

\*AGM & Ratification of FCM'S 2023-2024 Board of Directors

\*Closing Plenary-The next Federal Election & the state of the race ( this was a stats presentation and very eye opening)

\*Closing Host Gala Ceremonies

4:37



2023-06-05 DKC Agenda.pdf



Done

**THE MUNICIPALITY OF THE COUNTY OF KINGS  
DIVERSITY KINGS COUNTY COMMITTEE  
AGENDA**

Monday, June 5, 2023

6:00 p.m. Council Chambers, Coldbrook Municipal Complex  
and via Microsoft Teams

Item	Description	Required Action	Responsible Lead
1.	Roll Call		Chair
2.	Additions to the Agenda	Decision	Chair
3.	Approval of Agenda	Decision	Chair
4.	Disclosure of Conflict of Interest Issues		All
5.	Chair's Remarks	Remarks	Chair
6.	Approval of Minutes: • May 1, 2023	Decision	Chair
7.	Business Arising from Minutes	Discussion	Chair
<b>New Business</b>			
8.	Pride Month Lunch	Discussion	Graysen Parker, Diversity Specialist
9.	Defining People of the Global Majority	Discussion	Graysen Parker, Diversity Specialist
<b>Other Business</b>			
10.	<a href="#">Terms of Reference Review</a>	Discussion	
11.	Public Comments		
12.	Next Meeting: Monday July 3, 2023 at 6pm	Decision	Chair
13.	Adjournment	Decision	Chair

*e✓equal voice*

**GETTING STARTED  
IN POLITICS:  
A WORKBOOK**

---

10:01



amans.ca

## About AMANS

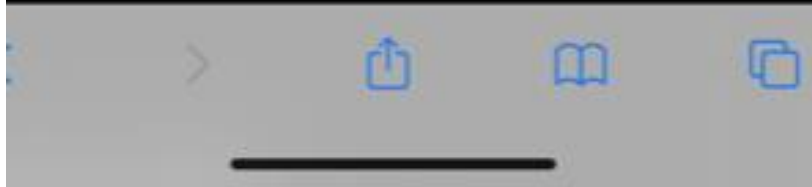
### Who We Are

We are a professional non-profit organization with over 330 members drawn from Nova Scotia Municipalities, the Province and other professionals in the field of local government. Our membership includes CAOs, Clerks, Deputies, Directors, Administrative Assistants and other administrative positions within local government. Our membership is open to professionals involved in the administration of local government in Nova Scotia.

### What We Do

It is our mandate to continue to improve the professionalism of people working in municipal government. As municipalities have a huge investment in their staff, it makes good sense to ensure they have the capacity and resources to do their job. AMANS plays an important role in the professional development of municipal staff by providing training opportunities, conferences and networking opportunities. Given that professional development is critical to the success of municipalities, AMANS provides a platform for joint training initiatives and the ability to tap into resources from larger units. AMANS plays a key role in the development and coordination of projects multiple municipalities are looking to implement, and will often lead these project initiatives. We serve as a resource to elected officials, working closely with the Nova Scotia Federation of Municipalities (NSFM) and the Nova Scotia Department of Municipal Affairs and Housing (DMAH).





SATURDAY, MAY 27

TIME	ACTIVITY	LOCATION
8:30-4:30 PM	<b>WELCOME TO THE EXHIBITORS</b> From National Adaptation Strategy to local updates initiatives Presented by: Co-ordinators Level 800, Hall A	Level 800, Hall A
9-10:30 AM	<b>DELEGATE REGISTRATION</b> Presented by: Municipal Information Network Level 800, Hall B	Level 800, Hall B
10:30-12:30 PM	<b>CHILDREN'S SERVICES</b> Presented by: Municipal Information Network Level 800, Hall C	Level 800, Hall C
1:30-4:30 PM	<b>ASK THE EXPERTS</b> #1 The ripple effect of food production Presented by: The Agri Network of Ontario, Ontario Federation of Producers, Ontario Federation of Agriculture, Ontario Federation of Food Processors and Dairy Farmers of Ontario Level 800, Hall D	Level 800, Hall D
3-4 PM	<b>WOMEN IN LOCAL GOVERNMENT RECEPTION</b> Presented by: Women's Caucus Level 800, Hall E	Level 800, Hall E
4:30-6:30 PM	<b>FRANCOPHONE RECEPTION</b> Presented by: Franco-Ontarian Council Level 800, Hall F	Level 800, Hall F
6-9 PM	<b>CANADIAN UNION OF PUBLIC EMPLOYEES RECEPTION</b> Presented by: CUPE Level 800, Hall G	Level 800, Hall G
6:30-8:30 PM	<b>RURAL, NORTHERN AND REMOTE RECEPTION</b> Presented by: Rural Ontario Level 800, Hall H	Level 800, Hall H

SUNDAY MAY 28

TIME	ACTIVITY	LOCATION
7-8 AM	<b>BREAKFAST</b> Level 800, Hall F	Level 800, Hall F
7 AM-9 PM	<b>DELEGATE REGISTRATION</b> Presented by: Municipal Information Network Level 800, Hall B	Level 800, Hall B
7 AM-4 PM	<b>CHILDREN'S SERVICES</b> Presented by: Municipal Information Network Level 800, Hall C	Level 800, Hall C
8-10 AM	<b>AWARDS PRESENTATIONS, TABLE OFFICERS' ELECTION AND ANNUAL GENERAL MEETING</b> #1 Level 800, Hall D	Level 800, Hall D
10-10:30 AM	<b>COFFEE BREAK</b> Level 800, Hall E	Level 800, Hall E
10:35 AM-12:30 PM	<b>WORKSHOPS</b> Finding the missing middle: Low-rise housing in Toronto Level 800, Hall F	Level 800, Hall F
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Atlantic Level 800, Hall G	Level 800, Hall G
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> British Columbia Level 800, Hall H	Level 800, Hall H
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Manitoba Level 800, Hall I	Level 800, Hall I
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Newfoundland and Labrador Level 800, Hall J	Level 800, Hall J
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Nova Scotia Level 800, Hall K	Level 800, Hall K
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Ontario Level 800, Hall L	Level 800, Hall L
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Prince Edward Island Level 800, Hall M	Level 800, Hall M
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Quebec Level 800, Hall N	Level 800, Hall N
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Saskatchewan Level 800, Hall O	Level 800, Hall O
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Yukon/ Northwest Territories Level 800, Hall P	Level 800, Hall P
12-1:30 PM	<b>LUNCH</b> Level 800, Hall Q	Level 800, Hall Q
12:30-1 PM	<b>ELECTIONS OF THE REGIONAL CAUCUS CHAIRS</b> Atlantic #1 Level 800, Hall R	Level 800, Hall R
12:30-1 PM	<b>ELECTIONS OF THE REGIONAL CAUCUS CHAIRS</b> British Columbia Level 800, Hall S	Level 800, Hall S
12:30-1 PM	<b>ELECTIONS OF THE REGIONAL CAUCUS CHAIRS</b> Ontario Level 800, Hall T	Level 800, Hall T
12:30-1 PM	<b>ELECTIONS OF THE REGIONAL CAUCUS CHAIRS</b> Quebec Level 800, Hall U	Level 800, Hall U
1:30-2 PM	<b>AGM AND RATIFICATION OF FCM'S 2022-2024 BOARD OF DIRECTORS</b> Level 800, Hall V	Level 800, Hall V
2-2:30 PM	<b>POLITICAL KEYNOTE</b> #1 Presented by: Leader of the New Democratic Party of Ontario Level 800, Hall W	Level 800, Hall W
2:30-3:30 PM	<b>CLOSING PLenary #1</b> The next future: direction and the state of the city Level 800, Hall X	Level 800, Hall X
6-11:30 PM	<b>HOT CITY GALA DINNER</b> #1 Shelburne Centre Level 800, Hall Y	Shelburne Centre

LEGEND: Simultaneous interpretation #1

2023 TRADE SHOW

FCM's 2023 Trade Show – one of our largest to date – features more than 200 exhibitors ready to assist your community with the best practices and latest technology, all tailored to the needs of both rural and urban municipalities. Running from Thursday, May 25 to Saturday, May 27, the Trade Show is a must-attend core element of our 3-day conference, and will be a hive of activity during the event.

SEE THE EXHIBITOR LIST

Scan the QR code below or take a look at the FCM 2023 app to see the list of all our exhibitors.



Please monitor your ANNUAL CONFERENCE APP for real-time notifications regarding room or timing changes and announcements.



LOCAL ACTION NATIONAL RESULTS

PROGRAM AT-A-GLANCE

MAY 25-28, 2023

Metro Toronto Convention Centre, South Building Toronto, ON

THURSDAY, MAY 25

TIME	ACTIVITY	LOCATION
8 AM-7 PM	<b>EXHIBITOR REGISTRATION AND MOVE-IN</b> Level 800, Foyer	Level 800, Foyer
8 AM-7 PM	<b>DELEGATE REGISTRATION</b> Presented by: Municipal Information Network Level 800, Foyer	Level 800, Foyer
8 AM-7 PM	<b>CHILDREN'S SERVICES</b> Presented by: Municipal Information Network Level 800, Foyer	Level 800, Foyer
8:45 AM-12 PM	<b>WORKSHOPS</b> Toronto history museum: Stables Museum and Carbons Level 800, Hall A	Level 800, Hall A
9 AM-9 PM	<b>BIG CITY MANDY CAUCUS (BMC) MEETING</b> #1 Presented by: Municipal Information Network Level 800, Hall B	Level 800, Hall B
9:15-11:30 AM	<b>WORKSHOPS</b> Exploring the Toronto Archives Level 800, Hall C	Level 800, Hall C
10 AM-12 PM	<b>WORKSHOPS</b> Help FCM's OMF build a national climate resilience program Level 800, Hall D	Level 800, Hall D
12:30-2:45 PM	<b>WORKSHOPS</b> Presentations on Toronto's leading initiatives & accelerators: Oxflexion Level 800, Hall E	Level 800, Hall E
12:30-2:45 PM	<b>WORKSHOPS</b> From Transit to Transformation: Smart Track, Ontario Line and digital transit connectivity Level 800, Hall F	Level 800, Hall F
12:30-2:45 PM	<b>WORKSHOPS</b> Public libraries and smart cities: Emerging digital inclusion and digital literacy for all Level 800, Hall G	Level 800, Hall G
12:30-2:45 PM	<b>WORKSHOPS</b> R.C. Henry Water Treatment Plant Level 800, Hall H	Level 800, Hall H
12:45-2 PM	<b>WORKSHOPS</b> Toronto history museum: Fort York National Historic Site Level 800, Hall I	Level 800, Hall I
3-4 PM	<b>WORKSHOPS</b> Your equity journey: From getting started to keeping the momentum Level 800, Hall J	Level 800, Hall J
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Atlantic Presentation #1 Level 800, Hall K	Level 800, Hall K
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> British Columbia Level 800, Hall L	Level 800, Hall L
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Ontario Level 800, Hall M	Level 800, Hall M
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Quebec Level 800, Hall N	Level 800, Hall N
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Saskatchewan Level 800, Hall O	Level 800, Hall O
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Yukon/ Northwest Territories Level 800, Hall P	Level 800, Hall P
5:30-7:30 PM	<b>OFFICIAL TRADE SHOW OPENING AND RECEPTION</b> Presented by: The Agri Network of Ontario, Ontario Federation of Producers and Dairy Farmers of Ontario, Ontario Federation of Agriculture, Ontario Federation of Food Processors and Dairy Farmers of Ontario Level 800, Hall Q	Level 800, Hall Q

FRIDAY, MAY 26

TIME	ACTIVITY	LOCATION
7-8 AM	<b>BREAKFAST ON THE TRADE SHOW FLOOR</b> Level 800, Hall E	Level 800, Hall E
7 AM-2:30 PM	<b>EXHIBITOR REGISTRATION</b> Level 800, Foyer	Level 800, Foyer
7 AM-2:30 PM	<b>TRADE SHOW</b> Presented by: The Agri Network of Ontario, Ontario Federation of Producers and Dairy Farmers of Ontario, Ontario Federation of Agriculture, Ontario Federation of Food Processors and Dairy Farmers of Ontario Level 800, Hall E	Level 800, Hall E
7 AM-4:30 PM	<b>DELEGATE REGISTRATION</b> Presented by: Municipal Information Network Level 800, Foyer	Level 800, Foyer
7 AM-5:30 PM	<b>CHILDREN'S SERVICES</b> Presented by: Municipal Information Network Level 800, Hall B	Level 800, Hall B
8-9 AM	<b>OPENING CEREMONY</b> #1 Presented by: FCM Level 800, Hall C	Level 800, Hall C
9-9:30 AM	<b>POLITICAL KEYNOTE</b> #1 Presented by: FCM Level 800, Hall D	Level 800, Hall D
9:30-10:30 AM	<b>PRESIDENT'S FORUM</b> Presented by: FCM Level 800, Hall E	Level 800, Hall E
9:30-10:30 AM	<b>BROWSE CANADA</b> #1 Presented by: FCM Level 800, Hall F	Level 800, Hall F
10:30-11 AM	<b>COFFEE BREAK</b> Level 800, Hall G	Level 800, Hall G

LEGEND: Simultaneous interpretation #1

FRIDAY MAY 26

TIME	ACTIVITY	LOCATION
8 AM-7 PM	<b>EXHIBITOR REGISTRATION AND MOVE-IN</b> Level 800, Foyer	Level 800, Foyer
8 AM-7 PM	<b>DELEGATE REGISTRATION</b> Presented by: Municipal Information Network Level 800, Foyer	Level 800, Foyer
8 AM-7 PM	<b>CHILDREN'S SERVICES</b> Presented by: Municipal Information Network Level 800, Foyer	Level 800, Foyer
8:45 AM-12 PM	<b>WORKSHOPS</b> Toronto history museum: Stables Museum and Carbons Level 800, Hall A	Level 800, Hall A
9 AM-9 PM	<b>BIG CITY MANDY CAUCUS (BMC) MEETING</b> #1 Presented by: Municipal Information Network Level 800, Hall B	Level 800, Hall B
9:15-11:30 AM	<b>WORKSHOPS</b> Exploring the Toronto Archives Level 800, Hall C	Level 800, Hall C
10 AM-12 PM	<b>WORKSHOPS</b> Help FCM's OMF build a national climate resilience program Level 800, Hall D	Level 800, Hall D
12:30-2:45 PM	<b>WORKSHOPS</b> Presentations on Toronto's leading initiatives & accelerators: Oxflexion Level 800, Hall E	Level 800, Hall E
12:30-2:45 PM	<b>WORKSHOPS</b> From Transit to Transformation: Smart Track, Ontario Line and digital transit connectivity Level 800, Hall F	Level 800, Hall F
12:30-2:45 PM	<b>WORKSHOPS</b> Public libraries and smart cities: Emerging digital inclusion and digital literacy for all Level 800, Hall G	Level 800, Hall G
12:30-2:45 PM	<b>WORKSHOPS</b> R.C. Henry Water Treatment Plant Level 800, Hall H	Level 800, Hall H
12:45-2 PM	<b>WORKSHOPS</b> Toronto history museum: Fort York National Historic Site Level 800, Hall I	Level 800, Hall I
3-4 PM	<b>WORKSHOPS</b> Your equity journey: From getting started to keeping the momentum Level 800, Hall J	Level 800, Hall J
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Atlantic Presentation #1 Level 800, Hall K	Level 800, Hall K
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> British Columbia Level 800, Hall L	Level 800, Hall L
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Ontario Level 800, Hall M	Level 800, Hall M
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Quebec Level 800, Hall N	Level 800, Hall N
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Saskatchewan Level 800, Hall O	Level 800, Hall O
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Yukon/ Northwest Territories Level 800, Hall P	Level 800, Hall P
5:30-7:30 PM	<b>OFFICIAL TRADE SHOW OPENING AND RECEPTION</b> Presented by: The Agri Network of Ontario, Ontario Federation of Producers and Dairy Farmers of Ontario, Ontario Federation of Agriculture, Ontario Federation of Food Processors and Dairy Farmers of Ontario Level 800, Hall Q	Level 800, Hall Q

LEGEND: Simultaneous interpretation #1

FRIDAY MAY 26

TIME	ACTIVITY	LOCATION
8 AM-7 PM	<b>EXHIBITOR REGISTRATION AND MOVE-IN</b> Level 800, Foyer	Level 800, Foyer
8 AM-7 PM	<b>DELEGATE REGISTRATION</b> Presented by: Municipal Information Network Level 800, Foyer	Level 800, Foyer
8 AM-7 PM	<b>CHILDREN'S SERVICES</b> Presented by: Municipal Information Network Level 800, Foyer	Level 800, Foyer
8:45 AM-12 PM	<b>WORKSHOPS</b> Toronto history museum: Stables Museum and Carbons Level 800, Hall A	Level 800, Hall A
9 AM-9 PM	<b>BIG CITY MANDY CAUCUS (BMC) MEETING</b> #1 Presented by: Municipal Information Network Level 800, Hall B	Level 800, Hall B
9:15-11:30 AM	<b>WORKSHOPS</b> Exploring the Toronto Archives Level 800, Hall C	Level 800, Hall C
10 AM-12 PM	<b>WORKSHOPS</b> Help FCM's OMF build a national climate resilience program Level 800, Hall D	Level 800, Hall D
12:30-2:45 PM	<b>WORKSHOPS</b> Presentations on Toronto's leading initiatives & accelerators: Oxflexion Level 800, Hall E	Level 800, Hall E
12:30-2:45 PM	<b>WORKSHOPS</b> From Transit to Transformation: Smart Track, Ontario Line and digital transit connectivity Level 800, Hall F	Level 800, Hall F
12:30-2:45 PM	<b>WORKSHOPS</b> Public libraries and smart cities: Emerging digital inclusion and digital literacy for all Level 800, Hall G	Level 800, Hall G
12:30-2:45 PM	<b>WORKSHOPS</b> R.C. Henry Water Treatment Plant Level 800, Hall H	Level 800, Hall H
12:45-2 PM	<b>WORKSHOPS</b> Toronto history museum: Fort York National Historic Site Level 800, Hall I	Level 800, Hall I
3-4 PM	<b>WORKSHOPS</b> Your equity journey: From getting started to keeping the momentum Level 800, Hall J	Level 800, Hall J
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Atlantic Presentation #1 Level 800, Hall K	Level 800, Hall K
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> British Columbia Level 800, Hall L	Level 800, Hall L
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Ontario Level 800, Hall M	Level 800, Hall M
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Quebec Level 800, Hall N	Level 800, Hall N
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Saskatchewan Level 800, Hall O	Level 800, Hall O
4-5 PM	<b>REGIONAL CAUCUS MEETINGS</b> Yukon/ Northwest Territories Level 800, Hall P	Level 800, Hall P
5:30-7:30 PM	<b>OFFICIAL TRADE SHOW OPENING AND RECEPTION</b> Presented by: The Agri Network of Ontario, Ontario Federation of Producers and Dairy Farmers of Ontario, Ontario Federation of Agriculture, Ontario Federation of Food Processors and Dairy Farmers of Ontario Level 800, Hall Q	Level 800, Hall Q

LEGEND: Simultaneous interpretation #1

SATURDAY, MAY 27

TIME	ACTIVITY	LOCATION
8:30-4:30 PM	<b>WELCOME TO THE EXHIBITORS</b> From National Adaptation Strategy to local updates initiatives Presented by: Co-ordinators Level 800, Hall A	Level 800, Hall A
9-10:30 AM	<b>DELEGATE REGISTRATION</b> Presented by: Municipal Information Network Level 800, Hall B	Level 800, Hall B
10:30-12:30 PM	<b>CHILDREN'S SERVICES</b> Presented by: Municipal Information Network Level 800, Hall C	Level 800, Hall C
1:30-4:30 PM	<b>ASK THE EXPERTS</b> #1 The ripple effect of food production Presented by: The Agri Network of Ontario, Ontario Federation of Producers, Ontario Federation of Agriculture, Ontario Federation of Food Processors and Dairy Farmers of Ontario Level 800, Hall D	Level 800, Hall D
3-4 PM	<b>WOMEN IN LOCAL GOVERNMENT RECEPTION</b> Presented by: Women's Caucus Level 800, Hall E	Level 800, Hall E
4:30-6:30 PM	<b>FRANCOPHONE RECEPTION</b> Presented by: Franco-Ontarian Council Level 800, Hall F	Level 800, Hall F
6-9 PM	<b>CANADIAN UNION OF PUBLIC EMPLOYEES RECEPTION</b> Presented by: CUPE Level 800, Hall G	Level 800, Hall G
6:30-8:30 PM	<b>RURAL, NORTHERN AND REMOTE RECEPTION</b> Presented by: Rural Ontario Level 800, Hall H	Level 800, Hall H
7-8 AM	<b>BREAKFAST</b> Level 800, Hall F	Level 800, Hall F
7 AM-9 PM	<b>DELEGATE REGISTRATION</b> Presented by: Municipal Information Network Level 800, Hall B	Level 800, Hall B
7 AM-4:30 PM	<b>CHILDREN'S SERVICES</b> Presented by: Municipal Information Network Level 800, Hall C	Level 800, Hall C
8-10 AM	<b>AWARDS PRESENTATIONS, TABLE OFFICERS' ELECTION AND ANNUAL GENERAL MEETING</b> #1 Level 800, Hall D	Level 800, Hall D
10-10:30 AM	<b>COFFEE BREAK</b> Level 800, Hall E	Level 800, Hall E
10:35 AM-12:30 PM	<b>WORKSHOPS</b> Finding the missing middle: Low-rise housing in Toronto Level 800, Hall F	Level 800, Hall F
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Atlantic Level 800, Hall G	Level 800, Hall G
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> British Columbia Level 800, Hall H	Level 800, Hall H
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Manitoba Level 800, Hall I	Level 800, Hall I
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Newfoundland and Labrador Level 800, Hall J	Level 800, Hall J
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Nova Scotia Level 800, Hall K	Level 800, Hall K
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Ontario Level 800, Hall L	Level 800, Hall L
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Prince Edward Island Level 800, Hall M	Level 800, Hall M
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Quebec Level 800, Hall N	Level 800, Hall N
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Saskatchewan Level 800, Hall O	Level 800, Hall O
10:30 AM-12:30 PM	<b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b> Yukon/ Northwest Territories Level 800, Hall P	Level 800, Hall P
12-1:30 PM	<b>LUNCH</b> Level 800, Hall Q	Level 800, Hall Q
12:30-1 PM	<b>ELECTIONS OF THE REGIONAL CAUCUS CHAIRS</b> Atlantic #1 Level 800, Hall R	Level 800, Hall R
12:30-1 PM	<b>ELECTIONS OF THE REGIONAL CAUCUS CHAIRS</b> British Columbia Level 800, Hall S	Level 800, Hall S
12:30-1 PM	<b>ELECTIONS OF THE REGIONAL CAUCUS CHAIRS</b> Ontario Level 800, Hall T	Level 800, Hall T
12:30-1 PM	<b>ELECTIONS OF THE REGIONAL CAUCUS CHAIRS</b> Quebec Level 800, Hall U	Level 800, Hall U
1:30-2 PM	<b>AGM AND RATIFICATION OF FCM'S 2022-2024 BOARD OF DIRECTORS</b> Level 800, Hall V	Level 800, Hall V
2-2:30 PM	<b>POLITICAL KEYNOTE</b> #1 Presented by: Leader of the New Democratic Party of Ontario Level 800, Hall W	Level 800, Hall W
2:30-3:30 PM	<b>CLOSING PLenary #1</b> The next future: direction and the state of the city Level 800, Hall X	Level 800, Hall X
6-11:30 PM	<b>HOT CITY GALA DINNER</b> #1 Shelburne Centre Level 800, Hall Y	Shelburne Centre

LEGEND: Simultaneous interpretation #1

**2023 ANNUAL GENERAL MEETING**  
 Sunday, May 28, 2023  
 Toronto, ON

from 8:00 AM – 10:00 AM, and from 1:45 PM – 2:15 PM ET

**AGENDA**

<b>Part I</b>	<b>8:00-10:00 AM</b>
<b>1.0</b>	<b>Call to Order</b>
<b>2.0</b>	<b>Approval of Agenda</b>
<b>3.0</b>	<b>Adoption of Minutes of the 2022 FCM Annual General Meeting</b>
<b>4.0</b>	<b>Business Arising from the Minutes</b>
<b>5.0</b>	<b>Report of the President on the Past Year's Activities</b>
<b>6.0</b>	<b>Report of the Chief Executive Officer</b>
<b>7.0</b>	<b>Reports from the Operating Committees:</b>
7.1	Standing Committee on Finance and Audit
	7.1.1. Financial Statements for the fiscal year 2022-2023
	7.1.2. Appointment of Auditors for 2023-2024
7.2	Human Resources Committee
7.3	Member Relations Committee
7.4	Standing Committee on Conference Planning
<b>8.0</b>	<b>Report on Resolutions</b>
<b>9.0</b>	<b>Report of the Elections Committee</b>
<b>10.0</b>	<b>FCM Table Officer Elections</b>
10.1	Election of Table Officers – Speeches and voting
10.2	Election of Table Officers – Results
<b>Recess</b>	
<b>Part II</b>	<b>1:45-2:15 PM</b>
<b>11.0</b>	<b>Inaugural Address by the President-Elect</b>
<b>12.0</b>	<b>Election – Ratification of Board Directors</b>
<b>13.0</b>	<b>Adjournment</b>



CHARLOTTETOWN

# Community Report 2022-2023

## STOP DREAMING START PLANNING

Get inspired to start planning your trip to Charlottetown by checking out our **2023 Official Travel Guide!**



DISCOVERCHARLOTTETOWN.COM  
#DISCOVERCHARLOTTETOWN





Smart Municipal Business

NEW

### Mobile Apps

Mobile Apps that help communities stay engaged, informed and up-to-date with emergency alerts and notifications.

### Websites

Websites that are functional, intuitive and easy to use for both administrators and end users. We make finding information easier.

### Digital Forms

Paperless forms are easy to use, process and record keep. Reduce errors and omissions on Fire and Development Permits, Business Applications and more.

### The CAO Department

Everything we offer PLUS the added admin support for your CAO including data entry, agenda packages, research and more.

**NEW IN 2023!**

## The CAO Department

*by Smart Municipal Business*

The CAO Department is a fully remote, administrative team that is designed to **support CAO's in the fulfillment of their role and responsibilities.**

The CAO Department team is experienced and qualified to provide necessary support through task prioritization, time management, automation and communication.

With the CAO Department, you get **ALL of the SMB Products** (Forms, Websites, Mobile App, Displays, Social), PLUS our team can assist with:

**Ready to get started? Call 403-380-6386 or email [info@smbapps.ca](mailto:info@smbapps.ca) today!**

- creating agenda packages
- topic research
- automation
- transcribing
- report preparation
- and more...



Canadian Parks and Recreation Association

**WANT TO HIRE A YOUTH?  
CPRA CAN HELP!**



**CPRA ACPL**

**CPRA is leading two youth employment programs.**

The **CPRA Green Jobs Initiative** provides eligible organizations with direct financial support (50% wage subsidy) to hire youth to work green jobs.

The **CPRA Youth Employment Experience** program provides 100% wage subsidies to pair youth (particularly those who face barriers to employment) with a mentor in the parks and recreation sector.

For more information, please visit:

**[cpra.ca](http://cpra.ca)**

These programs are funded in part  
by the Government of Canada.

**Canada**



**MONGCO**  
BUILDINGS

**SPORTS  
COMPLEXES**

**Name:** Cathy Maxwell

**Date:** June 20, 2023

**Date of Last Council Meeting Attended:** May 30, 2023

**Date of Last Council Advisory Meeting Attended:** June 12, 2023

**Date of Last Governance Session Attended:**

**Committee Meeting Attendance and Synopsis**

<b>Date</b>	<b>Committee</b>	<b>Synopsis</b>
May 25/23	Annapolis Valley Trails	See attached report
May 25/23	Bursary Committee	Bursary Recipients have been chosen and will be announced after graduation ceremonies have concluded.
May 30/23	CAO Evaluation Meeting	Worked on the CAO's evaluation
June 5/23	Heritage Committee Meeting	Productive meeting where we reviewed the Heritage Bylaw from West Hants.
June 8/23	Annapolis Valley Trails AGM	See the attached report
June 9/23	Inclusion and Access Advisory Committee Meeting	See the attached report
June 19/23	Special Council Meeting	Personnel
June 20/23	Public Hearing	Subdivision ByLaw – Sidewalk Change
June 20/23	Special Council Meeting	Second Reading of the Subdivision Bylaw

**Town of Kentville Event Attendance and Synopsis**

<b>Date</b>	<b>Event</b>	<b>Synopsis</b>
June 1/23	Kentville Historical Society Meeting and Speaker	At least 50 people attended this meeting and thoroughly enjoyed the informative talk by historian Louis Comeau.

**COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY**

<b>Detail</b>	<b>Synopsis</b>
---------------	-----------------

<p><b>Committee Name</b> - <i>Annapolis Valley Trails Coalition</i></p>	<p>Reviewed the budget. The coalition has hired 2 summer students who will work in Kings and Annapolis Valley. Both positions are fully funded. The trail coordinator gave his report. In Kings grading is taking place and users may find newly graded areas a little soft. Weeding is being done but mowing has not taken place yet as of this date. The HMT website has viewing higher than other trail websites in NS. The coalition has received many compliments on the work we have done on the bridges on our section of the HMT.</p>	<p><b>Meeting Date:</b></p>	<p>May 25/23</p>
<p><i>Annapolis Valley Trail Coalition AGM</i></p>	<p>Cory Robar from CCH spoke on the infrastructure funding model. The chair gave her report and she thanked all the funding partners. She reviewed the past year including the storms and how they impacted the HMT. Through NS Trails work is being done on consistent trail etiquette. The Trail Coordinator reviewed the past year. He pointed out that they are looking at what can be done to help protect our trails from wildfires. As well we are working on trail closures and how to enforce that. Messages</p>	<p><b>Meeting date</b></p>	<p>June 8/23</p>

	<p>from the Province need to be much clearer, and this will be passed on to NS Trails to pursue. We are keeping a record of invasive species – Knotweed, Poison Ivy, etc and where they are along the trail. A caution is being put out to bikers and drivers that people on bikes are not stopping at intersections. Vandalism is up along the trail which is discouraging.</p>		
<p><i>Inclusion and Access Advisory</i></p>	<p>The RFP is closing June 23/23 for the accessibility and energy efficiency updates to Town Hall. At the present time there are not many grants available for accessibility. The call has gone out to the public for the Street Naming Committee and will go out one more time.</p> <p>The bleachers at the senior ball park are coming out and we are working with the company to make sure they are fully accessible. The dog park had the accessible trail leading to it complete. Discussed sidewalks they need immediate attention due to being inaccessible. The RFP is going out for the washroom by the trail near the Heritage Center.</p>	<p><b>Meeting date</b></p>	<p>June 9/23</p>

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Cate Savage – Deputy Mayor

**Date:** June 20<sup>th</sup> 2023

**Date of Last Council Meeting Attended:** May 30<sup>th</sup> 2023

**Date of Last Council Advisory Meeting Attended:** June 12<sup>th</sup> 2023

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
May 31 <sup>st</sup>	CAO Evaluation Meeting	In camera meeting
June 14 <sup>th</sup>	IAC	<p>\$12.8MM MV</p> <p>YTD performance .676% against the balanced income CAD of 2.5%</p> <p>The markets have been quite volatile and there was another interest rate hike with more on the horizon (possibly)</p> <p>In May there were several risk rating changes to 4 equity positions (Manulife, CAD Tire..etc . but this doesn't impact our IPS)</p> <p>We moved just north of 1MM into GIC's that have a 2-5 year ladder – (recap) from Director Matthews in her CAC report but rates varied around 4.5 to 5.2%.</p>
June 15 <sup>th</sup>	RSC	<p>Operations and compliance report</p> <p>Project updates – in camera</p> <p>Communications update around education</p> <p>Partner updates – discussion around testing area at VRHF</p>
June 19 <sup>th</sup>	In camera meeting	In camera meeting

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

June 20 <sup>th</sup>	<b>TOK Public Hearing Meeting</b>	Subdivision bylaw amendment to require sidewalks or multi use pathways along new collector and arterial roadways as well as adding multi use pathway definition and construction specifications.

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
June 1 <sup>st</sup>	<b>Kentville Historical Society</b>	Glenn Ells – speaker – historical landmarks
June 2 <sup>nd</sup>	<b>VIC Grand Opening</b>	Association of Psychologists of NS sit and chat bench

### MISC EVENTS





# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

June 2 <sup>nd</sup>	Women in Politics – Sarah Dobson – Cox Palmer
June 3 <sup>rd</sup>	Come Together event – Arms
June 9 <sup>th</sup>	WOE – in collaboration with AVCC – honorary women of excellence
June 10 <sup>th</sup>	CK Prom
June 13 <sup>th</sup>	Supper VCLA – w Peter Gillis – community suppers
June 14 <sup>th</sup>	REN AGM – there is a surplus from the year previous of \$474K – the honorable Susan Corkum-Greek spoke on economic development – Valley is bursting with development. Welcome back to the REN community – TOW Tourism – STAR Program  MIT Program – refer Mayor Snow Land and asset data base Workforce development strategy Connector Program Regional Marketing  KUDOS to Jennifer and her team 😊
June 15 <sup>th</sup>	MOK Pride Launch – Mike Butler was the keynote speaker
June 17 <sup>th</sup>	Open House Ametora Supply (Alex and Margaret) – had a nice visit
June 17 <sup>th</sup>	Oakdene Soccer Game – Rotary versus Special Olympics team – great community spirit

# COUNCILOR REPORT KENTVILLE TOWN COUNCIL

---

## EXPENSES

This month	Year to Date
	See website – FCM expenses should be updated

WORKSHOPS	LOCATION
3:30-4:30 PM From National Adaptation Strategy to local climate resilience <i>Presented by Co-operators</i>	Level 700, 718 A
3:30-4:30 PM Taking action against online harassment: ideas, innovations, allyship <i>Presented by Rogers Communications together with Shaw</i>	Level 700, 718 B
3:30-4:30 PM <b>ASK THE EXPERTS</b> The ripple effect of food production <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 700, 717
5-6 PM <b>WOMEN IN LOCAL GOVERNMENT RECEPTION</b> <i>Presented by Canadian Labour Congress</i>	Level 700, 718 B
5:30-6:30 PM <b>FRANCPHONE RECEPTION</b>	Level 500, 501
6-8 PM <b>CANADIAN UNION OF PUBLIC EMPLOYEES RECEPTION</b>	Level 600, 601-602
6:30-8:30 PM <b>RURAL, NORTHERN AND REMOTE RECEPTION</b> <i>Presented by Canada Post</i>	Level 800, 801-802

**SUNDAY, MAY 28**

7-8 AM <b>BREAKFAST</b>	Level 800, Hall F
7 AM-3 PM <b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>	Level 600, Foyer
7 AM-4 PM <b>CHILD CARE SERVICES</b>	Level 700, 704
8-10 AM <b>AWARDS PRESENTATIONS, TABLE OFFICERS' ELECTION AND ANNUAL GENERAL MEETING</b>	Level 800, Hall G
10-10:30 AM <b>COFFEE BREAK</b>	Level 700, Foyer
10:15 AM-12:30 PM Finding the missing middle: Low-rise housing in Toronto Departure, Level 500	
10:30 AM-12:30 PM Alberta British Columbia Manitoba Newfoundland & Labrador Nova Scotia Ontario Prince Edward Island Quebec Saskatchewan Level 700, 714 A	
12-1:30 PM <b>LUNCH</b> Level 800, Hall F	
12:30-1 PM Atlantic British Columbia Ontario Prairies and Territories Quebec Level 700, 715	
1:30-2 PM <b>AGM AND RATIFICATION OF FCM'S 2023-2024 BOARD OF DIRECTORS</b>	Level 800, Hall G
2:2:30 PM <b>POLITICAL KEYNOTE</b> Jagmeet Singh, Leader of the New Democratic Party of Canada Level 800, Hall G	
2:30-3:30 PM <b>CLOSING PLENARY</b> The next federal election and the state of the race Level 800, Hall G	
6-11:30 PM <b>HOST CITY GALA DINNER</b> <i>Presented by EnCare</i> Level 800, Hall G	

LEGEND : Simultaneous interpretation = G



**2023 TRADE SHOW**

FCM's 2023 Trade Show — one of our largest to date — features more than 200 exhibitors ready to assist your community with the best practices and latest technology, all tailored to the needs of both rural and urban municipalities. Running from Thursday, May 25 to Saturday, May 27, the Trade Show is a must-attend core element of our 3-day conference, and will be a hive of activity during the event.

**SEE THE EXHIBITOR LIST**

Scan the QR code below or take a look at the FCM 2023 app to see the list of all our exhibitors.



Please monitor your ANNUAL CONFERENCE APP for real-time notifications regarding room or timing changes and announcements.



**LOCAL ACTION NATIONAL RESULTS**

**PROGRAM AT-A-GLANCE**

**MAY 25-28, 2023**

Metro Toronto  
Convention Centre,  
South Building  
Toronto, ON

THURSDAY, MAY 25		LOCATION
8 AM-3 PM	<b>EXHIBITOR REGISTRATION AND MOVE-IN</b>	Level 800, Foyer
8 AM-7 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>	Level 600, Foyer
8 AM-7 PM	<b>CHILDCARE SERVICES</b>	Level 700, 704
<b>STUDY TOUR</b>		
8:45 AM-12 PM	Toronto History Museums: Spadina Museum and Gardens	Departure, Level 500
9 AM-5 PM	<b>BIG CITY MAYORS' CAUCUS (BCMC) MEETING</b> 🗳️ <i>Closed meeting for committee members only</i>	Level 700, 716
<b>STUDY TOUR</b>		
9:15-11:30 AM	Exploring the Toronto Archives	Departure, Level 500
<b>WORKSHOP</b> 🗳️		
10 AM-12 PM	Help FCM's GMF build a national climate resilience program	Level 700, 718 A
<b>STUDY TOURS</b>		
12:30-2:45 PM	Innovation ecosystems: Toronto's leading incubators & accelerators: OneEleven St. Lawrence neighbourhood: Conserving heritage in Toronto's Old Town	Departure, Level 500
<b>STUDY TOURS</b>		
12:30-3:45 PM	From transit to transformation: Smart Track, Ontario Line and transit-oriented communities	Departure, Level 500
	Public libraries and smart cities: Ensuring digital inclusion and digital literacy for All R.C. Harris Water Treatment Plant	
	Waste to renewable natural gas: Powering your community	
<b>STUDY TOUR</b>		
12:45-3 PM	Toronto history museums: Fort York National Historic Site	Departure, Level 500
<b>WORKSHOP</b> 🗳️		
1-3 PM	Your equity journey: From getting started to keeping the momentum <i>Presented by the Canadian Race Relations Foundation in partnership with the Canadian Commission for UNESCO</i>	Level 700, 718 B
<b>REGIONAL CAUCUS MEETINGS</b>		
4-5 PM	Atlantic Provinces 🗳️	Level 700, 718 A
	British Columbia	Level 700, 713
	Ontario	Level 700, 715
	Prairies & Territories	Level 700, 718 B
5:30-7:30 PM	Quebec	Level 700, 717
	<b>OFFICIAL TRADE SHOW OPENING AND RECEPTION</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 800, Hall E

FRIDAY, MAY 26		LOCATION
7-8 AM	<b>BREAKFAST ON THE TRADE SHOW FLOOR</b>	Level 800, Hall E
7 AM-2:30 PM	<b>EXHIBITOR REGISTRATION</b>	Level 800, Foyer
7 AM-2:30 PM	<b>TRADE SHOW</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 800, Hall E
7 AM-4:30 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>	Level 600, Foyer
7 AM-5:30 PM	<b>CHILDCARE SERVICES</b>	Level 700, 704
8-9 AM	<b>OPENING CEREMONY</b> 🗳️ <i>Presented by CN Rail</i>	Level 800, Hall G
9-9:30 AM	<b>POLITICAL KEYNOTE</b> 🗳️	Level 800, Hall G
9:30-10:30 AM	<b>PRESIDENT'S FORUM BUILDING WELCOMING COMMUNITIES FOR A GROWING CANADA</b> 🗳️ <i>Presented by Chandos Construction</i>	Level 800, Hall G
10:30-11 AM	<b>COFFEE BREAK</b>	Level 800, Hall E

**LEGEND** : Simultaneous interpretation = 🗳️

## FRIDAY, MAY 26

10:30 AM- 12:45 PM	<b>STUDY TOURS</b>	
	Canoe Landing Community Centre St. Lawrence neighbourhood: Conserving heritage in Toronto's Old Town Union Station revitalization project	Departure, Level 500
	Indigenous Centre for Innovation and Entrepreneurship Toronto Overdose Information System: Informing our response to the opioid crisis	Level 700, 713 Level 700, 715
10:30 AM-1:15 PM	<b>STUDY TOURS</b>	
	Cycling tour of road safety projects Housing & intensification in established areas: Mid-rise buildings in West Queen West	Departure, Level 500
	Inclusive and resilient economic growth: Waterfront revitalization Revitalizing and decarbonizing the Bathurst Quay neighbourhood	
10:30 AM-1:45 PM	<b>STUDY TOURS</b>	
	Transforming Etobicoke Centre University of Toronto Scarborough campus tour	Departure, Level 500
11 AM-12 PM	<b>WORKSHOPS</b> 🗳️	
	Intercommunity transit: Closing the rural and regional transportation gap	Level 700, 718 A
	Becoming asset managers: Building team and self-resiliency <i>Presented by Mental Health Commission of Canada</i>	Level 700, 718 B
11 AM-12 PM	<b>ASK THE EXPERTS</b> 🗳️ Driving municipal sustainability priorities through CIB financing <i>Presented by Canada Infrastructure Bank</i>	Level 700, 717
12-1:45 PM	<b>LUNCH ON THE TRADE SHOW FLOOR</b> <i>Presented by Nuclear Waste Management Organization</i>	Level 800, Hall E
12:15-1:15 PM	<b>LUNCH AND LEARN HUB ON THE TRADE SHOW FLOOR</b>	
	12:15-12:30 PM	<i>Presented by CIMCO</i>
	12:35-12:50 PM	<i>Presented by Moneris</i>
	12:55-1:10 PM	<i>Presented by Catalis</i>
1:45-2:15 PM	<b>POLITICAL KEYNOTE</b> 🗳️ Melissa Lantsman, MP for Thornhill and Deputy Leader of the Conservative Party of Canada	Level 800, Hall G
2:15-3 PM	<b>COFFEE BREAK</b>	Level 700, Foyer
3-4 PM	<b>WORKSHOPS</b> 🗳️	
	How to build great public spaces and facilities <i>Presented by CSA Group</i>	Level 700, 718 A
3-4 PM	Fight the municipal brain drain: Attracting and retaining talent <i>Presented by SAP Canada Inc. and Canadian Internet Registration Authority (CIRA)</i>	Level 700, 718 B
3-4 PM	<b>ASK THE EXPERTS</b> 🗳️ Future-proofing Canada's agricultural sector <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 700, 717
3-4:45 PM	<b>STUDY TOUR</b>	
	Street art and graffiti management: Walking tour of My Elders Said wall & Honour the Water wall	Departure, Level 500
3-5:15 PM	<b>STUDY TOURS</b>	
	Finding the missing middle: Low-rise housing in Toronto	Departure, Level 500
	Toronto's leading incubators & accelerators: LatAm Startups	
	Union Station revitalization project	
	Indigenous Centre for Innovation and Entrepreneurship Toronto Community Crisis Service: Reimagining crisis response	Level 700, 713 Level 700, 715
3-5:45 PM	<b>STUDY TOURS</b>	
	Building stronger and healthier communities: The Maple Leaf Sports and Entertainment Launchpad & Parks, Forestry and Recreation	Departure, Level 500
	Housing & intensification in established areas: Mid-rise Buildings in West Queen West	
	Modular supportive housing in Toronto	

## FRIDAY, MAY 26

3-6:15 PM	<b>STUDY TOUR</b>	From transit to transformation: Smart Track, Ontario Line and transit-oriented communities	Departure, Level 500
6:30-9 PM	<b>HOST CITY WELCOME RECEPTION</b> <i>Presented by Rogers Communications together with Shaw</i>		Royal Ontario Museum
<b>SATURDAY, MAY 27</b>			
7:30-8:30 AM	<b>BREAKFAST</b>		Level 800, Hall E
7:30 AM-2 PM	<b>EXHIBITOR REGISTRATION</b>		Level 800, Foyer
7:30 AM-2:30 PM	<b>TRADE SHOW</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>		Level 800, Hall E
7:30 AM-5 PM	<b>CHILDCARE SERVICES</b>		Level 700, 704
7:30 AM-6 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>		Level 600, Foyer
8-9 AM	<b>RESOLUTIONS PLENARY</b> 🗳️		Level 800, Hall G
9-10 AM	<b>RURAL PLENARY</b> 🗳️ Successful storytelling and advocating for rural communities <i>Presented by Canadian Telecommunications Association (CTA)</i>		Level 800, Hall G
10-10:15 AM	<b>POLITICAL KEYNOTE</b> 🗳️ Elizabeth May, Leader of the Green Party of Canada		Level 800, Hall G
10:15-11 AM	<b>COFFEE BREAK</b>		Level 800, Hall E
10:30 AM-12:45 PM	<b>STUDY TOUR</b>		
	Enwave Deep Lake Water Cooling		Departure, Level 500
10:30 AM-1:15 PM	<b>STUDY TOURS</b>		
	Housing & intensification in established areas: Mid-rise buildings in West Queen West	Departure, Level 500	
	Inclusive and resilient economic growth: Waterfront revitalization		
	Ravine strategy		
Revitalizing and decarbonizing the Bathurst Quay neighbourhood			
	Toronto's leading incubators & accelerators: Centre for Social Innovation		
10:30 AM-1:45 PM	<b>STUDY TOUR</b>		
	Golden Mile area		Departure, Level 500
11 AM-12 PM	<b>WORKSHOPS</b> 🗳️		
	Finding home: Canada's next generation of housing <i>Presented by Canadian Mortgage and Housing Corporation (CHMC)</i>		Level 700, 718 A
	Everything everywhere all at once: "multi-solving" climate solutions <i>Presented by Intact Public Entities</i>		Level 700, 718 B
	Think globally, act locally: municipalities and global challenges		Level 700, 716
11 AM-12 PM	<b>ASK THE EXPERTS</b> 🗳️ How P3s put private profit ahead of public interest <i>Presented by Canadian Union of Public Employees</i>		Level 700, 717
12-1:30 PM	<b>LUNCH ON THE TRADE SHOW FLOOR</b> <i>Presented by Lidstone &amp; Company</i>		Level 800, Hall E
12:15-1:15 PM	<b>LUNCH AND LEARN HUB ON THE TRADE SHOW FLOOR</b>		
	12:15-12:30 PM	<i>Presented by Liveable Cities</i>	
	12:35-12:50 PM	<i>Presented by Canadian Internet Registration Authority</i>	Level 800, Hall E
	12:55-1:10 PM	<i>Presented by Communities in Bloom</i>	
1:30-2 PM	<b>TRADE SHOW PRIZE DRAW</b> <i>Presented by Port of Vancouver</i>		Level 800, Hall E
2:15-3:15 PM	<b>PLENARY</b> 🗳️ A new fiscal framework for municipalities <i>Presented by Addenda Capital</i>		Level 800, Hall G
3-5:45 PM	<b>STUDY TOUR</b>		
	Supporting Toronto's grassroots music community: It's OK* Studios		Departure, Level 500
3:15-3:45 PM	<b>COFFEE BREAK</b>		Level 700, Foyer

June 2023

## FCM – TRIP REPORT

I was fortunate to attend the FCM Conference from May 25<sup>th</sup> – May 28<sup>th</sup> at the Metro Toronto Convention Centre, South Building.

There were approximately 3000 elected officials and municipal staff in attendance. We had representation from Kings County ..HRM and surrounding municipalities in NS. It was a great opportunity to speak with our sister communities and other parts of Canada that are similar in size and scope to TOK.

The trade show portion of the FCM Conference is always a treat in as much as we visit a variety of booths where the information is germane to our town. One in particular that stood out to me was MAGNA – stormwater and wastewater – innovative infrastructure solutions. We discussed doing a pilot study as it related to RS...connections were made and discussions are ongoing. There were micro homes that would fit nicely with the recently applied for CMHC affordability grant. I could go on but I will leave that for future discussions with CAO and staff.

There was one mayor (or two) that stood out to me – one of them being Mayor Brandon Burley who spoke of his City's commitment to newcomers (UKAINE WAR) both political – expertise in immigration. Ukraine School etc. and their program – they worked closely with the province on welcoming them in. ..places to live ..child care ..etc.

FCM – CEO – notes ...

Immigration – our economy depends on it. Population is a good thing – Canada is largely unprepared for this growth. Healthcare, housing, mental health. There was a great deal of dialogue around order of government and how they interact and how that interaction is crucial moving forward. There was reference to a global crisis that brought our various levels of government together. Having these orders of government encouraged and secured things like the gas tax (community building fund) – we learned more around the Green Municipal Fund and how we can incorporate same into our communities. Further this was advice on removing single family housing (R1) – what got us here wont get us there!

The CEO further noted how important it is to connect in person because conversations in person are where the growth happen.

Various workshops: The overall theme was that the intellectual property we gain by attending FCM is invaluable.

Asset management and how it relates to our overall “mental health”

Melissa Lantsman – MP Deputy Leader of the Conservative Party – Cost to buy a house has doubled in the last 8 years. There is more land in this county where no one lives compared with land where folks do live. 9 out of 10 young folks won't own a home – rentals is key.

Public Spaces

## ICIP Grants

All leaders spoke with the exception of PC Party (see above)

Climate plan – discussions around what respective municipalities can do – solar !!

Finding home – Canada's next generation of Housing – National co-investment fund – who is trying to house marginalized groups. Shortage in healthcare, highly skilled immigrants etc. shortage of folks to build housing. Moncton NB has adopted an affordable housing plan policy to prioritize applications and liaison grants to offset development costs. There should be a massive wartime effort to get folks in housing!! With growth come challenges.

Inclusive communities was discussed in detail. We need all orders of government to be involved.

# Councilor Report

## Kentville Town Council

**Name:** Gillian Yorke

**Date:** June 26th, 2023

**Date of Last Council Meeting Attended:** May 30th, 2023

**Date of Last Council Advisory Meeting Attended:** June 12th, 2023

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
June 9th, 2023	<b>Kentville Inclusion and Access Committee</b>	Monthly meeting, progress reports on projects. Last meeting for Laurel. An outstanding citizen whose drive and passion has taken the town forward on many projects and concerns. We will miss her dedication and her commitment to the citizens of this town, but she has left us in a much better position than she found us. I'm thankful for her leadership and the lessons I've learned from her in our short time working together.
June 12th, 2023	<b>Council Advisory Committee</b>	Regular CAC meeting
June 15th, 2023	<b>AVRL AGM</b>	Regular meeting of the Annapolis Valley Regional Library Board. Updates on finances, planning and staffing as well as summer programming.
June 15th, 2023	<b>AVRL AGM</b>	Annual General Meeting for the library, went through the reports from the accountants and heard plans for the year.
June 19th, 2023	<b>Council</b>	Special in-camera council meeting
June 20th, 2023	<b>Subdivision Bylaw</b>	Public hearing for the subdivision bylaw amendments
June 20th, 2023	<b>Council</b>	Council meeting to have second reading of subdivision bylaw
June 21st, 2023	<b>Public Hearing</b>	Public hearing for the rezoning application for MacDougall Heights

# Councilor Report

## Kentville Town Council

---

### Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
June 2nd, 2023	<b>Pride Stickers with KBC</b>	Distributed Pride stickers with KBC in advance of the Come Together event
June 2nd, 2023	<b>Kentville VIC Opening Day Celebration</b>	Opening day of the Kentville Visitor Information Centre and unveiling of the new bench from the Association of Psychologists of NS

### Misc Events

Date	Synopsis

### Expenses

This month	Year to Date



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Councilor Andrew Zebian

**Date:** June 26/27

**Date of Last Council Meeting Attended:** May 30/23

**Date of Last Council Advisory Meeting Attended:** June 12/23

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
June 5/23	Heritage Committee	We spent this meeting reviewing the document used by the Municipality of West Hants, as a starting point. We will continue to review and prepare a working document for Council's approval.

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

### MISC EVENTS

Date	Synopsis
May 31/23	CAO Evaluation.
June 19/23	Special Meeting of Council – Personnel Matter
June 20/23	First reading of subdivision bylaw amendment
June 21/23	Public Hearing regarding rezoning of land in Macdougall Heights

### EXPENSES

<b>This month \$36.49</b>	<b>Year to Date \$72.99</b>
---------------------------	-----------------------------



**COUNCILOR REPORT**  
**KENTVILLE TOWN COUNCIL**

---

<p>June 18/23</p>	<p>Water line breakage on Grant Street. Several Citizens called me to report the matter. I told them if they called the Town’s main phone line, Valley Communications would dispatch the on call duty Foreman.</p>
<p>June 2023</p>	<p>Several drop ins and conversations/emails from Citizens regarding the proposed re-zoning of Macdougall Heights. Many remain concerned.</p>

# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 21 June 2023

**Date of Last Council Meeting Attended:** 30 May 2023

**Date of Last Council Advisory Meeting Attended:** 12 June 2023

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
30 May 23	Council Meeting	Grants to organizations Subdivision Bylaw Amendment Rezoning Application Lions Club Lease Inclusion and Access Advisory Committee recommendations
31 May 23	CAO Committee Meeting	Annual appraisal of CAO
12 Jun 23	CAC Meeting	Tennis Facility Presentation Asset Retirement Policy Sanitary Sewer Withdrawal JRTA members
14 Jun 23	IAC	Investment Advisory Committee met to discuss on going financial planning Value at May 8: \$13,092,849 Value at May 31: \$12,851,630
19 Jun 23	NSFM Audit and Finance Committee	Review of audited financial statements Terms of reference amendment Hub health and wellness policy review
19 Jun 23	Special Council Meeting	In-camera legal personnel
20 Jun 23	Public Hearing	Subdivision bylaw change with regards to sidewalks – 6 Attendees, one written input and one request for more information at the meeting
20 Jun 23	Special Council Meeting	To hear the results of the Public Hearing on the subdivision bylaw change. Second Reading was passed.
21 Jun 23	IMSA Board	Update on Kings Transit and Valley Waste. Banking resolution and OH&S Policy signatures required by Board
21 Jun 23	Public Hearing	Rezoning Application

# Councilor Report

## Kentville Town Council

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
2 Jun 23	Webinar: Women in Politics	Presentation by lawyer and author Sarah Dobson
2 Jun 23	Opening of the Kentville Visitor Information Centre	The seasonal opening of the VIC included a ribbon cutting, cupcakes and coffee
2 Jun 23	APNS Sit and Chat Bench	Sit and Chat bench was unveiled at the VIC. An idea brought forward by Eileen Donahoe, prior to the pandemic (Aug 2018). Association of Psychologists of Nova Scotia ED Susan Marsh and several members were present to celebrate the bench.
7 Jun 23	Royal Canadian Army Cadets Annual Ceremonial Review	2444 Kings County Royal Canadian Army Cadets - Annual Ceremonial Review. The 2022-2023 cadet training year completion is an opportunity for the cadets to demonstrate the knowledge and skills they have acquired throughout the year's training and celebrate their achievements with parents, family, and friends.
9 Jun 23	NS High School Girls Softball Regionals	NKEC is hosting girls softball regionals at Memorial Field. Opening ceremony.
9 Jun 23	Duke of Edinburgh Commonwealth Study Conference	The conference is a prestigious opportunity for young professionals, who are expected to be in decision-making positions in their own countries within 10 years, to allow them to see the world from a different perspective. The conference has 300 delegates chosen from Commonwealth countries internationally, 20 of whom travelled to NS for an 11-day whirlwind tour. They had a chance to experience our beautiful province, and to talk to experts from a variety of fields to prepare and arm them with greater knowledge as they progress in their respective careers. Following the evening in Kentville, the entire group held a plenary session in Montreal where they presented their experience and their learning to Princess Anne.

# Councilor Report

## Kentville Town Council

10 Jun 23	VCLA – Literary Mile	Wonderful afternoon at the VCLA property, music, food, and a celebration of the accomplishments of the learners.
10 Jun 23	NKEC	Prom Parade
12 Jun 23	NSCC Convocation	School of Technology and Environment
12 Jun 23	NSCC Convocation	School of Business and Creative Industries
12 Jun 23	NSCC Convocation	School of Access, Education and Language School of Health and Human Services
14 Jun 23	VREN AGM	Held at the Wolfville Farmers Market
15 Jun 23	Regional Sewer	Update on current activity and offer to visit the establishment
15 Jun 23	King's Pride Event	Flag raising ceremony

### Conference Attendance and Synopsis

Date	Conference	Synopsis
25-29 May 23	FCM Conference	The FCM annual conference was held in Toronto. See attached report for the details
6 Jun 23	Webinar:	Pride in Rural Canada: How Do We Handle the Hate?
9 Jun 23	John Paris Junior Event	The Windsor West Hants Recreation Centre was renamed the John Paris Jr Rink, celebration of the accomplishments of a local athlete
17 Jun 23	Member of Parliament Meeting	Meeting with MP Kody Blois and Minister Dominic Leblanc with regards to funding and innovation in the Annapolis Valley. Held at the Canning Fire Dept, group of municipal elected officials and business people representing the major sectors in the Valley, including agriculture, fruit, vegetables and wine, forest products, fishery products, and green energy.

# Councilor Report

## Kentville Town Council


---

### Misc Events

Date	Synopsis
7 Jun 23	Meeting with Brent Kerr
13 Jun 23	Meeting with Mrs Jain – Spike Fund

WORKSHOPS	LOCATION
3:30-4:30 PM From National Adaptation Strategy to local climate resilience <i>Presented by Co-operators</i>	Level 700, 718 A
3:30-4:30 PM Taking action against online harassment: ideas, innovations, allyship <i>Presented by Rogers Communications together with Shaw</i>	Level 700, 718 B
3:30-4:30 PM <b>ASK THE EXPERTS</b> The ripple effect of food production <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 700, 717
5-6 PM <b>WOMEN IN LOCAL GOVERNMENT RECEPTION</b> <i>Presented by Canadian Labour Congress</i>	Level 700, 718 B
5:30-6:30 PM <b>FRANCOPHONE RECEPTION</b>	Level 500, 501
6-8 PM <b>CANADIAN UNION OF PUBLIC EMPLOYEES RECEPTION</b>	Level 600, 601-602
6:30-8:30 PM <b>RURAL, NORTHERN AND REMOTE RECEPTION</b> <i>Presented by Canada Post</i>	Level 800, 801-802

SUNDAY, MAY 28	
LOCATION	TIME
Level 800, Hall F	<b>BREAKFAST</b>
Level 600, Foyer	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>
Level 700, 704	<b>7 AM-4 PM</b> <b>CHILD CARE SERVICES</b>
Level 800, Hall G	<b>8-10 AM</b> <b>AWARDS PRESENTATIONS, TABLE OFFICERS' ELECTION AND ANNUAL GENERAL MEETING</b>
Level 700, Foyer	<b>10-10:30 AM</b> <b>COFFEE BREAK</b>
Level 700, Foyer	<b>STUDY TOUR</b>
Level 500	<b>10:15 AM-12:30 PM</b> Finding the missing middle: Low-rise housing in Toronto
Level 700, 715	<b>10:30 AM-12:30 PM</b> <b>SELECTION OF CANDIDATES FOR FCM'S BOARD OF DIRECTORS</b>
Level 700, 718 A	Alberta
Level 700, 715	British Columbia
Level 700, 713	Manitoba
Level 700, 711	Newfoundland & Labrador
Level 700, 716	Nova Scotia
Level 700, 718 B	Ontario
Level 700, 714 B	Prince Edward Island
Level 700, 717	Quebec
Level 700, 714 A	Saskatchewan
Level 800, Hall F	<b>12-1:30 PM</b> <b>LUNCH</b>
Level 700, 718 A	Atlantic
Level 700, 715	British Columbia
Level 700, 718 B	Ontario
Level 700, 713	Prairies and Territories
Level 700, 717	Quebec
Level 800, Hall G	<b>1:30-2 PM</b> <b>AGM AND RATIFICATION OF FCM'S 2023-2024 BOARD OF DIRECTORS</b>
Level 800, Hall G	<b>2:30-3:30 PM</b> <b>POLITICAL KEYNOTE</b> Jagmeet Singh, Leader of the New Democratic Party of Canada
Level 800, Hall G	<b>2:30-3:30 PM</b> <b>CLOSING PLENARY</b> The next federal election and the state of the race
Level 800, Hall G	<b>6-11:30 PM</b> <b>HOST CITY GALA DINNER</b> <i>Presented by EnCare</i>

LEGEND : Simultaneous interpretation = 



## 2023 TRADE SHOW

FCM's 2023 Trade Show — one of our largest to date — features more than 200 exhibitors ready to assist your community with the best practices and latest technology, all tailored to the needs of both rural and urban municipalities. Running from Thursday, May 25 to Saturday, May 27, the Trade Show is a must-attend core element of our 3-day conference, and will be a hive of activity during the event.

## SEE THE EXHIBITOR LIST

Scan the QR code below or take a look at the FCM 2023 app to see the list of all our exhibitors.



Please monitor your ANNUAL CONFERENCE APP for real-time notifications regarding room or timing changes and announcements.



# LOCAL ACTION NATIONAL RESULTS

# PROGRAM AT-A-GLANCE

MAY 25-28, 2023

Metro Toronto Convention Centre, South Building Toronto, ON

THURSDAY, MAY 25		LOCATION
8 AM-3 PM	<b>EXHIBITOR REGISTRATION AND MOVE-IN</b>	Level 800, Foyer
8 AM-7 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>	Level 600, Foyer
8 AM-7 PM	<b>CHILDCARE SERVICES</b>	Level 700, 704
<b>STUDY TOUR</b>		
8:45 AM-12 PM	Toronto History Museums: Spadina Museum and Gardens	Departure, Level 500
9 AM-5 PM	<b>BIG CITY MAYORS' CAUCUS (BCMC) MEETING</b> 🗳️ <i>Closed meeting for committee members only</i>	Level 700, 716
<b>STUDY TOUR</b>		
9:15-11:30 AM	Exploring the Toronto Archives	Departure, Level 500
<b>WORKSHOP</b> 🗳️		
10 AM-12 PM	Help FCM's GMF build a national climate resilience program	Level 700, 718 A
<b>STUDY TOURS</b>		
12:30-2:45 PM	Innovation ecosystems: Toronto's leading incubators & accelerators: OneEleven St. Lawrence neighbourhood: Conserving heritage in Toronto's Old Town	Departure, Level 500
<b>STUDY TOURS</b>		
12:30-3:45 PM	From transit to transformation: Smart Track, Ontario Line and transit-oriented communities	Departure, Level 500
	Public libraries and smart cities: Ensuring digital inclusion and digital literacy for All R.C. Harris Water Treatment Plant	
	Waste to renewable natural gas: Powering your community	
<b>STUDY TOUR</b>		
12:45-3 PM	Toronto history museums: Fort York National Historic Site	Departure, Level 500
<b>WORKSHOP</b> 🗳️		
1-3 PM	Your equity journey: From getting started to keeping the momentum <i>Presented by the Canadian Race Relations Foundation in partnership with the Canadian Commission for UNESCO</i>	Level 700, 718 B
<b>REGIONAL CAUCUS MEETINGS</b>		
4-5 PM	Atlantic Provinces 🗳️	Level 700, 718 A
	British Columbia	Level 700, 713
	Ontario	Level 700, 715
	Prairies & Territories	Level 700, 718 B
5:30-7:30 PM	Quebec	Level 700, 717
	<b>OFFICIAL TRADE SHOW OPENING AND RECEPTION</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 800, Hall E

FRIDAY, MAY 26		LOCATION
7-8 AM	<b>BREAKFAST ON THE TRADE SHOW FLOOR</b>	Level 800, Hall E
7 AM-2:30 PM	<b>EXHIBITOR REGISTRATION</b>	Level 800, Foyer
7 AM-2:30 PM	<b>TRADE SHOW</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 800, Hall E
7 AM-4:30 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>	Level 600, Foyer
7 AM-5:30 PM	<b>CHILDCARE SERVICES</b>	Level 700, 704
8-9 AM	<b>OPENING CEREMONY</b> 🗳️ <i>Presented by CN Rail</i>	Level 800, Hall G
9-9:30 AM	<b>POLITICAL KEYNOTE</b> 🗳️	Level 800, Hall G
9:30-10:30 AM	<b>PRESIDENT'S FORUM BUILDING WELCOMING COMMUNITIES FOR A GROWING CANADA</b> 🗳️ <i>Presented by Chandos Construction</i>	Level 800, Hall G
10:30-11 AM	<b>COFFEE BREAK</b>	Level 800, Hall E

**LEGEND** : Simultaneous interpretation = 🗳️

## FRIDAY, MAY 26

10:30 AM- 12:45 PM	<b>STUDY TOURS</b>	
	Canoe Landing Community Centre St. Lawrence neighbourhood: Conserving heritage in Toronto's Old Town Union Station revitalization project	Departure, Level 500
	Indigenous Centre for Innovation and Entrepreneurship Toronto Overdose Information System: Informing our response to the opioid crisis	Level 700, 713 Level 700, 715
10:30 AM-1:15 PM	<b>STUDY TOURS</b>	
	Cycling tour of road safety projects Housing & intensification in established areas: Mid-rise buildings in West Queen West	Departure, Level 500
	Inclusive and resilient economic growth: Waterfront revitalization Revitalizing and decarbonizing the Bathurst Quay neighbourhood	
10:30 AM-1:45 PM	<b>STUDY TOURS</b>	
	Transforming Etobicoke Centre University of Toronto Scarborough campus tour	Departure, Level 500
11 AM-12 PM	<b>WORKSHOPS</b> 🗳️	
	Intercommunity transit: Closing the rural and regional transportation gap	Level 700, 718 A
	Becoming asset managers: Building team and self-resiliency <i>Presented by Mental Health Commission of Canada</i>	Level 700, 718 B
11 AM-12 PM	<b>ASK THE EXPERTS</b> 🗳️ Driving municipal sustainability priorities through CIB financing <i>Presented by Canada Infrastructure Bank</i>	Level 700, 717
12-1:45 PM	<b>LUNCH ON THE TRADE SHOW FLOOR</b> <i>Presented by Nuclear Waste Management Organization</i>	Level 800, Hall E
12:15-1:15 PM	<b>LUNCH AND LEARN HUB ON THE TRADE SHOW FLOOR</b>	
	12:15-12:30 PM	<i>Presented by CIMCO</i>
	12:35-12:50 PM	<i>Presented by Moneris</i>
	12:55-1:10 PM	<i>Presented by Catalis</i>
1:45-2:15 PM	<b>POLITICAL KEYNOTE</b> 🗳️ Melissa Lantsman, MP for Thornhill and Deputy Leader of the Conservative Party of Canada	Level 800, Hall G
2:15-3 PM	<b>COFFEE BREAK</b>	Level 700, Foyer
3-4 PM	<b>WORKSHOPS</b> 🗳️	
	How to build great public spaces and facilities <i>Presented by CSA Group</i>	Level 700, 718 A
3-4 PM	Fight the municipal brain drain: Attracting and retaining talent <i>Presented by SAP Canada Inc. and Canadian Internet Registration Authority (CIRA)</i>	Level 700, 718 B
3-4 PM	<b>ASK THE EXPERTS</b> 🗳️ Future-proofing Canada's agricultural sector <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	Level 700, 717
3-4:45 PM	<b>STUDY TOUR</b>	
	Street art and graffiti management: Walking tour of My Elders Said wall & Honour the Water wall	Departure, Level 500
3-5:15 PM	<b>STUDY TOURS</b>	
	Finding the missing middle: Low-rise housing in Toronto	Departure, Level 500
	Toronto's leading incubators & accelerators: LatAm Startups	
	Union Station revitalization project	
	Indigenous Centre for Innovation and Entrepreneurship Toronto Community Crisis Service: Reimagining crisis response	Level 700, 713 Level 700, 715
3-5:45 PM	<b>STUDY TOURS</b>	
	Building stronger and healthier communities: The Maple Leaf Sports and Entertainment Launchpad & Parks, Forestry and Recreation	Departure, Level 500
	Housing & intensification in established areas: Mid-rise Buildings in West Queen West	
	Modular supportive housing in Toronto	

## FRIDAY, MAY 26

3-6:15 PM	<b>STUDY TOUR</b>	From transit to transformation: Smart Track, Ontario Line and transit-oriented communities	Departure, Level 500
6:30-9 PM	<b>HOST CITY WELCOME RECEPTION</b> <i>Presented by Rogers Communications together with Shaw</i>		Royal Ontario Museum
<b>SATURDAY, MAY 27</b>			
7:30-8:30 AM	<b>BREAKFAST</b>		Level 800, Hall E
7:30 AM-2 PM	<b>EXHIBITOR REGISTRATION</b>		Level 800, Foyer
7:30 AM-2:30 PM	<b>TRADE SHOW</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>		Level 800, Hall E
7:30 AM-5 PM	<b>CHILDCARE SERVICES</b>		Level 700, 704
7:30 AM-6 PM	<b>DELEGATE REGISTRATION</b> <i>Presented by Municipal Information Network</i>		Level 600, Foyer
8-9 AM	<b>RESOLUTIONS PLENARY</b> 🗳️		Level 800, Hall G
9-10 AM	<b>RURAL PLENARY</b> 🗳️ Successful storytelling and advocating for rural communities <i>Presented by Canadian Telecommunications Association (CTA)</i>		Level 800, Hall G
10-10:15 AM	<b>POLITICAL KEYNOTE</b> 🗳️ Elizabeth May, Leader of the Green Party of Canada		Level 800, Hall G
10:15-11 AM	<b>COFFEE BREAK</b>		Level 800, Hall E
10:30 AM-12:45 PM	<b>STUDY TOUR</b>		
	Enwave Deep Lake Water Cooling		Departure, Level 500
10:30 AM-1:15 PM	<b>STUDY TOURS</b>		
	Housing & intensification in established areas: Mid-rise buildings in West Queen West	Departure, Level 500	
	Inclusive and resilient economic growth: Waterfront revitalization		
	Ravine strategy Revitalizing and decarbonizing the Bathurst Quay neighbourhood		
	Toronto's leading incubators & accelerators: Centre for Social Innovation		
10:30 AM-1:45 PM	<b>STUDY TOUR</b>		
	Golden Mile area		Departure, Level 500
11 AM-12 PM	<b>WORKSHOPS</b> 🗳️		
	Finding home: Canada's next generation of housing <i>Presented by Canadian Mortgage and Housing Corporation (CHMC)</i>		Level 700, 718 A
	Everything everywhere all at once: "multi-solving" climate solutions <i>Presented by Intact Public Entities</i>		Level 700, 718 B
	Think globally, act locally: municipalities and global challenges		Level 700, 716
11 AM-12 PM	<b>ASK THE EXPERTS</b> 🗳️ How P3s put private profit ahead of public interest <i>Presented by Canadian Union of Public Employees</i>		Level 700, 717
12-1:30 PM	<b>LUNCH ON THE TRADE SHOW FLOOR</b> <i>Presented by Lidstone &amp; Company</i>		Level 800, Hall E
12:15-1:15 PM	<b>LUNCH AND LEARN HUB ON THE TRADE SHOW FLOOR</b>		
	12:15-12:30 PM	<i>Presented by Liveable Cities</i>	
	12:35-12:50 PM	<i>Presented by Canadian Internet Registration Authority</i>	Level 800, Hall E
	12:55-1:10 PM	<i>Presented by Communities in Bloom</i>	
1:30-2 PM	<b>TRADE SHOW PRIZE DRAW</b> <i>Presented by Port of Vancouver</i>		Level 800, Hall E
2:15-3:15 PM	<b>PLENARY</b> 🗳️ A new fiscal framework for municipalities <i>Presented by Addenda Capital</i>		Level 800, Hall G
3-5:45 PM	<b>STUDY TOUR</b>		
	Supporting Toronto's grassroots music community: It's OK* Studios		Departure, Level 500
3:15-3:45 PM	<b>COFFEE BREAK</b>		Level 700, Foyer



21 June 2023

Council

## TRIP REPORT – FCM 2023 TORONTO

### Introduction

1. I attended the Annual FCM conference in Toronto ON. The FCM was held May 25-28, 2023, at the Metro Toronto Conference Centre, hosted by Federation of Canadian Municipalities and the City of Toronto. Three members of council from the Town of Kentville attended the conference. Four members of council from Kings County and over 1200 elected official from across Canada attended the FCM conference. There were over 3,000 in attendance, when considering volunteers and corporate representatives.

### Administration and Finances

2. The travel administration was supported by the Town of Kentville. Accommodations were secured at the Marriott Toronto City Centre, an FCM recommended hotel in Toronto ON, air travel was with Porter Airline to Toronto Island Airport. The cost of the conference was \$996.00. The total cost of the trip was borne by the Town of Kentville under the mayor's legislative expense at a total cost of \$3,389.18.

### Conference Facilities

3. The conference facility is outstanding. Securing rooms close to the Conference Centre was ideal, for most of the daily conference events. However, evening events were held offsite and required the use of taxis or transit.

### Conference Content

4. The schedule was available only online through the FCM app. This is very convenient once on site, however it is not great for pre-planning attendance at general assemblies and sub-committee working groups in concert with the Study Tours. The briefings provided during the general assemblies were informative and provided a good overview of common problem areas faced by all municipalities from Coast, to Coast, to Coast. Daily lunch was provided on the tradeshow floor and included in the registration fee. Sunday night included in the registration the City of Toronto hosted a gala dinner which was well attended and truly the highlight of the event. Local food, and music, regaled the audience. I attended the following briefing:

- a. Opening Ceremony, Prime Minister's Address, President's Forum with stories from the front lines on Welcoming Communities;
- b. Driving municipal sustainability priorities through financing with the Canadian Infrastructure Bank (CIB);
- c. Political Keynotes with NDP Leader Jagmeet Singh, Conservative Deputy Leader Melissa Lantsman and Green Party Leader Elizabeth May;
- d. Future Proofing Canada's Agriculture sector, Egg, Chicken, Turkey and Dairy Farmers of Canada;
- e. Resolutions Plenary;
- f. Rural Plenary;

- g. P3 profit ahead of public interest, Canadian Union of Public Employees;
  - h. Plenary on Future of Canadian Municipalities;
  - i. AGM and elections; and
  - j. Closing Plenary – Look at the Next Federal Election and what is important to Canadians..
5. Interesting ideas:
- a. MITACS Municipal Innovation;
  - b. NRB Modular – Modular Housing Solutions;
  - c. Pallet Shelter; and
  - d. Cyber harassment.
6. Ideas for consideration by Staff:
- a. CPRA online community for Parks and Recreation Sector;
  - b. MAGNA Stormwater and Wastewater Innovative Infrastructure Solutions;
  - c. City Portal – Airbnb.
7. The presentations are available electronically on the FCM website.

### Recommendations

8. It is recommended that Town of Kentville continue to attend the FCM. Cross section attendance is extremely important as making contact with other councillors and staff to facilitate most ongoing processes.
9. Conferences are not only about talks, they're about the community and the people who attend them. What better place to share our ideas, get valuable feedback and connect with other elected officials? Not only by listening to talks and presentations but by the complete experience of attending a conference. It goes without saying that networking is a two-way street, talking to other people, communicating our ideas, and listening to feedback or experience on municipal matters is key to a successful conference. Prime Minister Trudeau, said in his address to the membership that "if you are here, you have your communities at heart." We are the government closest to the people and we are real people building our communities, we do not divide our citizens, we unite them.
10. Moreover, there is a two-fold benefit of attending conferences. Not only do you learn things outside your field of expertise, but these events give you the opportunity to talk to these people one-on-one about what they are working on and their experience in delivering municipal services. They tell you the stuff that is not in the glossy brochure, the real lived experience with delivering services and the tools we use to deliver those services daily to our residents. It was highlighted by the FCM CEO that we should let what we learned inspire our work with out and on behalf of our citizens.
11. Conferences offer a glimpse into the latest trends and technologies. The Town of Kentville has benefited from chatting with suppliers, which has resulted in numerous acquisitions, such as the self watering plant baskets currently used downtown, or the holiday lighting. We bring back several ideas for consideration by our staff, from a new solution to sewer systems, to building recreation facilities on budget, and how to look after those who are not housed. To make good decisions we need information that comes from a variety of sources. More importantly the opportunity to speak with municipal partners

who have implemented these solutions, or decided against it and why that decision was taken.

12. Conferences offer a chance to network and learn from industry leaders, particularly in the major industrial sectors and the availability of grants and funding. The FCM conference, provides the opportunity to listen to lectures from conference speakers and connect with them to ask specific questions related to current conditions in our municipality. Furthermore, it sparks valuable conversations with other attendees, peers and industry experts.

13. The next FCM will be held in Calgary on the following dates, June 6-9, 2024.

14. Questions regarding this conference or the recommendations may be referred to the undersigned.

Respectfully Submitted

Sandra Snow  
Mayor

Enclosure: 1

<b>Name:</b>	Councilor Andrew Zebian		
<b>Date:</b>	June 12/23	<b>Date Submitted to CAO:</b>	June 5/23

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

<b>Detail</b>	<b>Synopsis</b>				
<b>Decision Requested:</b>	I would like to ensure that all in camera meetings are recorded on video.				
<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"/>
	In my opinion, in camera meetings should be recorded and preserved on video. In camera meetings are private, however there have been many instances where minutes simply cannot easily reflect exactly what transpired in the meetings. To avoid further confusion or misinterpretations, all meetings of Council should be recorded and preserved on video. Many Municipalities record video footage of their in camera meetings and I believe this is the responsible thing to do. We have the technology and means to do this so this should be relatively easy to start.				
<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>To record video footage of all in camera meetings, effective June 26,2023.</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>	



**TO:** Council

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

**DATE:** June 26, 2023

**SUBJECT:** Sherry Avenue Property Tax Reduction

**ORIGIN**

The structure at 24 Sherry Avenue was destroyed by fire earlier this year. The property owners are requesting a credit for the taxes paid on May 5, 2023 (\$1191.94).

**DISCUSSION**

Pursuant to Policy Statement G37F “Tax Reduction”, a resident may apply for a temporary exemption of property taxes in events including a total structure loss by fire. Upon approval by Council, staff would contact the building inspector and Assessment Services to verify the buildings at the address. Once the inspector inspects the property the assessed value will be adjusted for the upcoming property tax bill. No credit can be issued for taxes already paid.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

Not available.

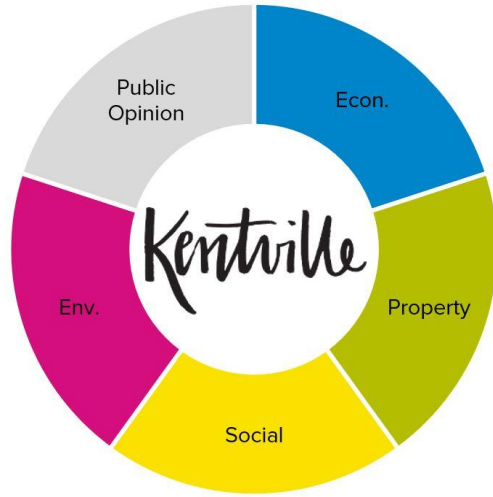
**ASSOCIATED DOCUMENTS**

None.

**RECOMMENDATIONS**

**That Council approve the request for property tax reduction for 24 Sherry Avenue, pursuant to Policy Statement G37F “Tax Reduction”.**

Town of Kentville Decision Wheel:



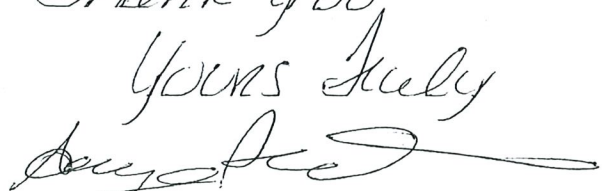
June 16/23

To: Town Council person:  
Sandra Snow

Hello. Our names are George + Mary Ann Seltzman  
we are the owners of 24 Sherry Ave North Kentville  
Nova Scotia. We paid our \$ 1191.94 property taxes May 5/23.

To our surprise the dwelling (House) had a  
electrical fine and it's no longer liveable.

We (George + Mary Ann Seltzman) were wondering  
and concerned if the town of Kentville would  
consider some sort of refund on the property  
taxes we paid May 5/23.

Thank you  
Yours Truly  
  
Mary Ann Seltzman





**Municipal Affairs and Housing  
Office of the Minister**

---

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • [novascotia.ca](http://novascotia.ca)

---

June 15, 2023

Sandra Snow, Mayor  
Town of Kentville  
354 Main Street  
Kentville, NS B4N 1K6

Dear Mayor Snow:

As is the case in other provinces, Nova Scotia is facing a challenge regarding the availability and affordability of housing. While this challenge is felt by so many Nova Scotians, it is also acutely felt by employers, including healthcare and construction employers, who are trying to recruit much needed workers in their sectors. This challenge has recently been further intensified in some communities where residents have been displaced by wildfires.

The Province is committed to growing our investments in housing. We have announced several affordable housing projects across the province in recent months. And, as you know, we have recently leveraged a partnership with the Housing Trust of Nova Scotia to invest \$20M in modular housing. One of the barriers they have experienced in advancing their modular builds is the availability of serviced and/or serviceable land.

While we will continue to grow our inventory of provincially owned land for housing, we are also asking for your help by sharing a list of any municipally owned, serviced (or easily serviceable) land that may be suitable for any type of new housing development, or unused buildings on serviced land for which you currently do not have any planned future use. This will help us to identify future opportunities for housing investments.

We value the partnership we have with municipalities across the province and know you are dealing with the reality of this housing challenge every day in your community. Many of you have received several requests from us as we try to find solutions to housing. We appreciate your responsiveness and willingness to put forward ideas.

Together, we can move the marker on housing. We look forward to hearing back from you and request information be submitted to Jennifer MacIntyre at [Jennifer.MacIntyre@novascotia.ca](mailto:Jennifer.MacIntyre@novascotia.ca) by July 15, 2023.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Lohr'.

Honourable John Lohr  
Minister of Municipal Affairs and Housing

c: Dan Troke, Chief Administrative Officer, Town of Kentville