



# **TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE July 10, 2023 AGENDA**

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
  - (a) Council Advisory Committee, June 12, 2023**
- 4. PRESENTATIONS**
  - (a) Kentville Perpetual Investment Fund – Chris MacRae**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance**
    - 1. Director’s Report**
    - 2. Operating Fund Statement**
  - (b) Planning and Development**
    - 1. Staff Report**
  - (c) Parks and Recreation**
    - 1. Director’s Report**
  - (d) Police**
    - 1. Chief’s Report**
  - (e) Engineering and Public Works**
    - 1. Director’s Report**
  - (f) Administration**
    - 1. Chief Administrative Officer’s Report**

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

- (a) Accessibility Report from Staff
- (b) Transportation Report from Staff

**7. CORRESPONDENCE**

- (a) None.

**8. NEW BUSINESS**

- (a) Centre Square Lease Agreement
- (b) Housing Accelerator Fund Application
- (c) Tennis Facility Report
- (d) Naming Committee Member Appointments

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

- (a) None.

**11. ADJOURNMENT**

DRAFT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: June 12, 2023  
**Town Hall, 354 Main Street, Kentville Nova Scotia**

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

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Chief Administrative Officer (CAO) Dan Troke reported the following members of Council and staff were present:

**1. PRESENT**

**Council:**

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

**Staff:**

- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Martin Smith, Deputy Chief of Police
- Wanda Matthews, Director of Finance
- Jennifer West, Recording Secretary
- Geoff Muttart, Solicitor

**REGRETS**

None.

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

**2. APPROVAL OF THE AGENDA**

Addition, 3.a CAC Meeting Minutes, May 8, 2023  
Deleted, 3.a Council Advisory Committee Council Meeting Minutes, April 24, 2023

**It was moved that the agenda for the Council Advisory Committee meeting of June 12, 2023 be approved.**

# DRAFT

## MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

- (a) Removed from the agenda.
- (a) Council Advisory Committee, Meeting Minutes, May 8, 2023.

**It was moved that the minutes from the Council Advisory Committee meeting held on May 8, 2023 be approved.**

## MOTION CARRIED

- (b) Council Advisory Committee, Meeting Minutes, May 15, 2023.

**It was moved that the minutes from the Council Advisory Committee meeting held on May 15, 2023 be approved.**

## MOTION CARRIED

### 4. PRESENTATIONS

#### (a) Proposed Kentville Tennis Facility – Paul Morgan

Paul Morgan from the Kings County Tennis Association presented his proposal to build a tennis facility in Kentville. He described the popularity of racket sports like tennis and pickleball and the demand for more indoor racket facilities. He said that the facility would be owned and operated by the Kings County Tennis Association, and the start date for construction is spring 2024.

The request at this meeting was for land to be donated for this facility, and to provide infrastructure to support the building.

*Presentation available*

### 5. DEPARTMENT REPORTS AND RECOMMENDATIONS

#### (a) Finance

##### (1) Directors Report and Projection Report

Director Matthews presented the report for the period ending May 31, 2023. To this date, 86% of utility bills were paid by May 31, 2023. Staff are focused on preparing the audit, they are being trained to support administration of the Property Assessed Clean Energy (PACE) program, and they are recruiting for the position of Accountant.

*See report for more information.*

##### (2) Withdrawal, Sanitary Sewer Operating Reserve

Director Matthews presented a request from the finance department that \$33,057 be withdrawn from the Sanitary Sewer Operating Reserve to support

# DRAFT

a shortfall caused by a charge against the Sanitary Sewer operating budget. The sanitary sewer operating reserve fund holds \$539,797.

*See report for more information.*

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

**That Council Advisory Committee recommend**

To the June 26, 2023 meeting of Council

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(3) Asset Retirement Obligations Policy**

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.

*See report for more information.*

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

**That Council Advisory Committee recommend**

To the June 26, 2023 meeting of Council

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Planning and Development**

**(1) Department Report**

CAO Troke presented the planning report for May 2023. Highlights included a building valuation of \$2,299,966 for the year thus far, collaborations with the Highbury Education Centre, partnership with the Blk Women of Excellence, and hiring Cathy Whynot as the Assistant Manager for the Visitor Information Centre.

*See report for more information.*

# DRAFT

**(2) Rezoning Supplemental Report**

Director Bell presented the report with updates to the rezoning application in MacDougall Heights regarding stormwater management and traffic. He explained that the developer is aware of added stormwater management planning which will be required in this area. Traffic and sanitary sewer will be addressed by the developer and also by new infrastructure being added along the Donald E. Hiltz Connector Road. The public is invited to a public hearing on this rezoning application on June 21 at 6pm.

*See report for more information.*

**(c) Parks and Recreation**

**(1) Director’s Report**

Director Bedingfield presented her report for May 2023. Some of the highlights included a Homeless No More Action Event, grant application to the CMHC Housing Accelerator Fund, Ducks Unlimited assessment of Miners Marsh, and an update on the Spike Fund. The grandstand replacement at Memorial Park will result in a more accessible facility for residents. Staff are preparing reports to respond to concerns raised by the Inclusion and Access Advisory Committee.

*See report for more information.*

**(d) Police Report**

**(1) Chief’s Report**

Deputy Police Chief Smith presented the police commission report, which included discussion about human trafficking, the Chiefs Spring meeting in Truro, and discussion with the Department of Justice. There will be a regional workshop on preventing human trafficking, set for June 28 at the Kentville Fire Hall.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director’s Report**

Director Bell submitted his report for May 2023. Some of the highlights included Water Commission budgets, patch paving and line painting in town, and an update on work at Canaan Avenue.

*See report for more information.*

Discussion:

- Staff will address a sunken manhole at the Belcher-Cornwallis intersection this summer.

# DRAFT

- Concerns about the condition of the sidewalk on Cornwallis Street from the bridge to Exhibition Street, and on Belcher Street near the Burke subdivision.
- Concerns about repairing the Kentville Historical Society building. CAO Troke will review the work required.

**(f) Administration**

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

CAO Dan Troke submitted his report for May 2023. Highlights included the year end work with the finance committee, grant applications from several departments, job postings and the Joint Regional Transportation Agency.

*See report for more information.*

**(2) Joint Regional Transportation Agency**

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.

*See report for more information.*

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

**That Council Advisory Committee recommend**  
To the June 26, 2023 meeting of Council

**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.**

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

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

- (a) None**

**7. CORRESPONDENCE**

**(a) Coastal Protection Act Joint Letter**

Mayor Snow reviewed the contents of the letter from the Ecology Action Centre outlining the need for municipal support for the enactment of coastal protection legislation. By consent, Council supported writing a letter in support of coastal legislation.

# DRAFT

*Letter available*

## 8. NEW BUSINESS

### (a) Kentville Tennis Facility Proposal

CAO Troke reviewed the request from the meeting’s presenter, Paul Morgan around this facility. He recommended that recreation and finance staff provide additional information about how this kind of facility would impact their programs and facilities.

Discussion

- Staff will confirm whether this group needs a letter of support for this project from Council, including how the Credit Union Rec Complex was funded and created.
- Staff will explore any opportunities to potentially combine facilities that the town needs.

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

**That Council Advisory Committee recommend**

**That Council direct the CAO to provide a staff report on recommendations and a way forward on this initiative.**

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

## 9. PUBLIC COMMENTS

### (a) Ron Cousins

Question about the rescheduling of the Rotary Environment Day.

## 10. ADJOURNMENT

There being no further business to discuss,  
**Council Advisory Committee adjourned at 7:45 p.m.**

### MOTION CARRIED

---

Minutes Approved by Town Clerk  
Dan Troke





**TOWN OF KENTVILLE**  
**Staff Report to Council Advisory Committee**  
**For the Month of June 2023**  
**DEPARTMENT- FINANCE**

**Operations**

- Kent and Duffett our external auditor was on site as scheduled in June to perform audit field work and is scheduled to return mid-July. Audit results are planned to be brought forward to the Audit Committee and Council at the end of July 2023.
- Provincial annual reporting and filing requirements are yet to be released.
- Interviews for the Accountant position are underway.
- Year-end audit preparation for the Kentville Volunteer Fire Department is progressing with scheduled completion at the end of July 2023.

**Financial**

- Preliminary fiscal 2023 unaudited operating fund results require minimal transfer from reserves to maintain a balanced budget position.
- Audited consolidated financial statements and schedules have been condensed with the view to simplify the information for the reader.
- The 2023-2024 operating fund capital budget of \$ 6,605,900 has been entered into our reporting system. Year to date expenditures is \$ 682,541 (10 % of budget).
- The preliminary Quarter 1 (Q1) Operating Fund Statement of Operations along with an overview analysis is attached.

Respectfully submitted,

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

Wanda Matthews, CPA, CA  
Director of Finance  
The Kentville logo, consisting of the word "Kentville" in a blue, cursive script font.



Town of Kentville Operating Fund  
**Statement of Operations**  
For the Period Ending June 2023

**Overall**

Quarter 1 results do not provide sufficient new information to adjust the 2023-2024 forecast from the annual budget. Actual revenue sources and expenditure payments are reported as they are earned or come due. The portion of revenues or expenditures recognized as a percentage of the annual budget is the budget revenue or spend rates. If revenues and expenditures were evenly distributed throughout the year, a 25% revenue or spend rate would be expected in Quarter 1 (Q1). Spending patterns are often annual, quarterly, or monthly. Timing differences between yearly spend rates and budget compared to actual occur; however, they are not expected to create a significant variance between actual and budget at fiscal year-end.

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. They are in line with the annual approved budgets based on preliminary Q1 results. Department specific forecasts will be established using September results.

Explanation of significant changes between current year and prior year revenue or spend rates are below.

**Revenue**

- **Taxes** are generally based on the 2022/2023 property tax rate making the revenue rate less than 50% as expected.
- **Business property revenue** budget exceeds actual by \$3,313. Forecasting a deficit for this item.
- **Services to local government** – Kentville library semi-annual invoicing to County of Kings delayed.
- **Other revenue-own sources** – Recording of interest revenue outstanding.
- **Conditional transfer** Q1 revenue for a police secondment agreement recorded in 2023.

**Expenditures**

- **General Admin**
  - Insurance expenditure is fully recorded in **General Admin** while budget is assigned to multiple departments including **Protective Services, Transportation Services, and Recreation**. Reallocation entries to be complete.
  - One time PACE cost sharing with West Hants, IT MDR solution and grants to community organizations are included in Q1 (\$51,114).
- **Debt charges** occur semi- annually following our payment schedule.
- Some internal allocations between departments remain outstanding impacting **Transportation Services** and **General Admin**.
- Street lighting payment timing differs from the prior year impacting **Transportation Services**.

# Town of Kentville Operating Fund

## Statement of Operations

For the Period ended June 30, 2023

Revenue	Annual Budget	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
<b>TAXES</b>				
<b>Tax (including Industrial Park)</b>				
Assessable property	11,330,480	5,300,940	46.8%	45.7%
Resource	54,070	23,273	43.0%	46.4%
Economic development	112,200	52,677	46.9%	39.7%
	11,496,750	5,376,889	46.8%	
<b>Area rates and frontages</b>				
Area rates	674,550	355,855	52.8%	54.0%
Special assessments	2,000	-	0.0%	0.0%
	676,550	355,855		
<b>Based on revenue</b>				
Business property	34,600	31,317	90.5%	96.6%
<b>TOTAL TAXATION</b>	<b>12,207,900</b>	<b>5,764,061</b>	<b>47.2%</b>	<b>46.3%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>				
Federal and agencies	387,900	-	0.0%	0.0%
Provincial and agencies	178,400	-	0.0%	0.0%
	<b>566,300</b>	<b>-</b>	<b>0.0%</b>	
<b>SERVICES TO OTHER GOVERNMENTS</b>				
Provincial government	138,300	35,301	25.5%	11.5%
Local government	96,100	-	0.0%	23.2%
	<b>234,400</b>	<b>35,301</b>	<b>15.1%</b>	<b>16.3%</b>
<b>SALES OF SERVICES</b>				
Agencies	<b>1,060,500</b>	<b>58,137</b>	<b>5.5%</b>	<b>26.5%</b>
<b>OTHER REVENUE-OWN SOURCES</b>				
Fines, fees, permits	36,600	13,670	37.3%	31.9%
Rentals	415,400	18,311	4.4%	5.0%
Interest	134,200	12,212	9.1%	32.5%
Return on investments	630,000	-	0.0%	0.0%
Other	43,400	6,889	15.9%	23.2%
	<b>1,259,600</b>	<b>51,082</b>	<b>4.1%</b>	<b>5.9%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b>223,400</b>	<b>52,259</b>	<b>23.4%</b>	<b>22.9%</b>
<b>CONDITIONAL TRANSFERS</b>	<b>169,900</b>	<b>25,000</b>	<b>14.7%</b>	<b>1.0%</b>
<b>FINANCING AND TRANSFERS</b>				
From reserves	241,900	-	0.0%	0.0%
	<b>241,900</b>	<b>-</b>	<b>0.0%</b>	<b>0.0%</b>
<b>TOTAL REVENUE</b>	<b>15,963,900</b>	<b>5,985,841</b>	<b>37.5%</b>	<b>37.5%</b>

# Town of Kentville Operating Fund

## Statement of Operations

For the Period ended June 30, 2023

<b>Expenditures</b>	<b>Annual Budget</b>	<b>Preliminary YTD Amount</b>	<b>% Budget Expended CY</b>	<b>% Budget Expended PY</b>
<b>GENERAL ADMINISTRATION</b>				
Legislative	287,600	65,020	22.6%	26.6%
General administration	1,734,500	692,400	39.9%	13.0%
	<b>2,022,100</b>	<b>757,420</b>	<b>37.5%</b>	<b>15.1%</b>
<b>PROTECTIVE SERVICES</b>				
Police- core program	2,969,800	699,857	23.6%	31.3%
Police-sales of service	158,900	31,241	19.7%	15.0%
Law enforcement	213,400	47,433	22.2%	23.1%
Fire fighting	908,900	253,000	27.8%	18.8%
Protective service- debt charge	3,600	2,049	56.9%	54.8%
Emergency measures and other	148,100	27,273	18.4%	6.3%
	<b>4,402,700</b>	<b>1,060,853</b>	<b>24.1%</b>	<b>26.8%</b>
<b>TRANSPORTATION SERVICES</b>				
Common services	1,228,000	301,277	24.5%	33.1%
Road transportation	822,400	68,690	8.4%	11.6%
Public transit	408,100	67,707	16.6%	28.2%
Transportation- debt charge	50,400	26,925	53.4%	47.0%
Other	98,700	0	0.0%	27.3%
	<b>2,607,600</b>	<b>464,599</b>	<b>17.8%</b>	<b>25.6%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
Solid waste collection and recyclin	<b>729,400</b>	<b>206,163</b>	<b>28.3%</b>	<b>35.5%</b>
<b>PUBLIC HEALTH</b>				
Public health and housing	<b>90,000</b>	-	<b>0.0%</b>	<b>0.0%</b>
<b>ENVIRONMENTAL DEVELOPMENT</b>				
Planning and zoning	242,200	25,880	10.7%	33.4%
Other community development	512,100	88,444	17.3%	19.7%
	<b>754,300</b>	<b>114,324</b>	<b>15.2%</b>	<b>24.5%</b>
<b>RECREATION AND CULTURAL</b>				
Recreation-Administration	766,700	153,496	20.0%	35.7%
-Programmes (net)	195,100	-38,732	-19.9%	-5.8%
-Facilities	760,400	120,816	15.9%	29.7%
-Debt charge	28,900	14,349	49.7%	43.9%
Cultural	140,300	34,602	24.7%	24.6%
	<b>1,891,400</b>	<b>284,531</b>	<b>15.0%</b>	<b>27.9%</b>
<b>EDUCATION</b>	<b>1,805,200</b>	<b>405,822</b>	<b>22.5%</b>	<b>24.8%</b>
<b>FINANCING AND TRANSFERS</b>				
Debt charge- principal	911,700	815,730	89.5%	92.5%
Transfers to allowances and reser	749,500	0	0.0%	0.0%
	<b>1,661,200</b>	<b>815,730</b>	<b>49.1%</b>	<b>49.8%</b>
<b>TOTAL EXPENDITURE</b>	<b>15,963,900</b>	<b>4,109,442</b>	<b>25.7%</b>	<b>27.7%</b>
<b>SURPLUS (DEFICIT)</b>	<b>-0</b>	<b>1,876,399</b>		



# Town of Kentville

## Staff Report to Council Advisory Committee

### Planning & Development

July 2023

#### Programs and Operations

- **Development Permits:** 17 Development Permits were issued in the month of April, with a total building valuation of \$563,792.27. Activity & Development Permit Report is attached.
- **Subdivision Applications:** 3 new subdivision files have been submitted for this month.
- The Town of Kentville is partnering with Blk Women in Excellence and the Portal on an entrepreneurship program for black youth which started last week. The 8-week workshop is free to participants and is running out of the Kentville Recreation Centre.
- The Historic Kentville video is just about ready for public release. We are tweaking a few minor things in editing and should have the final version released by mid-July.
- **MPS Amendments:** the MGA sets out minimum planning standards that the Town’s planning documents need to acknowledge. There are two areas within our current MPS that need to be amended: Engaging with abutting municipalities, and language to connect the MPS to the public participation policy. Staff will be working on this file in the coming months.

#### Tourism & Special events

- The Kentville Mural Festival is returning to downtown Kentville July 14-16. There is a full schedule of activities and a map to existing and new mural sites on the KBC website and on the Facebook event page.
- Please note the following upcoming dates for special and signature events in Kentville:

- ~~Apple Blossom Festival: May 25-27 (Kentville)~~
- ~~Devil's Half Acre Motorcycle Rally: June 25-26~~
- Kentville Mural Festival: July 14-16
- Canada Cup Mountain Bike Nationals: July 20-23
- Kentville Multicultural Festival: September 9
- Pumpkin People Festival: October 7-29
- Kentville Harvest Festival: October 7

## Projects

- **McDougall Heights Rezoning:** Public Hearing for the rezoning was held at the Kentville Fire Hall on June 21<sup>st</sup> at 6pm – 9pm. Staff prepared a report providing further clarification on a few subject matters to Council on July 4<sup>th</sup>.
- **Subdivision Bylaw Amendments:** Public Hearing was held on June 20<sup>th</sup> at 6pm in Council Chambers and a Special Council meeting immediately followed to hold Second Reading. The amendments are now with the Province awaiting review.

## Meetings/Training

- Staff Meetings
- Meeting with NSECC regarding Food Safety Permits
- Housing Accelerator Fund Meeting
- Various property owners and business liaisons regarding development opportunities in the Town

## Public Engagement

- Appointments are encouraged with staff for those looking for support with Development Permit and Subdivision Applications
- VIC Grand Opening
- Frequent phone calls and email correspondence
- Appointments are encouraged with staff for those who wish to have support with Development Permit Applications and Subdivision Applications

Respectfully Submitted,

**Kirsten Duncan**

Planning Technician/Acting Development Officer

**Lindsay Young**

Community & Economic Development Coordinator

Staff Report

Page 2

# Activity Report

Planning & Development

June 2023



<i>PERMITS</i>	<i>PERMITS ISSUED</i> June 2023		<i>PERMITS ISSUED</i> June 2022	
	Month Total	Year Total	Month Total	Year Total
<b>Number of Permits</b>	17	63	13	85
<b>Total Building Value</b>	\$ 563,792.27	\$ 8,384,639.23	\$ 592,626.00	\$ 16,972,526.00
<b>Permit Revenue</b>	\$ 826.58	\$ 13,224.47	\$ 774.95	\$ 13,506.44

# Permit Report

Planning & Development

June 2023



<b>Permit #:</b>	<b>4162</b>	<b>Permit Date:</b>	6/1/2023
<b>Value of Construction:</b>	\$115,000.00	<b>Fee:</b>	\$135.50
New Commercial/Industrial Construction - Constructing a new 25' x 30' (750 sq ft) commercial building for offices and storage in the Business Park.			

<b>Permit #:</b>	<b>4163</b>	<b>Permit Date:</b>	6/1/2023
<b>Value of Construction:</b>	\$3,710.00	<b>Fee:</b>	\$23.70
New Accessory Construction - Constructing a new 6' x 14' (84 sq ft) deck on the front of an existing dwelling.			

<b>Permit #:</b>	<b>4151</b>	<b>Permit Date:</b>	6/2/2023
<b>Value of Construction:</b>	\$250,000.00	<b>Fee:</b>	\$130.00
New Residential Construction - Constructing a Single Unit Dwelling, 1,000 sq ft in area.			

<b>Permit #:</b>	<b>4164</b>	<b>Permit Date:</b>	6/2/2023
<b>Value of Construction:</b>	\$2,000.00	<b>Fee:</b>	\$50.00
Swimming Pool - Installing a 27' above ground pool on a Single Unit Dwelling lot.			

<b>Permit #:</b>	<b>4165</b>	<b>Permit Date:</b>	6/2/2023
<b>Value of Construction:</b>	\$0.00	<b>Fee:</b>	\$0.00
Change of Tenant - Change of tenant from a retail business to a take-out food establishment			

<b>Permit #:</b>	<b>4157</b>	<b>Permit Date:</b>	6/7/2023
<b>Value of Construction:</b>	\$18,367.82	<b>Fee:</b>	\$50.00
Solar Panels - Installing 8 new Solar Panels on the roof an existing Single Unit Dwelling and upgrading the existing solar micro inverters.			

<b>Permit #:</b>	<b>4168</b>	<b>Permit Date:</b>	6/7/2023
<b>Value of Construction:</b>	\$15,000.00	<b>Fee:</b>	\$15,000.00
Swimming Pool - Installling a 18' above ground pool on a Single Unit Dwelling lot.			

<b>Permit #:</b>	<b>4169</b>	<b>Permit Date:</b>	6/7/2023
<b>Value of Construction:</b>	\$0.00	<b>Fee:</b>	\$0.00
Change of Tenant - Change of tenant from one barbershop to a new barbershop.			



<b>Permit #:</b>	<b>4159</b>	<b>Permit Date:</b>	6/16/2023
<b>Value of Construction:</b>	\$24,219.00	<b>Fee:</b>	\$50.00
Solar Panels - Installing 23 Solar Panels on the roof of the existing dwelling.			

<b>Permit #:</b>	<b>4167</b>	<b>Permit Date:</b>	6/16/2023
<b>Value of Construction:</b>	\$40,014.00	<b>Fee:</b>	\$50.00
Solar Panels - Installing 38 Solar Panels on the roof of the existing dwelling.			

<b>Permit #:</b>	<b>4173</b>	<b>Permit Date:</b>	6/16/2023
<b>Value of Construction:</b>	\$0.00	<b>Fee:</b>	\$30.00
Demolition - Demolishing the Grandstands at Memorial Park.			

<b>Permit #:</b>	<b>4150</b>	<b>Permit Date:</b>	6/28/2023
<b>Value of Construction:</b>	\$28,000.00	<b>Fee:</b>	\$94.18
Renovations/Signage - Renovating the exterior of the commercial building to include façade improvements and new signage.			

<b>Permit #:</b>	<b>4175</b>	<b>Permit Date:</b>	6/28/2023
<b>Value of Construction:</b>	\$35,216.45	<b>Fee:</b>	\$50.00
Solar Panels - Installing 25 Solar Panels on the roof of the existing dwelling.			

<b>Permit #:</b>	<b>4177</b>	<b>Permit Date:</b>	6/28/2023
<b>Value of Construction:</b>	\$21,465.00	<b>Fee:</b>	\$50.00
Solar Panels - Installing 20 Solar Panels on the roof of the existing dwelling.			

<b>Permit #:</b>	<b>4179</b>	<b>Permit Date:</b>	6/28/2023
<b>Value of Construction:</b>	\$4,800.00	<b>Fee:</b>	\$0.00
New Accessory Structure - Installing a 4' black chainlink fence around the perimeter of the back yard.			

<b>Permit #:</b>	<b>4170</b>	<b>Permit Date:</b>	6/30/2023
<b>Value of Construction:</b>	\$6,000.00	<b>Fee:</b>	\$33.20
Renovations - Replacing the roof over the entrance to a Commercial recreation building.			

<b>Permit #:</b>	<b>4180</b>	<b>Permit Date:</b>	6/30/2023
<b>Value of Construction:</b>	\$0.00	<b>Fee:</b>	\$30.00
Demolition - Demolishing a Single Unit Dwelling that was destroyed by a fire.			



**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**For the Month of June 2023**  
**DEPARTMENT OF PARKS AND RECREATION**  
**PRESENTED ON JULY 10<sup>TH</sup>, 2023**

**Administration and Operations**

- Housing Accelerator Fund (HAF)
  - The HAF Funding Portal has now opened, staff are continuing to work collaboratively to prepare and finalize the application submission.
  
- Innovation Grant
  - Staff submitted a grant application to the Municipal Innovation Program from Municipal Affairs to fund the work of the Housing and Community Partnership Coordinator and to support the work of increasing access to affordable, attainable and equitable housing within the Town of Kentville.
  
- Community Cooling/warming Centre
  - Staff are connecting with community partners to prepare for the implementation of the community cooling/warming centre.
  - In response to community impacts of climate change, staff are working on a heat map of the community to identify high-heat areas and potential natural community cooling locations. This is part of a larger initiative that looks at decentralizing ways for community members to keep cool as temperatures rise due to climate change.
  
- Community Partnerships
  - Staff are reviewing the opportunity to be certified by Nature Canada as a Bird Friendly City (Municipality).
  - Staff are continuing to work with the Homeless No More Initiative and identifying the next steps in response to rural homelessness in the region (Digby to West Hants)
  - Staff attended the KPS Human Trafficking Awareness Information Session and prepared a report that captures key elements of the session.
  
- Spike Fund

- The Spike Fund continues to have weekly request for support in order to access programming and other recreational opportunities.
- Training
  - All summer program staff plus one arena staff have received training to administer Naloxone. Each person who attended training has a kit. All frontline staff will continue to take this training.

## **Facilities and Operations**

### OPERATIONS:

- We are currently seeking to fill a Landscaper position on our Parks team.

### FACILITIES:

- Arena
  - The arena hosted the Pet Expo and Benjamin Circus in June
- Parks and Trails
  - Staff continue to maintain the trails and field in-between the rain. Regular maintenance has been difficult and often times mowing is not possible.
  - Deer Haven Community Trail consultation will be taking place on July 6<sup>th</sup>. A survey will be made available on the Town website for all those who are unable to attend in person.
- Pool and Splashpad
  - The pool continues to lose water and staff continue to re-fill daily.
  - Pump repairs will require that the pool shut down during the summer for at least one day.
  - The splashpad remains open.

## **Programs and Operations**

### OPERATIONS:

- Summer programming information can be found here: [www.kentville.ca/Summer2023](http://www.kentville.ca/Summer2023)
- Our Summer Outreach Staff have taken over the Kentville Recreation Instagram Account. Follow along for updates on everything recreation this summer. The handle is @ktown\_rec.

### PROGRAMS

- All summer programming has begun, with a few adjustments needing to be made because of the weather.

### **Community Outreach and Events**

- 2023 National Mountain Biking Championships Taking Place July 20<sup>th</sup>-23<sup>rd</sup>
  - We are in final stages of planning the event,
  - Notices will be going out to all impacted residences as it relates to road closures for the event.

### **CAPITAL PROJECTS**

- Dog Park
  - This project is complete and scheduled to open on July 7<sup>th</sup>, 2023.
- Gorge Park Upgrades for Nationals:
  - This work has been completed.
- Memorial Park Upgrades for Nationals
  - This work has been completed.
- Grandstands:
  - Bleacher demolition has been completed. The next step will be to level the space, set concrete foundation and install retaining wall. We hope to have this project completed by the end of October.

### **Council Related**

- Kentville's Accessibility Action Plan
  - *Kentville Access and Advisory Committee (KIAAC)*: This committee continues to meet. The public is encouraged to contact members of KIAAC with any concerns, suggestions and queries: [accessibility@kentville.ca](mailto:accessibility@kentville.ca), or visit our website at [www.kentville.ca/accessibility](http://www.kentville.ca/accessibility) for more information.
  - The June meeting of the KIAAC committee took place on June 9<sup>th</sup>. The memos to council were discussed, including concern over the implementation of the Town Active Transportation Plan.
- Kentville's Active Transportation Plan
  - The RFP detailing the scheduled 2023/24 work for the Downtown has been released, thanks to the hard work of Director Bell.
- Regional Recreation Complex:
  - No updates at this time.

Respectfully Submitted,

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

Rachel Bedingfield  
Director of Parks and Recreation

### Count Overview

The Community Support and Service-based Count on Rural Homelessness is designed to identify the number of individuals experiencing homelessness, as well as other key demographic information based on a set time frame and region. This study captured data from Annapolis County, Annapolis Valley First Nation, Bear River First Nation, Digby County, Glooscap First Nations, Kings County, and West Hants. The project was conducted by Mary Sweatman from Acadia University's Department of Community Development with research support from Alisha Christie, under the direction and support of The Valley Homeless No More Committee. The count collects data that already exists in client files, with a non-invasive approach to protect client identity and will provide the data necessary to measure homelessness mitigation and prevention measures in the future. This Community-Support and Service-Based count model is based on a model developed by researchers at Cape Breton University and modified to meet the local community needs of communities across the Annapolis Valley.



**231**

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

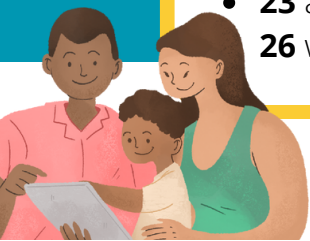
### Key Statistics

- **20-39** was The highest age group of individuals experiencing homelessness at **58%**
- **46.3%** identify as female, and **53.7%** identify as male, with no identification as non-binary and unknown.
- **192** feel the cost of rent is too high in their community and is a barrier to finding secure housing
- **54** have been experiencing homelessness for more than **two years**
- **25** individuals have full-time employment and are experiencing homelessness
- **23** are experiencing sexual exploitation, with an additional **26** who are in or returning to an abusive relationship

**Among them, there are**

**124**

**children under the age of 18**



# Town of Kentville Statistics

Based on the best available data, the number of people experiencing homelessness in the Town of Kentville has nearly doubled in the past two years. The most recent 2022 estimate puts homelessness in Kentville at 1.8 times higher than in 2020. The 2020 Community Support and Service-Based Count identified 29 individuals experiencing homelessness in Kentville, while the 2023 count identified 52. If nothing was to change and the 1.8 increase continued, the community could expect approximately 93 individuals to be experiencing homelessness by 2024 and approximately 168 by 2026.



## Assets & Barriers

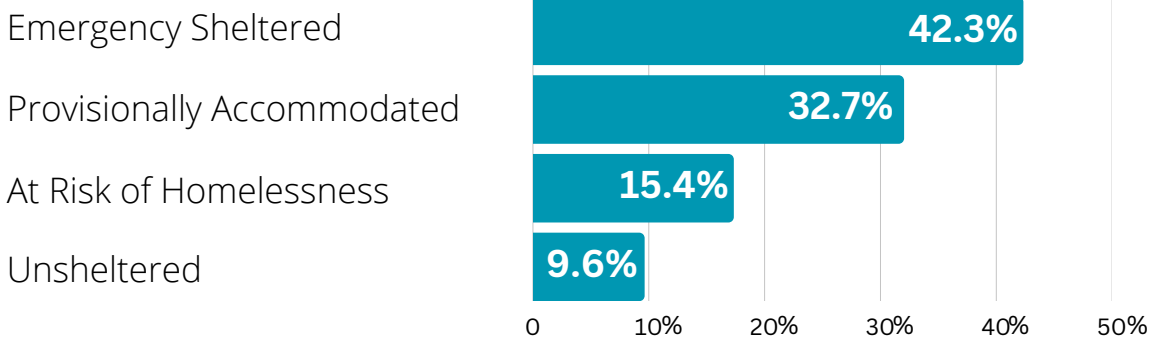
40 feel there are poor housing options in their community. While 44 feel that the costs of rent is too high and is a barrier to their access to housing

33 have access to primary healthcare

28 feel they have strong community connections and 25 feel they have access to nature

19 are known to have children. Among them are 26 children under the age of 18. Only 9 are receiving the child tax benefit

## Experience of Homelessness in Kentville



Homeless No More Annapolis Valley | Acadia University

For more information contact:

Mary Sweatman - [mary.sweatman@acadiu.ca](mailto:mary.sweatman@acadiu.ca)

Alisha Christie - [alishaecristie@gmail.com](mailto:alishaecristie@gmail.com)



Administration	Time	April 2023	May 2023
	Plate queries	1298	1143
	Training hours	264	220
	Veh. Cks 38's	73	92
	Warning tickets	0	0 (don't monitor anymore)
	SOT Tickets	18	25
	Foot Patrol Hours	67	147
	CC Charges	31	39
	Calls for service	240	258
<b>Training</b>	<ul style="list-style-type: none"> <li>• Use of Force-Firearms Pistol</li> <li>• Modern Day Leadership</li> </ul>		
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Human Trafficking discussions</li> <li>• CAC</li> <li>• GPS Units for Vehicles</li> <li>• Multiple In-house meetings</li> <li>• BoPC meeting</li> <li>• DOJ</li> </ul>		
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Officer RTW from long term illness</li> <li>• Posting for new officers</li> </ul>		





## Kentville Police Service Bylaw Report May 2023

<b>Municipal Bylaw Investigations</b>	<b>3</b>
<b>Loitering -Warnings</b>	<b>2</b>
<b>Assist Police</b>	<b>7</b>
<b>Taxi Inspections</b>	<b>0</b>
<b>Animal Control</b>	<b>1</b>
<b>Smoking-Charges</b>	<b>13</b>
<b>Smoking-Warnings</b>	<b>0</b>
<b>Parking-Charges</b>	<b>56</b>
<b>Parking- Warnings</b>	<b>45</b>



# Town of Kentville

## Staff Report to Council Advisory Committee

### Department of Engineering and Public Works

July 10, 2023

#### Programs and Operations

- **Kentville Water Commission:** Operationally in May there were no issues with the Water Commission.
- **Sanitary Sewer Area Service:** Similarly, there were no operational issues with the Kentville Sanitary Sewer Service.
- **Public Works:** Canaan Avenue Update: We have a design complete now for the rebuild of the section of Canaan Avenue. It will include a pre-cast concrete retaining wall and the reinstatement of the guardrail and sidewalk lost during the slope failure.  
We have \$200,000 budgeted in the Capital Investment Programme and expect the project to be completed late summer, early fall.
- **Traffic Authority:** Nothing to report this month from the Traffic Authority.

#### Projects

- Work continues on curb & sidewalk improvements and replacements around Town, particularly on the Downtown AT connector. The next phase of the MacDonald Avenue Subdivision rebuild is underway although with the wet weather of the last two weeks, work has been slow or none on some days.

The tender for the next phase of the Active Transportation Network project which includes Downtown curb & sidewalk replacement as well as a section of sidewalk along the north side of Main Street between Leverett and Cornwallis Streets is out now and is set to close Friday July 14<sup>th</sup>. I will be able to provide an update to Council on the results at the end of the month.

## **Public Engagement**

- Frequent phone calls and site visits.
- Appointments are now being accepted for in person meetings.
- Letter & email correspondence – As required.

## **Meetings and Events**

- Senior Staff meetings every Tuesday
- June 2<sup>nd</sup> VIC Season Opening
- June 15<sup>th</sup> Regional Sewer Committee Meeting
- June 21<sup>st</sup> Public Hearing for Rezoning
- CUPE Contract Negotiations over several days

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



**Town of Kentville**  
**CAO to Council Advisory Committee**  
**JULY 10, 2023**

Grants: Housing Accelerator Fund – portal for applications is open and staff have been completing work to apply under the small-town opportunity.

Joint Regional Transportation Agency (JRTA): Meetings commence on July 13<sup>th</sup>.

Kentville Switch: Staff reviewing documents from PACE Atlantic which will come to council for review and approval in September.

Meetings: Chair of the REN, CUPE, and Apple Valley Foods Inc.

I will be away for the July meeting of Council; Director Bell will fill in as Acting CAO for the meeting.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville



Presented July 12, 2023

Director of Parks and Recreation  
Rachel Bedingfield

RE: KIAAC Memo re: Active Transportation Accessibility Standards

---

At the May 9<sup>th</sup> meeting of the Kentville Inclusion and Access Advisory Committee, staff discussed the memo that was sent to council for the May 8<sup>th</sup> meeting of council pertaining to Accessibility and the Active Transportation Projects. In particular, the memo asked the following question: **How will current and future AT paths be made to follow the AT guidelines, and accessibility standards?**

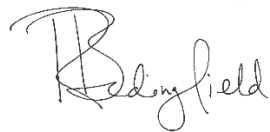
The following information was brought forward by staff to the committee in response:

- Both the Canadian Safety Association (CSA) Standards and the Rick Hansen Foundation professional standards handbook do not have language pertaining to a multi-use pathway; however, they instead speak to adequate space to accessibly pass by one another. This standard is 1,600mm (1.6m) or 2,000mm (2.0m) in a high traffic zone.
- Active Transportation Recommendations state that an ideal multi-use Pathway is 3,000mm (3.0m) wide. The Harvest Moon Trail through the Town of Kentville was built to this standard.
- At pinch points along the newly built downtown connector trail, including places where there are light standards, the trail width is measured at 2,400mm (2.4m).

- Under the Trails and Pathways section of the Rick Hansen Foundation professional handbook, it is explained that it is still possible to receive maximum points to put towards your overall accessibility rating when a level passing areas is provided. This is provided along the new built multi-use pathway.

Staff will continue to follow these standards throughout the AT construction project. Also, we will continue to learn and adjust as we work to create a more accessible Kentville.

Respectfully,

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

Rachel Bedingfield  
Director of Parks and Recreation



**TO:** Dan Troke, CAO  
**SUBMITTED BY:** Dave Bell, Director of Engineering & PW  
**DATE:** July 10, 2023  
**SUBJECT:** Additional 2023 Sidewalk & Street Repair Work

---

**ORIGIN** At a previous CAC meeting a request was made by Council to obtain pricing to repair or replace the section of asphalt sidewalk that starts north of the lights on Cornwallis Street by Valley Tire up the hill to where the sidewalk switches to concrete (approximately 750 feet). Additionally, the asphalt surface on the bottom section (approximately 300 feet) of Elm Avenue requires a recap. Its degradation has been accelerated by increased traffic due to the closed section of Canaan Avenue.

**BACKGROUND** See above.

**DISCUSSION** The cost to repair the damaged sections of sidewalk (cut out and repave) and then widen to 5.5' and recap the entire length with a new asphalt surface is estimated at \$22,000. The cost to recap the bottom 300 feet of Elm Avenue is estimated at \$20,000.

**POLICY IMPLICATIONS** N/A

**BUDGET IMPLICATION** These two projects were not budgeted in the 2023/24 Capital Investment Program and would need to be funded from Capital Reserves.

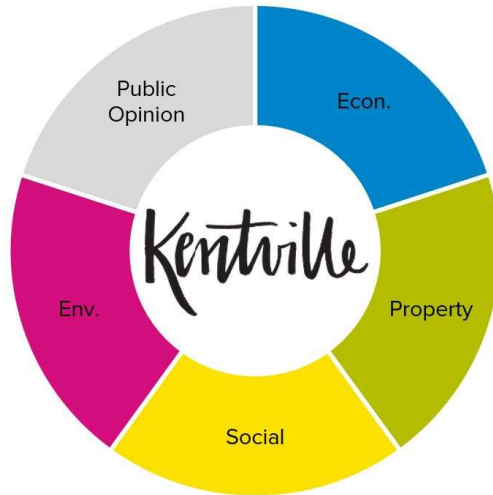
**ATTACHMENTS** None.

**RECOMMENDATION** That Kentville Town Council through the CAO instruct the Director of Engineering and Public Works to complete the work as described above.

This total of \$42,000 would come from reserves.



Town of Kentville Decision Wheel:







---

**TO:** Council Advisory Committee

**SUBMITTED BY:** Kirsten Duncan, Acting Development Officer/Planning Tech

**DATE:** July 10, 2023

**SUBJECT:** Centre Square Lease Agreement – Mike’s Clothing Ltd.

---

**BACKGROUND**

The Centre Square lease agreement has been in place with several property owners located around the square since 1992. The lease agreement allows the Town to provide central public parking downtown. The lease provides that the Town of Kentville maintain, insure, and police the property. This includes coordination of snow removal and salting in the winter, provision of lighting, insurance on the property, general upkeep and cleaning, waste management, signage, bylaw enforcement and policing. The property owners grant the town use of the properties for public access and parking at a cost of \$1.00. The agreement is renewed with property owners every five years, with the next renewal due September 1<sup>st</sup>, 2025.

**DISCUSSION**

In December of 2022, the solicitor working on behalf of Mike’s Clothing Ltd. of PID 55268064 – (also known as 54 Webster Street and 64 Webster Street), which is one of the many properties that is included within the Centre Square lease agreement, requested to the Town’s solicitor that they would like to be partially released from the Lease Agreement. The solicitor indicated that their client, Mike’s Clothing Ltd., is requesting that the area comprising of the 3 parking spaces immediately behind 54 Webster Street be released from the agreement dated August 10<sup>th</sup>, 2021. The solicitor cited that the property owner would like to utilize this portion of their property to provide parking to the potential future tenants of their development and subsequent addition to the building. It should be noted that this parking area does not meet the requirements of the Land Use Bylaw for required parking as the property owner does not have “unobstructed access to a public street” as identified in section 4.2.1 (a).

Staff have considered the implications of this request and believe we can mitigate the loss of the accessible parking spaces by relocating them to more appropriate locations within Centre Square and improve the spots to ensure they are a minimum of 2600mm wide with a proper 2000mm wide access aisle, as outlined in CSA B651 (RHFAC guidelines).

**RECOMMENDATION**

**That Council approve the request of Mike’s Clothing Ltd to be released from the Centre Square lease agreement for the area identified in Schedule A, attached to this report.**





---

**TO:** Kentville Town Council

**SUBMITTED BY:** Rachel Bedingfield, Director of Parks and Recreation

**DATE:** July 12<sup>th</sup>, 2023

**SUBJECT:** Housing Accelerator Fund

---

**ORIGIN**

The 2022 Acadia University lead Community Support Service-Based Count on Rural Homelessness in the Annapolis Valley highlighted the need for a different approach to housing and homelessness in the area. This study found that Kentville has the highest number of individuals who are experiencing homelessness with 231 individual cases, including 124 children under the age of 18. The study goes on to state that “based on the best available data, the number of people experiencing homelessness in the Town of Kentville has nearly doubled in the past two years”.

Without intervention, if we leave markets unchecked, the need for housing will far exceed what we are currently able to provide based on our existing resources.

**BACKGROUND**

The Canadian Mortgage and Housing Corporation (CMHC) recently opened the Housing Accelerator Fund (HAF). This National funding opportunity is designed to encourage initiatives that increase housing supply and promote the development of affordable, inclusive and diverse communities that are low-carbon and climate resilient. Funding is designed to support the creation and implementation of a Housing Plan, including items such as affordable housing units, housing related infrastructure, community-related infrastructure. The fund is also intended to increase local governments control of land use planning and development approvals.

**DISCUSSION**

The application process for the Housing Accelerator Fund opened on June 6<sup>th</sup> and staff from multiple departments are working together to compile the documentation and data required to submit a competitive application. As part of the application, staff are seeking an approved motion acknowledging council’s support for the application, and specifically a housing action plan.

**POLICY IMPLICATIONS**

Non at this time

**BUDGET IMPLICATION**

Non at this time

If funding is approved, we can except a contribution agreement negotiated towards the end of 2023, final agreement to be sign in early 2024.

**ATTACHMENTS**

1. Kentville’s data based on the results of the Community Support and Service-based Count on Rural Homelessness in the Annapolis Valley – a two page synopsis.

---

**RECOMMENDATION**

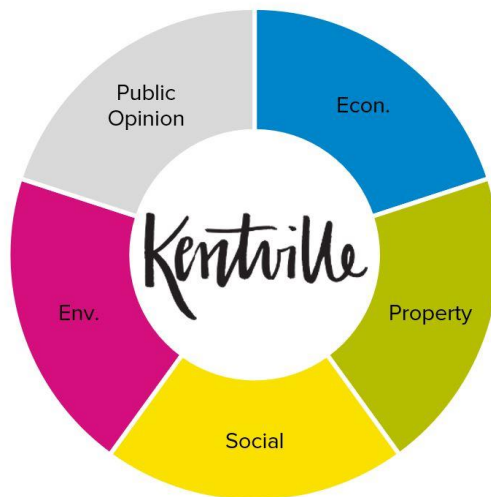
In order to move forward with the application, we are seeking a motion of support. Therefore, I am recommending that Council approve the following Motion:

That Council support the development of a housing action plan for the Town of Kentville;

and further

That council support the Town in applying to the Housing Acceleration Fund grant program to support the development and implementation of Kentville’s Housing Action Plan.

Town of Kentville Decision Wheel:



**TO:** Council

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

**DATE:** July 10, 2023

**SUBJECT:** Proposed Kentville Tennis Facility

---

**ORIGIN**

At the June meeting of Council Advisory Committee, Paul Morgan gave a presentation to Council on a proposal to build a tennis facility in Kentville near the Credit Union Rec Complex, with financial support from the Town. Council asked staff to provide more information about this proposal.

**BACKGROUND**

To support council in the decision to invest into a tennis facility in Kentville, staff have been in discussions with the Kings County Tennis Association and Tennis Nova Scotia. The Annapolis Valley has been identified by Tennis Canada/Rogers as a location for their Year-Round Tennis Courts Program, which is an initiative in capacity building to make tennis more accessible across Canada. This is a joint agreement between Tennis Canada and Rogers, and its goal is to provide year-round tennis for Canadians and help foster increased participation amongst youth with the aim of building 160 year-round courts at up to 30 facilities by 2029.

The Kings County Tennis Association spoke to several Towns and the Municipality of the County of Kings to determine the best location for this facility. It was determined that the Town of Kentville would be the most desirable location.

**DISCUSSION**

Further discussions took place with staff and the Kings County Tennis Association regarding possible options for the placement of the facility. The following options were discussed:

1. Site location across from KCA School
2. An extension to the Credit Union Soccer Facility. Combining both facilities together.
3. Donald E. Hiltz Connector Road – it was felt that the project timeline wouldn't meet the timeline for the Tennis Facility

The ideal location was identified as option 1, which is located across from Kings County Academy. This is an ideal location for developing programming and working with the schools to promote physical activity for youth.

Staff will continue to work with the Kings County Tennis Association to ensure that there is an operational plan for the facility in place that will support the longevity of the asset. It is important to ensure that this facility is set up for success and it will be able to financially support an aging facility in the future.

The Kings County Tennis Association is asking the following from the Town:

- A long-term lease of land for \$1.00 per year, for the following site:



It should be acknowledged that a build at the requested site location will have an impact on the trails developed on the property, which were recently developed for the Canada Cup, National Championships, and walking.

This facility would be an asset for physical activity, enhancing recreation opportunities and sport development for the community of Kentville. The Town of Kentville Parks and Recreation department has funding available this year to complete a needs assessment for a parks and recreation facility master plan. It would be ideal to receive the results from the study to ensure that this facility meets the needs of the community prior to a decision being made.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

n/a

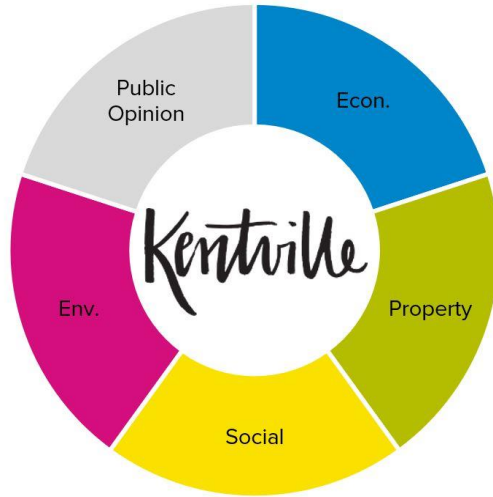
**ATTACHMENTS**

None.

**RECOMMENDATION**

That Council direct the CAO to complete a needs assessment for the Parks and Recreation Master Plan, which will include a needs assessment for a tennis facility.

Town of Kentville Decision Wheel:





July 10, 2023

RE: Names List Committee

---

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

902-679-2501  
dtroke@kentville.ca

---

As stated in Policy Statement G57 “Committees of Council”, Council has the right to appoint citizens to each committee, based on the required skills and experience needed. For the development of the Municipal Asset Naming Committee, staff attempted to find citizens with experience in any of the following areas:

- History
- Planning
- Community Development
- Equity and Diversity

The following citizens have been identified as having some or all of the above skills, interests and experience, and are recommended to become citizen members of the Municipal Asset Naming Committee.

- Carolyn Landry
- Mike Cameron
- Gerald MacPherson

Kirsten Duncan, Planning Technician, and Jennifer West, Recording Secretary, will also sit on this committee.

Staff request that Council appoint two members to this committee.

Dan Troke  
Town of Kentville