



# **TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE December 11, 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, November 13, 2023**
- 4. PRESENTATIONS**
  - (a) Brain Injury Association of Nova Scotia**
  - (b) Valley Community Learning Association**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance**
    - 1. Department Report**
    - 2. Valley Waste Temporary Borrowing Resolution**
  - (b) Planning and Development**
    - 1. Department Report**
  - (c) Parks and Recreation**
    - 1. Director's Report**
  - (d) Police**
    - 1. Chief's Report**
  - (e) Engineering and Public Works**
    - 1. Director's Report**
  - (f) Administration**
    - 1. Chief Administrative Officer's Report**

**2. Housing and Community Partnerships Report**

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

(a) Review of Correspondence Policy

**7. CORRESPONDENCE**

(a) None.

**8. NEW BUSINESS**

(a) Sustainable Communities Challenge Grant Application

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

(a) Legal

(b) Legal

**11. ADJOURNMENT**

DRAFT



TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
Meeting Minutes: November 14, 2023  
**Town Hall, 354 Main Street, Kentville Nova Scotia**

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

Mayor Sandra Snow called the meeting to order at 6:00 p.m., and Interim Chief Administrative Officer (CAO) Rachel Bedingfield 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:**

- David Bell, Director of Engineering
- Marty Smith, Chief of Police
- Wanda Matthews, Director of Finance
- Geoff Muttart, Solicitor
- Craig Langille, Acting Director of parks and Recreation
- Rachel Bedingfield, Interim Chief Administrative Officer
- Jennifer West, Recording Secretary

**GUESTS**

Becca LaPierre, Basic Income Guarantee

**REGRETS**

Peter Gillis, Valley Community Learning Association

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

**2. APPROVAL OF THE AGENDA**

Addition: 5.e.2 Recommendation for the Joint Forcemain Funding Application

# DRAFT

Addition: 8.b Appointment of Assistant Returning Officer  
Addition: 8.b Switching Voters List on the agenda with Advance Poll Date  
Removed: 4.b Presentation by the Valley Community Learning Association

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

**That the agenda for the Council Advisory Committee meeting of November 14, 2023 be approved as amended.**

## **MOTION CARRIED**

### **3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, Meeting Minutes, October 10, 2023.

**It was moved that the minutes from the Council Advisory Committee meeting held on October 10, 2023 be approved.**

## **MOTION CARRIED**

### **4. PRESENTATIONS**

#### **(a) Basic Income Guarantee**

Becca LaPierre and Roger Tatlock, volunteers with the organization supporting a Basic Income Guarantee (BIG) in Nova Scotia, introduced Council to the goals and vision of the organization, and asked for their support in promoting a basic income guarantee to the provincial and federal governments.

*Presentation available*

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

#### **(a) Finance**

##### **(1) Directors Report**

Director Wanda Matthews presented the report for the period ending October 31, 2023. To this date 47.9% of the operating budget has been expended, and 83.9% of revenue has been collected.

*See report for more information.*

Discussion

- Clarification of “process optimization”, around improving efficiency in the Department of Finance.
- Clarification of the tax levy notices having been sent out to residents.

##### **(2) Forecast – Projections Report**

Director Wanda Matthews presented the forecast report with details on revenues and an outline of expenses. Staffing represents a significant issue for the budget and are still expected to balance the budget by the end of the year.

*CAC Minutes – November 14, 2023*

*Pending Approval*

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# DRAFT

*See report for more information.*

Discussion

- Concern about the legal account approaching budget. This issue will be discussed in more detail in an in-camera session.
- Clarification of banked vacation time and encouraging staff to use their vacation days.

**(3) Reserve balance update**

Director Wanda Matthews presented the reserve balance update, outlining updates of each reserve funds for the town.

*See report for more information.*

Discussion

- Clarification of the reserves for the Kentville Water Commission, and the impact of rate changes on this reserve fund.
- Clarification of the Other Reserves as coming from gas taxes and one-time grants from other levels of government.
- Confirmation that at this time, the County of Kings has not reconciled their amounts due.

**(b) Planning and Development**

**(1) Department Report**

Development Officer Kirsten Duncan presented the planning and development department report for October 2023. Highlights included 7 development permits in October, 1 subdivision permit application, and a building valuation of \$566,695 for the year thus far.

*See report for more information.*

Discussion

- Request for an update on the amendment to the Land Use Bylaw for amenity space.

**(c) Parks and Recreation**

**(1) Director's Report**

Director Langille presented his report for October 2023. Some of the highlights included a condition feasibility assessment for the Kentville Arena, Roxy Peterson joining the staff team, the retirement of Gerry Little, and the capital projects including skatepark lighting, placemaking in the Gorge, the arena sign, the Memorial Park shelter, Deer Haven Park and Holly Days.

*See report for more information.*

# DRAFT

## Discussion

- Clarification that the town will assess the condition of the arena because the regional recreation facility phase 1 project is not likely to include an arena. The goal is to assess the arena to keep it usable potentially until phase 2 of the regional project.
- Request that the department investigate alternative means to protect sledders and tobogganers on Burgher Hill from impacting the utility poles.
- Concern about using public funds for another feasibility assessment on the arena, and eagerness to consider investigating the construction of their own recreation facility. Many recreation facilities are aging and need to be assessed.

## **(d) Police Report**

### **(1) Chief's Report**

Police Chief Marty Smith presented the police commission report, which included hiring for the Deputy Chief position, presenting at the Nova Scotia Federation of Municipalities on the Community Crisis Navigator position.

*See report for more information.*

## Discussion

- Clarification that residents contact the police department to report traffic issues. Suggestion of reducing speed limits and adding stop signs or speed bumps.

## **(e) Engineering and Public Works**

### **(1) Director's Report**

Director Bell submitted his report for October 2023. Some of the highlights included application to the Municipal Capital Growth program for replacement of a forced main pipe in collaboration with neighbouring municipalities, Canaan Avenue construction completion, and a new snow and salt truck planning to arrive in January.

*See report for more information.*

## Discussion

- Update on removing the parking space on Park Street at the bottom of Chester Avenue, which will be completed in the spring.
- Update on public works staff moving the speed radar around town to identify locations of speeding. These digital signs are more effective than the static "Children Playing" signs.
- Update on the asset management plan, which staff continue to maintain.

# DRAFT

**(2) Recommendation for Forcemain Grant Application**

Director Bell submitted his report outlining the need for a replacement of a forced main, the first of many capital projects in the coming years.

*See report for more information.*

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

**That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**That Council support the joint application with the Village of New Minas and the applicant and asset owner, the Municipality of the County of Kings, for up to 50% funding through the Municipal Capital Growth Program for the replacement of the forcemains from the Justice Centre to end of the existing ductile iron pipes near Eaves Hollow.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(f) Administration**

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

CAO Rachel Bedingfield presented the staff report for October 2023. Highlights included the Executive Leadership Team, interviews for vacant positions, and provincial pallet project letter to the province.

*See report for more information.*

**(2) 2023 Annual residents Survey results**

Deputy Clerk Jennifer West presented the results of the annual survey, and how staff will be using this information to improve projects, policies, programs and services.

*See report for more information.*

**(3) Housing and Community Partnerships**

Alisha Christie, Housing and Community Partnerships Coordinator, presented the staff report on housing and community partnerships with highlights including meetings, partners, and partnership development to support housing, access and sheltering opportunities. She introduced the release of the provincial housing needs assessment.

*See report for more information.*

Discussion

# DRAFT

- Clarification of funding directly from Federal government to the municipal government level.

## **(4) Provincial Housing Needs Assessment**

Alisha Christie presented the Provincial Housing Needs Assessment and its impact on the housing crisis in the province and in Kentville. Staff will continue to work with developers in Kentville to identify their local needs and challenges that will help them construct deeply affordable housing.

*See report for more information.*

### Discussion

- Concerns about the lack of trades and construction to support the housing industry.
- Clarification of the definition of a unit being an apartment or a single detached home.
- Staff have prepared a webpage with details of building permits which will be opened when the province releases a grant program for accessory dwellings.
- Concerns with the building industry constructing high end apartments and not deeply affordable housing stock. Some of these issues are being addressed by programs aimed at developers to help them reduce costs.

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

### **(a) Changing of the Name of Cornwallis Street to Bridge Street Policy**

CAO Bedingfield presented the policy which formalizes the name change from Cornwallis Street to Bridge Street, effective January 8, 2024.

*See report for more information.*

It was moved by Councillor Gillian Yorke and Councillor Cathy Maxwell

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

**That Council approve by policy that Cornwallis being a street located in the Town of Kentville, as shown in Schedule A, be renamed Bridge Street.**

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

### **(b) Basic Income Guarantee request**

# DRAFT

Mayor Snow reviewed the request by Becca LaPierre from earlier in the meeting around a letter from Council supporting a Basic income Guarantee in Nova Scotia.

*See report for more information.*

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

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

**That Council support the basic income guarantee.**

**MOTION CARRIED**

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

**7. CORRESPONDENCE**

(a) **None.**

**8. NEW BUSINESS**

(a) **2023 Council Meeting Dates**

Mayor Sandra Snow introduced the proposed meeting dates for Council Advisory Committee and Council meetings in the 2024 calendar year, with working meetings on the second Monday of the month from January to May.

*See report for more information.*

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

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

**That Council approve the proposed schedule.**

**MOTION CARRIED**

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

(b) **Municipal Election 2024**

CAO Rachel Bedingfield outlined several decision points that Council is required to make pertaining to the 2024 municipal election.

# DRAFT

*See report for more information.*

## **Appointment of Returning officer**

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

### **That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**That Council appoint Al Kingsbury as the Returning Officer  
And further, Jeannette Stapleton as the Assistant Returning Officer for the  
2024 municipal election.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **Voting Method**

Discussion

- Poll of members for voting method supported a hybrid model of voting.

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

### **That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**That Council establish online and paper voting ballots for the 2024 municipal  
election.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **List of Electors**

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

### **That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**Staff recommend that Council permit the Returning Officer to obtain and  
update the list of electors from Elections Nova Scotia.**

**And**

**That the permanent register of electors, established and maintained by  
Elections Nova Scotia, be used as the basis for the preliminary list of electors  
for the Town of Kentville in the October 19, 2024, municipal election.**

# DRAFT

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **Advance polls**

It was moved by Councillor Cathy Maxwell and Councillor Gillian Yorke

## **That Council Advisory Committee recommend**

To the November 27 2023 meeting of Council

**Staff recommend that Council hold advance polls on October 10, 2023.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **9. PUBLIC COMMENTS**

### **(a) Sharon Kehoe, Alicia Blvd**

Concerns with the legal fees budget, traffic concerns around the arena, and offered an apology to Councillor Zebian.

## **9. IN CAMERA**

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

**That Council move into a closed session at 9:16 p.m.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Paula Huntley and Councillor Craig Gerrard

**That Council move back into open session at 10:04 p.m.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **10. ADJOURNMENT**

There being no further business to discuss,

**Council Advisory Committee adjourned at 10:05 p.m.**

DRAFT

**MOTION CARRIED**

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Minutes Approved by Town Clerk  
Rachel Bedingfield





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

**Operations**

- The Accountant and Director are providing payroll and benefits support to staff and Directors as a result of the vacant payroll and benefit specialist position.
- Payroll calendar year end processes have commenced.
- Financial Information Return (FIR) yet to be released.

**Financial**

- Appendix A includes the preliminary Year to Date October 2023 General Operating Fund Statement of Operations with forecast along with an overview analysis.
- The 2023-2024 Town capital forecast remains at \$ 5,461,900. Year to date November 30, 2023 expenditures are \$ 2,551,155 (47 % of forecast). See Capital Investment Plan update Appendix B. Streets Various- Canann Ave is the only completed project and is at 117% of budget or \$34,990 over budget.
- Preliminary Quarter 2 Sanitary Sewer Statement of Operations can be found in Appendix C. Overall results show a surplus of \$231,367 with revenues at 50.9% and expenses at 35.4% of budget. Sanitary sewer revenue is up 7% over the previous year due to an investment in the meter replacement program. With one treatment and disposal quarterly bill received from the County at the end of September, this expense is at 21.7% of budget.
- 2023-2024 temporary borrowing resolutions for the Town of Kentville General Capital Fund, Kentville Water Commission and Sanitary Sewer were submitted September 26<sup>th</sup> to DMAH. We continue to await Ministerial authorization.
- The Capped Assessment Program (CAP) rate for the 2024 Assessment Roll, based on the Nova Scotia Consumer Price Index (CPI), is confirmed at 3.2%.
- Of the \$ 12,188,511 tax levy billed in 2023-2024, 2.4 % remains outstanding as at November 30, 2023. This change represents a 38% (1.5 percentage point) reduction in tax balance owing for the month.

<b>Outstanding Tax Receivable Aging</b>		
<b>2023-2024</b>	<b>2022-2023</b>	<b>Prior Years</b>
\$ 290,500.79	\$ 2,079.64	\$ 1, 970.57

Respectfully submitted,

Wanda Matthews, CPA, CA  
 Director of Finance



Town of Kentville Operating Fund  
**Statement of Operations**  
 Year to Date October 2023

## Overall

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 58% revenue or spend rate would be expected in month seven (7) of the fiscal year. Spending patterns are often annual, quarterly, or monthly. Timing differences between yearly spend rates and budget compared to actual occur.

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show **60.1% of expenditure** budget used and **86.8% of revenue** budget recorded creating an overall surplus of \$ 4,266,640.

At this point in time, Executive Leadership is predicting the forecasted excess revenue will contribute to a balanced budget at year end. A detailed forecast will be provided with Q3 (December 31) results.

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

## Revenue

- Final **tax levy** is reflected in actual results.
- **Area rates and frontages** include a portion for principal repayment.
- **Payments in Lieu of Taxes** – federal and provincial revenues are unconfirmed and payments are outstanding. In 2022 federal payments were received in September, while provincial payments were received in March 2023.
- **Services to Local and Provincial Governments and Other Revenue-Own Sources** timing of revenue stream is inconsistent with last year.
- **Return on investments** - dividends and transfers to be recorded at year end.

## Expenditures

- **General Admin**
  - One time PACE cost sharing with West Hants, IT MDR solution and grants to community organizations.
- **Debt charges** occur based on a defined payment schedule.
- **Protective Services** – Water supply and hydrant services allocation between Town funds outstanding, reducing spend rate.
- **Transportation services** spending is consistent with last year; however, snow removal and seasonal expenses may impact overall year end results.
- Three quarterly payments made to Valley Waste within the **Environmental Health Services** section bring us to 73.4% of budget expended.

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

**Expenditures Continued:**

- **Public Health and Housing** – the 2022-2023 deficit accrual was insufficient to cover the actual invoice; the balance is recorded as an expense in the current year.
- A vacant planner position and timing of secondary planning work recorded in **Planning and Zoning** is contributing to its variance from last year's spending and this year's budget.
- **Economic Development** contains a one-time \$25,000 payment to KDCL.
- **Parks and Recreation** secured grants to offset the costs of Canada Cup and experienced higher than budgeted pool revenues, creating a favourable variance to budget in Programmes and Facilities

# Town of Kentville Operating Fund

## Statement of Operations with Forecast

For the Period Ended October 31, 2023

Revenue	Annual Budget	Forecast March 2024	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
<b>TAXES</b>					
<b>Tax (including Industrial Park)</b>					
Assessable property	11,330,300	<b>11,311,400</b>	11,316,084	99.9%	100.0%
Resource	54,200	<b>54,200</b>	54,142	99.9%	100.0%
Economic development	112,200	<b>111,900</b>	111,910	99.7%	94.7%
	11,496,700	<b>11,477,500</b>	11,482,136	99.9%	99.9%
<b>Area rates and frontages</b>					
Area rates	674,600	<b>674,600</b>	684,013	101.4%	101.8%
Special assessments	2,000	<b>2,000</b>	9,614	480.7%	72.5%
	676,600	<b>676,600</b>	693,627	102.5%	101.6%
<b>Based on revenue</b>					
Business property	34,600	<b>31,300</b>	31,317	90.5%	96.6%
<b>TOTAL TAXATION</b>	<b>12,207,900</b>	<b>12,185,400</b>	<b>12,207,080</b>	<b>100.0%</b>	<b>100.0%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>					
Federal and agencies	387,900	<b>387,900</b>	-	0.0%	97.8%
Provincial and agencies	178,400	<b>178,400</b>	-	0.0%	0.0%
	<b>566,300</b>	<b>566,300</b>	-	<b>0.0%</b>	<b>68.6%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>					
Provincial government	138,300	<b>138,300</b>	66,838	48.3%	46.2%
Local government	96,100	<b>96,100</b>	23,053	24.0%	46.4%
	<b>234,400</b>	<b>234,400</b>	<b>89,891</b>	<b>38.3%</b>	<b>46.3%</b>
<b>SALES OF SERVICES</b>					
Agencies	<b>1,060,500</b>	<b>1,114,700</b>	<b>692,533</b>	<b>65.3%</b>	<b>60.5%</b>
<b>OTHER REVENUE-OWN SOURCES</b>					
Fines, fees, permits	36,600	<b>41,800</b>	30,829	84.2%	80.8%
Rentals	415,400	<b>410,500</b>	134,755	32.4%	33.1%
Interest	134,200	<b>134,200</b>	203,508	151.6%	121.8%
Return on investments	630,000	<b>630,000</b>	-	0.0%	15.9%
Other	43,400	<b>44,900</b>	15,674	36.1%	53.8%
	<b>1,259,600</b>	<b>1,261,400</b>	<b>384,766</b>	<b>30.5%</b>	<b>32.9%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b>223,400</b>	<b>228,800</b>	<b>144,987</b>	<b>64.9%</b>	<b>67.4%</b>
<b>CONDITIONAL TRANSFERS</b>	<b>169,900</b>	<b>178,500</b>	<b>96,525</b>	<b>56.8%</b>	<b>47.0%</b>
<b>FINANCING AND TRANSFERS</b>					
From reserves	241,900	<b>241,900</b>	241,900	100.0%	100.0%
	<b>241,900</b>	<b>241,900</b>	<b>241,900</b>	<b>100.0%</b>	<b>100.0%</b>
<b>TOTAL REVENUE</b>	<b>\$ 15,963,900</b>	<b>\$ 16,011,400</b>	<b>\$ 13,857,682</b>	<b>86.8%</b>	<b>88.5%</b>

# Town of Kentville Operating Fund

## Statement of Operations with Forecast

For the Period Ended October 31, 2023

<b>Expenditures</b>	<b>Annual Budget</b>	<b>Forecast March 2024</b>	<b>Preliminary YTD Amount</b>	<b>% Budget Expended CY</b>	<b>% Budget Expended PY</b>
<b>GENERAL ADMINISTRATION</b>					
Legislative	287,600	287,600	150,694	52.4%	55.8%
General administration	1,734,500	1,734,500	1,056,405	60.9%	66.7%
	<b>2,022,100</b>	<b>2,022,100</b>	<b>1,207,099</b>	<b>59.7%</b>	<b>65.1%</b>
<b>PROTECTIVE SERVICES</b>					
Police- core program	2,976,000	2,976,000	1,653,470	55.6%	62.5%
Police-sales of service	158,900	158,900	75,676	47.6%	39.9%
Law enforcement	207,200	207,200	102,297	49.4%	48.5%
Fire fighting	908,900	908,900	253,000	27.8%	94.1%
Protective service- debt charge	3,600	3,600	2,049	56.9%	54.8%
Emergency measures and other	148,100	148,100	117,615	79.4%	16.9%
	<b>4,402,700</b>	<b>4,402,700</b>	<b>2,204,107</b>	<b>50.1%</b>	<b>65.8%</b>
<b>TRANSPORTATION SERVICES</b>					
Common services	1,228,000	1,228,000	717,653	58.4%	56.5%
Road transportation	822,400	822,400	473,454	57.6%	58.9%
Public transit	408,100	408,100	232,252	56.9%	74.6%
Transportation- debt charge	50,400	50,400	29,523	58.6%	50.2%
Other	98,700	98,700	47,205	47.8%	62.2%
	<b>2,607,600</b>	<b>2,607,600</b>	<b>1,500,087</b>	<b>57.5%</b>	<b>59.6%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
Solid waste collection and recycling	<b>729,400</b>	<b>729,400</b>	<b>535,602</b>	<b>73.4%</b>	<b>77.2%</b>
<b>PUBLIC HEALTH</b>					
Public health and housing	<b>90,000</b>	<b>90,000</b>	<b>7,573</b>	<b>8.4%</b>	<b>-11.3%</b>
<b>ENVIRONMENTAL DEVELOPMENT</b>					
Planning and zoning	242,200	242,200	104,604	43.2%	59.6%
Other community development	512,100	512,100	377,667	73.7%	62.8%
	<b>754,300</b>	<b>754,300</b>	<b>482,271</b>	<b>63.9%</b>	<b>61.7%</b>
<b>RECREATION AND CULTURAL</b>					
Recreation-Administration	766,700	766,700	389,476	50.8%	63.7%
-Programmes (net)	195,100	195,100	69,824	35.8%	65.4%
-Facilities	760,400	760,400	430,900	56.7%	69.1%
-Debt charge	28,900	28,900	17,218	59.6%	49.3%
Cultural	140,300	140,300	66,021	47.1%	62.5%
	<b>1,891,400</b>	<b>1,891,400</b>	<b>973,439</b>	<b>51.5%</b>	<b>65.9%</b>
<b>EDUCATION</b>					
	<b>1,805,200</b>	<b>1,805,200</b>	<b>1,053,024</b>	<b>58.3%</b>	<b>58.4%</b>
<b>FINANCING AND TRANSFERS</b>					
Debt charge- principal	911,700	911,700	878,340	96.3%	100.0%
Transfers to allowances and reserves	749,500	749,500	749,500	100.0%	90.8%
	<b>1,661,200</b>	<b>1,661,200</b>	<b>1,627,840</b>	<b>98.0%</b>	<b>95.7%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 15,963,900</b>	<b>\$ 15,963,900</b>	<b>\$ 9,591,042</b>	<b>60.1%</b>	<b>66.9%</b>
<b>SURPLUS (DEFICIT)</b>		<b>\$ 47,500</b>	<b>\$ 4,266,640</b>		

# Town of Kentville Operating Fund

## Statement of Operations with Forecast

For the Period Ended October 31, 2023

Revenue	Annual Budget	Forecast March 2024	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
<b>TAXES</b>					
<b>Tax (including Industrial Park)</b>					
Assessable property	11,330,300	<b>11,311,400</b>	11,316,084	99.9%	100.0%
Resource	54,200	<b>54,200</b>	54,142	99.9%	100.0%
Economic development	112,200	<b>111,900</b>	111,910	99.7%	94.7%
	11,496,700	<b>11,477,500</b>	11,482,136	99.9%	99.9%
<b>Area rates and frontages</b>					
Area rates	674,600	<b>674,600</b>	684,013	101.4%	101.8%
Special assessments	2,000	<b>2,000</b>	9,614	480.7%	72.5%
	676,600	<b>676,600</b>	693,627	102.5%	101.6%
<b>Based on revenue</b>					
Business property	34,600	<b>31,300</b>	31,317	90.5%	96.6%
<b>TOTAL TAXATION</b>	<b>12,207,900</b>	<b>12,185,400</b>	<b>12,207,080</b>	<b>100.0%</b>	<b>100.0%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>					
Federal and agencies	387,900	<b>387,900</b>	-	0.0%	97.8%
Provincial and agencies	178,400	<b>178,400</b>	-	0.0%	0.0%
	<b>566,300</b>	<b>566,300</b>	-	<b>0.0%</b>	<b>68.6%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>					
Provincial government	138,300	<b>138,300</b>	66,838	48.3%	46.2%
Local government	96,100	<b>96,100</b>	23,053	24.0%	46.4%
	<b>234,400</b>	<b>234,400</b>	<b>89,891</b>	<b>38.3%</b>	<b>46.3%</b>
<b>SALES OF SERVICES</b>					
Agencies	<b>1,060,500</b>	<b>1,114,700</b>	<b>692,533</b>	<b>65.3%</b>	<b>60.5%</b>
<b>OTHER REVENUE-OWN SOURCES</b>					
Fines, fees, permits	36,600	<b>41,800</b>	30,829	84.2%	80.8%
Rentals	415,400	<b>410,500</b>	134,755	32.4%	33.1%
Interest	134,200	<b>134,200</b>	203,508	151.6%	121.8%
Return on investments	630,000	<b>630,000</b>	-	0.0%	15.9%
Other	43,400	<b>44,900</b>	15,674	36.1%	53.8%
	<b>1,259,600</b>	<b>1,261,400</b>	<b>384,766</b>	<b>30.5%</b>	<b>32.9%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b>223,400</b>	<b>228,800</b>	<b>144,987</b>	<b>64.9%</b>	<b>67.4%</b>
<b>CONDITIONAL TRANSFERS</b>	<b>169,900</b>	<b>178,500</b>	<b>96,525</b>	<b>56.8%</b>	<b>47.0%</b>
<b>FINANCING AND TRANSFERS</b>					
From reserves	241,900	<b>241,900</b>	241,900	100.0%	100.0%
	<b>241,900</b>	<b>241,900</b>	<b>241,900</b>	<b>100.0%</b>	<b>100.0%</b>
<b>TOTAL REVENUE</b>	<b>\$ 15,963,900</b>	<b>\$ 16,011,400</b>	<b>\$ 13,857,682</b>	<b>86.8%</b>	<b>88.5%</b>

# Town of Kentville Operating Fund

## Statement of Operations with Forecast

For the Period Ended October 31, 2023

<b>Expenditures</b>	<b>Annual Budget</b>	<b>Forecast March 2024</b>	<b>Preliminary YTD Amount</b>	<b>% Budget Expended CY</b>	<b>% Budget Expended PY</b>
<b>GENERAL ADMINISTRATION</b>					
Legislative	287,600	287,600	150,694	52.4%	55.8%
General administration	1,734,500	1,734,500	1,056,405	60.9%	66.7%
	<b>2,022,100</b>	<b>2,022,100</b>	<b>1,207,099</b>	<b>59.7%</b>	<b>65.1%</b>
<b>PROTECTIVE SERVICES</b>					
Police- core program	2,976,000	2,976,000	1,653,470	55.6%	62.5%
Police-sales of service	158,900	158,900	75,676	47.6%	39.9%
Law enforcement	207,200	207,200	102,297	49.4%	48.5%
Fire fighting	908,900	908,900	253,000	27.8%	94.1%
Protective service- debt charge	3,600	3,600	2,049	56.9%	54.8%
Emergency measures and other	148,100	148,100	117,615	79.4%	16.9%
	<b>4,402,700</b>	<b>4,402,700</b>	<b>2,204,107</b>	<b>50.1%</b>	<b>65.8%</b>
<b>TRANSPORTATION SERVICES</b>					
Common services	1,228,000	1,228,000	717,653	58.4%	56.5%
Road transportation	822,400	822,400	473,454	57.6%	58.9%
Public transit	408,100	408,100	232,252	56.9%	74.6%
Transportation- debt charge	50,400	50,400	29,523	58.6%	50.2%
Other	98,700	98,700	47,205	47.8%	62.2%
	<b>2,607,600</b>	<b>2,607,600</b>	<b>1,500,087</b>	<b>57.5%</b>	<b>59.6%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
Solid waste collection and recycling	<b>729,400</b>	<b>729,400</b>	<b>535,602</b>	<b>73.4%</b>	<b>77.2%</b>
<b>PUBLIC HEALTH</b>					
Public health and housing	<b>90,000</b>	<b>90,000</b>	<b>7,573</b>	<b>8.4%</b>	<b>-11.3%</b>
<b>ENVIRONMENTAL DEVELOPMENT</b>					
Planning and zoning	242,200	242,200	104,604	43.2%	59.6%
Other community development	512,100	512,100	377,667	73.7%	62.8%
	<b>754,300</b>	<b>754,300</b>	<b>482,271</b>	<b>63.9%</b>	<b>61.7%</b>
<b>RECREATION AND CULTURAL</b>					
Recreation-Administration	766,700	766,700	389,476	50.8%	63.7%
-Programmes (net)	195,100	195,100	69,824	35.8%	65.4%
-Facilities	760,400	760,400	430,900	56.7%	69.1%
-Debt charge	28,900	28,900	17,218	59.6%	49.3%
Cultural	140,300	140,300	66,021	47.1%	62.5%
	<b>1,891,400</b>	<b>1,891,400</b>	<b>973,439</b>	<b>51.5%</b>	<b>65.9%</b>
<b>EDUCATION</b>					
	<b>1,805,200</b>	<b>1,805,200</b>	<b>1,053,024</b>	<b>58.3%</b>	<b>58.4%</b>
<b>FINANCING AND TRANSFERS</b>					
Debt charge- principal	911,700	911,700	878,340	96.3%	100.0%
Transfers to allowances and reserves	749,500	749,500	749,500	100.0%	90.8%
	<b>1,661,200</b>	<b>1,661,200</b>	<b>1,627,840</b>	<b>98.0%</b>	<b>95.7%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 15,963,900</b>	<b>\$ 15,963,900</b>	<b>\$ 9,591,042</b>	<b>60.1%</b>	<b>66.9%</b>
<b>SURPLUS (DEFICIT)</b>		<b>\$ 47,500</b>	<b>\$ 4,266,640</b>		





**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
2023-2024  
YTD November 30, 2023**

PROJECT BY DEPARTMENT/AREA	2023/2024 BUDGET	2023/2024 FORECAST	2023/2024 YTD ACTUAL	% Expended
Canada Community Building Fund				
MacDonald/Henry/ Braeside	\$ 825,000	\$ 625,000	\$ 434,558	70%
Green Infrastructure Fund - Trails and Pathways	2,071,100	2,071,100	623,736	30%
General Administration	50,000	50,000	29,077	58%
Protective Services	145,000	145,000	118,761	82%
Transportation <sup>Note 1</sup>	1,565,000	1,215,000	740,967	61%
ICIP - Donald Hiltz Connector	844,000	250,000	3,527	1%
Planning and Development	104,800	104,800	-	0%
Parks and Recreation <sup>Note 2</sup>	1,001,000	1,001,000	600,528	60%
<b>TOTAL PROJECTS 2023-24</b>	<b>\$ 6,605,900</b>	<b>\$ 5,461,900</b>	<b>\$ 2,551,155</b>	<b>47%</b>

**Notes**

1	comprised of:				
	Equipment	750,000	400,000	214,746	54%
	Buildings	35,000	35,000	4,458	13%
	Streets & Lights	220,000	220,000	241,573	110%
	Sidewalks	250,000	250,000	205,438	82%
	Storm Sewer	310,000	310,000	74,752	24%
		<u>1,565,000</u>	<u>1,215,000</u>	<u>740,967</u>	<u>61%</u>
2	comprised of:				
	Green Spaces	140,000	140,000	62,554	45%
	Parks & Playgrounds	663,500	663,500	478,828	72%
	Sport Facilities	197,500	197,500	59,146	30%
		<u>1,001,000</u>	<u>1,001,000</u>	<u>600,528</u>	<u>60%</u>



# Town of Kentville Operating Fund

## Sanitary Sewer Area Service Statement of Operations

For the Period Ended September 30, 2023

	Annual Budget	Preliminary YTD Amount	% Budget Expended CY
<b>REVENUE</b>			
Sanitary sewer	1,386,200	655,542	47.3%
Interest on overdue accounts	4,000	3,163	79.1%
Permits- sewer connections	2,000	1,800	90.0%
Transfer to Operating Reserves	98,700	98,700	100.0%
<b>TOTAL REVENUE</b>	<b>1,490,900</b>	<b>759,205</b>	<b>50.9%</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Administration	106,100	49,925	47.1%
Legal	400	-	0.0%
Audit	2,700	-	0.0%
Office	3,000	632	21.1%
Common service charge	30,000	30,000	100.0%
Vehicle expense	1,000	-	0.0%
Other collection expense	100	-	0.0%
Lease of equipment	1,500	627	41.8%
Interest on customers' deposits	100	21	20.8%
Professional studies	6,000	-	0.0%
Dues and fees	500	-	0.0%
Training	1,000	-	0.0%
Depreciation Reserve	75,000	75,000	100.0%
	<b>227,400</b>	<b>156,205</b>	<b>68.7%</b>
<b>Domestic Sewer Maintenance</b>			
Wages	34,000	19,047	56.0%
Materials and supplies	42,000	8,640	20.6%
	<b>76,000</b>	<b>27,688</b>	<b>36.4%</b>
<b>Pumping Stations</b>			
Wages	16,000	5,818	36.4%
Insurance	17,300	17,667	102.1%
Operating expenses	26,500	18,668	70.4%
Maintenance	10,000	2,246	22.5%
	<b>69,800</b>	<b>44,399</b>	<b>63.6%</b>
<b>Treatment &amp; Disposal</b>			
Agreement-Co. of Kings	<b>1,031,900</b>	<b>223,858</b>	<b>21.7%</b>
<b>Fiscal Services</b>			
Interest	18,000	7,953	44.2%
Principal	66,100	66,100	100.0%
Discount	1,700	1,636	96.2%
	<b>85,800</b>	<b>75,689</b>	<b>88.2%</b>
<b>TOTAL EXPENSE</b>	<b>1,490,900</b>	<b>527,838</b>	<b>35.4%</b>
<b>SURPLUS (DEFICIT)</b>	-	<b>231,367</b>	

# Memo

To: Rachel Bedingfield, Interim CAO  
 From: Wanda Matthews, Director of Finance  
 Date: December 8, 2023  
 Re: **Valley Region Solid Waste-Resource Management Authority- Guarantee Resolution**

---

The Valley Region Solid Waste-Resource Management Authority (Valley Waste) has approved two (2) borrowing resolutions that require a guarantee resolution from each of its Municipal Partners.

The Valley Waste temporary borrowing resolutions (TBR) are in the amounts of \$174,000 and \$553,000 dated January 18, 2023 and July 19, 2023 respectively. The town’s share amounts to \$ 17,800 and \$57,125.

Upon receipt of responses from all municipal partners, Valley Waste forwards the TBRs to the Department of Municipal Affairs and Housing for Ministerial approval.

**RECOMMENDATION**

It is recommended that Council authorize the attached guarantee resolutions related to the 2022/2023 and 2023/2024 fiscal years.

**Resolution Summary**

	<b>PURPOSE</b>	<b>Guarantee Amount</b>	<b>Percentage</b>
<b>Guarantee Resolution 22-23</b>	Equipment	\$174,000	10.23%
<b>Guarantee Resolution 23-24</b>	Equipment Building and Site	\$553,000	10.33%

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY  
MUNICIPAL PARTNER GUARANTEE RESOLUTION  
COUNCIL OF**

Guarantee Share Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_  
\_\_\_\_\_

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority has determined to borrow the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for purpose of \_\_\_\_\_;

**WHEREAS** the Authority has requested the Council of the \_\_\_\_\_, a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

**BE IT THEREFORE RESOLVED**

**THAT** the Council of the \_\_\_\_\_ does hereby approve the borrowing of the aggregate principal amount of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above;

**THAT** subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and the approval of the Minister of Municipal Affairs Housing of the guarantee, the Council unconditionally guarantee repayment of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) for the purpose set out above; and

**THAT** upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Clerk

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY

TEMPORARY BORROWING RESOLUTION

Amount: \$ 174,000

Capital Projects: Detailed in Schedule "B"  
 Debenture, Spring 2023

SCHEDULE "B"  
 CAPITAL PROJECTS

		Estimates \$
<b>Heading: Capital</b>		
Item	4X4 Pick-up Truck and Plow	55,000
Item	WMC - Automated Scale House Window	19,000
Item	Utility Trailer	15,000
Item	Scale Software	85,000
<b>Heading Sub Total:</b>		<b>174,000</b>
<b>Heading:</b>		
Item		
Item		
Item		
Item		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
Item		
Item		
Item		
Item		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
Item		
Item		
Item		
Item		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
Item		
Item		
Item		
Item		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
Item		
Item		
Item		
Item		
<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>174,000</b>

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY  
MUNICIPAL PARTNER GUARANTEE RESOLUTION  
COUNCIL OF  
Town of Kentville**

Guarantee Share Amount: \$ 57,125.00 Purpose: Capital Projects: Detailed in Schedule "B"  
Capital Budget 2023-2024

**WHEREAS** the Valley Region Solid Waste-Resource Management Authority (hereinafter referred to as the Authority) was incorporated on October 1, 2001 pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority has determined to borrow the aggregate principal amount of Five Hundred Fifty Three Thousand Dollars (\$ 553,000.00 ) for purpose of Capital Projects: Detailed in Schedule "B" ;

**WHEREAS** the Authority has requested the Council of the Town of Kentville , a municipality that executed the instrument of incorporation of the Authority, to guarantee said borrowing; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act, no guarantee of a borrowing by a municipality shall have effect unless the Minister of Municipal Affairs and Housing has approved of the proposed borrowing or debenture and of the proposed guarantee;

**BE IT THEREFORE RESOLVED**

**THAT** the Council of the Town of Kentville does hereby approve the borrowing of the aggregate principal amount of Five Hundred Fifty Three Thousand Dollars (\$ 553,000.00 ) for the purpose set out above;

**THAT** subject to the approval of the Minister of Municipal Affairs and Housing of the borrowing by the Authority and the approval of the Minister of Municipal Affairs Housing of the guarantee, the Council unconditionally guarantee repayment of Fifty Seven Thousand One Hundred Twenty Five Dollars (\$ 57,125.00 ) for the purpose set out above; and

**THAT** upon the issue of the debentures, the Mayor and Chief Administrative Officer of the Municipality do sign the guarantee attached to each of the debentures and affix thereto the corporate seal of the Municipality.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the Town of Kentville held on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Clerk

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$553,000

Capital Projects: Detailed in Schedule "B"  
Capital Budget 2023-2024

**SCHEDULE "B"  
CAPITAL PROJECTS**

		<b>Estimates \$</b>
<b>Heading: Equipment</b>		
<b>Item</b>	XL 4X4 Pick-Up Truck Lift Gate - Carts	53,000
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>53,000</b>
<b>Heading: Building and Site</b>		
<b>Item</b>	Containers for Drop Off	330,000
<b>Item</b>	EMC/WMC C&D site monitoring wells	55,000
<b>Item</b>	Heating Ventilation Upgrade	115,000
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>500,000</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>553,000</b>

**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 553,000

Capital Projects: Detailed in Schedule "B"  
Capital Budget 2023-2024

**SCHEDULE "A"**

**MUNICIPAL GUARANTEES**

<b>MUNICIPAL PARTNER</b>	<b>GUARANTEE PERCENTAGE</b>	<b>GUARANTEE AMOUNT</b>
Municipality of the County of Kings	73.4%	405,902
Town of Kentville	10.33%	57,125
Town of Wolfville	9.85%	54,471
Town of Berwick	3.08%	17,032
Town of Middleton	2.03%	11,226
Town of Annapolis Royal	1.31%	7,244
Total Capital Requirements for Borrowing Resolution	<b>100%</b>	<b>553,000</b>



# **Town of Kentville**

## **Staff Report to Council Advisory Committee**

### **Planning & Development**

#### **December 2023**

#### **Programs and Operations**

- **Development Permits:** 7 Development Permits were issued in the month of November, with a total building valuation of \$418,732.00. Activity & Development Permit Report is attached.
- **Subdivision Applications:** Existing Subdivision Files were reviewed and continued to be worked on in November.
- **Public Participation Meeting:** Public Participation Meeting for MPS Amendments was held November 14<sup>th</sup>.
- **Civic Addressing:** 2 new civic addresses were issued in the month of November. The process is still ongoing for the renaming of Cornwallis St (notifications to affected properties, etc.)
- **Zoning Letters/Confirmations:** 2 Zoning Letters were requested for the month of November.

#### **Projects**

- **GIS/Mapping:** Support was provided to various departments.
- The **Blooms on the Block** project has been postponed due to a shipping issue. Hopefully this project will be executed in the spring.

#### **Meetings/Training**

- Staff Meetings
- Social Committee Meetings
- Various property owners and business liaisons regarding development permits and opportunities in the Town



- Lots of inquiries regarding ancillary dwelling units in the Town of Kentville as a result of the Provincial funding opportunities that were announced this month.

### **Public Engagement**

- Appointments are encouraged with staff for those looking for support with Development Permits and Subdivision Applications
- Frequent phone calls and email correspondence

Respectfully Submitted,

**Kirsten Duncan**

Planning Technician/Development Officer

**Lindsay Young**

Community & Economic Development Coordinator

# Activity Report

Planning & Development

November 2023



<i>PERMITS</i>	<i>PERMITS ISSUED</i> November 2023		<i>PERMITS ISSUED</i> November 2022	
	Month Total	Year Total	Month Total	Year Total
<b>Number of Permits</b>	7	115	12	130
<b>Total Building Value</b>	\$ 418,732.00	\$ 17,095,612.50	\$ 1,127,403.00	\$ 20,793,347.00
<b>Permit Revenue</b>	\$ 481.22	\$ 21,304.01	\$ 897.97	\$ 18,964.55

# Permit Report

Planning & Development

November 2023



<b>Permit #:</b>	<b>4223</b>	<b>Permit Date:</b>	11/2/2023
<b>Value of Construction:</b>	\$200.00	<b>Fee:</b>	\$0.00
Signage - Installing a 2' x 4.5' (9 sf) coroplast sign on existing sign hardware.			

<b>Permit #:</b>	<b>4172</b>	<b>Permit Date:</b>	11/8/2023
<b>Value of Construction:</b>	\$5,000.00	<b>Fee:</b>	\$120.00
Signage - Installing new wall signage on the building for Eddy Group - 8 signs in total.			

<b>Permit #:</b>	<b>4220</b>	<b>Permit Date:</b>	11/8/2023
<b>Value of Construction:</b>	\$14,952.00	<b>Fee:</b>	\$50.00
Solar Panels - Installing 12 Solar Panels on the roof of the existing dwelling.			

<b>Permit #:</b>	<b>4226</b>	<b>Permit Date:</b>	11/8/2023
<b>Value of Construction:</b>	\$38,580.00	<b>Fee:</b>	\$104.88
Renovation/Change of Use - Changing the use from retail to a business office. Renovations include: constructing non-load bearing walls, adding a sink and counters/cabinets, upgrading lighting and adding new exterior windows.			

<b>Permit #:</b>	<b>4229</b>	<b>Permit Date:</b>	11/17/2023
<b>Value of Construction:</b>	\$350,000.00	<b>Fee:</b>	\$206.34
New Residential Construction - Constructing a new Single Unit Dwelling (1,096 sf) with an Ancillary Dwelling Unit (598 sf).			

<b>Permit #:</b>	<b>4230</b>	<b>Permit Date:</b>	11/17/2023
<b>Value of Construction:</b>	\$10,000.00	<b>Fee:</b>	\$0.00
New Accessory Structure - Constructing a 8' x 16' (128 sf) accessory building in the flank yard.			

<b>Permit #:</b>	<b>4234</b>	<b>Permit Date:</b>	11/29/2023
<b>Value of Construction:</b>	\$0.00	<b>Fee:</b>	\$0.00
Change of Tenant - Change of Tenant from Retail to Beauty Salon.			



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

**Administration and Operations**

- Hemlock Conservation (Hemlock Woolly Adelgid)
  - Town of Kentville - \$40,000 approved by Town Council – April 2023
  - For more information on Hemlock Conservation
    - In the Quiet and the Dark: Saving the Eastern Hemlock – CBC Gem
    - Donna Crossland – Retired Forest Ecologist
  
- Staff have signed contracts to support four students from Acadia’s Community Development Department as part of the Core Term Placement program. The students will be working with the Parks and Recreation department for 6 weeks in February and March 2024 on housing and recreation projects.
  - Claire, Emily, Logan, and Sadie
  
- Current recruitment:
  - Administrative and Communication Coordinator
  - Arena 1 Attendant – Refrigeration Ticket Required
  - Ashley Sheffield will no longer be working for the Town of Kentville Parks and Recreation department as she transfers to the Kentville Police Department.

**Facilities and Operations**

Operations:

- Bird Friendly Town through Nature Canada – the committee is working towards helping the Town to become bird friendly as part of the Bird Friendly City initiative. Becoming a bird friendly Town takes several areas into perspective, such as threat reduction, habitat protection, community outreach/education and policy design and implementation.

**Programs and Operations**

- Scotia Cross Country Ski Club has begun grooming ski tracks at the Kentville Sand Pit. They currently groom a small 300 meter training loop in the field which will expand once the Pit closes dirt operations in the New Year. Memberships (day and

season passes) can be purchased online and FREE cross country ski equipment can be borrowed from the Parks & Recreation Department for a four day loan! We also have a Chariot Trailer with ski attachments which can be used to tow children out on the trails.

### **Community Outreach and Events**

- **November 1 – Pumpkin Drop at KCA** - Mayor Snow, Spike and some members of KPS joined us at KCA for this exciting event – classes design ways to protect their pumpkin to be dropped from high above. They are judged on best design, least environment impact and best appearance!
- **November 17 – Kick off to Holly Days** - Tree lighting, late night shopping, Photos with Santa and Free Hot chocolate/S'mores in Centre Square!
- **Kentville Plays Event:** The Pop-Up Play Zone at Holly Days was a major success with families enjoying washer toss, connect four, tether ball, games of catch, and drawing sidewalk chalk artwork in the Public Gardens Park.
- **2024 XCO/XCC National Championships** – The hosting committee met in November to begin its initial planning meeting for the 2024 Mountain Biking Championship

### **Capital Projects**

- Conditions Assessment and Feasibility Study – Centennial Arena
  - Awarded to DSRA Architecture Firm on November 27
  - Committed to a needs assessment which will focus on community workshops, surveys, and public meetings.
  - Initial committee introductions started December 1<sup>st</sup> and conditions assessment begins the week of December 4<sup>th</sup>
    - Detailed work plan to follow
- Awarded Projects that are in progress:
  - Arena Sign
  - Memorial Park Shelter
  - Burgher Hill Shelter
  - Deer Haven Trail
  - Memorial Park Grandstand
  - Conditions Assessment and Feasibility Study
- Push to 2024:
  - Skatepark Lighting – Postponed, due to cost of proposals
  - Curious Gorge Bridge Replacement – Cancelled, due to erosion in the area
  - Ravine Trail Development – Waiting on more information from the Research Station on the conditions of the Ravine

### **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 next meeting is scheduled for December 8<sup>th</sup>.
- Accessibility Audit of the Town Hall building has been completed and the report is pending submission from the consultant. This Audit will provide a record of information on existing conditions and provide recommendations on upgrades in order to determine the optimal approach to enable Town Hall and the Kentville Recreation Centre to be more accessible to guests, staff, and Council.

#### Kentville's Active Transportation Plan:

- Audit of the AT Wayfinding Signage has been completed and the report is pending submission from the consultant. This audit will provide a full signage deficiency review of all recreational wayfinding signage and recommendations on how to complete the installation throughout Town facilities. This includes installed signage, stored signage, missing/damaged signage, signs that need any potential updating, etc.

#### Regional Recreation Complex:

- No updates at this time.

Respectfully Submitted,



Craig Langille

Acting Director of Parks and Recreation

Town of Kentville

Office of the Chief of Police

October 2023



Administration	Time	August 2023	September
	Plate queries	970	1774
	Training hours	232	152
	Veh. Cks 38's	148	163
	SOT Tickets	33	49
	Foot Patrol Hours	101	133
	CC Charges	24	27
	Calls for service	298	298
<b>Training</b>	<ul style="list-style-type: none"> <li>• First aid Training</li> <li>• IARD Training</li> <li>• Carbine Training</li> <li>• R2MR Training</li> <li>• Source Course</li> </ul>		
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Municipal Chief's Meetings</li> <li>• SAC Meetings</li> <li>• Attended TOK Let's PLAY event</li> <li>• Attended the Provincial Memorial for Fallen Officers</li> <li>• Completed Mental Health Leadership Training</li> <li>• Multiple In-house meetings</li> <li>• Attended Special Olympics Truck Convoy</li> <li>• Attended Labour and Employment Seminar</li> <li>• Attended the Change of Command for AC Denis Daley RCMP</li> </ul>		
<b>CCN</b>	<ul style="list-style-type: none"> <li>• Attended <b>17 Agency meetings</b>, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court</li> <li>• Attended <b>8 Community Events</b></li> </ul>		

	<ul style="list-style-type: none"><li>• Received <b>15 referrals</b> from KPS members/other Agencies</li><li>• <b>58 meetings</b> with clients</li><li>• Attended <b>11 other calls</b> and assisted members</li></ul>
<b>Staffing</b>	<ul style="list-style-type: none"><li>• Only staffing vacancy is DC position</li><li>• Dawns position filled</li><li>• Interviewing for Alana</li><li>• Promotional routine for Sgt</li><li>• Hiring for Cst</li></ul>





## Kentville Police Service Bylaw Report October 2023

<b>Municipal Bylaw Investigations</b>	<b>1</b>
<b>Loitering -Warnings</b>	<b>6</b>
<b>Assist Police</b>	<b>6</b>
<b>Taxi Inspections</b>	<b>0</b>
<b>Animal Control</b>	<b>0</b>
<b>Smoking-Charges</b>	<b>0</b>
<b>Smoking-Warnings</b>	<b>2</b>
<b>Parking-Charges</b>	<b>52</b>
<b>Parking- Warnings</b>	<b>48</b>



## Town of Kentville

### Staff Report to Council Advisory Committee

### Department of Engineering and Public Works

### December 11, 2023

#### Programs and Operations

- **Kentville Water Commission:** We have recently had to replace another one of the five deep well pumps that feed the Prospect Water Treatment Plant. With expectations of longer service life, we have switched to an all-stainless steel body pump for this installation as previous models have been failing prematurely. I shared with members of the KWC last month that we have replaced three industrial water meters at large consumers where the flow has been steadily declining for several months and although meters of this size are relatively expensive, the increase in previously metered water has more than paid for the meters in a few months. This increased revenue also positively impacts the Town's Sanitary Sewer Area Service as we prepare for a rate study for both water & sewer.
- **Sanitary Sewer Area Service:** There were no direct operational issues with the Kentville Sanitary Sewer Service in November.
- **Public Works:** We received an early taste of winter last week with some snow and cold temperatures. Although our winter fleet and crew were ready, this first storm of the season revealed some of the issues in our aging fleet. Our mechanic and operators worked hard and got the gear back on the streets and sidewalks. We are still awaiting delivery of our new salt/dump truck with plow and wing gear. The truck is now in its final weeks of upfitting and we expect delivery in mid January as the plant closes for two weeks for Christmas. Once we have the new truck integrated into our fleet, its eleven-year-old predecessor can be sold as surplus.
- **Update on Recent Storm Events, Ongoing Remediation and Design Work:** We have received a preliminary letter report from the engineering consultant engaged to conduct the Storm Drainage Review for the Condon Avenue watershed. The report

included recommendations for the Town to consider as we plan for future Capital Investments and funding opportunities; they include but are not limited to:

- Improve the inlet structure at the top of Condon Avenue to increase the inlet capacity and allow for additional sediment accumulation.
- Install a new concrete storm pipe downstream of the Condon Avenue / Park Street intersection across Town owned land towards the Parks Shed and into the former railway ditch.
- Integrate Stormwater Management areas into the design of The Donald E. Hiltz Connector Road for upstream storage of this watershed.
- Place rock armour stone on sections of the watercourse upstream of Condon that were severely eroded from the August and September 2023 rainstorms.

### **Projects**

- MacDonald / Henry / Braeside Capital Project – Paving of the 2023/24 phase of this large Capital Project is scheduled for today, Monday December 11<sup>th</sup>. The intention is to place the top lift of asphalt on all three streets (last year's and this year's phases) in out 2024/25 Capital Investment Program, completing the project.

### **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
- November 14<sup>th</sup> CAC
- November 27<sup>th</sup> Regional Sewer Committee

Respectfully Submitted,

*D.A. Bell*

David Bell  
Director of Engineering and Public Works



**Town of Kentville  
CAO Report to Council Advisory Committee  
For the Month of November 2023  
PRESENTED ON DECEMBER 11<sup>TH</sup>, 2023**

**Administration and Operations**

- Operations
  - The Executive Leadership Team, made up of all Directors, the Chief of Police, the CAO and supported by the Deputy Town Clerk, continues to meet regularly to support the operations of the Town.
  - Staff continue to support the work of filling vacant positions and retention of current staff.
  - On November 29<sup>th</sup> we held the Town’s first All Staff meeting. All departments were present, each department having the opportunity to present their top three successes and challenges. The information gathered will sit with the Executive Leadership Team.
  - Staff have begun the work of reviewing policies and practices of the organization, in preparation for the new CAO.
  
- Council Related
  - Staff have been supporting the CAO recruitment and hiring process.

Respectfully Submitted,

Rachel Bedingfield  
Interim CAO



## Town of Kentville

### Staff Report to Council Advisory Committee

#### HOUSING AND COMMUNITY PARTNERSHIPS

DEC 11, 2023

**Summary:** As the winter months continually impact coordinated community response to the housing and homelessness crisis, the following report will speak to resources and opportunities available in community and across the province.

#### OPERATIONS

- Staff presented at the National Canadian Alliance to End Homelessness Conference hosted in Halifax and are continuing to meet with national partners on municipal approaches to responding to community housing and homelessness.
- Staff continue to work in partnership with local not-for-profits to collaborate and identify opportunities to support the community response to homelessness.
- Staff met with Acadia University partners and the national SSRCH-funded team to continue the conversation on housing and climate change.
- Continued the work with Coordinated Access and Local Housing Working Groups
- Staff are working with CLIMAtlantic on the provincial Electricity Grid Adaptation Strategy.

#### Council Related

- The Province has finalized the [Secondary and Backyard Suite Incentive Program](#) – a forgivable loan for up to 50% of the project cost, up to a maximum assistance of \$25,000 for a Secondary and/or Backyard Suite. The assistance is forgiven over the loan term of up to 5 years. Note: page 2 of this report provides more Kentville-specific details. Staff are committed to creating a guide on the program specifically for Kentville residents that lists unit opportunities within the existing Land Use By-Laws and Municipal Planning Strategy. Further communications can be expected in the new year
- The Housing Accelerator Funding Announcements for Rural Areas are now expected during the coming months and are not guaranteed for a December announcement.

## **SECONDARY AND BACKYARD SUITE FORGIVABLE LOAN – HOUSING OPPORTUNITIES IN THE TOWN OF KENTVILLE**

The Nova Scotia Provincial Government, through Housing and Municipal Affairs, has released the Secondary and Backyard Suite Incentive Program, a forgivable loan for up to 50% of the project cost, up to a maximum assistance of \$25,000 for a Secondary and/or Backyard suite. The assistance is forgiven over the loan term of up to five years.

The program is directed toward housing for certain income levels, with a maximum rental cost threshold that must be upheld for the dwelling to meet the forgivable loan program requirements.

### **What does this mean for Kentville?**

The landlord/loan receiver must offer housing to individuals/households below the following income levels to meet the requirements of the loan program:

<b>1 Bedroom Unit</b>	<b>2 Bedroom Unit</b>	<b>3 Bedroom Unit</b>
\$57,000	\$66,000	\$78,000

The landlord/loan receiver cannot require rent that exceeds the listed rental rates in the Western Zone and, more specifically, the rates listed for the Town of Kentville.

	<b>Bachelor Unit</b>		<b>1 Bedroom Unit</b>		<b>2 Bedroom Unit</b>		<b>3 bedroom Unit</b>	
	AMR	80% AMR	AMR	80% AMR	AMR	80% AMR	AMR	80% AMR
<b>Kentville Rates</b>	\$629	\$503	\$686	\$549	\$855	\$684	\$1,123	\$898
<b>Western Zone Rates</b>	\$661	\$529	\$772	\$618	\$1,037	\$803	\$1,123	\$898

[Link to Full Program Guide – Secondary and Backyard Suite Incentive Program](#)

Respectfully Submitted,



Alisha Christie (she/her)  
Housing and Community Partnerships Coordinator

**INTRODUCTION**

The Province of Nova Scotia, through the Department of Municipal Affairs and Housing (DMAH), is partnering with homeowners to create more affordable housing, faster, under the Secondary and Backyard Suite Incentive Program (the Program).

The Program is available to eligible homeowners who create an affordable Secondary and/or Backyard Suite in their home or on their property. Financial assistance is in the form of a forgivable loan, for up to 50% of the project cost, up to a maximum assistance of \$25,000 for a Secondary and/or Backyard Suite. The assistance is forgiven over the loan-term up to 5 years.

NOTE – Refer to the “DEFINITIONS” section for terminology used in this document.

**ELIGIBILITY**

To be eligible for the Program, the homeowner(s) must meet the following criteria:

- Own and occupy the existing single-family dwelling and intend to continue to be an occupant of the dwelling on an ongoing basis;
- The Secondary and/or Backyard Suite must meet all municipal requirements;
- Property taxes are paid in full and are up to date;
- The existing single-family dwelling meets minimum health and safety standards;
- The existing single-family dwelling can feasibly be modified to include a Secondary and/or Backyard Suite;
- Select tenants that have:
  - a total annual household income equal to or less than the Household Income Limits established by DMAH; OR
  - the tenant is a parent of the homeowner, age 65 years or older, or an adult child of the homeowner where the homeowner is over the age of 65 and intergenerational supports are provided.
- For tenants that are not immediate family members, the suite must be rented at a rental rate of not more than 80% of Average Market Rents for the community where the homeowner resides;
- Both tenant(s) and homeowner(s) must be residents of Nova Scotia; and
- Have an arrangement in place with the contractor(s) and/or bridge financing available, as the Program funding is released only after an occupancy permit has been obtained from the municipality.

**ELIGIBLE COSTS**

Eligible costs include the following:

- Costs associated with construction of the Secondary and/or Backyard Suite including materials and labour costs;
- Costs associated with the purchase and placement of a prefabricated Backyard Suite on the property; and
- All taxes, legal and other associated costs with the application for and building of the Secondary and/or Backyard Suite.

### INELIGIBLE COSTS

Ineligible costs include the following:

- Costs of work done prior to receiving written approval from DMAH;
- Costs of construction in excess of the maximum forgivable loan;
- Costs associated with bringing the existing single-family dwelling, or an existing Secondary and/or Backyard Suite up to minimum health and safety standards or to comply with municipal building codes;
- Prorated costs for common areas that are not attributable to the Secondary and/or Backyard Suite; and
- Labour costs of homeowners, occupants of the home and immediate family members that will occupy the Secondary and/or Backyard Suite.

### DEFINITIONS – For the purposes of the Program, the following definitions apply:

- “Average Market Rent” is the average rent paid by tenants in “A census metropolitan area (CMA) or a census agglomeration (CA)” as defined by CMHC.
- “Backyard Suite” is a self-contained small home with living space including a kitchen, bathroom, bedroom, and living room, which is built or installed on the same lot as a single-family dwelling.
- “Household Income Limits” means the income thresholds under which a household would be considered to be in Core Housing Need.
- “Immediate Family Member” means mother/stepmother, father/stepfather, daughter/stepdaughter, and son/stepson.
- “Occupant” of a single-family dwelling means a person, other than a foster child, who is at least 16 years of age and:
  - Has occupied the dwelling for a continuous period of at least one year;
  - Does not have a principal place of residence elsewhere; and
  - Does not pay rent to any owner of the dwelling.
- “Owner” of a single-family dwelling means a person(s) who holds fee simple interest in real property or verifiable form of ownership.
- “Program” means the Secondary and Backyard Suite Incentive Program.
- “Resident of Nova Scotia” means a person lawfully entitled to be or to remain in Canada who makes their home and is ordinarily present in the province but does not include a tourist or visitor to the province. A resident of Nova Scotia:
  - Is a Canadian Citizen or Permanent Resident;
  - makes their permanent home in Nova Scotia; and,
  - Is present in the province 183 days every calendar year.
- “Secondary Suite” means a self-contained dwelling unit constructed within a single-family dwelling.



- “Single-Family Dwelling” means the following and is used for residential purposes:
  - A detached house;
  - A duplex; and
  - A semi-detached house;
  - A Townhouse.
- “Total Household Income” means the total income of the household before taxes from all sources.

### HOW TO APPLY

- Complete the attached Secondary and Backyard Suite Incentive Program Application form; and
- Submit the completed application along with all required information to a DMAH Housing Services Office:

#### **Central Region**

*Halifax Regional Municipality & Hants County*

3770 Kempt Road, Suite 3

Halifax, NS B3K 4X8

Switchboard: 902-424-5110

Toll-free: 1-844-424-5110

Fax: 902-424-2091

#### **Eastern Region**

*Cape Breton Island*

Suite 22, Provincial Building

360 Prince Street

Sydney, NS B1P 5L1

Switchboard: 902-563-2120

Toll-free: 1-844-424-5110

Fax: 902-563-2370

#### **Western Region**

*Annapolis Valley & South Shore*

101 Magee Drive

Box 1000, Middleton, NS B0S 1P0 Switchboard:

902-825-3481

Toll-free: 1-844-424-5110

Fax: 902-825-6560

#### **Northern Region**

*Guysborough, Antigonish, Pictou, Cumberland,  
& Colchester Counties*

7 Campbell’s Lane

New Glasgow, NS B2H 2H9

Switchboard: 902-755-5065

Toll-free: 1-844-424-5110

Fax: 902-752-7133

## TENANT HOUSEHOLD INCOME LIMITS

Household Income Limits			
Housing Services	1 Bedroom	2 Bedroom	3 Bedroom
Eastern	\$ 57,500	\$ 66,000	\$ 78,000
Northern	\$ 57,500	\$ 66,000	\$ 78,000
HRM	\$ 47,000	\$ 60,000	\$ 67,500
Western	\$ 57,500	\$ 66,000	\$ 78,000

Eastern Region – Cape Breton Island

Northern Region – Guysborough, Antigonish, Pictou, Cumberland, & Colchester

Counties Central Region – Halifax Regional Municipality

Western Region – Annapolis Valley, South Shore, and Hants counties

## MAXIMUM RENTAL RATE

Housing Services Region	Location	Bachelor		1 Bedroom		2 Bedroom		3 Bedroom	
		AMR	80% AMR	AMR	80% AMR	AMR	80% AMR	AMR	80% AMR
Eastern	CBRM (excluding Sydney)	\$ 667	\$ 534	\$ 725	\$ 580	\$ 872	\$ 698	\$ 1,276	\$ 1,021
	Sydney	\$ 673	\$ 538	\$ 759	\$ 607	\$ 927	\$ 742	\$ 1,339	\$ 1,071
	Remainder of Cape Breton Island	\$ 583	\$ 466	\$ 668	\$ 534	\$ 789	\$ 631	\$ 934	\$ 747
Northern	Truro CA (map)	\$ 668	\$ 534	\$ 746	\$ 597	\$ 943	\$ 754	\$ 1,137	\$ 910
	Cumberland County & Remainder of Colchester County	\$ 668	\$ 534	\$ 746	\$ 597	\$ 943	\$ 754	\$ 1,137	\$ 910
	New Glasgow CA (map)	\$ 573	\$ 458	\$ 701	\$ 561	\$ 837	\$ 670	\$ 1,036	\$ 829
	Guysborough & Antigonish Counties, & Remainder of Pictou County	\$ 573	\$ 458	\$ 701	\$ 561	\$ 837	\$ 670	\$ 1,036	\$ 829
Central	Hants County & Remainder of Halifax County	\$ 990	\$ 792	\$ 1,157	\$ 926	\$ 1,449	\$ 1,159	\$ 1,690	\$ 1,352
	Halifax CMA (map)	\$ 905	\$ 724	\$ 1,100	\$ 880	\$ 1,405	\$ 1,124	\$ 1,668	\$ 1,334
	Dartmouth/Cole Harbour	\$ 827	\$ 662	\$ 978	\$ 782	\$ 1,272	\$ 1,018	\$ 1,322	\$ 1,058
	Bedford/Sackville	\$ 913	\$ 730	\$ 1,169	\$ 935	\$ 1,252	\$ 1,002	\$ 1,695	\$ 1,356
Western	Kentville CA (map)	\$ 629	\$ 503	\$ 686	\$ 549	\$ 855	\$ 684	\$ 1,123	\$ 898
	Remainder Annapolis Valley & South Shore	\$ 661	\$ 529	\$ 772	\$ 618	\$ 1,037	\$ 830	\$ 1,123	\$ 898

CA – Census Agglomeration

CMA – Census metropolitan areas

CBRM – Cape Breton Regional Municipality

For Department of Municipal Affairs and Housing (DMAH) Use Only	
Date Received: _____	Case ID: _____

1. APPLICANT INFORMATION		
Last Name	First Name	Middle Name
Date of Birth	Social Insurance Number (SIN)	DMAH requires SIN to operate its programs & services.
Phone No. 1	Phone No. 2	Email
	Health Card Number (HCN)	Required for proof of residency.
CO-APPLICANT INFORMATION		
Last Name	First Name	Middle Name
Date of Birth	Social Insurance Number (SIN)	DMAH require SIN to operate its programs & services
Phone No. 1	Phone No. 2	Email
	Health Card Number (HCN)	Required for proof of residency.
APPLICANT ADDRESS (Must be the same location as the planned Secondary &/or Backyard Suite)		
Number	Street	Unit/Suite/ P.O. Box
City/Town/Community	Province	Postal Code

### ABOUT THE SINGLE-FAMILY DWELLING

What type of property do you live in?

- Detached house  
  Semi-detached house  
  Duplex  
  Townhouse

Property tax account up to date?       Yes    No   (Please provide verification)

Mortgage payments up to date?  Yes  No (Please provide verification)

### ABOUT THE PROPOSED SECONDARY &/OR BACKYARD SUITE

Type of unit to be created:  Secondary Suite  Backyard Suite

Do municipal bylaws allow for the creation of the proposed Secondary &/or Backyard Suite?

Yes  No  I do not know

Number of bedrooms: \_\_\_\_\_

### FUNDING FROM OTHER SOURCES

Please provide information on other sources of funding, in any form received or expected to be received (including equity & debt financing):

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### OCCUPANCY & RENTAL CONDITIONS

If renting to a non-family member, a lease agreement is required between the homeowner landlord & the tenant with the rental rate of not more than 80% of Average Market Rents, as set by the Canada Mortgage & Housing Corporation for the community where the homeowner resides. If renting to an immediate family member, a lease agreement is required but the rental rate may be one that is determined by the homeowner and their family member.

Proposed rental rate for the Secondary &/or Backyard Suite: \$ \_\_\_\_\_

Services included in rent rate:

Heating  Electricity  Water  Hot Water

### APPLICANT HOMEOWNER RESPONSIBILITIES & DECLARATION

As the Applicant & Homeowner(s) of the property, I/we acknowledge & agree to the following:

1. Prior to completing the Program application, I/we will contact the Municipal Building Department to verify the property is properly zoned for Secondary &/or Backyard Suite.
2. I/We am/are responsible for hiring & managing all contractors & are required to submit all receipts & invoices to DMAH.
3. I/We will obtain all approvals/permits related to the creation of the Secondary &/or Backyard Suite, including Municipal Building Permits, Municipal Building Department approval of drawings, Electrical Safety Authority (ESA) permits & inspections, plumbing permits, & all other related approvals/permits. I/We also acknowledge & agree to comply with all relevant Fire Code requirements.
4. Obtain two (2) quotes for the construction of the Secondary &/or Backyard Suite, including contractor Workers' Compensation Board (WCB) of Nova Scotia & insurance coverage, & forward to DMAH for review.
5. When Approval is received from DMAH, I/we am/are required to sign an Operating Agreement & Loan Agreement & related documentation (promissory note), outlining the scope of work, funding amount(s), roles & responsibilities.
6. I/We agree to start work within 90 days of receiving final approval in writing.
7. I/We agree to pay for, or arrange for financing for, any costs not funded under the Program.
8. I/We agree to allow inspections by DMAH &/or its authorized representatives & agents at mutually agreed upon times during the work. Municipal occupancy permit(s) may serve as a substitute for a final inspection. I/We understand that any inspections conducted by DMAH &/or its authorized representatives are for internal administrative purposes only & provide no guarantee or assurance of compliance with any applicable building code or standards.
9. I/We agree to keep the rent within the AMR for the program as updated from time to time by DMAH, unless the suite is rented by an immediate family member.
10. I/We hereby confirm that I am/we are the owner(s) of the dwelling, & no other person is an owner.
11. I/We hereby confirm that I am/we are occupying the Single-Family Dwelling where the Secondary &/or Backyard Suite & will be created & will continue to occupy the Single-Family Dwelling during the up to five (5) year forgivable loan period.
12. I/We have attached all required supporting documentation to my/our application.
13. I/We hereby confirm that, to the best of my/our knowledge, the information provided is complete & accurate in every respect.
14. I/We agree to adhere to all the Program requirements, rules, & timelines throughout the process, & if applicable, during the up to five (5) year forgivable loan period.
15. I/We have read, understand, & agree to the terms & conditions listed above.

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Print Name

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Signature

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Date

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Print Name

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Signature

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Date

### TENANT HOUSEHOLD INCOME LIMITS

Household Income Limits			
Housing Services	1 Bedroom	2 Bedroom	3 Bedroom
Eastern	\$ 57,500	\$ 66,000	\$ 78,000
Northern	\$ 57,500	\$ 66,000	\$ 78,000
HRM	\$ 47,000	\$ 60,000	\$ 67,500
Western	\$ 57,500	\$ 66,000	\$ 78,000

Eastern Region – Cape Breton Island

Northern Region – Guysborough, Antigonish, Pictou, Cumberland, & Colchester Counties

Central Region – Halifax Regional Municipality

Western Region – Annapolis Valley, South Shore, Hants Counties

### MAXIMUM RENTAL RATE

Housing Services Region	Location	Bachelor		1 Bedroom		2 Bedroom		3 Bedroom	
		AMR	80% AMR	AMR	80% AMR	AMR	80% AMR	AMR	80% AMR
Eastern	CBRM (excluding Sydney)	\$ 667	\$ 534	\$ 725	\$ 580	\$ 872	\$ 698	\$ 1,276	\$ 1,021
	Sydney	\$ 673	\$ 538	\$ 759	\$ 607	\$ 927	\$ 742	\$ 1,339	\$ 1,071
	Remainder of Cape Breton Island	\$ 583	\$ 466	\$ 668	\$ 534	\$ 789	\$ 631	\$ 934	\$ 747
Northern	Truro CA (map)	\$ 668	\$ 534	\$ 746	\$ 597	\$ 943	\$ 754	\$ 1,137	\$ 910
	Cumberland County & Remainder of Colchester County	\$ 668	\$ 534	\$ 746	\$ 597	\$ 943	\$ 754	\$ 1,137	\$ 910
	New Glasgow CA (map)	\$ 573	\$ 458	\$ 701	\$ 561	\$ 837	\$ 670	\$ 1,036	\$ 829
	Guysborough & Antigonish Counties, & Remainder of Pictou County	\$ 573	\$ 458	\$ 701	\$ 561	\$ 837	\$ 670	\$ 1,036	\$ 829
Central	Hants County & Remainder of Halifax County	\$ 990	\$ 792	\$ 1,157	\$ 926	\$ 1,449	\$ 1,159	\$ 1,690	\$ 1,352
	Halifax CMA (map)	\$ 905	\$ 724	\$ 1,100	\$ 880	\$ 1,405	\$ 1,124	\$ 1,668	\$ 1,334
	Dartmouth/Cole Harbour	\$ 827	\$ 662	\$ 978	\$ 782	\$ 1,272	\$ 1,018	\$ 1,322	\$ 1,058
	Bedford/Sackville	\$ 913	\$ 730	\$ 1,169	\$ 935	\$ 1,252	\$ 1,002	\$ 1,695	\$ 1,356
Western	Kentville CA (map)	\$ 629	\$ 503	\$ 686	\$ 549	\$ 855	\$ 684	\$ 1,123	\$ 898
	Remainder Annapolis Valley & South Shore	\$ 661	\$ 529	\$ 772	\$ 618	\$ 1,037	\$ 830	\$ 1,123	\$ 898

CA – Census Agglomeration

CMA – Census metropolitan areas

CBRM – Cape Breton Regional Municipality



December 11, 2023

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Chief Administrative Officer  
Rachel Bedingfield  
354 Main Street  
Kentville, NS  
B4N 1K6

RE: Correspondence to Council

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902-679-2501  
cao@kentville.ca

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Staff have been tasked with reviewing the existing policies for correspondence to Council, and how correspondence is presented and discussed at Council and CAC meetings.

Staff acknowledge that Policy Statement G64 Public Engagement and Participation section 4.a states “Written correspondence (if signed by the author) will be included on a Council agenda and will be considered during Council discussion and debate, if applicable”.

Following this policy, letters and emails to Council, which do not include offensive, derogatory or defamatory matter or language, if delivered to the Deputy Clerk, prior to the release of the meeting package to Council, will be included on the meeting agenda under “Correspondence”. The Chair will acknowledge receipt of all correspondence and the full submission shall be read following a motion of Council. This policy does not apply to public hearings or other planning processes.

Staff recommends that Council adopt these correspondence best practices until a full review of Policy Statement G70 Council Meetings.

Rachel Bedingfield  
Interim Chief Administrative Officer  
Town of Kentville



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Chief Administrative Officer  
Rachel Bedingfield  
354 Main Street  
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December 11, 2023

RE: Sustainable Communities Challenge Grant Application

Staff have completed an application for the Sustainable Communities Challenge grant- a provincial grant program for local action on climate change in Nova Scotia. It supports community efforts to reduce or remove greenhouse gas emissions, or to prepare for and respond to the impacts of a changing climate.

The Town of Kentville has made an application for a project called “Climate Resiliency Initiative: Natural Stormwater Management” – a two-year project that would see staff offer a series of community education seminars on localized green infrastructure and stormwater management best practices on private properties. Staff would also work in collaboration with a natural infrastructure expert to build a stormwater management demonstration site that showcase natural stormwater management methods. Finally, the project will also help residents by offering property assessments and advice, and supplying stormwater management tools such as rain barrels, soil, gravel, and equipment to homeowners to promote stormwater management on private properties.

The total project cost is \$156,450 with \$124,000 coming from the grant and the Town’s share being \$29,450. The project would begin in April 2024.



If approved, staff will need to show Councils approval of this project to receive the funds for the 2024-2025 and 2025-2026 fiscal years. To be eligible for funding, initiatives must show they are a community priority, which can be demonstrated through a letter or motion from Council.

Staff recommend that Council support the application to the Sustainable Communities Challenge grant for stormwater management and climate resiliency initiatives in the Town of Kentville.

Rachel Bedingfield  
Interim Chief Administrative Officer  
Town of Kentville