



# **TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE January 8, 2024 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, December 11, 2023
- 4. PRESENTATIONS**
  - (a) Valley Racquet Centre Request
  - ~~(b) Brain Injury Association of Nova Scotia~~
  - (c) Valley Community Learning Association
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance
    1. Department Report
  - (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) Legal Reporting Best Practices

**7. CORRESPONDENCE**

- (a) **Housing and Municipal Affairs**

**8. NEW BUSINESS**

- (a) Tennis and Pickleball Facility Request
- (b) First Reading – Proposed Municipal Planning Strategy Amendment
- (c) Climate Community Capacity Grant Application
- (d) Town Hall Building Accessibility Audit Report

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

- (a) ~~Land~~
- (b) Legal
- (c) Personnel

**11. ADJOURNMENT**

DRAFT



TOWN OF KENTVILLE

COUNCIL ADVISORY COMMITTEE

Meeting Minutes: December 11, 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
- Jason Bethune, Technology

**REGRETS**

Brain Injury Association of Nova Scotia, Emily Roeding  
Valley Community Learning Association, Peter Gillis

**DECLARATIONS OF CONFLICT OF INTEREST**

None.

**2. APPROVAL OF THE AGENDA**

Removed: Presentation by Brain Injury Association of Nova Scotia

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

*CAC Minutes – December 11, 2023*

*Pending Approval*

*Page 1*

# DRAFT

**That the agenda for the Council Advisory Committee meeting of December 11, 2023 be approved as amended.**

## **MOTION CARRIED**

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

(a) Council Advisory Committee, Meeting Minutes, November 14, 2023.

In item 6.a and 6.b, voting results should read “voted against”

**It was moved that the minutes from the Council Advisory Committee meeting held on November 14, 2023 be approved as amended.**

## **MOTION CARRIED**

### **4. PRESENTATIONS**

(a) **Brain Injury Association of Nova Scotia**

*Removed from the agenda*

(b) **Valley Community Learning Association**

*Not present*

### **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 60.1% of the operating budget has been expended, and 86.8% of revenue has been collected. She also reviewed the sanitary sewer budget and revenues from bills. She explained that the Property Assessed Clean Energy (PACE) program is still under review.

*See report for more information.*

(2) **Valley Waste Guarantee Resolution (Temporary Borrowing Resolution)**

Director Wanda Matthews presented the two borrowing resolutions which require a guarantee from municipal partners, in the amounts of \$17,800 and \$57,125, which are the town's shares.

*See report for more information.*

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

**That Council Advisory Committee recommend**

To the January 29 2024 meeting of Council



# DRAFT

**That Council approve the attached Temporary Borrowing Resolution in the amount of \$174,000, the Town of Kentville 10.23% share is \$17,800 of the Valley Regional Solid Waste Resource Management Authority Partnership.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

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

**That Council Advisory Committee recommend**

To the January 29 2024 meeting of Council

**That Council approve the attached Temporary Borrowing Resolution in the amount of \$553,000, the Town of Kentville 10.33% share is \$57,125 of the Valley Regional Solid Waste Resource Management Authority Partnership.**

**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**

Director Dave Bell presented the Planning and Development department report for November 2023. Highlights included 7 development permits in October, 1 subdivision permit application, and a building valuation of \$17,095,612.50 for the year thus far. He also shared a delay in the Blooms on the Block tree planting program due to shipping issues.

*See report for more information.*

**(c) Parks and Recreation**

**(1) Director's Report**

Director Craig Langille presented his report for November 2023. Some of the highlights included hemlock conservation, Acadia student placements, recruitment and Bird Friendly Town designation. For staffing, staff have invited 4 Acadia students to support recreation projects. The arena digital sign has been purchased and the Burgher Hill shelter is under construction.

*See report for more information.*

**(d) Police Report**

**(1) Chief's Report**

# DRAFT

Police Chief Marty Smith presented the police commission report, which included a review of training, meetings and staffing. Chair Gillian Yorke gave an update on discussion at the Board including support for the Community Crisis Navigator program, and mental health leadership training.

*See report for more information.*

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

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

Director Bell submitted his report for November 2023. Some of the highlights included replacement of a pump at the water commission, launching the winter fleet and crew for the first snowfall, and an update about stormwater management in the Condon Avenue area. He shared that the flexible delineators along Webster will be removed for the winter and replace damaged ones.

*See report for more information.*

## **(f) Administration**

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

CAO Rachel Bedingfield presented the staff report for November 2023. Highlights included the first all staff town hall meeting, review of policies and procedures with the executive leadership team.

*See report for more information.*

### **(2) Housing and Community Partnerships**

CAO Rachel Bedingfield presented the Housing and Community Partnerships report with highlights including presentation at a national conference on homelessness, updates to the provincial secondary suite incentive program and extension of the timeline for the results of the Housing Accelerator Fund grant.

*See report for more information.*

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

### **(a) Staff Memo on Correspondence Best Practices**

CAO Bedingfield reviewed the existing policy guiding correspondence submitted to Council, and added best practices that will be followed until the Council Meeting Policy is reviewed in its entirety.

*See report for more information.*

Discussion

- Concerns raised about not following policy over the past few years.

# DRAFT

- Clarification that the Clerk will determine if there is offensive or inappropriate content.
- Clarification that for all letters sent to [councilandmayor@kentville.ca](mailto:councilandmayor@kentville.ca) , the Mayor will share them with the Deputy Clerk to add them to the meeting package, and it must be correspondence sent to all of Council and not just the Mayor or a single Councillor.

It was moved by Councillor Cathy Maxwell and Councillor Andrew Zebian

**That Council Advisory Committee recommend**

To the January 29 2024 meeting of Council

**That Council adopt these correspondence best practices, with amendments discussed.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 7. CORRESPONDENCE

- (a) None.

## 8. NEW BUSINESS

- (a) **Sustainable Communities Challenge Grant Application**

CAO Bedingfield outlined the grant application that will see residents learn more and implement natural stormwater management practices over a two-year period.

*See report for more information.*

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

**That Council Advisory Committee recommend**

To the January 29 2024 meeting of Council

**That Council approve the Sustainable Communities Challenge grant application in support of a two-year project “Climate Resilience Initiative: Natural Stormwater Management”**

**And further that Council support the cost of the project at \$156,450 with \$124,000 coming from the SCC grant**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

# DRAFT

## 9. PUBLIC COMMENTS

### (a) Gary Randall

Concerns about the erosion along the Donald Hiltz Connector Road infrastructure and stormwater management.

### (b) John Andrew

Concerns about the town becoming a centre for housing insecure people in the province. Concerns about barriers to creating a compassionate emergency shelter for housing insecure people.

### (c) Deborah Large

Concerns about unhoused and homeless people in Kentville, and more people coming to Kentville because of the number of services here.

## 9. IN CAMERA – LEGAL

It was moved by Councillor Paula Huntley and Councillor Craig Gerrard

**That Council move into a closed session at 7:48 p.m. to discuss a legal matter**

### **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 Andrew Zebian

**That Council move back into open session at 9:02 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 9:05 p.m.**

### **MOTION CARRIED**

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Minutes Approved by Town Clerk

# Proposed Valley Racquet Center

Presentation to Kentville Town  
Council

January 2024

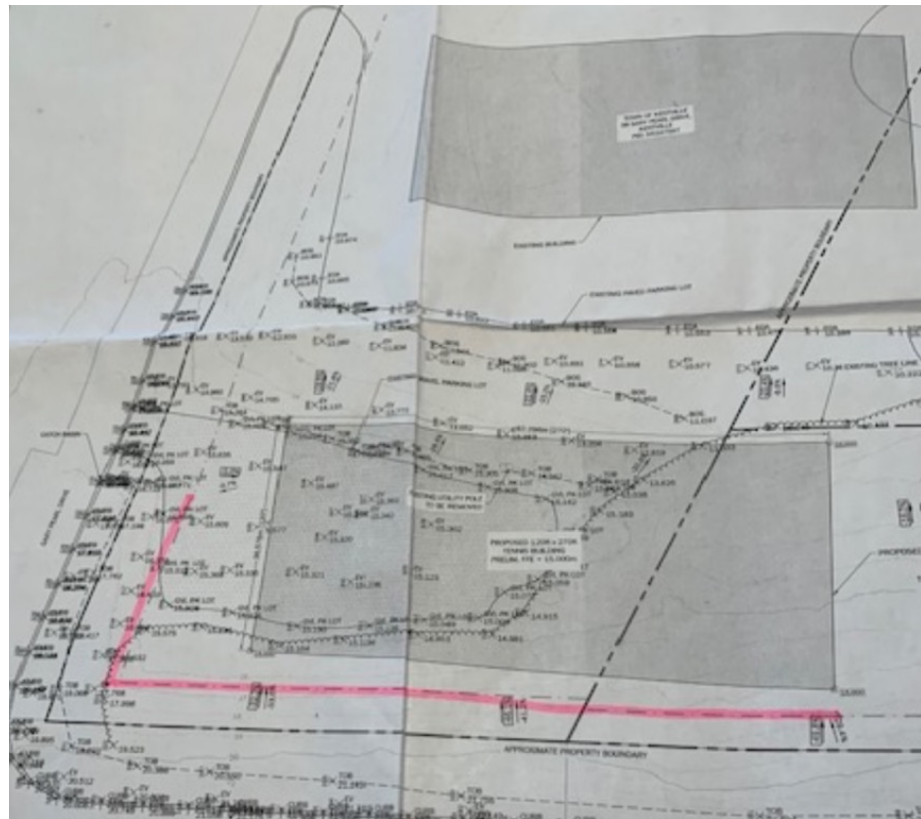
# Review/Overview

- ▶ Our plan is to build an indoor year-round accessible racquet center suitable for all ages, genders, as well as physical and financial abilities.
- ▶ The center will be built according to a model proposed by Tennis Canada and will contain 4 tennis courts and 8 pickleball courts.
- ▶ This presentation outlines the design and benefits of the facility.

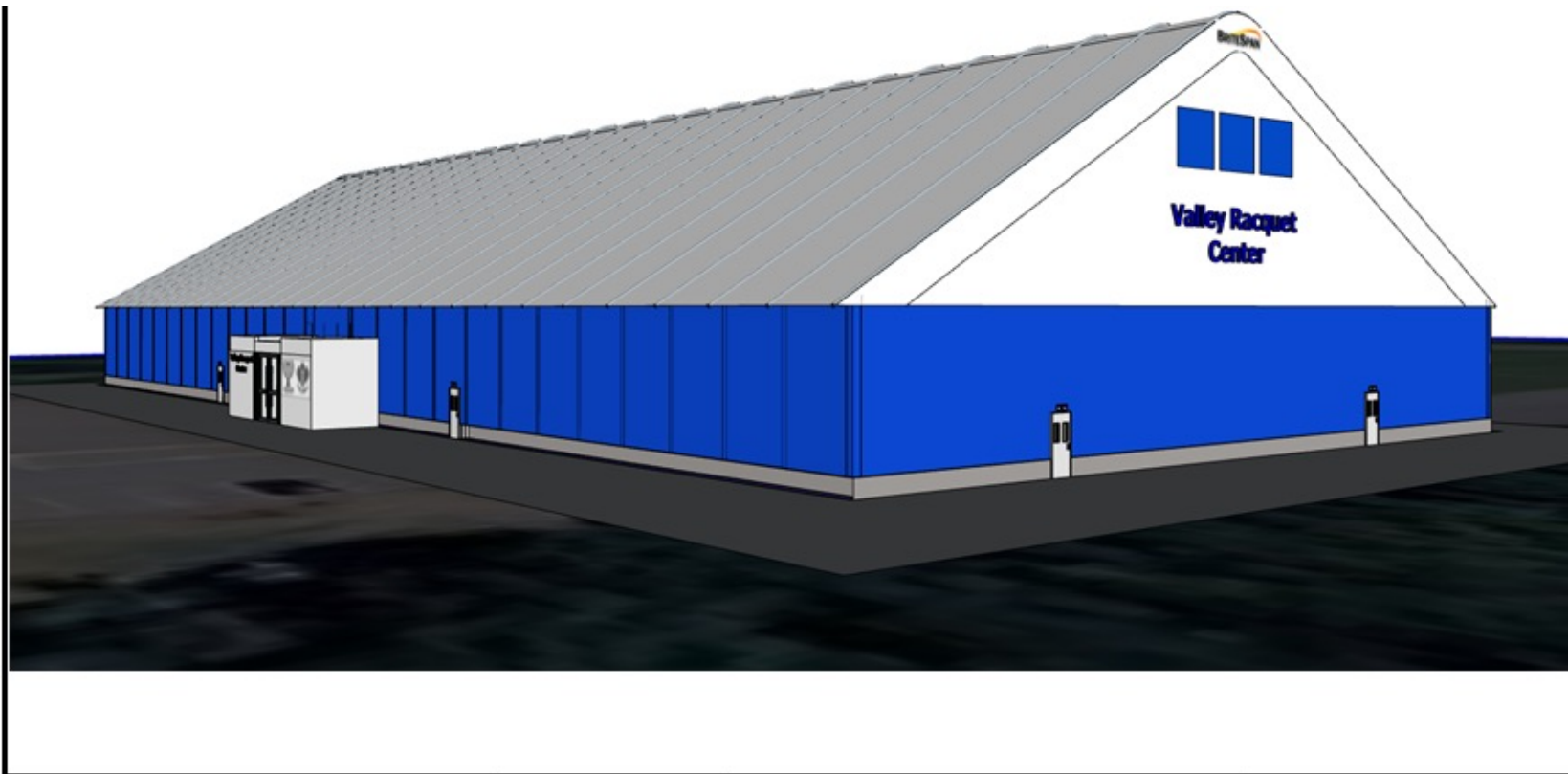
# Images of Proposed Design and Location

# Site Location

## ►Layout #1



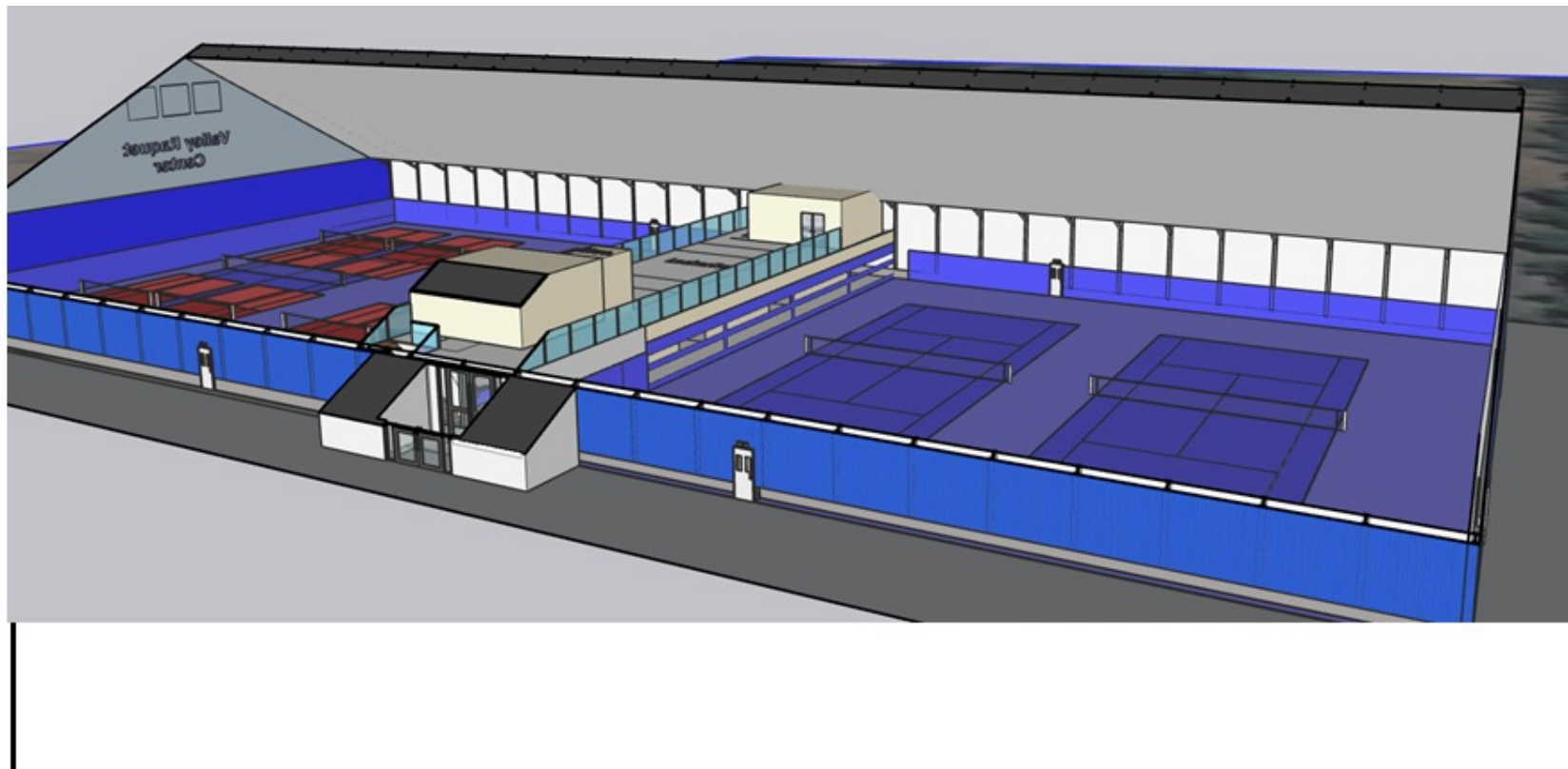




## Front Entrance

Layout #2

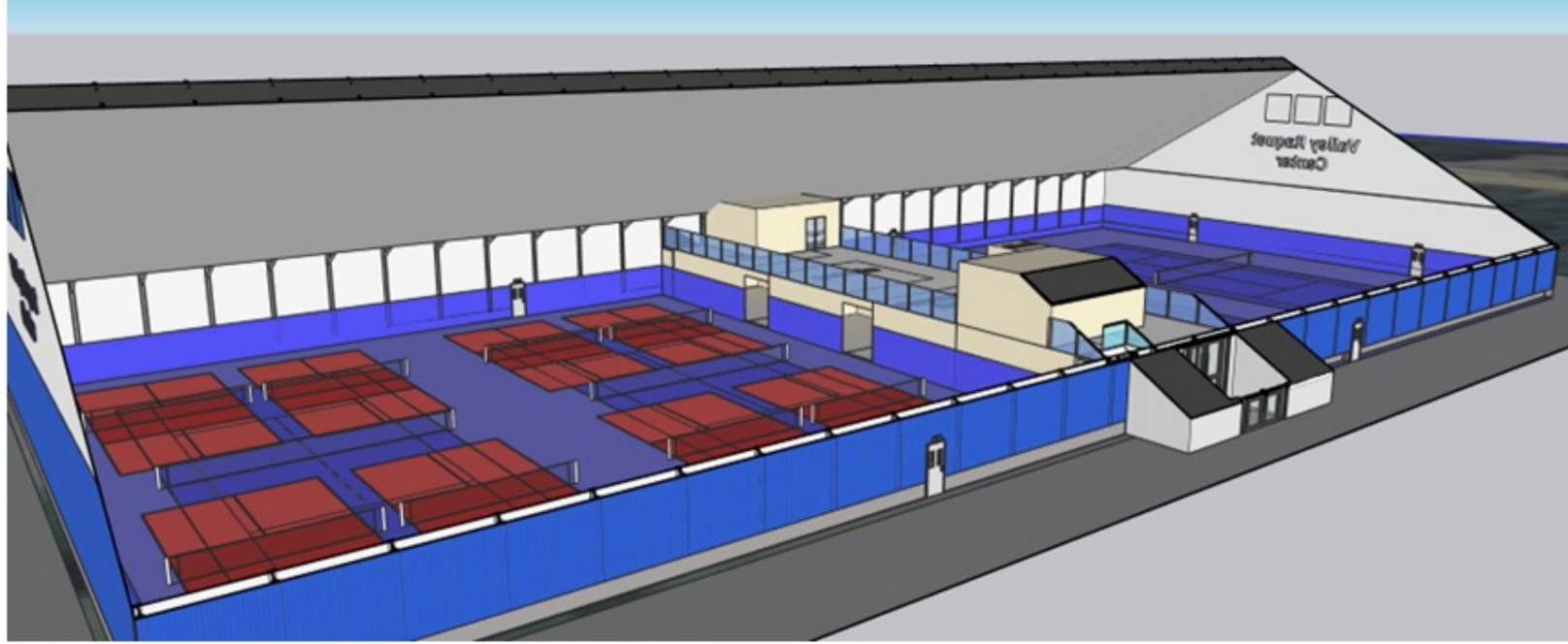
Britespan Slide7



## Mezzanine Cut Away

Layout #3

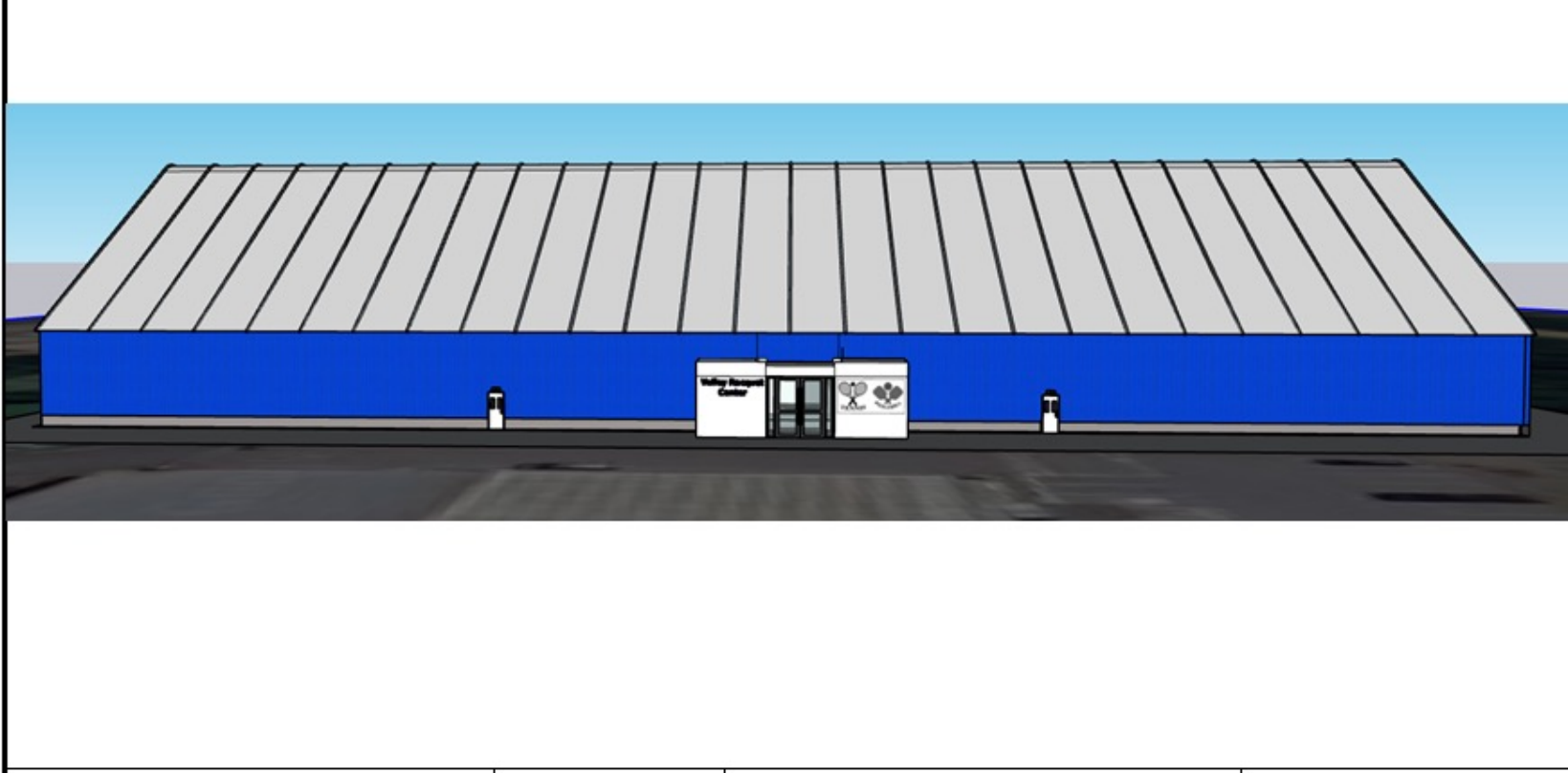
Britespan Slide13



## Pickleball Courts

Layout #4

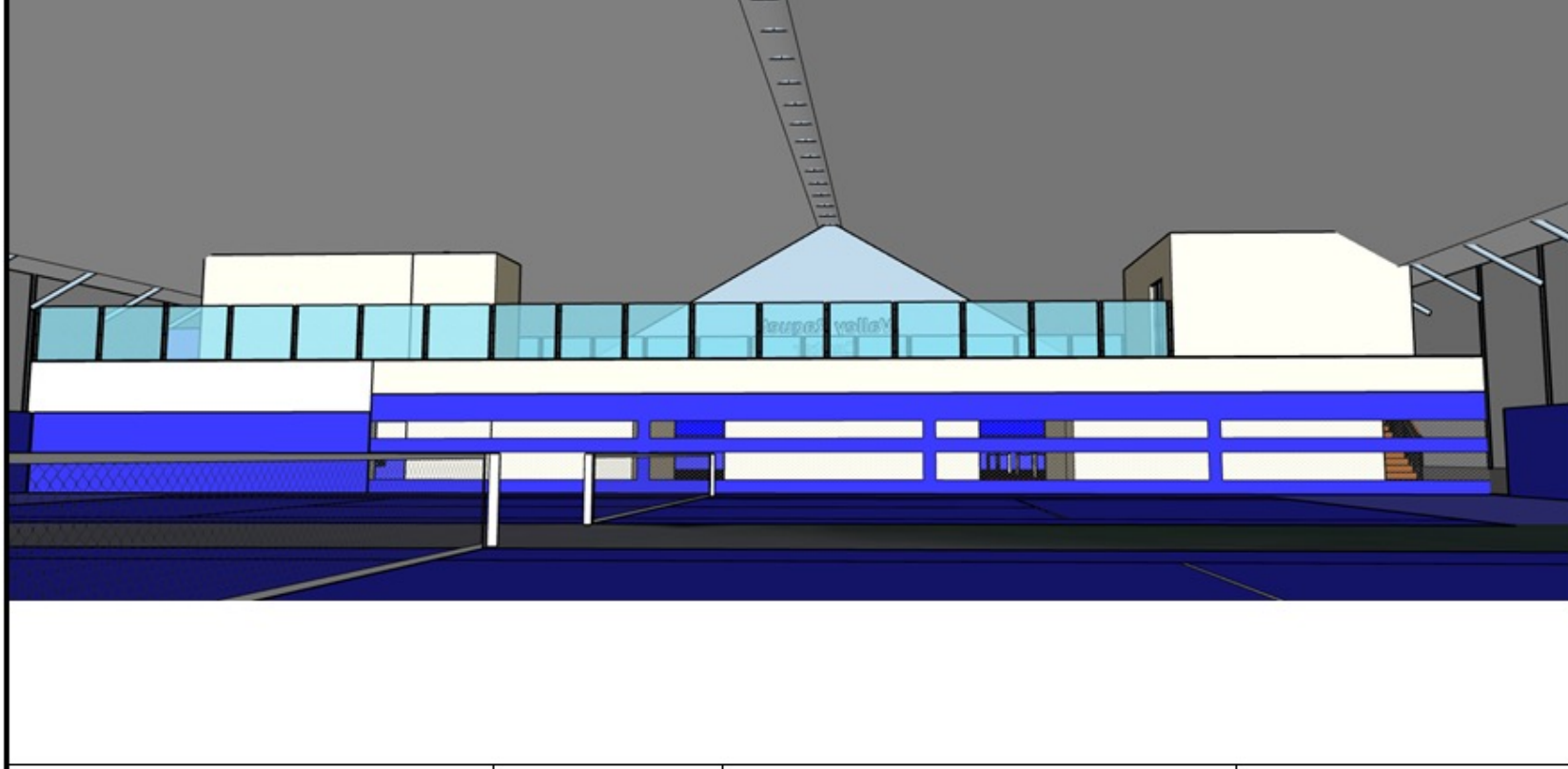
Britepan Slide14



## Front Door View

Layout #5

Britespan Slide12



## Viewing Area

Layout #6

Britespan Slide17



## Inside Front Entrance

Layout #7

Britespan Slide22





## Aberdeen Paving Property

Layout #8



## Soccer Field Full View

Layout #9





## Building located Mid Soccer Field

Layout #10

Britespan Slide25



## Solar Panel 1

Layout #11



## Solar Panel 2

Layout #12



## Building on End of Soccer Field

Layout #13





## Building located at end of Soccer Field

Layout #14

Britespan Slide5



## Building located at Soccer Field End (alternate view)

Layout #15

Britespan Slide6

# Benefits of the Facility

- Tennis and Pickleball tournaments (will attract national, provincial & local). The facility will be regulation size.
- Pickleball and pickleball court rentals.
- Wheelchair tennis.
- Bocce Ball (roll out flooring) if possible. A huge attraction for seniors.
- Spec tennis (new game consisting of a combination of both tennis & pickleball).
- Inter Club Play (Example: Kentville vs Wolfville)
- University Tennis.
- A building suitable for an emergency shelter.
- A building suitable for a conference.
- In summary, besides contributing an environment for enhanced health and wellness, the racquet center would also provide economic spinoff benefits, drawing people to the area for tournaments, sporting and other events.

# Support for the Facility

## ► TENNIS CANADA

- We have been chosen to be 1 of 5 sites in Canada this year Tennis Canada /Rogers Canada announced a plan to build 160 new year-round courts at up to 30 facilities across Canada by 2029. The Valley Racquet Center has been earmarked as one of five (5) that Tennis Canada/Rogers will support for construction in 2024.
- \$200,000 Grant and Support

## ► TENNIS NOVA SCOTIA/SPORT NOVA SCOTIA

- Multiple grants are available (\$150,000 +)

## ► KINGS COUNTY VISION GRANT

## ► FEDERAL GOVERNMENT (Kody Blois, M.P.)

## ► PROVINCIAL GOVERNMENT (John Lohr, M.L.A. is presenting our proposal to Cabinet in January)



# Request to the Town of Kentville

- A 50-year lease with the option for another 50-year lease (\$1/year) to build on the existing soccer field
- Water & Sewer to the building
- Financial commitment

# THANK YOU!

- ▶ Paul Morgan, Director 902.691.3878
- ▶ Richard Galpin, Co-Lead 902.670.5959
- ▶ David Lang, Co-Lead 902.690.7595
- ▶ Don Forgeron, Co-Lead 647.328.5579
- ▶ Brad Lawlor, Co-Lead Tennis Nova Scotia
- ▶ Janet Hawley, Co-Lead
- ▶ Stephen LeDrew, Co-Lead
- ▶ Jim Rose, Pickleball Representative



# VCLA

- Valley Communist Learning Association





# VCLA

- GED
- Personal Development / Essential skills
- Training for entry-level positions in health care and support work for people with disabilities





# VCLA

- English as an additional language
- Classes at various skill-levels
- One-on-one tutoring to supplement classroom work

# VCLA

- Helping adults to complete their High School Diploma







# VCLA

- Many other learning plans

Like getting help to write for your Red Seal





# VCLA

- Youth employment programming
- Co-operative Education credits



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& Upholstery  
BY HAMZEH  
902-698-0567**







# VCLA

- Using our new building to support other groups in the community



# VCLA

• Food security work







# VCLA

- Still downtown
- And in Annapolis County





# VCLA

• Dreams ....





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

**Operations**

- The Accountant and Director continue to provide payroll and benefits support to staff and Directors as a result of the vacant payroll and benefit specialist position. Interviews will be scheduled in January.
- Payroll calendar year end process was successfully completed.
- Review of vacation bank and leave reports, communication of department and individual balances to Directors/Executive Leadership and consideration of next steps to reduce the value of our liability at year end have been a priority.
- Executive Leadership has begun preliminary work developing an approach to capital budget requirements for 2024-2025 and beyond.
- Valley Waste temporary borrowing resolutions provided for consideration in December relate to two fiscal years. Allocations across municipal partners are calculated annually and resulted in two rates for the Town's guarantee distribution.

**Financial**

- Appendix A includes the preliminary Year to Date November 2023 General Operating Fund Statement of Operations with forecast along with an overview analysis.
- The 2023-2024 Town capital fund forecast is \$ 4,096,700 as at December 31<sup>st</sup>, 2023. The variance in budget results from a detailed review of individual projects with Directors responsible for same. Year to date December 31, 2023 expenditures are \$ 2,813,194 (69% of forecast). See Capital Investment Plan update Appendix B.
- 2023-2024 temporary borrowing resolutions for the Town of Kentville General Capital Fund, Kentville Water Commission and Sanitary Sewer were approved by the Minister of Municipal Affairs and Housing on December 14, 2023.
- Of the \$ 12,188,511 tax levy billed in 2023-2024, 1.97% remains outstanding as at December 31, 2023. This change represents a 17% (0.41 percentage point) reduction in tax balance owing for the month.

Outstanding Tax Receivable Aging		
2023-2024	2022-2023	Prior Years
\$ 236,593.74	\$ 1,584.58	\$ 2,135.67

Respectfully submitted,

Wanda Matthews, CPA, CA  
Director of Finance



Town of Kentville Operating Fund  
**Statement of Operations**  
 Year to Date November 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 67% revenue or spend rate would be expected in month eight (8) 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 71.8 % of **expenditure** budget used and 88.6 % of **revenue** budget recorded creating an overall surplus of \$ 2,684,622.

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.
- **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.
- **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** have generated savings that are offset by contract costs.



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

**Expenditures Continued:**

- **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%	101.7%
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>	46,105	48.0%	57.1%
	<b>234,400</b>	<b>234,400</b>	<b>112,943</b>	<b>48.2%</b>	<b>50.6%</b>
<b>SALES OF SERVICES</b>					
Agencies	<b>1,060,500</b>	<b>1,114,700</b>	<b>835,935</b>	<b>78.8%</b>	<b>86.3%</b>
<b>OTHER REVENUE-OWN SOURCES</b>					
Fines, fees, permits	36,600	<b>41,800</b>	42,016	114.8%	113.6%
Rentals	415,400	<b>410,500</b>	227,669	54.8%	53.4%
Interest	134,200	<b>134,200</b>	209,384	156.0%	192.9%
Return on investments	630,000	<b>630,000</b>	-	0.0%	15.9%
Other	43,400	<b>44,900</b>	26,245	60.5%	68.5%
	<b>1,259,600</b>	<b>1,261,400</b>	<b>505,314</b>	<b>40.1%</b>	<b>46.5%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b>223,400</b>	<b>228,800</b>	<b>186,950</b>	<b>83.7%</b>	<b>86.4%</b>
<b>CONDITIONAL TRANSFERS</b>	<b>169,900</b>	<b>178,500</b>	<b>52,680</b>	<b>31.0%</b>	<b>79.3%</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>\$ 14,142,802</b>	<b>88.6%</b>	<b>92.2%</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	197,385	68.6%	73.2%
General administration	1,734,500	1,734,500	1,288,175	74.3%	82.0%
	<b>2,022,100</b>	<b>2,022,100</b>	<b>1,485,560</b>	<b>73.5%</b>	<b>80.7%</b>
<b>PROTECTIVE SERVICES</b>					
Police- core program	2,976,000	2,976,000	2,108,970	70.9%	78.6%
Police-sales of service	158,900	158,900	102,605	64.6%	53.7%
Law enforcement	207,200	207,200	128,126	61.8%	67.1%
Fire fighting	908,900	908,900	294,581	32.4%	94.1%
Protective service- debt charge	3,600	3,600	3,556	98.8%	99.5%
Emergency measures and other	148,100	148,100	130,273	88.0%	64.5%
	<b>4,402,700</b>	<b>4,402,700</b>	<b>2,768,111</b>	<b>62.9%</b>	<b>79.7%</b>
<b>TRANSPORTATION SERVICES</b>					
Common services	1,228,000	1,228,000	941,266	76.7%	74.0%
Road transportation	822,400	822,400	582,979	70.9%	77.7%
Public transit	408,100	408,100	232,252	56.9%	74.6%
Transportation- debt charge	50,400	50,400	52,560	104.3%	107.9%
Other	98,700	98,700	56,266	57.0%	84.9%
	<b>2,607,600</b>	<b>2,607,600</b>	<b>1,865,323</b>	<b>71.5%</b>	<b>76.5%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
Solid waste collection and recycling	<b>729,400</b>	<b>729,400</b>	<b>538,625</b>	<b>73.8%</b>	<b>78.8%</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	167,052	69.0%	66.2%
Other community development	512,100	512,100	424,805	83.0%	86.2%
	<b>754,300</b>	<b>754,300</b>	<b>591,857</b>	<b>78.5%</b>	<b>79.2%</b>
<b>RECREATION AND CULTURAL</b>					
Recreation-Administration	766,700	766,700	481,480	62.8%	78.4%
-Programmes (net)	195,100	195,100	92,391	47.4%	67.5%
-Facilities	760,400	760,400	509,763	67.0%	86.8%
-Debt charge	28,900	28,900	32,742	113.3%	103.0%
Cultural	140,300	140,300	103,026	73.4%	73.4%
	<b>1,891,400</b>	<b>1,891,400</b>	<b>1,219,403</b>	<b>64.5%</b>	<b>80.9%</b>
<b>EDUCATION</b>	<b>1,805,200</b>	<b>1,805,200</b>	<b>1,353,888</b>	<b>75.0%</b>	<b>75.1%</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%	100.0%
	<b>1,661,200</b>	<b>1,661,200</b>	<b>1,627,840</b>	<b>98.0%</b>	<b>100.0%</b>
<b>TOTAL EXPENDITURE</b>	<b>\$ 15,963,900</b>	<b>\$ 15,963,900</b>	<b>\$ 11,458,180</b>	<b>71.8%</b>	<b>80.4%</b>
<b>SURPLUS (DEFICIT)</b>		<b>\$ 47,500</b>	<b>\$ 2,684,622</b>		



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
2023-2024  
YTD December 31, 2023**

<b>PROJECT BY DEPARTMENT/AREA</b>	<b>2023/2024 BUDGET</b>	<b>2023/2024 FORECAST</b>	<b>2023/2024 VARIANCE</b>	<b>2023/2024 YTD ACTUAL</b>	<b>% Expended</b>
Canada Community Building Fund					
MacDonald/Henry/ Braeside	\$ 825,000	\$ 625,000	\$ 200,000	\$ 434,558	70%
Green Infrastructure Fund - Trails and Pathways	2,071,100	1,171,100	900,000	820,794	70%
General Administration	50,000	50,000	-	30,015	60%
Protective Services	145,000	145,000	-	166,337	115%
Transportation <sup>Note 1</sup>	1,565,000	1,153,000	412,000	740,967	64%
ICIP - Donald Hiltz Connector	844,000	100,000	744,000	3,527	4%
Planning and Development	104,800	104,800	-	-	0%
Parks and Recreation <sup>Note 2</sup>	1,001,000	747,800	253,200	616,995	83%
<b>TOTAL PROJECTS 2023-24</b>	<b>\$ 6,605,900</b>	<b>\$ 4,096,700</b>	<b>\$ 2,509,200</b>	<b>\$ 2,813,193</b>	<b>69%</b>

**Notes**

1	comprised of:					
	Equipment	750,000	400,000	350,000	214,746	54%
	Buildings	35,000	28,000	7,000	4,458	16%
	Streets & Lights	220,000	255,000	(35,000)	241,573	95%
	Sidewalks	250,000	264,000	(14,000)	205,438	78%
	Storm Sewer	310,000	206,000	104,000	74,752	36%
		<u>1,565,000</u>	<u>1,153,000</u>	<u>412,000</u>	<u>740,967</u>	<u>64%</u>
2	comprised of:					
	Green Spaces	140,000	94,500	45,500	62,554	66%
	Parks & Playgrounds	663,500	529,200	134,300	478,828	90%
	Sport Facilities	197,500	124,100	73,400	75,613	61%
		<u>1,001,000</u>	<u>747,800</u>	<u>253,200</u>	<u>616,995</u>	<u>83%</u>



# **Town of Kentville**

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

### **Planning & Development**

#### **January 2024**

#### **Programs and Operations**

- **Development Permits:** 8 Development Permits were issued in the month of December, with a total building valuation of \$875,161.00. Activity & Development Permit Report is attached.
- **Subdivision Applications:** 1 new Subdivision Application was submitted for the month of December.
- **Civic Addressing:** 1 new civic address was issued in the month of December. A second round of letters was sent to property owners affected by the renaming of Cornwallis St. The official date of change is January 8, 2024.
- **Zoning Letters/Confirmations:** 2 Zoning Letters were issued this month.
- **MPS Amendments:** First reading of the amendments to the MPS will be held during the January Council Meeting.
- **RFP for Planning Services:** Staff compiled and posted an RFP for Planning Services over the next year, whereas the Planner position still has not been filled, our 6-month Planning Contract with C + D Community Design is ending at the end of this month, and the Development Officer will be leaving for Maternity Leave in the next few weeks. The RFP closes on January 18<sup>th</sup>, 2024.

#### **Festivals and Events**

- Centre Square is booking up for the 2024 season. Groups looking to book the square for use in 2024 are encouraged to get their dates in quickly and submit their permit applications as early as possible. Some summer months are already fully booked on the weekends, and we are excited for the increased activity downtown!

- The 2023 NKEC Prom Committee has booked Centre Square for their downtown celebration in June. A planning meeting between organizers and staff is scheduled for next week. Permit applications will be submitted accordingly.
- The annual Fire and Ice Festival will take place in February as usual. Preliminary planning includes indoor music nights and outdoor winter activities (weather permitting). TOK and KBC are once again partnering on the delivery of Fire and Ice and look forward to providing opportunities for winter fun and festive feelings. Details and schedules to come.

## Projects

- **GIS/Mapping:** Support was provided to various departments.
- **Ancillary Dwelling Unit Information:** The Planning Department and Housing and Community Partnerships Coordinator have been working together to create a new page on the Town's website with an intention to help residents navigate the Secondary/Backyard Suite Program offered through the Province and the Town's Land Use Bylaw allowances for Ancillary Dwelling Units.
- Beautification project planning for spring is underway now, and ideas are being assessed for a few different areas in the downtown core.
- We are also assessing upcoming needs for additional bike racks and benches downtown and will add to our inventory as required.

## Meetings/Training

- Staff Meetings
- Social Committee Meetings
- Names List Committee
- Source Water Protection Meeting
- All Staff Meeting
- Various property owners and business liaisons regarding development permits and opportunities in the Town
- GMIST ACTivate Program Training is starting for the CEDO and will be completed December 2024.

## Public Engagement

- Appointments are encouraged with staff for those looking for support with Development Permits and Subdivision Applications
- Frequent phone calls and email correspondence
- E-newsletter subscribers are up over the last 6 months and we have added many new content contributors to the list as well

Staff Report

Page 2



Respectfully Submitted,

**Kirsten Duncan**

Planning Technician/Development Officer

**Lindsay Young**

Community & Economic Development Officer

# Activity Report

Planning & Development

December 2023



	<i>PERMITS ISSUED</i> December 2023		<i>PERMITS ISSUED</i> December 2022	
<i>PERMITS</i>	Month Total	Year Total	Month Total	Year Total
Number of Permits	8	123	5	135
Total Building Value	\$ 875,161.00	\$ 17,970,773.50	\$ 206,000.00	\$ 20,999,347.00
Permit Revenue	\$ 735.33	\$ 22,039.34	\$ 198.52	\$ 19,163.07

# Permit Report

Planning & Development

December 2023



<b>Permit #:</b>	<b>4232</b>	<b>Permit Date:</b>	12/1/2023
<b>Value of Construction:</b>	\$15,680.00	<b>Fee:</b>	\$50.00
Solar Panels - Installing 14 Solar Panels on the roof of the existing dwelling.			

<b>Permit #:</b>	<b>4227</b>	<b>Permit Date:</b>	12/5/2023
<b>Value of Construction:</b>	\$15,590.00	<b>Fee:</b>	\$15.00
Signage - Retrofitting an existing ground sign with all new signage. Total proposed signage area is 95.34 sf.			

<b>Permit #:</b>	<b>4236</b>	<b>Permit Date:</b>	12/11/2023
<b>Value of Construction:</b>	\$8,000.00	<b>Fee:</b>	\$24.75
New Accessory Construction - Replacing an 18' x 6' (108 sf) deck on the front of an existing dwelling.			

<b>Permit #:</b>	<b>4224</b>	<b>Permit Date:</b>	12/12/2023
<b>Value of Construction:</b>	\$400,000.00	<b>Fee:</b>	\$324.00
New Residential Construction - Constructing a new Single Unit Dwelling. Residential area is 2,590 sf and garage area is 434 sf.			

<b>Permit #:</b>	<b>4225</b>	<b>Permit Date:</b>	12/12/2023
<b>Value of Construction:</b>	\$350,000.00	<b>Fee:</b>	\$171.58
New Residential Construction - Constructing a new Single Unit Dwelling. Residential area is 1,378 sf.			

<b>Permit #:</b>	<b>4237</b>	<b>Permit Date:</b>	12/19/2023
<b>Value of Construction:</b>	\$28,080.00	<b>Fee:</b>	\$50.00
Solar Panels - Installing 27 Solar Panels on the roof of the existing dwelling.			

<b>Permit #:</b>	<b>4238</b>	<b>Permit Date:</b>	12/19/2023
<b>Value of Construction:</b>	\$26,611.00	<b>Fee:</b>	\$26,611.00
Solar Panels - Installing 23 Solar Panels on the roof of the existing dwelling.			

<b>Permit #:</b>	<b>4239</b>	<b>Permit Date:</b>	12/19/2023
<b>Value of Construction:</b>	\$31,200.00	<b>Fee:</b>	\$31,200.00
Solar Panels - Installing 30 Solar Panels on the roof of the existing dwelling.			



**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**For the Month of December 2023**  
**DEPARTMENT OF PARKS AND RECREATION**  
**PRESENTED ON JANUARY 8<sup>TH</sup>, 2024**

**Administration and Operations**

- The Parks and Recreation department has signed an agreement between the Kings County Family Resource Center and Kings County Academy to offer Before and After School Programming
  - Funding through the Province of Nova Scotia – up to \$15,000
  - 48 kids focused on pre-primary; (2) cohorts of 24 kids
  - TOK
    - Communication, hiring, liability, training and onboarding for recreational, equipment, marketing materials, and registration process
  - KCA
    - Access to facility space, access to food preparation space support to circulate marketing materials
  - KCRFC
    - Support in hiring program leaders, training and onboarding of ECE information, prep of food/drink daily for children
- Administrative and Communications Coordinator
  - Position has been filled by Amanda Haslett and start date is January 2, 2024

**Facilities and Operations**

Operations:

- Centennial Arena
  - Electrical surge issue causing the brine pump to stop working along with several different electrical outages in the refrigeration plant room.
  - Issues occurred for two days until the refrigeration plant was back up and operating.
  - Utilized NS Power, Electrician Services, and CIMCO Refrigeration to get plant back up and operating.

**Programs and Operations**

- No updates at this time

**Community Outreach and Events**

- No updates at this time

**Capital Projects**

- No updates at this time

**Council Related**

- No updates at this time

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Craig Langille', with a stylized, cursive script.

Craig Langille

Director of Parks and Recreation

## Town of Kentville

### Office of the Chief of Police

November 2023



Administration	Time	October 2023	November 2023
	Plate queries	1774	1423
	Training hours		208
	Veh. Cks 38's	163	166
	SOT Tickets	49	42
	Foot Patrol Hours	133	110
	CC Charges	27	12
	Calls for service		239
Training	<ul style="list-style-type: none"><li>• First aid Training</li><li>• IARD Training</li><li>• Use of Force Training</li><li>• R2MR Training</li><li>• PROS Course</li><li>• Source Course</li><li>• Intox. Course</li></ul>		
Meetings	<ul style="list-style-type: none"><li>• Municipal Chief's Meetings</li><li>• SAC Meetings</li><li>• Conflict Management for Leaders Course</li><li>• NSFM Meeting</li><li>• PEC Meeting</li><li>• Meeting with KBC</li><li>• CAC Meeting</li><li>• Meeting with Finance</li><li>• Meeting with Civil Forfeiture</li><li>• Meeting with NGRPS/CCN Position</li></ul>		



<b>CCN</b>	<ul style="list-style-type: none"> <li>• Attended 8 <b>Agency meetings</b>, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court</li> <li>• Attended 8 <b>Community Events</b></li> <li>• Received <b>5 referrals</b> from KPS members/other Agencies</li> <li>• <b>38 meetings</b> with clients</li> <li>• Attended 5 <b>other calls</b> and assisted members</li> </ul>
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Need to hire 2 Cst's</li> <li>• Admin positions filled</li> <li>• Promotional routine for Sgt's</li> </ul>



## **Kentville Police Service Bylaw Report November 2023**

<b>Municipal Bylaw Investigations</b>	<b>1</b>
<b>Loitering -Warnings</b>	<b>2</b>
<b>Assist Police</b>	<b>15</b>
<b>Taxi Inspections</b>	<b>0</b>
<b>Animal Control</b>	<b>0</b>
<b>Smoking-Charges</b>	<b>7</b>
<b>Smoking-Warnings</b>	<b>1</b>
<b>Parking-Charges</b>	<b>52</b>
<b>Parking- Warnings</b>	<b>51</b>



## **Town of Kentville**

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

### **Department of Engineering and Public Works**

### **January 8, 2024**

#### **Programs and Operations**

- **Kentville Water Commission:** As typically happens as colder weather sets in, the KWC and Public Works crews were busy in December including during Boxing Week repairing water main and water service breaks.
- **Sanitary Sewer Area Service:** There were no direct operational issues with the Kentville Sanitary Sewer Service in December.
- **Public Works:** As what has become the trend in recent years, we saw very little snow in December. It is certainly too early to predict any savings to the “Snow & Ice Control” portion of the Operating budget because if recent trends follow, we have been seeing increased storms in the second half of winter toward the end of the fiscal year.

#### **Projects**

- MacDonald / Henry / Braeside Capital Project – Paving of the 2023/24 phase of this large Capital Project was completed in mid December. The intention is to place the top lift of asphalt on all three streets (last year’s and this year’s phases) in our 2024/25 Capital Investment Program, completing the project.

#### **Budgets**

- In preparation for our upcoming budget meetings, Engineering & Public Works staff have begun updating and prioritizing our 5-year Capital Investment Project lists.

#### **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**

- Weekly Senior Staff meetings
- December 11<sup>th</sup> CAC
- December 15<sup>th</sup> Regional Sewer Committee
- December 19<sup>th</sup> UARB Hearing

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



**Town of Kentville  
CAO Report to Council Advisory Committee  
For the Month of January 2024  
PRESENTED ON 08 JANUARY 2024**

**Administration and Operations**

- Operations
  - Supporting the Executive Leadership Team in following through with their immediate resource requirements and filling vacancies.
  - Review of business planning tools for future use at the Town
  - Discussions with staff and the Mayor on the importance of retaining a robust Planning Department. Possible recruitment of additional planning resources for review with incoming CAO Jeff Lawrence.
  - Staff have begun the work of reviewing policies and practices of the organization, in preparation for the new CAO.
- Council Related
  - CAO will file Weekly Reports for Council's info via email
  - CAO streamlining correspondence for effective service delivery to the public

Respectfully Submitted,

Louis Coutinho  
Interim CAO





## **Town of Kentville**

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

#### **HOUSING AND COMMUNITY PARTNERSHIPS**

**JAN 8TH, 2023**

#### **OPERATIONS**

- Staff met with Acadia University partners in preparation to host four student placements from mid-February to the end of March 2024, two of which will also be supporting the work of Homeless No More.
- Staff have committed to hosting Acadia University's Community Development First-Year Students for a one-day community learning experience in February.
- Continued the work with Coordinated Access and Local Housing Working Groups
- Staff continue collaborating with local not-for-profits to identify opportunities to support the community's response to homelessness.
- Staff joined the Canadian Mortgage and Housing Corporation's (CMHC) Atlantic Housing Solutions Community of Practice Working Group

#### **Council Related**

- A website page on the Provincial [Secondary and Backyard Suite Incentive Program](#) with details on permitted unit structures that can be approved in Kentville – is now live on the Town of Kentville website. Staff will circulate the link to the Mayor and Council members as well as share it on the Town of Kentville's social media platforms.
- The Housing Accelerator Funding Announcements for Rural Areas are now expected to be announced at any point between January and April 2024.

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



---

Deputy Clerk Jennifer West  
354 Main Street  
Kentville, NS  
B4N 1K6

902-599-2503  
jwest@kentville.ca

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January 8, 2024

RE: Town of Kentville Legal Reporting

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In December 2023, Council requested that staff explore the legal reporting of costs and cases to Council.

Staff reviewed the reporting of insurance claims and of legal claims in other municipalities. It was found that in general, when an insurance claim is brought against a town, the information first goes to the CAO. The CAO often brings it to the attention of the solicitor, or simply forwards the claim to the insurance company for resolution. Future communications about the case are received through the finance department billing activities.

In general, if someone brings a legal claim against the town, it goes to the CAO then to the solicitor or legal counsel, then to the Mayor for information purposes. The Mayor and CAO will often consider the best way to share the information with Council- either through an open session or through an in camera session (if it meets conditions for an in camera meeting).

Most municipalities, including Kentville, report legal fees by department, or by professional or government services, and due to their integration into many different departments, legal costs are not easily identified in the current format of financial reporting of budgets. At Council's request, staff could consider a different labeling system for legal costs that would allow for the creation of reports to monitor these costs.

Jennifer West  
Deputy Clerk



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

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

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December 22, 2023

Mayor Sandra Snow  
Town of Kentville  
Via Email: [ssnow@kentville.ca](mailto:ssnow@kentville.ca)

Dear Mayor Sandra Snow:

Thank you for your letter dated November 8, 2023, regarding the location of pallet shelters in Kentville.

I have been advised that staff with the Department of Community Services have since met with your Chief Administrative Officer, and the proposed location for pallet shelters has been moved.

If you have any further questions or concerns, please do not hesitate to reach out to Vicki Elliott-Lopez, Senior Executive Director, Housing, at 902-225-4287.

Happy Holidays.

Sincerely,

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

Honourable John A. Lohr,  
Minister of Municipal Affairs and Housing

c: Vicki Elliott-Lopez

C-0894-vel



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**TO:** Council

**SUBMITTED BY:** Planning Department

**DATE:** January 8, 2024

**SUBJECT:** MPS Amendment Report Update

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**ORIGIN**

The Municipal Government Act sets out minimum planning standards that the Town's planning documents need to acknowledge. There are two areas within our current Municipal Planning Strategy that need to be amended: Engaging with abutting municipalities, and language to connect the MPS to the public participation policy.

At the September 11, 2023 meeting of the Council Advisory Committee, planner Caroline Robertson from C + D Community Design, presented the first draft of proposed amendments to the Municipal Planning Strategy. An updated report was brought forward to the October 10, 2023 CAC meeting with some minor changes.

After consultation with the Senior Planner from the Department of Municipal Affairs and Housing to ensure our amendments were sufficient to satisfy the requirements of the MGA, junior planner Raleigh King from C + D Community Design and Kentville Planning Department staff held a Public Participation Meeting as required by G62 Public Participation Policy for the MPS Amendment process prior to the meeting of Council Advisory Committee on November 14, 2023.

**DISCUSSION**

The attached report is the most recent report from November that outlines the recommended amendments, as presented at the November 14, 2023 Public Participation Meeting.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None.

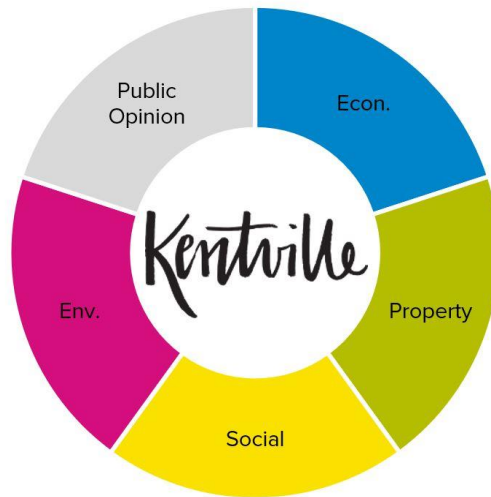
**ATTACHMENTS**

Revised MPS Amendment Report

**RECOMMENDATIONS**

**That Council receive the attached MPS amendment report and proceed with first reading of the amendment at the January 29<sup>th</sup>, 2024 meeting of Council.**

Town of Kentville Decision Wheel:







## Municipal Planning Strategy Amendment Application

Consultation of neighbouring governing bodies

Applicant: Town of Kentville, as required by Department of Municipal Affairs

Presented to: Town of Kentville, Council

Date: August 15<sup>th</sup>, 2023

Prepared by: Fuki Asai, Junior Planner (Reviewed & Approved by Caroline Robertson, CIP LPP)



**C+D** community  
design

## REPORT OVERVIEW

<b>Request</b>	<p>The existing Municipal Planning Strategy of the Town of Kentville does not comply with the Municipal Government Act. The province has made an amendment to the Municipal Government Act requiring that all Municipalities adopt planning documents and that the documents include policies on how they will engage with abutting municipalities when considering planning amendments.</p> <p>The Town of Kentville missed the deadline to meet this requirement and has been provided with an extension till fall 2023 to complete it.</p>
<b>Description</b>	<p><b>Engagement with Abutting Municipalities</b></p> <p>Municipal Government Act (MGA) Section 204A (1) requires engagement with abutting municipalities.</p> <p>To include this policy within the Town's Planning Documents, an amendment to the Municipal Planning Strategy (MPS) is required,</p> <p><a href="#"><u>To determine the best recommendation for the Town of Kentville, our team compiled a document that reviewed other Nova Scotia Municipalities planning documents and compared the policies they adopted to meet the provincial requirements.</u></a></p> <p>In addition, our team worked with the Town of Kentville staff to identify abutting governing bodies as well as any shared resources or buildings,</p> <p>Council must now consider what policy would be the most suitable for the Town of Kentville to adopt.</p> <ol style="list-style-type: none"> <li>1. Who are the governing bodies surrounding the Town of Kentville that it would be essential to communicate planning matters with?</li> <li>2. Are there municipalities that border Kentville or that your government frequently collaborates with?</li> <li>3. Do you have any shared buildings, services, or resources? Is there a nearby reserve that should be included in planning matters?</li> <li>4. How much would you like to engage the other municipalities in planning matters?</li> <li>5. Would you want to notify them whenever a development agreement or planning amendment is considered within a certain distance of the municipal boundary or a shared asset? Or would you prefer only to engage them during Municipal Planning Strategy reviews and amendments?</li> </ol>
<b>Recommendation</b>	<p>Our team has developed several policy recommendations for Council to consider adopting into their Municipal Planning Strategy.</p> <ol style="list-style-type: none"> <li>1. It is recommended that Council consider adopting a policy that will support planning cooperation between the Town and the Municipality of Kings County.</li> <li>2. The province offers a list of Statements of Interest to which Municipalities are expected to incorporate into their Planning Documents. One of these statements is to protect the quality of drinking water within municipal water supply watersheds. Working with the Municipality of Kings County</li> </ol>

	<p>to ensure that all watersheds are adequately protected would be an excellent use of this policy.</p> <p>3. We have prepared draft policy amendment outlining how abutting municipalities will be notified in the future.</p>
<b>Relevant Policies and Legislation</b>	<p>Municipal Government Act 214(1)(d) &amp; 204A (1)(2)(3)</p> <p>Municipal Planning Strategy Chapters 11 &amp; 15</p> <p>G62 Public Participation Policy (<a href="#">Policy will require revisions</a>)</p> <p>G64 Public Engagement and Participation at Council Meetings</p>
<b>Follow Up Action</b>	<p>The Municipal Government Act requires that Municipalities adopt a Public Participation Program Policy that outlines their public engagement process at the Planning Advisory Committee level when considering an amendment to their planning document. Section 214 (4) of MGA, Section 4 (d) of the Minimum Planning Requirements Regulations, “a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice” s required.</p> <p>The Town of Kentville has policy G62 Public Participation Policy. As the Town does not have a Planning Advisory Committee, the requirements of this policy are completed at Council’s committee meetings.</p> <p>This application will require the following steps:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Public Participation Program to consider the proposed amendments.</a></li> <li>2. 1<sup>st</sup> Reading (Council)</li> <li>3. Public Hearing (Council)</li> <li>4. 2<sup>nd</sup> Reading (Council)</li> </ol>

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## Policy Regarding Municipal Cooperation

### The Proposal

Add new policies guiding cooperation with the abutting municipalities in part for Municipal Service (Chapter 11 in the MPS 2019) and Implementation (Chapter 15). The Town of Kentville MPS will comply with Section 204A (1) from MGA by adding the proposed new policies.

### Proposed Policies:

#### **A) New Policy MS-2 (Chapter 11 –11.2.1)**

Council shall inform the Municipality of the County of Kings when improvements and/or major maintenance are planned for the shared water utility owned by the Town that extends into the County of Kings.

#### **B) Amend Existing Policy MS-5 (Chapter 11 –11.2.1)**

It shall be the intention of Council to work cooperatively with municipalities and other levels of government to promote the conservation, protection and management of groundwater resources through committees and authorities such as Kentville Water Commission, Kings Regional Sewer Committee, and Valley Regional Solid Waste-Resource Management Authority (Inter-Municipal Service Agreement).

#### **C) Amend Existing Policy MS-15 (Chapter 11 -11.2.1.6)**

***It shall be the intention of Council*** to ~~request~~ support and encourage ~~that~~ the Municipality of the County of Kings to implement planning and land use control provisions that protect the quality of water supply from the Wellfield area and Lake McGee, consistent with the recommendations of the Kentville Water Commission Source Water Protection Plan (SWPP) and the Source Water Protection Advisory Group Standing Committee of Council, which includes Staff from the Municipality of Kings County. for those lands in the County which are located within the Wellfield area.

#### **D) Proposal Statement (added Nov 7, 2023)**

Add to existing statement 15.1 (Chapter 15, 15.1, page 69)

#### 15.1 The Role of the Municipal Government Act

The Municipal Government Act (MGA) is the provincial legislation that governs planning and development in Nova Scotia. It outlines the various methods of development control available to municipalities in Nova Scotia for regulating land use decisions and development within their jurisdiction. The MGA also sets out the process for adopting Municipal Planning Strategies and Land Use By-laws, and the different types of development control, such as development agreements, variances or site plan approval. ~~The MGA describes the various methods of development control available to Nova Scotian municipalities for regulating development and land use decisions within their jurisdiction, sets out the process for adopting Municipal Planning Strategies and Land Use By-laws, and the process for amending these documents or for the different types of~~



~~development control such as development agreements, variances or site plan approval. The process requirements include minimum public participation and advertising requirements.~~

The Minimum Planning Requirements Regulations under the MGA requires a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice.

The Planning Requirements Regulations, which are outlined in the MGA under Mandatory Content, Section 4d, describe the procedures to be followed when reviewing the Municipal Planning Strategy. It also includes the process requirements for minimum public participation and advertising, which are outlined in the Council's G62 Public Participation Policy (Planning).

### **New Policy IM-1a**

Council shall follow the public participation and advertising requirements outlined in the Council's G62 Public Participation Policy (Planning).

### **E) New Policy IM-17 (Chapter 15 –15.11)**

Council shall notify the Municipality of the County of Kings when considering amendments to the Municipal Planning Strategy. This will include sending a copy of the Planner's report to their Council. If an amendment to the Municipal Planning Strategy, with a site-specific focus, is within 150 m from a shared boundary. In that case, Council shall include a letter requesting feedback to the County of Kings Council and a copy of the Planner's report. [The engagement with the County of Kings shall be done before the first notice for a public hearing.](#) (Added Nov 7)

## Policy Analysis

A review of Municipal Planning Strategies from towns throughout Nova Scotia showed that most towns are cooperating with the abutting municipalities for shared municipal services (e.g., drinking water, sewage, etc.), protection of the quality of drinking water, and implementation of significant changes that may impact the abutting municipalities. From these examples, we have proposed four policies: A and B are for cooperation of municipal services, C is for protecting the water quality, and D is a statement to cooperate when significant changes to planning are being considered within the Town.

### **Proposal Policy A)**

Add as new Policy MS-2 (Chapter 11, 11.2.1 -after current MS-1 in page 54)

Council shall inform the Municipality of the County of Kings when improvements and/or major maintenance are planned for the shared water utility owned by the Town that extends into the County of Kings.

Currently, the Town's Municipal Planning Strategy (MPS) lacks a statement on the cooperation with the Municipality of the County of Kings on the water service. The water service owned by the Town of Kentville extends into the County of Kings to the north and south. However, the policies in the MPS do not cover communication with the County; when improvements or maintenance are planned for the service, the residents of the County of Kings may be affected. To prevent conflicts between two municipalities, the Town shall be transparent about the plans for the water service.

This proposed policy will cover the cooperation and communication between the Town and the County. By being more transparent on the plans for the water services, the Councils and residents of the County will be updated on the condition of the infrastructure and any improvements as necessary.

Based on this proposed policy, the Town shall communicate with the County and refer to the County's opinion through letters and meetings through Kentville Water Commission. To incorporate the opinions from the County, this communication shall be done in the early stages of the planning process.

Once the draft plans on the maintenance or future water service plans are made, it shall be sent to the County for their review which can be done through the Kentville Water Commission. Comments from the Town will be considered on any relevant plans.

### **Proposal Policy B)**

Amend Existing Policy MS-5 (Chapter 11, 11.2.1 in page 57)

It shall be the intention of Council to work cooperatively with municipalities and other levels of government to promote the conservation, protection, and management of groundwater resources through resources through committees and authorities such as Kentville Water Commission, Kings Regional Sewer Committee, and Valley Regional Solid Waste-Resource Management Authority (Inter-Municipal Service Agreement).

In the current Municipal Planning Strategy, there is the policy MS-5 stating:  
“It shall be the intention of Council to work cooperatively with municipalities and other levels of government to promote conservation, protection and management of groundwater resources.”

However, this policy does not explain how the Town will work cooperatively with the municipalities. The Town has functioned in collaboration with the Kentville Water Commission, Kings Regional Sewer Committee, and Valley Regional Solid Waste-Resource Management Authority in the past. By adding the specific names of committees and authorities, the policy will become clearer on the positioning of the Town and the ways that the Town is operating the municipal services.

### **Proposal Policy C)**

C) Amend Existing Policy MS-15 (Chapter 11-11.2.1.6)

***It shall be the intention of Council*** to ~~request~~ support and encourage ~~that~~ the Municipality of the County of Kings to implement planning and land use control provisions that protect the quality of water supply from the Wellfield area and Lake McGee, consistent with the recommendations of the Kentville Water Commission Source Water Protection Plan (SWPP) and the Source Water Protection Advisory Group Standing Committee of Council, which includes Staff from the Municipality of Kings County. for those lands in the County which are located within the Wellfield area.

The proposed amendment policy C protects the water supply under 11.2.1.1 (page 54) of the Municipal Planning Strategy.

The backup water supply for the Town of Kentville comes from McGee Lake, located outside the town’s boundary. The primary water source is the collection of wells on the west side of Town. The Source Water Protection Plan states the groundwater protection on the town’s western side, the Wellfield area adjacent to the Town’s boundary.

While these water sources are either in the County or overlapping the Town and the County’s boundaries, there are no adopted policies in the Municipal Planning Strategy that states cooperation between the Town and the County to protect the water quality. Without cooperation, the water quality standards, and the level of water protection between the Town and the County may differ. When one has lower standards, the water quality will not be protected and is hard to maintain since the water pollution can flow through the ground into another. Additionally, by working together, the water quality will be protected more efficiently.

Based on this policy, the Town will support and encourage the County to protect the quality of their water supply. As the lake within the County’s boundary is a potential

water source, the Town cannot directly impact development around the lake. However, the surrounding environment may impact the water quality, such as forests and land uses; the Town shall support by monitoring developments and environmental changes that may impact the water quality. Because of this, by adding this policy to cooperate with the County, the water source will be adequately protected more efficiently.

### **Proposal Statement D) (added Nov 7, 2023)**

Add to existing statement 15.1 (Chapter 15, 15.1, page 69)

#### 15.1 The Role of the Municipal Government Act

##### 15.1 The Role of the Municipal Government Act

The Municipal Government Act (MGA) is the provincial legislation that governs planning and development in Nova Scotia. It outlines the various methods of development control available to municipalities in Nova Scotia for regulating land use decisions and development within their jurisdiction. The MGA also sets out the process for adopting Municipal Planning Strategies and Land Use By-laws, and the different types of development control, such as development agreements, variances or site plan approval. ~~The MGA describes the various methods of development control available to Nova Scotian municipalities for regulating development and land use decisions within their jurisdiction, sets out the process for adopting Municipal Planning Strategies and Land Use By-laws, and the process for amending these documents or for the different types of development control such as development agreements, variances or site plan approval. The process requirements include minimum public participation and advertising requirements.~~

The Planning Requirements Regulations, which are outlined in the MGA under Mandatory Content, Section 4d, describe the procedures to be followed when reviewing the Municipal Planning Strategy. It also includes the process requirements for minimum public participation and advertising, which are outlined in the Council's G62 Public Participation Policy (Planning).

The Minimum Planning Requirements Regulations under section 4d require a statement of policy describing the procedures to be followed when reviewing a municipal planning strategy that must provide for public consultation and notice. The interpretation of this regulation by the Ministry of Municipal Affairs and Housing is that the policy used to meet this requirement must be linked to the MPS directly through language within the planning document. Although most municipalities, including the Town of Kentville, use a separate policy to meet this requirement, recent feedback from the Province indicates a need to revise the policy to ensure compliance with their interpretation.

## **Proposal Policy E)**

Add as new Policy IM-17 (Chapter 15, 15.11 -after current IM-16 in page 78)

### **D) New Policy IM-17 (Chapter 15 –15.11)**

Council shall notify the Municipality of the County of Kings when considering amendments to the Municipal Planning Strategy. This will include sending a copy of the Planner's report to their Council. If an amendment to the Municipal Planning Strategy, with a site-specific focus, is within 150 m from a shared boundary. In that case, Council shall include a letter requesting feedback to the County of Kings Council and a copy of the Planner's report.

The engagement with the County of Kings shall be done before the first notice for a public hearing. (Added Nov 7)

The Municipality of County of Kings surrounds the Town; significant developments within the Town boundary may impact the County of Kings. To prevent potential conflicts between the Town and the County, it is essential to provide notification of Municipal Planning Strategy amendments and provide the opportunity to incorporate the opinions of the Municipality of County of Kings' Councils and residents for Development Agreements or Municipal Planning Strategy Amendments within 150m of a shared boundary.

Examples of planning subjects that may impact the County are industrial and recreational developments. There is an opportunity to collaborate and connect recreational infrastructure between the two municipalities. Industrial uses may impact air and water quality within the County.

## Recommendation

It is recommended that Council adopt the proposed policy additions to adhere to the Municipal Government Act Requirements for engaging abutting Municipalities as we move through the amendment process. A policy amendment is required.



### Public Participation Process Requirements

G62 Public Participation Policy (Planning) states below:

1. One Public Participation Meeting shall be held before placing the first notice for a public hearing for amendment of Planning documents, including Municipal Planning Strategy Amendments, concurrent Land Use By-Law amendments, and changes to the Subdivision By-law.
2. Advertise the date and time for the meeting and a description of the proposed amendment in the local newspaper once a week for two consecutive weeks—the first ad to appear at least fourteen clear days before the meeting.
3. A notice of the meeting will be posted at the Town Hall on or before the date of the first newspaper advertisement.
4. The meeting will be open to all members of the public and will allow the public to ask staff or Councillors questions and make a presentation to staff of no more than 10 minutes.
5. Information regarding the proposed amendments will be made available to the public at the Town Hall, which will include such things as staff reports, drafts of the proposed amendment and the submissions made by the applicant.

## **Policy Regarding Public Consultation in the Review Process of MPS**

### The Proposal

The Municipal Government Act requires that a Municipality adopt a policy to provide public consultation when reviewing their planning documents. This process is called the Public Participation Program.

The Current policy “Town of Kentville Policy Statement G62 Public Participation Policy (Planning) require that for any new Municipal Planning Strategy and concurrent Land Use by-Law approvals, or amendments thereto; or any new Subdivision By-Law, or amendment thereto, on Public Participation Meeting shall be held (before placing the first notice for a public hearing). The date and time for the meeting and a description of the proposed planning document shall be advertised in the local newspaper once a week for two consecutive weeks.

It is recommended that Council add to section 4.0 Procedures of the policy if the above changes be adopted into the Municipal Planning Strategy.

Recommended statement addition:

When a Public Participation Program is required, Council shall notify the Municipality of the County of Kings of the public meeting and send a copy of the Planner’s report to their Council. If a Public Participation Program has a site-specific focus and is within 150 m of a shared boundary, then Council shall request feedback from the County of Kings Council.

Timeline:

A policy amendment requires a motion at Council, the CAO will review and approve any necessary policy changes.

## Policy Examples

	Amherst	Annapolis Royal	Antigonish	Bridgewater	Digby	Lunenburg	Mahone Bay	New Glasgow
<b>Municipalities Cooperation</b>			x	x	x	x		
<b>Municipal Infrastructure</b>	x	x			x	x	x	x
<b>Environment Climate Change</b>		x			x			
<b>Residential</b>								
<b>Economic/Industrial</b>					x		x	
<b>Transportation</b>			x	x				
<b>Implementation</b>								

	Oxford	Port Hawkesbury	Stewiacke	Trenton	Truro	Wolfville	Yarmouth	Inter-Munic*
<b>Municipalities Cooperation</b>					x	x		
<b>Municipal Infrastructure</b>		x	x	x	x		x	x
<b>Environment Climate Change</b>		x			x	x	x	
<b>Residential</b>		x		x				
<b>Economic/Industrial</b>		x		x		x		
<b>Transportation</b>					x			
<b>Implementation</b>				x				
<b>Others</b>	x	x		x	x			x

\*Town of New Glasgow, Pictou, Stellarton, Trenton, and Westville have Inter-Municipal Planning Strategy.

\*MPS was not found for Town of Clark's Harbour, Mulgrave, and Shelburne.

\*There are no policy related to cooperation with abutting municipalities in the MPS for Town of Berwick, Lockeport, and Middleton

## Municipal Planning Strategies from Towns in NS

### *Policies related to cooperation with abutting municipalities.*

<a href="#">Town of Amherst</a>		Issued in 2005, amended in 2020
Municipal Service	Municipal Service Policy MSW Corporation (MS-8) (page 29) "It shall be the intention of Council to continue to cooperate with the Municipality of the County of Cumberland regarding the protection of the North Tyndal Wellfield where appropriate."	
<a href="#">Town of Annapolis Royal</a>		Issued in 2019
Provincial Interest	(page 6) "Policies relating to encouraging the protection of the Town's source water supply, which is located outside of the Town in the adjacent Municipality, through municipal cooperation"	
Part 7	7. Environment and Conservation Areas Development (page 30) "Continue to co-operate with the Municipality of the County of Annapolis where the water supply is located."  7.10 "Council shall encourage and support the Municipality to adopt source water protection plans and the adoption of land use regulations for the purposes of protecting the quality of water utilized for the Town's municipal water supply."	
Part 13	13. Town Infrastructure (page 41) Shared maintenance and operating cost responsibilities for town sewer system, which is the joint service agreements with the Municipality of the County of Annapolis.  13.1.8 "The Town will cooperate with the Municipality of the County of Annapolis to promote and ensure the protection of the Town's source water supply area."	
<a href="#">Town of Antigonish</a>		Issued in 2020
Section C C1-Shaping the Town	1.5 Engagement with Antigonish County (page C-8) Goal – Work together with Antigonish County to achieve mutual goals and remain the strong communication. Goal of Council to engage with and consider comments from Antigonish County in some decisions that will affect both, the Town and the County.  ST22 "Council shall complete required engagement with Antigonish County prior to the first notice for a public hearing being placed in any newspaper circulating in the Town." ST23 "Council shall engage with Antigonish County on matters concerning: <ul style="list-style-type: none"> <li>Regional Transportation Planning and construction projects</li> </ul>	

	<ul style="list-style-type: none"> <li>• Development proposals in the Fringe area</li> <li>• Facility Development</li> <li>• Economic Development Planning</li> <li>• Flood Mitigation and Stormwater Management Planning</li> <li>• James River Watershed Protected Water Area</li> <li>• Infrastructure Planning</li> <li>• Youth Engagement in Decision-Making”</li> </ul>
Section C C8 - Transportation and Mobility	<p>8.1 Mobility and Connectivity (page C-41) TM3</p> <p>“Council shall seek cooperation with Antigonish County to promote the requirement of transportation impact studies for all proposed suburban development applications in the Fringe Area to consider impacts within the Town as well as the County. Studies provided by the applicant shall prioritize connectivity with the Town’s active transportation network.”</p>
<a href="#">Town of Berwick</a>   Issued in 2012, amended in 2018	
Part 2	<p>2.1 Community Context, Goals and Provincial Interests</p> <p>“The ability to solidify and enhance the role and position of the community of Berwick within the context of the ongoing growth within the Valley region represent a significant opportunity.”</p> <p>-&gt; No specific policy for cooperation with abutting municipalities.</p>
<a href="#">Town of Bridgewater</a>   Issued in 2014, amended in 2022	
Section 14 Transportation	<p>14.4 Public Transportation Objectives (page 128) 14.4.1 Partnerships</p> <p>Explore the possibility initiating a regional public transportation system in the South Shore with the province, other municipal units and local groups and organizations.</p> <p>T-21</p> <p>“It shall be a policy of Council to partner with different levels of government and stakeholders, where possible, to explore opportunities to help initiate a regional public transportation service in Lunenburg County.”</p>
Section 17 Implementation	<p>17.5 Public Participation Processes (page 139) IM-8</p> <p>“It shall be the policy of Council to require the following notification standards when consulting with abutting municipalities as required by the Municipal Government Act:</p> <p>a) Notification shall occur under the following circumstances directed by Council:</p> <ul style="list-style-type: none"> <li>i. The creation or review of a Municipal Planning Strategy; or</li> <li>ii. The creation or review of a Land Use By-law; or</li> <li>iii. The creation or review of a Subdivision By-law; or</li> </ul>



	<p>iv. The preparation of a draft Development Agreement, where the property is located within 500m of the Town Boundary; or</p> <p>v. The preparation of amendments to a Municipal Planning Strategy or Land Use By-law, where the amendment is for a property located within 500m of the Town boundary, or where the amendment has potential to impact a property located within 500m of the Town boundary; or</p> <p>vi. The preparation of amendments to a Municipal Planning Strategy or Land Use By-Law, where the amendment is associated with the Statements of Provincial interest.</p> <p>b) Notification shall be sent by regular mail or electronic mail to the Clerk to the adjacent municipality. The notice shall provide a general summary of the proposed work and provide an opportunity for the abutting municipality to submit comments on the proposal.</p> <p>c) Comments received from the abutting municipality shall be considered at a Council meeting prior to Council giving first reading.</p> <p>d) The notification and opportunity to submit comments prior to the date of the first reading shall be deemed as having solicited comments, regardless of whether a written response is received.</p>
Town of Clark's Harbour	
MPS not found.	
<a href="#">Town of Digby</a>	Issued in 2012
Part 2	<p>2.2.1 Key Environmental Sustainability Issues Integration with the Municipality of the District of Digby's treatment system for sewage treatment plant. (page 10)</p> <p>2.3 ICSP (Integrated Community Sustainability Plan) projects (page 23-) Upgrading of Wastewater Treatment Plant, Collection System, Industrial Drive including sewer, water and road Construction, Household Hazardous Waste Depot -&gt; Cooperative undertaking with the Municipality of the District of Digby.</p>
Part 3 Objectives	Commercial and Industrial Objectives (page 29)

	Cooperate with the Municipality of District of Digby to promote new industrial activities.
Part 3 Policies	<p>Municipal Infrastructure and Environmental Protection Policies (page 43)</p> <p>MI 3</p> <p>"It shall be the intention of Council to work cooperatively with the Municipality of the District of Digby in relation to the extension, integration and future development of municipal infrastructure and services, and in particular with respect to the Digby Area Industrial Park and the upgrading of the Town's wastewater management system, to ensure fiscally and environmentally responsible growth within and adjacent to the Town."</p>
<a href="#">Town of Lockeport</a>	
Issued in 1986 -only one available	
No policies for cooperation with abutting municipalities.	
<a href="#">Town of Lunenburg</a>	
Issued in 2021	
Chapter 1	<p>Drinking Water (page 3)</p> <p>As the water supply comes from outside of the Town's boundary, the town is partnering with the Municipality of District of Lunenburg to protect the water.</p>
Chapter 3	<p>3.3 Infrastructure</p> <p>3.3.4 Service Extensions Outside of Town</p> <p>Policy 3-6</p> <p>Council shall, when considering a request for service extensions outside the Town boundary, have regard for:</p> <ul style="list-style-type: none"> <li>(a) cost recovery to the Town for both capital and operational costs;</li> <li>(b) the effects on servicing capacity and serviceability of lands within the Town boundary; and</li> <li>(c) input from the Municipality of the District of Lunenburg.</li> </ul>
Chapter 6	<p>Implementation and Review</p> <p>6.1 Administration</p> <p>6.1.5 Effective Date (page 37)</p> <p>Policy 6-3</p> <p>"This Municipal Planning Strategy and implementing Land Use By-law shall come into effect on the date that a notice is published in a newspaper, circulating in the Municipality, informing the public that the planning documents are in effect."</p> <p>6.2 Regional Cooperation (page 37)</p> <p>6.2.1 Consultation with Adjacent Municipality</p> <p>While the MPS applies only to the lands within the Town. However, the activities in the town have potential to affect lands within the Municipality of the District of Lunenburg.</p> <p>Policy 6-4</p>

	<p>“Council shall consult with the Municipality of the District of Lunenburg when:</p> <p>(a) adopting a new Municipal Planning Strategy to replace this one; and</p> <p>(b) when considering amendments to this Municipal Planning Strategy that would affect lands within 500 metres of the Town boundary”</p>
<a href="#">Town of Mahone Bay</a>	Issued in 2008, amended in 2016
Section 3	<p>3.2 Water Supply (page 4)</p> <p>3.2.5</p> <p>“To continue to improve the protection of the Oakland Lake water supply through an Oakland Lake Watershed Advisory Committee including representatives from the affected landowners and the Council of the Municipality of the District of Lunenburg.”</p> <p>3.9 Economic and Physical Growth (page 9)</p> <p>3.10.4</p> <p>“To continue to work co-operatively within groups such as the Regional Development Authority to promote economic development in and near the Town.”</p>
<a href="#">Town of Middleton</a>	Issued in 2018
No policies for cooperation with abutting municipalities.	
Town of Mulgrave	Issued on
MPS not found.	
Town of New Glasgow - <a href="#">Secondary Planning Strategy</a> (Part of Inter-Municipal Planning Strategy)	Issued in 2015
Chapter 6	<p>Water and Wastewater Services (page 15)</p> <p>NG-S-10</p> <p>“Implementation of a regional Sewer Use By-law with other Towns that use the ERECC will be encouraged.”</p> <p>NG-S-13</p> <p>“The Town shall work in concert with the other Towns through the East River Environmental Control Centre (ERECC) to ensure an efficient sewage collection and treatment program.”</p>
<a href="#">Town of Oxford</a>	Issued in 2009 (plan for 2009-29)
Part 4	<p>Rural Development Objective (page 32)</p> <p>“To ensure that peripheral areas have a land use compatible with adjacent County lands.”</p>

Town of Pictou	
MPS is under Inter-Municipal Planning Strategy – summary at the end of this doc	
<a href="#">Town of Port Hawkesbury</a>	Issued in 2010, amended in 2022
Part 3	<p>Cape Breton Regional Housing Authority (page 21) The Town is working with the Cape Breton Regional Housing Authority. L-1.16.0 “It shall be the intention of Council to work with the Cape Breton Regional Housing Authority as the appropriate means for direct involvement in the management of residential development projects.”</p> <p>Supporting Regional Industry (page 32) L-3.5.0 “It is the intention of Council to support the Strait of Canso Port Master Plan. Council will continue to work with other municipalities to guide the development of this project.”</p>
Part 4	<p>Drinking Water (page 38) CD-2.1 “It shall be the intention of Council to seek the assistance of the Councils of the Municipalities of Inverness and Richmond to restrict development in the Landrie Lake Watershed. Further, Council shall urge the Department of Environment to maintain the protection of the Landrie Lake Watershed Area by prohibiting all development not compatible with watershed protection regulations.”</p> <p>Wastewater Treatment (page 38) CD-2.3 It shall be the intention of Council to invest in a generator for the wastewater treatment plant to protect against untreated sewage dumps in the Strait in the event of a prolonged power outage. Solid waste disposal is currently handled on a cooperative arrangement with the other municipalities in the Canso Strait area by a single solid waste site located in Guysborough County.”</p> <p>Inter-municipal Interests (page 43) CD-4.16 “It shall be the intention of the Town to continue cooperating with the other municipal units to provide programs and services for the benefit of all residents within the Strait area.”</p> <p>Action on Climate Change (page 46) CD-5.2.6</p>

	<p>"It shall be the intention of Council to investigate the feasibility of hiring a regional sustainability coordinator, either alone or in cooperation with other Strait Area municipalities, to implement the numerous initiatives suggested in the Partners for Climate Protection Milestone 3 Report."</p>
Town of Shelburne	
MPS not found.	
<a href="#">Town of Stewiacke</a>	Issued date: NA
Part 8 (page 47)	<p>Water Supply Policies Policy WS-6 "With respect to the watershed area located outside of the Town, Council shall encourage the Municipality of the County of Colchester to again consider establishing planning controls to protect the water supply, consistent with the goals and objectives of the Provincial Water Strategy."</p>
<a href="#">Town of Trenton</a>	Issued in 2002
Municipal Infrastructure	<p>Water Supply Policy MI-11 Protection (page 15) "To ensure adequate measures are undertaken to provide for the long term viability and protection of the Town's water supply including:"     "2. the development of a inter-municipal strategy between the Town of Trenton, the County of Pictou and the Town of New Glasgow to ensure the long term protection of the groundwater recharge area for Trenton's well-field;"     "6. inter-municipal co-operation with other municipalities in Pictou County to develop a regional strategy for the supply of water services to Pictou County." Policy MI-16 East River Pollution Abatement System (page 16) "To continue to co-operate with other municipalities in Pictou County through the East River Pollution Abatement System to provide an efficient sewage collection and treatment program."</p> <p>Policy MI-20 Solid Waste Disposal (page 16) "It shall be the intention of Council to continue to co-operate with the other municipalities in Pictou County through the Pictou County Solid Waste Management System to provide a regular and efficient waste management collection program which meets or exceeds provincial standards and to maintain a safe and efficient site for its disposal."</p> <p>Policy MI-21 Recycling (page 17) "It shall be the intention of Council to continue to co-operate with the other municipalities in Pictou County through the Pictou</p>



	<p>County District Planning Commission to provide a regular and efficient recycling program”</p> <p>Policy MI-22 Composting (page 17)          “It shall be the intention of Council to continue to co-operate with the other municipalities in Pictou County through the Pictou County District Planning Commission System to provide a regular and efficient composting program.”</p>
Future Residential Development	<p>Policy R-22 Municipal Cooperative Planning (page 25)          “To undertake studies and engage in discussions with the Municipality of the County of Pictou and/or the Municipality of the Town of New Glasgow to evaluate the benefits of co-operative planning and annexations of lands for future residential development.”</p>
Airport Operation	<p>Policy AP-10 Inter-municipal Regulations on Height (page 37)          “Council shall cooperate with County of Pictou, the Town of New Glasgow and Transport Canada to ensure regulations to control the height of development are observed.”</p>
Industrial Development	<p>Policy M-1 Industrial Land Requirements (page 40)          “In co-operation with economic development agencies in Pictou County, to assess the volume and type of medium and long term industrial land requirements for Pictou County and examine the role of the Town in meeting these needs.”</p>
Implementation	<p>Land Use By-Law Administration          Policy IM-7          “It shall be the intention of Council that the Development Officer, employed by the Pictou County District Planning Commission or one appointed by Council to act as its Development Officer, shall administer the land use By-law and issue development permits.”</p>
<a href="#">Town of Truro</a>	
	<p>Issued in 2018, amended in 2018</p>
Part 5 Commercial	<p>5.6 Intermunicipal Planning Strategy (page 5-27)          Policy C-61          “It shall be a policy of Council to honour its obligations under the Truro-Colchester Inter-Municipal Planning Strategy on Interjurisdictional Properties and work with the County on applications requiring planning approvals within the Inter-Jurisdictional Boundary as shown on Figure 5.1.”</p>
Part 9 Environmental Management	<p>9.2.5 Ongoing Flood Monitoring (page 9-5)          Policy E-8          “It shall be a policy of Council to consider participating in any flood monitoring initiatives designed to record flood event characteristics and pursuing partnerships with the County of Colchester, the Province of Nova Scotia, Government of Canada and any other interest group that has a stake in flood related issues.”</p>

Part 10 Infrastructure	<p>10.3 Transportation Projects Policy IN-12 (page 10-6) "It shall be a policy of Council to, in conjunction with Colchester County and the Department of Transportation and Infrastructure Renewal, to undertake a regional transportation plan to develop a list of priority infrastructure projects in the Truro Region."</p> <p>Policy IN-17 (page 10-9) "It shall be a policy of Council to encourage the Provincial Department of Transportation and Public Works and the County of Colchester to work toward securing rights-of-way for the future ring road."</p> <p>10.7 Solid Waste Management Policy IN-35 (page 10-17) "Therefore it shall be a policy of Council to continue to work with the Municipality of the County of Colchester with respect to the capital costs, operation and maintenance of the Colchester Balefill Facility."</p>
Town of Westville	
MPS is under Inter-Municipal Planning Strategy – summary at the end of this doc	
<a href="#">Town of Wolfville</a>	Issued in 2020
Part 1	<p>1.4 Provincial and Regional Coordination (page 12) 1.4.2 Regional Coordination "1. To have regard for the Statements of Regional Interest as outlined in the Kings 2050 Regional Approach Report. 2. To be open to collaborating with the County of Kings and other regional partners on regional land use planning, climate change mitigation on and adaptation, environmental protection, recreation, transit, economic development and other matters. 3. To include in the Town's Public Participation on Program Policy provisions to ensure engagement with abutting municipalities."</p>
Part 2	<p>2.3.2 Economic Prosperity "To encourage a range of local and regional partnerships that enhance economic development within the Town."</p>
Part 4	<p>4.3 Agriculture and Greenbelt (page 36) 4. "To encourage co-operation on with the Municipality of the County of Kings in the protect on and preservation on of agricultural land in the areas adjacent to the Town boundary."</p>
<a href="#">Town of Yarmouth</a>	Issued in 2016, amended in 2023
Part 8	<p>Open Space Zone (page 93) Policy 8.8 "(2) To encourage and support the efforts of the Municipality of Yarmouth to continue the linear park system along Yarmouth</p>

	Harbour to Bunker's Island to the south as well as along Lake Milo to the north and the extension of the railway rights-of-way to create a regional park trail network."
Part 9	<p>Water Treatment (page 105) Policy 9.11 "It shall be the intention of Council to cooperate with the Municipality of Yarmouth to preserve and enhance the watershed environment so as to maintain water quality and quantity for future generations."</p> <p>Policy 9.13 "It shall be the intention of Council to cooperate with the Municipality of Yarmouth to promote efficiently planned extensions of the municipal water services into the municipality by mutual agreement where such extensions are deemed mutually appropriate, timely and financially beneficial."</p> <p>Policy 9.14 "It shall be the intention of Council to service new areas in the Municipality of Yarmouth by requiring water distribution main extensions to be connected to the 60.9 mm (24 in.) water transmission main"</p> <p>Fire Protection (page 114) Policy 9.38 "To work with the Yarmouth Fire Department* to ensure that the Town continues to maintain adequate fire protection services." *The Yarmouth Fire Department is part of the Municipality of Yarmouth and Acadia First Nation reserve.</p> <p>Emergency Readiness (page 115) Policy 9.40 "Update and implement the Town and Municipality of Yarmouth Joint Emergency Measures Organization Emergency Readiness Plan as and when necessary."</p>

#### Town of New Glasgow, Pictou, Stellarton, Trenton, and Westville

<a href="#">Inter-Municipal Planning Strategy</a>		Effective from 2016
Chapter 5.1 Municipal Infrastructure	Policy SW-1 Solid Waste Disposal (page 17) "The Towns shall continue to co-operate and promote through public education a viable Pictou County solid waste management system, including refuse, recyclable and compostable materials, to provide a regular and efficient curb-side waste management collection program to provincial and municipal legislative standard."	
Chapter 5.9	Policy P-3 Co-operation with School Board, NSCC, and Others	

Recreation	"Chignecto Central Regional School Board, Nova Scotia Community College and other organizations and the Towns shall cooperate to provide recreational opportunities and shared use of recreational facilities."
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**TO:** Council

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

**DATE:** January 8, 2024

**SUBJECT:** Community Climate Capacity Grant Application

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**ORIGIN**

In an effort to streamline and better coordinate existing and upcoming climate and sustainability projects for the town, staff have applied for a Climate Community Capacity Grant.

*“The Community Climate Capacity (CCC) program will be working with 15 Nova Scotian communities over three-years, supporting their climate and sustainability measures by helping to identify their climate challenges and implement adaptation and mitigation actions.*

*Clean Foundation’s CCC program, funded by the Nova Scotia Department of Environment and Climate Change, will provide communities with the dedicated staff of specialists who can help guide them through climate and sustainability initiatives at the local level. Whether it is the increasing frequency and severity of extreme weather, flooding or prolonged heat waves, climate change is increasingly affecting our communities.”*

**BACKGROUND**

Municipal governments no longer deal with straightforward challenges and issues- the problems facing local government are not limited to housing, access to water, education, equity, and environmental change. However it is difficult to manage these and other municipal affairs in the face of extreme weather events, drought, flooding, water shortages and heat waves. Local governments are struggling to take care of their residents using creative solutions to these wicked problems. Kentville’s interest in this grant is to help align new and existing services, programs and policies around sustainability, and to build long-term capacity to support community energy planning, adaptation and resilience, and biodiversity.

Recent years of extreme weather events in Kentville have impacted some residents severely. Extreme cold weather and hot weather caused the town to create a model of warming centres and cooling centres to provide heat and cooling, snacks and power to residents who needed it. Flooding in the town caused by extreme rain events impacted select communities showed that neighbours need connections to resources during emergencies. The Town recognizes that it needs to strategically realign services and supports to this new climate reality and make strong connections with formal and informal community groups. In the face of change and danger, the Town can create education, support, and resources to residents, groups, and networks that will empower citizens to thrive.

Staff have been working on these problems and are keen to continue this work. Each department has a small role in the larger picture of sustainability and resilience however, there have been instances of repetition and missed opportunities. Through this program, the Climate Lead will support staff to create a structure that will bring all of our work together, make it strategic and productive, and set the town on a strong path for its residents.

The Town continues to work on climate and sustainability projects, but without a Climate Lead, the work is parsed between departments, and on the side of the desks of several staff. Kentville

has grouped existing and near-term work into priorities that will effectively help the most residents as possible adapt to a changing climate, and reach greenhouse gas emissions targets. With these priorities set, and with a Climate Lead, staff will have the support to set and reach benchmarks and targets, identify grant opportunities, and create a longer-term plan for resilience in Kentville.

## **DISCUSSION**

The Town of Kentville wants to help residents to be resilient in the face of extreme and changing weather. Without a dedicated staff person to evaluate and maintain existing greenhouse gas mitigation projects, it is difficult to reach regional and national greenhouse gas emissions targets. In addition to existing projects, the town needs adaptation policies, programs and projects that will help empower residents to adapt to the existing climate realities of extreme weather, and other environmental changes.

Kentville staff have developed a plan to effectively address the town's climate mitigation and adaptation needs strategically over the next three years, with the help of the Climate Community Capacity program. The three priorities for the town are **1. Community Energy Planning, 2. Community Adaptation and Resilience and 3. Birds and Biodiversity.**

1. **Community Energy Planning.** The town needs staff support to complete the Net Zero Community Accelerator Program through Quest Canada in 2024. This program will include public engagement, strategic planning meetings, creation of an Energy Plan for the Town, and setting emissions targets as a town. To support the town's Energy Plan Kentville the CCC will liaise with the Valley community Learning Association in 2025 to create demonstration projects at VCLA and throughout the town that showcase ways for residents to be more energy independent and resilient. Examples include building and installing bicycle- or solar- powered phone chargers, washing machines, and other devices. Community events will expand on these ideas and help residents create their own power during outages. In 2026, the town will be poised to complete deep energy retrofits to the town hall building. Following an energy audit in 2022 and an accessibility audit in 2023, the CCC will help guide the town to a decision around implementing deep retrofit recommendations by 2026.

2. **Community Adaptation and Resilience.** After several years of extreme rainfall and flooding events, the Town is launching a program to support stormwater management (SWM) for residents and homeowners. From 2024-2025 staff and the CCC will help coordinate seminars, a demonstration site, property assessments and SWM incentives for upgrades on private property. This program will lead to other conversations around adaptation initiatives that will help residents be more prepared for, and resilient in the face of changing weather. Staff and the ccc will work to create an Adaptation Action Plan for the town in 2026.

3. **Birds and Biodiversity.** Kentville has a number of beautiful natural parks that support education programs for bird and wildlife habitat conservation. This has led to the development of a Bird Team which is preparing an application to have the town designated as a Bird Friendly Town through Nature Canada. Staff and the CCC will complete this designation process that includes programs around threat reduction, conservation policies, and engagement programs around birding and habitat conservation. In anticipation of an Adaptation Action Plan, to reduce urban heat islands and to expand bird habitat, staff and the CCC will develop and implement a tree planting plan in the downtown and across public land.

Many of the policies and initiatives in this project intersect the work of the Parks and Recreation Department. The Director of this Department has reviewed and approves this grant application.

### **POLICY IMPLICATIONS**

Potential new policies from this program:

- Greenhouse Gas Emissions Target Policy
- Adaptation Action Plan
- Biodiversity Policy
- Protected Areas Policy
- Habitat Conservation Policy

### **BUDGET IMPLICATION**

This grant will completely fund the salary of a person (or team of persons) to act as the Climate Lead(s) for the Town. The Climate Lead will work closely with the Deputy Clerk in setting up, implementing and managing each of the priority areas for this program. Staff in other departments are eager support with the Climate Lead in implementing this program as described and as capacity allows.

It is unclear at this time whether the climate staff would be virtual or would be in person members of staff. Office space and some technology support may be required to support this staff.

### **ATTACHMENTS**

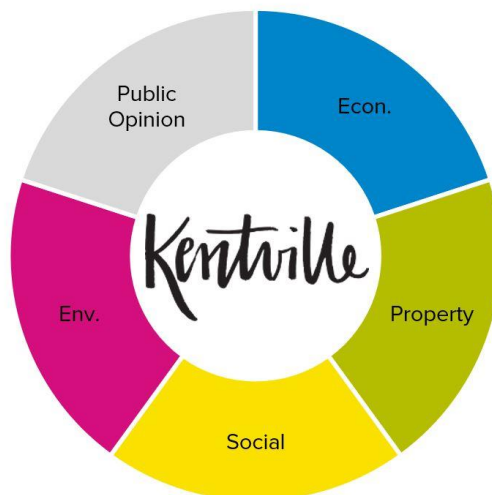
None.

### **RECOMMENDATION**

Staff recommend

That Council support the Community Climate Capacity grant application for Climate Lead personnel to implement the climate and resilience initiatives over the next three years, at no salary cost to the Town.

Town of Kentville Decision Wheel:



**TO:** Council

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

**DATE:** January 8, 2024

**SUBJECT:** Long Term Plan for Accessibility and Efficiency in Town Hall Building

### **ORIGIN**

The Province of Nova Scotia has a goal of making all public spaces accessible by 2030, and this includes municipal buildings. Staff have been working to gather information about making upgrades to the Town Hall building that would make it more accessible to visitors, staff and Council. Part of this work includes an accessibility audit of the building to better understand the upgrades that would be required to make the building accessible to persons with physical disabilities (visual impairment, hearing impairment, mobility impairment) and some mental disabilities.

### **BACKGROUND**

In October 2023 a team of professionals were contracted by the town to undertake an accessibility audit of the Town Hall building, including the Recreation Centre. The results of this audit were received on December 15, 2023. The most significant recommendations of this audit are:

1. The main entrance to the building is not accessible and needs to be redesigned. The main foyer of the building (between recreation and finance departments) is not accessible and needs to be redesigned.
2. Circulation throughout the building is not accessible and needs to be deeply renovated (elevator that accesses all areas, all doorways made wider, all door handles changed to levers, all ramps redesigned, emergency evacuation procedures developed).
3. Public washrooms and staff washrooms in the building are not accessible and need to be redesigned.

As the town hall building consists of three buildings which were renovated and connected around 15 years ago, a significant challenge is the different floor elevations in the three building structures.

In December 2022, a deep energy audit was completed on town hall that showed a number of ways to improve the energy efficiency of the town hall building. The recommendations from this report, if implemented, would decrease energy costs by 45%, and they included:

- Mechanical upgrades
  - Window and door replacement
  - Rooftop heat pump upgrades
  - Variable Refrigerant Volume system for the recreation centre
- Operational Controls
  - LED lighting upgrade
  - Thermostat replacement
  - Hot water pipe insulation
- Renewable energy generation
  - Roof mounted solar photovoltaics
  - Electric vehicle charging station

The study showed that a rooftop solar energy system would decrease greenhouse gas emissions by an amount that would make the project eligible for a grant from the Federation of Canadian Municipalities, making the entire retrofit program significantly more affordable. The results of this study give the town eligibility to apply for this federal grant.

## DISCUSSION

In order to provide Council with an opportunity to consider next steps for this building, staff have been considering the optimal layout of the space for exceptional service to the community. Council has an opportunity to make a decision on the future of this building:

Option 1. Stay in the building but gut the whole thing to rebuild it to be efficient and accessible.

Option 2. Buy a building and renovate to fit our needs

Option 3. Construct a building in a new location

Option 4. Tear the existing building down and build again in the current location

Council should consider options based on an approximate budget for investments of time and money, tolerance for disruption (for community, staff, etc.), and the realities of necessary inputs to some of these options:

- Are there good examples of land in the area that would be suitable if the building moved?
- Are there existing buildings for sale that might suit our needs?
- Would the existing lot and infrastructure support the building we need?

Before collecting a range of costing for any of these options, it might be helpful to gauge Council's interest in next steps. Staff have ranked the four options for the building based on relative cost, timeline, pros, and cons (table below).

	Relative Cost	Timeline	Pros	Cons
<b>Option 1. Stay in the building but gut the whole thing to rebuild it to be efficient and accessible</b>	Lowest	Could be done piece by piece while you're working there (possible less need for a short timeline)	Cost effective	Disruption to current workspace (at least partially)
		Could end up being the longest timeline - but this might not matter as much since no one is displaced	Preserving the existing location	Less options to create or modify new spaces
		Largely depends on scope of renovation (how deep)		Less options for energy and accessibility upgrades

<b>Option 2. Buy a building and renovate to fit our needs</b>	Low	Potentially faster than renovating the building you are working in (from start to finish of the work itself)	No disruption to current space	Higher cost than renovating existing
		Could be done all in one project with contractors on site throughout	Opportunity to find a space that is already close to what you want (maybe)	Limited by the options of buildings in the area that may or may not suit your needs
			Higher potential for deeper retrofits than renovating the existing space	Having to change locations altogether
				Legal, staff, community, and other potential issues...
<b>Option 3. Constructing a building in a new location</b>	High	Building new is a longer time commitment and is likely measured in years not months.	Design exactly what you are looking for.	Higher cost than the renovation options
			More flexibility in location options, since you are only bound by land, etc.	Having to change locations altogether
			Project can run concurrently to existing town hall operations	



<b>Option 4. Tearing it down and building it again, in the current location</b>	Highest (Maybe)	Demolition adds another significant phase of the project and can include several unknowns and surprises.	Keep the existing location	Bound to existing land and infrastructure that is to be reused e.g. foundations, size and orientation of lot, etc.
		However, there can be some reduction in timeline due to re-using existing infrastructure	Lots of design flexibility because you are building new	Long disruption of existing operations

**POLICY IMPLICATIONS**

None at this time.

**BUDGET IMPLICATION**

None at this time.

**ATTACHMENTS**

None at this time.

**REQUEST FOR DECISION**

Staff ask that Council set deadlines to give direction on which options for staff to explore in more detail on the matter of making the Town Hall building more accessible and energy efficient.

Town of Kentville Decision Wheel:

