



# TOWN OF KENTVILLE COUNCIL

## June 24, 2024

### AGENDA

5:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
  - (a) Council meeting minutes, May 27, 2024
  - (b) Special Council meeting minutes, May 30, 2024
4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS
  - (a) Proposed 2024-2025 Town of Kentville Operating Budget
    - a. Follow up from May 30 Special Council Meeting
    - b. Operating Budget
  - (b) Racquet Facility Update
5. NEW BUSINESS
  - (a) Elm Avenue Sewer Main Replacement
  - (b) Valley Waste Temporary Borrowing Resolution
  - (c) Sewer Deficit Request
6. RECOMMENDATIONS AND REPORTS
  - (a) Council Advisory Committee – Councillor Craig Gerrard
    - (1) Letter of Support – Chain Lakes Protected Areas
    - (2) Kentville Rotary Gazebo Donation
    - (3) Kentville Recreation Hub Heat Pump
    - (4) Public Works Capital Request
    - (5) Environmental Planning Task Team
  - (b) Councillors’ and Mayor Reports
    - (1) Councillor Gerrard
      - a. Kentville Water Commission
      - b. Board of Police Commissioners
      - c. Joint Fire Services
      - d. Kings Point to Point Transit (alternate)
      - e. Kings Regional Sewer Advisory Committee (alternate)
    - (2) Councillor Huntley

- a. Kentville Water Commission
  - b. Source Water Protection Plan Advisory Group
  - c. Annapolis Valley Regional Libraries Board (alternate)
  - d. Kings Regional Emergency Management Organization
  - e. Valley Regional Enterprise Network, Liaison and Oversight Committee
  - f. Kentville Business Community (alternate)
- (3) Councillor Maxwell
- a. Annapolis Valley Trails Coalition
  - b. Kentville Inclusion and Accessibility Advisory Committee
  - c. Student Bursary Selection Committee
  - d. Kentville Heritage Committee
  - e. Kentville Names List Committee
- (4) Deputy Mayor Savage
- a. Audit Committee
  - b. Investment Advisory Committee
  - c. Kings Regional Sewer Advisory Committee
  - d. Kings Regional Emergency Management Organization
  - e. Diversity Kings (alternate)
  - f. Kentville Business Community Board
- (5) Councillor Yorke
- a. Board of Police Commissioners
  - b. Annapolis Valley Regional Library
  - c. Annapolis Valley Trails Coalition (alternate)
  - d. Kings Point to Point Board
  - e. Diversity Kings
  - f. Kentville Inclusion and Accessibility Advisory Committee
  - g. Kentville Names List Committee
  - h. Multi Purpose Facility Feasibility Study Committee
- (6) Councillor Zebian
- a. Audit Committee
  - b. Kentville Water Commission
  - c. Joint Fire Services
  - d. Kentville Heritage Committee
- (c) Chief Administrative Officer, follow up from Council Advisory Committee
- (d) Mayor Sandra Snow
- a. Intermunicipal Services Agreement Interim Board
  - b. Audit Committee
  - c. Kentville Water Commission
  - d. Source Water Protection Plan Advisory Group (alternate)
  - e. Kentville Investment Advisory Committee
  - f. Valley Regional Enterprise Network (alternate)

## **7. CORRESPONDENCE**

- (a) Mike Southall, Issues Resolved on Trail

## **8. PUBLIC COMMENTS**

## **9. IN CAMERA**

- (a) Legal
- (b) Legal

## 10. ADJOURNMENT

**DRAFT**



## **TOWN OF KENTVILLE COUNCIL MEETING**

### **Meeting Minutes: May 27, 2024**

**Town Hall, 354 Main Street, Kentville Nova Scotia**

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

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

Mayor Sandra Snow called the meeting to order at 6:00 p.m. and noted that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Deputy Mayor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

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

#### **REGRETS**

None.

#### **DECLARATIONS OF CONFLICT OF INTEREST**

None.

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

Change, Move Bennett correspondence to In Camera  
Change, Move UARB discussion to In Camera

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

**That the agenda of May 27, 2024 be approved as amended.**

#### **MOTION CARRIED**

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

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

(a) Council meeting held on April 29, 2024



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It was moved that the minutes of the Council meeting on April 29, 2024 be approved as distributed.

## MOTION CARRIED

### 4. BUSINESS ARISING FROM THE MINUTES

#### (a) Capital Borrowing

CAO Jeff Lawrence reviewed the finance report that outlined the Town of Kentville 2023-2024 revenues. Several items from 2022-2023 have created a shortfall in the current year which need to be resolved. This report was originally meant to be presented at the May 2024 meeting of Council Advisory Committee.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Councillor Paula Huntley

**That council approve additional Capital Funding as requested in the attached memo to the 2023/24 Capital Investment Plan in the amount of \$180,769 to be funded as follows:**

**A withdrawal from the Town of Kentville general capital reserve in the amount of \$138,879; and**

**A withdrawal from the Town of Kentville 2023/24 Operating Budget of \$41,890.**

#### MOTION CARRIED

*Councillors who voted in favour of this motion:*

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

#### (b) Utility and Review Board Update

Moved to In Camera

#### (c) Deed transfer Tax Policies

CAO Jeff Lawrence reviewed the process of implementing a Deed Transfer Trax, which includes two policies that will govern interest and allocation of revenues. These policies were presented on April 29, 2024 and were tabled to this meeting. The date of effect for this Bylaw is July 1, 2024.

*Report available for more information.*

It was moved by Councillor Cathy Maxwell and Deputy Mayor Cate Savage

**That council approve the G79 Deed Transfer Interest Policy.**

#### MOTION CARRIED

*Councillors who voted in favour of this motion:*

**DRAFT**

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

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

**That council approve the G80 Deed Transfer Allocation Policy.**

**MOTION CARRIED**

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

**5. RECOMMENDATIONS AND REPORTS**

**(a) Council Advisory Committee Reports**

**(1) 2024 Summer Camps**

At the May 13, 2024 meeting of Council Advisory Committee, Director of Recreation Craig Langille and recreation staff Bekah Craik and Laura Jacobs gave a presentation about the next few months of summer programs for Kentville residents and introduced some recreation staff. They provided detailed information on the end of the summer camp model and the many programs that staff will be offering the community.

*Report available for more information.*

Discussion

- Request that maximum participation of children be achieved for these summer camps and programs.
- Clarification of the number of staff hired to provide this additional camp program. This will be brought to Council with the operating budget on May 30.
- Clarification that the early childhood educators were hired for the program on a part time basis for these camps.
- Concern about the motion wording that is considered vague by some members.
- Support for the camps and programs model and maximum participation using a partner organization.

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

**That Council make past practice day camps a priority of council.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

# DRAFT

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

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

Reports were received and are part of the meeting record.

### **(1) Councillor Craig Gerrard**

Highlights included a meeting of the Board of Police Commissioners.

*No report available.*

### **(2) Councillor Paula Huntley**

Highlights included a planning and education workshop with C+D consultants, the presentation of the building assessment on the arena, the Holi colour festival, Kings Transit discussion, Acadia SMILE program in Kentville, Nova Scotia Federation of Municipalities and meetings with residents.

*Report available for more information.*

### **(3) Councillor Cathy Maxwell**

Highlights included a meeting of the Annapolis Valley Trails Coalition, planning and development workshop by C+D, Kentville Heritage Centre, Oakdene Community Garden and a donated bridge for the park, and the Holi festival of colours.

### **(4) Deputy Mayor Cate Savage**

Highlights included a Regional Sewer Committee meeting, planning and development workshop for Councillors, Kings North NDP panel discussion on housing and homelessness, Annapolis Valley Tourism event, upcoming Kentville Business Community meeting and a meeting of the Investment Advisory Committee meeting.

*Report available for more information.*

### **(5) Councillor Gillian Yorke**

Highlights included the Board of Police Commissioners, Provincial Board of Police Commissioners meeting, Holi festival, tourism levies workshop, Board of Police Commissioners meeting to review the budget.

*Report available for more information.*

### **(6) Councillor Andrew Zebian**

Highlights included the planning and development workshop, draft building assessment workshop, Holi festival of colours, calls from residents regarding summer camps and the footbridge on the Harvest Moon trail. Concerns about the planters at the intersection around the town clock.

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*Report available for more information.*

CAO Jeff Lawrence reported that he has been working diligently on the operating budget, summer camps and the hiring process of a planning director.

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

Mayor Snow reported on her activities this month and focused on her experience of the anniversary of refugees arriving at Aldershot from Kosovo 20 years ago.

*Report available for more information.*

## **6. NEW BUSINESS**

### **(a) Funding for Stormwater Management Master Plan**

Mayor Snow reviewed the grant application process for the Flood Risk Infrastructure Investment Program (FRIIP), and the need for a Council endorsement of staff's application.

*Reports available*

Discussion

- Inquiry on the amount that the Town will be requesting through the grant. The CAO will bring that information to Council this week.

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

**That council endorse the submission of an application to the Provincial Flood Risk Investment Infrastructure Program for 2024-25 fiscal year to offset the cost of a stormwater master plan.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **7. CORRESPONDENCE**

### **(a) Moved to In Camera**

### **(b) John Lohr, Department of Municipal Affairs**

Mayor Sandra Snow summarized the letter relating to changes to Finance Legislation and Code of Conduct.

## **8. PUBLIC COMMENTS**

### **(a) Sharon Kehoe, Kentville**

Concerns about increases in budgets for recreation administration. Concerns about public access to the report on the arena. Concerns about stormwater management

# DRAFT

in the coming year around developments and rainfall events. Concerns about the potential expropriation of mature trees and the impact on stormwater management of removing these trees.

**(b) Ron Cousins, Kentville**

Reading a letter from his family regarding the potential expropriation of his land. Concerns about generations of the family to the woodlot, past access and disturbance to the property, and the value of this property. Signed Dianne Bagnell.

**(c) John Burka, Blomidon Naturalists, Kentville**

Concerns about potential expropriation of land. Concerns about keeping the path of the Donald Hiltz at the expense of mature trees.

**(d) Dennis Kehoe, Kentville**

Concerns about affordability of camps to review participation, and facilities for day camps that could be run by volunteers. Concerns about signage and lines on the bike lane along Webster Street near the arena.

**(e) Gary Randall, Kentville**

Concerns about retention ponds being built on Ron Cousins property.

**(f) John Peck, Kentville**

Owner of the land adjacent to Ron Cousins land. Concerns about significant erosion and washout on his land, from development above his property. Request that proper drainage be built in the new road.

**(g) Patrick Whiteway, Black Rock**

Concerns about the potential expropriation of land.

**(h) Robert, Kentville**

Concerns about the potential expropriation of land which provides critical ecosystem services. Request to change route of the road to go around Mr. Cousins' land.

**(i) Janice Palmer, Kentville**

Support for Ron Cousin's land, and request for changing the route of the road to avoid his land.

**(j) Ken Harrison, Kentville**

Concern about the impact of deforestation and request that Council not expropriate the land of Ron Cousins. Concern that heavy rainfall and deforestation can combine to destroy roads and infrastructure.

## 9. IN CAMERA

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

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**That Council move into a closed session at 7:17 p.m. to discuss legal matters.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

**That Council move back into open session at 7:57 p.m.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 10. ADJOURNMENT

It was moved by Councillor Andrew Zebian

**That the May 27, 2024 meeting of Council adjourn at 7:58 p.m.**

**MOTION CARRIED**

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Approved by CAO Jeff Lawrence



# TOWN OF KENTVILLE SPECIAL COUNCIL MEETING

## Meeting Minutes: May 30, 2024

Town Hall, 354 Main Street, Kentville Nova Scotia

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

### 1. CALL TO ORDER AND ROLL CALL

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

Staff in attendance included Chief Administrative Officer Jeff Lawrence and Recording Secretary Jennifer West.

### REGRETS

None.

### DECLARATIONS OF CONFLICT OF INTEREST

None.

### 2. APPROVAL OF THE AGENDA

It was moved by Councillor Paula Huntley and Councillor Andrew Zebian

**That the agenda of May 30, 2024 be approved.**

### MOTION CARRIED

*Councillors who voted in favour of this motion:*

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

### 3. NEW BUSINESS

#### (a) **Staff Presentation: 2024-2025 Town of Kentville Operating Budget**

Director Wanda Matthews gave a presentation to Council on the proposed operating budget for 2024-2025.

*Report available*

*Special Council Meeting Minutes, May 30, 2024*

*Pending Approval*

*Page 1*

#### Discussion

- Clarification of the role of the Strategic Initiatives Coordinator.
- Clarification of the impacts of the retirement of the public works lead on full time employee changes.
- Clarification of the successful Nature Kids program pilot, and the proposal for the program to continue as a full program.
- Review and clarification of the mandatory AVRCE payment.
- Concern about the number of roles in the Recreation Department.
- Clarification of the different roles and responsibilities of staff in the Recreation Department.
- Concerns about revenues for future capital projects.

Members voted to defer the budget

What is the purpose of deferring this budget? Time to review and understand the document. Members found no major issues with the budget. The budget will be brought back to the June meeting of Council. Questions on this budget should be directed to Council and Mayor, the CAO and the Director of Finance.

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

**That Council defer approval of the 2024/25 Town of Kentville Operational Budget subject to changes requested.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

#### **4. PUBLIC COMMENTS**

##### **(a) Mike McLean, Kentville**

Appreciation for deferring the budget for review by residents.

Concern for paying for housing in the provincial budget, and request that it be applied as a tax reduction for residents.

#### **5. ADJOURNMENT**

It was moved

**That the May 30, 2024 special meeting of Council adjourned at 6:26 p.m.**

**MOTION CARRIED**

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Approved by CAO Jeff Lawrence



June 3, 2024

The following responses from staff address the questions in Councillor Zebian's report:

- 1. Can you confirm which position(s) in the Recreation Department are funded through grants and if any, how much "dollars" of funding are we receiving towards the role(s). Are they guaranteed funds or not? What are our costs minus the grant funding for these role(s).**

The department has one role with associated funding of \$25,000 annually. This funding comes from the Province. These funds are guaranteed over the life of the contract, which is 5 years (2024-2029). There is also an allocation of up to \$25,000 to the Active Communities Fund by having this role in your municipality for community initiatives. This contract is renewed every 5 years.

- 2. The new role in General Admin that moved from Recreation. Would it be possible to differentiate the difference between the role Jennifer holds and this newly designed role? For clarity, do we continue to have a person added to sit at the reception area upstairs at all? I had heard someone was hired there and wondering what their role is as well. It's more about knowing the roles and responsibilities of each person.**

*Strategic Initiatives Coordinator*

The employee will act as project manager for projects of a corporate or strategic nature. In this role the employee will make meaningful and innovative contributions to the Municipality's strategic initiatives, adapt to changing circumstances and build relationships within the Municipality, community and stakeholders.

The Strategic Initiatives Coordinator will report to the Chief Administrative Officer.

The Deputy Clerk, as time permits, has taken on several committee assignments and other meaningful initiatives to assist the Municipality, but, again, this is secondary to the Deputy Clerk responsibilities and initiatives are assigned and completed as time permits.

With the Development Officer on maternity leave, we have contracted for admin support for Planning and Development on a month-by-month basis to provide some front facing support to C+D who are contracted to provide planning services.

No decision on permanent administration support for Planning and Development and Public Works will be made until the Director of Planning is in place.

- 3. Please confirm what 1 cent of commercial tax provides us**

Approximately \$7,999 for Commercial and \$4,398 for Kentville Business Park.

June 3, 2024

- 4. My last question is concerning the day camps. I want to understand the number you came up in terms of a net loss compared to last year with 8 weeks of programming. I don't want to factor in the new programming. I'm focused primarily on the day camps (the 4 weeks of them). Is our net loss more this year with only 4 weeks of camps?**

The net cost to operate would be similar to last year. There is \$5,000 in additional costs this year, with the increase in staffing MERCs - Mandatory Employment Related Costs (0.0827% = \$2,500) and a facility cost of \$2,500. Additionally, we are looking to hire one additional staff to support staff with breaks and program support.

- 5. This may have been asked last night regarding the Nature Program. I had never heard of this program until last night. How much funding is involved in this and is it guaranteed? If is, what is our net cost?**

This program was brought forward in January CAC, March CAC, and during the staff presentation in May CAC. This program is a partnership with KCA and the Province of Nova Scotia through the Before and After School Program, we call it Nature Kids Program. There is between \$15,000-\$30,000 in grant funding from the Province, along with subsidy payments for participants. This program is budgeted to have a surplus of \$3,000 based on registration fees, grants, and subsidies.

- 6. Can you forward that power point presentation to Council as well. It was very helpful.**

Jennifer will add the presentation to the Sharepoint page.



**TOWN OF KENTVILLE**  
**2024-2025 PROPOSED OPERATING BUDGET**  
**Briefing Note**

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Town Council's vision of a sustainable Kentville that "is a healthy, vibrant, integrated and complete community where citizens can live, work and play in an environment that supports a high quality of life" informed the development of operational goals and financial requirements within the 2024-2025 Proposed Operating Budget.

Our Integrated Community Sustainability Plan contains economic, social and cultural, and environmental sustainability goals. Realizing these goals requires intentional consideration within our operating and capital budgets. In addition, Town expenditures and revenue sources are influenced by broader regional, national, and worldwide circumstances. During Council meetings, Council has shared specific operational priorities over the past year and management has addressed these within the proposed budget. In combination, these factors have shaped our recommended opportunities to invest in or sustain programs and services provided to the Town's residential and corporate citizens.

The proposed **2024 - 2025 Town of Kentville Operating Budget** demonstrates our commitment to fiscal accountability with a balanced position while significantly enriching reserves. Overall Town operating expenditures and revenues are **\$17,353,316**, an increase of **\$1,631,316 (10.4%)** over last year.

### **Development of Operating Budget Revenues and Expenditures**

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The Town of Kentville is preparing for growth. Investments in planning and engineering services within the last budget cycle demonstrate our commitment to positioning the Town for success. Making community connections, engaging with diverse groups, listening to and collaborating with our community and focusing efforts around pervasive housing challenges has been possible with investments embedded in the prior year budget. Our services and programs were ready to respond to Town operational priorities as set out in the Council Approved 2023-2024 Operating Budget.

Our proposed 2024-2025 Operating Budget, along with its companion Approved Capital Investment Plan, focuses on sustainability. Sustainability of our workforce, our infrastructure, our processes and structures, our capital reserves funds and our open park space and recreation facilities directed our budget recommendations. Strategic investments are evident within the budget to gather expert opinions to guide future investment in key areas such as secondary planning, recreation facilities, stormwater management and accessibility. Also, the operating budget integrates Council's Capital Investment Plan funding priorities through the enrichment of reserves.

It is important to acknowledge we exist in dynamic changing conditions and continuous monitoring of results against our budget estimates.

From a process perspective, Leadership developed program/service requirements for the 2024 – 2025 fiscal year and the resulting projected staffing complement, materials, supplies and purchased services required to meet them. Budget managers generated expense and revenue/recovery budget

requirements based on the prior five (5) year average expenditure and revenue levels along with the prior year operating budget and preliminary 2023-2024 actual results. The experience of the past serves as a good predictor of future adjusted for one-time items and targeted new spending (inflation, growth, etc).

**Tax rates are held at 2023-2024 levels.** The 2024 assessment roll released by Property Valuation Services Limited identified a considerable change in assessed property values contributing to a 9.6% increase in overall tax revenue for the Town.


The proposed operating budget uses the increased revenue stream:


- to maintain staff positions embedded in the 2023-2024 operating budget
- to ensure the organizational structure aligns with the priority work of the Town
- to address inflationary pressures related to compensation as well as goods and services
- to respond to external commitments to other organizations for which we have agreements to resource
- to enhance transfers to reserve funds for Capital Investment Plan and to prepare for future/unexpected expenditures
- to maintain high quality services, programs and support for residents and property owners

## Next Steps

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1. Provision of briefing note and attached 2024 - 2025 Proposed Operating Revenue and Expenditures Summary, People – FTE Analysis by Program and Financial Change Analysis by Major Revenue and Expenditure. These highlights capture the overall anticipated revenues and expenditures along with significant changes between our 2023 – 2024 operations and our anticipated 2024 - 2025 operations.
2. Presentation of 2024-2025 Operating Budget at a Special Council meeting May 30, 2024.
3. Response to Council queries regarding content during the Special meeting and afterwards as required.
4. As required, final draft presentation of 2024-2025 Operating Budget at a subsequent Special Council Meeting.
5. Approval of a 2024-2025 Operating Budget.

 <b>Town Of Kentville</b> <b>Operating Fund</b> <b>Proposed Budget 2024-2025</b>						
	Unaudited 2023 - 2024 Actual	2023-2024 Approved Budget	2024 - 2025 Proposed Budget	Change Year over Year	% Change Year over Year	
<b>REVENUES</b>						
<b>TAXES</b>	\$ 12,204,303	\$ 12,207,900	\$ 13,382,793	\$ 1,174,893	-9.6%	
Assessable Property	12,171,553	12,171,300	13,348,809	1,177,509	-9.7%	
Business Property	31,317	34,600	31,984	(2,616)	7.6%	
Special Assessments	1,433	2,000	2,000	-	0.0%	
<b>PAYMENTS IN LIEU OF TAXES</b>	<b>583,157</b>	<b>566,300</b>	<b>583,150</b>	<b>16,850</b>	<b>-3.0%</b>	
Federal and Agencies	405,044	387,900	405,050	17,150	-4.4%	
Provincial and Agencies	178,113	178,400	178,100	(300)	0.2%	
<b>SERVICES PROVIDED TO OTHER GOV'T</b>	<b>222,165</b>	<b>234,400</b>	<b>237,063</b>	<b>2,663</b>	<b>-1.1%</b>	
Local Government	96,290	96,100	97,596	1,496	-1.6%	
Provincial Government	125,875	138,300	139,467	1,167	-0.8%	
<b>SALES OF SERVICES</b>	<b>1,245,051</b>	<b>1,060,500</b>	<b>1,270,100</b>	<b>209,600</b>	<b>-19.8%</b>	
Agencies	1,245,051	1,060,500	1,270,100	209,600	-19.8%	
<b>UNCONDITIONAL TRANSFERS</b>	<b>228,911</b>	<b>223,400</b>	<b>400,633</b>	<b>177,233</b>	<b>-79.3%</b>	
Province	228,911	223,400	400,633	177,233	-79.3%	
<b>CONDITIONAL TRANSFERS</b>	<b>155,680</b>	<b>169,900</b>	<b>156,357</b>	<b>(13,543)</b>	<b>8.0%</b>	
Federal	22,025	-	15,702	15,702		
Other	4,500	-	4,500	4,500		
Province	129,155	169,900	136,155	(33,745)	19.9%	
<b>OTHER REVENUE-OWN SERVICES</b>	<b>1,391,267</b>	<b>1,259,600</b>	<b>1,323,220</b>	<b>63,620</b>	<b>-5.1%</b>	
Fines, Fees, Permits	60,752	36,600	41,700	5,100	-13.9%	
Interest and Penalties	353,577	134,200	198,000	63,800	-47.5%	
Other	45,608	43,400	44,400	1,000	-2.3%	
Rentals	371,330	415,400	379,120	(36,280)	8.7%	
Return on Investments	560,000	630,000	660,000	30,000	-4.8%	
<b>TOTAL REVENUES</b>	<b>\$ 16,030,533</b>	<b>\$ 15,722,000</b>	<b>\$ 17,353,316</b>	<b>\$ 1,631,316</b>	<b>-10.4%</b>	

 <b>Town Of Kentville</b> <b>Operating Fund</b> <b>Proposed Budget 2024-2025</b>					
	Unaudited 2023 - 2024 Actual	2023-2024 Approved Budget	2024 - 2025 Proposed Budget	Change Year over Year	% Change Year over Year
<b>EXPENDITURES</b>					
<b>GENERAL ADMINISTRATION</b>	<b>\$ 2,216,126</b>	<b>\$ 2,022,100</b>	<b>\$ 2,384,829</b>	<b>\$ 362,729</b>	<b>17.9%</b>
General Administration	1,942,751	1,734,500	2,042,810	308,310	17.8%
Legislative	273,376	287,600	342,019	54,419	18.9%
<b>PROTECTIVE SERVICES</b>	<b>4,274,517</b>	<b>4,402,700</b>	<b>4,674,095</b>	<b>271,395</b>	<b>6.2%</b>
Debt Charges	3,783	3,600	3,052	(548)	-15.2%
Emergency Measures and Other	189,006	148,100	169,800	21,700	14.7%
Fire Protection	912,366	908,900	990,309	81,409	9.0%
Law Enforcement	206,560	213,400	139,407	(73,993)	-34.7%
Police-Core Program	2,823,355	2,969,800	3,195,648	225,848	7.6%
Police-Sales of Service	139,447	158,900	175,879	16,979	10.7%
<b>TRANSPORTATION SERVICES</b>	<b>2,619,429</b>	<b>2,607,600</b>	<b>2,884,222</b>	<b>276,622</b>	<b>10.6%</b>
Common Services	1,163,007	1,228,000	1,500,682	272,682	22.2%
Debt Charges	55,806	50,400	59,819	9,419	18.7%
Other Transportation	103,388	98,700	100,000	1,300	1.3%
Public Transit	386,017	408,100	383,321	(24,779)	-6.1%
Road Transportation	911,211	822,400	840,400	18,000	2.2%
<b>ENVIRONMENTAL HEALTH SERVICES</b>	<b>694,807</b>	<b>729,400</b>	<b>758,644</b>	<b>29,244</b>	<b>4.0%</b>
Solid Waste Collection and Recycling	694,807	729,400	758,644	29,244	4.0%
<b>PUBLIC HEALTH</b>	<b>97,573</b>	<b>90,000</b>	<b>-</b>	<b>(90,000)</b>	<b>-100.0%</b>
Public Health and Welfare	97,573	90,000	-	(90,000)	-100.0%
<b>ENVIRONMENTAL DEVELOPMENT</b>	<b>758,134</b>	<b>754,300</b>	<b>890,228</b>	<b>135,928</b>	<b>18.0%</b>
Other Community Development	491,779	512,100	519,776	7,676	1.5%
Planning and Zoning	266,355	242,200	370,452	128,252	53.0%
<b>RECREATION AND CULTURAL</b>	<b>1,682,852</b>	<b>1,891,400</b>	<b>2,043,663</b>	<b>152,263</b>	<b>8.1%</b>
Administration	661,562	766,700	775,591	8,891	1.2%
Cultural	137,692	140,300	139,935	(365)	-0.3%
Debt Charges	34,434	28,900	41,325	12,425	43.0%
Facilities	784,387	825,500	958,981	133,481	17.6%
Other Programmes (net)	64,777	130,000	127,831	(2,169)	-1.1%
<b>EDUCATION</b>	<b>1,805,184</b>	<b>1,805,200</b>	<b>2,102,100</b>	<b>296,900</b>	<b>16.4%</b>
Education	1,805,184	1,805,200	2,102,100	296,900	16.4%
<b>FINANCING AND TRANSFERS</b>	<b>1,427,830</b>	<b>1,419,300</b>	<b>1,615,535</b>	<b>196,235</b>	<b>13.8%</b>
Debt Charges	878,340	911,700	849,670	(62,030)	-6.8%
Reserves	(241,900)	(241,900)	(294,700)	(52,800)	21.8%
Transfers to Allowances and reserves	791,390	749,500	1,060,565	311,065	41.5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,576,452</b>	<b>\$ 15,722,000</b>	<b>\$ 17,353,316</b>	<b>\$ 1,631,316</b>	<b>10.4%</b>
<b>SURPLUS (DEFICIT)</b>	<b>\$ 454,082</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	




**TOWN OF KENTVILLE**  
**Proposed Operating Budget 2024-2025**  
**Analysis of Revenue and Expenditure Changes**

	2023-2024 Approved Budget	2024 - 2025 Proposed Budget	Change Year over Year	% Change Year over Year
<b>Revenues</b>				
Taxes	(12,207,900)	(13,382,793)	(1,174,893)	9.6%
Other sources	(3,514,100)	(3,970,523)	(456,423)	13.0%
<b>Subtotal</b>	<b>(15,722,000)</b>	<b>(17,353,316)</b>	<b>(1,631,316)</b>	<b>10.4%</b>
<b>Expenditures</b>				
<b>External Commitments &amp; Partnerships</b>				
Education - AVRCE	1,805,148	2,102,100	296,952	16.5%
Assessment Services	92,824	92,824	-	0.0%
Correction Services	87,300	-	(87,300)	-100.0%
Prosecution Services	8,500	12,000	3,500	41.2%
Inspections and 911	106,273	137,500	31,227	29.4%
Housing	90,000	-	(90,000)	-100.0%
Library	42,800	42,800	-	0.0%
KDCL	160,000	138,300	(21,700)	-13.6%
REMO	11,900	11,900	-	-
WREN	29,000	27,015	(1,985)	-6.8%
Kings Transit Authority	395,100	361,821	(33,279)	-8.4%
Kings Point to Point	13,000	21,500	8,500	65.4%
Kentville Volunteer Fire Department - Operations	234,400	242,231	7,831	3.3%
Kentville Volunteer Fire Department - Fire Area Rate	260,300	333,828	73,528	28.2%
Kentville Water Commission - Hydrant Area Rate	414,200	414,250	50	0.0%
Valley Waste Resource Management	672,200	715,044	42,844	6.4%
Debenture principal	911,700	849,670	(62,030)	-6.8%
Debenture and short term borrowing interest	82,900	104,196	21,296	25.7%
<b>Subtotal</b>	<b>5,417,545</b>	<b>5,606,979</b>	<b>189,434</b>	<b></b>
<b>Available for Town of Kentville Priorities</b>			<b>(1,441,880)</b>	
<b>Change by major expenditure category</b>				
<b>People Investment</b>			<b>800,373</b>	
Remuneration - Contractual obligations, increments, benefit rate changes, vacation accrual and election officials			380,243	
Vacancy factor adjustment <sup>1</sup>			98,513	
Funding factor adjustment <sup>1</sup>			23,726	
People investment <sup>1</sup>				
Programs and services excluding Recreation Programmes			160,391	
Recreation Programmes - Seasonal Temporary			137,500	
<b>Non - Recurring Expenditures</b>			<b>326,065</b>	
Secondary planning			25,000	
Engage NS 2024 Quality of Life Survey			3,315	
Stormwater management master plan			100,000	
Arena - facility conditions assessment			14,000	
Town Hall - accessibility assessment			50,000	
Police Commission training			5,500	
Legal and Professional fees			30,000	
Election			87,000	
Contracted planning and development officer services			11,250	
<b>General</b>			<b>57,177</b>	
Reduced taxes - MGA section 69/69A (low income exemption) and section 71 (commercial to residential)			16,750	
Technology to support people and programs			26,385	
Police - Core Programme operations			84,256	
Recreation Facilities - operations			64,481	
Recreation - other programmes (revenues net of expenses)			(139,669)	
Net other pressures and savings			4,974	
<b>Transfers</b>			<b>258,265</b>	
Transfers from reserves for specified purposes			(52,800)	
Transfers to reserves - operating and capital			311,065	
<b>Subtotal</b>			<b>1,441,880</b>	
<b>Balance</b>			<b>-</b>	

Notes

<sup>1</sup> Details provided in FTE analysis by program

 <b>TOWN OF KENTVILLE</b> <b>2024-2025 Proposed Operating Budget</b> <b>PEOPLE - FTE Analysis by Program</b>			
	2023-2024	2024-2025	Change
	Approved FTE	Proposed FTE	Increase
	Budget	Budget	(Decrease)
<b>GENERAL ADMINISTRATION</b>			
Legislative	7.00	8.00	1.00
General Administration (includes IT & Finance)	8.00	8.12	0.12
Town Hall	1.50	1.50	-
<b>PROTECTIVE SERVICES</b>			
Police- Core Program	21.00	21.00	-
Police- Sales of Service	2.00	3.80	1.80
Law Enforcement	2.04	2.04	-
<b>ENGINEERING AND PUBLIC WORKS SERVICES</b>			
Administration	3.70	4.00	0.30
Work Crew	9.00	10.00	1.00
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and Zoning	1.75	2.00	0.25
Other Community Development	1.00	1.00	-
<b>RECREATION AND CULTURAL</b>			
Administration	6.85	7.00	0.15
Facilities	5.00	5.00	-
Seasonal temporary <sup>1</sup>	5.31	8.48	3.17
<b>Total Full Time Equivalent (FTEs)</b>	<b>74.15</b>	<b>81.94</b>	<b>7.79</b>

<sup>1</sup>The number of new hires related to the seasonal temporary addition is 37 people.





**TOWN OF KENTVILLE**  
**2024-2025 Proposed Operating Budget**  
**PEOPLE - FTE Analysis by Program**

Explanation of Change	FTE
<b>Vacancy Factor</b>	
Built into the 2023-2024 Operating Budget were known vacancies related to leaves (LOA) and anticipated hiring dates for vacant approved positions as described below:	
<b>Planning Services</b> - Senior Planner	0.25
<b>Engineering and Public Works Administration</b> - Project Engineer	0.30
<b>Recreation Administration</b>	0.75
Director (LOA)	
Supervisor - Facility Operations	
Neighbourhood Outreach Program Coordinator	
<b>Funding Factor</b>	
<b>Recreation Administration</b> - Housing and Community Partnerships Coordinator - unsuccessful grant application.	0.40
<b>People Investment</b>	
<b>Administration</b>	
Conversion of Housing and Community Partnerships Coordinator to a Strategic Initiatives Coordinator supporting CAO and Council priorities including homelessness	1.00
Continuation of accountant casual position for 16 weeks to support onboarding and training of Finance team members. Timeline supports a full annual accounting and budget cycle.	0.12
<b>Police- Sales of Service</b>	
Part time staff hours increasing along with revenue generation. FTEs include estimated part time hours for staff performing back checks.	1.80
<b>Engineering and Public Works Administration</b>	
Retirement of public works lead anticipated in 2024-2025. In accordance with the CUPE Collective Agreement, replacement requires separation of union and management roles. Budget incorporates an additional full time public works crew team member and a full time supervisor position.	1.00
<b>Planning Services</b>	
Conversion of Senior Planner to a Director of Planning in consideration of the strategic priority planning and zoning activities in the next five years.	-
<b>Recreation Administration and Programmes</b>	
Release of Housing and Community Partnerships Coordinator position to Administration Strategic Initiatives Coordinator position	(1.00)
Seasonal programmes include Council priority summer day camps, programmes offering a 1-5 week extended season and new 10 month afterschool program "Nature Kids "	3.17
<b>Change in FTE</b>	<b>7.79</b>



Date: June 20, 2024

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Director of Parks and Recreation  
Craig Langille  
354 Main Street  
Kentville, NS  
B4N 1K6

RE: Racquet Facility Correspondence

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902-679-2541  
clangille@kentville.ca

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Paul Morgan from the Kings County Tennis Association (KCTA) presented a formal request to Mayor and Council for a 50-year lease of land in the Kentville Business Park along with \$500,000 of capital contribution towards the build of a racquet facility.

Council requested additional information to be provided by KCTA prior to the review and approval of land in the Kentville Business Park. Council has asked for the following:

1. A comprehensive business plan for the Racquet Facility
2. Confirmed in writing funding partners for the Racquet Facility to be provided to Kentville Town Council.

Appendix A is the written response from KCTA lead Paul Morgan for the comprehensive business plan and confirmed written funding partners.

Respectfully,

Craig Langille  
Director of Parks and Recreation

## **Appendix A: Racquet Facility – Kings County Tennis Association Comprehensive Business Plan**

Thank you for outlining that Council had two requests. First, a comprehensive business plan before they give us a 50-year lease. And second, secured written confirmation from other regional municipalities and funding sources.

Let me address their request for a business plan first.

From our presentations to Council and information we have given them, Council is familiar with who we are as well as the benefits & the demand for such a facility. Council is also familiar with the type of structure intended, and that we have bids for its construction.

The landowner will be the Town of Kentville. The Kings County Tennis Association will own and operate the facility and its capital assets. The facility will be run on a not-for-profit model and follow the bylaws for a nonprofit society as outlined in the Society Act of the Registry of Joint Stock Companies of Nova Scotia.

Operations will be guided by Tennis Canada and programming will follow the Tennis Canada model for developing youth, girls, wheelchair tennis, leagues and tournaments. We will work with the pickleball community to incorporate them into daily programming & tournaments.

Management of the facility will be modelled after the Credit Union Recreational Complex in Kentville that Council is familiar with. The Kings County Tennis Association Director, and Officers will hire staff and oversee operations.

As for financing our project, at the suggestion of our local MLA we are asking the Provincial Government to fund 40% of the total cost. It is predicted that the Federal Government will then match this with another 40% funding. Kings County has Vision Grant of \$600,000 that they have indicated is designed to support project exactly like our. Nova Scotia Recreation, Culture, and Heritage indicated that we fulfil all the criteria for Grant from them except that we don't have a site confirmed. Our facility is looked on very favourably by Tennis Canada, Sport Nova Scotia and Tennis Nova Scotia but once again their grants all require that we have a confirmed site. It is expected that funding from the aforementioned will comprise 90 to 95% of the funds required for the facility. The remaining funds will come from local fundraising (businesses, Rotary, adjacent municipalities, & individual donors).

Our financial projections are outlined in the following PDF.

We have called it a Conservative Model because we didn't add in revenue from Pickleball, tournament hosting, and facility rentals. (This item is under Programming Options "Uncaptured Opportunities".) Because our facility has the capacity for 16 Pickleball courts, local Pickleball groups hope to host Provincial Championships at our facility. Just as an example, revenue from this type of tournament would bring in \$8000 revenue to our facility for the weekend. The money spent in the surrounding businesses during this weekend would be significant. We would expect to have one tournament each month for either Tennis or Pickleball.

The above concludes our Business Plan.

The second request by Kentville Town Council to us was for us to show secured written confirmation from other Regional Municipalities and funding sources.

As outlined in the above business plan, all funding requires confirmation of a site first. Because we have no confirmation of a site, no written confirmation of funding from any source can be supplied unfortunately.

We proposed to Council that if they are satisfied with our business plan, they put in writing that they confirm they will lease us 7.2 acres in the business park for 50 years at one dollar a year with an option for a 50-year renewal with the one condition that 90% of the funding be secured and confirmed within 12 months of this date, June 14, 2024.

By obtaining site confirmation, we can move forward to securing the various grant monies and at the same time, Kentville Town Council will only be held accountable to honour the lease if indeed 90% of the funding is secured with 12 months.

Regarding our request to Kentville Town Council for a grant of \$500,000, I want to stress how important this initial grant is. It is leverage to receive further grant money. Essentially that first grant is critical for all of the other grants. If Council thinks that \$500,000 is too much, I suggest they grant us \$300,000 or \$250,000 but that a grant of some amount come to us. (Although \$500,000 would be most welcome)

In concluding, let me thank Council and Staff at the Town for their continuing efforts to bring this enterprise to fruition. We think it will be a tremendous and timely asset to Kentville and all of Kings County.

Sincerely

Paul Morgan  
Director  
Kings County Tennis Association



Summary of Operating Revenues & Expenses: 4-HARD-COURT YEAR-ROUND FACILITY

OVERVIEW

REVENUES		EXPENSES	
+ Frequent Participant Fees	\$38,500	- Administrative Expenses	\$192,924
+ Court Usage Fees	\$142,827	- Operational Expenses	\$97,220
+ Programming	\$379,671	- Programming Expenses	\$194,043
+ Services (Racquet stringing, food & beverages etc.)	Variable	- Insurance & Property Taxes	Variable
<b>TOTAL REVENUE</b>	<b>\$560,998</b>	<b>TOTAL EXPENSES</b>	<b>\$484,187</b>
<b>NET REVENUE: \$72,411</b>			

In order to generate the above operating forecast, the following operating assumptions were made. (The key numbers provided to the right are used throughout the document to calculate revenues & expenses).

OPERATING ASSUMPTIONS

		FALL/WINTER SEASON	SPRING/SUMMER SEASON
Operating Hours		Mon-Fri: 8am-11pm   Sat: 8am-10pm   Sun: 8am-6pm	Mon-Fri: 8am-8pm   Sat-Sun: 8am-6pm
Operating Weeks		Mid-Sept to End April – 32 weeks excluding holidays	May to Aug – 16 weeks excluding holidays
Peak Hours		Mon-Fri: 5-11pm   Sat: 8am-6pm   Sun: 8am-6pm (50 peak hours per court per week)	No peak hours
Allocation	Court Rental	80% of peak hours available for court rental 70% of non-peak hours available for court rental	50% of total court hours available for court rental
	Programming	20% of peak hours reserved for programming 30% of non-peak hours reserved for programming	50% of total court hours reserved for programming

Provided below are breakdowns and assumptions for how each revenue stream was calculated:

REVENUE BREAKDOWN

FREQUENT PARTICIPANT FEES

DESCRIPTION & ASSUMPTIONS	PROJECTED GROSS REVENUE <i>Fall/Winter Seasonal Cardholders</i>				PROJECTED GROSS REVENUE <i>Annual Cardholders</i>			
	Participants	150	200	250	Participants	150	200	250
Frequent participants are often required to purchase a seasonal or annual Frequent Player Card that will give them access to court booking.  <i>Assumptions: 75% adult, 25% junior</i>	Fees	Participants	Participants	Participants	Fees	Participants	Participants	Participants
	\$50 Adult \$25 Junior	\$6,600	\$8,750	\$10,975	\$60 Adult \$30 Junior	\$7,920	\$10,500	\$13,170
	\$100 Adult \$50 Junior	\$13,200	\$17,500	\$21,950	\$120 Adult \$60 Junior	\$15,840	\$21,000	\$26,340
	\$150 Adult \$100 Junior	\$20,750	\$27,500	\$34,500	\$170 Adult \$120 Junior	\$23,770	\$31,500	\$39,520

COURT USAGE FEES

SAMPLE CALCULATION	PROJECTED GROSS REVENUE <i>Fall/Winter Season – 9,510 hours available</i>				PROJECTED GROSS REVENUE <i>Spring/Summer Season – 2,560 hours available</i>			
	% Utilization	65%	75%	85%	% Utilization	55%	65%	75%
(peak booking hrs x peak hourly fee) + (non-peak booking hrs x non-peak hourly fee) x utilization rate  (5,120 hrs x \$20/hr) + (4,390 hrs x \$15/hr) x 75% utilization = \$126,187	Fees	Utilization	Utilization	Utilization	Fees	Utilization	Utilization	Utilization
	\$15/hr Peak \$10/hr Non-peak	\$78,455	\$90,525	\$102,595	\$7.50 per hour	\$10,560	\$12,480	\$14,400
	\$20/hr Peak \$15/hr Non-peak	\$109,363	\$126,187	\$143,013	\$10 per hour	\$14,080	\$16,640	\$19,200
	\$25/hr Peak \$20/hr Non-peak	\$140,270	\$161,850	\$183,430	\$12.50 per hour	\$17,600	\$20,800	\$24,000

**PROGRAMMING OPTIONS**

<b>Learn to Play Courses</b>	Progressive Tennis (Red ball, Orange Ball, Green Ball), Youth Tennis, Adult Beginner, Adult Intermediate, Adult Advanced, Parent & Tot Tennis, Team Tennis, Wheelchair Tennis
<b>Drop-in Classes</b>	Cardio Tennis, Feeding Frenzy, Women-only Classes, Intro to Tennis, Tactical Training & more
<b>Leagues</b>	Leagues for youth, adults, seniors & wheelchair players. Organized by skill-level and gender.
<b>Kids Camps</b>	A fun-filled day of games and activities surrounding tennis & additional sports that can be played on tennis courts (i.e. basketball, soccer, pickleball etc.)
<b>Uncaptured Opportunities</b>	<i>Pickleball, Junior development training, tournament hosting, coaching education, and facility rentals</i>

**PROGRAMMING ASSUMPTIONS**

Program	Participants	Participant Fees (1 hr)	Gross Revenue	Court Hour Allocation		Coaches	Coaching Cost	
				Fall/Winter	Spring/Summer		Per Hr	Total
<b>Learn to Play – Children</b>	12 per court hour	\$8-12 per person	\$96-144 per court hr	20% (632 court hrs)	20% (512 court hrs)	2 per court hr	\$30	\$68,664
<b>Learn to Play – Youth/Adults</b>	6 per court hour	\$12-18 per person	\$72-108 per court hr	40% (1,264 court hrs)	35% (896 court hrs)	1 per court hr	\$30	\$60,984
<b>Drop-in Classes</b>	6 per court hour	\$18-22 per person	\$108-132 per court hr	20% (632 court hrs)	10% (256 court hrs)	1 per court hr	\$30	\$26,652
<b>Leagues</b>	4 per court hour	\$15-20 per person	\$60-80 per court hr	20% (632 court hrs)	10% (256 court hrs)	1 per 4 court hrs	\$30	\$6,663
<b>Kids Camps</b>	8 per court hour	\$6-8 per person	\$48-64 per court hr	0%	25% (640 court hrs)	1 per court hr	\$17	\$13,056
<b>Fall/Winter: \$82-114 gross revenue per hr</b>				<b>Spring/Summer: \$73-104 gross revenue per hr</b>		<b>\$177,683 total coaching costs</b>		

**SAMPLE CALCULATION**

weighted average gross revenue per court hour x total programming hours x enrollment rate  
 (\$98/hr x 3,162 hrs) x 75% = **\$232,407**

**PROJECTED GROSS REVENUE**

*Fall/Winter Season – 3,162 hours*

% Enrollment	65% enrollment	75% enrollment	85% enrollment
Average Gross Revenue	\$195,254	\$225,293	\$255,332
<b>\$82 per court hr</b>	\$201,419	<b>\$232,407</b>	\$263,395
<b>\$98 per court hr</b>	\$235,126	\$271,300	\$307,473

**PROJECTED GROSS REVENUE**

*Spring/Summer Season – 2,560 hours*

% Enrollment	55% enrollment	65% enrollment	75% enrollment
Average Gross Revenue	\$103,066	\$121,805	\$140,544
<b>\$73 per court hr</b>	\$124,608	<b>\$147,264</b>	\$169,920
<b>\$89 per court hr</b>	\$146,150	\$172,723	\$199,296

**PROJECTED EXPENSES**

<b>Administrative Expenses</b>	<b>\$193,924</b>	
General Manager	\$78,400	<i>\$70,000 base salary + 12% for CPP, EI &amp; benefits</i>
Front Desk Staff	\$71,724	<i>\$15/hr + 7.5% for CPP, EI &amp; benefits</i>
Part-time Maintenance Staff	\$25,800	<i>20 hrs per week @ \$25/hr + 7.5% for CPP, EI &amp; benefits</i>
Accounting & Legal Consultants	\$6,000	<i>60 hours @ average \$100/hr</i>
Office, Cleaning & Summer Camp Supplies	\$12,000	<i>Average figure obtained from existing facilities</i>
<b>Operational Expenses</b>	<b>\$98,220</b>	
Utilities	\$72,000	<i>Average \$6,000 per month for heat, hydro and AC</i>
Credit Card Fees	\$11,220	<i>2% of gross revenues</i>
Repair & Maintenance	\$10,000	<i>Estimated average figure, dependent on age of the facility</i>
Snow Removal	\$5,000	<i>Average figure obtained from existing facilities.</i>
<b>Programming Expenses</b>	<b>\$196,443</b>	
Coaching Staff	\$177,683	<i>Calculated above under programming assumptions</i>
Camp Director	\$9,600	<i>40 hours per week @ \$30/hr for 8 weeks</i>
Tennis Balls	\$5,600	<i>56 cases per year @ average \$100/case</i>
Ball Hoppers	\$1,000	<i>4 ball hoppers @ \$250 each</i>
Mini Nets & Mini Racquets	\$2,560	<i>16 mini nets @ \$100 each, 48 mini racquets @ \$20 each</i>
<b>Insurance</b>	<b>Variable</b>	<i>Dependent on location and size of the facility</i>
<b>Property Tax</b>	<b>Variable</b>	<i>Dependent on ownership and operating model of facility</i>
<b>TOTAL EXPENSES</b>	<b>\$488,587</b>	<b>TOTAL REVENUE</b>
		<b>\$560,998</b>

This operating forecast was developed using conservative fees. Fees for courts, programs and player cards were benchmarked against 2018 Canadian municipal indoor tennis fees. **Our projections found that a well-programmed year-round covered court facility can generate an annual net revenue of \$72,411.**



**TO:** Kentville Mayor & Council  
**SUBMITTED BY:** Dave Bell, Director of Engineering & PW  
**DATE:** June 24, 2024  
**SUBJECT:** Elm Avenue Sewer Replacement

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**ORIGIN** Back in May 2024, Council was informed by the CAO that a 250-foot-long section of concrete sewer main was recommended for immediate replacement due to unrepairable issues causing issues for three homes on this section of Elm Avenue.

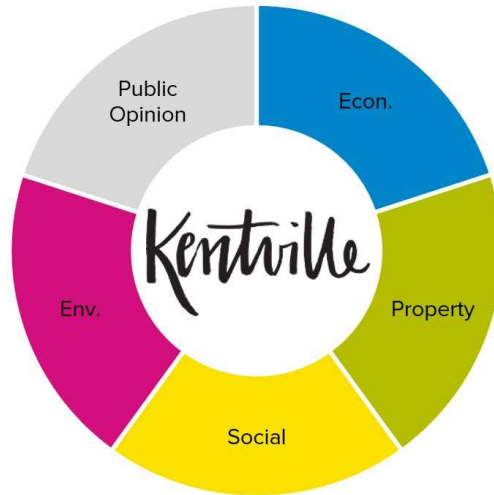
**BACKGROUND** The Engineering & PW Department tendered the replacement of the end-of-life concrete sanitary sewer pipe in early June with tenders closing on June 12<sup>th</sup>. We received 4 tenders ranging in price from \$161,841 to \$208,278 including a \$10,000 contingency and the “non-recoverable” portion of the HST. This project will include the replacement of the sewer main as well as two manholes and three laterals to the property line. We continue to see general increased prices and in particular pipe prices have risen at an even higher rate in recent years.

**BUDGET IMPLICATION** We have not presented the 2024/25 Operating & Capital budget to council and expect to in July, but we did receive permission to design and tender this necessary infrastructure replacement and then bring the results to Council prior to award. At our 2023/24 year-end, our Sanitary Sewer Reserve balances were as follows:

<u>Operating Reserve:</u>	<u>\$395,721</u>
Capital Reserve:	94,651
<u>Depreciation Reserve:</u>	<u>123,460</u>
Capital + Depreciation:	218,111
TOTAL RESERVE BALANCE:	\$613,832

**RECOMMENDATION** That Council approve the award of the replacement of the sanitary sewer main, associated pipes and fixtures on Elm Avenue between civics 75-83 to Dexter Construction Company Limited for \$155,190 + HST and be funded from a combination of the above reserve funds.

Town of Kentville Decision Wheel:







## **Memo**

To: Jeff Lawrence, CAO

From: Wanda Matthews, Director of Finance

Date: June 20, 2024

Re: Valley Region Solid Waste-Resource Management Authority- Guarantee Resolution

The Valley Region Solid Waste-Resource Management Authority (Valley Waste) has approved a borrowing resolution that requires a guarantee resolution from each of its municipal partners.

The Valley Waste temporary borrowing resolution (TBR) is in the amount of \$1,735,000. The Town's share is \$176,102.

The TBR aligns with Council's previously approved Valley Waste capital budget in the amount of \$2,540,000; proposed debt funding of \$2,055,000.

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

### **Recommendation:**

It is recommended that Council authorize the attached guarantee resolution related to the 2024-2025 fiscal year.

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

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

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

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

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

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

**BE IT THEREFORE RESOLVED**

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

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

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

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Council of the \_\_\_\_\_ held on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Clerk

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

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

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

**WHEREAS** the Town of Berwick, the Town of Kentville, the Town of Middleton, the Town of Wolfville, the Town of Annapolis Royal, and the Municipality of the County of Kings entered into an inter-municipal services agreement pursuant to Section 60 of the Municipal Government Act;

**WHEREAS** the Authority pursuant to the inter-municipal agreement states that the body corporate shall be vested with the power to borrow money for the purpose of capital projects, the specific amounts and descriptions of which are contained in Schedule "B";

**WHEREAS** any borrowing and/or entering into debt obligations of the municipal body corporate must be approved by the municipal units and the Municipal Guarantee percentages and amounts for each of the six municipal parties are attached at Schedule "A"; and,

**WHEREAS** pursuant to Section 88 of the Municipal Government Act no money shall be borrowed by a municipality, village, committee by an inter-municipal agreement or service commission pursuant to this Act or another Act of the Legislature until the proposed borrowing has been approved by the Minister of Municipal Affairs and Housing has the approved the proposed guarantees;

**BE IT THEREFORE RESOLVED**

**THAT** under the authority of the intermunicipal services agreement entered into under Section 60 of the *Municipal Government Act*, and subject to the approval of the Minister of Municipal Affairs and Housing, the Authority borrow a sum or sums not to exceed  
One Million Seven Hundred Thirty-Five Thousand Dollars  
(\$ 1,735,000 ) for the purpose set out above;

**THAT** the sum be borrowed by the issue and sale of debentures of the Authority of an amount as the Authority deems necessary;

**THAT** pursuant to Section 92 of the Municipal Government Act, the issue of debentures be postponed and that a sum or sums not to exceed  
One Million Seven Hundred Thirty-Five Thousand Dollars  
(\$ 1,735,000 ) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;

**THAT** the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

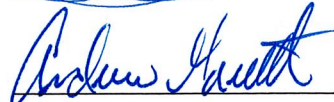
**THAT** the interest payable on the borrowing be paid at a rate to be agreed upon; and,

**THAT** the amount borrowed be repaid from the proceeds of the debentures when sold.

**THIS IS TO CERTIFY** that the foregoing is a true copy of a resolution read and duly passed at a meeting of the Valley Region Solid Waste-Resource Management Authority held on the 19<sup>th</sup> day of June, 2024.

**GIVEN** under the hands of the Chair and the Secretary and under the seal of the Authority this 19<sup>th</sup> day of June, 2024.

  
Chair

  
Secretary



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

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "A"**

**MUNICIPAL GUARANTEES**

<b>MUNICIPAL PARTNER</b>	<b>GUARANTEE PERCENTAGE</b>	<b>GUARANTEE AMOUNT</b>
Municipality of the County of Kings	74.67	1295524
Town of Kentville	10.15	176102
Town of Wolfville	7.74	134289
Town of Berwick	3.76	65236
Town of Middleton	2.87	49795
Town of Annapolis Royal	0.81	14054
Total Capital Requirements for Borrowing Resolution	<b>100</b>	<b>1,735,000</b>

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

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "B"  
CAPITAL PROJECTS**

		<b>Estimates \$</b>
<b>Heading: Rolling Stock</b>		
<b>Item</b>	Wheel Loader	375,000
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>375,000</b>
<b>Heading: Efficiency Upgrade</b>		
<b>Item</b>	Cardboard Baler	110,000
<b>Item</b>	Morbark Shredder	600,000
<b>Item</b>	Excavator	300,000
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>1,010,000</b>
<b>Heading: Building and Infrastructure</b>		
<b>Item</b>	HHW Stewardship Centre	350,000
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>350,000</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>Heading:</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>1,735,000</b>

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

Guarantee Share Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_  
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**BE IT THEREFORE RESOLVED**

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

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

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**GIVEN** under the hands of the Clerk and under the seal of the Municipality this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Clerk

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

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

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

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One Million Seven Hundred Thirty-Five Thousand Dollars  
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(\$ 1,735,000 ) in total be borrowed from time to time from any chartered bank or trust company doing business in Nova Scotia;



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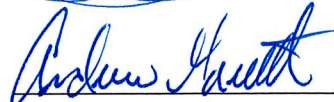
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**GIVEN** under the hands of the Chair and the Secretary and under the seal of the Authority this 19<sup>th</sup> day of June, 2024.

  
Chair

  
Secretary



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

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "A"**

**MUNICIPAL GUARANTEES**

<b>MUNICIPAL PARTNER</b>	<b>GUARANTEE PERCENTAGE</b>	<b>GUARANTEE AMOUNT</b>
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**VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT AUTHORITY**

**TEMPORARY BORROWING RESOLUTION**

Amount: \$ 1,735,000

Capital Projects: Detailed in Schedule "B"

**SCHEDULE "B"  
CAPITAL PROJECTS**

		<b>Estimates \$</b>
<b>Heading: Rolling Stock</b>		
<b>Item</b>	Wheel Loader	375,000
<b>Item</b>		
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<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
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<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
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<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Item</b>		
<b>Heading Sub Total:</b>		<b>0</b>
<b>TOTAL REQUEST CONTAINED WITHIN THIS RESOLUTION</b>		<b>1,735,000</b>



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Proposed Chain Lakes Protected Area**

At the June 10, 2024 meeting of Council Advisory Committee, Alan Warner and Soren Bondrup-Nielson from the Chain Lakes Wilderness Area community group gave a presentation on the Blomidon Naturalist Society and the Chain Lakes Wilderness Area, adjacent to the Cloud Lake Wilderness Area. They are asking the provincial government to designate the Chain Lakes as a protected area for biodiversity, recreation and tourism. Mr. Bondrup-Nielson and Mr. Warner are requesting a letter of support from the Town of Kentville for this protected area.

**Council Advisory Committee recommends**

**That Council write a letter of support for the proposed Chain Lakes Protected Area.**

June 24, 2024

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

# Proposal: The Chain Lakes Wilderness Protected Area for Southwest Kings County

Blomidon Naturalists Society  
January 2, 2024



## Executive Summary

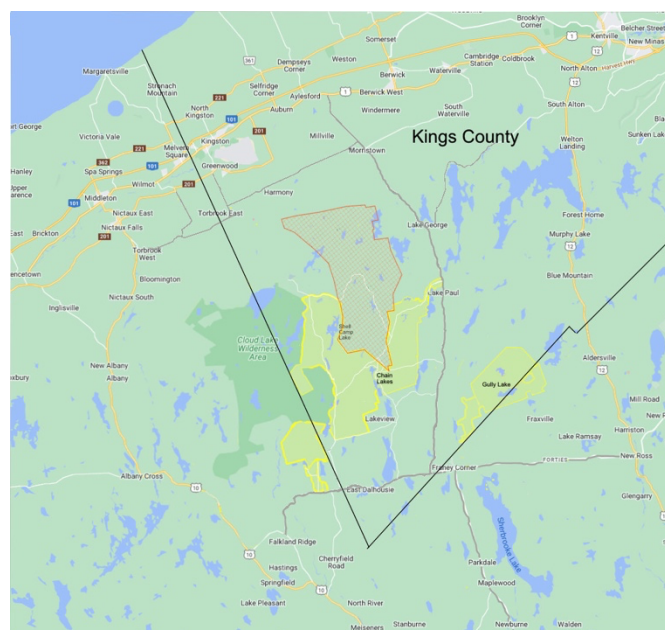
The Blomidon Naturalists Society requests that the Government of Nova Scotia designate a new wilderness protected area, to be called the *Chain Lakes Wilderness Area*, on crown lands in Southwest Kings County. It will protect biodiversity and numerous endangered and at-risk species and their habitats, and provide many opportunities for nature appreciation that support physical and mental health. It will support wilderness recreation, hunting, sport fishing and associated uses, and generate economic benefits as an attraction for the recreation and tourism sectors. The Nova Scotia government has legislated a target of protecting 20% of Nova Scotia by the year 2030, with 14% of the lands currently protected. In Kings County, less than 5% of the land is protected, hence the particular need for protection in this region.

The proposed area is the only major section of crown lands in the County that remains largely forested without human habitation. It is important that ATV and snowmobile use on existing roads and trails be assured by the Province in the designation of the area. A good deal of these lands has been and continue to be cut. Yet there are forests older than 80 years here, small pockets of old growth, beautiful lakes, and pristine still waters and wetlands. Numerous endangered species have been identified in the area. There is much to celebrate and protect, the pockets need to be linked as a wildlife corridor, and the cut areas can be restored given protection and time.

Defining specific boundaries and protocols for a new protected area is a time-consuming process that involves consultation with a range of stakeholders and interests. It will likely take a number of years. Given this process, it is essential to place a moratorium on forestry and development in this area until a specific boundary is designated, because if an area is clear cut, particularly the areas with the highest ecological significance and biodiversity, the value of the land for biodiversity is lost.

We are supportive of the Kings County Wind Zone (see map below) where it is hoped that wind mills will be installed in the future, and have set the protected area boundaries to account for this zone. We support adjusting this boundary in the future pending precise wind zone mapping by the Municipality of Kings County.

*We request the Nova Scotia government begin the process to designate this yellow area noted on the map below, and that in the meantime the Government place a moratorium on new forestry harvesting plans or those under consideration, and roadbuilding, and mining development in the proposed area.*



*Proposed Wilderness Protected Area* – The yellow areas identify the crown lands proposed for protection. The orange mesh section refers to the area zoned for windmills by the Municipality of Kings County. Small white routes in and around the proposed area are dirt roads and off-road vehicle trails. Gray routes near area are paved roads.

## **Introduction**

In this time of climate crisis and biodiversity decline, the strong and dedicated protection of our natural ecosystems is imperative. We welcome the collaborative nature of this process in Nova Scotia initiated with the passage of Bill-57, the *Environmental Goals and Climate Change Reduction Act*, which designates 20% of Nova Scotia to be protected areas by 2030. Here we propose a protected area within Kings County, which we have entitled the Chain Lakes Wilderness Area. Currently Kings County only has 4.5% of its area protected. We recognize the challenge in finding enough areas to protect given that only about 25% of the land base is crown and that there are many existing uses including forestry, hunting and trapping, ATV trails, buildings infrastructure and population centres. We also recognize that Nova Scotia is the traditional and unceded territory of the MI'Kmaq and must be respected.

The Blomidon Naturalists Society (BNS) is a fifty-year-old naturalist group based in the eastern Annapolis Valley. The BNS currently has about 190 single and family members, an active email list of almost 300 addresses, over 1,600 Facebook followers, a Facebook group of almost 900 members and Instagram has over 660 followers. All our programming is open to the general public. Our mission is to develop understanding and appreciation of nature, and as such we are committed to environmental conservation and advocacy. Through dedicated observation of the natural world, we have a deep understanding of the utmost importance of protecting lands and waters in this province. Our active membership includes a significant number of natural and social scientists, including Acadia University faculty, with expertise relevant to the environmental, ecological and sustainability fields.

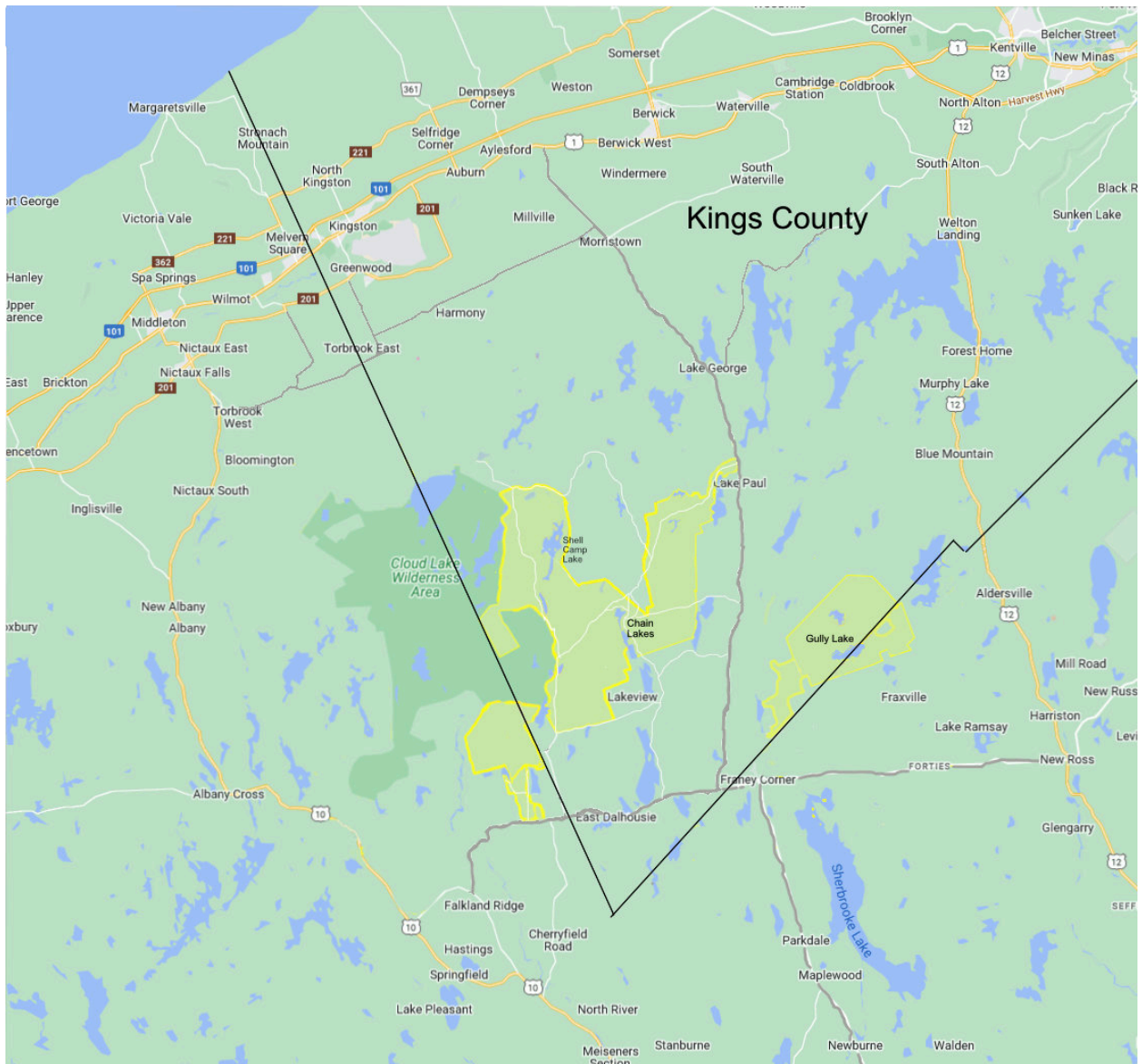
The Blomidon Naturalists Society recognizes the following ecological considerations when choosing an area to be protected.

1. Large areas are better than small areas as species diversity increases with size of area.
2. Areas with older forested stands are important as they are under-represented and support unique species not present in younger stands.
3. Choose areas near or contiguous to existing protected areas as this will result in large continuous protected areas.
4. Choose areas not isolated by highways, urban development and other human barriers.
5. Choose areas with known populations of species at risk.
6. Choose areas with under-represented habitats.
7. Focus on ecological priorities for the maintenance of biodiversity: freshwater, species at risk, and old forest (>80 years).
8. Collaboration, not just consultation, with First Nations, community groups, academics and ecologists, NGOs, and all other engaged Nova Scotians.

## **The Proposed Wilderness Protected Area for Kings County**

Currently, only 4.5% of Kings County is protected, the majority of which is Blomidon Provincial Park and Cape Split. Much of Kings County is agricultural and/or privately owned. However, there is a large area of crown land in the southwestern part of the county (see map 1 below) which meets the guidelines above and is proposed for protection. The areas with the highest ecological integrity and a higher level of intact forests and endangered species, based on ground and aerial photo and forest inventory research, are defined in red on map 1. To the east, the area around Gully Lake has particular ecological value. The smaller, middle sections on the

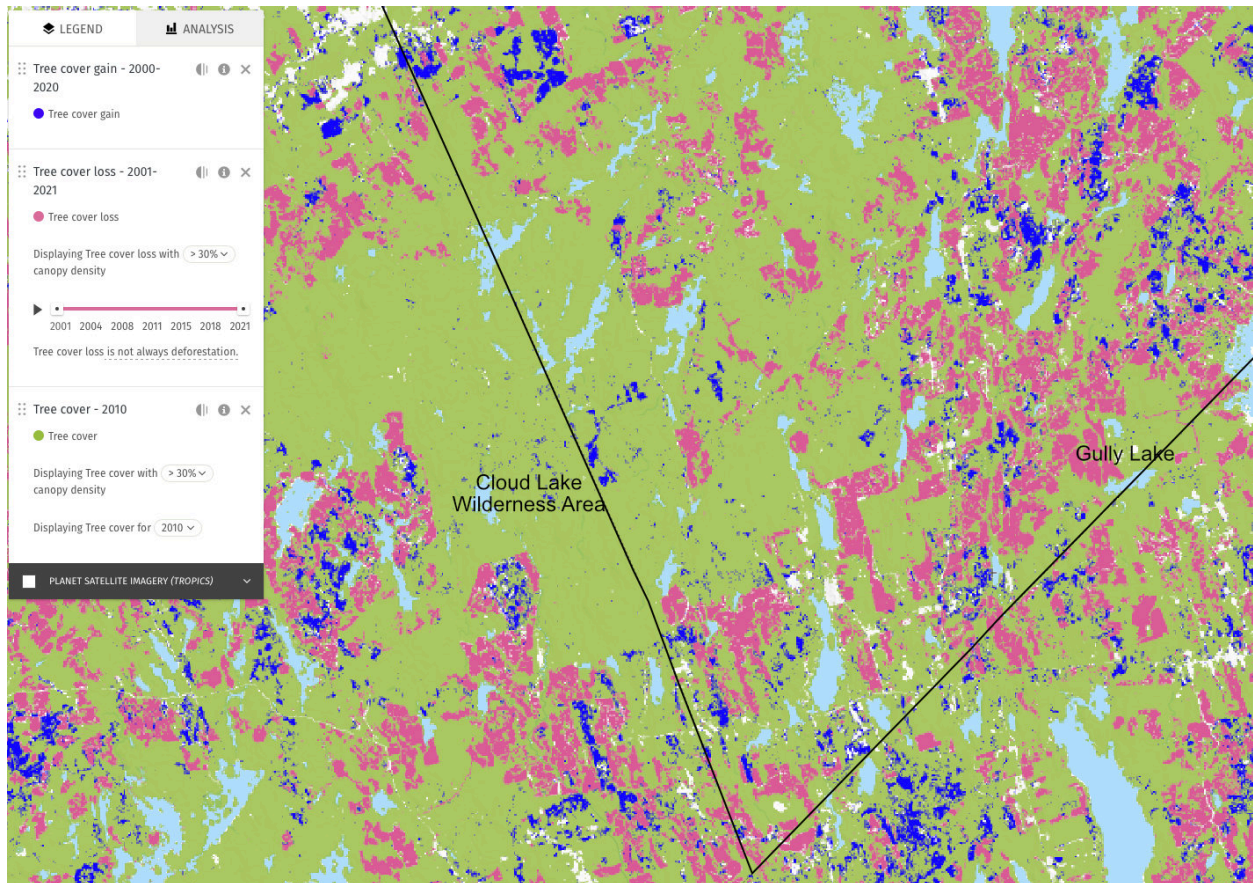
map to the south (bottom) provide a bridge from Gully Lake to the Cloud Lake Wilderness Area, and are a critical wildlife corridor. Several of these areas include high quality old forests that have been already proposed for protection by other citizen groups. The largest area on the western side has very limited human uses at this point although the northern aspects of it have suffered from significant cutting and forest fire, and have a lower ecological integrity at this point. It should be noted that some lower grade and younger forests will need to be included in protected areas moving forward to achieve the provincial 20% goal as there is nowhere near enough old forests to achieve 20% existing in the province. Lower grade forests are important for consideration when they connect to older forests and add size to habitats, which are a requirement for many species.



*Map 1: Proposed Wilderness Area in the southwest corner of Kings County – The yellow areas are the Crown lands proposed for protection. The orange mesh section refers to the area zoned for windmills by the Municipality of Kings County. Small white routes in and around the proposed area are dirt roads and off-road vehicle trails. Gray routes near area are paved roads.*



Most of the area is forest covered (see map 2 from Global Forest Watch below). All of these areas have almost no human development excepting some cottage leaseholders, which would be honoured in a protected area. There are a significant dirt roads and existing ATV trails for which boundaries should be drawn to enable existing uses. We have named this area as the **Chain Lakes Wilderness Area** simply because the Chain Lakes form an important watershed down the middle of it.



Map 2: The pink areas are tree cover loss; blue is tree cover gain and green depicts tree cover. The map is taken from Global Forest Watch ([globalforestwatch.org/map/](https://globalforestwatch.org/map/)).

## At-Risk Species and Habitat Considerations

Numerous species at-risk, including endangered species, have been identified in the area— the Canada Warbler, olive-sided flycatchers, wisqoq (black ash), and blue felt lichen and other rare lichens. There are snapping turtle nests, foraging chimneys swifts and nighthawks, and even the very elusive rusty blackbird. The area has been surveyed in 2022 by Alain Belliveau, Plant Ecologist, Acadia University, and James Churchill, Avian Ecologist with Atlantic Canada Conservation Data Centre. Two extensive sections totalling 72 km have been surveyed and Appendix 1 presents the findings.

The habitat in the proposed Chain Lakes Wilderness Area, especially in the southern part of the Crown Land adjacent to Cloud Lake Wilderness Area, indicates this area is of high conservation



value based on the ecological considerations 1 to 7 presented above. This is a particularly important area to protect in Kings County, for which existing protected land is dramatically below the current provincial average.

We have specifically excluded the wind zone lands set aside by the Municipality of the County of Kings for Large-scale Wind Turbine Development from the proposed protected area as we are supportive of this wind zone, where it is hoped that wind mills will be installed in the future. We support adjusting this boundary in the future pending precise wind zone mapping by the Municipality of Kings County.

### **Moratorium on Forestry and Development in Old Forests and Wetlands**

Defining specific boundaries and protocols for a new protected area is a time-consuming process that involves consultation with a range of stakeholders and interests. It will likely take a number of years. Given this process, it is an essential first step to place a moratorium on forestry and development in this area until a specific boundary is designated, because if an area is clear cut, particularly the areas with the highest ecological significance and biodiversity, the value of the land for biodiversity is lost. We cannot replace old forest within a human lifetime.

*We request the Nova Scotia government begin the process to designate this yellow area noted on the map below, and that in the meantime the Government place a moratorium on new forestry harvesting plans or those under consideration, and roadbuilding, and mining development in the proposed area.*

## Appendix 1: Tables of At-Risk Species Identified in the Wilderness Protected Area

Data Centre. Two extensive sections totalling 72 km have been surveyed. In the tables below, the meaning of Conservation Status Rank is as follows: S= Extirpation risk (1=high, 5=low), B=migratory and The proposed wilderness area contains significant populations of species at risk, which are listed below, including endangered species (highlighted in yellow). The area has been surveyed in 2022 by Alain Belliveau, Plant Ecologist, Acadia University, and James Churchill, Avian Ecologist with Atlantic Canada Conservation breeding species, and M= migratory and non-breeding. When two extirpation risks are given, the species straddles the criteria).

Table 1: Gully Lake Area surveyed by James Churchill

Conservation Status Rank	Scientific Name	Common Name
S3B	Cardellina canadensis	Canada Warbler
S3	Perisoreus canadensis	Canada Jay
S3S4	Loxia curvirostra	Red Crossbill
S3S4	Arctoparmelia incurva	Finger Ring Lichen
S3B	Contopus cooperi	Olive-sided Flycatcher
S2S3	Pannaria lurida	Wrinkled Shingle Lichen
S3S4	Anaptychia palmulata	Shaggy Fringed Lichen
S2S3B, S1M	Chaetura pelagica	Chimney Swift
S3	Collema nigrescens	Blistered Tarpaper Lichen
S3S4	Leptogium acadense	Acadian Jellyskin Lichen
S3S4	Heterodermia speciosa	Powdered Fringe Lichen
S2S3	Collema leptaleum	Crumpled Bat's Wing Lichen
S3B	Charadrius vociferus	Killdeer

Table 2: Gully Lake area surveyed by Alain Belliveau

Conservation status	Scientific Name	Common Name
S3	Neottia bifolia	Southern Twayblade
S3	Perisoreus canadensis	Canada Jay
S3B	Chordeiles minor	Common Nighthawk
S3B	Cardellina canadensis	Canada Warbler
S3B	Contopus cooperi	Olive-sided Flycatcher
S3S4	Leptogium corticola	Blistered Jellyskin Lichen
S3S4	Heterodermia speciosa	Powdered Fringe Lichen
S1S2	Fraxinus nigra	Black Ash
S2S3B, S1M	Chaetura pelagica	Chimney Swift

S3	<i>Spinus pinus</i>	Pine Siskin
S3	<i>Fuscopannaria ahlneri</i>	Corrugated Shingles Lichen
S3	<i>Leptogium milligranum</i>	Stretched Jellyskin Lichen
S3S4	<i>Fagus grandifolia</i>	American Beech
S3S4	<i>Amelanchier spicata</i>	Running Serviceberry
S3S4	<i>Anaptychia palmulata</i>	Shaggy Fringed Lichen
S3S4	<i>Heterodermia neglecta</i>	Fringe Lichen
S3S4	<i>Evernia prunastri</i>	Valley Oakmoss Lichen
S3S4	<i>Coccocarpia palmicola</i>	Salted Shell Lichen

Table 3: Area surveyed next to Cloud Lake Wilderness Area by James Churchill

<i>Conservation Status Rank</i>	<i>Scientific Name</i>	<i>Common Name</i>
S3B	<i>Contopus cooperi</i>	Olive-sided Flycatcher
S3B	<i>Cardellina canadensis</i>	Canada Warbler
S3	<i>Chelydra serpentina</i>	Snapping Turtle
S2S3	<i>Collema leptaleum</i>	Crumpled Bat's Wing Lichen
S3S4B	<i>Contopus virens</i>	Eastern Wood-Pewee
S3	<i>Spinus pinus</i>	Pine Siskin
S1S2	<i>Fraxinus nigra</i>	Black Ash
S3S4	<i>Leptogium acadiense</i>	Acadian Jellyskin Lichen
S3S4	<i>Anaptychia palmulata</i>	Shaggy Fringed Lichen
S3S4	<i>Fagus grandifolia</i>	American Beech
S3S4	<i>Loxia curvirostra</i>	Red Crossbill
S3B	<i>Chordeiles minor</i>	Common Nighthawk
S3S4	<i>Heterodermia speciosa</i>	Powdered Fringe Lichen
S3S4	<i>Sclerophora peronella</i> (Atlantic pop.)	Frosted Glass-whiskers (Atlantic population)
S3	<i>Collema nigrescens</i>	Blistered Tarpaper Lichen
S3	<i>Perisoreus canadensis</i>	Canada Jay
S2B	<i>Euphagus carolinus</i>	Rusty Blackbird
S2S3	<i>Parmelia fertilis</i>	Fertile Shield Lichen
S3S4	<i>Leptogium corticola</i>	Blistered Jellyskin Lichen



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Kentville Rotary Gazebo**

At the June 10, 2024 meeting of Council Advisory Committee, Director of Recreation Craig Langille presented a request from the Kentville Rotary Club for the donation of a gazebo adjacent to the recreation hub building and the KCA playground, to celebrate 100 years of Rotary service.

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

**That Council direct the CAO to review the offer from the Kentville Rotary Club for the donation of a gazebo.**

June 24, 2024

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



June 10, 2024

RE: Kentville Rotary Club Request

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

902-679-2503  
jwest@kentville.ca

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The Kentville Rotary Club has made a request to build and donate a gazebo in the playground of Kings County Academy. Staff received the attached request and forward it to Council for their consideration. This donation is in recognition of 100 years of service by the Kentville Rotary Club.

Staff recommend that Council direct staff to review the Rotary Club request in more detail to ensure that it does not conflict with existing infrastructure or facilities.

Jennifer West  
Town of Kentville

# ROTARY CLUB OF KENTVILLE

SERVICE  
ABOVE SELF



HE PROFITS MOST  
WHO SERVES BEST

The Mayor and Council  
Town of Kentville  
354 Main St.  
Kentville, N.S.  
B4N 1K6

P.O. BOX 85  
KENTVILLE, NOVA SCOTIA, CANADA B4N 3V9  
[www.kentvillerotary.org](http://www.kentvillerotary.org)

Attention: Craig Langille, Manager of Parks and Recreation Facilities

Dear Sir,

As you are aware through various recent meetings, 2024 signifies 100 years of the Rotary Club of Kentville ("the Club") serving the needs of our Community and beyond. To mark our Centenary, the Club wishes to create a legacy to recognize our contribution to the Town of Kentville ("the Town") over the past 100 years and as well to serve the Town in the decades to come.

### 100 Years of Rotary in Kentville

Through the past century, the Club has made a meaningful and positive impact on the citizens of Kentville; through:

- Direct contributions to persons with disabilities, for equipment and various other medical needs;
- Scholarships to local youth in their pursuit of higher education opportunities;
- Tangible support to local hospitals and their foundations as well as schools and their infrastructure;
- Various charities and social enterprises, whose mandates are to serve the needs of local citizens;
- Various organizations in support of the Arts, including but not limited to Kings County Music Festival;

Some of the more meaningful projects where the Club partnered with the Town would include, but not be limited to:

<ul style="list-style-type: none"><li>• Oakdene Park development</li><li>• Rotary Room at Kentville Library</li><li>• Sidewalk Signs</li><li>• Miners Marsh development</li></ul>	<ul style="list-style-type: none"><li>• Swimming Pool (both the original at Mill Run and then the Memorial Park Pool)</li><li>• Town Clock</li><li>• Street Lighting at Memorial Park</li></ul>
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### Legacy Project Development

For well over the past year, the Club has embarked on a mission to create a legacy that would serve as visible recognition of Rotary's century in Kentville and at the same time compliment the Town's existing recreational infrastructure, while serving needs with infrastructure that may not exist at this time. Through exhaustive research, field examinations and consultation with you, we believe our mutual objectives can be met through the creation of a gazebo structure located on the northwest corner of the



recreation field west of Gary Pearl Dr. and West Main St. The blue mark on the screenshot below provides our proposed location:



**Why a gazebo in this location?**

A gazebo in this location would provide an ideal venue for smaller concerts, outdoor celebrations (school graduation, weddings, etc.) and rain protection from parents and others, while children make use of the playground and mini-soccer fields.

**Other Site Benefits:**

- Noise considerations. In our deliberations, we considered the noise impact on residents from potential events and that from street traffic impacting viewer experience with performances on site. We consider this location to have minimal noise impact from both perspectives.
- Access to electrical power. Access is not seen to be problematic given the proximity to the Recreation Department structure. Power to the gazebo would be needed for lighting and audio.
- Site development costs. Seen as minimal as well as the existing surface is flat and yet ideal for outdoor viewing of events. Of course, our intent is to cover the cost of site remediation due to gazebo construction.
- Access to parking. With space available at KCA and on West Main St. and Gary Pearl Dr., we believe the need for parking on Park St. to be non-existent.
- Visibility. We are aware of the significant level of recreation usage that this location enjoys and as such, the prominence of our structure would clearly provide significant visibility of Rotary to those participants and their parents, etc.

**Gazebo Design Considerations:**

We propose to build an approximately 600 sq. ft. gazebo, which would have an elongated front and back. Please see the attached concept drawings. The elongated feature would allow larger choral groups (eg Dukes of Kent) to perform at the gazebo with ample space for singers and their equipment. It would also allow for larger groups 'on stage' for graduations, etc. Please see example below:



Other features worthy of note:

- We envisage the use of a steel roof; so to enhance its useful life and reduce maintenance.
- We intend to utilize an elevated slab-on-grade, with stairs at the front and an all-accessible, graded slope for the rear entrance. We anticipate an elevation of approximately 3 feet; so to enhance viewer experience.
- Our preference is to utilize a pressure-treated wooden structure, so to manage capital costs more efficiently and have an aesthetically appealing appearance.

### **Mutual Considerations**

1. On completion of a Memorandum of Understanding (“MOU”) with the Town, the Club would embark on detailed architectural-certified plans and specifications; at which point the Club would seek final approval from the Town, evidenced by the issuance of a Building Permit.
2. It is our objective to have the project completed by the end of 2024; so to align with our Centennial celebrations. This is of course dependant on several factors external to our Club; beginning with the Town’s approval of the concepts and understandings contained herein.
3. Said MOU would include:
  - a. The Club undertaking to construct the gazebo in accordance with the approved plans and building permit;
  - b. The Club granting ownership of the structure to the Town on completion, via Bill of Sale or otherwise;
  - c. The Town allowing access to the site for construction equipment, building materials, etc.
  - d. The Town providing electrical power service to a secure service panel located within the gazebo;
  - e. The Town granting permission, in a form to be negotiated, for the Club to erect signage to recognize the premise of the gazebo (ie. 100 Years of Rotary in Kentville);



- f. The Town manage the use of the gazebo;
  - g. The Town's agreement to maintain the gazebo in perpetuity.
4. Ideally, the Club wishes to see the project completed during 2024. However, this timeline is subject to multiple external factors beyond the Club's control.

The Rotary Club of Kentville is genuinely excited to once again partner with the Town of Kentville, to not only recognize and celebrate our successful relationship over the past 100 years; but to demonstrate that our partnership will continue into the decades ahead.

We look forward to further discussions as necessary to secure Council approval and then embarking on this exciting project.

Yours very truly,



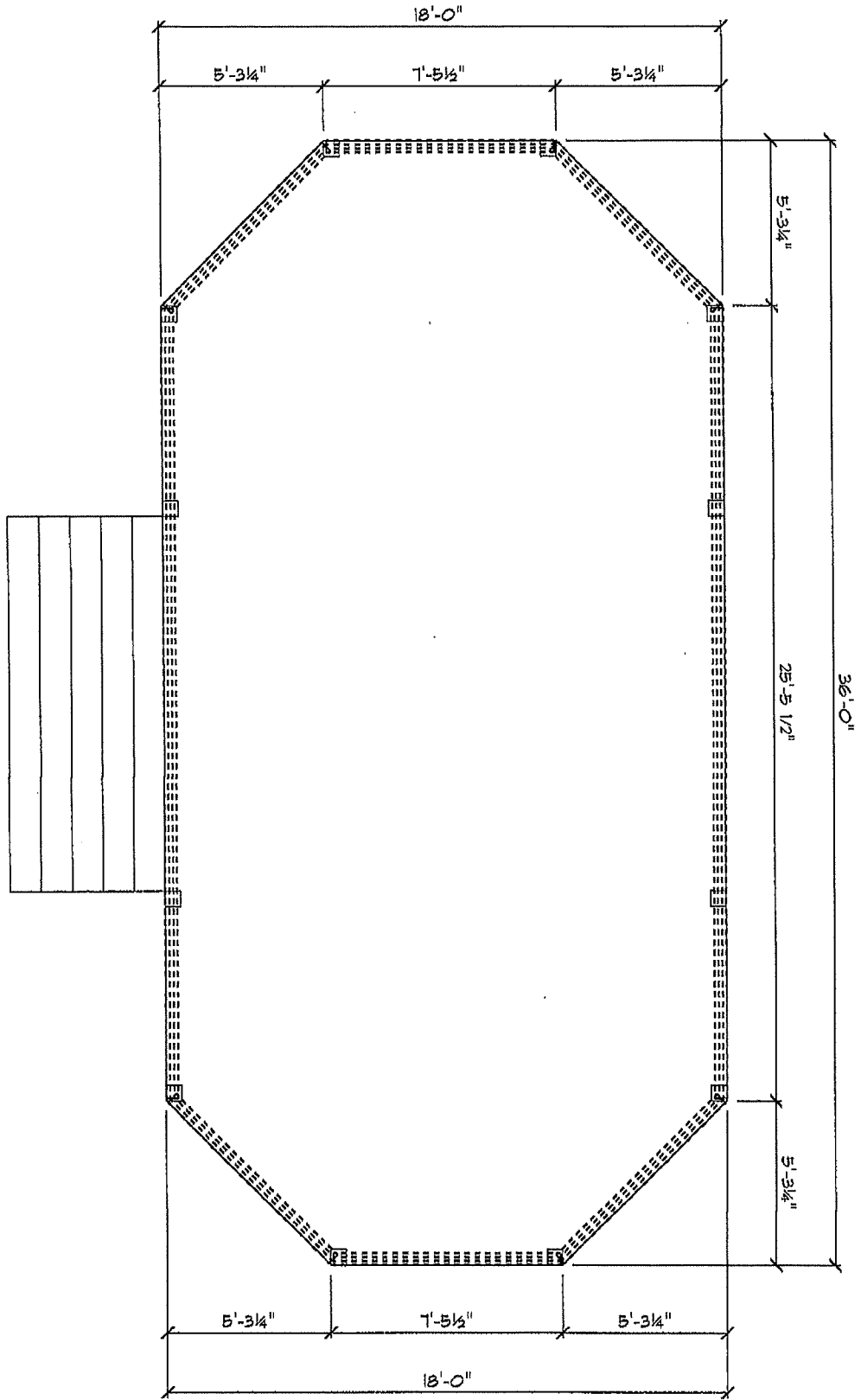
Ellen Crowley, President

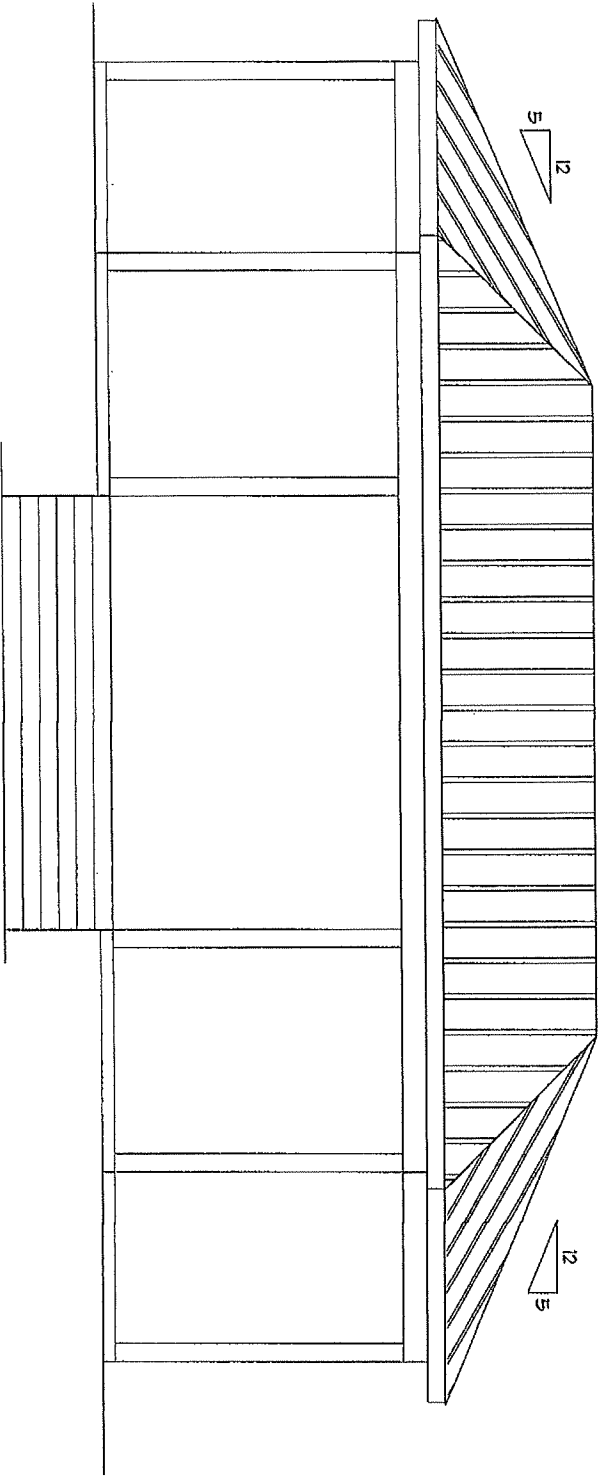
Rotary Club of Kentville

Ph: 902-679-1787

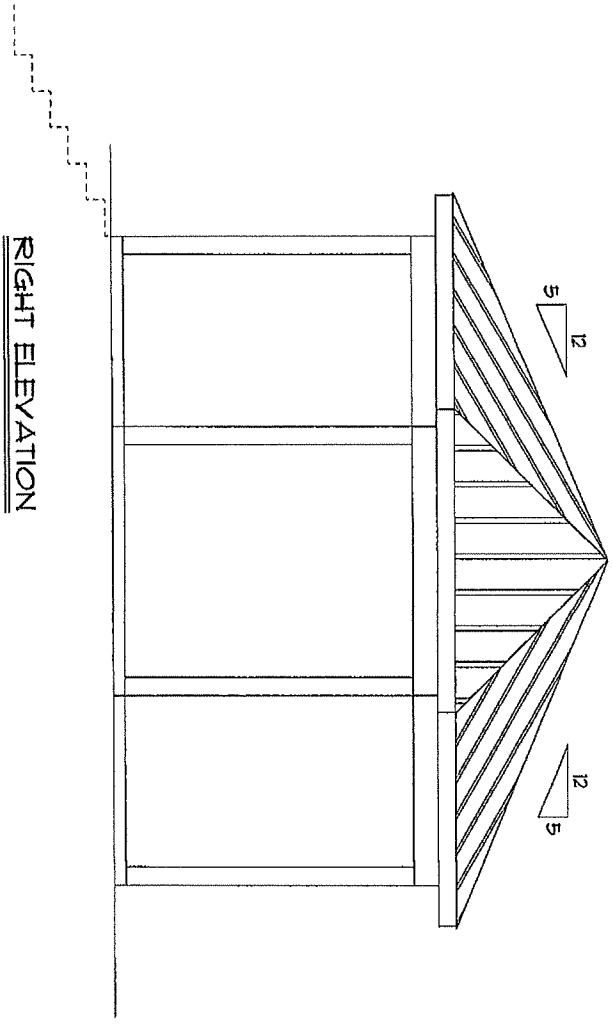
Email: ellencrowley01@gmail.com

MAIN FLOOR PLAN





FRONT ELEVATION



RIGHT ELEVATION



# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Recreation Hub Heat Pump**

At the June 10, 2024 meeting of Council Advisory Committee, Director of Recreation Craig Langille presented a request for climate control in the recreation hub building in the form of a heat pump to provide heating and cooling for camps and new and existing programs.

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

**That Council approve the allocation of capital funding in amount of \$7,000 for the purchase and installation of a heat pump at the Recreation Hub; and**

**Further that Staff pursue grants to offset the cost of the heat pump.**

June 24, 2024

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



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**TO:** Mayor and Council

**SUBMITTED BY:** Craig Langille, Director of Parks and Recreation

**DATE:** June 10, 2024

**SUBJECT:** Rec Hub – Climate Control

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**ORIGIN**

The Rec Hub located next to Kings County Academy (KCA) currently is home to Nature Kids Program and other future programming opportunities.

**BACKGROUND**

The Rec Hub is approximately a 450 sq ft facility that can offer workshops and programs. Currently, there is no climate control in the facility, which causes concerns for facilitating programming in the summer months, due to extreme temperatures.

**DISCUSSION**

To continue to offer programming in the Rec Hub during the summer months and to ensure that health and safety of staff and participants are a top priority, staff are seeking the purchase and installation of a climate control system. Staff are seeking \$7,000 from Capital Reserves to be used for the purchase and installation of a Wall Mount Heat Pump.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

\$7,000 from Capital Reserves

**ATTACHMENTS**

None

**RECOMMENDATION**

Staff recommend that council approve \$7,000 from Capital Reserves to be used for the purchase of a heat pump for the Rec Hub to provide a climate control solution for the facility.

Town of Kentville Decision Wheel:





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Public Works Capital Request**

At the June 10, 2024 meeting of Council Advisory Committee, Director Dave Bell presented a request for funding from the capital reserves to purchase a new vehicle to support public works operations. To avoid significant depreciation of one of town's trucks with plow, staff are working to order and obtain this vehicle, which could take over one year.

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

**That Council approve the switch in fiscal years for the Public Works Capital Transportation equipment to purchase a "2-ton Plow & Salt Truck" in 2024/25 and order the planned "Street Sweeper" now for delivery and purchase in 2025/26.**

June 24, 2024

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





**TO:** Kentville Mayor & Council  
**SUBMITTED BY:** Dave Bell, Director of Engineering & PW  
**DATE:** June 10, 2024  
**SUBJECT:** Switch Capital Equipment (Transportation) Purchase Year

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**ORIGIN** The Town’s Capital Investment Plan replaces Transportation Equipment on an annual basis to maintain our fleet by replacing most equipment by the 10-year mark to avoid the costly maintenance of “beyond the useful life of equipment” while still meeting the required depreciation timeframe.

**BACKGROUND** In March 2024 the 2024/25 Capital Budget was approved which included the purchase of a replacement street sweeper for the Public Works fleet with a budgeted amount of \$450,000. The delivery of a specialized truck such as this is over twelve months once the order is placed, so delivery and payment would not happen until the 2025/26 fiscal year.  
In year two of the 5-year Capital Investment Plan, council approved in principal the purchase of a 2-ton truck to replace the 2013 truck that is used as a plow & salt truck in the winter and small dump truck in the construction season, a key component of our Public Works fleet. It was hoped that this truck could continue to be used in 2024/25, but the estimated cost to keep it on the road for another year at over \$20,000 is not practical.  
The availability of a suitable replacement 2-ton truck is also very limited; we have made initial calls to vendors throughout Eastern Canada and there is only 1 suitable truck in the region that would be available before this winter.

**POLICY IMPLICATIONS** N/A

**BUDGET IMPLICATION** The basic “Cab & Chassis” has been priced at \$120,000 with the additional components (dump body, salt spreader, lights and plow controls) at \$24,000 for a total of \$144,000 including the non-recoverable portion of the HST. Our mechanic will assemble the components and repurpose the existing plow blade to keep the overall costs down.  
It is proposed to flip the fiscal purchase years of the above mentioned pieces of equipment so that the 2-ton Plow & Salt truck is purchased in 2024/25 and the Street Sweeper will be ordered now, but not delivered and invoiced until 2025/26.

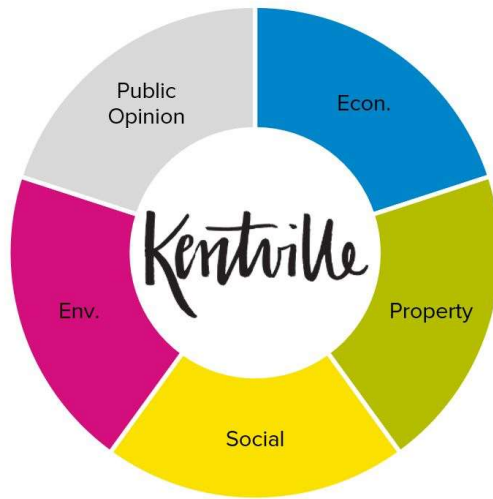
**ATTACHMENTS** N/A



**RECOMMENDATION**

That Council approve the switch in fiscal years for the Public Works Capital Transportation equipment to purchase a “2-ton Plow & Salt Truck” in 2024/25 and order the planned “Street Sweeper” now for delivery and purchase in 2025/26.

Town of Kentville Decision Wheel:





# **COUNCIL ADVISORY COMMITTEE**

## **Recommendation to Council**

### **Environment Planning Task Team**

At the June 10, 2024 meeting of Council Advisory Committee, Deputy Clerk Jennifer West reviewed the staff report which outlines the existing environmental initiatives led by the town, and the suggestion of an environmental planning task team. The purpose of the team will be to participate in the Quest Net Zero Accelerator Program, and to create a framework for a standing committee of council on environmental issues.

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

**That Council approve the establishment of a one-year Environment Planning Task Team to (a) support the work of the Quest Net Zero Accelerator program and (b) create the framework for a standing committee of Council for environmental issues.**

June 24, 2024

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



June 10, 2024

RE: Environmental Planning Task Team

---

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

902-679-2503  
jwest@kentville.ca

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Kentville is at the beginning of a three-year path toward many exciting environmental initiatives. Through the Community Climate Capacity grant, and the Quest Net Zero Community Accelerator program, the town will be able to move forward with a number of projects, policies and events to support sustainability and resilience.

As part of this work, staff recommend that Council support the creation of an Environment Planning Task Team. A task team is a “sub-committee” with a defined goal and limited time frame. Staff envision that the EPTT will be a group of residents and elected officials who will:

- Be the lead engagement group for energy conversations and engagement for the Quest program, which will lean on this engaged group to provide feedback, participate in energy mapping, and encourage larger discussions on energy and adaptation conversations in the community.
- Develop a terms of reference for a standing committee of council, to be presented to Council for review in September 2025.

The draft terms of reference for the task team is attached for your review and feedback, as well as the backgrounder of the environment projects currently underway.

Staff want to engage residents in the work on sustainability and resilience as early as possible and establish a model for long term planning and advising on future initiatives and priorities. Staff hope that Council will consider supporting the launch of this task team in June of 2024.

Staff recommend that Council support the establishment of a one-year Environment Planning Task Team to (a) support the work of the Quest Net Zero Accelerator program and (b) create the framework for a standing committee of Council for environmental issues.

Jennifer West  
Town of Kentville

# Introducing: Climate Projects 2024-2026

The Town of Kentville has been approved for a Climate Community Capacity by the province through the Clean Foundation. This grant will provide a dedicated, remote staff person to help us with our climate-related projects over the next three years. The project will focus on the following three areas of work:

## 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.

## 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.

## 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.

The Climate Coordinator will be highly supported in their work. Through the Clean Foundation, they will have a team of coordinators to work with on complex issues. In Town Hall they will liaise primarily with Jennifer West and also with Alisha Christie, with appropriate oversight by the Chief Administrative Officer Jeff Lawrence.



### **YEAR 1 OBJECTIVES:**

- Community Energy Planning: Net Zero Community Accelerator Program, phase 1. Engagement, strategic planning, data collection.
- Community Adaptation and Resilience: Climate Resiliency Initiative: Natural Stormwater Management. Two seminars, demonstration site design and build, resources and tools for residents
- Birds and Biodiversity: Complete the criteria for Bird Friendly Town designation, submit the application to Nature Canada for consideration.

### **YEAR 2 OBJECTIVES:**

- Community Energy Planning: Net Zero Community Accelerator Program, phase 2. Plan development and implementation.
- Community Adaptation and Resilience: Community Energy Interactive Exhibits. Development of interactive exhibits showing ways to create alternative energy
- Community Adaptation and Resilience: Climate Resiliency Initiative: Natural Stormwater Management. Two seminars, demonstration site design and build, resources and tools for residents

### **YEAR 3 OBJECTIVES:**

- Birds and Biodiversity: Review priority areas for adding shade trees to the town, and create a short and long term Tree Plan, including budgeting, for new trees in Kentville
- Community Adaptation and Resilience: Using the learnings from the Climate Resiliency Initiative and Bird Friendly Town project, develop and being implementation of an Adaptation Action Plan
- Community Energy Planning: Implement deep energy retrofits and accessibility upgrades to town hall based on energy audit recommendations and accessibility audit recommendations.



## Environment Planning Task Team – 2024-2025

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### Introduction:

The Environment Planning Task Team is a foundational/engagement group made of residents, elected officials and staff.

### Values & Expectations:

- **Accountability:** We accept responsibility.
- **Integrity:** We are honest, and impartial. We are committed to standards of behaviour, safety, and expertise befitting our respective duties and responsibilities.
- **Diversity:** We are welcoming and free of discrimination. We believe that everyone brings value - we all belong, whatever our race, culture, gender, age, spiritual belief, sexual orientation, mental or physical disability or any other personal attribute. We encourage new ideas. We develop the skills needed to bring these ideas to life. We value diversity in colleagues and the public.
- **The Public Good:** We are guided by what is best for our citizens. Our every service is in support of and intended to advance the community - we work to earn the trust and confidence of our community.
- **Collaboration:** We are committed to working together in peace and harmony to share ideas, efforts, and to find solutions as a community for the community.
- **Conflict:** We recognize that in collaboration, conflict may arise and we are committed to empathy and understanding when navigating uncertainty or discourse to find collect agreement.

### Membership and Meetings:

Members should have interest or expertise in one or more of the following areas: environmental science, environmental engineering, geology, hydrology, climate change, sustainability, energy systems, adaptation methods, strategic planning, environmental advocacy, community engagement, habitat conservation, policy or policy development, or community development.

The task team will be made up of 4 residents, 3 councillors and 2 support staff (non-voting members). Members are expected to make a commitment to the term of this task team, which is one year. The task team meets at least 6 times at a location and time that is most convenient for the most members. The task team provides updates to Council through the elected officials' monthly reports.

### Goals and Outcomes:

The purpose of the EPTT is to

- (a) be the primary advisory group for Kentville's Net Zero Community Accelerator project



(b) create a structure and terms of reference for a standing committee of Council, to recommend to Council in September 2025.

**Purpose:**

The resulting standing committee will support and advise the staff and non-staff Climate team in the completion of projects as well as other events, policies and programs that enhance climate capacity, community resilience and/or regional collaboration around sustainability and resilience.

This task team follows Policy Statement G57 Committees of Council for its meeting structure and processes and follows Policy Statement G16 Code of Conduct for Elected Officials for the behaviour of members.

DRAFT

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** June 2024

**Date of Last Council Meeting Attended:** May 27 2024

**Date of Last Council Advisory Meeting Attended:** June 24 2024

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
May 30	Special Council Meeting	Operating Budget

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis
May 23/24	VRHF	Radiothon Volunteer station-raising money for improvements to operating room medical needs.
May 25/24	Anglican Church	Monthly breakfast
May 27/24	Rotary Luncheon	Guest speakers-camp kindness & awarded Donna Conrad the Paul Harris award -contribution to community.
June 1/24	Children's Apple blossom parade	Participated as a judge for the children's floats.
June 22/24	Rotary soccer game	Game between rotary members & Special Olympic athletes



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

June 22/24	<b>Devils half acre event</b>	Motorcycle event held in Downtown Kentville
June 22/24	<b>Anglican Church</b>	Monthly breakfast

### OTHER MEETINGS:

Date	Synopsis
May 28/24	Hybrid Municipal Gov't -public summit
May 29/24	FCM 2024 Board meeting
May 30/24	Meeting with ED at Valley REN-discussion on meeting results.
May 31/24	Meeting at Local MLA'S office.
June 3/24	Meeting with Kings County Seniors Safety Director
June 4/24	Meeting with Contractor at NSCC for Tools for Trades Program /Partnership
June 12/24	Meeting with Valley REN Connector Program Coordinator

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

June 13/24	Meeting with Mayor of Kings County
June 13/24	Meeting with Economic Development officer from Valley REN
June 14/24	Meeting with Director of Recreation re: FCM Green Municipal Funding opportunity
June 14/24	Meeting with CEO of Glooscap Ventures
June 17/24	Climate Caucus ED Recruitment committee
June 18/24	Valley Regional Hospital Foundation-AGM meeting
June 18/24	Kentville Business Community -AGM meeting
June 19/24	Valley REN's -AGM meeting. Guest speaker as the newly nominated Chair of the LOC (liaison & Oversight Committee).
June 20/24	Honoring Indigenous Climate Leadership-a round table discussion showcasing Indigenous led research & policy responding to climate change.
June 20/24	NSFM Board Meeting
June 5-10/24	NSFM Conference
June 10/24	<p>The province was seeking input from 3 elected officials to also work with senior municipal administrators on an RFP for the Dept. of Environment &amp; Climate change who will be engaging consulting services to assist municipalities with sample bylaws for coastal land-use planning. (This is in line with action 8 in the provincial document The Future of NS Coastline. With the work NSFM is doing with the Province, the NSFM board of directors were asked for 3 members and the following were voted in by its board:</p> <p>Councillor Paul Russell- Halifax  Deputy Warden Brad Redden-County of Annapolis  Councillor Paula Huntley-Kentville</p>

**COUNCILOR REPORT  
KENTVILLE TOWN COUNCIL**

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**EXPENSES**

	<b>Year to Date</b>
	On line



Thursday, June 6		= Calgary TELUS Convention Centre = Simultaneous interpretation
8 AM–3 PM	Exhibitor registration and move-in	North Building Exhibition Hall Foyer
8 AM–4 PM	Four Winds Local Artisan Market	South Building Macleod Foyer
8 AM–7 PM	Delegate registration <i>Presented by Municipal Information Network</i>	South Building Macleod Foyer
8:30 AM–5 PM	Big City Mayors' Caucus (BCMC) meeting <i>Closed meeting for caucus members only</i>	Delta Hotel Glacier
<b>Study tour</b>		
45 AM–1:30 PM	Bow River float tour	Departure: Foyer of South Building
9–10 AM	Four Winds Powwow Showcase	Stephen Ave.
<b>Study tours</b>		
9 AM–1 PM	Aisskapooma: The ongoing history of Medicine Hill City approaches to solar integration	Departure: Foyer of South Building
9 AM–12 PM	Exploring the confluence: A sites-of-significance tour	
9–11:30 AM	Future-ready municipalities	Hyatt Regency Hotel Stephen AB
10 AM–1:15 PM	Housing choice in the Bridgeland-Riverside transit-oriented community	
10 AM–12:15 PM	Partners in civic innovation	
10 AM–12:45 PM	Planet Youth: An international prevention model for Calgary	Departure: Foyer of South Building
10:15 AM–1 PM	Dale Hodges Park: Stormwater innovation in a natural environment	
11–11:45 AM	Tour of the Animal Services Centre	
<b>Workshop </b>		
11 AM–12 PM	Pathways to progress: Global DEI benchmarks and equity impact statements	South Building Glen 201-204
11:30 AM	FCM Collective Luncheon <i>For pre-registered guests only Presented by CSA Group</i>	Hyatt Regency Hotel Imperial 468
11:30 AM–4 PM	Sacred Fires Dialogue Space <i>Cultivating Community, Cultivating Change</i>	South Building Macleod E4
11:30 AM–7 PM	Childcare services	South Building Ideation Centre 2-3
<b>Study tours</b>		
11:30 AM–3:30 PM	Calgary Transit: Stoney Transit Facility Partners in civic innovation	
11:30 AM–5 PM	Revitalizing Calgary's downtown: The vital role of housing	
11:30 AM–5:30 PM	Tour of the Glenmore Water Treatment Plant	Departure: Foyer of South Building
11:30 AM–6:30 PM	E-Bike Tour: Inglewood Bird Sanctuary and Connection Project	
11:30 AM–6:30 PM	Calgary's award-winning river pathway system and flood barrier Calgary's downtown revitalization	
11:30 AM–7:15 PM	Equity in action	Hyatt Regency Hotel Stephen AB

Thursday, June 6		= Calgary TELUS Convention Centre = Simultaneous interpretation
1:15–3:30 PM	Tour Calgary's Chinatown	
1:45–3:30 PM	Collaborating for disaster resilience: The Calgary Emergency Operations Centre Glenbow: Reimagining the museum experience	Departure: Foyer of South Building
<b>Workshop </b>		
1:30–3:30 PM	Shifting to resilient, net-zero communities: Leveraging the Green Municipal Fund	South Building Glen 201-204
<b>Regional Caucus Meetings</b>		
1:30–3:30 PM	Atlantic	South Building Glen 208-209
	British Columbia	Hyatt Regency Hotel Imperial 123
	Ontario	South Building Glen 201-204
	Prairies and Territories	Hyatt Regency Hotel Imperial 468
	Quebec	South Building Glen 205
5:30–7:30 PM	Official Trade Show Opening Reception <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	North Building Exhibition Hall

Friday, June 7		= Calgary TELUS Convention Centre = Simultaneous interpretation
6–7:30 AM	Allons-y! Wellness challenge	North Building Main Level Foyer
7 AM–5:30 PM	Childcare services	South Building Ideation 2-3
7–8:30 AM	Breakfast on the Trade Show floor	North Building Exhibition Hall
7:40–7:55 AM	Wellness moments <i>Presented by YMCA Canada</i>	North Building Exhibition Hall
7 AM–2:30 PM	Trade Show <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	North Building Exhibition Hall
7 AM–4:30 PM	Delegate registration <i>Presented by Municipal Information Network</i>	South Building Macleod Foyer
8–9 AM	Opening ceremony <i>Presented by Rogers Communications</i>	South Building Macleod Hall
9–9:30 AM	Political keynote	South Building Macleod Hall
9:30–10 AM	Coffee break	North Building Exhibition Hall and South Building Glen Foyer
10–11 AM	Opening plenary Redefining our Future: The urgent need for a Municipal Growth Framework <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	South Building Macleod Hall
11–11:30 AM	Political keynote	South Building Macleod Hall
11:30 AM–12 PM	Table Officer candidate speeches	South Building Macleod Hall
12–2 PM	Lunch on the Trade Show floor <i>Presented by Lidstone &amp; Company</i>	North Building Exhibition Hall
12–4 PM	Sacred Fires Dialogue Space <i>Cultivating Community, Cultivating Change</i>	South Building Macleod E4



June 7		= Calgary TELUS Convention Centre = Simultaneous interpretation	
<b>Study tours</b>			
PM	Arts Commons transformation		
1 PM	Calgary Transit: Stoney Transit Facility		
2 PM	Recycling Sorting Facility tour		
PM	Ralph Klein Park Environmental Education Centre	Departure: Foyer of South Building	
M	Central Library tour		
M	Dale Hodges Park: Stormwater innovation in a natural environment		
	Equity in action	Hyatt Regency Hotel Imperial 123	
1	Currie: Canada Lands' master-planned community for urbanism and historic charm		
1	Collaborating for disaster resilience: The Calgary Emergency Operations Centre	Departure: Foyer of South Building	
1	Tipis and IndigiTrail at Inglewood Bird Sanctuary		
1 M	<b>Trade Show prize draw</b> <i>Presented by the Port of Vancouver</i>	North Building Exhibition Hall	
1	<b>Wellness moments</b> <i>Presented by YMCA Canada</i>	North Building Exhibition Hall	
<b>Study tours</b>			
M	Glenbow: Reimagining the museum experience	Departure: Foyer of South Building	
M	Redevelopment of East Village into a vibrant city neighbourhood		
I	BMO Centre expansion		
I	Future-ready municipalities	Hyatt Regency Hotel Stephen AB	
<b>Workshops</b>			
	Towards complete communities: A conversation about sustainable land use planning <i>Presented by Dream</i>	South Building Glen 201-204	
✓	Healthy workplaces: Attracting and retaining municipal talent <i>Presented by GreenShield</i>	South Building Glen 206	
✓	Ask the Experts The critical role municipalities and farmers play in sustaining Canada's food security <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	South Building Glen 208-209	
	FCM's Municipal Den	South Building Glen 205	
<b>Study tours</b>			
	Central Library tour		
	Collaborating for disaster resilience: The Calgary Emergency Operations Centre	Departure: Foyer of South Building	
✓	<b>Coffee break</b>	South Building Glen Foyer	
<b>Workshops</b>			
✓	Evolving practices: How to foster innovation in the municipal sector <i>Presented by MNP</i>	South Building Glen 206	
	Building thriving communities through third-sector partnerships <i>Presented by YMA Canada</i>	South Building Glen 201-204	

Friday, June 7		= Calgary TELUS Convention Centre = Simultaneous interpretation	
3:30-4:30 PM	Ask the Experts So, you have a community tourism strategy. What's next? <i>Presented by Destination Canada</i>	South Building Glen 208-209	
6:30-8:30 PM	✓ <b>Mayor's Welcome Reception</b> <i>Presented by Amazon</i>	Stampede Park Big Four Roadhouse	
<b>Saturday, June 8</b>		= Calgary TELUS Convention Centre = Simultaneous interpretation	
6-7:30 AM	<b>Allons-y! Wellness challenge</b>	North Building Main Level Foyer	
7-8:30 AM	✓ <b>Breakfast on the Trade Show floor</b>	North Building Exhibition Hall	
7 AM-2 PM	✓ <b>Trade Show</b> <i>Presented by the Egg Farmers of Canada, Chicken Farmers of Canada, Turkey Farmers of Canada, Canadian Hatching Egg Producers and Dairy Farmers of Canada</i>	North Building Exhibition Hall	
7 AM-6 PM	<b>Delegate registration</b> <i>Presented by Municipal Information Network</i>	South Building Macleod Foyer	
7:30 AM-5 PM	<b>Childcare services</b>	South Building Ideation 2-3	
7:40-7:55 AM	<b>Wellness moments</b> <i>Presented by YMCA Canada</i>	North Building Exhibition Hall	
8-9:30 AM	✓ <b>Resolutions plenary</b>	South Building Macleod Hall	
9:30-10 AM	✓ <b>Political keynote</b> Jagmeet Singh, Leader of the New Democratic Party of Canada	South Building Macleod Hall	
10-10:30 AM	<del>Coffee break</del>	North Building Exhibition Hall and South Building Glen Foyer	
10:30-11 AM	✓ <b>Rural plenary</b> Rural resiliency: Innovation and economic growth <i>Presented by CN</i>	South Building Macleod Hall	
11-11:30 AM	✓ <b>Rural plenary</b> Fires and floods: Planning for extreme weather events <i>Presented by CN</i>	South Building Macleod Hall	
11:30 AM-12 PM	✓ <b>Political keynote</b> Elizabeth May, Leader of the Green Party of Canada	South Building Macleod Hall	
12-2 PM	✓ <b>Lunch on the Trade Show floor</b> <i>Presented by Nuclear Waste Management Organization</i>	North Building Exhibition Hall	
12-4 PM	<b>Sacred Fires Dialogue Space</b> Cultivating Community, Cultivating Change	South Building Macleod E4	
1:30-1:45 PM	✓ <b>Trade Show prize draw</b> <i>Presented by the Port of Vancouver</i>	North Building Exhibition Hall	
1:45-2 PM	<b>Wellness moments</b> <i>Presented by YMCA Canada</i>	North Building Exhibition Hall	
<b>Workshops</b>			
2-3 PM	✓ <b>Ask the Experts</b> Enhancing rural connectivity: Bridging the digital divide in rural communities <i>Presented by Rogers Communications</i>	South Building Glen 205	
	Exploring innovative models of mental health crisis response	South Building Glen 206	
	Artificial intelligence: Data-driven insights for municipalities	South Building Glen 201-204	



**Saturday, June 8** 📍 = Calgary TELUS Convention Centre  
🗣️ = Simultaneous interpretation

2-3 PM ✓	Ask the Experts Asset management: Lowering carbon emissions with concrete infrastructure <i>Presented by the Cement Association of Canada</i>	📍 South Building Glen 208-209
<b>Study tours</b>		
2-5 PM	Community engagement: Working toward receptivity and inclusion	Departure: 📍 Foyer of South Building
2-4 PM	Community Hubs initiative: Village Square	
2-4:45 PM	Explore Calgary's CN Rail	
2-4:30 PM	Future-ready municipalities	Hyatt Regency Hotel Stephen AB
2-5 PM	Stampede Park: Developing infrastructure in the heart of Calgary	
2:15-4:30 PM	YMCA Calgary: A community hub	Departure: 📍 Foyer of South Building
2:15-5 PM	Redevelopment of East Village into a vibrant city neighbourhood	
2:30-4:15 PM	Central Library tour	
3-3:30 PM	<b>Coffee break</b>	📍 South Building Glen Foyer
<b>Workshops 🗣️</b>		
3:30-4:30 PM ✓	Capital as catalyst: Community adaptation to climate risks <i>Presented by Co-operators</i>	📍 South Building Glen 201-204
	Advocacy essentials: Championing your community in an election and beyond	📍 South Building Glen 206
	Ask the Experts Prioritizing health and safety: A solutions-based discussion for municipal officials <i>Presented by CUPE</i>	📍 South Building Glen 208-209
5-6:30 PM ✓	<b>Women in Local Government Reception</b> <i>Presented by Canadian Labour Congress</i>	Marriott Hotel Sunalta ABC and Patio
5:30-7 PM	<b>Francophone Reception</b> <i>Presented by Intact</i>	Hyatt Regency Hotel Imperial 123
6-8 PM	<b>CUPE Reception</b>	Hyatt Regency Hotel Imperial 579
6:30-9 PM ✓	<b>Rural, Northern and Remote Reception</b> <i>Presented by Canadian Telecommunications Association</i>	Hyatt Regency Hotel Imperial 468

**Sunday, June 9** 📍 = Calgary TELUS Convention Centre  
🗣️ = Simultaneous interpretation

6-7:30 AM	<b>Allons-y! Wellness challenge</b>	📍 North Building Main Level Foyer
7-8:30 AM ✓	<b>Breakfast</b>	📍 North Building Exhibition Hall
7 AM-3 PM	<b>Delegate registration</b> <i>Presented by Municipal Information Network</i>	📍 South Building Macleod Foyer
7 AM-4 PM	<b>Childcare services</b>	📍 South Building, Ideation 2-3
8-8:20 AM ✓	<b>Awards ceremony 🗣️</b>	📍 South Building Macleod Hall

**Sunday, June 9** 📍 = Calgary TELUS Convention Centre  
🗣️ = Simultaneous interpretation

8:20-10 AM ✓	<b>Annual General Meeting and FCM's Table Officers elections 🗣️</b>	📍 South I Macleod
10-10:30 AM ✓	<b>Coffee break</b>	📍 North I Exhibition
10:30 AM-12 PM	<b>Territorial members meeting</b>	Hyatt Re Herald-I
<b>Selection of candidates for FCM's Board of Directors</b>		
10:30 AM-12:30 PM ✓	Alberta	Hyatt Re Imperial
	British Columbia	Hyatt Re Imperial
	Manitoba	Hyatt Re Imperial
	Newfoundland and Labrador	📍 South Glen 205
	Nova Scotia	📍 South Glen 206
	Ontario	📍 South Glen 207
	Prince Edward Island	📍 South Macleod
	Quebec	📍 South Glen 208
	Saskatchewan	Hyatt Re Stepher
	12-2 PM ✓	<b>Lunch</b>
12:30-1 PM	<b>Sacred Fires Dialogue Space</b> <i>Cultivating Community, Cultivating Change</i>	📍 South Macleod
	<b>Elections of the Regional Caucus Chairs</b>	
	Atlantic 🗣️	📍 South Glen 209
	British Columbia	Hyatt R Imperia
	Quebec	📍 South Glen 208
1:30-2 PM ✓	<b>AGM and ratification of FCM's 2024-2025 Board of Directors 🗣️</b>	📍 South Macleod
2-3 PM ✓	<b>Closing plenary 🗣️</b> Addressing harassment of elected officials: Strategies for safer leaders and democracies <i>Presented by Co-operators</i>	📍 South Macleod
<b>Study tours</b>		
2:15-5 PM	Redevelopment of East Village into a vibrant city neighbourhood	Depart 📍 Foye South I
2:30-5 PM	Bow River walk at Fort Calgary	
	What is Reconciliation?	
5:30-11 PM ✓	<b>Host City Closing Gala</b> <i>Presented by Intact</i>	📍 Nort Exhibit



Date: June 6 - June 9/24

#### TRIP REPORT – FCM Conference 2024 “Redefining our Future

1. I attended the FCM conference in Calgary which was held June 5-10/24. One Councillor & Mayor attended from the Town of Kentville & a total of 3100 leaders attended making it the largest FCM Conference ever held. My position as a Board member with FCM has ended its 1-year term and it was disappointing to not have Kentville represented at the Federal table moving forward, but it was a rewarding experience.

2. Administration & Finances

The cost/fee for the Conference was \$1192.80 with total expenses being 3878.32 which was borne by the Town of Kentville.

3. Conference Content

Schedule is attached from Thursday to Sunday. Calgary certainly did not disappoint and the amount of Networking and learning. The Tradeshow floor booths were full & so many takeaways from discussions on Coastal Protection, FireSmart Canada, Pets Canada, Destination Canada, Green Municipal Fund, & more.

Guest speakers Federally-PM Trudeau (who had a Q&A session) and it was a full house, Elizabeth May leader of the green party, Scott Aitchinson-Housing with conservative party (discussion on transfer money), Jagmeet Singh NDP leader, Housing Minister Sean Fraser. New President for FCM is now Geoff Stewart- Deputy Mayor at Municipality of Colchester.

#### 4. Ideas /Conversations –

\* First meeting was with Destination Canada about a possible Pilot Project with The Annapolis Valley, time to do something innovative on Tourism for us and discussions also with presentations for Municipal councils including videos for chamber residents to show them what is happening (plus more 😊)

\*Discussion on funding for planting new trees -GMF’s Growing Canada’s Community Canopies with Team.

\*Discussion with the advisor from Green Municipal Fund program outreach on getting financial support for our Rink – discussion on the report that has been done & they asked for a copy so they can show us any missing holes for info so we can fix it early and get a funding request in early (30 minute one on one meeting).

Because of this I have had a meeting with our Director of Recreation to review and they will be connected once the final report is sent out from the consultants. (Note : as of June 19/24 both parties have now connected for conversation).

\*Chatted with the CSA group on their upcoming work with Coastal Protection & how we can collaborate on my role with the RFP work with the province.

Also brought back lots of info for flood resilient designs, standards for storm water systems, climate change impacts, codes & standards for infrastructure & water standards (how to guide for Municipalities).

\*Met with Fire Smart Canada- discussion on their booklets for our residents-fire smart’s home guide, Guide to Landscaping, & their Neighborhood recognition program.

The Fire Smart info program will be discussed with our MLA Honorable Minister John Lohr, who is responsible for the Office of Emergency Management that can help with the NS Guard Program.

\*Info for our Economic Development Officer-new Marketing ideas/samples.

\*Discussions from other Municipalities on supporting an Art Program with each other.  
\*What works Cities Certification Free program- data driven governance/ decision making on topics such as air quality, Sustainable development, accessible services etc.  
\*Session on Enhancing Rural Connectivity-bridging the digital divide in rural communities. Many ideas/ challenges they spoke of could be passed on the David Benoit the CEO of Build NS for learnings, as this is one of NS's challenges to connecting over our geographical areas ( one of the big concerns is when emergency services are needed.)  
6. Ideas for Consideration  
I have already met with Our Recreation Dept Director and Manager of Rec services on many programs we could copy in our own way, GMF -funding collaboration.  
More to come as meetings progress.

#### NOTES:

The impact of having your Municipality represented at the Federal table is crucial when you listen to the many conversations on how funding may change & discussed when election time comes.

To see an empty FCM board seat from NS is a step backward as 1 year you are just gaining traction. I wish the new council all the best in their learnings & I hope they will see the benefits of meeting with local leaders across Canada.

#### Recommendations

6. It is recommended that the Town of Kentville continue to attend the FCM Conferences as cross-section attendance is extremely important as contacting other councilors and staff facilitates the most ongoing processes. The information gathered at the conference will be of interest to staff & future Councils.


**Name:** Cathy Maxwell

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**Date:** June 19, 2024

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**Date of Last Council Meeting Attended:** May 27/24

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**Date of Last Council Advisory Meeting Attended:** June 10/24

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**Date of Last Governance Session Attended:**

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**Committee Meeting Attendance and Synopsis**

Date	Committee	Synopsis
May 30/24	Special Council Meeting: Operating Budget	Went over the budget with staff, asked questions and tabled it to tonight's meeting to allow community members to look at it, and councilors a final perusal.
June 10	CAC	

**Town of Kentville Event Attendance and Synopsis**

Date	Event	Synopsis
June 13/24	Anglican Church-Stained Glass Windows Historical Talk with Louis Comeau.	The stained-glass windows in the Anglican Church are in my opinion the most beautiful in the province. The talk by our local historian Louis Comeau was very interesting and informative. The organizers from St. James were fantastic pointing out each window that was being discussed and supplying snacks after. A bonus was that the organizers at St. James were dressed in period clothing.

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

Detail	Synopsis		
<p><b>Committee Name</b> - AVTC</p>	<p>The COK has supplied their money to the coalition and grants have been put into other municipalities. The province has committed \$15,000 for this year and \$10,000 next year and \$5,000 in the third year. We discussed the maintenance for 16km of Kings County Trail. A large discussion was held concerning a renewed look for the Coalition. Kings County's Rob Frost is taking the lead in mapping out a way forward with the financing and is looking at the two options selected by the coalition – Option 4 IMSA and Option 5 – pay for service. A presentation will be given concerning the new look at our next meeting. Trail groups gave input on what roles they would like to see for themselves in this new format. Finally, a discussion took place on promoting the HMT for tourism and how to enhance that. The Valley REN was discussed as a possible partner.</p>	<p><b>Meeting Date:</b></p>	<p>June 19/24</p>

**Misc Events**

Date	Synopsis
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June 2/24	Met with a citizen re: summer camp ideas
June 14/24	Met with the CAO and Recreation Director to discuss summer camps and utilizing community connections.
June 18/24	KBC AGM – Strategic planning was a focus with a look to the future. There is a new energetic Executive Director – Jordan Banyon. In his introductory remarks he noted he was in Kentville 10 years ago and noted a huge difference in the look of the town with more shops and beautification! I have to agree with him! Jordan noted the lack of accessibility around town and that will be something KBC will plan to work on. There is a lot of enthusiasm with the members of KBC and I expect good things to be happening over the years to come.

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Deputy Mayor Cate Savage

**Date:** May 22<sup>nd</sup> 2024

**Date of Last Council Meeting Attended:** May 27<sup>th</sup>

**Date of Last Council Advisory Meeting Attended:** June 10<sup>th</sup>

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

	Committee	Synopsis
June 9 <sup>th</sup>	<b>REN</b>	AGM – Bent Ridge
June 18 <sup>th</sup>	<b>KBC</b>	AGM – good attendance – great videos of what has transpired over the past year – Jordan is now with us – SP is the key moving forward.
June 12 <sup>th</sup>	<b>IAC</b>	<p>Presentation from IA TD Wealth</p> <p>Money weighted performance 1.69% against the balanced income CAD .49%</p> <p>Notes worth mentioning:</p> <p>Telus raised their dividend</p> <p>RBC also raised their dividend</p> <p>Our portfolio is just north of 13MM</p> <p>We have approx. 400,000 coming due this month and we will ladder the funds likely in bonds/GIC mix – we are still not venturing too deep yet into equities – as noted in operating budget we are looking to increase our WD from 460,000 to 560,000 per annum to facilitate add funds going into capital.</p>
June 12 <sup>th</sup>	<b>KBC</b>	Board Meeting – minutes to follow next month – Jordan is coming along as the new ED

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

May 30 <sup>th</sup>	<b>Meeting</b>	Budget Meeting – Operating
May 23 <sup>rd</sup>	<b>Joint meeting of councils</b>	Tourism Levy – Municipalities (across Valley and beyond) What this means for council to implement same
May 23	<b>Meeting</b>	CAO and Director Bell – re RFD to come forward – re sidewalks

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

	<b>Event/Conference</b>	<b>Synopsis</b>
May 25 <sup>th</sup>	<b>Walk</b>	Lands around the DH Collector w C Gerrard
June 1 <sup>st</sup>	<b>ABF</b>	Attended a number of events for the AB weekend





# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

June 3 <sup>rd</sup>	<b>Meeting</b>	Resident – Greg White
June 4 <sup>th</sup>	<b>Meeting</b>	Resident – Corrie Hoberg
June 8 <sup>th</sup>	<b>VCLA Literacy Mile</b>	<p>The VCLA Literacy mile has long been an important event – a fundraiser and an end of the year celebration. There were awards presented etc. and this is a time to enhance the profile of this rich organization in our TOK.</p> <p>VCLA is run by a NFP board of governors whose sole purpose of to raise the literacy levels of those living in Kings and AV. They have helped in excess of 200 individuals learn English and read – they’ve helped 80 plus gain their GED. Some 130 have acquired computer skills and the list goes on. Folks that attend VCLA are treated with dignity and thus supported to live their lives in the presence of same.</p>
June 10 <sup>th</sup>	<b>NSCC Grads</b>	Social fitness – Harvard Study – Don Bureau
June 10 <sup>th</sup>	<b>Meeting</b>	CAO Lawrence – Deputy Clerk Jennifer and Rec director Langille to prep for CAC
June 15 <sup>th</sup>	<b>North East Kings Educational Centre</b>	Parade Prom – great pivot on behalf of the organizers – I was there to bring greetings on behalf of the Mayor.

### MISC EVENTS



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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Date	Synopsis

### EXPENSES

This month	Year to Date
NIL	See website

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Gillian Yorke

**Date:** June 24th

**Date of Last Council Meeting Attended:** May 27<sup>th</sup>, 2024

**Date of Last Council Advisory Meeting Attended:** May 13<sup>th</sup>, 2024

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
May 27 <sup>th</sup> , 2024	Board of Police Commission	Special meeting to approve BoPC budget
May 30 <sup>th</sup> , 2024	Special Council Meeting	Special council Meeting to review operating budget
June 3 <sup>rd</sup> , 2024	Diversity Kings	Monthly meeting of Diversity Kings, discussion of upcoming events over the summer. Kentville's Multicultural Festival was highlighted.
June 4 <sup>th</sup> , 2024	Board of Police Commission agenda meeting	Setting the agenda with Chair, Vice Chair and the Chief of Police
June 5 <sup>th</sup> , 2024	Strategic Plan Committee	Finalizing the Strategic Plan for KPS. Reviewed and edited documents to sent to BoPC for presentation.
June 11 <sup>th</sup> , 2024	Seniors Safety AGM	Attended their AGM and provided details on the funds previously issues through grants, and now built into the budget
June 13 <sup>th</sup> , 2024	Board of Police Commission	Monthly meeting, reviewed reports and the new Strategic Plan for KPS

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
May 29 <sup>th</sup> - June 3 <sup>rd</sup>	Apple Blossom Festival	Took part in many of the events from the festival, and enjoyed seeing the reimagined aspects of the festival. Congratulations to all involved.

### Conference Attendance and Synopsis

Date	Conference	Synopsis
n/a	n/a	n/a

### Misc Events

Date	Synopsis
May 26 <sup>th</sup> , 2024	Passions That Bloom Interviews: first round of interviews for the new youth program with the Annapolis Valley Apple Blossom Festival
May 29 <sup>th</sup> , 2024	Opening Ceremonies for Apple Blossom Festival and Passions That Bloom final interviews and presentations
June 1 <sup>st</sup> , 2024	Judge for the Children's parade with Apple Blossom Festival
June 13 <sup>th</sup> , 2024	Rewind 89.3 Radiothon for Make-a-Wish foundation
June 18 <sup>th</sup> , 2024	KBC AGM. Attended the Kentville Business Community AGM and welcomed their new Executive Director, Jordan.
June 20 <sup>th</sup> , 2024	Attended the Heritage Trust of Nova Scotia AGM and awards, as the Kentville Library received an award in 2019 for the building and repurposing of the previous space (a church). As I sit on the AVRL board, it was a lovely opportunity for me to receive the award on behalf of the Town of Kentville.

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Councilor Andrew Zebian

**Date:** June 24/24

**Date of Last Council Meeting Attended:** May 27/24

**Date of Last Council Advisory Meeting Attended:** June 10/24

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
May 29/24	Operating Budget	<p>Proposed 24/25 Operating Budget presented to Council. I had several questions following the meeting and responses were provide. My questions are below;</p> <p>Good Morning CAO Lawrence/Director Matthews,</p> <p>Thank you again for a comprehensive meeting yesterday. A great presentation. I knew I would go to bed last night and lay there with questions so I am going to ask them now;</p> <p>#1 Can you confirm which position(s) in the Recreation Department are funded through grants and if any, how much “dollars” of funding are we receiving towards the role(s). Are they guaranteed funds or not? What are our costs minus the grant funding for these role(s).</p> <p>#2 The new role in General Admin that moved from Recreation. Would it be possible to differentiate the difference between the role Jennifer holds and this newly designed role? For clarity, do we continue to have a person added to sit at the reception area upstairs at all? I had heard someone was hired there and wondering what their role is as well. It’s more about knowing the roles and responsibilities of each person.</p> <p>#3 Please confirm what 1 cent of commercial tax provides us</p> <p>#5 My last question is concerning the day camps. I want to understand the number you came up in terms of a net loss compared to last year with 8 weeks of programming. I don’t want to factor in the new programming. I’m focused primarily on the day camps (the 4 weeks of them). Is our net loss more this year with only 4 weeks of camps?</p>



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

		<p>#4 This may have been asked last night regarding the Nature Program. I had never heard of this program until last night. How much funding is involved in this and is it guaranteed? If is, what is our net cost?</p> <p>#5 My last question is concerning the day camps. I want to understand the number you came up in terms of a net loss compared to last year with 8 weeks of programming. I don't want to factor in the new programming. I'm focused primarily on the day camps (the 4 weeks of them). Is our net loss more this year with only 4 weeks of camps?</p> <p>#6 Can you forward that power point presentation to Council as well. It was very helpful.</p> <p>I think that's it for now.</p> <p>Thank you so much.</p>
June 15/24	KWC	

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

### MISC EVENTS

Date	Synopsis
June 6/24	I represented the Town of Kentville and attended the Chamber of Commerce event at Acadia University. It was a great event and attended by many. It was so nice to see so



# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

	many Kentville businesses represented. We are lucky to have so many great businesses in Kentville. Congrats to all of the nominees and special congratulations to Lew Murphy group, Open Arms and Annapolis Valley Air Management.
June 15/24	NKEC Prom Parade at KCA School.
June /24	Several resident inquiries this month on sewer issues, permits and development questions and recreation questions.

### EXPENSES

This month	Year to Date
36.51	Cell Phone

# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 19 June 2024

**Date of Last Council Meeting Attended:** 25 May 2024

**Date of Last Council Advisory Meeting Attended:** 13 May 2024

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
22 May 24	Investment Advisory Committee	Update on investment portfolio and way ahead based on markets
22 May 24	VREN LOC Meeting	Attended on behalf of Councillor Huntley. Overview of economic advancement in the region. Including a briefing on the land database
23 May 24	NSFM Executive Committee	Review of the CEO salary
23 May 24	VREN	Regional meeting for elected officials on the tourism marketing levy consideration and options
23 May 24	VREN	Presentation and gathering by the Valley Tourism Network and the work they have been doing
27 May 24	Council Meeting	Capital Borrowing UARB decision Deed Transfer Tax Storm water mgt plan funding
28 May 24	IMSA Board Special Meeting	Presentation of WSP report
28 May 24	Mentoring Plus Closeout Meeting	Update on close out of the program
28 May 24	PACE	Met with CAO and Alisha to discuss way ahead for PACE
28 May 24	Apple Blossom Festival	Opening Ceremony for the 90 <sup>th</sup> festival held in Berwick
30 May 24	Special Council Meeting	Held for presentation of the 24-25 Operating Budget
1 Jun 24	Apple Blossom Festival	The Grand Street Parade – rode with Chief Smith in the police cruiser



# Councilor Report

## Kentville Town Council

3 Jun 24	Kings County Mayors	Monthly lunch meeting
4 Jun 24	CAC	Planning meeting for agenda
10 Jun 24	NSFM Audit Committee	Review of 2023 financial statements and prepare for board meeting
12 Jun 24	IMSA Board	Special Meeting of the board to receive the report on details from the WSP transit study
19 Jun 24	IMSA Board	Monthly Meeting receive reports on Valley Waste and Kings Transit
20 Jun 24	VREN	Task force update from regional mayors, Acadia and NSCC and OGD

### Conference Attendance and Synopsis

Date	Conference	Synopsis
4 Jun 24	Circular Food Hubs: Lessons Learned from Nova Scotia	Discussion on the saving of food from the garbage cycle
5-10 Jun 24	FCM Annual Conference	See attached report

### Misc Events

Date	Synopsis
22 Jun 24	Municipal Democracy Campaign School presenter in Truro

19 June 2024

Council

## TRIP REPORT – FCM 2024 CALGARY

### Introduction

1. I attended the Annual FCM conference in Calgary AB. The FCM was held June 5-10, 2024, at the Calgary Telus Conference Centre, hosted by Federation of Canadian Municipalities and the City of Calgary. Two members of council from the Town of Kentville attended the conference. Four members of council from Kings County and over 2000 elected official from across Canada attended the FCM conference. There were over 3,100 in attendance, when considering elected officials and corporate representatives.

### Administration and Finances

2. The travel administration was supported by the Town of Kentville. Accommodations were secured at the Westin Calgary City Centre, an FCM recommended hotel in Calgary AB, air travel was a direct flight from Halifax to Calgary on WESTJET. The cost of the conference was \$1,192.80. The total cost of the trip was borne by the Town of Kentville under the mayor's legislative expense at a total cost of \$3,799.49.

### Conference Facilities

3. The conference facility is outstanding. Securing rooms close to the Conference Centre was ideal, for most of the daily conference events. Most events were held on site at the conference centre or within a short walk.

### Conference Content

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

- a. Opening Ceremony, Prime Minister's Address, Opening plenary on redefining our future and the urgent need for municipal growth framework;
- b. Political Keynotes with NDP Leader Jagmeet Singh, Conservative MP Scott Aitchison (Parry Sound) and Green Party Leader Elizabeth May;
- c. Sessions: Sustainable Land Use planning; Fostering innovation; Capital as a catalyst for climate risk adaptation; and the use of concrete infrastructure.
- d. Resolutions Plenary;
- e. Rural Plenary;
- f. Plenary on Future of Canadian Municipalities;
- g. AGM and elections; and

- h. Closing Plenary – Look at the Next Federal Election and what is important to Canadians..
5. The presentations are available electronically on the FCM website.

#### Recommendations

6. It is recommended that Town of Kentville continue to attend the FCM. Cross section attendance is extremely important as making contact with other councillors and staff to facilitate most ongoing processes.
7. Conferences are not only about talks, they're about the community and the people who attend them. What better place to share our ideas, get valuable feedback and connect with other elected officials? Not only by listening to talks and presentations but by the complete experience of attending a conference. It goes without saying that networking is a two-way street, talking to other people, communicating our ideas, and listening to feedback or experience on municipal matters is key to a successful conference. We are the government closest to the people and we are real people building our communities, we do not divide our citizens, we unite them.
8. Moreover, there is a two-fold benefit of attending conferences. Not only do you learn things outside your field of expertise, but these events give you the opportunity to talk to these people one-on-one about what they are working on and their experience in delivering municipal services. They tell you the stuff that is not in the glossy brochure, the real lived experience with delivering services and the tools we use to deliver those services daily to our residents. It was highlighted by the FCM CEO that we should let what we learned inspire our work with out and on behalf of our citizens.
9. Conferences offer a glimpse into the latest trends and technologies. The Town of Kentville has benefited from chatting with suppliers, which has resulted in numerous acquisitions, such as the self watering plant baskets currently used downtown, or the holiday lighting. We bring back several ideas for consideration by our staff, from a new solution to sewer systems, to building recreation facilities on budget, and how to look after those who are not housed. To make good decisions we need information that comes from a variety of sources. More importantly the opportunity to speak with municipal partners who have implemented these solutions, or decided against it and why that decision was taken.
10. Conferences offer a chance to network and learn from industry leaders, particularly in the major industrial sectors and the availability of grants and funding. The FCM conference, provides the opportunity to listen to lectures from conference speakers and connect with them to ask specific questions related to current conditions in our municipality. Furthermore, it sparks valuable conversations with other attendees, peers and industry experts.
11. The next FCM will be held in Ottawa from May 28 to June 1, 2025.

Respectfully Submitted



Sandra Snow  
Mayor

## Sandra Snow

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**From:** Mike Southall <mike.southall@ns.sympatico.ca>  
**Sent:** Friday, June 14, 2024 7:43 AM  
**To:** Marty Smith; Sandra Snow; CouncilandMayor; Craig Langille; Jeff Lawrence  
**Subject:** THANK YOU POSITIVE FEEDBACK ON RECENT UPGRADES to Harvest Moon Trail

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

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Hi all

Have some follow up to my earlier email.

My wife and I were away so only recently did a trail run from Kentville to Cambridge yesterday morning.

I don't know who to thank but I wanted to say a big thank you everyone for the wonderful surprise of seeing the upgrades to widen the trail past the Kentville gate and even more so for the MAJOR work done under the 101 highway overpass. Simply remarkable and please accept this simple thank you from a couple of trail users.!!!

My hope is that the upgrades are respected by the motorized traffic that crosses our shared pathway. You cannot control people that are determined to damage this wonderful infrastructure but know that we see your efforts and appreciate the care being placed on making this a more enjoyable trail for walkers/joggers/cyclists.

I hesitate to include the picture below of a 4 wheeler on the new surface at the 101 as I don't want to dampen the moment, but its amazing how one rider can do damage. This is a Quad(?) turning hard through the new upgrades at 101 proceeding up the crusher dust trail towards Scotiangold before turning around but not before they did more damage up the non-motorized crusher dust trail section.

Again, thank you all, have a great summer and hope to pass you on the trail 😊

Mike Southall



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**From:** Mike Southall <mike.southall@ns.sympatico.ca>  
**Sent:** Tuesday, May 28, 2024 8:36 AM  
**To:** 'Marty Smith' <msmith@kentvillepolice.ca>; 'Sandra Snow' <ssnow@kentville.ca>  
**Cc:** 'CouncilandMayor' <CouncilandMayor@kentville.ca>; 'Jeff Lawrence' <jlawrence@kentville.ca>; 'Craig Langille'

<clangille@kentville.ca>

**Subject:** RE: Harvest Moon Trail Feedback re: Damage from Unauthorized Motor Traffic

Thank you all for your responses! Really appreciated!

Take care!

---

**From:** Marty Smith <[msmith@kentvillepolice.ca](mailto:msmith@kentvillepolice.ca)>

**Sent:** Friday, May 24, 2024 10:58 AM

**To:** Sandra Snow <[ssnow@kentville.ca](mailto:ssnow@kentville.ca)>; Mike Southall <[mike.southall@ns.sympatico.ca](mailto:mike.southall@ns.sympatico.ca)>

**Cc:** CouncilandMayor <[CouncilandMayor@kentville.ca](mailto:CouncilandMayor@kentville.ca)>; Jeff Lawrence <[jlawrence@kentville.ca](mailto:jlawrence@kentville.ca)>; Craig Langille <[clangille@kentville.ca](mailto:clangille@kentville.ca)>

**Subject:** RE: Harvest Moon Trail Feedback re: Damage from Unauthorized Motor Traffic

Good morning Mayor Snow and Mike,

Thank you for sharing with us your concerns with the trail. We actually had another complaint yesterday that is unrelated to your concerns and will be increasing our presence in the area over the next month. You will see more Police presence on foot, bike and vehicle to try and curb these concerns.

Again, thank you for reaching out and if you notice any other damage, please feel free to reach out.

Thanks  
Marty



**Marty Smith**  
**Chief of Police**

t: 902-678-3378 | m: 902-670-0083

e: [msmith@kentvillepolice.ca](mailto:msmith@kentvillepolice.ca) | [www.kentvillepolice.ca](http://www.kentvillepolice.ca)

a: 80 River Street, Kentville, B4N 1G9

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**From:** Sandra Snow <[ssnow@kentville.ca](mailto:ssnow@kentville.ca)>

**Sent:** Friday, May 24, 2024 10:37 AM

**To:** Mike Southall <[mike.southall@ns.sympatico.ca](mailto:mike.southall@ns.sympatico.ca)>

**Cc:** CouncilandMayor <[CouncilandMayor@kentville.ca](mailto:CouncilandMayor@kentville.ca)>; Jeff Lawrence <[jlawrence@kentville.ca](mailto:jlawrence@kentville.ca)>; Craig Langille <[clangille@kentville.ca](mailto:clangille@kentville.ca)>; Marty Smith <[msmith@kentvillepolice.ca](mailto:msmith@kentvillepolice.ca)>

**Subject:** RE: Harvest Moon Trail Feedback re: Damage from Unauthorized Motor Traffic

**The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.**

Mike,

Thank you for your e-mail and photos. The Town of Kentville has and continues to maintain a no motorized vehicle policy on the Harvest Moon trail through the municipality. The Kentville Police Service also maintains bike patrols through the parks and trails during the season and remain vigilant. Your e-mail will be added to the June CAC meeting agenda as information. Kindest regards S



**Sandra Snow**  
Mayor

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**From:** Mike Southall <[mike.southall@ns.sympatico.ca](mailto:mike.southall@ns.sympatico.ca)>  
**Sent:** Thursday, May 23, 2024 9:29 AM  
**To:** Amanda Haslett <[ahaslett@kentville.ca](mailto:ahaslett@kentville.ca)>; CouncilandMayor <[CouncilandMayor@kentville.ca](mailto:CouncilandMayor@kentville.ca)>; [councillors@countyofkings.ca](mailto:councillors@countyofkings.ca); [recreation@countyofkings.ca](mailto:recreation@countyofkings.ca)  
**Cc:** Mike Southall <[mike.southall@ns.sympatico.ca](mailto:mike.southall@ns.sympatico.ca)>  
**Subject:** Harvest Moon Trail Feedback re: Damage from Unauthorized Motor Traffic

**The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.**

Good morning all

It is with a sad heart I send this email. I state up front I have no solution to offer but felt compelled to send in hopes your Departments/Towns may be able to protect this valuable resource in Kentville/Kings County.

I have attached a pdf document with 3 photos of damage to the trail by unauthorized motor vehicles that I experienced on 3 consecutive days May 19,20 &21.

The pictures show a deep rut caused by a 4x4/Quad/motor bike/??? doing a power turn at high throttle which spins the tire deep into the crusher dust base of the trail creating a deep rut and an uncomfortable speed bump for cyclists who must transit over this damage. I am not talking about 1 or 2 here. Over a 3-day period I would fill in/scrape in with my foot repairs to at least 3-4 per trip on each day. It's a band-aid though. On the next day I would encounter new ruts that I would have to fill in that were done after my previous ride on the trail.

In all, over a three-day period I fixed at least 12 to my best recollection and in fact there were a few on the Kentville trail side near the large propane tank/Lift Station(?) so I would say closer to 15 repairs. This is early May and not near the peak tourist/bike season and if the damage caused remains unchecked the trail will be extremely negatively impacted and possibly require future costly repair work.

I also provided pictures of the Trailhead Gates in Cambridge being damaged. It is not just the trail bed under assault, but the infrastructure used to protect the trail.

I know it is not possible to have the area/trail policed 7/24. I know you cannot prevent irresponsible individuals. I am just saddened that in such a short span that there is a systematic assault on the trail



by motorized vehicles. I see the occasional motor bike and a group using mini-cars on the trail, but the last ride saw large tracks of a bigger quad/side-side/4x4?

If I could report a credible siting to the police, I would but I cannot as I have no first-hand evidence. I also do not want to have a confrontation.

I don't know what Law Enforcement could offer. I do not know if trail-cams or better gating, closed gates, increased signage would help as it only takes 1 or two users to ruin a good thing. But I feel this is more than 1 or 2 users as the tracks are numerous and it appears that they are using the trail as a normal route.

Hopefully, you have better solutions to offer but I do not hold your organization(s) responsible, but I do hope you can do something 😊

Additionally, the sand build up under the 101 overpass and damage to the trail crossing is simply terrible to transit for cyclists and walkers. My wife went off her bike in this sandy location and is bruised extensively on her legs. Again, I see that the sand is scraped by the County(?) but the cross traffic of motorized vehicles is no match for the keeping this 50-yard section safe for trail users.

Best regards  
Mike Southall

Avid cyclist and user of non-motorized section Harvest Moon Trail 😊