



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE September 9, 2024 AGENDA

6:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MINUTES
 - (a) Council Advisory Committee, July 8, 2024
 - (b) **Special Council Advisory Committee, September 6, 2024**
4. PRESENTATIONS
 - ~~(a) Federation of Canadian Municipalities~~
5. DEPARTMENT REPORTS AND RECOMMENDATIONS
 - (a) Finance
 1. Department Report
 2. Request for Funding
 - (b) Planning and Development
 1. Department Report
 2. Short-term Rental Provincial Regulation Update
 - (c) Parks and Recreation
 1. Director's Report
 2. Kentville Arena Conditions Assessment Report
 - (d) Police
 1. Chief's Report
 - (e) Engineering and Public Works
 1. Director's Report

(f) Administration

- 1. Chief Administrative Officer's Report**
- 2. Administration Department Report**
- 3. Rural Tax Rate Follow-up Report**
- 4. Housing Accelerator Fund 2.0 Action Plan**
- 5. Minimum Standards By-law**
- 6. Public Participation Policy, Amendment**

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- (a) Council Remuneration Rate Review**

7. CORRESPONDENCE

- (a) Provincial Department of Municipal Affairs – MPS Review**
(b) Guysborough – Appreciation for Emergency Workers during July Floods

8. NEW BUSINESS

- (a) Proclamation, Right to Know Week**
(b) Sanitary Sewer Budget
1.—2024-2025 Operating Budget
2.—2024-2025 Capital Budget

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a) Land**
(b) Land
(c) Legal

11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: July 8, 2024
Town Hall, 354 Main Street, Kentville Nova Scotia

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

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

1. PRESENT

Council:

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

Staff:

- Police Chief Marty Smith
- Craig Langille, Director of Parks and Recreation
- Wanda Matthews, Director of Finance
- Dave Bell, Director of Planning, Engineering and Public Works
- Geoff Muttart, Solicitor
- Jeff Lawrence, Chief Administrative Officer
- Jason Bethune, IT Support

GUESTS

Oakdene Park Community Garden Association,
Community Climate Capacity

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

DRAFT

Remove 8.c and 8.d due to the size and complexity of these reports. They will be covered at a Special Meeting of Council at a later date

Move Item 8.e Rural Tax Rate from in camera to the open session

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

That the agenda for the Council Advisory Committee meeting of July 8, 2024 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, June 10, 2024.

It was moved

That the minutes from the Council Advisory Committee meeting held on June 10, 2024 be approved.

MOTION CARRIED

4. PRESENTATIONS

(a) Oakdene Park Community Garden Group

Wanda Smith and Rosie Brewer, members of the garden group, gave a presentation about the development of this community group and the mission of helping reduce food insecurity.

Presentation available

(b) Community Climate Capacity Update

Sofia Munoz and Elliot Kachan gave a presentation about the support by Clean Nova Scotia for the town’s climate and sustainability projects and programs over the next three years.

Presentation available

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending June 30, 2024. She reviewed activities in the department for the month and reviewed the capital expenditure report.

See report for more information.

(b) Planning and Development

DRAFT

(1) Department Report

CAO Jeff Lawrence gave a welcome to incoming Director of Planning and Development Darren Shupe.

(c) Parks and Recreation

(1) Director's Report

Director of Recreation Craig Langille presented a review of the activities in his department including preparation for the 2024 Canada Cup, the opening of the Kentville outdoor pool, and an update on the Spike Fund. This will be the last year for the Town to host the national cycling event, and there is a hope that community organizations will apply to host this event in the future.

See report for more information.

(2) Kentville Arena Conditions Assessment and Feasibility Report

Director of Recreation Craig Langille presented the feasibility assessment for the Kentville arena and asked Council to receive the document for consideration. Council voted by consensus to receive this report and make it available to the public.

See report for more information.

(d) Police Report

(1) Chief's Report

Police Chief Marty Smith presented the police commission report, which included a review of training and meetings, and a follow up for activities related to the Apple Blossom Festival and the Devils Half Acre event. The Chief introduced some new wellness initiatives for staff. Chair of the Board Gillian Yorke gave a review of some staffing challenges in the Police Service.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented the Public Works report for June 2024 with highlights including the water commission meeting, repair of the regional forcemain for the sewer system, update of a line marking machine around the town, and welcome to summer students working with the department for the summer. Director Bell gave a review of some line painting to be completed in the summer. Planters along Webster Street to delineate the bike lane near the arena might not be placed this year. The Condon Avenue stormwater management project should begin in August and may take up to 6 weeks to complete.

See report for more information.

DRAFT

(2) **Recommendation – Condon Avenue Park Street Stormwater Upgrade**

Director Dave Bell presented a request for capital funding for a major stormwater upgrade at Condon Avenue and Park Street.

See report for more information.

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

That Council Advisory Committee recommend to the next meeting of Council

That Council approve the award of the storm drain replacement on Park Street to Gary Parker Excavating Ltd at a cost of \$749,624 plus HST, And further to be funded from a combination of Provincial Sustainability Services Growth Fund and Canada Community Building Fund

MOTION CARRIED

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

(f) **Administration**

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

CAO Jeff Lawrence presented his report for June 2024. Beginning in September, administration reports will include information from the Strategic Initiatives Coordinator, the Deputy Clerk, Environment, as well as equity diversity and inclusion.

(2) **Returning Officer Report**

CAO Jeff Lawrence shared that Returning Officer Al Kingsbury will be bringing monthly reports to Council Advisory Committee as activities around the 2024 municipal election ramp up in September.

(3) **Property Assessed Clean Energy Update**

Strategic Initiatives Coordinator Alisha Christie reviewed the PACE update report, which outlines the development and challenges of launching this program. She described several options for Council to consider to address the needs of the community around energy security and cost savings.

Report available for more information

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

That Council Advisory Committee recommend

DRAFT

to the July 29 2024 meeting of Council

That Council direct the CAO to collaborate with neighbouring municipality staff to explore opportunities to assist residents to lower their energy costs.

MOTION CARRIED

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

(4) Rural Tax Rate

Strategic Initiatives Coordinator Alisha Christie reviewed the tax rate of select properties in Kentville on Harrington Road in the Coldbrook area. Staff recommend that these properties be considered for a lower tax rate due to reduced services.

Report available for more information

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

That Council Advisory Committee recommend to the July 29 2024 meeting of Council

**That Council approve a rural tax rate
And further direct staff to draft a bylaw to effect the changes to residential properties on Harrington Road to Council**

MOTION CARRIED

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

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) None.

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) Recipients of the Student Bursaries

Councillor Cathy Maxwell presented the names of the recipients of the bursaries:

- Jane Maillet (Nola Folker Hill Award, for a student entering the health profession)
- Hannah Jane Wheaton
- Lilly Hare Marsters
- Lily Matheson-Wood
- Locke Albrecht

DRAFT

(b) Request for Decision – Change to Chapter 63 Bylaw

Deputy Mayor Cate Savage gave a review of this bylaw, which asks if curb and sidewalk charges could be covered by the town instead of by residents.

Report available

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

That Council Advisory Committee recommend to the July 29 2024 meeting of Council

That Council direct the CAO to determine the financial implications of amending Bylaw 63 Curb and Sidewalk Charges and provide a recommendation on amending the bylaw to Council.

MOTION CARRIED

Councillors who voted in favour of this motion:

Maxwell, Savage, Snow, Yorke and Zebian

Councillors who voted against this motion:

Gerrard and Huntley

9. PUBLIC COMMENTS

(a) Ron Cousins, Kentville

Concerns about the proposed expropriation of his land.

(b) Robert McFadden, Kentville

Concerns about the process of expropriation of Ron Cousins land.

(c) Bunny Bennett

Grateful for the progress around stormwater management upgrade on Condon Avenue.

10. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 8:42 p.m.

MOTION CARRIED

Minutes Approved by CAO and Town Clerk Jeff Lawrence



TOWN OF KENTVILLE
SPECIAL COUNCIL ADVISORY COMMITTEE
Meeting Minutes: September 6, 2024
Town Hall, 354 Main Street, Kentville Nova Scotia

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

Mayor Sandra Snow called the meeting to order at 4:00 p.m., and Chief Administrative Officer (CAO) Jeff Lawrence reported the following members of Council and staff were present:

1. PRESENT

Council:

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

Staff:

- Dave Bell, Director of Engineering and Public Works
- Darren Shupe, Director of Planning and Development
- Jeff Lawrence, Chief Administrative Officer
- Jennifer West, Recording Secretary

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

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

That the agenda for the Special Council Advisory Committee meeting of September 6, 2024 be approved.

MOTION CARRIED

3. APPROVAL OF MINUTES

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

That the minutes for the Public Participation Meetings of August 29, 2024 and September 3, 2024 be approved.

MOTION CARRIED

4. NEW BUSINESS

(a) Brison Developments Proposal

Mayor Sandra Snow reviewed the application by Brison Development Ltd to rezone a parcel of land near the Kentville Business Park from Industrial to Residential, and to amend a planning policy that would allow clarity and consistency during the application process.

Planner Caroline Robertson reviewed the results of public engagement on this application. She also reviewed the additional changes to the R4 zone to provide more clarity on this section of the Municipal Planning Strategy.

See reports for more information

Discussion

- Clarification around when development agreements would be the best process, and how this process would be initiated.
- The planner suggested that Council has the option to amend the MPS to remove the option of a site plan approval for the R4 zone for multi-unit residential buildings.
- Concerns about the lack of a hydrologic study for this property, and whether the provincial department of environment performs this kind of study during its review and approval. It is within the authority of Council to ask for this kind of study but is not recommended before a site plan has been presented.
- Confirmation that the County of Kings will be developing an industrial park near Waterville.
- Review of well protection zones in the Kentville Business Park.
- Clarification that the designer of the project needs to have engineers sign off on all the plans for the different aspects of the work. How does staff update the public on these kinds of projects? Regular reporting is possible through CAC meetings and the town's website.

- Inspections of development progress are usually complaint based, by the Development Officer, however Council can create a process of regular inspection by the D.O.
-

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

That Council Advisory Committee recommend
to the September 9 2024 Special Meeting of Council

That the CAC recommend First Reading to council to approve the application to change the future designation of PID 5551774 from Industrial to Residential zoning at the September 9 Special Meeting of Council;

Further to rezone the area marked Phase 1 on the map in the planner's report to a mixture of R3 & R4 and the Phase 2 remainder to High Density R5 residential;

Further amend the MPS and make necessary policy changes as outlined in both the Planner's report and the additional recommendation from the Public Participation meeting document labeled additional recommendations; and

Further schedule a Public Hearing on September 25, 2024.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Cogs Development Proposal

Mayor Sandra Snow reviewed the application by Cogs Development Ltd to rezone a parcel of land on Mee Road from R3 to R4.

Planner Caroline Robertson reviewed the results of public engagement on this application. Mr. Robertson explained that the density cap for the R3 zone is not defined clearly in the Land Use Bylaw.

See reports for more information

Discussion

- CAO Lawrence stated that he would try to have this before council before the end of their term.

It was moved by Councillor Gillian Yorke and Councillor Paula Huntley

That Council Advisory Committee recommend
to the September 9 2024 Special Meeting of Council

Special Council Advisory Committee Meeting Minutes – September 6, 2024

Approved September 9, 2024

Page 3

That the CAC lay on the table approval of the application to rezone PID 55266134 from Medium Density Residential R3 to High Density Residential R4 zoning until staff can clarify the number of units permitted on an R3 Lot.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

5. ADJOURNMENT

There being no further business to discuss,

Council Advisory Committee adjourned at 5:42 p.m.

MOTION CARRIED

Minutes Approved by CAO and Town Clerk Jeff Lawrence

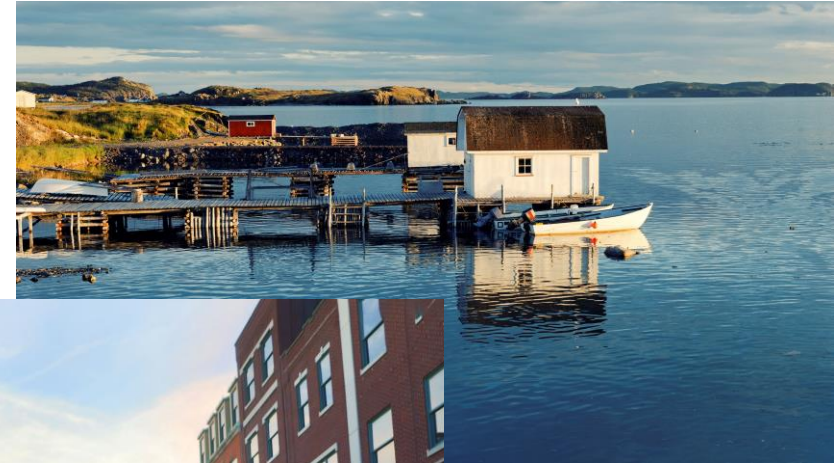
FCM: The national voice of Canadian local government



We are FCM

The **national voice** of Canada's local governments:

- **2,000 member municipalities** in every part of Canada
- Our members represent **more than 92% of Canadians**



What we do

Shape
national
agenda

Results

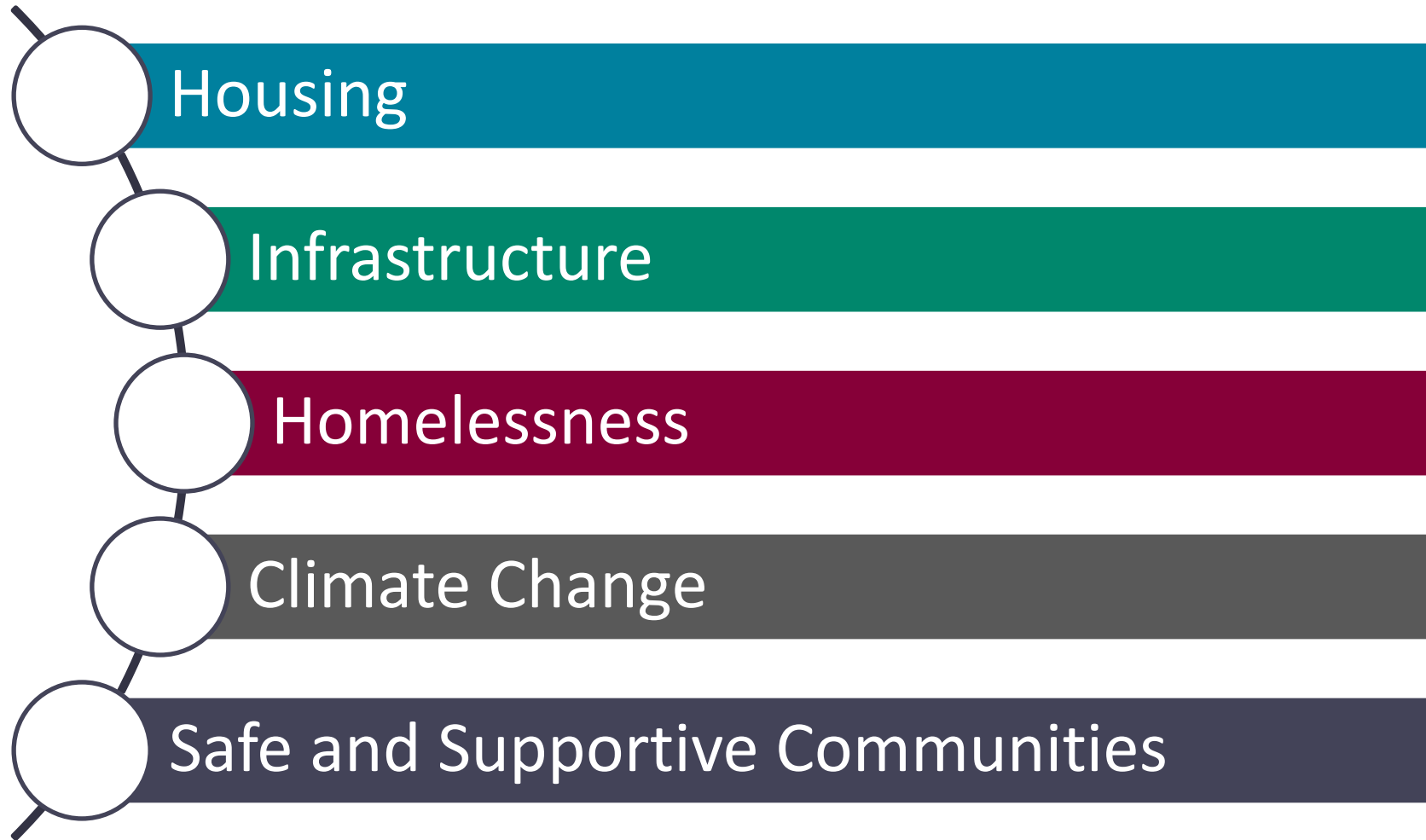
Convene
municipal
sector

Build
capacity

Together, we deliver results

- Canada **Housing Infrastructure Fund**
- Canada's first **National Adaptation Strategy**
 - \$530 million invested in **Green Municipal Fund (GMF)** for climate adaptation and resilient infrastructure projects
- Permanent and indexed **Canada Community-Building Fund (formerly federal Gas Tax Fund)**
- **\$3.225 billion Universal Broadband Fund**
- Canada's first-ever **National Housing Strategy**
 - Rapid Housing Initiative
 - Urban, Rural and Remote Indigenous Housing Strategy
 - Housing Accelerator Fund
 - Canada Rental Protection Fund

Current focus areas



Making Canada's Growth a Success

A unique challenge: Canada's record-breaking growth. Demands on local public services and infrastructure are increasing, and pressure is mounting on the outdated funding model that municipalities operate under. The solution: a new Municipal Growth Framework.

- ✓ Local governments receive less than 10 cents of every tax dollar collected, while having to maintain more than 60% of public infrastructure.
- ✓ Communities need to be empowered to address new challenges like housing, climate change, mental health, and the vital local services Canadians depend on.

Green Municipal Fund (GMF)



2.87 mil.

tonnes of greenhouse gases avoided

2,100

projects approved

\$1.45 B worth of approved projects



*fcm.ca/programs
gmfinfo@fcm.ca*

Local Leadership on Climate Adaptation



Growing Canada's Community Canopies

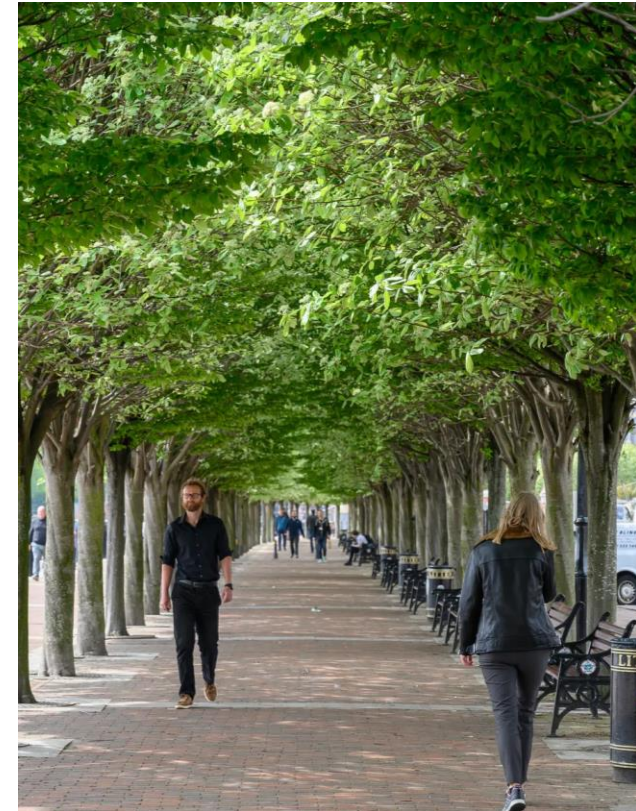
\$530 million

Funding for

**1,400+
initiatives**

by

2030-2031



fcm.ca/programs
gmfinfo@fcm.ca





Thank you.

FCM

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TOWN OF KENTVILLE
Staff Report to Council Advisory Committee
For the Month of July and August 2024
DEPARTMENT- FINANCE

Operations

- Final 2024-2025 tax bills valued at \$ 6,622,343 were distributed late August with a due date of October 1, 2024 resulting in a total 2024-2025 tax levy of \$13,276,955.
- 2023-2024 financial audit statements were presented by the Finance Director at the July Audit Committee meeting. Andy Forse of Kent & Duffett shared audit results with Audit Committee and Council at their July meetings. An unqualified opinion was received.
- Onboarding of new Audit Committee members to occur prior to their first Audit Committee meeting.
- Over the summer Finance focused on current year accounting and financial management, operational planning and project management activities.
- August 1st 2024 Finance ceased providing contracted financial services to the KVFD. Transition and information transfer has been completed.
- Status of provincial annual reporting requirements is as follows:
 - Annual Expenditure Report (AER) submitted July 2, 2024
 - Statement of Estimates – Assessment and Budget (SOE A & B) has been released and is due September 30, 2024.

Financial

- The Sanitary Sewer draft operating and capital budgets are completed and are included in the September 9, 2024 CAC agenda.
- Audited consolidated financial statements and schedules for the year ended March 31, 2024 have been ratified by Council and uploaded to the Town's website.
- Operating and Capital Budget information for fiscal 2024-2025 has been uploaded to the Town's website. The content is derived from previous presentations to Council and is intended to provide succinct reference material for interested parties.
- Deed transfer tax was adopted and came in to effect July 1st 2024. Collection processes and reporting have been completed through Service Nova Scotia.
- Council approved a change in low income exemption threshold and rebate tiers. 2024-2025 exemptions total \$ 13,170 compared to \$ 11,200 in 2023-2024.
- YTD July 2024 financial accounting is in progress; however, preliminary Statement of Operations results are included in Appendix A. Revenue recorded totals 42.4% and expenses recorded totals 37.9% of their respective annual budgets, 33% of the way through the fiscal year. Variances from the prior year are shown and they result from timing of internal allocation entries, payments to vendors and receipts. In addition to timing, back check revenue is down approximately \$22,000 per month and Police Service compensation is lower due to vacancies.
- Year to date August 31, 2024 capital expenditures are \$1,530,187. The Town received \$250,000 for specific equipment after the 2024-2025 budget was completed, therefore the Protective Services budget to actual is skewed. Adjusted for this federal funding, Protective Services % Expended is 55% and Total % Expended is 17%. See Appendix B - Capital Investment Plan update.

- Appendix C contains a request

Respectfully submitted,

Jill Sutherland for

Wanda Matthews, CPA, CA
[Director of Finance](#)



Town of Kentville Operating Fund
Statement of Operations
 Year to Date July 31, 2024

Overall

Actual results are evaluated against the prior year's revenue and spend rates as well as the current year's budget. Overall YTD results show 37.9 % of **expenditure** budget used and 42.4 % of **revenue** budget recorded creating an overall surplus of \$ 781,667. July results are in line with the annual approved budgets.

The overall budget utilization of revenue is significantly influenced by timing such as bi-annual tax billing cycles and annual receipts of grants. Expense budget utilization is impacted by external partners billing quarterly or annually, the status of specific funded projects, recreation and facilities programs that are often seasonal and road transportation where expenses are heavily weighted towards the fall and winter months. Timing differences impact utilization/budget expended percentage. As the fiscal year progresses, expectations may change and significant budget variances will be brought forward through forecast reporting.

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

Revenue

- **Interim taxes** are based on the 2023 - 2024 property tax rate and the 2024 – 2025 property assessment value making the revenue rate close to 50% of budget.
- **Payments in Lieu of Taxes** –Provincial and federal payments are received annually, generally in Q3 or Q4.
- **Other Revenues – Own Sources** include return on investments and transfers to be recorded at year end. Many rentals of space begin in the fall.
- **Conditional and unconditional transfers** – Variances to prior year largely due to timing of grants and provincial funding

Expenditures

- **Debt charges** occur based on a defined payment schedule
- **Protective Services**
 - Significant vacancies, particularly constables, have generated overtime at a higher rate than budget; however, this is more than offset by unused regular salary budgets.
 - Fire protection service (hydrant) expense of \$414,172 reflects 2024-2025 budgeted amounts at predetermined percentages for the Town and County of Kings.
- **Transportation services** spending is consistent with last year; however, snow removal and seasonal expenses may impact overall year end results.
- **Public Health and Housing** – the 2023-2024 deficit accrual matched the budget of \$90,000; however, it was insufficient to cover the actual invoice amount. The balance is recorded as an expense in the current year.

Town of Kentville Operating Fund
Statement of Operations with Forecast
Year to Date February 29, 2024

Expenditures Continued:

- A vacant Director position in Q1 and timing of secondary planning work recorded in **Planning and Zoning** have generated savings to date.
- **Parks and Recreation**
 - Secured grants to offset the costs of Canada Cup and experienced higher than budgeted camp and outreach revenues, creating a favourable variance to budget in Programmes and Facilities
 - Seasonal fluctuations in **Recreation and Cultural** expenses include this summer's Canada Cup event with spending and revenues to date in the amounts of \$57,711 and \$39,150 respectively

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period Ended July 31, 2024

Revenue	Annual Budget	Preliminary YTD Amount	Variance to Budget	% Budget Revenue CY	% Budget Revenue PY
TAXES					
Tax (including Industrial Park)					
Assessable property	12,397,144	6,198,572	(6,198,572)	50.0%	46.8%
Resource	57,222	28,611	(28,611)	50.0%	42.9%
Economic development	138,300	63,853	(74,447)	46.2%	46.9%
	12,592,666	6,291,036	(6,301,630)	50.0%	46.8%
Area rates and frontages					
Area rates	756,143	371,347	(384,796)	49.1%	52.8%
Special assessments	2,000	0	(2,000)	0.0%	0.0%
	758,143	371,347	(386,796)	49.0%	52.6%
Based on revenue					
Business property	31,984	31,993	9	100.0%	90.5%
TOTAL TAXATION	13,382,793	6,694,376	(6,688,417)	50.0%	47.2%
PAYMENTS IN LIEU OF TAXES					
Federal and agencies	405,050	0	(405,050)	0.0%	0.0%
Provincial and agencies	178,100	0	(178,100)	0.0%	0.0%
	583,150	0	(583,150)	0.0%	0.0%
SERVICES TO OTHER GOVERNMENTS					
Provincial government	139,467	0	(139,467)	0.0%	25.5%
Local government	97,596	23,698	(73,898)	24.3%	0.0%
	237,063	23,698	(213,365)	10.0%	15.1%
SALES OF SERVICES					
Agencies	1,270,100	344,013	(926,087)	27.1%	38.0%
OTHER REVENUE-OWN SOURCES					
Fines, fees, permits	41,700	17,951	(23,749)	43.0%	46.4%
Rentals	379,120	53,435	(325,685)	14.1%	5.6%
Interest	198,000	107,336	(90,664)	54.2%	74.8%
Return on investments	660,000	0	(660,000)	0.0%	0.0%
Other	44,400	7,700	(36,700)	17.3%	23.2%
	1,323,220	186,422	(1,136,798)	14.1%	12.0%
UNCONDITIONAL TRANSFERS	400,633	196,780	(203,853)	49.1%	23.4%
CONDITIONAL TRANSFERS	156,357	33,062	(123,295)	21.1%	14.7%
FINANCING AND TRANSFERS					
From reserves	294,700	0	(294,700)	0.0%	0.0%
	294,700	0	(294,700)	0.0%	0.0%
TOTAL REVENUE	17,648,016	7,478,352	(10,169,664)	42.4%	40.3%

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period Ended July 31, 2024

Expenditures	Annual Budget	YTD Amount	Variance to Budget	% Budget Expended CY	% Budget Expended PY
GENERAL ADMINISTRATION					
Legislative	342,019	100,129	(241,890)	29.3%	29.3%
General administration	2,042,810	619,026	(1,423,784)	30.3%	49.8%
	2,384,829	719,155	(1,665,674)	30.2%	46.9%
PROTECTIVE SERVICES					
Police- core program	3,190,648	971,406	(2,219,242)	30.4%	31.9%
Police-sales of service	175,879	47,405	(128,474)	27.0%	25.7%
Law enforcement	144,407	42,195	(102,212)	29.2%	25.5%
Fire fighting	990,309	701,800	(288,509)	70.9%	27.8%
Protective service- debt charge	3,052	1,733	(1,319)	56.8%	56.9%
Emergency measures and other	169,800	62,589	(107,211)	36.9%	22.9%
	4,674,095	1,827,129	(2,846,966)	39.1%	30.2%
TRANSPORTATION SERVICES					
Common services	1,500,682	483,324	(1,017,358)	32.2%	26.0%
Road transportation	840,400	333,642	(506,758)	39.7%	21.0%
Public transit	383,321	255,970	(127,351)	66.8%	16.6%
Transportation- debt charge	59,819	26,283	(33,536)	43.9%	58.6%
Other	100,000	35,360	(64,640)	35.4%	30.2%
	2,884,222	1,134,580	(1,749,642)	39.3%	23.7%
ENVIRONMENTAL HEALTH SERVICES					
Solid waste collection and recycling	758,644	441,391	(317,253)	58.2%	53.5%
PUBLIC HEALTH					
Public health and housing	-	60,175	60,175	0.0%	0.0%
ENVIRONMENTAL DEVELOPMENT					
Planning and zoning	370,452	60,402	(310,050)	16.3%	15.3%
Other community development	519,776	188,117	(331,659)	36.2%	43.1%
	890,228	248,519	(641,709)	27.9%	34.1%
RECREATION AND CULTURAL					
Recreation-Administration	775,592	279,294	(496,298)	36.0%	25.5%
-Programmes (net)	127,831	31,070	(96,761)	24.3%	28.5%
-Parks division and trees	148,100	54,923	(93,177)	37.1%	11.2%
-Facilities	810,880	279,370	(531,510)	34.5%	30.4%
-Debt charge	41,325	17,215	(24,110)	41.7%	59.6%
Cultural	139,935	53,700	(86,235)	38.4%	30.2%
	2,043,663	715,573	(1,328,090)	35.0%	28.1%
EDUCATION	2,102,100	700,492	(1,401,608)	33.3%	30.0%
FINANCING AND TRANSFERS					
Debt charge- principal	849,670	849,670	-	100.0%	96.3%
Transfers to allowances and reserves	1,060,565	0	(1,060,565)	0.0%	0.0%
	1,910,235	849,670	(1,060,565)	44.5%	52.9%
TOTAL EXPENDITURE	17,648,016	\$ 6,696,684	(10,951,332)	37.9%	34.4%
SURPLUS (DEFICIT)	\$ -	\$ 781,667			



**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2024-2025
YTD August 23, 2024**

PROJECT BY DEPARTMENT/AREA	BUDGET	YTD ACTUAL	% Expended
Canada Community Building Fund - MacDonald/Henry/ Braeside	\$ 1,214,000	\$ 62,457	5%
Green Infrastructure Fund - Trails and Pathways	1,800,000	570,255	32%
General Administration	125,000	96,120	77%
Protective Services	194,525	340,754	175%
Transportation ^{Note 1}	407,000	198,630	49%
ICIP - Donald Hiltz Connector	3,174,000	131,989	4%
Planning and Development	88,800	12,530	14%
Parks and Recreation ^{Note 2}	410,500	117,452	29%
Total	\$ 7,413,825	\$ 1,530,187	21%

Notes

1	comprised of:			
	Equipment	195,000	188,004	96%
	Buildings	17,000	10,626	63%
	Streets & Lights	55,000	-	0%
	Sidewalks	140,000	-	0%
	Storm Sewer	-	-	
		<u>407,000</u>	<u>198,630</u>	<u>49%</u>
2	comprised of:			
	Cultural	10,000	-	0%
	Equipment	75,000	65,042	87%
	Green Spaces	95,000	21,170	22%
	Parks & Playgrounds	25,000	27	0%
	Sport Facilities	205,500	31,213	15%
		<u>410,500</u>	<u>117,452</u>	<u>29%</u>



TO: Council

SUBMITTED BY: Wanda Matthews, Director of Finance

DATE: September 9, 2024

SUBJECT: **2024-2025 Request for Additional Capital Funding**

ORIGIN

The Town's Capital Investment Plan (CIP) was presented and approved on March 25, 2024 in the budget amount of \$ 7,726,825 for 2024-2025.

BACKGROUND

The 2024-2025 five (5) year Town of Kentville CIP was generated prior to the completion of all approved 2023-2024 work in progress (WIP) capital expenditures. Capital expenditure/project status was forecasted based on the information available at the time.

DISCUSSION

The progress status of five capital WIPs at year end varied from their anticipated completion date. As a result, these capital WIP were transferred to 2024-2025 as is standard accounting practice. Only completed WIP can be capitalized as tangible capital assets. Capital funding does not automatically follow to the future year in accordance with past practice.

As three (3) projects received Council approvals in prior years, the original budget and source of funding were identified and form part of this request. New capital items requiring funding in addition to the CIP 2024-2025 approved funding are noted below.

Capital Item	Budget Request	Funding Source Recommendation
Previously Approved		
Active Transportation - Miners' Marsh Trail	35,000	\$ 25,666 Green Infrastructure Fund \$ 9,334 Debt
Active transportation – Signs and line painting	39,400	\$ 28,892 Green Infrastructure Fund \$ 10,508 Debt
Tennis Court Wind Screens	10,000	General Capital Reserve
New		
Electric Booster Station ¹	20,000	General Capital Reserve
Police Technology	250,000	Grant – GGVF
Total	354,400	

¹ This capital item was not assigned a budget in 2022-2023 when charges began accumulating. Capital reserves projections, provided at the time of CIP approval, will be reduced by the budget request for this item.

POLICY IMPLICATIONS

None



BUDGET IMPLICATION

Council’s previously approved capital expenditures and the grant funded police project captured in 2024-2025 have no new impact on reserves or debt.

The remaining new capital expenditures (heat pump and electric booster station) will require funding from reserves; however, with a grant of \$1730 received for the Rec Hub heat pump the balance required is \$25,270. The 2024-2025 opening reserve balance exceeded the projected value and is sufficient to support this additional expenditure.

Approved CIP 2024-2025	7,726,825
June Council Approvals	
Move plow truck from 2026	130,000
Move Street Sweeper to 2026	(450,000)
Rec Hub Heat Pump	7,000
<hr/>	
Subtotal	(313,000)
<hr/>	
Additional budget request	354,400
<hr/>	
Revised CIP 2024-2025	7,768,225

ATTACHMENTS

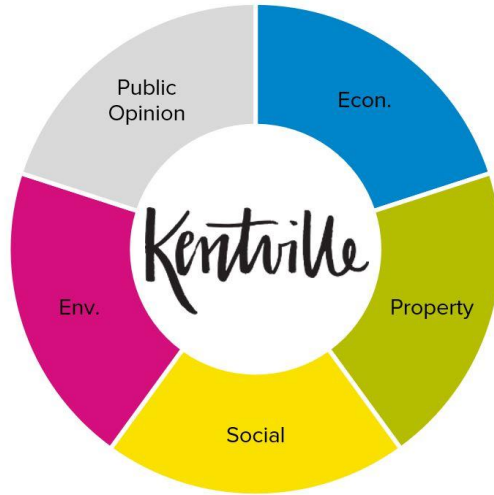
None

RECOMMENDATION

It is recommended that the Council Advisory Committee approve a capital budget addition of \$354,400 to be funded by:

- A withdrawal of \$10,000 from the Town of Kentville general capital reserves for previously approved capital expenditures.
- A withdrawal of \$20,000 from the Town of Kentville general capital reserves for a previously unapproved capital expenditures.
- Grants of \$304,558 from GIF and GGVF
- Debt of \$19,842 for a previously approved partially grant funded capital expenditures.

Town of Kentville Decision Wheel:





TO: Council

SUBMITTED BY: Wanda Matthews, Director of Finance

DATE: September 9, 2024

SUBJECT: **2024-2025 Request for Additional Capital Funding**

ORIGIN

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POLICY IMPLICATIONS

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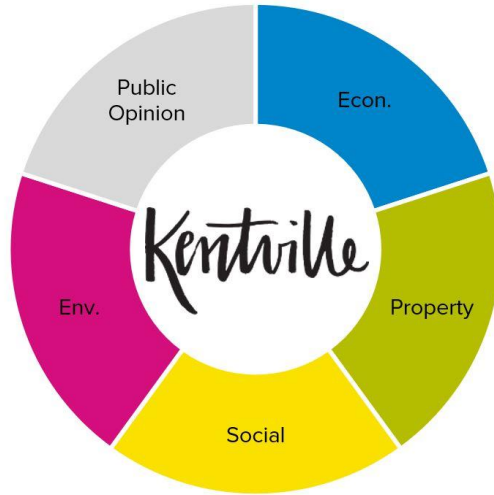
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- Debt of \$19,842 for a previously approved partially grant funded capital expenditures.

Town of Kentville Decision Wheel:





Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

September 2024

Programs and Operations

- **Development Permits:** 4 Development Permits were issued in the month of August and total estimated construction value was \$329,500.00
- **Subdivision Applications:** Planning and Development is currently reviewing one subdivision application.
- **Civic Addressing:** 2 new civic address requests were received by the department so far in September. 3 Civic address requests were completed in the month of August.
- **Planning Applications:** Proposals were introduced to the Council Advisory Committee and public participation meetings were held for the Brison Municipal Planning Strategy and Land Use Bylaw amendments as well as the COGs rezoning. With the Director role now filled, the expectation is that we will begin to process applications internally over the remainder of the year and going forward.
- **Temporary Full-Time position:** The Planning Dept will be welcoming a new employee on Sept 16th. The Full-Time temporary maternity-leave position will be filled for 6 months by Ben Croll. Ben has Development Officer experience and will be managing file intake, transitioning into the Development Officer role. Ben will also assist in the areas of GIS and Mapping.
- The department wishes to recognize and thank Matt Sheffield who filled our Planning Assistant role over the summer. Matt's work greatly helped the department through part of our current transition phase, and we all benefitted from and appreciated his dedication and positive attitude.

Festivals and Events

- Centre Square has hosted an increased number of events this season. In addition to Kentville's annual signature events, new events hosted in the Square included the Mom Market one Saturday each month, two DJ Jams, and the Holi Colour Festival hosted by the Sanskar Cultural Society. Another potential new event booking includes a Filipino Cultural Celebration tentatively booked for October.
- The Pumpkin People Festival will be held October 5-27th and our theme this year is "Game Night". The Pumpkin People will be here October 5th, ready to kick off the fun at Harvest Fest in Centre Square.

Projects

- **Housing Accelerator Fund – Round 2:** Completed a review of the 2024 program requirements with other staff, coordinated by Alisha Christie, towards the preparation of a new application.
- **Short-Term Rentals Program:** In keeping with the Province's recent short-term regulation changes, the Town developed a Proof of Compliance letter made available for short-term rental operators.
- **Blooms on the Block:** The Streetscaping and Beautification project is complete, and we are now in the maintenance phase. 16 Flowering Trees were installed in 5 locations around town in May. All trees are currently still surviving, and we look forward to the added blooms they will provide along the Apple Blossom Parade route this spring.
- Beautification project planning for next spring is underway now, and opportunities and options are being assessed for a few different areas in the downtown core. 2025 Beautification efforts downtown will include a focus on the addition of new street trees and flowering shrubs for the tree grates that were installed during the downtown sidewalk project, and for Centre Square. Vacant grates will also be re-populated in the spring.
- Benches and bike racks are awaiting installation, mapping of the intended locations is occurring now. Staff are aiming to have the assets installed over the next few weeks.
- **Centre Square Activation:** New surface mount pedestal style tables for Centre Square have been received and prep work is happening now to allow for installation. The new tables will allow for improved accessibility, easier maintenance less vandalism, and will be permanently secured in place.

Meetings/Training

- Various property owners and business liaisons regarding development permits and opportunities in the Town
- GMIST ACTivate Program Training is starting for the CEDO and will be completed December 2024.

Public Engagement

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

*Recognizing that regular monthly reports have not been submitted to Council since January 2024, with greater staff capacity, we will endeavor to have complete reports going forward.

Respectfully Submitted,

Darren Shupe

Director of Planning and Development

Lindsay Young

Community & Economic Development Officer



TO: Council Advisory Committee

SUBMITTED BY: Alisha Christie – Strategic Initiatives Coordinator

DATE: 09-09-2024

SUBJECT: Short-term Rental Provincial Regulation Changes

ORIGIN

In 2023, the Province of Nova Scotia announced that new regulations would be implemented for short-term rental accommodations in 2024 with the **intention to increase the long-term housing supply – given that many short-term rental units are eligible to provide long-term housing.**

The Province opened registration for the 2024-2025 season in mid-August, clearly directing all applications to be submitted by September 16th to allow ample time for the approval process. A fundamental regulation change is the requirement for short-term accommodation to submit documentation of compliance with municipal Land Use Bylaws. Accommodation registered before 2020 would have been required to do so under the Tourism Accommodation Act.

BACKGROUND

In late July 2024, the Province informed municipalities that the new regulations for short-term rentals, such as Air Bnbs, would take effect on September 30, 2024, and that many short-term rental accommodation not registered prior to then would not be able to operate. Provincial staff recognized that this accelerated process would affect municipal staff and operations.

The new regulations under the Short-term Rentals Registration Act include new requirements, host categories, rates and penalties.

Key Regulation Changes:

- all tourist accommodations and short-term rentals will be required to provide supporting documentation such as proof of compliance with municipal bylaws and, where applicable, written consent from the property owner(s) or condo board, and proof of primary residence
- annual registration rates range from \$50 to \$2,000 per unit depending on the accommodation type and location; higher rates apply to short-term rentals in areas where the need for housing is greater
- unregistered or non-compliant short-term rental operators may be subject to fines up to \$100,000.



How do the new regulations impact Kentville Short-term Rental Operators?

Currently, the Town of Kentville's Municipal Planning Strategy regulates Bed and Breakfasts and Inns; however, the regulations do not apply to other forms of short-term rental accommodations such as Airbnb, Vrbo, etc.

Short-term rental operators in the Town of Kentville still must provide proof of compliance with the Municipal Land Use By-law for registration. In collaboration with the province, staff have prepared a letter of compliance, which is available for short-term accommodation operators (see example form in Appendix A).

When staff or council receive community inquiries, individuals can be directed to Town Hall to collect a signed copy of the Proof of Compliance Letter for registration from the Kentville Planning Department. Signed copies are only available by contacting or coming into Town Hall.

Currently, no known Bed and Breakfasts or Inns are operating in the Town of Kentville. If a Bed and Breakfast operator or an Inn were to seek compliance, staff would need to ensure that the land use is appropriate through a zoning letter.

DISCUSSION

At this time, there is no request for decision for council. This report is provide for information purposes.

POLICY IMPLICATIONS

The Town of Kentville's Municipal Planning Strategy regulates Bed and Breakfasts and Inns however the regulations currently do not apply to other forms of short-term rental accommodations such as Air bnbs, Vrbo, etc.

BUDGET IMPLICATION

At this time, the updated Provincial Regulations do not result in budget implications.

RECOMMENDATION

No recommendation is needed at this time.



APPENDIX

Appendix A

Certificate of Compliance -
Operating a Short-Term Rental



PROOF OF COMPLIANCE WITH TOWN BYLAWS

August 8,2024

This is to confirm that the Town of Kentville has not adopted land use regulations that would prevent the operation of a short-term rental in a residential dwelling.

A short-term rental is considered any dwelling, accommodation, or room that is intended for temporary lodging and rented out for periods of 28 consecutive days or fewer at any point during the year.

In accordance with the *Short-term Rentals Registration Regulations* applicants are required to provide confirmation from the municipality that the accommodation the applicant seeks to register complies with applicable municipal land use by-laws.

EXAMPLE FORM



Town of Kentville



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of July and August 2024
Department of Parks and Recreation
Presented on September 9, 2024

Administration and Operations

- Amilia Smart Rec software has launched, which is a new software system for facility booking and registering for programs. In addition, we are excited to reintroduce our "Rec-Text" service, now integrated with the Amilia system.
- All summer staff have completed their employment
- Staff secured \$42,495 through Atlantic Canada Opportunities Agency for capital projects and operating expenses for trail development, bridge replacements, and signage in the Gorge.
- Staff secured \$5,000 from Communities Culture Tourism and Heritage for the Conditions Assessment and Feasibility Study. Also, staff secured \$10,000 from the same grant in 2023-2024 fiscal. Total \$15,000 in grant funding for the project.
- Local Pickleball Group raised \$360 for Spike Fund

Facilities and Operations

- Pool season has ended, and pool is closed
- A shade shelter at Walter Wood Playground has been constructed. Picnic tables on order for under shelter.
- Rotary Club of Kentville project is delayed, as the project costs are expected to be significantly higher than they had originally expected. Project is not expected to be started in the 2024 calendar year.
- Construction of the new stairwell to the Cenotaph has been delayed due to contractor not being able to complete work. Staff have contacted other bidders on the tender.
- Staff were approached by COG Developments Inc for partnership in developing a park in Hibou Court – Behind NSCC-Kingstec Campus
- Damage to concrete bridge along Ravine Trail, bridge is condemned
- Arena is scheduled to open September 23

Programs and Operations

- 2024 XCO/XCC National Championships was successful. Preliminary numbers indicate that the actual financial figures for the event were better than budgeted numbers.
- Staff were interviewed by the Valley Wire on the SHIFT program – “Good News Story Column.” Column was released on July 24, 2024

- Focus on SHIFT partnership, program design, facility access, etc.
- *Summer Programming Review*
 - Outreach staff planned and facilitated a total of 150 programs
 - 39 in June; 59 in July; 52 in August
 - The programs ran in partnership with SHIFT (Super Happy Interactive Fun Time) were some of our most successful
 - Adult Challenger Baseball, Play Zones, and Boccia were the targeted programming for SHIFT and always had attendance each week
 - Challenger baseball saw the most participation – this was new this year in partnership with Blue Jays Foundation
 - Tennis lessons - from July 8th until August 8th
 - 49 participants registered
 - Swim Lessons
 - 96 sessions offered between July-August, daily lessons 7 days a week
 - 261 registered participants - this includes group lessons, private lessons and parent & tot group classes
 - AquaFit Classes
 - 4 classes/week - Tuesday & Thursday
 - 88 registered participants
 - Swim With Dogs Event
 - Fundraiser with SPCA – 14 participants and their dogs enjoyed the pool on closing day.
 - Other- the pool schedule also included public swim, lane swims and adult only swims
 - Average daily attendance 70 participants
 - Summer Day Camps
 - Facility – Kentville Fire Hall
 - 4 weeks of programming
 - 101 total registered participants
 - **NOTE:** The Spike Fund program funds a number of individuals and families to access TOK summer recreational activities.
- Pumpkin People construction and organization is underway

Council Related

Kentville's Accessibility Committee:

- Nothing to report at this time.

Kentville's Active Transportation Plan:

- Nothing to report at this time.

Regional Recreation Complex:

- Nothing to report at this time.

Respectfully Submitted,



Craig Langille

Director of Parks and Recreation

Town of Kentville

Office of the Chief of Police

July 2024



Administration	Time	June 2024	July 2024
	Plate queries	1421	929
	Training hours	184	60
	Veh. Cks 11's	141	164
	SOT Tickets	38	26
	Foot Patrol Hours	206	110.5
	CC Charges	34	23
	Calls for service	292	291
Training	<ul style="list-style-type: none"> • C4CPJ Use of Force Instructor training • Firearms Training for new member 		
Meetings	<ul style="list-style-type: none"> • Municipal Chief's Meetings • Executive Leadership Meetings • Onboarding Virtual Reality Equipment • Camp Courage • CAC • BoPC Meeting • LETR Summer Games Opening Ceremony • Meeting with DOJ • Contract Meetings • Wellness Event 		
CCN	<ul style="list-style-type: none"> • Attended 8 Agency meetings, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court • Attended 8 Community Events • Received 10 referrals from KPS members/other Agencies • 35 meetings with clients • Attended 7 other calls and assisted members 		

	<ul style="list-style-type: none">• 11 other activities, i.e. First Responders Symposium, Interviews, Meeting with Chief• Assisting with the new recruit hiring process/Camp Courage, Wellness program events
Staffing	<ul style="list-style-type: none">• Short Constable positions (1 starting the end of July)



Kentville Police Service Bylaw Report July 2024

Municipal Bylaw Investigations	3
Loitering -Warnings	1
Assist Police	9
Taxi Inspections	0
Animal Control	0
Smoking-Charges	10
Smoking-Warnings	9
Parking-Charges	48
Parking- Warnings	47



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

September 9, 2024

Programs and Operations

- **Kentville Water Commission:** We received two proposals for the first year of a multiyear residential water meter replacement program. We anticipate the program will take five years to completely replace all of the old mechanical, manual read water meters with more accurate ultrasonic radio-read meters resulting in “true quarter” reads instead of the time-consuming manual reads twice a year and estimating the other two. We expected to replace approximately 280 meters this year, but the project came in under budget and we will be able to complete at least 380 replacements this year keeping us on track for the five-year replacement program.
- **Sanitary Sewer Area Service:** The Regional Forcemain Replacement Project managed by the Municipality of Kings is well under way with approximately 500m of the overall 1500m project now installed. The anticipated completion date is mid December barring any unforeseen complications. Director Matthews & I will be presenting the Sanitary Sewer Area Service Operating & Capital budgets later this evening.
- **Storm Water Management Master Plan:** We received five proposals for The Town wide Storm Water Management Master Plan and they were reviewed, evaluated and scored by the Engineering Department with the successful firm being Dillon Consulting Limited. Their proposal price was \$106,661 + HST. We were successful in securing \$50,000 in funding from the Provincial Flood Risk Infrastructure Investment Program (FRIIP) to help offset the cost of this important study.

Projects

- **Capital Works:** Many of our Capital Works Projects are either completed or well under way including such key projects as:

- COMPLETED (with minor deficiencies):
 - MacDonald Avenue Subdivision Street & Services Rehabilitation Project (Top Lift)
 - Elm Street Sanitary Sewer Replacement
 - Belcher Street Sidewalk Upgrade
 - PW Equipment Purchase (2-ton Plow/Salt/Dump truck & replacement pick-up truck)
- UNDER CONSTRUCTION:
 - Condon & Park Street Storm Sewer Project
 - Downtown Sidewalk / AT Project
- DESIGN / PRE-CONSTRUCTION:
 - D.E. Hiltz Road Project (Winter 2024 tender is anticipated)
- A replacement, higher capacity storm pump has been ordered for the storm system at the dyke near Shannex. This will allow us to send the original “non-rebuilt” pump away for recertification and upgrades for increased capacity, leaving a spare pump on the shelf once it is returned. We expect delivery of this new pump in the next few weeks.
- The catch basin at the corner of Palmeto & Park Street that has been a traffic/safety concern is scheduled to be replaced by a contractor in the next few weeks. This project requires coordination with NS Power to hold the nearby pole, traffic control to close the south lane of Park Street and a medium sized excavator, making it too complex for our own forces to do in house. As I’ve mentioned in the past, this is one of many galvanized steel catch basins or storm manholes built in the late 70’s / early 80’s that Public Works and hired contractors have replaced in recent years. We continue to see more failures of the dozens of remaining galvanized catch basins throughout Town resulting in holes in the asphalt next to the catch basin as the soil under the asphalt sifts into the failing catch basin. Between PW and hired contractors we will get the worst ones this construction season, but we will plan for a larger contracted replacement under the next multi year Capital Investment Program.
- **Public Washroom & Bike Shelter:** This project was tendered as a design-build project which included a small one compartment accessible washroom and a roofed over but open-air bike shelter. We only received one proposal at a cost of \$197,100 including the non-recoverable portion of the HST. The budgeted amount for this Capital project was \$80,000 so it has been shelved and alternative forms of construction are being investigated for next year including funding opportunities.
- **Webster Street Bike Lane:** Line Painting was refreshed, and delineators were reinstalled. Additional bike lane separators in the form of rectangular planters were

purchased under the ICIP/GIF and will be utilized starting next year improving both safety and beautification to the Downtown.

Public Engagement

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

Meetings and Events

- Bi-weekly Senior Staff meetings
- Multiple Special Council and PIM meetings in August
- Donald E. Hiltz Road – Multiple design review meetings

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



Town of Kentville
CAO Report to Council Advisory Committee
For the Months of July and August 2024
Presented on the 9th day of September, 2024

Administration and Operations

- Operations
 - Participated in various meetings/ presentations/ open houses/ activities regarding:
 - Hurricane preparedness
 - Regional Recreation Facility
 - Intermunicipal Services
 - Police union negotiations
 - Housing Accelerator Fund Round 2 application
 - Provincial Senior Official Orientation to Emergency Management
 - Emergency Alert System
 - Centre Square Security Concerns
 - Raquet Facility
 - HRIS My Way Payroll Implementation
 - Opening of Tiny Meadows
 - Funding Submission Preparation – July 11th Flood Damages

- Council Related
 - Attended various committee meetings.
 - Worked with staff preparing for post-election Council orientation
 - Liaised with staff/ consultants regarding planning matters

Respectfully Submitted,



Jeffrey Lawrence,
CAO



Town of Kentville
CAO Report to Council Advisory Committee
For the Month of July and August 2024
PRESENTED ON SEPTEMBER 9, 2024

Strategic Initiatives

- Review of new provincial short term rental regulations (see report)
- Research of rural tax rates and area tax rates to allow taxes and services on Harrington Road to be better aligned (see report)
- Staff worked on the next phase of the Canada Mortgage and Housing Fund grant application.
- Review of the town’s Housing and Minimum Standards Bylaw, including a jurisdictional review and bylaw review from other municipalities (see report)
- End of term review of Policy Statement G5 Council Remuneration, with recommendation of no change at this time.

Deputy Clerk

- Supported the planning department at public meetings (promotion, technology, streaming, and reporting)
- Review and revision of the Public Participation Policy regarding notification of neighbouring municipalities (see report)
- Staff released the annual residents survey to collect information about how municipal projects, programs, services and policies are benefiting residents.
- Staff are seeking feedback from residents about potential names for municipal assets such as future parks, trails and buildings in the town.

Municipal Election

- Staff made efforts to increase voter registration through online and post promotions, resulting in a significant increase in voter registration (according to the Returning Officer)
- Staff developed resources for prospective municipal Mayor and Council candidates
- Staff created an orientation schedule for the incoming Council, beginning in November and extended into 2025.

- Staff are working on promotion material for candidates once they are officially announced on September 11, including video introductions to each candidate, and a paper hanout with a briefing on each person.
- Staff continue to support the Returning Officer and the Assistant Returning Officer in their tasks.

Environment

- Staff continue to work with the town's Bird team working group on the designation application to Nature Canada, to make Kentville an officially Bird Friendly Town. This will include annual public engagement events, policy updates, and the naming of a Town Bird. The Bird Team met on September 5 to review this project.
- Staff were not able to accept a grant for a stormwater management project due to the change in grantor timelines and the new goal of creating a Stormwater Management Master Plan in 2025. Staff are reviewing other opportunities to help the town and residents become more resilient around extreme weather and flooding and have other opportunities and projects for 2025.
- The Quest Net Zero Accelerator program will launch in January 2025 with the new Council. This new timeline will allow staff to support the new Council and the new Environmental Planning Task Team to become established and familiar with this work.
- External staff from the Clean Foundation and the Community Climate Capacity project continue to be an extraordinary help to the town with all of these projects.

Equity, Diversity and Inclusion

- The Inclusion and Access Advisory Committee will meet in September to review the town's updated Accessibility Plan. The town's 2021 plan is required by the province to be reviewed and revised every four years. The committee will focus on this document until new resident and elected members are brought into the committee, starting in January 2025.
- The town's Diversity and Belonging Task Team has been meeting every month. Members are excited to be helping craft the town's first Anti-Rasicism policy, and anti-hate policy, as prescribed by the province. They are also looking forward to hosting a discussion or debate with municipal candidates in September, focusing on inclusion and diversity issues in the town.



TO: Council Advisory Committee

SUBMITTED BY: Alisha Christie – Strategic Initiatives Coordinator

DATE: 09-09-2024

SUBJECT: Rural Tax Rate Follow-up Report

ORIGIN

In October 2023, Mayor Snow proposed a Request for Decision (RFD) to Council regarding the establishment of a Rural Tax Rate for the Town of Kentville in accordance with MGA 73(2)(a). Following that, staff made a recommendation at the July 2024, CAC for Council to direct staff to develop and propose a Rural Tax Rate for the Town of Kentville.

This report will provide Council with a description of staff research on the topic and will outline the complexities of considering a Rural Rate Tax Rate within the Town of Kentville.

At this stage, staff wish to keep Council informed and are committed to further research to bring a recommendation to Council at the October 2024 CAC.

For reference, the July 2024 report is attached in Appendix A.

BACKGROUND

Per the MGA, various tax rate categories have been implemented in municipal jurisdictions throughout Nova Scotia. After receiving direction from Council to explore a Rural Tax Rate for the Town of Kentville, staff connected with other municipal units, including Halifax Regional Municipality (HRM), Cape Breton Regional Municipality (CBRM), Windsor West Hants, and provincial staff from the Department of Municipal Affairs and Housing, to seek feedback and prepare a proposed Rural Tax Rate.

After receiving Council directive and given Council’s questions regarding how a New Rural Tax Rate for the Town would impact new and existing properties beyond the properties in question on Harrington Rd. Staff initially considered an opportunity not to implement a ‘Rural Tax Rate’ but rather a **new Residential ‘Area Rate’** to thoroughly respond to Council’s request to ensure the new rate is specific to the geographical area of Harrington Rd. properties.

To do so, Staff researched the opportunity to have two Residential Tax Rates—Area Rate 01 and Area Rate 02—based on geographic locations. Area Rate 01 would be for all residential properties in Kentville except those southeast of the 101, while Area Rate 02 would be for the properties along Harrington Rd. Southeast of the 101.

The intention of this change would allow for Area Rate 01 to continue at the Town of Kentville Residential Base Rate, while the properties on Harrington Rd., Area Rate 02, would have the Municipality of Kings County Residential Base Rate.



From a staff perspective, the original idea of Two Area Rates showcased as a feasible opportunity to respond to Mayor Snows original RFD and acknowledge the anomaly that is the six properties on the other side of the 101 on Harrington rd., that are still within the Town of Kentville boundaries.

Though after further research, staff identified that the municipal jurisdictions that have implemented various Area Rates, did so during amalgamation processes. Within the municipalities, each Area Rate still had the same Base Residential Area Rate. This finding was further confirmed by provincial staff with Municipal Affairs and Housing.

In CBRM, HRM and Windsor West Hants, area rates recognize the variants in services within identified communities. The area rates often represent the boundary of previous municipal units. For example, the townships of Hantsport and Windsor now have their individual tax area rate after the amalgamation. However, as mentioned above the Area Rates are implemented in addition to a **uniform Residential Base Rate**.

This means, that if Council wishes to offer the properties on Harrington Rd, a match to the Base Residential Rate from the Municipality of Kings County, Council would need to change the Residential Base Rae for the entirety of the Town of Kentville. From there, the municipality can have Area Rates tat are defined within *Rural, Suburban and Urban*. However, all of which must have the same Residential Base Rate.

DISCUSSION

The current Town of Kentville Residential Base Rate includes various benefits for community members; 32% of Kentville taxes are allocated to external commitments and partnerships, e.g., Valley Waste, Kings Transit, and Provincial education, etc. and 68% of taxes are allocated for expenses, contracts, salaries, and commitments.

Residential Base Rates:

Town of Kentville	1.4262%
Municipality of Kings County	0.853%

At this stage, staff wish to complete further research on the manor to see what additional options are available regarding the residential taxes for the properties southeast of the 101 on Harrington Rd. Staff are committed to bring a follow-up report to Council at the October 2024 CAC.



TO: Council Advisory Committee

SUBMITTED BY: Alisha Christie – Strategic Initiatives Coordinator

DATE: 09-09-2024

SUBJECT: CMHC Housing Accelerator Fund 2.0

ORIGIN

In spring of 2023, the Canadian Mortgage and Housing Cooperation launched a new funding opportunity for municipalities across Canada, the Housing Accelerator Fund (HAF). Fund is an aspect of the [National Housing Strategy](#) and aims to support municipalities in removing barriers to housing development. The Fund aims to boost housing supply, while supporting affordable, diverse and climate-resilient communities.

BACKGROUND

As Council is aware, the Town of Kentville submitted a Housing Accelerator Fund Application in September of 2023 and received correspondence in February of 2024, that the application was not successful. The Town was acknowledged for its commitment to work toward rural solutions related to the need for affordable and attainable housing across communities.

As the focus on the need for housing is increasing, new funding opportunities become available for municipalities. Given the vast interest in the 2023 HAF application process, CMHC launched HAF 2.0 in July 2024. This fund opportunity invites only applicants who have previously applied for the HAF in 2023 and were not successful. One key change in HAF 2.0 is new requirements for applicants to uphold within the application Housing Action Plan.

HAF 2.0 requires Municipalities to submit Initiatives within their Housing Action Plan that represent the **CMHC Defined 10 Best Practices for Municipalities** (See appendix A). Staff have met with CMHC fund representatives and have completed extensive research during both the previous and current HAF process.

At this stage staff want to highlight a critical factor contributing to the 2024 Town of Kentville Housing Accelerator Fund application. CMHC staff have made it very clear that under best practice #1 End Exclusionary Zoning, highlights the opportunity to allow 4 units per residential lot as-of-right to support infill development in low-density neighbourhood's municipality-wide. After conversations with CMHC fund specialist, it was made very clear that allowing 4-units as of right across community was a high priority for funders and highly encouraged to municipal units.



This is direction is due to new Federal Government Housing Infrastructure Funding that will become available to municipalities in April 2025. The new funding will resemble the following:

2025 Canada Housing Infrastructure Fund (CHIF).

Fund Description:

To accelerate the construction and upgrading of housing-enabling infrastructure, including water, wastewater, stormwater, and solid waste infrastructure to support the construction of more homes and help improve densification.

Funding:

\$1B (over 8 years, starting in 2024-25) will be available through an intake administered by Housing, Infrastructure and Communities Canada (HICC) and aims to support priority infrastructure needs to enable more housing and affordability; and \$5 billion (over 10 years, starting in 2024-25) will be provided through agreements with provinces and territories to support long-term priorities. Provinces and territories will be required to dedicate 20% of this funding to projects in rural, northern and Indigenous communities.

Eligible Recipients:

Provinces and territories (Provincial/territorial agreement stream only), municipal or regional governments, public sector bodies, not-for-profit organizations, a private sector, for-profit body (if they are working in collaboration with an eligible public sector entity), and Indigenous proponents.

Conditions:

Provinces, territories and municipalities must commit to key actions that increase housing supply. Municipalities in provinces will be required to have adopted some actions prior to applying under either CHIF stream. These conditions do not apply to municipalities in territories.

- Require municipalities to broadly **adopt four units as-of-right** and allow more “missing middle” homes, including duplexes, triplexes, townhouses, and other multi-unit apartments.
- Implement a three-year freeze on increasing development charges from April 2, 2024, levels for municipalities with a population greater than 300,000.

Announced April 2024



DISCUSSION

Although the Town of Kentville was not successful in receiving HAF funding in 2023/2024, staff feel the HAF 2.0 funding is uniquely aligned with future funding avenues and creates the opportunity to set the required ground work in order to be eligible for funding such as the Canadian Housing Infrastructure Fund (CHIF). The fund could support projects such as the future development of the Donald E. Hiltz connector road and or other housing infrastructure projects.

Staff want to highlight that CHIF funding can support stormwater management projects, and therefore could help fund the Town of Kentville's 10 Year Stormwater Management Capital Plan a key priority for the Town and Council. However, **if the Town of Kentville has not prepared and met the conditions listed above, the municipality will be ineligible for the Housing Infrastructure funding.**

Therefore, staff took the opportunity to achieve not only the CMHC Best Practices for the HAF application, but also the condition requirements for the future CHIF funding in order to place the Town of Kentville at a state of readiness for future funding.

HAF application requires the submission of a Housing Action Plan. Rural municipalities must submit 5 initiatives that align them with the CMHC 10 Best Practices for Municipalities. At this stage, staff are sharing the Action Plan below for Council to review and approve at the September Council meeting.

May it be noted that the sitting Council will approval the Action Plan, while the incoming Council will likely approve the funding agreement. Staff are prepared to inform the incoming Council of Action Plan and share the history of the HAF process within the Tonw of Kentville.

See CMHC HAF 2.0 Housing Action Plan for the Town of Kentville on the following page.



Town of Kentville – HAF 2.0 Housing Action Plan

2025-2028

% of Annual Housing Supply Growth Rate without HAF	0.92%
% of Annual Housing Supply Growth Rate with HAF	1.35%
Increase in the housing supply growth rate aka Annual Growth Rate percentage change - Min. Target 10%	47.06%
Total number of permitted units	125

Housing Action Plan Initiatives:

Initiative 1: Enhanced Process Efficiency

- E-permitting
- In-house inspector
- Making permitting times public and evaluating for improvements

Initiative 2: Municipal-Owned Land for Affordable Housing

- Completing an inventory of municipal-owned land eligible for housing
- Creating the process to transfer land to not-for-profit housing providers
- Transfer land to housing providers

Initiative 3: End Exclusionary Zoning

- Allowing 4 units as-of-right in all zones
- Allowing Accessory dwelling units in the R2 zone

Initiative 4: Eliminate Parking Restrictions

- Eliminate Parking restrictions in the C1 zone

Initiative 5: Eliminate Restrictions and Add Flexibility

- Update policy to eliminate amenity space requirement for C1 zone to reduce vacancy in buildings eligible for residential use
- review of minimum lot frontage



POLICY IMPLICATIONS

Yes, there are multiple updates and amendments required for the Municipal Planning Strategy over three years included in the Housing Action Plan Above.

BUDGET IMPLICATION

Based on unit calculation, the application could result in 2.0 million dollars over three years to implement the Housing Action Plan within the Town of Kentville. The amount of funding is offered during a funding agreement between CMHC and TOK. At that stage the Housing Action Plan can be negotiated based on available funding.

RECOMMENDATION

Recommended Motion:

That Council approves the Housing Accelerator Fund 2025/2028 Housing Action Plan for the Town of Kentville.



[SAVE](#)

[SHARE](#)

10 updated Housing Accelerator Fund best practices

Explore the 10 best practices from successful Housing Accelerator Fund applications.

Updated July 2024



We've updated the 10 best practices from successful [Housing Accelerator Fund](#) applications!

Only applicants who weren't approved in the 2023 application window can apply for funding from this round of the Housing Accelerator Fund. If you are eligible and reapplying, use this information to guide your application.

We encourage all municipalities to explore these proven strategies and integrate them into their plans to help boost housing supply and affordability.

10 Housing Accelerator Fund best practices

1. **End exclusionary zoning**
 2. **Make municipally owned lands available for housing**
 3. **Increase process efficiency**
 4. **Prioritized/enhanced development approval process**
 5. **Comprehensive review of development charges and fee schedules**
 6. **Reduce or eliminate parking standards**
 7. **Eliminate restrictions**
 8. **Develop affordable housing community improvement plans**
 9. **Design and implement guidelines**
 10. **Develop grant programs**
-

1. **End exclusionary zoning**

- Stop low-density zoning and regulation that excludes housing types, such as affordable and social housing and which limits the variety of housing typologies in residential areas.
- Encourage mixed-use and high-density residential development by allowing as-of-right zoning within proximity to urban centres and rapid transit.
- A proactive approach includes adopting by-laws with as-of-right zoning measures to increase height and density.

Additional guidance for applications to the second round of the Housing Accelerator Fund – successful implementation strategies from the initial application window.

- Allow 4 units per residential lot as-of-right* to support infill development in low-density neighbourhoods municipality-wide (**minimum program requirement for Large/Urban stream**).
- Increase as-of-right building height and density near transit to a minimum of 4 storeys within 800 metres of main transit routes, increasing to high-density development near high-frequency rapid transit (**strongly recommended for Large/Urban stream**).
- Increase as-of-right height and density near post-secondary institutions to a minimum of 4 storeys (**strongly recommended where applicable**).
- Expand as-of-right permissions for corner lots and large lots by allowing 6 to 8 units per lot, for example.
- Expand as-of-right permissions in urban cores and along key corridors to promote mid-rise development.
- Expand mixed-use zoning to increase housing options in commercial areas and near services and amenities.
- Assess infrastructure capacity and review policies such as fire flow requirements and on-site stormwater management to promote infill and higher-density development.

**As-of-right zoning (also known as pre-zoning) improves predictability and shortens approvals timelines by removing the need for rezoning applications*

2. **Make municipally owned lands available for housing** through strategies such as disposition, acquisition and/or pre-development.
 - Complete an inventory and assessment of surplus and underused municipal land.
 - Develop policies and guidelines to allow the municipality to acquire strategic land parcels for redevelopment, including affordable housing.
 - Pre-zone and/or pre-service priority sites to facilitate as-of-right redevelopment.
 - Engage the private sector and non-profit housing providers on acquisition and partnership opportunities.
 - Consider long-term lease strategies to non-market housing providers as an alternative to disposition.
 - Develop a framework for co-locating community facilities and housing.

3. **Increase process efficiency** by implementing new technologies or software to speed up development approvals, such as e-permitting.
 - Expand e-permitting to all development and building permit types (**strongly recommended**).
 - Develop systems to monitor and publicly report on application processing times, with emphasis on continuous assessment and improvement (**strongly recommended**).
 - Digitize case management and automate workflows to speed up reviews.
 - Expand delegation of authority to staff for development permits and minor variances based on established thresholds or parameters.
 - Leverage digital tools like artificial intelligence (AI) and automated compliance checks to focus internal resources on more complex development applications.
 - Digitize regulations and bylaws to support future iterations of e-permitting.
 - Consider building information modeling (BIM) and 3D digital twins to support long-term land use and infrastructure planning.

4. **Prioritized/enhanced development approval process** for rental and affordable housing.
 - Fast-track development and building permit reviews for non-market housing and purpose-built rental developments.
 - Eliminate rezoning, public hearing and urban design review panel requirements for affordable housing municipality-wide.
 - Increase as-of-right density permissions for affordable housing.
 - Implement inclusionary zoning to require a minimum number of affordable units in new developments near transit.
 - Consider rental-only zoning.
 - Create a concierge service to help non-profit providers navigate the development and building permit process.

5. **Comprehensive review of development charges and fee schedules** including waivers for affordable housing.
 - Ensure that development and amenity charges are clear, transparent and pre-determined (not subject to negotiation).

- Waive application and/or permit fees for priority housing types including non-market housing and/or purpose-built rentals.
- Reduce or eliminate development cost charges for non-market affordable housing.
- Implement disincentives or other strategies to encourage development of vacant, underdeveloped or idle land.

6. **Reduce or eliminate parking standards** to increase project viability, density and reduce carbon footprint.

- Eliminate minimum parking requirements near rapid transit and in downtown centres.
- Reduce or eliminate parking requirements for accessory dwelling units and multiplexes.
- Implement policies to reduce car dependency and promote active transportation, such as bike parking and storage and car sharing.

7. **Eliminate restrictions and add flexibility** related to height, setbacks, building floor area and other regulations to allow greater variety in housing types and density, including accessory dwellings.

- Reduce and streamline urban design guidelines such as height restrictions, visual character requirements, view cones, setbacks and angular planes to support higher density and improve project viability.
- Increase allowable floor area (FAR/FSR) for new developments.
- Update policies to facilitate the conversion of vacant and underused commercial properties to residential and mixed-use.
- Explore form-based zoning as an alternative approach, that focuses on the form and scale of residential buildings in relation to the lot. This approach focuses on the physical characteristics of the building instead of the number of dwellings inside the building.

8. **Develop affordable housing community improvement plans** or strategies/plans for the rapid deployment of affordable housing.

- Develop an affordable housing strategy or Community Improvement Plan (for Ontario municipalities).
 - Introduce or enhance density bonusing policies to allow increased density in exchange for affordable housing and/or community amenities.
 - Ensure the affordable housing strategy links together all available tools. These include zoning reform, municipal lands, regulatory and process improvements, fee reductions and financial incentives (see other Best Practices). This comprehensive approach makes it easier and faster to develop affordable housing.
9. **Design and implement guidelines** or pre-approved building plans for missing middle housing or specific accessory dwelling such as laneway housing or garden suites.
- Develop design guidelines for low-rise infill developments including accessory dwelling units and multiplexes to support as-of-right zoning permissions.
 - Develop and/or promote standardized designs and pre-reviewed building plans, including the adoption of the federal design catalogue.
 - Introduce a fast-tracked review process for standardized designs to allow projects to proceed directly to building permits.
 - Expand certified model programs to include additional low-rise building types such as multiplexes, row houses and townhomes.
10. **Develop grant programs** encouraging the development of housing types that align with the Housing Accelerator Fund such as missing middle, row homes, purpose-built rental and/or that promote innovative construction techniques.
- Develop incentive programs to promote construction of accessory dwelling units, suites and other missing middle housing types.
 - Offer incentives to enable the conversion of vacant or underused non-residential buildings to housing.
 - Promote innovation through incentives for pre-fabricated, modular housing and mass timber construction.
 - Introduce targeted financial incentives for affordable housing and purpose-built rentals.

Note: Provincial enabling legislation may be required to fully implement certain measures such as eliminating rezoning requirements for affordable housing, inclusionary zoning, rental-only zoning and development charge waivers. In these cases, we encourage municipalities to ease planning and approval processes to the greatest extent possible. This includes eliminating public hearings and urban design review panels for affordable housing.



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The logo for Canada, featuring the word "Canada" in a serif font with a small crown above the letter 'a'.



TO: Council Advisory Committee

SUBMITTED BY: Alisha Christie – Strategic Initiatives Coordinator

DATE: 09-09-2024

SUBJECT: Housing and Minimum Standard By-Law

ORIGIN

On various occasions, Council has referenced the Town of Kentville’s **Housing and Minimum Standards By-law** and explored whether specific events are enforceable under the existing by-law. Both staff and Council have completed independent research, and staff have created the following report to outline council specifics on what is enforceable under the existing by-law and provide council with a **recommended motion to direct staff to initiate a Repeal and Replace Process** to update the existing by-law to ensure Kentville remains current with emerging trends and approaches to minimum standards that maintain safety and heritage and are further adapted to environmental steward opportunities.

BACKGROUND

Minimum Standard By-laws are intended to ensure that buildings are maintained to the standard by **which they were required to be built**. All renovations, new construction, repairs to existing buildings, and replacement of structures, such as decks, must meet current code requirements and require permits or the by-law. Depending on the municipality, Minimum Standard By-laws may also include standards for which yards are to be maintained within town limits. The bylaw is enforceable and supports conversations with property owners and residents regarding property maintenance throughout the community.

By ensuring the minimum standards, the Town can better support residents with the commitment to adequate and appropriate housing within the community.

In addition to dwelling standards, Kentville’s by-law includes minimum standards for the property surrounding the residential units. Similar standards are set in neighbouring municipalities, including Wolfville and Shelburne (see Appendix A for comparison). Additionally, a copy of Kentville’s current bylaw is included in Appendix B; within the bylaw, Council can reference existing enforceable measures, including but not limited to non-habitable rooms, yards, minimum space and room dimensions, sewage and drainage, etc.

Previously, after receiving community correspondents, Council has requested clarity on how the existing Minimum Standards By-law impacts yard maintenance and frontage space within community. The Town of Kentville’s By-law outlines the following:



6. (1) YARDS

Yards shall be kept clean and free from thistles and noxious weeds

(2) SEWAGE AND DRAINAGE

(a) Sewage or organic waste shall be discharged into the Town sanitary sewer system where available, otherwise into a private sanitary sewer approved by the Board of Health.

(b) Adequate surface water drainage shall be provided over the whole area of the property together with suitable arrangements for its disposal without erosion.

(3) WALKS, STEPS, DRIVEWAYS AND PARKING AREAS

Steps, walks, driveways and parking areas and similar areas of a yard shall be maintained to afford safe passage under normal use and weather conditions.

(4) GARBAGE ENCLOSURES

Every building shall be provided with a garbage enclosure which shall be maintained in a clean and sanitary condition.

(5) ACCESSORY BUILDINGS

Accessory buildings shall be maintained in good repair and free from hazards or conditions which may affect health or cause fire or accidents.

In some municipal jurisdictions, yards are also reflected in a complimentary By-Law entitled "Clean Yards" or "Yard By-Law."

DISCUSSION

The Town of Kentville Housing and Minimum Standards bylaw was written in 1981 and has undergone minor updates. Given the changes in the community since the approval date, staff see an opportunity to implement multiple updates to the existing bylaw to ensure that Kentville remains current with emerging trends and approaches to minimum standards that maintain safety and heritage and are further adapted to environmental steward opportunities.

Staff are requesting a decision from the council to initiate a *Repeal and Replace* process for staff to draft a new Housing and Minimum Standards By-Law for the Town of Kentville

POLICY IMPLICATIONS

To Repeal and Replace the existing Housing and Minimum Standards By-law, staff would prepare an updated version of the existing By-law that would clearly state that the previous By-law is no longer in effect. The process will still require a first reading, a notice of intent to consider, a second reading, an advertisement of the passage of the bylaw and a mailing of the updated certified copy of the bylaw to the Minister of Housing and Municipal Affairs

BUDGET IMPLICATION

At this time, a bylaw update of the Town of Kentville's Minimum Housing and Maintenance Standards By-law has no budget implications.



RECOMMENDATION

Recommended Motions:

That Council Direct Staff to initiate a Repeal and Replace process for the existing Housing and Minimum Standards By-law



ATTACHMENTS

Appendix A

Overview of Municipal Minimum Standard Bylaws

Municipality	By-Law	Highlights
Town of Amherst	Bylaw (P-4)	<p>Minimum yard standards are included under Section 6(5) - Fire Protections</p> <p><i>All yards shall be kept clean and free of all debris, tall grass and weeds for a distance of at least 2 meters from any residential building.</i></p>
Town of Antigonish	Bylaw 103	There is no mention of the minimum yard or property standards
Cape Breton Regional Municipality	Bylaw M-100	<p>There is no mention of the minimum yard or property standards</p> <p>In-depth details of expected minimum standards</p>
Halifax Regional Municipality	Bylaw M-200	
Town of Shelburne	Bylaw 55	There is no mention of the minimum yard or property standards
Town of Stellarton	Bylaw 18	<p>In reference to yards, It has the exact definition as Kentville:</p> <p><i>Section 4 - Yards</i> <i>Yards shall be kept clean and free from all debris, thistles and noxious weeds.</i></p>
Windsor West Hants Regional Municipality	Bylaw 36	
Town of Wolfville	Bylaw 046	<p>Most robust minimum land and grounds standards</p> <p>Section 5 General Property Standards</p> <p>1) Grounds and Lawns</p> <p>(a) Property and the general landscaping of a property shall be maintained in a clean and tidy condition and</p>

		<p>shall not be unsightly in relation to neighboring properties.</p> <p>(b) Without limiting the generality of paragraph</p> <p>5(1) (a), the following standards shall apply to land:</p> <ul style="list-style-type: none"> (i) Any vehicle, trailer, boat, furniture or equipment that is discarded, derelict, dismantled, or in an abandoned condition shall not be parked, stored or left on land. (ii) Lawns, hedges, bushes and landscape plantings shall be maintained to prevent them from becoming overgrown or unsightly. (iii) Property shall be maintained free of rubbish and debris. (iv) Any furniture that is designed and manufactured for indoor use shall not be placed outside of a dwelling. (v) Appliances including, but not limited to, refrigerators, stoves, and freezers shall not be left in yards, interior stairways, or hallways and shall not be used as placed of storage. <p>(b) Nothing in this bylaw shall prevent a building owner from establishing vegetable gardens or other non-conventional landscape treatments such as tall ornamental grasses and perennial flowers, provided that such installations are appropriately maintained and tended commensurate with a residential setting.</p> <p>2) Walks, Steps, Driveways & Parking Areas</p> <p>(a) Steps, walks, driveways, and parking areas and similar areas of a yard shall be maintained to:</p> <ul style="list-style-type: none"> (i) afford safe passage under normal use and weather conditions, (ii) keep the surface free of loose, unstable or uneven surfaces, (iii) keep the surface free of water ponding.
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TOWN OF KENTVILLE BY-LAW
CHAPTER 41
MINIMUM HOUSING AND MAINTENANCE STANDARDS BY-LAW

1. Every owner of a building in the Town of Kentville shall maintain the building in accordance with the standards set out in section 6,7 and 8 of this Bylaw.
2. Every occupant of a dwelling in the Town of Kentville shall maintain that portion of the dwelling within his exclusive possession in accordance with the standards in sections 6 and 9 of this Bylaw.
3. Every erection, repair or alteration made to any building in the Town of Kentville shall comply with the provisions of the Building Bylaw.
4. The standards of this Bylaw are minimum standards and this Bylaw shall not be construed so as to lessen the requirements prescribed for buildings, construction repairs, alterations or any other thing contained in any other Town of Kentville Bylaw.
5. In this Bylaw:
 - a. "accessory building" means a detached subordinate building or structure on the same lot as the main building;
 - b. "alter" means to change the structural component of a building or to increase the volume of a building;
 - c. "building" includes any structure, whether temporary or permanent, used or built for the shelter, accommodation or enclosure of persons, or part thereof;
 - d. "building inspector" means the building inspector of the Town of Kentville;
 - e. "Council" means the Council of the Town of Kentville;
 - f. "dwelling" means any building, part of a building, trailer or other covering or structure, the whole or any portion of which has been used, is used or is capable of being used for the purpose of human habitation with the land and premises appurtenant thereto;
 - g. "dwelling unit" means a room or suite of rooms occupied or capable of being occupied as an independent and separate housekeeping establishment;
 - h. "exclusive possession" means the occupancy of a dwelling by other than the owner by notice of a written lease or by notice of the consent of the owner;

- i. "habitable room" means any room in a dwelling unit used or intended to be used for living, sleeping, cooking or eating purposes;
 - j. "non-habitable room" means an area of a building other than a habitable room in a dwelling or dwelling unit and includes the following:
 - i. a bathroom or shower room;
 - ii. a toilet room;
 - iii. a laundry room;
 - iv. a boiler or furnace room;
 - v. a pantry;
 - vi. a closet;
 - vii. a corridor or hall;
 - viii. a foyer;
 - ix. a stairway;
 - x. a lobby;
 - xi. a recreation room used as a common room for all tenants in a building, or other space used for access, service or maintenance of the dwelling.
 - k. "occupant" means any person over the age of nineteen years in possession of the property;
 - l. "owner" includes:
 - i. a person who is entitled to possession as tenant in fee simple;
 - ii. a mortgagee in possession;
 - iii. where the mortgagee of land is not in possession the person entitled to the equity of redemption;
 - iv. a person managing or receiving the rent of the land or premises, whether on his own account or as agent or trustee of any other person;
 - v. a person who is assessed for the building on the assessment roll of the Town as of the date of alleged violation.
 - m. "person" includes any person, male or female, and any body corporate and any partnership;
 - n. "repair" includes the taking of such action to bring any property under the jurisdiction of this Bylaw up to the standards set by this Bylaw;
 - o. "smoke detector" means a device for sensing the presence of visible or invisible particles produced by combustion and automatically initiating a signal indicating this condition;
 - p. "yard" includes an unoccupied space on the same lot with a building extending along the length of the street, rear lot line or side lot lines.
6. (1) YARDS
Yards shall be kept clean and free from thistles and noxious weeds.
- (2) SEWAGE AND DRAINAGE
- (a) Sewage or organic waste shall be discharged into the Town sanitary sewer system where available, otherwise into a private sanitary sewer approved by the Board of Health.
 - (b) Adequate surface water drainage shall be provided over the whole area of the property together with suitable arrangements for its disposal without erosion.

- (3) WALKS, STEPS, DRIVEWAYS AND PARKING AREAS
Steps, walks, driveways and parking areas and similar areas of a yard shall be maintained to afford safe passage under normal use and weather conditions.
- (4) GARBAGE ENCLOSURES
Every building shall be provided with a garbage enclosure which shall be maintained in a clean and sanitary condition.
- (5) ACCESSORY BUILDINGS
Accessory buildings shall be maintained in good repair and free from hazards or conditions which may affect health or cause fire or accidents.

STANDARDS FOR DWELLINGS AND DWELLING UNITS

- 7. (1) FOUNDATIONS
Foundations shall be masonry, concrete or other acceptable material and designed to adequately support the loads imposed and provide a normally dry basement or crawl space. Foundations shall be free of open cracks and defective mortar joints or masonry.
- (2) BASEMENTS AND UNHEATED CRAWL SPACES
Every basement, cellar, crawl space and similar space shall be adequately ventilated to the outside air and adequately drained.
- (3) STRUCTURAL SOUNDNESS
Structural components of a dwelling unit shall be free from serious deterioration, loose jointing, sagging or bulging and shall be capable of sustaining safely the weight of the dwelling unit and any load to which it may be normally subjected.
- (4) DAMPNESS
The interior floors, ceilings and walls shall be kept free from dampness arising from the entrance of moisture through an exterior wall or roof or through a cellar, basement or crawl space floor.
- (5) PEST PREVENTION AND CONTROL
A dwelling unit shall be kept free of rodents, vermin and insects at all times, and appropriate extermination measures shall be taken as necessary.
- (6) ENCLOSED SPACE ACCESS - ACCESS AND VENTING
An access opening of at least one foot eight inches (1'8") by two feet four inches (2'4") shall be provided, when required, to attics, crawl spaces and other enclosed spaces. Where mechanical equipment is enclosed the access opening shall be sufficiently large to permit the removal and replacement of equipment. Enclosed attic, roof and crawl spaces shall be vented to the exterior.
- (7) FLOORS
Every floor shall be reasonably level and smooth and maintained in good condition. Resilient or non-absorption floorings or the equivalent shall be provided in bathrooms, kitchens and laundry rooms. Where flooring has become worn, damaged, cracked or holed or is an accident hazard it shall be repaired, replaced, or removed.
- (8) EXTERIOR WALLS

Exterior walls and their components shall be adequate to support the loads imposed upon them and shall be maintained to prevent their deterioration due to the weather or insects. All exterior walls shall have an acceptable cladding or covering, free of holes, cracks, or excessively worn surfaces, to prevent the entry of moisture into the structure and provide reasonable durability.

(9) INTERIOR WALLS AND CEILINGS

Every wall and ceiling finish shall be maintained in a clean condition free from holes, loose coverings or other materials or defects which may increase the spread of fire. Where fire resistant walls exist between separate dwelling units, they shall be maintained in a condition which retains their fire resistant quality. Load bearing walls or columns shall be adequate to support the loads imposed upon them.

(10) ROOFS

All roof construction components shall provide adequate support for all probable loads, and form a suitable base for the roof covering. A roof including the fascia board, soffit, cornice and flashing shall be maintained in a watertight condition so as to prevent leakage of water into the dwelling.

(11) DOORS

Existing doors and frames shall be in sound condition and operate satisfactorily. Entrance or exterior doors in dwelling units shall be capable of being locked from both inside and outside.

(12) WINDOWS

Windows including hardware shall provide acceptable light and ventilation, operate satisfactorily and be in an acceptable condition with no loose glass, defective putty or hardware, sashes and frames to be in sound condition.

(13) PORCHES, STAIRS AND BALCONIES

Every porch, stairway or balcony in or appurtenant to a building shall be maintained in good repair, free from holes, cracks, excessive wear and defects which constitute a safety hazard. Stairs and balconies to have appropriate handrails or safety rails of at least three feet high.

(14) EGRESS

Every dwelling or dwelling unit within a building shall have a safe, continuous and unobstructed passage from the interior of the dwelling or dwelling unit to the exterior and shall not pass through a room contained in another dwelling.

(15) HEATING

Every dwelling or dwelling unit shall be equipped with a suitable heating system capable of maintaining an indoor temperature of 21 °C.

The heating system shall be maintained in good working condition so as to be capable of heating the dwelling unit safely to the required standard. Where a heating system or part thereof or any auxiliary heating system or unit burns solid or liquid fuel, a place or receptacle for storage of the fuel shall be provided and maintained in a convenient and safe location free from fire and accident hazards. Fuel fired heating appliances shall be located in areas and locations so as not to create a fire or accident hazard or obstruct an egress from a dwelling or dwelling unit. Chimneys, smoke pipes, connections, etc. shall be maintained in good working order and be capable of conveying spent gases to the exterior of the building safely.

(16) ELECTRICAL SERVICES

Electrical facilities shall comply with the standards of the Canadian Electrical Code, as set out in the National Building Code, 1980, or as from time to time amended, which forms part of the Building Bylaw of the Town of Kentville.

(17) PLUMBING

All plumbing, pipes, fixtures, etc. shall be in sound condition. All water pipes and appurtenances thereto shall be protected from freezing. The plumbing system shall provide satisfactory hot and cold water supply, drainage, venting and operation of fixtures.

(18) LIGHT AND VENTILATION

- a. Every habitable room shall be provided with one or more windows facing directly on a street, yard or court, or a system of mechanical ventilation acceptable to the building inspector may be used in lieu of such window or windows.
- b. Every bathroom or room containing a toilet or urinal shall be provided with ventilation by means of one or more windows facing upon a street or court or yard or airwell, or by means of one or more windows opening into a vent shaft which extends to and through the roof or into a court, yard, or airwell; by means of a separate duct or noncombustible material not less than twelve square inches in cross-section, which extends independently of any duct used for other purposes, to and through the roof, or by ventilating sky light, or by such other approved means of mechanical ventilation approved by the building inspector.
- c. The aggregate area of glass in windows required in all rooms shall not be less than eight percent of the floor area of the building.
- d. All windows required by this Bylaw for purposes of ventilations shall be capable of being opened to an extent of at least thirty percent of the glass area required for such windows. Nothing in this clause, however, shall be deemed to require double windows or storm windows to be installed so as to permit them to be open as herein provided, unless such ventilation is required by the building inspector.

(19) TOILET, KITCHEN AND BATHROOM FACILITIES

Every dwelling unit shall be provided with at least one kitchen sink, water closet, wash basin and bathtub or shower, connected to a piped supply of potable water and an acceptable means of sewage disposal.

(20) BATHROOMS AND TOILET ROOMS

All bathrooms and toilet rooms shall be located within easy access to the building and shall be fully enclosed and have a lockable door to provide privacy, where accessible to the public. Where practicable, a wash basin shall be located in the same room as the water closet.

(21) KITCHENS

Every dwelling unit shall contain a kitchen area equipped with a sink, served with hot and cold running water, storage facilities and a counter top work area. Space shall be provided for a stove and a refrigerator.

GENERAL

8. (1) SHARED FACILITIES

Where a building contains more than one dwelling unit and heating, storage, refuse disposal and other facilities are shared, renovations, alterations and repairs shall satisfy the requirements of the National Building Code, 1980 edition, or as from time to time amended, which forms part of the Building Bylaw of the Town of Kentville.

(2) FIRE PROTECTION

All construction materials shall satisfy the requirements of the Residential Standards of the current edition of the National Building Code forming part of the Building Bylaw of the Town of Kentville in order to retard the spread of fire and prevent the passage of flame, smoke and hot gases through open or concealed spaces within the building. Sufficient exits from the building shall be provided to assure safe egress in case of fire.

(3) SMOKE DETECTORS

- a. smoke detectors bearing the label or marking of ULC (Underwriter's Laboratories of Canada) shall be installed in each dwelling unit;
- b. smoke detectors within dwelling units shall be installed between each sleeping area and the remainder of the dwelling unit; where the sleeping areas are served by hallways the smoke detector shall be installed in the hallway;
- c. smoke detectors shall be installed on or near the ceiling in conformance with acceptable installation instructions;
- d. smoke detectors shall be installed with permanent connections to an electrical circuit or may be battery operated or may be connected to an electrical circuit with battery operated backup.

OCCUPANTS STANDARDS

9. (1) All parts of a building which are occupied by a person other than the owner as defined herein and which are in exclusive possession of the occupant as defined herein, shall be kept free from rubbish, garbage and other debris, objects and conditions that are health, fire or accident hazards.
- (2) All garbage, rubbish and other debris shall be placed in suitable wetproof containers, properly fastened and stored in garbage enclosures provided by the owner. Loose papers shall be bundled and tied so that they can be easily handled and not blow away.
- (3) The occupant of a dwelling unit shall maintain a safe, continuous and undisturbed passage from the interior of the dwelling unit to the exterior of the dwelling unit.
- (4) Cooking, heating and domestic hot water equipment owned and installed by the occupant shall be maintained in good working order and repair.
- (5) The occupant shall not use any area of the dwelling unit under his care or control for sleeping purposes which is a non-habitable room
- (6) The occupant shall not prepare or store food in a room containing a urinal or water closet.
- (7) **MINIMUM SPACE AND ROOM DIMENSIONS**
No part of a dwelling except an habitable room as defined herein shall be used for sleeping purposes. A room used for sleeping purposes shall have a floor area of at least sixty square feet and shall have at least forty square feet of floor area for each occupant of the age of twelve and over and at least twenty-five square feet of floor area for each occupant under the age of twelve years occupying such rooms provided.

ENFORCEMENT

10. (1) Whenever the building inspector determines that there are reasonable grounds to believe that there has been a violation of any of the provisions of this Bylaw, he shall give written notice of such alleged violation to the owner or occupant as the case may require of the dwelling or premises containing such violation as hereinafter provided. Such notice shall:
 - a. contain a statement of the point or points of non-compliance with this Bylaw and
 - b. fix a period of time in which such owner or occupant as the case may require must complete whatever remedial action is necessary to eliminate the point or points of non-compliance with this Bylaw and if the remedial action is completed within the required time, then the non-compliance with this Bylaw shall not be an offence.
- (2) In the event of the failure of the owner or occupant so served with notice from the building inspector to remedy the violation described in the notice within the fixed time period, the council may instruct the

Clerk to serve notice on the owner or occupier requiring him to remedy the violation described in such notice within thirty days after service. If no owner of any building or structure in respect of which any such contravention or failure to comply is taking place, or has taken place, can be found within the town, the town council may post, or may cause to be posted, a notice of such contravention or failure, and of the intention to take proceedings in respect thereof, upon such building or structure, and at the expiry of ten days from the first day of such posting any proceedings in respect thereof may be had and taken ex parte.

- (3) In the event of the failure of the person so served with notice to remedy the violation within thirty days after such service, the person shall be liable upon conviction to the penalties provided by Section 228 and to the provisions of Section 229 and 231 of the Towns Act.

2. ASSOCIATED DOCUMENTS

6.0 CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law: November 3, 1981

Date of mailing to Minister a certified copy of By-Law: November 2, 1981

I certify that this Minimum Housing Bylaw – Chapter 41 was adopted by Council and published as indicated above.



CAO Mark Phillips

*Effective Date of the By-Law unless otherwise specified in the By-Law

TO: Mayor Snow and Members of Council

SUBMITTED BY: Jeffrey Lawrence, CAO

DATE: September 9, 2024

SUBJECT: Amendment to Policy Statement G62,
Public Participation Policy (Planning)

ORIGIN

During the February 26th 2024 meeting of Town Council, Council approved second reading of changes to the Municipal Planning Strategy proposed by the consulting Planner firm C+D Consulting. Part of this recommendation included a policy change for the public participation in cases where a property is near or abutting the municipal boundary to the County of Kings.

BACKGROUND

Policy Statement G62 outlines the process of a public information meeting and advertisements when there is a proposed change to the Municipal Planning Strategy or the Land Use Bylaw. The policy was made in 2012 however recent changes to the provincial Municipal Government Act around planning issues indicated that notification of adjacent municipalities should be included in this kind of policy.

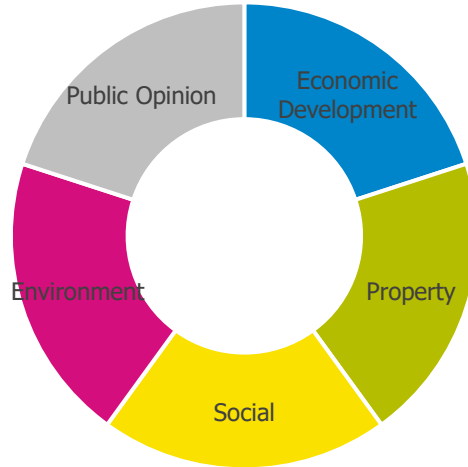
ATTACHMENTS

Proposed Policy Statement G62 Public Participation Policy (Planning)

RECOMMENDATION

That Council approve the suggested changes to Policy Statement G62 Public Participation Policy as per recommendations from staff and provincial legislation.

Town of Kentville Balanced Decision Making





Town of Kentville Policy Statement G62 Public Participation Policy (Planning)

1.0 Purpose

2.0 Definitions

“Planning document(s)”

- A municipal planning strategy and a land use bylaw to carry out the municipal planning strategy;
- An amendment to a municipal planning strategy and land use bylaw; amendment to carry out the municipal planning strategy amendment, and
- A subdivision bylaw and an amendment to it

3.0 Scope

4.0 Procedures

For any new Municipal Planning Strategy and concurrent Land Use Bylaw approvals, or amendment thereto; or any new Subdivision Bylaw, or amendment thereto, one Public Participation Meeting shall be held (before placing the first notice for a public hearing). The date and time for the meeting and a description of the proposed planning document shall be advertised in the local newspaper once a week for two consecutive weeks, the first ad to appear at least fourteen (14) clear days prior to the meeting.

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

A notice of the meeting will be posted at the Town Hall on or before the date of the first newspaper advertisement of the meeting.

The meeting shall be open to all members of the public and may include a staff presentation, open house or workshop style gathering and shall allow the public to ask staff or Councilors, if present, questions and to make a presentation to staff of no more than 10 minutes.

Town of Kentville, Policy G62: Public Participation Policy

The purpose of the public participation meeting shall be to provide an opportunity for the public to comment on, make suggestions to, discuss and receive information with respect to the adoption or amendment to a planning document.

Information respecting the proposed amendments will be made available to the general public at the Town Hall. This information will include such things as; staff reports, drafts of the proposed amendment ((s) and the submissions made by the applicant.

5.0 Additional Documents

6.0 Policy Revision History

Date Created: May 28, 2012

Revision: October 1, 2024. Consulting with adjacent municipalities.



TO: Council Advisory Committee

SUBMITTED BY: Alisha Christie

DATE: 09-09-2024

SUBJECT: Council Remuneration Rate Review

ORIGIN

In 1999, Kentville Town Council created Policy G5: Council Remunerations and Benefits to ensure that the Council members receive adequate and appropriate remunerations for conducting Mayor and Councillor duties. The policy states that prior to a new Council term, the sitting Council will review the a market analysis of remunerations to make an informed decision about setting the subsequent remuneration for the upcoming Council term. This process is uniform across municipalities. Policy G5 is attached for review.

BACKGROUND

Every four (4) years, the Council will review the remuneration and benefits policy to establish the rates for any new or recurring Mayor and council members.

DISCUSSION

Staff have conducted a Market Analysis of remuneration and benefits from municipal jurisdictions across the province, see appendix A. At this stage, Council can decide the direction moving forward and make recommendations to adjust the remunerations and benefits if the sitting Council wishes to do so.

BUDGET IMPLICATION

Council’s decision can result in budget implications if the Council wishes to make adjustments.

POLICY IMPLICATIONS

There are no policy implications—this process is per Policy G5: Council Remunerations and Benefits.

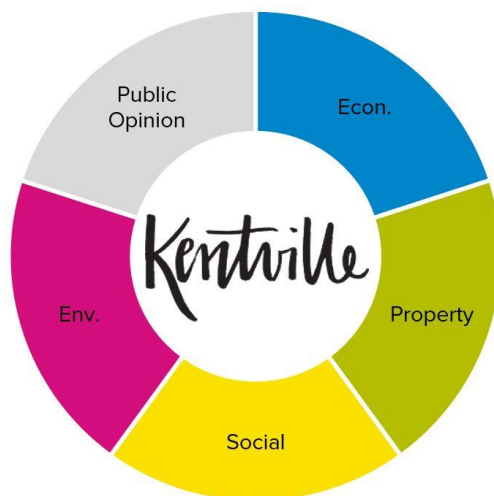
ATTACHMENTS

Schedule A

Council Remuneration 2024/2025

Municipality	Population 2021	Mayors/Warden Remuneration	Dep. Mayor – Warden Remuneration	Councillor Remuneration
Towns				
Amherst	9,548	\$41,178	\$27,723	\$25,050
Berwick	2,455	\$22,844	\$11,736	\$10,678
Bridgewater	8,790	\$84,825	TBD	\$33,967
New Glasgow	34,397	N/A	N/A	N/A
Port Hawkesbury	3,214	N/A	N/A	N/A
Truro	12,954	\$53,255	\$33,383	\$29,660
Wolfville	5,057	\$45,642	\$28,833	\$25,916
Counties				
Kings County	62,914	\$95,150	\$62,875	\$53,285
Windsor West Hants	25,023	\$60,502	31,906	\$30,251
Kentville	6,630	\$53,583	31,825	\$29,074

Town of Kentville Decision Wheel:



File No.: 09-18-0014
Log No.: 24-035

August 26, 2024

Jeff Lawrence
CAO
Town of Kentville
354 Main Street
Kentville, NS B4N 1K6

Dear Jeff Lawrence:

Re: Amendments to the Town of Kentville's Municipal Planning Strategy

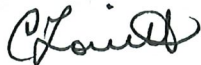
Adopted by Council of the Town of Kentville: February 26, 2024

This will acknowledge receipt of four (4) certified copies of the above-noted Planning document, submitted for review by the Provincial Director of Planning pursuant to the *Municipal Government Act*.

You will receive further correspondence once the review has been completed.

Should you have any questions, please contact either Saira Smith (902.424.2394 / Saira.Smith@novascotia.ca) or me.

Kind regards,



Christina Lovitt, MCIP, LPP, PMP
Provincial Director of Planning
(Christina.Lovitt@novascotia.ca / 902.943.0408)

/kz



Office of the Warden

July 30, 2024

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

Dear Mayor Snow:

Re: July 11/12, 2024 Flooding

It is becoming all too common in Nova Scotia, Canada, and Globally for that matter, emergencies resulting from our rapidly changing climate and severe weather. Your region, unfortunately, has been in the crosshair's multiple times in recent history, sadly again earlier this July.

As a result, at the July 17th Council Meeting, the following motion was passed;

MOVED: Councillor Paul Long

SECONDED: Deputy Warden Janet Peitzsche

MOTION: THAT the Council of the Municipality of the District of Guysborough send letters of support to the appropriate rescue agencies following the recent tragedy from the flash flood event.

MOTION CARRIED

We understand that numerous organizations responded to the call across the region, but we wanted to ensure our message of support was heard by all involved. Hence, we are writing you today with the ask to pass along our sincerest thanks and sympathies to all responders and workers for all that they did and do each day.

So, on behalf of Council, Staff and all residents here in the Municipality of the District of Guysborough, all the best as we all remember and recover from these difficult times.

Yours truly,

Vernon Pitts
Warden

**PROCLAMATION
RIGHT TO KNOW WEEK
September 23 to September 29, 2024**

WHEREAS the **Town of Kentville** has adopted the principles of openness, transparency and accountability; and

WHEREAS *Part XX* of the *Municipal Government Act* gives citizens a right of access to information in the custody or under the control of the **Town of Kentville**; and

WHEREAS access to information ensures citizens of Nova Scotia have the opportunity for meaningful participation in the democratic process; and

WHEREAS a celebration of the right of citizens to access information will facilitate informed public participation in policy formulation, ensure fairness in government decision-making and permit the airing and reconciliation of divergent views; and

WHEREAS **The Town of Kentville** joins all other Canadian jurisdictions and democracies world-wide in acknowledging international Right to Know Week;

THEREFORE be it resolved that I, **Sandra Snow, Mayor of the Town of Kentville**, do hereby proclaim September 23 to September 29, 2024, to be Right to Know Week in the **Town of Kentville**.