



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE October 15, 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, September 9, 2024**
- 4. PRESENTATIONS**
 - (a) None**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance**
 - 1. Department Report**
 - (b) Planning and Development**
 - 1. Department Report**
 - (c) Parks and Recreation**
 - 1. Director's Report**
 - (d) Police**
 - 1. Chief's Report**
 - (e) Engineering and Public Works**
 - 1. Director's Report**
 - (f) Administration**
 - 1. Department Report**
 - 2. Returning Officers Report**
 - 3. Canada Housing Infrastructure Fund (CHIF) Update**

4. Rural Tax Rate Update
5. Housing and Minimum Standards By-law Update

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

- (a) First Reading, Cogs Development

7. CORRESPONDENCE

- (a) Environment and Climate Change, Chain Lakes Protected Area
- (b) Kings County Community Food Council, Update on Basic Income Guarantee
- (c) Municipal Affairs and Housing, Growth and Renewal for Infrastructure Development program
- (d) Recreation Nova Scotia – Notice of Award, Connecting People with Nature
- (e) Recreation Nova Scotia – Notice of Award, Equity, Diversity, Diversity and Accessibility
- (f) Nova Scotia Housing Letter of Intent

8. NEW BUSINESS

- (a) None

9. PUBLIC COMMENTS

10. IN-CAMERA

- (a) Land

11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: September 9, 2024
Town Hall, 354 Main Street, Kentville Nova Scotia

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

Condolences to the Bolland family for their loss.

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:

- Marty Smith, Chief of Police
- Craig Langille, Director of Parks and Recreation
- Wanda Matthews, Director of Finance
- Darren Shupe, Director of Planning and Development
- Dave Bell, Director of Engineering and Public Works
- Geoff Muttart, Solicitor
- Jeff Lawrence, Chief Administrative Officer
- Jennifer West, Recording Secretary

GUESTS

None

REGRETS

DECLARATIONS OF CONFLICT OF INTEREST

None.

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2. APPROVAL OF THE AGENDA

Addition, 3.b Special Council Advisory Committee meeting minutes
Removal, 4.a Presentation by Federation of Canadian Municipalities
Removal, 8.b 1 and 8.b.2 Sanitary Sewer Budget
Addition 10.b and 10.c In Camera

It was moved by Councillor Andrew Zebian and Councillor Gillian Yorke

That the agenda for the Council Advisory Committee meeting of September 9, 2024 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, July 8, 2024.

It was moved by consensus

That the minutes from the Council Advisory Committee meeting held on July 8, 2024 be approved.

(b) Special Council Advisory Committee, Meeting Minutes, September 6, 2024.

It was moved by consensus

That the minutes from the Council Advisory Committee meeting held on September 6, 2024 be approved.

4. PRESENTATIONS

~~(a) Federation of Canadian Municipalities~~

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending August 31, 2024. She reviewed activities in the department for the month and reviewed the capital expenditure report. The final tax levy has been issued and will be reported to Council next month. Financial administration support to the Kentville Fire Department has ceased. Deed transfer taxes have been collected but are reported by Access Nova Scotia with a one-month delay.

See report for more information.

Discussion

DRAFT

- Confirmation of the assurance from the fire department that they have the capacity to maintain financial services independent of the town.

(2) Request for Funding

Director Wanda Matthews described upcoming capital projects around recreation and active transportation, and asked Council to consider a capital budget allocation of \$354,400 to support these projects.

See report for more information.

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

That Council Advisory Committee recommend to the October 1, 2024 meeting of Council

That CAC recommend approval to council at the October 1, 2024 meeting of council for the addition to the 2024/25 Capital Investment Plan of \$354,400 with funding sources as detailed in the report.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

(b) Planning and Development

(1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report with highlights including planning application meetings, a temporary full-time position, Housing Accelerator Fund, and Blooms on the Block. Welcome to Ben Croll as the new addition to the Planning Department.

See report for more information.

Discussion

- Concerns about developers' desire to remove amenity space requirements from downtown apartments.
- Questions about vandalism in Centre Square and plans for further restrictions. New tables will be installed this month and lighting will be installed to improve visibility.
- Reminder that there are complex issues which have caused a different group of people using Centre Square.

(2) Short-Term Rental, Provincial Regulation Update

Strategic Initiatives Coordinator Alisha Christie reviewed the update from the province, which outlined key regulation changes. Department of Municipal Affairs and Housing is now responsible for regulating short term rentals.

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AirBnB hosts must come to town hall to discuss their unit, in order to receive a proof of compliance.

See report for more information.

(c) Parks and Recreation

(1) Director’s Report

Director of Recreation Craig Langille presented a review of July and August activities in his department including new booking software, facilities opening and closing, and a review of summer programs and activities. Scoping of the leaks at the pool did not identify a source of the leak under the pool. One bridge in the Ravine Park has been assessed and has been condemned due to storm damage. Staff are reviewing the replacement and location for the bridge at Walter Wood playground.

See report for more information.

(2) Kentville Arena Conditions Assessment and Feasibility Report

Director of Recreation Craig Langille gave a review of the conditions assessment next steps including resolving structural issues. Staff will be hosting an open house to receive feedback about the arena.

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. Support for the community navigator position, and for expanding the position to other times of day.

See report for more information.

The meeting had a break at 7:11pm for 5 minutes due to technical difficulties.

Discussion

- Concerns about sharps around occupational health and safety.
- Suggestion that the County of Kings could be asked to provide funding for the Community Crisis Navigator position.
- Concerns about gender-based violence in the province, and the need for more CCN positions.

(e) Engineering and Public Works

(1) Director’s Report

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Director Dave Bell presented the Public Works report for July and August 2024, including water meter replacement program, regional sewer forcemain replacement project, and the stormwater master plan.

See report for more information.

Discussion

- Concerns about the high cost of the proposed public washroom facility.
- Suggestion about a public meeting around development of a stormwater management plan for the town.
- What is the status of the town’s asset audit- it is underway and the consultant writing the stormwater management plan will have access to this information.
- Concerns about the detour caused by stormwater repairs at Condon Avenue.

(f) Administration

(1) Chief Administrative Officer’s Report

CAO Jeff Lawrence presented his report for July and August 2024 with highlights including hurricane preparedness, emergency alerts, and the opening of Tiny Meadows.

See report for more information.

(2) Returning Officer Report

CAO Jeff Lawrence shared that Returning Officer Al Kingsbury including 25 packages being picked up by prospective candidates. Preparations are on track for online and telephone voting.

(3) Rural Tax Rate Follow-up Report

Strategic Initiatives Coordinator Alisha Christie gave a review of the challenges of implementing a rural tax rate, or an area tax rate, for specific properties along Harrington Road. Further research will be required to develop this tax rate and will be brought to Council in October 2024. Staff are looking for alternatives that would help these residents.

See report for more information.

(4) Housing Accelerator Fund 2.0 Action Plan

Strategic Initiatives Coordinator Alisha Christie gave a review of the new federal grant that has very limited options for support including a list of ten best practices including implementing an e-permitting process, removing exclusionary zoning and adopting 4-units as of right.

DRAFT

See report for more information.

Discussion

- This action plan would require changes to the municipal planning strategy.
- Clarification that the R1 would no longer allowed in the town.

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

That Council Advisory Committee recommend to the October 1, 2024 meeting of Council

That CAC direct the CAO to staff the submission of the Housing Accelerator Fund application for the 2025-2028 Housing Action Plan for the Town of Kentville.

MOTION CARRIED

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

(5) Minimum Standards By-Law

Strategic Initiatives Coordinator Alisha Christie gave a review of the town’s Housing and Minimum Standards Bylaw, which was written in 1981, and outlined the need for extensive updates to this legislation.

See report for more information.

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

That Council Advisory Committee recommend to the October 1, 2024 meeting of Council

That CAC direct the CAO to initiate a Repeal and Replace process for the existing Housing and Minimum Standards Bylaw.

MOTION CARRIED

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

(6) Public Participation Policy Amendment

Deputy Clerk Jennifer West reviewed that with the amendments to the Municipal Planning Strategy in February of 2024, there were also new procedures for contacting neighbouring municipalities. These are reflected in the revised MPS and the policy amendment here also reflects this new process.

DRAFT

See report for more information.

Discussion

- Concerns about the process of notification in this policy, and the need for improved notification to neighbours.

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

That Council Advisory Committee recommend to the October 1, 2024 meeting of Council

That CAC recommend approval to council at the October 1, 2024 meeting of council to amend Policy G62 Public Participation – Planning to meet current Provincial requirements for notice to residents in abutting municipal boundaries.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell, Savage, Snow, Yorke and Zebian

Councillors who voted against this motion:

Gerrard

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Council Remuneration Rate Review

Strategic Initiative Coordinator Alisha Christie reviewed the proposed Council remuneration for the 2024-2028 Mayor and Council.

See report for more information.

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

That Council Advisory Committee recommend to the October 1, 2024 meeting of Council

That CAC recommend approval to council at the October 1, 2024 meeting of council to amend Policy G5 Council Remuneration schedule A.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

7. CORRESPONDENCE

- (a)** Provincial Department of Municipal Affairs – Municipal Planning Strategy Review
- (b)** Guysborough – Appreciation for Emergency Workers during July 2024 flood events

DRAFT

8. NEW BUSINESS

(a) Proclamation, Right to Know Week

Mayor Sandra Snow explained the importance of having a right to information, and that September 23-29 is a week to remind residents of their rights.

See report for more information.

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

That Council Advisory Committee recommend to the October 1, 2024 meeting of Council

That CAC proclaim Right to Know Week September 23 to September 29 2024.

MOTION CARRIED

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

9. PUBLIC COMMENTS

(a) Bunny Bennett

Concerns about getting to know the new Council candidates.

(b) Ron Cousins

Concerns about the proposed height of the Ryan’s Park development.

(c) Steve North

Concerns about the proposed height of the Ryan’s Park development and the suggestion of view-plane restrictions.

10. IN CAMERA

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

That Council move into a closed session at 8:46 p.m. to discuss a land matter.

MOTION CARRIED

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

It was moved by Councillor Paula Huntley and Councillor Craig Gerrard

That Council move back into open session at 8:17 p.m.

MOTION CARRIED

DRAFT

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

It was moved by Councillor Craig Gerrard and Councillor Gillian Yorke

That Council direct the CAO to proceed with granting the easement at 920 West Main Street.

MOTION CARRIED

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

11. ADJOURNMENT

There being no further business to discuss,
Council Advisory Committee adjourned at 10:02 p.m.

MOTION CARRIED

Minutes Approved by CAO and Town Clerk Jeff Lawrence



TOWN OF KENTVILLE

Staff Report to Council Advisory Committee

For the Month of September 30, 2024

DEPARTMENT- FINANCE

Operations

- The Finance and IT operational plan are in development.
- Payroll transformation continues to be a priority. Implementation of period consistency has concluded and training for paperless timesheets for time and attendance has begun. Internal controls, tracking and reporting, timeliness and accuracy as well as potential for improved functionality are some of the benefits to managers and employees.
- Finance ceased providing contracted financial services to the KVFD in August; however, support for the 2023-2024 KVFD audit continued in September.
- Department of Municipal Affairs and Housing (DMAH) annual reporting requirements due September 30, 2024 with submissions made as follows:
 - September 17th Statement of Estimates – Assessment (SOE A)
 - September 17th Statement of Estimates – Budget (SOE B)
 - September 17th Audited Consolidated & Non- Consolidated Financial Statements
 - September 17th Audit results
 - September 27th Financial Information Return (FIR)
- Nova Scotia Utility and Review Board (NSUARB) annual water utility reporting requirements submitted September 25th including:
 - Approved Three Year Capital Budget 2024-2027
 - Approved Three Year Operating Budget 2024-2027
 - Operations Compliance Certificate 2023-2024
 - Audited Non-Consolidated Financial Statements 2023-2024

Financial

- The Sanitary Sewer draft operating and capital budgets were approved October 1, 2024 and have been uploaded into the financial system.
- Deed transfer tax was adopted and came into effect July 1st 2024. Collection processes and reporting have been completed through Service Nova Scotia.
- YTD August financial accounting is in progress; however, preliminary Statement of Operations results are included in Appendix A. Revenue recorded totals 81.2 % and expenses recorded totals 48.0 % of their respective annual budgets, 42% 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 \$16,000 per month and Police Service compensation is lower due to vacancies.
- Year to date October 9th, 2024 capital expenditures are \$2,338,736, which is 30 % of the total budget. Capital budget changes approved by Council October 1, 2024 have been incorporated into this report. See Appendix B - Capital Investment Plan update.

- Final tax levied in August 2024 was \$6,614,173 making the total for the 2024-2025 year \$13,276,955. Tax payments were due October 1, 2024, and 8.2 % remained outstanding as at October 7, 2024.

Outstanding Tax Receivable Aging		
2024-2025	2023-2024	Prior Years
\$ 1,086,434	\$ 32,206	\$ 3,022

Respectfully submitted,

Jill Sutherland for

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



Town of Kentville Operating Fund
Statement of Operations
 Year to Date August 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 48.0 % of **expenditure** budget used and 81.2 % of **revenue** budget recorded creating an overall surplus of \$ 5,852,329. August 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

- Final **tax** levied based on property tax rate and the 2024 – 2025 property assessment value results in a total levy of \$13,276,955 for the current year.
- **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. Canada summer job grant was received to offset recreation program wages.
- **Revenue from reserves** - Relate to specific expenditure funding. Amounts recorded to date equate to expenditures for election, stormwater and arena professional fees.

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 \$207,086 reflects semiannual payment for 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.

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

Expenditures Continued:

- **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.
- 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 \$59,022 and \$45,906 respectively
- **Transfers to reserves** - funding for capital expenditures as outlined in the 2025-2029 Capital Investment Plan have been transferred to reserves.

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period Ended August 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	12,327,171	(69,973)	99.4%	100.0%
Resource	57,222	56,936	(286)	99.5%	99.9%
Economic development	138,300	138,136	(164)	99.9%	100.1%
	12,592,666	12,522,243	(70,423)	99.4%	100.0%
Area rates and frontages					
Area rates	756,143	753,957	(2,186)	99.7%	101.5%
Special assessments	2,000	8,170	6,170	408.5%	480.7%
	758,143	762,127	3,984	100.5%	102.6%
Based on revenue					
Business property	31,984	31,993	9	100.0%	90.5%
TOTAL TAXATION	13,382,793	13,316,363	(66,430)	99.5%	100.1%
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	431,382	(838,718)	34.0%	47.9%
OTHER REVENUE-OWN SOURCES					
Fines, fees, permits	41,700	20,098	(21,602)	48.2%	56.3%
Rentals	379,120	67,690	(311,430)	17.9%	9.2%
Interest	198,000	140,624	(57,376)	71.0%	97.7%
Return on investments	660,000	0	(660,000)	0.0%	0.0%
Other	44,400	23,360	(21,040)	52.6%	24.8%
	1,323,220	251,772	(1,071,448)	19.0%	15.9%
UNCONDITIONAL TRANSFERS	400,633	196,780	(203,853)	49.1%	46.1%
CONDITIONAL TRANSFERS	156,357	48,427	(107,930)	31.0%	61.0%
FINANCING AND TRANSFERS					
From reserves	294,700	60,773	(233,927)	20.6%	0.0%
	294,700	60,773	(233,927)	20.6%	0.0%
TOTAL REVENUE	17,648,016	14,329,195	(3,318,821)	81.2%	82.5%

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period Ended August 31, 2024

Expenditures	Annual Budget	YTD Amount	Variance to Budget	% Budget Expended CY	% Budget Expended PY
GENERAL ADMINISTRATION					
Legislative	342,019	134,173	(207,846)	39.2%	37.2%
General administration	2,042,810	826,420	(1,216,390)	40.5%	58.1%
	2,384,829	960,593	(1,424,236)	40.3%	55.2%
PROTECTIVE SERVICES					
Police- core program	3,190,648	1,183,290	(2,007,358)	37.1%	38.6%
Police-sales of service	175,879	59,349	(116,530)	33.7%	33.5%
Law enforcement	144,407	48,592	(95,815)	33.6%	40.3%
Fire fighting	990,309	494,714	(495,595)	50.0%	27.8%
Protective service- debt charge	3,052	1,733	(1,319)	56.8%	56.9%
Emergency measures and other	169,800	72,604	(97,196)	42.8%	24.3%
	4,674,095	1,860,282	(2,813,813)	39.8%	35.8%
TRANSPORTATION SERVICES					
Common services	1,500,682	577,063	(923,619)	38.5%	34.4%
Road transportation	840,400	384,492	(455,908)	45.8%	26.0%
Public transit	383,321	255,970	(127,351)	66.8%	36.0%
Transportation- debt charge	59,819	50,853	(8,966)	85.0%	58.6%
Other	100,000	48,990	(51,010)	49.0%	40.9%
	2,884,222	1,317,367	(1,566,855)	45.7%	32.7%
ENVIRONMENTAL HEALTH SERVICES					
Solid waste collection and recycling	758,644	288,669	(469,975)	38.1%	54.1%
PUBLIC HEALTH					
Public health and housing	-	60,175	60,175	0.0%	0.0%
ENVIRONMENTAL DEVELOPMENT					
Planning and zoning	370,452	98,169	(272,283)	26.5%	22.4%
Other community development	519,776	224,476	(295,300)	43.2%	47.4%
	890,228	322,645	(567,583)	36.2%	39.4%
RECREATION AND CULTURAL					
Recreation-Administration	775,592	339,196	(436,396)	43.7%	33.4%
-Programmes (net)	127,831	60,179	(67,652)	47.1%	35.1%
-Parks division and trees	148,100	80,875	(67,225)	54.6%	18.2%
-Facilities	810,880	356,940	(453,940)	44.0%	40.4%
-Debt charge	41,325	28,097	(13,228)	68.0%	59.6%
Cultural	139,935	62,063	(77,872)	44.4%	35.8%
	2,043,663	927,351	(1,116,312)	45.4%	36.4%
EDUCATION					
	2,102,100	875,615	(1,226,485)	41.7%	37.5%
FINANCING AND TRANSFERS					
Debt charge- principal	849,670	849,670	-	100.0%	96.3%
Transfers to allowances and reserves	1,060,565	1,014,500	(46,065)	95.7%	0.0%
	1,910,235	1,864,170	(46,065)	97.6%	52.9%
TOTAL EXPENDITURE					
	17,648,016	\$ 8,476,867	(9,171,149)	48.0%	40.6%
SURPLUS (DEFICIT)					
	\$ -	\$ 5,852,329			



TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2024-2025
YTD October 9, 2024

PROJECT BY DEPARTMENT/AREA	BUDGET	YTD ACTUAL	% Expended
Canada Community Building Fund - MacDonald/Henry/ Braeside	\$ 1,214,000	\$ 623,658	51%
Green Infrastructure Fund - Trails and Pathways	1,874,400	759,983	41%
General Administration	145,000	96,120	66%
Protective Services	444,525	371,481	84%
Transportation ^{Note 1}	407,000	222,992	55%
ICIP - Donald Hiltz Connector	3,174,000	131,989	4%
Planning and Development	88,800	12,530	14%
Parks and Recreation ^{Note 2}	420,500	119,982	29%
Total	\$ 7,768,225	\$ 2,338,736	30%

Notes

1	comprised of:			
	Equipment	195,000	212,366	109%
	Buildings	17,000	10,626	63%
	Streets & Lights	55,000	-	0%
	Sidewalks	140,000	-	0%
	Storm Sewer	-	-	
		<u>407,000</u>	<u>222,992</u>	<u>55%</u>
2	comprised of:			
	Cultural	10,000	-	0%
	Equipment	75,000	67,572	90%
	Green Spaces	95,000	21,170	22%
	Parks & Playgrounds	25,000	27	0%
	Sport Facilities	215,500	31,213	14%
		<u>420,500</u>	<u>119,982</u>	<u>29%</u>



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

October 2024

Overview

Three significant planning and development applications were approved in September which have the potential to create hundreds of new housing units in town over the next 5-10 years. Throughout these processes, the need to keep our planning documents (both strategic and regulatory) in step with both current and future circumstances was made clear. As a department, we eagerly anticipate assisting in the development of comprehensive strategic plans which will allow for better administrative and regulatory processes going forward, particularly in the west end of town with the construction of the Donald E. Hiltz Connector Road.

The transition from our planning consultants, C+D Community Design, to in-house staff continues. Ben Croll was appointed Development Officer at the September meeting of Council (October 1, 2024) and is working towards creating more efficient processes and building direct relationships with residents. Future planning applications for the most part will be reviewed and processed by Kentville's planning and development team.

Development Applications

- **Development Permits:** 1 Development Permit was issued in the month of September and total estimated construction value was \$700,000.00
- **Subdivision Applications:** None
- **Site Plan Approval Applications:** The continuation of the Site Plan Amendment Appeal for Ryan's Park was held at a Special Meeting of Council prior to the regular September Council Meeting. Council was provided with additional information on traffic, storm, and sewer capacity and upheld the Development Officer's approval of the site plan amendment to allow two, nine-storey buildings (88 units per building).

Planning Applications

- **Brison Developments Ltd. – MacDougall Heights Land Use Bylaw Amendment:** At the September meeting of Council, a resolution was passed allowing the rezoning of PID 55247761 from Large Lot Residential (R5) to Single Family Dwelling (R1), one-and-two-Unit Dwellings (R2) and High Density Residential (R4).
- **Brison Developments Ltd. – Kentville Crossing Plan Amendment:** A Public Hearing was held on September 25, 2024 to provide the public and Council to ask questions and provide comment on the proposed amendments to Municipal Planning Strategy and Land Use Bylaw based on the redesignation of the parcel from Industrial to Residential. Council subsequently approved the amendments at Second Reading during the September meeting of Council.

Community and Economic Development

- September – November is marketing heavy for the Town of Kentville and we are currently running campaigns with various radio stations in Metro, the Valley and on the South Shore. We also currently have print and digital presence covering fall festivals and events in Town. Our next campaign will be focused on Holly Days and the shopping season and will begin early November.
- The Visitor Information Centre has closed for the season. We had a good season despite some challenges faced related to infrastructure failures and staffing barriers. Early closure also accommodated the work being completed in the area related to storm sewer upgrades. We look forward to reopening with a newly paved and lined parking lot in the spring! Folks looking for visitor service during the pumpkin people festival can reach out through the VIC or TOK Facebook pages or email communitydevelopment@kentville.ca.
- The CEDC is completing a downtown bench and bike rack inventory so a placement map can be prepared for our next installation round. We hope to execute install this fall, although some work may need to carry over to the spring.
- We are happy to welcome back students from Highbury Education Centre this year who are volunteering with the CEDC to complete various community betterment projects. Students have already completed one experiential learning this month and more are planned for the fall season.

Projects:

- New Tables for center square have arrived and are awaiting installation. Hopes are to have them in before the Holly Days Festival kick off in November.
- New fascia is being installed and gutters replaced at 66 Station Lane. Work should be completed soon if not by the time of this report.
- Our advising arborist recently did onsite inspections of the trees planted as part of the Blooms on the Block Project executed in the spring. Trees are looking generally healthy and we will better know the full success rate in Spring 2025 as they begin to bud out. If successful, we will have showy blooms on the block emerging by apple blossom time!
- Estimates for street tree planting downtown are being gathered now for planning purposes. New trees will be placed into empty grates left behind by the sidewalk project work, and new grates have been installed along Aberdeen where there were none before. The addition of these new trees downtown will add to beautification efforts, help offset carbon emissions and provide much loved shade and canopy to the downtown.

Events:

- The Pumpkin People Festival is well underway and our “Game Night” theme has proven very popular based on community feedback so far. The Festival will run until October 27th.
- CEDC is working with Landmark East School again this year to execute the Pumpkin Walk event. Location will be the Harvest Moon Trail and walking track field located in the West End as last year. Some changes have been made to the event layout to improve accessibility and safety overall. This year’s walk event is planned for October 24th.
- Holly Days planning has also begun, this year’s festival is scheduled for Nov 22-24.

Training:

- CEDC is participating in the Activate Program delivered by the Gros Morne Institute for Sustainable Tourism in partnership with St. FX University and the COADY institute. The course is a yearlong learning that includes both in person and online studies. Most recently staff travelled to NB for experience in regenerative tourism principles highlighting the value in Asset Based Community Development.

Respectfully Submitted,

Darren Shupe
Director of Planning and
Development

Lindsay Young
Community & Economic
Development Officer

Ben Croll
Development Officer

Permit Report

Planning & Development

September 2024



Permit #:	4351	Permit Date:	9/9/2024
Value of Construction:	\$700,000.00	Fee:	\$1,328.80
Commercial/Industrial Construction - New Building			

Activity Report

Planning & Development

September 2024



<i>PERMITS</i>	<i>PERMITS ISSUED</i> September 2024		<i>PERMITS ISSUED</i> September 2023	
	Month Total	Year Total	Month Total	Year Total
Number of Permits	1		10	
Total Building Value	\$ 700,000.00		\$ 655,900.00	
Permit Revenue	\$ 1,328.80		\$ 616.55	



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of September 2024
Department of Parks and Recreation
Presented on October 15, 2024

Administration and Operations

- Grants
 - Staff secured \$7,500 from the Canadian Dermatology Association grant called the Shade Structure Grant Program. This will go towards covering a portion of the cost for the Skatepark Shade Structure
 - Staff secured \$25,000 from Communities Culture Tourism Heritage (CCTH) grant called Active Communities fund. This funding will go towards operating free skates at the arena, SHIFT program, UP program, outdoor education, and this summers sensory swims at the outdoor pool.
- Provincial Awards – October 2024
 - The Town of Kentville has been recognized for two provincial awards in Recreation
 - **Connecting People with Nature** - This award is recognizing the Hemlock Conservation Project and those involved on the advisory committee. As we were the first municipality in the Province to conduct the work. Other municipalities have followed our approach and have started the planning process for mitigating the spread of HWA. Special thanks to Tom Herman, Peter Hicklenton, Ken Harrison, Donna Crossland, Mud Creek Rotary and Blomidon Naturalist Society.
 - **Equity, Diversity, Inclusion and Access (EDIA) Award** - This award recognizes an organization, community, or individual who has taken an innovative approach to applying an EDIA lens through the planning, promoting, and implementing recreation-based projects or programs. In recognizing the need to prioritize adopting a lens of equity, diversity, inclusion and access to ALL the work within the Town of Kentville, the Town created a role titled Neighborhood Outreach Program Coordinator.
- Staff Training
 - Staff participated in Recreation Facilities Associations of Nova Scotia Round Table conversations
 - Staff participated in Valley Recreation training sessions around programming, GIS systems for recreation mapping (programs, trails), homelessness in parks, etc

- Parasport Nova Scotia roundtable and 5-year strategic plan
- Multiple staff members attending Recreation Nova Scotia Conference in October

Facilities and Operations

- Arena opened September 23rd in a limited capacity
 - Staff have started transitioning over from Parks to Arena Operations
- Gorge Park – Hemlock Woolly Adelgid
 - All work has been completed for the 2024 season. Remaining trees to be measured and treated in spring 2025.
- Minor Baseball Atlantic Championships were successful, hopeful for future championships to be held
- Capital work by Annapolis Valley Mountain Biking Association started
 - Trail Connectors
 - MacDonald Park Road access to Gorge
 - Corner of Anderson Blvd to Harvest Moon Trail
 - Approximately 2,500 meters of new design and construction of trail on the hillside South of the Kings County Academy Trail and along the side of the Harvest Moon Trail to the west end of West Main Street/Park St intersection.
- Racquet Facility Update
 - Work on lease agreement between Town of Kentville and Kings County Tennis Association has started
- Oakdene Park Gardening Group
 - Green house has been built at garden

Programs and Operations

- Registration opened for lunchtime Yoga, pickleball, active for life, dungeons and dragons
- New squash program launched (all female participants), Nature Kids After School Program (full with waitlist), and partnered with Valley Devo to facilitate an after school bike club

Upcoming Events for October:

- Harvest Fest - October 5, 2024 – Great turnout and entertainment
 - Oakdene Park Gardening Group helped support the pumpkin carving portion of Harvest Fest
- Pumpkin People - October 5-27, 2024
 - Theme is Board Games
 - Map of major displays of Pumpkin People can be found at Kentville.ca/PumpkinPeopleFestival.
 - Game Night Scavenger Hunt
 - Check out displays and to win prizes including gift cards and swag!

- Answer 8 questions and take 3 selfies and submit to recreation@kentville.ca
- Oakdene Park Halloween Scavenger Hunt
 - October 31 – 5:00pm – 7:00pm
 - FREE to participate
 - Hosted in partnership with the Oakdene Park Community Garden Group
 - Any questions, contact Roxy at rpeter@kentville.ca

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	321	378
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)

Town of Kentville

Office of the Chief of Police

August 2024



Administration	Time	July 2024	August 2024
	Plate queries	929	1061
	Training hours	60	n/a
	Veh. Cks 11's	164	103
	SOT Tickets	26	27
	Foot Patrol Hours	110.5	136
	CC Charges	23	26
	Calls for service	372	335
Training	<ul style="list-style-type: none"> No training due to vacations 		
Meetings	<ul style="list-style-type: none"> Municipal Chief's Meetings Executive Leadership Meetings Meeting with The Portal and Open Arms Contract Discussions Jamaican Liaison DOJ-Policing Standards Cadet Campbell Graduation 		
CCN	<ul style="list-style-type: none"> Attended 17 Agency meetings, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court Attended 2 Community Events Received 14 referrals from KPS members/other Agencies 55 meetings with clients Attended 5 other calls and assisted members 13 other activities, i.e. First Responders Symposium, Interviews, Meeting with Chief 		

Staffing	<ul style="list-style-type: none">• No Staffing Issues



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

October 15, 2024

Programs and Operations

- **Kentville Water Commission:** The first year of a proposed multiyear residential water meter replacement program is about to start. We will be focusing this year on the following residential customers where the meters are in the most urgent need of replacement:
Meadowview area, Belcher Street, north side West Main Street (odd civic numbers), Prospect Avenue (from Main Street to Overlook Road), MacDonald Avenue, Henry Street & Braeside Drive.
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.
- **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 contractor is working at reinstating the curb and pavement on Klondyke Street now while temperatures are still favorable.
- **Storm Water Management Master Plan:** As I reported at September’s CAC, the Town wide Storm Water Management Master Plan / Study was awarded to Dillon Consulting Limited. Our EPW department has had two meetings with them so far to kick off the project and we will be scheduling a public information session later this fall.
- **Manager of Public Works Position:** Applications closed last Friday for the Manager of Public Works. This is a position that was approved in this years operating budget to transition away from the Senior Lead Hand position held by Richard Boyd for nearly 30 years as he prepares for retirement.

Projects

- **Capital Works:** Most 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)
 - Downtown Sidewalk / AT Project
- UNDER CONSTRUCTION:
 - Condon Avenue & Park Street Storm Sewer Project
- DESIGN / PRE-CONSTRUCTION:
 - D.E. Hiltz Road Project (Winter 2024/25 tender is anticipated)

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 Public meetings in September
- Donald E. Hiltz Road – Multiple design review meetings
- Storm Water Management – Multiple project meetings

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



**Town of Kentville
CAO Report to Council Advisory Committee
For the Month of September 2024
Presented on October 15th, 2024**

Chief Administrative Officer

- Successfully concluded collective bargaining negotiations with administration/ Kentville Police Union. Still to be ratified by Council.
- Attended various meetings with staff/ stakeholders regarding:
 - Council orientation
 - Legal issues
 - Valley REN strategic plan
 - Homelessness
 - Annapolis Valley Mountain Bike Association trail construction
 - Planning initiatives
 - Heritage society requests
 - Flood concerns
 - Council and mayor candidate queries
- Attended the Association of Municipal Administrators Conference in Halifax from Sept 23rd to 26th, 2024.

Deputy Clerk

- Supported the planning department at public meetings (promotion, technology, streaming, and reporting)
- Promoted the residents survey, including gift card giveaways to participants
- Support of Council, CAC and Special Council meetings (September 3, 6, 9, 16, 23) and committees and commissions (Executive Leadership, Occupational Health and Safety, Investment, Board of Police, Valley Regional Enterprise Network and Inclusion and Access Advisory)
- Participated in a Freedom of Information and Protection of Privacy workshop, to provide feedback about proposed changes to provincial support and updates to the FOIPOP Act and the MGA.
- Attended the Association of Municipal Administrators Conference in Halifax from Sept 23rd to 26th, 2024.

Strategic Initiatives

- In dialogue with the provincial government on potential solutions for tax rates on Harrington Road.
- Completed a proposed updated Housing and Minimum Standards Bylaw, including a jurisdictional review and bylaw review from other municipalities. Staff are undergoing a judicial process, expecting to bring the new by-law to the Council for first reading in November 2024.
- Attended the Association of Municipal Administrators Conference in Halifax from Sept 23rd to 26th, 2024.

Municipal Election

- Staff continued to make efforts to increase voter registration through online and post promotions, resulting in a significant increase in voter registration (according to the Returning Officer)
- Staff created an orientation schedule for the incoming Council, beginning in November and extending into 2025.
- Staff created a candidate promotional video for the upcoming 2024 Municipal Election.
- Staff completed biography videos for Mayoral and Council candidates.
- Staff updated the Town of Kentville Public website with information on the candidates running in the upcoming municipal election.
- Staff continue to support the Returning Officer and the Assistant Returning Officer in their tasks.
- Staff developed election article and webpage on the town's website to host information for the public.

Environment

- Internal staff met with Climate Coordinator Sofia Munoz weekly to review tasks, opportunities and challenges with the town's climate program.
- External staff from the Clean Foundation and the Community Climate Capacity project continue to be an extraordinary help to the town.

Equity, Diversity and Inclusion

- Support of the Diversity and Belonging Task Team, and discussions with moving forward to support the provincially mandated Equity and Anti-Racism Plan.
- Support of the task team in their hosting of the Community Connects event for council candidates around issues of inclusion and diversity.

Returning Officer's Report to Town Council

October 15, 2024

At the close of nominations on September 10, three candidates had filed nominations for mayor and 14 for council. All was going well until September 24 when a major fire broke out in the building next door to the Returning Office on Aberdeen Street. We were not in the office at the time but had a training session scheduled for the afternoon. That session had to be rescheduled, and we were out of the office until the following Monday.

Our building was closed on October 8 for the rest of that week because all the air ducts had to be cleaned of effects of smoke that had entered the building during the fire. That necessitated moving the Returning Office to Kentville Recreation Centre and opening the Voter Help Centre there, where it will remain until October 18.

Online voting by internet and telephone opened on schedule on October 10 at 8:00 a.m. and will continue until the close of polls on October 19.

All staff required for paper voting at Kentville Fire Hall on Election Day have been hired and materials have been prepared and assembled.

Al Kingsbury
Returning Officer



TO: Council Advisory Committee

SUBMITTED BY: Alisha Christie – Strategic Initiatives Coordinator

DATE: 10-15-2024

SUBJECT: HAF & Canada Housing Infrastructure Fund (CHIF) Update

BACKGROUND

At the September 2024 Council Advisory Committee (CAC) meeting, Staff provided Council with an update on the submission to the Canadian Mortgage and Housing Cooperation's (CMHC) Housing Accelerator Fund 2.0. Staff stated that the application would include an initiative to end exclusionary zoning and explore the implementation of 4 units as-of-right across the municipality.

This initiative was based on the requirements for municipal applications to adhere to the suggested CMHC 10 Best Practices for Municipalities, align with the National Housing Strategy, and align the municipality with future infrastructure funding opportunities that require the implementation of 4 units as-of-right across the municipality as an eligibility requirement.

Staff were specifically speaking to the 2025 Canada Housing Infrastructure Fund (CHIF), which will be launched in the coming months for application. **Since the September CAC, staff have attended information sessions and gained further insight into the requirements for CHIF.**

Key CHIF Funding Updates:

The fund is for priority projects that seek to implement **water, wastewater, stormwater and solid waste infrastructure to respond to housing growth** and to provide community co-benefits, such as:

- Improving efficiency and reliability of essential infrastructure
- Increasing resilience of assets in light of climate change
- Contributing to net-zero objectives

Municipalities with a population above 30,000 must implement the four units as-of-right housing condition to be eligible to apply to CHIF. Rural municipalities with populations below 30,000, municipalities in territories, and Indigenous communities are not required to implement the zoning change or the development charge freeze.

Note: Information provided by The Canada Housing Infrastructure Fund Team



DISCUSSION

With the motion passed at the September 2024 Council meeting for staff to submit an application to CMCH for the Housing Accelerator Fund 2.0.

The Town of Kentville submitted the initiative to implement four units as-of-right across the municipality, as stated within the proposed Housing Action Plan provided to Council at the September 2024 CAC. The Housing Action Plan is required within the application.

It will be the decision of the incoming Council on whether the Town of Kentville signs a contribution agreement with CMHC if the town receives notice of a successful application.

Respectfully Submitted,

A handwritten signature in black ink that reads "Alisha Christie". The signature is written in a cursive style with a long, sweeping line extending from the end of the name.

Alisha Christie (she/her)
Strategic Initiatives Coordinator



TO: Council Advisory Committee

SUBMITTED BY: Alisha Christie – Strategic Initiatives Coordinator

DATE: 10-15-2024

SUBJECT: Rural Tax Rate Progress Report

BACKGROUND

At the September 2024 Council Advisory Committee (CAC) meeting, Staff provided the Council with an overview of completed research and results on what it might look like to implement a Rural Tax Rate within the Town of Kentville.

Key Report Results included:

- If Council wishes to offer the properties on Harrington Rd, a match to the Base Residential Rate from the Municipality of the County of Kings, Council would need to change the Residential Base Rate for the entirety of the Town of Kentville.
- Staff suggested further research could be completed 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 committed to bringing further research results to Council in October 2024.

RELATED REPORTS

Date	Report
2023-06-29	Mayor Snow proposed a Request for Decision (RFD)
2023-10-23	Mayor Snow follow-up on Original RFD
2024-07-08	CAC - Property Review – Rural Tax Rate Report
2024-09-09	CAC - Rural Tax Rate Follow-up Report
2024-10-15	CAC – Rural Tax Rate Progress Report

UPDATE

Staff have been in dialogue with provincial government staff to determine if the Town of Kentville can offer the properties on Harrington Rd., within the Town of Kentville, a bursary to offset the Residential Base Rate difference to match that of the Municipality of the County of Kings.



At this time, staff have not received confirmation from the province. Staff are further exploring how the *Municipal Grants Act* intersects with the possibility of offering bursaries to the properties on Harrington Rd, which are within the Town of Kentville boundaries.

Link: [Municipal Grants Act](#)

Respectfully Submitted,

A handwritten signature in black ink that reads "Alisha Christie". The signature is written in a cursive style with a long, sweeping line extending from the end of the name.

Alisha Christie (she/her)
STRATEGIC INITIATIVES COORDINATOR



TO: Council Advisory Committee

SUBMITTED BY: Alisha Christie – Strategic Initiatives Coordinator

DATE: 10-15-2024

SUBJECT: Minimum Standards By-law Repeal and Replace Update

BACKGROUND

At the September 2024 Council Advisory Committee (CAC) meeting, staff provided Council with a report and a recommended motion for Council to direct staff to initiate a Repeal and Replace process for the existing Town of Kentville *Chapter 41: Housing and Minimum Standards By-law*. Council passed the motion, and staff have begun the first draft of updates to ensure the by-law’s language is up-to-date and provides clarity of definitions and required affiliated processes.

Example Updates:

- Completing a jurisdictional scan of existing municipal Minimum Standards By-laws within and outside Nova Scotia.
- Reviewing the *Municipal Government Act* to ensure the by-law matches existing legislation.
- Revising existing and new definitions within the by-law.
- Expanding and adding clarity to the *Lawns and Grounds* section of the by-law.
- Language updates throughout the existing by-law.
- Clarifying enforcement and appeal process.

NEXT STEPS

Staff have provided the Chief Administrative Officer with the first draft of by-law revisions. After a thorough review and the completion of required adjustments, the by-law will be reviewed by the Town solicitor before going to the first reading of Council.

Respectfully Submitted,

Alisha Christie (she/her)
Strategic Initiatives Coordinator



TO: Council

SUBMITTED BY: Darren Shupe, Director of Planning and Development

DATE: October 15, 2024

SUBJECT: Travis Mills/ COGS Development Rezoning Application for PID 55266134 (Mee Road)

ORIGIN

At the Special Council Advisory Meeting held on September 6, 2024, Council passed the following motion:

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.

The Town's recently appointed Development Officer Ben Croll has had an opportunity to review and interpret the relevant regulations and provide an estimate of the number of units permitted on an R3 lot.

BACKGROUND

In April 2024, Travis Mills and COGS Developments approached the Town with a rezoning inquiry for PID 55266134 to go from the Medium Density Residential (R3) to the High Density Residential (R4) zone. They provided several concepts for potential site design including up to 40 tiny homes and a single, three-storey apartment building of up to sixty units. An application was received in May 2024.

The application was first reviewed at the Council Advisory Committee on July 25, 2024 and a Public Participation Meeting was held on September 3, 2024.

A conflict in the interpretation of R3 zone requirements between past/current staff and the Town's current planning consultants with C+D Community Design prompted the need for a third-party review from Upland Planning + Design Studio. With a new staff development officer starting with the Town, it was decided to give them a chance to come to their own conclusions on an interpretation before returning to the Council Advisory Committee.

DISCUSSION

The interpretation of development density for the Medium Density Residential (R3) zone is relevant not only to this particular application, but for future applications which may consider the development potential of a lot in this zone compared to what could be achieved in the High Density Residential (R4) zone through rezoning. The challenge in interpreting potential maximum lot density in the R3 zone can be partially understood by comparing to the more specific language used for the R4 zone.



Using the parcel of the current application as an example, the lot size is 88,298 square feet. Under the R4 zone requirements for a multiple-unit dwelling containing five or more units, the minimum lot area is 7,000 sf for the first five units and 1,000 sf/unit for all additional units. This determination of density provides a straightforward method to consider the maximum permitted dwelling units in a R4 zone, this is not the case in the R3 zone. So in this example:

Total Lot Area:	88 298 sf
Lot Area for First 5 Units	<u>7 000 sf (5 units)</u>
Remainder	81 298 sf (81 units)
	86 units total (43 units/acre)

Thus, the maximum number of units achieved on this parcel if it was zoned R4, and otherwise meets the other LUB standards such as yard setbacks, separation distances between buildings, parking, amenity space, and environmental constraints, is 86 dwelling units. This can be achieved in one or more than one main building (LUB Section 4.1.19) with a minimum lot frontage requirement of 100 ft. ‘Lot frontage’ is defined as the horizontal distance between the side lot lines measured along the line dividing the lot from the street.

Consider the following regulations for development in the R3 zone:

- More than one main building on a lot is permitted.
- ‘Multi-unit dwellings up to a maximum of 8 units’ is a permitted use.
- The minimum lot area for a multi-unit dwelling (five to eight units) is 10 000 sf.
- The minimum lot frontage for a multi-unit dwelling (five to eight units) is 100 ft.

The R3 zone lacks the clear density rate (#units/#sf) for multi-unit development found in the R4 zone requirements.

The core issue, and primary grounds for the conflict in interpretation, stems from the ambiguity in specific sections of the Land Use Bylaw summarized in two points as follows:

- whether the intention is to limit R3 development to a single multi-unit dwelling (five to eight units) per lot per 100 ft of lot frontage (i.e. a lot with 200ft of lot frontage could have up to two 8-unit buildings) **OR**
- whether the 100 ft of frontage would allow the consideration of more than one multiple unit building, with density controlled by yard setbacks, minimum lot areas, separation distances between buildings, parking, amenity space, and environmental constraints and maintaining a medium density format (capping the number of units per building at eight)

Using the site design of the 8-unit apartments approved as part of an amended site plan for PID 55551675 on Hibou Court as an example (see Appendix A), each of the five apartment buildings are constructed on a +/-12,500 sf parcel. Each of these parcels would in turn need to satisfy yard setbacks, separation distances between buildings, buffering, parking, amenity space, and environmental constraints.



The subject lot for the current rezoning application, PID 55266134, is irregular in shape and would likely require a driveway to access the interior areas, which would affect the potential unit yield. Based on the existing 8-unit apartment site design, it is reasonable to assume that up to 6-7 buildings could be designed to fit on the lot, yielding **48-56 units (24-28 units/acre)**. A more detailed process involving engineers, structural and landscape is typically used to create a viable detailed site plan.

SUMMARY OF INTERPRETATIONS

A summary of each interpretation is provided below, the full interpretations are attached to this report.

Staff Precedent Interpretation

Correspondence from Kirsten Duncan – Development Officer - September 5, 2024

When reviewing the Site Plan for the Hibou Court development, there were a few sections of the Land Use Bylaw that were applied to permit the development.

Utilizing section 4.1.19 of the Land Use Bylaw regarding more than One Main Building on a Lot, we were able to permit the 5 buildings all on one lot. As per section 5.4.4 - Medium Density Zone Requirements, the required Minimum Lot Area for buildings with five to eight units is 10,000 sq ft and Minimum Lot Frontage is 100 ft. The provisions in the LUB do not indicate that the required lot area or frontage is per building. [emphasis added]

In reviewing the relevant sections (4.2.7 and 5.2.2.3) in the Municipal Planning Strategy, there appears to be no language to suggest that more than one main building on a lot requires larger lot sizes, or that the lot area or frontage zone requirements are required per building.

Additionally, on top of each building being required to meet setback requirements, each building would also need to meet parking and amenity space requirements, which is typically allotted outside of the footprint of the building (with the exception of balconies) and would require additional space and is usually reflected in the lot area required.

It is my experience in recent years that developers will often request that the buildings be subdivided to be on individual lots for financing purpose. I typically bring this point up as part of the conversation during the site plan phase, however it is ultimately up to the developer with what they decide to do with that information. If the design of the development ultimately does not consider the future option of subdivision, then that is a risk that the developer must be willing to take.

C+D Community Design Interpretation

Staff Report June 22, 2024 – Page 4

The applicant has applied to rezone PID 55266134 from its current Medium Density Residential (R3) zoning to the High Density Residential (R4) zoning. The applicant has worked with the Town’s planning team to consider two development scenarios of more than the maximum of eight dwelling units permitted under the R3 zone. [emphasis added]

Public Participation Program Report – Page 9



Question #5 from Public - How would it fit on the existing lot with the current zoning of medium-density R3 residential?

The maximum number of units allowed on an R3 lot is 8 (per policy 5.4.1). To have more than 8 units, the lot would need to be further subdivided. However, the lot cannot be subdivided due to the 100-foot road frontage requirement per lot (per policy 5.4.4).

The R3 zone allows for multiple buildings on a single lot, but the total number of units cannot exceed 8. These buildings must meet the lot requirements and building separation requirements.

Upland Planning + Design Studio Interpretation

Opinion Issued September 5, 2024

Page 3 – Multiple Buildings

Multiple townhouse units are permitted to be on one lot, yet under Table 5.3 the frontage required is calculated on a *per unit* basis. This establishes a clear practice where standards that are dependent on the nature of the development (e.g. number of units) have appropriate notation in the development standards tied to this approach.

Put another way, if the intention was to increase the required frontage if there were more than one multi-unit dwelling building, Table 5.3 would use the notation of “60 ft/dwelling” and “100 ft/dwelling”. It does not, so **I can only come to the conclusion that the frontage requirements for multi-unit dwellings in the R3 Zone are intended to be a flat standard, rather than scaling with the number of buildings.** [original emphasis] Adding strength to this argument, the MPS in many places encourages compact development and the efficient use of services (e.g. 4.1.1, 4.2.3, 5.9, and 11.1.2 and .4). A “per dwelling” interpretation of the LUB frontage requirements would be contrary to this direction by requiring more linear infrastructure (roads, sewer and water pipes) than is strictly necessary.

Page 4 – Unit Cap

Returning to the MPS directions related to compact development and efficient use of services

(see above) **I would suggest a reasonable interpretation of this is to permit 8 units per dwelling, as long as this interpretation is consistently applied from development to development.** [original emphasis] I.e. there is a potential for more than 8 units on a lot if they are spread across more than one building and the development otherwise meets LUB standards (setbacks, separation between buildings, amenity space, etc.).

Current Development Officer Interpretation

Development Officer Interpretation Report – Page 1

There is no specified maximum number of multi-unit buildings permitted on one lot, provided all other regulations are followed. Each multi-unit dwelling is assessed on a per-unit basis rather than cumulatively. To clarify, a multi-unit building consisting of 8-units in the R3 zone requires 100 ft of frontage. If a development consisting of two 8-unit buildings was proposed, then the required amount of frontage is not 200 ft, but still 100 ft.

POLICY IMPLICATIONS

None

BUDGET IMPLICATION

None

ATTACHMENTS

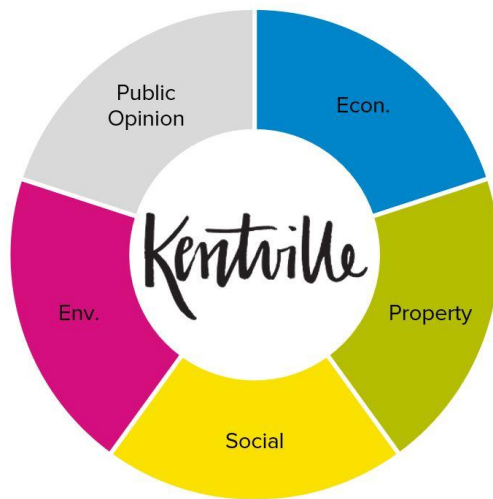
- Interpretation from Kirsten Duncan
- Development Officer’s Interpretation Report (Ben Croll)
- Upland Planning + Design Studio Opinion
- COGS Rezoning Staff Report
- Public Engagement Report

RECOMMENDATION

That the CAC recommend First Reading to Council for the application for PID 55266134 to rezone the parcel from Medium Density Residential (R3) to High Density Residential (R4);

Further to schedule a Public Hearing.

Town of Kentville Decision Wheel:



Appendix A: Multi-Unit Building Design Area Example





To Whom it may concern,

When reviewing the Site Plan for the Hibou Court development, there were a few sections of the Land Use Bylaw that were applied to permit the development.

Utilizing section 4.1.19 of the Land Use Bylaw regarding more than One Main Building on a Lot, we were able to permit the 5 buildings all on one lot. As per section 5.4.4 - Medium Density Zone Requirements, the required Minimum Lot Area for buildings with five to eight units is 10,000 sq ft and Minimum Lot Frontage is 100 ft. The provisions in the LUB do not indicate that the required lot area or frontage is per building.

In reviewing the relevant sections (4.2.7 and 5.2.2.3) in the Municipal Planning Strategy, there appears to be no language to suggest that more than one main building on a lot requires larger lot sizes, or that the lot area or frontage zone requirements are required per building.

Additionally, on top of each building being required to meet setback requirements, each building would also need to meet parking and amenity space requirements, which is typically allotted outside of the footprint of the building (with the exception of balconies) and would require additional space and is usually reflected in the lot area required.

It is my experience in recent years that developers will often request that the buildings be subdivided to be on individual lots for financing purpose. I typically bring this point up as part of the conversation during the site plan phase, however it is ultimately up to the developer with what they decide to do with that information. If the design of the development ultimately does not consider the future option of subdivision, then that is a risk that the developer must be willing to take.

I hope this is helpful information. Please let me know if I can provide insight on any other aspect of this site plan.

Best

Kirsten

10/09/2024

Ben Croll
Development Officer
354 Main Street
Kentville, NS
B4N 1K6

902-679-2328
Bcroll@kentville.ca

RE: Land Use Regulations and Medium Density Residential (R3) Zone Interpretation

To whom it may concern,

This memo outlines key observations and interpretations of the regulations for the Medium Density Residential (R3) zone under the Town of Kentville's Land Use Bylaw (LUB) and Municipal Planning Strategy (MPS). Key points include the flexible interpretation of multi-unit dwellings, the lack of clear definitions for density, and the importance of considering adjacent land use and efficient development.

Broad Interpretation of Regulations

The regulations governing the Medium Density Residential (R3) zone in Kentville are broad and open to interpretation. While this flexibility can be advantageous, it also presents challenges when determining the appropriate density, regulation requirements, and number of multi-unit buildings.

Multiple Main Buildings on One Lot

Section 4.1.19 of the LUB clearly allows for more than one main building within the R3 zone, with the specific requirement of a minimum distance between buildings or one-half the height of the highest abutting wall, whichever is greater. However, other conditions within the LUB need to be satisfied such as:

- Compliance with parking requirements
- Provision of sufficient amenity space
- Adherence to setback rules

There is no specified maximum number of multi-unit buildings permitted on one lot, provided all other regulations are followed. Each multi-unit dwelling is assessed on a per-unit basis rather than cumulatively. To clarify, a multi-unit building consisting of 8-units in the R3 zone requires 100 ft of frontage. If a development consisting of two 8-unit buildings was proposed, then the required amount of frontage is not 200 ft, but still 100 ft.

Intent of Medium Density Residential (R3) Zone in the MPS

The intent of the R3 zone, as outlined in the Town of Kentville Municipal Planning Strategy (MPS), is to maintain medium density and ensure a smooth transition between lower and

higher density residential areas. However, neither "medium" nor "high" density is explicitly defined in the LUB or MPS, which complicates its application. Based on research of other LUBs and MPSs across the province and the increasing need for housing, I believe medium density can be reasonably interpreted as approximately 15 units per acre. However, where adjacent lots have slightly higher densities, it is also crucial to align proposed densities with the character of the surrounding neighborhood.

Efficient Use of Land and Resources

Other policies in the MPS emphasize the efficient use of land, infrastructure, and recreational spaces when planning new developments. This efficiency ensures that proposed developments optimize land usage while minimizing strain on existing infrastructure. Implementing a cumulative approach to regulations, rather than a per-unit method, undermines the goal of maximizing the efficiency of land and resources.

September 5, 2024
RE: Opinion on Town of Kentville R3 Zone Lot Frontage

Darren Shupe
Director of Planning
Town of Kentville
354 Main Street
Kentville, Nova Scotia
B4N 1K6

Dear Darren,

I understand you are seeking a second opinion on the interpretation of lot frontage in the Medium Density (R3) Residential Zone as it relates to permitted density, as contained within the Town of Kentville Land Use By-law 2019 ("LUB"; amended to October 30, 2023). I have reviewed this document, along with the Municipal Planning Strategy 2019 ("MPS"; amended to October 5, 2021), and have enclosed my analysis and opinion.

I trust this meets your needs. If you have any questions or require anything further, please do not hesitate to reach out.

Sincerely,



Ian Watson, LPP
Senior Planner + Partner

Base Analysis

The Medium Density Residential (R3) Zone permits multi-unit dwellings up to a maximum of 8 units [LUB 5.4.1]. However, LUB 5.4.4 states, “[...] no Development Permit shall be issued except in conformity with the following requirements: [...]”. Table 5.3 goes on to establish requirements, including those for minimum lot area and minimum lot frontage.

Per Table 5.3 of the LUB:

Minimum lot area	Multi-unit Dwelling (three to four units)	6 000 ft ²
	Multi-unit Dwelling (five to eight units)	10 000 ft ²
Minimum lot frontage	Multi-unit Dwelling (three or more units) ¹	60 ft
	Multi-unit Dwelling (five to eight units)	100 ft

It is therefore important to determine how lot frontage is calculated because it affects how many dwelling units a multi-unit dwelling is permitted.

The LUB defines lot frontage as:

*“**Lot, Frontage** means the horizontal distance between the side lot lines^[2] measured along the line dividing the lot from the street.”*

On lots with only one street frontage interpretation of lot frontage is straightforward: the lot frontage is the length of the front lot line.

The matter gets more complicated on lots with frontage on more than one street. The definition of lot frontage does not specify whether or not the length of all lines dividing the lot from the street are to be totaled to determine the lot frontage. For example, does a lot with one 40’ line on Street A and one 60’ line on Street B have 60’ of frontage or 100’ (40’+60’) of frontage?

In interpreting the intent of the LUB, it is notable that the definition of lot frontage does not use the words “measured along the *front lot line*”. If used, such words would clearly suggest that only one lot line is intended to be counted when determining lot frontage. The fact that different wording was used suggests the choice was deliberate, and in the context of the wording used, **I can only come to the conclusion that the lengths of all lines dividing the lot from streets are to be summed in order to determine the lot frontage of a lot.** Therefore, our example lot would have a frontage of 100’.

1 Read in isolation, “or more units” would suggest the associated lot frontage is suitable for a multi-unit dwelling of any size. However, the context presented by the wording for lot area (“three to four units”) and the existence of another standard for lot frontage (“five to eight units”) strongly points to this being a typographical error and that this standard should only apply to “three to four units” and not more. This should be clarified during the next housekeeping review of the LUB.

2 I note that the LUB definition of “side lot line” is identical to that of “flanking lot line”. This also appears to be a clear typographical error and should be corrected during the next housekeeping review of the LUB.

Multiple Buildings

Complicating matters is LUB 4.1.19, which states:

“More than one main building may be permitted on a lot within the:

[...]

d) Medium Density Residential (R3) Zone; and

e) High Density Residential (R4) Zone subject to the following requirement:

The minimum distance between the buildings shall be 20 ft (6.10 m), or one-half the height of the highest abutting wall, whichever is greater.”

Utilizing this provision it should be possible to have more than one multi-unit dwelling on one lot. However, that raises the question of how much frontage is needed: is it a flat 60’/100’ (depending on the number of dwelling units) for as many multi-unit dwellings as can fit on the lot, or 60’/100’ per dwelling?

The LUB does not provide explicit direction in this regard. However, some contextual clues can be gained from this excerpt from Table 5.3:

Minimum Lot Frontage	Single Unit / Two Unit Dwelling	50 ft
	Semi-Detached (on separate lots)	25 ft/unit
	Townhouse	20 ft/unit
	Multi-Unit Dwelling (three or more units)	60 ft
	Multi-Unit Dwelling (five to eight units)	100 ft

Multiple townhouse units are permitted to be on one lot, yet under Table 5.3 the frontage required is calculated on a *per unit* basis. This establishes a clear practice where standards that are dependent on the nature of the development (e.g. number of units) have appropriate notation in the development standards tied to this approach.

Put another way, if the intention was to increase the required frontage if there were more than one multi-unit dwelling building, Table 5.3 would use the notation of “60 ft/dwelling” and “100 ft/dwelling”. It does not, so **I can only come to the conclusion that the frontage requirements for multi-unit dwellings in the R3 Zone are intended to be a flat standard, rather than scaling with the number of buildings.** Adding strength to this argument, the MPS in many places encourages compact development and the efficient use of services (e.g. 4.1.1, 4.2.3, 5.9, and 11.1.2 and .4). A “per dwelling” interpretation of the LUB frontage requirements would be contrary to this direction by requiring more linear infrastructure (roads, sewer and water pipes) than is strictly necessary.

Unit Cap

The Medium Density Residential (R3) Zone permits [LUB 5.4.1] “Multi-Unit Dwellings up to a maximum of 8 units”. Given the possibility for more than one multi-unit dwelling on a lot provided by LUB 4.1.19, this leads to some unclarity as to whether the cap is a flat 8 units on one lot, or 8 units per dwelling.

Returning to the MPS directions related to compact development and efficient use of services (see above) **I would suggest a reasonable interpretation of this is to permit 8 units per dwelling, as long as this interpretation is consistently applied from development to development.** I.e. there is a potential for more than 8 units on a lot if they are spread across more than one building and the development otherwise meets LUB standards (setbacks, separation between buildings, amenity space, etc.). To avoid issues in the future, I would recommend that during the next housekeeping review of the LUB the Town review its preferred approach to the R3 Zone and add clear direction by specifying either “Multi-Unit Dwellings up to a maximum of 8 units per dwelling” or “Multi-unit Dwellings up to a maximum of 8 units per lot”.

Density Bonusing

Adding another layer to establishing the density that can be achieved on an R3 lot, LUB 5.1.9 contains the following provision:

“In the Medium Density (R3) and High Density (R4) Residential Zones, Multi-Unit Developments may exceed the maximum permitted density by 20% where a minimum of 50% of those additional units are affordable housing units.”

Given the relatively brief and non-exhaustive nature of this provision, there is some room for argument over the point in the calculation at which this relaxation should be applied. For example, could frontage be relaxed to allow a lot with less than 60’ of frontage to host a multi-unit dwelling? Put another way, the density of a multi-unit dwelling on a lot with 50’ of frontage is 20% denser in terms of dwelling units per length of lot frontage than on a 60’ lot; does that mean a 50’ lot can be developed for multi-unit dwelling purposes if affordable housing is provided?

Important to this analysis is the following: “may exceed the maximum permitted density”. In carefully considering that wording, I **can only come to the conclusion that the density bonusing should only be applied at the very end of the development calculations.** All standards of the LUB should be applied (including potential variances) to determine *the maximum permitted density* in terms of number of units permitted on the lot and then—and only then—this should be increased by 20% if affordable housing is being provided. For example, a lot that was otherwise permitted to host 8 dwelling units would, with the provision of affordable housing, be permitted to host 9.6 dwelling units (rounded to 9 or 10 in consistency with the Town’s standard rounding practices).

In our example argument above, development on a 50’ lot would not otherwise be permitted, so there is no maximum permitted density on which to apply the density bonusing provision.



PID 55266134 Rezoning Application

Application to Rezone from R3 to R4

PID #55266134

Applicant: Travis Mills, Cogs Development

Date: June 22, 2024

Prepared by: Elora Wilkinson

Presented to the Council Advisory Committee



C+D community design

REPORT OVERVIEW

Request	The applicant has requested to rezone PID 55266134 from its current zoning of Medium Density Residential (R3) to High Density Residential (R4) to permit the development of anywhere between 30 to 60 units on the property.
Description	<p>In early April 2024 the applicant approached the Municipality with a rezoning inquiry. Initially the vision for the rezoning was not articulated, but with further work the applicant has refined their vision to one of two development options.</p> <p>Option 1 is to build a large, three-story walk-up building with 50-60 smaller units of 1 and 2 bedrooms, targeting the nearby student population.</p> <p>Option 2 is to build 30-40 tiny homes for the same lot. These would be individual separate homes, but all be placed on the same lot for rental purposes, also known as cluster development.</p> <p>Both proposed developments are suitable based on Council's vision for Residential Development in the Town of Kentville. The lot is large enough to allow for a re-zoning of R4.</p>
Recommendation	To support housing options in the area, it is recommended that the Council Advisory Committee recommend to Council the approval of the application to rezone the subject property at PID 55266134 from Medium Density Residential(R3) to High Density Residential (R4) zoning.
Relevant Policies and Legislation	<p>Public Participation Program Policy - Statement G62</p> <p>Municipal Planning Strategy</p> <p>Land Use By-Law</p>
Follow Up Action	<p>An amendment to a Planning Document, in this case the Land Use By-Law, <u>does require</u> the Council Advisory Committee to perform a Public Participation Program.</p> <p>This Application Requires the Following Steps:</p> <ol style="list-style-type: none"> 1. Review of Report (CAC) <i>to consider rezoning</i> 2. <i>Public Participation Meeting (CAC)</i> 3. 1st Reading (Council) 4. Public Hearing (Council) 5. 2nd Reading (Council)

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Figure 11 Proposed Site Plan 38

Application

The applicant has applied to rezone PID 55266134 from its current Medium Density Residential (R3) zoning to the High Density Residential (R4) zoning. The applicant has worked with the Town's planning team to consider two development scenarios of more than the maximum of eight dwelling units permitted under the R3 zone.

However, based on current market demand and the development's target tenants, it was agreed that a single three-story walk-up building with 50-60 units placed at the front of the lot would be most appropriate. That being said, with a rezoning to R4, the applicant will have the option to carry out either of the considered developments.

The Proposal

The property in question is currently Medium Density Residential (R3) zoned and abuts additional R3 properties to the north of the lot. In contrast, low-density development abuts the lot to the West and South in the form of single-unit dwelling (R1) and One- & Two-Unit Dwelling (R2) zoning. The property fronts a Minor Collector Road, Mee Road, and is near schools and recreational services. Moreover, it enjoys a higher elevation than Oakdene Park and is significant in its size: The property is approximately 88,609 sqft with a frontage of 125 ft.

The applicant requests rezoning their property from Medium-Density Residential (R3) to high-density Residential (R4) to allow for a large L-shaped building with approximately 30000 sq ft of space. This building would consist of 50-60 smaller units with 1 and 2 bedrooms, specifically targeting the student population in the area. The building would be a three-story walk-up style with a lift and surface parking behind it.

The applicant has also considered building 30-40 tiny homes on the same lot as an alternative development option. These would be individual separate homes, but all be placed on the same lot for rental purposes, also known as cluster development.

It's important to note that the high-density (R4) zoning would allow either of these options to proceed. However, the applicant favours the larger single building due to market demand and the intended tenancy: students.

Both options would likely require accessory buildings to service the development; these include storage and service buildings. Currently, only two accessory buildings are permitted per lot, and they must comply with the zone's set height and size requirements, which can be found in [policy 4.1.1 Accessory Buildings and Structures](#) in the Land Use By-Law.

In addition, [policy 4.1.3 Amenity Space](#) in the Land Use By-Law requires that multi-unit developments containing four or more dwelling units shall provide on-site amenity space for residents amenity space currently is considered communal outdoor space that is useable "cleared, levelled and grassed" although useable amenity space may also take the forms of trails, meditation gardens, basketball courts, pools, playgrounds, natural play spaces, gardens, balconies, decks, shared cooking spaces, etc. It is recommended that if the developer has a

creative idea for shared resident space it be considered part of the amenity requirements as there are so many options besides “cleared grass space” that could benefit the community. Currently, amenity space is required to be in the rear or backyard.

Both potential development scenarios involve far more dwelling units than the maximum of eight permitted under the current Medium Density R3 zoning.

Policy Analysis

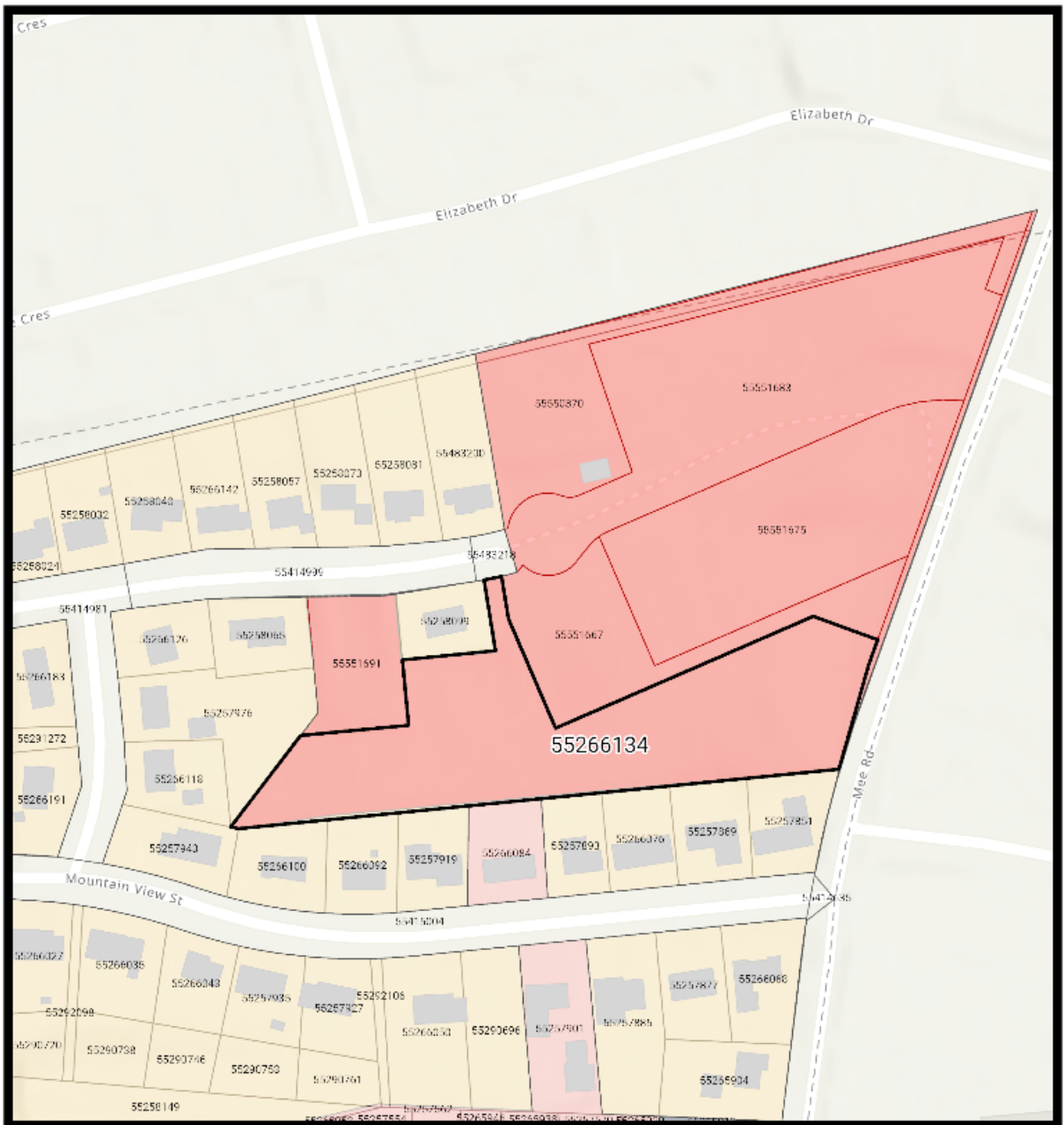
Municipal Planning Strategy

As the property falls under the Residential designation today, it can be considered for rezoning from R3 to R4. While the Municipal Planning Strategy does not provide detailed guidance on when to consider this rezoning, there is sufficient language in the policy document providing guidance on future multi-residential development, including the following preamble, recognizing the need for more multi-unit residential development: *For many years, residential development within the Town has primarily consisted of traditional Single-Family Dwellings. However, over the last few years, there has been a significant shift away from this demand for traditional single-family homes to semi-detached dwellings, townhouses, and apartments.*

Additionally, the MPS reiterates the desire to use existing infrastructure efficiently and provide diverse housing types to increase overall affordability and meet the needs of all Nova Scotians ([see 1.3 Statements of Provincial Interest #4 and #5](#)).

The current zoning on this lot follows the logic of the *Medium Density Residential (R3) Zone, which is intended to provide a transition between lower and higher residential density development. It will be applied to existing medium-density residential units, up to a maximum of eight dwelling units, as well as to vacant serviced lands where the Council wished to encourage residential infill, up to a maximum of eight dwelling units as of right.*

As this lot abuts single-family development to the west and south of the property (shown in Figure 1, Subject Property & Surrounding Zoning), the intention to transition from low to medium development is clear. However, considering Nova Scotia’s significant population growth, a case can be made for higher-density development in this location.



PID: 55266134 & Surrounding Properties

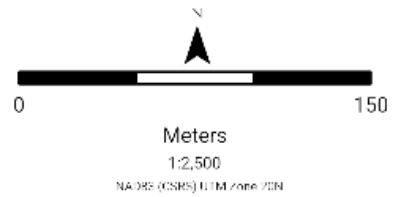


Figure 1 Subject Property and Surrounding Zoning

Given the significant size of this parcel, there is sufficient space to design appropriate transitions and buffers into the building design and the placement of the building on the lot. The significant lot size also ensures [Policy RS-21](#) can be met:

Policy RS-21 Council intends to require that any new multiple-unit residential development include provisions for recreation and amenity space. The Land Use By-law shall allow for the provision of such space either externally or internally to the building, and such space may consist of common or individual unit space.

Additionally, due to its size, this lot meets all the Land Use By-law requirements for an High Density (R4) property.

As outlined in [Policy IM-8](#) there are several considerations when reviewing a rezoning application for appropriateness. Key to these considerations is the compatibility of the proposed land uses and built form (height, scale, density) to the abutting uses. As this request is considering residential-to-residential land use, there are no concerns in that regard, but built-form transitions must be carefully considered.

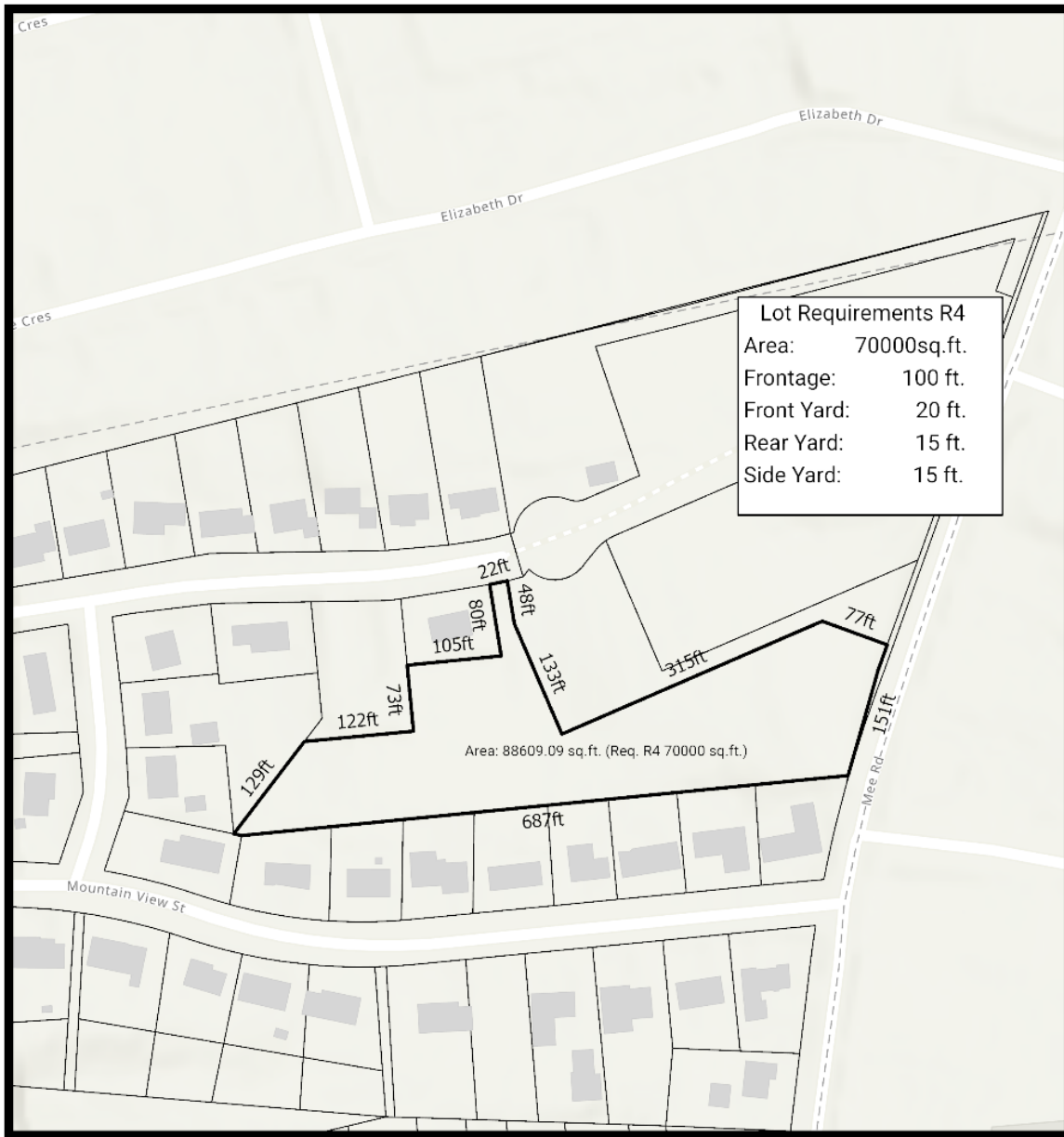
Regarding built form and density, the two options proposed offer differing levels of compatibility. Option 1, as a three-story walk-up, will be one to two storeys taller than the abutting low-rise development to the south and west and will take a differing form as an apartment building. However, this transition may be appropriate considering the medium-density residential to the north.

Option 2, with approximately 30 individual tiny homes, would match the existing low-rise development to the south and west while still offering an increased overall density. However, this built form will not offer significant built-form transitions to the medium-density to the north.

Additional relevant policies from the Municipal Planning Strategy for this application are listed in [additional materials](#).

Land Use By-Law

The parcel in consideration can meet all the requirements of the R4 zoning, as outlined in the proposed zoning map R4 below.



Proposed Zoning Map R4 (High Density Residential)
PID: 55266134

Structures
 PID55266134

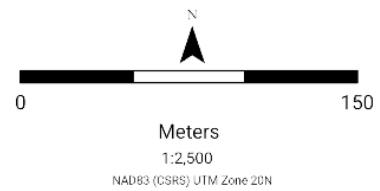


Figure 2 Subject Property Proposed R4 Lot Requirements

In addition, the Land Use By-Law under the High-Density Residential R4) Zone has [policy 5.5.4 On-Site Amenity Space](#) for developing multiple unit buildings containing four or more dwelling units following [section 4.1.3](#).

There are also [5.5.6 Landscaping Requirements](#) where parking abuts a lower-density Residential Zone, in which a landscape buffer of at least 8 feet wide shall be provided. This requirement may be reduced by 50% should the developer decide to use a 6ft opaque wooden fence or an earth berm with a minimum of 6ft about the grade at its crest to create a buffer instead.

Finally, [policy 5.5.7 Refuse Storage](#) requires that all outdoor refuse storage and bins be screened by a 6 ft high opaque fence or otherwise be closed by a structure so as not to be visible from the street or adjacent property.

Additional relevant policies from the Land Use By-Law for this application are listed in [additional materials](#).

Recommendation

In alignment with [policies IM-7 and IM-8](#), it is recommended that the Council Advisory Committee recommend to Council that they consider approving the rezoning of PID 55266134 from Medium Density Residential (R-3) to High-Density Residential (R-4) following the necessary public participation requirements.

Public Participation Program

The Town of Kentville requires that the Council Advisory Committee oversee a public participation program whenever the town considers amending any of its planning documents.

For this proposal, it is recommended that the Council Advisory perform the requirements of the public participation program.

The following are recommended for the public engagement program:

1. Sign on Property Advertising Proposed Changes
2. Newspaper Advertisement
3. Post on the Municipality's Facebook Page
4. A public meeting held at the Council Advisory Committee
5. Notification of Adjacent Property Owners

Additional Materials

Municipal Planning Strategy Policies

4.2.7 One Main Building on a Lot

The general intent of the Municipal Planning Strategy is to limit one main building on a lot with accessory buildings and structures. In certain instances, however, more than one main building may be necessary to accommodate certain types of development. For example, industrial uses may require several main buildings; or multiple residential buildings within a high density residential development.

Policy GD-9 It shall be the intention of Council to allow more than one main building on a lot for the following zones: a) General Commercial (C1); b) Highway Commercial (C2); c) Industrial (M1); d) Medium Density Residential Dwelling (R3); and e) High Density Residential Dwelling (R4)

5.2.2.3 Medium Density Residential (R3) Zone

The Medium Density Residential (R3) Zone is intended to provide a transition between lower and higher residential density development. It will be applied to existing medium density residential units up to a maximum of six dwelling units as well as to vacant serviced lands where Council wished to encourage residential infill, up to a maximum of six dwelling unit's as-of-right. Most of the medium density dwelling units are found adjacent to the downtown, including West Main Street and Main Street, where single family units have been converted over the years. Many of these buildings are considered a legacy of our past and one we must endeavor to preserve. Converted dwellings will be subject to special requirements designed to preserve the appearance of the single unit detached dwelling and minimize the impact on the surrounding properties.

5.2.2.4 High Density Residential (R4) Zone

For new residential developments, mixed density and form is encouraged in the High Density Residential (R4) Zone to provide a range of housing choice, maximize infrastructure and land and support the provision of public transport. Mixed density residential development supports Nova Scotia's Housing Strategy which believes mixed residential densities foster healthy, vibrant and diverse communities by supporting a mix of income levels, housing types and tenure. Higher density land use can help solve many environmental, social and aesthetic problems of sprawl, and promote walkability, connectivity, mixed uses, and mixed housing that promote energy-efficient land use.

Policy RS-21 It shall be the intention of Council to require that any new multiple unit residential development include provisions for recreation and amenity space. The Land Use By-

law shall allow for the provision of such space either externally or internally to the building, and that such space may consist of common or individual unit space.

Policy P-9 It shall be the intention of Council to require that any new multi-unit residential development include provisions for recreation and amenity space. The Land Use By-law shall allow for the provision of such space either externally or internally to the building, and that such space may consist of common or individual unit space.

15.9.2 Rezoning's

A rezoning or map amendment involves the rezoning of a particular property to another zone; usually in order to allow the property to develop to a more intensive use. This type of amendment may substantially alter the type of development and uses which may be permitted on that site. Because this type of amendment may involve a specific property and include a detailed development proposal, there is an opportunity for Council to assess the land use impacts of the proposed development as part of the rezoning application. Council will, therefore, undertake a detailed evaluation of the proposed development prior to making a decision concerning a rezoning application. This detailed assessment will require that the applicant submit a conceptual development plan and details with respect to servicing, stormwater drainage, traffic management, landscaping, and other design elements. To ensure that all potential land use impacts are considered, Council will adopt evaluative criteria that is specifically designed to assess rezoning applications.

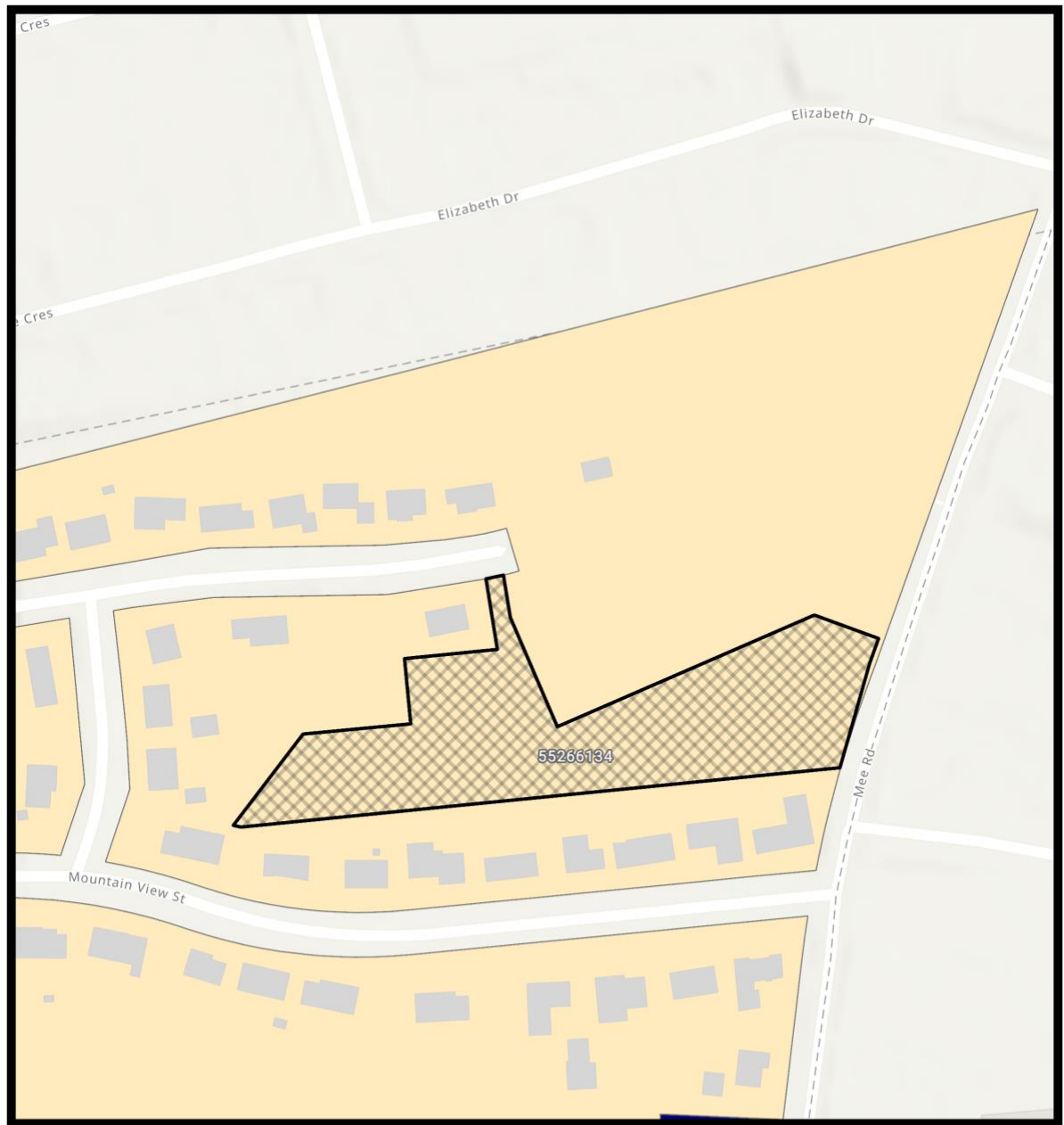
Policy IM-7 It shall be the intention of Council to require the submission of a detailed proposal as part of any rezoning application or amendment application that affects a specific property or properties. Where such a proposal involves dimensional or aesthetic issues, it shall include both a written and a professionally prepared site plan and graphic representations that are drawn to scale. Such graphic proposal must clearly indicate the following;

- a) the location, area, and dimensions of the subject property;
- b) the proposed location, dimensions, height, and proposed use of all buildings;
- c) the means by which the site is to be serviced by sanitary and storm sewers, water, electrical service and other utilities;
- d) the location of any parking stalls, driveways, walkways, lighting, fencing, refuse containers, and snow storage;
- e) landscaping elements including existing and proposed shrubs and trees; and
- f) architectural features where such features are regulated by the planning document.

Policy IM-8 It shall be the intention of Council when considering a rezoning application or other Land Use By-law amendment application that includes a specific development proposal to have regard for the following matters:

- a) compatibility of the proposed land use with adjacent land uses;

Yes, the property is designated for residential use and as such is eligible for all residential zoning options. In accordance with the Municipal Planning Strategy, higher-density zoning has been concentrated, transitioning from single-family homes to high-density development. The Council aims to consider more diverse housing types and prioritize infill development that uses existing municipal services.



GFLU - PID: 55266134
R3 (Medium Density Residential) to CR (Commercial Recreation)

-  PID 55266134
-  GFLU
-  FLU_Zone
-  Commercial Recreation

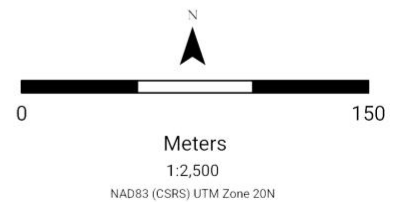


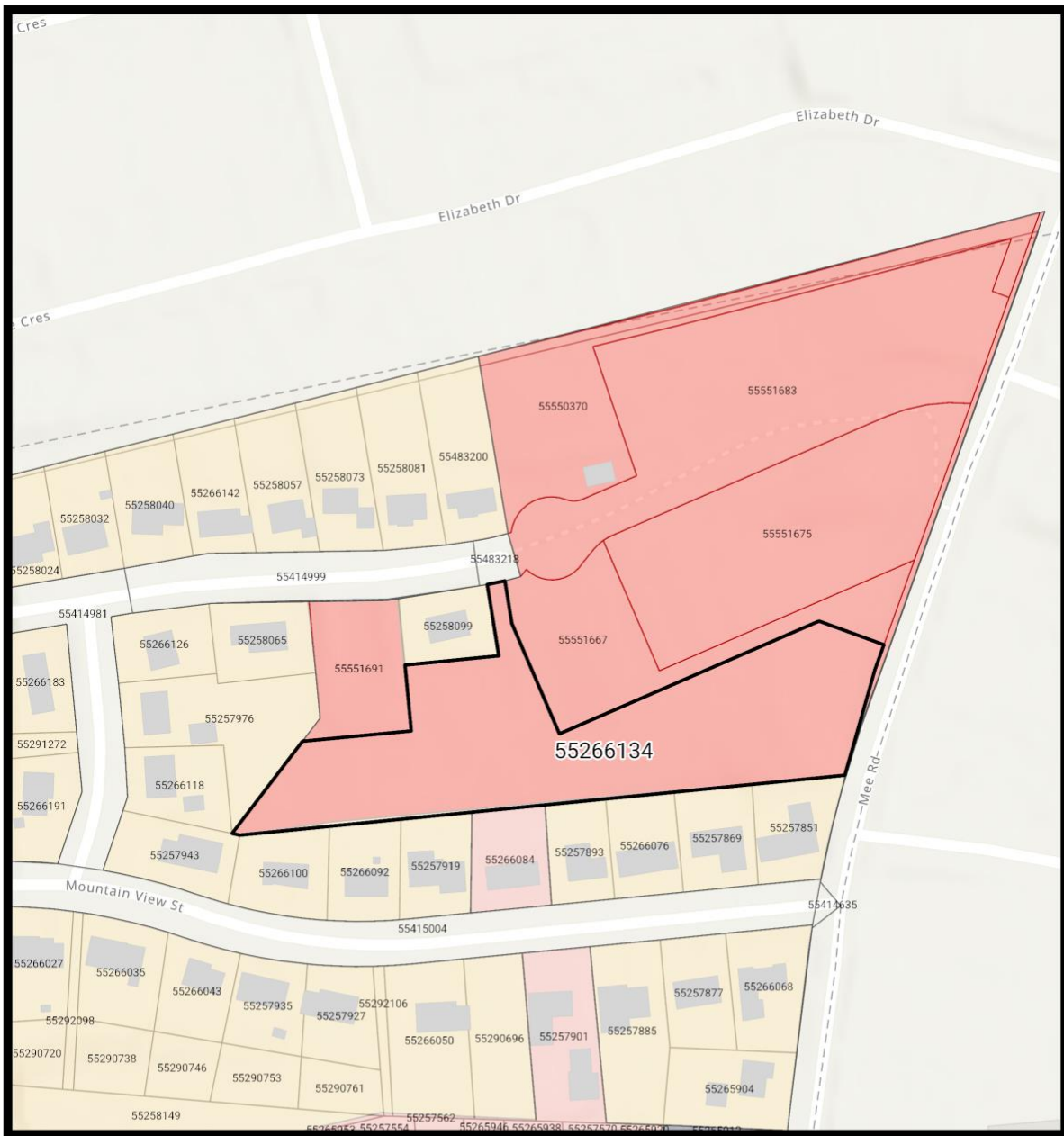
Figure 3 Subject Property Generalized Future Land Use Map

- b) compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk;

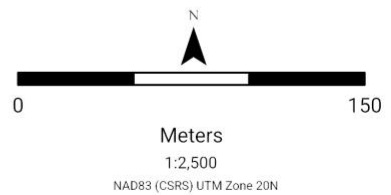
The property is part of a cluster of Medium-Density R3 Zoning, with lower-density residential zoning to the South and West.

Option 1, as a three-story walk-up, will be one to two storeys taller than the abutting low-rise development to the south and west and will take a differing form as an apartment building. However, this transition may be appropriate considering the medium-density residential to the north.

Option 2, with approximately 30 individual tiny homes, would match the existing low-rise development to the south and west while still offering an increased overall density. However, this built form will not offer significant built-form transitions to the medium-density to the north.


PID: 55266134 & Surrounding Properties

Zoning


Figure 4 Subject Property Context Map

- c) that the proposed development resolves any potential compatibility issues with nearby land uses resulting from lighting, signage, outdoor display, outdoor storage, traffic, vehicle headlights, and noise through appropriate site design, landscaping, buffering and fencing;

See requirements of [4.1 General Provisions for all zones and 5.5 High Density Residential \(R4\) Zone](#).

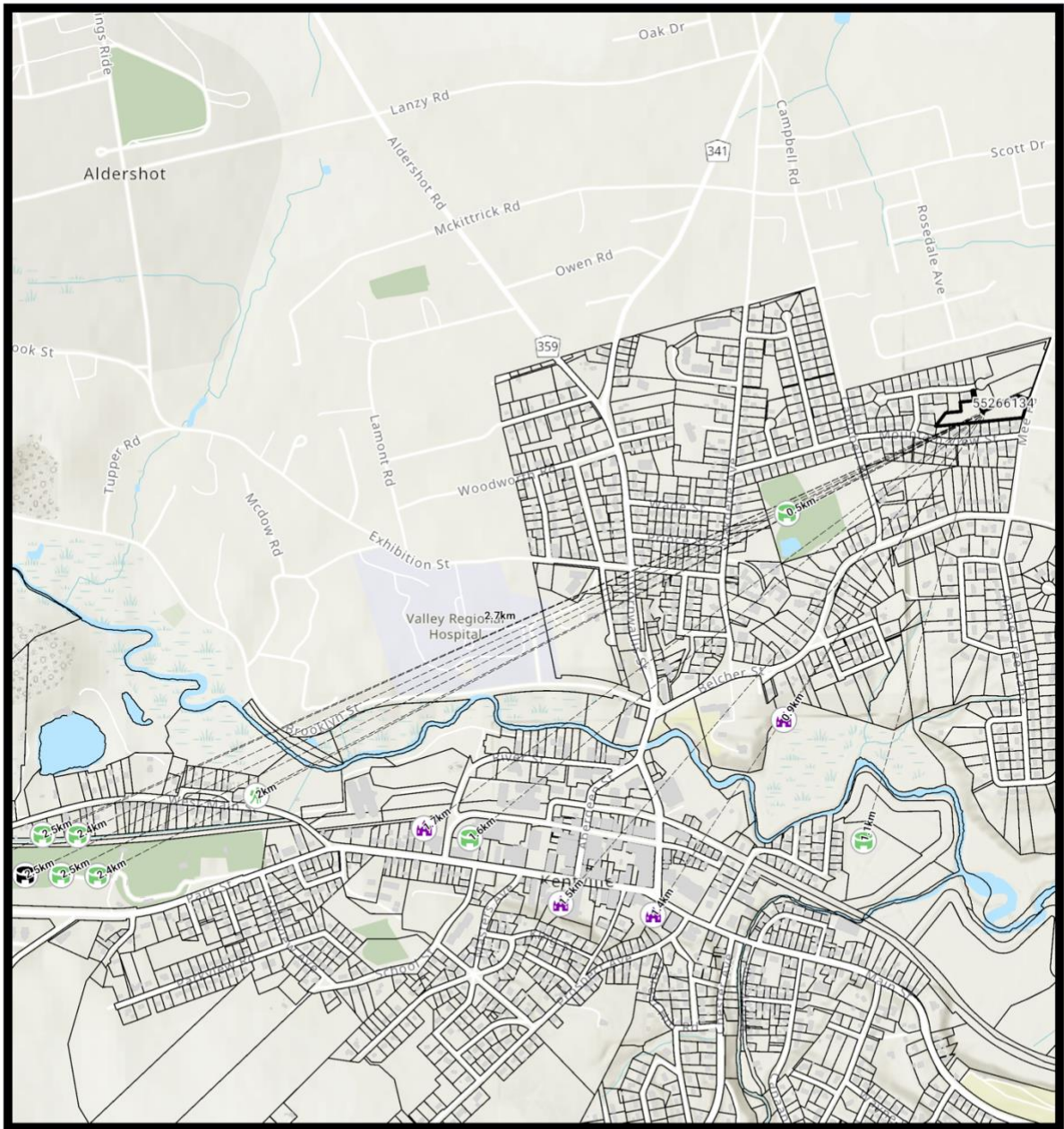
- d) the adequacy of sewer services, water services, waste management services and storm water management services;

See requirements of 4.1.4 Alteration of Land in which the preparation of land for a development for which a development permit is required a stormwater drainage system must be planned to the approval of the Town Engineer. A site drainage plan may be required by the Development Officer and approved by the Town Engineer prior to granting a Development Permit.

- e) that the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure;

The vacant lot is situated in a densely populated residential area with existing municipal services available for future development to connect to. This development aligns with the Council's aim to support infill development.

- f) the adequacy and proximity of schools;
- g) the adequacy and proximity of recreation and community facilities;



Rezoning Requirements - PID: 55266134

Proximity to Schools , Recreation, and Community Centers

- Arena
- Church
- Golf
- School
- Sport & Recreation
- Trail
- PID55266134
- Structures

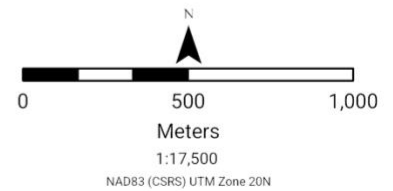
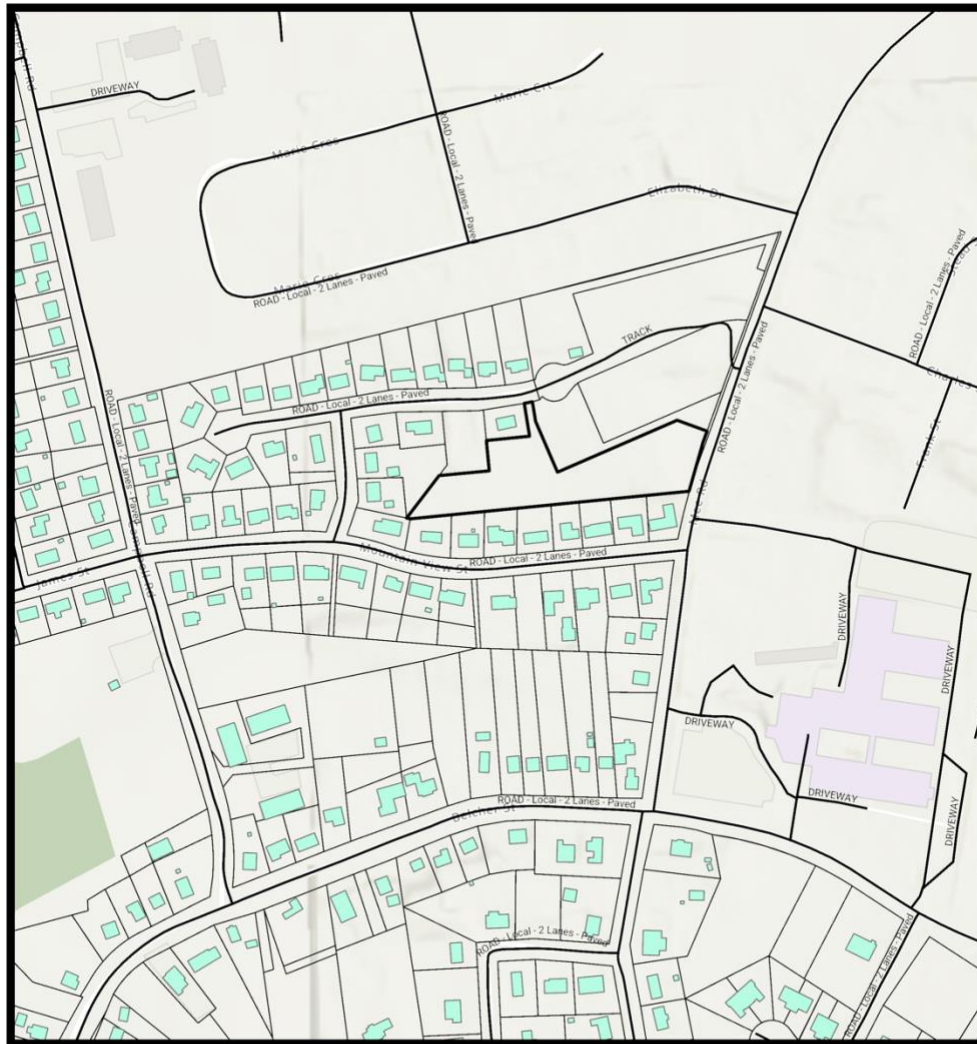


Figure 5 Subject Property Proximity to Community Services

h) the adequacy of the road network in, adjacent to, or leading to the development;

The property is located on Minor Collector Road, near Mee Road and in close proximity to schools and recreational services. This road is expected to be able to accommodate the additional traffic. However, the Development Officer reserves the right to require a traffic study to be approved by an engineer.



i)
j)
k)
l)
m)

Rezoning Requirements - PID: 55266134

- Road Network**
- Roads
 - ▭ Structures
 - ▭ PID55266134

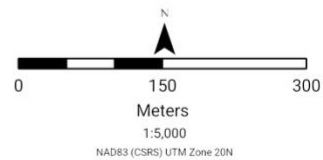






Figure 6 Subject Property Road Network

- i) the potential for erosion or for the contamination or sedimentation of watercourses;



Rezoning Requirements - PID: 55266134

Watercourses, Elevation & Geology

-  Watercourse
-  PID55266134
-  Structures
-  255
0 Elevation

Bedrock
 Wolfville Formation (M-L Tk F w): fluvial sandstone and conglomerate, aeolian sandstone, minor deltaic-lacustrine deposits, > 300m (Anisian-? Carnain spores and fossils)

Surface Geology
 Silty Till Plain and Drumlins: Till; silty, compact, material derived from both local and distant sources; drumlin facies: siltier till, higher percentage of distant source material including red clay.

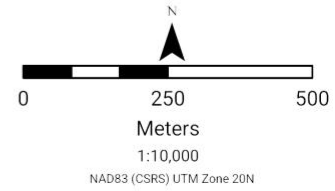


Figure 7 Subject Property Watercourses, Elevation and Geology

- j) environmental impacts such as air and water pollution and soil contamination;

The planned construction will involve paving, grading, and roofing, all of which could lead to stormwater runoff and pollution. However, these potential effects are relatively minor compared to those of other activities. The storm water management plans must be approved by the Town Engineer.

- k) previous uses of the site which may have caused soil or groundwater contamination;

Non-applicable.

- l) suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs;

The subject property has a higher elevation than Oakdene Park and is significant in its size: The property is approximately 88,609 sqft with a frontage of 125 ft.

- m) the ability of emergency services to respond to an emergency at the location of the proposed development;

Yes, there is enough space. This will be a requirement of the fire and building codes as part of the permit application process.

- n) that the proposal is in conformance with the intent of this strategy and with the requirements of all other Town By-laws and regulations;

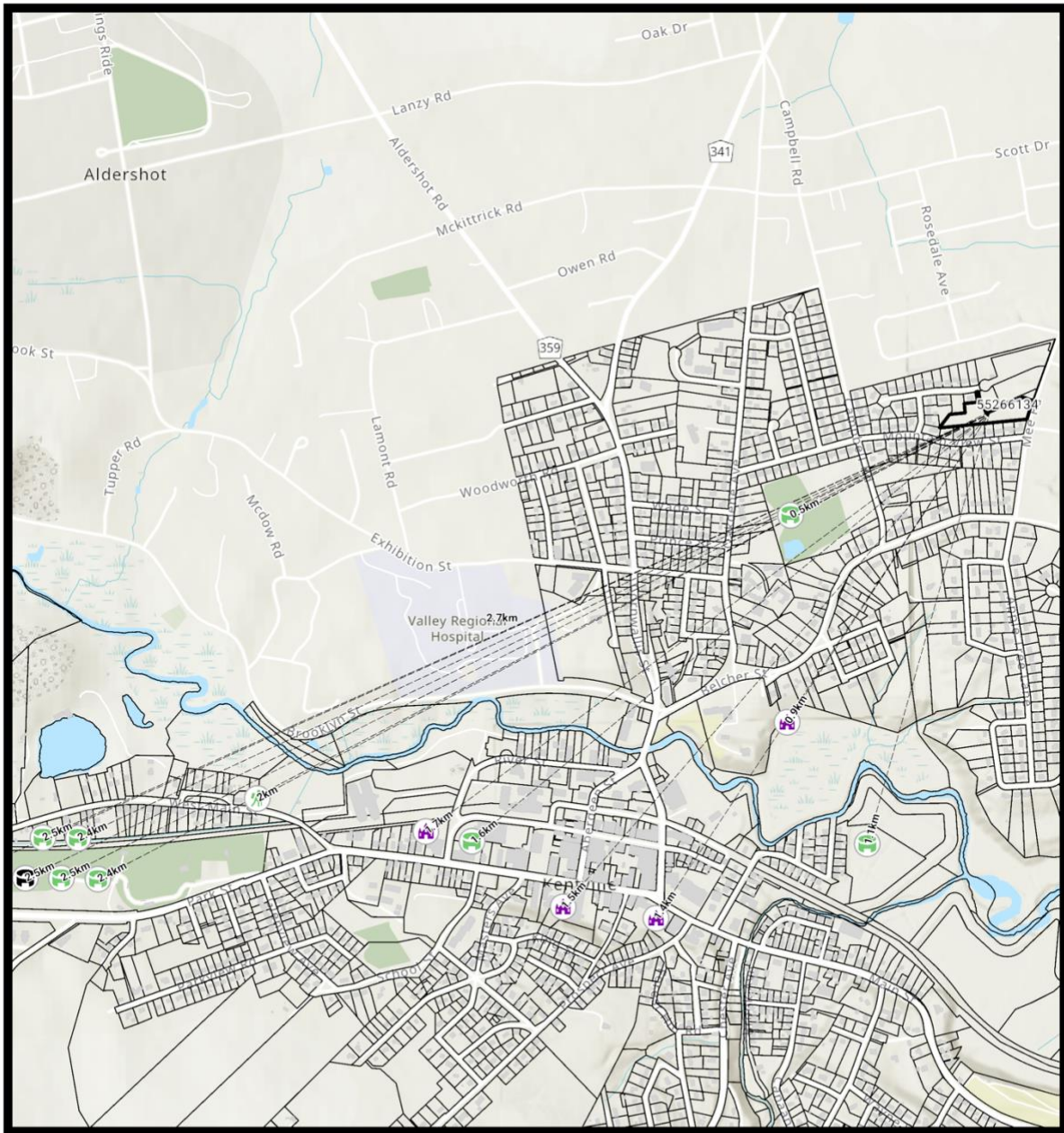
Yes, see full details of the report and relevant policies.

- o) development can be regulated in such a way as to meet or exceed the guidelines established in the Kentville Water Commission Source Water Protection Plan (SWPP)and

Yes, this will be a requirement of the development.

- p) the financial ability of the Town to absorb any costs relating to the amendment.

According to Policy MS-20, developers or landowners are responsible for the expenses related to extending municipal services for their development



Rezoning Requirements - PID: 55266134

Proximity to Schools , Recreation, and Community Centers

-  Arena
-  Church
-  Golf
-  School
-  Sport & Recreation
-  Trail
-  PID55266134
-  Structures

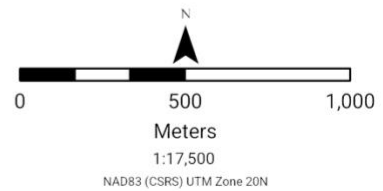


Figure 8 Subject Property Proximity to Commercial

Land Use By-Law Policies

Definitions

Cluster Development, residential means a land development project in which the site plan technique of clustering dwelling units is employed.

Land Leased Community means an establishment comprising of land or premises under single ownership, design and intended for residential use, where residences are primarily in manufactures homes, but does not include public campgrounds. A land leased community may contain mobile homes, mini homes, two unit mini homes, manufactured homes and administrative offices necessary for the operation of a land leased community.

Multi-Unit Residential Development means a development consisting of one or more multiunit dwellings.

4.1 General Provisions for All Zones

4.1.1 Accessory Buildings and Structures

- a) Accessory buildings and structures shall only support a use which is subordinate or incidental to the main use or building that is located on the same lot;
- b) Accessory buildings shall not be used for human habitation, except in accordance with Section 5.1.1 (g);
- c) Accessory buildings shall not be located within the required front yard or flankage yard of the lot;
- d) Accessory buildings shall not be built closer to the side lot line or rear lot line than 4 ft (1.22 m) except that: i. Common semi-detached garages may be erected on the mutual side lot line
- e) Accessory buildings shall not be built within 6 ft (1.82 m) of the main building or any other accessory building;
- f) Accessory buildings shall not exceed 21 ft (6.40 m) in height;
- g) No more than 2 accessory buildings shall be permitted on any one lot in any residential zone;
- h) Accessory buildings shall not exceed 15% of the total lot area, up to a maximum gross floor area of 1000 ft² in any residential zone; and
- i) Accessory buildings shall not be an automobile, trailer, shipping container or similar type of vehicle or structure or portion thereof whether or not same is mounted on wheels or a foundation.

4.1.3 Amenity Space

- a) All new Multi-Unit Developments containing four or more dwelling units shall provide On-Site Amenity Space in accordance with the following requirements:

Bachelor and One Bedroom	200 ft ² per unit	18.58 m ² per unit
Two bedroom	225 ft ² per unit	20.90 m ² per unit
Three or more bedrooms	255 ft ² per unit	23.69 m ² per unit

- b) Amenity space may include decks, balconies, gardens, landscaped open space, gyms, pools and other
- j) Useable outdoor recreation amenity space shall be located in the side or rear yards and the recreation space must be usable space, meaning it shall be cleared, levelled, and grassed or otherwise landscaped to create an attractive outdoor recreation space for the amenity of the residents on the lot.
- c) Amenity space shall be waived for all residential conversions.

4.1.13 Fencing

- a) Fences shall be limited to a maximum height of 12 ft (3.66 m) except in a Residential Zone where the maximum height shall be 8 ft (2.43 m)
- b) All fences shall conform to the following general requirements:
- i. where there is no required front yard, fences in the first 20 feet of the front yard shall not be more than 4 ft (1.21 m) in height except within the Industrial Zone;
 - ii. on corner lots, day lighting triangle height restrictions shall apply;
 - iii. fences cannot be electrified;
 - iv. fences with supporting structures shall be constructed so that the structural members face inward, away from all abutting properties and public streets; and
 - v. fences shall not contain barbed wire unless erected in conjunction with a permitted industrial or commercial use.

4.1.14 Frontage on a Street

All new lots to be approved on a final plan of subdivision shall abut a public street.

4.1.16 Illumination

- a) No person shall erect any illuminated sign or illuminate an area outside any building unless such illumination is directed away from adjoining properties and any adjacent streets.
- b) Commercial signage within or abutting a Residential Zone or designation shall only be illuminated during regular business hours.

4.1.19 One Main Building on a Lot

More than one main building may be permitted on a lot within the:

- a) General Commercial (C1) Zone;
- b) Highway Commercial (C2) Zone;
- c) Industrial (M) Zone;
- d) Medium Density Residential (R3) Zone; and
- e) High Density Residential (R4) Zone subject to the following requirement:
The minimum distance between the buildings shall be 20 ft (6.10 m), or one-half the height of the highest abutting wall, whichever is greater.

4.1.27 Site Plan Approval

Site Plan Approval is a tool permitted under the Municipal Government Act that relies entirely upon the development officer to evaluate development proposals based on their compliance with a predetermined set of objectives that are written out in the planning documents. The benefit of site plan approval is that it does not require a public hearing or a lengthy approval process compared to the Development Agreement process which can be lengthy an expensive to process, resulting in a legal contract between the developer and the Town. The Town has opted to allow certain development by Site Plan approval as provided for within this Bylaw.

The following developments shall be considered by Site Plan Approval in accordance with Sections 231-233 of the Municipal Government Act, and Section 5.1.12 of this Bylaw.

- a) New structures or additions in a (R3), (R4), (C1), (C2), (C3), (M1), and (CR) Zone, when such developments abuts a Single Unit Dwelling (R1) Zone or a One and Two Unit Dwelling (R2) Zone;
- b) Day Care Centers to a maximum of 14 persons in the (R1), (R2) and (R3) zones; and
- c) Multi-Unit Residential Development over 50 units per acre in the (C1) zone.

Table 4.2 Parking Requirements

Land Use	Parking Requirement
Residential Land Use	
Dwelling Units (<4 dwelling units)	1 parking space per dwelling unit
Multi-Unit Dwellings (>4 dwelling units)	1.25 parking spaces per dwelling unit
Multi-Unit Dwellings in the (C1) Zone	0.5 per dwelling unit
Home Based Business	1 space in addition to the space required by the dwelling unit
Bed and Breakfast	1 space per rental units in addition to the space required by the dwelling unit.

**** Further parking design standards provided within section 4.2 of the Land Use By-Law

5.1.8 Accessory Neighbourhood Commercial Uses

In the High Density Residential (R4) Zone, cafes, neighborhood grocery and convenience stores are permitted subject to the following requirements:

- a) the maximum commercial floor area within the residential structure used for display and sales does not exceed 1 000 ft2 (92.90 m2)

- b) the primary service area for the use is the immediate residential area in which the neighbourhood commercial use is located;
- c) parking shall be required in accordance with Table 4.2 herein; and
- d) one ground sign not to exceed 4 ft (1.219m) in height and not to exceed 10 ft² (0.93 m²).

5.1.12 Site Plan Criteria for Development in Residential Zones

The following site plan criteria shall apply to all new development that is permitted through the site plan approval process. No development permit shall be issued for development that is inconsistent with these criteria, in addition to all applicable zone standards and other requirements of this Bylaw:

- a) the location of new structures (or an addition to an existing structure) is located on the lot so as to minimize any adverse impacts on the surrounding neighbourhood, including, but not limited to noise, dust, or lighting;
- b) the location of off-street parking and loading facilities are located and designed as to minimize any adverse impact on the surrounding neighbourhood;
- c) the location, number and width of ingress and egress points are designed to prevent traffic congestion, nuisance and inconvenience in the area and minimize any adverse impact on the surrounding neighbourhood;
- d) the type, location and height of walls, hedges, fences, trees, shrubs, groundcover or other landscaping elements are designed and built so as to protect and minimize any adverse impact on neighbouring properties;
- e) the existing vegetation, where possible and deemed practical, be retained so as to lesson or reduce any adverse impact on abutting properties or the surrounding neighbourhood;
- f) the location of pedestrian walkways, and/or related infrastructure, shall be provided to link public walkways and parking areas to the entrance of the primary building;
- g) the type and location of outdoor lighting is designed to light the structure, driveways and any pedestrian walkways, but shall not directed onto neighbouring properties;
- h) the location of facilities for the storage of solid waste provides for a maximum separation for residential development, public areas, and adjacent properties;
- i) the location of existing easements shall be identified;
- j) the management of storm and surface water is addressed, and associated plans are approved by the Town Engineer;
- k) the type, location, number and size of signs or sign structures do not negatively alter the appearance of the neighbourhood; and
- l) the above listed items are maintained in a manner suitable and complementary to the surrounding neighbourhood.

5.4 Medium Density Residential (R3) Zone

5.4.1 Permitted Uses

The following uses shall be permitted as-of-right in the Medium Density Residential (R3) Zone subject to the requirements of the Bylaw:

- Single Unit Detached Dwelling

- Two Unit Dwelling
- Converted Dwellings up to a maximum of 6 units
- Residential Care Facility, Home for Special Care or Group Homes to a maximum of 6 bedrooms devoted to residential care use
- Multi-Unit Dwellings up to a maximum of 8 units, including Townhouses

5.4.2 Permitted Uses with Conditions

The following uses shall be permitted in the Medium Density Residential (R3) Zone subject to the requirements of this By-law:

- a) Ancillary Dwelling Units subject to Section 5.1.1 of this By-law
- b) Home Based Businesses in accordance with Section 5.1.2 and 5.1.3 of this By-law
- c) Bed and Breakfast, in accordance with Section 5.1.4 of this By-law
- d) Inns, in accordance with Section 5.1.5 of this By-law

5.4.3 Permitted Uses by Site Plan Approval

The following uses shall be permitted by Site Plan Approval subject to the requirements of this Bylaw:

- a) Day Care Centres to a maximum of 14 persons.

5.4.4 Medium Density Residential (R3) Zone Requirements

In a Medium Density Residential (R3) Zone, no Development Permit shall be issued except in conformity with the following requirements:

Table 5.3 R3 Zone Requirements

Minimum Lot Area	Single Unit/Two Unit Dwelling	5 000 ft ²	464.52 m ²
	Semi-Detached (on same lot)	5000 ft ²	462.52 m ²
	Two Unit Dwelling (on separate lots)	2 500 ft ² /unit	232.26 m ² /unit
	Two Unit Dwelling (on the same lot)	5 000 ft ²	464.52 m ²
	Townhouse (separate lot)	2 000 ft ²	185.81 m ²
	Townhouse (same lot)	2 000 ft ² /unit	185.81 m ² /unit
	Multi-Unit Dwelling (three to four units)	6 000 ft ²	557.42 m ²
	Multi-Unit Dwelling (five to eight units)	10 000 ft ²	929.03 m ²
Minimum Lot Frontage	Single Unit/Two Unit Dwelling	50 ft	15.24 m
	Semi-Detached (on separate lots)	25 ft/unit	7.62 m/unit
	Townhouse	20 ft/unit	6.10 m/unit
	Multi-Unit Dwelling (three or more units)	60 ft	18.29 m
Minimum Front Yard	Multi-Unit Dwelling (five to eight units)	100 ft	30.48 m
		20 ft	6.10 m

Minimum Rear Yard	Single Unit/Two Unit/Townhouse	15 ft	4.57 m
	Multi-Unit Dwelling	15 ft or ½ the height of the main building, whichever is greater	4.57 m
Minimum Flankage Yard	Single Unit/Two Unit/Townhouse	10 ft	3.05 m
	Multi-Unit Dwelling	20 ft	6.10 m
Minimum Side Yard	Single Unit/Two Unit/Townhouse	4 ft	1.22 m
	Multi-Unit Dwelling	15 ft or ½ the height of the main building, whichever is greater	4.57 m

5.4.5 On-Site Amenity Space

Useable amenity space shall be required for Multiple Unit dwellings containing four or more dwelling units in accordance with Section 4.1.3 of this By-law.

5.4.6 Additional Requirements for Row Housing, Townhouse and Linked Units

- a) Row Housing, Townhouse, and Link Dwelling Units located on a lot serviced by Municipal water and sewer may be subdivided into individual lots provided:
 - i. each lot to be created contains no more than 1 dwelling unit;
 - ii. each dwelling unit has separate service connections;
 - iii. all applicable provisions of the Land Use By-law and Subdivision By-law are satisfied;
- b) Individual Row House, Townhouse, and Link Dwelling Units contained in the same structure shall maintain a front yard setback that is equal to the front yard setback of the adjacent unit(s) or varies no more than 2 ft (0.61 m) from the front yard setback of the adjacent unit(s).

5.5 High Density Residential (R4) Zone

5.5.1 Permitted Uses

The following uses shall be permitted as-of-right in the High Density Residential (R4) Zone subject to the requirements of the Bylaw:

- Single Unit Detached Dwelling
- Two Unit Dwelling
- Day Care Centres and Nursery Schools
- Residential Care Facilities, Home for Special Care or Group Homes
- Multi-Unit Dwellings

5.5.2 Permitted Uses with Conditions

The following uses shall be permitted in the High Density Residential (R4) Zone subject to the requirements of this By-law:

- a) Home Based Businesses, in accordance with Section 5.1.2 and 5.1.3 of this By-law
- b) Bed and Breakfast, in accordance Section 5.1.4 of this By-law
- c) Inns, in accordance with Section 5.1.5 of this By-law
- d) Accessory Neighbourhood Commercial Uses in accordance with Section 5.1.8 of this Bylaw.

5.5.3 High Density Residential (R4) Zone Requirements

In a High Density Residential (R4) Zone, no Development Permit shall be issued except in conformity with the following requirements:

Table 5.4 R4 Zone Requirements

Minimum Lot Area	Single Unit/Two Unit Dwelling	5 000 ft ²	464.52 m ²
	Two Unit Dwelling (on separate lots)	2 500 ft ² /unit	232.26 m ² /unit
	Townhouse	2 000 ft ² /unit	185.81 m ² /unit
	Multi-Unit Dwelling (three to four units)	6 000 ft ²	557.42 m ²
	Multi-Unit Dwelling (five or more units)	7 000 ft ² first five units + 1 000 ft ² /unit	650.32 m ² first five units + 92.90 m ² /unit
Minimum Lot Frontage	Single Unit/Two Unit Dwelling	50 ft	15.24 m
	Two Unit Dwelling	25 ft/unit	7.62 m/unit
	Townhouse	20 ft/unit	6.10 m/unit
	Multi-Unit Dwelling (three to four units)	60 ft	18.29 m
	Multi-unit Dwelling (five or more units)	100 ft	30.48 m
Minimum Front Yard		20 ft	6.10 m
Minimum Rear Yard	Single Unit/Two Unit/Townhouse	15 ft	4.57 m
	Multi-Unit Dwelling	15 ft or ½ the height of the main building, whichever is greater	4.57 m
Minimum Flankage Yard	Single Unit/Two Unit/Townhouse	10 ft	3.05 m
	Multi-Unit Dwelling	20 ft	6.10 m

Minimum Side Yard	Single Unit/Two Unit/Townhouse	4 ft	1.22 m
	Multi-Unit Dwelling	15 ft or ½ the height of the main building, whichever is greater	4.57 m

5.5.4 On-Site Amenity Space

Useable Amenity Space shall be required for the development of Multiple Unit Apartment Buildings containing four or more dwelling units in accordance with Section 4.1.3 of this By-law.

5.5.5 Additional Requirements for Row Housing, Townhouse and Link Units

c) Row Housing, Townhouse, and Link Dwelling Units located on a lot serviced by Municipal water and sewer may be subdivided into individual lots provided:

- iv. each lot to be created contains no more than 1 dwelling unit;
- v. each dwelling unit has separate service connections;
- vi. all applicable provisions of the Land Use By-law and Subdivision By-law are satisfied;

d) Individual Row House, Townhouse, and Link Dwelling Units contained in the same structure shall maintain a front yard setback that is equal to the front yard setback of the adjacent unit(s) or varies no more than 2 ft (0.61 m) from the front yard setback of the adjacent unit(s).

5.5.6 Landscaping Requirements

- a) Where a parking area abuts a lower density Residential Zone, a landscaped buffer that is at least 8 ft (2.44 m) wide shall be provided.
- b) Notwithstanding Section 5.5.7(a), the landscaped strip may be reduced by 50% where;
 - i. a minimum 6 ft (1.83 m) opaque wooden fence is provided; or,
 - ii. an earth berm a minimum of 6 ft (1.83 m) above grade at its crest and trees, a minimum of 5 ft (1.52 m) in height, with an average maximum spacing not to exceed 6 ft (1.83 m), is provided.

5.5.7 Refuse Storage

Outdoor refuse storage and bins shall be screened by a 6 ft (1.83 m) high opaque fence or otherwise be enclosed by a structure so as not to be visible from any street or adjacent property.

Schedule A Property Description

ALL those lots of land situate in the Hillcrest Court Subdivision in the Town of Kentville, County of Kings, Province of Nova Scotia, bounded and described as follows:

BEGINNING at a point marking the southeast corner of lands now or formerly of James G. Vienot;

THENCE South 55 degrees 15 minutes east along the north limit of the Lot number one of the Young Acres Subdivision a distance of 10 feet, more or less;

THENCE South 73 degrees 15 minutes east along other lands of the Young Acres Subdivision a distance of 675.62 feet, more or less, to the West limit of Mee Road being the highway leading from the residence now or formally an occupation of William Smith to the site of the old Presbyterian Meeting house;

THENCE North 37 degrees 59 minutes east along the west limit of me road, a distance of 122 feet, more or less;

THENCE North 41 degrees 52 minutes east along the west limit of Mee Road a distance of 539.6 feet, more or less to a concrete marker set in the southeast corner of lands now or formerly of David Smith;

THENCE North 82 degrees 7 minutes west along the southern boundary of the Smith lands and lands now or formerly of Issac DeAdder a distance of 806.35 feet, more or less, to the northeast corner of Lot number 23 and shown on a plan of Hillcrest Ct. subdivision prepared by W. S Crooker, Jr., P.L.S., and being revised on the second day of October 1967, and file that the Registry of Deeds office at Kentville aforesaid;

THENCE South 12 degrees 36 minutes west along the east limit of Lot number 23 a distance of 156.04 feet, more or less to the southeast corner of Lot number 23;

THENCE North 68 degrees 54 minutes west along the south line of Lot number 23, 53.57 feet;

THENCE North 74 degrees 54 minutes west along the south line of Lots 23 and 22, 95 feet to the southwest corner Lot number 22;

THENCE North 77 degrees 24 minutes west along the south line of Lot number 21 to a point on a line in prolongation of the East limit of Hillcrest Avenue;

THENCE South 16 degrees 45 minutes west 50.13 feet to the northwest corner of Lot number 57;

THENCE South 77 degrees 44 minutes east along the North line of Lot number 57, 22.4 feet;

THENCE South 74 degrees 54 minutes east along the north line of lot number 57, 80 7.7 feet to the northeast corner of lot number 57;

THENCE South 16 degrees 45 minutes west along the east limit of lot number 57, 58, and 59, a distance of 257.04 feet, more or less, to the point or place of beginning.

EXCEPTING THEREFROM any portion of land conveyed to the town of Kentville for use as a public street.

EXCEPTING AND RESERVING THEREFROM all that certain lot, piece or parcel of land known as Lot number 26 of Hillcrest Ct. subdivision, Kentville, in the County of Kings and Province of Nova Scotia, as conveyed to the Town of Kentville, and more particularly to described as follows:

BEGINNING at a point on the North Side of Maxwell Place at the southeast corner of Lot number 25;

THENCE South 75 degrees 54 minutes east along the north side of the Maxwell Place a distance of 70.02 feet to a stake;

THENCE North 12 degrees 36 minutes east a distance of 196 .10 feet to a stake;

THENCE North 82 degrees 07 minutes west a distance of 70.24 feet to the northeast corner of Lot number 20;

THENCE South 12 degrees 36 minutes west along the east side line of Lot 25, a distance of 188.50 feet to the southeast corner of Lot number 25, the place of beginning.

AND FURTHER EXCEPTING THEREFROM all that certain lot, piece or parcel of land situate, lying and being in the Town of Kentville, County of Kings, Province of Nova Scotia, and being Lot #24 of the Hillcrest Court Subdivision, Kentville, Nova Scotia, prepared by W.S. Crooker Engineering Co., dated December 12th, A.D., 1969, and approved by the Town of Kentville on December 17th, A.D., 1969 and being more particularly bounded and described as follows:

BEGINNING at a point on the north side of Maxwell Place at the southeast corner of Lot Number 23;

THENCE North Twelve Degrees Thirty-Six Minutes East along the east side of Lot #23 a distance of One Hundred Fifty-Six Decimal Zero Four Feet to the northeast corner of Lot Number 23;

THENCE South Eighty-Two Degrees Zero Seven Minutes East a distance of Seventy Decimal Twenty-Four Feet to the northwest corner of Lot #25;

THENCE South Twelve Degrees Thirty-Six Minutes West along the west side of Lot #25 a

distance of One Hundred Seventy-Two Decimal Twenty-Seven Feet to the north side of Maxwell Place;

THENCE North Sixty-Eight Degrees Fifty-Four Minutes West along the north side of Maxwell Place a distance of Seventy Decimal Seventy-Eight Feet to the place of beginning.

AND FURTHER EXCEPTING THEREFROM all that certain piece or parcel of land known as Lot number 25 at Hillcrest Court Subdivision, Kentville, in the County of Kings, and Province of Nova Scotia, more particularly described as follows:

BEGINNING at a point on the north side of the Maxwell Place at the southeast corner lot number 24;

THENCE South 68 degrees 54 minutes east along the north side of Maxwell Place the distance of 70.78 feet to the southwest corner of Lot number 26;

THENCE North 12 degrees 36 minutes east along the west side of Lot number 26 a distance of 188 .50 feet to the northwest corner of Lot number 26;

THENCE North 82 degrees 07 minutes east a distance of 70 .24 feet to the northeast corner lot number 24;

THENCE South 12 degrees 36 minutes west along the east side of Lot number 24 a distance of 172.27 feet to the southeast corner of Lot number 24, the place of beginning.

AND FURTHER EXCEPTING THEREFROM all that certain piece or parcel of land known as Lot number 51 at Hillcrest Court Subdivision, Kentville, in the County of Kings, and Province of Nova Scotia, more particularly described as follows:

BEGINNING at a point on the south side of Maxwell Place on the east side of a street reserve;

THENCE South 75 degrees 54 minutes east along the south side of the said Maxwell Place a distance of 100 feet;

THENCE South 13 degrees 04 minutes west a distance of 79.79 feet to a stake;

THENCE North 73 degrees 15 minutes west a distance of 105 feet to the east side of the said Street reserve;

THENCE North 16 degrees 45 minutes east along the east side of the said Street reserve a distance of 75 feet to the south side of Maxwell Place, the place of beginning.

AND FURTHER EXCEPTING THEREFROM all that certain lot, piece or parcel of land situate, lying and being in the Town of Kentville, County of Kings, Province of Nova Scotia, and being lot #56

on Hillcrest Court Subdivision prepared by W. S. Crooker Engineering Co., dated December 12, A.D., 1969, and approved by the Town of Kentville on December 17th, A.D., 1969 and being more particularly bounded and described as follows:

Beginning at a point on the South side of Maxwell Place at the Northeast corner of Lot #57;

Thence South Seventy-Four Degrees Fifty-Four Minutes East along the South side of Maxwell Place a distance of Three Decimal Fifty-Nine Feet (3.59');

Thence South Sixty-Eight Degrees Fifty-Four Minutes East along the South side of Maxwell Place a distance of One Hundred Six Decimal Seventy-Two Feet (106.72');

Thence South Sixteen Degrees Forty-Five Minutes West a distance of Eighty Feet (80');

Thence North Seventy-Three Degrees Fifteen Minutes West a distance of One Hundred Ten Feet (110') to the East side line of lot # 58;

Thence North Sixteen Degrees Forty-Five Minutes East along the East side lines of Lots 58 and 57 to the South side line of Maxwell Place, the place of beginning.

SAVING AND EXCEPTING LOT 55 as shown on registered plan no. 84946806 recorded in the Land Registration Office for Kings County.

SAVING AND EXCEPTING Lot 27 and Parcel A as shown on registered plan number 85776186 recorded in the Land Registration for Kings County.

SAVING AND EXCEPTING Lot 1N as shown on registered plan no. 122143143 recorded in the Land Registration Office for Kings County.

Saving and Excepting Parcel P, Lot 1S, Lot RLA, and Lot RLC as shown on Registered Plan No 123093321 recorded in the Land Registration Office for Kings County.

SUBJECT TO a utility interest in favour of Nova Scotia Power Inc. as described in the Grant of Easement recorded as Document Number 87599016 on April 16, 2007.

SUBJECT TO a utility interest in favour of Nova Scotia Power Inc. as described in the Grant of Easement recorded as Document Number 112036703 on January 18, 2018.

SUBJECT TO a utility interest in favour of Nova Scotia Power Inc. as described in the Grant of Easement recorded as Document Number 120735049 on June 9, 2022.

*** Municipal Government Act, Part IX Compliance ***



Compliance:

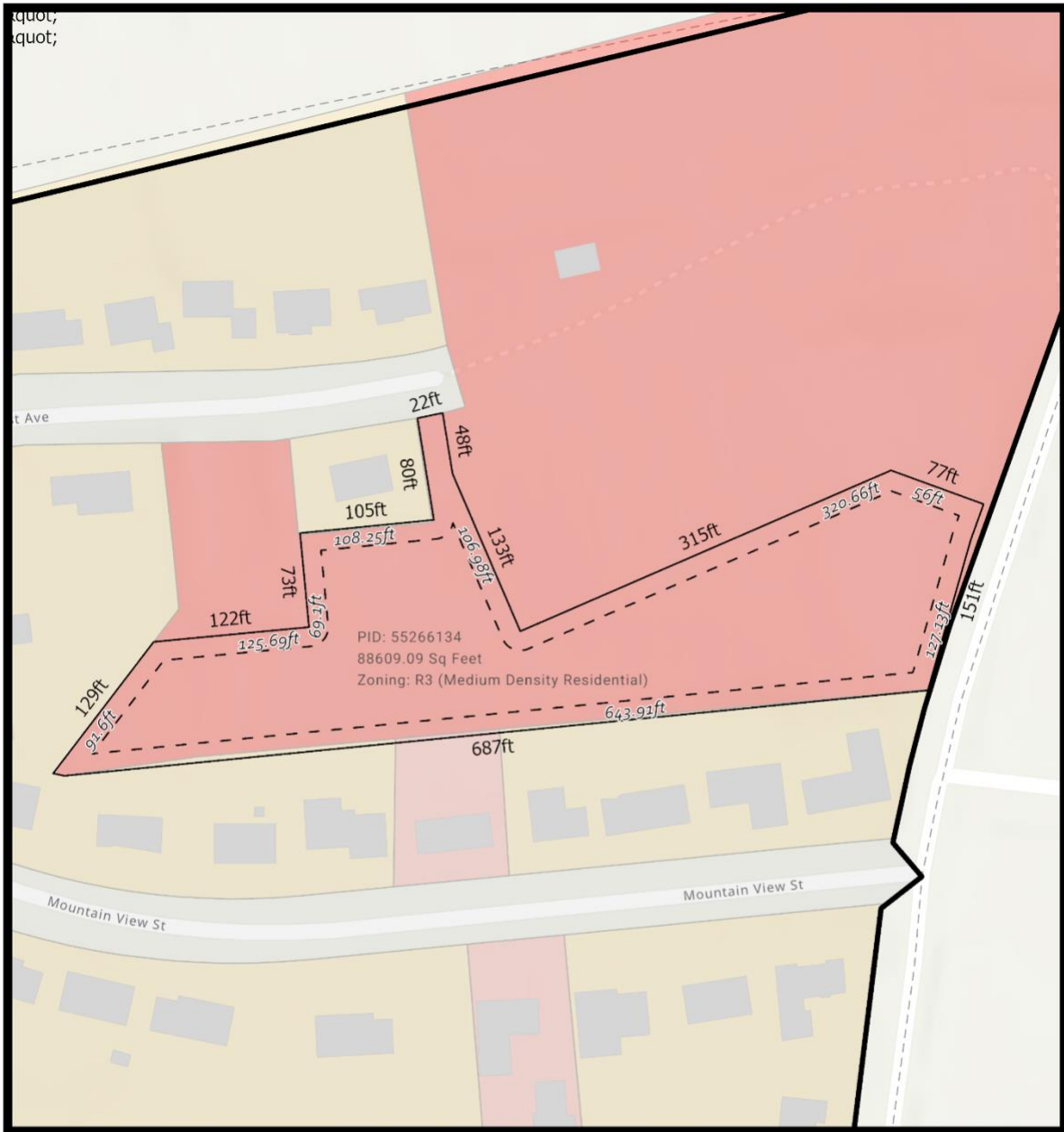
The parcel is created by a subdivision (details below) that has been filed under the Registry Act or registered under the Land Registration Act

Registration District: KINGS COUNTY

Registration Year: 2023

Plan or Document Number: 123093321

Schedule B Zoning Map



Current Zoning & Lot Size - PID: 55266134

- Structures
- 15 ft Inset

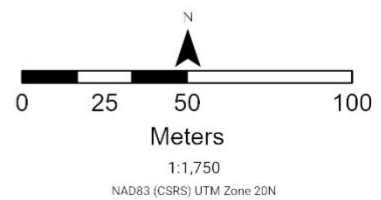
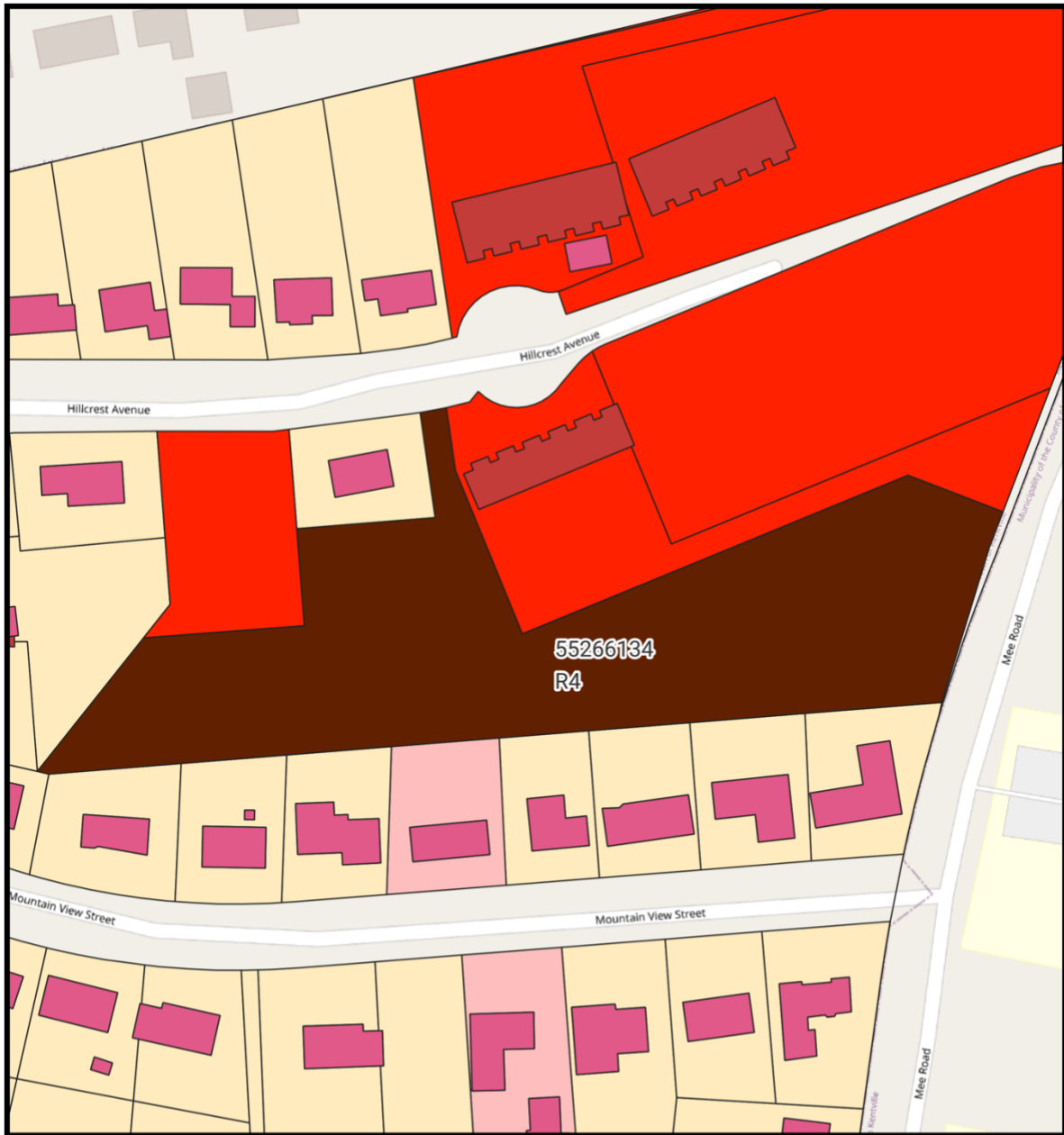


Figure 9 Current Zoning



PROPOSED ZONING - PID 55266134

R4 - High Density Residential

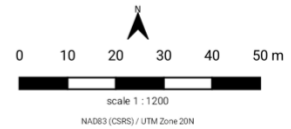
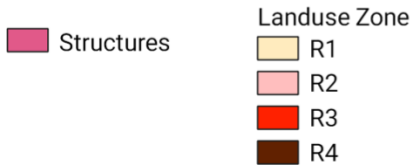


Figure 10 Proposed Zoning

Schedule C Site Plan

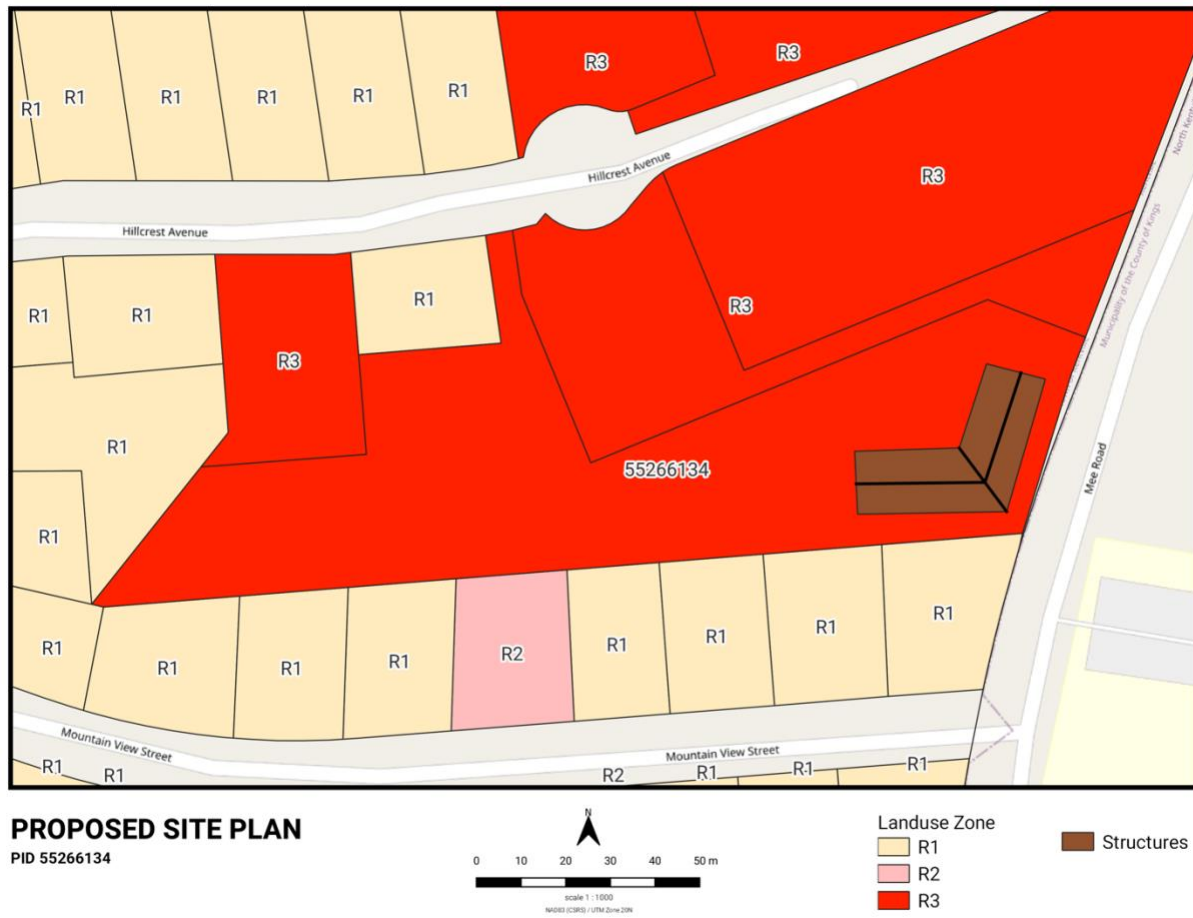


Figure 11 Proposed Site Plan



PUBLIC PARTICIPATION PROGRAM REPORT

This report summarizes the public participation program hosted by Council Advisory Committee for the application for PID 55266124 from COGs Developments. The program was discussed at a special meeting of Council Advisory Committee on July 25, 2024, at 4:00 p.m. in Council Chambers.

APPLICATION

The applicant has applied for the following amendments:

1. Request to rezone PID 55266124 from Medium Density R3 to High Density R4 to allow for the construction of 30-60 units.

THE BASICS

1. The Advisory Committee is currently assessing if the requested increased housing density would be suitable for the proposed lot,

ENGAGEMENT

The Planning and Development Staff of the Town of Kentville have established a Public Participation Program, as requested by Council Advisory Committee. This initiative aimed to provide Council with adequate time to review the proposed application before the upcoming municipal election. The application was submitted in May 2024.



NEWSPAPER AD

The following Newspaper ad was circulated in the Chronicle Herald for 14 days before the public meeting.

Kentville

Public Participation Meeting Cogs Development, Mee Road

A public participation meeting will be held at the Kentville Fire Hall, 463 Main Street, Kentville, Nova Scotia, at 6:00 PM on Tuesday September 3rd, 2024 to provide an opportunity for the public to comment on or make suggestions to the proposed amendments.

Planning Application: Travis Mills and Cogs Development have applied for a Land Use Bylaw (rezoning) amendment with the intent to construct housing in the area between Mee Road, Hibou Court and Mountain View Street in Kentville. The land use zone on that property is Medium Density Residential (R3), and they are requesting to rezone to High Density Residential (R4) to permit a development of between 30 and 60 units. They have not submitted a development application.

Date/Time: Tuesday September 3rd, 2024 at 6:00 PM

Location: Kentville Volunteer Fire Hall

For further information, copies of the proposal, and questions about making a submission please contact Caroline Robertson, Planner, at (902) 742-5300 or caroline@cdcommunitydesign.ca

August 13, 2024

Jeff Lawrence
Town Clerk
TOWN OF KENTVILLE



NEIGHBOUR NOTIFICATION

Unfortunately, there was a miscommunication among staff, and despite advising Council that neighbours would be notified of the public meeting, a notice was not sent out. Notifying neighbouring properties is considered a best practice. Town staff did not send a notification as no policy stated this as a requirement.

SIGN ON THE PROPERTY

The proposed development has not yet been communicated through a sign on the property. The staff at the town of Kentville have been working on finding a supplier, developing a consistent design, and ordering a sign for the property. A sign will be posted before any public hearing if the application moves forward.



August 15, 2024

Scott Conrod

Chief Administrative Officer
Municipality of the County of Kings
181 Coldbrook Village Drive
Coldbrook, NS B4R 1B9

Re: Notification of application for a Land Use By-law amendment - Mee Road (PID: 55266134), Kentville

Dear Scott,

Travis Mills and COGS Developments have submitted an application for a Land Use By-law amendment to rezone a property located at Mee Road (PID: 55199145), Kentville from the Medium Density Residential (R3) Zone to the High Density Residential (R4) Zone to enable a future high density residential development on the subject property.

You are welcome to attend a Public Participation Meeting on Tuesday, September 3, 2024, from 6-8 pm, at the Kentville Volunteer Fire Hall at 463 Main Street, Kentville. The intent of the meeting is to give an early overview of the proposal, review the relevant planning policies, explain the process that will be followed during the municipal review of the application, and receive early questions and feedback from the public on the proposal.

You are being notified of this Public Participation Meeting because the planning application being considered involves a property located within 150 metres of the municipal boundary. If you have any comments or concerns with regard to this application, or if you would like more information, please do not hesitate to contact me at 902-679-2529 or by email at dshupe@kentville.ca.

Sincerely,

Darren Shupe
Director of Planning and Development
Town of Kentville



PID: 55266134 & Surrounding Properties
Scale: 1:10,000
North Arrow



SOCIAL MEDIA POSTING

A post about the proposed planning application and the upcoming public meeting was shared on the Town's Facebook page on August 14th. The post was shared 14 times.



Town of Kentville



Aug 14 · 🌐

Two development applications have been submitted to the Town of Kentville for review and consideration. These will follow a tentative schedule for presentations and meetings, prescribed by Town policy and provincial legislation. For more information please visit the Town's website.

<https://kentville.ca/news/14-08-2024/planning-and-development-public-meetings>

Date	Event	Matter	Place/Time
29 Aug 2024	Public Participation Meeting (PPM)	Brison – MPS/LUB amendment – land designation and rezoning	Kentville Fire Hall 6:00 – 8:00 pm
3 Sep 2024	PPM	COGS – LUB amendment – rezoning R3 to R4	Kentville Fire Hall 6:00 – 8:00 pm
6 Sep 2024	Special CAC Meeting	First Reading Recommendation Brison COGS	Town Hall Council Chambers 4:00-5:00 pm
9 Sep 2024	Special Meeting of Council	First Reading Recommendation from CAC Brison COGS	Town Hall Council Chambers 5:00 – 6:00 pm
9 Sep 2024	CAC Meeting	Regular scheduled CAC Meeting	Town Hall Council Chambers 6:00 pm
25 Sep 24	Public Hearing	Brison	Kentville Fire Hall 6:00 – 8:00 pm
26 Sep 2024	Public Hearing	COGS	Kentville Fire Hall 6:00 – 8:00 pm
1 Oct 2024	Special Meeting of Council	Second Reading Recommendation from Public Hearing Brison COGS	Town Hall Council Chambers 6:00 – 7:00 pm



TOWN WEBSITE

Following Council’s Public Participation Program Policy, the planner's report on this application was posted on the town’s website, along with information on the tentative schedule, including the date, time, and location of the public meeting.

Planning and Development Public Meetings

Two development applications have been submitted to the Town of Kentville for review and consideration. These will follow this schedule for presentations and meetings, prescribed by Town policy and provincial legislation:

Date	Event	Matter	Place/Time
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9 Sep 2024	CAC Meeting	Regular scheduled CAC Meeting	Town Hall Council Chambers 6:00 pm
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26 Sep 2024	Public Hearing	COGS	Kentville Fire Hall 6:00 – 8:00 pm
1 Oct 2024	Special Meeting of Council	Second Reading Recommendation from Public Hearing Brison COGS	Town Hall Council Chambers 6:00 – 7:00 pm

To see the planning application documents, please follow [this link](#)

Public Participation Meetings (PPM) will be held in accordance with TOK Policy G62. There will be presentations from the developer and TOK Planning. The public is invited to the PPM to learn more about the projects and ask questions. Council is also invited but has no specific role. These meetings are focused on information gathering for Council.

After the PPMs, Council will meet in committee (CAC) to make recommendations to Council for First Reading.

If motion for First Reading is passed, then Public Hearings (PH) will be held on September 25 and 26. Members of council must attend the PH to vote on Second Reading on October 1.

Spotlight

1 Min Read

Planning and Development Public Meetings



PUBLIC MEETING

On September 3rd, 2024, a public meeting took place at the Town Fire Hall at 6:00 PM. The meeting was well attended, and COGs owners were present and available for questions. C + D Community Design took notes to summarize the questions and responses during the meeting, which was also recorded and posted on the Town's website.

An updated presentation and brief on the application were created for the event, providing a less dense version of the information in the planner's report. These documents have been included in the appendix of this report.

*** Please note that many of the comments made by the public were related to a different development. Only relevant planning questions were addressed within this report.

1. How is it possible to permit a rezoning without a final design?

It is important to consider the appropriate residential density for the lot as the first step in the process. Rezoning is a standard procedure in many municipalities in Nova Scotia. It is not customary to require a final plan to be submitted in the initial stages before the Council has made a decision on rezoning.

Any designs presented to the community are subject to change. If the application is approved, anything permitted within the R4 zone will also be permitted on this property.

Requiring a developer to provide a plan and detailed design work when they are uncertain about being permitted to construct to the requested density can be costly.

Furthermore, this specific development will need to undergo Site Plan approval, which involves notifying the neighbours and providing them with a copy of the final design after it has been reviewed to ensure it complies with the Town's planning documents. If the neighbours are concerned about the design, they have the option to appeal the plan to the Council.

The Council has the authority to make any decision within the jurisdiction of their development officer. This means they can approve the design, request additional changes, or decline the application.

2. A previous owner of the property mentioned that the developer has altered their plans from the time of purchase. The current request does not align with her understanding of the land use.

This land is zoned for Medium Density R3. Once a property is sold, the ownership rights belong to the owner, who may then construct any development that complies with the Land Use By-Law zoning requirements for their lot.



3. What does the final design look like?

The developer was able to address some questions regarding their vision for the proposed community. However, a final design is not necessary at this stage of the process.

4. Where will the amenity space be situated? What community facilities will be included in the design?

The developer was able to provide some of their vision for the community, including a park space.

Council's Amenity Space Requirement 4.1.3 requires a ratio of communal indoor and outdoor space per unit (per Policy 4.1.3).

4.1.3 Amenity Space

- a) All new Multi-Unit Developments containing four or more dwelling units shall provide On-Site Amenity Space in accordance with the following requirements:

Bachelor and One Bedroom	200 ft ² per unit	18.58 m ² per unit
Two bedroom	225 ft ² per unit	20.90 m ² per unit
Three or more bedrooms	255 ft ² per unit	23.69 m ² per unit

- b) Amenity space may include decks, balconies, gardens, landscaped open space, gyms, pools and other
- c) Useable outdoor recreation amenity space shall be located in the side or rear yards and the recreation space must be usable space, meaning it shall be cleared, levelled, and grassed or otherwise landscaped to create an attractive outdoor recreation space for the amenity of the residents on the lot.
- d) Amenity space shall be waived for all residential conversions.



5. How would it fit on the existing lot with the current zoning of medium-density R3 residential?

The maximum number of units allowed on an R3 lot is 8 (per policy 5.4.1). To have more than 8 units, the lot would need to be further subdivided. However, the lot cannot be subdivided due to the 100-foot road frontage requirement per lot (per policy 5.4.4).

The R3 zone allows for multiple buildings on a single lot, but the total number of units cannot exceed 8. These buildings must meet the lot requirements and building separation requirements.

4.1.19 One Main Building on a Lot

More than one main building may be permitted on a lot within the:

a) General Commercial (C1) Zone;

b) Highway Commercial (C2) Zone;

c) Industrial (M) Zone;

d) Medium Density Residential (R3) Zone; and

e) High Density Residential (R4) Zone subject to the following requirement: The minimum distance between the buildings shall be 20 ft (6.10 m), or one-half the height of the highest abutting wall, whichever is greater.

5.1.9 Affordable Housing Units

In the Medium Density (R3) and High Density (R4) Residential Zones, Multi-Unit Developments may exceed the maximum permitted density by 20% where a minimum of 50% of those additional units are affordable housing units.



6. Are there any other high-density R4 properties in the town? If so, where are they located?

The following areas are zoned High-Density Residential R4:



Figure 1 R4 off Oakdene Ave

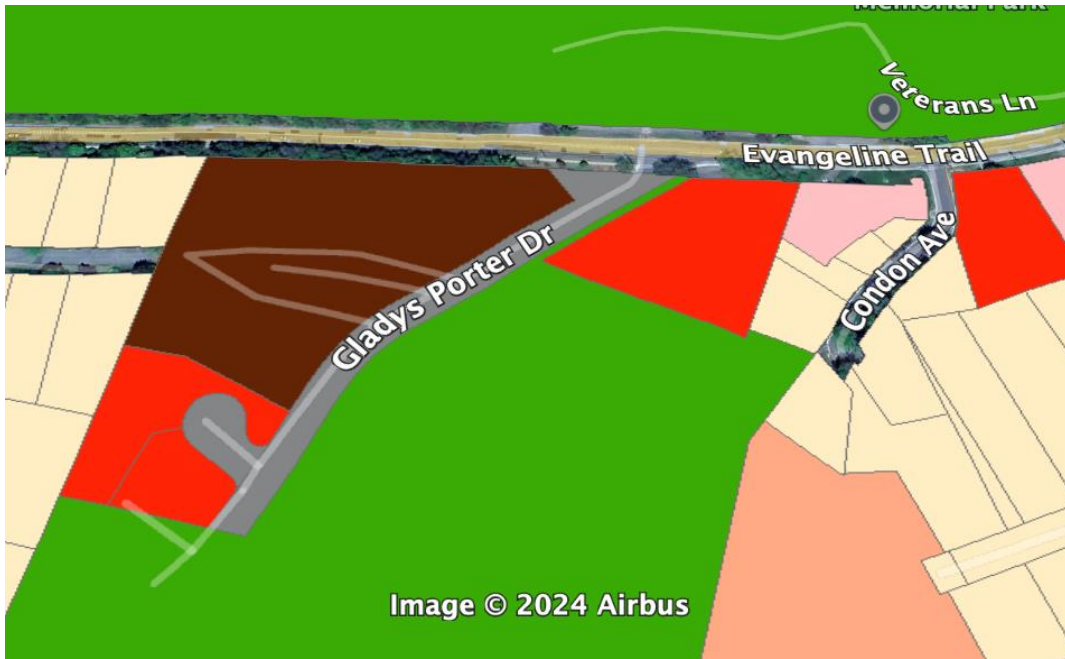


Figure 2 R4 off Gladys Porter Drive



Figure 4 R4 South on Oakdene Ave backing on Belcher Street

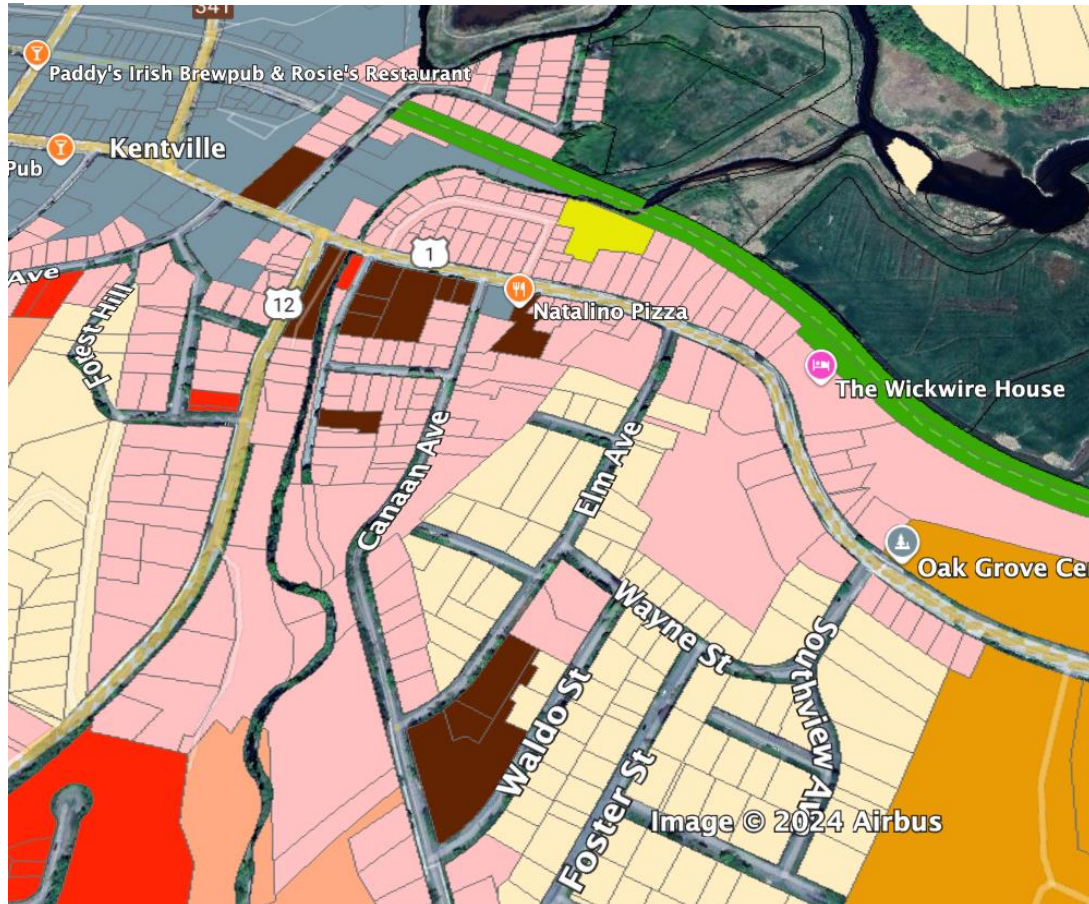


Figure 3 R3 Within Downtown Area Off Walkdo St & Canaan Ave

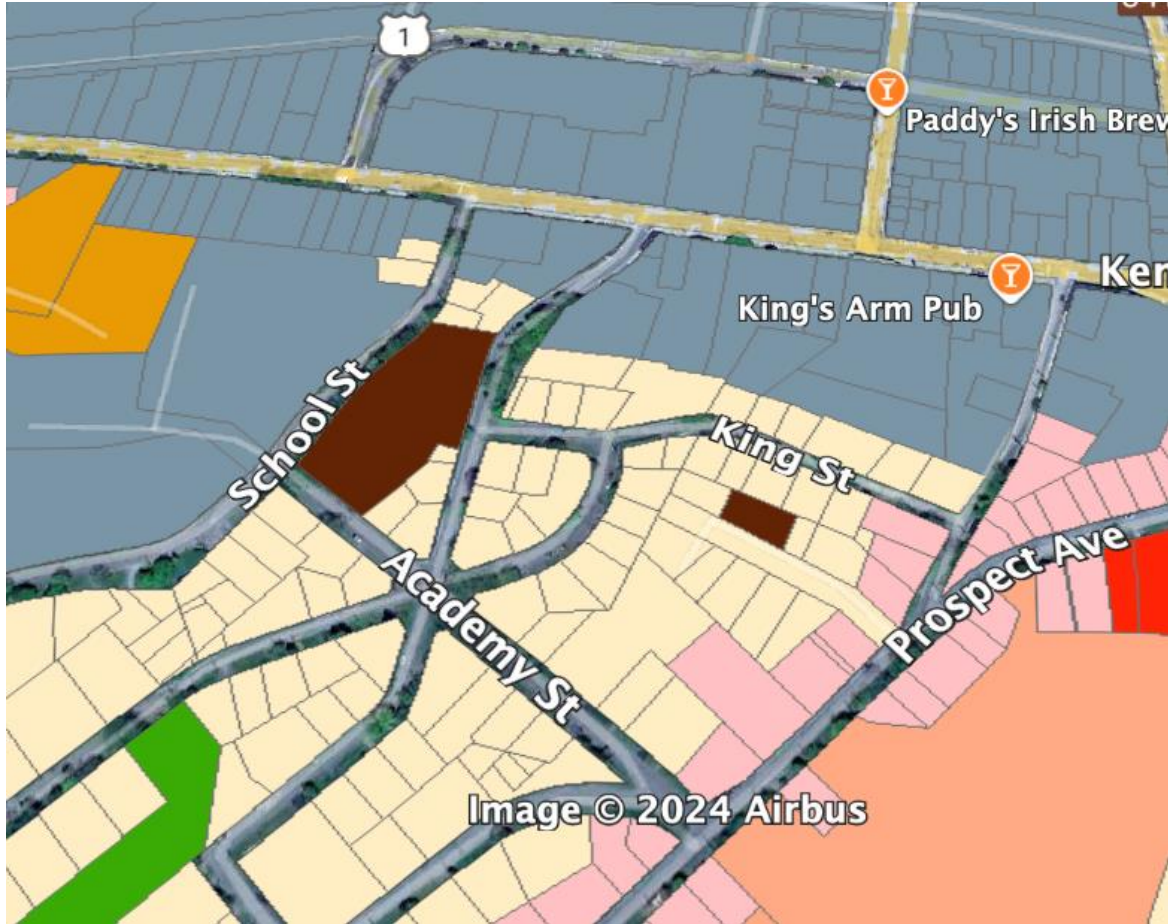


Figure 5 R4 Off School Street



7. A community member expressed concern about the potential disruption of construction to the nearby neighbours.

Council allows for temporary construction uses as part of their land-use by-law (per policy 4.1.30). However, Council also has Chapter 107 Noise By-Law which includes noise associated with construction (2.4.), section 3.3 pertains to construction, no person shall operate construction equipment that is audible to a point of reception from 8:00 pm to 7:00 am the next day. No construction may take place on Sundays, Saturdays or statutory holidays.

3.3. Construction.

- 3.3.1. No person shall emit or cause or permit the emission of sound resulting from any operation of Construction Equipment or any Construction that is audible at a Point of Reception from 8:00 p.m. to 7:00 a.m. the next day, except until 9 a.m. on Saturdays and all day on Sundays and statutory holidays.

4.1.30 Temporary Construction Uses

Nothing in this By-law shall prevent the erection of temporary buildings or scaffolds or other structures incidental to any construction in progress until such construction has been finished or has been discontinued for a period of 60 days.

8. *Concerns were expressed about habitat for animals in the neighbourhood.*

See Provincial Wildlife Habitat and Watercourses Protection Regulations.

9. *Concerns were expressed about this being a “mature” neighbourhood and the possible impact on character.*

See Site Plan Criteria for Development in Residential Zones (5.1.12 (I))

I) the above-listed items are maintained in a manner suitable and complementary to the surrounding neighbourhood.



10. There were concerns raised about the current stormwater management in the developments owned by the applicant.

The mentioned developments were approved under site plan approval, which, according to policy 5.1.12 (j), requires addressing the management of storm and surface water to the satisfaction of the Town Engineer. If there are existing issues, these problems are enforceable as part of the Land Use By-Law under section 266 of the Municipal Government Act for Remedies Where Offence.

11. Concerns were raised about an existing rock wall and fence meant to create a barrier between lower-density and higher-density housing.

In general, when transitioning between housing, commercial, and industrial areas, as well as between higher-density residential areas, opaque fences or hedges of a specific height are required. This requirement would have been taken into consideration during the site plan approval process. While it is not possible to change the fencing requirement on an approved site plan, the Council can express their preference to the development officer that, moving forward, opaque fencing of 8 feet in height or an evergreen hedge forming a solid visual barrier of at least 8 feet should be the standard.

An example is policy 4.2.3 b) vii) Site Layout

4.2.3. b) vii) Where a commercial or industrial parking area abuts an existing residential use, such commercial or industrial parking areas shall be screened by an opaque fence that is at least 8 ft (2.44 m) high or an evergreen hedge that will form a solid visual barrier at least 8 ft (2.44 m) high following one growing season; and

12. *Is there sufficient road frontage for emergency vehicle access?*

The proposed lot has 115 feet of road frontage on Mee Road and 22 feet of frontage on Hillcrest Avenue. Depending on the final site plan design, there should be sufficient space for emergency vehicle access. This will be taken into consideration when driveway access is requested.



13. What does Diversity of Housing mean?

Diverse housing refers to a range of housing types and styles, providing numerous options for community residents. This variety can include different housing structures such as tiny homes, apartments, single-family dwellings, or townhouses. It also encompasses the affordability of housing, ensuring that there are options available for people with varying income levels. Additionally, diverse housing can involve different ownership structures, such as condominiums, land-leased communities, cluster developments with shared services, or individual ownership or rental arrangements.

Chapter 5 Residential within the Municipal Planning Strategies outlines Council's objectives for housing.

- 1. To meet the mandate of the Province relating to housing opportunities for all of Kentville's citizens, particularly for those citizens of low to moderate income;*
- 2. To provide a variety of housing types to accommodate the various needs and desires of Town residents;*
- 3. To protect the character and development form of established residential neighbourhoods;*
- 4. To encourage residential infill development on appropriate under-utilized lands;*
- 5. To ensure that future residential development occurs in suitable locations with adequate water, sanitary sewer, storm sewer, transportation and recreational services available;*
- 6. To actively promote and facilitate the development of housing within the town in order to attract a greater proportion of the regional housing market; and*
- 7. To encourage the conservation, retention and improvement of the existing housing stock.*

14. A Council expressed concern that neighbours were not notified in writing of the public meeting.



18. Many community members expressed concern about stormwater management in the area and how a new development could impact water drainage on their properties.

Section 5.1.12 Site Plan Criteria for Development in Residential Zones requires a stormwater drainage plan that is approved to the standard of the town engineer.

j) the management of storm and surface water is addressed, and associated plans are approved by the Town Engineer;

19. Will this be affordable housing? Are there grants and other options available to the developer to incentivize affordable housing?

The developer responded to this question by stating that they will be applying for CMHC funding, which requires a certain percentage of the units to meet their affordability definition as well as energy efficiency requirements. Additionally, the Town of Kentville has policy 5.1.9, which allows for higher density when a development proves that a percentage of the units will be made affordable.

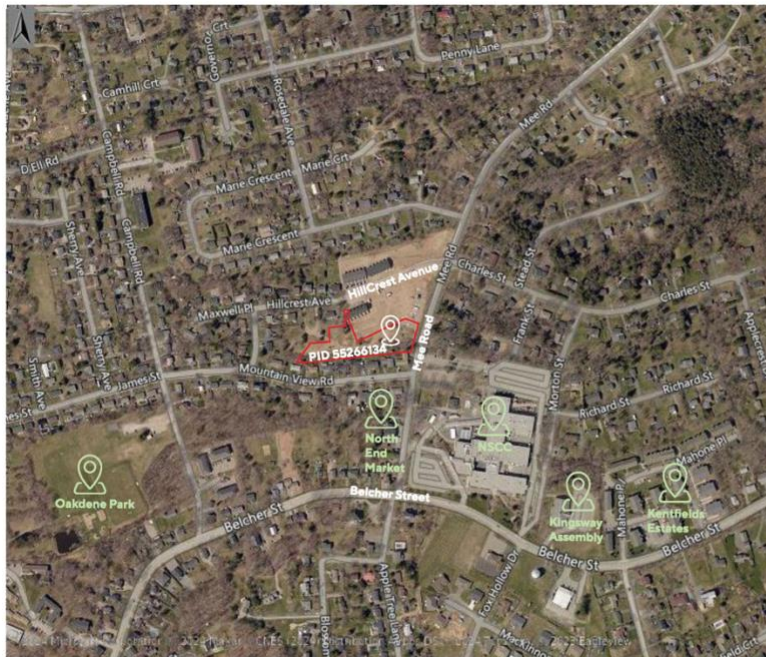
5.1.9 Affordable Housing Units

In the Medium Density (R3) and High Density (R4) Residential Zones, Multi-Unit Developments may exceed the maximum permitted density by 20% where a minimum of 50% of those additional units are affordable housing units.



APPENDIX

PRESENTATION



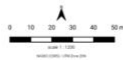
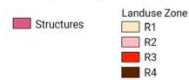
PID 55266134

- The property is significant in size and located within a medium-density area.
- The lot itself is positioned well to be considered for infill development, which is a priority of Council.
- The location is close to many services with commercial properties as close as 160 m





PROPOSED ZONING - PID 55266134
R4 - High Density Residential



Proposal

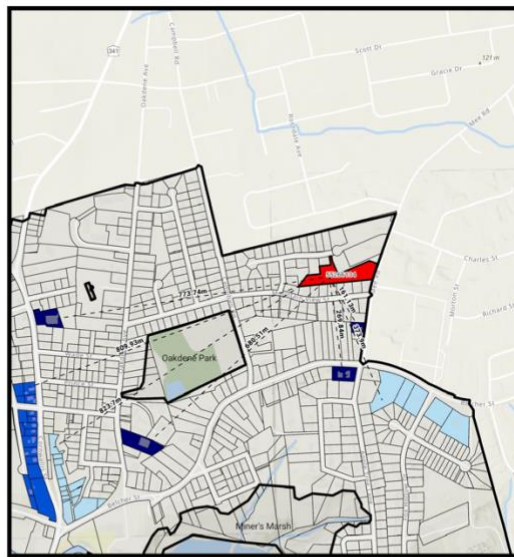
- Create a 30 to 60-unit community based on market demand
- The design will target students due to location and existing market demand
- Discrimination based on age is not allowed. However, marketing efforts can be focused on a specific population
- The proposal is in line with Council's policies, goals, and objectives related to infill housing and creating a diverse housing stock with various designs to service the needs of residents.



Request

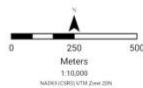
- Cogs Development has requested that Council consider rezoning the proposed lot from Medium Residential (R3) to High-Density Residential (R4)
- The proposed rezoning would allow for multi-unit developments within the lot requirements
- The change in zoning would accommodate Cogs Development's proposal of 30-60 units
- The request aligns with Council's policies related to infill development and diverse housing, as well as the existing provincial housing crises and provincial objectives





PID: 55266134
Nearby Commercial Properties

Zone	Color
C1	Light Blue
C2	Medium Blue
C3	Dark Blue
C4	Light Green
C5	Yellow
C6	Red



Community Impact

- If Council approves the rezoning request from the developer, a new housing development could be built on the proposed lot.
- The specific design of this development is not yet known, but the developer will need to obtain site plan approval once the design is finalized.
- The approval process will assess whether the design meets council requirements, such as providing indoor and outdoor amenity space, preserving existing vegetation, and ensuring adequate parking and signage.
- The design will be evaluated to determine if the development aligns with the existing residential neighborhood, in accordance with policy 5.1.12 Site Plan Criteria for Development in Residential Zones.



5.1.12 Site Plan Criteria for Residential

the location of new structures (or an addition to an existing structure) is located on the lot so as to minimize any adverse impacts on the surrounding neighbourhood, including, but not limited to noise, dust, or lighting;

the location of off-street parking and loading facilities are located and designed as to minimize any adverse impact on the surrounding neighbourhood;

the location, number and width of ingress and egress points are designed to prevent traffic congestion, nuisance and inconvenience in the area and minimize any adverse impact on the surrounding neighbourhood;

the type, location and height of walls, hedges, fences, trees, shrubs, groundcover or other landscaping elements are designed and built so as to protect and minimize any adverse impact on neighbouring properties;

the existing vegetation, where possible and deemed practical, be retained so as to lesson or reduce any adverse impact on abutting properties or the surrounding neighbourhood;

the location of pedestrian walkways, and/or related infrastructure, shall be provided to link public walkways and parking areas to the entrance of the primary building;

the type and location of outdoor lighting is designed to light the structure, driveways and any pedestrian walkways, but shall not directed onto neighbouring properties;

the location of facilities for the storage of solid waste provides for a maximum separation for residential development, public areas, and adjacent properties;

the location of existing easements shall be identified;

the management of storm and surface water is addressed, and associated plans are approved by the Town Engineer;

the type, location, number and size of signs or sign structures do not negatively alter the appearance of the neighbourhood; and

the above listed items are maintained in a manner suitable and complementary to the surrounding neighbourhood.

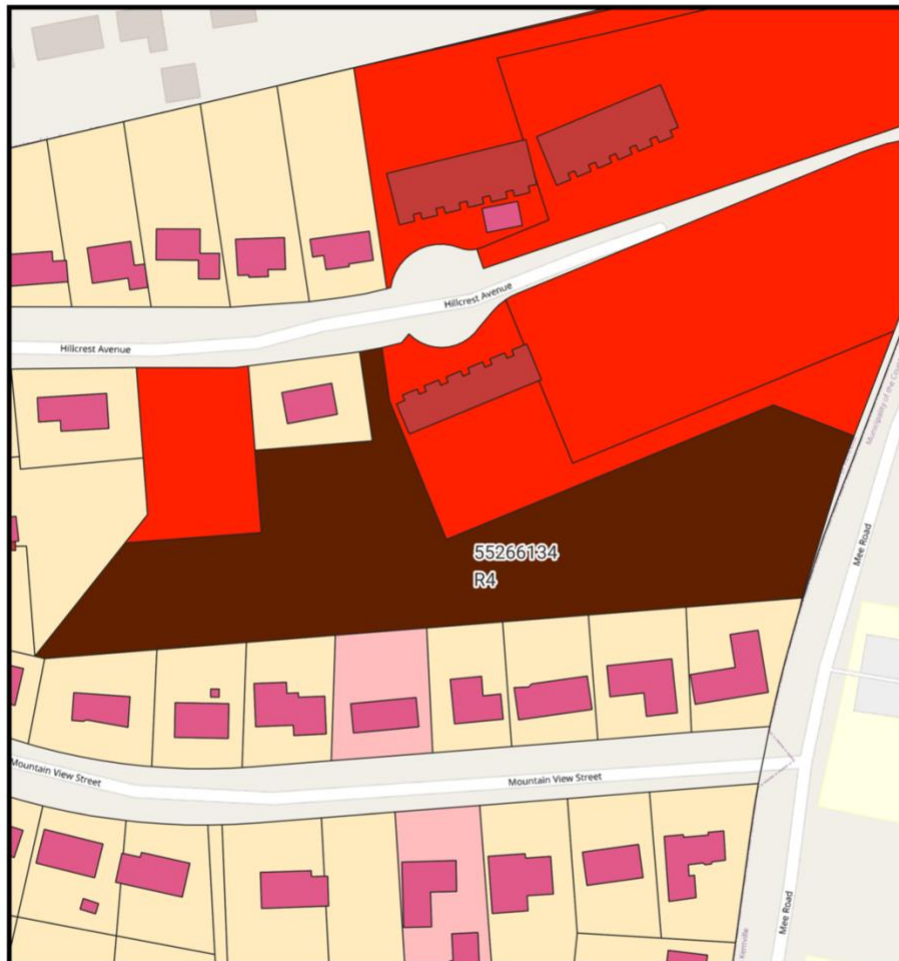




PUBLIC BRIEF

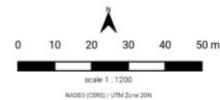
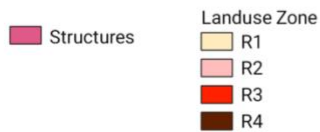


PROPOSED RESIDENTIAL DEVELOPMENT



PROPOSED ZONING - PID 55266134

R4 - High Density Residential





THE LAND

Cogs Development owns PID 55266134, a smaller piece of land located between Mee Road and Hillcrest Avenue. This property is part of a residential development area and is zoned as Medium Residential (R3). The land is situated with other Medium Density (R3) properties, as well as One and Two Unit Dwelling (R2) and Single Unit Dwelling (R1) lots. This grouping of properties is suitable for higher-density residential development due to its proximity to commercial areas within the Town. The nearest commercial property is approximately 160 meters from the proposed property, while the furthest one is about 820 meters away. There is also access to Oakdene Park. Additionally, the proposed property is one of the few within this well-serviced area that has not been developed yet, making it an excellent location for infill development, which is a priority of Council (refer to Part 5 Goal: to provide housing to meet the needs of all Nova Scotians, Policy GD-4 C, Policy GD-6, & Section 5.1 Housing Objective).

THE PROPOSAL

The developer plans to redevelop the current land within its constraints to create a high-density community of 30 to 60 units. The design will be based on market demand, and the target residents will be students due to the location and existing market demand. It's important to note that discrimination based on age is not allowed for housing; however, marketing efforts can target a specific population.

This proposal is in line with Council's policies, goals, and objectives related to infill housing and creating a diverse housing stock of various designs to service the needs of its residents.

Infill Policies from MPS: Part 5 Goal: to provide housing to meet the needs of all Nova Scotian's, Policy GD-4 C, Policy GD-6, Section 5.1 Housing Objective & 5.2.2.3)

Diverse Housing Policies from MPS: 3.2.2 Housing/Residential, 5.1 Residential Objectives and Goals, 5.2.2.4 High-Density Residential (R4) Zone, 5.3 Affordable Housing, & Complete Pg 16)

THE REQUEST

Given Council's policies related to infill development and diverse housing, as well as the existing provincial housing crises and provincial objectives, Cogs Development has requested that Council consider rezoning the proposed lot from Medium Residential (R3), which allows up to eight units, to High-Density Residential (R4). This would allow for multi-unit developments within the lot requirements and change the number of units permitted on the lot to accommodate their proposal of 30-60 units.

HOW WILL THIS IMPACT THE COMMUNITY?

If Council approves the rezoning request from the developer, a new housing development could be built on the proposed lot. The specific design of this development is not yet known, but the developer will need to obtain site plan approval once the design is finalized. The approval process will assess whether the design meets council requirements, such as providing indoor and outdoor amenity space, preserving existing vegetation, and ensuring adequate parking and signage. The design will be evaluated to determine if the development aligns with the existing residential neighborhood, in accordance with policy 5.1.12 Site Plan Criteria for Development in Residential Zones.



5.1.12 SITE PLAN CRITERIA FOR DEVELOPMENT IN RESIDENTIAL ZONES

The following site plan criteria shall apply to all new development that is permitted through the site plan approval process. No development permit shall be issued for development that is inconsistent with these criteria, in addition to all applicable zone standards and other requirements of this Bylaw:

- a) the location of new structures (or an addition to an existing structure) is located on the lot so as to minimize any adverse impacts on the surrounding neighbourhood, including, but not limited to noise, dust, or lighting;
- b) the location of off-street parking and loading facilities are located and designed as to minimize any adverse impact on the surrounding neighbourhood;
- c) the location, number and width of ingress and egress points are designed to prevent traffic congestion, nuisance and inconvenience in the area and minimize any adverse impact on the surrounding neighbourhood;
- d) the type, location and height of walls, hedges, fences, trees, shrubs, groundcover or other landscaping elements are designed and built so as to protect and minimize any adverse impact on neighbouring properties;
- e) the existing vegetation, where possible and deemed practical, be retained so as to lesson or reduce any adverse impact on abutting properties or the surrounding neighbourhood;
- f) the location of pedestrian walkways, and/or related infrastructure, shall be provided to link public walkways and parking areas to the entrance of the primary building;
- g) the type and location of outdoor lighting is designed to light the structure, driveways and any pedestrian walkways, but shall not directed onto neighbouring properties;
- h) the location of facilities for the storage of solid waste provides for a maximum separation for residential development, public areas, and adjacent properties;
- i) the location of existing easements shall be identified;
- j) the management of storm and surface water is addressed, and associated plans are approved by the Town Engineer;
- k) the type, location, number and size of signs or sign structures do not negatively alter the appearance of the neighbourhood; and
- l) the above listed items are maintained in a manner suitable and complementary to the surrounding neighbourhood.



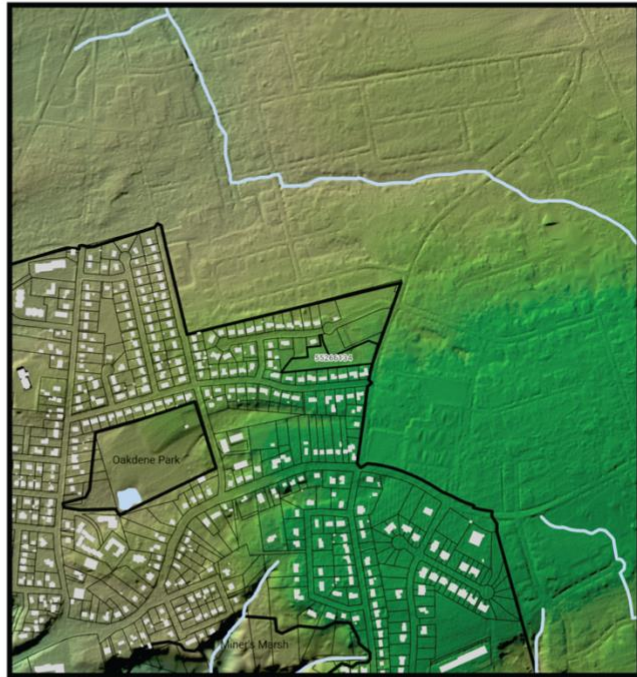
RECENTLY ASKED QUESTIONS FROM THE PUBLIC

Q1. What about the single-family homes that border the proposed property? Are there any protections in place to ensure their privacy and property value?

The site plan criteria 5.1.12 requires that the development's design be compatible with the existing neighbourhood. Additionally, the policy mandates that the location of the buildings, fencing, screening, and vegetation be carefully considered to minimize adverse impacts on neighbouring properties. Finally, the policy also calls for lighting, signs, and pathways to be positioned and directed away from adjacent lower-density properties. A well-designed housing investment in this area will not only bring in additional tax revenue but also attract new residents and likely increase property values.

Q2. What about the potential for stormwater runoff to adjacent properties?

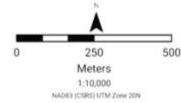
A2. The proposed property is situated at a high elevation among surrounding residential properties. The water from the entire housing development in this section of the town flows through a natural swale towards Oakdene Park. Since the development is in its early stages and Council is still considering if the density is appropriate for the area, the design has not been finalized. If Council approves the rezoning, the developer must then submit a complete design for the new community, which will need to go through site plan approval. A requirement (5.1.12 (j)) is that stormwater management is addressed, and the plans associated with it are approved by the town engineer. There are many progressive engineering and natural solutions for managing stormwater runoff that can help create an aesthetically pleasing development while filtering and slowing stormwater.



Rezoning Requirements - PID: 55266134

Watercourses, Elevation & Geology

Watercourse	Bedrock Woolville Formation (M, L, Ts, F, w): fluvial sandstone and conglomerate, arenaceous sandstone, minor detritic lacustrine deposits, > 300m (Anisian ? Carnian spores and fossils)
PID55266134	Surface Geology Silty Till Plain and Drumlins (Til): silty, compact, material derived from both local and distant sources; drumlin facies: siltier till, higher percentage of distant source material including red clay.
Structures	
255 0 Elevation	





Q3. In the C&D rezoning for PID #55266134 – it is noted on Page 7 of 38 – Option 1 – with approximately 30-50 tiny homes – it would match the existing low-rise development to the south and west while still offering increased density. In the C&D rezoning for PID #55266134, on Page 7 of 38, Option 1 proposes approximately 30-50 tiny homes. This plan aims to match the existing low-rise development to the south and west while still offering increased density. However, the last sentence in that paragraph seems unclear. It states that this built form will not offer significant built form transitions to the medium density to the north. From my perspective, it seems like it would also complement the North. It appears to me that it would complement the north also.

A3. The proposed development concept in Option 1 is simply a concept and is not a Council decision. The current consideration is whether a higher density would be appropriate for the proposed property. The developer has provided ideas for the community to provide council and the public with an idea of the potential. Because these concepts were provided, they have been included in the report, and the planner has commented on how each option may fit within the existing community. The report has already made a case for the higher density based on the surrounding Medium Density (R3) Zoning. The sentence referred to within the question was intended to show that allowing the higher density zoning could still complement the adjacent Residential Single Unit (R1) area. This is important to note because this option would go further into the lot, impacting more R1-zoned lots.



Q4. The property is zoned R3 and currently allows for up to 8 units on a 10,000-square-foot lot. Given that the total area is 70,000 square feet, it means that technically they could have as many as 56 tiny homes on this property. The proposal is for 30-40 tiny homes, each to be used as a rental unit. These homes would be detached.

My question is whether we can proceed with Option 1, which involves building 30-40 tiny homes on the same lot. Can we move forward with this proposal under the current R3 zoning, or do we need to change the zoning to R4 under our current Land Use Bylaw (LUB) to permit Option 1?

Additionally, can we proceed with this project under site plan approval, possibly with a Development Agreement (DA) in place? I understand that the surrounding area is primarily zoned as R1, and I wonder if we need to amend the Municipal Planning Strategy (MPS) to allow a more expansive definition and regulation of what falls under a Development Agreement.

A4. The proposed development concept of option 1 is just a concept and not a Council decision. The current decision is whether a higher density would be suitable for the proposed property. The developer's ideas for the community simply aim to illustrate how the lot could be developed. The developer provided options for Council and the public to help visualize their aspirations, and the planner provided comments on the options in the report.

While the lot size is significant, the Medium Density (R3) zoning allows for up to eight units for every 10,000-square-foot lot. The Land Use By-Law permits multiple main buildings on one lot within the Medium Density (R3) and High Density (R4) zoning through policy GD-9 of the MPS. However, the R3 zoning only allows up to eight units and would then require the lot to be subdivided. Due to lot constraints and the lot requirements for the zone, including required road frontage, it would not be possible to achieve the density of option 1 with the R3 zoning. Additionally, the developer would like to retain ownership of the entire lot and develop it in order to rent any units constructed.

Finally, Policy GD-30(a) requires that new structures or additions in an (R3) or (R4) zone, when such developments border a Single-Unit Dwelling (R1) Zone or a One-and-Two-Unit Dwelling (R2) Zone, must go through the site plan approval process. Therefore, if Council approves the density request, the final design must comply with Policy 5.1.12 Site Plan Criteria and go through the site plan approval process.

Additionally, Council is currently considering further amendments to the R4 zone, which may allow for a development agreement option for this application in the future. However, this is not being requested for this application.



**Environment and Climate Change
Office of the Minister**

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • Telephone 902-424-3736 • novascotia.ca

File No : PNS-46569-Z7K3L3

October 8, 2024

Mayor Sandra Snow
Town of Kentville
ssnow@kentville.ca

Dear Mayor Snow:

Thank you for your letter of September 16, 2024, regarding the Chain Lakes Wilderness Area Proposal in Kings County submitted by Blomidon Naturalists Club.

As you may know, the Province released a new Collaborative Protected Areas Strategy in December 2023. It can be accessed at:

<https://novascotia.ca/nse/protectedareas/docs/collaborative-protected-areas-strategy-en.pdf>.

This strategy recognizes the need for shared responsibility and benefits as Nova Scotia works toward our goal of protecting at least 20% of the provincial land and water mass by 2030, as committed through the Environmental Goals and Climate Change Reduction Act.

Staff at Environment and Climate Change (ECC) and Natural Resources and Renewables (NRR) are working to implement priority actions in the strategy. As such, I have passed on the council's interest in conserving lands in the Chain Lakes area to my protected areas staff.

These staff also continue to work on completing designations from the 2013 Parks and Protected Areas Plan. Designating the remaining sites from this Plan will increase the protection total in Nova Scotia to nearly 14.5% of the province.

We thank you for your continued interest and support in protecting land in Nova Scotia.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Halman".

Honourable Timothy Halman, MLA
Minister of Environment and Climate Change



September 16, 2024

Distribution List

Re: Chain Lakes Protected Area

On June 10th, Kentville Town Council received a presentation from the Blomidon Naturalist Society (BNS) regarding the proposed Chain Lakes Protected Area. In this presentation, members of BNS expressed concern over regional support for this proposed protected area. Creating the Chain Lakes Protected Area would ensure that there are both connected habitats and ecosystems in this area.

Council is in support of creating this protected area. We respectfully request each of your support to encourage the province to approve this proposal.

Sincerely,

Mayor Sandra Snow

Distribution List

Minister Tim Halman
Department of Environment and Climate Change
PO Box 442
Halifax, NS B3J 2P8
E-mail: minister.environment@novascotia.ca

Minister Tony Ruston
Department of Natural Resources and Renewables
P.O. Box 698
Halifax, NS
B3J 2T9
E-mail: mindnr@novascotia.ca



Oct 2, 2024

Dear Mayor Snow and Council,

As this term closes and municipal election activities ramp up, we want to take the opportunity to say **THANK YOU** for supporting the concept of a **Basic Income Guarantee (BIG)** as a viable policy approach to address the difficult financial times residents of Kentville are now living and working in.

We're proud to say Kentville is one of 16 municipalities across Nova Scotia that have passed resolutions in support of a BIG. Approximately 78% of Nova Scotians are represented by municipalities in support of a BIG!

To provide a brief update of some BIG happenings:

- In the Senate, [Bill S-233, an Act to develop a national framework for a livable basic income](#), has passed first and second reading and is still under consideration with the Standing Senate Committee on National Finance.
- Unfortunately, [Bill C-223](#), same name and text as the Senate Bill, was voted down in the House of Commons. Only one Nova Scotian MP, Mr. Darren Fisher representing Dartmouth - Cole Harbour, voted in favour of the Bill.
- In [PEI](#), work continues toward this province becoming a demonstration site for BIG in Canada. Two items of note: 1) In Nov. 2023, the [final report](#) of the group working on the design of the program was released, 2) Earlier this year the Honourable Jenna Sudds, the federal Minister of families, children and social development, wrote in a letter to her provincial counterpart that, "The federal government would be willing to explore the creation of a working group ... with the intention of exchanging federal-level administrative, survey and tax data and information in support of P.E.I.'s work to evaluate a GBI"
- At the 2024 annual meetings of both the Liberal party of NS and NDP party of NS, policy motions were passed in support of a BIG for Nova Scotians. The Green Party of NS also includes a BIG in their 2024 Policy Document.

Our Vision is to have a sustainable, local food system in Kings County, where everyone has access to enough nutritious, safe, ecological and culturally appropriate food.

Thank you for your part in this movement! We appreciate Kentville Town Council passing a motion on November 27, 2023, stating “that council support the basic income guarantee” and for writing support letters to Premiere Tim Houston and Prime Minister Justin Trudeau. **Please continue to talk about Basic Income as a viable policy option. Use your position as a local leader to ask both current MLAs and MP and all political candidates questions like:**

- **Why continue to fund social assistance programs that fail to provide adequate support when poverty in Canada could be eliminated via a Basic Income Guarantee?**
- **Why did you vote NAY on Bill C-223 when the majority of Nova Scotians are in support of a Basic Income Guarantee?**
- **How can Nova Scotia show support for PEI to be a BIG Demonstration Project?**

We thank you for your service to your community. All the best to those retiring from council and best of luck to those running for positions again.

With sincere appreciation,

Becca Green-LaPierre
Kings County Community Food Council

Roger Tatlock
Basic Income Society - Nova Scotia

Cc. jwest@kentville.ca, bignovascotia@gmail.com, rogertatlock@gmail.com, becca.green-lapierre@nshealth.ca

Our Vision is to have a sustainable, local food system in Kings County, where everyone has access to enough nutritious, safe, ecological and culturally appropriate food.



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

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902-424-5550 Fax 902-424-0581 • novascotia.ca

October 7, 2024

Dear Mayors and Wardens:

I am very pleased to inform you that the Department of Municipal Affairs and Housing is launching the new Growth and Renewal for Infrastructure Development program (GRID) to honour our provincial commitment made through the renewed Service Exchange Agreement with municipalities.

This \$15 million annual funding program is designed to support projects that address housing sustainability and growth through infrastructure investments in water, wastewater, and stormwater management, while also providing opportunities for climate change adaptation and accessibility improvements. Funding may also be leveraged alongside other cost-sharing infrastructure programs, providing the flexibility sought by municipalities. More GRID program details will be sent to your administrative staff later this week.

We are aware of the pressing needs of our municipalities and affirm our commitment to utilizing and investing every available dollar to support our communities today and in the future. I look forward to our ongoing efforts together to enhance the quality of life in our communities.

Thank you all for your ongoing service in support of your citizens.

Sincerely,

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

Honourable John A. Lohr
Minister of Municipal Affairs and Housing

cc: Mayor Carolyn Bolivar-Getson, President, NSFM
Juanita Spencer, Chief Executive Officer, NSFM

September 13, 2024

Craig Langille
Town of Kentville
clangille@kentville.ca

Dear Craig,

Re: 2024 Recreation Nova Scotia Awards Ceremony and Banquet

I am delighted to announce that the Town of Kentville has been selected as a recipient of the **2024 Recreation Nova Scotia Connecting People with Nature Award for the Hemlock inventory, tagging and treatment for Hemlock Woolly Adelgid**. This award will be presented at the 2024 RNS Awards Ceremony and Banquet on Wednesday, October 16, 2024.

You are invited to join us for a reception for all the award recipients at **5:30 pm** followed by the Awards Ceremony and Banquet from 6:30 - 8:30 pm at St. Francis Xavier University - Charles V. Keating Centre, located at 4130 University Avenue, Antigonish, Nova Scotia. During the private reception to be held in the Hospitality Suite, there will be the opportunity to meet the other award winners, RNS Board members and staff and enjoy some light refreshments, along with a photo opportunity. A cash bar will be available.

As an award recipient, we are holding **two complimentary tickets** for you and a guest. We ask that you and your guest please register for the banquet, indicating your meal preference and any dietary considerations, at <https://form.jotform.com/242525447943058>. If, for some reason, a representative is not able to attend the ceremony, please let us know as soon as possible.

Additional Awards Ceremony and Dinner tickets are available for **\$60.00** per person. If you wish to order additional tickets, please do not hesitate to do so through the online registration form and invoices will be sent out accordingly.

Some other details include:

- The dress code for this event is “smart” casual, with the goal for all attendees to be comfortable and be themselves
- There will be a photo opportunity prior to the award ceremony
- You will be given **2 minutes** to give remarks after you are presented with the award
- You will be asked to submit a photo to include in the awards program.

On behalf of Recreation Nova Scotia, congratulations on being selected for this honour. We are pleased to have this opportunity to recognize you for the work you do and your commitment to improving the lives of Nova Scotians and their communities.

Sincerely,



Graham Mounsey,
Executive Director, Recreation Nova Scotia

September 13, 2024

Laura Jacobs
Town of Kentville
ljacobs@kentville.ca

Dear Laura,

Re: 2024 Recreation Nova Scotia Awards Ceremony and Banquet

I am delighted to announce that the Town of Kentville has been selected as a recipient of the **2024 Recreation Nova Scotia Equity, Diversity, Inclusion and Access (EDIA) Award for the Neighbourhood Outreach Program Coordinator** initiative. This award will be presented at the 2024 RNS Awards Ceremony and Banquet on Wednesday, October 16, 2024.

You are invited to join us for a reception for all the award recipients at **5:30 pm** followed by the Awards Ceremony and Banquet from 6:30 - 8:30 pm at St. Francis Xavier University - Charles V. Keating Centre, located at 4130 University Avenue, Antigonish, Nova Scotia. During the private reception to be held in the Hospitality Suite, there will be the opportunity to meet the other award winners, RNS Board members and staff and enjoy some light refreshments, along with a photo opportunity. A cash bar will be available.

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Graham Mounsey,
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