

Town of Kentville Council Advisory Committee Meeting

November 12, 2024, 6:00pm, Kentville Town Hall

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF MINUTES**
 - (a) Council meeting minutes, October 15, 2024
- 4. PRESENTATIONS**
 - (a) Kentville Climate Action Program Update
 - (b) Valley Mountain Bike Association
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance
 1. Department Report
 - (b) Planning and Development
 1. Department Report
 - (c) Parks and Recreation
 1. Director's Report
 2. Kentville Pool Report
 - (d) Police
 1. Chief's Report
 - (e) Engineering and Public Works
 1. Director's Report
 2. Capital Request – Street Sweeper
 - (f) Administration
 1. Department Report
 2. Returning Officer's Report
- 6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Heritage Bylaw Update
- 7. NEW BUSINESS**
 - (a) Valley Mountain Bike Association Request

(b) Adoption of Provincial Regulations Respecting a Code of Conduct for Municipal Officials

(c) Green Municipal Fund Grant Application: Climate Ready Plans and Processes

8. CORRESPONDENCE

(a) None.

9. PUBLIC COMMENTS

10. IN CAMERA

(d) Legal

11. ADJOURNMENT

DRAFT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: October 15, 2024
Town Hall, 354 Main Street, Kentville Nova Scotia

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

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

1. PRESENT

Council:

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

Staff:

- 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.

2. APPROVAL OF THE AGENDA

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Change 10.a to from Land to Labour

It was moved by Councillor Andrew Zebian and Councillor Paula Huntley

That the agenda for the Council Advisory Committee meeting of October 15, 2024 be approved as amended.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, September 9, 2024.

It was moved by consensus

That the minutes from the Council Advisory Committee meeting held on September 9, 2024 be approved.

4. PRESENTATIONS

(a) None

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending September 31, 2024. She reviewed activities in the department for the month including compliance reporting for the Utility Review Board and Municipal Affairs and Housing, deed transfer tax revenues, and the statement of operations. Ms. Matthews gave some context to the appeals process for property assessments through Property Valuation Services Corporation.

See report for more information.

(b) Planning and Development

(1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report with highlights including planning application meetings, transition from consulting Development Officer to an in house DO (Ben Croll), and site plan approval for significant housing developments.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director of Recreation Craig Langille presented a review of September activities in his department including an update on the shade structure at the skate park, awards from Recreation Nova Scotia for the Hemlock Woolly

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Adelgid project, and Roxy Peterson for the Community Neighbourhood Outreach Coordinator project. The Pumpkin People Festival, Harvest and the Filipino Fiesta were very successful events.

See report for more information.

Discussion

- The Annapolis Valley Mountain Bike Association is building a stronger relationship with the town around national, regional and local biking events in Kentville

(d) Police Report

(1) Chief's Report

Police Chief Marty Smith presented the police commission report, which included a review of training and meetings, update on foot patrol, graduation ceremony of a new officer, an update on activities community navigator, and a review of the police budget. Police Board Chair Commissioner Gillian Yorke and members of the police board attended the long service awards and welcome ceremony.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented the Public Works report for September 2024, including the water meter replacement project in a number of communities, curbing and pavement on Klondyke Street, and meetings to support the stormwater management master plan project. Interviews are being scheduled for the Manager of Public Works position, as long-time employee Richard Boyd begins his retirement.

See report for more information.

Discussion

- Concerns about the accountability for potentially ineffective stormwater upgrade on Condon and potential impacts to West Main Street. The consulting engineers designed these repairs and are responsible for these upgrades.
- Clarification about the water meter replacement project and the efficiency and effectiveness of remote equipment.
- Clarification about the format and intent of the public engagement session regarding stormwater management.
- Best wishes to Mr. Richard Boyd on his retirement.

(f) Administration

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(1) Chief Administrative Officer's Report

CAO Jeff Lawrence presented his report for September 2024 with highlights including election promotion, new Council orientation, Diversity and Belonging Task Team and a provincial administrators conference.

See report for more information.

(2) Returning Officer Report

CAO Jeff Lawrence shared that Returning Officer Al Kingsbury including moving the returning office to the lower recreation centre.

(3) Housing Accelerator Fund and Canadian Housing Infrastructure Fund Update

Strategic Initiatives Coordinator Alisha Christie reviewed the CHIF grant. She also gave a review of the HAF grant application, and the need to implement 4 units as of right in the R1 zone in municipalities with populations over 30,000. This will not impact the HAF grant or the Municipal Planning Strategy.

See report for more information.

(4) 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.

See report for more information.

(5) Housing Minimum Standards Bylaw

Strategic Initiatives Coordinator Alisha Christie outlined the updates recommended in this bylaw, and a timeline for providing this new bylaw to the new Council for their review and consideration.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Cogs Development, First Reading

CAO Jeff Lawrence reviewed the proceed of approving this development and gave a recommendation to Council to move this project forward.

See report for more information.

It was moved by Councillor Gillian Yorke and Councillor Craig Gerrard

That CAC take from the table the motion to recommend first reading to Council on the application to for PID 55266134 to rezone the parcel from medium density R3 to high density residential R4.

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MOTION CARRIED

Councillors who voted in favour of this motion:

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

Director Shupe gave a thorough review of the planning documents and bylaws for this proposed development, and the multiple third party interpretations of the policies. Development Officer Ben Croll also gave a review of his opinion on density, frontage and square footage for this matter. The proposal is for rezoning and any designs are for concept purposes only.

Discussion

- Clarification of existing density in the area.

It was moved by Councillor Paula Huntley and Councillor Gillian Yorke

That Council Advisory Committee recommend to the October 28, 2024 meeting of Council

That CAC recommend first reading to Council on the application to for PID 55266134 to rezone the parcel from medium density R3 to high density residential R4.

MOTION CARRIED

Councillors who voted in favour of this motion:

Gerrard, Huntley, Snow and Yorke

Councillors who voted against this motion:

Maxwell, Savage and Zebian

7. CORRESPONDENCE

- Environment and Climate Change, Receipt of letter regarding Chain Lakes Protected Area
- Kings County Community Food Council, Update on Basic Income Guarantee project
- Municipal Affairs and Housing, launch of the Growth and Renewal for Infrastructure Development program
- Recreation Nova Scotia, announcement of award to Kentville for their work in the Gorge Park to remove and reduce the invasive species Hemlock Woolly Adelgid
- Recreation Nova Scotia, announcement of award to Kentville for their work by the Community Neighbourhood Outreach Navigator on issues of equity, inclusion, diversity and accessibility

8. NEW BUSINESS

- None**

Council Advisory Committee Meeting Minutes – October 15, 2024

Pending Approval

Page 5

DRAFT

9. PUBLIC COMMENTS

(a) None

10. IN CAMERA

It was moved by Councillor Gillian Yorke and Councillor Andrew Zebian

That Council move into a closed session at 7:17 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 Andrew Zebian and Deputy Mayor Cate Savage

That Council move back into open session at 8:00 p.m.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

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

That Council recommend approval of the five-year collective agreement as discussed in camera with the Kentville Police Service to Council at the October 28 meeting of Council.

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 8:03 p.m.

MOTION CARRIED

Minutes Approved by CAO and Town Clerk Jeff Lawrence



Foundation
clean

Land Acknowledgement

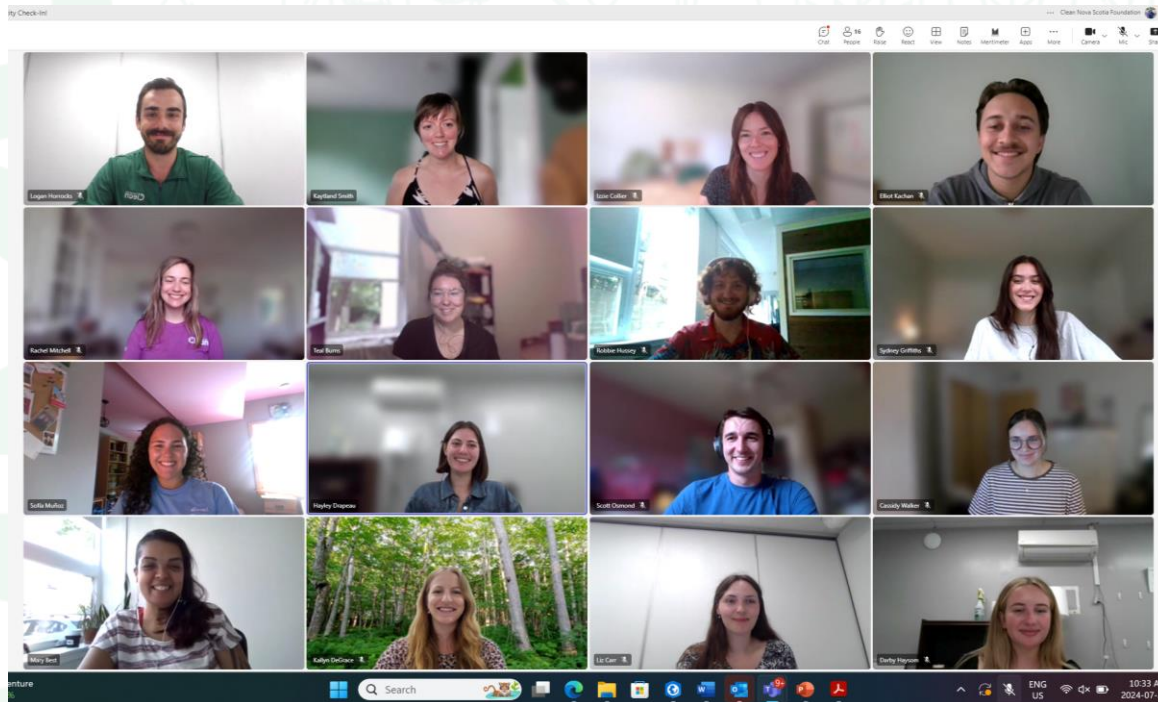
Clean Foundation

Clean Foundation brings specialized teams together to work on complex problems, delivering many climate action and capacity building projects and initiatives around Nova Scotia, PEI and the Atlantic region.

About Community Climate Capacity (CCC)

Providing communities with a dedicated staff of specialists who will help guide them through climate and sustainability initiatives at the local level.

Three-year program (April 2024-March 2027).



Climate Lead



Provides direct and customized support to participating communities

Specialists



Provides additional expertise and support in a variety of areas: policy and planning, mitigation, adaptation, funding and engagement

Program Manager



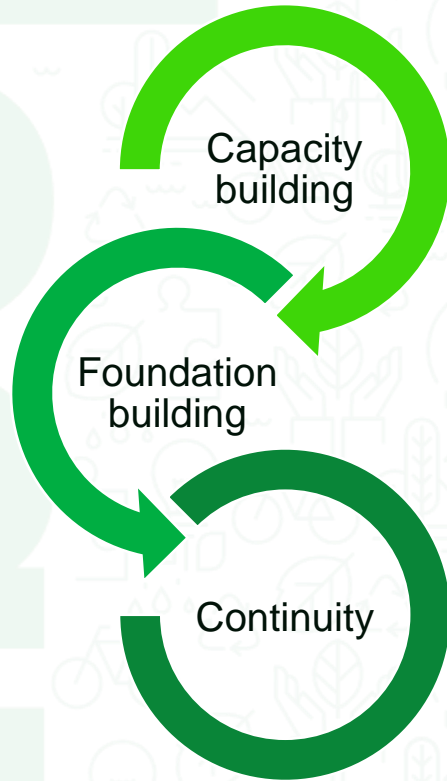
Supports the direction of the program and liaises with program partners

About me

- Community Climate Lead with Clean Foundation
- BA (Hons.) Environmental and Sustainability Studies and Politics, Acadia University
- Sustainable food systems, community development, climate resilience and connectivity



CCC in Kentville



Foundation Building

- Grant Applications
- Quest Net Zero Community Accelerator Program
- Stormwater Management
- Community Energy Resilience

YEAR 2 OBJECTIVES

April 2025 – March 2026



YEAR 1 OBJECTIVES

April 2024 – March 2025

Capacity Building

- Community Working Groups
- Bird Friendly Town Designation
- Quest Net Zero Community Accelerator Program Phase 1 (data collection and engagement)
- Research and Planning



YEAR 3 OBJECTIVES

April 2026 – March 2027

Continuity

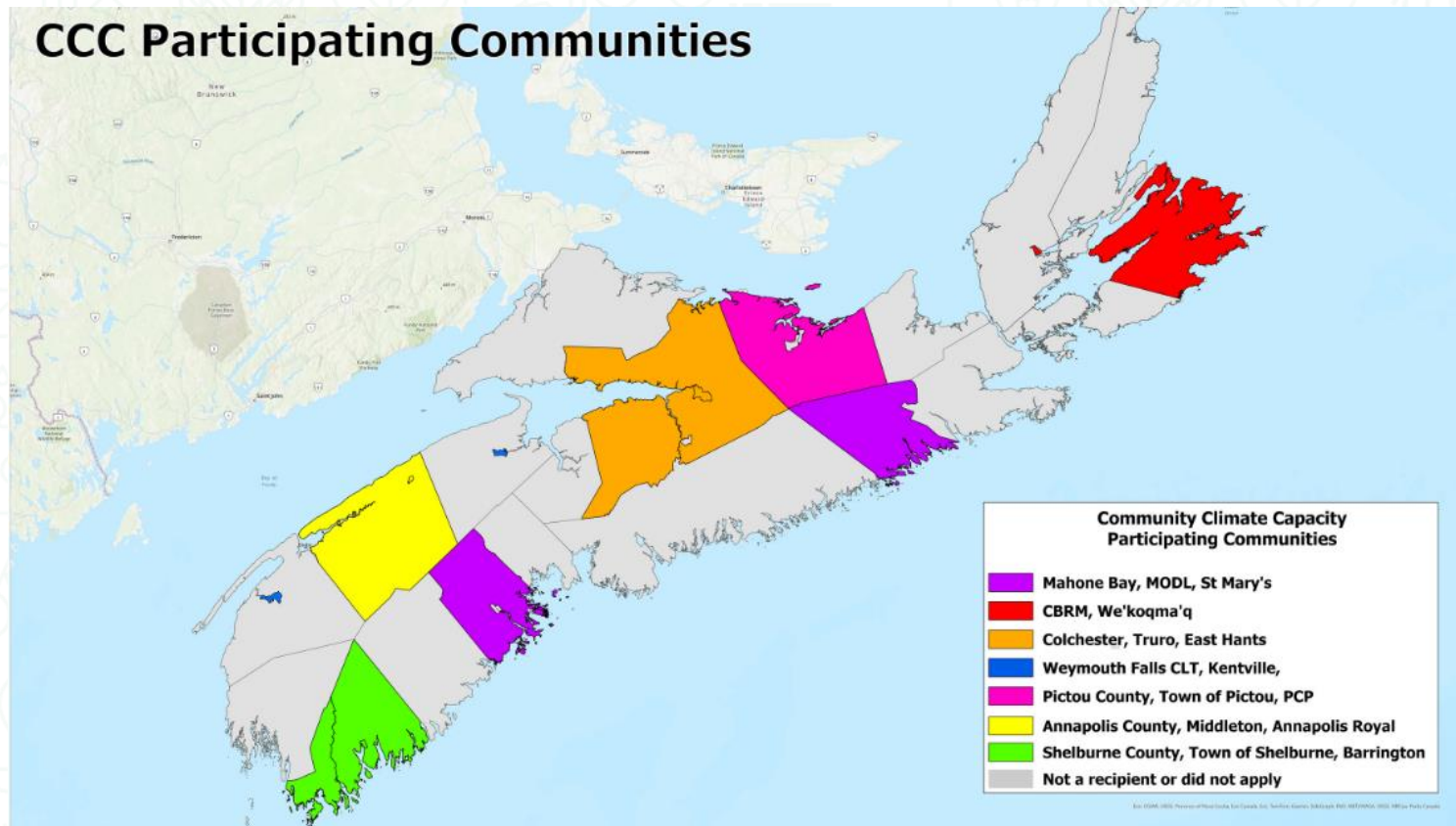
- Project Implementation
- Community Climate Planning
- Community Energy Upgrades
 - Operationalization

Community Climate Capacity Cohort



Program Cohort Opportunities

- Community of Practice and Knowledge Hub
- Municipal Climate Learning Group
- Joint funding applications



Summer 2024 Updates

- Kentville Bird Team
- Support to Oakdene Park Community Garden Group
- Partnership building
- Flood mapping
- Identifying funding streams

Program Horizon – Fall 2024



Kentville
Town Bird



Grant
Opportunities



Community
Energy Mapping



Clean Foundation

Dartmouth, NS

Working Hours

Monday - Friday

9:00 a.m. - 4:30 p.m.

Traveling to Kentville
regularly

Stay connected

E: smunoz@cleanfoundation.ca

P: 782-414-9950

W: cleanfoundation.ca/ccs

Thank you!



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

Operations

- The Director of Finance attended a virtual Canadian Association of Government Finance Officers (CAGFO) symposium titled Navigating Our Future Now- an insightful exploration of Artificial Intelligence and public sector finance. The objective of each session was to unlock the full potential of AI in finance and embark on a journey towards financial excellence and innovation. Ethical considerations, privacy and policy will be examined moving forward in collaboration with the IT Manager and senior leadership.
- Payroll transformation continues to be a priority. Project implementation of paperless timesheets for time and attendance has occurred in most program areas. Police Service training begins the first week of November. Feedback has been very positive. Our payroll analyst and IT manager are training and supporting teams and individuals through this change.
- GP Dynamics, the Town's financial and permitting platform, will be discontinued in fiscal year 2028-2029. An alternate platform is anticipated by the vendor in Q4 of fiscal 2025. A situational assessment and consideration of options will begin next fiscal year.
- The Town is not participating in the Fall debenture offering. An active TBR is in place and will be utilized to the extent necessary until its expiry.
- Nova Scotia Utility and Review Board (NSUARB) reviewed the Kentville Water Commission's financial statements and operating budgets filed in September; it noted that there was an excess of expenditure over revenues in the 2023/24 fiscal year. In addition, it was noted, an excess of expenditures over revenues was projected in each of 2024/25, 2025/26 and 2026/27. Plans for addressing the shortfall must be submitted by November 7th, 2024. The Kentville Water Utility is in the process of contracting G. A. Isenor Consulting Ltd to undertake a five-year water rate study. We anticipate the work to be completed by March 31, 2025. Once concluded, the Utility will file the report complete with rate requests.

Financial


- PSAB conceptual framework has been redrafted with an implementation date of April 1, 2026. Policy and financial statement presentation will be impacted significantly. The Finance team is preparing for the transition and will keep Council via the Audit Committee informed of requirements and implementation plans as they unfold.
- Deed transfer tax was adopted and came into effect July 1st 2024. Collection processes and reporting have been completed through Service Nova Scotia. This tax revenue will be recorded in the Town Operating Fund's Statement of Operations and by policy an offsetting expense will be shown as a transfer to a specified Capital reserve.
- Preliminary September Statement of Operations results are included in Appendix A. Revenue recorded totals 83.5 % and expenses recorded totals 53.3 % of their respective annual budgets, 50% 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 as well as known variances described in report analysis.
- Year to date November 6, 2024 capital expenditures are \$2,614,280 or 34 % of the total October 2024 revised capital budget. See Appendix B - Capital Investment Plan update.

TOWN OF KENTVILLE
Staff Report to Council Advisory Committee
For the Month of October 2024
DEPARTMENT- FINANCE
Pg 2

- An update of reserve balances for the Town, Sanitary Sewer and Water Commission is presented in Appendix C.
- Tax levied for the 2024-2025 year is \$13,276,955. Tax payments were due October 1, 2024. As of November 4, 2024, 4.49% remained outstanding.

Outstanding Tax Receivable Aging		
2024-2025	2023-2024	Prior Years
\$ 596,887	\$ 21,765	\$ 3,022

Respectfully submitted,


Wanda Matthews, CPA, CA
Director of Finance



Town of Kentville Operating Fund
Statement of Operations
 Year to Date September, 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 53.3 % of **expenditure** budget used and 83.5 % of **revenue** budget recorded creating an overall surplus of \$ 5,329,055.

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 identified. September's statement includes forecast information equal to budget except where there are known variances. Senior Leadership and Finance will refine forecast values monthly moving forward.

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. Successful appeals totaling approximately \$3.73 M resulted in a tax revenue shortfall.
- **Deed transfer tax** received to date is included in revenue. No accrual has been recorded due to lack of information. Forecast is an estimate based on the timing of implementation and revenue projections included with the Council decision request.
- **Payments in Lieu of Taxes** – Provincial and federal payments are received annually, generally in Q3 or Q4. Federal claim submission is complete.
- **Services to Other Governments** – Secondment from Police Service to Provincial government (PNS) was not in place for the first half of the year due to vacancies.
- **Sales of Service**- Back check revenue is tracking lower than the prior year. Efforts to increase volume are in place. Forecast includes a \$90,000 reduction based on actual variance to date.
- **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.

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

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. Secondment position (PNS) was not filled until October 2024.
 - 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. The transition of foreman to manager and operator will not begin until Q4 resulting in a favourable budget variance. These savings are incorporated within the forecast.
- **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. These have been estimated within the forecast.
- **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
- **Transfers to reserves** - funding for capital expenditures as outlined in the 2025-2029 Capital Investment Plan have been transferred to reserves. In addition, deed transfer tax recorded in revenue has been transferred to the specified capital reserve. The forecast reflects the revenue estimate.

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period Ended September 30, 2024

Revenue	Annual Budget	Forecast March 2025	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
TAXES					
Tax (including Industrial Park)					
Assessable property	12,397,144	12,314,910	12,327,171	99.4%	100.0%
Resource	57,222	56,936	56,936	99.5%	99.9%
Economic development	138,300	138,136	138,136	99.9%	100.1%
	12,592,666	12,509,982	12,522,243	99.4%	100.0%
Area rates and frontages					
Area rates	756,143	756,143	753,957	99.7%	101.5%
Special assessments	2,000	2,000	8,170	408.5%	480.7%
	758,143	758,143	762,127	100.5%	102.6%
Based on revenue					
Business property	31,984	31,993	31,993	100.0%	90.5%
Other					
Deed Transfer Fee	0	375,000	80,819		
TOTAL TAXATION	13,382,793	13,675,118	13,397,182	100.1%	100.1%
PAYMENTS IN LIEU OF TAXES					
Federal and agencies	405,050	405,050	0	0.0%	0.0%
Provincial and agencies	178,100	178,100	0	0.0%	0.0%
	583,150	583,150	0	0.0%	0.0%
SERVICES TO OTHER GOVERNMENTS					
Provincial government	139,467	69,734	0	0.0%	48.3%
Local government	97,596	97,596	23,698	24.3%	24.0%
	237,063	167,330	23,698	10.0%	38.3%
SALES OF SERVICES					
Agencies	1,270,100	1,180,100	563,938	44.4%	59.2%
OTHER REVENUE-OWN SOURCES					
Fines, fees, permits	41,700	41,700	26,510	63.6%	72.3%
Rentals	379,120	379,120	79,199	20.9%	15.0%
Interest	198,000	198,000	140,624	71.0%	114.8%
Return on investments	660,000	660,000	0	0.0%	0.0%
Other	44,400	44,400	29,312	66.0%	32.5%
	1,323,220	1,323,220	275,645	20.8%	20.4%
UNCONDITIONAL TRANSFERS	400,633	401,295	331,618	82.8%	64.9%
CONDITIONAL TRANSFERS	156,357	156,357	57,032	36.5%	75.7%
FINANCING AND TRANSFERS					
From reserves	294,700	294,700	87,221	29.6%	0.0%
	294,700	294,700	87,221	29.6%	0.0%
TOTAL REVENUE	17,648,016	17,781,270	14,736,334	83.5%	84.4%
Revenue budget to forecast variance (value)	133,254				
Revenue budget to forecast variance (%)	0.76%				

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period Ended September 30, 2024

Expenditures	Annual Budget	Forecast March 2024	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
GENERAL ADMINISTRATION					
Legislative	342,019	342,019	155,340	45.4%	45.8%
General administration	2,042,810	2,042,810	952,811	46.6%	55.4%
	2,384,829	2,384,829	1,108,151	46.5%	54.1%
PROTECTIVE SERVICES					
Police- core program	3,190,648	3,120,914	1,393,284	43.7%	48.6%
Police-sales of service	175,879	175,879	68,327	38.8%	40.5%
Law enforcement	144,407	144,407	57,447	39.8%	45.7%
Fire fighting	990,309	990,309	494,714	50.0%	27.8%
Protective service- debt charge	3,052	3,052	1,733	56.8%	56.9%
Emergency measures and other	169,800	169,800	125,578	74.0%	55.3%
	4,674,095	4,604,361	2,141,083	45.8%	44.1%
TRANSPORTATION SERVICES					
Common services	1,500,682	1,448,138	666,839	44.4%	47.4%
Road transportation	840,400	840,400	437,385	52.0%	49.2%
Public transit	383,321	383,321	255,970	66.8%	36.0%
Transportation- debt charge	59,819	59,819	55,345	92.5%	58.6%
Other	100,000	100,000	56,045	56.0%	47.8%
	2,884,222	2,831,678	1,471,584	51.0%	46.4%
ENVIRONMENTAL HEALTH SERVICES					
Solid waste collection and recycling	758,644	758,644	293,614	38.7%	54.8%
PUBLIC HEALTH					
Public health and housing	-	-	60,175	0.0%	8.4%
ENVIRONMENTAL DEVELOPMENT					
Planning and zoning	370,452	339,044	115,637	31.2%	36.8%
Other community development	519,776	519,776	252,754	48.6%	53.3%
	890,228	858,820	368,391	41.4%	48.0%
RECREATION AND CULTURAL					
Recreation-Administration	775,592	775,592	377,398	48.7%	44.4%
-Programmes (net)	127,831	127,831	39,512	30.9%	42.3%
-Parks division and trees	148,100	148,100	95,521	64.5%	26.1%
-Facilities	810,880	810,880	436,739	53.9%	50.7%
-Debt charge	41,325	41,325	30,086	72.8%	59.6%
Cultural	139,935	139,935	70,118	50.1%	41.5%
	2,043,663	2,043,663	1,049,374	51.3%	46.2%
EDUCATION	2,102,100	2,102,100	1,050,738	50.0%	50.0%
FINANCING AND TRANSFERS					
Debt charge- principal	849,670	849,670	849,670	100.0%	96.3%
Transfers to allowances and reserves	1,060,565	1,435,565	1,014,500	95.7%	0.0%
	1,910,235	2,285,235	1,864,170	97.6%	52.9%
TOTAL EXPENDITURE	17,648,016	17,869,330	9,407,279	53.3%	48.1%
SURPLUS (DEFICIT)	\$ -	(\$ 88,061)	\$ 5,329,055		
Expenditure budget to forecast variance (value)	221,314				
Expenditure Budget to forecast variance (%)	1.25%				




**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2024-2025
YTD November 6, 2024**

PROJECT BY DEPARTMENT/AREA	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Expended
Canada Community Building Fund projects	\$ 1,214,000	\$ 1,399,567	\$ 185,567	\$ 651,264	54%
Green Infrastructure Fund - Trails and Pathways	1,874,400	1,880,094	5,694	949,480	51%
General Administration	145,000	145,000	0	123,096	85%
Protective Services	444,525	440,540	(3,985)	372,481	84%
Transportation ^{Note 1}	407,000	414,206	7,206	209,206	51%
ICIP - Donald Hiltz Connector	3,174,000	640,000	(2,534,000)	176,241	6%
Planning and Development	88,800	64,800	(24,000)	12,530	14%
Parks and Recreation ^{Note 2}	420,500	233,885	(186,615)	119,982	29%
Total	\$ 7,768,225	\$ 5,218,091	\$ (2,550,134)	\$ 2,614,280	34%

Notes

1	comprised of:				
	Equipment	195,000	198,580	3,580	198,580
	Buildings	17,000	20,626	3,626	10,626
	Streets & Lights	55,000	55,000	-	-
	Sidewalks	140,000	140,000	-	-
	Storm Sewer	-	-	-	-
		407,000	414,206	7,206	209,206
2	comprised of:				
	Cultural	10,000	17,000	7,000	-
	Equipment	75,000	67,572	(7,428)	67,572
	Green Spaces	95,000	36,170	(58,830)	21,170
	Parks & Playgrounds	25,000	20,000	(5,000)	27
	Sport Facilities	215,500	93,143	(122,357)	31,213
		420,500	233,885	(186,615)	119,982

	TOWN OF KENTVILLE	
	Reserve Funds Excluding Perpetual	
	March 31, 2024	2024-25 YTD
	Balance	Balance
Town of Kentville		
Town Operating Reserve		
Town	1,473,766	1,585,945
Sanitary Sewer	395,721	395,721
	1,869,487	1,981,666
Town Capital Reserve		
Town	1,749,559	1,981,584
Town - Deed Transfer Tax	-	80,819
Sanitary Sewer	94,651	94,651
Sanitary Sewer - Depreciation	123,460	123,460
	1,967,670	2,280,513
Other Reserves	982,513	399,212
Total Town Reserves	4,819,670	4,661,392
Kentville Water Commission		
Operating Reserve	96,010	96,010
Capital Reserve	524,880	524,880
Depreciation Reserve	1,214,183	1,453,772
Total KWC Reserves	1,835,072	2,074,662
Total Reserves	\$ 6,654,742	\$ 6,736,053



Town of Kentville
Staff Report to Council Advisory Committee
For the Month of October 2024
Department of Parks and Recreation
Presented on November 12, 2024

Administration and Operations

- Staff attended the Recreation Nova Scotia Conference in October
 - Town of Kentville staff and community members were recognized for two provincial awards in Recreation at the conference
 - **Connecting People with Nature** - This award is recognizing the Hemlock Conservation Project and those involved on the advisory committee. 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.
- \$30,000 grant received from Province of Nova Scotia for the Before and After School Program (Nature Kids)

Facilities and Operations

- Signage has been ordered for Marshview Dog Park
- Miners Marsh Signage
 - Ducks Unlimited and the Clean Foundation are partnering with the Town of Kentville for the creation and installation of new educational signage on the trail
- Racquet Facility Update
 - Funding roadblock with Federal Election and the expected Federal Funding. Staff will bring forward an update once received from the Kings County Tennis Association.

- Removal of the Curious Gorge Bridge in Gorge Park
- Parts have been ordered for the Oakdene Park Irrigation project
- Cenotaph Stairwell – contractor has informed the Town there is a delay on the project. Staff will be in the area to clean up and landscape the week of November 4 with trimming, raking, PW sweeper, checking infrastructure, railings, etc.
- Curious Gorge Bridge was removed at the end of October. A new access point has been established along double track in a new location.
- We have an arborist on site, the week of November 12 for an assessment of three areas:
 - Ravine – assessment of fallen trees along a secondary trail. This trail can provide access around the damaged bridge. This can support in allowing the reopening of Ravine Trail with the bridge still being closed.
 - Miners Marsh – assessment of potential removal of branches/tree at entry of Miners Marsh
 - Bonavista – assessment of potential removal of tree at entry of Bonavista Park
 - Once assessments are completed, Arborists determine next steps and timeline for removal.
- Staff will be working on replacing the bridge boards from Klondyke St. to Miners Marsh in the month of November.

Programs and Operations

Current Program Offerings – Additional information on programs can be found at <https://kentville.ca/programs>

- Dungeons and Dragons (D&D) Programming – Youth program operating for 12 weeks – September 20th to December 6th
 - New to D&D? No problem! We'll kick off with beginner-friendly, one-shot campaigns, perfect for learning the ropes. Got a group already? Bring them along! This is a space for established adventurers to meet up, play, and find everything you need for your next campaign. If you're looking for a Dungeon Master or players, this is the place to make connections.
- Vin Yin Lunch Time Yoga – October 1st for 10 weeks
 - *Join us for 10 weeks of Vin Yin Yoga during your lunch break in the Upper Recreation Centre! Choose from two sessions: register for the Tuesday class, the Thursday class, or both!*
- Get Outside All Together (GOAT) – November 10 to December 15
 - Each week, we'll dive into creative and joyful ways to connect with nature and have fun together. From imaginative games to exploring the beauty of the outdoors, there's something for everyone!
- Free Indoor Walking Program – November 4 to December 22 @ Credit Union Rec Complex; January 3, 2025 to March 7, 2025
 - Free program operating through fall and winter

- All ages (Toddlers, Children, Adults and Seniors)
- Unstructured Play (UP) Program – November 2, 2025 to March 8, 2025
 - Come and enjoy a relaxed atmosphere where kids (and kids at heart!) can move and play freely. Perfect for making memories and staying active this winter.
- Indoor Pickleball – October 15th to May 2025 – Located at KCA Gym
- Kentville Active for Life – September 9th to December 2nd @ Recreation Centre
 - Offering exercise sessions designed for older adult community members in Kings County. This program focuses on improving health through aerobic, strength, balance and stretching activities, led by a Kinesiologist.
- Fitness with Suzi – Registration for classes month by month, spaces are limited.
 - Fun, low impact cardio class designed for those wishing to have lower intensity workouts.
- Rug Hooking –
 - Join Lynn for drop-in rug hooking on Tuesdays in the Lower Kentville Recreation Centre, Tuesdays 1pm-3pm. Teaches and practicing of Rug Hooking.

Note: The Spike Fund promotes and enables physical activity, confidence and self-esteem building, health and wellness, leadership skills, friendships and the opportunity to be part of a team. Anyone in the Kentville and Kentville serving areas in need of financial support to participate in a recreation program can apply. Recreation is defined as any activity done for enjoyment when one is not working.

Events that occurred in 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 was Board Games
- Pumpkin Walk – October 24, 2024
 - Parks and Recreation were on site to support Landmark East
- Oakdene Park Halloween Scavenger Hunt
 - October 31; it was FREE to participate
 - Hosted in partnership with the Oakdene Park Community Garden Group
- The Gourd of the Rings
- Pumpkin Drop with KCA School – November 1
 - Mayor, Staff, KPS, and Spike in attendance for event

Upcoming Events in November:

- Holly Days Event – November 22
 - Further information can be found on the Kentville Facebook Page under upcoming events or <https://kentville.ca/hollydays24>
 - Partnership event between Town of Kentville and Kentville Business Community

Community Outreach

- Partnership Gathering to occur in November
 - This event brings the TOK staff and community partners together to discuss community successes, strengths in the community, and opportunities.
 - Last held in January 2024 with 35-40 community partners participating
- Arena Conditions Assessment and Feasibility Study
 - The engagement session with the community is planned for December 5, 2024, from 3pm-8pm. Mayor and Council are encouraged to attend.
 - Seeking feedback from the community on the options provided by DSRA Consulting, this will then be provided to council for additional information.

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

Staff Report, for the Month of October 2024

Page 4

Pool Condition Report TOK202401

Meeting Date: November 12, 2024
Department: Parks and Recreations
Strategic Priority: Parks, Trails & Facilities

SUMMARY

The Kentville Outdoor Pool has been in operation for 70 years and staff are facing several different challenges with trying to keep it operational into the future. These issues include the pool pipe leaking, concrete structure deteriorating, concrete pool deck heaving and a trapped groundwater underneath the structure. Staff have contacted an Aquatic Design and Engineering firm to determine the remaining life cycle and options available for continuing to operate safely. Staff will continue to update council on the condition of the pool and provide the report to council once completed.

BACKGROUND

The Kentville Outdoor Pool was built in 1954 and has since updated the pool building structure and pool deck. Mayor and Council approved \$50,000 in the 2024-2025 Capital Plan for locating and fixing the outdoor pool piping, due to a long-term pool leak. To this point, staff have hired contractors to complete both a pressure test and video scoping to locate the damaged piping underground. Both have resulted in no damage being located.

In October, when winterizing the building's plumbing systems, staff encountered difficulties shutting off a municipal curb stop valve located within the building, resulting in the inability to stop municipal water service to the building and to drain the property's plumbing systems. To access the valve, park staff dug up a portion of the mechanical room's dirt floor, and about three feet below ground level, revealed standing water. The valve was successfully turned off, and winterization proceeded within the building.

To prevent this issue in the future, Public Works then exposed the pool's distribution line underneath the pool building's parking area, hoping to find a line that was compatible with a replacement valve – they were unsuccessful as the line was too large for the valve they currently possess. However, these holes also revealed more standing water that sat at roughly the same depth as the water in the mechanical room. The two dig sites were 30+ feet apart, so this indicated a single body of trapped groundwater occupying large portion of the property. Unable to address the distribution line, Public

Works proceeded to dig drainage trenches through the property to alleviate the groundwater: one drawing away from the building, and one drawing away from the splashpad. Rock and drainage pipes were installed to divert water into our stormwater system. This work will mitigate ground heaving in the area through the winter months that could potentially compromise the underground infrastructure of the pool and splashpad.

Upon brief inspection during winterization of the pool's jets/skimers, staff also encountered advancing deterioration of the pool's concrete structure. These included sections of the pool coping that were crumbling, and other large sections that were fully separating from the structure. This level of deterioration cannot be properly addressed with patching and crack sealing, and may result in tripping, falling, and fallen debris hazards for users of the facility.

DISCUSSION

To gain a better understanding of the condition of the pool and the next steps with estimated costs, staff have contacted an Aquatic Design and Engineering firm to have a conditions assessment completed with the recommended next steps.

The intent of the assessment is to obtain an industry professional's perspective on the following items:

- Conditions of the concrete pool structure, and potential safety implications
- Conditions of the pool deck, potential safety implications, and likely causes
- Structural & environmental implications of water loss – freeze/thaw of trapped water beneath the pool deck lost from the pool's water circulation system, chemical laden water being absorbed into the surrounding grounds throughout operations.

It is important to get the full picture on the condition of the pool and life cycle that remains.

IMPACT ON STRATEGIC PRIORITIES

- Potential for loss of use to facility for extended period of time. The outdoor pool has served the community well through its operation for the past 70 years.
- Impact to community wellness, as there could be a loss to access for recreational opportunities.
- Opportunity to gain a full picture on the condition of the facility and the remaining life cycle.

BUDGET IMPLICATIONS

Estimated cost of \$10,000 for the assessment and report.

Town of Kentville

Office of the Chief of Police

September 2024



Administration	Time	August 2024	September 2024
	Plate queries	1061	1167
	Training hours	n/a	358
	Veh. Cks 11's	103	113
	SOT Tickets	27	30
	Foot Patrol Hours	136	131
	CC Charges	26	32
	Calls for service	335	331
Training	<ul style="list-style-type: none">• Pistol/Carbine for new members• PROS User Course• Virtual Reality Instructor Training• Basic Emergency Management• Strategic Resilience for 1st Responders		
Meetings	<ul style="list-style-type: none">• Municipal Chief's Meetings• Executive Leadership Meetings• Contract Discussions• PPS Law Enforcement Portal Demo• DOJ-Policing review follow up• NSCPA Fall Conference in CB• NS Chiefs• LETR Truck Convoy• Telus Health EAP• Meeting with new Public Complaints Commissioner Bill MacDonald		

CCN	<ul style="list-style-type: none"> • Attended 16 Agency meetings, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court • Attended 2 Community Events • Received 11 referrals from KPS members/other Agencies • 54 meetings with clients • Attended 4 other calls and assisted members • 9 other activities, i.e. First Responders Symposium, Interviews, Meeting with Chief
Policing Standards	<ul style="list-style-type: none"> • 15 of the standards have been reviewed and meet the criteria. The review is ongoing.
Staffing	<ul style="list-style-type: none"> • No staffing issues.



Kentville Police Service Bylaw Report September 2024

Municipal Bylaw Investigations	5
Loitering -Warnings	7
Assist Police	7
Taxi Inspections	0
Animal Control	2
Smoking-Charges	10
Smoking-Warnings	2
Parking-Charges	47
Parking- Warnings	43



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

November 12, 2024

Programs and Operations

- **Kentville Water Commission:** The first year of a proposed multiyear residential water meter replacement program is well underway. We will be replacing approximately 400 water meters in this first phase of a five-year program focusing on the following residential areas where the meters are in the most urgent need of replacement: Meadowview area, Belcher Street, West Main Street, Prospect Avenue (from Main Street to Overlook Road), MacDonald Avenue, Henry Street & Braeside Drive. Residents in these areas have already been contacted with a reasonable response to the contractor and those that haven't set up an appointment are encouraged to do so ASAP.
- **Sanitary Sewer Area Service:** The Regional Forcemain Replacement Project managed by the Municipality of Kings is well under way with approximately 1000m of the overall 1500m project now installed. Work has skipped ahead closer to the Dog Park while they await the specialized contractor work of crossing Mill Brook. The contractor is working at reinstating the curb and pavement on Klondyke Street now while temperatures are still favorable and the asphalt plants are open.
- **Storm Water Management Master Plan:** The consultant has begun the fieldwork portion of the Town-wide Storm Water Management Master Plan / Study. They have scheduled a public information session later for November 20th from 5:30–7:00 on November 20th with a location to be determined this week.

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

Respectfully Submitted,

David Bell
Director of Engineering and Public Works

Capital Equipment Purchase – 2025/26 Fiscal Year

TOK202404

Meeting Date: November 12, 2024

Department: Engineering & Public Works

Strategic Priority: Public Works – Capital Equipment Purchase – Street Sweeper

RECOMMENDATION

That Council approve the purchase of a replacement 2025 Street Sweeper and Hydrovac Excavation Truck for the purchase of \$496,000 including non-recoverable HST.

SUMMARY

In the approved 2024/25 Capital Budget there was a line item to purchase a new Street Sweeper and Hydrovac Excavation Truck to replace the End-of-Life, 16-year-old vehicle for \$450,000 including the non-recoverable portion of the HST. This purchase was deferred to 2025/26 due to availability and the urgent need of a replacement 2-ton plow truck that was purchased this year.

Through Canoe Procurement we have secured a delivered price of \$496,000 including the non-recoverable portion of the HST. The \$450,000 budgeted for this year will be carried over to next fiscal year but leaves a budget shortfall of \$46,000 to complete the purchase.

In order for this specialized piece of equipment to be delivered by mid 2025, it needs to be ordered this fall. Invoicing will not occur until the equipment is delivered.

BUDGET IMPLICATIONS

The proposed funding for this purchase will come from the following sources:

Capital Reserves:	\$86,000
Equipment Reserves:	\$60,000
Debenture:	<u>\$350,000</u>
TOTAL:	\$496,000

RECOMMENDATION

That Council approve the purchase of a replacement 2025 Street Sweeper and Hydrovac Excavation Truck for the purchase of \$496,000 including non-recoverable HST using the above funding sources.



**Town of Kentville
CAO Report to Council Advisory Committee
For the Month of October 2024
Presented on November 12th, 2024**

Chief Administrative Officer

- Supported the transition from outgoing to incoming Council groups
- Supported and participated in the general orientation session led by Mr. Louis Coutinho
- Supported staff in the preparation of their departmental orientation presentation
- Liaised with staff and town solicitor to move forward legal matters
- Attended various meetings with staff/ stakeholders

Deputy Clerk

- Compiled results of annual residents' survey for reporting to staff and residents
- Provided meeting minute taking for the Valley Regional Enterprise Network Liaison and Oversight Committee meeting on October 2, the Kentville Board of Police Commissioners on October 16, and Investment Advisory Committee on October 23.
- Staff review and revision of agendas, staff reports and Council Advisory Committee reports
- Review of materials for the Association of Municipal Administrators Board Meeting, October 25
- Review of newly released Code of Conduct Policy

Strategic Initiatives

- Completed REMO ICS 200 Training
- Support the development of Council orientation sessions
- Updating Fire Safety Planning Process for Town Owned Buildings
- Connected with other municipal units on the response to rural homelessness
- Review and reporting on newly released Code of Conduct Policy

Municipal Election

- Promoted voting during early voting and on election day
- Provided announcement of new Council on website, social media and email to staff
- Meetings with Mr. Louis Coutinho to prepare for the local government orientation session
- Preparation of orientation materials for new Council
- Preparation of orientation session on Roberts Rules of Order

Environment

- Internal staff met with Climate Coordinator Sofia Munoz weekly to review tasks, opportunities and challenges with the town's climate program.
- Review of the Town of Kentville QUEST Program Bench Mark Assessment
- Review of the Green Municipal Fund grant for a potential Kentville project titled "Climate Ready Plans and Processes"

Equity, Diversity and Inclusion

- Discussion of priority setting to complete the provincially mandated Equity and Anti-Racism Plan.

RETURNING OFFICER'S REPORT TO TOWN COUNCIL

October 30, 2024

In 2020, it was COVID-19; this year, a fire added unanticipated challenges to conducting a municipal election. A major fire broke out on September 24 in the building next to the Returning Office on Aberdeen Street. This resulted in losing access to our office for most of October, so the Help Centre for internet and telephone voting was moved to Kentville Recreation Centre.

Electronic (eVoting) was used again this year, in addition to traditional paper ballot voting on election day, October 19. eVoting was used exclusively for advance voting from October 10 to October 18 and on election day. eVoting, via the Internet and telephone, was provided by Intelivote Systems Inc., of Dartmouth.

eVoting worked well through the advance voting period and on election day. Apart from a few electors needing help accessing the system over the Internet or by telephone, the system worked well. Assistant Returning Officer Jeanette Stapleton and I staffed a call centre in Kentville Recreation Centre throughout the advance voting period.

Merging eVoting with traditional paper voting worked well again. Eighty-three percent of voters (2,148) used electronic voting, 1,988 online and 160 by telephone. On election day, another 17 percent (439) voted by paper ballot. The total turnout was 47.7 percent of eligible voters, an increase of one percentage point from 2020.

Assistant Returning Officer Jeanette Stapleton supervised voting at Kentville Volunteer Fire Department, accommodating electors voting and registering there. Two registration officers checked in electors and registered those not on the list of electors, and two voting stations were staffed. One greeter welcomed electors and directed them to the registration officers.

Senior employees at each continuing care facility were appointed Deputy Returning Officers and assisted their residents with electronic voting. All proceeded well, with no problems.

Auditor

Scott Russell provided auditing services for eVoting. He kept detailed records of all his tests to confirm confidence in the electronic system and confirmed the validity of results on election night.

Candidates/Results

Mayor	
Candidates	Total
Paula Huntley	521
Brent Platt	821
*Andrew Zebian	1,223
*Elected	

Council	
Candidates	Total
*John Andrew	1,198
*Rob Baker	1,123
Marc Charrier	468
*Debra Crowell	1,053
Craig Gerrard	871
*Samantha Hamilton	1,014
Dawn Jewell	315
Sharon Kehoe	716
Roz MacKinnon	709
*Cathy Maxwell	1,024
Stephen Pearl	947
Holly Rogers	535
*Cate Savage	1,462
Lloyd Schmidt	649
*Elected	

Rejected ballots: 26
(includes 7 spoiled, 17 declined online)
Eligible voters: 5,427
Number voting: 2,587
Percentage: 47.7%

Conseil scolaire acadien provincial (Acadian School Board)

In addition to serving as the town's Returning Officer, I served as Returning Officer for the Greenwood District of Conseil scolaire acadien provincial. Hélène Lavigne was elected by acclamation as the member.

Conclusion

I extend my thanks for the co-operation and assistance of town staff members, Assistant Returning Officer Jeanette Stapleton and all election workers.

This concludes my report for the 2024 Municipal Election.



Al Kingsbury
Returning Officer

Town of Kentville

Recapitulation Sheet ~ Municipal Election ~ 2024

Note: Rejected Ballots are only those cast but not counted. Do not enter cancelled ballot papers on this sheet.

POLLING STATION (Result of voting must be given for each station)			BALLOTS CAST FOR CANDIDATES			TOTAL	Rejected
Number of Polling Division	Name or Number of Polling District (if any) and name or location of Polling Station	Number of Names on Final List of Electors	HUNTLEY	PLATT	ZEBIAN		
	eVoting	5,427	421	698	1,008	2,127	21
1	KVFD-1		55	67	98	220	4
2	KVFD-2		45	56	117	218	1
	TOTALS	5,427	521	821	1,223	2,565	26

10/22/2024 10:24

9.6%	15.1%	22.5%	47.7%
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I certify that the foregoing statement is the correct result of the polling at the election held on
October 19, 2024.

Dated at Kentville, N.S., this 22nd day of October, 2024


Returning Officer

Town of Kentville
OFFICIAL RESULTS
 Recapitulation Sheet -- Council

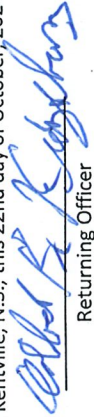
POLLING STATION		BALLOTS CAST FOR CANDIDATES																REJECTED	
(Result of voting must be given for each station)		Number of Polling Station	Name or Number of Polling District (if any) and name or location of Polling Station	Number of Names on Final List of Electors	ANDREW	BAKER	CHARRIER	CROWELL	GERRARD	HAMILTON	JEWELL	KEHOE	MACKINNON	MAXWELL	PEARL	ROGERS	SAVAGE		SCHMIDT
	eVoting			5,427	939	937	374	886	687	876	268	585	619	858	773	457	1,235	530	24
1	KVFD Stn. 1				120	95	43	87	97	67	24	66	47	85	77	51	118	53	0
2	KVFD Stn. 2				139	91	51	80	87	71	23	65	43	81	97	27	109	66	0
10/22/2024 10:25				5,427	1,198	1,123	468	1,053	871	1,014	315	716	709	1,024	947	535	1,462	649	24

Note: Rejected Ballots are only those cast but not counted.
Do not enter cancelled ballot papers on this sheet.

Note: Rejected Ballots are only those cast but not counted.
 Do not enter cancelled ballot papers on this sheet.

I certify that the foregoing statement is the correct result of the polling at the election held on October 19, 2024.

Dated at Kentville, N.S., this 22nd day of October, 2024


 Returning Officer

TO: Council

SUBMITTED BY: CAO Jeff Lawrence

DATE: October 1, 2024

SUBJECT: Proposed Heritage Property Bylaw

ORIGIN

The Heritage Committee was created to explore and develop a draft Heritage Properties Bylaw for the town of Kentville in March 2023. Over the past year the committee has researched bylaws from other municipalities and has created a draft that could be used to protect heritage buildings and properties in Kentville.

BACKGROUND

Municipalities have agency to create a bylaw to manage and protect significant heritage properties in the town. The Municipal Government Act gives municipalities the power to create municipal heritage bylaws as long as they do not contravene other parts of the MGA. Some municipalities have bylaws which allow towns and counties to register significant properties, and these are legislated by municipal bylaws. Provincially registered heritage properties are legislated by the Heritage Property Act.

DISCUSSION

Kentville's Heritage Committee started reviewing the MGA and other municipal heritage bylaws in April 2023. The committee met every two months to discuss how properties would be identified and registered, how property owners would be notified, the rights of property owners to accept or decline designation, and the enforcement of the proposed bylaw. The committee is now bringing this proposed bylaw to Council for review and approval of First Reading.

BUDGET IMPLICATION

There are no budget implications at this time.

ATTACHMENTS

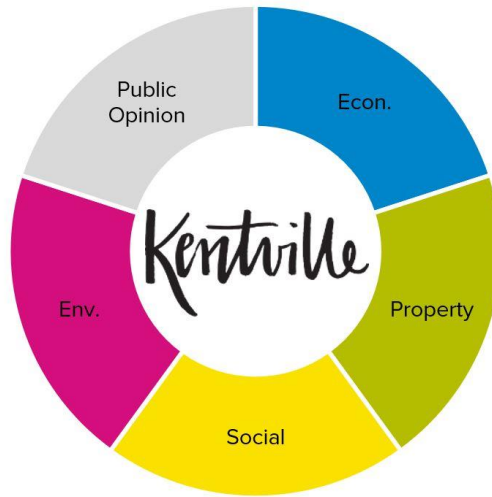
Draft Heritage Property Bylaw

Update: Council passed First
Reading for this bylaw on
October 1, 2024

RECOMMENDATION

That Council give First Reading to the attached Heritage Property Bylaw.

Town of Kentville Decision Wheel:





TOWN OF KENTVILLE BY-LAW

CHAPTER 110

HERITAGE PROPERTY BY-LAW

1.0 Title and Definitions

- 1.1 This By-law is made pursuant to the Heritage Property Act, R.S.N.S. 1989, Chapter 199 as amended from time to time, hereinafter referred to as the "Act", and shall be known and may be cited as the "Heritage Property By-law"
- 1.2 This By-law shall be administered in accordance with the Heritage Property Act, R.S.N.S. 1989.
- 1.3 In this By-law:
 - (a) "Act" means the Nova Scotia Heritage Property Act;
 - (b) "Area" includes such physical features as cemeteries, historical gardens, statues, monuments and any other structures within Town that are deemed to have proven historical significance.
 - (c) "Council" means the Town of Kentville Council
 - (d) "Committee" means the Heritage Advisory Committee established pursuant to this By-law.
 - (e) "Town " means the Town of Kentville.
 - (f) "Town Heritage Property" means a building (ex; Main Street Station), public-building interior, streetscape, cultural landscape, or area registered in the Town of Kentville Registry of Heritage Property.
 - (g) "Registered Owner" means an owner of land whose interest in the land is defined and whose name is specified in an instrument in the Land Registry Office, and includes a person assessed with respect to the occupancy of the land.
 - (h) "Registry" means the Town's Registry of Heritage Property.
 - (i) "Substantial Alteration" means any action that affects or alters the character-defining elements of a property.

2.0 Registry

- 2.1 The Town shall establish and maintain a Town's Registry of Heritage Property where all prescribed documents relating to the registration of Town Heritage Property pursuant to the Act or this By-law shall be filed.
- 2.2 The Registry shall contain information with respect to recommendations, registrations and deregistration's, recording particulars of documents required to be lodged at the Land Registry Offices, and true copies of all notices required by the Act.
- 2.3 The Registry shall be accessible to the public at no charge during regular business hours of the Town.

3.0 Heritage Advisory Committee

- 3.1 A Committee shall be established to discuss and recommend the process of inviting a building, public interior, streetscape, cultural landscape or other item to be registered as a Town Heritage Property.
- 3.2 The Committee shall be a Committee of Council and shall follow the Town of Kentville Committees of Council Policy Statement 57.
- 3.3 The Committee shall include 3 voting members from the community and 2 voting members of Council. A staff representative from the Planning and Development Department and the Chief Administrative Officer and may include other staff support.
- 3.4 The Committee may advise Council respecting:
 - (a) the inclusion of buildings, public-building interiors, streetscapes, cultural landscapes or areas in the Town's Heritage Property Registry;
 - (b) an application for permission to substantially alter or demolish a Town Heritage Property.
 - (c) the preparation, amendment, revision or repeal of a Heritage Conservation Plan and Heritage Conservation By-law.
 - (d) the administration of Heritage Conservation Districts pursuant to the provisions of the Act.
 - (e) an application for a certificate that is required by this Act or the referral of a Heritage Conservation Plan and Heritage Conservation By-law to Council for a public hearing; and
 - (f) any other matters conducive to the effective carrying out of the intent and purpose of this By-law and the Act.

4.0 Registration and Notification

- 4.1 Registration of an Area with Town of Kentville Heritage Property designation may be associated with financial incentives for the property owner, and a plaque given to the owner with the intent of posting it on the Area.
- 4.2 Process to Register: There are two ways the process may be commenced to register a structure as historical:
 - (a) The Committee can recommend Areas for Heritage Designation by completing Form A. Upon recommendation, the owner shall be sent a letter with the Notice of Recommendation to explain the designation. The owner will be given the option to approve or object to the designation.
 - (b) Any owner of an Area can ask the Town to register a structure by completing Form B and submitting it to Town Hall.

CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

*Date of advertisement of Passage of By-Law:

Date of mailing to Minister a certified copy of By-Law:

I certify that this Heritage By-law was adopted by Council and published as indicated above.

Clerk

Date

FORM A

Notice Of Recommendation by the Town

To Register as a Town Heritage Property

The land and building located at

(address, location, legal description or other identification of property)

has been recommended for registration in the Town of Kentville Registry of Heritage Property.

This proposed registration should be regarded as an indication that this particular property is of special value to the Town. The reasons for this proposed registration are:

(describe reasons for recommendation, e.g. age of property; architectural significance; association with persons, places and events of historical significance; status as important landmark; or other consideration)

The Heritage Property By-law provides that the Town will work with the owner of a property that is registered as a Town Heritage Property where as

- (a) the property shall not be substantially altered in appearance or be demolished without the approval of the Town Council.
- (b) an application for permission to substantially alter the appearance or to demolish a property may be made to the CAO.
- (c) the Heritage Advisory Committee shall be given an opportunity to comment on any application.
- (d) the Town Council may grant or refuse permission or attach conditions.
- (e) penalties for violation of the By-law are a maximum fine of \$10,000.00 and in default of payment thereof to imprisonment for a term not exceeding six months for individuals and \$250,000.00 for corporations.
- (f) a copy of this notice has been recorded at the Land Registry Office.

The Heritage Property Act provides that no person shall substantially alter the exterior appearance of or demolish a building, public-building interior, streetscape, cultural landscape or area for 120 days after service of this notice upon you, unless the Council sooner refuses to register the property.

Please take notice that you have the right to be heard concerning the recommended registration, and you shall be heard by Council, on

_____ (date) at _____ (time).

You have the right to approve this designation, or decline this designation. You may make submissions at the hearing orally or in writing, and any written submission by you may be presented at any time prior to the hearing.

FORM B
Request by a Property Owner
To Register as a Town Heritage Property

Under the Heritage Property By-law,

_____ (name of owner) in The Town of Kentville would like to
submit _____ (name of the property)
located at _____ (brief description and address) for
registration in the Town's Registry of Heritage Property.

_____ (submit name) recommended this property for
registration for the following reasons: (describe reasons for recommendation)

Signature of Owner: _____ Date: _____

FORM C

Notice Of Registration of a Heritage Property

To:

You are hereby notified that:

1. The land and building located at (address, location, legal description or other identification of property) has been registered in the Town of Kentville Registry of Heritage Property by the Council under the Heritage Property Act on _____, 20____.

2. The effect of registration in the Town Registry of Heritage Property is that no demolition or substantial alteration in exterior appearance of the property may be undertaken from the date of registration without the approval of Council.

DATED this ____ day of _____, 20____.

(SEAL)

Clerk

Checklist – Determining Heritage Value

Heritage value is the aesthetic, historic, scientific, cultural, social, or spiritual importance or significance for past, present, or future generations. It is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

Age	
1. Is the property comparatively old in the context of the community	
2. Does the property reflect a particular historical period or event?	
3. Is the property similar in age to surrounding buildings and therefore contributes to the continuity of the streetscape or heritage district?	
Architect/Builder	
1. Was the property designed and/or built by a locally, provincially or nationally renowned architect?	
2. Did the property's architect/designer make a significant contribution to the community or province?	
Historic Associations	
1. Was the property owned or resided in by a person who is significant to the community or province?	
2. Did a significant person visit or stay there?	
3. Was the property used by a significant person?	
4. Did a significant event occur at the property?	
5. Is the property related to a significant event? (Significant historic events frequently include WW1, WW2, Indigenous occupation, Acadian Occupation, Loyalists etc)	
Architectural Style	
1. Is the property an outstanding example of a specific architectural style?	
2. Is the property an uncommon/rare or unique architectural style for the town or province?	
3. Does the architectural style contribute to the streetscape or town?	

Construction Method	
1. Is the property a good or excellent example of a method of construction?	
2. Is the construction uncommon/rare or unique method for the town/province?	
3. Does the construction method reveal important details about the builders?	
4. Has the building maintained its integrity, without substantial alterations or renovations?	
5. Is the craftsmanship particularly impressive or unique?	

Code of Conduct – RESOLUTION TOK202401

Meeting Date: November 12, 2024
Department: Administration

RECOMMENDATION

That council repeal and replace Policy G16 Code of Conduct for Elected Officials and adopt the Code of Conduct as stated in subsection 520(1) Chapter 18 of the Municipal Government Act by resolution.

SUMMARY

The Provincial Government has updated the Municipal Government Act (MGA) to include a section on the Code of Conduct expected of municipal elected officials. Municipal councils are required to adopt the code through resolution, policy or by-law.

The purpose of the code is to outline expectations for the behaviour of elected municipal officials in carrying out the functions and decision-making of Council.

BACKGROUND

The Association of Municipal Administrators and the Nova Scotia Federation of Municipalities have been working with the Provincial Department of Municipal Affairs and Housing since approximately 2017 on implementing a unified Code of Conduct process for all municipal councils. This allows mayors and councillors across the province to be held accountable for a unified code of conduct process regardless of the municipal unit in which individuals are elected. The unified Code of Conduct also outlines clear expectations for elected officials regarding the process required for a Code of Conduct review or investigation.

Previously, Town of Kentville, Mayor and Council elected officials were obliged by Policy G16 – *Code of Conduct for Elected Officials*. This policy spoke to the expectations regarding what the council is responsible for, the regulation of council communications, and council committee expectations, outlining code infractions and discreditable conduct (see Policy G16 attached).

The new provincial government Code of Conduct legislation is embedded within the Municipal Government Act under subsection 520(1) of Chapter 18. The code includes but is not limited to, timelines for submitting complaints, confidentiality, sanctions, an appointment of an investigator for the complaint and an investigation process. Furthermore, the code includes guiding principles: collegiality, respect, integrity, professionalism, transparency and responsibility.

DISCUSSION

Provided that Council is required to pass the resolution to adopt subsection Code of Conduct 520(1) of Chapter 18 of the MGA, it is in Council's best interest to repeal and replace the existing Policy G16 in addition to adopting the resolution. This will allow Council to consider how the additional items included in Policy G16, such as clear definitions of Council benefits, Council Wheel of Decision-Making, Expenses and Council Communications, can complement the new Code of Conduct.

IMPORTANT DATES OR BENCHMARKS

A resolution must be passed, and the provincial government must be notified of the Council resolution by December 19th, 2024

POLICY IMPLICATIONS

Impacts and possible duplication of the existing Town of Kentville Policy G16

BUDGET IMPLICATIONS

There are no budget implications to pass the resolution of Code of Conduct Subsection 520(1) Chapter 18 of the MGA.

RECOMMENDATION

That Council repeal and replace Policy G16 *Code of Conduct for Elected Officials* and adopt the Code of Conduct as provided in the MGA with the following resolution:

WHEREAS the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 ("the Regulations"); and,

WHEREAS municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23A of the Municipal Government Act;

THEREFORE be it resolved that the Council of the Town of Kentville hereby adopt the model code of conduct as set forth in Schedule "A" to the Regulations, which shall be titled the "Code of Conduct for Elected Officials of the Town of Kentville

Climate Ready Plan and Processes – Funding Opportunity TOK202403

Meeting Date: November 12, 2024
Department: Administration

RECOMMENDATION

That Council approve the submission of a funding application to the Green Municipal Fund to support a term staff position in the development of a Climate-Ready Plan for the Town of Kentville.

SUMMARY

The Green Municipal Fund has launched a Local Leadership for Climate Adaptation initiative to support the development of Municipal Climate-Ready Plans and Processes. The intent of the fund is to develop skills within and support local governments in generating long-term resiliency to the increasing impacts of Climate Change. The initiative aims to fund over 1,400 municipal activities.

Through the Town of Kentville's partnership with the Clean Foundation in the Community Climate Capacity program (CCC), this funding opportunity is well aligned to complete the objectives of the CCC partnership program. The funding application would be to implement the work of creating a Town of Kentville Climate-Ready Plan, including a robust Climate-Risk assessment.

The plan would identify local climate vulnerabilities and risks, be incorporated into existing municipal plans, promote equity and inclusion in climate planning, enhance community resilience, and outline measurable outcomes to reduce climate risk. Staff are bringing this opportunity to council, as the grant application is due Nov 29th

DISCUSSION

The Town of Kentville submission includes funding objectives to hire a term position to work in partnership with the CCC program to implement a Community Climate Risk Assessment that will include community engagement, Climate Risk analysis, Climate Resiliency Analysis. The results of the risk assessment can then inform policy integration.

A Climate Ready Plan for the Town of Kentville would be complimentary to existing related projects and documents including the in-progress Stormwater Management Master Plan and the 2010 Integrated Community Sustainability Plan. The Kentville Municipal Planning strategy also includes various climate-related objectives and policies (i.e. the windmill policy). The following section lists the related Kentville projects and documents and Appendix A lists a jurisdictional scan of existing municipal climate plan across the province.

RELATED PROJECTS AND DOCUMENTS

- Town of Kentville Environmental Task Team
- Stormwater Management Master Plan
- Community Climate Capacity Fund – Clean Foundation
- Hemlock Woolly Adelgid Project
- QUEST Net Zero Communities
- Bloom on the Block Tree-scaping project
- Kentville Community GHG Inventory Report 2022
- Regional GHG Reduction Strategy 2022
- 2019 Municipal Planning Strategy Development
- Town of Kentville Flood Map Study
- PACE Program and Policy
- Kings 2025
- Anti-Idling Bylaw
- 2010 Integrated Community Sustainability Plan

IMPORTANT DATES OR BENCHMARKS

Timeline overview:

November 2024 – funding application due

Feb/March 2025 – Application Awarded

April/May 2025 – Projects begin

March/April 2026 – Project and Plan Completion

POLICY IMPLICATIONS

The work would result in policy updates through the completion of policy integration, as informed by the Climate Risk Assessment which includes community engagement, Climate Risk Analysis and Climate Resiliency Analysis.

BUDGET IMPLICATIONS

The objective of the grant is to fund a term position to complete the proposed projections in partnership with the CCC program. The position's work would have in-kind project cost support from the Clean Foundation through the CCC program. Once Climate analysis is completed through the role and projects are identified, securing additional project funding for completion would be a priority.

Depending on final grant contributions from CRPP, the town of Kentville would be expected to contribute between \$14,000 to \$20,000 in match funding, 20% of total funding. Which would be finalized during 2025/2026 budget approval if council.

ATTACHMENTS AND LINKS

[GMF – Climate Ready Plans and Processes Program](#)

RECOMMENDATION

That Council approve the submission of a funding application to the Green Municipal Fund to support a term staff position in the development of a Climate-Ready Plan for the Town of Kentville.

APPENDIX A

JURISDICTIONAL SCAN

Other Municipal units with Climate Plans include:

Halifax Regional Municipality - [HalifACT: Acting on Climate Together](#)
County of Annapolis – [Municipal Climate Change Action Plan](#)
County of Antigonish - [Municipal Climate Change Action Plan](#)
County of Colchester – [Carbon-Free Colchester](#)
County of Cumberland – [Community Energy and Emissions Plan](#)
County of Inverness – [Municipal Climate Change Action Plan](#)
County of Kings – [Kings 2050 Municipal Climate Change Action Plan](#)
County of Pictou – [Municipal Climate Change Action Plan](#)
District of Chester – [Municipal Climate Change Action Plan](#)
District of Digby – [Municipal Climate Change Action Plan](#)
District of East Hants - [Municipal Climate Action Plan](#)
District of Guysborough – [Climate Change Mitigation Plan](#)
District of Lunenburg – [Local Climate Change Action Plan](#)
District of Shelburne – [Municipal Climate Change Action Plan](#)
District of St. Marys – [Municipal Climate Change Action Plan](#)
Regional Municipality of Queens – [Municipal Climate Change Action Plan](#)
Regional Municipality of West Hants – [GHG Emissions Local Action Plan](#)
Town of Amherst – [Municipal Climate Change Action Plan](#)
Town of Antigonish – [Municipal Climate Change Action Plan](#)
Town of Bridgewater – [Municipal Climate Action Plan](#)
Town of Lockeport – [Municipal Climate Change Action Plan](#)
Town of Lunenburg - [Municipal Climate Action Plan](#)
Town of Mahone Bay – [GHG Reduction Action Plan](#)
Town of Middleton – [Municipal Climate Change Action Plan](#)
Town of New Glasgow – [Community Climate Action Plan and GHG Reduction Target](#)
Town of Truro – [Energy and Emissions Plan](#)
Town of Wolfville – [Climate Action Plan](#)
Town of Yarmouth - [Climate Change Mitigation Action Plan](#)

Note that in 2011, the Nova Scotia provincial government released the Municipal Climate Change Action Plan (MCCAP) program to support municipal units in their work towards climate adaptation. Submission was required by Dec 31st 2013.