

Town of Kentville Council Advisory Committee Meeting

December 9, 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, November 12, 2024
- 4. PRESENTATIONS**
 - (a) Update from Annapolis Valley Regional Libraries, Julia Merritt
 - (b) Oakdene Garden Group
 - (c) Annapolis Valley Mountain Bike Association
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance Department Report
 - (b) Planning and Development Department Report
 - (c) Parks and Recreation Director's Report
 - (d) Police Chief's Report
 - (e) Engineering and Public Works Report
 - (f) Administration Department
 1. Department Report
 2. Legal Cost Update
- 6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Housing Accelerator Fund Update
 - (b) Environment Task Team Citizen Appointments
- 7. NEW BUSINESS**
 - (a) Growth and Renewal Infrastructure Development Grant Application Request
 - (b) Annapolis Valley Mountain Bike Association Financial Request
- 8. CORRESPONDENCE**
 - (a) None.
- 9. PUBLIC COMMENTS**
- 10. IN CAMERA**
 - (a) Land
 - (b) Legal
 - (c) Land
 - (d) Personnel
- 11. ADJOURNMENT**

DRAFT



TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
Meeting Minutes: November 12, 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 Andrew Zebian 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 Andrew Zebian
- Deputy Mayor Debra Crowell
- Councillor John Andrew
- Councillor Rob Baker
- Councillor Samantha Hamilton
- Councillor Cathy Maxwell

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
- Alisha Christie, Strategic Operations Coordinator
- Jennifer West, Recording Secretary

GUESTS

Sofia Munoz, Clean Foundation, Clean Community Capacity

REGRETS

Councillor Cate Savage

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DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

Removal – Presentation by the Valley Mountain Bike Association, moved to December CAC meeting
Addition- 10a and 10b, both Personnel.

It was moved by Councillor Rob Baker and Councillor Samantha Hamilton

That the agenda for the Council Advisory Committee meeting of November 12, 2024 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, October 15, 2024.

It was moved by consensus

That the minutes from the Council Advisory Committee meeting held on October 15, 2024 be approved.

4. PRESENTATIONS

(a) Climate Change Update

Sofia Munoz, Climate Coordinator for the Town of Kentville, gave an update on the Community Climate Capacity program. She introduced the program and the staff at the Clean Foundation, and the Town of Kentville workplan for this project.

Report available for more information

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending October 31, 2024. She reviewed her reporting process and presented the activities in the department for the month including sunseting of the current finance system over the next three years, the existing operating deficit of around \$58,000, long term rebuilding of capital reserve accounts, and tax payments. Police Chief Marty Smith gave a description of backcheck revenue. Director Matthews reviewed the separation of funds between the Town and the Water Commission and the need for a water rate update.

For the capital funds report, there is a significant under the spending expectation due to changes to several projects.

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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 a four-month review of activities, opportunities and challenges, reporting catch-up, staffing, and planning applications. Community and economic development activities includes Pumpkin People, the Pumpkin Walk and Harvest Festival.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director of Recreation Craig Langille presented a review of October activities in his department including support for community-wide events, a grant received for the Nature Kids program, the Shift program, the Spike Fund, and an update from the racquet facility project. Holly Days is being held on November 22. Stass will host a community engagement event at the Kentville Fire Hall in December to get feedback from residents.

See report for more information.

Discussion

- Signage and fencing will be assessed and replaced along the path from Klondyke to the bridge, as appropriate.

(2) Pool Condition Report

Director of Recreation Craig Langille provided an outline of function and safety concerns with the pool. Staff request that an independent consultant complete an assessment of the full list of issues with the pool before making any repairs. The timeline for this assessment is likely to be early in 2025.

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 staffing, training and orientation, and calls for service. Policing standards were released in September and will be reviewed with the Department of Justice. Chief Smith explained that backcheck processes have changed, and also that backcheck revenues were lower this month due to a change in staffing.

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See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented the Public Works report for October 2024, including the water meter replacement project on Meadowview, Belcher, Prospect, MacDonald, and Braeside Drive. The Stormwater Management Master Plan has begun the fieldwork for this project, and have scheduled a public information session on November 20 at Main Street Station. The tenders for the Donald Hiltz Connector project will be released in January to plan for the next two years of construction.

See report for more information.

Discussion

- Staff recommend directing information to residents through the Public Works Department.
- Clarification of the public engagement session for stormwater management master plan, with a focus on residents' concerns on a property and neighbourhood scale.
- Update on the traffic feasibility study for a traffic light at the bottom on Chester Avenue.
- Discussion of line painting on River Street.

(2) Street Sweeper Request

Director Dave Bell presented a capital equipment purchase request for a street sweeper for delivery in summer of 2025. This is a replacement of an existing vehicle which has reached the end of its life. This was deferred last year in order to purchase a plow truck, which was an unexpected and higher priority replacement. It is expected that this will be a ten-year debenture.

See report for more information.

Discussion

- The existing street sweeper will be put up for surplus sale, upon delivery of the new vehicle.

It was moved by Councillor Cathy Maxwell and Councillor John Andrew

That Council Advisory Committee recommend to the November 25 2024 meeting of Council,

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.

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MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Baker, Crowell, Hamilton, Maxwell and Zebian*

(f) Administration

(1) Chief Administrative Officer’s Report

CAO Jeff Lawrence presented his report for October 2024 with highlights including the election and new Council orientation, updating the fire safety plan for all town buildings, appreciation to All Kingsbury and Jeanette Stapleton. Members expressed appreciation for the efforts of staff around orientation and the swearing in ceremony. The Mayor and CAO will review the proposed appointments to committees and commissions and decide on a meeting date to confirm appointments.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Heritage Bylaw Update

CAO Jeff Lawrence provided a review of the development of the draft Heritage Properties Bylaw, including work done by the town’s Heritage Committee. The bylaw passed First Reading in September (October 1) with the previous Council. CAO Lawrence reviewed the proposed process of registering a property. It is planned for this to come back at the January meeting of Council.

See report for more information.

Discussion

- Solicitor Muttart reminded Council that the MGA has many rules that are supplemented by this new proposed bylaw.

7. NEW BUSINESS

(a) Removed from the agenda

(b) Adoption of the Provincial Code of Conduct

Strategic Operations Coordinator Alisha Christie reviewed the development of the code of conduct regulation for municipal elected officials, and the process of adoption that has been mandated by the province.

See report for more information

It was moved by Councillor Cathy Maxwell and Deputy Mayor Debra Crowell
That Council Advisory Committee recommend
to the November 25 2024 meeting of Council,

DRAFT

That Council adopt the model Code of Conduct as set forth in Schedule “A” of the regulations, which shall be titled the “Code of Conduct for Elected Officials for the Town of Kentville”.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Baker, Crowell, Hamilton, Maxwell and Zebian*

It was moved by Councillor Cathy Maxwell and Deputy Mayor Debra Crowell

That Council Advisory Committee recommend to the November 25 2024 meeting of Council,

By policy that Council amend Policy Statement G16 “Code of Conduct for Elected Officials” to remove all references to the Code of Conduct.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Baker, Crowell, Hamilton, Maxwell and Zebian*

(c) Climate Ready Plans and Processes Grant Application

Strategic Operations Coordinator Alisha Christie reviewed the grant opportunity by the Federation of Canadian Municipalities Green Municipal Fund to develop climate ready plans and practices. Ms. Christie described the grant request for a one-year term position to focus on integrated climate planning across all departments.

See report for more information

It was moved by Councillor John Andrew and Deputy Mayor Debra Crowell

That Council Advisory Committee recommend to the October 25 2024 meeting of Council,

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.

MOTION CARRIED

*Councillors who voted in favour of this motion:
Andrew, Baker, Crowell, Hamilton, Maxwell and Zebian*

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8. CORRESPONDENCE

- (a) None.

9. PUBLIC COMMENTS

- (a) Garry Randall

Appreciation to the facility which offered their business to host the Remembrance Day ceremony. Thanks to White's Funeral Home.

10. IN CAMERA

It was moved by Deputy Mayor Debra Crowell and Councillor Cathy Maxwell

That Council move into a closed session at 8:18 p.m. to discuss a personnel matter.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Hamilton, Maxwell and Zebian

It was moved by Deputy Mayor Debra Crowell and Councillor John Andrew

That Council move back into open session at 9:15 p.m.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Baker, Crowell, Hamilton, Maxwell and Zebian

11. ADJOURNMENT

There being no further business to discuss,

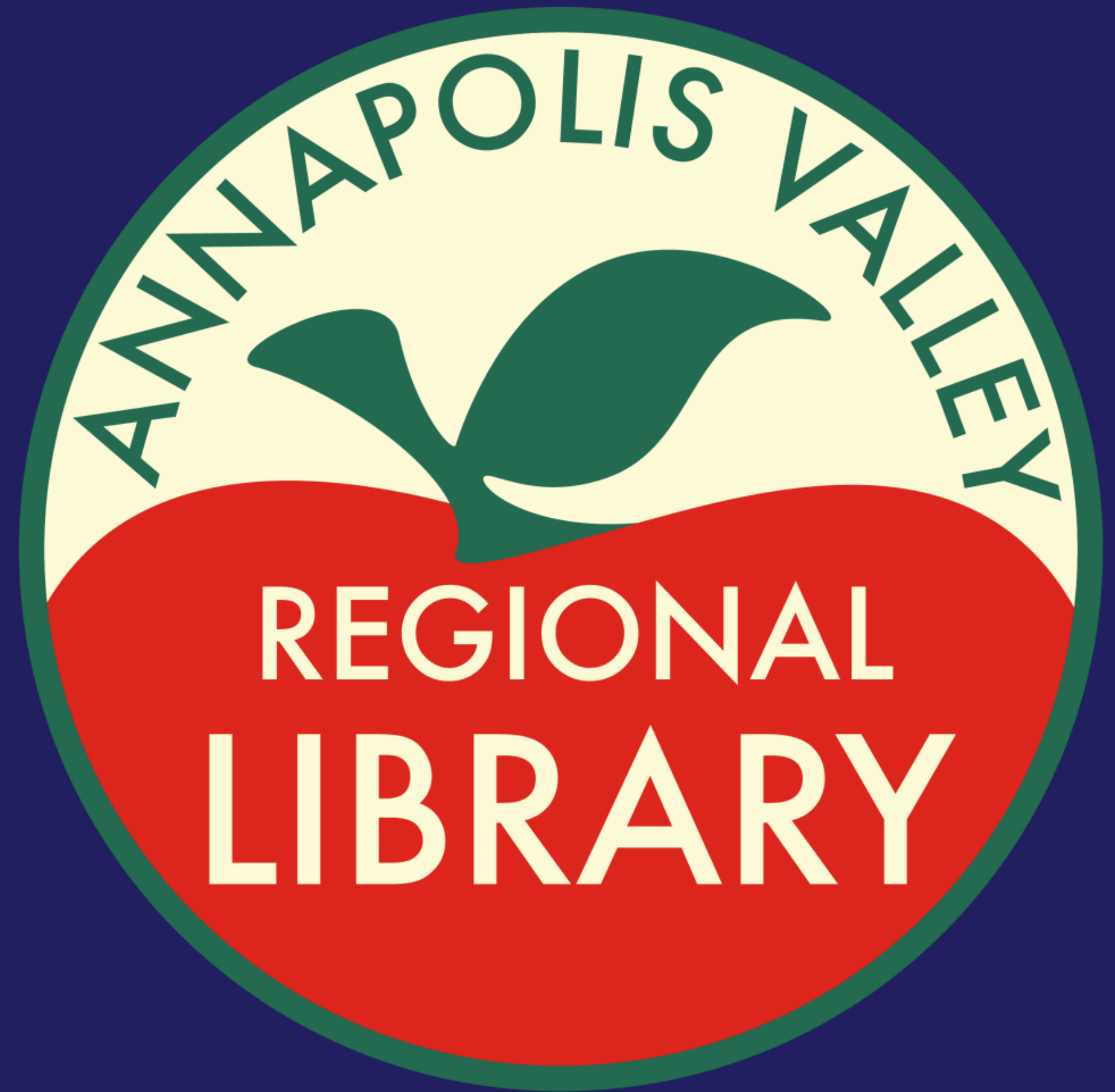
Council Advisory Committee adjourned at 9:15 p.m.

MOTION CARRIED

Minutes Approved by CAO and Town Clerk Jeff Lawrence

Annapolis Valley Regional Library

Council Orientation
Fall 2024



AVRL serves a population of just over 110,000 in Annapolis County, Kings County, and the West Hants Regional Municipality.



Eleven branch libraries



Downloadable eBook and audiobooks



Borrow By Mail service



Same Page.

8

 Partner Regions

1,000,000+

 Items to Borrow

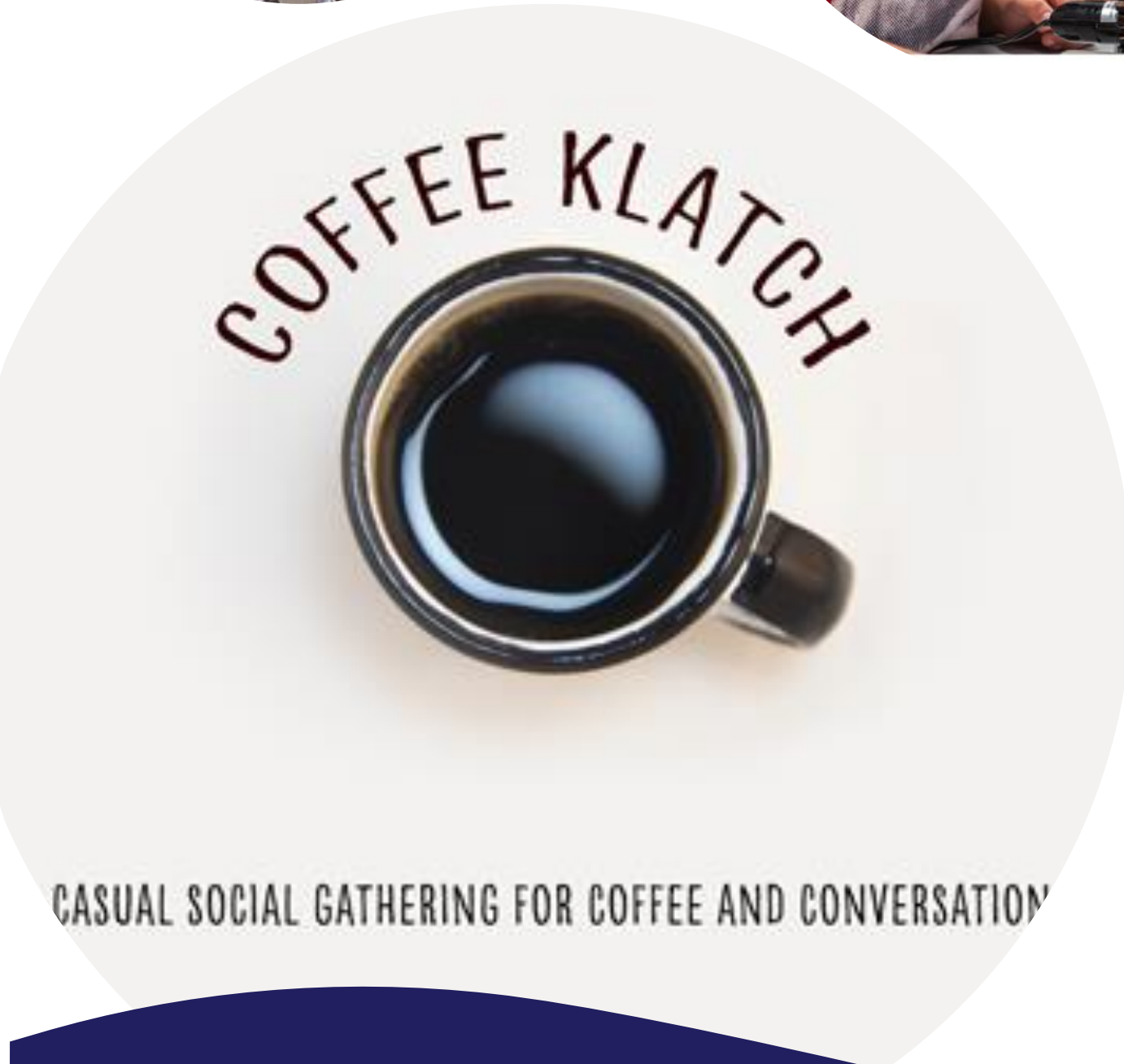
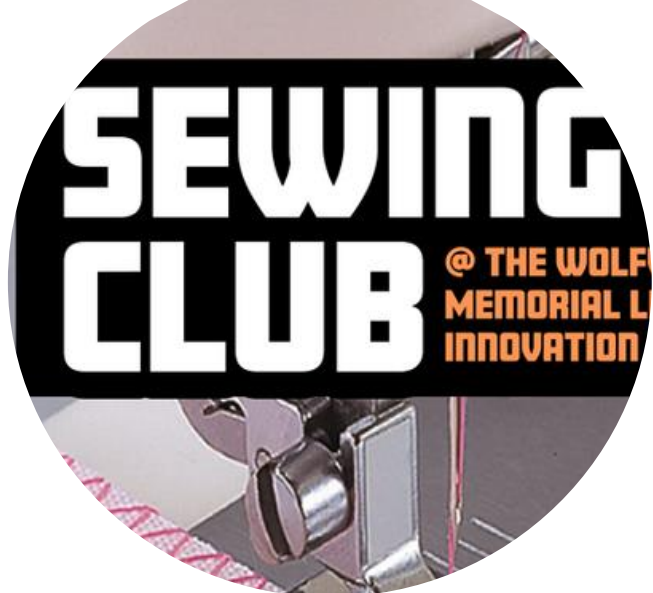
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 Library Card

- Three week loans for all users
- Three automatic renewals on all items without holds
- No hold or checkout limits
- Digital titles can be borrowed directly from the new catalogue
- For more information about Same Page, visit the website: www.samepagens.ca

Accessibility

- Large Print Books
- Audiobooks
- Downloadable eBooks and Audiobooks
- Centre for Equitable Library Access
- National Network for Equitable Library Service
- Borrow By Mail



www.valleylibrary.ca/calendar

Programs & Events



2023–24 In Review

- Same Page usage grew over 20% - AVRL borrowed over 157,000 items
- Over 4,000 new memberships: 1 in 5 residents in Annapolis Valley is an active user
- Total of 5% increase overall in library usage

ask analyze find create
examine inquire listen answer
library write
evaluate synthesize
watch search research
seek question read

NS Library Board Structure

Libraries Act *R.S., c. 254, s.1.*

MCCTH & NSPL

9 Library Regions

AVRL Board

10 Board Representatives

Annapolis
Royal

Annapolis
County

Middleton

Berwick

Kentville

Wolfville

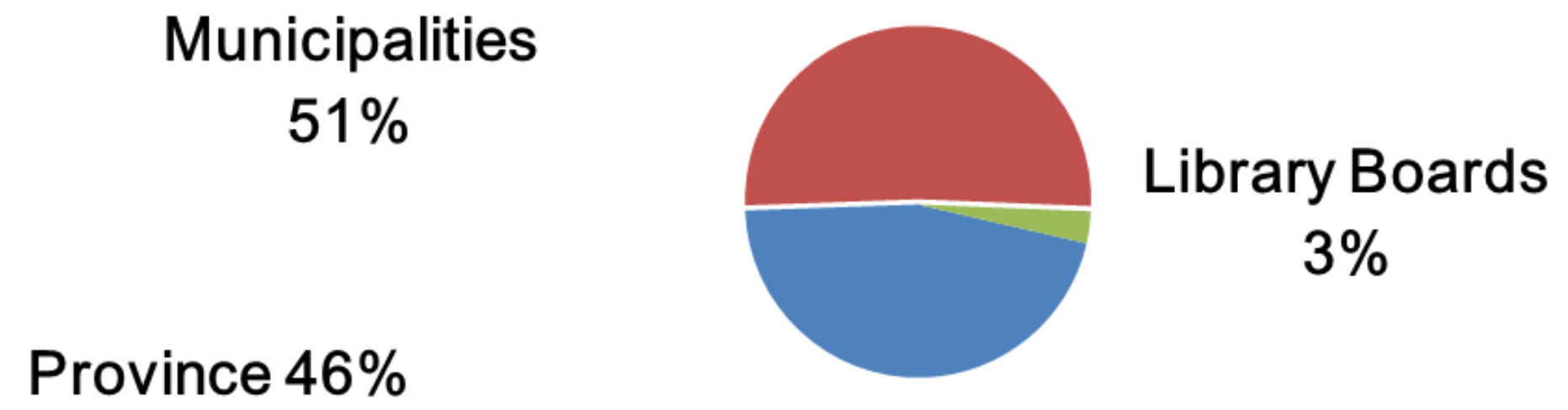
Kings
County

West Hants

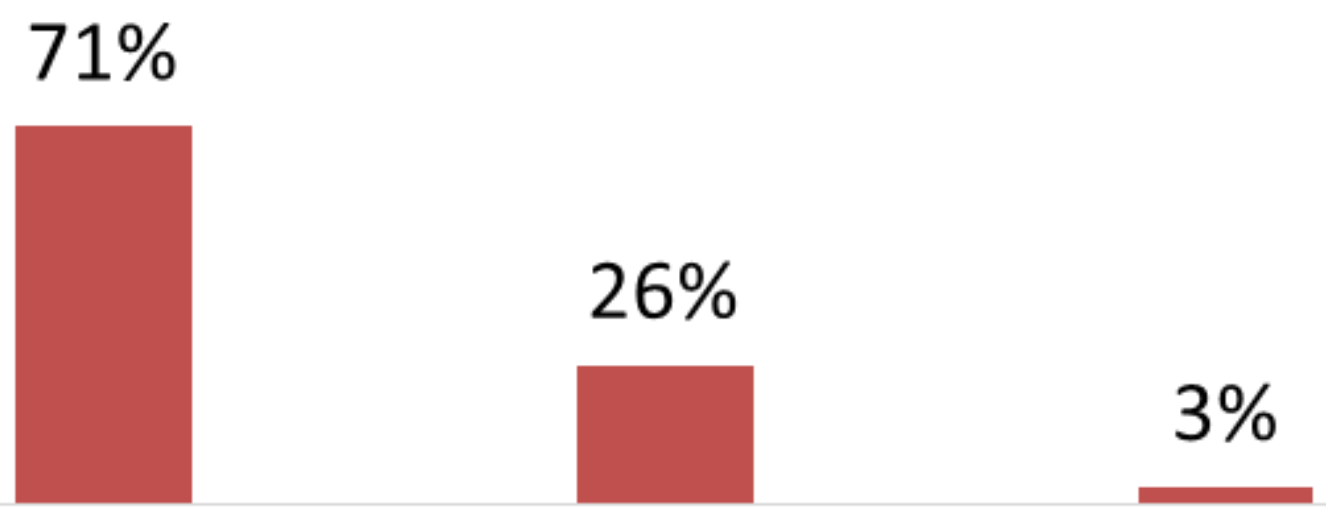
2x
Provincial

Current Model

Total Mandated Investment in
\$35,932,400

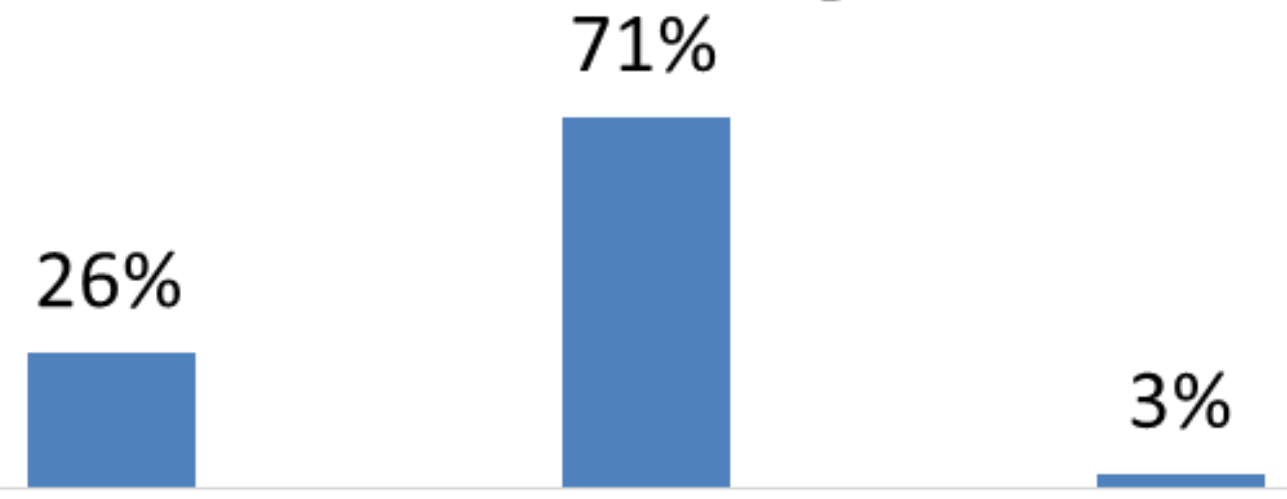


Rural Same Page Regions



Provincial Municipal Board

Urban Halifax Region



Provincial Municipal Board

Annapolis Valley Funding Formula

April 1, 2020 – March 31, 2025

Province	\$	1,919,600
Annapolis County	\$	130,700
Kings County	\$	331,600
West Hants County	\$	134,400
Annapolis Royal	\$	3,400
Middleton	\$	12,300
Berwick	\$	17,400
Kentville	\$	42,800
Wolfville	\$	30,300
Library Board	\$	78,675
Total	\$	2,701,175

Funding Review Update

- Library Funding Review Committee met April – September 2024 to determine recommendations to government for the next funding model
- Committee composed of library CEOs, board members, municipal representatives, and provincial government staff from CCTH and Department of Municipal Affairs and Housing
- Research conducted on salaries, collections, and technology

AVRL Forecast

Successes

- Increasing use by the community
- Greater efficiency through Same Page consortium
- Service improvements like digital accessibility, eliminating supper hour closures

Risks

- Low wages, high staff turnover, gapped positions
- Lack of capacity = 50% less programs, saying no to partnerships
- Deficit budgets to meet labour bargaining agreements



RENEW
YOUR
CURIOSITY

TRANSIT 250

Are you following us?
www.valleylibrary.ca

Thank you!



Oakdene Park Community Garden Group

2024 Season report

Chair-Wanda Smith

Communications -Stephen Weiss

Oakdene Park Community Gardens: Introduction

- Introduce the garden group.
- Acknowledge the support from the community, volunteers, and partners.
- Highlight the primary goal: turning Oakdene Park into a vibrant, sustainable community garden.



Galaxy A32 5G



Oakdene Park Community Gardens: Officer

- **Wanda Smith** (Chair) – Overseeing overall project coordination and community relations.
- **Rosie Brewer** (Vice Chair) – Supporting Wanda and stepping in when needed.
- **Elizabeth Darrah** (Secretary) – Handling meeting minutes and documentation.
- **Melissa Thatcher** (Treasurer) – Managing the funds and resources.
- **Stephen Wiess** (Communications) – Keeping the community informed and maintaining public relations.
- **Aaron Innes** Website designer
- **Roxy Peterson** (Neighborhood Outreach Program Coordinator) – Facilitating community engagement and building relationships with other local groups.



- **Fran McCreadie** – General support, project input, and additional outreach.
- **Jann Dykens** Growing partner alright I'm gonna turn this off
- **Margaret Taggart** - Growing partner
- **Sarah Sates** Growing partner
- **Irene Calkin** Growing partner
- **Ella Fletcher** Growing partner

Oakdene Park Community Gardens: Support and volunteers

- Town of Kentville
- The Edge
- Rotary Club
- NSCC Kingstec
- Rosie's daycare
- Outreach summer program



Oakdene Park Community Gardens: Garden renovations

- TOK Presentation: June 6th
- Garden Beds May 25th 24
- Bug Hotel June 1st 24
- Water system July 13th
- Greenhouse Spet.28th 24
- bird houses/ Camera Aug.
- Pumpkin carving Oct 5th
- Halloween scavenger hunt Oct 31st



Oakdene Park Community Gardens: Future financial aid

- **TOK Financial support.**
- **\$2,500 from TD Environment Fund –** Secured to help with garden improvements and expansion
- **\$10,000 from the Government of Nova Scotia – Community Age Positivity –** Focused on making the garden accessible for older community members and those with mobility issues. This grant application was supported by three letters of community backing.
- **\$25,000 from the Federal Government –** Focused on automation and accessibility upgrades for the garden.
- **Lions Club Christmas Craft show.** Successful fundraising. We raised over \$400



Oakdene Park Community Gardens: See you next year Growing Season 2025

Galaxy A54 5G

**THE OAKDENE PARK
CHRISTMAS CAROL SING-A-LONG AND
GARDEN LIGHTING!**

December 20th at 6pm
Oakdene Park Stage, Kentville.

Join the Oakdene Park Community Garden Group for their garden lighting and Christmas Carol Sing-A-Long led by the Billtown Youth Choir. Enjoy a warm fire, smores, hot chocolate, and mulled cider.

Kentville Billtown Baptist Church





ANNAPOLIS VALLEY
Mountain Bike Association

AVMBA



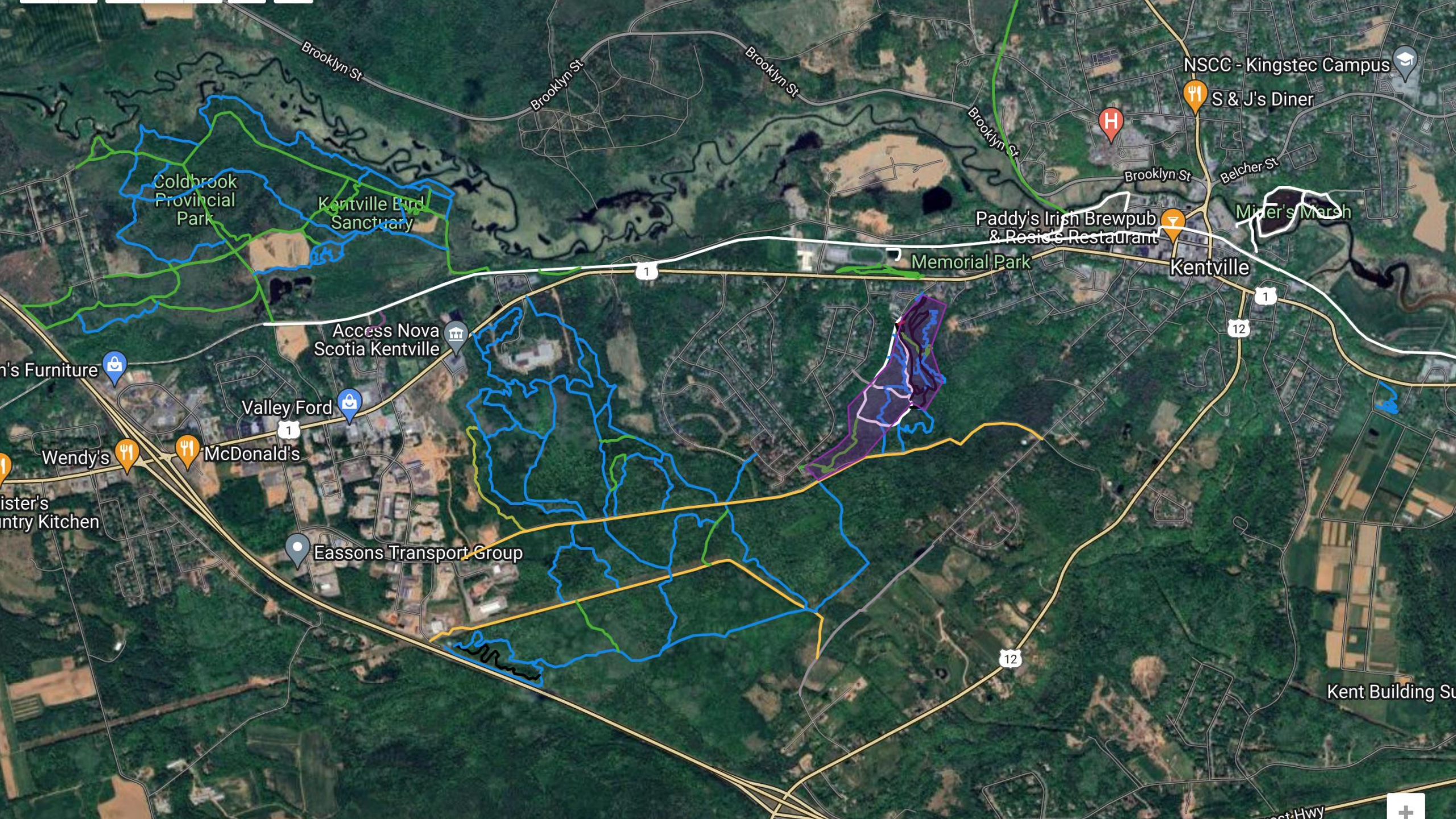
WHO WE ARE

Local non-profit association committed to supporting and growing mountain biking in the Annapolis Valley.



**The Gorge is 62
Acres**

**The AVMBA HAS MOU's ON 300
ACRES**



Brooklyn St

Brooklyn St

Brooklyn St

Brooklyn St

Brooklyn St

Belcher St

Coldbrook Provincial Park

Kentville Bird Sanctuary

N SCC - Kingstec Campus

S & J's Diner

Paddy's Irish Brewpub & Rosie's Restaurant

Mirer's Marsh

Memorial Park

Kentville

Access Nova Scotia Kentville

Valley Ford

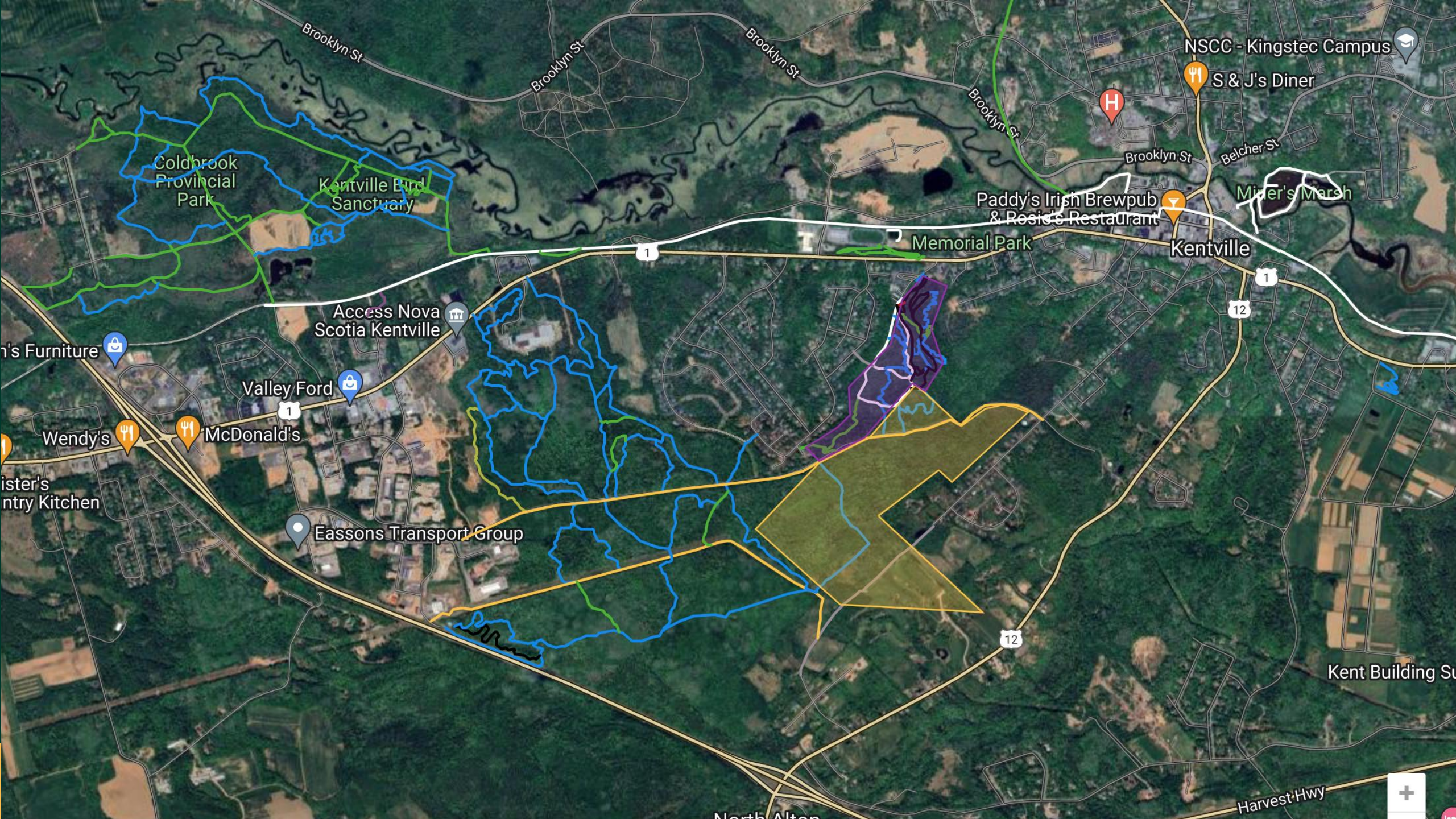
Wendy's

McDonald's

Eassons Transport Group

Kent Building Su

est Hwy



Coldbrook Provincial Park

Kentville Bird Sanctuary

NSCC - Kingstec Campus

S & J's Diner



Paddy's Irish Brewpub & Rosie's Restaurant

Minter's Marsh

Memorial Park

Kentville

Access Nova Scotia Kentville

Valley Ford

McDonald's

Wendy's

ister's Country Kitchen

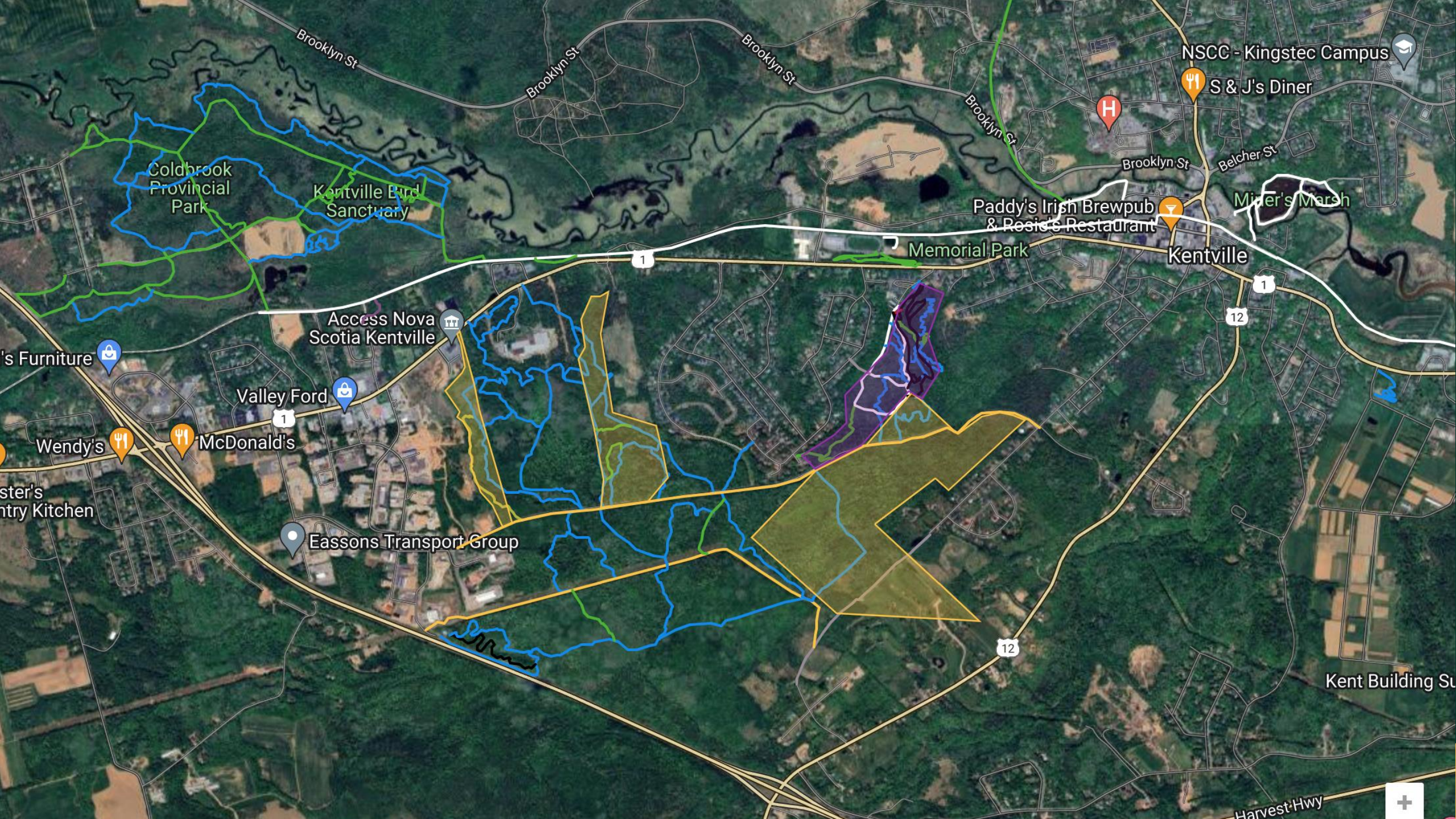
Eassons Transport Group

Kent Building Su

North Alton

Harvest Hwy





Coldbrook Provincial Park

Kentville Bird Sanctuary

NSCC - Kingstec Campus

S & J's Diner

Paddy's Irish Brewpub & Rosie's Restaurant

Miller's Marsh

Memorial Park

Kentville

Access Nova Scotia Kentville

Valley Ford

Wendy's

McDonald's

Eassons Transport Group

Kent Building Su

Harvest Hwy



Coldbrook Provincial Park

Kentville Bird Sanctuary

NSCC - Kingstec Campus

S & J's Diner

Paddy's Irish Brewpub & Rosie's Restaurant

Miner's Marsh

Memorial Park

Kentville

Access Nova Scotia Kentville

Valley Ford

McDonald's

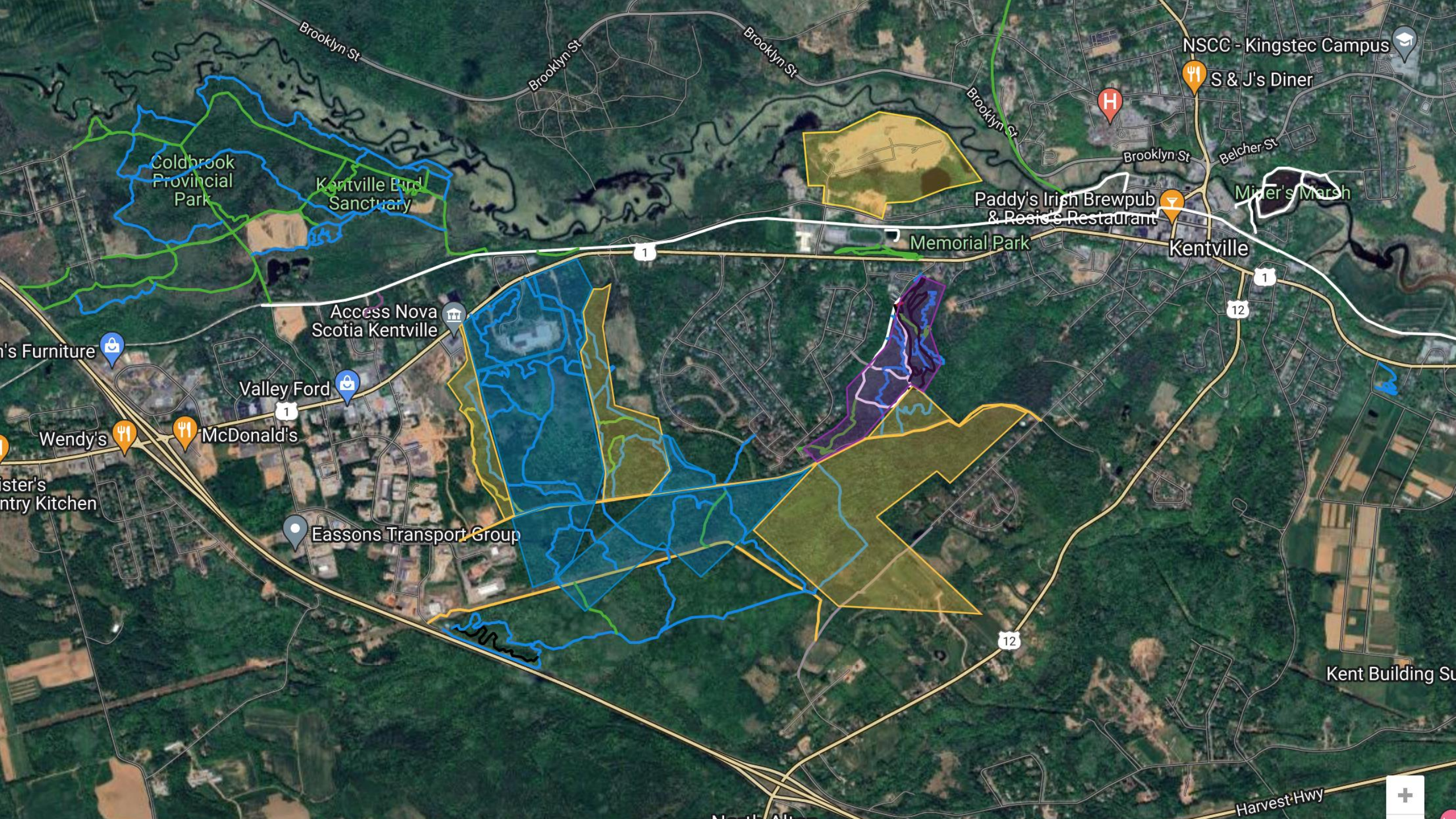
Wendy's

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Paddy's Irish Brewpub & Rosie's Restaurant

Memorial Park

Kentville

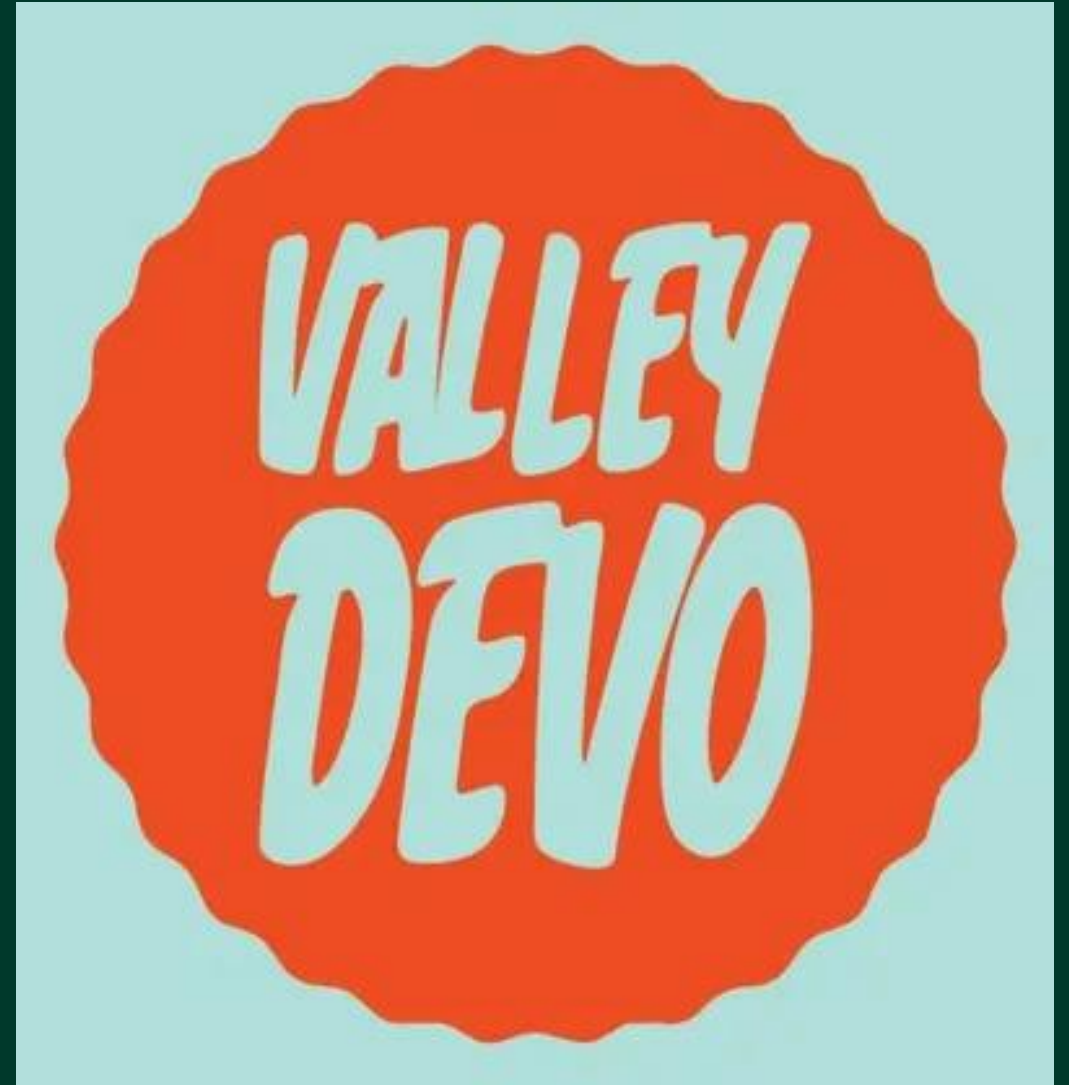
NASC - Kingstec Campus

S & J's Diner

Minter's Marsh

Kent Building Su

Harvest Hwy



ANNAPOLIS VALLEY
Mountain Bike Association



ECONOMIC IMPACT



ECONOMIC IMPACT

-1500 VISITORS



ECONOMIC IMPACT

-1 500 VISITORS

-4 VISITS DURING THE SEASON



ECONOMIC IMPACT

-1 500 VISITORS

-4 VISITS DURING THE SEASON

-SPENDING \$45 PER VISIT



ECONOMIC IMPACT

-1 500 VISITORS

-4 VISITS DURING THE SEASON

-SPENDING \$45 PER VISIT

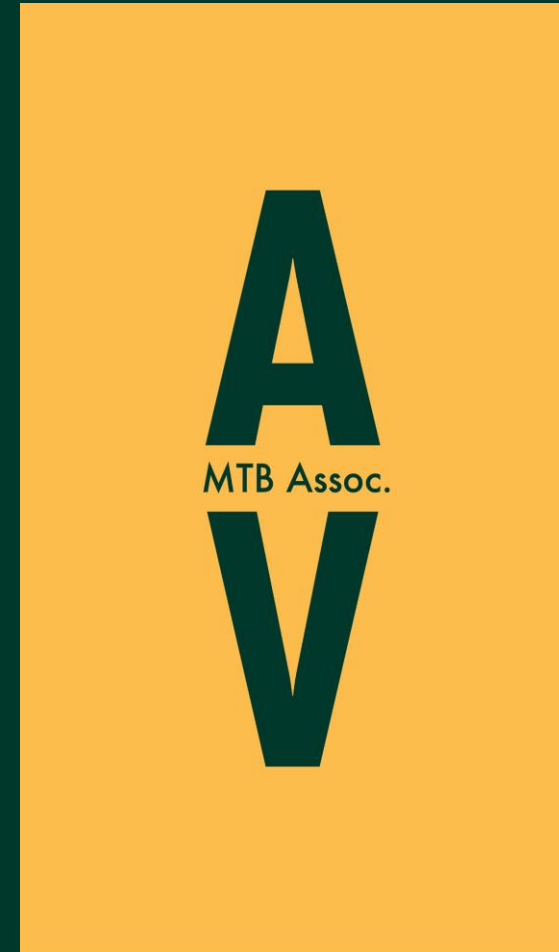
-\$270,000 ECONOMIC SPINOFF



CURRENT FUNDERS AND SUPPORTERS

2024 FUNDING PARTNERS

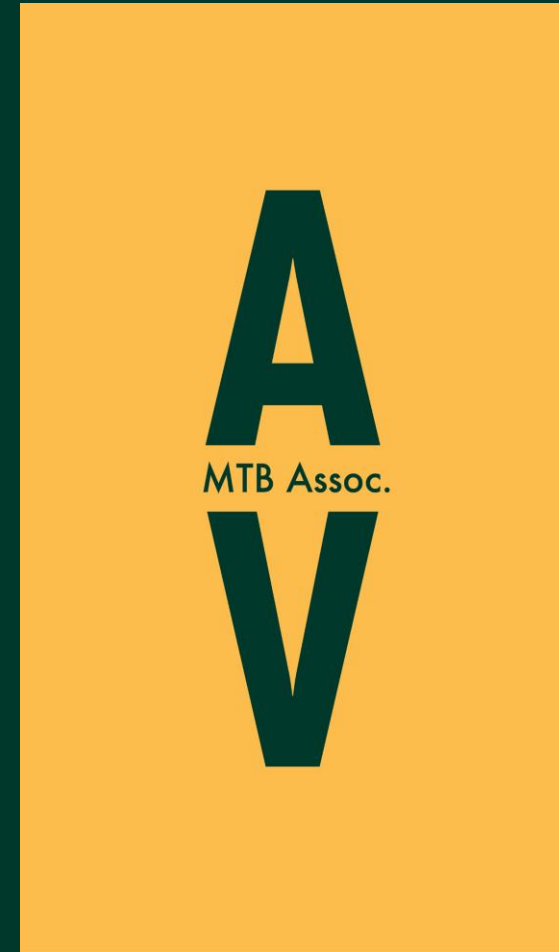
1. Cardiac Rehab group
2. Department of Medicine/Valley Internal
Medicine Department
3. Cycling Nova Scotia
4. Parsons Investments Limited
5. Aberdeen Paving
6. Bentley Built Homes
7. AVMBA membership



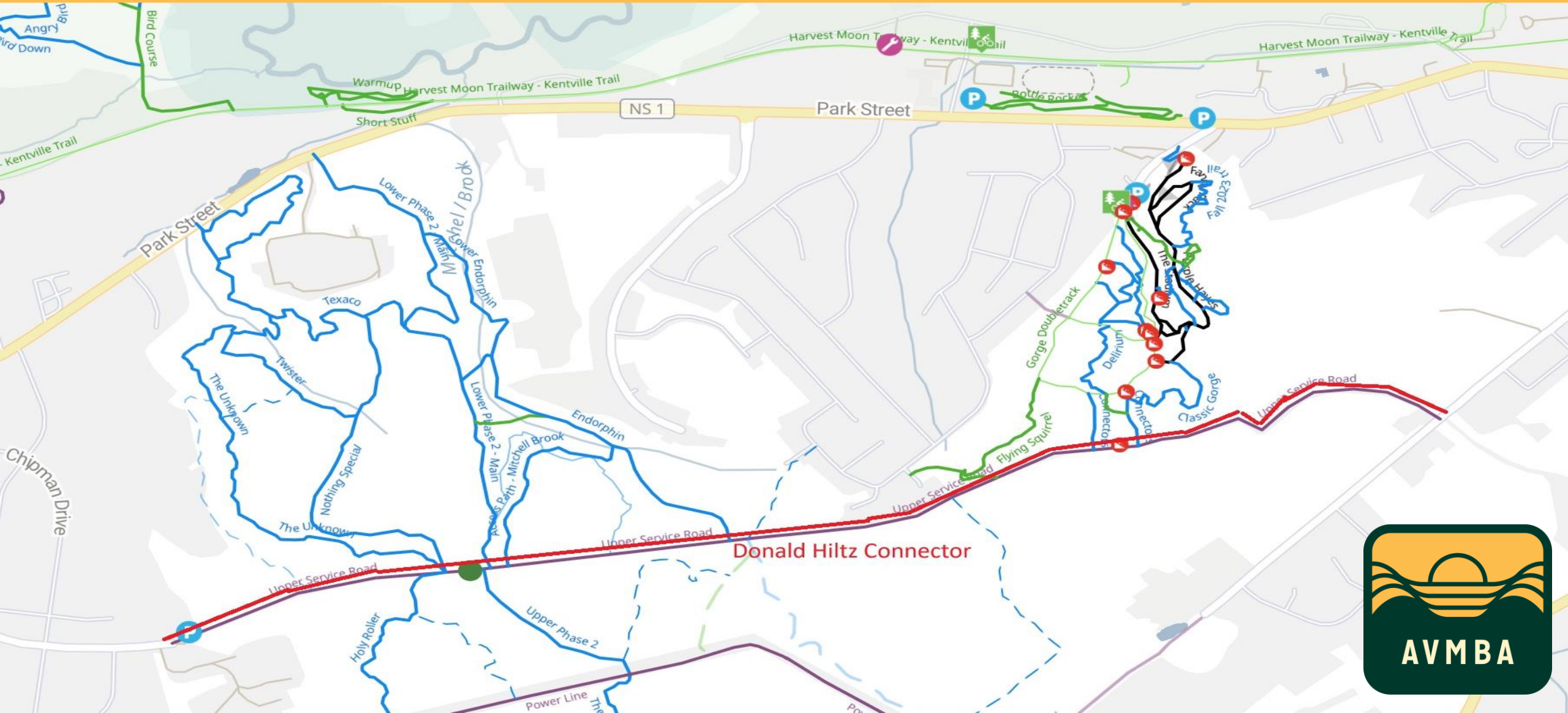
CURRENT FUNDERS AND SUPPORTERS

LETTERS OF SUPPORT

1. Paddy's Pub
2. Kings Arms
3. Maritime Express Cidery
4. Taco Centric
5. Tan Coffee
6. Half Acre Cafe
7. Wheelhouse coffee
8. Valley Stove and Cycle
9. Lisa's Independent



DONALD HILTZ CONNECTOR



PARTNERSHIP

- We need Kentville to become a partner with the AVMBA and help fund our 2025/26 projects.
- Currently Kentville has not funded the AVMBA and in 2024 we built \$90,000 worth of trail and bike infrastructure
- 2024 Projects - Burgher Hill, KCA Trail, Parsons Trail, Sand Pit, Harvest Moon Extension



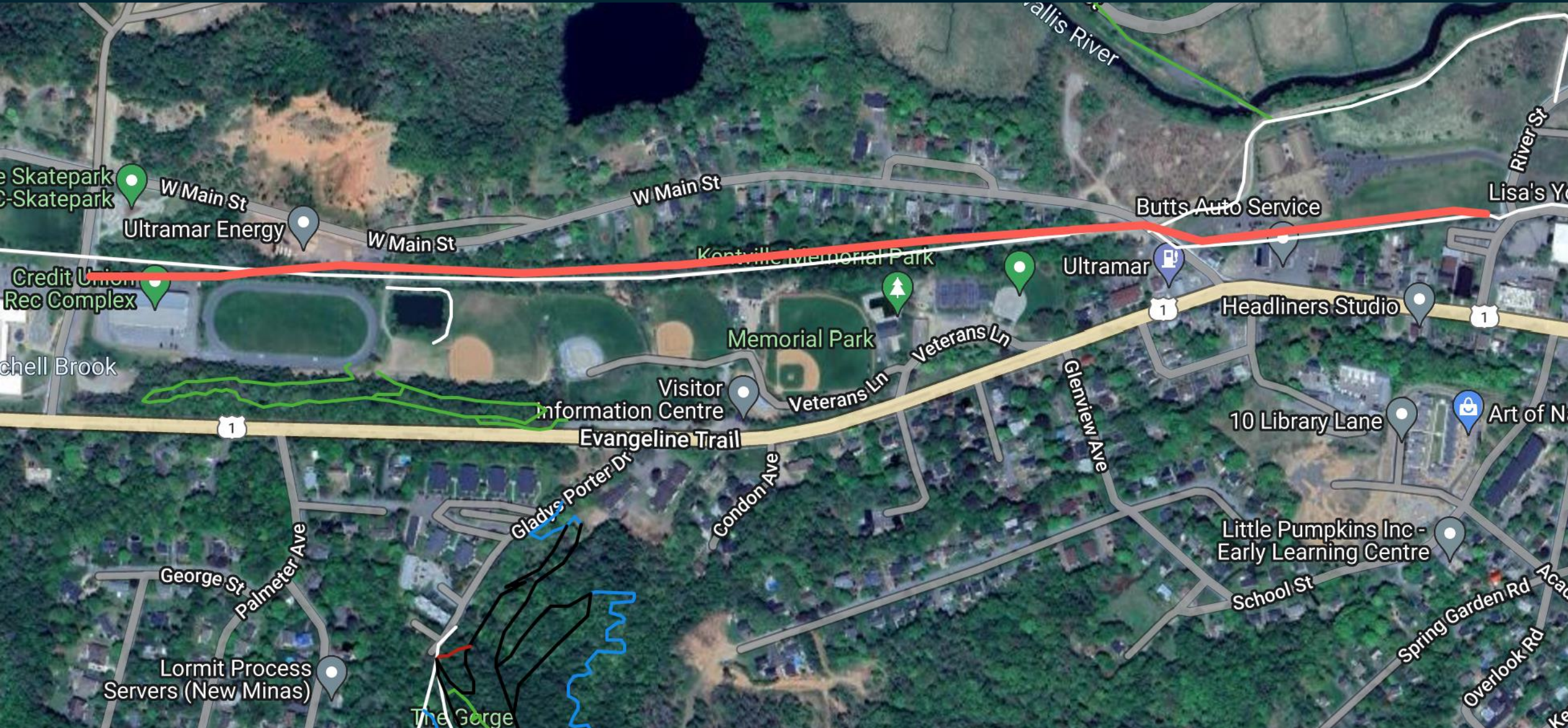
YEAR 1

- We need funding for Signage of our trails to enhance the user experience

PLEASE
RESPECT
THE TRAILS
AND
DO NOT RIDE
WHEN MUDDY.

YEAR 1

• Harvest Moon Trail connector

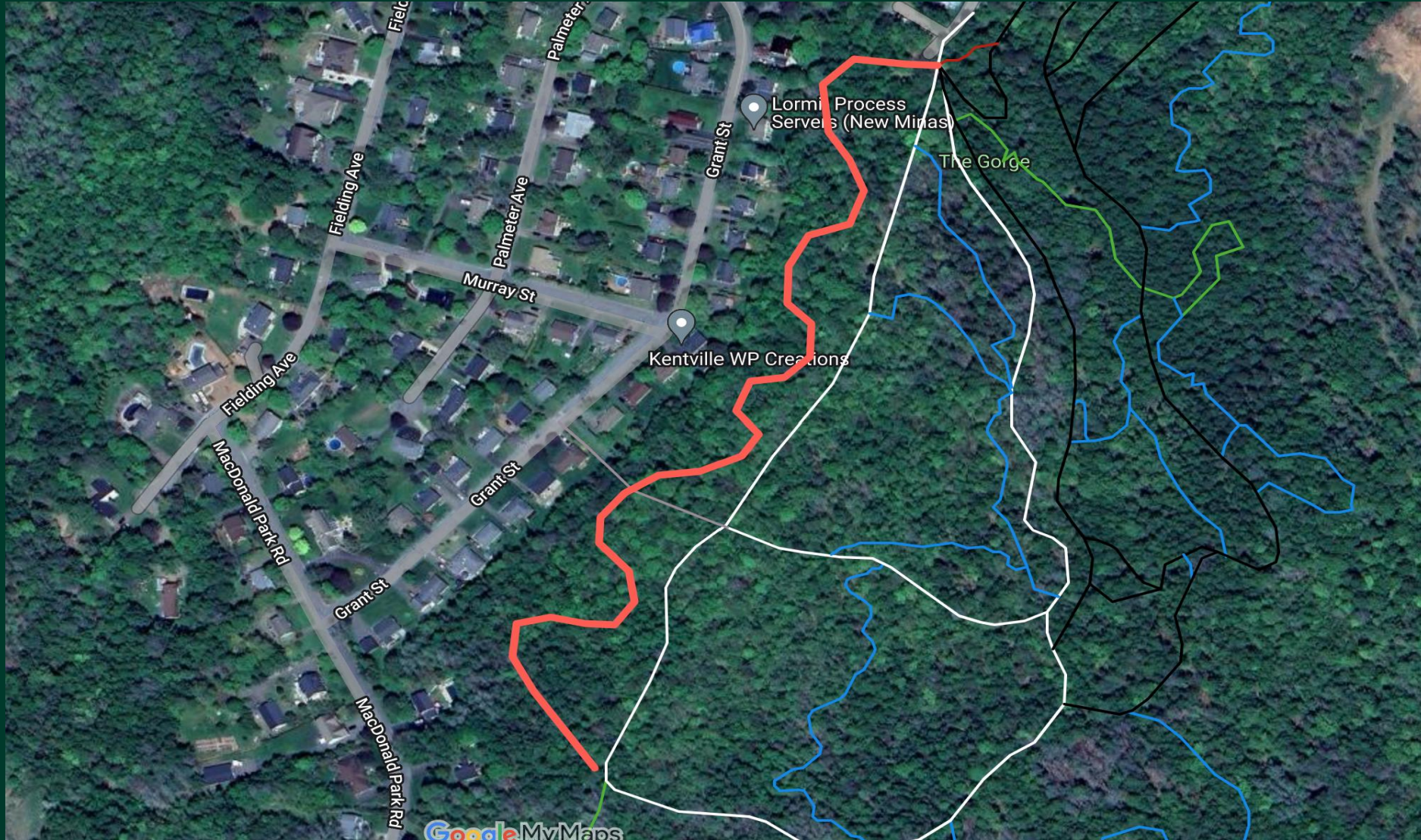


YEAR 1

• Oakdene Park trail work



YEAR 1 • Gorge advanced trail



YEAR 1

• Burgher Hill Youth Lines

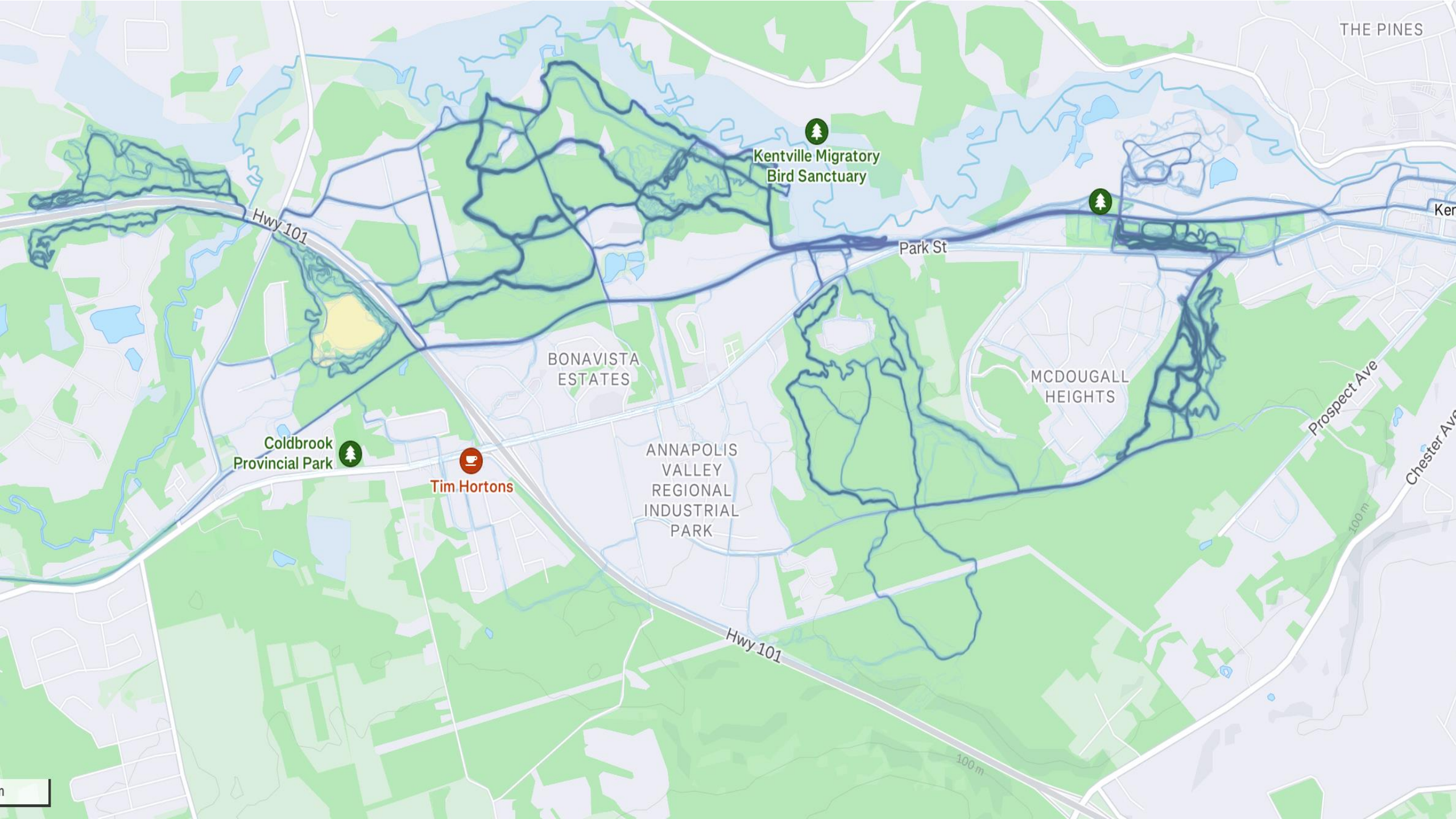


YEAR 2

- BUILD ON PARTNER LANDS (Parsons, Healy, Bryson land creating access to Trail network from Donald Hiltz connector)
- Funding \$100 k



ANNAPOLIS VALLEY
Mountain Bike Association



THE PINES


Kentville Migratory
Bird Sanctuary

Hwy 101

Park St

BONAVISTA
ESTATES

MCDUGALL
HEIGHTS


Coldbrook
Provincial Park


Tim Hortons

ANNAPOLIS
VALLEY
REGIONAL
INDUSTRIAL
PARK

Prospect Ave

Chester Ave

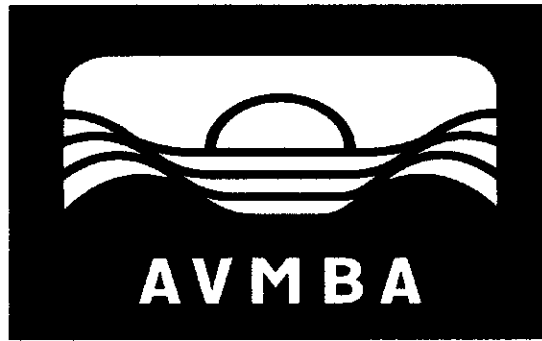
Hwy 101

100 m

100 m



KENTVILLE IS A BREATH OF FRESH AIR



The Annapolis Valley Mountain Bike Association (AVMBA) plays a key role in both the local community and the broader regional economy. By developing and maintaining trails, the association helps promote an active lifestyle while also attracting visitors, which contributes to local businesses and economic growth. This connection between recreation and economic development is particularly valuable as more people seek outdoor, nature-based experiences.

1. **Economic Impact:** Visitors who come for mountain biking will spend money on accommodations, food, gear, and transportation, which boosts local businesses.
2. **Health and Wellness:** Expanding the trail system not only creates opportunities for active living but can also serve as a community resource for individuals of all ages and fitness levels.
3. **Environmental and Sustainable Development:** With mountain biking trails, there's an opportunity to promote environmentally friendly practices, such as sustainable trail-building and conservation efforts.

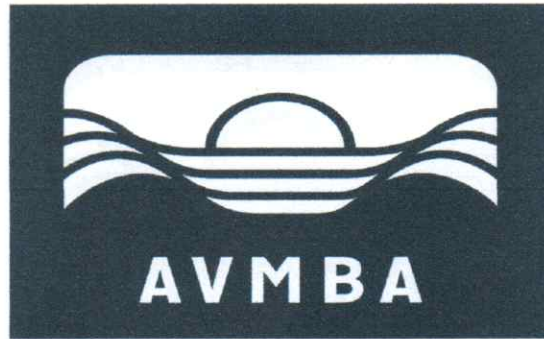
We are proud to play a role in supporting both the local trail system and the many benefits it brings to our community, from increased business opportunities to promoting outdoor recreation and well-being. This will enhance the local economy by bringing visitors to the Kentville area for mountain biking.

Your letter of support for the AVMBA, will be included in a presentation to members of Counsel for the Town of Kentville, in an effort to secure funding.

Valley Stove & Cycle endorse and support the AVMBA vision and request for funding from the Town of Kentville to help draw visitors year-round to our local business.

Name: Bill Harvie

Signature: B. Harvie



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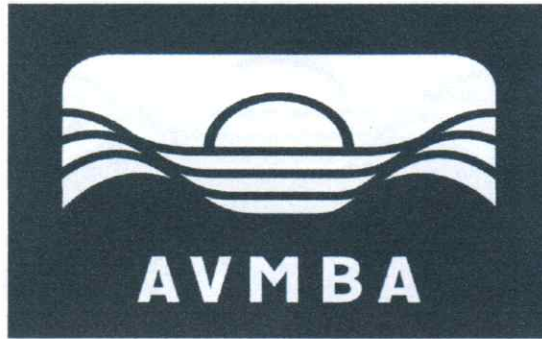
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Your letter of support for the AVMBA, will be included in a presentation to members of Council for the Town of Kentville, in an effort to secure funding.

Maritime Express Cider Co. endorse and support the AVMBA vision and request for funding from the Town of Kentville to help draw visitors year-round to our local business.

Name: Katie MacNeil-Mah

Signature: [Handwritten Signature]



The Annapolis Valley Mountain Bike Association (AVMBA) plays a key role in both the local community and the broader regional economy. By developing and maintaining trails, the association helps promote an active lifestyle while also attracting visitors, which contributes to local businesses and economic growth. This connection between recreation and economic development is particularly valuable as more people seek outdoor, nature-based experiences.

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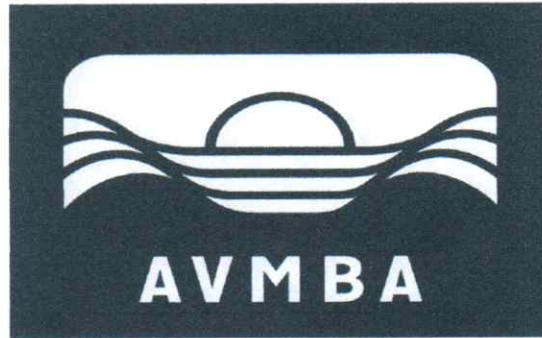
King's Arm Pub - Kentville endorse and support the AVMBA vision and request for funding from the Town of Kentville to help draw visitors year-round to our local business.

Name: _____

Signature: _____

Joey Murphy

A handwritten signature in blue ink, which appears to read 'Joey Murphy', is written over a horizontal line. The signature is stylized and somewhat cursive.



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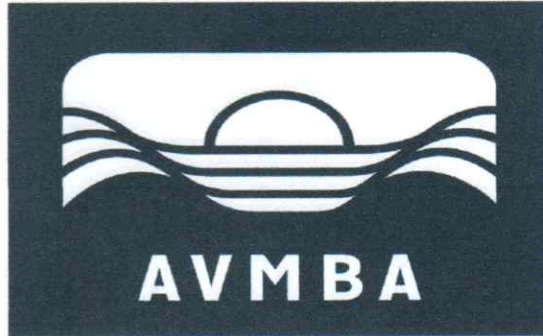
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Half Acre Cafe endorse and support the AVMBA vision and request for funding from the Town of Kentville to help draw visitors year-round to our local business.

Name: Christine Rogers

Signature: Christine Rogers



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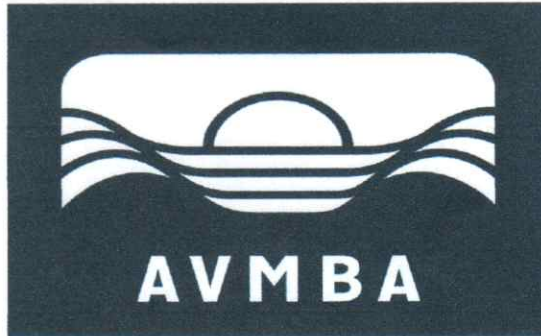
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T.A.N. Coffee - Kentville endorse and support the AVMBA vision and request for funding from the Town of Kentville to help draw visitors year-round to our local business.

Name: _____

Signature: _____



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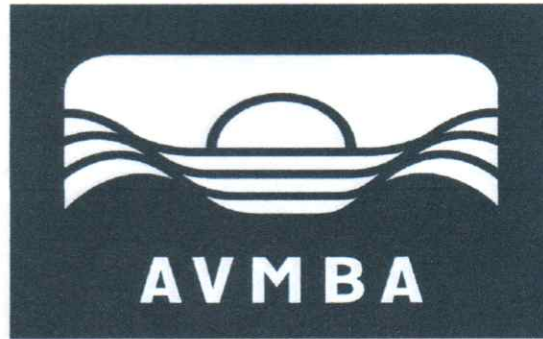
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Lisa's Your Independent Grocer- Kentville endorse and support the AVMBA vision and request for funding from the Town of Kentville to help draw visitors year-round to our local business.

Name: Lisa Lightfoot

Signature: L Lightfoot



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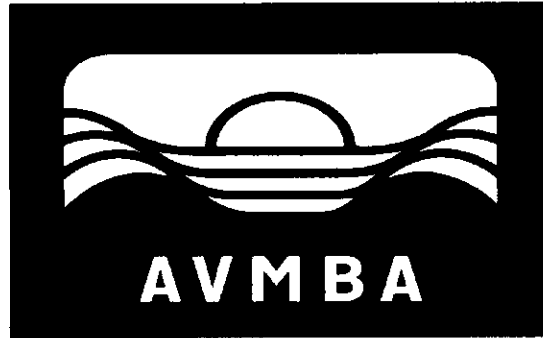
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TACOcentric endorse and support the AVMBA vision and request for funding from the Town of Kentville to help draw visitors year-round to our local business.

Name: Don Caser

Signature: [Handwritten Signature]



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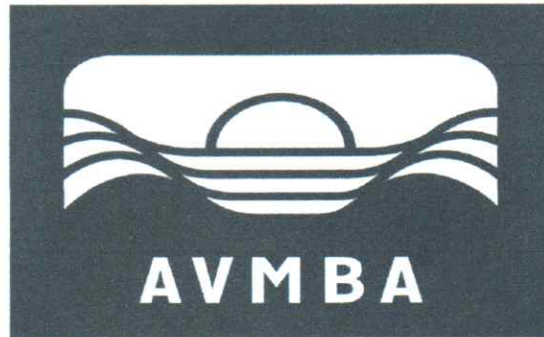
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Paddy's Irish Brewpub & Rosie's Restaurant endorse and support the AVMBA vision and request for funding from the Town of Kentville to help draw visitors year-round to our local business.

Name: Sharon Caul

Signature: Sharon Caul



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Wheelhouse Coffee Co. endorse and support the AVMBA vision and request for funding from the Town of Kentville to help draw visitors year-round to our local business.

Name: Jason DiValerio

Signature: 

Mayor Snow, Lorenzo Caterini, and outdoor recreation stakeholders of Kentville Nova Scotia

Thank you for reaching out Lorenzo and great to hear about your visit to Bentonville last year. It speaks volumes that you are willing to make the 4,400-kilometer drive from Nova Scotia again this spring to ride our trails! Bentonville Arkansas has become a key destination for mountain biking for enthusiasts from north America and around the world. This experiment that Tom and his brother Stuart Walton launched in 2007 has been beyond successful. The results have proven that any community can build mountain bike trails that will improve the quality of life for their citizens as well as creating a sizable economic impact and is a major factor in attracting and retaining talent. Looking at the map of Kentville and the surrounding property you have the perfect pallet to build a similar trail experience as we created here with the Cornwallis River and your rolling hills.

We have 2 economic impact studies that provide the data to prove trails are one of the best investment a community can make:

University of Arkansas Study 2022 showing cycling and trails generate \$157 million

[https://cber.uark.edu/Economic and Health Benefits of Bicycling in Northwest Arkansas.pdf](https://cber.uark.edu/Economic%20and%20Health%20Benefits%20of%20Bicycling%20in%20Northwest%20Arkansas.pdf)

2017 original study on the economic impact of cycling and trails <https://8ce82b94a8c4fdc3ea6d-b1d233e3bc3cb10858bea65ff05e18f2.ssl.cf2.rackcdn.com/d0/97/cf26b21948308adae6828624729a/march-2018-nw-arkansas-final-report-corrected.pdf>

The magic of Bentonville is the easy access to trails to bike, run or hike, trails connect neighborhoods to the downtown to parks, and even schools. Trails have unlocked the hidden beauty and diversity of our local ecosystem. The pathways have created linear parks that preserve greenspace. The community culture of Bentonville has transformed over the past 15 years into one that is focused on the outdoors, this culture is attracting talent young and old to join our community. This easy access to trails allows for a recreational ride or hike to school or work, now a typical a lunch meeting in Bentonville on bikes. The focus on building trails for beginners, lowering the intimidation to learn to ride off road continues to grow ridership in our local community, women, children, and adults of all backgrounds are riding, running, and hiking trails daily.

The story of how Bentonville became a trail town has been told many times in many ways, here are a few:

Ted Talk -Transform Your Community with Trails <https://youtu.be/yXJkWleNP6g?si=65gihnl8YFo1Yis7>

Outside Magazine Article <https://www.outsideonline.com/adventure-travel/essays/bentonville-arkansas-mountain-biking/>

The bicycle and outdoor industry and organizations are moving here because of the access to trails and the lifestyle around it.

German Brand YT Bicycles picks Bentonville for new center <https://talkbusiness.net/2023/06/german-bike-brand-picks-bentonville-for-new-center/>

Bentonville Becomes home for the US National Mountain Bike Team

<https://www.businesswire.com/news/home/20221215005250/en/Bentonville-Becomes-Home-for-U.S.-National-Mountain-Bike-Team>

Vittoria Tires moving North American Headquarters to Bentonville Arkansas

[https://www.bicycleretailer.com/industry-news/2022/11/01/vittoria-moving-north-american-headquarters-bentonville-](https://www.bicycleretailer.com/industry-news/2022/11/01/vittoria-moving-north-american-headquarters-bentonville-arkansas#:~:text=OKLAHOMA%20CITY%20(BRAIN)%20%E2%80%94%20Vittoria,building%20with%20bike%20friendly%20amenities.)

[arkansas#:~:text=OKLAHOMA%20CITY%20\(BRAIN\)%20%E2%80%94%20Vittoria,building%20with%20bike%20friendly%20amenities.](https://www.bicycleretailer.com/industry-news/2022/11/01/vittoria-moving-north-american-headquarters-bentonville-arkansas#:~:text=OKLAHOMA%20CITY%20(BRAIN)%20%E2%80%94%20Vittoria,building%20with%20bike%20friendly%20amenities.)

Here are a few commonly asked questions.

1. ***How many people are using bike trails in Bentonville? Any notable visitor ship trends?*** Bentonville in 2019-trail counters captured 862,000 users on the trail, in 2020 this number skyrocket to 1.5 million during the pandemic, the trails provided an unmeasurable mental and physical health benefit that kept our kids thriving while large cities trapped children (and adults) inside for months on end. Trail usage has stayed consistent at that high volume but this year we exceeded that number already in November 2023.
 2. ***What are the initial and ongoing costs for creating your trail system?*** Average cost is \$30,000 per mile for basic single track, added whimsical features are up to the imagination. \$1,000 per mile annual for basic maintenance average and up from there, \$4,000 for wide smooth flow/ jump trail.
 3. ***How do you manage potential injury risk and the associated insurance?*** The State of Arkansas has a robust Recreational Use Statute [https://www.americanwhitewater.org/resources/repository/Arkansas Recreational Use Statute.htm](https://www.americanwhitewater.org/resources/repository/Arkansas_Recreational_Use_Statute.htm) The statute limits the liability of land owners allowing recreational use of their property. Many states have a similar statute.
 4. ***Thoughts on acreage and need for elevation in the park?*** We have seen success with as little as 125 feet but the more elevation the easier it is to build a wonderful experience. *Lower elevation makes for a better beginner experience.* Coler Mountain Bike Preserve in Bentonville is a little over 300 acres with 22 miles of trail, a great example to replicate. The Rail Yard Bike Park in Rogers just east of Bentonville is a perfect centerpiece “hub” that uses around 30 feet of elevation and can be replicated anywhere <https://youtu.be/q5ZJhMmJTUQ?si=N9aMXCkgSF1GUjso> this is a favorite for kids and it’s paved with asphalt allowing fun for all no matter the quality of the bicycle due to the smooth surface. \$50 bike? No problem.
 5. ***What has been the most challenging part of this work?*** At first it was getting community leadership to buy in, this is no longer the case as the success of Bentonville is driving demand across the state and the nation. Now it is keeping up with growth and quality of experience through maintenance and diversity of trail builds. Currently we are focused on building hand cut single track, hand tools only which is difficult for crews, but the results are an intimate trail experience that holds up to erosion better than wider machine cut trails that channel water in rain storms. One lesson we have learned along the way, is to focus on building trails for first-time off-road riders by creating smooth surface, low risk experiences that parallel paved trails to allow children and adults riding dirt for the first time. This has grown our local ridership by 1,000 percent and has changed the sport in our region from a while male specific sport to an ever-growing diversity of users. Our regional women focused nonprofit group Women of Oz has a monthly ride hosting 150 to 200 women riders and an annual mountain bike summit that host 400. We are a destination for the annual gathering of the largest African American mountain bike group called the Minority Mountain Bikers [Home - Minority Mountain Bikers](#) This focus on fun beginner trails has made Bentonville the family destination for fun on bikes. But we make sure to balance this out with progression with intermediate, expert, and pro experiences as well that have the top professional riders and USA cycling coming here to train.
1. ***Any thoughts on partnering with Federal or state authorities in accessing land?*** Our Monument Trail projects are a collaboration with Arkansas State Parks building world class trails on State Park

properties. Recently Outside Magazine recognized Monument Trails as the best trail systems in the US <https://adpht.arkansas.gov/blog/arkansas-monument-trails-named-best-mountain-biking-in-the-u-s> This collaboration that started in 2016 came from the success of our trails in Bentonville and other communities. We found the number of users willing to head out to the remote trails in our national forest declining rapidly when they could ride from the restaurant to the trail head in one of our many trails in the cities within the Oz Trails region. State Parks in most cases have camping/cabins with some having restaurants on park property and staff to oversee and maintain, they just needed a world class trail system. This became our strategy for building major trail systems that are not within a community.

There is much more to cover! We would love to host a group from Kentville to come and experience in person what is happening in Bentonville, not only to experience the trails and outdoor lifestyle but see the investment in our town by local and outside firms, something very special is happening here.

Thank you!

Gary Vernon II

Runway Group

Director of Investments

Outdoor Recreation/Trail Innovation

gvernon@wppg.org

10% to 15% of Squamish ridership in Truro is a reasonable objective.

In Squamish, 73% of visits are from same-day visitors. The same ratio was used for Truro, in part because of the proximity to Halifax (like Vancouver in the case of Squamish). This translates into 6,300 same-day visits and 2,400 overnight visits.

Mountain bike visitor expenditures

While visiting Truro, mountain bikers will spend money for transportation, food, beverages, accommodation, biking equipment, etc.

The Town of Truro has estimated the amounts spent by visitors for festivals and events tourism in Truro as:

- ▶ \$47 per person per day for single-day visitors
- ▶ \$102 per person per day for multi-day visitors

Recent economic impact studies in Quebec and BC¹⁹ tend to show that the spending profile of cyclists and mountain bikers is slightly higher than the average leisure traveller:

- ▶ \$60 per person per day for single-day visitors
- ▶ Up to \$240 per person per day for multi-day visitors

Tourism Nova Scotia's expenditure estimate for travellers from Atlantic Canada is \$130 per person per day for multi-day visitors.

These levels of spending provide us with a bracket of potential annual spending by mountain bike visitors in Truro's local businesses:

- ▶ \$540,000 (Truro festivals and events spending profile)
- ▶ \$607,000 (average Atlantic Canada traveller spending profile)

- ▶ \$951,000 (Quebec and BC cycling tourist spending profile)

¹⁹ Mountain Bike Tourism Association (2016) *Sea-to-Sky mountain biking economic impact study*. Final report, 27 p. Online: [http://headwaterseconomics.org/wp-](http://headwaterseconomics.org/wp-content/uploads/Trail_Study_89-sea-to-sky-mountain-biking-impact.pdf)

[content/uploads/Trail_Study_89-sea-to-sky-mountain-biking-impact.pdf](http://headwaterseconomics.org/wp-content/uploads/Trail_Study_89-sea-to-sky-mountain-biking-impact.pdf), accessed September 26th, 2019.

4.7 MARKET TRENDS: KEY FINDINGS

An overview of mountain biking discipline

- ▶ Downhill and cross-country are the two most popular mountain bike disciplines. There has been a recent rise in the popularity of flowtrail experience.

Mountain biking and tourism in Nova Scotia

- ▶ Tourists in Nova Scotia mainly arrive by car and the majority are from Atlantic Canada and Ontario.
- ▶ Tourist spending has been on the rise in the last five years in Nova Scotia.
- ▶ Tourists who engage in outdoor activities are seeking a mix of activities (e.g. tidal bore, hiking, craft beer, mountain biking).

Regional mountain biking offering

- ▶ Truro's mountain bike network is one of the largest in the province.
- ▶ Nova Scotia's mountain bike trails are mainly cross-country, with only Keppoch offering some downhill trails.
- ▶ Unlike the Railyard Mountain Bike Park, a lot of the free access trails are unsanctioned, making investments and promotion more difficult.
- ▶ Riding centres with the most services often charge a fee to access the network.

The North American mountain biker profile

Mountain biking popularity is on the rise.

- ▶ The typical mountain biker is male and white, but the profile is diversifying.
- ▶ The core of mountain bike adepts are between 18 and 55, which means mountain bikers can be active most of their adult life.
- ▶ A large portion of mountain bikers are beginners and intermediates. They practise with friends, family or alone.

- ▶ Mountain bikers will travel (overnight) to practice sites. When they travel with their families, they prefer destinations with a balanced and diversified offer, with comfortable options for children.
- ▶ Facilities on-site and close by (accommodation, restaurants, shops, etc.) play a role in the choice of the destination.

Races and festivals

- ▶ The organization of mountain bike events is seen as an economic opportunity for many communities.
- ▶ Truro is well positioned in Nova Scotia for its mountain bike races like Victoria's Secret.

Economic potential of mountain bike tourism

- ▶ Truro could see up to 8,700 visits per year by mountain bikers from the Maritimes.
- ▶ These visits represent new expenditures of between \$500,000 and \$950,000 for Truro's businesses.



TOWN OF KENTVILLE

Staff Report to Council Advisory Committee

For the Month of November 2024

DEPARTMENT- FINANCE

Operations

- The Director of Finance and the Chief of Police attended a Labour and Employment seminar hosted by Stewart McKelvey. Workforce complexity highlights the need for ongoing learning and support for human resource management within the Town. Several in-depth panel presentations where their lawyers offered practical insights on current challenges facing employers in today's environment were held. Topics included OH&S and the right to refuse work in a post-COVID world, managing psychological and physical safety, artificial intelligence, privacy, Gen "Z" and other emerging workplace issues.
- Payroll transformation continues to be a priority. Project implementation of paperless timesheets for time and attendance is in the final stages. A lessons learned session was held with senior leadership as well monitoring and evaluation of the project will occur over the month of December. Our payroll analyst and IT manager continue to support teams and individuals throughout this change.
- In place of a Fall debenture offering, the Town has requested short-term financing of \$726,000 from Department of Finance and Treasury Board. A Council approved TBR is in place until December 14, 2024 for these capitalized 2023-2024 equipment and infrastructure expenditures. This financing was approved and will roll over to a Spring debenture offering.
- November's focus was the creation and delivery of Council's Finance orientation session along with participation in other Department and Government 101 sessions.
- The Kentville Water Utility has engaged G. A. Isenor Consulting Ltd to undertake a five-year water rate study. Initial data requests have been received. Director of Engineering and Public Work along with Finance will support the project until its expected conclusion no later than March 31, 2025. Once finished, the Utility will file the report complete with rate requests.
- Finance has a scheduled meeting with the Town's audit firm, Kent & Duffett, the first week of December to finalize the 2024-2025 engagement plans and fee structure.

Financial

- The 2025 Capped Assessment Program (CAP) rate for the 2025 assessment roll is 1.5%. The CAP rate is based on the Nova Scotia Consumer Price Index (CPI) and for the purposes of assessment, PVSC uses the CPI received from the Nova Scotia Department of Finance in November of each year.
- Preliminary October Statement of Operations results are included in Appendix A. Revenue recorded totals 85.7 % and expenses recorded totals 61.1 % of their respective annual budgets, 58% of the way through the fiscal year. The current forecast indicates a balanced budget position is probable. Appendix A detailed analysis provides factors influencing this result.
- Year to date December 3, 2024 capital expenditures are \$ 2,879,025 or 36 % of the total 2024-2025 revised capital budget. See Appendix B - Capital Investment Plan update for a breakdown of expenditures by program and forecasted variances to budget for both expenditures and funding sources.

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

- Preliminary Quarter 2 Sanitary Sewer Statement of Operations with analysis can be found in Appendix C. Overall results show a deficit of \$140,156 with revenues at 50.3% and expenses at 58.3% of budget. Sanitary sewer revenue is up 6% over the previous year due to an investment in the meter replacement program while expenditures are above expected values.
- Tax levied for the 2024-2025 year is \$13,276,955. Tax payments were due October 1, 2024. As of December 2, 2024, 2.81% remained outstanding.

Outstanding Tax Receivable Aging		
2024-2025	2023-2024	Prior Years
\$ 372,971	\$ 15,489	\$ 3,022

Respectfully submitted,


Wanda Matthews, CPA, CA
Director of Finance



Town of Kentville Operating Fund
Statement of Operations
 Year to Date October 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 61.1 % of **expenditure** budget used and 85.7 % of **revenue** budget recorded creating an overall surplus of \$ 4,348,702.

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. October'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. This position was filled in October and the first quarterly invoice has been sent.
- **Sales of Service-** Back check revenue is tracking lower than the prior year. Efforts to increase volume are in place and results were positive in October. 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, Police Commission, stormwater and arena professional fees.

Town of Kentville Operating Fund
Statement of Operations
Year to Date October 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 Transit and Environmental Health Services** – 2023-2024 surplus distributions were received from Valley Waste Resource Management and Kings Transit Authority and these were netted against expenditures in 2024-2025.
- **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 October 31, 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%	99.9%
Resource	57,222	56,936	56,936	99.5%	99.9%
Economic development	138,300	138,136	138,136	99.9%	99.7%
	12,592,666	12,509,982	12,522,243	99.4%	99.9%
Area rates and frontages					
Area rates	756,143	756,143	753,957	99.7%	101.4%
Special assessments	2,000	2,000	2,000	100.0%	480.7%
	758,143	758,143	755,957	99.7%	102.5%
Based on revenue					
Business property	31,984	31,993	31,993	100.0%	90.5%
Other					
Deed Transfer Fee	0	375,000	133,251		
TOTAL TAXATION	13,382,793	13,675,118	13,443,444	100.5%	100.0%
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	18,273	13.1%	48.3%
Local government	97,596	97,596	47,396	48.6%	24.0%
	237,063	167,330	65,670	27.7%	38.3%
SALES OF SERVICES					
Agencies	1,270,100	1,180,100	642,666	50.6%	66.4%
OTHER REVENUE-OWN SOURCES					
Fines, fees, permits	41,700	41,700	35,263	84.6%	84.2%
Rentals	379,120	379,120	156,915	41.4%	32.6%
Interest	198,000	198,000	212,879	107.5%	151.6%
Return on investments	660,000	660,000	0	0.0%	0.0%
Other	44,400	44,400	32,914	74.1%	36.1%
	1,323,220	1,323,220	437,972	33.1%	30.6%
UNCONDITIONAL TRANSFERS	400,633	401,295	331,618	82.8%	64.9%
CONDITIONAL TRANSFERS	156,357	156,357	112,994	72.3%	89.2%
FINANCING AND TRANSFERS					
From reserves	294,700	294,700	97,388	33.0%	0.0%
	294,700	294,700	97,388	33.0%	0.0%
TOTAL REVENUE	17,648,016	17,781,270	15,131,752	85.7%	85.7%
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 October 31, 2024

Expenditures	Annual Budget	Forecast March 2024	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
GENERAL ADMINISTRATION					
Legislative	342,019	342,019	187,694	54.9%	52.4%
General administration	2,054,810	2,054,810	1,160,794	56.5%	60.9%
	2,396,829	2,396,829	1,348,488	56.3%	59.7%
PROTECTIVE SERVICES					
Police- core program	3,190,648	3,120,914	1,652,568	51.8%	55.6%
Police-sales of service	175,879	175,879	76,894	43.7%	47.6%
Law enforcement	144,407	144,407	75,824	52.5%	49.5%
Fire fighting	990,309	990,309	494,708	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	130,740	77.0%	79.4%
	4,674,095	4,604,361	2,432,467	52.0%	50.1%
TRANSPORTATION SERVICES					
Common services	1,500,682	1,448,138	737,483	49.1%	58.4%
Road transportation	840,400	840,400	476,298	56.7%	56.3%
Public transit	383,321	373,321	311,843	81.4%	56.9%
Transportation- debt charge	59,819	59,819	66,810	111.7%	58.6%
Other	100,000	100,000	63,314	63.3%	47.8%
	2,884,222	2,821,678	1,655,748	57.4%	57.1%
ENVIRONMENTAL HEALTH SERVICES					
Solid waste collection and recycling	758,644	618,644	438,367	57.8%	73.4%
PUBLIC HEALTH					
Public health and housing	-	60,175	60,175	0.0%	8.4%
ENVIRONMENTAL DEVELOPMENT					
Planning and zoning	370,452	339,044	145,174	39.2%	45.7%
Other community development	507,776	507,776	290,383	57.2%	74.2%
	878,228	846,820	435,557	49.6%	65.1%
RECREATION AND CULTURAL					
Recreation-Administration	775,592	775,592	424,486	54.7%	50.2%
-Programmes (net)	127,831	127,831	36,041	28.2%	34.9%
-Parks division and trees	148,100	148,100	104,286	70.4%	37.6%
-Facilities	810,880	810,880	505,166	62.3%	57.0%
-Debt charge	41,325	41,325	30,152	73.0%	59.6%
Cultural	139,935	139,935	88,836	63.5%	47.1%
	2,043,663	2,043,663	1,188,967	58.2%	51.4%
EDUCATION	2,102,100	2,102,100	1,225,861	58.3%	58.3%
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	1,147,751	108.2%	0.0%
	1,910,235	2,285,235	1,997,421	104.6%	52.9%
TOTAL EXPENDITURE	17,648,016	17,779,505	10,783,050	61.1%	55.4%
SURPLUS (DEFICIT)	\$ -	\$ 1,765	\$ 4,348,702		
Expenditure budget to forecast variance (value)	131,489				
Expenditure Budget to forecast variance (%)	0.75%				



**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2024-2025
YTD December 3, 2024**

	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Expended
Project by Department or Area					
Canada Community Building Fund Streets & Storm Sewer	\$ 1,395,753	\$ 1,244,919	\$ 150,834	\$ 750,068	54%
Green Infrastructure Fund (GIF) Trails and Pathways	1,874,400	1,086,834	787,566	1,086,731	58%
General Administration	160,000	150,000	10,000	108,047	68%
Protective Services	444,525	444,520	5	372,802	84%
Transportation ^{Note 1}	407,000	313,206	93,794	209,206	51%
ICIP - Donald Hiltz Connector	3,174,000	640,000	2,534,000	196,677	6%
Planning and Development	88,800	64,800	24,000	12,530	14%
Parks and Recreation ^{Note 2}	420,500	175,569	244,931	142,965	34%
Total	\$ 7,964,978	\$ 4,119,848	\$ 3,845,130	\$ 2,879,025	36%

Notes¹ comprised of:

Equipment	195,000	198,580	(3,580)	198,580	102%
Buildings	17,000	20,626	(3,626)	10,626	63%
Streets & Lights	55,000	20,000	35,000	-	0%
Sidewalks	140,000	74,000	66,000	-	0%
	<u>407,000</u>	<u>313,206</u>	<u>93,794</u>	<u>209,206</u>	<u>51%</u>

² comprised of:

Cultural	10,000	20,000	(10,000)	-	0%
Equipment	75,000	67,572	7,428	67,572	90%
Green Spaces	95,000	28,447	66,553	22,447	24%
Parks & Playgrounds	25,000	17,407	7,593	17,407	70%
Sport Facilities	215,500	42,143	173,357	35,539	16%
	<u>420,500</u>	<u>175,569</u>	<u>244,931</u>	<u>142,965</u>	<u>34%</u>

³ Variance by Funding Source	Deferral to 2025-2026	Under (Over) Budget	Variance
Canada Community Building Fund (CCBF)	103,452	47,382	150,834
Green Infrastructure Fund (GIF) Provincial and Federal	540,361	50,677	591,038
Reserves	176,500	48,400	224,900
Contributions	65,000	13,830	78,830
Provincial Grant		14,000	14,000
Debt - Portion of GIF Projects	196,528		196,528
Debt- Parks & Recreation Project	50,000		50,000
Proceeds on Sale		5,000	5,000
Investing in Canada Infrastructure Program (ICIP)	1,858,182		1,858,182
Debt - Portion of ICIP Projects	675,818		675,818
Total	\$ 3,665,841	\$ 179,289	\$ 3,845,130

Town of Kentville Operating Fund

APPENDIX C

Sanitary Sewer Area Service Statement of Operations

For the Period Ended September 30, 2024

Overview - Sanitary Sewer revenue is billed monthly or quarterly; actual Q2 accumulating 6% higher than prior year; however, a 10% increase was included in the budget. Rate study expected to commence in 2024-25. Forecasted excess expenditures for the County of Kings agreement are included at \$88,000 contributing to the \$208,020 forecasted deficit for 2024-25.

	Annual Budget	Forecast	Preliminary YTD Amount	% Budget Expended CY
REVENUE				
Sanitary sewer	1,559,100	1,437,360	696,772	44.7%
Interest on overdue accounts	6,000	6,000	2,956	49.3%
Permits- sewer connections	2,400	2,400	1,200	50.0%
Transfer from Operating Reserves	175,000	175,000	175,000	
TOTAL REVENUE	1,742,500	1,620,760	875,928	50.3%
EXPENDITURES				
Administration				
Administration	137,700	137,700	64,099	46.5%
Legal	1,500	-	-	0.0%
Audit	2,800	2,800	-	0.0%
Office	3,300	3,300	1,801	54.6%
Common service charge	30,000	30,000	-	0.0%
Vehicle expense	1,000	1,000	573	57.3%
Other collection expense	100	100	-	0.0%
Lease of equipment	1,500	1,300	627	41.8%
Interest on customers' deposits	100	100	67	66.8%
Professional studies	5,000	5,000	-	0.0%
Dues and fees	500	500	-	0.0%
Training	1,000	1,000	933	93.3%
Depreciation Reserve	260,820	260,820	260,820	100.0%
	445,320	443,620	328,920	73.9%
Domestic Sewer Maintenance				
Wages	34,000	34,000	7,753	22.8%
Materials and supplies	30,000	30,000	13,547	45.2%
	64,000	64,000	21,300	33.3%
Pumping Stations				
Wages	14,000	14,000	7,822	55.9%
Insurance	20,580	20,580	20,580	100.0%
Operating expenses	46,400	46,400	13,599	29.3%
Maintenance	5,800	5,800	3,635	62.7%
	86,780	86,780	45,636	52.6%
Treatment & Disposal				
Agreement-Co. of Kings	1,031,200	1,119,180	515,590	50.0%
Fiscal Services				
Interest	24,400	24,400	15,538	63.7%
Principal	89,100	89,100	89,100	100.0%
Discount	1,700	1,700	-	0.0%
	115,200	115,200	104,638	90.8%
TOTAL EXPENDITURES	1,742,500	1,828,780	1,016,083	58.3%
SURPLUS (DEFICIT)	-	(208,020)	(140,156)	



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

December 2024

Development Applications

- **Development Permits:** Seven (7) development permits were issued in the month of November with a total estimated construction value of \$161,000.00. The Planning & Development department will attempt to provide a year-end status report next month.
- **Subdivision Applications:** 2 subdivision applications were submitted for the month of November.
- **Site Plan Approval Applications:** No new applications for the month of November. There are currently three site plan approval applications:
 - **River Street:** Initial review of the site plan has been completed. Waiting for an updated site plan from the applicant.
 - **Hibou Court:** Waiting for a site plan approval amendment application to construct three 8-unit apartment buildings on the north side of Hibou Court.
 - **Ryan's Park:** Processing of the site plan approval is ongoing to ensure it is properly documented and recorded.

Planning Applications

- No new planning applications in November.
- **Hibous Knoll Community Living Inc. - Rezoning Application:** The applicant withdrew their application to rezone PID 55266134 from its current Medium Density Residential (R3) zoning to the High Density Residential (R4) zoning.

Community and Economic Development

- **Project updates:**

- **Centre Square Activation:** New surface mount pedestal style tables for Centre Square have been installed and some seasonal assets (umbrellas, faux grass, and chairs) have been moved into storage for the winter season. The new tables are less vulnerable to damage, allow for improved accessibility and easier maintenance.
- **Seasonal Beautification:** Holiday beautification is complete for 2024. A few new assets have been added this year, and feedback from business community members and visitors has been positive. Downtown businesses are staying open late on Friday nights and KBC is hosting carols and smores in Centre Square. The town is shining bright to welcome evening holiday activity this month.

- **Festivals and Events:**

- The Holly Days Festival was a great success even given inclement weather. The event was well attended. Rain forced some last-minute changes to set up, and overall, organizers from both TOK and KBC were happy with the turn out.
- Planning for the annual Fire and Ice Festival has begun. The winter festival happens near the Valentine's weekend in February and aims to encourage people to enjoy winter in Kentville through a variety of activities organized in parks, trails, and downtown.

Respectfully Submitted,

Darren Shupe
Director of Planning and
Development

Lindsay Young
Community & Economic
Development Officer

Ben Croll
Development Officer

Permit Report

Planning & Development

November 2024



Permit #:	4365	Permit Date:	11/12/2024
Value of Construction:	\$9,000.00	Fee:	\$0.00
New Construction (Shed) -			

Permit #:	4361	Permit Date:	11/14/2024
Value of Construction:	\$30,000.00	Fee:	\$34.96
Extension to Garage (16.5' x 20') -			

Permit #:	4363	Permit Date:	11/20/2024
Value of Construction:	\$50,000.00	Fee:	\$130.00
Replacement of deck -			

Permit #:	4364	Permit Date:	11/21/2024
Value of Construction:	\$27,000.00	Fee:	\$79.40
Rooftop solar panels -			

Permit #:	4367	Permit Date:	11/22/2024
Value of Construction:	\$0.00	Fee:	\$15.00
Update Sandwich Sign Content -			

Permit #:	4366	Permit Date:	11/26/2024
Value of Construction:	\$28,000.00	Fee:	\$30.00
Demolition (SUD) -			

Permit #:	4370	Permit Date:	11/29/2024
Value of Construction:	\$17,000.00	Fee:	\$57.40
Front Entryway Rooftop -			

Activity Report

Planning & Development

November 2024



<i>PERMITS</i>	<i>PERMITS ISSUED</i> November 2024		<i>PERMITS ISSUED</i> November 2023	
	Month Total	Year Total	Month Total	Year Total
Number of Permits	7		7	
Total Building Value	\$ 161,000.00		\$ 418,732.00	
Permit Revenue	\$ 346.76		\$481.22	



**Town of Kentville
Staff Report to Council Advisory Committee
For the Month of November 2024
Department of Parks and Recreation
Presented on December 9th, 2024**

Administration and Operations

- Staff started the process to apply for the Canada Summer Jobs wage subsidy grant, deadline to apply is December 19th 2024
 - This is a Government of Canada grant that financially supports our summer student employment
- Staff started reviewing the facility use fee structure for the Recreation Centre, aligning with the Facility Allocation Policy

Facilities and Operations

- Staff received data from the County of Kings on trail counters along the Active Transportation Network, four main areas were collected:
 - West Main – Harvest Moon Trail
 - 519 average per day with slightly more pedestrian walking/jogging to cyclist
 - Eaves Hollow – Harvest Moon Trail
 - 702 average per day with slightly more pedestrian walking/jogging to cycling
 - Justice Way – Harvest Moon Trail
 - 583 average per day with slightly more pedestrian walking/jogging to cycling
 - River Street – Harvest Moon Trail
 - 504 average per day with a split pedestrian walking/jogging to cycling.

Note: *this section of trail usage typically had 2x the number of pedestrian walking/jogging to cyclist. Meaning we are seeing more cyclist.*
- Bridge decking from Klondyke St. to Miners Marsh has been replaced
- Cenotaph stairwell project started
- Santa and reindeer lighting were installed above the entrance to the Centennial Arena

- **Arena Closures:**
 - **December 24:** Closed after 4:00 PM
 - **December 25:** Closed all day
 - **December 26:** Closed all day
 - **December 31:** Closed after 4:00 PM
 - **January 1:** Closed until 2:00 PM

Programs and Operations

- G.O.A.T. (Get Outside All Together)
 - New program launched in November
- Launch of Try It series for cross country skiing
 - First workshop December 15th
- Adult Gear Up Event – In partnership with Open Arms
- Winter Registration for Programs open December 3rd and December 9th
 - Programs can be found at www.kentville.ca/programs
- Holiday Public Skates
 - Celebrate the holiday season with FREE Public Skates at our arena! Bring your family and friends to enjoy these special skating sessions:
 - December 23: 1:00 PM – 3:20 PM
 - December 24: 9:00 AM – 9:50 AM
 - December 30: 2:00 PM – 3:20 PM
 - January 1: 5:00 PM – 5:50 PM

Events that occurred in November:

- Holly Days – November 22
 - The Holly Days festivities were a resounding success! The Tree Lighting Ceremony and activities in Centre Square were especially well-received, with an incredible turnout. The atmosphere was filled with holiday cheer, and it was wonderful to see so many smiling faces enjoying the event.
- KCA Pumpkin Drop – November 1

Upcoming Events in December:

- Oakdene Park Community Garden Group – Carol sing-a-long and garden lighting – December 20th
- Fred Kelly High School Hockey Tournament
 - Don't miss the Fred Kelly High School Hockey Tournament at our arena on December 27, 28, and 29

Community Outreach

- Partnership Gathering occurred in November
 - Approximately 30 partners participated in the event
 - Further information to come to council in the New Year
- RecConnect
 - Connected with students and professionals from the field of Community Development and Recreation
- Arena Condition Assessment and Feasibility Study engagement session occurred December 5th at the Fire Hall

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,

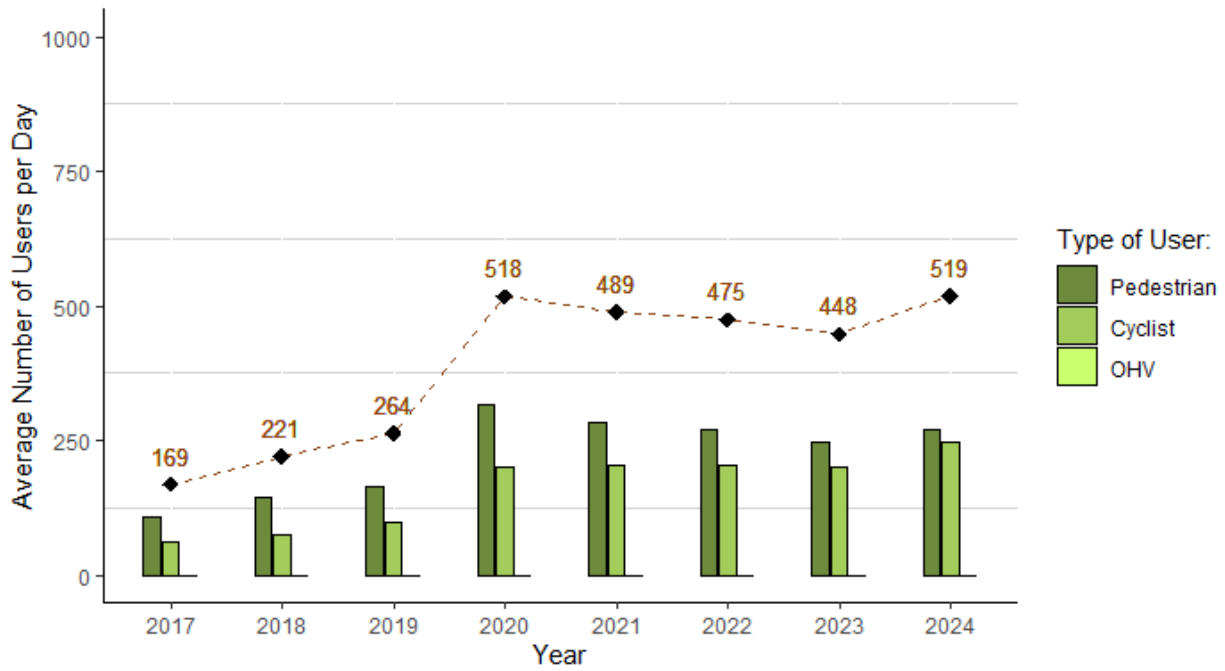


Craig Langille

Director of Parks and Recreation

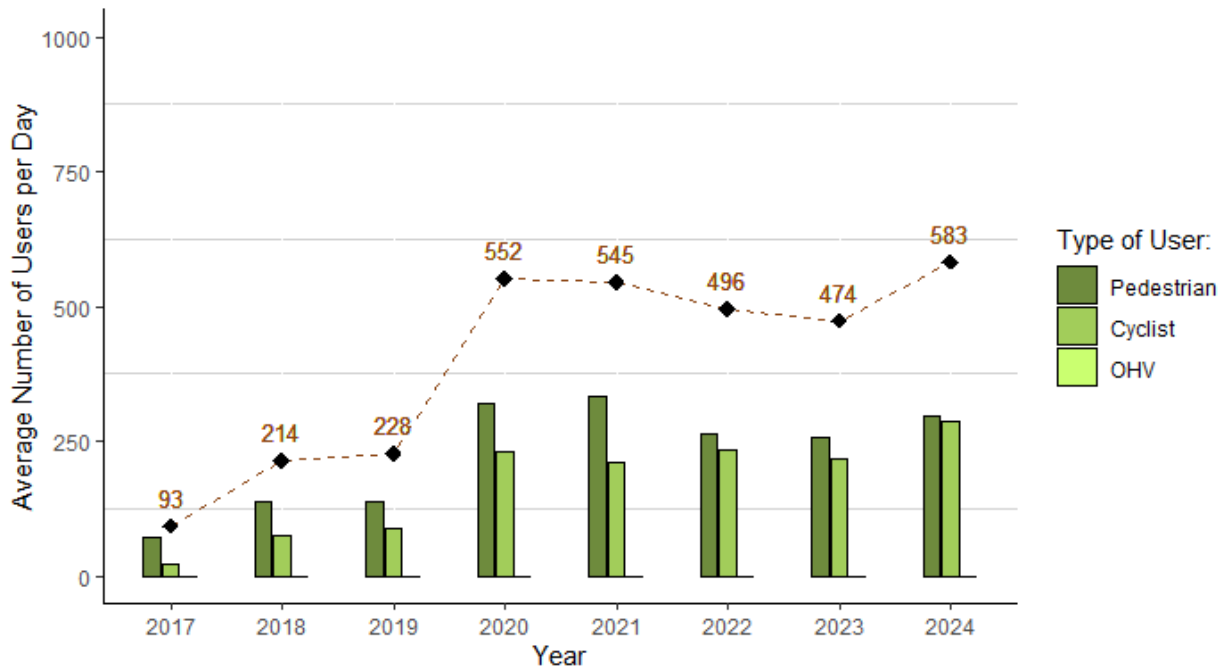
West Main - Kentville

Harvest Moon Trail



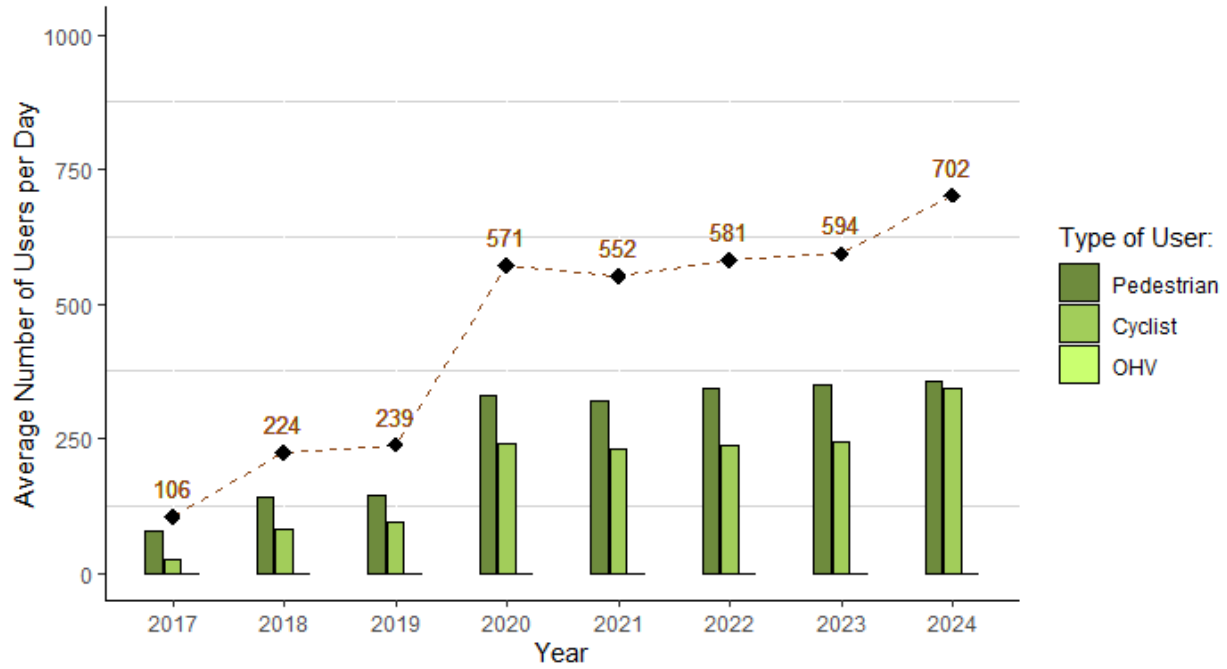
Justice Way - Kentville

Harvest Moon Trail



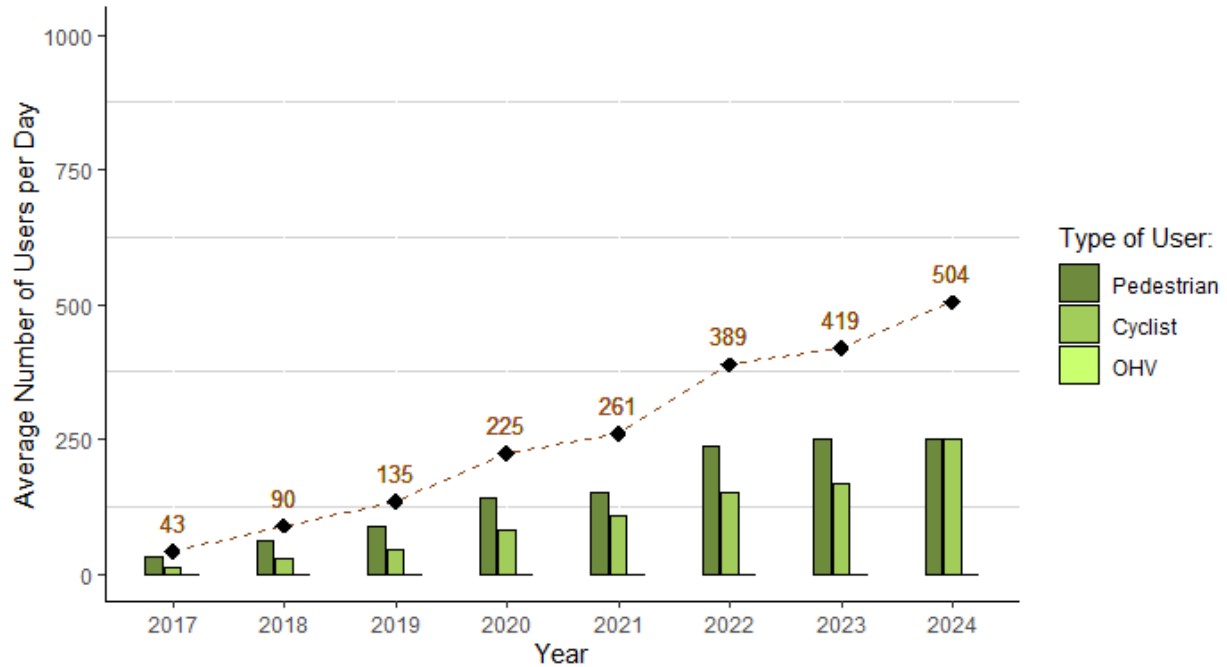
Eaves Hollow - Kentville

Harvest Moon Trail



River Street - Kentville

Harvest Moon Trail



Town of Kentville

Office of the Chief of Police

October 2024



Administration	Time	September 2024	October 2024
	Plate queries	1167	1571
	Training hours	358	384
	Veh. Cks 11's	113	154
	SOT Tickets	30	51
	Foot Patrol Hours	131	163
	CC Charges	32	31
	Calls for service	331	322
Training	<ul style="list-style-type: none"> • Pistol Qualifications • Pistol and Carbine Instructor Course • Human Trafficking Course • Strategic Resilience for 1st Responders 		
Meetings	<ul style="list-style-type: none"> • Municipal Chief's Meetings • Executive Leadership Meetings • Contract Discussions • WCB Psychological Injuries in the Workplace • Awards/Promotion Ceremony • Co-op Student placement • CES/CCN Meeting • NS Fallen Officers Memorial • Trunk or Treat • Local Government 101 w/ Louis Coutinho 		
CCN	<ul style="list-style-type: none"> • Attended 26 Agency meetings, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court 		

	<ul style="list-style-type: none"> • Attended 8 Community Events • Received 15 referrals from KPS members/other Agencies • 32 meetings with clients • Attended 9 other calls and assisted members • 17 other activities, i.e. First Responders Symposium, Interviews, Meeting with Chief
Policing Standards	<ul style="list-style-type: none"> • 16 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 October 2024

Municipal Bylaw Investigations	1
Loitering -Warnings	7
Assist Police	7
Taxi Inspections	2
Animal Control	4
Smoking-Charges	13
Smoking-Warnings	1
Parking-Charges	49
Parking- Warnings	46



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

December 9, 2024

Programs and Operations

- **Kentville Water Commission:** As reported in the past and updated in Director Matthews report, the Kentville Water Commission (KWC) requires a rate study as the current rates have been flat since 2019 and our expenditures exceed our revenue leaving us in a deficit situation relying on dwindling water reserves to balance the operating budget.

We have contracted G. A. Isenor Consulting Limited, a Nova Scotia firm that specializes in these studies and also completed our most recent rate study in 2015. Our Finance and Engineering departments are compiling the list of requested information now and we expect to have all the information to the consultant this month so they can begin the study. Once completed later this winter, the consultant will file the rate study with the Nova Scotia Utility and Review Board (NSUARB) and represent KWC at the mandatory hearing presenting the study to the Board.

- **Sanitary Sewer Area Service:** Similarly, our sewer rates have been flat since 2019 and the Service is in an operating deficit, also relying on Reserves which are nearly depleted. As an example of increased operating costs, the Town's annual portion of the Regional Sanitary Sewer Operating Budget for Treatment & Disposal has increased \$303,200 (or 41.6%) since 2019. With the assistance of the Isenor Consulting model we will complete a Sewer Rate Review and bring the recommendation to Council in the 4th quarter of 2024/25 for approval and implementation in the new 2025/26 fiscal year.
- **Storm Water Management Master Plan:** On November 20th our Storm Water consultant and the Engineering & Public Works Department hosted a public information session. It was a productive meeting that started with a presentation by the Consultant followed by an opportunity for the residents in attendance to ask questions and identify problem areas that were added to the consultants map database.

They expect to have a 50% report for review this week and once timelines are closer to completion we will book a venue for the final presentation to Council, most likely in February.

Growth and Renewal for Infrastructure Development Program (GRID)

The Province of Nova Scotia has a funding opportunity out now for construction to be completed in the 2025 construction season for up to 50% of the project cost. Eligible projects include stormwater renewal and sidewalk replacements. We have identified the following project as a priority for the Town that can be shovel ready to tender this winter and built in 2025. The section of curb, sidewalk, storm sewer and storm manholes / catch basins on the south side of Main Street between School Street and Prospect Avenue is just over 0.5 of a km long and at it's end of life. The storm sewer, as mentioned before, is galvanized steel and has deteriorated to a point of requiring replacement and located under the concrete curb. The catch basins along this route are made of a similar material and also require replacement. Once the pipe portion of the project is completed, the concrete curb and 3m wide sidewalk would be replaced that is also in need of a complete replacement. We are working on the application now which requires detailed estimates & descriptions and has an application deadline of December 13th, 2024. The complete project is estimated at just 2.4 million dollars and although there is no guarantee of a second round of funding to apply for next year, the size and scope of this project is best completed over two fiscal years. We recommend applying for \$665,425 in funding for Phase 1, estimated at \$1,330,850 with the expectation that a second round of funding would see the project completed in 2026.

The application must include a Resolution of Council supporting the submission of the project for funding consideration under GRID.

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 November
- Donald E. Hiltz Road – Multiple design review meetings
- Storm Water Management – Multiple project meetings & Public Information Session

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



**Town of Kentville
CAO Report to Council Advisory Committee
For the Month of November 2024
Presented on December 9th, 2024**

Chief Administrative Officer

- Supported staff in the preparation of their departmental orientation presentations
- Liaised with staff and town solicitor to move forward legal matters
- Participated in regional municipal meetings
- Participated in Kings REMO Winter Storm Emergency Coordination Centre Activation Exercise
- Executed KPS Collective Agreement
- Attended various meetings with staff/ stakeholders

Deputy Clerk

- Support of departmental orientation sessions for Council
- Review of Code of Conduct, preparation of Code of Conduct policy amendment report, and Code of Conduct resolution
- Participated in the fall conference of the Nova Scotia Federation of Municipalities in Halifax (Nov 26-29)
- Staff review and revision of agendas, staff reports and Council Advisory Committee reports
- Participated in the David Suzuki Foundation webinar on “Bylaws for Biodiversity: Supporting habitat gardens in towns and cities”

Strategic Initiatives

- Support of departmental orientation sessions for Council
- Review and reporting on newly released Code of Conduct Policy
- Supporting the Parks and Recreation Community Partner Gathering
- Supporting the CAO on town and regional initiatives
- Connecting with Canadian Mortgage and Housing Cooperation (CMHC) on HAF 2.0 updates
- Coordinating the preparation of the Growth and Renewal for Infrastructure Development Program (GRID) with the Engineering and Public Works Department

Environment

- Supported the Climate Coordinator in the first Annual Bird of the Year campaign
- 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

Equity, Diversity and Inclusion

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

Housing Accelerator Fund – Review & Update TOK202411

Meeting Date: December 9, 2024
Department: Administration

RECOMMENDATION

There is no recommended motion with this report, this report is for information only.

BACKGROUND

In the spring of 2023, the Canadian Mortgage and Housing Cooperation (CMHC) launched a new funding opportunity for municipalities across Canada, the Housing Accelerator Fund (HAF). The fund is an aspect of the National Housing Strategy and aims to support municipalities in removing barriers to housing development. The fund aims to boost the housing supply while supporting affordable, diverse and climate-resilient communities. The Town of Kentville submitted a Housing Accelerator Fund Application in September of 2023 and received correspondence in February 2024 that the application was unsuccessful.

As the focus on the need for housing increases, new funding opportunities become available for municipal units and given the significant uptake of the 2023 HAF application process, CMHC launched HAF 2.0 in July of 2024, inviting applicants who were unsuccessful in round one to resubmit an application under new requirements.

HAF 2.0 required municipalities to submit Housing Action Plan Proposals that aligned with CMHC's defined 10 Best Practices for Municipalities (See Appendix A). Staff met with CMHC representatives and completed extensive research during both the 2023 and 2024 HAF application process.

DISCUSSION

At this stage, staff want to make new council members aware of the application that was approved by the previous council. **CMHC has stated that municipalities will receive correspondents by the end of 2024 on whether they were successful applicants.**

IMPORTANT DATES OR BENCHMARKS

Council can expect updates from town staff and CMHC in December 2024. Staff will communicate to Council if they receive correspondence from CMHC.

POLICY IMPLICATIONS

If successful, and if the Council approves the funding agreement, terms and conditions, initiatives would result in new policy or policy updates, particularly within the Municipal Planning Strategy.

Town of Kentville – Submitted HAF Action Plan

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

Submitted Action Plan Initiatives Overview:

Initiative 1: Enhanced Process Efficiency

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

Initiative 2: Municipal-Owned Land for Affordable Housing

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

Initiative 3: End Exclusionary Zoning

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

Initiative 4: Eliminate Parking Restrictions

- Eliminate Parking restrictions in the C1 zone

Initiative 5: Eliminate Restrictions and Add Flexibility

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

BUDGET IMPLICATIONS

If successful, and if the Council approves the funding agreement, terms and conditions, this would result in set funding being provided to the Town of Kentville from CMHC for a three-year period.

Based on the funding calculator, the application could result in up to \$2,000,000. However, based on the results on the 2023 HAF application process for successful municipalities, the funding calculator is a general projection, not a guaranteed sub. Funding is negotiated between the municipal unit and CMHC.

ATTACHMENTS AND LINKS

See the attached CMHC 10 Best Practices for Municipalities

RECOMMENDATION

There is no recommended motion; this report is provided for information only.

Kentville Environmental Planning Task Team TOK202410

Meeting Date: December 9, 2024
Department: Administration
Strategic Priority:

RECOMMENDATION

That Council approve the following citizen appointments to the Environment Planning Task Team: William Marshall, Kerri Goode and Emma Vost.

SUMMARY

The town's climate program is connected to a three-year program that will see significant developments in the areas of community energy planning, adaptation and resilience, and biodiversity. Our Climate Coordinator office through Clean Foundation is working to achieve benchmarks and goals set out in each of these program areas. As this work expands and moves into the community, staff feel that it is important to have a dedicated team working on the Net Zero Communities project with representation from Council and the community. In July 2024 Council approved the development of a task team and this report gives recommendations for members of this task team. This report provides recommendations for resident members of this task team.

BACKGROUND

In November 2023 the Town of Kentville was approved for a grant through Clean Foundation for a fully funded staff person to work on climate projects from 2024 to 2027. This agreement has defined a number of projects being continued or rolled out over the next three years. In February 2024, staff finalized the programs, projects and policies for this position, and the management and reporting for this role. The Climate Update presented to Council in February 2024 (associated document) shows this information. The relationship with the town's coordinator Sofia Munoz and the entire Clean Foundation climate team has been exceptional, allowing the town to make significant progress on each of these issue areas. One of these projects is review and planning for better energy independence through the Quest Net Zero Community Accelerator (NZA) project.

As the NZA project gets off the ground, staff and Council recognize that this should be guided by a committee of Council, with staff providing updates to members of Council and the community.

In general, Committees of council are developed and launched through approval by Council as needs arise. In addition to the committees of Council, Kentville has a model of Task Teams, which are working groups launched to work on a specific topic for a short time period. It was believed that a task team could be developed that would be focused on participation in the Net Zero Communities project as the primary focus group. Council

approved the development of this task team in June of 2024, and staff paused in the development of this committee until the new Council was elected.

DISCUSSION

The Town sought three community members who will participate in this work and advertised for positions on the Environment Planning Task Team from July to September 2024. Staff received five applications and recommend the following three people for this team in order to have a wide range of skills and experience:

- **William Marshall:** energy systems, familiar with town buildings through energy efficiency modeling in 2022.
- **Kerri Goode:** strategic planning, sustainability and climate plans.
- **Emma Vost:** wildlife biology, biodiversity and complex systems.

JURISDICTIONAL SCAN

All municipalities developed Integrated Community Sustainability Plans starting around the time of 2010. Some municipalities have followed these plans and have updated them and others have moved environmental goals forward through other departments. A small number of municipalities have very detailed plans for sustainability. The provincial Community Climate Capacity program through the Clean Foundation is a means to help municipalities in Nova Scotia expand their work on sustainability. Outside of this framework, a small number of Nova Scotia Municipalities are also participating in the Net Zero Communities program for community energy planning.

RELATED COUNCIL DISCUSSIONS

June 24, 2024 Meeting of Council.

Motion approved “that Council approve the establishment of a one-year Environment Planning Task Team to (a) support the work of the Quest Net Zero Accelerator program and (b) create the framework for a standing committee of Council for environmental issues.” ***This has since been revised to include only (a)***

January 29, 2024. Meeting of Council.

Motion approved “That Council support the Community Climate Capacity grant application.”

IMPORTANT DATES OR BENCHMARKS

- January 2024, Launch of the Net Zero Communities Engagement Meetings
- March 2024, Launch of application to Nature Canada for Bird Friendly Town designation
- November 2027, End of Community Climate Capacity agreement and Climate Coordinator staff position

ATTACHMENTS AND LINKS

Climate Program Flyer. Presented to Council in February 2024.

Quest Canada Net Zero Accelerator Community Energy and Emissions Program.

RECOMMENDATION

That Council approve the following citizen appointments to the Environment Planning Task Team: William Marshall, Kerri Goode and Emma Vost.

Introducing: Climate Projects 2024-2026

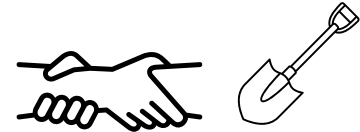
The Town of Kentville has been approved for a Climate Community Capacity by the province through the Clean Foundation. This grant will provide a dedicated, remote staff person to help us with our climate-related projects over the next three years. The project will focus on the following three areas of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

Community Energy Planning.



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

Community Adaptation and Resilience.



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

Birds and Biodiversity.



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

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



YEAR 1 OBJECTIVES:

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

YEAR 2 OBJECTIVES:

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

YEAR 3 OBJECTIVES:

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

COMMUNITY ENERGY AND EMISSIONS PLANNING

AN OVERVIEW

A community energy and emissions plan (CEEP), is a tool that helps define community priorities around energy to improve efficiency, cut emissions, enhance community resilience, manage future risks, and drive economic development¹. It considers energy early in the land-use and infrastructure planning process and identifies opportunities to integrate local energy solutions.

While there is no standard approach for developing a CEEP, there are several common elements found in CEEPs:

Targets



Emission reduction targets in each sector

Actions



Detailed actions to help them reach the targets

Gaps



Lack of support of higher levels of government and limited capacity of local government²

Tools



Current and future energy usage data/assumptions and energy maps

General



Meet the recommended criteria identified by the FCM PCP program and emphasize the importance of partnerships

¹ There is currently no standard approach for developing and implementing a CEEP. This definition has been developed by the Community Energy Planning: Getting to Implementation in Canada team. For a list of other CEEP definitions visit <http://gettingtoimplementation.ca/category/faqs/>

² Murphy, R., Pardy, A., Bragiewicz, M., Zuehlke, B., & Jaccard, M. (2021). Why is there an implementation gap in community energy planning?. *Canadian Planning and Policy / Aménagement Et Politique Au Canada*, 2021(2), 11–34. <https://doi.org/10.24908/cpp-apc.v2021i2.13956>

COMMUNITY ENERGY AND EMISSIONS PLANNING

VALUE TO COMMUNITIES

THE NEED FOR A COMMUNITY ENERGY AND EMISSIONS PLAN

Energy is a basic human need. It can impact the economics, security, environment, and health of societies both positively and negatively. It is essential to understand how energy use affects the quality of life. Canadian cities, towns and villages influence over approximately 60% of energy consumption and over half of all greenhouse gas (GHG) emissions in Canada¹. Consequently, communities have the potential to make significant contributions in addressing Canada's current and future energy and climate challenges. Therefore, a Community Energy and Emissions Plan (CEEP) is essential. CEEP's provide strategic direction to move towards a more sustainable energy future. It drives local economic development and stronger asset and environmental management by:



INCREASING LOCAL AND RENEWABLE ENERGY GENERATION



REDUCING GHG EMISSIONS



REDUCING ENERGY USE AND COSTS



CREATING LOCAL JOBS



KEEPING ENERGY DOLLARS LOCAL



IMPROVING HEALTH CONDITIONS

THE BENEFITS OF A COMMUNITY ENERGY AND EMISSIONS PLAN

Given the uncertainties about future energy prices and the vulnerabilities of centralized power generation, a community energy and emissions plan is fundamental to addressing these issues. It allows self-sufficiency, helps stabilize energy supplies, reduces energy costs, and is far more resilient. Below are some of the benefits you can expect to receive by engaging in community energy and emissions planning^{2,3,4}.

Environmental	Economy	Social	Health
<ul style="list-style-type: none">• Improved air, water, and soil quality• Help limit the global temperature increase to 1.5°C• Healthier ecosystems and more protected green spaces• Reduced greenhouse gas emissions	<ul style="list-style-type: none">• Direct savings on energy bills• Maintain local economy<ul style="list-style-type: none">Reduces health care costs• Increases employment opportunities• A new source of income for the community	<ul style="list-style-type: none">• Increases energy security• Improved housing conditions with energy retrofits• Opportunities for more public transport and transportation options• More affordable living	<ul style="list-style-type: none">• Improved physical health from more active living• Better mental health for more sustainable and green infrastructure• Increased energy resilience to extent power outages mitigating risks to public health

¹ QUEST Canada. (2016). Community Energy Planning: The Value Proposition. Retrieved from: <https://bit.ly/3IUeyuF>

² Ibid

³ Federation of Canadian Municipalities (2020). GMF Municipal Energy Roadmap. Retrieved from: <https://bit.ly/36InHJw>

⁴ City of Brampton. (2020). Community Energy and Emissions Reduction Plan. Retrieved from: <https://bit.ly/3Lu9MWe>

COMMUNITY ENERGY AND EMISSIONS PLANNING

FRAMEWORK FOR SUCCESS

The Community Energy Implementation Framework contains 10 strategies that provide advice on political, staff and stakeholder engagement, staff and financial capacity and embedding energy into local government plans and processes:

1. Develop a rationale

Identify what issues the community energy and emissions plan (CEEP) will address and how it will help Council get the information it needs to make effective decisions. Consider including references to other successful CEEPs and describe how they benefited the community.

2. Define the value proposition

Benefits of actions and estimation of GHG impacts.

3. Identify community champions

Well-known and respected community members who can promote the project and bring others on board.

4. Engage community stakeholders, elected officials, and the public when developing a CEEP and setting targets

5. Establish governance structures

Accountability, leadership, integrity, stewardship, transparency.

6. Oversight and alignment with other community planning documents

Other community planning documents could serve as a supportive factor for implementation while at the same time also prioritizing the CEEP.

7. Energy staff and technical support

It requires knowledgeable individuals, government agencies, or organizations to lead, manage and implement projects and programs. Many communities lack local capacity, and building this capacity is critical to expanding and accelerating community energy efforts.

8. Monitor and report

9. Budget and financing

Many energy projects face challenges in securing access to financial capital. Identify the funding and financial sources that are available to support the development of the community's CEEP.

10. Plans and policies

It includes providing tools available to implement methods and achieve goals.

Town of Kentville
Legal fees
2024-2025 Fiscal Year
As at September 30, 2024

Category by Legal Matter	Administration	Police	Planning	Economic Development		Engineering Public Works
				General	Legal Registration	
Contracts				235	2,007	
General Governance	326					
Legal Counsel	12,567		315			158
Litigation	2,008	1,485		471		
Regulatory Compliance	685		2,523			
Grand Total	15,585	1,485	2,838	706	2,007	158

Provincial Growth and Renewal for Infrastructure Development Program (GRID) TOK202411

Meeting Date: December 4, 2024
Department: Engineering and Public Works
Strategic Priority: Stormwater Management

RECOMMENDATION

That Council approve the submission of a funding application to the 2025 – 2026 Provincial Growth and Renewal for Infrastructure Development Program

SUMMARY

The Provincial Growth and Renewal for Infrastructure Development Program aims to support the cost of municipal infrastructure projects that address critical capacity issues, enhance accessibility, and preserve and expand housing service infrastructure.

The funding can be allocated for water, wastewater, stormwater, accessibility or climate change adaptation. The fund seeks shovel-ready projects that help municipalities address critical capacity issues, health and safety, enhance services for housing developments and support accessibility improvements.

The funding program may contribute up to 50% of eligible costs. The remaining costs would be funded by the municipality or additional grant funding. The total program funding is 15 million annually.

Eligible Costs include:

- engineering services and project management
- costs for preparing designs (like design drawings and specifications)
- construction inspection and administration
- costs of construction and equipment according to the plans and specifications

Staff must submit the application by Dec 13th. At this stage, staff are seeking Council approval for the submission. By approving the submission, the Council is not creating a budgetary commitment. If funding is offered, the Council can then decide if they would like to allocate the additional 50% of the project's costs in the 2025 – 2026 fiscal year.

RELATED COUNCIL DISCUSSIONS

Stormwater Management Master Plan

IMPORTANT DATES OR BENCHMARKS

Application is due December 13, 2024

BUDGET IMPLICATIONS

Council is not making a budget decision at this time. By approving the submission, Council is not creating a budgetary commitment. If funding is offered, Council can then decide whether to allocate the additional 50% of the project's costs of \$665,425 in the 2025 – 2026 fiscal year.

RECOMMENDATION

That Council approve the submission of a funding application to the 2025 – 2026 Provincial Growth and Renewal for Infrastructure Development Program.