

Town of Kentville Council Advisory Committee Meeting

January 13, 2025, 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, December 9, 2024
- 4. PRESENTATIONS**
 - (a) Bird Friendly Town Designation
 - (b) Open Arms Funding Request
- 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
- 6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
 - (a) Bird Friendly Town Designation
- 7. NEW BUSINESS**
 - (a) Open Arms Request
 - (b) Council Conference Attendance
 - (c) Minimum Standards Bylaw Report – First Reading
 - (d) Subdivision Bylaw Amendment Report – First Reading
 - (e) Staff Update: Bylaw 63 Curb and Sidewalk Charges
 - (f) VIDA Living Development Agreement Report
 - (g) Planning Advisory Committee
 - (h) Active Living Strategy
- 8. CORRESPONDENCE**
 - (a) Nova Scotia Realtors Association

9. PUBLIC COMMENTS

10. IN CAMERA

- (a) Land
- (b) Legal

11. ADJOURNMENT

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

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

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 Rob Baker
- Councillor Samantha Hamilton
- Councillor Cathy Maxwell
- Councillor Cate Savage

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

Julia Merritt, Annapolis Valley Regional Libraries
Stephen Weiss, Oakdene Park Garden Group
Lorenzo Caterini, Annapolis Valley Mountain Bike Association

REGRETS

Councillor John Andrew

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DECLARATIONS OF CONFLICT OF INTEREST

None.

2. APPROVAL OF THE AGENDA

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

That the agenda for the Council Advisory Committee meeting of December 9, 2024 be approved.

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, November 12, 2024.

It was moved by consensus

That the minutes from the Council Advisory Committee meeting held on November 12, 2024 be approved.

4. PRESENTATIONS

(a) Annapolis Valley Regional Libraries

Julia Merritt, Executive Director of the Annapolis Valley Regional Libraries, gave an update on operations, usage and challenges in the library system.

Report available for more information

Discussion

- Ms. Merritt explained that Council representatives with the AVRL will bring back any requests for support or letters of support on this issue.

(b) Oakdene Park Garden Group

Stephen Weiss, member of the garden group, gave an update on development, growth, membership and plans for 2025 for this garden site. The group is seeking volunteers to help with the garden.

Report available for more information

(c) Annapolis Valley Mountain Bike Association

Lorenzo Caterini, Board member with the AVMBA, gave an update on mountain biking in the valley, and introduced a proposal for trail and membership expansion with a financial contribution from the town. These trails are world class but are largely shared by word of mouth with little to no signage and communication.

Report available for more information

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5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Wanda Matthews presented the report for the period ending November 31, 2024. She reviewed her reporting process and presented the activities in the department for the month including updating the payroll system, training on human resources, and preparations for the water rate study.

See report for more information.

(b) Planning and Development

(1) Department Report

Director of Planning and Development Darren Shupe reviewed his department report for November with highlights including development permits and site approval applications, and withdrawal of the Cogs development rezoning application.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director of Recreation Craig Langille presented a review of November activities in his department including bridge replacement in Miners Marsh, grant applications, review of rec centre fee structure, Harvest Moon Trail usage, and downtown seasonal lights.

See report for more information.

(d) Police Report

(1) Chief's Report

Police Chief Marty Smith presented the police commission report for November 2024, which included training sessions on pistols, carbines, human trafficking and resilience for first responders.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented the Public Works report for November 2024, including an updates on the water rate study, sewer rate study, and the stormwater management master plan. Mr. Bell gave an outline of the rate review process with the Utility and Review Board.

See report for more information.

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(f) Administration

(1) Chief Administrative Officer’s Report

CAO Jeff Lawrence presented his report for November 2024 with highlights including department orientations, collective agreements, REMO exercise and orientation and the intermunicipal service agreement board meeting.

See report for more information.

(2) Legal Cost Update

CAO Jeff Lawrence presented the quarterly report on legal costs from the town.

See report for more information.

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) Housing Accelerator Fund (HAF) Update

Strategic Initiatives Coordinator Alisha Christie provided an update on the HAF grant, the deadline for approvals being scheduled for the end of December.

See report for more information.

(b) Environment Task Team Citizen Appointments

Deputy Clerk Jennifer West presented the citizen appointments to the Environment Task Team who will work on the Quest Net Zero Accelerator program in 2025-2026.

See report for more information.

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell
That Council Advisory Committee recommend
to the January 27 2025 meeting of Council,
That Council approve the following citizen appointments to the Environment Task Team: William Marshall, Kerri Goode and Emma Vost.
MOTION CARRIED
*Councillors who voted in favour of this motion:
Baker, Crowell, Hamilton, Maxwell, Savage and Zebian*

7. NEW BUSINESS

(a) Provincial Growth and Renewal for Infrastructure Development Program

Strategic Operations Coordinator Alisha Christie presented the GRID grant, which will support infrastructure projects for water, sewer, wastewater, stormwater management and housing infrastructure.

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See report for more information

It was moved by Councillor Cate Savage and Deputy Mayor Deb Crowell

That Council Advisory Committee recommend to the January 27 2027 meeting of Council,

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

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

(b) Annapolis Valley Mountain Bike Association, Financial Request

Mayor Andrew Zebian explained that this grant request is most appropriately reviewed as part of the 2025-2026 budget review process, beginning in January.

See report for more information

Discussion

- Concerns about the conflicting timelines for the Donald Hiltz Connector and budget development.
- Clarification of the scope of the existing DHC project, focussed on underground infrastructure.

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

That Council Advisory Committee recommend to the January 27 2025 meeting of Council,

That Council review the AVMBA financial request during the development of the 2025-2026 budgets.

MOTION CARRIED

Councillors who voted in favour of this motion:

Baker, Crowell, Hamilton, Maxwell, Savage and Zebian

8. CORRESPONDENCE

(a) None.

9. PUBLIC COMMENTS

(a) None.

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10. IN CAMERA

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

That Council move into a closed session at 8:25 p.m. to discuss land, legal and personnel matters.

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

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

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

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

It was moved by Councillor Cate Savage and Councillor Cathy Maxwell

That Council Advisory Committee recommend to the January 27 2025 meeting of Council,

That Council Advisory Committee receive the attached report and recommend for decision the provision of an easement over PID55519631 at the next meeting of Council.

MOTION CARRIED
*Councillors who voted in favour of this motion:
Baker, Crowell, Hamilton, Maxwell, Savage, 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

Bird Friendly Designation

PROJECT UPDATE

Program Overview

- Nature Canada offers a Bird Friendly Certification program to help Canadian municipalities ensure our urban environments are safe havens for birds rather than a source of threats.
- Achieving the Bird Friendly certification was identified as an objective for Kentville in the Community Climate Capacity program.
- The certification is a prestigious recognition that signifies rigorous action in three criteria: habitat protection, threat mitigation, and community engagement.



There are only 30 municipalities are certified in Canada, Kentville will be Nova Scotia's first town!

Completed Criteria

Community Outreach/Education

- ✓ Migratory Bird Day: community bird walks
- ✓ Public information and resources: bird friendly webpage and print materials
- ✓ Accessible birding location : Miner's Marsh
- ✓ Town Bird election: The Crow!

Habitat Protection

- ✓ Bird habitat restoration: Belcher St dyke restoration
- ✓ Demo Pollinator garden: Butterflyway garden (BNS)
- ✓ Important Bird Area: [Southern Bright](#) IBA
- ✓ At-risk bird habitat: Miner's Marsh bird boxes

Threat Reduction

- ✓ Collision mitigation: Bird stickers on Town Hall
- ✓ Harmful pesticide mitigation: pesticide use by-law draft
- ✓ Plastic removal: community clean ups
- ✓ Bird-friendly farming: presence of ecological farm (Olde Furrow)



Outstanding Criteria

Habitat Protection

- ★ • Council supported Biodiversity Strategy (policy or plan): in-progress
- Development of bird-friendly active vegetation management plan

Community Outreach/Education

- Evidence of engagement with materials/programs: in-progress

Threat Reduction

- ★ • Council supported Pesticide policy (drafted)
- Light pollution seminar (anticipated)

Submission deadline:
February 20th, 2025

Certification Maintenance

- Bird Friendly status lasts two years, after which you must reapply.
- To maintain the Bird Friendly designation, certified municipalities must satisfy the yearly mandatory criteria listed below and must show some evidence of progress over time.
- No evidence of progress will result in rejecting the application

Mandatory yearly criteria:

- Presence of active Bird Team
- Mi'kmaq engagement
- Municipal support
- Annual report
- Celebrate World Migratory Bird Day
- Program visibility



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

Operations

- Successful payroll calendar year end process completed post HRISMyWay implementation.
- Finance communicated the department and individual vacation bank reports to Senior Leadership. A concerted effort is underway to reduce accumulation of banks to promote healthy workplace practices while reducing the value of our liability at year end.
- Internal audit planning has begun. In collaboration with Kent & Duffett, interim and year end timelines have been set. An audit quality improvement initiative is the reworking of audit working papers and audit evidence to improve efficiency and reduce burden on staff.
- Central Square has announced its replacement software for GP Dynamics as NaviLine Cloud. Investigating software options will begin in late fiscal 2025-2026.
- The Town has entered into a 10-year municipal funding agreement with the province related to Canada Community Building Fund (CCBF).
- Department of Municipal Affairs and Housing (DMAH) annual CCBF reporting requests due December 18th, 2024 with submissions made as follows:
 - December 18th Five (5) Year Capital Investment Plan (CIP)
 - December 13th Canada Community Building Fund (CCBF) preconstruction report

Financial

- 2025-2026 uniform assessment (UA) received: a 9.2% increase in value over the previous year.
- Preliminary November Statement of Operations results are included in Appendix A. Revenue recorded totals 87.2 % and expenses recorded totals 68.4 % of their respective annual budgets, 66.7% of the way through the fiscal year. The current forecast indicates a year end surplus of 0.17% of the annual budget. Appendix A detailed analysis provides factors influencing this result.
- Year to date December 31, 2024 capital expenditures are \$ 2,962,959 or 37 % of the total 2024-2025 revised capital budget or 73% of 2024-2025 forecast. 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.
- Tax levied for the 2024-2025 year is \$13,276,955. Tax payments were due October 1, 2024. As of December 31, 2024, 2.34% remained outstanding.

Outstanding Tax Receivable Aging		
2024-2025	2023-2024	Prior Years
\$ 310,807	\$ 12,800	\$ 3,022

Respectfully submitted,

14 of 15 Wanda Matthews, CPA, CA
Director of Finance



Town of Kentville Operating Fund
Statement of Operations
 Year to Date November 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 68.4 % of **expenditure** budget used and 87.2 % of **revenue** budget recorded creating an overall surplus of \$ 3,314,390.

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, if any, will be identified. November's statement includes updated forecast information. Senior Leadership and Finance completed a detailed evaluation of YTD results and along with expected staffing and expenditures for the balance of the year generated forecasts by programme/service.

Explanation of significant changes between current year and prior year revenue or spend rates and forecast explanations 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. 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.
- **Sales of Service-** Back check revenue is tracking lower than the prior year. Efforts to increase volumes are in place. Forecast includes a \$90,000 reduction related to the variance YTD September.
- **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.

Town of Kentville Operating Fund
Statement of Operations
Year to Date November 2024

Revenue continued:

- **Revenue from reserves** - Budgets are for specific expenditure funding. Amounts recorded to date equal expenditures for election, Police Commission, stormwater and arena professional fees. Studies (accessibility and secondary planning) carried forward to next year reduce the current year reserve transfers. \$29,600 of reserve funding for stormwater planning is not needed due to a successful grant application.

Expenditures:

- **Debt charges** occur based on a defined payment schedule.
- **General Administration-** \$50,000 forecasted surplus due to the deferral of the accessibility study to fiscal 2026.
- **Protective Services**
 - Significant vacancies, particularly constables, have generated overtime at a higher rate than budget; however, this is partially offset by unused regular salary budgets. A forecasted \$40,000 over expenditure is recorded.
 - Secondment position (PNS) was not filled until October 2024 resulting in a forecasted surplus position.
 - 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. In addition, stormwater management study costs were partially offset by a grant creating \$29,600 in favourable budget variance.
- **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. The resulting \$150,000 favourable variance is noted.
- **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. Secondary planning deferral to fiscal 2026 results in a \$75,000 expenditure savings. These items have been estimated within the forecast.
- **Parks and Recreation** – Forecasting a surplus of \$42,460
 - Secured grants to offset the costs of Canada Cup, experienced higher than budgeted camp and outreach revenues and experienced lower swimming pool net costs creating a favourable variance to budget in Programme and Facilities.
 - Arena staffing hours exceed budgeted hours and addressing park and playgrounds occupational health and safety recommendations have generated an unfavourable forecasted variance to budget within Programme 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 (DTT) recorded in revenue has been transferred to the specified capital reserve. The forecast reflects the DTT revenue estimate adjusted for a reduction in transfer of back check revenue to the operating reserve.

Town of Kentville Operating Fund

Statement of Operations

APPENDIX A

For the Period Ended November 30, 2024

Revenue	Annual Budget	Forecast March 2025	Preliminary YTD Amount	% Budget Revenue CY	% Budget Revenue PY
TAXES					
Tax (including Industrial Park)					
Assessable property	12,397,144	12,314,910	12,327,171	99.4%	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	237,865		
TOTAL TAXATION	13,382,793	13,675,118	13,548,058	101.2%	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	711,068	56.0%	80.8%
OTHER REVENUE-OWN SOURCES					
Fines, fees, permits	41,700	41,700	38,260	91.7%	100.3%
Rentals	379,120	379,120	200,899	53.0%	45.2%
Interest	198,000	198,000	249,124	125.8%	183.5%
Return on investments	660,000	660,000	0	0.0%	0.0%
Other	44,400	44,400	34,123	76.9%	50.4%
	1,323,220	1,323,220	522,405	39.5%	39.1%
UNCONDITIONAL TRANSFERS	400,633	401,295	331,618	82.8%	64.9%
CONDITIONAL TRANSFERS	156,357	156,357	112,994	72.3%	63.4%
FINANCING AND TRANSFERS					
From reserves	294,700	165,100	97,388	33.0%	0.0%
	294,700	165,100	97,388	33.0%	0.0%
TOTAL REVENUE	17,648,016	17,651,670	15,389,202	87.2%	87.1%
Revenue budget to forecast variance (value)	3,654				
Revenue budget to forecast variance (%)	0.02%				

Town of Kentville Operating Fund

APPENDIX A

Statement of Operations

For the Period Ended November 30, 2024

Expenditures	Annual Budget	Forecast March 2025	Preliminary YTD Amount	% Budget Expended CY	% Budget Expended PY
GENERAL ADMINISTRATION					
Legislative	342,019	342,019	214,917	62.8%	61.0%
General administration	2,054,810	2,004,810	1,357,638	66.1%	67.1%
	2,396,829	2,346,829	1,572,556	65.6%	66.2%
PROTECTIVE SERVICES					
Police- core program	3,190,648	3,164,914	1,903,692	59.7%	63.1%
Police-sales of service	175,879	175,879	91,908	52.3%	55.1%
Law enforcement	144,407	144,407	87,724	60.7%	55.1%
Fire fighting	990,309	990,309	494,708	50.0%	27.8%
Protective service- debt charge	3,052	3,052	2,936	96.2%	98.8%
Emergency measures and other	169,800	169,800	133,262	78.5%	88.2%
	4,674,095	4,648,361	2,714,230	58.1%	56.0%
TRANSPORTATION SERVICES					
Common services	1,500,682	1,418,538	850,510	56.7%	65.1%
Road transportation	840,400	870,400	523,351	62.3%	67.6%
Public transit	383,321	373,321	311,843	81.4%	56.9%
Transportation- debt charge	59,819	59,819	99,649	166.6%	104.3%
Other	100,000	100,000	82,187	82.2%	64.4%
	2,884,222	2,822,078	1,867,540	64.8%	65.3%
ENVIRONMENTAL HEALTH SERVICES					
Solid waste collection and recycling	758,644	618,644	443,930	58.5%	74.3%
PUBLIC HEALTH					
Public health and housing	-	60,175	60,175	0.0%	8.4%
ENVIRONMENTAL DEVELOPMENT					
Planning and zoning	370,452	266,894	169,751	45.8%	65.2%
Other community development	507,776	507,776	392,117	77.2%	81.5%
	878,228	774,670	561,868	64.0%	76.3%
RECREATION AND CULTURAL					
Recreation-Administration	775,592	771,758	494,619	63.8%	56.6%
-Programmes (net)	127,831	67,122	25,893	20.3%	37.6%
-Parks division and trees	148,100	150,000	115,597	78.1%	48.1%
-Facilities	810,880	831,063	565,475	69.7%	64.9%
-Debt charge	41,325	41,325	52,947	128.1%	113.3%
Cultural	139,935	139,935	96,964	69.3%	67.9%
	2,043,663	2,001,203	1,351,495	66.1%	60.1%
EDUCATION					
	2,102,100	2,102,100	1,400,984	66.6%	66.7%
FINANCING AND TRANSFERS					
Debt charge- principal	849,670	849,670	849,670	100.0%	96.3%
Transfers to allowances and reserves	1,060,565	1,397,565	1,252,365	118.1%	0.0%
	1,910,235	2,247,235	2,102,035	110.0%	52.9%
TOTAL EXPENDITURE					
	17,648,016	17,621,295	12,074,812	68.4%	61.7%
SURPLUS (DEFICIT)					
	\$ -	\$ 30,375	\$ 3,314,390		
Expenditure budget to forecast variance (value)					
	(26,721)				
Expenditure budget to forecast variance (%)					
	-0.15%				



**TOWN OF KENTVILLE
CAPITAL INVESTMENT PLAN
2024-2025
YTD December 31, 2024**

	BUDGET	FORECAST	VARIANCE	YTD ACTUAL	% Expended
Project by Department or Area					
Canada Community Building Fund Streets & Storm Sewer	\$ 1,395,753	\$ 1,164,919	\$ 230,834	\$ 752,875	54%
Green Infrastructure Fund (GIF) Trails and Pathways	1,874,400	1,086,834	787,566	1,087,725	58%
General Administration	160,000	150,000	10,000	108,047	68%
Protective Services	444,525	444,520	5	377,123	85%
Transportation ^{Note 1}	407,000	306,433	100,567	264,000	65%
ICIP - Donald Hiltz Connector	3,174,000	640,000	2,534,000	200,314	6%
Planning and Development	88,800	64,800	24,000	12,530	14%
Parks and Recreation ^{Note 2}	420,500	192,949	227,551	160,345	38%
Total	\$ 7,964,978	\$ 4,050,455	\$ 3,914,523	\$ 2,962,959	37%
Notes					
¹ comprised of:					
Equipment	195,000	198,580	(3,580)	200,147	103%
Buildings	17,000	20,626	(3,626)	10,626	63%
Streets & Lights	55,000	20,000	35,000	-	0%
Sidewalks	140,000	67,227	72,773	53,227	38%
	<u>407,000</u>	<u>306,433</u>	<u>100,567</u>	<u>264,000</u>	<u>65%</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	34,787	(9,787)	34,787	139%
Sport Facilities	215,500	42,143	173,357	35,539	16%
	<u>420,500</u>	<u>192,949</u>	<u>227,551</u>	<u>160,345</u>	<u>38%</u>

³ Variance by Funding Source	Deferral to 2025-2026	Under (Over) Budget	Variance
Canada Community Building Fund (CCBF)	103,452	127,382	230,834
Green Infrastructure Fund (GIF) Provincial and Federal	540,361	50,677	591,038
Reserves	176,500	37,793	214,293
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	\$ 248,682	\$ 3,914,523



Town of Kentville

Staff Report to Council Advisory Committee

Planning & Development

January 2025

Year in Review

Though 2024 presented numerous challenges for the Planning and Development Department, significant progress has been made toward enhancing service delivery and rebuilding the capacity disrupted over the past two years.

After a year and a half without a dedicated Director of Planning and Development, Darren Shupe joined the department in early July to lead the rebuilding efforts. Prior to his arrival, Dave Bell managed the role in addition to his other responsibilities, ensuring continuity during this transitional period.

The early months of 2024 were marked by the departure of Kirsten Duncan, who had been serving as GIS Technician, Development Officer, and the department’s primary customer service representative. Kirsten’s maternity leave required a series of staffing adjustments, and we look forward to her return in February.

To bridge the gap, the Town engaged C+D Community Design’s consulting services, initially for planning and later for development control in Ms. Duncan’s absence. Mr. Bell and Lindsay Young coordinated these efforts from late January through the summer, supported by four successive part-time staff who coordinated front-counter services. In September, Ben Croll joined the team on a six-month contract, bringing stability and focus to in-house development control. Mr. Croll worked to reestablish the development office and has been effective in reviewing, understanding, and identifying significant gaps in planning policies and processes.

Despite these challenges, the latter half of 2024 saw the successful processing and approval of applications representing the development of hundreds of new units within the Town. Larger applications are also on the horizon, reflecting a growing climate of development and growth. Establishing

stability and fostering strong relationships between Town staff, the greater community, and developers are key priorities, as these factors lay the groundwork for attracting and managing future development opportunities.

The team we are building today will play a pivotal role in shaping the Town’s capacity to support sustainable growth and manage increased development activity effectively. Staffing levels are being thoroughly reviewed by the Director and the CAO to allow the town to keep pace with expected development in the next 5-10 years.

Development Applications

- **Development Permits:** Five development permits were issued in the month of December with a total estimated construction value of \$601,075.00. At year-end, the total value of construction came in at ~\$42.36M, a ~136% increase from 2023’s ~\$17.97M.
- **Subdivision Applications:** 1 subdivision application was submitted for the month of December. A context map for the consolidation of three lots is attached to this report.
- **Site Plan Approval Applications:** No new applications for the month of December.

Planning Applications

- A development agreement application was received to facilitate the Kentville portion of a 56-unit low/medium density residential development located at Hartlen Court/Oakdene Avenue (PIDs 55034300 and 55341473). The proposed development straddles the municipal boundary with the Municipality of the County of Kings. A separate staff report has been prepared for this application.

Community and Economic Development

Planning for the upcoming tourism and event season is underway. We also look forward to supporting KBC as they embark on a robust strategic planning process.

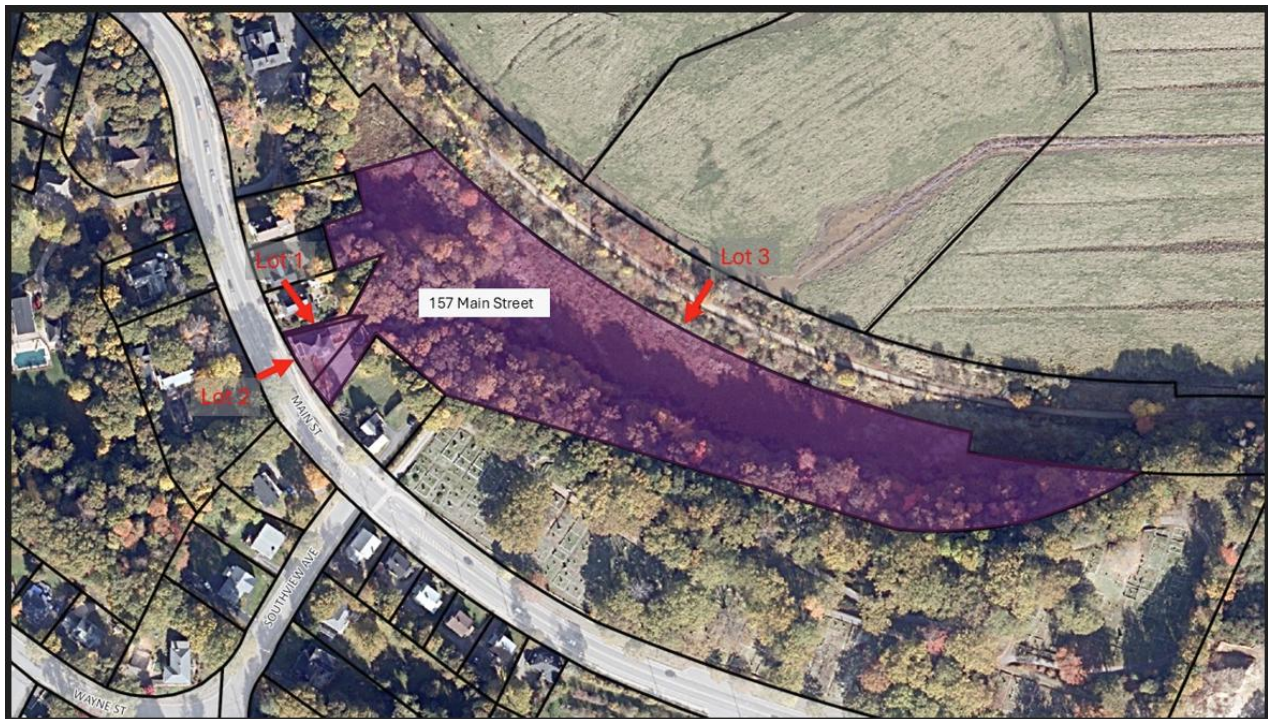
Respectfully Submitted,

Darren Shupe
Director of Planning and
Development

Lindsay Young
Community & Economic
Development Officer

Ben Croll
Development Officer

Attachment 1: Context Map for Subdivision at 157 Main Street



Permit Report



December, 2024

Permit #:	4373	Permit Date:	12/2/2024
Value of Construction:	\$20,000.00	Fee:	\$64.00
Interior Renovations for Office Purposes -			

Permit #:	4374	Permit Date:	12/2/2024
Value of Construction:	\$65,000.00	Fee:	\$163.00
Interior Renovations for Office Purposes -			

Permit #:	4368	Permit Date:	12/19/2024
Value of Construction:	\$200,000.00	Fee:	\$460.00
Interior Renovations for Restaurant (Domino's) -			

Permit #:	4376	Permit Date:	12/20/2024
Value of Construction:	\$311,075.00	Fee:	\$704.37
Interior Renovations (Flood damage and refresh) -			

Permit #:	4369	Permit Date:	12/23/2024
Value of Construction:	\$5,000.00	Fee:	\$15.00
Wall Sign -			

Activity Report



<i>PERMITS</i>	<i>PERMITS ISSUED</i> December 2024		<i>PERMITS ISSUED</i> December 2023	
	Month Total	Year Total	Month Total	Year Total
Number of Permits	5	102	8	123
Total Building Value	\$601,075.00	\$42,356,262.60	\$875,161.00	\$ 17,970,773.50
Permit Revenue	\$1,406.37	\$32,993.92	\$735.33	\$ 22,039.34



**Town of Kentville
Staff Report to Council Advisory Committee
For the Month of December 2024
Department of Parks and Recreation
Presented on January 13th, 2025**

Administration and Operations

- Staff applied for the Canada Summer Jobs wage subsidy grant in December
 - This is a Government of Canada grant that financially supports our summer student employment
- Staff met with Dalhousie University for potential student employment and engagement opportunities

Facilities and Operations

- Harvest Moon trail – Leverett Ave to Eaves Hollow Dog Park - it was closed due to utility repairs, coordinated with County of Kings
- Kentville Outdoor Pool Assessment –December 23
 - Aquatic Design and Engineering
 - Once staff receive the written report, it will be presented to Town Council
- Hemlock Woolly Adelgid (HWA) was located at the Research Station near the parking lot
- Staff purchased outdoor safe sharp containers
- Staff connected with Coastal Action for a potential Natural Storm Water Management project

Programs and Operations

- Free public skates Dec 23rd, 24th, 30th and Jan 1st
- Winter schedule starts Jan 6th – new programs on the calendar
 - Watercolor painting classes and Body Blast fitness class.
 - Ongoing programs include pickleball, Active for Life fitness classes, rug hooking, Suzi Fitness, lunch time yoga, indoor walking/playzone, UP (unstructured play) and GOAT (Go Outside All Together).
 - Info at www.kentville.ca/programs
- Equipment Loan – starts January 6th - free outdoor recreation equipment for residents to borrow – x-country skis, sit skis, snowshoes, kick sleds, etc.
 - Online registration and pick up at the Adventure Hub/Rec Hub
 - Info at www.kentville.ca/ELP

Staff Report, for the Month of December 2024
Page 1

Events that occurred in December:

- The Oakdene Park Community Garden Group (OPCGG) hosted their first annual Park Lighting and Christmas Caroling event – December 20th
 - OPCGG decorated the stage with Christmas lights, trees and decorations
 - Stephen Weiss read a kid’s Holiday Story that he had penned a few nights prior called “In the Dead of Winter. “
 - Carols were sung with the Bill Town Youth Group leading the community in song. Lyrics were projected on to a big screen beside the stage. Hot chocolate, Warm cider and home baked cookies were baked and provided to the public.
 - The Town fire was pit was provided to offer the public warmth, and families were able to help their children make smores. Even though it was a very cold night, 41 brave members of the community attend – this did not include the OPCGG, Volunteers or Town Staff.
- Fred Kelly High School Hockey Tournament – December 27-29 – Coordinated by Horton High School

Upcoming Events in January:

- No events in January

Community Outreach

Arena Engagement session – thank you to Mayor and Council, staff, and the community for your attendance and participation.

Arena surveys closed with 116 responses. Staff will compile information and provide a report to Council for February CAC

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,

A handwritten signature in black ink, appearing to read 'Craig Langille', written in a cursive style.

Craig Langille

Director of Parks and Recreation

Town of Kentville

Office of the Chief of Police

October 2024



Administration	Time	October 2024	November 2024
	Plate queries	1571	1160
	Training hours	384	336
	Veh. Cks 11's	154	101
	SOT Tickets	51	22
	Foot Patrol Hours	163	123
	CC Charges	31	13
	Calls for service	322	271
Training	<ul style="list-style-type: none"> • Use of Force/CEW/Scenarios • Phased Interview Course 		
Meetings	<ul style="list-style-type: none"> • Municipal Chief's Meetings • Executive Leadership Meetings • Contract Discussions • Pumpkin Drop KCA • SCEU Meeting • AOP Review with DOJ • Dispatch MOU • Labour and Employment Seminar • CES/CCN • Council and Director meetings • Remembrance Day Parade • Holly Days • FOIPOP Training • Coffee with a cop • PEC Meeting 		



	<ul style="list-style-type: none"> • RJ 25th Anniversary • Board Vice Chair • NSLETR Year in Review • Cram the Cruiser
CCN	<ul style="list-style-type: none"> • Attended 7 Agency meetings, i.e., Portal, Youth Community Hub, Open Arms, Homeless no more, Wellness Court • Attended 2 Community Events • Received 13 referrals from KPS members/other Agencies • 35 meetings with clients • Attended 7 other calls and assisted members • 8 other activities, i.e. Co-op Student, Dragonfly Haven Therapeutic Farm, Ride along, Court
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 November 2024

Municipal Bylaw Investigations	1
Loitering -Warnings	5
Assist Police	5
Taxi Inspections	0
Animal Control	4
Smoking-Charges	15
Smoking-Warnings	1
Parking-Charges	51
Parking- Warnings	45



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

January 13, 2025

Programs and Operations

- **Kentville Water Commission:** The first year of the multi-year water meter replacement program is now complete. The contract replaced a total of 393 meters in problem areas throughout the utility and these meters will provide more accurate, easier to read reliable meters for the next 20 years.

G. A. Isenor Consulting Limited is underway with our Water Rate Study with an anticipated presentation to the Nova Scotia Utility & Review Board (UARB) in the spring.

As typically happens as colder weather sets in, the KWC and Public Works crews were busy in December and early January repairing water main and water service breaks in various locations.

- **Sanitary Sewer Area Service:** There were no direct operational issues with the Kentville Sanitary Sewer Service in December.
- **Traffic Authority:** I haven't provided Council with a Traffic Authority update in a few months, so I thought since there wasn't a lot of "Project" activity to report on in December as construction lessens, I would speak to some Traffic Authority items we are looking at or have made adjustments to:
X-walk lights (current effectiveness and potential upgrades), problematic on street parking stalls, updates to and locations of speed radar signs, changes to traffic signal timing, maximum / minimum speeds in subdivisions.

Projects

- **Winter Tenders:** In order to obtain the most competitive bids and the greatest interest from contractors, we will tender two of our large Investing in Canada Infrastructure

Program (ICIP) project this month. The next phase of the Active Transportation (AT) Plan which includes catch basin, curb and sidewalk replacement on the opposite side of Webster and Aberdeen streets to where the work was completed last year as well as the underground storm sewer, storm water management and water system upgrades in the first phase of the D.E. Hiltz Connector Road. This will also assist us in more accurately budgeting for these two large Capital Investment Programs when we present the Capital Budget later next month.

- **Storm Water Management Master Plan:** Our Storm Water consultant has progressed well with the Storm Water Management Master Plan and they expect to complete the field work this week and then present the report to Council in late February.

Budgets

- In preparation for our upcoming budget meetings, Engineering & Public Works staff have begun updating and prioritizing our 5-year Capital Investment Project lists.

Public Engagement

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

Meetings and Events

- Weekly Senior Staff meetings
- Weekly Water Meter Project Progress Meetings with Contractor
- December 4th monthly PW & KWC Toolbox Meeting
- December 9th CAC
- December 19th Storm Water Master Plan Project Update with Consultant Team

Respectfully Submitted,

David Bell
Director of Engineering and Public Works



**Town of Kentville
CAO Report to Council Advisory Committee
For the Month of January 2025
Presented on January 13th, 2025**

Chief Administrative Officer

- Attended Emergency Management Alert Ready Quarterly Review session
- Reviewed the Kings Transit and Valley Waste draft budgets
- Attended the Interim Intermunicipal Service Agreement Board meeting
- Attended Valley Waste and Kings Transit CAO session regarding governance and funding
- Met with staff regarding E11, the history of usage in Town and its future role
- Attended various other meetings with staff community members and stakeholders

Deputy Clerk

- Chair and support for the Inclusion and Access Advisory Committee. New chair was elected by the committee, Nicole Ross, who will lead this committee.
- Review and research for potential municipal land sale (in camera).
- Review and discussion of the Quest program and Environment Task Team, both launching in January 2025.
- Conversations about a potential stormwater management project at Oakdene Park or Memorial Park, with Coastal Action and federal grant.
- Review of policy statement G57 Committees of Council
- Discussion of internal support for an Equity and Anti-Racism plan for Kentville.
- Staff discussion and review of interdepartmental sidewalk management process.
- Support for Council and new members of committees, commissions and boards.
- Communication support for Miners Marsh incident.
- Board meeting with Association of Municipal Administrators.
- Support for grant submission for climate ready plans and processes.

Strategic Initiatives

- Guiding the planning process for the Town of Kentville’s Equity and Anti-Racism Plan, mandated by the Provincial Government for 2025
- Preparation for the Public Engagement session to inform Council’s 2024 – 2028 strategic priorities

- Safe Sharps bin planning with Communications, Parks and Recreation
- Submission of the Growth and Renewal Infrastructure Development program (GRID) funding application
- Completion of the 3rd draft of updated Minimum Standards by-law, expected to come to Council in February 2025
- Reviewing of upcoming 2025 funding opportunities to align with Council priorities
- Supporting the CAO on town and regional initiatives

Environment

- Guiding work towards completion of criteria for and application to the Bird Friendly Town certification through Nature Canada
- Collaborating with Coastal Action to identify and clear site in Kentville for construction of natural stormwater management project (rain garden)
- Submission of Climate Ready Plans and Processes (CRPP) grant to the Green Municipal Fund to create staff position to complete a Community Climate Risk Assessment and support other climate-related initiatives
- Reviewing of Quest Net Zero Community Accelerator Program Benchmark Report, including priorities and recommendations
- Submission of Birds Canada Community Grant to collaborate with Mi'kmaq to update signage and lead education-based community engagement at Miner's Marsh
- Elected Kentville's first ever Town Bird: the Crow!

Equity, Diversity and Inclusion

- Discussion of priority setting to complete the provincially mandated Equity and Anti-Racism Plan.
- An internal staff team was developed to oversee the work
- Diversity and Belonging Task Team to inform the process

Bird Friendly Designation TOK202509

Meeting Date: January 13, 2025
Department: Admin
Strategic Priority:

RECOMMENDATION

That Council approve the proposed application to Nature Canada for the Town of Kentville to become designated as a Bird Friendly Town.

SUMMARY

Through the Community Climate Capacity (CCC) program, Kentville’s Bird Team has been working towards achieving a “Bird Friendly Town” designation through Nature Canada. This work reflects a program objective identified through Kentville’s participation in Clean’s Community Climate Capacity program, which includes the development of a pesticide policy and biodiversity strategy. Staff began this work in Spring 2024 and is ready to submit an application to be considered for designation in February 2025.

BACKGROUND

In recognition of the important role birds play in supporting healthy ecosystems, Nature Canada has a program called Bird Friendly City and Bird Friendly Towns, to help Canadian municipalities ensure urban environments are safe havens for birds rather than a source of threats. The Bird Friendly designation is a well-established program with 30 communities across Canada certified, and many more actively working to become certified. The certification includes a systematic review of action in three criteria: habitat protection, threat mitigation, and community engagement. In the Town of Kentville, many of the criteria have already been completed through past projects, ongoing programs or existing policies, and a large part of this project was the collection of information into the application package.

DISCUSSION

Nature Canada states that “A Bird Friendly City is a community where:

- Key threats to birds are effectively mitigated;
- Nature is restored so native bird populations can thrive;
- Residents are actively engaged in admiring and monitoring local bird populations;
- Organizations are creating events to protect birds;
- Progressive municipal policies are created to protect urban bird populations; and
- A Bird Team has been created to oversee and lead these initiatives.

Appendix 1 includes the list of criteria for a community to achieve certification.

Completed Criteria:

Community Engagement

1. 2024 Migratory Bird Day event: community bird walk
2. Public information and resources: [bird friendly webpage](#) and print materials
3. Accessible birding location: Miner's Marsh
4. Town Bird election: The Crow!

Habitat Protection

1. Bird habitat restoration: [Belcher Street dykeland restoration](#) (2018-2021)
2. Pollinator garden demonstration: [Butterflyway garden \(BNS\)](#) at Miner's Marsh
3. Important Bird Area: [Southern Bright](#) is the nearest important bird area
4. At-risk bird habitat: construction and implementation of bird boxes at Miner's Marsh

Threat Reduction

1. Collision mitigation: Bird stickers on Town Hall windows (education and demonstration)
2. Harmful pesticide mitigation: pesticide use by-law (in progress)
3. Plastic removal: community clean ups
4. Bird-friendly farming: presence of ecological farm (Olde Furrow)

Outstanding criteria

Community Engagement

1. Evidence of community engagement with materials/programs (in progress)

Habitat Protection

1. Adoption of Biodiversity Strategy (in progress)
2. Bird-friendly vegetation management plan

Threat Reduction

1. Threat reduction public seminar (in planning stages)
2. Adoption of Pesticide Policy (in progress)

Maintaining Designation

Bird Friendly designation is for two-year terms, after which you must reapply. To maintain the Bird Friendly designation, communities must complete the annual mandatory criteria listed below and show some evidence of progress over time.

Mandatory Yearly Criteria:

- Active Bird Team
- Mi'kmaq engagement
- Municipal support
- Annual report

- Celebrate World Migratory Bird Day
- Program visibility

RELATED COUNCIL DISCUSSIONS

January 2024, Council approved the application of a grant for the Community Climate Capacity with a report on the project issue areas including community energy planning, community adaptation and resilience, and birds and biodiversity (Bird Friendly designation). The town was successful in this grant application and the CCC coordinator has been working on the birds project as part of this work.

IMPORTANT DATES OR BENCHMARKS

Application for BFT designation due February 20th, 2025.

POLICY IMPLICATIONS

Requires the following policies to be approved by Council:

- Pesticide Policy
- Biodiversity Strategy

BUDGET IMPLICATIONS

Not available at this time

ATTACHMENTS AND LINKS

Appendix 1, Nature Canada Bird Friendly Town Criteria

RECOMMENDATION OR UPDATE INFORMATION ONLY

That Council approve the proposed application to Nature Canada for the Town of Kentville to become designated as a Bird Friendly Town.

BFT Criteria List – Kentville

Threat reduction

Criteria	Description	How criteria is being met
1.1 (C)	An active strategy to reduce populations of unowned (feral) cats such as spay/neuter/re-home programs, or initiatives to deter pet abandonment	There is a Kings County SPCA less than 15 kilometers from the Town of Kentville that runs a Trap-Neuter-Return program.
1.2 (A)	Demonstrate that your municipality is taking measures to reduce window collisions by treating windows of municipal buildings to mitigate collisions of birds	The Town of Kentville has purchased and applied anti-collision stickers to the front of Town Hall's windows where there is reflective glass.
1.3 (B)	Outreach/ educational campaign to reduce light pollution during periods of migration.	Educational campaign planned (2025) about practices to mitigate threats to birds, especially light pollution.
1.4 (A)	Municipality has policies/ bylaws to reduce or eliminate pesticide use that directly or indirectly harms birds on public and/or private lands, especially restrictions on herbicides for cosmetic purposes.	In accordance with the Non-essential Pesticide Control Act (2010) the Town of Kentville does not use cosmetic pesticide.
1.4 (B)	Restrictions on pesticides to control insect populations that are important food sources for birds (neonics and Bti).	In progress of adopting neonics pesticide ban on municipal property.
1.4 (C)	Presence of strong organic/ ecological habitat management practices in the community.	Olde Furrow Farm.
1.5	There are actions to reduce and remove plastic pollution within the local ecosystems, led within the community.	The Town of Kentville follows the Single-use Plastics Prohibition Regulations. Additionally, the Town partners with local schools to perform yearly community clean ups

Habitat Restoration

Criteria	Description	How criteria is being met
2.1	There are government policies and/ or	In process of drafting biodiversity strategy.

	plans to protect nature and/ or biodiversity within the territory. In the policy to protect nature, the expansion of natural areas, or protection, maintenance and restoration of regional biodiversity must be explicitly stated as a goal.	
2.2 (C)	Prohibiting active vegetation management on municipal lands during breeding season.	In accordance with Canada's Migratory Bird Convention Act, the Town of Kentville does not pollute, destroy, or possess migratory birds or their nests. The town is in the process of developing a bird-friendly vegetation management plan.
2.2 (D)	Protecting and enhancing naturalized buffers for watercourses to prevent water contamination, reduce erosion and provide and protect habitat.	Miner's Marsh restoration project (2005). Belcher st Marsh realignment and restoration project (2017).
2.3	IBA Nearby	Southern Bright IBA
2.4	Municipality has a demonstration garden/habitat on municipal lands, with local native plants to attract birds and insects.	Pollinator garden at Miner's Marsh park entrance with signage as a part of the Butterflyway project.
2.6	Within the municipality, there are projects to increase or improve breeding or stopover habitat for bird species that are of high conservation priority from your Bird Conservation Region Plan.	As a part of work done by the Youth Naturalist Club (YNC), a nature club geared toward youth and their families, more than 20 bird boxes were installed in Miner's Marsh in Kentville. The Town of Kentville has also engaged in a Hemlock Woolly Adelgid Management Program and has treated hundreds of Hemlock in the Gorge's 64.5-acre park.

Community Outreach and Education

Criteria	Description	How criteria is being met
3.1	A significant percentage of local schools and other educational organizations (e.g. Scouts Canada,	Need to add documentation.

	Earth Rangers, 4-H) provide students with opportunities to connect with nature, enjoy birds and learn how to help them.	
3.2	Municipality promotes and has information available to its residents and visitors linked with Bird Friendly City Program about ways to help birds.	Bird Friendly webpage and materials developed for public. Need to add proof of engagement.
3.3	Municipality install displays in public areas that include information on birds in the community and the benefits of bird friendly actions.	In Miner's Marsh, a local popular park and birding area, there are public installations providing information about local bird species, habitat, and the importance of habitat protection.
3.4	There is at least one birding location near your municipality that has infrastructure to facilitate the observation and appreciation of birds.	Miner's Marsh.
3.6	Elect Town Bird	Elected Crow.

Open Arms Winter Response Outreach Proposal: Mobile Outreach Team and Drop-In Centre

Executive Summary

This proposal seeks funding for the establishment of a **Winter Response Outreach Program** run by Open Arms Resource Centre aimed at addressing the urgent and growing issues of homelessness in Kings County this winter. The program will run from January to April and involve two key components: mobile outreach and a drop-in centre. Through these two components, the program will provide outreach, case management, counselling and harm reduction services to individuals experiencing homelessness, with a focus on relationship building, community partnerships, social reintegration, and housing supports. The outreach team will work collaboratively with local partners, healthcare providers, and social service agencies to ensure that individuals experiencing homelessness in Kings County receive access to the care, support, and resources they need to regain stability and secure housing.

The portion of funding requested from the Town of Kentville is **\$14,616**, which is a portion of the overall cost according to uniform assessment.

Problem Statement

The last homelessness count for the Annapolis Valley was conducted in 2022¹. The results of this study show that at least 231 individuals in the Annapolis Valley are experiencing homelessness. This number is widely acknowledged to be an underestimate due to limitations of the study. Homelessness and addiction are critical issues facing many rural communities in the Annapolis Valley, with limited resources and infrastructure available to address them. Unlike urban areas, rural regions often lack the specialized support services, multiple shelter services, and mental health and addiction treatment centers that are essential for helping vulnerable individuals. The COVID-19 pandemic and the affordability crisis have exacerbated these issues, leading to increased isolation, unemployment, and mental health challenges. These issues are exacerbated by lack of transportation and personalized support to access the existing system of care. While services exist in our region, not everyone requiring access to these services has the ability and resources to access them on their own.

Homelessness impacts many aspects of our community. We are aware of local businesses and community organizations that are attempting to support individuals experiencing homelessness but are left with few options to turn to for

¹ https://www.homelessnomore.ca/_files/ugd/ac5817_9764b1ba40b2436a874e264ebcccefc6.pdf

support outside of emergency medical and police services. This dependence on police and ambulance services to respond to issues related to homelessness in our communities puts an additional strain on those essential emergency services. Police involvement also further stigmatizes unhoused individuals as ‘criminals’ which makes it more difficult for them to reach out and receive support.

Proposed Solution

Open Arms is proposing a two-part Winter Response Outreach Program, including mobile outreach and drop-in space that are desperately needed in our community. Our outreach program will recognize the impact trauma can have on whether or not an individual chooses to access support services. The program is designed to work with individuals experiencing homelessness through a trauma informed lens to support people in accessing services and housing supports in a meaningful and appropriate way based on their unique needs. Meeting people where they are and providing basic necessities in a safe, judgement free environment sets the stage for stabilization and self-sufficiency.

A. MOBILE OUTREACH TEAM

GOALS:

1. **Reduce homelessness** in Kings County through targeted outreach, prevention, and housing-first initiatives.
2. **Provide addiction recovery support** by offering harm reduction services, counseling, and referral to treatment programs.
3. **Increase access to mental health services** for individuals living with co-occurring mental health and addiction challenges.
4. **Support social reintegration** by connecting individuals with vocational training, housing assistance, and other community resources.
5. **Promote community awareness** and reduce stigma surrounding homelessness and addiction through educational campaigns and public engagement.

Program Activities and Services

The Mobile Outreach Team will consist of two full-time staff including a Mental Health Worker. The team’s purpose will be to provide a range of services designed to address the diverse needs of the target population, including:

1. **Outreach and Case Management:**
 - Mobile Outreach Team will travel to rural communities and be present on the streets of urban areas to engage individuals who are experiencing homelessness and offer case management services.

- Intake assessments will be conducted to identify immediate needs (e.g., food, clothing, emergency shelter) and long-term goals (e.g., stable housing, addiction treatment, employment).
 - Be a mobile access point for the existing Coordinated Access System.
- 2. Addiction Support Services:**
- Harm reduction initiatives, including access safe consumption supplies, naloxone distribution, testing supplies, etc.
 - Referral and transportation support to detox centers and rehabilitation programs.
- 3. Mental Health Support:**
- A mobile team trained in trauma informed care.
 - Support in accessing existing mental health services (day program, outpatient care, group and peer support, etc).
- 4. Housing and Social Reintegration:**
- Assistance with finding stable, long-term housing solutions through partnerships with local housing authorities, landlords, and the local Coordinated Access System.
 - Connection to job training programs, volunteer opportunities, employment opportunities, and life skills workshops.
- 5. Community Education and Advocacy:**
- Public awareness campaigns aimed at reducing stigma and fostering community support for people experiencing homelessness and addiction.
 - Collaborations with local schools, businesses, and organizations to create a supportive and inclusive environment for individuals in recovery.
 - In-person support for local businesses and communities adversely affected by homelessness

Logistics:

The Mobile Outreach Team will primarily use an Open Arms vehicle to provide mobile services. To start, the service will run Monday to Friday during daytime hours. Supplies for this service will range from harm reduction supplies, food items, gift cards, etc. The geographic reach of this team will be throughout Kings County.

B. DROP-IN CENTRE

The Open Arms Drop-In Centre will be a safe and welcoming space where individuals experiencing or at risk of homelessness can access basic services, receive professional support, and connect with resources for long-term solutions.

The centre will operate as a low-barrier service that prioritizes the dignity and needs of its visitors, fostering a sense of community and belonging.

GOALS:

1. Provide Immediate Assistance:

- Provide reprieve from the outdoors and inclement weather;
- Offer essential services such as food, hygiene facilities, and a safe space for rest.

2. Access to Resources:

- Connect individuals with resources including housing support, mental health services, addiction recovery programs, medical services, legal aid, and employment opportunities.

3. Foster Well-Being:

- Support the emotional and psychological well-being of individuals through peer support, community connections, and recreational activities.
- Connect individuals with diversion and eviction prevention supports
- Act as an Access Point for the local Coordinated Access System.

Logistics

The Drop-In Centre will be a welcoming space for all members of the community. It will be centrally located with good access to public transportation and close proximity to other social services. Ideally, there will be a kitchen and dining space, laundry and shower facilities, as well as an area for programming and socializing. To begin with, the service will operate five days a week during daytime hours, with the aim of expanding to seven days a week. Partnering agencies will be invited to have a staff person present at the Drop-In Centre once a week to offer participants the opportunity to directly connect with the services they need. Individuals aged 16 to 24 will be referred to Portal Youth's drop in space as their services are geared to this demographic.

Partnerships and Collaborations

The Open Arms Winter Response Outreach Program will partner with the following organizations to ensure the success of the project:

- **Service Providers** who support those in need and experiencing homelessness (e.g. The Portal, Kings County Family Resource Centre, Project HOPE, Kings County Senior Safety Society, Coordinated Access, etc.)
- **Municipal units** who provide recreation and community programming.

- **Local housing support programs and housing authorities** to secure stable housing for clients.
- **Nova Scotia Health, Public Health and Mental Health and Addiction Services** for access to medical care, health programming and rehabilitation services.
- **Indigenous community organizations** to ensure culturally sensitive outreach and support services.
- **Local law enforcement** to ensure safety and the appropriate use of harm reduction strategies.
- **Employment and social services** to connect individuals with job training, benefits, and other social supports.

Evaluation and Impact Measurement

Outreach activities are not just about providing services but about creating measurable change. This requires a shift from focusing on 'what we did' to 'what difference we made' in reducing homelessness. To ensure the program's success and accountability, the Open Arms Outreach Program will use the following evaluation methods:

- **Tracking key performance indicators (KPIs)** such as the number of individuals exiting unsheltered homelessness (either to housing or to shelter), number of individuals accessing services, number of individuals sustaining housing opportunities, number of responses to calls from community (businesses and citizens)
- **Surveys and interviews** with program participants to measure satisfaction, progress, and areas for improvement.
- **Partnership feedback** from collaborating organizations to assess the effectiveness of the integrated service model.
- **Community Engagement:** Monitoring the level of community involvement and support, including volunteer participation and public awareness of homelessness issues.

Winter Response Outreach Program Budget Overview

Mobile Outreach Team Winter Response Budget

Staffing, supplies, and transportation: \$80,820

Drop-In Centre Winter Response Budget

Staffing, facility costs, and supplies: \$93,140

Open Arms Outreach Winter Response Program Total Cost: \$173,960

Secured funding for Outreach Winter Response Program:

- \$22,500 from Office of Addictions and Mental Health- (*additional funding secured for three years*)
- \$15,120 from Wolfville and Area Interchurch Council (*additional funding secured for one year*)

Requested Funding from Municipal Partners broken down by uniform assessment:

Total Outstanding Funds: \$136,340

Town of Kentville (10.72%): \$14,616

Town of Wolfville (10.12%): \$13,798

Town of Berwick (3.25%): \$4,430

Municipality of the County of Kings (75.91%): \$103,496

Conclusion

The **Open Arms Winter Response Outreach Program** is a vital initiative that will directly address homelessness in Kings County, ensuring that individuals receive the care and support they need to overcome their challenges. By combining outreach, harm reduction, mental health support, housing assistance, community engagement, and emergency shelter, this program has the potential to make a significant and lasting impact on some of the region's most vulnerable populations. We respectfully request your financial support of our Outreach Winter Response Program to improve the lives of individuals facing homelessness this winter.

Name:	Mayor Andrew Zebian		
Date:	January 8 th , 2025	Date Submitted to CAO:	January 8 th , 2025

Request for Decision – Initial – to be completed by Council Member

Detail	Council Conference Attendance				
Decision Requested:	To draft a policy where Council requests to attend conferences are presented to Council in advance of conference(s) and attendance is approved by Council.				
Background: What? Who? How? When?	Property <input type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>	Economic <input type="checkbox"/>
	Council expenses to conferences can be quite costly to the Town. While not always the case, sometimes it has been questioned if multiple members of Council need to attend the same conference and incur costs such as travel, lodging, incidentals, meals etc. It is my desire to see a policy created where the Council member must obtain approval from Council prior to attendance. Requests of this nature will be considered at such a time as Council has received a report from the individual making the request detailing the nature of the conference, conference benefit(s) to the Town and the costs associated with the conference(s). Council will not unreasonably withhold approval provided sufficient funding is available and it can be demonstrated that the travel is business related and will have benefit to the Town.				
Strategic Implication: with Dashboard	Current <input type="checkbox"/>	Short Term <input type="checkbox"/>	Long Term <input type="checkbox"/>		
Budget:	Yes X	No <input type="checkbox"/>	Policy:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Desired Outcome:					
Recommendation:	Report/Document: Attached <input type="checkbox"/> Available <input type="checkbox"/> Nil <input type="checkbox"/>				

Request for Decision – CAO Initial Review

REQUEST FOR DECISION



Detail	Synopsis
Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/> Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	
Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	



January 13, 2025

RE: Minimum Standards Bylaw

Alisha Christie
Strategic Initiatives Coordinator
354 Main Street
Kentville, NS
B4N 1K6

achristie@kentville.ca

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

RELATED COUNCIL DISCUSSIONS:

- September 2024 – Request for Decision Housing and Minimum Standards By-Law
- October 2024 – Minimum Standard By-Law Update Report

RECOMMENDATION

That Council give Forst Reading to the Town of Kentville’s Minimum Standards By-Law: Chapter 110

Alisha Christie
Town of Kentville



TOWN OF KENTVILLE BY-LAW CHAPTER 110 MINIMUM STANDARDS BYLAW

Every building owner in the Town of Kentville shall maintain the building per the standards set out in this By-law.

Every occupant of a dwelling in the Town of Kentville shall maintain that portion of the dwelling within their exclusive possession in accordance with the standards in this By-law.

Where a provision of this By-law conflicts with the provision of another By-law in force within the Town, the provision that establishes the higher standards to protect the health, safety, and welfare of the general public shall prevail.

The standards of this By-law are minimum standards, and this By-law shall not be construed so as to lessen the requirements prescribed for buildings, construction repairs, alterations or any other thing contained in any other Town of Kentville By-law.

DEFINITIONS

1. In this By-law:

- (a) "Accessory building" means a detached subordinate building or structure on the same lot as the main building;
- (b) "Appointed Person" means the Building Official, By-law Enforcement Officer or any other person appointed by the Chief Administrative Officer to enforce this By-law
- (c) "building" includes any structure, whether temporary or permanent, used or built for the shelter, accommodation or enclosure of persons or part thereof;
- (d) "Building Official" means the building official of the Town of Kentville;
- (e) "By-law Enforcement Officer" means the by-law enforcement officer of the Town of Kentville;
- (f) "Council" means the elected Town Council of the Town of Kentville;
- (g) "Dumping" includes the throwing, placing or disposing of refuse or hazardous waste on property or public property;

- (h) "Dwelling" means any building, part of a building, trailer or other covering or structure, the whole or any portion of which has been used, is used or is capable of being used for the purpose of human habitation with the land and premises appurtenant thereto;
- (i) "Dwelling unit" means a room or suite of rooms occupied or capable of being occupied as an independent and separate housekeeping establishment;
- (j) "Exclusive possession" means the occupancy of a dwelling by other than the owner by notice of a written lease or by notice of the consent of the owner;
- (k) "Habitable room" means any room in a dwelling or dwelling unit used or intended to be used for living, sleeping, cooking or eating purposes;
- (l) "Jointing" means any area within a building where dissimilar materials of building adjoin and are necessary to allow motion control, enable expansion and contraction, and maintain integrity in a structure.
- (m) "Naturalized area" means an area of vegetation deliberately planted or cultivated with one or more species of wildflowers, shrubs, annuals, perennials, ornamental grasses, or combination of them, that is monitored and maintained by a person or persons;
- (n) "New developments" means units and structures built after the approval of this by-law.
- (o) "Non-habitable room" means an area of a building other than a habitable room in a dwelling or dwelling unit and includes the following:
 - i. a bathroom or shower room;
 - ii. a toilet room;
 - iii. a laundry room;
 - iv. a boiler or furnace room;
 - v. a pantry;
 - vi. a closet;
 - vii. a corridor or hall;
 - viii. a foyer;
 - ix. a stairway;
 - x. a lobby;
 - xi. a recreation room used as a common room for all tenants in a building; or

- xii. other space used for access, service or maintenance of the dwelling.

- (p) "Occupant" means any person nineteen years of age or greater in possession of the property;
- (q) "Order to Comply" means a notice to the owner or occupant to correct any violations of this by-law
- (r) "Owner" includes:
 - i. a person who is entitled to possession as a fee simple owner
 - ii. a mortgagee in possession;
 - iii. where the mortgagee of land is not in possession, the person entitled to the equity of redemption;
 - iv. a person managing or receiving the rent of the land or premises, whether on their own account or as agent or trustee of any other person; and
 - v. a person who is assessed for the building on the assessment roll of the Town as of the date of alleged violation.

- (s) "Person" includes any person and any body corporate and any partnership;
- (t) "Repair" includes the taking of such action to bring any property under the jurisdiction of this By-law up to the standards set by this By-law;
- (u) "Smoke detector" means a device for sensing the presence of visible or invisible particles produced by combustion and automatically initiating a signal indicating this condition;
- (v) "Standing water" includes non-flowing, uncirculated, motionless, or stale water that has remained in a location for a period exceeding seven days but does not include water that is in a covered rain barrel or a swimming pool, hot tub, natural or artificial pond maintained in good repair and working order;
- (w) "Lawns and Grounds" includes an unoccupied space extending along the length of the street, rear lot line or side lot lines on the same lot with a building.
"Vegetative growth" includes wood or herbaceous plant material such as undergrowth, grass, brush, and common weeds (such as lupins, dandelions, clovers, and buckhorn plantain) and includes various perennial grasses grown for lawns and grounds of a type that forms a dense, uniform turf if mown;
- (x) "Dangerous or unsightly" means partly demolished, decayed, deteriorated or in a state of disrepair so as to be dangerous, unsightly or unhealthy, and includes property containing.

GENERAL OBLIGATIONS

2. The Owner of a property shall maintain the property to the standards as outlined in this bylaw.
3. The Owner of a building shall maintain the building to the approved building code practice at the time of the original build or building code at the time of the original build.
4. The standards outlined in this bylaw are minimum standards. This bylaw shall not lessen the requirements for the construction, repair or alternation of property or building imposed by any other Town of Kentville By-law or applicable legislation.

GENERAL PROPERTY STANDARDS

5. ACCESSORY BUILDINGS

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

6. LAWNS AND GROUNDS

shall be kept in clean and tidy condition and shall be free from thistles and noxious weeds.

- (a) All lawns and grounds shall be maintained by the owner of the property, to oblige by the Unsightly Premises section of the Municipal Government Act Part XV *Dangerous or Unsightly Premises*.
- (b) Property owners shall not administer dumping, meaning the throwing, placing or disposing of refuse or hazardous waste on property.
- (c) The following standards shall apply to lawns and grounds:
 - i. Any discarded, derelict, dismantled or abandoned vehicle, trailer, boat, furniture or equipment shall only be stored in out-of-sight storage or inside buildings.
 - ii. Property shall be free of rubbish and debris.
 - iii. Appliances including, but not limited to, refrigerators, stoves, laundry machines, and freezers shall not be left on lawns and grounds.
- (d) This by-law shall not prevent a building or property owner from establishing pollinator gardens, vegetable gardens, or other non-conventional landscaping, such as ornamental grasses, perennial flowers, or native plant gardens, so long as they adhere to this by-law.

- (e) This by-law shall not prevent participation in “No-Mow May.” An owner can participate in the lawn naturalization period during the month of May within a calendar year.

7. DRAINAGE

- (a) An owner shall not cause or permit the collection of standing water on the property.
- (b) Every property owner shall take all necessary steps to remove or dispose of standing water located on their property.
- (c) In new developments, adequate surface water drainage shall be provided over the whole property area, and suitable arrangements shall be made for the disposal of water without erosion.

8. WALKS, STEPS, DRIVEWAYS AND PARKING AREAS

Steps, walks, driveways, parking areas, and similar areas of grounds and yards shall be maintained to:

- i. afford safe passage under regular use and weather conditions,
- ii. keep the surface free of loose, unstable or uneven surfaces,
- iii. Keep the surface free of water ponding

9. WASTE ENCLOSURES

Every building shall be provided with a waste enclosure for garbage, compost, recycling and a refundable enclosure that is maintained in a clean and sanitary condition.

STANDARDS FOR DWELLINGS AND DWELLING UNITS

10. FOUNDATIONS

Foundations shall be free of open cracks and defective mortar joints or masonry.

11. BASEMENTS AND UNHEATED CRAWL SPACES

Shall adhere to the Nova Scotia Building Code, with the intent that the basement, cellar, crawl space and similar space shall be adequately ventilated to the outside air and adequately drained.

12. FIRE PREVENTION

- (a) The Owner of a building shall provide a fire and/or smoke alarm system as required by the Nova Scotia Building Code.
- (b) Fire and/or smoke alarm systems shall be maintained in operational condition at all times.
- (c) All required fire separation, as outlined in the Nova Scotia building code, shall be maintained to adequately prevent the spread of fire from one compartment to the next.

13. STRUCTURAL SOUNDNESS

Every part of a building shall be maintained in a structurally sound condition to sustain the safety of its own weight and any load to which it may normally be subjected.

14. DAMPNESS

- (a) The interior floors, ceilings and walls shall be kept free from dampness arising from the entrance of moisture through an exterior wall or roof or a cellar, basement or crawl space floor.
- (b) Every basement, cellar and crawl space shall be adequately ventilated and drained.

15. PEST PREVENTION AND CONTROL

A dwelling unit shall be kept free of rodents, vermin and insects, and appropriate extermination measures shall be taken as necessary. Section (3) (6) of this by-law is only an offence if a property owner fails to comply with an order to rectify the situation.

16. FLOORS

Every floor shall be reasonably level, smooth, and maintained in good condition. Where flooring has been determined as a hazard by an appointed person, it shall be repaired, replaced, or removed.

17. EXTERIOR WALLS

Exterior walls and their components shall be adequate to support the loads imposed upon them and shall be maintained to prevent their deterioration due to

the weather or insects. All exterior walls shall have cladding or covering, free of holes, cracks, or excessively worn surfaces, to prevent moisture entry into the structure and provide reasonable durability.

18. INTERIOR WALLS AND CEILINGS

Every wall and ceiling finish shall be maintained in a clean condition, free from holes, loose coverings or other materials or defects which may increase the spread of fire. Load-bearing walls or columns shall be adequate to support the loads imposed upon them. Shower walls and walls abutting bathtubs shall be impervious to water.

19. ROOFS

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

20. DOORS

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

21. WINDOWS

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

22. DECKS, PORCHES, STAIRS AND BALCONIES

Every porch, stairway, or balcony appurtenant to a building shall be maintained in good repair and free from holes, cracks, excessive wear, and defects that constitute a safety hazard—Stairs and balconies to have appropriate handrails or safety rails as defined in the Nova Scotia Building Code.

23. HEATING

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

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

24. PLUMBING

All plumbing, pipes, and fixtures shall be:

- (a) in sound condition. All water pipes and appurtenances thereto shall be protected from freezing.
- (b) provide hot and cold water supply, drainage, venting, and fixture operation consistent with its design.
- (c) connected to the Town of Kentville sanitary sewage collection system.

STANDARDS FOR OCCUPANTS

- 25. All parts of a building which are occupied by a person other than the owner and which are in exclusive possession of the occupant(s) as defined herein, shall be kept free by both the occupant and owner from rubbish, garbage and other debris, objects and conditions that are health, fire or accident hazards.
- 26. All waste and other debris shall be placed in suitable wetproof containers, adequately fastened and stored in waste enclosures provided by the owner. Loose cardboard shall be bundled and tied so they can be easily handled and not blown away.
- 27. The occupant of a dwelling unit shall maintain a safe, continuous and undisturbed passage from the dwelling unit's interior to the dwelling unit's exterior.
- 28. Cooking, heating, and domestic hot water equipment owned and installed by the occupant shall be maintained and repaired in good working order.
- 29. The occupant shall not use any area of the dwelling unit under their care or control for sleeping purposes, which is a non-habitable room

30. The occupant shall not prepare or store food in a room containing a urinal or water closet.

Enforcement

31. Failure to comply with any provision of this By-law is an offence. An Order to Comply with any standard set out in this Bylaw may be issued by an Appointed Person requiring compliance on the terms set out in the Order.

32. An Appointed Person may issue an Order to Comply, which shall contain:

- (a) the standards with which the building or property does not comply;
- (b) actions to be taken in order to bring the building or property into compliance with the standards;
- (c) the date after which the building or property will be subject to a reinspection to ascertain compliance with the Order;
- (d) the action that will be taken against the owner should the building or property not comply with the prescribed standards at the time of the reinspection;
and
- (e) where an Order has been served upon an owner, and the owner provides the appointed person with a schedule outlining specific time frames within which the work specified in the Order will be completed, the appointed person may accept or amend the schedule at which time the schedule will become a part of the Order.

33. An owner may appeal an Order to Town Council within seven days after the Order is served on the owner.

34. Any person who fails to comply with an Order to Comply or contravenes any provision of this By-law is punishable on summary conviction by a fine of not less than \$250 and not more than \$10,000.

35. Application shall be made to the Governor in Council pursuant to the Summary Proceedings Act, R.S.N.S. 1989, c.450, as amended, to have the offences under this By-law designated by the Summary Offence Ticket Regulations to permit the use of summary offence tickets for prosecuting such offences in appropriate circumstances.

Chapter 41 Minimum Housing and Standards By-Law is repealed upon publication of the Notice of Passing of this By-law Chapter 110.

This By-Law is effective upon publication of the Notice of Passing.

Clerk’s Annotation for Official By-Law Book

Date of first reading:	January, 27 th 2025
Date of advertisement of Notice of Intent to Consider:	Month dd, yyyy
Date of second reading:	February 24 th 2025
Date of advertisement of Passage of By-Law:	Month dd, yyyy
Date of mailing to Minister a certified copy of By-Law:	Month dd, yyyy

I certify that this Minimum Standards By-law – Chapter 110 was adopted by Council and published as indicated above.

Chief Administrative Officer, Jeffery Lawrance

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



TOWN OF KENTVILLE BY-LAW
CHAPTER 41
MINIMUM HOUSING AND MAINTENANCE STANDARDS BY-LAW

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

- i. "habitable room" means any room in a dwelling unit used or intended to be used for living, sleeping, cooking or eating purposes;
- j. "non-habitable room" means an area of a building other than a habitable room in a dwelling or dwelling unit and includes the following:
 - i. a bathroom or shower room;
 - ii. a toilet room;
 - iii. a laundry room;
 - iv. a boiler or furnace room;
 - v. a pantry;
 - vi. a closet;
 - vii. a corridor or hall;
 - viii. a foyer;
 - ix. a stairway;
 - x. a lobby;
 - xi. a recreation room used as a common room for all tenants in a building, or other space used for access, service or maintenance of the dwelling.
- k. "occupant" means any person over the age of nineteen years in possession of the property;
- l. "owner" includes:
 - i. a person who is entitled to possession as tenant in fee simple;
 - ii. a mortgagee in possession;
 - iii. where the mortgagee of land is not in possession the person entitled to the equity of redemption;
 - iv. a person managing or receiving the rent of the land or premises, whether on his own account or as agent or trustee of any other person;
 - v. a person who is assessed for the building on the assessment roll of the Town as of the date of alleged violation.
- m. "person" includes any person, male or female, and any body corporate and any partnership;
- n. "repair" includes the taking of such action to bring any property under the jurisdiction of this Bylaw up to the standards set by this Bylaw;
- o. "smoke detector" means a device for sensing the presence of visible or invisible particles produced by combustion and automatically initiating a signal indicating this condition;
- p. "yard" includes an unoccupied space on the same lot with a building extending along the length of the street, rear lot line or side lot lines.

6. (1) YARDS

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

(2) SEWAGE AND DRAINAGE

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

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

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

STANDARDS FOR DWELLINGS AND DWELLING UNITS

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

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

(9) INTERIOR WALLS AND CEILINGS

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

(10) ROOFS

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

(11) DOORS

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

(12) WINDOWS

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

(13) PORCHES, STAIRS AND BALCONIES

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

(14) EGRESS

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

(15) HEATING

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

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

(16) ELECTRICAL SERVICES

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

(17) PLUMBING

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

(18) LIGHT AND VENTILATION

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

(19) TOILET, KITCHEN AND BATHROOM FACILITIES

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

(20) BATHROOMS AND TOILET ROOMS

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

(21) KITCHENS

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

GENERAL

8. (1) SHARED FACILITIES

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

(2) FIRE PROTECTION

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

(3) SMOKE DETECTORS

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

OCCUPANTS STANDARDS

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

ENFORCEMENT

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

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

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

2. ASSOCIATED DOCUMENTS

6.0 CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

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

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

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



CAO Mark Phillips

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



13-Jan-2025

Director of Planning & Development
Darren Shupe
354 Main Street
Kentville, NS
B4N 1K6

RE: Amendments to the Town of Kentville Subdivision Bylaw

902-679-2529
dshupe@kentville.ca

Submitted to the Council Advisory Committee for consideration.

The purpose of this report is to propose two amendments to the Town Subdivision Bylaw to ensure that services (primarily roads, curbs, and gutters), required as part of a subdivision process, are turned over to the Town in an acceptable condition.

As its stands, installation and inspection of primary services must be completed prior to subdivision approval (i.e. Town taking over the street). For multi-phase developments or those which occur over an extended timeline, this can result in damage to the road surface and gutters by heavy equipment which becomes the Town’s responsibility to address after the road is taken over. It is also sometimes in the developer’s interest to have greater flexibility to turn over the road at various stages of the development for financing purposes.

The proposed amendment seeks to delay the requirement for a street ‘seal coat’, the top 38mm layer of asphalt, by moving it to a secondary servicing item, thereby ensuring that when the Town takes over the road it is in a high-quality condition and this also would allow the developer to subdivide the road sooner.

A subdivision agreement is required in which the developer supplies a performance bond of 120% of the estimated secondary services to be provided as an assurance to the Town for completion.

A one-year maintenance bond of 10% of the actual cost of installation of primary services is also required within the subdivision agreement. We are recommending that the maintenance bond be extended to two years to help offset any maintenance required to the street over this period.

Recommendation:

The Council Advisory Committee recommends THAT Council hold First Reading to the amendments to the Subdivision Bylaw regarding primary and secondary services as presented at the

January 13, 2025 Council Advisory Committee meeting and hold a Public Hearing on February 18 or 24, 2025.

Respectfully,

Darren Shupe, Director of Planning and Development
Town of Kentville

Appendix A: Key Terms from the Subdivision Bylaw

Final Plans of Subdivision - An approved final plan of subdivision is a legally binding document and registered at the local Land Registration office in which the lands are located. It must be prepared by a licensed Nova Scotia Land Surveyor and requires assessments from any Department or Agency as determined by the Development Officer.

Primary Services include sanitary sewer, storm sewer, water system and hydrants, water service pipe to the street line and the street constructed to the Specifications Standards as described in Appendix B, Municipal Services Standards and Specifications of the Town's Subdivision Bylaw.

Seal Coat is the top layer of paving consisting of 38mm of Type C-HF asphalt.

Secondary Services include concrete sidewalks, sodding, graded area between curb and side-walk, streetlights, sign standards with street name signs and walkways.

Street means a street owned and maintained by the Town and includes the land area and improvements contained within the right-of-way boundaries of that street.

Appendix B – Redline Version

The specific amendments proposed are set out in the following resolution:

PART 3 DEFINITIONS

- (m) **Primary Service** includes sanitary sewer, storm sewer, water system and hydrants, water service pipe to the street line and the street, with the exception of the seal coat, constructed to the Specifications Standards as described in Appendix B, Municipal Services Standards and Specification of this Bylaw.
- (q) **Secondary Service** includes concrete side-walks, sodding, graded area between curb and side-walk, seal coat, streetlights, sign standards with street name signs and walkways.

PART 7 REQUIREMENTS FOR PRIMARY AND SECONDARY SERVICES

- 7.2. The Subdivider shall provide as a prerequisite for acceptance by the Town of primary and secondary services the following:
- a) a Maintenance Bond for 10% of actual costs for installation of primary and secondary services for one two years from date of completion of primary and secondary services;
- 7.3 As an alternative to 7.1 and 7.2, where primary and secondary services are to be installed by the subdivider, the Development Officer shall endorse the final plan of subdivision only when the following has taken place;
- a) the subdivider has installed and the Town has accepted in writing all primary services;
 - b) the subdivider has entered into an agreement with the Town stating that the subdivider shall construct all secondary services as shown on the final plan of subdivision;

- c) the subdivider has deposited with the Town duly executed warranty deed(s), acceptable to the Town, conveying title to all streets, walkways, easements, and dedicated parkland at the time the final plan of subdivision is endorsed by the Development Officer;
- d) the subdivider has supplied a ~~One~~ Two Year Maintenance Bond of 10% of actual cost for installation of primary services from date of substantial completion of primary services;
- e) the subdivider has provided a Performance Bond of 120% of the estimated cost of the secondary services as determined by the Town in consultation with the subdivider;
- f) "As Built" reproducible drawings of primary services as per the Town of Kentville's Municipal Services Standards and Specifications attached as Appendix "B" of this Bylaw have been provided by the subdivider;
- g) the subdivider has provided copies of all T.V. inspections and air test reports completed on the sanitary and storm sewer systems;
- h) the subdivider has provided all service lateral information including invert elevations at property line, service lengths, distances of lateral connections from the nearest manhole, and sufficient tie information for the sanitary, storm and water systems at the street line;
- i) the subdivider has provided test reports to confirm that the specified standards of material were used;
- j) the subdivider has provided a Surveyor's Certificate stating that all primary services

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- are within the proposed street rights-of-way, easements(s), and walkway(s);
- k) the subdivider has provided a certificate, stamped and signed by a Professional Engineer of the Province of Nova Scotia stating that all primary services are constructed to the Town of Kentville's Services Standards and Specification attached as Appendix "B" of this Bylaw;
 - l) that the Town has completed a visual inspection of the primary services by the Town Engineer or ~~his~~ their designate and rectification of construction deficiencies stated.

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- 7.4 An agreement entered into between the Town and the subdivider pursuant to Section 7.3(b) shall be executed in duplicate, signed by the Mayor and the Clerk on behalf of the Town and by the subdivider prior to endorsement of approval by the Development Officer and shall contain terms with respect to:
- a) commencement and completion dates for construction and installation of secondary services;
 - b) the terms and conditions of any security posted in connection with this agreement;
 - c) any other matter required by the provisions of this bylaw.
- 7.5 Upon completion of the secondary services, as per 7.4(a), the subdivider shall provide the following as a prerequisite for acceptance of these services:
- a) Maintenance Bond for 10% of the actual cost for installation of the secondary services from date of substantial completion of secondary services;

Appendix C – Current Version

PART 3 DEFINITIONS

- (m) **Primary Service** includes sanitary sewer, storm sewer, water system and hydrants, water service pipe to the street line and the street constructed to the Specifications Standards as described in Appendix B, Municipal Services Standards and Specification of this Bylaw.
- (q) **Secondary Service** includes concrete side-walks, sodding, graded area between curb and side-walk, streetlights, sign standards with street name signs and walkways.

PART 7 REQUIREMENTS FOR PRIMARY AND SECONDARY SERVICES

- 7.2. The Subdivider shall provide as a prerequisite for acceptance by the Town of primary and secondary services the following:
 - b) a Maintenance Bond for 10% of actual costs for installation of primary and secondary services for one year from date of completion of primary and secondary services;
- 7.3 As an alternative to 7.1 and 7.2, where primary and secondary services are to be installed by the subdivider, the Development Officer shall endorse the final plan of subdivision only when the following has taken place;
 - a) the subdivider has installed and the Town has accepted in writing all primary services;
 - b) the subdivider has entered into an agreement with the Town stating that the subdivider shall construct all secondary services as shown on the final plan of subdivision;
 - c) the subdivider has deposited with the Town duly executed warranty deed(s), acceptable to the Town, conveying title to all streets, walkways, easements, and dedicated parkland at the time the final plan of

- subdivision is endorsed by the Development Officer;
- d) the subdivider has supplied a One Year Maintenance Bond of 10% of actual cost for installation of primary services from date of substantial completion of primary services;
 - e) the subdivider has provided a Performance Bond of 120% of the estimated cost of the secondary services as determined by the Town in consultation with the subdivider;
 - f) "As Built" reproducible drawings of primary services as per the Town of Kentville's Municipal Services Standards and Specifications attached as Appendix "B" of this Bylaw have been provided by the subdivider;
 - g) the subdivider has provided copies of all T.V. inspections and air test reports completed on the sanitary and storm sewer systems;
 - h) the subdivider has provided all service lateral information including invert elevations at property line, service lengths, distances of lateral connections from the nearest manhole, and sufficient tie information for the sanitary, storm and water systems at the street line;
 - i) the subdivider has provided test reports to confirm that the specified standards of material were used;
 - j) the subdivider has provided a Surveyor's Certificate stating that all primary services are within the proposed street rights-of-way, easements(s), and walkway(s);
 - k) the subdivider has provided a certificate, stamped and signed by a Professional Engineer of the Province of Nova Scotia stating that all primary services are

constructed to the Town of Kentville's Services Standards and Specification attached as Appendix "B" of this Bylaw;

- l) that the Town has completed a visual inspection of the primary services by the Town Engineer or his designate and rectification of construction deficiencies stated.

7.4 An agreement entered into between the Town and the subdivider pursuant to Section 7.3(b) shall be executed in duplicate, signed by the Mayor and the Clerk on behalf of the Town and by the subdivider prior to endorsement of approval by the Development Officer and shall contain terms with respect to:

- a) commencement and completion dates for construction and installation of secondary services;
- b) the terms and conditions of any security posted in connection with this agreement;
- c) any other matter required by the provisions of this bylaw.

7.5 Upon completion of the secondary services, as per 7.4(a), the subdivider shall provide the following as a prerequisite for acceptance of these services:

- a) Maintenance Bond for 10% of the actual cost for installation of the secondary services from date of substantial completion of secondary services;

Appendix D – Final Version

PART 3 DEFINITIONS

- (m) **Primary Service** includes sanitary sewer, storm sewer, water system and hydrants, water service pipe to the street line and the street, with the exception of the seal coat, constructed to the Specifications Standards as described in Appendix B, Municipal Services Standards and Specification of this Bylaw.
- (q) **Secondary Service** includes concrete side-walks, sodding, graded area between curb and side-walk, seal coat, streetlights, sign standards with street name signs and walkways.

PART 7 REQUIREMENTS FOR PRIMARY AND SECONDARY SERVICES

- 7.2. The Subdivider shall provide as a prerequisite for acceptance by the Town of primary and secondary services the following:
 - c) a Maintenance Bond for 10% of actual costs for installation of primary and secondary services for two years from date of completion of primary and secondary services;
- 7.3 As an alternative to 7.1 and 7.2, where primary and secondary services are to be installed by the subdivider, the Development Officer shall endorse the final plan of subdivision only when the following has taken place;
 - a) the subdivider has installed and the Town has accepted in writing all primary services;
 - b) the subdivider has entered into an agreement with the Town stating that the subdivider shall construct all secondary services as shown on the final plan of subdivision;
 - c) the subdivider has deposited with the Town duly executed warranty deed(s), acceptable

- to the Town, conveying title to all streets, walkways, easements, and dedicated parkland at the time the final plan of subdivision is endorsed by the Development Officer;
- d) the subdivider has supplied a Two Year Maintenance Bond of 10% of actual cost for installation of primary services from date of substantial completion of primary services;
 - e) the subdivider has provided a Performance Bond of 120% of the estimated cost of the secondary services as determined by the Town in consultation with the subdivider;
 - f) "As Built" reproducible drawings of primary services as per the Town of Kentville's Municipal Services Standards and Specifications attached as Appendix "B" of this Bylaw have been provided by the subdivider;
 - g) the subdivider has provided copies of all T.V. inspections and air test reports completed on the sanitary and storm sewer systems;
 - h) the subdivider has provided all service lateral information including invert elevations at property line, service lengths, distances of lateral connections from the nearest manhole, and sufficient tie information for the sanitary, storm and water systems at the street line;
 - i) the subdivider has provided test reports to confirm that the specified standards of material were used;
 - j) the subdivider has provided a Surveyor's Certificate stating that all primary services are within the proposed street rights-of-way, easements(s), and walkway(s);

- k) the subdivider has provided a certificate, stamped and signed by a Professional Engineer of the Province of Nova Scotia stating that all primary services are constructed to the Town of Kentville's Services Standards and Specification attached as Appendix "B" of this Bylaw;
- l) that the Town has completed a visual inspection of the primary services by the Town Engineer or their designate and rectification of construction deficiencies stated.

7.4 An agreement entered into between the Town and the subdivider pursuant to Section 7.3(b) shall be executed in duplicate, signed by the Mayor and the Clerk on behalf of the Town and by the subdivider prior to endorsement of approval by the Development Officer and shall contain terms with respect to:

- a) commencement and completion dates for construction and installation of secondary services;
- b) the terms and conditions of any security posted in connection with this agreement;
- c) any other matter required by the provisions of this bylaw.

7.5 Upon completion of the secondary services, as per 7.4(a), the subdivider shall provide the following as a prerequisite for acceptance of these services:

- a) Maintenance Bond for 10% of the actual cost for installation of the secondary services from date of substantial completion of secondary services;

Review of Policy and Bylaw Considerations for Curb and Sidewalk

Staff Report TOK202505

Meeting Date: January 13, 2025
Department: Planning and Development
Strategic Priority: Infrastructure

RECOMMENDATION

THAT the Council Advisory Committee recommends to Council that the Chief Administrative Officer be directed to amend the Curb and Sidewalk Charges Bylaw to include provisions to consider projects for new or improved curbs and sidewalks:

- Based on a simple majority of petitioners (50%+1) within the affected road frontage area
- Where projects are cost shared at 50% by the Town and 50% by property owners fronting the improvement based proportionally on the amount of individual frontage
- Charges for improvements to property owners could be collected for a maximum of tens year

and recommends,

THAT a new line item be created in the 2026-2026 budget at an amount of \$250,000 to facilitate local improvements.

SUMMARY

The development of sidewalks is mentioned in five separate Town documents, the Subdivision Bylaw, the Curb and Sidewalk Charges Bylaw, the Active Transportation Plan, the Accessibility Plan, and the Municipal Planning Strategy.

The Subdivision Bylaw and Curb and Sidewalk Charges Bylaw provide direction specifically to for the provision of infrastructure for new roadways. The Municipal Planning Strategy contains policies regarding the upgrading of existing sidewalks and the establishment of new sidewalks however there are no mechanisms developed to implement these policies.

There may be opportunities for Council to consider how new sidewalks in existing neighbourhoods should be considered and through revisions to the Curb and Sidewalk Charges Bylaw.

ENABLING LEGISLATION

Section 81(1) of the Municipal Government Act states that Council may make bylaws “imposing, fixing, and providing methods of enforcing payment of charges for”:

(d) laying out, opening, constructing, repairing, improving and maintaining streets, curbs, sidewalks, gutters, bridges, culverts and retaining walls, whether the cost is incurred by the municipality directly or by, or pursuant to, an agreement with His Majesty in right of the Province, the Minister of Public Works or any person;

MGA Section 81(3) which lays out how charges may be affixed has been attached to this report.

BACKGROUND

July 8, 2024 Council Advisory Committee meeting

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

Direction for the development of curb and sidewalk are contained in the Town’s Subdivision Bylaw, Curb and Sidewalk Charges Bylaw (CH63), and Municipal Planning Strategy.

Subdivision Bylaw

The Subdivision Bylaw (SUB) establishes the requirements and specifications for the development of primary and secondary services to be installed by the subdivider (developer). The Development Officer cannot endorse a final plan of subdivision until either:

- all the primary and secondary services have been inspected and reported upon by the Town Engineer, or
- the primary services have been inspected and reported upon by the Town Engineer and a subdivision agreement is in place for secondary services with respect to their commencement and completion dates as well as conditions related to any securities required by the Town to ensure their completion.

Primary services include sanitary sewer, storm sewer, water system and hydrants, water service pipe to the street line and the street.

Secondary services include concrete sidewalks, sodding, graded area between curb and sidewalk, streetlights, sign standards with street name signs and walkways.

SUB Appendix B – Part 2 Street Specifications indicates that all streets shall contain standard concrete curb and gutter, to the required specifications (Section 2.10).

SUB Appendix B – Part 2 Section 2.12 requires sidewalks or multi-use trails to be incorporated in the construction of **new** collector and arterial roadways (not local) as follows:

- Arterial Roadways – Sidewalks on Both Sides or Multi-Use Pathway on One Side
- Collector Roadways – Sidewalk or Multi-Use Pathway on One Side

In June 2023, the provision of multi-use trails was added to the Subdivision Bylaw.

The Town’s Road Designation map has been provided in the appendices for reference. It is reiterated here the importance of having a subdivision agreement in place for new streets and infrastructure that the Town will be taking over as a means of monitoring the construction and completion of said infrastructure.

The Curb and Sidewalk Charges Bylaw (CSCB)

The CSCB regulates the charges associated with the installation of a street for costs related to the installation of curb, gutter, and sidewalks for property owners who have frontage of the subject street. The intent of the bylaw is not articulated but it may have been for the purpose of apportioning costs for a new development within an area with existing housing or for smaller scale developments during a time when the Town had lesser requirements for road takeover.

*Section 1. The Town may require a residential developer or other person **installing** a street (herein called an “assessed Street”) to install a permanent curb, gutter and sidewalk or any one or more of them (herein called “the Work”) on or in conjunction with such street using such materials as the Town may direct. (emphasis added)*

Municipal Planning Strategy

The active transportation section of the Municipal Planning Strategy contains four policies regarding the development of active transportation for both future development and areas of existing development. Requirements and regulations for future development are implemented through the Subdivision Bylaw. Policies regarding the development of AT are not implemented at this time.

Section 12.2.3 Active Transportation

Policy T-4 It shall be the intention of Council to recognize forms of active transportation which should be encouraged to reduce automobile pollution, promote health, and reduce vehicular congestion in the Town.

Policy T-5 *It shall be the intention of Council* to provide for pedestrian and non-motorize vehicle trails when planning future roads and subdivision designs in the Town.

Policy T-6 *It shall be the intention of Council* to upgrade the existing crosswalks and sidewalks in Town as problems are identified and as financially feasible. The establishment of new sidewalks and crosswalks shall be considered as the need arises. (emphasis added)

Policy T-7 *It shall be the intention of Council* to require connecting pedestrian pathways from cul-de-sacs and other residential streets where appropriate or order to increase the safety and convenience of pedestrians.

Of the above policies, Policy T-6 seems to speak most directly to the issue of developing new sidewalks in established neighbourhoods, however no mechanism is provided to achieve this end.

DISCUSSION

Further discussion is required to determine how best Town policies, bylaws, and plans can consider the determination of costing for sidewalks in area with current development.

A number of Nova Scotian towns use various forms of ‘Local Improvement Bylaws’ as a means of regulating how requests for improvements are brought forward and how they are costed. For example, for the Town of Yarmouth, the purpose of their Local Improvement Bylaw is to “establish the ways and means of delivering services to existing as well as new developments abutting an existing street or a proposed street developed according to the Town’s Subdivision Bylaw.”

Kentville’s Curb and Sidewalk Charges Bylaw seems to overlap with the Subdivision Bylaw in that it speaks to the installation of a street. The Subdivision Bylaw describes the requirements for roads associated with new developments and the requirements for primary and secondary services in order for the Town Engineer and Development Officer to sign off.

The gap in Kentville seems to be the areas with established development who may be looking to have local improvements considered. In this respect, revisions to the Curb and Sidewalk Charges Bylaw would be required to speak more directly to improvements beyond the initial development stage.

Key Questions:

1. Should local improvements be financially supported by the Town?
2. What percentage of a project should be supported?
3. Should there be an annual limit to improvement support?
4. How should the majority of a given neighbourhood be calculated? Based on frontage? Both sides of the road?

5. What types of projects should be considered? Sidewalks, trails, curbs, gutters?
6. Should Council have discretion over a given improvement proposal, or should it be an automatic initiation for the project should the required majority be reached?

One role of municipal government is to support the development of communities through changing circumstances and conditions. For neighbourhoods who identify local improvements needs, such as the establishment or upgrading of sidewalks and curbs, a petition mechanism could be created which would allow areas with a majority of affected property owners to be considered for improvements by Council.

A petition containing a simple majority of property owners, based on frontage, could be the mechanism used to initiate the process with the Town.

An amount could be budgeted annually to dedicate to improvement proposals at an amount of \$250,000 per year. The costing of such projects could be divided 50/50 with the property owners fronting the proposed improvements. At the current estimate of sidewalk development (\$500/ft), this would allow for the construction of 1,000 ft of sidewalk, for example, when cost-shared with property owners. Council may consider limiting the amount per project to allow for more applications to be received in a given year.

Charges for such projects could be recovered over a maximum 10-year period.

RELATED COUNCIL DISCUSSIONS

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

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

BUDGET IMPLICATIONS

The cost of new sidewalk construction is currently estimated at \$500/ft by the Town Engineer.

If Council were to support local improvements, a line item would need to be added to the Town's budget to provide for the Town's portion of annual local improvement projects.

Sincerely,

Darren Shupe, Director of Planning and Development
Town of Kentville

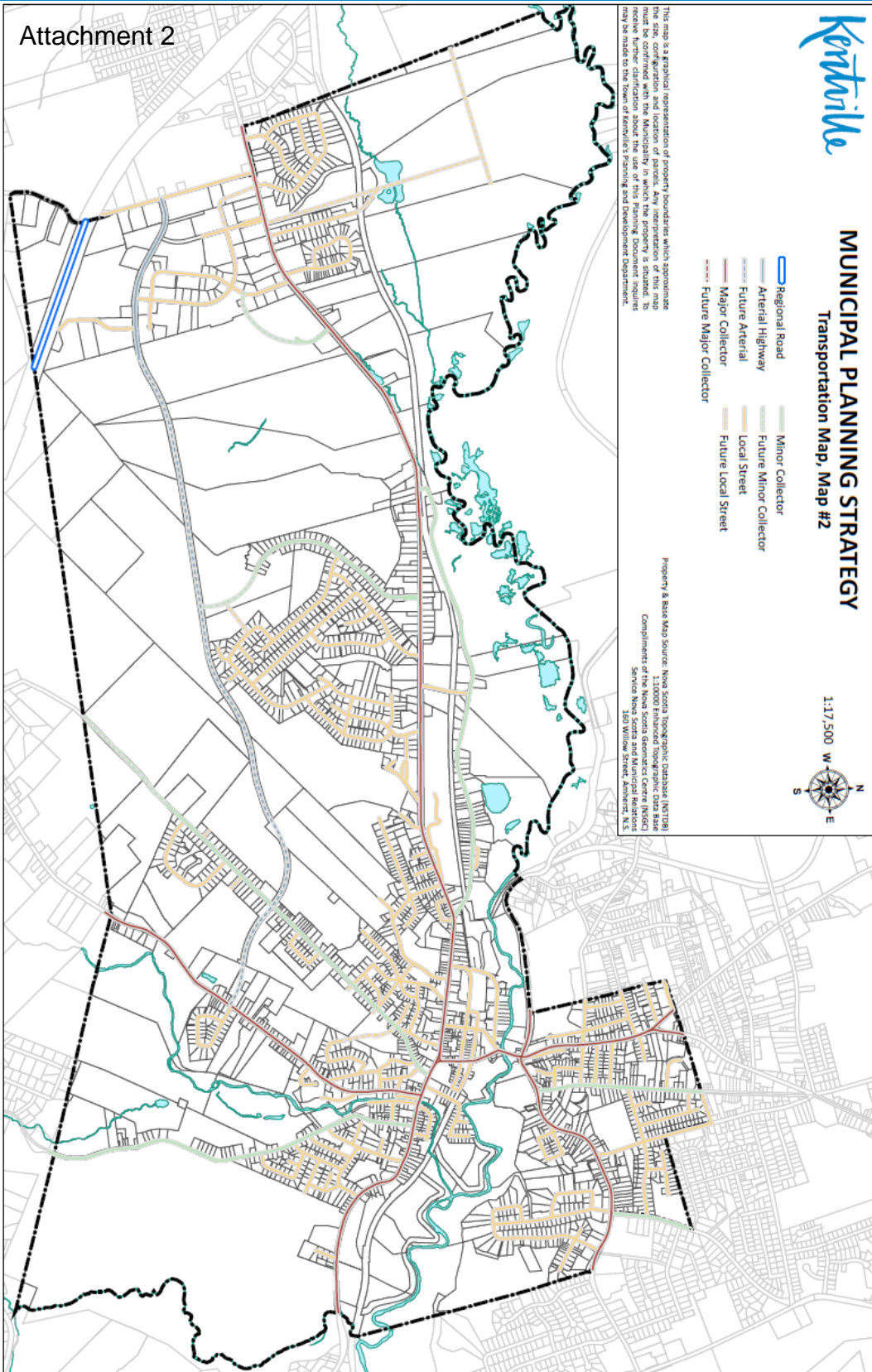
ATTACHMENTS

1. Municipal Government Act Section 81(3)
2. Municipal Planning Strategy - Transportation Map ([Municipal Planning Strategy - Page 81](#))
3. Sections from Subdivision Bylaw
4. Table of Local Improvement Bylaw Comparatives
5. Curb and Sidewalk Charges Bylaw (C63)

Attachment 1: Municipal Government Act Section 81(3)

A by-law passed pursuant to this Section may provide:

- a. that the charges fixed by, or determined pursuant to, the by-law may be chargeable in proportion to frontage, in proportion to area, in proportion to the assessment of the respective properties fronting on the street or according to another plan or method set out in the by-law;
- b. that the charges may be made and collected only where
 - i. the persons owning more than fifty per cent of the frontage of the real property fronting on the street or the portion of a street on which the work is performed, or
 - ii. the persons as determined by the method set out in the by-law,
- c. have filed with the clerk a petition requesting that the work be performed; that the charges may be different for different classes of development and may be different in different areas of the municipality;
- d. when the charges are payable;
- e. for the total or partial exemption of persons and land from the charge and for adjustments to be made with respect to lots of land or developments where the proposals or applications change in order to reflect the changing nature of lots or developments;
- f. that the charges are first liens on the real property and may be collected in the same manner as other taxes;
- g. that the charges be collectable in the same manner as taxes and, at the option of the treasurer, be collectable at the same time, and by the same proceedings, as taxes;
- h. a means of determining when the lien becomes effective or when the charges become due and payable;
- i. that the amount payable may, at the option of the owner of the property, be paid in the number of annual installments set out in the by-law and, upon default of payment of any installment, the balance becomes due and payable; and
- j. that interest is payable annually on the entire amount outstanding and unpaid, whether or not the owner has elected to pay by installments, at a rate and beginning on a date fixed by the by-law.



Attachment 3: Excerpt from Town of Kentville Subdivision Bylaw

PART 7 REQUIREMENTS FOR PRIMARY AND SECONDARY SERVICES

- 7.1 Where primary and secondary services are to be installed by the subdivider, the Development Officer shall endorse the final plan of subdivision only when the following has taken place:
- (a) The subdivider has designed and constructed all primary and secondary services as shown on the final plan of subdivision, according to the Servicing Specification of the Town of Kentville being Appendix "B" of this Bylaw;
 - (b) The Town has accepted in writing the ownership of all primary and secondary services, other than natural watercourses;
 - (c) The subdivider has deposited with the Town duly executed Warranty Deed(s), acceptable to the Town, conveying title to all streets, walkways, easements and dedicated parkland at the time the final plan of subdivision is endorsed by the Development Officer;
- 7.2. The Subdivider shall provide as a prerequisite for acceptance by the Town of primary and secondary services the following:
- (a) a Maintenance Bond for 10% of actual costs for installation of primary and secondary services for one year from date of completion of primary and secondary services;
 - (b) "As Built" reproducible drawings of primary and secondary services as per Town of Kentville's Municipal Services Specifications attached as Appendix "B" of this Bylaw;
 - (c) copies of all T.V. Inspection reports done on the storm and sanitary sewer systems;
 - (d) service lateral information including invert elevations at property line, service lengths, distance of lateral connections from the nearest manhole, and sufficient tie information for the ends of storm, sanitary and water systems at the property line;
 - (e) copies of all air test reports conducted on sanitary and storm systems and test reports to confirm that the specified standards of material were

achieved;

- (f) a Surveyor's Certificate stating that all primary and secondary services are within the proposed street right-of-ways, easement(s), and walkway(s);
- (g) a report by the Town Engineer or his designate stating that he has completed a visual inspection of the primary and secondary services and that any deficiencies have been rectified;
- (h) a certificate stamped and signed by a Professional Engineer of the Province of Nova Scotia stating that all primary and secondary services are constructed to the Town of Kentville's Municipal Services Standards and Specifications, as attached as Appendix "B" of this Bylaw.

OR

7.3 As an alternative to 7.1 and 7.2, where primary and secondary services are to be installed by the subdivider, the Development Officer shall endorse the final plan of subdivision only when the following has taken place;

- (a) the subdivider has installed and the Town has accepted in writing all primary services;
- (b) the subdivider has entered into an agreement with the Town stating that the subdivider shall construct all secondary services as shown on the final plan of subdivision;
- (c) the subdivider has deposited with the Town duly executed warranty deed(s), acceptable to the Town, conveying title to all streets, walkways, easements, and dedicated parkland at the time the final plan of subdivision is endorsed by the Development Officer;
- (d) the subdivider has supplied a One Year Maintenance Bond of 10% of actual cost for installation of primary services from date of substantial completion of primary services;
- (e) the subdivider has provided a Performance Bond of 120% of the estimated cost of the secondary services as determined by the Town in consultation with the subdivider;
- (f) "As Built" reproducible drawings of primary services as per the Town of

Kentville's Municipal Services Standards and Specifications attached as Appendix "B" of this Bylaw have been provided by the subdivider;

- (g) the subdivider has provided copies of all T.V. inspections and air test reports completed on the sanitary and storm sewer systems;
- (h) the subdivider has provided all service lateral information including invert elevations at property line, service lengths, distances of lateral connections from the nearest manhole, and sufficient tie information for the sanitary, storm and water systems at the street line;
- (i) the subdivider has provided test reports to confirm that the specified standards of material were used;
- (j) the subdivider has provided a Surveyor's Certificate stating that all primary services are within the proposed street rights-of-way, easements(s), and walkway(s);
- (k) the subdivider has provided a certificate, stamped and signed by a Professional Engineer of the Province of Nova Scotia stating that all primary services are constructed to the Town of Kentville's Services Standards and Specification attached as Appendix "B" of this Bylaw;
- (l) that the Town has completed a visual inspection of the primary services by the Town Engineer or his designate and rectification of construction deficiencies stated.

7.4 An agreement entered into between the Town and the subdivider pursuant to Section 7.3(b) shall be executed in duplicate, signed by the Mayor and the Clerk on behalf of the Town and by the subdivider prior to endorsement of approval by the Development Officer and shall contain terms with respect to:

- (a) commencement and completion dates for construction and installation of secondary services;
- (b) the terms and conditions of any security posted in connection with this agreement;
- (c) any other matter required by the provisions of this bylaw.

7.5 Upon completion of the secondary services, as per 7.4(a), the subdivider shall

provide the following as a prerequisite for acceptance of these services:

- (a) Maintenance Bond for 10% of the actual cost for installation of the secondary services from date of substantial completion of secondary services;
- (b) "As Built" reproducible drawings of secondary services. (Accomplished by revision of the primary "As Built" drawings);
- (c) test reports to confirm that the specified standards of material were achieved;
- (d) Surveyor's Certificate stating that all secondary services are within the proposed rights-of-way, easement(s), and walkway(s);
- (e) a certificate, stamped and signed by a Professional Engineer of Nova Scotia stating that all secondary services are constructed to the Town of Kentville's Municipal Services Specifications attached as Appendix "B" of the Bylaw;
- (f) a report by the Engineer or his designate stating that he has completed a visual inspection of the primary and secondary services and that any deficiencies as indicated have been rectified.

Attachment 5: Table of Local Improvement Bylaw Comparatives

Municipal Unit	Bylaw or Policy Link	Format for Bringing Forward Request	Costing Format
Town of New Glasgow	NG LIB	curb only; >75% of frontage	60/40 Town/resident split; no more than 50k per year
Town of Amherst	Amherst LIB	via petition with 2/3 majority	Council may choose to contribute up to 10%
Town of Yarmouth	Yarmouth LIB	51% of frontage	100% of prop owners on both sides of the street, no deduction for grants
Town of Truro	Truro LIB	>50% frontage	50/50 with Town for sidewalks
Town of Antigonish	Antigonish CGS	Council decision	50% Town/ 50% property owners based on their frontage
Town of Bridgewater	N/A ToB does not consider local improvements for sidewalks	N/A	N/A

Attachment 4: Curb and Sidewalk Charges Bylaw (C63)



TOWN OF KENTVILLE BY-LAW CHAPTER 63 CURB AND SIDEWALK CHARGES

1. The Town may require a residential developer or other person installing a street (herein called an “assessed Street”) to install a permanent curb, gutter and sidewalk or any one or more of them (herein called “the Work”) on or in conjunction with such street using such materials as the Town may direct.
2. The cost of the Work shall be paid by the owners, from time to time, of any lots of land having frontage on the assessed Street; and the cost shall be pro-rated amongst the owners in proportion to the length of frontage of each lot.
3. If a lot is located on a corner formed by the intersection of two assessed Streets, the lot frontage of the corner lot shall be deemed to be the longest of the two frontages unless both frontages exceed 75 feet, in which case the frontage shall be deemed to be the longest of the two frontages plus the amount by which the second frontage exceeds 75 feet.
4. The Town engineer shall keep a record of the cost of the Work and provide it to the Town Clerk. The Town Clerk shall retain the record in the Town Clerk’s office and the Clerk shall maintain the information in the record up to date. The information in the record shall include:
 - a. a statement of the cost of the Work; and
 - b. a record of the frontage of each lot as determined by section 2 hereof; and
 - c. the name of the owner of each such lot.
5. By reference to the information filed in the Town Clerk’s office, the Town Clerk shall determine the amount to be paid by an owner pursuant to section 2 (herein sometimes referred to as the “owner’s charge”). The owner’s charge shall be assessed and levied upon the lot and shall be paid by the owner with and in the same manner as the owner’s property tax.
6. Every owner’s charge shall constitute a lien upon the lot as provided for under section 81(1)(d) and section 507 of the Municipal Government Act.
7. (1) The owner’s charge shall be payable upon completion of the Work and delivery by the Town of the assessment of the owner’s charge which assessment shall be delivered in the same manner as the delivery of the owner’s property assessment. The Town shall provide to the owner of the lot the option of paying the owner’s charge in either of the following ways:
 - a. by one lump sum in the year in which the owner’s charge is assessed;
 - b. by payment thereof, together with interest at the rate of 6% per annum by equal annual payments of blended principal and interest

over a term of ten years commencing on the due date indicated in the Town's assessment of the owner's charge;

- c. the balance owing can be pre-paid at any time without bonus or penalty;
- d. if default is made in the payment of any instalment or portion thereof the full balance of the owner's charge becomes immediately due and payable without notice or demand, together with interest to the date of payment;

(2) An owner shall exercise the option provided in section 7(1) within 30 days of receipt from the Town of the owner's charge by notifying the Town Clerk in writing as to which option the owner selects. Failure to notify the Town Clerk as provided shall be deemed to be the selection of option 7(1)(b)

Date of first reading:	July 10, 2002
Date of advertisement of Notice of Intent to Consider:	August 27, 2002
Date of second reading:	September 11, 2002
*Date of advertisement of Passage of By-Law:	September 17, 2002
Date of mailing to Minister a certified copy of By-Law:	September 18, 2002

I certify that this Curb and Sidewalk Charges Bylaw – Chapter 64 was adopted by Council and published as indicated above.



CAO Mark Phillips

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

Development Agreement Application - VIDA Living

Staff Report TOK202504

Meeting Date: January 13, 2025
Department: Planning and Development
Strategic Priority: Housing and Planning

RECOMMENDATION

THAT the Council Advisory Committee direct the Chief Administrative Officer to schedule a Public Participation Meeting and draft a development agreement for the proposed development.

SUMMARY

The purpose of this report is to present a Development Agreement application for a 56-unit residential development (~25 units in Town) located at Hartlen Court/Oakdene Avenue (PIDs 55034300 and 55341473) for the Council Advisory Committee’s review and consideration.

BACKGROUND

An application was received on December 12, 2024 from Elizabeth Barry of Locale Real Estate Inc. on behalf of the owners, VIDA Living 2.0 Inc. for a development agreement to facilitate the Kentville portion of a 56-unit low/medium density residential development. The proposed development straddles the municipal boundary with the Municipality of the County of Kings. To facilitate access to the units, a private driveway will connect Hartlen Court and Oakdene Avenue.

Section 230 of the Municipal Government Act provides the legislative authority for Council to consider the adoption or amendment of development agreement by policy. Policy GD-5 of the Town’s Municipal Planning Strategy (MPS) provides the general direction for Council to consider development agreements with Policies IM-10 and IM-11 providing additional detail on requirements and criteria respectively.

DISCUSSION

The subject lots are designated Residential on the Future Land Use Map of the MPS (Figure 1). The subject lots are zoned High Density Residential (R4) on the Town of Kentville Land Use Bylaw Zoning Map (Figure 2). The subject properties are

approximately 81,000 sf (1.86 acres) (PID 55341473, entirely within Town) and approximately 57,500 sf (1.32 acres) (PID 55034300, southern ~25% in Town), for a total

of 137,500 sf (3.18 acres) located on Hartlen Court. The subject properties are undeveloped.

Surrounding Context

Surrounding properties on the west and south side of the subject lots are designated Residential and zoned Residential Two-Unit (R2). On the east side of Hartlen Court, the properties are zoned High Density Residential (R4). To the west are single-unit detached dwellings, to the south a church, and to the east, a cluster of 3-storey multi-unit apartment buildings.

Land Use Bylaw

Section 5.5.2(c) states that:

Council shall consider entering into a Development Agreement for the following uses, in compliance with the Municipal Government Act and Policies IM-10 and IM-11:

- i. Multi-unit dwelling community constructed on multiple adjoining lots or single lots within the High Density (R4) Zone at the developer's discretion.*

A “multi-unit dwelling community” is not defined in our planning documents. A potential definition which could be included in the development agreement is as follows:

A multi-unit dwelling community is a development consisting of two or more residential units on a single parcel of land, designed to accommodate multiple households. These units may be arranged in various configurations, such as apartments, townhouses, rowhouses, or similar building types, and may include shared amenities such as parking, green spaces, recreational facilities, or other common areas.

Where this policy is likely to be used again in the future, we would propose that this type of community is characterized by the following factors:

1. Multiple Residential Units: A combination of attached, semi-attached, or stacked housing units.
2. Ownership and Tenure: Units may be individually owned, rented, or a combination thereof, depending on the structure of the development (e.g., condominium or rental complex).
3. Common Areas: Shared spaces such as hallways, entrances, parking lots, or landscaped areas that are maintained by a designated authority (e.g., homeowner’s association, property management).

4. **Integrated Design:** The community is planned and developed as a cohesive entity to ensure compatibility with surrounding land uses, adequate infrastructure, and access to services.

This added clarity can be brought into the Land Use Bylaw as part of a future housekeeping amendment. By including a definition in the proposed development agreement, we would at least have some precedent for any similar applications in the near future.

Development Agreement

A development agreement is a binding legal agreement entered into between the Town and a property owner that are able to address very specific details regarding the design and use of a proposed development. Development agreements are a very useful planning tool since they allow Council to consider the unique opportunities and constraints facing each development proposal on a case-by-case basis.

The ability for Council to consider a development agreement must be stated in the Land Use Bylaw and the Municipal Planning Strategy must identify the kinds of uses that Council may consider in each area. Uses which Council may consider are those which Council has determined may have significant impact on the area and that a negotiated process is required to ensure any potential impacts are minimized. A proposal being considered must be measured against only the specific and general criteria for the proposal in the MPS and not any other criteria.

Municipal Planning Strategy Review

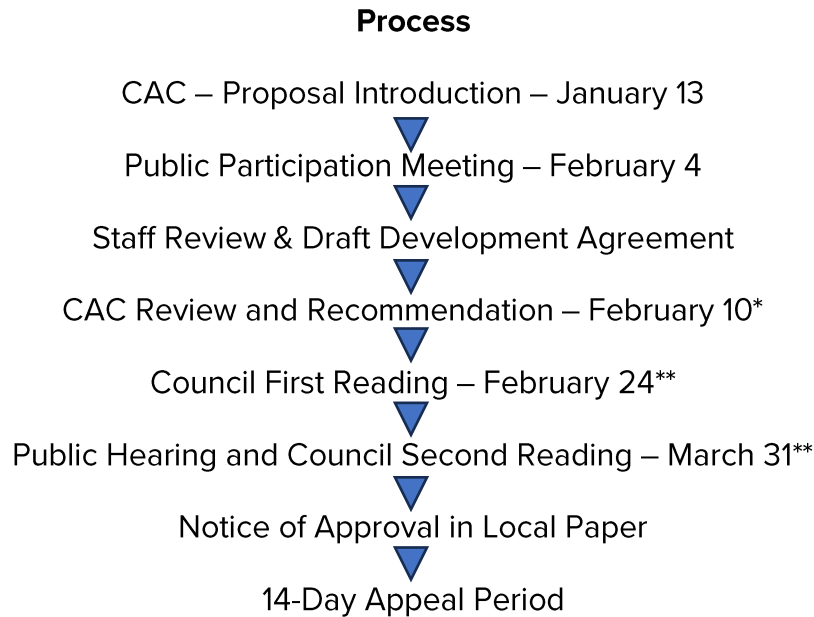
Policy GD-5(d) of the MPS is the primary enabling policy to be considered for this application. This policy provides Council with the ability to consider the development of a 'multi-unit dwelling community', constructed on multiple adjoining lots or single lots, within the High Density (R4) Zone by development agreement at the developer's discretion.

Policy IM-11 of the MPS establishes the general criteria which must be considered for all development agreement applications. A full list of criteria is included in this report in Attachment A with respective areas of review provided. A full review of criteria will be completed upon completion of the Public Participation Meeting.

Policy IM-12 of the MPS provides Council with the ability to require additional information if they consider it pertinent to the development process. These items have been listed in Attachment A for further consideration.

Next Steps

Where a development agreement has not been registered in the Town of Kentville since 2018, we are proposing the following schedule (in-keeping with the requirements of the MGA) to help guide this application:



*soonest anticipated date, upon DA review by both parties

**anticipated dates; final dates set by Council

Financial Implications

There are no financial implications for the Town or residents regarding the filing of this report.

Respectfully submitted,

Darren Shupe, Director of Planning and Development

Attachments:

Figure 1:	Future Land Use Map Extract
Figure 2:	Zoning Map Extract
Attachment A:	Development Agreement Criteria Review
Attachment B:	Proposed Site Plan & Planning Rationale

Figure 1: Future Land Use Map Extract

Generalized Future Land Use Map PID 55341473 and Portion of PID 55034300, Kentville



This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquires may be made to the Town of Kentville's Planning and Development Department.

0 20 40 60 80 100 Meters

Map by: Ben Croll, 2025

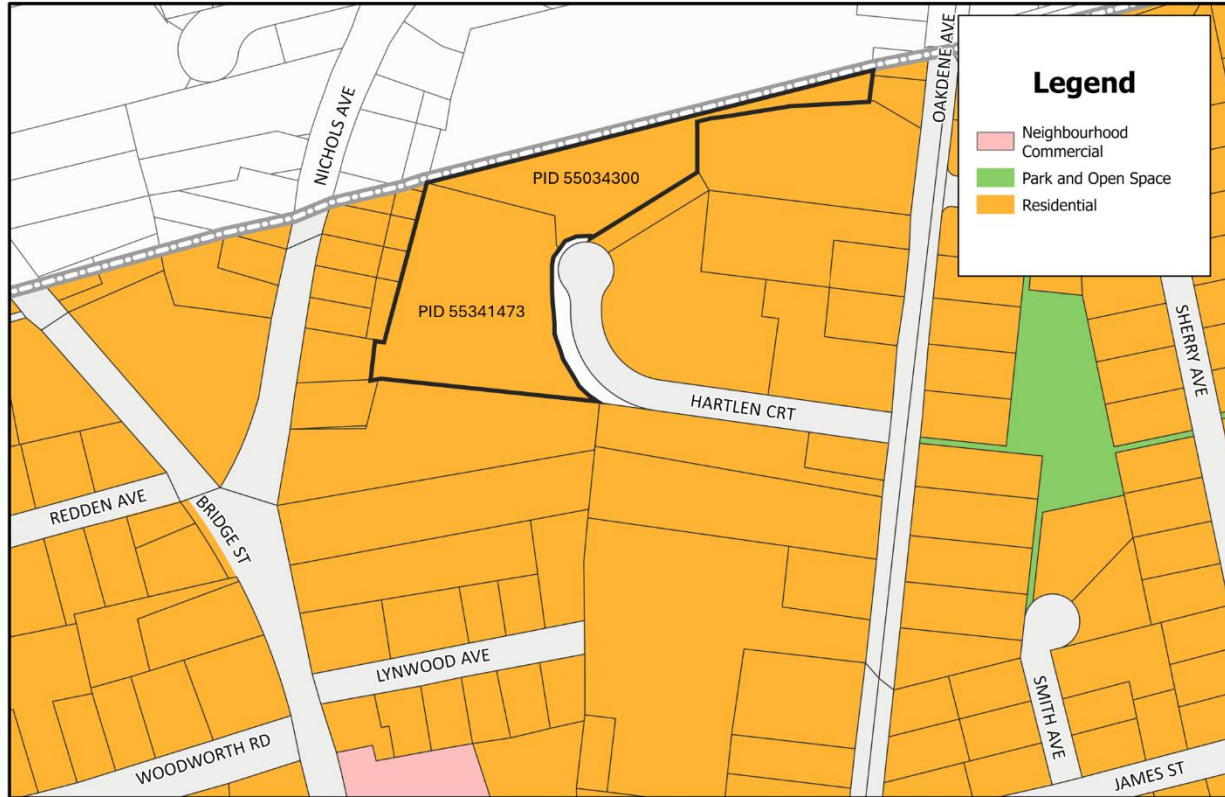
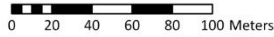


Figure 2: Zoning Map Extract

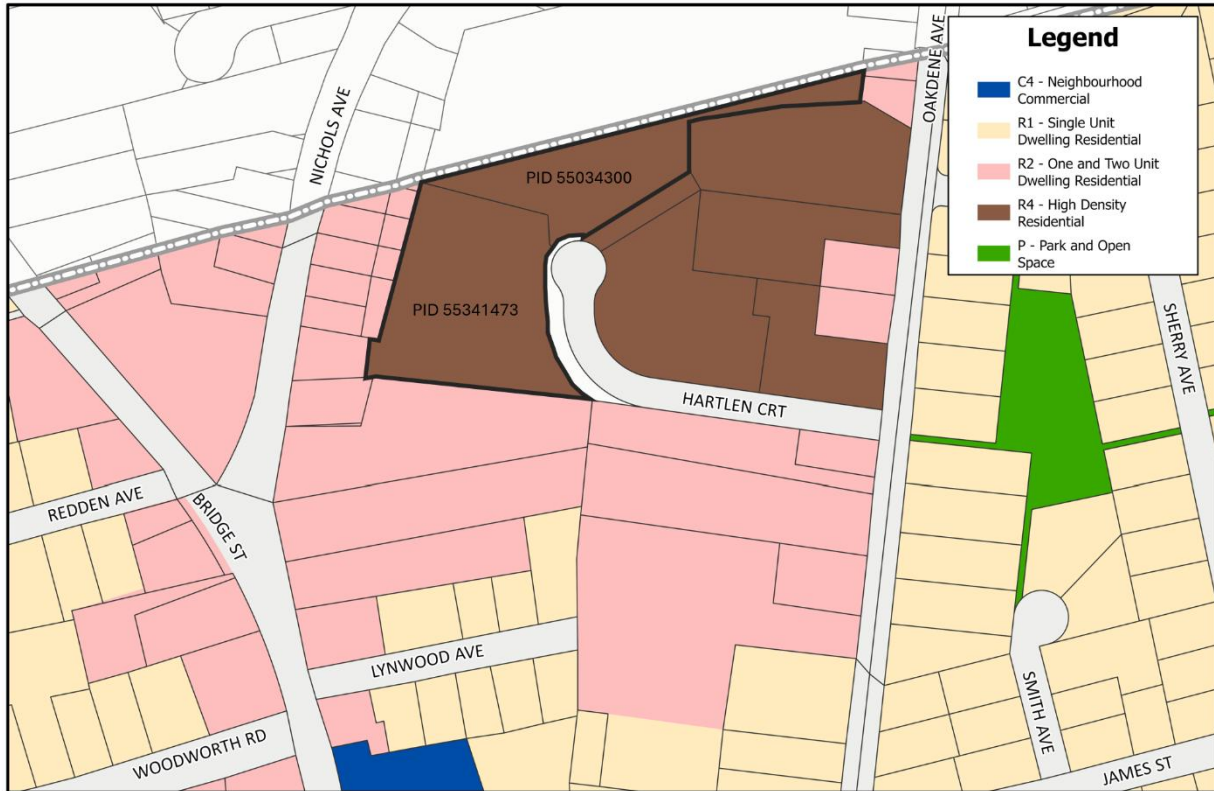
Zoning Map

PID 55341473 and Portion of PID 55034300, Kentville



This map is a graphical representation of property boundaries which approximate the size, configuration and location of parcels. Any interpretation of this map must be confirmed with the Municipality in which the property is situated. To receive further clarification about the use of this Planning Document inquires may be made to the Town of Kentville's Planning and Development Department.

Map by: Ben Croll, 2025



Attachment A: Development Agreement Criteria Review

Policy IM-11 It shall be the intention of Council when considering a development agreement application to have regard for the following matters:	
a) compatibility of the proposed land use with adjacent land uses;	To be reviewed by Director of Planning
b) compatibility of the development with adjacent properties in terms of height, scale, lot coverage, density, and bulk;	To be reviewed by Development Officer
c) compatibility of the development with adjacent properties in terms of lighting,	To be reviewed by Development Officer and Traffic Authority

signage, outdoor display, outdoor storage, traffic, vehicle headlights, and noise;	
d) the adequacy of sewer services, water services, waste management services and stormwater management services;	To be reviewed by Director of Public Works
e) that the proposal contributes to an orderly and compact development pattern that makes efficient use of existing and new municipal infrastructure and services;	To be reviewed by Director of Public Works
f) the adequacy and proximity of schools;	To be reviewed by Director of Planning
g) the adequacy and proximity of recreation and community facilities;	To be reviewed by Director of Recreation
h) the adequacy of the road network in, and adjacent to, or leading to the development;	To be reviewed by Traffic Authority
i) the potential for the contamination or sedimentation of watercourses or for erosion;	To be reviewed by Director of Public Works/Planning
k) previous uses of the site which may have caused soil or groundwater contamination;	To be reviewed by Director of Public Works/Planning
l) suitability of the site in terms of grades, soil and bedrock conditions, location of watercourses, marshes, swamps or bogs;	To be reviewed by Director of Public Works/Planning
m) the ability of emergency services to respond to an emergency at the location of the proposed development;	To be reviewed by Director of Public Works
n) the financial ability of the Town to absorb any cost related to the development;	To be reviewed by Director of Public Works
o) that the proposed development would not have a negative impact or effect on natural watercourses, drinking water quality and supply, the Kentville Water Commission System Source Water Protection Area or other natural land features by way of contamination, erosion and sedimentation;	To be reviewed by Director of Planning
p) that the proposal is in conformance with the intent of this strategy and with the requirements of Town By-laws and regulations other than the Land Use By-law; and	To be reviewed by Director of Planning

q) the financial ability of the Town to absorb any costs relating to the amendment.	To be reviewed by Director of Finance
Policy IM-12 15.10.3 It shall be the intention of Council to require the submission of additional information to address issues such as:	
traffic impact	Policy T-8 Exerpt: A TIS will generally be required if the development is expected to generate 100 or more two-way trips at the site entrance(s) during peak hours.
stormwater management	Stormwater will be reviewed as part of criteria for IM-11(d)
landscaping	Could require for a more detailed landscaping plan
servicing	Where water and sewer servicing will be more extensive for this proposed development, a servicing plan has been provided by the applicant to be reviewed by the Director of Public Works.
impact on the streetscape	Limited impact anticipated, could consider aesthetics of signage and entryway
... where Council considers this information to be pertinent to the development process.	

Recommendation for the Creation of a Planning Advisory Committee

Staff Report TOK202506

Meeting Date: January 13, 2025
Department: Planning and Development
Strategic Priority: Housing and Planning

FOR RECOMMENDATION

RECOMMENDATION

THAT Council:

1. Approve the establishment of a Planning Advisory Committee.
2. Direct the Chief Administrative Officer to finalize terms of reference for the PAC, including its composition, roles, responsibilities, and operational framework.
3. Authorize the Chief Administrative Officer to initiate the recruitment process for public members of the PAC.

SUMMARY

The establishment of a Planning Advisory Committee will strengthen the Town's planning processes by fostering collaboration, transparency, and informed decision-making. This initiative aligns with the Town's commitment to sustainable growth and active community engagement.

BACKGROUND

Effective planning processes are vital to sustainable growth and the successful implementation of the Town's strategic goals. Many municipalities have found Planning Advisory Committees to be instrumental in engaging stakeholders, improving transparency, and ensuring informed decision-making in planning and development matters.

The creation of a PAC is consistent with best practices and aligns with the Town's commitment to community engagement and evidence-based policymaking. Such a committee would act as a forum for diverse perspectives and expert advice to inform Council decisions.

Section 200 of the Municipal Government Act provides the legislative authority for Council to create a planning advisory committee for the purpose of advising Council on the preparation or amendment of planning documents and respecting planning matters generally.

DISCUSSION

Role of the Planning Advisory Committee

The PAC would:

1. Review and provide recommendations on planning policies, by-laws, and significant development applications.
2. Serve as a platform for public engagement in planning processes.
3. Advise on the alignment of proposed developments with the Town's Municipal Planning Strategy, strategic objectives, and community values.
4. Monitor emerging trends and advise Council on proactive planning strategies.

Proposed Composition

The PAC would include:

- **Council Representation:** Three (3) Councillors.
- **Public Members:** Four (4), including residents, business representatives, and subject matter experts (e.g., in urban planning, environmental sustainability, development).
- **Staff Support:** Representatives from Department of Planning and Development.

Operational Framework

- **Meetings:** The PAC would meet monthly or as needed.
- **Reporting:** The PAC would submit formal recommendations to Council following each meeting.
- **Term:** Members would serve staggered two-year terms to ensure continuity.

Benefits

1. **Enhanced Public Participation:** Provides residents a structured opportunity to contribute to planning decisions.
2. **Expert Advice:** Ensures decisions are informed by technical expertise and diverse viewpoints.
3. **Improved Transparency:** Demonstrates the Town's commitment to open and accountable governance.
4. **Alignment with Strategic Goals:** Supports integrated and sustainable planning practices.

Challenges and Mitigation

- **Potential Delays in Decision-Making:** Clear terms of reference and timelines will ensure the PAC operates efficiently.
- **Resource Allocation:** Leveraging existing staff and resources will minimize additional costs.

Financial Implications

The creation of the PAC may require modest financial resources for meeting facilitation, training, and public engagement. A detailed budget will be developed based on Council's approval of this recommendation.

Respectfully submitted,

Darren Shupe, Director of Planning and Development
Town of Kentville

Attachments:

1. Draft Terms of Reference for the Planning Advisory Committee.
2. Comparison of PACs in similar municipalities.

Attachment 1: Draft Terms of Reference

Town of Kentville Planning Advisory Committee (PAC)

1. Purpose

The Planning Advisory Committee (PAC) is established to provide advice and recommendations to Council on matters related to land use planning, development policies, and long-term strategic growth. The PAC serves as a consultative body, fostering public engagement and contributing to informed decision-making.

2. Objectives

The PAC aims to:

1. Review and provide recommendations on planning applications, Land Use Bylaw amendments, Subdivision Bylaw amendments, and Municipal Planning Strategy updates.
 2. Promote sustainable development practices in alignment with municipal goals.
 3. Serve as a platform for community input on planning matters.
 4. Identify and advise on emerging trends, challenges, and opportunities in municipal planning.
-

3. Membership

3.1 Composition

The PAC shall consist of:

- **Voting Members:**
 - Up to four (4) members of the public representing diverse community interests, including residents, business owners, and subject matter experts (e.g., urban planning, environmental sustainability).
 - Three (3) members of Council.
- **Non-Voting Members:**
 - Two (2) municipal staff representatives from the Planning and Development Department to provide technical support and guidance.

3.2 Eligibility

- Public members must reside or own property within the municipality.
- Members should demonstrate an interest or expertise in planning, development, or related fields.

- Council members will be appointed by resolution of Council.

3.3 Term

- Members shall serve staggered two-year terms to ensure continuity.
- Members may be reappointed for a maximum of two (2) consecutive terms.

4. Governance and Operations

4.1 Chair and Vice-Chair

- The Committee shall elect a Chair and Vice-Chair annually from among its voting members.
- The Chair will preside over meetings, while the Vice-Chair will assume these responsibilities in the Chair's absence.

4.2 Meetings

- The PAC will meet monthly or at the call of the Chair, with additional meetings scheduled as necessary.
- Meetings will be open to the public and follow applicable procedures for transparency and accessibility.

4.3 Quorum

- Quorum shall consist of a majority of voting members.

4.4 Decision-Making

- Decisions and recommendations shall be made by majority vote of voting members present.

5. Responsibilities

The PAC shall:

1. Review and provide feedback on:
 - Proposed development applications.
 - Draft planning documents and policies.
 - Amendments to zoning by-laws and the Municipal Planning Strategy.
2. Engage with the community to gather input and communicate planning initiatives.
3. Submit formal recommendations to Council for consideration.
4. Participate in training sessions or workshops as required to enhance understanding of planning processes and legislation.

6. Reporting

- The PAC will prepare and submit meeting minutes and recommendations to Council through the Planning and Development Department.
- An annual report summarizing the Committee's activities and contributions shall be submitted to Council.

7. Resources and Support

- Municipal staff will provide administrative support, including preparation of agendas, minutes, and reports.
- The PAC will operate within the budget allocated by Council for its activities.

8. Amendments to the Terms of Reference

The Terms of Reference may be reviewed and amended by Council as needed to ensure alignment with municipal priorities and legislative requirements.

Approved by Council on:

Effective Date:

Review Date:

Attachment 2: Comparative Municipal Units

Unit	Council Reps	Members-at-Large	Reference
Town of Wolfville	4	5	https://wolfville.ca/sites/default/files/2023-07/110-001_Committees%20of%20Council_2023_07_18.pdf
Town of Truro	3	4	https://truro.ca/government/policies/374-planning-advisory-committee-policy-2003-03/file.html
Town of Amherst	3	3	https://amherst.ca/government/policies/planning-development/5179-66000-01-planning-advisory-committee-policy/file.html
Town of Antigonish	3	4	www.townofantigonish.ca/policies-bylaws/policies/954-advisory-committee-policy-1/file.html
Town of Yarmouth	4	b/n 3-10	www.townofyarmouth.ca/documents/policies/1665-citizen-advisory-committees-policy-january-2024/file.html
Town of Bridgewater	N/A		

PARKS &
RECREATION

Kentville

Active Living Strategy

2025 - 2030

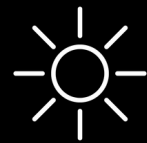




The MPAL Program



Active Living Strategy (2018-2022)



What We've Achieved!

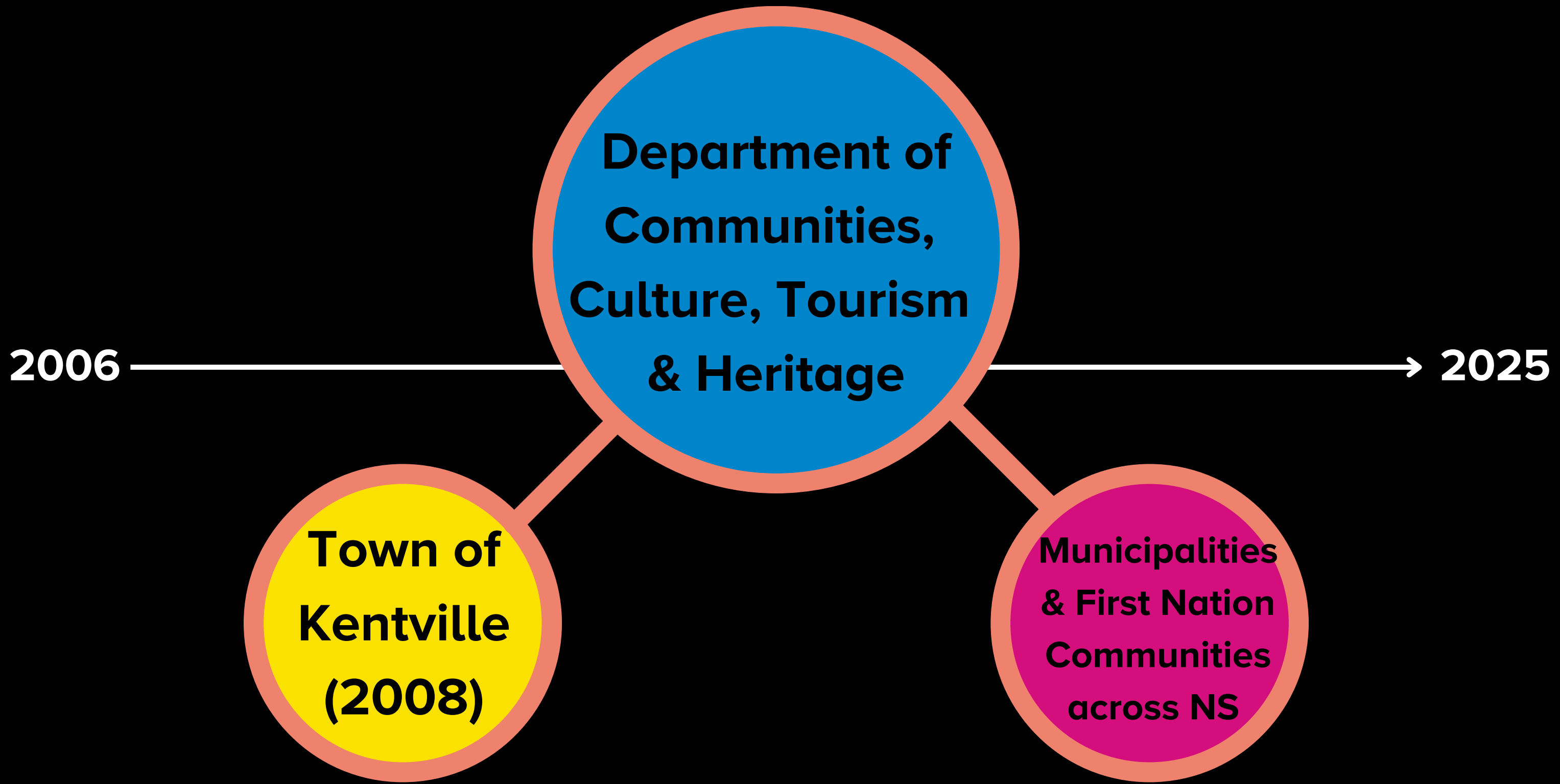


Staying Aligned & on the Leading Edge



Our Next Five Years





Municipal Physical Activity Program

(MPAL)

PLAN OUTCOMES

WALKING
Social Supports



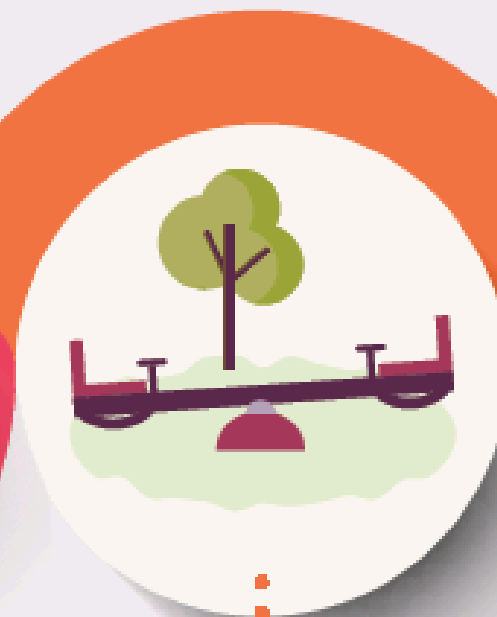
WALKING
Physical Environment



OTHER LESS
STRUCTURED MOVEMENT
Social Supports

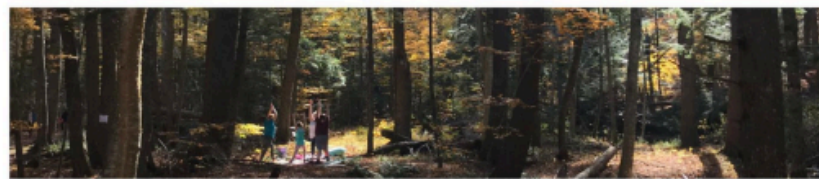


OTHER LESS
STRUCTURED MOVEMENT
Physical Environment








POLICIES TO
SUPPORT MOVEMENT





2018-2022

Strategic Priorities

	<i>Provincial Priorities for the MPAL Program</i>			<i>From the Shared Strategy for Recreation in Nova Scotia</i>	
Priorities	 Females across the lifespan	 Youth aged 12-18	 Active Transportation	 Connecting people with nature through outdoor recreation & play	 Inclusion, access, & disparity reduction

“Through the lens of reducing barriers and promoting fairness, we will create strategies, policies, programs, and initiatives that focus on social inclusion and equitable access while using physical activity as a means of community engagement.”

Parks, Trails, & Open Spaces

Recreation Site Map
Kentville Gorge Trail Revitalization
Harvest Moon Trail Connectors
Trail Network Connectivity
Community Trail Access Points
New Shade Structures
Repurposing Rec Hub for Programming & Equip Storage
Accessibility Audits
Mountain Bike Trail Expansion

Collaborative Partnership Dev't

Annual Collaboration with over 35 Community Partners, including:
Provincial/Local Sport & Recreation Organizations
Valley Recreation Association
SHIFT Partnership
Bi-Annual Partner Gatherings
AVRCE & Kings County Academy
Equity Owed Populations

Program Development & Facility Access

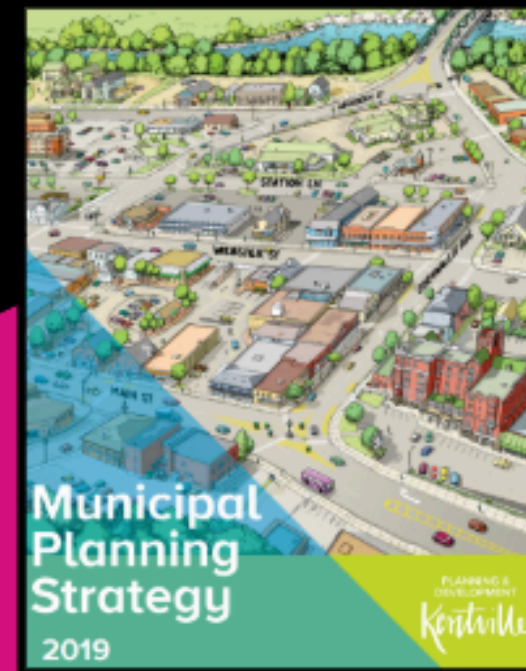
Facility Allocation Policy Dev't
Partnership Programming
Outreach Programming to Equity-Owed Populations
Kentville Plays Events & Pop-Ups
Guided Hiking/Snowshoe Events
Free Equipment Loan Programs
Free Facility Access Opportunities
Adaptive Sport Programming
After School Programming
Outdoor Based Programming

Active Transportation (AT)

2020-2028 AT Plan designed, adopted, and fully funded. Implementation in progress including:
Programming & Promotions:
• Year-Round AT Events
• School Partnerships (Bike Play Dates, Phys-Ed Cycling Curricula, After School Learn to Mountain Bike Program)
AT Infrastructure Network
• Year 5 of 8 Completed
Amenities & Placemaking
• Five Bike Repair Stations
• Bike Parking Racks
• Benches & Street Furniture

Grounded in extensive research and aligned with international, national, and provincial strategies, as well as insights from community consultations and surveys, this plan reflects our community's shared vision of inclusivity.

Our goal is to create an environment where families, friends, and individuals of all ages and abilities can actively participate together, fostering both health and social connections.





WE VALUE YOUR INPUT ON OAKDENE PARK

KINDLY CLICK THE LINK TO PARTICIPATE IN THE SURVEY



SUBMIT YOUR THOUGHTS BY
March 13, 2024

Please contact the Neighbourhood Outreach Program
Roxy Peterson at rpeterson@kentville.com

**PROVINCIAL &
MUNICIPAL SURVEYS**



**INFORMAL COMMUNITY
FEEDBACK & OUTREACH**



**BI-ANNUAL COMMUNITY
PARTNER GATHERINGS**

Community Engagement Methods

Town of Kentville Physical Activity Community Survey



88%

of respondents said they walked regularly, making it the most common physical activity.



29%

would like to participate in walking more frequently

13%

would like to participate in cycling more frequently

19%

would like to participate in swimming more frequently

35%



Believe there are more PA opportunities than 3 yrs ago

28%

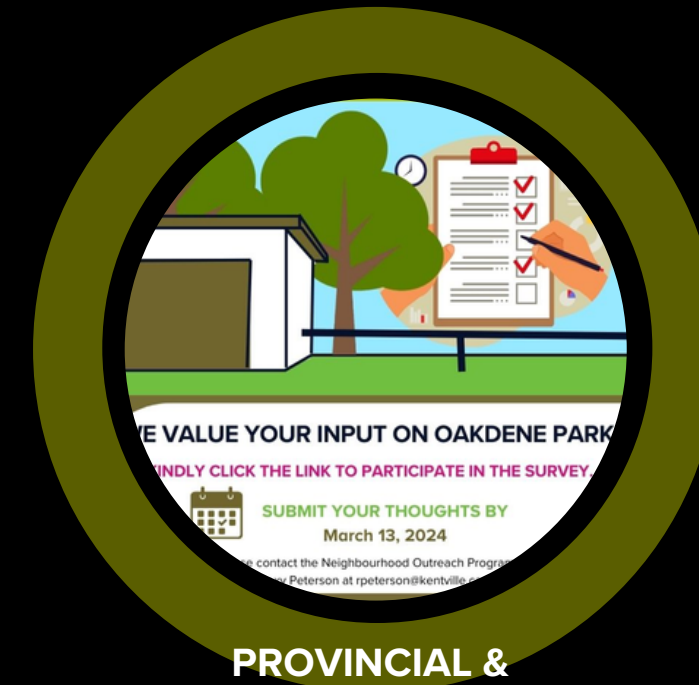


decreased activity levels during pandemic and have not rebounded

27%



of women are particularly interested in female-only drop in swimming opportunities



PROVINCIAL & MUNICIPAL SURVEYS

Top Challenges

#1



Infrastructure:
Condition of roadside spaces for biking and walking

#2



Social:
Having someone to go with

#3



Time:
Availability during daily schedule, and timing of program offerings

Opportunities

- More flexible non-competitive and recreational activities with social interactions
- More family-friendly spaces to participate
- Involve health care providers in supporting participation in PA.

Active Transportation

- 61% want to walk more often. This decision would be most affected by better road conditions, trails, and enforcement of rules of the road.
- 45% want to bicycle more often and better lighting, quiet streets, and available maps would have the greatest influence on an increase.

Method: Provincial & Municipal Surveys

“This program has been a blessing, not just for the clients we serve but for the entire community seeking meaningful, accessible opportunities for active living.”



INFORMAL COMMUNITY
FEEDBACK & OUTREACH



“The SHIFT program created space for individuals who had been isolated since COVID to reconnect, move, and set personal fitness goals—showing the life-changing impact of inclusive recreation

Method: Community Feedback



**INFORMAL COMMUNITY
FEEDBACK & OUTREACH**



As a new gardener it has been a fun learning process and a sense of pride to see what a group of hard working people can accomplish. From the produce to events in the park. I have enjoyed the community support the most.



“Beyond the visual improvement, the garden has had a wonderful impact on our community, bringing people together in meaningful ways. I’m excited for next season and the activities we’ll be hosting for people of all ages”



Method: Community Outreach

Community Partner Gathering

The Kentville Parks and Recreation Department works in partnership with multiple community organizations, groups, associations, not-for-profits and service providers. The department collaborates with them by offering joint programming and event hosting, partnering on grant applications, and providing equipment, space or supplies as needed.



BI-ANNUAL COMMUNITY PARTNER GATHERINGS

Kentville community organizations are highly skilled and well-connected and exemplify collaborative approaches when offering community support, services and programming.

What we heard...

- Kentville organizations, community groups and not-for-profits are seeing great success in outcomes, programs and physical growth through service expansion opportunities!
- They see opportunities to further collaboration and expand programs or community offerings through intentional partnerships.
- They want to see more diverse perspectives at gatherings, in the community and in informing policy.

“We need to prioritize Black/African Nova Scotian and Indigenous voices.”

Kentville Parks and Recreation staff are committed to continuing and expanding how we support and collaborate with community organizations, groups, associations, not-for-profits and service providers. Staff will do so by following up on suggestions and offerings made during the 2024 Community Partner Gathering!



November 2024

Community Partner Gathering Report

The Town of Kentville Parks and Recreation Department partners with multiple community groups, associations, organizations, not-for-profits and service providers for programs and project delivery.



BI-ANNUAL COMMUNITY
PARTNER GATHERINGS




Kentville organizations are highly skilled well-connected and exemplify collaborative action when offering community support, programming, services and coordination

What we heard

At the gathering, community partners highlight three key action themes for the Parks and Recreation department to consider moving forward:

- Improving communication and outreach
- Continue developing collaborative programs and partnerships
- Increase accessibility and remove barriers to access

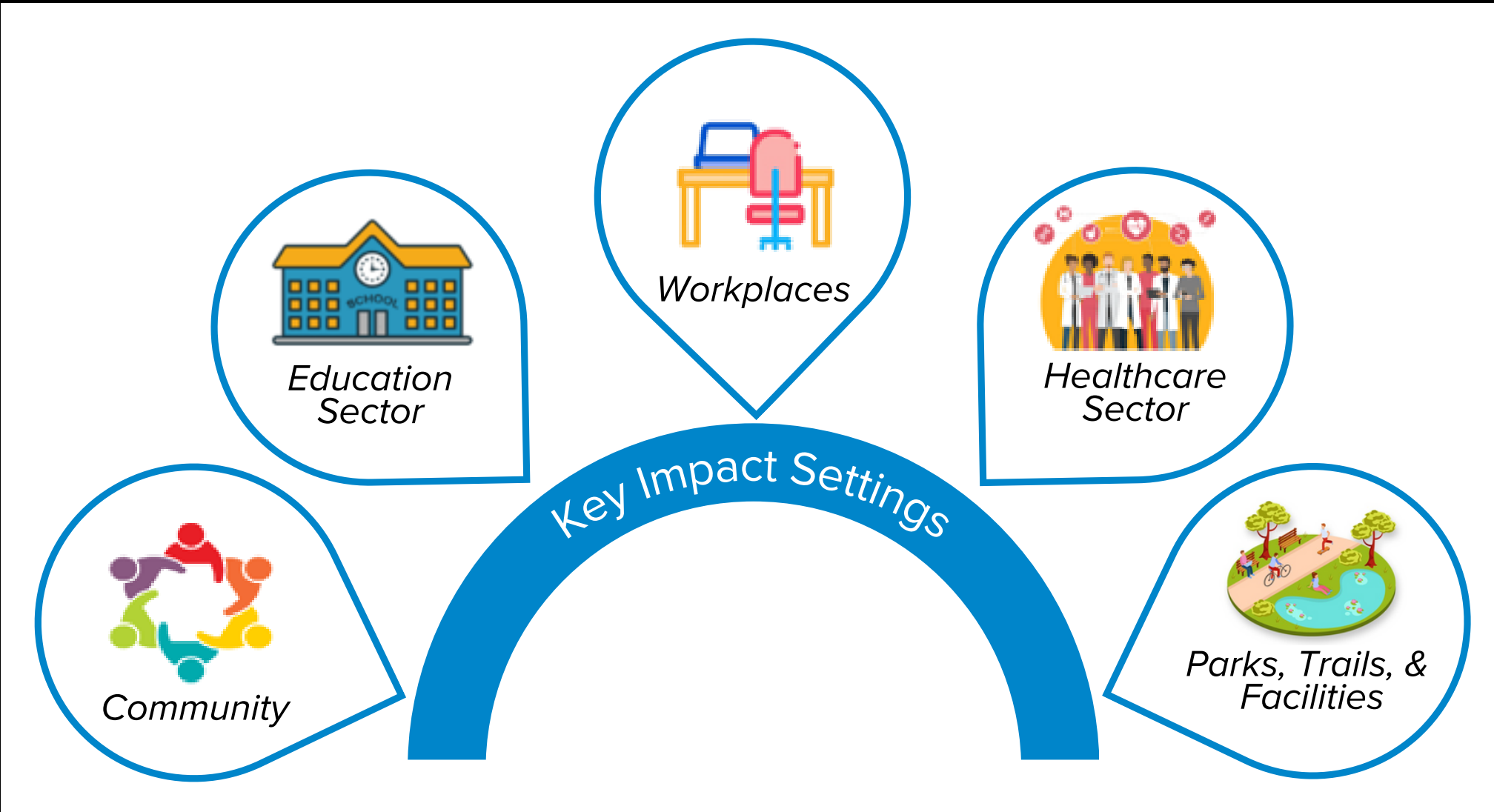
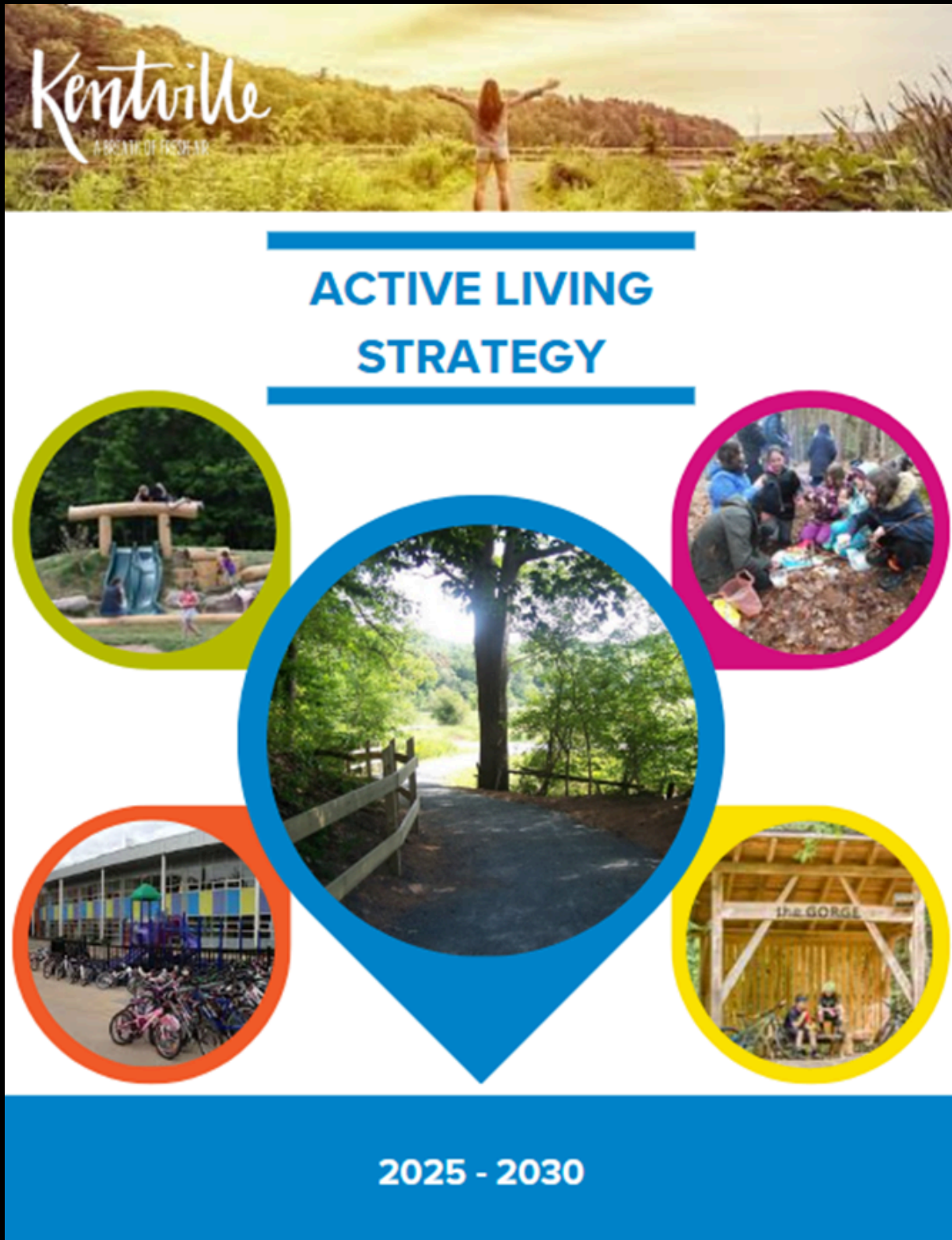
Additionally, the group identified three focus topics to consider in future programs and partnerships.

-  **Community Building**
-  **Equity, Access and Inclusion**
-  **Education and Empowerment**



Next steps

The Parks and Recreation Department staff will bring the information in this report to Town Council. Additionally, staff are committed to following up with attendees to explore building on current partnerships or expanding on new opportunities!



Knowing Our Sphere of Influence

ALWAYS seeking innovative, equity focused partnerships to amplify impact and expand boundaries

Our Next Five Years . . .



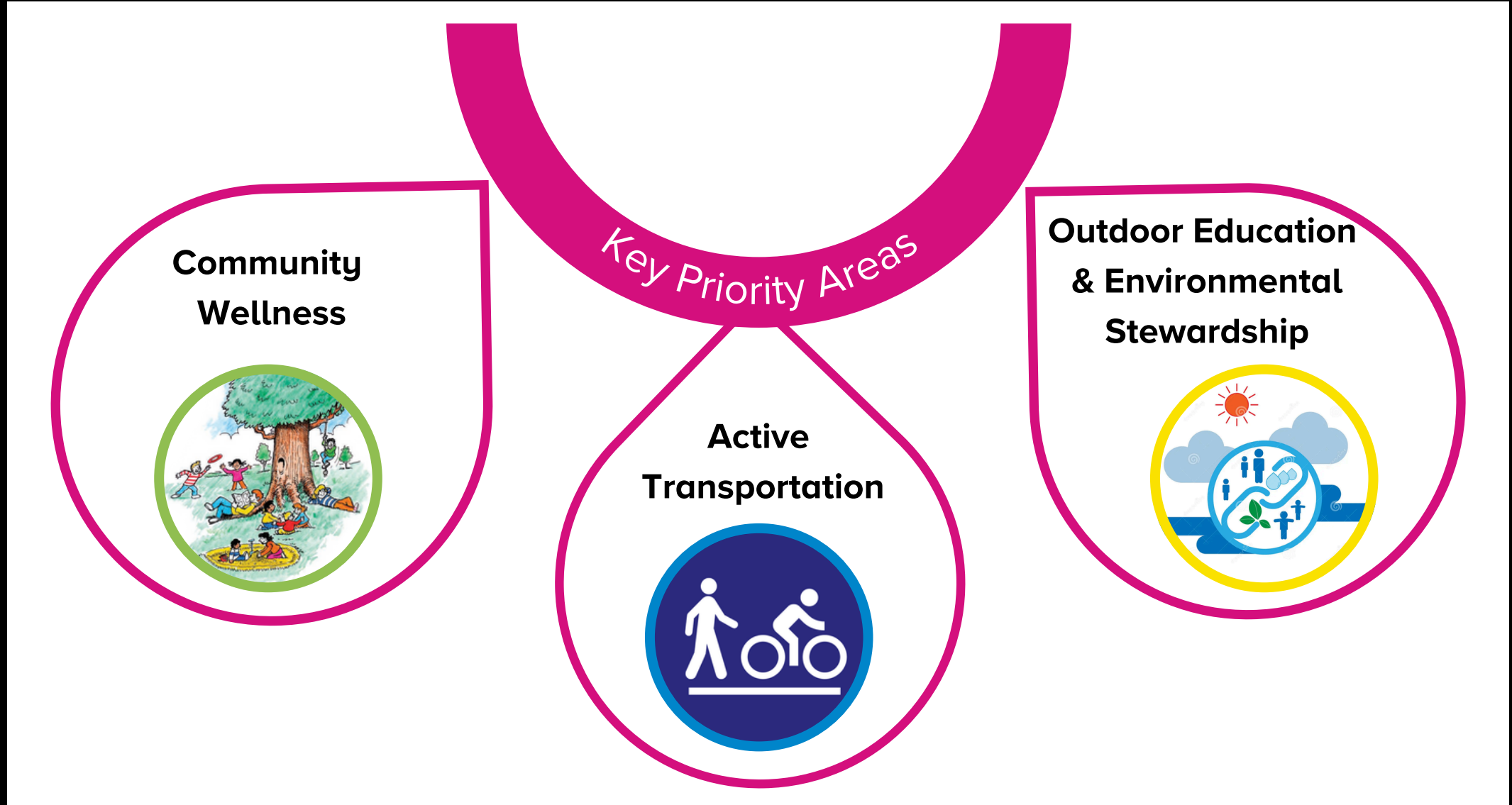
ACTIVE LIVING STRATEGY



2025 - 2030

MPAL PRIORITY:

The integration of less-structured physical movement in bouts throughout the day.



Our Next Five Years . . .



Priority Area #1: Community Wellness

Empower Kentville to be a community where wellness is prioritized, and recreation is accessible to all, fostering physical health, mental wellbeing, and social connection. Through diverse programs and community-driven opportunities, we will inspire a lifelong commitment to active living and personal growth.

Key Action Items:

- Provide engaging and inclusive recreation opportunities for all.
- Develop vibrant, welcoming play spaces that bring generations together.
- Celebrate community with events like: 'June is Recreation Month' and the 'National Day of Play'.
- Collaborate with healthcare leaders to use recreation for health and wellness.
- Partner with Acadia University to advance the "Kentville Plays" vision.



Priority Area #2: Active Transportation (AT)

Active Transportation is a comfortable and enjoyable part of everyday life in the Town of Kentville for users of all ages, abilities, and backgrounds. Residents and visitors will engage fully with the community's local stories and landscapes.

Key Action Items:

- Identify gaps by reviewing AT facilities, services, and wayfinding.
- Develop a Regional Cycling Map to showcase cycling routes and attractions.
- Inspire AT use with year-round events like bike and walk-to-school days.
- Strengthen AT standards in the Municipal Planning Strategy and Subdivision By-Law



Priority Area #3: Outdoor Education & Environmental Sustainability

Cultivate a community deeply connected to nature, where nature-based learning and ecological responsibility inspire sustainable practices. Empower residents to protect and enhance the environment, promoting long-term health and resilience for both people and the planet.

Key Action Items:

- Develop a Parks, Trails, and Open Space Plan.
- Embed climate change considerations into recreation planning and maintenance.
- Create programs combining physical activity with environmental learning.
- Partner with healthcare providers to include nature-based activities in health programs.
- Assess and address access barriers in outdoor spaces for underserved groups.

PARKS &
RECREATION

Kentville

Active Living
Strategy

2025 - 2030



Thank You

TOK2025 Kentville Active Living Strategy 2025-2030: Council Approval Staff Report 202503

Meeting Date: January 13, 2025
Department: Parks & Recreation Department

RECOMMENDATION

The Council Advisory Committee approves the updated Active Living Strategy 2025-2030 which serves as a guiding framework to advance community wellness, active transportation, and environmental sustainability in Kentville.

SUMMARY

The Kentville Active Living Strategy outlines a series of strategic actions aligned with the Parks and Recreation Department priorities to enhance physical activity, community vitality, and contribute to the broader economic and social development goals for Kentville. By implementing this plan, Kentville aims to create a vibrant, inclusive environment where residents can engage in physical activity, leisure pursuits, and social interactions—ultimately contributing to overall health and well-being.

BACKGROUND

Since 2008, the Town of Kentville has partnered with the Province of Nova Scotia through the Municipal Physical Activity Leadership (MPAL) Program to promote active living and foster inclusive, supportive environments. The MPAL Program has been instrumental in fostering local engagement, providing professional support, advancing equity and inclusion, promoting less-structured physical activity, and implementing systematic monitoring and evaluation. These efforts create environments that encourage active living and enhance the health and well-being of residents across Nova Scotia.

In 2024, the Town reaffirmed its commitment to this initiative by renewing a 5-year Memorandum of Understanding. This agreement outlines the roles and responsibilities of the partnership, including the development and implementation of a community-wide physical activity and movement plan.

In creating the Active Living Strategy, the Town of Kentville has joined municipalities across the province that have partnered with the Department of Communities, Culture, Tourism, and Heritage through the MPAL program to develop action plans aimed at increasing physical activity. The Strategy outlines the steps to provide residents with the opportunities and knowledge necessary to participate in more physical activities more often.

DISCUSSION

The Active Living Strategy is a comprehensive plan to increase physical activity levels among all residents. Rooted in research and shaped by community input, it aligns with local, provincial, and national objectives, emphasizing inclusivity and accessibility.

While the Parks and Recreation Department will play a key role in facilitating community-focused initiatives, the implementation of the strategy will not rest solely on the department. A whole-of-government approach will be employed, with actions undertaken by various municipal departments, community organizations, and other lead players. Partnerships and collaboration will be central to the strategy's success, ensuring a shared responsibility and broad-based support. Programs will prioritize social connections, flexibility, and family participation, and will be designed to be non-competitive and accessible, providing meaningful opportunities for all residents to engage in active living.

Key Priority Areas:

- 1. Community Wellness** - Empower Kentville as a community where wellness and recreation are accessible, fostering physical, mental, and social health.
- 2. Active Transportation** - Make active transportation an integral, enjoyable part of daily life in Kentville for all ages and abilities.
- 3. Outdoor Education & Environmental Stewardship** - Foster a community connected to nature, emphasizing sustainable practices and environmental responsibility.

IMPACT ON STRATEGIC PRIORITIES

The Active Living Strategy 2025-2030 aligns with the Town of Kentville's broader strategic priorities by fostering inclusivity, promoting sustainability, and enhancing community infrastructure. It supports the Town's goals of creating equitable opportunities for physical activity, improving active transportation networks, and integrating environmental stewardship into municipal planning. By emphasizing community wellness and collaboration across sectors, the strategy contributes to building a vibrant, healthy, and connected community for all residents.

JURISDICTIONAL SCAN

The Active Living Strategy aligns with national and international frameworks such as the WHO's Global Action Plan on Physical Activity, Canada's Physical Activity Guidelines, and ParticipACTION recommendations. These frameworks emphasize reducing barriers to physical activity through inclusive, accessible, and community-driven approaches.

While rooted in these broader principles, Kentville's strategy is uniquely tailored to local needs. It incorporates community-specific action plans, such as the Kentville Moves: Active Transportation Plan and the Parks and Recreation Master Plan, ensuring that initiatives reflect the town's demographics, geography, and priorities. This localized approach allows Kentville to leverage provincial and federal guidelines while addressing the distinct challenges and opportunities within the community.

RELATED COUNCIL DISCUSSIONS

Mandatory, when available

IMPORTANT DATES OR BENCHMARKS

Mandatory, when available

POLICY IMPLICATIONS

The Active Living Strategy aligns with key municipal, provincial, and national policies and frameworks that guide public health, urban planning, and community development. Key policy documents that support this strategy include:

1. **Municipal Government Act (MGA)**
2. **Municipal Planning Strategy (MPS)**
3. **Active Transportation Policies**
4. **Environmental Sustainability Policies**
5. **Public Health Policies**

BUDGET IMPLICATIONS

The financial implications of implementing the Active Living Strategy 2025-2030 will require both operational and capital funding.

All financial requests related to the Active Living Strategy will be submitted for review during the Capital & Operating Budgeting process, with clear alignments to specific priority areas. The Parks & Recreation Department will seek funding from both internal and external sources, including provincial and federal grants, to maximize investment in community wellness and infrastructure.

- **Short-Term (1-2 Years):** Focus will be on smaller-scale community engagement initiatives, initial infrastructure improvements, and event programming.
- **Medium-Term (3-5 Years):** Larger infrastructure projects (e.g., new trails, cycling routes, and park upgrades) and ongoing program delivery will require capital funding and operational support.
- **Long-Term (5+ Years):** The strategy's long-term success will depend on sustained funding for maintenance, evaluation, and potential expansions of services and infrastructure.

COMMUNICATION IMPLICATIONS

The Active Living Strategy will be communicated to stakeholders and the public through a multi-channel approach, including Community Engagement, Digital Outreach, Partnerships, Events, and Progress Updates.

ATTACHMENTS AND LINKS

Active Living Strategy – Full document for review.
Community Gathering Summary – January 2024
Community Gathering Summary – November 2024

RECOMMENDATION

The Council Advisory Committee approves the updated Active Living Strategy 2025-2030 which serves as a guiding framework to advance community wellness, active transportation, and environmental sustainability in Kentville.

Community Partner Gathering

The Kentville Parks and Recreation Department works in partnership with multiple community organizations, groups, associations, not-for-profits and service providers. The department collaborates with them by offering joint programming and event hosting, partnering on grant applications, and providing equipment, space or supplies as needed.

Kentville community organizations are highly skilled and well-connected and exemplify collaborative approaches when offering community support, services and programming.

What we heard...

- Kentville organizations, community groups and not-for-profits are seeing great success in outcomes, programs and physical growth through service expansion opportunities!
- They see opportunities to further collaboration and expand programs or community offerings through intentional partnerships.
- They want to see more diverse perspectives at gatherings, in the community and in informing policy.



“We need to prioritize Black/African Nova Scotian and Indigenous voices.”

Kentville Parks and Recreation staff are committed to continuing and expanding how we support and collaborate with community organizations, groups, associations, not-for-profits and service providers. Staff will do so by following up on suggestions and offerings made during the 2024 Community Partner Gathering!

2024 TOWN OF KENTVILLE COMMUNITY PARTNER GATHERING

WE ARE GATHERED IN MI'KMA'KI

WE RECOGNIZE THE OVER 400 YEARS OF AFRICAN NOVA SCOTIANS AND THEIR HISTORICAL COMMUNITIES

WE'RE IN THIS WORK TOGETHER

OUR SUCCESSES

- GROWTH** (Working with Youth, PHARMACEUTICALS, RECREATION, NEW POSITIONS, NEW LEADERS)
- CONNECTION** (Having Space To Work Together, RECONNECT, COMMUNITIES, SUPPORTING COMMUNITY HOPE, EXPANSION PROJECTS)
- LOCAL FOOD OPPORTUNITIES** (Supporting and growing local food systems, COMMUNITY SUPPORT, LOCAL FOOD OPPORTUNITIES)
- HOPE** (FILLING SERVICE GAPS!, SUPPORTING EACH OTHER IN THIS WORK, NEW WAYS TO SUPPORT)
- PHILANTHROPIES** (Seeing student success!, COMMUNITIES, CONVERSATIONS, COMMUNITY, THANK YOU)

HOW MIGHT WE ...

- LET'S DREAM** (POLICY CHANGE, ACCESS TO SPACES, INTERGENERATIONAL SPACES, HEARING MORE VOICES, EMPOWERING PROGRAMS)
- WE NEED TO PRIORITIZE AFRICAN NOVA SCOTIAN & INDIGENOUS VOICES** (You can hold your collective voice, LET'S CONNECT, COLLABORATE ON THAT, LEAN INTO, POLICY ADVOCACY, ACCESS POINTS)
- OPPORTUNITIES** (POLICY CHANGE, ACCESS TO SPACES, INTERGENERATIONAL SPACES, HEARING MORE VOICES, EMPOWERING PROGRAMS)
- INTERGENERATIONAL SPACES** (CONNECTION, COMMUNITY, POLICY INFLUENCES)
- EMPOWERING PROGRAMS** (SUMMER | AFRICAN BOYS PROGRAM, POLICY INFLUENCES, POLICY INFLUENCES)

NEXT STEPS

- MORE JOINT PROGRAMMING
- filling the gaps!
- INTERGENERATIONAL OPPORTUNITIES
- POLICY INFLUENCES

Highlighted Successes of 2023

The first portion of the gathering focused on the successes their organizations experienced in 2023:

- The renaming of Cornwallis Street to Bridge Street
- Kentville Town Council writing a letter in support of Basic Income Guarantee
- Expansion projects - new buildings, new programs, filling service gaps
- Strong staff teams in the sector
- Having more opportunities to come together, connect and collaborate
- Environmental Day 2023 - Oakdene Park
- Increased programming and services
- More staff positions
- New opportunities to support representation and diversity
- Seeing success in the individuals receiving support
- Partnership programming



In addition to internal programming and events, the Kentville Parks and Recreation Department partners with community organizations to offer approximately 30 programs a year, with multiple offerings on a weekly and ongoing basis.

Highlighted Opportunities for 2024

The second portion of the gathering focused on opportunities which the Kentville Parks and Recreation Department and Community Organizations can work collaboratively towards in 2024

- Multicultural and intergenerational program opportunities
- Low-cost programs for individuals with varying abilities or disabilities
- Solutions to housing and homelessness
- Continue to build and deepening community partnerships
- Grow connections with Indigenous and Black/African Nova Scotian community groups and members
- Seek to offer opportunities to increase community compassion and belonging
- Providing more volunteer opportunities for youth
- Offer more sensory-friendly activities year-round
- Create space to have more voices inform community events - such as Apple Blossom
- Kentville Parks and Recreation can create demographic-specific programming opportunities in collaboration with specific organizations (e.g., SHIFT program with the Flower Cart.)
- Increase food and sustainability programs throughout the community
- Increase community connection and understanding of varying lived experiences
- Identify opportunities for not-for-profits or community groups to operate in Town-owned/public spaces
- Kentville Parks and Recreation staff communicating to organizations their scope of influence on public policy
- Identify where community organization goals align with Parks and Recreation programs to seek opportunities for joint partnerships
- Parks and Recreation staff can offer letters of support for community organization grant applications
- Parks and Recreation space working with organizations to identify spaces for program or workshop offerings

Next Steps - Goal Setting!

The information shared at the 2024 Community Partner Gathering will inform the 2024 Town of Kentville Parks and Recreation Department Operational Plan. Staff are committed to following up with organizations to offer specific opportunities which further support, amplify, and collaborate to offer intentional and meaningful access to recreation through community.

Community Partner Gathering Report

The Town of Kentville Parks and Recreation Department partners with multiple community groups, associations, organizations, not-for-profits and service providers for programs and project delivery.

Kentville organizations are highly skilled well-connected and exemplify collaborative action when offering community support, programming, services and coordination

What we heard

At the gathering, community partners highlight three key action themes for the Parks and Recreation department to consider moving forward:

- Improving communication and outreach
- Continue developing collaborative programs and partnerships
- Increase accessibility and remove barriers to access

Additionally, the group identified three focus topics to consider in future programs and partnerships.



Community Building



Equity, Access and Inclusion



Education and Empowerment





Highlighted Successes of 2024

- Addressing food insecurity with community gardening
- Host the immigration fair at Acadia University
- Growing staff teams and expanding programs
- Celebrating new active transportation programs
- Partnering with the Parks and Recreation Department on access to programming space
- Supporting the work of a new African Nova Scotian Organization in Kentville
- S.H.I.F.T Program
- Multi-Cultural Festival
- Local organizations sharing training resources



Opportunities for 2025

- Hosting a community Organization Expo in Centre Square
- Programming and support for 2SLGBTQIA+ individuals
- More spaces individuals experiencing housing insecurity can access during the day
- Engaging more community partners in Town led events
- Intergenerational programs and opportunities for connection
- Increase communications on existing platforms
- Share training opportunities with community partners
- Implementing an engagement framework
- Increase inclusive and diverse programming
- Offering or supporting programs in diverse languages

Next steps

The Parks and Recreation Department staff will bring the information in this report to Town Council. Additionally, staff are committed to following up with attendees to explore building on current partnerships or expanding on new opportunities!



ACTIVE LIVING STRATEGY



Introduction

The Town of Kentville is a rapidly growing community with diversifying needs and complex challenges that demand innovative solutions. Parks and Recreation serve as vital tools for navigating this complexity, and our department prioritizes intentional partnerships, effective service delivery, and thoughtful development to build resilient communities.

The past few years have been particularly challenging due to many societal disparities, such as COVID-19, economic shifts, etc., which has significantly impacted health and well-being. Many residents have become more sedentary, affecting both physical and mental wellness. In response, it is crucial to prioritize basic needs, create spaces for belonging, enhance outdoor recreation, emphasize unstructured play, and empower communities. Guided by principles such as Learning with Wskitqamu, which emphasizes connecting with the land and learning from nature, and Afrocentric values like Ubuntu, which highlights collective well-being and interconnectedness, the Kentville Active Living Strategy aims to foster an inclusive environment. These principles inform our approach to Strategic Planning, Community Wellness, and the development of Parks, Trails, and Facilities, helping to address systemic challenges and barriers while improving overall health and resilience in the face of ongoing challenges.

As stated in the Framework for Recreation in Canada, “a rebalancing of recreation is necessary if it is to strategically address the barriers and constraints to participation faced by some people, and to celebrate the rich diversity of Canada’s population.” Recreation belongs to everyone in our community, and as the Parks and Recreation department, we are committed stewards dedicated to meeting these needs. Achieving this requires collaborative action, ongoing communication, knowledge sharing, resource allocation, and joint efforts to improve services.

Based on a thorough review and evaluation of ongoing work within the Kentville Parks and Recreation Department, our community, and our partnerships, four key priorities have been identified:

#1

**Strategic
Planning**



#2

**Activation & Capacity
Building**



#3

**Community
Wellness**



#4

**Parks, Trails &
Facilities**



The Kentville Active Living Strategy outlines a series of strategic actions aligned with these priorities to enhance physical activity in our community. By implementing the Action Plan detailed below, Kentville aims to create a vibrant and inclusive environment where residents can engage in physical activity, leisure pursuits, and social interactions, all of which contribute to overall health and well-being. While our natural spaces offer opportunities for activities like walking, swimming, and skiing, and nearby sports facilities support active lifestyles, many residents still lead predominantly sedentary lives. Systemic challenges, socioeconomic barriers, and aging infrastructure exacerbate this trend.

To address these issues, the Town of Kentville's Active Living Strategy will utilize programs like the Municipal Physical Activity Leadership (MPAL) initiative, developed by the Nova Scotia Department of Community, Culture, Tourism & Heritage: Communities, Sport, and Recreation Division.

THE MUNICIPAL PHYSICAL ACTIVITY LEADERSHIP (MPAL) PROGRAM

The MPAL program partners with municipal units and First Nation Band Councils to fund physical activity practitioner positions aimed at supporting the development and implementation of community-wide physical activity plans. The Municipal Physical Activity Leadership (MPAL) Program in Nova Scotia has been instrumental in fostering local engagement, providing professional support, promoting equity and inclusion, integrating less-structured physical activity, and employing a systematic approach to monitoring and evaluation, the program contributes to creating environments that support active living and improve the health and well-being of residents across Nova Scotia.



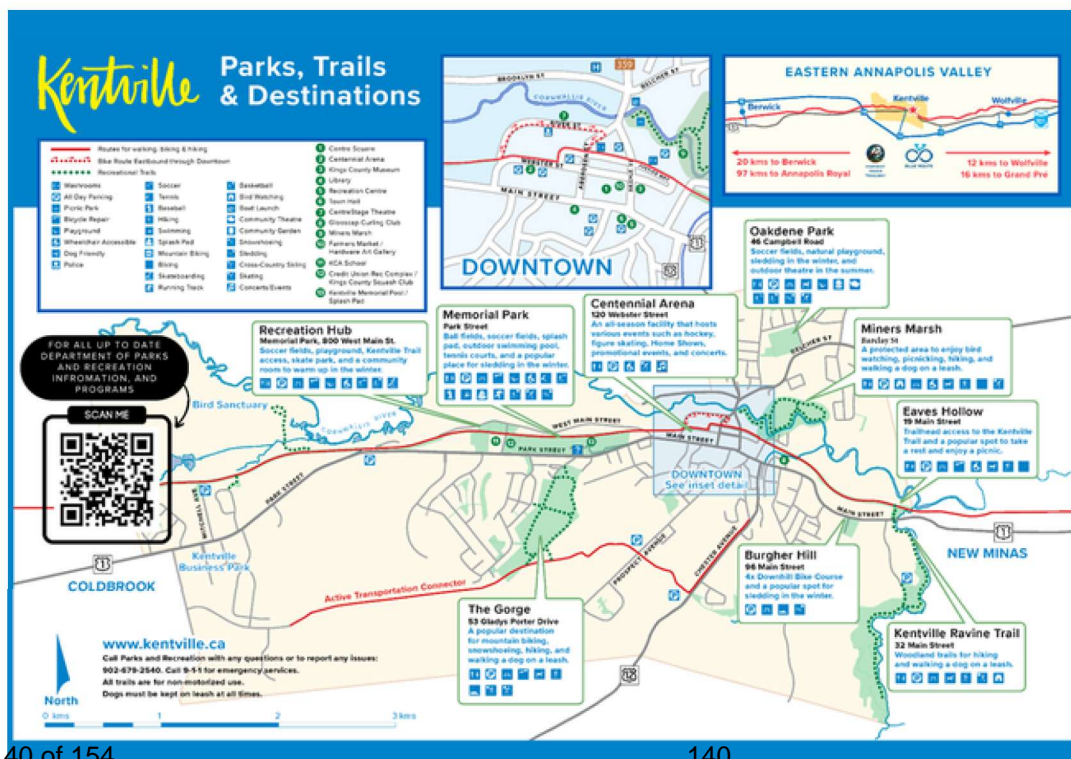
Community Profile

The Town of Kentville, incorporated on December 7, 1886, is a vibrant town of 6,660 (Statistics Canada, 2021) located within the ancestral territory of the Mi'kmaq people. Covering 17.35 km², Kentville boasts a rich cultural heritage shaped by Indigenous, Black Nova Scotian, Acadian, Loyalist, and New England Planter communities. As the largest town in the Annapolis Valley, Kentville has developed into a key agricultural and economic hub while also emerging as a center for active living and community wellness.

The town's demographics, diverse cultural history, and geography create an ideal environment to amplify physical activity across various settings. In the education sector, institutions like the Kings County Academy promote active lifestyles through comprehensive sports and wellness programs. Kentville's strong café culture and events such as the Apple Blossom Festival foster social connections that encourage participation in recreational activities.

Kentville also prioritizes health and wellness in the health care sector, with Valley Regional Hospital and various wellness-focused businesses offering programs that support active living. The town's workplaces are increasingly recognizing the importance of employee wellness, with initiatives that promote physical activity and work-life balance. Additionally, Kentville's parks and trails provide spaces to reconnect with nature and build community connections. These spaces reflect the growing commitment to fostering a deeper understanding of the land and celebrating diverse perspectives, such as Learning with Wskitqamu and the communal values of Ubuntu, which emphasize shared responsibility and collective well-being.

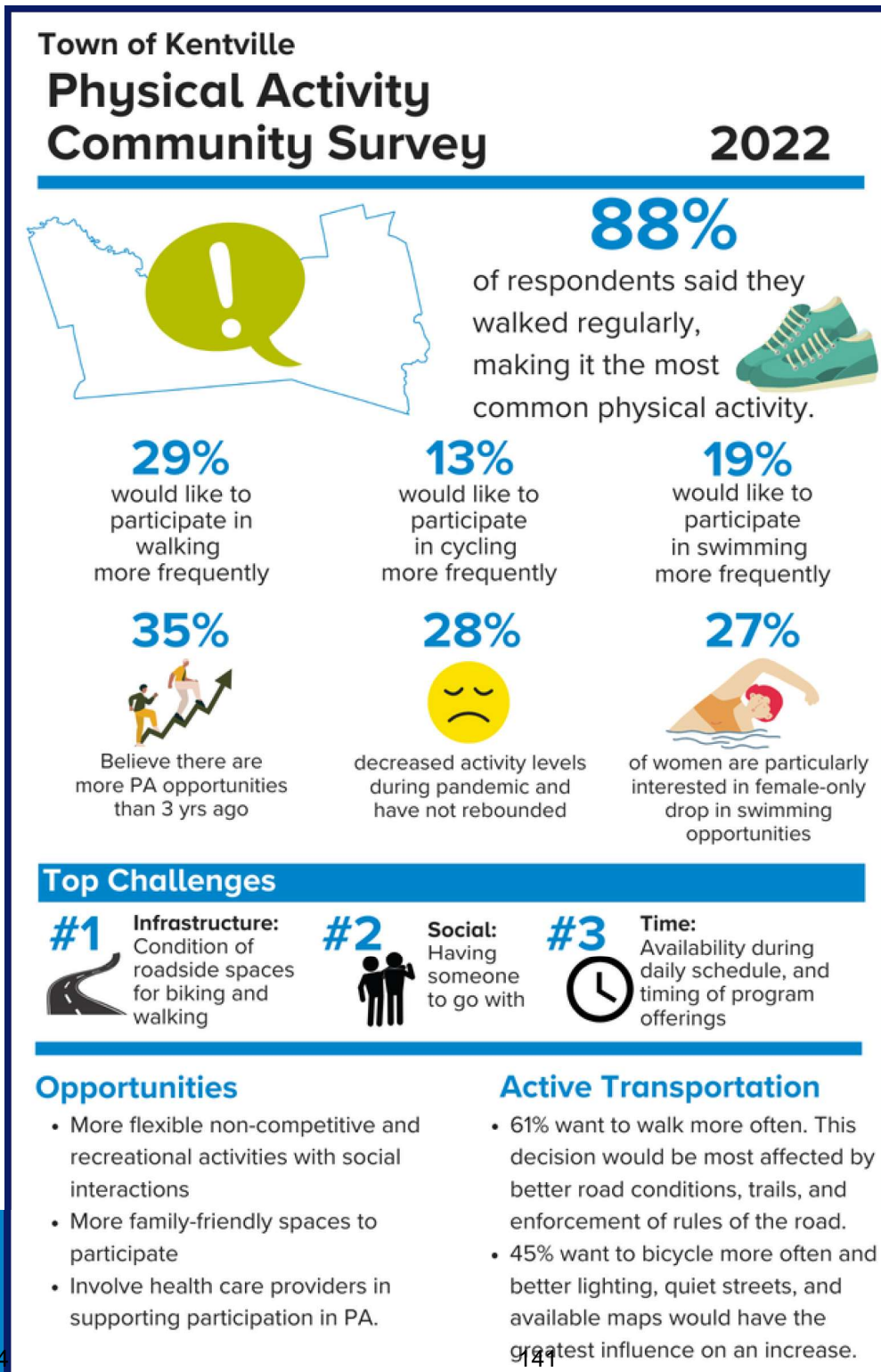
With its focus on sustainability and community well-being, Kentville is well-positioned to enhance active living opportunities while embracing the principles of inclusion and respect for all.



Community Engagement Methods

Physical Activity Community Survey

The development of the 2025-2030 Active Living Strategy Action Plan for the Town of Kentville was informed through various methods of community engagement. A key component was a provincially conducted telephone survey by Nova Insights Ltd., which assessed residents' attitudes toward and behaviors related to physical activity. This comprehensive engagement process has provided valuable insights that will shape the strategic actions aimed at promoting active living in Kentville over the next five years.



Community Engagement Methods

Community Partner Gathering

A vital method of community engagement for developing the 2025-2030 Active Living Strategy Action Plan is the Annual Partner Gatherings organized by the Kentville Parks and Recreation Department. This department collaborates with various organizations, non-profits, and service providers across sectors such as health care, education, business, and recreation.

The first portion of the 2024 gathering focused on the successes from 2023, where organizations highlighted several initiatives aligned with the Active Living Strategy. Notably, the renaming of Cornwallis Street to Bridge Street promotes community identity and connectivity. The expansion of programs and services addresses local needs, while events like Environmental Day 2023 at Oakdene Park encourage active participation and environmental stewardship.

The second portion of the gathering explored collaborative opportunities for 2024, including developing multicultural and intergenerational programs, offering low-cost activities for individuals with varying abilities, and increasing sensory-friendly events year-round. The department aims to enhance community compassion through youth volunteer opportunities and foster connections with Indigenous and Black/African Nova Scotian groups, supporting the town's commitment to inclusivity and overall wellness.

Kentville Parks and Recreation staff are committed to continuing and expanding how we support and collaborate with community organizations, groups, associations, not-for-profits and service providers. Staff will do so by following up on suggestions and offerings made during the 2024 Community Partner Gathering!



Key Insights 2023 - 2024

Feedback from these gatherings, while not solely focused on active living, revealed key insights:



- **Successful Outcomes and Program Expansion:** Organizations reported significant success and growth through expanded services, highlighting the effectiveness of collaborative programming that promotes active living.
- **Opportunities for Further Collaboration:** Participants expressed a strong desire to expand programs through intentional partnerships, emphasizing the need for joint efforts in promoting physical activity.
- **Diverse Perspectives:** A call for more diverse voices in discussions and policy-making, especially from Black/African Nova Scotian and Indigenous communities, underscores the importance of inclusivity in ensuring programs meet the needs of all community members.

Kentville's community organizations exemplify collaboration by engaging in joint programming, co-hosting events, partnering on grants, and sharing resources.

Each year, the department hosts a gathering to discuss community priorities, identify service gaps, and explore how the municipality can support these efforts. This event fosters networking, shares successes and challenges, and highlights opportunities for collaboration to enhance community wellness and resilience. The insights gathered will inform actionable strategies in the Active Living Strategy Action Plan, fostering a more active, healthy, and engaged community.

Kentville Parks and Recreation Department partners with community organizations to offer approximately 30 programs a year, with multiple offerings on a weekly and ongoing basis.

Community Engagement Methods

Community Partner Gathering

In addition to the Annual Partner Gatherings, the Kentville Parks and Recreation Department employs several other methods to engage the community:

- **Annual Municipal Survey:** This survey gathers broad community feedback to inform planning and priorities.
- **Community-Specific Surveys:** Conducted by the Neighbourhood Outreach Community Coordinator, these surveys focus on specific areas, such as Oakdene Park and Mill Run and Deer Haven, to capture local needs and preferences.
- **SHIFT Partnership Visioning Meetings:** Held twice annually, these meetings review partnership programming and plan for the upcoming seasons, ensuring that collaborative efforts align with community needs.

Evolving Frameworks:

Integrating Priorities and Policies

The goals of this plan align with various provincial and local strategies for Active Living in Nova Scotia, including Let's Get Moving Nova Scotia and the Shared Strategy for Advancing Recreation. At the municipal level, it supports the Kentville Moves: Active Transportation Plan, the Inclusion and Accessibility Plan, the Diversity and Belonging Task Team, and the Municipal Planning Strategy. It also aligns with the Kentville Parks and Recreation Master Plan and Operational Framework, which prioritize community wellness and facilities. Additionally, it complements the Integrated Community Sustainability Plan, the Police Strategic Plan, and the Annapolis Valley Regional Economic Development Strategy.

This local strategy is backed by international and national frameworks, such as the WHO's Global Action Plan on Physical Activity and Canada's Physical Activity Strategy. The ParticipACTION Report Card and Canadian Guidelines on Physical Activity provide assessments and recommendations for improving activity levels across age groups.

Emerging frameworks also inspire this plan, fostering a deeper understanding of how cultural values and knowledge systems can guide recreation and wellness strategies. Concepts such as Learning with Wskitqamu encourage a reciprocal relationship with the land, emphasizing the importance of learning from and caring for nature to enhance physical, mental, and community well-being. Similarly, the Afrocentric principle of Ubuntu, which focuses on collective well-being and interconnectedness, offers valuable insights into fostering a sense of belonging and shared responsibility. These frameworks help to ground the strategy in values of respect, inclusion, and sustainability, ensuring that the approach is both innovative and culturally responsive.



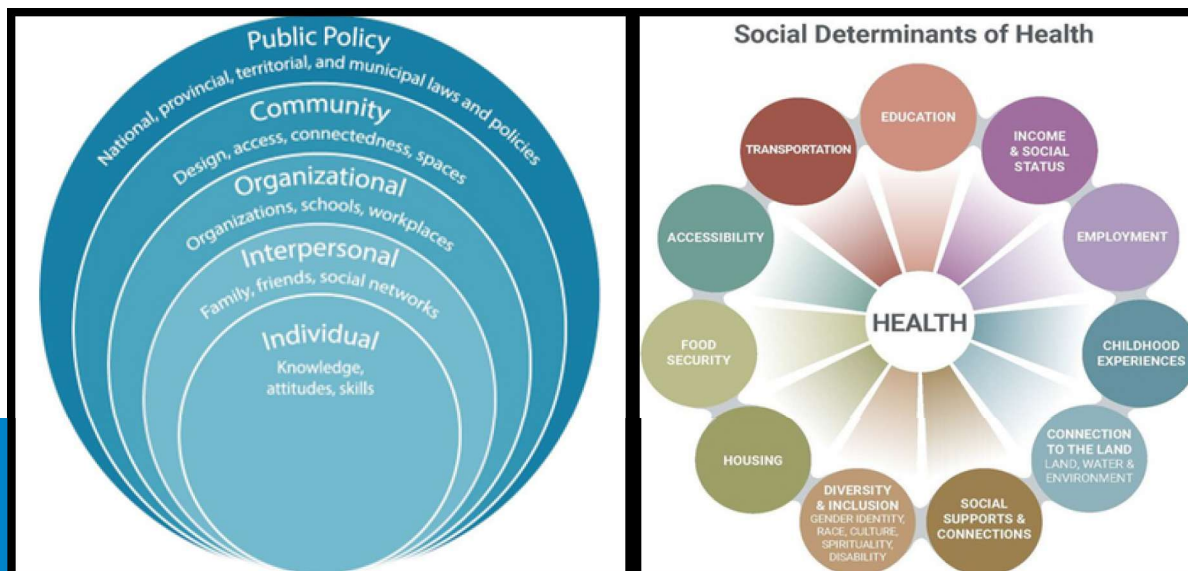
Strategic Action Plan

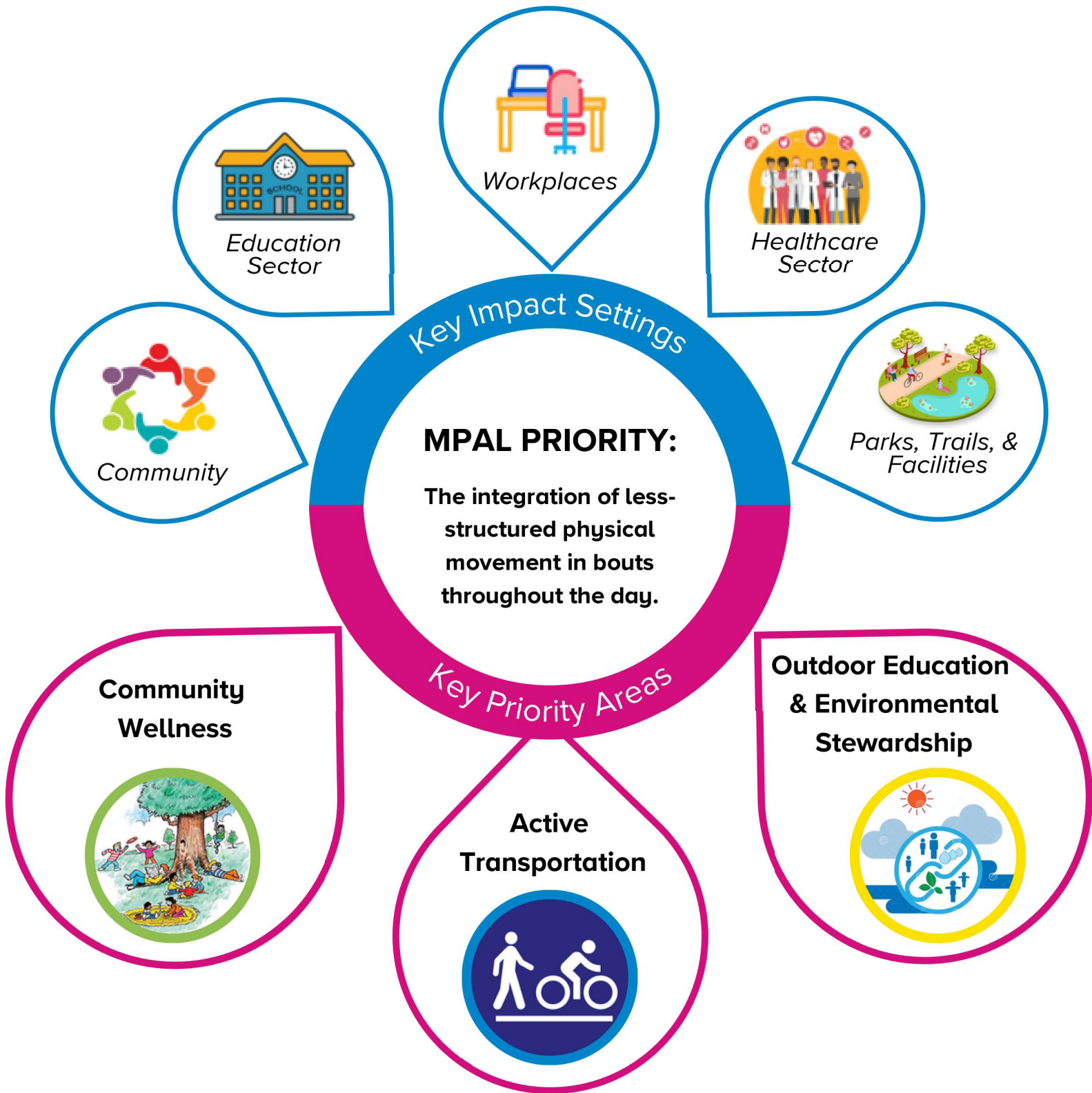
The Action Plan outlines a comprehensive set of initiatives aimed at significantly boosting physical activity levels across all demographics in the Town of Kentville. Grounded in extensive research and aligned with international, national, and provincial strategies, as well as insights from community consultations and surveys, this plan reflects our community's shared vision of inclusivity. Our goal is to create an environment where families, friends, and individuals of all ages and abilities can actively participate together, fostering both health and social connections.

Central to this initiative, Kentville's Parks & Recreation Department will spearhead the implementation of diverse, community-driven opportunities that prioritize social interaction, flexibility, and family-friendliness. These programs are designed to be non-competitive and accessible, ensuring everyone can find meaningful ways to be active. Inspired by concepts such as Learning with Wskitqamu, the plan also encourages a closer connection to nature, recognizing how experiences with the land can enhance both physical and mental well-being. Similarly, the principle of Ubuntu reinforces the importance of fostering collective well-being, where physical activity becomes a shared responsibility and a way to strengthen community bonds.

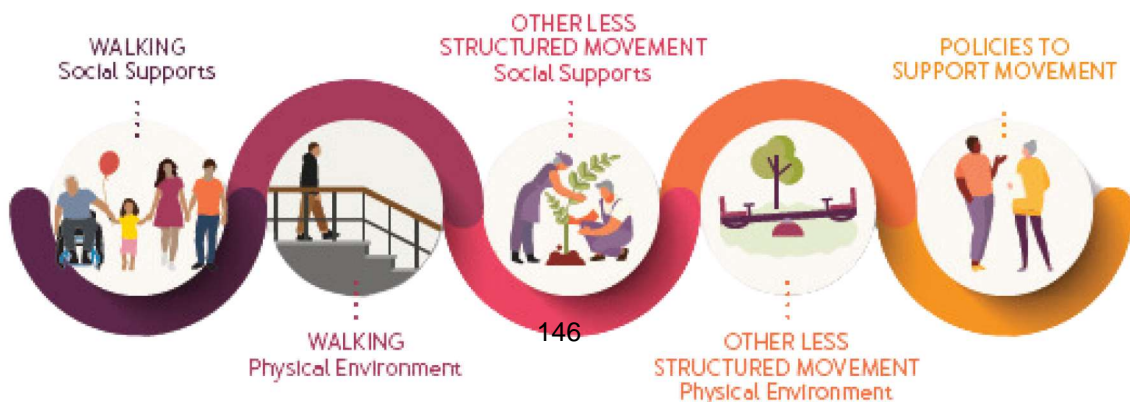
By applying the Social Determinants of Health framework and the Social Ecological Model, this action plan targets the root causes of physical inactivity through tailored, inclusive interventions. These frameworks ensure we address barriers to active living at every level—individual, community, and policy—creating sustainable, long-term shifts in Kentville's physical activity culture. These efforts also reflect a commitment to inclusion and sustainability, aligning with the cultural values of respect for the land and interconnectedness among people.

Through this multi-level approach, the plan is designed to engage all sectors of the community, from healthcare and education to recreation and local organizations, ensuring that every resident has access to opportunities for physical activity. This integrated approach supports Kentville's broader public health goals of building a healthier, more vibrant, and active community, while also addressing the socio-economic factors that contribute to inactivity. By prioritizing inclusivity, collaboration, and sustainability, this plan sets the foundation for a more connected and active Kentville for generations to come, guided by a vision of respect for both people and place.





MPAL Plan Outcomes:





Priority Area #1: Community Wellness

Empower Kentville to be a community where wellness is prioritized, and recreation is accessible to all, fostering physical health, mental wellbeing, and social connection. Through diverse programs and community-driven opportunities, we will inspire a lifelong commitment to active living and personal growth.

Action Item

Key Setting

Timeline

- Offer a social support network through a comprehensive suite of active living programs, including indoor walking, lifelong fitness workshops, free equipment loans, and after-school activities. Consider integrating a mentorship program pairing younger participants with older community members to promote intergenerational engagement and skill-sharing. These initiatives will promote year-round physical activity and healthy habits, with an emphasis on universal accessibility and progress tracking to foster collective well-being ensure community engagement across all ages.
- Partner with a wider range of organizations (e.g., schools, workplaces health agencies, support services) to offer diverse and low-structured recreational activities (e.g., Make Your Move at Work, U.P. Program, SHIFT Partnership Program, Outdoor Family Fun). Create a framework to evaluate the effectiveness of these programs in fostering social connection, inclusivity, and community participation.
- Work with Acadia University’s CODE Dept to develop a Kentville Plays Strategy to guide the evolution of initiatives such as the Kentville Playboxes, Pop-Up Play Events, and Event Playzones.
- Design small pockets of play in public spaces (parks, sidewalks, trails, etc.) with community input to ensure they are accessible, inclusive, and intergenerational. Establish a maintenance plan and metrics to evaluate usage and satisfaction among diverse demographics ensuring these spaces promote a sense of belonging.
- Continue to deepen community partnership networks to share knowledge, connect resources, support, amplify and collaborate in meaningful and intentional ways which build and foster leadership capacity and cultural awareness.



Annual



Year 1-5



Year 1-2



Year 2-5



Ongoing



Priority Area #1: Community Wellness

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Action Item

Key Setting

Timeline

- *Build lasting partnerships with healthcare providers and local wellness groups (e.g., social walking programs) to encourage daily movement and active living, prioritizing the less active population. Collaborate with healthcare professionals to create strategies that address the social determinants of health, and develop ways to measure how these efforts improve community health and participation in active living.*
- *Celebrate ‘June is Parks & Recreation Month’, ‘NS Walk Day’, and the ‘National Day of Play’ by planning a variety of structured and unstructured activities, ensuring they cater to all demographics. Implement outreach strategies, such as social media campaigns and community bulletins, to raise awareness and encourage participation. Establish evaluation methods to measure success and community engagement in these events.*
- *Implement a system for regular assessment of the Facility Allocation Policy by gathering feedback from community members and user groups through surveys and public forums. Use this input to identify barriers and ensure equitable access to recreation spaces. Adjust the policy as needed to enhance effectiveness and maximize usage of recreation assets.*



Ongoing



Annual



Annual

Success Metrics

- *Participation & Engagement: tracking rates of participation in events, programs, and initiatives.*
- *Community Feedback & Satisfaction: collecting community feedback to assess satisfaction and effectiveness of initiatives.*
- *Partnership & Collaboration effectiveness: evaluating the strength and outcomes of partnerships with local organizations and stakeholders.*
- *Measurable Health Outcomes: assessment of health improvements and physical activity levels.*
- *Inclusivity and Accessibility: evaluation of programs and initiatives for inclusivity and accessibility across demographics.*



Priority Area #2:
Active Transportation

Active Transportation is a comfortable and enjoyable part of everyday life in the Town of Kentville for users of all ages, abilities, and backgrounds. Residents and visitors will engage fully with the community’s local stories and landscapes, strengthening their connection to the land and one another.

Action Item **Key Setting** **Timeline**

<ul style="list-style-type: none"> Conduct a comprehensive audit of existing AT facilities, support services, amenities, and wayfinding infrastructure to identify connectivity gaps. Engage the community through public forums and surveys to gather input. 		<p>Year 1-3</p>
<ul style="list-style-type: none"> Ensure inter-connectivity with neighboring municipalities and alignment with other AT Plans, incorporating sustainability considerations into future infrastructure developments. 		<p>Year 1-5</p>
<ul style="list-style-type: none"> Assess active transportation standards in the municipal planning strategy and subdivision bylaw to ensure safe and accessible infrastructure, including the integration of the AT corridor with the Donald E. Hiltz Connector. 		<p>Year 1-3</p>
<ul style="list-style-type: none"> Work with the Economic Development Officer, Valley Regional Enterprise Network, and Tourism NS to develop a Regional Cycling Map that highlights cycling routes and attractions throughout the Annapolis Valley. Integrate this effort with broader community development planning. 		<p>Year 2-4</p>
<ul style="list-style-type: none"> Build stakeholder-informed trail networks and promote AT initiatives that foster community ownership. This engagement should include regular meetings and feedback sessions to adapt to community needs. 		<p>Ongoing</p>
<ul style="list-style-type: none"> Engage local businesses through the Kentville Business Commission to promote Workplace Wellness practices and infrastructure improvements, encouraging active transportation in the form of walking and cycling (e.g., providing walking maps, lunch-time walking groups, bike parking, adopting Cycling Nova Scotia “Bike Friendly Business Certification” program, friendly inter-business wellness challenges, etc.). Track engagement and assess the impact on local AT culture through follow-up surveys with business owners and customers, fostering a thriving active community and supporting local economies. 		<p>Year 1-3</p>



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Active Transportation

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Action Item

Key Setting

Timeline

- Track implementation milestones in the Active Transportation (AT) Plan, using clear KPIs to assess progress and adjust timelines based on community feedback.
- Organize seasonal events year-round, such as bike-to-school days and indoor winter walks, alongside targeted cycling programs like Learn to Bike Workshops, Bike Week activities, and Inter-Community Rides. Integrate local history and environmental education to foster a deeper connection to place. Collaborate with Annapolis Valley Recreation departments and local cycling clubs to encourage community participation and raise awareness of active transportation options.
- Launch campaigns that inform residents and visitors about the benefits of AT and how to safely use the available infrastructure.
- Integrate placemaking initiatives, such as interpretive planning, public art, and playful elements into AT infrastructure. These elements can reflect cultural heritage and natural landscapes, providing opportunities to educate the community about the interconnectedness of the land and its people.



Ongoing



Ongoing



Year 1-5



Year 4-5

Success Metrics

- Participation & Engagement: tracking rates of participation in events, programs, and initiatives.
- Infrastructure Development & Improvements: evaluating the effectiveness of infrastructure changes and upgrades.
- Community Feedback & Satisfaction: collecting community feedback to assess satisfaction and effectiveness of initiatives.
- Health & Well-Being Impact: measuring improvements in access to active transportation and overall community health.
- Partnership & Collaboration effectiveness: evaluating the strength and outcomes of partnerships with local organizations and stakeholders.



Priority Area #3:

Outdoor Education & Environmental Sustainability

Cultivate a community deeply connected to nature, where nature-based learning and ecological responsibility inspire sustainable practices. Empower residents to protect and enhance the environment, promoting long-term health and resilience for both people and the planet.

Action Item

Key Setting

Timeline

- *Embed climate change considerations into the planning and maintenance of all outdoor recreation infrastructure to ensure long-term sustainability and adaptability, aligning with Kentville's climate action and sustainability frameworks.*
- *Develop an overarching Parks, Trails, and Open Space Plan that aligns with municipal development goals and the Kentville Active Living Strategy, prioritizing recreational use, environmental sustainability, and nature-based play. Introduce a public consultation phase, including workshops and surveys, to gather community input before finalization.*
- *Establish robust maintenance protocols and fiscal strategies for outdoor spaces, ensuring their longevity and ecological health, in line with Kentville's commitment to responsible fiscal management and environmental stewardship.*
- *Create policies to minimize the environmental impact of municipal programs and external organizations using recreational sites, promoting responsible stewardship and public education in support of Kentville's sustainability objectives. Incorporate an annual policy review timeline to assess relevance and effectiveness, adapting based on new environmental standards or community feedback.*
- *Foster community programs that blend physical activity with environmental education, engaging residents of all ages in exploring local ecosystems, and promoting Kentville's vision of an active, healthy community.*
- *Create educational materials, including digital resources like apps and websites, to promote outdoor activities and sustainable practices, enhancing awareness of Kentville's natural resources and supporting community resilience.*



Ongoing



Ongoing



Year 1-5



Year 4-5



Ongoing



Year 2-3



Priority Area #3:

Outdoor Education & Environmental Sustainability

Cultivate a community deeply connected to nature, where nature-based learning and ecological responsibility inspire sustainable practices. Empower residents to protect and enhance the environment, promoting long-term health and resilience for both people and the planet.

Action Item

Key Setting

Timeline

- *Strengthen partnerships with local organizations to enhance outdoor learning and conservation efforts, leveraging shared resources for greater impact, and aligning with Kentville's community engagement goals.*
- *Work with healthcare providers to incorporate nature-based activities into health programs, emphasizing the mental and physical health benefits of outdoor engagement, consistent with Kentville's public health objectives.*
- *Implement training programs focused on outdoor education, active living, and inclusivity, addressing the specific needs of diverse groups while promoting Kentville's commitment to community capacity and leadership development.*
- *Assess outdoor spaces for access barriers faced by underserved populations, and develop a follow-up action plan. Track progress and periodically reassess barriers to ensure all community members can engage in outdoor activities.*



Ongoing



Ongoing



Year 1-5



Year 2-5

Success Metrics

- *Participation & Engagement: Track participation rates in outdoor education programs and environmental sustainability initiatives, including community events focused on nature-based learning.*
- *Environmental Impact: Measure improvements in local ecosystems and biodiversity as a result of community engagement in sustainability programs, such as tree planting or clean-up events.*
- *Community Awareness: Assess changes in community awareness of environmental issues and sustainable practices through surveys and feedback mechanisms, comparing pre- and post-initiative data.*
- *Inclusivity and Accessibility: Evaluate the effectiveness of policies and programs aimed at reducing barriers for underserved populations in accessing outdoor education and recreational opportunities.*
- *Health & Well-Being Impact: Monitor improvements in physical and mental health outcomes related to increased outdoor activity, utilizing health assessments or surveys before and after participation in nature-based programs.*

Conclusion

The Kentville Active Living Strategy 2025-2030 provides a comprehensive roadmap to create a healthier, more vibrant community where physical activity, social connection, and environmental stewardship are central to daily life. Building on a strong history of collaboration and municipal commitment, this strategy aligns with national and provincial frameworks, while reflecting the unique needs of Kentville residents.

Through targeted initiatives in Community Wellness, Active Transportation, and Outdoor Education & Environmental Stewardship, Kentville will empower its residents to lead healthier, more active lives. The success of this strategy depends on a collaborative approach that involves not just the Parks and Recreation Department, but also all municipal departments, community organizations, and local stakeholders. By fostering inclusivity, sustainability, and shared responsibility, Kentville will strengthen its infrastructure, promote active living, and enhance the well-being of all its residents.

This strategy is designed for long-term impact, ensuring that the Town of Kentville remains a welcoming, sustainable, and active community for years to come.





December 19, 2024

Council members
Town of Kentville

Dear Councillors,

On behalf of the Nova Scotia Association of REALTORS® (NSAR) and our members, please accept our heartfelt congratulations on your election as Councillor in Town of Kentville!

We are pleased to welcome strong leaders who recognize the important economic, social, and environmental impacts of appropriate, income-accessible housing in our communities.

NSAR represents over 2,100 salespeople and brokers across the province. We are the voice of real estate in Nova Scotia.

REALTORS® are a key component of the local economy. In 2023, housing transactions through the NSAR MLS® System generated **over \$586 million in spin-off spending and an estimated 4,400 jobs across the province.**

REALTORS® believe everyone should have a place to call home. Inventory and vacancy rates are extremely low across our province. Without housing, our communities suffer.

REALTORS® have ideas that can help. We look forward to talking to you and your colleagues about actions we can collectively take to ensure that everyone has a place to call home.

Each region of Nova Scotia has volunteer REALTORS® who serve on our Provincial/Municipal Affairs Committee (PMAC). These REALTORS® are your local experts and can be called upon for the most up-to-date local housing data and information.

Please feel free to reach out to Paige Hoveling, Stakeholder Relations Manager, at phoveling@nsar.ns.ca or 902-568-5764 to be connected with your local REALTOR® or receive housing data, support, or housing expertise during your term.

We look forward to working with you and your council colleagues on actions we can take to ensure that every Nova Scotian has a place to call home.

Sincerely,

Roger Boutilier
Chief Executive Officer

Andrew Gilroy
President

Suzanne Gravel
Chair, Provincial/Municipal Affairs Committee



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