



TOWN OF KENTVILLE COUNCIL MARCH 30, 2020 COVID-19 PROTOCOL AGENDA AGENDA

7:00 p.m.

1. CALL MEETING TO ORDER AND ROLL CALL

2. APPROVAL OF THE AGENDA

3. APPROVAL OF THE MINUTES

(a) Council meeting minutes, February 23, 2020

4. UNFINISHED BUSINESS

(a) Request for Decision:

Reconsideration of Motion for Town of Kentville Sundry Write-Off

(b) Crescent Avenue Land Sale

5. RECOMMENDATIONS AND REPORTS

(a) Council Advisory Committee – **Councillor Cate Savage**

(1) Withdrawal from Capital Reserve – Draw #2

(2) Withdrawal from Capital Equipment Reserve – Draw #2

(3) Debenture Funding

(4) Withdrawal from Operating Reserve – Blanket Resolution Deficit Funding

(5) Temporary Borrowing Resolution – Police Station

(6) Kings Transit Budget 2020/21

(b) Councillors' and Mayor Reports

(1) Councillor Andrew

a. Kings Transit Authority

b. Joint Fire Services Committee

(2) Councillor Bolland

a. Valley Waste Resource Management Authority

(3) Deputy Mayor Gerrard

a. Board of Police Commissioners

(4) Councillor Maxwell

a. KCA/PTA

b. Annapolis Valley Trails Coalition

c. Parks and Recreation Advisory Committee

(5) Councillor Savage

a. Investment (Perpetual Fund)

- b. Kings Regional Sewer Committee
 - c. Diversity Kings
 - (6) Councillor Pulsifer
 - a. Annapolis Valley Regional Library
 - b. Kings Point-to-Point
 - (c) Mayor's Report
 - a. Audit Committee
 - b. Water Commission
 - c. Regional Emergency Management Operation
 - d. Regional Enterprise Network
 - e. Source Water Protection Advisory Group

6. NEW BUSINESS

- (a) Valley Waste Bylaw
- (b) Extending Property Tax and Utility Bills Due Date
- (c) Waving Interest Charges (COVID-19)
- (d) Council Decision Making – COVID-19 Protocols
- (e) Regional Sewer 2020/2021 Budget
- (f) Kentville Volunteer Fire Department 2020/2021 Budget

7. IN CAMERA

Agenda circulated to Council

8. ADJOURNMENT

TOWN OF KENTVILLE

KENTVILLE TOWN COUNCIL

Meeting Minutes: February 24, 2020

1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 7:00 p.m.

PRESENT

Acting Chief Administrative Office (CAO) Debra Crowell reported that all members of Council were present except Councillor Cate Savage: Mayor Sandra Snow, Deputy Mayor Craig Gerrard, Councillor John Andrew, Councillor Eric Bolland, Councillor Cathy Maxwell, and Councillor Pulsifer.

Staff in attendance included Acting Chief Administrative Officer Debra Crowell, Solicitor Geoff Muttart, and Recording Secretary Jennifer West.

REGRETS

Councillor Cate Savage

DECLARATIONS OF CONFLICT OF INTEREST

None.

Note: *"Points from Discussion" below show various comments made by individual councillors during debate. They do not necessarily represent the opinion of the group, nor do they always reflect accurate information.*

PUBLIC SERVICE ANNOUNCEMENT

Geraldine Hickman of the New Horizons Seniors Club gave a short presentation about the social club for seniors aged 70-90 which meets for cards, bingo, carpet bowling and painting in the Kentville Recreation Centre.

2. APPROVAL OF THE AGENDA

It was moved that the agenda of February 24, 2020 be approved with the change below:

- Deletion: Legal. 4.c Kentville Business Park Covenants

MOTION CARRIED

3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting on January 27, 2020

It was moved that the minutes of Council meeting on January 27, 2020 be approved

MOTION CARRIED

4. UNFINISHED BUSINESS

(a) Appointment of Returning Officer

Acting CAO Crowell presented the report on the appointment of a Returning Officer for the Town of Kentville for the October 2020 municipal elections.

Report Available

Points of Discussion

- Suggestion that the upcoming election have more attention to poorly positioned and poorly placed election signs.
- Is there a cost for the Returning Officer? Yes, it is part of the elections costs and is in the 2020-2021 budget.

RECOMMENDATION TO COUNCIL

It was moved by Councillor John Andrew and Councillor Lynn Pulsifer

That Council appoint Mr. Al Kingsbury as the Returning Officer for the Town of Kentville for the 2020 municipal election.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer, and Snow

(b) Calkin Building Price Adjustment

Acting CAO Crowell presented the report outlining the background of the sale of the Calkin Building, and the recommendation to reduce the sale price.

Report Available

Points of Discussion

- Other smaller buildings on the same block sold for much higher than the proposed sale price of the Calkin Building. There are concerns that the price reduction may not be in the best interest of the Town.
- The second floor of the Calkin Building has a significant impact on the proposed price reduction.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and Councillor John Andrew

That the list price on the Calkin Building at 2 Webster Street be reduced to \$250,000 in order to expediate the sale of the property;

And further, that should the Calkin Building remain on the market beyond March 31, 2020, that Council approve a budget allocation for the hiring of a professional property management company to take over the operation of the property until it does sell.

MOTION FAILED

Councillors who voted in favour of this motion: Andrew, Bolland and Snow

Councillors who voted against this motion: Gerrard, Maxwell and Pulsifer

(c) Deleted from Agenda

5. REPORTS AND RECOMMENDATIONS

(a) Council Advisory Committee

Councillor Eric Bolland presented the following recommendations from the Council Advisory Committee:

(1) Recommendation – Sundry Accounts Receivable Write Offs

At the February 10, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to write off a sundry receivable account in the amount of \$563.94 which has been outstanding since September 2018. The account has been sent to the external collection agency.

Report available

Points of Discussion

- There are concerns about the source of this debt and chance of recovery.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Councillor Lynn Pulsifer

That Council Advisory Committee recommend for approval of the write-off the sundry receivable account as attached in the amount of \$563.94.

MOTION FAILED

Councillors who voted in favour of this motion:

Pulsifer and Snow

Councillors who voted against this motion:

Andrew, Bolland, Gerrard and Maxwell

(2) Recommendation – Withdrawal Equipment Reserve (Draw #1)

At the February 10, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to withdraw funds from the Town’s Capital Equipment Reserve to support the purchase of various equipment. These purchases require a resolution of Council to withdraw funds.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Councillor Cathy Maxwell

That Council Advisory Committee recommend for approval the withdrawal of \$31,945.53 from the Town of Kentville Capital Equipment Reserve to partially fund 2019-2020 transportation equipment acquisitions.

MOTION CARRIED

Councillors who voted in favour of this motion:

Andrew, Bolland, Gerrard, Maxwell, Pulsifer and Snow

(3) Recommendation – Withdrawal Capital Reserve

At the February 10, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to withdraw funds from the Town’s Capital Reserve to support several projects. Several projects are complete or partially complete and require a resolution of Council to withdraw funds.

Report available

Points of Discussion

- The cancelled dyke project needs to capitalize the amount of money which has already been spent.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Deputy Mayor Craig Gerrard

That Council Advisory Committee recommend for approval the withdrawal of \$299,898.48 from the following reserves:

- 1. Town of Kentville Capital Reserve – General Allocation - \$232,054.20**
- 2. Town of Kentville Capital Reserve Recreation - \$67,844.28**

To partially fund several capital acquisitions and one addition during the year 2019-2020.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer and Snow

(4) Recommendation – Tax Exemption – Section 69, 2020/2021

At the February 10, 2020 meeting of Council Advisory Committee, Director Crowell presented her report on partial tax exemptions to property owners meeting certain requirements. Council must pass a resolution annually setting the maximum exemption and the income ceiling. In general, the Town sets the income ceiling to the maximum Old Age Security, and Guaranteed Income Supplement (GIS) paid to a married couple.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Councillor Lynn Pulsifer

That Council Advisory Committee recommend for approval of the resolution for Low Income Tax Exemption for the 2020/2021 year at the February 24, 2020 Council meeting:

- Exemption Amount: \$256 to \$544**
- Income Ceiling: \$27,619**
- Deadline for applications: June 30, 2020**

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer and Snow

(5) Recommendation – Pre-Approval for Pick Up Trucks

At the February 10, 2020 meeting of Council Advisory Committee, Director Bell presented the recommendation for tendering the purchase of two pick-up trucks at \$80,000 from the 2020-2021 budget.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Councillor Lynn Pulsifer

That Council Advisory Committee recommend for approval \$80,000 for purchase of two Pick-Up Trucks in fiscal 2020/2021 for tenders in early March and payment in April on delivery.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer and Snow

(6) Recommendation – Street Closure – Crescent Avenue

At the February 10, 2020 meeting of Council Advisory Committee, Director Gentleman presented her report outlining the need to close a portion of Crescent Avenue to facilitate renovations and changes to property lines at the site. A policy was developed that facilitates the permanent closure of a portion of this street.

Report available

Points of Discussion

- Solicitor Muttart confirmed that a public announcement has been posted, and that neighbours of the property have been contacted regarding this closure.

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Deputy Mayor Craig Gerrard

That Council Advisory Committee recommend for approval the attached policy to close a portion of Crescent Avenue.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer and Snow

(7) Recommendation – Approval of Street Names – MacDougal Heights

At the February 10, 2020 meeting of Council Advisory Committee, Director Gentleman presented her report her report describing the street names proposed by Parsons Development for the MacDougal Heights community, according to Policy Statement G67 Recognition of Community Contributions.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Deputy Mayor Craig Gerrard

That Council Advisory Committee recommend for approval the proposed street names Mount Allison Place and Mount Vincent Drive for the MacDougal Heights community to be approved at the February 24, 2020 Council Meeting.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Gerrard, Maxwell, Pulsifer and Snow

Councillors who voted against this motion: Bolland

(8) Recommendation – Kentville Business Community Special Projects Request

At the February 10, 2020 meeting of Council Advisory Committee, Mayor Snow reviewed the report submitted by the Kentville Business Community outlining the request for the remaining \$4,909 of the Town's 2019-2020 special project funding for this organization.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Councillor Lynn Pulsifer

That Council Advisory Committee recommend for approval the allocation of the remaining \$4,909 of the 2019-2020 budget special projects funding to KBC to procure a portable stage.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer and Snow

(9) Recommendation – Anti Violence in the Workplace

At the February 10, 2020 meeting of Council Advisory Committee, CAO Kelly Rice introduced a draft policy titled “Anti-Violence in the Workplace”, which is required by provincial law in every workplace, and will support a safe work environment for staff and Council.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Eric Bolland and seconded by Councillor John Andrew

Council Advisory Committee recommends approval of the attached Anti-Violence in the Workplace Policy Statement G72.

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer and Snow

(b) Councillor’s Reports

(1) Councillor John Andrew

Councillor Andrew presented a verbal report on his activities over the past month. Councillor Andrew indicated that he would not submit monthly reports to avoid divisive discussions. Highlights included the Regional Fire Services equipment and training to improve services, and the cost of a new truck (around \$950,000). Kings Transit has ordered three 10-metre long buses and is working on a long-term transportation strategy. Kings Point to Point has opted not to participate in strategic discussions with Kings Transit. Kentville’s Accessibility Committee has launched and has excellent potential.

No report available

Points of Discussion

- Councillor Pulsifer responded that Kings Point to Point is still considering possibilities to collaborate with Kings Transit.

(2) Deputy Mayor Craig Gerrard

Deputy Mayor Gerrard presented his report on his activities over the past month. Highlights included the review of the Police Act, updated training for Boards, Valley Waste Resource Management, strategic workshop, and the Board of Police Commission meeting.

Report available

(3) Councillor Eric Bolland

Councillor Bolland presented his report on his activities over the past month. Highlights included the lead testing programs discussed at the Source Water Protection Advisory Group. Councillors are invited to the upcoming Joint Committee Meeting for Valley Waste in Berwick.

Report available

(4) Councillor Cathy Maxwell

Councillor Maxwell presented her report on her activities over the past month. Highlights included the Annapolis Valley Trails Coalition meeting, National Flag Day, the retirement party for Russell Ferris, and the Kings County Academy viewing of Screenagers.

Report available

(5) Councillor Lynn Pulsifer

Councillor Pulsifer presented her report on her activities over the past month. Highlights included the Accessibility Advisory Committee meetings, Annapolis Valley Regional Library, Kentville Water Commission, doctor recruitment celebration, and Kings Point to Point.

Report available

(6) Councillor Cate Savage (absent)

(c) Mayor Sandra Snow

Mayor Snow presented her report on her activities over the past month. Highlights included meetings with the Valley Regional Enterprise Network, strategic planning, Municipal Finance Committee Board meeting, Investment Advisory Committee, the Kentville Water Commission, interview with Ian Fairclough, branding with Flower Cart Group, Regional Entrepreneurial Acceleration Program, the Status of Women dinner and the Mentoring Plus Funding Announcement.

Report available

RECOMMENDATION TO COUNCIL

It was moved by Councillor Lynn Pulsifer and seconded by Deputy Mayor Craig Gerrard

That the reports from Council and the Mayor be accepted as presented

MOTION CARRIED

Councillors who voted in favour of this motion: Andrew, Bolland, Gerrard, Maxwell, Pulsifer and Snow

6. CORRESPONDENCE

(a) Support for Epilepsy Month

Acting CAO Crowell read the letter from the Epilepsy Association of the Maritimes and their request for Council to support Purple Day on March 26, 2020.

Letter available

7. NEW BUSINESS

(a) None.

8. PUBLIC COMMENTS

(a) None.

9. IN CAMERA

10. ADJOURNMENT

It was moved by Councillor Eric Bolland and seconded by Councillor John Andrew
That the February 24, 2020 meeting of Council be adjourned at 8:11 p.m.

MOTION CARRIED

DRAFT



24 March 2020

RE: RECONSIDERATION of Motion for Town of Kentville Sundry Write-Off

Councillor
John Andrew
354 Main Street
Kentville, NS
B4N 1K6

902-599-1338 (C)
jandrew@kentville.ca

Background:

At the February 10th, 2020 CAC Meeting the Director of Finance recommended that a sundry receivable account in the amount of \$563.94 be written off. The motion to recommend the write-off for approval to the February 24th, 2020 Council Meeting was carried. At the February 24th, 2020 Council Meeting, the motion was defeated.

Details:

The account has been outstanding since September 2018, for clean-up after an accident by the Public Works Dept, who were supplied with the name of the insurance company. Those involved in the accident did not submit an insurance claim. Therefore, when the Town tried to collect from RSA Insurance there was no active claim for the accident. As per policy, the sundry receivable was sent to an external collection agency, which has also determined the account to be uncollectable and the account was closed.

The process of write-off is an accounting function. The write-off of uncollectible accounts receivable is a fundamental accounting practice under Generally Accepted Accounting Principles (GAAP). This practice ensures that the Town's Statement of Financial Position is not overstated at year end. The adjustment only affects the Statement of Financial Position, the balance sheet.

Request:

Due to a lack of understanding on the write off. I move that council RECONSIDER the motion to write off the sundry receivable account in the amount of \$563.94. I voted against that motion.

Respectfully Submitted

John Andrew, Councillor
Town of Kentville



TOWN OF KENTVILLE POLICY STATEMENT G50F COLLECTION ACCOUNTS – OTHER ACCOUNTS RECEIVABLE

1.0 PURPOSE

To provide a uniform policy and its procedures for the collection of outstanding sundry accounts receivable.

2.0 DEFINITIONS

The authority for the implementation of this policy shall come from ratification of this policy at a duly called meeting of Kentville Town Council.

The Chief Administrative Officer shall have the authority to write off amounts over \$ 500.

The Director of Finance shall have the authority to write off amounts between \$300 and \$ 500.

The Collections Officer shall have the authority to write off amounts up to \$ 300, after disclosure to the Director of Finance.

3.0 SCOPE

The Town of Kentville shall have an objective to treat all persons equally. In this regard, collection procedures on outstanding sundry accounts receivable shall proceed as outlined in this policy statement. The circumstances surrounding each outstanding account shall be given consideration and shall be dealt with on an individual basis. This policy shall work out mutually satisfactory payment arrangements.

4.0 PROCEDURES

The following shall be the collection procedures with respect to the collection of outstanding sundry receivable accounts not covered under other collection policies by the Town of Kentville and its utilities:

- thirty (30) days following the rendering of a bill, an arrears notice shall be mailed to each customer indicating the overdue balance.

- if payment is not received within thirty (30) working days of rendering the arrears notice, a final notice shall be mailed, indicating the overdue balance and the date by which the account must be paid.
- the final notice shall advise that if the same is not paid within thirty (30) days, the account shall be sent to a registered collection agency.
- if payment in full had not been received nor payment arrangements discussed with the Collections Officer, the account shall be placed with a registered collection agency for one full year. At the end of this year, if the account has not been collected, the outstanding account shall be written out of the books of record of the Town of Kentville.

Procedures for Write-Offs

All amounts, that are over \$ 50, excluding interest, shall be submitted to Town Council for approval for write off.

All accounts that must be written out of the books of record for the full outstanding amount shall be recorded on a master list. The master write-off list shall be reviewed each time a customer requests sundry services. Should that customer owe an amount from a previous transaction, that amount must be paid in full before any services can be provided.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: December 12, 2001
Revisions: January 2017. Reformatted.



CAO Mark Phillips



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Sundry Accounts Receivable Write Offs

At the February 10, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to write off a sundry receivable account in the amount of \$563.94 which has been outstanding since September 2018. The account has been sent to the external collection agency.

That Council Advisory Committee recommend for approval of the write-off the sundry receivable account as attached in the amount of \$563.94.

Presented by Councillor Eric Bolland
February 24, 2020



Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

CC:

Date: February 4, 2020

Re: **TOWN OF KENTVILLE SUNDRY WRITE OFFS**


You will find a listing attached from the Town's Collection Officer indicating the need to write off a sundry receivable account in the amount of **\$563.94**. This account has been outstanding since September 2018. The account has been sent to our external collection agency.

Write-offs are a housekeeping matter. The Town's policy indicates that accounts are written off once it is known that the account is uncollectible. Internal collection attempts have failed and the likelihood of collection is diminished. If funds are collected through the efforts of our external collection facility, the revenue will be recorded at that time.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached sundry receivable account in the amount of **\$563.94** be approved for write off and forwarded to Town Council for ratification.

TO: Council

SUBMITTED BY: Beverly Gentleman, Director of Planning and Development 

DATE: March 30, 2020

SUBJECT: Glooscap Curing Club

ORIGIN

A request from Glooscap Curing Club to acquire a portion of Crescent Ave to build an accessible ramp. A full report was submitted to CAC in April 2019. Council subsequently directed staff to move forward with the closure of a portion of Crescent Ave and sell that portion to the curling club.

DISCUSSION

Council at their February 24, 2020 meeting approved the closure of a portion of Crescent Ave with Policy G-73. This parcel is now ready to sell to the curling club in accordance with Section 51 of the Municipal Government Act (MGA). The Town will retain certain easements for the benefit of the Town.

Per Section 51(1) of the MGA, Council may sell land at less than market value to a non-profit organization which carries out an activity that is beneficial to the Town. Glooscap Curling Club is a non-profit organization which carries out activities beneficial to the Town. Furthermore, as reported to CAC on February 10, 2020, the value of the land is less than \$10,000, and can therefore be sold without a public hearing.

RECOMMENDATION

Council adopt the attached Resolution to sell Lot K as shown a Plan of Survey, drawing No 190222-04 prepared by Dylan Mossman Able Engineering Services Inc., to Glooscap Curling Club of Kentville, Nova Scotia

Telephone (902) 679-2521
Fax (902) 679-2375
354 Main Street
Kentville, Nova Scotia
B4N 1K6



INTER OFFICE MEMO

To: Bev Gentleman, Director of Planning
From: Dave Bell, Director of Engineering & Public Works
Date: February 5, 2020
Subject: Street Closure – Portion of Crescent Avenue

.....

Street closure:

Clause 315 (1A) of the MGA states that:

Notwithstanding subsection (1), where a street or part of a street is being altered, improved or redesigned, part of that street may be closed without holding a public hearing under subsection (1) if

- (a) The part of the street that remains open
 - (i) is open to vehicular and pedestrian traffic – response: **Yes**
 - (ii) meets all of the municipal standards – response: **Yes, for a one way street.**
- (b) the part of the street that is closed
 - (i) is determined by the engineer to be surplus – response: **Yes**
 - (ii) is worth less than fifty thousand dollars – response: **Yes, the area of this portion of street is 2,016 sq.ft. and the estimated value including land & improvements is \$9,520 excluding underground utilities that are covered by easements granted to the Town.**

Yours truly,

Dave Bell, P. Eng.
Director of Engineering & Public Works



Town of Kentville

RESOLUTION OF COUNCIL to sell Lot K to Glooscap Curling Club

Whereas Lot K as shown a Plan of Survey, drawing No 190222-04 prepared by Dylan Mossman Able Engineering Services Inc is valued less than \$10,000; and

Whereas Council agreed to sell Lot K to Glooscap Curling Club of Kentville, Nova Scotia for a \$1.00 in accordance with Section 51 of the Municipal Government Act; and

Whereas Glooscap Curling Club of Kentville, Nova Scotia is a nonprofit organization providing an activity that is beneficial to the municipality.

BE IT RESOLVED THAT Council sell Lot K as shown on a Plan of Survey, drawing No 190222-04 prepared by Dylan Mossman Able Engineering Services Inc., and as described in the deed (reserving certain easements as described therein) to Glooscap Curling Club for \$1.00, as an addition to its adjoining property.”

I hereby certify that this Resolution
was adopted by Kentville Town Council on
March 30, 2020

Town Clerk

THIS DEED made this ____ day _____, 2020,

BETWEEN:

TOWN OF KENTVILLE, a Municipal Body Corporate, of Kentville, in the County of Kings and Province of Nova Scotia,

hereinafter called the "**GRANTOR**"

OF THE ONE PART;

- AND -

GLOOSCAP CURLING CLUB OF KENTVILLE, NOVA SCOTIA, a Society Incorporated pursuant to the *Societies Act* of Nova Scotia with a registered office at 17 Crescent Avenue, Kentville, Nova Scotia;

hereinafter called the "**GRANTEE**"

OF THE SECOND PART;

WHEREAS the Grantor desires to convey the lands described in Schedule "A" to the Grantee and said lands shall be consolidated with the lands of the Grantee identified as PID 55255525 and described in Schedule "C" to this deed;

WITNESSETH that for and in consideration of the sum of \$1.00 paid by the Grantee to the Grantor the Grantor conveys to the Grantee, the lands described in Schedule "A" to this Deed;

IN WITNESS WHEREOF the Grantor has hereunto set their hand and seal.

SIGNED, SEALED AND DELIVERED
in the presence of:

Witness

)
)
)
)
)
)
)
)
)
)

TOWN OF KENTVILLE

Per: _____

SANDRA SNOW, Mayor

Per: _____

KELLY RICE, CAO

AFFIDAVIT OF CHIEF ADMINISTRATIVE OFFICER, TOWN OF KENTVILLE

I, Kelly Rice, of Kentville, Kings County, Nova Scotia make oath and swear that:

1. I am the Chief Administrative Officer of the Town of Kentville (the "Town") and I have personal knowledge of the matters to which I have sworn in this Affidavit.
2. The Town is a body corporate pursuant to the *Municipal Government Act*, S.N.S. 1988, c.18, as amended.
3. By Policy adopted on July 23, 2012, Town Council has authorized the Chief Administrative Officer to sign a deed to which the Town is a party on behalf of the Town instead of the Clerk.
4. I acknowledge that the Town executed the attached Instrument by its proper designates duly authorized in that regard under seal on the date of this Affidavit pursuant to subsection 13(3) of the *Municipal Government Act*, S.N.S. 1988, c.18, as amended. This acknowledgement is made pursuant to subsection 31(a) of the *Registry Act*, R.S.N.S. 1989, c.392 and/or clause 79(1)(a) of the *Land Registration Act*, S.N.S. 2001, c.6, as amended, for the purpose of registering the Instrument.
5. The Town is resident in Canada for the purposes of the *Income Tax Act* (Canada).
6. The conveyance in this deed is the disposal of a part of a former street and is being consolidated with lands of the Grantee and is therefore exempt from subdivision approval pursuant to clause 268(2)(f) of the *Municipal Government Act*.

I CERTIFY that on this date the Deponent)
came before me, made oath and swore the)
foregoing Affidavit. I FURTHER CERTIFY)
that the Deponent executed the Instrument)
in my presence and that I signed the Instrument)
as witness to such execution.)
CERTIFIED this ___ day of March, 2020)
At Kentville in the County of Kings)
and Province of Nova Scotia)
)
)
)

A Barrister/Commissioner of The Supreme)
Court of Nova Scotia)

Kelly Rice

Schedule "A"

ALL the land now or formerly belonging to the estate of William Redden north and east of Pleasant Avenue and described as follows:

COMMENCING at Harry Redden's now or formerly northwest corner running East on said Harry Redden north line two hundred and twenty feet or until it strikes land now or formerly of estate of the late T. L. Dodge;

THENCE running Northeasterly along said Dodge land one hundred and forty-five feet or until it strikes the south line now or formerly of the Dominion Atlantic Railway;

THENCE running Westerly along the said railway until it strikes the now or formerly W. H. Chipman land;

THENCE running on the west side of the Mill Brook and the different courses as described in the deed from C. H. Rand to said William Redden until it strikes the north side of Main Street;

THENCE crossing the said street on the west side of the bridge and following the west side of said Mill Brook and the different courses as described in the deed from Thomas Hancock to said William Redden until it strikes the now or formerly J. W. Margeson land;

THENCE crossing the said Mill Brook and thence easterly until it strikes the west line of the Mill Brook Road;

THENCE running Northerly along the west side of said Mill Brook Road until it strikes the old mill property now or formerly occupied by the said John Redden;

THENCE West about twenty-four feet to the east side of said Mill Brook and following the said Mill Brook on the east side along its different courses and crossing said Main Street and running along said John Redden west line until it strikes the northeast corner of lands now or formerly of Richard Harris formerly called the D. N. Slack place;

THENCE on said Harris' east line seventy-five feet or until it strikes the north side of said Pleasant Avenue;

THENCE Easterly and Southerly along said Pleasant Avenue to the place of beginning;

SAVING AND EXCEPTING all land north and west of the south and east bank of Mill Brook;

AND ALSO SAVING AND EXCEPTING all land south of the north side of Main Street;

AND ALSO SAVING AND EXCEPTING all those lots of land described in the following deeds recorded in the Kings County Registry of Deeds:

1. Deed dated December 20, 1912 and recorded on December 31, 1912 in Book 106, at Page 725, as Document no.: 452;

2. Deed dated April 1, 1915 and recorded on April 27, 1915 in Book 113, at Page 158, as Document no.: 88;

3. Deed dated June 16, 1916 and recorded on June 24, 1916 in Book 115, at Page 620, as Document no.: 352;

4. Deed dated November 1919 and recorded on July 21, 1920 in Book 128, at Page 617, as Document no.: 290;

5. Deed dated September 12, 1922 and recorded on September 16, 1922 in Book 136, at Page 673, as Document no.: 250;

6. Deed dated November 16, 1922 and recorded on July 21, 1932 in Book 152, at Page 107;

7. Deed dated April 23, 1926 and recorded on June 19, 1926 in Book 145, at Page 453;

BEING AND INTENDED TO BE a portion of a public street now known as Crescent Avenue (formerly known as Pleasant Avenue Extension) in Town of Kentville and being a public street vested in Town of Kentville pursuant to the Municipal Government Act, SNS 1998, c. 18, s. 308.

FURTHER BEING AND INTENDED TO BE Lot K as shown on *Plan of Survey of Lot K, Lands of The Town of Kentville, at Crescent Avenue, Kentville, Kings County, Nova Scotia, P.I.D. 55417588*, prepared by Dylan M. Mossman, NSLS #677, dated March 11, 2020, and DWG. NO. 190222-04.

SUBJECT TO an easement described in a Grant of Easement dated October 6, 1998 and recorded in the Registry of Deeds for Kings County on October 9, 1998 in Book 1164, at Page 166, as Document no. 6444;

SUBJECT TO an easement and rights burdening lands described herein to enter, construct, maintain, inspect, cleanse, replace, alter and repair a sanitary and storm sewer system on the lands within the easement area shown as "Proposed Sanitary and Storm Sewer Easement in Favour of the Town of Kentville" on *Plan of Survey of Lot K, Lands of The Town of Kentville, at Crescent Avenue, Kentville, Kings County, Nova Scotia, P.I.D. 55417588*, prepared by Dylan M. Mossman, NSLS #677, dated March 11, 2020, and DWG. NO. 190222-04, and said easement area is more particularly described in **Schedule "B"** attached hereto; and for the servants, agents, contractors and workmen of the Town to enter on the lands within the easement area with machinery, material, vehicles, and equipment necessary for the use of the easement. **THE GRANTEE**, its successors and assigns, shall not erect, place or maintain, nor

permit the erection, placement, or maintenance of any trees, shrubs, brush, structures and other obstructions within the easement area (except the wood fence, which is shown on said plan, and is currently standing within the easement area, which shall be permitted to remain and be maintained, but not replaced), and the Grantee shall at any time in the event of parting with possession or title of all or any part of the easement area exact from any person, firm or corporation so obtaining possession or title or any part of the easement area identical covenants to those contained herein. **MAINTENANCE** of the sanitary and storm sewer system shall include the right to trim or cut tree roots as may endanger or interfere with the function of the sanitary or storm sewer system.

SUBJECT TO an easement and rights burdening lands described herein to enter, construct, maintain, inspect, cleanse, replace, alter and repair a storm sewer system, on the lands within the easement area shown as "Proposed Extension of 20' Wide Storm Sewer Easement" on *Plan of Survey of Lot K, Lands of The Town of Kentville, at Crescent Avenue, Kentville, Kings County, Nova Scotia, P.I.D. 55417588*, prepared by Dylan M. Mossman, NSLS #677, dated March 11, 2020, and DWG. NO. 190222-04; and for the servants, agents, contractors and workmen of the Town to enter on the lands within the easement area with machinery, material, vehicles, and equipment necessary for the use of the easement. **THE GRANTEE**, its successors and assigns, shall not erect, place or maintain, nor permit the erection, placement, or maintenance of any trees, shrubs, brush, structures and other obstructions within the easement area, and the Grantee shall at any time in the event of parting with possession or title of all or any part of the easement area exact from any person, firm or corporation so obtaining possession or title or any part of the easement area identical covenants to those contained herein. **MAINTENANCE** of the storm sewer system shall include the right to trim or cut tree roots as may endanger or interfere with the function of the storm sewer system.

SUBJECT TO an easement and rights burdening lands described herein for pedestrian and vehicle ingress and egress, in favour of the land described (as of the date of this deed) as PID 55260590, on the lands within the easement area described in **Schedule "B"**, for the purpose of the owners or occupiers of PID 55260590 to access the "Conc. Walk" and "Driveway" as shown on *Plan of Survey of Lot K, Lands of The Town of Kentville, at Crescent Avenue, Kentville, Kings County, Nova Scotia, P.I.D. 55417588*, prepared by Dylan M. Mossman, NSLS #677, dated March 11, 2020, and DWG. NO. 190222-04.

Schedule "B"

ALL that easement area described as follows:

BEGINNING at a magnetic nail placed in the southeast corner of "Lot K" as shown on *Plan of Survey of Lot K, Lands of The Town of Kentville, at Crescent Avenue, Kentville, Kings County, Nova Scotia, P.I.D. 55417588*, prepared by Dylan M. Mossman, NSLS #677, dated March 11, 2020, and DWG. NO. 190222-04;

THENCE North 75 degrees 25 minutes 22 seconds West 59.05 feet to a calculated point as shown on said plan;

THENCE in a Southwesterly direction 9.51 feet along an arc of a curve to a calculated point as shown on said plan;

THENCE North 14 degrees 57 minutes 20 seconds East 33.01 feet to a point on the north side of the "Proposed Sanitary and Storm Sewer Easement" as shown on said plan;

THENCE in a Southeasterly direction along the north side of the "Proposed Sanitary and Storm Sewer Easement" as shown on said plan 55.29 feet to the west side of a concrete step as shown on said plan;

THENCE in a Southwesterly direction 2.42 feet to the southwest corner of said concrete step;

THENCE in a Southeasterly direction and following the south side of said concrete step 4.58 feet to the southwest corner of the Glooscap Curling Club building;

THENCE continuing in a Southeasterly direction and following the south side of said building 2.08 feet to the eastern boundary line of Lot K;

THENCE South 10 degrees 50 minutes 31 seconds West 15.33 feet to the place of BEGINNING.

Schedule "C"

PID 55255525

ALL that parcel of land at Kentville, Kings County, Nova Scotia the boundaries of which are more particularly described as follows:

BEGINNING at an iron pipe set in the south road limit of Crescent Avenue Extension in the northeast corner of lands now or formerly of D. S. Newcombe as shown in Hiltz & Seamone Co. Ltd. drawing 177-1 dated April 20, 1961;

THENCE N 35 degrees 31 minutes East by the east road limit of Crescent Avenue Extension 33.0 feet to the northeast corner of Crescent Avenue Extension;

THENCE westerly along the northern road limit of Crescent Avenue Extension to a fence being the east line of lands formerly of Percy Best now of Wayne and Hope Wagner;

THENCE northerly by the fence as it now stands, along the east line of Wagners to the running dyke;

THENCE easterly along the running dyke to an iron pipe placed in the northwest corner of the parcel of land conveyed to Glooscap Curling Club of Kentville, Limited as shown in Hiltz & Seamone Co. Ltd. drawing 177-1 dated April 20, 1961;

THENCE easterly along the running dyke and the south bound of lands now or formerly of Dominion Atlantic Railway to an iron pipe as shown in Hiltz & Seamone Co. Ltd. drawing 177-1 dated April 20, 1961 being a point on the former Dodge Line so called;

THENCE S 39 degrees 36 minutes East by the south bound of lands now or formerly of Dominion Atlantic Railway 32.5 feet to an iron bar set in the west bound of lands formerly of Dr. J. F. Hockey et al as shown in the plan filed as plan P-138;

THENCE S 40 degrees 00 minutes West by the west bound of Dr. J. F. Hockey et al 106.9 feet more or less to an iron pipe as shown in the plan filed as plan P-138;

THENCE N 50 degrees 00 minutes West along the Northerly boundary of lands retained by Charles Mader 71 feet more or less to an iron pipe as shown in the plan filed as plan P-138;

THENCE westerly by the north bound of lands formerly of C. B. Robinson 35 feet more or less to an iron pipe as shown in the plan filed as plan P-138;

THENCE westerly by the north bound of C. B. Robinson lands 42 feet more or less to an iron pipe as shown in the plan filed as plan P-138;

THENCE S 37 degrees 00 minutes West by the west bound of lands formerly of C. B. Robinson 63.0 feet to the Ward Lot so called;

THENCE N 52 degrees 53 minutes West by the north bound of the Ward Lot so called 66.0 feet to the Cross Lot so called;

THENCE N 33 degrees 30 minutes East by the east bound of the Cross Lot 10.3 feet to the northeast corner of the Cross Lot;

THENCE N 54 degrees 00 minutes West by the north bound of the Cross Lot 38.4 feet to a stake;

THENCE N 37 degrees 00 minutes West parallel to the east bound of Crescent Avenue by the east bound of lands now or formerly of R. L. MacDonald 52 feet more or less to an iron pipe in the southeast corner of lands now or formerly of D.S. Newcombe;

THENCE N 33 degrees 55 minutes East by the east bound of lands now or formerly of D. S. Newcombe 54.8 feet as shown in Hiltz & Seamone Co. Ltd. drawing 177-1 dated April 20, 1961 to an iron pipe at the place of beginning.

BEING AND INTENDED TO BE lands shown in the Plans entitled Gloucester Curling Club Boundary & Plot Plan dated April 20, 1961; "Property Owned by Gloucester Curling Club" dated January 25, 1965 prepared by Hiltz and Seamone Co. Ltd., their drawing 678-1 revised to September 16, 1971; and the "Revised plan shown corrected location of Curling Club (from Hiltz and Seamone plan March 1965) Lands Acquired Over Years and Boundaries of Same" dated April 28, 1972 drawn and traced by J. F. H. and checked by E. H. McKinnon, P.Eng., filed in the Registry Office for Kings County, Nova Scotia as P-138 on July 19, 1972.

ALSO BEING AND INTENDED TO BE the consolidated parcel of land including lands conveyed to Gloucester Curling Club of Kentville, Limited in deeds registered, as above, in Book 150 at Page 407; Book 237 at Page 8; Book 332 at Page 849; Book 236 at Page 364; Book 283 at Page 647 and Book 322 at Page 110 consolidated by Affidavit of John Calpin, President of Gloucester Curling Club of Kentville, Limited dated July 23, 2003 and registered, as above, in Book 1390 at Page 534 as Document 4658 on July 23, 2003 pursuant to section 268A of the Municipal Government Act.



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Withdrawal – Capital Reserves

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Reserve to support the various projects including paving, public garden and gateway signage.

That CAC recommend for approval the withdrawal of \$12,439.38 from the Town of Kentville Capital Reserve – General Allocation.

Presented by Councillor Cate Savage
March 30, 2020



Memo

To: Kelly Rice, CAO
 From: Debra Crowell, Director of Finance
 Date: March 3, 2020

Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 2

The 2019/2020 capital budget provides for partial funding of capital acquisitions from the Town’s Capital Reserve fund. More projects have been completed and require a resolution of Council to withdraw funds. The details for the Capital Reserve are as follows:

	<i>PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>DRAWN</i>	<i>Draw #2</i>
		\$	\$	
Administration	19/20 IT Projects	63,500	54,267.91	-
	Town Hall - Stair case	25,000	12,450.06	-
Protective Services	Building- Roof	42,700	-	62.90
	Equipment	7,800	6,866.10	-
	IT Server replacement	10,000	10,618.66	-
Transportation	Paving- Various Streets	100,000	52,409.20	942.57
	New bridge approaches	97,500	-	-
	Ornamental lights	25,000	25,055.78	-
	Public Works building	15,000	-	-
Recreation	Green Areas- AT Plan signs	5,000	-	-
	Playgrounds- Bonavista	10,000	9,104.29	-
	Playground- KCA & M P	27,000	21,132.63	9,584.83
	Skate park- bowl	61,400	-	-
	Studies	61,900	61,900.00	-
	Soccer	8,000	5,944.28	-
	MP-Fencing	8,000	6,080.85	-
	MP- New bike trail	11,000	10,011.40	-
	Oakdene Park- Gazebo	16,000	-	-
Planning	IT initiative	15,000	-	-
Economic	Downtown betterments-lighting	7,500	-	-
	Downtown betterments-benches	5,000	-	-
	Downtown Public Garden	6,500	4,803.86	1,777.32
	Signage- Gateway	12,500	7,850.17	65.75
	Signage- Kentville Business Park	8,000	8,759.94	-
	Calkin Building Remediation	15,000	-	-
Total		664,300	297,255.13	12,433.37
	ADDITION			
Transportation	Dyke extension Cancelled	0	2,643.35	6.01
		0	2,643.35	6.01
TOTAL WITHDRAWAL		664,300	299,898.48	12,439.38

The Town of Kentville Capital Reserve- General Allocation contains **\$901,976** and after the withdrawal, it will contain **\$889,537**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$12,439.38** from the Town of Kentville Capital Reserve- General Allocation reserve.

This transfer will partially fund several capital acquisitions (as denoted above) during the year 2019/2020. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE

- 2019/2020 CAPITAL PROJECTS

WHEREAS S.99 (1) of the Municipal Government Act allows a municipality to maintain a capital reserve fund for purposes determined by S.S. (4) and withdrawals from the Town of Kentville Capital Reserve are authorized by a resolution of Council;

THEREFORE, BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$12,439.38** to partially fund capital acquisitions for the 2019/2020 capital program.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2020.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2020.

Kelly Rice, Town Clerk



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Withdrawal – Capital Equipment Reserves

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report outlining the need to withdraw funds from the Town's Capital Equipment Reserve to support the purchase of capital equipment.

That Council Advisory Committee recommend for approval the withdrawal of \$27,054.47 from the Capital Equipment Reserve to partially fund 2019-2020 transportation equipment acquisitions.

Presented by Councillor Cate Savage
March 30, 2020



Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

Date: March 3, 2020

Re: RESOLUTION- WITHDRAWAL # 2- TOWN CAPITAL EQUIPMENT RESERVE

The 2019/2020 capital budget provides for partial funding of capital equipment acquisitions from the Town’s Capital Equipment Reserve fund. The details for the Capital Reserve are as follows:

<i>TRANSPORTATION PROJECT</i>	<i>BUDGET (from reserve)</i>	<i>Drawn</i>	<i>Request Draw # 2</i>
	\$	\$	
Various equipment	59,000	31,945.53	27,054.47

The Town of Kentville Capital Equipment Reserve contains **\$136,973** and after the withdrawal, it will contain **\$109,919**.

RECOMMENDATION:

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$ 27,054.47** from the Town of Kentville Capital Equipment Reserve to partially fund 2019/20 transportation equipment acquisitions. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.



RESOLUTION

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL EQUIPMENT
RESERVE**

- 2019/2020 CAPITAL PROJECT

WHEREAS S.99 (1) of the Municipal Government Act allows a municipality to maintain a capital reserve fund for purposes determined by S.S. (4) and withdrawals from the Town of Kentville Capital Reserve are authorized by a resolution of Council;

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Equipment Reserve is authorized in the amount of **\$27,054.47** to partially fund capital equipment acquisitions for the year 2019/2020.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2020.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2020.

Kelly Rice, Town Clerk



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Debenture Funds

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report on the Debenture Funds that will be issued to the Town of Kentville by the Nova Scotia Municipal Finance Corporation this year.

That Council Advisory Committee recommend for approval the Pre-approval of Debenture Issuance for the following:

TBR-19/20-01	Various	\$529,700
TBR-16/17-03	Robinson Building	\$96,400

Presented by Councillor Cate Savage
March 30, 2020



Memo

To: Kelly Rice, CAO
From: Debra Crowell, Director of Finance
Date: March 4, 2020
Re: **DEBENTURE FUNDING- Spring 2020**

Paul Wills, Chief Executive Officer of Nova Scotia Municipal Finance Corporation (NSMFC) has informed the Town of Kentville that debenture funds will be issued this spring.

The Town of Kentville requires debenture funding for the following.

Resolution #	Purpose	TBR Limit Approved	Funding Requested
TBR-19/20-01	Various	\$1,081,500	\$529,700
TBR-16/17-03	Robinson Building	\$172,000	96,400
TOTAL			\$626,100

The Municipal Government Act provides the legislative authority for a council to pass resolutions that set the parameters for a debenture issue. Nova Scotia Municipal Finance Corporation requires that, in order to streamline the debenture issue process, Council must approve a pre-approval resolution and forward it to Nova Scotia Municipal Finance Corporation.

You will find the required pre-approval resolutions attached along with a copy of the duly approved temporary borrowing resolutions (TBR).

A **Letter of Commitment** for the debenture issue will be sent to the NSMFC, along with a copy of the Temporary Borrowing Resolutions. The Preapproval Resolutions will be forwarded to the Minister once they are ratified. The **deadline** for submission is **Friday April 17, 2019**.

RECOMMENDATION

I recommend to Council Advisory Committee that the attached resolutions for ***Pre-approval of Debenture Issuance*** be approved and forwarded to the March 2020 Council meeting for ratification. After ratification, it will be forwarded to Nova Scotia Municipal Finance Corporation to complete our debenture issue for Spring 2020.

Resolution #	Purpose	Funding Requested
TBR-19/20-01	Various	\$529,700
TBR-16/17-03	Robinson Building	96,400
Total		\$626,100

Town of Kentville
Resolution for Pre-Approval of Debenture Issuance
Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs;

AND WHEREAS the resolution of council to borrow money **FOR VARIOUS PURPOSES (TBR-19/20-01)** was approved by the Minister of Municipal Affairs on October 25, 2019;

AND WHEREAS clause 91 (1) (b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91 (2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, **the TOWN OF KENTVILLE** borrow by issue and sale of debentures a sum or sums not exceeding **\$1,081,500** for a period not to exceed 10 years, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the **TOWN OF KENTVILLE** in the amount that the mayor and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the **Town of Kentville** held on the day of 2020.

GIVEN under the hands of the Mayor and the Clerk of the Town of Kentville this day of 2020.

Mayor

Clerk

Town of Kentville
Resolution for Pre-Approval of Debenture Issuance
Subject to Interest Rate

WHEREAS Section 91 of the *Municipal Government Act* provides that a municipality is authorized to borrow money, subject to the approval of the Minister of Municipal Affairs;

AND WHEREAS the resolution of council to borrow money **FOR ROBINSON BUILDING (TBR-16/17-03)** was approved by the Minister of Municipal Affairs on August 6, 2019;

AND WHEREAS clause 91 (1) (b) of the *Municipal Government Act* authorizes the council to determine the amount and term of, and the rate of interest, on each debenture, when the interest on a debenture is to be paid, and where the principal and interest on a debenture are to be paid;

AND WHEREAS clause 91 (2) of the *Municipal Government Act* states, that in accordance with the *Municipal Finance Corporation Act*, the mayor and clerk or the person designated by the council, by policy, shall sell and deliver the debentures on behalf of the municipality at the price, in the sums and in the manner deemed proper;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 91 of the *Municipal Government Act*, the **TOWN OF KENTVILLE** borrow by issue and sale of debentures a sum or sums not exceeding **\$172,000** for a period not to exceed 10 years, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the **TOWN OF KENTVILLE** in the amount that the mayor and clerk or the person designated by the council deems proper, provided the average interest rate of the debenture does not exceed the rate of **5.5%**;

THAT the debenture be arranged with the Nova Scotia Municipal Finance Corporation with interest to be paid semi-annually and principal payments made annually;

THAT this resolution remains in force for a period not exceeding twelve months from the passing of this resolution.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the **Town of Kentville** held on the day of 2020.

GIVEN under the hands of the Mayor and the Clerk of the Town of Kentville this day of 2020.

Mayor

Clerk

TOWN OF KENTVILLE
TEMPORARY BORROWING RESOLUTION

\$1,081,500

File No. 19/20-01
Various Purposes; Capital

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Kentville, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS the Town of Kentville has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for capital purpose as identified in their capital budget;

AND WHEREAS the specific amounts and descriptions of the projects are contained in Schedule "A" (attached);

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Million Eighty-one Thousand Five Hundred Dollars (\$1,081,500) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Town borrow from time to time a sum or sums not exceeding One Million Eighty-one Thousand Five Hundred Dollars (\$1,081,500) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

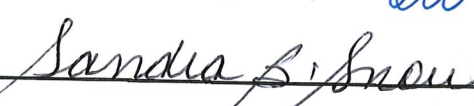
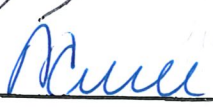
Department of Municipal Affairs and Housing	
Recommended for approval of the Minister	
	
Deputy Minister	
APPROVED this	25 day
of	October 20 19
	
Minister of Department of Municipal Affairs and Housing	
For DMA Use Only	

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Kentville held on the 30 day of Sept 2019.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this 1 day of Oct 2019.

Mayor

Clerk

TOWN OF KENTVILLE
TEMPORARY BORROWING RESOLUTION
SCHEDULE 'A'

\$1,081,500

File No. 19/20-01
Various Purposes; Capital

Transportation (19/20)

Equipment - skid steer	\$ 65,000.00
Streets - Various	\$ 200,000.00
Parking Lots - Various	\$ 20,000.00
Flood Mitigation - Dyke	\$ 87,500.00
Storm Sewer - various locations	\$ 191,700.00

Total Transportation

\$ 564,200.00

Economic Development (19/20)

Rebranding signage	\$ 12,500.00
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Total Economic Development

\$ 12,500.00

Recreation (19/20)

Parks & Playgrounds - M P skate park	\$ 138,600.00
Pool & building - upgrades / Pool coating	\$ 99,600.00
Equipment - Zamboni, bike racks, event trailer, digital sign	\$ 210,000.00
Tennis - Club house / Washrooms	\$ 10,000.00
Studies - Active Transportation / Needs Assessment / Ravine Trail plan	\$ 46,600.00

Total Recreation

\$ 504,800.00

**Total Temporary Borrowing Resolutions - Town of
Kentville**

\$ 1,081,500.00

TOWN OF KENTVILLE

TEMPORARY BORROWING RESOLUTION RENEWAL

\$172,000

File No. 16/17-03
Robinson Building

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Kentville, subject to the approval of the Minister of Municipal Affairs, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS clause 65(xo) of the Municipal Government Act authorizes the Town of Kentville to expend funds for the capital purpose of lands and buildings required for a municipal purpose;

AND WHEREAS pursuant to a resolution passed by the Municipal Council on the 30th January, 2017, the Council postponed the issue of debentures and with the approval of the Minister of Municipal Affairs dated the 23rd of February, 2017 borrowed from a chartered bank or trust company doing business in Nova Scotia a sum not exceeding Two Hundred Thousand Dollars (\$200,000) for the purpose set out above for a period not exceeding twelve months;

AND WHEREAS the twelve-month period has expired;

AND WHEREAS the said Town has repaid a sum leaving a balance of One Hundred Seventy-Two Thousand Dollars (\$172,000) to be borrowed for the purpose set out above;

AND WHEREAS it is deemed expedient that the period of borrowing be extended;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Town borrow a sum or sums not exceeding One Hundred Seventy-Two Thousand Dollars (\$172,000) in total for the purpose set out above, subject to the approval of the Minister of Municipal Affairs;

THAT the sum be borrowed by the issue and sale of debentures of the Town to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and the Town borrow from time to time a sum or sums not exceeding One Hundred Seventy-Two Thousand Dollars (\$172,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon;

THAT the amount borrowed by repaid from the proceeds of the debentures when sold.

Department of Municipal Affairs and Housing
Recommended for approval of the Minister

Deputy Minister
APPROVED this <u>6th</u> day of <u>August</u> 20 <u>19</u>

Minister of Department of Municipal Affairs and Housing

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a duly called meeting of the Council of the Town of Kentville held on the 25 day of March 2019.

GIVEN under the hands of the Mayor and Clerk and under the seal of the Town this 9 day of APRIL 2019.



Mayor



Clerk



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Withdrawal – Operating Reserves

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report on the management of the Town's Operating Fund on March 31, 2020 to avoid a year-end deficit position.

That Council Advisory Committee recommend a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2020, after all year-end transactions are quantified. These funds will be transacted only if the Town was facing a current operating deficit end-of-year.

Presented by Councillor Cate Savage
March 30, 2020



Memo

To: Kelly Rice, CAO
From: Debra Crowell, Director of Finance
Date: March 3, 2020

Re: RESOLUTION- WITHDRAWAL- TOWN OF KENTVILLE OPERATING RESERVE

This request is made to mitigate any Town of Kentville operating deficit position as at March 31, 2020. Finance is at the very beginning of the year-end process quantifying accruals and deferrals as they arrive. However, the final position of the Town Operating Fund will not be assured until early-to-mid May 2020.

If the Town Operating Fund is in a deficit position after the completion of the year-end process, this deficit figure must be the first line item in the 2020/2021 Town of Kentville Operating Budget, as municipalities are not permitted to carry deficit positions. An operating deficit position will also affect the Town's Financial Condition Index for the 2019/2020 year.

The Town can eliminate a potential year-end deficit by the passage of a "blanket" resolution which permits transfer of funds from the Town's Operating Reserve to offset a shortfall.

The Town's Operating Reserve Fund contains \$496,657 as at February 29, 2020.

RECOMMENDATIONS

I recommend to Council Advisory Committee to approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of any current operating deficit, should one occur at March 31, 2020, after all year-end transactions are quantified. These funds would be transacted only if the Town was facing a current operating deficit end-of-year.



RESOLUTION

WITHDRAWAL FROM TOWN OF KENTVILLE OPERATING RESERVE

2019/2020

WHEREAS S.99 (6) of the *Municipal Government Act* allows a municipality to maintain other reserve funds for purposes as the council may determine and withdrawals from the Town of Kentville Operating Reserve are authorized by a resolution of Council;

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that a withdrawal from the *Town of Kentville Operating Reserve* be authorized in the amount of **a current operating deficit**. This withdrawal will occur only if the Town is in an operating deficit position as at March 31, 2020, after all year-end transactions are quantified.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of the Town Council held on the day of AD 2020.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this day of AD 2020.

Kelly Rice, Town Clerk



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Temporary Borrowing Resolution – Kentville Police Station

At the March 9, 2020 meeting of Council Advisory Committee, Director Crowell presented her report on the Nova Scotia Municipal Finance Corporation debenture relating to the construction of the Kentville Police Service building in 2004/2005.

That Council authorize the temporary borrowing resolution TBR 20/21-01 to refinance the Town of Kentville Police Station in the amount of \$300,000. After ratification it be signed and forwarded to the Minister for Department of Municipal Affairs for Provincial authorization.

Presented by Councillor Cate Savage
March 30, 2020

Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

Date: March 5, 2020

Re: **Temporary Borrowing Resolution-20/21-01 Refinance Kentville Police Station**

BACKGROUND

In January 2020, the Town received notice from Nova Scotia Municipal Finance Corporation that a debenture (#25-B-1) issued on November 22, 2005 has a balloon payment due in fiscal 20/21. The debenture segment relates to the Kentville Police Service building constructed in 2004/05. The balloon payment is \$ 300,000 and is eligible for refinancing for an additional 5 years.

I attach a **Temporary Borrowing Resolution File No. 20/21-01 Refinance: Town of Kentville Police Station**, which was provided by Nova Scotia Department of Municipal Affairs. This resolution requires Council’s authorization before it is forwarded (in triplicate) to the Minister for Department of Municipal Affairs for ministerial consent. This is part of the required process to access the Fall 2020 debenture call.

RECOMMENDATION

I recommend to Council Advisory Committee that it authorize the temporary borrowing resolution noted below and forward to Council for ratification. Following this event, the document will be sent to the Minister for Department of Municipal Affairs for Provincial authorization.

ISSUE	PURPOSE	AMOUNT
TBR 20/21-01	Refinance: Town of Kentville Police Station	\$ 300,000

TOWN OF KENTVILLE

TEMPORARY BORROWING RESOLUTION

\$300,000

File No. 20/21-01

Refinance: Town of Kentville Police Station

WHEREAS Section 66 of the Municipal Government Act provides that the Town of Kentville, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute;

AND WHEREAS clause 66 (4b) of the Municipal Government Act authorizes the Municipality to expend funds for the purpose of paying or retiring debentures;

BE IT THEREFORE RESOLVED

THAT under the authority of Section 66 of the Municipal Government Act, the Municipality borrow a sum or sums not exceeding Three Hundred Thousand Dollars (\$300,000) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Municipality to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Municipality borrow from time to time a sum or sums not exceeding Three Hundred Thousand Dollars (\$300,000) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

THIS IS TO CERTIFY that the foregoing is a true copy of a resolution duly passed at a meeting of the Council of the Town of Kentville held on the _____ day of _____ 2020.

GIVEN under the hands of the Mayor and the Clerk and under the seal of the Town this _____ day of _____ 2020.

Mayor

Clerk

For DMA Use Only



COUNCIL ADVISORY COMMITTEE

Recommendation to Council

Re: Kings Transit Authority 2020-2021 Budget

At the March 9, 2020 meeting of Council Advisory Committee, General Manager of Kings Transit Authority Glen Bannon gave his presentation about activities for the 2019-2020 season and shared the proposed 2020-2021 budget. During the New Business portion of the meeting, CAO Rice reviewed the presentation and budget by the Kings Transit Authority for the 2020-2021 fiscal year.

That Council Advisory Committee recommends approval to Council on 30 March 2020 of the Kings Transit Authority approved 2020-2021 Operational budget in the amount of \$1,860,184 of which \$194,341 is the Town of Kentville and 2020-2021 Capital budget in the amount of \$80,000 of which \$16,000 is the Town of Kentville share under the Municipal Agreement. The total commitment to the Town of Kentville 2020/2021 Operational Budget is \$210,341.

Presented by Councillor Cate Savage
March 30, 2020



Kings Transit Authority

2020/21 Operating and Capital Budgets – Kings County

Operating Budget Summary

- Recommended for Approval by the Board of Directors on February 26th, 2020
- Total Operating Budget for Kings County = \$1,860,184
 - Total Revenues and Expenditures are projected to increase by 6.1%
 - Municipal Contributions increase by 9.29%
 - Kentville Share of Municipal Contributions = \$194,341
 - Main Cost Drivers
 - Operator Wages
 - Risk Allowance
 - Accounting and Finance Charges
 - Bus Purchase – Operating Impacts
 - Strategic Plan – External Support

Capital Budget Summary

- Kentville Share of Municipal Contributions - \$16,000 (no increase)
- Based on a several assumptions
 - Continuity of annual provincial grants
 - Continuity of annual municipal grants
 - Federal support for Fleet and System upgrades
- Aging Fleet
 - Numerous units have reached the point of economic replacement
 - Plans of Service Partners have not been finalized
 - Capital replacement plan based on economic service life

Pressures

- Aging bus fleet
- Aging building infrastructure
- Size of administrative staff
- Size of maintenance staff

Risks

- Fuel Budget – Significant budget item influenced by world markets and external factors
- Fare Revenue – Significant funding source that is subject to market conditions, human factors and other external factors

Kings Transit Authority
Capital Budget 2020/21 and Forecast to 2028/2029

Funding	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
Federal - PTIF - Core		700,000	700,000				375,000			1,775,000
Federal - PTIF - Annapolis			350,000	325,000						675,000
Federal - PTIF - Digby				325,000						325,000
Provincial - PTAP - CORE	357,500	243,750	243,750	243,750	243,750	243,750	243,750	243,750	243,750	2,307,500
Provincial - PTAP - Annapolis	140,250	95,625	95,625	95,625	95,625	95,625	95,625	95,625	95,625	905,250
Provincial - PTAP - Digby	49,500	33,750	33,750	33,750	33,750	33,750	33,750	33,750	33,750	319,500
Municipal/Debt - CORE	80,000	100,000	319,884	100,000	100,000	100,000	100,000	100,000	100,000	1,099,884
Municipal/Debt - Annapolis	630,000									630,000
Municipal/Debt - Digby	630,000			55,925						685,925
Total funding	1,887,250	1,173,125	1,743,009	1,179,050	473,125	473,125	848,125	473,125	473,125	8,723,059

Capital purchases	Model	Year Purchased	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
Buses - CORE												
Bus 49	Vicinity	2014	630,000									630,000
Bus 51	New Flyer D40LF	2005		700,000								700,000
Bus 52 (64)	New Flyer D40LF	2005	20,000		700,000							720,000
Bus 53	New Flyer D40LF	2005		700,000								700,000
Bus 55 (63)	New Flyer D40LF	2005	20,000		700,000							720,000
Bus 59	Nova LFS/L581	2011							750,000			750,000
Bus 60	Eldorado EZ Rider	2017										-
Bus 61	Eldorado EZ Rider	2017										-
Buses - Annapolis												
Bus 46	Vicinity	2014	630,000									630,000
Bus 57	Eldorado EZ Rider	2007				650,000						650,000
Bus 62	New Flyer D40LF	2005			700,000							700,000
Buses - Digby												
Bus 50	Vicinity	2014	630,000									630,000
Bus 58	Eldorado EZ Rider	2007				650,000						650,000
Equipment - CORE			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	75,000	275,000
Equipment - Annapolis			-									-
Equipment - Digby			-									-
Buildings - CORE			25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	225,000
Total purchases			1,980,000	1,450,000	2,150,000	1,350,000	50,000	50,000	800,000	50,000	100,000	7,980,000

Kings Transit Authority
Capital Budget 2020/21 and Forecast to 2028/2029

Funding	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	Total
CORE Capital Account										
Opening Balance - Core	875,116	592,616	186,366	-	293,750	587,500	881,250	800,000	1,093,750	875,116
Plus Funding	437,500	1,043,750	1,263,634	343,750	343,750	343,750	718,750	343,750	343,750	5,182,384
Less Capital Purchases	(720,000)	(1,450,000)	(1,450,000)	(50,000)	(50,000)	(50,000)	(800,000)	(50,000)	(100,000)	(4,720,000)
Closing Balance - Core	592,616	186,366	-	293,750	587,500	881,250	800,000	1,093,750	1,337,500	1,337,500
Annapolis Capital Account										
Opening Balance	438,116	578,366	673,991	419,616	190,241	285,866	381,491	477,116	572,741	438,116
Plus Funding	770,250	95,625	445,625	420,625	95,625	95,625	95,625	95,625	95,625	2,210,250
Less Capital Purchases	(630,000)	-	(700,000)	(650,000)	-	-	-	-	-	(1,280,000)
Closing Balance - Annapolis	578,366	673,991	419,616	190,241	285,866	381,491	477,116	572,741	668,366	1,368,366
Digby Capital Account										
Opening Balance - Digby	118,325	167,825	201,575	235,325	-	33,750	67,500	101,250	135,000	118,325
Plus Funding	679,500	33,750	33,750	414,675	33,750	33,750	33,750	33,750	33,750	1,330,425
Less Capital Purchases	(630,000)	-	-	(650,000)	-	-	-	-	-	(1,280,000)
Closing Balance - Digby	167,825	201,575	235,325	-	33,750	67,500	101,250	135,000	168,750	168,750
Totals	1,431,557	1,338,807	1,061,932	654,941	483,991	907,116	1,330,241	1,378,366	1,801,491	1,431,557
	1,887,250	1,173,125	1,743,009	1,179,050	473,125	473,125	848,125	473,125	473,125	8,723,059
	(1,980,000)	(1,450,000)	(2,150,000)	(1,350,000)	(50,000)	(50,000)	(800,000)	(50,000)	(100,000)	(7,280,000)
	1,338,807	1,061,932	654,941	483,991	907,116	1,330,241	1,378,366	1,801,491	2,174,616	2,874,616

Capital Purchase Notes

The Capital Budget assumes:

- \$500k of long-term debt or additional capital contribution from the Core owners in 2021/22, which cannot be Gas Tax funds because we are assuming PTIF funding for 50%
- \$630,000 of Gas Tax Funding from Annapolis and Digby Counties towards the purchase of new buses (one each)
- \$175,000 of additional Provincial Grant funds will be available for the 2020/21 fiscal years
- PTIF2 (or ICIP: Public Transit) funding will be available at 50% of the capital cost of buses where indicated

Kings Transit Authority - Core Partners - 2020/21 Operating Budget

Revenues

Revenue From Own Sources	Budget 2019/20	Budget 2020/21	% Inc/Dec	Comments
4001 Fares	\$610,000		-100.00%	
4021 Fares - Routes 1 and 6		\$589,840		1% increase based on improved ridership and revenues
4022 Fares - Route 2		\$26,260		1% increase based on improved ridership and revenues
4100 Advertising	\$29,800	\$29,800	0.00%	Based on Contract (\$2900 per month) - Core allocation
4115 Maritime Bus	\$863	\$0	-100.00%	Tenant space now vacant
4004 Miscellaneous Revenue	\$664	\$664	0.00%	Allocated
4300 Interest Revenue	\$996	\$0	-100.00%	Operating Account status is typically red
Total Revenue from Own Sources	\$642,323	\$646,564	0.66%	
Sales of Services				
4125 Management Fees	\$143,539	\$168,954	17.71%	Annapolis 25.5%, Digby 9.5% of shareable expenses
4126 Mechanic Revenue	\$63,000	\$63,000	0.00%	As charged out to Annapolis and Digby counties
Total Sales of Services	\$206,539	\$231,954	12.31%	
Sub total of own sources and service	\$848,862	\$878,518	3.49%	
Conditional Transfers				
4210 Mun. Contribution - Operating	\$889,082	\$971,706	9.29%	See attached Fiscal Impact summary
4209 NS-TRIP Grant	\$4,980	\$9,960	100.00%	Allocated
4208 Age Friendly Community Grant	\$10,358	\$0	-100.00%	No current plans for a 2020/21 campaign
Total Conditional Transfers	\$904,420	\$981,666	8.54%	
Total Revenues	\$1,753,282	\$1,860,184	6.10%	

Expenses

Administration				
5302 Wages	\$162,244	\$180,000	-10.94%	General Manager, Accounting Coordinator, Customer Service Coordinator (Improved Compensation for Accountant)
5302* Benefits	\$29,203	\$18,500	36.65%	RRSP, WCB, Medical etc., EI, CPP
5352 Professional Services	\$10,000	\$10,428	-4.28%	Budget Estimate for Services of Mike Livingstone
5380 Travel	\$3,000	\$5,000	-66.67%	Mileage, Bus Build Inspections (Travel to plant)
5354 Staff Training and Development	\$3,500	\$3,500	0.00%	Operator Training
5330 Annual Fees	\$3,432	\$4,015	-16.99%	CUTA and Safety Services Nova Scotia Dues for 2020
5346 Office Phones, Internet and Answering Service	\$3,566	\$6,650	-86.48%	Office Phones and Internet
5441 Answering Service	\$2,780	\$0	100.00%	Included in 5346 above
5370 Meeting Expenses	\$1,500	\$1,500	0.00%	For Board and staff meetings.
5321 Advertising Expense	\$2,500	\$2,500	0.00%	Employment and other advertising
5322 Marketing (Strategy Support)	\$10,000	\$20,000	-100.00%	Supported by the NS-TRIP Grant
5336 Office Supplies	\$5,000	\$8,500	-70.00%	
5338 Printing	\$6,000	\$7,000	-16.67%	Riders' Guides, Tickets and Transfers
5328 Interest and Bank Charges	\$6,000	\$15,000	-150.00%	Payroll direct deposit, electronic fund transfers, overdraft on operating account
5125 Interest Charges	\$500	\$0	100.00%	Now included in 5328
5320 Legal and Audit	\$17,000	\$20,244	-19.08%	Audit for 2019/20 Year End
5402 IT Services	\$12,500	\$8,600	31.20%	Monthly MoK IT Charge, Web Hosting and Sage License
Total Administration Expenses	\$278,725	\$311,437	-11.74%	
Facility Expenses				
5420 Repair & Maintenance	\$14,000	\$14,500	-3.57%	Building and Property Expenses
5419 Cleaning Expenses	\$5,000	\$6,000	-20.00%	Supplies only
5422 Electrical Power	\$10,000	\$10,000	0.00%	
5423 Heat	\$10,000	\$10,000	0.00%	
5421 Snow/Ice Clearing	\$10,000	\$12,000	20.00%	Increase based on experience of last winter
Total Facility Expenses	\$49,000	\$52,500	-7.14%	
Operational Expenses				
5640 Wages	\$766,793	\$804,075	-4.86%	Covers 10 Operators, 2 Supervisors, 2 Mechanics and one Maintenance Person. Actual service hours, vacation coverage, bus movements and Christmas Bonus.
5520 Benefits	\$132,421	\$137,334	-3.71%	RRSP, WCB, Medical etc., EI and CPP
5730 Employee Related Expenses	\$6,545	\$8,291	-26.68%	
5360 Miscellaneous Expenses	\$0	\$1,000	N/A	New
5640 Wages - Age Friendly	\$10,358	\$0	100.00%	No current plans for a 2020/21 campaign.
5220 Benefits - Age Friendly	\$414	\$0	100.00%	No current plans for a 2020/21 campaign.
5483 Development & Training	\$3,000	\$0	100.00%	Included in 5354 above.
5175 Fees & Registrations	\$12,758	\$0	100.00%	Now included in 5760

Kings Transit Authority - Core Partners - 2020/21 Operating Budget

5760 Fees and Registrations		\$18,297	N/A	Permits, registrations and DoubleMap Annual Fee
5440 Communications (Bus WiFi)	\$4,567	\$0	100.00%	Now included in 5775
5442 Radios	\$4,790	\$0	100.00%	Now included in 5775
5775 Radios, Cell Phones and WiFi		\$10,621	N/A	Includes TMR2 monthly charges
5780 Professional Services	\$1,846	\$3,000	-62.51%	Equipment calibrations and load testing - previously allocated
5782 Tools	\$1,231	\$2,500	-103.09%	\$500 per mechanic plus breakage and shop tools - previously allocated
5786 Obsolete Inventory		\$25,000	N/A	Contingent Liability for Vicinity Bus Parts - new and one time, carried by Core Owners
5801 Repair and Maintenance Non-Revenue Vehicles		\$1,200	N/A	New
5800 Repair Maintenance Buses	\$170,000	\$170,000	0.00%	
5878 Diesel and Gas	\$242,250	\$247,250	-2.06%	285,000 litres * 0.85 plus additional gas for non-revenue vehicles
5880 Vehicle Insurance	\$48,966	\$51,414	-5.00%	General Liability plus vehicles
5880 Tank Insurance	\$2,000	\$2,250	-12.50%	Diesel and DEF Tanks
5285 Permits	\$4,122	\$0	100.00%	Included in 5760 above
5882 Cleaning Buses	\$0	\$600	N/A	Supplies
5080 Advertising	\$665	\$0	100.00%	Included in 5884
5410 Signage Buses	\$615	\$0	100.00%	Included in 5884
5884 Bus Advertising and Signage		\$665	N/A	
5888 Uniforms	\$5,250	\$7,750	-47.62%	\$350 for Full Time Operators, \$250 for Part Time plus footwear allowances
5980 Commission on Sales	\$5,000	\$5,000	0.00%	Ticket Agents and Advertising Coordinator
5846 Employee Awards	\$1,966	\$0	100.00%	Included in 5730
Total Operational Expenses	\$1,425,557	\$1,496,247	-4.96%	
Total Expenses	\$1,753,282	\$1,860,184	-6.10%	
Surplus/Deficit	\$0	\$0	N/A	

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: John Andrew

Date: March 30

Date of Last Council Meeting Attended: Oct. 28

Date of Last Council Advisory Meeting Attended: Nov 12

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
	Joint Fire Service	
	Kings Transit Authority	Service is suspended at the time of writing but the Authority partners will be meeting tomorrow (Thursday, March 26 th) to determine next steps.

Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis
		-

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name		Meeting Date:	
Meeting Highlights:			
Budget:			
New Projects:			
Policy Changes:			

COVID-19 Response



COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

These have been a busy few weeks of preparing and planning for COVID-19. A growing contingent of volunteers have been both addressing the increase in current needs of vulnerable people and preparing for the weeks and months ahead. On March 7th, the decision was made to cease all regular operations at each of Open Arms locations and the Outreach Centre in Kentville was sanitized and converted for food preparation. Wellness checks (by phone) were initiated immediately along with food supports and deliveries began in coordination with the Fundy Food Bank.

The Town of Kentville has taken a lead in implementing preventative efforts to slow the transmission of COVID-19. There is no community working harder than ours and this is made increasingly effective with collaboration between the Town of Kentville staff (particularly Kentville Police Services), non-profits and others seeking to assist our neighbours. With many community volunteers advised to self-isolate and the expectation that needs will increase, newly enlisted volunteers and many existing volunteers from Open Arms and Inn From The Cold have lots to do in Kentville and beyond. Requests within Kentville and throughout Kings County are being addressed daily by groups such as Open Arms, various food banks, churches and others. The people requesting help are increasingly not those normally impacted by food insecurity and some have requested wellness checks only.

Open Arms has further partnered in the development of a 'Central Registry' for people in need throughout Kings County (<http://helps.openarms.ca>) with several officials, medical and food professionals. Response to those requests is ongoing along with mapping out where services, supports and contingency planning are in place throughout Kings County. The objective is to encourage and support efforts in communities of all sizes as we refer people to supports closest to their home.

Delivery of healthy prepared foods has begun as a means of supporting those at risk and requiring more than food bank supplements can provide. We hope that the 'Registry' and partnerships with food banks and other community supports will enable us to support our most vulnerable neighbours. We recognize the importance of older people and those with pre-existing health risks remaining isolated from possible exposure, but there are others of us who can assist (albeit with proper social distancing).

We are thankful we are able to work with others in the community to facilitate self-isolation and in providing supports for those most at risk. In addition to efforts in Kentville, a similar food prep system is coming together at our Kingston-Greenwood location also. We are offering volunteers to assist with food bank deliveries at Kings County food banks to address increase and the need and to enable volunteers to step back. The model begun here is now being adopted by municipalities outside of Kings County which is testament of the great work happening right here.



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Eric Bolland

Date: March 24, 2020

Date of Last Council Meeting Attended: February 24, 2020

Date of Last Council Advisory Meeting Attended: March 9, 2020

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
March 3, 2020	Valley Waste Resource Mgmt	See notes below
March 9, 2020	Valley Waste Resource Mgmt	See notes below
March 18 2020	Valley Waste Resource Mgmt	See notes below

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
March 9, 2020	Code of conduct mtg	<ul style="list-style-type: none"> Met with most of fellow councilors and Mayor and CEO to review next steps into researching new code of conduct.

Misc Events

Date	Synopsis
NA	

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY



COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Detail	Synopsis		
Committee Name	Investment committee Valley Waste Resource Mgmt	Meeting Date:	March 3, 2020
Meeting Highlights:	<ul style="list-style-type: none"> Reviewed RFPs for Investment Advisor services There were 6+ submissions from local advisors and out of province as well Pleased to have retained the services David Deacon of Scotia Wealth Management in Kentville for this 5 year term 		
Budget:	NA		
New Projects:	NA		
Policy Changes:	NA		

Committee Name	Valley Waste Resource Mgmt Joint council meeting in Berwick	Meeting Date:	March 9, 2020
Meeting Highlights:	<ul style="list-style-type: none"> Presentation of 2020-21 draft operating capital budget <ul style="list-style-type: none"> ➤ Lengthy and thorough presentation which was well accepted by those in attendance ➤ Details of the budget are located in the document <i>2020 Vision</i> 		
Budget:	NA		
New Projects:	NA		
Policy Changes:	NA		

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Committee Name	Valley Waste Resource Mgmt	Meeting Date:	March 18, 2020
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COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

<p>Meeting Highlights:</p>	<ul style="list-style-type: none"> • 2 hour teleconference meeting • Reports from GM, Operations with in camera discussion on Annapolis County and the upcoming changes to curbside collection in April • In response to Covid-19, there are changes to hours of operation, scale house crews wearing gloves and moving away from cash payments to credit cards and charge accounts • There have been 10 days of radio promotion regarding the new pick up dates starting April 1st. • As part of a provincial initiative on beach cleanup, VWM applied for funding and was successful. They will be working with Aldershot school on some local beach cleanups. • Based on my previous experience working with KCA and organizing clean ups in towns many times, I have offered to be involved with this initiative.
<p>Budget:</p>	<p>NA</p>
<p>New Projects:</p>	<p>NA</p>
<p>Policy Changes:</p>	<p>NA</p>

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

Name: Craig Gerrard

Date: March 26, 2020

Date of Last Council Meeting Attended: Feb 24, 2020

Date of Last Council Advisory Meeting Attended: March 10, 2020

Date of Last Governance Session Attended:

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
March 9, 2020	Joint meeting of members of VWRM	Updates
March 17, 2020	Meet with Kelly and Julia re the Collective agreement for the Police	
March 19, 2020	Teleconference with NSAPG	All meetings and activities except telemeetings are postponed until further notice. Possibly zoom meetings with the entire group.

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

Conference Attendance and Synopsis

Date	Conference	Synopsis

COUNCILOR REPORT

KENTVILLE TOWN COUNCIL

COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name		Meeting Date:	
Meeting Highlights:			
Budget:			
New Projects:			
Policy Changes:			

Misc Events

Date	Synopsis

Councilor Report

Kentville Town Council

Name: Cathy Maxwell

Date: March 25, 2020

Date of Last Council Meeting Attended: Feb 24

Date of Last Council Advisory Meeting Attended: Feb 10, March 9 Meeting I could not attend due to family medical issue

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
March 2	Kings Regional Recreation Collaboration	A gathering of all Kings County Council members to look at a new model for recreational service delivery. The discussion and information session was conducted by Dr Jackie Oneescue from UNB. A very informative session where we looked the role of recreation in the community, poverty as a barrier to recreation and how we need a shift in how government needs to invest in Recreation today. The model for delivery of recreation service today is a Human Centered Design focused on Recreation for All and requires cooperation between Municipalities.

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
March 6	Sable Shortbread Grand Opening	A fantastic new business for town and the local area.
March 12	100 Women Who Care Meeting	The recipient of this quarterly meeting was Autism NS Annapolis Valley Chapter.

Committee Meeting Synopsis – – *All meetings were cancelled due to COVID 19*



COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: Cate Savage

Date: March 25th 2020

Date of Last Council Meeting Attended: Jan 27th 2020

Date of Last Council Advisory Meeting Attended: March 9th 2020

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Jan 27 th	Special Council Meeting	
February 4 th	REN Meeting	Review IMSA
February 12 th	IAC	Reviewed reports and recommendations from IA Chris M. Portfolio just north of 14 million ..reviewed the goals of the portfolio. Does the current mix meet our needs. Review IPS ..
Feb 20 th	Regional Sewer	John A attended and budget was presented for radafication to council (March Meeting)
February 27 th and March 5 th	LOC – REN	Valley REN budget update – reviewed the budget needs of the REN for the 2020-2021 – Regional marketing ..investment readiness...workforce and sector development are the three main areas of concentration for the ensuing year. I want to take this opportunity to congratulate the REN for it's efforts in moving these areas forward
March 2 nd	Diversity Kings	Reviewed the work plan and budget
March 9 th	Valley Waste Meeting – Joint councils	Update – budget going forward and recommended changes – services
March 11 th	IAC	Review recommendations and portfolio – just north of 14 million

Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis



COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Jan 31 st	Doctors Event – Welcome	Special thanks to Marissa Davidson and the TOK for hosting a slate of new doctors to the AV area ..we appreciate you and welcome you to our Valley
February 3 rd	African Heritage Month	Minister Enns spoke and honored Dr. Geraldine Brown. A wonderful gathering – a combination of towns in Kings County and the public came together to celebrate this special month
February 11 th	Best of Kings	A great representation – winners from TOK
February 26 th	STAR Program	Presented – joint with REN and ACOA – a program that REN will likely spearhead. Putting the AV on the map as it pertains to tourism and attraction to this area of the province.
February 28 th	Women in business event	Special guest speaker Barbara Stegmann – 7 virtues of a philosopher queen – an inspring talk
March 2 nd	Dr. Jackie Omcescu	Collaborative discusson about recreation and what we can do as a unit
March 8 th	IWD Event – Lions Club Wolfville	
March 9 th	Special Council Meeting	Review Code of Conduct – review findings of CAO Rice

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name		Meeting Date:	
Meeting Highlights:			
Budget:			
New Projects:			
Policy Changes:			

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Misc Events

Date	Synopsis

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Name: Lynn Pulsifer

Date: March 25, 2020

Date of Last Council Meeting Attended: February 24, 2020

Date of Last Council Advisory Meeting Attended: March 9, 2020

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
Feb 25/20	Kings Point to Point	Meeting held in Board Room at Dept of Community, Culture and Heritage, Webster Street, in Kentville. Presentation by Dan Stovel on Kings RMO.
March 2/20	Regional Recreation Collaboration Meeting	Held at County of Kings Board Room. Members of all Councils were in attendance to hear a Talk by Dr Jackie Oncescu around collaborative recreation and what a delivery model could look like in our region.
March 9/20	Joint Session – Valley Region Solid Waste Resource Management Authority	Meeting held at Lion’s Club Hall in Berwick. Members from all Councils were in attendance.
March 9/20	Special Meeting of Council	Meeting held regarding Code of Conduct
March 24/20	Kings Point to Point	Teleconference – details in Committee Report

Conference and Trip Attendance and Synopsis

Date	Conference/Travel	Synopsis

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

COUNCIL COMMITTEE AND ATTENDANCE REPORT

KENTVILLE TOWN COUNCIL

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	Kings Point to Point		March 24/20
Meeting Highlights:	<p>Meeting held via Teleconference. Pleased to confirm that Kings Point to Point has entered into an Agreement with the County of Kings. Councillor Perer Allen from Kings County reported that the co-location clause has been removed from the Agreement and we will remain as a line item in their Budget.</p> <p>Due to the Corona virus, at the present time there are only 2 vehicles in operation – one vehicle goes to Halifax for medical appointments and one is transporting locally. Only one client is transported at a time. The office in Kentville is closed to the public with only 2 staff working.</p>		
Budget:	n/a		
New Projects:	Stats: In February 21,036 trips were made, an increase of 11% over year in February.		
Policy Changes:	n/a		

Misc Events

Date	Synopsis
Feb 25/20	Attended a presentation at the Old Orchard Inn put on by ACOA. Sponsored by the Valley REN, this was an event to learn about the Strategic Tourism for Areas and Regions (STAR) program and how it could help develop the tourism sector in the Annapolis Valley. An interesting presentation with approximately 90 in attendance.
Feb 26/20	Met with Julie Johnson, Head Librarian at the Kentville Library. Discussed operations and programs. These are the Branch Activity Statistics taken from the AVRL Annual Report for our Kentville Library from April 1, 2018 to March 31, 2019. Items borrowed: 85,798, Active Members: 4,741, Hours of Public Computer Use: 6,293, Information Questions Answered: 5,429, Number of Programs Offered: 311, and Program Attendance: 2,659. Once again, I am very happy to report that the Kentville library had the HIGHEST number of “Items Borrowed” for the period April, 2018 to March, 2019 among the eleven Valley Branches!
March 11/20	Attended the Kentville Historical Society’s bi-monthly meeting held at Kings Riverside Court. The guest speaker was local historian, Richard Laurin, who talked about the Acadian history in our area. It was well attended with close to 80 people there to hear the presentation, followed by a social time.

Councilor Report

Kentville Town Council

Name: Sandra Snow

Date: 25 March 2020

Date of Last Council Meeting Attended: 24 Feb 20

Date of Last Council Advisory Meeting Attended: 9 Mar 20

Date of Last Governance Session Attended: N/A

Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
26 Feb 20	Valley Hants LLT – quality of Life	Follow-up on release of data
27 Feb 20	VREN Board Meeting	Budget Review Current Office Space Policy Review – G-6 Code of Conduct – Revisions Board Recruitment NS REAP 2020-2021 Business Plan Board Expense Policy
2 Mar 20	Joint Council/Municipal Unit Presentation – Recreation Delivery System	Presentation by Dr Onescu with regards to delivering recreation
5 Mar 20	VREN LOC Meeting	VREN 20/21 Budget
9 Mar 20	Valley Waste	Vision 2020 presentation and budget
9 Mar 20	Special Meeting of Council	Code of Conduct presentation of CAO report and confidential legal opinion
11 Mar 20	Investment Advisory Committee Meeting	Value of the fund 10 Mar 20 - \$13,793,330.
16 Mar 20	COVID-19 Briefing	Met with CAO and Directors to discuss way ahead for the continued operation and governance of Kentville
23 Mar 20	COVID-19 Briefing	Met with CAO and Directors to discuss the changes as a result of State of Emergency for the continued operation and governance of Kentville

Councilor Report

Kentville Town Council

Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
25 Feb 20	STAR Program Briefing	ACOA provided an informational briefing on the STAR program which has been used very successfully in NL
28 Feb 20	Interview - Acadia Community Development First Year	Set of questions regarding delivery of services to Town
5 Mar 20	REAP Follow-up Meeting	Opportunity to assign members to the REAP Team and discuss the way ahead
5 Mar 20	Central Kings CHB Wellness Fund Event	Presentation of Grant for Sensory Kit
6 Mar 20	REAP Telecon	Telecon with Danny Graham and Jeff Cantwell to inform on way ahead for the Valley REAP
6 Mar 20	Sable Shortbread Grand Opening	Quiet opening for the Business Community.
7 Mar 20	Sable Shortbread Grand Opening	Town Crier, and ribbon cutting
7 Mar 20	International Women's Day Event	Hosted by the Women's Place in Annapolis Royal at NSCC – presentation of Equality measures
8 Mar 20	International Women's Day Event	Wolfville Lion's Club – presentation by Habiba Cooper Diallo – Women's Health in Africa
10 Mar 20	Schools and Food	Briefing on the food insecurity issues in Valley schools. Specifically the funding formula used for school cafeterias and the number of children who cannot pay for lunch.
14 Mar 20	Kentville Lions Club Charter Evening	71 st charter evening for the Kentville Lions Club. Roast beef dinner.

Conference Attendance and Synopsis

Date	Conference	Synopsis
28 Feb 20	Women in Business – Barbara Stegmann	Barb is a social entrepreneur. She was the first Atlantic Canadian woman to win on Dragon Dens from which she launch her perfume company the 7 Virtues, using essential oils from conflict zones.

Councilor Report

Kentville Town Council

Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	VREN LOC Meeting	Meeting Date:	5 Mar 20
Meeting Highlights:	The VREN Board proposed a budget with a funding model, which was not accepted by the members of the LOC. Numbers were being brought to council to determine the way ahead.		
Budget:	The recommendation from the VREN Board of Directors is an increase to the maximum Provincial Contribution of \$264K		
New Projects:	N/A		
Policy Changes:	Update to the IMSA		

Misc Events

Date	Synopsis
20 Feb 20	Meeting with Jeremy Lutes
27 Feb 20	Meeting with Brad Sweet
3 Mar 20	Meeting with Marc and Jesslyn Munroe
10 Mar 20	Meeting with Susan Harvie
11 Mar 20	Meeting with Peter Gillis – VCALE
11 Mar 20	Meeting with Dr Dave Lapierre – COVID 19
20 Mar 20	Record radio message at AVR
16-25 Mar 20	Various telecons with other departments, municipal and business leaders wrt COVID-19

Valley Waste-Resource Management Authority

Report to Council

Subject: Proposed changes to Valley Waste Bylaw 2012 and Bylaw Directives 2014

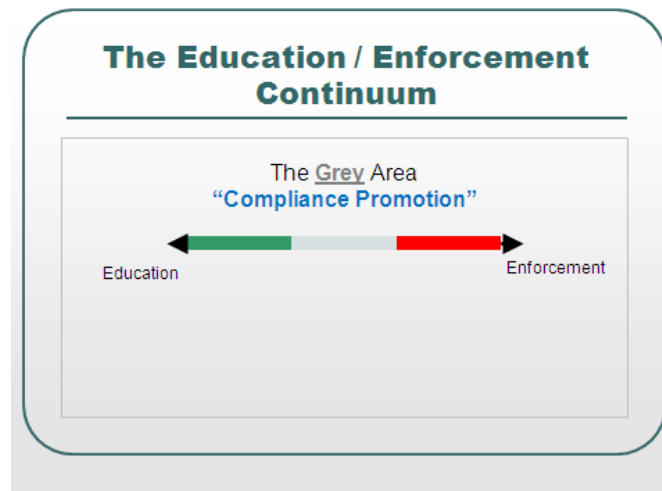
From: Andrew Garret, Communication Manager
Grace Proszynska, Bylaw Enforcement Officer

Date: January 9, 2020

Introduction

Valley Waste Enforcement Style

- Valley Waste staff deliver services to taxpayers
 - a. We are both Educators/helpers and Enforcers
 - b. We are responsible for both our Municipal Bylaw and Provincial Regulations
- We understand that “People are People”
- Our goal is Compliance not Punishment
- Our Philosophy is: Education first and Enforcement last - only when needed
- The Bylaw gives staff a solid foundation to stand on:
 - a. The rules we can show the public (for information and compliance promotion)
 - b. The tools we need when enforcement action is required



Why change the Bylaw (2012) and Directives (2014) now?

1. **Change in the collection contract**
 - a. **Collection start time needs to be adjusted**
 - b. **Set-out time needs to be changed to permit putting waste out in the evening before collection day**
 - c. **Set-out time for Spring and Fall special collections needs to be changed**
 2. **Change in the Valley Region Structure**
 - a. **Removal of Annapolis County**
 - b. **Removal of Towns of Bridgetown and Hantsport**
 3. **Changes to the list of materials banned from landfill disposal by Province and Authority**
 4. **Deficiencies in Current Bylaw and Directives**
 - a. **Missing definitions**
 - b. **Minor inconsistencies between clauses**
 - c. **Editorial and layout (corrections of spelling and wording)**
 - d. **Changes in wording of existing clauses for clarity and to reflect the current practice**
 - e. **New clauses added for clarity and to improve administration and enforceability of law**
-

About the Changes

Types of Changes

1. **New clauses, concepts or provisions**
 - a. **collection commencement time changed from 8 am to 7 am (Directives section 3.8)**
 - b. **set-out time changed from “between 6 am and 8 am of collection day” to “7 pm the night before and 7 am on collection day” (Bylaw section 5.2.1)**
 - c. **set-out time for Special Collections changed from “no earlier than 7 days prior” to “no earlier than the weekend before scheduled week” (Bylaw section 5.2.2)**
 - d. **included new provincially banned materials such as certain types of oil products and electronics (Directives s. 2 Source Separation)**
 - e. **defined “litter” as a new concept to establish that general litter falls outside the authority of this Bylaw (Bylaw section 3.1.2)**
 - f. **added prohibition against leaving lid or door to waste storage open when not used (Bylaw sections 3.9, 5.5.1, & 6.2.1.1)**
 - g. **added unsafe road condition as another situation for a temporary suspension of collection (Bylaw section 5.9.3)**
 - h. **added requirement for signage on waste receptacles for public waste and for non-Authority (private) collection (Bylaw sections 4.3 and 6.2.1.6)**
 - i. **added clause regarding proper placement of solid waste when delivered to Valley Waste for disposal (Bylaw section 6.8)**

- j. updated Bylaw Part 8 Penalties:
 - minimum court fines set higher, up to \$250 from \$100 (Bylaw sections 8.1 and 8.3)
 - imprisonment times for lesser offences lowered from 90 to 14 days and for major offences from 90 days to 30 days (Bylaw sections 8.1, 8.2 & 8.3)
 - some offences moved from lesser offences group to more severe offences to reflect seriousness of violations
- k. set higher amounts for Bylaw Tickets: \$75 changed to \$125 and \$150 changed to \$175 (Bylaw section 8.9)
- l. expanded wording in Illegal Dumping “reverse onus” clause to improve Bylaw administration and enforceability by requiring additional information be provided by the generator of the dumped waste (Bylaw section 8.11).

2. Clarifications of intent

- a. Flow Control in clause 3.5 of Bylaw (ban on hauling residual waste generated within Authority geographic jurisdiction anywhere outside the geographic area except for when permitted by the GM)
- b. set-out restrictions in section 3.9 under Prohibitions (moving waste between properties, for example from cottage to home)
- c. updated wording in clause referring to establishment of the common Bylaw to reflect the current Authority structure (Bylaw section 2.2)
- d. clarified requirements for what is eligible premises (Directives section 3.1)

3. Adding, re-writing and clarifying definitions and terminology

- a. new definitions: Bylaw Enforcement Officer, dwelling unit, multi-unit residential dwelling or apartment building, multi-unit building, unsorted waste (term used in Bylaw section 3.5 Flow Control)
- b. re-wrote definition of solid waste (created own definition different from the definition in Environment Act to eliminate sludge and tailings, and to clarify the inclusion of recyclables, compostables, and C&D waste)
- c. expanded the description of illegal dumping offence to clearly include more dumping situations (Bylaw section 3.1)
- d. in the Directives, Sections # 1 Bans, 3.3 Non-collectable Materials, 3.6 Curbside Inspections, 6.7 Inspections at Management Centres, and 7.0 Enforcement have been re-written to include updated information and to make them succinct
- e. cat litter added - as optional - to the list of compostable organics acceptable for green carts (Directives s. 2 Source Separation)
- f. modified clause regarding waste setouts for residents on private roads in cases where collection vehicles do not travel (Bylaw section 5.1.6)
- g. removed clause on the requirement to regularly clean out storage bin (Bylaw section 5.6.1.5) as it has been deemed redundant, already covered in 5.6.1.3

4. Housekeeping

- a. minor spelling and wording corrections, and clarifications
- b. inserting new definitional terms into the text
- c. re-numbering and reordering clauses for more logical order and include new clauses
- d. cross-referencing numbering system for definitions and clauses

Recommended Approval Process and Timeline

- 1. Review at the Authority table draft Bylaw and Directives (amended by Valley Waste staff and reviewed by the legal advisor) – staff report presentation to Authority on November 20, 2019**
- 2. With recommendation from the Authority, send the amended documents to CAOs for Municipal partners' staff and partners' legal review and feedback – late November 2019 followed by another presentation to Authority on December 13, 2019**
- 3. Final feedback received from municipalities by Valley Waste – January 7, 2020**
- 4. Recommendation for approval by Councils from the Authority – January 9, 2020**
- 5. Circulate finalized bylaw to Municipal Councils for first and second public readings and Councils' approval – January 10, 2020**
- 6. Register the amended Bylaw at the provincial Department of Municipal Affairs – end of March 2020.**

VALLEY REGION SOLID WASTE-RESOURCE MANAGEMENT BYLAW DIRECTIVES

**Pursuant to the Valley Region
Solid Waste-Resource Management Bylaw**

Made under section 2.4 of the Bylaw

Draft date: January 9, 2020

Approved by Council: March, 2020

Valley Region Solid Waste-Resource Management Bylaw Directives

Pursuant to
the Valley Region Solid Waste-Resource Management Bylaw

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Introduction

The Valley Region Solid Waste-Resource Management Bylaw (the Bylaw) empowers the Valley Region Solid Waste-Resource Management Authority (the Authority) to issue Directives for the effective and efficient management of solid waste within the jurisdictions of the Parties to the *Valley Region Solid Waste-Resource Management Intermunicipal Services Agreement* or *IMSA* (i.e. the Municipality of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville), otherwise known as the Valley Region Solid Waste-Resource Management Authority, or any other municipality who may enter the IMSA to become a member of who contracts or designates the Authority to enforce their solid waste bylaw and directives.

Section 2.4 of the Bylaw reads as follows:

2.4 *The Authority may by resolution issue Directives to supplement and assist with the better implementation of this bylaw and it is the intent of this Municipality that such Directives made by the Authority pursuant to the provisions of this bylaw shall be and shall become Directives of this Municipality to be enforced pursuant to this bylaw in the same manner as any other provision of this bylaw. It shall be an offence to fail to comply with any such Directive.*

The Directives in the following pages have been approved by the Authority pursuant to section 2.4 of the Bylaw and may be amended from time to time by the Authority.

1.0 Banned Materials

Materials Banned from Disposal

Section 3.4 of the Valley Region Solid Waste Resource Management Bylaw names two classes of materials that are banned from disposal in landfill: 1.1 materials banned by Provincial Regulation; and 1.2 materials banned by the Authority. Banned items may be managed as recyclables, compostable organics, household hazardous waste, tires, electronics, or by other means appropriate to the material. Disposal bans are in effect at Authority facilities for the materials listed below.

Materials on the list that are accepted at the Management Centres must be delivered separated from other garbage. Questions about how to handle specific items should be directed to Valley Waste at 902-679-1325 or toll free at 1-877-927-8300.

1.1. Materials banned from landfill disposal by the provincial Solid Waste-Resource Management Regulations and accepted at the Management Centres:

- Beverage containers
- Corrugated cardboard
- Newsprint
- Steel/tin food containers
- Glass food containers
- Low Density Polyethylene (LDPE #4) bags and packaging including industrial/commercial/institutional stretch wrap (pallet wrap)
- High Density Polyethylene (HDPE #2) non-hazardous containers and packaging such as food containers, detergent containers, shampoo containers, jugs, pails and lids, windshield washer containers, non-hazardous cleaner containers, etc.
- Compostable organic material (food waste, yard waste, soiled and non-recyclable paper)
- Lead-acid automotive batteries
- Waste paint & their containers
- Ethylene glycol (automotive antifreeze)
- Used glycol
- Glycol containers
- Used oil
- Used oil filters
- Oil containers
- Electronic products specified by the Province

Where there is doubt about whether a particular item is included in the above list of the banned items, the current policy of Nova Scotia Environment will take precedence over this list. Refer to Schedule “B” — Designated Materials Banned from Destruction or Disposal in Landfills and Incinerators in the Nova Scotia Solid Waste-Resource Management Regulations.

1.2. Materials banned from landfill disposal by the Authority and accepted at the Management Centres:

- Polycoat or gable top cartons (milk, juice, soy, rice, etc.) and aseptic cartons (Tetra Pak[®])
- All non-hazardous plastic bottles and containers Glossy paper, office paper, and other recyclable and compostable paper products
- Boxboard
- Household Hazardous Waste (HHW)
- Propane tanks

- Expanded polystyrene foam (beaded styrofoam®)

1.3. Materials banned federally, provincially, or by the Authority and not accepted at the Management Centres:

- Industrial, Commercial, Institutional Hazardous Waste
- Liquid waste, or solid waste saturated to a fluid consistency, which is not part of the HHW program
- Highly combustible or explosive materials, such as celluloid cuttings, motion picture film, gasoline or solvent soaked rags or other combustible residues, ammunition, dynamite, or other similar material
- Medical material that is considered pathogenic or biomedical including anatomical waste, saturated blood-soaked dressings, infected material, and hypodermic needles from physicians, surgeons, dentists or veterinarians
- Whole carcasses of any animal or parts thereof that are of significant volumes that may create hazards or nuisance unless at the discretion of the General Manager or designate, except for the bodies of companion animals delivered to the Management Centre by a municipal animal control officer
- Waste listed or characterized as hazardous by federal or provincial law
- Large pieces of sheet iron, scrap metal or machine parts, automobile bodies and fuel tanks
- Septic tank pumpings, raw sewage or industrial sludge
- Radioactive materials
- Soil and rock, and tree branches and stumps exceeding 15 cm (6 in) in diameter, unless approved by the General Manager or designate
- Manure, kennel waste, excreta, fish processing waste
- Asbestos
- Fuel tanks exceeding 2250 litre (500 gal) capacity
- Hot ashes or cinders
- Used Tires (rim size 24.5 inches or less)
- Specified Risk Materials (SRM) - the skull, brain, trigeminal ganglia, eyes, palatine tonsils, spinal cord and dorsal root ganglia (DRG) of cattle aged 30 months or older, as well as the distal ileum of cattle of all ages. In cattle infected with Bovine Spongiform Encephalopathy (BSE), these tissues contain the BSE agent and may transmit the disease

2.0 Source-Separation

To facilitate recycling and composting of banned materials, all persons in the Valley Region are required to source separate the waste they generate at permanent, seasonal or temporary

residential premises; at Industrial, Commercial, and Institutional premises; in public places; and at events held in public places, commercial premises, and other public event venues. Waste must be separated into the following categories: compostable organics, recyclables, residual waste, hazardous waste, tires, and electronics. The items that fall into each of these categories are listed below. For up-to-date sorting information including proper preparation, see current Valley Waste sorting lists in the annual calendar, on the Valley Waste website (www.vwrm.com), a free Recycle Coach app, or call the Valley Waste office at 1-902-679-1325 or toll free at 1-877-927-8300.

2.1. Compostable Organics

- food waste including fruits and vegetables and peelings, table scraps, meat, poultry and fish, bones, shellfish (including shells), dairy products, egg shells, cheese, cooking oil, grease and fat, bread, grain, rice and pasta, coffee grounds and filters, tea leaves and bags, and other similar items
- leaf and yard waste including grass clippings, leaves, brush, twigs, house and garden plants, waste potting soil, sawdust, and wood shavings
- soiled boxboard with all plastics, foil and metal fasteners removed (unless soiled with HHW, paint, petroleum products, etc.) including cereal, shoe, tissue, cracker, cookie, baking product and frozen food boxes (not coated with plastic), paper towel and toilet paper rolls, soiled pizza boxes and waxed corrugated cardboard
- soiled and non-recyclable paper products (unless soiled with petroleum products)
- branches and prunings tied in bundles no longer than four (4) feet
- Christmas trees with decorations and stands removed; and
- Other materials of plant or animal origin, including cat litter (optional), except for whole companion animal or livestock carcasses or parts thereof and Specified Risk Materials (see section 1.0).

2.2. Recyclables

Recyclable Paper

- phone books
- paper egg cartons and other molded paper products
- newspaper
- file folders
- office paper including shredded paper (bond paper, computer paper, envelopes)
- paperback books
- cereal boxes and other boxboard packaging
- flyers and magazines

- non-waxed corrugated cardboard

Recyclable Containers

- milk and juice containers (no caps)
- beverage containers (soft drinks, beer, liquor may also be returned to an Enviro-Depot for refund)
- tin/steel food cans
- aluminum foil plates, trays and wrap
- glass bottles and jars (remove lids)
- clean and empty plastic bags
- all plastic bottles and containers
- stretch wrap (pallet wrap)

2.3. Household Hazardous Waste (HHW)

HHW to be delivered at no charge to the HHW Depot at one of the Management Centres. In general, material with hazardous symbols on the packaging illustrated below shall be considered hazardous.



Toxic



Corrosive



Flammable



Explosive

Examples of Household Hazardous Waste include:

- batteries
- propane tanks
- fluorescent light bulbs
- paint, stain, finishes, sealers
- motor oil
- household cleaners
- pool chemicals
- pesticides
- needles and lancets

2.4. Residual Waste

Examples of residual waste include:

- chip bags and candy wrappers
- toothpaste tubes, tooth brushes and floss

- disposable drink cups
- diapers
- toys, clothing and footwear
- incandescent light bulbs, empty spray cans
- feminine hygiene products
- oil and antifreeze containers
- kitty litter (optional)
- dog feces
- broken glass
- appliances not considered part of the electronics program
- furniture
- carpet
- construction and demolition (C&D) materials
- permitted medical solid waste*
- and other items not listed as compostable or recyclable or as hazardous waste

* Permitted medical waste means medical waste that is not medical waste listed in section 1.3 of the Directives.

3.0 Authority Collection

The Authority provides a roadside waste collection program serving all residential and IC&I premises within the jurisdictions of the municipal units which are parties to the *Valley Region Solid Waste-Resource Management Intermunicipal Services Agreement*, i.e. the Municipality of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville. Solid waste is collected through the Authority Collection program provided it is source separated and set out according to the Bylaw and these Bylaw Directives.

All eligible premises are subject to the same source-separation requirements, set-out limits, and collection container requirements. It is the responsibility of the owner or occupant to provide for collection and disposal of materials which are not eligible for Authority Collection or which exceed the allowable limits.

3.1 Eligible Premises

The basic unit of Authority Collection is a property, or “eligible premises”. To be deemed eligible, a premises must be in compliance with applicable municipal zoning and development requirements, and required property taxes must be paid. In the case of federal lands for which

property taxes are not paid premises may be deemed eligible if an agreement is in place to provide waste management services on those lands.

Residential premises eligible for Authority Collection include self-contained long term living accommodations, containing kitchen facilities, in which the occupant(s) sleep, cook, and eat meals. Each such unit comprises one eligible premises.

Industrial Commercial and Institutional (IC&I) eligible premises may include a variety of industrial, commercial or institutional enterprises or organizations including home occupation type businesses. An IC&I serviced unit must:

- i. conform to municipal zoning bylaw requirements
- ii. comprise the entire building, or form a separate business unit within a building containing two or more separate units
- iii. be an operating business generating waste through activities of that business; and
- iv. be assessed as commercial, resource farm, or another designation aside from residential, or resource forest

The owner or occupant of any eligible premises generating waste in excess of the standard collection limits must make arrangements, either through private service providers or using their own resources, to remove and dispose of their waste materials in compliance with the Bylaw.

Examples of residential and IC&I eligible premises include:

- i. single detached residential dwellings including mobile homes
- ii. each individual unit in a duplex or semi-detached residential dwelling (under-and-over and side-by-side)
- iii. each individual unit in a multi-unit residential building (e.g. apartments and condominiums) or in a multi-unit ICI building or in a multi-unit mixed use building
- iv. each individual unit in a row house or townhouse dwelling
- v. an individual unit in an industrial, commercial or institutional building as defined above;
- vi. seasonal residential dwellings (e.g. a cottage)
- vii. church halls, community halls, fire halls, service club halls, and other similar public buildings
- viii. residential dwellings and IC&I premises on private roads providing that properly sorted and contained waste materials shall be deposited in a drop-off depot designated by Authority for the purpose, or, in the absence of a drop-off depot, placed at the nearest intersection with a public road at the set-out times specified in section 5.2 of the Bylaw
- ix. public wharves: a wharf is one eligible premises

- x. cemeteries: a cemetery is one eligible premises
- xi. seasonal agricultural worker accommodations where occupants eat, sleep and prepare their meals

3.2 Green Carts and Mini-bins

3.2.1 Cart Distribution

The Authority provides aerated organics collection carts (“green carts”) and kitchen mini-bins for each eligible premises. Green carts and mini-bins are assigned to a given premises and remain the property of the Authority. In all cases, the Authority supplies the green cart and mini-bin only for the storage and collection of compostable organics from the premises. Green carts and mini-bins are assigned as outlined below:

- i. a single detached permanent, residential dwelling including a mobile home, individual row house, and individual unit in a semi-detached dwelling - one cart and one mini-bin will be assigned automatically to the property
- ii. each single industrial, commercial, or institutional premises - one cart and mini-bin will be supplied
- iii. a multi-unit apartment or condominium building - a sufficient number of carts will be assigned to provide storage for the amount of organics generated between collections by all the building’s units combined. Usually that means one cart for every four units. A mini-bin will be provided to each individual apartment unit.
- iv. duplexes (side by side or over and under) - one cart will be assigned to each unit
- v. seasonal homes on private roads - one mini-bin will be provided to each unit; a green cart will only be provided if there is no seasonal waste drop-off depot in the area and the resident places the cart at a public road for collection; and
- vi. church halls, community halls, fire halls, service club halls and other similar buildings, one cart and one mini-bin will be provided on request to each unit

3.2.2 Cart Ownership

Green carts and mini-bins are and remain the property of the Valley Region Solid Waste-Resource Management Authority. The cart and mini-bin are registered to the residential or IC&I property, and are assigned to the property. When a property is sold, the cart and mini-bin shall remain on the property.

3.2.3 Green Cart Exchange

The Authority may from time to time offer more than one size of green carts to accommodate the varying needs of residents. The standard cart size has a nominal volume of 240 liters. When other cart sizes are available, the current cart may be exchanged for one of a more suitable size. There is no service fee for this exchange. Green carts will not be exchanged due to uncleanliness or design preference.

3.2.4 Lost, Stolen or Damaged Carts or Mini-bins

If a green cart is lost, stolen or damaged, except through normal use, it is the property owner's responsibility, subject to the Manager's discretion, to pay the Authority the replacement cost. If damaged or stolen due to negligence of the collection contractor, it will be the contractor's responsibility to purchase a new cart.

The Authority will replace carts rendered unusable through normal use at no cost.

It is the property owner's responsibility to replace lost or broken mini-bins, except that when a property is sold, the Authority will replace missing or destroyed mini-bins free of charge at the owner's request.

3.2.5 Sale of Property

Green carts are the property of Valley Waste-Resource Management. Upon the sale of a property, the cart shall be left on the property. The new owner is responsible for making new green cart arrangements with the Authority if necessary.

3.3 Non-Collectable Materials

In addition to all materials detailed in **Section 1.0 Banned Materials**, subsection iii, the Authority will not collect the following materials at curbside through the Authority Collection program:

- i. solid waste produced outside the jurisdictions administered by the Authority
- ii. any materials not meeting collection requirements
- iii. items banned by the province from landfill disposal, as per Schedule B of Solid Waste-Resource Regulations, for example electronics
- iv. large windows or large glass doors
- v. items covered under the Authority's Household Hazardous Waste program

3.4 Collection Containers

Waste shall be set out for Authority Collection in the following containers and quantities. Containers must be designed to allow for safe and efficient collection. Containers that do not allow the collector to remove waste in an ergonomically acceptable manner may be rejected at roadside provided the collector affixes a rejection sticker explaining reason.

3.4.1 Acceptable Containers for Authority Collection

Acceptable Containers for Recyclable Materials shall be:

- i. Transparent blue plastic bags weighing no more than 15 kg (33 lb) when full; no wider than 0.8 m (30 inches), and no longer than 1 m (39 inches) when flat
- ii. Bundles of corrugated cardboard: flattened and securely tied or otherwise bound together, weighing no more than 15 kg (33 lb) and measuring no more than 30 cm by 60 cm by 90 cm (1 foot by 2 feet by 3 feet)

Acceptable Containers for Compostable Organics shall be:

- i. Organics Collection Carts as assigned to properties by the Authority weighing no more than 100 kg (220 lb) when full
- ii. Bundles of brush, no more than 60 cm (2 feet) in diameter, securely tied, and weighing no more than 15 kg (33 lb) with no individual piece of material being more than 5 cm (2 inches) in diameter or longer than 1.2 m (4 feet)

Acceptable Containers for Residual Waste shall be:

- i. Clear Transparent Plastic Bags:
 - a. Securely tied and watertight
 - b. No wider than 0.8 m (30 inches) , and no longer than 1 m (39 inches) when flat; and
 - c. Weighing no more than 15 kg (33 lb) when full
- ii. Each serviced unit may set out one (1) solid-coloured regular plastic garbage bag (e.g. black, green, brown, white, etc.) as a “privacy bag” each collection cycle, to contain private items such as permitted medical waste and other residual waste. A clear bag filled with smaller opaque bags is considered one solid-coloured “privacy bag”. The privacy bag counts as one residual waste container and is subject to inspection for proper source-separation like any other residual waste container.
- iii. Broken glass shall be safely boxed or wrapped to prevent injury
- iv. To prevent litter created by pests, snow plows, etc., acceptable residual waste bags may be set out for collection inside water tight metal or plastic garbage cans which are:
 - a. constructed of durable metal, plastic or other impermeable material designed for containment of waste
 - b. equipped with a tight fitting impermeable cover
 - c. equipped with handles in good repair
 - d. as large or larger in diameter at the top than at the bottom

NOTE: The basic collection container unit remains the plastic bag (clear or solid-coloured) regardless whether the bag is set out on its own, in a garbage can, or in a storage bin at roadside.

3.4.2 Allowable Number of Containers

The number of containers allowed per serviced unit per collection is as follows:

1. A total of eight bags of recyclables and residual waste combined
 - a. Up to eight bags may be recyclable materials (in blue bags)
 - b. No more than four bags may be residual waste (in clear bags)
 - c. One clear bag may be replaced with a solid-coloured privacy bag – see section 3.4.1, Acceptable containers for residual waste, ii.
2. One green cart; except in the case of a multi-unit apartment building where the number of green carts allowed shall be the number issued by the Authority to the building in accordance with section 3.2.1 of the Directives
3. Two bundles of brush
4. Two bundles of corrugated cardboard

3.5 Exemptions from Collection Rules

Occasionally, the occupant(s) of a serviced unit may be unable to comply with Authority Collection rules, such as for medical or similar reasons. In such cases, after verifying the reasons for the inability to comply, and after confirming that the occupants are aware of their responsibilities and are complying to the best of their ability, Authority staff may grant an exemption to the normal collection rules.

Staff shall maintain a list of civic addresses where exemptions have been granted and the reasons for the exemptions. The civic address list shall be provided to the Authority Collection Contractor to ensure that collection at exempted address is carried out consistent with the exemptions.

3.6 Curbside Inspection of Solid Waste Setouts

Inspection Guidelines

Authority staff regularly inspect waste materials set out for collection as a means of assessing compliance with the Bylaw and the source separation and waste container Directives.

- When the Inspector finds improperly sorted or packaged material set out for collection, the inspector may respond with educational tools including leaving the waste with an

information sticker and/or follow-up communication with the occupant and/or owner of the property

- Repeated subsequent violations, depending on their severity, may result in a more serious penalty, such a Bylaw Ticket or the suspension of the collection service

3.7 Special Collections

3.7.1 Spring and Fall Clean-up

Bulky items such as furniture, stoves, mattresses, scrap metal, bed springs, barrels, water tanks, dishwashers, clothes, washers and dryers, pieces of fencing, refrigerators, freezers, air conditioners (with a “CFC refrigerant-free” sticker) and debris from home renovations are not collected roadside during regular Authority collection days.

The Authority provides special collections for bulky items. The dates, schedules, and rules for these collections appear on the annual Authority calendar distributed through the jurisdiction of municipal partners and on the Valley Waste-Resource Management website.

Rules for Spring and Fall Cleanup are as follows:

- i. cleanups are intended for large, bulky and excess residual waste only. Recyclable materials and compostable organics will not be collected by the clean-up trucks.
- ii. items may be set out for clean-up no earlier than the weekend before the scheduled collection day
- iii. all items must be set out for collection in front of the property where they were generated
- iv. a maximum of 20 items will be collected from each serviced unit
- v. an item means a single object, bag, container, or securely tied bundle
- vi. a bundle shall measure no more than 120 cm (4 feet) in length
- vii. bagged waste must be placed in clear bags
- viii. corrugated cardboard cartons are banned from landfill in Nova Scotia and collection crews will empty and leave them for the owner or occupant of the serviced unit to recycle
- ix. no more than two of any one appliance type will be collected from any one serviced unit
- x. items shall weigh no more than 34 kg (75 lb) each
- xi. certain large items such as furniture and appliances may weigh up to 91 kg (200 lb)
- xii. items weighing more than 91 kg (200 lb) will not be collected
- xiii. large windows and glass doors may not be collected because of the potential danger to the collection crew if the glass shatters when compacted in the collection truck

- xiv. items not collected are the responsibility of the owner or occupant and must be removed from roadside at the end of the collection day

3.7.2 Other Special Collections

The General Manager may schedule other special collections as approved by the Authority.

3.8 Collection Schedule

Regular roadside Authority Collection of recyclable materials, compostable organics, and residual waste takes place every second week. Details of collection routes are available in the annual Valley Waste Calendar, online at www.vwrm.com, or by phone through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

Collection will start no earlier than 7:00 a.m. on any collection day, unless otherwise specified.

3.9 Holidays

There shall be no collection on the following designated holidays:

- New Year's Day
- Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Labour Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

The Manager will notify the public, in advance, of the designated alternate collection day for each Holiday, normally through the annual calendar. Information is also available online at www.vwrm.com or through the Hotline at 902-679-1325 or toll free at 1-877-927-8300.

3.10 Storm Day Collection

If Authority Collection is totally cancelled because of a storm, the collection contractor will collect the route the following Monday. If that Monday is a holiday or already scheduled for collection, the Manager will designate another day.

If the collection contractor begins the day's routes but is called off the road due to inclement weather before completing the routes, no alternate collection day will be scheduled. Collection stops missed due to the cancellation will be granted double collection limits for the next regularly scheduled collection day.

4.0 Hazardous Waste

The Authority Collection program is not designed to collect hazardous waste. Residents shall dispose of household hazardous waste through the Household Hazardous Waste (HHW) Depots operated by the Authority at the Eastern Management Centre or the Western Management Centre.

The Management Centres are not permitted by the Province to accept hazardous waste generated in the Industrial, Commercial and Institutional sector. It is the responsibility of the IC&I sector to ensure that their hazardous waste is disposed of in accordance with provincial regulations.

5.0 Public Waste and Special Events

The Bylaw requires the generator to source separate their waste. There is no exception for waste generated at a public event where public waste is generated, or a private event such as a wedding, family reunion or other such gathering at a home, or other public or private venue.

The Bylaw defines public waste as:

“solid waste generated in or on premises where the public is or would normally be responsible for disposing of waste generated at such premises including, but not limited to enclosed or exterior shopping centres, malls, food courts, quick service or counter service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and public event venues (inside or outside)”

It is challenging for businesses or special event managers to control the actions of the public or invited guests who use their facilities and/or attend their events. Public education and

cooperation between the public, guests, the manager, staff, the waste hauler and Valley Waste-Resource Management are the keys to successfully managing public waste. Similar guidelines apply also to operators of private events such as private parties, family events etc.

Event organizers may contact Valley Waste-Resource Management for information and borrow sorting stations. It is the responsibility of event operators to dispose of materials collected in borrowed sorting stations. The event organizer is also responsible for picking up, cleaning and returning borrowed sorting stations.

Guidelines for Managing Public Waste:

- i. in any staff controlled area all waste shall be source separated
- ii. where waste is not under staff control, the business or event manager shall exercise due diligence to provide the public with conveniently located source-separation containers
- iii. Labels and signage shall be posted indicating what materials should be placed in each container. This will help the public know where to correctly place their waste.
- iv. public washroom waste is considered residual waste and there is no requirement to sort it
- v. all waste delivered to Management Centres is subject to inspection and compliance measures
- vi. Valley Waste staff are available to provide advice on setting up a public waste sorting system
- vii. on request, Valley Waste lends sorting stations to event organizers

6.0 Management Centres

The Authority operates two Waste Management Centres, one at 100 Donald E. Hiltz Connector Road, in Kentville and one at 343 Elliot Road, south of Exit 19 off Highway 101 near the Village of Lawrencetown. The Management Centres are approved by the Minister of the Environment to accept source-separated waste from the general public and the IC&I sector. The various streams of solid waste are transferred off site to approved processing or disposal locations.

6.1 Hours of Public Operation

The Eastern Management Centre in Kentville is open to the public from 8:00 am to 4:00 pm from Monday to Friday inclusive and from 8:00 am to 12:00 noon on Saturdays. The Western Management Centre in Lawrencetown is open 8:00 am to 4:00 pm on Tuesday, Wednesday, and Friday and from 8:00 am to 12:00 pm on Saturdays.

6.2 Materials Not Acceptable as Residual Waste

See **Section 1.0 Banned Materials** for information on what can be delivered to the Management Centres.

6.3 Waste Disposal Fee Structure

The following provisions apply to the waste disposal fee structure:

- i. The Authority shall stipulate the fees and charges for disposing of materials at its waste management facilities. These fees shall be set from time to time by the Authority and displayed in a Fee Schedule (see attached sample in Schedule 1 (a)).
- ii. The applicable disposal fee shall be paid by the hauler who delivers the waste to the Management Centre.
- iii. Haulers or waste generators wishing to dispose of materials requiring special handling or disposal techniques shall give the Authority 48 hours' notice requesting permission to deposit such special wastes, stating the properties, characteristics, origins and amounts of the waste. Authority staff shall advise the hauler whether the waste is acceptable and, if so, under what conditions.
- iv. No waste disposal fees shall apply to waste collected from eligible premises by the collection contractor(s) engaged by the Authority to undertake the Authority Collection program.

6.4 Haulage Vehicle Registration

- i. Commercial haulers using the Authority's Management Centres may be required to comply with the registration requirements of the Authority including vehicle registration for such haulers.
- ii. The following provisions may apply to vehicle registration for haulers using the Authority's Management Centres:
 - a. Haulers using the Authority's waste management facilities shall pre-register identifying information and the tare weight of each vehicle as required by the Authority from time to time, and separately identify those vehicles to be used in contracted Authority collection services operated on behalf of the Authority (if the hauler is also a commercial collection contractor).
 - b. Haulers who wish to be granted credit privileges with the Authority must register adequate information with the Authority. Each hauler will be assigned an account number and each vehicle may be assigned a unique identification number which shall be displayed on the left front of the vehicle in a location, size and format specified by the Manager.

- c. The driver of each registered vehicle must present the assigned account number to the scale operator upon entering the facility. The hauler in whose name the account is registered will be invoiced for materials delivered under that account.

6.5 Waste packaging and placement requirements

Waste materials may be brought to the Waste Management Centre either bagged, bundled or loose. For bagged materials, recyclables must be in blue or clear bags, compostables in green carts or compostable bags for organics, and residual waste in clear bags. In case of recyclables or residual waste brought in cardboard boxes, the boxes must be emptied by the user.

All solid waste shall be placed in appropriate designated locations for each type of source separated waste. Failing to do so is an offence as specified in section 6.8 of the Bylaw.

6.6 Fee Payment

- i. Haulers who transport acceptable material to a facility operated by the Authority, either with his/her own vehicles, or through his/her contractors or agents shall pay tipping fee charges in cash, by credit card, or by current electronic payment technology available at the site or, if they have been granted credit privileges, upon invoice in accordance with sections a, b, and c below:
 - a. When both inbound and outbound scales are operating, the vehicle will be weighed upon entering the facility and shall be weighed again upon leaving. The hauler will pay the fee in accordance with the current fee structure prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.
 - b. When only one scale is in operation and the tare weight of a vehicle transporting materials has been predetermined, payment in accordance with the fee structure is required upon being weighed prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.
 - c. When only one scale is in operation and the tare weight of a vehicle transporting materials for disposal has not been predetermined, the vehicle will be weighed upon entering the facility and again upon leaving. The hauler will then pay the tipping fee in accordance with the fee structure set from time to time by the Authority prior to leaving the facility, or upon receipt of an invoice if the hauler has been granted credit privileges.
- ii. Haulers who have been granted credit privileges are subject to the current Overdue Account Collection Policy.

6.7 Volume Based Tipping Fees

The Manager shall set per cubic meter rates payable by the haulers to be used when the weigh scales at the Management Centres become inoperative. These shall be applied based on the capacity of the vehicle and the volume of the material in the vehicle as estimated by the scale operator, and shall be based on material weights displayed in Schedule 1(b) Volume-based Tipping Fee Calculation.

6.8 Inspection and Compliance Guidelines

Waste at the Management Centres may be inspected to promote compliance with the source-separation and waste packaging requirements established by provincial regulation, the Bylaw, and operational rules of the Management Centres.

- Based on a visual inspection, random selection or other factors, Management Centre staff may choose a load for more thorough screening. Waste screening normally means removing bagged waste or individual items from a load for careful examination to assess compliance and to identify the waste generator(s).
- As provided in section 7.4 in the Bylaw, inspection staff have the authority to request the names of all customers whose waste is contained in commercial loads being inspected.
- non-compliant materials found in a load are communicated to the hauler, customer, and/or generator of the waste.
- non-compliant materials found in a load may also result in penalties such as a warning, a Bylaw Ticket, a double tipping fee, or rejection of the load and sending it back to the generator for corrective action before it can be accepted at the Management Centre.

7.0 BYLAW ENFORCEMENT

7.1 Compliance Philosophy

Authority staff use a balance of education and enforcement strategies to improve compliance with municipal bylaws and provincial regulations. Providing information and assistance to citizens and businesses is the first step in achieving compliance, followed if necessary by progressively stronger forms of enforcement actions such as formal letters, warnings, fines and charges laid in court.

7.2 Enforcement Tools and Procedures

The graduated enforcement response has been developed to address cases of failure to comply with the requirements of the Bylaw and Directives.

The tools used by enforcement staff range from verbal communication, warning letters, Waste Orders with specific deadlines, suspension of curbside waste collection, Notices of Violation providing for an administrative out-of-court settlement (Bylaw Tickets), Summary Offence Tickets (SOTs) and Long Form Information charges in provincial court.

The enforcement tools are chosen based on the type and severity of offence and are at the discretion of the enforcement staff.

7.3 Investigation

All complaints and information concerning possible violations of the Bylaw received are prioritized and investigated as quickly as resources allow. As needed, during the investigation enforcement staff will work closely with other Authority staff, municipal staff, Nova Scotia Environment Inspectors, and with the local police agencies.

The Bylaw Enforcement Officer shall be qualified as a Special Constable under the Nova Scotia Police Act, be a member of the Atlantic Bylaw Officers Association (ABOA) and shall participate in enforcement and compliance training opportunities.

Schedule 1(a) – Fee Schedule

Current April 1, 2020

Waste Category	Price Per Tonne	
	Authority Members	Non-members
Recyclables	\$97	\$129
Organics		
• Food waste	\$97	\$129
• Brush, Grass Clippings, Pine Needles	\$97	\$129
• Leaves	No Charge	
Garbage	\$121	\$161
Construction & Demolition Debris – Sorted	\$57	\$76
• Brick, block, concrete • Asphalt shingles		
• Asphalt • Drywall		
Construction & Demolition Debris – Mixed	\$121	\$161
Scrap Metals and White Goods One free appliance per day	\$57	\$76
Minimum Fee	\$5	\$10
Penalty Fee	\$242	\$322
Other Services		
CFC Removal from Refrigeration Units	\$20/unit	\$20/unit
Household Hazardous Waste	No Fee	No Fee
Contaminated Soil: Contact the Authority for disposal locations.	Dependent on disposal location	Dependent on disposal location
Other Special Wastes: Generator must give Valley Waste 48 hours notice to make special arrangements.	To be arranged	To be arranged
Weighscale usage (loaded weight and tare weight)	\$10.00 per load	
Used wood pallets (for sale)	\$2.00 each	

Hours of Operation:

Kentville: Mon – Fri 8am-4pm. Saturday 8am-12noon

Lawrencetown: Tues, Wed, Fri 8am – 4pm. Saturday 8 am-12 noon

Note 1: The minimum fee applies to the following: 41kg and less for garbage, 50 kg and less for organics, 50 kg and less for recyclables or 90 kg and less for sorted construction & demolition debris and scrap metal.

Note 2: The term **Authority Members** applies to anyone bringing a load generated in the Municipality of Kings, the Towns of Annapolis Royal, Berwick, Kentville, Middleton and Wolfville, and the First Nations communities of Annapolis Valley, Bear River, and Glooscap. Loads originating outside these areas are considered **non-members**.

Schedule 1 (b)
Volume Based Tipping Fee Calculation

It may be necessary at times to operate one or both of the Management Centres with inoperable scales – for example, during an emergency such as a major power failure. In such a circumstance it would be impossible to charge tipping fees based on incoming weights. Volume based fees are one option that could be used.

The following table gives conversion factors that the scale operator can use to calculate fees based on the type and volume of the material on the delivery truck.

Volume Based Weights

MSW	lb/cu yd	kg/cu yd	kg/cu m
Non-compacted	225	102	134
Compacted	750	341	446
C&D			
Loose Mixed	560	255	333
Wood	169	77	100
Roofing	731	332	434
Concrete	860	391	511
Organics			
Food Waste	1,070	486	635
Leaves	225	102	134
Brush	300	136	178
Grass	400	182	238
Recyclables			
Paper Mixed Loose	875	398	520
Containers Mixed Loose	35	16	21

Information from various sources including

National Recycling Coalition Measurement Standards and Reporting Guidelines; EPA; FEECO; CIWMB 2006

Conversions: 1 kg = 2.2 lb; 1 cu yd = .765 cu meter

**VALLEY REGION
SOLID WASTE-RESOURCE MANAGEMENT
BYLAW**

DRAFT

Draft date: January 9, 2020

Approved by Council: March, 2020

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1.0 DEFINITIONS

In this Bylaw:

- 1.1 **“Authority collection”** means collection of solid waste by or on behalf of the Authority from waste generators pursuant to this Bylaw and any Directives issued by the Authority pursuant to this Bylaw.
- 1.2 **“boxboard”** means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or other similar items, with plastics removed.
- 1.3 **“bulky items”** means large items of a household nature including but not limited to furniture, stoves, fridges with “CFC-free” sticker on, mattresses, bed springs, barrels, water tanks, dishwashers, oil tanks, and pieces of fencing.
- 1.4 **“Bylaw Enforcement Officer”** means a person with a designation of a Special Constable under the Police Act, sections 89 and section 90, employed by the Authority to administer and enforce the solid waste management bylaws of the municipal partners comprising the Authority.
- 1.5 **“collection cart”** or **“cart”** means a cart supplied by the Authority for the storage of source-separated solid waste such as an aerated cart for the collection of organic materials.
- 1.6 **“collection containers”** means bags, garbage cans or other containers approved in any Directive issued by the Authority regarding collection containers.
- 1.7 **“compostable organics”** or **“organics”** means food waste, leaf and yard waste, soiled and non-recyclable paper, branches and bushes, natural Christmas trees without decorations and stands and other material of plant or animal origin as set out in any Directive issued by the Authority, but it does not include whole companion animal or livestock carcasses or parts thereof that are of significant volumes that may create hazards or nuisance unless at the discretion of the General Manager or designate.
- 1.8 **“construction and demolition waste”** means materials which are normally used in the construction of buildings, structures, roadways, walls and other landscaping material, and includes, but is not limited to, soil, asphalt, brick, mortar, concrete, drywall, plaster, cellulose, fibreglass fibres, lumber, wood, asphalt shingles, and metals.
- 1.9 **“dispose”** includes the actions of dumping, abandoning, placing or leaving or the causing or permitting of any of these actions with respect to any solid waste on any property anywhere within the Region.
- 1.10 **“eligible premises”** means those properties within the jurisdiction of the Authority, which are eligible for Authority collection as set out in any Directive issued by the Authority.
- 1.11 **“dwelling unit”** means a building or a unit with a separate entrance, kitchen, and sanitary facilities in a building; occupied or intended to be occupied as a home or residence by one

or more persons but does not include a hotel, motel, guesthouse, inn, or a travel trailer.

- 1.12 “food waste”** means fruit and vegetable peelings, table scraps, meat, poultry and fish, shellfish, dairy products, cooking oil, grease and fat, bread, grain, rice and pasta, bones, egg shells, coffee grounds and filters, tea leaves and bags or other similar items.
- 1.13 “General Manager” or “Manager”** means the General Manager of the Valley Region Solid Waste-Resource Management Authority, the successor to such position, or a person designated by the Manager to act in place of the Manager.
- 1.14 “hazardous waste”** means solid or liquid waste that may be harmful to humans animals, plant life or natural resources including, but not restricted to, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid and pesticides.
- 1.15 “household hazardous waste” or “HHW”** means hazardous waste materials generated in households including, but not restricted to, solvents, glues, cleaners, paints and finishes, asphalt sealers, gasoline, diesel, kerosene, pesticides, lawn and garden chemicals, poisons, propane tanks, roofing tar, pool chemicals, lubricating oil, batteries, and automotive fluids. For the purposes of this bylaw, household hazardous waste does not include PCBs, radioactive materials, explosives, fireworks, pathological wastes, and ammunition.
- 1.16 “industrial/commercial/institutional waste” or “IC&I waste”** means solid waste generated by, from or within any IC&I premises.
- 1.17 “industrial/commercial/institutional premises” or “IC&I premises”** means a lot of land occupied by one or more industrial, commercial or institutional establishments and “IC&I” has an equivalent meaning.
- 1.18 “litter”** means loose solid waste items, usually smaller in size, that are distributed over a distance or area, such as, but not limited to, disposable drink cups, beverage bottles and containers, cigarette boxes, cigarette butts, potato chip bags, and food and candy wrappers.
- 1.19 “multi-unit residential dwelling” or “apartment building”** means a dwelling containing three or more residential dwelling units
- 1.20 “leaf and yard waste”** means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings and other similar items.
- 1.21 “mini-bin”** means a small container supplied to eligible premises by the Authority for the collection of organic materials prior to deposit in an organics collection cart.
- 1.22 “occupant”** means anyone who occupies property, including lands or buildings, and includes anyone who is a tenant, lessee, roomer, subtenant, under-tenant or co-tenant, or who otherwise occupies or has occupied land or buildings and his, her or their heirs and assigns and legal representatives.
- 1.23 “oil tanks”** means residential oil tanks, cleaned and empty of all liquids to a maximum size of 900 litres.

- 1.24 “property owner” or “owner”** has the same meaning as “owner” in the *Municipal Government Act* and, for greater certainty, includes a landlord, a lessor, an owner, the person giving or permitting the occupation of premises, his, her and their heirs and assigns and legal representatives and, in the case of a corporation, the officers and directors of that corporation.
- 1.25 “public waste”** means solid waste generated in or on premises where the public is or would normally be responsible for disposing of waste generated at such premises including, but not limited to enclosed or exterior shopping centres, malls, food courts, quick service or counter service restaurants, sports arenas, office or other commercial premises, retail premises, private or public parks or campgrounds, and public event venues (inside or outside).
- 1.26 “recyclable materials” or “recyclables”** means newsprint, corrugated cardboard, boxboard and other paper products, redeemable beverage containers, milk cartons, glass bottles and jars, steel/tin food cans, aluminum cans, aluminum foil plates, trays and wrap, high density polyethylene plastic containers (HDPE #2), low density polyethylene plastic containers (LDPE #4), and polyethylene terephthalate plastic bottles (PET #1), plastic bags (#2 and #4), stretch wrap (pallet wrap) or other items set out in any Directive issued by the Authority.
- 1.27 “residential premises”** means any house, dwelling, apartment, condominium, flat, tenement, mobile home, mobile home park, mobile home space or any property that is occupied or may be occupied by an individual as a residence or that part of any such place that is or may be occupied by an individual as a residence, and includes any such property or premises occupied by an owner and his or her or their family.
- 1.28 “residual waste” or “residuals”** means any solid waste remaining after diversion of recyclables, organics and hazardous waste, tires, and electronics.
- 1.29 “soiled and non-recyclable paper”** means dinner napkins, paper towels & fast food wrappers, wax paper, wrapping paper, soiled pizza boxes, paper plates and cups, damp and soiled newspaper and flyers, sugar, flour & potato paper bags or other similar items or such other items that may be set out in any Directive issued by the Authority.
- 1.30 “solid waste”** means residual waste, recyclables, compostable organics, construction and demolition debris, and other discarded materials resulting from residential, commercial, institutional and industrial activities which are commonly accepted at a municipal solid waste management facility, but excludes wastes from industrial activities regulated by an approval issued under the *Environment Act*.
- 1.31 “source separated solid waste”** means solid waste which has been sorted and separated at the point of origin, to facilitate its reuse, recycling, composting or disposal and “**source separation**”, “**source separation of solid waste**” has the same meaning.
- 1.32 “special collection”** means an Authority collection for bulky items and such other materials as may be set out in any Directive issued by the Authority.

- 1.33 “storage facility” or “storage”** includes any container, collection cart, receptacle, building, structure, enclosure or other facility capable of, or intended to be used for, the temporary holding or storage of solid waste.
- 1.34 “unsorted solid waste”** means any solid waste that was not sorted and separated and contains materials banned from landfill as per section 1.0 of the Directives issued by the Authority.
- 1.35 “Valley Region” or “the Region”** means the Valley Region as defined in the Nova Scotia Solid Waste-Resource Management Regulations and any amendments thereto.
- 1.36 “Waste-Resource Management Centre”** means a facility operated by the Authority for receiving, storing, sorting and shipping of solid waste.

2.0 AUTHORITY AND REGIONAL BYLAW

- 2.1.** The **Valley Region Solid Waste-Resource Management Authority**, referred to in this Bylaw as “the Authority,” is a body corporate established pursuant to an Intermunicipal Services Agreement to which this municipality is a party. The municipal parties to that Agreement have given the Authority responsibility for the management of solid waste within their respective jurisdictions, pursuant to the *Municipal Government Act*, s. 60 and the Solid Waste-Resource Management Regulations made pursuant to the *Environment Act*.
- 2.2.** Pursuant to the Intermunicipal Services Agreement among the members of the Authority it is agreed to establish a Valley Region Solid Waste-Resource Management Bylaw for the efficient and consistent execution of the Authority’s mandate throughout the municipal parties. Accordingly, this Bylaw may make necessary or incidental references to places or facilities within the Valley Region Solid Waste-Resource Management Authority jurisdiction that are outside of the geographical boundaries of this municipality and it is intended that any such references in this Bylaw be construed and applied in a manner consistent with the provincially-mandated regional approach to solid waste-resource management.
- 2.3.** The General Manager of the Authority is the chief administrator of the Authority and is responsible to the Authority for the proper administration of its affairs in accordance with provincial legislation and regulations and any Directive issued by, and plans approved and established by, the Authority. The General Manager shall be responsible for the overall administration and enforcement of the provisions of this Bylaw and any Directive or Order issued by the Authority pursuant to this Bylaw.
- 2.4** The Authority may by resolution issue Directives to supplement and assist with the better implementation of this Bylaw and it is the intent of this Municipality that such Directives made by the Authority pursuant to the provisions of this Bylaw shall be and shall become Directives of this Municipality to be enforced pursuant to this Bylaw in the same manner as any other provision of this Bylaw. It shall be an offence to fail to comply with any such

Directive.

- 2.5 The Authority may appoint a Bylaw Enforcement Officer to assist with the administration and enforcement of this Bylaw.
- 2.6 For the purpose of the administration of this Bylaw, the General Manager or the Bylaw Enforcement Officer, or an agent or employee of the Authority so designated by either of them, may, at any reasonable time, enter and inspect any land or premises, other than a dwelling or a room being used as a dwelling to determine compliance with this Bylaw and Directives issued pursuant to this Bylaw, including the right to inspect solid waste and any storage facility.
- 2.7 The General Manager or the Bylaw Enforcement Officer may by an Order in writing direct any person to do any act or thing to comply with the provisions of this Bylaw or any Directive issued pursuant to this Bylaw in the manner and within the time specified in the written Order.
- 2.8 Any written Order signed by the General Manager or Bylaw Enforcement Officer, is effective if delivered personally to the person named in such Order or if sent by prepaid post or facsimile or email transmission to the most recent known address of the person named and shall be deemed to have been received by such person, in the case of facsimile or e-mail transmission on the day after it was sent and in the case of prepaid post, on the third day after it was sent unless receipt of same is acknowledged.
- 2.9 It shall be an offence for any person to fail or refuse to comply with a written Order signed by either the General Manager or Bylaw Enforcement Officer pursuant to this Bylaw.

3.0 PROHIBITIONS

3.1 Illegal Dumping of Solid Waste

- 3.1.1. No person shall dispose of or permit the disposal of, dump, place, leave, abandon, or deposit solid waste at any public or private place within the Municipality unless that place is duly licensed to receive and dispose of that particular category of solid waste.
- 3.1.2. Litter, as defined in section 1.18 is not considered illegal dumping, and therefore falls outside the authority of this Bylaw.

3.2 Illegal Dumping of Solid Waste at Authority Waste Facility

No person shall dispose of residual waste or solid waste at or on the lands of a Waste-Resource Management Centre or any other facility licensed to receive any category of waste except for during operational hours and where directed by the directional signage or by staff of the Centre or facility.

3.3 Illegal Burning of Solid Waste

No person shall burn solid waste in the Municipality in a barrel, stove or other device or in

the open as a method of solid waste disposal, except for brush, tree limbs and milled wood that is free from adhesives, coatings and preservatives and, with respect to such products, only where such burning is permitted by law.

3.4 Disposal of Banned Materials

No person shall dispose of the following materials at any licensed solid waste management facility, or dispose of any such materials in a storage area, storage facility, or collection container, intended for residual waste disposal in an incinerator or landfill, namely:

3.4.1 Banned by Provincial Regulation

Materials banned from disposal by provincial regulation, including those materials listed in Schedule B of the Nova Scotia Solid Waste-Resource Management Regulations as amended from time to time.

3.4.2 Banned by the Authority

Materials banned from time to time by the Authority in any Directive issued by the Authority pursuant to this Bylaw.

3.5 Flow Control

No person shall export or remove residual waste, construction and demolition waste, or unsorted solid waste generated within the Municipality outside the boundaries of the jurisdiction of municipalities comprising the Authority unless permitted otherwise by the General Manager or designate.

3.6 Notwithstanding section 3.5, the Authority may export residual waste or unsorted solid waste to licensed facilities outside the boundaries of the municipal partners' jurisdiction.

3.7 Waste Accumulation

No occupant or owner of property in the Municipality shall allow, permit or authorize the accumulation of solid waste on or around property owned or occupied by them or allow, permit or authorize any uncollected solid waste to remain on or around property owned or occupied by them other than in a proper storage facility as approved in this Bylaw (section 5.5 and section 6.2) or in any Directive issued by the Authority pursuant to this Bylaw.

3.8 No person shall leave the lid or door of the storage facility open except when the facility is being loaded or unloaded.

3.9 No person shall place any solid waste for collection on a property other than a property owned or occupied by that person, except when permitted at the discretion of the General Manager or designate.

4.0 SOURCE SEPARATION REQUIREMENTS

4.1 The Authority may by resolution issue Directives pertaining to source separation of solid waste and it shall be an offence of the Bylaw to fail to comply with any such Directive.

4.2 All solid waste being generated by or from any residential premises or any IC&I premises shall be source-separated and packaged in accordance with any Directive issued by the Authority and shall also comply with section 3.4 of this Bylaw.

4.3 Public Waste

The property owner and the occupier of any premises where public waste is generated shall provide common area containers designed to receive and accommodate the quantities of source separated solid waste generated on that site, as required by this Bylaw or any Authority Directive issued pursuant to this Bylaw, and shall ensure that such containers are clearly labeled and are accessible to the public, tenants, employees, visitors and occupiers of such premises.

5.0 AUTHORITY COLLECTION

Solid waste to be collected by or on behalf of the Authority must comply with the provisions of this section.

5.1 Collection Container Placement

5.1.1 Except where otherwise permitted by this Bylaw, or permitted at the discretion of the General Manager due to practicability, collection containers shall be placed at roadside for collection as close as practical to the edge of the street or roadway, and in any event no further than five (5) meters from the travelled portion of the street or roadway to facilitate efficient unobstructed collection taking into consideration factors such as urban versus rural setting, winter snow clearing operations, ditches, brush, etc.

5.1.2 All solid waste placed for collection shall be placed in front of and on the same side of the street or roadway as the eligible premises from which it has been generated.

5.1.3 Collection carts shall be placed at roadside in an upright position with the lid closed.

5.1.4 In the case of multi-unit apartment buildings or condominium buildings, the owner shall provide a storage facility for source-separated solid waste in an easily accessible location on the building property meeting the requirements of this Bylaw, any Directive issued pursuant to this Bylaw and other applicable municipal requirements. The Authority's collection contractor will collect solid waste from this location in accordance with Authority source-separation and collection Directives provided it is accessible when the collection truck arrives. If the storage facility or the solid waste contained in any such storage facility is not

accessible to the truck, all such solid waste shall be placed at roadside for collection.

5.1.5 Collection will take place on public streets and roads only, except for: private roads maintained by the Government of Nova Scotia or this Municipality; mobile home trailer park roads; roads on federal lands in cases where the cost of collection has been paid for by a grant in lieu of taxes or other means; or other roads as designated from time to time by the Authority, provided that all such roads must be in acceptable condition for the collection vehicles.

5.1.6 For all other roads not included in clause 5.1.5 collection will occur at the nearest intersection with a public street or road. The source-separated solid waste must be brought to the intersection and placed in accordance with section 5.2 Set-out Times of this Bylaw; otherwise it must be placed in the solid waste generator's own permanent storage facility or in a closest storage facility provided by the Authority for that purpose, where it shall be collected.

Any such storage facility must be in compliance with the storage requirements as set out in clause 5.5 Solid Waste Storage.

5.2 Set-out Times

5.2.1 Solid waste shall be set out at roadside for collection only between 7:00 pm the night before and 7:00 am on collection day. In the event of conditions preventing collection routes from being completed, the property owner shall remove from the roadside prior to the end of collection day all solid waste not collected and set it out again on the scheduled alternative collection day or the next regularly scheduled collection day.

5.2.2 Notwithstanding clause 5.2.1, during special collections (Spring and Fall cleanups) solid waste for roadside collection shall be set out no earlier than the weekend immediately before the scheduled special collection week.

5.3 Removal of Collection Containers and Uncollected Material from Roadside

5.3.1 Removal of Collection Containers

Solid waste collection containers shall be removed or caused to be removed by the property owner from roadside by the end of collection day except in the case of permanent solid waste storage facilities. Permanent storage facilities shall comply with this Bylaw and any Directive issued pursuant to this Bylaw. Collection carts shall be removed from the roadside and stored on the premises.

5.3.2 Removal of Uncollected Solid Waste

Any solid waste not collected or picked up for any reason, including litter in or around any storage facility, shall be removed or caused to be removed by the property owner by the end of collection day and properly sorted, contained, stored and disposed of in accordance with this Bylaw.

In cases where uncollected solid waste has not been removed from the roadside within 24 hours following the end of collection day, and in cases where solid waste has been placed at roadside outside the permitted time, the General Manager may arrange for the removal and disposal of such waste and invoice the property owner for the removal and disposal costs. For the purposes of this section and section 507 of the *Municipal Government Act* the General Manager shall be deemed to be an employee of the Municipality.

5.4 Authority Directives

Subject to this Bylaw and other Municipal Bylaws, the Authority may by resolution issue Directives pursuant to this Bylaw and pertaining to the collection of solid waste including but not limited to the contents of, type, nature, location and weight of collection containers or storage facilities, and it shall be an offence to fail to comply with any such Directive.

5.5 Solid Waste Storage

Solid waste storage facilities shall be:

- 5.5.1** Weather-tight and animal-proof with the lid or door maintained in a closed position when not being loaded or unloaded; and
- 5.5.2** Capable of accommodating the quantities of source-separated solid waste generated between collections at that location; and
- 5.5.3** Designed and constructed such that solid waste remains in a source-separated condition; and
- 5.5.4** Easily accessible to all users and easily serviced by the collector; and
- 5.5.5** Safe for their intended users; and
- 5.5.6** In cases where Authority collection is provided at the storage location, placed so as to provide unobstructed access over clear ground free of snow, ditches, brush or other obstacles to the Authority collection truck within five (5) meters of the loading hopper.

5.6 Owner and Occupant Responsibilities for Solid Waste Management

The responsibility for the management of solid waste in residential premises and IC&I premises is shared by each property owner or owners, jointly and severally, and each and every occupant or occupants, jointly and severally, as follows:

5.6.1 Property Owner's Responsibilities

The property owner shall:

- 5.6.1.1** Provide solid waste storage facilities as set out in section 5.5; and

5.6.1.2 In cases where any storage facility is inaccessible to the collection truck as required in section 5.5.6 on regular or special collection days, ensure that solid waste is set at roadside in accordance with section 5.2; and

5.6.1.3 Maintain any solid waste storage facilities in good repair and in a clean, tidy, and sanitary condition at all times, both inside and outside, including the immediate surroundings; and

5.6.1.4 Ensure that collection containers, storage facilities and uncollected solid waste, including litter produced or resulting from set-out solid waste by pests, weather conditions, or otherwise, are removed by the end of collection day; and

5.6.2 Occupant's Responsibilities

The occupant shall:

5.6.2.1 Source separate and package all solid waste generated in the occupant's premises as provided in section 4 of this Bylaw and Directives issued pursuant to this Bylaw; and

5.6.2.2 Between collections, place sorted and packaged solid waste in the storage facility provided by the property owner or in their own storage facility as the case may be.

5.7 Inspection and Rejection Guidelines

Solid waste set out for Authority Collection shall be subject to inspection by the collection contractor or by Authority staff. Solid waste found not to be in compliance with this Bylaw or any Directive may be rejected and not collected.

5.8 Authority Collection Prohibitions

No person shall:

5.8.1 Pick over, remove, disturb or otherwise interfere with any solid waste that has been set out for Authority collection except that solid waste which is set out for special collections may be removed for salvage or reuse providing that the set-out location must be left in a clean and tidy condition;

5.8.2 Collect solid waste placed for collection by the Authority; or

5.8.3 Remove a collection container placed at roadside.

These prohibitions do not apply to the person who placed the waste out for collection or to the Authority, or its contractors.

5.9 Suspension of Collection

The General Manager may suspend Authority Collection, upon written notice, at any eligible premises where one of the following deficiencies develops until the deficiency is corrected to the General Manager's satisfaction, namely:

- 5.9.1** An unsafe or potentially unhealthy condition or a nuisance or a potential nuisance related to storage or collection of solid waste;
- 5.9.2** Persistent violation of any provision of this Bylaw or any Directive or Order issued pursuant to this Bylaw;
- 5.9.3** Road conditions unsafe for collection.

6.0 NON-AUTHORITY COLLECTION AND DISPOSAL OF SOLID WASTE

These provisions apply to all residential and IC&I premises generating waste which is unacceptable for Authority collection or exceeds the allowable limits of Authority Collection or which for any other reason is not placed for Authority Collection by the owner or the occupant, and is managed either by the owner or the occupant or by another person or corporation for or on behalf of the owner or the occupant.

6.1 Solid Waste Removal

The property owner or occupant of premises shall promptly remove and dispose of all solid waste not collected by Authority Collection.

6.2 Solid Waste Storage

6.2.1 The owner of any premises on which a storage facility has been placed, or the owner or user of such storage facility shall each ensure that such storage facility is:

- 6.2.1.1** weather-tight and animal-proof with the lid or door maintained in a closed position when not being loaded or unloaded; and
- 6.2.1.2** capable of accommodating the quantities of source-separated solid waste generated between collections at that location; and
- 6.2.1.3** designed and constructed such that solid waste remains in a source-separated condition; and
- 6.2.1.4** emptied and cleaned out regularly; and
- 6.2.1.5** maintained in good repair and in a clean and tidy condition at all

times, both inside and outside, including the immediate surroundings, and

6.2.1.6 clearly labelled with signage for separate waste streams.

- 6.3** No person shall place solid waste in any storage facility without permission of the owner of the premises or the owner or renter of the storage facility.
- 6.4** All storage facilities are subject to inspection under section 2.6 of this Bylaw.
- 6.6** The owner of the premises or the owner or renter or user of any storage facility shall each ensure that all solid waste placed in such storage facility is source-separated and packaged as required by this Bylaw and any Directive issued by the Authority pursuant to this Bylaw.
- 6.7** Any person collecting or transporting or hauling solid waste or any storage facility shall ensure that all solid waste contained within such vehicle or storage facility is delivered to the Waste-Resource Management Centre in a source-separated condition and deposited at the Waste-Resource Management Centre in the designated locations for each type of source-separated solid waste.
- 6.8** It is an offense to haul unsorted solid waste to the Waste Management Centre for disposal or to fail to deposit each type of source-separated solid waste in designated locations at the Waste Management Centre.

7.0 WASTE-RESOURCE MANAGEMENT CENTRES

- 7.1** The Authority may by resolution issue Directives pertaining to the efficient, safe and environmentally sound operation of Waste-Resource Management Centres in the Region and it shall be an offence to fail to comply with any such Directive.
- 7.2 Inspection and Enforcement**
All loads entering the Waste-Resource Management Centre are subject to inspection and enforcement action by the General Manager or designate. The General Manager or designate may issue warnings, charge increased tipping fees, or revoke privileges of site users for non-compliance with this Bylaw or any Directive issued by the Authority. The Authority may from time to time establish administrative penalties to be levied against site users for non-compliance.
- 7.3** No person shall remove solid waste from a Waste-Resource Management Centre except as authorized by the General Manager or designate.
- 7.4** The operator of every commercial collection vehicle entering the Management Centre site shall produce, upon request of the General Manager or designate, a manifest consisting of a list of the customers whose solid waste is on board the vehicle.

8.0 PENALTIES

8.1 Any person who violates any of the following sections of this Bylaw:

- 8.1.1** Section 3.8 (failing to close the lid or door of storage)
- 8.1.2** Section 3.9 (unauthorized placing of waste for curbside collection)
- 8.1.3** Section 5.1 (improper collection container placement)
- 8.1.4** Section 5.2 (improper set-out time)
- 8.1.5** Section 5.8.1 (interfering with solid waste set out for collection)

is guilty of a summary offense and liable to a fine of not less than two hundred and fifty dollars (\$250) and not more than five hundred dollars (\$500) and, in default of payment thereof, to imprisonment for a period of not more than fourteen (14) days.

8.2 Any person who violates any of the following sections of this Bylaw:

- 8.2.1** Section 2.4 (failure to comply with a Directive)
- 8.2.2** Section 2.9 (failure to obey a written Order)
- 8.2.3** Section 3.1 (illegal dumping)
- 8.2.4** Section 3.2 (illegal disposal at licensed facility)
- 8.2.5** Section 3.3 (illegal burning)
- 8.2.6** Section 3.4 (disposing of banned solid waste)
- 8.2.7** Section 3.5 (removing or exporting residual waste or unsorted solid waste)
- 8.2.8** Section 3.7 (accumulating of solid waste)
- 8.2.9** Section 4.2 (failure to source-separate solid waste)
- 8.2.10** Section 4.3 (failure to provide for source-separation of public waste or label containers)
- 8.2.11** Section 5.3 (failure to remove uncollected containers or waste from roadside)
- 8.2.12** Section 5.6.1 (failure to fulfill property owner's responsibilities)
- 8.2.13** Section 5.6.2 (failure to fulfill occupant's responsibilities)
- 8.2.14** Section 5.8.2 (illegally collecting solid waste set out for Authority collection)
- 8.2.15** Section 5.8.3 (illegally removing collection containers)
- 8.2.16** Section 6.1 (failure to promptly remove solid waste from premises)
- 8.2.17** Section 6.2 (failure to provide proper waste storage for non-Authority collection)
- 8.2.18** Section 6.3 (unauthorized use of solid waste storage)
- 8.2.19** Section 6.6 (owner's or renter's of storage facility failure to ensure solid waste in storage facility is source separated and packaged)
- 8.2.20** Section 6.7 (hauler's failure to keep hauled solid waste source separated and packaged)
- 8.2.21** Section 6.8 (hauling unsorted solid waste or failure to deposit solid waste in designated locations at Management Centre)
- 8.2.22** Section 7.4 (hauler's failure to provide a manifest)

is guilty of a summary offence and liable to a fine of not less than five hundred

dollars (\$500) and not more than five thousand dollars (\$5,000) and, in default of payment thereof, to imprisonment for a period of not more than thirty (30) days.

- 8.3** Any person who violates any other provision of this Bylaw is guilty of a summary offense and liable to a fine of not less than two hundred and fifty dollars (\$250) and not more than five thousand dollars (\$5,000) and, in default of payment thereof, to imprisonment for a period of not more than thirty (30) days.
- 8.4** No person shall be convicted of an offence under this Bylaw if the person establishes that the person:
- 8.4.1** exercised all due diligence to prevent the commission of the offence; or
 - 8.4.2** reasonably and honestly believed in the existence of facts that, if true, would render the conduct of that person innocent.
- 8.5** Where a person is convicted of an offence under this Bylaw and the Court is satisfied that, as a result of the commission of the offence, monetary benefits accrued to the offender, the Court may order the offender to pay, in addition to the fine prescribed for that offence, a fine in an amount equal to the estimation of the Court of the amount of those monetary benefits.
- 8.6** Where a person is convicted of an offence under this Bylaw and the Court is satisfied that, as a result of the commission of the offence, that clean up or site remediation costs were incurred, whether by another person, the Authority or a Municipality, the Court may order the offender to pay, in addition to all other fines and penalties, restitution in an amount equal to the clean up or site remediation costs.
- 8.7** In any prosecution for an offence under this Bylaw, it is sufficient proof of the offence to establish that it was committed by an employee or agent of the accused, whether or not the employee or agent is identified or has been prosecuted for the offence, unless the accused establishes that the offence was committed without the knowledge or consent of the accused.
- 8.8** Where a corporation commits an offence under this Bylaw, any officer or director of the corporation who directed, authorized, assented to, acquiesced in or participated in the violation of this Bylaw is guilty of the offence and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted.
- 8.9** In lieu of prosecution under this Bylaw, the Manager or his delegate may, in his sole and absolute discretion, issue to any person he believes upon reasonable grounds has committed an offence under this Bylaw a Notice of Violation (Bylaw Ticket), which Notice shall require the person to whom it is directed to pay to the Authority within fourteen (14) days of the issuance of the Notice the sum of one hundred and twenty-five dollars (\$125) for offences listed in section 8.1 and one hundred and seventy five dollars (\$175) for offences listed in section 8.2; and one hundred and twenty-five dollars (\$125) for offences covered by section 8.3. Where a Notice of Violation is issued and if that sum is paid as required therein, no prosecution shall ensue in respect to the matter or matters referred to in the Notice. For greater certainty, nothing in this Bylaw requires the General Manager or designate to issue a Notice of Violation before initiating a prosecution.

8.10 Every day during which an offence pursuant to section 8.1, 8.2, or 8.3 continues is a separate offence.

8.11 Proof that solid waste that is disposed of anywhere in contravention of this Bylaw originated from a particular person, from a residence of a particular person, from a particular premises or from a particular vehicle shall be evidence that the person, the owner, or the current occupant of said premises or the owner of the vehicle so disposed of it in the absence of evidence to the contrary.

When a person is identified as owner of solid waste deposited or dumped on a premises in violation of this Bylaw, the owner, on request of the Bylaw Enforcement Officer shall, within 48 hours of the request, supply the name and address of the person(s) responsible for the dumping. When the owner of the materials refuses, fails, neglects, or is unable to supply the requested information, the owner shall be liable for an infraction under sections 3.1 or 3.2 of this Bylaw.

Passed by Council this _____ day of _____, A.D. 2020.

Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

Date: March 24, 2020

Re: **Tax Billing Procedures- Interim Property Tax Billing- April 2020**

BACKGROUND

On September 10, 2003, Kentville Town Council passed a policy and resolution entitled **Tax Billing Procedures and Interest Charges Policy**. This policy cites the pertinent sections of the Municipal Government Act, which authorizes the Town to provide for payment of property taxes by installment. This Resolution cites the interim property tax billing will be due and payable on the last business day of May each taxation year.

INTERIM PAYMENT OPTIONS RE: COVID-19 PANDEMIC

On March 22, 2020, the Premier of Nova Scotia declared a State of Emergency regarding the world-wide COVID-19 pandemic. As this unprecedented pandemic evolves, many of our residential and corporate citizens are concerned about their ability to pay their property tax bills in the months ahead.

Town of Kentville will respond by making temporary changes to the above-noted resolution, as it relates to the ***Interim Billing***. For now, interim property tax bills will be **due June 30, 2020**. This timeline **will** be revisited, as the effects of the pandemic unfold in Nova Scotia over the next few weeks. We do encourage any citizen with financial concerns to contact the Town's Finance Department. We will work with you to make payment arrangements on a case-by-case basis. We encourage all citizens who can to stay up-to-date with their interim property tax payment to prevent a large balance when the final property tax bill is generated in August 2020.

RECOMMENDATION

I recommend to Town Council that the due date for the Interim Property Tax bills in 2020 is **June 30, 2020**.

RESOLUTION
Tax Billing Procedures and Interest Charges Policy

WHEREAS S. 112 of the Municipal Government Act allows a municipality, by policy, to provide for the payment of taxes by installments, and;

WHEREAS S. 117 of the Municipal Government Act allows a municipality to serve tax bills upon its taxpayers, and;

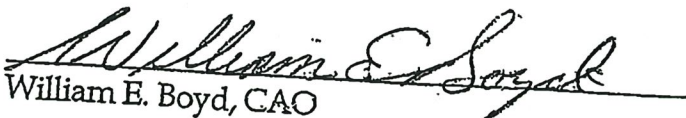
WHEREAS Ss. 49(1) (a), 112 (4) and 113 (5) allow for a municipality to charge interest on overdue installments and taxes and to compound that interest;

THEREFORE BE IT RESOLVED by the Council of the Town of Kentville that the following clauses set down the instructions for payments of the installment levy and final tax levy.

1. An interim tax bill will be calculated and issued every year, and such bill will be due and payable on the last business day of May each taxation year. The interim bill will be approximately one-half of the total prior year's tax levy. The amount of each installment shall bear interest, beginning on the date on which it falls due, at the same rate of interest determined for overdue taxes.
2. A final tax bill will be calculated using the assessment data supplied each taxation year by the Assessment Department of the Province multiplied by the tax rates set each taxation year by resolution of Council, less any payments made to the interim bill and such bill will be due and payable on the last business day of September in each taxation year.
3. Interest shall be charged on overdue taxes, as prescribed, compounded monthly.

THIS IS TO CERTIFY that the foregoing resolution was passed at a duly called meeting of Town Council held on the 10 day of Sept AD 2003.

GIVEN under the hand of the Town Clerk and under the corporate seal of the Town the 10 day of Sept AD 2003:


William E. Boyd, CAO

Memo

To: Kelly Rice, CAO

From: Debra Crowell, Director of Finance

Date: March 24, 2020

Re: **Policy G47F -Interest Charges on Outstanding Accounts**

BACKGROUND

On February 13, 2002, Kentville Town Council passed **Policy G47F** entitled **Interest Charges on Outstanding Accounts**. This policy cites the pertinent sections of the Municipal Government Act, which authorizes the Town to impose interest charges on outstanding accounts. The Policy cites the accounts which fall under the policy statement and the timeframe when interest is to be charged.

TEMPORARY INTEREST RELIEF RE: COVID-19 PANDEMIC

On March 22, 2020, the Premier of Nova Scotia declared a State of Emergency regarding the world-wide COVID-19 pandemic. As this unprecedented pandemic evolves, many of our residential and corporate citizens are concerned about their ability to pay their property tax bills and utility bills in the months ahead.

The Town of Kentville is responding. **From April 1 to June 30, 2020**, the Town of Kentville **will waive** interest charges on all outstanding accounts. This includes Property Taxes, Water Rates and Sanitary Sewer Rates. We encourage any citizen with financial concerns to contact the Town Finance Department. We will work with you to make payment arrangements on a case-by-case basis. We also encourage citizens who can to make payments. The timelines of this relief proposal will be revisited, if needed, as the effects of the pandemic unfold over the next few months.

RECOMMENDATION

I recommend to Town Council that interest charges on all outstanding accounts are **waived from April 1, 2020 to June 30, 2020**. This encompasses Property Taxes, Water Rates and Sanitary Sewer Rates.

30 March 2020

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

902-679-2502
902-599-1317 (C)
ssnow@kentville.ca

RE: Council Decision Making – COVID-19 Protocol

1. With the changing circumstances around the COVID-19 Pandemic, we must adapt how we meet to make decisions, to ensure we are safe and that decisions are timely.
2. I am requesting that until the COVID-19 Pandemic posture returns to normal that we adopt temporary procedures outside our normal G70 Meeting Policy as follows:
 - a. we suspend in-person meeting to comply with the Ministerial order of 22 March 2020 and use the ZOOM application to meet;
 - b. we suspend FB live streaming and post the video of the proceedings with three business days of the meeting;
 - c. the chair will poll each member of council during the voting process, "Councillor how say you?"; and
 - d. we suspend CAC meetings in favour of Council Meetings. This would put us in Decision Making Mode each time we meet. Staff would not be present for the meeting, but their reports would be provided to us as usual. Any questions could be sent to the CAO, cc'd council and mayor for clarification or further information. If members of council do not feel that they have enough information to make a decision, the item can be tabled until more information is provided. Our next meeting of Council would be April 13th.
3. The intent of this motion is to allow us to make timely decisions. I recommend the following motion:
To adopt temporary procedures outside our normal G70 Meeting Policy for COVID-19 Protocol,

to minimize meeting frequency and permit council to make timely decisions;
And further we suspend in-person meeting to comply with the Ministerial order of 22 March 2020 and use the ZOOM application to meet;
And Further we suspend FB live streaming and post the video of the proceedings with three business days of the meeting;
And Further the chair will poll each member of council during the voting process, "Councillor how say you?"; and
And Further we suspend CAC meetings in favour of Council Meetings.

Respectfully Submitted



Sandra Snow, Mayor
Town of Kentville



Municipality of the County of Kings

Request for Decision

TO Regional Sewer Committee

PREPARED BY Mike Livingstone, CPA, Manager of Financial Reporting

MEETING DATE February 20, 2020

SUBJECT Regional Sewer Operating and Capital Budgets 2020/21

ORIGIN

- February 13, 2020, Presentation of Draft Operating and Capital Budgets to Regional Sewer Technical Subcommittee

RECOMMENDATION

That Regional Sewer Committee recommend their respective organizations recommend the proposed 2020/21 fiscal Operating & Capital Budgets to the partners for their consideration and approval.

INTENT

To provide the Regional Sewer Committee representatives and member organizations with information to enable them to recommend approval of the proposed operating and capital budgets.

DISCUSSION

The attached Appendix C provides a review of the current year actual operating results to date, forecast to year-end, and comparison with budget, together with the proposed operating (Appendix A) and capital (Appendix B) budgets for the 2020/21 Regional Sewer service. The budgets were presented to the Regional Sewer Technical Subcommittee on February 13, 2020.

Based on the contracts in place between the organizations represented on the Regional Sewer Committee, and the Municipality of the County of Kings, the member organizations contribute to the capital and operating costs of the Regional Sewer service. The practice has been that each member organization considers the recommended budget and their proportional share, calculated in accordance with the cost-sharing agreements, and votes to recommend the budgets to the Municipality of the County of Kings Council for approval.

FINANCIAL IMPLICATIONS

- Operating & Capital Budget Cost Share for the 2020/21 Fiscal Year:

	Contributions	% Share
Town of Kentville	757,100	50%
Village of New Minas	325,800	22%
PepsiCo Canada	200,500	13%
Municipality of Kings	229,200	15%
	<u>1,512,600</u>	<u>100%</u>



Municipality of the County of Kings

Request for Decision

STRATEGIC PLAN ALIGNMENT

Check Applicable	Strategic Priority	Description
	Good Governance	
✓	Environmental Stewardship	Support the continued provision of sewer services to the industrial, commercial, and residential communities of Kentville, New Minas, Coldbrook and Greenwich to prevent environmental contamination.
	Economic Development	
	Strong Communities	
	Financial Sustainability	
	Supports a Strategic Project	
	Supports a Core Program Enhancement	
	Not Applicable	

ALTERNATIVES

- The Regional Sewer Committee could recommend additional review of budget assumptions.

IMPLEMENTATION

- Regional Sewer Committee members will present the proposed budgets to their respective organizations for approval.
- Following partner organizational approval, the members will so advise the Regional Sewer Committee, which will then recommend the budgets to the Municipality of the County of Kings Council for approval.

COMMUNITY ENGAGEMENT

- No specific community engagement initiatives have been undertaken.

APPENDICES

- Appendix A: Proposed 2020/21 Regional Sewer Operating Budget
- Appendix B: Proposed 2020/21 Regional Sewer Capital Budget
- Appendix C: Report to Regional Sewer Committee February 20, 2020

	Forecast	Budget					
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Five Year Capital Plan							
Projects							
Regional Headworks	235,000	-	-	-	-	1,000,000	-
Regional Sewerlines	30,000	200,000	750,000	-	-	-	50,000
Regional STP Aeration	247,133	1,000,000	50,000	1,000,000	-	-	-
Regional STP Gate & Fence	54,235	-	-	-	-	-	-
	566,368	1,200,000	800,000	1,000,000	-	1,000,000	50,000
Project Funding							
Capital Reserves	566,368	450,000	350,000	500,000	-	400,000	50,000
Long Term Debt	-	750,000	450,000	500,000	-	600,000	-
	566,368	1,200,000	800,000	1,000,000	-	1,000,000	50,000
Capital Reserve							
Forecast contributions	329,500	382,700	402,600	452,800	436,000	458,800	456,100
Forecast utilization	566,368	450,000	350,000	500,000	-	400,000	50,000
Balance	665,442	598,142	650,742	603,542	1,039,542	1,098,342	1,504,442

2020/21 Regional Sewer Operating and Capital Budgets

Regional Sewer Committee – February 20, 2020

Year in Review

Forecast Operating Results

The forecast 2019/20 total expenses are expected to be \$18,200 over budget, primarily due to increased wage and benefits costs. Wages and benefits were evaluated as at the end of December 2019 and projected across the remaining period to the end of the fiscal year March 31, 2020. The increase in wages and benefits has resulted from increased hours committed to the Regional Sewer. Year to date hours to the end of December totaled 4,211, which represents an 850 hour increase over the average hours for the same period of the previous three years. The increase of hours has been driven by factors such as summer odours and Hurricane Dorian as identified in previous reports to the Committee.

The projected deficit will be covered by interest earned on the operating and capital reserves in the amount of \$20,100, with the remaining \$1,900 contributed to the operating reserve.

	Forecast Actual 2019/20	Approved Budget 2019/20	Forecast to Budget 2019/20	
			\$	%
Expenditures				
Operating				
Support Services	67,900	67,900	-	0%
Insurance	11,800	12,900	(1,100)	-9%
Monitoring	2,200	2,300	(100)	-4%
Wages	169,500	142,200	27,300	19%
Benefits	32,300	27,100	5,200	19%
Power - Pumping	56,000	54,700	1,300	2%
Treatment	76,800	85,000	(8,200)	-10%
Power - Treatment	330,500	325,500	5,000	2%
Vehicle Expense	20,200	31,400	(11,200)	-36%
Maintenance	150,000	150,000	-	0%
Total Operating	917,200	899,000	18,200	2%

Loads

The average daily partner loading for the 2019 calendar year, together with the 2018 year for comparison, was:

Partner	2019 Average Daily Loads				2018 Average Daily Loads			
	Hydraulic		BOD		Hydraulic		BOD	
	IGPD	%	lbs/day	%	IGPD	%	lbs/day	%
Town of Kentville	755,034	52%	3,186	55%	718,490	50%	3,371	52%
Village of New Minas	379,880	26%	832	14%	400,317	28%	1,296	20%
PepsiCo Canada	102,203	7%	1,387	24%	113,024	8%	1,341	21%
Municipality of Kings	211,048	15%	407	7%	206,739	14%	496	8%
	1,448,165	100%	5,812	100%	1,438,570	100%	6,504	100%

With the exception of the BOD load at RG4 in New Minas, all of the partners appear to have fairly consistent results with their hydraulic and BOD loading.

Budget Overview

Operating

The proposed budget results in a total increase in partner contributions of \$46,600, which represents a 3% increase over the prior period budget. The increase can be broken down into two main sources: increase in operating expenses of \$23,900 and increase in capital contributions of \$22,700.

Operating Expenses

	Draft Budget 2020/21	Forecast Actual 2019/20	Approved Budget 2019/20	Budget to Budget	
				\$	%
Expenditures					
Operating					
Support Services	76,800	67,900	67,900	8,900	13%
Insurance	12,000	11,800	12,900	(900)	-7%
Monitoring	2,300	2,200	2,300	-	0%
Wages	153,200	169,500	142,200	11,000	8%
Benefits	29,200	32,300	27,100	2,100	8%
Power - Pumping	57,500	56,000	54,700	2,800	5%
Treatment	77,000	76,800	85,000	(8,000)	-9%
Power - Treatment	339,600	330,500	325,500	14,100	4%
Vehicle Expense	25,300	20,200	31,400	(6,100)	-19%
Maintenance	150,000	150,000	150,000	-	0%
Total Operating	922,900	917,200	899,000	23,900	3%

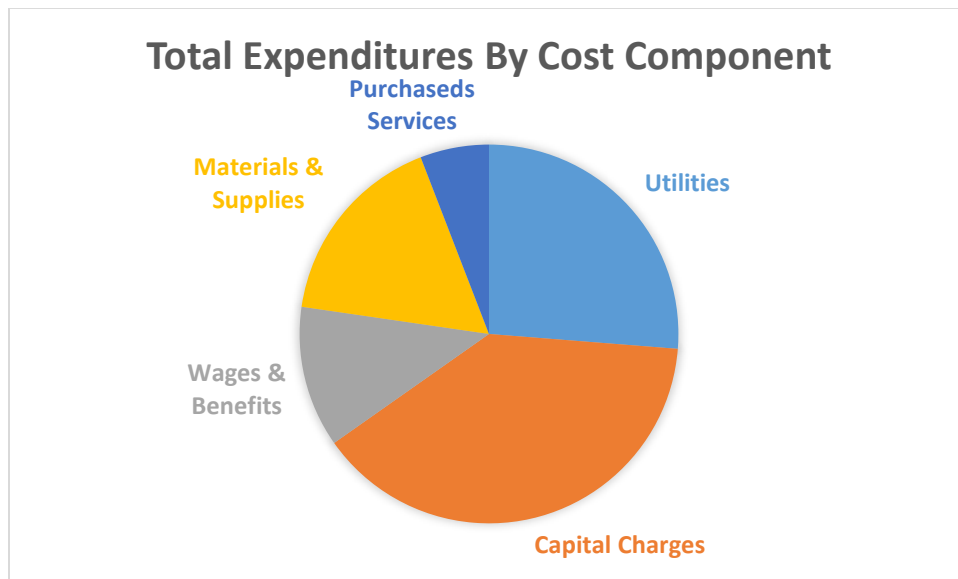
The primary drivers of the increase in operating expenses is power and wages and benefits. Power costs have been budgeted with an increase of 2.7%, as per Nova Scotia Power Inc., over forecast actuals for 2019/20. The combined increase for pumping and treatment over the prior year budget totals \$16,900. Wages and benefits are showing a combined increase of \$13,100 over the prior year budget which is mainly the result of higher expected hours committed to the Regional Sewer.

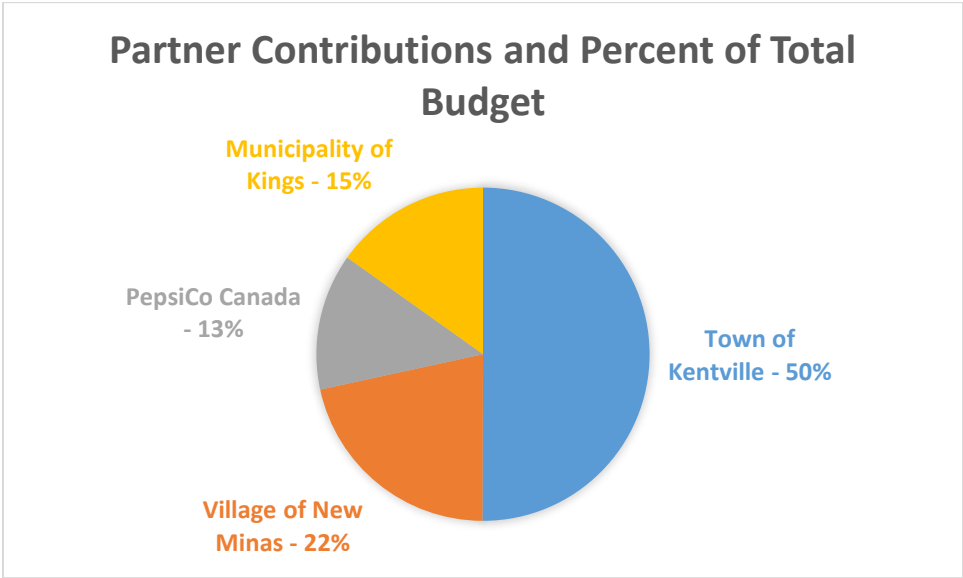
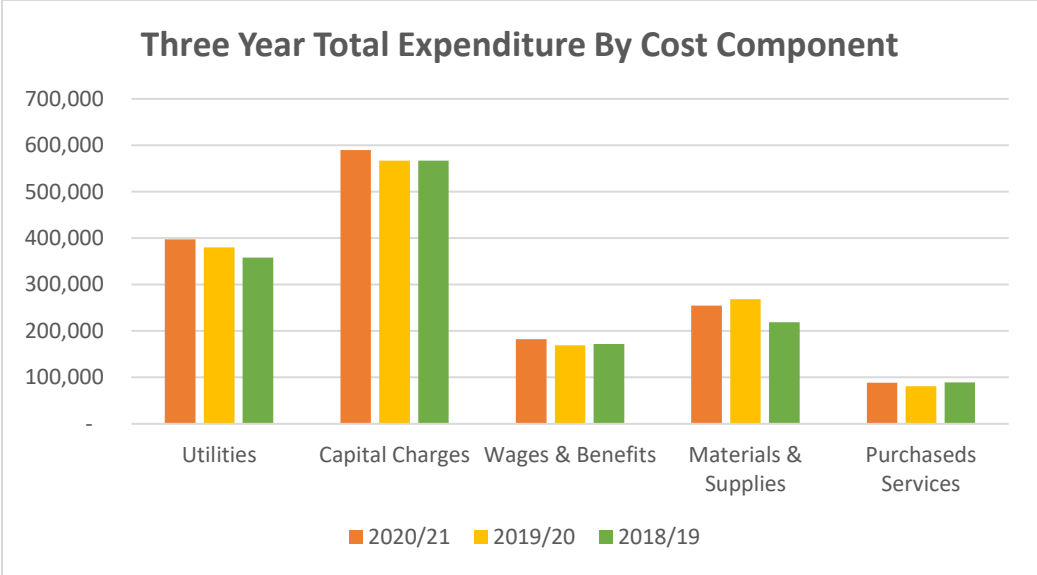
Capital Contributions

	Draft Budget 2020/21	Approved Budget 2019/20	Budget to Budget	
			\$	%
Non - operating				
Debenture - Interest	18,600	24,700	(6,100)	-25%
Debenture - Principal	188,300	212,800	(24,500)	-12%
Transfer to Depreciation Reserves	382,800	329,500	53,300	16%
Total non-operating	589,700	567,000	22,700	4%

Capital contributions have increased by 4% over the prior period. This increase is the first step in the proposed 5 year increase in capital contributions aimed to ensure capital reserves are sufficient to funds capital projects over both the short and long term. Further analysis of reserve requirements is presented later in this report.

The gross expenditures provided for in the 2020/21 budget total \$1,512,600. The charts below detail the Regional Sewer’s total expenditure by cost component and changes in these items. The third chart details the funding sources.





Capital

The capital budget reflects the need to invest in our infrastructure, plan for growth and maintain environmental compliance. Long term financial planning ensures that service levels are maintained and our assets are in a good state of repair without significant unplanned contribution increases in any particular year. Detailed descriptions of each proposed project are attached to this report.

2020/21 Capital Budget

Project	Carry Over	Proposed		Financing		
	2019/20	2020/21	Total	Debt	Reserves	Total
Regional Sewerlines	-	200,000	200,000	-	200,000	200,000
Regional STP Aeration	1,000,000	-	1,000,000	750,000	250,000	1,000,000
	<u>1,000,000</u>	<u>200,000</u>	<u>1,200,000</u>	<u>750,000</u>	<u>450,000</u>	<u>1,200,000</u>

Approximately 200 meters of gravity line will be replaced near the Kentville bridge. This work has been planned to coincide with the replacement of the bridge and is the optimal time for this undertaking.

Work will be completed on the replacement of the aeration system in cells 2 & 5. The existing system is inefficient and is not transferring fine bubbles of oxygen into the lagoon, and is wasting air and electricity. The system does not provide sufficient mixing of oxygen for long enough periods of time for the bacteria to digest organics in the lagoon.

Five Year Capital Plan

Projects	Carry Over	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	2019/20						
Regional Headworks	-	-	-	-	-	1,000,000	1,000,000
Regional Sewerlines	-	200,000	750,000	-	-	-	950,000
Regional STP Aeration	1,000,000	-	50,000	1,000,000	-	-	2,050,000
	<u>1,000,000</u>	<u>200,000</u>	<u>800,000</u>	<u>1,000,000</u>	<u>-</u>	<u>1,000,000</u>	<u>4,000,000</u>
Funding							
Capital Reserves	250,000	200,000	350,000	500,000	-	400,000	1,700,000
Long Term Debt	750,000	-	450,000	500,000	-	600,000	2,300,000
	<u>1,000,000</u>	<u>200,000</u>	<u>800,000</u>	<u>1,000,000</u>	<u>-</u>	<u>1,000,000</u>	<u>4,000,000</u>

The five year plan reflects the replacement of the 8" and 18" sewer lines from the Glooscap Curling Club to the Kentville Research Station in 2021/22, Design work in 2021/22 relating to de-sludging and aeration of cell 1 in 2022/23, and replacement of drum screens in the headworks building in 2024/25.

De-sludging work to be completed in 2022/23 is a new item to the capital plan. In order to facilitate this work various projects previously contemplated in 2019/20 five year capital plan have been delayed. The delays were necessary in order to manage the capital reserve balance and to avoid the need for significant debt financing.

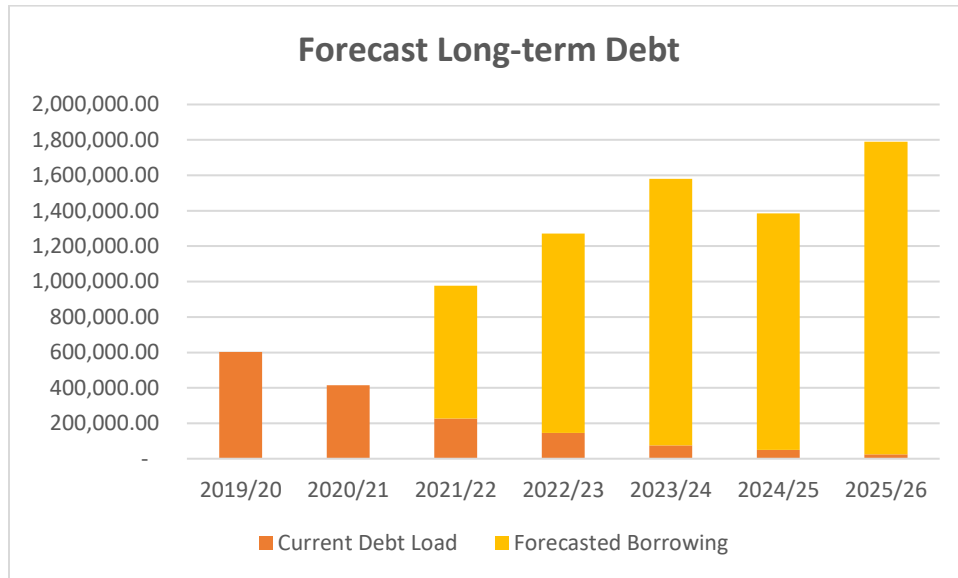
At this time the committee only needs to approve the capital budget covering the 2020/21 fiscal year.

Long-term Debt

As of March 31, 2020, the total Regional Sewer outstanding debt will total \$602,900. Throughout fiscal 2020/21 principal repayments of \$188,300 and interest of \$18,600 will be required leaving a closing long-term debt balance of \$414,600.

The below chart illustrates the Regional Sewers current debt load, together with estimated future debt requirements.

The project years indicated below represent the year that the debenture was issued, which is usually the year after the projects were completed.



Reserves

Capital Reserve

Over the last several years the capital contributions by the partners has been frozen at \$567,000. The contribution is determined using a formula based on historical assets costs and debt service obligations.

By the end of the five year capital plan, as previously presented, the required capital contribution based on the current formula will begin to exceed the \$567,000 mark due to the increasing asset cost base and obligations on debt financing requirements included in the plan.

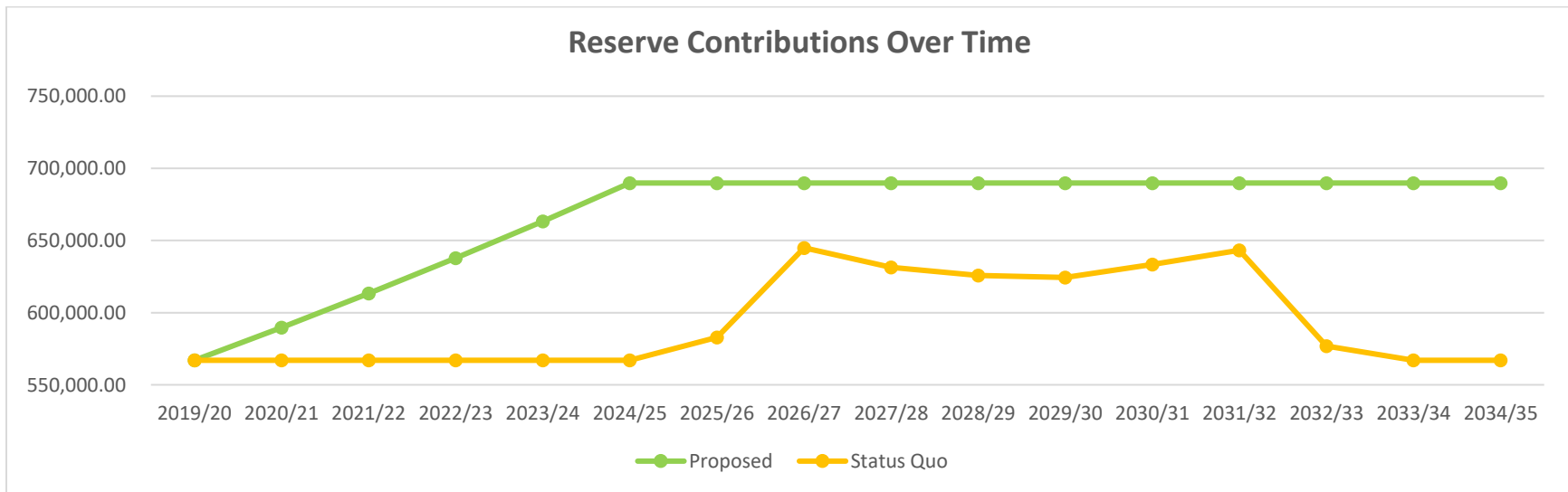
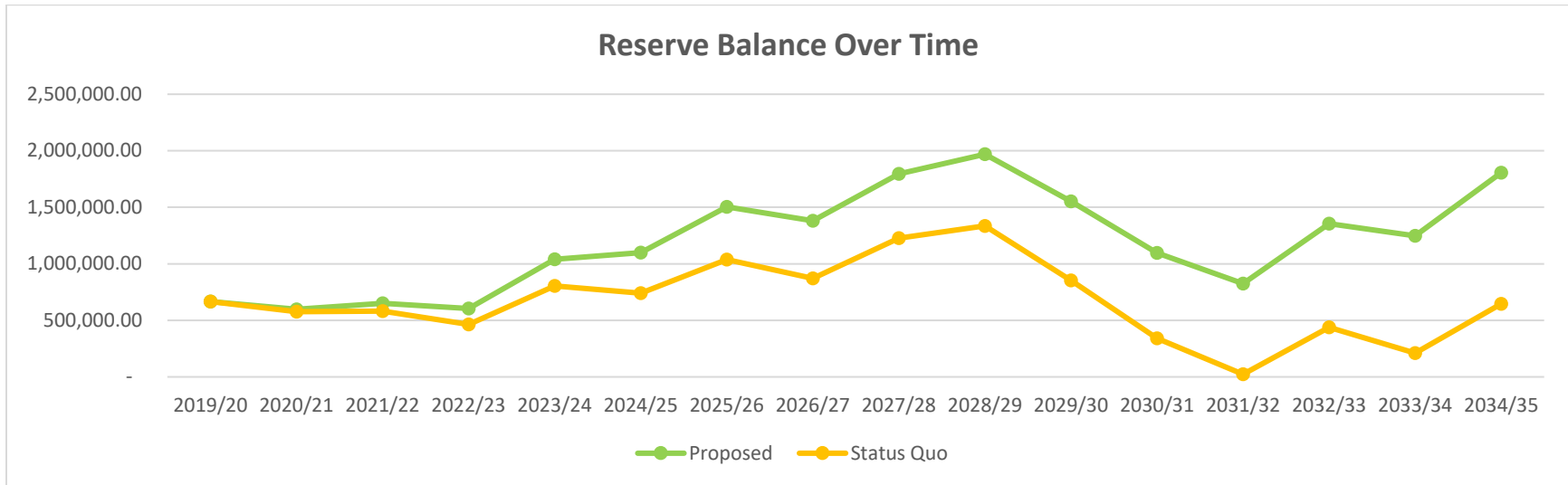
The 2020/21 budget includes the first increase to capital contributions as part of a five year increase from \$567,000 to approximately \$690,000 at the end of the five year period.

This gradual increase in capital contributions aims to bring capital reserves to such a level that the Regional Sewer is able to reduce the need to fund capital projects through debt, maintain a sufficient balance to fund emergency projects, and spread contribution increases over an extended period.

Beginning 2020/21, a 4% increase to capital contributions impacts partner contributions as follows:

Partner	Base	2020/21	Increase
Town of Kentville	247,700	256,500	8,800
Village of New Minas	134,300	138,600	4,300
PepsiCo Canada	62,500	67,200	4,700
Municipality of Kings	122,500	127,400	4,900
	<u>567,000</u>	<u>589,700</u>	<u>22,700</u>

Based on a model of asset replacements at the end of their useful life for accounting purposes and using historical cost without a factor for inflation, the below graphs detail the reserve balance along with capital contributions under a status quo scenario and the proposed five year increase scenario.





Memo

To: Kelly Rice, Chief Administrative Officer
From: Debra Crowell, Director of Finance
CC:
Date: January 29, 2020
Re: **KVFD 2020/2021 Operating and Area Rate Budgets**

At the January 9, 2020 meeting of the Joint Fire Services Committee (JFSC), Kentville Volunteer Fire Department presented details on both its 2020/2021 Operating budget and its 2020/2021 Area Rate Budget.

2020/2021 OPERATING BUDGET (copy attached)

The 2020/2021 Operating Budget is a balanced budget and totals \$618,700, a 3% increase over the prior year's budget.

After review and questions by the JFSC, a motion was passed to receive and submit the Operating Budget to the Councils of the Town of Kentville and the Municipality of the County of Kings.

2020/2021 AREA RATE BUDGET (copy attached)

The 2020/2021 Area Rate budget is a balanced budget and totals \$ 756,700. The initial estimates for the Area Rate tax for 2020-2021 is \$0.0388/\$100 of assessment and is based on the 2019 assessment figures. (The current rate is \$0.0319/\$100). When the 2020 assessment rolls are available, an updated rate will be calculated.

After review by the JFSC, a motion was passed to receive and submit the 2020/2021 Area Rate budget, as presented.

The Kentville Volunteer Fire Department will next call a meeting of the ratepayers of the Kentville Fire District for approval of the Area Rate budget and its 20/21 rate.

I attach a copy of the draft minutes of the January 9, 2020 meeting of the Joint Fire Services Committee for support.

I submit both these budgets on behalf of the Kentville Volunteer Fire Department for Council's information and ultimate acceptance.

KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
2020/2021 OPERATING FUND
BUDGET
FIRE FIGHTING



	2019/2020 <u>BUDGET</u>	2020/2021 <u>BUDGET</u>	PERCENTAGE <u>VARIANCE</u>
	\$		
FIRE FIGHTING			
Fire fighting revenue			
Municipality- Kentville	183,600	195,500	6.5%
Municipality- Kings	412,600	423,200	2.6%
Fire supression	1,500	-	0.0%
Sales of service	-	-	0.0%
Miscellaneous revenue	3,000	-	0.0%
TOTAL REVENUE	<u>600,700</u>	<u>618,700</u>	3.0%
Fire fighting expenditures			
Administration	68,700	71,300	3.8%
Firefighters	71,600	77,700	8.5%
Office	140,400	148,600	5.8%
Building	147,900	149,400	1.0%
Communications	11,500	11,500	0.0%
Vehicle & equipment	156,600	158,200	1.0%
Other	4,000	2,000	0.0%
Capital from revenue	0	0	
TOTAL EXPENDITURES	<u>600,700</u>	<u>618,700</u>	3.0%
Fire fighting excess revenue (expenditure)	<u>0</u>	<u>0</u>	0.0%

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
2020/2021 OPERATING FUND**

REVENUE- FIREFIGHTING

GENERAL LEDGER #	Description	2019/2020 BUDGET	2020/2021 BUDGET
50-11-21-100	<p><i>Municipality- Town of Kentville</i></p> <p>2015/2016 = 31.0% 2016/2017 = 29.6% 2017/2018 = 28.7% 2018/2019 = 29.6% 2019/2020 = 30.8% 2020/2021 = 31.6% (Stats @ Dec. 31/19)</p>	183,600	195,500
50-11-21-200	<p><i>Municipality- Municipality of Kings</i></p> <p>2015/2016 = 69.0% 2016/2017 = 70.4% 2017/2018 = 71.3% 2018/2019 = 70.4% 2019/2020 = 69.2% 2020/2021 = 68.4% (Stats @ Dec. 31/19)</p>	412,600	423,200
50-11-21-300	<p><i>Fire supression revenue</i></p> <p>Camp Aldershot- 30% of \$ 5,000 DND fire support (as needed)</p>	1,500	-
50-11-21-400	<p><i>Sales of services</i></p> <p>vehicle R & M to other FD</p>	0	-
50-11-21-500	<p><i>Miscellaneous revenue</i></p>	3,000	-

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
2020/2021 OPERATING FUND**

EXPENDITURES- FIREFIGHTING

GENERAL LEDGER #	Description	2019/2020 BUDGET	2020/2021 BUDGET
	ADMINISTRATION		
50-21-21-011	Remuneration Chief Deputy chiefs X 2 Assistant (23 hr/wk) Accrual- 5 days	59,100	61,500
50-21-21-021	Pension	1,900	2,000
50-21-21-022	CPP (includes duty pay)	3,500	3,600
50-21-21-023	EI (includes duty pay)	2,300	2,300
50-21-21-024	WCB	1,100	1,100
50-21-21-025	Group benefit package	800	800
		9,600	9,800
	Total	68,700	71,300
	FIREFIGHTERS		
50-22-21-011	Honoraria	41,000	41,000
50-22-21-012	Stand by Duty Pay rate X # weekends X # people also includes stand by (weather)- \$2,000	20,600	21,700
50-22-21-013	Uniforms	10,000	15,000
	Total	71,600	77,700

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
2020/2021 OPERATING FUND**

EXPENDITURES- FIREFIGHTING

GENERAL LEDGER #	Description	2019/2020 BUDGET	2020/2021 BUDGET
	OFFICE EXPENDITURES		
50-24-21-030	Professional fees Legal and Audit- \$13,400 Financial (TOK)- \$38,600	50,000	52,000
50-24-21-037	Conventions	2,700	5,000
50-24-21-038	Firefighters' Annual Banquet 126 members, Veterans, Honorary, Ladies Aux plus 30 special guests	4,800	4,800
50-24-21-039	Training	6,000	8,900
50-24-21-042	Insurance- firefighting WCB & MEBA	5,200	5,500
50-24-21-043	Insurance- liability	12,800	13,000
50-24-21-045	Supplies & expense	48,000	48,000
50-24-21-048	Telephone	9,000	9,500
50-24-21-050	Taxes Hydrant area rate	1,200	1,200
50-24-21-054	Bank Charges Service charges Bank Charges	700	700
		140,400	148,600

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
2020/2021 OPERATING FUND**

EXPENDITURES- FIREFIGHTING

GENERAL LEDGER #	Description	2019/2020 BUDGET	2020/2021 BUDGET
	BUILDING EXPENDITURES		
50-25-21-011	<i>Custodian's remuneration</i> Accrual- 5 days	34,000	34,700
	Benefits		
50-25-21-021	<i>Pension</i>	2,300	2,400
50-25-21-022	<i>CPP</i>	1,500	1,600
50-25-21-023	<i>EI</i>	800	800
50-25-21-024	<i>WCB</i>	600	600
50-25-21-025	<i>Group benefit package</i>	1,100	1,100
		6,300	6,500
	Total remuneration	40,300	41,200
50-25-21-042	<i>Insurance</i>	19,500	20,000
50-25-21-060	<i>Heat, light and power</i>	48,000	48,000
50-25-21-062	<i>Water</i>	3,100	3,200
50-25-21-065	<i>Repairs & maintenance</i>	37,000	37,000
		147,900	149,400

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
2020/2021 OPERATING FUND**

EXPENDITURES- FIREFIGHTING

GENERAL LEDGER #	Description	2019/2020 BUDGET	2020/2021 BUDGET
	COMMUNICATIONS		
50-26-21-048	<i>Answering service</i>	1,500	1,500
50-26-21-051	<i>Communications system</i>	10,000	10,000
		11,500	11,500

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
2020/2021 OPERATING FUND**

EXPENDITURES- FIREFIGHTING

GENERAL LEDGER #	Description	2019/2020 BUDGET	2020/2021 BUDGET
	VEHICLE		
50-27-21-011	<i>Mechanic's wages</i>	40,400	41,100
50-27-21-021	<i>Pension</i>	0	0
50-27-21-022	<i>CPP</i>	1,800	1,900
50-27-21-023	<i>EI</i>	900	900
50-27-21-024	<i>WCB</i>	700	800
50-27-21-025	<i>Group benefit package</i>	1,800	-
		5,200	3,600
	Total remuneration	45,600	44,700
50-27-21-042	<i>Insurance</i> <i>deductible - \$ 10,000</i>	21,000	21,500
50-27-21-070	<i>Gasoline/Diesel</i>	24,000	24,000
50-27-21-071	<i>Repairs and maintenance</i> <i>R & M- Trucks</i>	49,000	49,000
50-27-21-073	<i>Repairs and maintenance- equipment</i>	17,000	19,000
	TOTAL VEHICLE	156,600	158,200
	OTHER		
50-28-21-100	<i>Accrued sick leave</i>	4,000	2,000
50-28-21-090	<i>Capital purchases from current revenue</i>	0	0
		160,600	160,200



KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.

AREA RATE
2020/2021 BUDGET

	2019/2020 BUDGET	2020/2021 BUDGET	% variance
	\$	\$	
Area Rate revenue			
Municipality- Kentville	164,300	200,800	22.2%
Municipality- Kings	247,800	303,000	22.3%
Grants in lieu- Kentville	5,000	5,000	0.0%
Grants in lieu- Kings	7,900	7,900	0.0%
Transfer from Area Rate surplus reserve	200,000	240,000	20.0%
	625,000	756,700	21.1%
Area Rate expenses			
Capital Loans	156,900	110,600	-29.5%
Area Rate Purchases	274,000	532,000	0.0%
Transfer to Area Rate Reserve	175,000	91,000	0.0%
Area Rate fees	18,700	22,700	0.8%
Bank fees	400	400	0.0%
	625,000	756,700	21.1%
Current Surplus	0	0	
AREA RATE 2019-2020	.0319/\$100		
AREA RATE 2020-2021		0.0388/\$100	

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
AREA RATE
2020/2021 BUDGET**

		REVENUE	
		AREA RATE	
GENERAL LEDGER #	Description	2019/2020 Budget	2020/2021 Budget
70-11-21-100	Municipality- Town of Kentville Assessment 2018/19= \$515,786,594 Assessment 2019/20= \$530,617,268 Assessment 2020/21= \$ 2018/19 % = 39.8% 2019/20 % = 39.8% 2020/21 % = %	164,300	200,800
70-11-21-200	Municipality- Municipality of Kings Assessment 2018/19= \$779,207,700 Assessment 2019/20= \$801,467,600 Assessment 2020/21= \$ 2018/19 % = 60.2% 2019/20 % = 60.2% 2020/21 % = %	247,800	303,000
70-11-21-300	Grants in Lieu- Town of Kentville	5,000	5,000
70-11-21-400	Grants in Lieu- Municipality of Kings	7,900	7,900
70-11-21-400	Transfer from Area Rate Surplus Tax Reserve- RESTRICTED	200,000	240,000

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
AREA RATE
2020/2021 BUDGET**

		EXPENDITURES	
		LOANS	
GENERAL LEDGER #	Description	2019/2020 Budget	2020/2021 Budget
70-21-24-100 70-21-24-200	Rescue 2007 (\$4,697 per month to Dec 2019) Principal Interest	43,400	0
70-21-25-100 70-21-25-200	2010 Pierce (\$5,726 per month) Principal Interest	68,700	68,700
70-21-26-100 70-21-26-200	2015 Tanker (\$2,295 per month) Principal Interest	27,500	27,500
70-21-27-100 70-21-27-200	2016 Utility (\$1,440 per month) Principal Interest	17,300	14,400
		156,900	110,600

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
AREA RATE
2020/2021 BUDGET**

EXPENDITURES			
PURCHASES			
GENERAL LEDGER #	Description	2019/2020 Budget	2020/2021 Budget
70-24-21-600	Turn out gear Bunker gear/coveralls/hoods (8 sets)	27,000	32,000
	Roof replacement	125,000	350,000
	Helmets (en bulk)	5,000	5,000
	Oxygen bottles	20,000	20,000
	Pagers		40,000
	Back ramp paving & storm drain		62,000
	Thermal imaging cameras		8,500
	Radio refurbishment		4,000
	Forcible door simulator		10,500
	Dishwasher	20,000	
	Holmatro NCT cutter	12,000	
	Intellipak compressor	15,000	
	Bunker gear racks	30,000	
	Concept building redesign plan	20,000	
		274,000	532,000

**KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
AREA RATE
2020/2021 BUDGET**

		EXPENDITURES	
		TRANSFERS TO AREA RATE RESERVE	
GENERAL LEDGER #	Description	2019/2020 Budget	2020/2021 Budget
70-25-21-100	Transfer to Area Rate Reserve \$ 75,000 to reserve for new truck \$ 16,000 annual transfer	175,000	91,000
		175,000	91,000

KENTVILLE VOLUNTEER FIRE DEPARTMENT INC.
 AREA RATE
 2020/2021 BUDGET

EXPENDITURES			
AREA RATE ADMIN FEE			
GENERAL LEDGER #	Description	2019/2020 Budget	2020/2021 Budget
70-26-21-100	Administrative fee- Town of Kentville Includes HST	7,400	9,000
70-26-21-200	Administrative fee- County of Kings Includes HST	11,300	13,700
70-26-21-300	Bank Charges	400	400
		19,100	23,100

KVFD-Joint Fire Services Committee

January 9, 2020

(Updated 01.23.20)

Attendance: Pauline Raven, Craig Gerard, Brian Desloges, Brian Hirtle, Ian Fairclough, Deb Crowell, Scott Hamilton, John Andrew, Bob Best, Others-Matt Boates

Call to Order: Chair Pauline Raven called the meeting to order at 4 pm

Approval of Agenda: Pauline Raven advised she would take a motion to approve the agenda with the removal of the Chief's report as requested. Approval of the agenda was moved by John Andrew, motion carried.

Election of Chair and Vice Chair: Chief Desloges called Nominations for the position of Chair and Vice Chair of this committee. Brian Hirtle nominated Pauline Raven as Chair and a request for any additional nominations was made two additional times. As there was no additional nominations, Pauline Raven accepted this nomination.

Craig Gerard then nominated John Andrew as Vice Chair and a request was made to the group twice for any additional nominations. As no further nominations were received, John Andrew accepted this nomination.

Approval of Minutes: Motion to approve the minutes of the meeting held November 21, 2019-Desloges/Gerard, motion carried

Business Arising from the minutes: none

Reports and Recommendations:

- A. D. Crowell reported on Fire Fighting Operations as at December 31, 2019, the highlights of her report are as follows:
- If revenues and expenses were recorded evenly over the year 75% would be recorded
 - Revenue budget \$600,700; actual \$602,452
 - Expenditures budget \$600,700; actual \$425,546 or 70.8% expended
 - Remuneration in Administration, Custodian and Mechanic all only recorded to mid December as the Town of Kentville finance office was closed late December
 - All insurance premiums with the exception of WCB payments have been paid for the year.
 - Repairs and Maintenance on Trucks and Equipment exceed the benchmark at 79%
 - As at December 31, 2019 KVFD Fire Fighting is reporting a current surplus of \$176,905

A. D. Crowell reported on Fire Area Rate Tax Fund as at December 31, 2019, the highlights of her report are as follows:

- The current Fire Area Rate is \$0.0319/\$100 of assessed value
- If revenue and loan expenditures were averaged evenly over the year 75% would be recorded
- Both funding partners were billed 100% of the budgeted area rate
- No funds under Grants in lieu have yet been received
- Several projects are complete including: purchase of turn out gear, helmets, dishwasher, oxygen bottles, Holmatro cutter, roof top compressor
- The roof replacement will not be undertaken in this budget year. An updated plan for a new roof will be discussed in detail at the budget plan for 2020/21
- Current increase in the Area Rate fund at December 31, 2019 is \$182,523.

Motion to accept the Fire Fighting Operations and Area Rate reports Best/Hamilton, motion carried

B. The Administrative Assistant (Boates) then provided a brief overview of information reporting concerning funding to all fire departments in Kings County. This included:

- Budget and actual results for funding to fire departments within the County from 2015/16 to 2018/19
- % change in funding from year to year
- % change in funding budget from 2015/16 to 2019/20
- Budget synopsis for KVFD from 2011/12 to 2019/20 for both operations and Area Rate
- Per capita calculations provided for each fire department

Discussion occurred concerning inflation; in particular, Boates advised that since 2011 the per cent change is 12.85% while our budget has been reduced by 2.2%. In other words, the Operations budget in 2011/12 of \$614,000. would require \$692,717. In 2019. Actual Operations budget for 2019/20 was \$600,700.

New Business: Through discussion it was determined that a presentation of an Operating budget for 2019/20 was not necessary as its total was within the amounts previously approved by the respective councils. Boates also advised that there was a conflict in the amounts approved by the County of Kings for the 2019/20 Operations budget and that through discussion with the CAO office of the County of Kings this issue was resolved recently.

Boates then presented the 2020/2021 Proposed Operating Fund Budget, highlights include:

- A balanced budget at \$618,700 with a 3% increase over the prior year
- Rolling Average Projections as at November 30, 2019 require the Town of Kentville to contribute 31.4% of the funding with the County of Kings contributing 68.6%
- No provision for fire suppression revenue or miscellaneous revenue are included

- Uniform budget is proposed to increase from \$10,000 to \$15,000
- Conventions budget is proposed to increase from \$2700 to \$5000
- The remaining increase are scattered throughout the budget

Questions concerning the budget were received and responded to by KVFD officials. One area of questions concerned the position of the Emergency Vehicle Technician here at KVFD. Desloges advised that while he felt the position was valuable and assisted the Department in fulfilling regulatory requirements as far as safety and mechanical, he was not against having a discussion/succession plan over the future of that position once the incumbent retired.

Motion to receive and submit this budget to councils at both the Town of Kentville and County of Kings Desloges/ Hirtle, motion carried.

Boates then presented the Proposed Area Rate Budget, highlights include:

- A balanced budget at \$756,700
- The initial estimates for a Area Rate tax for 2020-2021 is 0.0388/\$100 of assessment, the current rate for 2019/2020 is 0.0319/\$100. This rate estimate is currently based on the 2019 assessments. When the 2020 assessment roles are available, an updated rate shall be calculated.
- Revenue includes transfer from Area Rate Surplus Tax Reserve of \$240,000
- Loan Expenditure will be reduced to \$110,600 from the current amount of \$156,900
- Expenditures will increase to \$532,000 from \$274,000 in the prior year
- Expenditures include:
 - A. Turn Out Gear
 - B. Roof Replacement
 - C. Helmets
 - D. Oxygen Bottles
 - E. Pagers
 - F. Back ramp paving and storm drain
 - G. Thermal Imaging Cameras
 - H. Radio Refurbishment
 - I. Forcible Door Simulator
- Due to recommendations from architects, the department wishes to upgrade the Station roof with a new roof that will include upgraded insulation and a membrane that will provide a 40-year warranty, the cost is considerably higher than previously planned but is considered the best option for longevity reasons.
- A further \$75,000 will be allocated for a future truck purchase , that will be bring to a total of \$234,000 as partial payment towards that purchase

- KVFD advised it is their intent to put to tender a new fire truck to replace an existing 20-year-old unit. This new truck will likely come in at a price of \$850,000. plus tax. We propose allowing a further \$50,000 for accessories such as hoses/etc and additional funds for unrecoverable sales tax. This may bring the total of this purchase to \$950,000.00
- Based on early projections the balance of funding for this truck will come from a bank loan over a 10 year term
- The lead time for delivery of a new truck from the time of order is currently 12/18 months
- Once delivery of a new truck is received an existing unit will be sold

Motion to receive and submit the 2020/2021 Area Rate budget as presented Gerard/Desloges, motion carried.

Next Meeting Date: April 16, 2020

Motion to adjourn-Desloges at 6:05 pm

Minutes recorded by Boates