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# **COUNCIL ADVISORY COMMITTEE**

## **November 9, 2020**

### **AGENDA**

**6:00 p.m.**

**1. CALL MEETING TO ORDER AND ROLL CALL**

**2. APPROVAL OF THE AGENDA**

**3. APPROVAL OF THE MINUTES**

(a) Council Advisory Committee, October 13, 2020

**4. DEPARTMENT REPORTS AND RECOMMENDATIONS**

(a) Finance

- (1) Director's Report
- (2) Projection Report
- (3) General Insurance Recommendation

(b) Planning and Development

- (1) Director's Report
- (2) Community Economic Development Coordinator's Report

(c) Parks and Recreation

- (1) Director's Report

(d) Police

- (1) Chief's Report

(e) Engineering and Public Works

- (1) Director's Report

(f) Administration

- (1) Chief Administrative Officer's Report
- (2) Communications Report

**5. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS**

- (a) Special Events Bylaw – Covid-19 Adjustments
- (b) Special Events bylaw – Number of Events

**6. CORRESPONDENCE**

- (a) Sandi and Pete Connelly – Various issues
- (b) Julie Benson and Philip Longmire – Forest Hill Road



- (c) James and Tracy Churchill – Forest Hill Road
- (d) Grant MacQuarrie and Roger Wells – Forest Hill Road
- (e) Nova Scotia Health
- (f) Pat and Jessica Van Luxemborg – Carmen Drive

## 7. NEW BUSINESS

- (a) Revision: Valley Waste Bylaw
- (b) Kings County – Kentville Fire Inspection Agreement
- (c) Selection Process for Deputy Mayor

## 8. PUBLIC COMMENTS

## 9. RECESS FOR SPECIAL COUNCIL MEETING – COUNCIL COMMITTEES

## 10. IN-CAMERA

- (a) Property Matter

## 11. ADJOURNMENT



## TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE Meeting Minutes: October 13, 2020

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held via electronic means in accordance with the Direction from Minister Chuck Porter: “Effective at 2 pm on March 22, 2020, all municipal councils will discontinue holding their meetings in person, instead only virtual meetings may be held by video or telephone. Those virtual meetings must be recorded, and the minutes posted on a public website within 24 hours of the meeting.”

### 1. CALL TO ORDER AND ROLL CALL

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

#### PRESENT

Council:

- Mayor Sandra Snow
- Deputy Mayor Craig Gerrard
- Councillor John Andrew
- Councillor Eric Bolland
- Councillor Cathy Maxwell
- Councillor Lynn Pulsifer
- Councillor Cate Savage

Staff:

- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Julia Cecchetto, Chief of Police
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Geoff Muttart, Solicitor
- Jason Bethune, IT Manager
- Jennifer West, Recording Secretary
- Brian Smith, Interim Chief Administrative Officer

#### REGRETS

None.

#### 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.

### 2. APPROVAL OF THE AGENDA

It was moved that the agenda of October 13, 2020 be approved as presented

#### MOTION CARRIED

### 3. APPROVAL OF THE MINUTES

(a) None.

### 4. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

### **(1) Director's Report**

Director Crowell presented her report for the period ending September 30, 2020. To this date, overall revenue exceeds the average at 81.7%. To date, overall expenditures are slightly below the benchmark at 45.8% expended. Outstanding taxes at 100.3% collected, which is related to pre-payments of next year's taxes.

*See report for more information*

- Points of Discussion:
  - Appreciation to the director for a thorough and clear report.

### **(2) Projection Report**

Director Crowell presented her projection report for the period ending September 30, 2020. Highlights included a projection of a year-end deficit of \$67,800, which is not unusual at this time of the fiscal year.

*See report for more information*

- Points of Discussion:
  - When is the end date for the contract for the KPS back check? There is no end date for this contract.
  - Is the PACE program funding settled? The moneys have been spent on the application process.
  - What survey costs are associated with the community development department? Industrial Park and River Street.

### **(3) Valley Waste Guarantee Resolution**

Director Crowell presented the Valley Waste Temporary Borrowing Resolution for \$945,000, of which \$94,406 is Kentville's share (9.99%).

*See report for more information*

- Points of Discussion:
  - What lands are being purchased for expansion? There is a piece of adjoining land that the Town wishes to purchase for future expansion.

It was moved by Councillor Eric Bolland and seconded by Councillor Cate Savage

#### **That Council Advisory Committee Recommend to Council:**

**Council to recommend approval of the guarantee resolution for Valley Region Solid Waste Resource Management Authority in the amount of \$945,000 of which the Town of Kentville share is 9.9% for a total of \$94,406.**

**And Further following approval at the October 13th Special Council Meeting the resolution will be duly authorized and completed in triplicate, with two original documents returned to Valley Region Solid Waste Resource Management Authority.**

*To be approved at the October 13, 2020 Special Meeting of Council.*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**(b) Planning and Development**

**(1) Director's Report**

Director Gentleman reviewed her report for September 2020. Highlights included a building valuation of \$2,432,000 for a year total of \$17,761,505. The report also included project updates about a new office building, Ryan's Park, Chrysalis House, and Miners Landing.

*See report for more information*

- Points of Discussion:
  - What is the realignment of property boundaries? There are topography issues at the Miners Landing near the cemetery. The building needed to be moved east in order to meet the required setbacks.
  - In Miners Landing, near the cemetery, will there be a retaining wall to prevent erosion? There is a set back of 30 feet from that boundary. Prior property owners did encroach on that boundary, but issues have been sufficiently resolved with the province and property owners.
  - Sign permits have a \$50 fee regardless of construction.

**(2) Community Economic Development Coordinator's Report**

Mayor Snow presented the report for CEDC Young for September 2020.

*See report for more information*

- Points of Discussion:
  - A resident has been decorating Pumpkin People and could be recognized. The festival looks very good this year. Will discuss this issue with staff.

**(c) Parks and Recreation**

**(1) Director's Report**

Director Bedingfield reviewed her report for September 2020. Some of the highlights included facility reopening, parks and trails updates, memory bootcamp programs, New Horizons Club, capital projects, Accessibility Committee, and Harvest Festival.

*See report for more information*

- Points of Discussion:
  - Congratulations to Director Bedingfield for her national leadership course.
  - A request has been made to Valley Waste to move the fall garbage pick up to be after the Pumpkin People.
  - Feedback from residents not to close the trails if restrictions due to Covid increase.

**(d) Police Report**

**(1) Chief's Report**

Mayor Snow referred to the police report for September 2020, which was approved by the Board of Police Commissioners on September 26, 2020.

*See report for more information*

- Points of Discussion:
  - Backcheck activity increased recently because sports were opening up and volunteers were being checked.

**(e) Engineering and Public Works**

**(1) Director's Report**

Director Bell presented his report for September 2020. Some of the highlights included updates on the Kentville Bridge, sidewalks at Park Street and Bonavista, and capital project updates.

*See report for more information*

- Points of Discussion
  - Appreciation to the province for their work on the new bridge. Traffic lights will be restored this week.
  - Discussion of new lights at the bottom of Belcher Street.
  - The contractor is not finishing the sodding work on Belcher Street.
  - Discussion of conduit replacement requested by Bell.
  - Discussion about the lights at the bridge- was there an oversight by the Town or by the Province? There were delays but there was no oversight.
  - Thanks for residents and businesses for their patience during the bridge construction.

**(f) Administration**

**(1) Chief Administrative Officer's Report**

CAO Smith presented his report for September 2020. Some of the highlights included staff meetings, Covid-19 Human Resources Guidelines, CAO recruitment, and Council orientation planning.

*See report for more information*

**(2) Communication Report**

Mayor Snow presented the report for September 2020.

*See report for more information*

**(3) Returning Officer Report**

Mayor Snow presented the report for the election period ending October 13, 2020.

*See report for more information*

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

**That the reports from the directors be received.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:  
and Snow*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage*

**5. UNFINISHED BUSINESS**

(a) (None)

**6. CORRESPONDENCE**

(a) None

**7. NEW BUSINESS**

**(a) Process for Swearing in of New Council, October 28, 2020**

CAO Smith reviewed the protocol for swearing in new Councillors at the end of the month, while adhering to Covid-19 guidelines.

- Points of Discussion
  - Regarding Committees of Council- what detail will be covered at this meeting? The list of committees will be reviewed, not necessarily the membership or structure.
  - This meeting will be held on Wednesday October 28<sup>th</sup>, 2020 (not the last Monday of the month, as is usual).

**8. PUBLIC COMMENTS**

(a) None.

**RECESS FOR SPECIAL COUNCIL MEETING**

It was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

**That Council recess from the current CAC meeting to conduct a Special Council Meeting to approve the Valley Regional Solid Waste Resource Management Authority debenture refinancing.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Savage, Pulsifer and Snow*

**9. IN CAMERA - LAND**

It was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland

**That Council proceed to a closed session at 7:16 pm to discuss a land issue.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Savage, Pulsifer and Snow*

It was moved by Councillor John Andrew and seconded by Councillor Cate Savage

**That Council return to open session at 7:30 pm**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

*Andrew, Bolland, Gerrard, Maxwell, Pulsifer, Savage and Snow*

**10. ADJOURNMENT**

It was moved

**That Council Advisory Committee adjourn.**

**MOTION CARRIED**

**Adjournment at 7:32 p.m.**

DRAFT



**FINANCE DEPARTMENT  
REPORT TO COUNCIL ADVISORY COMMITTEE  
October 31, 2020**

I am pleased to report from the Finance Department of the Town of Kentville for the month ended October 31, 2020.

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**Finance Department Update**

- ✓ The second quarter utility bills were released in mid-October, with a due date of November 25, 2020.
  - ✓ The Investment Advisory Committee met on October 7, 2020 to hear the presentation for the month ended September 30, 2020.
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**Attachments**

**Schedules A & B** (Revenue and Expenditures) are included for the month ended October 31, 2020.

**Schedule C (and graph)** (Outstanding Taxation) is attached for the month ended October 31, 2020.

**Schedule D** (Sanitary Sewer Area Service) is included for the second quarter ended September 30.

**Schedules E and F** (Perpetual Investment Fund) are not included. The IAC meets November 18 to hear the report for the month ended October 31, 2020.

**Schedules G** (Town of Kentville Capital Investment Plan-2020-2021) are included to end of October.

**Schedule H** (Account Receivable- Due from the Municipality of the County of Kings) is included for the month ended October 31, 2020.

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## **Analysis**

### **Revenue (see Schedule A)**

If revenue were averaged evenly over the year, 58% of the budget would be consumed. To October 31, 2020, overall revenue exceeds the average at 85.3% recorded. Items worth noting are:

**Taxes-** Total taxation is currently reporting at 100.0%. Assessment changes arrived in late October, which adjusted the current tax revenue.

**Payments in Lieu-** The Federal PILT for the Federal property arrived end of September \$21,700 over budget. The Provincial claim was submitted with the Statement of Estimates (SOE) in June. We await payment.

**Services to Other Governments-** This section records the KPS seconded officer along with services to Kings County for snow removal, cultural and recreation. One half of the KPS secondment is recorded along with 50% of the County's share of the library lease.

**Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Six months are recorded as revenue. This section also accounts for the sale of financial services to KVFD. Seven months of sales are recorded. 75% has been billed to KCA for landscaping services.

**Other Revenue-Own Sources-** This section is reporting fines, rentals, interest and miscellaneous revenue. "Fines, fees, permits" is reporting below the guideline as the collection of animal licenses was postponed until July 1, due to the pandemic. Also, the issuance of parking fines was cancelled until October 1, due to the pandemic. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section. Other facilities have re-opened in a restricted capacity, due to pandemic limitations. Interest falls under the benchmark, as interest was not charged on outstanding taxes and utilities for the first quarter, due to the pandemic.

**Unconditional Transfers-** The Province has forwarded one half of the 20/21 Equalization payment, along with the annual Power Corporation grant. The HST Offset payment is also recorded.

**Conditional Transfers-** The Federal government contribution for *Canada Summer Jobs* program arrived in October-\$ 10,542. The *Federal Parks & Recreation Association* forwarded \$800 for Recreation programming. One half of the Provincial Additional Officer Program is recorded. 80% funding for the Active Living Coordinator has been received from the Province. Efficiency Nova Scotia forwarded \$ 15,000 to offset PACE expenditures incurred. The Province also forwarded \$1,352 (in total) for a variety of Recreation outreach programs.

**Financing and Transfers (Revenue)-** Budgeted transfers from the Town's Operating Reserve were transacted in October, as was the transfer from Operating



Reserve regarding retroactive pay which fell out of the recently signed APA collective agreement.

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### **Expenditures (see schedule B)**

To date, overall expenditures are essentially above the benchmark at 63.6% expended. Some segments have exceeded the 58% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

**General Administration-** slightly exceeds the yardstick as 50% of the mandatory payment has been issued for assessment services. 100% of low-income tax relief (Section 69) and 100% of charitable organizations exemptions (Section 71) are recorded. 100% of the general insurance premium is paid.

**Protective Services- Police Core program** slightly exceeds the benchmark due to retroactive remuneration paid offset by savings in Operations-Programmes. **Firefighting** exceeds the guideline as 100% of the Hydrant charge has been forwarded to the Kentville Water Utility, 100% of the Fire Area Rate and 75% of the Operating charge has been paid to Kentville Volunteer Fire Department, as per Joint Fire Services agreement. **Debt charge** exceeds the guideline but reflects the debt repayment schedule.

**Transportation Services–Public Transit** exceeds the benchmark and reflects not only the invoicing for the service but also a portion of the prior year deficit. We accrued \$ 7,200 earlier this year; however, after their audit, our share of KTA's 19/20 deficit totaled \$ 9,275. The difference of \$2,075 had to be expensed. In addition, an invoice from the Municipality of Kings dated March 31, **2019** surfaced related to our share of municipal modernization funding related to KTA and Valley Waste. That (lost & very late) invoice was split equally between those two entities-with KTA picking up \$ 5,985.

**Environmental Health Services** exceeds the standard but reflects the invoicing from Valley Resource-Waste. This year includes legal expenditures, interest charges and one half of an administrative study conducted and shared by partners.

**Public Health and Housing** is reporting under the guideline as the 19/20 accrual exceeded the invoice received from Housing NS in June. The residual has been taken into operations.

**Environmental Development** -Other community development slightly exceeds the guideline as 100% has been transferred to Kentville Business Community, as per agreement.

**Recreation- Programmes** exceeds the benchmark, as summer programs are completed for the year. **Facilities** slightly exceeds the guideline due to maintenance work over the summer and fall on the Town's various parks. **Cultural** exceeds the standard as three quarters of the Mandatory expenditure for the Regional Library has been forwarded to the Province.

**Financing and transfers- Expenditures- Debt Charge- principal** exceeds the benchmark but accurately reflects the debt repayment schedule. **Transfers to allowances and reserves** exceed the guideline as transfers to the town's various operating and capital reserves are complete.

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**Summary of Outstanding Taxes (see Schedule C)**

As at October 31, 2020, 97.7% of the 20/21 levy is collected (last year-94.9%). Total property tax outstanding as at October 31, 2020 is \$238,515 (last year-\$488,734). This equates to 97.5% collected in total (last year- 94.8%).

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**Sanitary Sewer Area Service (see Schedule D)**

The report from the Sanitary Sewer Area Service is attached for the quarter ended September 30, 2020. If revenue and expenses were averaged equally, 50% of the budget would be consumed.

**Revenue**

Overall, revenue is at its target reporting at 49.3%. Sewer charges are at the benchmark at 49.4%. One annual billing occurs in the 4<sup>th</sup> quarter. Permits for sewer connections exceeds the benchmark at 66.7%.

**Expenditures**

On the expenditure side of the ledger, total expenditures are below the guideline at 44.0% expended. Administration expenditures report at 17.5%. Domestic Sewer Maintenance is below the benchmark at 21.2% while Pumping Stations are at guideline due to payment of the annual insurance premium along with cleaning several lift stations. Fiscal service reports at 96.6% but mirrors the debt repayment schedule.

At September 30, the Sanitary Sewer Area Service reports a **current surplus of \$70,013**.

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**Town of Kentville Capital Investment Plan- 2020-2021**

Information on the 2020/2021 Town of Kentville capital program is updated. The program has been progressing with \$ 812,628 recorded at October 31 (38.1%). Specific departmental details are found on pages G-1 to G-7.

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**Accounts Receivable- Due from the Municipality of the County of Kings- (see Schedule H)**

Schedule H summarizes the outstanding financial receivable matters between the Town and the Municipality of the County of Kings. This report cites the amounts due as at October 31, 2020.

The total due from the County is offset by amounts due to the County.

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This concludes the monthly report from the Finance Department for October 31, 2020.

Respectfully submitted,

  
Debra Crowell  
Director of Finance  
Kentville

## Town of Kentville Operating Fund

October 31, 2020

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	8,957,200	8,943,637	99.8%
Resource	43,900	43,975	100.2%
Economic development	113,800	109,119	95.9%
	<u>9,114,900</u>	<u>9,096,730</u>	99.8%
<b>Area rates and frontages</b>			
Area rates	694,800	699,687	100.7%
Special assessments	6,800	19,134	281.4%
	<u>701,600</u>	<u>718,822</u>	
<b>Based on revenue</b>			
Business property	38,500	38,587	100.2%
<b>TOTAL TAXATION</b>	<b><u>9,855,000</u></b>	<b><u>9,854,139</u></b>	<b>100.0%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	396,300	418,029	105.5%
Provincial and agencies	182,600	-	0.0%
	<u>578,900</u>	<u>418,029</u>	<b>72.2%</b>
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	118,000	59,619	50.5%
Local government	110,400	20,554	18.6%
	<u>228,400</u>	<u>80,173</u>	<b>35.1%</b>
<b>SALES OF SERVICES</b>			
Agencies	<u>1,108,100</u>	<u>444,288</u>	<b>40.1%</b>
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	15,328	40.5%
Rentals	361,800	96,171	26.6%
Interest	95,000	29,221	30.8%
Return on investments	630,000	100,000	15.9%
Other	44,100	27,118	61.5%
	<u>1,168,700</u>	<u>267,837</u>	<b>22.9%</b>
<b>UNCONDITIONAL TRANSFERS</b>	<b><u>224,200</u></b>	<b><u>138,874</u></b>	<b>61.9%</b>
<b>CONDITIONAL TRANSFERS</b>	<b><u>125,800</u></b>	<b><u>97,694</u></b>	<b>77.7%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	191,500	203,878	106.5%
	<u>191,500</u>	<u>203,878</u>	<b>106.5%</b>
<b>TOTAL REVENUE 2020/2021</b>	<b>13,480,600</b>	<b>11,504,912</b>	<b>85.3%</b>

October 31, 2020

## Town of Kentville Operating Fund

<b>Expenditures</b>	<b>Budget Amount \$</b>	<b>Year to Date Amount \$</b>	<b>% consumed</b>
<b>GENERAL ADMINISTRATION</b>			
Legislative	287,500	156,595	54.5%
General administration	1,362,800	850,937	62.4%
	<u>1,650,300</u>	<u>1,007,532</u>	<b>61.1%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,383,900	1,415,980	59.4%
Police-sales of service	148,200	69,275	46.7%
Law enforcement	224,600	87,997	39.2%
Fire fighting	890,300	815,826	91.6%
Protective service- debt charge	15,300	9,612	62.8%
Emergency measures and other	161,300	85,819	53.2%
	<u>3,823,600</u>	<u>2,484,509</u>	<b>65.0%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	965,700	542,953	56.2%
Road transportation	789,300	295,417	37.4%
Public transit	225,500	180,911	80.2%
Transportation- debt charge	66,300	35,132	53.0%
Other	96,800	47,653	49.2%
	<u>2,143,600</u>	<u>1,102,065</u>	<b>51.4%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	659,800	471,102	71.4%
<b>PUBLIC HEALTH</b>			
Public health and housing	96,500	(9,774)	-10.1%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	244,500	138,958	56.8%
Other community development	399,000	236,099	59.2%
	<u>643,500</u>	<u>375,058</u>	<b>58.3%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	506,400	284,709	56.2%
-Programmes (net)	83,800	58,577	69.9%
-Facilities	609,200	372,718	61.2%
-Debt charge	37,000	16,052	43.4%
Cultural	133,700	80,462	60.2%
	<u>1,370,100</u>	<u>812,517</u>	<b>59.3%</b>
<b>EDUCATION</b>			
	<u>1,536,000</u>	<u>895,888</u>	<b>58.3%</b>
<b>FINANCING AND TRANSFERS</b>			
Debt charge- principal	928,300	845,850	91.1%
Transfers to allowances and reserves	628,900	590,706	93.9%
	<u>1,557,200</u>	<u>1,436,556</u>	<b>92.3%</b>
<b>TOTAL EXPENDITURE 2020/2021</b>	<b>13,480,600</b>	<b>8,575,453</b>	<b>63.6%</b>



# Town of Kentville Operating Fund

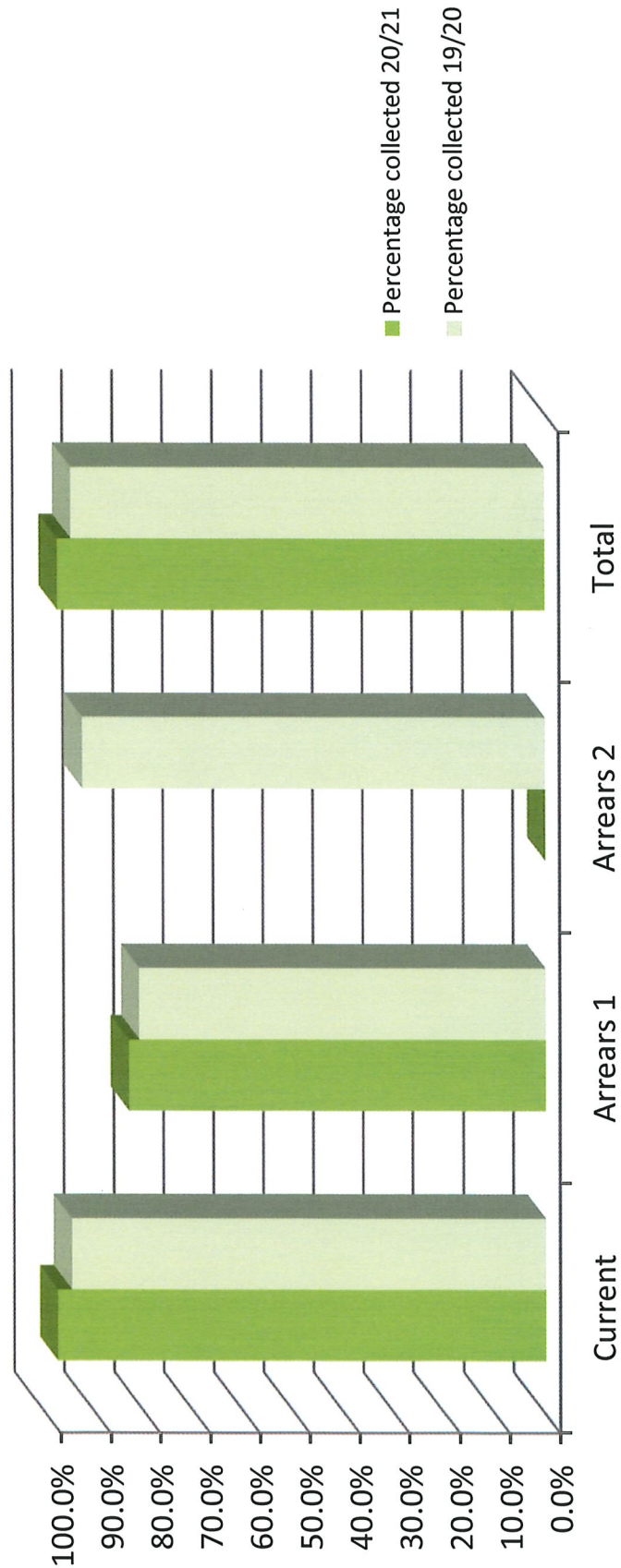
October 31, 2020

## Summary of Taxes Collected & Outstanding

This report provides information for Council's perusal concerning outstanding taxes.

	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL</u> <u>OUTSTANDING</u>
	\$	\$	\$	\$
Balance, April 1, 2020	(212,804)	92,212	236	(120,356)
Billed 2020	9,827,945	0	0	9,827,945
20/21 net adjustments	<u>(30,130)</u>	<u>0</u>	<u>0</u>	<u>(30,130)</u>
Total collectible	9,585,011	92,212	236	9,677,459
Total collected	<u>9,362,027</u>	<u>76,917</u>	<u>0</u>	<u>9,438,944</u>
Outstanding	<u>222,984</u>	<u>15,295</u>	<u>236</u>	<u>238,515</u>
Percentage collected 20/21	97.7%	83.4%	0.0%	97.5%
Percentage collected 19/20	94.9%	81.3%	92.6%	94.8%

# Town of Kentville Outstanding Taxes as at October 30, 2020



## Town of Kentville Operating Fund

Quarter ended September 30, 2020

Sanitary Sewer Area Service	Budget	Year to Date	% consumed
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>	
Sanitary sewer charges	1,279,000	631,301	49.4%
Interest	4,600	1,657	36.0%
Permits- sewer connections	1,500	1,000	66.7%
Miscellaneous revenue	-	0	0.0%
<b>TOTAL REVENUE</b>	<b>1,285,100</b>	<b>633,958</b>	<b>49.3%</b>
<b>EXPENDITURES</b>			
<b>Administration</b>			
Administration	88,000	39,332	44.7%
Legal	40,500	4,439	0.0%
Audit	2,300	0	0.0%
Office	2,200	1,173	53.3%
Common service charge	30,000	0	0.0%
Vehicle expense	2,100	573	0.0%
Allowance for uncollectibles		0	
Other collection expense	100	0	0.0%
Lease of equipment	1,000	476	47.6%
Interest on customers' deposits	100	50	50.1%
Professional studies	5,000	0	0.0%
Dues & fees	200	0	0.0%
Training	1,000	0	0.0%
Depreciation	90,300	0	0.0%
	<b>262,800</b>	<b>46,044</b>	<b>17.5%</b>
<b>Domestic Sewer Maintenance</b>			
Domestic sewer mtnc-wages	26,500	9,862	37.2%
Domestic sewer-mat & supplies	47,100	5,749	12.2%
	<b>73,600</b>	<b>15,611</b>	<b>21.2%</b>
<b>Pumping Stations</b>			
Pumping stations-wages	14,700	2,725	18.5%
Pumping stations-insurance	12,700	12,673	99.8%
Pumping stations-operating	19,000	12,952	68.2%
Pumping stations-mtnc	15,000	1,950	13.0%
	<b>61,400</b>	<b>30,300</b>	<b>49.3%</b>
<b>Treatment &amp; Disposal</b>			
Agreement-Co. of Kings	793,500	413,951	52.2%
<b>Fiscal Services</b>			
Interest - S/T & L/T	5,400	3,299	61.1%
Principal	54,700	54,740	100.1%
Discount		0	
	<b>60,100</b>	<b>58,039</b>	<b>96.6%</b>
<b>Capital from Revenue</b>	<b>30,000</b>	<b>0</b>	<b>0.0%</b>
<b>Transfer to Reserve</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>TOTAL EXPENSE</b>	<b>1,281,400</b>	<b>563,945</b>	<b>44.0%</b>
<b>SURPLUS (DEFICIT)</b>	<b>3,700</b>	<b>70,013</b>	



## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	470,600	122,770	26.1%
General Administration	153,800	79,031	51.4%
Protection	143,200	98,179	68.6%
Transportation	768,900	428,203	55.7%
Planning	0	0	0.0%
Development	80,800	179	0.2%
Recreation	517,800	84,266	16.3%
	<b>2,135,100</b>	<b>812,628</b>	<b>38.1%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal			0.0%
Province of Nova Scotia	60,000	40	0.1%
	<b>60,000</b>	<b>40</b>	<b>0.1%</b>
Capital Contributions			
Betterments			
Contributions	30,000	0	0.0%
Sale of surplus equipment	11,000	5,000	45.5%
	<b>41,000</b>	<b>5,000</b>	<b>12.2%</b>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		34,272	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	470,600	122,770	26.1%
<b>Own Sources</b>			
Equipment Capital	73,000	73,000	100.0%
Town Capital			
General allocation	569,600	112,192	19.7%
Recreation	23,000	6,436	28.0%
	<b>1,136,200</b>	<b>191,628</b>	<b>16.9%</b>
Operations			
Park fees	5,300		0.0%
Capital from revenue- KPS	46,000	40,886	88.9%
	<b>51,300</b>	<b>40,886</b>	<b>79.7%</b>
<b>BORROWING</b>	<b>846,600</b>	<b>418,032</b>	<b>49.4%</b>
	<b>2,135,100</b>	<b>812,628</b>	<b>38.1%</b>

# Town of Kentville Capital Fund

March 31, 2021

GENERAL LEDGER	<b>GAS TAX INFRASTRUCTURE</b>		
#	Description	Budget	Actual
	<b>Transportation</b>		
	<b>Sidewalks</b>		
05-35-71-300	Main Street (East End)	85,000	0
05-35-71-340	Prospect Avenue sidewalk	35,000	0
05-35-71-250	Park Street West sidewalk/storm sewer Phase 2	120,000	0
	<b>Streets</b>		
05-35-71-200	Gladys Porter Drive-\$55,200	230,600	122,770
	Blair Avenue-\$45,300		
	Condon Ave-\$130,100		
	<b>PROJECTS</b>	<b>470,600</b>	<b>122,770</b>
	<b>FUNDING</b>		
	Reserve- Gas Tax Interest	3,000	1,231
	Reserve- Gas Tax 19-20	99,200	99,525
	Reserve- Gas Tax Current 2020-2021	368,400	22,014
	Reserve - Town capital		
	Borrowing		
	<b>TOTAL</b>	<b>470,600</b>	<b>122,770</b>



# Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	IT projects 3 licenses-\$20,000 Council Chambers sound system- \$60,000	80,000	53,598
	<b>TOWN HALL</b>		
	<b>Interior upgrades</b>		
05-35-72-260	Council chambers upgrades	10,700	3,279
05-35-72-300	Design work (COVID-19)	20,000	16,314
05-35-72-250	Heat pump	17,500	0
	<b>Exterior upgrades</b>		
05-35-72-100	Brickwork	20,000	0
05-35-72-150	Back ramp- accessibility	5,600	5,840
	<b>PROJECTS</b>	<b>153,800</b>	<b>79,031</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	57,500	18,009
	Borrowing	96,300	61,022
	<b>TOTAL</b>	<b>153,800</b>	<b>79,031</b>

# Town of Kentville Capital Fund

SCHEDULE G-3

March 31, 2021

GENERAL LEDGER #	PROTECTIVE SERVICES Description	Budget	Actual
	<b>Police services</b>		
	<b>Police vehicles</b>		
05-35-75-650	Marked car	50,000	45,885
	<b>Equipment</b>		
05-35-75-700	Body armour	24,500	9,788
	<b>Building</b>		
05-35-75-600	New Roof	40,700	40,734
	<b>Information technology</b>		
05-35-75-800	Video upgrades	28,000	1,771
	<b>PROJECTS</b>	<b>143,200</b>	<b>98,179</b>
	<b>FUNDING</b>		
	<b>Cash</b>		34
	Capital from revenue	46,000	40,886
	Proceeds on sale	4,000	5,000
	Capital contribution		
	Reserves	52,500	11,559
	Borrowing	40,700	40,700
	<b>TOTAL</b>	<b>143,200</b>	<b>98,179</b>



# Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2021

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	Equipment	80,000	107,239
05-35-71-450	Public Works building	30,000	8,063
	<b>Downtown improvements</b>		
05-35-71-350	Ornamental lights		
	<b>Flood mitigation</b>		
05-35-71-400	River Street dyke	15,000	0
05-35-71-440	Flood mitigation study	60,000	5,694
	<b>Streets</b>		
05-35-71-480	New bridge approaches	97,500	0
	<b>Parking lots</b>		
05-35-71-470	Arena & 6 light standards	165,400	115,521
	<b>Sidewalks</b>		
05-35-71-490	Main Street- \$16,700	34,200	0
	Park Street- \$17,500		
05-35-71-510	Academy Street- \$0		1,869
	<b>Storm sewer</b>		
05-35-71-500	Aberdeen/Cornwallis to bridge-\$156,400	286,800	189,819
	Palmeter subdivision-\$130,400		
	<b>PROJECTS</b>	<b>768,900</b>	<b>428,203</b>
	<b>FUNDING</b>		
	<b>Cash</b>		<b>34,238</b>
	Equipment capital reserve	73,000	73,000
	Proceeds on sale	7,000	
	Capital reserve- general allocation	272,900	49,044
	Borrowing	416,000	271,921
	<b>TOTAL</b>	<b>768,900</b>	<b>428,203</b>





# Town of Kentville Capital Fund

SCHEDULE G-6

March 31, 2021

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
	<b>Signage</b>		
05-35-75-400	Rebranding signage (Gateway) <b>CARRY FWD 2021/22</b>	30,000	0
05-35-75-250	Kentville Business Park signage	20,000	0
	<b>Beautification</b>		
05-35-75-300	Centre Square (Phase 1)	23,300	179
	<b>PROJECTS</b>	<b>80,800</b>	<b>179</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General	80,800	179
	Capital contribution- DMA (Public Garden)		
	Borrowing		
	<b>TOTAL</b>	<b>80,800</b>	<b>179</b>

# Town of Kentville Capital Fund

SCHEDULE G-7

March 31, 2021

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	6,436
05-35-72-350	<b>Green Spaces</b>	249,800	32,007
	Oakdene trail-\$15,000		0
	Webster Street AT trail-\$177,300		0
	Belcher Street AT -\$12,500		0
	Miner's Landing trail-\$20,000		0
	Gorge trail-\$10,000		0
	Clock garden-\$15,000		0
05-35-72-400	<b>Recreation Centre</b>		
	Flooring/bathroom	32,000	3,374
	<b>Parks/Playgrounds</b>		
05-35-72-500	Various playgrounds- Sherry Avenue	10,000	0
05-35-72-550	Oakdene Park- Gazebo	16,000	4,693
05-35-72-600	Memorial Park- Playground	10,000	9,008
05-35-74-200	Memorial Park- Fencing	15,000	4,526
05-35-72-650	Memorial Park- Mosquito ball field	6,500	5,828
05-35-73-250	Memorial Park- Shed and washroom siding	26,000	15,954
05-35-73-100	KCA playground accessible feature	50,000	40
05-35-73-150	Dog park- east end	50,000	0
05-35-74-700	<b>Equipment</b>	9,500	2,400
05-35-73-300	<b>Study- Accessibility</b>	35,000	0
	<b>PROJECTS</b>	<b>517,800</b>	<b>84,266</b>
	<b>FUNDING</b>		
	<b>CASH</b>		
	TOK- Park Fees (Miner's Landing)	5,300	
	Capital reserve- General allocation	105,900	33,401
	Capital reserve- Recreation	23,000	6,436
	Capital contribution- Province	60,000	40
	Capital contribution- others	30,000	
	Borrowing	293,600	44,389
	<b>TOTAL</b>	<b>517,800</b>	<b>84,266</b>



### Town of Kentville

Accounts Receivable- Due from the Municipality of the County of Kings  
October 31, 2020

	Sanitary Sewer		Recreation		Other	Town Capital		Kentville Water Utility		TOTAL	
	Outstanding Billing	Interest	Outstanding Billing	Interest		Outstanding Billing	Outstanding Billing	Interest	Outstanding	Interest	Outstanding
2014/15	45,344	25,028								45,344	25,028
2015/16	59,832	16,759	8,378	1,819				14,864	10,523	83,074	29,401
2016/17	232,836		3,946		2,106 *		54,112	16,905	1,386	309,905	1,386
2017/18	247,360		68,267					188,968		504,595	0
<b>PAID- July 9, 2018</b>								<b>(175,571)</b>		<b>(175,571)</b>	
2018/2019	171,500 (status quo)		38,000 (Budget \$ 38,000)					188,968		398,468	
<b>PAID- August 13, 2019</b>	<b>(79,080)</b>		<b>(58,422)</b> (for 17/18)					<b>(234,134)</b>		<b>(371,636)</b>	
<b>Adjustment- sewer</b>	<b>7,530</b>		<b>51,455</b> (paid before billing)					<b>188,364</b>		<b>7,530</b>	
2019/2020 billing	178,770 (status quo)		19,198 & 19,720					36,670		418,589	
<b>PAID- Nov 22, 2019</b>			<b>(102,911)</b>					<b>(188,364)</b>		<b>(102,911)</b>	
19/20 Revised billing (Feb/20)								214,660		36,670	
<b>PAID- February 4, 2020</b>								<b>(36,670)</b>		<b>(188,364)</b>	
<b>PAID March 23, 2020</b>										<b>(36,670)</b>	
2020/2021 billing	864,092	41,787	8,713	1,819	2,106	54,112	214,660	11,509		1,143,683	55,515
Written out of ledger due to age (but still collectible)	(258,122)	(41,787)								(258,122)	(41,787)
	605,970	0	8,713	1,819	2,106	54,112	214,660	11,509		885,561	13,728
			10,532		* (Invoice #17091)		226,569				<b>899,289</b>

### Accounts Receivable- Due to the Municipality of the County of Kings October 31, 2020

	Regional Sewer		Town Operating Fund		Sewer Connections	TOTAL DUE COUNTY
	Current Billing 4 quarters	Disposal site Current Billing	Building & Fire Inspection	Disposal site Current Billing		
2017/2018					27,218	27,218
2018/2019	703,000	81,916			34,349	819,265
2019/2020	727,000	82,250			35,401	844,651
<b>PAID September 2019</b>		<b>(120,786)</b>				<b>(120,786)</b>
<b>PAID November 2019</b>		<b>(21,690)</b>				<b>(21,690)</b>
<b>PAID January 2020</b>		<b>(703,000)</b>				<b>(703,000)</b>
<b>PAID February 2020</b>		<b>(21,690)</b>				<b>(21,690)</b>
<b>PAID June 2020</b>		<b>(727,000)</b>				<b>(727,000)</b>
2020/2021	567,825	66,569			35,401	669,795
<b>PAID July 2020</b>		<b>(43,519)</b>				<b>(43,519)</b>
<b>PAID August 2020</b>		<b>(378,550)</b>				<b>(378,550)</b>
<b>PAID Nov 2020</b>		<b>(189,275)</b>				<b>(212,325)</b>
	0	0			132,368	132,368

NET TOTAL Including sewer write offs **766,921**  
OR  
NET TOTAL excluding sewer write offs **1,066,830**



# Memo

To: Brian Smith, Interim Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: November 3, 2020

Re: **PROJECTION REPORT- March 31, 2021 as at October 31, 2020**

---

The second projection report to March 31, 2021 (as at October 31, 2020) is attached to this memo.

In this report, the Town of Kentville is projecting a deficit position of **\$80,400** (last month deficit \$67,800).

We have captured everything known to date in this report.



**TOWN OF KENTVILLE OPERATING FUND  
PROJECTIONS TO MARCH 31, 2021  
As at October 31, 2020**

**REVENUE**

Overall, actual revenue is projected to end the year under budget **\$90,800**. The particulars are as follows:

**2 TAXES** (budget \$9,855,000; projected \$9,814,600; **UNDER BUDGET \$40,400**)

- Taxation is **under budget \$(13,400)**. Several assessment changes arrived in October affected net tax revenue.
- Hydrant Area Rate falls **under budget \$(25,200)** due to the final calculation provided by URB. Effect to Town NIL, as this is paid to Kentville Water Commission (see Section 12).
- Curb frontage <sup>(interest)</sup> is **under budget \$(1,900)** due to properties selling and curb frontage paid out.
- Taxes- Business property **exceeds budget \$ 100** as the Farm Acreage payment arrived over budget.

**3 PAYMENTS IN LIEU** (budget \$578,900; projected \$600,600; **OVER BUDGET \$21,700**)

**Payments in Lieu of Taxation will exceed budget by 3.7%.**

- Federal Payment in Lieu re: the Federal Research Farm arrived **\$21,700 over budget**.

**4 SERVICES PROVIDED TO OTHER GOVERNMENTS** (budget \$228,400; projected \$208,900; **UNDER BUDGET \$19,500**)

**This section should fall under its budget by -8.5%.**

- Local- Transportation **will not meet budget \$(19,500)**, as the Town cannot plow Kings County sidewalks this coming winter for several reasons. COVID-19 and a possible second wave could affect availability of the Town's operators and the County has significantly increased its length of sidewalks over the past year, as has Kentville.

**5 SALES OF SERVICE** (budget \$1,108,100; projected \$1,038,700; **UNDER BUDGET \$69,400**)

**This section is expected to fall under its budget by -6.3%.**

- Protection- Police- Back check services is expected to **fall under its budget by \$(75,000)**, mainly due to COVID-19's effect on the Canadian economy.
- Recreation- Capital records **\$5,600** which reflects reallocation of Recreation staff to capital works projects.

**6 REVENUE-OWN SOURCES** (budget \$1,168,700; projected \$1,112,200; **UNDER BUDGET \$56,500**)

**Own source revenue is projected to be under budget by -4.8%.**

- Fines, Licenses and Permits is projected to be **under budget \$(6,700)** due to reduced parking ticket revenue (effect of COVID-19) and animal licenses (licensing postponed until after July 1 due to COVID-19).
- Rentals Parking spaces will **exceed budget by \$4,700**.
- Rentals- Calkin building **falls short of budget by \$(20,400)**, as two tenants terminated their leases due to COVID-19 mandated closures.
- Rentals- Fields **falls under budget \$(9,000)**, due to COVID-19 gathering protocols.
- Rentals- Recreation centre will end the year **under budget \$(1,000)**, due to COVID-19 gathering/cleaning protocols.
- Rentals- Pool falls **short of budget \$ (400)**. The pool did not open this summer.
- Rentals- Hub records no rentals **\$(100)**.
- Rentals- Arena falls **short of budget \$(22,500)**. Rink is opened; however, budget is unlikely to be met due to gathering and cleaning protocols for COVID-19.
- Interest falls **short of budget by \$(10,000)**. Interest was not charged to outstanding accounts from April 1 to June 30, 2020, due to COVID-19.
- Miscellaneous revenue- Recreation **records \$8,900** in sale of equipment, most of which is transferred to Recreations Operating Reserve.

**7 UNCONDITIONAL TRANSFERS** (budget \$224,200; projected \$222,800; **UNDER BUDGET \$1,400**)

- NS Power Inc. (HST rebate) falls **below budget by \$(1,400)**.

**8 CONDITIONAL TRANSFERS** (budget \$125,800; projected \$152,700; **OVER BUDGET \$26,900**)

**This section will be over budget by 21.4%.**

- Federal- Canada Summer Jobs provided unexpected funds this summer. The Town received **\$10,500**.



- Province- Efficiency Nova Scotia provided \$ 15,000 too assist in offsetting expenditures incurred re: PACE application.
- Province- Department of Communities, Culture, Heritage is providing \$1,400 for a variety of Recreation programmes.

**24 FINANCING AND TRANSFERS (revenue portion)** (budget \$191,500; projected \$239,300; **OVER BUDGET \$47,800**)

**This section is projected to exceed its budget by 25%.**

- Transfer from operating reserve will **exceed budget by \$47,800**. This reflects the transfer of funding to offset the retroactive remuneration due the APA members as cited in the recently ratified collective agreement with that union.

## **EXPENDITURES**

Overall, expenditures are projected to be **under budget by \$10,400**. The Town Operating Fund is projecting **a current deficit of \$80,400**. The particulars are as follows:

**9 LEGISLATIVE** (budget \$287,500; projected \$271,400; **UNDER BUDGET \$16,100**)

- Mayor expenses fall **under budget \$4,500**, due to decreased travel/conferences (COVID-19).
- Council expenses will end the year **under budget \$11,600**, due to decreased travel/conferences (COVID-19).

**10 GENERAL ADMINISTRATION** (budget \$1,362,800; projected \$1,461,900; **OVER BUDGET \$99,100**)

**This department is projected to end the year over budget by 7.3%.**

- Remuneration will **fall under budget \$7,400** due to changes in staff complement.
- Office expenses are projecting **over budget by \$108,800**. To date, additional legal expense has pushed the *Legal/audit account* over budget \$50,700. The Town will incur unbudgeted Consulting services of approximately \$67,000. Expenses-CAO fall under budget \$8,900.
- Programmes **provides savings of \$2,300** due to a decrease in Reduced taxes Section 69 and further savings in Reduced taxes Section 71.

**11 12 13 PROTECTIVE SERVICES** (budget \$3,823,600; projected \$3,769,200; **UNDER BUDGET \$54,400**)

**Police Protection- core program** is projecting to be **over budget \$20,300**.

- Remuneration is projecting over budget \$ 26,600. Remuneration Administration exceeds budget \$11,500, due to staffing changes. Remuneration- Sergeants exceeds budget \$9,700, due retroactive pay offset by changes in staffing.

Remuneration -Constables exceeds budget \$2,600 due to changes in police personnel and retroactive pay. Remuneration- Secondment exceeds budget \$2,800 due to retroactive remuneration.

- Office expenditures provide savings of \$300. While savings are found in Director's & Inspector's expenses, Insurance and Other expenditure accounts exceed budget.
- Operations- Programmes provide savings of \$6,000 in Custody & detention of prisoners - \$1,000 in Community relations and \$5,000 in lock up expenditures.

### **Sales of Service- KPS**

This section is projected to be **under budget \$15,700.**

- Remuneration will be under budget due to savings in Part time remuneration and benefits coupled with reallocations of Back Check wages to other parts of the budget.

### **Law Enforcement**

- **Savings of \$37,000** will be found in Law Enforcement- \$2,500 in Prosecution expenditures & \$25,000 in the Legal account. Crossing guards will fall short of budget \$5,400, because schools closed March to end of June due to COVID-19. Savings will be found in Parking enforcement \$4,100 sector.

### **Fire Protection**

This section is projected to fall below its budget by **\$25,200** or 2.8%.

- Water supply and hydrants will fall below its budget by \$25,200, related to the hydrant charge paid to the Kentville Water Commission. The URB calculation end-of-year falls below the budget figure. NIL effect to the Town, as HAR revenue contains the offset.

### **Emergency Measures/Other Protection.**

This section is projected to **exceed its budget by \$3,200.**

- Emergency measures- wages are projected over budget \$900 due to expenditures preparing for heavy rainfall in the summer.
- Emergency measures- materials & supplies is projected to be over budget \$2,300 due to clean up of the Gorge from Hurricane Dorian.

**14, 15 TRANSPORTATION SERVICES** (budget \$2,143,600; projected \$2,153,400; **OVER BUDGET \$9,800**)

**Transportation Services is projecting to end the year over budget 0.5%.**

- **Common Services** is projecting to be **over budget \$1,800.** Office expenditures will exceed budget \$1,800 in total due insurance exceeding budget offset by savings in Director's expenditure.
- **Public transit** will **exceed budget by \$8,000**, due to Kings Transit Authority 19/20 deficit of which \$2,100 had to be expensed coupled with a late invoice from County of Kings related to municipal modernization for \$5,900.



**16 ENVIRONMENTAL HEALTH SERVICES** (budget \$659,800; projected \$666,700; **OVER BUDGET- \$6,900**)

This section is projected to exceed its budget by 1.0%.

- **Solid waste collection- Valley Region Solid Waste-Resource Management Authority** will exceed budget by \$8,400, due to its share of the municipal modernization billing from the County of Kings along with interest charges and legal fees incurred by the Authority.
- **Other air pollution** will not be expended providing savings of \$ 1,500.

**17 PUBLIC HEALTH AND HOUSING** (budget \$96,500; projected \$80,200; **UNDER BUDGET \$16,300**)

- This section is projected to end the year **under budget \$16,300**, as accrual for the prior year exceeded the actual prior year's invoicing from the Province.

**18, 19 ENVIRONMENTAL DEVELOPMENT** (budget \$643,500; projected \$638,200; **UNDER BUDGET \$5,300**)

Environmental Development expects to fall slightly under its budget.

- **Planning & zoning** is decreased **\$8,500**. Remuneration provides savings of \$5,700, as the Planning student was not hired this year. Office expenditures fall under budget \$2,800. Legal expenditures exceed budget by \$2,000 but is offset by \$4,800 in savings in Training, Supplies and Research drafting.
- **Environmental development- Community development section** will exceed budget by **\$16,200** mainly due to survey costs and PACE application expenditures.
- **Other Economic Development** will provide savings of **\$13,000** in the Tourism category (VIC savings due to COVID-19) and in Apple Blossom Festival account, as the Festival was cancelled this year due to COVID-19.

**20, 21, 22 RECREATION & CULTURAL** (budget \$1,370,100; projected \$1,336,000; **UNDER BUDGET \$34,100**)

This department is projected to be under budget by -2.5%.

- Administration – office expenditure is projecting **savings of \$5,000** in the Training account, as COVID has affected outside meetings/conferences.
- “Programmes” are projected **exceed budget by \$21,700**. Savings are found in Canada Cup event account offset by increases in Pool, Day camp and Multi-sport camp. (Federal funding is recorded in Conditional transfers to offset summer staff wages - \$10,500).
- “Other- Parks Division” will provide **savings of \$10,000** as the horticulturalist was not on staff and “Tree plantings” account has not been expended this year.

- “Recreation Facilities” (overall) are projected **under budget by \$31,700**. Segments under budget include Swimming pool, Tennis Courts and most Parks and playground accounts, due to COVID-19 gathering protocols.
- Cultural provides **savings of \$9,100**. Library operations falls short of budget by \$3,200, as the Kentville Library was closed during the first wave of the pandemic. Branch-regional library provides savings of \$5,900, as the Regional Library did not bill out its proposed increase.

**23 EDUCATION** (budget \$1,536,000; projected \$1,536,000)

This section is expected to meet its budget.

**24 FINANCING AND TRANSFERS (expenditure portion)** (budget \$1,557,200; projected \$1,557,200)

This section is expected to meet its budget.



# Town of Kentville Operating Fund -20/21

October 31, 2020

Revenue	Budget Amount	Projected	% over (under)
<b>2 TAXES</b>			
Assessable Property	9,809,700	9,771,100	-0.4%
Special Assessments	6,800	4,900	-27.9%
Business Property	38,500	38,600	0.3%
Other	-	-	0.0%
	<u>9,855,000</u>	<u>9,814,600</u>	-0.4%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
Federal and Agencies	396,300	418,000	5.5%
Provincial and Agencies	182,600	182,600	0.0%
	<u>578,900</u>	<u>600,600</u>	3.7%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
Provincial government	118,000	118,000	0.0%
Local government	110,400	90,900	-17.7%
	<u>228,400</u>	<u>208,900</u>	-8.5%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,108,100</u>	<u>1,038,700</u>	-6.3%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	31,100	-17.7%
Rentals	361,800	313,100	-13.5%
Interest	95,000	85,000	-10.5%
Return on investment	630,000	630,000	0.0%
Other	44,100	53,000	20.2%
	<u>1,168,700</u>	<u>1,112,200</u>	-4.8%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>224,200</u>	<u>222,800</u>	-0.6%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>125,800</u>	<u>152,700</u>	21.4%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	191,500	239,300	25.0%
	<u>191,500</u>	<u>239,300</u>	25.0%
<b>TOTAL REVENUE</b>	<u>13,480,600</u>	<u>13,389,800</u>	-0.7%

Town of Kentville Operating  
Fund -20/21

October 31, 2020

Expenditures		Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>				
9	Legislative	287,500	271,400	-5.6%
10	General Administration	1,362,800	1,461,900	7.3%
		<u>1,650,300</u>	<u>1,733,300</u>	5.0%
<b>PROTECTIVE SERVICES</b>				
11	Police- Core program	2,383,900	2,404,200	0.9%
11-1	Police- Sales of service	148,200	132,500	-10.6%
11-2	Law enforcement	224,600	187,600	-16.5%
12	Fire protection	890,300	865,100	-2.8%
13	Protective services- debt charge	15,300	15,300	0.0%
13	Emergency measures & other	161,300	164,500	2.0%
		<u>3,823,600</u>	<u>3,769,200</u>	-1.4%
<b>TRANSPORTATION SERVICES</b>				
14	Common services	965,700	967,500	0.2%
15	Road transportation	789,300	789,300	0.0%
15	Public transit	225,500	233,500	3.5%
15	Transport- debt charges	66,300	66,300	0.0%
15	Other transportation	96,800	96,800	0.0%
		<u>2,143,600</u>	<u>2,153,400</u>	0.5%
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
16	Solid waste collection and recycling	659,800	666,700	1.0%
<b>PUBLIC HEALTH</b>				
17	Public health and housing	96,500	80,200	-16.9%
<b>ENVIRONMENTAL DEVELOPMENT</b>				
18	Planning and zoning	244,500	236,000	-3.5%
19	Other community development	399,000	402,200	0.8%
		<u>643,500</u>	<u>638,200</u>	-0.8%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	506,400	501,400	-1.0%
21	-Programmes & other	83,800	95,500	14.0%
22	-Facilities	609,200	577,500	-5.2%
22	-Recreation- Debt charges	37,000	37,000	0.0%
22	Cultural	133,700	124,600	-6.8%
		<u>1,370,100</u>	<u>1,336,000</u>	-2.5%
23	<b>EDUCATION</b>	<u>1,536,000</u>	<u>1,536,000</u>	0.0%
<b>FINANCING AND TRANSFERS</b>				
24	Debt charges (principal)	928,300	928,300	0.0%
24	Transfers to allowances and reserves	628,900	628,900	0.0%
		<u>1,557,200</u>	<u>1,557,200</u>	0.0%
<b>TOTAL EXPENDITURE</b>		<u>13,480,600</u>	<u>13,470,200</u>	-0.1%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>(80,400)</u>	-0.6%

# Town of Kentville Operating Fund -20/21

October 31, 2020

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
Residential	6,170,900	6,143,300
Commercial property	2,066,400	2,052,900
Commercial-Industrial Park	719,800	747,500
Resource-Taxable assessments	43,900	43,900
Resource-Forest under 50,000 acres	100	100
	<u>9,001,100</u>	<u>8,987,700</u>
Fire Area Rate (KVFD)	198,400	198,400
Fire Protection Area Rate (Hydrant)	496,400	471,200
	<u>694,800</u>	<u>669,600</u>
Economic development levy	113,800	113,800
	<u>9,809,700</u>	<u>9,771,100</u>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	6,800	4,900
	<u>6,800</u>	<u>4,900</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	38,000	38,000
Assessment Act- Farm property acreage	500	600
	<u>38,500</u>	<u>38,600</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,855,000</u>	<u>9,814,600</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(40,400)</u>

# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Revenue	Budget Amount	Projected
<b>PAYMENTS IN LIEU OF TAXES</b>		
<b>Federal Government- R</b>	396,300	418,000
<b>Province</b>		
Province- Research Station R	16,600	16,600
Province- River Street R	37,000	37,000
Province- Cornwallis Street R	2,900	2,900
Province- 77 Cornwallis Street R	126,100	126,100
	182,600	182,600
	578,900	600,600
<b>OVER BUDGET (UNDER BUDGET)</b>		21,700

# Town of Kentville Operating Fund -20/21

October 31, 2020

Revenue	Budget Amount	Projected
<b>SERVICES PROVIDED TO OTHER GOVERNMENTS</b>		
<b>Provincial government</b>		
Protective services-secondment	118,000	118,000
<b>Local government</b>		
Kings County- Recreation	50,000	50,000
Kings County- Transportation	19,900	400
Kings County-Cultural	40,500	40,500
	110,400	90,900
	228,400	208,900
<b>OVER BUDGET (UNDER BUDGET)</b>		(19,500)



# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Revenue	Budget Amount	Projected
<b>SALES OF SERVICES</b>		
Own agencies and property owner		
General Administration	119,200	119,200
General Administration- Finance	38,500	38,500
Protection-Police	575,000	500,000
Public works- Administration	140,000	140,000
- Operations	25,000	25,000
- Water	120,000	120,000
- Sanitary Sewer	80,000	80,000
- Capital	6,000	6,000
- Street Sweeper	-	-
Recreation- capital	-	5,600
Recreation- sales	4,400	4,400
	<b>1,108,100</b>	<b>1,038,700</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(69,400)</b>

# Town of Kentville Operating Fund -20/21

October 31, 2020

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	100
Police		
Fines- Provincial Court	25,000	25,000
Law enforcement		
Licenses	2,000	2,000
Parking tickets	8,000	2,000
Emergency Measures		
Animal licenses	1,700	1,000
Planning		
Permits	1,000	1,000
	37,800	31,100
<b>Rentals</b>		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,400	5,400
Cell Tower- Eastlink	5,000	5,000
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	10,000	14,700
Rental- VIA Rail building	1,000	1,000
Rental- Calkin building	34,400	14,000
Rental-Lions Club building	6,000	6,000
Recreation		
Fields	10,000	1,000
Recreation Centre	5,000	4,000
Pool	400	-
HUB building	100	-
Arena	272,500	250,000
	361,800	313,100
Interest	95,000	85,000
Return on investments	630,000	630,000
Miscellaneous-General	44,100	44,100
Miscellaneous-Police		
Miscellaneous- Recreation	-	8,900
	1,168,700	1,112,200
<b>OVER BUDGET (UNDER BUDGET)</b>		(56,500)



# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Revenue	Budget Amount	Projected
<b>UNCONDITIONAL TRANSFERS</b>		
<b>Province</b>		
Department of Municipal Affairs		
Municipal Finance Capacity Grant	167,800	167,800
NS Power Inc. (HST rebate)	48,000	46,600
NS Power Inc. grant	8,400	8,400
	224,200	222,800
<b>OVER BUDGET (UNDER BUDGET)</b>		(1,400)

# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Revenue	Budget Amount	Projected
<b>CONDITIONAL TRANSFERS</b>		
<b>Federal</b>		
Canada Summer Jobs	-	10,500
Canadian Parks & Recreation Assoc.	800	800
	800	11,300
<b>Province</b>		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		
Province- Efficiency Nova Scotia		15,000
Province- Recreation	25,000	25,000
Province- Dept of Communities, Culture, Heritage		1,400
<b>Other</b>		
Recreation Nova Scotia		-
TIANS (re VIC)		-
	125,000	141,400
	125,800	152,700
<b>OVER BUDGET (UNDER BUDGET)</b>		26,900

# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>LEGISLATIVE</b>		
<b>Mayor</b>		
Remuneration	47,000	47,000
Expenses	7,000	2,500
<b>Legislative benefits</b>		
CPP	8,100	8,100
Group insurance	3,700	3,700
<b>Council</b>		
Remuneration	155,400	155,400
Expenses	6,300	6,300
Expenses- Andrew	3,000	300
Expenses- Bolland	3,000	(200)
Expenses- Gerrard	3,000	1,000
Expenses- Maxwell	3,000	1,000
Expenses- Pulsifer	3,000	300
Expenses- Savage	3,000	1,000
Expenses-Huntley		1,000
Expenses-Yorke		1,000
Expenses- Zebian		1,000
<b>Other</b>		
Other meeting expenditures	2,000	2,000
Election	40,000	40,000
	<b>287,500</b>	<b>271,400</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(16,100)</b>

# Town of Kentville Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	532,900	525,500
Benefits 121-22-02X	95,200	95,200
<b>Office Expenditures</b>		
Legal and audit	23,700	74,400
Consulting	-	67,000
Advertising and promotion	5,600	5,600
Expenses- CAO	10,000	1,100
Convention and travel	5,000	5,000
Training	2,000	2,000
Dues and fees	8,000	8,000
Insurance	20,600	20,600
Postage	11,000	11,000
Stationery and office supplies	16,000	16,000
Communications	23,000	23,000
Equipment lease	4,000	4,000
External collection expenditure	500	500
Other administration	20,000	20,000
Bank charges	9,000	9,000
	<b>158,400</b>	<b>267,200</b>
<b>Information Technology</b>		
Administration	86,100	86,100
Operations	95,900	95,900
Special projects	26,500	26,500
	<b>208,500</b>	<b>208,500</b>



# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-OXX	101,500	101,500
Various building 121-26..27-OXX	24,200	24,200
	125,700	125,700
<b>Debt Charges</b>		
Debenture interest	4,200	4,200
Term loan interest	-	-
Debenture discount	6,200	6,200
	10,400	10,400
<b>Programmes</b>		
Reduced taxes- Section 69/69A	13,300	11,300
Reduced taxes- Section 71	53,000	52,700
Grant - Contingency	7,000	7,000
Assessment Services	91,200	91,200
	164,500	162,200
<b>Valuation Allowances</b>		
Accrued sick leave	65,000	65,000
Other doubtful A/R	2,200	2,200
	67,200	67,200
<b>TOTAL GENERAL ADMINISTRATION</b>	1,362,800	1,461,900
<b>OVER BUDGET (UNDER BUDGET)</b>		99,100

Town of Kentville  
Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
Remuneration- Administration	336,100	347,600
Remuneration- Sergeant	373,100	382,800
Remuneration-Constable	802,400	805,000
"Stat" pay	33,000	33,000
"M" time pay	5,000	5,000
Overtime-Sergeant	16,000	16,000
Overtime-Constable	35,000	35,000
Secondment	99,400	102,200
	1,700,000	1,726,600
<b>Benefits 122-12-02X</b>	291,600	291,600
<b>Internal allocation 122-13-010</b>	-	-
<b>Office Expenditures</b>		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,500	1,000
Director's expenses	9,500	7,500
Inspector's expenses	1,500	1,000
Training	20,000	20,000
Auxiliary program	3,000	3,000
Insurance-liability/E&O	27,700	28,400
Office expense & supplies	12,000	12,000
Telephone	26,000	26,000
Equipment rental	4,000	4,000
Other expenditure	12,000	15,000
	119,400	119,100
<b>Occupancy-Police Building</b>		
Insurance	1,800	1,800
Heat	7,500	7,500
Electricity	12,000	12,000
Water/sewer	2,200	2,200
Maintenance- Other costs	30,000	30,000
	53,500	53,500
<b>Operations-Communication</b>		
Communications	86,000	86,000
Radio license	3,600	3,600
Maintenance	3,000	3,000
	92,600	92,600

# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	22,500	22,500
<b>Operations-Vehicle</b>		
Insurance	7,800	7,800
Gasoline	28,000	28,000
Operations & maintenance	20,000	20,000
	55,800	55,800
<b>Operations-Programmes</b>		
Special projects	5,000	5,000
Crime prevention/community relations	3,500	2,500
Custody and detention of prisoners	40,000	35,000
	48,500	42,500
<b>TOTAL POLICE PROTECTION</b>	2,383,900	2,404,200
<b>OVER BUDGET (UNDER BUDGET)</b>		20,300
	-	
<b>TOTAL POLICE PROTECTION (carried forward)</b>	2,383,900	2,404,200
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	118,000	118,000
Fines and fees- Province	25,000	25,000
Law enforcement- Province	100,000	100,000
Transfer from Operating Reserve- APA	-	47,600
<b>TOTAL POLICE PROTECTION REVENUE</b>	243,000	290,600
<b>NET POLICE PROTECTION</b>	2,140,900	2,113,600
<b>SALES OF SERVICE EXPENSE</b>		
Remuneration	79,500	79,500
Remuneration Part time	48,000	40,000
Benefits	20,700	18,000
Internal allocation		(5,000)
	148,200	132,500
<b>NET SALES OF SERVICES</b>		(15,700)
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	575,000	500,000
<b>NET SALES OF SERVICES</b>		(367,500)

# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	84,900	84,900
<b>OTHER</b>		
Prosecution	10,200	7,700
Legal	40,000	15,000
Other-Crossing guards	25,400	20,000
Parking enforcement officer	64,100	60,000
	139,700	102,700
<b>TOTAL LAW ENFORCEMENT</b>	<b>224,600</b>	<b>187,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(37,000)</b>
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	2,000	2,000
Parking Tickets	8,000	2,000
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	<b>10,000</b>	<b>4,000</b>
<b>NET LAW ENFORCEMENT</b>	<b>214,600</b>	<b>183,600</b>



# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>FIRE PROTECTION</b>		
<b>FIRE FIGHTING</b>		
Transfer to KVFD- Area rate	198,400	198,400
Transfer to KVFD-Operating	195,500	195,500
<b>TOTAL FIRE FIGHTING</b>	<b>393,900</b>	<b>393,900</b>
<b>SURPLUS (DEFICIT)</b>		<b>-</b>
<b>WATER SUPPLY AND HYDRANTS</b>		
Water supply & hydrants	496,400	471,200
<b>SURPLUS (DEFICIT)</b>		<b>(25,200)</b>
<b>TOTAL FIRE PROTECTION</b>	<b>890,300</b>	<b>865,100</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(25,200)</b>
	40,000	

# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debenture interest	15,300	15,300
Term loan interest	-	
<b>TOTAL DEBT CHARGES</b>	15,300	15,300
<b>OVER BUDGET (UNDER BUDGET)</b>		-
<b>EMERGENCY MEASURES</b>		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,000
Emergency control-wages	300	1,200
Emergency control-M & S	100	2,400
911 System	18,000	18,000
	32,300	35,500
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	12,000
Building inspection	48,500	48,500
Occupational Health & Safety	10,000	10,000
Fire inspection	58,500	58,500
	129,000	129,000
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	161,300	164,500
<b>OVER BUDGET (UNDER BUDGET)</b>		3,200

# Town of Kentville Operating Fund - 20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
Administrative	241,700	255,000
Work crew	486,500	473,200
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	<u>840,200</u>	<u>840,200</u>
<b>Benefits 123-12-02X</b>	<u>214,200</u>	<u>214,200</u>
<b>Internal allocation 123-13-010</b>	<u>(505,700)</u>	<u>(505,700)</u>
<b>Office Expenditures</b>		
Professional/engineering	-	300
Professional studies	5,000	5,000
Director's Expenditure	5,000	2,400
Training	10,000	10,000
Insurance-liability/ E & O	26,400	30,500
Office supplies	2,800	2,800
Telephone	7,000	7,000
Other administration	1,700	1,700
	<u>57,900</u>	<u>59,700</u>
<b>Occupancy-Public Works building 123-15-0XX</b>	<u>39,600</u>	<u>39,600</u>
<b>Operations-Communications</b>		
Communication	<u>3,500</u>	<u>3,500</u>
<b>Operations-Vehicles and equipment</b>		
Wages-repairs	60,000	60,000
Insurance	10,000	10,000
Lease of equipment	50,500	50,500
Gasoline/diesel	55,000	55,000
External equipment repairs	32,000	32,000
Equipment parts	75,000	75,000
Equipment supplies	25,000	25,000
Small tools and equipment	8,500	8,500
	<u>316,000</u>	<u>316,000</u>
<b>TOTAL COMMON SERVICES</b>	<u>965,700</u>	<u>967,500</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>1,800</u>

# Town of Kentville Operating Fund - 20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
Street repairs	110,000	110,000
Sidewalk repairs	15,000	15,000
Storm sewer maintenance	75,000	75,000
Street cleaning	27,000	27,000
Snow and ice removal	295,000	295,000
Street lighting	156,000	156,000
Traffic services	59,800	59,800
Parking and other	51,500	51,500
<b>TOTAL ROAD TRANSPORTATION</b>	<b>789,300</b>	<b>789,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	210,300	218,400
Kings Point to Point	15,200	15,100
<b>TOTAL PUBLIC TRANSIT</b>	<b>225,500</b>	<b>233,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>8,000</b>
<b>DEBT CHARGES</b>	<b>66,300</b>	<b>66,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	25,000	25,000
Outside work-KWC	71,800	71,800
<b>TOTAL OTHER TRANSPORT</b>	<b>96,800</b>	<b>96,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>



# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL HEALTH SERVICES</b>		
<b>SEWAGE COLLECTION AND DISPOSAL</b>		
Cost recovered by user fee based on consumption or contract.		
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
<b>SOLID WASTE COLLECTION &amp; DISPOSAL</b>		
Collection		
Wages	30,800	30,800
Tipping fees	6,300	6,300
Material and supplies	2,000	2,000
	39,100	39,100
Landfill		
Landfill contract-Kings Co.	8,000	8,000
Valley Region Solid Waste-Resource Management Authority	611,200	619,600
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	658,300	666,700
<b>OTHER AIR POLLUTION</b>		
Other air pollution	1,500	-
<b>TOTAL</b>	659,800	666,700
<b>OVER BUDGET (UNDER BUDGET)</b>		6,900

# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>PUBLIC HEALTH AND WELFARE</b>		
<b>Provincial</b>		
<b>Housing</b>		
Deficit of Housing Nova Scotia	90,000	73,700
<b>OTHER PUBLIC HEALTH</b>		
Chrysalis House	-	-
Kings Volunteer Resource Centre	1,000	1,000
Canadian Mental Health Association	-	-
Kings County Family Resource Centre	2,000	2,000
Kings County Senior Safety Council	2,500	2,500
New Horizon's Seniors Club	1,000	1,000
	6,500	6,500
<b>TOTAL PUBLIC HEALTH</b>	<b>96,500</b>	<b>80,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(16,300)</b>

# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration Administrative	179,600	173,900
<b>Benefits 126-12-02X</b>	25,700	25,700
<b>Office Expenditures</b>		
Legal	10,000	12,000
Committee honoraria		-
Committee meeting expenditure	100	-
Advertising and promotion	700	700
Expenditures-Director	4,500	4,500
Training and development	4,000	800
Insurance	7,300	7,300
Office supplies	3,000	2,500
Telephone	2,500	2,500
Equipment lease	1,000	1,000
Research drafting, mapping and GIS	5,000	4,000
Registration legal documents	100	100
Miscellaneous	1,000	1,000
	39,200	36,400
<b>TOTAL PLANNING AND ZONING</b>	244,500	236,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(8,500)

# Town of Kentville Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	29,000	29,000
Transfer for economic development	88,800	88,800
Community economic development	4,300	5,100
Development studies	3,000	1,000
Survey costs	1,000	2,500
PACE expenditure	5,000	20,900
Kentville Futures & Lions Club operating costs	11,500	11,500
	24,800	41,000
	142,600	158,800
<b>OVER BUDGET (UNDER BUDGET)</b>		16,200
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	6,500
<b>DEBT CHARGES</b>	36,900	36,900
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	75,200	75,200
CED Office	8,000	8,000
	83,200	83,200
<b>Tourism</b>		
Tourism	26,800	15,300
<b>Promotions</b>		
Promotions	101,000	101,000
<b>Other</b>		
Apple Blossom Festival	2,000	500
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	213,000	200,000
<b>OVER BUDGET (UNDER BUDGET)</b>		(13,000)



# Town of Kentville Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
Remuneration		
Salaries	351,500	351,500
Benefits 127-12-02X	80,200	80,200
Internal allocation 127-13-010	(48,800)	(48,800)
<b>Office Expenditures</b>		
Legal fees	4,000	4,000
Professional fees	5,000	5,000
Committee meeting expenditure	4,000	4,000
Promotion and publicity	4,000	4,000
Expenses-Director	6,500	6,500
Training	10,500	5,500
Insurance	12,800	12,800
Office supplies	4,000	4,000
Materials and supplies	2,500	2,500
Communication	12,000	12,000
Equipment lease	3,000	3,000
Other	7,500	7,500
	<u>75,800</u>	<u>70,800</u>
<b>Vehicles and equipment</b>		
Insurance	5,800	5,800
Lease of equipment	14,600	14,600
Gasoline	8,300	8,300
Operations and maintenance	19,000	19,000
	<u>47,700</u>	<u>47,700</u>
<b>TOTAL ADMINISTRATION-RECREATION</b>	<u>506,400</u>	<u>501,400</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>(5,000)</u>

# Town of Kentville

## Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	8,500	8,500
Swimming pool 127-22-0XX	-	300
Day camp 127-23-0XX	5,500	18,700
Multi-sport camp 127-24-0XX	1,800	12,500
Other programmes 127-25-0XX	10,000	10,000
Community events 127-26-0XX	13,000	13,000
Canada Cup event 127-26-XXX	5,000	2,500
Spike fund 127-28-0XX	-	
<b>TOTAL RECREATION PROGRAMMES</b>	<b>43,800</b>	<b>65,500</b>
<b>OTHER</b>		
Parks division and trees 127-43-0XX	40,000	30,000
<b>TOTAL OTHER RECREATION</b>	<b>83,800</b>	<b>95,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>11,700</b>

# Town of Kentville Operating Fund -11/12

October 31, 2020

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
Recreation centre 127-41-0XX	45,400	45,400
Swimming pool 127-42-0XX	9,500	5,000
Hub building 127-42-070	-	-
Tennis courts 127-45-0XX	1,500	1,000
Other facility maintenance 127-46-065	15,600	15,600
Kentville arena 127-52-XXX	362,500	362,500
Parks and playgrounds - general 127-61-0XX	81,200	70,000
Memorial Park 127-62-0XX	51,000	46,000
Oakdene Park 127-63-0XX	1,000	1,000
Other parks (Park Division Spaces) 127-65-0XX	33,500	25,000
Other playgrounds 127-67-0XX	3,000	2,000
Rail corridor maintenance 127-69-0XX	5,000	4,000
<b>TOTAL RECREATION FACILITIES</b>	<b>609,200</b>	<b>577,500</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		(31,700)
<b>TOTAL DEBT CHARGES</b>	<b>37,000</b>	<b>37,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		-
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
Library - operations	86,900	83,700
Branch library 127-93-100	42,800	36,900
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant-Kentville Historical Society	2,000	2,000
<b>TOTAL CULTURAL</b>	<b>133,700</b>	<b>124,600</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		(9,100)

# Town of Kentville Operating Fund -20/21

October 31, 2020

Expenditure	Budget Amount	Projected
<b>EDUCATION</b>		
Appropriation to Regional School Board	<u>1,536,000</u>	<u>1,536,000</u>
<b>TOTAL APPROPRIATION</b>	<b><u>1,536,000</u></b>	<b><u>1,536,000</u></b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>0</u>



# Town of Kentville Operating Fund -20/21

October 31, 2020

Expenditures	Budget Amount	Projected
<b>FINANCING AND TRANSFERS</b>		
<b>PRINCIAL INSTALLMENT REQUIREMENTS</b>		
Debenture principal	928,300	928,300
Temporary financing- principal	-	-
	928,300	928,300
<b>TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES</b>		
To Operating reserve	99,800	99,800
To Capital Reserve fund	483,100	483,100
	582,900	582,900
To Capital fund- from operations	46,000	46,000
Total transfers to other funds	628,900	628,900
<b>TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES</b>		
From Operating reserve	(191,500)	(239,300)
From Capital Reserve fund	(191,500)	(239,300)
	(191,500)	(239,300)
<b>NET FINANCING AND TRANSFERS</b>	<b>1,365,700</b>	<b>1,317,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(47,800)</b>



# Memo

To: Brian Smith, Interim CAO  
From: Debra Crowell, Director of Finance  
Date: October 29, 2020

**Re: TOWN OF KENTVILLE GENERAL INSURANCE & RISK MANAGEMENT SERVICES- APRIL 1, 2021**

## **BACKGROUND**

On March 20, 2017, Kentville Town Council ratified the ***General Insurance & Risk Management Services*** recommendation sent forth from Council Advisory Committee earlier that month. **BFL Canada Risk and Insurance Inc.** was the successful firm & was awarded a four (4) year term beginning April 1, 2017. This appointment expires March 31, 2021.

Typically, the Town would release a ***Request for Proposals*** (RFP) document for General Insurance & Risk Management Services in early January 2021 for coverage April 1, 2021 and beyond.

## **DISCUSSION**

With the 20/21 renewal, the Town was informed that (globally) insurance buyers face upward pricing pressure across most lines of business stemming from a range of hazards such as *#Me Too* litigation, wildfires and increasing occurrence of class action lawsuits. In addition, record natural catastrophe losses over the past 3 years have made the past three years the costliest years for insurers.

In Canada, municipalities are seeing more weather-related losses, as the reality of climate change means more unpredictable and volatile weather patterns. Additionally, Canadian municipalities continue to be plagued by adverse claim trends in the municipal sector, increasing damage awards and class-action lawsuits. Our Liability premiums increased in 20/21 as a result of increased costs of claims settlement for Canadian municipalities and **adverse claims development for the Town.**

Presently the Town has several outstanding liability claims with our current provider, which must be disclosed as part of a Request for Proposal process. In addition, we do not know the extent to which the COVID-19 pandemic and other catastrophic environmental events this past year will affect the supply of municipal insurance.

Insurance companies for all sectors have put stricter rules in place regarding the amount and breadth of coverage they will provide and to which clients. Because the overall supply of insurance supply is reduced, the demand for insurer capacity is increasing and, as such, prices are elevating. In 2019 and 2020, insurance carriers have disappeared with JTL being purchased by Marsh and the Frank Cowan Company was purchased as part of an acquisition by Intact Insurance. It is not known how these transactions will affect the market.

Because of the above-noted uncertain facts, it may be prudent for the Town to extend its affiliation with **BFL Canada** for another year, at least until the effects of the COVID-19 pandemic have begun to stabilize.

**BFL Canada** is open to a continued relationship with the Town in 2021 and it does not anticipate issues as to the choice of limits values and types of coverage. Based on recent municipal renewals just booked by BFL, I am told that premiums have increased. BFL anticipates +10% on property including inflationary/value increases, 30-40% on the auto portion and 10-15% on liability. (However, who knows what the next few months will bring. We are in uncharted territory.)

Translating the *maximum* anticipated pricing increases to the Town's 2020/21 premium as an estimate, the net increase by fund could be as follows:

Town Operating:	+ \$24,200
Sanitary Sewer Operating:	+ \$2,300
Water Utility Operating:	+ \$3,900

## **RECOMMENDATION**

I recommend to Council Advisory Committee that the Town of Kentville extend its relationship with **BFL Canada** for General Insurance and Risk Management Services for one year- **April 1, 2021 to March 31, 2022.**



Programs and Operations		Highlights
Projects	<ul style="list-style-type: none"> <li>• 16 Development Permits Issued.</li>   <li>• 2 Zoning Certificates</li> <li>• 2 Subdivision applications</li> <li>• 4 Civic addressing updates/changes</li> </ul> <ul style="list-style-type: none"> <li>• <b>Ryan’s Park.</b> Engore have received their development permits for Ryan’s Park on the old KCA lands. For the new Councilors, I have attached graphics of the development, and a link to their website. <a href="http://www.ryanspark.ca">www.ryanspark.ca</a></li>   <li>• <b>Chrysalis House</b> is progressing well.</li>   <li>• <b>Miners Landing</b> development is progressing well. Due to limited accessible pedestrian access for residents to leave the property and walk to the crosswalk adjacent to Eves Hollow Park, a sidewalk has been installed.</li>   <li>• <b>River Street Lands</b> Planning staff requested an update from the potential buyers of the River street property adjacent to Shannex. As they continue with their due diligence, they “<i>remain very bullish about the site</i>” an indication of their commitment to making their proposal work.</li>   <li>• <b>Stonemount Retirement.</b> Stonemount Retirement Living representatives and their consultants have requested an application package for a proposed rezoning for property on the corner of Shyla Drive and Park Street across from the old Crow’s Nest Golf Course to build a senior’s facility. Depending</li> </ul>	<ul style="list-style-type: none"> <li>• building Valuation of \$2,898,500 for a year total of \$20,660,005.</li> </ul>



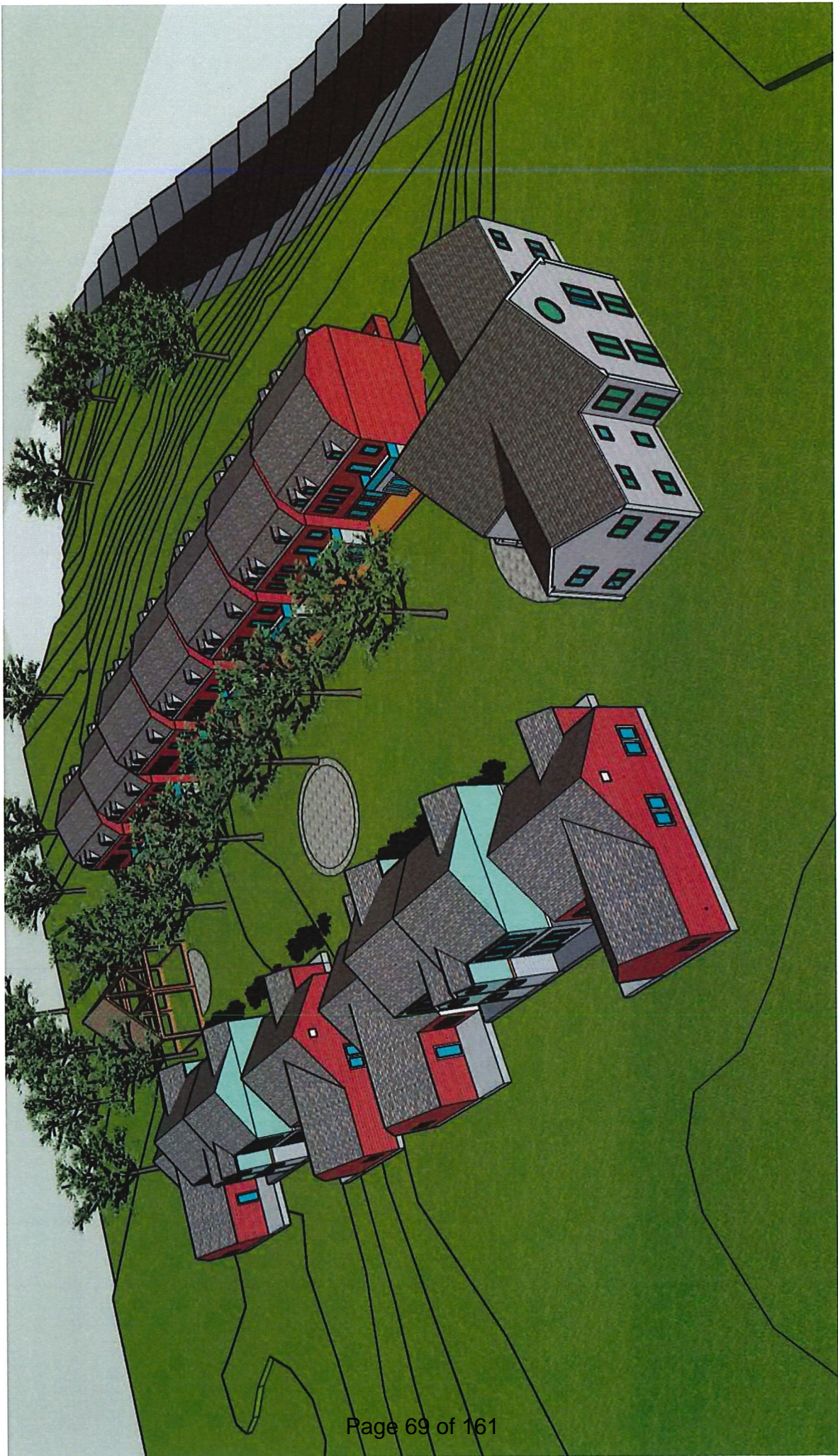
on when a completed application is received, Council may see a report in December. For those new Councilors who are unfamiliar with the proposal, you can view their presentation on the September 14, 2020 Council meeting on Facebook.

- **MacDougal Heights.** Staff are still waiting on the installation of streetlights for Parsons new subdivision in MacDougal Heights; and documentation from their engineers verifying that all services are in place in accordance with our Municipal Services and Specifications Standards.
- **Farmers Market.** Staff continue to work with the Farmers market to ensure covid19 compliance and social distancing within the Calkin Building.
- **Special Events Bylaw.** Staff sent out a survey to residents in accordance with the notification requirements of the Special Events Bylaw, Chapter 96, regarding a proposed increase in allowable events on the Healy property at 439 Prospect. The maximum number of events per year is 15. The property owner has requested an increase to allow 20 per year. A staff report will be submitted for December CAC.
- **Family Tire** Staff have been communicating with the owner of Family Tire regarding the replacement of their free-standing sign. The original sign had to be removed as part of the provincial bridge work. They would like to put the sign up on the old bridge approach, which is Town Land. Staff will continue to work with the owner in consultation with legal.
- Various mapping and GIS support continues for Community

	Development, Park and Recreation and Engineering Departments.	
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Emails – ongoing</li> <li>• Drop Ins – none due to Covid-19</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>	
<b>Meetings and Events</b>	<ul style="list-style-type: none"> <li>• Senior Admin meetings</li> <li>• Zoom meeting -Council meetings</li> <li>• Planning department meeting</li> <li>• Asset management workshop</li> </ul>	













# Activity Report

Planning & Development

October 2020



<i>PERMITS</i>	<i>PERMITS ISSUED</i> OCTOBER 2020		<i>PERMITS ISSUED</i> OCTOBER 2019	
	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>
<b>Number of Permits</b>	16	100	10	123
<b>Total Building Value (\$)</b>	2,898,500	20,660,005	289,113	19,066,974
<b>Permit Revenue (\$)</b>	5,337.34	23,530.15	744.91	24,699.06

# Permits Report

Planning & Development

October 2020



<b>Permit #: 3807</b>	<b>Permit Date:</b> 10/01/2020
<b>Value of Construction:</b> \$2,600.00	<b>Fee:</b> \$21.54
New Accessory Structure – Constructing a new front deck, deck area is approximately 35 sf.	

<b>Permit #: 3810</b>	<b>Permit Date:</b> 10/05/2020
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
Change of Tenant – Pre-Primary to After School Program (including Pre-Primaries)	

<b>Permit #: 3811</b>	<b>Permit Date:</b> 10/06/2020
<b>Value of Construction:</b> \$40,000.00	<b>Fee:</b> \$108.00
Renovations – Creating a new bathroom, moving the laundry plumbing, adding a dishwasher, and moving the kitchen sink, replacing all windows, and some walls are being adjusted/moved/entrances widened.	

<b>Permit #: 3809</b>	<b>Permit Date:</b> 10/06/2020
<b>Value of Construction:</b> \$15,000.00	<b>Fee:</b> \$53.00
Renovations – Renovating the basement to accommodate a 480 sf Ancillary Dwelling Unit and constructing a new entrance on the dwelling.	

<b>Permit #: 3812</b>	<b>Permit Date:</b> 10/08/2020
<b>Value of Construction:</b> \$5,000.00	<b>Fee:</b> \$50.00
Signage – Installing a 24” x 24” (4 sf) Wall Sign and a 72” x 36” (18 sf), 6’ tall Ground Sign.	

<b>Permit #: 3813</b>	<b>Permit Date:</b> 10/09/2020
<b>Value of Construction:</b> \$506,000.00	<b>Fee:</b> \$233.84
New Residential Construction – Constructing a 1,944 sf Clubhouse, consisting of storage units, a gym, lounge, offices and two guest suites.	

<b>Permit #: 3814</b>	<b>Permit Date:</b> 10/09/2020
<b>Value of Construction:</b> \$340,000.00	<b>Fee:</b> \$809.80
New Residential Construction – Constructing a 7,180 sf 4-Unit Townhouse	

<b>Permit #: 3815</b>	<b>Permit Date:</b> 10/09/2020
<b>Value of Construction:</b> \$340,000.00	<b>Fee:</b> \$809.80
New Residential Construction – Constructing a 7,180 sf 4-Unit Townhouse	
<b>Permit #: 3816</b>	<b>Permit Date:</b> 10/09/2020
<b>Value of Construction:</b> \$814,000.00	<b>Fee:</b> \$2,333.08
New Residential Construction – Constructing a 21,028 sf 14-Unit Townhouse	
<b>Permit #: 3808</b>	<b>Permit Date:</b> 10/08/2020
<b>Value of Construction:</b> \$400,000.00	<b>Fee:</b> \$389.60
New Residential Construction – Residential space is 3200 sf and garage space is 400 sf.	
<b>Permit #: 3817</b>	<b>Permit Date:</b> 10/13/2020
<b>Value of Construction:</b> \$36,000.00	<b>Fee:</b> \$54.50
New Accessory Construction – Constructing a 28' x 28' (784 sf) accessory building, 14' in height.	
<b>Permit #: 3818</b>	<b>Permit Date:</b> 10/21/2020
<b>Value of Construction:</b> \$318,000.00	<b>Fee:</b> \$187.64
New Residential Construction – Residential space is 1,364 sf and garage space is 400 sf.	
<b>Permit #: 3819</b>	<b>Permit Date:</b> 10/21/2020
<b>Value of Construction:</b> \$400.00	<b>Fee:</b> \$50.00
Signage – Installing a 2' x 8' (16 sf) Wall Sign.	
<b>Permit #: 3820</b>	<b>Permit Date:</b> 10/27/2020
<b>Value of Construction:</b> \$4,000.00	<b>Fee:</b> \$27.32
New Accessory Structure – Constructing a new deck, deck area is approximately 47.5 sf.	
<b>Permit #: 3821</b>	<b>Permit Date:</b> 10/28/2020
<b>Value of Construction:</b> \$75,000.00	<b>Fee:</b> \$185.00
Renovations – Renovating the basement to accommodate a 497 sf Ancillary Dwelling Unit with kitchenette and moving the laundry and replacing all windows on the dwelling, front/back/patio doors, all new bathroom fixtures and light fixtures.	



<b>Permit #: 3823</b>	<b>Permit Date: 10/30/2020</b>
<b>Value of Construction: \$2,500.00</b>	<b>Fee: \$24.22</b>
New Accessory Construction – Constructing a 8' x 12' deck on the front of the dwelling.	

<b>Total Value of Construction:</b>	<b>\$2,898,500.00</b>	<b>Total Permit Fees: \$5,337.34</b>
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<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"><li>• Pumpkin People were a great success in 2020 with many new folks writing and calling to find out more about them and how to get to Kentville. We will be looking at the metrics provided by our digital advertisers to determine how well the new digital marketing campaign preformed and in what specific areas. That data will be used to plan next year’s targeted advertising.</li><li>• New this year, we partnered with Valley Community Learning Association (VCLA) to deliver a family literacy activity related to Pumpkin People. “Fun with Folks Tales” encouraged families or friend groups to visit the Pumpkin People, find a scene without a storyboard, and write their own. We received minimal submissions, but all submissions were lovely. Winners are having their stories published both digitally and in print with the help of VCLA, and we plan to run this activity again in future years.</li><li>• The Special Projects video from KBC that has been on the docket for some time has been re-configured with a new story board. Shooting is complete, and the release date has been moved up as well. We anticipate this video to be out in advance of the Holiday event and shopping season kick off on November 20<sup>th</sup>.</li><li>• The CEDC continues to attend the Valley REN Business Supports Response Team meetings every other week and submit content when appropriate to the REN’s business newsletter.</li><li>• In person Radio spots on AVR each Tuesday morning have resumed, and we are thankful to our partners at MBS radio for affording us this opportunity to spread good news about Kentville to AVR listeners.</li><li>• We have ended the contract with Sirius XM for the music in Centre Square and have signed on with Stingray to provide the same service (but Canadian) in the Square.</li></ul>
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	<p>Our new player is on the way and will be loaded with 10 fresh channels plus one holiday channel. We chose a great variety of stations to showcase including one station that only plays content created by indigenous Canadian artists. Thanks to Reid’s Jewelers for hosting our player system for us in their store. Over the years, Reid’s staff have had to respond to our requests for anything from volume level adjustments to channel changes after hours. The new system will prevent store staff from having to respond after hours to calls about problems with the sound etc. The new system can be managed remotely by the CEDC.</p>
<p><b>Projects &amp; Beautification</b></p>	<ul style="list-style-type: none"> <li>• The Centre Square activation pilot project was successful over the summer with many folks taking advantage of the seating area during weekday lunches and afternoons. In addition to the 6 weeks of “Under the Gazebo” programming provided by KBC, we also had a number of community groups book and use the space for their own activities including live music, BBQ fundraisers, and group meetings. Trees are now in place, and parking curbs are on the way to mark individual spaces that abut the trees. The barricades will stay in place until our curbs arrive sometime within the next 2 weeks. An additional directional arrow is also required to indicate traffic flow in the lane closest to the gazebo.</li> <li>• We have pressed “pause” on the feedback collection survey (for now) related to the Centre Square Activation Project in order to avoid confusion with the survey work being completed currently for the accessibility project. A report including the collected feedback and a full review of the project will be provided to the CAO when complete for distribution. With the support of Council, plans for next year will (hopefully) include a longer activation period. We would like to begin earlier in the Spring and end a few weeks later in the Fall for a total activation period of 6 months (June-November inclusive).</li> <li>• Gateway signs are finished and are ready to ship! Our local contractor responsible for base installation has begun that work, 2 of 4 were in place at the time of this report. We will have all 4 gateways installed by the time holiday shopping in Kentville gets into full swing.</li> <li>• Corn Stalks are coming down and holiday beautification items are going up. We have received our large shipment of replacement pole items and have been able to increase</li> </ul>

	<p>slightly the overall number of poles that will get treatment this year. Some decorations may go up and be in place in advance of November 11<sup>th</sup> but holiday pole lights will not be turned on until after Remembrance Day as is our regular practice.</p>
<p><b>Tourism /events</b></p>	<ul style="list-style-type: none"> <li>• The annual Torchlight event will look very different this year but is going to be better than ever! Recreation + Economic Development + KBC are all working together on the planning and delivery of an amazing weekend full of Kentville centric holiday magic that will kick off on Friday November 20<sup>th</sup>. Without giving too much away before the plans are all set, the lineup of events and activities kicking off on Nov 20<sup>th</sup> include: <ul style="list-style-type: none"> <li>❖ a virtual live streamed countdown and tree lighting</li> <li>❖ a Pop-Up Holiday Market in the Calkin Building</li> <li>❖ Music and more in Centre Square</li> <li>❖ Santa visiting neighborhoods all over town via the town float</li> <li>❖ Holiday “treat tables” set up on Friday night hosted by 5 different local retailers downtown.</li> </ul> <p>The collaboration with KBC has been wonderful, marketing and promo planning are in the works now, stay tuned and plan to be there!</p> </li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Past President of KBC, Wade Tibbo has moved on from his role. Stepping into the position is former VP Paul Dixon. The Kentville Business Community (KBC) Board and its various sub committees continue to work on initiatives and programs that support and promote businesses in Kentville and are looking forward to the negotiation of a new funding agreement between now and March 2021.</li> <li>• Also from KBC – Long awaited shopping bags are here, and KBC is looking for the support of council to assist with rolling out this campaign. From KBC: <i>“The Plastic Bag Reduction Act is now in effect, which means shoppers will be relying even more on their re-useable bags. This is an opportune time to strengthen our #wearekentville brand, while also providing a re-useable bag option for Kentville shoppers. Kentville Business Community has 5,000 branded bags to give away! Kentville merchants will be given the opportunity to offer a free bag to shoppers who make a purchase at their store, and KBC will also be handing out bags on November 20th during the Late-Night Shopping party. We want our Councilors and Mayor to represent the town as well, so each of you will get a bag!”</i></li> </ul>



	<ul style="list-style-type: none"> <li>• The Mentoring Plus program coordinator Mike Cameron submitted his 2 weeks’ notice earlier this week. Mike is moving on to another job opportunity and his last day of work with Mentoring Plus will be November 13<sup>th</sup>. We thank Mike for his dedicated service during his short time with us and wish him well in his future endeavors.</li> <li>• The Town of Kentville supported a recent awareness campaign by the Valley Regional Hospital Foundation delivered by social media. “Harvest for Health” is an ongoing fundraising effort for the benefit of the Hospital Foundation and culminates with 4 Celebrity chef led cooking classes that individuals can participate in by purchasing tickets. We were happy and proud to support this initiative and encourage everyone to find out more and consider participating. More info can be found on the foundation website and social platforms as well as on the TOK website and Facebook.</li> </ul>
<p><b>Meetings and Events</b></p>	<p><b>OCT</b></p> <p>1 – Mentoring Plus coordinator weekly check in  3 – Pumpkin Supply Give Away  6 – Regular AVR Radio Spot  7 – Private call re: grant opportunity  8 – Meeting w/ Foundation personnel re: awareness campaign  13 – Regular AVR Radio Spot  14 – Business Supports Team meeting – Valley REN  14 – STORM  15 – Site visit gateway: NSCC Location  16 – Meeting w/coordinator re: Act Local -Valley REN  19 – On site visit Centre Square – tree planting day 1  19 – Torchlight Planning meeting (Rec + CEDC + KBC)  20 – regular AVR Radio Spot  21 – STORM  21 – Accessibility Plan discussion – Recreation Director  22 – Banner pick up – Centre Square  23 – Confidential call re: new business potential  23 – Paul Dixon -Incoming president KBC  26 – Harvest for Health draw #1 – Live  27 – AVR regular Radio Spot  28 – Business Supports Team meeting – Valley REN  28 – STORM  28 – Annapolis Valley Economic Development Officers group meeting – Valley REN</p> <p>Nov 2 – Mentoring Plus Executive Director call</p>

	Nov 2 – Harvest for Health draw reminder – Live
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**Respectfully Submitted,**  
**Lindsay Young,**  
**Community & Economic Development Coordinator**

Presented on November 9<sup>th</sup>, 2020  
Submitted by Rachel Bedingfield  
Director of Parks and Recreation

Facility Related	Facility re-opening:
	<ul style="list-style-type: none"><li data-bbox="526 512 1484 653">💡 The <b>Kentville Centennial Arena</b> continues to be in full swing and we are continuing to feel comfortable providing more and more access to the public, once proper COVID precautions have been put in place and confirmed.</li><li data-bbox="526 695 1484 905">💡 Canadian Women and Sport recently released data that shows that 60% of Nova Scotia Arena's allocated fewer than 10 hours a week for girls and women programming. The Kentville Centennial Arena is proud to provide 45% of our ice time allocated to female sport. We are also the only arena in the region that offers sledge hockey.</li><li data-bbox="526 947 1484 1115">💡 Our department recently received financial support from the Recreation Facility Association of Nova Scotia to purchase new helmets for our community to use during public skates. These helmets will not be available this season because of COVID restrictions.</li><li data-bbox="526 1157 1484 1325">💡 The <b>Kentville Recreation Center</b> is also continuing to open and is providing much needed space for programming, meetings, and gatherings. All COVID protocols that have been put in place seem to be working and staff are comfortable with moving forward with our re-opening plan.</li><li data-bbox="526 1367 1484 1440">💡 <b>New Horizon's Seniors Club</b> is now fully opened, with proper protocols in place as of October 1<sup>st</sup>.</li></ul> <p data-bbox="477 1482 711 1514"><b>Parks and trails:</b></p> <ul style="list-style-type: none"><li data-bbox="526 1556 1484 1724">💡 Our Parks Department is greatly reduced due to annual seasonal layoffs, and we are slowly closing our facilities for the winter season. We currently do not have the ability to keep any of our public washrooms open for the public throughout the winter months.</li></ul>

<p><b>Programs and Operations</b></p>	<p><b>Programs:</b></p> <ul style="list-style-type: none"> <li>💡 In partnership with the Town of Wolfville and local physicians we have offered 3 memory bootcamps. It is part of our continued partnership to support the prevention of memory loss.</li> <li>💡 All workshops and classes have now moved inside in the recreation center. In some cases, we have had to offer more classes to accommodate everyone who is interested and follow COVID protocols.</li> <li>💡 We have been working with the Credit Union Sport Complex on our safety plans. Indoor walking will be commencing around November 16<sup>th</sup>, along with our Mom’s in Motion program.</li> <li>💡 All afterschool programs are up and running and at full capacity.</li> </ul> <p><b>KCA School:</b></p> <ul style="list-style-type: none"> <li>💡 We are continuing to work with KCA School to develop a re-opening strategy to the KCA gymnasium. The recent provincial announcement has meant that community groups can access this facility, once proper protocols are in place. The Kentville Recreation Department schedules this facility on behalf of KCA school.</li> </ul>
<p><b>Capital Projects</b></p>	<ul style="list-style-type: none"> <li>💡 Memorial Park playground is now completed.</li> <li>💡 The Gazebo at Oakdene is under construction with still the roof and foundation to complete.</li> <li>💡 Work at the Gorge is now complete. This included trail repair and flood mitigation.</li> <li>💡 Mosquito ball field has been repaired.</li> <li>💡 Memorial Park facilities had their siding replaced.</li> <li>💡 The accessible playground piece has arrived. Installation will need to wait until the Spring as it is weather dependent to be able to install the turf.</li> <li>💡 Work is underway at the recreation center. The upstairs washrooms have been completed and we are now working on the downstairs washroom, making it completely accessible and</li> </ul>



	<p>updated. We will also be installing heat pumps in the upper and lower recreation centers.</p> <p>💡 We will be moving forward to the construction phase of the dog park in the coming weeks. Step one is ground preparation and water lines.</p>
<p><b>Public Engagement/Community Events</b></p>	<p><b>Harvest Festival</b></p> <p>💡 Harvest Festival was a complete success! This year we had the following activities:</p> <ul style="list-style-type: none"> <li>- <i>Photo Scavenger hunt</i>: we had 60 individuals/families participate and received 898 photo submissions! We received so many comments of how well loved this was and how people want to see it again.</li> <li>- <i>The Annual Pumpkin drop</i> at KCA school was on Friday October 30 – another great success!</li> <li>- <i>Yard Decorating Contest</i>: 10 yards entered the contest. We're always impressed by how creative our community is!!</li> <li>- <i>Pumpkin Carving Contest</i>: 7 entries for 12 and under and 10 entries for the adult category!</li> <li>- <i>Pumpkin Hunt</i>: The pumpkin hunt was a fun activity which we learned a lot from. 161 out of the 200 codes were entered. We learned that this community loves the parks and trails and almost all codes were entered on the first day – we may need a few more pumpkins for next year!</li> </ul> <p><b>Up and coming:</b></p> <p>💡 We are in the planning stages of “Santa Clause is Cruisin’ Through Town”, a new and improved version of Torchlight which will help everyone get to see Santa without leaving their yards</p>
<p><b>Meetings and Events</b></p>	<ul style="list-style-type: none"> <li>💡 Weekly Department Meetings</li> <li>💡 Weekly Senior Advisory Committee Meetings</li> <li>💡 Homeless No More</li> <li>💡 Canadian Parks Collective – Leadership Course</li> <li>💡 Harvest Festival</li> <li>💡 Inclusion and Access – RNS/CCH</li> <li>💡 Kentville Accessibility Committee</li> <li>💡 RNS- Strategic Planning</li> </ul>

	<ul style="list-style-type: none"> <li>💡 Dog Park Meeting</li> <li>💡 Kings County Youth</li> <li>💡 Regional Recreation</li> <li>💡 Council Advisory Committee</li> <li>💡 Re-Sport Meeting – Sport Nova Scotia</li> <li>💡 Kings County Active Transportation Plan</li> <li>💡 Warming Hut – Active Transportation/Accessibility</li> <li>💡 Labour Management</li> <li>💡 Multipurpose Facility Discussion – Wolfville, Kentville, Berwick, Kings County</li> </ul>
<p><b>Council Related</b></p>	<p><b>Council Priorities:</b></p> <ul style="list-style-type: none"> <li>💡 <i>Accessibility Committee:</i> Community consultation is underway, including in person meetings and a community survey.</li> </ul> <p><b>Items to Note:</b></p> <ul style="list-style-type: none"> <li>💡 Our department continues with RE-Sport, a subcommittee of the province and Sport Nova Scotia that looks for way to prototype different models to create more inclusive opportunities for sport participation. Together we are working on a project that we hope to launch in the Spring of 2021.</li> <li>💡 The Community Advisory Committee that will help lead the Parks and Recreation Department’s COVID Response research initiative in partnership with Acadia University and the University of New Brunswick has met twice now, and data collection is under way. The objective for this project is as follows:             <ol style="list-style-type: none"> <li>1. To explore the impact of the pandemic on rural, low-income mothers’ (including mothers who identity as Black, Indigenous, and People of Colour (BIPOC), or living with a disability) capacity to support their families’ wellbeing at different stages of the pandemic.</li> <li>2. To investigate the impacts, if any, of the recreation provisions provided by the Town of Kentville and other organizations on rural, low-income mothers’ (including mothers who identity as Black, Indigenous, and People of Colour (BIPOC), or living with a disability) capacity to facilitate their families’ leisure and the impact it has had to their wellbeing during various stages of the COVID-19 pandemic.</li> </ol> </li> </ul>

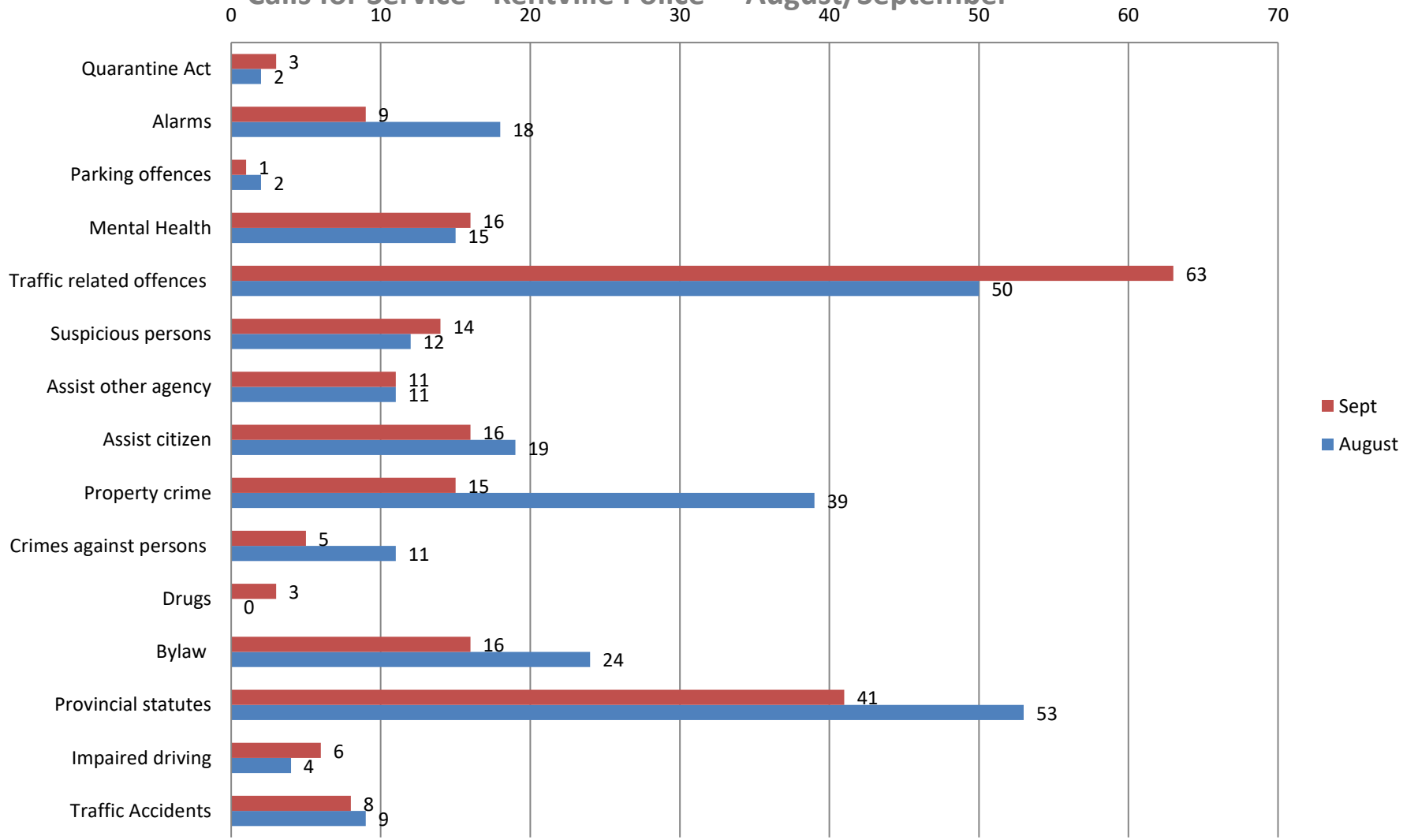
	<p>3. To examine the benefits and challenges of the collaboration between the TOKPRD and community-based, not for profit organizations that has supported the development and facilitation of recreation and leisure services for rural, low-income mothers (including mothers who identity as Black, Indigenous, and People of Colour (BIPOC), or living with a disability) and their families.</p>
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Administration	Time	August	Sept
	Auxiliary off. hours	54.5	63
	Training hours	0	64
	Veh. Cks 38's	133	199
	Warning tickets	32	28
	SOT Tickets	46	77
	Foot Patrol Hours	133	118
	CC Charges	14	10
	Calls for service	326	284
<b>Training</b>	<ul style="list-style-type: none"> <li>Sgt Goss &amp; Pick attended Use of Force trainer recertification at Atlantic Police Academy</li> </ul>		
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Sept 3 Police &amp; Mental Health teleconference</li> <li>Sept 3 - Ready Alert Meeting – Halifax</li> <li>Sept 11 – Covid 19 tests/vaccine teleconference</li> <li>Sept 15 – Design team meeting Halifax</li> <li>Sept 17/18 – NS Chiefs meeting in Truro</li> <li>Sept 22 – Restorative Justice gov. meeting</li> <li>Sept 23 – Police &amp; Mental Health teleconference</li> <li>Sept 24 – Ready Alert meeting – Halifax</li> <li>Sept 25 – Police Commission</li> <li>Sept 26 – Design team – Zoom call</li> <li>Sept 26 – Wortly report/street checks meeting – Halifax</li> <li>Sept 29 – Design Team announcement – Halifax</li> <li>Sept 30 – Digital evidence conference call.</li> </ul>		
<b>Staffing</b>	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>		



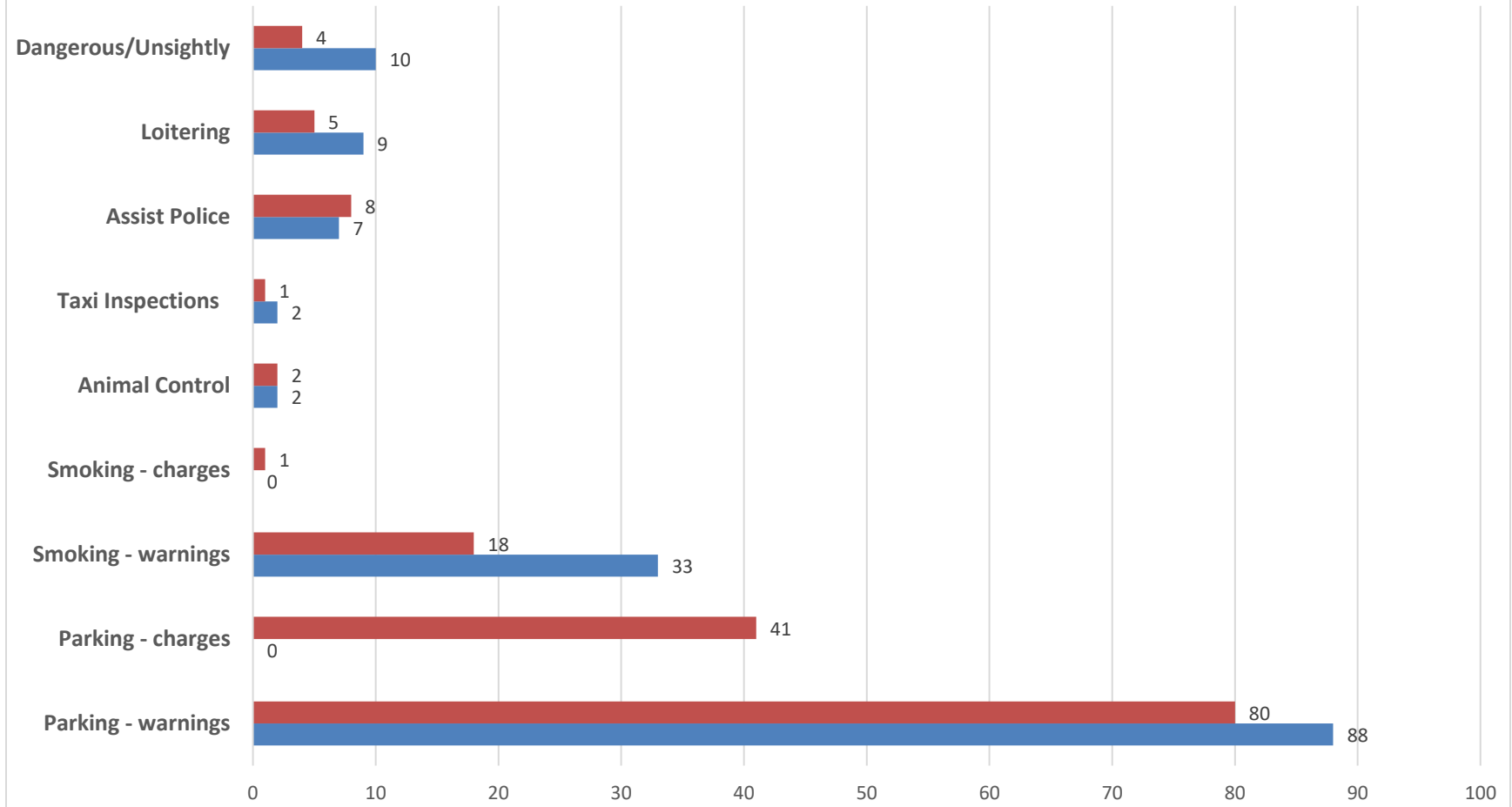
### Calls for Service - Kentville Police - August/September



August 326

Sept 278

## By-Law Report - August/September



August

Sept

Town of Kentville

Department of Engineering & Public Works

Report to CAC – November 9, 2020

Submitted by: Dave Bell, Director of Engineering & Public Works



<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>Meet weekly with Public Works crew to discuss ongoing works &amp; maintenance issues and talk daily with PW foremen to inform them of resident calls, concerns, or complaints.</li> </ul>	<p><b>Highlights</b></p>
<p><b>Programs and Operations</b></p>	<ul style="list-style-type: none"> <li>The New Bridge now has the top lift of asphalt and line painting is expected to be completed by November 6<sup>th</sup>. The majority of the work left to complete associated with this project includes such things as removal of the old bridge, cutting down &amp; sloping of the banks at the old bridge approaches and general clean-up.</li> </ul>	<p><b>Highlights</b></p> <p><b>Bridge Progress</b></p>
<p><b>Projects</b></p>	<p><b>Capital Works Projects</b></p> <ul style="list-style-type: none"> <li>The final component of Mid Valley Construction’s Capital Works Projects is the replacement of a section of failing retaining wall and sidewalk on East Main Street near Southview Avenue which is currently underway with an expected completion date of November 16, 2020.</li> <li>Howard Little Excavating’s Capital Works Projects are also nearing completion with just two projects remaining: curbing and paving on Condon Avenue and the completion of the Webster Street rebuild from Aberdeen to Jason’s Independent. Both projects are on schedule and expected to be completed by mid November.</li> <li>The sidewalk linking Miners Landing to the Trail and existing sidewalk system is now complete.</li> </ul>	<p><b>Highlights</b></p> <p><b>MVC Capital Works</b></p> <p><b>HLE Capital Works</b></p> <p><b>East End Sidewalk</b></p>









<b>Administration</b>	<ul style="list-style-type: none"> <li>• Weekly Senior Administration Committee meetings and weekly CAO Updates for Council and staff</li> <li>• Completed COVID related Human Resource Guidelines</li> <li>• Attended CUPE Labour Management Meeting October 28</li> </ul>	<b>Highlights</b> •
<b>Projects and Programs</b>	<ul style="list-style-type: none"> <li>• Work on CAO Recruitment, posting closes November 12, 2020.</li> </ul>	<b>Highlights</b> •
<b>Public Engagement</b>	<ul style="list-style-type: none"> <li>• Responding to inquiries regularly through email and phone.</li> </ul>	<b>Highlights</b> •
<b>Other</b>	<ul style="list-style-type: none"> <li>• Reviewing new Fire Inspection Services Agreement and revised Solid Waste Resources Bylaw</li> </ul>	<b>Highlights</b> •
<b>Meetings and Events</b>	<p>Nov. 14 Met with newly appointed KVFD Fire Chief Hamilton                  Nov. 15 Kings CAO's meeting on Intermunicipal Agreements (IMSA's)                  Oct. 22 First Council Orientation Workshop                  Nov. 3 Meeting with Kentville Museum about Lease Agreement                  Nov. 4 Second Council Orientation Workshop</p>	<b>Highlights</b>
<b>Council Related</b>	<ul style="list-style-type: none"> <li>• Transition from Existing to New Council October 28<sup>th</sup></li> <li>• Facilitating Council Orientation workshops over several weeks</li> </ul>	

**TO:** Mayor and Council

**SUBMITTED BY:** Communications Team

**DATE:** November 9, 2020

**SUBJECT:** Monthly Communications Report

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**BACKGROUND**

This Communications Report is a summary of strategic support issues and challenges that the Strategic Operations Relating to Media team (STORM) is working on; and a review of website activity and social media over the previous month.

**DISCUSSION**

- The communications team has been working on seemingly dozens of pumpkin related activities, contests, draws, and scavenger hunts. This year has seen incredible success with the Pumpkin People Festival, and with all the new events associated with this tradition. The team was also working hard on promoting voting for the municipal election through videos, cartoons, posters, and other means.
- Analytics from the website were collected from October 1 to October 31, 2020. Website activity was very high this month due to both the election and the Pumpkin People- almost double the previous months pageviews. The most popular pages on the website were the Pumpkin People Festival page and the election results page.
- The Facebook page grew by almost 200 likes this month- due to the Pumpkin People and the municipal election. The Town's most popular posts were related to pumpkin events but also road construction, and the election results.
- The Town Instagram page (thereal\_tok) currently has 1656 followers. Recent posts include a photo featuring an accessible picnic table under the Centre Square gazebo, pumpkin people displays and Jerome the graveyard ghost giving a ghost walk in Kentville.



**TO:** Council Advisory Committee  
**FROM:** Beverly Gentleman, Director of Planning and Development  
**DATE:** November 9, 2020  
**SUBJECT:** Special Events COVID-19 Amending Bylaw

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**ORIGIN**

Jess Healy has been promoting their family property at 439 Prospect Ave as a place to rent for special events such as weddings and other similar private gatherings, under the provisions of the Special Events Bylaw, Chapter 96 since 2016. One of the conditions of the Bylaw is limiting the use of the property to a maximum of 15 events per year.

COVID-19 put an incredible stain on the wedding industry and other special events and gatherings during the peak season of 2020. As a result, Healy Events have had to cancel most of their weddings during this time. In May 2020 Jess Healy submitted a letter requesting that Council approve adding 5 additional events for the 2021 year due to their loss of available dates during the 2020 year of COVID-19. Council did approve that her request, and now a bylaw amendment is required to confirm that decision (Please note there were other requests outlined in the letter that will be addressed in a separate report)

**ATTACHMENTS**

- Council meeting minutes May 25, 2020
- Letter of request from Healy Farms
- Resolution and Special Events Covid-19 Amending Bylaw

**DISCUSSION**

To facilitate this request, a new Bylaw is recommended that address the additional 5 events for the year 2021

**RECOMMENDATION**

**I recommend that CAC forward the proposed Resolution and Special Events COVID-19 Amending Bylaw Chapter 101 to Council for First Reading.**

- **Points of Discussion**

- Council should consider supporting commercial businesses to succeed through this pandemic.
- Mr. Murphy will take over responsibility for the property.

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cate Savage and seconded by Councillor John Pulsifer

**That Council approve the concept of use of public space to increase commercial space in principle.**

**MOTION CARRIED**

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

**8. NEW BUSINESS**

**(a) Valley Community Learning Association Request**

Councillor Andrew leaves the meeting due to a stated conflict of interest. Councillor Andrew withdrew from the discussion as a Conflict of Interest, by shutting off his audio and video, he remained in the Zoom meeting.

Mayor Snow reviewed the letter to Council outlining the VCLA interest in developing the property at 118 Oakdene Avenue in Kentville to support this organizations programs.

*Report Available*

- **Points of Discussion**

- Is this a zoning change or a development agreement? It would be an MPS and LUB site specific amendment. This is not a zoning change, but it would be an agreement with this group.
- The building offers many opportunities for this organization.

**RECOMMENDATION TO COUNCIL**

It was moved by Councillor Eric Bolland and seconded by Councillor Cate Savage

**That Council approve consideration and support of the necessary changes to the Land Use Bylaw and the Municipal Planning Strategy to facilitate the Valley Community Learning Association move of the adult learning centre to 118 Oakdene Avenue.**

**MOTION CARRIED**

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

*Councillor Andrew returns to the meeting*

**(b) Request for Amendment to Special Events Bylaw**

Mayor Snow reviewed the requests to amend the Special Events Bylaw, submitted by Jessica Healey. Ms. Healy would like to add 5 more special events annually (currently the Bylaw permits 15 events). If this is not permitted, she would like to move 5 events cancelled due to COVID-19 from 2020 to 2021. Finally, she would like to notify neighbours once a season rather than each event.



Report Available

#### RECOMMENDATION TO COUNCIL

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

**That Council approve an amendment to the Special Events Bylaw to carry over 5 2020 COVID-19 cancelled events to 2021,**

**And further that Council refer the request to amend the Bylaw for 20 events per year and one notification per season, to staff for a report detailing the effect on the neighbourhood and any remaining concerns.**

- **Points of Discussion**

- What would the “detailed report” include? Noise, traffic, calls to police, and other concerns from the surrounding neighbours. Have these concerns been addressed or are there still concerns in that neighbourhood?
- This is an amendment to a bylaw and must be advertised and given first and second reading. There could be several amendments to this bylaw.
- A public hearing would also be helpful in this request for the community.
- Would there be any impacts from the Stoneridge development to this property? There would be no impacts.
- This bylaw applies to all venues, if any there are any additional venues. Amendment to the bylaw will require first and second reading, public announcement and public hearing.
- The wording of Covid-19 should be used in the preamble but not in the bylaw itself. The bylaw could be amended to show an increase in special events in 2021 and a reduction in number of events thereafter.

#### AMENDMENT

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

**That Council approve an amendment to the Special Events Bylaw to permit 20 events in 2021. And further that Council refer the request to amend the Bylaw for 20 events per year and one notification per season, to staff for a report detailing the effect on the neighbourhood and any remaining concerns.**

#### MOTION CARRIED

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

- The amendment to the bylaw is going to provoke public discussion and engagement.

*Councillor Savage leaves the meeting*

*Councillor Savage returns to the meeting*

- Discussion about 1-2 amendments to the Special Events Bylaw
- Council can make this change but the new Council in October may change it back. It is not a contractual agreement with this property owner. If there are problems in the fall, the new Council could change the bylaw again.

#### RECOMMENDATION TO COUNCIL

It was moved by Councillor Cate Savage and seconded by Councillor Eric Bolland



354 Main Street  
Kentville, NS  
B4N 1K6

May 18, 2020

Good morning Mayor Snow and Town Council,

First of all and most importantly, I hope this letter finds you all safe and healthy during the ongoing global health crisis.

As mentioned in my previous email, I would like to have the Special Amendment bylaw reassessed and the following applied:

1. Special Amendments to allow an additional 5 weddings totalling 20 weddings per year.
2. Notify the neighbours of events at the beginning of the year instead of 7 days prior to every wedding.

In 2016, I requested an amendment to the Special Event bylaw. At that time I asked for a total of 30 events per year. I have listened to the neighbour's concerns and reduced that amount to an additional 5 weddings per season totalling 20 events per year.

If this request cannot be considered by the council on a permanent basis for the years moving forward, I would like to request a temporary amendment to the bylaw for the 2021 season. As mentioned previously, Healy farms and our clients have been affected by the COVID-19 pandemic. If passed by council, I will have the ability to carry over any cancelled dates due to the ongoing pandemic.

In the past there were concerns regarding noise levels, traffic and property values. Since our last meeting in 2016 I have worked to meet these concerns and incorporate a solution into my business plan.

I work closely with my clients to monitor noise levels prior to and during weddings. Every couple signs a contract agreeing that sound levels will not exceed 55 decibels. At each event I monitor and record sound readings with a sound decibel reader. I keep a record of all readings in an effort to demonstrate to the town and neighbours that we are within reasonable sound levels. In the past two years there have been two instances where the sound levels were slightly above the limit listed in our contract. In both instances our on site commissioner and/or myself addressed the issue immediately by working with the DJs to bring the sound and bass levels down.

Regarding traffic, I have encouraged my clients to use a transit system (such as renting a bus or shuttle service) to transport their guests to and from accommodations in the valley. While not every couple has chosen to use this recommendation, last year 46% of our weddings chose to use this type of transportation.

Finally, if you take a drive up Prospect Ave and around the Deerhaven subdivision, you will notice many new builds and sold properties from over the past few years. This is an indirect measure of property value but it does show the demand to live and build in this desirable neighbourhood remains strong. One might argue that a beautifully maintained farm in the heart of Kentville has had an uplifting effect on the curb appeal of the surrounding area.

Prior to every event, I give advance notice to neighbours within 500 feet of the property. My interactions with these neighbours have been overwhelmingly positive. Many have praised the above changes and have expressed that they have no ongoing issues with my business.

I have made it my top priority as a business owner to ease the concerns of the neighbours and will continue to work hard to co-exist peacefully moving forward.

Thank you for your time and stay safe.

Jessica Healy

# Kentville

**RESOLUTION RE: THE ADOPTION OF THE SPECIAL EVENTS COVID-19 AMENDING BYLAW TO ALLOW FIVE (5) ADDITIONAL SPECIAL EVENTS PER PROPERTY IN 2021**

**WHEREAS** the COVID-19 pandemic has significantly curtailed the opportunity for Special Events in the year 2020;

**AND WHEREAS** the Special Events Bylaw limits to 15 the total number of Special Events per year per property;

**AND WHEREAS** Council wishes to minimize the negative commercial effects of the pandemic;

**THEREFORE BE IT RESOLVED THAT** the Special Events Bylaw be amended by adopting the attached Special Events COVID-19 Amending By-law, Chapter 101

I hereby certify that this Resolution  
was adopted by Kentville Town Council on  
2021

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Town Clerk





**TOWN OF KENTVILLE BY-LAW  
CHAPTER 101  
SPECIAL EVENTS COVID-19 AMENDING BYLAW**

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**1.0 TITLE**

This by-law may be cited as the Special Events COVID-19 Amending By-law.

**2.0 AMENDMENT**

The Special Events By-Law is amended by inserting the following clause immediately following clause 5.9:

5.9A Notwithstanding clause 5.9, no more than 20 Special Events per property shall be permitted in the year 2021

**3.0 EFFECTIVE DATE**

This Bylaw will become effective upon publication.

**CLERK'S ANNOTATION FOR OFFICIAL BY-LAW BOOK**

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

\*Date of advertisement of Passage of By-Law:

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

I certify that this Special Events Bylaw Covid-19 Amending Bylaw, Chapter 101 was adopted by Council and published as indicated above.

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





**TO:** Council Advisory Committee

**FROM:** Beverly Gentleman, Director of Planning and Development

**DATE:** November 9, 2020

**SUBJECT:** Special Events Bylaw Amendment Request

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**ORIGIN**

Jess Healy and Stephen Healy were the impetus for Council adopting a Special Events Bylaw in 2015 to help them in their efforts to promote their property at 439 Prospect Ave as a space to host special events such as weddings and other similar private gatherings.

**BACKGROUND**

During their first year the property hosted 14 private weddings for folks from across North American and Europe. All the events, which were held between May and October, were a great success. So great, that demand for the following year doubled. Due to the increase in demand, the Healy's requested Council amend the bylaw to increase the number of events per year from 20 to 30. In addition, a less contentious request was to change the notification requirements to adjacent residents from 5 days before each event to once at the beginning of the season. On November 28, 2016 Council gave first reading to the proposed changes and in accordance with the Municipal Government Act (MGA) notice of Councils intent to consider second reading was published in a local newspaper. Prior to second reading on January 30, 2017 several emails and written submissions were received regarding the proposed changes. A synopsis of those comments is attached; the actual submissions can be found on the Council Website on January 30, 2017 Council Meeting.

Council discussed several issues during their deliberations on the amendments. At the conclusion of the meeting Second Reading of the proposed amendment was defeated, so the number of events remain at 15 per year.

**DISCUSSION**

On May 25, 2020 Council considered another request from the Healy's to:

- Amend the Special Events Bylaw to allow an additional 5 events each year;
- Change the notification requirements to adjacent property owners from at least 5 days prior to each event, to one notification at the beginning of the year; ( Legal review advised that there is no need to make any changes to the bylaw regarding the notification requirements

as requested, because there is nothing in the bylaw that would prevent any host from sending out one notice of all events.)

- If amending the bylaw to increase the annual events per year from 15 to 20 was denied, a special allowance to allow for 5 additional events for 2021 due to the impact of COVID-19 during 2020. (This issue has already been addressed with the consideration at CAC November 9, 2020 of the Special Events COVID-19 Amending Bylaw Chapter 101)

Considering the history of the property, staff in consultation with the CAO at the time, felt it was prudent to notify those residents subject to the notification requirements of the Special Events Bylaw directly. A letter and survey were sent out in August 2020.

14 Letters and a Survey were mailed out; 11 were returned.

Response	# of Responses	Adjusted Response	Comments
I agree with increasing the number of events to 20	4	2	2 Invalid - responses from the applicant/beneficiary
I do not agree with increasing the number of events to 20	3	3	
The number of events per year does not concern me either way	4	3	1 Invalid - name and civic address not filled out

<b>Total Number of Respondants</b>	<b>11</b>
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In addition, 4 emails were received, and are attached to this report

Kentville Police advised that since the Bylaw was adopted in 2015, 2 complaints against the property were received; 1 for a noise complaint in September 2018, and the second for a possible gun shot in February 2020.

#### ATTACHMENTS

- Letter of request for amendments
- Emails relating to recent request
- Synopsis of comments regarding amendments to the Special Events Bylaw January 2017

#### RECOMMENDATION

If it is Council Advisory Committees desire to approve the requested amendment, I recommend that CAC forward the proposed amendments to the Special Events Bylaw Chapter 96 to Council for First Reading. The specific amendment is set out in the following resolution:

**TOWN OF KENTVILLE**  
**AMENDMENTS TO**  
the  
**SPECIAL EVENTS BYLAW**

**“BE IT RESOLVED** that the Special Events Bylaw, Chapter 96 for the Town of Kentville be amended as follows:

Subsection 5.7 is amended by deleting the word “organizer” and replacing it with “Permit Holder”

Subsection 5.9 is amended by replacing 15 with 20.



354 Main Street  
Kentville, NS  
B4N 1K6

May 18, 2020

Good morning Mayor Snow and Town Council,

First of all and most importantly, I hope this letter finds you all safe and healthy during the ongoing global health crisis.

As mentioned in my previous email, I would like to have the Special Amendment bylaw reassessed and the following applied:

1. Special Amendments to allow an additional 5 weddings totalling 20 weddings per year.
2. Notify the neighbours of events at the beginning of the year instead of 7 days prior to every wedding.

In 2016, I requested an amendment to the Special Event bylaw. At that time I asked for a total of 30 events per year. I have listened to the neighbour's concerns and reduced that amount to an additional 5 weddings per season totalling 20 events per year.

If this request cannot be considered by the council on a permanent basis for the years moving forward, I would like to request a temporary amendment to the bylaw for the 2021 season. As mentioned previously, Healy farms and our clients have been affected by the COVID-19 pandemic. If passed by council, I will have the ability to carry over any cancelled dates due to the ongoing pandemic.

In the past there were concerns regarding noise levels, traffic and property values. Since our last meeting in 2016 I have worked to meet these concerns and incorporate a solution into my business plan.

I work closely with my clients to monitor noise levels prior to and during weddings. Every couple signs a contract agreeing that sound levels will not exceed 55 decibels. At each event I monitor and record sound readings with a sound decibel reader. I keep a record of all readings in an effort to demonstrate to the town and neighbours that we are within reasonable sound levels. In the past two years there have been two instances where the sound levels were slightly above the limit listed in our contract. In both instances our on site commissioner and/or myself addressed the issue immediately by working with the DJs to bring the sound and bass levels down.

Regarding traffic, I have encouraged my clients to use a transit system (such as renting a bus or shuttle service) to transport their guests to and from accommodations in the valley. While not every couple has chosen to use this recommendation, last year 46% of our weddings chose to use this type of transportation.

Finally, if you take a drive up Prospect Ave and around the Deerhaven subdivision, you will notice many new builds and sold properties from over the past few years. This is an indirect measure of property value but it does show the demand to live and build in this desirable neighbourhood remains strong. One might argue that a beautifully maintained farm in the heart of Kentville has had an uplifting effect on the curb appeal of the surrounding area.

Prior to every event, I give advance notice to neighbours within 500 feet of the property. My interactions with these neighbours have been overwhelmingly positive. Many have praised the above changes and have expressed that they have no ongoing issues with my business.

I have made it my top priority as a business owner to ease the concerns of the neighbours and will continue to work hard to co-exist peacefully moving forward.

Thank you for your time and stay safe.

Jessica Healy

## Beverly Gentleman

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**From:** Karen Adamson <Adamson.karen@outlook.com>  
**Sent:** Wednesday, August 12, 2020 9:58 AM  
**To:** Sandra Snow; Beverly Gentleman; Lynn Pulsifer  
**Subject:** Application for events increase

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

We were just informed of the receipt of a form letter stating that the Healy's are applying for an increase to their current allowance for events on Prospect Avenue. This form also includes a simple agree/disagree option for feedback. This was received by those properties that are required to be informed in advance of any and all events that are booked at the venue. Although we are not one of those particular properties we are the owners of and reside at property on Prospect Avenue (347) that is close to and directly affected by these events, both in sound/noise carry and the traffic created by them. So we would respectfully request that we be allowed to register our voices to say that we DO NOT agree to an increase to the currently held allowable for the number of events.

Regards, Michael and Karen Adamson

Sent from my iPad



## Beverly Gentleman

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**From:** Linda Durling <lindaddurling@hotmail.com>  
**Sent:** Monday, August 17, 2020 10:59 AM  
**To:** Beverly Gentleman; Sandra Snow  
**Subject:** Healey property at top of Prospect

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

I am writing to express my concern and disapproval about an application presented to Council regarding the Healey property at top of Prospect Avenue here in Kentville, specifically to increase the number of activities allowed to operate during the year.

Two years ago another application was made to Council asking for various extensions to an existing agreement - which to my mind should not have been approved in the first place; however, that is another topic for discussion. There was strong community representation from the Deer Haven/Prospect Avenue area present at the Council meeting on the date the vote was taken, and the community spokesperson expressed our concerns very intelligently to Council. When the vote was taken, the application was denied.

Now, two year later another application has been received by Council, but this area has not changed - it is still the lovely, quiet, residential neighborhood it was before, except when the Healey events take place. The same reason for disallowing the application two years ago still holds today. We do not want any more intrusion of people or noise than already, unfortunately, approved years ago - and how were they able to get that original application approved should be a topic for discussion.

I am not within the area who received notice of this application - just on the fringe, but I certainly hear the music/noise when an event is held and I see the strangers walk past my house.

No More Events Please!

Thank you, Linda Durling and Wayne Durling  
34 Deer Haven Drive  
Kentville, NS.

14 August 2020

Mayor Snow,

Members of Kentville Town Council:

I find myself compelled once again to write you regarding the Chapter 96: Special Events by-law. I am led to believe that application has been made to expand the provisions of this rule.

My opposition to this rule, as written, and any expansion of it remains resolute. Please allow me to be clear. I am not opposed to carefully governed NON COMMERCIAL Special Events hosted on residential property.

I will be brief and spare you all of my thoughts on this matter. Suffice to say, the fact that the town has a poorly crafted rule on the books that provides a financial benefit to one property at the expense of an entire subdivision is troubling. To date, I have attempted to be a good neighbour and have tolerated the noise and inconveniences of the commercial endeavours emanating from the property on Prospect Avenue. Repeated efforts to expand this blatantly unfair situation are simply unacceptable. I very much doubt that my patience will continue.

I have the **RIGHT** to the peaceful enjoyment of my property. That right has been enshrined by far higher authorities than any Town Council. No right exists for the commercial use of Residential land in the manner being conducted in this case and the subrogation of the rights of others.

My family and I will not live feeling that we have constantly to be on guard against those who wish to infringe on our rights and disturb our way of life.

Never hesitate to contact me should you require additional information or wish to discuss any issue.

Respectfully

A. T. Houston

20 Deer Haven Drive

Kentville, N.S.

B4N 0B9

Aug. 17, 2020  
362 Prospect Ave.  
Kentville, N.S.  
B4N 5R6  
902-678-9177

Mayor Sandra Snow  
and Town Councilors

I would like to address some of my concerns regarding Jean Hestep's request to increase the Special Events from 15 to 20 events.

The value of my property and all properties in the area will certainly decrease in value. 20 events will take up most of the weekend summer evenings. The traffic will certainly be increased, 2 days before the event and 2 days after. The dust from the dirt road is very bad now covering the windows, doors, furniture & plants. The music starts early afternoon and is quite loud at times. Nobody wants to listen to someone about music, or the speeches.

This summer there has been people on a couple occasions taking graduation pictures and on Aug. 13, 2020 just before 8 pm there was wedding pictures being taken. Has the town been advised that this is happening? When this takes place it should be closed as an event. The house is also being rented on air B+B.

Please take into consideration my position and all the residents on Prospect Ave. as well as Deer Haven before you grant this request. We cannot change what has been done but we can protect our future.

Yours Truly

Pauline Baines

Please circulate this letter to all councilors

Correspondence Regarding the proposed Special Events By-Law Amendment

	Name	Address	Comments and Concerns	Type	Date	Council Mtg
1	Adamson, K&M	347 Prospect Ave.	Concerns about noise, traffic, property values, resale potential, future expanding operations	Email	Nov. 18, 2016	Nov. 28, 2016
2	Andrews, D.	American Hockey League	Comments about operations, economic development.	Letter	Jan. 26, 2017	Jan. 30, 2017
3	Barnes, P.	362 Prospect Ave.	Concerns about traffic, proximity to youth facilities, noise, property value, privacy, number of event capped at 15.	Letter	Nov. 21, 2016	Nov. 28, 2016
4	Blanchard, J&D	Jason's Independent Grocer	Comments about economic development, community businesses	Email	Jan. 25, 2017	Jan. 30, 2017
5	Brown, A&K		Comments about unique business, economic development, professional operations)	Email	Jan. 24, 2017	Jan. 30, 2017
6	Brown, J.E.		Comments about operations, economic development	Email	Jan. 25, 2017	Jan. 30, 2017
7	Brown, P.	Deer Haven/ Beech Hill	Concerns about noise, disruption, public consultation process	Email	Nov. 27, 2016	Nov. 28, 2016
8	Butler, G&E	142 Prospect Ave.	No concerns about traffic or noise	Letter	Jan. 13, 2017	Jan. 30, 2017
9	Campbell, D.		Concerns about traffic, noise, impact on quiet neighborhood	Email	Jan. 18, 2017	Jan. 30, 2017
10	Craig, D&A	253 Prospect Ave.	Comments about economic development, unique business, and tourism	Email	Jan. 19, 2017	Jan. 30, 2017
11	Crowell, H&J		Concerns about impact on quiet neighborhood	Email	Jan. 17, 2017	Jan. 30, 2017



	Name	Address	Comments and Concerns	Type	Date	Council Mtg
12	Durling, L&W	34 Deer Haven Dr.	Concerns about noise, traffic, strangers	Letter	Jan. 10, 2017	Jan. 30, 2017
13	Finn, D.	930 Charles St.	Comments about local wedding venue, economic development, tourism, respectful operation	Email	Jan. 24, 2017	Jan. 30, 2017
14	Foley, H&L	39 Deer Haven Dr.	Concerns about impacts on retirement lifestyle, noise, traffic, special event vs. event business	Letter	Jan. 24, 2017	Jan. 30, 2017
15	Goodwin, C.	27 Deer Haven Dr.	Concerns about lack of public consultation, noise, traffic	Email	Jan. 18, 2017	Jan. 30, 2017
16	Gould, A.	114 Prospect Ave.	Comments about operation of facility, economic development	Letter	Jan. 24, 2017	Jan. 30, 2017
17	Harvie, N.	ENVE Hair	Comments about benefits to other businesses	Email	Jan. 23, 2017	Jan. 30, 2017
18	Henderson, T.S.	261 Prospect Ave.	Comments about support of local businesses, professional operations	Letter	Jan. 25, 2017	Jan. 30, 2017
19	Houghton, D&D		Comments about tourism, economic development, operations	Email	Jan. 23, 2017	Jan. 30, 2017
20	Houston, A.	20 Deer Haven Dr.	Comments about special events vs. event business, blanket annual approval for any event, noise, alcohol, undermining of zoning laws, property values, impact on retirement lifestyle	Email	Jan. 18, 2017	Jan. 30, 2017
21	Hughes, J.		Comments as a Healy staff, professional operations, respect for neighbors	Letter		Jan. 30, 2017
22	Hughes, P&S	Prospect Ave.	No concerns about number of events,	Email	Nov. 20, 2016	Nov. 28, 2016

	Name	Address	Comments and Concerns	Type	Date	Council Mtg
			noise, traffic, operations			
23	Kehoe, S.	29 Alicia Blvd.	No concerns about event traffic, respect for neighbors, noise, support for economic development	Email	Jan. 25, 2017	Jan. 30, 2017
24	LeCotey, R&N	47 Deer Haven Dr.	Concerns about number of events per year	Letter	Jan 13, 2017	Jan. 30, 2017
25	Lefebvre, A.	Woodbury	Comments about operations and Healy family	Letter	Jan. 25, 2017	Jan. 30, 2017
26	Levesque, C&D		Concerns about impacts to retirement lifestyle, property values	Email	Jan. 19, 2017	Jan. 30, 2017
27	Lucas, S.	15 Lacewood Dr.	Comments about economic development, unique business	Letter	Jan. 21, 2017	Jan. 30, 2017
28	Mader, C&C	341 Prospect Ave.	Concerns about number of events, noise, traffic, impacts on quiet neighborhood	Email	Nov. 24, 2016	Nov. 28, 2016
29	Mader, V&A	126 Prospect Ave.	Comments about professional operations, economic development, tourism	Letter	Jan. 13, 2017	Jan. 30, 2017
30	Martell, A.	Healey Client	Comments about economic development, professional operations	Email	Jan. 18, 2017	Jan. 30, 2017
31	McCann	38 Deer Haven Dr.	Concerns about traffic, noise, types of events, impact on property values, policing, lack on public power	Email	Nov. 21, 2016	Nov. 28, 2016
32	Moore, B.		Comments on unique venue, economic development	Email	Jan. 17, 2017	Jan. 30, 2017
33	Morse, G.	8999 Commercial Street, New Minas	Comments that events would not impact property values	Letter	Jan. 27, 2017	Jan. 30, 2017

	Name	Address	Comments and Concerns	Type	Date	Council Mtg
34	Mullen-Ludlow, K. and Ludlow, P.	20 Colonial Ave.	Comments about the proposal supporting economic development	Letter	Jan. 26, 2017	Jan. 30, 2017
35	Pushkarna, D.		Comments about economic development, unique business	Email	Jan. 23, 2017	Jan. 30, 2017
36	Smith, C.		Comments about unique business, economic development	Email	Jan. 25, 2017	Jan. 30, 2017
37	Smith, G.	13 Fox Hollow Dr., Party Central	Comments about unique business, respect for neighbors, economic development, no concerns about traffic or noise	Email	Jan. 16, 2017	Jan. 30, 2017
38	Swetnam, R.	Ryan Swetnam Audio Visual Services	Comments about economic development	Email	Jan. 25, 2017	Jan. 30, 2017
39	Tasker, J.	Canoe Realty	Comments about reasonable traffic and noise, positive impact on economic development	Letter		Jan. 30, 2017
40	Thimot, P.	236 Belcher St., NSCC instructor	Comments about collaboration with NSCC, professional operations	Email	Jan. 25, 2017	Jan. 30, 2017
41	Waterbury, J.	179 Belcher St., Valley Signature Smiles	Comments about unique business, respect for neighbors, tourism, economic development	Letter	Jan. 25, 2017	Jan. 30, 2017
42	White, D.	339 Prospect Ave.	Comments on the impact on quiet neighborhood	Email	Jan. 17, 2017	Jan. 30, 2017
43	Woodworth, B.	35 Deerhaven Dr.	Concerns about traffic, noise, commercial activity in residential zone	Email	Nov. 27, 2016	Nov. 28, 2016



**From:** Sandi & Pete Connelly [<mailto:sp.connelly@ns.sympatico.ca>]

**Sent:** Tuesday, October 27, 2020 12:39 PM

**To:** 'ssnow@kentville.ca' <[ssnow@kentville.ca](mailto:ssnow@kentville.ca)>; 'CAO@kentville.ca' <[CAO@kentville.ca](mailto:CAO@kentville.ca)>; 'cgerrard@kentville.ca' <[cgerrard@kentville.ca](mailto:cgerrard@kentville.ca)>; 'phuntley@kentville.ca' <[phuntley@kentville.ca](mailto:phuntley@kentville.ca)>; 'cmaxwell@kentville.ca' <[cmaxwell@kentville.ca](mailto:cmaxwell@kentville.ca)>; 'csavage@kentville.ca' <[csavage@kentville.ca](mailto:csavage@kentville.ca)>; 'gyorke@kentville.ca' <[gyorke@kentville.ca](mailto:gyorke@kentville.ca)>; 'azabian@kentville.ca' <[azabian@kentville.ca](mailto:azabian@kentville.ca)>

**Subject:** Town of Kentville

To: Town Council, Town of Kentville,

First of all, our congratulations to Sandra Snow for continuing as our Mayor. Special welcome to the new Council members: Paula Huntley, Gillian Yorke, and Andrew Zabian as well as our returning Council members, Cathy Maxwell, Craig Gerrard and Cate Savage. We hope the Council may continue following the new motto for Kentville, "A Breath of Fresh Air".

So many positive things are now happening which do not go unnoticed. With a newly elected Council, a beautiful new bridge, recently finished, connecting the central town to the north side of Kentville, we hope that the attitude of being on the "wrong side of the tracks" will not prevail. Since we are considered to be within the town limits and paying town taxes, it is our hope that priority will soon be given to beautifying this area. Mayor Snow commented recently that once the bridge was finished there would be motivation to upgrade this area to be more inclusive and more aesthetically pleasing. Although we have lived here since 1976, we apparently still live with the stigma of being "North Kentville". And as it was said to us when we purchased here, "it is too bad you bought on the wrong side of the tracks!" (Sorry to be so repetitive, but we live with that sentiment.)

There have been many improvements: Signage, Oakdene Park and playground upgrade, summer concerts plus other improvements. One cannot help but notice, however that from the east end of town all the way to Bonavista Estates there are concrete sidewalks. After badgering the town for a number of years, finally the northside sidewalks of Belcher Street were repaired with asphalt from Oakdene Avenue to Mee Road. Then dead sods were placed between the sidewalk and the road even on top of a dead stump. These were not maintained and now are just did weeds. We had requested concrete but this was not to be. There is a lovely new concrete extension on this side of the bridge, but it stops again as it turns the corner of Belcher Street with new sods which actually look healthy. It then changes back to asphalt. The area from there to Colonial Avenue the sidewalk on the south side of Belcher Street is in a deplorable state. I understand it is to be replaced and unfortunately with asphalt. PLEASE, PLEASE use concrete as has been used most recently from Mountain View Street to Scott Drive. This obviously accompanied the new water and sewage system, but there are other less travelled areas in North Kentville with concrete sidewalks and why Belcher Street is to not be upgraded in that fashion remains a mystery. Belcher Street is a very high pedestrian traffic area especially with students of NSCC as well as the local populace. Concrete on Belcher Street would certainly be a positive extension to the bridge. Incidentally there is concrete along Oakdene Avenue including the residence of one of your councilors.

While we are on this topic, we have been promised for many years that the water/sewage system on our block, Burke Subdivision, which is the original installed in the 1940s would be replaced along with the streets which are in horrible condition. The water line has ruptured on Fairview Street twice in the last year requiring repair which unfortunately was on holiday time. I know this was on the budget for this year, but has once again been deferred.

The storm sewer from the corner of Colonial and Fairview which runs down to Miner's Marsh and was constructed partially by my funding at the request of the town was allowed to collapse at the bottom and has not been repaired. This has caused local flooding with death of the local trees, some of which are ours. This area of stagnant water I refer to as a mosquito farm. I have requested action on this for several years accompanied by pictures and have gotten nowhere. The water and silt from Fox Hill Subdivision has continued to run down behind our property blocking the small drain to Miner's Marsh and that is now infilling the pond at the marsh. The drain is obviously insufficient and has been repaired and replaced at least a couple of times. I have suggested installing a bridge at that area on more than one occasion. The previous CAO and Town Engineer did look at the problem a couple of years ago. Nothing has changed.

Thank you for your consideration of these points. This is not meant to be a whiny letter of complaint but just some suggestions that we hope the new Council will entertain.

I would request that you read this letter under correspondence at the next Council meeting.

Yours sincerely,

Sandi and Pete Connelly ( Sandra L. and A.B.F.Connelly )  
7 Fairview St.  
902-678-1222  
October 27,2020



Philip Longmire & Julie Benson  
18 Forest Hill Road  
Kentville, NS  
B4N 2L5

August 26, 2020

To: Beverly Gentleman  
Brian Smith  
Honourable Members of the Kentville Town Council

**To be entered into correspondence at Council**

**Re: Forest Hill Road**

As a resident of Forest Hill Road I am concerned about the increased use and speed at which drivers navigate Forest Hill Road.

As you are aware, Forest Hill Road is a narrow street that permits two-way traffic with a sharp, blind turn at the intersection with Prospect Street. Forest Hill Road is without sidewalks or curbs. In addition to motorized traffic, residents also walk and use bicycles along this street. It has become increasingly unsafe due to the reckless way some motorists use the road as a shortcut from Chester Avenue to Main Street. In the past suggestions to install speed signs, speed bumps, making the street one-way only, local traffic only, etc. have been made.

I am also personally concerned about the increased erosion due to runoff from heavy rainstorms. I brought my concerns to the Town on two separate occasions in the past. Temporary fixes were done by the Town. However, conditions for continued erosion remain. I was expecting a runoff channel would be installed on the east side of the road like the existing one on the west (uphill) side of the road to direct excess water down the street.

Thank you for your attention to these concerns.

Sincerely,



Philip Longmire

James and Tracy Churchill  
28 Forest Hill Road  
Kentville, NS  
B4N 2L5

To:  
Beverly Gentleman  
Brian Smith  
Honorable Members of the Kentville Town Council

**To be entered into correspondence at Council.**

***“Pedestrian injuries continue to be the leading cause of death among Atlantic Canadian children aged 14 years or younger” - Child Safety Link 2014***

Because of the narrowness of our road, combined with unsafe driver activity, we have been increasingly concerned about the safety of the families that live on Forest Hill Road since we moved here in 2011. Among the occupants of this short road are two families with a total of 4 children younger than 12 years old and 4 households with seniors or retirees. Up to 12 children from the adjacent Prospect Street also play in the vicinity. We know that other residents have expressed similar concerns to the Town in past years.

We feel it is only a matter of time before an accident occurs here and are seeking a prompt solution from the town to address this.

**Safety.** As parents of 2 children under 12 years of age, we cannot imagine ever letting our kids walk up, or down, Forest Hill Road by themselves to get to and from the school bus or to get downtown which is approximately one block away. This is because of three main reasons:

1. **Forest Hill Road is a very narrow road.**
  - It is too narrow at almost all locations for two cars to safely pass one another without one car pulling off the side of the road, or partially into a resident's driveway.
  - There have been numerous cases when we have begun driving up Forest Hill Road from Prospect Street and encountered another vehicle descending the street - there has been no other option than for us to, dangerously, back down off of Forest Hill Road onto Prospect street, often with children in our car.
  
2. **Vehicles often travel at excessive speeds on Forest Hill Road.**
  - The posted limit of 25 km/h is frequently exceeded (this could be confirmed by collecting speed data). Furthermore, there is no posted speed limit sign when driving Forest Hill Road from MacDonald Street to Prospect Street.
  - Some vehicles use our narrow road as if it were a race course, trying to achieve high speeds descending the hill.

- We have witnessed speeding vehicles with fire department license plates, whom we assume are firefighters, trying to get quickly to the fire station downtown.
3. **There is no sidewalk on Forest Hill Road.**
- On a road which is too narrow for vehicles to safely pass one another, and frequently has cars travelling at excessive speeds, there is no safe place for parents with young children, seniors or others, to walk up and down our road to and from their houses.

Pedestrian safety is foremost in Kentville residents' minds because of recent tragic events in town; we fear that it is only a matter of time before a similar type of accident occurs on Forest Hill Road. We could not bear to see this happen and believe this is far from what the Town would wish for either.

We are seeking a prompt solution to these safety hazards which could include, primarily:

- Adding speed control measures such as removable speed humps (which could be uninstalled in winter so as not to inhibit snow removal)
- Making our road open to local traffic only

Secondary measures, which we do not feel would resolve the safety hazard issues, include:

- Making our road a one-way street - this would be unlikely to resolve speed concerns.
- Posting 'children playing' signs and increasing police presence - we feel these short-term measures would soon be ignored

Thank you kindly for your consideration,

James, Tracy, Isla and Lahrin Churchill  
 (902) 681-2374  
 jamesandtracychurchill@gmail.com

### References

Child Safety Link. (2014). Pedestrian Safety in Nova Scotia: A Scan of Stakeholders and Initiatives Focusing on Children and Youth. [Halifax, Nova Scotia]

Marcelle & Grant MacQuarrie  
9 Forest Hill Road,  
Kentville, NS  
B4N 2L6

October 22, 2020

To: Beverly Gentleman  
Brian Smith  
Honourable Members of the Kentville Town Council

**To be entered into correspondence at Council**

**Re: Forest Hill Road**

There is an increasing amount of traffic travelling at unacceptable speeds on this narrow passageway. In the past, various remedies have been discussed:

- i) Installing temporary, strategically placed, speed bumps. This may work, but would need to be removed during the winter for snow removal purposes
- ii) One way traffic. This would likely only serve to increase traffic speeds in the remaining direction.
- iii) Posting signs stating that Forest Hill Road is a two way traffic pathway or that a 25 Km limit be imposed. This has been done but does little to assuage speeding motorists who instinctively see this as the quickest route between points A and B.

Ideally some alternative route should be encouraged but whatever is done the minimum should create a less awesome alternative for those who insist or fail to respect the speed limitations and signage already in place.

From a personal perspective, we would like to direct your attention to the banks along either side of Forest Hill Road where we merge with Prospect Avenue. We have taken measures to keep vehicles from driving up on the bank and guiding the town plows during the winter (The plows have been very mindful since though). This happens with such great frequency that the resulting erosion of material from our property became pronounced. We have, over the years, paid good money in an attempt to halt gravity and safeguard our property from slumping down the incline. This seems beyond what we should have to do short of letting it continue unabated and ultimately just change our address to Main Street at some point in the future.

I would like to thank you for taking the time to read this note and look forward to the results of your consideration soon.

Yours Truly,



Grant MacQuarrie

Roger Wells  
25 Forest Hill



November 2, 2020

Mayor Sandra Snow  
Town of Kentville  
354 Main St.  
Kentville, NS B4N 1K6

Dear Mayor Snow,

Congratulations to you and your newly elected council for the Town of Kentville.

Municipal governments play an important role in Nova Scotia and I offer my sincere appreciation for your contributions.

As elected officials, you represent the interests and priorities of your communities. We know that health care is top of mind for many Nova Scotians so I wanted to take this opportunity to share some information about Nova Scotia Health that we hope you will find helpful in supporting members of your community access the programs and services they need. I've attached a list of key contacts for your reference. Additional contact information can be found online at <http://www.nshealth.ca/contact-us>.

Nova Scotia Health provides health services to Nova Scotians and some specialized services to Atlantic Canadians. We operate hospitals, health centres and community-based programs across the province. Our vision is *healthy people, healthy communities – for generations*. We are focused on three key areas as part of our strategic plan:

- Our Services: deliver a high quality and sustainable health system
- Our People: strengthen and support a health high-performing workforce, and
- Our Community: work with our communities to improve the health and wellness of Nova Scotians.

Good health starts at home and in our communities – at our schools and workplaces, playgrounds and parks. It requires the collective efforts of many - those in health, government and community working with Nova Scotians. Our teams are working closely together and with other partners to build healthy public policy, create supportive environments and strengthen community action for health. We want to support and strengthen those relationships.

Our operations are organized across four geographic zones: Western, Central, Northern and Eastern. We are currently in the process of finalizing a new leadership structure designed to support more timely, local decision-making and accountability with executive level operational and medical leadership in each zone. While local site and program leaders and staff will continue to be your main contacts with Nova Scotia Health, please feel free to reach out to the Vice-President of Operations through your zone communications director Tamara Gilley ([902-670-8263](tel:902-670-8263) or [Tamara.Gilley@nshealth.ca](mailto:Tamara.Gilley@nshealth.ca)) if you have questions and concerns.

90 Lovett Lake Court – Granite View  
Halifax, NS B3S 0H6  
Tel (902) 491-5860 / Fax (902) 454-0126



I encourage you to follow us on Facebook, twitter and Instagram and subscribe to our newsletter to stay up to date on Nova Scotia Health and our activities. My team and I look forward to working with you to create a healthier future for all Nova Scotians.

Warm regards,

A handwritten signature in blue ink, appearing to read "Brendan Carr". The signature is fluid and cursive, with a large initial "B" and "C".

Dr. Brendan Carr  
President & CEO

Attachment

## Jennifer West

---

**From:** Brian Smith  
**Sent:** Wednesday, November 4, 2020 8:45 PM  
**To:** Pat & Jessica; Sandra Snow  
**Cc:** Jennifer West; Dave Bell, P.Eng.; Beverly Gentleman  
**Subject:** RE: Byla Enforcement

Thanks for this Jessica, and I'm sorry I did not get back to you sooner. We are still in the process of asking for additional trimming of the hedge in question to improve the safety of the intersection of Carmen and Duncan.

I was able to do a follow up request on this issue today, and we hope to have some further improvements in place soon – in the meantime we will add your note to the correspondence for our Council/CAC Meeting this Monday evening. It should be posted by Friday.

Thanks for your patience,

Brian Smith

**Brian Smith**  
Interim CAO  
902-679-2501  
902-670-0550



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Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system.

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**From:** Pat & Jessica <vanlux@gmail.com>  
**Sent:** Wednesday, November 4, 2020 10:07 AM  
**To:** Sandra Snow <ssnow@kentville.ca>  
**Cc:** Brian Smith <bsmith@kentville.ca>  
**Subject:** Byla Enforcement

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Morning Mayor Snow and Council,

I'm requesting this be forwarded to the Council as a whole

This email is regarding my numerous attempts(over 2 years) to have the 10 foot daylight triangle for intersections bylaw enforced at the corner of Carmen Drive and Duncan Avenue.

The TOK is either unwilling or unable to enforce this bylaw, no one has given feedback to me either way. Clarification and feedback would be appreciated.

The CAO is aware, as is the bylaw Officer Development Officer and returning Council and Mayor.

This is a route that children walk to school, or on scooters bicycles etc.... The bylaw is in place for a reason and it's common sense this would be an intersection that it needs to be enforced.

With winter fast approaching the snow banks will also exacerbate the situation.

This is a challenge for the new council members, I listened to all campaigning and hope it was with sincerity and not simply rhetoric.

I look forward to a response

Jessica Van Luxemborg  
902-678-5681

**TO:** Council

**SUBMITTED BY:** Brian T. Smith, Interim Chief Administrative Officer

**DATE:** November 9, 2020

**SUBJECT:** Valley Waste Bylaw – Repeal and Replace

---

**ORIGIN**

Section 325 of the *Municipal Government Act* authorizes municipalities to adopt a solid waste bylaw. The Town of Kentville has a bylaw for solid waste dated February 15, 2012. All parties in Valley Waste are required to have common Bylaws.

**BACKGROUND**

The Valley Region Solid Waste-Resource Management Authority (Valley Waste) prepared a draft bylaw for consideration of its Municipal owners (Parties). Subsequently, the County of Kings undertook a review of the draft with two primary objectives:

1. To the extent possible, ensure that the proposed Bylaw will withstand any legal challenges; and
2. Incorporate the operational requirements of Valley Waste.

**DISCUSSION**

The County of Kings review of the Bylaw identified three specific areas that require the Town to repeal and replace our existing Bylaw with the attached. The changes to the Bylaw would streamline processes and clarify Valley Waste’s role in regional solid waste management. The draft Town Bylaw has Valley Waste:

- **Recommending Directives for Council approval;**  
Although Council approved Directives through the original Bylaw approval process, the updated Bylaw includes the Directives as a Schedule to the Bylaw, forming part of the Bylaw that is in force and effect.
- **Recommending to the Town the Bylaw Enforcement Officer(a) to be appointed by Town Council;**  
Council’s practice has been to appoint the Bylaw Enforcement Officer of Valley Waste to provide authority within the Town’s jurisdiction to enforce the Valley Waste Bylaw, although this was not stated in previous Bylaws. A clause has been added to require the appointment by the municipality to authorize authority.
- **Setting out Schedules 1(a) and 1(b) of the draft Bylaw as delegated authority to Valley Waste.**  
The Town should detail the delegation of authority enabled under section 60 of the *Municipal Government Act* to Valley Waste for adoption of rules and fees associated with solid waste facilities and tip fees.

**POLICY IMPLICATIONS**

Administrative requirements to update the Town Bylaw, and echo similar Bylaws for all municipal partners in Valley Waste.

**BUDGET IMPLICATION**

No financial impacts from the proposed revisions.

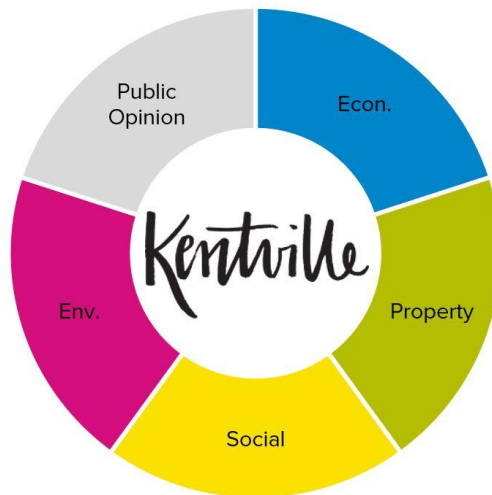
**ATTACHMENTS**

Draft, Valley Waste Solid Resource Waste Management Bylaw 103

**RECOMMENDATION**

That Council adopt the proposed Bylaw, with First Reading scheduled for November 30, 2020, and Second Reading (adoption) scheduled for January 30, 2021. The existing Bylaw should be subsequently repealed upon adoption date of draft Bylaw.

Town of Kentville Decision Wheel:





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**DATE:** November 9, 2020

**SUBJECT:** Valley Waste Bylaw – Repeal and Replace

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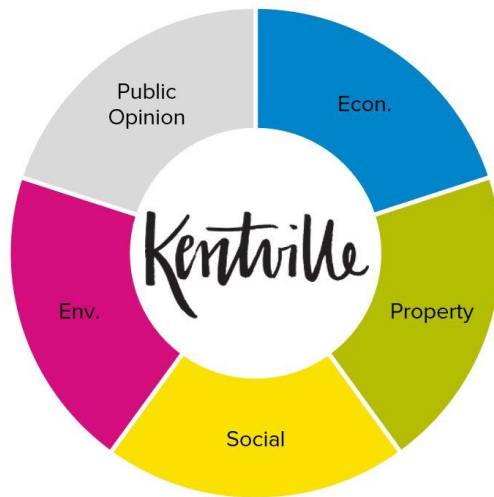
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Town of Kentville Decision Wheel:





# Town of Kentville By-Law Chapter XX Solid Waste Resource By-Law

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**WHEREAS** section 325 *Municipal Government Act, 1995 R.S.N.S. c. 18*, as amended (*MGA*), enables Council to make by-laws pertaining to solid waste; and

**WHEREAS** the Municipality of the Town of Kentville is party to an Agreement under section 60 *MGA*, that created the Valley Region Solid Waste-Resource Management Authority as a municipally owned body corporate;

**NOW THEREFORE BE IT RESOLVED THAT** the Municipality of the County of Kings hereby enacts as follows:

## 1 Repeal

Municipal By-Law # 83 Valley Region Solid Waste-Resource Management By-Law is hereby repealed.

## 2 Definitions

In this By-law:

- 2.1 “Authority” means the *Solid Waste-Resource Management Authority* as defined in provision 2.1 herein;
- 2.2 “Authority Collection” means collection of Solid Waste by or on behalf of the Authority from waste generators pursuant to this By-law and any issued Directives;
- 2.3 “Boxboard” means cereal, shoe, tissue, detergent, cracker, cookie, baking product and frozen food boxes, toilet paper rolls and paper towel rolls or like items, with plastics removed;
- 2.4 “Bulky Items” means large items of a household nature including, without limitation, furniture, stoves, fridges with “CFC-free” sticker on, mattresses, bed springs, barrels, water tanks, dishwashers, Oil Tanks, and pieces of fencing;
- 2.5 “By-law Enforcement Officer” means a person with Special Constable Designation per ss 89 and 90 *Police Act*, employed by the Authority to administer and enforce this By-law;
- 2.6 “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;
- 2.7 “Collection Containers” means bags, garbage cans or other containers approved in any Directive;
- 2.8 “Compostable Organics” or “Organics” or Compostables 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, but does not include whole companion animal or livestock carcasses or parts thereof that may create hazards or nuisance except as approved by the General Manager or designate;

- 2.9 “Construction and Demolition Waste” or “C&D” means materials normally used in the construction of buildings, structures, roadways, walls and other landscaping material, and includes, without limitation, soil, asphalt, brick, mortar, concrete, drywall, plaster, cellulose, fibreglass fibres, lumber, wood, asphalt shingles, and metals;
- 2.10 “Directive” means a provision recommended by the Authority and adopted by the Municipality and as set out in a Schedule to this By-law;
- 2.11 “Dispose” means 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 within the jurisdiction of this By-law;
- 2.13 “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 travel trailer;
- 2.12 “Eligible Premises” means those properties within the jurisdiction of the Authority, which are eligible for Authority Collection as set out in any Directive;
- 2.14 “Food Waste” means, without limitation, 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 like items;
- 2.15 “General Manager” means the General Manager of the Authority, the successor to such position, or a designate;
- 2.16 “Hazardous Waste” means solid or liquid waste that may be harmful to humans, animals, plant life or natural resources including, without limitation, industrial chemicals, toxic, flammable, corrosive, radioactive, reactive, pathological and PCB waste, oil, gasoline, paint solvent, wood preservatives, ink, battery acid and pesticides;
- 2.17 “Household Hazardous Waste” or “HHW” means Hazardous Waste generated in households including, without limitation, 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 By-law, Household Hazardous Waste does not include PCBs, radioactive materials, explosives, fireworks, pathological wastes, and ammunition;
- 2.18 “IC&I Waste” means Solid Waste generated by, from or within any Industrial/Commercial/Institutional Premises.



- 2.19 “IC&I Premises” means a lot of land occupied by one or more industrial, commercial or institutional establishments;
- 2.20 “Litter” means loose Solid Waste items, usually smaller in size, that are distributed over a distance or area, including, without limitation, disposable drink cups, beverage bottles and containers, cigarette boxes, cigarette butts, potato chip bags, and food and candy wrappers;
- 2.21 “Leaf and Yard Waste” means grass clippings, leaves, brush, twigs, house and garden plants, sawdust and wood shavings and other like items;
- 2.22 “Multi-Unit Residential Building” means a dwelling containing three or more residential Dwelling Units and may include condominiums;
- 2.23 “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;
- 2.24 “Notice of Violation or Summary Offence Ticket” means an administrative monetary penalty issued by the Municipality for violating the By-law which, if paid as required, will result in no prosecution for the offence being commenced by the Municipality;
- 2.25 “Occupant” means any person who occupies property, including lands or buildings, and includes a tenant, lessee, roomer, subtenant, under-tenant or co-tenant, or who otherwise occupies or has occupied land or buildings and heirs, assigns and legal representatives;
- 2.26 “Oil Tanks” means residential oil tanks, cleaned and emptied of all liquids that hold a maximum volume of 900 litres;
- 2.27 “Order” means a written direction requiring any person to comply with a provision of this By-law;
- 2.28 “Property Owner” or “Owner” has the same meaning as “Owner” in the *Municipal Government Act* and, for greater clarity, includes a landlord, a lessor, an Owner, the person giving or permitting the occupation of premises, heirs and assigns and legal representatives and, in the case of a corporation, the officers and directors;
- 2.29 “Public Waste” means Solid Waste generated in or on premises where the public is or would normally be responsible for disposing of waste including, without limitation, 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 inside or outside public event venues;
- 2.30 “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;

- 2.31 “Residential Premises” means any house, dwelling, apartment, condominium, flat, tenement, mini-home, 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, and includes any such property or premises occupied by an Owner and family;
- 2.32 “Residual Waste” means any Solid Waste remaining after diversion of Recyclables, Organics and Hazardous Waste or Household Hazardous Waste, tires, and electronics;
- 2.33 “Soiled and Non-Recyclable Paper” means dinner napkins, paper towels and fast food wrappers, wax paper, wrapping paper, soiled pizza boxes, paper plates and cups, damp and soiled newspaper and flyers, sugar, flour and potato paper bags or other like items or such other items that may be set out in any Directive;
- 2.34 “Solid Waste” means Residual Waste, Recyclables, Organics, Compostable Organics, construction and demolition debris, and other discarded materials resulting from residential, commercial, institutional and industrial activities that are commonly accepted at a municipal Solid Waste management facility, but excludes wastes from industrial activities regulated by an approval issued pursuant to the *Environment Act*;
- 2.35 “Source-Separated Solid Waste” means Solid Waste that has been sorted and separated at the point of origin, to facilitate its reuse, recycling, composting or disposal; for greater clarity, references to ‘source separation’ and ‘source separation of Solid Waste’ have the same meaning;
- 2.36 “Special Collection” means an Authority Collection for Bulky Items and such other materials as may be set out in any Directive;
- 2.37 “Storage Facility” or “Storage” means 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;
- 2.38 “Unsorted Solid Waste” means any Solid Waste that is not sorted and separated and contains materials banned from landfill as Directives;
- 2.39 “Valley Region” or “Region” means the Valley Region as defined in the Nova Scotia Solid Waste-Resource Management Regulations and any amendments thereto;
- 2.40 “Warning” means written notice by a By-law Enforcement Officer of contravention or failure to comply with any provision of this By-law, but which is not subject to section 8.0 -Offence Enforcement and Penalties whereby proceedings are instituted; and
- 2.41 “Waste-Resource Management Centre” means a facility operated by the Authority for receiving, storing, sorting and shipping Solid Waste.

### **3 Valley Region Solid Waste-Resource Management Authority**

- 3.1 The *Valley Region Solid Waste-Resource Management Authority*, referenced herein as the Authority, is a body corporate established pursuant to an Intermunicipal Services

Agreement (IMSA) to which this Municipality is party. The municipal parties thereto have delegated responsibility for the management of Solid Waste within their respective jurisdictions, pursuant to section 60 *Municipal Government Act* and the Solid Waste-Resource Management Regulations enabled by the *Environment Act* to the Authority.

- 3.2 Pursuant to the IMSA, it is agreed that each party shall establish and maintain a complementary Solid Waste-Resource Management By-law for the efficient and consistent execution of the Authority mandate throughout the jurisdiction of the municipal parties. Accordingly, this By-law may reference places or facilities within the Region that are beyond the geographical boundaries of this Municipality and it is intended that any such references in this By-law be construed and applied in a manner consistent with the provincially-mandated regional approach to Solid Waste-Resource management.
- 3.3 The General Manager is the chief administrator of and is responsible to the Authority for its proper administration in accordance with provincial legislation and regulations, any Directive, and plans approved and established by the Authority. The General Manager shall be responsible for the administration and enforcement of this By-law.
- 3.4 Directives to supplement and assist with the administration and enforcement of this By-law may be adopted and included as a Schedule hereto, and shall form part of this By-law and shall be subject to the penalty provisions herein.
- 3.5 The Authority shall recommend to the Municipality the appointment of a By-law Enforcement Officer to assist with the administration and enforcement of this By-law. Municipal Council shall consider the recommendation and may approve the appointment by resolution.
- 3.6 For the purpose of administration of this By-law, the General Manager or the By-law Enforcement Officer, or an agent or employee of the Authority so designated by either, 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 verify compliance with this By-law and Directives, and may inspect Solid Waste and any Storage Facility.
- 3.7 The General Manager or the By-law Enforcement Officer may issue an Order directing any person to comply with the provisions of this By-law, including any Directive, in the manner and within the time specified therein.
- 3.8 Any Order or other written direction pursuant to section 3.7 signed by the General Manager or By-law Enforcement Officer, is effective if delivered personally to the person named therein or posted on the premises 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 where receipt is not acknowledged, in the case of posting on the premises, on the day thereof.
- 3.9 It shall be an offence for any person to fail or refuse to comply with an Order signed by either the General Manager or Bylaw Enforcement Officer pursuant to this By-law.

## 4 Prohibitions

### 4.1 Illegal Dumping of Solid Waste

4.1.1 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 or item of Solid Waste.

4.1.2 Litter is not illegal dumping, and therefore is not within the jurisdiction of this By-law.

### 4.2 Illegal Dumping of Solid Waste at Authority Waste Facility

No person shall Dispose of Residual Waste or Solid Waste on the lands of a Waste-Resource Management Centre or any other facility licensed to receive any category of waste except during operational hours and only where directed by the Centre or facility.

### 4.3 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, excepting 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.

### 4.4 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:

#### 4.4.1 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;

#### 4.4.2 Banned by the Authority

Materials banned from time to time by this By-law.

### 4.5 Flow Control

No person shall export or remove from the Municipality Residual Waste, Construction and Demolition Waste, or Unsorted Solid Waste generated within the Municipality unless permitted otherwise by the General Manager or designate, and without limiting the foregoing, transport is permitted only to Waste-Resource Management Centres authorized by the Authority.

4.6 Notwithstanding section 4.5, the Authority may export Residual Waste, Construction and Demolition Waste or Unsorted Solid Waste to approved facilities beyond the jurisdiction of the Municipality.

#### 4.7 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 Storage Facility as approved in this By-law or in any Directive.

4.8 No person shall leave the lid or door of the Storage Facility open except during loading or unloading.

4.9 No person shall place any Solid Waste for collection on a property other than a property owned or occupied by that person, except as permitted by the General Manager or designate.

### **5 Source Separation Requirements**

5.1 It shall be an offence of this By-law to fail to comply with any Directive pertaining to source separation of Solid Waste.

5.2 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 issued Directive and shall also comply with this By-law.

#### 5.3 Public Waste

The Property Owner and the Occupant 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 By-law or any Directive, and shall ensure that such containers are clearly labeled and are accessible to the public, tenants, employees, visitors and Occupants of such premises.

### **6 Authority Collection**

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

#### 6.1 Collection Container Placement

6.1.1 Except as otherwise permitted by this By-law, or by the General Manager, Collection Containers shall be placed roadside for collection as close as practicable to the edge of the street or roadway, and no further than five (5) meters from the travelled portion of the street or roadway to facilitate efficient unobstructed collection, accounting for factors such as urban versus rural setting, winter snow clearing operations, ditches, brush, and the like.

6.1.2 All Solid Waste placed for collection shall be in front of and on the same side



of the street or roadway as the Eligible Premises from which it has been generated.

6.1.3 Collection Carts shall be placed roadside in an upright position with the lid closed.

6.1.4 In the case of Multi-Unit Residential Buildings, the Owner shall provide a Storage Facility for Source-Separated Solid Waste in an easily accessible location on the building property in accordance with this By-law, any issued Directive and other applicable municipal requirements. Any collection contractor engaged by the Authority will collect Solid Waste from this location in accordance with source-separation and collection Directives provided it is accessible when the collection truck arrives, and otherwise shall be placed roadside for collection.

6.1.5 Collection will occur on public streets and roads only, except for: private roads identified by the Authority; 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.

6.1.6 For all roads not otherwise addressed, collection will occur at the nearest intersection with a public street or road. Source-Separated Solid Waste must be brought to the intersection and placed in accordance with section 6.2 Set-out Times of this By-law; otherwise placement must be in the Solid Waste generator's own permanent Storage Facility or in the closest Storage Facility provided by the Authority for that purpose.

Any such Storage Facility must be in compliance with Storage requirements set out in clause 6.5 Solid Waste Storage.

## 6.2 Set-out Times

6.2.1 Solid Waste shall be set out for collection only between 7:00 pm the night before and 7:00 am on collection day. In the event of conditions preventing collection, the Property Owner shall remove 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.

6.2.2 For 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.

## 6.3 Removal of Collection Containers and Uncollected Material from Roadside

### 6.3.1 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 excepting

permanent Solid Waste Storage facilities. Permanent Storage facilities shall comply with this By-law and any issued Directives. Collection Carts shall be removed from roadside and stored on the premises.

#### 6.3.2 Removal of Uncollected Solid Waste

Any Solid Waste not collected for any reason, including, without limitation, Litter in or around any Storage Facility, shall be removed or caused to be removed by the Property Owner by end of collection day and properly sorted, contained, stored and Disposed of in accordance with this By-law.

Where uncollected Solid Waste has not been removed from roadside within 24 hours of collection day's end, and in cases where Solid Waste has been placed roadside outside the permitted time, the General Manager may arrange for the removal and Disposal of such waste and invoice the Property Owner for associated costs. For the purposes of this section and section 507 *Municipal Government Act*, the General Manager shall be deemed to be an employee of the Municipality.

#### 6.4 Directives

The Municipality may adopt as part of this By-law Directives recommended by the Authority respecting the collection of Solid Waste, including, without limitation, the contents, type, nature, location and weight of Collection Containers or Storage facilities. The Directives, if adopted by the Municipality, shall form a part of this Bylaw and it shall be an offence to fail to comply with any such Directive.

#### 6.5 Solid Waste Storage

Solid Waste Storage facilities shall be:

- 6.5.1 Weather-tight and animal-proof with the lid or door maintained in a closed position except during loading or unloading;
- 6.5.2 Capable of accommodating the quantities of Source-Separated Solid Waste generated between collections at that location;
- 6.5.3 Designed and constructed such that Solid Waste remains in a source-separated condition;
- 6.5.4 Easily accessible to all users and easily serviced by the collector;
- 6.5.5 Safe for their intended users; and
- 6.5.6 In cases where Authority Collection is provided at the Storage location, placed 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.

## 6.6 Owner and Occupant Responsibilities for Solid Waste Management

The responsibility for management of Solid Waste in Residential Premises and IC&I Premises is shared by each Property Owner, jointly and severally, and each Occupant, jointly and severally, as follows:

### 6.6.1 Property Owner Responsibilities

The Property Owner shall:

6.6.1.1 Provide Solid Waste Storage facilities as set out in section 6.5;

6.6.1.2 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 roadside in accordance with section 6.2;

6.6.1.3 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

6.6.1.4 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.

### 6.6.2 Occupant Responsibilities

The Occupant shall:

6.6.2.1 Source-separate and package all Solid Waste generated in the Occupant's premises as per section 5 of this By-law and issued Directives; and

6.6.2.2 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.

## 6.7 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 not in compliance with this By-law or any Directive may be rejected.

## 6.8 Authority Collection Prohibitions

No person shall:

6.8.1 Pick over, remove, disturb or otherwise interfere with any Solid Waste that has

been set out for Authority Collection except that Solid Waste 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;

6.8.2 Collect Solid Waste placed for collection by the Authority; or

6.8.3 Remove a collection container placed roadside.

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

#### 6.9 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 corrected to the General Manager's satisfaction, namely:

6.9.1 An unsafe or potentially unhealthy condition or a nuisance or a potential nuisance related to Storage or collection of Solid Waste;

6.9.2 Persistent violation of any provision of this By-law or any Directives, Orders or other written notice issued pursuant to this By-law; or

6.9.3 Road conditions are unsafe for collection.

### **7 Non-Authority Collection and Disposal of Solid Waste**

The provisions of this section apply to all residential and IC&I Premises generating waste that is unacceptable for Authority Collection or exceeds allowable limits of Authority Collection or which for any other reason is not placed for Authority Collection by the Owner or Occupant, and is managed either by the Owner or Occupant or by another person or corporation for or on behalf of the Owner or the Occupant.

#### 7.1 Solid Waste Removal

The Property Owner or Occupant of premises shall promptly remove and Dispose of all Solid Waste not collected by Authority Collection.

#### 7.2 Solid Waste Storage

7.2.1 The Owner of any premises housing a Storage Facility, or the Owner or user thereof shall each ensure that such Storage Facility is:

7.2.1.1 weather-tight and animal-proof with the lid or door maintained in a closed position except during loading and unloading;

7.2.1.2 capable of accommodating the quantities of Source-Separated Solid Waste

generated between collections at that location;

7.2.1.3 designed and constructed such that Solid Waste remains in a source-separated condition;

7.2.1.4 emptied and cleaned regularly;

7.2.1.5 maintained in good repair and in a clean and tidy condition at all times, both inside and outside, including the immediate surroundings; and

7.2.1.6 clearly labelled with signage for source-separated waste streams.

7.3 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.

7.4 All Storage facilities are subject to inspection per this By-law.

7.5 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 in accordance with this By-law and any issued Directive.

7.6 Any person collecting, 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.

7.7 It is an offense to haul Unsorted Solid Waste to the Waste-Resource Management Centre for Disposal or to fail to deposit each type of Source-Separated Solid Waste in designated locations at the Waste-Resource Management Centre.

## **8 Waste-Resource Management Centres**

8.1 The Municipality delegates its authority as enabled under section 60 *MGA* to the Authority relative to the operation of Waste-Resource Management Centres and related tip fees as depicted in Schedules 1(a) and 1(b) of this By-law, as may be amended from time to time, by the Authority.

8.2 The Authority may recommend Directives to be adopted by the Municipality respecting 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.

### **8.3 Inspection and Enforcement**

All loads entering the Waste-Resource Management Centre are subject to inspection and enforcement by the General Manager or designate. The General Manager or designate may issue warnings, charge increased tipping fees, impose administrative



fees or revoke privileges of site users for non-compliance with this By-law or any issued Directive.

8.4 No person shall remove Solid Waste from a Waste-Resource Management Centre except as authorized by the General Manager or designate.

8.5 The operator of every commercial collection vehicle entering the Waste-Resource Management Centre site shall produce, upon request of the General Manager or designate, a manifest comprising a customer list whose Solid Waste is on board the vehicle.

## **9 Offence Enforcement and Penalties**

9.1 No person shall contravene or fail to comply with any provision of this By-law.

9.2 This By-law may be enforced, at the discretion of the Municipality, by any peace officer or By-law Enforcement Officer, in accordance with the procedures set out in the *Municipal Government Act* or by means of a Summary Offence Ticket per the *Municipal Government Act* or *Summary Proceedings Act*.

9.3 The *Summary Proceedings Act*, where applicable, shall apply to proceedings under this By-law.

9.4 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:

9.4.1 Section 4.8 (failing to close the lid or door of Storage)

9.4.2 Section 4.9 (unauthorized placing of waste for curbside collection)

9.4.3 Section 6.1 (improper collection container placement)

9.4.4 Section 6.2 (improper set-out time)

9.4.5 Section 6.8.1 (interfering with Solid Waste set out for collection)

- a. for the first offence to a penalty of not less than one hundred dollars (\$100.00) and not more than five hundred dollars (\$500.00) or imprisonment for a period of not more than fourteen (14) days or both;
- b. for the second offence to a penalty of not less than two hundred dollars (\$200.00) and not more than seven hundred and fifty (\$750.00) or imprisonment for a period of not more than thirty (30) days or both;
- c. for the third offence to a penalty of not less than four hundred dollars (\$400.00) and not more than one thousand dollars (\$1000.00) or imprisonment for a period of not more than sixty (60) days or both.

9.5 Except as otherwise provided in this By-law, any person who violates the following provisions of this By-law or who suffers or permits any act or thing to be done in contravention thereof, or who makes any false or misleading statements in relation to any duty, obligation or application pursuant to the following provisions of this By-law, or who refuses, omits, fails to comply with or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by the following provisions of this By-law shall be liable upon summary conviction:

- 9.5.1 Section 3.4 (failure to comply with a Directive)
- 9.5.2 Section 3.9 (failure to obey a Warning or other written notice)
- 9.5.3 Section 4.1 (illegal dumping)
- 9.5.4 Section 4.2 (illegal disposal at licensed facility)
- 9.5.5 Section 4.3 (illegal burning)
- 9.5.6 Section 4.4 (disposing of banned Solid Waste)
- 9.5.7 Section 4.5 (removing or exporting Residual Waste or Unsorted Solid Waste)
- 9.5.8 Section 4.7 (accumulating of Solid Waste)
- 9.5.9 Section 5.2 (failure to source-separate solid waste)
- 9.5.10 Section 5.3 (failure to provide for source-separation of Public Waste or label containers)
- 9.5.11 Section 6.3 (failure to remove uncollected containers or waste from roadside)
- 9.5.12 Section 6.6.1 (failure to fulfill Owner Property Owner's responsibilities)
- 9.5.13 Section 6.6.2 (failure to fulfill Occupant's responsibilities)
- 9.5.14 Section 6.8.2 (illegally collecting Solid Waste set out for Authority Collection)
- 9.5.15 Section 6.8.3 (illegally removing Collection Containers)
- 9.5.16 Section 7.1 (failure to promptly remove Solid Waste from premises)
- 9.5.17 Section 7.2 (failure to provide proper waste Storage for non-Authority Collection)
- 9.5.18 Section 7.3 (unauthorized use of Solid Waste Storage)
- 9.5.19 Section 7.5 (Owner's or renters of Storage Facility failure to ensure Solid Waste in Storage Facility is source separated and packaged)
- 9.5.20 Section 7.6 (hauler's failure to keep hauled Solid Waste source separated and packaged)
- 9.5.21 Section 7.7 (hauling Unsorted Solid Waste or failure to deposit Solid Waste in designated locations at Management Centre)
- 9.5.22 Section 8.5 (hauler's failure to provide a manifest)
  - a. for the first offence to a penalty of not less than five hundred dollars (\$500) and not more than five thousand dollars (\$5,000) or imprisonment for a period of not more than thirty (30) days or both;
  - b. for the second offence to a penalty of not less than one thousand dollars (\$1,000) and not more than seven thousand dollars (\$7,000) or imprisonment for a period of not more than forty-five (45) days or both;
  - c. for the third offence to a penalty of not less than two thousand dollars (\$2,000) and not more than ten thousand dollars (\$10,000) or imprisonment for a period of not more than sixty (60) days or both.

9.6 Any person who violates any other provision of this By-law 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) or to imprisonment for a period of not more than thirty (30) days or both.

9.7 In any prosecution for an offence under this By-law, 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.

9.8 Where a corporation commits an offence under this By-law, any officer or director of the corporation who directed, authorized, assented to, acquiesced in or participated in the violation of this By-law is guilty of the offence and is liable to the punishment provided for the offence, whether or not the corporation has been prosecuted.

9.9 In lieu of prosecution under this By-law, the General 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 By-law a Notice of Violation (By-law 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 9.4 and one hundred and seventy five dollars (\$175) for offences listed in section 9.5; and one hundred and twenty-five dollars (\$125) for offences covered by section 9.6. 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 By-law requires the General Manager or designate to issue a Notice of Violation before initiating a prosecution.

9.10 Every day during which an offence pursuant to section 9.4, 9.5, or 9.6 continues is a separate offence.

9.11 Proof that Solid Waste that is Disposed of anywhere in contravention of this By-law 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 By-law, the owner, on request of the By-law Enforcement Officer shall, within 48 hours of the request, supply the name and address of the person(s) responsible for the dumping. An owner of Solid Waste deposited or dumped on a premises in violation of this By-law who fails, to supply the requested information shall be guilty of an offense under this By-law.

**10 Clerk's Annotation For Official By-Law Book**

Date of first reading:

Date of advertisement of Notice of Intent to Consider:

Date of second reading:

\*Date of advertisement of Passage of By-Law:

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

I certify that this Boundaries Bylaw – Chapter 2 was adopted by Council and published as indicated above.

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

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

**Schedule "A" DIRECTIVES**

**SOLID WASTE-RESOURCE MANAGEMENT BY-LAW DIRECTIVES**

**Pursuant to the  
Solid Waste-Resource Management By-law**

**Enabled by section 2.4 of the By-law**

***Approved by Council:***

**Solid Waste-Resource Management  
By-law Directives**

**Enabled by  
Solid Waste-Resource Management By-law**



## Introduction

The Solid Waste-Resource Management By-law (By-law) authorizes the Authority to apply and enforce Directives for the effective and efficient management of Solid Waste within the jurisdictions of the municipal unit parties to the *Valley Region Solid Waste-Resource Management Intermunicipal Services Agreement* or *IMSA* (i.e. the Municipality of the County of Kings, and the Towns of Annapolis Royal, Berwick, Kentville, Middleton, and Wolfville (collectively, the parties), or any other municipality who enters the IMSA to contract or designate the Authority to enforce their Solid Waste By-law and Directives.

These Directives are a Schedule to the By-law, forming part of the By-law that is in force and effect.

Section 2.4 of the By-law reads as follows:

2.4 Directives to supplement and assist with the administration and enforcement of this By-law may be adopted and included as a Schedule hereto, and shall form part of this By-law and shall be subject to the penalty provisions herein.

The Directives in this Schedule have been recommended by the Authority pursuant to section 3.4 of the By-law and adopted by the Municipality and may be amended from time to time.

### 1.0 Banned Materials

#### Materials Banned from Disposal

Section 4.4 Solid Waste Resource Management By-law 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, 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 Waste-Resource Management Centres must be delivered separated from other garbage. Questions about how to handle specific items should be directed to the Authority 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 Solid Waste-Resource 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

In the event of conflict with the above itemized list and the current policy of Nova Scotia Environment [NSE], NSE governs. 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 Waste-Resource 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 Waste-Resource 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 may create hazards or nuisance except as authorized by the General Manager or designate, except for the bodies of companion animals delivered to the Waste-Resource 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 compose each of these categories are listed below. For up-to-date sorting information, including proper preparation, see current the Authority sorting lists in the annual calendar on the Authority website ([www.vwrm.com](http://www.vwrm.com)), a free Recycle Coach app, or call the Authority office at 1-902-679-1325 or toll free at 1-877-927-8300.

### 2.1 Organics/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 Waste-Resource 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
- cat 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 Recyclables 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 servicing all residential and IC&I Premises within the jurisdictions of the municipal unit parties to the *Solid Waste-Resource Management Intermunicipal Services Agreement*, i.e. the Municipality of the County 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 By-law and these By-law 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 an Eligible Premises, a premises must be in compliance with applicable municipal zoning and development requirements, and property taxes levied to date must be paid. In the case of federal lands for which property taxes are not paid, premises may be deemed Eligible Premises if an agreement is in effect 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 is 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 businesses. An IC&I serviced unit must:

- conform to municipal zoning by-law requirements;
- comprise the entire building, or form a separate business unit within a building containing two or more separate units;
- be an operating business generating waste through activities of that business; and
- be assessed as commercial, resource farm, or another designation excepting 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 By-law.

Examples of residential and IC&I Eligible Premises include:

- single detached residential dwellings including mobile homes
- each individual unit in a duplex or semi-detached residential dwelling (under-and-over and side-by-side)
- 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
- each individual unit in a row house or townhouse dwelling
- an individual unit in an industrial, commercial or institutional building as defined above
- seasonal residential dwellings (e.g. a cottage)
- church halls, community halls, fire halls, service club halls, and other similar public buildings
- 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 By-law
- public wharves: a wharf is one Eligible Premises
- cemeteries: a cemetery is one Eligible Premises
- 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 Eligible 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 detailed below:

- a single detached permanent, residential dwelling including a mobile home, individual row house, and individual unit in a semi-detached dwelling - one Green Cart and one Mini-bin will be assigned automatically to the property;

each single Industrial, Commercial, or Institutional premises - one Green Cart and Mini-bin will be supplied;  
a Multi-Unit Residential Building or condominium building - a sufficient number of Green 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 Green Cart for every four units;  
A Mini-bin will be provided to each individual apartment unit;  
duplexes (side by side or over and under) - one Green Cart will be assigned to each unit;  
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 Green Cart at a public road for collection; and  
church halls, community halls, fire halls, service club halls and other similar buildings - one Green Cart and one Mini-bin will be provided on request to each unit

### 3.2.2 Green Cart Ownership

Green Carts and Mini-bins are and remain the property of the Valley Region Solid Waste-Resource Management Authority. The Green 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 Green 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 Green Cart to accommodate the varying needs of residents. The standard Green Cart size has a nominal volume of 240 liters. When other Green Cart sizes are available, the current one may be exchanged for one of 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 Green 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 General 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 Green Cart.

The Authority will replace Green 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 the Authority. Upon the sale of a property, the Green Cart shall remain with 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 curbside through the Authority Collection program:

Solid Waste produced outside the jurisdictions administered by the Authority  
any materials not meeting collection requirements  
items banned by the province from landfill disposal, as per Schedule B of Solid Waste-Resource Regulations; e.g. electronics  
large windows or large glass doors  
items covered under the Authority's Household Hazardous Waste program

### 3.4 Collection Containers

Waste shall be set out for Authority Collection in the containers and quantities set out below.

Collection Containers must be designed to allow for safe and efficient collection. Collection Containers that do not allow the collector to remove waste in an ergonomically-acceptable manner may be rejected roadside provided the collector affixes a rejection sticker explaining the reason.

#### 3.4.1 Acceptable Collection Containers for Authority Collection

Acceptable Collection Containers for Recyclable Materials shall be:

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  
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 Collection Containers for Compostable Organics shall be:

Organics Collection Carts as assigned to properties by the Authority weighing no more than 100 kg (220 lb.) when full  
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 Collection Containers for Residual Waste shall be:

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

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.

Broken glass shall be safely boxed or wrapped to prevent injury

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; and
- d. as large as 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 roadside.

#### 3.4.2 Allowable Number of Collection Containers

The number of Collection 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 Collection Containers for Residual Waste, ii.
2. One Green Cart; except in the case of a Multi-Unit Residential 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; and
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, 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 with 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 By-law 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 follow-up communication with the Occupant or Owner of the property.

Repeated subsequent violations, depending on their severity, may result in a more serious penalty as set out in the By-law, such a By-law 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 Authority website.

Rules for Spring and Fall Cleanup are as follows:

- 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.
- items may be set out for clean-up no earlier than the weekend before the scheduled collection day
- all items must be set out for collection in front of the property where they were generated
- a maximum of 20 items will be collected from each serviced unit
- an item means a single object, bag, container, or securely tied bundle
- a bundle shall measure no more than 120 cm (4 feet) in length
- bagged waste must be placed in clear bags
- 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
- no more than two of any one appliance type will be collected from any one serviced unit
- items shall weigh no more than 34 kg (75 lb.) each
- certain large items such as furniture and appliances may weigh up to 91 kg (200 lb.)
- items weighing more than 91 kg (200 lb.) will not be collected
- 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
- 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 occurs every second week. Details of collection routes are available in the annual Authority Calendar, online at [www.vwrm.com](http://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 General 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](http://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 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 General 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 By-law 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 By-law defines Public Waste as:

Public Waste means Solid Waste generated in or on premises where the public is or would normally be responsible for Disposing of waste including, without limitation, 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 inside or outside public event venues;

It is challenging for businesses or special event managers to control the actions of the public or invited guests who use their facilities or attend their events. Public education and cooperation between the public, guests, the manager, staff, the waste hauler and the Authority key to successfully managing Public Waste. Similar guidelines apply also to operators of private events such as private parties, family events and the like.

Event organizers may contact the Authority 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

in any staff-controlled area all waste shall be source-separated  
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  
Labels and signage shall be posted indicating what materials should be placed in each container to help the public know where to correctly place their waste  
public washroom waste is considered Residual Waste and there is no requirement to sort it  
all waste delivered to Management Centres is subject to inspection and compliance measures  
The Authority staff are available to provide advice on setting up a Public Waste sorting system  
on request, the Authority 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 Solid 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 Waste-Resource Management Centres.

## 6.3 Waste Disposal Fee Structure

The following provisions apply to the waste disposal fee structure:

The Authority shall stipulate the fees and charges for disposing 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));

The applicable disposal fee shall be paid by the hauler who delivers the waste to the Waste-Resource Management Centre;

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; and

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

Commercial haulers using the Authority's Waste-Resource Management Centres may be required to comply with the registration requirements of the Authority including vehicle registration for such haulers.

The following provisions may apply to vehicle registration for haulers using the Authority's Waste-Resource 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 that shall be displayed on the left front of the vehicle in a location, size and format specified by the Manager; and
- 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-Resource 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 Solid waste. Failing to do so is an offence contrary to section 6.8 of the By-law.

#### 6.6 Fee Payment

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; and
- 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.

Haulers who have been granted credit privileges are subject to the current Overdue Account Collection Policy.

#### 6.7 Volume Based Tipping Fees

The General Manager shall set per cubic-meter rates payable by the haulers to be used when the weigh scales at the Waste-Resource 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 Waste-Resource Management Centres may be inspected to ensure compliance with the source-separation and waste packaging requirements established by provincial regulation, the By-law, and operational rules of the Waste-Resource Management Centres.

Based on a visual inspection, random selection or other factors, Waste-Resource Management Centre staff may choose a load for 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 of the By-law, inspection staff have the authority to request the names of all customers whose waste is contained in commercial loads being inspected.

Non-compliant materials located in a load are communicated to the hauler, customer or generator of the waste.

Non-compliant materials located in a load may also result in any penalty detailed in the By-law, including without limitation, a Warning, a By-law 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 Waste-Resource Management Centre.

## **7.0 By-law Enforcement**

### **7.1 Compliance Philosophy**

Authority staff use a balance of education and enforcement strategies to improve compliance with municipal By-laws and provincial regulations. Providing information and assistance to citizens and businesses is the first step in achieving compliance, followed if necessary by progressive enforcement action such as written notice, Warnings, fines and charges laid by investigators to be dealt with according to law in Provincial or Supreme 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 By-law and Directives.

The tools used by enforcement staff range from verbal communication, written notice with specific deadlines, Warnings, suspension of curbside waste collection, Notices of Violation providing for an administrative out-of-court settlement (By-law 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 and in accordance with the Offence Enforcement and Penalties provisions of this By-law.

### **7.3 Investigation**

All complaints and information concerning alleged violations of the By-law 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 By-law 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		
Asphalt shingles, 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 the Authority 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 the County 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 Waste-Resource 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.

The following table details 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**

<b>MSW</b>	<b>lb./cu yd.</b>	<b>kg/cu yd.</b>	<b>kg/cu m</b>
Non-compacted	225	102	134
Compacted	750	341	446
<b>C&amp;D</b>			
Loose Mixed	560	255	333
Wood	169	77	100
Roofing	731	332	434
Concrete	860	391	511
<b>Organics</b>			
Food Waste	1,070	486	635
Leaves	225	102	134
Brush	300	136	178
Grass	400	182	238
<b>Recyclables</b>			
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





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**TO:** Mayor Snow and Council

**SUBMITTED BY:** Brian T. Smith, CAO

**DATE:** November 5, 2020

**SUBJECT:** Fire Inspection Service Agreement with the Municipality of the County of Kings

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**ORIGIN**

Over the course of several months prior to August of this year, the Town and Municipality were developing an inter-municipal service agreement to cover the costs of fire inspection services. This agreement is now ready for approval by Council.

**BACKGROUND**

For many years now, the Town has utilized the Building and Fire Inspection Services of the Municipality of the County of Kings. This arrangement, often structured by an exchange of letters, has worked very well for both organizations, and we have the advantage of well-trained inspectors and thorough inspection procedures without the resources required for in-house inspection services.

**DISCUSSION**

The addition of fire inspection services to the building inspection services provided by the Municipality to the Town has evolved significantly in terms of fire inspection requirements in recent years. What had been accomplished generally by trained volunteers in local fire departments has become much more structured and regulated by the Province, and it is now a significant component of most municipal fire/building inspection services. The regulations require regular and detailed inspections, follow up and response on the part of trained officials.

The enclosed agreement is intended to formalize our relationship with Kings County, one that has been working well and is anticipated to continue as a cost-effective option for the Town.

**POLICY IMPLICATIONS**

This is primarily an administrative matter, in terms of obtaining necessary services through a contract arrangement instead of retaining our own staff.

**BUDGET IMPLICATION**

The cost of fire inspection services has been an element of our Operating Budget for some time now, and this agreement would not significantly impact that level of expenditure. There are of course provisions for additional expenditures that are required, inflationary changes, etc.

**ATTACHMENTS**

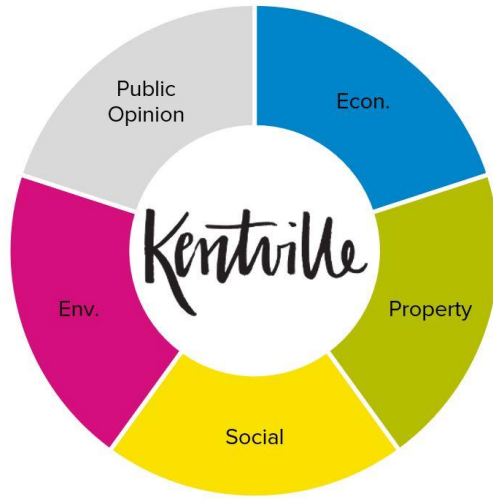
Proposed Agreement with the Municipality of the County of Kings for the Provision of Fire Inspection Services

**RECOMMENDATION**

That this Agreement be referred to Council for approval and authorization for signature by the CAO and authorization by the Mayor and Town Clerk.

Town of Kentville Decision Wheel:

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**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, 2020

BETWEEN

Parties:

**MUNICIPALITY OF THE COUNTY OF KINGS**, a body corporate, pursuant to the *Municipal Government Act*, S.N.S., 1998 c. 18, as amended, having its chief place of business at 181 Coldbrook Village Park Drive, Coldbrook, Kings County, Nova Scotia, hereafter called the "Municipality".

And

**TOWN OF KENTVILLE**, a body corporate, pursuant to section 8 of the *Municipal Government Act*, S.N.S., 1998 c. 18, as amended, having its chief place of business at 354 Main Street, Kentville, Nova Scotia, hereafter called the "Town".

**WHEREAS** Section 60 of the *Municipal Government Act* provides for the delivery of municipal services on such terms and conditions as agreed by the parties hereto, and for the delegation of the service delivery to a party to the Agreement;

**AND WHEREAS** the *Municipal Government Act* provides for the responsibility of the parties hereto to maintain accountability in their respective municipality's operations;

**AND WHEREAS** the parties hereto have identified assets and resources that can be shared between the parties hereto to maximize the efficient and effective delivery of municipal services going forward;

**AND WHEREAS** the parties hereto are desirous of sharing services in relation to Fire Inspection Services in accordance with the terms and conditions as set out herein;

**AND WHEREAS** a plan for sharing Fire Inspection Services for the territorial jurisdictions encompassed by the parties hereto addressing the mechanics of service delivery, costs, liabilities, reporting and oversight has been developed by the administration for and agreed upon by the parties hereto;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT**, for and in consideration of the joint and several mutual covenants herein contained, and other valuable consideration, the receipt and sufficiency of which is acknowledged by the parties hereto, it is mutually covenanted and agreed as follows:

## **DEFINITIONS**

1. In this Agreement:
  - (a) "**Municipal Fire Inspector**" means a person appointed by a municipality as a municipal fire inspector pursuant to the *Fire Safety Act*.
  - (b) "**Employee(s)**" means the person(s) employed by the Municipality and, appointed by the Town to provide Fire Inspection Services under this Agreement.

## SALE OF SERVICE MODEL

2. The parties hereto agree that the Municipality shall sell Fire Inspection Services to the Town and such Services shall be performed by the Employees on such terms and conditions set out hereafter, and shall be governed by the terms of this Agreement.
3. The Municipality shall be responsible for providing to the Town, the following Services related to fire inspections, collectively referred to herein as "Fire Inspection Services":
  - (a) As per the *Fire Safety Act*, the Municipality will establish, implement and maintain a system of inspection and record keeping. Further, the Town by signing this Agreement, accepts and approves that system of inspection as designed by the Municipality. The Town acknowledges that they must fulfill their own obligations to adopt this system under the *Fire Safety Act*.
  - (b) Take the appropriate enforcement action for non-compliance with the *Fire Safety Act*, Regulations and the National Fire Code, including issuing Cease Occupancy Orders and attend Court when necessary. All legal and related costs associated with enforcement shall be the responsibility of the Town, except costs of attendance of the Employees in Court. These legal cost fall outside the cost of Fire Inspection Services detailed in this Agreement.
  - (c) Process all fire inspection files and respond to public enquiries pertaining to Fire Inspection Services within the Town, including requests pursuant to Part XX of the *Municipal Government Act* for information in the possession of the Municipality;
  - (d) Provide the Town administration office with regular statistical reports pertaining to fire inspections conducted within their jurisdiction and, upon request by the Town administration office, any information in the records of the Municipality pertaining to any Fire Inspection in the Town.
  - (e) Neither party shall be liable for any failure or delay in performance under this Agreement (other than for delay in the payment of money due and payable hereunder) due to causes beyond that party's reasonable control and occurring without its fault or negligence i.e. State of Emergency.
4. The parties hereto agree that the provision of services shall, effective the date of execution of this Agreement, commence operations in accordance with the sale of service structure as herein described with a pro-rated adjustment within the first billing quarter.

## TERM

5. The term of this Agreement shall be for a period of sixty (60) months, commencing on the date of execution of this Agreement and ending sixty (60) months thereafter or on such earlier date as agreed upon among the parties hereto (hereafter, the "Basic Term").

## SERVICE PROVISION

6. The Municipality shall commit its Fire Inspection Services to the Town within the territorial jurisdiction thereof in accordance with the *Fire Safety Act*, Fire Safety Regulations and the National Fire Code.



## **APPOINTMENT**

7. The Chief Administrative Officer of the Town shall ensure that the Town appoints the Employees as fire inspectors within the Town's jurisdiction.

## **FINANCE**

8. a) The Employees providing services pursuant to this Agreement shall continue to be employed by the Municipality pursuant to the terms of the applicable contract of employment and it is expressly agreed between the parties hereto that nothing in this Agreement shall be construed to alter the terms of such employment.  
  
b) The Municipality will charge \$43,000.00 annually for the provision of Fire Inspection Services indexed by the December year over year Nova Scotia Consumer Price Index rate for all products as determined by statistics Canada, in each year of this Agreement. The Municipality shall give the Town as much notice as possible but shall give notice no later than 90 days prior to March 31 of increase costs in providing Fire Inspection Services. The Municipality shall invoice at the start of each quarter, on a quarterly basis throughout the year.
9. Notwithstanding section 5 herein, provided either party is not in default of this Agreement, this Agreement shall automatically renew for consecutive periods of one year and that all parties agree that the Municipality shall review the 3-year rolling average of the cost of delivering Fire Inspection Services to determine if slight adjustments are warranted to the amount in Section 8 of this Agreement.
10. The Municipality has the sole discretion to give notice pursuant to section 8 to adjust annual billing costs due to a change in service delivery, i.e. change in number of parties obtaining this service or provincial downloading that affects this service, with a 90 day notice.

## **INSURANCE AND INDEMNIFICATION**

11. a) The Town and the Municipality shall ensure that their respective general liability insurance policies provide for insurance coverage in respect of all services to be provided to each other. The Town shall add the Municipality as an additional insured in the amount of \$5,000,000 on its general liability insurance policy, and the Municipality shall add the Town as an additional insured in the amount of \$5,000,000 on its general liability insurance policy.  
  
b) The Town agrees to indemnify the Municipality from damages arising out of negligence of the Town.  
  
c) The Town shall hold harmless the Municipality, its elected officials, officers, employees, agents, and volunteers, from and against any and all liabilities, claims, expenses, demands, losses, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising from the provision of the services to the Town as outlined in this contract attributable to economic loss, bodily injury, sickness, disease or death or to damage to or destruction of tangible property, including loss of revenue or incurred expense resulting from disruption of service and caused by any acts or omissions of the Municipality, its officers, elected officials, agents, servants, employees, customers, invitees or licensees, or occurring in

within the Town Boundaries, or any part thereof and, as a result of activities under this agreement, so long as the actions upon which the demand or claim, or assertion of liability, are founded were performed in the course of carrying out official duties on behalf of the Town, and not performed in bad faith, or did not constitute actual fraud, actual malice, willful misconduct, an intentional wrong or a criminal act.

d) Such indemnification shall include payment of reasonable legal fees, expenses and costs in the defense of any claim made by a third person.

e) The Town shall provide proof of errors and omissions insurance for their own liability with regards to the acceptance and assistance with the completion of applications for building permits.

## TERMINATION

12. a) Subject to Section 8 herein, any party hereto may terminate service delivery pursuant to this Agreement effective as of March 31 in any year of the Agreement upon providing notice of termination as per Section 14 of this Agreement not less than 90 days prior to be the end of the fiscal year of the year specified in the notice of termination.

b) In the event of termination pursuant to this Agreement, the Finance provisions herein shall apply on a *pro rata* basis in that Fiscal Year to the date of termination.

13. In the event of contract termination, it is understood that all records maintained pursuant to clause 19(2)(c) of the *Fire Safety Act* are owned by the Municipality and it shall continue to maintain them as required by the *Act*, and copies of those records will be provided to the Town as part of the termination process.

## NOTICE

14. Any notice under this Agreement, unless otherwise provided, may be given if delivered or mailed, postage prepaid, or by facsimile transmission or electronic transmission to:

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

Chief Administrative Officer  
Town of Kentville  
354 Main Street  
Kentville, NS  
B4N 1K6

#### **APPLICABLE LAW**

15. The law governing this Agreement and any action, matter or proceeding based upon or relating to this Agreement shall be the law of the Province of Nova Scotia and shall have exclusive jurisdiction over any action or proceeding based upon or relating to this Agreement.

#### **SEVERABILITY**

16. The parties hereto covenant and agree that the invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision, and any invalid provision will be severable, or will be deemed to be severable.

#### **WAIVER AND AMENDMENTS**

17. No action by any party to this Agreement shall be construed as a waiver saving express written provision of such waiver, and this Agreement shall not be amended saving express written provision of such amendment by all parties hereto.

#### **RELATIONSHIP OF PARTIES**

18. The parties hereto intend that the parties hereto shall not be treated as partners or members of a joint venture for any purpose.

#### **FURTHER ASSURANCES**

19. The parties hereto agree to execute and deliver any further documents or assurances or to furnish any further information or perform any other act reasonably necessary to give full effect to the terms contained in the Agreement.

#### **ARBITRATION**

20. If any disagreement arises among the parties as to the proper interpretation of this agreement that cannot be resolved by mediation, the parties shall submit the area of disagreement to an arbitrator as provided by the *Arbitration Act*.

#### **EFFECTIVE DATE**

21. This Agreement is effective upon the date of execution of same by the parties hereto.

**THIS AGREEMENT** shall ensure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, estates and assigns.

**IN WITNESS WHEREOF** the parties have executed this Agreement by their respective officials, duly authorized on that behalf, on the day and year first above written.

**SIGNED, SEALED AND ATTESTED to be the  
Proper signing officer of the Municipality of  
The County of Kings duly authorized in that  
Behalf in the presence of**

**MUNICIPALITY OF THE COUNTY OF KINGS**

---

**Witness**

---

**Peter Muttart, Mayor**

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**Witness**

---

**Scott Conrod, Chief Administrative Officer**

**SIGNED, SEALED AND ATTESTED to be the  
proper signing officer of the Town of  
Kentville duly authorized in that Behalf in  
the presence of**

**TOWN OF KENTVILLE**

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**Witness**

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**Sandra Snow, Mayor**

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**Witness**

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**Brian T. Smith, Acting Chief Administrative Officer**



# **TOWN OF KENTVILLE COUNCIL**

## **November 9, 2020**

### **Special Council Meeting**

### **AGENDA**

7:00 p.m.

- 1. NEW BUSINESS**
  - (a) Committees of Council Appointments
  
- 2. ADJOURNMENT**

**TO:** Council

**SUBMITTED BY:** Brian T. Smith, Interim Chief Administrative Officer

**DATE:** November 9, 2020

**SUBJECT:** Committees of Council

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**ORIGIN**

During their term, Councillors sit on a number of committees, boards and commissions to represent the Town of Kentville. After inauguration, Councillors discuss the positions available and the interest for each group.

**DISCUSSION**

During the Council orientation workshop on November 4, 2020, Council and Mayor discussed the positions available in the following groups:

- Accessibility Advisory Committee
- Board of Police Commission
- Joint Fire Services Committee
- Kings Regional Sewer Committee
- Kings Transit Authority Committee
- Valley Waste Committee
- Investment Advisory Committee
- Regional Library Committee
- CAO Selection Committee
- Kings REMO (Advisory Committee)
- Valley REN (Liaison and Oversight Committee)
- Source Water Protection Advisory Committee
- Water Commission
- Student Bursary Selection Committee
- Audit Committee
- CAO Evaluation Committee
- Diversity Kings Committee
- KCA/PTA
- Kings Point to Point Committee
- Trails Coalition

**POLICY IMPLICATIONS**

There are no policy implications from these appointments.

**BUDGET IMPLICATION**

There are no financial impacts from the proposed appointments.

**ATTACHMENTS**

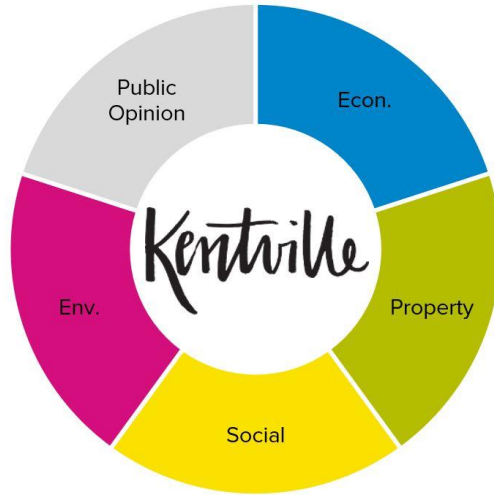
Proposed Committee appointments

**RECOMMENDATION**

That Council approve the attached Council appointments.

Town of Kentville Decision Wheel:





Committee Name	Frequency	Councillor Members			
Accessibility Advisory*	Monthly	Maxwell	Huntley		
Board of Police Commission	Monthly	Yorke	Gerrard		
Joint Fire Services	Monthly	Gerrard	Savage		
Kings Regional Sewer	Monthly	Savage	Gerrard (Alternate)		
Kings Transit	Monthly	Huntley	Yorke		
Valley Waste	Monthly	Gerrard	Snow		
Investment Advisory*	Monthly	Savage	Zebian (Alternate)	Both attend	
Regional Library	Monthly	Yorke	Maxwell (Alternate)		
CAO Selection	Ad Hoc	Gerrard	Snow	Zebian	Huntley
Kings REMO (Advisory Co)	Quarterly	Snow	Deputy		
Valley REN (LOC)	Quarterly	Snow	Huntley		
Source Water*	Quarterly	Snow	Savage		
Water Commission*	Quarterly	Snow	Savage	Huntley	Yorke
Student Bursary	Annually	Maxwell			
Audit*	Annually	Snow	Savage	Zebian	
CAO Evaluation*	Annually		All of Council		
Diversity Kings	Monthly	Huntley	Savage		
KCA/PTA	Monthly	Yorke	Maxwell (Alternate)		
Kings Point to Point	Monthly	Huntley	Snow (Alternate)		
Trails Coalition	Monthly	Maxwell			