



## **TOWN OF KENTVILLE COUNCIL**

**April 26, 2021**

### **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 meeting minutes, March 29, 2021
  - (b) Special Meeting of Council, April 12, 2021
  - (c) Special Meeting of Council, Operating Budget, April 14, 2021
  - (d) Special Meeting of Council, Capital Budget, April 20, 2021
  - (e) Special Meeting of Council, Municipal Planning Strategy Workshop, April 21, 2021
- 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**
  - (a) 2021-2022 Operating Budgets for Sewer Services
  - (b) 2021-2022 Capital Budgets for Sewer Services
- 5. RECOMMENDATIONS AND REPORTS**
  - (a) Council Advisory Committee – Councillor Gillian Yorke
    - (1) Withdrawal from Capital Reserves #3
  - (b) Councillors' and Mayor Reports
    - (1) Councillor Gerrard
      - a. Board of Police Commissioners
      - b. Joint Fire Services Committee
      - c. Valley Waste Resource Management Authority
    - (2) Councillor Huntley
      - a. Accessibility Committee
      - b. Kings Regional Transit Authority
      - c. Diversity Kings
      - d. Kings Point to Point
      - e. Partners for Climate Progress
    - (3) Councillor Maxwell
      - a. Accessibility Committee

- b. Annapolis Valley Trails Coalition
  - (4) Deputy Mayor Savage
    - a. Kings Regional Sewer
    - b. Investment Advisory Committee
    - c. Kentville Business Community
  - (5) Councillor Yorke
    - a. Board of Police Commissioners
    - b. Annapolis Valley Regional Library
    - c. Kings County Academy Parent Teacher Association
  - (6) Councillor Zebian
- (c) Mayor Sandra Snow
  - a. Kings Regional Emergency Management Organization
  - b. Source Water Protection Advisory Committee
  - c. Water Commission
  - d. Valley Regional Enterprise Network, Liaison and Oversight Committee
  - e. Audit Committee
- (d) Gift Register
- 6. NEW BUSINESS
  - (a) 2021-2022 Town of Kentville Operating Budget
  - (b) 2021-2022 Town of Kentville Capital Budget
  - (c) Census Information
  - (d) Amendment to Policy G28 Request for Funding from Organizations
  - (e) **Water Commission Report**
- 7. CORRESPONDENCE
  - (a) Annapolis Valley Regional Libraries Request – April 15, 2021
- 8. PUBLIC COMMENTS
- 9. IN CAMERA
- 10. ADJOURNMENT

DRAFT



## TOWN OF KENTVILLE COUNCIL MEETING

### Meeting Minutes: March 29, 2021

Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held live in council chambers in Town Hall and shared online using Zoom. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

Town Hall was closed to the public. Council voted by poll.

#### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m.

#### PRESENT

Chief Administrative Officer (CAO) Dan Troke reported that all members of Council were present: Mayor Sandra Snow, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Cate Savage and Councillor Gillian Yorke and Councillor Andrew Zebian.

Staff in attendance included Chief Administrative Officer Dan Troke, Solicitor Geoff Muttart (6:30), IT Manager Jason Bethune and Recording Secretary Jennifer West.

#### 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, nor do they always reflect accurate information.*

#### 2. APPROVAL OF THE AGENDA

It was moved by Councillor Paula Huntley, and seconded by Councillor Gillian Yorke

Addition, In Camera, 9.b Property matter

**That the agenda of March 29, 2021 be approved.**

#### MOTION CARRIED

*Council Meeting Minutes, March 29, 2021*

*Pending Approval*

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# DRAFT

## 3. APPROVAL OF THE MINUTES

(a) Minutes of Council meeting held on February 22, 2021.

- 4.b Noise Bylaw, “Voted against” should be corrected to “voted for”.

**It was moved that the minutes of the Council meeting on February 22, 2021 be approved with the above corrections.**

**MOTION CARRIED**

## 4. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

### (a) Taxi Bylaw – Second Reading

CAO Troke reviewed the need to amend some fees in the Taxi Bylaw. Council approved the bylaw for First Reading on February 22, 2021 and now can approve the bylaw by passing it for Second Reading.

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Paula Huntley

**That Council give Second Reading to the Taxi Bylaw.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 5. RECOMMENDATIONS AND REPORTS

### (a) Council Advisory Committee – Presented by Deputy Mayor Cate Savage

#### 1. Withdrawal from Capital Fund #2

At the March 8, 2021 meeting of Council Advisory Committee, Director Crowell presented her request for a second withdrawal from the Town Capital Reserve in the amount of \$131,723.01 for various projects which require funding.

*Report available for more information.*

#### **RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Paula Huntley

**That Council approve a withdrawal of \$131,723.01 from the Town Capital Reserve – General Allocation to fund several acquisitions during the year 2020-2021.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*



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

## **2. Withdrawal from Equipment Reserve Fund #2**

At the March 8, 2021 meeting of Council Advisory Committee, Director Crowell presented her request for a second withdrawal from the Town Equipment Reserve fund in the amount of \$27,238.51 for transportation expenses and the major overhaul of a plow truck.

*Report available for more information.*

### **RECOMMENDATION TO COUNCIL**

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

**That Council approve a withdrawal of \$27,238.51 from the Town Equipment Reserve to partially fund 2020-2021 transportation equipment acquisitions.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **3. Blanket Withdrawal from Operating Reserve**

At the March 8, 2021 meeting of Council Advisory Committee, Director Crowell presented her request for a blanket withdrawal from the Town Operating Reserve.

*Report available for more information.*

### **RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Craig Gerrard

**That Council approve a blanket resolution for a possible withdrawal from the Town of Kentville Operating Reserve in the amount of a current operating deficit, should one occur at March 31, 2021, after all year-end transactions are quantified at the March 29, 2021 meeting.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **4. Valley Waste Resolution**

At the March 8, 2021 meeting of Council Advisory Committee, Director Crowell presented her report on the Valley Waste payment to the Municipal Finance Corporation in May 2021. This resolution requires an approval of Council.

*Report available for more information.*

Discussion

- There are still some concerns that an external budget is passed before the Town's budget is completed.

**RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Craig Gerrard

**That Council authorize the attached Guarantee Resolution for Debenture 36-A-1 in the amount of \$46,504.00, the Town of Kentville's 10.5% share of the Valley Region Solid Waste Resource Management Authority partnership.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**5. Regional Sewer Operating Budget**

At the March 8, 2021 meeting of Council Advisory Committee, Director Bell reviewed the operations and the funding of the regional sewer facility, and outlined the process of approving their budget each year.

*Report available for more information.*

Discussion

- Information has become available at the recent meeting of regional sewer committee has brought to light the need for a suggested amendment to the motion from Council Advisory Committee meeting.

**RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Craig Gerrard

**That Council approve the Town of Kentville's share of the regional sewer system operating budget in the amount of \$804,800 for the year 2021-2022.**

**Amendment**

**That Council approve the Town of Kentville's share of the regional sewer system operating budget less the Town of Kentville share of the operating reserve in the amount of \$800,383 for the year 2021-2022.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**6. Committees and Appointments**

At the March 8, 2021 meeting of Council Advisory Committee, Mayor Snow reviewed the need for two Councillor appointments: Deputy Mayor Cate Savage to the Kentville Business Community Board and the second Councillor Paula Huntley to oversee the Federation of Canadian Municipalities Partners for Climate Progress.

*Report available for more information.*

**RECOMMENDATION TO COUNCIL**

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Craig Gerrard

**That Council adopt the committees and appointments as presented.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

**(b) Councillors' and Mayor's Reports**

**1. Councillor Craig Gerrard**

Mayor Snow received Councillor Gerrard's report on his activities over the past month.

Highlights included meeting with Police Chief Cecchetto, Valley Waste capital purchases, extended producer responsibility legislation, Human Rights Training session and Kentville Police Commission.

*Report available for more information.*

**2. Councillor Paula Huntley**

Mayor Snow received Councillor Huntley's report on her activities over the past month.

Highlights included Valley Regional Enterprise Network, Building Youth Futures workshop, Lions Hall supper, Human Rights Training sessions, and the Mentoring Plus program.

*Report available for more information.*

**3. Councillor Cathy Maxwell**

## DRAFT

Mayor Snow received Councillor Maxwell's report on her activities over the past month.

Highlights included Human Rights training sessions, and grants for municipalities webinar.

*Report available for more information.*

#### **4. Deputy Mayor Cate Savage**

Mayor Snow received Councillor Savage's report on her activities over the past month.

Highlights included Valley Regional Enterprise Network, Investment Advisory Committee, Regional Sewer committee, Source Water Protection Advisory Committee and Kentville Water Commission meetings, Human Rights Training sessions.

*Report available for more information.*

#### **5. Councillor Gillian Yorke**

Mayor Snow received Councillor Yorke's report on her activities over the past month.

Highlights included Police Commission meeting, Human Rights Training, webinar around community boards, the Annapolis Valley Chamber of Commerce, and attended the March Break scavenger hunt.

*Report available for more information.*

#### **6. Councillor Andrew Zebian**

Mayor Snow received Councillor Zebian's report on his activities over the past month.

Highlights included the Investment Advisory Committee meeting.

*Report available for more information.*

#### **(c) Mayor Sandra Snow**

Mayor Snow submitted her report on her activities over the past month. Highlights included the Kings County Mayors meeting, provincial Mayors and Wardens meeting, meeting with the new Minister of the Department of Municipal Affairs, quality of life survey project, REAP project, Kentville Ravine Michelin Cities conference via Zoom, Nova Scotia Federation of Municipalities conference, and a Federation of Canadian Municipalities conference.

*Report available for more information.*

#### **RECOMMENDATION TO COUNCIL**

It was moved by Councillor Cathy Maxwell and seconded by Councillor Paula Huntley

# DRAFT

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

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 6. NEW BUSINESS

None.

## 7. CORRESPONDENCE

None.

## 8. PUBLIC COMMENTS

None.

## 9. IN CAMERA

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Gillian Yorke

**That Council proceed to a closed session at 6:49 pm to discuss land matters.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Gillian Yorke

**That Council return to open session at 7:20 pm**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

Regarding Kentville Business Park Lot 2E

It was moved by Councillor Craig Gerrard and seconded by Councillor Gillian Yorke

**That Council direct the CAO to proceed with the sale of Lot 2E as discussed in-camera.**

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

Regarding River Street Property

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*Pending Approval*

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## *DRAFT*

It was moved by Councillor Craig Gerrard and seconded by Councillor Paula Huntley

**That Council direct the CAO to proceed with the amendments to the sale agreement for the River Street property, as discussed in-camera.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

Property sales update

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Craig Gerrard

**That Council direct the CAO to conclude the transactions as discussed in-camera.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **10. ADJOURNMENT**

It was moved by Councillor Craig Gerrard

**That the March 29, 2021 meeting of Council be adjourned at 7:22 p.m.**

**MOTION CARRIED**

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## **TOWN OF KENTVILLE COUNCIL MEETING**

### **Special Council Meeting Minutes: April 12, 2021**

**Town Hall, 354 Main Street, Kentville Nova Scotia**

This meeting was held live in council chambers in Town Hall and shared online using Zoom. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

Town Hall is closed to the public. Council voted by poll.

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

Mayor Sandra Snow called the meeting to order at 8:30 p.m.

#### **PRESENT**

Chief Administrative Office (CAO) Troke, reported that all members of Council were present: Mayor Sandra Snow, Deputy Mayor Cate Savage, Councillor Craig Gerrard, Councillor Paula Huntley, Councillor Cathy Maxwell, Councillor Gillian Yorke and Councillor Andrew Zebian.

Solicitor Geoff Muttart

#### **REGRETS**

#### **DECLARATIONS OF CONFLICT OF INTEREST**

None.

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

#### **2. APPROVAL OF THE AGENDA**

It was moved by Councillor Andrew Zebian and seconded by Councillor Paula Huntley

**That Council approve the agenda.**

#### **MOTION CARRIED**

*Councillors who voted in favour of this motion:  
Gerrard, Huntley, Maxwell, Savage, Yorke, Zebian and Snow*

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*Pending Approval*

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## **3. NEW BUSINESS**

### **Spring Debenture Funding**

It was moved by Deputy Mayor Cate Savage and seconded by Councillor Cathy Maxwell

**That Council approve the resolutions for pre-approval of Debenture Issuance in the amount of \$762,600:**

- **TBR-20/21-01 various capital projects in the amount of \$662,600; and**
- **TBR-20/21-02 for Sanitary Sewer in the amount of \$100,000;**

**And further, after ratification, it be forwarded to the Nova Scotia Municipal Finance Corporation to complete the Town's debenture issue for Spring 2021.**

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **6. ADJOURNMENT**

It was moved by Councillor Gillian Yorke

**That the April 12, 2021 meeting of Council be adjourned at 8:32 p.m.**

**MOTION CARRIED**



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## **TOWN OF KENTVILLE SPECIAL MEETING OF COUNCIL Meeting Minutes: April 14, 2021**

**Town Hall, 354 Main Street, Kentville Nova Scotia**

This meeting was held in Town Hall and virtually using Zoom. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

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

### **1. PRESENT:**

#### **Council:**

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

#### **Staff:**

- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Jason Bethune, IT Manager
- Jennifer West, Recording Secretary

### **REGRETS**

None.

### **DECLARATIONS OF CONFLICT OF INTEREST**

None.

*Note: "Points from Discussion" below show 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 by Councillor Paula Huntley and seconded by Councillor Gillian Yorke

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*Pending Approval*

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# DRAFT

that the agenda for the Special Council meeting of April 14, 2021 be approved.

## MOTION CARRIED

### 3. BUDGET PRESENTATIONS

#### (a) 2021-2022 Operating Budget

Director Crowell reviewed the proposed operating budget, inviting questions at each section.

#### CAPPED ASSESSMENT

CAP rate at 0.3%, total capped \$21,435,600

Assessment breakdown: 83% residential, 11% commercial, 6% industrial (Kentville Business Park)

#### REVENUE \$181,100

Increase in residential/resource of 2.6%, decrease in commercial of 0.2%. Net increase in tax revenue (all sources) \$181,100.

- **Points of Discussion**

- How much goes out to Water Commission and Fire? \$14,400

#### MANDATORY EXPENDITURES \$1,928,800

Assessment, Correction, Prosecution, Housing, Library and Education

- **Points of Discussion**

- The education number is based on students in Kentville.

#### JOINT BOARDS AND COMMISSIONS \$1,241,800

Kentville Volunteer Fire Department, Kings-Inspections/911, Regional Emergency Management Organization, Kings Transit, Kings Point to Point, Valley Waste, Kings-Landfill, and Valley Regional Enterprise Network.

- **Points of Discussion**

- Clarification of REMO (Regional Emergency Measures Organization) and animal control.
- The animal control cost is a flat rate and is a reasonable fee for the service provided.

# DRAFT

## **COMMITMENTS \$391,400**

Reduced tax, Kentville Police Service Dispatch, Custody Services, Economic Development, Climate change plan, Library Lease.

- **Points of Discussion**

- Where does the money come from for economic development? This is supported by a rate applied to property taxes for residential, commercial and the Business Park. Most is paid by the business sector.
- Clarification of residential economic development rate.

## **OTHER FIXED EXPENDITURES \$1,785,600**

Debt repayment, allowances, area rates, operating reserve and election.

## **REMUNERATION \$5,315,200**

Full time employees, non bargaining, CUPE and APA staff.

- **Points of Discussion**

- Clarification of increase in benefits, increased thresholds for the Federal government and pension matching rate.

## **SUMMARY OF FIXED EXPENDITURES**

- **Points of Discussion**

- Clarification of the “remaining budget” which has been allocated by staff and can be debated and approved by Council.

## **LEGISLATIVE \$257,000**

Remunerations, council expense accounts and election.

## **GENERAL ADMINISTRATION AND FINANCE \$1,447,200**

Remunerations, office expenses, information technology, building, grants (Canadian Legion and contingency), assessment services, debt interest/discount, reduced taxes.

- **Points of Discussion**

- Clarification of animal licences- this revenue goes into general revenue. Can this revenue be directed to support maintenance of the dog park? Money is collected for animal licences and the money for maintenance comes out of general expenses.
- Kentville has partnered with the Village of New Minas for management of the dog park and New Minas will be managing all maintenance costs.

## *DRAFT*

### **PROTECTION – COMMUNITY POLICING \$2,509,200**

Remuneration and benefits, office expenses and uniforms, building, communications and IT, vehicle, custody and detention of prisoners.

### **PROTECTION – SALES OF SERVICE \$153,000**

Remuneration and benefits back check.

### **PROTECTION – LAW ENFORCEMENT \$196,500**

Corrections, prosecution, legal, remuneration and benefits, bylaw enforcement.

### **PROTECTION – FIRE PROTECTION \$860,100**

Operating, area rate, and hydrant rates.

### **PROTECTION – EMERGENCY MEASURE AND OTHER \$135,500**

Debt interest, emergency management organization, 911 system, animal control, building inspection and fire inspection.

### **TRANSPORTATION – COMMON SERVICES \$1,012,900**

Remuneration/benefits/IA, office expenses, building vehicle.

### **TRANSPORTATION – ROAD TRANSPORT \$762,800**

Street repairs, storm sewer, snow removal, street lighting, parking and traffic services.

- **Points of Discussion**

- Clarification of street lighting of the new bridge. This will be included in the capital budget.
- Sidewalk repair budget is down- clarification of the decreased budget amount. The capital budget will address sidewalks with significant upgrades. Much of the operational budget was not touched, however public works staff regularly worked on sidewalk repairs.

### **TRANSPORTATION – PUBLIC TRANSIT AND OTHER \$431,200**

Kings Transit, Kings Point to Point and debt interest.

- **Points of Discussion**

- The full amount (\$60,100) will be removed from reserves to cover the increase in Kings Transit costs.

## *DRAFT*

### **TRANSPORTATION – ENVIRONMENTAL HEALTH \$664,000**

Solid waste collection, landfill – Kings County, and Valley Waste

### **TRANSPORTATION – HOUSING AND OTHER PUBLIC HEALTH \$96,500**

Deficit of Western Region Housing Authority, and public health grants.

### **ENVIRONMENTAL DEVELOPMENT – PLANNING \$231,100**

Remuneration/benefits/COL and office expenses

### **ENVIRONMENTAL DEVELOPMENT – COMMUNITY DEVELOPMENT \$389,200**

Remuneration/benefits, community economic development, PACE programme, climate change action plan, climate change building retrofit map, debt charges, tourism, promotions and the Apple Blossom Festival.

### **RECREATION – ADMINISTRATION \$538,800**

Remuneration/benefits, office expenses and vehicle expenses.

- **Points of Discussion**

- There are five staff covered in this category.

### **RECREATION – PROGRAMMES \$146,800**

Grants, programmed and parks division.

- **Points of Discussion**

- Request to itemize the grant recipients in the Operating budget.

### **RECREATION – FACILITIES \$611,000**

Remuneration/benefits, building/office, parks and other facilities.

### **RECREATION – DEBT CHARGES AND CULTURAL \$160,000**

Debt interest, transfer to regional library.

### **EDUCATION \$1,610,000**

Appropriation regional centre for education

### **FINANCING AND TRANSFERS – EXPENDITURES \$1,462,400**

Debt charges principle, transfer to reserve, capital paid from operations.

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*Pending Approval*

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# DRAFT

## REVENUE

### **TAXES - OTHER THAN TAXATION \$1,548,000**

Business park commercial, fire area rate, hydrant area rate, economic development levy, frontages.

### **SERVICES PROVIDED \$211,000**

Provincial secondment (KPS), local – recreation, local – County of Kings.

### **SALES \$1,020,500**

Own agencies, financial sales, police sales, and street sweeper.

- **Points of Discussion**

- Clarification of back check remuneration and services.

### **OTHER REVENUE \$1,204,600**

Fines and fees, rentals, interest, return on investment, other.

### **UNCONDITIONAL TRANSFERS \$221,200**

Nova Scotia Power offset.

### **CONDITIONAL TRANSFERS \$125,000**

Federal grants, other – Central Kings Health

### **FINANCING TRANSFERS – RESERVES \$191,500**

Operating reserve, from prior year surplus, and capital reserve.

### **EFFECT OF ASSESSMENT INCREASE**

Recommend no change for the total levy for residential residents (\$1.5370)

Recommend no change for the total levy for commercial residents (\$3.5142)

- **Points of Discussion**

- Clarification of calculation of economic development rate for commercial properties.

# DRAFT

## SUMMARY OF OPERATING BUDGET

- **Points of Discussion**

- Discussion of legal services in each department.
- Clarification of transportation external engineering services and legal services.
- Clarification of legal services that are unbudgeted. It can be covered by insurance (after the deductible is paid).
- The proposed tax rate will allow Kentville to have one of the lowest tax rates in the province.
- Appreciation to the directors and to the Director of Finance.

### RECOMMENDATION TO COUNCIL

It was moved by Councillor Craig Gerrard and seconded by Deputy Mayor Cate Savage

**That Council recommend approval of the draft 2021-2022 operating budget in the amount of \$13,670,200, with no change to the tax rate, to the April 26, 2021 meeting of Council.**

### MOTION CARRIED

*Councillors who voted in favour of this motion:*

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

## 4. ADJOURNMENT

It was moved by Deputy Mayor Cate Savage

**That the April 14, 2021 meeting of Council be adjourned at 7:36 p.m.**

### MOTION CARRIED

DRAFT



## TOWN OF KENTVILLE COUNCIL

### Meeting Minutes: April 20, 2021

Town Hall, 354 Main Street, Kentville, Nova Scotia, B4N 1K6

This meeting was held in Town Hall and virtually using Zoom. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

#### 1. CALL TO ORDER AND ROLL CALL

Mayor Sandra Snow called the meeting to order at 6:00 p.m.

##### PRESENT

###### Council:

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

###### Staff:

- Dan Troke, Chief Administrative Officer
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Jason Bethune, IT Manager
- Jennifer West, Recording Secretary

##### REGRETS

None.

##### DECLARATIONS OF CONFLICT OF INTEREST

None.

*Note: "Points from Discussion" below show 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 by Councillor Paula Huntley, and seconded by Councillor Andrew Zebian

**That the agenda of the Special Meeting of Council on April 20, 2021 be approved.**

*Special Council Meeting Minutes, April 20, 2021*

*Pending Approval*

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# DRAFT

## MOTION CARRIED

### 3. BUDGET PRESENTATION

#### (a) Capital Program 2021-2022 Projects

Director Crowell reviewed the draft of the proposed capital budget for the Town of Kentville, inviting questions at the end of the presentation.

*Presentation Available*

#### **GAS TAX PROGRAM \$450,000**

**Funding (prior year and current year) from gas tax payments.**

#### **GREEN INFRASTRUCTURE \$154,000**

**Funding to support active transportation projects.**

- **Points of Discussion**
  - What is the West Main Street pathway? This is the crosswalk and path at the intersection near the Ultramar.

#### **ADMINISTRATION \$20,000**

**Funding for IT projects.**

#### **PROTECTIVE SERVICES \$118,200**

**Funding from operations (\$50,000), reserve (\$68,200).**

#### **TRANSPORTATION (YEARLY PROJECTS) \$425,000**

**Funding from reserves (\$175,000) and borrowing (\$250,000).**

#### **TRANSPORTATION (Flood Mitigation) \$40,000**

#### **TRANSPORTATION (Sidewalks) \$100,000**

- **Points of Discussion**
  - Clarification of where these sidewalks are. Near Headliners and Ultramar.

#### **TRANSPORTATION (STORM SEWER) \$330,000**

**Funding from reserves borrowing.**

- **Points of Discussion**

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# DRAFT

- Clarification of borrowing amortization of ten years.

## **TRANSPORTATION (STUDY) \$25,000**

**Funding from reserves.**

### **Summary of Transportation**

- **Points of Discussion**

- The asset management study is Town-wide. It is a requirement that this study be completed for the Town.

## **ECONOMIC DEVELOPMENT \$54,500**

**Funding from reserves.**

- **Points of Discussion**

- Clarification of number of benches downtown.

## **RECREATION (SOCCER) \$8,000**

**Funding from reserves.**

## **RECREATION (FACILITIES) \$41,500**

**Funding from reserves.**

- **Points of Discussion**

- Clarification of building improvements funding sources.

## **RECREATION (PARKS AND PLAYGROUNDS) \$408,000**

**Funding from reserves (\$65,000) and borrowing (\$343,000).**

- **Points of Discussion**

- Clarification of outdoor gathering spaces infrastructure.
- Clarification of dog park collaboration with the Village of New Minas.

## **RECREATION (EQUIPMENT) \$87,000**

**Funding from reserves.**

## **RECREATION (STUDIES) \$15,000**

**Funding from reserve to support the Ravine Trail.**

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# DRAFT

Review of future projects and funding sources, debt service ratio, per capita debt, debt affordability.

## Summary of the Capital Investment Program:

- **Points of Discussion**

- Note that the Federal budget may have an impact on the Capital Budget. These are incremental changes to the budget that may come back to Council.
- This budget is a base case for Council's information.
- Discussion of the rebranding of the gas tax. There is no change to the calculation, but there may be a top up in the near future.
- Clarification about strategic planning in the coming months.

## Councillor Feedback and Discussion:

- Suggestion that if more federal grants become available, that funding support acceleration of the existing plans (AT and accessibility).
- Support for active transportation, accessibility plan implementation and asset management. Support for Centre Square improvements and involvement of arts community.
- Concerns about the cost of the loader, the police station signage and the cost of benches.
- Concerns about the state of downtown sidewalks.
- Concerns about exterior restoration at Town Hall.

## RECOMMENDATION TO COUNCIL

It was moved by Councillor Paula Huntley and seconded by Deputy Mayor Cate Savage

**That Council approve the second draft of the 2021-2022 Capital Budget in the amount of \$2,135,100.**

To be ratified at the April 26, 2021 meeting of Council

### **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## 4. ADJOURNMENT

It was moved by Councillor Paula Huntley

**That the April 20, 2021 meeting of Council be adjourned at 7:15 p.m.**

### **MOTION CARRIED**

*Special Council Meeting Minutes, Capital Budget - April 21, 2021*

*Pending Approval*

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DRAFT



## **TOWN OF KENTVILLE COUNCIL MUNICIPAL PLANNING STRATEGY BRIEFING Meeting Minutes: April 21, 2021**

**Town Hall, 354 Main Street, Kentville, Nova Scotia, B4N 1K6**

This meeting was held in Town Hall and virtually using Zoom. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

### **CALL TO ORDER AND ROLL CALL**

Mayor Sandra Snow called the meeting to order at 6:00 p.m.

### **PRESENT**

#### **Council:**

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

#### **Staff:**

- Dan Troke, Chief Administrative Officer
- Beverly Gentleman, Director of Planning
- Jason Bethune, IT Manager
- Jennifer West, Recording Secretary

### **REGRETS**

None.

*Note: "Points for Discussion" below show comments made by individual councillors during debate. They do not necessarily represent the opinion of the group.*

## **MUNICIPAL PLANNING STRATEGY AND LAND USE BYLAW WORKSHOP**

### **DEFINITIONS**

The definition of Automobile Sales Establishment is unclear and need to be improved with respect to off site signage and "space".

- Points for Discussion
  - If there was a shed on the lot, it would have to be a permitted shed or office.

*Special Council Meeting Minutes, MPS Workshop - April 21, 2021*

*Pending Approval*

*Page 1*

# DRAFT

- Trying to make it clearer to define an automobile facility.

## GENERAL PROVISIONS

The plan has some issues around fencing, cash-in-lieu of parking, and prohibited signs.

Fencing:

- Points for Discussion
  - The example for this property is from the Chrysalis House fence.
  - If the C1 zone expands, will some of the existing structures be required to change their buffers? There hasn't been consideration to extend the C1 zone at this time.
  - Building up the commercial inventory in the C1 zone is in progress.
  - If some residential properties need to be protected from building at the property line, that is up to Council.

Cash in lieu of Parking:

Is it possible for the Development Officer to receive and accept applications for cash in lieu of parking, instead of bringing this to Council?

- Points for Discussion
  - Staff could approve applications, and Council could just review exceptions to the policy.

Prohibited Signs:

- Points for Discussion
  - What about the Farmers Market? They have special permission to do this, as well as special events. This is not a permanent sign, even though it is off premise.
  - Are there any other places using these kinds of signs? Yes- and some have approved temporary sign permits. If they have a building on site, they can continue to use "grandfathered" signs.

Chickens:

Recommend that chickens be removed from the bylaw and covered under the Animal Control Bylaw.

- Points for Discussion
  - This will include an amendment to the Animal Control Bylaw. Enforcement is easier through the Animal Control Bylaw. It will still be limited to two.

## RESIDENTIAL ZONES

Recommend minor changes to the number of dwellings in medium density residential units.

*Special Council Meeting Minutes, MPS Workshop - April 21, 2021*

*Pending Approval*

*Page 2*

# DRAFT

- Points for Discussion
  - The size of the lot, number of units and other factors dictates the number of units for a property.

## COMMERCIAL ZONES

There is a need for associated retail space in businesses in the downtown.

The wording for setbacks in Commercial zones should be changed to 500 feet.

- Points for Discussion
  - Is there a requirement for the retail portion of the business? There is no requirement for retail days and times. If this occurs, it would need to be addressed in the bylaws.

## COUNCIL REQUESTED AMENDMENTS

Council has requested some changes to residential development in the C-2 commercial zone.

- Points for Discussion
  - It is not unusual for a large property to have different zones. The property at Shylah Drive must have a 500' setback.
  -

Council has suggested other changes to the Highway Commercial Zone.

Clarification: Is there a specific type of residential development that Council wishes to allow on this property or in the C2 zone? Is the request specific to a specific property or on all C2 zones?

Is our C2 zone only Park Street? No. There is some on Belcher Street (vet and dentist). Currently there is very mixed zoning along Park Street.

- Points for Discussion
  - Discussion about C2 land uses, road frontage, and ground level land uses.
  - C2 was intended for car lots and other type of land use. Residential was not permitted. Is this amendment intended to apply across the board or on specific sites.
  - How much vacant C2 is in the Town? These changes would not likely apply to existing car dealerships, but if someone bought a car lot (ex. Par 4, or old Honda dealership) they might want to develop it into commercial and residential.
  - Are multi- residential units acceptable in the C2 zone?
  - Concerns about growth in Kentville and in the Valley. Giving away C2 land might be a lost opportunity. It may reduce the number of large businesses that can come to the Town.
  - Discussion about the Business Park zoning, and the future of land use.

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*Pending Approval*

*Page 3*

# DRAFT

- Using highway frontage for residential may not be the right path for Kentville. Consider putting the residential behind the commercial zone along the road frontage.
- Clarification of C1 and C2 zoning changes, and road frontage.
- Discussion of “natural evolution” of land from industrial to commercial and mixed residential and commercial.
- This meeting is the start of a lengthy process of changing these bylaws. Does Council want to consider changes to the land use bylaw that would allow a project to proceed under different zoning? Does Council want to focus this on a single property or across the Town? Changes to the bylaw would allow one prospective developer to move forward, but it might also encourage conversations about other developments. Good to let these conversations happen and also let the public have these conversations as well.
- A developer for this property has come to Council and is part of the public record already.

Council requested issues:

Tiny homes will be dealt with in the same way as a single family home.

- Discussion
  - Tiny homes might be dealt with through a development agreement similar to a land lease community with a single Property ID for multiple units. All have to meet codes and permits and road frontage.
  - This is currently allowed in Large Lot Residential (R5).

Pre-zoning property to R2 to facilitate side-by-sides.

- Discussion
  - There is language now for a property owner to be able to upzone their property. A vacant R1 zone with access to a major collector road (Park Street) could upzone to R2.
  - Is there any R5 that could be rezoned to R2? Yes, but this was not strongly supported during the last review of the MPS.
  - Discussion about available land to develop in the Town.

Regarding non-conforming properties

- Discussion
  - One property (LaPierre’s) has expressed interest to apply for a tiny home land lease type rezoning for their property.

Informal vote:

Does Council want to move forward with changes or keep the MPS and LUB as it is?  
There is Council support for a change in the MPS and LUB.

# ***DRAFT***

The proposed development for the Shylah Drive road front property is for small residential units, without kitchens, with a large, shared dining area, and with medical and nursing services. This would be very likely for older adults and seniors.

Staff should provide a briefing report back to Council with options for moving forward that Council can vote on. There may be a need for inclusion of certain kinds of economic activity. Tonight, staff have received all the information they need to create a report for Council.

The housekeeping amendments presented tonight should still move forward, apart from the more complicated larger issues of the C2 zone.

## **ADJOURNMENT**

It was moved by Councillor Andrew Zebian

**That the April 21, 2021 meeting of Council be adjourned at 7:46 p.m.**

## **MOTION CARRIED**





# Memo

To: Dan Troke, CAO  
From: Dave Bell, Director of Engineering & PW  
CC: Debra Crowell, Director of Finance  
Date: April 26, 2021  
Re: **SANITARY SEWER AREA SERVICE OPERATING BUDGET- 2021-2022**

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## **SANITARY SEWER AREA SERVICE OPERATING BUDGET**

### **Revenue: \$1,306,000**

**Revenue is increased \$20,900 (1.6%) from last year.** Due mostly to residential growth and billing with the Municipality of Kings.

### **Expenditures: \$1,304,500**

**Overall expenditures are increased \$23,100 (1.8%) over last year.**

### **Administration**

This sector is increased \$11,100 (4.2%) over last year. Significant changes are:

- Administrative salaries are increased \$5,400.
- The legal expense line item (\$40,500) is removed from this and future years budgets as the sewer arbitration issue has been settled.
- Depreciation has increased \$52,300 (58%) and is derived from prescribed rates and tangible capital asset (TCA) acquisitions.

## **Domestic Sewer Maintenance**

This segment is decreased \$8,600 (11.7%) to reflect actual maintenance costs from the last 5 years.

## **Pumping Stations**

Pumping stations decreased \$800 (1.3%) and are due to:

- Increase in wage adjustment (\$300)
- Increase in insurance premium (\$1,900)
- Decrease in maintenance costs (\$3000) to reflect actuals from the last 5 years

## **Treatment and Disposal**

This section is increased from last year by \$21,800 (2.7%). This section records our share of the jointly-funded sewer treatment plant owned by the Municipality of the County of Kings.

## **Fiscal Services**

This sector decreases \$10,400 (17.3%) in this budget.

- Principal and interest payments on long-term debt is reduced.

## **Capital (paid from) Revenue**

The Sanitary Sewer Area Service budgets a portion of its capital financing from its operating fund – this year \$40,000 is allocated

## **Transfer to Reserve**

- The Area Service attempts to “tuck away” monies each year to either its Operating Reserve or its Capital Reserve, in order to ensure stabilizing the rates and to provide “pay as you go” capital.

The Sanitary Sewer Area Service is budgeting a small annual surplus of \$ 1,500.

**Sanitary Sewer Area Service Reserve Information**

	March 31, 2021	Net Deposits/ (Withdrawals)	Projected March 31, 2022
<b>Operating</b>	408,248		408,248
<b>Capital</b>	140,369		140,369
<b>Depreciation</b>	<u>100,774</u>	<u>92,600</u>	<u>193,374</u>
<b>Total</b>	<u>649,391</u>	<u>92,600</u>	<u>741,991</u>

**RECOMMENDATION**

I recommend to Council that it approve the Sanitary Sewer Area Service Operating Budget for the year 2021-2022, as follows:

Revenue = \$1,306,000  
Expenditures = \$1,304,500  
Surplus = \$1,500

**TOWN OF KENTVILLE-2021/2022 OPERATING BUDGET  
SANITARY SEWER AREA SERVICE  
2021/2022 REVENUE AND EXPENDITURE BUDGET**

	<b>2020/2021 BUDGET</b>	<b>2021/2022 BUDGET</b>	<b>2022/2023 BUDGET</b>	<b>2023/2024 BUDGET</b>
	\$	\$	\$	\$
<b>REVENUE</b>				
148-42-100 Sewer Charges	1,279,000	1,300,000	1,331,900	1,345,200
148-42-150 Interest on overdue accounts	4,600	4,000	4,000	4,000
148-42-160 Bad debts collected	-	-	-	-
148-42-190 Permit- Sewer connections	1,500	2,000	2,000	2,000
<b>Total Revenue</b>	<b>1,285,100</b>	<b>1,306,000</b>	<b>1,337,900</b>	<b>1,351,200</b>
<b>EXPENDITURES</b>				
<b>Administration</b>				
148-42-211 Administrative salaries	88,000	93,400	95,400	97,400
148-42-231 Legal	40,500	-	-	-
148-42-232 Audit	2,300	2,300	2,400	2,500
148-42-250 Stationary & office supplies	2,200	2,300	2,400	2,500
148-42-260 Common service charge	30,000	30,000	30,000	30,000
148-42-282 Vehicle expense	2,100	1,000	1,000	1,000
148-42-284 Other collection expense	100	100	100	100
148-42-285 Lease of equipment	1,000	1,000	1,000	1,000
148-42-286 Interest on customers' deposits	100	100	100	100
148-42-287 Professional studies	5,000	-	-	-
148-42-288 Dues and fees	200	100	100	100
148-42-289 Training	1,000	1,000	1,000	1,000
148-42-887 Depreciation	90,300	142,600	142,600	142,600
	<b>262,800</b>	<b>273,900</b>	<b>276,100</b>	<b>278,300</b>
<b>Domestic Sewer Maintenance</b>				
148-42-311 Wages	26,500	27,000	27,700	28,200
148-42-380 Materials and supplies	37,100	27,800	28,800	29,900
148-42-390 Material and supplies- laterals	10,000	10,200	10,400	10,600
	<b>73,600</b>	<b>65,000</b>	<b>66,900</b>	<b>68,700</b>
<b>Pumping Stations</b>				
148-42-411 Wages	14,700	15,000	15,500	16,000
148-42-442 Insurance	12,700	14,600	14,600	14,600
148-42-466 Operations	19,000	19,000	19,000	19,000
148-42-480 Maintenance	15,000	12,000	14,000	16,000
	<b>61,400</b>	<b>60,600</b>	<b>63,100</b>	<b>65,600</b>
<b>Treatment &amp; Disposal</b>				
148-42-581 Agreement-Co. of Kings	793,500	815,300	835,300	860,300
<b>Fiscal Services</b>				
148-42-881 Interest on temporary borrowing	-	300	-	-
148-42-882 Interest	5,400	4,100	6,900	12,300
148-42-884 Principal	54,700	45,300	32,600	56,100
148-42-886 Discount	-	-	2,000	1,000
	<b>60,100</b>	<b>49,700</b>	<b>41,500</b>	<b>69,400</b>
<b>Capital from Revenue</b>				
148-42-920 Sewer renewal	30,000	40,000	20,000	-
	<b>30,000</b>	<b>40,000</b>	<b>20,000</b>	<b>-</b>
<b>Transfer to Reserve</b>				
148-42-950 Transfer to reserve	-	-	30,000	-
<b>Total Expenses</b>	<b>1,281,400</b>	<b>1,304,500</b>	<b>1,332,900</b>	<b>1,342,300</b>
<b>Excess Revenue (Expenditures)</b>	<b>3,700</b>	<b>1,500</b>	<b>5,000</b>	<b>8,900</b>
<b>Accumulated surplus (deficit), beginning of year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Transfer to Sanitary Sewer Area Operating reserve</b>	<b>(3,700)</b>	<b>(1,500)</b>	<b>(5,000)</b>	<b>(8,900)</b>
<b>Accumulated surplus (deficit), end of year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Ratified May \_\_, 2021

## TOWN OF KENTVILLE-2021/2022 OPERATING BUDGET

DEPT.SANITARY SEWER AREA SERV.					
REVENUE					
GENERAL LEDGER #	Description	2020/2021 Budget	2021/2022 Budget	2022/2023 Budget	2023/2024 Budget
148-42-100	<b>Sewer charges (consumption)</b>	1,279,000	1,158,400	1,170,000	1,182,000
	<b>2021/2022      2022/2023</b>				
	Metered				
	New Minas				
	County Kings*      105,600      106,900		105,600	106,900	108,200
	Apple Valley				
	Subtotal				
	<b>Surcharges (spill charge)</b>				
	Apple Valley      36,000      55,000		36,000	55,000	55,000
		1,279,000	1,300,000	1,331,900	1,345,200
	<i>* Doepler Report</i>				
148-42-150	<b>Interest on overdue accounts</b> 2% per month (26.8% per annum)	4,600	4,000	4,000	4,000
148-42-160	<b>Bad debts collected</b>	-	-	-	-
148-42-170	<b>Transfer from reserves</b>	-	-	-	-
148-42-190	<b>Permit- Sewer connections</b> Residential and Commercial	1,500	2,000	2,000	2,000

## TOWN OF KENTVILLE-2021/2022 OPERATING BUDGET

TOWN OF KENTVILLE

DEPT.SANITARY SEWER AREA SERV.

EXPENDITURES

GENERAL LEDGER #	Description	2020/2021 Budget	2021/2022 Budget	2022/2023 Budget	2023/2024 Budget
	<b><u>Administration</u></b>				
148-42-211	<b>Remuneration</b> <i>Purchased service and benefits</i> Public Works Admin section - \$47,900 General Gov't- Admin section- \$45,500	88,000	93,400	95,400	97,400
148-42-231	<b>Legal</b> <i>arbitration</i>	40,500	-	-	-
148-42-232	<b>Audit</b> <i>19% of Town bill or 12 % of entire bill</i>	2,300	2,300	2,400	2,500
148-42-250	<b>Stationary &amp; office supplies</b>	2,200	2,300	2,400	2,500
148-42-260	<b>Common service charge</b> Allocation from Public works Works building-office expenses ( see 01-14-13-400 Town Operating)	30,000	30,000	30,000	30,000
148-42-282	<b>Vehicle expense</b> <i>(registrations, fuel, maintenance, etc)</i>	2,100	1,000	1,000	1,000
148-42-284	<b>Other collection expenses</b>	100	100	100	100
148-42-285	<b>Lease of equipment</b> <i>share of folder/insertor</i>	1,000	1,000	1,000	1,000
148-42-286	<b>Interest on customers' deposits</b>	100	100	100	100
148-42-287	<b>Professional studies</b> <i>Rate Study</i>	5,000	-	-	-
1-48-42-288	<b>Dues and fees</b>	200	100	100	100
1-48-42-289	<b>Training</b> <i>class 1 &amp; 2 certification</i>	1,000	1,000	1,000	1,000
148-42-887	<b>Depreciation expense</b> <i>Depreciation- (est)</i>	90,300	142,600	142,600	142,600
		262,800	273,900	276,100	278,300

## TOWN OF KENTVILLE-2021/2022 OPERATING BUDGET

GENERAL LEDGER #	DEPT.SANITARY SEWER AREA SERV.				
	EXPENDITURES				
	Description	2020/2021 Budget	2021/2022 Budget	2022/2023 Budget	2023/2024 Budget
	<u><b>Domestic Sewer Maintenance</b></u>				
148-42-311	<b>Wages</b> Purchased service wages and benefits from Public Works crew operation (see 01-14-13-400 Town Operating)  (+\$7,000 certification)	26,500	27,000	27,700	28,200
148-42-380	<b>Materials and supplies</b> Manhole repairs, sewer chemicals claims & miscellaneous	37,100	27,800	28,800	29,900
148-42-390	<b>Materials and supplies- laterals</b>	10,000	10,200	10,400	10,600
		73,600	65,000	66,900	68,700

## TOWN OF KENTVILLE-2021/2022 OPERATING BUDGET

DEPT.SANITARY SEWER AREA SERV.					
EXPENDITURES					
GENERAL LEDGER #	Description	2020/2021 Budget	2021/2022 Budget	2022/2023 Budget	2023/2024 Budget
	<b><u>Pumping Station</u></b>				
148-42-411	<b>Wages</b> Sales of Service from Public Service crew operation cost wages and benefits	14,700	15,000	15,500	16,000
148-42-442	<b>Insurance</b> premium and fees	12,700	14,600	14,600	14,600
148-42-466	<b>Operations</b> Electric bills, Radio license	19,000	19,000	19,000	19,000
148-42-480	<b>Maintenance</b> Pumps, misc repairs Scada adjustments	15,000	12,000	14,000	16,000
148-42-581	<b><u>Treatment and Disposal</u></b> Agreement for use of County of Kings pollution control plant	793,500	804,800	825,000	850,000
	<div> <div>2020/2021</div> <div>2021/2022</div> </div> <div> <div>TOK</div> <div>\$757,100</div> <div>\$804,800</div> </div> <div> <div>Co of Kings*</div> <div>\$36,400</div> <div>\$ 10,500**</div> </div>				
		793,500	10,500	10,300	10,300
			815,300	835,300	860,300
	*Town properties on COK sewer line *COK increases rate \$ 15 per year **Doehler report				



## TOWN OF KENTVILLE-2021/2022 OPERATING BUDGET

		DEPT.SANITARY SEWER AREA SERV.				
		EXPENDITURES				
GENERAL LEDGER #	Description	2020/2021 Budget	2021/2022 Budget	2022/2023 Budget	2023/2024 Budget	
	<u>Fiscal Services</u>					
148-42-881	<b>Temporary borrowing interest</b> \$100,000X1.7%X60 days/365=		300			
148-42-882	<b>Interest</b> interest= \$4,500 accrued interest= \$1,400 reverse accrued interest (prior)= (\$1,800) New issue interest= \$ New issue acc'd int= \$	5,400	4,100	6,900	12,300	
148-42-884	<b>Principal</b>	54,700	45,300	32,600	56,100	
148-42-886	<b>Discount on debenture</b>			2,000	1,000	

## TOWN OF KENTVILLE-2021/2022 OPERATING BUDGET

		DEPT.SANITARY SEWER AREA SERV.			
		EXPENDITURES			
GENERAL LEDGER #	Description	2020/2021 Budget	2021/2022 Budget	2022/2023 Budget	2023/2024 Budget
148-42-910	<u>Capital from Revenue</u>  <i>Equipment</i>				
148-42-920	<i>Sanitary sewer renewal</i>	30,000	40,000	20,000	
148-42-950	<u>Transfer to Reserve</u>  <i>Transfer to reserve-Capital</i>			30,000	



# Memo

To: Dan Troke, CAO  
From: Dave Bell, Director of Engineering & PW  
CC: Debra Crowell, Director of Finance  
Date: April 26, 2021  
Re: **SANITARY SEWER AREA SERVICE CAPITAL BUDGET - 2021-2022**

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## **SANITARY SEWER AREA SERVICE CAPITAL BUDGET**

The Area Service is seeking capital funding for two projects in 2021/2022 in the amount of **\$325,000**.

### **Projects**

- **Burke Subdivision (Pleasant, Colonial, Hillside & Fairview Streets)**  
**\$250,000**
- **Centennial Arena Pumping Station Improvements - \$50,000**

Infrastructure is failing in both these areas causing continual maintenance by Public Works and service interruptions to customers.

### **Equipment**

- **\$25,000 for Asset Management Equipment** (Locators, GPS hardware and measuring & mapping devices)

## **Funding**

- **\$50,000** from Sanitary Sewer Depreciation Reserve
- **\$40,000** from Sanitary Sewer Operating Fund - paid out of current rates.
- **\$235,000** long-term borrowing

Future years are ratified in principle

## **RECOMMENDATION**

I recommend to Council that it approve the Sanitary Sewer Area Service Capital Budget in the amount of \$325,000 along with its funding sources for the year 2021-2022.

TOWN OF KENTVILLE SANITARY SEWER AREA SERVICE CAPITAL BUDGET FIVE YEAR PLAN - YEARS 2021/22 TO 2025/26 SUMMARY					
	2021/2022 BUDGET	2022/2023 BUDGET	2023/2024 BUDGET	2024/2025 BUDGET	2025/2026 BUDGET
<b>PROJECTS</b>					
<b>Other sanitary sewer projects</b>					
Colonial/Pleasant	250,000				
Southview/Lavinia		245,000			
Braeside/MacDonald Avenue			285,000		
Elm Street				300,000	
Cornwallis Street					250,000
Arena pump station	50,000				
	300,000	245,000	285,000	300,000	250,000
<b>Equipment</b>					
Asset Management	25,000				
	25,000	-	-	-	-
<b>TOTAL CAPITAL ADDITIONS</b>	<b>325,000</b>	<b>245,000</b>	<b>285,000</b>	<b>300,000</b>	<b>250,000</b>
<b>FUNDING</b>					
<b>OUTSIDE SOURCES</b>					
Other governments					
	-	-	-	-	-
Other Proceeds					
<b>INTERNAL SOURCES</b>					
Reserves					
Sanitary Sewer Capital (Restricted)					
General allocation			25,000	25,000	25,000
Depreciation	50,000	97,500	135,000	125,000	100,000
	50,000	97,500	160,000	150,000	125,000
Operations					
Capital from revenue- San Sewer	40,000	20,000			
	40,000	20,000	-	-	-
<b>BORROWING</b>	<b>235,000</b>	<b>127,500</b>	<b>125,000</b>	<b>150,000</b>	<b>125,000</b>
	<b>325,000</b>	<b>245,000</b>	<b>285,000</b>	<b>300,000</b>	<b>250,000</b>

Ratified by Town Council- \_\_\_\_\_ XX, 2021



# COUNCIL ADVISORY COMMITTEE

## Recommendation to Council

### Re: Withdrawal from Capital Fund #3

At the April 12, 2021 meeting of Council Advisory Committee, Director Crowell presented her request for a third withdrawal from the Town Capital Reserve fund in the amount of \$245,142.92 for various capital expenses.

#### **Council Advisory Committee recommend**

**That Council approve the attached resolution for a withdrawal of \$245,142.92 from the Town of Kentville Capital Reserve Fund to finance several capital acquisitions during the year 2020-2021.**

# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: March 25, 2021

Re: **RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVE- Draw # 3**

The 2020/21 Town Capital Budget provides for partial funding of capital acquisitions from the Town's Capital Reserve fund. Projects requiring funding are noted below. A resolution of Council to withdraw funds is requested. The details for the Capital Reserve are as follows:

	<u>PROJECT</u>	<u>BUDGET</u> <u>(from reserve)</u>	<u>DRAWN</u>	<u>Draw</u> <u>#2</u>	<u>Draw</u> <u>#3</u>
		\$	\$		
<b>Administration</b>	20/21 IT Projects	20,000	14,875.27	4,748.77	5,151.16
	Town Hall - Heat pump	17,500	-	-	-
	Town Hall- Design work COVID/Safety	20,000	18,456.88	3,563.93	300.34
	Town Hall- Renovations (ADDED)			30,172.61	59,460.91
<b>Protective Services</b>	Equipment	24,500	9,788.24	-	13,838.48
	Technology upgrades	28,000	1,770.91	23,033.78	2,049.55
	Police Building - roof (Over run)			280.65	58.76
<b>Transportation</b>	Streets-Bridge	37,500	-	-	-
	Storm sewer-Aberdeen/Cornwallis	130,400	33,418.59	1,389.31	20,194.39
	River Street dyke	15,000	-	-	-
	Flood mitigation study	60,000	5,694.43	-	-
	Public Works building	30,000	8,062.74	2,732.45	-
<b>Recreation</b>	Green Spaces- various	15,000	-	-	-
	Playground- Sherry Ave	10,000	-	-	-
	Studies- Assessibility	35,000	25,549.82	-	10,949.98
	Soccer	8,000	6,436.15	-	-
	MP- Shed siding	18,900	18,900.00	-	-
	MP-Fencing	15,000	14,850.18	-	-
	MP- Mosquito ball field	6,500	5,828.30	-	-
	Oakdene Park- Gazebo/Trail	11,000	4,692.82	5,735.67	-
	Equipment	9,500	2,639.21	665.33	385.49
<b>Economic development</b>	Downtown betterments-lighting	7,500	10,532.93	-	-
	Signage- Gateway	30,000	11,374.81	13,119.04	1,489.53
	Signage- Kentville Business Park	20,000	-	-	-
	Centre Square beautification	23,300	14,524.88	2,690.13	3,545.84
<b>Total</b>		<b>592,600</b>	<b>207,396.16</b>	<b>88,131.67</b>	<b>117,424.43</b>
<b>PROJECTS ADDED</b>					
<b>Transportation</b>	Prospect Avenue paving		-	16,789.97	
	Prospect Avenue storm sewer		-	26,801.37	
<b>Total additions</b>				<b>43,591.34</b>	
<b>OVERRUNS/ADDITIONS</b>					
<b>Gas Tax</b>	East Main Street sidewalk- CF to 20/21				7,576.02
	Sidewalk- Prospect Avenue				3,242.52
<b>Transportation</b>	Condon Avenue (ADDED)				14,546.58
	Equipment (No trade in)				7,000.00
<b>Recreation</b>	Green Spaces- Webster St. (No Grant)				95,353.37
					127,718.49
<b>TOTAL DRAW # 3</b>					<b>245,142.92</b>

The Town of Kentville Capital Reserve- General Allocation contains **\$1,231,975** and after the withdrawal, it will contain **\$986,832**.

**RECOMMENDATION**

I recommend to Council Advisory Committee that the attached resolution be approved for a withdrawal of **\$245,142.92** from the Town of Kentville Capital Reserve- General Allocation

This transfer will finance several capital acquisitions during the year 2020/2021. After this approval, I recommend that the resolution be forwarded to the next meeting of Town Council for ratification.





## **RESOLUTION**

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

#### **- 2020/2021 CAPITAL ACQUISITIONS**

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

**THEREFORE, BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve is authorized in the amount of **\$245,142.92** to fund capital acquisitions for the 2020/2021 capital program.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the      day of  
AD 2021.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2021.

---

Dan Troke, Town Clerk

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Craig Gerrard

**Date** April 25, 2021

**Date of Last Council Meeting Attended:** March 29, 2021

**Date of Last Council Advisory Meeting Attended:** April 12, 2021

### COMMITTEE MEETING ATTENDANCE AND SYNOPSIS

Date	Committee	Synopsis
April 8	NSAPG Board Meeting	Work shops cancelled Policing standarss committee Body worn cameras
April 14	<b>Operations budget</b>	
April 19	<b>Valley Waste Joint Councils</b>	
April 20	<b>Capital Budgets</b>	
April 21	<b>Valley Waste Board meeting</b>	
April 21	<b>MPS Review</b>	Active discussion especially around the C2 zone on Park Street – spoke with a couple residents that live in that area who are in favour of the previous developers plans

### TOWN OF KENTVILLE EVENT ATTENDANCE AND SYNOPSIS

Date	Event/Conference	Synopsis

### MISC EVENTS

Date	Synopsis

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL


### EXPENSES

This month	Year to Date

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Paula Huntley

**Date:** April 26/2021

**Date of Last Council Meeting Attended:** March 29,2021

**Date of Last Council Advisory Meeting Attended:** April 12,2021

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 7/21	Accessibility	Final review of the Accessibility plan for May rollout
April 7/21	Diversity	Review of Diversity Kings County plan update
April 21/21	KPPT Transit	Hiring Committee report, Financial report
April 21/21 April 23/21	Kentville water commission Valley REN LOC	Budget Meeting Strategic Planning Session

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
April 3/21	Lions Easter Breakfast	
April 24/21 April 24/21	K -town Clean up Lions Barbecue	

### Conference Attendance and Synopsis

Date	Conference	Synopsis

### COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
<b>Committee Name</b>	Council/CAC	<b>Meeting Date:</b>	April 14/21 April 20/21 & April 21/21

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

<b>Meeting Highlights:</b>	Operational budget Capital Budget – MPS Review		
<b>Budget:</b>	N/A		
<b>New Projects:</b>	N/A		
<b>Policy Changes:</b>	N/A		

### Misc Events

Date	Synopsis
March 31/21	Webinar-Business Women lead Here
March 31/21	Homeless no more -You Tube with Kentville speakers
April 1/21	BNI Chapter introduction meeting-new businesses
April 2/21	FCM-Long term green initiatives webinar
April 3/21	FCM-Rural strength & innovation webinar
April 4/21	Indigenous Awareness 101-ECO Canada (Nothing about us without us)
April 6/21	Mentoring plus Strategy
April 16/21	NSFM
April 19/21	Annapolis County Valley Waste
April 21/21	Valley REN LOC Recruitment committee
April 21/21	Mentoring Plus Strategy working lunch
April 22/21	Elevate Earth Day with VP AI Gore-Learnings for Climate Program
April 22/21	Strengthening the Community Housing sector
Other:	Meetings with CAO, Kentville Police residential area inquiry, meeting with Mentoring plus coordinator, communication with director of public works

# Councilor Report

## Kentville Town Council

**Name:** Cathy Maxwell

**Date:** April 20/21

**Date of Last Council Meeting Attended:** March 29/21

**Date of Last Council Advisory Meeting Attended:** April 12/21

**Date of Last Governance Session Attended:**

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 7/21	Accessibility Committee	
April 14/21	Operational Budget	Presentation of the Operational Budget to Council by Director Crowell.
April 16/21	NSFM Zoom Meeting	A discussion and update on the 5 priorities of NSFM: CAP, EPR, Municipal Funding, Modernization and Roads. Updates were also given on the Safe Rebuild, Legislative Changes (Code of Conduct and the Accessibility Act) and the Gas Tax Fund its structure and new name.
April 20/21	Capital Budget	Presentation of the Capital Budget by Director Crowell. "The projects"

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
March 31/21	Miners Marsh Easter Walk	It was a wonderful night for the walk. Staff had seasonal lights set up on the Marsh Trail and the crowd was really enjoying the experience. Well Done!!
April 2/21	Homeless No More Presentation	I could not make the presentation, however watched it online. What a

## Councilor Report Kentville Town Council

		fantastic presentation on the state of homelessness in the Valley and the roles/support being given by The Portal, Kentville Police and Kentville Recreation.

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
<b>Committee Name</b>	Accessibility Committee	<b>Meeting Date:</b>	April 7/21

### Misc Events

Date	Synopsis
April 7/21	The presentation of the final draft of the Accessibility Plan. The plan will be presented to Council in May and I think Council and the public will be very pleased with it.

# Councilor Report

## Kentville Town Council

Name: Cate Savage

Date: April 21, 2021

Date of Last Council Meeting Attended: March 29<sup>th</sup>

Date of Last Council Advisory Meeting Attended: April 12<sup>th</sup>

### Committee Meeting Attendance and Synopsis

	Committee	Synopsis
April 1 <sup>st</sup>	RSC	Capital and Operating budget deliberations – recommendations coming to council at the end of the April ...
April 7 <sup>th</sup>	IAC	Review and recommendations with IA – balance of portfolio just north of 14 million. We have 1.1 million coming due this June 2021 and this wish of the committee under the direction of the IA is that we commence a different direction with the funds (awaiting approval from the Minister for the proposed IPS changes)
April 14 <sup>th</sup>	Council Meeting to review operational budget	Balanced budget with commercial and residential rates remaining unchanged. North of a 13 million dollar budget overall presented by Dir Crowell. Passed to recommend to council at the end of the month.
April 19 <sup>th</sup>	REMO Regional Emergency Management Advisory Committee	Update from Dan Stovel REMC – Covid etc.
April 19 <sup>th</sup>	Joint Council Meeting	Valley Waste Discussions – all in camera



# Councilor Report

## Kentville Town Council

April 20 <sup>th</sup>	<b>Council Meeting to review capital budget</b>	\$2881500m (items such as gas tax, green infrastructure, transportation, admin, recreation.... FUNDING from various sources ..operations/gas tax/reserves/borrowing etc. DSC and per capital debt 8.3%
April 21 <sup>st</sup>	<b>Source Water Protection</b>	Highlights of Kentville Water Utility Budgets – operating and capital ..excellent reserves for both operating ...capital and depreciation
April 21 <sup>st</sup>	<b>MPS Review</b>	MPS and LUB housekeeping amendments

### Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis

### Misc Events

Date	Synopsis
March 25 <sup>th</sup>	Meeting with CAO Troke – top items that I wish to accomplish over the ensuing 3.5 years
April 1 <sup>st</sup>	Flag Raising – World Autism Awareness Day as declared by County of Kings
April 19 <sup>th</sup>	NSFM Valley Regional Meeting – 5 top priorities remain: CAP ...EPR...Municipal Funding ...Modernization ....Roads.

# Councilor Report

## Kentville Town Council

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### Expenses

This month	Year to Date

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

**Name:** Gillian Yorke

**Date:** April 26<sup>th</sup>, 2021

**Date of Last Council Meeting Attended:** March 29<sup>th</sup>, 2021

**Date of Last Council Advisory Meeting Attended:** April 12<sup>th</sup>, 2021

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 14 <sup>th</sup> , 2021	<b>Operating Budget</b>	Staff presented the proposed 2021-2022 Operating Budget
April 15 <sup>th</sup> , 2021	<b>AVRL Finance Meeting</b>	Financial Update from the AVRL
April 15 <sup>th</sup> , 2021	<b>AVRL Board Meeting</b>	Updates on programming and training sessions
April 19 <sup>th</sup> , 2021	<b>Joint Council Session: Valley Waste</b>	Councils from Kings and Annapolis Counties met to discuss Valley Waste
April 20 <sup>th</sup> , 2021	<b>Capital Budget</b>	Staff presented the proposed 2021-2022 Capital Budget
April 21 <sup>st</sup> , 2021	<b>Water Commission Budget</b>	Staff presented the proposed 2021-2022 Water Commission Budget
April 21 <sup>st</sup> , 2021	<b>MPS Review</b>	Staff presented proposed changes to the Municipal Planning Strategy.

### Town of Kentville Event Attendance and Synopsis

Date	Event/Conference	Synopsis
April 24 <sup>th</sup> , 2021	<b>Town of Kentville Clean Up</b>	Cleaning up around the Town

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

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### Misc Events

Date	Synopsis
March 31 <sup>st</sup> , 2021	Homeless No More; Let's Learn, Let's Talk, Let's Respond hosted by the Portal with Director Bedingfield and Chief Cecchetto and Russ Sanche on a panel discussion following a moving film. Fantastic presentation, and call to action.
April 6 <sup>th</sup> , 2021	Coffee meeting with residents to connect about how to be more involved in the community
April 12 <sup>th</sup> , 2021	Phone call with resident to discuss Centre Square activation plans
April 14 <sup>th</sup> , 2021	Began planning information sessions with County of Kings Councillor Lexie Burgess Misner to encourage more women to run for office in the 2024 elections. Sessions will begin in the summer of 2021.

### Expenses

This month	Year to Date
n/a	

# COUNCILOR REPORT

## KENTVILLE TOWN COUNCIL

Name: Andrew Zebian

Date: April 19<sup>th</sup> 2021

Date of Last Council Meeting Attended: March 29<sup>th</sup> 2021

Date of Last Council Advisory Meeting Attended: April 12<sup>th</sup> 2021

Date of Last Governance Session Attended:

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
April 7 <sup>th</sup>	IAC	

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis

### Conference Attendance and Synopsis

Date	Conference	Synopsis

### COMMITTEE MEETING SYNOPSIS – COMPLETED BY COMMITTEE REPRESENTATIVE ONLY

Detail	Synopsis		
Committee Name		Meeting Date:	

## COUNCILOR REPORT KENTVILLE TOWN COUNCIL

<b>Meeting Highlights:</b>	
<b>Budget:</b>	
<b>New Projects:</b>	
<b>Policy Changes:</b>	

### Misc Events

<b>Date</b>	<b>Synopsis</b>
<b>April 14<sup>th</sup></b>	<b>Presented Operating Budget 2021/2022</b>
<b>April 19<sup>th</sup></b>	<b>Meeting regarding Valley Waste</b>
<b>April 20<sup>th</sup></b>	<b>Presented Capital Budget for 2021/2022</b>
<b>April 21<sup>st</sup></b>	<b>Meeting regarding Land use Bylaws</b>

# Councilor Report

## Kentville Town Council

**Name:** Sandra Snow

**Date:** 21 April 2021

**Date of Last Council Meeting Attended:** 29 March 2021

**Date of Last Council Advisory Meeting Attended:** 12 April 2021

**Date of Last Governance Session Attended:** N/A

### Committee Meeting Attendance and Synopsis

Date	Committee	Synopsis
25 Mar 21	VREN Board Meeting	VREN business, commitment from Town of Kentville is open for business
26 Mar 21	NSFM Special Board Meeting	New legislation before the Assembly affecting municipalities
29 Mar 21	Council Meeting	Withdrawal from reserves Valley Waste funding resolution Regional Sewer operating budget Committee appointments, (GMF and KBC)
29 Mar 21	Valley REAP Meeting	Preparation for meeting with MIT
30 Mar 21	NS Affordable Housing Commission Workshop	Regional meeting, 52 participants, 27% representing municipalities, 21% provincial, 12% social services and 36% other. Discussion on challenges and opportunities for solutions for affordable rental housing
31 Mar 21	14 Wing Outreach Luncheon	There are 2200 regular and reserve and civilian personnel at 14 Wing. They have an O&M budget of \$50M/year. Salary for 20/21 was \$135.3M. \$540M in real estate, spent \$11.3M on upgrades and infrastructure costs per year, this includes a PILT of \$3M to Kings and Annapolis County in lieu of property taxes to the counties. \$20M was spent on upgrades during the COVID lock down. The Canadian Forces, requires 5000 recruits per year to make up for attrition. 21/22 budget includes \$10M in planned upgrades.

## Councilor Report Kentville Town Council

31 Mar 21	MFC Board Meeting	Review of funding application
31 Mar 21	NSFM Mayors/wardens/CAOs	Call with Dr. Strang, Deputy Minister Miller and Associate Deputy Minister Barbrick
1 Apr 21	14 Wing Outreach Luncheon	See above
8 Apr 21	Digital Coffee with President of NSFM	Follow-on to Women in Municipal Politics, open to all.
8 Apr 21	VREN Economic Recovery	Follow-up on on-going recovery initiatives
12 Apr 21	CAC Meeting	Capital reserve withdrawal Spring Debenture funding RFD to waive interest charges
14 Apr 21	Operational Budget Meeting	Presentation of the operational budget for 2021-2022, recommendation to approve the \$13,670,200 budget.
15 Apr 21	NSFM Board Meeting	Committee selection – still outstanding positions E-vote review Spring Conference update Safe Rebuild Funding Consultation with Municipalities
16 Apr 21	NSFM Regional Meeting	Updates provided on NSFM priorities: CAP, EPR, Funding, Roads, and Modernization. Board Retreat Partnership framework with the Province Safe Rebuild funding (\$67.5M for Safe Restart) Main Street Proposals Communications New for 2021: Board Mtgs, Spring Conference May 6-7, Fall Conference Nov 3-5, Mayors/Wardens/CAO calls, and webinars.
19 Apr 21	REMO REMAC quarterly Meeting	Updates on COVID, training and community outreach. New REMAC plan will be presented to the municipalities over the coming weeks.
19 Apr 21	Joint Council Meeting – Valley Waste Partners	Legal matters



# Councilor Report

## Kentville Town Council

19 Apr 21	VREN Board Strategic Planning Session	New strategic plan for VREN which will encompass the work required to enhance relationships with partners
20 Apr 21	Capital Budget Meeting	Presentation of the capital budget for 2021-2022, recommendation to approve the \$2,135,100 budget.
21 Apr 21	Kentville Water Commission Budget Meeting	See below

### Town of Kentville Event Attendance and Synopsis

Date	Event	Synopsis
31 Mar 21	Homeless No More Presentation	The Portal presented a video and a roundtable conversation on youth homelessness. Chief Cecchetto and Director Bedingfield were rock stars
16 Apr 21	Women of Excellence – Candidate review and selection	The judges (Andrew Mitton, Jane Nicholson and I) met to review the applications and determine the Woman of Excellence in the "Community Leader for Betterment" category.

### Conference Attendance and Synopsis

Date	Conference	Synopsis
13-14 Apr 21	MIT REAP Nova Scotia Workshop	Two days with MIT leading the workshop on entrepreneurship
16 Apr 21	Valley Region IMSA Review	The Valley Mayors and CAOs met to discuss the way ahead for the numerous Municipal Service Agreements currently in effect

### Committee Meeting Synopsis – Completed by Committee Representative only

Detail	Synopsis		
Committee Name	Water Commission	Meeting Date:	21 Apr 21
Meeting Highlights:	Operating Revenue Operating Expenditures Non-Operating Revenue Non- Operating Expenditures Current Surplus		
Budget:	Operating: Revenue \$1,964,400 Expenditures \$1,607,800 Budgeted Surplus \$10,500		

# Councilor Report

## Kentville Town Council

	Kentville Water Commission capital budget \$589,500
<b>New Projects:</b>	Burke Subdivision
<b>Policy Changes:</b>	None

### Misc Events

<b>Date</b>	<b>Synopsis</b>
9 Apr 21	REAP NS Friday Morning coffee with Deputy Minister Miller and Don Bureaux
20 Apr 21	Meeting with Burnell Lyons
21 Apr 21	Meeting with Dr Lapierre



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

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

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26 April 2021

RE: Gifts – Fiscal Year 2020/2021

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Please accept the following memo and attached table documenting the gifts I have received in the conduct of my duties as the Mayor of Kentville.

All gifts are in keeping with the stipulations set out in Policy G-16 Code of Conduct, paragraph 4.10 and the exceptions as per paragraph 4.10.4.

No single gift meets the \$250.00 threshold established at paragraph 4.10.6. Therefore, no disclosure statements will be prepared.

During Fiscal Year 2020/2021, I have accepted **\$36.34** in gifts, in the conduct of my duties.

Kindest Regards

Sandra Snow, Mayor  
Town of Kentville

**Mayor's Annual Gift Statement**

Date	Gift	Principle	Amount
24 Jul 20	Lightfoot Wine (leftover bottle from Ryan's Park)	Enqor Development	24.35
16 Sep 20	Lunch at King's Arms	Chris MacKay Investments	11.99
<b>31 Mar 21</b>	<b>Total</b>		<b>\$ 36.34</b>

31 Mar 21

A handwritten signature in blue ink that reads "Sandra Snow".



## TOWN OF KENTVILLE 2021/22 PROPOSED OPERATING BUDGET HIGHLIGHTS

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### INTRODUCTION

In a “normal” year, the budgeting process for a municipal unit is usually a challenge, as “wish lists” often exceed the available financial resources. For two years the COVID-19 pandemic has thrown a proverbial wrench into our day-to-day operations. Last year, we were forced to cancel many recreation and economic development activities-making last’s year’s budget look very different from prior years.

We had “fingers crossed” that we would see the end of the pandemic by 21/22; however, that is not the case, as a third wave is taking hold. The good news is that there are vaccines being rolled out province wide. Nova Scotia has done very well throughout the pandemic (comparatively speaking), although the variants of the virus are currently the prevalent strains and our numbers are increasing.

In compiling this budget book, we erred on the side of caution for many revenue streams which were drastically affected by the pandemic last year and are slowly showing signs of rebounding. Some gathering protocols have been expanded, which is good news for the delivery of our recreation services. However, we understand that Provincial gathering protocols may be cut back at any time, if the third wave becomes heavily spread through the community.

As in past years, the Town’s Operating Budget reflects the vision and goal statements developed by Council and its residents and it is one of the most important annual tasks completed by Council. Municipal tax dollars are hard at work every day- some tasks more visible than others. The ratified operating budget becomes the guiding document for the Town’s various departments to provide service delivery to the Town’s residential and corporate citizens.

The proposed **2021/2022 Town of Kentville Operating Budget** is before Council for consideration. This financial plan is a balanced budget totaling **\$13,670,200**, an increase of **\$189,600 (1.4%)** over last year’s operating budget.

## **PROCESS**

The 2021/22 budget group consisted of Town Council and the Senior Management team. The budget process began in early 2021, after the 2021/22 assessment roll was released by Property Valuation Services Limited. Parameters for our 2021/22 servicing needs were set- acknowledging Provincial-legislated requirements, along with our debt servicing levels. Under Provincial legislation, sufficient revenues must be raised to meet all budgeted expenditures.

Each Director crafted his/her respective departmental budget, based on the requirement to provide service delivery in the most efficient and economical manner, ensuring that we adhered to the current Provincial protocols mandated for COVID-19. This draft operating budget was presented to Council at a budget meeting held on April 14, 2021. Council unanimously recommended that the ***Town Operating Budget*** move forward to the docket of the Town Council meeting slated for April 26, 2021 for ratification.

### **The major drivers for the 2021/2022 operating budget include:**

- ❖ The Province of Nova Scotia issues guidelines for safe gathering practices based on the status of COVID-19 in the province. Because of this, some of the Recreation programs have been returned to the budget, while other annual social gatherings/festivals have not.
- ❖ For 2021/22, the Province set the CAP at 0.3% CPI (last year- 1.0%).
- ❖ Budget to budget, provincially mandated payments to the Province increased in 2021/22.
- ❖ Contributions to several of our joint-board partners increased in 2021/22, as the Town must pay for its share of service delivery carried out by our joint-board partners.

The **proposed *Operating Budget*** before Council today is a “status quo” budget. Core service delivery will continue at our customary high standards; however, there are no new Town-based programs added to this budget. One positive change from last year’s budget is the reinstatement of the swimming pool program in Recreation Services.

Once again, our goal was to keep taxation rates as stable as possible to assist residential and corporate citizens as much as we could in their recovery from the pandemic, with the understanding that many economic drivers are beyond the Town’s control.

This proposed operating budget before Council is built on solid principles and offers both residential and corporate citizens exemplary services and good value for their tax dollars.



## **BACKGROUND- SERVICE DELIVERY** (Appendix A)

Overall, **operating expenditures** are **increased \$189,600** (+1.4%) over last year. Expenditures are segregated into three categories: Mandatory, Fixed and Controllable.

### **Mandatory Expenditures**

The Town collects taxes on behalf of the Province of Nova Scotia. These expenditures are unavoidable. It is our responsibility to collect taxation for Provincially-mandated programs. The Town is required to bill and collect for **Corrections** services, **Housing** services, **Regional Library** services and **Education** services. We also include the expense to **Property Valuation Services Limited** in our Mandatory expenditures- the mandatory fee for the quasi-provincial entity charged with Provincial property assessment. These Mandatory expenditures are a sensitive issue amongst municipal units, as they are indicative of Provincial downloading of “people services” onto the municipal forum. Municipal governments are “specialists” in the provision of “property services”. This infringement on our municipal rates means that our total taxation rates are higher than for just municipal service delivery.

Overall, **Mandatory expenditures increased \$73,700 (4.0%)** (in total) over last year – now costing us \$1.92 million. Mandatory expenditures comprise **14.1% of the total** 21/22 expenditures. The Mandatory rate increases by approximately  $\frac{2}{3}$  cents/\$100. Mandatory charges are shown separately on each tax bill – along with the percentage contribution.

**Changes** (over last year) in **Mandatory** expenditures are:

<b>PURPOSE</b>	<b>INCREASE (DECREASE)</b>
<b>Assessment services</b>	<b>\$(300)</b>
<b>Corrections</b>	<b>0</b>
<b>Prosecution</b>	<b>0</b>
<b>Housing</b>	<b>0</b>
<b>Library</b>	<b>0</b>
<b>Education</b>	<b>74,000</b>
	<b>\$73,700</b>

### **Fixed Expenditures**

Fixed expenditures include non-negotiable costs such as the **transfers to joint boards, community partners and other commitments, debt repayment, valuation allowances and reserves. Remuneration and benefits** are somewhat uncontrollable costs. Collective agreements, internal policy statements along with Provincial and Federal legislation drive these expenditures. This year fixed costs comprise **63.9% of the total** 21/22 expenditures.

Significant changes (over last year) in **Fixed Expenditures** are:

<b>PURPOSE</b>	<b>INCREASE (DECREASE)</b>
<i>Joint Boards</i>	\$35,700
<i>Commitments</i>	(5,600)
<i>Debt repayment</i>	(137,700)
<i>Allowances</i>	(4,200)
<i>Area rates</i>	(28,500)
<i>Election</i>	(40,000)
<i>Remuneration/benefits</i>	241,200
	<b>\$60,900</b>

Joint Boards include: Kentville Volunteer Fire Department, Kings Transit Authority, Kings Point to Point, Valley Waste Resource Management Authority, Kings Regional Economic Network, Kings Co.-Building/Fire inspection services.

### **Controllable Expenditures**

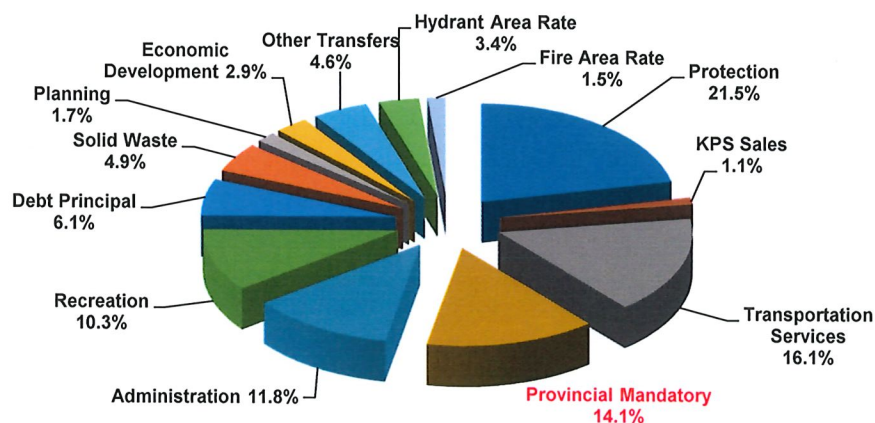
Controllable disbursements comprise approximately **22.0% of the total** expenditures of the Town and encompass the programs and related service-delivery levels which Council can debate throughout the budget process.

In summary, the changes (over last year) in **Controllable Expenditures** are:

<b>PURPOSE</b>	<b>INCREASE (DECREASE)</b>
<i>Departmental expenditures (net)</i>	55,000
	<b>55,000</b>

(see Appendix C for departmental breakdown of expense increase)

### **TOWN OF KENTVILLE OPERATING FUND EXPENDITURES- 2021/2022**





## **BACKGROUND- REVENUE FUNDING** (Appendix B)

Funding for the above-noted programs and services is comprised of the following:

<i>Municipal tax levy</i>	\$6,236,800
<i>Other municipal revenue</i>	4,647,300
<b><i>Available for municipal purposes</i></b>	<b>10,884,100</b>
<b><i>Provincial mandatory tax levy</i></b>	<b>2,006,000</b>
<i>Area Rate- Fire purposes</i>	203,700
<i>Area Rate- KWC hydrant purposes</i>	462,600
<i>Economic development levy</i>	113,800
<b><i>Total Revenue</i></b>	<b>\$13,670,200</b>

Revenue from other than property taxation increased **\$26,800 (0.6%)** from last year's budget. **Significant increases (decreases)** in revenue streams are as follows:

<b><i>PURPOSE</i></b>	<b><i>INCREASE (DECREASE)</i></b>
<i>Taxes- Business Park Commercial</i>	\$4,500
<i>Taxes- Area Rates</i>	(28,500)
<i>Taxes-Special assessments- betterments</i>	(1,800)
<i>Services- Provincial- Protection</i>	2,000
<i>Services- Local- Recreation/Cultural</i>	(19,400)
<i>Sales-own agencies and others</i>	(87,600)
<i>Unconditional- Provincial</i>	(3,000)
<i>Conditional- Federal</i>	(800)
<i>Financing- Operating/Capital reserves</i>	47,600
<i>Other revenue increases (net)</i>	35,900
<b><i>From surplus (operating reserve) (increase over last year)</i></b>	<b>77,900</b>
	<b>\$26,800</b>

## **2021 ASSESSMENT INFORMATION**

The Provincial CAP was set at 0.3% CPI for 2021 (last year 1.0%). This year, CAPped assessments affect 68.2% (last year 48.6%) of residential/resource properties. New revenue dollars are derived from a combination of assessment growth/new construction and property sales transactions.

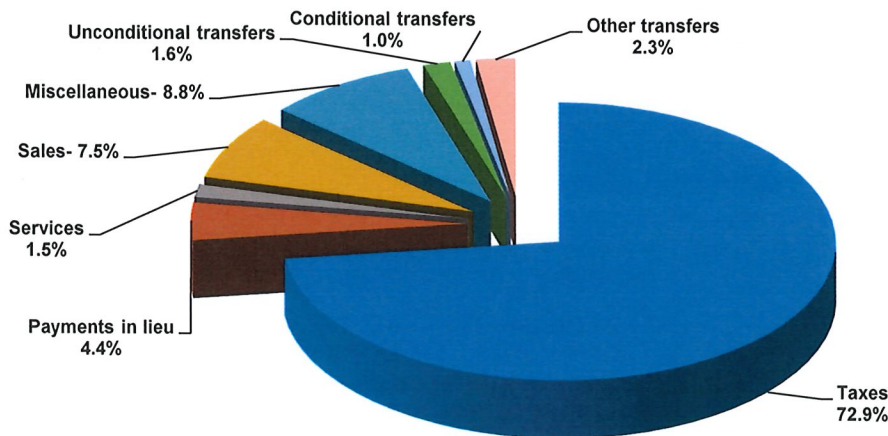
For 2021/22 residential/resource assessment grew by 2.6% (last year 4.9%) (net of allowances for losses and CAP). Commercial assessments decreased -0.2% (last year -3.0%). Payments in Lieu of Tax assessments increased by 3.7% (last year 16.3%). These adjustments to assessment provide **\$162,800 in new tax dollars** (at last year's rates) (last year-\$226,300).

The breakdown of new tax revenue (at last year's rates) is as follows:

#### PURPOSE

	MUNICIPAL TAX	MANDATORY TAX	TOTAL
<b>Residential</b>	\$77,700	\$69,800	\$147,500
<b>Commercial</b>	8,400	6,900	15,300
	68,700	73,100	162,800

#### TOWN OF KENTVILLE OPERATING FUND REVENUE- 2021/2022



#### BUDGET SUMMARY

Revenue other than taxation (net)	\$26,800 cr.
New revenue (assessment increases)	162,800 cr.
Total increased revenue over last year	189,600 cr.
Expenditure increase (net)	189,600 dr.
<b>BUDGET SURPLUS</b>	<b><u>\$NIL</u></b>

## **THE RESULTS**

The 2021/22 total increase in revenue offsets the lift in expenditures in this budget. The tax rates for the fiscal year 2021/2022 are as follows (figures rounded slightly for ease of reading):

**The General Tax rate** is decreased from \$1.70 per \$100 to **\$1.69 ⅔ per \$100** - a reduction of ⅓ cents per \$100.

### **Residential rate remains stable as follows:**

- ✓ Residential base tax rate is \$ 1.40 ⅔ per \$100
- ✓ Fire are rate is \$ .03 ¾ per \$100
- ✓ Hydrant area rate is \$ .09 cents per \$100
- ✓ Economic development levy is ⅓ cent per \$100
- ✓ Total residential rate is \$1.53 ¾ cents per \$100
  
- ✓ **Total residential tax rate remains identical to last year's rate**
  - For a \$ 100,000 residential/resource assessment, the annual tax bill is **\$1,537.00** (Last year- \$ 1,537.00) an increase of **\$NIL**.
  - A \$100,000 residential or resource property, **that attracts the 0.3% assessment lift**, will see the annual tax bill at **\$1,541.61**, an annual increase of **\$4.61** or 0.3%.

As a reference point, the total Residential tax rate will rise 0.0% this year in comparison to the Consumer Price Index for Nova Scotia for the month of March 2021 at 2.8%, as posted by Statistics Canada.

### **Commercial rate remains stable as follows:**

- ✓ Commercial base tax rate is \$ 3.28 ⅓ cents per \$100
- ✓ Fire are rate is \$ .03 ¾ per \$100
- ✓ Hydrant area rate is \$ .09 cents per \$100
- ✓ Economic development levy is \$ .10 ⅔ cents per \$100
- ✓ Total commercial rate is \$ 3.51 and ⅔ cents per \$100
  
- ✓ **Total commercial tax rate remains identical to last year's rate.**
  - For a \$ 100,000 commercial assessment, the annual tax bill is **\$ 3,514.20** (Last year- \$3,514.20), an increase of **\$NIL**.



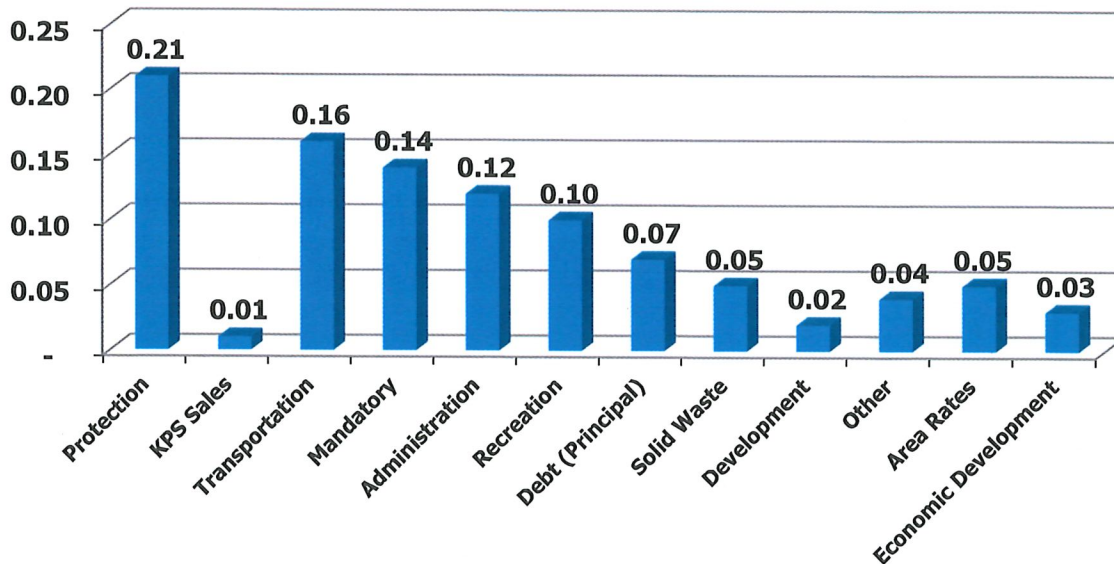
## **HOW THE TAX DOLLAR IS SPENT**

For 2021, of the \$13.7 million budgeted, the Town of Kentville will collect \$6.2 million in municipal property taxes, \$2.0 million for the Province, \$.5 million for KWC Hydrant Area Rate and \$.2 million for Fire Area Rate and \$.1 million for economic development initiatives, leaving other sources of revenue totaling \$4.7 million.

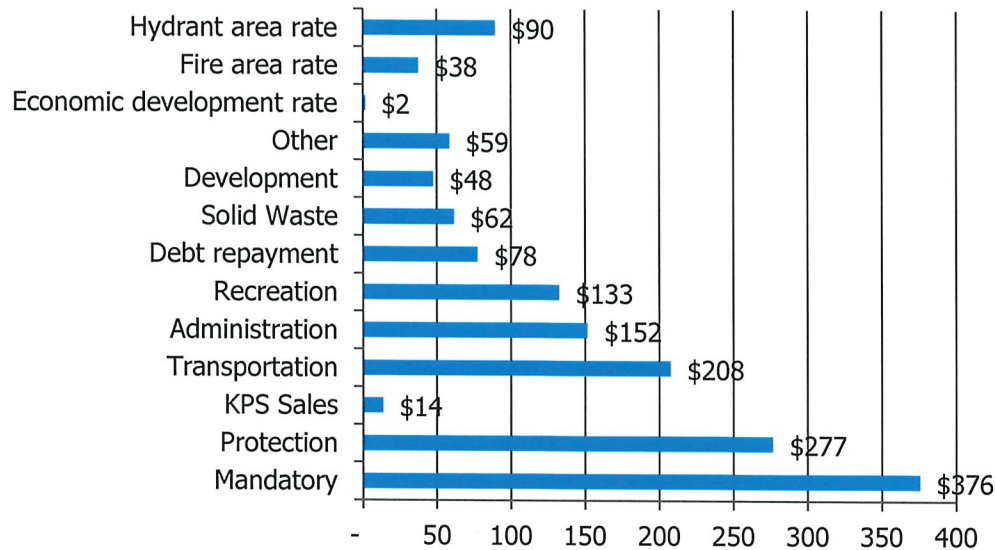
Approximately \$8.3 million, about 61% of the total revenue collected, will go towards delivering the services for Town programs such as legislative and administrative services, police services, public works services, planning services and recreational services. These monies also fund maintenance and repair of infrastructure (curbs, sidewalks, storm sewer, buildings, recreation facilities etc.)

The remaining levy, approximately \$5.4 million, is collected by the Town on behalf of other agencies, including the Province of Nova Scotia and Property Valuation Services Corporation (both mandatory), the Kentville Volunteer Fire Department Inc. (Fire Area Rate), the Kentville Water Utility (Hydrant Area Rate) and the economic development levy along with fixed costs including transfers to joint boards/commissions and debt servicing. These programs and services are either fixed or not under the direct administration and financial control of the Town.

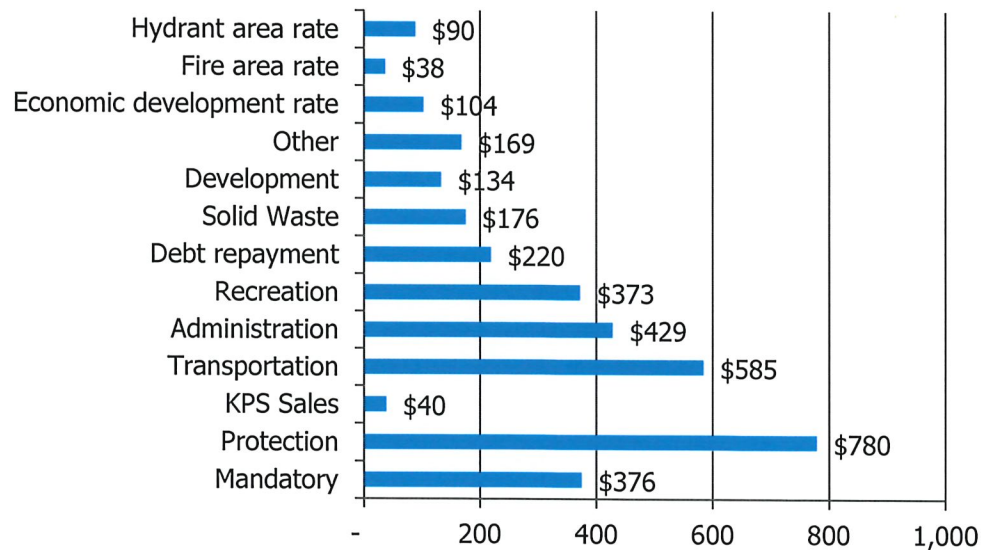
**Where the Tax Dollar Is Spent-2021/22**



**RESIDENTIAL TAX 2021/22**  
**\$100,000 ASSESSMENT = \$1,537.00**

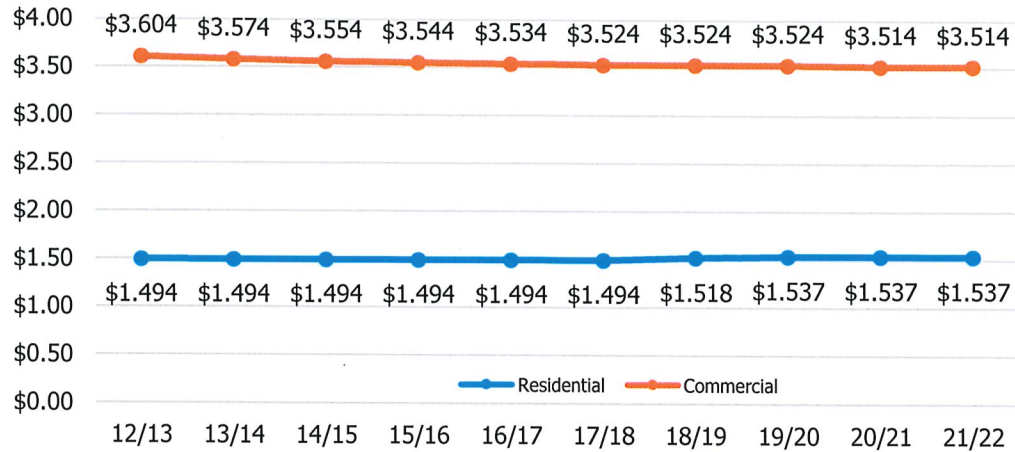


**COMMERCIAL TAX 2021/22**  
**\$100,000 ASSESSMENT = \$3,514.20**



## KENTVILLE TAX RATES 2012/13 TO 2021/22

### Town of Kentville Tax Rate History (includes area rates)



For the year 2020-2021, of the 25 towns in Nova Scotia, Kentville's Residential tax rate is the 4<sup>th</sup> lowest and its Commercial tax rate is also the 4<sup>th</sup> lowest.

### SUMMARY

This proposed **Operating Budget** before Council today will:

- **Continue** program delivery and at the same exemplary level to which our residential and corporate citizens are accustomed- in spite of the continuation of the COVID-19 pandemic;
- **maintain** sizeable transfers to reserve funds for future/unexpected expenditures;
- **maintain** manageable levels for servicing our long-term debt;
- **hold** the total Residential rate, and;
- **hold** the total Commercial rate.



## **RECOMMENDATION**

At the Town Operating Fund budget meeting held on April 14, 2021, Council unanimously recommended that the **2021/2022 Town of Kentville Operating Budget** move forward to Town Council for the ratification of the rates.

**2021/22 Revenue**                **\$13,670,200**  
**2021/22 Expenditures**       **\$13,670,200**

The following tax rates for the year **April 1, 2021 to March 31, 2022** are ratified by Town Council as follows and are read into the record. (Figures are rounded slightly for ease of reading.)

	Residential	Commercial
	(per \$100)	(per \$100)
Municipal base rate	\$1.40 & ½¢	\$3.28 & ⅓¢
Fire area rate	3 ¾¢	3 ¾¢
Hydrant area rate	9¢	9¢
Economic development levy	⅓ ¢	10 ⅓¢
<b>Total Residential</b>	<b>1.53 and ¾¢</b>	
<b>Total Commercial</b>		<b>3.51 and ⅓ ¢</b>

Even presented with a pandemic which has spread into two fiscal years, the Town has managed its financial resources wisely. The milder, shorter winter provided the Town with surplus funds, part of which were fed into this budget to mitigate any shortfall caused by the effect of the COVID-19 pandemic on our revenue streams and our departmental budgets. The budget presented here continues to provide delivery of high-quality services to our residential and corporate citizens with a careful eye to our pledge of fiscal responsibility and stability. I extend my thanks to all who were involved in contributing to this annual process.

Respectfully submitted,

  
**Debra Crowell**  
Director of Finance  


April 26, 2021

**TOWN OF KENTVILLE**  
**2021/2022 OPERATING BUDGET-EXPENDITURE**



	<b>2020/2021 BUDGET</b>	<b>2021/2022 BUDGET</b>	<b>2022/2023 BUDGET</b>	<b>PERCENTAGE VARIANCE</b>	<b>PERCENTAGE VARIANCE</b>
<b>GENERAL ADMINISTRATION</b>					
9 Legislative	287,500	257,000	277,500	-10.6%	8.0%
10 General Administration	1,362,800	1,447,200	1,480,000	6.2%	2.3%
	<u>1,650,300</u>	<u>1,704,200</u>	<u>1,757,500</u>	3.3%	3.1%
<b>PROTECTIVE SERVICES</b>					
11 Police- Core program	2,383,900	2,509,200	2,584,300	5.3%	3.0%
11-1 Police- Sales of service	148,200	153,000	159,500	3.2%	4.2%
11-2 Law enforcement	224,600	196,500	198,700	-12.5%	1.1%
12 Fire fighting	890,300	860,100	860,100	-3.4%	0.0%
13 Protective services- debt charge	15,300	5,000	6,000	-67.3%	20.0%
13 Emergency measures & other	161,300	130,500	133,100	-19.1%	2.0%
	<u>3,823,600</u>	<u>3,854,300</u>	<u>3,941,700</u>	0.8%	2.3%
<b>TRANSPORTATION SERVICES</b>					
14 Common services	965,700	1,012,900	1,064,300	4.9%	5.1%
15 Road transportation	789,300	762,800	785,900	-3.4%	3.0%
15 Public transit	225,500	285,900	237,100	26.8%	-17.1%
15 Transport- debt charges	66,300	51,300	45,400	-22.6%	-11.5%
15 Other transportation	96,800	94,000	96,000	-2.9%	2.1%
	<u>2,143,600</u>	<u>2,206,900</u>	<u>2,228,700</u>	3.0%	1.0%
<b>ENVIRONMENTAL HEALTH SERVICES</b>					
16 Solid waste collection and recycling	659,800	664,000	712,100	0.6%	7.2%
<b>PUBLIC HEALTH</b>					
17 Public health and housing	96,500	96,500	96,500	0.0%	0.0%
<b>ENVIRONMENTAL DEVELOPMENT</b>					
18 Planning and zoning	244,500	231,100	239,200	-5.5%	3.5%
19 Other community development	399,000	389,200	410,200	-2.5%	5.4%
	<u>643,500</u>	<u>620,300</u>	<u>649,400</u>	-3.6%	4.7%
<b>RECREATION AND CULTURAL</b>					
20 Recreation-Administration	506,400	538,800	530,600	6.4%	-1.5%
21 -Programmes & other	83,800	141,800	149,800	69.2%	5.6%
22 -Facilities	609,200	611,000	618,000	0.3%	1.1%
22 -Recreation- Debt charges	37,000	26,300	27,600	-28.9%	4.9%
22 Cultural	133,700	133,700	133,700	0.0%	0.0%
	<u>1,370,100</u>	<u>1,451,600</u>	<u>1,459,700</u>	5.9%	0.6%
<b>23 EDUCATION</b>	<u>1,536,000</u>	<u>1,610,000</u>	<u>1,610,000</u>	4.8%	0.0%
<b>FINANCING AND TRANSFERS</b>					
24 Debt charges (principal)	928,300	829,500	833,100	-10.6%	0.4%
24 Transfers to allowances and reserves	628,900	632,900	632,900	0.6%	0.0%
	<u>1,557,200</u>	<u>1,462,400</u>	<u>1,466,000</u>	-6.1%	0.2%
<b>TOTAL EXPENDITURE</b>	<u>13,480,600</u>	<u>13,670,200</u>	<u>13,921,600</u>	<b>1.4%</b>	<b>1.8%</b>



**TOWN OF KENTVILLE**  
**2021/2022 OPERATING BUDGET-REVENUE**



	2020/2021 BUDGET	2021/2022 BUDGET	2022/2023 BUDGET	PERCENTAGE VARIANCE	PERCENTAGE VARIANCE
<b>2 TAXES</b>					
Assessable Property	9,809,700	9,927,500	10,164,800	1.2%	2.4%
Special Assessments	6,800	5,000	5,000	-26.5%	0.0%
Business Property	38,500	38,500	38,500	0.0%	0.0%
Other	0	0	0	0.0%	0.0%
	<u>9,855,000</u>	<u>9,971,000</u>	<u>10,208,300</u>	1.2%	2.4%
<b>3 PAYMENTS IN LIEU OF TAXES</b>					
Federal and Agencies	396,300	417,800	424,200	5.4%	0.0%
Provincial and Agencies	182,600	182,100	184,800	-0.3%	0.0%
	<u>578,900</u>	<u>599,900</u>	<u>609,000</u>	3.6%	0.0%
<b>4 SERVICES PROVIDED</b>					
<b>To other governments</b>					
Provincial government	118,000	120,000	123,000	1.7%	2.5%
Local government	110,400	91,000	91,600	-17.6%	0.7%
	<u>228,400</u>	<u>211,000</u>	<u>214,600</u>		
<b>5 SALES OF SERVICES</b>					
Agencies	1,108,100	1,020,500	1,047,200	-7.9%	2.6%
<b>6 OTHER REVENUE-OWN SOURCES</b>					
Fines, fees, permits	37,800	37,800	37,800	0.0%	0.0%
Rentals	361,800	397,500	450,000	9.9%	13.2%
Interest and penalties	95,000	95,000	100,000	0.0%	5.3%
Return on investment	630,000	630,000	630,000	0.0%	0.0%
Other	44,100	44,300	44,300	0.5%	0.0%
	<u>1,168,700</u>	<u>1,204,600</u>	<u>1,262,100</u>	3.1%	4.8%
<b>7 UNCONDITIONAL TRANSFERS-PROVINCE</b>	<u>224,200</u>	<u>221,200</u>	<u>221,200</u>	-1.3%	0.0%
<b>8 CONDITIONAL TRANSFERS</b>					
Federal	800	0	0		
Province	125,000	125,000	125,000	0.0%	0.0%
	<u>125,800</u>	<u>125,000</u>	<u>125,000</u>	0.0%	0.0%
<b>FINANCING AND TRANSFERS</b>					
24 From reserves	191,500	317,000	234,200	65.5%	0.0%
<b>TOTAL REVENUE</b>	<u>13,480,600</u>	<u>13,670,200</u>	<u>13,921,600</u>	1.4%	1.8%

TOWN OF KENTVILLE 2021/2022 OPERATING BUDGET EXPENDITURE BUDGET VARIANCE- 2020/21 AND 2021/22 -BY CATEGORY											
	2020/2021 Budget	Mandatory	Joint Bds/ Commitments	Debt	Area Rates	Remuneration/ Benefits	Election/ Val Allow.	Other	To Reserves	Total Variance	2021/2022 Budget
Legislative	287,500					9,500	(40,000)			(30,500)	257,000
General Administration	1,362,800	(300)	(4,000)	2,800		46,100	(4,200)	44,000		84,400	1,447,200
Police-core program	2,383,900		(2,600)			109,400		18,500		125,300	2,509,200
Police-sales of service	148,200					4,800				4,800	153,000
Law enforcement	224,600					2,300		(30,400)		(28,100)	196,500
Fire Protection	890,300		(1,700)		(28,500)					(30,200)	860,100
Protective service-debt charge	15,300			(10,300)						(10,300)	5,000
Emergency measures & other	161,300		(30,800)			47,500		(29,600)		(30,800)	130,500
Transportation	2,143,600		60,400	(15,000)				(3,600)		63,300	2,206,900
Environmental Health	659,800		7,800							4,200	664,000
Social welfare	96,500									-	96,500
Environmental development	244,500					(13,700)		300		(13,400)	231,100
Community economic development	399,000		-	(5,700)		2,800		(6,900)		(9,800)	389,200
Recreation	1,370,100		1,000	(10,700)		32,500		58,700		81,500	1,451,600
Education	1,536,000	74,000								74,000	1,610,000
Debt charges (principal)	928,300			(98,800)						(98,800)	829,500
Transfers to allowances and reserves	628,900							4,000		4,000	632,900
Prior year deficit	-									-	-
	13,480,600	73,700	30,100	(137,700)	(28,500)	241,200	(44,200)	55,000	-	189,600	13,670,200
		39%	16%	-73%	-15%	127%	-23%	29%	0%	100%	1.4%



## TOWN OF KENTVILLE PROPOSED 2021-2026 CAPITAL INVESTMENT PLAN HIGHLIGHTS

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### **BACKGROUND**

For the Town to deliver its services to our residential and corporate citizens, it must build infrastructure and purchase assets. These acquisitions are budgeted and acquired through the Town's Capital Fund and itemized in the Town's Capital Investment Plan. Capital infrastructure must be safe, reliable and meet the needs of the department to provide efficient and effective service delivery to the Town's citizens.

Capital infrastructure acquisition priorities are examined annually to ensure that the Town grows in a responsible manner. Typically, the capital "wish list" exceeds the level of available financing and, therefore, the Town's directors must compromise in order to maintain the current level of services we enjoy.

To assist in prioritizing infrastructure projects, a **Capital Investment Plan** (CIP) is created. This **Plan** is a five-year financial tool that presents a meaningful perspective of the Town's short-range and long-range infrastructure needs and related financing. It not only implements the contents of various strategic plans of Town Council but also upper-level governments' requirements such as the **Integrated Community Sustainability Plan (ICSP)**, the **Climate Change Action Plan (CCAP)**, the **Accessibility Plan** and the **Asset Management Plan**.

All levels of government struggle with the renewal of capital infrastructure. The available funding sources are scarce, unpredictable and, in some cases, unsustainable. External funding resources are particularly scarce and often our infrastructure needs exceed these external resources. To complicate matters, often times, upper-level funding programs may not align with the priorities of the Town, which can conflict with the Town's capital acquisition plans. With external sources of financing unpredictable, the Town must rely on its own reserve funds and/or long-term borrowing to offset the cost of capital acquisition.

### **PROCESS**

This proposed 5-year **Capital Investment Plan** is the result of a solid internal process, which included Council and Senior Managers. The process began January 2021 with Senior Managers compiling their departmental "wish lists".

## **Goals**

- The primary goal of Kentville's CIP process is to maintain debt service limits between 10-12% of own-source revenue, as determined by Council.
- The secondary goal is to keep maximum new borrowings for 2021/2022 close to the \$1 million mark.

When building this proposed **Capital Investment Plan**, the budget team took into consideration:

- Aging infrastructure nearing the end of its lifecycle, as delays in this investment will increase costs with the passing of time.
- Growth factors because new development requires infrastructure investment.
- Safety factors, as infrastructure must keep our citizens and employees free from harm.

Priority setting criteria currently used include:

- Health and safety impacts
- Fiscal and budget impacts
- Asset management impacts
- Development impacts
- Service enhancement impacts

In the end, the above-noted targets were met, and the proposed **Capital Investment Plan** was presented to Council by the senior management team on April 20, 2021. After discussion on the proposed current-year plan, it was approved to move forward to the Council meeting scheduled for April 26, 2021.

The proposed Capital Investment Plan before Council demonstrates our commitment to take care of our aging infrastructure needs, along with investing in our growth needs.

## **CURRENT YEAR**

**For the year 2021-2022**, senior managers seek approval in the amount of **\$2.3** million encompassing 39 projects.

This capital program includes projects to **improve** current infrastructure, to **increase efficiencies**, to **increase safely** and to **construct new** services. Others will provide “**quality of life**” services for citizens and visitors.



## **Highlights of the 2021-2022 Capital Investment Plan are:**

### **Capacity Building Projects**

The project below will be partially funded by **Federal Gas Tax** funds (GTF) (to be renamed *Canada Community-Building Fund*). Gas Tax monies were made permanent by the Federal government and the eligible categories have been expanded in this permanent program. The following project increases the sustainability and economic viability of our town and reflect the Gas Tax guidelines of environmentally-sustainable municipal infrastructure projects including local roads, active transportation, sport infrastructure and recreational infrastructure. The total of the Gas Tax Program is **\$450,000**.

- **\$ 450,000** for repaving of Burke Subdivision

### **Green Infrastructure Fund**

The Town of Kentville was successful in its application to *Nova Scotia Department of Energy and Mines* for support to implement the recommendations made in our ***Kentville Moves Active Transportation Plan***, the goal of which is to increase and enhance active transportation as part of everyday life for residents and visitors. Our objectives are to create a healthier, more accessible, and more environmentally sustainable community. This is a 7-year program at \$3.5 million, with the Federal and Provincial governments' funding commitments at 73.33%. Kentville's funding commitment is 26.67%. The total of the Green Infrastructure Program is **\$154,000**.

- **\$ 40,000** for West Main Street pathway
- **\$ 50,000** for Aldershot Rail Trail/Bridge refurbishment
- **\$ 64,000** for signs and line painting (13 locations)

### **Transportation Services Projects**

The Town is committed to renewing its aging transportation assets and infrastructure by ensuring that renewals and upgrades are carried out prior to the end of the asset's useful life. The plan can include yearly investment in paving and resurfacing of streets, fleet upgrades, crosswalk controllers, storm sewer renewals, sidewalk renewals, guardrail replacements among other things. This year the following projects are requested and total **\$920,000**:

- **\$ 325,000** for purchase of a new loader
- **\$ 50,000** for downtown improvements- LED lamps and Kentville bridge lighting
- **\$ 50,000** for Public Works building and storage
- **\$ 40,000** for flood mitigation- River Street dyke & Macdonald Park storm drain outfall
- **\$ 100,000** for sidewalk- Prospect Road and Park Street
- **\$ 330,000** for storm sewer- Burke Subdivision and Palmetter Avenue
- **\$ 25,000** for study- asset management plan- storm sewer

## **Recreation Services Projects**

Kentville is committed to “quality-of-life” services, some of which are found in Recreation Services. Projects in this segment can include various recreational facilities, parks, playgrounds, sports facilities, cultural facilities and equipment. This year’s capital investment plan includes various parks and playground upgrades, new equipment, along with completion of the skatepark. The total of the Recreation projects is **\$559,500** and is comprised of:

- \$ 8,000 for soccer program- net aluminum nets
- \$ 41,500 for facilities- Arena
- \$220,000 for Memorial Park- skatepark bowl
- \$ 10,000 for Memorial Park gazebo
- \$ 40,000 for Memorial Park soccer fields
- \$ 15,000 for Memorial Park- staff lunchroom
- \$ 55,000 for Dog Park
- \$ 40,000 for KCA playground accessible feature
- \$ 28,000 for Oakdene Park trail and dipping station
- \$ 87,000 for equipment-truck, waterless baskets, benches
- \$ 15,000 for study- Ravine Trail- design & engineering work

## **Economic Development Projects**

Kentville continues to invest in development of infrastructure that increases the attractiveness of the Town, as well as providing for opportunity for development. Projects this year total **\$54,500**.

- \$ 17,500 for downtown betterments- seasonal lighting & benches
- \$ 12,000 for Centre Square Activation project (phase 2)
- \$ 20,000 for public art displays
- \$ 5,000 for Kentville Business Park benches

## **Administrative Services Projects**

Financial services requires investment to expand its information-technology program. The total for 21/22 projects is **\$20,000**.

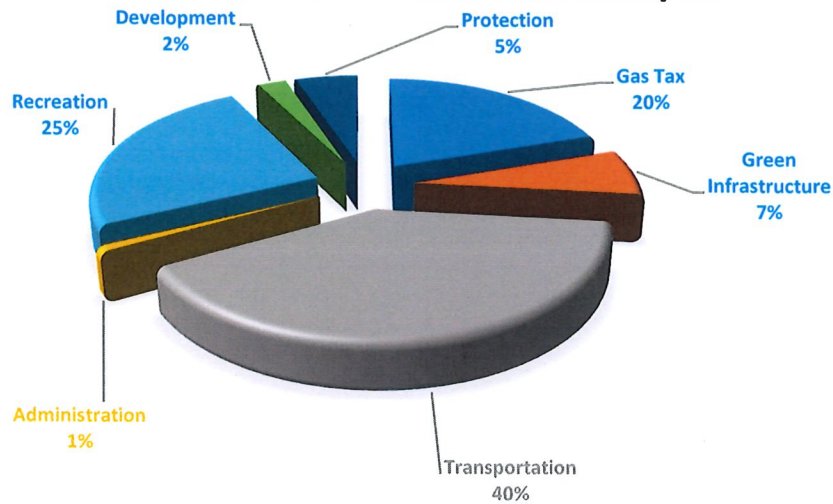
- \$ 20,000 for IT systems

## **Protective Services Projects**

Protective Services-Policing requires investment to improve response time and provide safety to its officers and the public. The total of projects for 21/22 is **\$118,200**.

- \$ 78,100 for the purchase of one marked and one unmarked vehicles
- \$ 21,500 for equipment- speed signs, carbines, utility trailers
- \$ 18,600 for Police building -new sign and security upgrades

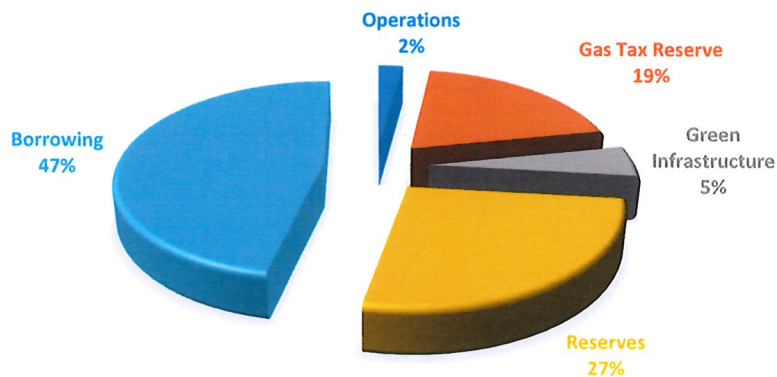
## CAPITAL PROGRAM 2021/22



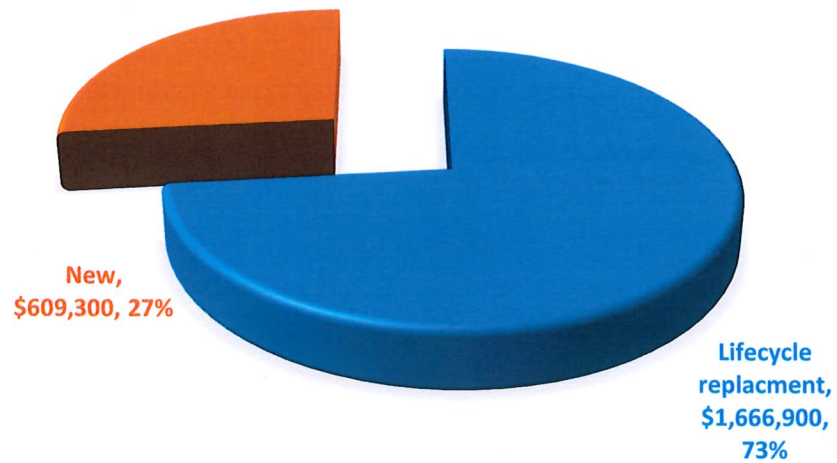
### Funding sources are as follows:

Province	\$51,300	2%
Federal	61,600	3%
Operations	50,000	2%
Reserve- Gas Tax	444,300	19%
Reserves	604,900	27%
Borrowing (10 year)	1,064,100	47%
<b>TOTAL</b>	<b>\$2,276,200</b>	<b>100%</b>

## FUNDING SOURCES 2021-22

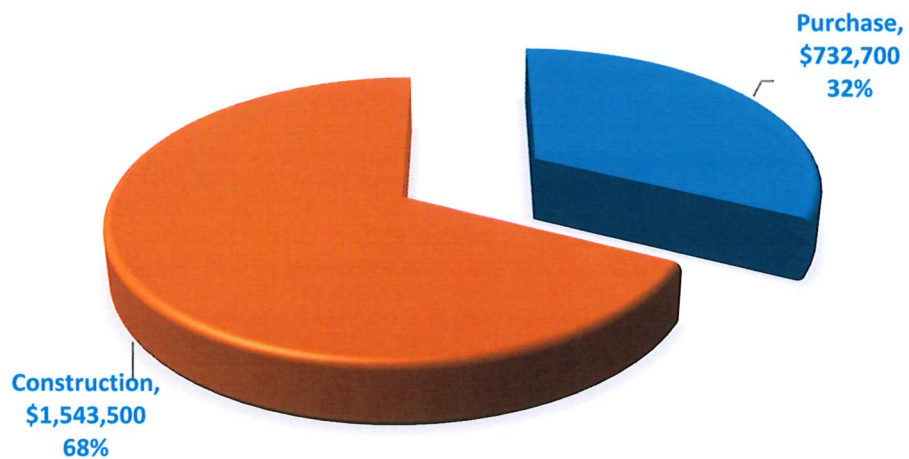


## 2021-22 Proposed Projects by Nature



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## 2021-22 Proposed Projects by Type





## **Future Years**

Future **capital budgets** are the mechanism to establish long-term spending priorities which help us build a vibrant town in a meaningful and cost-effective way. These capital plans assist in mapping out future operating expenditures, debt repayment expenditures and potential reserve fund requirements, helping us manage the financial position of the Town over the next four years. As required by legislation, future capital investment expenditures for 2022/23 to 2025/26 are projected. The breakdown for these years is as follows (details attached)

### **PROJECTS**

	<b><u>2022/23</u></b>	<b><u>2023/24</u></b>	<b><u>2024/25</u></b>	<b><u>2025/26</u></b>
<b>Gas Tax</b>	450,000	350,000	430,000	440,000
<b>Green Infrastructure</b>	1,035,000	1,000,000	1,000,000	170,000
<b>Transportation</b>	730,000	485,000	330,000	540,000
<b>Administration</b>	20,000	20,000	20,000	20,000
<b>Recreation</b>	567,000	537,000	730,000	1,040,000
<b>Development</b>	27,500	18,500	18,500	18,500
<b>Protection</b>	52,000	84,000	56,000	84,000
	<b>2,881,500</b>	<b>2,494,500</b>	<b>2,584,500</b>	<b>2,312,500</b>

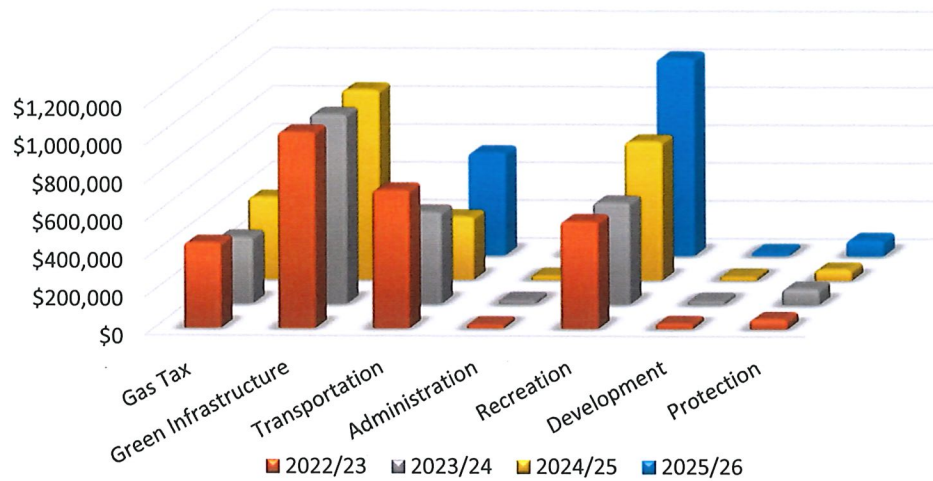
### **FUNDING**

	<b><u>2022/23</u></b>	<b><u>2023/24</u></b>	<b><u>2024/25</u></b>	<b><u>2025/26</u></b>
<b>Operations</b>	57,300	84,000	56,000	84,000
<b>Gas Tax</b>	444,300	350,000	430,000	440,000
<b>Federal/Province</b>	779,000	959,000	1,033,300	474,700
<b>Reserves</b>	513,900	403,500	306,500	291,500
<b>Proceeds</b>	2,000	7,000	7,000	2,000
<b>Borrowing</b>	1,085,000	691,000	751,700	1,020,300
	<b>2,881,500</b>	<b>2,494,500</b>	<b>2,584,500</b>	<b>2,312,500</b>

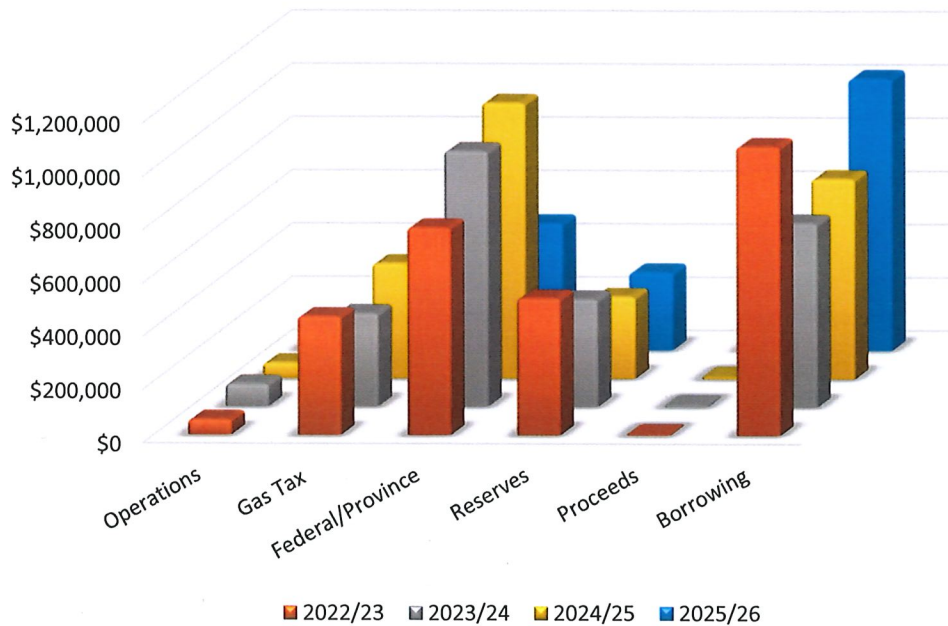
#### **Note:**

Although interest rate increases are built into the future capital investment plan, any interest rate changes beyond the estimations will affect future debt-servicing requirements. Each future year of the above-noted capital investment plan will be revisited annually and adjusted accordingly to ensure sustainability, as well as affordability. In addition, should any new upper-level funding programs be released, future qualifying projects may be moved forward and will be financed firstly by that external source.

# Future Capital Projects 2022-2026

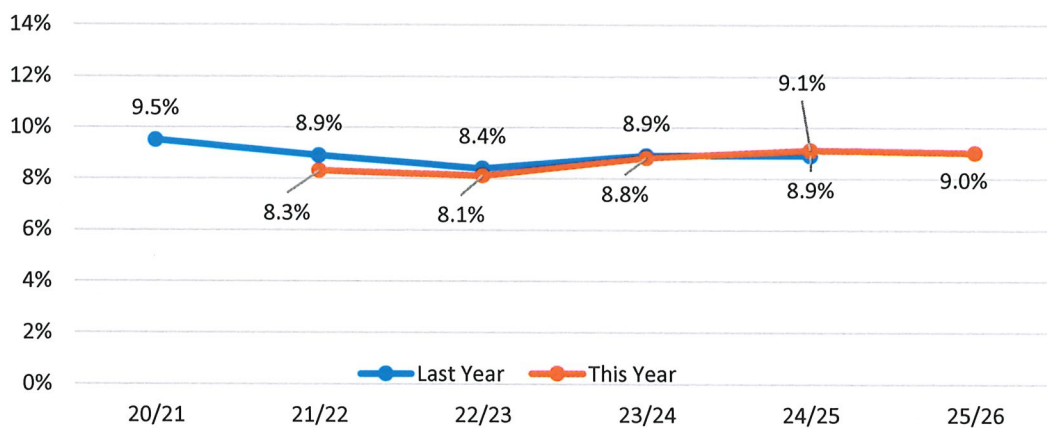


# Future Capital Funding 2022-2026

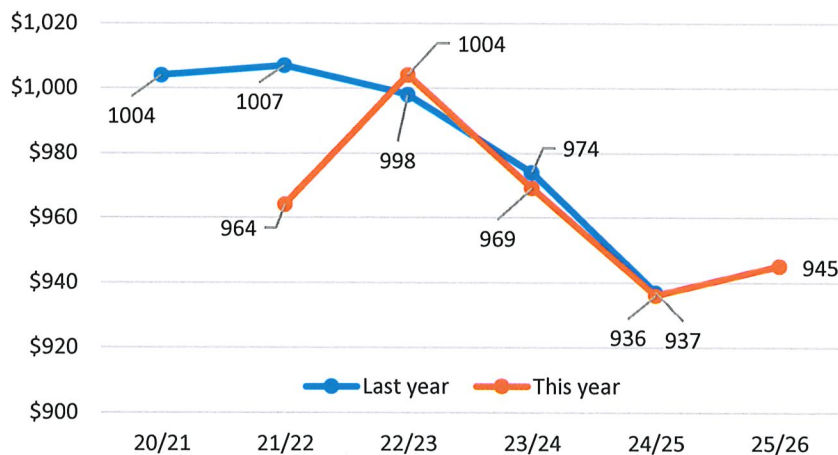


## DEBT SERVICE RATIO and PER CAPITA DEBT

One indicator used as a guideline for borrowing limits is the **Debt Service Ratio**. The ratio identifies our capacity for absorbing new debt-servicing within the Operating Fund's future revenue streams. The Nova Scotia Department of Municipal Affairs established the **benchmark at 15%** of "own-source operating revenue", which it uses as a measuring tool to ensure that municipalities do not exceed their maximum capacity for borrowing. Town Council has established that its debt service ratio for the five-year capital investment plan will be in the 10-12% range. The **debt service ratios** of this proposed capital budget range between 8.3% in 21/22 to 9.0% in 25/26. Comparison to last year is shown below in graph form.

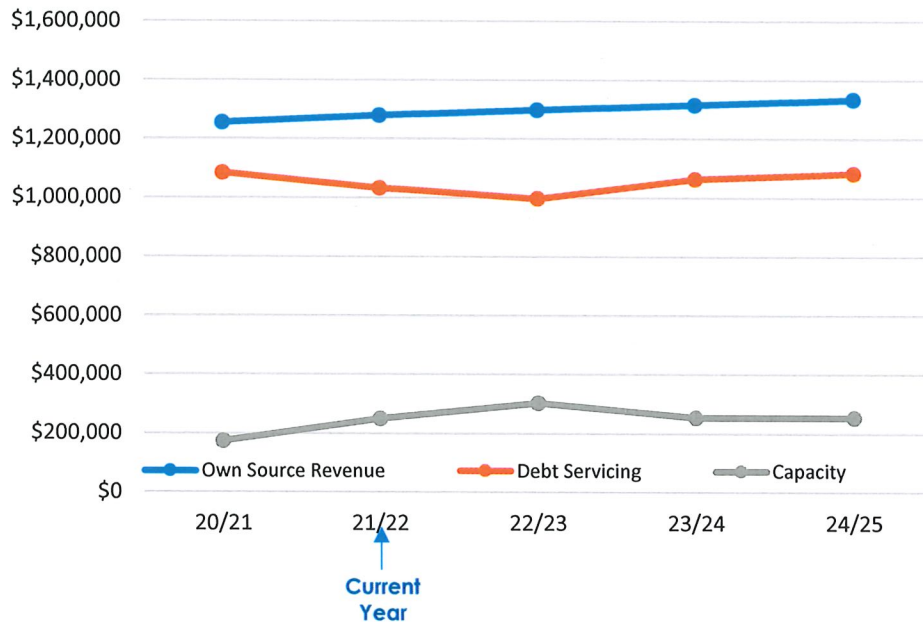


For 2021/22, the **per-capita debt** ranges between \$964 in 21/22 to \$945 in 25/26.

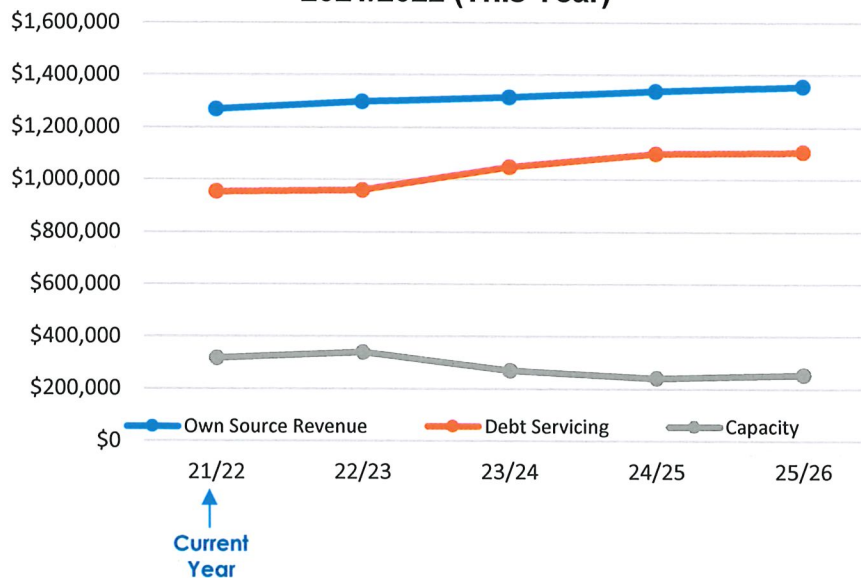


This proposed **Capital Investment Plan** reveals continued stability in the capacity for new debt servicing at between 10-12% of own source revenue, as shown in the graphs below:

**CAPACITY FOR NEW DEBT SERVICING COST**  
**@ 11% DSR**  
**2020/2021 (Last Year)**



**CAPACITY FOR NEW DEBT SERVICING COST**  
**@ 11% DSR**  
**2021/2022 (This Year)**





## CONCLUSION

The proposed **2021-2022 Capital Investment Plan** will:

- continue to reflect the vision statement and brand messaging of the Town
- continue to support Council's direction
- continue to improve Kentville's investment in infrastructure to ensure its long-term viability, sustainability and flexibility
- continue our long-range plan of increasing our "pay-as-you-go" financing by maintaining reasonable debt servicing levels
- enhance the quality-of-life for our residential and corporate citizens

## RECOMMENDATION

At a Town Capital Budget meeting held April 20, 2021, Town Council unanimously recommended that it send the **2021/2022 Capital Investment Plan** to the April 26, 2021 Council meeting for ratification, as follows:

**THAT** Council ratifies the **2021-2022 Town of Kentville Capital Budget** in the amount of **\$2,276,200**, along with its funding sources,

**and further;**

**THAT** Council approves the future years 2022/23 to 2025/26 **in principle** (along with related funding sources as noted above):

<b>2022/23</b>	<b>\$2,881,500</b>
<b>2023/24</b>	<b>\$2,494,500</b>
<b>2024/25</b>	<b>\$2,584,500</b>
<b>2025/26</b>	<b>\$2,312,500</b>

Respectfully submitted,



**Debra Crowell**  
Director of Finance



April 26, 2021

TOWN OF KENTVILLE CAPITAL INVESTMENT PLAN FIVE YEAR PLAN - YEARS 2021/22 TO 2025/26 SUMMARY					
	2021/2022 BUDGET	2022/2023 BUDGET	2023/2024 BUDGET	2024/2025 BUDGET	2025/2026 BUDGET
<b>PROJECTS</b>					
Gas Tax Infrastructure	450,000	450,000	350,000	430,000	440,000
Green Infrastructure Fund	154,000	1,035,000	1,000,000	1,000,000	170,000
General Administration	20,000	20,000	20,000	20,000	20,000
Protection	118,200	52,000	84,000	56,000	84,000
Transportation	920,000	730,000	485,000	330,000	540,000
Development	54,500	27,500	18,500	18,500	18,500
Recreation	559,500	567,000	537,000	730,000	1,040,000
<b>TOTAL PROJECTS 2021-22</b>	<b>2,276,200</b>	<b>2,881,500</b>	<b>2,494,500</b>	<b>2,584,500</b>	<b>2,312,500</b>
<b>FUNDING</b>					
<b>OUTSIDE SOURCES</b>					
Other governments					
Federal	-	5,000	100,000	150,000	50,000
Federal-Green Infrastructure Funds	61,600	414,000	414,000	400,000	68,000
Provincial- Green Infrastructure Funds	51,300	345,000	345,000	333,300	56,700
Province of Nova Scotia- Recreation	-	15,000	100,000	150,000	300,000
	<b>112,900</b>	<b>779,000</b>	<b>959,000</b>	<b>1,033,300</b>	<b>474,700</b>
Capital Contributions					
Betterments	-	-	-	-	-
Contributions	-	-	-	-	-
Proceeds	-	2,000	7,000	7,000	2,000
	<b>-</b>	<b>2,000</b>	<b>7,000</b>	<b>7,000</b>	<b>2,000</b>
<b>INTERNAL SOURCES</b>					
<b>Reserves- restricted</b>					
Gas Tax Funds-Reserve	444,300	444,300	350,000	430,000	440,000
<b>Reserves- unrestricted</b>					
Equipment Capital	100,000	43,000	43,000	43,000	43,000
Town Capital					
General	441,400	452,900	360,500	263,500	248,500
Recreation	63,500	18,000	-	-	-
	<b>504,900</b>	<b>470,900</b>	<b>360,500</b>	<b>263,500</b>	<b>248,500</b>
Total reserve funding	<b>1,049,200</b>	<b>958,200</b>	<b>753,500</b>	<b>736,500</b>	<b>731,500</b>
Operations					
Park fees	-	5,300			
Capital from revenue- KPS	50,000	52,000	84,000	56,000	84,000
	<b>50,000</b>	<b>57,300</b>	<b>84,000</b>	<b>56,000</b>	<b>84,000</b>
<b>BORROWING-2021-22</b>	<b>1,064,100</b>	<b>1,085,000</b>	<b>691,000</b>	<b>751,700</b>	<b>1,020,300</b>
<b>TOTAL FUNDING 2021-2022</b>	<b>2,276,200</b>	<b>2,881,500</b>	<b>2,494,500</b>	<b>2,584,500</b>	<b>2,312,500</b>

Ratified \_\_\_\_\_, 2021



**TOWN OF KENTVILLE**  
**CAPITAL INVESTMENT PLAN**  
**FIVE YEAR PLAN - YEARS 2021/22 TO 2025/26**

<b>ACTIVE TRANSPORTATION PLAN GREEN INFRASTRUCTURE GRANT</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>West Main Street Pathway</b>	40,000				
<b>Aldershot Rail Trail/Bridge refurbishment</b>	50,000				
<b>Signs, line painting (13 locations)</b> Kentville Bridge, Main Street, Leverette Ave, Belcher Street, Route 341/359 Oakdene Ave, Exhibition Street, Main Street, Macdonald/Highland Ave Prospect Ave, Academy/School, Elizabeth, Macdonald Pk/Grant/Alicia Roscoe Drive/Mitchell Ave	64,000				
<b>Harvest Moon Trail Connector</b>		1,000,000			
<b>Miners' Marsh Trail</b>		35,000			
<b>Active Transportation Accessibility</b>			1,000,000	1,000,000	
<b>Multi-use Gorge Trails</b>					140,000
<b>Bike Route &amp; Crosswalk at Gladys Porter</b>					30,000
<b>PROJECTS</b>	<b>154,000</b>	<b>1,035,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>170,000</b>
<b>FUNDING</b>					
Green Infrastructure Fund (Federal)	61,600	414,000	414,000	400,000	68,000
Green Infrastructure Fund (Provincial)	51,300	345,000	345,000	333,300	56,700
<b>Borrowing</b>	<b>41,100</b>	<b>276,000</b>	<b>241,000</b>	<b>266,700</b>	<b>45,300</b>
<b>TOTAL</b>	<b>154,000</b>	<b>1,035,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>170,000</b>



**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2021/22 TO 2025/26**

<b>GENERAL ADMINISTRATION</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>IT INITIATIVE ANNUAL</b>		20,000	20,000	20,000	20,000
2021-22 IT project	20,000				
<b>TOWN HALL</b>					
<b>PROJECTS</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
<b>FUNDING</b>					
Capital Reserve- Town capital	20,000	20,000	20,000	20,000	20,000
Borrowing	0	0	0	0	0
<b>TOTAL</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2021/22 TO 2025/26**

<b>PROTECTION</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Police Services</b>					
<b>Police vehicle</b>					
Marked car	48,700	52,000	54,000	56,000	54,000
Unmarked car	29,400		30,000		30,000
<b>Equipment</b>					
Speed Signs	6,900				
Patrol carbines	7,600				
Utility trailer	7,000				
<b>Building</b>					
Security upgrades	8,600				
Sign	10,000				
<b>Technology</b>					
<b>PROJECTS</b>	<b>118,200</b>	<b>52,000</b>	<b>84,000</b>	<b>56,000</b>	<b>84,000</b>
<b>FUNDING</b>					
Capital from revenue	50,000	52,000	84,000	56,000	84,000
Proceeds on sale Capital reserve	68,200				
Borrowing	0	0	0	0	0
<b>TOTAL</b>	<b>118,200</b>	<b>52,000</b>	<b>84,000</b>	<b>56,000</b>	<b>84,000</b>

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2021/22 TO 2025/26**

<b>TRANSPORTATION</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Yearly Projects</b>					
Equipment	325,000	395,000	220,000	45,000	45,000
Downtown improvements					
Ornamental lights/ Bridge lights	50,000				
Future		-	-	-	-
Public works building	50,000	15,000	15,000	15,000	20,000
<b>Streets- Various</b>	-	70,000	0	20,000	225,000
<b>Parking Lots</b>					
	-	0	0	0	0
<b>Bridge</b>					
	-				
<b>Flood Mitigation</b>					
River Street dyke	40,000	0	0	0	0
<b>Sidewalk</b>					
Park Street & Prospect	100,000	0	0	0	0
<b>Storm Sewer</b>					
Burke subdivision	330,000				
South of Condon & Park Street		250,000			
Future years			250,000	250,000	250,000
<b>Study</b>					
Asset Management Plan- Storm sewer	25,000	-			
<b>PROJECTS</b>	<b>920,000</b>	<b>730,000</b>	<b>485,000</b>	<b>330,000</b>	<b>540,000</b>
<b>FUNDING</b>					
Equipment capital reserve	100,000	43,000	43,000	43,000	43,000
Proceeds on sale	-	2,000	2,000	2,000	2,000
Capital reserve- Town Capital	140,000	265,000	265,000	165,000	170,000
Contributions	-				
Borrowing	680,000	420,000	175,000	120,000	325,000
<b>TOTAL</b>	<b>920,000</b>	<b>730,000</b>	<b>485,000</b>	<b>330,000</b>	<b>540,000</b>

**TOWN OF KENTVILLE  
CAPITAL INVESTMENT PLAN  
FIVE YEAR PLAN - YEARS 2021/22 TO 2025/26**

<b>ECONOMIC DEVELOPMENT</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Downtown betterments</b>					
Seasonal lighting	7,500	7,500	8,500	8,500	8,500
Downtown benches	10,000	5,000	5,000	5,000	5,000
<b>Signage</b>					
Rebranding signage (Gateway)					
Kentville Business Park signage- Wayfinding		10,000			
101 Signage (CWIP)					
Centre Square signage					
<b>Beautification</b>					
Centre Square	12,000				
Public art display areas	20,000				
<b>Business Park Improvements</b>					
Benches	5,000	5,000	5,000	5,000	5,000
<b>PROJECTS</b>	<b>54,500</b>	<b>27,500</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>
<b>FUNDING</b>					
Equipment capital reserve					
Proceeds on sale					
Capital reserve- Town Capital	54,500	27,500	18,500	18,500	18,500
Borrowing	-	-	-	-	-
<b>TOTAL</b>	<b>54,500</b>	<b>27,500</b>	<b>18,500</b>	<b>18,500</b>	<b>18,500</b>



**TOWN OF KENTVILLE**  
**CAPITAL INVESTMENT PLAN**  
**FIVE YEAR PLAN - YEARS 2021/22 TO 2025/26**

<b>RECREATION</b>	<b>2021/2022</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>	<b>2025/2026</b>
<b>Description</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Soccer (nets)</b>	8,000				
Future years		8,000		-	-
<b>Green Spaces</b>					
Future years		75,000	50,000	425,000	-
<b>Arena</b>					
Steps, Drain, Water heater	41,500				
Future years		10,000	22,000	260,000	290,000
<b>Tennis Court</b>					
Future years			10,000	-	-
<b>Parks/Playgrounds</b>					
Oakdene Trail/Dipping station	28,000				
Memorial Park- Gazebo	10,000				
Memorial Park- Skatepark - bowl (CWIP)	220,000				
Memorial Park- Soccer Fields (1 to 3)	40,000				
Memorial Park- Staff lunchroom	15,000				
KCA playground accessible feature (CWIP)	40,000				
Dog Park- (CWIP)	55,000				
Future years		429,000	455,000	-	750,000
<b>Pool</b>					
Future years		-	-	-	-
<b>Equipment</b>					
Truck	45,000				
Waterless planters	10,000				
Aerator, new mower	15,000				
Garbage cans	10,000				
Benches	7,000				
Future years		45,000		45,000	-
<b>Studies</b>	15,000				
<b>PROJECTS</b>	<b>559,500</b>	<b>567,000</b>	<b>537,000</b>	<b>730,000</b>	<b>1,040,000</b>
<b>FUNDING</b>					
Proceeds on sale	0	0	5,000	5,000	-
Town of Kentville park fees	0	5,300			
Capital reserve- Recreation	63,500	18,000	-	-	-
Capital reserve- General Allocation	153,000	134,700	57,000	60,000	40,000
Capital contribution- Federal	-	5,000	100,000	150,000	50,000
Capital contribution- Province	-	15,000	100,000	150,000	300,000
Capital contribution	-	-	-	-	
Borrowing	343,000	389,000	275,000	365,000	650,000
<b>TOTAL</b>	<b>559,500</b>	<b>567,000</b>	<b>537,000</b>	<b>730,000</b>	<b>1,040,000</b>

26 April 2021

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

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

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RE: 2021 Census – E-mail Update and Resolution

Background:

The 2021 census will commence on May 3<sup>rd</sup> 2021. Council made a resolution in January 2021 to support the census.

Resolution:

Be it resolved that: The Town of Kentville Council supports the 2021 Census and encourages all residents to complete their census questionnaire online at [www.census.gc.ca](http://www.census.gc.ca). Accurate and complete census data support programs and services that benefit our community.

Update:

It is recommended that citizens complete their census on line. however, respondents without reliable access to the Internet can also call the Census Help Line to complete their census questionnaire over the phone or request a paper questionnaire.

In cases where a Statistics Canada census employee is sent to a dwelling for non-response follow-up, a new no-contact protocol will be followed. Under this protocol, no interviews will be conducted inside the respondent's dwelling. These interviews will instead be physically-distanced and the census employee will be required to wear a mask, and follow all public health guidelines.

To the citizens of Kentville, thank you in advance for your support of the census. It does make a difference.

Kindest Regards



Sandra Snow, Mayor  
Town of Kentville



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Mayor  
Sandra Snow  
354 Main Street  
Kentville, NS  
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23 April 2021

**RE: Proposed Amendments to Policy G28 Funding to Organizations**

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1. Please find attached a proposed redline of the G28 Policy funding to Organizations:
  - a. The policy is currently out of date due to changes to Municipal Government Act (MGA) at Part 3 Finance specifically paragraph 65 and 65c.
  - b. Additionally, there was a situation where a local club requested emergency funding and there was no policy which permitted this funding to occur out of sequence of the grant process. A new paragraph has been drafted to permit the funding including an update to the application form.
2. I recommend the amendments to Council and provide the policy for review and further amendments due before the May 10 CAC meeting and subsequent approval of the amended policy at the May 31 Council Meeting.

Respectfully Submitted

Sandra Snow, Mayor  
Town of Kentville



## **TOWN OF KENTVILLE POLICY STATEMENT G28 REQUEST FOR FUNDING FROM ORGANIZATIONS**

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### **1.0 PURPOSE**

The purpose of this policy is to provide direction to organizations applying for a grant under The Town of Kentville Grant Program. ~~Organizations applying must meet the criteria of Municipal Government Act (MGA) Section 65(a). There shall be no exceptions to this policy.~~

### **2.0 DEFINITIONS**

- 2.1 Non-Profit Organization (NPO): is a club, society, or association that's organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit.
- 2.2 Registered Charities: are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion and other purposes that benefit the community.

### **3.0 SCOPE**

- 3.1 This policy applies to all organizations seeking funding up to \$2000 from the Town of Kentville, however larger applications may also be considered by council using this policy. The support of volunteer, community-based organizations is fundamental to maintaining our quality of life. The Town of Kentville Grant Program is designed to provide financial assistance to organizations ~~that fall within Section 65 (a) of the MGA~~ that:
  - 3.1.1 Organize programs for the benefit of the residents of the Town of Kentville;
  - 3.1.2 Operate programs for the benefit of the residents of the Town of Kentville; or
  - 3.1.3 Coordinate and implement local events in the Town of Kentville.



## 4.0 PROCEDURES

[4.1](#) Requests for Funding must be submitted through The Town of Kentville Grant Program. Applications will be accepted annually between February 15<sup>th</sup> and March 31<sup>st</sup>. Late applications will not be considered.

[4.14.2](#) The Town of Kentville recognizes that at times, there is a requirement for non-profit and charitable organizations to require emergency funding to assist in the delivery of programs, outside of the normal application period. The Town of Kentville will maintain a small contingency fund for such occasions. The group shall use the Appendix A Funding Application Form. The maximum available to any one group during any one fiscal will be \$500. The application will be processed by the Chief Administrative Officer and will be subject to need and availability of funds within the contingent fund.

[4.24.3](#) Applications may be submitted as follows:

[4.2.14.3.1](#) Mailed to 354 Main Street, Kentville NS, B4N 1K6;

[4.2.24.3.2](#) Hand delivered to the Town Hall (354 Main Street);

[4.2.34.3.3](#) Emailed to [cao@kentville.ca](mailto:cao@kentville.ca); or

[4.2.44.3.4](#) Complete an Online application and budget forms and submit through our website.

[4.34.4](#) All applicants are required to use a Standard Application and Budget Forms. Application and Budget forms are available at Town Hall (354 Main Street), and online at [www.kentville.ca](http://www.kentville.ca)

[4.44.5](#) The applicant must meet the requirements outlined in section [3.0-65](#) ~~(au) of the Municipal Government Act to be eligible for funding~~. The Town reserves the right to request additional information prior to distributing funding.

[4.54.6](#) Only one application per organization, per fiscal year. The Town's fiscal year runs from April 1st to March 31st. Successful applicants will be notified upon completion of budget deliberations, usually between May and June.

[4.64.7](#) Application: All applicants must complete the Standard Application and Budget Forms and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.

[4.6.14.7.1](#) There may be a requirement to present to Council; and

[4.6.24.7.2](#) The maximum amount available through this program is \$2,000 per fiscal year.

[4.74.8](#) Evaluation: The following minimum criteria will be used to consider all grants prior to completion of a Program Grant Evaluation Score Card:

[4.7.14.8.1](#) Application is received on time;

[4.7.24.8.2](#) Applicant ~~meets Section 3.0 Scope falls within Section 65 (au) of the Municipal Government Act;~~

[4.7.34.8.3](#) The Town's contribution does not exceed 50% of total revenue;

[4.7.44.8.4](#) All documentation has been received, including:

[4.7.4.14.8.4.1](#) purpose of the project;

[4.7.4.24.8.4.2](#) description of the project;

[4.7.4.34.8.4.3](#) target demographic served;

[4.7.4.44.8.4.4](#) detailed budget;

[4.7.4.54.8.4.5](#) previous year's financial statements;

[4.7.4.64.8.4.6](#) proof of charitable status including a copy of last charitable tax return (T3010 Registered Charity Return) submitted;

[4.7.4.74.8.4.7](#) proof of non-profit status including a copy of last tax return (T1044 Non-Profit Organization (NPO) Information Return) submitted;

[4.7.4.84.8.4.8](#) list of other revenue sources, final report from previous year etc.); and

[4.7.4.94.8.4.9](#) confirmation of partner funding (if applicable).

[4.7.54.8.5](#) Project takes place within the Town of Kentville or has a strong presence in the Town.

[4.84.9](#) The Town of Kentville Grant Program applications shall be evaluated on the criteria listed in the Evaluation Form under the following categories:

[4.8.14.9.1](#) Financial Sustainability & Management: Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. Groups must generate funds besides those provided

by The Town of Kentville Grant Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.

4.8.24.9.2 Community Benefit: Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.

4.8.34.9.3 Active Living: Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.

4.8.44.9.4 Heritage and Art: Groups that explore our arts, culture and heritage to enrich the lives of community members through film and video, broadcasting, music, publishing, archives, performing arts, heritage institutions, festivals and celebrations.

4.94.10 The Program Grant Evaluation Score Card will be used by council to determine the best allocation of the annual budget for this grant.

4.104.11 The Town of Kentville shall publish annually the list of the organizations and grants or contributions made on-line and in a newspaper circulating in the municipality in accordance with the Municipal Governance Act paragraph 65C.

4.114.12 Successful applicants must submit a Final Report after the completion of the activity or project, or after 12 months of receiving this grant. Final report forms will be included with the awarding letters and available at the Town Hall, and online at kentville.ca. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received. Should the event, project or activity not occur the funding shall be returned to the Town of Kentville. Any funds expended prior to cancellation shall be documented with receipts where possible.

## **5.0 ASSOCIATED DOCUMENTS**

5.1 Application Form

5.2 Budget Form

5.3 Evaluation Form

5.4 Final Report Form

## **Program Grant Evaluation Score Card**

## **6.0 POLICY REVISION HISTORY**

Date Created:	April 9, 2003
Revisions:	January 27, 2014
	June 29, 2015
	January 2017, Reformatted
	January 29, 2018

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Chief Administrative Officer, Dan Troke

## APPENDIX A: FUNDING APPLICATION FORM

<b>Name of Organization:</b>			
<b>Type of Organization:</b>	Charitable <input type="checkbox"/>	CRA Charitable Status #:	
	Non-Profit <input type="checkbox"/>	Business Number:	
	Other <input type="checkbox"/>		
	Is your organization registered with Joint Stocks? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Type of Grant:</b>	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Amount of Grant Requested:		
	Did your group receive funding last year from Town of Kentville? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Contact Person:</b>			
<b>Mailing Address/PO Box:</b>			
<b>Town: (Postal Code)</b>			
<b>E-mail Address:</b>			
<b>Telephone:</b>			
<b>Website Address: Social Media Contact:</b>			
<b>Application</b>	<p>The following documentation is required for the completed application form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed budget for event or program</li> <li><input type="checkbox"/> Previous year's financial statements if applicable</li> <li><input type="checkbox"/> Letters of support from partners (if applicable)</li> <li><input type="checkbox"/> Proof of charitable status (if applicable)</li> <li><input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable)</li> <li><input type="checkbox"/> Proof of non-profit status (if applicable)</li> <li><input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable)</li> <li><input type="checkbox"/> Final report from the previous year (if applicable)</li> </ul>		
<b>Purpose Of The Project</b>			
<b>Description Of The Project</b>			
<b>Target Demographic Served</b>			
<b>Location of Project</b>			
<b>Project Timelines</b>			
<b>Certification</b>	I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization		

## Town of Kentville, Policy G28: Request for Funding From Organizations

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	which I represent.			
	Name		Title	
	Signature		Date	

### The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

## APPENDIX B: BUDGET FORM

<b>Name of Organization:</b>				
<b>Contact Person:</b>				
<b>Total Cost of Project/Activity:</b>		<b>Request from Kentville:</b>		
<b>Funding of Project</b>	<b>Applicant</b>			
<b>Contribution</b>	<b>Source</b>	<b>Amount</b>	<b>Approved</b>	<b>Not Approved</b>
Fundraising		\$		
Cash on Hand		\$		
Bank Loans		\$		
Donated Material		\$		
Donated Labour		\$		
Donated Equipment		\$		
Other (Specify)		\$		
Other (Specify)		\$		
Federal		\$		
Provincial		\$		
Municipal		\$		
Municipal		\$		
Municipal		\$		
Other (Specify)		\$		
Other (Specify)		\$		
<b>Certification</b>	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

## APPENDIX C: FUNDING EVALUATION FORM

<b>Name of Organization:</b>			
<b>Type of Organization:</b>	Charitable <input type="checkbox"/>	Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/>	
	Non-Profit <input type="checkbox"/>	Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/> :	
	Other <input type="checkbox"/>	Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/>	
<b>Type of Grant:</b>	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Date of last grant from Town of Kentville:		
	Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Application</b>	<b>The following documentation is mandatory:</b>		
	Application Date:		
	Completed application form <input type="checkbox"/>		
	Proposed budget <input type="checkbox"/>		
	Previous year's financial statements if applicable. <input type="checkbox"/>		
	Confirmation of partner funding and (if applicable). <input type="checkbox"/>		
	List of other revenue sources <input type="checkbox"/>		
	Amount requested		
	Percentage of Budget	< 50% <input type="checkbox"/> > 50% <input type="checkbox"/>	
<b>Evaluation Score Card</b>			
<b>1. Program/Service Obligation</b>		3 <input type="checkbox"/>	
Core – service the Town would otherwise provide		2 <input type="checkbox"/>	
Important – service the Town might otherwise provide		1 <input type="checkbox"/>	
Discretionary – service the Town does not normally provide		0 <input type="checkbox"/>	
No Mandate – not enabled by legislation, should not do or not now			
<b>2. Council Strategic Plan</b>		3 <input type="checkbox"/>	
Vital – fundamental to Council's Strategic Plan		2 <input type="checkbox"/>	
Notable – solid fit within Council's Strategic Plan		1 <input type="checkbox"/>	
Non-Critical – some relevance to Council's Strategic Plan, not strategic			
<b>3. Public Need</b>		3 <input type="checkbox"/>	
Community at Large – general need, broad-based		2 <input type="checkbox"/>	
Multiple Interests – some need, a number of areas/communities		1 <input type="checkbox"/>	
Vested Interest – special interest group(s), localized			
<b>4. Public Benefit</b>		3 <input type="checkbox"/>	
Public Interest – all residents derive benefit		2 <input type="checkbox"/>	
Mixed Interest – some residents derive benefit		1 <input type="checkbox"/>	
Private Interest – specific residents benefit			
<b>5. Recreational</b>		3 <input type="checkbox"/>	
High – the core purpose is developing social, active, and healthy lifestyles		2 <input type="checkbox"/>	



## Town of Kentville, Policy G28: Request for Funding From Organizations

Moderate – components improve social, active, and healthy lifestyles Low – limited opportunity to improve social, active, and healthy lifestyles	1 <input type="checkbox"/>
<b>6. Human Development and Inclusion – Volunteer</b>	3 <input type="checkbox"/>
High – equality of access and opportunity (demographic, geographic)	2 <input type="checkbox"/>
Moderate – range of demographic groups and/or development potential	1 <input type="checkbox"/>
Low – limited opportunity, access or development potential	
<b>7. Human Development and Inclusion – Participant</b>	3 <input type="checkbox"/>
High – equality of access and opportunity (demographic, geographic)	2 <input type="checkbox"/>
Moderate – range of demographic groups and/or development potential	1 <input type="checkbox"/>
Low – limited opportunity, access or development potential	
<b>8. Quality of Life</b>	3 <input type="checkbox"/>
Livable Community – important to livable/sustainable community	2 <input type="checkbox"/>
Community Image – enhances image or public perception	1 <input type="checkbox"/>
Community Pride – instills pride, sense of community	
<b>9. Alternate Service Providers</b>	3 <input type="checkbox"/>
Limited – no other potential providers	2 <input type="checkbox"/>
Some – some potential alternate providers	1 <input type="checkbox"/>
Many – many potential or existing alternate providers	
<b>10. Financial Need</b>	1 <input type="checkbox"/>
High – financial statements and/or budget demonstrate significant need	0 <input type="checkbox"/>
Low – financial statements and/or budget demonstrate limited need	
<b>11. Participation Levels</b>	1 <input type="checkbox"/>
Under 100	2 <input type="checkbox"/>
100-200	3 <input type="checkbox"/>
200-500	4 <input type="checkbox"/>
500-1000	5 <input type="checkbox"/>
Over 1000	
<b>12. Accountability</b>	1 <input type="checkbox"/>
Yes – annual report and/or financial statements of previous year received	0 <input type="checkbox"/>
No (or New Org.) – no annual report and/or financial statements received	
<b>Total Score</b>	34

<b>Date of Evaluation:</b>		<b>Based on Score:</b> Funding Not Recommended <input type="checkbox"/> Funding Recommended <input type="checkbox"/>	<b>Based on Budget:</b> Funding Approved <input type="checkbox"/> Funding Not Approved <input type="checkbox"/>
<b>Name and Signature of Evaluator:</b>			

### The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified following completion of budget deliberations by council.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

## APPENDIX D: FINAL REPORT FORM

<b>Name of Organization:</b>			
<b>Type of Organization:</b>	Charitable <input type="checkbox"/>		
	Non-Profit <input type="checkbox"/>		
	Other <input type="checkbox"/>		
<b>Type of Grant:</b>	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
<b>Contact Person:</b>			
<b>Mailing Address/PO Box:</b>			
<b>Town: (Postal Code)</b>			
<b>E-mail Address:</b>			
<b>Telephone:</b>			
<b>Website Address: Social Media Contact:</b>			
<b>Purpose Of The Project</b>			
<b>Description Of The Conduct of Project</b>			
<b>Project Participation</b>			
<b>Location of Project</b>			
<b>Project Timelines</b>			
<b>Project Budget and Financial Statements (attached)</b>			
<b>Uses of Grant</b>			
<b>Certification</b>	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.		
	Name		Title
	Signature		Date

### The Town of Kentville Grant Program

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and in a newspaper circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.

## APPENDIX A: FUNDING APPLICATION FORM

<b>Name of Organization:</b>		
<b>Type of Organization:</b>	Charitable <input type="checkbox"/>	CRA Charitable Status #:
	Non-Profit <input type="checkbox"/>	Business Number:
	Other <input type="checkbox"/>	
	Is your organization registered with Joint Stocks? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Type of Grant:</b>	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>
	Heritage and Art <input type="checkbox"/>	Emergency Funding <input type="checkbox"/>
	Amount of Grant Requested:	
	Did your group receive funding last year from Town of Kentville? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Contact Person:</b>		
<b>Mailing Address/PO Box:</b>		
<b>Town: (Postal Code)</b>		
<b>E-mail Address:</b>		
<b>Telephone:</b>		
<b>Website Address:</b>		
<b>Application</b>	<p>The following documentation is required (where possible) for the completed application form:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed budget for event or program</li> <li><input type="checkbox"/> Previous year's financial statements if applicable</li> <li><input type="checkbox"/> Letters of support from partners (if applicable)</li> <li><input type="checkbox"/> Proof of charitable status (if applicable)</li> <li><input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable)</li> <li><input type="checkbox"/> Proof of non-profit status (if applicable)</li> <li><input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable)</li> <li><input type="checkbox"/> Final report from the previous year (if applicable)</li> </ul>	
<b>Location of Project</b>		
<b>Project Timelines</b>		

<b>Purpose of The Project</b>	
<b>Description of The Project</b>	
<b>Target Demographic Served</b>	

<b>Certification</b>	I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

**The Town of Kentville Grant Program**

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.
- The maximum amount available through emergency funding is \$500 per fiscal year.

## APPENDIX B: BUDGET FORM

<b>Name of Organization:</b>				
<b>Contact Person:</b>				
<b>Total Cost of Project/Activity:</b>		<b>Request from Kentville:</b>		
<b>Project Funding Information</b>				
<b>Category</b>	<b>Source of Funding</b>	<b>Amount</b>	<b>Confirmed</b>	<b>Not Confirmed</b>
Fundraising		\$		
Cash on Hand		\$		
Bank Loans		\$		
Donated Material		\$		
Donated Labour		\$		
Donated Equipment		\$		
		\$		
		\$		
Federal		\$		
Provincial		\$		
Municipal		\$		
Municipal		\$		
Municipal		\$		
		\$		
		\$		
<b>Certification</b>	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

## APPENDIX C: FUNDING EVALUATION FORM

Applicants do not need to fill out this form. This will be filled out by Council as they review each application.

<b>Name of Organization:</b>			
<b>Type of Organization:</b>	Charitable <input type="checkbox"/>	Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/>	
	Non-Profit <input type="checkbox"/>	Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/> :	
	Other <input type="checkbox"/>	Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/>	
<b>Type of Grant:</b>	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Date of last grant from Town of Kentville:		
	Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>Application</b>	<b>The following documentation is mandatory:</b>		
	Application Date:		
	Completed application form <input type="checkbox"/>		
	Proposed budget <input type="checkbox"/>		
	Previous year's financial statements if applicable. <input type="checkbox"/>		
	Confirmation of partner funding and (if applicable). <input type="checkbox"/>		
	List of other revenue sources <input type="checkbox"/>		
	Amount requested		
	Percentage of Budget	< 50% <input type="checkbox"/> > 50% <input type="checkbox"/>	
<b>Evaluation Score Card</b>			
<b>1. Program/Service Obligation</b> Core – service the Town would otherwise provide Important – service the Town might otherwise provide Discretionary – service the Town does not normally provide No Mandate – not enabled by legislation, should not do or not now			3 <input type="checkbox"/>
			2 <input type="checkbox"/>
			1 <input type="checkbox"/>
			0 <input type="checkbox"/>
<b>2. Council Strategic Plan</b> Vital – fundamental to Council's Strategic Plan Notable – solid fit within Council's Strategic Plan Non-Critical – some relevance to Council's Strategic Plan, not strategic			3 <input type="checkbox"/>
			2 <input type="checkbox"/>
			1 <input type="checkbox"/>
<b>3. Public Need</b> Community at Large – general need, broad-based Multiple Interests – some need, a number of areas/communities Vested Interest – special interest group(s), localized			3 <input type="checkbox"/>
			2 <input type="checkbox"/>
			1 <input type="checkbox"/>
<b>4. Public Benefit</b> Public Interest – all residents derive benefit Mixed Interest – some residents derive benefit Private Interest – specific residents benefit			3 <input type="checkbox"/>
			2 <input type="checkbox"/>
			1 <input type="checkbox"/>

## Town of Kentville, Policy G28: Request for Funding From Organizations

<b>5. Recreational</b>		3 <input type="checkbox"/>
High – the core purpose is developing social, active, and healthy lifestyles		2 <input type="checkbox"/>
Moderate – components improve social, active, and healthy lifestyles		1 <input type="checkbox"/>
<b>6. Human Development and Inclusion – Volunteer</b>		3 <input type="checkbox"/>
High – equality of access and opportunity (demographic, geographic)		2 <input type="checkbox"/>
Moderate – range of demographic groups and/or development potential		1 <input type="checkbox"/>
Low – limited opportunity, access or development potential		
<b>7. Human Development and Inclusion – Participant</b>		3 <input type="checkbox"/>
High – equality of access and opportunity (demographic, geographic)		2 <input type="checkbox"/>
Moderate – range of demographic groups and/or development potential		1 <input type="checkbox"/>
Low – limited opportunity, access or development potential		
<b>8. Quality of Life</b>		3 <input type="checkbox"/>
Livable Community – important to livable/sustainable community		2 <input type="checkbox"/>
Community Image – enhances image or public perception		1 <input type="checkbox"/>
Community Pride – instills pride, sense of community		
<b>9. Alternate Service Providers</b>		3 <input type="checkbox"/>
Limited – no other potential providers		2 <input type="checkbox"/>
Some – some potential alternate providers		1 <input type="checkbox"/>
Many – many potential or existing alternate providers		
<b>10. Financial Need</b>		1 <input type="checkbox"/>
High – financial statements and/or budget demonstrate significant need		0 <input type="checkbox"/>
Low – financial statements and/or budget demonstrate limited need		
<b>11. Participation Levels</b>		1 <input type="checkbox"/>
Under 100		2 <input type="checkbox"/>
100-200		3 <input type="checkbox"/>
200-500		4 <input type="checkbox"/>
500-1000		5 <input type="checkbox"/>
Over 1000		
<b>12. Accountability</b>		1 <input type="checkbox"/>
Yes – annual report and/or financial statements of previous year received		0 <input type="checkbox"/>
No (or New Org.) – no annual report and/or financial statements received		
<b>Total Score</b>	If score is above 24; applications should be considered for funding	
	If score is below 23; applicant shall not receive funding	34

<b>Date of Evaluation:</b>		<b>Based on Score:</b> Funding Not Recommended <input type="checkbox"/> Funding Recommended <input type="checkbox"/>	<b>Based on Budget:</b> Funding Approved <input type="checkbox"/> Funding Not Approved <input type="checkbox"/>
<b>Name and Signature of Evaluator:</b>			

## APPENDIX D: FINAL REPORT FORM

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Applicants who received funding from the Town in the previous year are asked to complete this form and return it to [jwest@kentville.ca](mailto:jwest@kentville.ca)

<b>Name of Organization:</b>			
<b>Type of Organization:</b>	Charitable <input type="checkbox"/>		
	Non-Profit <input type="checkbox"/>		
	Other <input type="checkbox"/>		
<b>Type of Grant:</b>	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
<b>Contact Person:</b>			
<b>Mailing Address/PO Box:</b>			
<b>Town: (Postal Code)</b>			
<b>E-mail Address:</b>			
<b>Telephone:</b>			
<b>Website Address:</b>			
<b>Purpose of The Project</b>			
<b>Description of The Conduct of Project</b>			



<b>Project Participation</b>				
<b>Location of Project</b>				
<b>Project Timelines</b>				
<b>Project Budget and Financial Statements</b>	<b>Attached</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>			
<b>Uses of Grant</b>				
<b>Certification</b>	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

**The Town of Kentville Grant Program**

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and in a newspaper circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.

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

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

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26 April 2021

RE: Kentville Water Commission Report

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The Water Commission met on April 21, 2021 to review and approve the Operational and the Capital Budgets. The Kentville Water Commission Operational Budget was passed unanimously:

Kentville Water Commission Operating Budget:

**Revenue \$1,964,400;**

**Expenditures \$1,607,800; and**

**Budgeted Surplus \$10,500.**

The Kentville Water Commission Capital Budget was passed unanimously:

**Kentville Water Commission Capital Budget:**

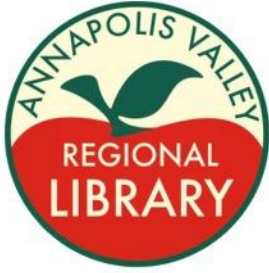
**\$589,500.**

Submitted to council for information purposes.

Kindest Regards



Sandra Snow  
Mayor  
Chair Kentville Water Commission



## Annapolis Valley Regional Library

P.O. Box 510 236 Commercial Street Berwick, NS B0P 1E0

Phone 1-866-922-0229

www.valleylibrary.ca email: administration@valleylibrary.ca

April 15, 2021

Mayor Sandra Snow, and Council  
Town of Kentville

Dear Mayor Snow,

I'm writing to you on behalf of the Annapolis Valley Regional Library Board to request that Council implement the new Library Funding Formula on April 1, 2021.

On February 25th, 2020, I received correspondence from Justin Huston, then Deputy Minister, Communities Culture and Heritage. Deputy Minister Huston shared the following information...

*"The new library funding model will be implemented in the 2020-21 fiscal year with an increase of \$2 million in annual investment from the province. The budget also includes an additional \$500,000 for an annual, application-based grant program available to libraries for innovative new projects."*

*Although the one-year notice was provided to municipalities, as per the Municipal Government Act (MGA), municipal funding will remain at current levels for the 2020-21 fiscal year. We will use this time to collect data from the municipalities to determine their total operating contribution to libraries. That said, municipalities can opt to start paying the increases beginning in 2020-21. This is a local municipal decision, that would be agreed upon by the municipality and the regional library board."*

*Included with this letter are the funding fact sheets for your individual library regions, that outline the changes to provincial, municipal, and board funding with the new funding model. These documents were sent to municipalities prior to the municipal consultations in the winter of 2019."*

It was AVRl's understanding from this communication that your assessment increase would be mandatory effective April 1st, 2021. As such, AVRl's planning activities have been predicated on this anticipated revenue stream.

On Friday, April 9th, 2021 I received the following information, via email, from Lynn Somers, Director, Nova Scotia Provincial Library [Department of Communities, Culture and Heritage] which states the following...

*"In May 2020, in a letter to municipal associations, Ministers Porter and Glavine communicated the decision to provide additional time before requiring the municipal contribution to increase to the new funding level, deferring the implementation to fiscal 2022-23. This time was to allow for data to be collected to capture the additional operational contributions being made to library boards from municipalities beyond the funding model payment.*

*Their letter also indicated that upon the completion of data gathering and analysis of municipal contributions, notification will go out to municipalities outlining funding amounts. Data collection will continue in this fiscal year.*

*The 12-month notice letter will go out in April 2021 confirming municipal contributions to library boards in 2022-23 as per the new funding model. There will be no financial impacts to municipalities in 2021-22, however if municipalities are interested in contributing more before the new mandated amounts come into effect, they may do so."*

AVRl was not aware of the May 2020 letter, or its contents, and as such developed our budget based on the direction that the Municipal increases would go into effect on April 1st, 2021, and invoiced you accordingly for the first quarter. We acknowledge receipt of the first quarter at the new rate.

For more than a decade, your library assessment has remained largely unchanged. Under the new Funding Formula, your assessment is \$42,800.

Therefore, the AVRl is asking Council to voluntarily implement the new Funding Formula on April 1, 2021. Having the new Funding Formula enacted in its entirety on April 1st, 2021 will allow the AVRl to pursue increased hours of operation in our Branches, and enhanced services (collection development, technology, and programming) on a shorter timetable. Please let us know your intention as soon as possible so that we may accurately invoice you, and properly prepare for the coming operational year.

In closing, AVRl is appreciative about this renewed financial commitment from Government, and looks forward to working with our Municipal Partners to ensure the Annapolis Valley has

sustainable and thriving library service for the future, and that our citizens have the best possible library service that we can provide.

If you have any questions, please contact me at 902-698-9447.

Sincerest regards,

Ann-Marie Mathieu  
Chief Executive Officer  
Annapolis Valley Regional Library