



**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  
*Special Council Meeting Minutes, Operating Budget - April 14, 2021*

*Approved April 26, 2021*

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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.

### **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.

**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.

**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.

## **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.

## 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