



**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
October 12, 2021
AGENDA**

6:15 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council Advisory Committee, September 13, 2021**
- 4. PRESENTATIONS**
 - (a) Mentoring Plus Update – Julianne Misner**
 - (b) Chrysalis House – Deb Moreau**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
 - (a) Finance**
 - (1) Director’s Report**
 - (2) Projection Report**
 - (b) Planning and Development**
 - (1) Director’s Report**
 - (2) Community Economic Development Coordinator’s Report**
 - (c) Parks and Recreation**
 - (1) Director’s Report**
 - (d) Police**
 - (1) Chief’s Report**
 - (e) Engineering and Public Works**
 - (1) Director’s Report**
 - (f) Administration**

(1) Chief Administrative Officer's Report

6. BUSINESS ARISING FROM THE MINUTES/OLD BUSINESS

(a) None.

7. CORRESPONDENCE

(a) None.

8. NEW BUSINESS

(a) Update on Robinson Property

(b) Accessibility Committee Community Appointments

(c) Policy Revisions

a. G4 Travel Expense Policy

~~b. G5 Council Remuneration~~

~~c. G6 Citizen Remuneration~~

d. G14 Proclamations

e. G39 Staff Long Service Awards

~~f. G57 Committees of Council~~

g. G68 Hospitality

(d) COVID-19 Policy for Workplace Safety

(e) Kentville Business Community Request

~~(f) Chrysalis House Request~~

~~(g) Request for Public Meeting~~

9. PUBLIC COMMENTS

10. IN-CAMERA

11. ADJOURNMENT

DRAFT



**TOWN OF KENTVILLE
COUNCIL ADVISORY COMMITTEE
COVID-19 PROTOCOL**

Meeting Minutes: September 13, 2021
Town Hall, 354 Main Street, Kentville Nova Scotia

This meeting was held in Council Chambers at Town Hall. 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
- James Butler, Kentville Police Service
- Rachel Bedingfield, Director of Parks and Recreation
- David Bell, Director of Engineering
- Jason Bethune, IT Manager
- Debra Crowell, Director of Finance
- Beverly Gentleman, Director of Planning
- Jennifer West, Recording Secretary

Guest: Peter Gillis from the Valley Community Learning Association

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.

DRAFT

2. APPROVAL OF THE AGENDA

Discussion about addressing other issues during the meeting, including allegations against the Mayor.

It was moved by Andrew Zebian and seconded by Councillor Maxwell

That Council discuss the allegations against the Mayor.

MOTION FAILED

Councillors who voted in favour of this motion:

Maxwell, Yorke and Zebian

Councillors who voted against this motion:

Gerrard, Huntley, Savage, and Snow

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

That the agenda for the Council Advisory Committee meeting of September 13, 2021 be approved with the following changes:

- 4.b Removed: Presentation by Chrysalis House, moved to October.
- 10.a Addition: Land Matter
- 10.b Addition: Land Matter

MOTION PASSED

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, July 12, 2021.

It was moved that the minutes from the Council Advisory Committee meeting held on July 12, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATION

(a) Valley Community Learning Association – Peter Gillis

Peter Gillis, Director of the Valley Community Learning Association, gave an update on the purchase of the property at 118 Oakdene Ave and Wester Court and courses and classes at the VCLA.

- Discussion:
 - What are waiting lists like? There are no waiting lists for general education diplomas. There are some classes that are in development, such as trucking.
 - Will the cooking classes provide labour for the restaurant business shortly? That is the goal for the program, but may not be the goal for all students.

DRAFT

- Is there an *appetite* for joining with a school food program? There may be an opportunity for a partnership there.

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell presented her report for the period ending August 31, 2021. To this date overall revenue exceeds the average at 80.3%. The overall expenditures are above the benchmark at 44.7%.

See report for more information.

(2) Temporary Borrowing Resolution – Town of Kentville Capital

Director Deb Crowell presented her report describing the temporary borrowing resolution relating to the Town’s 2021-2022 capital program in the amount of \$1,064,100.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve the attached temporary borrowing resolution to borrow under TBR 21/22 - Town \$1,064,100 for various-purpose capital projects at the September 27, 2021 meeting.

MOTION CARRIED

*To be brought forward at the September 27, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(3) Temporary Borrowing Resolution – Town of Kentville Sanitary Sewers

Director Deb Crowell presented her report describing the temporary borrowing resolution relating to the Town’s 2021-2022 sanitary sewer area capital program in the amount of \$235,000.

See report for more information.

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

DRAFT

That Council Advisory Committee Recommend

That Council approve the attached temporary borrowing resolution to borrow under TBR 21/22 Sanitary Sewer – Burke Subdivision \$235,000 for Sanitary Sewer – Burke Subdivision capital project at the September 27, 2021 meeting.

MOTION CARRIED

*To be brought forward at the September 27, 2021 meeting of Council Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(4) Guarantee Resolution – Valley Waste Management

Director Deb Crowell presented her report to request authorization of a guarantee resolution to support Valley Waste’s Temporary Borrowing Resolution for its approved 2021/2022 capital program.

See report for more information.

It was moved by Councillor Cathy Maxwell and seconded by Councillor Gillian Yorke

That Council Advisory Committee Recommend

That Council approve the attached Guarantee Resolution for Kentville to support the Valley Waste’s Temporary Borrowing Resolution for its approved 21/22 capital program. Kentville’s share of the TBR is 10.05% or \$95,550 at the September 27, 2021 meeting.

MOTION CARRIED

*To be brought forward at the September 27, 2021 meeting of Council Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(b) Planning and Development

(1) Director’s Report

Director Bev Gentleman reviewed her report for July and August 2021. Highlights included a building valuation of \$22,337,449 for the year. The report also included project updates about the Ryan’s Park, Miners Landing, Kentville Business Park, the Municipal Planning Strategy and Land Use Planning review, and the business park lots.

- Points of Discussion:
 - Appreciation for staff working on the dog park appeal.
 - Residents are concerned about infilling. Is it possible to develop a bylaw that would prohibit this type of activity? In many cases, if the work is for a

DRAFT

permitted use, the disturbance might be addressed by a traffic authority or hours of operation.

- Reminder about the public hearing over Zoom on Wednesday.

See report for more information.

(c) Parks and Recreation

(1) Director's Report

Director Rachel Bedingfield reviewed her report for July and August 2021. Some of the highlights included successful summer programs, closing of the pool, opening of the arena, adaptive programming, and the Kentville Dog Park.

See report for more information.

- Points of Discussion:
 - Appreciation of the celebration events for Ian Mosher, but regret that no elected official was present to acknowledge his work. This was a community led event and the Town was not invited. Town volunteers should certainly be celebrated.
 - Update on the unsheltered play project to serve unsheltered people using parks.
 - There is a focus on vulnerable people in the community, however the groups that serve them are also under a lot of strain at this time.

(d) Police Report

(1) Chief's Report

Police Commission Chair Craig Gerrard tabled the Police Commission report to Council.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented his report for July and August 2021. Some of the highlights included the water commission, sanitary sewer, and an update on the Burke Subdivision paving project.

See report for more information.

(f) Administration

(1) Chief Administrative Officer's Report

CAO Troke presented his report for July and August 2021. Some of the highlights included adhering to the public health order, grant applications for grants to organizations, intermunicipal service agreement discussions, Police Chief hiring, policy review project, and the Mentoring Plus program.

DRAFT

- Points of Discussion:
 - What was the result at the Kentville Historical Society regarding their building? Staff have met with the society about easy repairs and some of the larger repair projects. All issues have been directly addressed.
 - Request for the gateway signs to have the top wooden pieces upgraded.

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

That the reports from the directors be accepted as presented.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

6. BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS

(a) None.

7. CORRESPONDENCE

(a) Support for Volunteers – Scotchtown Volunteer Fire Department – March 18, 2021

Mayor Sandra Snow presented the letter sent to the Premier and their cabinet regarding increased financial support for funeral services for volunteer fire and search and rescue personnel.

See letter for more information.

- Points of Discussion:
 - Support for the Mayor to write a letter in support of this campaign.

8. NEW BUSINESS

(a) Kentville Business Community Funding Agreement

CAO Dan Troke shared with Council the proposed funding agreement for the Kentville Business Community to continue their work supporting downtown businesses.

See report for more information.

- Points of Discussion:
 - Concern about the lack of a presentation from this organization to update council.
 - Discussion about the process of dispersing the Special Projects funds.
 - Section 3.2.e should describe an appointment to the KBC board through an open vote among Councillors. CAO Troke will make this change.
 - The CAO will record potential conflicts from Councillor Huntley on KHS and Councillor Yorke with KBC.

DRAFT

- The CAO will review minutes for whether the Deputy Mayor sits on this committee.

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

That Council Advisory Committee Recommend

That Council approve the KDCL/KBC Funding Contribution Agreement which expires on 31 March 2022.

MOTION CARRIED

*To be brought forward at the September 27, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(b) Kentville Police Chief

Police Commission Chair Craig Gerrard announced that James Butler is the proposed Acting Police Chief for the Kentville Police Service.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve the appointment of Mr. James Butler as the Chief Officer of the Kentville Police Service on a three-year contract beginning on October 13, 2021.

MOTION CARRIED

*To be brought forward at the September 27, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(c) Kentville Investment Advisory Committee Report

Investment Advisory Committee Chair Cate Savage reported to Council that the Investment Advisory Committee has been working on a revised policy statement with the investment manager. The proposed policy revision is delayed with the change of provincial government staff.

See report available for more information.

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

DRAFT

That Council Advisory Committee Recommend

That Council extend the current investment manager contract by one year to expire in November 2022.

MOTION CARRIED

*To be brought forward at the September 27, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(d) Kings Regional Emergency Management Organization – Intermunicipal Service Agreement

CAO Dan Troke shared with Council the proposed intermunicipal service agreement for the Kings Regional Emergency Management Organization to continue their work supporting emergency preparedness and response.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve an Intermunicipal Services Agreement (IMSA) with the Town of Berwick, and Wolfville and the Municipality of the County of Kings for the provision of Regional Emergency Management Organization Services; and further

To approve allocation of funds based on the REMO sharing formula, Kentville’s share represents 15% of the current \$80,000 REMO budget.

MOTION CARRIED

*To be brought forward at the September 27, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(e) Capital Grant Request – Infrastructure

CAO Dan Troke shared with Council the proposed “Investing in Infrastructure” federal grant to support the expansion of the Kentville Connector, from the Donald E Hiltz Connector Road.

See report for more information.

- Points of Discussion:

DRAFT

- Concerns about other roads that are in bad shape and addressing the connector before these roads. It is not a project that would be at the expense of a road that is more in need. It would be possible to tie some of the other projects to this project.

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

That Council Advisory Committee Recommend

That Council approve in principle for staff to submit a proposal request to the expected call for submission by the Province.

MOTION CARRIED

*To be brought forward at the September 27, 2021 meeting of Council
Councillors who voted in favour of this motion:*

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

(f) September 30 National Day for Truth and Reconciliation

CAO Dan Troke reported that Kentville strongly supports the National Day for Truth and Reconciliation and will close Town Hall on that day. The Town will offer resources and events to bring Indigenous and Non-Indigenous people together through awareness, compassion and understanding.

See report for more information.

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

That Council Advisory Committee Recommend

That Council approve that the Town of Kentville will honour First Nations, Inuit and Métis survivors and their families and communities on September 30th as a recognized holiday for the Town.

MOTION CARRIED

*To be brought forward at the September 27, 2021 meeting of Council
Councillors who voted in favour of this motion:*

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

(g) Absence from September Meeting

Mayor Sandra Snow is notifying Council and residents that she will not attend the September meeting of Council so she can attend a conference in Halifax at that time.

See report for more information.

DRAFT

9. PUBLIC COMMENTS

(a) Sharon Kehoe, submitted via email

Concerns about allegation about the Mayor

(b) Patricia Williamson, submitted via email

Concerns about allegation about the Mayor

(c) Kim Kehoe, submitted via email

Concerns about allegation about the Mayor

10. IN CAMERA

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

That Council move into a closed session at 8:09 pm to discuss confidential matters.

MOTION CARRIED

Councillors who voted in favour of this motion:

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

It was moved by Councillor Craig Gerrard and seconded by Councillor Cathy Maxwell

That Council return to open session at 8:30 pm

MOTION CARRIED

Councillors who voted in favour of this motion:

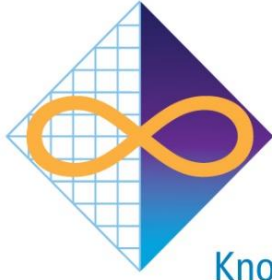
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian

11. ADJOURNMENT

It was moved by Councillor Gillian Yorke

That Council Advisory Committee adjourn at 8:31pm.

MOTION CARRIED



The Mentoring Plus Strategy

Knowledge is infinite...share yours.

Social Inclusion of Retirees

Retirees are a resource for your business, your organization, and your community. When the knowledge, skills and experience of this population are included, we all benefit!

Everyone has a valuable role to play in our community.

Now, more than ever, we need to teach adaptability and change management.
Career trajectories are rarely straight lines.
We need to support individuals as they make career decisions.

Understanding our past prepares us for our future.

Future of Work

Knowledge Exchange

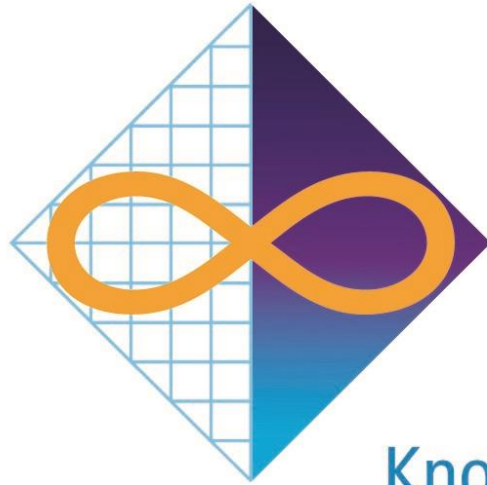
Sharing life experiences, career information, stories, problem solving, failures and successes can break unhealthy cycles and better prepare individuals for their working lives.

Programs for specific sectors support these exchanges.

Communities are stronger when we remove the silos of insular thinking.
Everyone has something to contribute.
Everyone has value.

Working together makes us stronger.

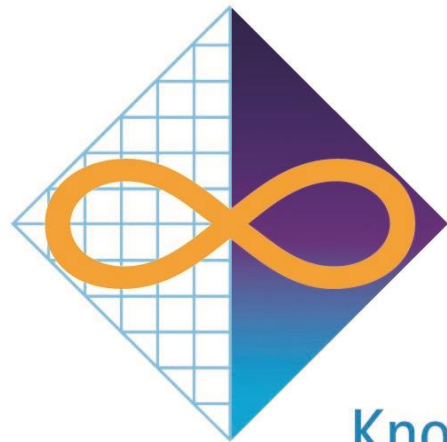
Stronger Community



The
Mentoring
Plus Strategy

Knowledge is infinite...share yours.

Where we started &
How far we have come



The
**Mentoring
Plus Strategy**

Knowledge is infinite...share yours.

Funded by the Government of
Canada's New Horizons for
Seniors Program



New Glasgow
flourish

Dalhousie University College of Continuing Education provides support and guidance as the Backbone Organization for the Mentoring Plus Strategy

The Mentoring Plus Strategy Project Team

Executive Director:
Gordon Michael

Assistant Director:
Geraldyn MacDonald



Truro Mentoring Plus Coordinator - **Sacha Brake**

Communications & Truro Administrative Support - **Terri Mingo**

New Glasgow Mentoring Plus Coordinator - **Geraldyn MacDonald**

New Glasgow Administrative Support - **Paula Irving**

Kentville Mentoring Plus Coordinator – **Julianne Misner**

Kentville Administrative Support - TBD

Mentoring Plus Ambassador - **John Cameron**

African NS Community Engagement Facilitator - **Tracy Dorrington-Skinner**

"MENTORING PLUS" PROGRAM TO HELP SENIORS AND YOUTH THROUGH NEW FEDERAL INVESTMENT

Staff, with files from the Government of Canada - February
11, 2020



Left to right: Bill Mills, Mayor of Truro; the Honourable Deb Schulte, Minister of Seniors; Dr. Dianne Tyers, Dean CCE; Sean Fraser, MP Central Nova; Gordon Michael, Executive Director of Mentoring Plus; Nancy Dicks, Mayor of New Glasgow; and Sandra Snow, Mayor of Kentville. (Provided photo)

The Mentoring Plus Strategy

The Mentoring Plus Strategy aims to draw upon the skills and knowledge of retired/near retired people to help support career minded individuals (and other populations) to explore and connect to career paths that relate to the Future of Work. The program uses an intergenerational approach that contributes to social inclusion of seniors.

The New Horizons For Seniors Program funds projects that use a multi-partner approach, bringing together collaborating organizations from different sectors within a community to meet the growing social needs of seniors and to develop a Collective Impact Plan.

200 applications (from across Canada) were received by the federal government and 19 were approved. The Mentoring Plus Strategy is the only project approved in Nova Scotia.



Using the success of a 2018 pilot initiative in the Town of New Glasgow and work completed in other communities, Gordon Michael, Dal-CCE, prepared an application with a letter of support from the Town of New Glasgow, Doctor's Nova Scotia and other partners and submitted under the **Federal Department of Seniors Pan Canadian New Horizons Program** titled:

Mentoring Plus - An Intergenerational Approach to Increasing Seniors' Social Inclusion.

The Federal Government's New Horizons For Seniors Program funds projects that use a multi-partner approach, bringing together collaborating organizations from different sectors within a community to meet the growing social needs of seniors and to develop a Collective Impact Plan.



➤ **1000 Canadians turn 65 each day**

➤ **Percentage of Nova Scotia's who are 65 and older:**

2014: 18%

2016: 20%

2038: 31%

An Aging Demographic

	Population	% Over 55
Kentville	6,270	36.5
County – Annapolis, Kings	93,865	40
Total	100,135	38.25
New Glasgow	9,075	40
County - Pictou	57,245	39
Total	66,320	39.5
Truro	12,260	39
County - Colchester	89,785	36
Total	102,045	37.5

*Data collected from 2016 Census

Retiree/Senior Demographic Trends

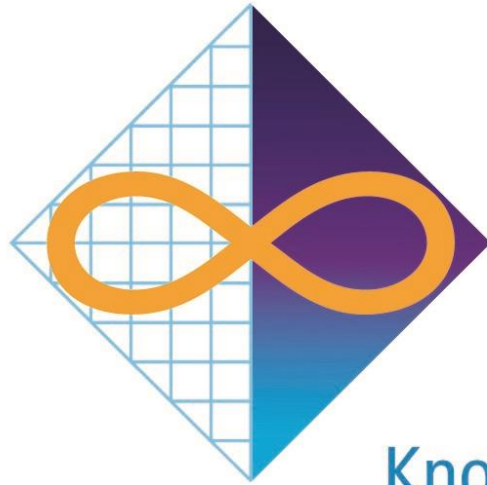
→ Retirees/Seniors want to stay engaged

- - Make meaningful impacts on communities & society
 - - Share acquired knowledge, skills & community understanding to support social, cultural and economic growth.

→ Healthcare Research flags loneliness as a serious issue

- - Impacts physical health and wellbeing
 - - Volunteering for 2+ hours per week contributes to reduced feelings of loneliness, isolation, depression and even the onset of dementia.

* What does engaged look like to you?



The
Mentoring
Plus Strategy

Knowledge is infinite...share yours.

A Local Look
At Where We Are Headed

Engaging Mentors at the Local Level:

- **Have you ever identified yourself as a mentor before?**
*raise your hand
 - MPS embraces mentoring as a community engagement philosophy and aims to foster this in individuals and organizational systems.
- **What qualities do you identify as being important in the role of mentor?** *Share with the group
 - Developing common language promotes sense of identity, purpose, and intentionality.
- What mentoring qualities do you feel confident about having?
- What mentoring qualities would you like to further develop?
- What mentoring qualities would you like to help other mentors develop?
 - We are all life-long-learners. Knowledge is Infinite. Share Yours.

"I did not get into medical school but I finished a degree in science and right after that I got a job with a drug company - because it came with a company car!"



MPS facilitates knowledge exchange opportunities. By creating an informal intergenerational “Life Lounge” at VCLA, mentoring-minded individuals have a place to engage with each other and new initiatives have an opportunity to emerge.

Community Learning Life Lounge
Mentoring Plus - Learning a Living

The Mentoring Plus Strategy

Join us @ VCLA Tuesdays 10 am
Sign up: mentoring@kentville.ca

Retired?
re-imagine yourself...
as a Mentor!
support the future of work

An Informal Intergenerational Knowledge Exchange
KNOWLEDGE IS INFINITE SHARE YOURS

Upcoming Events:

- i. Weekly Life Lounge meetings at VCLA start
- ii. Mentoring at the High school – CK
- iii. Mentoring at the Movies @ Al Whittle Theatre

Upcoming Presentations:

- i. October 28th – Presentation to Lions Club of Kentville
- ii. Joint Planning and Impact Committee Development Team



Big Breakfast
Big Ideas
this is
Community
Building



www.mentoringplus.ca
mentoring@kentville.ca
902.679.5013





**Are you RETIRED...
but not *tired* ?!**

**“Learning a Living” is the
Future of Work.**

Share your knowledge and
remain a
life-long-learner, Mentor, and
valued contributor!



Upcoming Mentoring Mixer: October 2021 @
Central Kings Rural High School
Mentors Needed




The
**Mentoring
Plus Strategy**
Knowledge is infinite...share yours.



QR Scan for sign up calendar

Phone: (902) 679-5013

Email: mentoring@kentville.ca

visit: www.mentoringplus.ca



QR Scan for sign up calendar



Phone: (902) 679-5013



Email: mentoring@kentville.ca



visit: www.mentoringplus.ca



55+?
Retired?
Eager to share
your
knowledge?

Join us Online
..and invite a Plus One!

∞ Stay Connected ∞ Re-Find Purpose ∞ Pay it Forward ∞



The
**Mentoring
Plus Strategy**

Knowledge is infinite...share yours.

**Mondays
@ 9:30am**

**More about Mentoring
info sessions**

1st & 3rd Monday of the Month

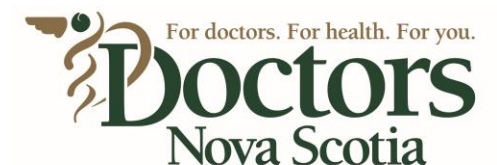
Mentoring Matters Meet and Greet
every other Monday @ 9:30am zoom



Kentville
A BREATH OF FRESH AIR

Ideas in development:

- i. Business Sector Mentoring Strategy
- ii. Mentors Professional Development
 - i. Orientation and Learning Initiatives
 - ii. Redefining Retirement 10 week PD session
- iii. Planning for the Future with Retirement Associations
 - i. DNS & Physician Navigator discussing valley mentorship initiatives
 - ii. Pre-Retirement Planning sessions
- iv. Employment Service Agencies:
 - i. YREACH: group of high school students from new immigrant families
 - ii. DCS & ESS –LMI research by clients seeking post secondary funding
 - iii. NSCC Social service students – getting class credit for volunteering
 - iv. Service-learning projects as part of pre-employment program. Engaging Mentors for intergenerational engagement and authentic relationship building.





What's Next?

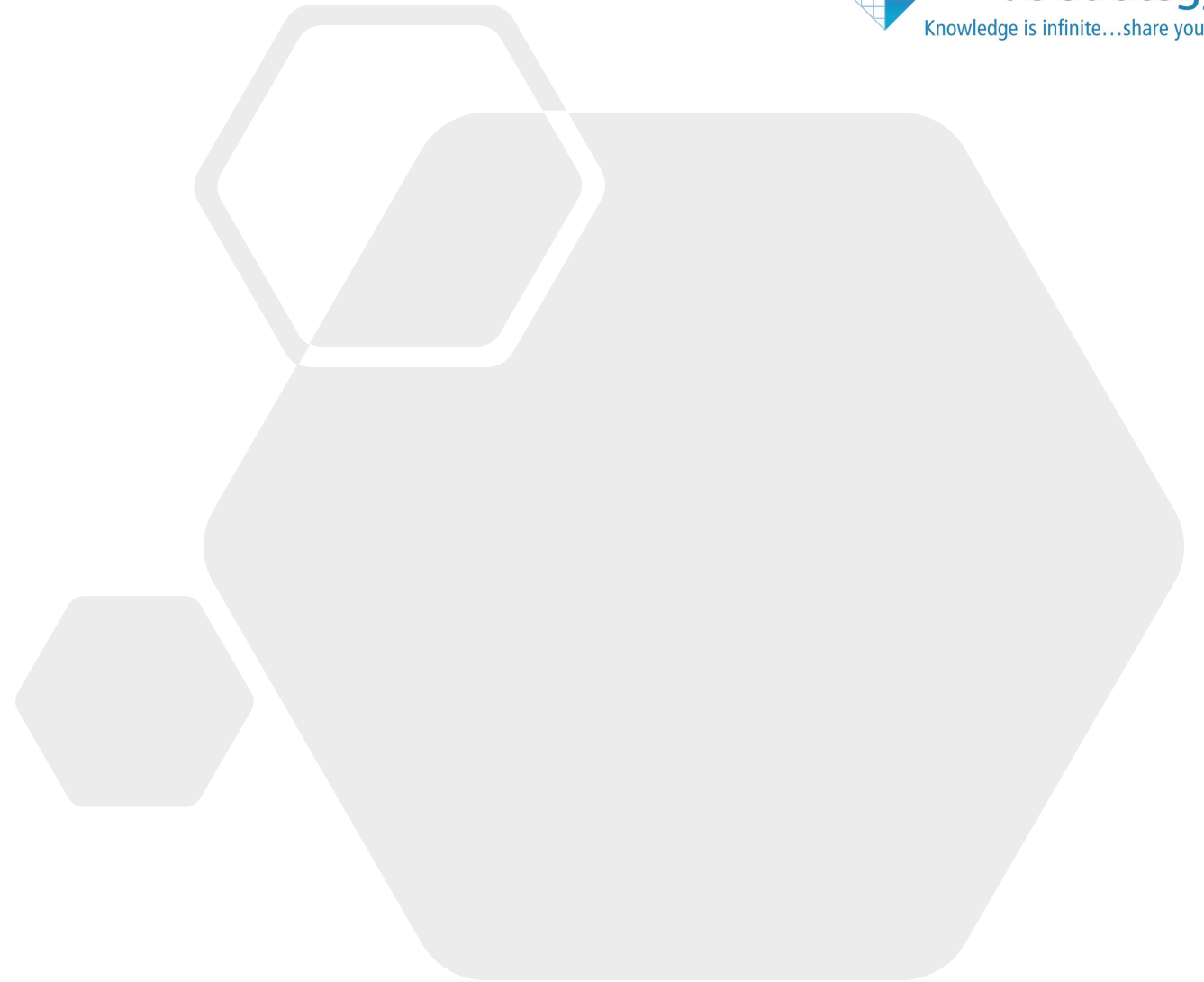
Spread the word

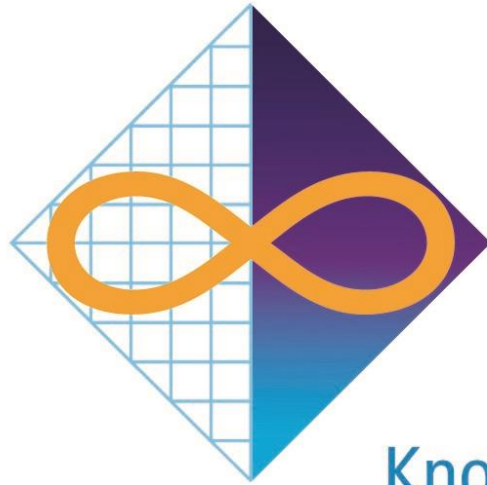
Advertise and recruit

Admin assistant position post

Collaborate, collaborate, collaborate!

Role for everyone to play!





The
Mentoring
Plus Strategy

Knowledge is infinite...share yours.

Questions?



The
Mentoring
Plus Strategy

Knowledge is infinite...share yours.

Appendix

Background, Program Development, and Direction

The Future of Work: Our Challenge

“Canadian workers face a rapidly changing economy, which will have a profound impact on the nature of work and jobs of the future. To be equipped for this change, there is a critical need for Canada to rethink our approach to learning, work and training. Nearly half of Canadian jobs are at a high risk of being affected by automation over the coming ten to twenty years.”

- Federal Advisory Council on Economic Growth

→ 26.5% of high school grads don't meet post-secondary admissions requirements

→ 30% of NSCC students in diploma/multi-year programs do not return after the first year

→ 17% of Maritime students are no longer enrolled in a Maritime university after their 1st year

→ 100,000 Nova Scotians are on some form of assistance

From School to Success: Clearing the Path – Report of the Transition Task Force. Province of Nova Scotia 2016

• The Goals of the Funding

Department of Seniors - Government of Canada
New Horizons for Seniors Program
Pan Canadian Project

- To support innovative projects that create a significant impact in communities and invest in large initiatives that meet the growing social needs of seniors.
- Pan-Canadian project funding supports multi-year projects using collaborative and innovative approaches to address seniors' issues.
- Organizations can apply for projects up to 5 years duration under the Pan-Canadian stream. Projects must range from \$500,000 to \$5 million.
- The Pan-Canadian stream will support the development and implementation of **Collective Impact Plans** to increase the **social inclusion of seniors**.
- 200 applications were received and 21 were funded.



• The Goals of the Strategy

Pan Canadian Stream
Engaging Seniors with Young Adults 16+

Objective # 1

Establish a collective impact initiative bringing together collaborating partners, to achieve the common objective of increasing seniors' social inclusion, led by Dalhousie University College of Continuing Education, as the backbone organization.

Objective # 2

Expand awareness by engaging stakeholders and educators on the importance of increasing social inclusion of seniors through the Mentoring Plus Program.

Objective # 3

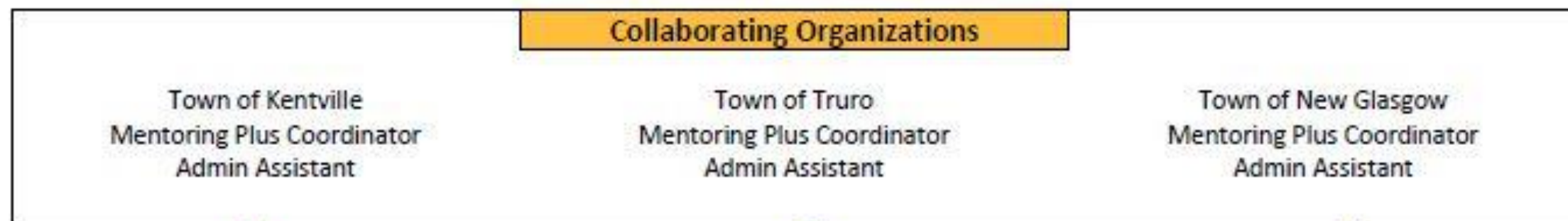
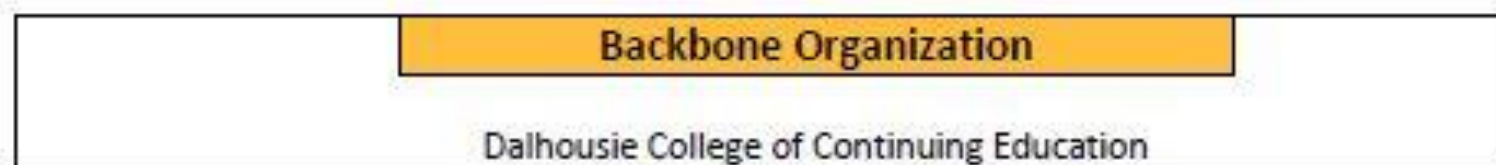
Implement the Mentoring Plus Program in three municipalities and **surrounding areas** to enhance social inclusion for the senior population in those areas.

Objective # 4

Support initiatives that study the impact of the Mentoring Plus Program's intergenerational approach and how it may contribute to the social inclusion of seniors.



Implementation Framework



Let's work together

Collective Impact Framework

Development of a **common agenda**

Using **shared measurement** to understand progress

Building on **mutually reinforcing activities**

Engaging in **continuous communications**

Providing a **backbone structure** to move the work forward



Pan Canadian - Mentoring Plus

Increase the Social Inclusion of Seniors

Evaluation Plan

Activities of the Collective Impact Plan

Communication Strategy

Dal - CCE



CHRYSALIS HOUSE ASSOCIATION

More Than A Bed
Shelter Voices
Project Renew



CHRYSALIS HOUSE: DREAM TO REALITY



MORE THAN A BED

There are about 550 VAW shelters in Canada.

A one day 'snapshot' (cited from Shelter Voices)

- 5409 women, 3578 children
- 3585 women, 20151 children helped with outreach
- 495 women, 253 children requested shelter
- 98 women, 60 children taken in
- 397 women, 193 children turned away (capacity & resources)

Increasing needs for aging population
**biggest challenge is accessibility, complex needs*



CHRYSALIS HOUSE PROVIDED THE FOLLOWING SERVICES IN 2020 (UNDER COVID-19)

- 1127 Advocacy calls
- 644 Distress calls
- 66 Distress visits
- 87 admissions of women and children to shelter

These numbers do not include the number of redirecting calls to other resources and calls for information about donations.



PROJECT RENEW

- Initiative started in 2012
- Recognized challenges with meeting the ever-changing needs of the women and their children, given the age and routine problems with maintaining a century old building.
- Identified changes needed:
 - Reduced barriers for accessibility – for shelter stay, staffing, and outreach services.
 - Trauma informed physical spaces that promote safety, wellbeing and healing
 - Increased security
 - Opportunity to provide joint programs with other service providers, build community relationships and expand the social safety net for women and children.



IMPROVED CAPACITY

- ✓ Adaptable rooms
- ✓ Accessible office space for outreach services
- ✓ Community space
- ✓ Board/training room
- ✓ Receiving/donation bay
- ✓ Counselling room
 - ✓ Observation room
 - ✓ Pantry
 - ✓ Spiritual room
 - ✓ Flex office for other service providers

Purpose built space for our services with additional spaces to enhance services



FUNDING REQUEST

- The new property has an assessed value of \$1.9 million (2021) and calculated property taxes in 2021-2022 are \$11,498.
- Fundraising activities and revenues are used to offset increased property taxes and insurance costs.
- Recognizing the valuable service provided to the community, Chrysalis House is requesting a grant in lieu of taxes from the Town of Kentville.
- A reduction in our tax burden will ensure that more funds can go directly to service provision.

Community	2021-2022 Taxes	Request for grant in lieu of taxes ¹
Town of Kentville	\$11,498.00	100% ²

¹ - Referencing the Town of Kentville By-Law Chapter 87 Partial Tax Exemption

² - Request 100% or reduction in calculated taxes assessed annually



COMMUNITY SUPPORT PROMOTES

- Efforts in prevention, public awareness, and education. It is not a private issue; we are all responsible and we need to talk about it openly.
- Changing cultural and societal attitudes and beliefs in our community.
- Improving recognition and support for violence against women and anti-violence services and shelters.
- To empower survivors. Response needs to be done in ways that are survivor-centric.



RESOURCE LINKS

- <https://www.chrysalishouseassociation.org>
- <https://endvaw.ca/wsc-resources/>
- <https://www.dawncanada.net/main/wp-content/uploads/2014/03/English-Violence-January-2014.pdf>
- <https://www.aptnnews.ca/national-news/femicide-report-2020/>
- https://www.justice.gc.ca/eng/rp-pr/cj-jp/fv-vf/rr12_7/rr12_7.pdf





Town of Kentville
Staff Report to Council Advisory Committee
Department of Finance
SEPTEMBER 30, 2021

Summary:

I am pleased to report from the Finance Department of the Town of Kentville for the month ended September 30, 2021.

- The final tax levy was due October 1, 2021.
- The audit for the Kentville Volunteer Fire Department is complete with Kent & Duffett presenting an unqualified audit opinion to the Joint Fire Services Committee on September 23.
- To date, the Province has not released the Financial Information Return (FIR) for completion.
- The Federal *Payment-in-Lieu of Tax* application was received in September. The Province PILT remains outstanding.
- Temporary Borrowing requirements for 2021/22 have been submitted to the Province for the Minister's authorization.

Attachments

- Schedules A & B (Revenue and Expenditures) are included for the month ended September 30, 2021.
- Schedule C (Outstanding Taxation) is attached for the month ended September 30, 2021.
- Schedule D (Sanitary Sewer Area Service) is not included. The next report will be tabled after the 2nd quarter billing is generated.
- Schedules E and F (Perpetual Investment Fund) are not included for the month ended September 30, 2021. The IAC will meet on October 20, 2021 to hear the details of the portfolio.
- Schedule G - Capital Investment Plan for 2021/2022 is included for the year ended March 31, 2022.

Analysis

Revenue (see Schedule A)

If revenue were averaged evenly over the year, 50% of the budget would be received. To September 30, 2021, overall revenue exceeds the average at 84.4% recorded. Items worth noting are:

- **Taxes-** Total taxation is currently reporting at 101.0% and includes the final tax levy. The final levy's due date was October 1, 2021.
- **Payments in Lieu-** The Federal PILT arrived in September- \$31,508 under budget. The PILT related to Provincial property was filed with the SOE-A. No indication as to when this PILT will be paid.
- **Services to Other Governments-** This section records services provided to the Province for the secondment of a police officer and to Kings County for recreation services. The first quarter of the secondment is recorded. It also accumulates the County's sharing of the Kentville Library lease. 50% of the current year's cost-sharing has been billed.
- **Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Five months of sales are recorded. This section also accounts for the sale of financial services to KVFD. Six months are recorded. Recreation bills KCA for grounds-keeping services on a quarterly basis. Two quarters have been billed.
- **Other Revenue-Own Sources-**This section is reporting fines, rentals, interest, and miscellaneous revenue. "Fines, fees, and permits" are reporting below the guideline. "Rentals" will report below the guideline as arena ice rentals account for the larger portion of this section. "Other" revenue exceeds the benchmark due to the sale of tax information to financial institutions, law firms and real estate firms.
- **Unconditional Transfers-** This section includes one half of the Municipal Finance Capacity grant (Equalization). The HST rebate has been received along with the Power Corporation grant for 21/22.
- **Conditional Transfers** includes 25% payment from the Province for *the Additional Officer Programme*. 80% of the Active Living grant has been received. In addition, we received unbudgeted payments from TIANS, Sport Nova Scotia, and the Trans Canada Trail Association.
- **Financing & Transfers (Revenue)** is reporting at 100% as all budgeted transfers from reserves were transacted.

Expenditures (see Schedule B)

To date, overall expenditures are slightly above the benchmark at 51.4% expended. Some segments have exceeded the 50% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

- **Protective Services-** Debt charge exceeds the guideline but reflects the debt repayment schedule.

- **Transportation Services**– Common services exceeds the yard stick because reallocation of wages to other cost centres occurs by journal entry and lags one month behind. Debt charge exceeds the guideline but reflects the debt repayment schedule.
- **Environmental Development**- Planning & zoning- exceeds the yardstick due to the payment of an insurance deductible. Other community development exceeds the benchmark as the annual funding was forwarded to Kentville Business Community.
- **Recreation**- Administration slightly exceeds the guideline due to insurance premiums and repairs on recreation equipment. Debt charge exceeds the threshold but reflects the debt repayment schedule.
- **Financing and Transfers (Expenditures)**- Debt charge- principal exceeds the benchmark but reflects the debt repayment schedule. Transfers to the Town's various reserve funds occurred based on the operating budget.

Summary of Outstanding Taxes (see Schedule C)

The final tax levy was released in late August, with a due date of **October 1, 2021**. (Please note: Last year the due date was September 30, 2020). Current year's tax levy outstanding at September 30, 2021 is \$2,118,257 or 78.4% collected (last year- 92.8%). Total property tax outstanding as at September 30, 2021 is \$2,123,127 (last year- \$714,862). This equates to 78.5% collected in total (last year- 92.6%).

Town of Kentville Capital Investment Plan 2021/2022 (see Schedule G)

The 2021/2022 capital investment plan is disclosed in Section G. Projects are budgeted at \$2.3 million. To date of writing, \$508,606 (22.3%) has been expended.

This concludes the monthly report from the Finance Department for September 30, 2021.

Respectfully Submitted,



Debra Crowell
Director of Finance

Town of Kentville Operating Fund

September 30, 2021

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	9,102,000	9,139,029	100.4%
Resource	45,400	45,252	99.7%
Economic development	113,800	108,112	95.0%
	<u>9,261,200</u>	<u>9,292,393</u>	100.3%
Area rates and frontages			
Area rates	666,300	731,165	109.7%
Special assessments	5,000	15,096	301.9%
	<u>671,300</u>	<u>746,260</u>	
Based on revenue			
Business property	<u>38,500</u>	<u>36,725</u>	95.4%
TOTAL TAXATION	<u>9,971,000</u>	<u>10,075,378</u>	101.0%
PAYMENTS IN LIEU OF TAXES			
Federal and agencies	417,800	386,292	92.5%
Provincial and agencies	182,100	-	0.0%
	<u>599,900</u>	<u>386,292</u>	64.4%
SERVICES TO OTHER GOVERNMENTS			
Provincial government	120,000	32,431	27.0%
Local government	91,000	20,478	22.5%
	<u>211,000</u>	<u>52,909</u>	25.1%
SALES OF SERVICES			
Agencies	<u>1,020,500</u>	<u>389,688</u>	38.2%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	15,433	40.8%
Rentals	397,500	53,828	13.5%
Interest	95,000	28,555	30.1%
Return on investments	630,000	-	0.0%
Other	44,300	33,191	74.9%
	<u>1,204,600</u>	<u>131,008</u>	10.9%
UNCONDITIONAL TRANSFERS	<u>221,200</u>	<u>138,137</u>	62.4%
CONDITIONAL TRANSFERS	<u>125,000</u>	<u>51,300</u>	41.0%
FINANCING AND TRANSFERS			
From reserves	317,000	317,000	100.0%
	<u>317,000</u>	<u>317,000</u>	100.0%
TOTAL REVENUE 2021/2022	13,670,200	11,541,711	84.4%

Town of Kentville Operating Fund

September 30, 2021

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
GENERAL ADMINISTRATION			
Legislative	257,000	114,798	44.7%
General administration	1,447,200	700,745	48.4%
	<u>1,704,200</u>	<u>815,543</u>	47.9%
PROTECTIVE SERVICES			
Police- core program	2,509,200	1,233,117	49.1%
Police-sales of service	153,000	57,229	37.4%
Law enforcement	196,500	86,697	44.1%
Fire fighting	860,100	199,700	23.2%
Protective service- debt charge	5,000	2,782	55.6%
Emergency measures and other	130,500	29,523	22.6%
	<u>3,854,300</u>	<u>1,609,049</u>	41.7%
TRANSPORTATION SERVICES			
Common services	1,012,900	536,532	53.0%
Road transportation	762,800	262,672	34.4%
Public transit	285,900	130,627	45.7%
Transportation- debt charge	51,300	26,480	51.6%
Other	94,000	38,871	41.4%
	<u>2,206,900</u>	<u>995,182</u>	45.1%
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	664,000	296,253	44.6%
PUBLIC HEALTH			
Public health and housing	96,500	7,264	7.5%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	231,100	144,887	62.7%
Other community development	389,200	210,141	54.0%
	<u>620,300</u>	<u>355,028</u>	57.2%
RECREATION AND CULTURAL			
Recreation-Administration	538,800	274,986	51.0%
-Programmes (net)	141,800	59,940	42.3%
-Facilities	611,000	309,483	50.7%
-Debt charge	26,300	14,638	55.7%
Cultural	133,700	65,544	49.0%
	<u>1,451,600</u>	<u>724,591</u>	49.9%
EDUCATION			
	<u>1,610,000</u>	<u>804,942</u>	50.0%
FINANCING AND TRANSFERS			
Debt charge- principal	829,500	829,460	100.0%
Transfers to allowances and reserves	632,900	582,900	92.1%
	<u>1,462,400</u>	<u>1,412,360</u>	96.6%
TOTAL EXPENDITURE 2021/2022	13,670,200	7,020,212	51.4%

Town of Kentville Operating Fund

September 30, 2021

Summary of Taxes Collected & Outstanding

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

	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL</u> <u>OUTSTANDING</u>
	\$	\$	\$	\$
Balance, April 1, 2021	(234,483)	66,686	8,059	(159,738)
Billed 2021	10,027,316	0	0	10,027,316
21/22 net adjustments	<u>(5,001)</u>	<u>0</u>	<u>0</u>	<u>(5,001)</u>
Total collectible	9,787,832	66,686	8,059	9,862,577
Total collected	<u>7,669,575</u>	<u>62,867</u>	<u>7,008</u>	<u>7,739,450</u>
Outstanding	<u>2,118,257</u>	<u>3,819</u>	<u>1,051</u>	<u>2,123,127</u>
Percentage collected 21/22	78.4%	94.3%	87.0%	78.5%
Percentage collected 20/21	92.8%	80.2%	0.0%	92.6%

Town of Kentville Outstanding Taxes as at September 30, 2021



March 31, 2022

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	450,000	7,475	1.7%
Green Infrastructure Fund	154,000	14,367	9.3%
General Administration	20,000	5,214	26.1%
Protection	118,200	41,580	35.2%
Transportation	920,000	131,608	14.3%
Development	54,500	27,018	49.6%
Recreation	559,500	281,344	50.3%
	2,276,200	508,606	22.3%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal- Green Infrastructure Funds	61,600	5,747	0.0%
Provincial- Green Infrastructure Funds	51,300	4,784	9.3%
Province of Nova Scotia		73,000	0.0%
	112,900	83,531	74.0%
Capital Contributions			
Betterments			
Sale of surplus equipment	0	5,000	0.0%
	0	5,000	0.0%
INTERNAL SOURCES			
Cash			
Capital fund cash		0	0.0%
Reserves			
Restricted			
Gas Tax Funds	444,300	7,475	1.7%
Own Sources			
Equipment Capital	100,000	0	0.0%
Town Capital			
General allocation	441,400	106,486	24.1%
Recreation	63,500	19,268	30.3%
	1,049,200	125,754	12.0%
Operations			
Capital from revenue- KPS	50,000	25,526	51.1%
	50,000	25,526	51.1%
BORROWING			
	1,064,100	261,320	24.6%
	2,276,200	508,606	22.3%

Town of Kentville Capital Fund

SCHEDULE G-2

March 31, 2022

GENERAL LEDGER #	GREEN INFRASTRUCTURE GRANT Description	Budget	Actual
	West Main Street Pathway	40,000	0
05-35-71-300	Aldershot Rail Trail/Bridge refurbishment	50,000	12,804
05-35-71-330	Signs, line painting (13 locations) Kentville bridge, Main Street, Leverette Ave, Belscher Street, Route 341/359, Oakdened Ave, Exhibition Street, Main Street, Macdonald/Highland Ave, Prospect Ave, Academy/School, Elizabeth, Macdonald Park/Grant/alicia, Roscoe Drive, Mitchell Ave.	64,000	1,563
	PROJECTS	154,000	14,367
	FUNDING		
	Green Infrastructure Fund (Federal)	61,600	5,747
	Green Infrastructure Fund (Provincial)	51,300	4,784
	Borrowing	41,100	3,836
	TOTAL	154,000	14,367

Town of Kentville Capital Fund

SCHEDULE G-3

March 31, 2022

GENERAL LEDGER #	GENERAL ADMINISTRATION Description	Budget	Actual
	IT INITIATIVE ANNUAL		
05-35-72-200	IT projects 2021-22 IT	20,000	5,214
	TOWN HALL		
	PROJECTS	20,000	5,214
	FUNDING		
	CASH		
	Capital Reserve- Town General allocation	20,000	5,214
	Borrowing		
	TOTAL	20,000	5,214

Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER	PROTECTIVE SERVICES		
#	Description	Budget	Actual
	Police services		
	Police vehicles		
05-35-75-650	Vehicles	78,100	30,526
	Equipment		
05-35-75-700	Speed signs, carbines, utility trailer	21,500	11,055
	Building		
05-35-75-600	Security upgrades, sign	18,600	0
	PROJECTS	118,200	41,580
	FUNDING		
	Cash		
	Capital from revenue	50,000	25,526
	Proceeds on sale		5,000
	Capital contribution		
	Reserves	68,200	11,055
	Borrowing		
	TOTAL	118,200	41,580

Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER	TRANSPORTATION SERVICES		
#	Description	Budget	Actual
	Yearly Projects		
05-35-71-100	Equipment	325,000	0
05-35-71-450	Public Works building	50,000	0
	Downtown improvements		
05-35-71-350	Ornamental lights/Bridge lighting	50,000	0
	Flood mitigation		
05-35-71-400	River Street dyke	40,000	19,814
	Streets		
	Parking lots		
	Sidewalks		
05-35-71-490	Park Street -\$60,000	60,000	0
05-35-71-500	Prospect Avenue- \$40,000	40,000	0
	Storm sewer		
05-35-71-550	Burke subdivision	220,000	40,133
05-35-71-570	Palmeter subdivision	110,000	71,661
05-35-71-580	Study- Asset Management Storm Sewer	25,000	0
	PROJECTS	920,000	131,608
	FUNDING		
	Equipment capital reserve	100,000	
	Capital reserve- general allocation	140,000	19,814
	Borrowing	680,000	111,794
	TOTAL	920,000	131,608

Town of Kentville Capital Fund

GENERAL LEDGER #	DEVELOPMENT SERVICES Description	Budget	Actual
	Downtown betterments		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
05-35-75-450	Downtown benches	10,000	8,491
	Signage		
05-35-75-400	Gateway signage		7,899 0
	Beautification		
05-35-75-300	Centre Square (Phase 2)	12,000	820
05-35-75-260	Public art display areas	20,000	2,264
	Business Park Improvements		
05-35-75-250	Benches	5,000	6,368
05-35-75-180	Kentville Futures	0	1,175
	PROJECTS	54,500	27,018
	FUNDING		
	Capital Reserve- Town General	54,500	27,018
	Capital contribution- Province		
	Borrowing		
	TOTAL	54,500	27,018

Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	Soccer		
05-35-74-300	Soccer nets	8,000	6,576
05-35-72-350	Green Places		
	Arena		
05-35-72-500	Steps, drain, water heater	41,500	25,824
	Parks/Playgrounds		
05-35-72-550	Oakdene Park- Trail/Dipping station	28,000	0
05-35-72-600	Memorial Park- Gazebo	10,000	0
05-35-73-200	Memorial Park- Skatepark Bowl (CWIP)	220,000	202,271
05-35-74-400	Memorial Park- Soccer Fields 1-3	40,000	5,767
05-35-73-400	Memorial Park- Staff lunchroom	15,000	11,653
05-35-73-100	KCA playground accessible feature (CWIP)	40,000	0
05-35-73-150	Dog park- east end (CWIP)	55,000	4,693
05-35-74-700	Equipment	87,000	24,561
05-35-73-300	Study- Ravine Trail	15,000	0
	PROJECTS	559,500	281,344
	FUNDING		
	Province of Nova Scotia		73,000
	Capital reserve- General allocation	153,000	43,385
	Capital reserve- Recreation	63,500	19,268
	Borrowing	343,000	145,691
	TOTAL	559,500	281,344



Memo

To: Dan Troke, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: October 5, 2021

Re: **PROJECTION REPORT- March 31, 2022 as at September 30, 2021**

The first projection report to March 31, 2022 (as at September 30, 2021) is attached to this memo.

In this first report, the Town of Kentville is projecting a surplus position of **\$16,800**.

Everything known to date is captured in this report.



**TOWN OF KENTVILLE OPERATING FUND
PROJECTIONS TO MARCH 31, 2022
As at September 30, 2021**

REVENUE

Overall, actual revenue is projected to end the year over budget **\$17,200**. The particulars are as follows:

2 TAXES (budget \$9,971,000; projected \$10,006,100; **OVER BUDGET \$35,100**)

- Taxation is **over budget \$36,900**. Assessment changes may continue to arrive which will affect net tax revenue.
- Taxes- Business property falls **under budget \$1,800** as the Bell Aliant (based on revenue) payment fell under budget \$1,900 offset by Farm Acreage payment arriving \$100 over budget.

3 PAYMENTS IN LIEU (budget \$599,900; projected \$568,400; **UNDER BUDGET \$31,500**)

Payments in Lieu of Taxation will fall under budget by -5.3%.

- Federal Payment in Lieu re: the Federal Research Farm arrived **\$31,500 under budget**.

4 SERVICES PROVIDED TO OTHER GOVERNMENTS (budget \$211,000; projected \$211,000)

This section is expected to meet its budget.

5 SALES OF SERVICE (budget \$1,020,500; projected \$1,020,600; **OVER BUDGET \$100**)

This section is expected to slightly exceed its budget.

- Street sweeper revenue **reports \$100**.

6 REVENUE-OWN SOURCES (budget \$1,204,600; projected \$1,206,100; **OVER BUDGET \$1,500**)

Own source revenue is projected to be over budget by 0.1%.

- Rentals – Lions Club building will **exceed budget by \$ 100**.
- Rentals- Pool reports revenue of **\$800**.
- Miscellaneous revenues in total **exceed budget by \$600**. Kentville Police Service records \$600 for transporting client to Halifax.

7 UNCONDITIONAL TRANSFERS (budget \$221,200; projected \$222,000; **OVER BUDGET \$800**)

- NS Power Inc. (HST rebate) exceeds **budget by \$1,000**.
- NS Power grant **falls short** of budget by **\$200**.

8 CONDITIONAL TRANSFERS (budget \$125,000; projected \$136,200; **OVER BUDGET \$11,200**)

This section will be over budget by 9.0%.

- Province- Department of Communities, Culture, Heritage is **providing \$4,200** for Pumpkin people and Harvest Fest activities.
- Other- Trans Canada Trail forwarded **\$ 1,000** for trail purposes.
- Other- Sport Nova Scotia provided **\$2,500** for Kentville Arena.
- Other- TIANs will provide **\$3,500** for the Visitor Information Center.

24 FINANCING AND TRANSFERS (revenue portion) (budget \$317,000; projected \$317,000)

This section is projected to meet its budget.

EXPENDITURES

Overall, expenditures are projected to be over **budget by \$400**. The Town Operating Fund is projecting **a surplus of \$16,800**. The particulars are as follows:

9 LEGISLATIVE (budget \$257,000; projected \$257,000)

This segment is expected to meet its budget.

10 GENERAL ADMINISTRATION (budget \$1,447,200; projected \$1,443,000; **UNDER BUDGET \$4,200**)

This department is projected to end the year under budget by -0.3%.

- Office expenses are projecting **over budget by \$1,200**, due to the annual insurance premium for Administration.

- Debt charges fall **under budget \$1,700**, as the Spring 2021 debenture discount expenditure fell under budget.
- Programmes **provides savings of \$3,700** due to a decrease in Reduced taxes Section 69 of \$3,200 and a reduction in Grants (in total) of \$500.

11 12 13 PROTECTIVE SERVICES (budget \$3,854,300; projected \$3,844,000; **UNDER BUDGET \$10,300**)

Police Protection- core program is projecting to be **under budget \$1,000**.

- Office expenditures exceed budget by \$2,700 due to general insurance premium for 21/22.
- Occupancy- building will exceed budget of \$200 due to general insurance premium for 21/22.
- Operations- Vehicle exceeds budget by \$ 6,100. Savings are found in general insurance (\$3,900) offset by an increase in Operations & maintenance of vehicles \$10,000. KPS has not been able to obtain its budgeted vehicle and, therefore, fleet repairs have increased.
- Operations- Programmes provide savings of \$10,000 in Special projects, due to a decrease in the need for specialized services from the RCMP (regarding phone scans).

Sales of Service- KPS

This section is projected to meet its budget.

Law Enforcement

- **Savings of \$5,000** will be found in Legal as there are no outstanding grievances or collective bargaining issues.

Fire Protection

This section is projected to meets its budget.

Emergency Measures/Other Protection

This section is projected to **fall under its budget by \$4,300**.

- Debt charges exceed budget \$700 in *Term loan interest* as the Fall 2020 debenture was not received until fiscal 21/22.
- Other protective services will provide net savings of \$5,000. Building inspection will fall under budget \$5,600 while Fire inspection will exceed budget by \$600.

14, 15 TRANSPORTATION SERVICES (budget \$2,206,900; projected \$2,214,000; **OVER BUDGET \$7,100**)

Transportation Services is projecting to end the year over budget 0.3%.

- **Common Services** is projecting to be **over budget \$6,300**. Office expenditures will exceed budget \$7,600 in total due Legal, Training and General insurance

expenditures exceeding budget offset by savings in Professional studies expenditure. Operations-vehicles will fall under budget by \$1,300, due to the general insurance premium for 21/22.

- **Road transport programmes will exceed budget by \$20,900.** An overage will occur in Street lighting due to a final invoice from NSP regarding the change over to LED lighting in Kentville.
- **Public transit will fall short of budget by \$20,100,** due to receipt of our share of the 20/21 Kings Transit Authority surplus- \$16,900. In addition, Kings Point to Point did not require the capital portion of its funding, thereby saving \$3,200.

16 ENVIRONMENTAL HEALTH SERVICES (budget \$664,000; projected \$664,000)

This section is projected to meet its budget.

17 PUBLIC HEALTH AND HOUSING (budget \$96,500; projected \$97,300; **OVER BUDGET \$800**)

This section is projected to end the year over budget \$800

- Deficit of Housing Nova Scotia falls under budget \$4,200 due to a combination of reversing last year's Housing NS accrual and setting up an estimate of this year's accrued expenditure. (Billings from Housing NS for the prior year typically arrive in late May or June).
- Other Public Health- Grants exceed budget by \$5,000. A new grant was released to Open Arms Society while increases were afforded to Kings Volunteer Resource Centre and Kings County Seniors Safety Council offset by a reduction in the grant to New Horizons Seniors Club.

18, 19 ENVIRONMENTAL DEVELOPMENT (budget \$620,300; projected \$643,600; **OVER BUDGET \$23,300**)

Environmental Development expects to exceed its budget by 3.8%.

- **Planning & zoning is increased \$23,300.** Office expenditures exceed budget \$23,300 due to payment of an insurance deductible.

20, 21, 22 RECREATION & CULTURAL (budget \$1,451,600; projected \$1,435,400; **UNDER BUDGET \$16,200**)

This department is projected to be under budget by -1.1%.

- Administration- Office expenditure is projecting an **overage of \$1,400** in general insurance cost centre.
- Administration- Vehicles provides **savings of \$ 700** in the vehicle insurance account.

- “Programmes” are projected to **fall short of budget by \$2,400**. Savings are found in Grants, Multi-sport camp and Canada Cup event accounts offset by an increase in Day camp.
- “Other- Parks Division” will provide **savings of \$6,000** as the “Tree plantings” account has not been expended this year.
- “Recreation Facilities” (overall) are projected **under budget by \$6,500**. Segments under budget include Tennis Courts and Memorial Park- General.
- Cultural provides **savings of \$2,000**, as the Kentville Historical Society did not receive a grant this year.

23 EDUCATION (budget \$1,610,000; projected \$1,609,900; **UNDER BUDGET \$100**)

This section falls short of budget by \$ 100.

24 FINANCING AND TRANSFERS (expenditure portion) (budget \$1,462,400; projected \$1,462,400)

This section is expected to meet its budget.

Town of Kentville Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected	% over (under)
2 TAXES			
Assessable Property	9,927,500	9,964,400	0.4%
Special Assessments	5,000	5,000	0.0%
Business Property	38,500	36,700	-4.7%
Other	-	-	0.0%
	<u>9,971,000</u>	<u>10,006,100</u>	0.4%
3 PAYMENTS IN LIEU OF TAXES			
Federal and Agencies	417,800	386,300	-7.5%
Provincial and Agencies	182,100	182,100	0.0%
	<u>599,900</u>	<u>568,400</u>	-5.3%
4 SERVICES PROVIDED			
To other governments			
Provincial government	120,000	120,000	0.0%
Local government	91,000	91,000	0.0%
	<u>211,000</u>	<u>211,000</u>	0.0%
5 SALES OF SERVICES			
Agencies	<u>1,020,500</u>	<u>1,020,600</u>	0.0%
6 OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	37,800	0.0%
Rentals	397,500	398,400	0.2%
Interest	95,000	95,000	0.0%
Return on investment	630,000	630,000	0.0%
Other	44,300	44,900	1.4%
	<u>1,204,600</u>	<u>1,206,100</u>	0.1%
7 UNCONDITIONAL TRANSFERS	<u>221,200</u>	<u>222,000</u>	0.4%
8 CONDITIONAL TRANSFERS			
Other governments	<u>125,000</u>	<u>136,200</u>	9.0%
FINANCING AND TRANSFERS			
24 From reserves	317,000	317,000	0.0%
	<u>317,000</u>	<u>317,000</u>	0.0%
TOTAL REVENUE	<u>13,670,200</u>	<u>13,687,400</u>	0.1%

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditures		Budget Amount	Projected	% over (under)
GENERAL ADMINISTRATION				
9	Legislative	257,000	257,000	0.0%
10	General Administration	1,447,200	1,443,000	-0.3%
		<u>1,704,200</u>	<u>1,700,000</u>	-0.2%
PROTECTIVE SERVICES				
11	Police- Core program	2,509,200	2,508,200	0.0%
11-1	Police- Sales of service	153,000	153,000	0.0%
11-2	Law enforcement	196,500	191,500	-2.5%
12	Fire protection	860,100	860,100	0.0%
13	Protective services- debt charge	5,000	5,700	14.0%
13	Emergency measures & other	130,500	125,500	-3.8%
		<u>3,854,300</u>	<u>3,844,000</u>	-0.3%
TRANSPORTATION SERVICES				
14	Common services	1,012,900	1,019,200	0.6%
15	Road transportation	762,800	783,700	2.7%
15	Public transit	285,900	265,800	-7.0%
15	Transport- debt charges	51,300	51,300	0.0%
15	Other transportation	94,000	94,000	0.0%
		<u>2,206,900</u>	<u>2,214,000</u>	0.3%
ENVIRONMENTAL HEALTH SERVICES				
16	Solid waste collection and recycling	664,000	664,000	0.0%
PUBLIC HEALTH				
17	Public health and housing	96,500	97,300	0.8%
ENVIRONMENTAL DEVELOPMENT				
18	Planning and zoning	231,100	254,400	10.1%
19	Other community development	389,200	389,200	0.0%
		<u>620,300</u>	<u>643,600</u>	3.8%
RECREATION AND CULTURAL				
20	Recreation-Administration	538,800	539,500	0.1%
21	-Programmes & other	141,800	133,400	-5.9%
22	-Facilities	611,000	604,500	-1.1%
22	-Recreation- Debt charges	26,300	26,300	0.0%
22	Cultural	133,700	131,700	-1.5%
		<u>1,451,600</u>	<u>1,435,400</u>	-1.1%
23	EDUCATION	<u>1,610,000</u>	<u>1,609,900</u>	0.0%
FINANCING AND TRANSFERS				
24	Debt charges (principal)	829,500	829,500	0.0%
24	Transfers to allowances and reserves	632,900	632,900	0.0%
		<u>1,462,400</u>	<u>1,462,400</u>	0.0%
TOTAL EXPENDITURE		<u>13,670,200</u>	<u>13,670,600</u>	0.0%
PROJECTED SURPLUS (DEFICIT)			<u>16,800</u>	0.1%

Town of Kentville Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
TAXES-ASSESSABLE PROPERTY		
Residential	6,316,700	6,325,800
Commercial property	2,060,900	2,062,000
Commercial-Industrial Park	724,300	751,200
Resource-Taxable assessments	45,400	45,200
Resource-Forest under 50,000 acres	100	100
	<u>9,147,400</u>	<u>9,184,300</u>
Fire Area Rate (KVFD)	203,700	203,700
Fire Protection Area Rate (Hydrant)	462,600	462,600
	<u>666,300</u>	<u>666,300</u>
Economic development levy	113,800	113,800
	<u>9,927,500</u>	<u>9,964,400</u>
TAXES-SPECIAL ASSESSMENTS		
Curb frontage	5,000	5,000
	<u>5,000</u>	<u>5,000</u>
TAXES-BUSINESS PROPERTY		
Based on revenue (Aliant)	38,000	36,100
Assessment Act- Farm property acreage	500	600
	<u>38,500</u>	<u>36,700</u>
TAXES-OTHER		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,971,000</u>	<u>10,006,100</u>
OVER BUDGET (UNDER BUDGET)		<u>35,100</u>

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
PAYMENTS IN LIEU OF TAXES		
Federal Government- R	417,800	386,300
Province		
Province- Research Station R	18,500	18,500
Province- River Street R	35,000	35,000
Province- Cornwallis Street R	3,000	3,000
Province- 77 Cornwallis Street R	125,600	125,600
	182,100	182,100
	599,900	568,400
OVER BUDGET (UNDER BUDGET)		(31,500)

Town of Kentville Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
SERVICES PROVIDED TO OTHER GOVERNMENTS		
Provincial government		
Protective services-secondment	<u>120,000</u>	<u>120,000</u>
Local government		
Kings County- Recreation	50,000	50,000
Kings County-Cultural	<u>41,000</u>	<u>41,000</u>
	<u>91,000</u>	<u>91,000</u>
	<u>211,000</u>	<u>211,000</u>
OVER BUDGET (UNDER BUDGET)		<u>-</u>

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
SALES OF SERVICES		
Own agencies and property owner		
General Administration	129,900	129,900
General Administration- Finance	38,700	38,700
Protection-Police	480,000	480,000
Public works- Administration	142,500	142,500
- Operations	25,000	25,000
- Water	120,000	120,000
- Sanitary Sewer	75,000	75,000
- Capital	5,000	5,000
- Street Sweeper	-	100
Recreation- capital	-	-
Recreation- sales	4,400	4,400
	1,020,500	1,020,600
OVER BUDGET (UNDER BUDGET)		100

Town of Kentville Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
OTHER REVENUE-OWN SOURCES		
Fines, Licenses, Permits		
Administration		
Permits	100	100
Police		
Fines- Provincial Court	25,000	25,000
Law enforcement		
Licenses	2,000	2,000
Parking tickets	8,000	8,000
Emergency Measures		
Animal licenses	1,700	1,700
Planning		
Permits	1,000	1,000
	37,800	37,800
Rentals		
Administration		
Town Hall	6,000	6,000
Cell Tower- Rogers	5,600	5,600
Cell Tower- Eastlink	5,400	5,400
Transportation		
Public Works building	6,000	6,000
Planning & Development		
Rental-parking spaces	14,000	14,000
Rental- VIA Rail building	1,500	1,500
Rental- Calkin building	-	-
Rental-Lions Club building	6,000	6,100
Recreation		
Fields	10,000	10,000
Recreation Centre	10,000	10,000
Pool	-	800
HUB building	-	-
Arena	333,000	333,000
	397,500	398,400
Interest	95,000	95,000
Return on investments	630,000	630,000
Miscellaneous-General	44,300	44,300
Miscellaneous-Police		600
Miscellaneous- Recreation	-	-
	1,204,600	1,206,100
OVER BUDGET (UNDER BUDGET)		1,500

Town of Kentville Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
UNCONDITIONAL TRANSFERS		
Province		
Department of Municipal Affairs		
Municipal Finance Capacity Grant	167,800	167,800
NS Power Inc. (HST rebate)	45,000	46,000
NS Power Inc. grant	8,400	8,200
	<hr/>	<hr/>
	221,200	222,000
OVER BUDGET (UNDER BUDGET)		<hr/> 800 <hr/>

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
CONDITIONAL TRANSFERS		
Federal		
Canada Summer Jobs	-	
Canadian Parks & Recreation Assoc.	-	
	<u>-</u>	<u>-</u>
Province		
Province- Safe Restart Municipal 20-21		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		
Province- Efficiency Nova Scotia		
Province- Safe Restart Transit 20-21		
Province- Recreation	25,000	25,000
Province- Dept of Communities, Culture, Heritage		4,200
Province- After the Bell		
Other		
Trans Canada Trail		1,000
Sport Nova Scotia		2,500
TIANS (re VIC)		3,500
	<u>125,000</u>	<u>136,200</u>
	125,000	136,200
OVER BUDGET (UNDER BUDGET)		11,200

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
LEGISLATIVE		
Mayor		
Remuneration	48,100	48,100
Expenses	7,000	7,000
Legislative benefits		
CPP	9,800	9,800
Group insurance	6,700	6,700
Council		
Remuneration	159,100	159,100
Expenses	6,300	6,300
Expenses- Gerrard	3,000	3,000
Expenses- Maxwell	3,000	3,000
Expenses- Savage	3,000	3,000
Expenses-Huntley	3,000	3,000
Expenses-Yorke	3,000	3,000
Expenses- Zebian	3,000	3,000
Other		
Other meeting expenditures	2,000	2,000
Election		
	<hr/>	<hr/>
	257,000	257,000
OVER BUDGET (UNDER BUDGET)		<hr/> -

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Remuneration		
Full Time	606,300	606,300
Benefits 121-22-02X	98,900	98,900
Office Expenditures		
Legal and audit	30,000	30,000
Advertising and promotion	5,800	5,800
Expenses- CAO	6,000	6,000
Convention and travel	3,000	3,000
Training	2,000	2,000
Dues and fees	10,000	10,000
Insurance	24,000	25,200
Postage	12,000	12,000
Stationery and office supplies	13,000	13,000
Communications	24,000	24,000
Equipment lease	4,000	4,000
External collection expenditure	700	700
Other administration	20,000	20,000
Bank charges	9,500	9,500
	164,000	165,200
Information Technology		
Administration	88,200	88,200
Operations	106,000	106,000
Special projects	20,000	20,000
	214,200	214,200

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
GENERAL ADMINISTRATION		
Common Services (Buildings)		
Town Hall 121-25-OXX	122,600	122,600
Various building 121-26..27-OXX	4,800	4,800
	127,400	127,400
Debt Charges		
Debenture interest	4,300	4,300
Term loan interest	300	300
Debenture discount	8,600	6,900
	13,200	11,500
Programmes		
Reduced taxes- Section 69/69A	12,000	8,800
Reduced taxes- Section 71	50,300	50,300
Grant - Contingency	7,000	4,500
Grant-Kentville Lions Club		2,000
Assessment Services	90,900	90,900
	160,200	156,500
Valuation Allowances		
Accrued sick leave	60,000	60,000
Other doubtful A/R	3,000	3,000
	63,000	63,000
TOTAL GENERAL ADMINISTRATION	1,447,200	1,443,000
OVER BUDGET (UNDER BUDGET)		(4,200)

Town of Kentville
Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
POLICE PROTECTION		
Remuneration		
Remuneration- Administration	351,900	351,900
Remuneration- Sergeant	403,400	403,400
Remuneration-Constable	817,700	817,700
"Stat" pay	40,000	40,000
"M" time pay	5,000	5,000
Overtime-Sergeant	16,000	16,000
Overtime-Constable	40,000	40,000
Secondment	107,100	107,100
	1,781,100	1,781,100
Benefits 122-12-02X	314,900	314,900
Internal allocation 122-13-010	-	-
Office Expenditures		
Professional expenditure	-	-
Honoraria-Commission	1,200	1,200
Meeting-Commission	2,000	2,000
Chief's expenses	7,000	7,000
Deputy Chief's expenses	3,000	3,000
Training	20,000	20,000
Auxiliary program	4,500	4,500
Insurance-liability/E&O	31,900	34,600
Office expense & supplies	10,000	10,000
Telephone	26,000	26,000
Equipment rental	3,000	3,000
Other expenditure	17,000	17,000
	125,600	128,300
Occupancy-Police Building		
Insurance	2,000	2,200
Heat	6,500	6,500
Electricity	12,000	12,000
Water/sewer	2,200	2,200
Maintenance- Other costs	28,000	28,000
	50,700	50,900
Operations-Communication		
Communications	88,400	88,400
Radio license	3,600	3,600
Maintenance	3,000	3,000
	95,000	95,000

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
Operations-Technology (122-16-148)	23,500	23,500
Operations-Vehicle		
Insurance	10,900	7,000
Gasoline	28,000	28,000
Operations & maintenance	20,000	30,000
	58,900	65,000
Operations-Programmes		
Special projects	22,000	12,000
Crime prevention/community relations	2,500	2,500
Custody and detention of prisoners	35,000	35,000
	59,500	49,500
TOTAL POLICE PROTECTION	2,509,200	2,508,200
OVER BUDGET (UNDER BUDGET)	-	(1,000)
TOTAL POLICE PROTECTION (carried forward)	2,509,200	2,508,200
POLICE PROTECTION REVENUE		
Secondment- Province	120,000	120,000
Fines and fees- Province	25,000	25,000
Law enforcement- Province	100,000	100,000
TOTAL POLICE PROTECTION REVENUE	245,000	245,000
NET POLICE PROTECTION	2,264,200	2,263,200
SALES OF SERVICE EXPENSE		
Remuneration	83,300	83,300
Remuneration Part time	48,000	48,000
Benefits	21,700	21,700
Internal allocation		
	153,000	153,000
NET SALES OF SERVICES		-
SALES OF SERVICE REVENUE		
Sales of service- Police	480,000	480,000
NET SALES OF SERVICES		(327,000)

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
LAW ENFORCEMENT		
PROVINCIAL		
Transfers to Correctional Services	84,900	84,900
OTHER		
Prosecution	10,200	10,200
Legal	10,000	5,000
Other-Crossing guards	27,100	27,100
Parking enforcement officer	64,300	64,300
	111,600	106,600
TOTAL LAW ENFORCEMENT	196,500	191,500
OVER BUDGET (UNDER BUDGET)		(5,000)
LAW ENFORCEMENT REVENUE		
Taxi Licenses	2,000	2,000
Parking Tickets	8,000	8,000
TOTAL LAW ENFORCEMENT REVENUE	10,000	10,000
NET LAW ENFORCEMENT	186,500	181,500

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
FIRE PROTECTION		
FIRE FIGHTING		
Transfer to KVFD- Area rate	203,700	203,700
Transfer to KVFD-Operating	193,800	193,800
TOTAL FIRE FIGHTING	397,500	397,500
SURPLUS (DEFICIT)		-
WATER SUPPLY AND HYDRANTS		
Water supply & hydrants	462,600	462,600
SURPLUS (DEFICIT)		-
TOTAL FIRE PROTECTION	860,100	860,100
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION		
DEBT CHARGES		
Debenture interest	4,800	4,800
Term loan interest	200	900
TOTAL DEBT CHARGES	5,000	5,700
OVER BUDGET (UNDER BUDGET)		700
EMERGENCY MEASURES		
Emergency measures organization	12,900	12,900
EMO Communications	1,000	1,000
Emergency control-wages	300	300
Emergency control-M & S	100	100
911 System	18,500	18,500
	32,800	32,800
OTHER PROTECTIVE SERVICES		
Animal control	12,000	12,000
Building inspection	32,700	27,100
Occupational Health & Safety	10,000	10,000
Fire inspection	43,000	43,600
	97,700	92,700
TOTAL EMERGENCY MEASURES AND OTHER	130,500	125,500
OVER BUDGET (UNDER BUDGET)		(5,000)

Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
TRANSPORTATION SERVICES		
COMMON SERVICES		
Remuneration		
Administrative	239,000	239,000
Work crew	521,800	521,800
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	<u>872,800</u>	<u>872,800</u>
Benefits 123-12-02X	<u>240,100</u>	<u>240,100</u>
Internal allocation 123-13-010	<u>(504,300)</u>	<u>(504,300)</u>
Office Expenditures		
Professional/engineering	-	7,100
Professional studies	5,000	4,000
Director's Expenditure	3,600	3,600
Training	10,000	10,200
Insurance-liability/ E & O	33,400	34,700
Office supplies	3,000	3,000
Telephone	7,000	7,000
Other administration	1,700	1,700
	<u>63,700</u>	<u>71,300</u>
Occupancy-Public Works building 123-15-0XX	<u>38,700</u>	<u>38,700</u>
Operations-Communications		
Communication	<u>4,000</u>	<u>4,000</u>
Operations-Vehicles and equipment		
Wages-repairs	62,000	62,000
Insurance	14,000	12,700
Lease of equipment	26,400	26,400
Gasoline/diesel	55,000	55,000
External equipment repairs	40,000	40,000
Equipment parts	70,000	70,000
Equipment supplies	22,000	22,000
Small tools and equipment	8,500	8,500
	<u>297,900</u>	<u>296,600</u>
TOTAL COMMON SERVICES	<u>1,012,900</u>	<u>1,019,200</u>
OVER BUDGET (UNDER BUDGET)		<u>6,300</u>

Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ROAD TRANSPORT PROGRAMMES		
Street repairs	115,000	115,000
Sidewalk repairs	5,000	5,000
Storm sewer maintenance	65,000	65,000
Street cleaning	26,000	26,000
Snow and ice removal	285,000	285,000
Street lighting	160,000	180,900
Traffic services	60,000	60,000
Parking and other	46,800	46,800
TOTAL ROAD TRANSPORTATION	762,800	783,700
OVER BUDGET (UNDER BUDGET)		20,900
PUBLIC TRANSIT		
Kings Transit Authority	270,400	253,500
Kings Point to Point	15,500	12,300
TOTAL PUBLIC TRANSIT	285,900	265,800
OVER BUDGET (UNDER BUDGET)		(20,100)
DEBT CHARGES	51,300	51,300
OVER BUDGET (UNDER BUDGET)		-
OTHER TRANSPORTATION		
Outside work-property owner	20,000	20,000
Outside work-KWC	74,000	74,000
TOTAL OTHER TRANSPORT	94,000	94,000
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL HEALTH SERVICES		
SEWAGE COLLECTION AND DISPOSAL		
Cost recovered by user fee based on consumption or contract. Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
SOLID WASTE COLLECTION & DISPOSAL		
Collection		
Wages	30,000	30,000
Tipping fees	6,000	6,000
Material and supplies	1,000	1,000
	37,000	37,000
Landfill		
Landfill contract-Kings Co.	5,600	5,600
Valley Region Solid Waste-Resource Management Authority	621,400	621,400
TOTAL GARBAGE AND WASTE COLLECTION	664,000	664,000
OTHER AIR POLLUTION		
Other air pollution	-	-
TOTAL	664,000	664,000
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
PUBLIC HEALTH AND WELFARE		
Provincial Housing		
Deficit of Housing Nova Scotia	90,000	85,800
OTHER PUBLIC HEALTH		
Open Arms Society	-	2,000
Kings Volunteer Resource Centre	1,000	2,000
Kings County Family Resource Centre	2,000	2,000
Kings County Senior Safety Council	2,500	5,000
New Horizon's Seniors Club	1,000	500
	6,500	11,500
TOTAL PUBLIC HEALTH	96,500	97,300
OVER BUDGET (UNDER BUDGET)		800

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
PLANNING AND ZONING		
Remuneration		
Administrative	165,000	165,000
Benefits 126-12-02X	26,600	26,600
Office Expenditures		
Legal	10,000	10,000
Committee honoraria		-
Committee meeting expenditure	100	100
Advertising and promotion	2,000	2,000
Expenditures-Director	4,500	4,500
Training and development	2,500	2,500
Insurance	8,400	32,100
Office supplies	3,000	3,000
Telephone	2,500	2,500
Equipment lease	1,000	1,000
Research drafting, mapping and GIS	4,000	4,000
Registration legal documents	500	100
Miscellaneous	1,000	1,000
	39,500	62,800
TOTAL PLANNING AND ZONING	231,100	254,400
OVER BUDGET (UNDER BUDGET)		23,300

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
ENVIRONMENTAL DEVELOPMENT		
COMMUNITY DEVELOPMENT		
Transfer to Valley REN	29,000	29,000
Transfer for economic development	88,800	88,800
Community economic development	4,300	4,300
Development studies	-	-
Survey costs	1,000	1,000
Climate change action plan	10,000	10,000
Kentville Futures & Lions Club operating costs	13,000	13,000
	28,300	28,300
	146,100	146,100
OVER BUDGET (UNDER BUDGET)		-
NATURAL RESOURCES DEVELOPMENT		
Shade trees	6,500	6,500
DEBT CHARGES	31,200	31,200
OTHER ECONOMIC DEVELOPMENT		
CED Office		
Remuneration & benefits	78,000	78,000
CED Office	5,500	5,500
	83,500	83,500
Tourism		
Tourism	15,400	15,400
Promotions		
Promotions	106,500	106,500
Other		
Apple Blossom Festival	-	-
TOTAL OTHER ECONOMIC DEVELOPMENT	205,400	205,400
OVER BUDGET (UNDER BUDGET)		-

Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
RECREATION AND CULTURAL SERVICES		
ADMINISTRATION		
Remuneration		
Salaries	372,100	372,100
Benefits 127-12-02X	86,200	86,200
Internal allocation 127-13-010	(49,800)	(49,800)
Office Expenditures		
Legal fees	1,000	1,000
Professional fees	21,000	21,000
Committee meeting expenditure	3,000	3,000
Promotion and publicity	3,000	3,000
Expenses-Director	5,000	5,000
Training	6,500	6,500
Insurance	14,700	16,100
Office supplies	3,000	3,000
Materials and supplies	2,500	2,500
Communication	12,000	12,000
Equipment lease	2,000	2,000
Other	7,500	7,500
	<u>81,200</u>	<u>82,600</u>
Vehicles and equipment		
Insurance	8,100	7,400
Lease of equipment	15,700	15,700
Gasoline	8,300	8,300
Operations and maintenance	17,000	17,000
	<u>49,100</u>	<u>48,400</u>
TOTAL ADMINISTRATION-RECREATION	<u>538,800</u>	<u>539,500</u>
OVER BUDGET (UNDER BUDGET)		<u>700</u>

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
RECREATION PROGRAMMES		
Grants 127-21-010	8,500	6,000
Swimming pool 127-22-0XX	16,500	16,500
Day camp 127-23-0XX	16,500	22,700
Multi-sport camp 127-24-0XX	6,300	5,200
Other programmes 127-25-0XX	10,000	10,000
Community events 127-26-0XX	13,000	13,000
Canada Cup event 127-26-XXX	5,000	-
Spike fund 127-28-0XX	-	-
TOTAL RECREATION PROGRAMMES	75,800	73,400
OTHER		
Parks division and trees 127-43-0XX	66,000	60,000
TOTAL OTHER RECREATION	141,800	133,400
OVER BUDGET (UNDER BUDGET)		(8,400)

Town of Kentville Operating Fund -11/12

March 31, 2022

Expenditure	Budget Amount	Projected
RECREATION FACILITIES		
Recreation centre 127-41-0XX	43,500	43,500
Swimming pool 127-42-0XX	16,500	16,500
Hub building 127-42-070	-	-
Tennis courts 127-45-0XX	3,500	1,000
Other facility maintenance 127-46-065	15,900	15,900
Kentville arena 127-52-XXX	347,600	347,600
Parks and playgrounds - general 127-61-0XX	92,000	92,000
Memorial Park 127-62-0XX	54,000	50,000
Oakdene Park 127-63-0XX	1,000	1,000
Other parks (Park Division Spaces) 127-65-0XX	30,000	30,000
Other playgrounds 127-67-0XX	2,000	2,000
Rail corridor maintenance 127-69-0XX	5,000	5,000
TOTAL RECREATION FACILITIES	611,000	604,500
OVER BUDGET (UNDER BUDGET)		(6,500)
TOTAL DEBT CHARGES	26,300	26,300
OVER BUDGET (UNDER BUDGET)		-
CULTURAL BUILDINGS AND FACILITIES		
Cultural		
Library - operations	86,900	86,900
Branch library 127-93-100	42,800	42,800
Grant-Kings Historical Society 127-91-071	2,000	2,000
Grant-Kentville Historical Society	2,000	-
TOTAL CULTURAL	133,700	131,700
OVER BUDGET (UNDER BUDGET)		(2,000)

Town of Kentville
Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
EDUCATION		
Appropriation to Regional School Board	<u>1,610,000</u>	<u>1,609,900</u>
TOTAL APPROPRIATION	<u>1,610,000</u>	<u>1,609,900</u>
OVER BUDGET (UNDER BUDGET)		<u>(100)</u>

Town of Kentville

Operating Fund -21/22

March 31, 2022

Expenditures	Budget Amount	Projected
FINANCING AND TRANSFERS		
PRINCIAL INSTALLMENT REQUIREMENTS		
Debenture principal	829,500	829,500
Temporary financing- principal	-	-
	829,500	829,500
TRANSFERS TO OWN RESERVE FUNDS AND AGENCIES		
To Operating reserve	99,800	99,800
To Capital Reserve fund	483,100	483,100
	582,900	582,900
To Capital fund- from operations	50,000	50,000
	632,900	632,900
TRANSFERS FROM OWN RESERVE FUNDS AND AGENCIES		
From Operating reserve	(317,000)	(317,000)
From Capital Reserve fund	(317,000)	(317,000)
	(317,000)	(317,000)
NET FINANCING AND TRANSFERS	1,145,400	1,145,400
OVER BUDGET (UNDER BUDGET)		-



Town of Kentville Staff Report to Council Advisory Committee

**Department of Planning and Development
October 12, 2021, for September 2021.**

Activity Report and Permits Report, attached

Programs and Operations

- 9 Permits Issued: Building valuation of \$144,060 for a year total of \$22,481,509.
- 2 Subdivision Applications

Projects

- Ryan Park – Construction of the townhouses have begun. Staff are coordinating with Canada Post to determine the best location for community mailboxes.
- Miners Landing – Construction continues the 4th, and last building in Miners Landing.
- A public hearing was held on September 15, 2021 to gather input on Council amendments to the MPS and LUB to allow Multi-Unit Residential and Assisted Living Facilities with ground floor commercial in the C-2 Zone and various housekeeping items. The amendments were sent to the Minister of Municipal Affairs and Housing and took effect on Tuesday October 5, 2021 with the publication of Notice of Decision
- Business Park – Survey work to subdivide the last lot in the Business Park is underway.
- Staff are reviewing a couple of Land Use Bylaw amendments requests which will be coming to CAC in the next couple of months.
- Reviewing a site plan applications: 1 for a Townhouse development on Mee Road; and the second for the expansion of Valley Signature Dentist on Belcher Street

Public Engagement

- Ongoing

Meetings and Events

- CAC

- Senior Management
- Accessibility Committee
- Stoneridge Developments – Land development
- Homeward Bound properties – Land Development
- Bruce Auto – New car dealership

Respectfully Submitted,

Beverly Gentleman
Director of Planning and Development

Activity Report

Planning & Development

September 2021



<i>PERMITS</i>	<i>PERMITS ISSUED</i> SEPTEMBER 2021		<i>PERMITS ISSUED</i> SEPTEMBER 2020	
	MONTH TOTAL	YEAR TOTAL	MONTH TOTAL	YEAR TOTAL
Number of Permits	9	116	13	84
Total Building Value (\$)	144,060	22,481,509	2,432,00	17,761,505
Permit Revenue (\$)	160.34	29,105.06	1,802.86	18,192.81

Permits Report

Planning & Development

September 2021



Permit #: 3941	Permit Date: 09/01/2021
Value of Construction: \$14,000.00	Fee: \$15.00
Sign – Installing a Mural on the Kings County Museum	

Permit #: 3943	Permit Date: 09/08/2021
Value of Construction: \$50.00	Fee: \$0.00
Temporary Sign – Installing a 2.5' x 8' sign for the month of October advertising a haunted house	

Permit #: 3942	Permit Date: 09/08/2021
Value of Construction: \$1,500.00	Fee: \$0.00
Accessory Structure – Constructing a 13.3' x 16' (213 sq ft) shed in the rear yard	

Permit #: 3940	Permit Date: 09/08/2021
Value of Construction: \$35,000.00	Fee: \$45.34
Accessory Structure – Constructing a 24' x 24' (576 sq ft) garage in the rear yard	

Permit #: 3945	Permit Date: 09/15/2021
Value of Construction: \$50,000.00	Fee: \$50.00
Swimming Pool – Installing a 40' x 20' inground swimming pool	

Permit #: 3946	Permit Date: 09/15/2021
Value of Construction: \$10,000.00	Fee: \$0.00
Accessory Structure – Constructing a 5' tall chain link fence enclosing an inground pool	

Permit #: 3947	Permit Date: 09/27/2021
Value of Construction: \$0.00	Fee: \$0.00
Home Based Business – Permitting a Photography Studio in a home	

Permit #: 3948	Permit Date: 09/27/2021
Value of Construction: \$6,600.00	Fee: \$0.00
Accessory Structure - Constructing a 4' tall chain link fence in the rear yard	

Permit #: 3944	Permit Date: 09/27/2021
Value of Construction: \$26,910.00	Fee: \$50.00
Renovation – Installing 23 Solar Panels on the roof of a Single Family Dwelling	

Total Value of Construction:	\$144,060.00	Total Permit Fees: \$160.34
-------------------------------------	---------------------	------------------------------------



Town of Kentville

Staff Report to Council Advisory Committee

Community and Economic Development Coordinator

OCTOBER 2021

Programs and Operations

- Closing day of the Visitors Centre will be on October 10th. The Center was open Wednesday – Sunday inclusive from 10am-5:00pm this season. We opened a little later than usual due to the pandemic. Next year we will be requesting additional budget so that we can hire at least one part time support person and utilize Susan’s skills a little more to support the creation of new (small scale) events and activities for visitors and tourists.
- The “Find your Fresh” marketing campaign was well received this tourism season. Our seasonal broad reach campaigns have been performing well based on digital data so far. Online interest in Pumpkin People this year is up, and hopefully that interest will translate into physical attendance during the month of October. New this year, the Pumpkin People are featured on the billboards at Neptune Theatre which we are excited about.
- The KBC/TOK Under the Gazebo entertainment series started up again in September and continues Friday nights until the finale on October 15th. The events have been well attended again this year.
- Planning for the Holly Days Festival and Holiday programming downtown has begun. We are in early planning stages, but you can book November 19th in your calendars now to hold the date for our downtown Kick-off event. Our theme this year is “Whoville”.

Projects & Beautification

- Note was made at the last council meeting about the 4 new Gateway signs losing their sparkle. Specifically, the wooden headers and footers on some of

the signs was fading quickly. The dealer has been made aware and plans to rectify the issue are in place. Reparations are expected to be complete by October 13th if not before.

- Harvest Beautification has been completed downtown, as light poles have been wrapped and businesses are doing their thing with windows too! Downtown Beautification is a group effort between the CEDC, KBC and in the case of the harvest light poles the group from Kentville Guiding. Harvest Décor will stay up until we switch it out for the Holly Days décor, after Remembrance Day.
- The lighting project for Centre Square is on hold while we wait on a vendor. We are dependant on a vendor providing a key piece of infrastructure and so we can't move on lighting it until that step is complete. Stay tuned.

Tourism /events

- The Pumpkin People are here, and they are pumped about Dinosaurs! So are many people who have visited Kentville already. We have spoken with at least 2 bus tour operators and are fielding many other calls and emails, Facebook messages, and Instagram questions about how to have the best experience, and that is always a good sign! Gerry Little has done a fabulous job on props and scenes this year as always.
- We've been busy working on a short film production about Pumpkin People and Accessibility in general as it relates to festivals and events. Our film will get play on Eastlink TV which boasts an audience of 70,000. We will also have products available for sharing on various social platforms. We are working with a producer who was chosen for his specific knowledge and experience producing content for audiences that meet accessibility standards for digital media.

Respectfully Submitted,

Lindsay Young
Community & Economic Development Coordinator



Town of Kentville
Staff Report to Council Advisory Committee
DEPARTMENT OF PARKS AND RECREATION
OCTOBER 12, 2021

Summary: September offered our department a chance to breath, re-group and plan for the coming seasons. With the implementation of a vaccine mandate, we have had many logistics meetings – including with our counterparts in other areas. Proof of Vaccines becomes a requirement to all user groups, patrons and program participants to our facilities beginning October 4th. More information can be found here: <https://novascotia.ca/coronavirus/docs/proof-full-vaccination-guide-events-activities-en.pdf>

Facilities and Operations

- Kentville Memorial Pool/Splashpad
 - The Kentville Memorial Pool and splashpad are officially closed for the season.
- Memorial Park Field
 - All fields – both soccer and baseball – remain open with continued league or school play.
- Parks and Playgrounds
 - All parks and playgrounds remain open
- Tennis/Pickleball Courts
 - The Tennis building has received a facelift with the addition of fresh pain, a redesign of storage, and soon to be newly painted public washrooms.
- Kentville Arena
 - The arena remains open and rentals in continuing to increase. We hope to add to the public skating schedule by the end of October.

Operations

- Nick Gerrard successfully completed his arena ticket certification giving us two ticketed staff who are now qualified to operate and sign off on inspections of the area plant. Congratulations to Nick and passing the test!

Programs and Operations

- Programs are operating as usual with registration having closed for new programs in the Fall.

Capital Projects

- Dog Park
 - We have heard back from the Department of Agriculture on our appeal and have been granted permission to move forward with a few stipulations. This project will need to be moved to next capital construction cycle.
- Skatepark Bowl
 - The project is nearing completion with only the landscaping left to be completed.
- Memorial Park Playground
 - We are still waiting on available labour to be able to complete this project.

Council Related

Priorities

- Green Infrastructure Grant
 - The Town has been given the go-ahead to move forward on this year's projects following the mandatory Aboriginal consultation outreach. Replacement of the Meadowview Bridge will be top priority.
- Accessibility Plan
 - An internal committee has been created to move forward priorities with priority items outlined in the plan for Town owned infrastructure, staff training, and anything else that is within the Town's preview.
- Regional Recreation Facility
 - The RFP has been awarded to Sierra Planning and Management. An initial meeting has taken place with the leadership team. A collaborative communications tool will be created to keep citizens abreast to updates as the project moves forward.

Save the Date!

- October surprise pop-up events for Harvest Festival (wait and see!)
- Holly-days 19th November
- Play Days 20th November

Respectfully Submitted,



Rachel Bedingfield
Director of Parks and Recreation



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

October 12, 2021

Programs and Operations

- **Kentville Water Commission:** Operationally, the month of September was uneventful with The KWC with several new residential and commercial connections.
- **Sanitary Sewer Area Service:** Similarly, the Sanitary Sewer saw several new connections and no major operational issues.
- **Public Works:** In September the order was placed for a new CAT Backhoe. The current backhoe is set to be returned at the end of October as the 5-year lease expires. Due to ongoing delays in the availability of equipment and materials the new backhoe won't arrive until the end of December so we will rent the existing off-lease backhoe until it arrives.
- **Traffic Authority:** At the request of the Kentville Police Commission, I attended their most recent meeting in September and answered questions on the potential for speed limit reduction, parking time limits and was asked to explore the use of the newer solar strobe crosswalk lights at some of our current crosswalks without the traditional overhead push button crossing lights.

Projects

- **Burke Subdivision Upgrades** - The contractor, Mid Valley Construction is approximately 90% complete with the pipe work and things are progressing at a steady pace. They are still on track to be substantially complete by the end of October.
- Several other smaller Capital Works projects are nearing completion including storm water upgrades at several locations throughout Town and repairs to a

section of the dyke and storm sewer outlet along the south side of the Cornwallis River near Shannex.

- The Centennial Arena will receive a new sewer lateral to replace the aging and often troublesome sewer pumping station eliminating the dependency on both pumps and power.
- The former wooden railway bridge that was converted to a pedestrian bridge connecting the Meadowview area to the Kentville trail system was destroyed by fire in the spring of 2021. This was an insured asset of the Town and will be replaced with a low maintenance precast bridge later this fall.

Public Engagement

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

Meetings and Events

- Senior Staff meetings every Tuesday
- September 1st OHS Committee
- September 13th Council Advisory Committee
- September 16th Regional Sewer Committee Meeting
- September 16th Kings REMO Meeting
- September 24th Kentville Police Commission
- September 29th Internal Accessibility Committee Meeting

Respectfully Submitted,
David Bell
Director of Engineering and Public Works



Town of Kentville CAO to Council Advisory Committee

OCTOBER 12, 2021

Provincial Health Order: Order renewed, phase 5 in place with masking restrictions. Town policy going to Committee tonight

Budget: Monthly updates starting tonight, expected discussions with the province around previous insurance claim regarding Dorian, and expected calls for provincial infrastructure this fall.

Policy Review: 1st package before council tonight with changes to policies. These will come to council in “policy bundles” as they are reviewed and updated by staff.

Inter Municipal Service Agreements (IMSA): Meetings with the CAO’s are ongoing. Presentations to Mayors and Warden continue as the work is progressing.

Accessibility: Internal committee is meeting for Town related items. The citizen appointments are before council tonight.

Housing and Homelessness: Kentville along with the Portal invited municipal units, the province and not for profits to discuss current issues and possible opportunities to address short and long term challenges around housing. The group will reconvene in two weeks to review a potential Emergency Housing Navigator request to be supported by provincial initiatives.

Meetings: Recreation Facility Feasibility RFP, grants to organizations, Water Rate and Modelling meeting, and Housing and Homelessness meeting.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville



October 12, 2021

Chief Administrative Officer
Dan Troke
354 Main Street
Kentville, NS
B4N 1K6

902-670-2902 (C)
dtroke@kentville.ca

RE: Development of the former Robinson Property

In June, Kentville Town Council agreed to amend the purchase and sale agreement with respect to the former Robinson Property on main Street. This amendment extended the requirement for the developer to have 15% of construction completed to September 30, 2021.

This date has passed and as the Chief Administrative Officer I have reached out to the developer and asked for an update. If there is a request to Council about any amendment, it will be considered at the October 12 meeting of Council Advisory Committee.

Respectfully,

Dan Troke, Chief Administrative Officer



TO: Town Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: October 12, 2021

SUBJECT: Recommendation for Community Members for the Kentville Inclusion and Access Advisory Committee

ORIGIN

At the May 31 meeting of Council, the Town of Kentville adopted the Kentville Accessibility in Action Plan - a guide for staff and Council to follow to achieve the provincial goal of being fully accessible by 2030.

Development of this plan was led by an Ad Hoc (temporary) Accessibility Committee. When the plan was submitted and approved by Council, this committee’s mandate was complete.

Implementation of this plan will be led by a standing (permanent) Committee of Council, with a mandate to implement, review and revise the Town of Kentville Accessibility in Action Plan. The terms of reference for this standing committee was approved by Council on July 26, 2021.

DISCUSSION

From June to September, Town staff advertised openings on the Kentville Inclusion and Access Advisory Committee (KIAAC). Some members of the ad hoc Accessibility committee applied to participate, while other members moved on to other priorities in their work and personal lives. Over this time, applications were received by members of the community with extensive personal experience with disabilities, experience supporting persons with disabilities, or a passionate interest in improving accessibility in Kentville. The terms of reference for KIAAC indicates that five community members will be selected for this committee.

Staff recommend the following applicants to sit on this standing committee:

- Bernie Zinck
- Laurel Taylor
- Spencer Laing
- Yuning Pan
- Gerald MacPherson

The Town is extremely grateful to all applicants who applied for this committee.

POLICY IMPLICATIONS

KIAAC has been added as a standing committee to the proposed draft of Policy Statement G57 Committees of Council.

BUDGET IMPLICATION

This is a new committee and as such will result in honourariums for participants, based on the frequency of meetings. This will be incorporated into the 2022-2023 Operating Budget.

ASSOCIATED DOCUMENTS

The Kentville Accessibility in Action Plan is available at www.kentville.ca, and the Terms of Reference for KIAAC is available at www.kentville.ca/accessibility.

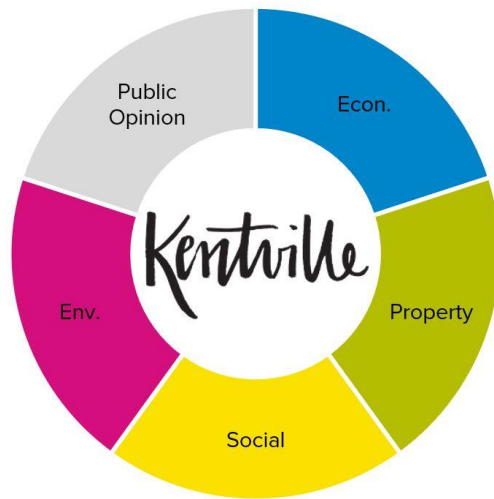
RECOMMENDATIONS

That Council approve the recommendation from staff to appoint the following members:

- **Bernie Zinck**
- **Laurel Taylor**
- **Spencer Laing**
- **Yuning Pan**
- **Gerald MacPherson**

to the Kentville Inclusion and Access Advisory Committee.

Town of Kentville Decision Wheel:





October 12, 2021

Chief Administrative Officer
Dan Troke
354 Main Street
Kentville, NS
B4N 1K6

902-670-2902 (C)
dtroke@kentville.ca

RE: Town of Kentville Policy Revisions

Beginning in October 2021, staff in the Administration Department will be reviewing and revising policy statements, and bringing them to Council. This process is required to ensure that our policies meet the highest standards and are clear and easy to understand and implement.

Some policies require minor corrections, others require substantial wording updates to comply with other policies, and others may need to be repealed.

At each meeting of Council Advisory Committee, a number of policies will be bundled together for Council and staff to review and provide feedback.

Respectfully,
Chief Administrative Officer, Dan Troke

TOWN OF KENTVILLE POLICY STATEMENT G4 TRAVEL, MEAL AND MISCELLANEOUS EXPENSES



1.0 PURPOSE

1.1 The purpose of this policy is to provide direction for reimbursement of necessary, actual and reasonable travel expenses incurred in the conduct of Town of Kentville business.

2.0 DEFINITIONS

2.1 Domestic business: Town of Kentville business, council, staff, council meetings, Town Committee meetings.

2.2 Non-domestic business: Committee meetings, such as Valley Waste, Kings Transit or Valley Regional Library, meetings which are held in support of another municipal entity.

3.0 SCOPE

3.1 This policy applies to all elected officials and staff of the Town of Kentville.

4.0 PROCEDURES

4.1 Travel should be planned and reservations made as far in advance as possible. ~~to take advantage of discounts provided by airline for early booking. The traveler should prepare a Travel Request Form to ensure all necessary approvals are in place prior to booking travel.~~

4.2 Prior to making travel commitments, personnel are to ensure that the travel has been budgeted and is approved:

4.2.1 It is the responsibility of each employee to ensure that the appropriate approvals are in place from their Director.

4.2.2 It is the responsibility of Directors to ensure that the appropriate approvals are in place from the CAO.

4.2.3 It is the responsibility of each member of council to ensure that the appropriate approvals are in place from the CAO.

4.3 Employees and elected officials are responsible to make all travel bookings including hotel, and transportation.

4.3.1 Employees and elected officials are required to use the lowest ~~logical-priced~~ logical-priced airfare where possible.

Town of Kentville, Policy G4: Travel, Meal and Miscellaneous Expenses Policy

4.3.2 The payment of airline tickets shall be made using a Town of Kentville credit card where possible.

~~4.3.2.1—Travel points associated with the purchase of the tickets shall be used to defray for future travel costs.~~

~~4.3.2.2, 3.2.1 Town of Kentville credit cards provide additional travel insurance for the cancellation of flights, lost baggage and medical care.~~

~~4.3.3 Employees and elected officials are required to use the hotels specified in the current NS government lodging guide.~~

4.4 Employee and councillor use of a personal automobile-vehicles for domestic or external business purposes will be reimbursed for actual vehicle use based on mileage outside of Kings County.

4.4.1 The authorized domestic mileage allowance rate will be set by the Town of Kentville based on the Province of NS mileage rate Schedule A.

4.4.2 Mileage will be calculated based on the Google Map mileage from Town Hall 354 Main Street to the destination address.

4.4.3 For travel exceeding 300 kilometres, it may be more economical to rent a vehicle. If an employee or elected official elects to use their personal automobile the maximum reimbursement allowed is to be consistent with the cost of rental.

~~4.4.4 When more than one employee or elected official are travelling to a common destination a rental car shall be used and no mileage will be paid unless prior arrangements are agreed to by the CAO.~~

Commented [JW1]: This should no longer be policy due to pandemic protocol, although it could be encouraged informally.

~~4.5 Employee and councillor use of a personal automobile for non-domestic external business purposes will be reimbursed for actual vehicle use based on mileage.~~

~~4.5.1—The authorized domestic mileage allowance rate will be set by the Town of Kentville based on the Province of NS mileage rate.~~

~~4.5.2—Mileage will be calculated based on the Google Map mileage from Town Hall 354 Main Street to the destination address.~~

4.5 All necessary, actual and reasonable travel expenses incurred by an employee or elected official for the purpose of conducting Town of Kentville business as reported and approved in accordance with the provisions of this policy will be reimbursed.

Formatted: Font: Bold

4.6 Expenses shall be paid using Canadian dollars for domestic travel, and using an equivalent per diem for international travel, to be determined prior to travel by the traveller and their supervisor.

Town of Kentville, Policy G4: Travel, Meal and Miscellaneous Expenses Policy

4.6

4.7 Meal allowances, shall be paid on a per diem basis:

Per Diem	Canada (CDN\$)
Breakfast	\$17.00
Lunch	\$17.25
Dinner	\$45.25
Incidentals	\$17.30
Total	\$96.80

4.7.1 Per Diem for one day trips with no overnight stay will be the lunch allocation if returning before 6:00 pm and the lunch and dinner allocation if returning after 6:00 pm.

4.7.2 Full per diem can be claimed if travelling before 6:00 am and returning after 6:00 pm. After 6:00 am, Per Diem will be reduced by the breakfast allocation. After 12:00 pm per diem will be reduced by the lunch allocation. If travel commences after 6:00 pm no Per Diem can be claimed.

4.7.3 Per Diem is reduced for each business conference meal provided, including meals provided by host organizations or other parties.

4.7.4 Incidentals may only be claimed ~~if staying overnight, after the second night for full days of business/travel (24 hours).~~

~~4.7.5—Specific high cost destinations will be addressed by the CAO on a case by case basis and authorized prior to travel planning.~~

~~4.8 Employees and elected officials may claim all registration fees and/or course enrolment fees as an expense.~~

~~4.9~~ 4.8 The consumption of alcoholic beverages ~~and use of cannabis on Town of Kentville time during reasonable work hours~~, in connection with Town of Kentville business or in a manner that would influence the performance of tasks, responsibilities is ~~generally~~ prohibited. Under no circumstances are alcoholic beverages ~~or cannabis~~ to be expensed.

~~4.10~~ 4.9 ~~For all other expenses business entertainment, the cost of meals provided to customers must be reasonable and a description and receipt shall be provided for potential re-imbursement. Alcoholic beverages shall not be expensed.~~

Commented [JW2]: Training and registration fees are a separate line item in the budgets. This would be approved separately and in advance from travel.

Commented [JW3]: What is "business entertainment"? Can this be removed?

Town of Kentville, Policy G4: Travel, Meal and Miscellaneous Expenses Policy

~~4.11~~ In some cases there may be a social requirement for the purchase or expensing of alcoholic beverages. In all cases the expense shall be itemized as alcoholic beverage and only the original receipt is acceptable, a credit card statement or stat declaration shall not be acceptable receipts. The expensing shall be authorized by the appropriate level as directed at paragraph 4.2 in accordance with Town of Kentville Hospitality Policy.

Commented [JW4]: This is covered in G68 Hospitality.

~~4.124.10~~ When out-of-pocket expenses are anticipated to exceed \$200 be significant to the traveller, an advance amounting to 75% of the costs; may be paid to the traveller prior to the trip, upon approval to the individual traveling on Town business, if deemed necessary by the CAO and the Department Head.

~~4.13~~ Personal charges (i.e. in-room movies, bar fridge, etc.) shall not be expensed to the Town.

~~4.14~~ When individuals travel on Town business, additional miscellaneous expenses may be incurred. Items such as ground transportation, laundry and dry cleaning (where length of stay exceeds 3 days), parking, tips, etc. may be eligible for reimbursement.

Commented [JW5]: This is covered in section 4.9 "all other expenses"

~~4.15~~ Travel expenses incurred in foreign currency, must be converted by the traveler to equivalent Canadian dollars based on the rate charged on the credit card or bank exchange on day of transaction.

Commented [JW6]: See section 4.6

~~4.164.11~~ The Travel Expense form must be submitted to the supervisor to the CAO or Department Director within twenty (20) business days of returning to the Town of Kentville.

~~4.174.12~~ All expenses incurred by Elected Officials and the CAO shall be posted on the Town of Kentville website for public access, monthly.

~~4.184.13~~ Any breach of this Policy shall be reviewed and may result in corrective or disciplinary action, in accordance with Staff Procedures for employees and under the Code of Conduct for Elected Officials.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Schedule A: Mileage Rate
- 5.2 Schedule B: Expense Form

6.0 POLICY REVISION HISTORY

Date Created: March 29, 1999
Revisions: Travel Expenses Policy (1979 and 1991) is repealed.
September 10, 2008.
January 2017. Reformatted
May 8, 2017, adjustment to mileage rate
October 30, 2017
DATE

Formatted: Indent: Left: 3.81 cm, First line: 1.27 cm

Town of Kentville, Policy G4: Travel, Meal and Miscellaneous Expenses Policy

This policy, or portions thereof, may be superseded by a Collective Agreement.

Chief Administrative Officer, ~~Mark Phillips~~Dan Troke

Formatted: Left

SCHEDULE A: KENTVILLE MILEAGE RATE

	EXPENDITURE	CURRENT REIMBURSEMENT RATE
1.	Travel (vehicle)	<ul style="list-style-type: none"><li data-bbox="472 512 976 541">• Beyond Kings County –0.4670 cents per km<li data-bbox="472 541 1016 596">• Beyond 300 kilometers –costs for rental vehicle (if more economical)<li data-bbox="472 596 500 619">•

Formatted: Bulleted + Level: 1 + Aligned at: 0.63 cm + Tab after: 1.27 cm + Indent at: 1.27 cm

TOWN OF KENTVILLE POLICY STATEMENT G5

COUNCIL REMUNERATION AND BENEFITS



1.0 PURPOSE

- 1.1 To establish a policy for fixing the annual remuneration for elected members of Town Council.

2.0 DEFINITIONS

- 2.1 This policy applies to all elected officials of the Town of Kentville.

3.0 SCOPE

4.0 PROCEDURES

- 4.1 The Mayor, Deputy Mayor and each councillor will be remunerated for conduct of their duties as an elected member of Town Council. Including but not limited to attendance at all council meetings, committee meetings and Town events.
- 4.2 Where a Council member is nominated:
 - 4.2.1 To a committee established by the council, the member is not entitled to additional remuneration for serving on the committee but may be reimbursed for expenses incurred as a committee member; and
 - 4.2.2 Or appointed by Council to an external board, commission or other position, or is otherwise appointed as a representative of the Town of Kentville, any remuneration from that position will be paid to the Town of Kentville and may be reimbursed for expenses incurred as a committee member.
- 4.3 The Chief Administrative Officer shall conduct a market analysis, for reporting to Council in September, prior to the regular municipal election, with any new rates effective upon appointment of the council for the upcoming term of office.
 - 4.3.1 The market analysis will include, but will not be restricted to, a history of the number of meetings held, number of committees and overall time commitment and an average of the remuneration paid to the elected officials for towns with similar size, level of service and responsibility.
 - 4.3.2 The statistics pertaining to the current term of office will be incorporated in Schedule A attached.
- 4.4 All council remunerations shall be adjusted annually in accordance with the Consumer Price Index (CPI) increases of the previous calendar year by motion of council.
- 4.5 The annual remuneration will be divided into weekly instalments and paid out in accordance with the Town's payroll procedure. The last pay for remuneration

Commented [JW1]: I am not sure this has been the practice, consider removing it or enforcing it.

Town of Kentville, Policy G5: Council Remunerations and Benefits

in any year, will allow for any deductions for unexcused meetings, as outlined in Policy Statement G70 - Council Meeting Policy.

4.6 All councillors will be eligible to participate in the health, dental, and Employee Assistance Program (EAP) for the Town of Kentville, as outlined in the Human Resources Manual.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Schedule A: Council Remuneration and Allowances, 2016-2020 Term of Office
- 5.2 Municipal Government Act - PART 1, Section 23(1) (d) (i) (ii) (iii) (v)
- 5.3 Municipal Government Act - PART 1, Section 23(2)
- 5.4 Municipal Government Act - PART 1, Section 24(5)
- 5.5 Policy G70 Council Meeting Policy
- 5.6 Policy G57 Committees of Council Policy

6.0 POLICY REVISION HISTORY

Date Created: March 29, 1999
Revisions: July 9, 2008
October 8, 2008
January 24, 2011
September 24, 2012
November 25, 2013
May 30, 2016
November 28, 2016
January 2017. Reformatted.
November 26, 2018
DATE

Chief Administrative Officer, ~~Mark Phillips~~ Dan Troke

Formatted: Left

**SCHEDULE A
COUNCIL REMUNERATION AND ALLOWANCES
2016-2020 TERM OF OFFICE**

Effective April 1, 2021 annual remuneration paid to members of Town Council shall be as follows:

Elected Officer	Total Remuneration 2016	Total Remuneration 2021
Mayor	\$36,700	\$47,431
Deputy Mayor	\$23,100	\$28,171
Councillor	\$20,700	\$25,736

Comparisons were conducted based on the history of the number of meetings held, and an average of the compensation paid to elected officials for towns of similar size, level of service and responsibility.

Municipality	Population 2016	Mayors/Warden Remuneration	Dep. Mayor – Warden Remuneration	Councillors Remuneration
Amherst	9,413	\$41,178	\$27,723	\$25,050
Antigonish	4,364	\$40,775	\$26,062	\$23,461
Bridgewater	8,532	\$62,300	\$36,700	\$25,000
New Glasgow	9,075	\$30,351	\$20,867	\$19,222
Truro	12,261	\$49,000- 52,000	\$30,000- 32,000	\$27,000- 29,000
Wolfville	4,195	\$35,178	\$23,543	\$21,052
County of Kings	60,600	\$58,766	\$43,394	\$36,316
Kentville	6,271	\$47,431	\$28,171	\$25,736

TOWN OF KENTVILLE POLICY STATEMENT G6

NON COUNCIL HONORARIUMS



1.0 PURPOSE

1.1 To provide a procedure for calculating annual honoraria and expenses for non-council members appointed to town committees, boards, and commissions, as well as appointments to outside agencies and authorities on behalf of the town.

2.0 DEFINITIONS

2.1 As of April 1st, 1999, the legislation contained in the Municipal Government Act provides citizen appointees to be paid annual honorarium with no meeting pay.

3.0 SCOPE

4.0 PROCEDURES

- 4.1 Annual honorariums for non-council members should be based on the previous year's record of meetings, and in accordance with any current policy or by-law.
- 4.2 Where some committees, boards, commissions, and outside agencies and authorities, meet more often than others, the honorarium established should be different, depending on the frequency of meetings ([see Schedule A](#)).
- 4.3 ~~Since a~~ Ad hoc committees and Task Team members are usually established to deal with an issue for a specific period of time, will receive no annual honorarium will be paid to members of ad hoc committees. However, expenses will be paid in accordance with the town's expense policy.
- 4.4 Annual honoraria will be reviewed prior to April 1st of each year.
- 4.5 Annual honoraria will be paid twice a year, with the first payment made on or about October 1st and the final payment on or about March 31st. The final payment will allow for any deductions for unexcused meetings, as outlined in the Meeting Attendance Policy.

5.0 ASSOCIATED DOCUMENTS

5.1 Schedule A: Non Council Honorariums

6.0 POLICY REVISION HISTORY

Date Created: March 29, 1999
Note: Legislative Honorarium Policy (1985) is repealed.
January 2017. Reformatted.

Chief Administrative Officer, Mark PhillipsDan Troke

Formatted: Left

Formatted: Indent: Left: 0 cm, First line: 0 cm

Formatted: Font: 16 pt

SCHEDULE A: NON COUNCIL HONORARIUMS

Monthly Meetings	\$400 per year
Bi – Monthly Meetings	\$200 per year
Quarterly Meetings	\$200 per year

Non Council expenses for accommodations, meals and travel will be consistent with Town of Kentville Policy G4 – Travel, Meals and Miscellaneous Expenses.

TOWN OF KENTVILLE POLICY STATEMENT G14

PROCLAMATION POLICY



1.0 PURPOSE

1.1 The purpose of this policy is to provide a consistent process for ~~requests for the posting~~ handling the of Proclamations.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

4.1 Proclamations approved for posting will be ~~announced at a public meeting, and recorded in meeting minutes, and will be posted on social media and the Town website, displayed on the Bulletin Board in the lower lobby area of the Town Hall, and for the period of time specified, or deemed appropriate by Town Council~~

4.2 The posting of a proclamation, in no way reflects the Town of Kentville's philosophical or financial support of the agency/organization represented.

4.3 The Town of Kentville may choose to either post the Proclamation as submitted by the agency/organization or may publish its own.

4.4 Proclamations can be made when the following conditions are met:

4.4.1 The Proclamation issued is reflective of, and has some perceived benefit for, at least a representative number of residents and taxpayers of the Town of Kentville;

4.4.2 The agency/organization represented is of a nature ~~that is~~ may be charitable, volunteer, ~~and not for profit~~ or community based;

4.4.3 The agency/organization has a local, Kentville contact or affiliation;

4.4.4 The agency/organization will pay for any direct costs resulting from its request for the Town to make a Proclamation;

4.4.5 The agency/organization makes the request for a Proclamation in writing;

4.4.6 The Proclamation does not represent illegal activities, hate promotion, a political party, or court actions, and does not benefit a 'for profit' business, governments, or causes likely to result in riots or civil disorder, or other issues that Council may feel inappropriate;

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: May 12, 1999
January 2017. Reformatted.
DATE

Chief Administrative Officer, Dan Troke

TOWN OF KENTVILLE POLICY STATEMENT G39

STAFF LONG SERVICE AWARDS



1.0 PURPOSE

To provide a policy which will provide recognition and appreciation of long-serving staff members of the Town of Kentville.

2.0 DEFINITIONS

3.0 SCOPE

4.0 PROCEDURES

~~As t~~The Town of Kentville is appreciative of the loyalty and faithful service of its ~~employees~~staff, each shall be recognized following the completion of specific milestones of ~~his or her~~their career.

~~Such a~~Annual presentations will be made by the Mayor (or designate), on behalf of the Town, and when possible will be done at a social gathering of peers.

- A certificate will be awarded for every five years of completed service.
- Following 10 years of completed service, a gift will also be presented for each ~~5-5~~5-year increment.
- ~~Employees~~Staff will have the option of receiving either a specific gift or a cash gift.
- The value of this gift will represent \$10 per year of service, as indicated below

Completed years of Service	Service Award
5 years	A framed certificate
10 years	Cash or gift valued at \$100
15 years	Cash or gift valued at \$150
20 years	Cash or gift valued at \$200
25 years	Cash or gift valued at \$250
30 years	Cash or gift valued at \$300
35 years	Cash or gift valued at \$350
40 years	Cash or gift valued at \$400

Upon the retirement of ~~an employe~~a staff person, that individual will receive a gift (or cash) valued in accordance with the above schedule.

Town of Kentville, Policy G39: Staff Long Service Awards

Although the retiree may opt to receive a cash retirement gift, any required deductions will be applied, as per CRA specifications:

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: October 11, 2006
Revisions: April 22, 2014
January 25, 2021
Date

Chief Administrative Officer, Dan Troke

Formatted: Indent: Left: 0 cm, First line: 0 cm

TOWN OF KENTVILLE POLICY STATEMENT G57

COMMITTEES OF COUNCIL



1.0 PURPOSE

The purpose of this policy is to establish ~~the policies and procedure~~ for effective operation of the Committees of Council.

2.0 DEFINITIONS

2.1 Quorum, the minimum number of members of a committee that must be present at any of its meetings to make the proceedings of that meeting valid. In this policy quorum is defined as 50% plus one.

3.0 SCOPE

3.1 This policy is applicable to all committees of Council, ~~including ad hoc committees~~, and all appointed members, which may include Council members and citizen appointees. To include:

3.1.1 defining the key areas of responsibility and the duties of each committee;

~~3.1.2 methodology and process for appointment to committees including~~

~~3.1.2.1 council members; and~~

~~3.1.2.2 citizen appointees.~~

~~3.1.23.1.3~~ establishing the membership, the term of appointment and the structure for the committees; and

~~3.1.33.1.4~~ other terms of reference as required.

3.2 Nothing in this policy supersedes higher-level documents, bylaws or policy statements for those committees detailed under Commissions and Exceptions.

4.0 PROCEDURES

4.1 General: The role of all committees is limited to advising Council unless otherwise stated in the bylaw or resolution governing that committee.

Formatted: Font: Not Bold

Formatted

Town of Kentville, Policy G57: Committees of Council

4.1.1 The Council may establish standing, special, ad hoc, and advisory committees. Each committee shall perform the duties conferred on it by legislation or the by-laws or policies of the ~~Municipality~~Town.

~~4.1.2 The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Town's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings. Robert's Rules of Order shall apply to all committee meetings.~~

~~4.1.3 At the beginning of a council term, all members of council shall request their three choices for committee appointments in writing. The Mayor and Chief Administrative Officer shall review the requests and draft a recommendation to Council Advisory Committee for discussion, and approval of the committee appointments. Committee membership shall be reviewed annually at the November meeting of Council Advisory Committee for approval at the November meeting of Council.~~

~~4.1.4 Council appointments to committees may be made to Council by nomination or recommendation. In the event of multiple candidates, Council shall vote on the matter of appointment. Any member of council may nominate/recommend any and all committee members. Such nominations must be brought to council for the purpose of voting. Any and all members of council may submit nominations at the time of voting.~~

~~4.1.24.15~~ The Council reserves the right to appoint persons who are not members of the Council. ~~T~~to determine the make-up of each committee, the skill sets required by its participants, and residency requirements.

~~4.1.34.16~~ ~~Citizen a~~Applications for appointment to the committees shall be invited by public advertisement.

~~4.1.44.17~~ All applicants ~~must~~may be required to complete a consent to criminal and background checks.

~~4.1.54.18~~ Policy G70 Meetings applies to all committee meetings.

~~4.1.6~~ Robert's Rules of Order shall apply to all committee meetings.

Formatted

Commented [JW1]: Submitted by Mayor Snow, June 10

Commented [JW2]: Submitted by Deputy Mayor Savage, June 9.

Town of Kentville, Policy G57: Committees of Council

~~The rules of procedure, conduct, and debate that apply at Council meetings, pursuant to the Town's bylaws or policies, apply at committee meetings with any necessary modifications for context, except that no notices of reconsideration shall be permitted at committee meetings.~~

~~4.1.74.1.9~~ All committee members are subject to the Town of Kentville Code of Conduct [Policy](#) in the execution of committee work.

~~4.1.84.1.10~~ The committee shall meet at such time and place as established, however, from time-to-time, may find it necessary to reschedule as determined by the secretary, chair, and/or a quorum of committee members.

~~4.1.9—No committee shall utilize external services, or otherwise commit the Town to money expenditures.~~

~~4.1.10—All governance resource requests from a committee to be considered by Council shall be sent to Council Advisory Committee on a request for decision form.~~

4.1.11 All reports, recommendations, information, resource requests and/or actions from a committee to be considered by Council shall normally be sent to Council Advisory Committee on a request for decision form.

4.1.12 Emergency, or time sensitive recommendations, may be provided directly to the Council Meeting for decision.

4.1.13 Meetings may be rescheduled without advance notice to deal with emergency or time sensitive recommendations. ~~If a meeting is rescheduled without advance notice, it will be posted to the town social media stream.~~

4.1.14 In the event the committee fails to provide a report or recommendation to Council within any deadline set by Council, Council may proceed with a decision regarding a matter within the committee's mandate, without awaiting the committee report or recommendation.

4.2 Term: The term of Council appointed chair, Council appointments and citizen appointments shall be for a two (2) year term reviewed annually.

4.2.1 Where a Council member is appointed to a committee, board or commission as a representative of the Council, the Council member's appointment ceases when the person ceases to be a Council member.

- 4.2.2 Except to the extent that committee membership is otherwise determined by Provincial legislation or statute, or a bylaw or policy of the Town of Kentville, committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.
- 4.2.3 Any citizen member on a committee shall take a leave for one term following two consecutive terms. The following exceptions with approval of Council shall apply:
 - 4.2.3.1 If no applications have been received for the expired term; or
 - 4.2.3.2 If the member has a specialized expertise required for the committee.
- 4.2.4 The secretary of the board, commission or committee shall immediately notify the Council of a vacancy, and the Council shall fill the vacancy.

4.3 Remuneration

- 4.3.1 A committee member who is a Council member may be reimbursed for expenses incurred as a committee member and:

- 4.3.1.1 is not entitled to additional remuneration for serving on the committee; and

- ~~4.3.1.2~~ 4.3.1.1 ~~may be reimbursed for expenses incurred as a committee member.~~

- 4.3.2 A committee member who is not a Council member:

- 4.3.2.1 shall be paid an honorarium for serving on the committee, based on the previous year's record of meetings which will be paid out annually as per Schedule A and Policy Statement G6 Non-Council Honourariums.

- ~~4.3.2.2~~ ~~may be reimbursed for expenses incurred as a committee member.~~

4.4 Membership

- 4.4.1 Committee members should be residents of the Town of Kentville.

Formatted: Indent: Left: 5.71 cm, No bullets or numbering

Formatted: Indent: Left: 5.71 cm, No bullets or numbering

Town of Kentville, Policy G57: Committees of Council

- 4.4.2 Any person appointed by Council as a member of a board, commission or committee, pursuant to this policy or any Act of Legislature, who is absent from three consecutive regular meetings ceases to be a member.
- 4.4.3 ~~Committees will be chaired by a seated member of Council unless mandated by a higher legislation. However, if Council does not appoint a chair, t~~he committee shall elect a chair from one of its members. The chair shall be entitled to speak and to vote on any motion. Subject to the other provisions of this policy, the chair shall have the powers and responsibilities at committee meetings that are conferred upon the chair at Council meetings, pursuant to the Town of Kentville's bylaws or policies, with any necessary modifications for context
- 4.4.4 Council may appoint an employee of the Town to serve as secretary, ~~with a voice but no vote~~ non-voting member. If the Chief Administrative Officer, or Council does not appoint a secretary, the committee shall elect a secretary from one of its members, in which event the secretary shall be a full voting member of the committee.

4.5 Meetings

- 4.5.1 All meetings of the committee are open to the public. Documents associated with meetings are considered public documents and are available online or at Town Hall, unless the meeting is In Camera;
- 4.5.14.5.2 A majority of the members of a committee constitutes a quorum (50%+1).
- 4.5.24.5.3 All committees meet quarterly, unless other terms are specified. The committee should establish regular meeting times for the committee.
- ~~4.5.3 Committees may ideally move or cancel a regularly scheduled meeting with three (3) business days' notice to all members, the CAO and the public.~~
- 4.5.4 ~~Special meetings of a committee may ideally be called by the Chair with three (3) business days' notice to the members and the CAO.~~
- 4.5.5 Subject to the principles set out in the Municipal Conflict of Interest Act, all voting committee members present including the person presiding shall vote on a question.

Town of Kentville, Policy G57: Committees of Council

~~4.5.61.1.1~~ All meetings of the committee are open to the public.

~~4.5.74.5.6~~ No member of a committee shall give specific direction to any staff member either at any committee meeting or at any other time. The responsibility for giving specific direction to staff shall reside with the CAO.

~~4.5.84.5.7~~ When a staff report is presented to a committee, A that committee may choose to endorse the report of Staff to Council or offer an a different solution (alternative recommendation or action); in either instance, the staff report should always be attached.

4.6 Administration

4.6.1 The CAO shall arrange for an orientation session for each new committee member upon that member's appointment to the committee. ~~The purpose of the orientation session is to familiarize the member with the role of the committee, the policies and procedures of the Town which affect the committee and all other information which will assist the member to make a meaningful contribution to the work of the committee.~~

4.6.2 Meeting agendas shall be prepared by the committee chair and secretary or staff representative and circulated to committee members ~~and ideally posted for the public at least three (3) business days before the scheduled meeting.~~

4.6.3 The secretary shall keep minutes of the committee meetings, in accordance with policies of the Town.

4.6.4 The committee secretary shall ensure that the minutes of each previous meeting and meeting packages are forwarded to all members of the committee ~~at least three (3) business days prior to the meeting.~~

4.6.5 The minutes of the most recent meeting shall be reviewed, amended where appropriate, and approved by the committee at the following meeting, prior to public distribution. The minutes of all committee meetings are to be recorded and reviewed by the committee chair. The minutes shall be approved prior to public distribution and shall be annotated as being approved, once approved at a subsequent meeting.

4.7 Standing Committees

4.7.1 The following Standing Committees ~~shall have~~ be appointed by Council:

4.7.1.1 Council Advisory Committee;

4.7.1.2 Audit Committee; ~~and~~

~~4.7.1.3~~ 4.7.1.3 CAO Evaluation Committee; ~~and~~

~~4.7.1.3~~4.7.1.4 Inclusion and Access Advisory Committee:

Formatted: Font: Bold

4.8 Council hereby establishes the **Council Advisory Committee** as a standing Committee of Council. ~~The purpose of the CAC is to discuss, consider, advise and make recommendations to Council concerning the affairs of the Town. that may come before Council in advance of Council making decisions, or taking action, on such matters, except where Council determines that consideration by this committee is unnecessary or inadvisable, and except that the~~ The following matters shall normally be dealt with by at Council meetings and not at CAC meetings, without having to be forwarded to the Council Advisory Committee for its recommendations:

Formatted

(a) Correspondence

(b) First or Second Reading of bylaw enactments, amendments or repeals;

(c) Procurement matters;

(d) Emergency or time sensitive requests for decision; and

(e) Matters which are the subject of a statutory hearing by Council.

4.8

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

4.8.1 Membership

4.8.1.1 The chair of the Council Advisory Committee is the Mayor. Members of this committee include members of Council and the Directors who are non-voting members. Membership automatically terminates upon the termination of a person's status as a Council member, or as a Director.

4.8.1.2 The secretary is appointed by the CAO, who shall keep minutes of the Committee meetings.

4.8.1.3 ~~Council Advisory Committee consists of all Council members, and membership on the committee automatically extends to Council members, without the necessity of a formal appointment by Council, and automatically terminates upon the termination of a person's status as a Council member.~~

4.8.2 Mandate:

~~4.8.2.11.1.1 To discuss, consider, advise and make recommendations to Council concerning the affairs of the Town, that may come before Council in advance of Council making decisions, or taking action, on such matters, except where Council determines that consideration by this committee is unnecessary or inadvisable, and except that the following matters shall normally be dealt with by Council, without having to be forwarded to the Council Advisory Committee for its recommendations:~~

- ~~(a) Correspondence~~
- ~~(b) First or Second Reading of bylaw enactments, amendments or repeals;~~
- ~~(c) Procurement matters;~~
- ~~(d) Emergency or time sensitive requests for decision; and~~
- ~~(e) Matters which are the subject of a statutory hearing by Council.~~

4.8.3 Regularly review and revise Council priorities.

4.8.4 Prepare and update (at regular intervals) the Town's strategic plan.

4.8.5 Act as an oversight board reviewing and accepting the monthly reports on the Town's operations and services.

4.8.6 Review all requests for decision or direction as submitted by, or through, the CAO concerning the administration, plans, policies and programs of the Town, prior to submission to Council.

Town of Kentville, Policy G57: Committees of Council

4.8.7 Review the recommendations submitted by the CAO concerning the position the Town should take regarding legislation, government initiatives, inter-municipal relations and other matters which affect public policy.

4.8.8 Exercise the authority of Council, pursuant to Part XV – Dangerous or Unightly Premises of the Municipal Government Act that is not delegated to the administrator.

4.8.9 Administration and Meetings

4.8.9.1 Unless otherwise specified, regular meetings of Council Advisory Committee shall be held as detailed by Policy G70 Meeting Policy and the annual meeting calendar. However, meetings may be rescheduled, relocated or cancelled, and additional or special meetings convened, in the same manner and with the same notice to Council members and the public, as applies to meetings of Council, with any necessary changes for the context.

4.8.9.2 All minutes of meetings, and records of the Committee shall be open to the public, except as expressly authorized by law, and shall be managed under the Town's Records Retention Policy. These closed (In Camera) meetings will involve one of the following matters:

- (a) Acquisition, sale, lease and security of municipal property;
- (b) Setting a minimum price to be accepted by the Municipality at a tax sale;
- (c) Personnel matters;
- (d) Labour negotiations;
- (e) Litigation or potential litigation;
- (f) Legal advice eligible for solicitor-client privilege; and
- (g) Public security.

4.9 Council hereby establishes the **Audit Committee**, as a standing Committee of Council. The purpose of this committee is to provide;

Formatted: Highlight

Formatted

Formatted: Font: Bold

4.9.1.1 A detailed review of the financial statements of the Town of Kentville with the auditor.

Formatted: Outline numbered + Level: 4 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 3.81 cm + Indent at: 5.71 cm

4.9.1.2 An evaluation of internal control systems and any management letter with the auditor.

4.9.1.3 A review of the conduct and adequacy of the audit.

4.9.1.4 Such matters arising out of the audit as may appear to the Audit Committee to require investigation.

4.9.1.5 Such other matters as may be determined by the Council to be the duties of an Audit Committee.

4.9.1.6 Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:

(a) acceptance of the audit;

(b) reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and

4.9(c) reappointment of the two (2) citizen representatives.

Formatted: Indent: Left: 1.9 cm, No bullets or numbering

4.9.14.9.2 Membership

4.9.14.9.2.1 The Mayor is Chair of the Audit Committee.

4.9.14.9.2.2 The Audit Committee consists of two (2) additional Council members.

4.9.1.3 The Audit Committee consists of and two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

Formatted: Indent: Left: 5.71 cm, No bullets or numbering

4.9.2—Mandate:

4.9.2.1 A detailed review of the financial statements of the Town of Kentville with the auditor.

- 4.9.2.2—An evaluation of internal control systems and any management letter with the auditor.
- 4.9.2.3—A review of the conduct and adequacy of the audit.
- 4.9.2.4—Such matters arising out of the audit as may appear to the Audit Committee to require investigation.
- 4.9.2.5—Such other matters as may be determined by the Council to be the duties of an Audit Committee.
- 4.9.2.6—Subsequent to the conduct of the audit, review of the audit material and discussion with the auditor, the audit committee shall recommend the following to Council:
 - (a) acceptance of the audit;
 - (b) reappointment of the auditor subject to terms of contract. The auditor is normally engaged for a three (3) year contract and re-appointed annually; and
 - (c) reappointment of the two (2) citizen representatives.

4.9.3 Administration and Meeting

- 4.9.3.1 Unless otherwise specified, regular meetings of the Audit Committee shall be held twice annually. ~~One~~ The first meeting should be scheduled in January prior to the annual audit to discuss management details and risk assessment of the process. The and a second meeting should be scheduled following conclusion of the audit for a detailed review of the audit and management recommendation to council as described in section 4.9.2.6.
- 4.9.3.2—~~All minutes of meetings, and records of the Committee shall be open to the public, except as expressly authorized by law, and shall be managed under the Town's Records Retention Policy. All minutes of meetings, and records of the committee shall be open to the public.~~

4.10 Council hereby establishes the **CAO Evaluation Committee**, as a standing Committee of Council. The purpose of this committee is to provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed-upon goals, and of the organization's performance in achieving its goals. The committee shall; and lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. The evaluation period is annually, on the anniversary of hiring 1 January—31 December, and . The debriefing of performance and objectives should be conducted prior to 31 March.

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

4.10.1.1 Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. ~~and the committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to 31 March. The evaluation will be reviewed with the members of Council.~~

Subsequent to the conduct of the CAO appraisal, the CAO Evaluation Committee shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

4.10.1.1

4.10.1.1.1 Membership

4.10.1.1.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.1.1.2 The CAO Evaluation Committee consists of the Mayor and all Council Members.

4.10.1.1.2 Mandate:

~~4.10.2.11.1.1.1~~—To provide a written performance evaluation with a formal record of performance and appraisals of the CAO's achievement of agreed upon goals, and of the organization's performance in achieving its goals. The committee shall lead an annual appraisal of CAO using the Canadian Association of Municipal Administrators Performance Evaluation Toolkit. The evaluation period is 1 January – 31 December. The debriefing of performance and objectives should be conducted prior to 31 March.

~~4.10.2.21.1.1.1~~—Evaluation sheets shall be distributed to all members of Council and the Directors in January. Each member of Council and the Directors will evaluate and score the CAO's performance individually. The evaluations will be returned to the committee in February. The committee will conduct the overall evaluation and present the findings to the CAO, including new goals and objectives for the upcoming year prior to 31 March. The evaluation will be reviewed with the members of Council.

~~4.10.2.3~~—Subsequent to the conduct of the CAO appraisal, the CAO Evaluation Committee shall place a copy of the annual appraisal in a sealed envelope for inclusion on the CAO personnel file.

Formatted: Indent: Left: 5.71 cm, No bullets or numbering

4.10.34.11.3 Administration and Meeting

~~4.10.3.14.11.3.1~~ Unless otherwise specified, regular meetings of the CAO Evaluation Committee shall be held three times annually. One meeting scheduled prior to the CAO's annual review, one meeting after all input is received and a third meeting scheduled following conclusion of the annual appraisal.

~~4.10.3.24.11.3.2~~ All minutes of meetings, and records of the committee shall be closed to the public, under the MGA part 1 paragraph 22(2)(c) personnel matters. One signed copy of the appraisal shall be provided to the CAO and a second signed copy shall be placed in a sealed envelope and placed on the CAO's personnel file.

4.12 Council hereby establishes the **Kentville Inclusion and Access Advisory Committee** as a standing Committee of Council.

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Font: Not Bold

4.12.1 The Inclusion and Access Advisory Committee provides advice to Town Council on the implementation of the Kentville Accessibility Action Plan. The KIAAC acts as a liaison with external bodies on barriers to participation in public life and to the achievement of social, cultural and economic well-being of all people who find themselves in Kentville. The committee also provides advice and recommendations to Town Council on the requirements and implementation of accessibility standards and the preparation, implementation and effectiveness of accessibility reports as required by the Province of Nova Scotia Accessibility Act.

Formatted: Font: Not Bold

4.12.2 Membership: The committee is composed of five members of the public and up to two members of Town Council. A majority of the members of the committee will be persons with disabilities as defined by the Accessibility Act of Nova Scotia. Members should reflect the diversity of Kentville's population.

Formatted: Font: Proxima Nova

Formatted: Font: (Default) Proxima Nova, Font color: Black

Formatted: List Paragraph, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

4.12.2.1 Public members are appointed for 4 years or when commencing within the municipal election cycle, to the next municipal election.

Formatted

Formatted: Font:

4.12.2.2 The Chair and Vice Chair will be elected at the first meeting and will serve in this role for the entire term in conjunction with the Town Council election cycle.

Formatted: TOK Headings, Line spacing: single, Pattern: Clear

4.12.3 Administration: Members of the committee are expected to:

4.12.3.1 Review the agenda and any accompanying materials before the meetings

Formatted

4.12.3.2 Attend and participate in all committee meetings

4.12.3.3 Attend and participate in any working groups, as required

4.12.3.4 Advise on strategies and actions required to achieve the Town's access, equity and inclusions objectives

4.12.3.5 Advise on the creation and implementation of Council's policies regarding access, equity and inclusion

4.12.3.6 Form Task Teams to focus on moving forward key areas of the strategic plan

4.12.4 The advisory committee meets six times per year. Meetings times will be decided by the committee and will be based on member availability.

Formatted: List Paragraph, Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 2.54 cm + Indent at: 3.81 cm

Formatted: Font: (Default) Proxima Nova, Font color: Black

4.12.5 The KIAAC may create Task Teams to focus on specific projects that require additional expertise, beyond what the members of the KIAAC are able to provide. All projects must fit within the priorities of the Town of Kentville Accessibility Action Plan.

Formatted: Indent: Left: 3.81 cm, No bullets or numbering

4.13 Ad Hoc Committees: Any Committee or member of Council may appoint special ad hoc committees from time to time to undertake the review of a specific issue or short-term project and to remain in place only if there is a continuing need for the work of that Committee. Committee appointments shall be made by recommendation/nomination and appointment and approved by Council, as detailed in paragraph 4.1.2. Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up approval of the terms and conditions of the committee.

Formatted: Highlight

Formatted: Font: Bold

Formatted

4.11.13.1 Committees will:

4.11.14.13.1.1 be determined as issues dictate;

4.11.24.13.1.2 be provided with clear terms of reference specific to their cause, reporting and completion criteria;

4.11.34.13.1.3 consist of citizens and/or members of Council, as appointed by Council; and

4.11.44.13.1.4 report and submit recommendations to Council Advisory Committee.

4.12.14 Commissions and Exceptions

4.12.14.1 **Kentville Water Commission**

4.12.14.1.1 The Kentville Water Commission (KWC) is subject to oversight by the Nova Scotia Utility and Review Board for regulation of water rates and the Nova Scotia Environment for the regulation of water safety issues and annual reporting. The Water Commission exercises its mandate through the following:

4.12.14.1.1.1 Approval of the KWC Capital budget;

Town of Kentville, Policy G57: Committees of Council

[4.12.1.1.24.14.1.1.2](#) Approval of the ~~KWC~~ Operational budget;

[4.12.1.1.34.14.1.1.3](#) Review and promulgation of the ~~KWC~~ Annual Report; and

[4.12.1.1.44.14.1.1.4](#) Review of ~~Water Commission~~~~KWC~~ Operations with provincial regulations.

[4.12.1.24.14.1.2](#) Membership: The commission is comprised of the Mayor as chairperson, three (3) Councillors, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.

[4.12.1.34.14.1.3](#) Term: One citizen representative will be appointed by Council for a two-year term of service and reviewed annually.

[4.12.1.44.14.1.4](#) Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

[4.12.24.14.2](#) **Kentville Source Water Protection Advisory Group**

[4.12.2.14.14.2.1](#) The Kentville Source Water Protection Advisory Group is subject to oversight by Nova Scotia Environment for the regulation of water safety issues. Additionally, the SWPAG is responsible for the Land Use Bylaw wellfield protection (~~para 4-44~~~~section 4.5.1~~) and of the source water area and Source Water Protection Plan. The SWPAG also has a responsibility for the protection and monitoring of the McGee Lake Surface Water Reservoir.

Formatted: Font: Bold

~~4.12.2.24.14.2.2~~ Membership: The SWPAG is comprised of the Mayor as chairperson, one (1) Councillor, one (1) citizen representative, a representative from the Kentville Volunteer Fire Department, and a representative from the County of Kings as voting members. The CAO, Director of Planning, Director of Public Works and representative from the Department of the Environment provide technical expertise with a voice but no vote.

~~4.12.2.34.14.2.3~~ Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.

~~4.12.2.44.14.2.4~~ Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

~~4.12.34.14.3~~ Investment Advisory Committee

~~4.12.3.14.14.3.1~~ The Investment Advisory Committee is appointed by Council to monitor the investment portfolio and investment activities pursuant to the Perpetual Reserve Fund Policy ~~for the funds invested from the sale of the Kentville Electric Commission. Nova Scotia Bill # 20 – Town of Kentville and Kentville Electric Commission Sale of Assets Act stated that “The Town shall establish a Special Perpetual Reserve Fund.”~~ Direction is provided within Town of Kentville’s Policy Statement G26 – Investments – Perpetual Reserve Fund Policy.

~~4.12.3.24.14.3.2~~ Membership: The Investment Committee consists of two (2) Council members (one of which can be the Mayor) and two (2) citizen appointees, as voting members. The Investment Committee uses the services of a professional investment manager/advisor, approved by Council.

~~4.12.3.34.14.3.3~~ Term: Two (2) citizen representatives will be appointed by Council for a two- year term of service and reviewed annually. The professional investment manager/advisor, approved by Council is contracted to a **four-year term (4 or 5 year term?)**, reviewed annually.

Formatted: Highlight

~~4.12.3.44.14.3.4~~ Meeting: The investment Committee meets monthly with the Investment Manager/Advisor to review the past month's progress and the position of the Fund.

~~4.12.4~~ **Accessibility Advisory Committee**

Formatted: Highlight

~~4.12.4.1~~—The Accessibility Advisory Committee (AAC) advises Council on the elimination of Barriers faced by people with Disabilities and acts as a liaison with external bodies on Barriers to participation in public life and to the achievement of social, cultural and economic well-being of people with Disabilities. The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan.

~~4.12.4.2~~—Membership: The committee will consist of seven (7) voting members who reside within the boundaries of the Town who are entitled to honoraria. At least three (3) of the members of the AAC must be persons with Disabilities or representatives from organizations representing persons with Disabilities. Two (2) members will be members of Council. The Chair and Vice-Chair will be appointed annually by the committee. In addition to these committee members, a staff Recording Officer may be appointed as a non-voting member of the committee.

~~4.12.4.3~~—Term: The committee will advise Council in the preparation, implementation and effectiveness of its Accessibility Plan, and membership will be for the term required to establish this Plan.

~~4.12.4.4~~—The advisory committee meets six times per year or more as needed.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Schedule A – Non-Council Honorariums
- 5.2 Policy G16 Code of Conduct
- 5.3 Policy G70 Meeting Policy
- 5.4 Policy G26 – Investments – Perpetual Reserve Fund Policy

5.5 Policy G4 Travel Meals and Miscellaneous Expenses

6.0 POLICY REVISION HISTORY

Date Created:	September 27, 2010
Revisions:	July 25, 2011
	October 28, 2013
	June 29, 2015
	November 26, 2018
	June 24, 2019
	September 30, 2019
	January 27, 2019
	DATE

Chief Administrative Officer, ~~Kelly Rice~~ Dan Troke

DRAFT

SCHEDULE A – NON-COUNCIL HONORARIUMS

Monthly Meetings	\$400.00 per year
Bi-monthly Meetings	\$200.00 per year
Quarterly Meetings	\$200.00 per year

Ad Hoc Committee members will not normally receive an honorarium, unless determined and approved by Council prior to stand-up of the committee.

Non-Council Committee Member expenses shall be consistent with Policy G4 “Travel, Meals and Miscellaneous Expenses”.

DRAFT

SCHEDULE B: Council Application to Committees

Formatted: Font: Bold

Name:
e-mail:

As a member of council, you are a member of the following committees:
Council Advisory Committee – meeting on second Monday monthly, unless the Monday is a Holiday.
CAO Evaluation Committee – meets three times per year.

Committee	Choice	Relevant Experience
Town of Kentville Standing Committees		
Council Advisory Committee		
CAO Evaluation Committee		
Audit Committee		
Accessibility Committee		
Boards and Commissions		
Kentville Police Commission		
Kentville Water Commission		
Source Water Protection Committee		
Legislated Committee		
Investment Advisory Committee		
InterMunicipal Service Agreement Committees		
Valley Waste Resource Management Authority Committee		
Kings Transit		
Kings Regional Emergency Measures Organization Advisory Committee		
Valley Regional Enterprise Network		
Regional Committees		
Annapolis Valley Regional Library		
Annapolis Valley Trails Coalition		
Joint Fire Services Committee		
KCA – Parent Teacher Association		
Kings Point-to-Point		
Kings Regional Sewer Committee		
Diversity Kings		
Western Regional Housing Authority – citizen appointee		

Formatted Table



TOWN OF KENTVILLE POLICY STATEMENT G68

HOSPITALITY

1.0 PURPOSE

The purpose of this policy is to provide direction to staff and elected officials on matters of hospitality. The Town of Kentville recognizes that hospitality-related activities are, at times, necessary and legitimate expenses supporting the effective conduct of government business and for reasons of diplomacy, protocol, business development or promotional advocacy. The offering of hospitality will be done in such a manner so as to reflect the prudent stewardship of public funds.

2.0 DEFINITIONS

- 2.1 Hospitality: Expenses incurred while hosting individuals from outside of government for reasons outlined above including receptions, ceremonies, conferences, performances, or other group events. Allowable expenses may include meals, beverages or other approved items.

Note: ~~The Hospitality~~ expenses are not connected to an employee's traveling expense while on the Town of Kentville business.

3.0 SCOPE

- 3.1 This policy applies to all departments, employees and elected officials of the Town of Kentville who incur hospitality expenses while conducting Town of Kentville business.

4.0 PROCEDURES

- ~~4.1 To provide direction and guidance to departments/employees with respect to the appropriate expensing of necessary hospitality expenses that support government's objectives.~~
- ~~4.2 To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.~~
- ~~4.3 To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.~~

Town of Kentville, Policy G68: Hospitality Policy

4.44.1 Hospitality may be offered under the following circumstances;

- 4.4.14.1.1 hosting foreign dignitaries;
- 4.4.24.1.2 engaging in official public matters with representatives from other governments;
- 4.4.34.1.3 business, industry / labour leaders; or other community leaders;
- 4.4.44.1.4 sponsoring conferences;
- 4.4.54.1.5 hosting ~~prestigious~~ ceremonies / recognition events; or
- 4.4.64.1.6 other official functions, as approved by the CAO.

Note:

4.2 This policy is not to be used when expensing costs associated with Town of Kentville employee only events, such as retirement ceremonies or office social events.

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.27 cm + Indent at: 1.9 cm

4.54.3 Authorization: All hospitality events require prior authorization by the CAO. Any request for prior authorization for hospitality events requires the following detail;

- 4.5.14.3.1 rationale/purpose of the event;
- 4.5.24.3.2 estimated numbers of attendees and their respective affiliations, and;
- 4.5.34.3.3 estimated itemized costs including gratuities and supplementary expenses.

4.64.4 A copy of the ~~signed~~ prior authorization must accompany the claim for reimbursement. In instances where prior approval was not possible, claims for reimbursement must provide the details outlined above, and also include a document outlining the reasons prior approval was not possible. These claims shall be submitted to the CAO for approval as noted above. The claim for reimbursement will provide itemized receipts, in addition to a copy of the signed prior authorization.

Commented [JW1]: Assume that signing is unnecessary when email is considered a reasonable form of authorization (or allow for an email signature)

4.74.5 ~~Alcohol. While t~~The standard for hospitality is the provision of non-alcoholic beverages, ~~the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in limited circumstances. Any~~

Commented [JW2]: Assume that gifts of alcohol are inappropriate because of the possibility of providing alcohol to persons with substance abuse issues, or that alcohol is an addictive substance and is not an appropriate hospitality gift.

Town of Kentville, Policy G68: Hospitality Policy

~~request for approval to serve alcohol at a hospitality event shall have prior approval by the CAO, in advance of the event.~~

~~Note: Alcohol is not an allowable expense for councillors or an employee on travel status.~~

Commented [JW3]: This is addressed in Policy G4 Travel Expenses

~~4.8 The hosting department and its employees are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol. The hosting department will demonstrate good judgement in the reasonableness of the quantity and expense of alcoholic beverages offered to guests, and food must be served. Preference will be given to wine, beer or spirits produced in Nova Scotia.~~

~~4.94.6~~ Gifts: For reasons of diplomacy, protocol, business development or promotional advocacy, the giving of token gifts to individuals outside of government (value not to exceed \$40.00) is deemed appropriate. Any giving of gifts requires prior approval by the CAO of the request.

~~4.104.7~~ The following accountabilities shall be observed for all hospitality, ~~alcohol~~ and gift expensing:

~~4.10.14.7.1~~ CAO is responsible for: Approving all hospitality events and related expenses for Council, Directors, and employees. Ensuring compliance with the requirements established by this policy with respect to hospitality expenses. Consistent application of this policy. Monitoring hospitality expenses or appropriate usage and consistency with policy directives; and, Processing hospitality-related expense claims.

~~4.10.24.7.2~~ Members Council are responsible for: Ensuring all hospitality events and related expenses initiated or incurred are approved by the CAO.

~~4.10.34.7.3~~ Directors are responsible for: Communicating this policy to their employees.

~~4.114.8~~ Using discretion to make decisions and choices with some degree of flexibility, while maintaining compliance with this policy. When exercising discretion, the following factors must be considered:

~~4.11.14.8.1~~ Subject to good judgment and knowledge of the situation;

~~4.11.24.8.2~~ Exercised in appropriate circumstances; and

~~4.11.34.8.3~~ Comply with the requirements set out in this policy.

~~4.124.9~~ When a situation arises and discretion needs to be exercised,

Town of Kentville, Policy G68: Hospitality Policy

Managers should consider whether the request is:

- 4.12.1 Able to stand up to scrutiny by auditors and members of the public;
- 4.12.2 Properly explained and documented;
- 4.12.3 Fair and equitable;
- 4.12.4 Reasonable; and,
- 4.12.5 Appropriate.

4.134.10 All Town of Kentville staff and elected officials are responsible for: Acting in accordance with this policy ~~and the Conflict of Interest Policy~~ with respect to the acceptance of gifts and hospitality. ~~Breaches of conduct shall not be tolerated.~~ Any breach of this Policy shall result in corrective or disciplinary action ~~in accordance with Staff Procedures for employees and under the Code of Conduct for Elected Officials.~~

5.0 ASSOCIATED DOCUMENTS:

- 5.1 G16 - Code of Conduct for Elected Officials
- 5.2 Municipal Government Act
- 5.3 Municipal Conflict of Interest Act, R.S.N.S. 1989, c. 299

6.0 POLICY REVISION HISTORY:

Date Created: November 27, 2017
Revisions: DATE

Chief Administrative Officer, ~~Mark Phillips~~Dan Troke

Formatted: Indent: Left: 3.81 cm, No bullets or numbering

Formatted: Left

TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: October 12, 2021

SUBJECT: Recommendation for a staff workplace safety policy to reduce the spread of COVID-19

ORIGIN

The Town of Kentville is committed to a safe work environment for its staff, and is exploring ways to reduce the risk of exposure to the COVID-19 virus among staff.

DISCUSSION

Although few Nova Scotia municipalities currently have active policies associated with COVID-19, many municipalities across Canada have introduced policies that protect staff, volunteers and elected officials. The proposed policy would see mandatory COVID-19 vaccinations among staff, or regular testing for COVID-19 if vaccinations are not possible.

POLICY IMPLICATIONS

Draft policy attached

BUDGET IMPLICATION

None.

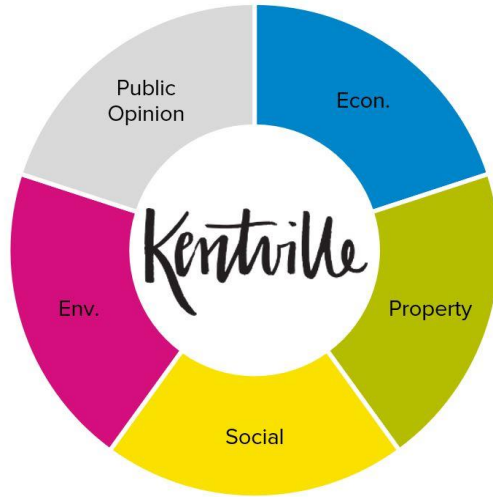
ASSOCIATED DOCUMENTS

COVID-19 Workplace Safety Policy

RECOMMENDATION

That Council approve COVID-19 Workplace Safety policy for staff, as attached.

Town of Kentville Decision Wheel:



TOWN OF KENTVILLE POLICY STATEMENT GX

COVID-19 WORKPLACE SAFETY



1.0 PURPOSE

- 1.1 The Town of Kentville (the “Town”) is committed to providing a work environment that keeps employees and the community safe. That commitment means that we must maintain a workplace free of hazards to health such as COVID-19. It is critical that, as an organization, we take reasonable precautions to protect against exposure to COVID-19.
- 1.2 The purpose of this Policy is to provide the expectations and requirements of employees with respect to COVID-19 workplace safety.

2.0 SCOPE

- 2.1 This Policy applies to all Town employees and volunteers.
- 2.2 This policy applies for the duration of the public health emergency associated with the COVID-19 pandemic, and will be revised or repealed at the discretion of the Chief Administrative Officer, in consultation with the provincial public health officer.

3.0 PROCEDURES

- 3.1 The Town may, at the discretion of the Chief Administrative Officer, apply this Policy to contractors who are working on Town premises. This Policy does not apply to members of the public who are accessing Town services and programs; however, the Chief Administrative Officer is authorized to require members of the public to be masked while on Town property if local COVID-19 cases warrant additional protections.

3.2 Workplace Safety Requirements

The Town is establishing the following requirements separate and in addition to any requirements that the Province of Nova Scotia might impose.

3.3 The Town requires that all Town employees:

- 3.3.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between the employee and other employees

and/or members of the public. The mask must cover nose, mouth and chin and not convey any unacceptable messaging or images.

3.3.2 undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.4 If an employee wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all employees, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

3.5 The Town requires that all Town volunteers:

3.5.1 wear an acceptable mask while on Town premises. For clarity this includes while operating Town vehicles and in outdoor public spaces when 6 feet physical distancing cannot be achieved between the employee and other employees and/or members of the public. The mask must cover nose, mouth and chin and not convey any unacceptable messaging or images.

3.5.2 undergo COVID-19 rapid testing as follows:

3.5.2.1 For volunteers on work placement terms with the Town, undergo COVID-19 rapid testing twice per week as arranged by the Town.

3.5.2.2 For volunteers on Town Committees, undergo COVID-19 rapid testing prior to attendance at any in-person Committee meetings as arranged by the Town

3.5.2.3 For any other volunteers, COVID-19 rapid testing requirements will be determined by the Chief Administrative Officer based on the specific circumstances of the volunteer role.

3.6 If a volunteer wishes to be exempt from these requirements, proof of being fully vaccinated (received complete doses of an approved vaccine and being more than 14 days since the second dose) can be submitted to the Town. The Town encourages all volunteers, regardless of vaccination status, to remain masked and participate in COVID-19 rapid testing as offered by the Town.

3.7 The Town recognizes that it has a duty to accommodate to the point of undue hardship any employee or volunteer that cannot wear a mask or be tested for a reason protected by the Nova Scotia Human Rights Act. The Town also requires that all employees and volunteers follow any other steps it might take to minimize the likelihood of the COVID-19 virus (or any variant) spreading, which could include physical distancing where appropriate, using a sneeze guard, following directions for entry/exit into a building, disinfecting workspaces on a regular basis, etc.

3.8 If these measures are not consistently followed or there is an outbreak of the COVID-19 virus in the Kentville area, the Town reserves the right to require that any or all employees and volunteers be fully vaccinated (have all injections of one of the recognized vaccines and be 14 days past the second dose) against COVID-19 by a stated date and provide proof satisfactory to the Town. Should this occur, if an employee or volunteer is not vaccinated, they will have to disclose in writing to the Town the reason for not being vaccinated. The Town recognizes that it has a duty to accommodate those who cannot receive the vaccine for any reason protected by human rights legislation, such as physical disability or religion.

3.9 Compliance

If an employee does not comply with this Policy and does not have a valid reason for that non-compliance (such as a reason protected by human rights legislation) the Town can require that the employee follow alternative measures or, where there is no other option that the Town considers feasible, place an employee on an unpaid leave of absence until the employee is in compliance with this Policy, the pandemic ends or the Town ends the leave.

3.10 Confidentiality

Any information that an employee provides to the Town pursuant to this Policy will be kept confidential by the Town. All medical information, including vaccination and testing records, will be stored separately from employees' personnel files, kept secure at all times and destroyed when no longer needed.

4.0 POLICY REVISION HISTORY

Date Created: DATE

Chief Administrative Officer, Dan Troke



TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: October 12, 2021

SUBJECT: Kentville Business Community Funding Request

ORIGIN

The Kentville Business Community supports downtown businesses in Kentville and receives annual funding and special events funding through an agreement with the Town of Kentville.

DISCUSSION

The Kentville Business Community is preparing for events this winter and has made a request for events funding totaling \$10,000. Their request is for the following:

- \$5,000 for #wearekentville branded re-useable cotton twill bags to be given out to retail businesses during the holiday shopping season as an incentive to shop locally.
- \$5,000 for two stalls (European Christmas Market style) to be used in Centre Square for vendors. These stalls can also be used at public events such as Multicultural Festival and Apple Blossom. The stalls will have a metal roof, solid floor, and a flip out opening in the front. The inspiration photo is below.

POLICY IMPLICATIONS

None

BUDGET IMPLICATION

This request is within the budget allowable for events. It is recommended that Council approve the attached funding request for the Kentville Business Community

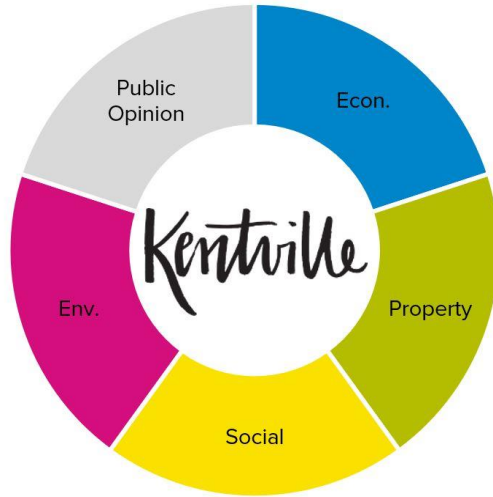
ASSOCIATED DOCUMENTS

Request for funding, October 7, 2021.

RECOMMENDATIONS

That Council approve the funding request of \$10,000 toward events for the Kentville Business Community.

Town of Kentville Decision Wheel:



Jennifer West

From: Cate Savage
Sent: October 7, 2021 2:51 PM
To: Jennifer West
Cc: Dan Troke; Sandra Snow
Subject: Fwd: special projects funding

Good afternoon

My apologies for this late submission but time of of the essence for these purchases to be done under KBC special project funding.

Jen, are you able to complete and post a RFD for presentation to council and Tuesdays meeting. I will make the presentation.

There are no budget implications as the budget is already approved for both core and special project funding. As per my discussions with CAO Troke anything over and above 500 must come to council if special project funds are being used.

If you require more information please let me know.

I do believe this needs to come before council as an RFD but if the CAO has another thought I'm open to it.

Thanks in advance

Begin forwarded message:



Cate Savage
Deputy Mayor

m: 902-599-1551

e: csavage@kentville.ca | w: www.kentville.ca



This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.
Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system.

From: Kentville Business Community <info@kentvillebusiness.ca>

Date: October 7, 2021 at 2:37:34 PM ADT

To: Cate Savage <csavage@kentville.ca>

Cc: Paul Dixon <paul@safeguardservices.ca>, Lindsay Young <lyoung@kentville.ca>

Subject: special projects funding

The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin.

Hi Cate,

As per our conversation, KBC is requesting the following uses of special projects funding:

- \$5,000 for #wearekentville branded re-useable cotton twill bags to be given out to retail businesses during the holiday shopping season as an incentive to shop locally.

- \$5,000 for two stalls (European Christmas Market style) to be used in Centre Square for vendors. These stalls can also be used at public events such as Multicultural Festival and Apple Blossom. The stalls will have a metal roof, solid floor, and a flip out opening in the front. The inspiration photo is below.



Respectfully submitted,

Genevieve

--

 **Genevieve Allen Hearn** Executive Director
902-679-2328
kentvillebusiness.ca