



TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE November 8, 2021 AGENDA

6:00 p.m.

- 1. CALL MEETING TO ORDER AND ROLL CALL**
- 2. APPROVAL OF THE AGENDA**
- 3. APPROVAL OF THE MINUTES**
 - (a) Council Advisory Committee, October 12, 2021**
- 4. PRESENTATIONS**
 - (a) Quest – Omar Bhimji**
- 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) Request for Decision – Mike's Clothing**
 - i. Documentation from the Chief Administrative Officer**
- (b) Council Appointments to Committees of Council**
- (c) Review of Policy G14 Proclamations**
- (d) Public Forum Dates**

7. CORRESPONDENCE

- (a)**

8. NEW BUSINESS

- (a) Revised Records Management Policy**

9. PUBLIC COMMENTS

- (a)**

10. IN-CAMERA

- (a) Property Matter**

11. ADJOURNMENT

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TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE COVID-19 PROTOCOL

Meeting Minutes: October 12, 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 6:23 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
- Beverley Gentleman, Director of Planning
- Jennifer West, Recording Secretary

Guests:

- Deb Moreau from Chrysalis House
- Julianne Misner from the Mentoring Plus program

REGRETS

None.

DECLARATIONS OF CONFLICT OF INTEREST

Councillor Andrew Zebian, conflict with item 8.a Robinson Property Update.

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

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2. APPROVAL OF THE AGENDA

That the agenda for the Council Advisory Committee meeting of October 12, 2021 be approved with the following changes:

- Removed – 8.c Policy Review b. c. and f.
- Addition – 8.f Chrysalis House Request
- Addition – 8.g Request to hold a question and answer event for the public

MOTION CARRIED

Addition to the agenda – an in-camera discussion of sexual harassment allegations, threats and fraud

- Request that the motion which has been defeated at 3 previous meetings, to bring this motion to Council using a Request for Decision.
- An RFD on this matter should be sent to the CAO, and a Councillor which voted against it needs to bring this item to Council through the CAO.
- The process comes from Roberts Rules of Order for parliamentary procedure.

It was moved by Deputy Mayor Cate Savage

That Council take a recess.

MOTION CARRIED

Council recessed at 6:40 pm

Council returned from recess at 6:50 pm

3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, September 13, 2021.

It was moved that the minutes from the Council Advisory Committee meeting held on September 13, 2021 be approved as presented.

MOTION CARRIED

4. PRESENTATION

(a) Mentoring Plus Update – Julianne Misner

Julianne Misner, Kentville Mentoring Plus Program Coordinator, gave an update on the Mentoring Plus program in Kentville and across the province.

- Discussion

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- Are there organizations for retired professionals who might be approached to participate (e.g. retired teachers, retired lawyers, etc)? Yes the program is being introduced to these organizations.

Presentation available for more information

(b) Chrysalis House – Deb Moreau

Deb Moreau, Chair of Project Renew at Chrysalis House, gave an update on the capital campaign and the new challenges facing Chrysalis House in Kentville.

- Discussion
 - Clarification of options for the request for a grant in lieu of taxes.

Presentation available for more information

5. DEPARTMENT REPORTS AND RECOMMENDATIONS

(a) Finance

(1) Directors Report

Director Deb Crowell presented her report for the period ending September 30, 2021. To this date overall revenue exceeds the average at 84.4%. The overall expenditures are above the benchmark at 51.4%.

See report for more information.

(2) Projection Report

Director Deb Crowell presented the projection report for the period ending September 30, 2021. In this first report, the Town is projecting a surplus position of \$16,800 for the end of the fiscal year.

See report for more information.

(b) Planning and Development

(1) Director's Report

Director Bev Gentleman reviewed her report for September 2021. Highlights included a building valuation of \$22,481,509 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.

See report for more information.

(2) Community and Economic Development Report

CAO Troke tabled this report for September 2021. Highlights included closing of the visitor information centre, the Find Your Fresh campaign, and the Under the Gazebo series of events.

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See report for more information.

- Points of Discussion:
 - Appreciation to Gerry Little for his construction of the Pumpkin People.

(c) Parks and Recreation

(1) Director's Report

Director Rachel Bedingfield reviewed her report for September 2021. Some of the highlights included updates about staff the pool and splashpad, memorial park, and the new dog park.

See report for more information.

- Points of Discussion:
 - What is the update for the Meadowview bridge? It will be replaced with insurance coverage as planned.
 - Appreciation to staff for successful Harvest Festival.
 - Will the splashpad be fixed for next season? It may be a capital request for the next year.

(d) Police Report

(1) Chief's Report

Deputy Chief Marty Smith reviewed the Police Service report to Council. Highlights included training, additions to auxiliary program, and the budget which is in good order.

See report for more information.

(e) Engineering and Public Works

(1) Director's Report

Director Dave Bell presented his report for September 2021. Some of the highlights included the water testing, water commission, sanitary sewer, update on the replacement of the Meadowview Bridge, 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 September 2021. Some of the highlights included adapting to the new provincial health order, policy review, insurance claims from Hurricane Dorian, and intermunicipal service agreements.

See report for more information.

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- Points of Discussion:
 - The separated garbage receptacle for the Kentville Historical Society is on order for this organization.
 - The poor state of the roof and the windows on the Town-owned Kentville Historical building could impact the value of this asset. The roof may need to be replaced next year.

It was moved by Councillor Gillian Yorke and seconded by Councillor Andrew Zebian

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) None.

8:10 Councillor Zebian left his seat due to a conflict of interest with item 8.a.

8. NEW BUSINESS

(a) Update on Development of the Robinson Property

CAO Troke gave an update on the delay in the development of the former Robinson property (Edge Building). This property was sold by the Town with conditions of development, but these conditions have not been met. The CAO is seeking direction with regards to the buy-back provision, and for direction from Council around considered extensions with regard to the 15% completion date and the construction completion date.

See report for more information.

- Points of Discussion
 - Solicitor Muttart suggests a resolution of Council to amend the dates of the agreement.
 - Consideration of deferring this motion.
 - Optics of the inactivity on this site are not positive, especially as the developer sits on Council.
 - Council should consider the challenges in the construction industry.
 - Kentville does not seem to be in a crisis of building with many successful projects moving successfully over the past two years.
 - Disappointed with the property, Council is in a difficult position.

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- Recommend that staff bring back all the information about this property, the development and any future construction timelines.

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

That Council Advisory Committee Recommend

That Council direct the CAO to investigate potential extension considerations and report to the October 25 Council Meeting.

MOTION CARRIED

Councillors who voted in favour of this motion:

Huntley, Maxwell, Savage, Snow, Yorke

Councillors who voted against this motion:

Gerrard

8:28pm Councillor Zebian returned to his seat.

(b) Appointment of Citizen Members to the Kentville Inclusion and Access Advisory Committee

CAO Troke described the recruitment process for the Kentville Inclusion and Access Advisory Committee, and the proposed members for this group.

See report for more information.

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

That Council Advisory Committee Recommend

That Council recommend the appointment of the following members:

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

To the Kentville Inclusion and Access Advisory Committee.

MOTION CARRIED

To be brought forward at the October 25, 2021 meeting of Council

Councillors who voted in favour of this motion:

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

(c) Policy Revisions

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CAO Dan Troke described the review of Town Hall policies by the Executive Assistant and the policies before Council for review and update at this meeting as the beginning of this process. Several policies were removed from review (G4, G5, G6 and G57 and G68) for more detailed review by the CAO or the Solicitor.

See report available for more information.

- Points of Discussion:
 - Should the staff long service award be incorporated into the Human Resources Manual? Could it be called the service award and recognize peer recognition for outstanding service? Yes these are reasonable considerations.
 - The CAO should address policies for staff and Council should not make decisions about policies for staff. This should be an opportunity for the CAO to sever Council involvement with staff policies.
 - Should staff and Council have separate travel expense policies? These should be two separate policies.
 - *ACTION: Council should review "Policy G14 Proclamations" and leave the rest to the CAO to review.*

(d) COVID-19 Policy for Workplace Safety

CAO Troke described the proposed workplace safety policy for staff which will encourage employees to either immunize against COVID-19 or test regularly for this virus. Council does not need to approve this policy, but is encouraged to adopt their own policy.

See report for more information.

- Points of Discussion:
 - Recommendation that Council adopt a testing policy for Council. If staff are required to be fully vaccinated or tested, it is respectful that Council follow the same protocol.
 - Recommend that the CAO draft a policy for Council to be presented at the October meeting of Council.
 - Some municipalities are considering opening their chambers, some are opening to the public, and some are considering COVID-19 policies.

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

That Council Advisory Committee Recommend

That Council rescind the March 2020, COVID-19 Decision Making Protocol based on the Ministerial Order and adopt current meeting policy practices for meetings; and

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Further that Council practice continued safe distancing, masking and one third use of the gallery for public access to the chamber.

MOTION CARRIED

*To be brought forward at the October 25, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

It was moved by Councillor Cathy Maxwell and seconded by Councillor Andrew Zebian

That Council Advisory Committee Recommend

That Council direct the CAO to draft a COVID-19 safety policy.

MOTION CARRIED

*To be brought forward at the October 25, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(e) Kentville Business Community Request

Deputy Mayor Cate Savage described the funding request by KBC for reusable cotton bags, and for two winter market stalls.

See report for more information.

- Points of Discussion:
 - Does the agreement describe that the request needs to come to CAC or Council meeting?
 - The CAO has authority to accept this request, and the funding is in the budget to support these items.
 - Could community groups also use them at Oakdene Park or Burgher Hill for fundraisers?

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

That Council Advisory Committee Recommend

That Council direct the CAO to provide funding support to KBC for this request, of \$10,000 for events.

MOTION CARRIED

*To be brought forward at the October 25, 2021 meeting of Council
Councillors who voted in favour of this motion:*

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

(f) Chrysalis House Request

CAO Troke described the process of a non-profit organization being added to the Partial Tax Exemption Bylaw. This property is assessed at a residential rate and is not eligible for a partial tax exemption. There is an opportunity for the organization to receive a grant in lieu of taxes.

See report for more information.

- Points of Discussion:
 - Would the information required for a community grant be applied to this request? Yes that would be considered.
 - It may be appropriate for Kentville to approach other municipalities in the organizations catchment area to share in this grant.
 - Staff will develop a report for Council for the November meeting of CAC.
 - *ACTION: Recommendation that Kentville partially support this request and ask Chrysalis House to approach other municipalities for the remainder.*

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

That Council Advisory Committee Recommend

That Council direct the CAO to provide a report to council on the financial impact of this request.

MOTION CARRIED

*To be brought forward at the October 25, 2021 meeting of Council
Councillors who voted in favour of this motion:
Gerrard, Huntley, Maxwell, Savage, Snow, Yorke and Zebian*

(g) Public Question and Answer Meeting

Councillor Andrew Zebian supports an event for the public to bring general questions and concerns to Council.

See report for more information.

- Points of Discussion:
 - Staff can bring recommendations to Council to support this request.
 - The Kentville Board of Police Commissioners is also planning a public meeting and Councillor Yorke has some resources that could be helpful.
 - What kind of meeting would this be? There are examples in the past 6 years of open house meetings around specific topics.
 - Council could ask residents what direction to take for the Town.

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- CAO Troke indicates that he will review historical public meetings, consult with other CAOs around the province, and to develop an RFD with Councillor Zebian.
- Reminder that Council needs to engage in strategic planning.

9. PUBLIC COMMENTS

(a) None.

10. IN CAMERA

(a) None.

11. ADJOURNMENT

It was moved by Councillor Gillian Yorke

That Council Advisory Committee adjourn at 9:19pm.

MOTION CARRIED



Town of Kentville

Staff Report to Council Advisory Committee

Department of Finance

OCTOBER 31, 2021

Summary:

I am pleased to report from the Finance Department of the Town of Kentville for the month ended October 31, 2021.

- The final tax levy was due October 1, 2021.
- The Investment Advisory Committee met on October 20 to hear the details of the month ended September 30, 2021.
- The Province released the Financial Information Return (FIR) on October 27 for completion by November 24, 2021. The Town submitted its report the first week of November.
- The Province forwarded a one-time doubling-up of the Municipal Financial Capacity Grant in late October, as part of the re-negotiations of the Provincial-Municipal Memorandum of Understanding.
- Temporary Borrowing requirements for the 2021/22 capital acquisition programs have been submitted to the Province for the Minister's authorization.

Attachments

- Schedules A & B (Revenue and Expenditures) are included for the month ended October 31, 2021.
- Schedule C (Outstanding Taxation) is attached for the month ended October 31, 2021.
- Schedule D (Sanitary Sewer Area Service) is included for the quarter ended September 30, 2021.
- Schedules E and F (Perpetual Investment Fund) are included for the month ended September 30, 2021.
- 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, 58% of the budget would be recorded. To October 31, 2021, overall revenue exceeds the average at 87.4% recorded. Items worth noting are:

- **Taxes-** Total taxation is currently reporting at 101.0% and includes the final tax levy, which was due 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. One-half of the secondment is recorded. It also accumulates the County's sharing of the Kentville Library lease. 100% of the current year's cost-sharing has been invoiced.
- **Sales of Services-** This section records reallocations to other funds and is updated by journal entry. It also records the sales of services by KPS. Six months of sales are recorded. This section also accounts for the sale of financial services to KVFD. Seven months are recorded. Recreation bills KCA for grounds-keeping services on a quarterly basis. Three quarters have been invoiced.
- **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 21/22 Municipal Finance Capacity grant (aka Equalization). The Province also sent a one-time duplicate payment of this grant as part of the negotiations of the Provincial-Municipal Memorandum of Understanding. The HST rebate was received along with the Power Corporation grant for 21/22.
- **Conditional Transfers** includes 50% payment from the Province for *the Additional Officer Programme*. 80% of the Active Living grant has been received. The Federal government forwarded \$16,313 for the Town's *Federal Summer Jobs* program. The Province sent \$7,363 for *Impaired Driving Funding*. Efficiency Nova Scotia contributed \$9,005 for the changeover of lighting to LED at the Kentville Police building. These three receipts were unbudgeted. 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 64.0% expended. Some segments have exceeded the 58% guideline due to annual payments and bulk ordering of supplies. Items to note are as follows:

- **Protective Services- Fire fighting** exceeds the benchmark, as the third quarter operating funding was paid to Kentville Fire along with the final 50% of the area rate funding, which was collected through taxation. As well, the Town paid the Kentville Water Utility for its share of hydrant rental, per URB direction.
- **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. Public Transit exceeds the guideline as the third-quarter funding has been forwarded to Kings Transit Authority.
- **Environmental Health Services**- Solid waste collection exceeds the benchmark as the third-quarter payment has been made to Valley Waste Resource Management.
- **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 exceeds the yardstick due to employment of summer students, insurance premiums as well as repairs & maintenance on vehicles. Facilities exceeds the threshold due to expenditures on the swimming pool and various parks throughout the Town. Cultural exceeds the benchmark due to the third quarter payment to the Regional Library.
- **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 August and due on **October 1, 2021**. Current year's tax levy outstanding at October 31, 2021 is \$207,171 or 97.9% collected (last year- 97.7%). Total property tax outstanding as at October 31, 2021 is \$208,849 (last year- \$238,515). This equates to 97.9% collected in total (last year- 97.5%).

Sanitary Sewer Area Service (see Schedule D)

The report from the Sanitary Sewer Area Service is attached for the quarter ended September 30, 2021. If revenue and expenses were averaged equally, 50% of the budget would be consumed.

Revenue

Overall, revenue exceeds its target reporting at 51.1%. Sewer charges are under the benchmark at 47.7%. One annual billing occurs in the 4th quarter. Permits for sewer

connections exceed the benchmark at 77.5%. Miscellaneous revenue includes a portion of the settlement related to the recent Sanitary Sewer Area Service arbitration. Financial transactions between the parties took place in October.

Expenditures

On the expenditure side of the ledger, total expenditures are over the guideline at 53.7% expended. Administration expenditures report at 70.5%, as the budgeted deposit to the sanitary sewer depreciation reserve fund occurred. Domestic Sewer Maintenance is below the benchmark at 33.6% while the Pumping Stations segment exceeds the guideline due to payment of the annual insurance premium along with the cleaning several lift stations. Fiscal service reports at 97.1% but mirrors the debt repayment schedule.

At September 30, 2021, the Sanitary Sewer Area Service reports a **current deficit of \$33,671**.

Perpetual Investment Fund (see Schedules E and F)

The Investment Advisory Committee (IAC) met (in person!) on October 20, 2021 to discuss the report for the month ended September 30, 2021.

The Statement of Financial Position (Schedule E) for September shows that investments total \$13.5 million (at cost) with the breakdown as follows:

	COST	MARKET
Cash and short-term	\$1,337,045	\$1,341,619
Fixed income securities	5,872,798	5,922,977
Common shares	<u>6,237,600</u>	<u>6,983,092</u>
Total investments	<u>\$13,447,443</u>	<u>\$14,247,688</u>

The *Statement of Reserves (Schedule F)* is also attached. At September 30, 2021, interest paid into the fund is \$46,825, dividends paid into the fund total \$103,104; capital losses are \$8,185 (last year loss-\$437). At September 30, management fees totaled \$18,579 (last year- \$14,316).

The 2021/22 budget remains identical to last year as follows: Income (interest & dividends) \$430,000; Capital gain withdrawal \$30,000 and Supplemental withdrawal \$70,000 for a total of \$ 530,000. The Supplemental withdrawal will only occur if the Town Operating Fund is in a deficit position at March 31, 2022.

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, \$792,864 (34.8%) has been expended.

This concludes the monthly report from the Finance Department for October 31, 2021.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Debra Crowell".

Debra Crowell
Director of Finance

Town of Kentville Operating Fund

October 31, 2021

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
TAXES			
Tax (including Industrial Park)			
Assessable property	9,102,000	9,132,765	100.3%
Resource	45,400	45,252	99.7%
Economic development	113,800	107,889	94.8%
	<u>9,261,200</u>	<u>9,285,906</u>	<u>100.3%</u>
Area rates and frontages			
Area rates	666,300	730,964	109.7%
Special assessments	5,000	15,096	301.9%
	<u>671,300</u>	<u>746,060</u>	
Based on revenue			
Business property	38,500	36,725	95.4%
TOTAL TAXATION	<u>9,971,000</u>	<u>10,068,691</u>	<u>101.0%</u>
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>	<u>64.4%</u>
SERVICES TO OTHER GOVERNMENTS			
Provincial government	120,000	73,037	60.9%
Local government	91,000	40,957	45.0%
	<u>211,000</u>	<u>113,993</u>	<u>54.0%</u>
SALES OF SERVICES			
Agencies	1,020,500	450,206	44.1%
OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	19,000	50.3%
Rentals	397,500	94,746	23.8%
Interest	95,000	45,803	48.2%
Return on investments	630,000	-	0.0%
Other	44,300	35,713	80.6%
	<u>1,204,600</u>	<u>195,262</u>	<u>16.2%</u>
UNCONDITIONAL TRANSFERS	<u>221,200</u>	<u>305,987</u>	<u>138.3%</u>
CONDITIONAL TRANSFERS	<u>125,000</u>	<u>109,681</u>	<u>87.7%</u>
FINANCING AND TRANSFERS			
From reserves	317,000	317,000	100.0%
	<u>317,000</u>	<u>317,000</u>	<u>100.0%</u>
TOTAL REVENUE 2021/2022	13,670,200	11,947,111	87.4%

October 31, 2021

Town of Kentville Operating Fund

Expenditures	Budget Amount \$	Year to Date Amount \$	% consumed
GENERAL ADMINISTRATION			
Legislative	257,000	136,775	53.2%
General administration	1,447,200	803,378	55.5%
	<u>1,704,200</u>	<u>940,153</u>	<u>55.2%</u>
PROTECTIVE SERVICES			
Police- core program	2,509,200	1,431,619	57.1%
Police-sales of service	153,000	66,740	43.6%
Law enforcement	196,500	96,631	49.2%
Fire fighting	860,100	817,317	95.0%
Protective service- debt charge	5,000	2,782	55.6%
Emergency measures and other	130,500	54,649	41.9%
	<u>3,854,300</u>	<u>2,469,738</u>	<u>64.1%</u>
TRANSPORTATION SERVICES			
Common services	1,012,900	663,613	65.5%
Road transportation	762,800	287,109	37.6%
Public transit	285,900	198,207	69.3%
Transportation- debt charge	51,300	26,480	51.6%
Other	94,000	38,871	41.4%
	<u>2,206,900</u>	<u>1,214,280</u>	<u>55.0%</u>
ENVIRONMENTAL HEALTH SERVICES			
Solid waste collection and recycling	664,000	499,006	75.2%
PUBLIC HEALTH			
Public health and housing	96,500	7,264	7.5%
ENVIRONMENTAL DEVELOPMENT			
Planning and zoning	231,100	166,726	72.1%
Other community development	389,200	239,809	61.6%
	<u>620,300</u>	<u>406,536</u>	<u>65.5%</u>
RECREATION AND CULTURAL			
Recreation-Administration	538,800	319,707	59.3%
-Programmes (net)	141,800	65,588	46.3%
-Facilities	611,000	373,409	61.1%
-Debt charge	26,300	14,638	55.7%
Cultural	133,700	83,443	62.4%
	<u>1,451,600</u>	<u>856,785</u>	<u>59.0%</u>
EDUCATION	<u>1,610,000</u>	<u>939,099</u>	<u>58.3%</u>
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>	<u>96.6%</u>
TOTAL EXPENDITURE 2021/2022	13,670,200	8,745,220	64.0%

Town of Kentville Operating Fund

SCHEDULE C

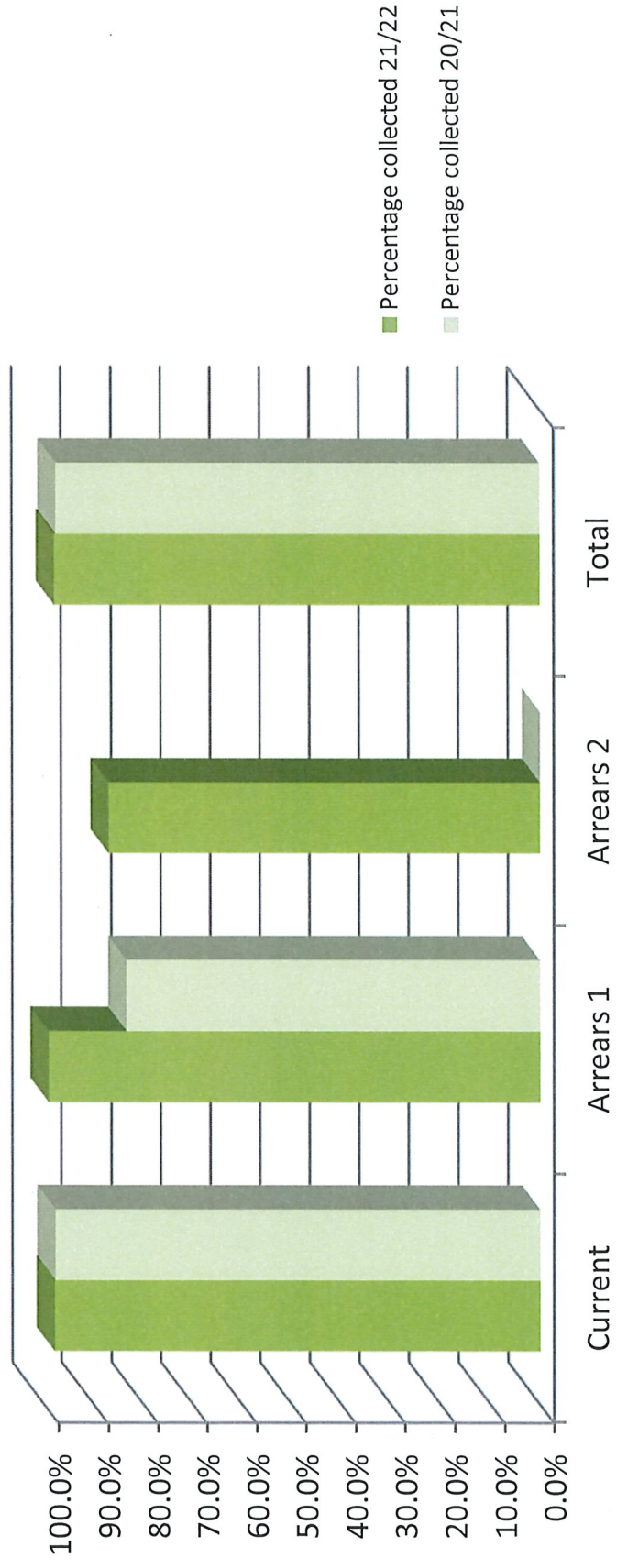
October 31, 2021

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 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>(11,689)</u>	<u>0</u>	<u>0</u>	<u>(11,689)</u>
Total collectible	9,781,144	66,686	8,059	9,855,889
Total collected	<u>9,573,973</u>	<u>66,059</u>	<u>7,008</u>	<u>9,647,040</u>
Outstanding	<u>207,171</u>	<u>627</u>	<u>1,051</u>	<u>208,849</u>
Percentage collected 21/22	97.9%	99.1%	87.0%	97.9%
Percentage collected 20/21	97.7%	83.4%	0.0%	97.5%

Town of Kentville Outstanding Taxes as at October 31, 2021



SCHEDULE D

Town of Kentville Operating Fund

Quarter ended September 30, 2021

Sanitary Sewer Area Service	Budget	Year to Date	% consumed
REVENUE	\$	\$	
Sanitary sewer charges	1,300,000	620,350	47.7%
Interest	4,000	1,210	30.3%
Permits- sewer connections	2,000	1,550	77.5%
Miscellaneous revenue	-	44,050	0.0%
TOTAL REVENUE	1,306,000	667,160	51.1%
EXPENDITURES			
Administration			
Administration	93,400	38,769	41.5%
Legal	0	8,671	0.0%
Audit	2,300	0	0.0%
Office	2,300	1,781	77.4%
Common service charge	30,000	0	0.0%
Vehicle expense	1,000	573	0.0%
Allowance for uncollectibles		0	
Other collection expense	100	0	0.0%
Lease of equipment	1,000	476	47.6%
Interest on customers' deposits	100	41	40.5%
Professional studies	0	0	0.0%
Dues & fees	100	309	0.0%
Training	1,000	0	0.0%
Depreciation	142,600	142,600	100.0%
	273,900	193,219	70.5%
Domestic Sewer Maintenance			
Domestic sewer mtnc-wages	27,000	11,923	44.2%
Domestic sewer-mat & supplies	38,000	9,933	26.1%
	65,000	21,856	33.6%
Pumping Stations			
Pumping stations-wages	15,000	6,447	43.0%
Pumping stations-insurance	14,600	12,878	88.2%
Pumping stations-operating	19,000	17,638	92.8%
Pumping stations-mtnce	12,000	518	4.3%
	60,600	37,481	61.8%
Treatment & Disposal			
Agreement-Co. of Kings	815,300	400,000	49.1%
Fiscal Services			
Interest - S/T & L/T	4,400	2,935	66.7%
Principal	45,300	45,340	100.1%
Discount		0	
	49,700	48,275	97.1%
Capital from Revenue	40,000	0	0.0%
Transfer to Reserve	0	0	0.0%
TOTAL EXPENSE	1,304,500	700,831	53.7%
SURPLUS (DEFICIT)	1,500	(33,671)	

Town of Kentville Perpetual Reserve Fund

Month ended September 30, 2021

Statement of Financial Position	2021 Actual \$	2020 Actual \$
FINANCIAL ASSETS		
Cash (at cost)		
Cash and equivalents (net) - (at market- \$1,341,619)	1,337,045	1,666,305
Receivables		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	3,165	2,068
Investments (at cost)		
Long Term		
Fixed income securities (at market- \$5,922,977)	5,872,798	7,905,802
Equities (at market- \$6,983,092)	6,237,600	3,910,575
Total assets	13,450,608	13,484,750
Fund Balance		
Due to Town Operating Reserve		
Reserve	13,450,608	13,484,750
Total fund balance	13,450,608	13,484,750

Town of Kentville Perpetual Reserve Fund

Month ended September 30, 2021

Statement of Reserves	2021 Actual \$	2020 Actual \$
Balance, beginning of year	13,327,443	13,354,167
Add:		
Interest	46,825	48,974
Dividends	101,002	104,797
Capital dividend	2,102	
Accrued interest and dividends		
Capital gains		
Equities		(437)
Fixed income securities	(8,185)	
	141,744	153,334
	13,469,187	13,507,501
Less:		
Management fees (net)	18,579	14,316
Return of capital		8,435
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	18,579	22,751
Balance, end of year	13,450,608	13,484,750

March 31, 2022

Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
PROJECTS			
Gas Tax Infrastructure	450,000	130,201	28.9%
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	258,484	28.1%
Development	54,500	27,018	49.6%
Recreation	559,500	316,000	56.5%
	2,276,200	792,864	34.8%
FUNDING			
OUTSIDE SOURCES			
Other governments			
Federal- Green Infrastructure Funds	61,600	5,747	0.0%
Provincial- Green Infrastructure Funds	51,300	4,788	9.3%
Province of Nova Scotia		73,000	0.0%
	112,900	83,535	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	130,201	29.3%
Own Sources			
Equipment Capital	100,000	0	0.0%
Town Capital			
General allocation	441,400	129,656	29.4%
Recreation	63,500	24,978	39.3%
	1,049,200	154,633	14.7%
Operations			
Capital from revenue- KPS	50,000	25,526	51.1%
	50,000	25,526	51.1%
BORROWING	1,064,100	393,969	37.0%
	2,276,200	792,864	34.8%

SCHEDULE G-1
March 31, 2022

[illegible]

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	4,788
	Borrowing	41,100	3,832
	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	18,222
	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	148,787
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	258,484
	FUNDING		
	Equipment capital reserve	100,000	
	Capital reserve- general allocation	140,000	19,814
	Borrowing	680,000	238,670
	TOTAL	920,000	258,484

March 31, 2022

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

March 31, 2022

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	48,994
	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	204,110
05-35-74-400	Memorial Park- Soccer Fields 1-3	40,000	9,704
05-35-73-400	Memorial Park- Staff lunchroom	15,000	11,653
05-35-73-100	KCA playground accessible feature (CWIP)	40,000	5,710
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	316,000
	FUNDING		
	Province of Nova Scotia		73,000
	Capital reserve- General allocation	153,000	66,555
	Capital reserve- Recreation	63,500	24,978
	Borrowing	343,000	151,467
	TOTAL	559,500	316,000



Memo

To: Dan Troke, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: November 3, 2021

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

The second projection report to March 31, 2022 (as at October 31, 2021) is attached to this memo.

In this second report, the Town of Kentville is projecting a surplus position of **\$216,600** (last month- surplus \$16,800).

Everything known to date is captured in this report.



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

REVENUE

Overall, actual revenue is projected to end the year over budget **\$230,300**. The particulars are as follows:

2 TAXES (budget \$9,971,000; projected \$10,011,700; **OVER BUDGET \$40,700**)

- Taxation is **over budget \$30,600**. Assessment changes may continue to arrive which will affect net tax revenue.
- Fire Protection Area Rate (Hydrant) will **exceed budget by \$11,900**, as the required calculation based on prior year's figures exceeded the estimation. This area rate is paid to Kentville Water Utility. An offsetting expenditure is found in Protective Services. Total effect to the Town Operating Fund is NIL.
- 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 \$1,213,000; **OVER BUDGET \$8,400**)

Own source revenue is projected to be over budget by 0.7%.

- Permits- **exceed budget by \$700.**
- Rentals – Parking spaces **exceed budget by \$2,200.**
- Rentals – Lions Club building will **exceed budget by \$ 100.**
- Rentals- Fields **exceeds budget by \$4,000.**
- 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 \$389,900; **OVER BUDGET \$168,700**)

- Municipal Finance Capacity Grant will **exceed its budget by \$167,900**, as the Province forwarded a one-time contribution representing the doubling up of the Capacity Grant and the Town Foundation Grant. The Provincial-Municipal Memorandum of Understanding (MOU) is being negotiated and triggered this double payment in 2021/22.
- 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 \$168,900; **OVER BUDGET \$43,900**)

This section will be over budget by 35.1%.

- Federal- Canada Summer Jobs program **provides \$16,300** to offset wages for summer Recreation programming.
- Province- Department of Justice **provides \$7,400** related to impaired driving expenditure funding.
- Province- Efficiency Nova Scotia forwarded **\$9,000** towards the change-over to LED lighting at the Kentville police building.
- 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 \$13,700**. The Town Operating Fund is projecting **a surplus of \$216,600**. 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 \$3,869,000; **OVER BUDGET \$14,700**)

Police Protection- core program is projecting to be **over budget \$12,100**.

- Office expenditures exceed budget by \$2,700 due to general insurance premium for 21/22.
- Occupancy- building will exceed budget of \$4,200 due to the change over of lights to LED. Funding arrived from Efficiency NS (\$9,000) to assist in offsetting this expenditure and is found in Conditional transfers (Section 8).
- 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 \$900 in Special projects, due to a decrease in the need for specialized services from the RCMP (regarding phone scans) offset by an increase in Custody and detention of prisoners. An invoice arrived in October for the prior year as the percentage of Kentville prisoners exceeded the 30% contained in the agreement.

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 exceed its budget by 1.4%.

- Water supply & hydrants- Hydrant Area Rate will **exceed budget by \$11,900** but reflects the URB-mandated calculation. Offset by Hydrant Area Rate revenue. Total effect to the Town Operating Fund is NIL.

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 \$2,215,400; **OVER BUDGET \$8,500**)

Transportation Services is projecting to end the year over budget 0.4%.

- **Common Services** is projecting to be **over budget \$7,700**. Office expenditures will exceed budget \$9,000 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 \$644,600; **OVER BUDGET \$24,300**)

Environmental Development expects to exceed its budget by 3.9%.

- **Planning & zoning** is **increased \$24,300**. Office expenditures exceed budget \$23,300 due to payment of an insurance deductible. The Director anticipates that Research drafting and mapping will exceed budget by \$1,000.
- **Community & Economic development** expect to meet their respective budgets.

20, 21, 22 RECREATION & CULTURAL (budget \$1,451,600; projected \$1,421,300; **UNDER BUDGET \$30,300**)

This department is projected to be under budget by -2.1%.

- Administration- Office expenditure is projecting to be **under budget \$100**. Savings will be found in Committee meeting expenditure and Training offset by the increase in General insurance.
- Administration- Vehicles provides **savings of \$ 700** in the vehicle insurance account.
- "Programmes" are projected to **fall short of budget by \$3,000**. Savings are found in Grants, Multi-sport camp, Other programmes 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 \$18,500**. Segments under budget include Tennis Courts, Memorial Park- General and Other parks offset by an expected increase in Parks & playgrounds-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. It reflects the unique funding formula for the five municipal units in the Annapolis Valley Regional Centre for Education.

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	9,970,000	0.4%
Special Assessments	5,000	5,000	0.0%
Business Property	38,500	36,700	-4.7%
Other	-	-	0.0%
	9,971,000	10,011,700	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%
	599,900	568,400	-5.3%
4 SERVICES PROVIDED			
To other governments			
Provincial government	120,000	120,000	0.0%
Local government	91,000	91,000	0.0%
	211,000	211,000	0.0%
5 SALES OF SERVICES			
Agencies	1,020,500	1,020,600	0.0%
6 OTHER REVENUE-OWN SOURCES			
Fines, fees, permits	37,800	38,500	1.9%
Rentals	397,500	404,600	1.8%
Interest	95,000	95,000	0.0%
Return on investment	630,000	630,000	0.0%
Other	44,300	44,900	1.4%
	1,204,600	1,213,000	0.7%
7 UNCONDITIONAL TRANSFERS	221,200	389,900	76.3%
8 CONDITIONAL TRANSFERS			
Other governments	125,000	168,900	35.1%
FINANCING AND TRANSFERS			
24 From reserves	317,000	317,000	0.0%
	317,000	317,000	0.0%
TOTAL REVENUE	13,670,200	13,900,500	1.7%

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%
		1,704,200	1,700,000	-0.2%
PROTECTIVE SERVICES				
11	Police- Core program	2,509,200	2,521,300	0.5%
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	872,000	1.4%
13	Protective services- debt charge	5,000	5,700	14.0%
13	Emergency measures & other	130,500	125,500	-3.8%
		3,854,300	3,869,000	0.4%
TRANSPORTATION SERVICES				
14	Common services	1,012,900	1,020,600	0.8%
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%
		2,206,900	2,215,400	0.4%
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	255,400	10.5%
19	Other community development	389,200	389,200	0.0%
		620,300	644,600	3.9%
RECREATION AND CULTURAL				
20	Recreation-Administration	538,800	538,000	-0.1%
21	-Programmes & other	141,800	132,800	-6.3%
22	-Facilities	611,000	592,500	-3.0%
22	-Recreation- Debt charges	26,300	26,300	0.0%
22	Cultural	133,700	131,700	-1.5%
		1,451,600	1,421,300	-2.1%
23	EDUCATION	1,610,000	1,609,900	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%
		1,462,400	1,462,400	0.0%
TOTAL EXPENDITURE		13,670,200	13,683,900	0.1%
PROJECTED SURPLUS (DEFICIT)			216,600	1.6%

Town of Kentville Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
TAXES-ASSESSABLE PROPERTY		
Residential	6,316,700	6,326,600
Commercial property	2,060,900	2,054,900
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>9,178,000</u>
Fire Area Rate (KVFD)	203,700	203,700
Fire Protection Area Rate (Hydrant)	462,600	474,500
	<u>666,300</u>	<u>678,200</u>
Economic development levy	113,800	113,800
	<u>9,927,500</u>	<u>9,970,000</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>10,011,700</u>
OVER BUDGET (UNDER BUDGET)		<u>40,700</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	120,000	120,000
Local government		
Kings County- Recreation	50,000	50,000
Kings County-Cultural	41,000	41,000
	91,000	91,000
	211,000	211,000
OVER BUDGET (UNDER BUDGET)		-

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	1,700
	<u>37,800</u>	<u>38,500</u>
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	16,200
Rental- VIA Rail building	1,500	1,500
Rental- Calkin building	-	-
Rental-Lions Club building	6,000	6,100
Recreation		
Fields	10,000	14,000
Recreation Centre	10,000	10,000
Pool	-	800
HUB building	-	-
Arena	333,000	333,000
	<u>397,500</u>	<u>404,600</u>
Interest	95,000	95,000
Return on investments	630,000	630,000
Miscellaneous-General	44,300	44,300
Miscellaneous-Police		600
Miscellaneous- Recreation	-	-
	<u>1,204,600</u>	<u>1,213,000</u>
OVER BUDGET (UNDER BUDGET)		<u>8,400</u>

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	335,700
NS Power Inc. (HST rebate)	45,000	46,000
NS Power Inc. grant	8,400	8,200
	<u>221,200</u>	<u>389,900</u>
OVER BUDGET (UNDER BUDGET)		<u>168,700</u>

Town of Kentville

Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
CONDITIONAL TRANSFERS		
Federal		
Canada Summer Jobs	-	16,300
Canadian Parks & Recreation Assoc.	-	
	-	16,300
Province		
Province- Safe Restart Municipal 20-21		
Province- Law enforcement	100,000	100,000
Province- Department of Justice		7,400
Province- Efficiency Nova Scotia		9,000
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
	125,000	152,600
	125,000	168,900
OVER BUDGET (UNDER BUDGET)		43,900

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		
	<u>257,000</u>	<u>257,000</u>
OVER BUDGET (UNDER BUDGET)		<u>-</u>

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 121-25-0XX	122,600	122,600
Various building 121-26..27-0XX	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	32,000
	50,700	54,900
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	44,100
	59,500	58,600
TOTAL POLICE PROTECTION	2,509,200	2,521,300
OVER BUDGET (UNDER BUDGET)		12,100
TOTAL POLICE PROTECTION (carried forward)	2,509,200	2,521,300
POLICE PROTECTION REVENUE		
Secondment- Province	120,000	120,000
Fines and fees- Province	25,000	25,000
Miscellaneous revenue		600
Law enforcement- Province	100,000	100,000
Department of Justice-Province		7,400
Efficiency Nova Scotia		9,000
TOTAL POLICE PROTECTION REVENUE	245,000	262,000
NET POLICE PROTECTION	2,264,200	2,259,300
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	474,500
SURPLUS (DEFICIT)		11,900
TOTAL FIRE PROTECTION	860,100	872,000
OVER BUDGET (UNDER BUDGET)		11,900

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
	872,800	872,800
Benefits 123-12-02X	240,100	240,100
Internal allocation 123-13-010	(504,300)	(504,300)
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	36,100
Office supplies	3,000	3,000
Telephone	7,000	7,000
Other administration	1,700	1,700
	63,700	72,700
Occupancy-Public Works building 123-15-0XX	38,700	38,700
Operations-Communications		
Communication	4,000	4,000
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
	297,900	296,600
TOTAL COMMON SERVICES	1,012,900	1,020,600
OVER BUDGET (UNDER BUDGET)		7,700

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	5,000
Registration legal documents	500	100
Miscellaneous	1,000	1,000
	39,500	63,800
TOTAL PLANNING AND ZONING	231,100	255,400
OVER BUDGET (UNDER BUDGET)		24,300

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	2,000
Promotion and publicity	3,000	3,000
Expenses-Director	5,000	5,000
Training	6,500	6,000
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
	81,200	81,100
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
	49,100	48,400
TOTAL ADMINISTRATION-RECREATION	538,800	538,000
OVER BUDGET (UNDER BUDGET)		(800)

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	5,600
Other programmes 127-25-0XX	10,000	9,000
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	72,800
OTHER		
Parks division and trees 127-43-0XX	66,000	60,000
TOTAL OTHER RECREATION	141,800	132,800
OVER BUDGET (UNDER BUDGET)		(9,000)

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	95,000
Memorial Park 127-62-0XX	54,000	40,000
Oakdene Park 127-63-0XX	1,000	1,000
Other parks (Park Division Spaces) 127-65-0XX	30,000	25,000
Other playgrounds 127-67-0XX	2,000	2,000
Rail corridor maintenance 127-69-0XX	5,000	5,000
TOTAL RECREATION FACILITIES	611,000	592,500
OVER BUDGET (UNDER BUDGET)		(18,500)
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	1,610,000	1,609,900
TOTAL APPROPRIATION	1,610,000	1,609,900
OVER BUDGET (UNDER BUDGET)		(100)

Town of Kentville Operating Fund -21/22

March 31, 2022

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



Town of Kentville Staff Report to Council Advisory Committee

**Department of Planning and Development
November 8, 2021, for October 2021.**

Activity Report and Permits Report, attached

Programs and Operations

- 10 Permits Issued: Building valuation of \$1,936,266 for a year total of \$24,417,775.
- 2 Subdivision Applications

Projects

- Ryan Park – Construction of the townhouses have begun, and footings are in for the apartments.
- Miners Landing – Construction continues the 4th, and last building in Miners Landing.
- Business Park – Survey work to subdivide the last lot in the Business Park is underway. An offer has been submitted for Council's consideration on the last lot in the park.
- 2 site plans have been completed. The Mee Road Townhouse development consists of 49 units with direct access to Mee Road via a cul-de-sac. Direct access through Hillcrest Ave will be prohibited with an emergency gate at the end of the cul-de-sac.
- Chester Ave – discussions are underway for a multi-unit /townhouse development on a parcel of land on Chester Ave.

Public Engagement

- Ongoing

Meetings and Events

- CAC
- Senior Management
- Accessibility Committee
- Homeward Bound properties – Land Development
- Rodger Cameron - multi-unit development
- Jeff Hall – Video World

Respectfully Submitted,

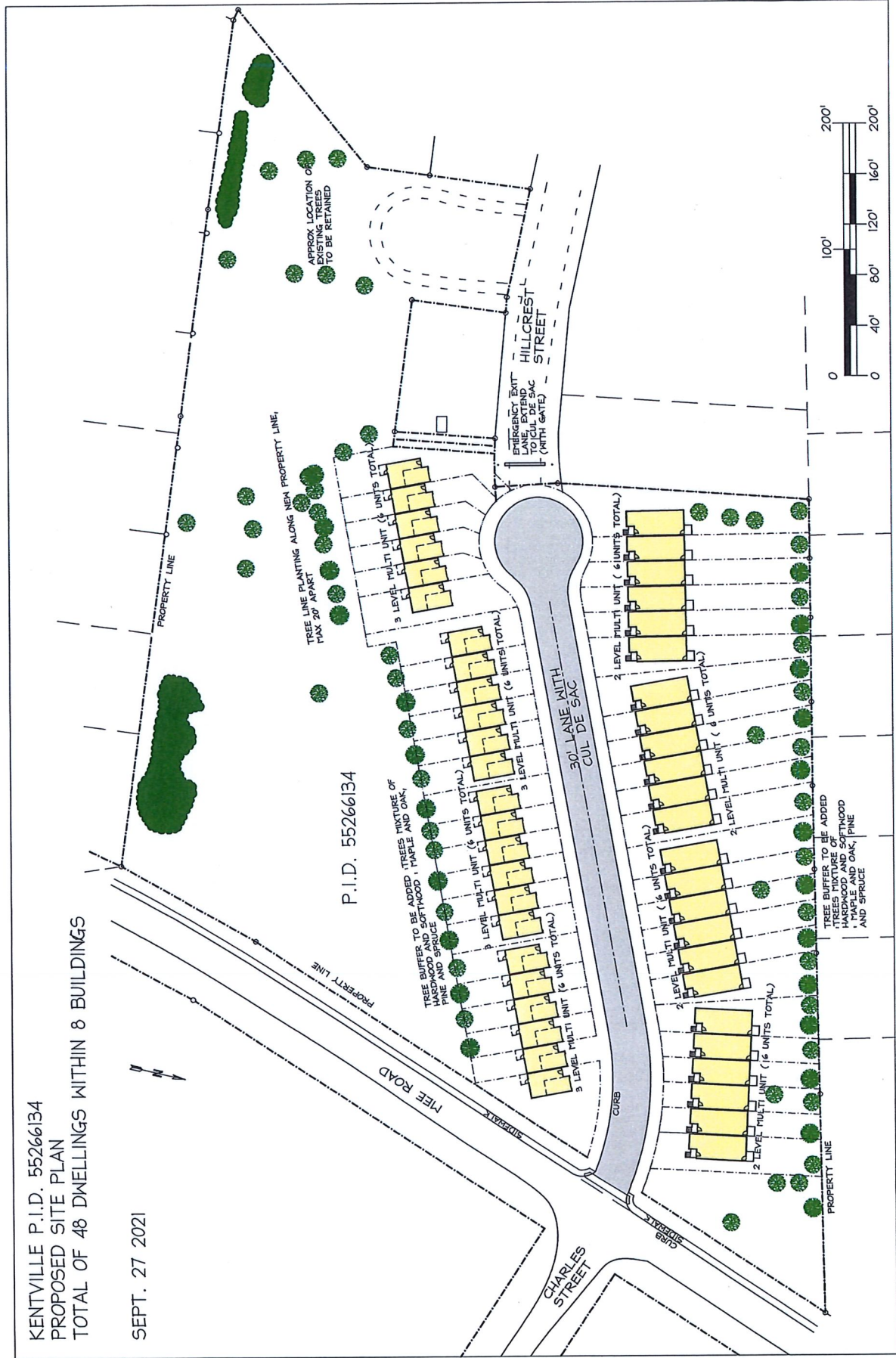


Beverly Gentleman

Director of Planning and Development

KENTVILLE P.I.D. 55266134
PROPOSED SITE PLAN
TOTAL OF 48 DWELLINGS WITHIN 8 BUILDINGS

SEPT. 27 2021





ARTISTIC RENDER OF 3 LEVEL MULTI UNIT BUILDING



ARTISTIC RENDER OF 3 LEVEL MULTI UNIT BUILDING



ARTISTIC RENDER OF 2 LEVEL MULTI UNIT BUILDING

KENTVILLE P.I.D. 55266134
 PROPOSED SITE
 PLAN
 TOTAL OF 48
 DWELLINGS WITHIN
 8 BUILDINGS
 SEPT. 27 2021

Activity Report

Planning & Development

October 2021



<i>PERMITS</i>	<i>PERMITS ISSUED</i> OCTOBER 2021		<i>PERMITS ISSUED</i> OCTOBER 2020	
	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>	<i>MONTH TOTAL</i>	<i>YEAR TOTAL</i>
Number of Permits	10	126	16	100
Total Building Value (\$)	1,936,266	24,417,775	2,898,500	20,660,005
Permit Revenue (\$)	1,592.08	30,697.14	5,337.34	23,530.15

Permits Report

Planning & Development

September 2021



Permit #: 3950	Permit Date: 10/04/2021
Value of Construction: \$26,000.00	Fee: \$77.20
Renovations – Repointing the brick on the exterior of the building	

Permit #: 3949	Permit Date: 10/04/2021
Value of Construction: \$20,000.00	Fee: \$45.34
Accessory Structure – Constructing a 24' x 24' (576 sq ft) garage	

Permit #: 3953	Permit Date: 10/12/2021
Value of Construction: \$4,800.00	Fee: \$0.00
Accessory Structure – Installing a 4' chainlink fence in the rear yard	

Permit #: 3954	Permit Date: 10/12/2021
Value of Construction: \$900.00	Fee: \$21.98
Renovations – Installing a window in the basement on the front of the dwelling	

Permit #: 3951	Permit Date: 10/12/2021
Value of Construction: \$26,000.00	Fee: \$77.20
Renovations – Roof replacement	

Permit #: 3957	Permit Date: 10/18/2021
Value of Construction: \$2,000.00	Fee: \$0.00
Accessory Structure – Constructing a 14' x 14' (196 sq ft) accessory building	

Permit #: 3956	Permit Date: 10/25/2021
Value of Construction: \$26,910.00	Fee: \$50.00
Renovations – Installing 23 Solar Panels on the roof of a Single Family Dwelling	

Permit #: 3958	Permit Date: 10/21/2021
Value of Construction: \$9,656.00	Fee: \$0.00
Accessory Structure – Placing a 10' x 14' (140 sq ft) accessory building behind the main dwelling	

Permit #: 3952	Permit Date: 10/25/2021
Value of Construction: \$320,000.00	Fee: \$145.36
Commercial Addition – Constructing a 27.6' x 29.6' (814.2 sq ft) addition to a clinic	

Permit #: 3959	Permit Date: 10/26/2021
Value of Construction: \$1,500,000.00	Fee: \$1,175.00
New Residential Construction – Constructing a 6-Unit Townhouse, totaling 10,500 sq ft (1,750 sq ft per unit)	

Total Value of Construction:	\$1,936,266.00	Total Permit Fees:	\$1,592.08
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Town of Kentville

Staff Report to Council Advisory Committee

Community and Economic Development Coordinator

NOVEMBER 2021

Programs and Operations

- The VIC closed on October 10th, which means it was available for Nova Scotia Health who required a space for a COVID-19 Testing Clinic. The Clinic has been running for two weeks. The original plan was for the clinic to end on November 5th. The CEDC was unsure at the time of this report whether the clinic may remain open for an additional week.
- The VIC has been occupied by NS Health for the last number of weeks, and during that time some sewer issues became evident. There is a significant blockage in the pipe under the facility that will need to be dug out for repair. This work is not budgeted, and a port-a-pottie has been brought in to satisfy the washroom requirement for Public Health in the short term. Council should expect to see a request at budget time under capital for a permanent fix to be executed in the spring. We do not yet have an estimate for the required work but will have more information at budget time for Council's consideration and approval.
- The KBC/TOK Under the Gazebo entertainment series wrapped up on October 15th. The events were reasonably well attended again this year, but organizers have determined that Thursday nights seem to be more popular than Friday nights downtown. Next year's schedule will be adjusted accordingly to reflect this data.
- The Kings Branch No. 6 Royal Canadian Legion in Kentville is holding private Remembrance Day Ceremonies this year in lieu of the

Projects & Beautification

- Note was made at a recent 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 since repaired the weathered pieces and we are very happy with the results!

- Harvest Beautification removal is planned for Monday November 8th. Holiday décor will start going up immediately but will not be visible until after the Remembrance Day holiday. We are changing things up a little this year, and we hope the community will love all the new colour being added for the holiday season. Our theme for this year is "Whoville" and we aim to make a big splash, especially in Centre Square. In addition to holiday décor, winter banners will replace the summer seasonal ones currently in place in Centre Square. These winter banners will stay up until Spring.
- The Public Art piece by Alan Syliboy has now been installed on site at the Kings County Museum location. It is currently covered by a veil, so we can keep it a mystery until the official unveiling. We are very excited to have this piece in Kentville and are really looking forward to the Unveiling and Ceremony event. Currently scheduled for Tuesday November 9th, the event will include special guests, the unveiling of course, and a reading from Alan Syliboy as our special guest. Due to some unforeseen circumstances, the event has been rescheduled a few times and we anticipate there may be further adjustments required. We will be sure to provide public notice once we are certain of the date so that interested members of the public who wish to attend can do so.
- The Public Garden is finally open! Signage arrived last week and has been installed so aside from a waste station, things are complete. A video tour/introduction to the space was broadcast live on Facebook Wednesday November 3rd, and information has also been released on the front page of the Kentville website. The article features a stunning photo of staff member Jennifer West showcasing the rainbow bench feature and a gorgeous Japanese Maple currently turning colour. The garden is accessible from the front entrance and includes accessible tables, benches, new lighting, signage, and a centerpiece full of fragrant lavender. We encourage everyone to check out the garden space before the snow flies and we are looking forward to how the project will be received by the community at large.

Tourism /events

- The Pumpkin People Festival this year was a wonderful success. We experienced increased awareness, engagement and feedback largely due to this year's immensely popular theme, Dinosaurs! Gerry Little did a fabulous job on props and scenes this year as always, and we are already looking forward to next year's theme, which we are keeping a secret for now.

- Planning for the Holly Days Festival and Holiday programming downtown is in full swing. We are very excited to be working closely with KBC on this event again, and have some new décor, new programs, and new events on offer this year in addition to some of the favorites from last year including an artisan market, live music, the Santa cruise, and treat stations! We hope it will be well attended and that we have good weather. Events are scheduled all weekend long and the full schedule is/will be found on the KBC website, TOK website and the social media channels of both organizations. Some paid promotion has also been coordinated for this one.

Respectfully Submitted,

Lindsay Young
Community & Economic Development Coordinator



Town of Kentville

Staff Report to Council Advisory Committee

DEPARTMENT OF PARKS AND RECREATION

NOVEMBER 8TH, 2021

Summary: October is Kentville's month to shine in all the wonderfulness that is Fall! Our department goes full throttle on everything that is pumpkin and harvest and getting our community outdoors and together (safely).

As always, I need to commend the hard working, extremely creative and caring staff that exist within the Parks and Recreation Department. Gerry Little outdid himself this year with his dinosaur creations, so much so that we received calls from people wanting to adopt the dinosaurs. Though Gerry is the lead creator, he does not work alone as it takes all hands-on deck to produce the more than 300 pumpkin people that are put out around the community, all of whom need their pumpkin heads regularly replaced!

I want to also publicly thanks Ashley Alders for the wonderful vision she had for the Harvest Festival this year. Not only was October 2nd, the day of the festival, a huge success but the continuous community challenges (250 pumpkins hidden throughout our parks, a dino egg hunt, pumpkin people scavenger hunt) that pulled the Kentville community together were beyond successful and wonderfully received.

Finally, throughout this pandemic recreation staff have had to act as enforcers, educators and navigators often working long hours trying to find ways to best support community and work to understand the latest Public Health regulations. Phase five has been no different and, in some ways, has been one of the most challenging.

From arena and parks staff to program and office staff, every single person in our department has been asked to step into a role that previously didn't exist, often with a moment's notice. I am beyond proud of our team and their commitment to serving the community as best they can. My deepest gratitude to them all.

Facilities and Operations

- Memorial Park Field
 - All fields – both soccer and baseball – remained open in October with continued league or school play.
- Parks and Playgrounds
 - All parks and playgrounds remain open

- Miners Marsh received a make-over that involved cutting brush along the sides of the trail. Trail improvements continue. All work is done in consultation with Ducks Unlimited who ensure that we are not damaging any protected habitat.
- The Gorge received some much-needed trail work to clean debris and fallen trees from the trail.
- Kentville Ravine: Hemlock seeds were recently gathered through Acadia University in partnership with the National Seed vault. Because of the invasive Woolly Adelgid that has the potential to eliminate hemlock trees, these seeds will be used later to replant the forest with the hope that it will return to its original state in 500 plus years. Trail maintenance is also in process to remove some fallen trees.
- Tennis/Pickleball Courts
 - This facility is still open and will remain open as long as weather permits.
- Kentville Arena
 - The completed schedule has been created including daily public skating (Parent and tot skates, afterschool skates, adult shinney, public skates, etc.). All information can be found on our website. Proof of vaccines must be shown at the door upon arrival.

Programs and Operations

- All programs are running with new content being created based on need and community input. There has been an increased interest in much of our programming and we have had to expand and offer additional sessions to keep up with the demand.
- New programs for October:
 - Learn to Skateboard
 - Pilates with Nate
 - Women on Wheels
 - Ukulele Program
 - Afterschool Art
 - Afterschool Trailblazers
- Harvest Festival - Saturday October 2nd. A great turn out by the community. Musical entertainment from Donna and Andy, The Melberns Band and Daniel James McFadyen. Also had a Kentville plays area, climbing wall, bounce house, vendor market, Caribbean Pot Jamaican Cuisine truck, pumpkin carving and Horse and Donkey Petting/brushing!
- Pumpkin People Book Reading – Thursday October 7th – Spike, Mayor Snow and staff headed to KCA to read the Pumpkin People book and supply each grade 3 student with a signed copy of the book – 67 students.
- Pumpkin Hunt – Started Saturday October 16th – 250 pumpkins were hidden in the parks and trails in Kentville, each one had a code written on the bottom, which we asked folks to submit for a chance to win. We did draws for gift cards and TOK swag. ***A big thank you to the Kentville Girl Guides for helping us hide the pumpkins!***

- Dino Egg Hunt – Friday October 22nd – 20 eggs were hidden in Memorial Park for the community to find – a great turn out of 21 families! The dinosaur made a special appearance and the event seemed very well received.
- Pumpkin People Scavenger Hunt – All month long – We had 44 people complete the hunt – they answered the 9 questions, and each submitted 3 photos!
- Nature for Newcomers event on October 23 – 14 attendees in partnership with Flying Squirrel Adventures and the YMCA Center for Immigrant Programs
- Halloween walk on Oct. 29 – 59 attendees in partnership with resiliFIT Coaching. A walk around Miners Marsh with the majority of attendees wearing their Halloween costumes.

Capital Projects

- No updates at this time.

Council Related

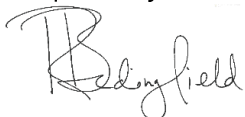
Priorities

- Green Infrastructure Grant
 - The contract has been signed and town staff continue to work on implementation.
- Accessibility Plan
 - The first meeting of the new committee of council will take place in November.
- Regional Recreation Facility
 - The leadership group continues to meet. Community and user groups engagement sessions are in the beginning stages of being rolled out.

Save the Date!

- Coming up in November:
 - Art with Jenna (6 different workshops)
 - Baby and Me Yoga – Starting Nov 15
 - Guided hike on Nov 6 (as part of the regional series in partnership with MOK)
 - Nature for Newcomers on Nov 27 location TBD
 - Annual Kentville Plays event on Nov 20 at Oakdene
 - Annual Community Partners Lunch on Nov 10
 - SHAFT to start either Nov 13 or 20
 - Indoor walking to start by end of month
 - Friday November 21st – Santa Claus is cruisin' through town and at the downtown late night shopping party!

Respectfully Submitted,



Rachel Bedingfield
Director of Parks and Recreation



Town of Kentville

Staff Report to Council Advisory Committee

Department of Engineering and Public Works

November 8, 2021

Programs and Operations

- **Kentville Water Commission:** Operationally, the month of October was uneventful with the KWC with a few new residential and commercial connections.

The KWC is exploring sites for the replacement location of the Business Park Water Tank as it is nearing the end of its useful life. We have identified two possible locations, both of which are east of the existing tank site but at a higher elevation which will better service the undeveloped land around the D.E. Hiltz Connector Road and improve operation flexibility with the existing Prospect Tank. The next step is to negotiate with the current owners to acquire the land for a future build.

- **Sanitary Sewer Area Service:** Similarly, the Sanitary Sewer saw a few new connections and no major operational issues.
- **Public Works:** The Public Works crew have been busy with normal fall activity such as hydrant repair and preparing they winter works fleet for the unavoidable snow and ice control season.
- **Traffic Authority:** As mentioned in last month's CAC report, I attended the Board of Police Commissioner's September meeting and have since researched the newer solar strobe crosswalk lights used in our neighbouring Towns of Wolfville and Berwick. They don't light up a crosswalk like our current traditional RA5 overhead lights but the actual effectiveness for driver attention is much greater due to the strobe effect and are a fraction of the cost. We will consider the use of these in future street crossings.

Projects

- **Burke Subdivision Upgrades** – The project is nearing completion; the pipework is essentially complete and the curbs are now in and they have begun the

reinstatement behind the curb in preparation for the base coat of asphalt to be placed within the next week.

- 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 in the coming days 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 that was destroyed by fire is getting closer to seeing its replacement. This is 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
- October 12th Council Advisory Committee
- October 13th OHS Committee
- October 15th Mutual Aid Water Meeting with other Kings County Utilities
- October 21st Regional Sewer Committee Meeting
- October 21st Valley Waste Meeting
- October 21st CUPE Labour Management Meeting

Respectfully Submitted,
David Bell
Director of Engineering and Public Works



Town of Kentville CAO to Council Advisory Committee

NOVEMBER 8, 2021

Provincial Health Order: Order renewed, phase 5 in place. Council is considering its own Covid 19 policy. Town anticipates rapid tests within the next two weeks.

Budget: Town is in a surplus situation and has received additional one-time funds from the province. Major capital equipment arriving in November and the largest capital project, Burkes subdivision is finishing for the year. Meadowview Trail Bridge replacement expected to occur late November with a precast concrete bridge on order.

Policy Review: Our staff training committee continues to grow and has taken the first steps in a full review of the Town Human Resources Policy.

Inter Municipal Service Agreements (IMSA): Meetings with the CAO's are ongoing.

Accessibility: Internal committee is meeting for Town related items. The committee appointments of Councilors will occur this month.

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 term challenges around housing. The group has submitted a phased request to the province for support positions regarding rapid housing opportunities.

Mentoring Plus: The CAO's for NewGlasgow, Truro and Kentville met with Mr. Michaels to discuss current state and future considerations for Mentoring Plus.

Meetings: Minister of Municipal Affairs & Housing (with Mayor), Recreation Facility Feasibility RFP, Source Water Protection & Kentville Water Commission, Valley REN & Regional Economic Recovery, CUPE Management Meeting, Regional Sewer, Mentoring Plus, Kentville Volunteer Fire Department, Housing and Homelessness meeting.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville

Name:	Cathy Maxwell		
Date:	Oct 28/21	Date Submitted to CAO:	Oct 29/21

Request for Decision – Initial – to be completed by Council Member

Detail	Synopsis			
Decision Requested:	I want to renew the motion concerning the enacting of the buyback clause passed during our Oct 25/21 Council Meeting.			
Background: What? Who? How? When?	Property <input checked="" type="checkbox"/>	Public Opinion <input type="checkbox"/>	Environment <input type="checkbox"/>	Social <input type="checkbox"/>
	Economic <input checked="" type="checkbox"/>			
Strategic Implication: with Dashboard	Council passed a motion at our Oct 25/21 council meeting, to enact the buyback clause on the property sold by previous Council to Mikes Clothing Ltd.			
	Current <input type="checkbox"/>	Short Term <input type="checkbox"/>	Long Term <input type="checkbox"/>	
	This decision is having implications in the short term and will likely continue into the long term if not addressed.			
Budget:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Policy:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Desired Outcome:	I would like to see Council take another look at this decision. I feel the decision was a rush to judgement without enough discussion and consultation. There are many questions that were not asked that the answers to would have perhaps impacted the decision. Some of these questions include: How long does it take for a buyback to complete? How long would it take if the developer contests the buyback? How long could this be tied up in litigation? Would the purchaser continue to pay takes during litigation? What if any information can our solicitor give? What information would staff give? Could this decision end up costing the town money?			
Recommendation:	I would like to make a motion that Council send this request to our next Council meeting on November 29/21 for further discussion.			

Request for Decision – CAO Initial Review

Detail	Synopsis
Department: select all that apply	Governance/Legislative <input type="checkbox"/> Protective Services <input type="checkbox"/> Administration <input type="checkbox"/> Planning <input type="checkbox"/> Engineering Public Works <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Finance <input type="checkbox"/> Economic Development <input type="checkbox"/>
Decision Requested:	Operational Matter <input type="checkbox"/> Decision of Council Required <input type="checkbox"/>

	Policy Change <input type="checkbox"/> Other <input type="checkbox"/>
Background:	
Budget:	
Staff Workload:	
Policy:	
Response Options:	
Preferred Strategy:	
CAO Comments:	



354 Main Street
Kentville, NS
B4N 1K6

November 8, 2021

Follow up Documentation – Main Street Property

Background:

On October 25, 2021, Kentville Town Council voted to exercise the buy back provision regarding a parcel of land on Main Street in Kentville.

Councilor Maxwell is bringing forward a RFD for council to discuss this decision at the upcoming Council meeting on November 29, 2021.

Attached are documents requested by council members to assist in the decision-making process:

1. August 22, 2019 Counter Offer
2. August 27, 2019 Amendment
3. June 29, 2021 Signed Extension
4. October 5, 2021 CAO Letter
5. October 8, 2021 Construction Letter
6. October 12, 2021 Finance Letter

Submitted to council for consideration.

Dan Troke, CAO
Town of Kentville

nova scotia real estate
COMMISSIONApproved by the Nova Scotia Real Estate Commission (NSREC) for use by licensees under the Nova Scotia Real Estate Trading Act.
The NSREC is the regulatory body for real estate in Nova Scotia.NSREC APPROVED
12/14/2017
FORM 410
PAGE 1 OF 1**COUNTER OFFER**Buyer: Andrew ZebianSeller: Town of KentvilleRE: Agreement of Purchase and Sale between the Buyer and the Seller dated the 22 day of August, 20 19, relating to the Property known as:
Lot 2018-2 Main Street Kentville B4N 1K8 PID(s)/Serial #: 55267371

The Seller's offer to the Buyer includes the terms of the attached offer from the Buyer with the following amendments, exceptions, and/or conditions:

- 1) It is agreed and understood that any interim acceptance of the Buyer's offer by the Seller shall be subject to ratification thereof by resolution of the Council of the Town of Kentville on or before September 9, 2019, failing which this offer shall become null and void at the option of the Seller. Legal acceptance shall be the date of the Council Resolution. Council shall consider all representations in the offer, including the development, before resolving to accept it. Until acceptance or rejection of the offer, the offer and the terms of the offer shall be treated by the Seller as confidential.
- 2) The Buyer is to provide the Chief Administrative Officer of the Town of Kentville with a completed proposal checklist attached to this offer as Schedule "A", on or before 12:00pm on September 4, 2019.
- 3) All other conditions excepting for the closing date shall read on or before September 19, 2019.
- 4) Reference Clause 2.1 - The closing date shall be on or before October 16, 2019.

1. Seller's Offer1.1. This Counter Offer shall be irrevocable by the Seller until 5:00 p.m. Atlantic Time on the 26 day of August, 20 19, after which time, if not accepted by the Buyer and a copy delivered to the Seller or their Agent, this Counter Offer is withdrawn.

Signed, sealed and delivered in the presence of:

In Witness whereof I have hereunto set my hand and seal:

Witness

Seller

Mark Phillips

D26109ADDA8947C...

SEAL

8/23/2019 | 1:26:09 PM EDT

Date

Atlantic Time a.m./p.m.

Witness

Seller

SEAL

Date

Atlantic Time a.m./p.m.**2. Buyer's Response**

2.1. The above Offer of the Seller to my offer is:

☒ Accepted OR ☐ Rejected

Signed, sealed and delivered in the presence of:

In Witness whereof I have hereunto set my hand and seal:

Witness

Buyer

8/27/2019

SEAL

Date

Atlantic Time 10 am a.m./p.m.

Witness

Buyer

SEAL

Date

nova scotia real estate
COMMISSION**AGREEMENT OF PURCHASE AND SALE**Approved by the Nova Scotia Real Estate Commission (NSREC) for use by licensees under the Nova Scotia Real Estate Trading Act.
The NSREC is the regulatory body for real estate in Nova Scotia.NSREC APPROVED
12/14/2017 (2)
FORM 400
PAGE 1 OF 3Total # of pages in this Agreement including all Schedules: **Agreement of Purchase and Sale Schedule(s):** is/are attached and form(s) part of this Agreement.

4

- ☐ Equipment ☐ Mini/Mobile Home ☐ Multi-Unit Residential Income Properties
☐ Resale Condominium ☒ Vacant Land ☐ Sale of Buyer's Property (SOBP)
☐ Water and Septic ☐ Other: _____

The Buyer Andrew Zebianof Kentville, NS☒ having personally viewed the following property ☐ not having personally viewed the following propertyoffers to buy from the Seller Town of Kentvillethe property known as (civic address/ lot #) Lot 2018-2 Main Street Kentville, NS B4N 1K8(PID(s)/ Serial #) 55267371 in the County of Kings Province of Nova Scotia(the Property), at a purchase price of Sixty-Five Thousand dollars (\$ 65,000.00 CDN)

on the following terms subject to provisions in clause 5.1 regarding HST.

1. Deposit

- 1.1. The Buyer submits Three Thousand dollars (\$ 3,000.00 CDN) on or before the 30 day of August, 20 19, payable to: Royal LePage Atlantic "In Trust"

in trust, as a deposit to be held pending completion or termination of this Agreement and to be credited towards the purchase price on completion. Balance of purchase price to be paid on closing or as otherwise stated in this Agreement. If the deposit is not delivered as specified, the Seller shall be at liberty to declare this Agreement null and void.

- 1.2. It is understood and agreed that if the Buyer does not complete this Agreement in accordance with the terms thereof, the Buyer shall forfeit the deposit, in addition to any other claim which the Seller may have against the Buyer for the Buyer's failure to complete. If the deposit is being returned to the Buyer, in accordance with the terms of this Agreement, it shall be done without interest or penalty (unless otherwise specified). It is agreed by the Buyer and the Seller that the release of the deposit from the brokerage trust account is subject to the applicable NSREC Bylaws.
- 1.3. The Buyer and Seller agree that any deposit held in trust by the Brokerage per clause 1.1, that is in excess of the remuneration (including HST) due to that Brokerage on closing of the transaction, shall be transferred to the Seller's lawyer's trust account once conditions unrelated to title have been met. These funds shall remain in the Seller's lawyer's trust account until closing.

2. Closing and Conveyance

- 2.1. This Agreement shall be completed on or before the 30 day of September, 20 19 (the closing date). Upon completion, vacant possession of the Property shall be given to the Buyer unless otherwise provided as follows:
- 2.2. The Seller shall use best efforts to have the Property clean and vacant, subject to the provisions of 2.1, for the Buyer's pre-closing viewing by 8am (a.m./p.m.) on the date outlined in clause 2.1.
- 2.3. All lands, buildings, fixtures and all other property being purchased hereby shall remain at the risk of the Seller. The Seller shall be responsible to keep the Property insured until closing. In the event of damage to the Property, the Buyer, having been advised of the insurance policy details, may either agree to accept the proceeds of the insurance and complete the purchase, or may terminate this Agreement and the deposit shall be returned to the Buyer (not applicable to Resale Condominium Schedule – see clause 4 of the Schedule).
- 2.4. Interest, rentals, leases, taxes, rates and fuel on the premises are to be adjusted to the closing date. The cost of municipal improvements, betterment charges and capital charges for utility or municipal services completed as of the date of this Agreement, whether billed or not, are to be paid by the Seller on or before the closing date unless otherwise stated.
- 2.5. The conveyance of the Property, which is the subject of this Agreement, shall be by warranty Deed (or general conveyance, if a mini/mobile home), drawn at the expense of the Seller, to be delivered on payment of the purchase price on the closing date. The Property is to be conveyed free from encumbrances, except for any easements, registered restrictions or covenants that do not materially affect the enjoyment and use of the property (not applicable to Resale Condominium Schedule – see clause 3 of the Schedule).

OFFER DATE: 22 / Aug / 2019

BUYER'S INITIALS: DS / AS SELLER'S INITIALS: DS / MP

PROPERTY: Lot 2018-2 Main Street

Kentville, NS

B4N 1K8

BUYER: Andrew Zebian**3. Seller's Obligations**

- 3.1. The Seller shall provide the Buyer or the Buyer's Agent with a copy of the following on or before the 26 day of August, 20 19 (check the applicable boxes):

- ☐ Property Disclosure Statement
☒ Any restrictive covenants that may affect the Property
☐ Equipment Schedule, if not attached, and all related contracts
☐ Location certificate and/or survey, if available, without representations or warranties
☒ Other: Survey
☒ Other: Environmental

4. Buyer's Conditions

- 4.1. This Agreement is subject to the Buyer, at the Buyer's expense, securing, conducting or reviewing the following on or before the 4 day of September, 20 19 (check the applicable boxes):

- ☐ Property Disclosure Statement
☒ Any restrictive covenants that may affect the Property
☐ Equipment Schedule, if not attached
☒ Financing
☐ Property Inspection(s)
☐ Insurance
☒ Other: Survey
☒ Other: Environmental

These conditions shall be deemed to be satisfactory to the Buyer unless the Seller or the Seller's Agent is notified to the contrary, in writing, on or before the date outlined in clause 4.1. If notice to the contrary is received, either party shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

- 4.2. The Seller agrees to provide all reasonable assistance and access to the Buyer to allow completion of the above investigations and inspection(s) outlined in clause 4.1 and any schedule(s) attached to this Agreement.

5. Harmonized Sales Tax (HST)

It is the Seller's responsibility to determine whether the proposed transaction is subject to HST pursuant to the *Excise Tax Act*.

- 5.1. The Seller has determined that the Property is (check one of the following):

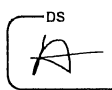

- ☐ Exempt from HST
☐ Partially subject to HST; included in purchase price
☐ Partially subject to HST; over and above purchase price
☐ Subject to HST; included in purchase price
☒ Subject to HST; over and above purchase price

- 5.2. If the conveyance contemplated by this Agreement is exempt or partially exempt from HST the Seller agrees to provide the Buyer, on or before the closing date, a certificate in a form reasonably satisfactory to the Buyer certifying that the conveyance contemplated by this Agreement is exempt from HST.

- 5.3. If the conveyance contemplated by this Agreement is subject to HST, then the HST shall be remitted in accordance with the applicable legislation.

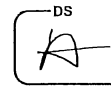
6. Fixtures and Chattels

- 6.1. All fixtures attached to the Property as viewed on the _____ day of _____, 20 _____, are to remain with the Property and shall be included in the purchase price.

DS
 DS


- 6.2. The following chattels, as viewed on the Property by the Buyer on the date in clause 6.1 and owned by the Seller, shall remain with the Property and be included in the purchase price and shall be conveyed to the Buyer in good working order, free and clear of encumbrances, on the date of closing:

- ☐ Fridge ☐ Stove ☐ Washer ☐ Dryer ☐ Freezer
☐ Microwave ☐ Dishwasher ☐ Other: _____
☐ Other: _____ ☐ Other: _____

DS


Delete

DS


7. Additional Conditions**8. Lawyer Review**

- 8.1. This Agreement is subject to the review by both the Buyer's and the Seller's lawyers, acting reasonably with respect to wording and content within the Agreement. This review shall be deemed to have been acceptable to both parties, unless the other party or their Agent is notified to the contrary, in writing, on or before the 4 day of September, 20 19.

If notice to the contrary is received, either party shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

9. Property Migration

- 9.1. It is agreed and understood that (choose a or b):

- a) ☒ the Property title has been migrated to the Land Registration System at the date of this Agreement.

OR

- b) ☐ the Property title has not been migrated to the Land Registration System at the date of this Agreement, and the Seller agrees, at the Seller's expense, to do so at least seven (7) business days prior to closing.

10. Title Investigation

- 10.1. This Agreement is subject to the Seller's lawyer, at the Seller's expense, providing the Buyer's lawyer with the PID(s) for the Property within ten (10) business days of acceptance of this offer.

If the migration process requires the assignment of additional PID(s), those PID(s) shall be provided to the Buyer at the time of notification that the migration is complete.

- 10.2. The Buyer, at the Buyer's expense, shall be allowed five (5) business days to investigate title to the Property after receipt of the PID(s), or if the Property has not been migrated as of the date of this Agreement, five (5) business days after receiving notification that the migration is complete.

If within that time frame any valid objection to title is made, in writing, to the Seller and which the Seller is unable or unwilling to remove and which the Buyer shall not waive, this Agreement shall become null and void and the deposit shall be returned to the Buyer.

OFFER DATE: 22 / Aug / 2019

BUYER'S INITIALS: _____

SELLER'S INITIALS: _____

PROPERTY: Lot 2018-2 Main Street

Kentville, NS

B4N 1K8

BUYER: Andrew Zebian**11. Miscellaneous Provisions**

- 11.1. Any tender of documents to be delivered or money payable may be made upon the Seller or the Buyer or any party acting on their behalf. Money paid, subsequent to the deposit, shall be by lawyer's trust cheque, certified cheque, electronic transfer or their equivalent, drawn on a chartered Canadian Bank, Trust Company or Credit Union.
- 11.2. All representations given by the Seller contained in this Agreement shall survive the closing unless otherwise stated in this Agreement.
- 11.3. Time shall, in all respects, be of the essence in this Agreement. In the event of a written agreement of extension, time shall continue to be of the essence. Failure to act within the time required constitutes a breach of the contract.
- 11.4. The Seller and the Buyer agree to be bound by offers and counter-offers and related documentation that may be transmitted electronically and that reproductions of the signatures therein, including electronic signatures, shall be treated as originals.
- 11.5. No amendment to the terms of this Agreement shall be effective unless it is in writing and signed by all parties.
- 11.6. If there is conflict or discrepancy between any provision added to this Agreement and any provision in the standard printed portion hereof, the added provision shall supersede the standard printed provision.
- 11.7. This Agreement shall be read with all changes of number and gender required by the context.
- 11.8. This Agreement shall be governed by the laws of the Province of Nova Scotia and the Seller, Buyer and the Brokerage(s) shall submit to the jurisdiction of the Courts of the Province of Nova Scotia for the resolution of any disputes that may arise out of this Agreement.
- 11.9. This Agreement shall be for the benefit of and be binding upon the parties, their respective heirs, executors, administrators, successors and assigns.
- 11.10. Business days are Monday-Friday, excluding statutory, provincial and civic holidays in the Province of Nova Scotia.

12. Agency Relationship

Complete 12.1 and 12.2 OR 12.3:

- 12.1. The Seller acknowledges that they ☒ do / ☐ do not have an agency relationship with either:

Royal LePage Atlantic- Valley (New Minas)

Brokerage

and / or StacydeVries/MikeBarnard/deVriesBarnard&Assoc.

Brokerage Representative or Designated Agent

- 12.2. The Buyer acknowledges that they ☒ do / ☐ do not have an agency relationship with either:

RE/MAX Advantage

Brokerage

and / or Donna Conrad/ Donna Conrad Team

Brokerage Representative or Designated Agent

OR

- 12.3. The Buyer and the Seller acknowledge that they are in a transaction brokerage relationship and have signed a Transaction Brokerage Agreement with:

Brokerage

and / or _____

Brokerage Representative or Designated Agent

13. Time for Seller's ResponseThis offer shall be open for acceptance until 6 p.m. Atlantic Time on the 23 day of August, 202019.

Signed, sealed and delivered in the presence of:

Witness _____

In Witness whereof I have hereunto set my hand and seal:

DocuSigned by:

Buyer
BF9953C2B8154C3...

8/22/2019 | 5:06 PM PDT

Date _____

Witness _____

Buyer _____



Date _____

14. Seller's Response

CHOOSE ONE OF THE FOLLOWING:

- ☐ I hereby **accept** the above offer and agree to sell on the terms set forth.
- ☐ I hereby confirm this offer was presented and **rejected**.
- ☒ I hereby confirm having read and understand this offer and have **prepared a Counter Offer**.

Signed, sealed and delivered in the presence of:

Witness _____

In Witness whereof I have hereunto set my hand and seal:

DocuSigned by:

Seller
D28190ADDA6947C...

8/23/2019 | 1:26:09 PM EDT

Date _____

Witness _____

Seller _____



Date _____

_____. a.m./p.m.

Atlantic Time

_____. a.m./p.m.

Atlantic Time

nova scotia real estate
COMMISSION

VACANT LAND SCHEDULE
This Schedule is attached to and forms part of the Agreement of Purchase and Sale.
Approved by the Nova Scotia Real Estate Commission (NSREC) for use by licensees under the *Nova Scotia Real Estate Trading Act*.
The NSREC is the regulator of the real estate industry in Nova Scotia.

NSREC APPROVED
12/14/2017
FORM 404
PAGE 1 OF 1

Property Address: Lot 2018-2 Main StreetKentville, NSB4N 1K8Buyer: Andrew ZebianSeller: Town of Kentville**1. Seller's Obligations**

1.1. The Seller shall provide, prior to closing, and include in the purchase price the following services (check all that apply):

- ☐ Street paving ☐ Curbs ☐ Sidewalks
☒ Sewer service to the Property line ☐ Storm water drainage
☒ Water service to the Property line

☐ _____
☐ _____
☐ _____

Any municipal charges required to connect to municipal services are the responsibility of the Buyer.

1.2. The Seller confirms that the (check one, if applicable):

☒ final municipal lot approval for the Property has been obtained.

OR

☐ final municipal lot approval for the Property will be obtained on or before the _____ day of _____, 20____, failing which the Buyer shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

2. Buyer's Conditions

2.1. This Agreement is subject to the Buyer, at the Buyer's expense, satisfying themselves that the following is available or can be obtained (check all that apply):

- ☐ A building permit for the Buyer's intended structure(s)
☐ A permit to install an on-site sewage disposal system
☐ A well, providing a quality and quantity of water for the Buyer's intended usage
☐ Permission from the appropriate person or government agency to install a driveway at a suitable location
☐ Confirmation that utilities can be installed at suitable locations and costs
☒ A survey which confirms the location, size and configuration of the land to be conveyed
☐ Subdivision approval
☐ Zoning approval for the lot
☒ Environmental Assessment
☐ _____
☐ _____

The Seller agrees to provide, to the Buyer, any copies and documents in their possession relating to the above items on or before the 26 day of August, 2019.

2.2. The Seller shall provide the Buyer access to the Property to carry out appropriate tests and the Buyer agrees to return the Property to its original condition and agrees to indemnify the Seller for any loss or damage suffered as a result of the property access.


2.3. The Buyer shall be deemed to be satisfied with clause 2.1 unless the Seller or Seller's Agent is notified to the contrary, in writing, on or before the 4 day of September, 2019. If notice to the contrary is received, either party shall be at liberty to terminate this Agreement and the deposit shall be returned to the Buyer.

3. Improvements

3.1. The following improvements to the Property are to remain with the Property and shall be included in the purchase price:

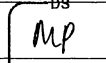
4. Additional Conditions

BUYER'S INITIALS: _____

DS


OFFER DATE: 22 / 08 / 2019

SELLER'S INITIALS: _____

DS




AMENDMENT TO THE AGREEMENT OF PURCHASE AND SALE

NSREC APPROVED
12/14/2017
FORM 421
PAGE 1 OF 1

Approved by the Nova Scotia Real Estate Commission (NSREC) for use by licensees under the *Nova Scotia Real Estate Trading Act*.
The NSREC is the regulatory body for real estate in Nova Scotia.

Buyer: Mike's Clothing Ltd.

Seller: Town of Kentville

RE: Agreement of Purchase and Sale (the Agreement) between the Buyer and Seller accepted the 27 day of August, 2019, relating to the Property known as:

Lot 2018-2 Main Street

Kentville

B4N IK8

PID(s)/ Serial #: 55267371

1. Proposed Amendment(s)

1.1. The ☐ Buyer / ☒ Seller proposes to amend the Agreement of Purchase and Sale as follows (where more space is required, see attached Schedule):

A) The Buyer is to erect an 8 foot by 8 foot professional coloured billboard on the lot depicting the finished product. This is to be in place within 3 months of the closing date. Failing which, the Town of Kentville reserves the right to purchase the land back for \$71,000 (Seventy-one Thousand Dollars) plus HST.

B) The Buyer is to have completed 15% (Fifteen Percent) of the property by June 30, 2020. The 15% (Fifteen Percent) constitutes "the footings are to be in place". Failing which, the Town of Kentville reserves the right to purchase the land back for \$71,000 (Seventy-one Thousand Dollars) plus HST.

C) The Buyer is to have 50% (Fifty Percent) of the total construction completed by March 31, 2021. Failing which, the Town of Kentville reserves the right to purchase the land back for \$71,000 (Seventy-one Thousand Dollars) plus HST.

D) The Buyer is to have total construction completed by March 31, 2022. Failing which, the Town of Kentville reserves the right to purchase the land back for \$71,000 (Seventy-one Thousand Dollars) plus HST.

E) Any and all deviations from the time table are to be agreed upon by both parties 30 days prior to the dates agreed upon above.

F) This Amendment is subject to ratification by the Council of the Town of Kentville on or before October 16, 2019.

This Amendment shall be open for acceptance until 1:00 p.m. Atlantic Time, on the 2 day of October, 2019, after which time the Amendment shall be considered null and void, and the Agreement shall remain in full force and effect.

Signed, sealed and delivered in the presence of:

[Signature]
Witness

In Witness whereof I have hereunto set my hand and seal:

[Signature]
Buyer/Seller

SEAL

Oct 11/19
Date

Witness

Buyer/Seller

SEAL

Date

2. Response to Proposed Amendment(s)

2.1. The ☒ Buyer / ☐ Seller hereby (check one):

☒ Agrees to the terms of this Amendment. All remaining terms and conditions in the Agreement shall remain in full force and effect.

☐ Rejects the terms of this Amendment. All terms and conditions in the Agreement shall remain in full force and effect.

☐ Rejects the terms of this Amendment and has prepared a further Amendment for consideration. All other terms and conditions in the Agreement shall remain in full force and effect.

Signed, sealed and delivered in the presence of:

Witness

In Witness whereof I have hereunto set my hand and seal:

[Signature]
Buyer/Seller
BF9953C2B8154C3...

SEAL

10/1/2019 | 1:08 PM PDT

Date

_____ a.m./p.m.
Atlantic Time

Witness

Buyer/Seller

SEAL

Date

_____ a.m./p.m.
Atlantic Time

THIS AMENDING AGREEMENT dated this 29th day of June 2021,

BETWEEN:

TOWN OF KENTVILLE ("Town")

and

MIKE'S CLOTHING LTD ("Mike's")

THIS AGREEMENT witnesses that:

WHEREAS the Parties entered into an Agreement of Purchase and Sale dated August 22, 2019 as amended by a Counter Offer dated August 23, 2019, and further amended by an Amendment dated August 28, 2019, an Amendment dated September 20, 2019, an Amendment dated September 25, 2019, an Amendment dated October 1, 2019, an Amendment dated October 21, 2019, and an Amendment dated December 2020;

AND WHEREAS the Agreement, as amended, requires Mike's to:

- (i) Complete construction of at least 15% of the building no later than **May 31, 2021**, which condition shall be satisfied by completion of the footings for the building as evidenced by a satisfactory inspection of such footings no later than May 31, 2021, by the Building Official pursuant to the *Building Code Act*; and
- (ii) Complete construction no later than **March 31, 2022**;

AND WHEREAS the Agreement, as amended, authorizes the Town to buy back the property if Mike's does not satisfy the conditions and requirements agreed to by Mike's;

AND WHEREAS Mike's requested that the Town extend the June 30, 2020 date for 15% completion to **October 30, 2020**, and the Council of the Town agreed;

AND WHEREAS Mike's requested that the Town extend the October 30, 2020 date for 15% completion to May 31, 2021, and the Council of the Town agreed with the additional condition that Mike's shall not request additional extensions;

AND WHEREAS Mike's has requested that the Town extend the May 31, 2021 date for 15% completion to **September 31, 2021**, and the March 31, 2022 date to complete construction to **June 30, 2022**;

Initials

initials

IN CONSIDERATION of the mutual covenants contained herein, the Parties agree as follows:

1. Mike's shall complete construction of at least 15% of the building no later than **September 30, 2021**, which condition shall be satisfied by completion of the footings for the building as evidenced by a satisfactory inspection of such footings no later than September 30, 2021 by the Building Official pursuant to the *Building Code Act*.
2. Mike's shall complete construction on the Property no later than **June 30, 2022**, including: second level of building consisting of at least two residential units ready for occupancy as evidenced by an unconditional occupancy permit for all areas on the second level; greater than 50% of the building main level commercial space ready for occupancy with only aesthetic finishes to be completed by a tenant or tenants as evidenced by an unconditional occupancy permit, with the remainder of this commercial space having rough finishes and services in place for finishing by or for a tenant or tenants; parking areas and spaces completed as may be required by the Land Use Bylaw; and landscaping and pedestrian areas completed.
3. The dates agreed to herein are critically important and Mike's shall not request any further extensions thereof and Mike's specifically understands and agrees that the Town may buy back the property pursuant to the Agreement, as amended, if Mike's does not strictly comply with the terms of the Agreement, as amended.
4. All terms of the Agreement (as amended), except as specifically amended in this Amending Agreement, are confirmed and survive this Amending Agreement, including (without limitation) the Town's right to buy back the Property.

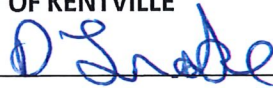
Signed and witnessed:



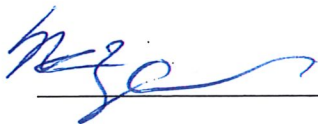
Witness

TOWN OF KENTVILLE

Per:



Dan Troke, CAO, duly authorized



Witness

MIKE'S CLOTHING LTD.

Per:



Ahmed (Andrew) Zebian, President, duly authorized



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

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

October 5, 2021

RE: Development of the former Robinson Property, Main
Street Kentville

Mr. Zebian,

The most recent amendment of the purchase agreement of this property was based on your request to extend the deadline of the installation of the footings. In June of 2021 Council agreed to an extension of this requirement under your purchase and sale agreement, to September 30, 2021. As you know, the date for completion of the footings has passed. A report will go to CAC on October 12, 2021 and I ask that you please provide an update and whatever request you would like to make of Council to extend the date.

Respectfully,

Dan Troke, Chief Administrative Officer

**ROSCOE
CONSTRUCTION
LIMITED**

5769 Highway 1
PO Box 40
Waterville, NS
B0P 1V0

**P: 902-538-8080
F: 902-538-8966
www.roscoe.ns.ca**

October 8, 2021

Attention: Andrew Zebian

Re: Mixed Use Complex
374 Main Street
Kentville, NS

Andrew,

Roscoe Construction will construct your project using the Construction Management approach, so as your CM Contractor, Roscoe will manage all aspects of the project including design, budgets, tender process, schedules, and construction. This will ensure the greatest efficiencies and transparency throughout the project.

We have discussed removing the basement because the extent of existing foundations remaining are unknown, and there is better value with the third floor apartments than empty basement space. The addition of the proposed third floor and deletion of the basement requires changes to the current foundation design and will impact the timeline of construction and prevent us from getting foundations in the ground before winter.

This is what we anticipate for the project schedule;

Design and Engineering	3 months
Tendering of Trades	1 month
Construction	12 to 13 months

We would begin design and engineering immediately, having trade packages ready for February 2022, and begin construction in late March 2022. The construction industry continues to be impacted with material and equipment shortages, volatile prices, and Covid related excuses, that can and will likely negatively impact some aspects of this project moving forward. Roscoe Construction will do everything possible to minimize the impact but some things may be beyond our control.

Yours truly,

Roscoe Construction Limited



Kevin C. Roscoe, President



Date: October 12, 2021

Agent: To Whom It May Concern

Client: Andrew Zebian

Property: 374 Main Street Kentville, NS

We are pleased to advise you that mortgage financing on the above noted property has been approved.

This approval does not limit the financial institution's right to rescind the approval if before closing we become aware of circumstances, which, in the financial institution's opinion, may adversely affect the financial condition of the client.

Sincerely,

Blake Wilson

Mortgage & Financing Broker

cell: 902.329.3835

ontario: 647.576.8551

office: 902.835-6420 ext 101

toll free phone 1.877.256.8092 ext 101

fax: 1.877.621.4913

Email: blake@blakewilsongroup.com

visit me online: www.blakewilsongroup.com

2102 Oxford St, 2nd Floor, Halifax NS B3L 2T2



You Dream It. We Finance It.

POWERED BY  THE MORTGAGE GROUP

TO: Council

SUBMITTED BY: Dan Troke, Chief Administrative Officer

DATE: November 8, 2021

SUBJECT: Committees of Council

ORIGIN

Following the process in Policy Statement G57 Committees of Council, members of Council annually review Council appointments to committees of Council. Members sitting on each committee may at this time request to join a committee or leave a committee. Section 4.2.2 states “committee membership shall be reviewed annually by Council in November, and/or within three (3) months following each municipal general election.”

DISCUSSION

During the October 25 meeting of Council, members of Council were asked to consider their committee appointments and provide a list of selections of committees they wished to sit on.

POLICY IMPLICATIONS

None.

BUDGET IMPLICATION

None.

ASSOCIATED DOCUMENTS

Policy Statement G57 Committees of Council
Current and Proposed Council membership on Committees of Council

RECOMMENDATIONS

That Council review and approve any changes in Council appointment to the attached committees of Council.

Town of Kentville Decision Wheel:



DRAFT

Council Member Appointments to Committees November 2021 to November 2022

Committee Name	Frequency	Councillor Selections	
Inclusion and Access Advisory	Monthly	CM2, CS3	
Board of Police Commission	Monthly	CG1, CM4, AZ1, GY1	
Joint Fire Services	Monthly	CG3, AZ2, GY4	
Kings Regional Sewer	Monthly	CS2	
Kings Transit	Monthly		
Valley Waste	Monthly	CS4, CG2	AZ
Investment Advisory	Monthly	CS1	SS
Regional Library	Monthly	GY	
Kings REMO (Advisory Co)	Quarterly	SS, PH	
Valley REN (LOC)	Quarterly	SS, PH	
Source Water	Quarterly	SS	
Water Commission	Quarterly	SS, AZ5, GY	CG
Student Bursary	Annually	CM3, PH	
Audit	Annually	SS, CS, AZ3	
CAO Evaluation	Annually	SS	
Diversity Kings	Monthly	AZ4, PH	
KCA/PTA	Monthly		
Kings Point to Point	Monthly		AZ
Trails Coalition	Monthly	CM1	



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 and all appointed members, which may include Council member and citizen appointees. To include:
- 3.1.1 defining the key areas of responsibility and the duties of each committee;
 - 3.1.2 establishing the membership, the term of appointment and the structure for the committees; and
 - 3.1.3 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.
- 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.

- 4.1.2 The Council reserves the right to appoint persons who are not members of the Council. To determine the make-up of each committee, the skill sets required by its participants, and residency requirements.
- 4.1.3 Applications for appointment to the committees shall be invited by public advertisement.
- 4.1.4 All applicants must consent to criminal and background checks.
- 4.1.5 Policy G70 Meetings applies to all committee meetings.
- 4.1.6 Robert's Rules of Order shall apply to all committee meetings.

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.

- 4.1.7 All committee members are subject to the Town of Kentville Code of Conduct in the execution of committee work.
- 4.1.8 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 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:

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

4.3.1.2 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
- 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.
- 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, the 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. 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 A majority of the members of a committee constitutes a quorum (50%+1).
- 4.5.2 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.
- 4.5.6 All meetings of the committee are open to the public.
- 4.5.7 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.
- 4.5.8 A committee may choose to endorse the report of Staff to Council or offer a different solution (alternative); 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 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 be appointed by Council:

4.7.1.1 Council Advisory Committee;

4.7.1.2 Audit Committee; and

4.7.1.3 CAO Evaluation Committee.

4.8 Council hereby establishes the **Council Advisory Committee** as a standing Committee of Council.

4.8.1 Membership

4.8.1.1 The chair of the Council Advisory Committee is the Mayor

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:

4.8.2.1 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.

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 Unsightly 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. 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.

4.9.1 Membership

- 4.9.1.1 The Mayor is Chair of the Audit Committee.
- 4.9.1.2 The Audit Committee consists of two (2) additional Council members.
- 4.9.1.3 The Audit Committee consists of two (2) citizen representatives appointed by Council for a two-year term of service, which will be reviewed annually.

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 meeting scheduled prior to the annual audit and a second meeting scheduled following conclusion of the audit.

4.9.3.2 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.

4.10.1 Membership

4.10.1.1 The Mayor is Chair of the CAO Evaluation Committee.

4.10.1.2 The CAO Evaluation Committee consists of the Mayor and all Council members

4.10.2 Mandate:

4.10.2.1 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.

4.10.2.2 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.

4.10.2.4

4.10.3 Administration and Meeting

4.10.3.1 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.

4.10.3.2 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.

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

4.11.1.1 be determined as issues dictate;

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

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

4.11.1.4 report and submit recommendations to Council Advisory Committee.

4.12 Commissions and Exceptions

4.12.1 Kentville Water Commission

4.12.1.1 The Kentville Water Commission 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:

4.12.1.1.1 Approval of the Capital budget;

4.12.1.1.2 Approval of the Operational budget;

4.12.1.1.3 Review and promulgation of the Annual Report; and

4.12.1.1.4 Review of Water Commission Operations with provincial regulations.

4.12.1.2 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.

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

4.12.1.4 Meeting: The Kentville Water Commission meets quarterly to review operational matters and annually for budget planning.

4.12.2 Kentville Source Water Protection Advisory Group

- 4.12.2.1 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) 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.
- 4.12.2.2 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.
- 4.12.2.3 Term: One citizen representative will be appointed by Council for a two- year term of service and reviewed annually.
- 4.12.2.4 Meeting: The Kentville Source Water Protection Advisory Group shall meet quarterly.

4.12.3 Investment Advisory Committee

- 4.12.3.1 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.
- 4.12.3.2 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.

4.12.3.3 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, reviewed annually.

4.12.3.4 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

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

Chief Administrative Officer, Kelly Rice

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”.

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 the request of Proclamations.

2.0 DEFINITIONS

- 2.1 Proclamations: a formal pronouncement issued at the discretion of Council

3.0 SCOPE

- 3.1 Proclamations are issued to community groups, charitable organizations and non-profit organizations to increase public awareness of their cause.

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.
- 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 may be charitable, volunteer, 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

Town of Kentville, Policy G14: Proclamations

‘for profit’ business, governments, or causes likely to result in riots or civil disorder, or other issues that Council may feel inappropriate;
4.5 Proclamation requests may be submitted in writing to the Executive Assistant a minimum of six weeks before the preferred date of proclamation.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created: May 12, 1999
DATE

Chief Administrative Officer, Dan Troke



354 Main Street
Kentville, NS
B4N 1K6

November 8, 2021

Public Meeting – Potential Dates

Background:

On October 25, 2021, Kentville Town Council discussed and agreed to a future moderated public meeting. Council directed the CAO to come forward with proposed times.

The Kentville Volunteer Fire Hall is the most suitable space to hold such an event due to size and location. The following are the available dates for consideration based on facility availability and avoiding weekend and Friday evening meetings:

Evening times 6 to 8 pm

November 16, 17, 18, 30th,
December 1st
January 18, or 25th

Recommendation:

Based on the above availability, Council should decide on the best date based on schedules and committee requirements.

Submitted to council for consideration.

Dan Troke, CAO
Town of Kentville

TO: Council Advisory Committee

SUBMITTED BY: Chief Administrative Officer Dan Troke

DATE: November 8, 2021

SUBJECT: Repeal and Replace Policy G53 Retention and Destruction of Records

ORIGIN

The Town of Kentville has been reviewing and improving records management processes and software, to better organize and protect records owned by the Town of Kentville. The existing policy defining the retention and destruction of records of records should be repealed and replaced with a policy that reflects records management best practices.

BACKGROUND

The Association of Municipal Administrators of the Nova Scotia has a records management committee with the goal of establishing a consistent framework of the organizing, storage and destruction of municipal records. The AMA Records Management Manual was developed by this committee to be the highest standard of municipal records management, and is used by many municipalities, including the Town of Kentville. The Town's existing records management policy does not reflect the use of this manual or the best practices for the organization, retention and destruction of municipal records. Laserfiche is a content management platform used globally by governments, schools, health care providers, private businesses, financial services. In Kentville, the AMA manual has been integrated into the Laserfiche content management system and is used regularly for records management and records security.

DISCUSSION

The proposed Records Management Policy states that the Town has a formal records management system that is based on the most up to date version of the Association of Municipal Administrators of Nova Scotia manual of records management.

POLICY IMPLICATIONS

Policy Statement G53 Retention and Destruction of Records should be repealed and replaced with the attached policy statement.

BUDGET IMPLICATION

None.

ATTACHMENTS

- Policy Statement G53 Retention and Destruction of Records
- Proposed Policy Statement GX Records Management Policy

RECOMMENDATION

That Council approve the attached Policy Statement regarding Records Management and repeal Town of Kentville Policy Statement G53 Records Retention and Destruction.

TOWN OF KENTVILLE POLICY STATEMENT GX

RECORDS MANAGEMENT POLICY



1.0 PURPOSE

Under s. 34 of the MGA, the council of a municipality may adopt a policy for the management and destruction of records. This provision establishes the Records Management System of the municipality. This policy may be cited as the “Records Management Policy.”

2.0 DEFINITIONS

In this policy:

- 2.1 “Council” means the council of the Town of Kentville;
- 2.2 “Designated Officer” means the person designated and authorized by the Chief Administrative Officer of the Town of Kentville, to act on behalf of the Town of Kentville to manage and maintain the Records Management System;
- 2.3 “Manual” means the Association of Municipal Administrators (A.M.A.) Records Management Manual, third edition, as amended from time to time;
- 2.4 “Record” includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;
- 2.5 “Records Management System” means an electronic or paper-based system used by the Town of Kentville to manage the records of the Town of Kentville from record creation through to records disposal.

3.0 SCOPE

This policy establishes that the Town of Kentville has adopted and maintains a formal records management system. All records in the custody and control of the employees of the Town of Kentville are the property of the Town of Kentville. All records of the Town of Kentville must comply with the Records Management System and this policy. All employees and management of the Town of Kentville must comply with this policy.

4.0 PROCEDURES

- 4.1 The Records Management System of the Town of Kentville is established and authorized.
- 4.2 Compliance with Records Management System: All records in the custody and control of the employees of the Town of Kentville are the property of the Town of Kentville. All records of the Town of Kentville must comply with the Records Management System and this policy. All employees and management of the Town of Kentville must comply with this policy.
- 4.3 Designated Officer: The Designated Officer is responsible for the management and maintenance of the Records Management System.
- 4.4 Adoption of the Manual: The Designated Officer is authorized to adopt and maintain the Manual as part of the Records Management System. Records of the Town of Kentville must be created, accessed, maintained and disposed of only as provided by the Manual. The Manual includes a Records Retention Schedule that prescribes the period of time that records are kept to meet the operational, legal, regulatory, financial or other requirements of the Town of Kentville. The Records Retention Schedule also provides instructions as to the manner and time of the disposition of a record.
- 4.5 Integrity and Authenticity Maintained: The Records Management System must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.
- 4.6 Authorization to Amend Manual: The Designated Officer is authorized to amend the Manual.
- 4.7 Disposal by Designated Officer: When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may allow the record to be destroyed or otherwise disposed of in accordance with the instructions outlined in the Records Retention Schedule and in consultation with stakeholders within the organization as detailed below:
- 4.7.1 The destruction actions must always be authorized, allowing for staff to intercede if specific issues such as a government investigation, audit, freedom of information access request, litigation or legal claim require that destruction must be halted. A sample records destruction approval form is included in Appendix B – Forms and Samples to the Manual;
 - 4.7.2 Records pertaining to any actual or pending government investigation, audit, freedom of information access request, litigation or legal claim should not be destroyed. There should be processes to impose a “legal hold” when specific requirements arise;

- 4.7.3 Records destruction should be undertaken in a manner that preserves the confidentiality of records, including the privacy of information about individuals;
- 4.7.4 All copies of records that are authorized for destruction, including security, preservation and backup copies, should be destroyed as soon as reasonably possible; and
- 4.7.5 Records should be maintained to document the destruction actions. Certificates of destruction are generally provided by service agencies, and these are retained permanently, along with information about the records series title, date range and date of destruction.

4.8 Records that are required by any enactment to be kept, and all minutes, by-laws, policies and resolutions of Council shall not be destroyed.

5.0 ASSOCIATED DOCUMENTS

No associated documents

6.0 POLICY REVISION HISTORY

Date Created: DATE

Chief Administrative Officer, Dan Troke



TOWN OF KENTVILLE POLICY STATEMENT G53 RETENTION/DESTRUCTION OF RECORDS

1.0 PURPOSE

To provide direction for the retention and/or destruction of records, which have been created by or are in the care, custody and control of staff and council members.

2.0 DEFINITIONS

“Record”

A record can be a book or document, a map, drawing, photograph, letter, voucher, paper and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means. {MGA Part 20 – Freedom of Information and Protection of Privacy – Section 461 (h)}.

3.0 SCOPE

The Town of Kentville will establish a policy to ensure that those records involving the decisions, actions and legislation of the Town, are retained, made readily accessible, and are protected from premature destruction; and further, that those records, which are redundant or have no further value, are systematically destroyed by a controlled method.

4.0 PROCEDURES

1. Retention of Permanent Records

Those records which have become the “official memory” of past decisions of the Town, must be retained in a secure environment and kept indefinitely. The following would be examples of such records:

- Those which are required by an enactment to be kept - minutes, bylaws, policies and resolutions of Council (Authority - Part 2 – Administration – Section 34 (2) of the Municipal Government Act);
- Those relating to the title of real property;
- Court records;
- Plans and surveying records;
- Any agreements, contracts, or other transactions, as part of the numbered document archives in the Town’s vault;

2. Destruction of Printed Documents

- (a) The following is a retention schedule:

Type of Record:	Life Cycle:
Invoices	5 years and older
Returned cheques	5 years and older
Daily cash receipts	5 years and older
Computer print-outs	5 years and older
Meter cards and work orders	5 years and older
General correspondence, memos, etc.	5 years and older
Personnel Records (General)	5 years following termination
Disciplinary Reports	1 year following issuance (as per the HR Policy)
Personal files of terminated employees	5 years
Outdated reports, manuals, plans	as determined by CAO or department head

The procedure for expunging printed documents would be as follows:

- A written summary identifying the types of files and their expunging date will be prepared by the CAO and/or Department Head for review by the Town Clerk;
- The documents identified will be examined by the Town Clerk and approved for destruction;
- The Town Clerk will arrange for and oversee the expunging process;

Destruction of Audio/Video Records

Audio/video records will, for the most part, be subject to the same criteria for retention and destruction, as are printed records. Those records, which are not excluded from destruction (see Section 1) may be expunged when:

- A printed copy of the record has been prepared and approved by the Town Clerk for accuracy;
- identified by the CAO or Department Heads, as being redundant or no longer of value;
- In the case of recorded minutes, see Policy G30-Standards for Recorded Minutes. Generally, this policy states that following approval of the minutes,
- The records of council meetings may be destroyed after 2 years,
- The records of all other meetings may be destroyed after 6 months;

4. Destruction and/or Retention of Electronic Records

Electronic records will, for the most part, be subject to the same criteria for retention and destruction, as are printed records.

In cases where documents are exempted from destruction (see Section 1), these records may be transferred to another medium (i.e. compact discs).

This record must also be coded for easy retrieval and filed in the Town's vault. (Some documents, with an original signature or seal should, if necessary in the opinion of the CAO, be examined by the solicitor prior to conversion.

5.0 ASSOCIATED DOCUMENTS

6.0 POLICY REVISION HISTORY

Date Created:	September 10, 2008
Revisions:	January 27, 2014
	January 2017. Reformatted.

REPEAL