



**TOWN OF KENTVILLE  
COUNCIL ADVISORY COMMITTEE  
COVID-19 PROTOCOL  
January 10, 2022  
MEETING VIA ZOOM**

**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, December 13, 2021**
- 4. PRESENTATIONS**
  - (a) AET Consulting – Regional Greenhouse Gas Reduction Opportunities Report**
- 5. DEPARTMENT REPORTS AND RECOMMENDATIONS**
  - (a) Finance**
    - 1. Director’s Report**
    - 2. Projection Report**
    - 3. Withdrawal from Capital Reserves**
  - (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) Public Forum: Online Format**

**7. CORRESPONDENCE**

**(a) None**

**8. NEW BUSINESS**

**(a) Amendment to the Land Use Bylaw**

**(b) Redden Avenue Resident Request**

**9. PUBLIC COMMENTS**

**10. IN-CAMERA**

**(a) None**

**11. ADJOURNMENT**

# DRAFT



## **TOWN OF KENTVILLE COUNCIL ADVISORY COMMITTEE**

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

This meeting was held in Council Chambers at Town Hall. It was livestreamed on Facebook and posted to YouTube with closed captioning after the meeting.

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

### **1. PRESENT**

#### **Council:**

- Mayor Sandra Snow
- Deputy Mayor Cate Savage
- Councillor Craig Gerrard
- Councillor Paula Huntley
- Councillor Cathy Maxwell
- Councillor Gillian Yorke
- Councillor Andrew Zebian
- 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
- Solicitor Geoff Muttart
- Jennifer West, Recording Secretary

#### **Staff:**

#### **Guests:**

- Emma Norton – David Suzuki Foundation
- Christianne Hagerman – Kentville Ravine Project
- Pat Norton – Vaccines and Children

### **REGRETS**

None.

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

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

## 2. APPROVAL OF THE AGENDA

It was moved by Councillor Cathy Maxwell and Councillor Craig Gerrard

**That the agenda for the Council Advisory Committee meeting of December 13, 2021 be approved.**

- Move solicitor advice to In Camera
- Labour issue to In Camera
- Land issue to In Camera
- Addition: Request that the Mayor apologize to people who spoke at the podium at the last meeting.

## MOTION CARRIED

## 3. APPROVAL OF THE MINUTES

(a) Council Advisory Committee, Meeting Minutes, November 8, 2021.

**It was moved that the minutes from the Council Advisory Committee meeting held on November 8, 2021 be approved as presented.**

## MOTION CARRIED

## 4. PRESENTATION

### (a) David Suzuki Institute – Emma Norton

Emma Norton, Director of Communications and Atlantic Canada Organizer with the David Suzuki Institute, brought information about budgets and strategic planning for municipal climate action.

*Presentation available for more information*

### (b) The Kentville Ravine Project – Christianne Hagerman

Christianne Hagerman with the Friends of the Kentville Ravine group presented information about the Hemlock Woolly Adelgid invasion in the Kentville Ravine and options for management of this invasive species in the park.

*Presentation available for more information*

- Discussion
  - Concerns about bioactive solutions.
  - Questions about reapplication rates.
  - Appreciation to the Ravine working group for their professionalism and expertise.

# DRAFT

- What can council do to help? Once the advisory group comes to a plan for addressing this invasive species, they will approach Council for support.
- 

## **(c) Pat Norton**

Pat Norton from Kentville provided information to Council about the safety of Covid-19 vaccines for children aged 5-11, and concerns about a vaccine mandate.

*Presentation available for more information*

- Discussion
  - Council explained that the overwhelming evidence is that vaccines are safe and effective for children and adults.
  - Presenter suggested striking a committee of residents and Councillors to consider alternatives to vaccines for children.
  - Council suggested that the presenter respect the history of epidemics and pandemics, for example polio, scarlet fever, diphtheria. Vaccines helped these medical crises.

## **5. DEPARTMENT REPORTS AND RECOMMENDATIONS**

### **(a) Finance**

#### **(1) Directors Report**

Director Deb Crowell presented her report for the period ending November 30, 2021. To this date overall revenue exceeds the average at 89%. The overall expenditures are above the benchmark at 70.9%.

*See report for more information.*

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

Director Deb Crowell presented the projection report for the period ending November 30, 2021. In this report, the Town is projecting a surplus position of \$172,600 for the end of the fiscal year due to an equalization grant from the province.

*See report for more information.*

- Discussion
  - How can Councillors determine the total cost of legal costs in the past fiscal year. CAO Troke can group these into categories for Council.

#### **(3) Sundry Write-offs**

Director Deb Crowell presented the sundry write offs for Recreation and Sanitary Sewer items.

*See report for more information.*

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- Discussion
  - Concerns about the size of the sundry amount for recreation services. This is related to unpaid bills for recreation services by the County.
  - Should this amount around \$23000 be reconsidered? Should the Town continue to pursue this amount from the County?
  - The Solicitor interjects that the conversations are not appropriate for resolving this issue. He recommends that the CAO review the legal issues associated with this write off, and that they be brought back to an in-camera session.
  - **The CAO will review this account and bring information back to Council.**

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

**That Council Advisory Committee Recommend**

**That Council approve the write off of the sundry receivables in the amount of \$33,623.12.**

*To be brought forward at the January 31, 2021 meeting of Council*

**MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

*Councillors who voted against this motion:*

*Maxwell*

**(b) Planning and Development**

**(1) Director’s Report**

Director Bev Gentleman reviewed her report for November 2021. Highlights included a building valuation of \$25,707,425 for the year. The report also included project updates about the Ryan’s Park, Affordable Housing Funding, Miners Landing, Kentville Business Park, and the variance appeal.

*See report for more information.*

- Discussion
  - There may be amendments to the land use bylaw about accessory dwellings to allow for this housing development.
  - Appreciation to the planning department for their efforts to help resolve the housing crisis.
  - Will the tiny homes development be managed by the government or a separate group? The developer will manage the project.

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**(2) Community and Economic Development Report**

CAO Troke tabled this report for November 2021. Highlights included winter marketing, holiday beautification, the public garden and Holly Days. Appreciation to Lindsay Young for her efforts in coordinating the Alan Syliboy mural.

*See report for more information.*

**(c) Parks and Recreation**

**(1) Director’s Report**

Director Rachel Bedingfield reviewed her report for November 2021. Some of the highlights included programs, the Kentville Ravine, Kentville Plays, Super Happy Active Family Fun Time, roll out of the Moby Mat, accessibility and active transportation. Announcement of the resignation of Facility Manager Kevin Bennett.

*See report for more information.*

- Discussion
  - Appreciation to Kevin Bennett for his many years of service to the Town.

**(d) Police Report**

**(1) Chief’s Report**

Police Chief Jim Butler reviewed the Police Service report to Council. Highlights included budgeting, training, upgrades and staffing at the jail, energy efficiency upgrades, and a new vehicle purchase.

*See report for more information.*

**(e) Engineering and Public Works**

**(1) Director’s Report**

Director Dave Bell presented his report for November 2021. Some of the highlights included water connections, road salt deliveries, and bridge upgrades for lighting.

*See report for more information.*

- Discussion
  - Regarding Burke subdivision- the second layer of the pavement will be placed in the spring.
  - The tree lights on the corner of Oakdene and Belcher- staff will look into this.

**(f) Administration**

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

# DRAFT

CAO Troke presented his report for November 2021. Some of the highlights included budgets, policies, E11 service requests, intermunicipal service agreements, the regional greenhouse gas report and work on regional housing crisis by multiple community organizations.

*See report for more information.*

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

**That the reports from the directors be accepted as presented.**

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*

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

## **BUSINESS ARISING FROM THE MINUTES / OLD BUSINESS**

(a) Removed from the agenda, added to in camera meeting

## **6. CORRESPONDENCE**

### **(a) New Horizons Grant – Appreciation**

New Horizons Seniors club wrote to thank the town for their grant which will support programs for seniors in the coming year.

### **(b) Minister of Municipal Affairs and Housing**

Notice from the Province that it has established a Code of Conduct Working Group to develop recommendations for a municipal code of conduct and sanctions for breach.

## **7. NEW BUSINESS**

### **(a) 2022 Council and CAC Meeting Dates**

CAO Troke presented the dates for Council and Council Advisory Committee dates in 2022.

*See report for more information.*

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

**That Council Advisory Committee Recommend**

**That Council approve the proposed calendar of Council and Council Advisory Committee meeting dates and times for 2022.**

*To be brought forward at the January 31, 2022 meeting of Council*

## **MOTION CARRIED**

*Councillors who voted in favour of this motion:*



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

## 8. PUBLIC COMMENTS

### (a) Patricia Williamson, Kentville Nova Scotia

- Concerns about the buy back for the Robinson Property.

### (b) Mark Rogers, Kentville

- Kentville Ravine’s loss of trees represents a significant fire hazard if the tree are lost.
- Concerns about democracy, voices being heard, turning on microphones for public comments, rules of order.

### (c) Marian Zebian, Kentville

- Citizens of Kentville have lost faith in Councillors. Council should spend money on issues that are easy to fix, not on legal issues. Concerns about the buy back of the Robinson Property. Concerns about homelessness.

## 9. IN CAMERA

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

**That Council move into a closed session at 7:52 pm to discuss confidential matters relating to property and personnel.**

### **MOTION CARRIED**

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

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

**That Council return to open session at 9:56 pm**

### **MOTION CARRIED**

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

## 10. ADJOURNMENT

It was moved by Councillor Paula Huntley

**That Council Advisory Committee adjourn at 9:57 pm**

### **MOTION CARRIED**

DRAFT



# Regional GHG Emission Reduction Opportunity Study

## *Results and Recommendations*



# Our Team



**Stephen Boles**

- Project management
- Lead analyst for GHG reduction opportunities
- Lead author for final report



**Hameet Singh**

- Data processing and analysis support
- Lead stakeholder engagement



**Ben Dunbar**

- Lead analyst for GHG reduction opportunities pertaining to waste management



## Partner Municipality Representatives

### County of Kings

- Scott Quinn
- Emily Kennedy

### Town of Berwick

- Michael Payne
- Don Regan

### Town of Kentville

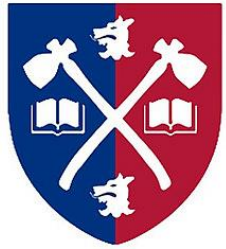
- Jennifer West

### Town of Wolfville

- Lindsay Slade
- Devin Lake

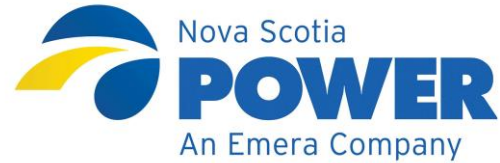


# Community Stakeholder Partners

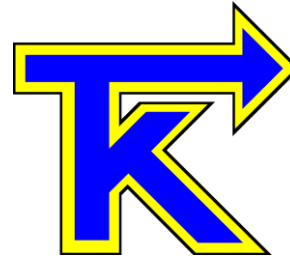


ACADIA  
UNIVERSITY

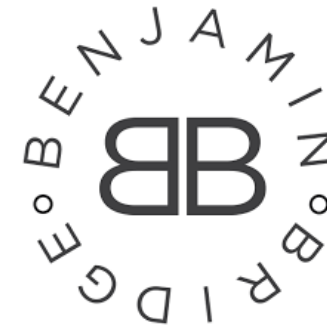
Jodie Noiles



Robert Doiron



Brian Smith



Keltie MacNeill



Andrew Garrett



Don Regan



Omar Bhimji



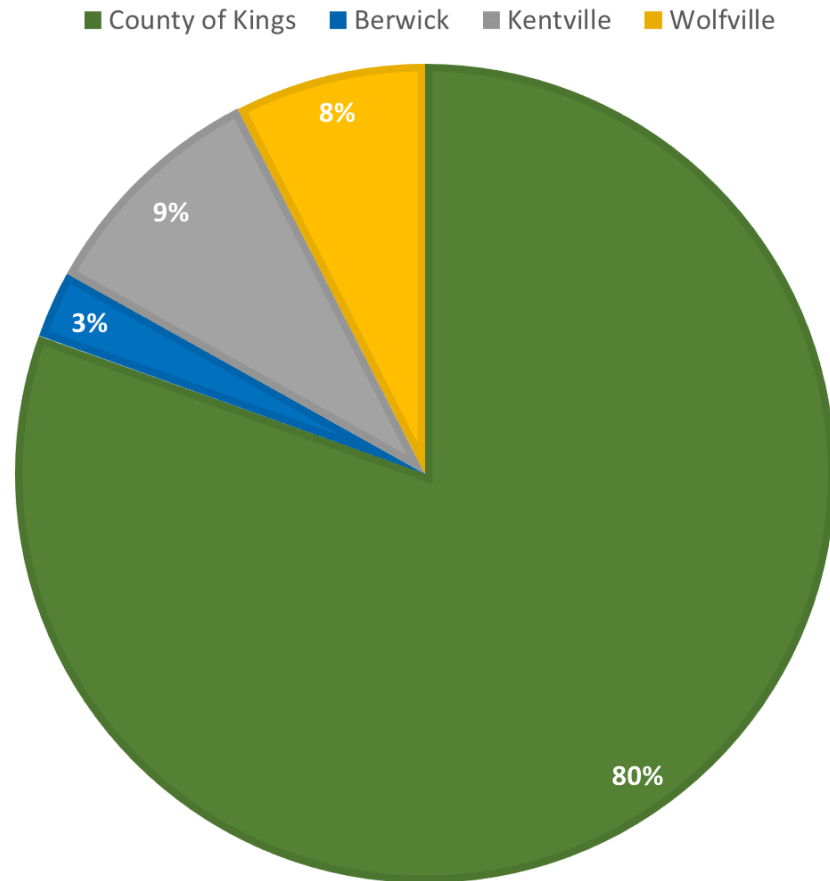
Myles Cornish



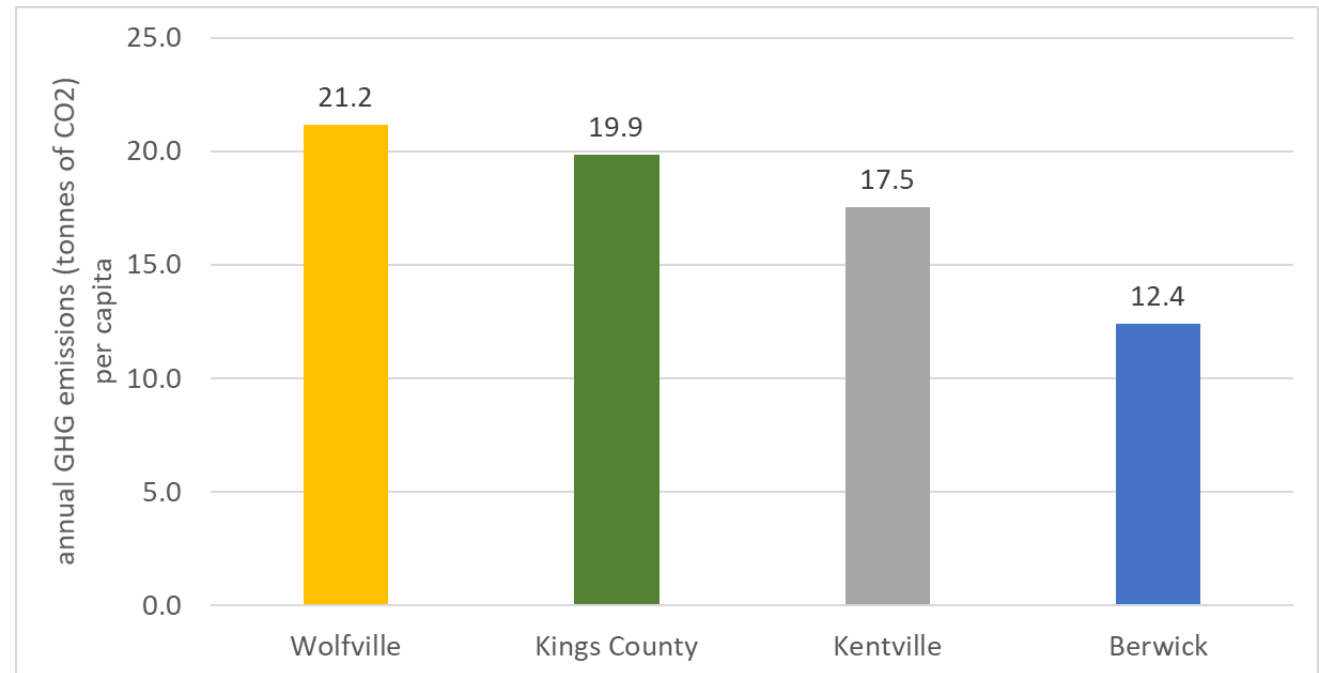
Richelle Brown Redden

# Regional GHG Emission Reduction Opportunity Study

## Contribution to Regional GHG Emissions

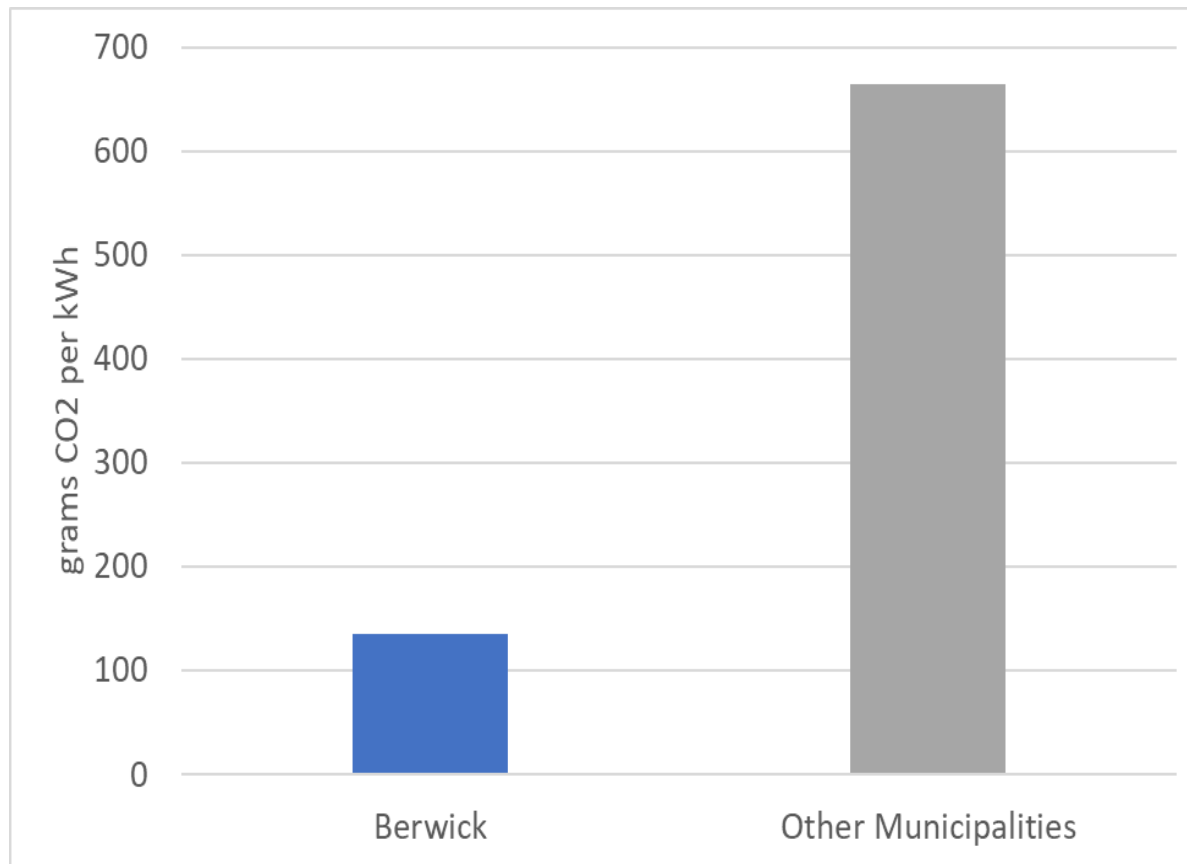


## Per Capita GHG Emissions (tonnes CO<sub>2</sub> /year)



# Regional GHG Emission Reduction Opportunity Study

**GHG Emissions of Electricity (g CO<sub>2</sub> / kWh)**



**Berwick electricity is generated from renewable sources or purchased from New Brunswick Power**

**The other partner municipalities are supplied electricity by Nova Scotia Power**

# Desired Outcomes of Project

Increased **Awareness**  
of **Carbon** Emitting  
Activities in the  
Region

Reduced Exposure to  
Carbon Pricing  
Programs


Defined Path to Reduced  
Regional GHG Emissions

Increased **Energy**  
**Security** for the  
Region

Improved **Health** of  
**Residents**  
(active transportation,  
air quality)



# Project Phases



Calculate  
Regional GHG  
Emissions

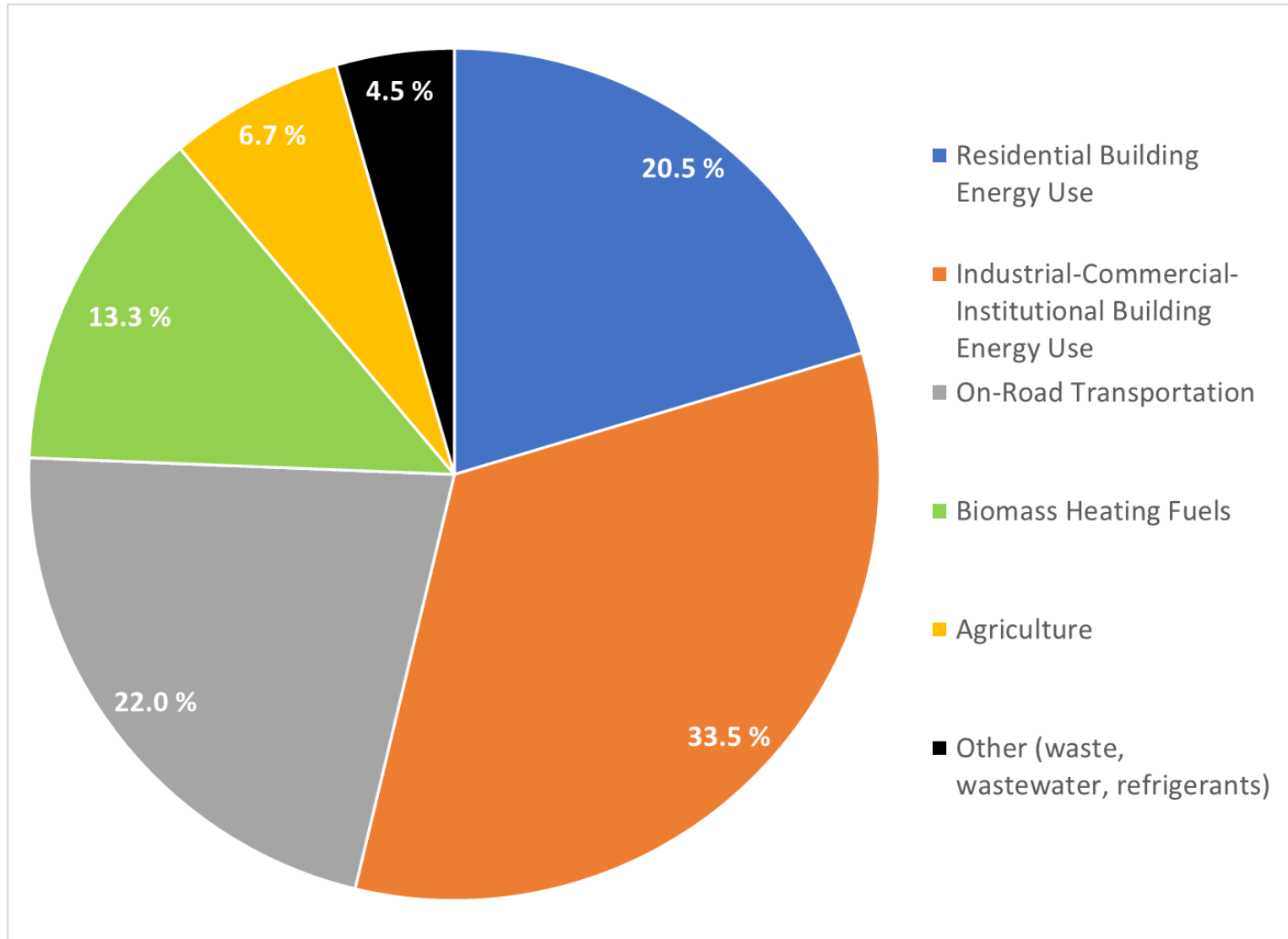


Identify GHG  
Reduction  
Opportunities



Modeling of  
Future GHG  
Emissions

# Phase 1: Calculate Regional GHG Emissions



## Top 3 Regional GHG Sources:

**Building Energy: 67%**  
(residential, industrial-commercial-institutional, biomass)

**On-Road Transportation: 22%**

**Agriculture: 7%**

# Phase 2: Identify GHG Reduction Opportunities

35 unique GHG reduction opportunities were identified in two general categories:

## REGIONAL CONTROL OR INFLUENCE:

GHG reduction opportunities that can be controlled or influenced by plans, policies, or programs implemented by the partner municipalities

## EXTERNAL CONTROL OR INFLUENCE:

GHG reduction opportunities that are controlled or influenced by external organizations or levels of government



# Top 10 Opportunities – Regional Control

Opportunity
Increased installation of heat pumps in homes
Deep retrofits of existing homes
Residential building codes (new dwellings net-zero energy by 2030)
Deep retrofits of existing commercial buildings
Increase transit usage
Increased installation of heat pumps in commercial buildings
Increased installation of solar hot water heating in residential buildings
Increased installation of solar photovoltaic systems in residential buildings
Commercial building codes (new buildings net-zero energy by 2030)
Increased adoption of electric vehicles

## Active Transportation Promotion

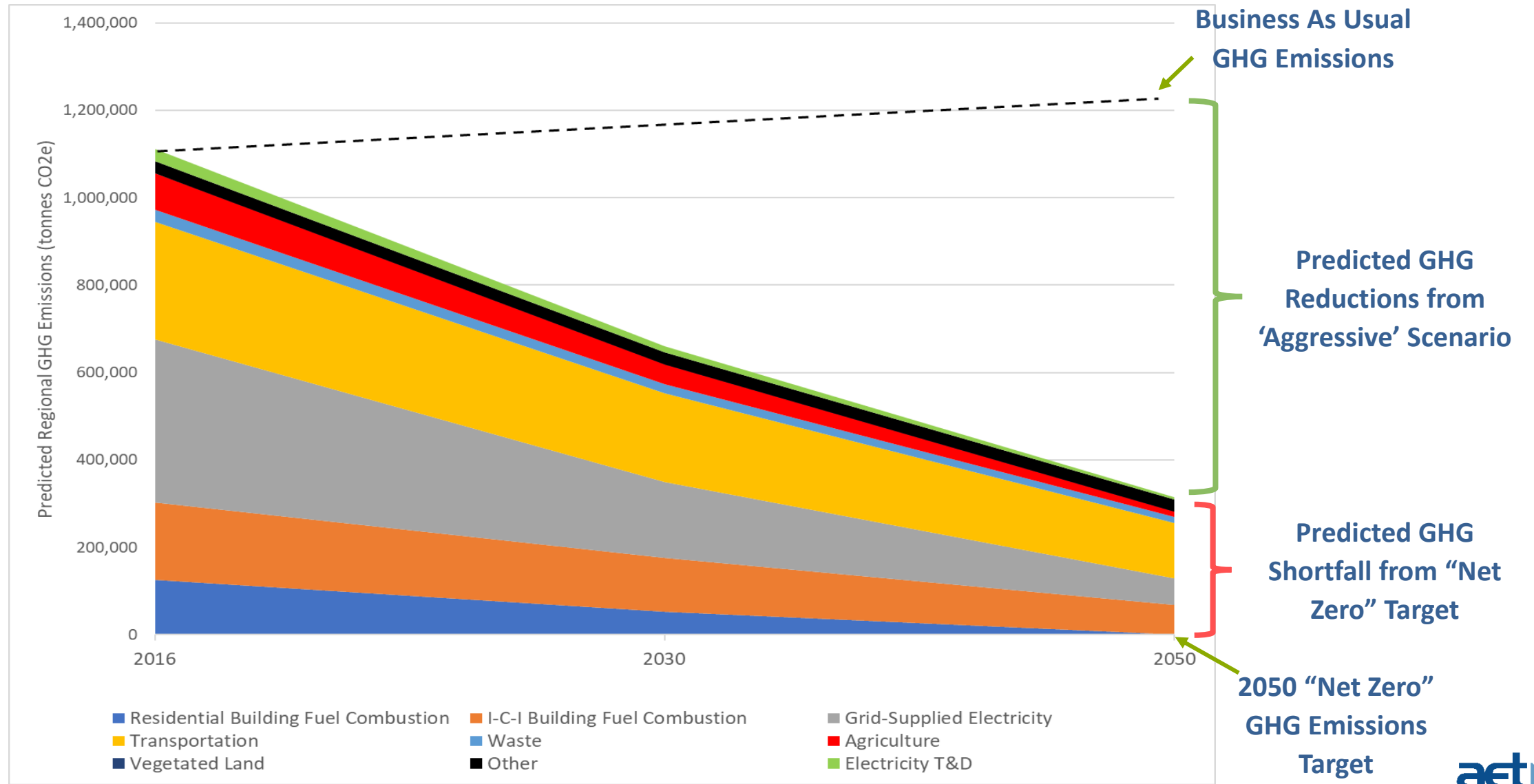


Prepared for Town of Kentville  
May 2019

**Kentville Moves**  
ACTIVE TRANSPORTATION PLAN

UPLAND

# Phase 3: Modeling of Future GHG Emissions





# Recommendations

**Use the unified voice of the Region to advocate with external organizations (provincial govt., federal govt., utilities) that control or influence portions of the Region's GHG emissions**

**Develop a Regional Climate Change Action Plan**

**Adopt Regional GHG Reduction Targets (approved by the Council's of all partner municipalities)**

**Create a Regional Climate Action Coordinator Position and a Climate Planning Committee**

# Questions?

[www.aetg8.com](http://www.aetg8.com)

 @AETGroup

 AET Group Inc

 AET Group Inc



**Town of Kentville**  
**Staff Report to Council Advisory Committee**  
**Department of Finance**  
**DECEMBER 31, 2021**

**Summary:**

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

- The Investment Advisory Committee met on December 14 to hear the details of the month ended November 30, 2021.
- The Kentville Volunteer Fire Department met on December 16, 2021 and presented draft 2022-23 Operating and Area Rate budgets to the Joint Fire Services Committee.
- Utility meters were read in December. The 3<sup>rd</sup> quarter billing will be released mid-January 2022.
- Many Finance personnel enjoyed vacation days the last week of December.

**Attachments**

- Schedules A & B (Revenue and Expenditures) are included for the month ended December 31, 2021.
- Schedule C (Outstanding Taxation) is attached for the month ended December 31, 2021.
- Schedule D (Sanitary Sewer Area Service) is not included. The next report will be tabled early next year for the quarter ended December 31, 2021.
- Schedules E and F (Perpetual Investment Fund) are included for the month ended November 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, 75% of the budget would be recorded. To December 31, 2021, overall revenue exceeds the average at 89.8% recorded. Items worth noting are:



- **Taxes-** Total taxation is currently reporting at 100.4%. All assessment adjustments received to date are recorded.
- **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. Eight months of sales are recorded. This section also accounts for the sale of financial services to KVFD. Nine 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 76.9% expended. Some segments have exceeded the 75% 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 fourth quarter operating funding was paid to Kentville Fire along with the final half 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. **Debt charge** exceeds the benchmark but reflects the debt repayment schedule.

- **Transportation Services– Common services** exceeds the yard stick because reallocation of wages to other cost centres occurs by journal entry and lags one month behind. **Debt charge** exceeds the benchmark but reflects the debt repayment schedule.
- **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- Facilities** exceeds the threshold due to expenditures on the swimming pool and various parks throughout the Town. **Debt charge** exceeds the benchmark but reflects the debt repayment schedule.
- **Financing and Transfers (Expenditures)- Debt charge- principal** exceeds the benchmark but reflects the debt repayment schedule. **Transfers** to the Town's various reserve funds occurred based on the operating budget.

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

Current year's tax levy outstanding at December 31, 2021 is \$10,612 or 99.9% collected (last year- 99.6%). Total property tax outstanding as at December 31, 2021 is \$12,290 (last year- \$53,245). This equates to 99.9% collected in total (last year- 99.4%).

#### Perpetual Investment Fund (see Schedules E and F)

The Investment Advisory Committee (IAC) met (in person!) on December 14, 2021 to discuss the report for the month ended November 30, 2021.

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

	COST	MARKET
Cash and short-term	\$1,021,635	\$1,026,843
Fixed income securities	5,872,798	5,857,477
Common shares	<u>6,605,997</u>	<u>7,387,351</u>
<b>Total investments</b>	<b><u>\$13,500,430</u></b>	<b><u>\$14,271,671</u></b>

The *Statement of Reserves (Schedule F)* is also attached. At November 30, 2021, interest paid into the fund is \$74,192, dividends paid into the fund total \$141,017; capital

losses are \$13,585 (last year loss-\$6,612). At November 30, management fees totaled \$24,830 (last year- \$20,205).

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, \$1,278,474 (56.2%) has been expended.

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

Respectfully Submitted,



Debra Crowell  
Director of Finance

## Town of Kentville Operating Fund

December 31, 2021

Revenue	Budget Amount \$	Year to Date Amount \$	% consumed
<b>TAXES</b>			
<b>Tax (including Industrial Park)</b>			
Assessable property	9,102,000	9,131,572	100.3%
Resource	45,400	45,252	99.7%
Economic development	113,800	107,887	94.8%
	<u>9,261,200</u>	<u>9,284,711</u>	100.3%
<b>Area rates and frontages</b>			
Area rates	666,300	685,220	102.8%
Special assessments	5,000	3,387	67.7%
	<u>671,300</u>	<u>688,607</u>	
<b>Based on revenue</b>			
Business property	<u>38,500</u>	<u>36,725</u>	95.4%
<b>TOTAL TAXATION</b>	<b><u>9,971,000</u></b>	<b><u>10,010,043</u></b>	<b>100.4%</b>
<b>PAYMENTS IN LIEU OF TAXES</b>			
Federal and agencies	417,800	386,292	92.5%
Provincial and agencies	182,100	-	0.0%
	<u>599,900</u>	<u>386,292</u>	64.4%
<b>SERVICES TO OTHER GOVERNMENTS</b>			
Provincial government	120,000	73,037	60.9%
Local government	91,000	40,957	45.0%
	<u>211,000</u>	<u>113,993</u>	54.0%
<b>SALES OF SERVICES</b>			
Agencies	<u>1,020,500</u>	<u>711,194</u>	69.7%
<b>OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	24,737	65.4%
Rentals	397,500	196,677	49.5%
Interest	95,000	58,680	61.8%
Return on investments	630,000	-	0.0%
Other	44,300	44,412	100.3%
	<u>1,204,600</u>	<u>324,505</u>	26.9%
<b>UNCONDITIONAL TRANSFERS</b>	<b><u>221,200</u></b>	<b><u>305,987</u></b>	<b>138.3%</b>
<b>CONDITIONAL TRANSFERS</b>	<b><u>125,000</u></b>	<b><u>111,681</u></b>	<b>89.3%</b>
<b>FINANCING AND TRANSFERS</b>			
From reserves	<u>317,000</u>	<u>317,000</u>	100.0%
	<u>317,000</u>	<u>317,000</u>	100.0%
<b>TOTAL REVENUE 2021/2022</b>	<b><u>13,670,200</u></b>	<b><u>12,280,696</u></b>	<b>89.8%</b>

December 31, 2021

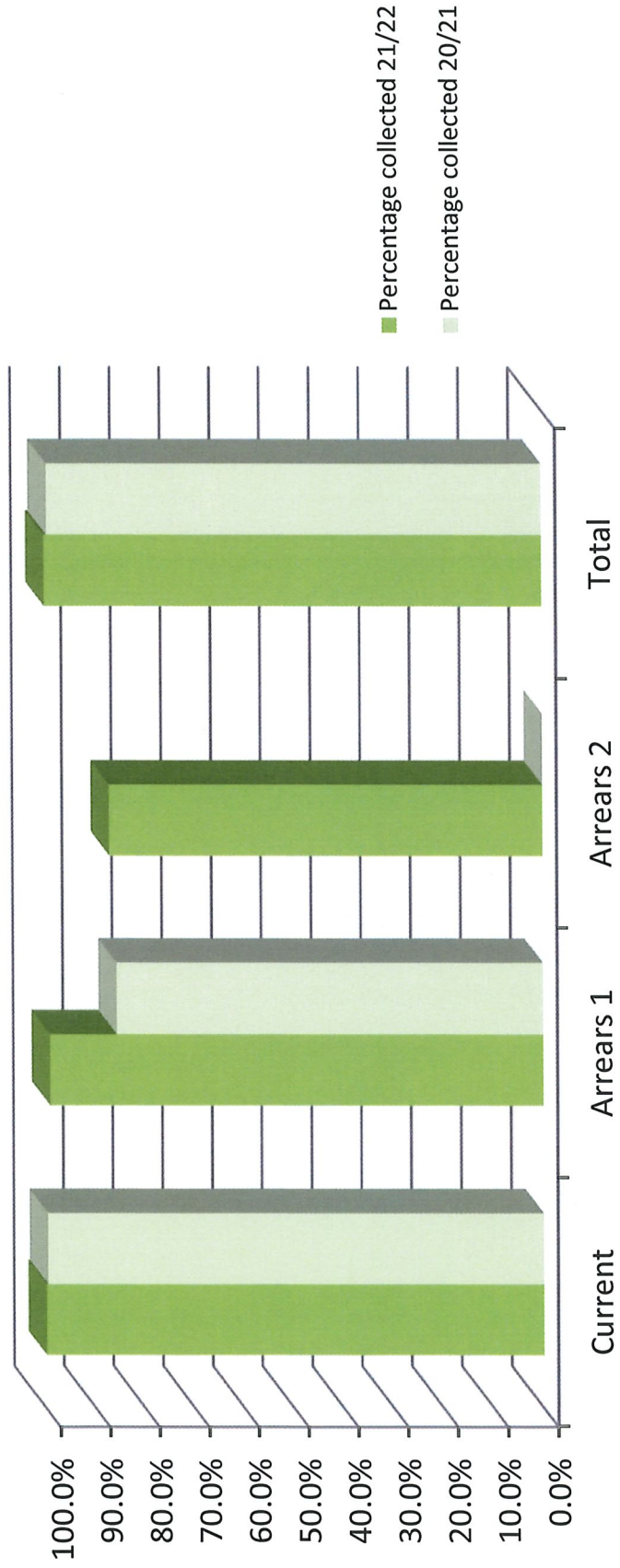
## Town of Kentville Operating Fund

Expenditures	Budget	Year to Date	% consumed
	Amount \$	Amount \$	
<b>GENERAL ADMINISTRATION</b>			
Legislative	257,000	177,217	69.0%
General administration	1,447,200	1,076,250	74.4%
	<u>1,704,200</u>	<u>1,253,467</u>	<b>73.6%</b>
<b>PROTECTIVE SERVICES</b>			
Police- core program	2,509,200	1,855,810	74.0%
Police-sales of service	153,000	83,004	54.3%
Law enforcement	196,500	134,124	68.3%
Fire fighting	860,100	865,567	100.6%
Protective service- debt charge	5,000	5,086	101.7%
Emergency measures and other	130,500	66,830	51.2%
	<u>3,854,300</u>	<u>3,010,420</u>	<b>78.1%</b>
<b>TRANSPORTATION SERVICES</b>			
Common services	1,012,900	804,937	79.5%
Road transportation	762,800	425,687	55.8%
Public transit	285,900	198,207	69.3%
Transportation- debt charge	51,300	49,357	96.2%
Other	94,000	55,746	59.3%
	<u>2,206,900</u>	<u>1,533,934</u>	<b>69.5%</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
Solid waste collection and recycling	664,000	506,868	76.3%
<b>PUBLIC HEALTH</b>			
Public health and housing	96,500	7,264	7.5%
<b>ENVIRONMENTAL DEVELOPMENT</b>			
Planning and zoning	231,100	205,874	89.1%
Other community development	389,200	293,357	75.4%
	<u>620,300</u>	<u>499,230</u>	<b>80.5%</b>
<b>RECREATION AND CULTURAL</b>			
Recreation-Administration	538,800	406,545	75.5%
-Programmes (net)	141,800	83,619	59.0%
-Facilities	611,000	470,045	76.9%
-Debt charge	26,300	26,954	102.5%
Cultural	133,700	97,357	72.8%
	<u>1,451,600</u>	<u>1,084,521</u>	<b>74.7%</b>
<b>EDUCATION</b>			
	<u>1,610,000</u>	<u>1,207,413</u>	<b>75.0%</b>
<b>FINANCING AND TRANSFERS</b>			
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>	<b>96.6%</b>
<b>TOTAL EXPENDITURE 2021/2022</b>	<b>13,670,200</b>	<b>10,515,477</b>	<b>76.9%</b>

# Town of Kentville Operating Fund

<b>Summary of Taxes Collected &amp; Outstanding</b>				
This report provides information for Council's perusal concerning outstanding taxes.				
	<u>CURRENT</u>	<u>ARREARS 1</u>	<u>ARREARS 2</u>	<u>TOTAL</u>
	\$	\$	\$	\$
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	(13,012)	0	0	(13,012)
<b>Total collectible</b>	9,779,821	66,686	8,059	9,854,566
<b>Total collected</b>	9,769,209	66,059	7,008	9,842,276
<b>Outstanding</b>	10,612	627	1,051	12,290
Percentage collected 21/22	99.9%	99.1%	87.0%	99.9%
Percentage collected 20/21	99.6%	85.6%	0.0%	99.4%

# Town of Kentville Outstanding Taxes as at December 31, 2021



# Town of Kentville Perpetual Reserve Fund

Month ended November 30, 2021

Statement of Financial Position	2021 Actual \$	2020 Actual \$
<b>FINANCIAL ASSETS</b>		
<b>Cash (at cost)</b>		
Cash and equivalents (net) - (at market- \$1,026,843)	1,021,635	1,596,753
<b>Receivables</b>		
Accrued		
Accrued interest and dividends		
Due from own funds and agencies		
General operating fund	3,807	2,673
<b>Investments (at cost)</b>		
Long Term		
Fixed income securities (at market- \$5,857,477)	5,872,798	8,072,568
Equities (at market- \$7,387,351)	6,605,997	3,910,575
<b>Total assets</b>	<u>13,504,237</u>	<u>13,582,569</u>
<b>Fund Balance</b>		
<b>Due to Town Operating Reserve</b>		
Reserve	<u>13,504,237</u>	<u>13,582,569</u>
<b>Total fund balance</b>	<u>13,504,237</u>	<u>13,582,569</u>



# Town of Kentville Perpetual Reserve Fund

Month ended November 30, 2021

Statement of Reserves	2021 Actual \$	2020 Actual \$
Balance, beginning of year	13,327,443	13,354,167
<b>Add:</b>		
Interest	74,192	122,775
Dividends	138,915	140,879
Capital dividend	2,102	
Accrued interest and dividends		
Capital gains		
Equities		(437)
Fixed income securities	(13,585)	(6,175)
	201,624	257,042
	13,529,067	13,611,209
<b>Less:</b>		
Management fees (net)	24,830	20,205
Return of capital		8,435
Due to Town of Kentville operating fund		
Transfer to Town of Kentville operating fund		
	24,830	28,640
<b>Balance, end of year</b>	<b>13,504,237</b>	<b>13,582,569</b>

March 31, 2022

## Town of Kentville Capital Fund

	Budget Amount \$	Year to Date Amount \$	% consumed
<b>PROJECTS</b>			
Gas Tax Infrastructure	450,000	132,520	29.4%
Green Infrastructure Fund	154,000	22,714	14.7%
General Administration	20,000	10,877	54.4%
Protection	118,200	41,580	35.2%
Transportation	920,000	631,774	68.7%
Development	54,500	43,480	79.8%
Recreation	559,500	395,529	70.7%
	<b>2,276,200</b>	<b>1,278,474</b>	<b>56.2%</b>
<b>FUNDING</b>			
<b>OUTSIDE SOURCES</b>			
Other governments			
Federal- Green Infrastructure Funds	61,600	9,085	0.0%
Provincial- Green Infrastructure Funds	51,300	7,571	14.8%
Province of Nova Scotia		73,000	0.0%
	<b>112,900</b>	<b>89,656</b>	<b>79.4%</b>
Capital Contributions			
Betterments			
Sale of surplus equipment	0	5,000	0.0%
	<b>0</b>	<b>5,000</b>	<b>0.0%</b>
<b>INTERNAL SOURCES</b>			
<b>Cash</b>			
Capital fund cash		1,549	0.0%
<b>Reserves</b>			
<b>Restricted</b>			
Gas Tax Funds	444,300	132,520	29.8%
<b>Own Sources</b>			
Equipment Capital	100,000	100,000	100.0%
Town Capital			
General allocation	441,400	163,531	37.0%
Recreation	63,500	40,576	63.9%
	<b>1,049,200</b>	<b>304,107</b>	<b>29.0%</b>
Operations			
Capital from revenue- KPS	50,000	25,526	51.1%
	<b>50,000</b>	<b>25,526</b>	<b>51.1%</b>
<b>BORROWING</b>	<b>1,064,100</b>	<b>720,116</b>	<b>67.7%</b>
	<b>2,276,200</b>	<b>1,278,474</b>	<b>56.2%</b>



# Town of Kentville Capital Fund

March 31, 2022

GENERAL LEDGER	<b>GREEN INFRASTRUCTURE GRANT</b>		
#	Description	Budget	Actual
	<b>West Main Street Pathway</b>	<b>40,000</b>	<b>0</b>
05-35-71-300	<b>Aldershot Rail Trail/Bridge refurbishment</b>	<b>50,000</b>	<b>12,808</b>
05-35-71-330	<b>Signs, line painting (13 locations)</b> 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.	<b>64,000</b>	<b>1,563</b>
05-35-71-560	<b>Green Infrastructure Planning</b>		<b>8,343</b>
	<b>PROJECTS</b>	<b>154,000</b>	<b>22,714</b>
	<b>FUNDING</b>		
	Green Infrastructure Fund (Federal)	<b>61,600</b>	<b>9,085</b>
	Green Infrastructure Fund (Provincial)	<b>51,300</b>	<b>7,571</b>
	Borrowing	<b>41,100</b>	<b>6,058</b>
	<b>TOTAL</b>	<b>154,000</b>	<b>22,714</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	GENERAL ADMINISTRATION		
#	Description	Budget	Actual
	<b>IT INITIATIVE ANNUAL</b>		
05-35-72-200	IT projects 2021-22 IT	20,000	10,877
	<b>TOWN HALL</b>		
	<b>PROJECTS</b>	20,000	10,877
	<b>FUNDING</b>		
	<b>CASH</b>		
	Capital Reserve- Town General allocation	20,000	10,877
	Borrowing		
	<b>TOTAL</b>	20,000	10,877

# Town of Kentville Capital Fund

SCHEDULE G-4

March 31, 2022

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

# Town of Kentville Capital Fund

SCHEDULE G-5

March 31, 2022

GENERAL LEDGER #	TRANSPORTATION SERVICES Description	Budget	Actual
	<b>Yearly Projects</b>		
05-35-71-100	Equipment	325,000	311,750
05-35-71-450	Public Works building	50,000	0
	<b>Downtown improvements</b>		
05-35-71-350	Ornamental lights/Bridge lighting	50,000	18,240
	<b>Flood mitigation</b>		
05-35-71-400	River Street dyke	40,000	19,814
	<b>Streets</b>		
	<b>Parking lots</b>		
	<b>Sidewalks</b>		
05-35-71-490	Park Street -\$60,000	60,000	0
05-35-71-500	Prospect Avenue- \$40,000	40,000	0
	<b>Storm sewer</b>		
05-35-71-550	Burke subdivision	220,000	152,851
05-35-71-570	Palmer subdivision	110,000	127,570
05-35-71-540	Kentville Business Park	-	1,549
05-35-71-580	Study- Asset Management Storm Sewer	25,000	0
	<b>PROJECTS</b>	<b>920,000</b>	<b>631,774</b>
	<b>FUNDING</b>		
	<b>CASH</b>		<b>1,549</b>
	Equipment capital reserve	100,000	100,000
	Capital reserve- general allocation	140,000	31,564
	Borrowing	680,000	498,661
	<b>TOTAL</b>	<b>920,000</b>	<b>631,774</b>

# Town of Kentville Capital Fund

GENERAL LEDGER	DEVELOPMENT SERVICES		
#	Description	Budget	Actual
	<b>Downtown betterments</b>		
05-35-75-500	Seasonal lighting-\$7,500	7,500	0
05-35-75-450	Downtown benches	10,000	8,491
	<b>Signage</b>		
05-35-75-400	Gateway signage		9,091
	<b>Beautification</b>		
05-35-75-300	Centre Square (Phase 2)	12,000	820
05-35-75-260	Public art display areas	20,000	17,535
	<b>Business Park Improvements</b>		
05-35-75-250	Benches	5,000	6,368
05-35-75-180	<b>Kentville Futures</b>	0	1,175
	<b>PROJECTS</b>	<b>54,500</b>	<b>43,480</b>
	<b>FUNDING</b>		
	Capital Reserve- Town General	54,500	43,480
	Capital contribution- Province		
	Borrowing		
	<b>TOTAL</b>	<b>54,500</b>	<b>43,480</b>



# Town of Kentville Capital Fund

GENERAL LEDGER	RECREATION SERVICES		
#	Description	Budget	Actual
	<b>Soccer</b>		
05-35-74-300	Soccer nets	8,000	6,576
05-35-72-350	<b>Green Places</b>		
	<b>Arena</b>		
05-35-72-500	Steps, drain, water heater	41,500	48,994
	<b>Parks/Playgrounds</b>		
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	240,030
05-35-74-400	Memorial Park- Soccer Fields 1-3	40,000	10,420
05-35-73-400	Memorial Park- Staff lunchroom	15,000	15,396
05-35-73-100	KCA playground accessible feature (CWIP)	40,000	14,956
05-35-73-150	Dog park- east end (CWIP)	55,000	34,596
05-35-74-700	<b>Equipment</b>	87,000	24,561
05-35-73-300	<b>Study- Ravine Trail</b>	15,000	0
	<b>PROJECTS</b>	<b>559,500</b>	<b>395,529</b>
	<b>FUNDING</b>		
	Province of Nova Scotia		73,000
	Capital reserve- General allocation	153,000	66,555
	Capital reserve- Recreation	63,500	40,576
	Borrowing	343,000	215,398
	<b>TOTAL</b>	<b>559,500</b>	<b>395,529</b>



# Memo

To: Dan Troke, Chief Administrative Officer

From: Debra Crowell, Director of Finance

CC: Directors of Town of Kentville

Date: January 5, 2022

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

---

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

In this Fourth report, the Town of Kentville is projecting a surplus position of **\$165,000** (last month- surplus \$172,600).

Everything known to date is captured in this report.



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

**REVENUE**

Overall, actual revenue is projected to end the year over budget **\$244,300**. The particulars are as follows:

**2 TAXES** (budget \$9,971,000; projected \$10,010,500; **OVER BUDGET \$39,500**)

- Taxation is **over budget \$29,400**. 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 \$1,022,100; **OVER BUDGET \$1,600**)

**This section is expected to slightly exceed its budget.**

- Street sweeper rental revenue **reports \$1,600**.

**6 REVENUE-OWN SOURCES** (budget \$1,204,600; projected \$1,204,700; **OVER BUDGET \$100**)

**Own source revenue is projected to meet its budget.**

- 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.**
- Rentals- Arena will fall **short of budget by \$ 10,000** due to new restrictions in place due to the 4<sup>th</sup> wave of COVID-19.
- Miscellaneous revenues in total **exceed budget by \$2,300** and relates to miscellaneous revenue collected by Kentville Police Service.

**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 \$190,900; **OVER BUDGET \$65,900**)

**This section will be over budget by 52.7%.**

- Federal- Canada Summer Jobs program **provides \$16,300** to offset wages for summer Recreation programming.
- Canada Parks & Recreation Association **provides \$19,500** to offset wages related to its Green Jobs Initiative programme.
- 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- Sport Nova Scotia provided **\$2,500** for Recreation program re: Cross County skis
- 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 \$79,300**. The Town Operating Fund is projecting **a surplus of \$165,000**. 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 \$1,464,600; **OVER BUDGET \$17,400**)

**This department is projected to end the year over budget by 1.2%.**

- Office expenses are projecting **over budget by \$22,800**, due to legal expenses and 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 \$3,853,900; **UNDER BUDGET \$400**)

**Police Protection- core program** is projecting to be **over budget \$12,400**.

- 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 \$600 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 fall **below budget \$600** (-0.4%).

- Reallocation of BackCheck staff to Administration provides \$600 savings in this segment.

### **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 **\$2,700** or 0.3%.

- Transfer to KVFD- Operating provides savings of \$9,200, which was the KVFD 20/21 surplus returned to the Town Operating Fund.
- 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 \$9,900**.

- 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 \$10,600. Animal control has no expenditures and therefore the budget is reduced by \$ 6,000. Building inspection will fall under budget \$5,600 while Fire inspection will exceed budget by \$600. Occupational Health & Safety exceeds budget due to OHS assessments.

## **14, 15 TRANSPORTATION SERVICES** (budget \$2,206,900; projected \$2,239,200; **OVER BUDGET \$32,300**)

**Transportation Services is projecting to end the year over budget 1.5%.**

- **Common Services** is projecting to be **over budget \$28,000**. Remuneration will exceed budget \$20,000 due to foreman stand by remuneration. Office expenditures will exceed budget \$9,300 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 \$24,400**. Storm sewer maintenance exceeds budget \$2,300 as does Street cleaning \$1,200. An overage will occur in Street lighting due to a final invoice from NSP regarding the change over to LED lighting in Kentville-\$20,900.

- **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 \$645,400; **OVER BUDGET \$25,100**)

**Environmental Development expects to exceed its budget by 4.0%.**

- **Planning & zoning is increased \$24,700.** Office expenditures exceed budget \$23,700 due to payment of an insurance deductible. The Director anticipates that Research drafting and mapping will exceed budget by \$1,000.
- **Community development** will exceed budget by \$ 400, due to expenditures related to Kentville Futures lands.
- **Economic development** expect to meet its budget.

**20, 21, 22 RECREATION & CULTURAL** (budget \$1,451,600; projected \$1,455,800; **OVER BUDGET \$4,200**)

**This department is projected to be over budget by 0.3%.**

- Administration- Office expenditure is projecting to be **under budget \$9,800.** Savings will be found in Legal expenditures, Professional fees, Committee meeting expenditure and Office supplies offset by increases in Training, General insurance and Other.
- Administration- Vehicles provides **savings of \$ 200** 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 **over budget by \$25,200**. Segments under budget include Tennis Courts, Memorial Park- General, Other parks & Rail corridor maintenance 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)
<b>2 TAXES</b>			
Assessable Property	9,927,500	9,968,800	0.4%
Special Assessments	5,000	5,000	0.0%
Business Property	38,500	36,700	-4.7%
Other	-	-	0.0%
	<u>9,971,000</u>	<u>10,010,500</u>	0.4%
<b>3 PAYMENTS IN LIEU OF TAXES</b>			
Federal and Agencies	417,800	386,300	-7.5%
Provincial and Agencies	182,100	182,100	0.0%
	<u>599,900</u>	<u>568,400</u>	-5.3%
<b>4 SERVICES PROVIDED</b>			
<b>To other governments</b>			
Provincial government	120,000	120,000	0.0%
Local government	91,000	91,000	0.0%
	<u>211,000</u>	<u>211,000</u>	0.0%
<b>5 SALES OF SERVICES</b>			
Agencies	<u>1,020,500</u>	<u>1,022,100</u>	0.2%
<b>6 OTHER REVENUE-OWN SOURCES</b>			
Fines, fees, permits	37,800	38,500	1.9%
Rentals	397,500	394,600	-0.7%
Interest	95,000	95,000	0.0%
Return on investment	630,000	630,000	0.0%
Other	44,300	46,600	5.2%
	<u>1,204,600</u>	<u>1,204,700</u>	0.0%
<b>7 UNCONDITIONAL TRANSFERS</b>	<u>221,200</u>	<u>389,900</u>	76.3%
<b>8 CONDITIONAL TRANSFERS</b>			
Other governments	<u>125,000</u>	<u>190,900</u>	52.7%
<b>FINANCING AND TRANSFERS</b>			
24 From reserves	317,000	317,000	0.0%
	<u>317,000</u>	<u>317,000</u>	0.0%
<b>TOTAL REVENUE</b>	<u>13,670,200</u>	<u>13,914,500</u>	1.8%

# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditures		Budget Amount	Projected	% over (under)
<b>GENERAL ADMINISTRATION</b>				
9	Legislative	257,000	257,000	0.0%
10	General Administration	1,447,200	1,464,600	1.2%
		<u>1,704,200</u>	<u>1,721,600</u>	1.0%
<b>PROTECTIVE SERVICES</b>				
11	Police- Core program	2,509,200	2,521,600	0.5%
11-1	Police- Sales of service	153,000	152,400	-0.4%
11-2	Law enforcement	196,500	191,500	-2.5%
12	Fire protection	860,100	862,800	0.3%
13	Protective services- debt charge	5,000	5,700	14.0%
13	Emergency measures & other	130,500	119,900	-8.1%
		<u>3,854,300</u>	<u>3,853,900</u>	0.0%
<b>TRANSPORTATION SERVICES</b>				
14	Common services	1,012,900	1,040,900	2.8%
15	Road transportation	762,800	787,200	3.2%
15	Public transit	285,900	265,800	-7.0%
15	Transport- debt charges	51,300	51,300	0.0%
15	Other transportation	94,000	94,000	0.0%
		<u>2,206,900</u>	<u>2,239,200</u>	1.5%
<b>ENVIRONMENTAL HEALTH SERVICES</b>				
16	Solid waste collection and recycling	664,000	664,000	0.0%
<b>PUBLIC HEALTH</b>				
17	Public health and housing	96,500	97,300	0.8%
<b>ENVIRONMENTAL DEVELOPMENT</b>				
18	Planning and zoning	231,100	255,800	10.7%
19	Other community development	389,200	389,600	0.1%
		<u>620,300</u>	<u>645,400</u>	4.0%
<b>RECREATION AND CULTURAL</b>				
20	Recreation-Administration	538,800	528,800	-1.9%
21	-Programmes & other	141,800	132,800	-6.3%
22	-Facilities	611,000	636,200	4.1%
22	-Recreation- Debt charges	26,300	26,300	0.0%
22	Cultural	133,700	131,700	-1.5%
		<u>1,451,600</u>	<u>1,455,800</u>	0.3%
23	<b>EDUCATION</b>	<u>1,610,000</u>	<u>1,609,900</u>	0.0%
<b>FINANCING AND TRANSFERS</b>				
24	Debt charges (principal)	829,500	829,500	0.0%
24	Transfers to allowances and reserves	632,900	632,900	0.0%
		<u>1,462,400</u>	<u>1,462,400</u>	0.0%
<b>TOTAL EXPENDITURE</b>		<u>13,670,200</u>	<u>13,749,500</u>	0.6%
<b>PROJECTED SURPLUS (DEFICIT)</b>			<u>165,000</u>	1.2%

# Town of Kentville Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
<b>TAXES-ASSESSABLE PROPERTY</b>		
Residential	6,316,700	6,325,400
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>9,176,800</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>9,968,800</u>
<b>TAXES-SPECIAL ASSESSMENTS</b>		
Curb frontage	5,000	5,000
	<u>5,000</u>	<u>5,000</u>
<b>TAXES-BUSINESS PROPERTY</b>		
Based on revenue (Aliant)	38,000	36,100
Assessment Act- Farm property acreage	500	600
	<u>38,500</u>	<u>36,700</u>
<b>TAXES-OTHER</b>		
Change of use	-	-
Deed transfer fee	-	-
	<u>-</u>	<u>-</u>
	<u>9,971,000</u>	<u>10,010,500</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>39,500</u>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
<b>PAYMENTS IN LIEU OF TAXES</b>		
<b>Federal Government- R</b>	417,800	386,300
<b>Province</b>		
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
<b>OVER BUDGET (UNDER BUDGET)</b>		(31,500)

# Town of Kentville Operating Fund -21/22

March 31, 2022

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

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
<b>SALES OF SERVICES</b>		
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	-	1,600
Recreation- capital	-	-
Recreation- sales	4,400	4,400
	<b>1,020,500</b>	<b>1,022,100</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>1,600</b>

Town of Kentville Operating  
Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
<b>OTHER REVENUE-OWN SOURCES</b>		
<b>Fines, Licenses, Permits</b>		
Administration		
Permits	100	100
Police		
Fines- Provincial Court	25,000	25,000
Law enforcement		
Licenses	2,000	2,000
Parking tickets	8,000	8,000
Emergency Measures		
Animal licenses	1,700	1,700
Planning		
Permits	1,000	1,700
	<u>37,800</u>	<u>38,500</u>
<b>Rentals</b>		
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	323,000
	<u>397,500</u>	<u>394,600</u>
Interest	95,000	95,000
Return on investments	630,000	630,000
Miscellaneous-General	44,300	44,300
Miscellaneous-Police		2,300
Miscellaneous- Recreation	-	-
	<u>1,204,600</u>	<u>1,204,700</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>100</u>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
<b>UNCONDITIONAL TRANSFERS</b>		
<b>Province</b>		
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
	<hr/>	<hr/>
	221,200	389,900
		<hr/>
<b>OVER BUDGET (UNDER BUDGET)</b>		168,700



# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Revenue	Budget Amount	Projected
<b>CONDITIONAL TRANSFERS</b>		
<b>Federal</b>		
Canada Summer Jobs	-	16,300
Canadian Parks & Recreation Assoc.	-	19,500
	-	35,800
<b>Province</b>		
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		
<b>Other</b>		
Trans Canada Trail		1,000
Sport Nova Scotia		5,000
TIANS (re VIC)		3,500
	125,000	155,100
	125,000	190,900
<b>OVER BUDGET (UNDER BUDGET)</b>		65,900

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>LEGISLATIVE</b>		
<b>Mayor</b>		
Remuneration	48,100	48,100
Expenses	7,000	7,000
<b>Legislative benefits</b>		
CPP	9,800	9,800
Group insurance	6,700	6,700
<b>Council</b>		
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
<b>Other</b>		
Other meeting expenditures	2,000	2,000
Election		
	257,000	257,000
<b>OVER BUDGET (UNDER BUDGET)</b>		-

# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>GENERAL ADMINISTRATION</b>		
<b>Remuneration</b>		
Full Time	606,300	606,300
Benefits 121-22-02X	98,900	98,900
<b>Office Expenditures</b>		
Legal and audit	30,000	50,000
Advertising and promotion	5,800	5,800
Expenses- CAO	6,000	6,000
Convention and travel	3,000	4,600
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	186,800
<b>Information Technology</b>		
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
<b>GENERAL ADMINISTRATION</b>		
<b>Common Services (Buildings)</b>		
Town Hall 121-25-OXX	122,600	122,600
Various building 121-26..27-OXX	4,800	4,800
	127,400	127,400
<b>Debt Charges</b>		
Debenture interest	4,300	4,400
Term loan interest	300	200
Debenture discount	8,600	6,900
	13,200	11,500
<b>Programmes</b>		
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
<b>Valuation Allowances</b>		
Accrued sick leave	60,000	60,000
Other doubtful A/R	3,000	3,000
	63,000	63,000
<b>TOTAL GENERAL ADMINISTRATION</b>	1,447,200	1,464,600
<b>OVER BUDGET (UNDER BUDGET)</b>		17,400

Town of Kentville  
Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>POLICE PROTECTION</b>		
<b>Remuneration</b>		
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
	<b>1,781,100</b>	<b>1,781,100</b>
<b>Benefits 122-12-02X</b>	<b>314,900</b>	<b>314,900</b>
<b>Internal allocation 122-13-010</b>	<b>-</b>	<b>-</b>
<b>Office Expenditures</b>		
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
	<b>125,600</b>	<b>128,300</b>
<b>Occupancy-Police Building</b>		
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
	<b>50,700</b>	<b>54,900</b>
<b>Operations-Communication</b>		
Communications	88,400	88,400
Radio license	3,600	3,600
Maintenance	3,000	3,000
	<b>95,000</b>	<b>95,000</b>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>Operations-Technology (122-16-148)</b>	23,500	23,500
<b>Operations-Vehicle</b>		
Insurance	10,900	7,000
Gasoline	28,000	28,000
Operations & maintenance	20,000	30,000
	<u>58,900</u>	<u>65,000</u>
<b>Operations-Programmes</b>		
Special projects	22,000	12,000
Crime prevention/community relations	2,500	2,800
Custody and detention of prisoners	35,000	44,100
	<u>59,500</u>	<u>58,900</u>
<b>TOTAL POLICE PROTECTION</b>	<u>2,509,200</u>	<u>2,521,600</u>
<b>OVER BUDGET (UNDER BUDGET)</b>		<u>12,400</u>
<b>TOTAL POLICE PROTECTION (carried forward)</b>	<u>2,509,200</u>	<u>2,521,600</u>
<b>POLICE PROTECTION REVENUE</b>		
Secondment- Province	120,000	120,000
Fines and fees- Province	25,000	25,000
Miscellaneous revenue		2,300
Law enforcement- Province	100,000	100,000
Department of Justice-Province		7,400
Efficiency Nova Scotia		9,000
<b>TOTAL POLICE PROTECTION REVENUE</b>	<u>245,000</u>	<u>263,700</u>
<b>NET POLICE PROTECTION</b>	<u>2,264,200</u>	<u>2,257,900</u>
<b>SALES OF SERVICE EXPENSE</b>		
Remuneration	83,300	83,300
Remuneration Part time	48,000	48,000
Benefits	21,700	21,700
Internal allocation		(600)
	<u>153,000</u>	<u>152,400</u>
<b>NET SALES OF SERVICES</b>		<u>(600)</u>
<b>SALES OF SERVICE REVENUE</b>		
Sales of service- Police	<u>480,000</u>	<u>480,000</u>
<b>NET SALES OF SERVICES</b>		<u>(327,600)</u>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>LAW ENFORCEMENT</b>		
<b>PROVINCIAL</b>		
Transfers to Correctional Services	84,900	84,900
<b>OTHER</b>		
Prosecution	10,200	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
<b>TOTAL LAW ENFORCEMENT</b>	196,500	191,500
<b>OVER BUDGET (UNDER BUDGET)</b>		(5,000)
<b>LAW ENFORCEMENT REVENUE</b>		
Taxi Licenses	2,000	2,000
Parking Tickets	8,000	8,000
<b>TOTAL LAW ENFORCEMENT REVENUE</b>	10,000	10,000
<b>NET LAW ENFORCEMENT</b>	186,500	181,500

# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>FIRE PROTECTION</b>		
<b>FIRE FIGHTING</b>		
Transfer to KVFD- Area rate	203,700	203,700
Transfer to KVFD-Operating	193,800	184,600
<b>TOTAL FIRE FIGHTING</b>	<b>397,500</b>	<b>388,300</b>
<b>SURPLUS (DEFICIT)</b>		<b>(9,200)</b>
<b>WATER SUPPLY AND HYDRANTS</b>		
Water supply & hydrants	462,600	474,500
<b>SURPLUS (DEFICIT)</b>		<b>11,900</b>
<b>TOTAL FIRE PROTECTION</b>	<b>860,100</b>	<b>862,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>2,700</b>



# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>DEBT CHARGES, EMERGENCY MEASURES, AND OTHER PROTECTION</b>		
<b>DEBT CHARGES</b>		
Debenture interest	4,800	4,800
Term loan interest	200	900
<b>TOTAL DEBT CHARGES</b>	<b>5,000</b>	<b>5,700</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		700
<b>EMERGENCY MEASURES</b>		
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
	<b>32,800</b>	<b>32,800</b>
<b>OTHER PROTECTIVE SERVICES</b>		
Animal control	12,000	6,000
Building inspection	32,700	27,100
Occupational Health & Safety	10,000	10,400
Fire inspection	43,000	43,600
	<b>97,700</b>	<b>87,100</b>
<b>TOTAL EMERGENCY MEASURES AND OTHER</b>	<b>130,500</b>	<b>119,900</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		(10,600)

# Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>TRANSPORTATION SERVICES</b>		
<b>COMMON SERVICES</b>		
<b>Remuneration</b>		
Administrative	239,000	259,000
Work crew	521,800	521,800
Overtime- Administrative	32,000	32,000
Overtime- Work crew	80,000	80,000
	872,800	892,800
<b>Benefits 123-12-02X</b>	240,100	240,100
<b>Internal allocation 123-13-010</b>	(504,300)	(504,300)
<b>Office Expenditures</b>		
Professional/engineering	-	7,400
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	73,000
<b>Occupancy-Public Works building 123-15-0XX</b>	38,700	38,700
<b>Operations-Communications</b>		
Communication	4,000	4,000
<b>Operations-Vehicles and equipment</b>		
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
<b>TOTAL COMMON SERVICES</b>	1,012,900	1,040,900
<b>OVER BUDGET (UNDER BUDGET)</b>		28,000

# Town of Kentville Operating Fund - 21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>ROAD TRANSPORT PROGRAMMES</b>		
Street repairs	115,000	115,000
Sidewalk repairs	5,000	5,000
Storm sewer maintenance	65,000	67,300
Street cleaning	26,000	27,200
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
<b>TOTAL ROAD TRANSPORTATION</b>	<b>762,800</b>	<b>787,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>24,400</b>
<b>PUBLIC TRANSIT</b>		
Kings Transit Authority	270,400	253,500
Kings Point to Point	15,500	12,300
<b>TOTAL PUBLIC TRANSIT</b>	<b>285,900</b>	<b>265,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(20,100)</b>
<b>DEBT CHARGES</b>	<b>51,300</b>	<b>51,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>OTHER TRANSPORTATION</b>		
Outside work-property owner	20,000	20,000
Outside work-KWC	74,000	74,000
<b>TOTAL OTHER TRANSPORT</b>	<b>94,000</b>	<b>94,000</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL HEALTH SERVICES</b>		
<b>SEWAGE COLLECTION AND DISPOSAL</b>		
Cost recovered by user fee based on consumption or contract.		
Separate statement for revenue and expenditures as only users of service pick up deficit or surplus.		
<b>SOLID WASTE COLLECTION &amp; DISPOSAL</b>		
Collection		
Wages	30,000	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
<b>TOTAL GARBAGE AND WASTE COLLECTION</b>	664,000	664,000
<b>OTHER AIR POLLUTION</b>		
Other air pollution	-	-
<b>TOTAL</b>	664,000	664,000
<b>OVER BUDGET (UNDER BUDGET)</b>		-

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>PUBLIC HEALTH AND WELFARE</b>		
<b>Provincial Housing</b>		
Deficit of Housing Nova Scotia	90,000	85,800
<b>OTHER PUBLIC HEALTH</b>		
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
<b>TOTAL PUBLIC HEALTH</b>	<b>96,500</b>	<b>97,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>800</b>

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>PLANNING AND ZONING</b>		
Remuneration Administrative	165,000	165,000
<b>Benefits 126-12-02X</b>	26,600	26,600
<b>Office Expenditures</b>		
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	2,900
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	64,200
<b>TOTAL PLANNING AND ZONING</b>	231,100	255,800
<b>OVER BUDGET (UNDER BUDGET)</b>		24,700

# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>ENVIRONMENTAL DEVELOPMENT</b>		
<b>COMMUNITY DEVELOPMENT</b>		
Transfer to Valley REN	29,000	29,000
Transfer for economic development	88,800	88,800
Community economic development	4,300	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	13,400
	28,300	28,700
	146,100	146,500
<b>OVER BUDGET (UNDER BUDGET)</b>		400
<b>NATURAL RESOURCES DEVELOPMENT</b>		
Shade trees	6,500	6,500
<b>DEBT CHARGES</b>	31,200	31,200
<b>OTHER ECONOMIC DEVELOPMENT</b>		
<b>CED Office</b>		
Remuneration & benefits	78,000	78,000
CED Office	5,500	5,500
	83,500	83,500
<b>Tourism</b>		
Tourism	15,400	15,400
<b>Promotions</b>		
Promotions	106,500	106,500
<b>Other</b>		
Apple Blossom Festival	-	-
<b>TOTAL OTHER ECONOMIC DEVELOPMENT</b>	205,400	205,400
<b>OVER BUDGET (UNDER BUDGET)</b>		-

# Town of Kentville Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>RECREATION AND CULTURAL SERVICES</b>		
<b>ADMINISTRATION</b>		
Remuneration		
Salaries	372,100	372,100
Benefits 127-12-02X	86,200	86,200
Internal allocation 127-13-010	(49,800)	(49,800)
<b>Office Expenditures</b>		
Legal fees	1,000	500
Professional fees	21,000	9,500
Committee meeting expenditure	3,000	1,000
Promotion and publicity	3,000	3,000
Expenses-Director	5,000	5,000
Training	6,500	6,500
Insurance	14,700	16,100
Office supplies	3,000	2,500
Materials and supplies	2,500	2,500
Communication	12,000	12,000
Equipment lease	2,000	2,700
Other	7,500	10,100
	81,200	71,400
<b>Vehicles and equipment</b>		
Insurance	8,100	7,400
Lease of equipment	15,700	15,700
Gasoline	8,300	8,800
Operations and maintenance	17,000	17,000
	49,100	48,900
<b>TOTAL ADMINISTRATION-RECREATION</b>	538,800	528,800
<b>OVER BUDGET (UNDER BUDGET)</b>		(10,000)



# Town of Kentville

## Operating Fund -21/22

March 31, 2022

Expenditure	Budget Amount	Projected
<b>RECREATION PROGRAMMES</b>		
Grants 127-21-010	8,500	6,000
Swimming pool 127-22-OXX	16,500	16,500
Day camp 127-23-OXX	16,500	22,700
Multi-sport camp 127-24-OXX	6,300	5,600
Other programmes 127-25-OXX	10,000	9,000
Community events 127-26-OXX	13,000	13,000
Canada Cup event 127-26-XXX	5,000	-
Spike fund 127-28-OXX	-	-
<b>TOTAL RECREATION PROGRAMMES</b>	<b>75,800</b>	<b>72,800</b>
<b>OTHER</b>		
Parks division and trees 127-43-OXX	66,000	60,000
<b>TOTAL OTHER RECREATION</b>	<b>141,800</b>	<b>132,800</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(9,000)</b>

# Town of Kentville Operating Fund -11/12

March 31, 2022

Expenditure	Budget Amount	Projected
<b>RECREATION FACILITIES</b>		
Recreation centre 127-41-0XX	43,500	43,500
Swimming pool 127-42-0XX	16,500	17,700
Hub building 127-42-070	-	-
Tennis courts 127-45-0XX	3,500	1,200
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	139,300
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	3,000
<b>TOTAL RECREATION FACILITIES</b>	<b>611,000</b>	<b>636,200</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>25,200</b>
<b>TOTAL DEBT CHARGES</b>	<b>26,300</b>	<b>26,300</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>-</b>
<b>CULTURAL BUILDINGS AND FACILITIES</b>		
<b>Cultural</b>		
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	-
<b>TOTAL CULTURAL</b>	<b>133,700</b>	<b>131,700</b>
<b>OVER BUDGET (UNDER BUDGET)</b>		<b>(2,000)</b>

# Town of Kentville Operating Fund -21/22

March 31, 2022

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

# Town of Kentville

## Operating Fund -21/22

March 31, 2022

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



# Memo

To: Dan Troke, CAO

From: Debra Crowell, Director of Finance

Date: January 5, 2022

**Re: RESOLUTION- WITHDRAWAL- TOWN CAPITAL RESERVES**

The 2021/22 capital budget provides for partial funding of the Transportation capital equipment acquisition from the Town’s Capital Reserve funds. The details for the Capital Reserves are as follows:

<i>TRANSPORTATION PROJECT</i>	<i>BUDGET (from reserves)</i>	<i>RESERVE FUNDS Draw #1</i>
	<b>\$</b>	<b>\$</b>
Loader- from equipment reserve	100,000	<b>100,000.00</b>
Loader- from G/A reserve	25,000	<b>25,000.00</b>
	<b>125,000</b>	<b>125,000.00</b>

The Town of Kentville Capital Equipment Reserve contains **\$132,682** and after the withdrawal, it will contain **\$32,682**. The Town of Kentville General Allocation Reserve contains **\$1,849,611** and after its withdrawal, it will contain **\$1,824,611**.

**RECOMMENDATION:**

I recommend to Council Advisory Committee that the attached resolutions be approved for withdrawals of (in total) **\$ 125,000.00** from two Town of Kentville Capital Reserves to partially fund the budgeted 2021/22 transportation equipment acquisition. After this approval, I recommend that the resolutions are forwarded to the next meeting of Town Council for ratification.



**RESOLUTION**

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

**- 2021/2022 CAPITAL PROJECT**

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

**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Equipment Reserve is authorized in the amount of **\$100,000.00** to partially fund the capital equipment acquisition for the year 2021/2022.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the      day of  
AD 2022.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2022.

---

Dan Troke, Town Clerk



**RESOLUTION**

**WITHDRAWAL FROM TOWN OF KENTVILLE CAPITAL RESERVE  
General Allocation**

**- 2021/2022 CAPITAL PROJECT**

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

**THEREFORE BE IT RESOLVED** by the Council of the Town of Kentville that a withdrawal from the Town of Kentville Capital Reserve- General Allocation is authorized in the amount of **\$25,000.00** to partially fund the capital equipment acquisition for the year 2021/2022.

**THIS IS TO CERTIFY** that the foregoing resolution was passed at a duly called meeting of the Town Council held on the      day of AD 2022.

**GIVEN** under the hand of the Town Clerk and under the corporate seal of the Town of Kentville this      day of      AD 2022.

---

Dan Troke, Town Clerk



## **Town of Kentville Staff Report to Council Advisory Committee**

**Department of Planning and Development  
January 10, 2022, for December 2021.**

### **Activity Report and Permits Report, attached**

#### **Programs and Operations**

- 6 Permits Issued: Building valuation of \$564,775 for a 2021-year end total of \$26,272,200.

2 Subdivision Applications

#### **Projects**

- Ryan Park and Miners Landing – two of the larger construction projects in Kentville are progressing well.
- Business Park – All lots in the Business Park are now sold.
- Variance Appeal – The Development Officer approved a variance for 19 Prospect Ave to reduce the number of required parking spaces required for an ancillary dwelling unit in the home. The variance appeal was withdrawn before it was heard by Council.
- UARB Appeal. An appeal was submitted to the NS Utility and Review Board regarding the Development Officers decision to deny a development permit for a third dwelling on a property. Staff pulled together the Appeal Record in accordance with the Municipal Government Act and provided it to the solicitor, however the appeal has since been withdrawn.
- Proposed amendments to the LUB to increase the maximum size of ancillary dwelling units (ADU's) – Staff have been working with an applicant to consider increasing the size of ancillary dwelling units in S/F dwellings and lots over the last few months. A report and recommendation are scheduled later on the agenda.



- **Public Engagement**
- Ongoing

### **Meetings and Events**

- CAC
- Senior Management
- Training Committee
- Internal Active Transportation/Accessibility Committee
- Homeward Bound properties – Land Development
- NS Planning Directors meeting with Municipal Affairs

Respectfully Submitted,

Beverly Gentleman  
Director of Planning and Development

# Activity Report

Planning & Development

December 2021



<i>PERMITS</i>	<i>PERMITS ISSUED</i> DECEMBER 2021		<i>PERMITS ISSUED</i> DECEMBER 2020	
	<b>MONTH TOTAL</b>	<b>MONTH TOTAL</b>	<b>MONTH TOTAL</b>	<b>YEAR TOTAL</b>
<b>Number of Permits</b>	6	142	4	109
<b>Total Building Value (\$)</b>	564,775	26,272,200	304,000	21,289,305
<b>Permit Revenue (\$)</b>	541.70	32,450.14	658.37	24,505.91

## Year End Building Values *(Past 5 Consecutive Years)*

Year	<b>2021</b>	2020	2019	2018	2017
Total Building Value (\$)	<b>26,272,200</b>	21,289,305	19,165,590	5,576,950	17,256,065

# Permits Report

Planning & Development

December 2021



<b>Permit #:</b> 3973	<b>Permit Date:</b> Dec 01 / 21
<b>Value of Construction:</b> \$0.00	<b>Fee:</b> \$0.00
Change of Tenant – Retail to Retail	

<b>Permit #:</b> 3974	<b>Permit Date:</b> Dec 07 / 21
<b>Value of Construction:</b> \$200.00	<b>Fee:</b> \$0.00
Signage – Installing 1 wall sign 2' x 6' (12 sq ft) <b>** Façade Program Applicant **</b>	

<b>Permit #:</b> 3971	<b>Permit Date:</b> Dec 07 / 21
<b>Value of Construction:</b> \$15,000.00	<b>Fee:</b> \$33.83
Residential/Accessory Addition – Replacing the front steps and deck and adding a rear entry and staircase.	

<b>Permit #:</b> 3975	<b>Permit Date:</b> Dec 09 / 21
<b>Value of Construction:</b> \$500,000.00	<b>Fee:</b> \$338.87
New Residential Construction – Constructing a Two Unit Dwelling, residential space is 1,340.53 sf per unit and garage space is 272.13 sf per unit.	

<b>Permit #:</b> 3960	<b>Permit Date:</b> Dec 14 / 21
<b>Value of Construction:</b> \$45,000.00	<b>Fee:</b> \$119.00
Renovation – Renovating the basement to create a second unit.	

<b>Permit #:</b> 3970	<b>Permit Date:</b> Dec 16 / 21
<b>Value of Construction:</b> \$4,575.00	<b>Fee:</b> \$50.00
Signage – Installing 1 wall sign, 60.93 sf in size.	

<b>Total Value of Construction:</b> \$564,775.00	<b>Total Permit Fees:</b> \$541.70
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## **Town of Kentville**

# **Staff Report to Council Advisory Committee**

## **Community and Economic Development Coordinator**

### **JANUARY 2022**

#### **Programs and Operations**

- Centre Square has been officially de-activated for the season and is back to fulfilling winter duties as a parking lot. Some carry over work is still left to be completed on the activation project (poles and light installation) but we are waiting on a vendor and spring weather for completion.
- Budget Planning for new capital projects is underway. Council should expect to see capital requests for funding to support upgrades to the Visitor Info Centre and a few other odds and ends coming from the Planning Department.
- Over the next 2 months the working documents used for retention and attraction efforts in Kentville will be updated, and the economic development landing page section of the website will also undergo some changes.
- The Communications team continues planning for the new Facebook video series
- Final Grant reports related to Harvest Festival and Pumpkin People have been submitted.

#### **Projects & Beautification**

- Downtown Holiday Beautification has been removed. Special thanks to Charlene and Austin Brown from APB Electric for their excellent work as always, and the KBC Events Committee volunteers who assisted again with Centre Square and downtown décor.
- Fire and Ice beautification and décor is being planned now for February. Budgets are depleted, so décor and activities will be minimal this year.
- The unveiling of the "Little Thunder" mural at the Kings County Museum took place on Friday December 10<sup>th</sup>. It was a fabulous event well attended by enthusiastic community members. The project received a fair amount of media coverage including radio, print, and digital.

## **Tourism /events**

- Planning for the Fire and Ice Festival is in early stages but we know this year will likely be another “teaser” year given the current environment related to COVID-19. We are looking forward to working with KBC on this event again.

Respectfully Submitted,

Lindsay Young  
Community & Economic Development Coordinator



## **Town of Kentville**

# **Staff Report to Council Advisory Committee**

## **For the Month of December 2021**

### **DEPARTMENT OF PARKS AND RECREATION**

### **PRESENTED ON JANUARY 10<sup>TH</sup>, 2022**

**Summary:** December is often a time of year when our department is able to clean up and reflect and begin planning for the summer. But this December was a different one in that it was more chaotic than usual with last minute COVID changes, our Facility Manager leaving, and other files that required immediate attention. As always, I need to commend the hard working, extremely creative and caring staff that exist within the Parks and Recreation Department. Everyone has stepped up throughout all the challenges, and we are excited to meet 2022 head on.

#### **Facilities and Operations**

- Parks and Trails
  - This year we have partnered with the Scotia XC Ski Club that is largely based out of Halifax, but supports branches throughout the province. Our goal is to make Memorial park, and other local facilities, a x-country skiing destination. The Harvest Moon Trail and the Gorge will be groomed for winter walking and snowshoeing. The outdoor running track and the Memorial Park Ball Fields will be groomed for cross-country skiing only with a 3km track that will offer both skate ski and classic ski terrain.
  - As the temperature dropped towards the end of December, our three outdoor skating ponds received a lot of use. A reminder that the thickness of natural ice should always be checked before being used.
  - Kentville Ravine: The Hemlock Woolly Adelgid has been confirmed as being in the Kentville Ravine. The Ravine Advisory Committee continues to meet and discuss next steps, the first of which will be to collect data on the number of hemlocks that exist in both the Ravine and Gorge.
- Kentville Arena
  - The arena remains open with restriction being put in place based on the latest Public Health guidelines. We have had a number of ice rentals cancel because of these new restrictions, which will impact our revenue numbers. However because of these cancellations we were able to add an additional 9 public skates to the arena calendar in December.

### **Programs/workshops and Operations**

- Programs/workshops that took place in December:
  - Baby and Me Yoga
  - Pilates with Nate
  - Indoor Walking at the Credit Union Rec Complex
  - SHAFT
  - Women on Wheels
  - Ukulele
  - Holiday Snow Globe Workshop
  - Ornament Painting Workshop
  - The newest sessions of Memory Café kicked off in December with the first session being in individual cafes in communities! We teamed up with Wolfville at Charts Café and brought participants together from this area.
- **Kings County Academy:** Discussion and the KCA School Advisory Tables lead to a new program developed in partnership with KCA and KPS. During the day students that require an “energy release” are given the opportunity to move and be active, as well as learn new skills during regular schooling hours. Sessions occur weekly.
- **Equipment Loan Program:** Thanks to the Support for Sport grant program, we have added both adult and youth cross country skis, poles and boots to our equipment loan program.

### **Public Engagement/ Community Events**

- During the holidays staff set up a Holiday Scavenger Hunt on the Trails that encourages folks to get outside and active, while uncovering clues and possibly winning a prize. The scavenger hunt runs until January 10<sup>th</sup>.
- Kentville Recreation support the first ever Recreation Pickleball tournament in Kentville on Saturday December 11<sup>th</sup>. 16 teams in total participated.

### **Capital Projects**

- No updates at this time.

### **Council Related**

- In partnership with the Kentville New Horizons Club and it’s members our department applied for a New Horizons Grant to better support seniors in our community. Grant priorities were outlined by the members during an engagement session lead by our department.

*Save the Date!*

- Coming up in January:
  - Pilates with Nate (starting Jan 11)
  - Hike With Us (starting Jan 22)
  - Fitness with Emily (starting Jan 10)
  - Nature for Newcomers event – last weekend in Jan (sledding and snowshoeing) and a weekday evening the last week of January (ice safety workshop)
  
- Up and coming workshops: Art with Jenna, Ice Safety with Joel, cross-country skiing, and Below Zero workshops

Respectfully Submitted,

A handwritten signature in cursive script that reads "Rachel Bedingfield". The signature is written in black ink and is positioned above the printed name and title.

Rachel Bedingfield  
Director of Parks and Recreation





## **Town of Kentville**

### **Staff Report to Council Advisory Committee**

### **Department of Engineering and Public Works**

### **January 10, 2022**

#### **Programs and Operations**

- **Kentville Water Commission:** As usual with this time of year, December saw a few watermain breaks – two on the north side of Town and 1 on the south side. Otherwise, the month of December was operationally uneventful for the KWC with a few new residential and commercial connections.
- **Sanitary Sewer Area Service:** Similarly, the Sanitary Sewer service saw a few new connections and no major operational issues.
- **Public Works:** We are now in winter operations mode – keeping equipment ready for snow and ice control and our streets and sidewalks clear.
- **Traffic Authority:** Nova Scotia Power will be installing lighting at the approaches to the New Bridge to improve vehicle / pedestrian safety in the coming months.
- **Engineering Tech Position:** Ahmad El-Kadri, EIT will begin a term position on January 4<sup>th</sup> as a Project Engineer to assist with projects such as implementation of the Active Transportation Plan through the Green Infrastructure Grant, preliminary design of the Donald E. Hiltz Connector Road extension to assist in funding applications and design work for next year's Capital Works Projects.

#### **Projects**

- Most Capital Projects are now wrapped up for the year and projects in the 5-year Capital Plan are being prioritized for the upcoming construction season and field data collected so design work can happen over the winter.

**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
- Dec 1<sup>st</sup> Asset Management Conference in Dartmouth

Respectfully Submitted,

David Bell  
Director of Engineering and Public Works



## **Town of Kentville CAO to Council Advisory Committee**

**JANUARY 10, 2022**

Provincial Health Order: Further clarity around isolating if testing positive for Covid 19 provided by province. Council and staff Covid 19 policy in place. Rapid test kits which were ordered in December will be delayed. Currently have sufficient kits for the next month. The Virtual Meeting Policy and alternative Covid 19 policy will return to council once completed in consultation with legal counsel.

Budget: Town is in a surplus situation. Technical work on the Donald Hiltz connector has commenced.

Inter Municipal Service Agreements (IMSA): Meetings with the CAO's are ongoing. Climate change and diversity work moving forward.

Regional Recreation Facility Feasibility Study: Presentation to council tonight.

Housing and Homelessness: Work continues between Valley partners and the province. Several bunk houses have been made available for short term winter housing and warming centre plans are underway between the partners.

Meetings: Occupational Health and Safety, Association of Municipal Administrators (AMA) CAO's Meeting with Department of Health, Kentville Ravine Advisory Committee, Human Resources Manual Review, Internal Active Transportation and Accessibility Planning, Shelter Mover Nova Scotia, and Regional Emergency Preparedness training.

Respectfully Submitted,

Dan Troke, CAO Town of Kentville



**TO:** Council

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** January 10, 2022

**SUBJECT:** Public Forum

**ORIGIN**

At the November meeting of Council, a public forum meeting was discussed and approved to allow residents to voice their concerns about Town activities, projects and future plans.

**DISCUSSION**

Given the change in public meeting restrictions, a public meeting is no longer appropriate in January. Council should consider moving this meeting online using a zoom format similar to what was used for public hearings.

Upon approval of this format change, some work will be done on structuring this meeting, staff will advertise this event and during the meeting they will be on hand to help people participate. Should Council choose to wait for an in-person opportunity to meet, an alternative date can be chosen.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

None.

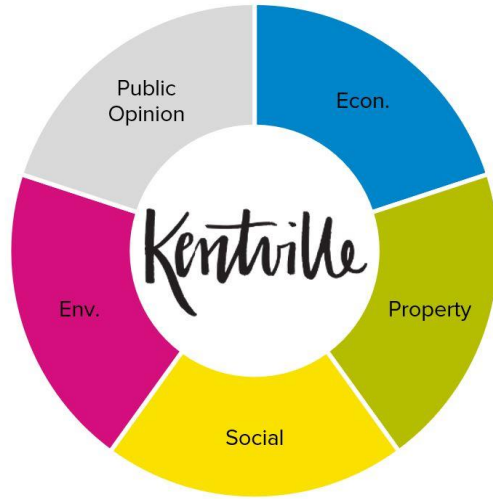
**ASSOCIATED DOCUMENTS**

None.

**RECOMMENDATIONS**

**That Council approve the change in format for the public forum on January 18, 2022, to a virtual meeting with a moderator.**

Town of Kentville Decision Wheel:





**TO:** Council Advisory Committee

**SUBMITTED BY:** Beverly Gentleman, Director of Planning and Development

**DATE:** Monday January 10, 2022

**SUBJECT:** Amendment to the Land Use Bylaw to increase the maximum square footage of secondary/ancillary dwelling units (ADU's).

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**Applicant**

Brenda and Chris Murphy  
178 Valley Pointe NW  
Calgary AB T3B 6B3

**BACKGROUND**

Brenda and Chris Murphy of 178 Valley Pointe NW, Calgary AB applied to amend the Land Use Bylaw to increase the maximum size of a secondary/ancillary dwelling units (ADU's) from 500 square feet to 1000 square feet.

In their application they requested using a “sliding scale” based on the size of a property to determine the square footage of the ADU. Though staff supported the idea of increasing the size of ADU's, we didn't feel using a sliding scale based on lot size could easily ensure those ADU's remained subordinate to the main dwelling. The definition of ADU's and accessory structures state they must be subordinate (lesser than) the main dwelling on a lot. Staff advised the applicants that increasing the size of ADU's has merit as low vacancy rates and skyrocketing prices find many Nova Scotians struggling to find a place to live and pay their rent but aligning the size of an ADU based on the size of the property was problematic. The applicants agreed.

As a result, staff in consultation with the applicants drafted proposed amendments that will allow for an increase in the maximum size of an ADU to 1000 ft<sup>2</sup> while remaining subordinate to the main dwelling.

**DISCUSSION**

All municipalities in Nova Scotia that have planning documents are required to have specific policies related to housing under the *Statement of Provincial Interest* in the Municipal Government Act regarding

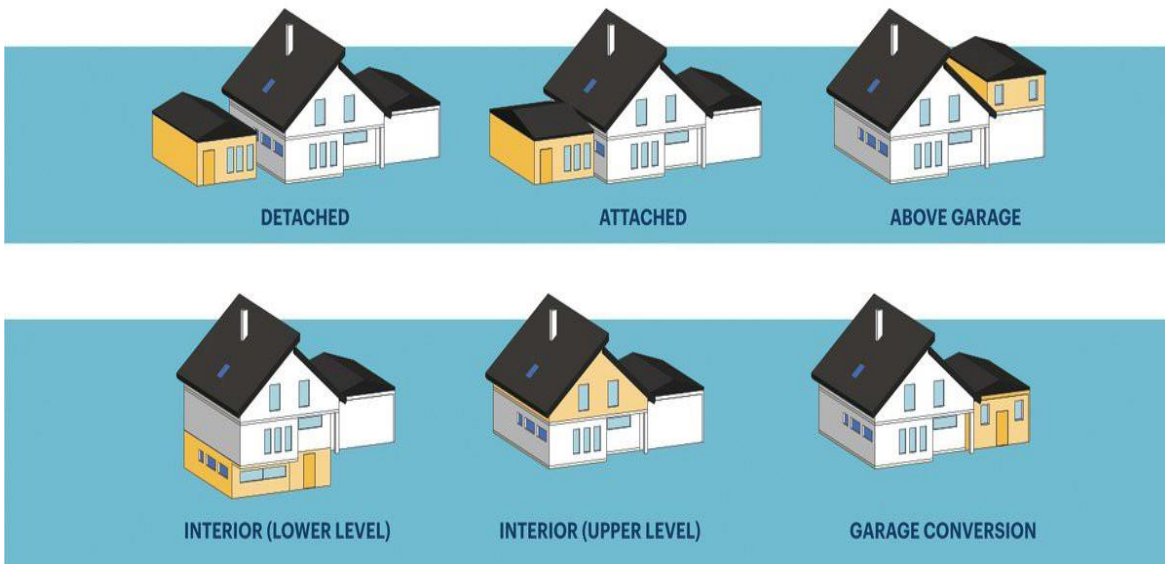
housing. The Provincial goal is to provide housing opportunities to meet the needs of all Nova Scotians by requiring municipalities to consider higher densities, smaller lots sizes and reduced yard requirements that encourage a range of housing types.

Since the adoption of its' first Land Use Bylaw, Kentville has long been a pioneer in advocating for affordable housing and encouraging more housing opportunities by permitting ADU's within any single-family residential dwelling.

There are several benefits associated with ADU's including detached backyard "Garden/granny" suites such as increasing the overall density in an area without affecting the overall built form of the neighborhood; providing opportunities for affordable home ownership; providing rental opportunities; and providing an additional source of income to existing landowners including seniors looking to age in place.

With the adoption of the 2019 planning documents the type of ADU's were expanded to allow ADU's in an accessory building, however the maximum size of the unit was restricted to 35% of the square footage of the main dwelling, up to a maximum of 500 square feet with a maximum of 1 bedroom. The limitations on the size were intended to foster a degree of stability within existing neighborhoods while accommodating an aging population and to encourage various housing opportunities. However, the current critical need for more affordable housing has prompted the need to review the existing ancillary housing policies, specifically the size limitation and the restrictions on the number of bedrooms.

Increasing the size of ADU's in single family dwellings and within backyard garden suites will still maintain stability within neighborhoods as long as they are accessory to the principal dwelling and adhere to additional land use regulations such as floor area restrictions and height requirements.



Accessory Dwelling Units (ADUs) come in many shapes and styles. Illustrations by RPA, based on AARP's ABCs of ADU's Guide.

### Other Municipalities

Upon review of other municipalities policies staff found that many have aligned their maximum square footage for ADU's within a single-family dwelling with the National Building Code which states:

The total *floor area* of all *storeys* of a *secondary suite* shall be not more than the lesser of:

- a) 80% of the total *floor area* of all *storeys* of the other *dwelling unit*, excluding the *garage floor area* and common spaces serving both *dwelling units*, and
- b) 80 m<sup>2</sup>.

Where detached ADU's are permitted, such as above a garage or as a separate garden suite, they are not subject to the same limitations under the Building Code but are limited based on the size of the main dwelling.

Kentville's land use bylaw also regulates the size and height of accessory structures such as detached garages. The maximum size of an accessory structure is 1000 <sup>ft</sup><sup>2</sup> and is not limited based on the square footage of the main dwelling, but on the size on the lot.

*“Accessory structures, such as a detached garage has been limited to a maximum of 15% of the total lot area up to a maximum of 1000 square feet.”*

It is the opinion of Staff that if a maximum 1000 square foot accessory structure can be permitted on a lot, then it really shouldn't matter if it is garden suite as long as the ADU remains subordinate to the main dwelling.

## **RECOMMENDATIONS**

It is the recommendation of staff that Council give first reading to:

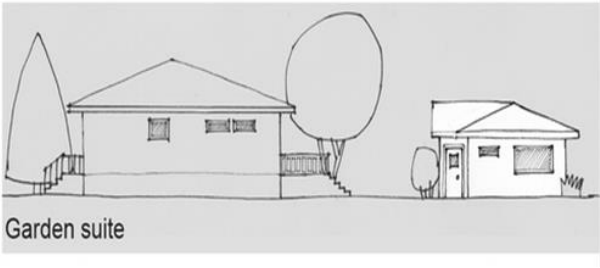
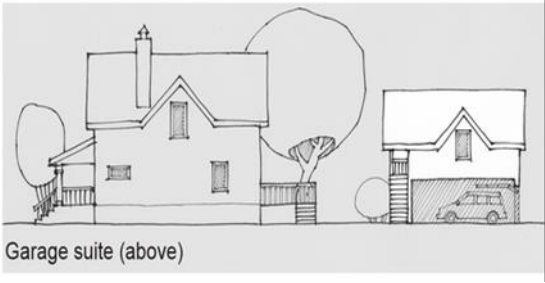
- align the maximum square footage for ADU's within a single-family dwelling with the National Building Code, which is 80% of the gross floor area of the main dwelling up to a maximum of 80 square meters without limitations on the number of bedrooms; and
- allow detached ADU's Garden Suites to have a maximum floor area of 80% of the gross floor area of the main dwelling, not to exceed 1000 square feet.



**TOWN OF KENTVILLE  
AMENDMENTS TO  
the  
Land Use Bylaw**

**“BE IT RESOLVED that the Land Use Bylaw for the Town of Kentville be amended as follows:”**

- 1) Part 1, Definitions is hereby amended by adding the following to Dwelling, Ancillary, after the word **building** in the last line **“including a Garage Suite which means an accessory dwelling unit built above a detached garage and a Garden Suite which means a free-standing, single story accessory dwelling unit located behind the primary single unit dwelling”**
- 2) Part 5 Section 5.1.1 a) is hereby amended deleting the word **“35%”** and replacing it with **“80%”** after the word more in the first sentence.
- 3) Part 5 Section 5.1.1 a) is hereby amended deleting the words **“500 ft<sup>2</sup> (45 m<sup>2</sup>)”** and replacing it with after the word’s maximum of in the second sentence and replacing it with **861 ft<sup>2</sup> (80 m<sup>2</sup>)** after the words **“maximum of”** at the end of the sentence.
- 4) Part 5 Section 5.1.1. b) is hereby amended by deleting the words **“and a maximum of 1 bedroom”** at the end of the sentence.
- 5) Part 5 Section 5.1.1 g) is hereby amended by deleting the sentence, **‘An Ancillary Dwelling unit within an accessory structure shall be subject to Section 5.1.1 (a), (b), and (c) and applicable provisions of Section 4.1.1’** and replacing it with **An Ancillary Dwelling unit within an accessory structure shall be subject to applicable provisions of Section 4.1.1 and the following table:**

	Garden Suites	Garage Suites
	 <p style="text-align: center;">Garden suite</p>	 <p style="text-align: center;">Garage suite (above)</p>
Maximum size	80% of the gross floor area of the main dwelling, not to exceed 1000 square feet	80% of the gross floor of the main dwelling not to exceed 1000 square feet including the garage.
Maximum Height	15 feet	21 feet

Report Prepared by: Beverly Gentleman, Director of Planning and Development



**TO:** Council

**SUBMITTED BY:** Dan Troke, Chief Administrative Officer

**DATE:** January 10, 2022

**SUBJECT:** Redden Avenue Property Tax Credit

**ORIGIN**

On January 6, 2022, property owners at 16 Redden Avenue applied to the Town for a property tax credit. The structure at this address was destroyed by a fire in March of 2021. The property owners are requesting a credit for the taxes paid from March 2021 to the present.

**DISCUSSION**

Pursuant to Policy Statement G37F “Tax Reduction”, a resident may apply for a temporary exemption of property taxes in events including a total structure loss by fire. Upon approval by Council, staff would contact the building inspector and Assessment Services to verify the buildings at the address. Once the inspector verifies the request, a letter is sent to Town Hall to issue the credit.

**POLICY IMPLICATIONS**

None.

**BUDGET IMPLICATION**

Not available.

**ASSOCIATED DOCUMENTS**

None.

**RECOMMENDATIONS**

**That Council approve the request for property tax credit from March 2021 to present, based on taxes paid, for 16 Redden Avenue, pursuant to Policy Statement G37F “Tax Reduction”.**

Town of Kentville Decision Wheel:

